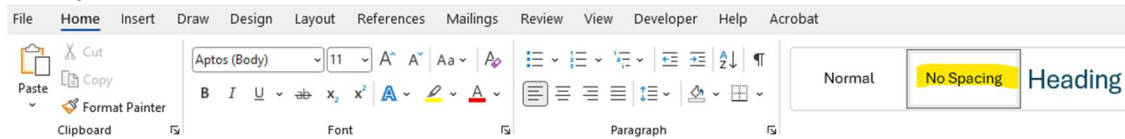


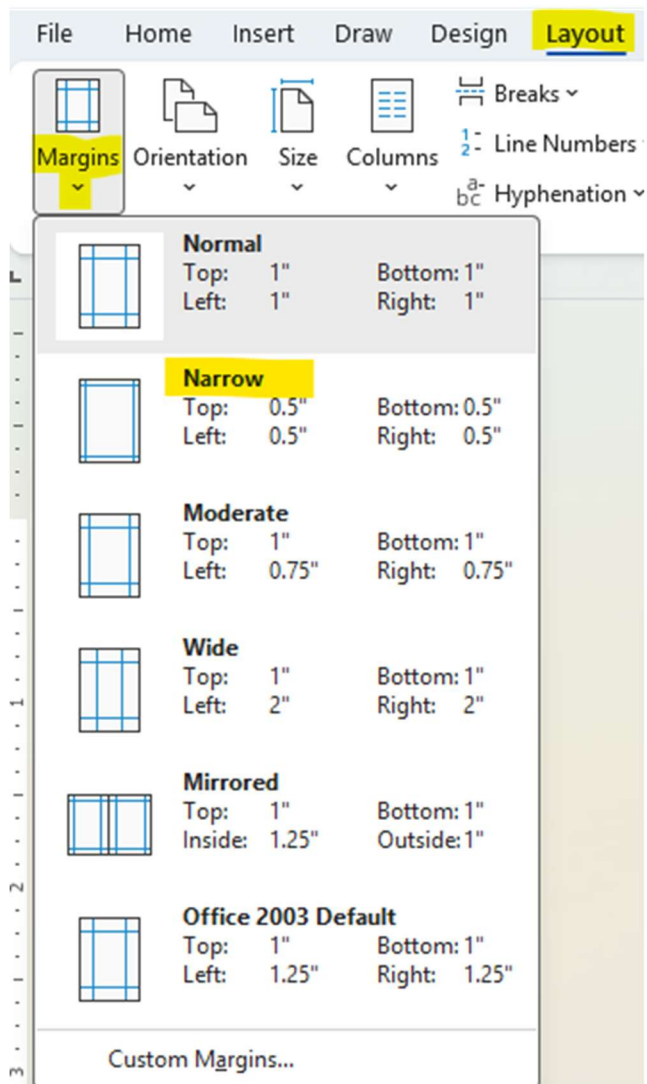
# Word Document Setup

There are a couple of changes you will want to make on your Word document:

