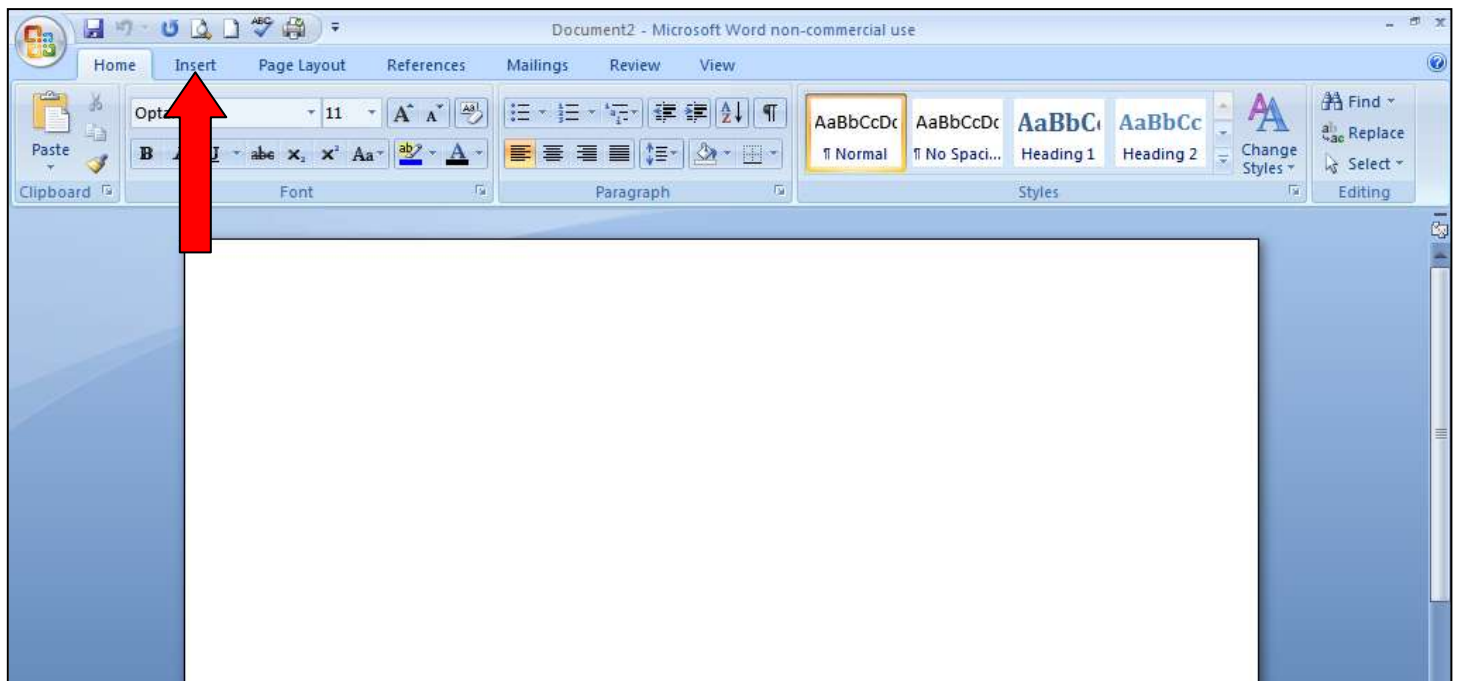
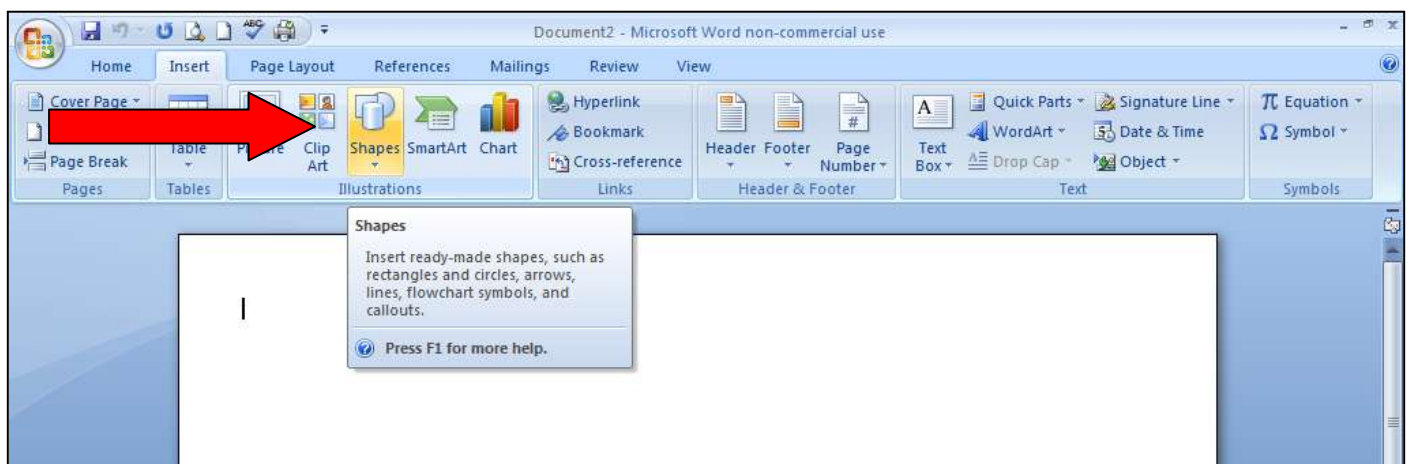


