Print & Cut Directions

1. Setup
	1. Create new document in illustrator 8.5x11
	2. Place pictures you want to put inside your text or tracing
	3. Trace or type desired logo
		1. text
			1. right click create outlines
			2. right click ungroup
2. Path
	1. Object
	2. Path
	3. Offset path .0625 in
3. Clipping
	1. Move picture so it is over your tracing
	2. Select both the picture and the outside letter or shape.
	3. Right click
	4. Create clipping mask
	5. Redo 3a-d until all letters and shapes are used.
4. Packaging
	1. Save document to your folder in the group drive.
	2. File
	3. Package
	4. In the “Location” window copy and paste this
		1. G:\KHS\Teachers and Students\Bowers, Marshall\Print & Cut\Packaged Print & Cut\
		2. Or click the folder and navigate to
			1. Group
			2. Teachers & Students
			3. Bowers, Marshall
			4. Print & Cut
			5. Packaged Print & Cut
		3. Click “select folder”
	5. In the “Folder Name” window, type your name.
	6. Select “Package”
	7. Select “Continue”
	8. Select “Show Package”
	9. Your Done