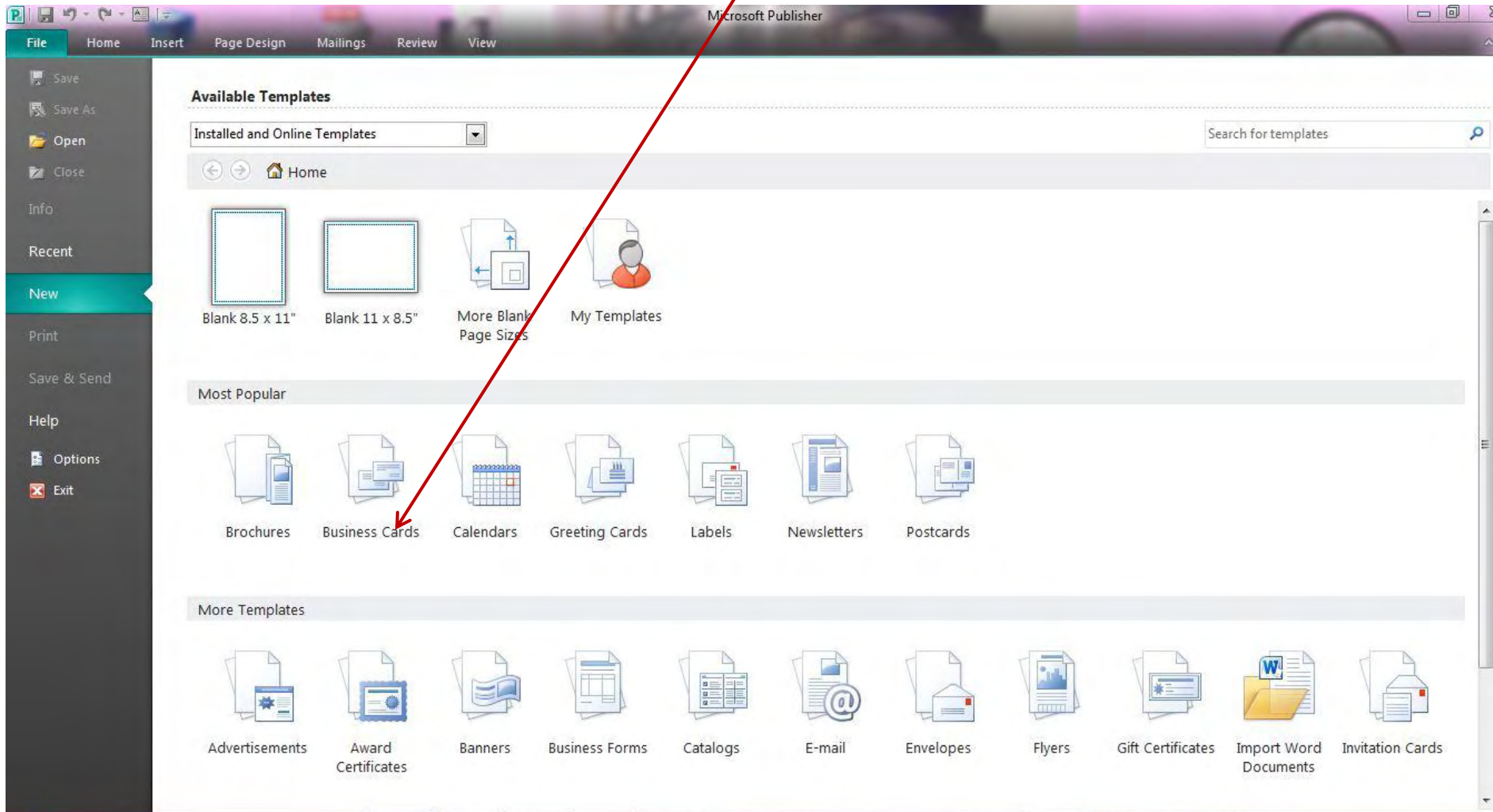


Using Publisher to design and print business cards.

