

How to Make a Greeting Card

Open Word (or any word processing—you will just need to look for the commands as they will probably be in different locations)

1. Change the orientation to landscape:
 - a. Click on Layout
 - b. Click on Orientation
 - c. Click on Landscape

2. Divide the paper into two columns
 - a. Click on Layout
 - b. Click on Columns
 - c. Click on TWO

3. Your insertion point (where your type will appear) is in the first column. For a card, you want to start your text in the second column so it will appear on the front once the paper is folded in half.
 - a. Click on Layout
 - b. Click on Breaks
 - c. Click on Column

4. Add Word Art, Clip Art (online pictures or something from your computer), or Text to this right side of the paper. Don't forget to format pictures so you can move them around!

5. Once finished, hit enter until your insertion point is past all pictures. Now go to second page;
 - a. Click on Layout
 - b. Click on Breaks
 - c. Click on Page

6. Your insertion point is at the top of the page, so once again you will need to put in a column break. See #3 above.

7. Add Word Art, Text, Clip Art...whatever you want on the card's inside.

8. You can change the Vertical alignment:
 - a. Click on Layout
 - b. Click on Page Set up
 - c. Click on Layout tab
 - d. Use the drop down box and choose Vertical alignment

9. You can change the horizontal alignment:
 - a. Click on Home
 - b. Click on the center alignment icon in the Paragraph group

Happy Mother's Day!