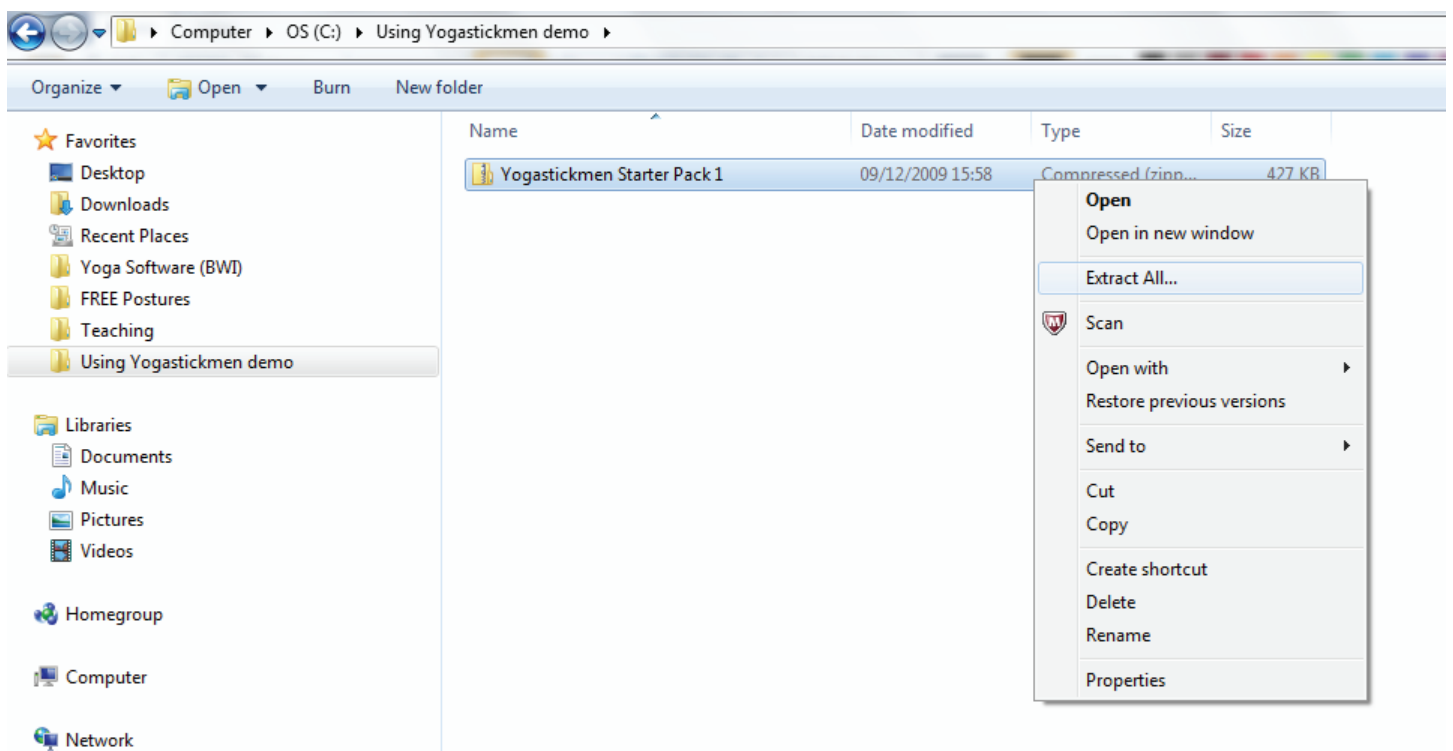


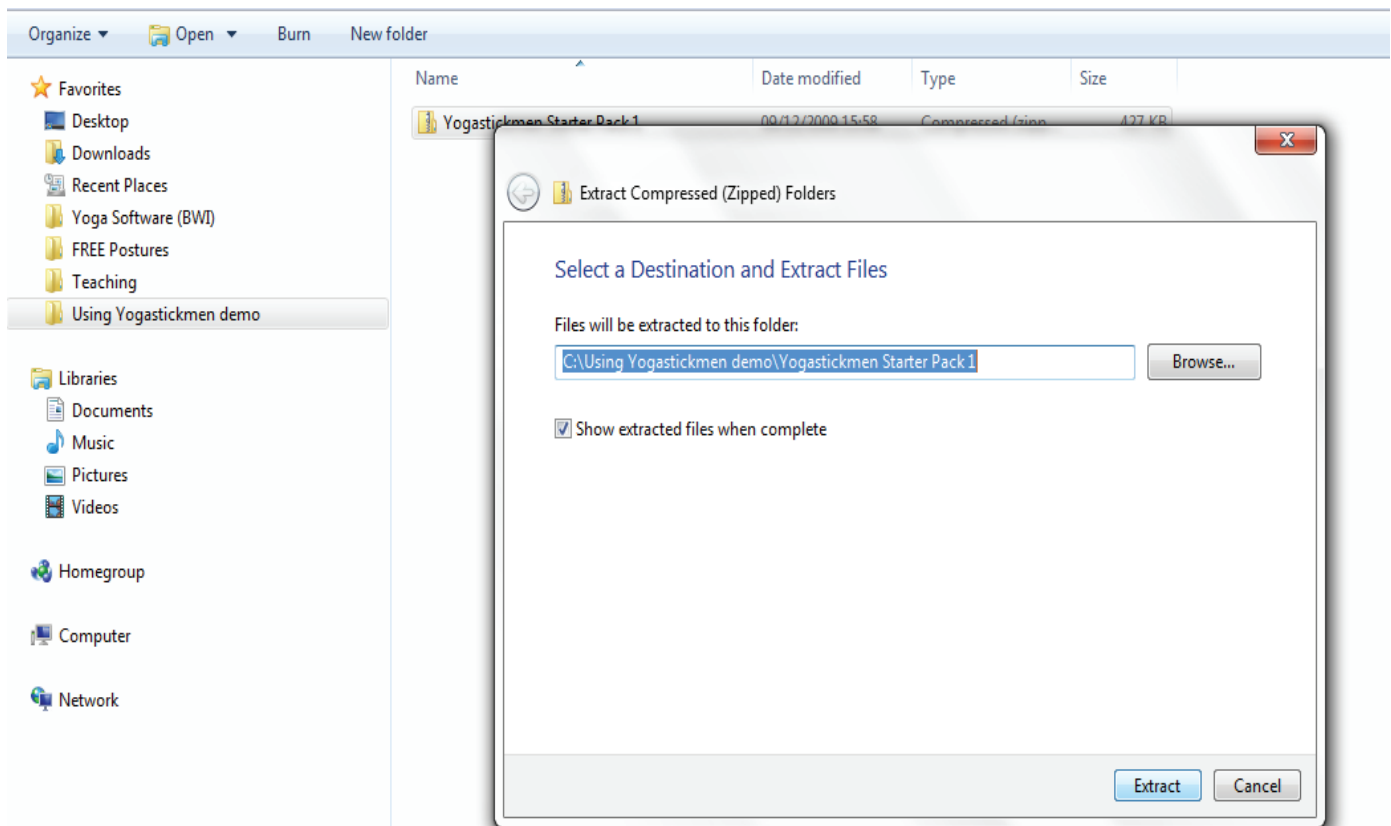
UNZIP THE FILE

1. Save the zip file attachment from the email sent to you to a directory of your choice on your computer.
2. Once the file is saved, unzip it. Most Windows operating system have built-in support for Zip files.
3. Select the file in Windows Explorer, right click on it and from the list that appears select "Extract all". This extracts all the images into your directory.

Windows programs have winzip included as standard but this may not be the same for Macs and you may need to download some zip software from the internet if you are using a Mac.

There are several free sources of zip software for Macs if your Mac does not have it already.

