How To Make

.•:*:•.HANGING CARDS.•:*:•.

.•:*:•.INTRODUCTION.•:*:•.

This tutorial will show you how to create fancy Hanging Cards to display your jewelry and other creations on. If you sell at Shows or plan to sell to a Store you need to present your work in a professional manner, and these cards may be worth the time if you have higher priced items.

These Hanging Cards are easy to take off of a display peg and can then be hung again without injury. This is because they are made up using thick Aluminum Wire as an insert.

The other benefit of this design is that it spreads the weight across the top of the card, instead of placing it on a paper hole that would easily distort or tear. Most bracelets can be hung this way.

Coated Aluminum wire comes in many colors and you can have fun matching all the patterns and colors of paper cardstock to wire colors. Keep cost in mind, but have fun!

Colored Aluminum Wire and paper cardstock can be purchased in bulk online at places like Amazon.com to save money, or bought at Michaels and other Craft Stores.
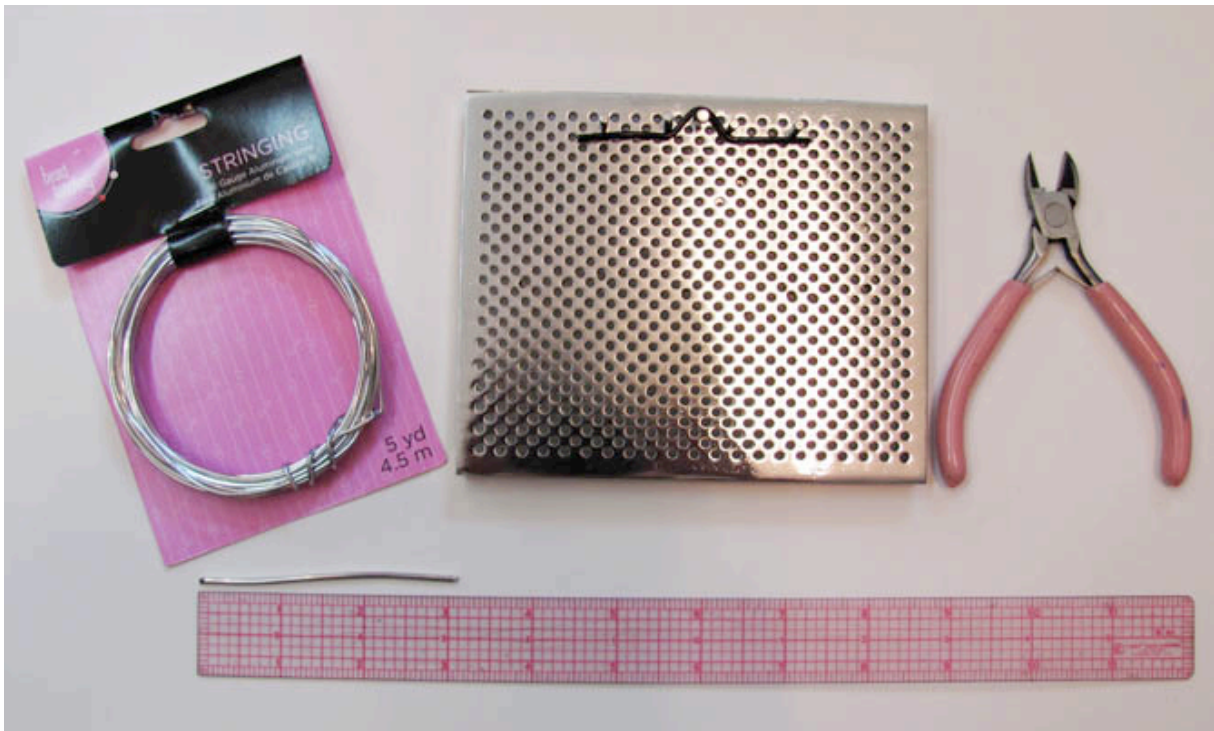

.•:*:•.Some Carded Bracelets.•:*:•.

You should plan to sit down and read this Tutorial through before you start, because I give explanation of tools and why things are done a certain way. This will allow you to make your own choices and substitute as you like. I hope you enjoy this Tutorial. Please contact me if you have questions. I like to help if I can.

.•:*:•.Let's Get Started.•:*:•.

