PROJECT #15

Create and Design
a Gift Tag

◎ OBJECTIVE:

To create a gift tag

PROJECT OVERVIEW:

Gift tags are wonderful accompaniments to any gift-wrapped present, often adding that extra touch of thoughtfulness to a special occasion. In this project, you will use your desktop publishing software to create a gift tag.

❓ GET TO KNOW WHAT YOU'RE DESIGNING:

Gift tags are usually printed on self-adhesive labels that contain "To:" and "From:" areas and a short message to the gift receiver. Gift tags are often decorated with borders and small graphic images depicting the occasion of the gift. They come in many shapes and sizes, the most common being rectangular.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Use one, easy-to-read font on your gift tag, such as Arial or Times New Roman.

2. After printing your gift tag, consider adding a personal touch such as adding ribbon or trimming the edges using decorative scissors.

3. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

Project #15: Create and Design a Gift Tag (*continued*)

INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.

2. Save the file as **"Gift Tag"** to the "Publish It!" folder.

3. Set up your document using the "Page Setup Instructions" provided on the next page.

4. Complete the "Content and Design Steps to Follow" provided below.

5. Proofread your work carefully for accuracy, design, and format.

6. Resave the file.

7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.

CONTENT AND DESIGN STEPS TO FOLLOW:

1. Establish the occasion for your gift tag.

2. Include the following on your gift tag:

    - A simple festive message relating to the occasion of your gift tag
      Example: Happy Birthday

    - A graphic image that relates to the occasion of your gift tag

    - The words "TO:" and "FROM:", leaving enough space to handwrite the giver and receiver's names

3. Add additional text and/or graphic elements to help enhance the look and design of the document.

4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.

5. Go to Step 5 in the "Instructions" provided above.

SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

After printing, use scissors to trim around the border of the gift tag.

PAGE SETUP INSTRUCTIONS:

# of pages: 1

Dimensions: 8.5 x 11 inches

Margins: None

Orientation: Portrait

Other: Using the rectangle tool, draw a rectangle that measures 4.25 inches wide by 2.25 inches tall, giving it a 1 pt. border. Position the rectangle in the center of the page. Place the contents of your gift tag within this rectangle.

8.5"

4.25"

2.25"

Place the contents of your
gift tag here

11"