

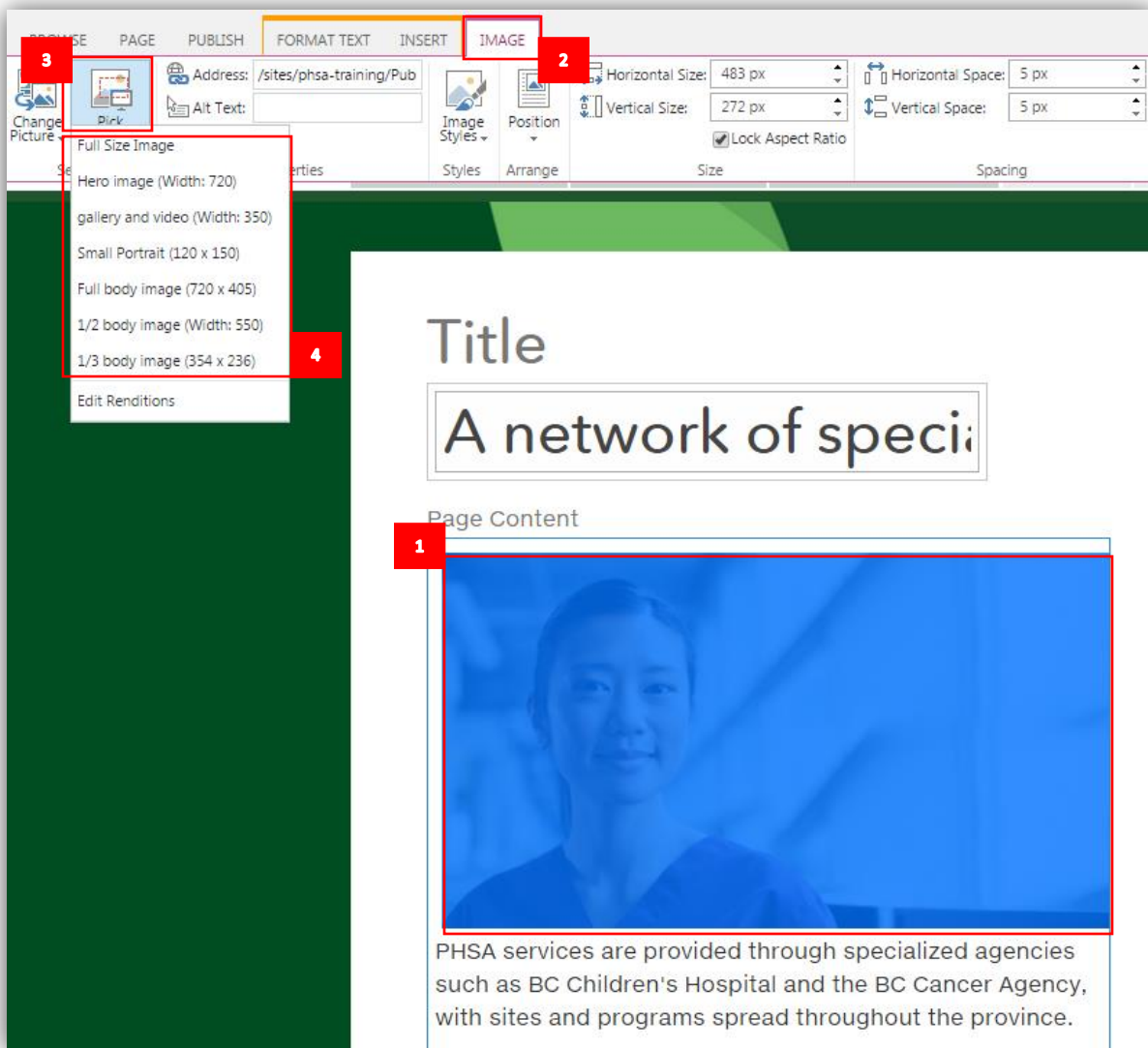
Adjust the size, crop & position of an image

If the picture you have inserted is not the right size, cropped correctly or positioned correctly, you can adjust it.

