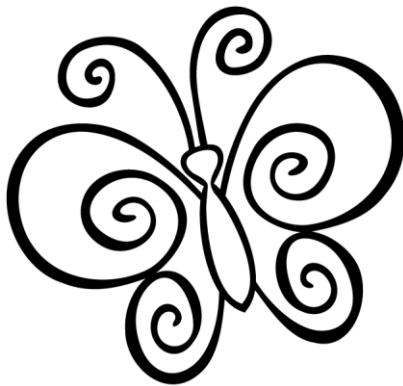**How To Print and Resize Digital Stamps** by Pink Cat Studio
www.pinkcatstudio.com

If you have never used a digital stamp before then this tutorial will help get you started. I've created a video and a written tutorial to take you through the process saving and then printing a digital stamp.

To use a digi stamp there are 3 simple things that you need to do:

1. Save the digi stamp to your computer
2. Open the digi stamp in image editing software
3. Print the image onto cardstock

I have provided a free butterfly digi stamp for you to use to learn how digi stamps work.
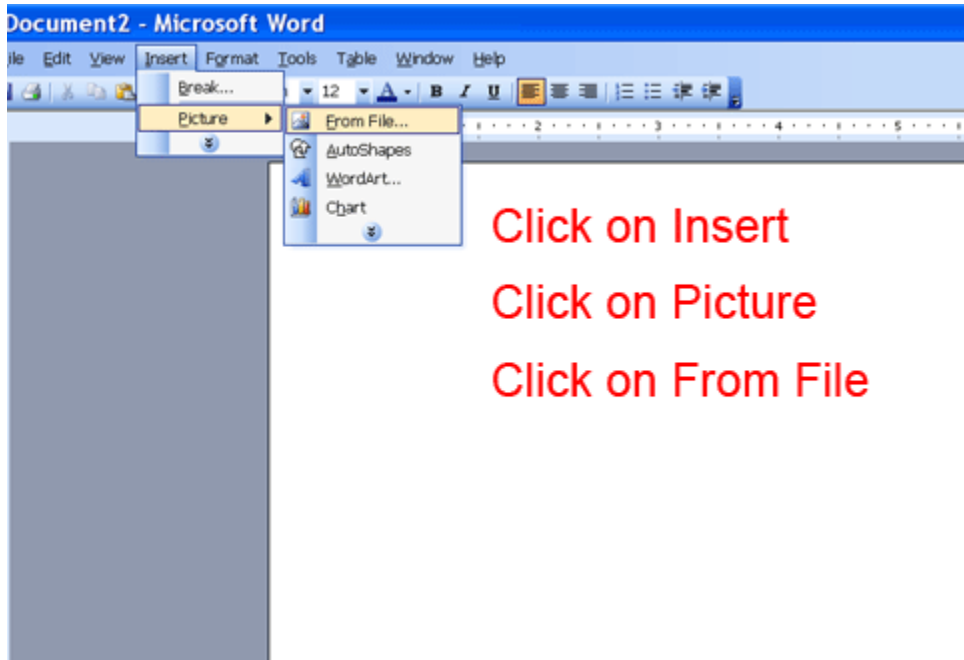
Step 1 is to save the digital stamp to your computer. Normally you would purchase a digital stamp on the internet and then download it but for this tutorial I have provided a free image that you can download. Click on this link http://bit.ly/Si30Hv and then right click on the image and click "Save image as…" to save the image to your computer.

The next step is to open the digital stamp in image editing software. I will first show Microsoft Word. If you don't have word, scroll further through this document to find the tutorial for using "Paint" which you will have on your computer if you use Microsoft Windows as your operating system.
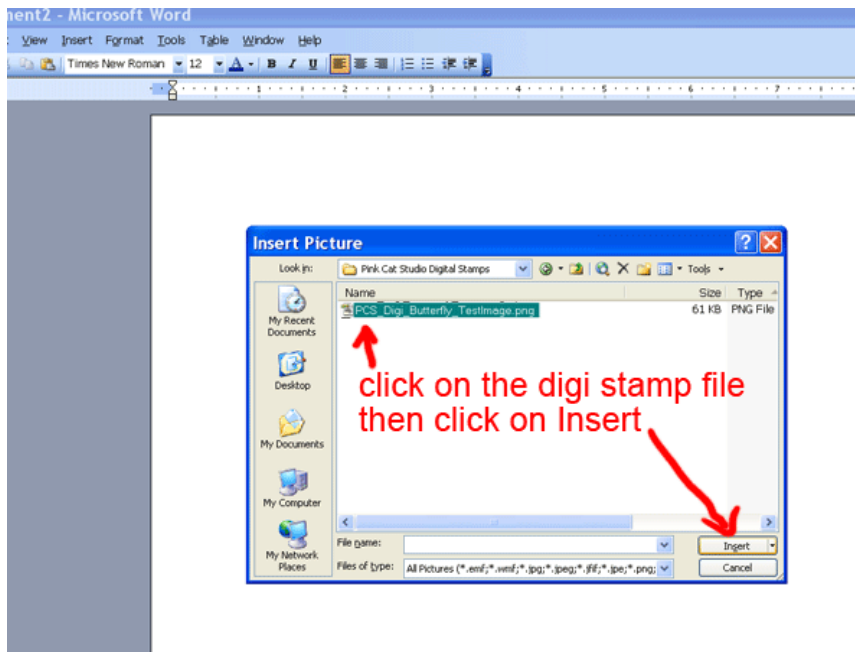
How to open and print digital stamps in Microsoft Word:

Microsoft word is a simple program to use to open and print digital stamps. Start Microsoft Word.
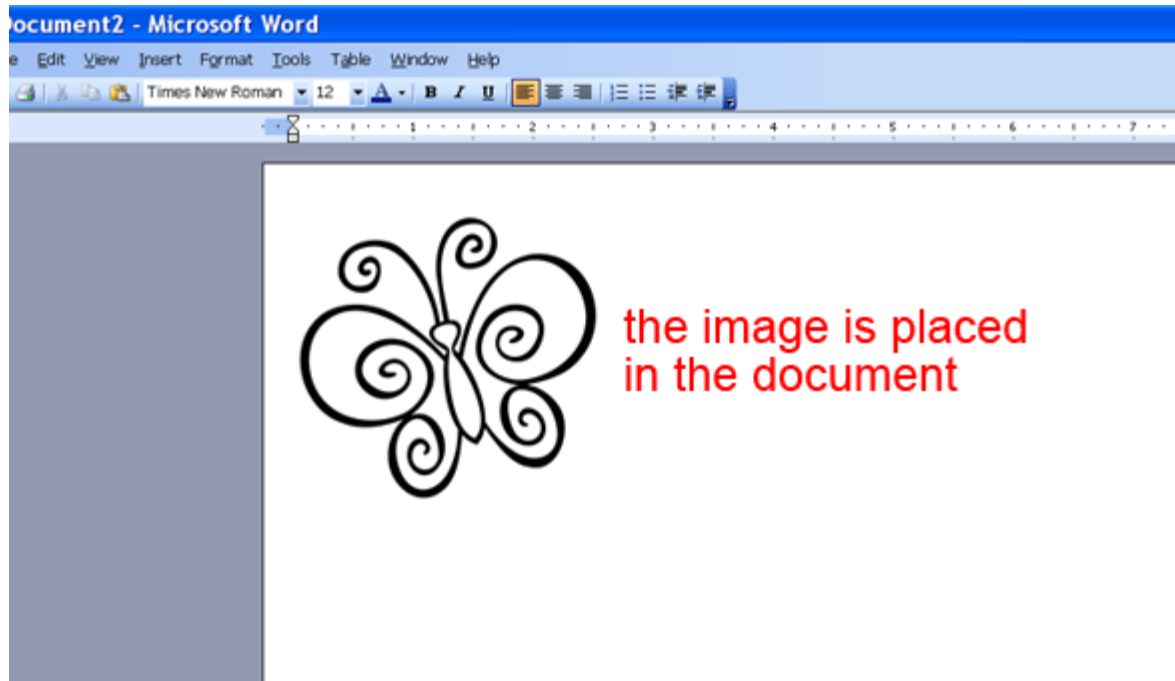
Let's insert our digi stamp into the document. Click on "Insert", then "Picture", then "From File".

