

Smooth-Edge Business Cards Instructions

Make your first impressions last with Printworks Smooth-Edge Business Cards. Each standard-sized card prints with amazing detail - even cards with photos and fine-line graphics print with photo-quality resolution. Simply design the card in the free, Printworks downloadable template, print on any inkjet printer and peel the card away from the backing for professional results. Print business cards, ID cards, note cards, gift tags and place cards. Perfect for real estate agents, consultants, startup business owners, new employees, crafters 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 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 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

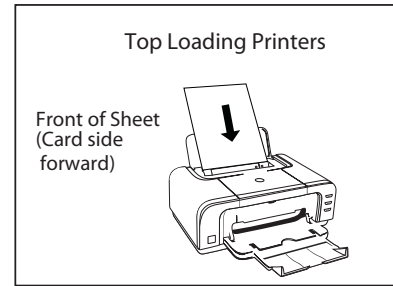
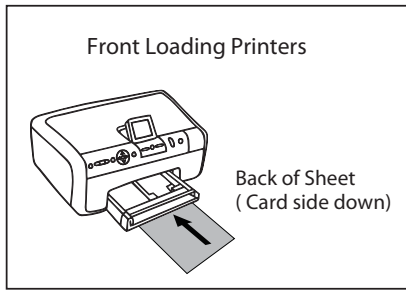
1. Click in the section for the upper left business card.
2. Click *Insert* from the top menu bar and select *Picture*. Select either *Clipart* or *From File*. Then select the graphic of your choice.
3. To add text next to your graphic, click *Insert* from the top menu bar and select *Text Box*. Click 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 cards 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 | Best | |
| HP Deskjet 6900 series, HP Photosmart D7460 & 8250 | HP Photo Cards | Best | |
| Canon S200, S300, S400, S500, S600, S800 Series | High Resolution Paper | Standard | |
| Canon S630, Pixma iP1500, iP3000, iP4000, iP5000, iP6000, iP8000, iP9000 Series | Other Photo Paper | High | |
| Canon iP2600 Series | Matte Photo Paper | Standard | |
| Epson 400, 600, 800, 900, Epson Stylus Photo 700, 800, 900, 1200, 2200 | Photo Quality Inkjet Paper | Best | High Speed Printing Off |
| Epson Stylus Photo R200 | Photo Quality Inkjet Paper | Best Photo | High Speed Printing Off |
| Epson Stylus Photo R380 | Presentation Paper Matte | Best Photo | High Speed Printing Off |
| Lexmark 5000, 7000, x3550, and z series | Photo/glossy | 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

Hold the sheet by the edge and gently bend it backwards to expose the edge of the cards. Slowly peel the cards from the backing.