

## ***Sizing Digital Images in Serif PagePlus Starter Edition***

Note: PagePlus S.E. (PP) is free software and is available at [www.Serif.com](http://www.Serif.com). All images used in this tutorial are from [www.Squigglyfly.com](http://www.Squigglyfly.com) (SF).

### ***Create Blank Document with guides:***

When you open PagePlus, you may see a starter wizard screen that asks you what you want to do. Under 'Create', Click on 'Start New Publication'. (If this screen does not pop up, click on the 'new' button or go to 'File, New, New from Startup Wizard').

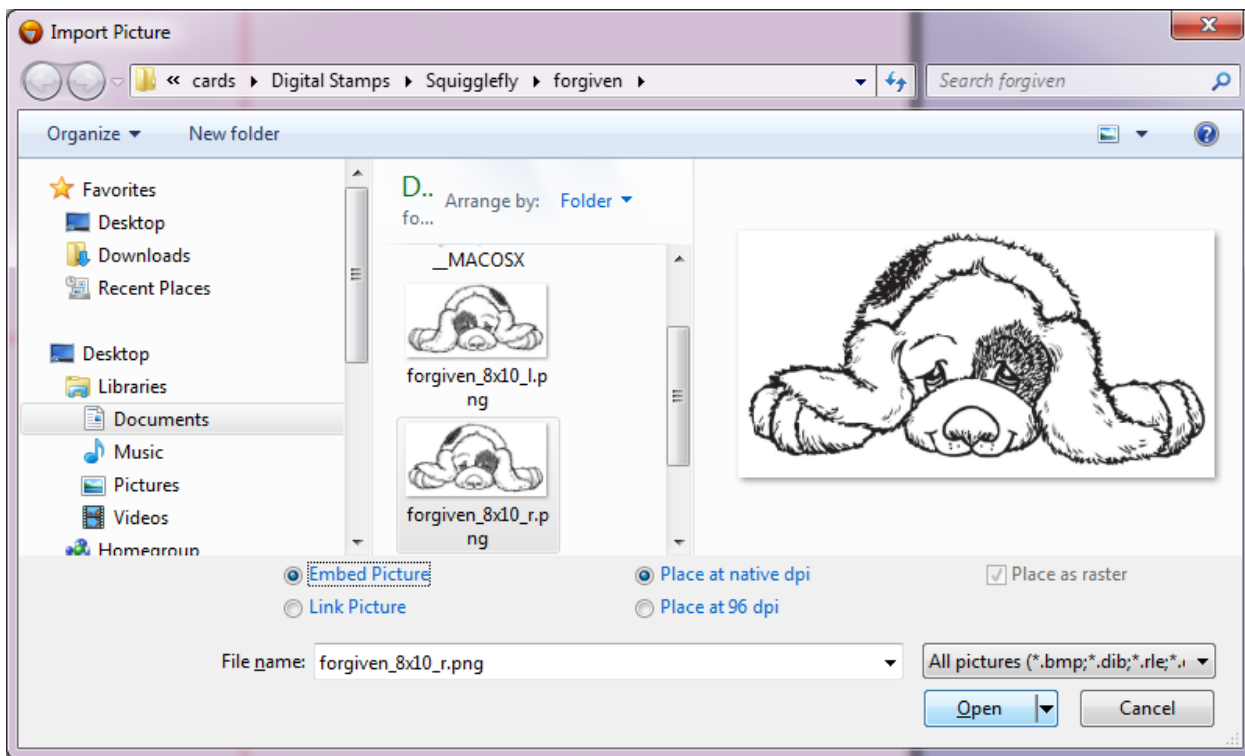
I work in my document in landscape view, as many of my cards are created landscape and I work in inches. Select 'landscape', then 'letter'. (there are other paper sizes to choose from). Select OK. There is a blue frame around the page that I prefer not to see. To get rid of this, right-click anywhere in your document, select 'Layout Guides' and change all the Margin Guides to '0' then click OK.

Click anywhere in the ruler at the top of your screen and drag (a red line should appear). Keep dragging until it is at 4.25" (looking at vertical ruler). Do the same thing with the vertical ruler, but drag to 5.5" looking at your horizontal ruler. You now have a screen that is divided into 4 quarters, and each quarter is equivalent to one A2-sized card. I save it as a blank document so I always have the guides I want. Also, because I have lots of space on my computer, every time I create 'cards' (as explained below), I 'save as' so that I can always go back and copy and paste a particular layout or size that I have created. Everyone is different, so do what is comfortable for you and your system.

