

Repositioning, Resizing, Stretching, & Compressing Clip Art

Moving the Image

- Click once on the object to select it. The object is then surrounded by eight resizing handles.
- Hold down the left-mouse button and move the object by using the drop-and-drag technique. While you are dragging the object, an outline box indicates its new position.
- Release the mouse button when the object is in place.
- (The object can also be moved using the arrow keys. For very fine movements, hold down the **Ctrl key** while moving the object with the arrow keys.)
- *For greater control of an object, see **Formatting an Object***

Resizing the Image

- When a picture is selected (by clicking on it once), notice the pointer changes to a double-headed arrow when placed over the handles that surround the object.
- Drag and release one of the **corner handles** to retain its proportions.

Stretching and Compressing

- By dragging one of the **side handles**, you can stretch or compress the object in the direction of your choice.
- Place your mouse cursor over one of the side handles. Hold down the left-mouse button, and the cursor changes to a cross hair. An outline of the image follows the cursor.
- Release your mouse button when the image is the size you desire.