## LE $\hat{R}\hat{E}$ VE ORDERING BUSINESS CARDS FROM VISTAPRINT

- 1. Go to http://www.vistaprint.com.au.
- 2. Hover Over "Business" and select "Premium Business Cards"
- 3. Select 3rd Option "Upload your own complete design".



Upload your own complete design Upload your own finished design and we'll print it for you.



- 4. Select the horizontal layout when the window pops up and click continue.
- 5. Click "Choose File". Upload the Le Rêve Business Card background from where you have saved this file on your computer. Business Card files are available to download from Focus Online, under Information.

## Upload Your Image Locate the photo you want to upload for the front side, then click

Choose File no file selected Use a previously uploaded image Maximum upload file size is 5 MB

- 6. The Business Card background will upload, then click "Next".
- 7. Above the displayed Business Card background is an area called "Insert" Click "Text".



8. Double click on the text field to edit the text. You will see familiar text controls to those found in Microsoft Word.



- 9. Repeat steps 7 & 8 to add all the fields you require on your Business Card. You may like to include:
- First and Last Name
- Address
- Email address
- Phone numbers
- 10. Choose the font Arial, with a font size of 8, and text colour white.
- 11. Once you have created all the text fields and placed them in the position suggested in this example below, check the box "Online Proof Approval" and "click next".



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- 12. Sign in or Register as a VistaPrint Customer and finalise your purchase.
- 13. Your Business Cards will be delivered via VistaPrint's delivery methods.
- 14. You now have cheap as chip business cards and you can call yourself a graphic designer.