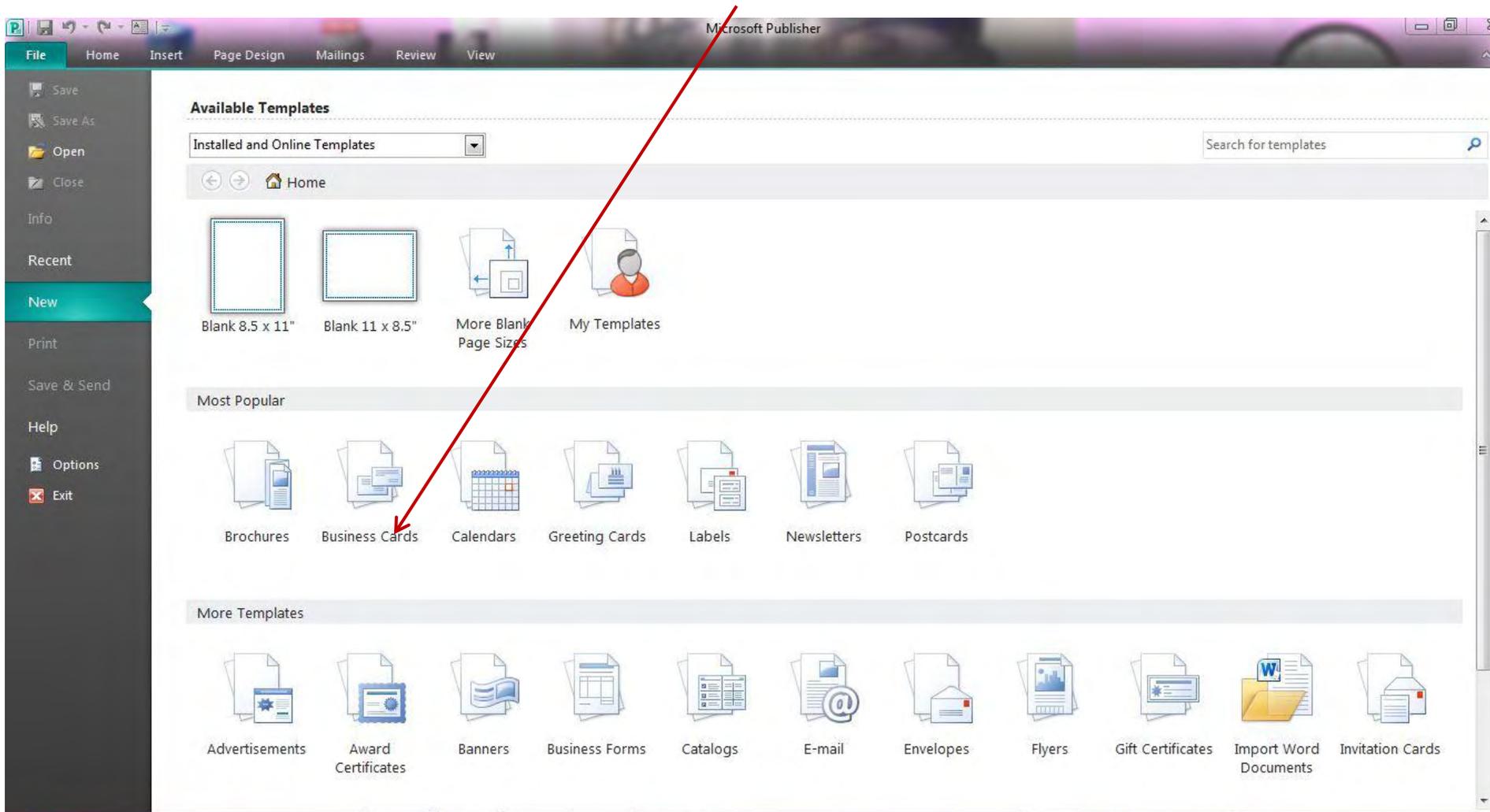


# Using Publisher to design and print business cards.

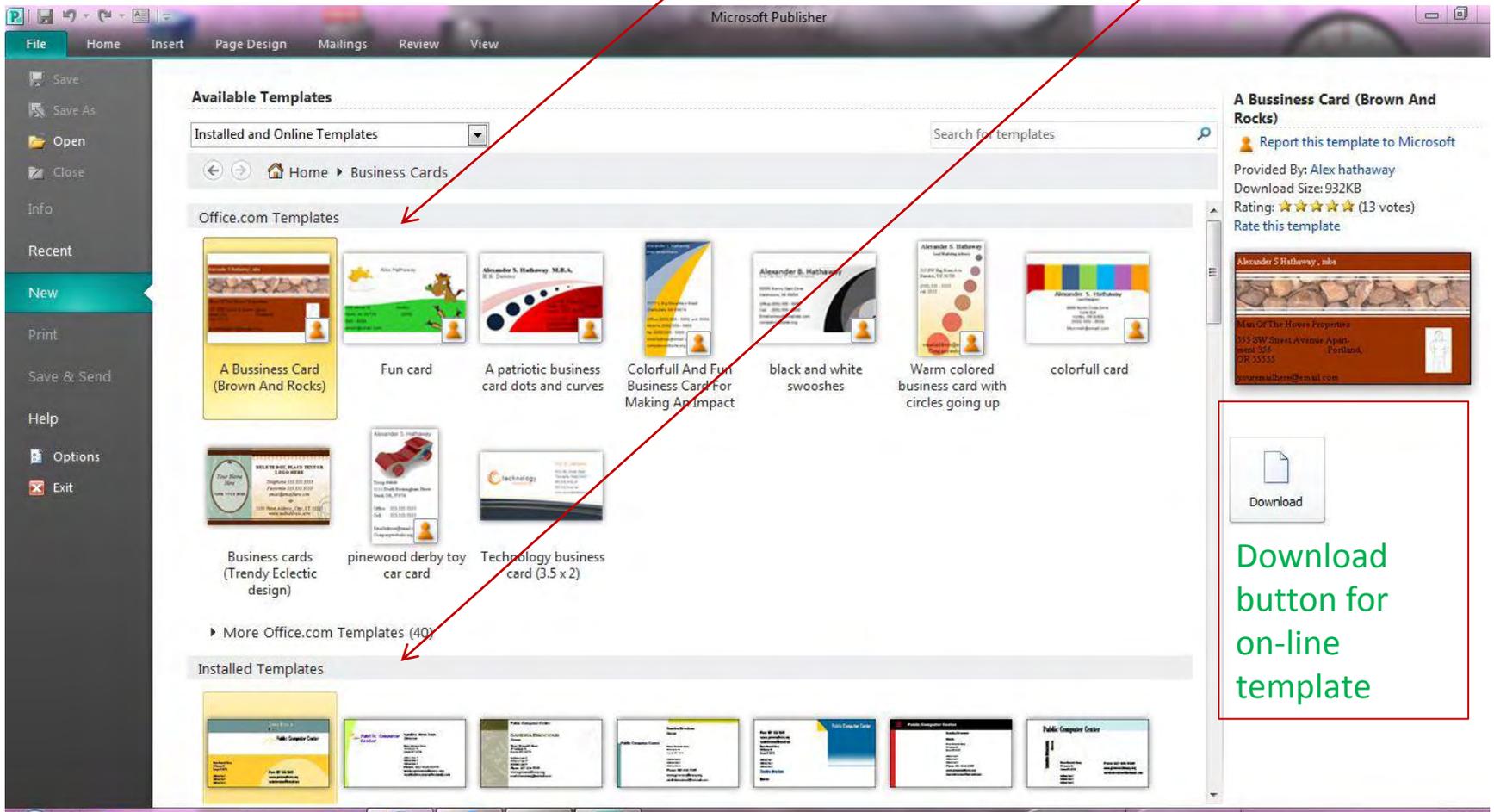


# Open Publisher

click to choose 'business cards'.



# This screen shows options for business card templates, both on-line and pre-installed.



# After you choose a template: attend to the ‘modular’ on the right sidebar

**Modular**



**Public Computer Center**

Public Computer Center  
123 Main St  
Greene, NY 12345  
Phone: 555-555-1234  
www.publiccomputercenter.com

**Customize**

Color scheme:  
(default template colors)

Font scheme:  
(default template fonts)

Business information:  
Moore Memorial Library

**Options**

Page size:  
Landscape

Include logo

Create

My choice

Click here to change color (scheme).

