

HOW TO DOWNLOAD & INSTALL WPS OFFICE SOFTWARE



TUTORIAL #1

USING WPS OFFICE

How To Download and Install The Software

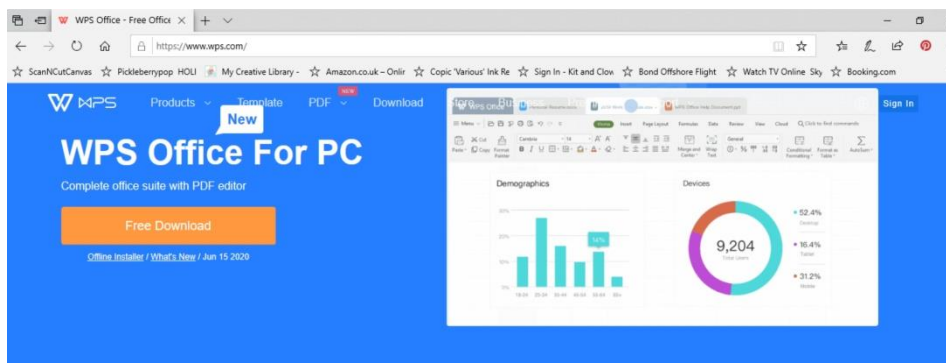
What is WPS Office

WPS Office is a **free** Office Suite for Word-processing, Spreadsheets and PDF, as well as free 1 GB Cloud Storage. It is also compatible with Microsoft Office, and it will work with devices on different platforms ie Windows, Mac, Android, iOS etc. There are 3 different plans Free, Template Premium or WPS Premium which are both subscription based. For your crafting need you will only ever need the free option.

Website address for software download --- <https://www.wps.com/>

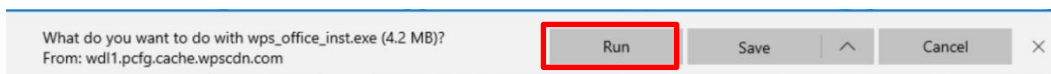
How to install WPS Office (on windows 10)

1. Windows Computer/laptop users – click on the orange **free download** button.

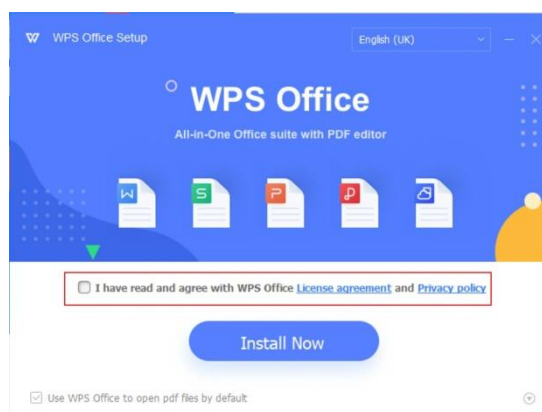


Mac users - the **download** button is lower down the same page – click the orange 'download button.

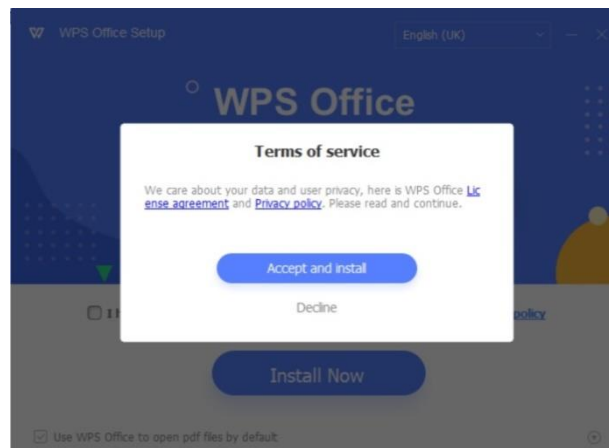
2. A grey install box will appear at the bottom of the screen. Click on the **Run** button.



3. Next click into the box - I have read and agree with..... and press the **Install Now** button.




5. Click the **Accept and Install** button (*do not worry if this step is missed out*).



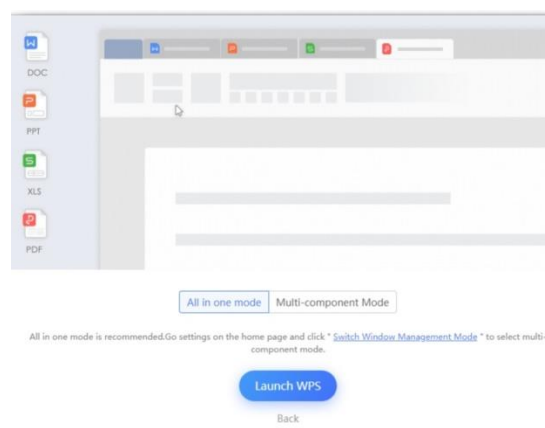
4. When the **'Do you want to allow this app to change your device?'** prompt appears – click **Yes**.

6. The software will start to download and install immediately and will only take a few minutes (*do not go offline or restart your computer*). You will not have to download this again.

