

USING WPS OFFICE



TUTORIAL #3

- 1 - How To Merge Digi Stamps Together
- 2 - How To Move A Image Forward Or Behind Another
- 3 - How To Size Your Image For A Specific Project

USING WPS OFFICE – Tutorial #3

How To Merge Digi Stamps Together

Digital (digi) stamps are typically in two formats: **PNG** and **JPG** (Jpeg). **PNG** files have a transparent background and can therefore be layered together with or over another image (see below -1).

JPG files have a white background and cannot be layered together or over another images (see below - 2), as one image would obscure the other or the images would simply sit next to each other and not move.



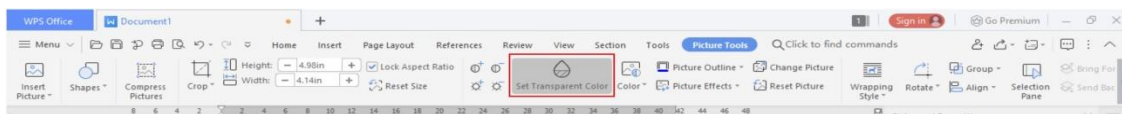
1 - Png images



2 - Jpeg images

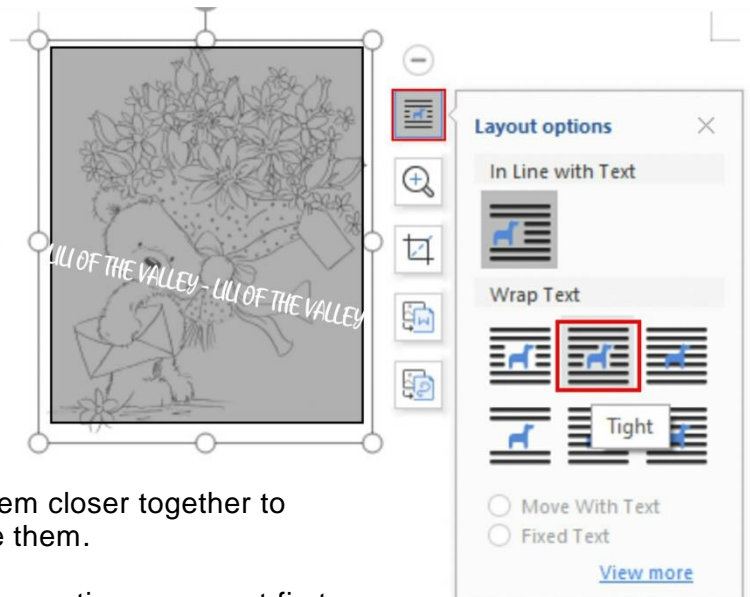
In WPS Office we can change a **JPG** images from having a solid white background to one that is transparent. **But please note** that you are going to be making the image a transparent image and NOT into a PNG image. What this means is, that you will be removing the solid white fill from inside and outside of the drawn lines. The downside to this is, that if you place the altered images too close together you will most likely see the line work of one image through the other. Unfortunately this is unavoidable if you wish to merge LOTV images together. The trick is not to place the images too close together; and it be a case of trail and error. So, here's how to do it --

1. Open a blank WPS document (as explained in tutorial #2).
2. Click onto the **Insert** button on the top toolbar, then onto **Picture**. Locate the 1st digi stamp you want to use, if your image is not instantly visible, click on the down arrow in the **Look In** box at the top, or use the options on the left hand side. 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. You will probably need to resize the image (see Tutorial #2).
3. While the image is selected click onto the **Set Transparent Color** on the top toolbar (shown below). Move your mouse pointer over the image (the mouse pointer has now changed to an eye dropper) and click onto it.

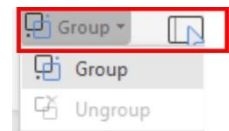


Please note, that although it may seem like nothing has changed, in reality it has. By selecting 'Set Transparent Colour' you have removed the white background from the image and made it clear. You will see that once you have removed the background from your next image and changed both their layouts to 'Tight', you will be able to move them close together.

- While the image is selected a small toolbar will be displayed down the right hand side. Click on the topmost button called **Wrap Text** (if the toolbar isn't visible click on the image to activate it). From the pop up menu click onto the button called **Tight** (both buttons are shown in red). Then click away from your image. This will allow the image to now move freely.



- Add your 2nd image by repeating steps 2 - 4.
- Next click onto each image and move them closer together to suit your project; you may need to resize them.
- If you wish to resize your images at the same time you must first group them. To do this click on your 1st image, then hold down your **Shift** key and click the 2nd image. Both images are now selected. On the top toolbar click onto the **Group** button, and then click on **Group** in the drop down menu. The images will now be combined to create a single image; you can now move and resize them as required.



To ungroup the images, simply click back onto the picture and then back onto the **Group** button, and select **Ungroup** from the menu. The images will now become separate images again.

- You can now print and/or save your document as required.

How To Move A Image Forward Or Behind Another

You will notice that after following the previous steps to merge your images, that the image that was inserted last has been placed in front of the previous one. If you wish to change this order you can do it very simply -

- Click onto the image you want bring forward.
- Next, go to the top toolbar and click **Bring Forward** - that image is now in front of the other one.
- You can repeat the process at any time by clicking on the image you wish to 'Bring Forward'. Alternatively you can click onto the image and press the **Send Back** button. Please not that **Send Back** usually works best when there are multiple layers of images.

Alternatively, you can right click on your image and select **Bring forward** or **Send Back** from the drop down menu.

