Business card (Vizitka) V.17.05

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 its workers. In addition to name and position, business cards contain additional 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, but 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. Print only as many cards as you need. When you run out you can The advantage of domestic production is the fact that you print only a small number of cards, and when you run out reprint others at home.

1. How to create a business card

- Create a new folder (directory) on your PC named for instance "MyCard"
- Unzip the contents of the distribution package 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 in your Internet browser
- Double clicking the file will usually launch your browser and open the file
- Then select "print A4 page," which creates 10 business cards per page.

One card looks like this :

<div align="center">

+   +

Koloman Brzobohatý
dôchodca

+421 2 43 48 48 43
+421 903 219 210

k.brzobohaty@azet.sk

+   +

</div>

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 optional row with style **Line3**
- fourth optional row with style **Line3**
- row for the **Phone number** with style **Line4**
- 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 has a maximum of seven lines. Optional eight and ninth line can also be used, as explained later in this documentation. The maximum number of characters for rows with style 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. Modifying the Vizitka.css file

In the "Vizitka.css" file there are defined rows labeled **Line1** to **Line5** . You can modify the "Vizitka.css" 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;}

This translates into:

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

Generally you should not edit the .css file. However, if you want to experiment, once again open Notepad and try changing something.

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 **Print preview** 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.

Depending on which printer and browser you are using, your print settings will look something like this:
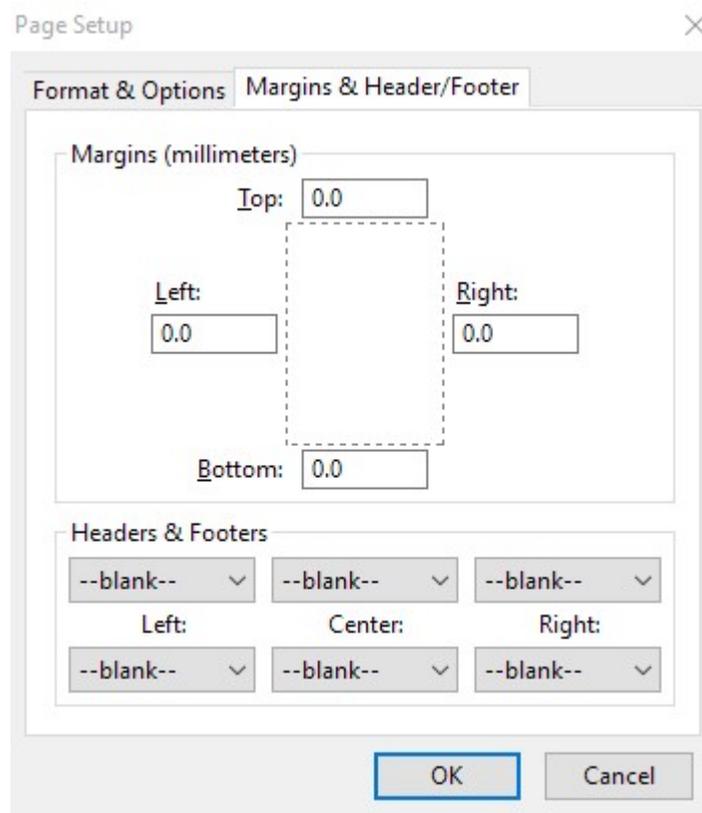
In this example, headers and footers are blank and and margins are set to zero.

You may need to experiment with different margin and paper size settings to get the right values for your combination of browser and printer.

5. Printing different cards

If you want to print different cards (e.g. one for yourself and one for your spouse), simply create multiple directories, such as "Card_A," "Card_B," etc. Each directory must contain "Vizitka.exe", "Vizitka.txt" and "Vizitka.css"

When you run the program, a different Vizitka.html will be created in each directory.

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. Printing on an external printer

Business cards can be printed on an external printer. Simply copy the files "Vizitka.html" and "Vizitka.css" to a USB drive. Use the USB drive to transfer the files to another PC. Open the files in a browser on the PC and print them to an attached printer.

Be careful to copy *both* the "Vizitka.css" file and the "Vizitka.html" file. In addition, both files must reside in the same directory.

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.

