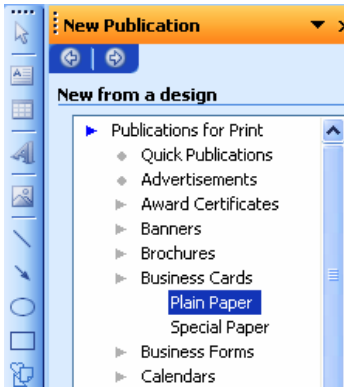
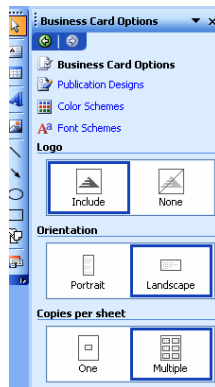


Creating Business Cards in Microsoft Publisher

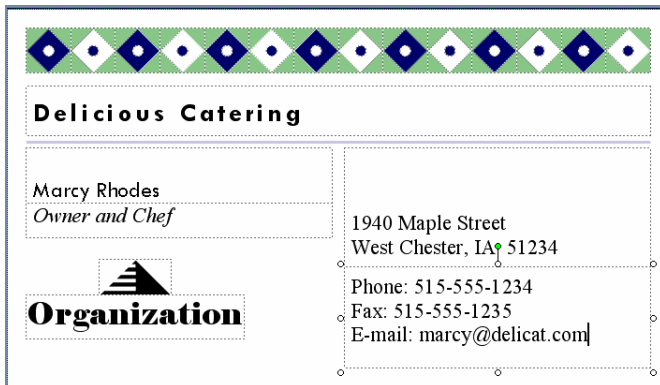


- ❖ Double-click the Microsoft® Office Publisher icon to start the program.

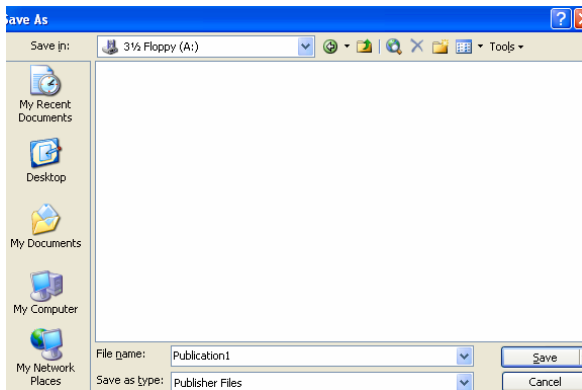
- ❖ In the New Publication wizard, click on Publications for Print. If the New Publication wizard doesn't appear when you first open Publisher, click on File, New to display it.
- ❖ Click on Business Cards.
- ❖ Click on Plain Paper.
- ❖ Look through the business card design options in the right window. Click to choose one, such as the Accessory Bar Business Card.



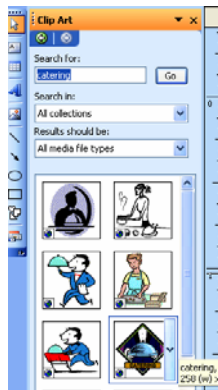
- ❖ Click on Business Card Options.
- ❖ Choose Include a logo or None for no logo.
- ❖ Choose an orientation – portrait or landscape.
- ❖ If you're using business card label stock, choose Multiple to print a sheet of business cards.
- ❖ Click on Color Schemes.
- ❖ Click on a different color scheme, such as Sagebrush.



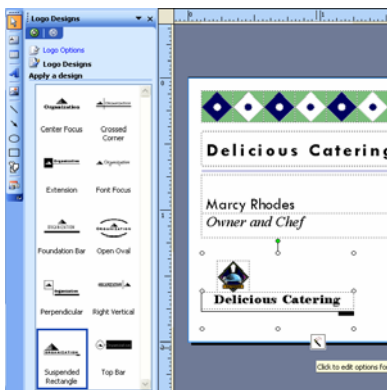
- ❖ Click in the Business Name area. Type the name of your business, for example, Delicious Catering.
- ❖ Continue clicking in each area of the card, filling in the appropriate text.



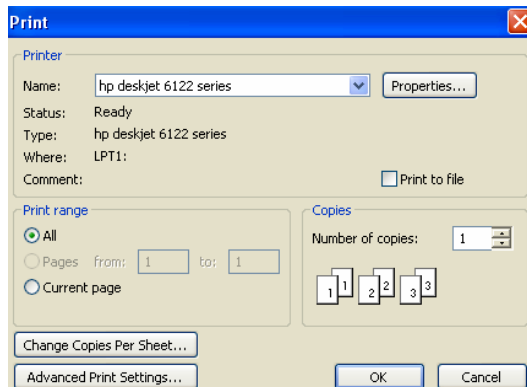
- ❖ Before proceeding much further with your creation, stop and save your work.
- ❖ Click on File, Save As.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.
- ❖ Click on File, Save frequently to avoid losing your work.



- ❖ Double click on the logo. Publisher will display the Clip Art task pane on the left.
- ❖ Click in the Search for: text box and type a word or phrase to search for different clip art. In this example, type catering and click on Go.
- ❖ Look through the clip art choices. Click on the one you prefer, and Publisher will replace the existing logo on the business card.
- ❖ Replace Organization with the name of your company by typing over the text.



- ❖ Click on the logo design wizard below the logo.
- ❖ Click on a logo design, such as Suspended Rectangle.



- ❖ Click on File, Print to print your business cards.
- ❖ Publisher's default is perforated card stock such as Avery® 5371 or similar sheets of business cards arranged in 2 columns of 5 cards each.
- ❖ Click on Change Copies Per Sheet if you do not want to print a sheet of 10 business cards.
- ❖ Place the business card stock in the printer.
- ❖ Click on OK to print.
- ❖ Click on File, Save to save your business card.
- ❖ Click on File, Exit to close Publisher.