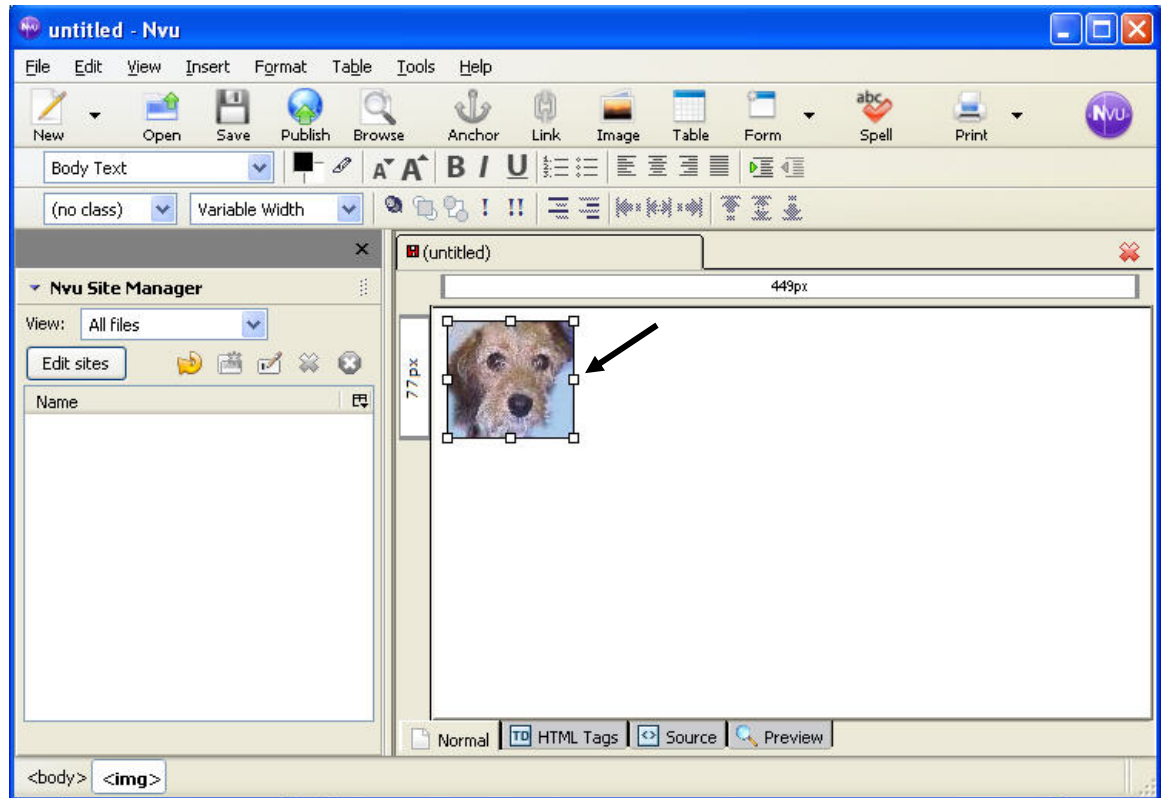


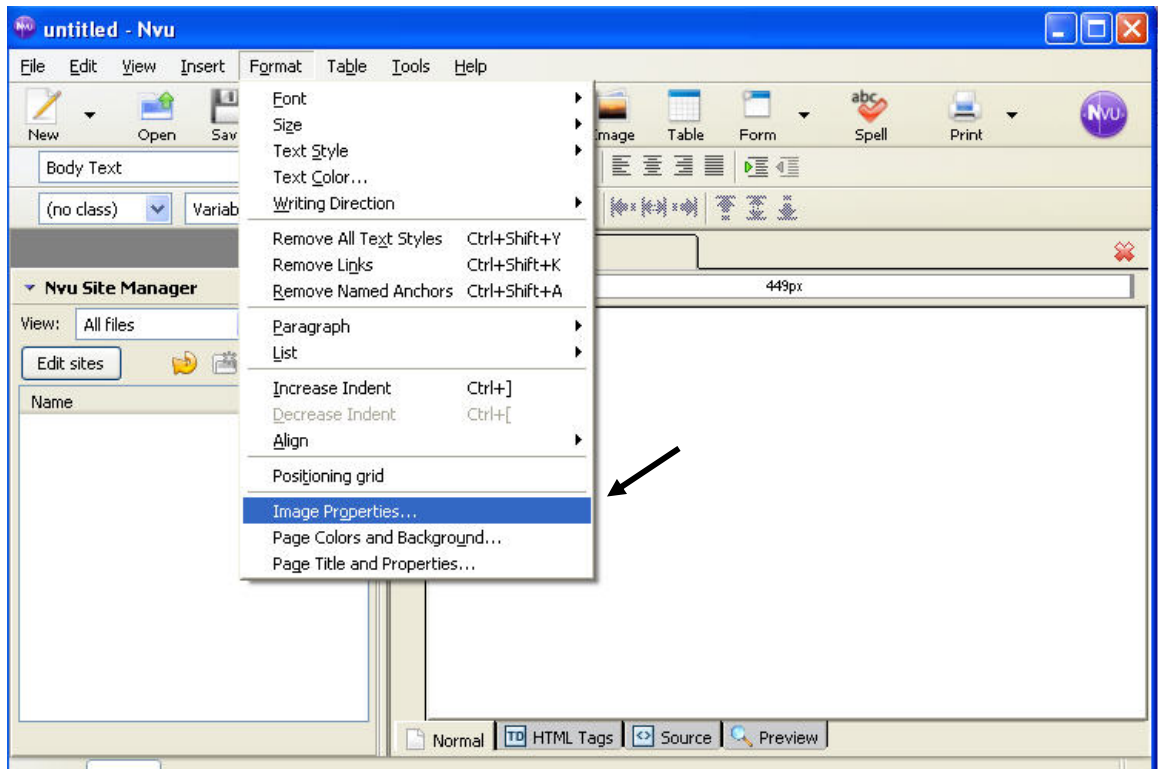
Re-Sizing an Image to Make it Smaller using Nvu

NOTE: Increasing the size of an image can