

[perhaps your logo underneath text]
Your Shopper Business Name
Your own name
tagline: ie. I'll brave the Malls for you

your address
phone number & email
web site url – important!

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Set your margins for letter-sized card-stock to .35 for the top, bottom and both left and right margins. This gives you 10 cards/sheet.

You can insert a frame for each card, or use just 2 inches of space down the column. A conventional business card measures 3.5” across by 2” down.

When you have designed your business card and are satisfied, delete everything but your new card at top left - highlight the whole card, text & graphic, right-click (hit Copy on the menu), then move down a couple of lines right-click again (hit Paste)

Repeat this over and over until you have 5 or 6 evenly spaced cards in this column. Do the same on the second column and try hard to get them lined up evenly, like matched pairs of cards.

Then you are ready to print as many sheets of cards as you like. A paper cutter works best for getting nice straight edges to the cards.

It is possible to design and print another sheet to be run off as the backside of your card. Please note though, that you might have difficulties both sides to look nicely centered. Be prepared for some extra work with this idea.

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