Click2Mail Templates Guide Version 4

Adobe InDesign Templates

For use with
Adobe InDesign CS5, CS4, CS3

Step-by-step instructions

Before using the Adobe InDesign templates you should be familiar with InDesign program basics. If you have questions about working with InDesign refer to InDesign's Help menu for comprehensive instructions.

1. Download, open, and print the template

Print all pages of the template to familiarize yourself with the layout of elements on each page.

2. Add your text and images

Replace the placeholder text with your own text and add images (see Working with images).

We recommend positioning text within the safe area .25 inch (1/4 inch)(see below) and no closer than .125 (1/8 inch) from the edge of the page (see fig. 1).

fig. 1

To extend an image off the edge of the page (bleed) add .125 (1/8 inch) to .25 inch (1/4 inch) to the image and postition it the same distance off the edge of the page.

3. Remove template "Read and delete" boxes

Click on the red arrow at the top-left of each "read and delete" box and press the "DELETE" key (click the red arrow, not within the instruction text area). Also delete the mailing address placeholder (red dotted line and text).

4. Save the document as a .PDF file

When using InDesign, you must save your document as a .PDF file before you upload it to Mailing Online (Mailing Online does not accept INDD files directly). If changes are necessary after you have saved the file, make the changes in the original document file and save a new .PDF (Mailing Online does not support editing of .PDF files).For advanced .PDF options see the Adobe InDesign documentation.

Adobe InDesign CS5, CS4, CS3

To save document as a .PDF (Portable Document File)

1. Open the document and choose "File" > "Export"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list (Windows), Save (Mac OS) select "Adobe PDF"

4. In the "Adobe PDF Preset" list select "[Press Quality]" or [Press].

5. In the "Compatibility" list select "Acrobat 5" or higher. These settings typically produce a file that is optimized for the Mailing Online system. If, after previewing your document, you are not satisfied with the image quality, call our support line and we will help you define advanced settings.

6. Click "Export" (Windows) or "Save" (Mac OS).

Questions?

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From YOUR desktop to THEIR mailbox

Apple iWorks Templates

For use with Apple iWork Pages '08, '09

Step-by-step instructions

Before using the Pages templates you should be familiar with Pages program basics. If you have questions about working with Pages refer to Pages' Help menu for comprehensive instructions.

1. Download, open, and print the template

Print all pages of the template to familiarize yourself with the layout of elements on each page.

2. Add your text and images

Replace the placeholder text with your own text and add images (see Working with images).

We recommend positioning text within the safe area .25 inch (1/4 inch)(see below) and no closer than .125 (1/8 inch) from the edge of the page (see fig. 1).

fig. 1

To extend an image off the edge of the page (bleed) add .125 (1/8 inch) to .25 inch (1/4 inch) to the image and postition it the same distance off the edge of the page.

3. Remove template "Read and delete" boxes

Click on the red arrow at the top-left of each "read and delete" box and press the "DELETE" key (click the red arrow, not within the instruction text area). Also delete the mailing address placeholder (red dotted line and text).

4. Save the document as a .PDF file

When using iWork Pages, you must save your document as a .PDF file before you upload it to Mailing Online (Mailing Online does not accept INDD files directly). If changes are necessary after you have saved the file, make the changes in the original document file and save a new .PDF (Mailing Online does not support editing of .PDF files).

For advanced .PDF options see the iWork Pages documentation.

Save a PDF in Apple iWork Pages

To export a document to a PDF:

1 Choose Share > Export.

2 Choose PDF and click Next.3 Type a new name for the document.

4 Choose where you want to save the document.

5 Click Export.

Choose "best" for "image quality"

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Microsoft Publisher Templates

For use with
Microsoft Publisher 2011
Microsoft Publisher 2007
Microsoft Publisher 2003 (with third-party .PDF conversion)

Step-by-step instructions

Before using the Microsoft Publisher templates you should be familiar with Publisher program basics. If you have questions about working with Publisher refer to Publisher's Help menu for comprehensive instructions.

1. Download, open, and print the template

Print all pages of the template to familiarize yourself with the layout of elements on each page.

2. Add your text and images

Replace the placeholder text with your own text and add images (see Working with images).

We recommend positioning text within the safe area .25 inch (1/4 inch)(see below) and no closer than .125 (1/8 inch) from the edge of the page (see fig. 1).

fig. 1

To extend an image off the edge of the page (bleed) add .125 (1/8 inch) to .25 inch (1/4 inch) to the image and postition it the same distance off the edge of the page.

3. Remove template "Read and delete" boxes

Click on the red arrow at the top-left of each "read and delete" box and press the "DELETE" key (click the red arrow, not within the instruction text area). Also delete the mailing address placeholder (red dotted line and text).

4. Save the document as a .PDF file

When using Publisher, you must save your document as a .PDF file before you upload it to Mailing Online (Mailing Online does not accept Publisher PUB files directly). If changes are necessary after you have saved the file, make the changes in the original document file and save a new .PDF (Mailing Online does not support editing of .PDF files).

