

## HOW TO CREATE YOUR OWN BUSINESS CARD

Avery Matte White Clean Edges Business Cards #8871  
Microsoft Word template 8371

To make a biz card, first create it in photoshop:

Open a new document in Photoshop, size 2in by 3.5in (standard business card size)

Using the Type tool, create your text information.

If you like, import one of your images or logos by doing Copy (of the image) and then Paste (into the new document that you just made)

Save your working image as a psd. file. Now save a copy as a JPG.

Open Microsoft Word (or some word program)

Open a New Document (letter size)

Go Tools>Labels>Options, and select Avery Standards, then go down the list to select the number of your label (or business card, like 8371)

It will show the dimensions of 2x3.5, and page size (Letter). Click OK. That will return you to the Labels dialogue box--select "Full page of the same label", then click OK.

Your Word document now shows ten "boxes" outlined.

NOTE: Table>Gridlines must be checked in order to see the "boxes".

Go Insert>Picture>From File, and choose your **JPG** version of the Photoshop (or other) file. (Word can import a JPG only).

You will see your Biz Card in the upper left box of your Word document. Click once on the Card image to select it. Then go Edit>Copy. Now click in the next box and go Edit>Paste, and do that for each of the boxes until you have 10 copies of your Card.

This is your template. Do a TEST PRINT on the test paper that comes with your package of Business Card paper. You may have to do a test on the real card paper for true color, but once you are satisfied, you can save this template, and your printer settings for future printing.