

Creating the Christmas cards

Mendlesham Computer Club

What we are going to be doing today

We are going to be using OpenOffice or Microsoft Word to create personalised Christmas Cards as follows;

1. Copy the example cards from the USB stick onto your PC
2. Make simple edits; change text, fonts, colours and the photos
3. For the adventurous; Graphic fonts and embedding photos into shapes
4. Print the cards (you may want to do this at home)

Card design

- Landscape or portrait?



- Have any images ready, it's a good idea to create a folder for all the assets you need for your card

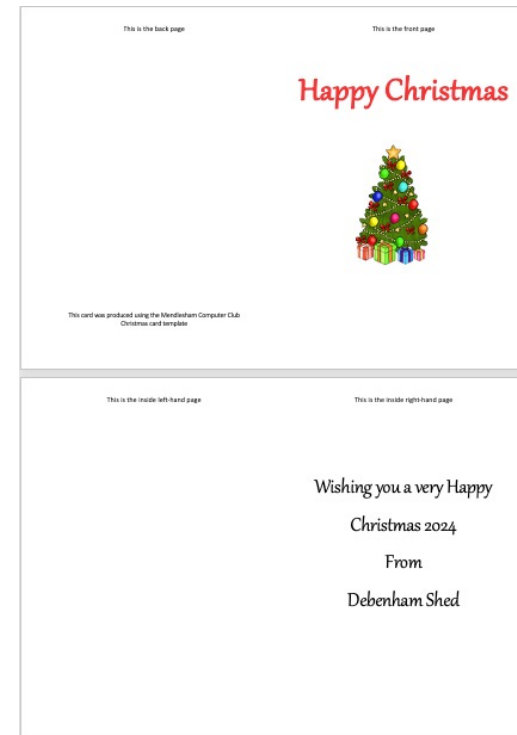
The Examples

We have created Landscape and portrait examples for OpenOffice and MS Word

Landscape



Portrait



Interesting fonts to try for use in greetings cards

- Gabriola
- Bradley Hand
- Calibri
- Chakduster
- Cloister Black
- **COPPERPLATE GOTHIC**
- DESDEMONA
- *Edwardian script*
- *Herculanum*
- *Lucida calligraphy*
- *Lucida Handwriting*
- *Segoe script*
- *Sign Painter*
- *Snell Roundhand*
- *Zaffino*
- Wingdings (use with care)

NOTE: Your laptop may not have all of these fonts

Inserting Photos

- In OpenOffice
 - Select Insert>Picture>From file
- In MS Word
 - Select Insert>Pictures>Pictures from file
- Resize pictures using the boundary squares. Note that to keep the width/height aspect ratio so circles don't become ellipses hold the shift key down as you resize it in Open Office. In Word, just move the corners.
- Rotating an image; MSWord has a rotate handle, however in OpenOffice you need to insert the photo into a separate Drawing file, copy and past this into your text document and then you can use the Rotate option in the Position and size tab.

For the more adventurous (see me)

- Place your photos in a shape
- Fancy fonts using Fontwork (OpenOffice) or Word Art (MSWORD)



Let's get started

- Create a folder on your laptop to contain today's work
- Copy the relevant examples and these slides to this folder from the USB stick
- Gather together any images you need to use and copy them to this folder
- Open your chosen example in your word processor
- Start by just changing the text, font and colours, then replace images
- If you need photos rotated, please let me know
- Print you card

Printing your cards

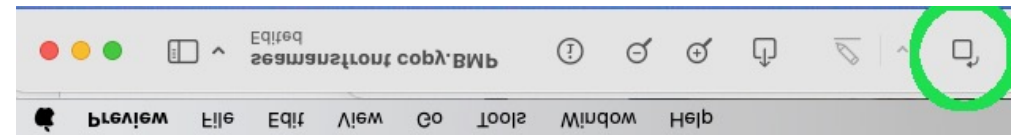
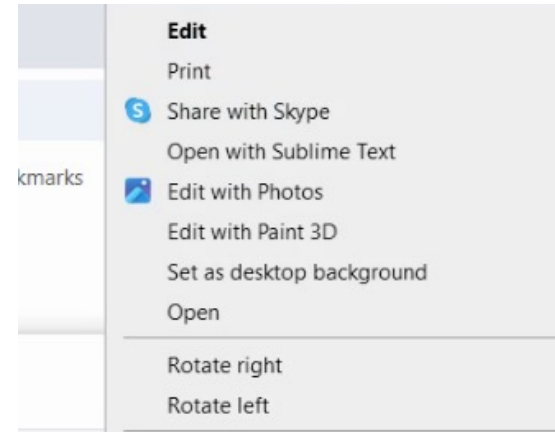
- Check your printer can handle the weight of paper you plan to use, we are using 250 GSM, the bigger the number, the thicker the card.
- Print double sided with short edge binding for Portrait cards, long edge binding for Landscape
- Print tests on plain paper first
- A5 cards need C5 envelopes

