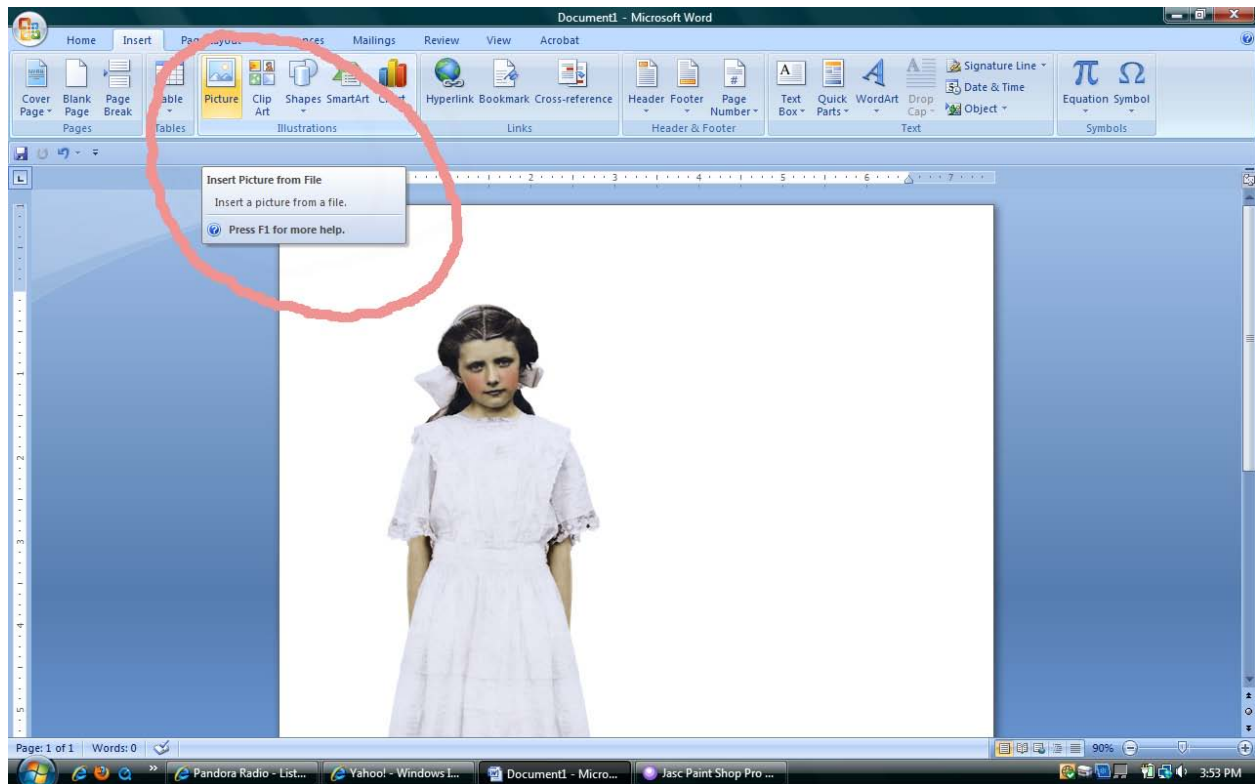


Printing Images from Microsoft Word

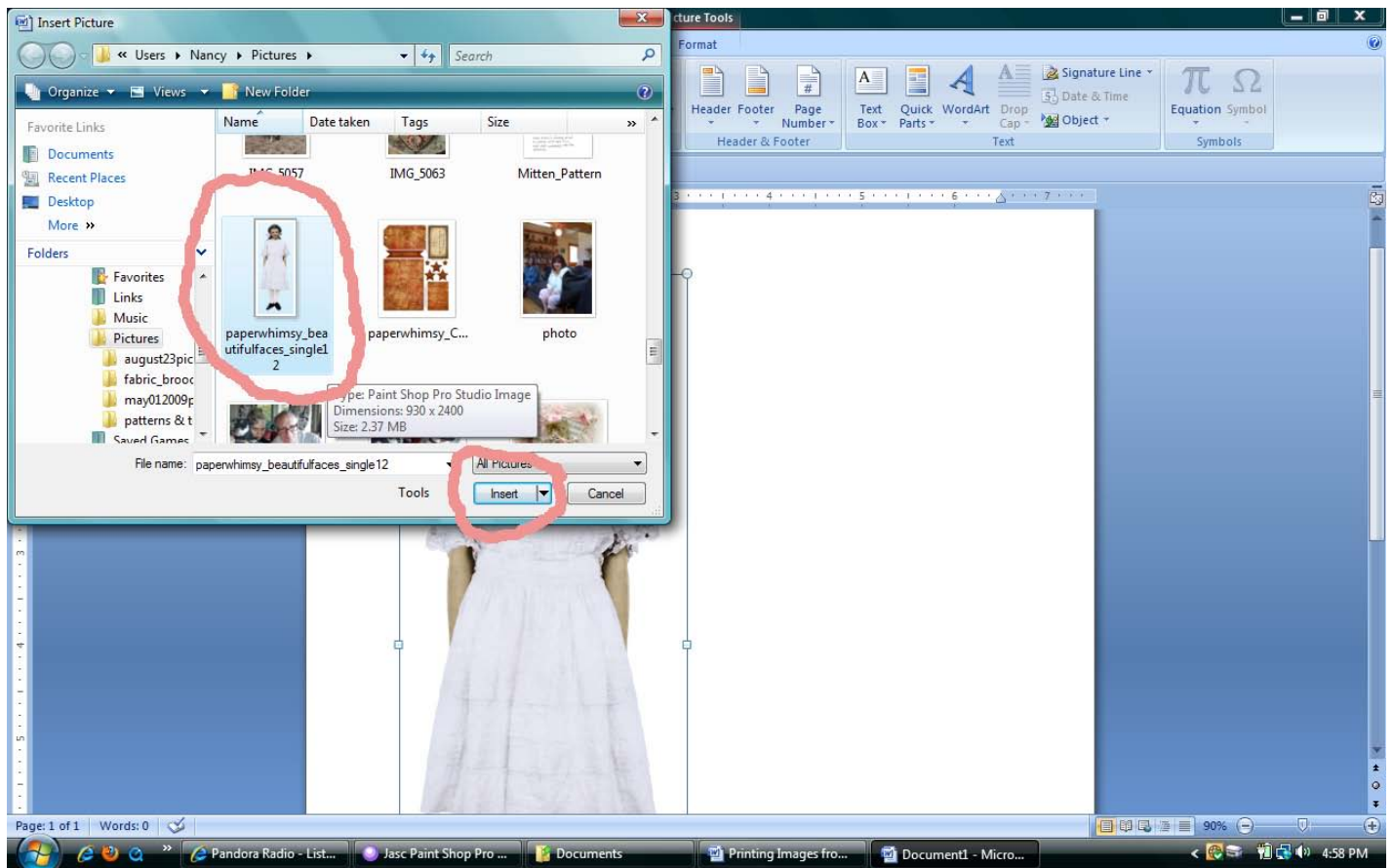
Printing your Paper Whimsy hybrid images is super easy to do! This little step by step tutorial will give you an idea of what you can do to maximize your photo paper and stretch image use.

You may want to play around with several images and insert them into Word before actually printing.