1. Change from Normal Spacing to No Spacing in the ribbon menu at the top.



2. Change your margins.
  - a. Click on Layout on the ribbon menu, then on Margins, then on Narrow.

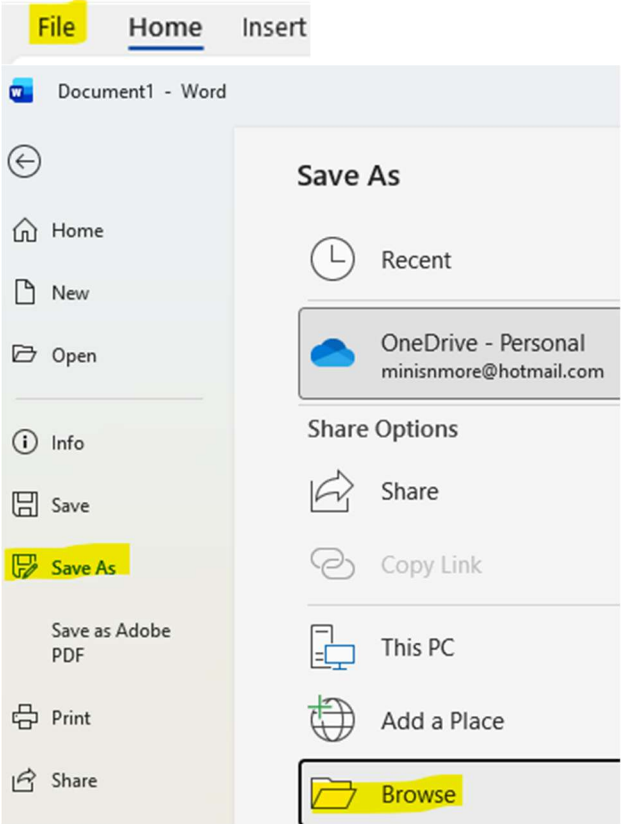


b.

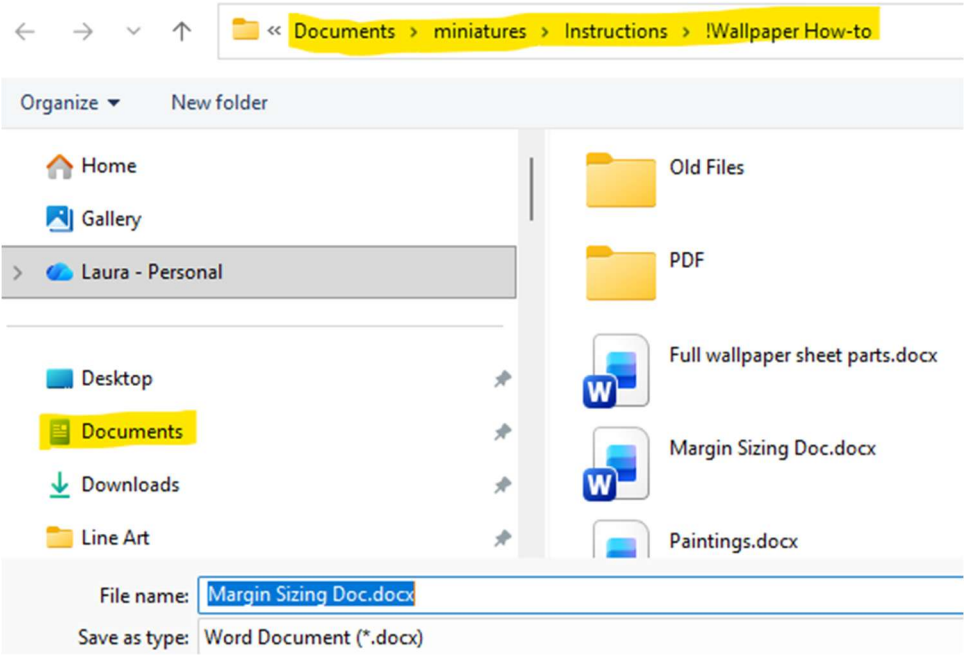
3. Save the document with a descriptive name in the location you want your Wallpaper, or Printies. If you are using OneDrive an Microsoft 365, that means every change will automatically be saved.

- a. Click on File, Save As, then Browse, Click on Documents and choose what folder you want from there.

b.