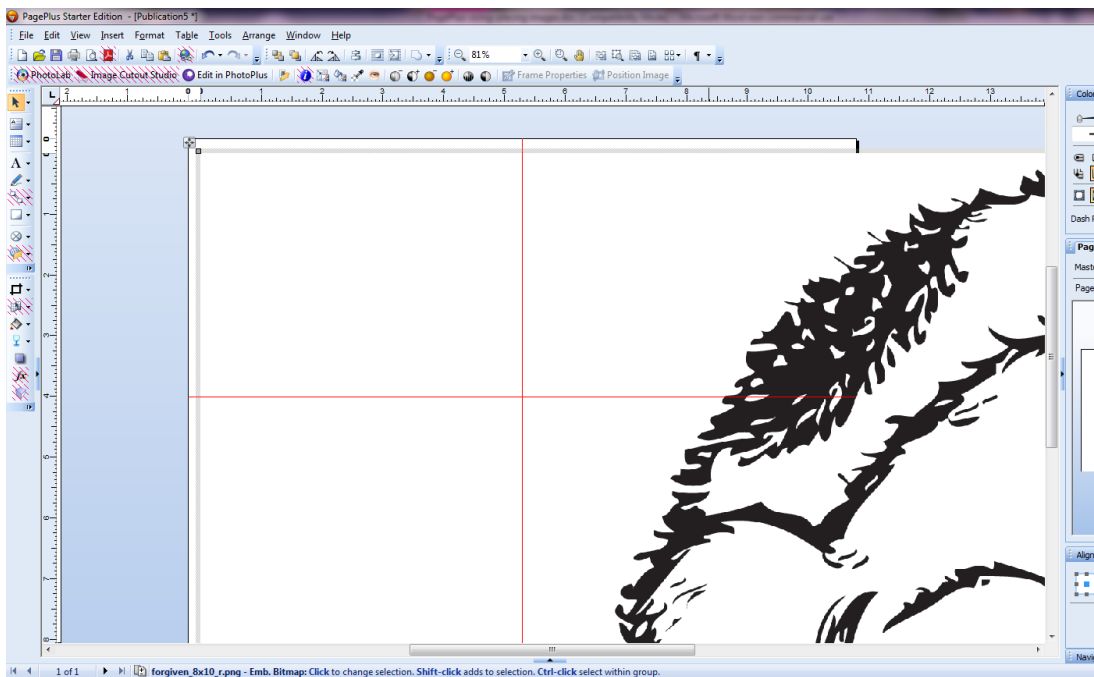
### ***Insert Image(s):***

Now I want to insert an image (or 2 or 3) to work with. I save all of my digi images under the name of the company I purchased from and when I unzip them, leave them in their original folder.

'Insert', 'Picture', 'From File' and a screen will pop up (from here, chose the image you want – each person's file directories will be different). Once you have found your image, select it and I always 'embed picture', then click 'Open'. (I am using 'Forgiven' by artist Crissy Armstrong).



Your cursor will turn into a plus sign with a rectangle. Click anywhere in your document and it will place your picture. It will have a border around it with tiny squares in each corner and then half-way between each corner.

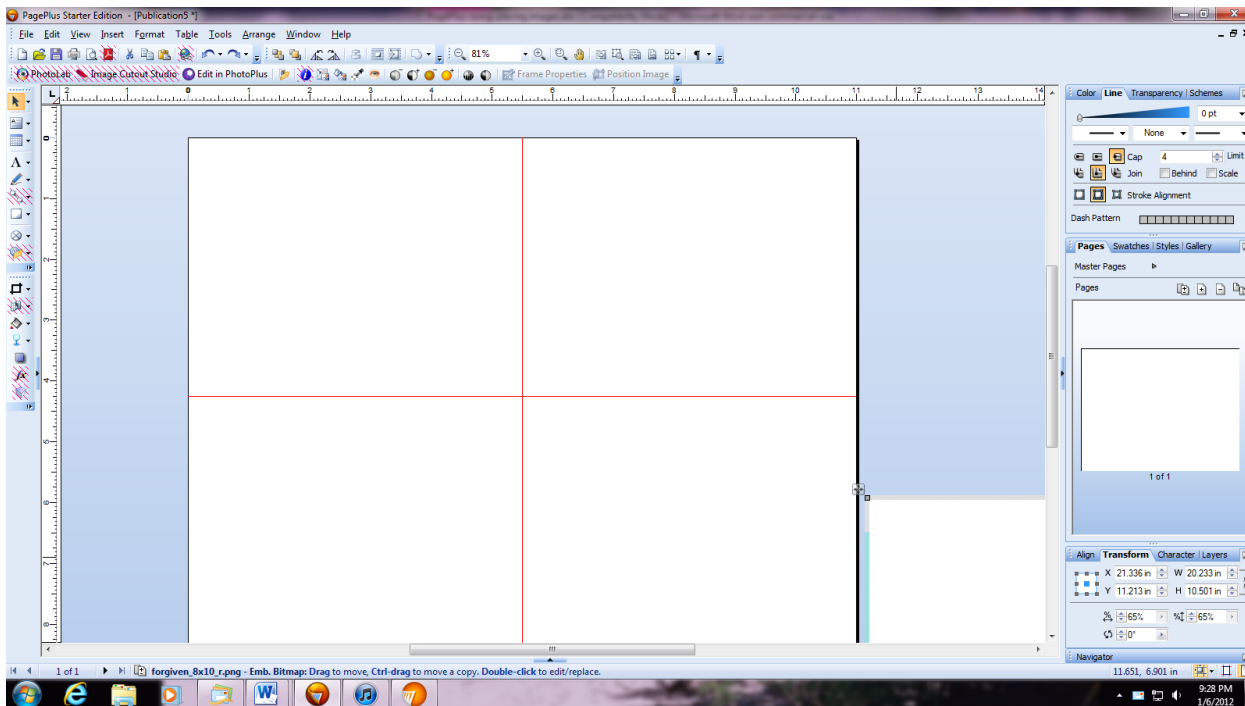


Note: A fellow SF Design Team member (Linda W.) told me how she inserts images and it works great! It's called dragging and dropping. Click on the 'restore window' button in PP (in the upper right