Creating an A6 Insert Template using Microsoft Word 2007+

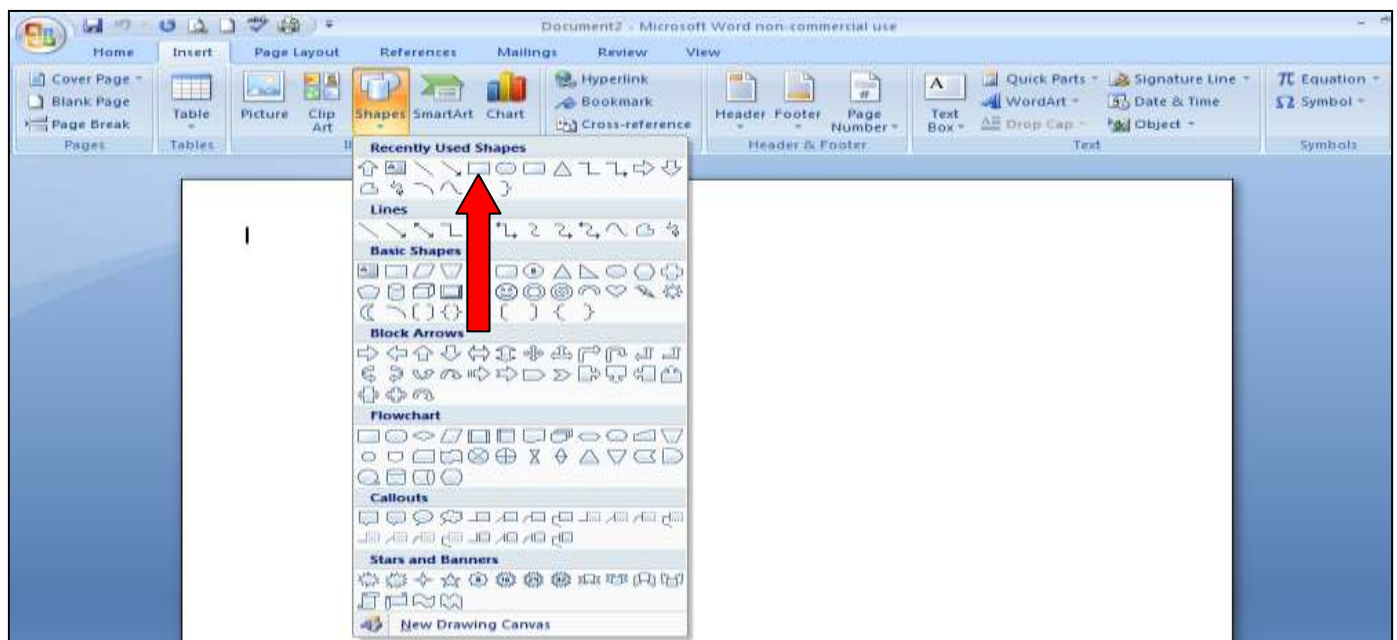
1. Open up a blank page in Microsoft Word.



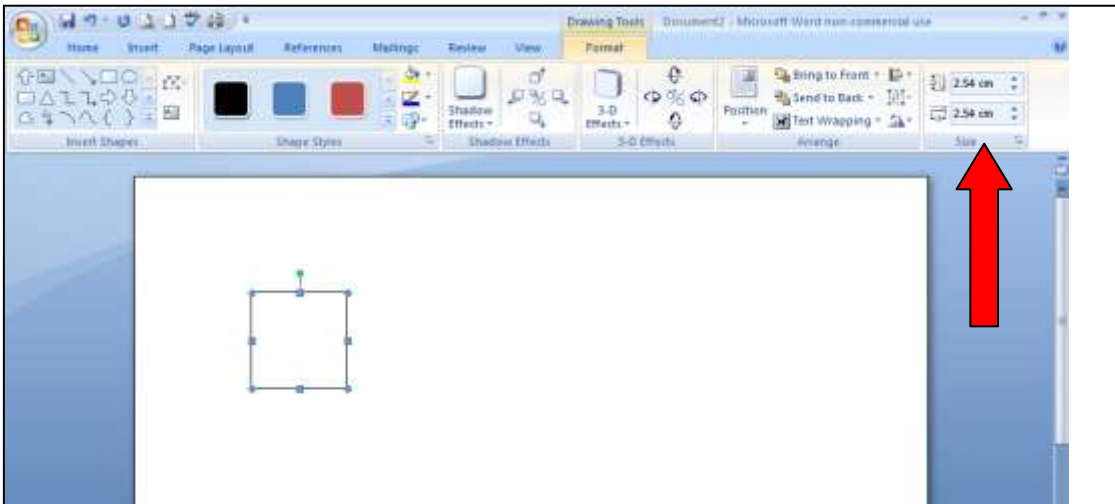
2. Select the INSERT tab indicated by the red arrow above.



