**Computer Technology**

**Publisher Assign. 2**

**Create a business card and Letterhead**

1. Open MS Publisher
2. From the list, click on **Letterhead**
3. Select a layout that you like/create
4. Change the information in the letterhead. If you want, you can use Jordan High School Information:

95 East Beetdigger Blvd.

Sandy, UT 84070

801-826-6200

Fax 801-826-6250

1. Change the color scheme to one that you like.
2. Be sure your name appears on the page. (header or footer)
3. Save the document. Name it **Letterhead.**
4. Turn in as directed.
5. Close your document, and open and new Publisher document.
6. Select **Business Card** from the list. Select one that compliments your letterhead. NOTE: Many businesses have matching letterhead and business card layouts and color schemes.
7. Make appropriate changes in the fields so that the business card matches your letterhead.
8. Save your document. Name it **Business Card.**
9. Turn in as directed.