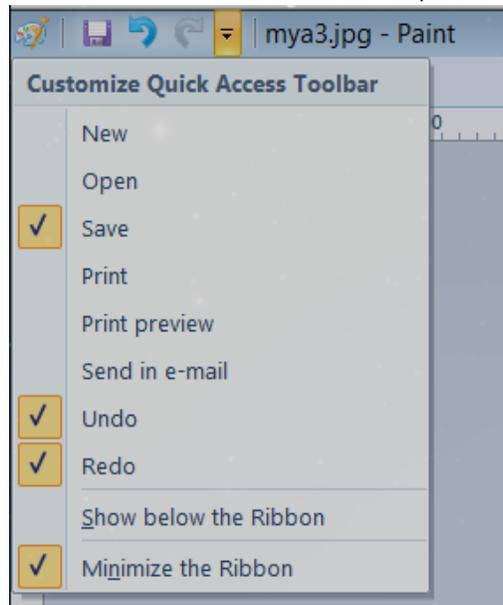


Dear Jane & Microsoft Paint's Ribbon

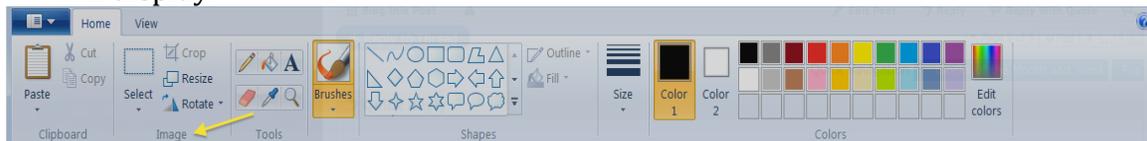
The directions for the Dear Jane chart show using Microsoft Paint to change block pictures to the correct size. However, those directions are only good for Windows XP and earlier, because later versions of Paint use a Ribbon, rather than the menus that are shown in the directions.

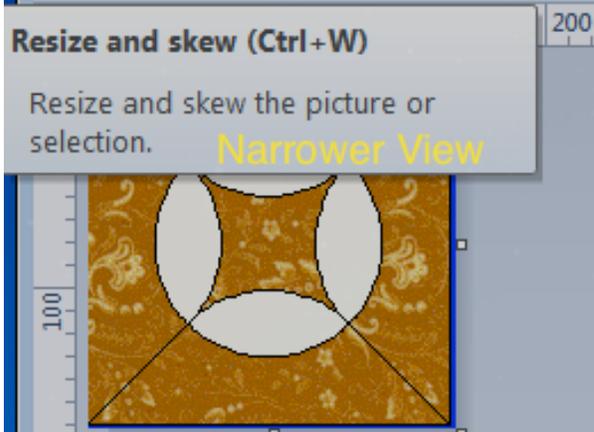
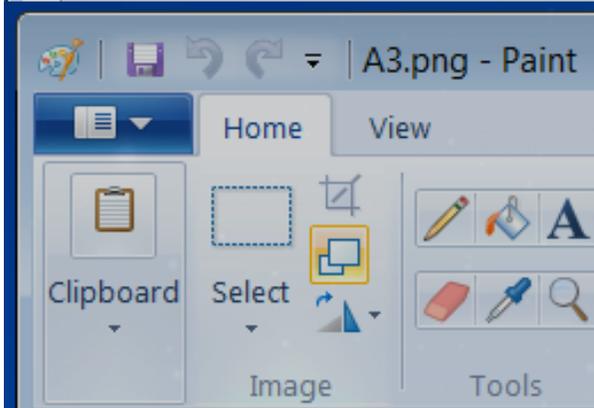
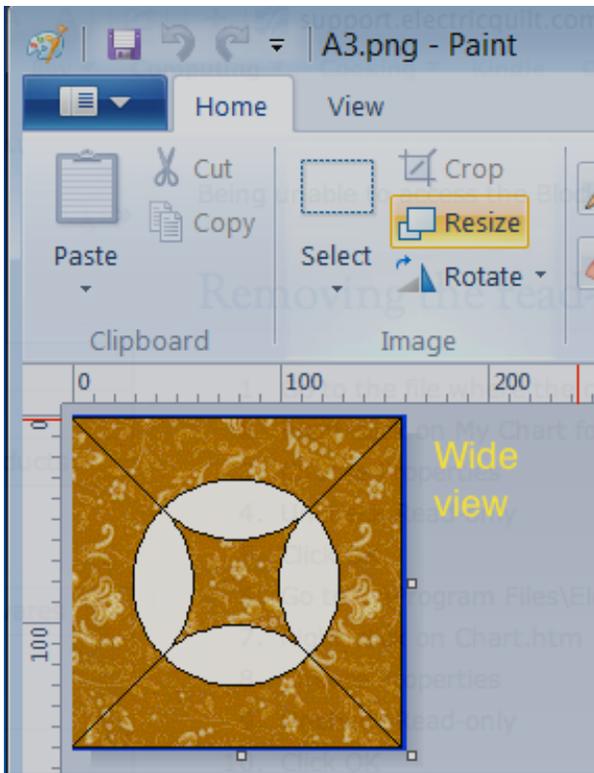
The following shows how to access resizing and rotation options in Paint using the Ribbon.

