

HOW TO USE WPS OFFICE SOFTWARE




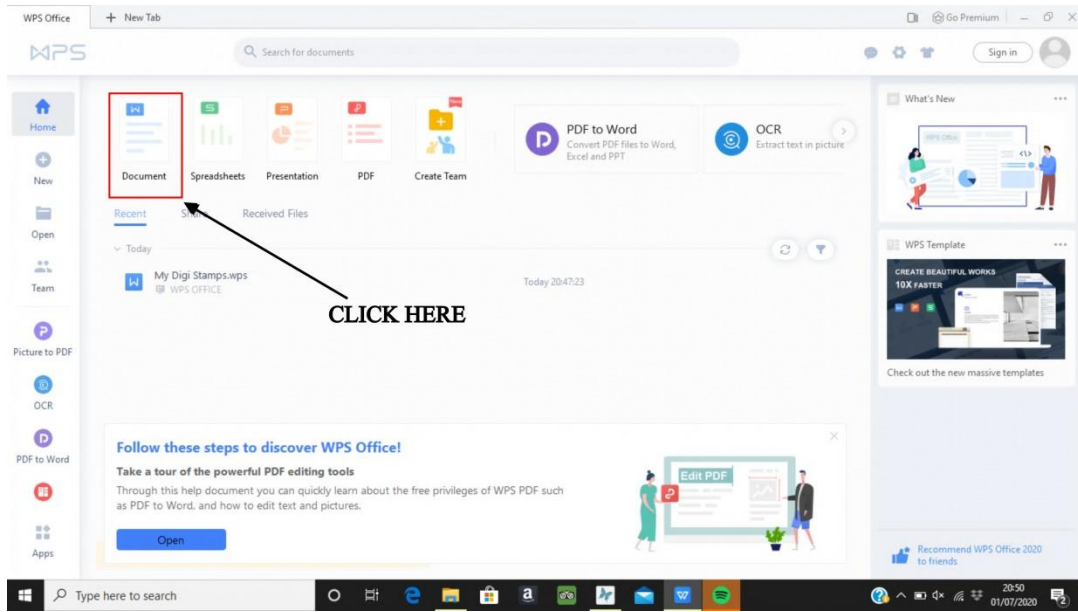
TUTORIAL #2

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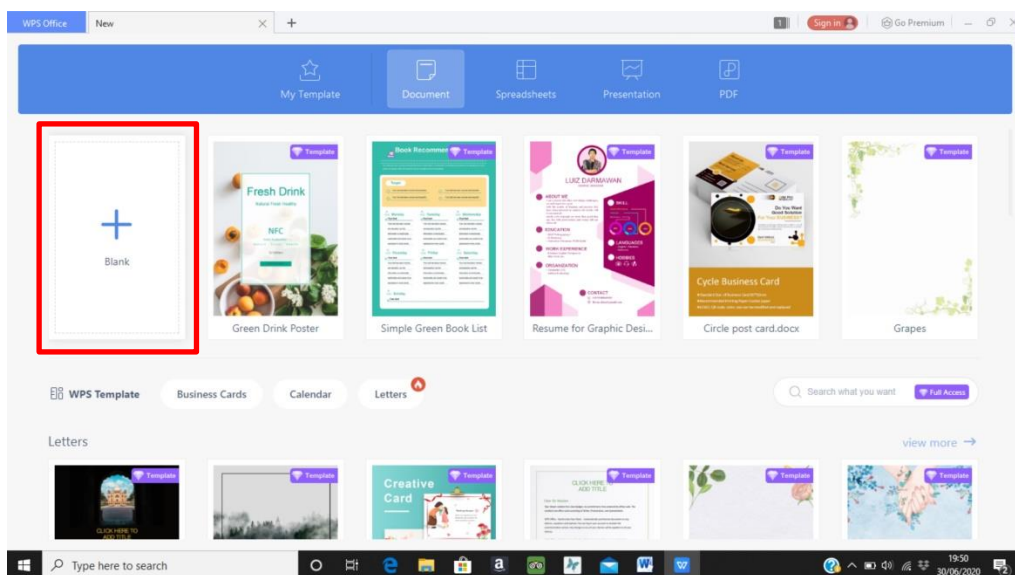
USING WPS OFFICE – Tutorial #2

How To Start WPS & Open A New Document

1. To open your software you can either - click onto the **WPS** icon  on your computer's **Start** menu, or the icon on your computer screen or on the task bar at the bottom of your screen. The software will open and take you to the **WPS Home page**.
2. On the **Home** page click onto **Document** at the top left of the page (see below). This will open the Word-processing program.



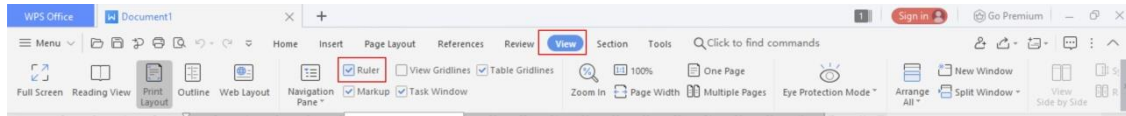
3. To open a blank document click on the **+Blank** image (shown in red below). A new blank document will now appear on screen along with the tools you will need for your digi stamps.



