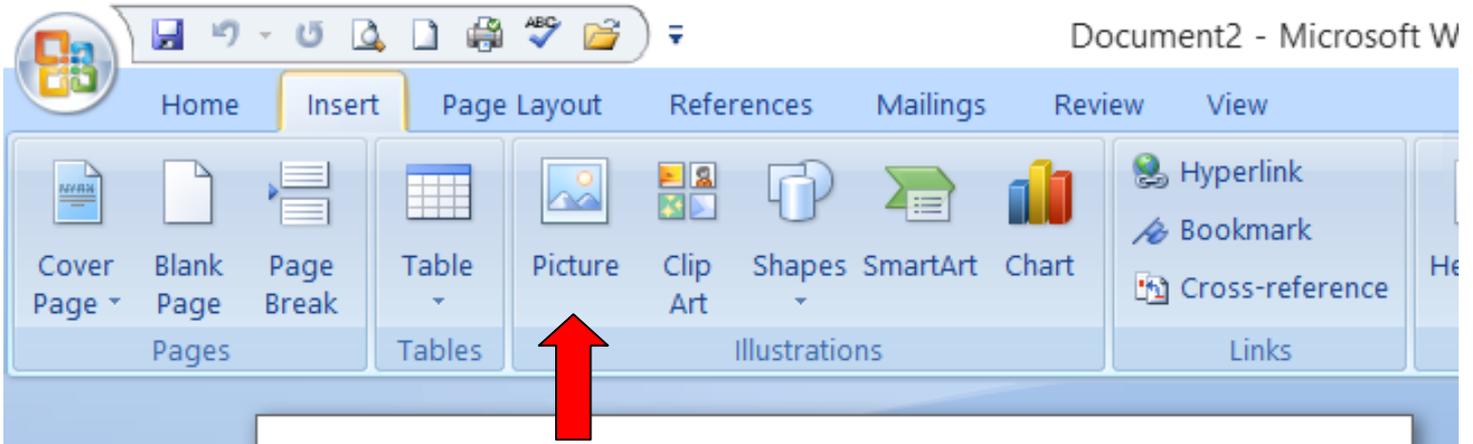
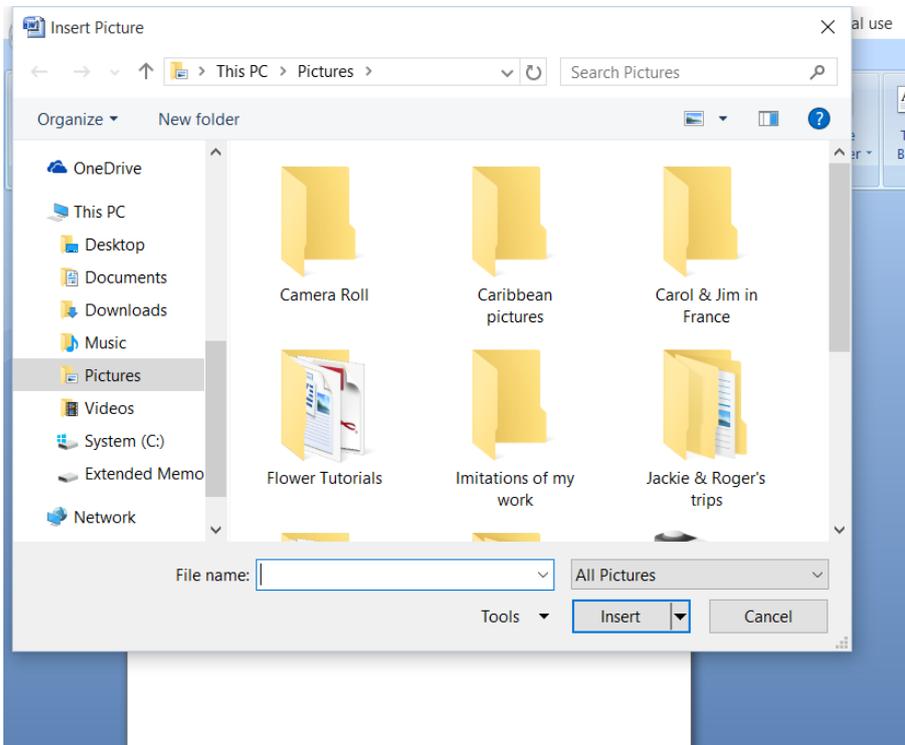


