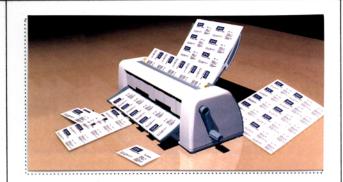# Template Instructions

1. Simply lay this layout template over <u>your</u> completed layout.

2. Make sure that all images are centered within the card parameters. If the "template lines" cut images and type off – so will the knifes of the CardMate.

3. IMPORTANT! Leave at least ¼ inch (5mm) on all 4 sides. This is indicated on the template by the broken lines.
Extra space to the edge of the paper avoids cutting letters and images off.

4. It also "forgives" your printer. Remember, your printer is not a printing press and may vary in line-up registration. Papers may also vary in size.

5. Avoid cards which have "bleeding images" ... running out of the edges. Such layouts require a double cut and are difficult to line up.

6. In addition the toner may scratch off the edges after it is cut.

Business Card Software Suggestions:

Avery Zweckform, Corel Draw, Microsoft Word, Data Becker, Sigel etc.

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