



**Making the caption on your stamp readable is very important. YourStamp™ has 4 controls to help you do this. These let you choose the font, colour and size in which your caption is displayed, and decide on the precise position on your image at which the caption will be placed.**

### **Entering your caption**

Type the caption you want to appear on your stamp into the box. It will be displayed on the PREVIEW image.

The number of characters you may use will depend on the font you select and on how large you want the caption to appear but, as a guide, a maximum of 25 characters should be used. The shorter your caption, the larger you will be able to display it on your stamp.

### **Positioning your caption**

You may reposition the caption on your stamp at any time in the styling by dragging it around with your cursor. Find a position where the image beneath the caption doesn't make it difficult to read. You will be able to improve legibility of the caption by experimenting with different fonts, and selecting a font colour which stands out against your image.

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**ENTERING AND  
POSITIONING  
YOUR CAPTION**



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## Choosing a font

Using the drop down menu, select the font in which you would like your caption to be displayed. You may select any font running on your system. Longer captions, which will use smaller type, are likely to read better in sans-serif fonts such as Arial, Helvetica, Geneva and Univers. As you change fonts, the preview image will update immediately to help you.

## Choose a caption colour

Select a colour for your caption from the drop-down menu. Experiment until you find the colour that makes your caption most readable. As you change colours, the preview image will update immediately to help you.

## Sizing your type

Move the slider up to increase the size of type used to display your caption, or down to reduce it. Sometimes, reducing the size of a caption will make it easier to position it against an area of the image which won't make it difficult to read.

Click **BACK** to return to Step 2, where you will be able to change the decision you made about whether your stamp should have a white border.

Click **CANCEL** to begin again.

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**ENTERING , STYLING  
AND POSITIONING  
YOUR CAPTION**



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When you are completely happy with the preview image displayed, click the large, elliptical 'YourStamp™' button and your stamp will be delivered to your desktop as a .jpg file.

If you decide the stamp you've made doesn't look quite the way you want it to, just start again. There is no limit to the number of stamps you can make with YourStamp™.

### **Using your YourStamp stamps on your envelopes.**

You can import a YourStamp™ stamp into any MS Word or similar word processing or dtp document. If you use envelope templates in Word, the YourStamp™ image should be added to the 'Header' area <View/Header and Footer> of the document before saving as a .dot file.

Sample Word .dot envelope templates for envelope sizes #10 and DL are included in the YourStamp™ .zip download.