The "Insert Picture" dialog box will open. Now find the digi stamp file that you just saved to our computer. Click on the digi stamp file and then click on "Insert".
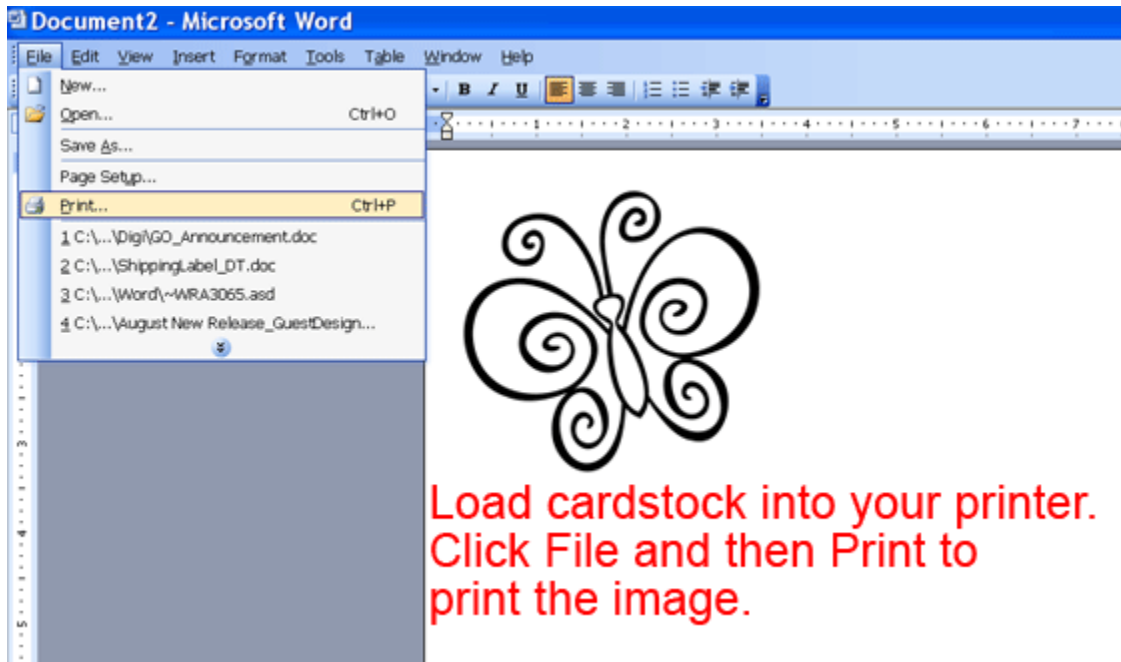

Now you will see that the image has been placed in the document in the top left hand corner. All we need to do next is print out the image and then we can colour it and create our card or project.

Load a sheet of cardstock into your printer. If you are printing from an ink jet it's best to select a cardstock that is absorbent and doesn't have a coating on it. My design team ladies recommend GinaK or PTI or Georgia Pacific card stock which is sold at Walmart. SU Whisper white is not recommended because it has a coating and may cause the ink to smear when you colour. If you are printing from a laser printer then any kind of cardstock will work.

Click on "File" and then on "Print". A "Print" dialog box will open and you can print the file right away or adjust the settings to your liking.

Your printer will print one image in the top left of your sheet of cardstock.

That is all there is to it! Now you can have fun colouring the image and making your card or project.
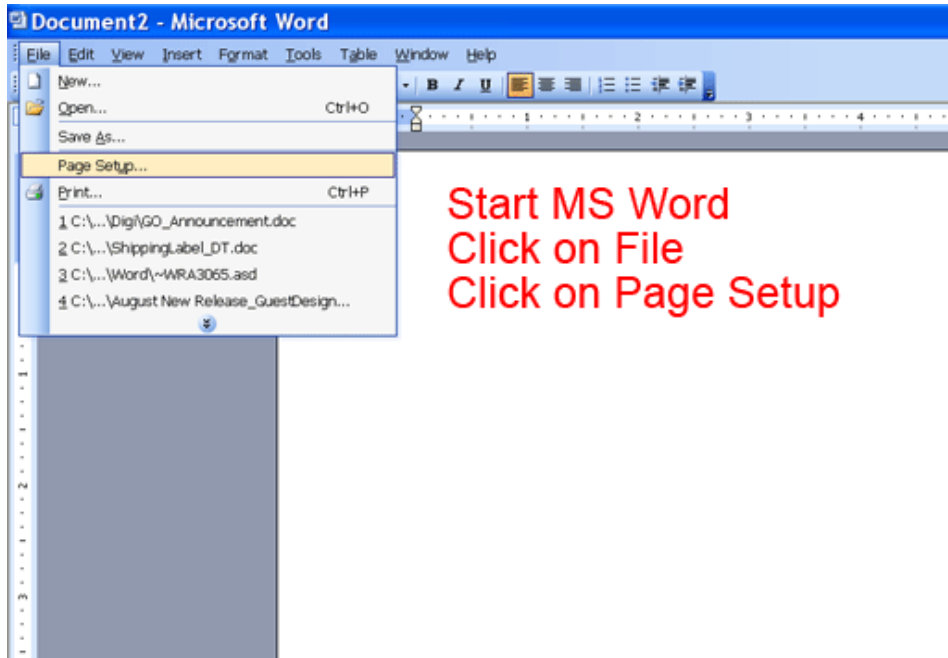If you find that the ink smears when you use markers then try heat setting the image before you start to colour.

How to resize digital stamps and print multiple images per page:

Now that you are an expert at printing out your digi stamps, maybe you would like to learn how to resize them and print more than one per page.
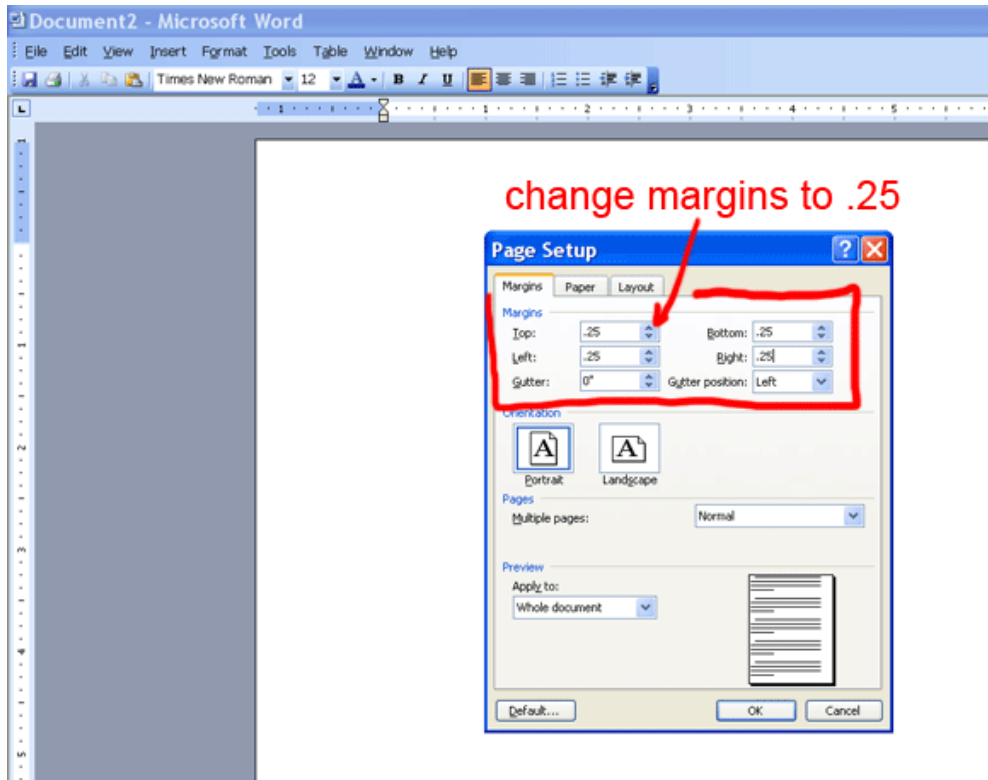
I've created a video tutorial covers everything in this written tutorial as well as how to flip an image. I would recommend watching the video tutorial first and then come back here to follow the written tutorial at your own pace. Click here to watch the video.

