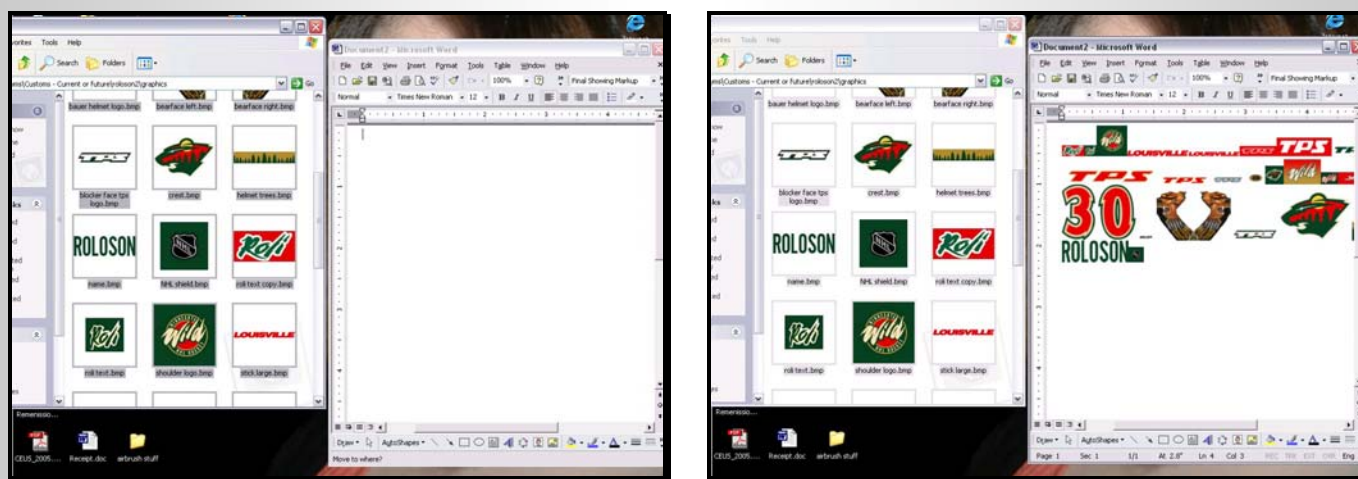


# Using Microsoft Word to Arrange and Print Decals

By Eddle20

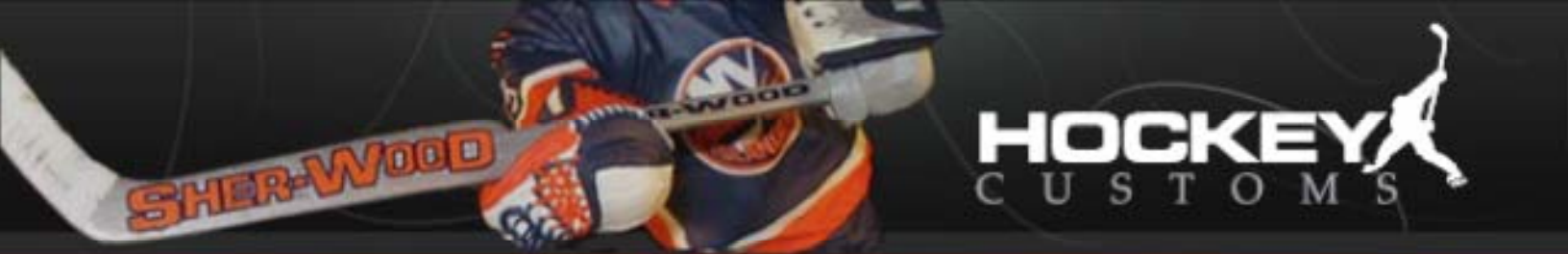
After the many steps of creating an image, getting your images printed on decal paper gets you one step closer to finishing your custom. But take a few minutes to save yourself some time and decal paper.

First, get all of your graphics into Microsoft Word. Open the folder containing your graphics. You may individually click and drag all of your files into word, however, it may be easiest to press “CTRL+A” (which selects ALL files within the given folder) and then drag all of your stuff into Word, as shown below.

