**Headline To Fit Across Top!**

Non-Profit Org.

U.S. Postage

PAID

City, State

Permit No.

The text you place here should be simple (max. 65 word count suggested) and should coordinate with the front of the card. You may use the text from the Outreach Catalog to coordinate with the card. Adjust **<Line Spacing>** and/or **<Font Size>** as needed. **TIP:** Highlight text in this box, go to **<Review>**,go to **<Word Count>**, for the number of words in this paragraph.

#### TIPS: Print This Page Before Starting

**To Create & View Layout:**

Go to <View> / <Print Layout> - this will allow you to adjust and view the layout at the same time

**To Add a Logo or Map**: (previously saved files as TIF or JPG)

Go to <Insert> / <Picture> / Choose your logo or image file

**To Add a Text Box:**

Go to <Insert> / <Text Box> / <Draw Text Box> / (+) will appear / Click & drag to desire box size or adjust box size as needed

**Tabs to Use:** Home, Format & Insert

* Finished Card Size: 5.5 x 8.5 inches
* Leave .25 inch to .50 inch margins around the card layout (depending on your printer capabilities)

Margins currently set at .25 inch (top, bottom, left & right)

* Bulk Permit is in the required Post Office format.

## Adjust Bulk Permit with your information

**Non-Profit Org**. or **PRSRT STD** (Post Office Regulations)

**DO NOT PLACE ADDRESS LABEL BELOW 5/8” (.6250) FROM BOTTOM EDGE OF CARD.**

###### LOGO HERE

\***NO RETURN ADDRESS BELOW LINE**

Post Office Regulations

###### Insert Street Map

(Insert JPG or TIF) or **Written Directions**

# **THIS INFORMATION**

Needs to be easy to read!

Use Different: Fonts, Sizes, Bold

Add Lines to break up information

Adjust <Paragraph Spacing> if needed

Before printing, have at least (3) people proof

##### How To Shade This Text Box

Go to <Format> Tab, <Text Box Styles>, <Shape Fill>, hover for color <White, Background 1, Darker 25%>

###### Church Name

###### Address

###### Here