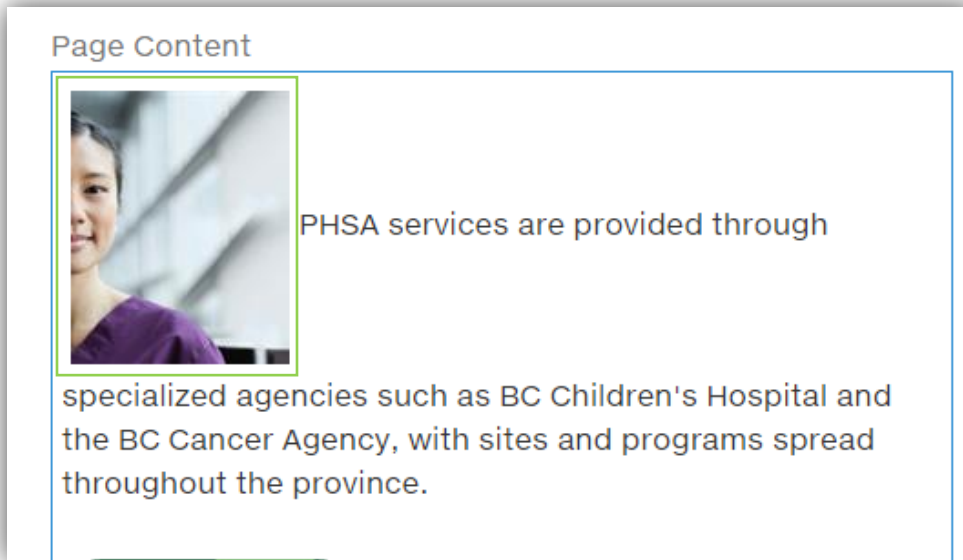
Adjust the size of an image

1. Highlight the picture.
2. Click IMAGE on the ribbon
3. Select Pick Rendition.
4. Select the rendition that works best for your page.

NOTE: The list of renditions might look different depending on the site in which you are editing.

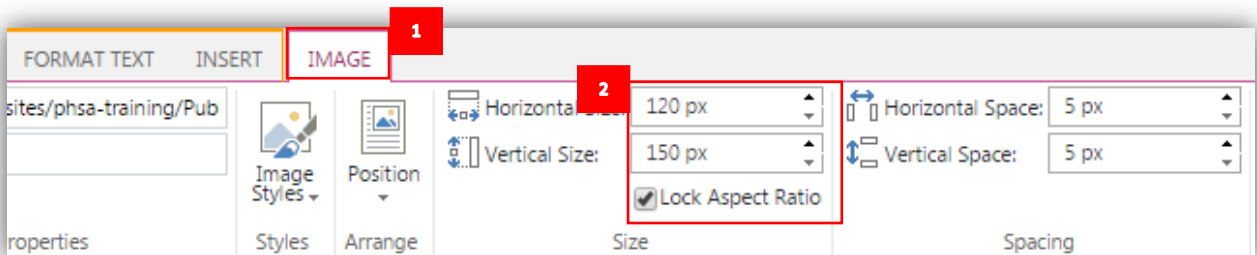


5. The picture will adjust to the size you selected. Note: If the image is narrower than the content field, any text near the image may wrap around it.



Note: If the image sizes offered in the renditions list is not exactly what you need for your image, you can manually change the image size.

