

## Basic Business Cards

You can use MS Word or other software programs to design your own business cards for yourself or your county program.

### Steps:

- Go into MS Word
- Go to Tools – Letters and Mailings – Envelopes and Labels
- Click on Labels
- Click on Options and scroll down until you find Avery 5371 – Business cards. This will set up a business card that is 2” x 3.5”
- Click on Full Page
- Enter your information
- Click on New Document and that will allow you to alter the font, make other adjustments, and save the file
- Print your cards and separate them

### Other things to note:

- You can print the business cards on cardstock of various colors, pre-printed business cards that have designs, or you can be more creative and scan in images, logos and other items.
- If you buy pre-printed business cards, they will also have directions on how to make labels.