**Headline To Fit Across Top!**

First

Class

Stamp

###### Church Name / Logo

Address

The text you place here should be simple (suggested max. 55

words) 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**>.

**Outreach Marketing**

**1-800-991-6011**

(Place Address Here)

Height Line: 5.5 “ **(Remove This Line BEFORE Printing)**

# **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> Section,

<Shape Fill> Menu,

Hover for color <White,   
Background 1, Darker 25%>

###### Street Map

###### (Insert JPG or TIF) or

###### type Written Directions

**Text Alignment**

Horizontal: Centered

#### 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)