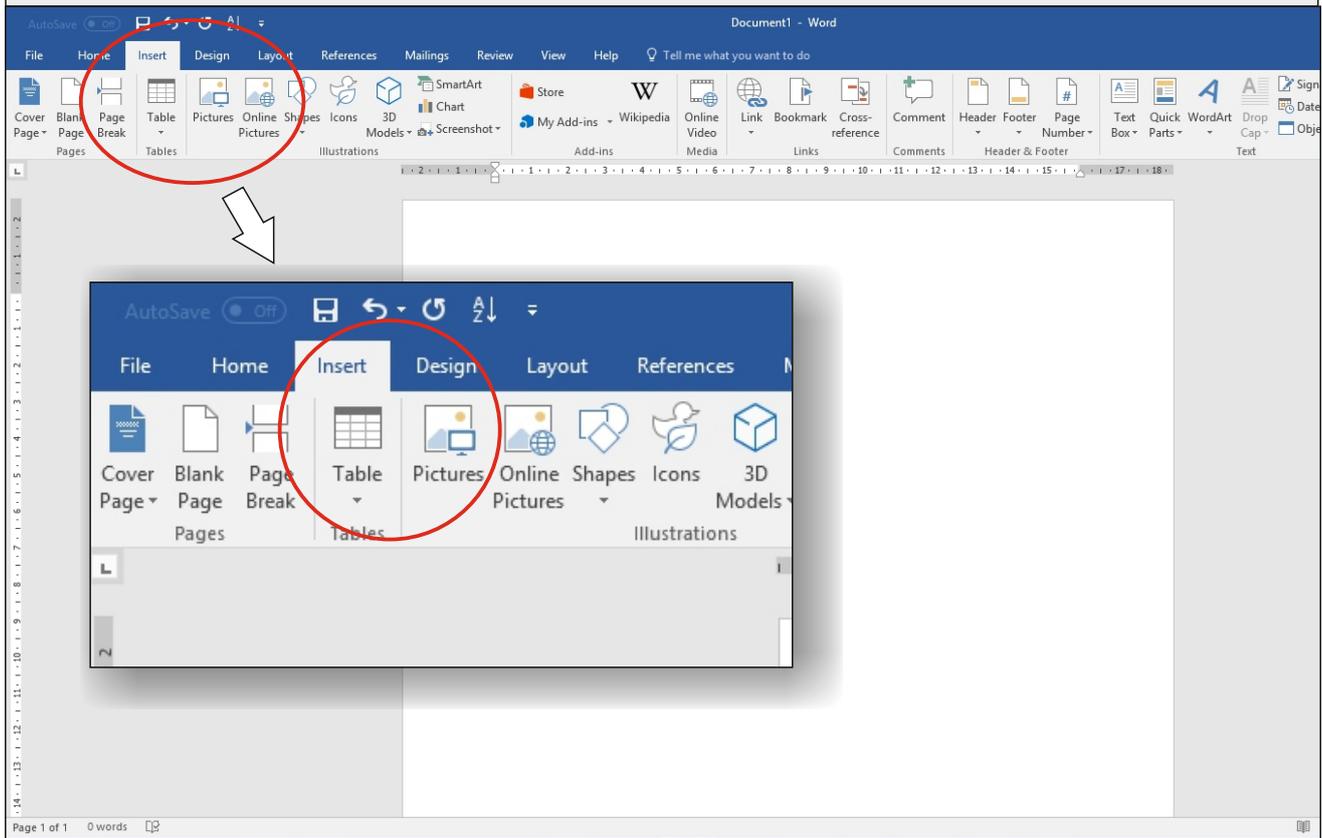
