Business Cards Made Easy Template
Please see instructions below:

1/8 inch
Bleeds

Company Name

1/8 inch
Safe Zone

Your Name
Job Title

2 inches

Address
City, State Zip
www.yourdomain.com

(313) 555-1234
Fax: (313) 555-4321
Email: you@yourisp.com

3.5 inches

1. **Save our template to your computer:**
   - Click *File* then *Save As* from the top menu bar.
   - Choose the destination folder where you would like to save the template and click *Save.*

2. **Change text content:**
   - Click and drag your mouse to select the text you want to change
   - Type your own information to replace text

3. **Change text color or font style if desired:**
   - Click and drag to select the text
   - Use toolbar buttons to change Font Color $\underline{A}$ ▾ or font style ⌜Times New Roman ▾⌟
     (if toolbar is enabled – to enable it, from the top menu click *View – Toolbars - Formatting*)
   - Click on the arrow ▾ and select a new color or font from the drop down windows.

4. **Change background color if desired:**
   - Enable the Drawing Toolbar by clicking on the top menu *View – Toolbars – Drawing*
     ⌜Draw ▾ ⌐ AutoShapes ▾ \ ↘ □ ○ 🖺 🗛 ⟳ 🗄 🖼 🖌 ▾ 🖉 ▾ 🅰 ▾⌟ *(usually at bottom of window)*
   - Click to enable the Select Objects pointer ⌖ *(once clicked, cursor will have a crosshair on it)*
   - On the template, click on the colored background area you want to change
   - Use the Fill Color button to select a fill color 🖌 ▾ from the drop-down window.

   Tips: *For best results, do not use the Fill Effects feature when selecting a Fill color.*
   Click the Select Objects pointer again to disable it if you will be making other text changes
   To undo changes, click Edit-Undo or click ↶ ▾ , drag cursor and click to undo actions

5. **Save your revisions to your computer.**

6. **Click here for Pricing, Ordering and File Upload Instructions:**
   http://www.printingforless.com/cardsbusinesscards.html

Note: All colors will be converted from RGB to cmyk colorspace. During this transition colors may shift in shade, vibrancy or mood. Please reference our online instructions at http://www.printingforless.com/rgb-cmyk.html for more information about RGB to CMYK conversion.