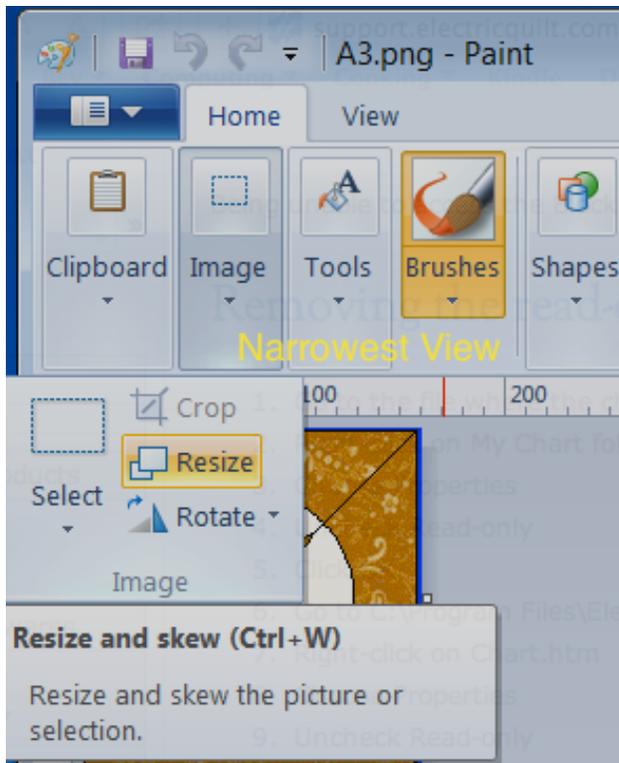
1. Open Paint (Start -> All Programs -> Accessories -> Paint).
2. If you cannot see the Ribbon in Paint, then:
 - a. On the left side of the Title bar, click the down arrow.



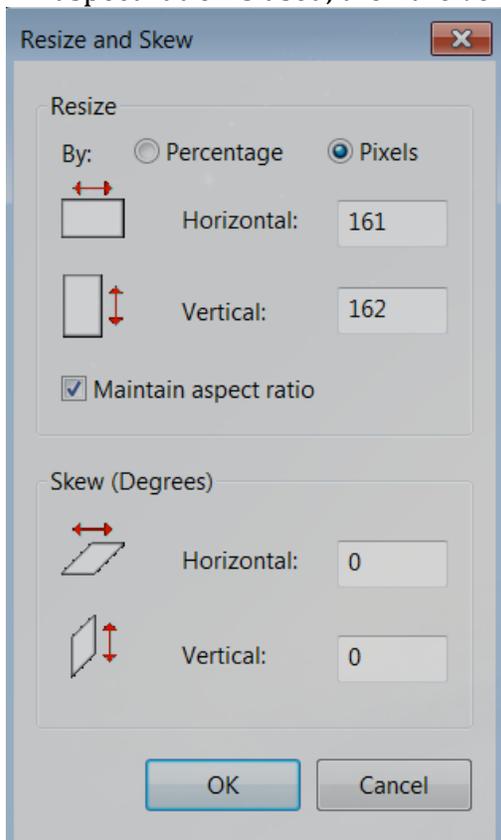
- b. Deselect "Minimize the Ribbon".
3. You will be using the ribbon's "Image" section. If your Paint window is wide enough, it should look something like the following (the yellow arrow shows the "Image" section). If your Paint window is narrower, then only the "Image" icons will display. If the window is very narrow and only a drop down menu arrow will display.



