

# How to design business cards in Microsoft Word

Microsoft Word provides a number of business card templates you can use or if you prefer not to create a simple business card from scratch.

Do you need to create a business card but don't have experience with professional design software like InDesign and Photoshop? Microsoft Word provides a number of business card templates you can use or if you prefer not to create a simple business card from scratch.

1. 13 beautiful event invitation card templates in Microsoft Word
2. Instructions for creating Business Card in Photoshop
3. How to insert text into images on Word

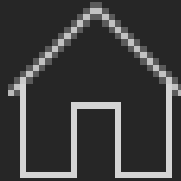
## Use business card template in Word

Before embarking on designing a business card, you need to know the necessary content of a business card. Although the content on business cards may be slightly different depending on the occupation of each person, you basically need to:

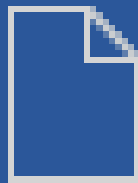
1. First and last name
2. Job Title
3. Address
4. phone number
5. Website URL
6. Email
7. Company's logo

To use an existing business card template, open Microsoft Word, go to the **File** tab and select **New** from the left pane.

# Word

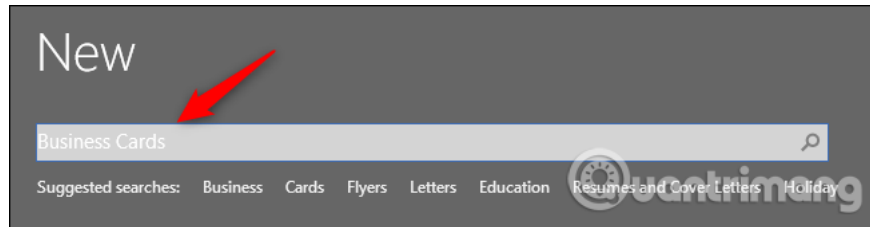


Home



New

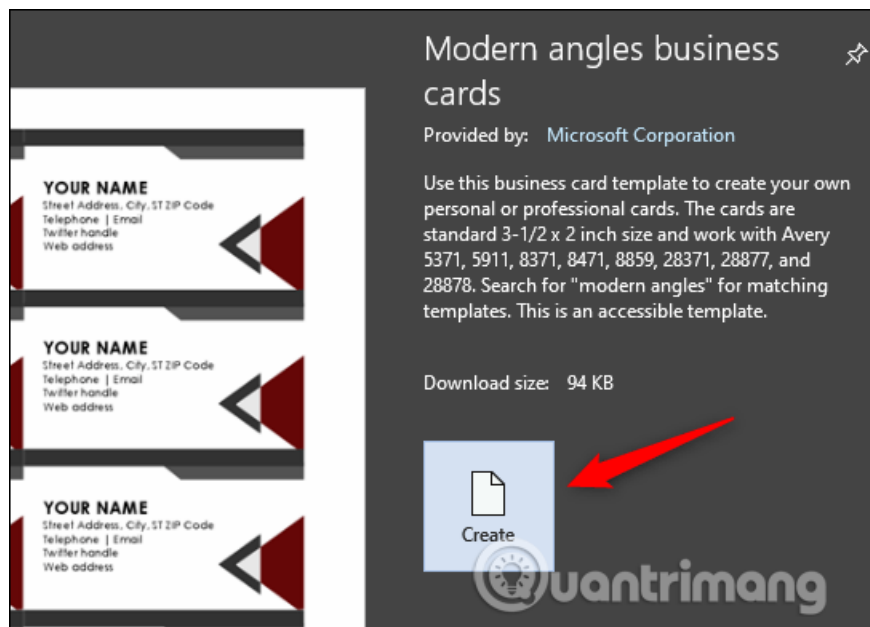
In the search bar at the top of the window, type '**Business Cards**' .



You will see a series of business card templates appear.



Search in the template business card library you like. When you click on a business card, you will see a preview window showing a detailed description of the business card. If you like, click **Create** .



