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Getting Started

Click the topics below to find out the basics of Greetings Workshop.

You'll get details about the Greetings Workshop screen and info you need to get up and running.

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System Requirements

- Multimedia computer with a 486DX/66 MHz or higher processor
- 12 MB of RAM
- 4x CD-ROM drive
- Windows 95 or Windows NT 4.0 operating system or later
- 39 MB of available hard-disk space
- Super VGA, 256-color monitor
- Microsoft Mouse or compatible pointing device
- Audio board and speakers or headphone required for sound
- Hayes®-compatible modem required to access the Greetings Workshop Web Site
- Windows-compatible color printer required for printing full-color projects

See Also
[Starting Up](#)

Starting Up

Whenever you use Microsoft Greetings Workshop, it's a good idea to have the Greetings Workshop CD in the disc drive. Although you can make changes to existing projects without it, the CD must be in the drive if you plan to use predesigned projects, pictures, and photos.

To Start Greetings Workshop

1. Insert the CD labeled “Greetings Workshop.”
2. On the screen that appears, click the button next to *Run*.
3. Provide your first name and level of computer experience. (Greetings Workshop requests this information the first time you use the program.) Greetings Workshop uses your name to address you as you work and to personalize your project by placing the note “Created just for you by...” on the back of a card, invitation, or announcement. Note that by registering as a beginner, you will see Help more frequently.

Note: You can also start Greetings Workshop from the Windows Start menu. In Windows, click the Start button and then click *Programs*. Then click *Greetings Workshop*. To start the program, click the Greetings Workshop icon.

See Also

[Rocky: Your Guide](#)

Getting Started

The Greetings Workshop Desk

Click any element on the desktop for a description.



Several helpful options appear at the bottom of the screen:

- **Exit.** Leave Greetings Workshop and return to the Windows desktop.
- **Minimize.** “Shrink” the Greetings Workshop window so that you can get to other applications easily.
- **Options.** Show or remove Rocky. Show the unprintable region of all projects (except banners and posters). Show license and system information.
- **Help.** Get information as you work.

Cards

Choose from over 2,000 predesigned cards, or create one of your own.

Invitations

Create a one-of-a-kind invitation to a party, shower, or other event.

Announcements

Tell the world about your new baby, your garage sale, or your move to a new home.

Posters & Banners

Make a statement—from “Welcome Home!” to “Billy’s Room—Enter at Your Own Risk!” Follow the easy instructions for assembly.

Signs & Flyers

Create signs, flyers, and notices for any occasion. Work with crafts and exercise your creativity with playing cards, masks, and trading and collecting cards.

Calendars

Design personalized calendars for gifts for your home, office, or school. Choose from several designs, and include photos or pictures.

Awards

Celebrate the people in your life and recognize their accomplishments. Choose from several categories and designs.

Stationery

Create stationery that reflects your style. Add borders and backgrounds.

Online

Visit the Greetings Workshop Web Site and get the latest in designs, special papers, ideas, and add-ons.

Labels & Stickers

Make your own address labels and stickers from Hallmark Connections and Avery.

Reminders

Set up a personal, online calendar. Remind yourself of upcoming holidays and other special events.

Rocky

Your personal guide to Greetings Workshop. He offers advice when you need it.

Photos

Create a photo project.

Idea Book

Get hints and tips from the experts at Hallmark on how to enhance your projects. Read about new ways to celebrate a holiday or special occasion.

Hallmark Papers

Work with decorative papers, envelopes, or packs of paper you order from Hallmark.

Saved Projects

Projects you save are stored in this drawer. To open a saved project, click the drawer and double-click the project you want to open.

Getting Started

Rocky: Your Guide



The dog that appears on your screen is Rocky, your personal guide to Greetings Workshop. He'll provide information and offer advice when you need it. Rocky monitors how you work, and he tailors suggestions and shortcuts to fit your level of computer expertise.

To Make Rocky Disappear

To Make Rocky Reappear



To Make Rocky Disappear:

1. Click the Options button.
2. Under “Do you want Rocky to be visible?” click *No, remove him*.
3. Click *OK*.



To Make Rocky Reappear:

1. Click the Options button.
2. Under “Do you want Rocky to be visible?” click *Yes, show Rocky*.
3. Click *OK*.

Two Ways to Work in Greetings Workshop

You can create projects in two ways:

1. Personalize a predesigned greeting by adding or changing text, pictures, or photos.
2. Create your own projects from scratch. Combine text and pictures for a unique greeting.

Keyboard Shortcuts

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Print	Ctrl+P
Save file	Ctrl+S
Undo*	Ctrl+Z
Redo*	Ctrl+Y
New File/Project (go back to startup screen; same as selecting <i>Go back to opening screen</i> on “What do you want to do?”)	Ctrl+N
Open an existing project	Ctrl+O
Make text bold (applied to currently selected text)	Ctrl+B
Italicize text (applied to currently selected text)	Ctrl+I
Underline text (applied to currently selected text)	Ctrl+U
Align text left	Ctrl+L
Align text right	Ctrl+R
Center text	Ctrl+E
Justify text	Ctrl+J
Highlight text	Shift+any arrow key
Delete last	Ctrl+Backspace
Select all text	Ctrl+A
See online Help	F1
See all shortcuts	F2
Spelling check*	F7
Go to the next page or scene	Page Down

Go to the previous page or scene

Page Up

**Not available for calendars.*



What's New in Greetings Workshop?

