

Instructions On How To Use The Tapestry Photo Resizing Tool

Before using the tool, we suggest copying the photos you want to use into a separate folder. We have found this makes using the tool quicker and easier.

We also suggest uploading one or two photos and following the process to ensure your system is compiling and saving the necessary file. A change in browser may be required if the system is not saving the compiled file. (Chrome or Safari work best)

Resizing Your Photos Is A Simple Four Step Process

1. Upload Your Photos

- Hit upload photos or if mobile the picture frame icon and choose upload photos.
- Drill down to where your photos are stored on your device and choose the photos you want to use. You can choose multiple photos.
- Hit "Select" or "Done" and the photos will upload to the tool.

2. Resize Your Photos

- Click on the first photo in your list and it will populate the work area with the red box. If using a mobile device, you can get to your photos by hitting the picture frame icon.
- The red box is the size of the photo frame charm (Make sure to fill the red box completely to avoid white spaces around your final photos)
- Use the slide buttons and/or the + and - buttons to zoom and rotate your image to fit what you want in the red box. You can also use your cursor, or your finger if mobile, to move the image around the box.
- Once you are satisfied with what is in the red box, select the next photo and repeat the process until all your photos are resized.

3. Preview and download your resized photos

- When you are done resizing all your photos hit the down arrow on the navigation line to create a preview of your resized photos. If you want to make any changes hit the x and choose the photo to edit and follow the resizing process. Hit the down arrow to review your changes.
- Once you are satisfied with the resized photos, hit download to compile all of the small photos onto one jpeg. **(Note: The system defaults to a 4x6 photograph, you can elect to save the file as an 8 ½" x 11" photo, however by doing so you will not be able to send the photo to a processor such as Walgreens as they cannot print that size photograph).**
- The compiled jpeg will be saved to the device you are working on.
 - The file created is typically saved in either the Download or Image folder. If you are having difficulty finding the file look in your Recents folder or do a search for "thetapestryphotos" in your device's files.

4. Print, Cut and Tuck

- Print the saved 4x6 jpeg anywhere you typically print your photographs. (We recommend Walgreens.)
- Cut out and trim each of the resized photos.
- Insert the photos into the front of the photo frame charms by tucking the edges into each corner of the charm.