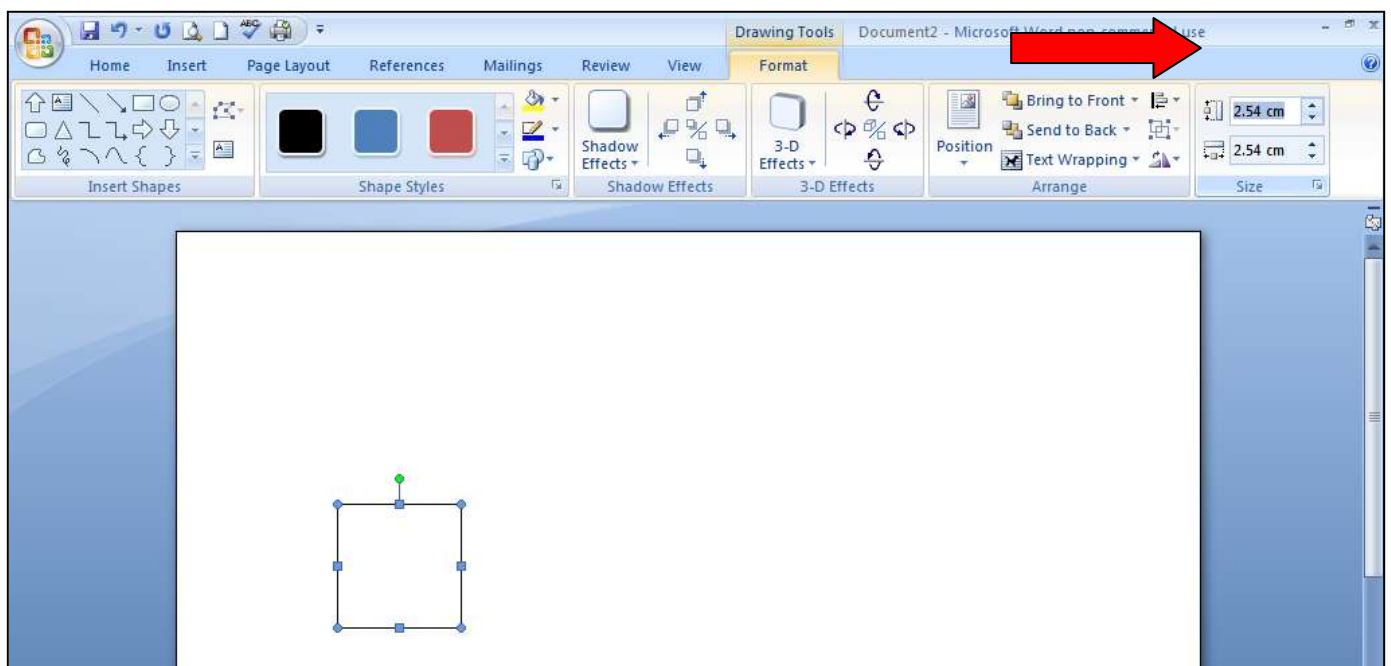
3. In the new menu bar that appears at the top of the screen, select shapes.



4. A new panel will open as seen in the picture above. Select the rectangle shape indicated by the red arrow.

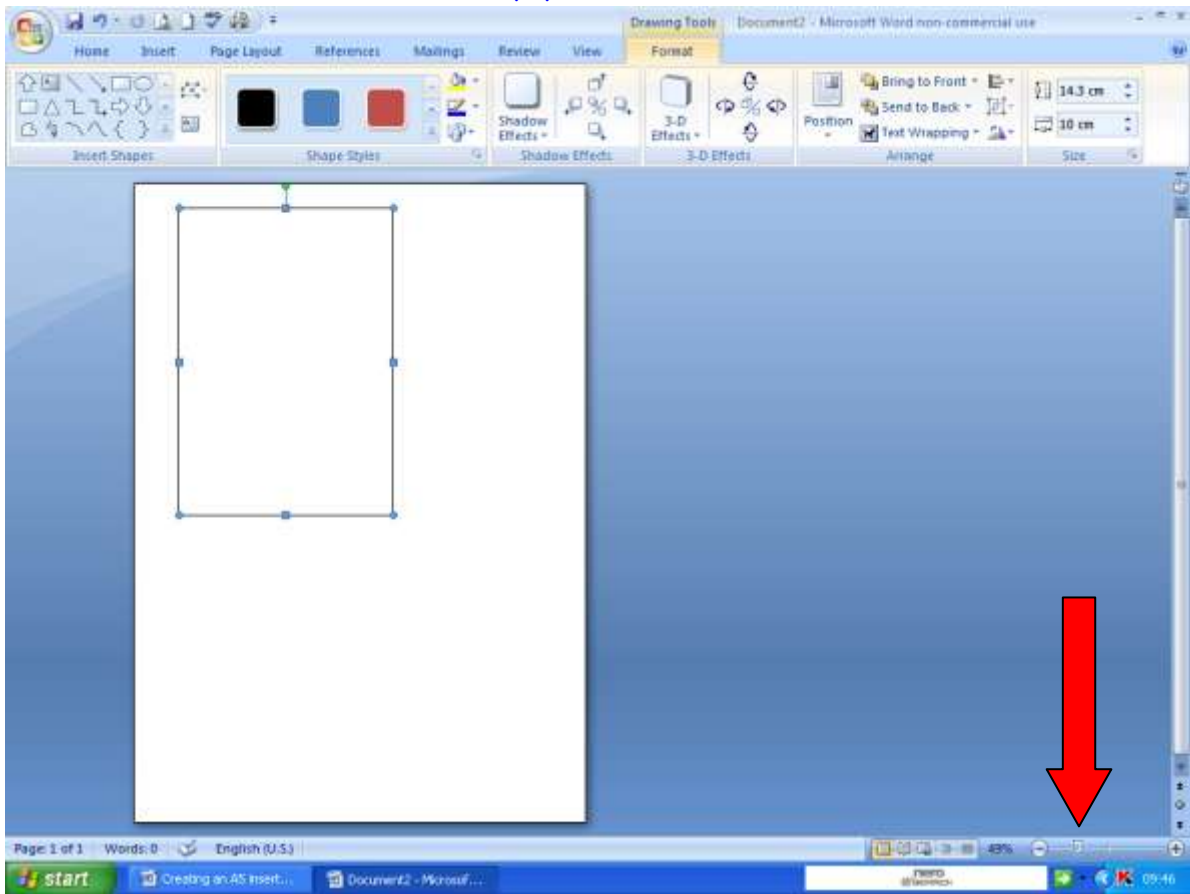


5. Just click once anywhere on the blank page and a shape will appear.
6. At the far right of the menu you will see a section called *SIZE* indicated by the red arrow in the picture above. If you can't see this section, click back onto your shape to 'highlight' it – as in the picture above – and the section will appear.
7. Click once in the top box of this section where the numbers are – the numbers will highlight as indicated by

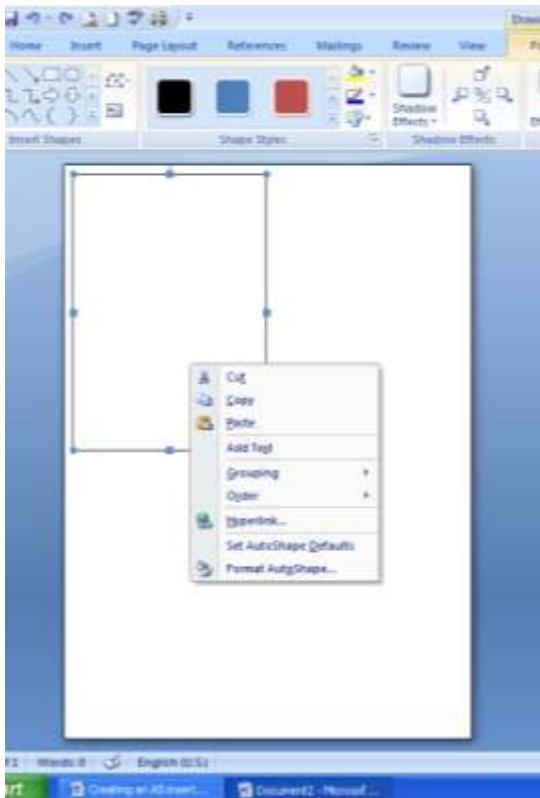


the red arrow in the picture above - ready for you to type over them.

