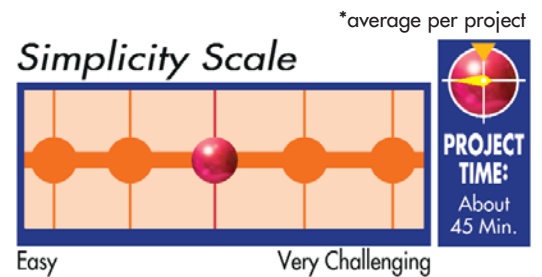


Print Lab #102

Memories and Greetings

Customized cards make greetings, invitations and announcements special.



Everyone will appreciate a card made just for them! From a simple thank-you to a baby announcement, your message will be long remembered. Download free templates at printlabseries.com and add your photos and personal messages. Decorate with traditional embellishments, like ribbons and charms, and you will have a unique greeting that will showcase your personal style and put a smile on the recipient's face.

Materials Suggested:

(Not all are required) For printing: Epson Double-Sided Matte Paper (letter) or Epson Matte Paper Heavyweight, and an Epson Stylus Color Printer.

Thank You Card:

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: Add your customized text in the message area by highlighting the area marked "Thank you" on the card front, and "Type your message here" on the inside of the card. Note that once the text is highlighted, you can type your personalized message in the font style, size and color of your choice. For simplicity, you can use the style, size and color provided.

Step 3: Your personalizing is complete! Print the card front using Epson Double-Sided Matte Paper (letter). Then turn the printed page over, and print the inside of the card. Remember to choose the correct paper size and paper type setting in your printer driver.

Step 4: Trim your thank you card along the blue trim lines, and then fold it in half, using the dotted line as a guide. Using a hole punch, make a hole on the small ends of the card and tie with a ribbon.

Thank You Envelope:

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: Print the outside of the envelope on Epson Double-Sided Matte Paper (letter). Then turn the printed page over, and print the inside of the envelope. Remember to choose the correct paper size and paper type setting in your printer driver.

Step 3: Trim your envelope along the white trim lines, and then fold it using the dotted lines as a guide.

Step 4: Place your card inside the folded envelope and glue the flaps down. For added security, use an envelope seal, tape or a sticker to hold the flaps together.

Baby Announcement:

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: Add your customized text on the inside of the card by highlighting the area marked "Type your message here." Note that once the text is highlighted, you can type your personalized message in the font style, size and color of your choice. For simplicity, you can use the style, size and color provided.

Step 3: Print the card front using Epson Double-Sided Matte Paper (letter). Then turn the printed page over, and print the inside of the card. Remember to choose the correct paper size and paper type setting in your printer driver.

Step 4: Trim your announcement along the blue trim lines, and then fold it in half, using the dotted line as a guide. Print your baby's photo, trim it and glue it to the front cover. Your personalizing is complete! Tie a ribbon around the front of the card, bring it to the top, and tie a bow, with an embellishment hanging, if desired. Place in an envelope and it's ready to mail!

Birthday Card Insert:

Step 1: Click on the selected file. It will open as a Microsoft® Word document.

Step 2: Add your customized text in the message area by highlighting the area marked "Name here" on the top, and "Type your message here" under name. Note that once the text is highlighted, you can type your personalized message in the font style, size and color of your choice. For simplicity, you can use the style, size and color provided.

Step 3: Print the document using Epson Matte Paper Heavyweight (letter). Remember to choose the correct paper size and paper type setting in your printer driver.

Step 4: Trim your thank you card along the blue trim lines. Using a large hole punch, make a hole in the top center of the card, and tie several ribbons in the hole. Proceed to the next item.

Birthday Card Pocket:

Step 1: Click on the selected file. It will open as a Microsoft® Word document.

Step 2: Highlight the area marked "Name Here" and choose the font style, size and color of your choice. For simplicity, you can use the style, size and color provided.

Step 3: Print the document using Epson Matte Paper Heavyweight (letter). Remember to choose the correct paper size and paper type setting in your printer driver.

Step 4: Trim the insert and then fold it in half, using the dotted line as a guide. Glue the card together, and fold again using the small gray line as a guide. Using a small hole punch, make a hole at either side of the “Happy Birthday” heading, going through both sides of the card. Put brads through the holes to attach the front to the back, and place the above insert into the pocket.

Self Mailer:

This card can be used for many purposes . . . birthday, mother’s day, thank you, etc.

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: If you’re using the document as a birthday card, the heading can be used as is. If you’d like to change the letters in the box, simply highlight the letter and type. If you’d like to add another box with a letter, select the grouped box, select File>copy, and then File>paste, and move the boxes around as needed. Note that once the text is highlighted, you can use the font style, size and color of your choice. For simplicity, you can use the style, size and color provided. Add your customized text in the message area by highlighting the provided text boxes and typing. Again, once the text is highlighted, you can type your personalized message in the font style, size and color of your choice.

Step 3: On the envelope outside, highlight the address text and type your return address and the address of the card recipient.

Step 4: Print the inside of the mailer using Epson Double-Sided Matte Paper (letter). Remember to choose the correct paper size and paper type setting in your printer driver. Then turn the paper over and print the outside of the mailer.

Step 5: Trim your thank you card along the black trim lines. If desired, paste a picture on the inside of the top flap. Fold all of the flaps in and secure with a seal.

Vintage Card:

This card is perfect for a wedding or an anniversary.

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: Add your customized text by highlighting the area marked “Type your message here” on the front of the card. Note that once the text is highlighted, you can type your personalized message in the font style, size and color of your choice. For simplicity, you can use the style, size and color provided.

Step 3: On the inside of the card, add your customized text by highlighting the area marked “Type your message here.” Again, once the text is highlighted, you can type your personalized message in the font style, size and color of your choice.

Step 4: Your personalizing is complete! Print the card front using Epson Double-Sided Matte Paper (letter). Then turn the printed page over, and print the inside of the card. Remember to choose the correct paper size and paper type setting in your printer driver.

Step 5: Trim and fold your card, and embellish as desired. Print a small photo of the happy couple, and glue it to the front of the card on raised material to give it a “3-D” look. Proceed to the next item.

Vintage Envelope:

Step 1: Click on the selected files. They will open as Microsoft® Word documents.

Step 2: Print the outside of the envelope on Epson Double-Sided Matte Paper (letter). Then turn the printed page over, and print the inside of the envelope. Remember to choose the correct paper size and paper type setting in your printer driver.

Step 3: Take your printed sheet to your local craft store and cut out the envelope with an Ellison® Designer Envelope die or a craft knife.

Step 4: Place your card inside the folded envelope and use an envelope seal to hold the flaps together. Use address labels to address the envelope.