

Microsoft Publisher

Making Business Cards In Publisher

Creating Business Cards is easy in Publisher! Follow these simple steps:

- Open "Publisher"
 - Choose "Business Cards" from the documents list
 - Choose the style of business card that you like by clicking on it
 - Go through Business Card Wizard. Click "Finish" when done with the wizard.
 - To change your design, choose "design" from the wizard on the left.
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Adding Text

- Click twice on the text boxes to get the blinking cursor
 - Delete what is present and write what you want
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Adding Graphics

- Click on the existing graphic (the pyramid) and delete
 - Click on "Insert"
 - Then Click on "Picture"
 - The Click on "Clip Art"
 - Click on the clip art you like and then click on the insert icon (paper with an arrow)
 - You may also copy and paste graphics from the Internet
 - Resize them to fit
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