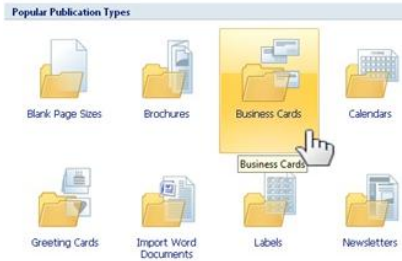


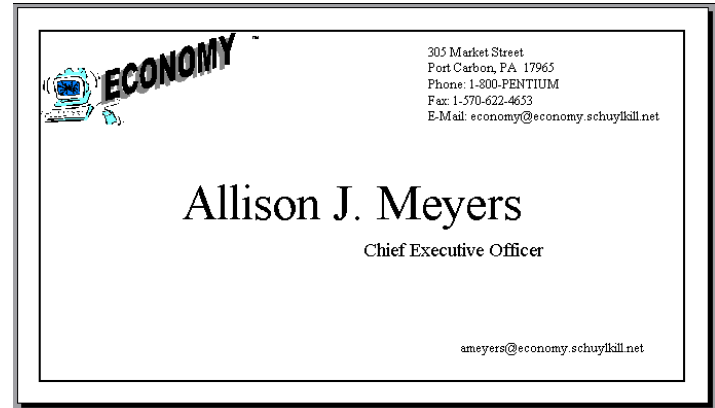
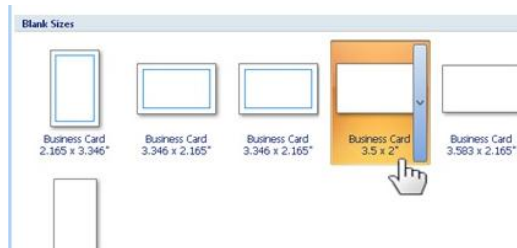
# Make Your Business Card in Microsoft Publisher

## 1. Open Microsoft Publisher.

- Under Popular Publication Types, Click Blank Publication, Click Business Cards,



- Scroll down to the Blank Sizes, and click Business Card – 3.5 x 2”,



- Click Create.

2. Include the following information on your business card...

- Your name,
- Your title (President, Founder, Owner, CEO),
- Your business e-mail address,
- The business...
  - Address,
  - Phone number (and fax number),
  - E-mail and website address,
  - Logo (you can just copy and paste your logo from your business description.)
- A border.
- Any other pictures that you would like.