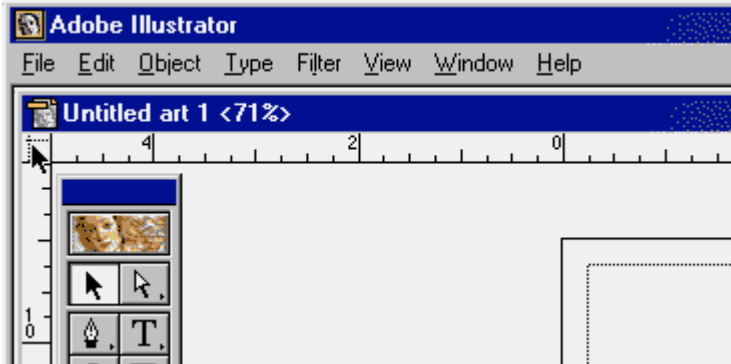
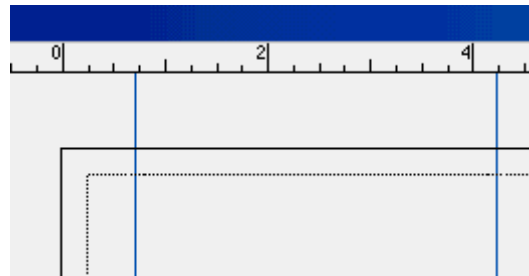


Make Your Own Gift Tags

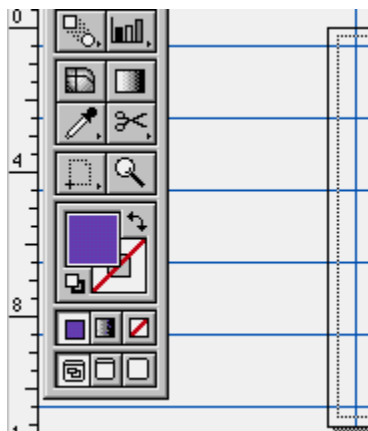
I'm setting up these gift tags to be ten up on one page. They're also set to business card size (3.5" x 2"), since it's relatively easy to find pre-perforated business card stock.



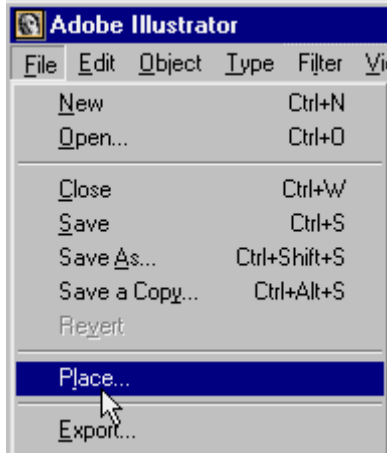
In Illustrator, by default, the 0 on the ruler is set to the left side horizontally, and the bottom vertically. I find it easier to work with the 0 being at the top vertically, so I click on the crosshairs at the top of the rulers, and drag out to the top left corner.



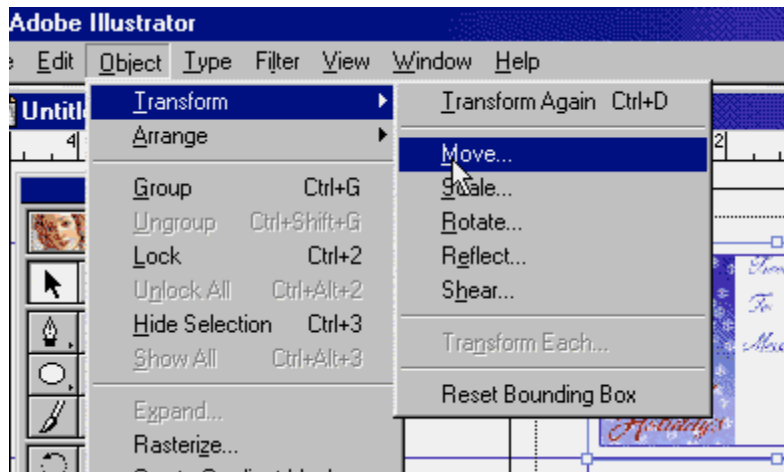
Unfortunately, you can't change the page margins in Illustrator. They're set to the unprintable area of your printer. You can move them around on the page, but you can't actually change their size. So you'll need to pull out horizontal guides to 0.75, 4.25, and 7.75 inches. Just click on the ruler and drag with your mouse to pull out guides.



