# Business Card Instructions

The GCI local business card template is prepared to match the specifications at [www.gotprint.com](http://www.gotprint.com). It is designed for full color front and back.

To prepare your business card:

1. Open the “Business Card Template - Local – Front” file in Publisher.
2. Edit your name, church name, phone number, email address and website
3. Save the file
4. Click File, Save As
5. Select the folder in which to place the file
6. For “Save as type” select PDF (\*.pdf)
7. Click “Options”
8. Click “Commercial Press”
9. Click OK
10. Click “Save”

At this point you should have files for both the front and back of the card to update to [www.gotprint.com](http://www.gotprint.com).