

Readme - Business Cards

- Open the Word document containing the business cards that you want to print and convert to PDF.
- Make sure that the layout of the business cards is correct, and adjust the design or content as needed.
- Go to the "File" menu, and click on "Print".
- In the "Printer" section, select "Microsoft Print to PDF" as your printer.
- Under "Settings", make sure that the "One Page Per Sheet" option is selected.
- Click on "Print" to print the business cards as a PDF file
- Before you print the business cards as a PDF, make sure that your printer supports back-to-back printing. Some printers have this feature built-in, while others may require manual flipping of the paper.
- In the "Printer" section, select your printer and click on "Printer Properties".
- Look for a setting called "Duplex Printing" or "Double-Sided Printing" and make sure it is turned on.
- Under "Settings", make sure that the "One Page Per Sheet" option is still selected.
- Click on "Print" to print the business cards as a PDF file.
- Once the printing is complete, check that the back of the cards are correctly aligned with the front. If not, adjust the settings and print again.
- Choose a location on your computer where you want to save the PDF file, and give it a name that is easy to remember.
- Once the file is saved, you can open it and check that the business cards are correctly formatted and appear as expected.
- If you need to make any changes, go back to the original Word document, make your edits, and repeat the process of printing and converting to PDF.
- Once you are satisfied with the PDF file, you can use it for personal use only