

**Step-by-step tutorial** by Susan V. Peters **This is for personal use only.**

I've used the *greater than* symbol (>) to show the path you follow.

**For Example:** When my instructions say:

Cards & Tags > Greeting Card > 7" x 5" Landscape > Create Your Own

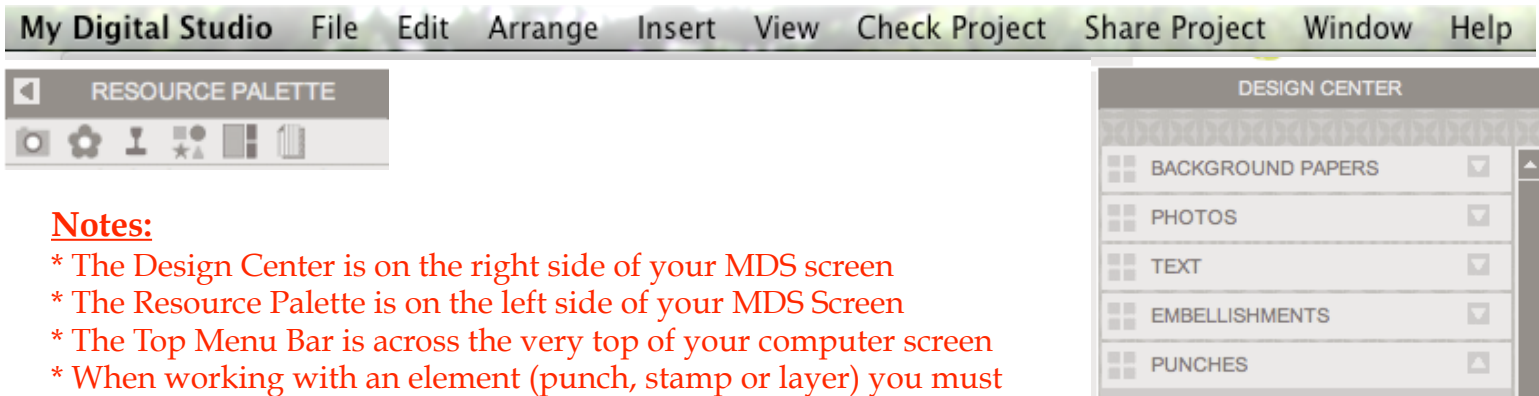
**It means:**

Click on *Cards & Tags*, then

Click on *Greeting Card*, then

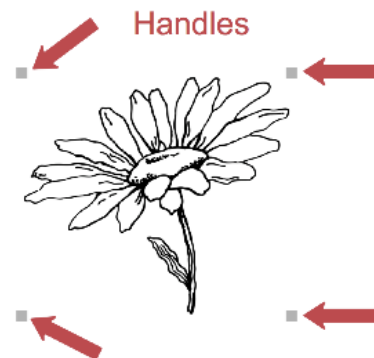
Click on *7" x 5" Landscape*, then

Click on *Create Your Own*



**Notes:**

- \* The Design Center is on the right side of your MDS screen
- \* The Resource Palette is on the left side of your MDS Screen
- \* The Top Menu Bar is across the very top of your computer screen
- \* When working with an element (punch, stamp or layer) you must click on it to select it. You know it's selected when the small squares or *handles* appear around it.
- \* You resize an element by grabbing and dragging the handles.
- \* When a new project window opens you will see a window telling you about Card Bleed Areas or Page Bleed Areas. If you want to turn off the visual guide area- Top Menu Bar > View > Guides > Remove Guides. You can turn them back on again at any time.



Open My Digital Studio (MDS) and the New Project Options window opens.

- 1) Click on Cards & Tags > Click on Greeting Card > Click on 7" x 5" Landscape > Click on Create Your Own
- 2) Name your project and click OK
- 3) Design Center > Background Papers > Color > Marina Mist > OK
- 4) Design Center > Designer Series Paper > click arrow or triangle to left of *Designer Kits* > click arrow or triangle to left of *Sweet Details* > Sweet Details - 4 > Add as Page Layer.

