



How do I alter the size of my graphic?

Method One:

1. Click the image to select it. Eight small circles called 'handles' will appear around it.

2. To alter:

the width:

Position your cursor over the middle left or middle right handle.

the height:

Position your cursor over the top middle or bottom middle handle.

both proportionately (recommended):

Position your cursor over one of the corner handles.

3. Click and hold down the mouse button

4. Drag the cursor to the left or right to increase/decrease the width/height/both.

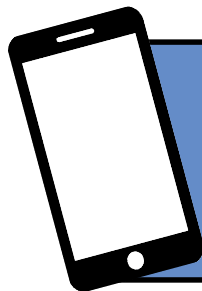


Method Two:

1. Click your image to select it.

2. Click to display the 'Picture Tools, Format' ribbon.

3. Use the 'Height' and 'Width' spin controls in the 'Size' section to adjust the values or delete the current value and type a new one.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.