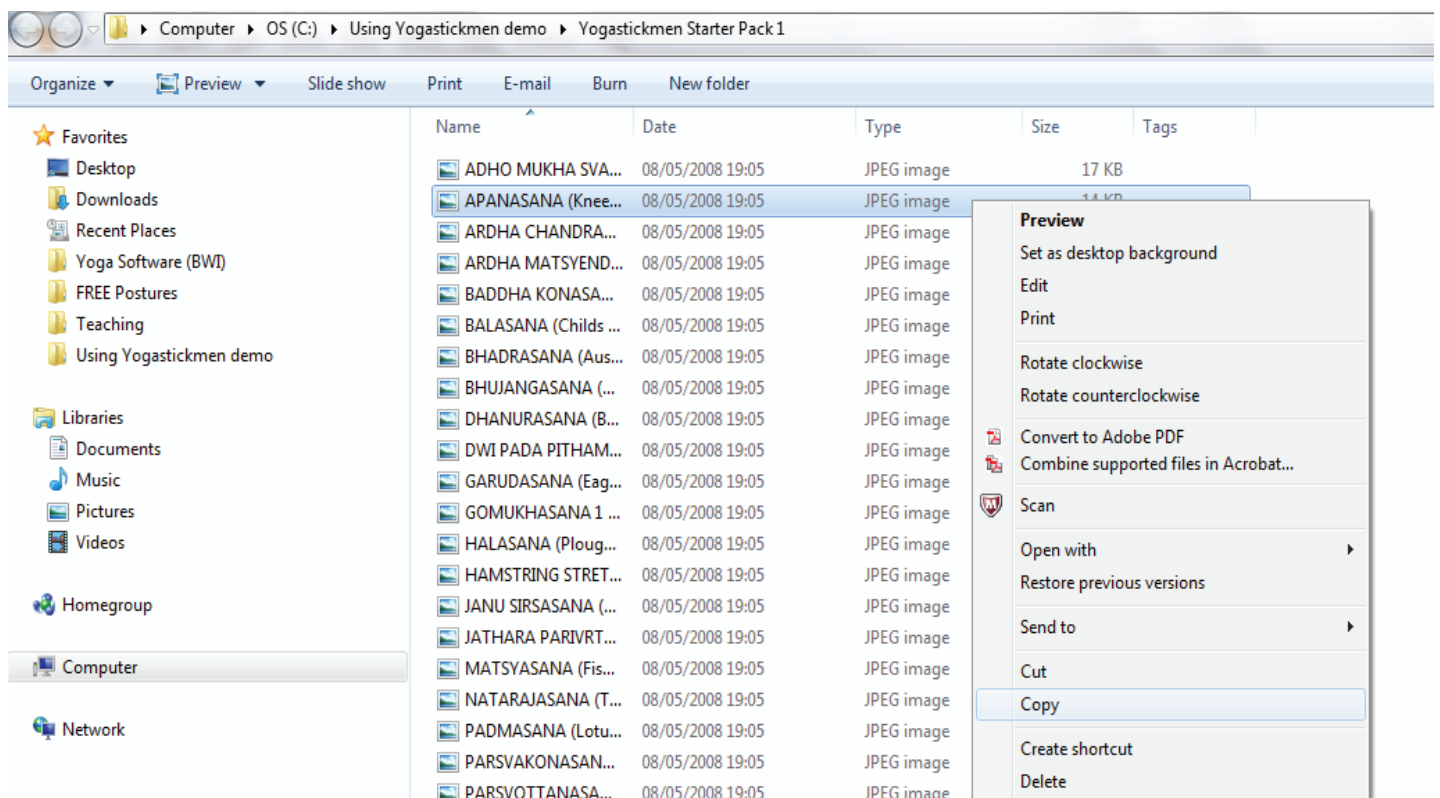


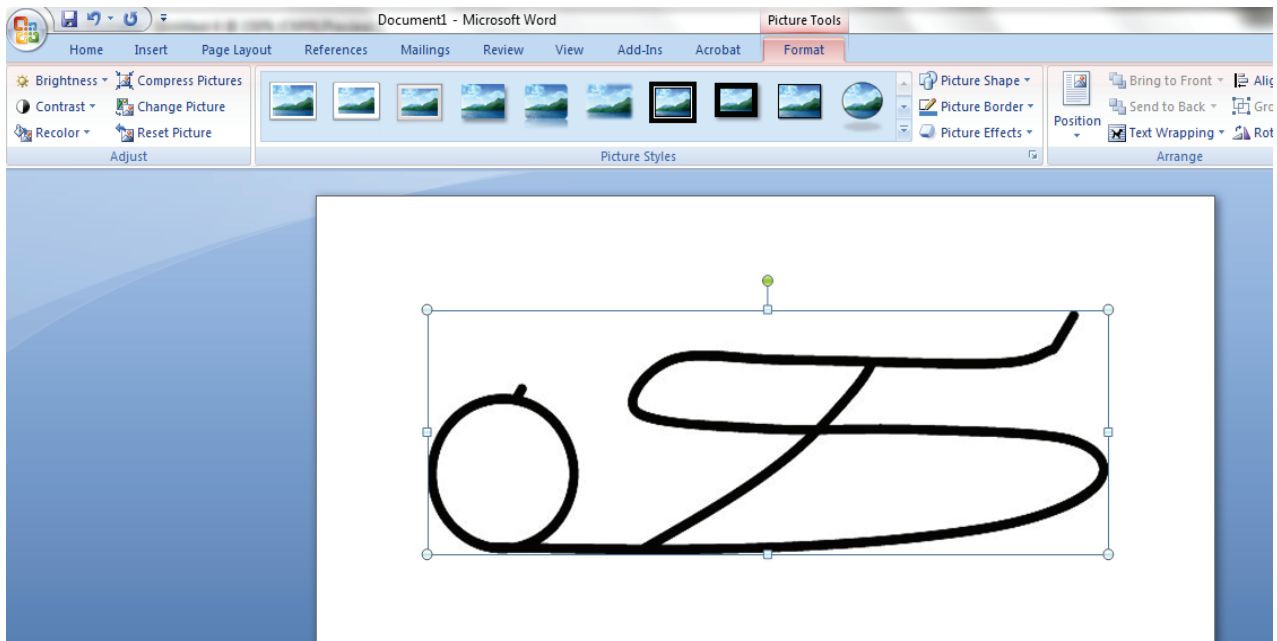


COPYING IMAGES INTO DOCUMENT

4. All the images are jpegs and the name of each pose is the name of the jpg. The names are not included in the actual image to enable you to use them as you choose.

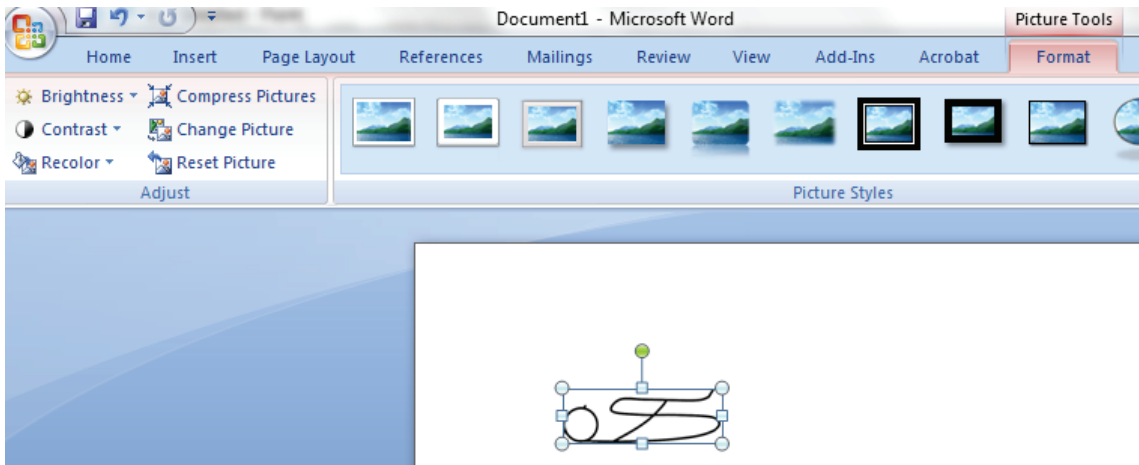
5. Select and copy the jpg into word or other applications like Paint , Powerpoint, etc. by selecting the jpg (that has been extracted from the zip file). Left click once on the file, right click and select COPY from the list, go to your open word document, right click again and select PASTE. The image is then pasted into the document.



