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