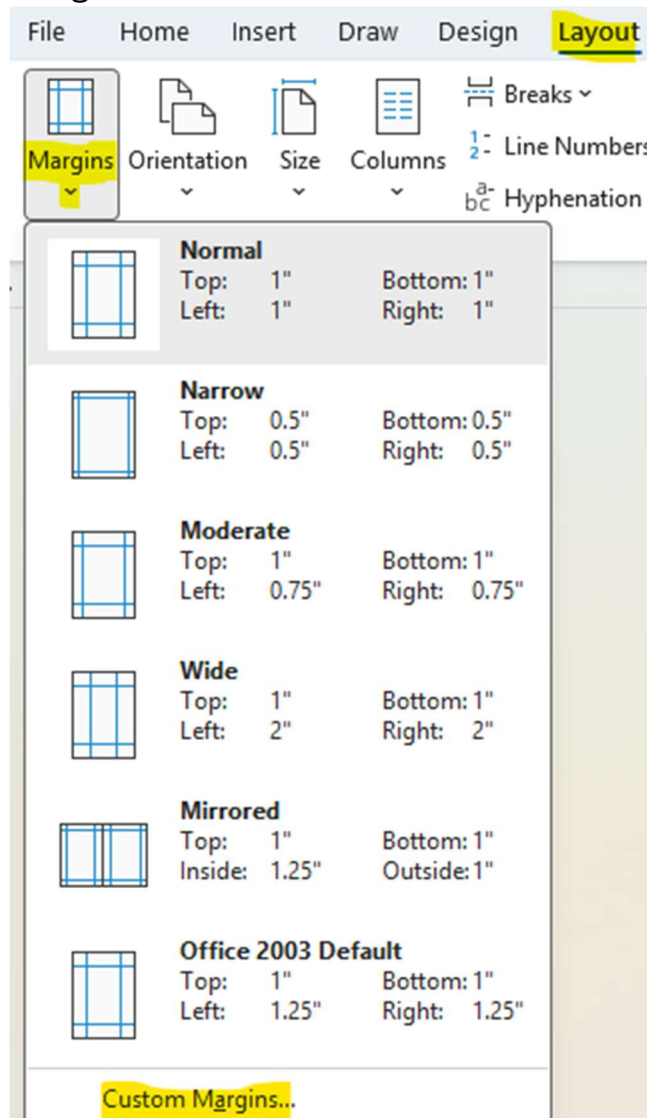
c.



d.

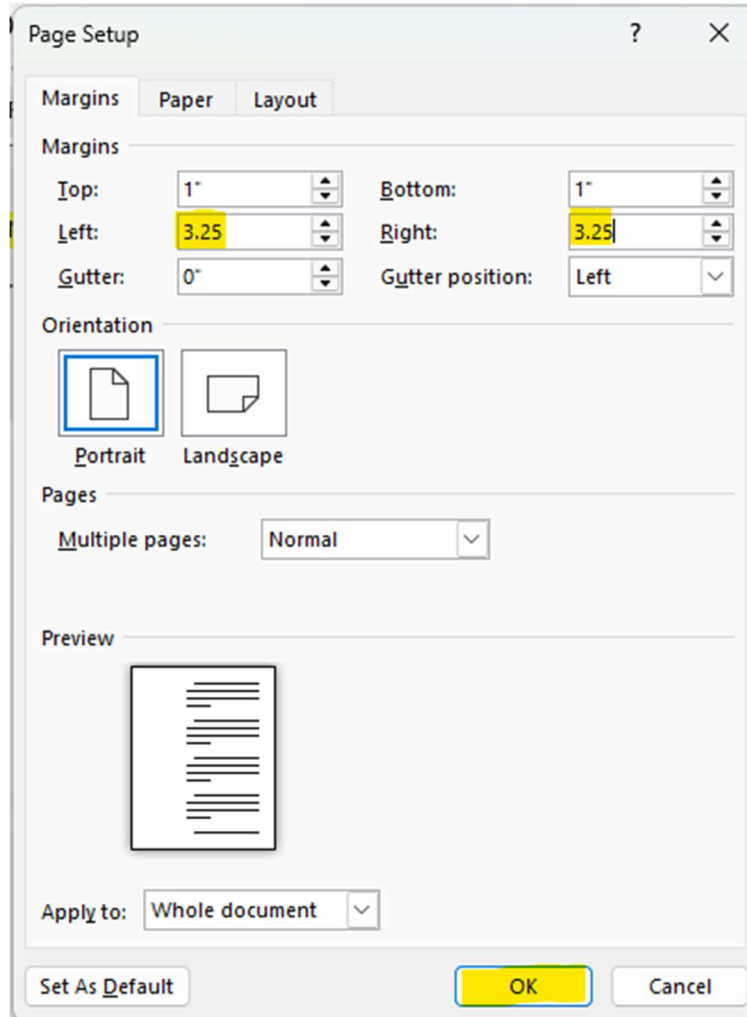
(Optional for seamless pattern resizing – See **Margin Sizing Doc.docx**)

4. If you want to easily shrink your seamless pattern for smaller scale wallpaper, one way to do that is to change the margins in a word document before importing or pasting your repeating pattern:
  - a. Subtract whatever size you think you want your image from the paper size (1 ½ inches from 8 ½ = 7 ½)
  - b. Divide that number in half 7 ½ divided by 2 is 3 ¼.
  - c. Set your margins to 3 ¼ inches – Layout, Margins, Custom Margins...



