



Using Museo Artist Card PhotoShop Templates

Thank you for using Museo Artist Cards. We hope these templates are helpful to you. The templates we have posted on our website are simply custom pages which have some guidelines to make it easier for you to efficiently make beautifully crafted cards with your images. These templates are not interactive. You have to size your image and well as move it and your text to get the final layout you are looking for. The template we made assumes you want a card with a full size image on the front and some text or a logo on the back. Again, these templates are not interactive so you are not limited to how many images you add or where you place them or your text. The only limitation is your imagination.

Here are the steps to make a card using our templates.

1. Open PhotoShop or PhotoShop Elements.
2. Download the template that corresponds to your card size.
3. Open the file in PhotoShop or PhotoShop Elements. As a reference, go to Image>Resize>Image Size. Here you will see the page size is the size of the flat, unfolded card, all of which are listed below. You will also note that the resolution is set at 360 pixels/inch. Do not change anything here but you will need this information later. Close this dialog box and go back to the template.
4. Now it's time to prepare your image for the template. Open the image you want to use for the card in PhotoShop or PhotoShop Elements. If you want to enhance, crop, or change your image in anyway, now is the time to do that work. Once you have your image looking how you want it. Go to Image>Resize>Image Size and change your image to be the same resolution as the cards (360 pixels/inch).
5. Now resize your image to the size you want. In this example, I will assume we are printing on one of our Large Cards (#9). The large card comes flat at 7.375" x 11.00". When you fold it, the front panel will be 5.5" x 7.375". Our template is set up with a border that is 1/4" all around. If you wanted to drop in an image that fits exactly in our template, you would resize your image to 5.0" x 6.875". Please note that our cards may not have the same aspect ratio as your photo, especially if you have done any cropping. It's ok if your image doesn't fit exactly. Since normally when you resize your image, one dimension will be constrained. Pick the one dimension that you prefer to get right and let the other one fall where it does. For example, if you are making a side opening card (opens like a book), you may want to resize to the 5.0" width and let the length adjust itself. If you are making a horizontal card (fold in on top), you may want to set the width at 6.875" and let the other dimension float.

6. Now that you have your image resized, I always rotate the image to the same orientation as the card to make it easy to drop into the template.
7. When you have the image all set to go, Select the entire image (so you see moving ants going around it) and copy it (Edit>Copy).
8. Now click back to your template and Paste the image (Edit>Paste). PhotoShop will drop your image in the center of the template.
9. Use your move tool to relocate it to the correct place using the guidelines to help. From a design standpoint, if your image does not fit the border, leave the extra blank space on the bottom of the card and the eye will perceive it to be in the correct location.
10. Now that your image is in place, use the text tool to add you name, contact info, verse, or greeting to the back of the card (or anywhere else you may want it). Use the move tool to locate it just where you want it.
11. You should be ready to print now. Be sure to turn off the template layer by clicking on the eyeball next to it in the layers palette.
12. Before you print, you need to set up the paper size in the printer driver. You will usually find either “Custom Size” or “User Defined” as the last selection in the drop down menu of your paper sizes in the printer driver. Use the following sizes: Small (#6) 5.81” x 9.00”, Large (#9) 7.375” x 11.00”, Square (Baronial) 5.25” x 10.50”, and Panoramic (#10) 7.75” x 9.125”. Save your size with a name like “Museo Artist Card Large” for future use.
13. Now you can print like normal as long as you select this new custom paper size.

Helpful Hints:

1. It’s always best to rotate your card so that the image panel prints out first. Most printers will not print on the last ½” of the trailing edge coming out of the printer since it needs some paper to kick the card out. If you print with the image coming out last, the printer may crop your image.
2. Cut up some scrap paper to the same size as the card stock to make your first few test prints to make sure you have the image and text just where you want them.
3. If you print many cards and use the same backside information but change the image on the front, you may want to consider just keeping one file with many different image layers (which you can turn on or off with the eyeball) so in case you change that backside info, you only have to change one file and not many.
4. If you add a logo to the back of the card, you handle it the same way as you would any image....making sure the resolution is correct.
5. If you are planning to print text or an image on the inside of the card, you will have to set up a separate file using the same techniques as above.

For further help or support, feel free to write us at museo@intelicoat.com.