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**How to print and upload an image to PWSA | USA’s PWS Health ID Card**

* When the word document opens, click the “Enable Editing” button at the top of the screen
* Delete the [INSERT IMAGE HERE] text from inside the rounded box on the front of the baseball card
* Select “Insert” in the tabs list at the top of the word document
* Click “Pictures,” then select “This Device…”
* Select the image you would like to include on your computer and click “Insert” *(Note: Save this image on your desktop, so it is easy to access)*
	+ We recommend using a vertical image (6” height x 4” width)
* The image will open in the word document
* In the “Picture Format” tab at the top of the word document, select the “Wrap Text” drop down and click the 7th option on the list – “In Front of Text”
* Click on the image and you will be able to resize it and move it to the colorful outlined box on the front of the baseball card
* To make the image fit inside the box, resize the image to be as small as the box and then select “Send Backward” in the “Picture Format” tab at the top of the word document
* The edges of your image should disappear behind the box *(Note: the image may not fit perfectly)*
* You can either type in the name of the person in the image in the “INSERT NAME HERE” text box, or delete it and write out the name after the document is printed
* To print the card, go to “File” in the tab list at the top of the word document and select “Print”
* Make sure to select “Print on Both Sides” before printing
* If possible, print the document in full color
* We also recommend printing on a thicker paper, like cardstock
* Once the document printed, you can cut around the black edges to create your PWS baseball card