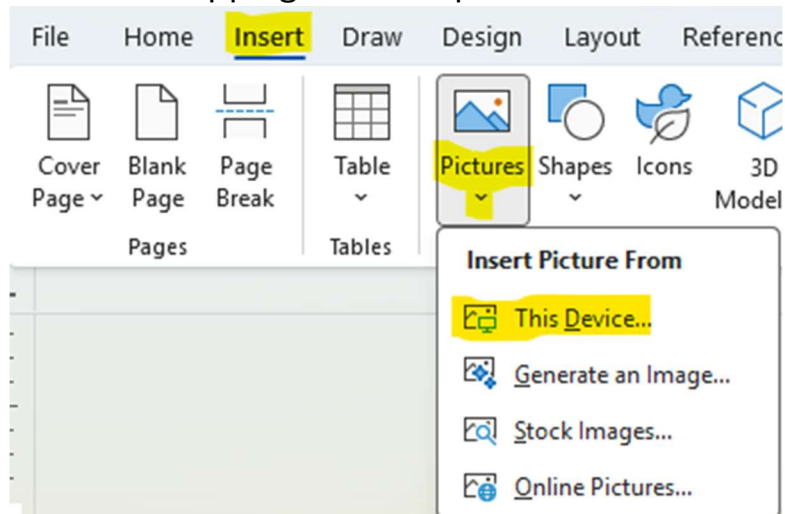
d.

e. Left = .25 – Right = 3.25 – Click on OK



f.

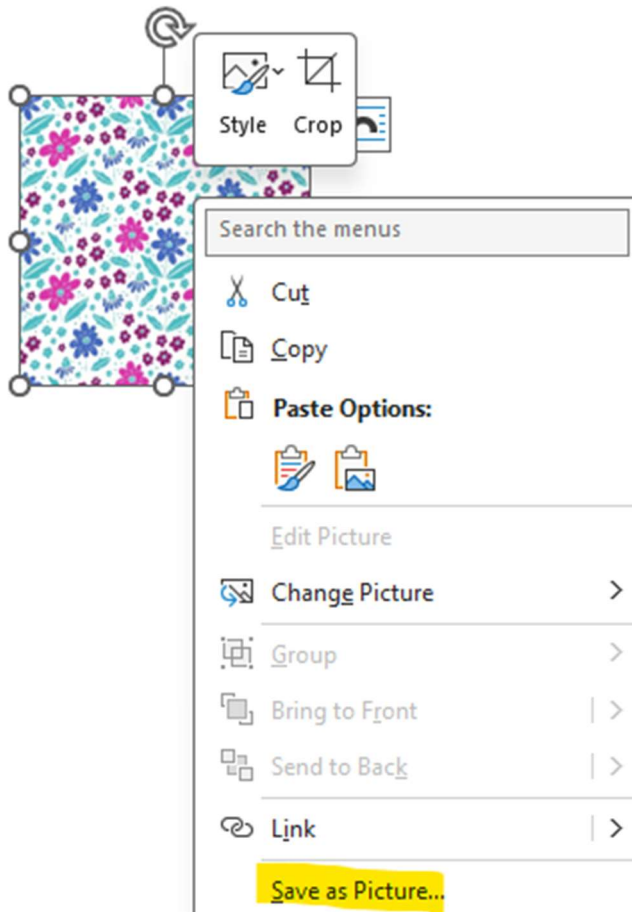
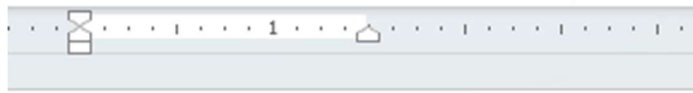
g. Now Import your image, or paste it into the document if you had used the Snipping tool to capture it.



h.