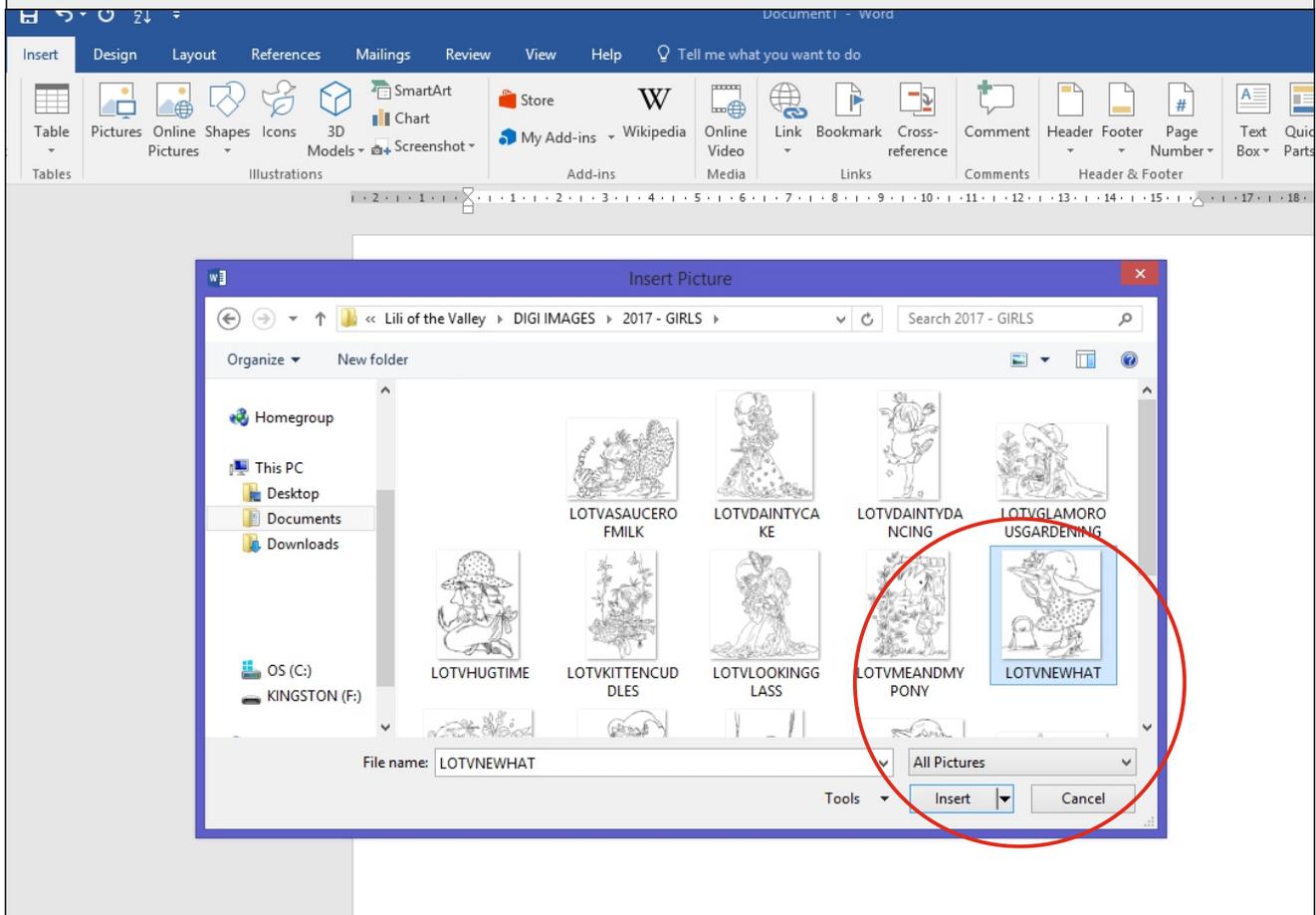


