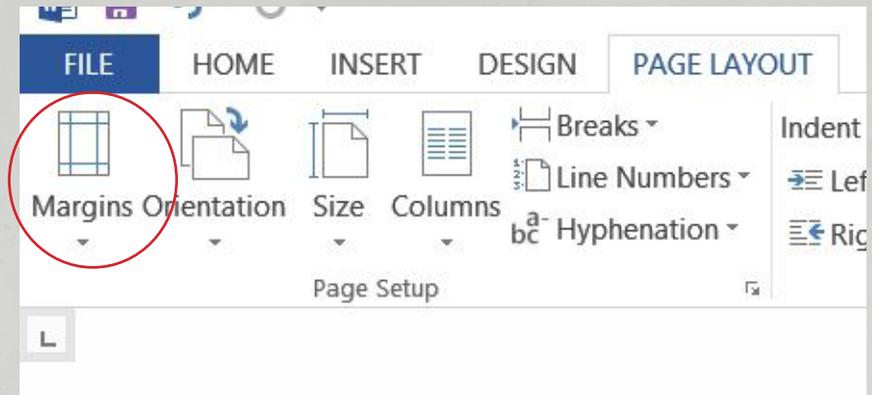


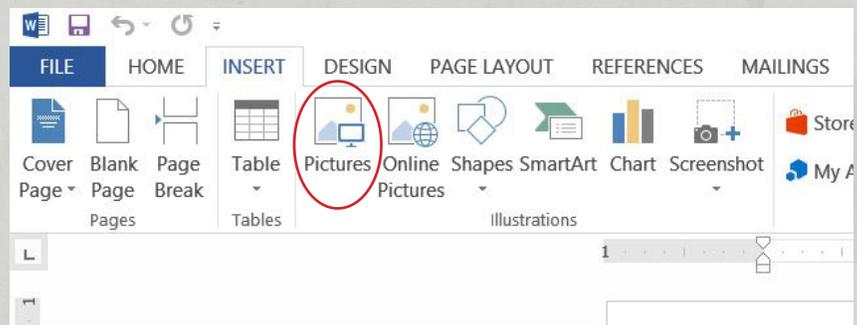
# Tutorial: Sizing and Adding Text in Word

*This tutorial works best with 8x10 inch files that you intend to print from your desktop printer.*

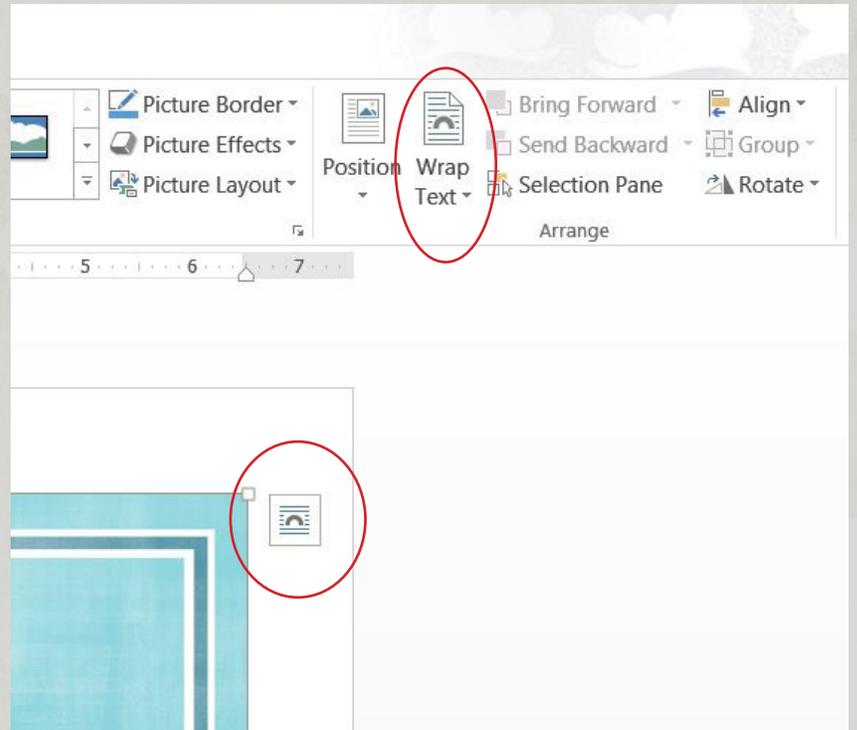
1. Start by opening a new blank document in Word.
2. Under the PAGE LAYOUT tab, click on **Margins** and choose **Narrow**.



