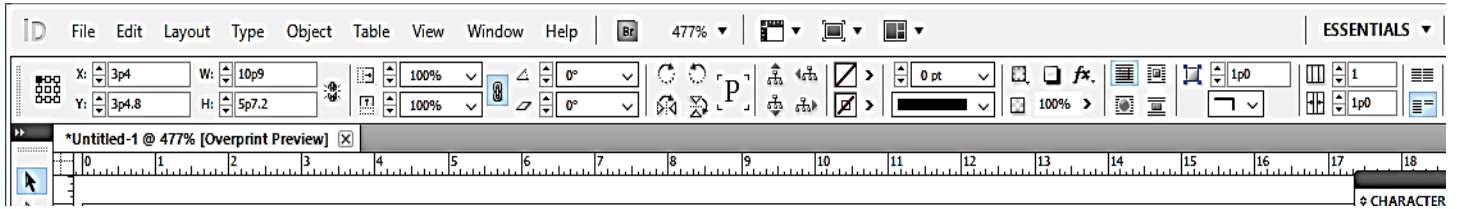
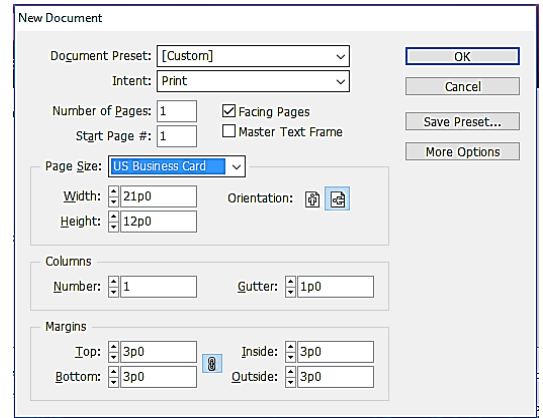
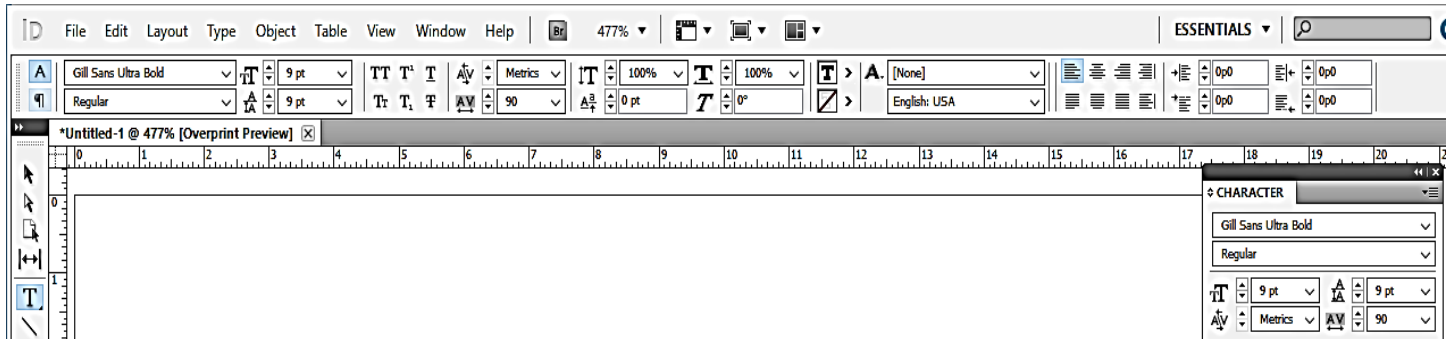


