

RESIZING INSTRUCTIONS

1. Insert your *Simply Continuous* CD into the CD Drive.
2. Open *Microsoft Word*.
3. Under the 'File' menu, select 'Page Setup'.
4. Change all margins to 0". (see *Note 1*)
5. Select 'Landscape' or 'Portrait', depending on the pattern you choose. (Over-all designs are on two separate 'Portrait' sheets so that they may be printed on all printers. The two pages will need to be taped together).
6. Select .
7. Select .
8. Select .
9. Go to the 'View' menu; select 'Zoom' and then 'Whole Page'.
10. Select .
11. Under the 'Insert' menu, select 'Picture' and then 'From File'.
12. Select your CD drive. If you do not know which drive this is, it will be named '*Simply Continuous*' unless you have not inserted the CD.
13. You should see a preview picture. Click on any number and then use your up and down arrows to scroll through the patterns.
14. When you get to the pattern you want, select .
15. To resize, click on the image and you will see a box around it.
16. Click on a corner square (on the box around the image) and drag it to the size you would like your pattern to be. (see *Note 2*)

Note 1: To change margins, you do not need to scroll until you find 0". You may highlight the number and type "0". Hit the key to get to the next measurement.

Note 2: If you do not see a ruler on your screen, go to the View menu and select 'Ruler'. You should now be able to tell what size the image is.