First we are going to change the page margins so we can maximum the space used when we print onto cardstock. In Microsoft Word, click on "File" and then on "Page Setup".
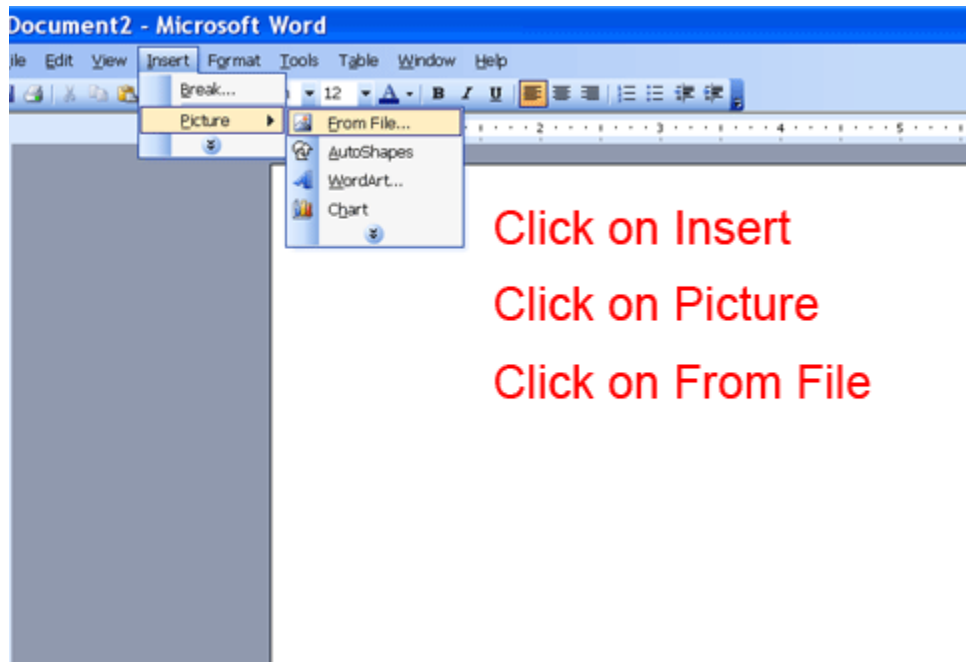
Start MS Word
Click on File
Click on Page Setup

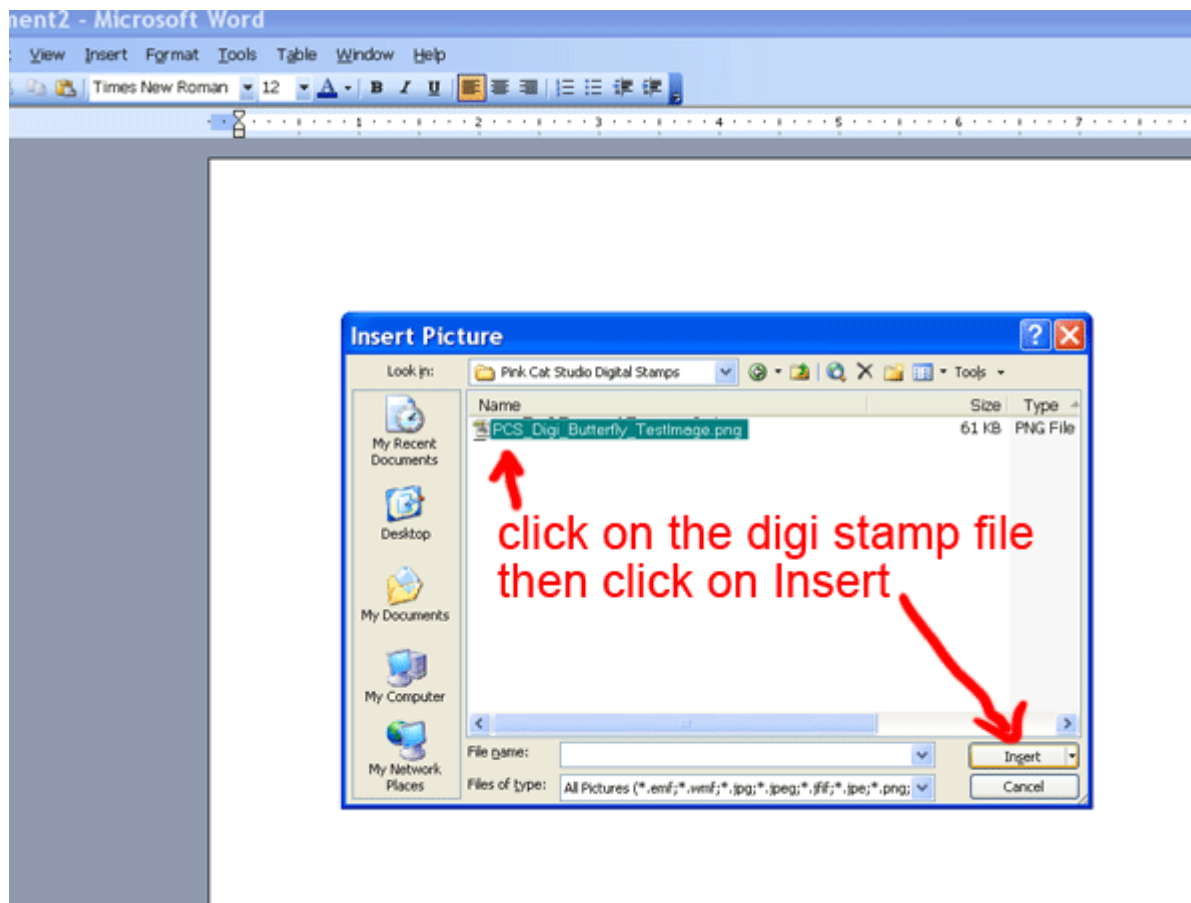Change the Top, Bottom, Left and Right margins to .25". Then click the "OK" button.
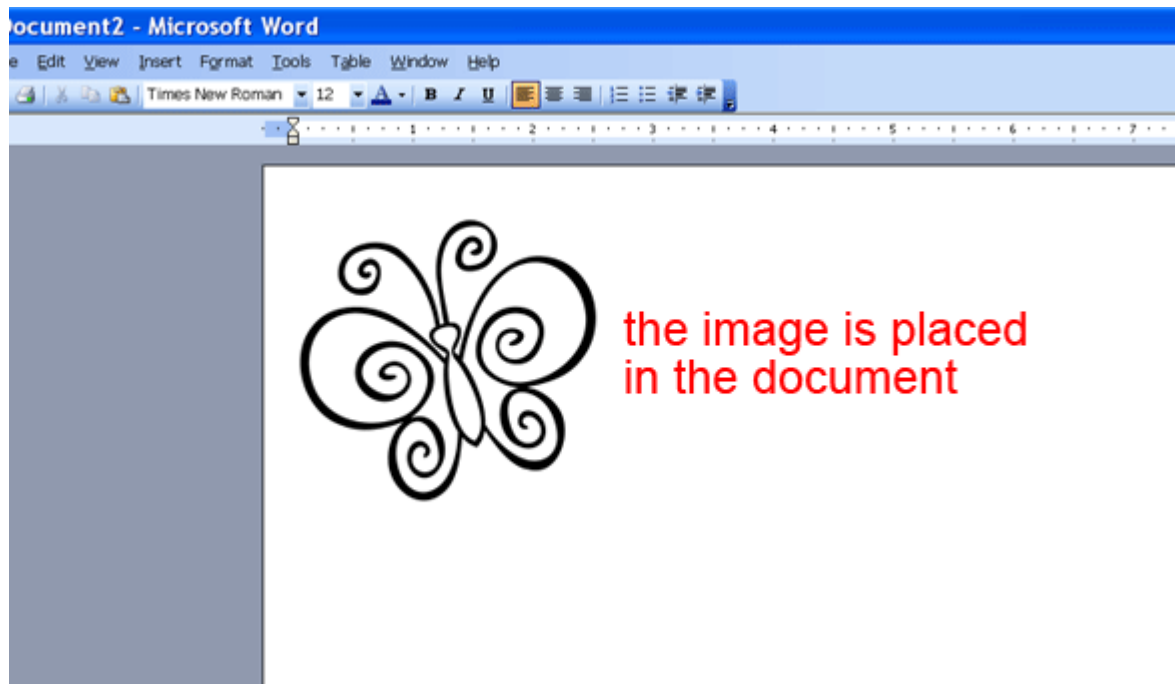

