

JetMaster Display - 8.5x11 Template Instructions for Microsoft Word

Mac and Windows

For Mac:

1. Open Microsoft Word
2. Click “Word” – Click “Preferences...” – Click “Print”
 - Check “Print background colors and images”
 - Click “OK”

Should only need to do this step once
3. Click “Insert” – “Picture” – Click “From File...”
 - Choose unedited image and rotate (if necessary)
4. Click “Format” – “Picture...”
 - Under “Size” tab, adjust height to 7.88”
 - (Width should approximately be 5.92”)
 - Under “Picture” tab, crop image from left or right a total of .5”
 - Under “Size” tab, width should now be 5.4”
 - If it is not, adjust cropping measurements until width equals 5.4”
 - Height needs to equal 7.88” and Width needs to equal 5.4”
 - Under “Layout” tab, choose to wrap picture “In front of text”
 - Click “Advance”
 - Under Horizontal tab, choose option Alignment “Centered”
 - Under Vertical tab, choose option Alignment “Centered”
 - Click “Ok” until back to document
5. To add color background to image
 - Click “Format” – “Background”
 - Select Color
6. Print File

For Windows:

1. Open Microsoft Word
2. Click “Tools” – Click “Options...” – Click “Print” tab
 - a. Check “Background colors and images”
 - b. Click “Ok”

Should only need to do this step once
3. Click “Insert” – “Picture” – Click “From File...”
 - a. Choose unedited image and rotate (if necessary)
4. Click “Format” – “Picture”
 - a. Under “Size” tab, adjust height to 7.88”
 - b. Under “Picture” tab, crop image from left or right to total of .5”
 - c. Under “Size” tab, width should now be 5.4”
 - i. If it is not, adjust cropping measurements until width equals 5.4”
 - ii. Height needs to equal 7.88” and Width needs to equal 5.4”
 - d. Under “Layout” tab, choose to wrap picture “In front of text”
 - i. Click “Advance” – “Picture Position” tab
 1. Under Horizontal, choose option Alignment “Centered”
 2. Under Vertical, choose option Alignment “Centered”
 - e. Click “Ok” until back to document
5. To add color background to image
 - a. Click “Format” – “Background”
 - b. Select Color
6. Print File