

Friendship Force Business Card

The template is written in Microsoft Word. To use the template:

1. Replace the picture with one of your own
2. Replace the words, “Your name”, “Address Line 1”, etc with your own information
3. When you have completed the first card, copy and paste all the information into the other 7 cells in the table
4. Now you have 8 cards ready to print on thin cardboard and cut out

Actually, it’s not quite as easy as it sounds – you will have some trouble making the picture the right size and getting it to stay where you want it to. Sizing it involves clicking on one corner and dragging the cursor towards the middle (or back towards the corner if you make it too small). Once you have made it the right size, getting it to stay in the right place is a matter of dragging it around until it is where you want it to be – and being patient. As soon as it is where you want it, save quickly!