

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Gift Cards

This is the time of year that can require the giving of many gift cards. So this year, why not try something a bit special and personalise the cards you give. For this we are going to use Microsoft Word and some A4 Paper.

Before we start, take a fresh sheet of A4 paper and place it on the desk in portrait mode (long dimension up and down). In the bottom right hand quarter draw a rectangle and write the word "Message". Then spin the page 180° so that you can still see what you wrote, but it is now in the top left corner. In the new bottom right quarter draw a rectangle with a stick figure. This is where you are going to place a picture, best of all if it is of the person you are making the card for.

Then fold the page in half, along an imaginary horizontal line, (keep looking at the picture). Then fold the result in half again and keep looking at the picture. This is how the finished card will look, so open it up to reveal the "Message" inside. Open MSWord and in a fresh document MENU + INSERT + TEXT BOX containing your message in the bottom right quarter of the page. Then in the top left quarter MENU + INSERT + PICTURE + FROM FILE. Resize the picture to fit in the quarter page and rotate it 180° so that it appears up-side-down. Lastly, print and fold the page – Voila!

This idea comes care of my friend
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