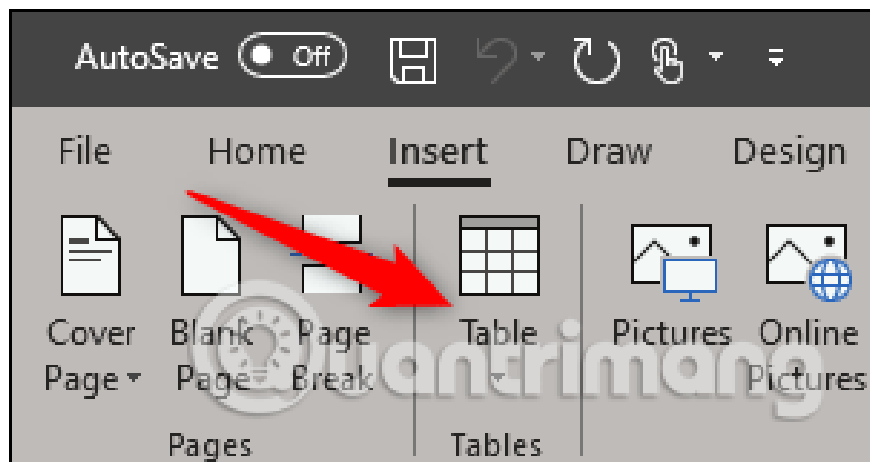
Now you just need to type your information and that's it.



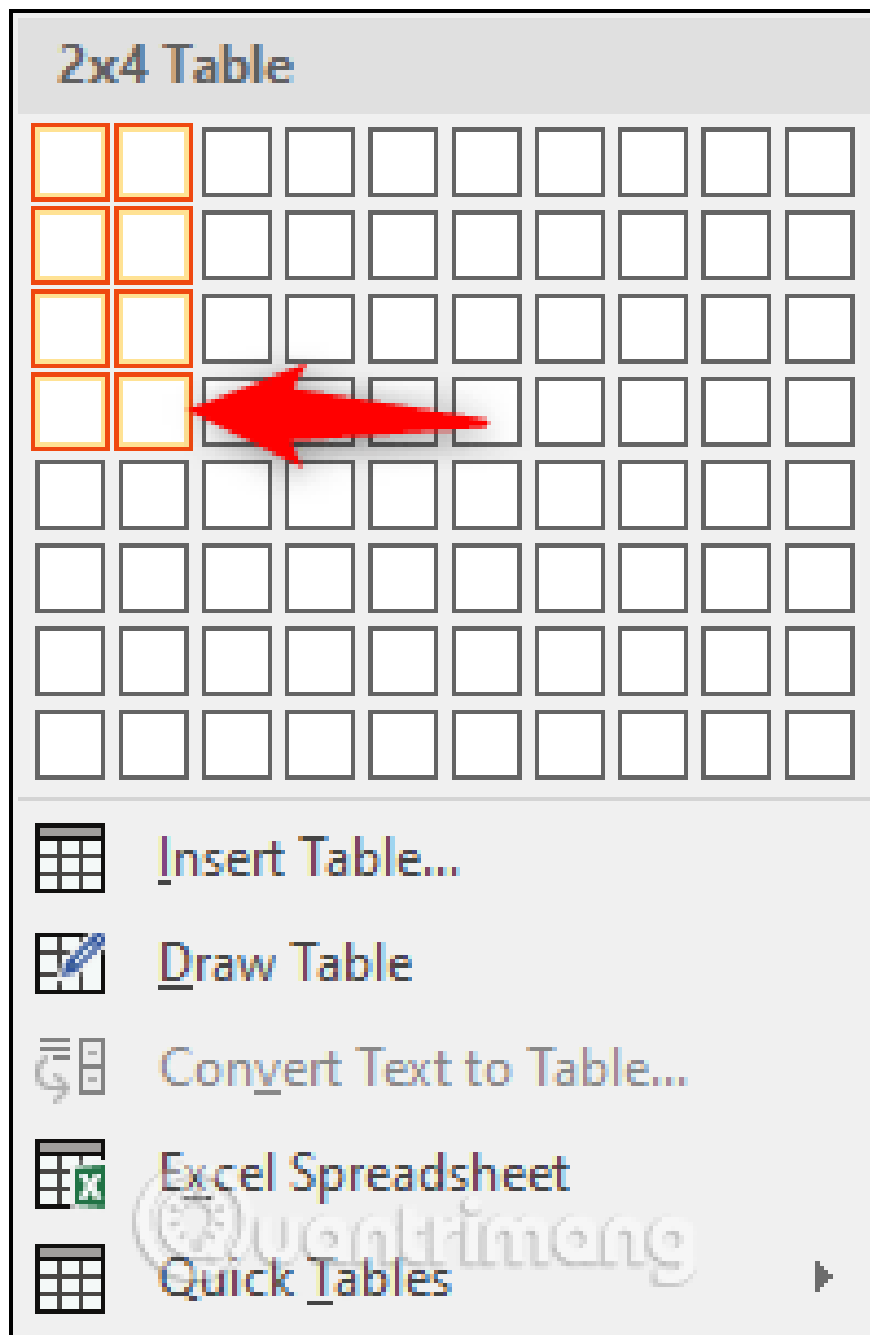
## Create business cards from scratch in Word

If you can't find a template, you can design your own business card using tables, add images and format the appropriate text.

