

How to create business cards manually in WordPerfect without using a template Project

by Barry MacDonald, <http://macmillan.com> (Revised: February 18, 2005)

If you need business cards with a more customized design than those you can create with WordPerfect's Business Card Project, you can manually create a business card with the procedure outlined below. (Note that you can still use the Project in order to stimulate ideas about your own design, or to simply copy and paste a Project card's logo image to your own card.)

Once you create the first card – the master card – it can be instantly duplicated with the author's LABCOPY macro (<http://macmillan.com/BarryLabCopy.html>) to create one or more sheets of 10 business cards per sheet.

The sample card below will be used to illustrate a procedure that is outlined in detail on the following pages.



For your own cards, you can use different images (or none), mixed font typefaces (experiment with non-standard types) and sizes, and colors. You can use text boxes (which can be dragged into position and even rotated), tables (with or without borders or fills), columns, or any other formatting tool that WordPerfect offers.¹

For the purpose of explaining this procedure, let's keep it relatively simple and use a standard font (Times New Roman) with some changes in font size and color and some typesetting commands from the Format menu.

Important: Some format measurements might need to be "resolved" (or converted to Metric) when you create this card on your own system. However, the general method should work on any system.

¹ Don't make the card too "busy" or "cluttered." The Flotsam & Jetsam sample on this page might, in fact, give that appearance since it uses all four corners of the card as well as the center, or try aligning all text along a common axis and put related items in closest proximity, perhaps with smaller fonts (white space is your friend, Barry). You could also set the graphic as a line watermark behind all text. For more design help, consider a book such as *The Web Designer's Design and Type Book* by Robin Williams. (Four books in one volume, published by Peachpit Press, 1997.) It is a very good, easy-to-read and entertaining reference for those of us who are not professional designers of cards, stationery, brochures, and similar items.

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