

How to Make a Postcard in Word

Postcards may seem outdated and irrelevant these days. But for those who treasure memories and mementos, postcards can hold much meaning. For a lot of people, they are simply souvenirs of places visited and seen. Yet for others, a postcard to them is more than just a 4 x 6 card. It can be used in more ways than one, and not merely as a plain greeting card. In some cases, it can be used as promotional and marketing material. The article below will guide you on how you can create your own personalized postcard by using a predesigned template on Microsoft Word. It is fast, easy, and does not take much design experience. So don't worry if you are not a professional designer, just follow the steps below to get started.

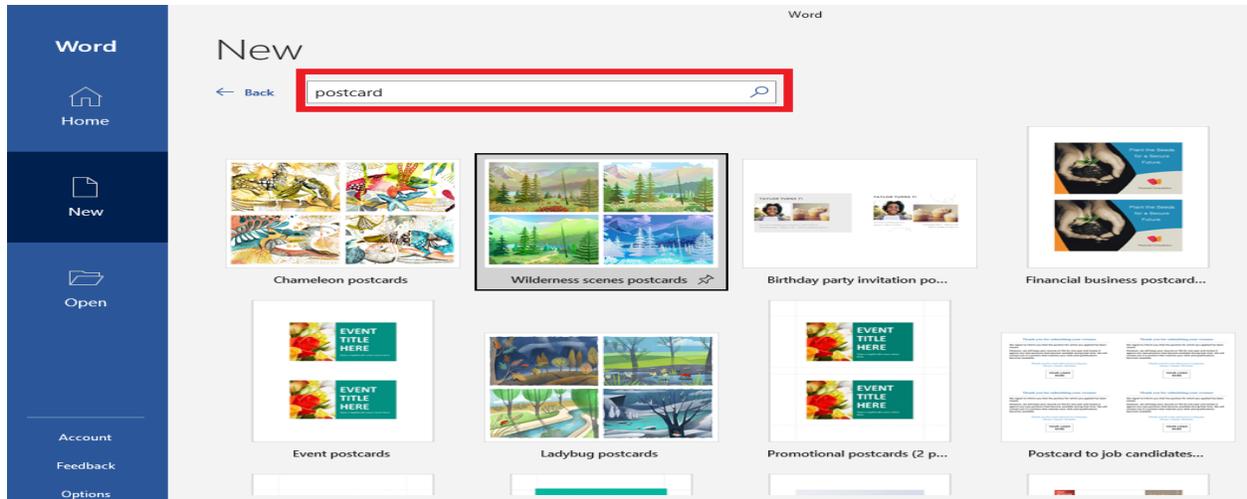
SUMMARY:

- For Windows: Click on **File** and select **New**. Type in **Postcard** in the search bar to browse the existing postcard templates. Pick a template and click **Create**.
- For Mac: Open the Microsoft Word program and select **New**, type Postcard in the search bar. Choose your desired template, and click **Create**.

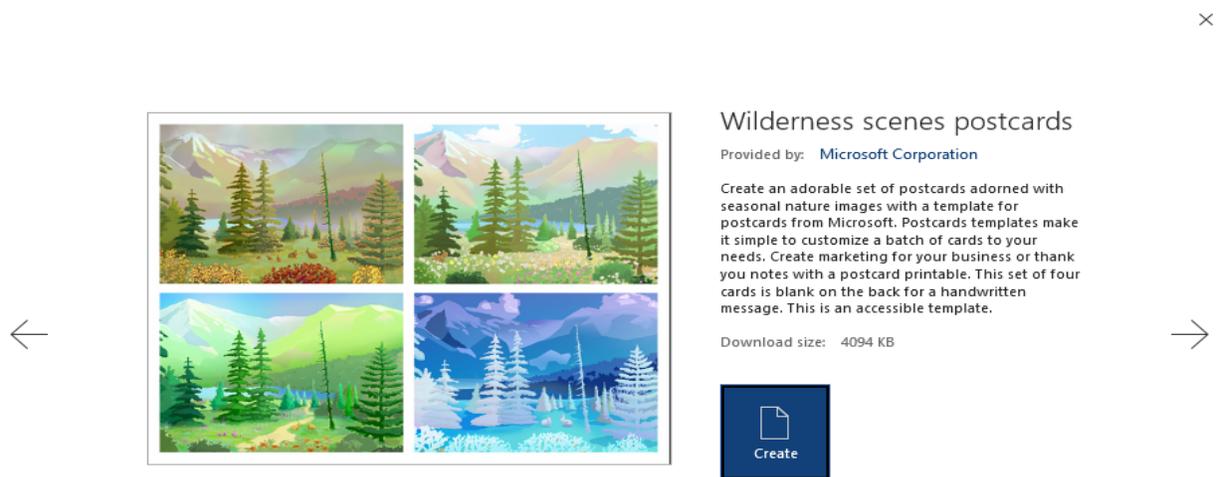
How to Make a Postcard Using Templates in Microsoft Word

Microsoft Word has several pre designed postcard templates that are easy to use. The quick guide below will walk you through the basics of making a personalized postcard using an existing Word template.

