

# Instructions for personalized Postcard Tracts

1) Using your favorite software (i.e. Microsoft Word, Pages, etc.), arrange your text and images into a space that measures 2.75" wide x 3.75" tall.

- Your information will be printed in full color, so feel free to include colored text and images.
- If you want a background image or color that "bleeds" to the edge of the card, the measurement of that box needs to be 3.25" x 4.25". As a reminder: please do not put any text outside of the safe printing area (2.75" x 3.75").
- If possible, please ensure that all images have a final resolution of at least 300 pixels per inch. Lower-quality images may look fine on screen, but appear blurry when printed.

2) To ensure that your layout is printed exactly as you designed it, we recommend that you export and submit your design as a PDF file.

- Consult your software's documentation for help with exporting PDF files.

3) Submit your design file when placing your order.

- If you are unable to upload your file when ordering, please email your file to us at [service@mwtb.org](mailto:service@mwtb.org) (be sure to include your order number in the message).

