



Figure 248: Result using Keep image size option

Resizing an image

To fit the image into the document, you may have to resize it.

A quick and easy way to resize is by dragging the image's sizing handles:

- 1) Click the image, if necessary, to show the sizing handles.
- 2) Position the cursor over one of the sizing handles. The pointer changes shape, giving a graphical representation of the direction of the resizing.
- 3) Click and drag to resize the image.
- 4) Release the mouse button when satisfied with the new size.

Tip

The corner handles resize both the width and the height of the image simultaneously, while the other four handles resize only one dimension at a time. To retain the original proportions of the image, hold down the *Shift* key while dragging one of these handles.

For more accurate resizing of images, use either the *Crop* tab (Figure 247) or the *Type* tab of the Image dialog.

On the *Crop* tab you can adjust the following settings:

- Scale Width and Height: specify in percentages the scaling of the image. The size of the image changes accordingly. For a symmetrical resizing, both values need to be identical.
- Image size: specify the size of the image in your preferred unit of measurement. The image enlarges or shrinks accordingly.
- Original size button: when clicked, restores the image to its original size. This will be the size resulting after any cropping was carried out.

On the *Type* tab of the Image dialog (Figure 249), in the *Size* section, toggle the **Relative to** option to switch between percentage and actual dimension. For a symmetrical resizing, select the **Keep ratio** option. Clicking on the **Original Size** button restores the original image size, but the scale dimensions are altered if the image has been cropped.