

Our custom printed envelopes are printed with a 1 or 2 color imprint.  
Choose from the following 3 standard colors:



## Using the Design Template

Choose from our pre-configured or blank templates.

Our pre-configured template has default image and text boxes to help get your design started.

Our blank template allows you to add your own image and text boxes as you choose.

## Pre-configured Image Boxes

Click on the image box, then choose a file from your computer to upload. **You can move and re-size** your image within the image bounding box for desired placement.

A high-resolution 1 or 2 color PDF works best. *If you cannot create or access this file type, we will convert your logo into the required color for imprinting. Not all color logos reproduce well as a one or two color logo, so it's best if you can provide the appropriate logo.*

High-resolution black TIFF, PNG or JPG will also work but will need to be converted to vector.




How can you tell if the file resolution is high enough?

The file resolution is generally high enough when you can enlarge the image two to three times the size it might be printed. The image should be very sharp. If the image appears to be very fuzzy, or pixelated, chances are the resolution is not going to yield the best result.

## Pre-configured Text Boxes

Click on the text box and replace the default text with your custom message. **You can change the size, font and color** of the text as well as re-size and move the text box position. *(You will need to remove the text from the default boxes if you don't use them.)*

Adding boxes to a template-

You can add your own image boxes and text boxes using the Red **Add Image**  and **Add Text**  buttons below the **View PDF**  button.



If you have any questions about creating your design,  
please contact our customer service via our [LIVE CHAT](#)  
or call us at **800-323-2193**.