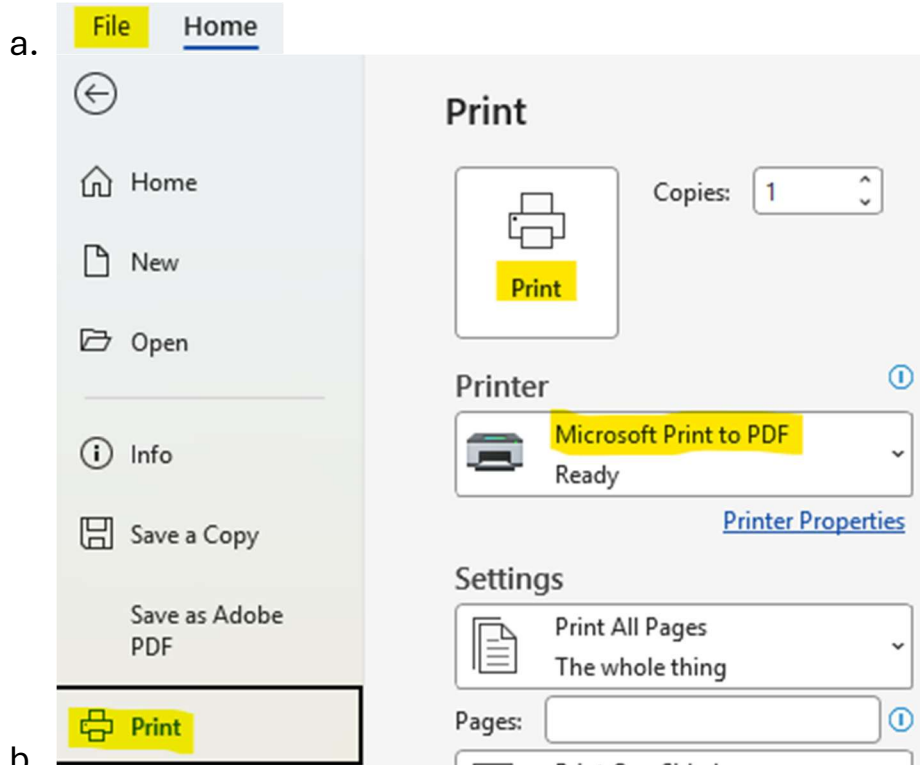
i. Locate the folder where you put your seamless pattern(s).

5. If you want to save your resized seamless pattern at the new size, then right click on the pattern you sized in step 4 and choose, Save As Picture...

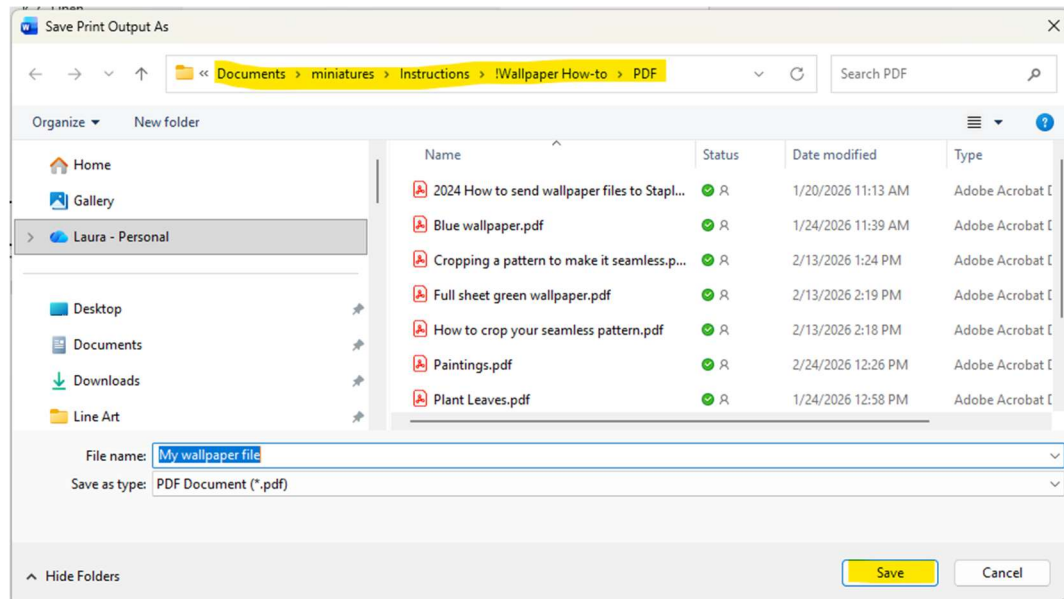


- a.
- b. You will need to save it to the location for your seamless patterns, or create a folder to keep your seamless patterns in and then save it. Name it something that will remind you what the pattern is.