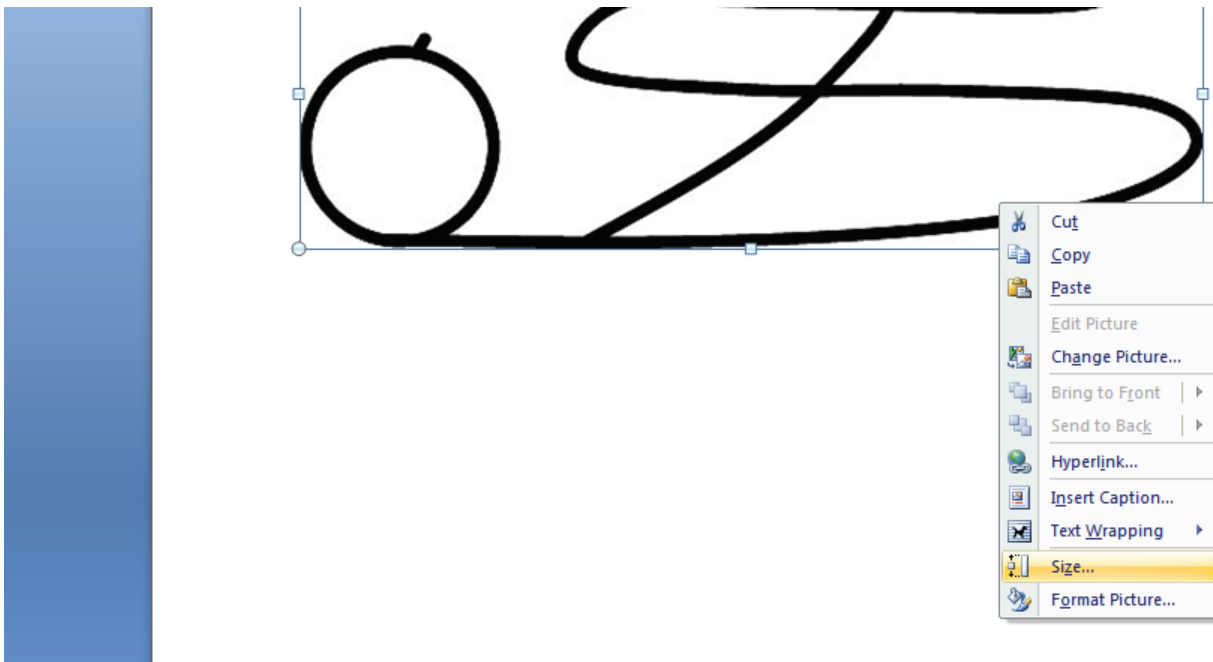


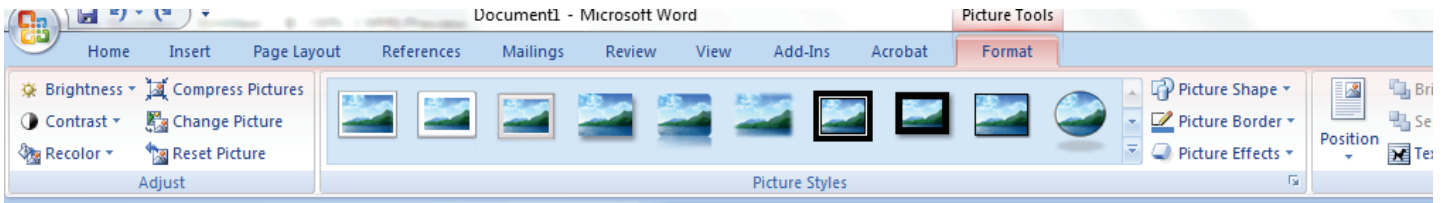
SCALING IMAGES IN DOCUMENTS

6. To rescale an image – either select a corner of the image and move the cursor in or out to change the size.



7. Or re scale the image by right clicking on it, select SIZE from the list and amend as you require.





Size

Size Alt Text

Size and rotate

Height: 5.44 cm Width: 15.92 cm

Rotation: 0°

Scale

Height: 82% Width: 83%

Lock aspect ratio

Relative to original picture size

Crop from

Left: 0 cm Top: 0 cm

Right: 0 cm Bottom: 0 cm

Original size

Height: 6.6 cm Width: 19.3 cm

Reget

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