Click here to input your business  
or personal information

Click here to change page (size)  
orientation.

**Modular**



**Public Computer Center**

Public Computer Center  
123 Main St  
Greene, NY 12345  
Phone: 555-555-1234  
www.publiccomputercenter.com

**Customize**

Color scheme:  
(default template colors)

Font scheme:  
Archival  
**Georgia Bold**  
Georgia

Business information:  
Custom 1

**Options**

Page size:  
Landscape

Include logo

Create

# Click 'Business Information' and insert your information into the box that pops up.

**Create New Business Information Set**

Business Information for this set

Individual name: Sandra Brocius

Tagline or motto: Something for Everyone

Job position or title: Director

Logo: Add Logo...

Organization name: Public Computer Center

Address: Moore Memorial Library  
59 Genesee St.  
Greene NY 13778

Phone, fax, and e-mail: Phone: 607-656-9349  
www.greenenylibrary.org  
gr.sandra@4ds.org

Business Information set name: Custom 2

Save

**Customize**

Color scheme: (default template colors)

Font scheme: (default template fonts)

Business information: Create new...

Options

Page size: Landscape

Include logo

**Create New Business Information Set**

Business Information for this set

Individual name: Sandra Brocius

Tagline or motto: Something for Everyone

Job position or title: Director

Logo: Add Logo...

Organization name: Public Computer Center

Address: Moore Memorial Library  
59 Genesee St.  
Greene NY 13778

Phone, fax, and e-mail: Phone: 607-656-9349  
www.greenenylibrary.org  
gr.sandra@4ds.org

Business Information set name: Custom 2

Save Cancel

Insert a logo or picture by browsing your files.

Public Computer Center, Moore Memorial Library, Greene, NY

Uploaded photo  
or logo.

Create New Business Information Set

Business Information for this set

Individual name: Sandra Brocius

Tagline or motto: Something for Everyone

Job position or title: Director

Organization name: Public Computer Center

Address: Moore Memorial Library  
59 Genesee St.  
Greene NY 13778

Phone, fax, and e-mail: Phone: 607-656-9349  
www.greenenylibrary.org  
gr.sandra@4ds.org

Business Information set name: Custom 2

Change... Remove

Save Cancel

Preview  
your  
card.

## Modular



### Customize

Color scheme:

(default template colors)

Font scheme:

Archival

**Georgia Bold**

Georgia

Business information:

Custom 1

### Options

Page size:

Landscape

Include logo

Click  
'Create'.



Your card is now generated and shown in a publisher page, ready for editing.

The screenshot displays the Microsoft Publisher interface with a business card design. The card has a black header with a red hamburger menu icon and the text "Public Computer Center". Below the header is a white body with a red vertical bar on the left. The contact information includes the name "Sandra Brocious" (underlined), her title "Director", the address "Moore Memorial Library, 59 Genesee St., Greene NY 13778", and contact details: "Address Line 2", "Phone: 607-656-9349", "www.greenenylibrary.org", and "gr.sandra@4cls.org". A QR code is positioned on the left side of the white body. The software interface shows the ribbon with tabs for File, Home, Insert, Page Design, Mailings, Review, and View. The status bar at the bottom indicates "Page: 1 of 1" and "262%".

Publication1 - Microsoft Publisher

File Home Insert Page Design Mailings Review View

Cut Copy Paste Format Painter Clipboard

Font Paragraph Styles

Draw Text Box Picture Table Shapes Objects

Bring Forward Send Backward Align Group Ungroup Rotate Find Replace Select Editing

Page... 1

 **Public Computer Center**

**Sandra Brocious**  
*Director*

Moore Memorial Library  
59 Genesee St.  
Greene NY 13778

Address Line 2  
Phone: 607-656-9349  
www.greenenylibrary.org  
gr.sandra@4cls.org