3. Under the INSERT tab, choose **Pictures**. A new window will pop up. Navigate to the folder where the downloaded file is saved (If you did not specify a folder, it will be in Downloads). Select it and click Open.



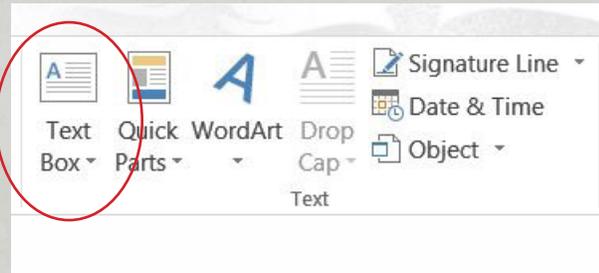
4. After inserting the JPEG, click on the image to select it and then either click on the small icon next to the image, or choose **Wrap Text** from the PICTURE TOOLS Format tab. Select **Behind Text**. This will allow you to manipulate the image freely.



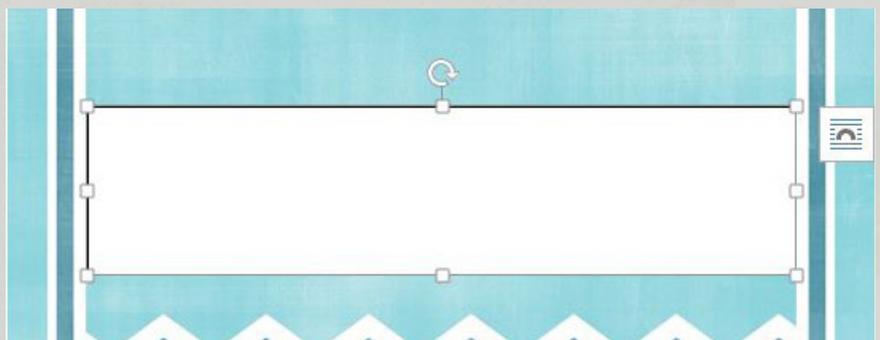
5. Using the selection points on each corner, resize the image until it fits within the margins. There will be some extra space at the bottom of the document that you can trim off later. **Note: Only use the points on the corners, not the sides, to avoid distorting the image's proportions.**



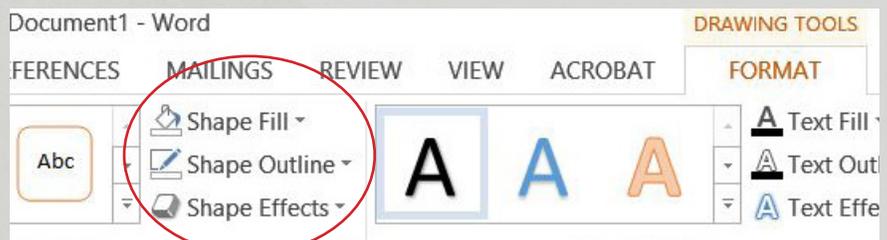
6. Now to add the text. From the INSERT tab, click on **Text Box** and choose the last option from the menu: **Draw Text Box**.



7. Click and drag to create a text box where you you want the text. It will look like this, but it's easy to change the fill and outline.



8. With the text box selected, click on the **FORMAT** tab. Change the **Shape Fill** and **Shape Outline** to No Fill and No Outline.



9. Now double click inside the text box to type. Here we've used Times New Roman at 105 pts, but you can adjust the size and typeface to suit your taste.

10. All that's left is saving and printing! If you are printing from home, printing from Word will work great. If you are sending the file electronically, or taking it to a printer, we recommend using a PDF to preserve your font choice, as not every computer has every font. (To save as a PDF: File > Save as Adobe PDF.)

Please contact The Printable Marketplace if you have any questions!

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