Business Card Instructions

1. Go to FSAnet, locate the business cards template in the FSA graphics section of the Communications site.

2. Download the business card template to Microsoft Word. If you would prefer not to use the template and create your own cards instead, be sure to download the FSA graphics in style section instead of the template.

3. Add your business card information to the downloaded template.

4. Highlight the completed business card by entering the edit menu and clicking on Select All.

5. Go to the Tools menu and select Envelopes and Labels. Once you're in the envelopes and labels box, your information will appear.

6. Select the labels tab. Your information will again appear.

7. Go to the bottom right corner of the labels tab and click on the sample label. This will give you the option to choose which cardstock you want. (Note: there are several different Avery labels and business cards you can choose. Most labels and business cards have a corresponding Avery number on them.)

8. Then go to the left corner of the labels box and choose how many business cards you want to print. (ex. Full sheet of the same or a single business card)

9. Load your business cards into the printer and press print.