8. Type 14.3 (1 4 . 3) in the top box. Move down to the lower box & again click into it to highlight the numbers & type 10 (1 0). Now click any place on the blank page & the shape will resize to those measurements.
9. To see your work fully you need to shrink down the image of the page. Look at the bottom right hand corner of the screen & you will see a slider bar as indicated by the red arrow in the picture below. Use this slide to shrink the page you see on screen until you can see all of it. It will be just below 50%.



10. Now, use your mouse to move the shape up into the left hand corner of the page, do this by making sure the shape is highlighted (the little blue boxes that appear around the shape – as seen in the picture above – now depress the left mouse button from within the shape, keep it depressed & drag the shape to the top left corner of the page.

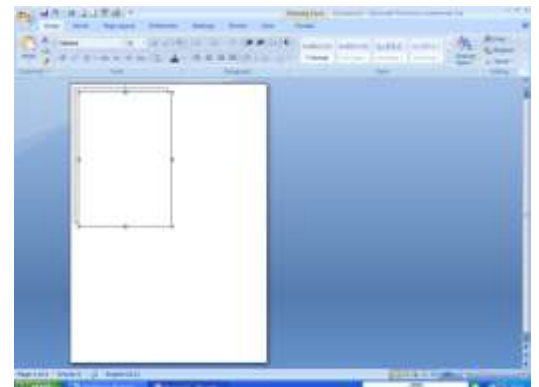


11. With your mouse within the shape once more click the right mouse button & the little 'pop up' menu will appear, move your pointer down and left click on **COPY** - the only thing you will see is that the 'pop up' menu will disappear again.

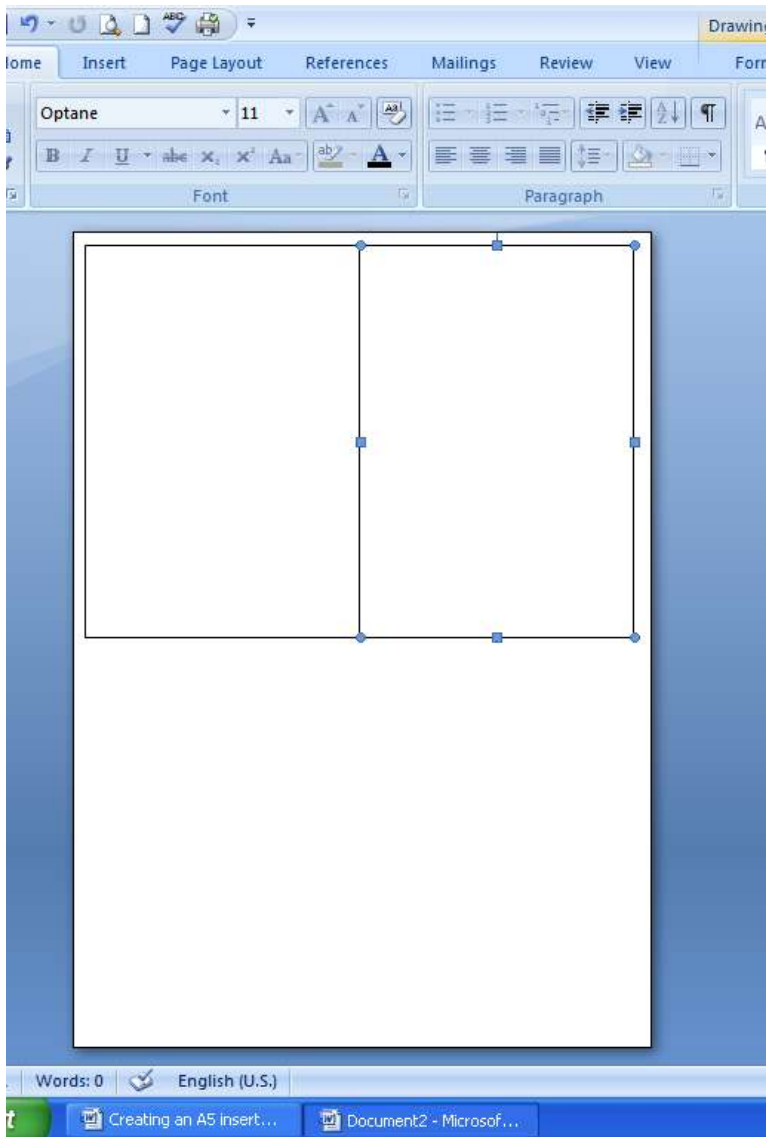
12. Move the mouse pointer to the right of the shape you have already created & click the right mouse button again to bring back the 'pop up' menu, this time select **PASTE**.

