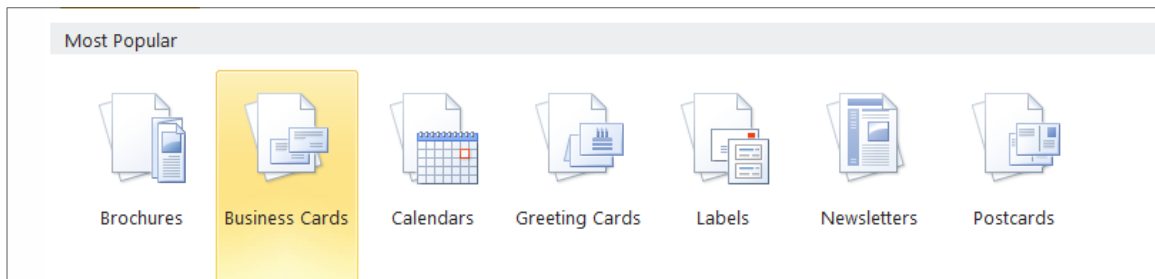


# Help Guide 3

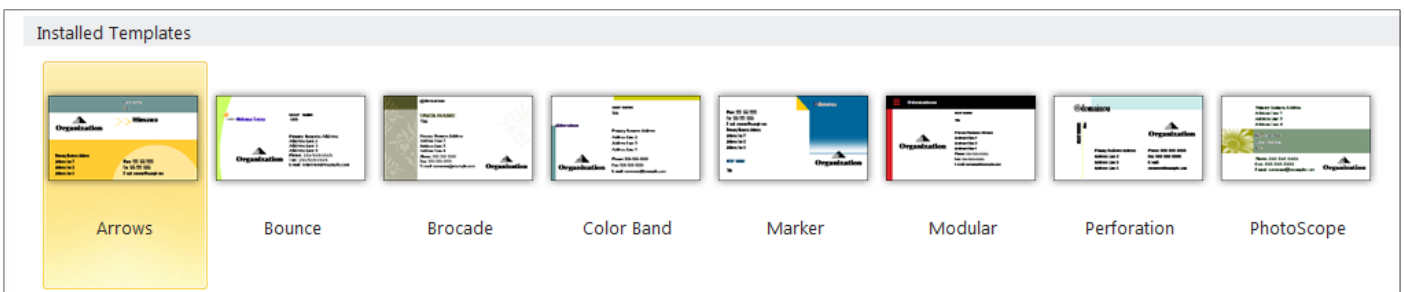
## Creating a business card in Publisher

From the Home Page (or File—New), select Most Popular—Business Cards.



There is a vast array of templates to choose from ...

You can also download a simple template from the Library & LRC page on Moodle.

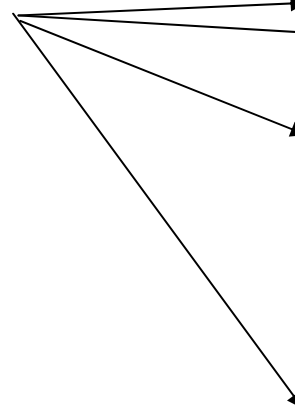
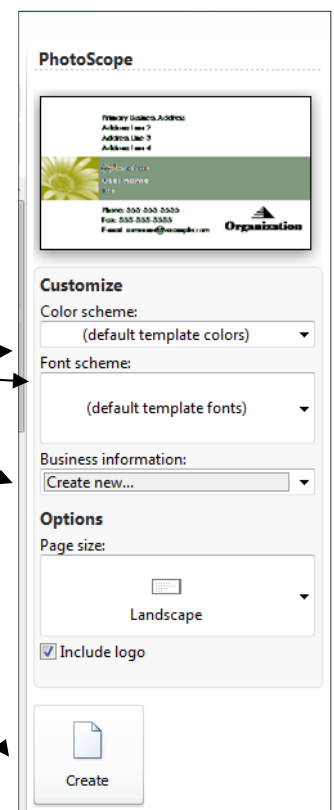


This template is PhotoScope.

