

How to Order Printed Invitations

When you have chosen and purchased your design, follow these step-by-step instructions to customize and order printed invitations:

1. When you receive your invitation design in digital format, open the file and choose "Save As" from the File menu. Choose a destination you can easily find again.
2. Go to the <http://www.vistaprint.com/invitations.aspx?&GP=2%2f22%2f2011+6%3a01%3a39+PM&GPS=1475749069&GNF=0>>Vistaprint "Invitations and Announcements" page.
3. In the top right-hand corner of the screen, you will see a "Details and Pricing" menu. Choose the size and style that match the label on your digital file.
4. On the order form, choose the appropriate size for your invitation and click on the "Upload a Complete Design" option.
5. In the "Layout Options" window, select a horizontal or vertical layout to match your design.
6. On the "Upload Your Image" page, click the "Download" button and browse to the digital invitation file you saved in step 1. Once the image appears in the preview screen, click "Next."
7. The "Image Options" list in the bottom left-hand corner of the page allows you to rotate or crop the image if needed. When you are satisfied with its appearance, click "Next."
8. To customize your invitation, click "Advanced Editing." This opens a menu bar with multiple options. To add text to your invitation, click "Insert Text." A text box with handles will appear on the image; you can move it and adjust the size by clicking and dragging the box or the handles. When you place your cursor over the box, an "Edit" button will appear. To type in the text box, click that button and enter your text. Use the options on the menu bar to change the font, color, size and style as desired.
9. Proofread your invitation carefully before clicking the "Online Proof Approval" box and clicking "Next."
10. You will see the back side of the invitation in the preview window. In the upper left-hand corner, choose "Full-Color Printing," "Grayscale Printing," or "Blank Back Side," as appropriate. (There is an additional charge for the full-color option.) When satisfied with the appearance, click the "Online Proof Approval" box, then "Next."
11. Complete the Vistaprint login/registration process, then choose quantity and paper stock options. Choose envelopes, either plain (included) or printed with your return address (for an additional charge).
12. Follow Vistaprint's instructions to complete the ordering and payment process.