[New Projects](#)

[What's New](#)

[Getting to Projects Created in Greetings Workshop 1.0](#)

[Getting to Pictures Located in Greetings Workshop 1.0](#)

[Getting to Greetings Workshop 1.0](#)

What's New in Greetings Workshop?

New Projects



- Posters
- Labels
- Crafts (under Signs & Flyers)
- Stationery
- Photo projects
- Hallmark Papers

What's New in Greetings Workshop?

What's New?



- **Crop**—Cut out portions of a picture or object that you don't want to show.
- **Flip**—Flip a picture or object about its vertical or horizontal axis. This is useful for creating mirror images of pictures.
- **Rotate**—Rotate anything except calendars. Using the Rotate button on the toolbar, you change rotate left/right 15 degrees at a time, or you can specify greater precision.
- **Draw**—Draw lines and shapes, change their color and thickness.
- **Spell Checking**—Works with all projects.
- **E-mail**—Send projects by e-mail. Recipients do not need Greetings Workshop to view a project.
- **Verses**—Add suggested messages (verse) to any project.
- **Text Formatting**—Use outline and shadow effects, choose from 256 colors for text and text frame backgrounds; use text wrap and “fancy” first letters.
- **Visual Cues**—Dotted lines on the page indicate the unprintable region so you can see what won't print.
- **Greetings Workshop Web Post Office**—Electronically share projects over the Internet with far-away family and friends.

What's New in Greetings Workshop?

Getting to Projects Created in Greetings Workshop 1.0

If you installed Greetings Workshop 2.0 in the same location as 1.0, you can get to and work on all projects created in Greetings Workshop 1.0. If you installed 2.0 in a different location, you must move any project created in 1.0 to the new location.

What's New in Greetings Workshop?

Getting to Pictures Located in Greetings Workshop 1.0

Important: If you are upgrading from Greetings Workshop 1.0, do not move any pictures from 1.0 to Greetings Workshop 2.0. The pictures will be moved for you. You will see the picture under the category *My Art*.

What's New in Greetings Workshop?

Getting to Greetings Workshop 1.0

When you install Greetings Workshop 2.0, Greetings Workshop 1.0 is removed from your system. To use 1.0, completely uninstall 2.0 and reinstall Greetings Workshop 1.0. However, all projects created in 1.0 can be used in 2.0, which has all the functions, and more of 1.0.



Project Categories

Everything you create in Greetings Workshop—from banners to calendars to labels—is called a *project*.

[Cards, Invitations, and Announcements](#)

[Posters & Banners](#)

[Signs & Flyers](#)

[Crafts](#)

[Calendars](#)

[Awards](#)

[Stationery](#)

[Labels & Stickers](#)

[Idea Book](#)

[Hallmark Papers](#)

[Reminders](#)

[Visiting the Greetings Workshop Web Site](#)

[Add-On Packs](#)



Creating Projects

Learn the basics of how to create, save, and open a project. Find out how to work with text and graphics, and learn details about printing.

[Creating a Project](#)

[Saving a Project](#)

[Opening a Saved Project](#)

[Deleting a Project](#)

[Folds](#)

[Working with Text](#)

[Customizing Verses](#)

[Working with Photos and Pictures](#)

[Checking Spelling](#)

[Changing the Look of Text and Pictures](#)

[Printing](#)

Creating Projects

Creating a Project



Everything you create in Greetings Workshop—from banners to calendars to labels—is called a project.

To Create a Project

Creating Projects

To Create a Project

1. On the Greetings Workshop desk, click the icon for the type of project you want to create.
2. Follow the instructions on the screen. You can personalize a project or you can create one from scratch. To create a project from scratch, click the icon for the project you want to create and then click *Start with a blank project*.

Saving a Project

At certain times while using Greetings Workshop, you'll be encouraged to save your project. Give your project a descriptive name that's easy to recognize. Saved projects are stored in the Saved Projects drawer in the Greetings Workshop desk. You can also save Greetings Workshop projects to a floppy disk.

To Save a Project

- On the toolbar, click the Save Project button.  Or press Ctrl+S.

To Save a Project to Disk

1. Press Ctrl+S.
The Save dialog box appears.
2. Locate where you want to save the project.
3. Name the project.
4. Click Save.


See Also
[Printing](#)

Creating Projects

Opening a Saved Project



- On the Greetings Workshop desk, click *Saved Projects*.
- Click the title of the project you want to work on, and then click *Open It*.

Saved projects are stored in the Saved Projects drawer. You can distinguish the two by their icons. Printed projects look like this:  printed greeting

See Also

[The Greetings Workshop Desk](#)

Deleting a Project

From within Greetings Workshop

1. Click the Saved Projects drawer and click the project or greeting you want to delete.
2. Click *Delete a Selected Project*.

From Microsoft Explorer

- Drag the project or greeting you want to delete to the Recycle Bin.

Project Categories

Cards, Invitations, and Announcements



Greetings Workshop offers thousands of predesigned card, invitation, and announcement designs. Or, if you prefer, you can create a design of your own. You can create thousands of cards, invitations, and announcements with combinations of art and verse.