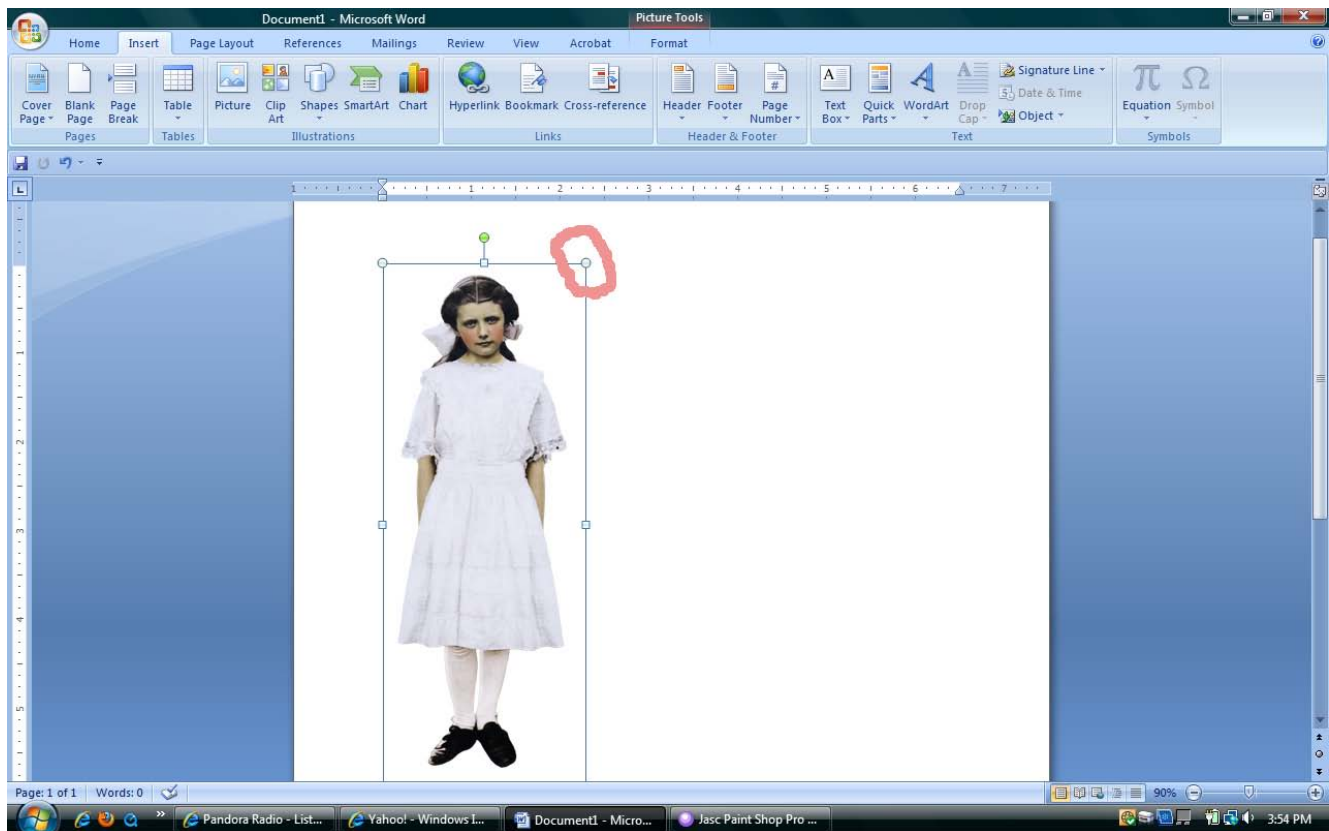
In this tutorial I will be using one single hybrid image and resizing it to be used multiple times.



Open Microsoft Word and you will have a new document to play with. From the top menu find “Insert” and select picture. This will allow you to search through folders on the computer where images are stored.

