# Type Your Text Here

**To Adjust Internal Margins:**

Go to <Format> Tab, Go to <Text Box Styles>

Click on <Advanced Tools> link
in lower righthand corner
**In <TEXT BOX> Tab 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

**ALL Text Box Dimensions:**

Height: 2”

Width: 3.5”

**TIP:**

Test print on white paper before

printing on InviteCard stock.

# 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

**Outreach Marketing**

**1-800-991-6011**

# Type Your Text Here

## PRINT THIS PAGE

## BEFORE

**STARTING!**

# Type Your Text Here

BEFORE PRINTING

REMOVE BORDER FRAMES

Go to <Format> Tab

Go to <Text Box Styles> Section

Go to <Shape Outline> Menu

Choose <No Outline>

Type Your Text Here

**Invite**Cards™

## Horizontal Layout