



**Flipster Tip:** For best results, we suggest using a third-party vendor such as Vistaprint to print the cards. Simply select “Use your complete design,” choose your card stock and upload each side of the card. Vistaprint offers 500 Standard Business Cards for \$9.99 with offer code **VPBC500**.

## Step 1: Enter Library Information

Before you print these cards, customize the back side of the card with your library’s login information.

- Enter your library’s website
- Enter the authentication necessary to login (library card # or username and password)
- Offer short, concise directions to help the library user access *Flipster*

## Step 2: Export Each Side as a Separate File (jpeg, png, pdf)

Once you have customized the back side, you will need to save the file for uploading to Vistaprint or a similar vendor. Save the file to your desktop or an easily accessible folder.

## Step 3: Upload to Vistaprint.com

Go to Vistaprint.com and select Business Cards in the top navigation bar.

Select “Upload your design” and select the horizontal layout. This is where you upload your pdf under “Images” to the left, select “My Computer” and select “Choose Images.” Choose the pdf name that you saved in step 2 from your desktop or folder. The images will show up in the front and back side of the card.