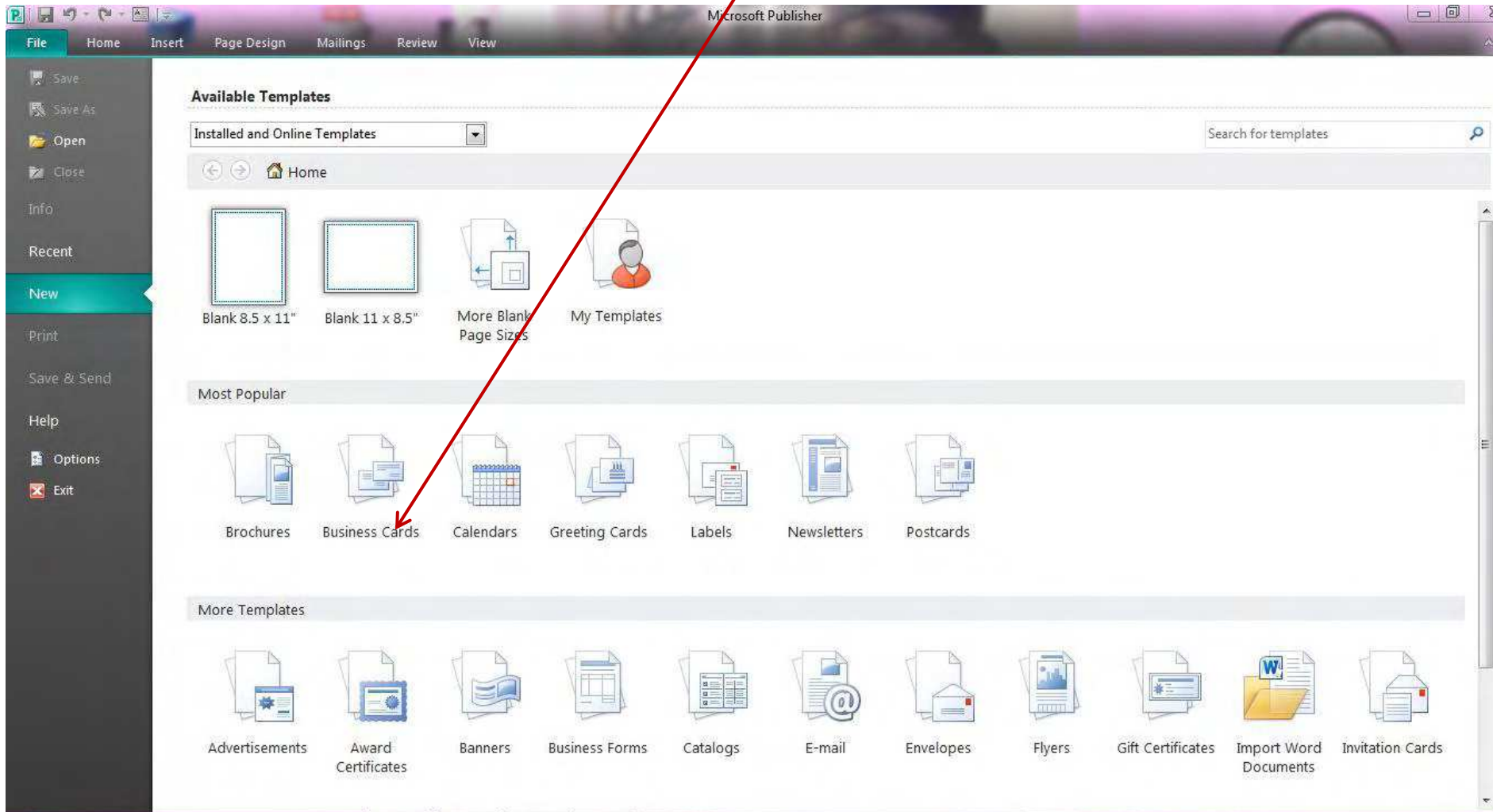


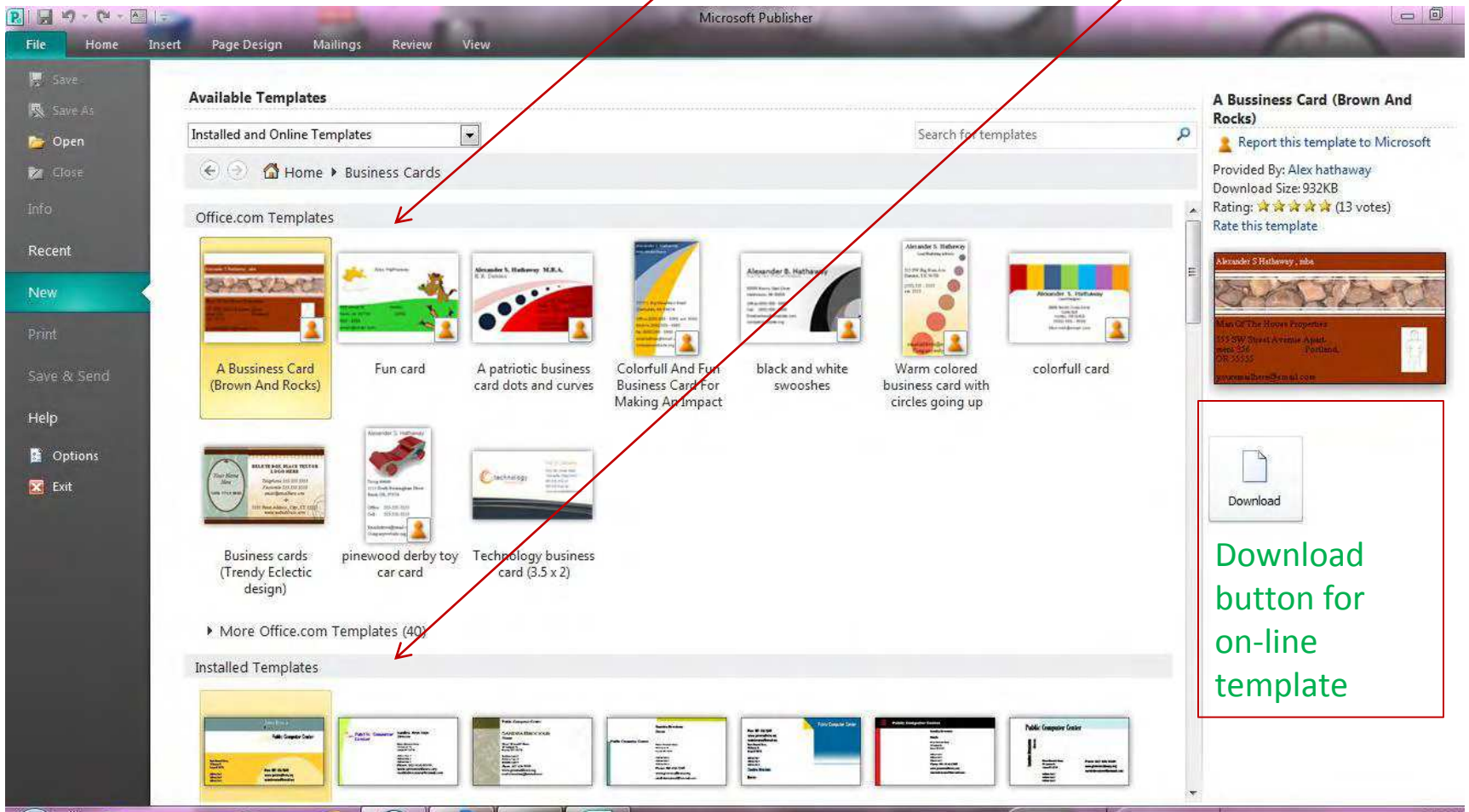
Using Publisher to design and print business cards.



Open Publisher click to choose 'business cards'.



This screen shows options for business card templates, both on-line and pre-installed.



