BOOKMARK PRINTING INSTRUCTIONS

FOR UPLOAD TO:

vistaprint
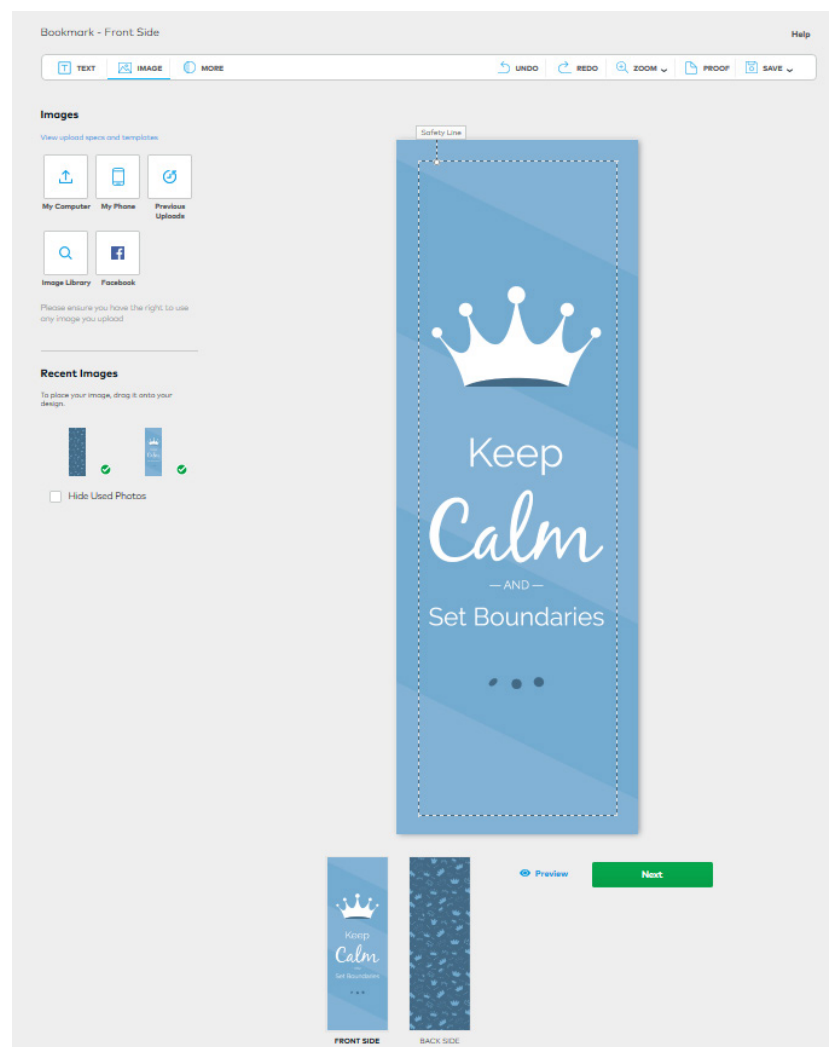
DR. JILL MANNING

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Step-by-Step Instructions

1. After purchasing the digital bookmark file, save the file on your computer in a location you can easily find.

2. Visit the Vistaprint website and go to the "Custom Bookmarks" page.

3. Select the quantity of bookmarks you want to purchase.

4. Click on the blue "Start designing" button.

5. Select "My Computer" as the source location of the bookmark file you have just saved (the bookmark file includes both the front and back images).

6. Find and double-click on the bookmark file that you saved on your computer.

7. On the lower left side of the screen, you will see a section called "Recent Images." Two bookmark images (front and back) will become visible in this section once they have loaded. The front image shows the "Keep Calm and Set Boundaries" logo, and the back image shows a darker blue color with a crown pattern on it.

8. Drag and drop the front bookmark image to the bookmark outline on the main screen (it is grayed out and reads "upload your design"). It may take a minute to load. Because the digital download file has been designed for this template specifically, you can ignore the "safety line" markings. No additional cropping or adjustments are needed.

9. Once you see the front of the bookmark has filled the bookmark template, click "Next".

10. Before dragging and dropping the back image of the bookmark to the template, you will need to choose how you want the back of the bookmark printed (full-color, grayscale, or left blank). To make this selection, look for a white bar above the bookmark template that reads "back side printing" and click the down arrow to select "Full-Color", "Grayscale", or "Blank."

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1.866.207.4955

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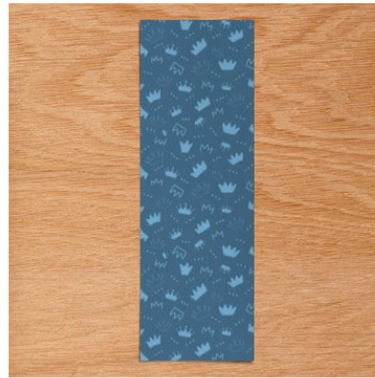
Review Your Bookmark

Front - View Larger | Edit   Back - View Larger | Edit

Things to check for:

- Text size is legible and color stands out against background
- Nothing is overlapping or too close to the margins
- Information is accurate and spelled correctly
- Images are clear and don't appear blurry

☑ I have reviewed and approve my design.

Next

11. Select "Full-Color."

12. Drag and drop the second image file (back) of the bookmark to the bookmark template on the main screen.

13. Click "Preview" if you want to double-check that the front and back files have uploaded correctly.

14. Otherwise, click "Next."

15. If everything looks good, check the box for "**I have reviewed and approve my design.**"

16. Click "Next" to get to the checkout page.

17. Checkout and enter any available promo codes.

18. When your order arrives, enjoy giving your bookmarks to clients, colleagues, or friends!