

Instructions for Online Printing

Online printers like Vistaprint often require that the pdf be flattened before uploading to their services. Fortunately, this isn't too hard to do. The instructions that follow are for Google Chrome and Adobe Acrobat. You may also use CutePDF Writer or other pdf editing software if you have it available. Adobe Reader does not allow printing to PDF, so if you use Adobe Reader, please follow the Google Chrome instructions instead.

PLEASE NOTE: All instructions assume that you have already completed editing your template. Once you complete the instructions below, you will not be able to make further edits to the template.

GOOGLE CHROME

1. **Before heading to Google Chrome**, in your file browser right click on your custom template.
2. Select **Open with** and then **Google Chrome**
3. Once your PDF has opened in Chrome, click on **Print** in the upper right-hand corner
4. Click on **Destination** and select **Save as PDF**
5. Click **Save** and choose your file name and save location
6. Upload to your online printer

ADOBE ACROBAT

1. Select **Print** from the **File** menu
2. Choose **Adobe PDF** as your printer and click **Properties**
3. Select **High Quality Print** from the **Default Settings** dropdown and click "OK"
4. Select the **Adobe PDF Page Size** to match the correct size for the template item
5. Click **Print** and choose your file name and save location
6. Upload to your online printer