After you choose a template: attend to the ‘modular’ on the right sidebar

Modular

Public Computer Center

Public Computer Center
Moore Memorial Library
2000 Main St
Greene NY 12301
Phone: 518-464-1249
www.moorelibrary.org
www.moorelibrary.org

Customize

Color scheme:
(default template colors)

Font scheme:
(default template fonts)

Business information:
Moore Memorial Library

Options

Page size:
Landscape

Include logo

Create

My choice

Click here to change color (scheme).

Click here to input your business
or personal information

Click here to change page (size)
orientation.

Modular

Public Computer Center

Public Computer Center
Moore Memorial Library
2000 Main St
Greene NY 12301
Phone: 518-464-1249
www.moorelibrary.org
www.moorelibrary.org

Customize

Color scheme:
(default template colors)

Font scheme:
Archival
Georgia Bold
Georgia

Business information:
Custom 1

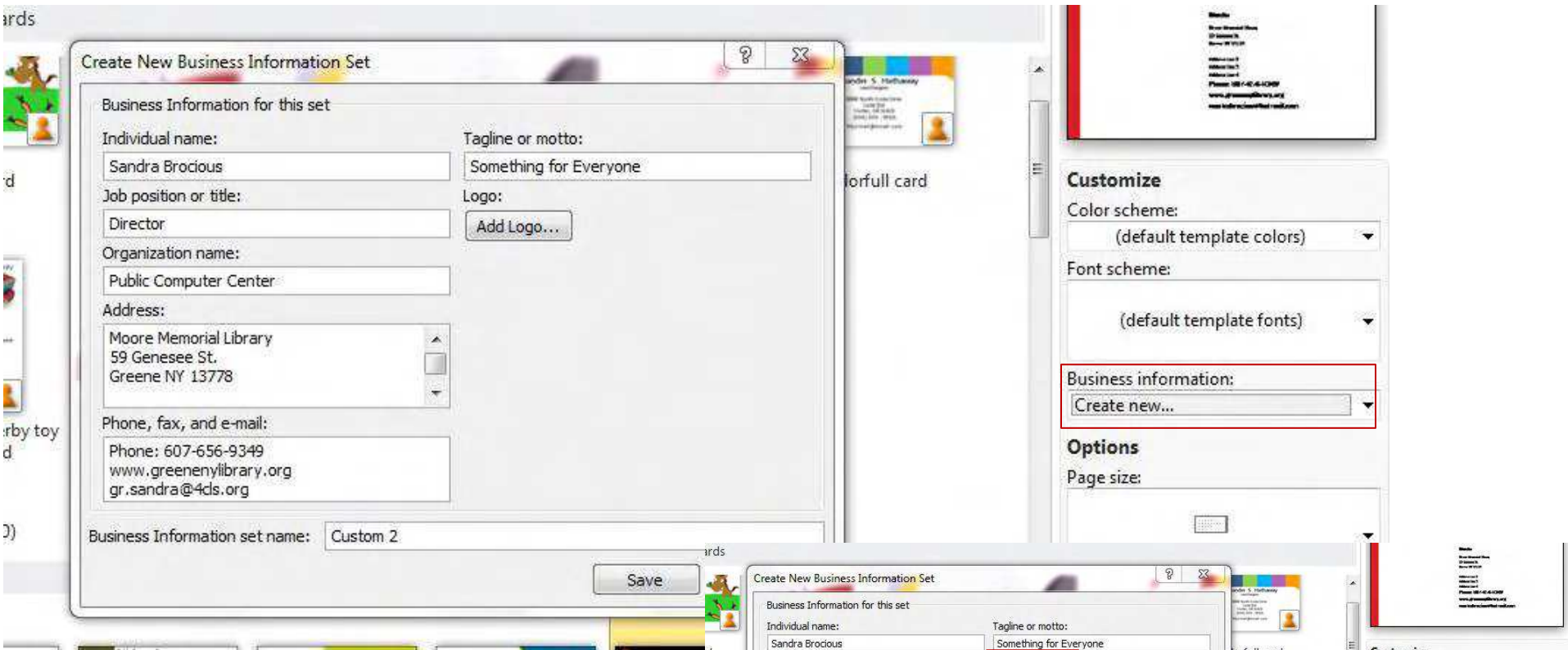
Options

Page size:
Landscape

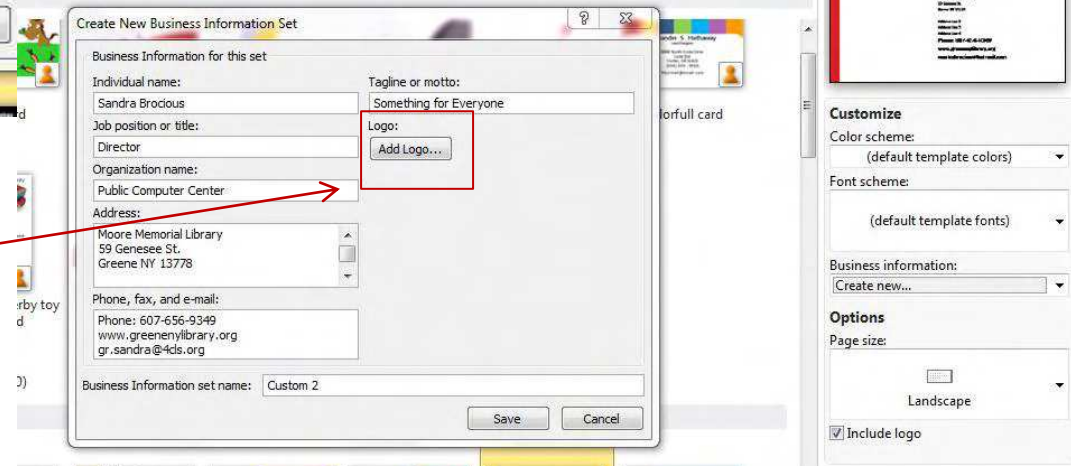
Include logo

Create

Click 'Business Information' and insert your information into the box that pops up.



Insert a logo or picture by browsing your files.



Uploaded photo
or logo.

Create New Business Information Set

Business Information for this set

Individual name: Sandra Brocius

Tagline or motto: Something for Everyone

Job position or title: Director

Organization name: Public Computer Center

Address: Moore Memorial Library
59 Genesee St.
Greene NY 13778

Phone, fax, and e-mail: Phone: 607-656-9349
www.greenenylibrary.org
gr.sandra@4cls.org

Business Information set name: Custom 2

Change... Remove Save Cancel

Preview
your
card.

Modular



Customize

Color scheme:

(default template colors)

Font scheme:

Archival

Georgia Bold

Georgia

Business information:

Custom 1

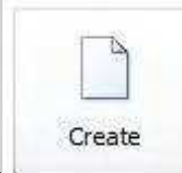
Options

Page size:

Landscape

Include logo

Click
'Create'.



Your card is now generated and shown in a publisher page, ready for editing.

The screenshot displays the Microsoft Publisher interface with a business card design. The card has a black header with a red hamburger menu icon and the text "Public Computer Center". Below the header is a white body with a red vertical bar on the left. The contact information is as follows:

Sandra Brocious
Director

Moore Memorial Library
59 Genesee St.
Greene NY 13778

Address Line 2

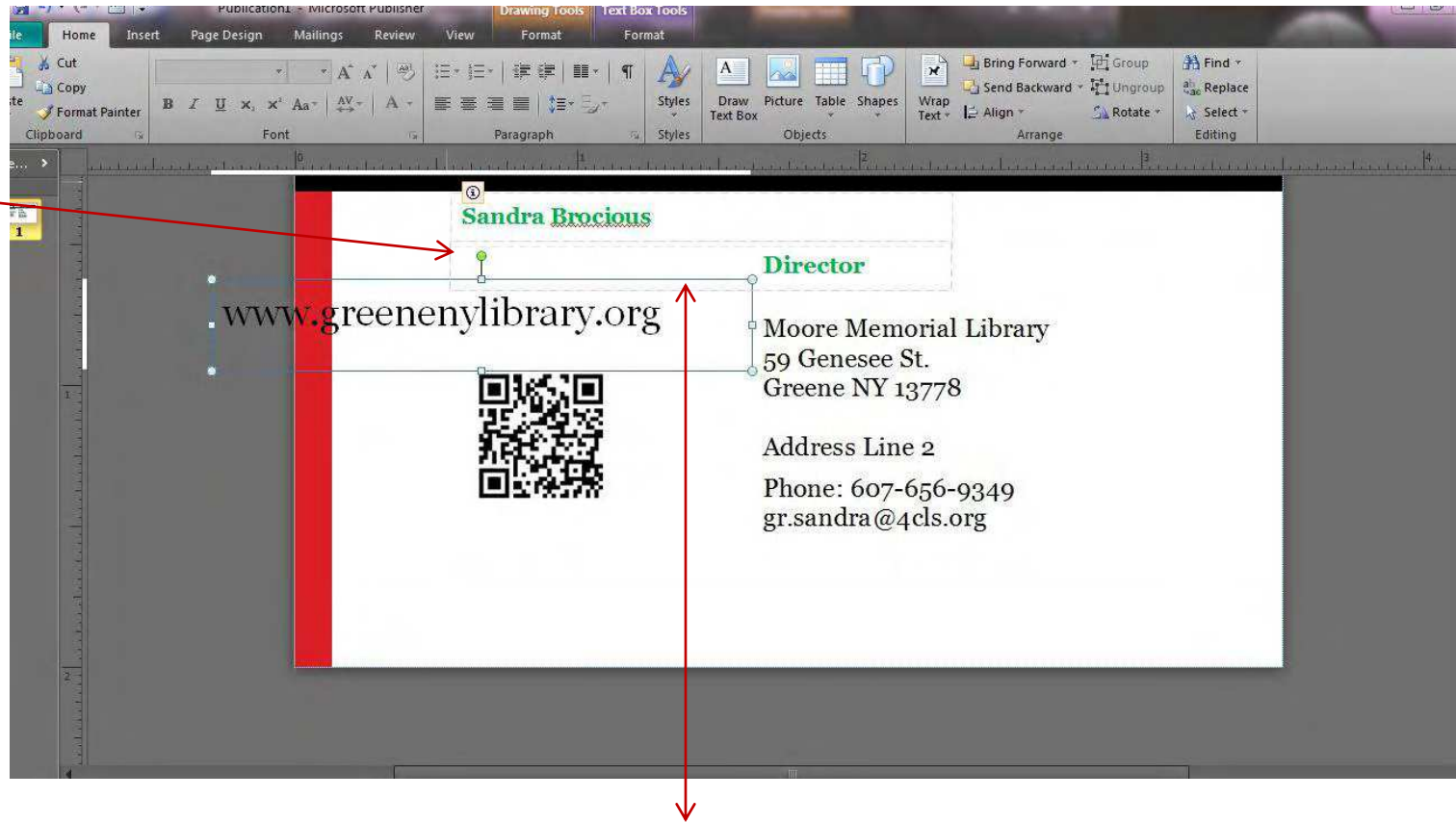
Phone: 607-656-9349
www.greenenylibrary.org
gr.sandra@4cls.org

A QR code is positioned to the left of the contact information. The software interface includes a ribbon with tabs for File, Home, Insert, Page Design, Mailings, Review, and View. The status bar at the bottom indicates "Page: 1 of 1" and "262%".