How to Re-size our Digi Stamps in Microsoft Word

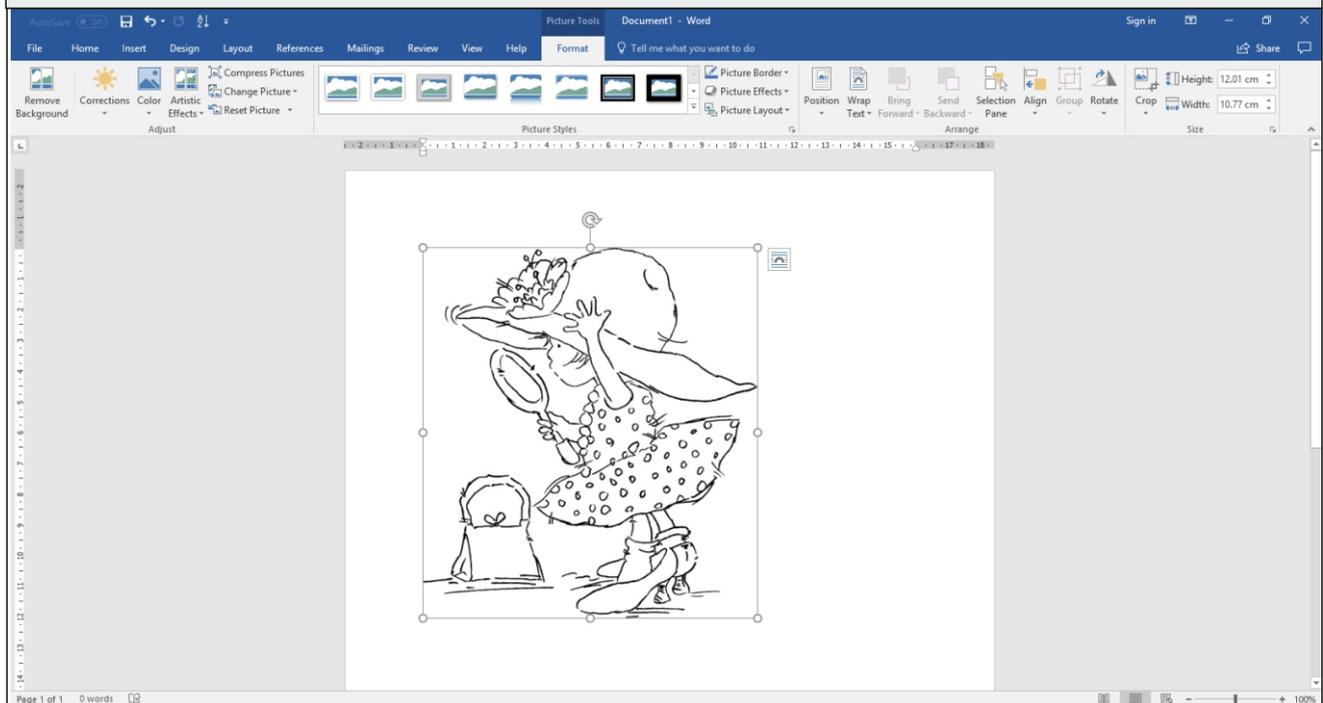
1. Open Microsoft Word and click on 'Insert' and choose 'Pictures'