13. A copy of the shape will appear directly on top of the first shape..

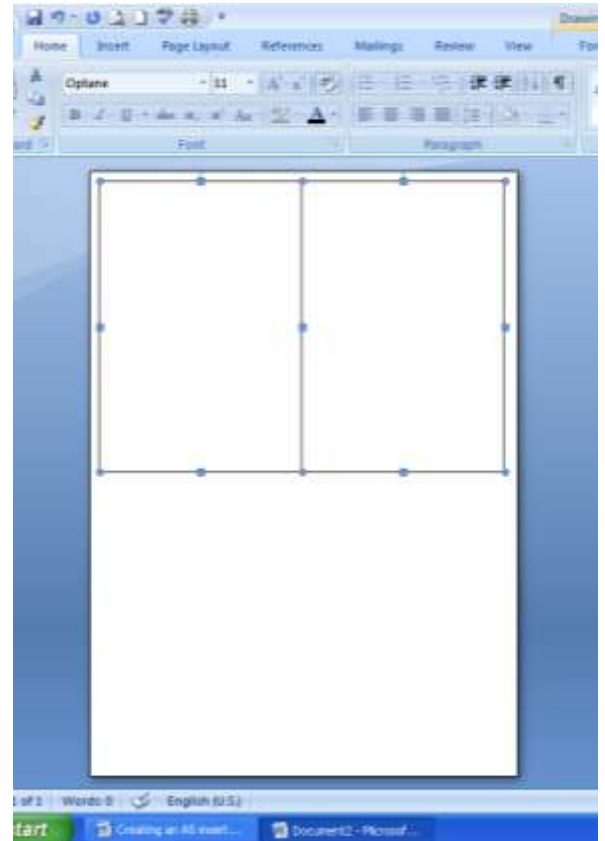
14. With the shape highlighted, depress the right mouse button from within the new shape & drag it to the right of the



first so that they line up side by side as shown in the picture below.

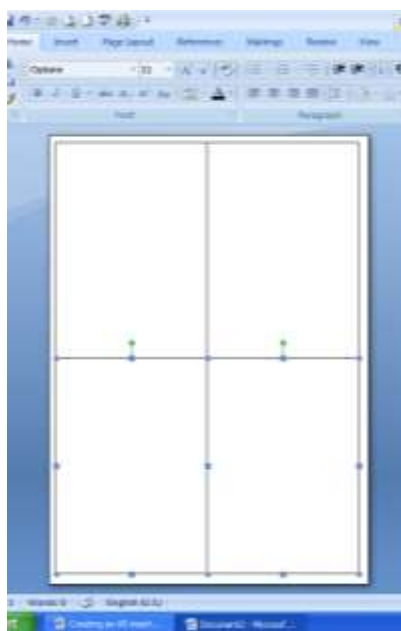


15. We are going to copy both shapes together now. Highlight one of the shapes & depress & hold the **SHIFT** key on your keyboard while you right click in the other shape, thus highlighting both, as shown in the picture below.



16. Now click the right mouse button from within one of the shapes as before, once again the 'pop up' menu will appear, select **COPY**. Move the mouse pointer onto a blank part of the page & right click again & select **PASTE**.

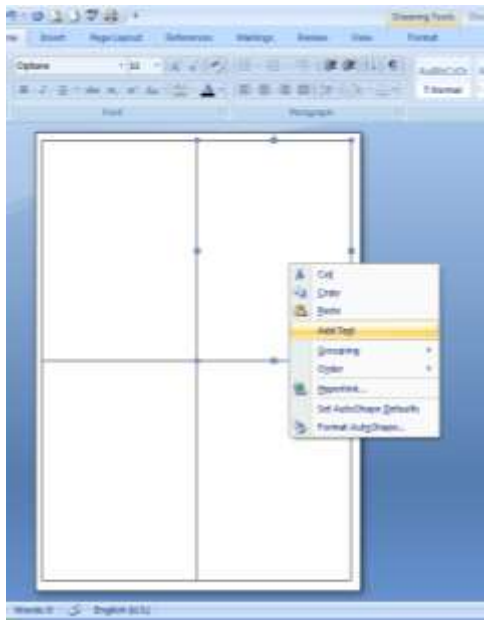
17. The copy will appear on top of the original as before. While it is still highlighted, or highlight both again as you did earlier by clicking the mouse inside of one shape & holding down the **SHIFT** key on your keyboard while you click in the other shape, depress the left mouse button from within one of the shapes & keep it depressed while you drag the shapes to below those already on the page, as shown in the picture at the left.



18. Now click the left mouse button while off the page – somewhere in the blue area to the right of the paper, to deselect the two shapes.