EDITING:

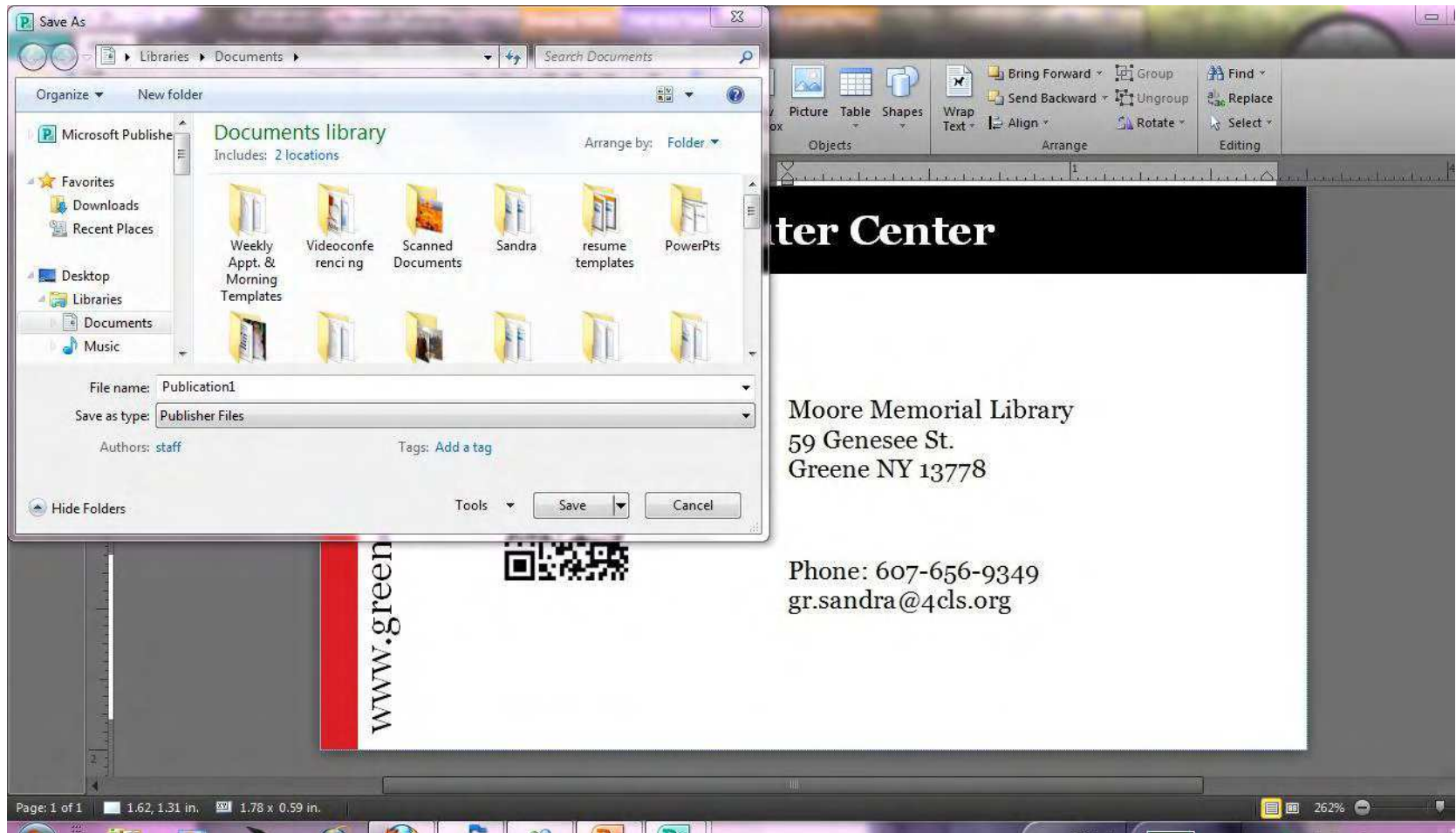
Text box size, position and **orientation** can be changed.

Text Box
orientation swivel
bar.



