

# Your Personal Card

## You Deserve a Personal Calling Card

By Frank Varano

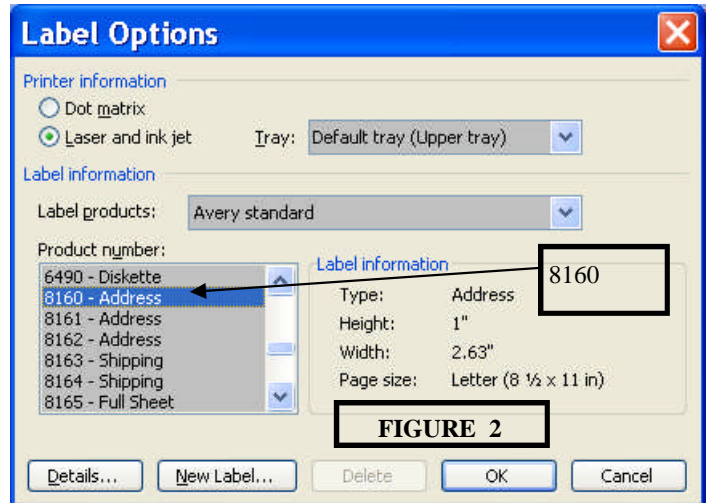
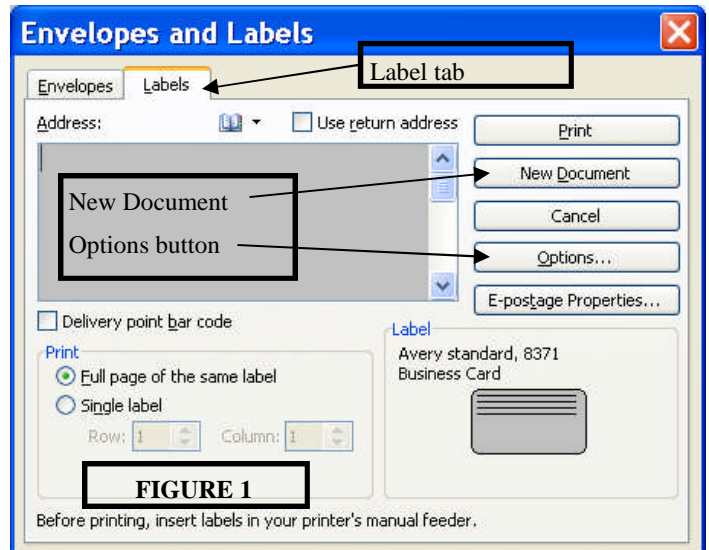
Say, we're getting pretty darned sophisticated! Don't you think it would be really nice and spiffy that when you greet a new friend, you can give him your own personal calling card? That's what we're going to do in this issue of your Newsletter. And while you're at it you can make one for each of your mistresses, no? They will appreciate it.

Let's start out by specifying the form we'll use in MS Word (2003). (Go to [www.ccmv.net](http://www.ccmv.net) to see our newsletters in color.)

### Avery Equivalent 8160

I say 'equivalent' because I know that you can buy the Staples version of Avery 8160 which is pretty good stuff. I usually buy Staples #610387. These sheets have 30 blank labels each being calling card size. Hey, I've been using them also to make tickets for social events at The Club.

1. Open a blank **Word** document. Click on **Tools** on the menu bar then click on **Letters and Mailings**. In the drop down menu select **Envelopes and Labels** and then select the **Label** tab. Look at **Fig. 1** the picture at the top of the next column to see what you should have now. .
2. Click on the **Options** button (**Fig.1**). Scroll down to the 8160 label (as in **Fig. 2**) and click **OK**. Back in **Fig. 1** click on the **New Document** button. Now you have a page of the blank labels with borders around each label so that you can see them and work with them. Part of the blank label form is shown in Figure 2 on Page 2. (Next Col.)



These borders you see will not print. They are to guide you. Each label blank is much like a blank Word document and we can work with it much the same way.

We are going to make our calling card in one of the labels. I always work with the top left one (Label 1). Keep in mind that whatever you create in Label 1 you can copy in all the other blank labels, *exactly*. I will show you how to do this. (Continued on page 2.)



"Friends Helping Friends"

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## Web Page Address

www.ccmv.net

Good info on our Web Site.

Read and download the newsletter at the web site. (No newsletter in August)

## Club Meetings:

2nd and 4th Tuesdays  
9:00 a.m. to 11:00 a.m.  
Seventh-day Adventist Church  
29885 Bradley Road,  
Sun City, CA  
Many free magazines,  
books items and loaners.  
Pick up a copy of the  
current newsletter

Nov. and Dec.:  
only one meeting each  
month.