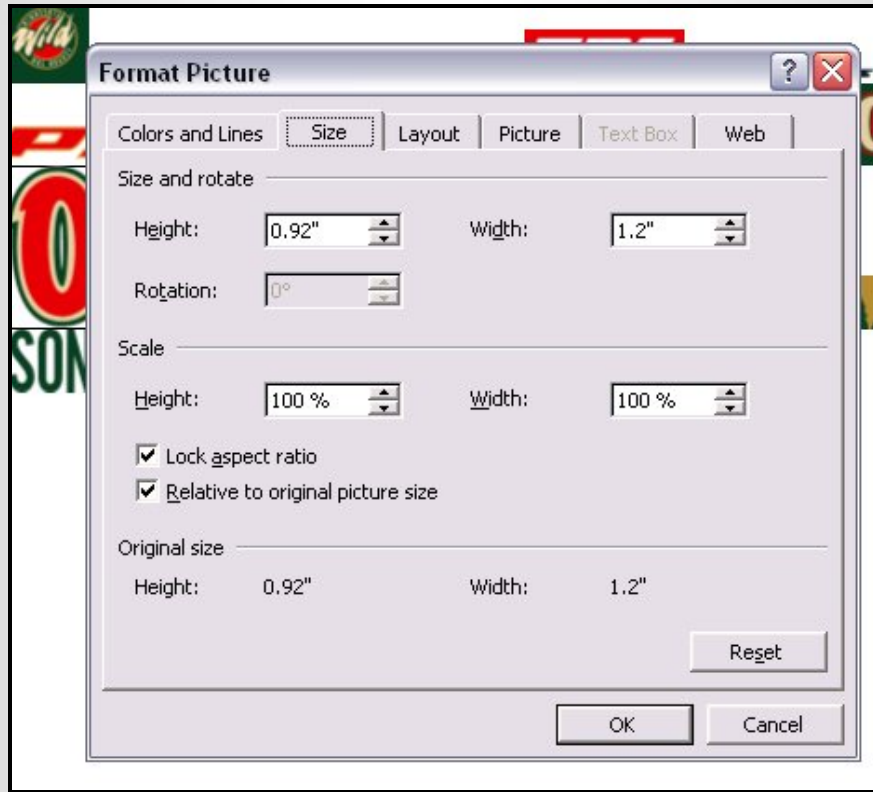


Next, save yourself some hassle and print out the page you just made on plain paper. Once printed, cut out each image and compare to your figure. Use this to compare the scale of your decal to your figure. If corrections need to be made, make a mental note of the approximate size change (or write it down if you must). For example: reduce by 0.25” or by 10%. Once you have done this for all of your images, go back to your page in word. You can adjust the size of an individual image by right clicking on the image and selecting the “Format Picture” option (alternatively, you may double click on the image).





Once you've opened the picture formatting options, select the size tab. From there you can adjust the size of your image by dimension or by percentage. If you need to adjust the image only in one direction (for instance, change the height, but maintain the width), uncheck the "lock aspect ratio" checkbox. See below for an example of the format picture option window.

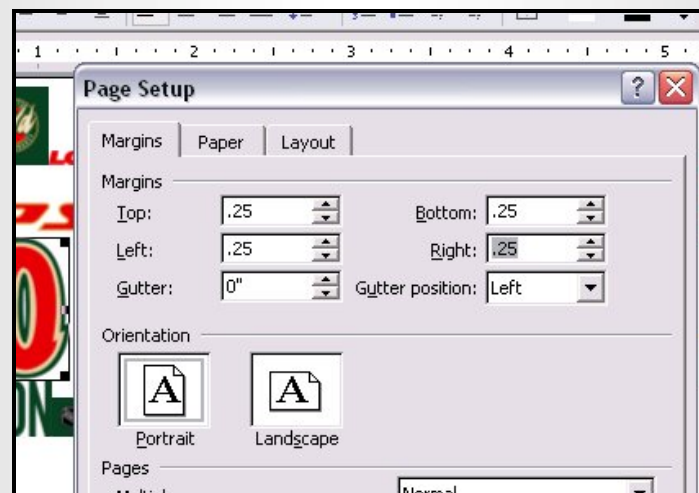
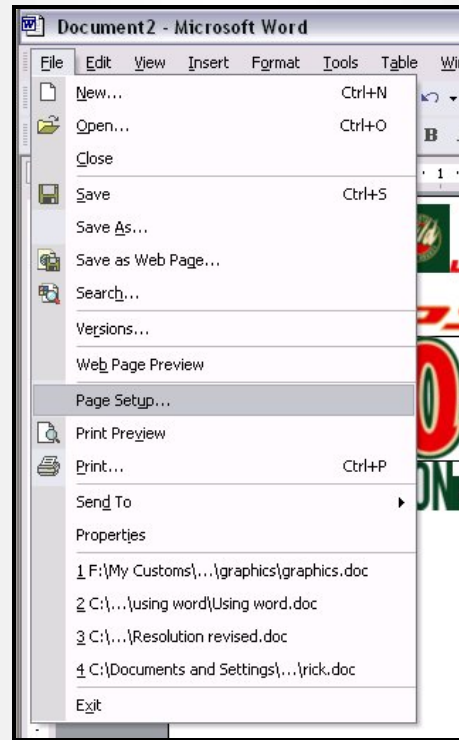


After editing all of your image sizes, you may choose to reprint the graphics on plain paper to check your changes. Feel free to do this as it may save you expensive decal paper, however it is an optional step if you are confident in your image size adjustments.

Once all adjustments have been made and you are happy with your image sizes, it is time to arrange your decals on your page. By arranging your decals you may maximize the number of decals you get on a sheet of decal paper. I have found that typically 2 or 3 customs worth of decals can fit on a sheet of paper. I also print extra decals in the event a mistake is made. Though not usually necessary, I typically print 2 extra decals for every decal I make. In the event I have decals that could cause additional problems (such as over a very irregular surface), I may print a 3<sup>rd</sup> or 4<sup>th</sup> extra decal.

