

How to use WORD to print out your digital files.

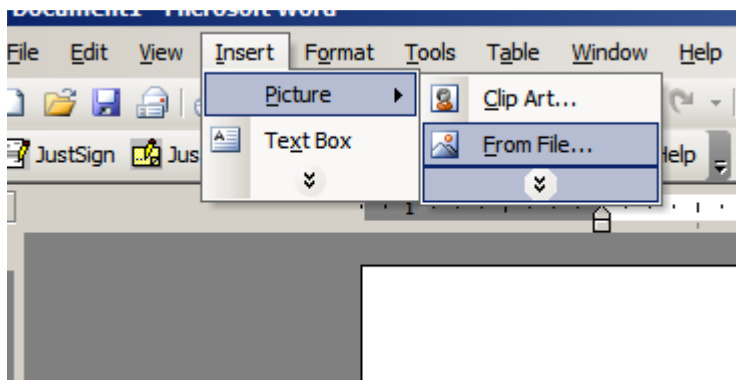
By Pamela Clark

First d/l your file to a folder marked FCD in your pictures folder. (tip -keep all of your FCD files in the same folder, set up folders for all of your digital downloads, and label them by the store name or designer name. As you get more files, set up subfolders to sort by category. Ie. FCD-Fall; FCD-People etc...)