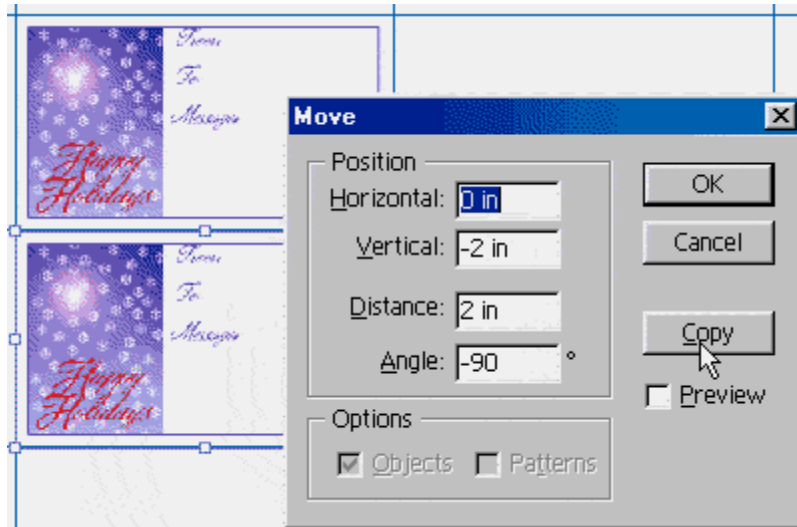
You'll also need to drag vertical guides out to 0.5, 2.5, 4.5, 6.5, 8.5, and 10.5 inches.



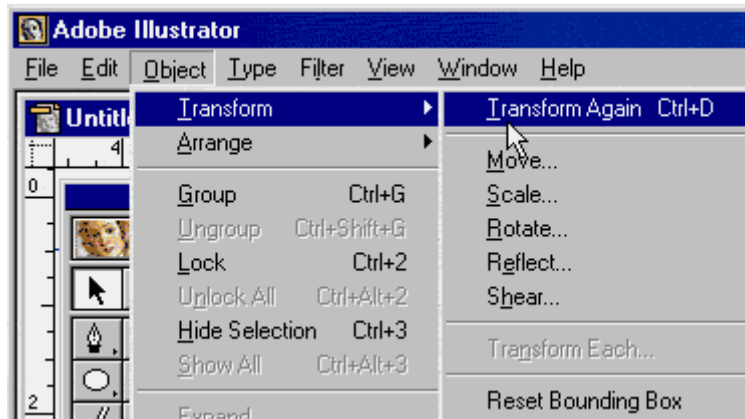
Place the graphic you want to use. Just select File|Place, and navigate to the directory with your graphic and double-click on the file name.



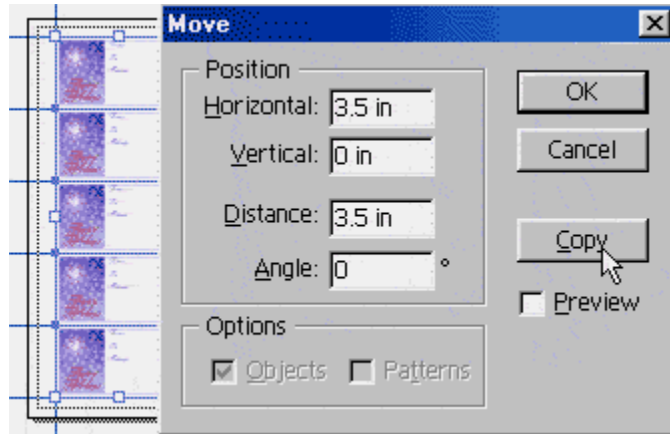
Select your graphic once you have it placed properly. You'll know when it's selected by the bounding box and the small rectangles that appear around it. Then choose Object|Transform|Move.



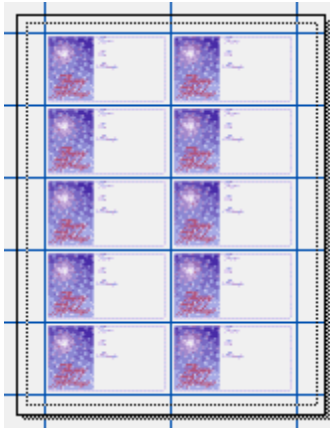
Put 0 in for the horizontal position, and -2 for the vertical position. Negative numbers move objects down; positive numbers move objects up. Press the Copy button — this places a copy of the object you selected at the position you've selected.



Unfortunately, you can only move one copy at a time. Choose Object|Transform|Transform Again (or the keyboard shortcut Control + D (PC), Command + D (Mac)) three more times.



Select everything (Control + A (PC), Command + A (Mac)). Then choose Object|Transform|Move again. This time, put in 3.5 for the horizontal position and 0 for the vertical position. Press copy, and all the graphics will be where you want them to be.



Another alternative would be to place the first graphic, select it, then move it over 3.5 to the right. Then select everything, and move them down 2 inches four times.