

# QUICK TIPS

## Printing business cards in the IC:

There are two ways to print business cards in the Imaging Center.

Either by Imposition (actual size) or with a template that can be found on Blackboard.

Rotary trimmers are provided in the Taubman 24-hour lab for students to trim business cards.

The IC does not stack cut business cards.

### Imposition (actual size) method:

Start by creating two separate standard sized (2.5" x 3") business card designs for the front and back of the card.

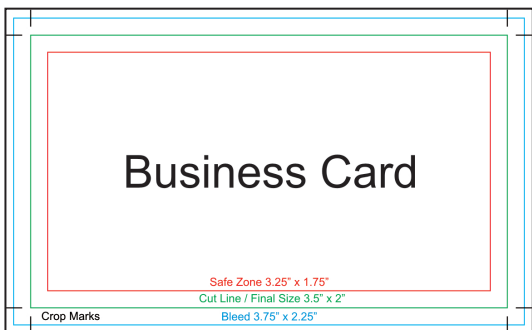
Save or export your documents as a PDF.

Be sure to export your document with a .125" bleed (or 1/8").

If needed, use Acrobat Pro to combine the two PDFs into one single PDF file.

File > Create >

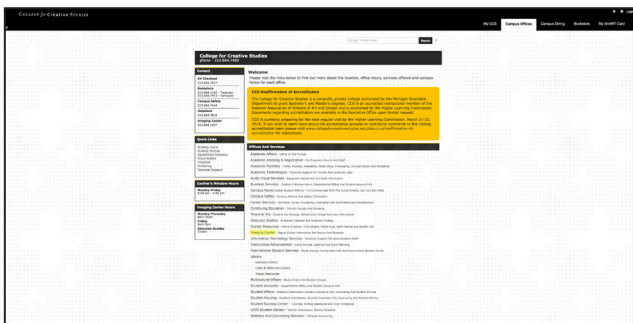
Combine Files into a Single PDF...



## Template Method:

You can also bring business cards to the Imaging Center by importing the design into our formatted template.

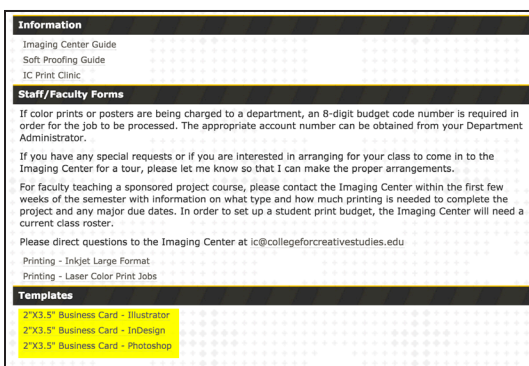
To find a template, go to Blackboard and click on the Campus Offices tab in the top righthand corner.



From the Campus Offices tab, click on the Imaging Center link.

Scroll down to access either the Photoshop, Illustrator, or Indesign template

Download the preferred template and follow the provided instructions.



The IC can also impose other take-aways, postcards, resumes. Plan creatively. Two resumes could potentially fit on a 12"x18" sheet of paper.

For more information check out our full Imaging Center guide