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**>.

**Headline To Fit Across Top!**

**Outreach Marketing**

**1-800-991-6011**

(Place Address Here)

###### Church Name / Logo

Address

First

Class

Stamp

###### Street Map

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

###### type Written Directions

**Text Alignment**

Horizontal: Centered

# **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

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**Headline To Fit Across Top!**

**Outreach Marketing**

**1-800-991-6011**

(Place Address Here)

After Reading - Delete Yellow Box

**Set Printer for LEGAL SIZE PAPER**

**This will allow for the 1/8” spacing between cards.**

**Stock size:** 8 1/2 x 11 1/8 *(not full legal paper size)*

**Outreach Marketing 1-800-991-6011**