

## Business Cards Instructions

Printworks Business Cards have a bright white matte finish that produces crisp text with excellent results on any inkjet printer. The perforated edges and downloadable template make creating your customized business cards quick and easy. Design the card using standard computer software, duplicate the design on the template and print business cards, ID cards, tickets, gift tags, name tags and more.

*For best results, read all instructions before proceeding!*

### Formatting your business cards

#### • Download Template:

Go to the Template section of [www.myprintworks.com](http://www.myprintworks.com) and follow the on-screen instructions to download the business card template.

#### • Designing your business cards using Microsoft® Word templates:

1. From the *Tools* menu select *Envelopes and Labels*.
2. Click on the *Labels* tab and choose *Options*.
3. Choose one of the below listed business card templates. Click *OK*.

Product	Size	Template Number
Business Cards	2" x 3 1/2"	5371, 5372, 5376, 5377, 5911, 8371, 8372, 8376, 8377

4. For a full sheet of business cards with the same text and no graphics, enter your text in the box provided and click *New Document*. To create business cards with graphics, select *New Document* (do not type in the box provided).

### Adding graphics and text to your business cards

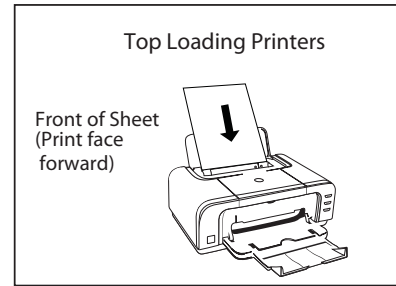
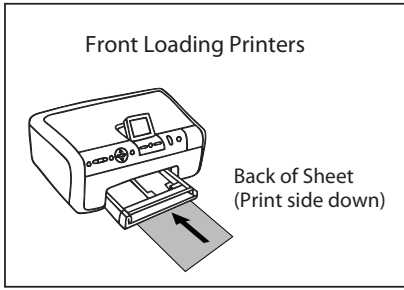
1. Click in the section for the upper left business card.
2. Click *Insert* from the top menu bar and select *Picture*. Select either *Clipart* or *From File*. Then select the graphic of your choice.
3. To add text next to your graphic, click *Insert* from the top menu bar and select *Text Box*. Click and drag the text box for appropriate size and position.
4. Use the *Font* tool, located under the *Format* menu to make adjustments to your text such as font, size and style.
5. Once you are satisfied with the design, copy and paste the graphics and text box into the empty template cells to create a full sheet of the same business card.

### Printing your business cards

**Important:** Before printing on the actual business cards, print on the test sheet provided to ensure proper layout. This may be done in fast or draft mode to conserve ink. If the full sheet of business cards is misaligned, minor adjustments will need to be made to the top and left margins. This is done by clicking on *File* from the top menu bar and selecting *Page Setup*. Change the *Top* and *Left* margins in the *Margin* tab. Click *OK* to accept changes.

1. Load one sheet of labels into your printer. Do not stack feed.
2. Select *Print* from the *File* menu.
3. Click *Preferences*, *Properties* or *Options* (depending on your printer) from within the *Print* window.

4. For the best printing results, change the printer settings according to the chart below.



Printer	Media Type	Quality	Other
HP 600, 700, 800, 900, 1000, 1200, 2000 series HP Photosmart P1000, P1100, P1200, P1300	Premium Inkjet Paper	Normal	
HP Deskjet 6900 series, HP Photosmart D7460 & 8250	HP Note Cards	Best	
Canon S200, S300, S400, S500, S600, S800 Series	High Resolution Paper	Standard	
Canon S630, Pixma iP1500, iP2000, iP3000, iP4000, iP5000, iP6000, iP8000, iP9000 Series	Plain Paper	High	
Epson 400, 600, 800, 900, Epson Stylus Photo 700, 800, 900, 1200, 2200	360 DPI Ink Jet Paper	Normal/360 DPI	High Speed Printing Off
Epson Stylus Photo R200	Photo Quality Inkjet Paper	Best Photo	High Speed Printing Off
Epson Stylus Photo R380	Plain Paper / Bright White	Photo	High Speed Printing Off
Lexmark 5000, 7000, x3550 and z series	Plain Paper	Photo	
Kodak 5300, ESP5	N/A	Best	

For brands and models not shown above, refer to your printer manual for instructions on settings for business cards.

### Separating your business cards

Gently fold back and forth along each perforation to separate the cards.