For advanced .PDF options see the Microsoft Publisher documentation.

Microsoft Publisher 2011

To save a Publisher document as a .PDF (Portable Document File)

1. Open the document and choose "File" > "Save As"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select ".PDF"

4. Next to "Optimize for" click "Standard (publishing online and printing)"

5. Click "Save"

Microsoft Publisher 2007

To save a Publisher document as a .PDF (Portable Document File)

1. Click the Microsoft Office Button, point to the arrow next to "Save As", and then click ".PDF"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select ".PDF"

4. Next to "Optimize for" click "Standard (publishing online and printing)"

5. Click "Save"

Microsoft Publisher 2003 (with third-party .PDF conversion)

Publisher 2003 does not save directly to .PDF files but there are free online tools for converting a Publisher .PUB file to a PDF. One such tool is offered by Adobe, the inventors of the .PDF format. They offer a free trial of their paid Acrobat service from which, at this writing, you can convert up to five program files to .PDF files.

You can open a free trial account here: http://acrobat.com/#page=signup_only

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From YOUR desktop to THEIR mailbox

Microsoft Word Templates

For use with
Microsoft Word 2011
Microsoft Word 2007
Microsoft Word 2003

Step-by-step instructions

Before using the Microsoft Word templates you should be familiar with Word program basics. If you have questions about working with Word refer to Word's Help menu for comprehensive instructions.

1. Download, open, and print the template

Print all pages of the template to familiarize yourself with the layout of elements on each page.

2. Add your text and images

Replace the placeholder text with your own text and add images (see Working with images).

We recommend positioning text within the safe area .25 inch (1/4 inch)(see below) and no closer than .125 (1/8 inch) from the edge of the page (see fig. 1).

fig. 1

To extend an image off the edge of the page (bleed) add .125 (1/8 inch) to .25 inch (1/4 inch) to the image and postition it the same distance off the edge of the page.

3. Remove template "Read and delete" boxes

Click on the red arrow at the top-left of each "read and delete" box and press the "DELETE" key (click the red arrow, not within the instruction text area). Also delete the mailing address placeholder (red dotted line and text).

4. Save the document

Microsoft Word 2011

Mailing Online accepts .DOC, .DOCX, and .PDF files created with Word 2011.

To save a Word 2011 document as a .DOC or .DOCX file

1. Open the document and choose "File" > "Save As"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select "Word Document (*.docx)" or "Word 97-2003 Document"

4. Click "Save"

If changes are necessary after you have saved the file, make the changes in the original document file and save a new .DOC or .DOCX file (Mailing Online does not support editing of .DOC or .DOCX files).

To save a Word 2011 document as a .PDF (Portable Document File)

1. Open the document and choose "File" > "Save As"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select ".PDF"

4. Next to "Optimize for" click "Standard (publishing online and printing)"

5. Click "Save"

If changes are necessary after you have saved the file, make the changes in the original document file and save a new .PDF (Mailing Online does not support editing of .PDF files).

For advanced .PDF options see the Microsoft Word documentation.

Microsoft Word 2007

Mailing Online accepts .DOC, .DOCX, and .PDF files created with Word 2007

To save a Word 2007 document as a .DOC or .DOCX file

From YOUR desktop to THEIR mailbox

1. Click the Microsoft Office Button, point to the arrow next to "Save As", and then click "Word Document"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select "Word Document (*.docx)" or "Word 97-2003 Document"

4. Click "Save

To save a Word 2007 document as a .PDF (Portable Document File)

1. Click the Microsoft Office Button, point to the arrow next to "Save As", and then click ".PDF"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select ".PDF"

4. Next to "Optimize for" click "Standard (publishing online and printing)"

5. Click "Save"

If changes are necessary after you have saved the file, make the changes in the original document file and save a new .PDF (Mailing Online does not support editing of .PDF files).

For advanced .PDF options see the Microsoft Word documentation.

Microsoft Word 2003

Mailing Online accepts .DOC files created with Word 2003

To save a Word 2003 document as a .DOC

1. Open the document and choose "File" > "Save As"

2. In the "File name" box, type a name for the file

3. In the "Save as type" list, select "Word Document (*.doc)"

4. Click "Save"

Microsoft Word 2003 (with third-party .PDF conversion)

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From YOUR desktop to THEIR mailbox

Word 2003 does not save directly to .PDF files but there are free online tools for converting a Word .DOC file to a PDF. One such tool is offered by Adobe, the inventors of the .PDF format. They offer a free trial of their paid Acrobat service from which, at this writing, you can convert up to five program files to .PDF files.

