

# Office DEPOT®

## Clean-Break™ Business Cards

Thank you for purchasing Office Depot's Clean-Break™ business cards. The directions below will help you create professional looking business cards.

### BUSINESS CARD FORMATTING TIPS & HINTS

#### Option #1

Office Depot's business card template is the same size as Avery® 8371™ and other business card templates. These standard templates work with many popular software programs. You may reference your software program or its documentation for details.

#### Option#2 (For Microsoft® Word Users Only)

You may download the Microsoft® Word template from Office Depot's web site. The web site address is [www.officedepot.com/links/papertemplates](http://www.officedepot.com/links/papertemplates). The web site will contain instructions on how to properly download the template to your computer.

### BUSINESS CARD PRINTING TIPS & HINTS

To promote jam-free performance, sheets of cards should be fed through the printer only once. Feeding cards multiple times through a printer may cause the cards to curl, which could lead to jams and expensive printer repairs. For best results please do the following:

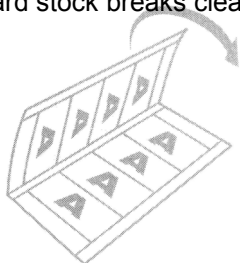
- Insert only one business card sheet into the printer.
- To ensure your text is formatted to the cards, first print a sample onto plain paper. Match the sheet of plain paper to the cards by placing it on top of a business card sheet, and check that the printing is within each card edge.
- For proper feed, please fan the sheets of cards (do not bend corners) before inserting a sheet into the paper tray.
- For easier feeding into the printer, place 25-30 sheets of plain paper into the paper tray, and place the business card sheet on top of the plain sheets of paper.
- Store unused sheets of cards in their original box. Store the box in a cool dry area.
- Refer to your printer manual for proper "thick card" or "business card" settings and loading instructions.

### REMOVING BUSINESS CARDS

Once the sheet is printed, please follow the directions below to properly remove each business card.

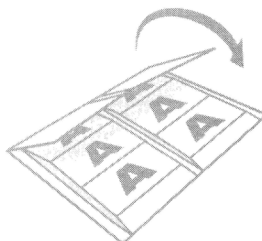
#### **Step 1**

Carefully fold the sheet forward along the vertical center perforation until the card stock breaks clean.



#### **Step 2**

Carefully fold the sheet forward along each horizontal perforation until the card stock breaks clean.



#### **Step 3**

Continue to fold remaining perforations forward until each business card breaks clean.