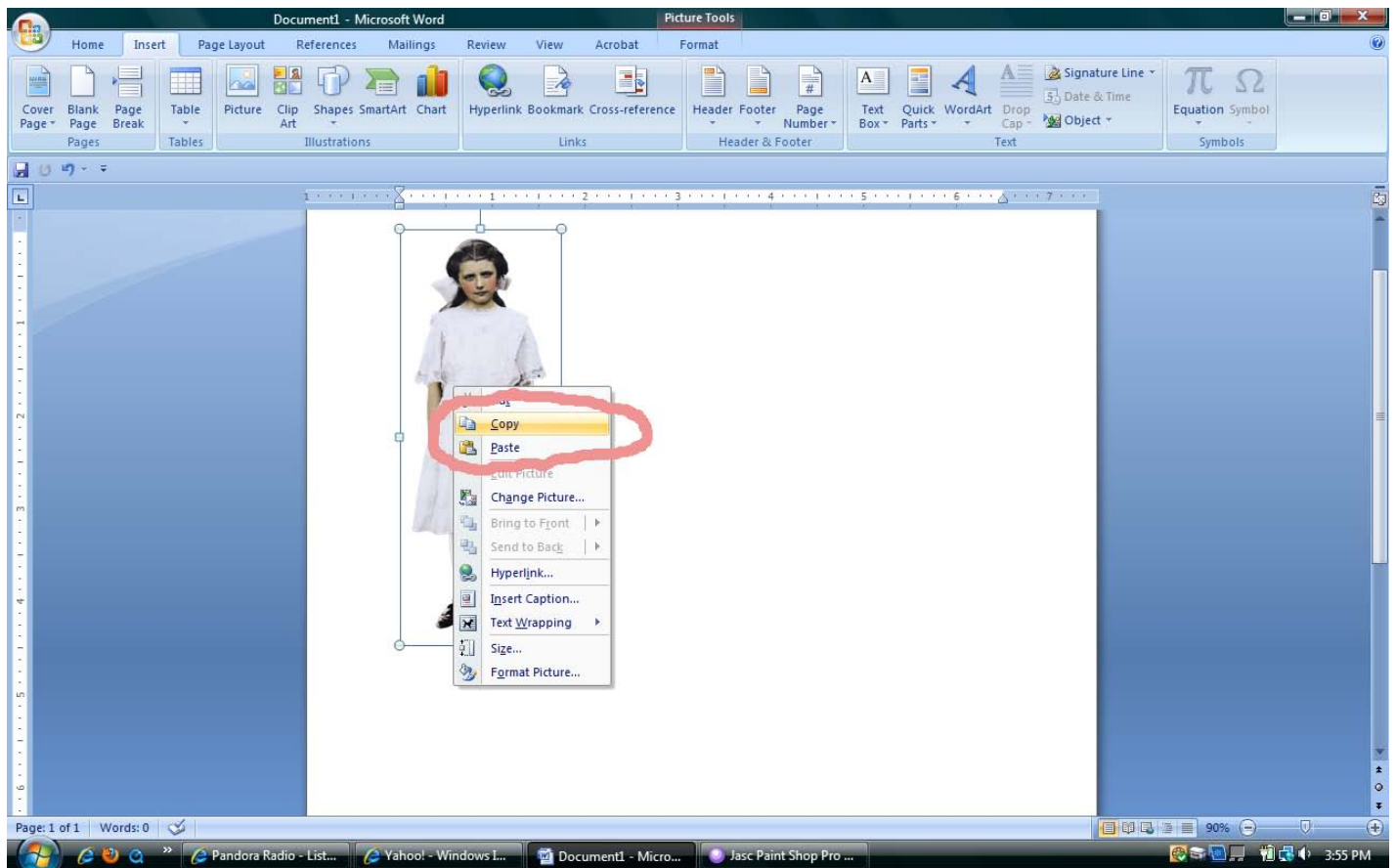


I have selected the folder where the image is and highlighted it. Once you find your desired image click “insert” and it will insert into word.



