



## Holiday Projects:

**Personalize your holiday gift giving with special gifts and greetings that will show everyone on your list how much you care.**

Creating personalized gifts is a special way to share holiday wishes with family and friends. Impress them with matching holiday greeting cards, gift tags and CD covers. Copy your favourite holiday music to a CD; add a custom label and matching case and you have a wonderfully unique gift that will be appreciated by all. Download all these unique templates free from Club Epson and avoid the mall! Make your own custom gifts this year!

Make sure you follow the instructions for each project.

### 1) Holiday card & envelope

**Materials Suggested:** For printing - Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight (A4) and an Epson Stylus Photo Printer.

#### Stripes card:

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

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

**Step 3:** Insert your photo over the white box.

To place your photos: Insert photo from file or CD. To place the image inside the white area do the following: double click the photo and the ‘Format Picture’ will be displayed. Go to the ‘Layout’ tab and select ‘Behind the Text’. Click ok. Use the ‘corner grippers’ to resize the image. When you are happy with the size and position, select the photo, right click on it and select ‘Order’ and then ‘Send to Back’. That’s it. Your photo will be beautifully framed in the cover of the card.

**Step 4:** Your personalizing is complete! Print the card front using Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight (A4). Remember to choose the correct paper size and paper type setting in your printer driver.

**Step 5:** Trim your cards along the dotted line, and then fold them in half. Make your own matching envelope with the instructions that follow.

#### Stripes 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 black 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 together. For added security, use an envelope seal, tape or a sticker to hold the flaps together. Use address labels if mailing, or embellish as desired for hand delivery!

## 2) Gift Tags

**Materials Suggested: For printing** - Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight, and an Epson Stylus Photo Printer.

### Stripes Gift Tag:

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

**Step 2:** Add your personalized message by highlighting the area marked “From” and “To” and typing in the names. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 3:** Insert your photo over the white box.

To place your photos: Insert photo from file or CD. Select photo by clicking on it. Under “Format” select “Format Picture”. Select the “Layout” tab, then select “in front of text”. This will cause your photo to be in front of any text or graphic in your layout. Use the “corner grippers” to resize the photo, and click and drag the photo to the appropriate spot in your layout.

**Step 4:** Your personalizing is complete! Print the card front using Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight (A4). Remember to choose the correct paper size and paper type setting in your printer driver.

**Step 5:** Trim your tags along the edges.

**Step 6:** With a hole puncher, make a hole on the left side of each tag, and join them together with a metal ring or ribbon.

**Step 7:** Embellish your tags as desired and decorate your gift with your new creation!

### Star Gift Tag:

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

**Step 2:** Add your personalized message by highlighting the area marked “To” and “From” and typing in the names. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 3:** Insert your photo over the white box.

To place your photos: Insert photo from file or CD. Select photo by clicking on it. Under “Format” select “Format Picture”. Select the “Layout” tab, then select “in front of text”. This will cause your photo to be in front of any text or graphic in your layout. Use the “corner grippers” to resize the photo, and click and drag the photo to the appropriate spot in your layout.

**Step 4:** Your personalizing is complete! Print the card front using Epson Double-Sided Matte Paper (letter) or Epson Matte Paper Heavyweight. Remember to choose the correct paper size and paper type setting in your printer driver.

**Step 5:** Trim your tags along the edges.

**Step 6:** Embellish as desired and fasten to your gift!

### 3) CD Inserts

**Materials Suggested:** For printing - Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight (A4), and an Epson Stylus Photo Printer.

#### **Poinsettias CD Insert:**

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

**Step 2:** Add your personalized message by highlighting the areas marked “Your Message Here” and “Name of CD”. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 3:** Add your CD content information by highlighting the area marked “Contents”. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 4:** Your personalizing is complete! Print the inserts using Epson Double-Sided Matte Paper (A4) or Epson Matte Paper Heavyweight (A4). Remember to choose the correct paper size and paper type setting in your printer driver.

**Step 5:** Trim your inserts and place inside the CD case, folding the spine where necessary.

#### **Poinsettias/Stripes CD Labels:**

**Step 1:** Click on the selected file. It will download as a jpeg. You may either insert this art into Epson Print CD, add text and print directly on your CD if you have the Epson Stylus Photo R1800 (or another Epson printer model that prints directly onto CDs/DVDs). Or, insert the art into a predesigned label document of your choice, add text and print on CD labels.

#### **Stripes CD Insert:**

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

**Step 2:** Add your personalized message by highlighting the areas marked “Your Message Here” and “Name of CD”. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 3:** Insert your photo over the white box.

To place your photos: Insert photo from file or CD. Select photo by clicking on it. Under “Format” select “Format Picture”. Select the “Layout” tab, then select “in front of text”. This will cause your photo to be in front of any text or graphic in your layout. Use the “corner grippers” to resize the photo, and click and drag the photo to the appropriate spot in your layout.

**Step 4:** Add your CD content information by highlighting the area marked “Contents”. Note that once the text is highlighted, you can type your message in the font style, size and colour of your choice. For simplicity, you can use the style, size and colour provided.

**Step 5:** Your personalizing is complete! Print the inserts using Epson Double-Sided Matte Paper (letter) or Epson Matte Paper Heavyweight. Remember to choose the correct paper size and paper type setting in your printer driver.

**Step 6:** Trim your inserts and place inside the CD case, folding the spine where necessary.