

Do-Your-Own Business card step-by-step

courtesy of Longs Peak Net

1. Double-click the file “Business cards template” on the desktop.
2. Type in your information in the upper left box.
3. Format how you want.
4. Click “Update Labels” in Mailings tab
5. Place a sheet of business card paper face-down in the paper tray.
6. Print
7. Click the Quick Print icon in top left corner.
8. Click Yes in dialog about margins.