

How to Resize a picture in Word 97

Simple Resizing of a picture

- Click on the picture.
- Now that you have clicked on the picture, have a look at all four corners of the picture – you will see little “drag” handles. Have a look also at the vertical and horizontal edges of the picture – you will see the same “drag” handles right in the middle of each of them.
- Changing the width of the picture.** Click on one of the ***vertical*** drag handles and drag the side you are holding, inwards or outwards.
- Changing the height of the picture.** Click on one of the ***horizontal*** drag handles and drag the side you are holding, inwards or outwards.
- Resizing the picture while at all times maintaining the “proportions” of the picture.** In other words you do not want to “elongate” the picture, whether vertically or horizontally – you want to keep the same proportions except that you want the picture smaller, or bigger. Click on one of the ***corner*** drag handles and drag inwards or outwards.

In most cases proportional resizing is the only type of resizing you will ever want to do.

Finite Resizing of a picture

Sometimes, in order to line up a picture with another one above it, or to line it up with text, the edge of a table, etc..., you will want to have more ***finite control*** over the resizing of the picture than the mouse gives you. No matter how precise you may try to be when dragging the edges or corners of the picture, you just cannot get it to properly line up with something else ! This is when you will want to make use of Word 97’s finite resizing facility :

- Right-click** on the picture.
- Choose **Format Picture**.
- Choose the **Size** tab.
- You can now see how through this tab you can resize the picture to **1/100th of a cm**.

Note, also, how you can set the *“Lock Aspect Ratio”* which enables you to ensure that the resized picture has the exact same proportions as the original (ie. **proportional resizing** – the ratio of the longest side over the shortest side stays the same throughout any resizing).

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