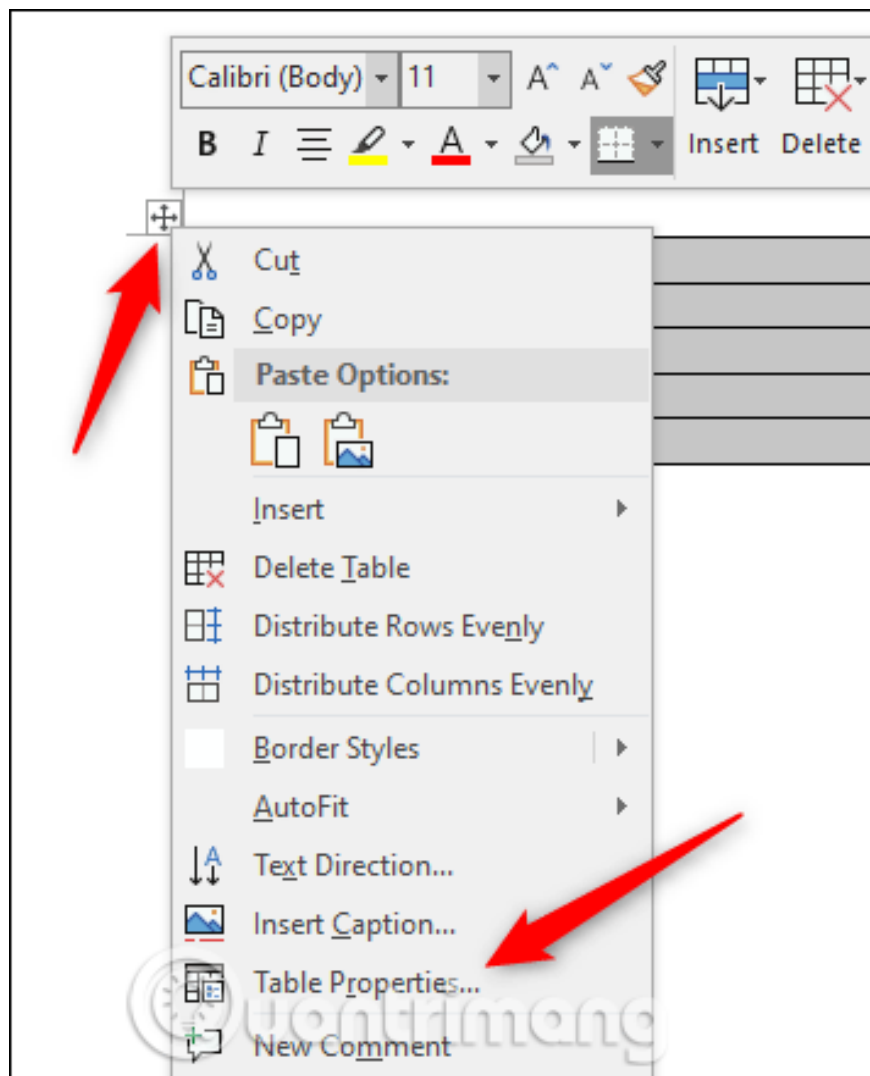
First, open an empty Word document, go to the **Insert** tab and then click **Table** .



