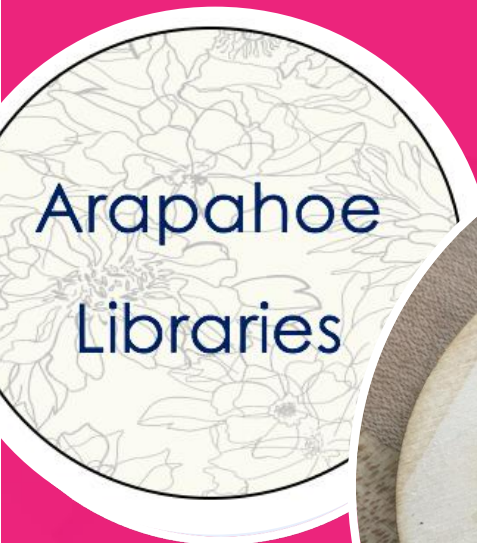




ARAPAHOE
LIBRARIES

LASER CUTTER PROJECT: DESIGN A LASER CUT COASTER



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What you need to know:

Basic knowledge of Microsoft Word

What you need:

- Computer
- Microsoft Word

1. **Open a blank Word Document.**
2. **If you would like text inside of your coaster, select what font you want and type your letter, word, or message.**
3. **Click Insert > Shapes and then select the shape that you want the outline of your coaster to be and draw it around your text.**
4. **Right click on the shape and select Order>Send Behind Text**
5. **Drag the shape to center the text how you would like it, while making sure that all of the text is inside of the shape.**

Insert a background pattern:

6. **The best way to find a good pattern is to do a Google Image Search. In my example I looked up a floral pattern to add as my background, which you can see in the finished example displayed below.**
7. **After choosing your image, save it to your computer in an easy to find place such as the Desktop or your Pictures folder.**

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8. Now go back to Word and right click on the shape we previously inserted and select Format Autoshape...
9. Under Colors and Lines select Fill Effects...>Picture >Select Picture > OK
10. In order to see your text clearly after selecting OK, adjust the Transparency until you can see your text clearly (I recommend doing around 75%).
11. Now that you have your file prepped you and a library associate can begin to work with the laser cutter software (RetinaEngrave).