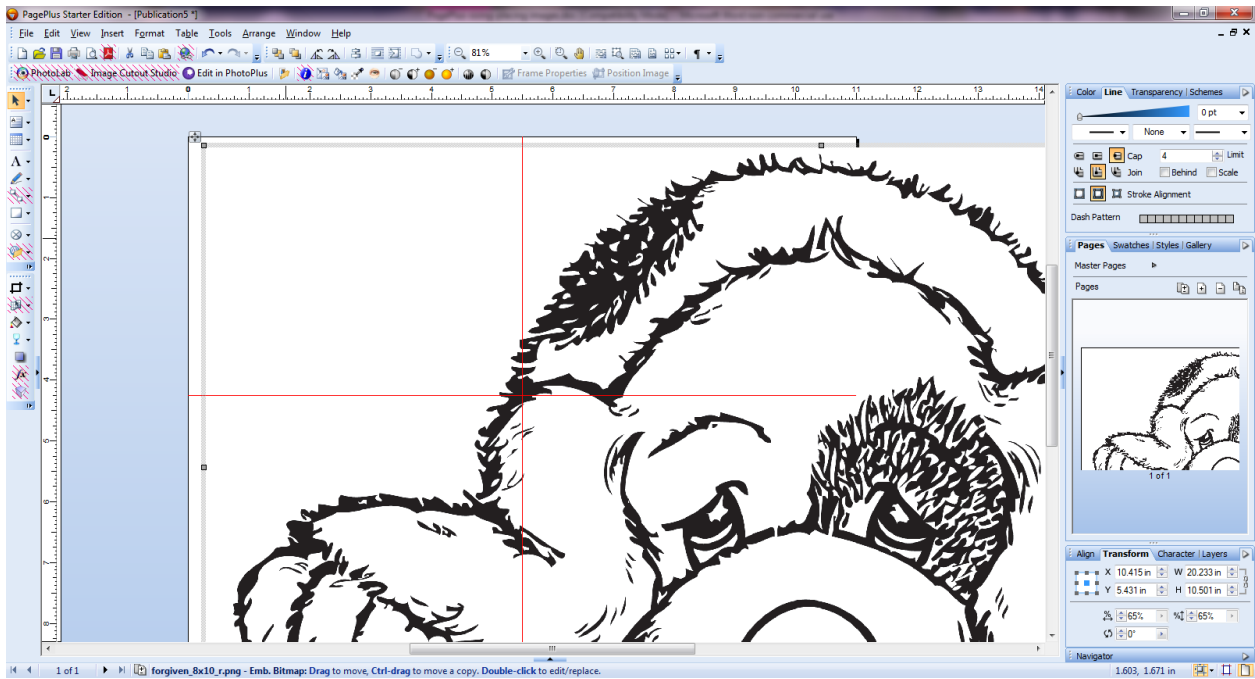
corner of all Windows programs). Open Windows Explorer (or My Computer). Click on the 'restore window' in this program also. You should see parts of both programs open. Now, you can search through your image files and actually just 'drag and drop' it into PP! This was a great reminder and it does make things faster and easier!

### Resizing Images:

At this point the picture will likely be too large. Put your cursor over the tiny square in the upper left corner (it will turn into a 2-sided arrow). (it really doesn't matter which CORNER you drag from – I have a preference working from the top left). Drag it towards the right or center of your page. You may have to do this several times. After the first time, click on the picture (see below, you can just see a blank corner) and move it towards the left.

