Martin Yale Support GC208 Software Layout
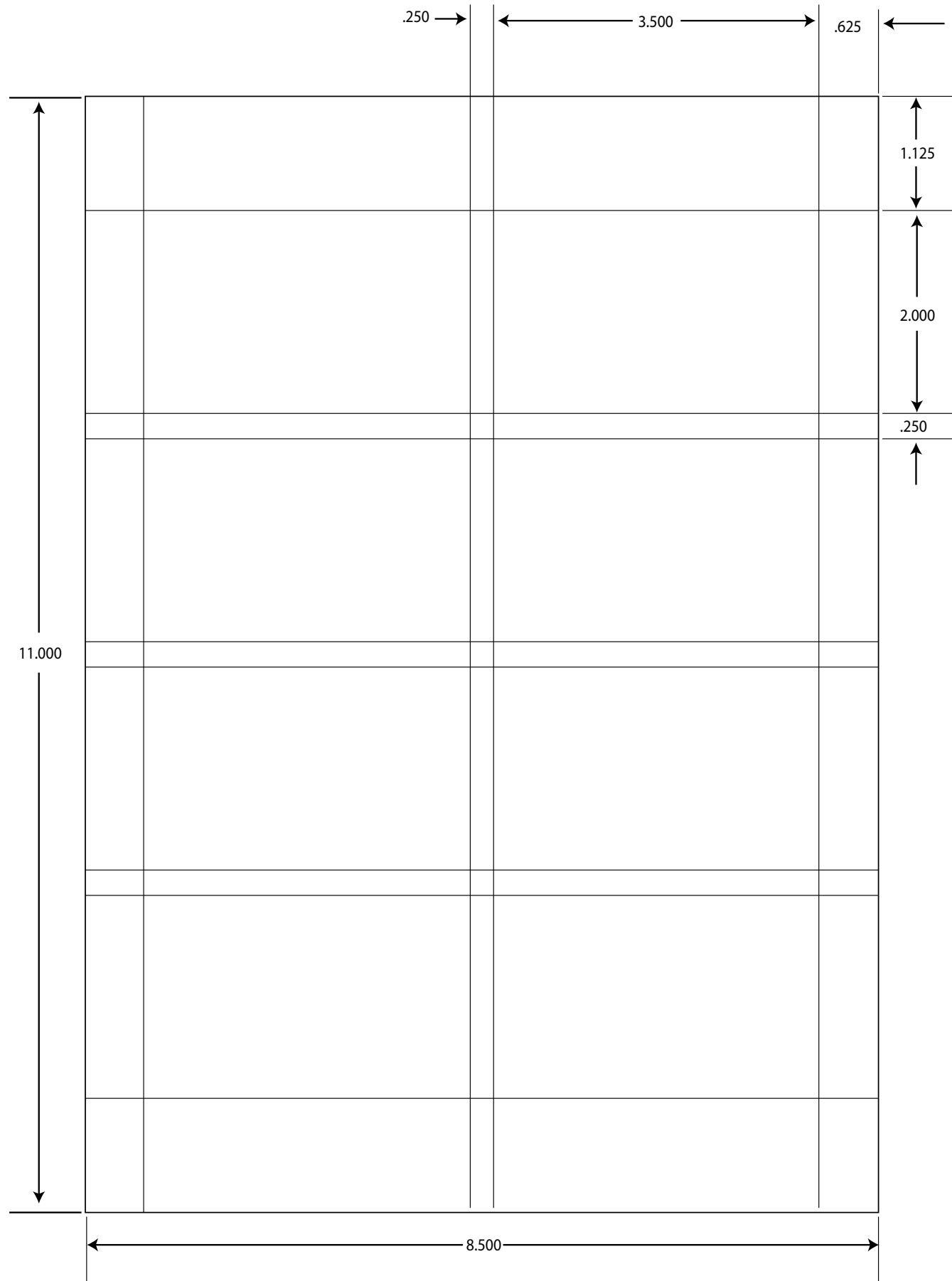
Instruction Manual

Provided By

8-up Format

.250 | 3.500 | .625

1.125

2.000

.250

11.000

8.500

4

Designing your business cards in House

Model GC208

Adobe Illustrator

intimus ®

GC208
Gutter-Cut Business
Card Slitter

251 Wedcor Avenue
Wabash, Indiana 46992
Phone: 800-225-5644
Fax: 260-563-4575

...llustrator

MICROSOFT PUBLISHER

Primary Business Address
251 Wedcor Ave.
Wabash, IN. 46992

Phone: 260-563-0621
Fax: 260-563-4575
Email: info@martinyale.com

Intimus®

GC208
Gutter-Cut B...

