Classy

Giving Tuesday Postcard Instructions

CREATE YOUR OWN COPY

FRONT OF THE POSTCARD

1. To open the template for the front of the postcard, **click here**.

2. Accept the prompt to make your own copy.

Google Slides

Copy document

Would you like to make a copy of **Giving Tuesday Postcard - FRONT**?

Make a copy

BACK OF POSTCARD

1. To open the template for the back of the postcard, **click here**.

2. Accept the prompt to make your own copy.

Google Slides

Copy document

Would you like to make a copy of **Giving Tuesday Postcard - BACK**?

Make a copy

Classy

CUSTOMIZE YOUR POSTCARD

Now that you've made your own copy, follow these steps to customize your Giving Tuesday postcard:

FRONT OF POSTCARD

1. Select the text that says, "**Insert Organization's Name.**"

2. Delete the text and type in your organization's name.

BACK OF POSTCARD

1. Select the box that says "**Upload Logo.**"

2. In your menu bar, select "**Replace Image,**" and upload your organization's logo from your computer.

3. Next, select the text that says "**Insert Campaign URL.**"

4. Delete the text and type in your organization's Giving Tuesday campaign URL.

PRO TIP

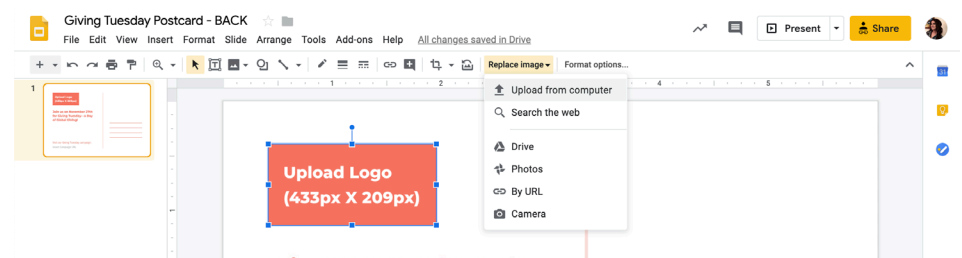Use a horizontal version of your logo for the easiest replacement.

Optimal dimensions:

433px x 209px

PRO TIP

Use a URL shortener to create a share-friendly URL that donors can easily type into their internet browser.

SAVE YOUR FILES

You will need to complete the following **set of actions** twice, once for the front of the postcard and once for the back.

1. Navigate to "**File**" in the menu.

2. Select "**Download as,**" followed by "**JPEG image (.jpg, current slide)**."
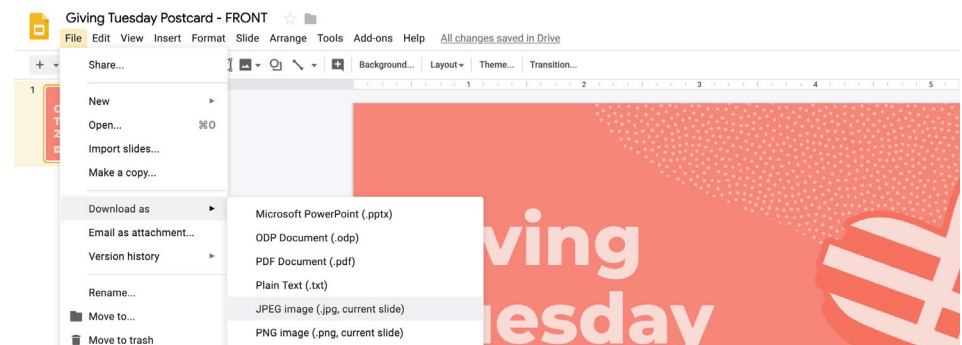
3. Save each image and distinguish the front file from the back file to make it easier when uploading to print. (Ex. GT_POSTCARD_FRONT)

PRINTING INFO

Some helpful information when setting up your file with a printer:

POSTCARD SIZE: 4" x 6"

FRONT OF CARD: Teal side with graphics

BACK OF CARD: Side with logo, greeting, and address