

## BUSINESS CARDS

Printworks Business Cards are made from a high quality card stock which when printed produces a professional look, crisp text and vibrant color graphics. Our ultra-heavyweight card stock is quick to dry and does not bleed through. Printworks Business Cards are also great for printing full color gift tags, ID cards, tickets, and more.

**INSTRUCTIONS FOR USE:** (please read all instructions before proceeding)

### 1. DESIGNING YOUR BUSINESS CARD

#### A. Using creative software:

- Follow the directions on your creative software to design your business card. Use template **#8371** or **#5371** (depending on software version) for a 10-up business card. Below is a list of some software titles that contain business card templates:

-Microsoft <sup>®</sup> Picture It! <sup>®</sup> 2001	-American Greetings <sup>®</sup> CreaCard <sup>®</sup>
-Microsoft <sup>®</sup> Publisher	-Broderbund <sup>®</sup> The Print Shop <sup>®</sup>
-Microsoft <sup>®</sup> Greetings Workshop	-CorelDRAW <sup>™</sup>
-Microsoft <sup>®</sup> Home Publishing	-Sierra <sup>®</sup> Print Artist <sup>™</sup>

- Once you have designed your business card using one of the software programs listed above, you are ready to print. Go to section #2: **PRINTING YOUR BUSINESS CARD.**

#### B. Using a word processing program

- Below are formatting instructions for designing business cards in Microsoft<sup>®</sup> Word and Corel<sup>®</sup> WordPerfect<sup>®</sup>:

##### Microsoft<sup>®</sup> Word Version 6.0, 7.0, 8.0 or 6.0 for Macintosh

- Step 1 From the "TOOLS" menu, choose the "ENVELOPES AND LABELS" option.*
- Step 2. Click on "LABELS" tab and then choose "OPTIONS".*
- Step 3. Choose template #8371 or #5371 (depending on software version). Both of these templates will format your business cards with the proper dimensions.*
- Step 4. Enter text in the text box and then choose "NEW DOCUMENT". This will provide you with a full sheet of business cards with the same information on them.*
- Step 5. From the "TABLE" menu, choose "SELECT TABLE" to highlight the entire table. While the table is highlighted, go to the "FORMAT" menu and choose "PARAGRAPH". Make the following setting adjustments then choose "OK":*
- |                    |       |
|--------------------|-------|
| Indentation Left:  | .075" |
| Indentation Right: | .075" |
- Step 6. Make adjustments to text using the "FORMAT" menu or consult your software manual.*
- Step 7. Go to section 2: **PRINTING YOUR BUSINESS CARDS.***

##### **Option: Adding a graphic to the business card:**

- To add a graphic to your business card, do not add text in the text window as instructed in step 4 above, just choose "NEW DOCUMENT".
- Click on the first business card of the template (in the upper left-hand corner).
- On the "INSERT" menu, choose "PICTURE", then choose "FROM FILE" and choose the graphic to be imported.
- To add text next to the graphic, go to "INSERT" menu, choose "TEXT BOX". Add your text.
- Copy and paste the graphic and text box to all of the other business cards on the sheet.
- Go to section 2: **PRINTING YOUR BUSINESS CARDS.**

## Corel® WordPerfect®: Version 6.0, 6.1, 7.0 or 8.0

- Step 1. Choose the **"LABELS"** option from the **"FORMAT"** menu (for versions 6.1, 7.0, 8.0) or from the **"LAYOUT"** menu (for version 6.0).
- Step 2. In the label dialog box, highlight template **#8371** or **#5371** (depending on your software version). Choose the **"EDIT"** button and set the **"LABEL MARGINS-LEFT"** to .075". Choose **"OK"** then **"SELECT"**.
- Step 3. Type your text into the outline (to format text, consult your software manual) then highlight the business card text and choose **"COPY"**.
- Step 4. Press **"CTRL-ENTER"** to go to the next card and choose **"PASTE"**. Repeat this step to fill in the rest of the business cards on the sheet.
- Step 5. Go to section 2: **PRINTING YOUR BUSINESS CARDS** (print as a **"FULL DOCUMENT"**).

### Option: Adding a graphic to the Business Card

- a. After Step 2 above go to the **"INSERT"** menu, choose **"OBJECT"**, then choose **"CREATE FROM FILE"**. Choose a graphics from your files and select **"OK"**.
- b. Position the graphic where you want it on your business card then add text.
- c. Next, copy this business card to create the rest of the sheet. From the **"EDIT"** menu, choose **"SELECT"** then choose **"PAGE"**. Next, choose **"COPY"**. Press **"CTRL-ENTER"** to go to the next business card and choose **"PASTE"**. Repeat this step to fill in the rest of the cards on the sheet.
- d. Go to section 2: **PRINTING YOUR BUSINESS CARDS**.

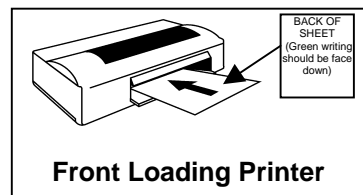
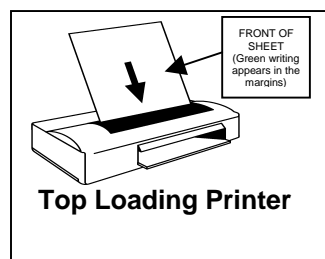
## 2. PRINTING YOUR BUSINESS CARDS

- **Printer Settings** - Printworks Business Cards are compatible with most color inkjet printers. Select printer settings from the chart below:

	Media Type	Print Quality	Size
HEWLETT PACKARD 600, 700, 800, 1000, 1200 & 2000 SERIES	Premium Inkjet Paper	Best: Graphics Normal: Text	Letter
HEWLETT PACKARD PHOTO SMART P1000, P1100, P1200 & P1300	Premium Inkjet Paper	Best: Graphics Normal: Text	Letter
CANON BJC 2000, 4000, 5000, 6000, & 8000 SERIES	Coated Paper	High: Graphics Standard: Text	Letter
EPSON 400, 600 700, 800 & 900 SERIES	360 DPI Ink Jet Paper	Normal/360 DPI	Letter
EPSON STYLUS PHOTO 700, 800, 900, 1200 & 2200	360 DPI Ink Jet Paper	Normal/360 DPI	Letter
LEXMARK 5000, 7000 & 2200 SERIES	Coated Paper	Normal	Letter

-for brands and models not shown above, refer to your printer manual for instructions on settings....for inkjet papers.

- **Test Print** – We recommend printing your business cards on the test sheet provided to ensure desired size and location of the business cards. Image quality will not be as good when printed on plain paper. **Note:** Before printing on the test sheet enclosed, we suggest making a copy of it. You may need to make more than one test print to make sure the business cards are lined up properly.
- **Load Media** – Load a single sheet of business cards into your printer according to your printer type (See below). We recommend single sheet feeding.



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For more product information, visit our website [www.myprintworks.com](http://www.myprintworks.com)  
or e-mail us at [printworks@pariscorp.com](mailto:printworks@pariscorp.com)