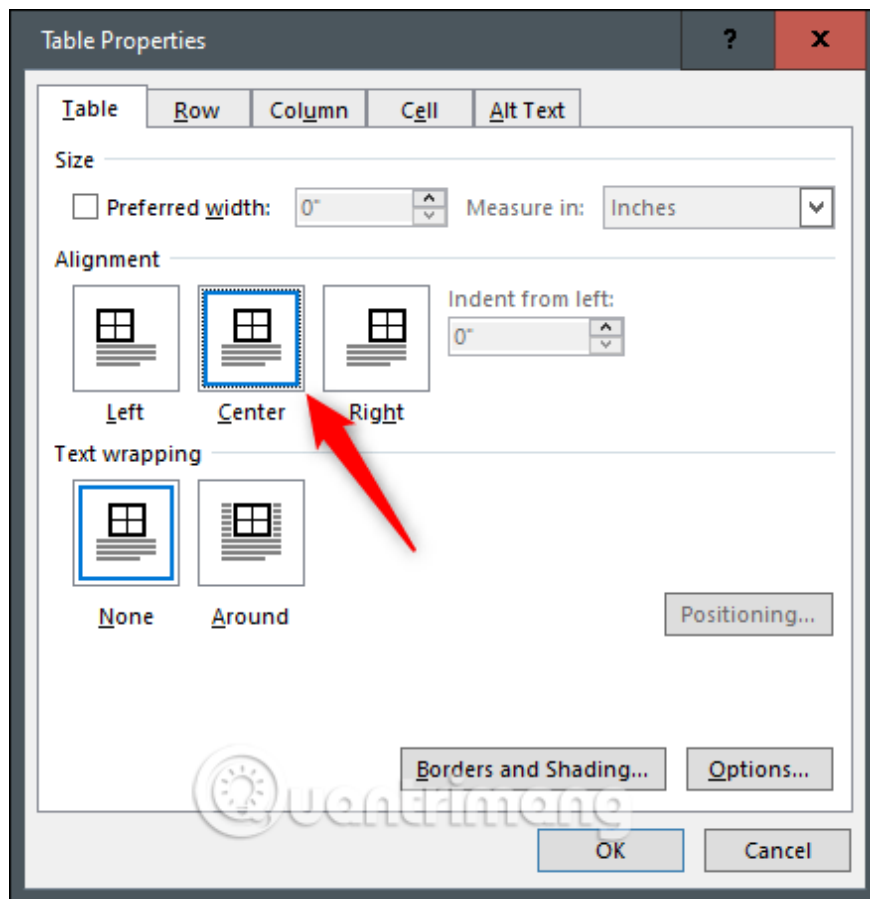
On the drop-down menu, select the 2x4 panel by hovering over and selecting the corresponding box. You can create more rows if you like, but the 2x4 size will fit into one page.



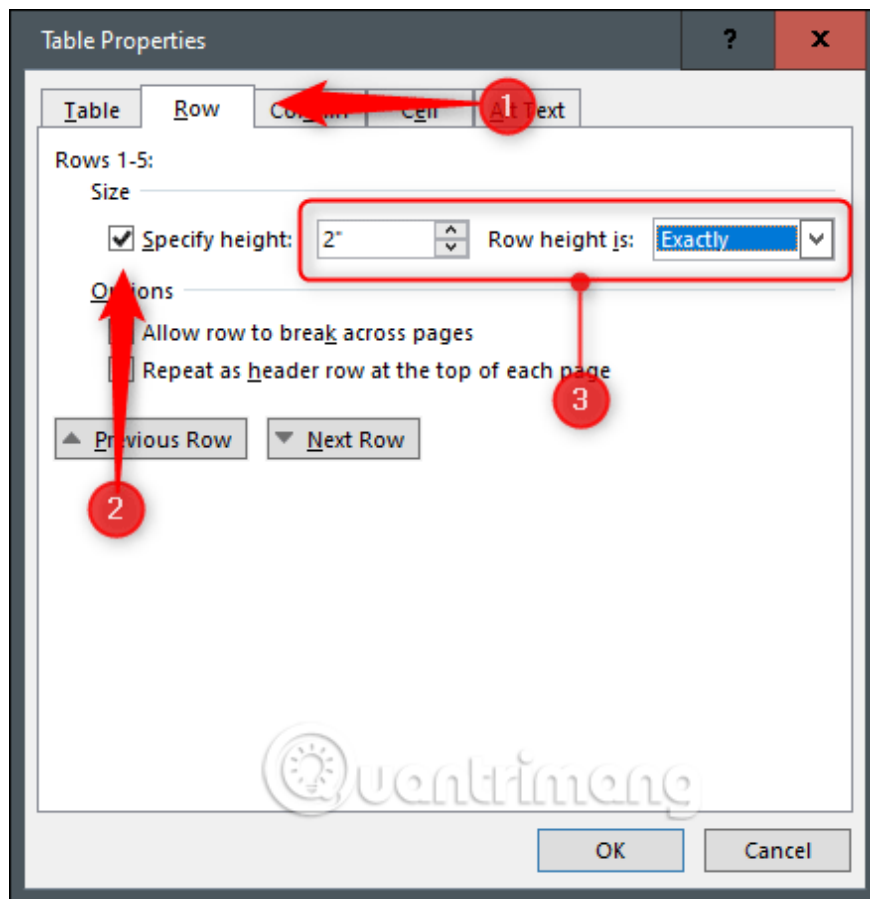
On the table that appears, right-click on the cross icon and select **Table Properties** from the context menu.