7. Business card with QR code

Note: The following section is optional and requires more advanced familiarity with Microsoft Windows.

QR codes are a popular way to encode a Web site address in a printable format that can be easily scanned by a phone or other device with a QR code reader. Your business contacts will appreciate that they don't have to manually type your address, and they're more likely to visit your site as a result!

Vizitka.exe can optionally place a QR code on the back of your business card.

It looks like this:

You could, of course, simply place your Web address on your business card as text. But your business contacts then have to type your address, and they can get easily get it wrong. For example, the address:

http://kessler.pagerhorst-exi.sk

could be transcribed as:

http://kesler.pagerhorst-exi.sk
http://kessler.pagerhost-exi.sk
http://kessler.pagehorst-exi.sk
http://kessler.pagerhorst-ext.sk

All of these contain a small, barely noticeable error that will prevent your contact from reaching your site.

With a QR code on your business, anyone with a QR code reader app on their smartphone or tablet can simply scan and automatically launch your Web site. There's no risk of making a typing error that prevents them from finding your site or visiting the wrong site by mistake.

You can learn more about QR codes on : Wikipedia

So how do you get your own QR code and place it on your business card? Certainly not a with a black pencil :-)

Fortunately, there are free resources on the Web that let you easily generate a QR Code. I recommend this site.

Enter your site address in the Contents box, then click the Download link to download an image file of your QR Code. On the Download popup window, use the slider to set the size to 150. Select the PNG file format. The name of the downloaded file will be "qrcode.png". You can rename it if desired (e.g. to "My WEB page.png").
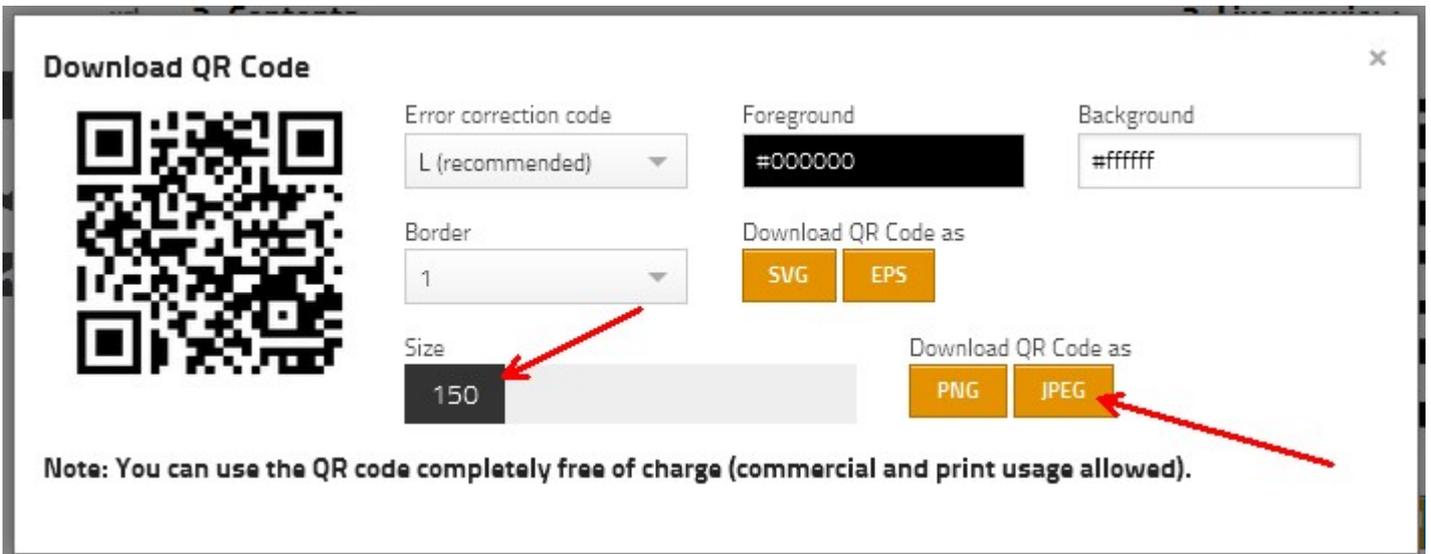
The 150-pixel square will fit nicely on the back of the card, which is 320 pixels wide and 160 pixels high. You can make the QR code larger, but if it's too large it will not align properly.

