

December 1, 2015

This time of year, everyone is running about trying to get last minute presents, cleaning their house, and coordinating parties. With the flurry of activity you might forget to pick up holiday cards to send out to your family and friends. Or maybe you just want to be crafty this year and try something new. Either way, look to Shutterfly to help you create a great card (or cards) in the nick of time! Here's how:

1. Go to www.shutterfly.com
2. Login with your account ID and password (if you've never created a Shutterfly account, click Sign In and complete the online form)
3. In the navigation bar across the top of the page, click on Cards & Stationery. if you're just signing up, scroll down a bit after you're logged in for the first time and click on Cards.
4. Choose a category such as Holiday Cards. There are many types of cards displayed, so to narrow down your choices, use the left sidebar to refine your search. For example, in the left sidebar under **# of photos** click on the circle for 1 photo. Furthermore, in the left sidebar under **Format** click the checkbox for Folded. When you click, give Shutterfly a moment to update the page. The right side of the screen will show the updated results for your criteria.
5. Scroll through the choices of cards that are shown that fit your criteria and then click on the card that you would like to personalize. On the next screen, click on the orange Personalize button to begin working on your card.
6. When the preview of your card project appears, click the middle of the card where there is a small Up arrow. On the popup that appears, click on My Computer, then click on **Click here to add photos**.

7. This next step varies with the type of computer you have and where you have your pictures saved on your computer. You'll need to navigate to the folder where you save your pictures, and double-click the picture you want for this card. Once you chosen the photo you'd like to use, add it and click on **Done**. If the picture is not centered the way you'd like it, simply click on the picture and a screen will open that allows you to center the photo any way you'd like.

8. When back on the screen with your card project, notice above the card there are options also for the Bottom, Top, Back and Envelope. Click on each or all of these options to add text.

9. When you are done adding the text to your card, click the orange button in the upper right corner that says Add to Cart.

10. When asked to save your project, type a name (this will be displayed on your Shutterfly screen later in case you need to make edits or order another card)

11. Click Save and then follow the screens to add the card to your Cart (you can change the amount of cards that you need before you finish checking out) and Checkout using your credit card. There are options to have the cards sent to your or Shutterfly will mail the cards for you for an additional charge.

That's it! Have fun making personalized cards for any occasion now!