

## VistaPrint.com - General Instructions

### Self-Care Note Pads

Vistaprint.com notepads come pad sizes of 4" x 5.5" size, with 50 sheets per pad. Printing is in full color.

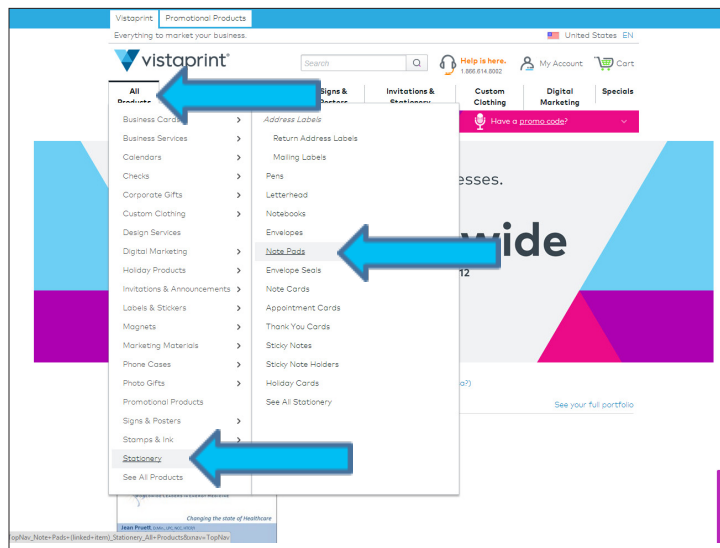
Once you have paid for your order from Energy's store, you will receive an email from Energy Magazine that contains the file(s) for downloading to your computer. You should receive one pdf file and these instructions.

Open the file titled *self-care-pad-re.pdf* in Adobe Acrobat Reader or Adobe Acrobat Pro. This file is a writeable PDF. There are two lines available for you to add your personal and/or practice information. Type in your information. Save the finished document to your computer as a PDF file.

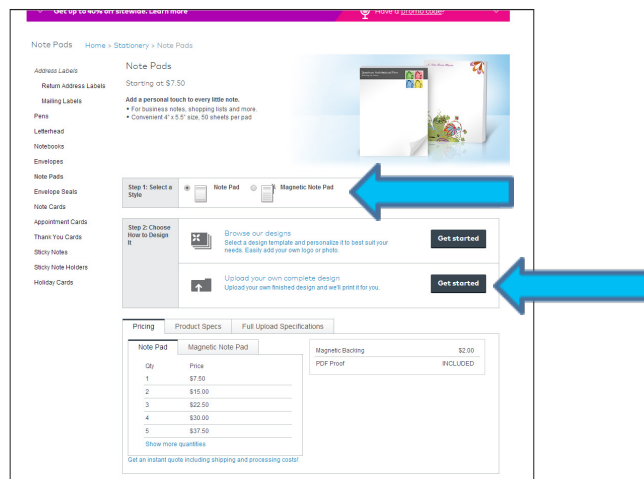
You are now ready to upload and order your note pads through VistaPrint.

Go to Vistaprint.com

Hover over All Products in the top tool bar, hover over Stationery in the dropdown menu and then click on Note Pads in the second dropdown menu.



Choose either note pad or magnetic notepad then click on Get Started to the right of the Upload your own completed design section.

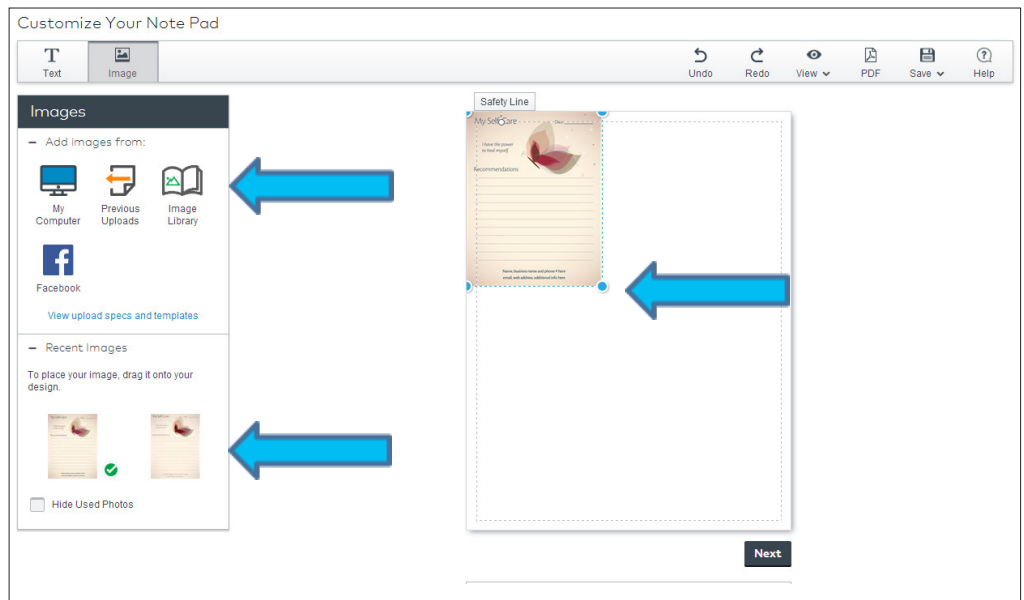


First click on My Computer in the “Add image from” box

Then drag and drop your image into the blank note pad to the right if your image doesn’t automatically appear in the blank space.

Once you have it placed on the blank note pad simply grab the blue dot at the corner to resize your image so that it fits the space fully.

Click the Next button in the bottom right corner.



A proof of your design will come up. Check to see that everything is correct by following the numbered instructions.

If the design is OK, check Online Proof Approval and then click Next.

After approving your proof and clicking next you will be taken to a log in screen where you can log in to your existing account, create a new account or continue as a guest.

Choose the appropriate option then finish your purchase as you would on any other online store.

