

Printing Photos Off of the CD-ROM

You will need: Word for Macintosh (preferably version 5.1 or higher.)
Or you may use an image viewing program or a desktop publishing program.
(For example – Page Maker, Adobe PhotoShop, Corel Draw or a similar program.)

Because of the various types of programs used by our vast array of users, these instructions provided herein, reflect general step by step procedures of the import process. These steps may vary from program to program, therefore it is the responsibility of the user to learn his/her specific type of program for best results. The steps given below are typical steps usually taken to import, but may NOT be specific for any ONE type of program.

You will be using your browser to find photo, then you will cut and paste it to Word 5.1 or any other desktop publishing programs.

Step by step – IMPORT A PICTURE INTO WORD 5.1 FOR THE MACINTOSH

1. Insert the MLS Hawaii photo CD in your CD-ROM drive.
2. Open your browser and click the **STOP** button if it is trying to dial into your Internet Service Provider (ISP).
3. An error box may pop up that says “the attempt to load ‘http://www.....’ failed.” If you see that message, click **OK**.
4. Click **FILE** and select **OPEN FILE** and double click on the CD-ROM drive that says “MLS Hawaii.”
5. Once the CD-ROM drive is opened, you will see 10 folders, listed 0 through 9. The next step is to locate the listing photo. This is done by looking at the last two digits of your MLS listing number. For example: MLS listing # 1 2 3 4 5 (the last two are 4 and 5).

The number 4 will represent the FOLDER you need to open on the CD-ROM. After you open FOLDER 4, you will then see another 10 folders listed as 40, 41, 42, 43, 44, 45, 46, 47, 48, 49.

Because the last two numbers in your MLS listing are 4 and 5, your picture will be found in FOLDER 4, SUBFOLDER 45. When you select SUBFOLDER 45, find your number. It will look like this:

1 2 3 4 5 3 0 .JPG
1 2 3 4 5 3 0 .JPG
1 2 3 4 5 3 0 .JPG

These numbers reflect the sequence of multiple photos. For example, if there are 5 photos for this listing you should see, 1, 2, 3, 4, 5, in this spot.

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6. After you find the photo you want to open, highlight it and click **OPEN**. The photo will be displayed on your browser.
7. The next step is to copy the image to the clipboard so we can paste it back to Word 5.1 or to your other desktop publishing program. Point your mouse to any part of the photo and hold down the mouse button until a menu box pops up. Then select **COPY IMAGE** from the menu box.
8. Finally, minimize or close the browser and open Word 5.1 and select **EDIT** and **PASTE**. This will insert the photo into your word document. Now select the photo by clicking on it once. You will see three tiny square boxes on the center right edge, center bottom edge and the bottom right corner of the photo. Then, point your mouse to the bottom right corner of the tiny square box and hold down your mouse button while moving it in or out until you resize the photo the way you want by releasing the mouse button.

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