

Business Cards Made Easy Template

Please see instructions below:





1. Save our template to your computer:

- Click **File** then **Save As** from the top menu bar.
- Choose the destination folder where you would like to save the template and click **Save**.




2. Change text content:


- Click and drag your mouse to select the text you want to change
- Type your own information to replace text

3. Change text color or font style if desired:

- Click and drag to select the text
- Use toolbar buttons to change Font Color  or font style (if toolbar is enabled – to enable it, from the top menu click **View – Toolbars – Formatting**)
- Click on the arrow  and select a new color or font from the drop down windows.

4. Change background color if desired:

- Enable the Drawing Toolbar by clicking on the top menu **View – Toolbars – Drawing**
 (usually at bottom of window)
- Click to enable the Select Objects pointer  (once clicked, cursor will have a crosshair on it)
- On the template, click on the colored background area you want to change
- Use the Fill Color button to select a fill color  from the drop-down window.

Tips: For best results, do not use the Fill Effects feature when selecting a Fill color.
Click the Select Objects pointer again to disable it if you will be making other text changes
To undo changes, click **Edit-Undo** or click ,

5. Save your revisions to your computer.

6. Click here for Pricing, Ordering and File Upload Instructions:

<http://www.printingforless.com/cardsbusinesscards.html>

Note: All colors will be converted from RGB to cmyk colorspace. During this transition colors may shift in shade, vibrancy or mood. Please reference our online instructions at <http://www.printingforless.com/rgb-cmyk.html> for more information about RGB to CMYK conversion.