



## **Computer Science and Technology**

### **Computer 2<sup>nd</sup> Semester**

**Assignment : Computer Graphix Design**

**Assignment Name : Create a Business card**

**Submitted to : Karobi Sultana**

**Assignment Date :**

**Submit Date :**

**Job No : 02**

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**Session : 23-24**

**Subject Code : 28522**

**Subject Name : Computer Graphix design**

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Marking

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Signature

# How To create a Business card in Adobe Illustrator, follow these steps:



## **1. Set Up Your Document**

Open Adobe Illustrator and select File > New.

Set the dimensions to standard business card size:

Width: 3.5 inches (88.9 mm)

Height: 2 inches (50.8 mm)

Set the Bleed to 0.125 inches on all sides for print safety (optional but recommended).

Click Create.

## **2. Design the Card**

Add Guides:

Create guides at 0.125 inches inside the edges to mark the safe area (where important content like text should be placed).

To add guides, click View > Rulers > Show Rulers, then drag from the ruler to position guides.

### **Background and Shapes:**

Use the Rectangle Tool (M) to create a background color or texture for the card. Ensure the background extends into the bleed area for full coverage.

Add additional shapes, such as logos or design elements, using the Pen Tool (P) or Shape Tools.

### **Text:**

Use the Type Tool (T) to add your business information (Name, Title, Contact Info, etc.).

Choose professional fonts (sans-serif fonts are a good choice for readability).

Ensure the text is within the safe area.

### **Logo:**

Import your logo by going to File > Place, then resize and position it on the card.

## **3. Apply Colors and Styles**

Choose colors that reflect your brand. You can create a color palette or use brand colors.

Use the Swatches Panel to save and apply colors.

If the card will be printed, use CMYK color mode for better print accuracy (File > Document Color Mode > CMYK).

## **4. Add Visual Effects (Optional)**

Apply shadows, gradients, or strokes to elements for a polished look using the Appearance Panel.

## **5. Review and Save**

Double-check that all text is within the safe area.

Save your file as an AI file for future edits (File > Save As).

For printing, export the file as a PDF or EPS:

File > Save As, select PDF, and ensure that you include bleed if necessary.

Alternatively, go to File > Export > Export As, and choose EPS.

This will create a print-ready business card design.