You can change the colour from a wide choice of schemes and also fonts at this point. You can choose whether to have a logo or not. You can enter your contact details under Business information.

Once you have chosen your settings, click Create, and Save.

You can still alter the text and other settings if you are not happy with them.



## Adding images

You can copy images from other sources—be aware that some images on the Web are copyright. Right-mouse clicking on an image should bring up this menu.

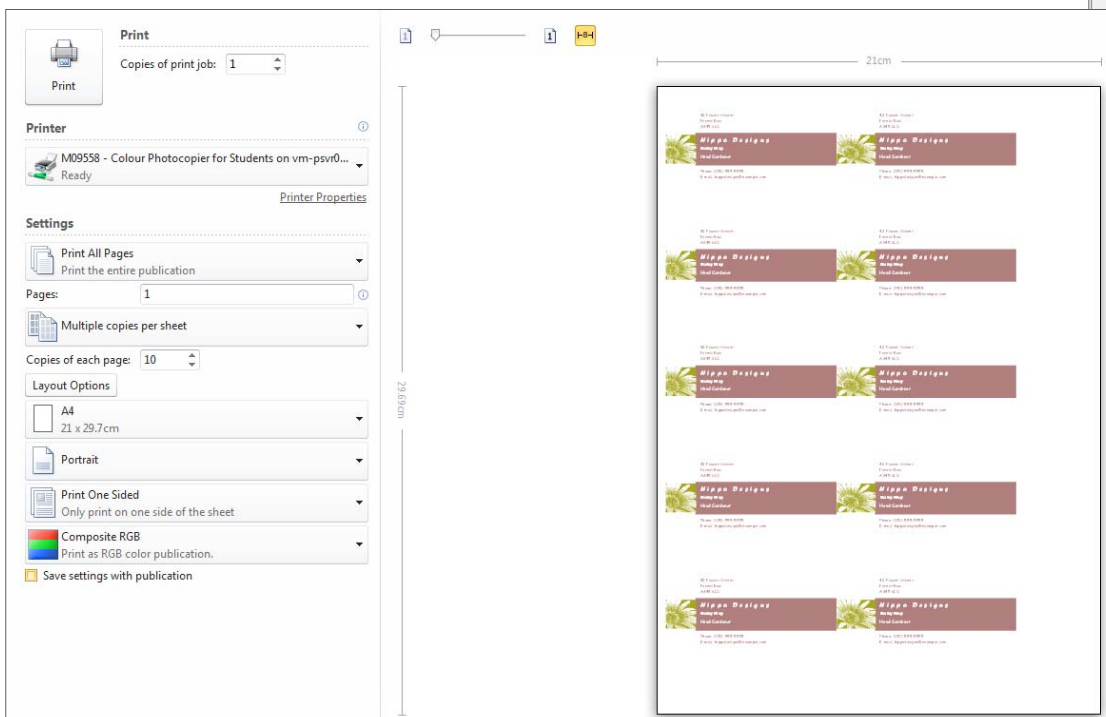
The simplest way is to Copy, but if this doesn't work, try Save picture as ... (jpeg is the recommended format) and then copy this file and paste into your booklet.

You can then resize your image to fit—remember to use the corner handles or the image will go out of proportion.

- Open link
- Open link in new tab
- Open link in new window
- Save target as...
- Print target
- Show picture
- Save picture as...
- E-mail picture...
- Print picture...
- Go to My Pictures
- Set as background
- Cut
- Copy
- Copy shortcut
- Paste
- Select all
- View source
- Add to favorites...
- Send to OneNote
- Properties

## Printing your business cards

Set to Print One Sided.



The default setting is for 10 cards per A4 sheet, but if you want fewer cards per sheet, you should choose the number per page, and then open the Layout Options menu and alter the Vertical and Horizontal gaps between cards. When you are happy do a test print.