To Create a Card, Invitation, or Announcement

To Create a Card, Invitation, or Announcement

1. On the Greetings Workshop desk, click the Card, the Announcement, or the Invitation icon.
2. Follow the steps for customizing a predesigned card, or click *Start with a blank project*.

See Also

[Folds](#)

[Working with Photos and Pictures](#)

[Printing](#)

Customizing Verses

With most cards and with some predesigned invitations and announcements, you can swap messages to create the perfect greeting.

See Also

[Working with Text](#)

[Editing Text](#)

[Formatting Text](#)

[Printing](#)

To Change a Message in a Project

1. Click *Change text, a picture, or something else*. (You might be prompted to save your project.)
2. Click *Add, replace, or change the text*.
3. Click *New suggested message* and choose the new message you want.

Getting Started

Folds

After your card, invitation, or an announcement is printed, you might need to fold it. Perfecting card-folds in Greetings Workshop takes just moments. Greetings Workshop offers four different card-fold styles:



Small French-fold, side-fold. *The text and design print on one side of the paper. Fold the paper twice to divide it into fourths.*



Single-fold, side-fold. *The text and design print on both sides of the paper. (You will be prompted to reinsert the paper into the printer.) Fold the paper in half, vertically.*



Small French-fold, top-fold. *The text and design print on one side of the paper. Fold the paper twice to divide it into fourths.*



Single-fold, top-fold. *Text and design print on both sides of the paper. (You will be prompted to reinsert the paper into the printer.) Fold the paper in half, horizontally.*

See Also

[Cards, Invitations, and Announcements](#)

Project Categories

Posters & Banners



Posters and banners print onto several sheets of paper that you tape together. Banners can be horizontal or vertical. Greetings Workshop offers several predesigned poster or banner designs, or you can also create a poster or banner from scratch.

To Create a Poster or Banner

Project Categories

To Create a Poster or Banner

1. Click the Poster & Banner icon.
2. Follow the instructions on the screen.

To Assemble a Horizontal Banner

To Assemble a Vertical Banner

To Assemble a Poster

To Assemble a Horizontal Banner

1. Lay out the sheets of paper. (Note that the images don't reach the paper's edge.)
2. Lay two sheets of the banner side by side. On the left sheet, cut off the right margin. Place the left sheet so that it overlaps the right sheet's left margin. Make sure that the right sheet's margin is covered and that the images on the sheets align. Tape the two sheets together.
3. Repeat as needed.

To Assemble a Vertical Banner

1. Lay out the sheets of paper. (Note that the images don't reach the paper's edge.)
2. On the top sheet, cut off the bottom margin. Place the top sheet so that it overlaps the bottom sheet's top margin. Make sure that the bottom sheet's margin is covered and that the images on the sheets align. Tape the two sheets together.
3. Repeat as needed.

Getting Started

To Assemble a Poster

1. Lay out the sheets of paper in order. On the upper-left sheet, cut off the right and bottom margin.
2. Place the sheet so that it overlaps the sheets next to it on the right and bottom. Tape the three sheets together.
3. Repeat as needed.

Getting Started

Signs & Flyers



This category includes the following project types:

- **Invitations** Birthdays, holidays, and other occasions.
- **Greetings and Newsletters**
- **Signs and Notices Categories** include events, sales, home and business, and household signs. The signs and notices are designed to be read at a distance.
- **Crafts** include playing cards, trading cards, and masks. All are predesigned. You can print them out, color them, and cut them out. Masks are in adult and children's sizes: the style for adults is Mardi Gras and animals for kids.

You can create personalized trading cards in three categories: sports, home, and school/charity. A deck of playing cards prints out on 14 pages. The back of the card has space for statistics. You can include a photo or picture. For the home, you can create recipe cards and collection cards. For your school or charity, you can create a promotion for an event.

- **Add-on Packs.** Choose from a variety of categories and designs.

To Create Signs & Flyers

Getting Started

To Create Signs & Flyers

1. On the Greetings Workshop desk, click *Signs & Flyers*.
2. Follow the instructions on the screen.

Calendars



With Greetings Workshop you can make a truly personal gift by creating calendars that are tailor-made for the recipient (or yourself). You might include

- Notes as reminders about upcoming events
- Circle particular days
- Stickers (stamps) to remind of upcoming deadlines and events
- A background picture
- Photos or pictures

You can create three types of calendars:

- Twelve months on one sheet of paper
- One month on one sheet of paper
- One-year calendar with 12 pages

Note: You can add text to a calendar—notes, reminders, or stickers—and you can format the text.

To Create a Calendar

Getting Started

To Create a Calendar

1. On the Greetings Workshop desk, click *Calendars*.
2. Click the type of calendar you want to make.
3. Click *Continue* and follow the instructions on the screen.

Working with Photos and Pictures

Many Greetings Workshop projects can include a photo or picture. You can use those provided in Greetings Workshop, or you can import pictures in all standard formats, including .BMP, .GIF, .JPG, .PCD, .TIF, PCF, FPX, WMF, CDR, MIX, and PrintShop graphics. If you have Microsoft Picture It!, you can insert photos from there, as well.

