

How To Edit Business Cards

HOW TO EDIT PDF FILE:

1. Follow the link to download the editable PDF
2. Gather personal information to customize your business card (ie. your name, country, BA website link, and phone number)
3. Send the editable PDF to local printer with personal information to customize your business card
4. Select quantity and paper weight with printer

HOW TO EDIT WORD DOC:

1. Open document with Microsoft Word
2. Replace placeholder text with your personal information (ie. your name, country, BA website link, and phone number)
3. When finished, select “File” from the top menu, select the “Save As” option, and save document as PDF
4. Send print-ready PDF to local printer
5. Select quantity and paper weight with printer

