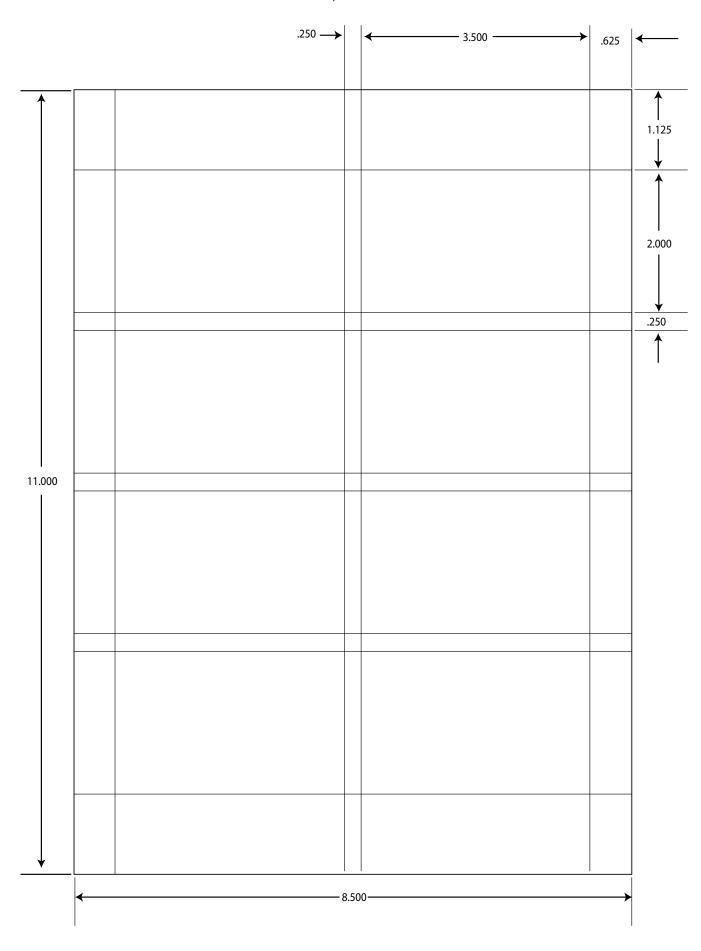
# Martin Yale Support GC208 Software Layout

### **Instruction Manual**



#### 8-up Format



## Designing your business cards in House intimus

Model GC208

Adobe Illustrator

GC208 Gutter-Cut Business Card Slitter

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MICROSOFT PUBLISHER

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

Microsoft® Publisher

GC208

Quark XPress™ / InDesign

**Intimus®** 

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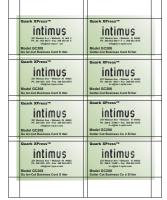
Microsoft® Word

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

#### 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 Example: Illustrator layout 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.

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4. Make the following changes:

- Side margin = .625"Horizontal pitch = 3.8" Number across = 2Number down = 4
- Save as "Gutter Cut"

Top margin = 1.125"

- 5. Click OK click OK again click New Document
- 6. Your ready to design

#### 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

Example: Word layout

#### Microsoft® Publisher

Vertical pitch = 2.3"

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 = 2Number down = 4

- 5. Click OK
- 6. Click OK again



Example: Publisher layout

