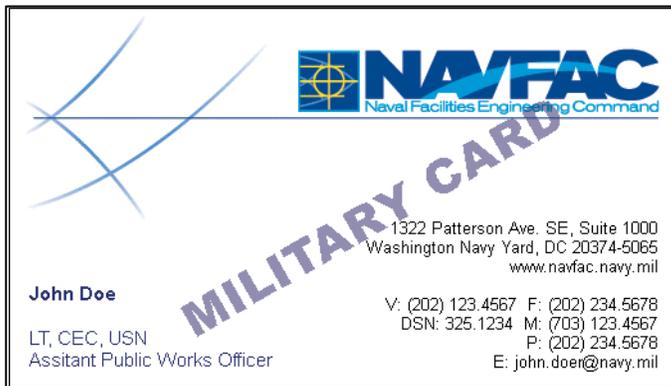
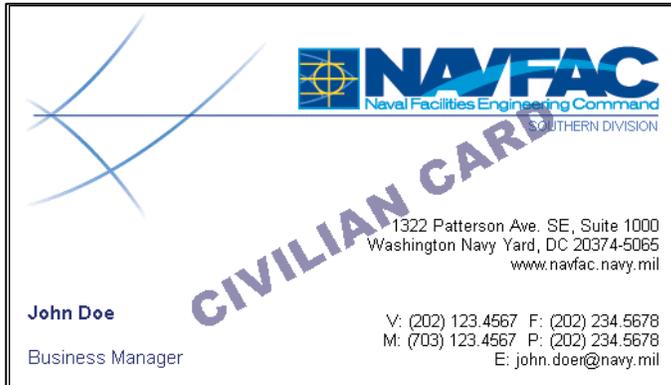


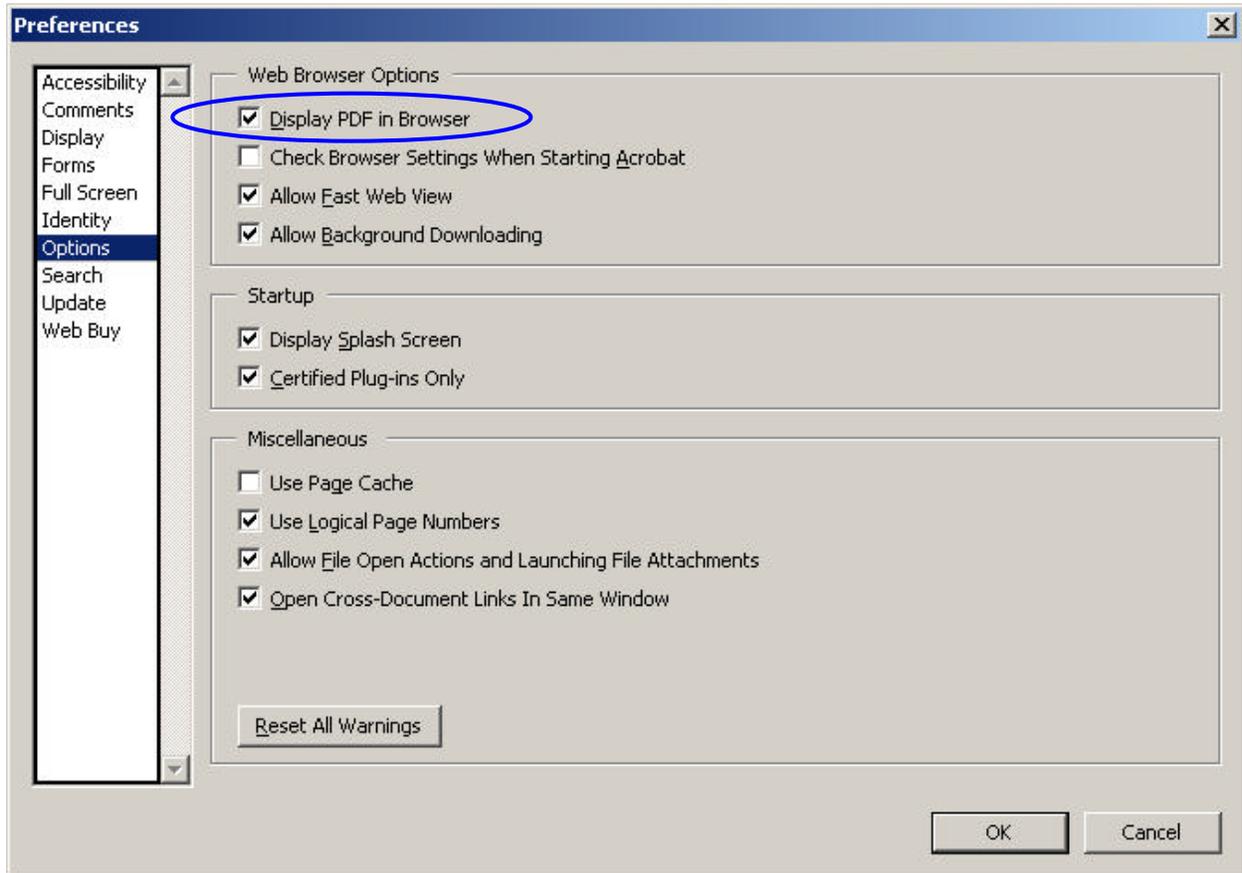
Business Card Web Generation Tool Instructions

Card Preview



Check Adobe Acrobat Reader 5 Settings

1. Open Adobe Acrobat Reader
2. From the menu, Select "Edit" and then "Preferences..."
3. Choose "Options" from the list on the left
4. Make sure the "Display PDF in Browser" option is checked.
5. Click "OK" to accept the changes
6. Close Acrobat Reader

