

# Images and Laser Cutting

A guide to get you started with working with images and laser cutting!

## 1. Launching Word Processor

You can use just about any application that allows you to import images and save as a PDF such as a slide show application (PowerPoint), Inkscape, Illustrator, or just about anything else. Word processors are the most common application, so we will cover how to use a couple:

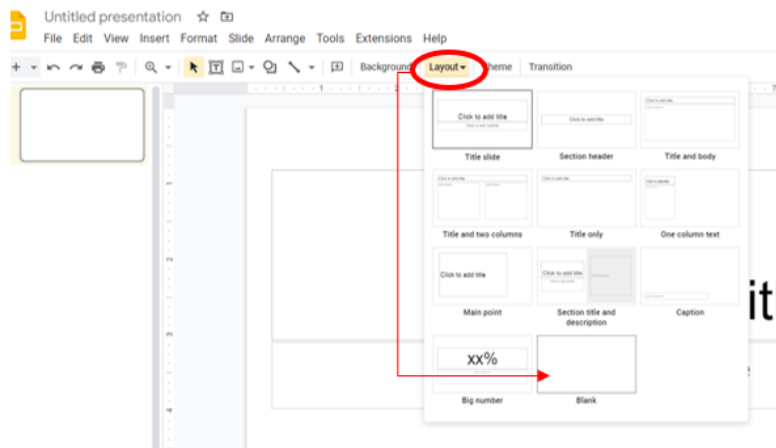
Launch any word processor that you have access to such as Microsoft Word or Google Slides.

Change the page size to match the material size (or as close as possible):

**Google Slides:** File menu > Page Setup

**Microsoft Word:** Layout menu > Size

**Google Slides:** Select Blank layout



## 2. Insert Image

First you will need to insert the image you want to engrave. Common image file types include jpeg, jpg, and png files.

**Google Slides:** Insert menu > Image

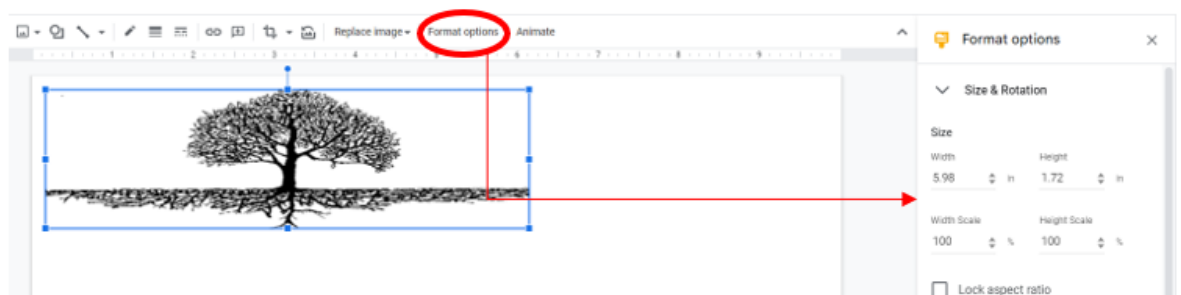
**Microsoft Word:** Insert menu > Pictures

## 2. Size the Image

Now that you have the image inserted you are able to resize it. You will want to resize the image to the finished size you want applied to the material you are using. Resizing images to different sizes on the laser cutter software is clunky and inaccurate.

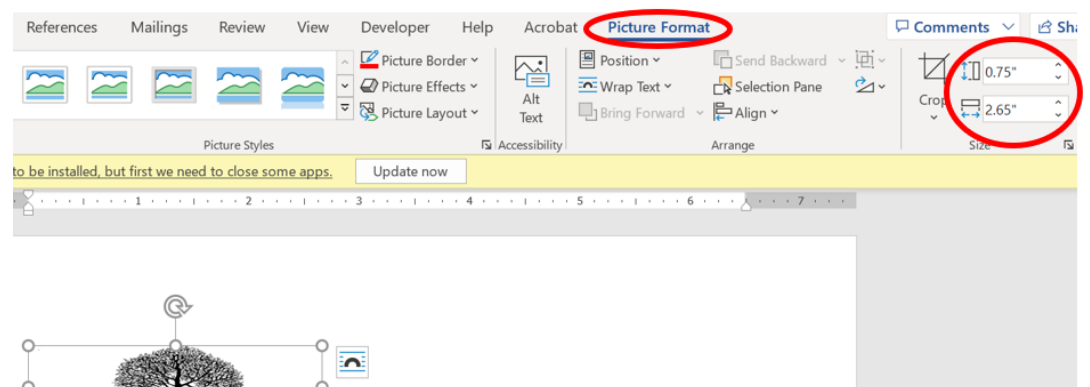
### Google Slides:

1. click on the image
2. click on the Format Options
3. Change the height and width of image in inches



### Microsoft Word:

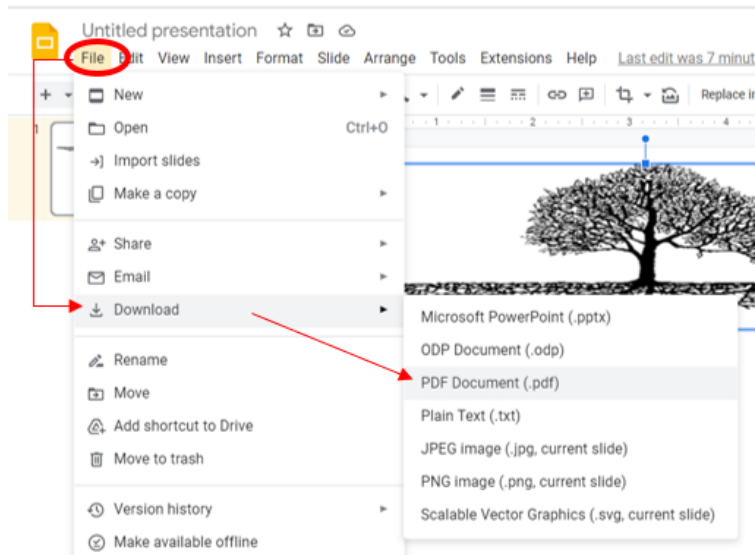
1. Click on the image
2. Click on the Picture Format menu
3. Change the value in inches for the height and width



## 9. Save as .PDF or .SVG

Finally, you should save your file as a .PDF. This will be a format that can be opened on the laser cutter computer and will retain all of your sizing work.

**Google Slides:** File menu > Download > select PDF



**Microsoft Word:** File menu > Save As

Use the **File** menu and select **Save As** to save as a PDF.