We are going to take this Tutorial in stages. First comes creating the Wire Insert and what I use to do it. Then comes the tools and steps to create the Hanging Card, and finally some information on anchoring things to the Card.

You can improvise if you don't have the tools I use, especially the little Wire Jig that's used to shape your Insert Wire. Small sized Wire Jigs are not that expensive and make it much easier to stay consistent in shape, but you can easily use finishing nails in a piece of wood if funds are tight. The Wire Jigs come in metal or plastic by the way.
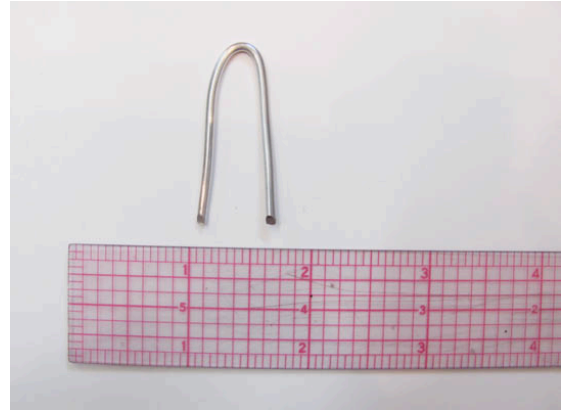
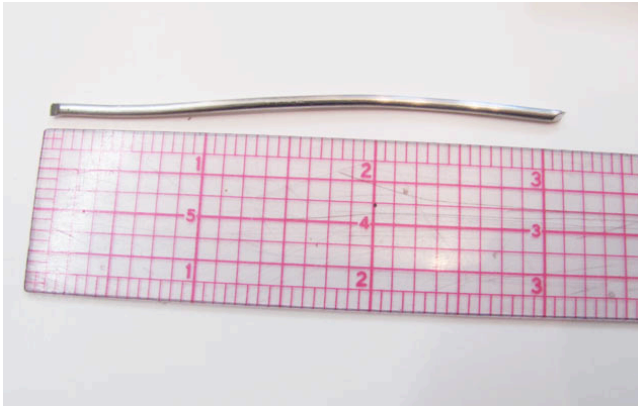## ITEMS I USE TO CREATE THE WIRE INSERT…

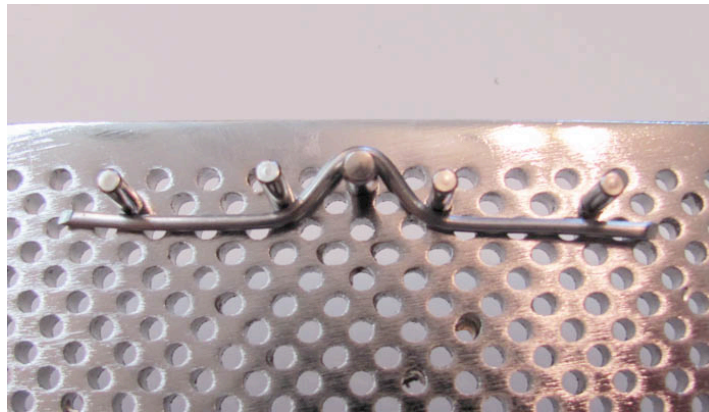Thing-A-Ma JUG *(Wire Shaping Peg Board Tool)*
16 Gauge Aluminum Wire
Wire Cutters
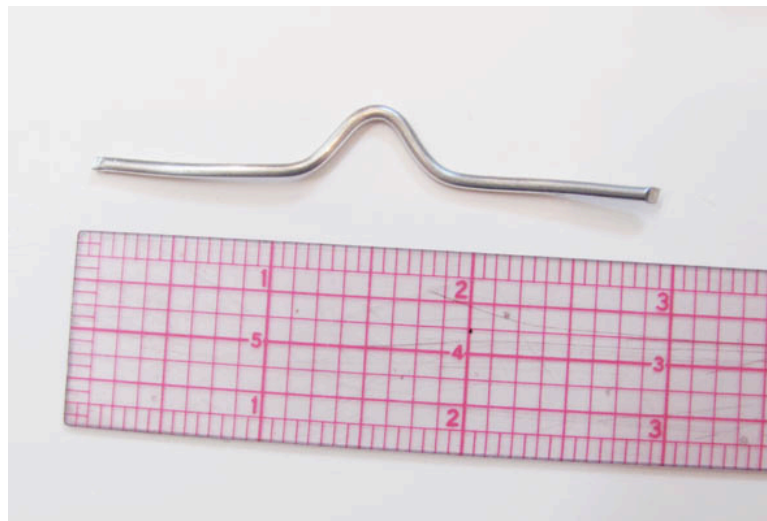Ruler *(I use a 1" wide C-Thru Ruler for greatest ease of measuring)*

.•:*:•.HOW TO MAKE THE WIRE INSERT•:*:•.

