

# VistaPrint Training

## **SET- UP INSTRUCTIONS:**

- Go to [www.vistaprint.com](http://www.vistaprint.com)
- Select Log-In
- Click the radio button “No, I am a new customer”
- Fill in your information to set up your account



## **CREATING A POSTCARD: UP-LOADING AN EXISTING DESIGN**

- E-mail Carri-Anne for discount postcards at [cwilde@marykay.com](mailto:cwilde@marykay.com)
- Go to [www.daynalemke.com](http://www.daynalemke.com)—select Training, Downloadable Postcards
- Select both “Model Meeting Invitation Postcard\_Front” **and** “Model Meeting Invitation Postcard\_Back” and save them to your “My Documents”
- On the “Model Meeting Invitation Postcard\_Back” fill in YOUR correct contact information
- Log-in to VistaPrint using your log-in information you created above
- On Side Menu Bar, Select “Marketing Materials” and “Postcards”
- Step 1: Style size should show “standard” keep this radio button marked
- Step 2: Select a “Upload a complete design”
- Select the “Browse” button—Find your “My Documents Folder” —Select “Model Meeting Invitation Postcard\_Front”
- Click “Upload”
- Under Image Options: Click “Rotate 90 Degrees Clockwise”
- Under Image Options: Click “Crop this Image”
- Click Radio Button: “Crop Image” and Uncheck “Maintain Proportions”
- Click “Next”
- Select “Back Side” on right side below image—you will now begin working on the back of the postcard
- On top right select “Full-color Printing from \$9.99”

Directions Continued on the Next Page

# VistaPrint Training Continued

- Click Browse and from you're "My Documents Folder" Select "Model Meeting Invitation Postcard\_Back "
- Click "Upload"
- Immediately, you will be brought to the "Crop Image Page" and your image will show vertically rather than horizontally (we will fix this)
- Uncheck the "Maintain Proportions" box and Click and drag the dashed-box on the left so that the entire image is within the dashed-box
- Click "OK" to move onto the next step
- You will be brought back to the original page & the image will not be sized correctly
- Right click on the image, Select "Move/Resize"
- On the top menu bar, Select "Rotate" button—this will rotate the image 90 degrees clockwise
- You will now need to resize the image to fit in the ENTIRE space—if you do not size it to fit in the entire space, there will be a white border around the edge
- If you are happy with the image, put your initials in the "Online Approval" box and click "Next"
- On the next page choose the radio dot—100 for FREE and Click Next
- You will come to mailing options—select "No, I will mail my own postcards" and Click "Next"
- On Delivery Speed Select—Slow:21 Days (you will receive your postcards way before the 21 days)
- On the Envelopes—Select "No, thanks I don't need envelopes" and Click "Next"
- You will be brought to a series of advertising—Always Select "No" or don't click on the check boxes and click "Next"
- You will be brought to "My Shopping Cart" Your total should show \$14.97—if your total is more, then you will need to go back and see where the error is—Click "Checkout"
- Enter Your Shipping Information
- Review Your Order—Your total (including shipping) will be \$21.45
- Enter Your Payment Information and Click "Next"
- The Next page will show you an option for labels "Click Submit Without Labels"
- Congratulations! You have just made Your Postcards! You will receive a follow-up e-mail shortly showing your order—print out this receipt because you will not receive one in your order.