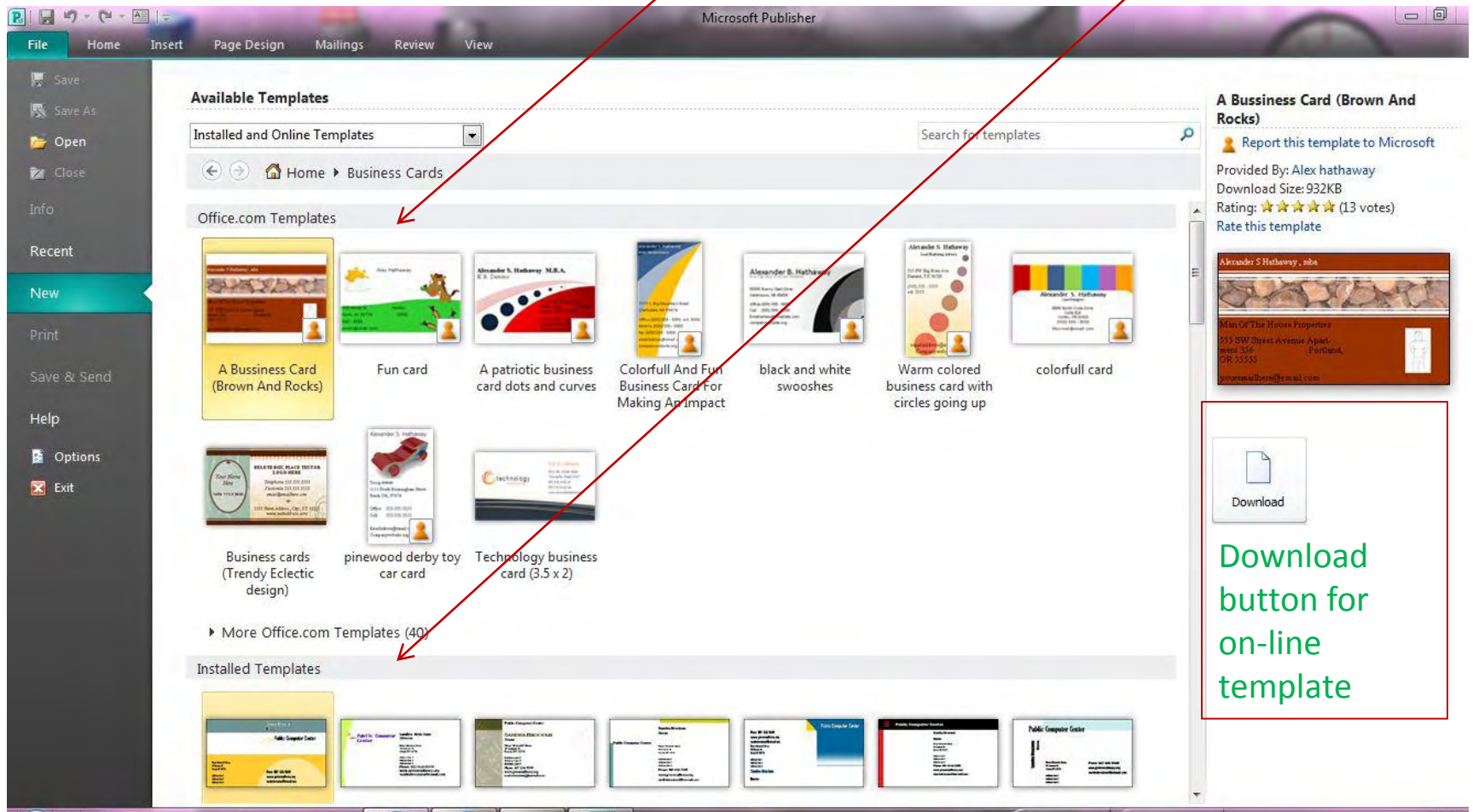


Open Publisher

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: 518-456-7890
www.publiccomputercenter.org

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: 518-456-7890
www.publiccomputercenter.org

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

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

Tagline or motto: Something for Everyone

Logo: Add Logo...

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:

Insert a logo or picture by browsing your files.

Create New Business Information Set

Business Information for this set

Individual name: Sandra Brocius

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

Tagline or motto: Something for Everyone

Logo: Add Logo...