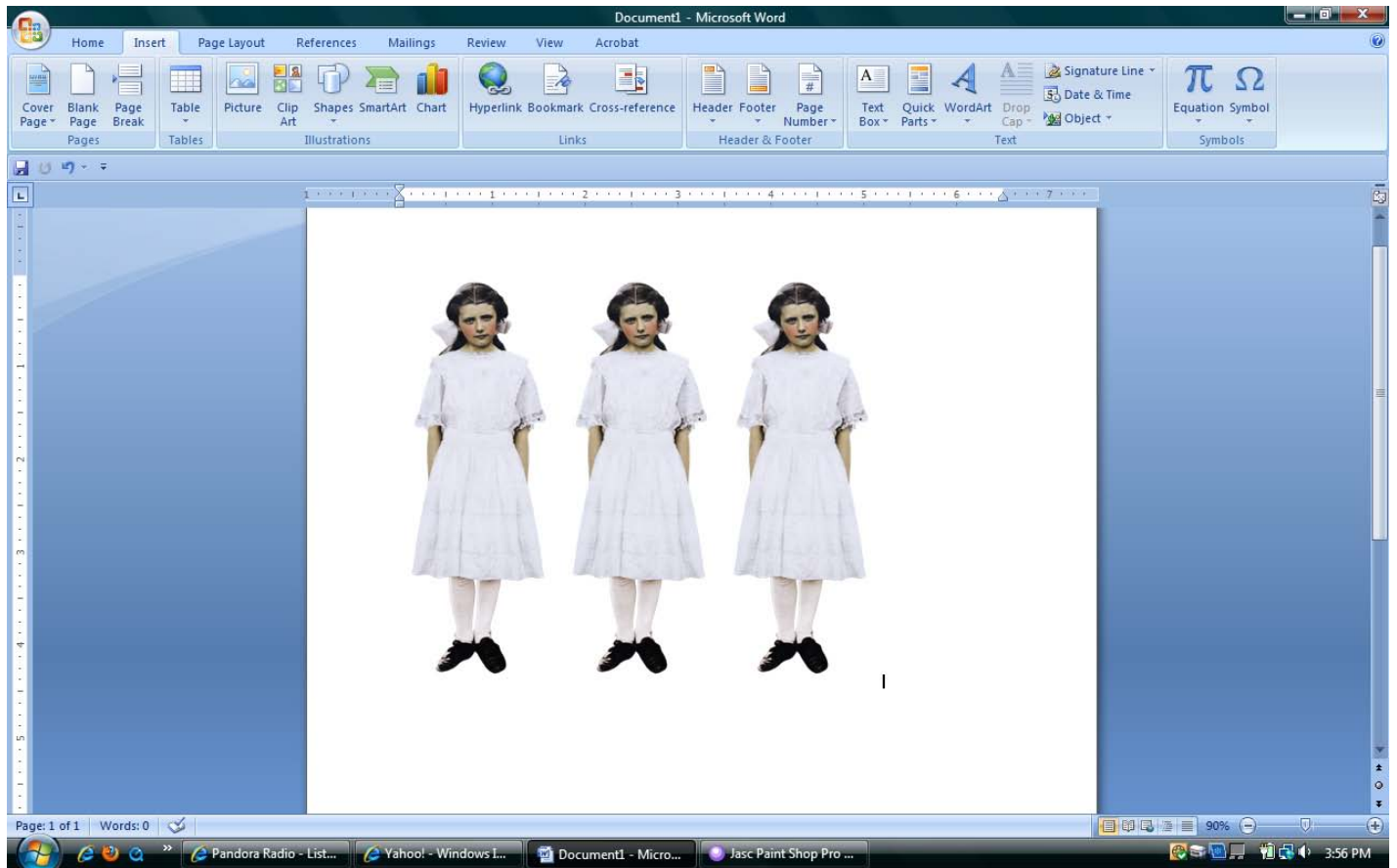
In this screen capture you will see I have circled the area where you may resize your image. Place your mouse on the circle and pull until you get the desired size. For this tutorial I will be placing multiple images on to the document. I always try to conserve paper when I print!

*The green dot at the top allows you to rotate the image direction. Try pulling it with your mouse just to get the hang of how you can print images.

