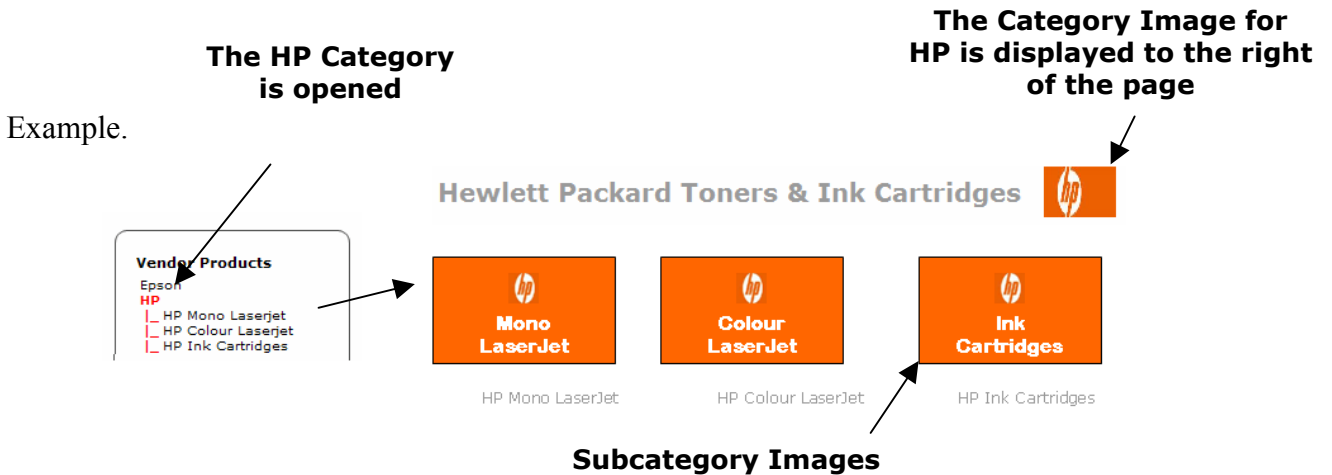




**Please print the pages of each lesson. (estimated time: 10 minutes for each lesson)**

Each Category has the facility to display an image that represents the Category. The Category image is displayed when the Category is opened so the customer can easily identify what Category they are looking in. Should the Category contain Subcategories then each Subcategory may display an image as shown in the diagram below.



You may have several main Categories and Subcategories so it is wise to take advantage of the Copy and Paste functions and create multiple category images to save time and to get a more accurate image size and design.

We will offer you two methods for creating multiple categories.

**Lesson 1 : Creating multiple category images using MS Word & MS Paint (pages 2 to 5)**



\* You can only perform the above lesson if you have the MS Word program installed on you PC.

**Lesson 2 : Creating multiple category images using MS WordPad & MS Paint (pages 6 to 7)**

**Ornaments      Gift Baskets      Trees**

\* The MS WordPad program only offers a few design functions it is not a sophisticated design program but it does come with MS Windows so you can use it freely.



## Lesson 1. Creating multiple category images using MS Word & MS Paint.

As you create your category images try to detail them to your own requirements, by entering Category Names that relate to your products and a colour scheme that relates to your design.

**Step 1.** Run the MS Word program.

**Step 2.** Ensure to have the Drawing toolbar displayed. (*Click on View, click on Toolbars, click on Drawing to place a tick*)



**Step 3.** Activate the Text Box function and draw a Text Box that is 3cm in width and 1.5 cm in Height, use the rulers to judge, then enter the text shown in the diagram below. (*Click on the Text Box icon located on the Drawing toolbar, click-drag to draw the Text Box, enter text*)

**Step 4.** Select the Text Box. (*Click on the Text Box border*)

**Step 5.** Use the Format toolbar to select an appropriate Font, Size, apply the Centre Align function. Use the Drawing toolbar to select a Fill Colour and Font Colour.



Whilst the Text Box and its content is formatted the way you want it we can use the Copy and Paste function to make duplications of the Text Box. We will make two copies for this exercise, you can make more should you need to later once you have the skills to do so.

**Step 6.** Select the Text Box (*Click on the Text Box border*) then perform the Copy function (*Ctrl+C*)

When you want to perform the Paste function to insert a the Copy of a Text Box you must remove the selection placed on the currently selected Text Box, otherwise the Paste function will place a copy of the Text Box within the selected Text Box.