If you already have a scanned photo that you want to use in a project, but you haven't made up your mind about what kind of project you want to use it in, click the Photo icon on the Greetings Workshop desk. Choose from the various projects that use photos and pictures.

To Create a Photo Project

Inserting a Scanned Photo

Inserting Photos/Pictures From Greetings Workshop

Inserting Photos from Picture It! Version 2.0

Inserting a Scanned Photo

1. Click *Add a Photo From Somewhere Else on My Computer*.
The Choose a Photo File dialog box appears.
2. Locate the folder you saved the scanned photo file in.
3. Double-click the folder to see its contents.
4. Double-click the photo file you want to include.
5. The photo appears in the Preview section.
6. To insert the photo, click *Continue*.

The photo appears in the project. You might have to resize or move it to fit the available space.

Inserting Photos/Pictures From Greetings Workshop

1. Click *Leave It Blank and I'll Paste a Photo In Later*. Or create it from scratch.
2. The dialog boxes lead you through further text work. Or choose to work on your own at any time.
3. You're asked what you want to do next. Click *Add Text, a Picture, or Something Else*.
4. In the next dialog box, click *A Picture*.
5. Greetings Workshop displays a list of picture and photos.
6. Click *Photos* or one of the other categories listed to see previews of the images.
7. Click the photo or piece of picture you want to include and click *OK*.

The selected photo or image is inserted. You might have to adjust the size or change the position of the picture.

Inserting Photos from Picture It! Version 2.0

1. Exit Greetings Workshop.
2. Run Picture It! 2.0
3. Open your photo and customize it.
4. When you're finished customizing it, select *Projects, Fun Stuff, Greetings Workshop*. Click *Go*.
5. Greetings Workshop's Photo Project is automatically launched.
6. Select a customizable photo design. Your picture will be inserted automatically for you.

To Create a Photo Project

1. On the Greetings Workshop desk, click *Photos*.
2. Choose *A Photo project*. Pick a category and then scroll through the choices to choose the design you want.
3. Customize the text and/or photo frame.
4. You're asked to pick a photo to insert. If you have Picture It! 2.0 installed, the directory you see is c:\My Pictures. If you don't have Picture It! installed, the list indicates the last directory you were in on your computer. If this list doesn't contain the picture you want, click *Add a photo from somewhere else on my computer*. (This automatically replaces the photo placeholder in the template.)

Note: If you click the option to insert the photo later, you'll have to delete the photo placeholder first, it will not be automatically replaced.

5. To insert a photo in your project, select it and then click *Continue*. You have the choice to paste a photo in later, or to add a photo from somewhere else on your computer.
6. Click *Continue*.

Getting Started

Awards



Acknowledge the people in your life and their accomplishments with awards. Choose from four categories:

- Home
- School
- Business
- Sports and clubs

To Create an Award

See Also
Printing

Getting Started

To Create an Award

1. On the Greetings Workshop desk, click *Awards*.
2. Follow the instructions on the screen or click *Start with a blank project*.

Stationery



Create stationery that is distinctly yours. Create it from scratch or by using various Greetings Workshop designs, backgrounds, and borders. Then add text, pictures, and photos. Choose from three categories: Fun, General, and Nature. Stationery prints in portrait orientation, on 8 1/2 x 11 paper. You can also print matching labels for mailing.

To Create Stationery

See Also

Printing

Labels & Stickers

Getting Started

To Create Stationery

1. On the Greetings Workshop desk, click *Stationery*.
2. Follow the instructions on the screen or click *Start with a blank project*.

Getting Started

Labels & Stickers



You can create personalized labels and stickers by using either Hallmark Connections printed address labels or Avery labels and stickers. You can order labels and stickers from Hallmark Connections by visiting the Greetings Workshop Web site.

To Create Labels & Stickers

See Also
[Stationery](#)
[Printing](#)

Getting Started

To Create Labels & Stickers

1. On the Greetings Workshop desk, click the Labels & Stickers icon.
2. Follow the instructions on the screen. The part numbers for Hallmark and Avery labels are listed. Make sure that you have the matching label or sticker type.

Note: To create a partial sheet of labels, delete the designs from the labels that you want blank.

Idea Book



For ideas from the experts at Hallmark about enhancing your projects, click *Idea Book* on the Greetings Workshop desk. You'll find articles to help you add pizzazz to your life—and your projects.

Getting Started

Reminders



Use Greetings Workshop to remind you of an upcoming holiday or special occasion. For example, if your brother's birthday is June 12th, you can set Greetings Workshop to remind you on June 5th to create a card and send it to him on time. Reminders come with holidays listed, but you need to tell Greetings Workshop which holidays you want to be reminded of. If you have set a Reminder, the Reminder screen appears each time you start your computer. After it pops up, you can tell it to never remind you again or remind you again after a certain time.

To Set or Delete a Reminder

Getting Started

To Set or Delete a Reminder

1. On the Greetings Workshop desk, click *Reminders*.
2. Follow the instructions on the screen.

Working with Text

It's easy to add text to a project. After text is in place, you can format and edit it, just as you would in a word-processing program.

