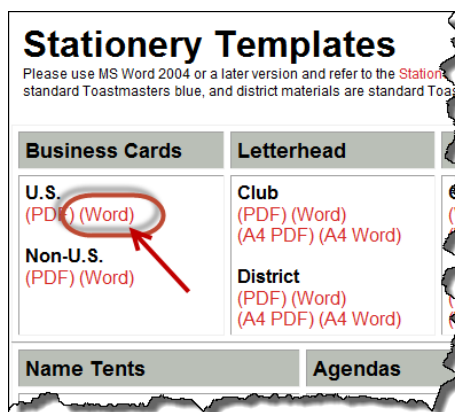


# Creating TI Business Cards

---

## Download the Card Template

1. Browse to: <http://www.toastmasters.org/stationery#VBP6>
  - a. If this link doesn't match the picture below, please skip to the section **Alternate Download Path** below.
2. Click the template you want to use (I suggest Word)
  - a. I have Windows 7 and it would not allow the PDF to Save As to my system, it locked up the computer when I tried to save.



3. Save it to your system, open and put your information in
  - a. 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)

## To use Vista Print:

1. Browse to: <http://www.vistaprint.com>

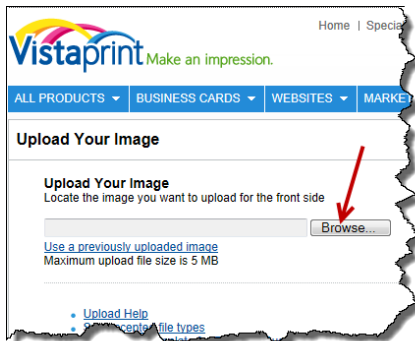
2. Click Business Cards -> Personal Business Cards



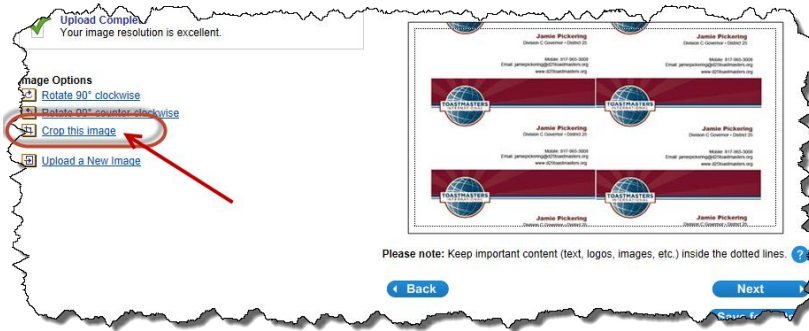
3. In the *Choose How to Design It* section -> click *Get Started* next to *Upload a Complete Design*



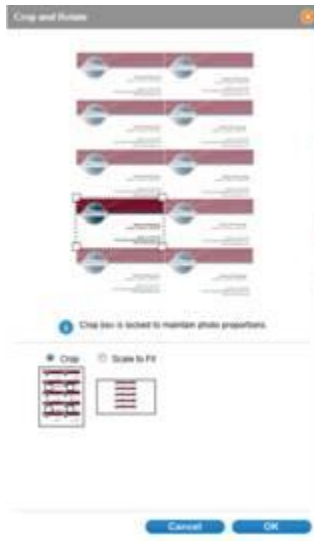
4. Click Browse and find your saved template



5. Once uploaded -> Click Crop this image



6. Fit the box around 1 of the business cards



7. Click ok

8. Adjust as needed to get the right crop (it may take a couple times going back and forth)



9. Then complete the ordering process.

**WARNING:** They try to sell you everything under the sun in the check out process.

## Alternate Download Path

1. Browse to <http://www.toastmasters.org/Members/OfficerResources/BrandPortal.aspx>
2. Hover over the icons in the middle of the page and find the one that says Stationary Templates -> click it



3. Return to Step 2 under Download the Card Template at the top of this document