

Instructions for printing business cards using Word.

1. Open new doc in Word
2. Click on "Mailings" tab
3. Click on "Labels" tab
4. Click on [OPTIONS] and select Avery label style # 5371 (if that is what you are using).
These Avery pre-perfed business card blanks, with 10 cards per sheet, are available from any office supply store and online at \$17 for a pack of 25 sheets (250 cards).
5. Type Name, address, etc. in "Address" box.

NAME. To make it easy for someone to read your name without having to put on their glasses, make this a little larger and bolder.

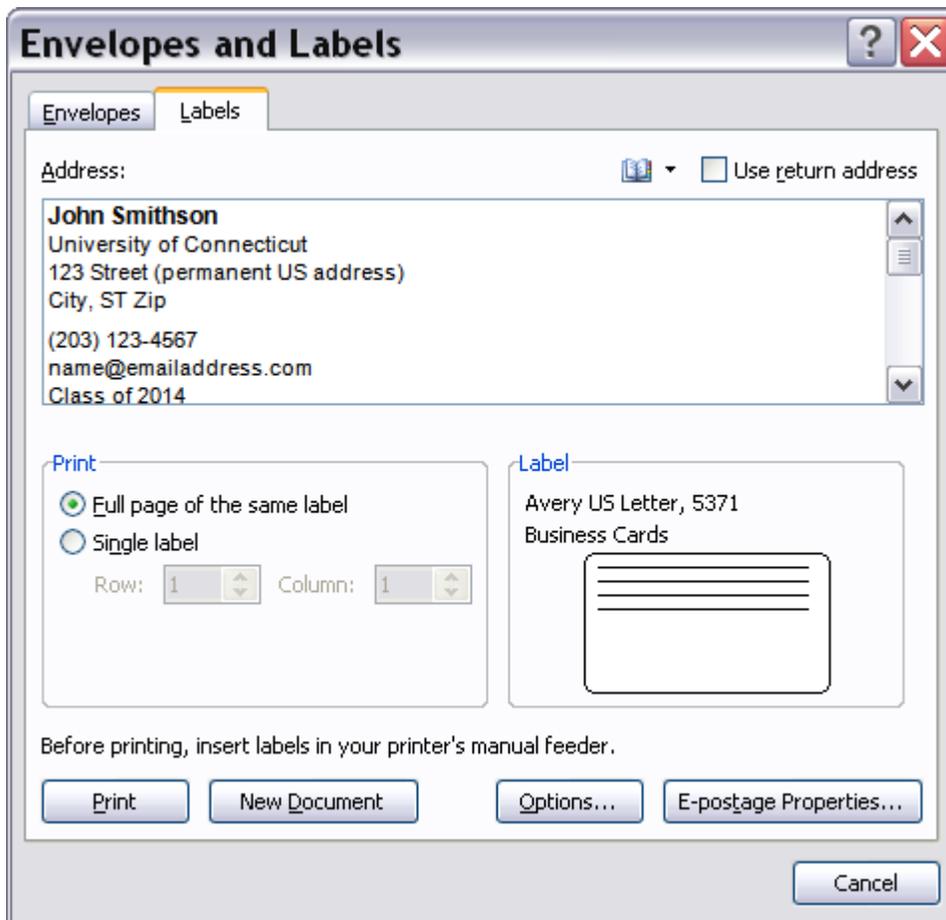
COMPANY. Use your university as your "company" unless you are starting a company of your own and this is the purpose for the cards, then use the company name, even if you haven't started up yet. If you are seeking a job, use your university affiliation.

ADDRESS. Use permanent home address, unless you are a foreign student, and staying in the US during the summer. If your address is subject to change, you may want to invest in a PO Box address that can remain permanent. The post office will forward mail to each new address.

6. Right click on the text you typed. This will bring up the "Font" menu. Set to Arial 10 pt or other suitable style and size for a *Business* card.
7. Click on [FULL PAGE OF THE SAME LABEL]



8. Click [NEW DOCUMENT] to see a screen shot of what a sheet of cards will look like. Note, you can adjust margins and spacing between lines at this point. If you want to move text up or down on all of the business cards, just increase or decrease the TOP margin.
11. If all looks good, print a test page on plain paper. Hold up to light with a sheet of the business card sheets to see where your text will fall. You can change margins, font size, etc. at this point.
12. When everything is to your liking, load business card stock into your computer, hold your breath and hit [PRINT].



Here's what the sample card looked like when printed. (I increased the top margin from .5 inches to 1 inch; and the left margin from .75 inches to 1 inch.) If you are daring and have access to a color printer, you may want to add your school or company logo, as in the example on the right:

