

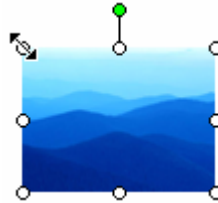
Title: Word – Images - Resizing

Purpose: This document describes how to resize an image in a Word document.

Steps:

Resizing images manually

1. Left-click on the image.
2. Position the mouse pointer at the upper left corner of the image until a double sided black arrow appears, as shown in the figure below.



3. Hold down the left mouse button as you drag the mouse to resize the image to the desired size. Release the mouse button when the desired image size is reached.

Resizing images using a menu

1. Right click on the image, and then select **Format Picture**.
2. In the **Format Picture** window that opens, choose the **Size** tab.
3. In either the **Height** or the **Width** field, type or select the desired height or width, and then click the **OK** button.