**Step 7.** Ensure to have no objects selected (*Click on a blank place on the page*) then perform the Paste function (*Ctrl+V*)

**Step 8.** Move the new Text Box into place as shown in the diagram on the next page.

**Step 9.** Ensure to have no objects selected (*Click on a blank place on the page*) then perform the Paste function (*Ctrl+V*)

**Step 10.** Move the new Text Box into place as shown in the diagram on the next page.

Now that we have our three Category Images all we need to do is change/edit the Text.



**Step 11.** Change the text in each Text Box. Make it relate to your Online Store Categories so as you learn you also get the job done. *(Click in front of the text, type new text, press Delete key to delete old text) \* This method will keep the same text format)*



We will create a few Subcategories for each Category, please **view the diagram on the next page**. I find this an easy way to map out and organise the Categories and Subcategory images.

**Step 12.** Ensure to have no objects selected *(Click on a blank place on the page)* then perform the Paste function *(Ctrl+V)*, a copy of another Text Box will be placed on the document.

**Step 13.** Move this Text Box under the first Category Text Box as shown in the diagram on the next page. This will be our first subcategory image.

**Step 14.** Change the Fill Colour to a colour you would like for a Subcategory, enter a Title for your Subcategory (if you do not need a subcategory image just make up a pretend name)

**Step 15.** Select the Subcategory Text Box with its new formatting and perform the Copy function.

**Step 16.** Ensure to have no objects selected then perform the Paste function, then move the new Subcategory Text Box under the first Subcategory and edit the text.

**Step 17.** Ensure to have no objects selected then perform the Paste function and move the new Subcategory Text Box under the second Subcategory Text Box and edit the text.

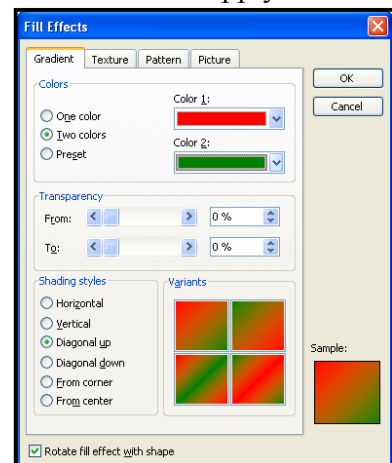
Now you have three main Category images and three Subcategory images for the first Category.

**Step 18.** Ensure to have no objects selected then perform the Paste function and move the new Subcategory Text Box under the second Category Text Box.

**Step 19.** Change the Text to be what you may need then select the Text Box and apply the following Fill Effect.

### **FILL EFFECTS**

- a. Click on the **Fill Colour icon**
- b. Click on **Fill Effects** from the menu
- \* The Fill Effects window appears
- c. Click on the **Two Colours** option
- d. Click on the **Color 1 scroll bar** and select a **Red** colour
- e. Click on the **Color 2 scroll bar** and select a **Green** colour
- f. Click on **Diagonal Up** from the **Shading Style** area
- g. Click on the **Ok** button





**Step 20.** Using the functions you have been applying create all your Category and Subcategory images and organised them as shown below.

Once you have all the images on the screen we can easily transfer them to the MS Paint program and make up little image files ready to be uploaded for your Categories and Subcategories of your Online Store.

When we create them this way the great thing is that they all have the same size so they will be displayed evenly making your Online Store look more tidy.

Do Save this page when finished as you may need more Category images later on and it will save you time reinventing them.



**Step 21.** Check for errors and correct them. Perform the Print Screen function. *(Press the Print Screen key)*

**Step 22.** Run the MS Paint window and perform the Paste function.

**Step 23.** Activate the Select function and select the first Category image. *(Click on the Select icon, click-drag to select the Category Text Box)*

**Step 24.** Perform the Copy function. *(Press Ctrl+C)*

We will run the MS Paint program again so we have it running twice. One window is for all the Categories images and the other MS Paint window is for working with a single category images.

**Step 25.** Run the MS Paint program again and perform the Paste function.

**Step 26.** As we want all the images to be the same size we will check the Width and Height. *(Click on Image, click on Attributes, write down the Width and Height, click on the Ok button)*



**Step 27.** Perform the Save function, ensure to save the image into your OnlineStore folder and make it a JPG file type. Give each image a unique name that easily makes them identifiable.

Example: 1Category.jpg      being for the first Category  
1-1SubCategory      being for the 1<sup>st</sup> Subcategory of Category number 1  
1-2SubCategory      being for the 2nd Subcategory of Category number 1  
1-3SubCategory      being for the 3rd Subcategory of Category number 1  
2Category.jpg      being for the second Category  
2-1SubCategory      being for the 1<sup>st</sup> Subcategory of Category number 2  
2-2SubCategory      being for the 2nd Subcategory of Category number 2  
2-3SubCategory      being for the 3rd Subcategory of Category number 2

**Step 28.** Switch to the first MS Paint window that has all the images. (*Click on the MS Paint button at the bottom of your screen*) Select the second Category image and perform the Paste function.