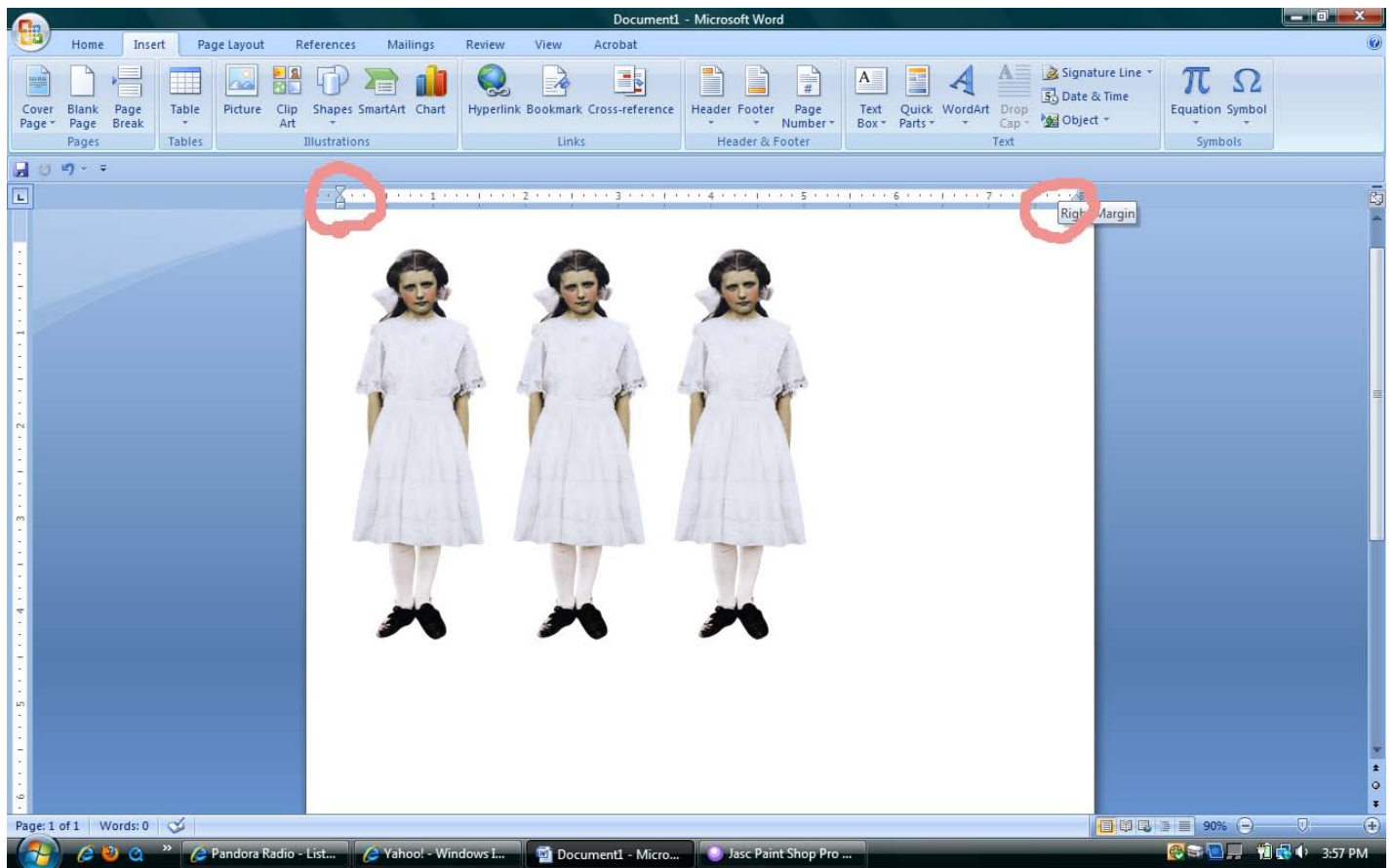


I have selected “copy” to keep the image the same size.