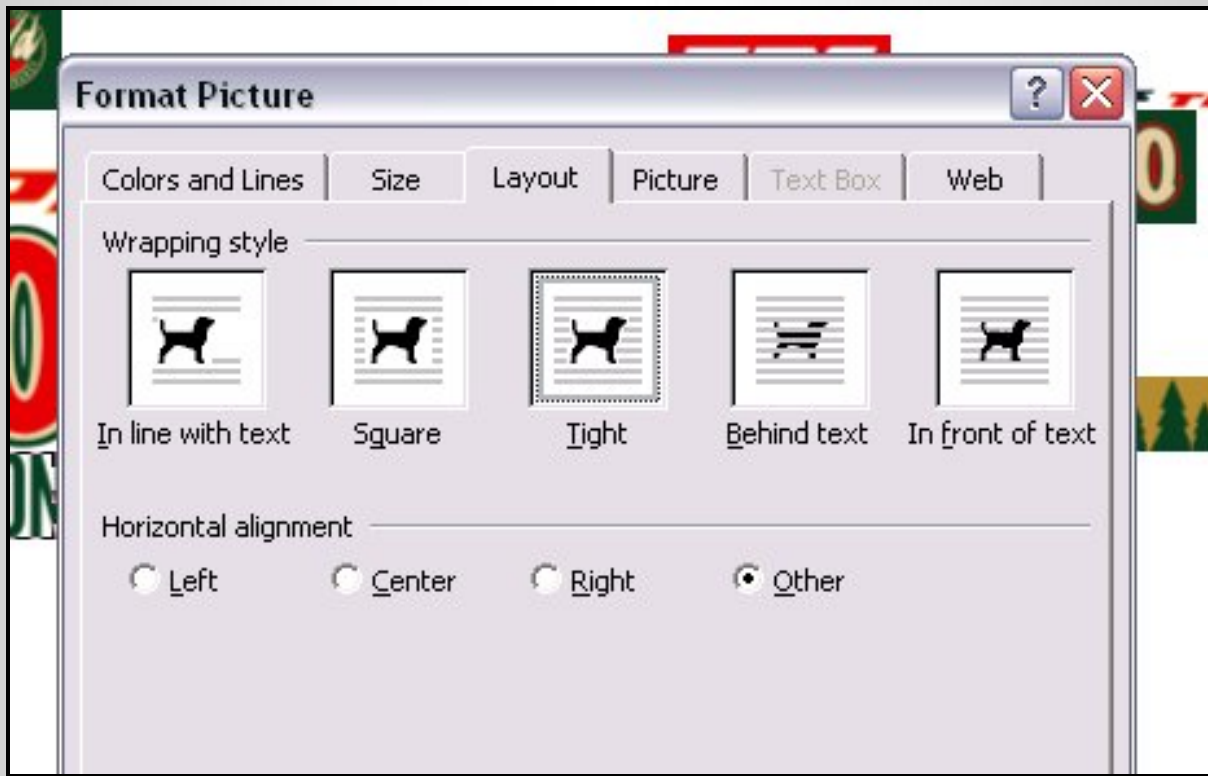


To arrange your decals and make duplicates, begin by adjusting your margins. Your margins may vary based on your printer, however, the following is a general guideline. (note: if you have a borderless capable printer, borderless printing may not be recommended due to decal sealing issues associated with printing all the way to the edge. Feel free to experiment, however results may vary). To edit your margins, select file, then page setup. Adjust your margins to 0.25" on the top, left, right, and bottom. Printing in a portrait orientation seems to produce the best results to allow you to print future decals on unused sections of your decal paper. However, you may use landscape mode if you choose. Once finished, click okay.





The next step begins the process of arranging decals on your page. Begin by right clicking on an image and selecting the format picture option (this is the same procedure as resizing an image as described above). Select the layout tab. Next choose “tight” as a wrapping style. Then click okay.





The image will stand out with a different highlight than the rest. Move the image into the upper left hand corner of your page. You may move the image using your mouse or your arrow keys. Use the arrow keys to make fine adjustments. Try to push the image as close to the margin as possible. Once in place, press “CTRL+C” to make a copy of your image. Then press “CTRL+V” to paste a duplicate of your image onto your page. This is done to make multiples of your image so you have extra decals in case of mistakes. Move the duplicated image next to the original image, taking care not to overlap your images. Repeat as needed for additional images.





You may arrange your images in any way you see fit, however I have had the most success by placing the largest images near the top of the page and then filling in as needed. Experiment and find what works for you. Once done, your page should look similar to the one below. Once finished with your page, print as suggested by your decal paper manufacturer. With typical inkjet printers, choose the best quality printing option associated with glossy photo paper. You may experiment with image optimization; however it may cause unexpected changes in image quality and color, so use at your own risk.