Now that you have your QR code image file, you have to let Vizitka.exe know about it.

Copy the QR code image file to the same directory as your other Vizitka.exe files, if it is not there already. Use Notepad to edit **Vizitka.txt**. Add one more line with the name of your QR code image file. For example:

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

Run Vizitka.exe. The program will create a second .html page with the name **QR_code.html**. This page will also contain 2 columns of 5 business cards (for a total of 10 cards). However, these cards contain just the QR code, with no text.

Now, go ahead and print the text page, **Vizitka.html**, following the instructions given earlier. Set the margins so that the left and right margins are identical when the page is printed.

First print the text page. This must be symmetric with respect to left and right side of paper. Once the text page is printed, turn it around and insert it back in the paper cartridge upside down. Open and print **QR_code.html** page. To ensure that the QR code aligns with the text, print with the same margin settings. The front and back will be closely aligned, with an error of less than 1 mm.

To check that you're getting it right, try printing both sides on thin paper. Hold the paper up to a window (during the day) to see if the "+" signs are aligned on the front and back.

When you not have your own web site, you can encode into a QR code your E-Mail address or phone number. When it then scans the smartphone with the proper application opens either write new E-mail you or offer to call your number.

You can also use this feature of Vizitka to include other images on the back of your cards. For example, you can display a map to your business or sports club, or your company logo. However, the image you choose must not exceed the card size (320 pixels wide by 160 pixels high).

As already mentioned, this feature of Vizitka is optional and does not need to be used if all you want is textual content on your card

8. Changing the code page

Vizitka uses Windows-1250 as its default code page. This code page is suitable for English, Slovak or Czech alphabets. However, Cyrillic and other alphabets may require a different code.   Wikipedia

Starting with version V.16.02 of Vizitka.exe, you can change the code page by adding another line to **Vizitka.txt**. For example, to specify UTF-8:

Koloman Brzobohatý
dôchodca
+421 2 43 48 48 43
+421 903 219 210
k.brzobohaty@azet.sk
None QR code.png
utf-8

The code page parameter must follow the line for specifying the image file that will print on the back of the card. If you do not want to add an image to the back of your cards, simply enter an invalid or non-existent file name (as shown in the example, above). The code page must be entered on the last line of the file.

Here is an example of a business card in Cyrillic :

+   +

Лев Николаевич Толстой
Просветитель и публицист

tel: 7 (495) 234-3223
fax: 7 (495) 232-6529

l.tolstoi@gmail.com

+   +

If you want to use for example UTF-8 the file vizitka.txt must be created with editor that supports this. If you are using Windows-1250 you do not have to do anything.

8. Dynamic number of rows

Several users were not satisfied with the fact that the card has little usable rows. From version V.17.05 you no longer have to worry about empty rows.

The number of usable rows increased to 7.

The first two are still mandatory, the remainder as needed. The rows are automatically scrolled down reading the vizitka.txt file.

The row with the image definition and the code page is not counted in the number of rows specified here. You have the following options:

Seven lines, uff that s enough ...

+   +

Koloman Brzobohatý
dôchodca
+421 2 43 48 48 43
+421 903 219 210
AVICENUM s.r.o.
822 00 Bratislava Hlavná 87

k.brzobohaty@azet.sk

+   +

Six lines with a postal address

+   +

Koloman Brzobohatý
dôchodca

+421 2 43 48 48 43
+421 903 219 210
822 00 Bratislava Hlavná 87

k.brzobohaty@azet.sk

+   +

Five lines are classic

+   +

Koloman Brzobohatý
dôchodca

+421 2 43 48 48 43
+421 903 219 210

k.brzobohaty@azet.sk

+   +

Four lines (no need to insert empty lines)

+   +

Koloman Brzobohatý
dôchodca

+421 2 43 48 48 43

k.brzobohaty@azet.sk

+   +

Three lines for minimum information (no need to insert empty lines)

+   +

Koloman Brzobohatý
dôchodca

k.brzobohaty@azet.sk

+   +

9. 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   6 144 Bytes
Date   03.apr.2017
Time   12:16:27

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