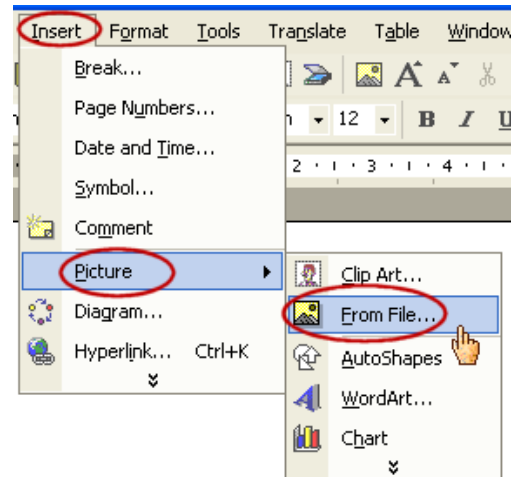


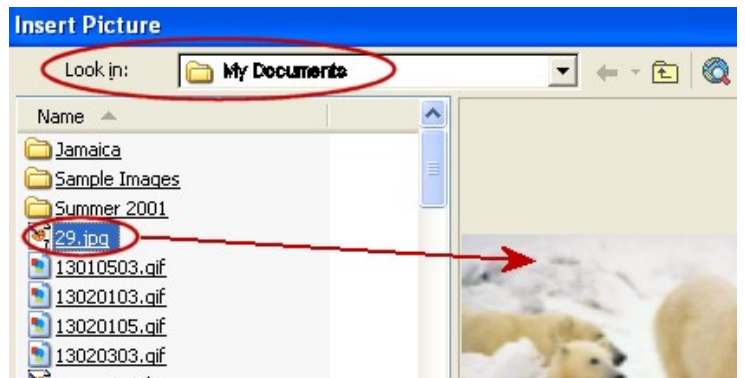
Inserting Pictures onto a page for printing

The reason for selecting Word to print out photos, is based on Word's simplicity for most users. Of course there are a number of ways to do anything in Windows but this method works for most requirements (providing you have Word installed), and builds confidence for beginners especially.

1. Open **Word**
2. Click **Insert**
3. Click **Picture**
4. Click '**From File**'



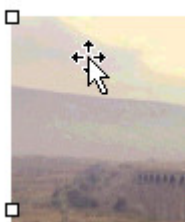
5. Select the picture from the list displayed. It previews in right window for confirmation
6. Click the **Insert** button



The picture is now on the page.

It can be re-sized by dragging the corner boxes that appear when you click the picture and hold your mouse over them.

(see the top right corner of the example here)



You can move the picture around the page by dragging from within the picture (note the arrow shape).



To print your pictures on ordinary paper, click the Printer icon on the top bar **ONCE**. The printer will begin shortly.



To use Photo paper you must go to File>Print>Properties and usually from the tabbed page that refers to the Paper type, select the Photo Paper option which in turn automatically select the Highest quality printing settings. This may vary with the brand of printer but gives an idea of the routine involved. You should also note that until you close Word the Photo paper setting applies to further print jobs.