

Making Pop-Up Cards

Start Microsoft Word

Click on **Start**.

Click on **Programs**.

Click on **Microsoft Word**.

Basic Setup

Go to the **File** menu and pull to **Page Setup**.

Click on the **Paper Size tab**, click on **Landscape**.

Click on the **Margin tab**, change all margins (top, bottom, left and right) to **0.0** inches.

Click **OK**.

You will receive a dialog box, click **Ignore**.

On the **Format** menu, click on **Columns**.

Select **3 columns equal size**. The space between the columns should be **0.5** inches. Click **OK**.

On the **Standard toolbar**, change the **zoom to 50%**.

You will need to use the drawing tools, if they are not visible, go to the **View** menu, pull to **Toolbars**, and click on **Drawing** (if there is already an X in front of drawing they are visible).

If you wish to make a smaller card, draw a line at 6 inches across the page. To do this, go to the drawing toolbar, click on the **Line**.

Hold down the shift key to make a straight line.

Make horizontal lines at **6** inches.

(Note: If the computer is not letting you **arrange the lines the way you like, go to the Drawing toolbar, click on Draw, and click on Grid. Uncheck** the box that says **snap to grid**. Click **OK**. (I also change the zoom to 200% to see my line is on the exact spot I want.)

Remember to save your document often. ☺

You are now ready to enter text, Word Art or Graphics. When selecting a graphic be sure it is symmetrical and be sure to center it between the second and third column divider. Make sure you leave space above and below the graphic for when you cut it with the scissors.

Inserting Word Art

In the **Drawing Tool bar**, click on the Insert Word Art tool (a slanted blue A)

Click on the style of Word Art you would like.

Click **OK**.

Type your text in the box that says Your Text Here.

Change the font, size, and style if you desire.

Click **OK**.

Move your text where you would like it to be.

To make changes in the words, double click on them.

To make changes in the Word Art features, single click on the words and make changes in the Word Art toolbar.

Using the Text Box

From the **Drawing toolbar**, click on **Text Box**.

Click and drag to draw a textbox in the rectangle.

On the **Format toolbar**, select the font, size, style and color.

On the drawing toolbar click on **Line Color**, select **No Line**.

Type the Text.

Inserting a Graphic into a Document

Click Insert in the menu bar

Click Picture

Click **Clip Art**

Navigate through the **folders/directories** to the location of the graphic you want to insert

Click the name of the **graphic** you want to use

Click Insert

Move the picture to where you would like it to appear.

Resize the picture by dragging the selection handles.

Use the Picture Tool Bar

If the Picture Toolbar is not visible, go to **View** and pull to **Toolbars** and pull to **Picture** (*Note: if Picture already has a check in front of it, you already have the toolbar*)



Wrapping

To make these work, click on the picture and then click on the tool on the toolbar.

The contrast and brightness will change the image one click at a time.

The crop tool lets you crop part of the image. Place the tool over one of the size boxes and move down to the image you want

The line Style lets you determine what type of line you would like as a border around your picture.

Printing

Once you have made the sign, save it.

When you are ready to print, click on the **printer** icon on the Standard Toolbar. Click **Yes**, when it tells you that one of your margins is out of the print area.

Cut off the bottom of the card at the six-inch line.

Fold the card into thirds accordion style.

Make an equal length cut above and below the graphic between the 2nd and 3rd column.

Fold the graphic so it pops forward when the card is opened.