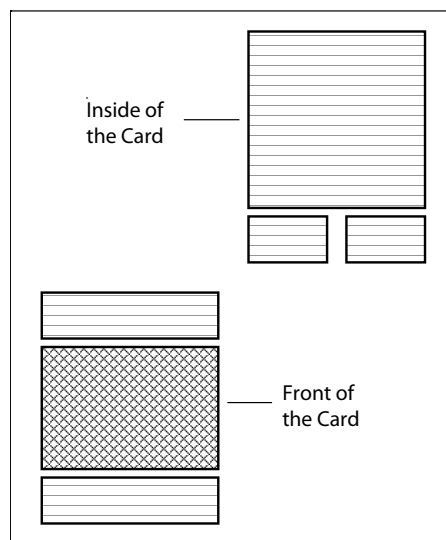


Creating Greeting Cards

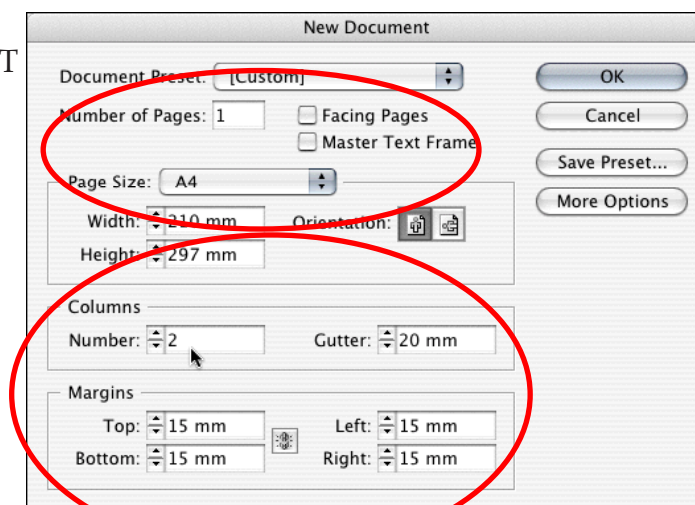
Now that you have been introduced to Adobe InDesign cs you will be shown over the next few chapters how to use it to create a range of different publications.

In this chapter you will create a greeting card. This involves splitting a page into quarters and printing two quarters upside down. An example of what the card will look like is shown on the following page. The thumbnail sketch for the card is shown in the following diagram.



Starting a New Publication

- 1 Load Adobe InDesign cs or close the current file.
- 2 Display the FILE menu, highlight NEW and select DOCUMENT to start a new document.
- 3 In the NEW DOCUMENT dialogue box, set the PAPER SIZE box to A4 and orientation to PORTRAIT.
- 4 Turn off FACING PAGES as this is a one page document, set the COLUMNS to 2 with a GUTTER of 20 mm and set the MARGINS to 15 mm.



