

# Wallet Card Printing Instructions

## For Professional Printing

For professional printing at a print shop, such as FedEx, select the Wallet Card PDF labeled **Wallet Card with Print Marks**. The colors and lines along the side are bleed and crop marks that the printer will need. Communicate the following details to the printers:

- The number of cards you wish to print
- Card Size: The final cards will be 3.5 (width) x 4 (height) inches unfolded, 3.5 (width) x 2 (height) inches folded
- Paper Quality: We recommend at least 80-pound cover weight with a matte finish
- What the finished product will look like. Give them photos of the finished product, or a version that you printed out yourself
- Print on the front and back of the paper, flipped on the short edge
- Fold in half with the white side on the inside and the orange and black on the outside. You may be able to save money by folding them yourself.

## For Personal Printing

For printing on your home or office printer, use the Wallet Card PDF that is labeled **Wallet Card**.

1. Load your printer with heavy, matte cardstock paper (80-pound cover weight).
2. Open the document titled "**Wallet Card\_Personal Print.pdf**" and select "print" from the File menu.
3. A print window will open. In the window, look for a setting labeled "size" or "dimensions" and set it to "**actual size,**" "**100%**" or "**3.5 x 4 inches.**"
4. Look for your print side options and set your document to print on both sides of one page. Select the option that ensures your page will be flipped on the **short edge** of the paper.
5. Press print.
6. Take the printed page, cut the white space around the wallet card so that it is cropped to size, and fold the card on the horizontal axis (the black and orange divide) at the 2-inch mark. Crease well. The white pages should be folded on the outside, with the orange and black pages on the inside.