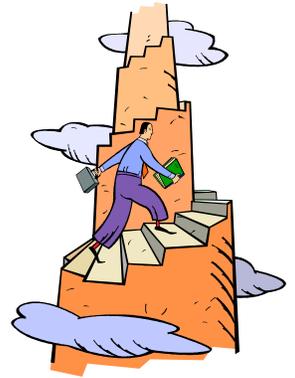
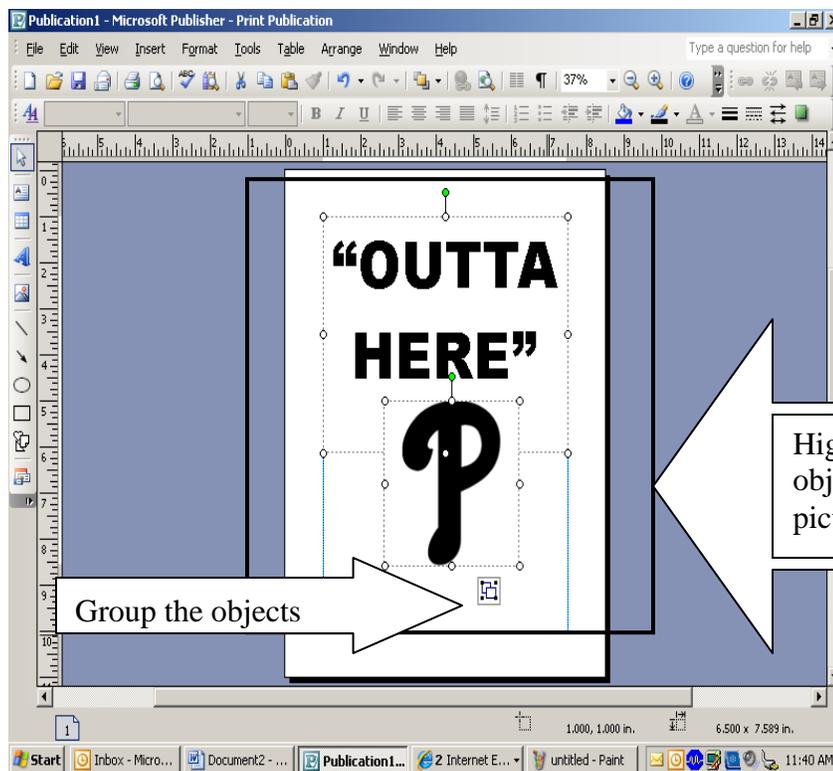


It's the FINAL COUNTDOWN!!!!

Final Steps to Screen Printing



Once you have completed creating your image on Publisher, you will have to save your image as a picture. Do this by following the steps below.



Once you have grouped all of your objects, you need to right-click on the green button at the top of your image and select "save as picture" from the pop-up menu. Save it to your H: drive as your last name so it is easy to find..

