



Digital Design Graphics Technology
Napa Valley College

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DDGT121 Business Card

You will submit a PDF of your business card into the handins folder. You can make it double sided if you wish (and if it makes sense).

Your Photoshop document criteria:

- Include a bleed area
- Include cutting guides
- The document should be in CMYK mode
- The document resolution should be appropriate for printing
- All colors that are meant to be black should be set for “true black” and will be verified by the instructor upon submission
- All elements the business card should be vector
- Use only one font family.
 - Make sure that you do NOT use the “Bold”, “Italic”, etc. text effects and only use the “Bold”, and “Italic” features of the font family otherwise it will be rasterized.
 - Make sure that the text anti-aliasing is NOT set to “None”

Elements to include (items in red are required):

- **Logo (in vector)**
- Company Name
- Slogan / Services
- **Your Name**
- **Job Title**
- Company Address
- Company Phone #
- Cell #
- Fax #
- **E-Mail**
- **Website Address**
 - www.ddgt.net/StudentPages/gstrommen
 - (case sensitive, and use your login name)
- Social Media Accounts (if they are specific to your business)

Updated 4/3/2018 gjs