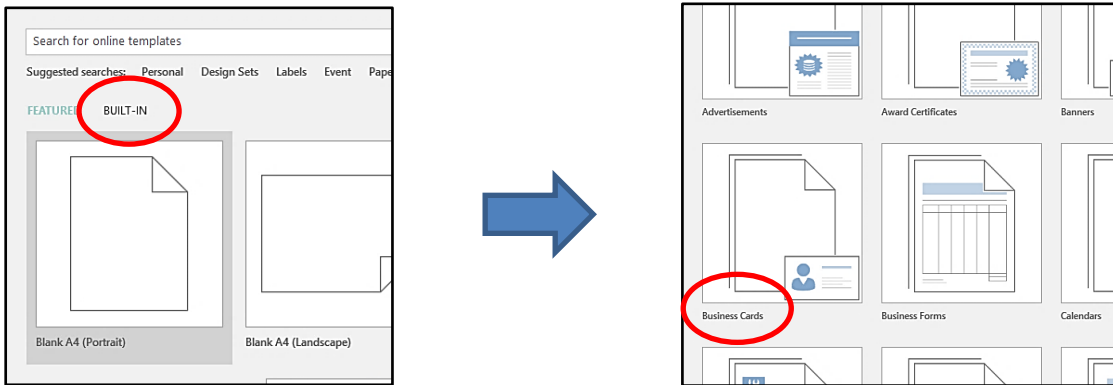


Help Guide 3

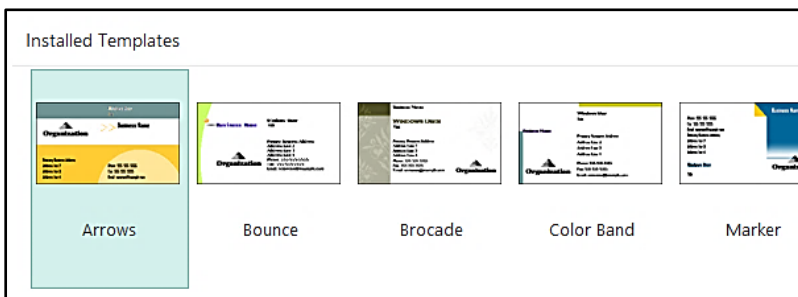
Creating a business card in Publisher

On the Start page that appears when you open Publisher, click **BUILT-IN**.



In the **Business Cards** catalogue, under **Installed Templates**, click the design that you want.

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.



Create New Business Information Set

Business Information for this set

Individual name: Tagline or motto:

Job position or title: Logo:

Organization name:

Address:

Phone, fax, and e-mail:

Business Information set name:

Customize

Color scheme:

Font scheme:

Business information:

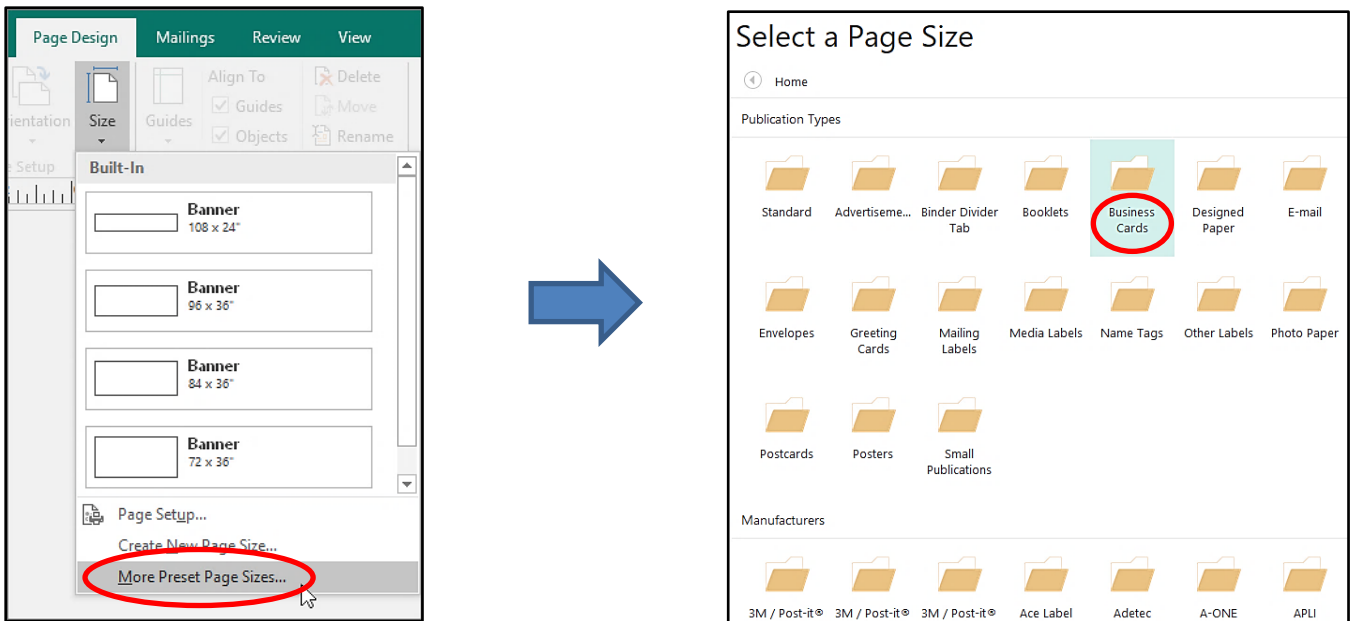
Options

Page size:

Include logo

If you purchased business card sheets from a specific manufacturer, you can set up your business card in Publisher so that the dimensions match the card sheets when you print the cards.

1. In the **Page Design** tab, click **Size**, and then click **More Preset Page Sizes**.
2. In the **Preset Page Size** dialog box, scroll down to the **Business Cards** section, find the specific manufacturer that you want, and then click its name.
3. Click the specific page size that you want, and then click **OK**.



If you can't find your specific manufacturer or their specific product, carefully measure the size of the business card that you want to print on, being sure to exclude that portion of the card that doesn't get printed on. Click **Custom Page Size**, and then type the business card dimensions in the **Custom Page Size** dialog box.

Create a two-sided business card

1. In the **Pages** navigation pane, right-click the existing page and select **Insert Page**.
2. In the **Insert Page** dialog box, click **After current page**, and then select any options that you want.

