Technology for Making Pāʻani Pepa

**Building your 1st page**

1. Drop template (labeled “Template Pāʻani Pepa”) from Public on your desktop

2. Make a duplicate (File> Duplicate)

2. Relabel your page with page # and your name (File >Save as...pg 1\_ Wengler)

3. Build your front page on the template (See handout on Adding Background Color to Pics)

4. When it is complete, save a copy of your psd as a JPG (File>Save as>Format>JPEG)

5. File> Print> Scale 100%> Black/white off> correct printer?

6. Print out 5 copies with color

**Building your 2nd page**

1. Open next document, relabel your page with page # and your last name (File >Save as...pg 1\_ Last Name)

2. Build same as the 1st page

**Printing your 2nd Page**

1. File> print

2. Scale 100%

3. Click layout

4. Zerox features > Print in color

5. place original paper(s) from pg 1 into paper feed (top of pg is faced down and toward the printer.

6. Press print

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