## InDesign CS5: My First Business Card

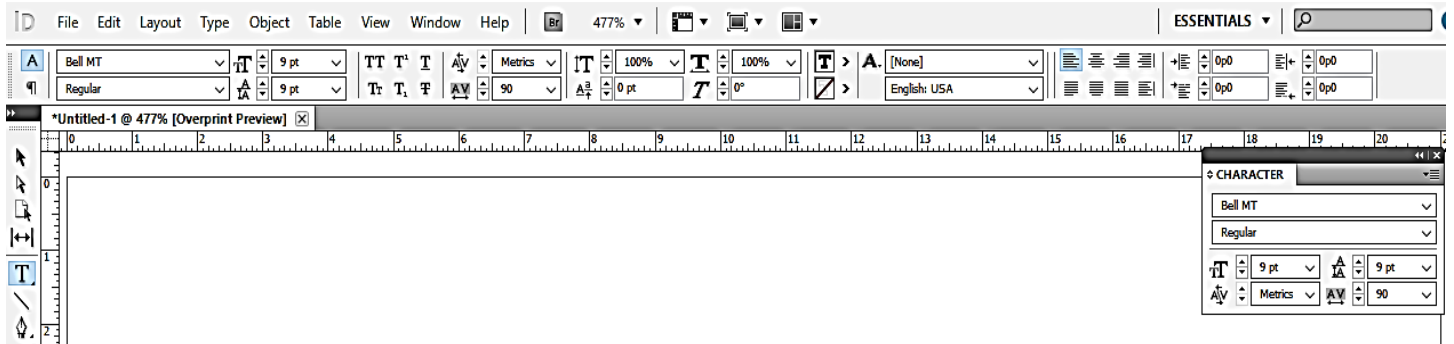
1. Start a **NEW** document and select **U.S. Business Card**.  
Please check to be sure you have the settings shown.
2. Use the **TYPE TOOL** and **draw a box** from the left of the card for Wilber's name, title, and contact information.
3. Once you have it drawn, enter all of the settings shown below in the panel at the top of the screen (*You may need to select it with the SELECTION TOOL if you clicked off it*)



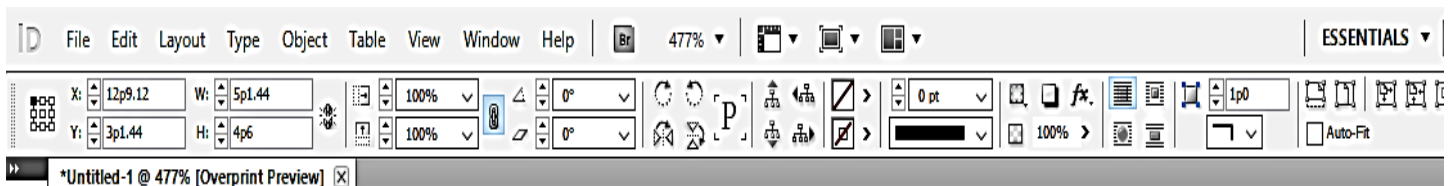
3. The company name, **PET CATERING** must be in the firm's standard font, **Gill Sans Ultra Bold**.  
Use the Type Tool, select this font, and be sure you have the following settings:



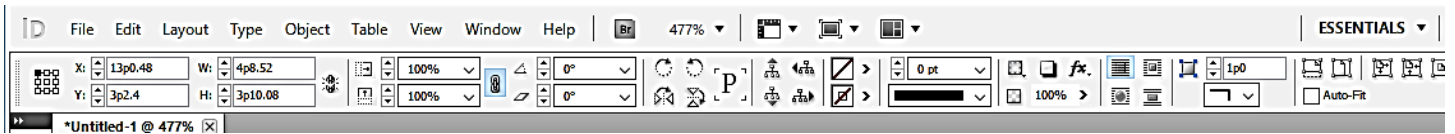
5. **Wilber's name & contact information** should be in **BELL MT** with these settings:



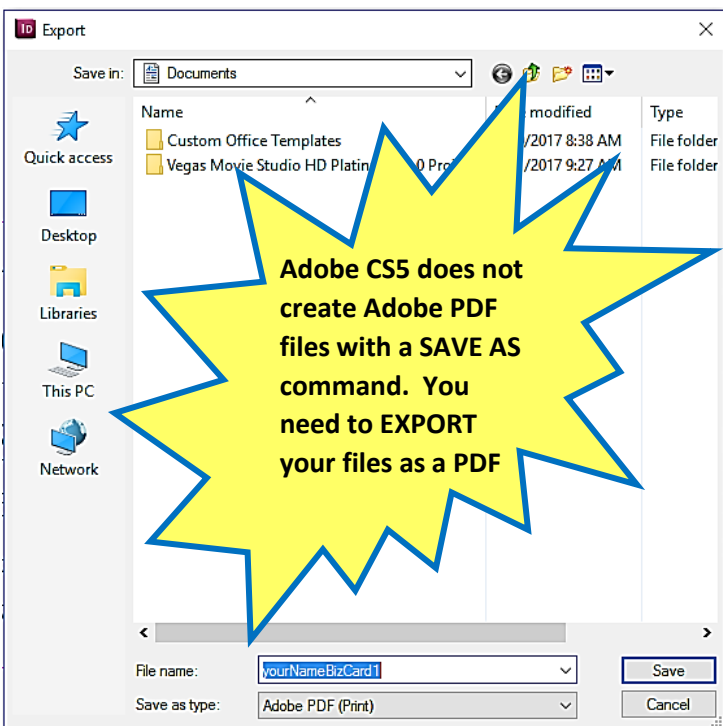
6. Use the **RECTANGLE FRAME TOOL** and **draw a box to the RIGHT**. This will hold the graphic file (available at class website). Be sure to enter the settings for this object as shown below:



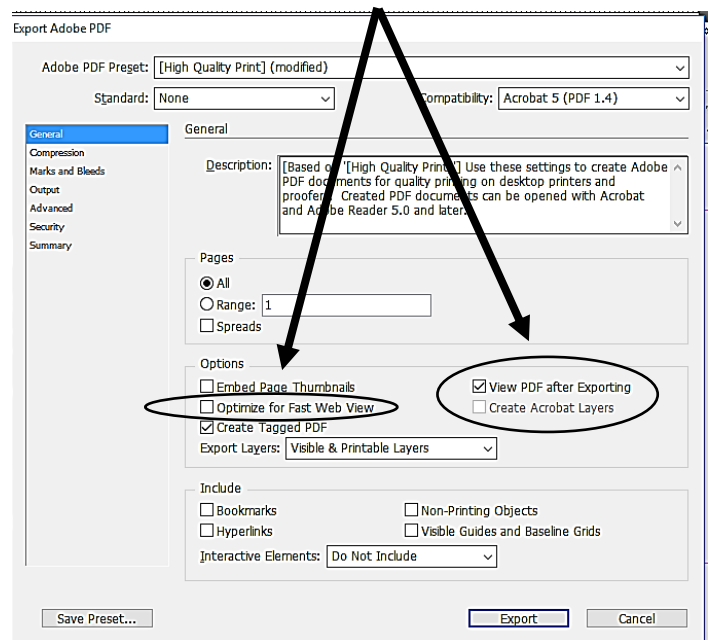
- Once you have it drawn, enter all of the settings shown below in the panel at the top of the screen (If you clicked off the frame, you will then have to select it with the SELECTION TOOL).



- From the InDesign Project page at our class web (Computers & Tech link at [www.myBusinessEd.com](http://www.myBusinessEd.com)), **download the company's graphic** and save it to your computer.
- Place the picture into the frame:** FILE – PLACE (browse to the image and click OK)
- Once the picture is placed in the placeholder, we need to **fit the picture to the frame we created** (NOTE: *The settings above size the frame for the card, so we will fit the picture to the frame proportionally*). **Select the frame, pull-down OBJECT – FITTING and choose FIT CONTENT TO FRAME.**
- This should complete our business card, however, you will want to use the SELECTION tool and **move the 2 frames (text and picture) so that the card has a balanced look.**
- When you are satisfied with the layout and ready to turn this in, **we need to create a PDF** (Remember, if we leave it as an InDesign file, it is not ready to share with a print service – they will demand the final design be submitted as a PDF).
- Pull-down the FILE menu and select EXPORT** – be sure that you have the settings shown below – YOUR ARE SAVING AS AN ADOBE PDF (PRINT). Do not save as an ADOBE PDF (INTERACTIVE). Please EXPORT as yourNameBizCard1 (i.e. joeBizCard1).
- BE SURE TO SAVE YOUR WORK AS AN INDESIGN FILE TOO!** (Please use same file name)



Note: Please be sure you have reviewed the options and ONLY TICKED THE BOXES as shown below!



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