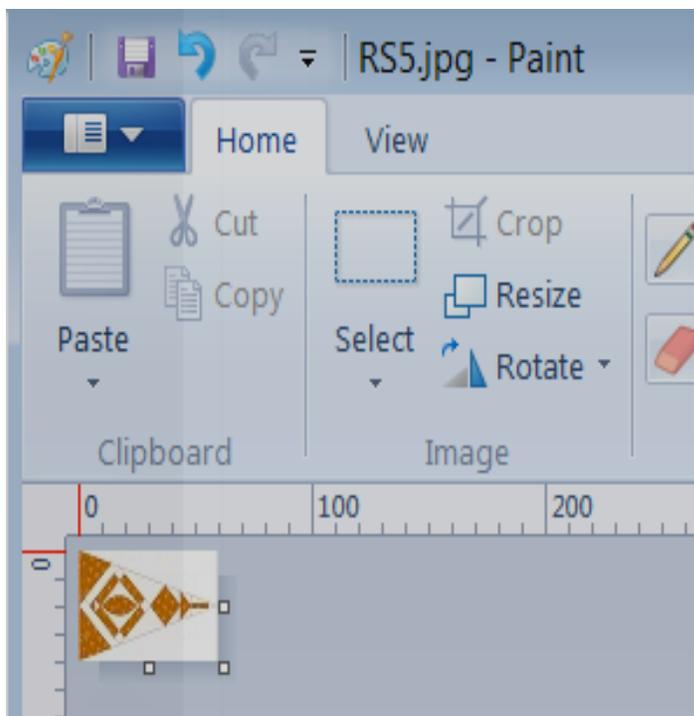
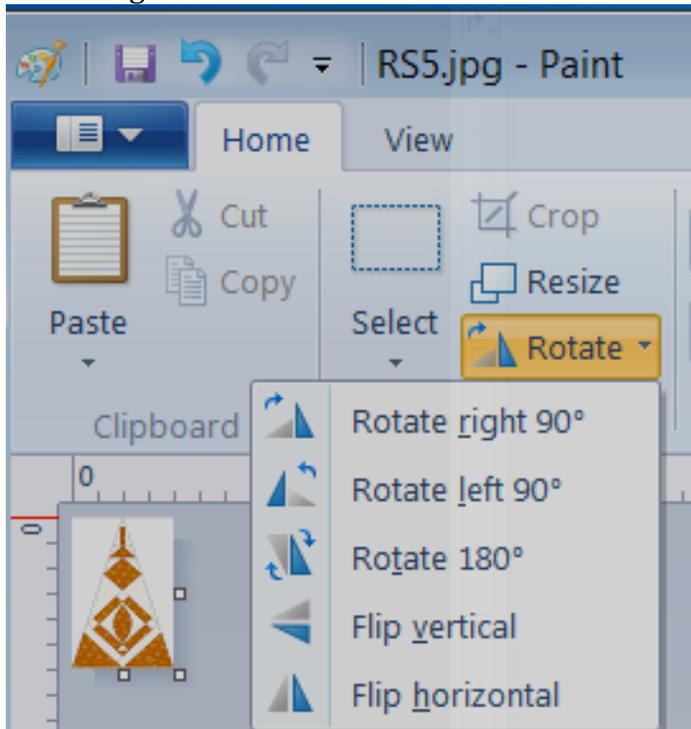




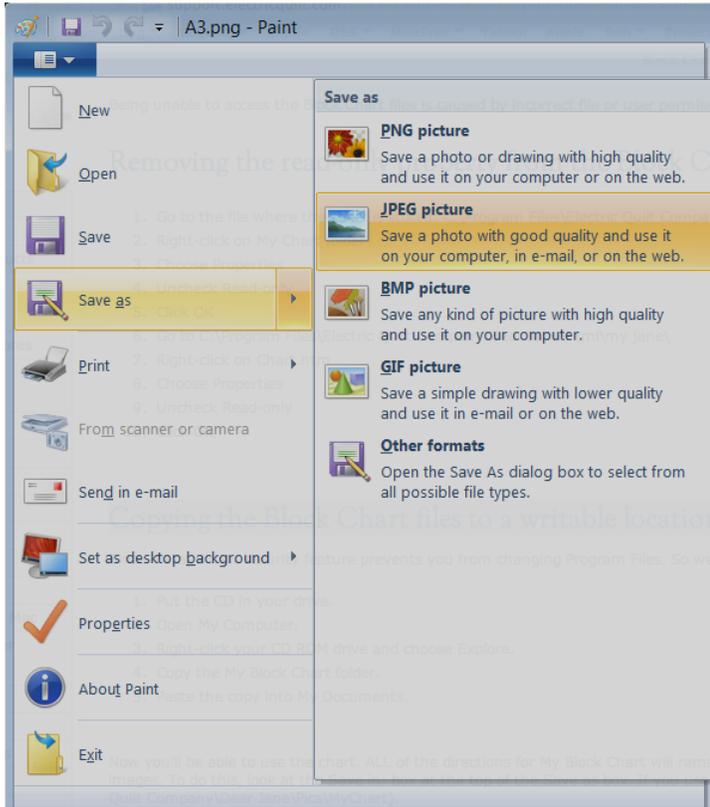
4. Use the “Image -> Resize” option to change the pictures width and height. You will need to select Pixels and then change the horizontal value. If “Maintain aspect ratio” is used, then the vertical value will automatically be updated.



5. If a triangle or kite picture is oriented in the wrong direction, then rotate it. For example if your RS5 triangle's picture looks like the following, then rotate it right 90 degrees.



6. If your picture is not in the JPG format, then use “Save as” to convert it to the correct format:



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