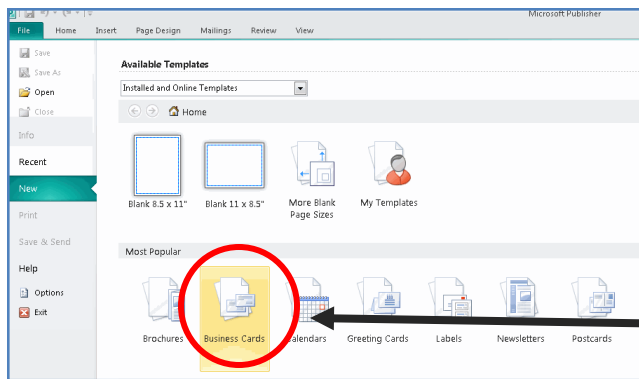
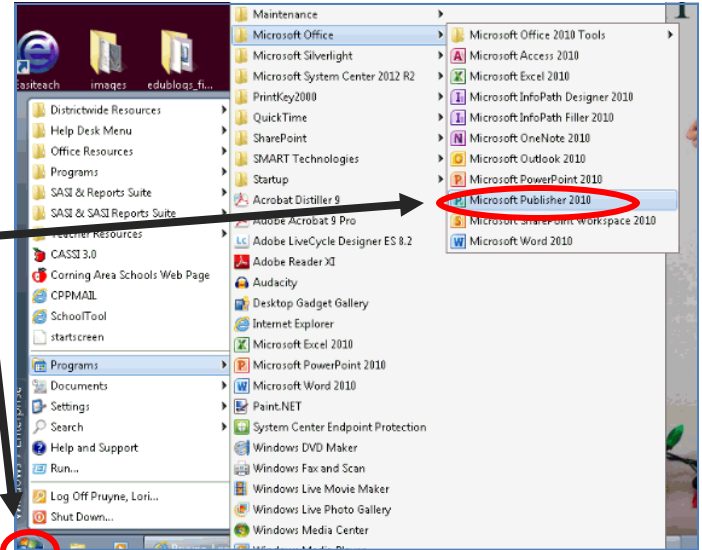


Creating Business Cards with Microsoft Publisher

To start, first access Microsoft Publisher.

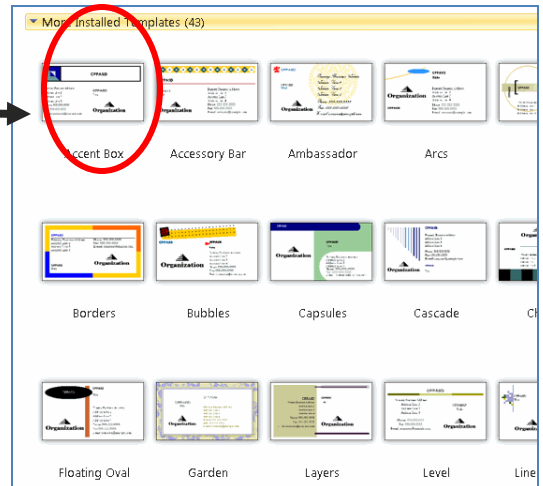
Click the Start icon in the bottom left of the screen.

Go to Programs, then Microsoft Office,
then select Microsoft Publisher.



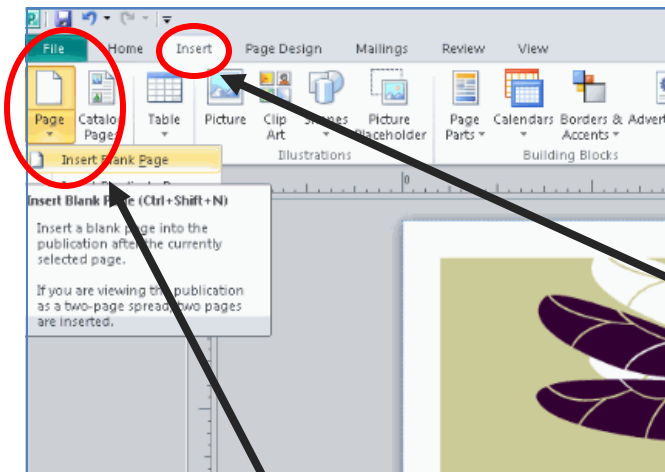
Choose "Business Cards" from the Template types when the program opens

Choose a template for which business card you'd like to use



You will need to add a second page for the back of your business card.