change margins to .25

Let's insert our digi stamp into the document. Click on "Insert", then "Picture", then "From File".

Click on Insert

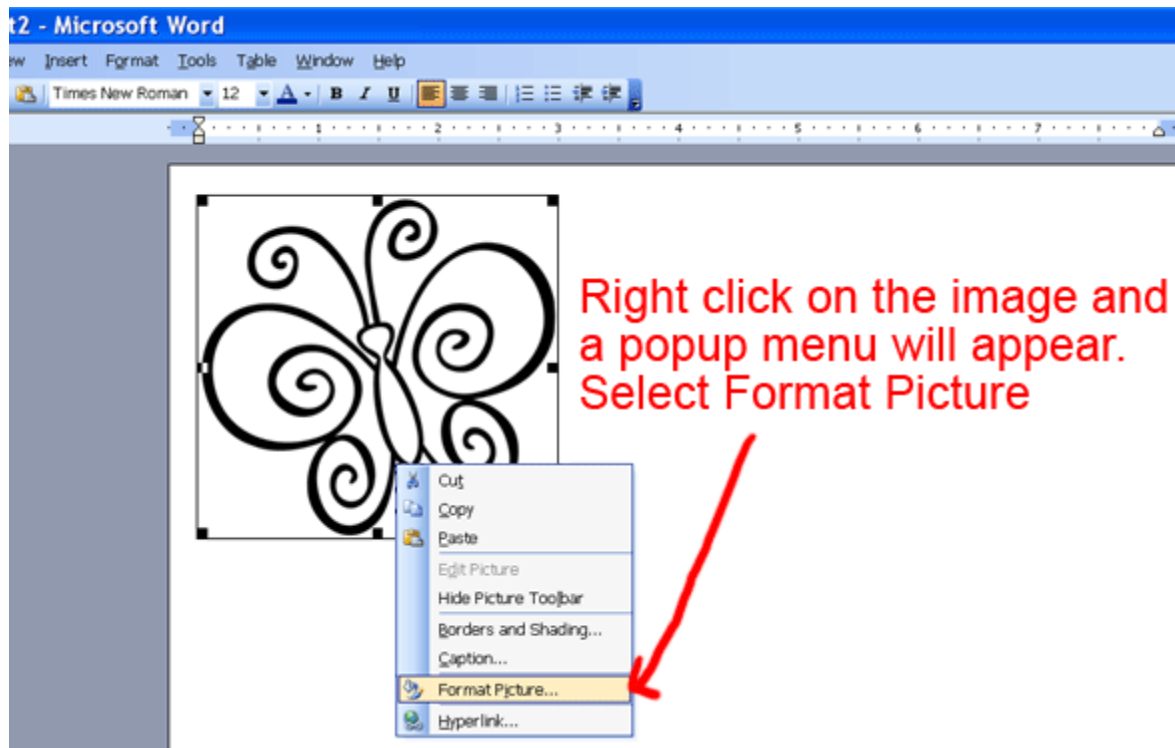Click on Picture

Click on From File

The "Insert Picture" dialog box will open. Locate the digital stamp that you saved to your computer. Click on the digi stamp file and then click on "Insert".

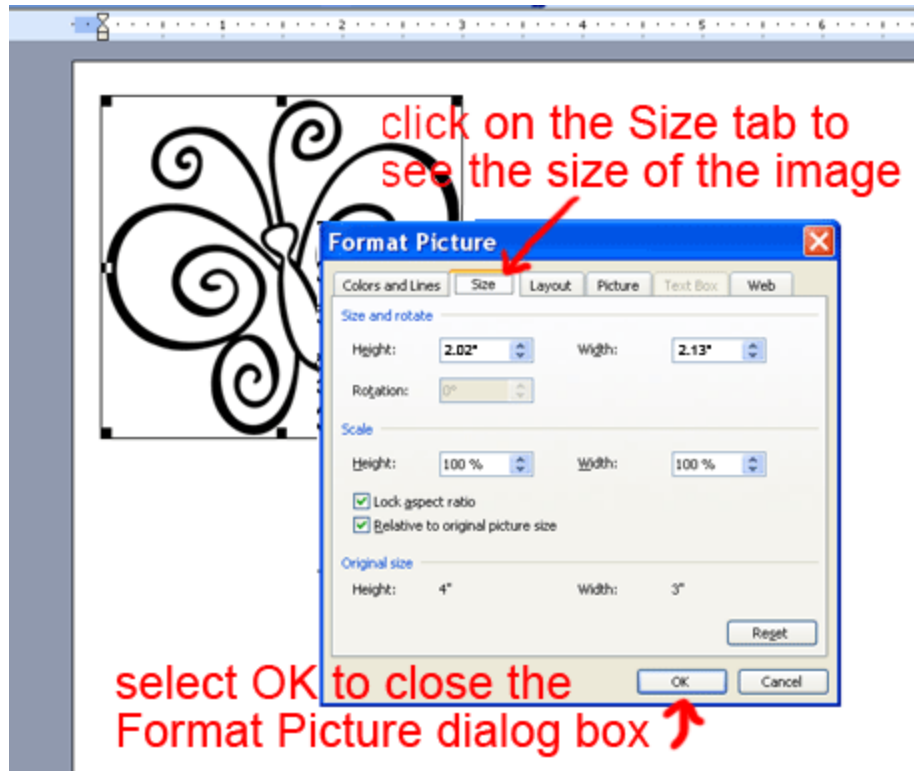click on the digi stamp file then click on Insert

Now you will see that the image has been placed in the document in the top left hand corner. Next we are going to check the size of the image and decide if we want to change it.