2. Your documents folder will open and you can browse to find your image and click insert.



3. Your image will then appear in Word



4. Click on the picture (with left hand mouse button) & a box with various anchor points appears around the image

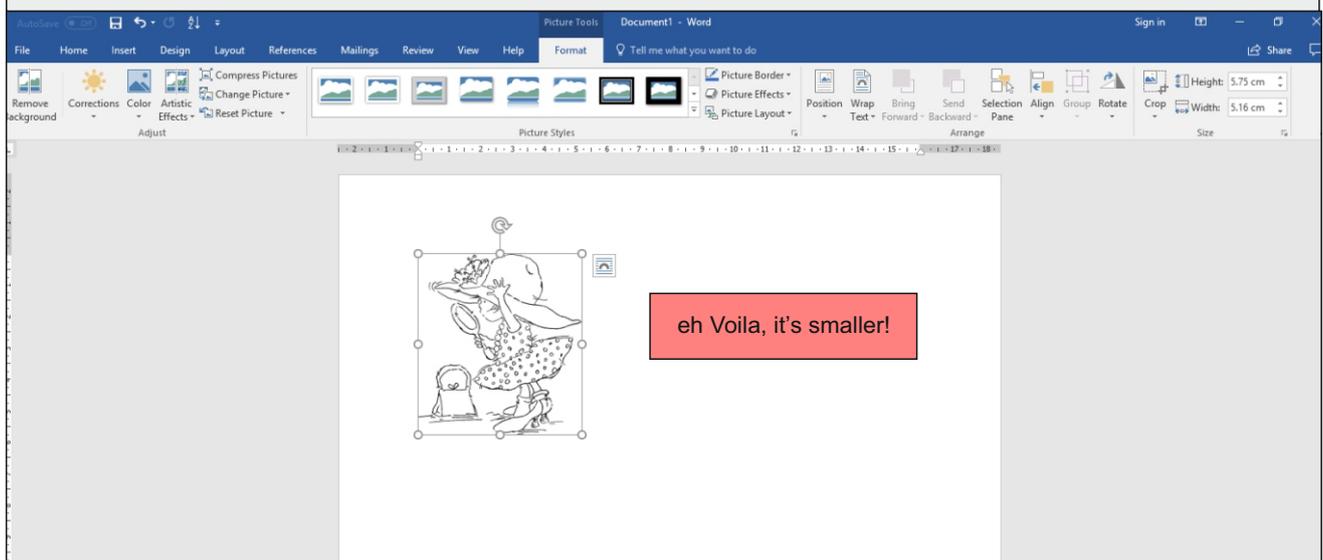


Move your mouse to one of the 4 corner points and hover over and the mouse pointer will turn into a double ended arrow as shown.

Click & hold down the left hand mouse button & drag the image smaller.

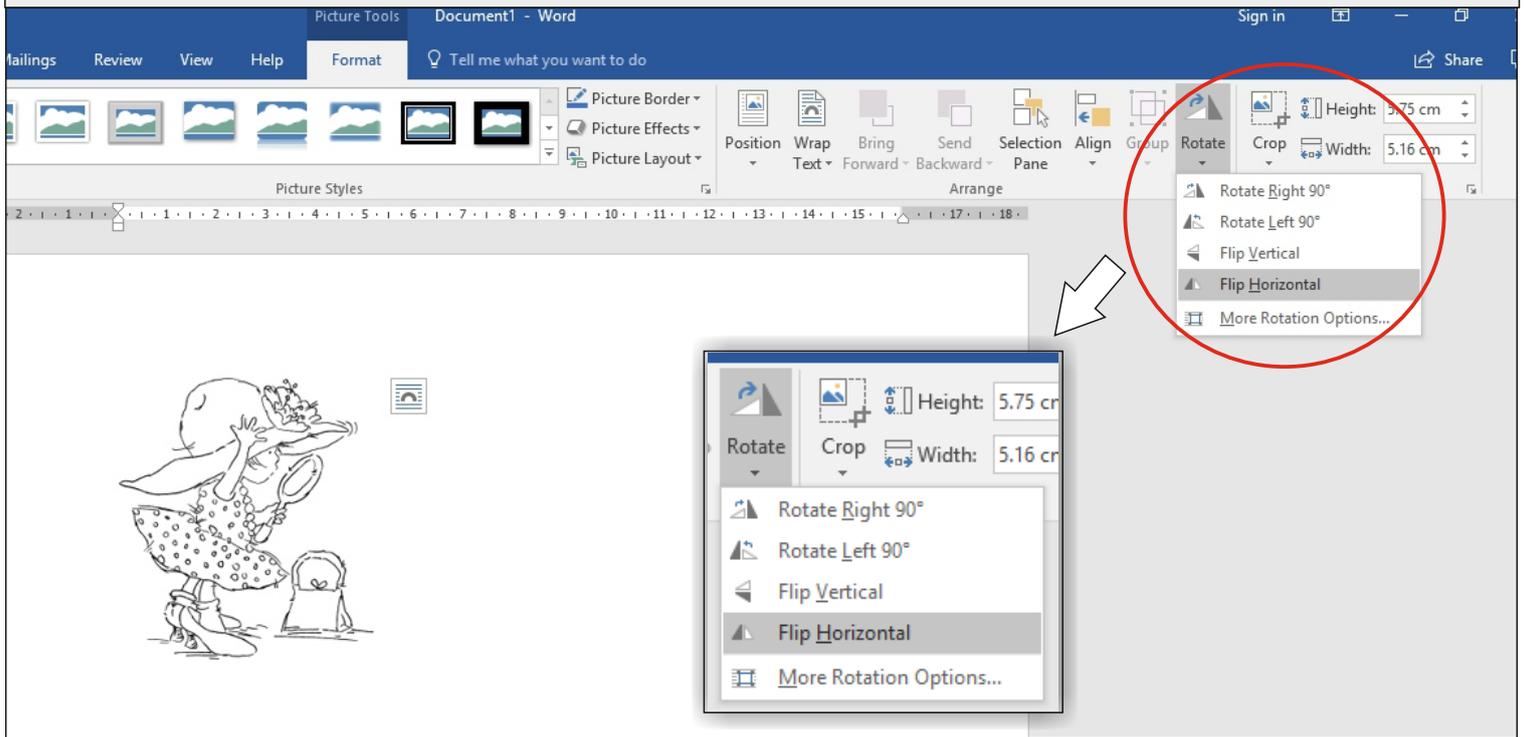
Do NOT choose the middle points as this will distort your image. Re-sizing it from the corners keeps it in perspective.

