

The Etsy IMAGE GUIDE

Checklist #3



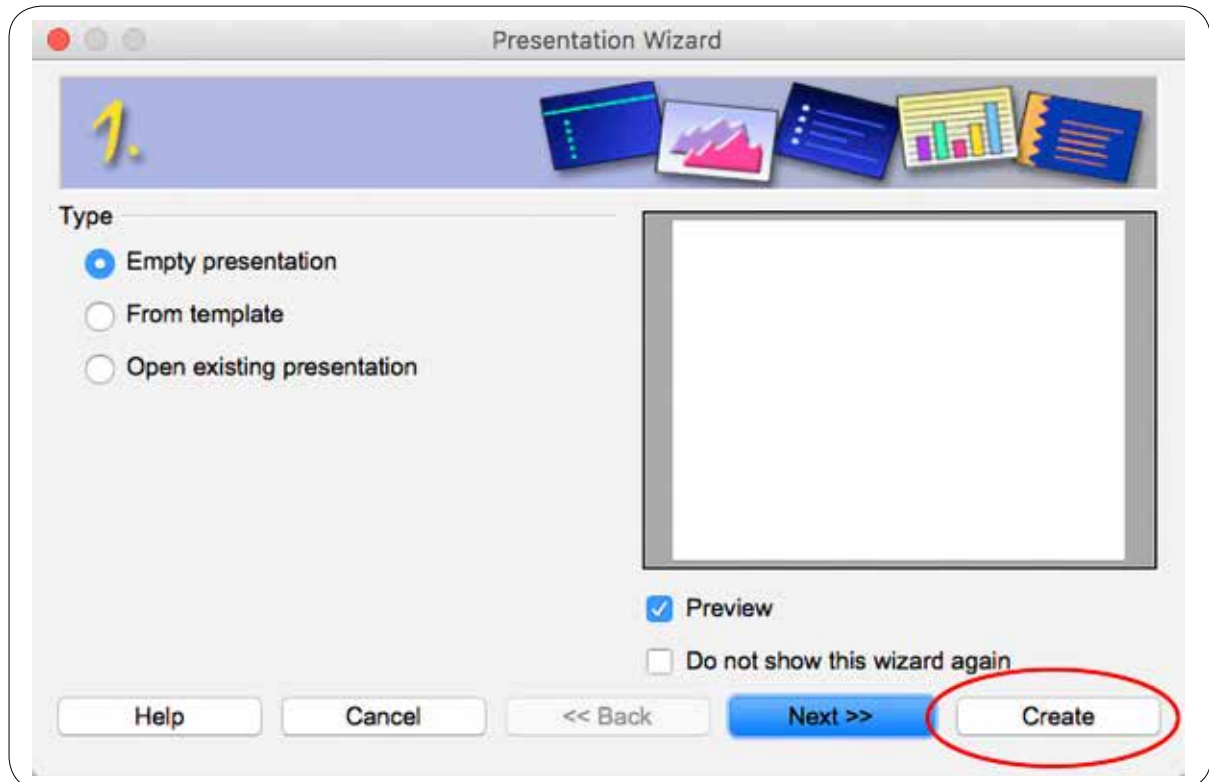
Angela Treat Lyon

CHECKLIST #3