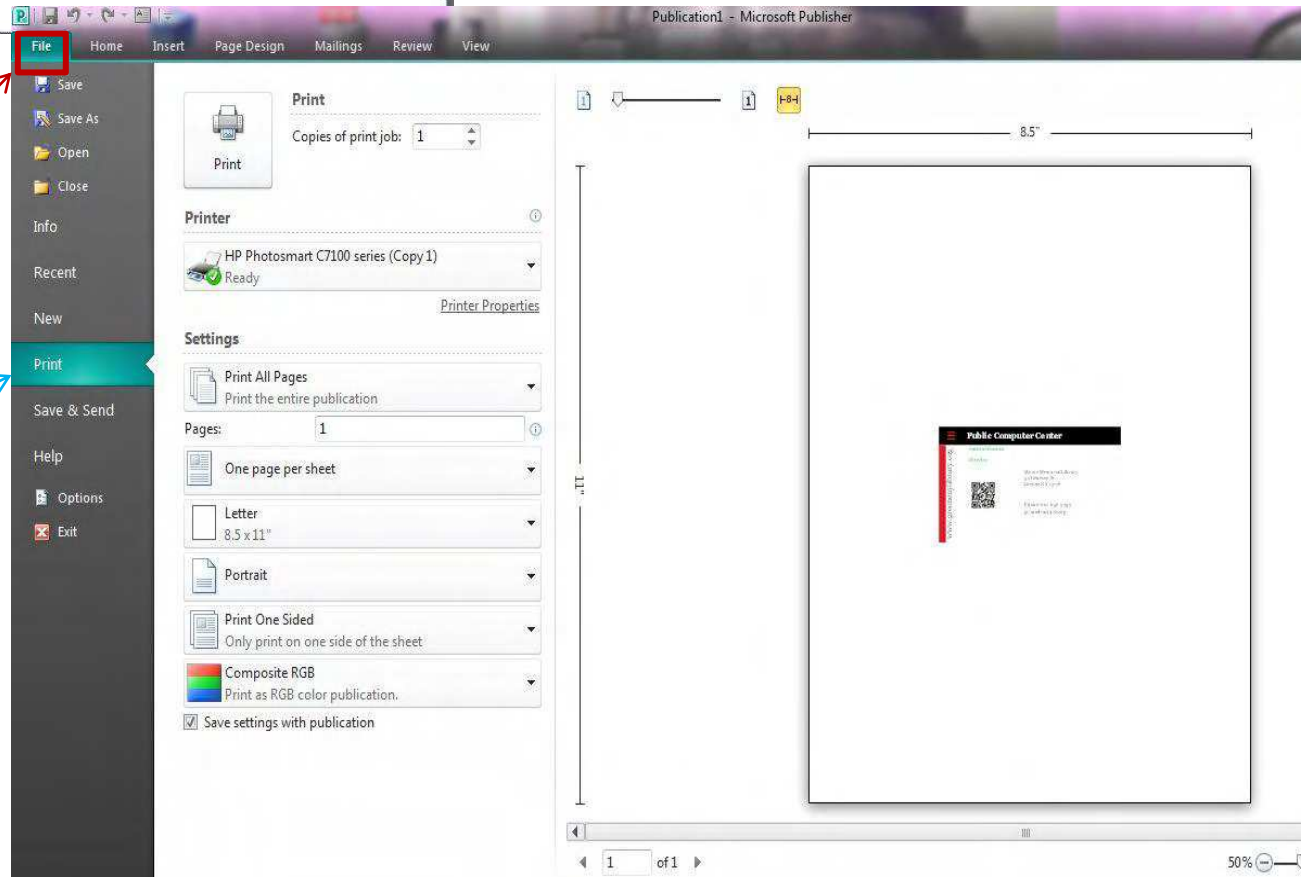
Inside a text box, **FONT**, font **size** and **color** may be changed.

