

PTC POST CARD INSTRUCTIONS

This is a 5"x 7" postcard that has a photo on the front and a choice of two text versions for the back. The two versions are for:

1. Advertising the itinerary of Peace Train events in Ottawa and handing out to potential attendee
OR
2. Sending a request to Prime Minister Carney to establish a Canadian Centre for Peace and Justice.

For the latter, folks need to sign (ballpoint if it's on glossy cardstock) and include their postal code. If 60 of us get 100 people to mail postcards, we'll be sending 6000 postcards to the Prime Minister.

This pdf has 3 pages. You will need to choose the photo page and one of the two back sides.

There are two options for printing:

1. LOCAL PRINT SHOP: Simply take the post card file on a USB drive to your local print shop. A local print shop is easier to deal with, from ordering to final copy, and you'll be able to make sure the proof is correct before printing. (mistakes are frequent with Staples online which can be a significant loss if hundreds of copies are being printed).

2. STAPLES ONLINE: If you go to the Staples website, choose your **local pickup location** and do the following: (sorry, it's long, but this exact sequence works)

1. Save the postcard file to your phone (it should then be in Downloads) or computer.
2. Go to the Staples website, choose your store, and click on Printing
3. Click on "Cards and Invitations"
4. Click on "Postcards"
5. Scroll down to "5 x 7 Same Day Postcards"
6. Choose 2-sided; choose glossy; and choose the number wanted (more is cheaper per card)
7. Click "Create Now"
8. Do not choose a Template but scroll down and Click "Uploads"
9. Click "Upload files"
10. Find the Postcard file in your downloads. Click on your file image
1. Click "Apply all 3 pages"
2. Once you can see all 3 pages, touch the back side you don't want and click "Delete"
3. Then click the upload or publish icon near the top right of the web page.
4. Proof read when prompted. You can edit text and fix improper spacing between words. Sometime the PDF does not transfer accurately. Check margins so no white border will be printed on the front page.
5. Screen opens to "Get Ready to Print."
6. Choose the pack you want (50, 100, etc.)
7. Then place your order with payment.