**To Create Outline Card In Microsoft Word**   
Open Microsoft Word   
1st Page Layout -2nd Size – 3rd Paper   
4th Go to bottom click custom size  
5th Go to width 5”(inches) X height 3”  
6th Click on Margins change 0.5” in all 4  
7th Change from Portrait to Landscape Click Okay   
8th Spacing all 0 pt. Enter  
9th File – Print