- 5) Double click on this new layer. At the bottom of this screen, change the dimensions to be what you want this layer to be. I made mine 6.50 wide x 4.50 high. When satisfied, click OK.
- 6) Click on the layer and move to the center of your card. After you have it positioned where you want it: Top Menu Bar > Edit > Lock Object. This way you don't have to worry about accidentally moving it out of position.
- 7) Resource Palette > Punches > Browse > Basics > Open
- 8) Double click the 1.25 square to add it to your card, then drag one side to make it a horizontal rectangle. Design Center > Color Fill > Whisper White. Leave this selected.
- 9) Top Menu Bar > Edit > Copy.
- 10) Top Menu Bar > Edit > Paste. Design Center > Color Fill > Marina Mist. Slightly reduce size and position it to be centered on Whisper White rectangle so that it is matted.
- 11) Resource Palette > Stamps > Browse > Sweet Details > Open.
- 12) Double click on the daisy with the stem to add it to your card. Reduce the size and position it on the far left of the Marina Mist rectangle.
- 13) Copy and paste (see steps 6 & 7) four times so you have 5 identical daisies. Arrange them in a horizontal row.
- 14) Select the second daisy and: Design Center > Flip. Repeat with fourth daisy. Position the daisies close together near left end of the matted rectangle.
- 15) Resource Palette > Punches. Double click 1.25 Circle to add it to your card. Design Center > Color Fill > Daffodil Delight. Move into position as shown and enlarge.
- 16) Select this circle and copy and paste to create another one. Design Center > Color Fill > Whisper White. Reduce it slightly and position in center of Daffodil Delight circle.
- 17) Resource Palette > Stamps
- 18) Double click the round daisy to add it to your card. Resize and move so it fills the white circle.
- 19) Resource Palette > Punches. Double click 1.25 Circle to add it to your card. Design Center > Color Fill > Daffodil Delight.
- 20) Move this circle over the daisy and adjust the size till it covers the center of the flower.
- 21) Top Menu Bar > Arrange > Order > Send Backward (**NOT** *Send to Back*) The Daffodil Delight circle will now be visible under the center of the daisy.
- 22) Design Center > Text > Add Text. Select the font and size desired, then type your message. If text box turns red enlarge it. When finished, move to desired position.

### **Make an eCard that you can email!**

When your card is finished:

- 1) Top Menu Bar > Share Project > Export to JPG.
  - 2) In next window "Export JPEG Wizard" click Next.
  - 3) Check the box next to the image of the card you want to send and click Next.
  - 4) Select Small - 700 x 500 (Pixels) and click Next.
  - 5) Adjust Image Quality if desired and click Next.
  - 6) Select Output Location and click Next. Then click Finish and OK.
- You now have a JPG file of your card (eCard) and can send it in an email! Simply attach it as you would any file.

Instructions for the Happy Birthday card are on page 3



For this card follow steps 1-7 above, and then -

- 8) Double click the 1.25 square to add it to your card, then drag one side to make it a horizontal rectangle. Design Center > Color Fill > Whisper White. Leave this selected.
- 9) Top Menu Bar > Edit > Copy.
- 10) Top Menu Bar > Edit > Paste. Design Center > Color Fill > Daffodil Delight. Slightly reduce size and position it to be centered on Whisper White rectangle so that it is matted. Leave this selected.
- 11) Top Menu Bar > Edit > Copy. Top Menu Bar > Edit > Paste. Design Center > Paper Fill > Designer Kits > Sweet Details > Sweet Details - 4 > OK. Slightly reduce size and position it to be centered on Daffodil Delight rectangle so that it is now double matted.
- 12) Resource Palette > Punches > Browse > Flowers > Open. Double click on Daisy Punch to add it to your card. Design Center > Color Fill > Whisper White.
- 13) Resource Palette > Punches > Browse > Basics > Open. Double click on 1.25 Circle to add it to your card. Design Center > Color Fill > Daffodil Delight. Resize and position to the center of the Daisy Punch. Select both the daisy and the circle and: Top Menu > Arrange > Group. Resource Palette > Opacity > slide to approximately 50. Resize and move to far left edge of matted rectangle.
- 14) Top Menu Bar > Edit > Copy. Top Menu Bar > Edit > Paste. Move to be next to the previous daisy. Repeat as needed to fill matted rectangle.

Continue with steps 15 - 22 above.