ASCLS Membership Development Committee
Instructions to Create a Promotional Card

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You will need to use Microsoft Word to use the prepared promotional card template. In addition you will need to purchase business cards from your local office supply store – 10/page. Each card is setup on the page as a "grouped" set of objects -- like a picture. Follow the instructions below to create and print on each sheet of business cards.

1. Click inside one of the cards, to highlight the entire card.
2. Right click on any one card and choose "grouping", then select "ungroup". Many small boxes will appear around each of the text or image parts of the card. Just click OUTSIDE the card to make the boxes go away. The "ungroup" process may shift some of the lines or create irregular spacing; you should be able to correct this.
3. To replace the name on the card, click on the name (in this example, Mary Ann McLane). You may delete this text and type in your own name & title.
4. You may also cut, paste or move any of the items on the card to create a totally different look if you wish.
5. Once you have arranged the card to look the way you want, right click on the card, choose "grouping" then "regroup".
6. You can then copy and paste the whole card on the same sheet or on a new sheet. This will eliminate the need to ungroup, change and regroup the other cards.
7. You are now ready to print the cards!