**Business Card Template Instructions**

Download the file.

The document below appears blank, however there is a template table inserted. If you place your cursor at the top of this page, you will see this shape

Click on the shape and the outline of the template appears. It contains two columns and five rows so that 10 business cards can be created.

The cursor will be positioned in the center of the first card in the upper left. Begin typing in the upper left section to design your first business card.

Once the content of your business card is created and the layout information, font and style are complete, copy and paste into the other card spaces.

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