HEAR my VOICE.

Thank you for participating in the **#PostcardsFromThePeople** project! This document contains all the files you need to print your own postcards onto card stock. Simply print, trim, write your message, and mail. Make sure your elected officials hear your voice!

The artwork for the postcards was created by volunteers donating their time and talent. Nobody was paid. We ask that you DO NOT alter or use these images for any other purpose.

Help us spread the word about this project! Please snap some photos of your completed cards and post to social media with our hashtag **#PostcardsFromThePeople** and share our website: **www.PostcardsFromThePeople.com**

Thanks again!

***** *IMPORTANT: We have read of representatives not counting or including postcards in counts gauging interest and importance on issues if there is no name or indication that the card came from a local constituent. We have included space for your name and zip code on the templates. Please be sure to include this information when you write your representatives. Make sure your voice is heard!* *****

Printing and Setup Tips

The files are all set up with a .25" border. Most desktop printers should work with this. You may have to check your printer settings to ensure that it is using the maximum area. We recommend using the test print file to setup your printer and to check to make sure the images will not get cut off.

Printer Setup
- Do not scale to fit or shrink to fit
- Print at 100%
- Some photo printing inkjets (like Epson810) may require you set the paper supply to BORDERLESS 8.5' x 11"
- Some photo printing inkjets (like Epson810) may require you to TURN OFF "Expansion" settings (this is what allows for photographs to be printed without borders by stretching the file -- you DO NOT want this)

Printing BOTH sides of the postcard:
- After you have checked your printer and setup the margins, you are ready to print your postcards.
- There is a backside for each card file. BE SURE TO PRINT BOTH SIDES! The back side has the address portion and most importantly, the TRIM LINES!
- It's best to print the front and back page in separate passes. (Print only the page w/ the designs by selecting the "range" of pages — NOT "All")
- Take note of how the paper is fed into the printer (put a small dot on one side so you can test to see how the paper runs through your printer)
- Your printer may have an options for printing double-sided. If you understand how to adjust the second side you can try this. We have found that the default often prints the back side of the card upside down. We prefer to feed the paper through two times for better control.

What type of paper to use?
- Postcards need to be printed on cardstock
- Choose 80lb to 110lb **cardstock** (meets USPS reqs.)
- You can purchase reams of this paper at Staples or Amazon
- White works best for color printing
- If printing in black and white consider choosing bright colored cardstock

What postage is required?
- "Small" cards can be mailed with a USPS $.35 postcard rate stamp
- "Large" cards require a regular letter rate stamp

TEST PRINT PAGE

Use this page to test that your printer is not cutting off the postcard print area. You should be able to see the lines on all four sides of each postcard. If anything is getting cut off refer to the setup recommendations in this document or your printer's instruction manual.

The time is always right to **do what is right.**
Martin Luther King, Jr.

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