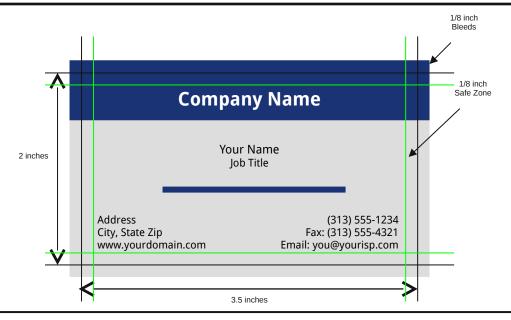
Business Cards Made Easy Template

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 Times New Roman (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*
- Draw → AutoShapes → \ \ □ □ ◀ ☼ ② □ □ △ → ✓ (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 , drag cursor and click to undo actions

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.