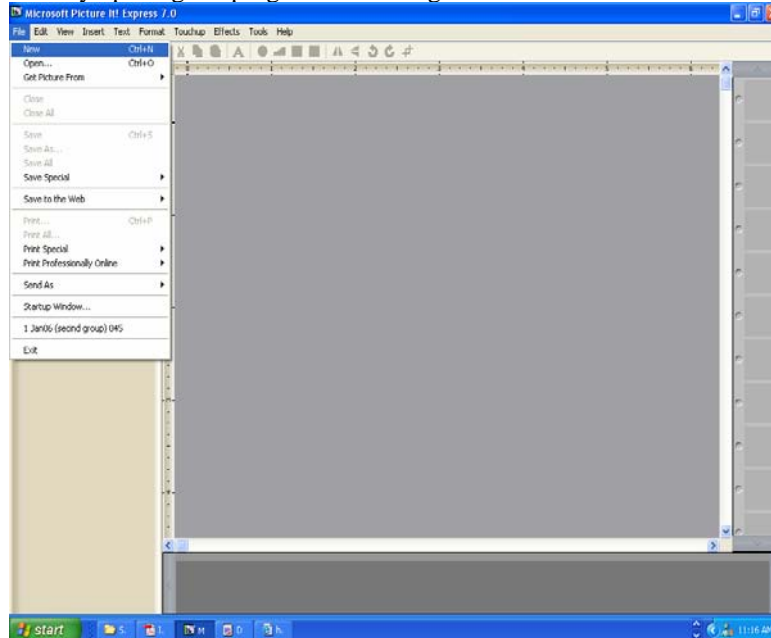


## Creating Your First Layout Using Microsoft Picture It 7.0

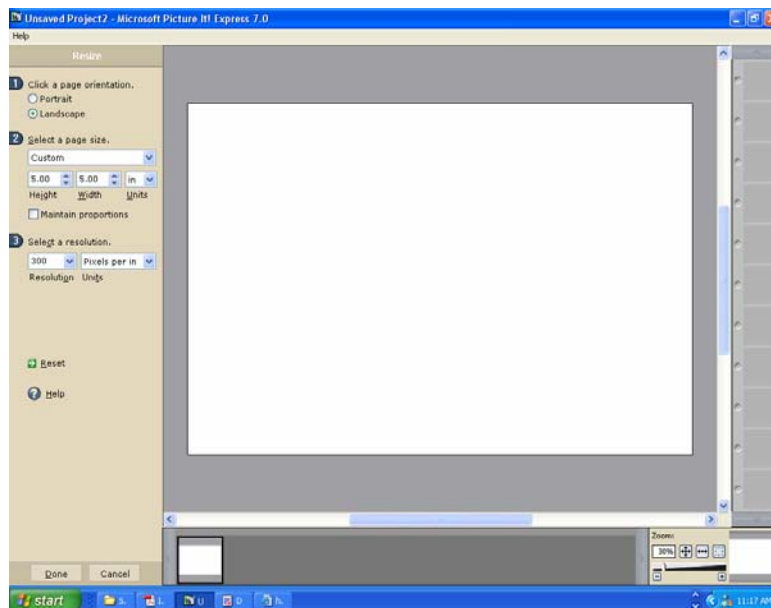
By Angi Jones

If you have questions about this tutorial, please contact me at [bzymom13@gmail.com](mailto:bzymom13@gmail.com)