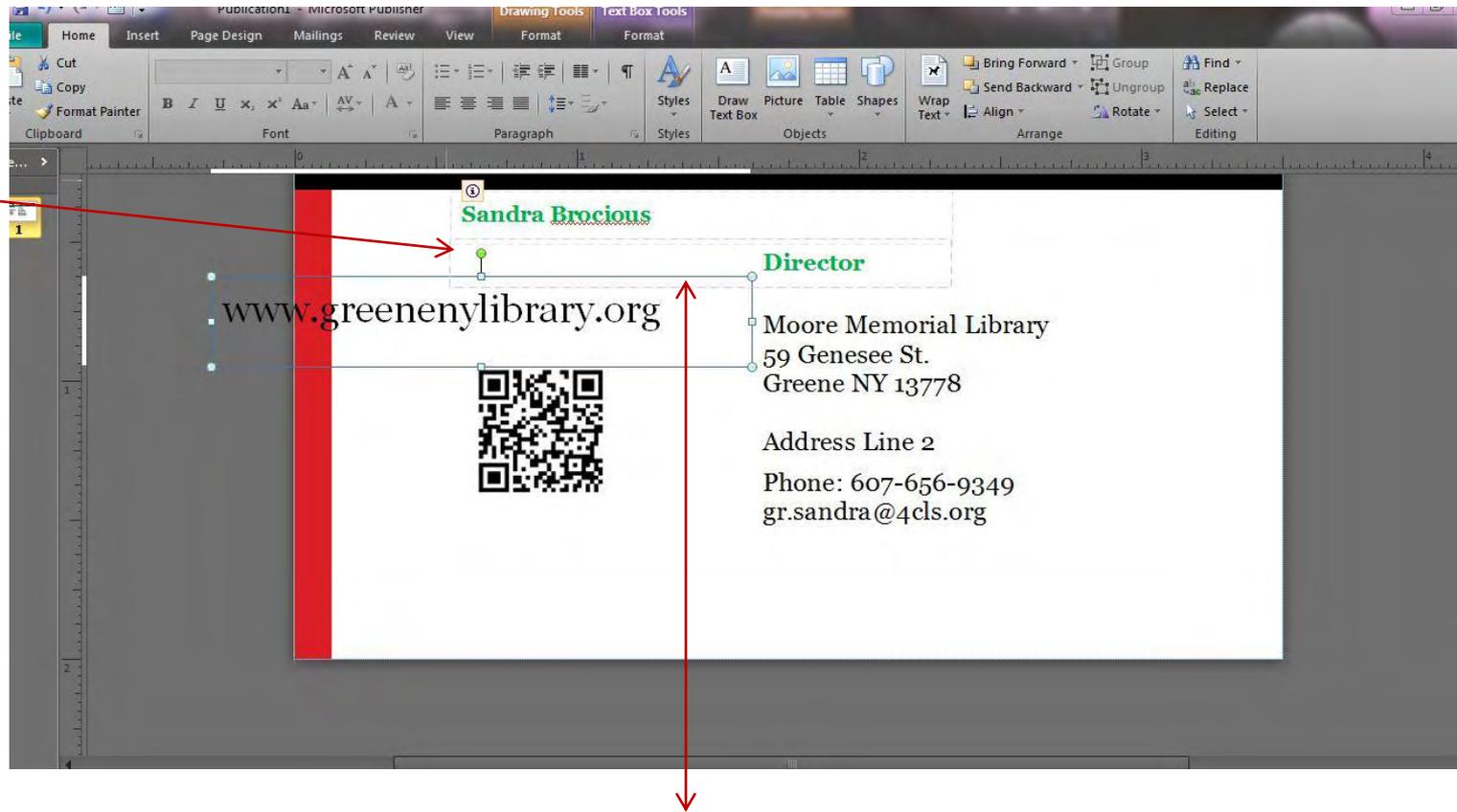


Page: 1 of 1 262%

# EDITING:

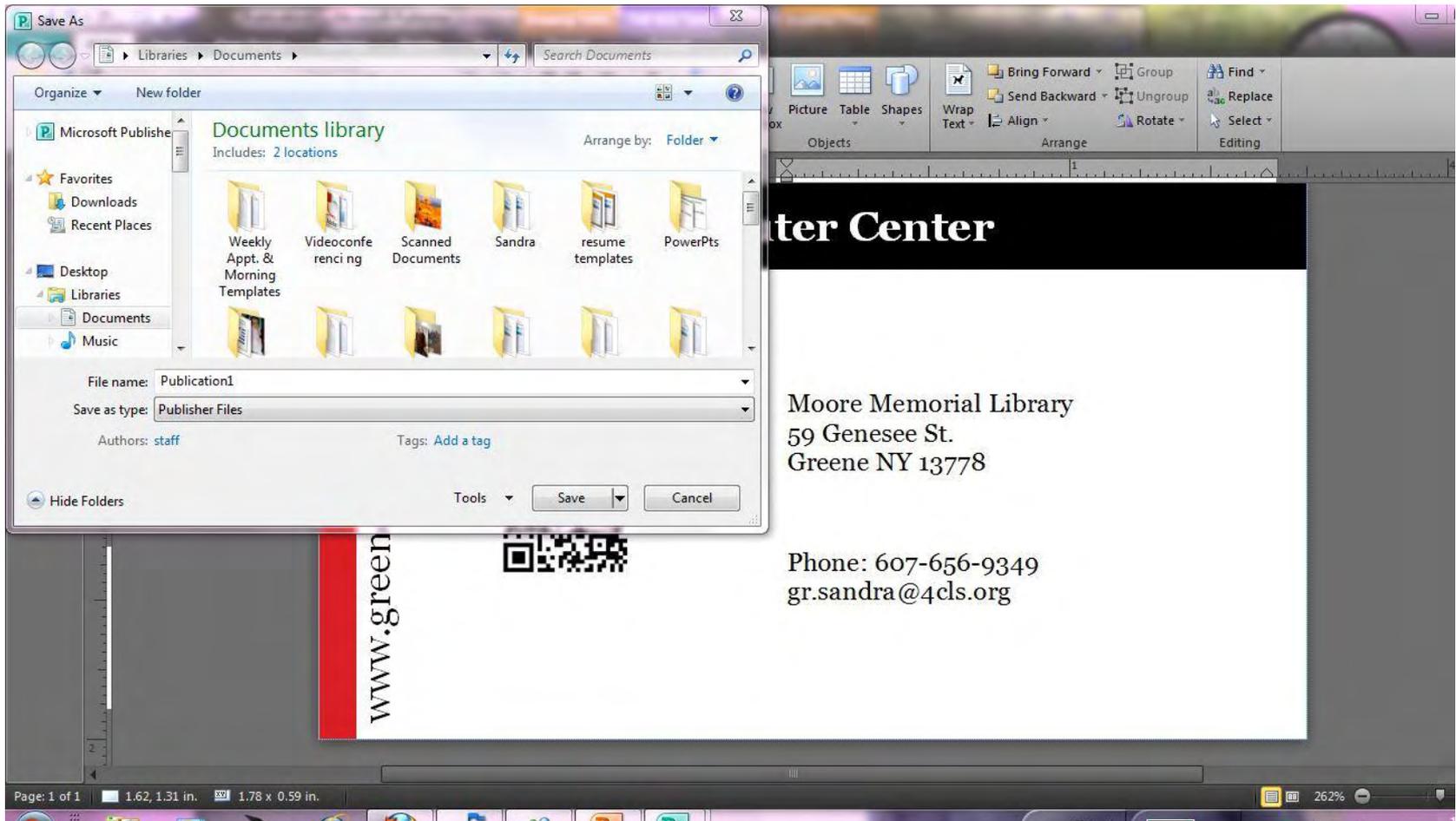
Text box size, position and **orientation** can be changed.

Text Box  
**orientation** swivel  
bar.



