
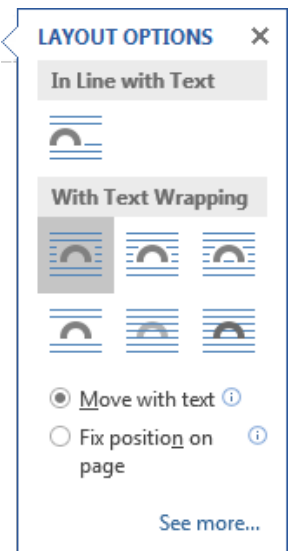


Editing Images - self help guide I.

Repositioning an image

1. When you insert an image, it is displayed 'In line with text' by default. This makes the repositioning of images difficult. If you would like to move one around, you will have to change the text wrapping around it.
2. Select the image. The **Layout Options**  button will appear on the right-hand side.
3. Click on it to see the different layout options. If you choose one of the options in '**With Text Wrapping**' you will be able to move the image around.
4. To move the image, just click on it and drag it where you want to position it. You can also move images by pressing the arrow keys.



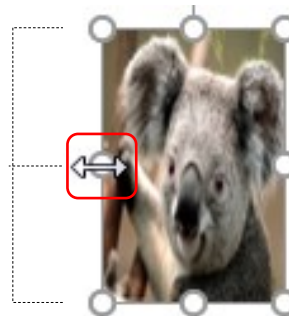
Resizing and rotating an image

1. Click on the image you would like to resize. Circular sizing handles appear around it.
2. Click on a handle and drag to change the size.

The handles in the corner will keep the original proportions:




The handles in the middle of each side will not:



3. To rotate the image, use the rotating handle on the top:



Note:

You can also use the **Layout** dialog box. Click the **Launcher icon**  located at the bottom right corner of the **Size** group.