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**Instructions for Making Your Business Cards**

* Delete the contents of the cells in the template above. DO NOT DELETE THE TABLE.
* Design your card in one cell of the table.
  + Use text boxes and pictures.
  + You can group all those objects together, but this is not necessary.
  + Don’t have important information go all the way to the edges. Leave some “bleed” area so text doesn’t get cut off.
* Copy the contents of that cell into the other nine cells of the table.

**Instructions for Printing**

* Print only page 1 of the document on quality card stock.
* Do not print “All pages” or you will print these instructions, too.

* One (1) copy of page 1 yields 10 business cards.

**Instructions for Cutting**

* The table gridlines (visible dashed lines dividing cards) will not print. The “View Gridlines” option for MS Word is turned on to aid in graphics/text placement.
* .Standard Business cards are 2” (H) by 3.5” (W).
* Cut ½ inch (0.5) from top and bottom of printed page 1.
* Cut ¾ inch (0.75) from left and right of printed page 1.
* You now have a piece of card stock measuring 10” (H) by 7” (W)
* Cut two columns of 3.5” Width
* Cut five rows of 2” Height.