19. Move the mouse pointer over the top right shape & click the left mouse button to select it.

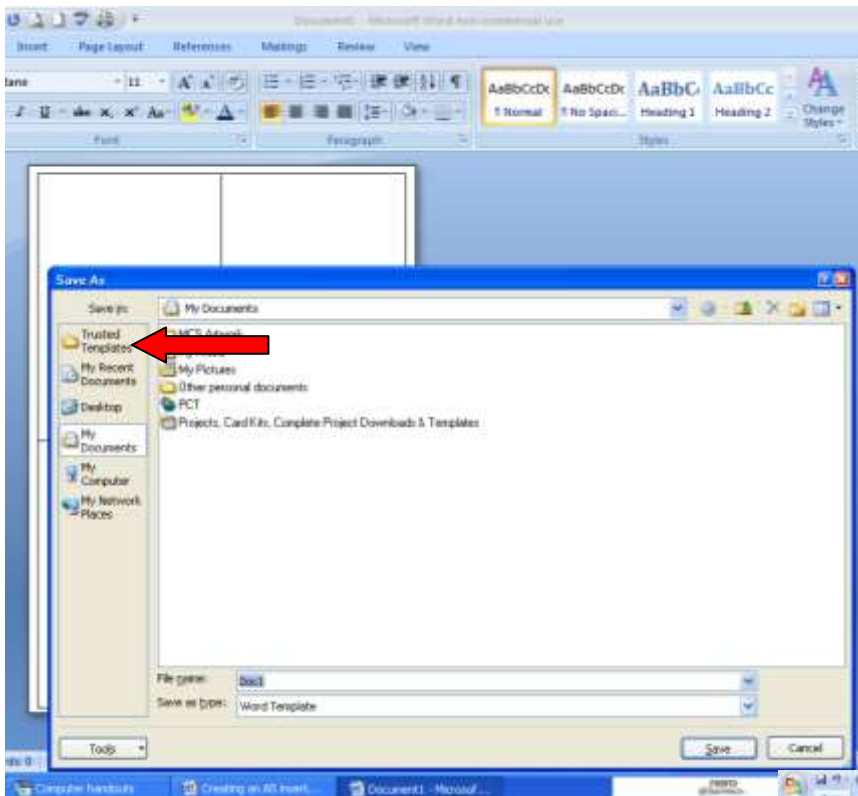
20. While still in the highlighted shape, click the right mouse button to bring up the 'pop up' menu once more, as shown in the picture below.



23. Select the Microsoft

logo indicated in the picture right. Bring your mouse pointer down to *SAVE AS* and then slide over to *WORD*

21. Move down to *ADD TEXT* & select it, you will see the typing cursor appear within the box.
22. It is at this point that you should save your efforts as a template, so you don't have to go through this laborious process each time you want an insert.

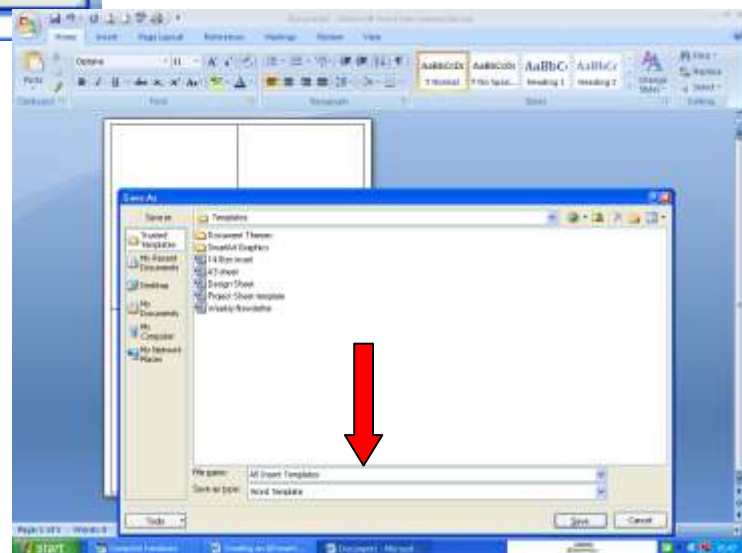


TEMPLATE & click with the left mouse button.

24. The menu to the left will appear, move your mouse pointer up to *TRUSTED TEMPLATES* & select it.

25. Type a name for your template in the *FILE NAME* box at the base of the menu screen indicated by the red arrow on the picture to the right, & then select *SAVE*.

26. To open the template in the future: firstly open a new word document, select the Microsoft logo as before, select *OPEN* from the menu that appears, then select the template from the list, & it



will open on the screen. You must remember not to save using auto save once you have began working in your template each time or you will over write it.

