

ASCLS Membership Development Committee Instructions to Create a Promotional Card

Voice-Value-Vision



You will need to use Microsoft Word to use the prepared promotional card template. In addition you will need to purchase business cards (Avery #5376) from your local office supply store – 10/page. Follow the instructions below to create and print on each sheet of business cards.

1. Left click on any one card to replace the name on the card. A box should appear around the name on the card (lower left). Click and drag the cursor arrow to highlight the name and title (in this example, Lynn R. Ingram, ASCLS Region III Director). Type in your own name & title (do not delete as this will delete the text box also).
2. Repeat this to replace the email address and phone number (lower right).
3. Highlight your name & title and “copy” this text. Left click on the name & title box in the next card and highlight that name & title. “Paste” your copied information to this box over the highlighted text; the old name will be deleted and yours will be in the box. Repeat this for the other 8 cards in the template.
4. Repeat this to copy & paste the email address and phone number in the other 9 cards.
5. You may also cut, paste or move any of the items on the card to create a totally different look if you wish.
6. Save these changes as a new file.
7. You are now ready to print the cards!