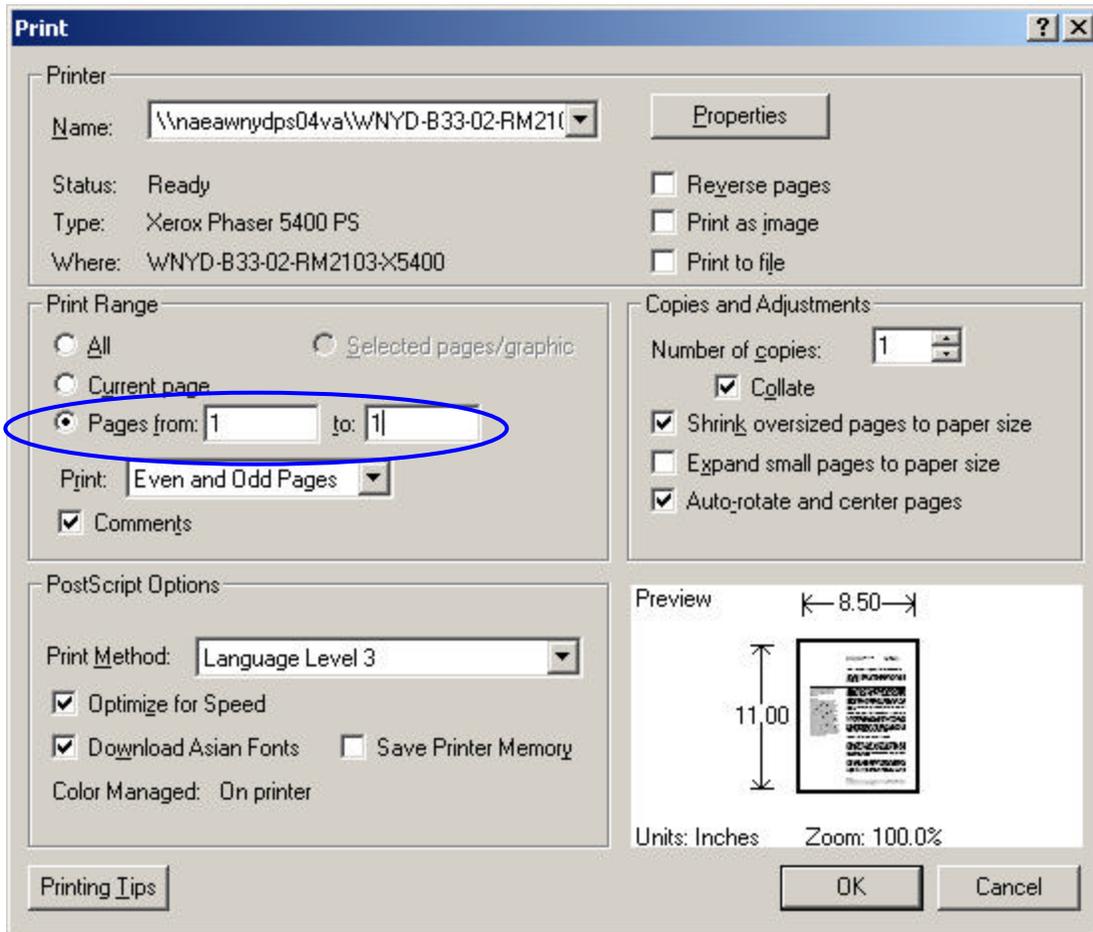


Creating your Business Card

1. Go to business card template page at <http://navfacilitator.navfac.navy.mil/brand/brand.cfm>
2. Fill in your information
 - a. The Form starts with the cursor in the Name field and the tab button will move progressively through the form fields.
 - b. The list of Fields are as follows:
 - i. Name
 - ii. Rank
 - iii. Title
 - iv. NAVFAC Component
 - v. Address Line 1
 - vi. Address Line 2
 - vii. City
 - viii. State
 - ix. Zip Code
 - x. Five Phone Number fields are available with the following list of designators available: Voice (V), Fax (F), DSN, Mobile (M), & Pager (P)
 - xi. E-mail address
 - c. All fields will display as they are typed, so information such as phone number should be typed in properly formatted (i.e. (202) 123.4567).
 - d. Make sure to clear the contents of the fields that you do not need, so that the default text will not be shown on your card.
3. Once all desired information is complete, click the "Preview Business Card" button.
4. An HTML preview of the card will be generated. This is very close representation of what the card will look like.
5. Below the HTML preview is the data form, so that personal information can be edited. If changes are necessary, make them in the form and click "Preview Business Card" at the bottom once again. This process can be iterated until the card is correct.
6. If there are no changes required to the preview, click the "Print as PDF" button. NOTE: This can take up to 45 seconds.
7. Acrobat will open your card printout as a PDF displayed in the browser.
8. You can print the file directly from the web page. There have been mixed results with saving the PDF. We are still working this issue.

Printing your Business Card

1. The business card printouts are produced in a standard Avery 8371 template format. The specifications for this template are as follows:
 - a. 10 cards per page (5 rows of 2 each)
 - b. Cards are 2" tall by 3½" wide
 - c. Top and bottom margins are ½"
 - d. Left and right margins are ¾"
2. The PDF file produced has 2 pages – The front and the back of the card.
3. Print the file once and choose "Pages from 1 to 1" like below.



4. Flip the sheet over and print again except choose "Pages from 2 to 2."
5. NOTE: Make sure you test your printer and figure out which side it prints on and in what direction.

This tool is still new and we are still testing issues, so please send comments, concerns, or questions to your Public Affairs Officer.