Formatting Text

Editing Text

To Add Text to an Existing Text Box

To Drag and Drop Text, Art, or Something Else

To Copy and Paste Text, Art, or Something Else

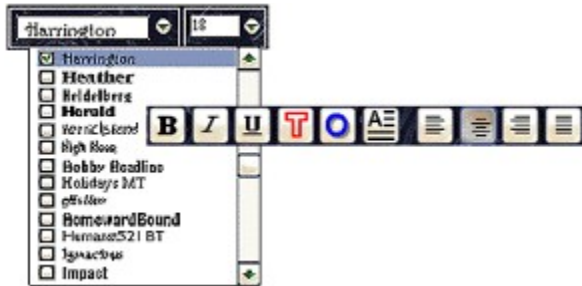
What Is Shaped Text?

See Also

Printing

Getting Started

Formatting Text



Here are some of the things you can do with text:

- Change the font (typeface)
- Change the font size
- Apply **bold**
- Apply *italic*
- Apply underline
- Apply outline
- Give text a shadow
- Cut, copy, paste, or delete
- Make a “fancy” first letter
- Align text center
- Align text left
- Align text right
- Justify text

And here are some formatting tips:

- Make sure that the text reflects the importance of what you’re saying—the more important the message, the larger its size.
- Capitalization counts. Use caps sparingly. All-caps text is less legible than a mix of uppercase and lowercase letters. If you want to emphasize something, try *italics* or **bold** instead!
- If text hits the bottom of any page, it is cut off and you won’t be able to see your typing. To avoid this, move the text frame away from the bottom of the screen.

To format text

1. Select the text you want to change.
2. Apply the formatting you want by clicking the formatting icons on the toolbar.

See Also

[Editing Text](#)

[Printing](#)

[What Is Shaped Text?](#)

Editing Text

You can copy, move, or delete text in any project. Click the text and a frame appears around it. To adjust the size of text, click it and drag the handles (the little squares that appear around the text frame). You can copy or cut the information and paste it in a new location instead of retyping it.

To edit text

1. Select the text you want to change.
2. Type the desired changes.

See Also

[Formatting Text](#)

[Printing](#)

[What Is Shaped Text?](#)

[Checking Spelling](#)

[Changing the Look of Text and Pictures](#)

Getting Started

To Add Text to an Existing Text Box



1. Click where you want to add text.
2. Type the desired text.

To Drag and Drop Text, Art, or Something Else

- Select what you want to copy, and then drag it into your project. If the item you want to copy is from another application, for example, Microsoft Word, copy the item and then paste it in your Greetings Workshop project.

Getting Started

To Copy and Paste Text, Art, or Something Else

1. Select what you want to copy. On the toolbar, click .
2. Position the cursor where you want to paste the item. On the toolbar, click .

Getting Started

Checking Spelling



You can check the spelling of any text in any project. Click the Spell Checking button on the toolbar and follow the instructions on the screen.

What is Shaped Text?



Use shaped (fancy) text to add pizzazz to your words. Put white text on a black or colored background, pour text into a shape, or twist and turn text in a variety of ways. But as fun as fancy text is, try not to overdo it. Too much of it is like serving dessert for dinner or celebrating a birthday every day of the year.

To Create Shaped Text

To Edit Shaped Text

See Also

[Formatting Text](#)

[Editing Text](#)

[Printing](#)

[Changing the Look of Text and Pictures](#)

Getting Started

To Create Shaped Text

1. Type the text in the text frame.
2. Click *Give It A Shape* and experiment with dozens of shapes and 256 colors to find the look you want.

To Edit Shaped Text

1. Highlight the text you want to change.
2. Type the desired changes.

Changing the Look of Text and Pictures

A set of buttons on the toolbar makes it easy to manipulate and customize text and pictures:

- Use the Rotate button to rotate an object left/right in 15-degree increments (or by an amount you specify).
- Use the Flip buttons to flip an object on its vertical or horizontal axis. This is useful for creating mirror images of pictures.
- Use the Crop button to cut out portions of a picture or object that you don't want to show.

To Rotate

To Flip

To Crop

See Also

[Formatting Text](#)

[Editing Text](#)

[Printing](#)

To Crop



1. Click what you want to crop.
2. Click the Crop button on the toolbar.
3. Move the cursor over the handles for the side you want to crop.
4. Press the left mouse button down and drag the edge of the frame to the new location.
5. When you've cropped enough, release the mouse button.

To Flip



1. Click what you want to flip.
2. Click either of the Flip buttons on the toolbar.

Getting Started

To Rotate



1. Click what you want to rotate.
2. Click the Rotate button on the toolbar.

Printing

Greetings Workshop takes you through all the steps of printing.

Before you print, ensure that the

- cable that connects your printer to your computer is firmly plugged in.
- correct printer driver is installed. To check this, go to the Windows 95 Printers folder and run a test page.

To Print Your Project

See Also

[Printable Project Categories](#)

[Troubleshooting](#)

[The Unprintable Region](#)

[Folds](#)

The Unprintable Region

Note that not every part of a page prints. The part that doesn't print is called the *unprintable region*. It's usually the inside part of a margin. A gray dotted line indicates the border of the unprintable region. If you place something outside that line, it will not print.

To Print Your Project

To Print on One Side of the Paper

- Click *Print my project* and follow the instructions on the screen.