**Step 29.** Switch to the second MS Paint window and perform the Paste function.

Notice the filename is displayed on the Title bar above. If you perform the Save function you will overwrite the first image so you will need to use the Save As function to be able to give the image a new filename.

**Step 30.** Perform the Save as function and give this image file a new name.

### **SAVE AS**

- a. Click on **File** from the main menu
- b. Click on **Save As** from the menu
- \* Notice your Folder is displayed in the Save In area and the current filename is entered
- c. Enter a **new filename**
- \* Notice the Type is set to JPG
- d. Click on the **Save** button

Congratulations! You have two Category images which you can add to your Online Store.

**Step 31.** Switch to the MS Paint window with all the images, select the next image and perform the Copy function, switch to the MS Paint window with the single image and perform the Paste function. Perform the Save As function and give the image new name.

**Step 32.** Perform step 19 until you have all your image files.

**Step 33.** When you have finished making all your Category image files you can close the MS Paint windows and the MS Word document.

Congratulations! You now have all the Category images to add to your Online Store.



## Lesson 1. Creating multiple category images using MS WordPad & MS Paint.

As you create your category images try to detail them to your own requirements, by entering Category Names that relate to your products and a colour scheme that relates to your design.

- Step 1.** Run the MS WordPad program.
- Step 2.** Enter three category names across on one row.
- Step 3.** Select the text and apply various formatting. Select a Font, a Size, a Colour and apply the Bold function if you want.
- Step 4.** Enter a few subcategories for each of the Categories. After typing them in select the text and apply various formatting. Select a Font, a Size, a Colour etc.

Main Category	Ladies	Men's	Children's
Subcategories	High Heals	Formal Shoes	Good Shoes
	Boots	Boots	Boots
	Slippers	Slippers	Slippers
	Sports	Sports	Sports

Do save this document should you need it later to create more category images.

- Step 5.** Check for errors and correct them. Perform the Print Screen function. *(Press the Print Screen key)*
- Step 6.** Run the MS Paint window and perform the Paste function.
- Step 7.** Activate the Select function and select the first Category image. *(Click on the Select icon, click-drag to select the Category Text Box)*
- Step 8.** Perform the Copy function. *(Press Ctrl+C)*

We will run the MS Paint program again so we have it running twice. One window is for all the Categories images and the other MS Paint window is for working with a single category images.



**Step 9.** Run the MS Paint program again and perform the Paste function.

**Step 10.** As we want all the images to be the same size we will check the Width and Height. *(Click on Image, click on Attributes, write down the Width and Height, click on the Ok button)*

**Step 11.** Perform the Save function, ensure to save the image into your OnlineStore folder and make it a JPG file type. Give each image a unique name that easily makes them identifiable.

Example: 1Category.jpg being for the first Category  
1-1SubCategory being for the 1<sup>st</sup> Subcategory of Category number 1  
1-2SubCategory being for the 2nd Subcategory of Category number 1  
1-3SubCategory being for the 3rd Subcategory of Category number 1  
2Category.jpg being for the second Category  
2-1SubCategory being for the 1<sup>st</sup> Subcategory of Category number 2  
2-2SubCategory being for the 2nd Subcategory of Category number 2  
2-3SubCategory being for the 3rd Subcategory of Category number 2

**Step 12.** Switch to the first MS Paint window that has all the images. *(Click on the MS Paint button at the bottom of your screen)* Select the second Category image and perform the Paste function.

**Step 13.** Switch to the second MS Paint window and perform the Paste function.

Notice the filename is displayed on the Title bar above. If you perform the Save function you will overwrite the first image so you will need to use the Save As function to be able to give the image a new filename.

**Step 14.** Perform the Save as function and give this image file a new name.

### **SAVE AS**

- a. Click on **File** from the main menu
- b. Click on **Save As** from the menu
- \* Notice your Folder is displayed in the Save In area and the current filename is entered
- c. Enter a **new filename**
- \* Notice the Type is set to JPG
- d. Click on the **Save** button

**Step 15.** Switch to the MS Paint window with all the images, select the next image and perform the Copy function, switch to the MS Paint window with the single image and perform the Paste function. Perform the Save As function and give the image new name.

**Step 16.** Perform step 19 until you have all your image files.

**Step 17.** When you have finished making all your Category image files you can close both the MS Paint windows and the MS WordPad window.

Congratulations! You now have all the Category images to add to your Online Store.