

EZ GREETING CARD

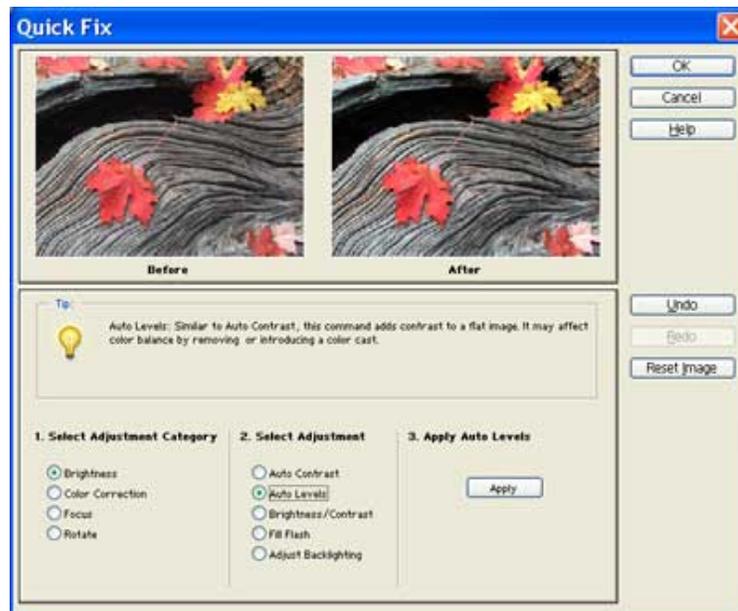
This tutorial uses Photoshop Elements 2 but it will also work in all versions of Photoshop. It will show how to create and print 2 cards per 8 ½ X 11 sized papers. The finished folded size of each card will be 5” X 4”. To cut the cards, a rotary cutter is ideal but you could use a straight edge and an exacta knife. You will also need a tool to “score” the fold of your card. You will also need to purchase “Invitation” size envelopes (available at office supply stores). The best size for this project is 4 3/8 X 5 3/4.

TIP: It is a good idea to sketch out your card idea first. It will save you time. Stop by a card shop for inspiration!

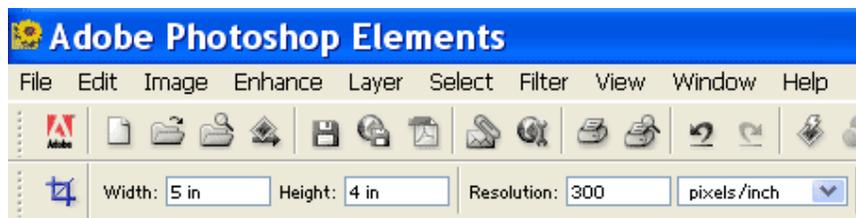
1. Open Photoshop Elements 2. Have the “Layers Palette” showing. If it is not, go to the top toolbar and click on “Window” and then click on “Layers”.

Open the image you’d like to use. Because you will be cropping the image to 5in X 4in, a portion of the image might be cut away during cropping so pick an image that has some room to spare around the edges of the subject.

2. Edit your photo by going to “Enhance” and “Quick Fix” or use any methods familiar to you. Correct your photo as needed. Click OK when done.



3. Select the “Crop” tool and look to the top tool bar at the Crop Tool’s options. Enter 5 in by 4 in and a print resolution (i.e.300). If your photograph is vertical, you will reverse the location of the numbers. Before you “commit” the crop (by pressing Enter (Return on a Mac)), you can move the crop marks to any position you want. No matter how much or little of your image you include, the crop will always be constrained to the dimensions you entered.



4. Now you are ready to add other elements to your card. Refer to your sketch or a sample card and be as creative as you'd like. Add a border or a special effect to your image. For example, if you have lots of experience with Elements or the full version of Photoshop, you might want to create a collage by adding other images and blending them together. The Sky is the Limit! I'm only going to add some text to my image. Refer to the "Help" menu for tips on using the Type tool and Effects.



