



How to Save Photos to your Computer

Hi,

In case any of you would like to save any of the photos that we take I'll explain how you can easily download them from the pdf files we use. We are currently putting all the photos up this way because it's easy and quick, though in the future it will be in a Gallery format. As long as you have a basic computer it's very easy and quick.

1. Open the pdf file.
2. Enlarge the pdf file on your computer by using the % button at the top of the page until you get the required size.
3. Press the 'Print Screen' Button on your keyboard
4. Open Microsoft Paint
5. Click the 'Edit' button in the top right hand corner and scroll down, then click 'Paste'
6. You will now have the photo on your screen. Click the dotted box in the top right hand corner then outline the photo you want to copy.
7. Go to 'Image' at the top, scroll down and click 'Crop'
8. Go to 'File' scroll down and click 'Save As' then save as a jpeg file to your hard drive. You can then use this to send in an email or put in your scrapbook album!

Regards

Andy

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