



## Creating a Student Business Card with the University Logo

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1. Ask Career Services for a Business Card template. We will send you two Microsoft Publisher files via email (see templates below).



**Template 1**



**Template 2**

2. Choose one of the templates and edit it in Microsoft Publisher. Publisher is available on any campus computer.

### IMPORTANT NOTES:

- **Do not stretch or pull the logo graphic out of proportion.** "Place your cursor on one of the four corners of the logo **and hold down shift as you** adjust the size. This will ensure the logo stays in the correct proportion.
  - If you are not in a leadership position (see **Template 2**, "President of the Accounting Society"), use this space to list your contact information. Don't feel like you have to make up information or include information that is not relevant in order to take up space.
3. Save the Microsoft Publisher document as a PDF when finished and send it to Print Services, or upload the PDF to an online printing service such as [www.vistaprint.com](http://www.vistaprint.com) . When using the logo, you must use white paper only – no other colors. You always have the option of creating your own business card without the Cedarville logo.

## Creating a Student Digital Business Card

# One Tap. Limitless Connections.

Say goodbye to ordinary business cards. Instead, start sharing **all your contact** information with a single tap using **Social Master's digital contact cards**.

*curus.*



### HiHello: Digital Business Card

Biz Cards & Contact Manag...

GET



1. Step 1: Download HiHello (or a similar app)
2. Step 2: Create a free account
3. Step 3: Follow the on-screen instructions to enter your name, title, company, email, and phone number
4. Step 4: Add a photo
5. Step 5: Select which card you want to edit
6. Step 6: Tap "Add Information" and customize your card
7. Step 7: Pick a color and add social media profiles, a logo, and more
8. Step 8: Save your card
9. Step 9: Share your card

### Benefits of Digital Business Cards:

1. Convenient
2. Cost-effective
3. Seamless Follow-Ups
4. Contactless Sharing
5. Trendy and Make a Statement

