

## How to print your ID tag for Art in Public Places

### **Paper Selection:**

1. You can either purchase White Avery Business Card Template #8371 or you can use card stock. If you use card stock, you will have to cut your paper. Purchased Business Cards have perforated edges that are easily separated.

### **How to print:**

1. Click on the link and the file will come up.
2. Save the file to your hard drive
3. Open the saved file
4. This file is a 'fill in the blanks' file. Click on the light blue area to type your information for each of your paintings that you are displaying.
5. When you are ready to print your cards, click on the Printer icon
6. Before you click OK, go to the PAPER SCALING section and select None
7. Then click on OK