

## Moving and Resizing a Picture

A picture may be moved by selecting it and dragging. Selecting the picture will cause it to jump to the front most layer of the page. You can deselect it by clicking on the page, clicking on another item or choosing **Deselect Picture** from the **Edit** menu.

To resize a picture, select it, then click and drag in the grow box in the lower, right corner of the selection.

Holding down the shift key will constrain the move or resize. (See “Shift Key” under “Special Key Functions”.)

The arrow keys may also be used to move a picture.

**TECHNICAL NOTE:** It is best to resize a picture in a picture editing program. A resized picture in ProView remains the same size as the original on disk and in memory, but is drawn to the screen at the new size. Thus, the refresh on the screen will be slower when there are changes to the page. It also takes up more memory to use a picture that has been scaled down. However, when a ProViewer is created, all pictures are permanently resized before being compressed into the ProViewer.