How To Size Your Image For A Specific Project

I am regularly asked how do I size my digi stamps for my projects – the answer is that I work out my layout and design in my software program. Firstly I look at the card size and the papers I plan to use, and then the die shape that I want to present my image on.

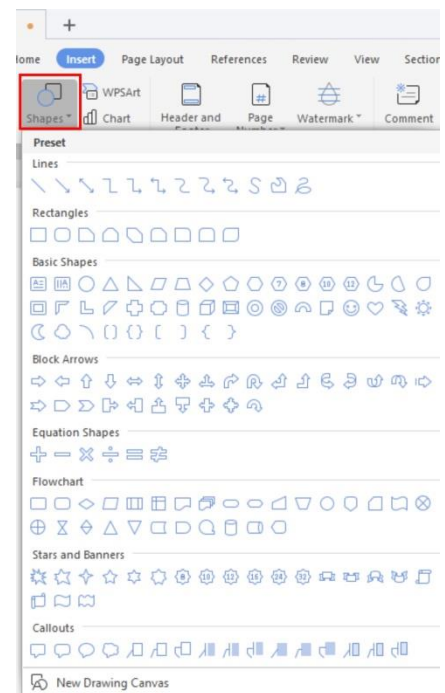
Next I measure the width and height of the die I'm going to use, then from the ready-made shapes within the software program I replicate it on screen. For example, if the die I plan to use is a 4" x 4" square, I then create a 4" x 4" square shape on screen.

After inserting my digi image I 'set the transparent colour' and make the layout 'tight', this is so it has a transparent background and will move freely. I place the digi image inside the shape and resize it accordingly; I can then add another image or sentiment if required.

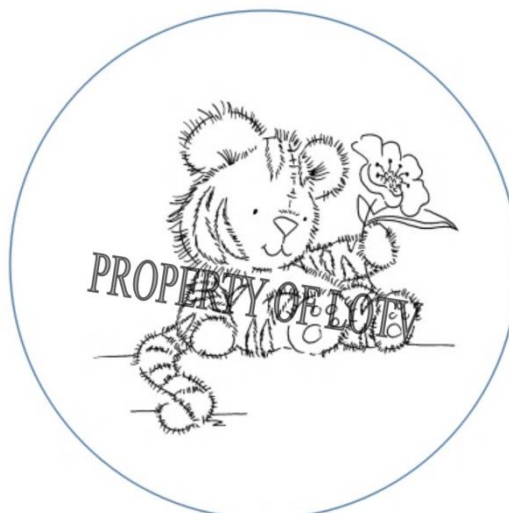
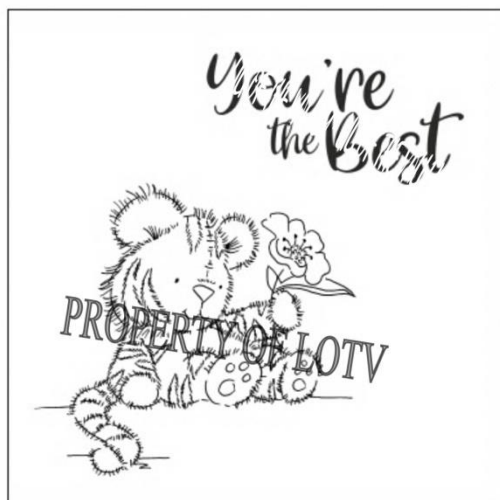
Once I am happy with the layout I delete the square shape and print out the image/s. By using this method I know that the digi image/s will fit inside my die perfectly ready to cut out. You can use this method for a square, rectangle, circle or oval die etc or even a shaped card blank. This way of working also allows you to see how the image/s will look before printing out, which saves time and resources.

This is how to do it –

1. Click onto **Shape** on the top toolbar.
 2. There are lots of shapes to choose from, but for the purpose of this tutorial select a rectangle.
 3. Click onto your document and you will be presented with a shape. The outline, shape and size now need to be changed.
 4. **To change the outline and fill** - click onto the shape to select it, then on the top toolbar click onto the small arrow next to the **Outline** button and select black or a dark colour.
 5. **To change the fill** – make sure the shape is still selected, and click onto the small arrow next to the **Fill** button on the top toolbar and select **No Fill**. This will make the box clear and ready to add a digi image into.
 6. **To resize the shape** - Make sure the shape is still selected, if not click onto it. Next on the top toolbar click into the **Height** box and delete the current measurement and type in a new one eg 4 (for 4"), repeat this for the **Width**, and press the **Enter** key on your keyboard. Alternatively you can use the **+** and **-** buttons instead. You will now have a 4" x 4" square.
- TIP** - If you do not use Imperial measurements, you can change to Metric. Click onto **Menu**, and then **Options**. From the pop up box *Options* box select **General And Save**, and change the **Measurement Unit** at the top to **Centimetres**, and press **Ok**.
7. Then as previously explained - click onto **Insert**, **Picture** and locate your digi image and **Open**, then **Set Transparent Color** and the layout to **Tight**.
 8. Move your image/s into the square and resize accordingly. Repeat the above if you wish to add more than one image or a sentiment.



This is how the images will look.



9. When you are happy with your layout, click onto the shape and press the **Delete** button on your keyboard.
10. You are now ready to print it out.

Please note, that all the Lili Of the Valley images have all been watermarked to protect the images.

Thank you for understanding.

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. No advice or information, whether oral or written, obtained by you from us or from this tutorial shall create any warranty for the software.