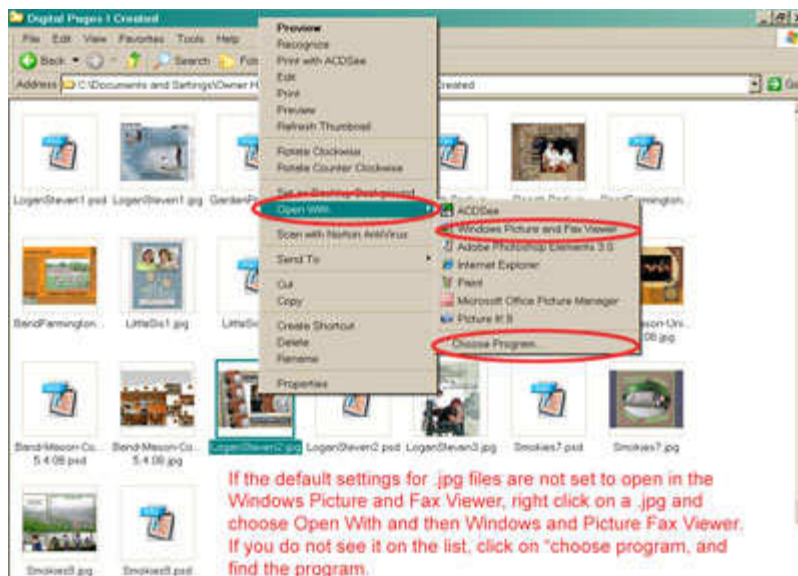


## Printing Layouts (with Windows Picture and Fax Viewer) By Hummie

There are many programs you may utilize to print your layouts. I prefer to use the program that comes with Windows called the Windows Picture and Fax Viewer.

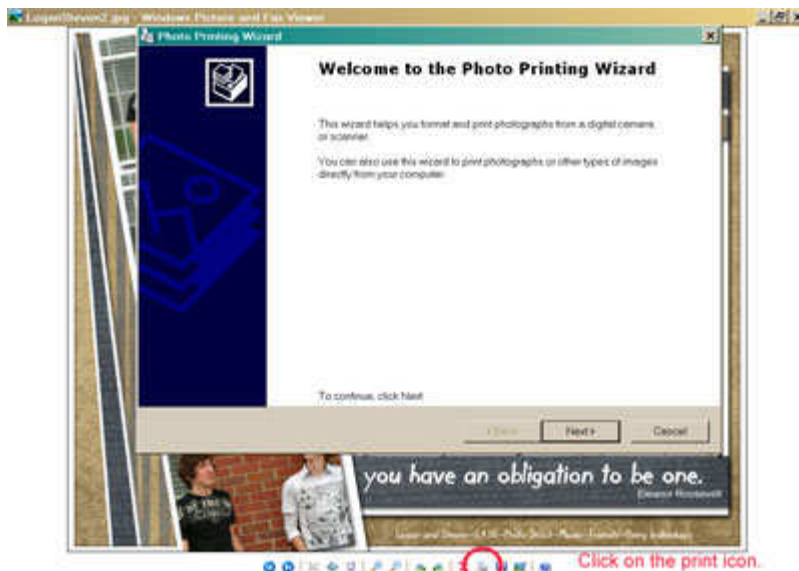
If the default settings for .jpg files are not set to open in the Windows Picture and Fax Viewer, right click on a .jpg and choose "Open With," and then "Windows," and "Windows Picture Fax Viewer."

If you do not see it on the list, click on "choose program," and find the program.



If you want the .jpg files to always open up with the Windows Picture and Fax Viewer as your default setting, right click on a .jpg and choose "Open with," and then "Windows," and then "Windows Picture and Fax Viewer." Click in the box next to "Always Use the Selected Program to Open this Kind of File." Click "OK." Now when

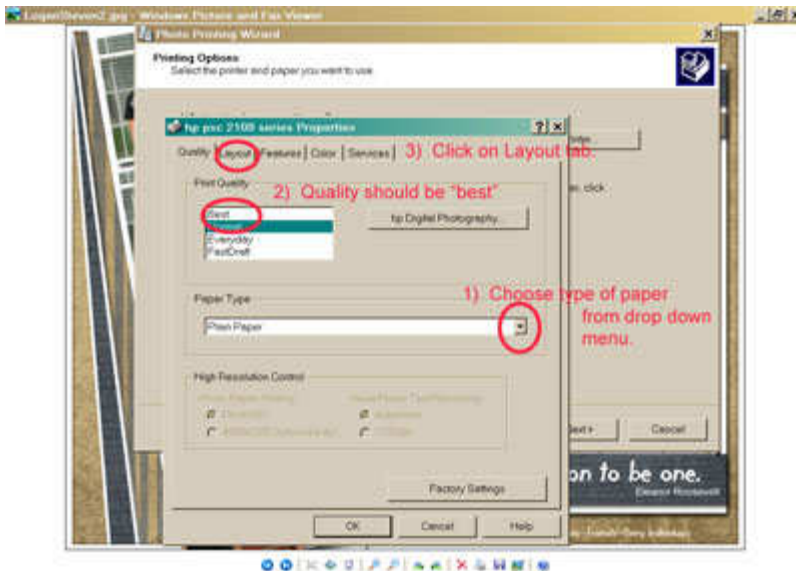
you double click on any .jpg image, it will open in the Windows Picture and Fax Viewer.