Save your design;
click file, 'save as' name your card, click Save

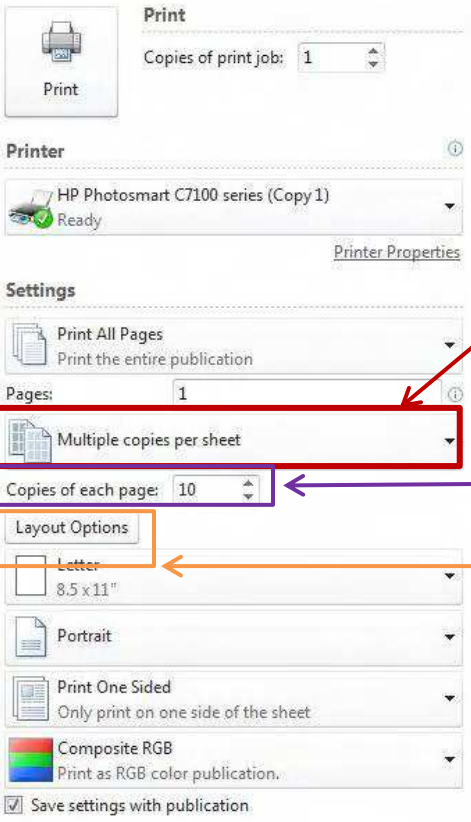




My design ready for printing.



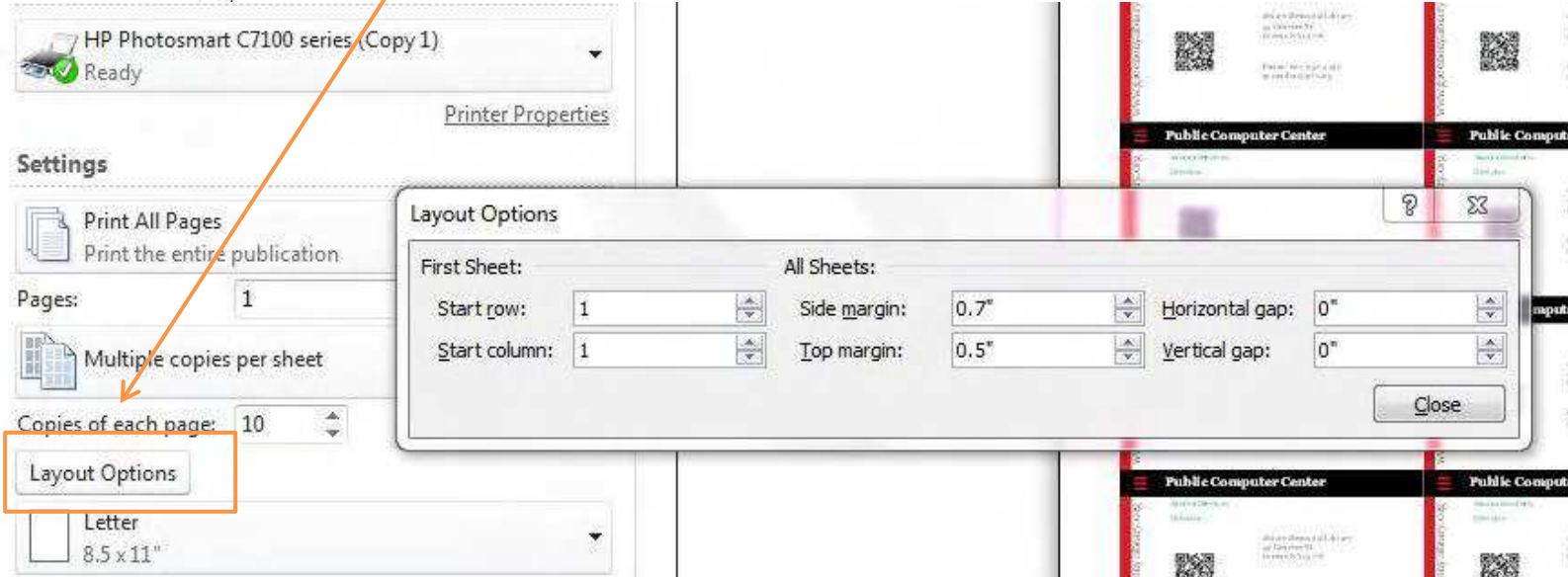
Go to 'File'
click Print on
the submenu.
This page
shows.



1. Click 'Multiple copies per sheet'.

2. Enter the number of 'Copies per sheet' –this depends upon the business card paper you have purchased.

3. Next, click 'Layout Options'. A box opens. Again, depending on the paper stock you have, enter margins and gap measurements.



Set margins - - Click 'Close' and PRINT



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www.greenenylibrary.org

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