



Strategic Workforce Development Business Card Download & Use Instructions

Customizing Your Business Card:

1. Download the business card from the Strategic Workforce Development (SWD) Toolkit.
2. Open the PDF form in any PDF reader.
3. Fill out the form fillable fields.
4. Save the updated PDF.
5. In the toolbar, select Print File. In the Printer field, select "Print to PDF." Title the new file and save it to your desktop.
6. Print business cards in-house or at a print shop on 14-point or 16-point cardstock.
 - a. Online office supply stores have options to layout and preview your business card before printing.
7. Distribute as needed.

TIP: If you're having trouble with Adobe, contact your IT department—they may be able to help you complete the business card.

Note for Mac Users: Use a web browser like Chrome or, if available, Acrobat Pro to open and print the updated PDF to a new PDF file.

Sample Business Card

