*This template was designed to be used with Avery Magnetic Business Cards and Avery Magnetic Full Sheets.*

**TIP**

Resize your image in Word to 3½″ wide and 2″ tall *before* you insert the image into the template.

**Step 1:** Select View > Print Layout to see the entire template.

**Step 2:** Choose the image you wish to replace in the template.

**Step 3:** Go to Insert > Picture > choose the image you wish to use, and insert it into the template.

**Step 4:** Repeat until all the images are replaced.

**Step 5:** To add text to your image, select Insert > Text Box. Add text.

**Step 6:** Go to Print > Print Preview to ensure your business cards are within the margins.

**Step 7:** Load magnetic paper into the printer, following your printer’s directions.

**Step 8:** Select Print > Page 2 to avoid printing these instructions on magnetic paper.

**Step 9:** Follow the print setup as outlined by your printer’s manual.

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