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

**<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

**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

**TIP:**

Test print on white paper before

printing on ImpactMailer™ stock.

#### Adjust as needed

#### for your printer!

Place

Stamp

Here

Place

Stamp

Here

Type Your Text Here

**Settings:**

Go to <VIEW> Tab

Choose <Print Layout>

Check <Ruler>

USE TABS:

Home, Insert, Format

### Text Box Dimensions

Height: 3.5”

Width: 4.75”

Type Your Text Here

# **Impact**Mailers™

**Outreach, Inc.**

**1-800-991-6011**

(Call for further assistance)

## **PRINT THIS PAGE**

## **BEFORE STARTING!**

Place

Stamp

Here

Place

Stamp

Here