How to create FREE publications with Vista Print

Please read the instructional article that goes with this video. It contains important additional information.





Process from MS Publisher to VistaPrint

- 1. Create your publication in MS Publisher
- 2. Go to <u>www.vistaprint.com</u> **Ignore (recommended)
- 3. Find item you want and get the "full-bleed" measurements
 - item 🔿 upload help 🔿 file size, record size
- 4. Go back to your MS Publisher publication 5. Change the "Page Size" to the "full-bleed"
- measurements
- 6. Stretch your background color-no important objects close to the edge
- 7. Save your publication (each side separately) as a 300 dpi PNG.
- 8. Upload each page to <u>www.vistaprint.com</u> and proceed.

www.vistaprint.com

How to video at www.effectivechurchcom.com

For Effective Church Communication Members