

Re: How can I design business cards w/ Micro Office ?

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- *From:* "BruceM" <bamoob@xxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Wed, 22 Mar 2006 07:35:45 -0500
-

That's a really useful idea to use bookmarks in that way. I found that the graphic does need to be inline, and that Ctrl A, F9 is needed to update the fields. Text added at the end of the last line of text will not be updated (since it is outside of the bookmark) until all of the text in the "active" cell is selected and the bookmark is inserted again.

As I said (in different words) in another post in this thread, Word has a lot of useful and versatile features that tend to get buried under a layer of simplistic automation. Critics of Word often lament a lack of features that are in fact part of the program. Were it not for newsgroups I would not know one fourth of what Word can do.

Thank you for posting where the conversation started. I use the full Office Professional suite (not so much Power Point, though), and am always glad for new ideas.

"Vincent Johns" <vjohns@xxxxxxxxxxxxxxxxxxxxxx> wrote in message [news:Ey3Uf.62157\\$dW3.30321@xxxxxxxxxxxxxxxxxxxxxx](mailto:news:Ey3Uf.62157$dW3.30321@xxxxxxxxxxxxxxxxxxxxxx)

Having used both Word and Publisher to generate publications, I think both are useful, but that Word is a bit more versatile. (I think Publisher does a better job of providing document-design help, offering suggestions, etc., but its files are not easy to convert to Word format.) Word offers a helpful alternative to Access Reports, by allowing one greater freedom in displaying the contents of the Query underlying a Report. You do need to express everything you want to show in your Word document via a single Access Query, which you invoke using Word's "Mail Merge" facility. But, for example, if your Query generates a mailing list, you can print them in 3 columns on a page, which is not nearly as easy in an Access Report.

Incidentally, concerning business cards, an easy way to set that up is to create the table that BruceM described, put what you want into the upper-left cell, define a Bookmark containing the cell's contents (including graphics, if you wish), and then into each of the other cells simply use a link to it. For example, suppose you call the Bookmark in the first cell "BusinessCard". Then in each of the other cells on the page, you insert a "{REF BusinessCard}" Field. Any editing changes that you make to the upper-left card are reflected in the remaining cells on the page. (You might need to use Control-A, F9 to update the REF fields

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after making a change.) For this to work, the graphics may have to remain in line with the text (= NOT in front, behind, etc.).

Or, you can save to disk an image of the card you want to print and invoke that in all cells of the table. For example, if your card is in file BusinessCard.bmp, you might fill each cell of the table with a "{INCLUDEPICTURE \d BusinessCard.bmp * MERGEFORMAT}" field, which would link to the *.BMP file. If you were to edit the image, all the cards on the page would change to match the revised version.

Or, you could combine these (maybe for an advertisement, rather than business cards): use a linked image for the graphics and boilerplate text, and a "Mail Merge" field for names or other output from an Access Query.

Publisher may allow you to do some of this, but my recollection is that it's not as easy as it is in Word.

— Vincent Johns <vjohns@xxxxxxxxxxxxxxxxxxxx>
Please feel free to quote anything I say here.

BruceM wrote:

Since we're getting a bit off–topic here I'll just add that when I needed to create business cards in Word I ignored the wizard and the templates that came with the card. Instead I created a 2 x 5 table, and used custom Styles to format and position the text in one of the cells, then I added the graphics in front of the text (or behind, but not wrapped or inline) with the anchor locked to the paragraph mark below the cell. Once that was done I copied and pasted into the other cells. I don't remember if I needed to lock the anchors for all of the graphics individually.

Once the layout was complete the client wanted some changes, which I accomplished by modifying the Styles. Since the graphics were anchored outside of the table I could select all of them at once and nudge them with Ctrl + the arrow keys.

Nothing against Publisher. It may well be far superior for business cards. However, Word is quite servicable for the project. Once cards have been designed, a template based on the layout can speed future designs.

Unfortunately, the best features of Word (such as Styles) are buried behind layers of automation and misguided wizards. Word would be a much better program if MS didn't assume that its users are incapable of understanding or using the program.

"mnature" <mnature@xxxxxxxxxxxxxxxxxxxxxxxx> wrote in message news:7FBEF0F9-DFCB-4A74-92AA-A406CC0EAEDE@xxxxxxxxxxxxxxxx

Re: How can I design business cards w/ Micro Office ?

Thanks, Pat. I've been using Word because I always have, and Publisher didn't exist when I first started using Office (is anyone else from the Windows 3.0 era?). But now I need to spend several hours exploring Publisher, and seeing what else I've been forcing Word to do that I could do quicker and easier in Publisher.

"Pat Hartman(MVP)" wrote:

You can do it with Word but word is a really poor tool for that particular task. It has a wizard that will generate a page full of business cards but there is no way that I have seen to modify the design except by changing each individual card??? I prefer Publisher if you have it. That is what I use and I really like it. It is quite flexible and comes with a lot of good basic designs. If you don't have Publisher, buy yourself a cheap out of the box solution (< \$30) at Staples or CompUSA.

One hint. Print the first page of labels on plain paper. Hold the plain paper up to a strong light behind a page of your label stock to make sure that the labels align properly within any graphic elements of the label stock.

"curly"

<curly@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>

wrote in message

news:EB882EB5-8625-47D8-BCF1-F486775D2735@xxxxxxxxxxxxxxxxxxxx

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New to Micro. Office setup .
Trying to design business
cards for my
tattoo
company that i am trying to
start. How do i go about
doing so ? I love
suggestions & coaching . I
am at curly4all@xxxxxxx