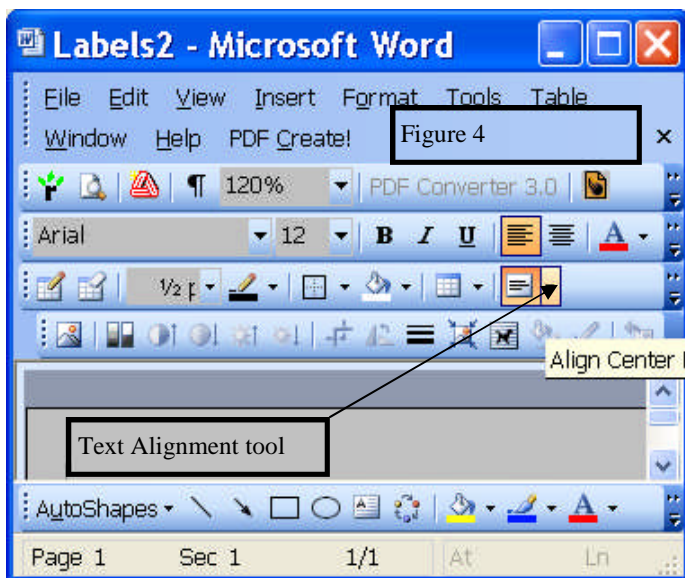
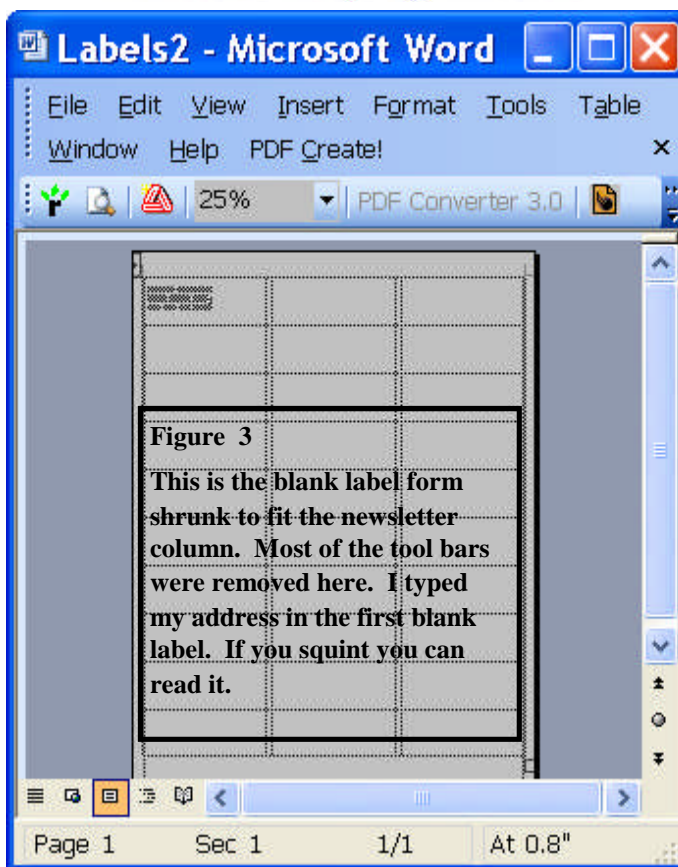


Figure 4 is the same as Figure 3 except that I brought back all the tool bars I was using including the **Tables and Borders** tool bar which we will use now.

Click on the small arrow on the right side of the alignment tool (on the **Tables and borders** tool bar) and select the configuration that says **Align Center Left**. That will put the flashing cursor in the middle along the left →

## Department Leaders

### Membership

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### Material Distribution

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### Web Site

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\*\*\*\*\*

### Instruction

### Registrar

Sonnie Banisch  
REGISTRAR@ccmv.net

*Teachers & Assistants  
are CCMV members.*

### Teaching Positions

*Would you like to teach?  
Would you like to help our  
teachers? Come to the  
meeting and tell us. Or  
email us.*

### Computer Classes:

*We're in full swing  
Call for class  
information  
and sign-ups*

### Note:

*All these newsletter in  
color are on  
www.ccmv.net*



**Monthly Income and Expenses**

11/1/2008 – 11/30/2008 Chet Hartley, Treasurer

**Income (\$)**

Contributions	88.01
Interest	45.00
Shareware/freeware Sales	5.00
Textbook Sales	40.00
Tuition	295.00

**Total Income** 468.01

**Expenses (\$)**

Church Usage	125.00
Newsletter Expenses	10.34
Meeting Expenses	25.44
Tuition Refund	35.00

**Total Expenses** 195.78

**Income less expenses** 272.23

(Continued from the left column)

my imaginary Sally and since I am making this card for her I would make the font **Lucida Handwriting** like this:

*Sally McMasters*

*Personal Services*

*Call day or night.*

*Cell 951 673 4444*

*Mention Code RW39*

*(References Available)*

*Credit Cards Accepted*

(Continued from Page 2)

side of the label but centered. (We are going to reserve the right side of the label for either your picture or some clip art.)

