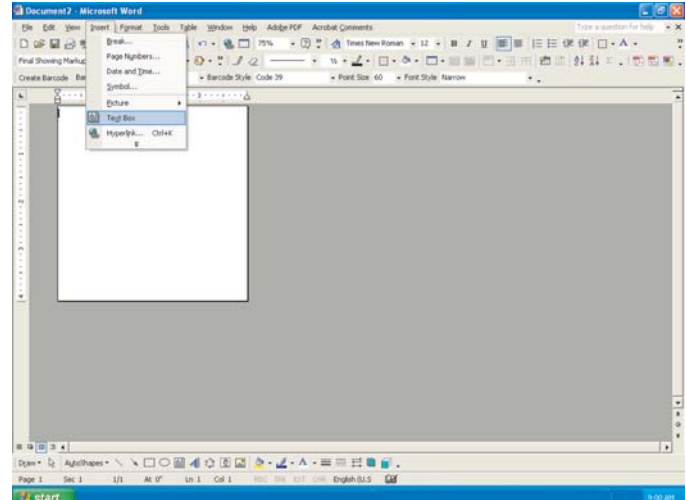


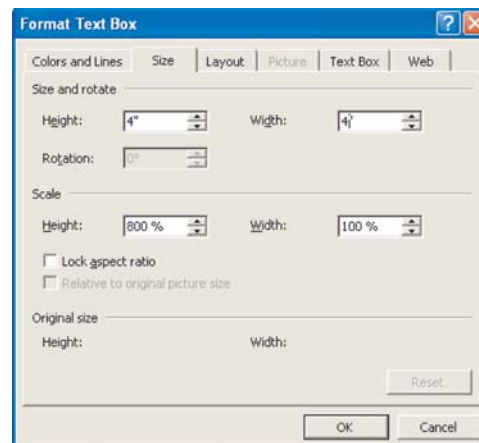
How to Print Reverse (Negative) Text

1) Open a blank template of the proper size (in Microsoft Word) from the templates provided, or set-up a new label from scratch.

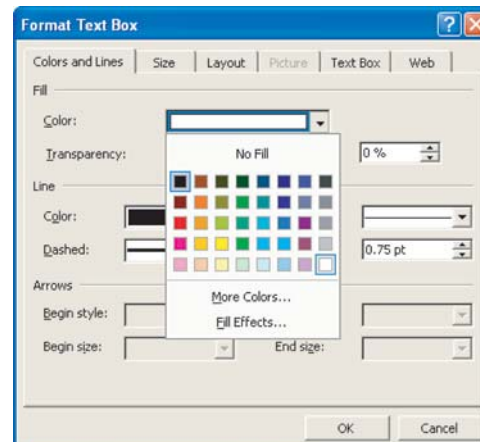
2) Go to Insert on the menu bar, click **Text Box**.



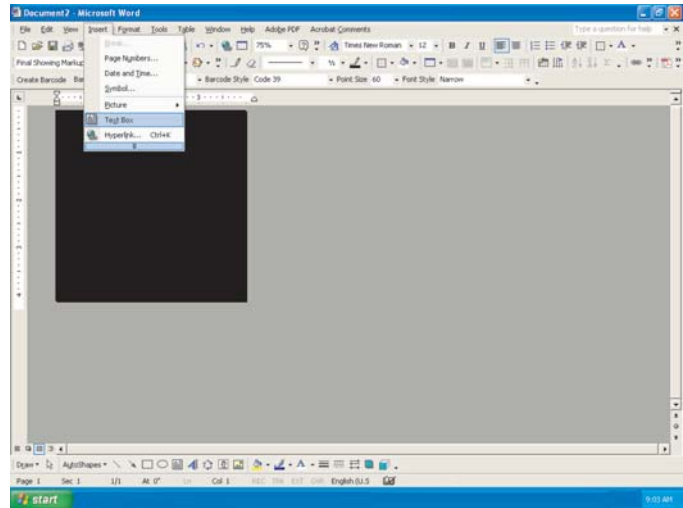
3) Draw a box inside the document. You can resize the box by moving the cursor over the squares and dragging, or double-click on the outside of the text box, go to the **size tab** and manually enter the **width** and **height**.



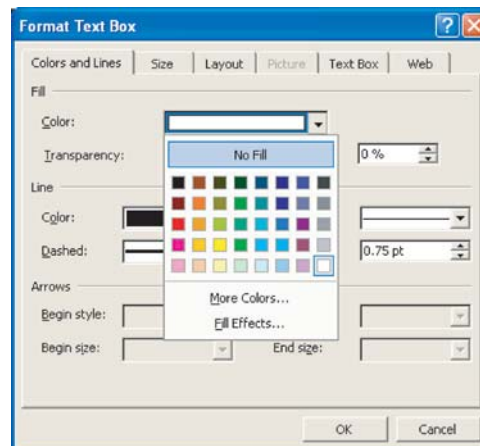
4) Double-click the outside edge of the text box. On the **Color and Lines Tab**, set the **Fill color** to black and click **OK**. Now you have a textbox filled with black that will be used as the background for the reverse text.



- 5) Next, go to **Insert** on the menu bar and select **Text Box**. Draw a text box wherever you would like your text to be on the document.



- 6) Double-click on the edge of the box. From the **Color and Lines Tab**, set the **Fill Color** to **None**. Click **OK**.



- 7) Change the **font color to white** and type the text in the new text box. You can then change font size and move the text box to its desired location.