Show Or Hide The Ruler

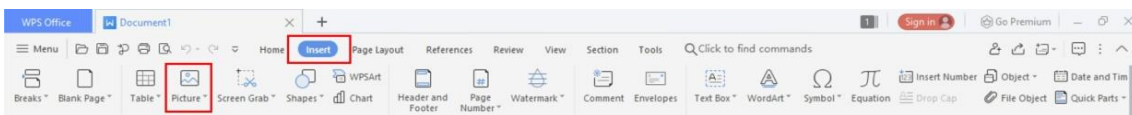
When working with digi images it's a good idea to have the top and side rulers displayed. So --

1. In a blank document click onto **View** on the toolbar at the top of the page, then click into the box next to **Ruler** to turn it on (both shown in red). The ruler will stay displayed until you decide to turn it off. (FYI - if you wish to turn it off again, simply repeat the process). Then click **Home** on the toolbar.



How To Insert An Digi Stamp/Image

1. Open a blank or existing document and click on **Insert** on your toolbar at the top of the page, then onto **Picture** (both shown in red).



2. The **Insert Picture** box will pop up. If your image is not visible click on the down arrow in the **Look In** box at the top, or use the options on the left hand side. Locate the digi stamp you want to work with. When you find it, click onto it and press the blue **Open** button at the bottom of the box. The image will now be placed on your document page.

To Resize The Image

1. Click onto your image (white dots around the image will show it has been selected).
2. Click and hold down the left hand mouse button over one of the dots and drag it inwards or outwards to resize the image (you will notice that your mouse pointer changes to a doubled headed arrow). It is usually best to use one of the corner dots and drag it diagonally in or out, to ensure the image is resized proportionally.
3. When you are happy with the size of your image let go of the mouse button, and click away from it. You can continue to resize it by repeating step 1 and 2.
4. But if you prefer, you can change the image size manually. Select the image and click into the **Height** and **Width** adjustment boxes on the top toolbar, delete the current measurement and type in your new one or use the up/down arrows. If you wish to alter the image size but keep the proportions the same, leave **Lock Aspect Ratio** ticked.

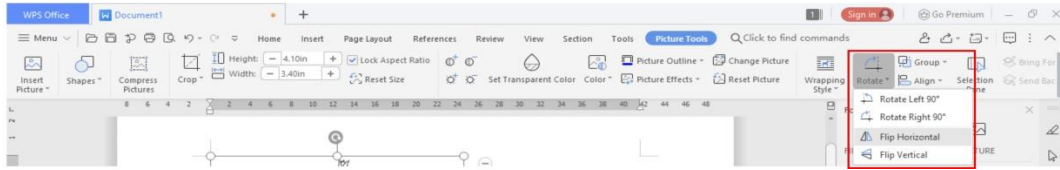


But, if you wish to change the height and width independently of each other, then untick **Lock Aspect Ratio** and alter the sizes as mentioned. **Please be aware** that this could distort the image and upset the look of the original drawing.

TIP – if you are unhappy with what you've just done or made a mistake, simply click the 'undo' arrow on the top toolbar and you can undo what you have just done. It will undo 1 move at a time, so if you can keep on clicking, it will undo each task that you've done. You can also 'redo' a move you have just undone.

How To Flip A Digi Stamp

1. Click onto the image to select it (white dots will appear around it).
2. While the image is selected, click onto the **Rotate** button on the top toolbar and then onto **Flip Horizontal**. Your image will now be a mirror image of the original. Click away from the image when you are finished.



TIP – to delete an image from your document, simply click onto it and press the **Delete** button on your keyboard.

How To Save Your Document

1. You can save the document containing your newly resized, flipped or recoloured image/s for another day. Simply click onto **Menu** on the left of the top toolbar and select **Save As** from the list. Slide across to the pop up menu, and up to **WPS Writer Document**.
2. When the **Save As** box appears, click onto the small arrow on the **Save To** box at the top and decide where you want to save your document to.
3. Next click in the **Document Name** box at the bottom and delete the current name, type in a new name for your document. Press the blue **Save** button. Your document will now be saved and can be reopened, and used again.

TIP - For future reference, make a note of the document name and where you have saved it to.

How To Print Out Your Image/s

1. When you are happy with your image/s, simply click onto **Menu** on the top toolbar, and then from the list click onto **Print**.
2. When the **Print** box appears, click **OK**. If you wish you can print several sheets by changing the number on the **Number Of Copies** box.
3. Your printer will start printing your document.

TIP - If you are finished with your document at any point and do not wish to save it, simply click onto the **X** on the top right of your page to close down the page, and the software.

Disclaimer

The information in this tutorial has been designed to provide guidance and information for crafters wanting to use digital stamps in their designs. The writer of this tutorial has no affiliation or alliance with WPS.com. WPS Office has been chosen purely on the basis that it is a free alternative to other software products on the market.

Please be aware that the use of this third-party software is done at your own discretion and risk, and with agreement that you will be solely responsible for any damage to your computer system or loss of data that results from such activities.

You are solely responsible for adequate protection and backup of the data and equipment used in connection with this software, and neither Lili Of The Valley or I (Janine Quinn) will be made liable for any damages that you may suffer in connection with downloading, installing, using, modifying or distributing such software.