Click the "Insert" tab



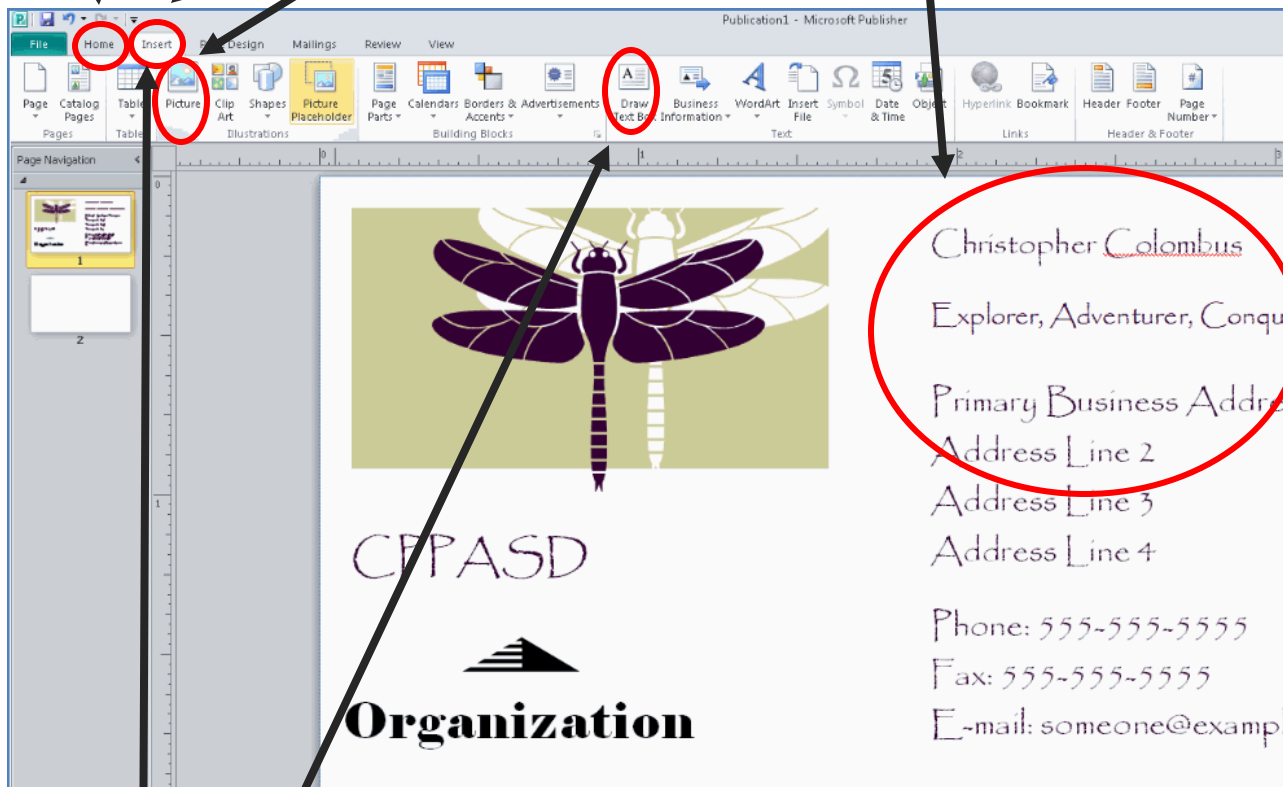
Then mouse over the "Page" icon, and select "Insert Blank Page."

To change fonts, click the "Home" icon and then select a new font, size, color, etc.

To change the picture, click on the picture box in the business card.

Then, select the "Insert" tab and the "Picture" icon to insert a picture you've saved in your H drive.

To change the text, just click in the box and type.



To add text to the second page (the back of your business card) click the "Insert" tab , and click the "Draw Text box" button