To Print on Two Sides of the Paper

1. Click *Print my project*.
2. In the *Let's Print Your Project* dialog box, type in the number of copies you want to print or click the arrow next to the box.
You may see a message indicating that your printer settings need to be adjusted. Make any necessary changes, and then try printing again.
3. Click *Continue*. A message indicates that the front side is printing. After all front sides have printed, click *Continue*.
4. Follow the animation on the screen that shows how to reinsert the paper in the printer.
5. Click *Continue*.
6. Check your project to make sure that it printed correctly.

See Also
[Troubleshooting](#)

Visiting the *Greetings Workshop* Web Site

For the absolute latest in design and project ideas, visit the Greetings Workshop site on the World Wide Web. The Greetings Workshop site is frequently updated and includes design tips, the Greetings Workshop Newsletter, and information on ordering special paper. You can also download add-on packs that contain new designs and messages. To visit the web site, click the picture of the telephone on the Greetings Workshop desk.

Note: To connect to the Web site, you'll need a modem with a speed of at least 14,400 baud. If you don't already have access to the Internet, you'll need to subscribe to an online access provider. Microsoft Windows 95 comes with all the software you need to get online using MSN (The Microsoft Network), or you can use another online provider.

The Internet address (URL) of the Web site is: <http://GreetingsWorkshop.msn.com>

The latest version of Microsoft Internet Explorer is the recommended browser. You can get it for free at <http://www.microsoft.com/ie/>. Or if you connect to the Greetings Workshop Web site, you can link to the Microsoft Home page where you can get the browser. If you have difficulties getting online, check that your modem is switched on, and then check to make sure that it is installed correctly.

Getting Started

Hallmark Papers



You can order decorative paper, labels, envelopes, or packs of paper designed around a theme (for example, a birthday) from Hallmark Connections. When you click Hallmark Papers on the Greetings Workshop desk, you're asked which special paper you want to work with. Each paper category is displayed with a unique HMK code that corresponds to a particular set of designs. To see the available designs and styles, and to place an order, visit the Greetings Workshop web site. On the Greetings Workshop desk, click *Go Online*. Then click *Hallmark Papers*. In the U.S., you can also call Hallmark Connections at (800) 961-1201 to order these papers.



Sending Projects

You can send your creations either on paper or electronically.

[Regular Mail](#)

[E-mail](#)

[Save the File to a Floppy Disk](#)

[Send the Project or Greeting to the Greetings Workshop Web Post Office](#)

[Hints and Tips](#)

[Which Method is Appropriate?](#)

Sending Projects

Regular Mail

You can send a project through regular mail. Print the project, find the right envelope and stamp, and drop it in the mail to your recipient.

E-mail

To send projects via e-mail, you must have

- E-mail software that allows you to attach files to your message. If your e-mail software is MAPI (Messaging Application Programming Interface) compliant, you can send attachments. To find out if your e-mail is MAPI-compliant, check the online Help for your e-mail, ask your Internet Service Provider, or follow the instructions in “Hints and Tips”.
- A Web browser to view how your project will look when it is received.

Who can receive projects by e-mail

For your recipients to receive projects over the Internet, it's recommended that they have

- Windows 3.1, Windows 95, or Windows NT operating system
- E-mail software that supports attached files
- A Web browser, such as Microsoft Internet Explorer

If a recipient does not meet these requirements, he or she can still view projects. See “Questions About Your Recipients” for details.

To send a project by e-mail

1. Click the send button.
2. Follow the instructions on the screen for sending your project by e-mail.

See Also

[Which Method is Appropriate?](#)

Which Method is Appropriate?

The following table gives suggested ways to send a project depending on what you're sending and what your recipient has. For more details, see the discussion that follows the table.

What the Recipient Has

No computer	Send printed projects by regular mail
No e-mail	Send electronic version of printed projects on floppy disk by regular mail
Don't know what type of computer	Greetings Workshop Web Post Office
Macintosh	Greetings Workshop Web Post Office
E-mail on a Win 95 computer	Send via e-mail
E-mail on other computer	Greetings Workshop Web Post Office

What's the fastest method?

The Greetings Workshop Web Post Office is the fastest way to send and receive a project.

Questions For Your Internet Provider

If you have difficulty sending your project or posting it on the Web, review the following questions and explanations and then check the documentation provided by your Internet Service Provider.

How do I know if my e-mail software is MAPI compliant?

MAPI-compliant e-mail software provides the ability to send attachments such as photographs, drawings, and other files. To determine if your e-mail software is MAPI compliant, check the technical description of your e-mail software, or perform this simple test:

- In your Windows desktop, click *Start*, then click *Programs*. Next, click *Accessories*, and then click *WordPad*. The WordPad word-processing application starts.
- In WordPad, click the File menu. Look at the second-to-the-last menu item. If the second-to-the-last menu item is "Send..." it indicates that a MAPI-compliant e-mail application is installed on your computer.

What are attachments?

Attachments are handled in various ways by e-mail software. An attachment is any file you can add to your e-mail message. Some show an attachment as an icon within the message. Others require you to get the attachment separately and then process it further to get the actual attachment. See your e-mail documentation for more

information.

What if my recipient does not have a web browser?


