

How to Create Cards in MS Word 2016

Go to Layout: Change margins to 0.5 top, bottom, left & right

Zoom out to 40% or until you can see the entire page on your screen

Goto Insert/Text box/Draw Text box

Dimensions are 5 inches high x 4 inches wide.

Copy the text box and paste it 3 times.

Make sure to align the text boxes

You can create Outline fonts of every font available on your computer. Click the “Text Effects and Typography” option in the Fonts Group. Select a style that will automatically create an Outline.

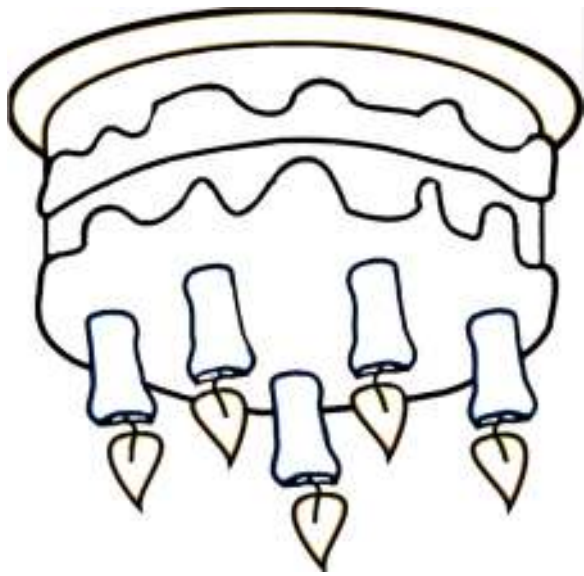
You will need to change the color to black under the Text Effects and Typography/Outline option, the “normal” Font Color option does not affect these styles!

Pictures and text are flipped on the front and text is flipped on the back.

Place everything in the text box THEN flip the text box

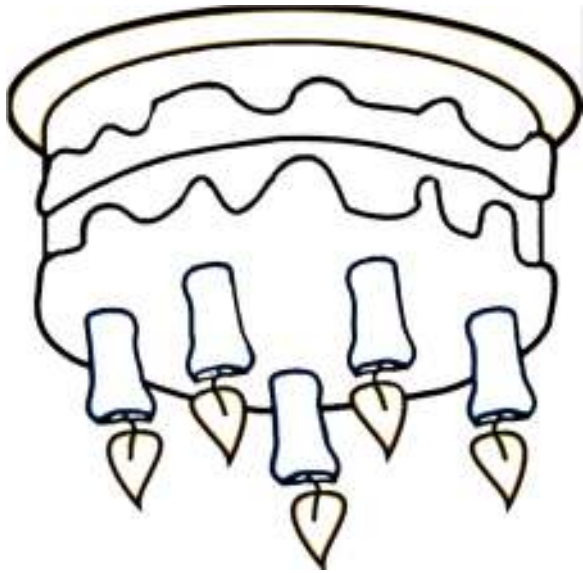
Align text on “back” of card by 1) clicking on text box 2) goto Format/Align Text = Bottom

Double click each text box to remove lines “Shape Outline” under Format; select “No Outline” not the color white



HAPPY Birthday
to you!

WISHING YOU ALL THE
BEST ON YOUR
SPECIAL DAY!



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