Start by opening the program & clicking on File/New

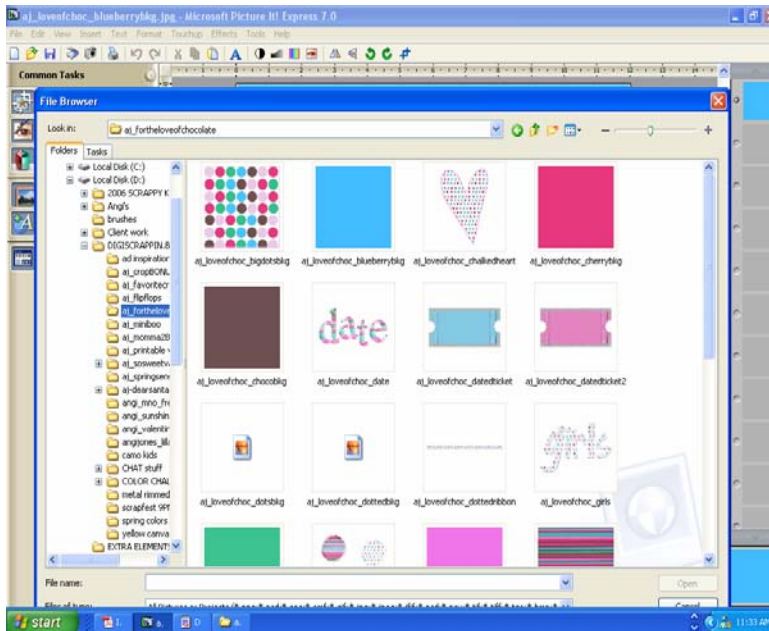


You now have the option to choose the size & resolution of your page. I like to scrap using an 8x8 page, but the options are endless! You can scrap square, or if you prefer a rectangular shape, an 8x10 makes a good size too. Today I will show you a 5x5, which is good size for paper bag albums & other mini albums! I always keep the resolution set at 300 which is the industry standard and best quality for printing.

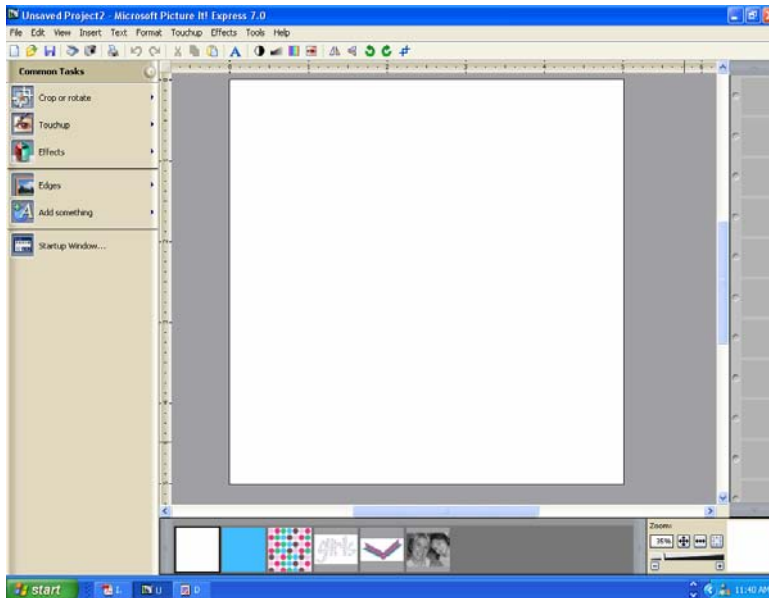


Okay, so now you have a blank canvas...ready to GET CREATIVE??

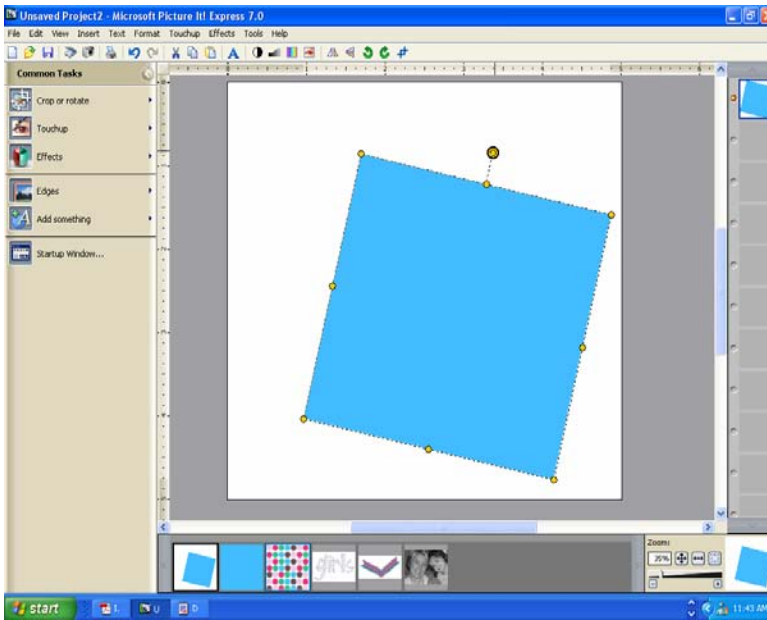
Now you need to go find the kit or pictures that you would like to use in the layout. Go to File/Open and you should be able to browse the files on your computer. When you find the file you want, simply click it, and it will be opened in your Picture it screen.



