#

**Layout Tips**

# Creating a Do-It-Yourself layout in Microsoft Word®

**To Create & View Layout:**

Go to <View> / <Print Layout> - this allows you to adjust and view the layout

**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

##### Printing the ImpactCard 2 Up Layout:

Set printer to LEGAL SIZE PAPER to allow for extra 1/8”. **Stock size**: 8 1/2x11 1/8

**Tabs to Use:**

Home, Insert, Format

* 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)

Before Printing Remove Border Frames:

Select All boxes – click on a box, while holding down the shift key, click the other boxes, once all boxes are selected, release shift key, then…

Go to <Format> Tab

Go to <Text Box Styles> Section

Go to <Shape Outline> Menu

Choose <No Outline>

Title Bar Text Rotation:

This option only works with Word 07 or newer

Go to <Text Box Tools> / <Format>

Click on <Text Direction>

**SAVE FILES TO YOUR HARD DRIVE** – This will allow you to preserve the original files on the CD.