October 2025
1stGenYale Resources

How to Make Your Own Student Business Cards

Supplies needed: 1stGenYale Student Business Card templates (free on
http://1stgenyale.org/student-internships)
   - Canva account (free)
   - Word software
   - Printer (color ink optional)
   - Plain printer paper
   - Business card paper (cardstock that is pre-perforated)

Overview:
Templates with your residential college or G&P school shield are available on the 1stGenYale webpage.
You can edit to make them your own on Canva. Then, you can download and print your business card
using Word, or pay to have Canva print them.

If you print your own, your business card paper must match your printer type, laser or inkjet. A color
printer is needed if you want the shields in color. *Avery Printable Business Cards with Sure Feed
Technology, 2" x 3.5", Matte White, Blank Business Cards (laser or inkjet depending on your printer)* work
well.

For questions, contact barb.protacio@1stgenyale.org

Instructions:
1. To edit your own business card:
   Create a free Canva account.
   Open the shared Business Card design file from our webpage.
   - Yale College students
     https://www.canva.com/design/DAG1UD8lOuQ/L4xFGQojirAEyz63aGkcSA/edit?utm_content=DAG1UD8lOuQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
   - Yale G & P students
     https://www.canva.com/design/DAG1UFYvQvk/_4dQ1u_oG-wqakM6HDIIQg/edit?utm_content=DAG1UFYvQvk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
   The file opens in Canva; Click "File" at top Left corner; Click "Make a copy" to add the file to your
   own Canva account so you can "own" your editable copy.

2. Open your new copy:
   Begin editing in your copy. There are different cards for each college or school as represented by
   the shield, each on a different page. Add your own text, and design your card any way you want.
   Your design is saved automatically.

3. Print your cards on business card paper, or pay to have Canva print and send them to you. Canva
provides instructions on their site for how to order cards.

To print your own, first make a full sheet of 10 cards:

A. Open your card in Canva, click Share > Download the page/card you designed as a "PNG" file type > Download. The card is now on your computer as a png file.

B. Download the [Business Card Printing Template](#) as a Word document. (Available on our webpage and also on https://www.avery.com/templates/5371)

    a. Open the Printing Template in Word on your computer.

    b. Insert Picture from File to add your png image into the Printing Template.

    c. In Format Picture > Select Wrap Text "in front of text."

    d. Resize the added image to fit one square of the template, edge to edge, leaving no border line.

    e. Copy the resized image.

    f. Paste the resized image to fill each of the 9 other squares of the template, with no border lines showing.

    g. Save.

C. Test Print the sheet of cards on plain paper first in B & W, and hold up to business card paper to see if it all matches correctly; adjust the images to fit and reprint tests until all looks good.

    a. Print one test copy on business card paper in color.

    b. Print finals on business cards if all looks good. Usually it is best to print one page at a time, and make sure it is snugly fit into the feeder.