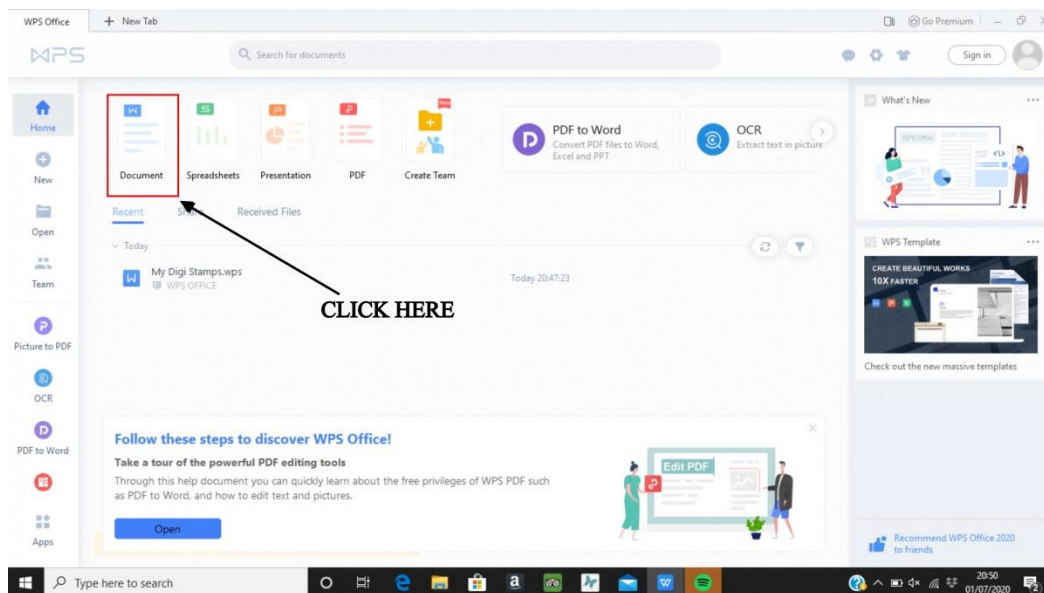
(FYI - A **WPS** icon will be displayed as a blue W icon on your computer screen. )

7. When the download has finished, a **Welcome to WPS** screen will appear. Click onto the blue **Get Started** button.

8. Next click onto the blue **Launch WPS** button to start the software. If a screen detailing the **Choose A Plan** details appears, simply click onto the **X** on the top right of the box to close it down.

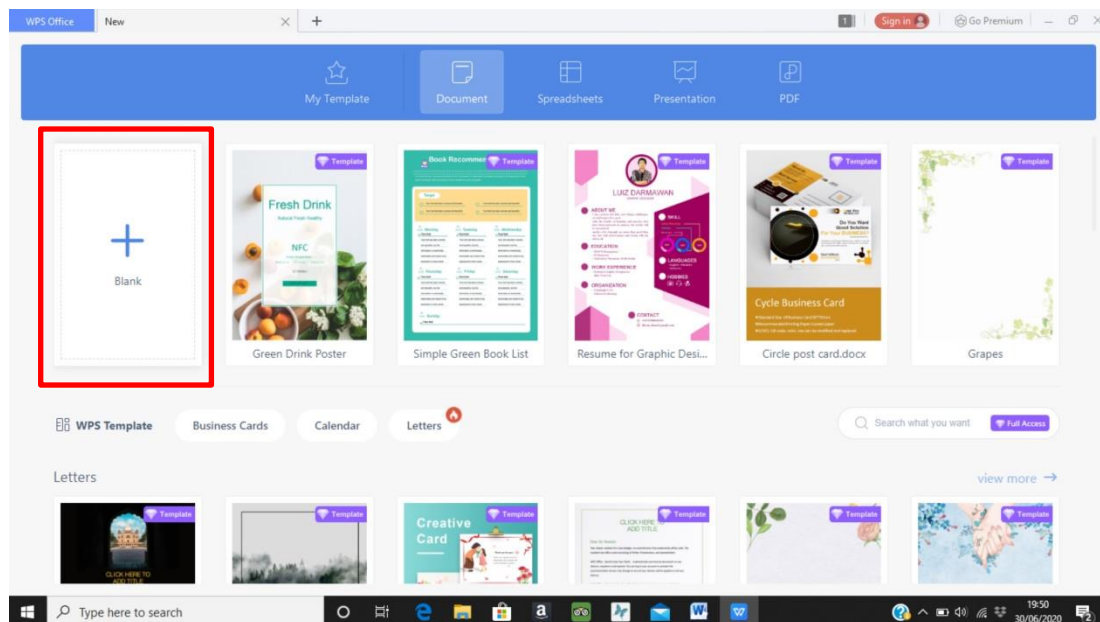


9. You will now be taken to the **WPS Office home page**. Click the **Document** option at the top of the screen (shown in red).



(for future reference any recently saved documents will be visible under the 'recent' option).

10. Next click the **+Blank** (shown in red) to open a new document to work on it.



11. A new document will open - you can now insert an image, resize and/or flip it, and print it out (check out the WPS Office #2 and #3 tutorial for more details).

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.