

USPTO Business Cards

FYI

As part of the "Day 2" initiatives, employees can now print their own USPTO business cards on office printers. Business card stock will be provided by the USPTO. See your supervisor to receive blank card stock. Use the attached template for cards printed on USPTO office printers. Do not substitute the font used in the template. This template was designed to work with self-perforating Avery Laser Business Card stock (Avery #5371 white, #5372 cream, or #5373 gray). Due to inconsistencies with color printers, business cards are authorized only in black and white. To print business cards on USPTO office printers, perform the following:

Instructions:



buscardtemplate.ppt

- 1) Open the business card PowerPoint template.
- 2) The template prints 10 cards on each sheet of business card stock. Change the sample name, title, phone numbers, and e-mail address in the upper left card as appropriate. In order to fit all of the necessary information on the business card, do not substitute the fonts used in the template or change any other formatting, including font size, bolding, text justification, or include any additional lines of text. For consistency, leave the address as "Washington, DC 20231."
- 3) Using your mouse, highlight the entire text block by clicking once anywhere in the text, and then hold down the **Ctrl** key and the letter "**A**" key.
- 4) Once all text is highlighted, hold down **Ctrl** and the "**C**" key to copy the text into memory.

5) Click once anywhere in the text block of the adjacent business card and hold down **Ctrl** and the "**A**" key to highlight all text in the card, and then hold down **Ctrl** and the "**V**" key to copy the new text into the card.

6) Repeat step #5 for the remaining eight business cards.

7) All cards on the template should now be identical.

8) Save the file to your hard drive. (Should you need to print additional cards in the future, you can easily modify your new template.)

9) To print the cards, select **P**rint from the **F**ile pull-down menu in PowerPoint. Refer to your printer's operating manual for instructions on the direction in which you should load sheets and for other loading and feeding recommendations based on your particular model. Use the manual feed feature of your printer whenever possible. This will help minimize the potential for the card stock jamming in your printer.

10) Once all cards have been printed, separate the cards by carefully folding back and forward along the perforated edges. The cards should separate cleanly.