reduce the quality depending on the quality of the original image.

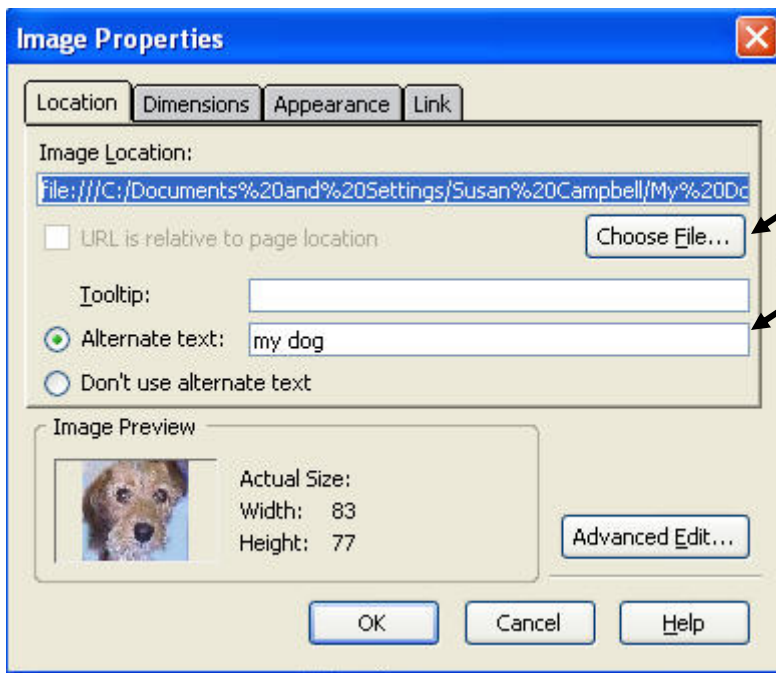
1. Click on the image so the resizing anchors are displayed.



