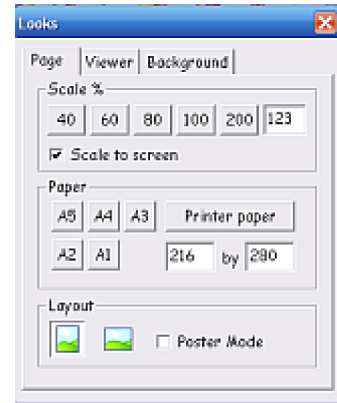


Change the Page view and/or size

Click on the 'Looks' button  (on the 'Additional toolbar' or from under the 'Tools' menu)

The 'Looks' window will open



Change the paper orientation to Landscape

Adjust the viewing scale by clicking on one of the given options. For example from the default 123% to 80%. As you click on a number the page view will automatically adjust.



If you see the triangle of dots in the bottom left hand corner of the window (see image left), click and drag the dots to enlarge the window.

To change the page size

Either click on the paper size eg A4 or type in the size manually. Click Enter on the keyboard after changing the each number.

width by Length

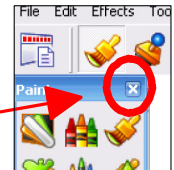
210	by	297
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A4 Portrait 210mm x 297mm

A4 Landscape 297mm x 210mm

To add an effect to a photograph

If a photograph is added when the Paint toolbar is open, it can't be moved until the Paint toolbar is closed. To close click on the **cross** on the Paint window.



It may be easier if the photograph or photographs are positioned on the page before the Paint toolbar it open.

After applying the effect or effects close the paint toolbar so you can move the image.


NB. Paintings can not be moved even after the Paint Toolbar has been closed

Reduce the Size of the Painting for Printing

Paintings can be pasted on a new Textease page and resized.

Paint frames for photographs



- Click on the 'Save' button 
- Browse to select a folder to save your document in.
- Click in the 'Save as type' box to open a **drop down menu** and select '*jpeg' (*jpg) from the list of options.
- Give your file an name and click 'Save'

Your painting will be saved as an image file

It can be accessed through the 'Resource Bank' in the same way as other images.