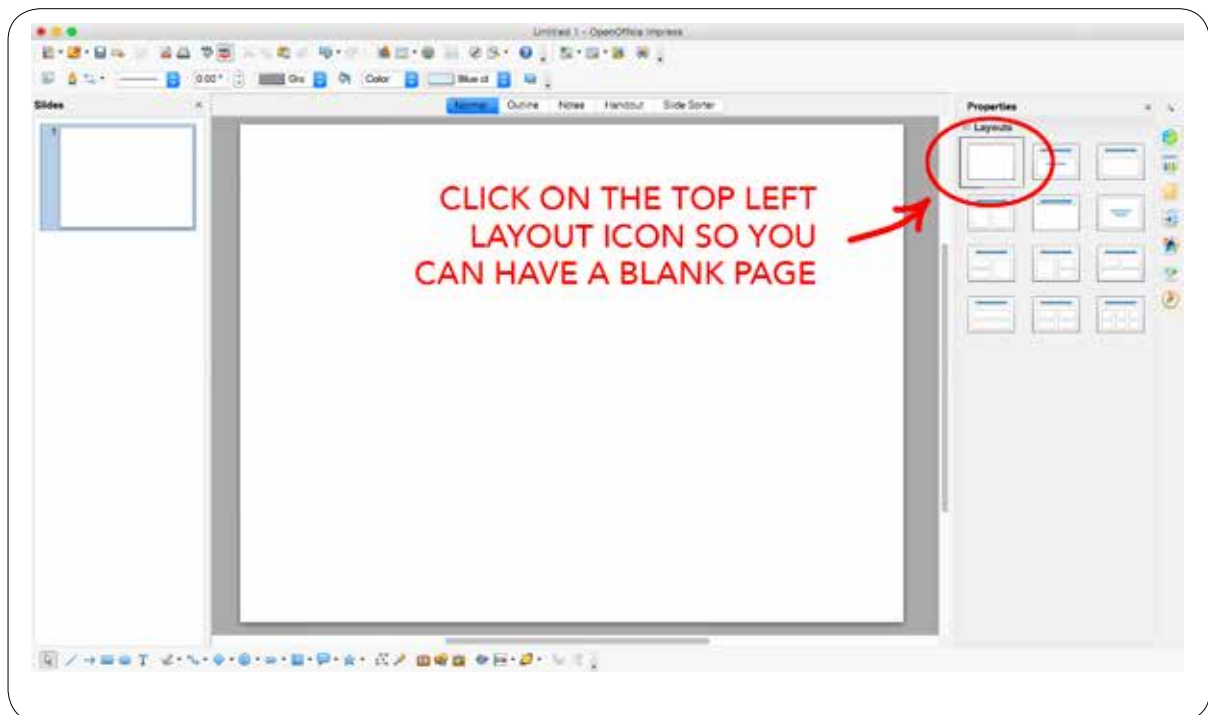
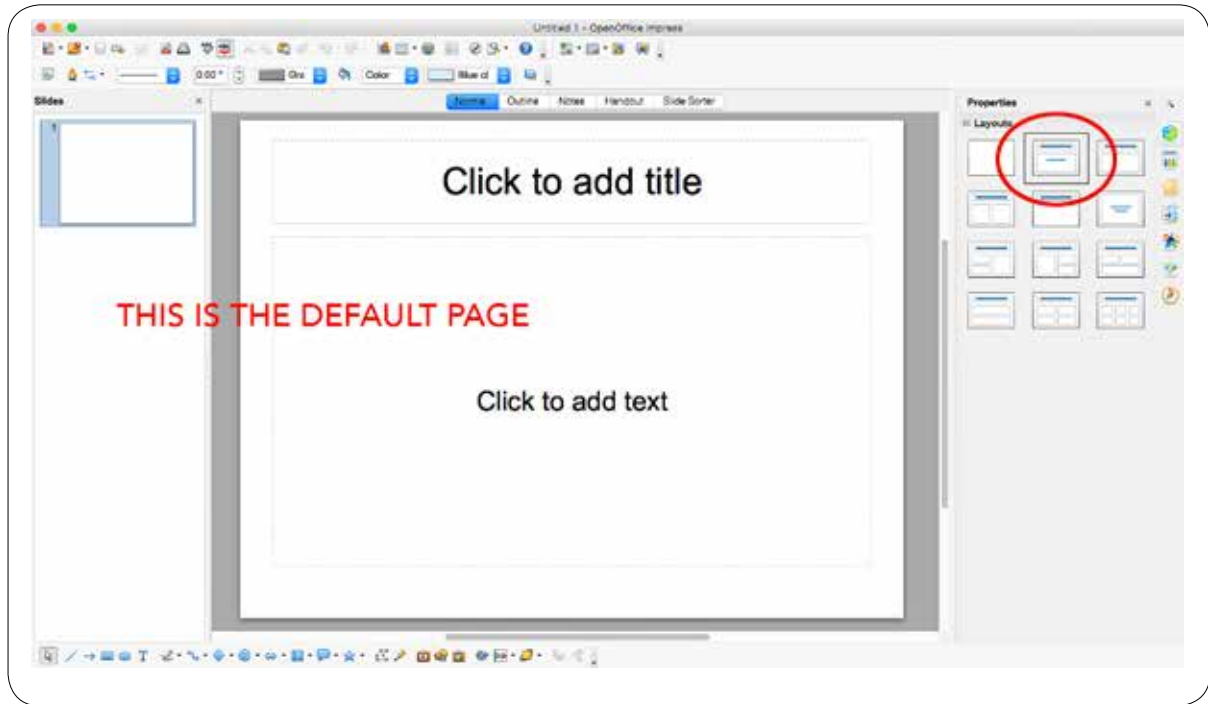
Print this out so you can have it handy!