1. Cut a 3" length of wire and then bend it in the middle.

2. Place your pegs as shown above, and then put the bent wire over the larger center peg. Use your fingers to bend the ends of the wire to the sides at the same time. Placing pegs farther out helps stop the wire from bending up to far. You want the Insert to be level on both sides when done. Your finished Insert Wire should look like this one below. If it is to wide for the card, you make you can snip off the ends before assembling the Hanging Card and then reduce the length of wire you cut next time.

.•:*:•. THE HANGING CARD•:*:•.

Now we're ready to make the Hanging Card. Besides the tools, you need to create your Hanging Card's text and design in a Word program (unless you do it by hand and then use a Copier to copy it onto cardstock).

Most Copier paper is 20 lb thickness, but cardstock is 90 to 110 lb thickness. When it is folded in half it adds stoutness to your Hanging Card. You can get a package of white cardstock at Walmart for around $5, or shop for cardstock paper in an amazing variety of colors and patterns at a Craft Store like Michaels. You can also go online and search for cardstock, but I like to see the colors and patterns in person so I prefer a trip to the Craft Store.

I use a Paper Cutter for accurate cutting and for aligning the card and the large Hole Punch (that makes the window in the Hanging Card). I'll tell more about them when we get there. You can get Paper Cutters fairly inexpensively on Ebay or sometimes they are available used. If you will be making these cards in bulk it makes all the difference in accuracy and time, and time is money when you count your labor.

ITEMS TO CREATE THE HANGING CARD...

Paper Cutter
Large Craft Hole Punch *(choose the shape you like but realize it will be folded in half or less for your Wire Insert opening. I got mine at Michaels Craft Store.*
Double Stick Permanent Scotch Tape
1" Wide C-Thru Ruler *(or ruler of your choice)*
Pencil
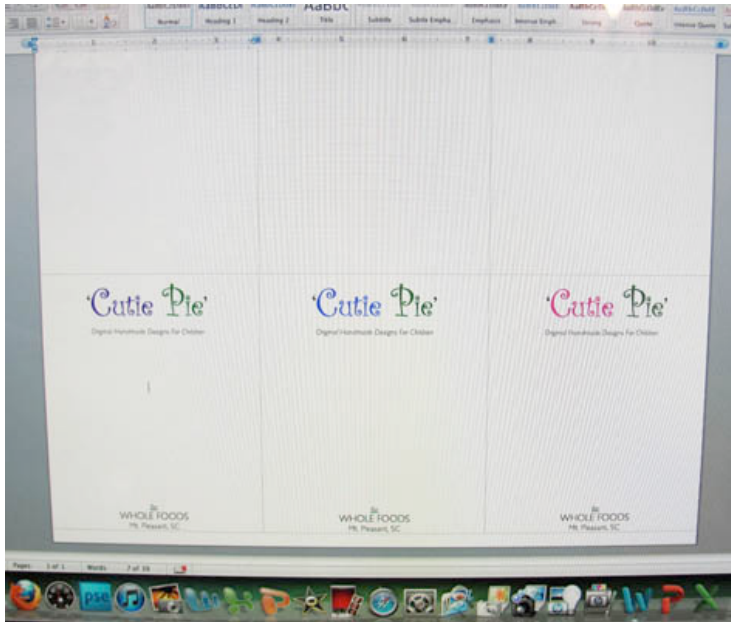Beadalon 'Supplemax' Clear Monofiliment Line *(or fine line of your choice)*
Cardstock with Printed Design On It
Handheld Hole Punch
Scissors
Small (Jewelry Sized) Baggie *(I got mine at Walmart in the Bead and Craft Section)*

.•:*:•. HOW TO DESIGN YOUR HANGING CARD•:*:•.

TO CREATE YOUR DESIGN... In the picture above on the left you can see the screen of my computer. I created a Table in Word to make this page of Hanging Cards.

