

# Business card (Vizitka) V.15.12

There are situations when it is desirable to have a business card. In some occupations, a business card is necessary and an employer will usually provides cards to their workers. There are in addition to name, position business information such as company logo, business phone and mobile service.

Use of a company business card for personal use is not very convenient. For example, it would typically not be appropriate to include your hobby on an employer's business card. In situations where your business is not an issue but you would like to use a card, it would be advantageous to print your own using a home computer and printer.

There are many programs to do this, and not all are freeware. Such a program must be installed on a PC. The programs that I have tried can provide various colors, logos, and other improvements, but they do not add much more information.

Experienced users might try to create a business card in Microsoft-Word or even in Microsoft-Excel. This is usually not practical, though. My program allows you to create a business card on the spot. The advantage of domestic production is the fact that you print only a small number of cards, and when you run out easily at home reprints others.

## 1. How can you create a business card

- Create a new folder (directory) on your PC named for instance "MyCard"
- Save the contents of the distribution package in .zip format to the new folder
- Open your **Notepad** program within the Windows Accessories folder
- Use Notepad to edit the file "**Vizitka.txt**"
- Click on the "**Vizitka.exe**" program to create the file "Vizitka.html"
- Open the "**Vizitka.html**" file by double-clicking in your Internet browser
- Then select "print A4 page," which creates 10 business cards per page.

One card looks like this :



In the corners of the cards are the characters "+" which signify the borders of the cards. I suggest you use long scissors that cut straight along the edge of each "+" sign.

For best results, do not use very thick or glossy paper. On glossy paper, the ink often smudges. Use the thickness of the photo paper your home printer uses as a guide to the thickness of paper to use for your cards.

## 2. The content of your business card

The "Vizitka.txt" file was used as a source of information for the cards printed above, with the content specifically regionalized for the Slovak Republic. The specific line contents are up to you, though:

Koloman Brzobohatý  
dôchodca  
+421 2 43 48 48 43  
+421 903 219 210  
k.brzobohaty@azet.sk

The "Vizitka.exe" program creates a business card with multiple lines, which are defined as follows:

- blank line with characters "+"
- first empty row
- second empty row
- row for the **Name** with the style **Line1**
- row for the **Function** with the style **Line2**
- third empty row
- fourth empty row
- row for the **Phone number** with style **Line3**
- row for the second **Phone number** with style **Line4**
- row for the **e-mail** address with style **Line5**
- blank line with characters "+"

To insure the card is the correct size, be sure that the "Vizitka.txt" file is always 5 rows long, or even with empty row. The maximum number of characters from rows Line3 to Line5 is 44, otherwise the card will be too wide. The size of the cards is a standard 90 x 50 mm.

## 3. File Vizitka.css

In the "Vizitka.css" file there are defined rows labeled **Line1** to **Line5** . You can modify the "Vizitka.txt" file to alter the card to your preference. Here is a standard file content "Vizitka.css:"

```
.Line1 {font-size: 18px;text-align: center;font-weight: bold;}  
.Line2 {text-align:center;}  
.Line3 {text-align:left;}  
.Line4 {text-align:left;}  
.Line5 {text-align:right;}
```

Generally you must not edit this file. If you want to experiment, once again open Notepad and try changing something.

Line1 - **Name** with a font size of 18 points, centered and bold

Line2 - **Function** only centered

Line3 - **Phone number** on the left side of the cards

Line4 - **Phone number** on the left side of the cards

Line5 - **Mail address** on the right side of the cards

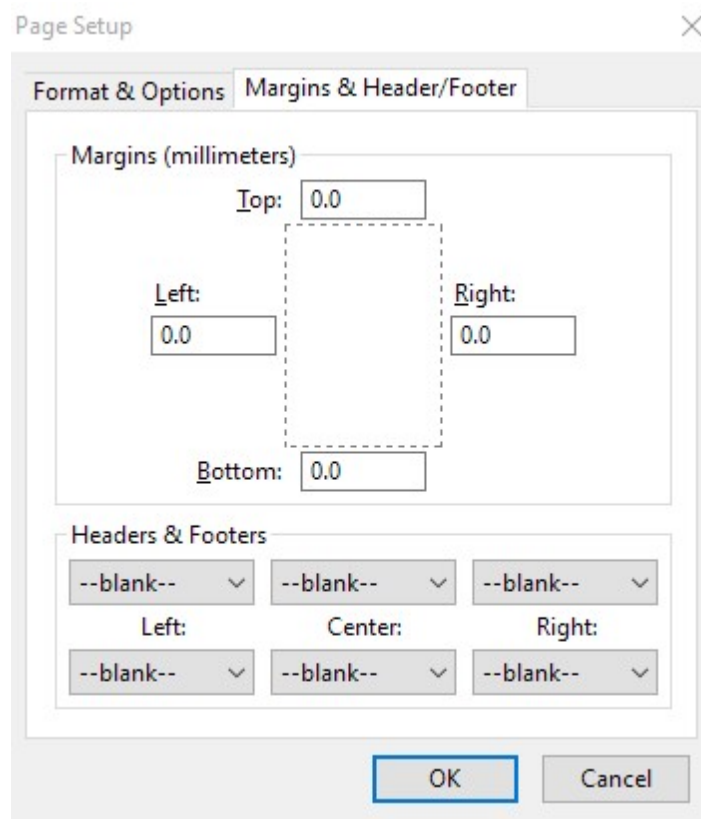
#### 4. Setting up the printer

The "Vizitka.exe" program places two columns of five business cards on an A4 page, for a total of 10 cards. Using your web browser, select the Print preview to prior to printing to ensure you are not unnecessarily wasting paper.

To maximize your paper usage, disable the preset header and footer.

Additionally, reduce the margins to zero.

Your settings should look like this:



Thus, no-Header Header and Footer-footer and margins to zero.

#### 5. Printing on one external printer

Business cards can be printed on an external printer. In this case use a USB drive and save there the files "Vizitka.html" and "Vizitka.css." Use the USB drive to transfer to files to another PC and printer.

Be careful – if you don't copy the "Vizitka.css" file along with the "Vizitka.html" file, it will not work ...

Because the necessary files are small, you can create several directories , such as "Card\_A," "Card\_B," etc. save different types of cards. The program "Vizitka.exe" can be saved on a USB drive too. You can print business cards everywhere, not just on your own PC.

## **6. Conclusion**

This program is freeware, but the author reserves the right to decide where the program will be stored for downloading. If you intend to store the program for downloading on another server, please inform the author.

The program Vizitka.exe has in the current versions the following properties

Length 3 584 Bytes  
Date 11.Nov.2015  
Time 19:07:07

Ing. Branislav Štofko [b.stofko@zoho.com](mailto:b.stofko@zoho.com)