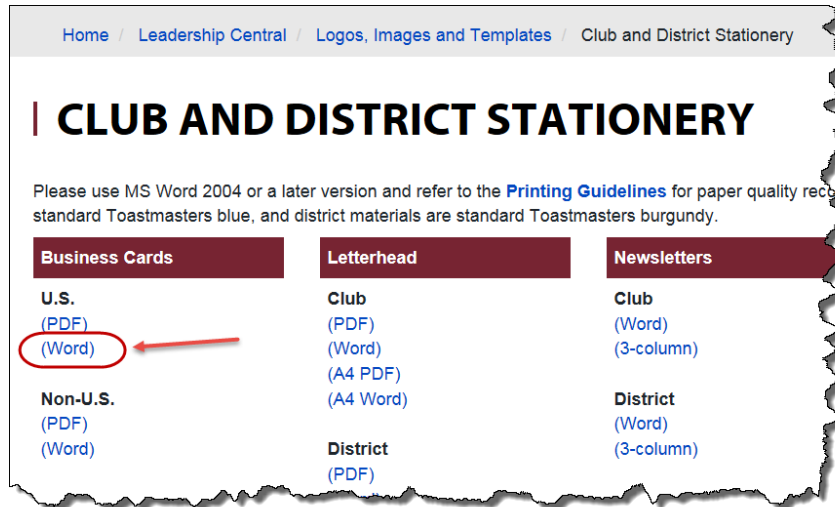


Creating TI Business Cards

Download the Card Template

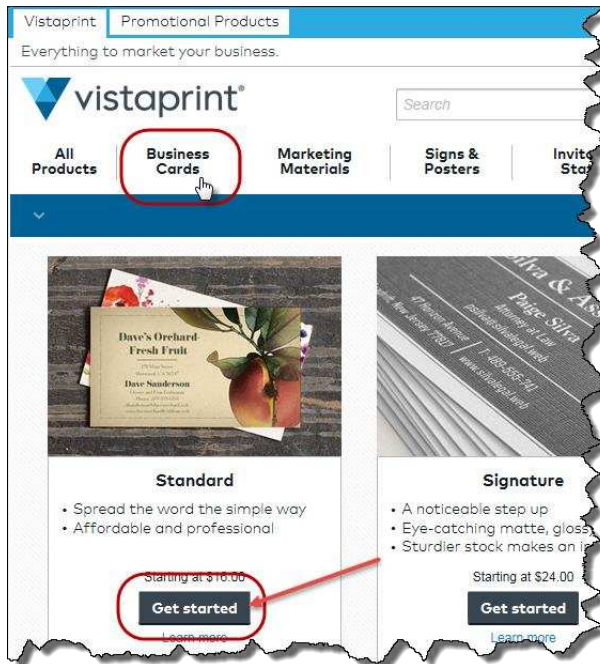
1. Browse to <https://www.toastmasters.org/Leadership-Central/Logos-Images-and-Templates/Club-and-District-Stationery>
2. Click the template you want to use (I suggest word)



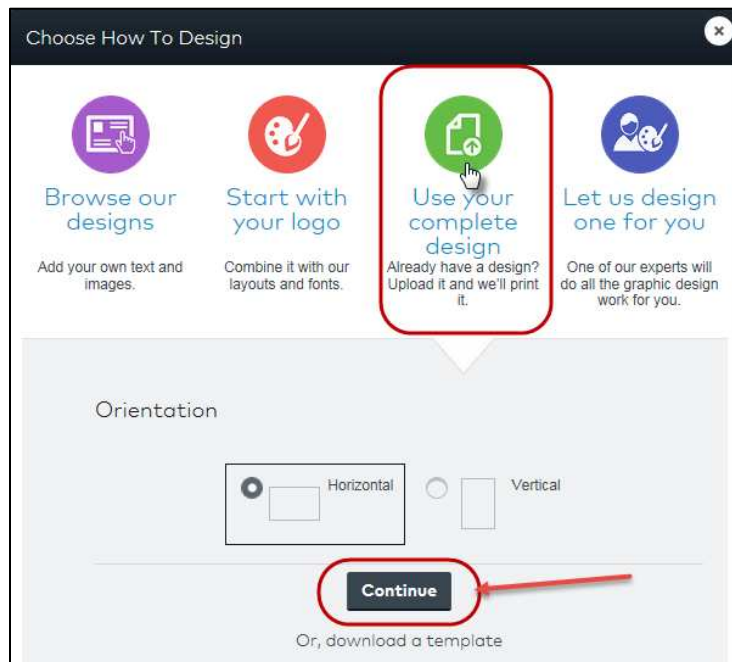
3. Save it to your system, open and put your information in
 - a. Your new email address will be firstnamelastname@d25toastmasters.org. When mail is sent to this address it will forward to the email address you gave the district. As this is only a forwarding address, you will not be able to send email from this address.
 - b. Note: If you are going to use Vista Print, you only need to fill in 1 card
4. Vista Print is NOT free if you want to use the TI template
5. Other ways besides Vista Print to print business cards:
 - a. Kinko's
 - b. Avery labels on your home machine (remember to figure in cost of ink and labels when comparing prices)

