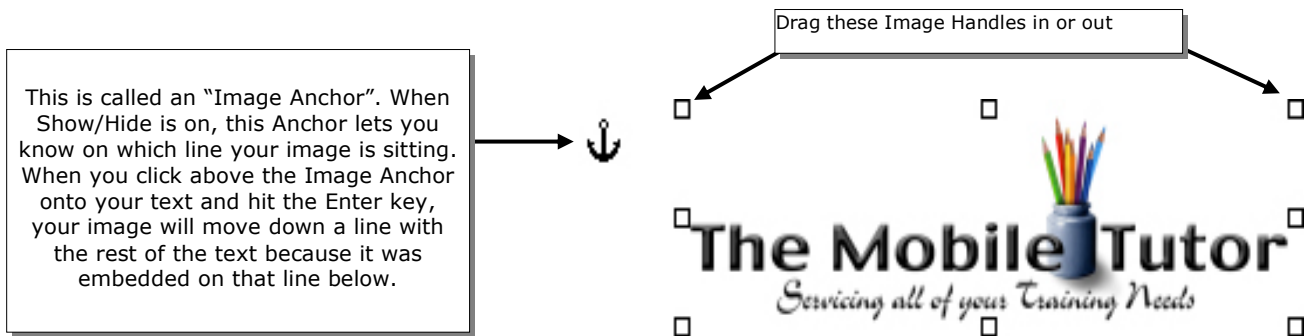


### Resizing an Image

Once your image is inserted into your document, you may need to resize the image until it fits into the space you have allocated for it.

To resize your image, click on the image with your mouse, notice your image is now surrounded by 4 to 8 tiny squares, one at each corner of the image and the in between them (these may be black or white in colour depending on which "Text Wrapping" you have applied to your image). These are called "handles". Left click on one of the handles and drag it into the centre of the image to make it smaller or further away from the centre of the image, to make it larger.

Click Print Preview to see how your image will look when it is printed.



\*\* the **Show & Hide** button 