

Printing Letters

Adopting Voters and Downloading



Tip: Save a tree! Please consider using recycled or tree-free paper for your Vote Forward letters. [This FAQ](#) has more information.

The screenshot shows the Vote Forward dashboard. At the top, there's a navigation bar with 'Campaigns', 'Help', 'How-To', 'Donate', and 'Log Out'. The main content area is divided into two sections. On the left, a card titled 'Send letters to North Carolina' shows '41,145 addresses still available' with a progress bar, a 'Mail on Oct 27' notification, and two buttons: 'Adopt 5 voters' (5 letters - 15 mins to prepare) and 'Adopt 20 voters' (20 letters - 60 mins to prepare). On the right, 'Current campaign stats' shows 'Voters you've adopted: 25', 'Letters you've prepared: 60', and 'Letters you've sent: 60'. Below this, it lists 'States you're writing to: NC, PA, WI'. At the bottom right, there's a link to 'Check out your Vote Forward history'.

1. Gather your supplies for letter writing: a blue pen and enough stamps and #10 business envelopes for each letter. You might also want to have white-out handy to fix mistakes and a sponge to use for sealing envelopes.
2. Log in to [Vote Forward](#) using the method you used to register, and you will land on your Vote Forward Dashboard. You may need to click the "Log in" button at the top of the page or the **"Log in to your account"** link at [votefwd.org](#).
3. Use the campaign you are automatically assigned, or choose a different campaign by clicking **"See all active campaigns"** on your Dashboard. Vote Forward runs both social and political campaigns. The differences are explained in detail in [this FAQ](#).
4. Adopt voters using the **"Adopt 5 voters"** or **"Adopt 20 voters"** buttons. To adopt 100 voters, you'll click the **"Adopt 20 voters"** button five times. Wait for the button to say "Success!" before clicking it again. Keep an eye on the **"Voters you've adopted"** field to track the number of voters you're adopting. Most volunteers can write about 20 letters in one to one-and-a-half hours.
5. Click the blue **"Download and print these letters"** button near the top of the **"Letters to Print and Prepare"** column to download all of the letters in this column in a single PDF. Depending on what type of computer and browser you are using, the letter PDFs can download to different places. The file name will be something similar to "2022-07-04-votefwd-letters-batch-of-40.pdf." It could be on your desktop or saved in your Downloads folder. If you have trouble finding it, please check out the online help for your computer or browser for more information.



Tip: The **"Download letter"** links below each voter's name will download letters individually. You can use this link if you need to reprint individual letters due to mistakes or misprints. You can also use the green left- and right-facing arrows beside each name to move letters. Use the left-facing green arrow button to move a letter in your "Letters You've Prepared" column to your "Letters to Print and Prepare" column for printing or reprinting.

6. Print your letters single-sided. If you find that your letters are printing double-sided, review your printer settings. Every computer and printer is a bit different, so check out online help for more information on how to set it to print single-sided.



Tip: After you print, always mark your letters "prepared" before adopting more voters to avoid accidental reprints. Clicking the blue "Download and print these letters" button near the top of the "Letters to Print and Prepare" column will always print all letters in that column.