**Type Your Calling Card Information**

Don't pay any attention to the font right now. Just start typing as in the simulated card on the next page.. As you type everything will remain in alignment with the center. Here's what it would look like if you were one of my mistresses:

Sally McMasters	
Specialist in Personal Services	
Call day or night.	
Telephone 951 673 4444	
Mention Code RW39	
References available	
Credit cards accepted.	

Of course, you are not. I am just in a make believe world. Of course, Sally would be more jazzy than just plain old Arial font. She would want to make the font something personal as if she were writing it herself. And since I know →

Wouldn't it be nice with some art work on the card? But what kind of artwork? Well, let's see if we can get Sally's picture. But first we have to make a new file. This is an interesting technique I've used in the past. It gives great flexibility to change things.

**Create a New Blank Label File.**

Open a blank **Word Document** like you did in the beginning. Click on **Tools** and then **Letters and Mailings** then **Envelopes and Labels**. You'll note that you have a picture like you have in **Fig. 1**. Do the same thing you did in **Fig. 2**: select label **8160** and then click on **OK** and then **New Document**.

We have another blank label document just like we had in **Fig. 3**. And you will now remember that you have to set the flashing cursor but this time as in Fig. 4 we are going to select **Alignment Center Right** because that is where the picture will be located.

Here is where you have to make a decision as to whether you will use some clipart or your picture. Let me show you how to use clip art first then I'll try to guide you to enter your picture. I will assume that you have your picture available in My Pictures folder and I also will assume that your picture is of a size that can be shrunk to fit the card space allocated for it.

In any case if you are dead serious about having your picture on the card then you will make an effort to take a picture for the card. →

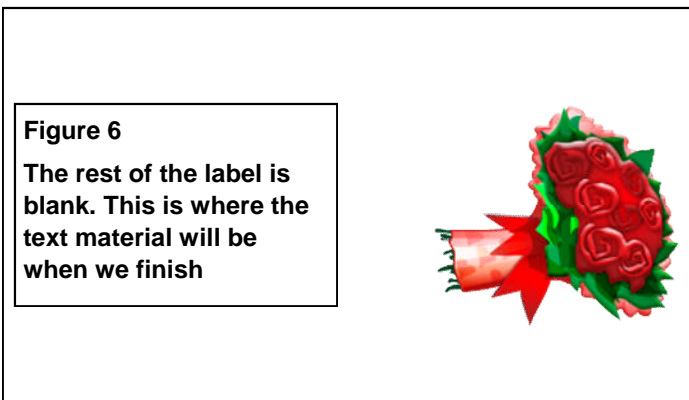


Let's go ahead with the clipart first. Click on **Insert** on the **Menu** bar. Then click on **Picture** and then click on **Clipart**. (You know the **menu** bar where you have **File, Edit Insert**, etc.,)

In the clipart side panel, type "roses" in the **Search for:** box and click on **Go**. Find the rose clip art. Click once in the label where you want the rose then click on the picture of the rose itself in the Clip art panel. The rose will appear in the label you clicked in. (A picture of the Clip Art panel is too big to put in this writing.)

When you click on the picture in the label notice that a border appears around it with black squares on the corners and the middle of each side. Pointing to a corner changes the cursor to a diagonal. Then you can 'drag' to change the size of the picture. Pointing to the squares in the middle of the sides squishes the picture.

To copy the rose in all the blank labels put the cursor right on top of the first column. Note that the cursor turns into a small downward arrow. Right click to bring up a menu then left click on **Copy**.



Right click again and left click on **Paste as Nested Table**. Wow! You now have the rose in all the first column blank labels in exactly the same position in each label. Put the cursor on top of the second column to get that arrow again. Right click again and then left click on **Paste as Nested Table** again. Do that also with the third column so that you now have a page full of roses in exactly the same position in each of the labels. Name and save the file.

(Continued in next column)

For Heaven's sake remember the file name and where you put it!

In order to not have to repeat this special form of copy and paste procedure I waited until I got to this point to show you how because it also involves the use of clipart. I think it is more instructive to put it here. Don't you think? Of course, I left you wondering about how to put the text material in all the labels. Now you know. As far as the text material of Figure 5 you now know how to copy the text into all the labels simply by applying the above copy and paste procedure.

How to print? Run your label sheet through the printer with the text file, then run it through with the art work file. You can change the artwork to your picture anytime.

To round off what we've done here, I want to show you the end result of one label simulating using the above procedure. Sneaky, eh?

At the bottom is our card for music concerts. [Proof Reader's Comment: When I got to this point in proofreading, I decided to switch the rose with a picture of Sally McMasters. Sneaky, eh?]