

Half-Fold Greeting Cards Instructions

Printworks Greeting Cards have a smooth, non-reflective finish that is ideal for printing artistic cards that look hand-crafted yet produce crisp detail and vibrant color. Add a photo or two to really make them one-of-a-kind. Create personalized invitations, holiday cards, thank-you cards, get-well cards, birth announcements, last-minute birthday cards and more.

For best results, read all instructions before proceeding!



Formatting your greeting cards

- Download Template:

Go to the template section of www.myprintworks.com and follow the on-screen instructions to download the greeting card template.

- Designing your greeting card template using Microsoft® Word:

1. Open Word software.
2. Select *Page Setup* from the *File* menu.
3. Ensure paper size is set to *Letter*.
4. Change the settings depending on the type of card you want to make. See chart below.
5. Save the document with the below settings under two different file names.
 - a. Name the first file *Card Inside*.
 - b. Select *Save As* from the *File* menu and save the file as *Card Front*. (You now have two identical files with different file names.)

	Side Fold	
	Top Fold	
		
Page Orientation	Landscape	Portrait
Top Margin	6.0"	0.5"
Bottom Margin	0.5"	0.5"
Left Margin	0.5"	6.0"
Right Margin	0.5"	0.5"

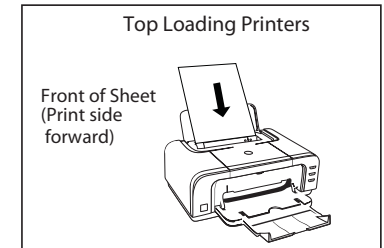
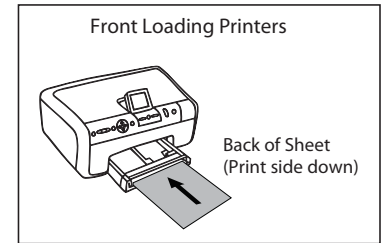
Designing your greeting cards

1. Open the file *Card Front*. This will be the front of your card.
2. Add text and graphics to this page.
3. Save and close the file once you have finished adding your text and graphics.
4. Open the file *Card Inside*. This will be the inside of your card.
5. Add text and graphics to this page.
6. Save and close the file once you have finished adding your text and graphics.

Printing your greeting cards

Important: Before printing on the actual greeting card stock, print your front and inside designs on a plain sheet of paper to ensure proper layout. This may be done in fast or draft mode to conserve ink.

1. Load the blank greeting card into your printer according to the diagram to the right.
2. Open the file *Card Front* and print using the appropriate printer settings listed in the chart below.
3. Reinsert the card that you just printed into your printer:
 - a. **TOP Loading Printers:** Reinsert card with blank side facing towards you and the printed image at the bottom.
 - b. **FRONT Loading Printers:** Reinsert card with the printed side facing up and the printed image closest to you.
4. Open the file *Card Inside* and print using the appropriate printer settings listed in the chart below.



Printer	Media Type	Quality	Other
HP 600, 700, 800, 900, 1000, 1200, 2000 series	Premium Inkjet Paper	Best	
HP Photosmart P1000, P1100, P1200, P1300	HP Matte Greeting Cards	Best	
HP Deskjet 6900 series, HP Photosmart D7460 & 8250	Other Greeting Cards	Best	
Canon S200, S300, S400, S500, S600, S800 Series	Greetings Cards	High	
Canon S630, Pixma iP1500, iP2000, iP3000, iP4000, iP5000, iP6000, iP8000, iP9000 Series	Plain Paper	High	
Epson 400, 600, 800, 900, Epson Stylus Photo 700, 800, 900, 1200, 2200,	360 DPI Ink Jet Paper	Normal/360 DPI	High Speed Printing Off
Epson Stylus Photo R200	Photo Quality Inkjet Paper	Best Photo	High Speed Printing Off
Epson Stylus Photo R380	Plain Paper/Bright White	Best Photo	High Speed Printing Off
Lexmark 5000, 7000, z series	Coated Paper	Normal	
Lexmark x3550	Plain Paper	Photo	
Kodak 5300, ESP5	N/A	Best	

For brands and models not shown above, refer to your printer manual for instructions on settings for greeting cards.

Finishing your greeting cards

Carefully fold the card along the score line and press together for a defined, smooth edge.