



## Guidelines for Use of LeeLogic™ Marketing Kit Files

**WEB USE** files are provided in PNG format with a transparent background. These files are suitable for use in websites, email campaigns, email signatures, and in Low-res Word documents or PDF files intended for digital viewing (reading on screen).

1. **Download the image to your computer:** Right click the link on the marketing kit page and choose “Save Link as” or “Save target as” – a browse window will open allowing you to save a copy in the folder/location of your choice.
2. **Add the image to your document:** Open (or create) the document you want to add the image/file to, insert the image into the document and save the document.
3. **Print or send your document.**

**PRINT USE** files are provided in high-resolution PDF (version 8) formats. The average computer user can view these files and see their contents using Acrobat Reader, Acrobat Standards or Acrobat Pro. These files will not be editable by the average user, but can be edited by a professional designer or printer with appropriate professional software. Because the files are LARGE they may take a few moments to download, depending on your internet connection speed.

You should be able to use these files with the **professional printer** or **copy center** of your choice. The printer you choose should be able to open the files, add/edit your contact information and print the desired quantity for you.

Please be advised that each printer or copy center has their own rules/prices for set up or editing charges. There may be a small fee required to edit the file for you.

### Another Print Option:

The company that created these materials for us, By His Design LLC, has the original design files and can customize them for you with your contact information (print ready files) for a one-time fee of \$25 per item (includes both sides), and provide print orders delivered to you at your door for very competitive rates. For example:

To print **1000** two-sided full color business cards is \$65 + shipping.

To print **1000** two-sided full color 4x9 rack cards is \$160 + shipping.

If you would like to use their creative or print services, please contact them:



910-938-4319 | [www.byhisdesign.biz](http://www.byhisdesign.biz)