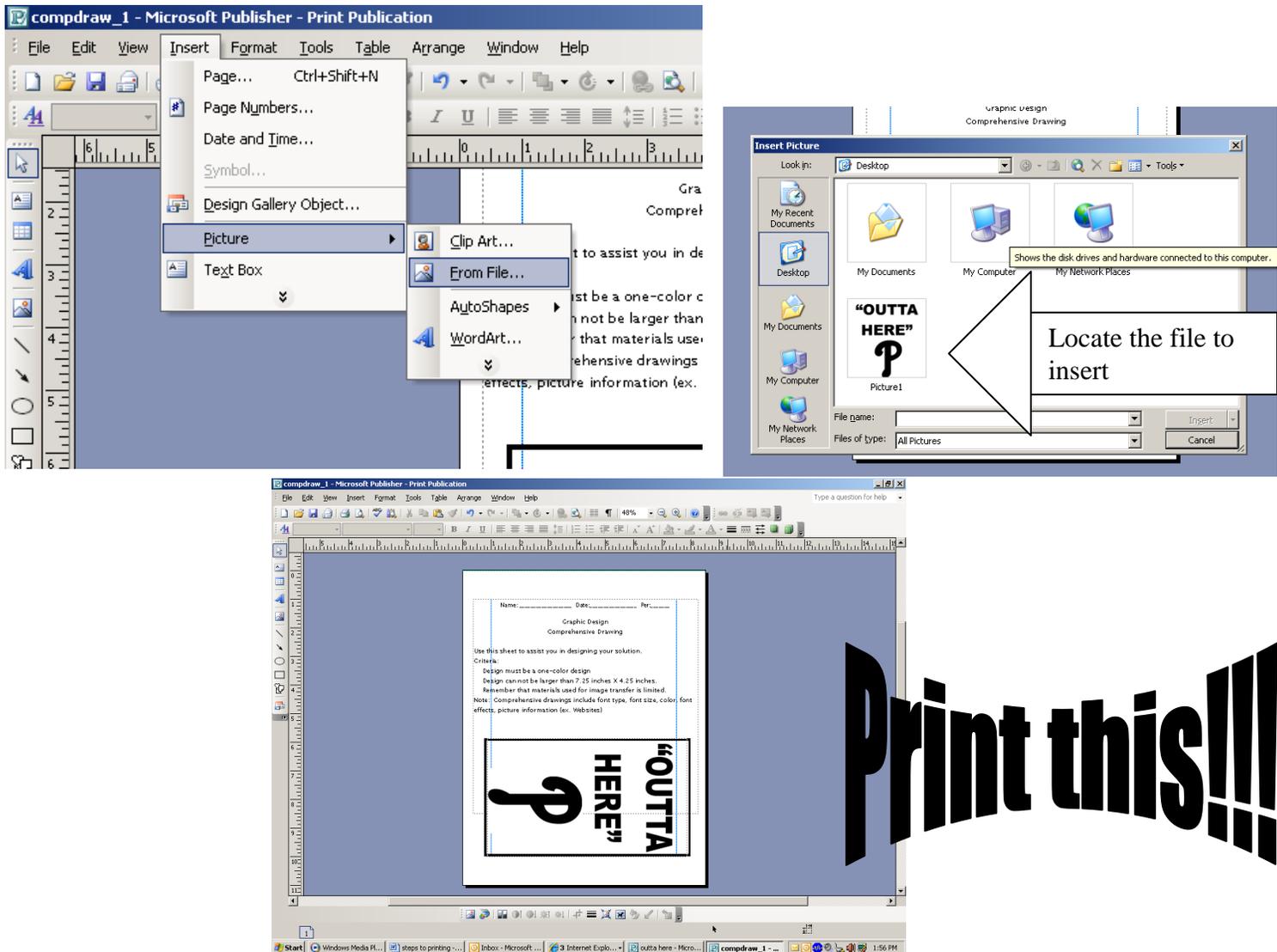
Right click on the green button!!!

OUTTA
HERE

Once you have saved your image as a picture you can INSERT it into any document. You are now going to insert your picture into the “comprehensive drawing.”

Be sure that you have the comprehensive drawing file open. If you do not, you can find this on the www.brooktech.wikispaces.com website.

Now that you have saved your document as your last name, you can “INSERT” your image into the document. Under the insert tab, go to picture and choose from file.