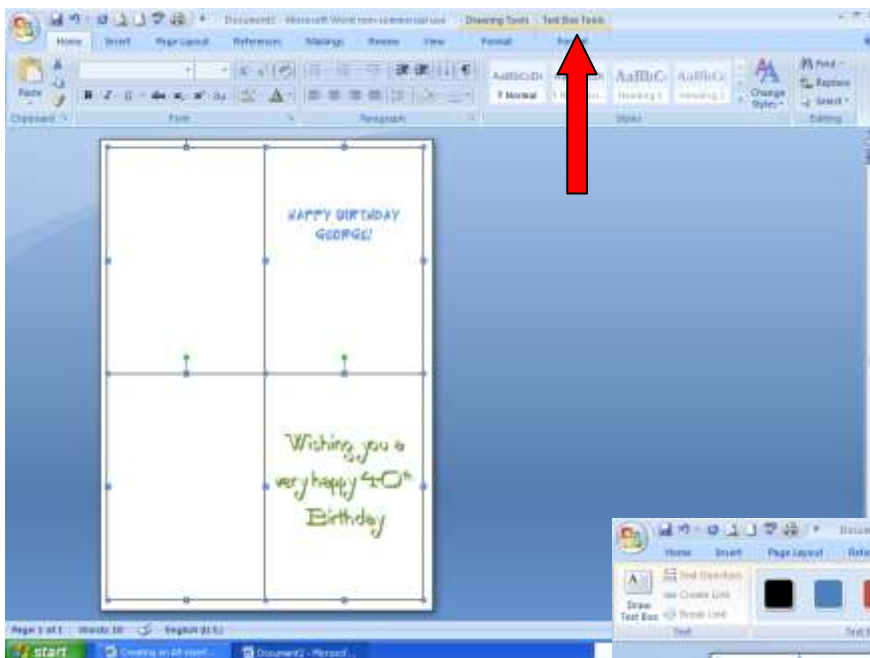


shown in the picture below.

27. Click into the shape you want to type into, from here on you can use the shape as a regular piece of paper, to type in your verse or greeting.

28. To add text to the second insert simply move the mouse pointer into the shape below the first, click the right mouse button to bring up the 'pop up' menu & select text once more.

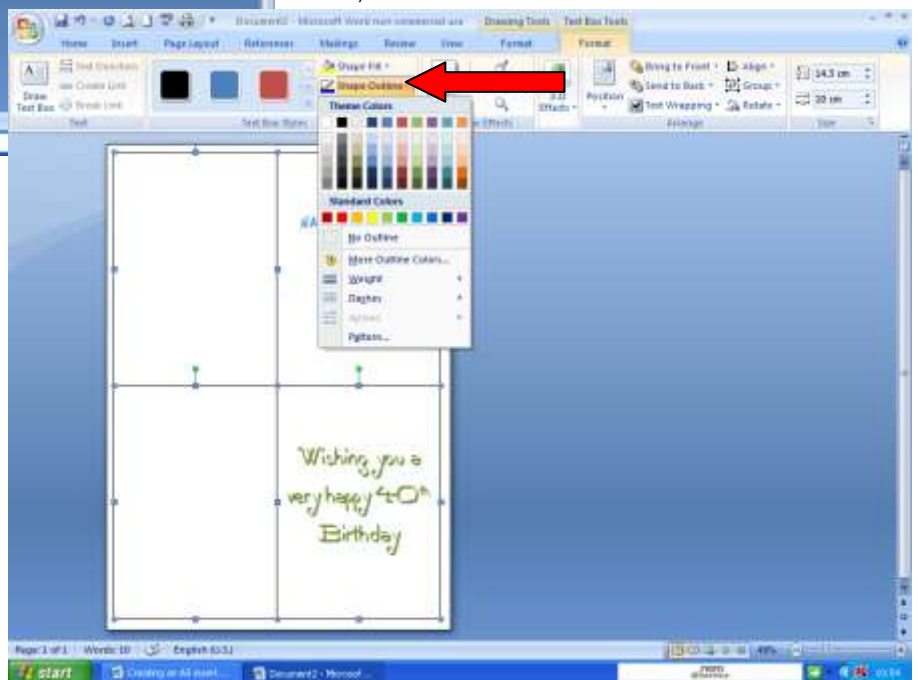
29. Finally, when you have added your verse or greeting, you won't necessarily want the outline of the boxes to be visible, or maybe you just want to change the colour of the outline so it blends better with your text. As we did earlier, select one shape, hold down the SHIFT key on the keyboard while you select the other three to highlight them all again as



30. Once they are all highlighted, look at the menu bar at the top of the screen to find the TEXT BOX TOOLS tab indicated by the red arrow in the picture on the left, & select it.

31. A new menu bar will appear, move the mouse pointer along to SHAPE OUTLINE indicated by the red arrow in the picture to the right. Select the little arrow

head at the end of the words & a new menu will appear. Here you can choose the colour of your outline from the basic colour palette, or just below that, you will see NO OUTLINE, select this if you do not want any outlines to be visible.



This is a very basic method of creating insert templates for your cards. There

is much more you could do with the insert, such as add a picture in the background, or a pattern, but that is for another day, and another help file.