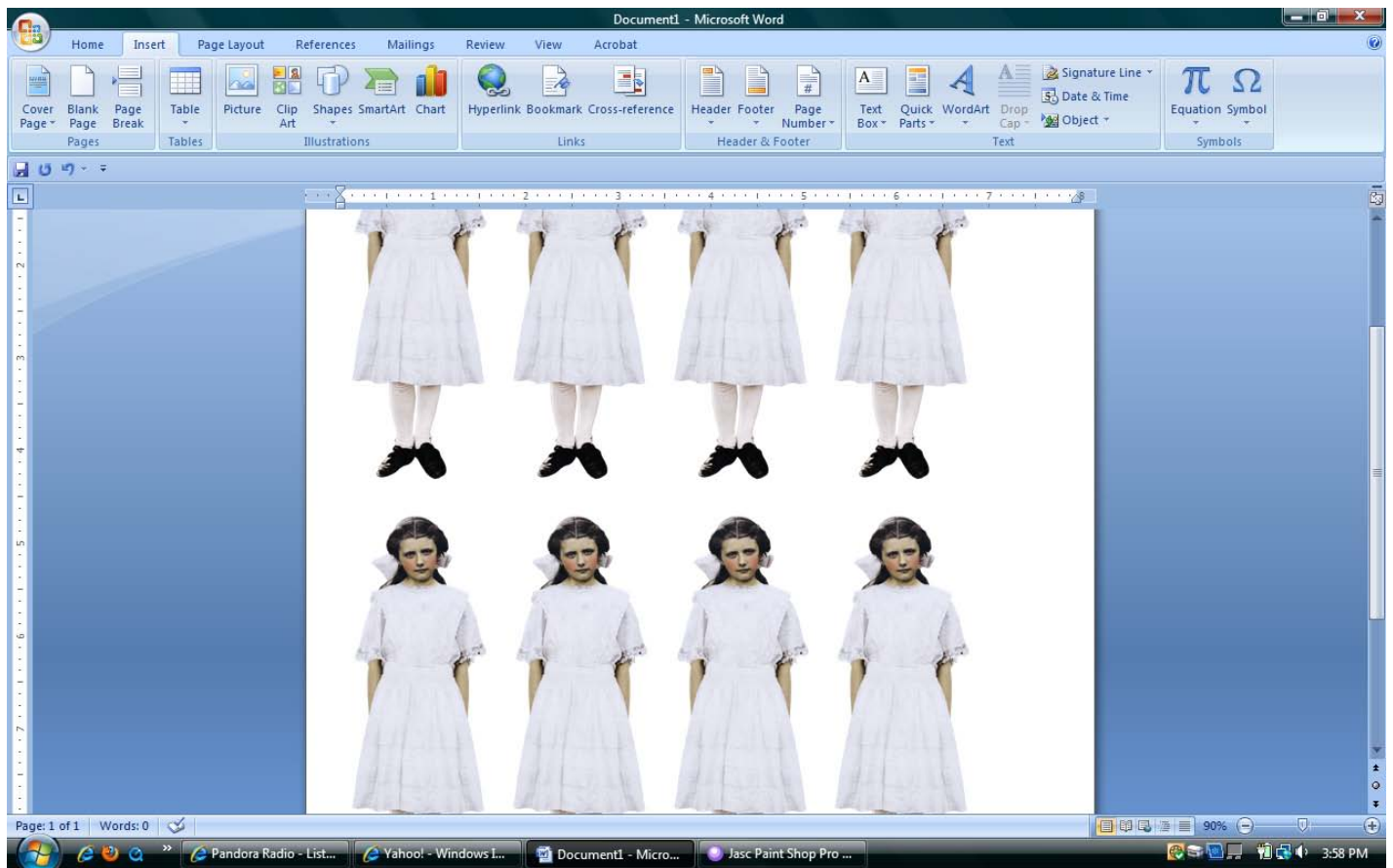
Right click on the image and select copy. You may then click next to the image and continue to insert new images all across the document repeating this step as you go.



There are now three images across the top row of the document. I want to use as much of my printing paper as possible, so I will re-adjust the side margins.

