



## Creating Business Cards from Word

### Using Avery Standard 5371 Business Cards

If you have other card formats, you can probably follow these directions and just adjust the format in *Options*.

1. Begin Word
2. Select Tools - Envelopes & Labels
3. Select *Options* - Check to see that it is set for Laser & Inkjet, and Avery Standard, then Select *5371 - Business Card* in the product number section, or your own product number.
4. Continue with Plan #1, or Plan #2

### **Plan #1: To create a page of *plain* Business Cards exactly alike:**

- (After completing Steps 1-3 above) Type in the information for your card in the Address area. You can't do any formatting in this view.
- Click on New Document, Then you have a page with dots outlining the individual cards, and the basic information entered.
- You can change formatting by going to Edit-Select All then change the Font type, etc. You can also center your text the same way.

Save this then print it on plain paper to see that it will fit correctly on your business card form. If it fits, print it, one sheet at a time is best. You need to put your card stock in the manual feed tray for best results.

### **Plan #2: To create fancier Business Cards**

- (After completing Steps 1-3 above) Click on New Document
- Type in your name, address, phone number, etc. for your business card in one of the boxes displayed. You can center, text, pick your desired Font and style, etc.. Be careful to not get too close to the dotted lines. It may cut off your words when printed!
- Add Clipart - you'll have to "play with it" to get it where you want it. This is a bit tricky.
- After your card is finished, put your pointer/mouse inside the card area and click once to highlight that card.
- Select Edit and Copy.
- Click into the blank area on another card and go to Edit - Paste Cells. Repeat this process until you have completed all 10 cards.

Save this then print it on plain paper to see that it will fit correctly on your business card form. If it fits, print it, one sheet at a time is best. You need to put your card stock in the manual feed tray for best results.