2. Click on **Format > Image Properties** on the menu.



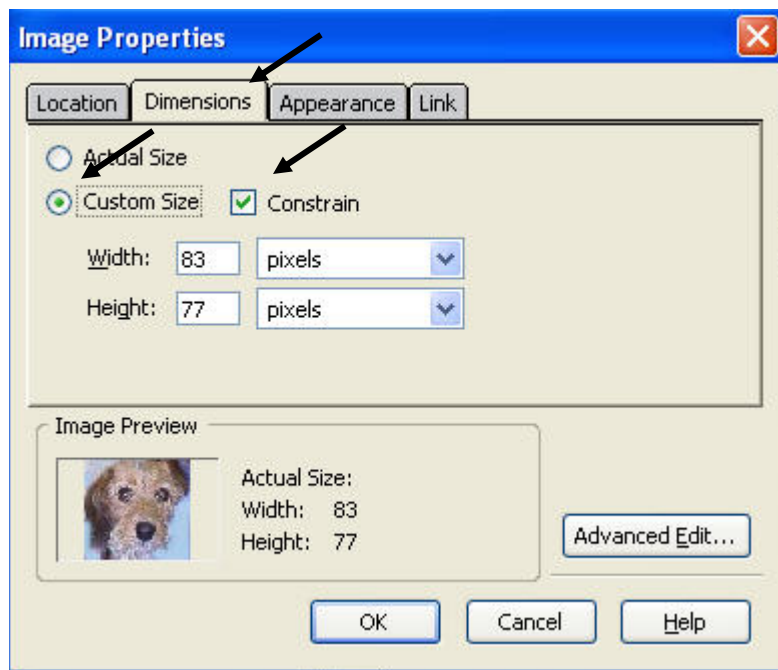
NOTE: The Image Properties window will appear.



3. Click on “Choose File” to locate the image file you want to insert.
4. Enter text that describes the image in the “Alternate text” box and click “OK.”

NOTE: Reader programs, used by individuals who are sight-impaired, read alternate text.

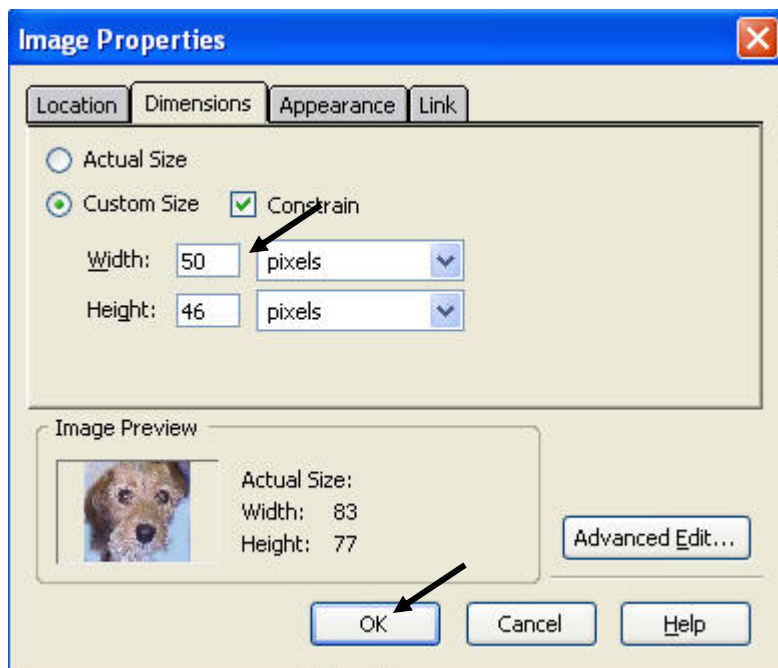
5. Click on the “Dimensions” tab and then click in the radio button next to “Custom Size.”



NOTE: Leave the “Constrain” box checked so the aspect ratio (height to width) remains the same.

6. Change the pixel numbers for width and height and click “OK.”

NOTE: Seventy-two pixels equal one inch.



NOTE: The image is immediately reduced in size.

