Using Word to Format and Print Your Images

Step One:
Press the "Enter" key four times to create a bit of space at the top of your page.

Create a text box at the top of your page:
Go INSERT (top navigation bar) >TEXT BOX
This will create a highlighted box on your page that says "create your drawing here."
Take your mouse and make a box inside the highlighted box. Your box can be made any size as we will change the final size of it later. Click in the middle of the box you just created to highlight it.

Step Two:
Go INSERT > PICTURE > FROM FILE
Use the File Browser to pick the image that you want to print out on the Imaging Paper.

Step Three:
Go VIEW > RULER. This is so we can use our ruler to can see how large our images will be. If your ruler is already visible on the top and left hand side of your page, you do not need to do this step.

Click on the center of your image. This will highlight your image. Using your mouse, move the bottom right hand corner up until it is the size you want. Use the rulers on the top and side to determine your size.

Step Four:
If your image is rectangular and you would like to make it a square, click on the thin black border around your image. You can move this box in on any side to crop your image to the desired size.

Step Five:
To remove the black text border, double click on the black line. A box will come up that allows you to change the fill (background color) and line color. Change both of these to no color and no line, unless you want to create a simple border.
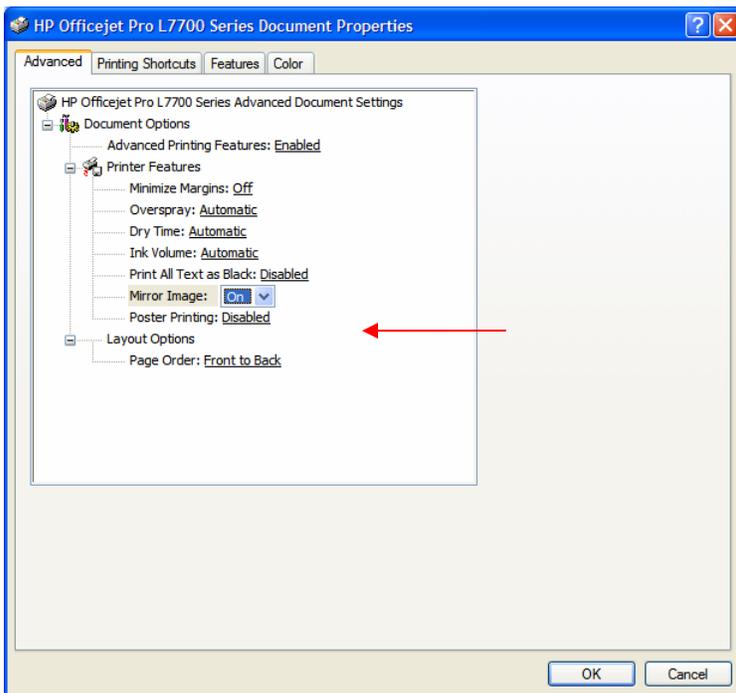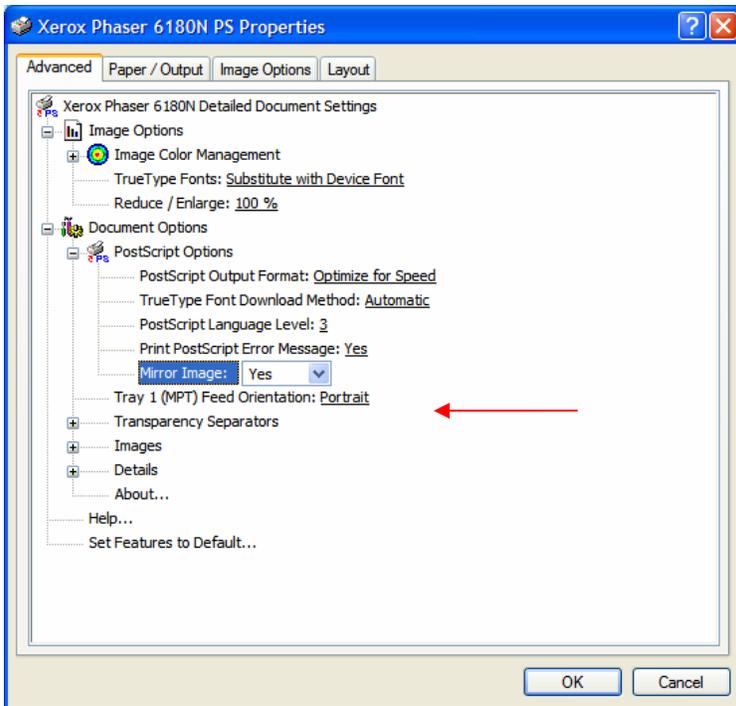
Step Six:
Once you are happy with your first image, you can add a second image. Go to the top of your page and click in the space you made in Step One, then continue following the steps from there.

If you have the Fresco Tile or Canvas Transfer Kit, you can only fit one image on a page, so you will need to do your second image on a new page.

Step Seven:
To mirror your image for printing, go FILE > PRINT> PROPERTIES.
Click on ADVANCED and find the MIRROR IMAGE option. This step may vary from printer to printer. Below are two screen shots of different places you may find the MIRROR IMAGE option. When you locate the MIRROR IMAGE option, click YES or ON. This will mirror your image so that when it's transferred, it will not be backwards. This step is especially important if you have text.

Xerox Phaser 6180N PS Properties

Tabs: Advanced | Paper / Output | Image Options | Layout

Xerox Phaser 6180N Detailed Document Settings
- Image Options
  - Image Color Management
  - TrueType Fonts: Substitute with Device Font
  - Reduce / Enlarge: 100 %
- Document Options
  - PostScript Options
    - PostScript Output Format: Optimize for Speed
    - TrueType Font Download Method: Automatic
    - PostScript Language Level: 3
    - Print PostScript Error Message: Yes
    - Mirror Image: Yes
  - Tray 1 (MPT) Feed Orientation: Portrait
  - Transparency Separators
  - Images
  - Details
  - About...
- Help...
- Set Features to Default...

OK | Cancel

HP Officejet Pro L7700 Series Document Properties

Tabs: Advanced | Printing Shortcuts | Features | Color

HP Officejet Pro L7700 Series Advanced Document Settings
- Document Options
  - Advanced Printing Features: Enabled
  - Printer Features
    - Minimize Margins: Off
    - Overspray: Automatic
    - Dry Time: Automatic
    - Ink Volume: Automatic
    - Print All Text as Black: Disabled
    - Mirror Image: On
    - Poster Printing: Disabled
  - Layout Options
    - Page Order: Front to Back

OK | Cancel

When you're happy with the layout of your page, we recommend printing it out on regular paper to make sure that it is the correct size for your project. Once you are happy with your page, you can print it out onto the Tilano Imaging Paper using a laser printer or photocopier.