Right click directly on the image and a popup menu will appear. Click on "Format Picture"
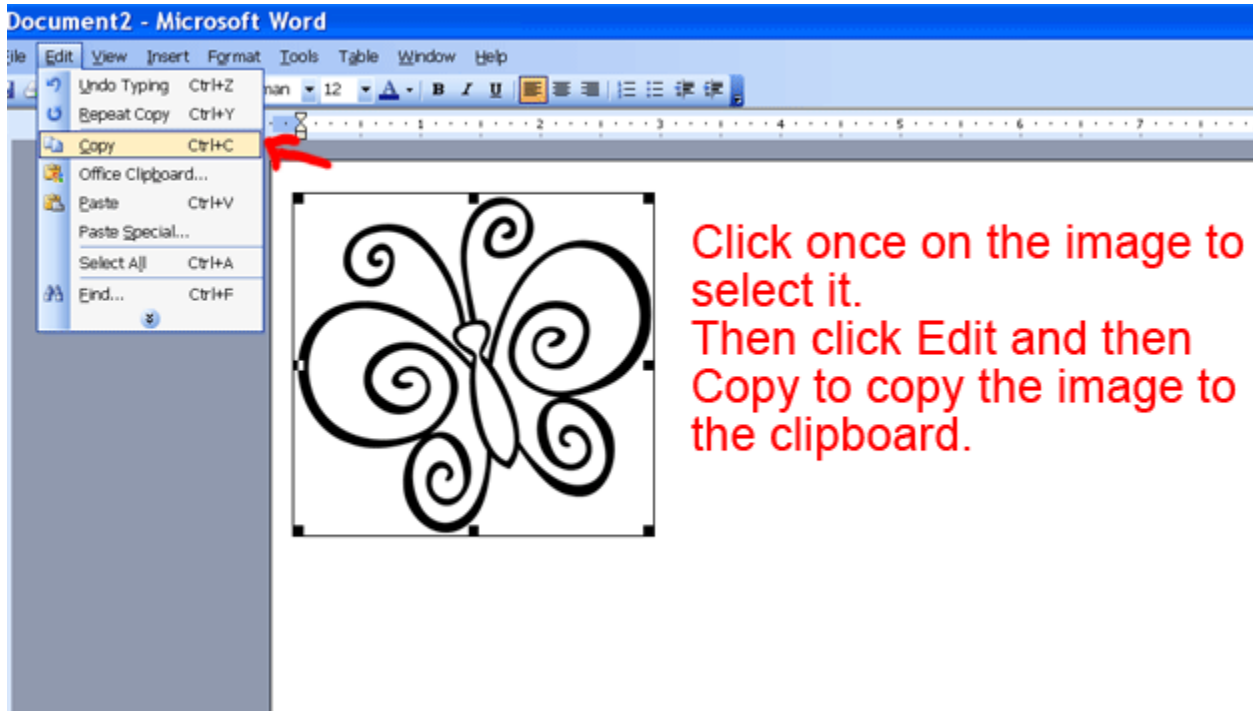
Click on the "Size" tab and you will see that the height of the image is 2.02" and the width is 2.13". Here you can change the size if you want. Just type in a new value for the height and then the width will be changed automatically to keep the image in the correct proportions. Be sure that the "Lock aspect ratio" check box has a check mark in front of it. When you are finished, click the "OK" button to return to your document. Another way to resize an image is to first click on the image, then you will see a bounding box around the image and in each corner a small black box will appear. You can click and drag on any of these black boxes to increase or decrease the size of the image.
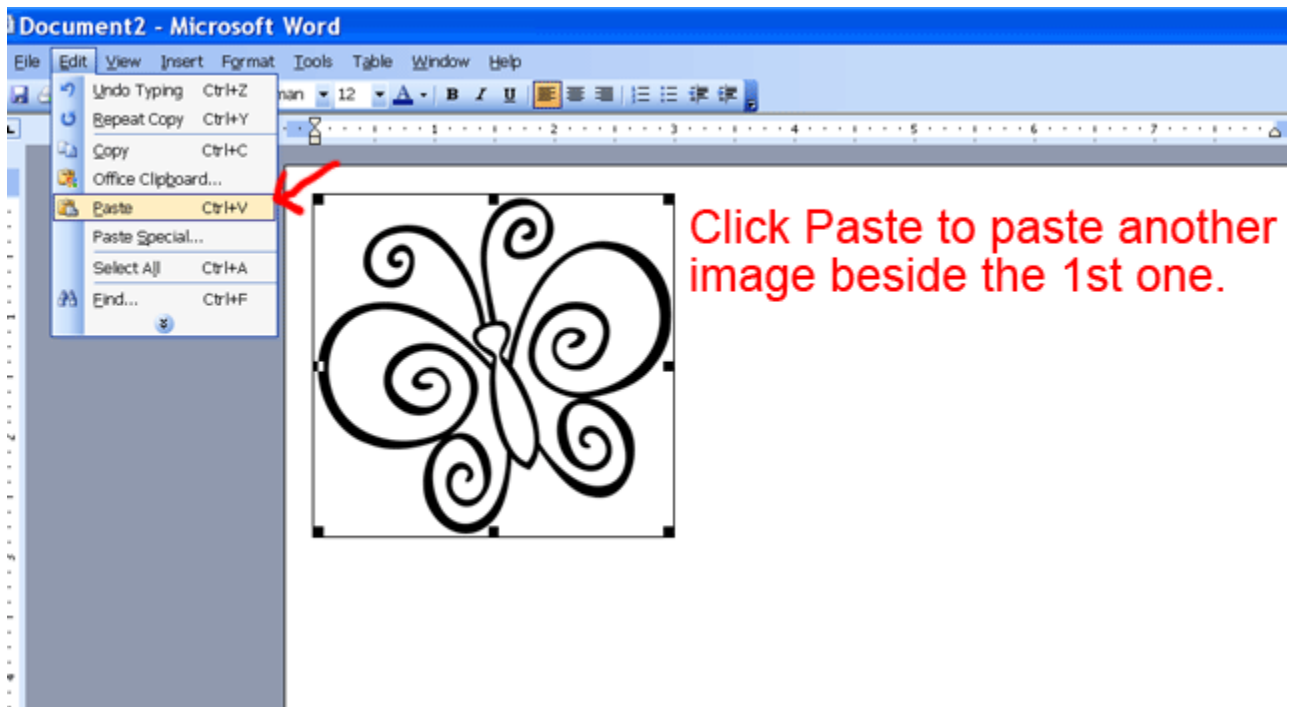

Now that you know how to resize an image, I'll show you how to put multiple images on one page.
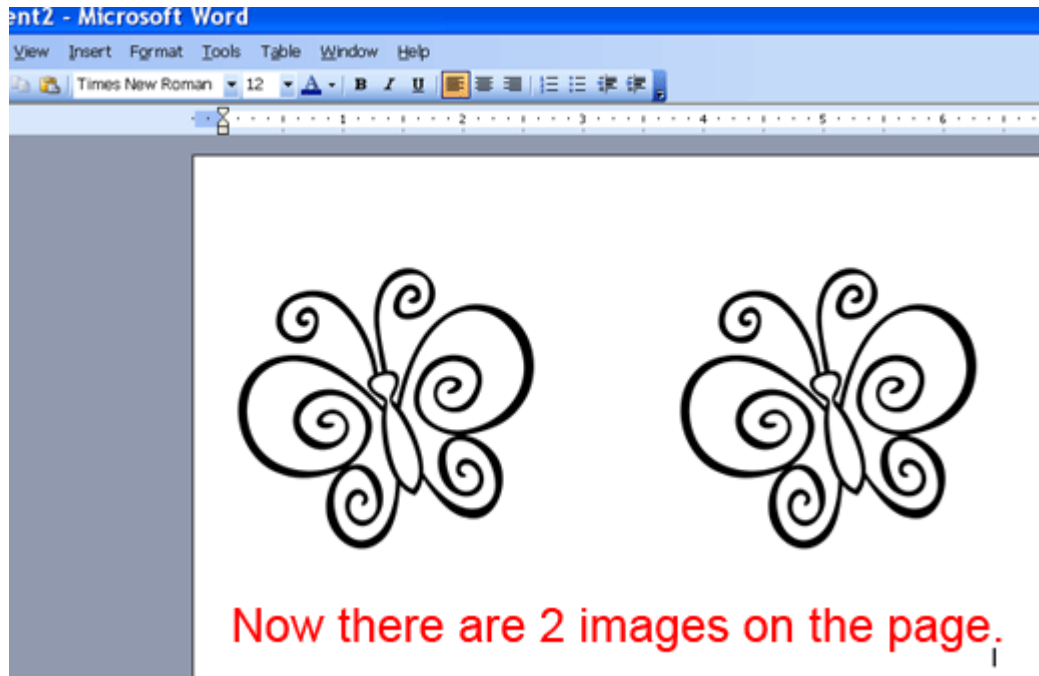Click once on the image and then click on the "Edit" menu and then click on "Copy".
This will copy the image to the clipboard.

