

# business cards

## Instructions

### Before Printing

- Only print using an inkjet printer.
- Handle label sheet by the edges to avoid getting fingerprints on printable surfaces.

### Designing Cards

1. Download Business Cards template at [www.myprintworks.com](http://www.myprintworks.com).
2. For text-only labels: Enter text in box. Copy and paste as desired.

For cards with graphics and text:

- Select 'Insert', then 'Picture' or 'Clipart' for desired image or graphic file.
- To add text, click 'Insert' and select 'Text Box'. Click and drag the text box for appropriate size and position to type text.
- Copy and paste graphics and text into empty template cells to create identical cards.

### Printing

3. Print artwork on enclosed template sheet to ensure proper layout.  
*TIP: Use fast or draft mode to conserve ink.*
4. You can adjust alignment by modifying your Margin settings.
5. Load one sheet into tray according to your printer's manual. Do not stack feed.
6. Select Print within menu.
7. Click Preferences, Properties or Options button (depending on your printer):
  - Set Media type to Matte Card or Premium Paper settings.
  - Set Quality setting to Normal.

*TIP: Refer to your printer manual for specific settings for your printer model.*

### Separating Cards

8. Along each perforation, gently fold back and forth.