

# Creating Vertical Templates

This guide will cover the process of creating vertical templates with Microsoft Word. This guide will also cover flipping text to match the page orientation. There are 2 methods of creating these templates that will be covered in this guide.

## Method #1 - Using “Portrait” Orientation:

The first and arguably easiest way is simply creating our page size while using Portrait Mode as the Orientation.

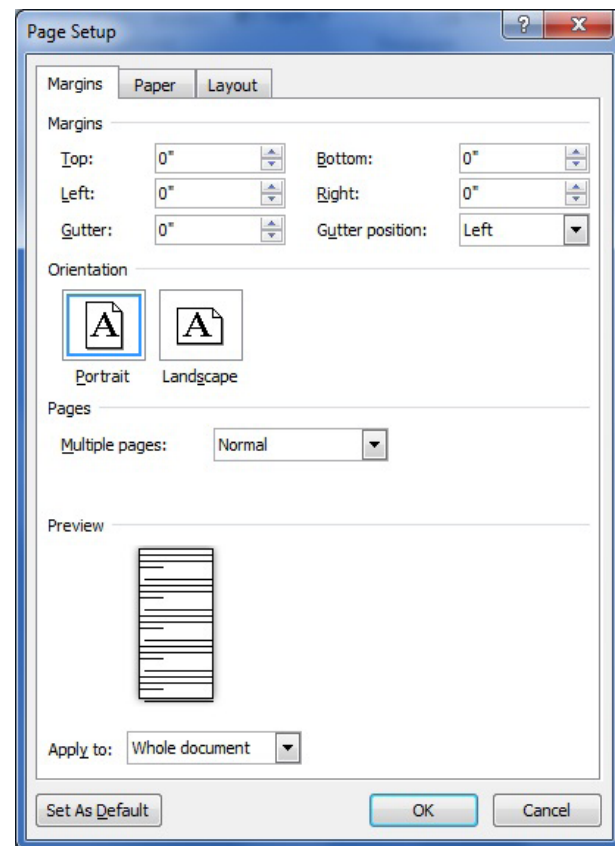
1. Open a new **Microsoft Word** document
2. Select the **Page Layout** tab
3. Select the **Margins** tab, and then **Custom Margins**
4. Set all fields in the Margins section to **0** (i.e., Top, Left, Bottom, Gutter, Right should all be set to 0)
5. Set the Orientation to **Portrait**
6. Select the **Paper** tab
7. Set the **Width** to the size of your vinyl supply, and the **Height** to the preferred length of your label
8. Select **OK** to save changes

When you return to the main screen, your label should now appear in a vertical fashion.

At this point you can add desired text and designs. When finished, your label is ready to print.

For more information on basic template editing, download our basic template creation guide at:

[www.labeltac.com/content/public/LabelTac\\_Templates\\_Symbols.zip](http://www.labeltac.com/content/public/LabelTac_Templates_Symbols.zip)

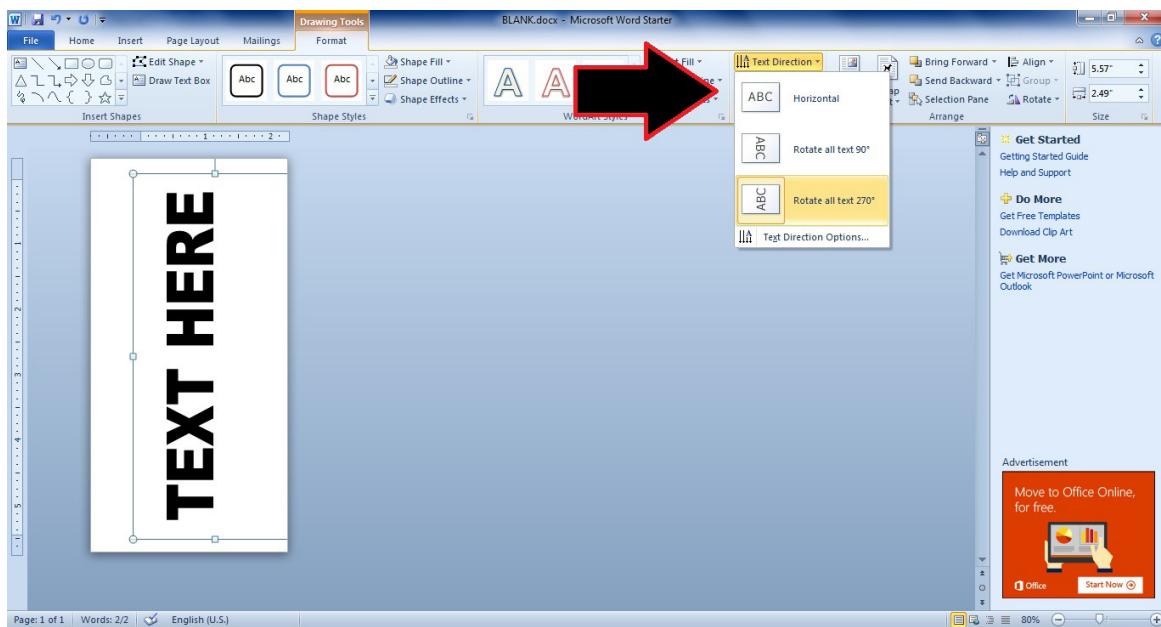


## Method #2 – Flipping Text Direction:

The other method for Vertical designs uses the **Landscape** orientation label with text that is flipped.

1. Open the label you would like to edit
2. Select the **Insert** tab
3. Select **Text Box** and then **Draw Text Box**
4. Place the text box as desired
5. To remove the Outline/Fill, select the **Format** tab, and set Shape Outline and Shape Fill to **No Outline/Fill**
6. To flip the text, select the **Text Direction** tab and choose desired format
7. Edit text as desired

Your labels should now be ready to print in the required orientation.



If you have questions about these instructions, please feel free to contact your account manager. You can also contact us by e-mail at [Info@CreativeSafetySupply.com](mailto:Info@CreativeSafetySupply.com) or by phone at (866) 777-1360.