

Printing Photos Off the CD-ROM

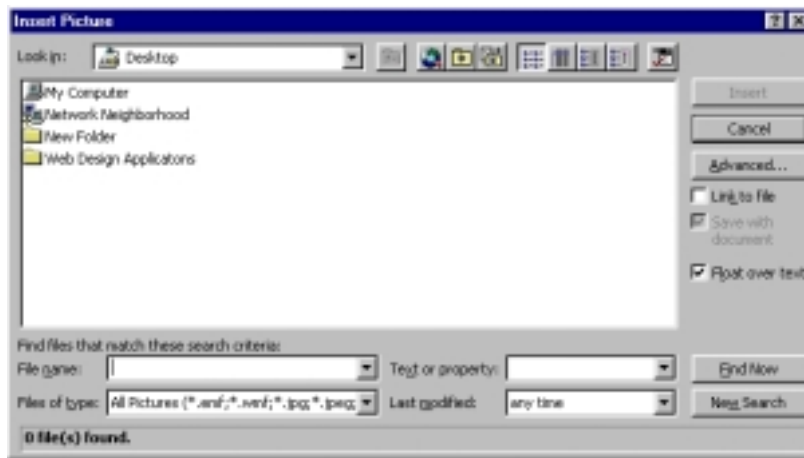
You will need: Word for Windows (preferably version 6.0 or higher.)
Or you may use an image viewing program or a desktop publishing program.
(For example – Page Maker, Adobe PhotoShop, Corel Draw or a similar program.)

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.

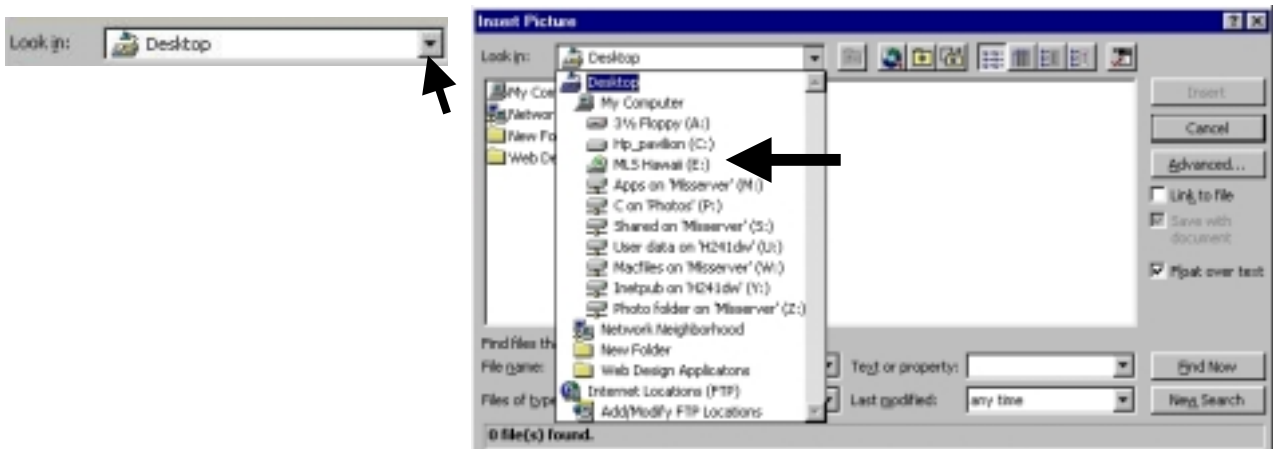
You will be using Microsoft Word to import the photo or you can use any other desktop publishing programs.

Step by step – IMPORT A PICTURE INTO MICROSOFT WORD FOR WINDOWS

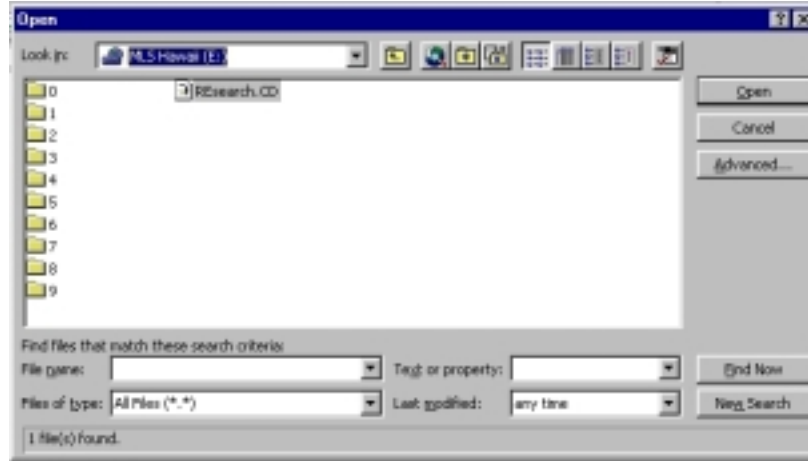
1. Insert the MLS Hawaii photo CD in your CD-ROM drive.
2. Open Microsoft Word.
3. Click **INSERT** and select **FROM FILE** and a box like the one below will pop up.



4. From the Look in box, click the down arrow and look for the CD-ROM drive that says “MLS Hawaii” and click it.

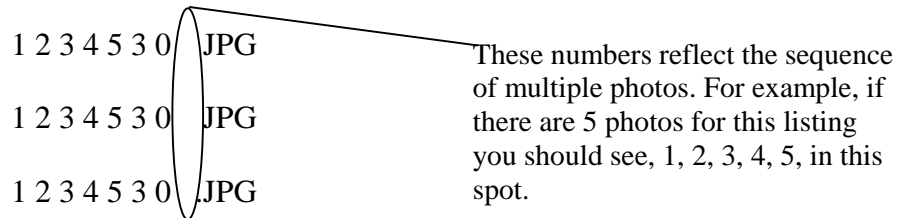


- Once the CD-ROM drive is opened, you will see 10 folders, listed 0 through 9. The next step is to locate the listing photo. This is done by looking at the last two digits of your MLS listing number. For example: MLS listing # 1 2 3 4 5 (the last two are 4 and 5).



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:



- After you find the photo you want to open, highlight it and click **OPEN**. The photo will be displayed on your Word Processor.
- Now select the photo by clicking on it once. You will see eight 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.