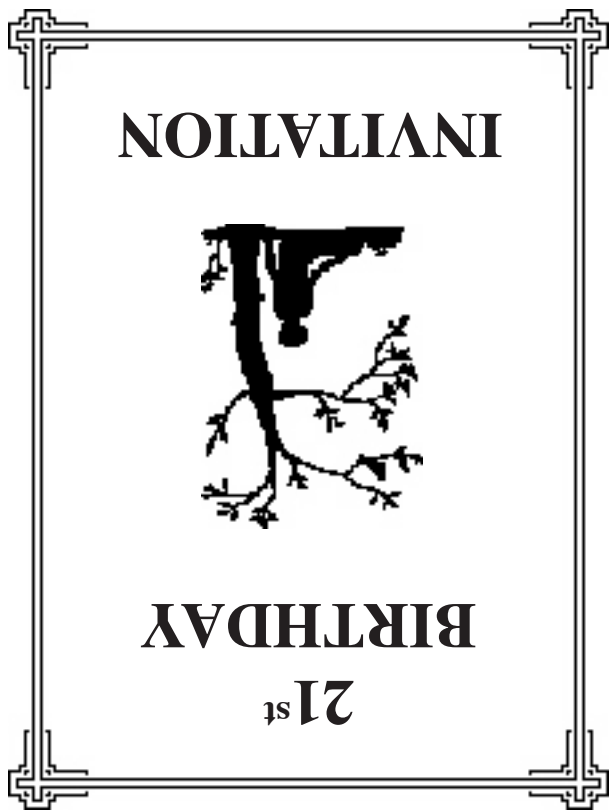
*Mr and Mrs Drayton
cordially invite:*

*to the twenty-first birthday
party for their daughter Linda on:*

*Saturday Evening,
23 August,
2005*

*Held at:
35 Mitchell Street
Belmont, 3216*

*RSVP
1 August, 2005*



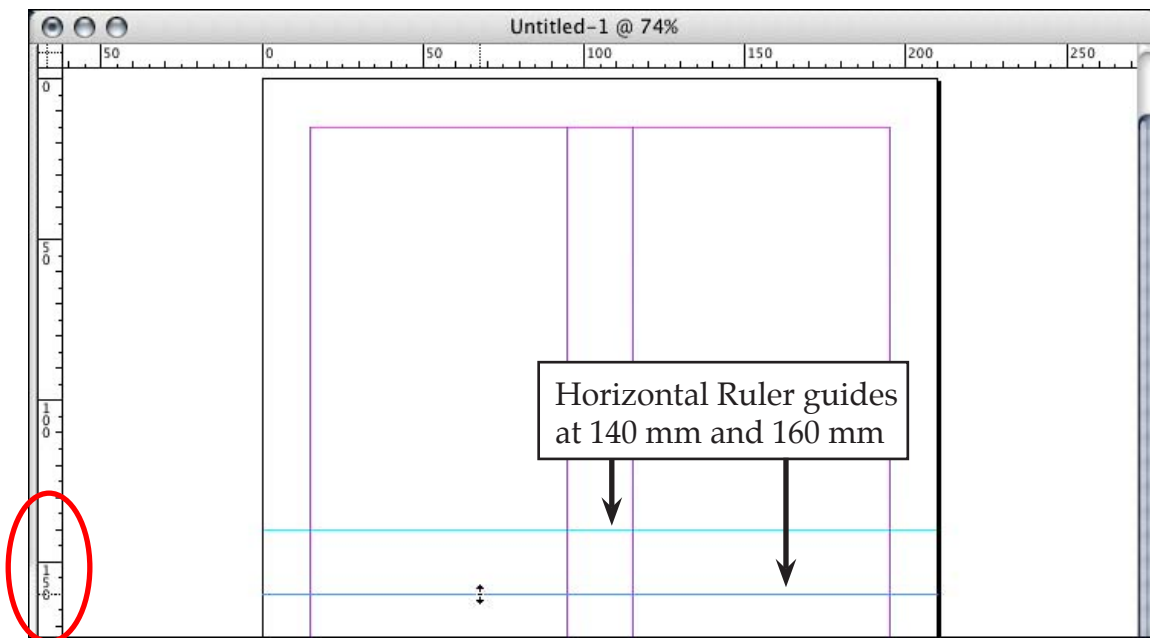
NB: By setting the COLUMNS to 2 we have been able to set an area through the centre of the page where the card can be folded.

- 5 Select OK to start the document.

Setting the Ruler Guides

Column Guides have been used to set the vertical fold area for the card. HORIZONTAL RULER GUIDES will be used to set the horizontal fold area. An A4 page is 297 millimetres high. The horizontal centre of the page is at 148.5 mm. We will set ruler guides around 150 mm which will be close enough to the centre of the page for this document.

- 1 Move the *pointer* into the centre of the top ruler and drag a ruler guide in line with 140 mm in the left ruler.
- 2 Drag another ruler guide to 160 mm.



- 3 Save the layout on your STORAGE folder as:

Exercise 2

Creating the Front Section

The front cover of the card will be entered in the bottom left quarter of the page, then rotated 180° to turn it upside down.

A Inserting the First Graphic

The first graphic will be the border.

- 1 Click on the SELECTION TOOL in the TOOLS palette and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the CHAPTER 2 folder of the ID SUPPORT FILES and double click on the BORDER file to insert the graphic.
- 3 Position the PLACE GRAPHIC MARKER at about (15,170). That is, in line 15 mm in the top ruler and 170 mm in the left ruler.
- 4 Click the mouse button to place the graphic on the screen.

