

## Editing Graphics: Viewing, Cropping, and Resizing

There are hundreds of software programs that allow you to manipulate graphics. If you have a basic understanding of how to view, crop, and resize your graphic, you will be able to cover most of your basic needs for using graphics in other programs.

These common functions will be demonstrated with **Image Blender**, graphic-editing software from Tech4Learning, but the concepts are the same for most graphic-editing programs.

### Understanding Graphic Files

Graphic files are not Word or other documents with graphics embedded. They can stand alone as separate files. The advantage of having graphic files is that you can manipulate them for the needs of one project while keeping the original for future uses.

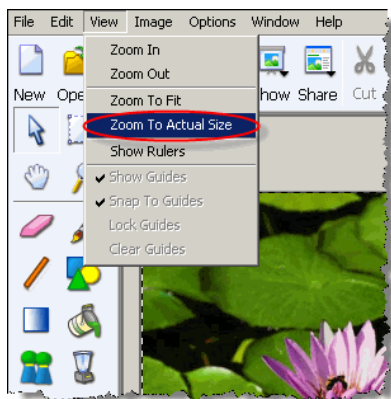
Graphic files come in many file types. The file types will dictate which programs launch when you double click on the graphic file. The most common file types for general use are .jpg, .gif, and .png.

### Viewing the Graphic

*Image Blender: View→Zoom To Actual Size*

*Other Programs: View→Zoom→100% or look for zoom properties in the tool bar*

When you open a graphic, you may not be viewing it in its actual size. The graphic may fit nicely on the screen, but when you insert it into a Word document, you find that it is huge. That is because the viewing or editing software that you are using makes the graphic fit to the screen.



Large graphics take up considerably more disk space than small graphics. If you embed large graphics in other programs such as Word or PowerPoint and resize them to fit after the fact, it will not decrease the resulting file size.

Therefore, always view your graphic at 100% so you have a sense of its size. To do this in Image Blender, choose **Zoom to Actual Size** from the **View** menu.

### Cropping

*Image Blender: Image→Crop*

*Other Programs: Image→Crop or look for the Crop command in other menus or in the tool panel*

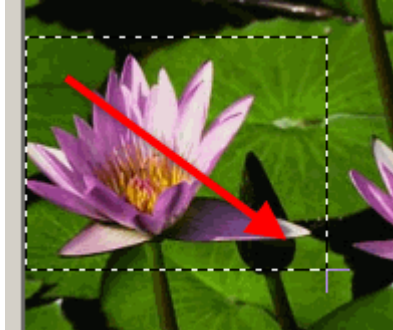
If you only want part of the image, you can crop that part out.

### In Image Blender

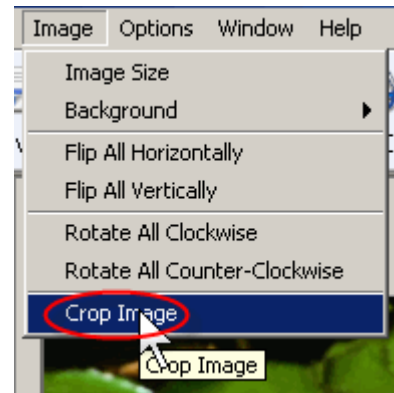
1. Choose the selection tool from the tool panel
2. Draw a box around the area that you want to keep by clicking in the upper left hand corner and dragging diagonally to the lower right hand corner. Then release the mouse button.
3. Choose the **Crop** command from the **Image** menu



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### Resize the Graphic

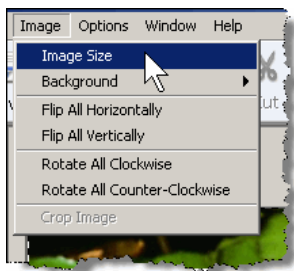
*Image Blender: Image→Image Size*

*Other Programs: Image→Resize or Image→Properties*

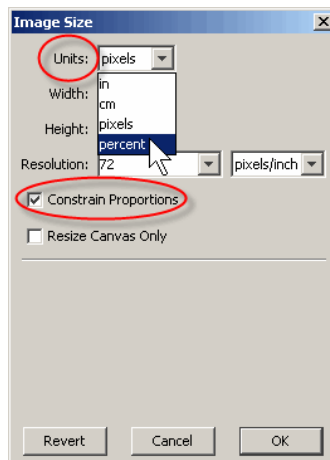
If the graphic is larger than you need, it is best to resize it before importing it into another program.

### In Image Blender

1. Choose Image Size from the Image menu
2. In the dialog box, choose either in or percent from the Units drop-down menu
3. Make sure Constrain Proportions is checked
4. Type in either a new Width or a new Height and press Tab
5. Your graphic will be resized in proportion



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