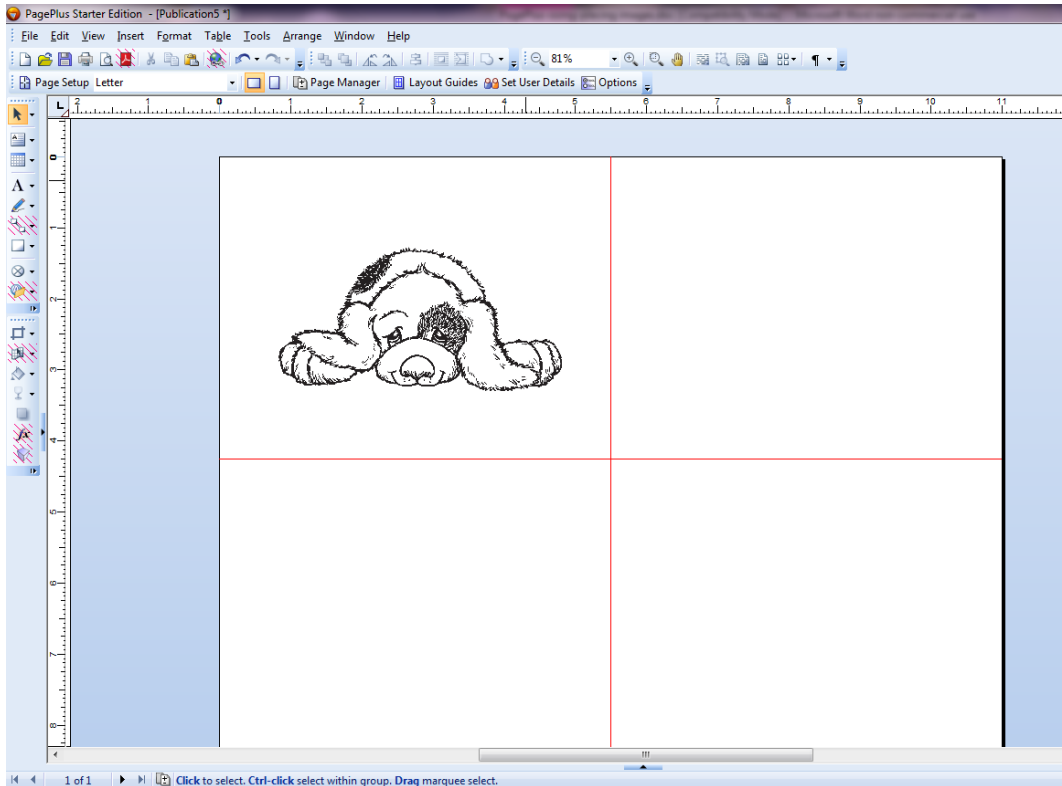


Then, click on the corner tiny square again and continue to resize



Keep doing this until your image is the size you want (most of the time, you don't have to repeat this too many times).

If I just wanted this image on my card and I were going to add my text or other elements in layers, I would size it as below (notice how it fits in the A2-sized rectangle):

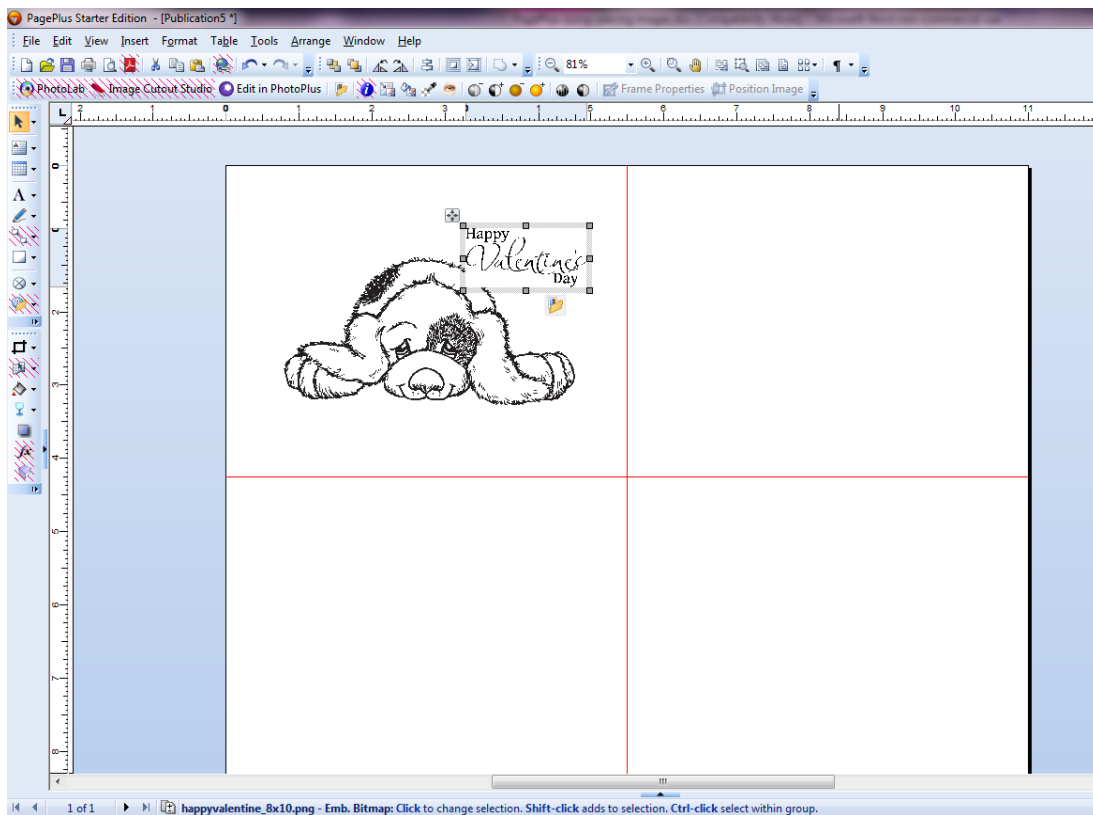


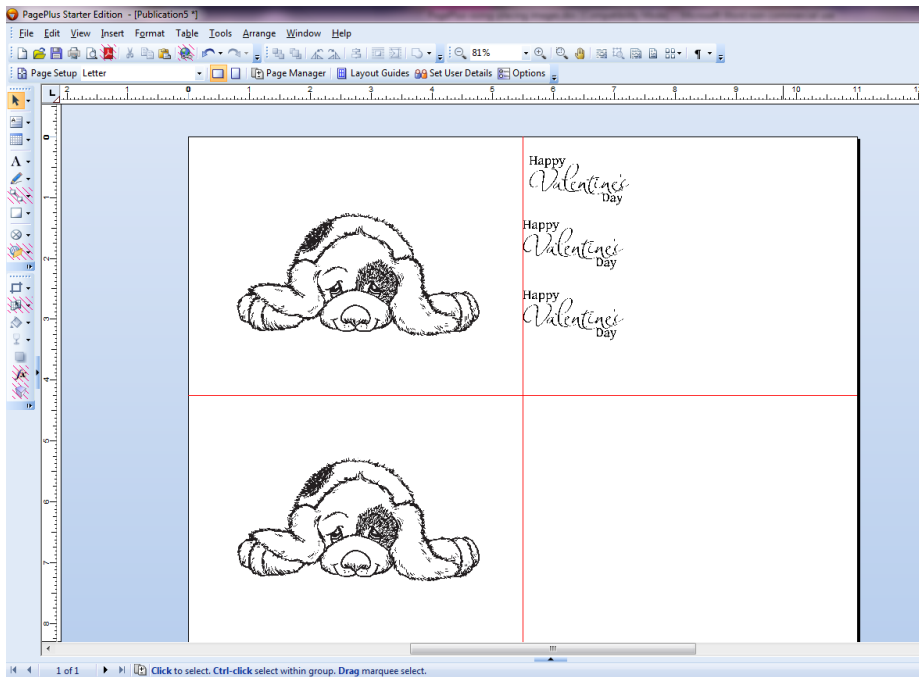
If you select your image, you can see the actual dimensions (in this case, it is just under 4.25" W x 2 1/8" H) by looking at your rulers.