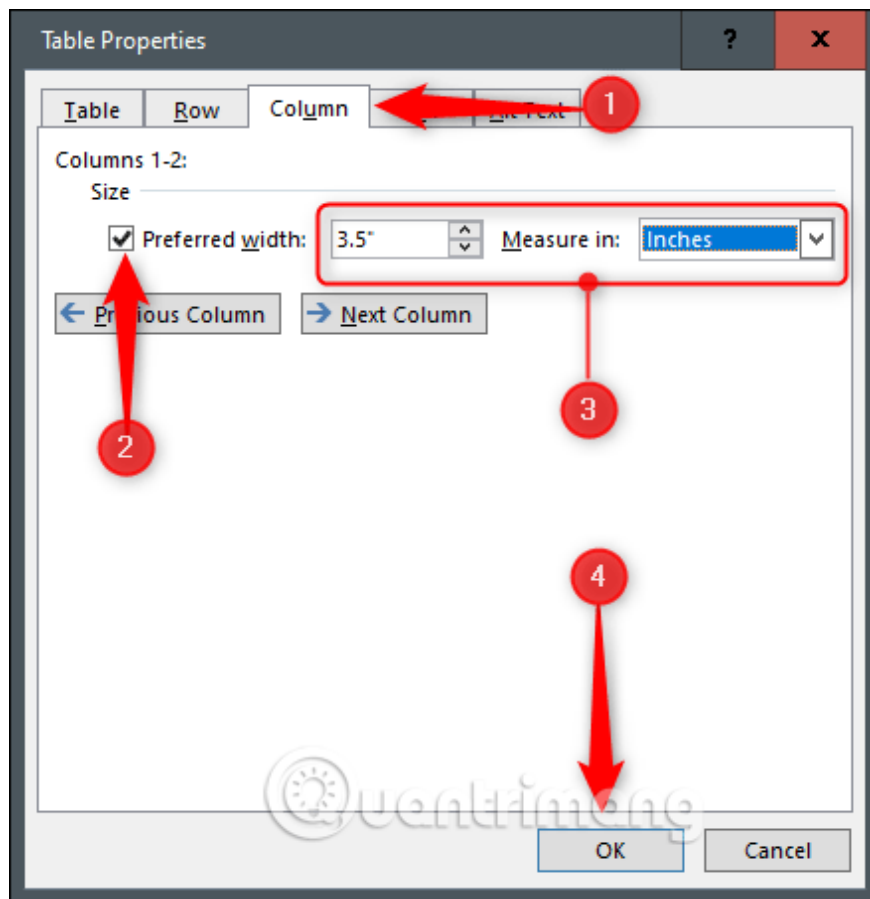
On the Table Properties dialog box, select the **Table** tab, then select **Center** in the **Alignment** section so that your business card looks nice and balanced on the page.



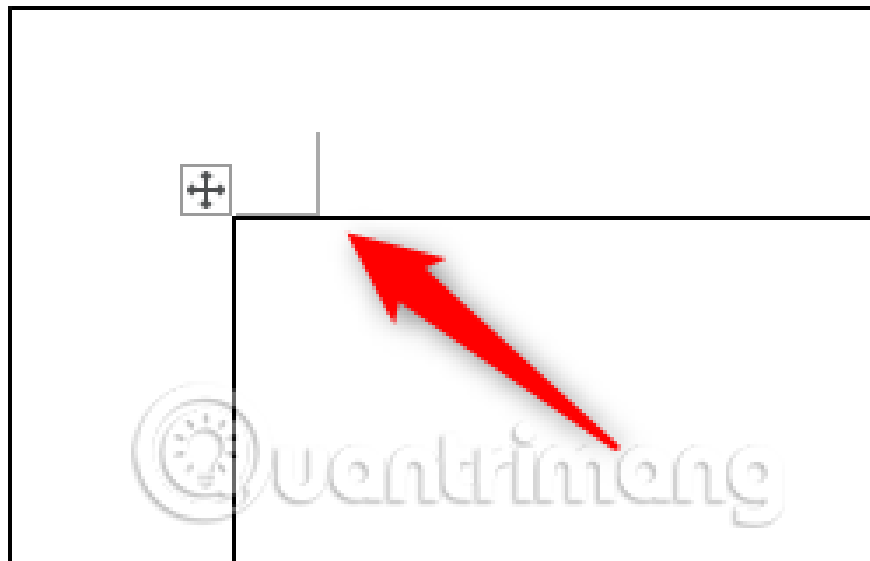
Next, access tab **Row** , select **Specify height** and set the height to 2 inches and then select **Exactly** for row height.