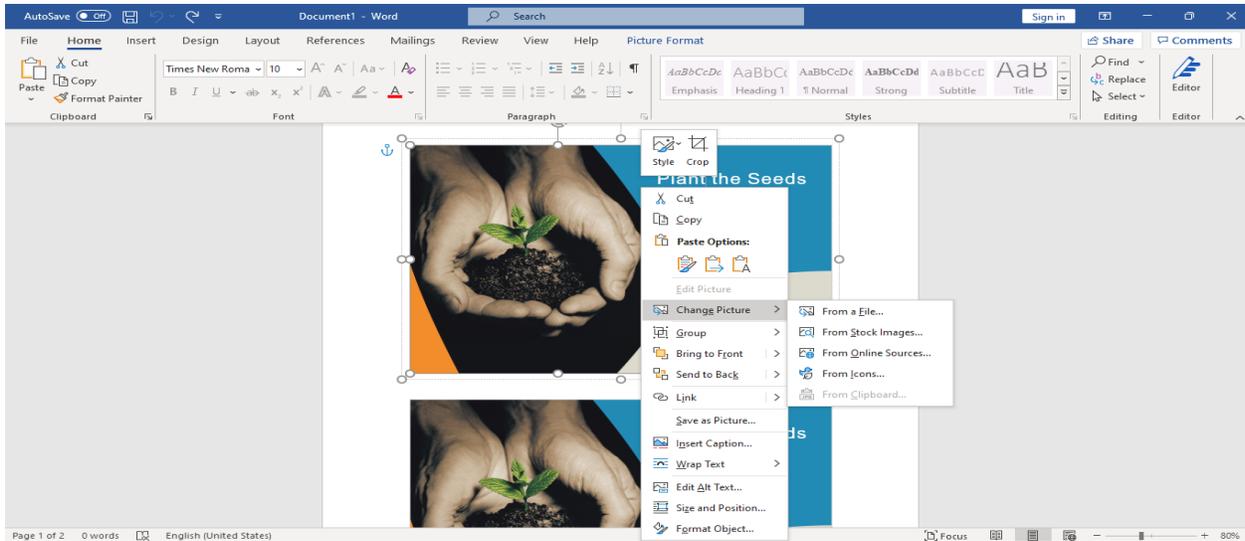
1. Open Microsoft Word and click **New**. Type in 'postcard' on the search bar above. This will display all the available pre designed templates.



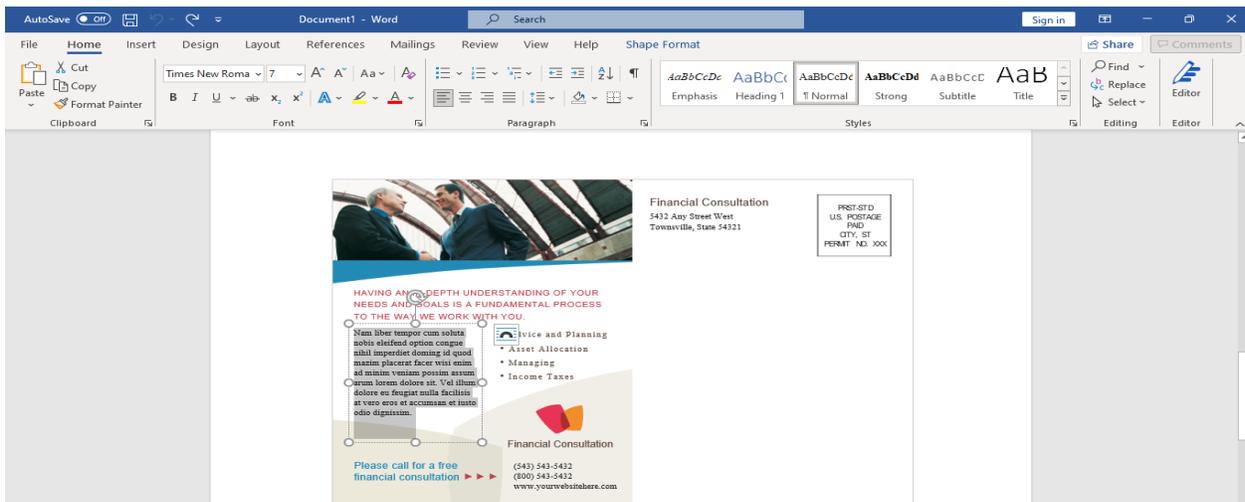
2. Scroll through the templates. Once you have picked out a template, click the **Create** button.



3. Edit the elements in the postcard starting with the text. Simply highlight the words to change the text. To replace the images in the postcard, select the photo and right click. Choose **Change Picture** and upload your own image or choose from online sources.



4. Scroll down to edit the back portion of the postcard. Apply the same process as the front cover in the previous step. To edit the text, highlight the words and insert your own. You can choose to adjust the font size, style, and color or leave it as is.



5. A postcard is meant to be mailed to a recipient. Always remember to include your contact information such as your complete name, mobile or landline numbers, email address, or even an official website.

6. When you are done editing, do not forget to save the document. You have the option to print, share, or keep the document on file for future use.

Note: If you are looking for a wider variety of [postcard templates](#), Template.net has editable and printable designs available in Word and other formats.