

Ordering CWL “Pornography Hurts Everyone” Postcards (Using Vistaprint)

Step 1: Download the Pornography Hurts Postcard pdf from the National website

1. Go to www.cwl.ca
2. Under Resources on the CWL National homepage click on “Pornography Hurts Postcard – With Recommended Printing Instructions.
3. Click on and download the most recent version (currently September 2015 Version). The file is in PDF format. Save to your computer so you can access it while ordering the postcards.
4. The postcard is in one file, but on 2 pages. For Vista Print you will need to separate the PDF into Page 1 – Front and Page 2 – Back if possible. You should be able to do this using your PDF software by extracting a page and saving it under a different name. (This step may not be possible if you only have a PDF reader program and not one that allows editing. If required, contact National office to request that they provide the postcard in two separate files for front and back)

Step 2 Choose your online printing site. For the purpose of these instructions **Vistaprint** is used. **(Note: to use Vistaprint or any online printer a valid credit card will be required for payment of your order)**

1. Go to www.vistaprint.ca
2. Under “Marketing Materials” click on “Postcards”
3. Under the Postcards page “Choose how to design”, click on Use your complete design
4. The Pornography Hurts postcard is designed as a 4” x 6” card. (101.6mm x 152.4 mm) This equates to the “Small” size. Click on Small for the size, and Horizontal for the layout, then Continue
5. Upload Your Design – Images. You will need to add images from My Computer. Click on Choose Images. This will take you to your computer where you will need to find the PDF file you saved. Double click on the file to upload it. Once you see the Pornography Hurts postcard in the Recent Images box, you can click on the image for the first page, hold down and drag it to the postcard template on the left side of the screen. (Make sure that the Front side template is highlighted). Within a few seconds, the image should appear in the large postcard template.

Note: An orange exclamation mark may appear on the Front side view under the large template box. If it does, click on the exclamation mark to read the caution note. Vistaprint warned me that the image was a low resolution and may appear blurry when printed; however the final postcards turned out OK in this case.

6. Below the postcard template, click on the view that says Reverse side. You will need to click the “Greyscale” option in the box that says “Reverse side printing options”. “Upload Your Design” will appear in the large postcard template box. If your back page image is visible in the Recent Images on the right side of your screen, then click on it, hold and drag it to the large postcard template. If not, choose Add images from My Computer as in (5) above and choose the file for your back page. Once it has uploaded, drag and drop it into the template for the reverse side.

7. You can click between the Front side view and the Reverse side view to make sure they are as desired. Click Next
8. Click on Review to view both sides of your postcard. Once satisfied all is OK, you will need to check the box to confirm "I have reviewed and approve my design", the click Next
9. Vistaprint will allow you to set up an account (this may be a good option if you think you will be purchasing from them often) or you can Continue as a guest. Make your choice and click on Next to continue.
10. Choose the number of postcards you wish to order. Click on Next to continue.
11. Choose your paper stock for the front side. Their budget friendly option (which was 80 lb one side glossy with UV Varnish) gave a good product. Click on Next to continue.
12. Choose a reverse side printing. Black and White Reverse Side was an additional cost based on the number of cards you select. Click on Next to continue.
13. If you have a promotional code to enter, you can enter it, then Click on Checkout to continue. Complete all the required address and billing information, your desired delivery method and your credit card information for payment. Finish your transaction by following all the instructions on the site.
14. Wait for delivery of your postcards, distribute to your members and start flooding parliament with your concerns!