Click once on the image to select it.
Then click Edit and then Copy to copy the image to the clipboard.
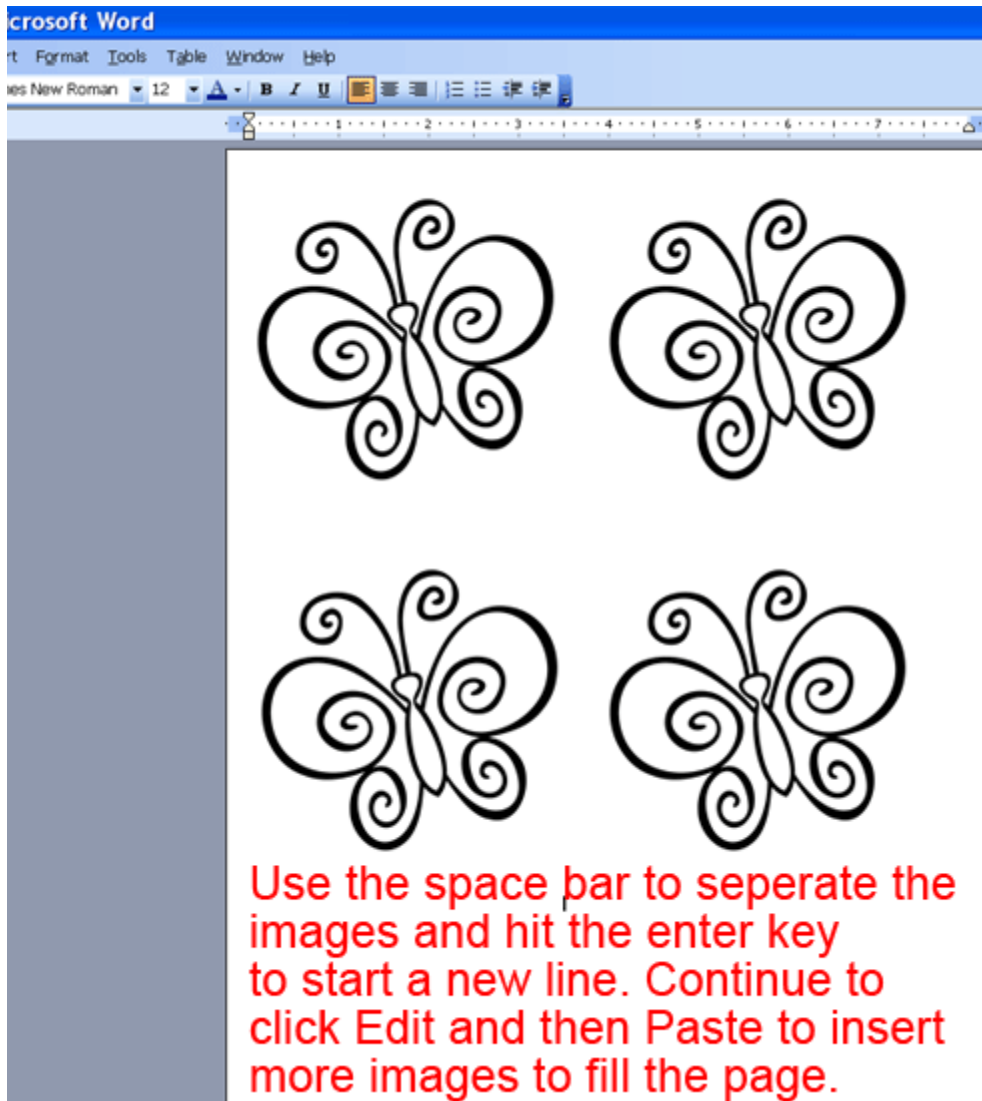
Now you must select where you want the duplicate image to be pasted in the document. Click off of the image, just to the right to make the bounding box disappear. Then hit the space bar a few time to create some space between the images. Now click on "Edit" and then "Paste".

Click Paste to paste another image beside the 1st one.

Now there are 2 images on the page. If you wanted to have 2 different images, then instead of copying and pasting you can repeat the process of inserting an image that is shown at the beginning of this tutorial and select a different file to insert into the document.

To fill the rest of the page with images, click off of the current image so that the bounding box disappears. Then hit the enter key a few times to start a new line. Now click on "Edit" and "Paste" to paste another image into the document. Repeat this process to fill the page with images.

Use the space bar to seperate the images and hit the enter key to start a new line. Continue to click Edit and then Paste to insert more images to fill the page.

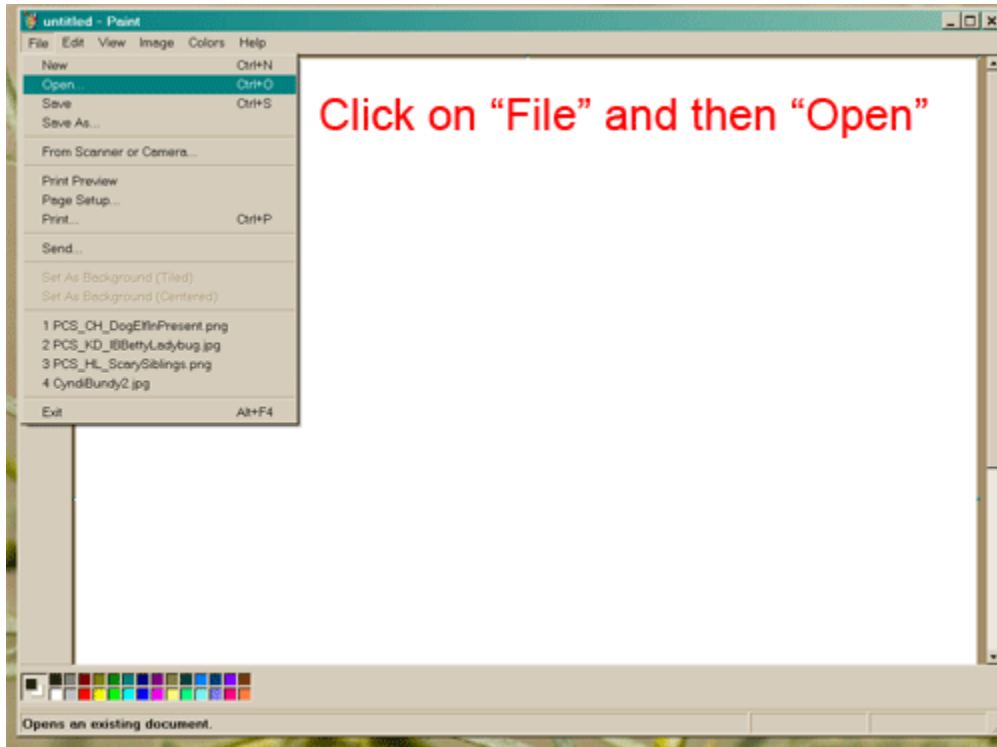Now you can load some cardstock into your printer and print out the images.

Notes:
If you make a mistake or you accidentally delete one of the images then just click on "Edit" and then "Undo".