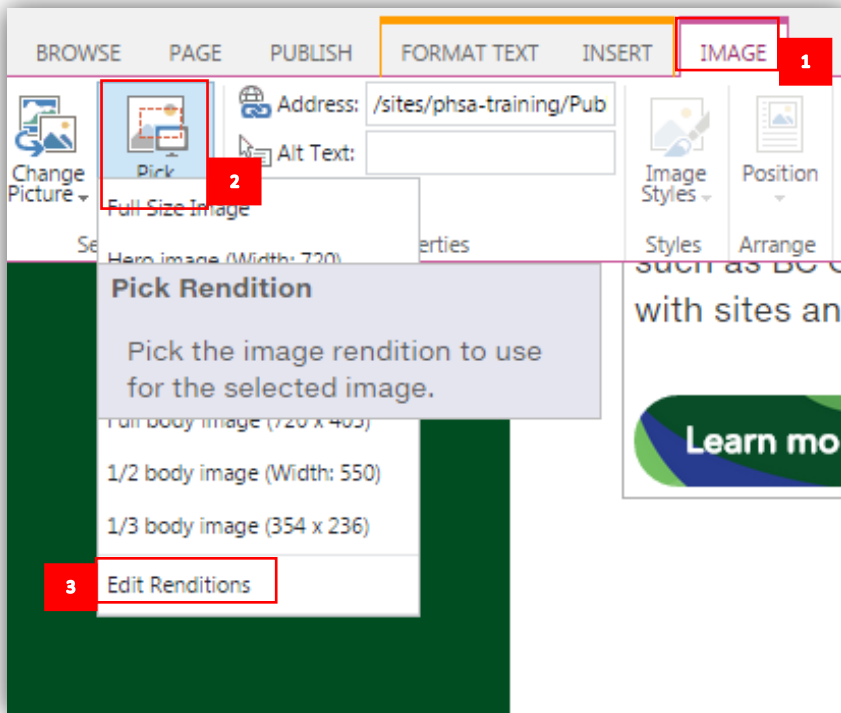
1. With the image highlighted, click select IMAGE tab on the ribbon.
2. Use the sizing options to adjust the image size.



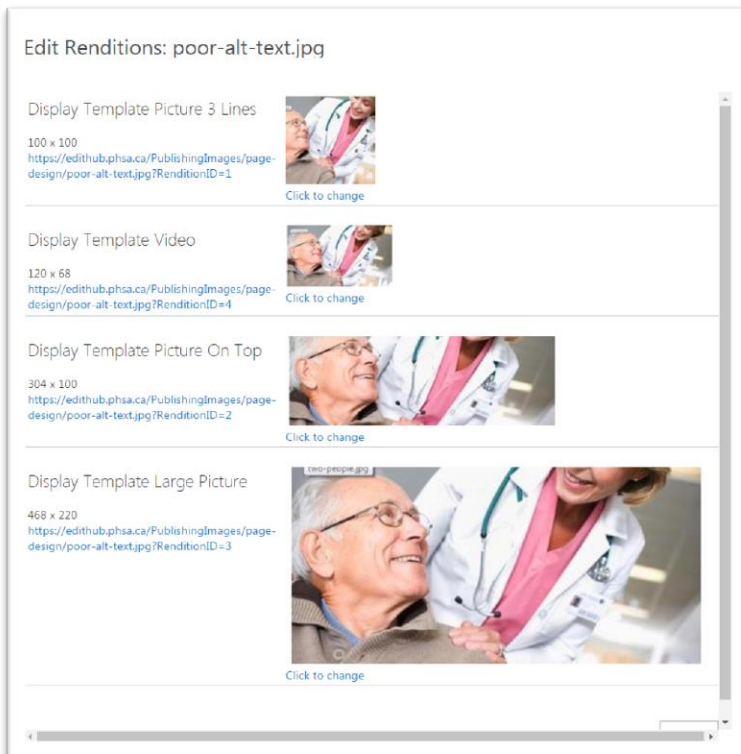
Adjust the crop of an image

If the image is not cropped as you want it to be, you can adjust the crop.

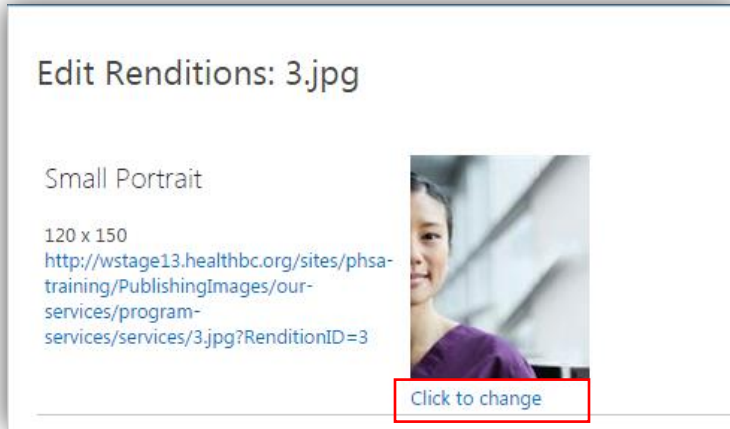
1. Highlight the picture, select IMAGE on the ribbon and Pick Rendition.
2. Select Edit Renditions.



