

Thanks for downloading our pre-designed business card templates!

HERE ARE SOME TIPS, TRICKS, AND BEST PRACTICES TO MAKE THE MOST OUT OF THESE TEMPLATES:

Apply your branding, and be consistent

Put your best foot forward in front of prospects and clients by applying your brand colors, fonts, etc. to these templates. If you don't have a defined visual brand strategy, check out [this resource from HubSpot](#) to get started.

To change the color of any objects, click the object you'd like to edit, navigate to the toolbar at the top and select *Shape Format*. Under *Shape Fill*, you can edit the color to whatever you'd like. By clicking *Shape Outline*, you can change the color of a line, or add a border to a shape.

Consistency is key! As a rule of thumb, stick with 2-3 main colors and 1-2 fonts in your business card design.

To add your logo to these business card designs, click *Insert* in the toolbar, then click *Pictures...*, and then click *Pictures From File....* There you can upload your logo and insert it into the design. Resize it appropriately and move it to the correct spot, then you can delete the "Your Logo" text box from the design.

Choose an appropriate card stock

Be sure to choose the right card stock when you print your business cards. A good printer will be able to suggest the most suitable options. You can also typically order paper samples from online printers to see and feel the quality of the paper options they have. Choose a stock that will make a lasting impression on anyone you give your business card to.

Keep it simple

When in doubt, keep it simple and straight to the point. When you hand someone your business card, you want them to easily see your contact information—that's the whole goal, right? By cluttering up your design with unnecessary elements and information, you risk overwhelming a potential client or networking connection and missing the connection.

Ensure the text is legible

The standard business card size is 3 1/2 inches by 2 inches. That's a small amount of space to fit all the necessary information your business card needs on it. While it might be easy to reduce the font size until everything fits, it could result in a type size that is difficult to read. Ask your printer for a physical printed proof of your card to ensure the text is legible.