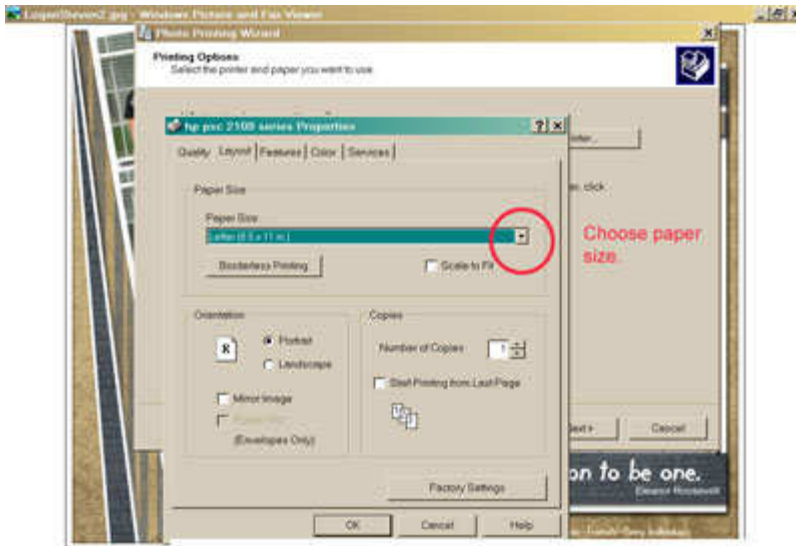
1) To print using this program, open up your .jpg in this software and note the icons at the bottom of the screen. Click on the printer icon. A popup box will appear.



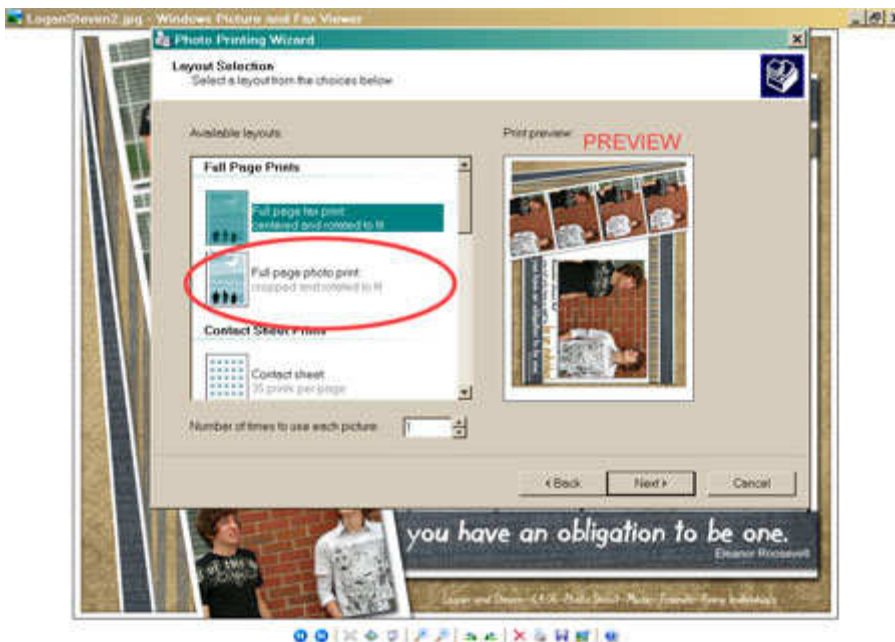
2) Click “Next” and you will see icons of the .jpg in the folder you are currently working from. The .jpg which you initiated from should have a checkmark in the box. Click “Next” again.



3) The next screen will be the printing options screen. Click on the “Printing Preferences” button. Use the drop down menu under “Paper Type” to choose the type of paper you are using. This should automatically change the settings under “Print Quality” also. Most photo papers will have a print quality setting of “best.”



4) Click on the “layout” tab at the top of the pop-up box. From the dropdown menu, choose your paper size. Click “OK.”



4) Click the “Next” button and you should see a preview of your layout. Click on “full page photo print” located to the left of your preview. The other options available to you if you have chosen letter size paper are: contact sheets, 8 x 10, two 5 x

7, two 4 x 6 or three 4 x 6, four 3.5 x 5, nine wallets. The contact sheets are a nice way to print out small samples of the kits you have purchased. In order to print a contact sheet, you would need to have a checkmark inside the box of 35 different elements during step 2 above.

If you are satisfied with the preview, click “next” to start printing. Be sure your paper is ready before you click it!