5. You will then see the image is smaller! You can obviously drag it bigger to make the image larger!

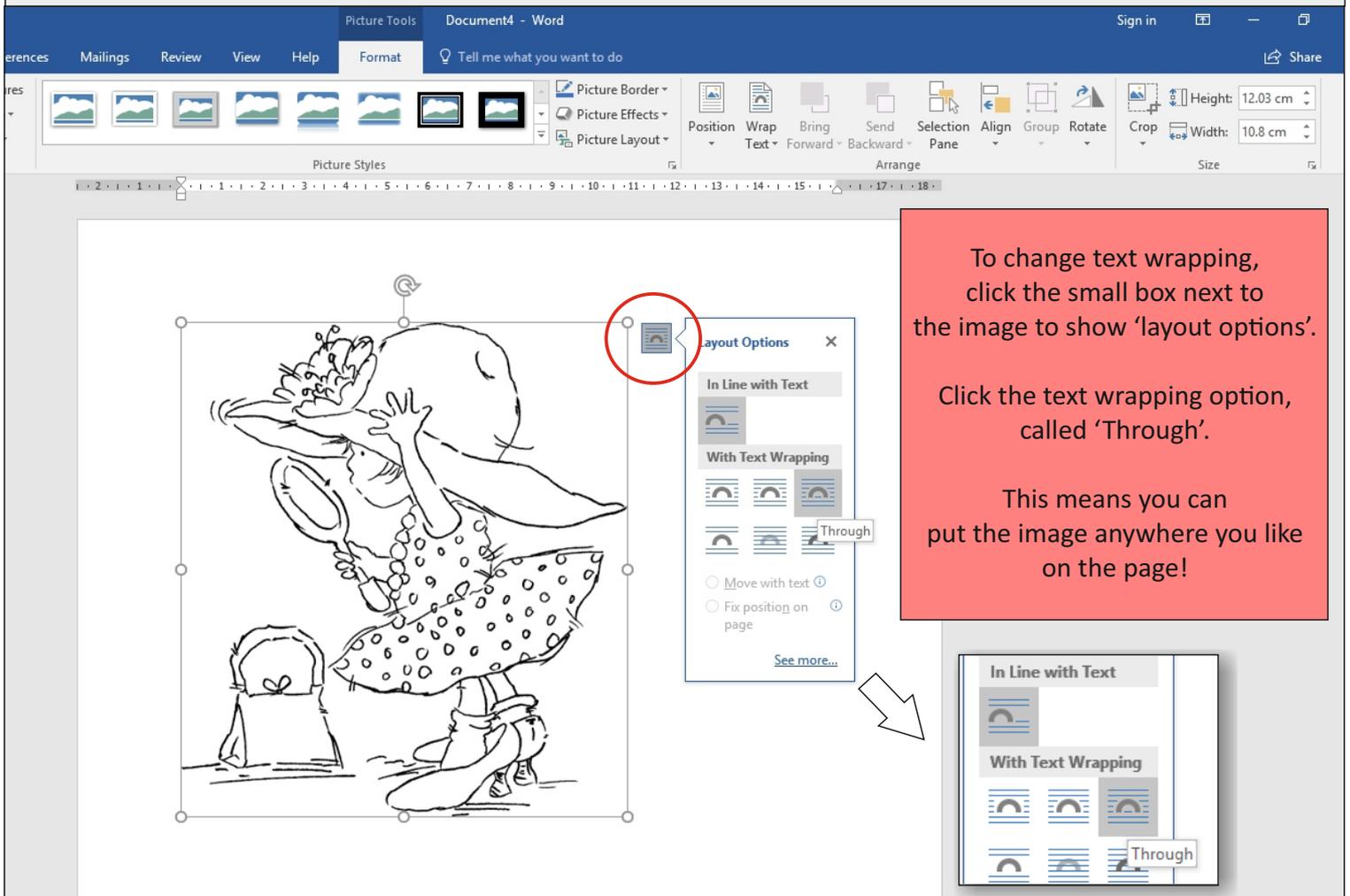


