

## Editing Your Images for the Marble Coaster Kit using Picnik Photo Editor

1. Go to [www.picnik.com](http://www.picnik.com)
2. Click on Get Started Now
3. Sign In (top right hand corner) using Tilano's generic log in or create your own. This step gives you more features.
  - a. **User Name:** TilanoEditor
  - b. **Password:** picnik
4. Click Upload (edit photos from your computer) – it is on the left hand side
5. Using the browser window, locate the file you want to upload and click OPEN. (We will be working on one image at a time). For best quality, make sure **your image is at least 1 mb**. (This can be found by right clicking on your image and going to properties.)
6. The first step is to crop your image to a square. Click the **CROP** tab. Using the down arrow on the tab that says NO CONSTRAINTS click square. Crop your image as desired. Click OK.
7. The next tab from EDIT is CREATE. Click the **CREATE** tab.
8. In CREATE we can add a frame as well as text. You can only use the basic functions unless you choose to upgrade to their Premium package which has other functions.
9. On the top tab bar, click **FRAMES**. I would suggest the BORDER Frame which is a solid frame that you can choose the color of, but feel free to play around and find the best one for your project.
10. There are actually 2 borders. One is Black and one is White. To change the color, click on the color and a popup menu with more colors will appear. Choose your color. To change the thickness of your border, use the slider located below the color (labeled Outer Thickness and Inner Thickness). On your tile, white borders will actually be translucent. When you are happy with your border, click **APPLY** (on the left hand side under the border settings). For sizing reasons, it is important not to change the caption settings.
11. On the secondary tab bar above border selections, click **TEXT**. Right below the TEXT tab, enter the text you wish to have on your tile. Choose your font (located below) and then click **ADD**. It will show up on your image. You can drag your text around by hovering over the lettering and then clicking down on your mouse and dragging to the desired area. Using the right hand information bar, you can change the size and the color.
12. You are almost finished with this image. The last step is to flip your image so when you transfer it onto your tile, the wording is the right way. Go back to the **EDIT Tab** and click **ROTATE**. Over on the right click the first FLIP button. Please note that your text will be flipped. Click OK.
13. Click the next tab that says **SAVE & SHARE**. We want to save 2 images one sheet of paper so we are going to save each image to our computer. The **SAVE TO COMPUTER** tab is the first tab on the left. Change the JPG Compression Quality to 10 (the best quality). Click SAVE PHOTO. Another Dialog box appears and it is important that you put **.jpg** after your file name if it is not there already.
14. Once you have saved your image, click CLOSE PHOTO. Click the **HOME** tab at the top and upload your second image. Repeat these steps until you have completed all four images.
15. When all four images are saved on your computer, click HOME. There is a tab in the middle (near the top) that says COLLAGE. **Click COLLAGE**.
16. On the left hand side click the COLLAGE that has **two squares running horizontal**. It is the first image in the top left hand corner.
17. In the bottom left hand corner, click the button that says **UPLOAD PHOTOS**. Upload your first image from your computer.
18. Click on your image and while holding down the left hand mouse key, drag it to the first box with the dotted lines around it.

19. Upload your second image and repeat steps of dragging it into the grey boxes. (we will do the same for the other two images once this has been saved).
20. There is a grey border around all the images. It is a good idea to change the grey to white. On the left hand side there is a grey color box. Click on this and change the color to white.
21. Click DONE on the right hand side.
22. Since we have already edited our images, click **SAVE & SHARE**.
23. If you are printing your images on your own laser printer, click the PRINT PHOTO tab at the top. You need to change the PHOTO SIZE to **4x8 in** to get the proper sizing. Print a test print on regular paper first to make sure your images are printed as desired.
24. If you are printing your images at another location (an office, a friend's printer or copy center with a laser printer) then you can save your image to your computer. **Click SAVE TO COMPUTER** and SAVE PHOTO. Remember to add the **.jpg** extension after your file name. If your images are too large or too small for the 4x4 coasters, I would suggest the following steps:
  - a. Open WORD (or similar program) and open a new blank page/document
  - b. Go FILE > PAGE SETUP> LANDSCAPE.
  - c. Go to INSERT and insert PICTURE > FROM FILE. Locate your collage you have made and click okay.
  - d. Your image should be highlighted with little squares around the outside of it (if you see no squares, click on the center of your image and they should appear). Using your mouse, hover over the bottom right hand square. Click on the square and while holding down the **SHIFT key** and the mouse key, decrease or increase the size of your image about an inch. When looking at the print preview, the 2 images should be about 8 inches on the 11 inch page- size images accordingly.
  - e. Save your word document or email it to the desired person.
25. Click on HOME to make your second Collage page for your 2 remaining images and repeat steps.
26. Congratulations!! You have now enhanced your image for your Tilano Project. Using Picnik, you can play with different settings to enhance your image and add creativity to your projects!