# Resizing an image in Microsoft Word

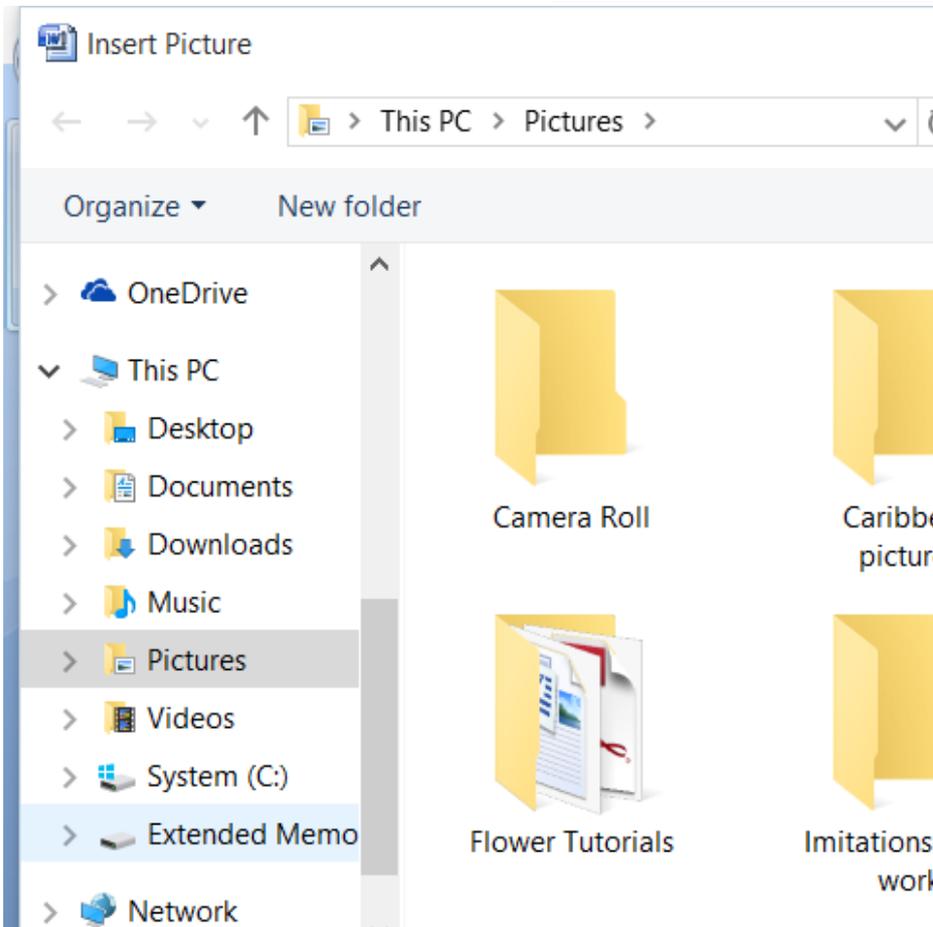
The first thing you need to do is to open a new document in Microsoft Word, look along the toolbar at the top of the page & locate the INSERT tab, select it with a click of your left mouse button to open up the tab itself.



Look to the PICTURE icon I have indicated above with the big red arrow.

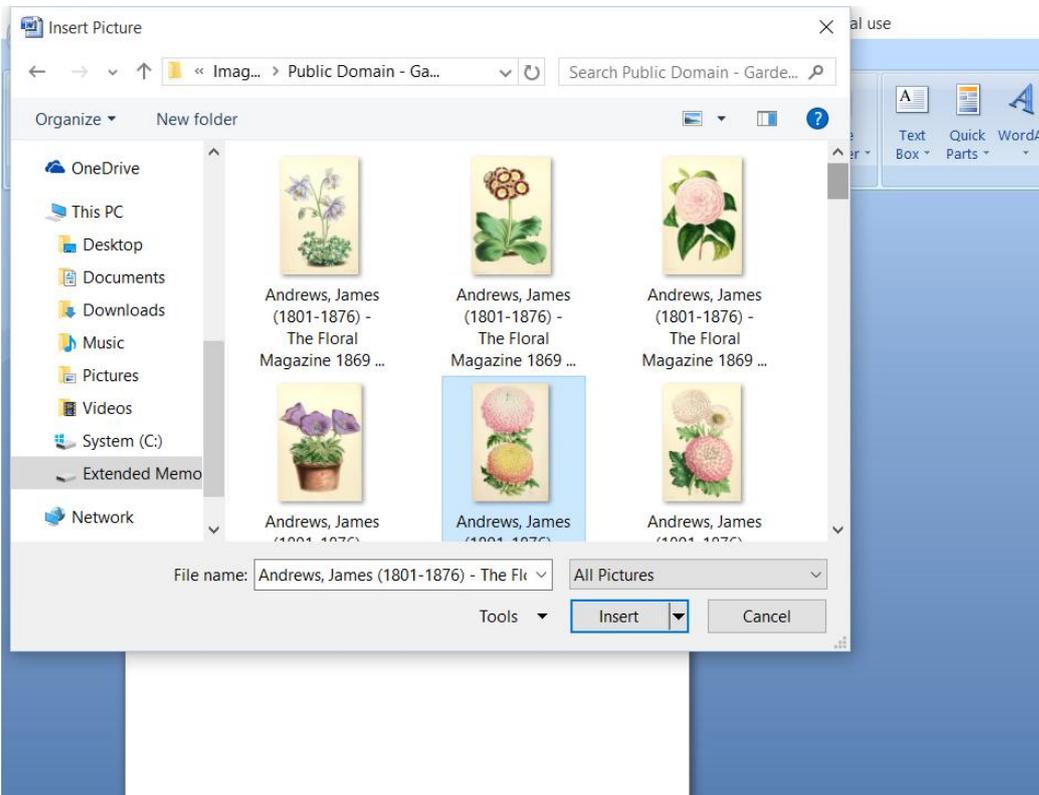


A new menu box will appear already filled with files with images in, don't worry if the file you need isn't listed here as we are going to find it.

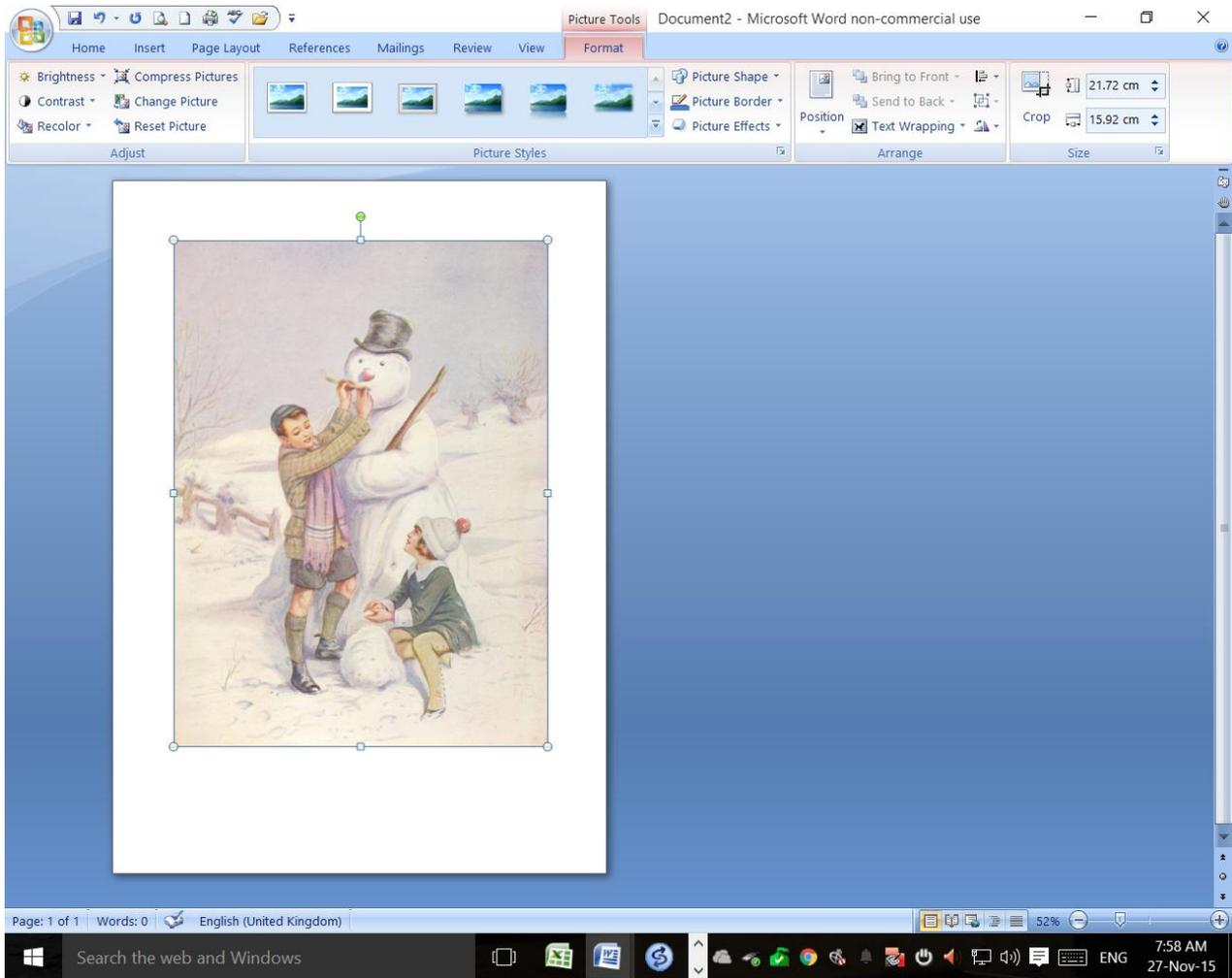


In the file browser down the left of the screen you can tell the computer where to look for the image. I keep all of my working images on the extended memory drive.

So scroll down to the file you need & select it by using a left click of the mouse buttons.



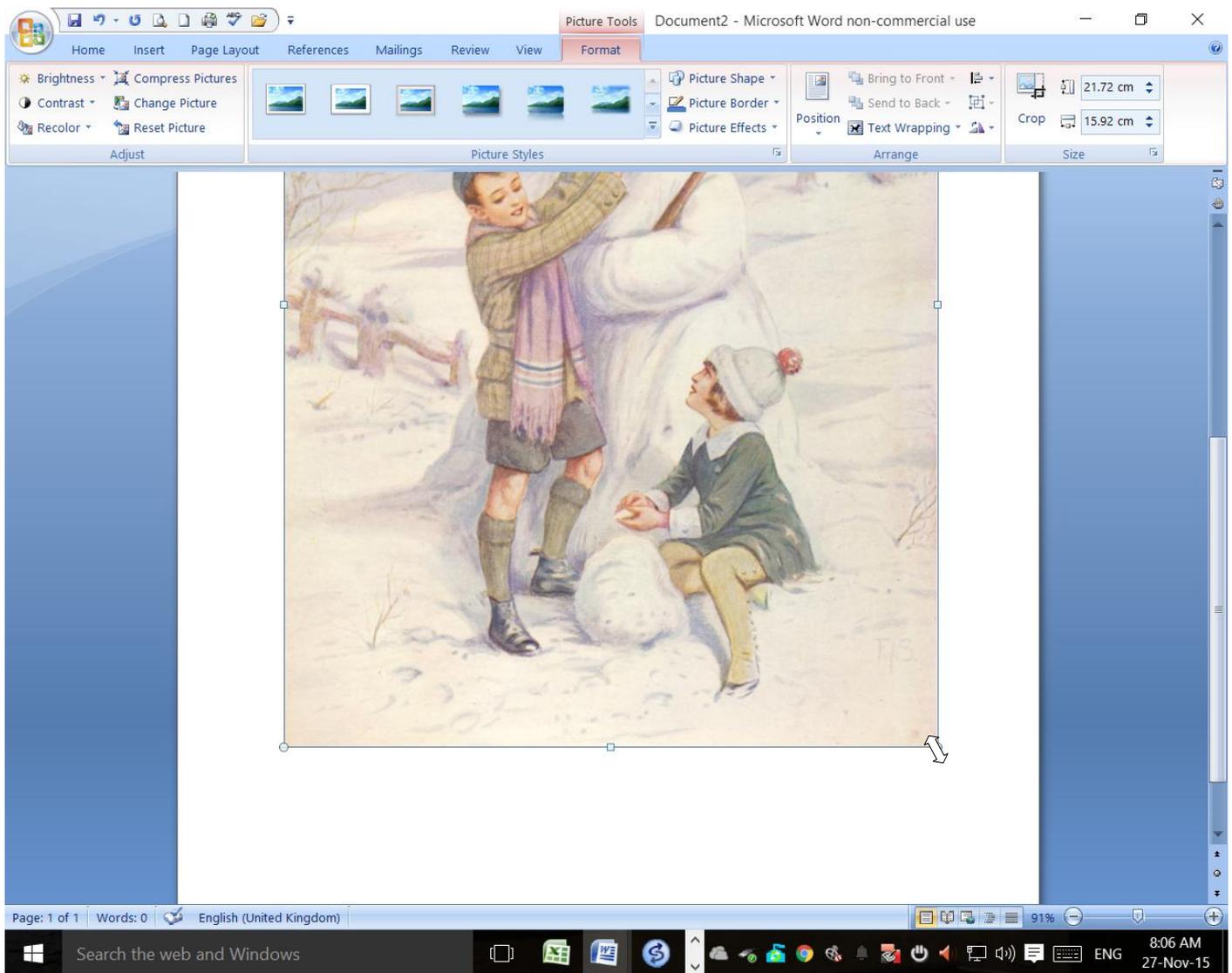
When the image file opens scroll down until you find the image you want & select it with another click of the left mouse button.



The image will appear on your screen.



Here I have zoomed in to the image so you can see the points the computer draws around it automatically, if you can't see the blue line with bubbles in on your picture, simply select it with a click of the left mouse button & they will reappear.



Now if you move your mouse pointer over one of the corner bubbles the usual pointer shape will change to a double headed arrow, I have drawn in the one on the screen shot above so you can see it better.

You have to keep your mouse pointer in position so it remains in the shape of a double arrow & at the same time & hold down the left mouse button, this time the double headed pointer will change to a simple cross + keep the mouse button depressed & either drag the cross outward to enlarge the picture, or inward to reduce it.

When you are happy let go of the mouse button & you image will remain at the size you chose, if you make a mistake don't worry, either click back onto one of the corners to correct it, or if the picture is misshapen simply delete it & insert a new version.