

# BUSINESS CARDS

The attached file is for producing your own business cards. For Etiquette Seminar participants, Career Services provides 3 free sheets of business cards (total 30 cards). You may purchase additional sheets in Career Services for \$1/sheet (10 cards). Instructions follow (you may want to print them to refer to while working on the template).

## Business Card Template

### Instructions:

**Save**—Don't **Open** the attachment (produced in Word 2007) to your locker space, personal computer or flash drive by right clicking on the attachment and selecting save as. Name your file and then open it.

Edit only demographic information on the first card, replacing generic information with your own. After editing, **resave the file to your new file name**. (Note: this file takes up a lot of space-- only save the first card.) Next copy the entire card to each of the other 9 cards by selecting the graphic and personal information (click on it until is all highlighted), selecting copy from the tool bar or edit menu, and pasting it to the other cards by placing the cursor at the **top** of each card and selecting the paste command from the tool bar or edit menu. Be sure your cursor is at the top of each card before you click paste or the cards might become misaligned.

To print, insert the business card stock (Avery Ink Jet, 2 x 3-1/2" 10/sheet) into the printer and select print. Note: it is always a good idea to print on regular paper first.

Close the program without saving so that the only part that is saved is your revised business card in the first space. **Do not resave the file as a whole** because of the space required for multiple graphics.