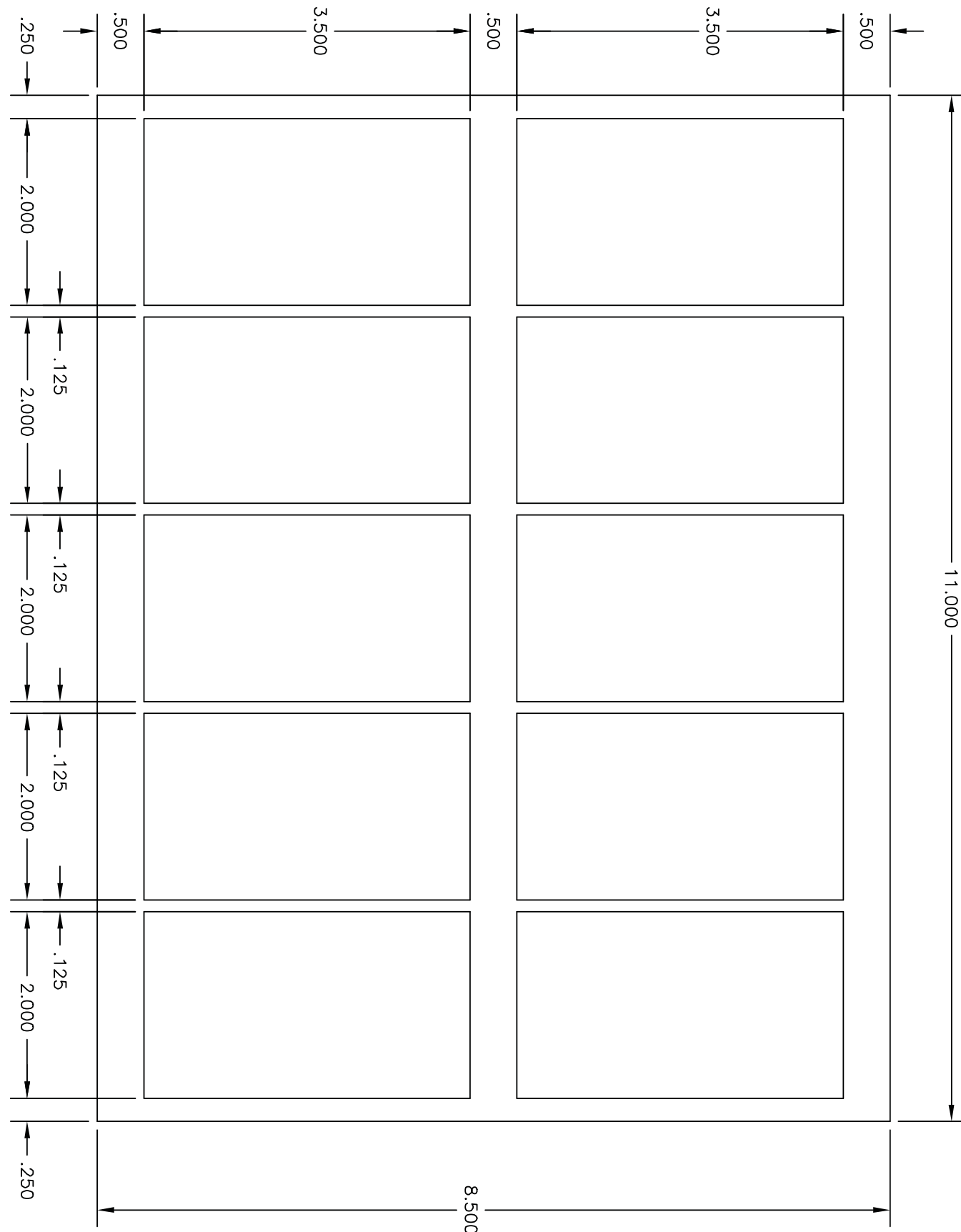


# 10-up Format



Designing business cards in-house with Models: GC210 or GC10



### Instructions for setting up in:

- Adobe Illustrator
- MicroSoft® Publisher
- MicroSoft® Word
- Quark Xpress™ / Adobe InDesign



# Using Adobe InDesign / Quark XPress™

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Document
2. The page set-up should be as follows:
  - Page size - Letter - Portrait
  - Columns = 2      Gutter = 0.50"
  - Margins    Top = 0.25"      Inside = 0.25"  
                  Bottom = 0.25"      Outside = 0.25"
3. Click OK
4. Once you have your page with the vertical guides, you can set the horizontal guides manually.
5. Create guides by going to the top or side rulers and pulling down. Move the first guide down 2" from the top guide, then grab another guide and move that one down 0.125" from the 2" guide you just created and keep repeating until it looks like the 10-up format on page 4.
6. Design your cards

## Using Adobe Illustrator

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Letter (portrait)
2. Make sure that your rulers are on, if they are not go to Views - Show Rulers  
You're ready to set your guides
3. With the selection arrow chosen move your mouse over the ruler on top and left click and hold. A light blue line will appear, that is your guide line. Bring this guide down onto your page 0.25" and release (use the ruler on the left for reference). Then follow the 10-up format on page 4 to finish the horizontal lines.
4. Once you have 10 horizontal guides, you can create your vertical guides by using the same principal as the horizontal, you'll just pull from the left ruler instead of the top. Again follow the 10-up format on page 4 until you have 4 guides.
5. Once you have all of your guides, your ready to design.

# Microsoft® Word

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New
2. Go to Tools - Letter and Mailings - Envelopes and Labels
3. Make sure that the Label tab is selected and click Options
  - Scroll down until you find Avery 5371 - Business Cards
  - Select and then click Details at the bottom of the box
4. Make the following changes:

Top margin = 0.25"	Vertical pitch = 2.13"
Side margin = 0.50"	Horizontal pitch = 4"
Number across = 2	Number down = 5
Save as "GC210" or "GC10"	
5. Click OK - click OK again - click New Document
6. Your ready to design

## Microsoft® Publisher

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Blank publications - select Business Cards, then apply a design or create your own.
2. Go to file - Page Setup

Width = 3.5"	Height = 2"
Portrait	
3. Click Change Copies Per Sheet  
Make sure that the "Print Multiple Per Sheet" is selected
4. Make the following adjustments

Side margin = 0.50"	Horizontal gap = 0.50"
Top margin = 0.25"	Vertical gap = 0.125"
Number across = 2	Number down = 5
5. Click OK
6. Click OK again