

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

by Barry MacDonnell, <http://macdonnell.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://macdonnell.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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Table of Contents How To Create Business Cards Manually In Wordperfect

1. Understanding the eBook How To Create Business Cards Manually In Wordperfect
 - The Rise of Digital Reading How To Create Business Cards Manually In Wordperfect
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Create Business Cards Manually In Wordperfect
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Create Business Cards Manually In Wordperfect
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Create Business Cards Manually In Wordperfect
 - Personalized Recommendations
 - How To Create Business Cards Manually In Wordperfect User Reviews and Ratings
 - How To Create Business Cards Manually In Wordperfect and Bestseller Lists
5. Accessing How To Create Business Cards Manually In Wordperfect Free and Paid eBooks
 - How To Create Business Cards Manually In Wordperfect Public Domain eBooks
 - How To Create Business Cards Manually In Wordperfect eBook Subscription Services
 - How To Create Business Cards Manually In Wordperfect Budget-Friendly Options

6. Navigating How To Create Business Cards Manually In Wordperfect eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Create Business Cards Manually In Wordperfect Compatibility with Devices
 - How To Create Business Cards Manually In Wordperfect Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Create Business Cards Manually In Wordperfect
 - Highlighting and Note-Taking How To Create Business Cards Manually In Wordperfect
 - Interactive Elements How To Create Business Cards Manually In Wordperfect
8. Staying Engaged with How To Create Business Cards Manually In Wordperfect
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Create Business Cards Manually In Wordperfect
9. Balancing eBooks and Physical Books How To Create Business Cards Manually In Wordperfect
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Create Business Cards Manually In Wordperfect
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine How To Create Business Cards Manually In Wordperfect
 - Setting Reading Goals How To Create Business Cards Manually In Wordperfect
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Create Business Cards Manually In Wordperfect
 - Fact-Checking eBook Content of How To Create Business Cards Manually In Wordperfect
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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