

You must download the label template from the Sun Visor Label page at www.modify.com. It provides the background for accurate positioning of your graphics over the sun visor labels. These instructions provide tips for those not experienced with using images in Microsoft Word.

Warning – Use this product at your own risk. You are covering up a safety warning label on your vehicle. Only use these labels if you are certain it is safe to do so, and consider removing the labels or replacing the sun visors if you sell the vehicle.

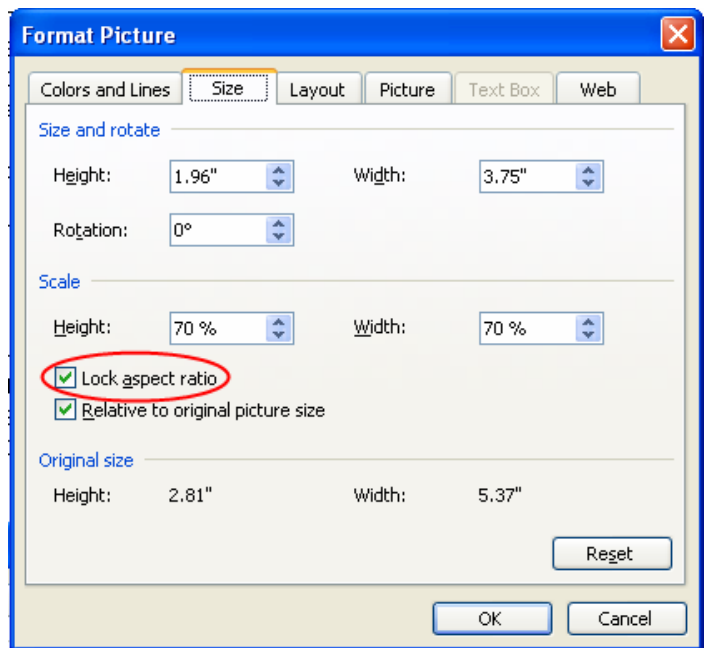
To insert your own image into the template, use the “Insert” menu, then choose “Picture”, then “from file”. You can then browse to the image, select it, and it will be inserted into the document. Images usually start out at their maximum size and you will need to adjust them smaller using the “handles” (little squares or circles) that appear at the corners when you click on the image.



By default, Microsoft Word will keep the aspect ratio locked, preventing you from distorting the image by stretching it in only one direction.

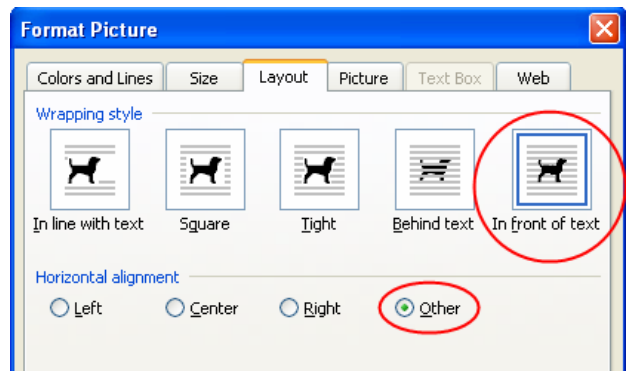
You will probably want to keep the original aspect ratio for most photos but if you need to stretch a photo or graphic image you can do that by right-clicking on the image and selecting “Format Picture”. Click the “Size” tab and you will see the dialog box shown at right. By de-selecting the “Lock aspect ratio” box and clicking “OK” you will then be able to stretch the image vertically or horizontally.

You will spend a lot of time with the “Format Picture” dialog box to adjust the properties of the image and position it on the screen.



