



# QTABS V2.0 Help Sheet

## Inserting a P.E. Stamp into Qtabs Version 2.0

Prior to inserting a P.E. Stamp, enter a **Project Title** for your Qtabs workbook and save your file.

### Basic Insertion Method:

- Copy a P.E. Stamp image to the Clipboard. use images that have been formatted according to the image formatting specifications shown on Right.
- In the Qtabs workbook, open the **Project Info** tab. Right-Click anywhere in the grey area to bring up the right-mouse menu.
- Select: **Paste State Seal.**
- Click: Yes

Use the same process to Clear State Seal.

### Setting up a State Seal Clipart Library:

Formatted State Seal image files may be saved in any folder you setup for their storage, but if you would like to be able to insert them quickly as Clipart, you may add a folder to your Clipart directory.

GoTo:

<C:\Documents and Settings\your user ID\My Documents\My Pictures\Microsoft Clip Organizer>

Click: **File**

**New**

**Folder**

Rename the Folder "**PE\_Stamps**"

Copy all of your Formatted PE Stamps to this folder.

When you are ready to use them again;

Click on the **INSERT** tab, Then, **CLIPART.**

Use the **Organize Clips** link to open the collections. (bottom right screen)

Click on the **PE\_Stamps folder.**

### What Works Best

- Black & White
- Image Size of 50K or less
- Image Resolution should be 300 pixels or less, and height and width should be equal.
- Image Type may be .gif, .jpg, .bmp, .png, .wmf.

