business cards
white matte

instructions

for best results, read all instructions before proceeding!

formatting your business cards

Open Microsoft® Word software or other business cards' template software. If using Microsoft Word:

1. From the **Tools** menu select **Envelopes and Labels**. For Microsoft Word 2007, select **Mailings**.
2. Click on the **Labels** tab and choose **Options**.
3. Choose one of the Avery® templates: 5371, 5372, 5376, 5377, 5911, 8371, 8372, 8376, 8377 for your business cards. Click **OK**.
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 type, size and style. If using Microsoft Word 2007, the **Font** tool is located under the **Home** menu.
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.

Front Loading Printers

Back of Sheet (print side down)

Top Loading Printers

Front of Sheet (print face forward)

1. Load one sheet of business 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 using the closest paper type for matte business cards or cardstock. Refer to your printer manual for instructions on settings.
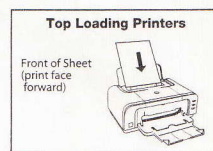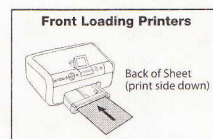
separating your business cards

Gently fold back and forth along each perforation to separate the cards.