**Important Note:** In order to keep the aspect ratio of your picture (i.e. not distort it or mis-shape it), you MUST work from the tiny corner squares, not the ones in the middle. If you do use the middle ones be sure to 'Edit', 'Undo . . . ' to fix it as you will see a fairly obvious distortion.

If you know what size you want your image, you can also right-click on it, choose 'Properties', 'Size and resolution'. I would not adjust the resolution, but this dialogue box allows you to either enter dimensions or a percentage. If you move your cursor over the tiny lock, it should say the aspect ratio is locked. 99% of the time, you want this locked.

I have now inserted another image (Happy Valentines Day, artist Jess Holland) and have resized it. Notice it is partially covering my puppy but it doesn't matter as I'm just checking the sizing.

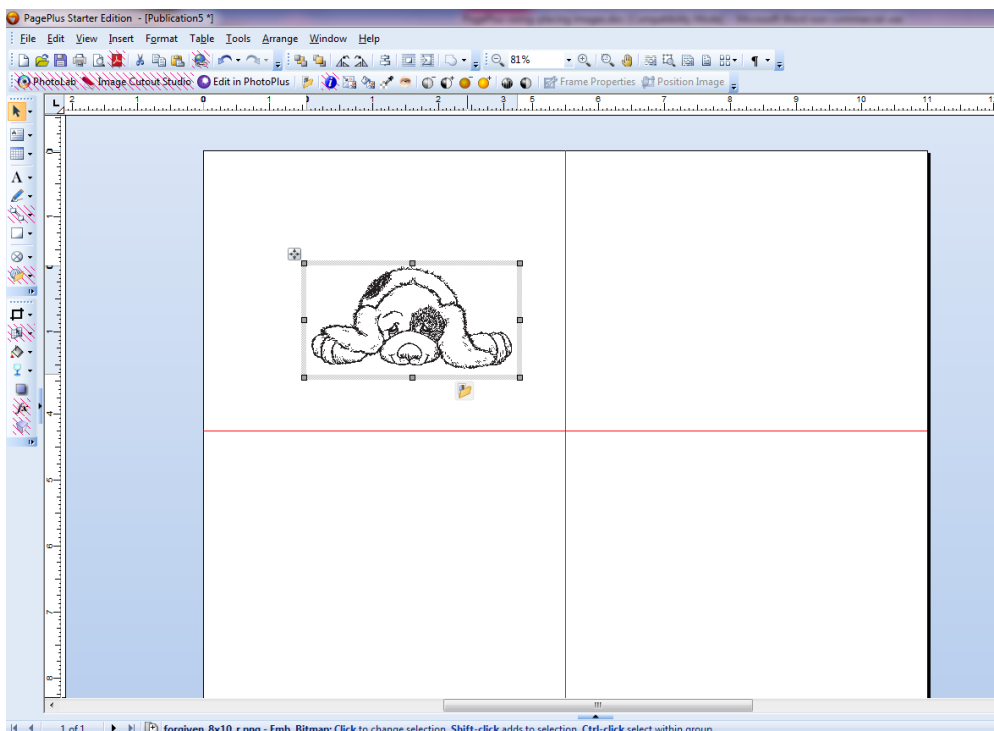


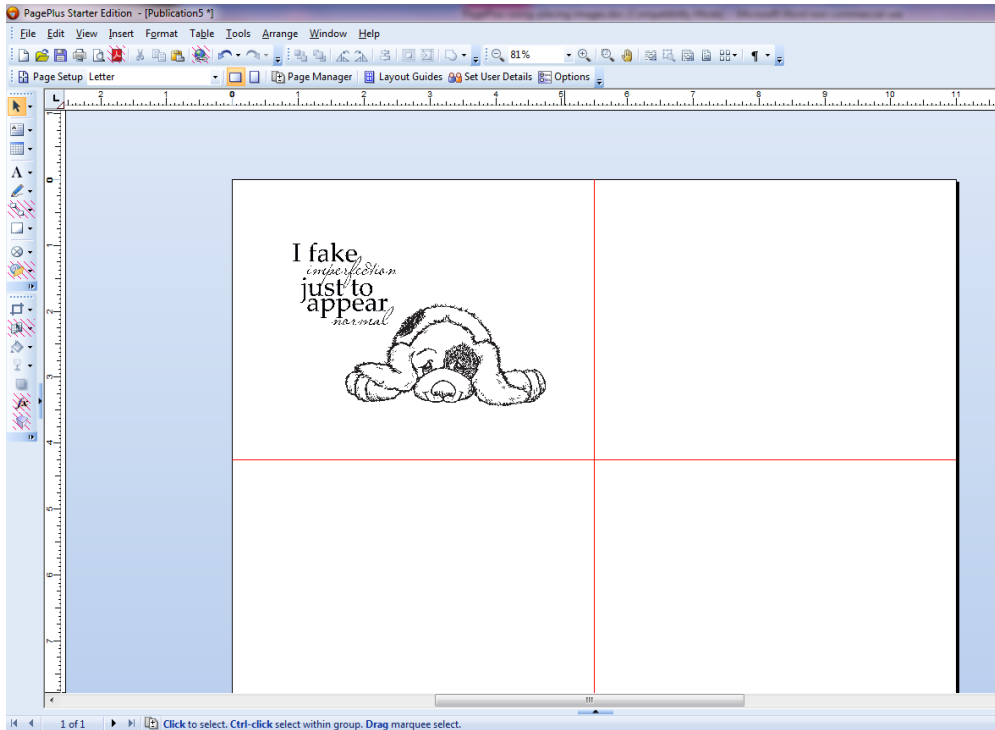