If you hit the space bar or the enter key while an image is selected and it's bounding box is visible then you will delete the image. If this happens just hit "Edit" and then "Undo" to bring the image back. Click off of the image so the bounding box disappears and then hit the enter key or space bar.
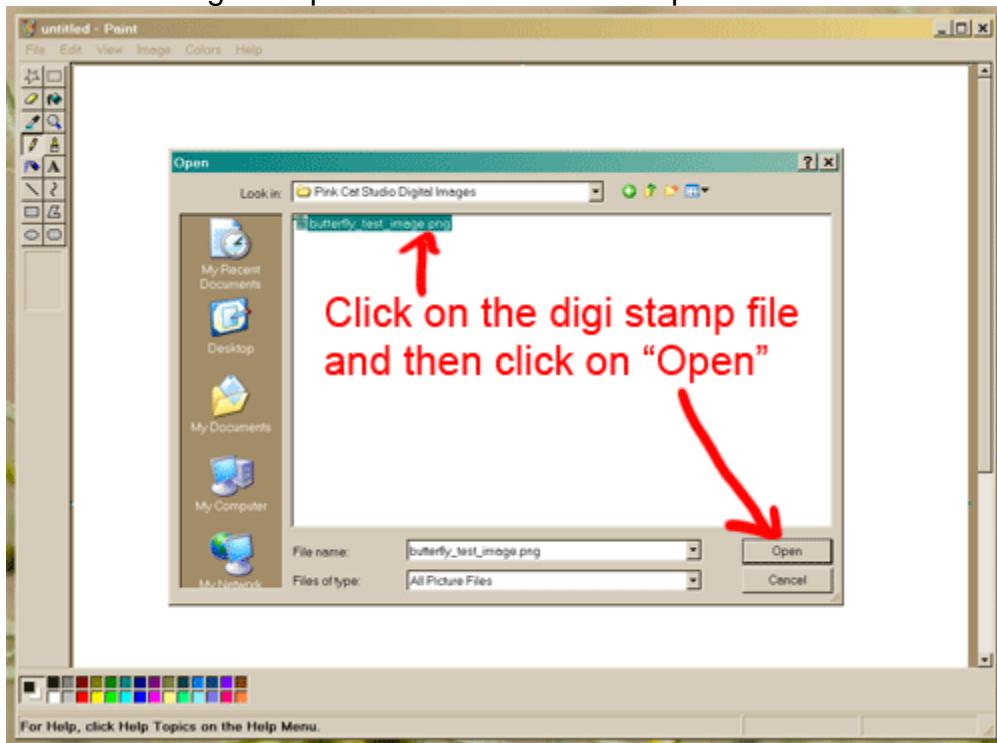
 Opening and Printing a digi stamp in Paint

When you start Paint, a blank image is created. Let's open our digi stamp.
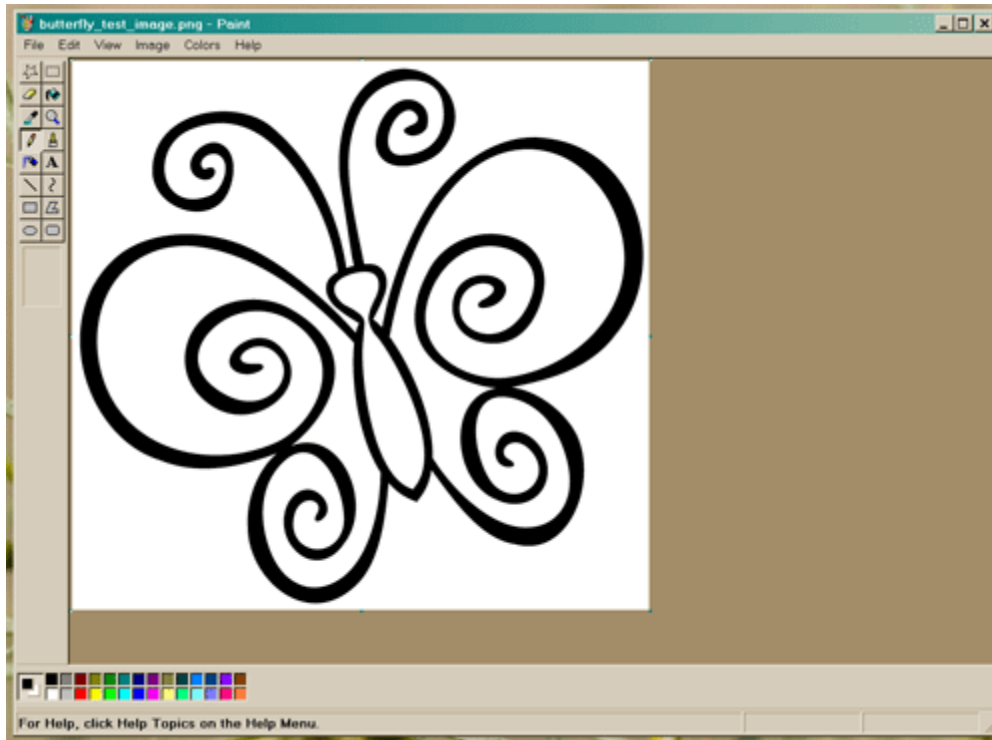Click on the "File" menu, and then click "Open".

Click on "File" and then "Open"

The "Open" dialog box will open. Find the digital stamp that you saved to your computer.
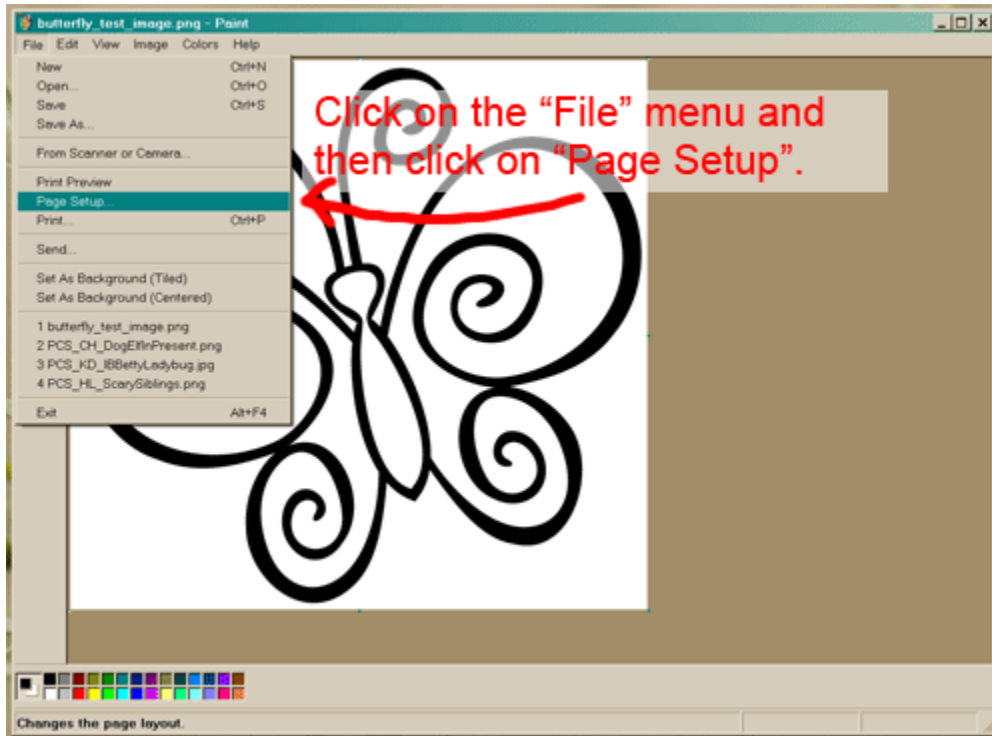
Click on the digi stamp file and then click on "Open".