You can open a free trial account here: http://acrobat.com/#page=signup_only

Working with images

You can place the following image types within the template files:

.BMP   .GIF   .JPEG   .PNG   .PCX   .TIF

Recommended image specifications

Recommended resolution: 300 Dots Per Inch (DPI)

Minimum resolution: 100 DPI

Maximum document file size: 5MB

Save color files using the CMYK color model

For the most accurate 4-color (full color) reproduction save images as CMYK (Cyan, Magenta, Yellow, Black) not RGB (Red, Green, Blue). Check the help feature of the program you are using to save the image to determine how to save the file using CMYK.

Producing documents with other programs

You can upload this file types directly into the Mailing Online system:

.DOC, .DOCX	Microsoft Word 2011, 2007, 2003, 2000, 97, 95, 6
.EPS	Encapsulated Postscript
.GIF	Graphics Interchange Format
.JPEG/JPG	Joint Photographic Experts Group
.PDF	Adobe Portable Document Format, version 5 or higher
.PNG	Portable Network Graphics
.PS	Adobe Postscript
.TIF/TIFF	Tagged Image File Format

You can upload PDF files created using the current and some past verions of these software programs

Adobe Illustrator	Google Spreadsheets
Adobe InDesign	Intuit QuickBooks
Adobe PageMaker	Microsoft Office Excel
Apple iWork Keynote	Microsoft Office Excel
Apple iWork Numbers	Microsoft Office PowerPoint
Apple iWork Pages	Microsoft Office Publisher

Autodesk AutoCad	Microsoft Office Word
Corel Draw	Microsoft Office Works
Corel WordPerfect	Open Office Impress
Corel Ventura	Open Office Writer
FileMaker	Peachtree
Google Docs	QuarkXPress
Google Presentations	Quicken

If the software program you are using does not save directly to .PDF files there are free online tools for converting a certain file types to the PDF format. One such tool is offered by Adobe, the inventors of the .PDF format. They offer a free trial of their paid Acrobat service from which, at this writing, you can convert up to five program files to .PDF files.

You can convert the following file types:

text (.TXT, .PS, .RTF),
Microsoft Office (.DOC, .XLS, .PPT, .PRJ)
Microsoft 2007 (.DOCX, .PPTX, .XLSX)
Microsoft Publisher 2003 and 2007 (.PUB)

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Open Office (.ODT, .ODP, .ODS, .ODG, .ODF)
Star Office (.SWX, .SXI, .SXC, .SXD, .STW)
WordPerfect (.WPD)
Images (.BMP, .GIF, .JPEG, .TIFF, .PNG)

You can open a free trial account here: http://acrobat.com/#page=signup_only

Upload your finished document file to Mailing Online

1. Go to www.Click2Mail.com, click "Sign in," and log into your existing account or register for a new account.

2. Go to the "My Account" page and choose "Mailing Online" from the "Services" menu (see fig. 2-A).

3. Choose "Upload a document" from the "Getting Started" menu (see fig. 3-A) OR click the "Or, Upload a New Document" button (fig. 3-B).

4. Choose the product type of the template you are using from the "Select a Product" menu (fig. 4-A).

5. Click the "Browse" button, then select your document (fig. 4-B), and click "Open".

6. You cannot edit a template file after it has been uploaded to Mailing Online but, using the Mailing Online Document Editor, to add to it.

Click the "Upload and Edit" button (fig. 4-C) if you want to use the template as a background image and overlay it with elements such as
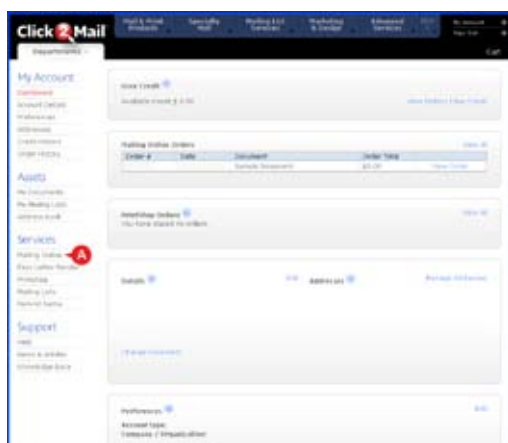
fig. 2

fig. 3

fig. 4

fig. 5

fig. 6

text boxes, color boxes, and/or images (fig. 5-A/B).

Click the "Upload and Mail" button (fig. 4-C) if you want to use the template as is (fig. 6-A/B).

In either case, if changes are necessary after you have saved the file, make the changes in the original document file, save a new version of the file, and upload it using the same instructions.

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LIMITED LICENSE & LIABILITY This template is the property of Click2Mail. com and is licensed to the end user for use with Click2Mail Mailing Online only. Copyright 2011 Click2Mail. All rights reserved. Click2Mail. com makes no warranties of any kind, express or implied, with regard to this template file and specifically disclaim, without limitation, any implied warranties of merchantability and fitness for a particular purpose with respect to the use of the file. In no event shall Click2Mail be responsible or liable for any loss of profit or any other commercial damages, including but not limited to special incidental, consequential, or any other damages in connection with or arising out of furnishing, performance, or use of this file.

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