I then move my text so I can print it properly. I have duplicated a few, as I would fill my page before printing. Leaving the images as they are will allow me to use a die to cut it out. (See ahead for instructions on how I draw boxes around my images and/or text to make cutting out MUCH easier.)

### Working with Multiple Images:

I'm going to back-track a bit. Let's assume you want to include text with your image (or add another image), and then print it. In this case, I would make my puppy a bit smaller.

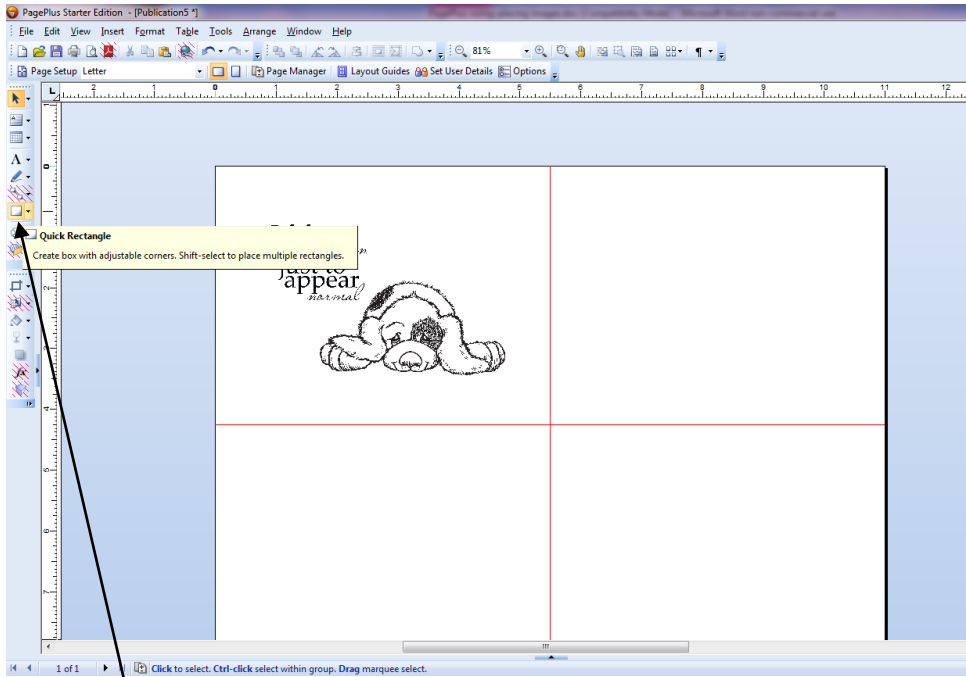




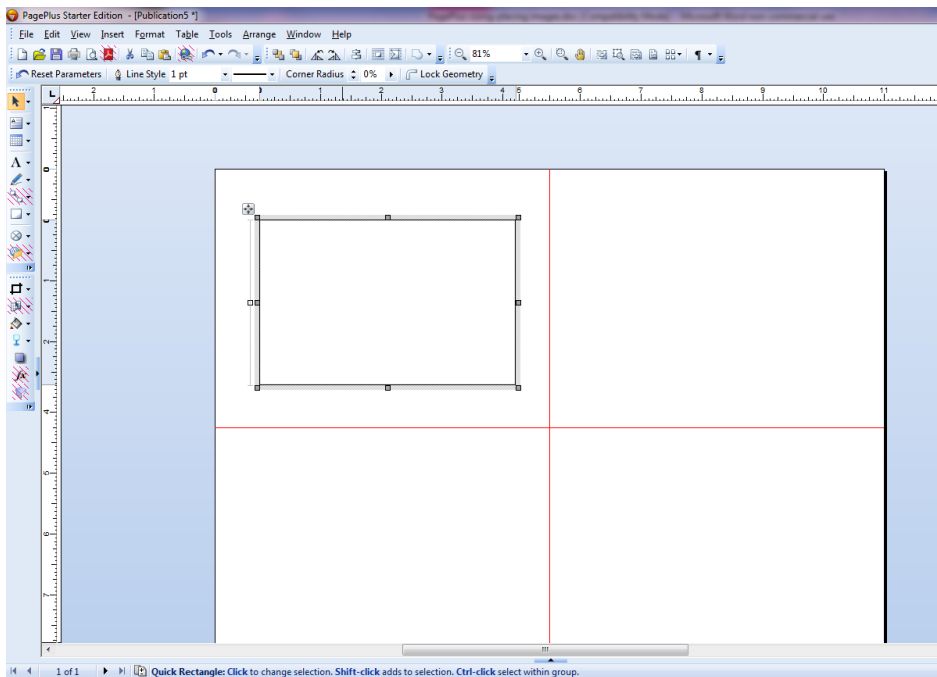
'Insert', 'Picture . . .' as before (this image is 'Imperfection', artist Chesney Young). Be aware of where you place your images in relation to each other, as parts of one may hide parts of the other. In this case it does matter if an image is covering another as it will print that way. I partially address this further on. As above, I would add other images to my page for printing.