1. HOW to MAKE DOWNLOADABLE PDFs

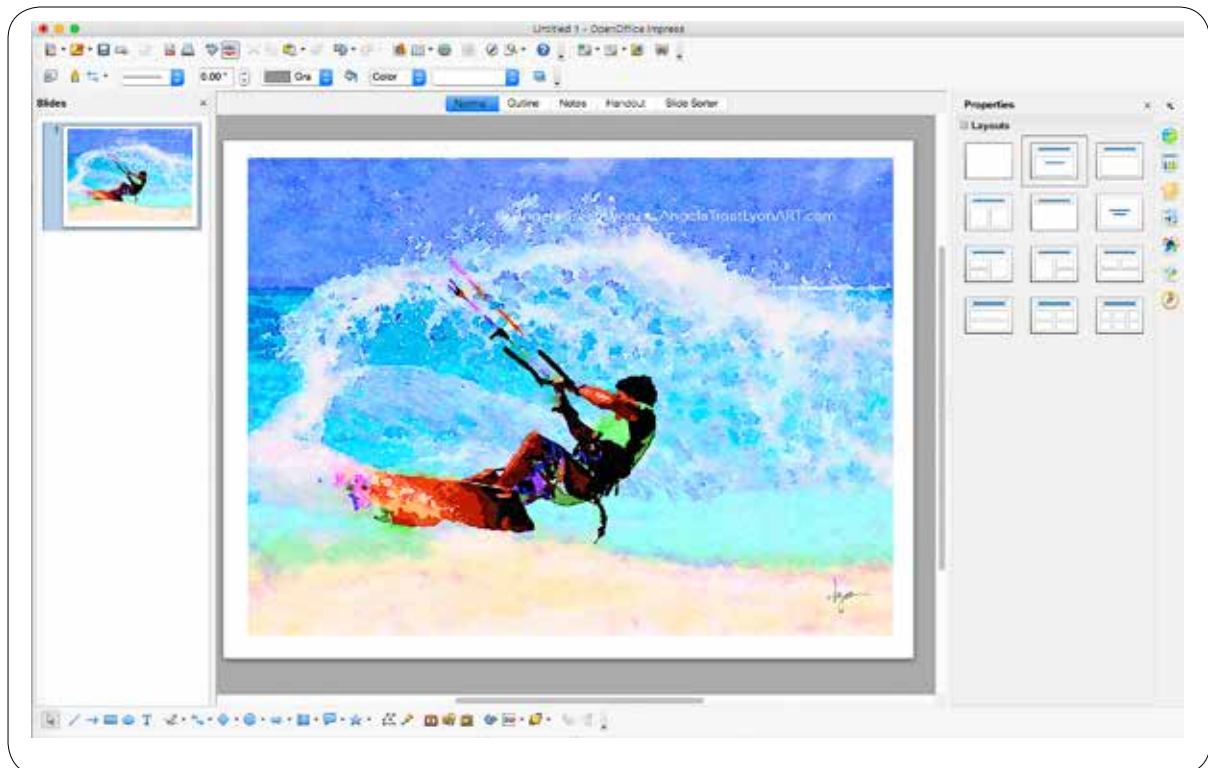
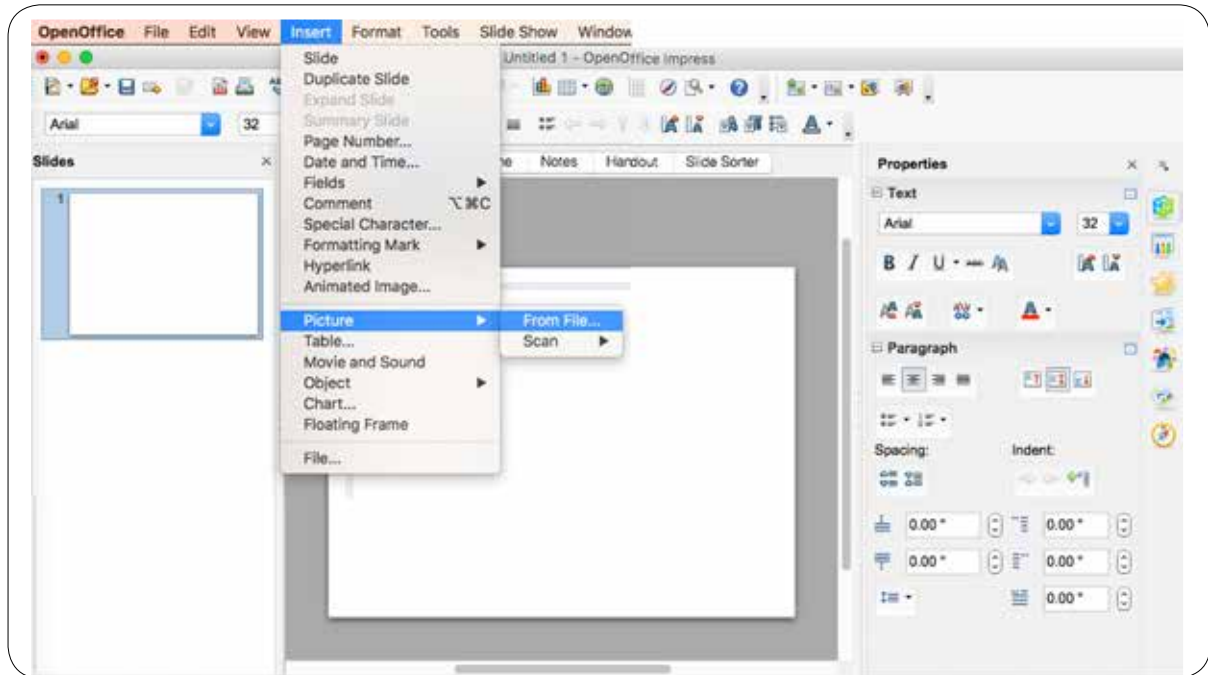
- ☐ Get Open Office if you don't have it yet.
Get it for free at [OpenOffice.org/download](https://www.openoffice.org/download)
- ☐ Open Open Office. Choose Presentation. This is what you'll see once you choose it. You can also use Microsoft PowerPoint. (I'll just sit here and grumble about it.)



☐ Change from default to blank slide.

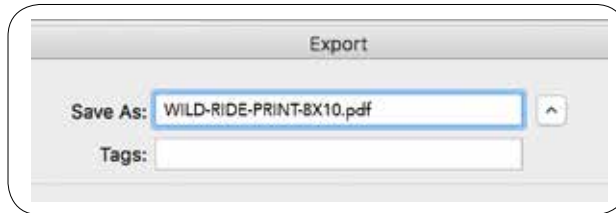


☐ Insert your image and size it proportionately.



- ☐ Save your image naming it appropriately for what you'll be using it for.

Your name will look like this: **TITLE-PRINT-8x10.pdf**



2. MAKE MORE in OTHER SIZES

- ☐ Create a new Open Office file. Choose Presentation.
- ☐ Change from default to blank slide.
- ☐ Go to **Format > Page** and choose your next size.
- ☐ Insert your image and size it proportionately.
- ☐ Save your image, naming it appropriately for what you'll be using it for.

Your name will look like this: **TITLE-PRINT-11x14.pdf**

RINSE & REPEAT - make as many pdfs in the sizes you need for that one image. Easy-peasey.

Your pdfs for that image are prepared!