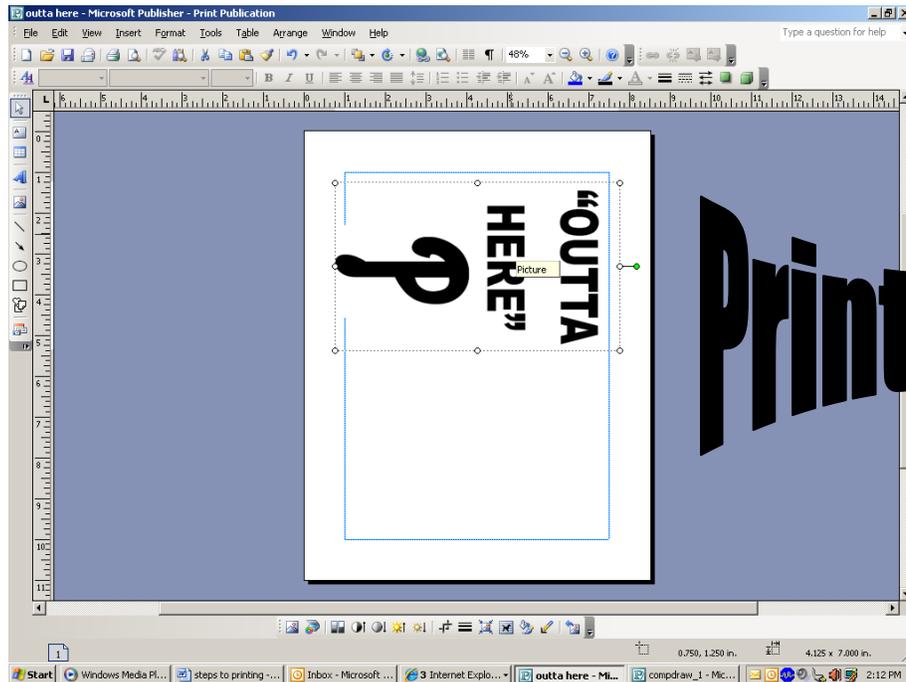


Now that the image is inserted into the document, resize the image to fit into the printing area. Make the image as big as possible inside of the printing box.

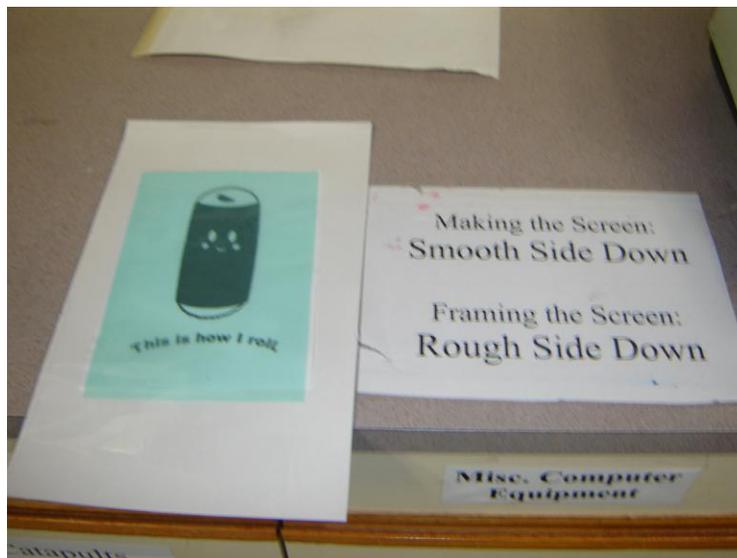
Once the image is resized and fits into the box, you need to **copy and paste** the image into a blank document.

Print both pages when you are finished and label the comprehensive with the following:

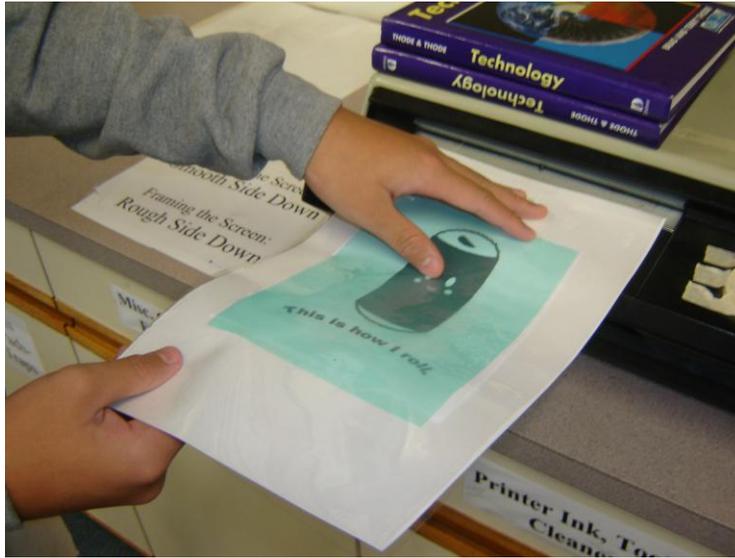
*Font type *Font size *Print Color *Shirt Color *Picture details



Use the image on the blank page to create your screen. Remember, when making your screen with the thermofax machine, to have the smooth side of the screen material facing down on the image. Make sure that the screen, image page and thermofax transfer are completely **flat**.



Help feed the thermofax transfer into the thermofax machine.



After your design has gone through the thermofax machine, carefully peel the screen from the design. You are now ready to put your screen onto a frame.