



POSTCARD INSTRUCTIONS

#LymePowerOfUs offers the ability to print your own postcards using the downloadable file and Avery postcard templates (#5889, #8386, #8389). This tool allows you to fill in a message on the pre-formatted LymePowerOfUs postcards.

- ◆ Click on “Front Postcard” and “Back Postcard” under Postcard under the Social Tools Tab.
- ◆ Select “Save As”, to save the templates to your computer.
- ◆ Remember where you have saved your file.
- ◆ Open the template file that is now saved on your computer.
- ◆ The template is in a Microsoft Word (.doc) format.
- ◆ Type in your personal message on the front postcard and the address of the person you are sending the postcard to on the back postcard. There are two postcards per page, so do this in both postcards on the page.
- ◆ Insert business card stock (Avery #5889, #8386, or #8389) and select “File” and “Print”.