

Postcards and posters – a guide to change the text

If you are not very familiar with working with graphics and text boxes in Word, here is a simple guide on how to insert new text in the text boxes, and make a perfect print file:

Quick guide – minor changes

1. Open the document
2. All textboxes and picture are grouped, but you can make changes in one box at a time. Mouse-click on the text till you can write in the box.
3. Overwrite existing text. To preserve the look, you can change the font size if there is not space enough for your text. Save your changes.
4. Make a test print to see that everything is placed correctly.

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