BUSINESS CARDS USING AVERY DESIGNPRO
By
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1. Click on "Start" ⟶ "All Programs" ⟶ Avery Dennison folder
2. Click on the folder and then double click on "Design Pro5"
3. Click on "Design from Scratch" circle
4. Click on arrow beside "Format" box and select "Business Cards"
5. Highlight the correct number of card (5871 for white) & click "Ok"
6. On the top menu bar click "Insert" and then highlight and click "Text"

NOTES: To move "box": Move mouse over box until you get the "crosshairs". Then click and drag the box where you want it. (probably upper left corner of card)
To resize "box": Move mouse over lower right hand corner until you get the double arrows. Then click and drag to resize the box. (probably to fill up all of the card)

7. Type information you want on your card.

NOTES: Formatting Text:
Sometimes you want to change the format of characters that appear in your card. For example, you may want to emphasize a word by underlining it or putting it in bold print.
The three most common ones to use (Bold, Italicize, Underline) can be found on the toolbar. Notice the icon is the first letter of the word formatted in the proper style to make identification easier.

a. **Highlight text you wish to change or format**
b. On the menu bar choose. "Format" and highlight "Font"
c. A window will come up where you can choose different fonts, sizes, styles and color.
d. You can also do this formatting on the toolbar
e. You can change the position of your text by highlighting it and then clicking on one of the "position" icons on the tool bar.

When you have your text the way you want it now you can **insert a graphic or picture**.

8. Click on "insert" on the top menu bar and highlight "image from file" and click
9. Find the image you wish to use and click "insert"
10. You can move and resize your image following the NOTES on moving & resizing a box above.

PUTTING BORDER AROUND GRAPHIC
1. Click on the graphic to make it "hot"
2. Click on the down arrow beside the "paintbrush" on the toolbar
3. Choose color you wish for your border
4. Click 3 little lines beside the "paintbrush" to choose the size of the border.

5. Click "Ok"

11. When you have your card as you wish it then you need to **save it.**
    a. Click on "file" on the top menu bar and click "save as"
    b. Find where you want to save it and then name your card
12. When you are ready **to print** your cards
    a. Click on "file" on the top menu bar and click on "print"
    b. Where it asks for "Number of Copies" click on arrow beside "copies" and choose 10
    c. Then click "Ok"

You may go back and change your card anytime you wish, even add a different image.

You can replace the image you have in your card by
1. Clicking on the image
2. Right click and choose "Replace Image"
3. Then find another image you wish to use.

To delete the image you have in your card.
1. Click on the image (make it hot)
    a. Right click on image and click on "cut" OR
    b. Go to "edit" on the top menu bar and click "cut" OR
    c. Click on scissors on the toolbar OR
    d. Hold "CRTL" key and hit "X" key

FINDING MORE CLIPART/GRAPHICS

1. www.google.com
2. Click on "Images"
3. Type in name of image you would like to search for (ex. Indiana clipart)
4. When you find the clipart you want to use
    a. Click on clipart picture
    b. When you get to picture may need to click on "see full size image"
    c. Place cursor in middle of image
    d. Right click and choose "Save image as"
    e. Find where you want to save it
    f. Name it and click "save"