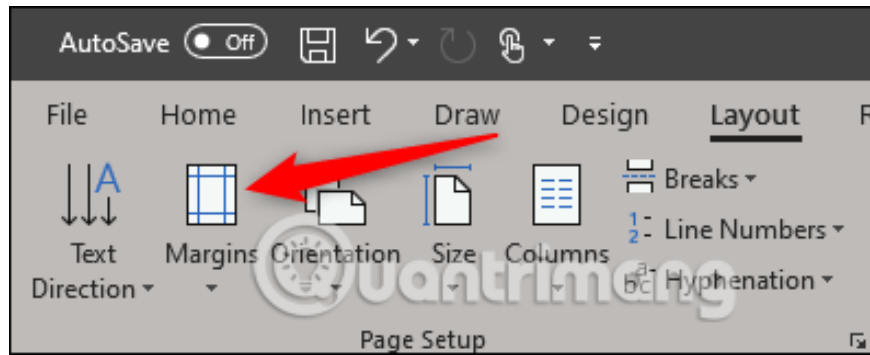
Now, switch to the **Column** tab, select **Preferred width** , leave the **width** to 3 inches and then click **OK** .





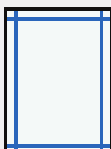
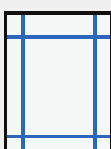
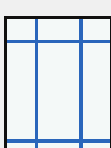
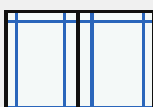

Your table will now be resized to fit the standard business card size. However, here the table is slightly wider than the allowable level.



To fix this problem, visit the **Layout** tab and then click the **Margins** button.

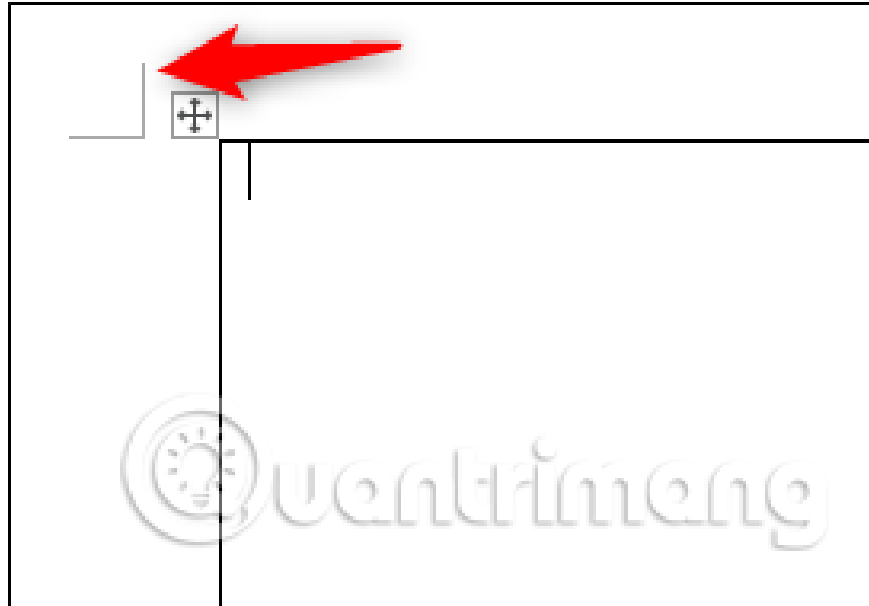


Select **Narrow** from the drop down menu.

	<b>Last Custom Setting</b> Top: 1"      Bottom: 1" Left: 1"      Right: 1"
	<b>Normal</b> Top: 1"      Bottom: 1" Left: 1"      Right: 1"
	<b>Narrow</b> Top: 0.5"      Bottom: 0.5" Left: 0.5"      Right: 0.5"
	<b>Moderate</b> Top: 1"      Bottom: 1" Left: 0.75"      Right: 0.75"
	<b>Wide</b> Top: 1"      Bottom: 1" Left: 2"      Right: 2"
	<b>Mirrored</b> Top: 1"      Bottom: 1" Inside: 1.25"      Outside: 1"
	<b>Office 2003 Default</b> Top: 1"      Bottom: 1" Left: 1.25"      Right: 1.25"

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Custom Margins...

Your business card will be in the page margin.



Now, just fill in the information, use the format tool to format the text, add images.

I wish you all success!

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