Business Information set name: Custom 2

Save Cancel

Customize

Color scheme: (default template colors)

Font scheme: (default template fonts)

Business information: Create new...

Options

Page size: Landscape

Include logo

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

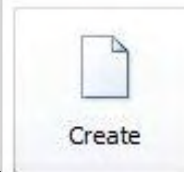
Options

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

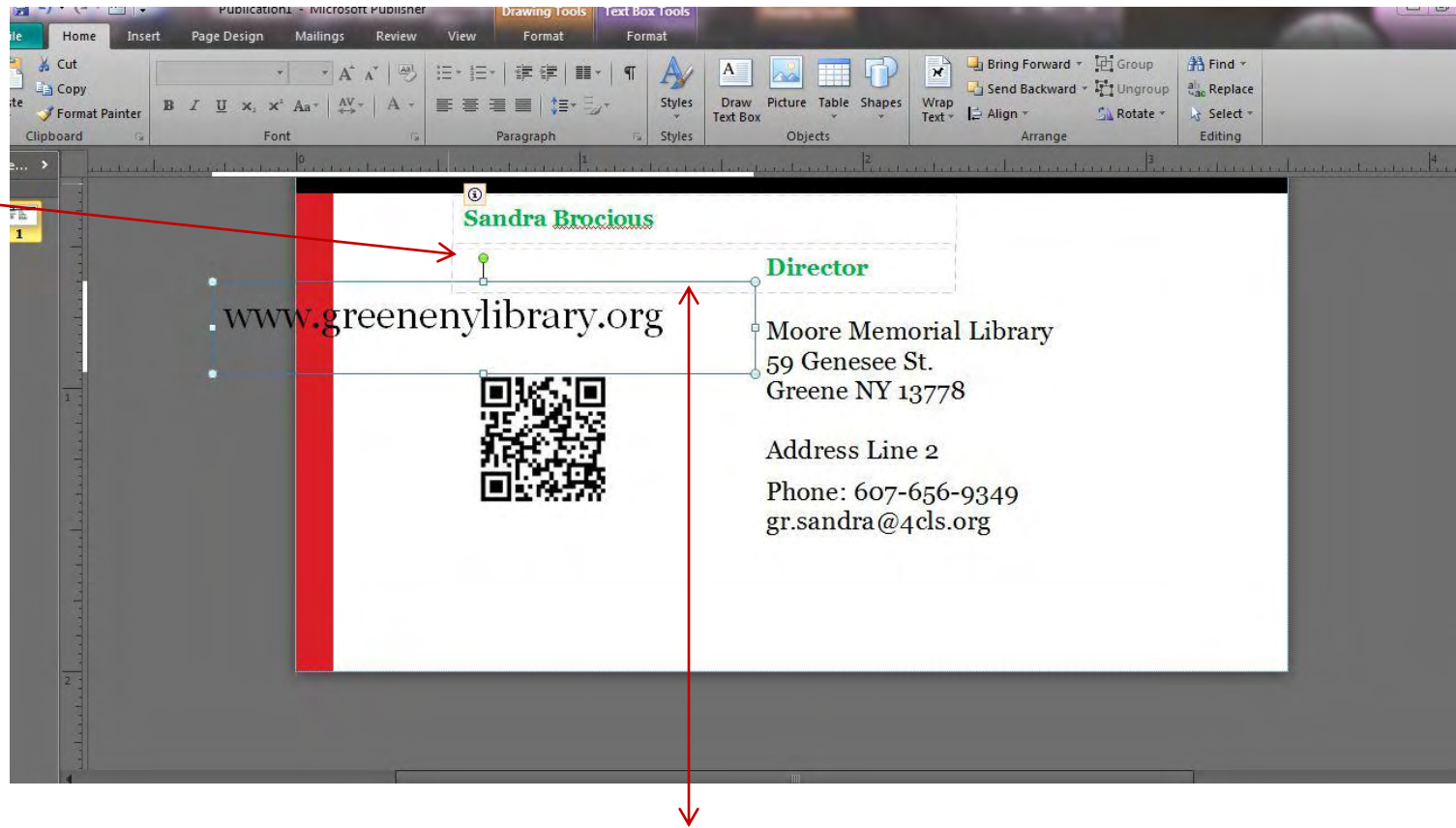


Page: 1 of 1 262%

EDITING:

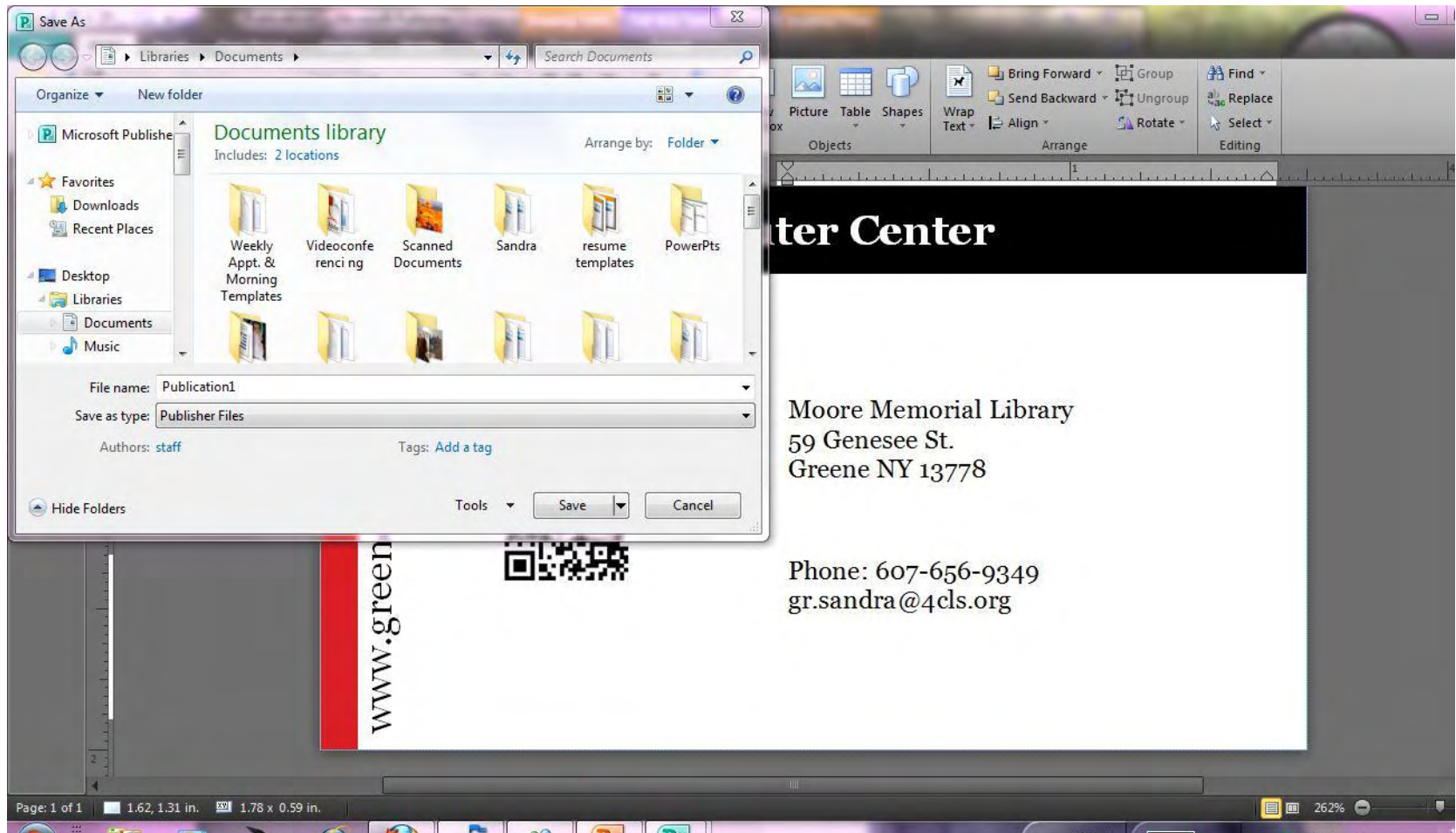
Text box size, position and **orientation** can be changed.

Text Box
orientation swivel
bar.