6. To create a PDF of your finished wallpaper, click on **File**, **Print**, change the printer to **Microsoft Print to PDF** and click on **Print**.

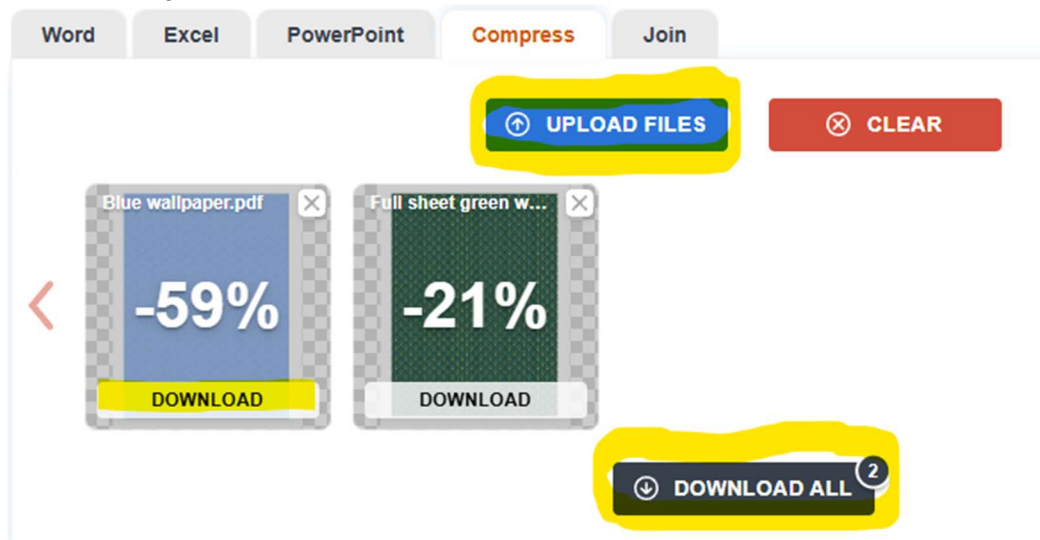


b.  
c. Then choose the file location and file name for your wallpaper PDF file.

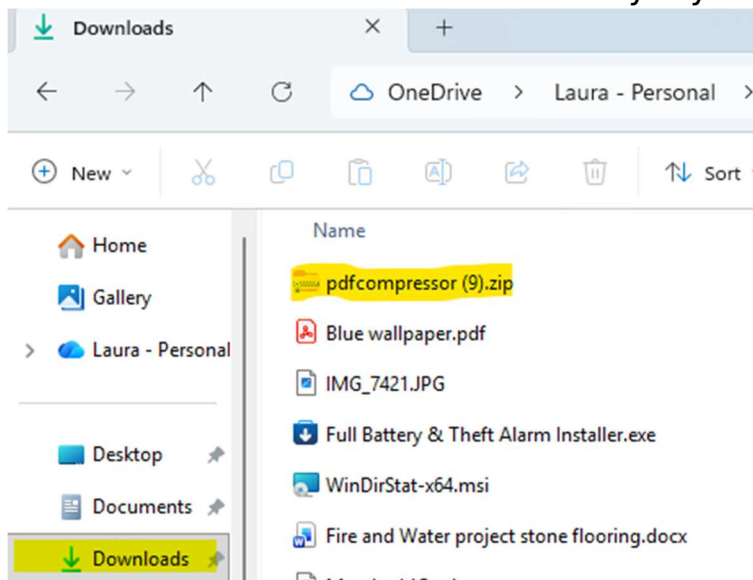


7. To compress the size of your PDF file for free, I like to use [pdfcompressor.com](http://pdfcompressor.com)

- a. You can drag and drop the file from File Explorer on your PC, or you can click on upload and navigate to the file location on your PC.
- b. You can also compress more than one file at a time and either download them individually (by clicking on Download on each file), or by clicking on DOWNLOAD ALL which will save them as a Zip file that needs to be unzipped, by right-clicking on the file and choosing Unzip.
- c. The online app will add – min to your file name(s) and will not overwrite your file.

