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

by Barry MacDonnell, http://wp-mathes.com (Revised: February 18, 2008)

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 LABLCOPY macro (http://wpcorner.com/library/LabCopy.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 other 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 "tweaked" (or converted to Metric) when you create this card on your own system. However, the general method should work on any system.

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[1] Don't make the card too "busy" or "scattered." 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, so try aligning all text along a common axis and put related items in closer proximity, perhaps with smaller fonts (white space is your friend, here). You could also set the graphic as a dim watermark behind all text. For more design help, consider a book such as *The Non-Designer's Design and Type Books* by Robin Williams. (Two 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.

How To Create Business Cards Manually In Wordperfect

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How To Create Business Cards Manually In Wordperfect:

The Lawyer's Quick Guide to WordPerfect 7.0/8.0 for Windows David Greenwald,Guy S. Wiggins,1997 A crash course in WordPerfect for the busy lawyer It covers the essentials of this word processing program including multitasking entering and editing text formatting letters creating briefs and combining documents The diskette contains practice exercises and templates InfoWorld ,1985-11-04 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **LetterPerfect Made Easy** Steve Dyson,1990-11 **Office 2004 for Macintosh** Mark H. Walker,Franklin Tessler,2005-02-09 Explains how to maximize the updated integrated software package on a Mac including installation customization and sharing information *InfoWorld* ,1988-07-04 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *InfoWorld* ,1986-09-22 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Windows Magazine** ,1999 **InfoWorld** ,1986-06-30 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **PC Mag** ,1993-07 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology Computer Buyer's Guide and Handbook ,1998-07 Network World ,1994-08-08 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce InfoWorld ,1989-05-08 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects PC Mag ,1990-06-12 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology PC Mag ,1984-08-07 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology InfoWorld ,1987-12-14 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1986-01-06 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1991 **InfoWorld** ,1994-10-24 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also

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