TOP

CENTER INSIDE PANEL

# **Info**Brochure™

## **“Snap Shot” Series**

**Outreach, Inc.**

**1-800-991-6011**

(Call for further assistance)

RIGHT INSIDE PANEL

TABS TO USE:

Home, Format, Insert

**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

LEFT INSIDE PANEL

**BEFORE PRINTING**

**REMOVE BORDER FRAMES**

Go to <Format> Tab

Go to <Text Box Styles>

Go to <Shape Outline>

Choose <No Outline>

**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**