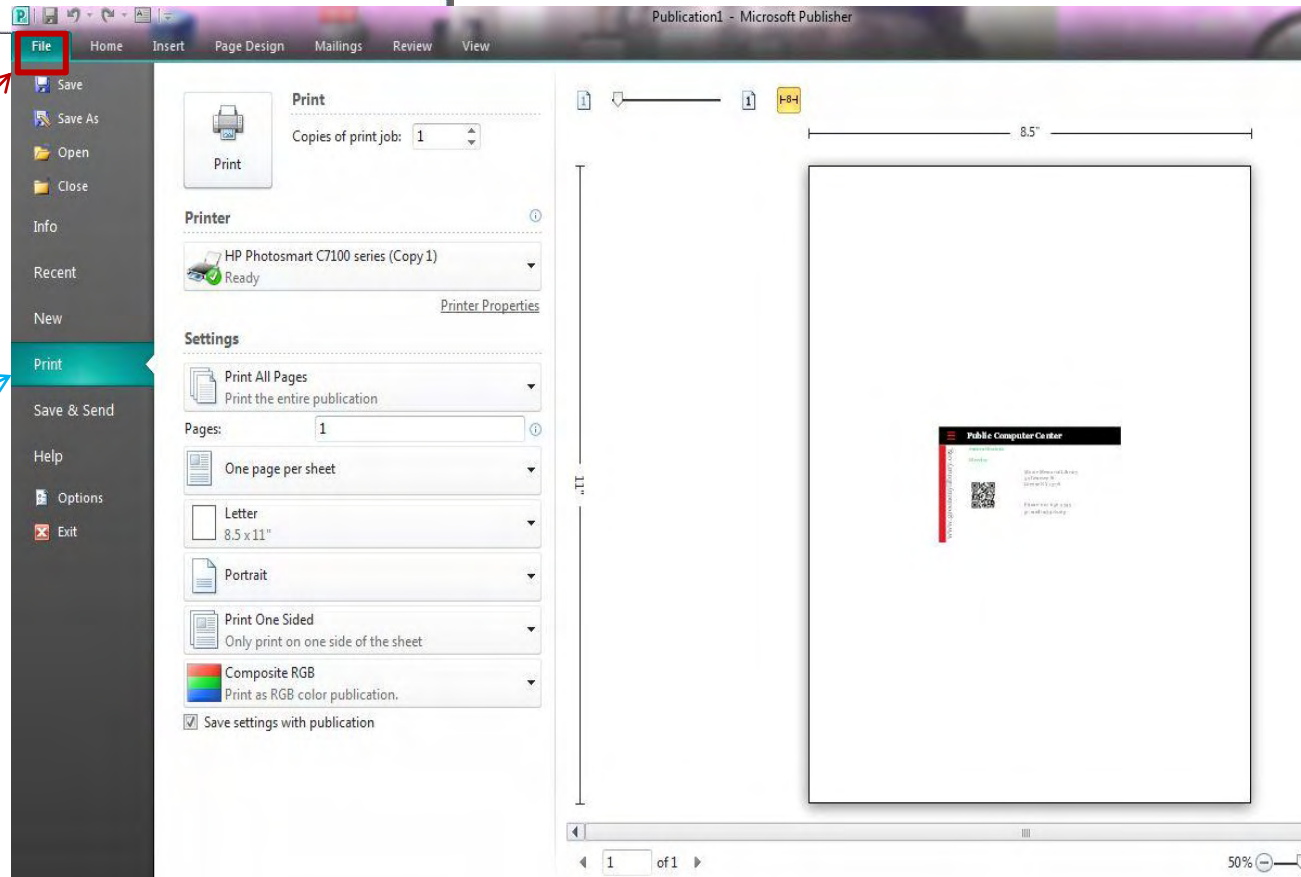
Inside a text box, **FONT**, font **size** and **color** may be changed.