First I moved ALL the margins to the very edge of the page and centered my cursor in the middle of the page. Then I created the Table with 3 columns across and 2 rows deep. You can make it one row deep, but I like to divide it for visual spacing. The center-line would be about where the Wire Insert would go.

To create a Table you go to the TABLE Tab across the top of your screen in your Microsoft Word Program. Click on it and in the Drop Down Menu choose INSERT, then choose TABLE. Then enter 3 for Columns and 2 for Rows and click OK.

Depending on where it is, you want to choose NONE for the Table Borders or you'll get lines around your Tags. You may have to hunt for it or it may be in the TABLE Menus. Mine is a little 4-square dotted box in one of my toolbars at the top of my screen.

Once your Table is inserted and the borders are made invisible, click in the top right row/box and hit Return to add some spaces and move that Row down to the half page mark. Then click into the lower Row and start designing the bottom of your card. Once you have one designed, you can copy and paste the entire column into the other two columns and then finally 'Save' your work.

I am showing you the finished card up close so you can see how I typed it up with different type sizes and styles and colors. It's nice to have your big name be in a striking typeface and have all your informational text in a simple type like Arial or Century Gothic. **To make text colored**, highlight the text and then go to FORMAT and then FONT and then FONT COLOR. The Format Tab is on or near the top line of your computer screen.

I encourage you to play around and have a lot of fun with this stage. Get ideas from other Tags and packaging. Start looking for combinations that appeal to you and set them aside for reference when you are ready to design your Hanging Cards.

If all else fails, and you can't figure out your Word Processing Program, you can divide a page into 3 sections and design one section by hand. It can be in color or black and white. You can even get rub-on type and images or art stickers at the Craft Store.

When you are happy with your design and text, copy it 3 times and paste the 3 copies onto a clean page. Then Color Copy or black and white copy the page and go from there.

ABOUT PRINTING ON CARDSTOCK... I don't know about your printer, but mine is fussy about printing on thick paper. After much trial and error I worked out a way that works for me. I fill the tray with Copy Paper and then tape the top sheet (using scotch tape) to the end of the paper-tray nearest me so that it can't be drawn up to print on.

Then I put a thick cardstock sheet in and tell it to print my Hanging Tag design. Then I do it again until I have all that I need printed. Just remember to remove the tape when you are done or you won't be able to copy the next time you want to!
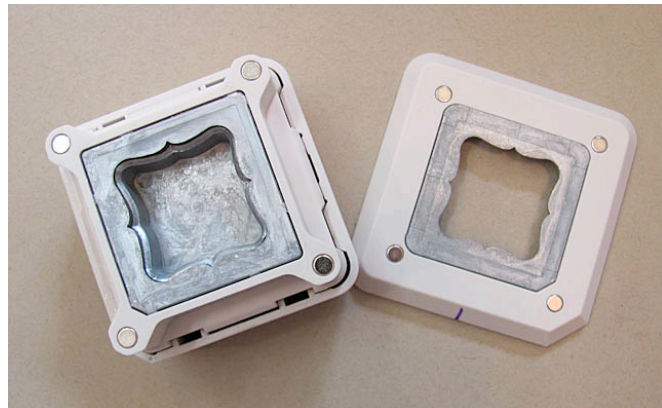
.•:*:•. HOW TO ASSEMBLE YOUR HANGING CARD•:*:•.

I'm showing this picture again because I want to talk about some of the items before we go farther. Some may be new to you.

The first item is the big **Craft Punch** that makes the hole in the Hanging Card. It is magnetized so that when you set the top over the bottom it pulls the top to the right location and clamps to the base. Then you press down on the top and it punches out the design. With cardstock it can take some force, and even a rocking motion as you press, to cut through on both ends.

When you choose your Punch be sure it is in two pieces. Many Punches come like a hand-held Hole Punch, and they don't come apart. This means they only punch a hole along the edge of the paper. I got this punch at Michaels. It is from Martha Stewart's line of Punches and is called the 'Flourish Square' from the 'Punch All Over' line.

The next item to discuss is **Monofilament line**. Supplemax is a common brand. It is used to discretely but securely anchor your item to your Hanging Card, including to tie the cord or chain snug before it is put in the little baggie on the back of the card.

In the picture above you can see different ways to anchor things to the back of your cards. On the left I used a Twist Tie to hold the green cord together in the Baggie. In the middle I used Jelly Cord to tie Suede Cord, because it's softer, and on the right I used the Monofilament Line to anchor two points of a bracelet to the card.