Microsoft® Publisher

Quark XPress™

intimus ®

251 Wedcor Ave. • Wabash, IN. 46992
Ph: 260-563-0621 • Fax: 260-563-4575
info@martinyale.com

...odel GC208
...tter-Cut Business Card Slitter

Quark XPress™ / InDesign

Intimus®

GC208
Gutter-Cut Business Card Slitter
Microsoft Word
251 Wedcor Ave. • Wabash, IN. 46992
Phone: 800-225-5644
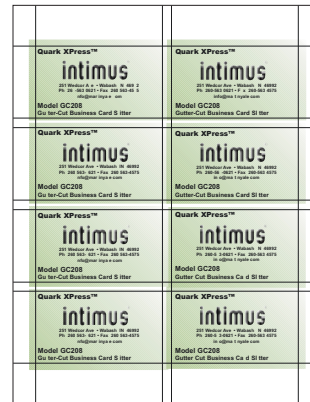Fax: 260-563-4575
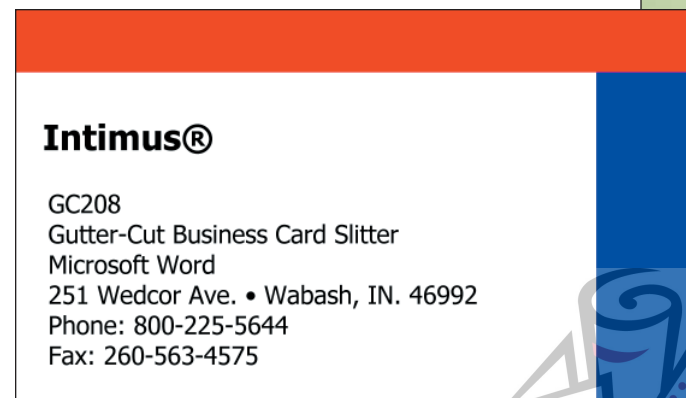
Microsoft® Word

They'll look like they were done by a professional

Using Adobe InDesign / Quark XPress™

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Document

2. The page set-up should be as follows:
   - Page size - Letter - Portrait
   - Columns = 2   Gutter = .25″
   - Margins   Top = 1.125″   Inside = .625″
                    Bottom = 1.125″   Outside = .625″

3. Click OK

4. Once you have your blank page now we need to set the guides for the actual cards

5. Create guides by going to the top or side rulers and pulling down. Move the first guide down 2″ from the boundary box, then grab another guide and move that one down .25″ from the 2″ guide you just created and keep repeating until it looks like the 8-up format on page 4.
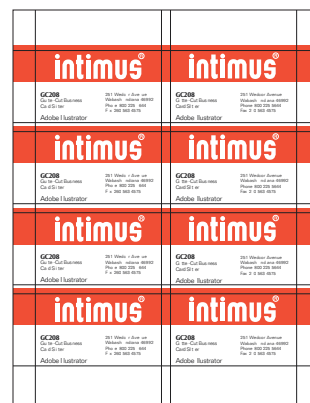
6. Design your cards

Example: Quark layout

Using Adobe Illustrator

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Letter (portrait)

2. Make sure that your rulers are on, if they are not go to Views - Show Rulers

You're ready to set your guides

3. With the selection arrow chosen move your mouse over the ruler on top and left click and hold. A light blue line will appear, that is your guide line. Bring this guide down onto your page 1.125″ and release (use the ruler on the left for reference). The follow the 8-up format on page 4 to finish the horizontal lines.

4. Once you have 8 horizontal guides, you can create your vertical guides by using the same principal as the horizontal, you'll just pull from the left ruler instead of the top. Again follow the 8-up format on page 4 until you have 4 guides.

5. Once you have all of your guides, your ready to design.

Example: Illustrator layout

Microsoft® Word

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New

2. Go to Tools - Letter and Mailings - Envelopes and Labels

3. Make sure that the Label tab is selected and click Options
   - Scroll down until you find Avery 5371 - Business Cards
   - Select and then click Details at the bottom of the box

4. Make the following changes:
   Top margin = 1.125″   Vertical pitch = 2.3″
   Side margin = .625″   Horizontal pitch = 3.8″
   Number across = 2   Number down = 4
   Save as "Gutter Cut"

5. Click OK - click OK again - click New Document

6. Your ready to design

Example: Word layout

Microsoft® Publisher

Follow these simple steps to designing your business cards with bleed over.

1. Go to File - New - Blank publications - select Business Cards, then apply a design or create your own.

2. Go to file - Page Setup
   Width = 3.75″   Height = 2.25″
   Portrait

3. Click Change Copies Per Sheet
   Make sure that the "Print Multiple Per Sheet" is selected

4. Make the following adjustments
   Side margin = .5″   Horizontal gap = .1″
   Top margin = 1″   Vertical gap = .1″
   Number across = 2   Number down = 4

5. Click OK

6. Click OK again

Example: Publisher layout