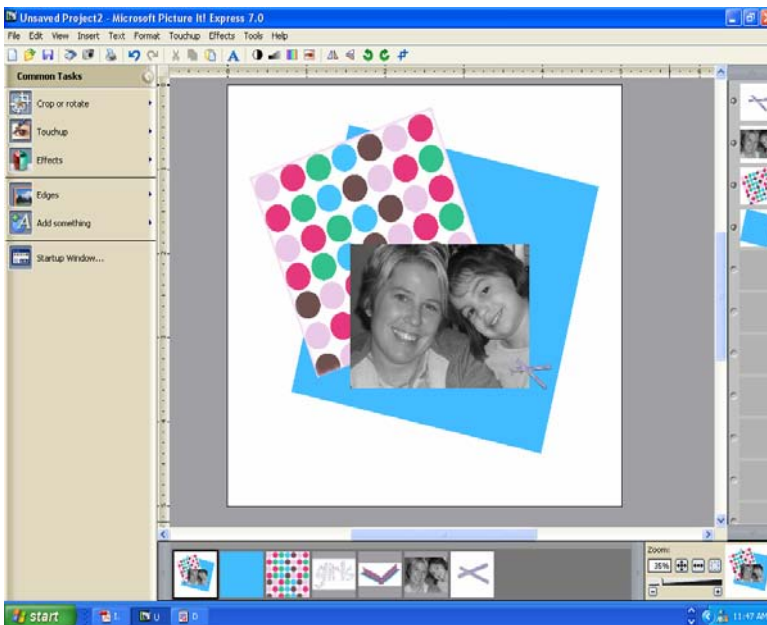
Continue that step until you have all of the things you would like to use. These should all be open in your Picture It windows (which are across the bottom of your screen).



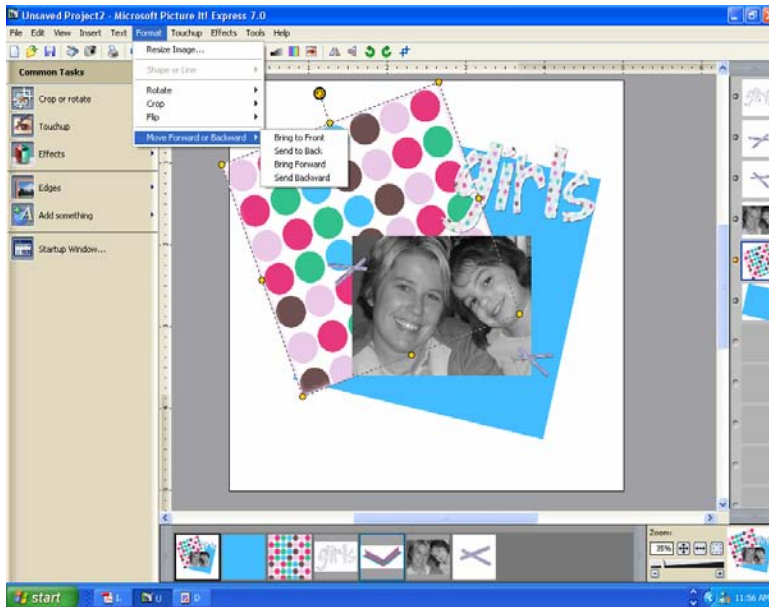
Now for the FUN part ....simply drag & drop the elements from the bottom onto the page! As you are working you can easily resize the pieces by clicking & dragging on the dots located on each corner. To rotate the piece, simply click on the circle that is raised above the element (and contains a rotating arrow).