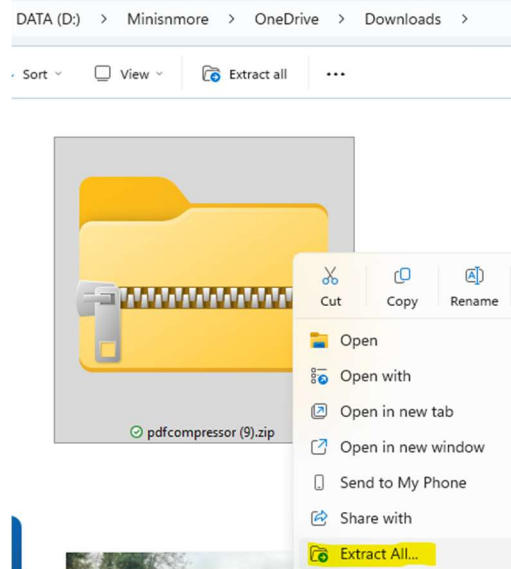


- d.
- e. Locate the downloaded file – most likely in your Downloads folder.



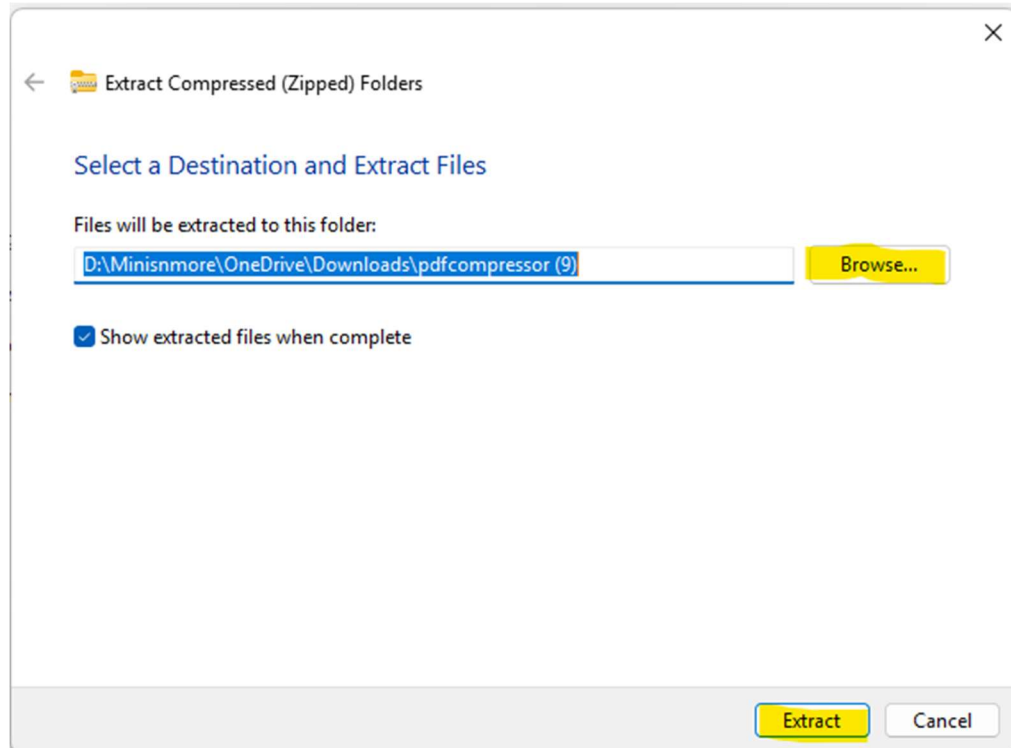
f.

g. Right-click on the zip file, then left click on Extract All



h.

i. Click on Browse to where you want it to unzip the files or leave it in the subfolder it creates in Downloads and move it later.



j.