

Image Editing

Basic image editing for the CMS comes under 2 headings:

- [Resizing](#)
- [Cropping](#)

Basic image editing tools are pre-installed on all Mac and Windows computers:

- [The Basics: on a Mac](#)
- [The Basics: on Windows](#)



Image Management Resources

[Pixlr](#)

a free, online image editor

[Image Templates](#)

custom templates for use in Pixlr or Photoshop

[Libris](#)

USM Marketing's Image Library

Resizing ([Back to top](#))

Resizing generally means scaling an image to a smaller visual size (and, by association, a smaller file size). In the CMS, this is usually done to fit a particular region on the page (such as for [?Slideshow Slides](#)), as well as to avoid extremely large images which would increase page load times.

Cropping ([Back to top](#))

Cropping is cutting off parts of an image to fit pre-defined dimensions. The following table shows a full image and a cropped version.



In some cases, such as [Slideshow Slides](#), images are both **resized** (to fit a minimum or maximum width or height) and **cropped** (to make sure the final dimensions are exact).

The Basics: On a Mac ([Back to top](#))

Apple's Preview program (on your computer at Macintosh HD -> Applications -> Preview) is a simple, but very capable program for not only viewing files, but for performing some basic graphic editing, too. A good help link from Apple is at:

<http://support.apple.com/kb/ht2506>

On this page, under the "Viewing and working with images" section:

<http://support.apple.com/kb/ht2506#images>

You'll find instructions for resizing and cropping a graphic file entitled "Resize an image" and "Crop an image" under the "If you want to - Do this in Preview" table.

The Basics: on Windows ([Back to top](#))

If you have Microsoft Office 97-XP, the Microsoft Photo Editor provides a functional, if not user-friendly interface. The link below details each of the functions of the tool, including cropping and resizing:

<http://support.microsoft.com/kb/169938>

If you have MS Office 2003 or newer, Photo Editor has been replaced with Picture Editor. The link below provides instruction for this tool:

<http://office.microsoft.com/en-us/help/CH001000117.aspx>

Finally, MS Paint comes with all versions of Windows. The most recent version is documented here:

<http://windows.microsoft.com/en-US/windows7/Using-Paint>