Jelly Cord can be used but it stretches and it doesn't securely knot in some cases. The Monofilament Line is great to tie secure knots that don't open again. Tie in one direction and then reverse and tie in the other, then cut the line. I encourage you to experiment to get the anchoring look that you want.

.•:*:•. Let's Get Started Making The Hanging Card•:*:•.

1. The first step is to decide how wide you want the Hanging Card to be. Mine are usually 3-1/2" wide by 5" long. I measure from the left and right edge of my big title (or design type) so that I get the same distance to the edge of the card on both sides.

For this card, to make it 3-1/2" wide, it was 3/4" from either edge of the words 'Cutie Pie' to the sides of the card. I used the C-Thru Ruler to measure 3/4" to the right and marked it at the top of the page (see the picture above). After I marked both sides (on each card column) it was time to cut them apart.

2. First align the paper along the top of the Paper Cutter and then lower the bar to cut on the edge of the pencil mark, so that the mark is cut off and isn't left on your card. When you are done cutting ALWAYS put the bar down in the locked position to prevent accidents.

3. Now you have your 3 Hanging Cards cut, so it's time to punch the holes.

4. I turn my Paper Cutter around with the handle away from me on the left side, and I raise the arm a bit. The actual cutting edge of the blade is still alongside the side of the Paper Cutter, so I am just using the bar as a side brace. Then I place the side of the Punch base along the side/edge of the slightly raised bar. This squares the Punch bottom (or base) on the Paper Cutter to give me a more accurate way to line up my cards before punching them.

As you can see, I aligned the bottom of the Punch base on a dark line on the Paper Cutter. I use that line to give me an idea of where to position a line of text on the Hanging Card before I punch it.

5. Next I line up the small line of information text (just below the 'Cutie Pie' text) on that dark line on the Paper Cutter, and then I make sure it is centered on the Punch base. Then I put a left-hand finger on it (in the center of the Punch base) to hold it in place while I set the Punch top onto the base - and allow the magnets to pull it into place. The magnets are pretty strong and will pull and clamp quickly.

Once the top and bottom of the Punch are together I pick up the Punch with the card in it and move to a solid surface that can take pressure of punching out the cardstock. I press down to punch out the card design, and use a rocking pressure to cut the top and the bottom if needed. Then I lift the Punch top off the card - don't drag it or scoot it or it will mar your cardstock.
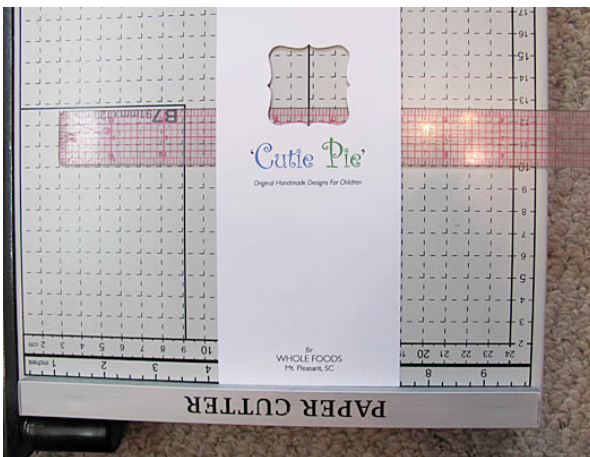

In the picture above on the left you can see the underside of the Punch while the top and bottom are still together. I have punched out the shape and the top is ready to be removed from the bottom.

The picture on the right shows the top and bottom separated and the hole cut out.

6. As your Punch gets used it may start making cuts that aren't clean, like the inside bottom left corner. The way I deal with this is to use my little finger to gently wipe/pull the chaff to the inside of the card, as you can see in the picture on the right.

7. Now I take the card back to the Paper Cutter and again turn it away from me. I use the raised edge along the top to set the card against, and I slide my C-Thru Ruler under the punched out hole. I use the grid on the Paper Cutter to make sure my Ruler is straight and I raise the top edge of the Ruler about 1/4" above the edge of the punched out opening.

