

# CUSTOM POSTCARD



## Open the template

To open the template for the postcard, [click here](#).

1. Navigate to "**File**" in the menu.
2. Select "**Make a copy...**"
3. A new window will appear for you to name your new document and organize it in your Google Drive.
4. Click "**OK**."

## Customize your front of the postcard

1. Select the text that says, "**Organization's Name.**"
2. Delete the text and type in your organization's name.

## Customize your back of the postcard

1. Select the box that says "**[Logo Here]**", right click, hover over "**Replace image**", then click "**Upload from computer**".
2. Select your organization's logo from your computer, the file should be a PNG.
3. Next, select the text that says "**Insert Campaign URL.**"
4. Delete the text and type in your organization's Giving Tuesday campaign URL.

## Print your postcard

1. Postcards will print and mail best if you use thicker paper, like cardstock. You can find it at any office supply store. (The Nonprofit Hub Crew prefers 80 lb. cover stock.)
2. Navigate to "**File**" in the menu.
3. Select "**Print**"
4. A menu will appear.
5. Check that the printer you have selected is right.
6. Check that "**All**" is checked next to the "**Pages**" title.
7. Input how many copies you would like.
8. Check that paper size is "**Letter (8 1/2 x 11)**"
9. Check that scale is "**100**".
10. Next to "**Options**," "**Two-sided**" should be checkmarked.