Vista Print

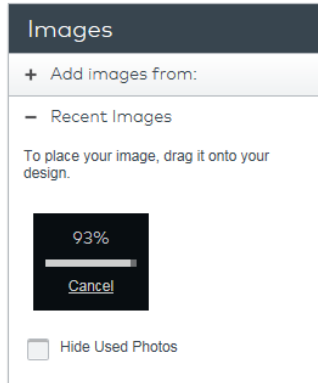
6. Go to: <http://www.vistaprint.com>
7. Click on Business Cards -> Standard (Get Started)



8. Click on Use Your Complete Design -> Continue



9. Click on Image -> My Computer -> Choose Images
10. Browse for your Word document and select it



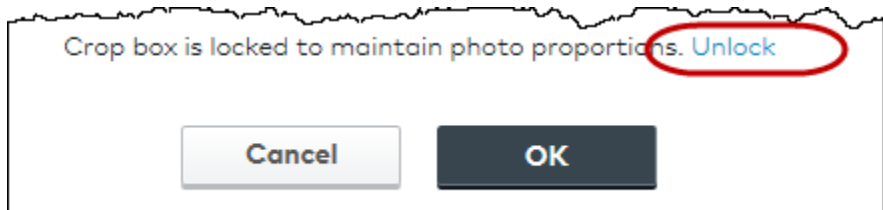
11. Double click the image to display the functions menu
12. Click on one of the functions to edit the image



13. This is what will take the longest – you just have to keep aligning it and testing out different things to get it right.
-

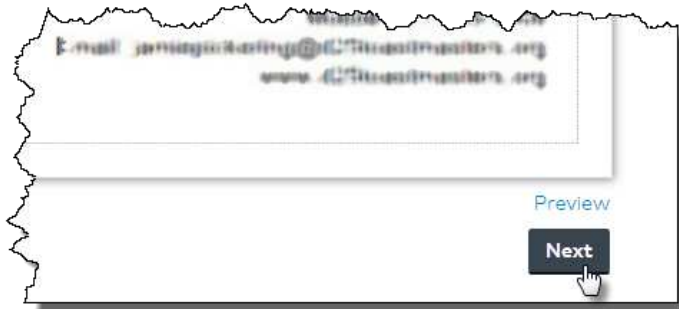
Tips:

1. The ratio is locked – to unlock to allow more freedom in cropping, click Unlock at the bottom of the screen:



2. If you get a warning about blurry image – get creative.
 - a. Increase the view/zoom on your word document
 - b. Take a screen shot of it (I use Snag it)
 - c. Upload the screen shot to Vista Print – this gave me a zoomed in picture of the image without losing resolution
 3. Keep previewing and adjusting till you get it right
-

14. Click Next



15. Review – Review – Review – make sure all your information is correct!

16. Check the box

17. Click Next

Front side - [View Larger](#) | [Edit](#) Other back side options starting at \$4.00 - [View Larger](#) | [Edit](#)

The front image shows a business card held by hands. The card has a red header with the Toastmasters logo and the following text: "Jamie Pickering", "District Chief / Judge - District 21", "Phone: 817-985-2009", "Email: jamiepickering@toastmasters.org", and "www.toastmasters.org". The back image shows a blank white card held by hands.

Things to check for:

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

I have reviewed and approve my design

[Next](#)

18. Complete the transaction

- Matte Finish
- Blank Back Side
- Quantity is up to you