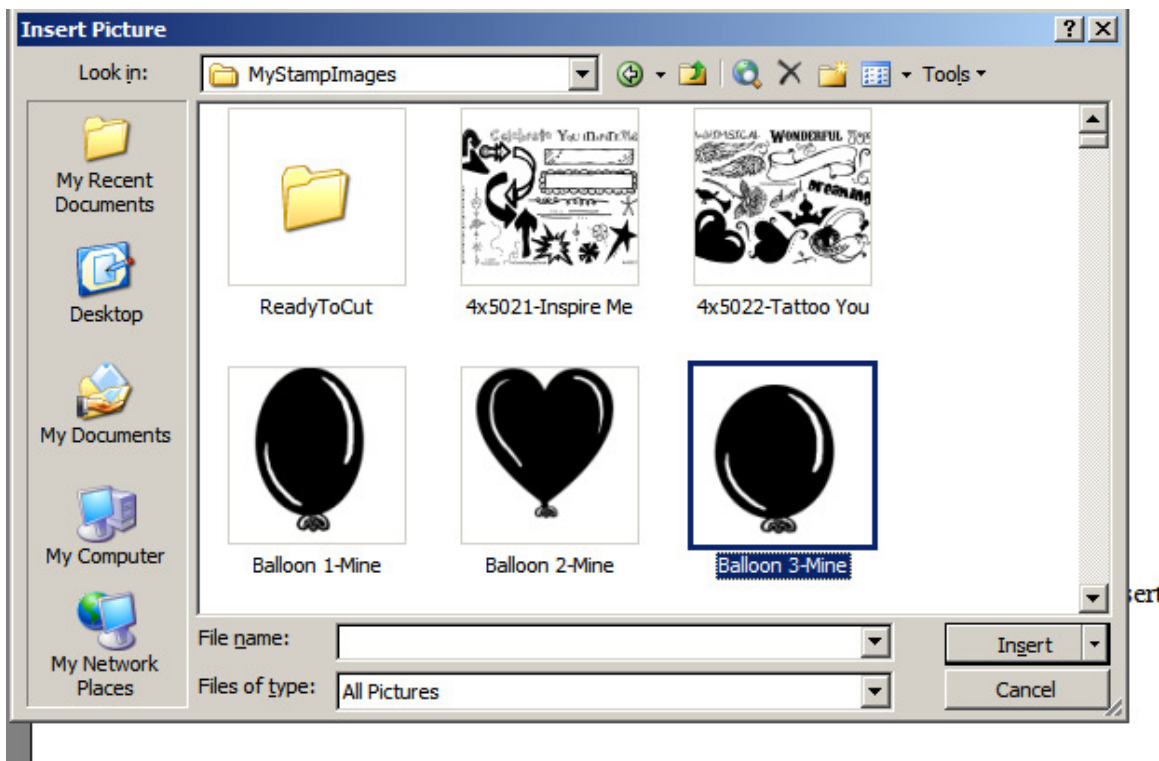
Step 1-open a new/blank document

Step 2-go to the top where it says Insert

Step 3-choose picture from the drop down options, then choose from file

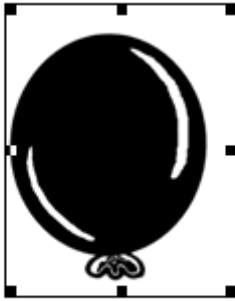


Step 4-Browse to your FCD folder, and choose the image you want to insert.

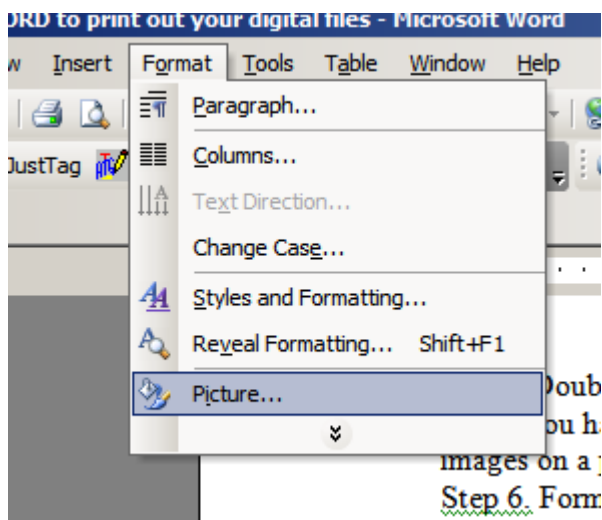


Step 5 Double click the image and it will automatically be inserted into your document. NOW you have to format the image, so you can move it around, and have multiple images on a page to print.

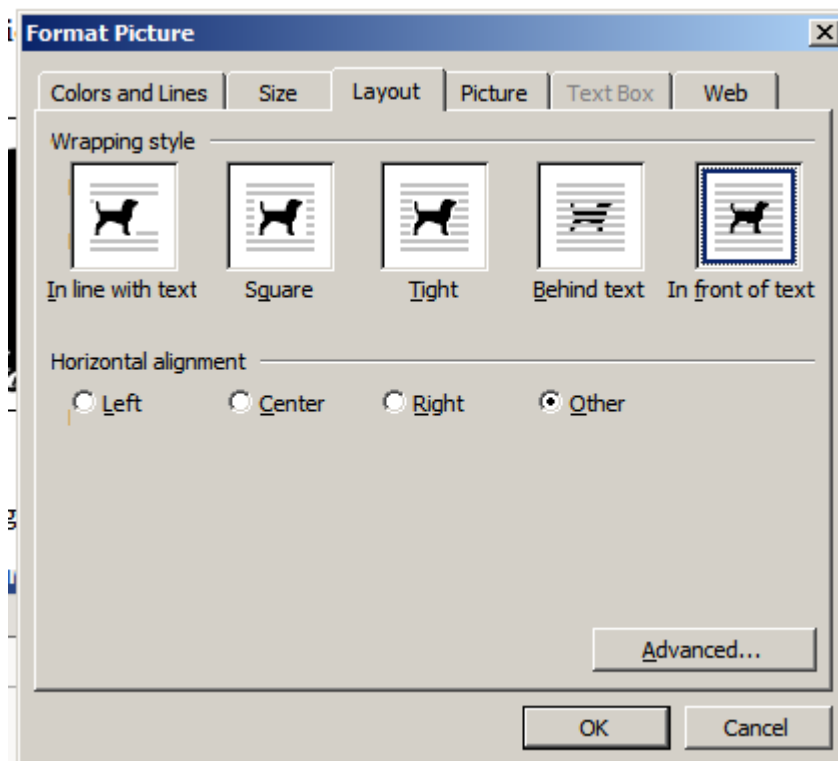
Step 6. to format the image-click on the image, so you see a black box around it.



