

CHIZ RIDER CONCERT POSTCARD INSTRUCTIONS

Go to www.vistaprint.com.

Click on **postcards** (usually found under *Marketing and Signage*).

Step 1:

- Select **Standard Size (5.47 x 4.21)**
- Select **Upload a Complete Design**
- Select **Vertical**

Step 2:

- Click **Browse** – find and select your file ***Concert Postcard Front. pdf***
- Click **Upload** (this may take a few minutes)
- A screen will come up to Preview the front of your card. If everything looks okay Click **next**

Step 3:

- Click **Back Side** (located at the *bottom right of the card*) (this may take a few minutes)

Step 4:

- Select **Grayscale Printing** (it should automatically be selected)
- **Double Click in the box to upload the file**
- Click **Browse** – find and select your file ***Concert Postcard Back. pdf***
- Click **Upload** (this may take a few minutes)
- **Crop Image – check maintain proportions** (it should automatically be selected)
- A screen will come up to Preview the back of your card**

Step 5:

- ****At this time you can customize your card with your church's name, date, time, etc.**

- ❖ **Under Insert; Click Add Text**
- ❖ **Enter your text in the text box (middle of postcard).**
- ❖ **Adjust the text box to fit your text.**
- ❖ **Change the color to black so it can be read easier**
- ❖ **Change your font (if you would like).**
- ❖ **Move the box to where you want it on the card. (I suggest the upper left of the card where there is open space.)**

Step 6:

- When everything is how you want it to look you will want to initial your proof in the yellow Online Proof Approval box at the bottom of the screen.
- Click **Next**.

Step 7:

- You are now ready to order. If you have not used Vista Print before you will have to create an account.

If you have any questions please do not hesitate to contact our office at (814) 231-8896.