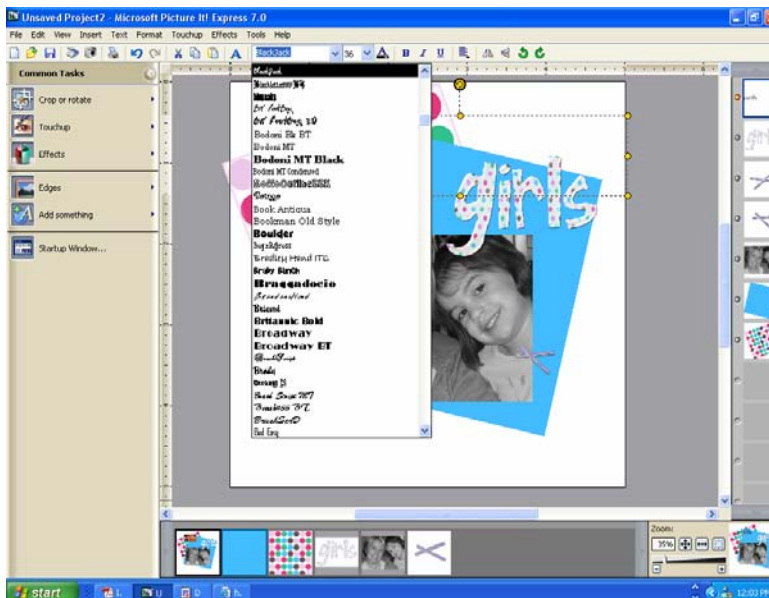
Continue by adding layers & rotating/resizing as you please.



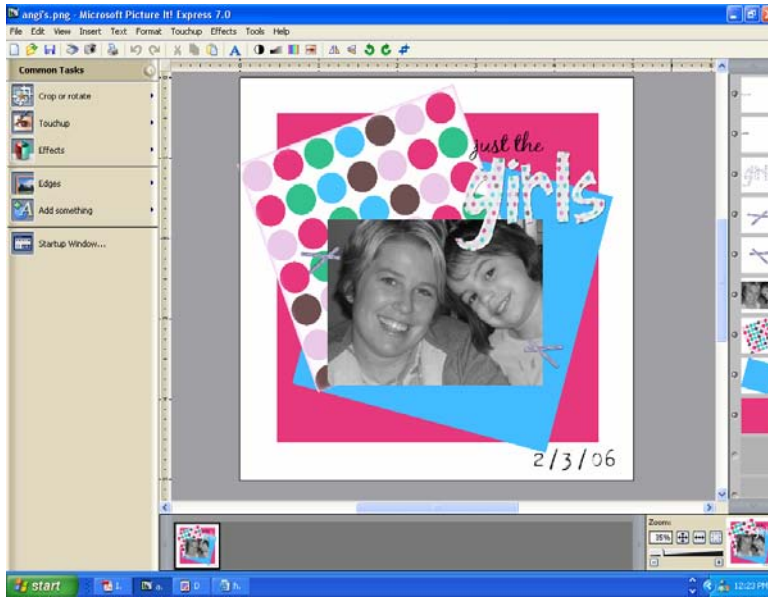
If you'd like to change the order of your layers (or move a piece forward or backward) click on to highlight that element. Go to Format/ Move forward or Backward, and choose which way you'd like to move it. I am going to move the dotted paper back a layer now.



Now I'd like to add text to the layout. You can journal, add dates, title...whatever your style is when it comes to scrapping. Click on Text/Insert text, and type what you'd like. You can change the font, size & color easily by highlighting your text, and choosing the options in the toolbar.



Here comes the BEST part about digital scrapping ....you can change your mind! After adding my text, and looking at my "finished" layout, I have decided that I do not like all of the white space. I'd like to add another colored piece to the layout. So I go back to File/Open and choose more elements or papers to add to my layout.



When I have chosen everything & I am happy with it, I need to save my finished layout. Choose File/Save As, and browse to where you'd like to save. If you are happy with you layout, you can choose to save it as JPEG which flattens the image for printing (but the layers CANNOT be changed)!!! If you are unsure, you should choose PNG, which saves the files in the individual layers and you can make changes later. I like to name my layouts according to a key word or title, and organize my layouts by month to keep track of them easily.

You should have a completed/saved layout now! That wasn't too hard, was it?? If you have any questions, or need additional help, you can find me here [bzymom13@gmail.com](mailto:bzymom13@gmail.com)