### Creating Shapes Around Images:

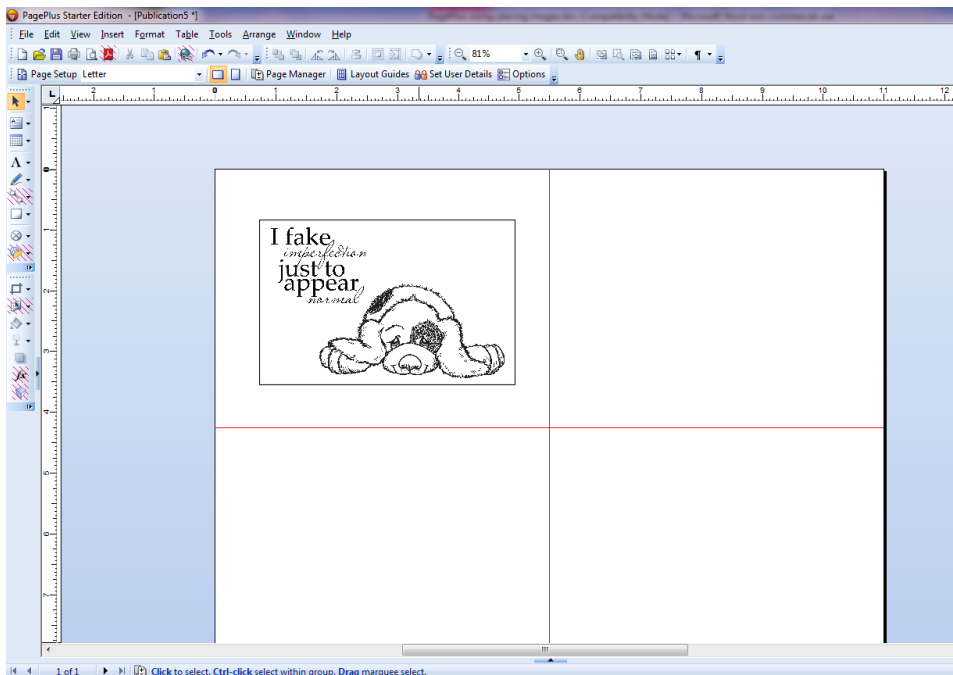
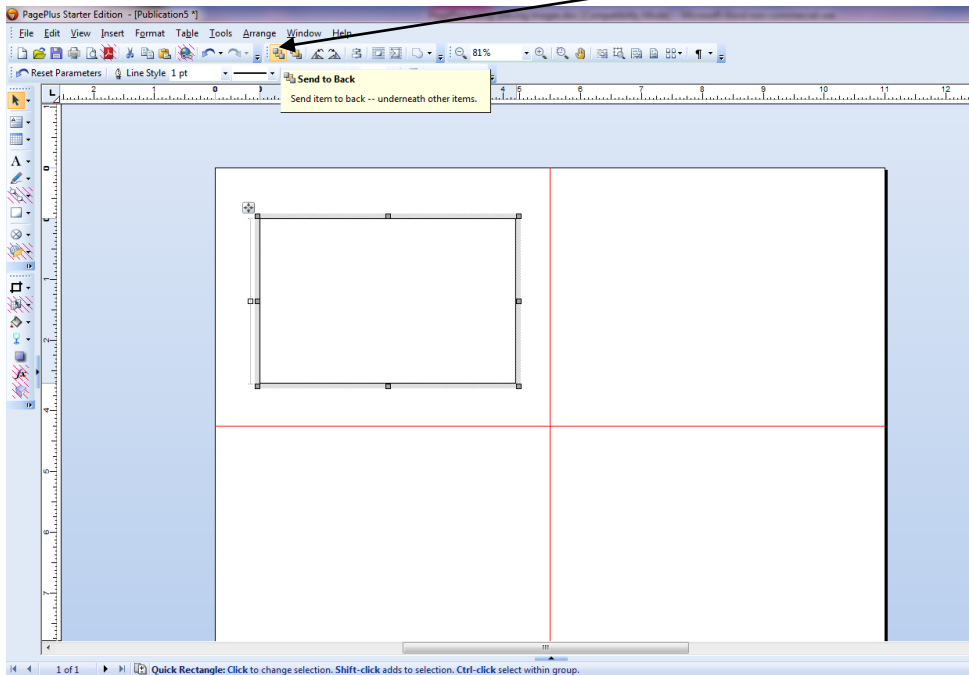
In this case, I want to make it easy to cut around my images. I'm going to draw a rectangle, which will fit around both, with a bit of space which will allow me to use decorative scissors.



