

## Order a Banner from Vistaprint

**Note:** these directions are on how to order a standard 2.5x6 vertical banner meant to be displayed in a stand. You could also use these basic directions to make other choices. Say, for an outdoor banner with grommets and reinforcing to advertise an event. The banners do come with free adhesive plastic corners that can be used to string the banner up. But they are of pretty poor quality and it may be hard to find the perfect place to hang the banner with string.

Save the AMBUCS banner template to your computer somewhere (that you will remember).

There are three template choices. One with the [www.ambucs.org](http://www.ambucs.org) url on it, one without it (so you can add your chapter url to that space) and another with no rider and no url. The third choice will give you the opportunity to add a local rider. Please note the image must be very large, 300 dpi and as large as possible...12 inches wide would be great. The image must also be "cut out"...have the background removed so only the tryke and rider show. You may need to hire someone to do this for you. All three templates allow you to add your chapter name under the AMBUCS logo.

Visit: <https://www.vistaprint.com>

In the Search bar at the top, type in Banners and then choose Vinyl Banners.

Going down the right side choose: Vertical, 2.5x6, indoor, no grommets, no reinforcing. Choose your quantity and a stand.

Hit the blue "Start Designing" button

Chose the top left design...it looks like a green circle with a page with a dogeared corner and an up arrow. It says "Use your complete design. Upload It."

On the left side you'll several ways the program can get images. Chose the first one it looks like an upward facing bracket with an upward arrow and says My Computer.

Navigate to where you saved the banner template and select it.

It will take a while to download. It may download right into the banner area or it might only download on the left side under Recent Images. If it doesn't show up in the business card area, click and drag into the area. Move to one corner and grab the blue dot of the opposite corner and drag out till it covers the entire space.

After It has uploaded into the business card area, at the top left you'll see three tabs. We're currently on images. Click on Text.

Click on Add New Text Field. A box will open in the banner.

Type in your chapter's name (without AMBUCS in it because that's right above). I recommend uppercase. Click in the first field in the text box options. Change the second field to around 200 depending on how long your chapter name is. You can make it larger or smaller depending on how long the name is. Click the blue circle on the right side of the text box and drag it to the right a bit so the edge lines up under the S in AMBLUCS. Drag the left one out until it's under the A. Move the whole text box

down until it rests just under the stars. Then move the left one back to the right until it lines up under the right point of the third star. Click on More > and choose the second one that makes everything line up in the center.



You can leave it black or you can click the color wheel, choose custom color and put 98 in C; 75 in M; 4 in Y and 0 in K. Apply.

Choose Add New Text Field. Write in your chapter's url (web address). Leave off the http:// and possibly the www. Move the field near the bottom centered between the bottom gray dashed line and the bottom of the mission text. Move the right blue dot to the right dashed gray line and the left dot to the left dashed gray line (so you're sure it's centered). Change the second field to around 130. Click on the color wheel and custom color. Make C 19; M 100; Y 73; K 8. Apply.

When you're happy with the banner, you can hit Next in green below the card on the right.

It will show you what it looks like.

You can click View Larger at the top or check the I have reviewed and approve my design and then the blue Next button.

Click the Go to Cart button (next to the blue Next button...unless you want to see all the random stuff they're trying to sell you).

You can change the quantity here or edit the design if you decide you don't like something.

Click Do you have a promo code under the banner design.

There are almost always Vistaprint coupons out there. Check here:

<https://www.retailmenot.com/view/vistaprint.com>

Pick the one that looks the best and add it to the promo code field.

You can try several and see which brings your total down the most.

You can always go back to the best one. When you're happy, click the green Checkout button.

Put in the Shipping and Billing addresses and Delivery speed and then hit Next. It's a standard check out from here.