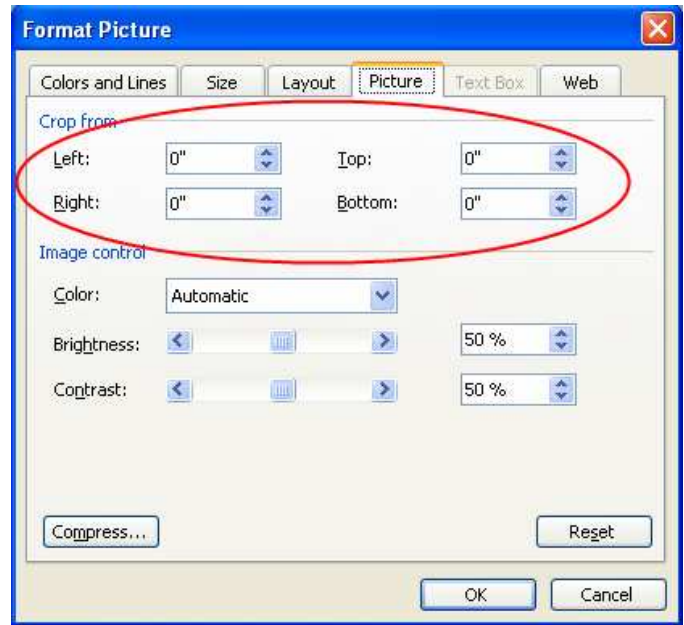
To allow “free positioning” of your image you will need to set some properties in the “Layout” tab of the “Format Picture” dialog (shown to the right). Make sure the “In front of text” and “Other” options are selected for your photos. This will allow you to place them anywhere on the page.

Hint: When moving the image on the page you will probably notice that it seems to “jump” about 1/8” at a time. If you hold down the “ALT” key while positioning the image you will be able to move it in smaller increments.



You can crop an image within Microsoft Word by using the “Picture” tab on the “Format Picture” dialog. Remember that the cropping measurements are applied to the *original image size* before it is shrunk to fit your page, so you may have to crop more than you think to see any visible results.

This screen also lets you adjust the brightness and contrast of your image. Frequently, a printed image will appear darker than it does on the computer screen and increasing the “Brightness” control by 5-10 percentage points will make a noticeable change.

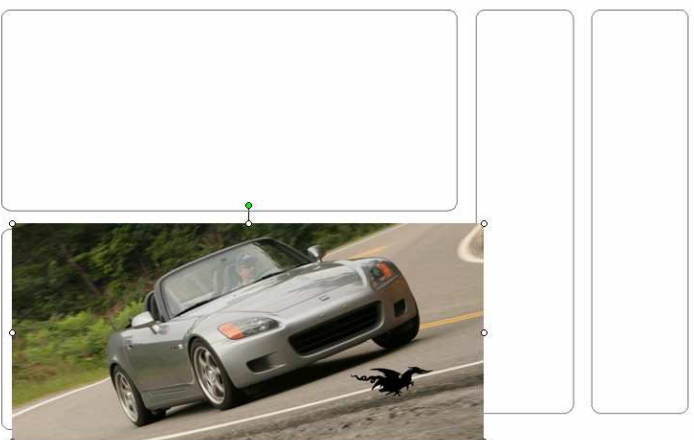


Make sure you size the image to overlap the edges of the label slightly to be sure the entire label is covered. As you can see here, this image completely covers the underlying label template.

To check the alignment you can select the image and use the keyboard arrow keys to slide it to the right by 2 or 3 key strokes so the template shows. It's then easy to see if the image is centered over the template, and by counting the keystrokes you can slide the image back to its exact original position.

Once you are happy with the position of all your images do a test print on one of the plain paper samples included in the kit. **Be sure to feed the paper into the printer with the black dot in the upper left corner.** If your images look good and are aligned correctly, go ahead and print it on the real label paper, again paying attention to the location of the dot.

Hint: Before applying the labels, remove the sun visors from the car – it's only one screw and it will make applying the labels 10 times easier.



Lastly, the outline of the labels shown on the label template document is an image itself. It has been positioned to match the actual label cutouts within a few hundredths of an inch, at least when printed on my Dell and OKI laser printers. You may want to do a test print of the blank template to see how closely it matches up with the provided “test” labels and adjust the positioning as needed.