



## Printing Photos without the CD-ROM

This is an alternate procedure for users who do NOT have a CD-ROM. The CD-ROM contains listing photos for quick extraction. When the CD-ROM is placed in the drive, and REsearch™ is used - instead of downloading photos from the database, the CD-ROM will insert the photo into the listing.

Conversely, for users who do NOT have a CD-ROM, photos must be downloaded.

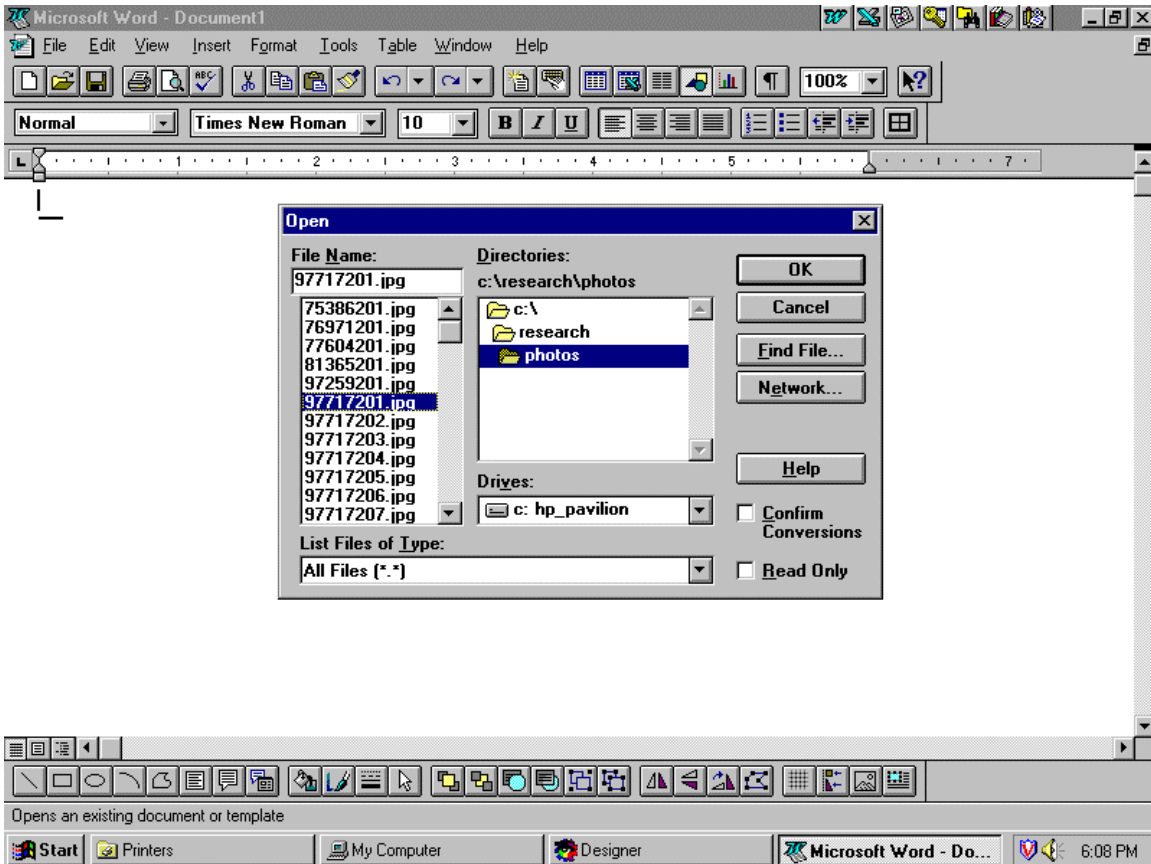
Each time you "view" a listing, photos are automatically downloaded and "stored" in your RESEARCH directory on your hard drive. Therefore, before proceeding to print the photos, make sure that you've "viewed" the listing first so that the photo gets "stored".

*You will need: Word for Windows (preferably version 6.0).  
Or you may utilize an image viewing program or a desktop publishing type of program.  
(For example - Designer, HiJack Pro, Corel Draw or a similar program).*

*Because of the various types of programs utilized by our vast array of users, the 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 their 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.*

### **Step by Step- IMPORT A PICTURE INTO WORD FOR WINDOWS 6.0**

1. Get into Word for Windows and create a NEW document.
2. Go to INSERT, in the dropdown menu, select PICTURE.
3. A box will open up allowing you to select a file....go up to DIRECTORIES and find C:\RESEARCH. The window will look like this:



4. Double click on the **PHOTOS** DIRECTORY. The list of listing photo's will appear.
5. You will see a list of numbers followed by **.jpg**. The next step is to locate the listing photo.

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

## **Step two**

1. Locate the listing photo in the PHOTOS directory, typically by double clicking on it, or highlighting it and selecting OK. It will then process for a second or two and appear in your word document ready for manipulation.
2. While in your desktop publisher you will have the ability to crop, resize etc.
3. To Size: Click on the picture to select it. You should see a box appear with crop marks around your photo. These marks allow you to resize the photo. The bottom right corner of the image is the best area to to size from, as it will size proportionately.
4. After sizing, you can also add your text and create your brochure.

**\*Example attached**



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*Contact: Jane Doe for more details at 444-5555*

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