

HOWE TO USE WPS OFFICE



TUTORIAL #4

- 1 - How To Recolour An Image/Sentiment Digi Stamp
- 2 - To Open A Saved Document

USING WPS OFFICE – Tutorial #4

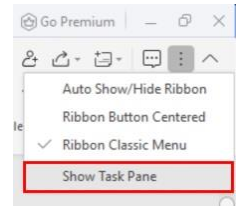
How To Recolour An Image/Sentiment Digi Stamp

(Please note that this will not work on all sentiment stamps)



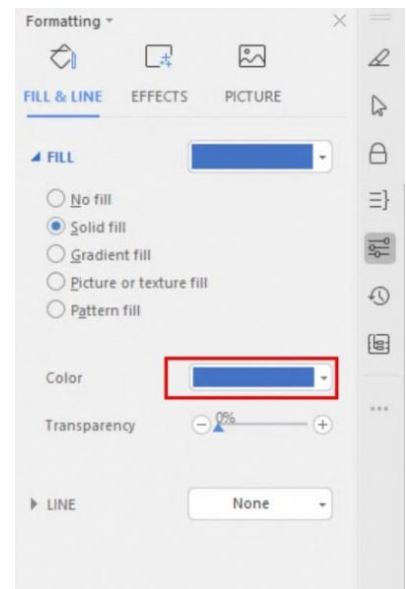
1. Open a blank WPS document. Next click onto the **Insert** button on the top toolbar, then onto **Picture** and locate the digi stamp you want to use, and click on the **Open** button. The image will now appear on your document page; you may need to resize it to fit your project (see previous notes).

2. Click onto your image. You will notice that the toolbar has now changed to the **Picture Toolbar**. Click onto the **Formatting** button on the right hand side of the screen.



TIP - If the **Formatting** toolbar is not visible, click onto the 3 vertical dots on the top toolbar and select **Show Task Pane**, click onto the **Formatting** button.

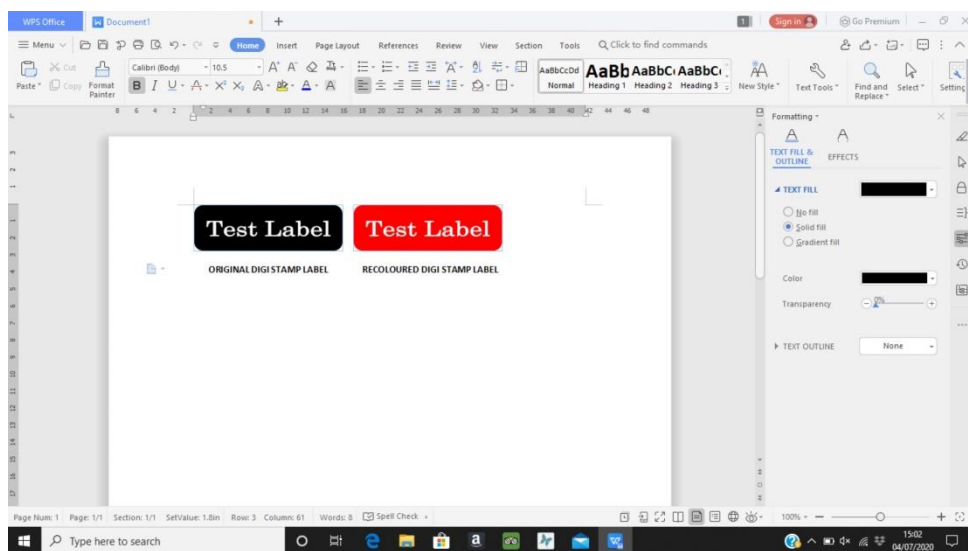
3. From the **Formatting** pop out menu ensure that **Fill & Line** option is shown in blue. Select **Solid Fill**, and click onto the **Colour** box (shown in below). From the drop down palette select a colour for your image.



TIP – If the colours are not what you want, then check out the **More colours...** option at the bottom of the colour palette. You can click on the **Standard**, **Custom** or **Advanced** palettes to choose a new colour. Click **Ok** when you are finished.


You can also select other finishes to your image by clicking on the **gradient fill**, **picture or texture fill** or **pattern fill**.

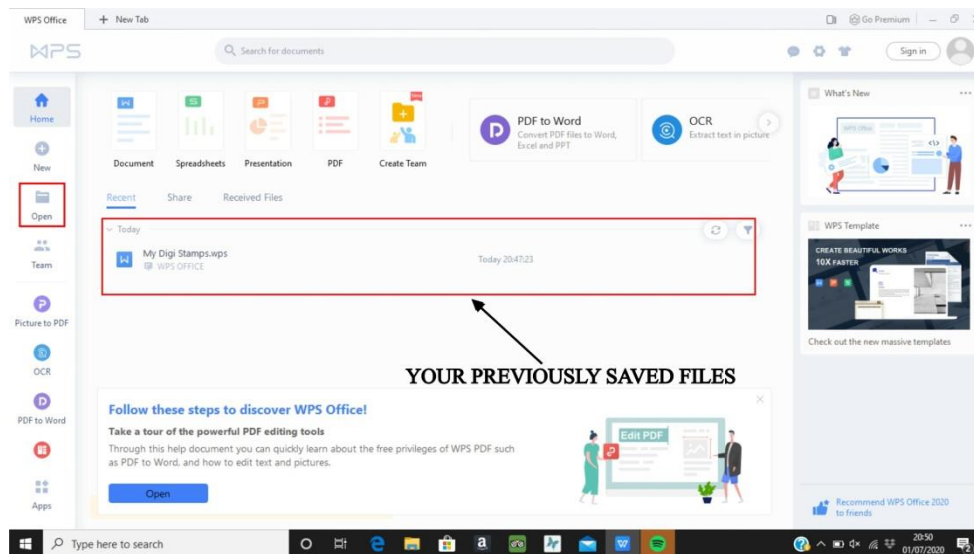
4. Next, click onto the **Set Transparent Color** on the top toolbar. Move your mouse pointer over the image and click onto it - this will now fill the image with your new colour (see below). Click away from your image to deselect it. You can change the colour at any time by repeating the previous steps.



5. When you are finished you can now resize the image, copy and paste more of the same image, add different images to your page, and/or save the document and print it out.

To Open A Saved Document

1. Start the WPS software - click onto the **WPS** icon on your **Start** menu or click the **WPS** icon on the task bar at the bottom of your computer screen. The software will open and take you to the **WPS Home** page. 
2. On the **Home** page you will see any previously saved document/s under the **Recent** tab. Double click onto it to open it.



3. If you cannot see your document/s in the list - click on the **Open** tab on the left hand side of the screen. Locate the folder where you saved your document/s to, click onto it and press the blue Open button (alternatively you can just double click it).
4. **Search** tool - if for any reason you cannot remember where you saved your document to, you simply type in the document name and it will find it. When you find your document, simply repeat the process in step 3. Alternatively you can use the **Browse** option further down the page and to locate the document yourself.

Please note that there may be slight variations to all the tutorials I have written, as the software tools and options can sometimes change. The cause is usually due to the installation process of the software and any updates made to it.

If you have any problems with the WPS tutorials or need more information, you can either -- tag me in the LOTV facebook group or send me a private message.

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.