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

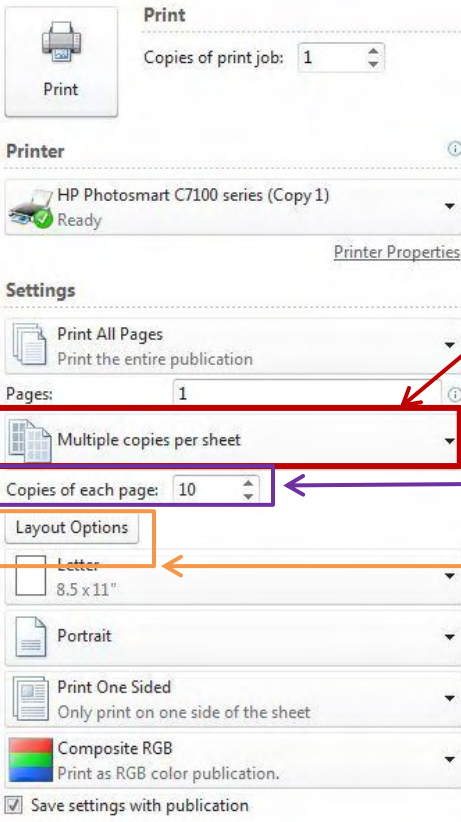




My design ready for printing.



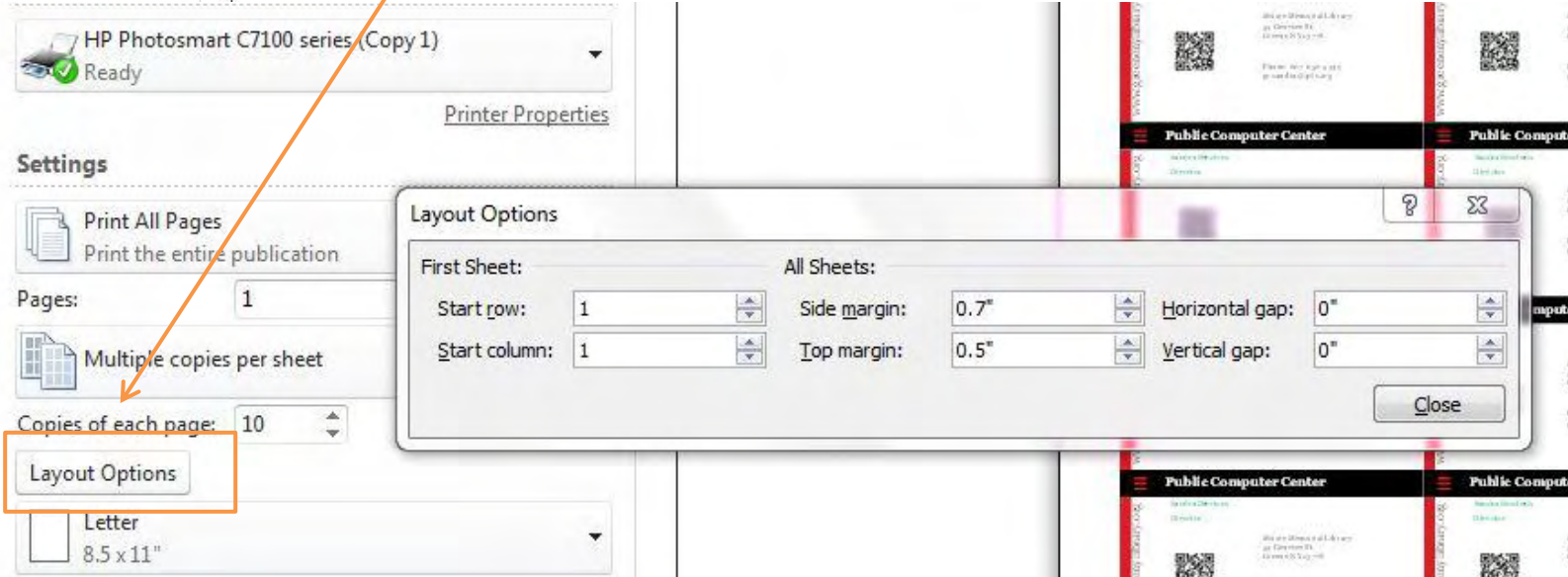
Go to 'File'
click Print on
the submenu.
This page
shows.



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

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Director

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59 Genesee St.
Greene NY 13778

Phone: 607-656-9349
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