



## Photo Frames

Materials Suggested:

- 4"x6" Epson Premium Glossy Photo Paper
- An Epson Stylus Photo Printer.

### Instructions for using image editing software:

**Step 1:** Download your favourite 4"x6" frame and save it on your computer.

**Step 2:** Open file with your preferred image editing software.

**Step 3:** Add your digital photos onto new layers in each of your page documents. Make sure the photo layer is under the page design and type layers, if it's not, simply drag the photo in your layer pallet to the bottom of the layer box.

**Step 4:** Resize or crop your photos as needed to show through the opening on the frame page designs.

**Step 5:** Add your personalized text, name and/or date

**Step 6:** Your personalizing is complete and ready to print. Remember to choose the correct paper size and paper type setting in your printer driver.

### Instructions for using Microsoft® Word:

**Step 1:** Download your favourite 4"x6" frame and save it on your computer.

**Step 2:** Open Microsoft® Word.

**Step 3:** To open frame: go to the "Insert" pull down menu, scroll down to "Picture" and slide your curser across to "From File". Browse your hard drive to locate the frame and click on it to select.

**Step 4:** To insert a digital photo: go to the "Insert" pull down menu, scroll down to "Picture" and slide your curser across to "From File". Browse your hard drive or CD for a photo and click on it to select it. Under "Format" select "Format Picture". Choose the "Layout" tab, then select "behind text". so that it will appear in the frame window.

**Step 5:** Add your personalized greeting, name and/or date on each page by highlighting the areas marked "Place Type Here".

**Step 6:** Ensure the document page has been set to 4"x6" and that the image is correctly centralized. Remember to choose the correct paper size and paper type setting in your printer driver.