

Congrats! You've taken the next step to promoting your board certification. In addition to providing you with a customizable template, we have included instructions on how to edit your postcard.

Instructions

1. Extract and save to your computer all of the files from the downloaded zipped folder.
2. The design file is saved as an InDesign file (.indd), which means it can only be edited using the Adobe InDesign program. You can choose to purchase a monthly subscription or the free trial of InDesign in order to set up the postcard yourself or you can consult with your printer for them to set up the file for you before they proceed with printing.
3. When consulting with your printer to make your changes, they will need all contents from the zipped folder download. If you are making the changes, InDesign may notify you that fonts are missing, so you need to install the fonts located in the zipped folder.
 - Within the file, you or your printer will update the following:
 - Company name or logo on the front.
 - Change <Business Name> to your business's name in the front copy.
 - Update the <Company URL>, <Company Phone>, and <Company Address> with your information. Add the applicable <Social Media Icons>.
 - On the back, add Company name or logo on the back. Provide 1-2 lines highlighting you and your business within the <Product Detail>. Update the <Company URL> and <Company Phone> with your information.



4. You may need to re-link the images included in the postcard. In InDesign, click Window > Links to see if there are yellow or red caution icons next to the images. If so, double click the icons and select the images from your computer.
5. When you're done, select File > Export As to export your file as a PDF (Print). Your printer will provide details on what is needed (i.e. marks and bleeds). Finally, send the exported PDF file to your printer/mailing house!



You can edit the file yourself by using InDesign. Purchase the monthly subscription or try the free trial: <https://www.adobe.com/products/indesign.html>