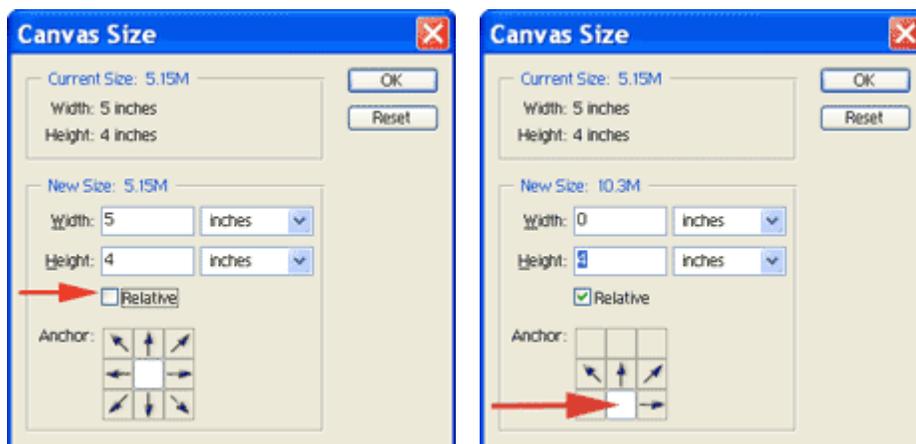
5. You now need to create the back of your card. First set the colors on your Tool Palette to Black and White with White being background. This will make the added portion white. Then, go to "Image" "Resize" and choose "canvas size".

A dialog box will come up. If it looks like the first example (below left), then click in the box by "relative" so that you have the box that looks like the one shown to the right below.

You then need to click in one of the squares at the bottom of this dialog box. This tells Elements in which direction you want to add the new canvas.

For a **horizontal** card, you need canvas added to the top of the card so click the bottom center box. Add 4 inches.

For a **vertical** card, you will be adding to the LEFT of your image so click on the square to the RIGHT of the center square. Add 4 inches to the Width.



Click "relative" to get second box.

Click in the appropriate location.

(Confusing, I know but try to visualize a folded card)

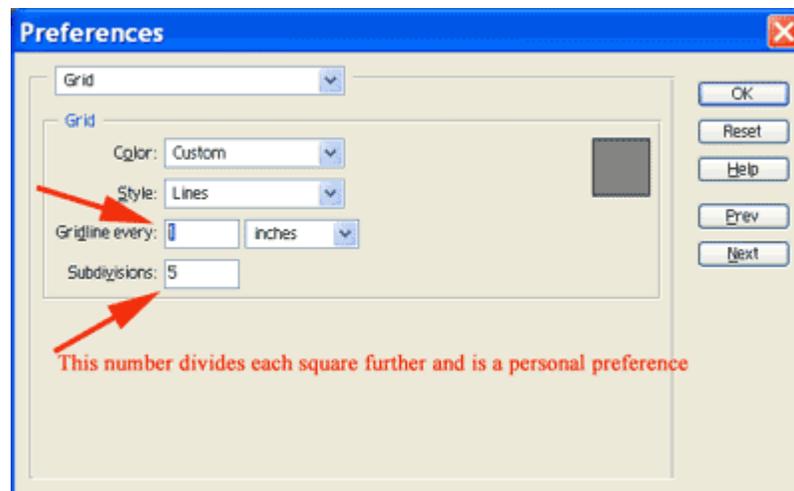
6. A horizontal card will look like below. A vertical card will be sideways. The white area is the back of the card.



7. It is a nice touch to put the title of the photo and your name on the back of the card. To make it easier to do, you will now rotate your card. Go to "Image" "Rotate" and choose 180. Don't make the mistake of choosing "flip vertically". If you do, the text on the front of your card will be reversed! Click OK.

8. To help you position objects or text, go to the top Tool Bar and click "View" and then click on "Grid". This puts a grid over the entire image.

NOTE: You might find that you want to reset the options for the grid. For instance; having one square for each inch. Just click on "Edit" "Preferences" and choose "Grid". Enter the number 1 as the amount of Grid lines and then select "inches". The second number is for the dividing each square into its own little grid. Both numbers are a personal preference.

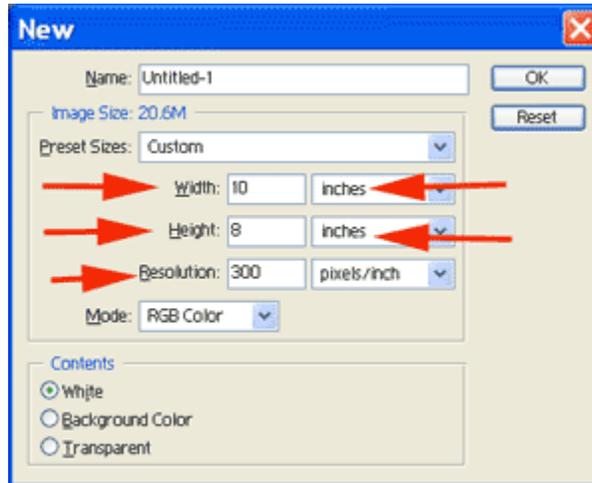


9. Select the Text Tool and a color that you would like to use. Refer to the image on the next page for placement and then type what you'd like on the back of your card. Don't worry about the **exact** position of the type. You can easily move it later. When done, the easiest way to move the text is to click on the text layer to highlight it, choose the move tool and then use the arrow keys on your keyboard to position it.