Additional slides

Rotating Photos

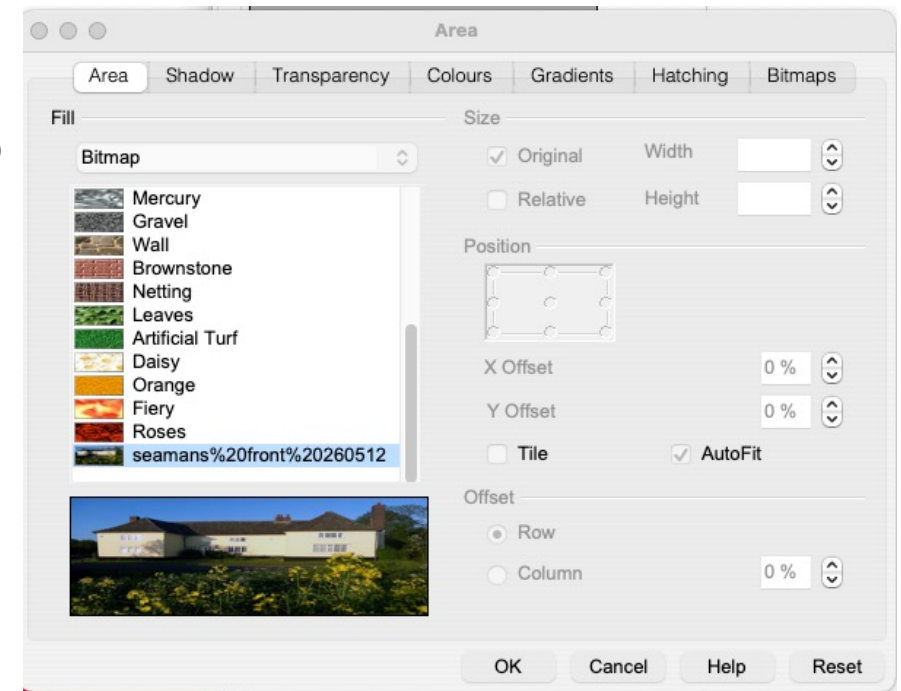
- Windows PC
 - Make a copy of your photo
 - Right click on the copy of the photo and select the rotation you need

- Mac
 - Open the photo in Preview, then select the rotate icon



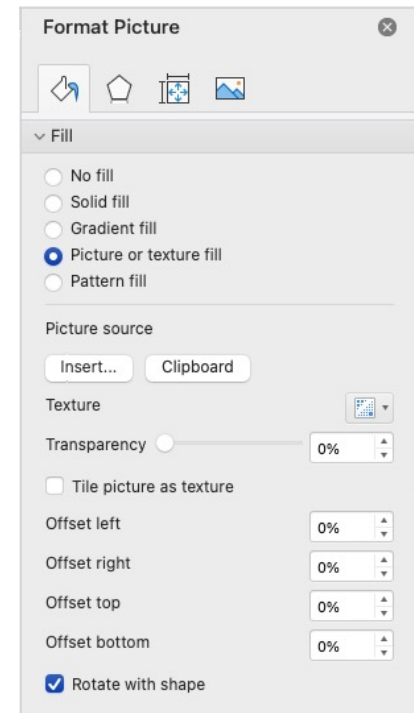
Inserting a photo into a shape in OpenOffice

- Use the drawing tool to create the shape you want
- Right click on the shape and select 'Area'
- Where it says colour, select 'Bitmap'
- Click on the 'Bitmaps' tab and select 'Import' to locate and import your photo
- Go back to the area tab and scroll down to select your photo, uncheck the 'Tile' box and check the 'Autofit' box



Inserting a photo into a shape in Word

- Insert the shape you want
- Right click on the shape and select 'Format shape'
- Select 'Fill' and then 'Picture or texture fill'
- Then select your picture using the Picture source and 'Insert' button
- The picture will be stretched to fit your shape, so you may need to resize the shape to get the aspect ratio looking correct



Very fancy fonts

Very fancy fonts

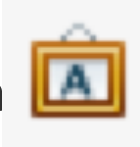
- OpenOffice has a tool for generating very fancy fonts that can be curved, e.g.

Happy Christmas

- The Microsoft equivalent is called Word Art e.g.

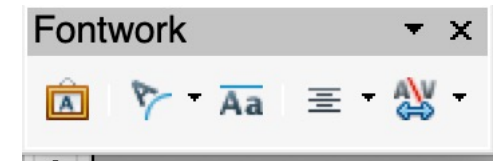
Happy Christmas

Open Office Fontwork 1 of 2

- Start with a blank page
- Select View>Toolbars>Fontwork
- Click on the Fontwork gallery button  and pick a style
- Use the blue squares to change the size and move it around. The tiny yellow dot changes the curvature.
- Double left click on the text to change it, click outside the text to commit the changes.
- Whilst editing the text, you can swipe over it, right click and select character to change the font, bold, italic etc.
- Select View>Toolbars>Drawing Object Properties (not Drawing) to change the colour, and outline.

Open Office Fontwork 2 of 2

- Use the Fontwork menu to change the shape.




- Use the 3D menu to change the orientation and other effects.



- There is a good video on Fontwork at;

https://www.youtube.com/watch?v=l0wRN6lx1To&ab_channel=TheFrugalComputerGuy

Microsoft Word Word Art

- Click Insert>WordArt, and pick the WordArt style you want.
- Replace the text 'Your text here' with your text;
- Use the buttons at the top to modify the font. Select  then 'Transform' to curve the text