Click on the Quick Rectangle as shown above and draw a rectangle.(There are other shapes to choose from and they work pretty much the same). I draw right over top of my images to help determine the size. Notice, it is covering your images.



With your rectangle still selected, click on the 'Send to Back' button

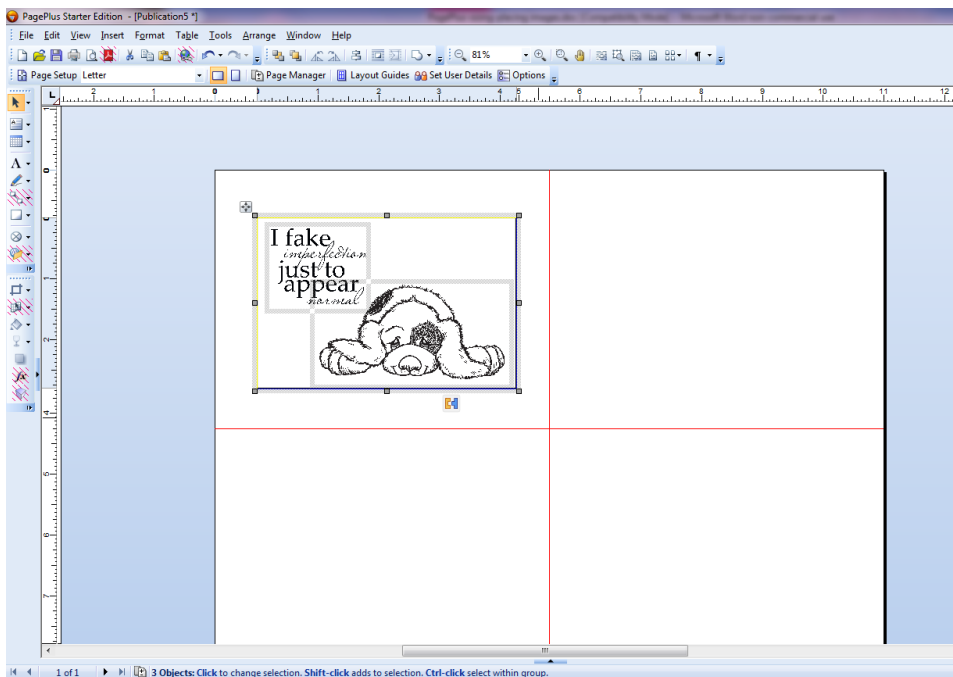


This puts the rectangle behind your images and lets them show through. The button beside it is 'Bring to Front'. Once you play with these a bit, you will get used to what works. I want the rectangle just a bit bigger, so I select it and drag in the direction I need, to make it bigger. Note, you can drag from anywhere because the aspect ratio doesn't matter – you just want your rectangle to fit around your images.

Note, sometimes just moving images 'behind' or 'in front' won't achieve the desired result. This can be addressed by making the background transparent. Holly Young has created a fabulous video called "Combining Digital Images into a new Single Image", using Adobe PhotoShop Elements. Her video is

at [www.Squigglyfly.com](http://www.Squigglyfly.com), under Tutorials. I will write another tutorial using another free program from Serif.com, called PhotoPlus Starter Edition as there are a number of things that are quite different from PhotoShop Elements.

At this point you could add other images to your page to print or add duplicates of what you have laid out. If you are copying and pasting, make sure you grab all of the images together so you don't have to repeat all your work, and your layout will be identical. To do this, click anywhere outside of your largest image (in this case, the rectangle) - (I work from the top left or the bottom right) and draw a rectangle. (You are just *selecting* your objects.)



At this point, you can just copy then paste, but there is a way to make it easier.

### Grouping and Ungrouping Objects:

Select 'Arrange', 'Group Objects' then 'copy' then 'paste' (this will create one single object, which you can later undo if you choose ('Arrange', 'Ungroup Objects')). You can also create other 'cards' on the same page to print, or multiple sentiments, etc.

To create a box around a single image or text, you would do exactly as above for each image. You will most likely have to use the 'Send to Back' or 'Bring to front' options. You can use decorative scissors to cut out or a ruler and x-acto knife.

### Summary:

As you work with more and more digital images, you will find exactly what works for you. If you are using a specific die, you can measure the opening and resize your image(s) slightly smaller and leave cutting room when you print. In this case, you would not draw the rectangle.

If I am using rectangles around my images, I then lay everything out pretty close together to fill my page for printing. You only need a bit of space between images for cutting. It is only if I am using dies that I would leave a lot more white space. Also, I use the quarters on my screen to help me lay things out and size and then move them around from there to maximize my printing space. You can also flip your image, which will allow you to check your sizing for a card with Portrait orientation. (Beside the 'send to back' and 'bring to front' buttons are 'rotate left' and 'rotate right'. This will rotate your image 90 degrees each time you press it. If you have laid out multiple images, you would have to Group them or this won't work.

There are also magnifying glasses at the top of your screen. If you click on the plus or minus buttons, this will allow you to see something close up or a broader view, whichever is appropriate.

There are usually several ways to accomplish the same task, especially when it comes to computers and programs. This is my method and what works for me. Once you learn the basics, you can play and experiment from there. 'Undo' can be your best friend! Also, since you are just inserting your image into the layout program, nothing that you do affects your original image. If you really, really mess up, you always close your document and start over. I would also recommend saving, saving and saving as you work through your project!