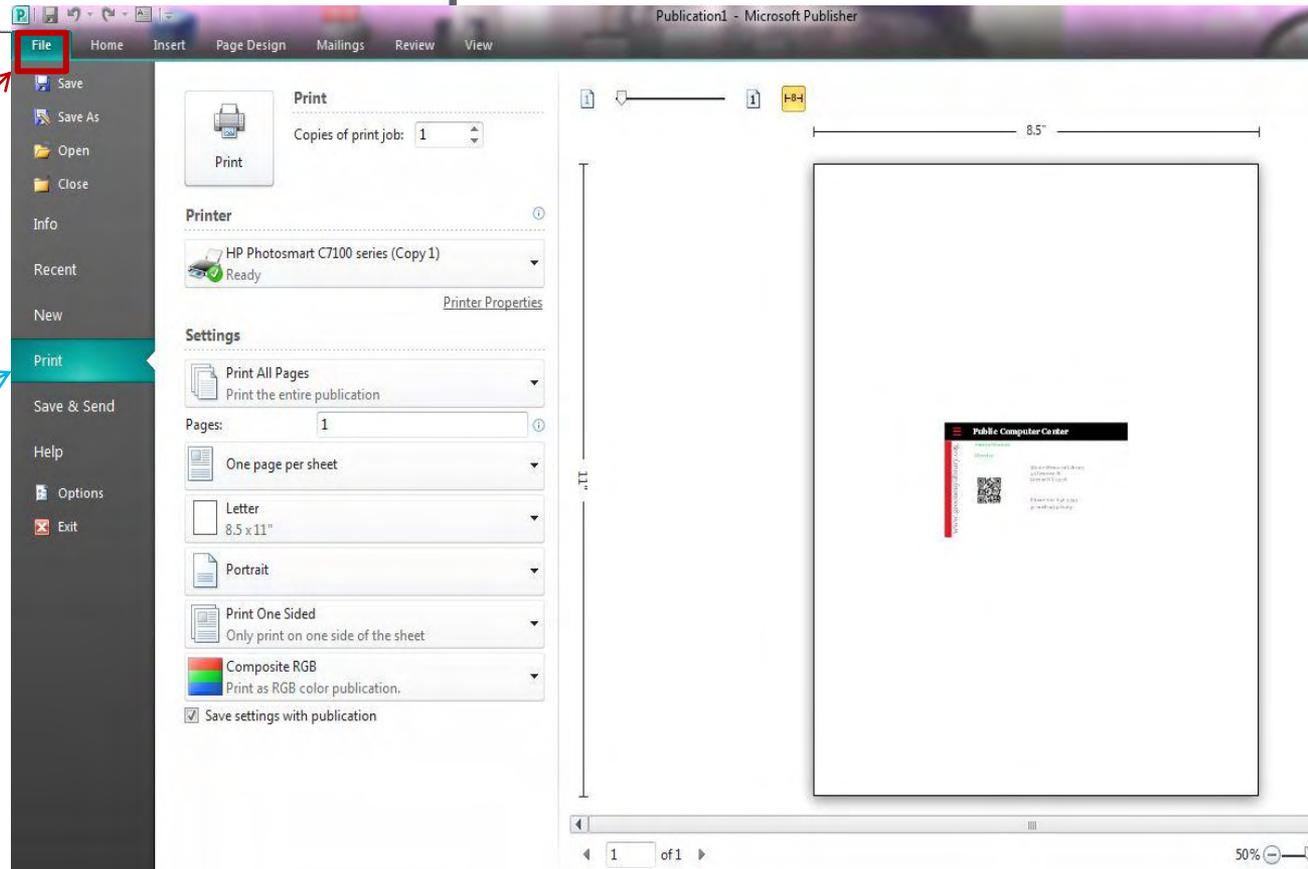
Inside a text box, **FONT**, font **size** and **color** may be changed.

Save your design;  
click file, 'save as' name your card, click Save

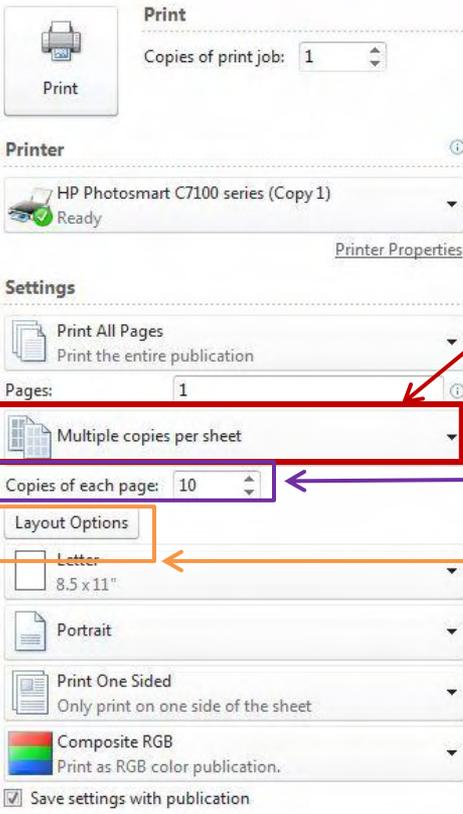




My design ready for printing.