Then I hold the Ruler and gently run my thumb-nail along the edge to set a crease in the card where it will fold over the Wire Insert. You can place the Ruler anywhere you like to create a larger or smaller hole shape for your Insert Wire. Experiment to see what look you like best.
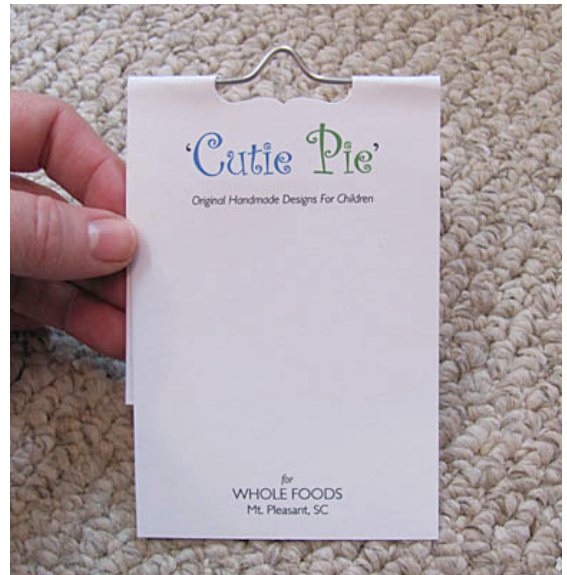
8. Now it's time to get the Double Stick Tape out. Turn the card over and leave it on the Paper Cutter to keep track of the top of the card.

I hope you can see the pattern of tape in the picture above, but here is a list of where you want tape to be. Besides the Double Stick Tape, you can also try permanent sticky spot-dots that are used in Crafts and mounting pictures. I like the Double Stick Tape because it's easy to come by. Be sure to use Permanent, because the non-permanent variety releases and your card will come apart.

HERE'S WHERE YOU NEED THE DOUBLE STICK TAPE... First, you need Double Stick Tape along the top edge and above the punched-out opening (don't put it below the punched-out hole or it will show on the back).

Put a piece on each side of the punched-out opening and make it long enough to come down across the creased line.

Finally, put a long piece on both sides - from the top down over the creased line.

9.   Okay, you have the card and the Double Stick Tape done, now pick up a Wire Insert and position it behind the card. Be sure to center it above your text and line it up on the crease line. Then carefully fold it over and press the Double Stick Tape to close up the card.

If you are not careful in your folding and pressing, you will end up with one edge overlapping to far. To fix it go back to the Cutting Board.

10. Put the card bottom along the blade with the top of the card at the exact edge of the cutting edge so it can't be cut. This will leave the overlapped edge out under the blade.

Hold the card securely in place and slowly cut off the edge. Your card is finished and ready to have something mounted on it.

.•:*:•. HOW TO MOUNT THINGS ON YOUR CARD .•:*:•.

Now we can talk about mounting things to your Hanging Card. In the picture above (from left to right) you see the basic tools I use:

A **Bead Reamer** for making tiny holes to anchor pendants in the center of the card where a hand-held Hole Punch can't reach, a hand-held **Hole Punch** for holes to let your chain or cord go through, a small Jewlery-sized **Baggie** to put your coiled cord or chain in, **scissors**, Supplemax **Monofilament Line** to anchor things on the card with, and lastly, Double Stick Scotch **Tape**. You can also use Jelly Cord or Twisties to anchor with.

Here is a finished card with a Pendant mounted on it. You can see the holes punched at the top of the card for the cord to go through, and the cut slits going up to the holes. Usually your clasp is larger than the punch hole so you need the cuts to insert the cord.

You can see the back a little better in this picture. I used the Bead Reamer to punch tiny holes where I needed the Monofilament Line to go through the card (see the two tiny holes in the center of the card where a hand-held Hole Punch couldn't reach).

The Pendant's cord is tied or anchored with Supplemax Line and then the bottom of the cord is rolled and put in the Baggie. The Baggie is stuck to the Hanging Card with the Double Stick Tape. I fold the Baggie under itself (to shorten it up for a custom fit) and then stick it to itself using the tape.

Another tip is to cut off the lip of the Baggie off on the underside (where it is against the Hanging Card) since you are anchoring the cord and having it go right into the baggie. Cutting off the lip of the Baggie on the underside lets you raise the Baggie right up to the tied place on the cord.

I create the pricing and information stickers separately and apply them to the top and bottom of the card using a Glue Stick, or I use Self-Adhesive Labels. The top sticker covers the oversized hole that the Punch made, by the way.

Plan to experiment with different methods of anchoring and securing the items you sell based on their size and weight.

I hope this information has been useful to you. Here's to all your future sales on these dramatic Hanging Cards!