3. You will see all the renditions SharePoint has created of your picture.



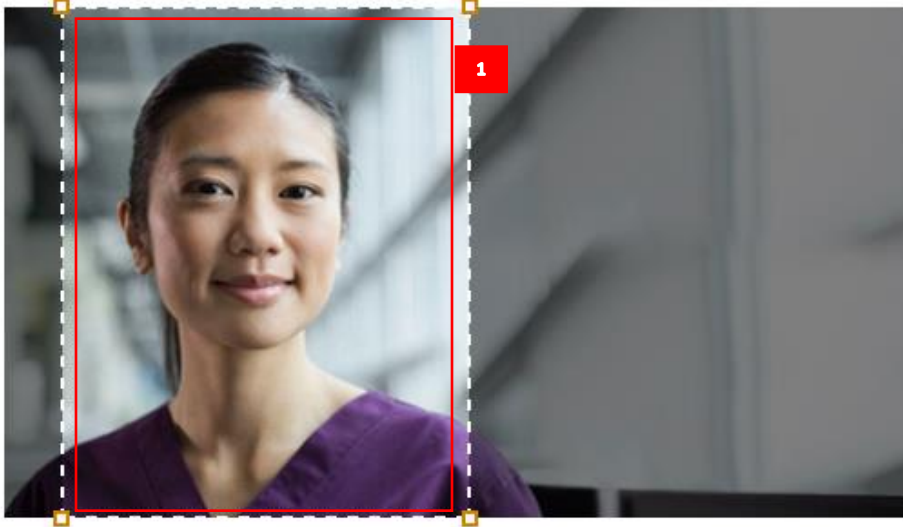
4. Scroll down and select `Click to change` under the picture you want to recrop.



5. The pop-up window will display the whole picture. You can adjust the crop of the image by dragging the dotted line(s). Underneath the image, you will see a preview of how the image will look.

Small Portrait (120 x 150): Crop Rendition

Select a portion of the image to use for this rendition.



Preview: Small Portrait (120 x 150)



6. Click Save when you are happy with the image. The Edit Renditions popup will reappear. Click OK.
7. If the image does not display the new cropping, save the page to refresh.



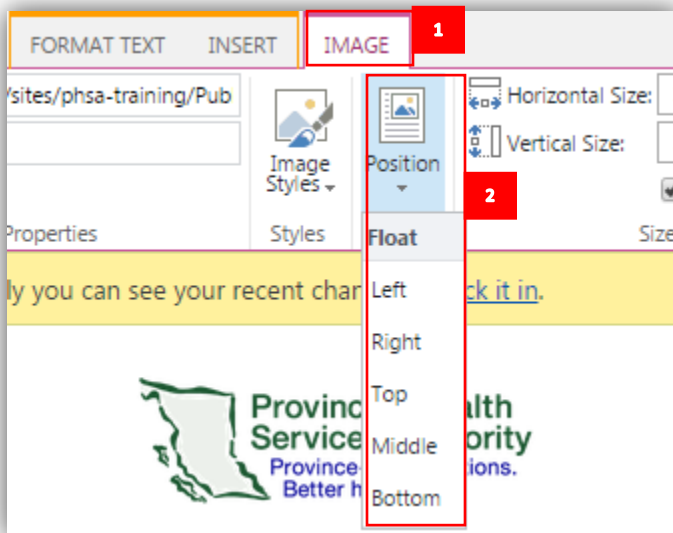
PHSA services are provided through

specialized agencies such as BC Children's Hospital and the BC Cancer Agency, with sites and programs spread throughout the province.

Changing the image position

If your image needs to be positioned with some text you can decide where it lies in relation to the text.

1. With the image highlighted, select the IMAGE tab on the ribbon.
2. Use the Position options to move the image in relation to the text



3. This example shows the image positioned to the left of the text.

Page Content



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