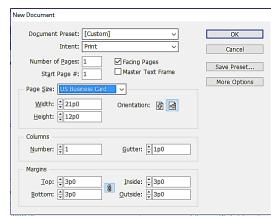
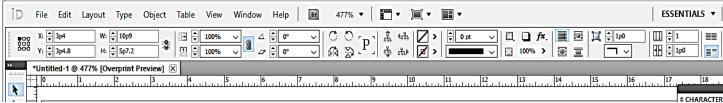
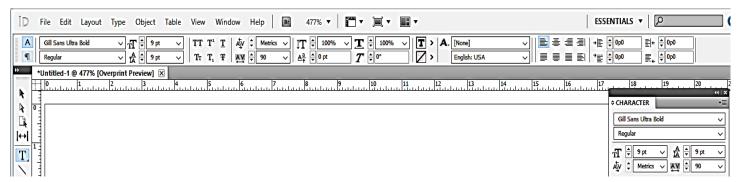
InDesign CS5: My First Business Card

- 1. Start a NEW document and select **U.S. Business Card**. Please check to be sure you have the settings shown.
- 2. Use the TYPE TOOL and **draw a box** from the left of the card for Wilber's name, title, and contact information.
- 3. Once you have it drawn, enter all of the settings shown below in the panel at the top of the screen (*You may need to select it with the SELECTION TOOL if you clicked off it*)

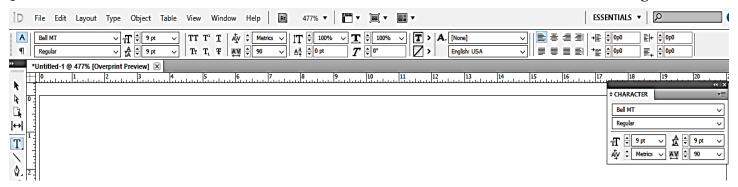




3. The company name, PET CATERING must be in the firm's standard font, **Gill Sans Ultra Bold**. Use the Type Tool, select this font, and be sure you have the following settings:



5. Wilber's name & contact information should be in BELL MT with these settings:



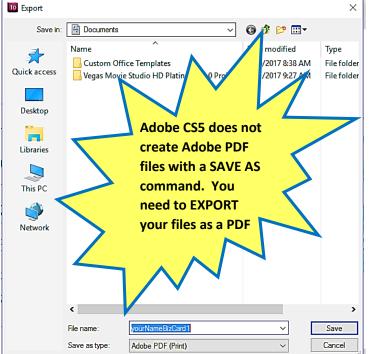
6. Use the RECTANGLE FRAME TOOL and *draw a box to the* RIGHT. This will hold the graphic file (available at class website). Be sure to enter the settings for this object as shown below:



7. Once you have it drawn, enter all of the settings shown below in the panel at the top of the screen (*If you clicked off the frame, you will then have to select it with the SELECTION TOOL*).



- 8. From the InDesign Project page at our class web (Computers & Tech link at www.myBusinessEd.com), **download the company's graphic** and save it to your computer.
- 9. Place the picture into the frame: FILE PLACE (browse to the image and click OK)
- 10. Once the picture is placed in the placeholder, we need to **fit the picture to the frame we created** (NOTE: *The settings above size the frame for the card, so we will fit the picture to the frame proportionally*). **Select the frame, pull-down** OBJECT FITTING **and choose** FIT CONTENT TO FRAME.
- 11. This should complete our business card, however, you will want to use the SELECTION tool and move the 2 frames (text and picture) so that the card has a balanced look.
- 12. When you are satisfied with the layout and ready to turn this in, **we need to create a** PDF (Remember, if we leave it as an InDesign file, it is not ready to share with a print service they will demand the final design be submitted as a PDF).
- 13. **Pull-down the** FILE **menu and select** EXPORT be sure that you have the settings shown below YOUR ARE SAVING AS AN ADOBE PDF (PRINT). Do not save as an ADOBE PDF (INTERACTIVE). Please EXPORT as yourNameBizCard1 (i.e. joeBizCard1).
- 14. BE SURE TO SAVE YOUR WORK AS AN INDESIGN FILE TOO! (Please use same file name)



and ONLY TICKED THE BOXES as shown below! Export Adobe PDF Adobe PDF Preset: [High Quality Print] (modified) Standard: None mpatibility: Acrobat 5 (PDF 1.4) Description: [Based [High Quality Pri Use these settings to create Adobe Marks and Bleeds nents for quality pri Created PDF docur Output can be opened with Acrobat Reader 5.0 and lat Security Pages (A) ORange: 1 Spreads ☐ Embed Page Thumbnails ✓ View PDF after Exporting Optimize for Fast Web View Create Acrobat Lavers Export Layers: Visible & Printable Layers Include Bookmarks Non-Printing Objects Visible Guides and Baseline Grids Interactive Elements: Do Not Include Export Cancel Save Preset...

Note: Please be sure you have reviewed the options

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