

How to make a professional looking layout sheet.

- Open a new Word document
- Go to INSERT - Shapes
- Select a rectangle from the top row of the drop down menu.
- Your cursor will turn to an +
- Click anywhere on the page and a rectangle will appear with 'handles' at the sides and corners
- Pull on any of these to change the shape
- Create a rectangular shape in which your stamp will fit, remembering to leave a few millimetres each side and slightly more at the foot to accommodate the hinge of a Hawid mount.

Here is an example



- With the shape highlighted (simply click anywhere inside it) right-click the mouse and select Format Auto Shape
- Now you can change the weight of the line, and the colour.
- Print off the sheet and try the stamp against the shape to see that it fits satisfactorily. Change it if it doesn't. You may have to do this two or three times to make sure that the stamp fits correctly (I use the same sheet of paper topped and tailed).

Once you are satisfied that the shape is right, click inside it to make it live (you will see the handles again) and click Copy. Now using Paste you can make as many as will fit comfortably on your page: like this.



SG 123



SG 345



SG 367

Lastly go to VIEW and tick Gridlines so that you can space all your shapes correctly. Hold down the right mouse button and drag into position. Add a heading and captions or SG Numbers and you have created a professional looking page. Looks better still if you print it on a nice sheet of cream laid paper (Conqueror for example) but do all your trials on ordinary copy paper. The example for St Lucia is on the next page uses two sizes of 'boxes'. Do not attempt to print gridlines from Word – they will not look right. If you want gridlines a better option is to print onto a squared philatelic paper. *Charles*