Finally, it really helps to have a guide line for cutting your finished card. Click on the Background Layer and then click on "Select" and choose "Select All". Then click on "Edit" and "Stroke" and enter 1 pixel as the width. Click inside the "color" box and click on a black area. Finally, choose "INSIDE" for location. Click OK.

10. You are now ready to print your card. First you need to flatten the layers. Click on “Layer” and “Flatten image”. By the way, the Grid should still be showing. If it is not, click on View and click on Grid again.

11. Now click on “File” “New”. A box will come up. For a horizontal card, you will need to change the dimensions to 10 inches wide by 8 inches high and resolution to 300. Be sure you change from “pixels” to “inches” if “pixels” is showing! For a vertical card, you will reverse the numbers.

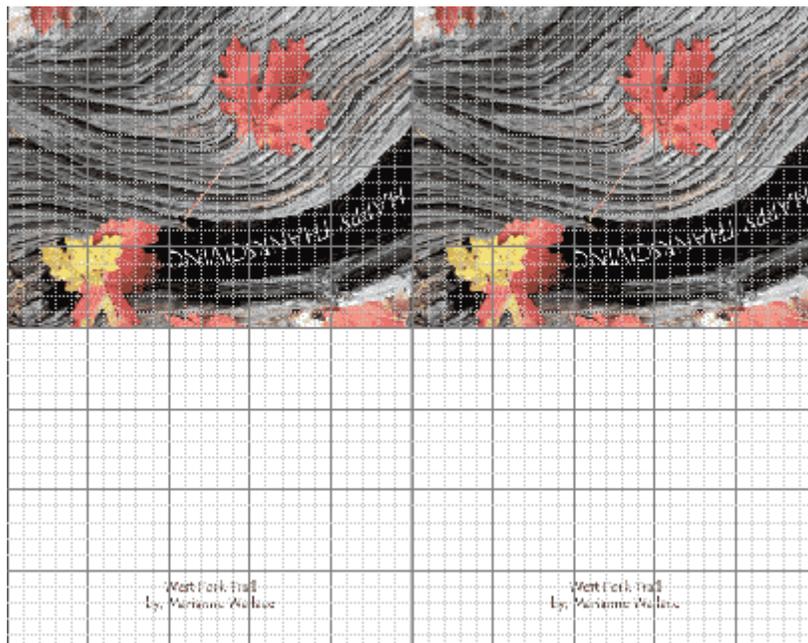


12. You now have a document with a grid on it. To further help position your cards on this document, you could click on “View” and then Click on “Rulers”. Your document border will have rulers which might be helpful.

13. Reduce the window size of this document or move it to one side so that you can see it and your card at the same time. Now the tricky part! Click on the “Move” tool. Click once on your card to select it. Then “CLICK, HOLD, and DRAG” the card over into the new document. You can let go of your mouse when you see a faint line appear around the document.

14. Still using your move tool, click on your card inside the document and use the rulers, grid and arrow keys to help position it so it is on exactly one half of the new document. The Grid makes it easy to “snap” to the center line.

15. Repeat step 12 & 13. Your document should look like the example below. The grid will not print out so don't worry that it is still showing.



16. You are now ready to print. Since printers and printer drivers are different, I will not go into detail. The main settings you want to be sure you have correct are:

- a. Correct paper (i.e. photo paper) and paper size selected (8 ½ X 11)
- b. Correct print resolution for photo paper or paper chosen.
- c. "Center" the image on the paper
- d. If available, choose "maximum" as your print space
- e. Finally, be sure to enable a "print preview"!!!

When you have finished printing, use the stroked edge on each card as a guide to cut them apart. Use a straight edge and the scoring tool to "LIGHTLY" "score" the fold on the card's front side. Turn the card over and score this fold again. This will make folding your card much easier.

Once you get the hang of it, you can get more creative with your cards such as the montage below:



This card is a composite of the 3 images below



Check out my "Snow" tutorial!