

Step 2 Personalize and Address Your Greeting Card at www.SendOutCards.com



Once you have picked your card, tell us where you want us to send it. This is where you can also customize your card with your note, photos, and even use your own handwriting with an optional upgrade.

Click this link to for a short video and more details on [how to address and customize your greeting card with the Send Out Cards System](#).

You are now ready to send your greeting card. If your card opens right to left, as you scroll down, you will see Inside Left Preview, Inside Right Preview, Edit Inside Left and Edit Inside Right text boxes. If your card folds up when opened, as you scroll down, you will see Inside Top Preview, Inside Bottom Preview, Edit Inside Top and Edit Inside Bottom text boxes.

By clicking your cursor in the Edit Inside Left or Edit Inside Top box, you will be typing a message that will appear in the Inside Left Preview or Inside Top Preview box. By clicking your cursor in the Edit Inside Right or Edit Inside Bottom box, you will be typing a message that will appear in the Inside Right Preview or Inside Bottom Preview box.

Note: If there is a message already included in the card, you have the option to click "Overwrite Default Text". You are then able to create your own message that will appear on the right side of the card if it opens from right to left or on the bottom section if the card folds up when opened. This is a great option when you find a card that you like but the inside text isn't just right for the occasion.

You are also able to have your text flush with the left margin, centered or flush with the right margin. Just click the correct button. Next choose the text color by simply clicking on the large "A" button and picking from the 12 colors shown. Next you will pick your font. Simply click on the "Standard" button and a drop-down menu will reveal 10 fonts to choose from.

Future additional options include your own handwriting font and your own signatures.

If you are adding a picture(s) to the inside of your card, click "Regular Sized" or "Business Card Sized", and browse your hard drive to upload the file. This takes a minute, so be patient. Click "Image on Top" or "Image on Bottom" to place your pictures. You may add up to 4 pictures into a card all for just 1 extra point. Note: If you add 4 pictures, there will be no place for a message.

There is another future additional option called PicturePlus.

One of the best things about the Send Out Cards System is a very powerful Contact Manager. When you fill in the blanks for the “Recipient Information” fields to send your cards, that person will automatically be added to your personal Contact Manager. You may add people individually to your Contact Manager later at your convenience. By adding their Birthdays and Anniversaries, the Contact Manager will send you a reminder e-mail 7 days in advance so you will never again forget someone’s special day.

You are also able to select the date your card is sent. This allows you to create cards in advance when you have the time, but program the Contact Manager so they arrive right on time. You can pick a date up to four years in the future. Some people like to create all of the Birthday and Anniversary Cards for that month at one time. This feature is also great for businesses that want to send out a Card Campaign automatically. We create our Christmas Card in advance and set the “Send Date” so they arrive right on time. Note: Cards are mailed from Salt Lake City, UT, so allow for mailing time accordingly.

The next feature is “Add Insert to Card” which allows you (with sufficient funds in your Expense Account) to send a Gift Card or a check for up to \$50 enclosed right in your Greeting Card. Gift Cards are currently available from Barnes & Noble, 5 Restaurants in 1 Card, Starbucks Coffee, Bed, Bath & Beyond, Home Depot, Gap, Old Navy, Banana Republic, Wal Mart, Blockbuster, Blockbuster Night Card, and See Candies.

You can use a Spell Checker if you wish. You are now ready to “Preview Card”. This will take you to a Preview Page. Due to compression, this page sometimes looks a little distorted. Not to worry – your card will look great! If you click anywhere in the text boxes, it will bring you to another page showing an enlarged version. If you are satisfied with your card, click the “Send Card” Button.

If you want to change anything in your card, click the “Back/Edit” Button to make your changes and then click the “Send Card” Button to send your card. Couldn’t be any simpler!