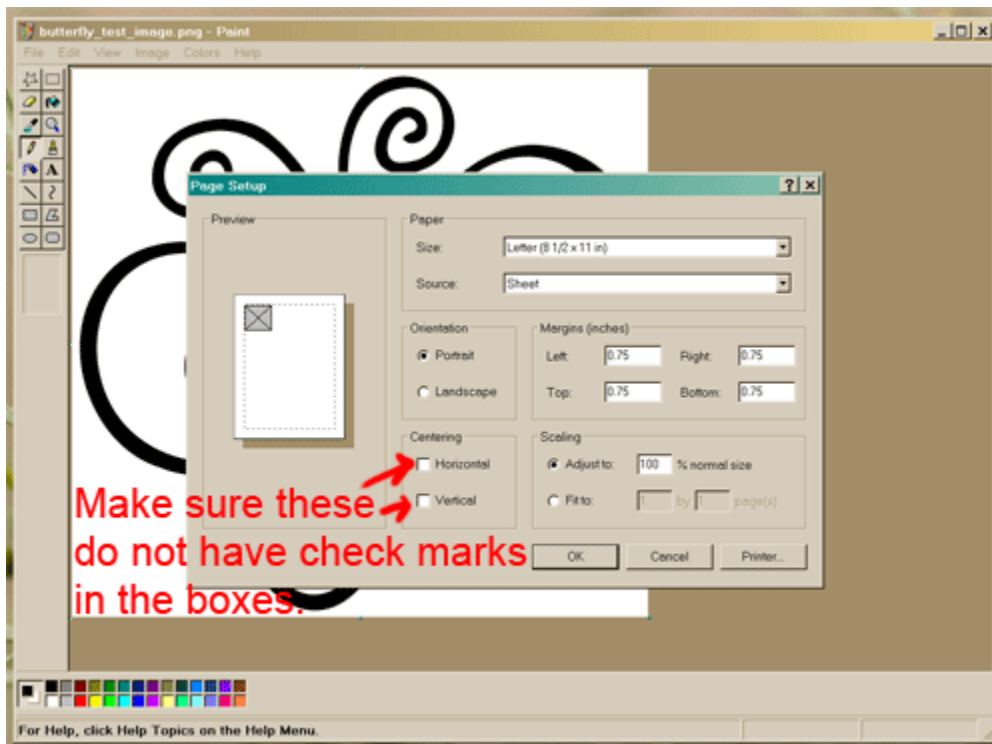Click on the digi stamp file and then click on "Open"

Now you will see that the image has been opened in Paint. All we need to do next is print out the image and then we can colour it and create our card or project.

We could print now but the image will print in the center of the paper. Let's make it print in the top left corner of the paper. Click on the "File" menu and then click on "Page Setup"
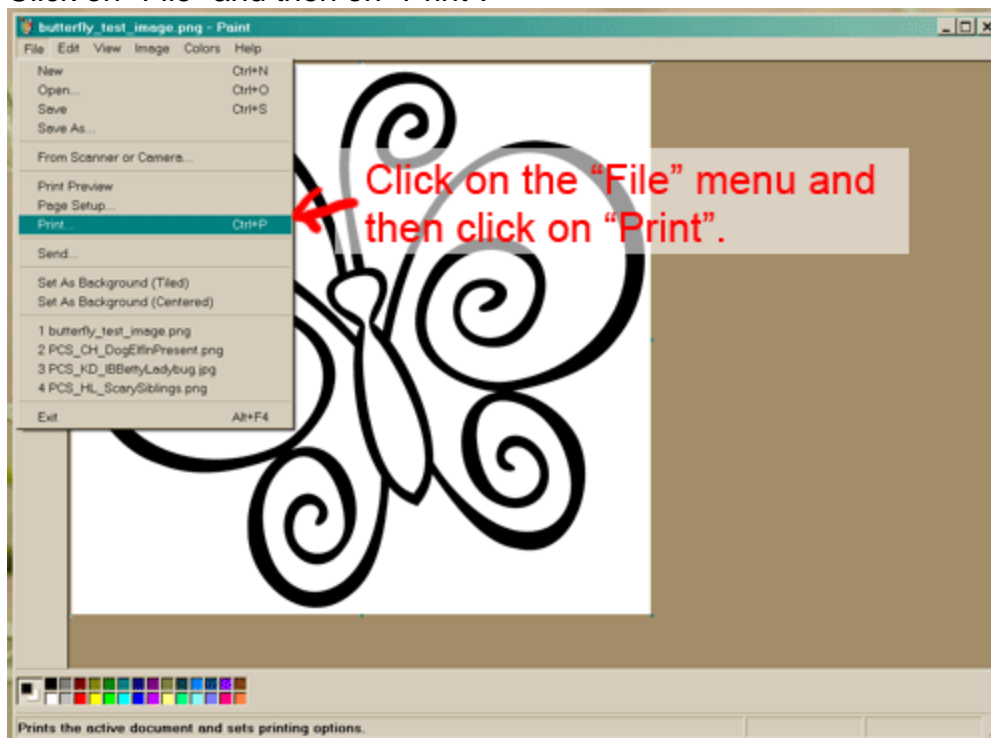
If the "Horizontal" and "Vertical" check boxes have checks in them, uncheck them by clicking on the check marks.
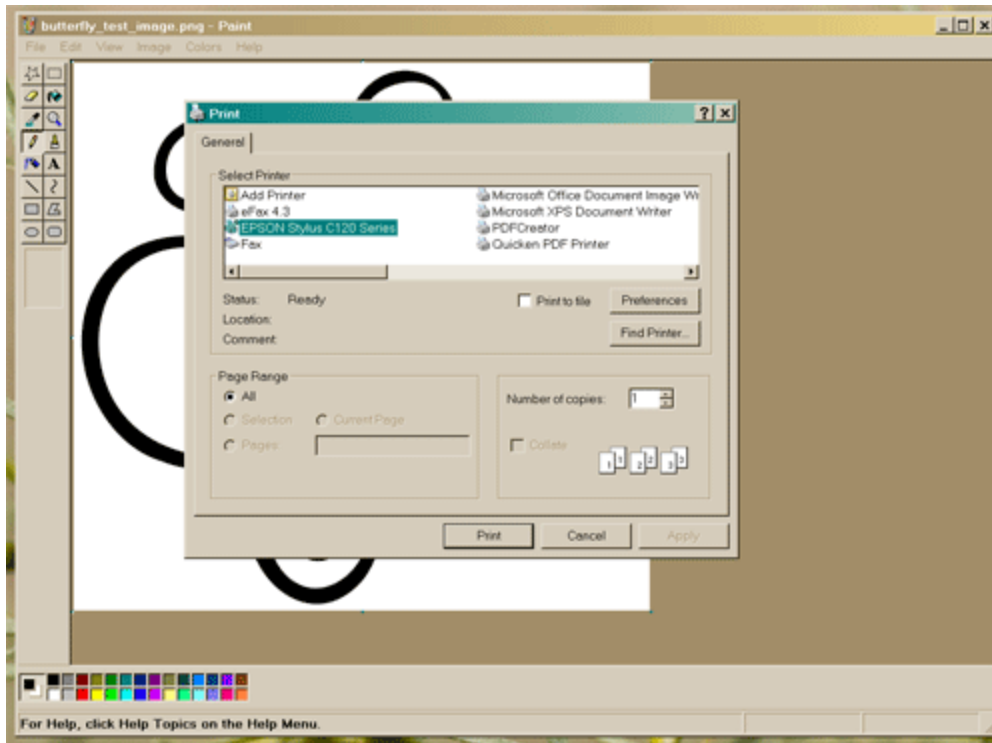

Now close the "Page Setup" dialog box by clicking on "OK".

Load a sheet of cardstock into your printer. If you are printing from an ink jet, it's best to select a cardstock that is absorbent and doesn't have a coating on it. My design team ladies recommend GinaK or PTI or Georgia Pacific card stock which is sold at Walmart. SU Whisper white is not recommended because it has a coating and may cause the ink to smear when you colour. If you are printing from a laser printer then any kind of cardstock will work.

Click on "File" and then on "Print".

A "Print" dialog box will open and you can print the file right away or adjust the settings to your liking by clicking on "Preferences".

Your printer will print one image in the top left of your sheet of cardstock.

That is all there is to it! Now you can have fun colouring the image and making your card or project.
If you find that the ink smears when you use markers then try heat setting the image before you start to colour.