

## Tip Sheet: How to re-size photos to keep proper proportions

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We've all seen photos that appear stretched and a little off-kilter and logos that are out of proportion. Do you know how to stop this from happening?

In proportion



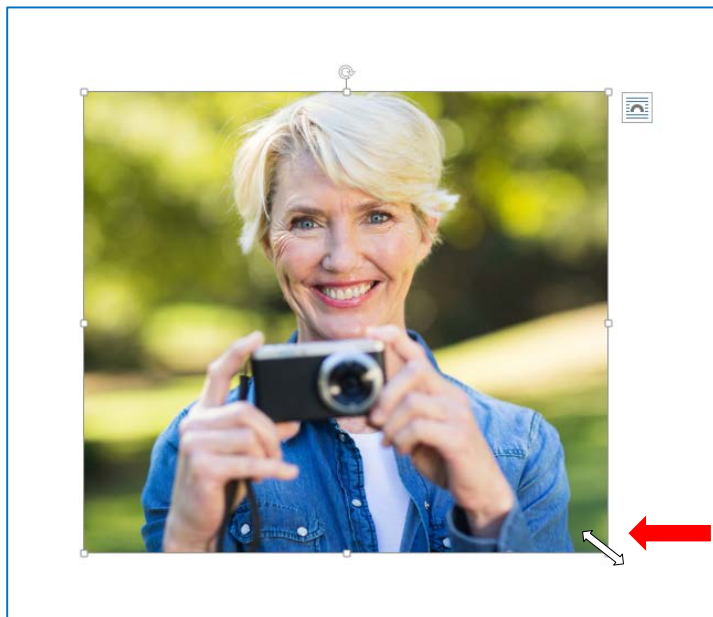
Stretched out of proportion



Here are two methods you can use to ensure images are scaled proportionally.

### Method One

The easiest way to scale proportionally is to click on the *corner* of the image (not the centres) and drag the image right/left and up/down. This will keep the image in proportion as you adjust the size.

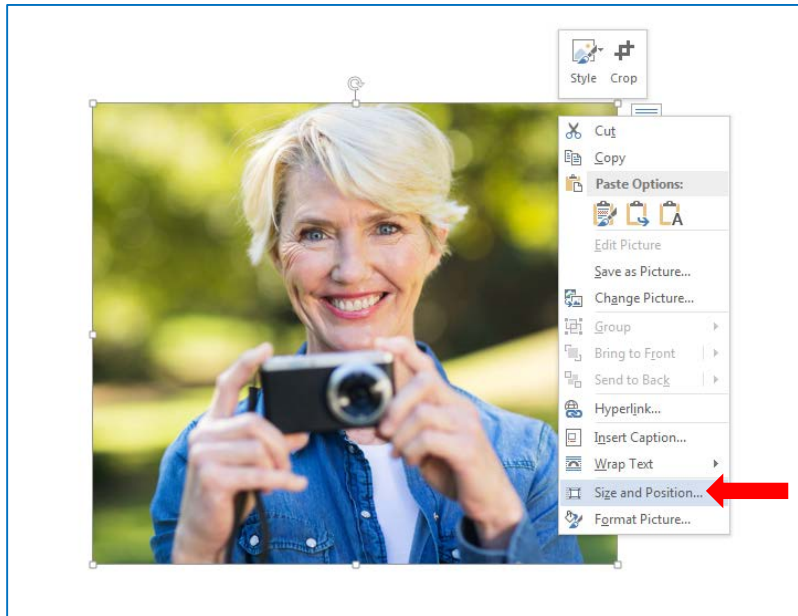


## Method Two

You can also use the menu that appears when you right click on the image.

### Step 1

Right click on the image.  
Choose size and position.



### Step 2

Make sure "lock aspect ratio" box is checked and then change *either* the width or the height.