eh Voila, it's smaller!

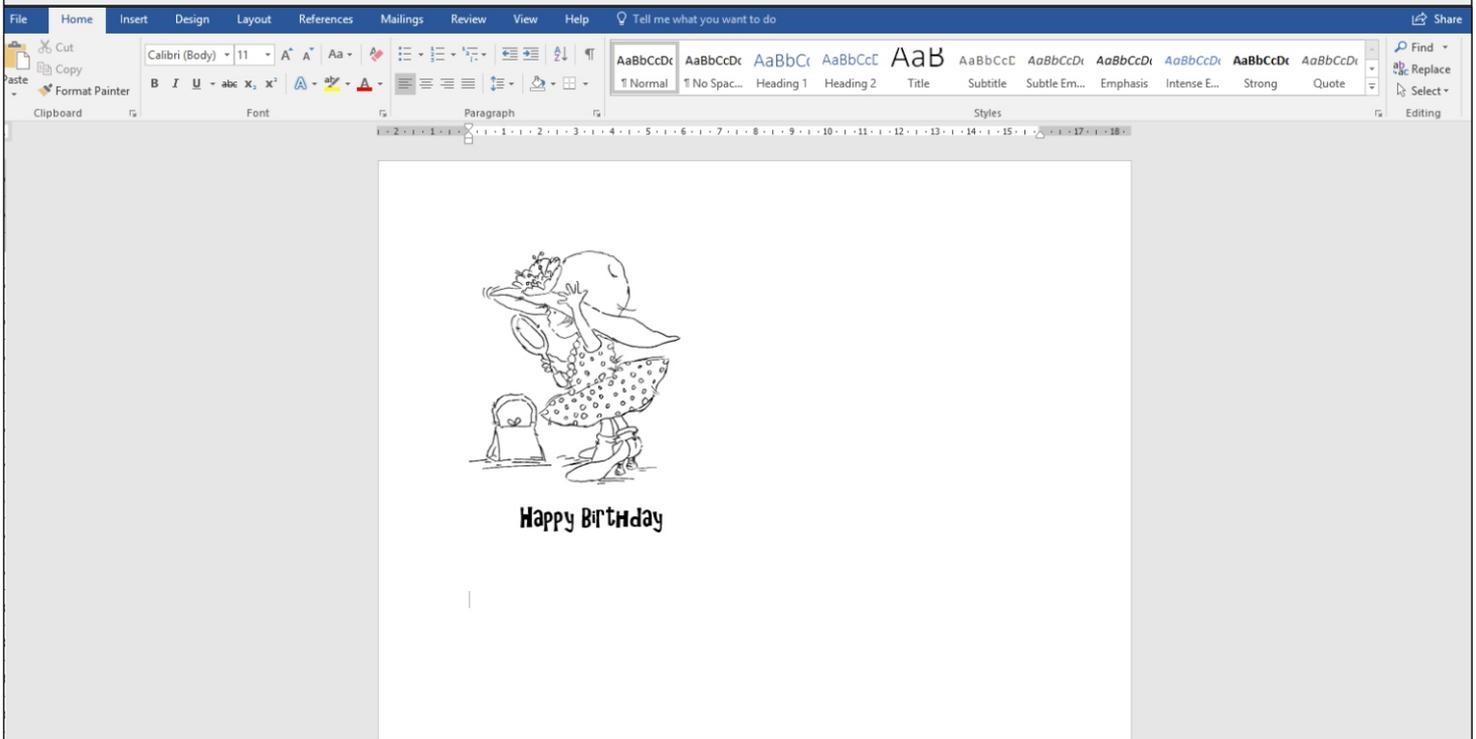
6. To flip the image so it's facing the other way, just click 'rotate' and click 'flip horizontal'