Your recipient must have a web browser to view projects. If a recipient doesn't have a browser, he or she can get Microsoft Internet Explorer for no charge at <http://www.microsoft.com/ie/>, or the recipient can take the following steps:

- Contact an Internet Service Provider and set up an account. Most Internet Service Providers include access to the Internet and an Internet browser as a part of their service.
- Purchase Microsoft Internet Starter Kit from a software retailer. The kit includes an Internet Service from MSN and the Web browser, Microsoft Internet Explorer.

Save the File to a Floppy Disk

Use the Send sequence to create a sendable edition of your project. Note that this is different from simply saving your greeting. The sendable edition of your project has everything for the recipient to view your greeting and your recipient does not need to have Greetings Workshop installed on their computer. When you send the disk via regular mail, include a note to the recipient that tells them to insert the disk in the disk drive and to double-click the Greetings Workshop icon that appears on their screen. (They must have a web browser.) You can create a label for the 3.5" floppy disk.

To save a sendable edition of your greeting to disk

1. Click the Send button 
2. You're asked how you want to send your project. Click *Save to diskette that I can send by regular mail* and click *Continue*.
3. You'll see a message telling you that an electronically sendable edition of your greeting is being created. Insert the disk you want to send in the disk drive.
4. Click *Save greeting to disk now*.
5. The Save dialog box appears. Click the arrow in the Save in box and select the location of the disk, for example, "3 1/2 floppy (A:)."
 6. If necessary, type the name of the file. Make sure that the file has an ".exe" suffix, for example, "card.exe".
 7. Click *Save*.
 8. Remove the floppy disk and place a label on it. Send the disk to your recipient via regular mail.

Hints and Tips

Recipients can view your project using an Internet Web browser, such as Microsoft Explorer 3.1 or later. Here are some things you can do to your Greetings Workshop projects to ensure that your project will look great when they are sent across the Internet:

- Preview your project or greeting. If problems exist, you can fix them before sending the greeting.
- Use large font sizes. Internet browsers are limited in displaying fine details. Therefore, it's best to use large fonts. In general, fonts 30 points and larger work well.
- Avoid script or serif fonts. Script fonts have fine detail. They look great *within* your projects, but they are likely to lose detail when sent electronically. If you must use a script or serif font, make sure you use a large font size.
- Use graphics judiciously. The more graphics you have in your project or greeting, the bigger it will be and the longer it will take to send and receive.
- Banners and calendars require special attention. Banners are multiple-page projects that are shown on one page when sent electronically. As a result, fine details might not be visible. Similarly, calendars often contain fine details that do not translate well, especially notes. A twelve-page calendar could create a large greeting that would take a long time to send and receive. Before sending a banner or calendar, make sure you preview it.

My E-mail Program Doesn't Seem to be Working Right

First, verify that your e-mail supports sending attachments. Next, make sure that you have no e-mail problems. It is best to refer to your e-mail online Help to solve any problems. A quick way to check your e-mail setup is to use WordPad (which comes with Windows 95 and NT) to create a document and then to send that document using the File Send command. If it works, you're MAPI-compliant.

My Project Doesn't Look the Way I Want It To

Internet Browsers have limited ability to display your Greetings Workshop projects, especially if they contain fine details.

The Person I Sent a Greeting To Can't See It

Recipients must have a Web browser on a Win 95 computer in order to view them.

Sending Projects

Send the Project or Greeting via the Greetings Workshop Web Post Office

The Greetings Workshop Web Post Office is a *virtual* post office—a place where others pick up electronic project that you leave for them. You can send projects to the Greetings Workshop Web Post Office.

You must have a browser (such as Microsoft Internet Explorer) and an Internet connection to post Projects on the Greetings Workshop Web Post Office.

Recipients must also have a browser and Internet connection to view projects sent to the Post Office. For more information, visit the Greetings Workshop Web Post Office.

To send a project or greeting to the Greetings Workshop Web Post Office

1. Under "What do you want to do?" click *Send my greeting*.
2. In the "How do you want to send?" box, select "Send via Post Office."
3. Click *Continue*.

Add-On Packs

Add-on packs are a collection of Greetings Workshop designs and graphics bundled as a single file that you can download from the Greetings Workshop Home Page. You can have just as much (or possibly more) fun with these designs and graphics as you do with the other designs in Greetings Workshop. Here's what to do to make add-on packs work for you:

- Visit the Greetings Workshop Web Site and go to the Add-On Pack section.
- Browse our add-on pack collection. Take a look and see what tickles your fancy.
- When you've decided which add-on pack to purchase, click the Download button on the description page.
- After confirming your purchase, follow the instructions on the screen to download the add-on pack.

Troubleshooting

My computer locks up or stops responding when Greetings Workshop is launched or after it has been running for awhile.

This is usually caused by problems with a video driver. To solve the problem, replace the video driver. Most video card manufacturers offer free driver updates through their web sites. See your video card documentation for more information. Another solution is to try switching to the SuperVGA video driver that shipped with Windows 95.

I've experienced problems with setup.

Some virus protection programs can cause conflicts with Greetings Workshop's Setup program. To install Greetings Workshop successfully, you might need to remove the virus protection software from memory by following these steps:

1. Restart your computer.
2. Disable your virus protection software. See your virus protection software manual for instructions.
3. Restart your computer.
4. Run the Setup program.

