

Directions for making a Passionzone Consultant Business card at VistaPrint:

1. You will have received 2x PDF files as Attachments on this email, save these PDF files to your Desktop or somewhere you know you can retrieve them from (remember this location for later).
2. Login to VistaPrint, or register and join, and go to the menu and select "Deluxe Business Cards", this choice can also be found if you go to the Business Card Section.
3. Choose the Green Icon titled "Use Your Complete Design" (Green at time of instructions)
4. Choose Horizontal.
5. Click on the Upload your Design on the front of the card and at the top a menu will pop up which has an "Add Image" button.
6. Click on My Computer, then click the "Choose Image" button, then select the PDF file attachment that you saved from the Email we sent you titled "Passionzone Consultant Front BC Background.PDF" from wherever it is on your computer.
7. Click the image you added on the card and a new menu will appear above, select the Crop/Rotate, and in the dialogue that appears select "Scale to Fit". Then press OK.
8. Click the "Text" button on the menu above the card and select "Add New Text Field" Click the Text field below and Type your Name, (Consultant Name) select the text item that is your name on the card now on the right, and the menu will appear above where you can select the Font and colour etc. (see example image 2) Choose the font Bernhard Modern, Size 13 and press B for Bold and I for Italic. Move the Text Item into the Pink Space to the left of the card. And centre it nicely, but make sure there is space between the text and the "Safety Line". See example image attached for the positioning.
9. Add another Text field and type "Party Plan Consultant", this should already have the font selected from before: Bernhard Modern, but the size needs to be 8pt, and NOT Bold or Italic, so choose the size, and choose 8, then press B and I to deselect these options, then place this text under your name and aligned to the left in line with the first letter in your name.
10. Now add another text field and type your phone number, position this below the name and title, aligned left, your Phone Number should be 15 in size and NOT Italic.
11. Now finally add an email field, press the Text button and then the "Add New Text Field" then type your email address issued to you (will be: name@passionzoneparty.com.au), now place on the bottom in the white space below the pink to the left, leaving space between the safe zone and your name, as shown in image example below, click the email on the card and choose Dom Casual for the font, click the U for underline, and size 12, the colour required to choose is also shown, click on the colour wheel, then choose "All Colours", the pink/magenta is at the bottom in "All Colours" (see example), then create one more Text field and type in this field "**passionzoneparty.com.au**", now click that text and drag it to position the baseline of the text inline with the email you placed on the left, place the web address to the right of the card, allowing some space from the edge, see the example. The baseline will show as a thin blue line and snap the text in a vertical alignment. Take your time, and position accordingly, note the small blue circles on the sides are for sizing the text box, this should be larger than the text, if it is not, the text will show as an orange error and fall down below.

12. Now press the "Reverse side" of the card below the card front you have now finished, and on the Design panel on the left choose the "Upload your Design" choice, above the card design area you will now see 3 choices, BLANK is free, the next choice Greyscale is \$6.99 (at time of instructional) select this and now you can select the "Upload Your Design" on the card back. See the reverse example below.
13. Now again, when you click the card back, at the top of the card a menu appears and an "Add Image" button appears, click the "Add Image", this should remember My Computer for where to choose.
14. Now select the "Choose Image" button and choose the "Passionzone Consultant Reverse BC Background.PDF" file you received and saved to your desktop or other location.
15. Click on the card now and select from the menu that appears above the Crop/Rotate button, and in the dialogue that appears select "Scale to Fit". Press OK to return to the card.
16. Now you can press Save As at the top menu to save the design to your account, or you can press Next and proceed to see the proof, here you should carefully check over your design and details, if all looks ok, then proceed to payment etc. If you need to change anything, the Edit link is above the image of the hand holding your card, this will take you back to the earlier steps, and you can modify the card further if necessary.

Example of the VistaPrint interface:

Personalise Your Deluxe Business Card - Front side

The screenshot shows the VistaPrint interface for personalising a business card. The top toolbar includes Design, Text, Uploads, Elements, Undo, Redo, Proof, Save, and Help. The left sidebar shows 'Elements' with categories: Icons (174), Text Elements (52), Shapes (5), and Table and QR code (2). The main design area displays a business card template for 'PASSIONZONE' with fields for 'Consultant Name', 'Party Plan Consultant', '0412 345 678', 'ADULT PARTY PLAN', and contact information. A 'Safety Line' is indicated at the top of the design area. Below the main design area are 'Front side' and 'Reverse side' preview buttons, a 'Next' button, and a 'Need help?' section with contact information (1800-021-631) and a 'Graphic design services' section with a 'Get started' button.

Choose the colour:

Marketing Materials | Signs & Posters | Invitations & Stationery | Wedding | Clothing | Digital Marketing | Specials

Business Card - Front side

Elements | Undo | Redo | Proof | Save | Help

COLOUR

Recommended Colours

All Colours

Custom Colour

Dom Casual | 12 | B | I | U | MORE >

passionzoneparty.com.au

name@passionzone.com.au | passionzoneparty.com.au

Preview

Next

Front side | Reverse side

Choosing the Phone to be NOT Italic and at 15 size:

Stock Photo Secrets | Google | Sign In | PIA | St.George Bank - Per... | EZTV - TV Torrents | ExtraTorrent | IMDb - Movies, TV an... | Prison Planet.com | Personal Banking - in... | Pay Onl...

All Products | Business Cards | Marketing Materials | Signs & Posters | Invitations & Stationery | Wedding | Clothing | Digital Marketing | Specials

Personalise Your Deluxe Business Card - Front side

Design | Text | Uploads | Elements | Undo | Redo | Proof | Save | Help

Enter Text

Add New Text Field

Consultant Name

Party Plan Consultant

0412 345 678

Safety Line

PASSIONZONE

Bernhard Modern | 15 | B | I | U | MORE >

0412 345 678

Party Plan Consultant

0412 345 678

info@passionzoneparty.com.au | passionzoneparty.com.au

Party Plan

"The party starts here."

The image resolution looks great.

Preview

Next

Front side | Reverse side

Need help? | Graphic design services

Choosing the reverse of the card and the Greyscale Option for upload:

