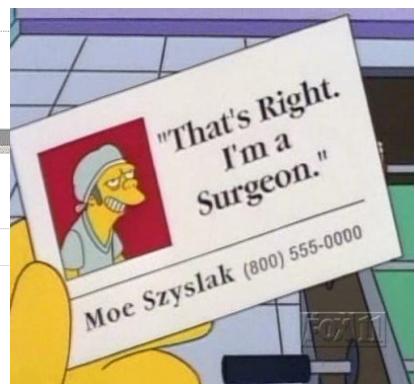
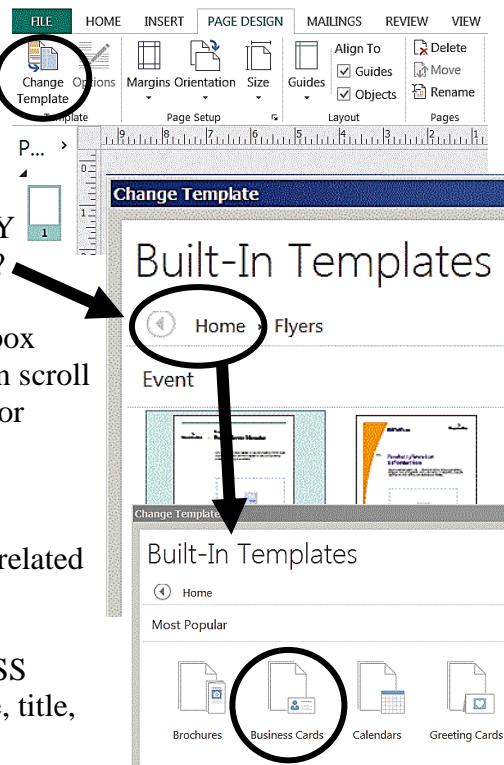


MS Publisher 2016

Business Card with Professionally-Designed Templates

1. Start a BLANK DOCUMENT and then to PAGE DESIGN, then CHANGE TEMPLATE
2. Click where it says HOME and then business cards. You can choose ANY of the templates. Which do you like?
3. The CHANGE TEMPLATE dialog box lets you change color scheme you can scroll all the bottom to create your own color options too
4. You can choose a FONT SCHEME MAKE IT READABLE. Use a few related fonts for entire card.
5. Click Pull-Down menu for BUSINESS INFORMATION and add your name, title, and a business you create or want to represent.



Change Template

Built-In Templates

Home > Business Cards

Mobile

Customize

Color scheme: (default template colors)

Font scheme: (default template fonts)

Business information: (Custom)

Options

Page size: Landscape

Include logo

Step 3 →

Step 4 →

Step 5 →

Step 6 →

Step 7 →

The screenshot shows the 'Change Template' dialog box with the 'Mobile' tab selected. It displays various business card templates under the 'Built-In Templates' section. On the right side, there are seven numbered arrows pointing from left to right, corresponding to the steps listed in the main text. The first three arrows point to the 'Business Cards' section in the 'Built-In Templates' list. The next four arrows point to the 'Mobile' customization panel on the right, which includes fields for 'Business Name', 'Primary Business Address', 'Windows User Title', 'Organization', and 'Customize' options for color and font schemes. The last two arrows point to the 'Options' and 'Page size' sections, specifically highlighting the 'Landscape' page size option.

6. Choose PAGE SIZE -- most use LANDSCAPE, but some people like to have an unusual business card.

7. Last, please click ADD A LOGO and find a graphic that will represent your organization. Then click OK.
8. Now click into any placeholder and edit/revise as you like. You may insert pictures just like in MS Word. Please take the time to enhance your business card by exploring different colors, font sets, modifying your basic layout, and look for graphics you like.
9. We do not worry about wrapping in publisher. This is because, unlike MS Word, pictures are inserted in a placeholder and you may move this as you want. You may also use different options to send front/back or to fit around text. This is a very handy feature and is typical of how other professional publishing programs work (i.e. Quark, PageMaker, InDesign, etc...)
10. When you go to PRINT, you have an option to print one card. This is a waste of paper and the single card is not properly placed to make it easy to cut-down to size. You can choose to print an entire page. This is helpful when you are printing at home -- you can buy perforated card stock to run through a printer. Be careful! **Specialized card stock for home-use is usually expensive.**
11. Cards printed at home look like home-made cards. This is often not the image we want to convey when we hand out our business card. It is usually CHEAPER to go to a print shop -- you will have more card-stock choices and you can choose the exact card stock you want.
12. The card stock designed to run through most printers is very light, feels cheap, and does not last. Remember, the whole point of having a business card is so people save it and remember you. **A cheap business card is not a bargain!**
13. Printers have minimum print runs, but **you can find a print shop that will print you 500 high quality cards for less than what you will pay per-card to do a smaller number with home-use card stock.**