After Setup has completed, turn on your virus protection software again. See your virus protection software manual for instructions.

I see error messages when I try to install Greetings Workshop.

If you get error messages while trying to install Greetings Workshop or while attempting to open Greetings Workshop projects from your compact disc, check the back of the disc for marks or smudges. These might prevent the laser from correctly reading your disc.

Try cleaning the disc, following the directions given by the manufacturer of your CD-ROM drive. Then insert the CD into the drive and try to run Greetings Workshop again.

How to Troubleshoot the Greetings Workshop Web Post Office

1. Start Greetings Workshop and create the project or greeting that you want to send.
 2. Click *Send as E-mail*.
 3. Your Browser should start. If it doesn't, double-click your Internet browser (MSN, for example) and try sending the greeting again.
- If your browser shows the Greetings Workshop Web Post Office, you are at the Post Office and ready to send your project.
 - If your browser doesn't show the Greetings Workshop Web Post Office page, type in the URL: <http://GreetingsWorkshop.msn.com/PostOffice> and press Enter.
 - If you are still having problems, contact your Internet Provider.

My default printer is set for a paper size other than letter or A4. I've received the following messages as I create or try to print a project:

Your paper size is set incorrectly. Your default printer <name of printer>, is not set to Letter or A4 paper size. Select Fix to change it to Letter or Don't Fix to leave it.

- Cancel—cancels the operation
- Don't Fix—might move objects around on the page to match the default page size setting for the printer

- Fix—sets the paper to US Letter

If this message appears as you are creating a project, choose Fix. Greetings Workshop will set your page to Letter or A4 paper size for your projects to view and print correctly.

Anytime during the creation or printing process, if you choose Don't Fix, the objects on your project will move in order to fit within the selected page size. If you later choose Fix, the page size will change but the objects will not move to accommodate the new page size.

To correct this, you will need to either

- Re-create your project with the correct paper size settings, or
- On your current project, manually move all the objects into the correct location.

I want to create labels with different addresses on one sheet.

When you use the labels templates included with Greetings Workshop, the program will ask you to enter the name and address for your labels. However, the program assumes you want to create the same set of labels on a sheet and will repeat the same address information on the entire sheet of labels.

If you would like to have different address on a sheet of labels, do the following:

1. On the Greetings Workshop desk, click *Labels & Stickers*.
2. Choose the type of labels you want to use.
3. Choose the design you want to use.
4. On the dialog where you are asked to "Type your own shaped text below:" click *Continue*. Do not change the default text.
5. Choose the text effect you want for your text. This effect will be applied to all your labels.
6. Click *Continue*.

Your page of labels has been created. You can now edit the address information to include the specific addresses you want to use.

7. On the page of labels, click the first text box on the first label.
8. In the "What do you want to do?" dialog, click *Change text, a picture or something else*. Then click *Change it*.
9. The default address information will appear. Change it to the address you want printed.
10. Click *OK*.
11. Click the next text box to be edited and repeat steps 8-10.
12. Repeat steps 8-11 until all the text information has been changed.

You are now ready to save and print your labels

Microsoft Technical Support

Microsoft Technical Support

For information about technical support, visit the web site at www.microsoft.com/support.

To create a self-extracting greeting

1. Open the project you want to send.
2. If you want to send a printed project, click *Other Options*, and then click *Send my project*.
Or, if you want to send a multimedia project, click *Send my greeting*.
3. Click *Save to diskette that I can send by regular mail*, and then click *Continue*.
Greetings Workshop creates an electronic version of your project.
4. Click *Save greeting to disk now*.
5. If necessary, select a location in which to save the project. Then click *Save*.

See Also

[To send a greeting attached to an e-mail message](#)

To send a greeting attached to an e-mail message

1. In Greetings Workshop, create a self-extracting greeting.
Tell me how.
2. In your e-mail program, create a new message.
3. Complete the recipient information and subject line.
4. Type any message you want to send along, and then add the instructions listed below.
You may be able to copy the text below and then paste it into your e-mail message.
5. Attach the self-extracting greeting to this message.
For information on attaching files, see your e-mail program documentation.
If you saved the greeting in the default location and you installed Greetings Workshop in the default location, you can find the file in
C:\Program Files\Greetings Workshop\SendTemp\UserProjHTML
6. Send the message.

Instructions to include in your message

Attached is an electronic greeting created using Microsoft Greetings Workshop. Double-click the icon at the top of the message to see the greeting.

Note: If you don't see an icon, you may have received the attachment as a file separate from this message. See your e-mail program documentation for information about saving e-mail message attachments. After you save the attachment, double-click it to see the greeting.

To view this greeting, you must have:

- An Intel x86 or Pentium processor
- Microsoft Windows 95 or Windows NT 4.0 or later. (You can view greetings that do not contain multimedia components in Microsoft Windows 3.1, as well.)
- Microsoft Internet Explorer 3.0 or later or an equivalent Web browser.

To obtain a Web browser

- Contact your Internet Service Provider. Most Internet Service Providers include Internet access and an Internet browser as a part of their service.
- Purchase the Microsoft Internet Starter Kit from your nearest software retailer. The kit includes Internet service from MSN and Microsoft Internet Explorer.

