

## Author Business Card Instructions

1. Use the provided link to search for your book.
2. In the search results, click the **“Create Author Business Card”** link located below your book cover image. This will redirect you to the business card building tool, with content automatically populated to reflect your book.
3. The size and font of any text can be adjusted, and most titles will require resizing due to their length. Simply click in any text box, highlight the text you wish to change, and use the tools located in the **“Text”** box on the left to customize your text.
4. Note: *Quantity and size of text can cause text boxes to overlap, rendering text unreadable. To address this, in addition to resizing the text, you can also move text boxes up or down by clicking on and dragging any of the circles on the perimeter of a text box. For each text box, these resizing circles become visible after clicking on the text inside the box.*
5. Once you are finished customizing the card, click **“Save”** (located on the right end of the **“Customize”** toolbar at the top of the screen). This step may take a minute to process. Then, click the green **“Preview & Print”** button located at the top right corner of the screen.
6. You will be taken to a preview screen. If all looks good, use the **“Print Options”** on the right to choose to **“Print it Yourself”** or **“Let Us Print for You.”**
7. That’s it!

\*\*If you need assistance creating your Author Business Cards please contact Maren Lange at, [mlange@abc-clio.com](mailto:mlange@abc-clio.com)