

## Helpful Hints for Making Shana's Paw<sup>®</sup> Notecards & Postcards

You can use your Shana's Paw<sup>®</sup> Notecard and Postcard designs in a variety of ways, in both print and digital applications. For example, you might want to use a postcard image within a newsletter or worship bulletin. Just insert it as you would any image file. This also applies to using these images to print notecards or postcards: just insert them into a document (8.5" x 11", set to landscape orientation) using Word or Publisher or other program.

You may print your notecards or postcards on plain cardstock and use a paper cutter to separate them. You also may use special cardstock produced by Avery, Staples, and other commercial suppliers that are perforated for separating after printing. The notecard versions are easy to fold and often include envelopes.

If you are not comfortable doing your own layouts, many software programs—such as Word and Publisher—include templates for doing notecard and postcard layouts. In addition, Avery has downloadable templates on its website, as do some other commercial suppliers.

In addition, Avery has its *Avery Design & Print* software (available for PC or MAC, free at the Avery website), which we have found to be quite user-friendly. (No, we don't have any arrangement to promote Avery—it's just the supplier with which we are most familiar.) Here are some hints for using *Avery Design & Print* to make your Shana's Paw<sup>®</sup> Notecards and Postcards and print them on Avery cardstock:

1. Open *Avery Design & Print* program.
2. Select the appropriate size and layout style. For example, for a notecard you might use Avery product #3268.
3. Select the plain (*i.e.*, empty) template.
4. When the workspace opens up, select "Front of Card."
5. In the upper right of the screen, elect to "Edit One" or "Edit All." Editing one card allows you to use more than one design per sheet, while editing all allows you to edit once to print multiple cards of the same style.
6. In the menu on the left side of the screen, select "Images."
7. Select "From My Computer" to download your Shana's Paw<sup>®</sup> notecard or postcard image.
8. Download your Shana's Paw<sup>®</sup> image from your computer. It will appear in the center of the workspace, probably reduced in size.
9. After you have opened your image, you have two ways to make that image fill the card front:
  - a. Set the image as the Background:
    - i. Locate (but do not click, yet) the "Set as Background" button on the left of the screen, under "Images."
    - ii. To the right of that button, find and click on the "Lock Aspect Ratio" box.
    - iii. Click the "Set as Background" button. The image will expand, leaving a margin around each card.
  - b. Manually adjust the image's size:
    - i. Click on the image to select it.
    - ii. Drag the "handlebars" at the sides and corners of the image to expand it to the desired size.
10. You might want to print something on the back of your cards. For example, on the back of a notecard you could put the church's name and address or a logo. On the back of a postcard, you could put a return address and a logo. (If you would like Shana's Paw<sup>®</sup> to create something distinctive for the back of your cards, please contact [ShanasPaw@carolina.rr.com](mailto:ShanasPaw@carolina.rr.com).)
  - a. For a notecard, while on the front side of the card, click on the blank (non-image) upper half of a card. Insert a text box and/or image. Place it so that it appears where you want it on the back of the card after printing.
  - b. For a postcard, go to the back side of the card. Insert a text box and/or image. If you will be mailing the postcard, do not put anything in the areas U.S. Postal Service regulations designate must remain blank.
11. Preview and print. You might need to make some adjustments to be sure your cards print correctly as to color and layout, so it is advisable to do one or more test printings on plain paper. If you have used the *Avery Design & Print* program, it has an option within the "Preview & Print" tab to make placement adjustments. Other adjustments can be made within your printer's settings and (if you did not use *Avery Design & Print*) the program you used for your layout.