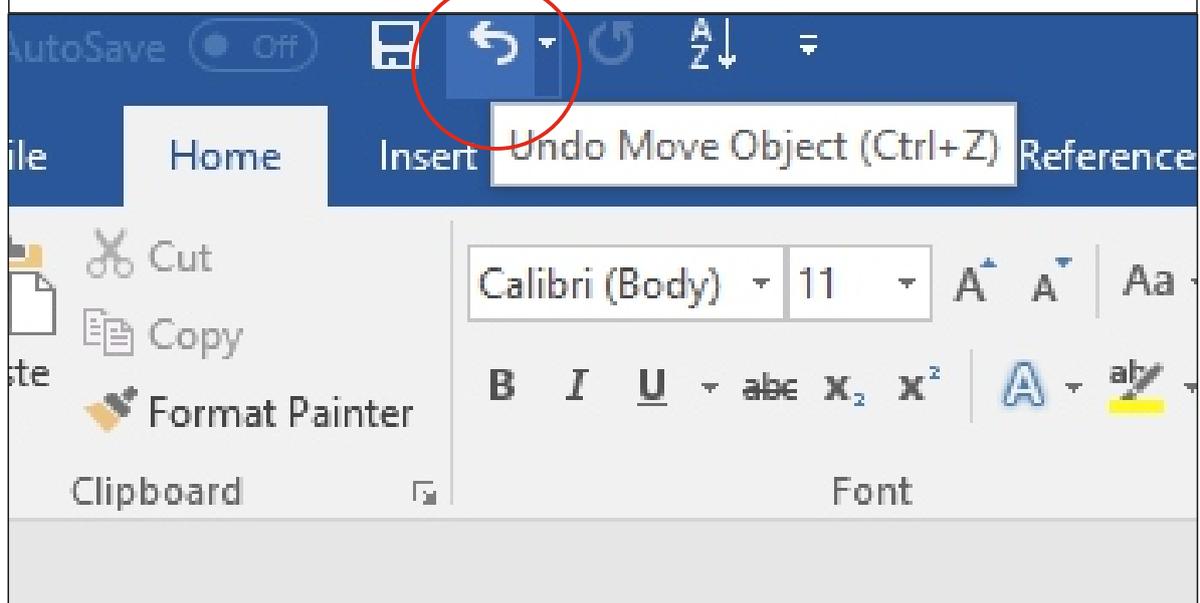
7. To put a sentiment or other image close, you need to change the text wrapping option to 'through'.



8. Then repeat this process to insert another image or a sentiment & all you need to do is print and colour!



Top Tip - if you make a mistake, don't worry! Just click the 'undo' arrow at the top and you can undo what you have done. It undoes 1 move at a time so you can keep clicking it until you get back to where you want to be!



Printing Tips

- *We recommend using a super smooth matt white paper, available from any stationers or craft store.
- *Use any thickness of paper your printer will take. We suggest not less than 120 gm weight for a crisp, clean result.
- *Just leave it to dry for 5 minutes before using your marker pens and pencils!