Type Your Text Here

**To Adjust**

**Internal Margins:**

Go to <Format> Tab

Go to <Text Box Styles>

Click <Advanced Tools>
link in lower right corner

Adjust Equally:

 Left: .125 Top: .125

 Right: .125 Bottom: .125

.125 = 1/8 inch

.250 = 1/4 inch

Type Your Text Here

TABS TO USE:

Home, Format, Insert

Type Your Text Here

**TIP:**

To place a map, clip art picture or image:

# Go to <INSERT> Tab

Click on
**<Picture>** or **<Clip Art>**

then find the file
and choose

Type Your Text Here

BEFORE PRINTING

REMOVE BORDER FRAMES

Go to <Format> Tab

Go to <Text Box Styles>

Go to <Shape Outline>

Choose <No Outline>

Type Your Text Here

Outreach Marketing

1-800-991-6011

Type Your Text Here

**Invite**Cards™

# Vertical Layout

## PRINT THIS PAGE

## BEFORE

STARTING!

Type Your Text Here

**TIP:**

Test print on white paper before printing on InviteCard™ stock.

Type Your Text Here

## Text Box

**Dimensions:**

Height: 3.5”

Width: 2”