**Business Cards**

Business cards are used to quickly share information about yourself with other individuals. Typically, they are easy to read, contain a logo or artwork, and contain information like your name, phone number, address, and email. Copy the business card template file that is saved in the Graphics I Shared folder to your desktop to create 10 business card layouts for yourself. You may use as many colors as you like, you must have a high resolution image/artwork on it. The layout is called 10 up, meaning there are 10 different spaces for designs. Each card is 3.5” x 2”. When you are done with your designs, print it to the color laser printer and turn it in with this grade sheet.

**Steps to follow:**

1. Get the template. Do NOT double click…drag and drop the file onto your desktop and then double click the file on your desktop to open it.
2. Begin designing. Each box is 3.5”x2” and there are 10 of them. You must create 10 different designs or variations that include your name, a piece of high resolution artwork and any other pertinent information like phone, cell, address, or email. You may use photoshop, illustrator, the digital camera, or scan items for your artwork.
3. Upload your file as a PDF to Jupitergraphdes

**Evaluation**

Artwork 0 1 2 3 4 5

Information 0 1 2 3

Individual Card Layouts 0 1 2 3 4 5 6 7 8 9 10

Use of program 0 1 2 3 4 5

Total \_\_\_\_\_\_\_ out of 23