Step 7. Click on format (or, right click and choose format picture)

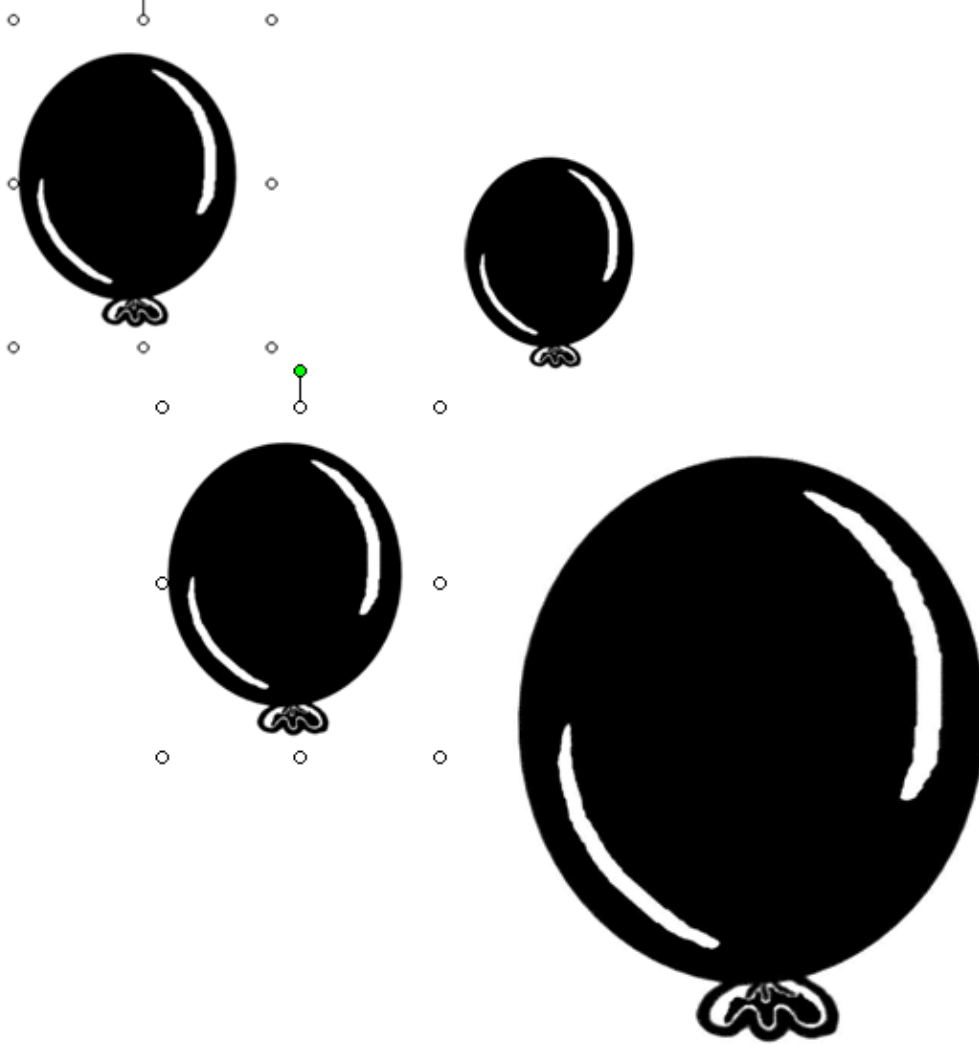


Step 8 Choose the layout tab, and choose in front of text



Now you can drag your image all around the document. You can resize it by grabbing the open dots and dragging them out (or in to make it smaller)

To play with multiple copies, just click on the now formatted image, and hit control C (to copy) and then control V (to paste). It will paste another formatted image on top of the other one, just grab it, and drag it over to a new spot. Resize to your heart's content.



Once you have all the images placed the way you want, choose File-Print-Properties-Set up-choose cardstock (or what ever you are printing on) and print away!