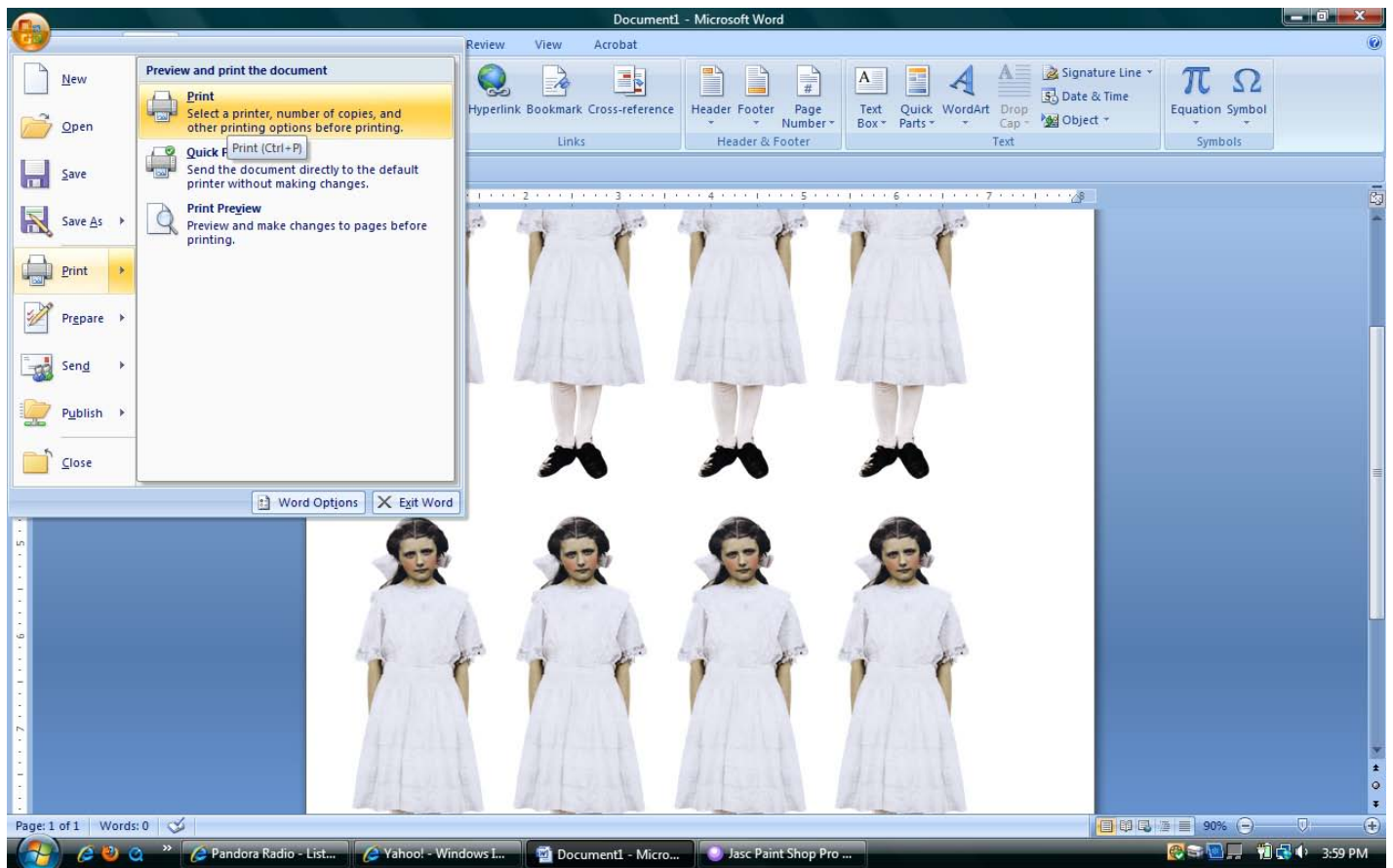


I have circled the margins in pink to show you where you can adjust to fit more images. Just pull the margin arrow to widen. Make sure to still leave a bit of white space so the image doesn't overlap the outer edge when it is printed.



I have continued to copy the image (to make the size identical) on the entire document. Word allows you to make your image all different sizes.

Example: Maybe you wish for your top row to have the image smaller (using to make ATC's) but the second row you want larger. Playing with the size and position can be beneficial in getting the most from your paper print.



When you have the images in desired placement on your document you can print them.

Make sure you are familiar with your printer settings. I always select the “type” of paper I am using before printing and with images select “best” to get a crisp, clear image.

Hit print and now you can have fun creating!

A few helpful hints...

Use a good quality paper when printing the images. It will make all the difference in your projects. I love using a brochure matte paper (similar to cardstock) over photo glossy paper. The images come out pristine. Matte paper also makes a huge difference when applying gel medium in mixed media projects.

Keep your print head clean. Most printers have the option of cleaning the print head. This will make a huge difference in image clarity if you regularly check this.

Get familiar with your printer settings. On most printers it is usually under “Advanced”. You can select the paper type and always select “best”.

Play! Play! Play! I cannot stress how important this is. The more I play on Word the more tricks I learn. It also makes me comfortable with image sizes and what works best size wise for different projects.