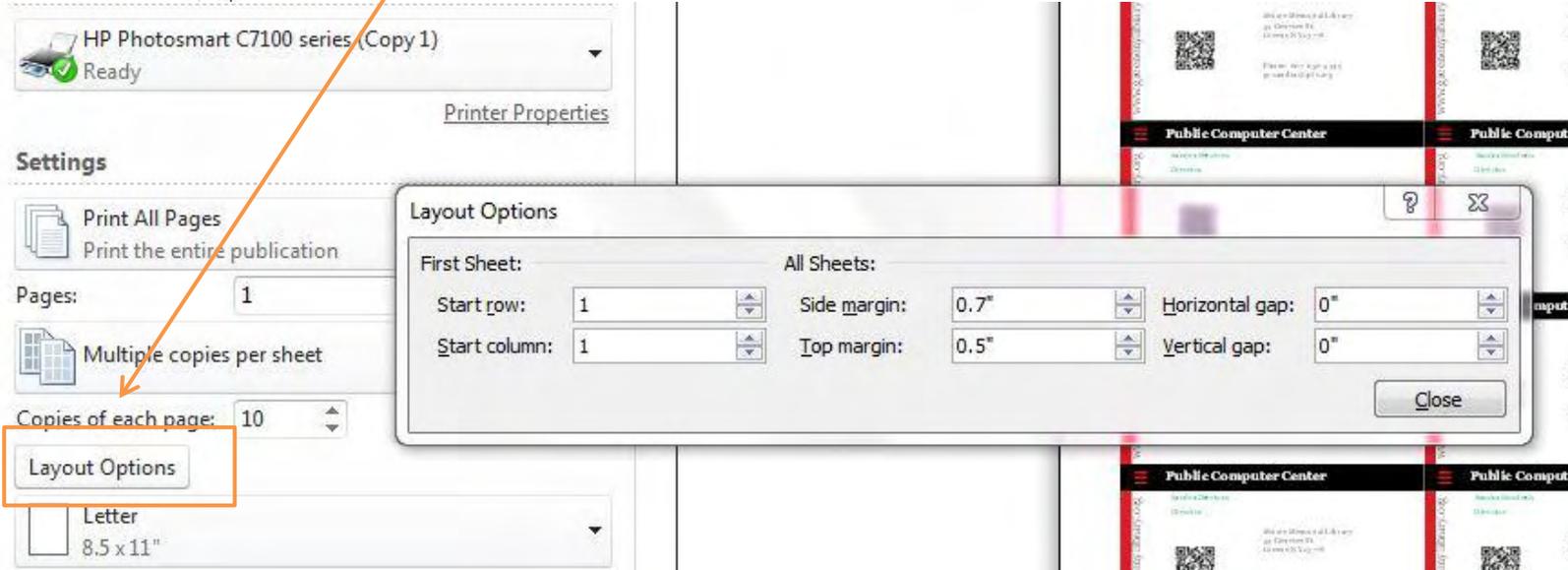
Go to 'File'  
click Print on  
the submenu.  
This page  
shows.



1. Click 'Multiple copies per sheet'.

2. Enter the number of 'Copies per sheet' –this depends upon the business card paper you have purchased.

3. Next, click 'Layout Options'. A box opens. Again, depending on the paper stock you have, enter margins and gap measurements.



# Set margins - - Click 'Close' and PRINT



**Public Computer Center**

[www.greenenylibrary.org](http://www.greenenylibrary.org)

**Sandra Brocious**  
**Director**

Moore Memorial Library  
59 Genesee St.  
Greene NY 13778

Phone: 607-656-9349  
gr.sandra@4cls.org

