**Business Card Pt. 1**

* Open a New Document and modify the artboard size by doing one of the following:
  + Select the Artboard tool and drag the handles or corners of the artboard.
  + With the Artboard tool selected, change the dimensions and/or the x/y coordinates in the Control panel or in the properties panel.
  + Double-click the icon at the far right of the artboard in the Artboards panel to display the Artboard Options dialog box.
  + Double-click the Artboard tool or click the Artboard Options button in the Control panel or the Properties panel.
* Duplicating Artboards
  + Helpful if you want to create a second artboard with the exact same artwork on it, but you plan to modify the artwork on the copied artboard.
  + Select the Artboard Tool and press Alt and drag the new Artboard out.
  + Select Move/Copy Artwork in the Control panel to make sure the art copies over from the old artboard.
* Naming Artboards
  + Double-click on the name in the Artboards panel.
  + Click on the far right icon of the Artboard in the Artboards panel to display the Artbaord Options dialog box.
  + Click the Artboard Options in the Control panel.
  + Rename the artboard in the Properties panel directly when the Artboard tool is selected.
* Creating Business Card dimensions
  + Using the Rectangle tool, click anywhere on the artboard to display the Rectangle dialog box. Enter 3.5in for the Width and 2in for the Height.
  + With the new rectangle created, set the stroke to none and the fill to a color of your choice. Position the rectangle anywhere on the artboard.
  + Select the rectangle using the Selection tool, then switch to the Artboard tool. Choose Fit to Selected Art from the Preset menu in the Control or Properties panel.
  + Name the Artboard Front in the Control panel or the Properties panel.
  + Save the document as Business Card.