Editing images

This tutorial shows you how to select a logo from the UTMB Identity Site, add your department name, and resize it in Microsoft Picture Manager.
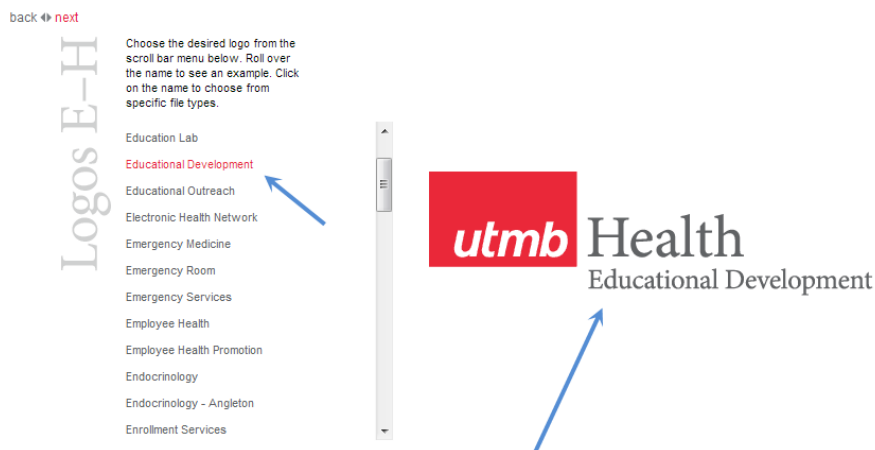
1) Go to the site: https://www.utmb.edu/identity/home/index.shtml

2) Click on downloads in the header bar – logos -- choose the alphabetical category of your department, clinic, etc. This tutorial uses "Educational Development."
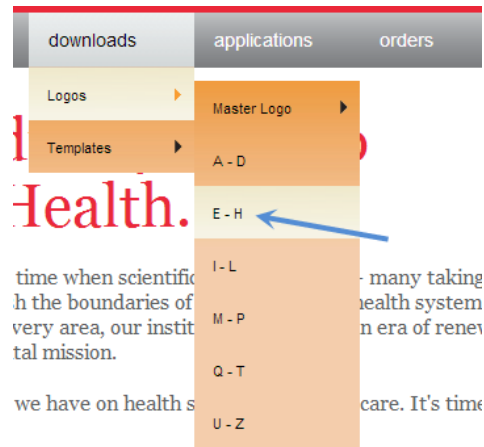
3) Find the correct name and click on it.

4) The logo changes to show your department name, and directions to download appear in red. Choose the type of graphic you would like to use. Low resolution = web and on-screen. High resolution = printing.
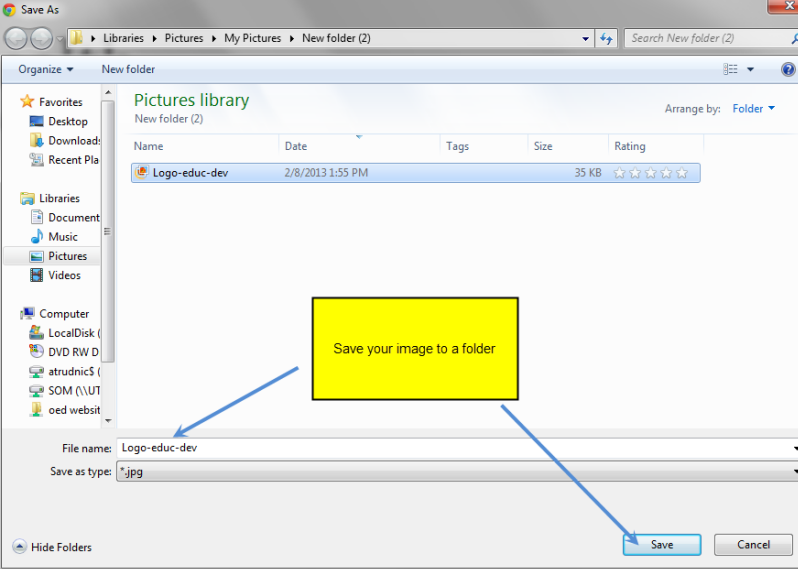
5) Right-click on the image and Save image as…
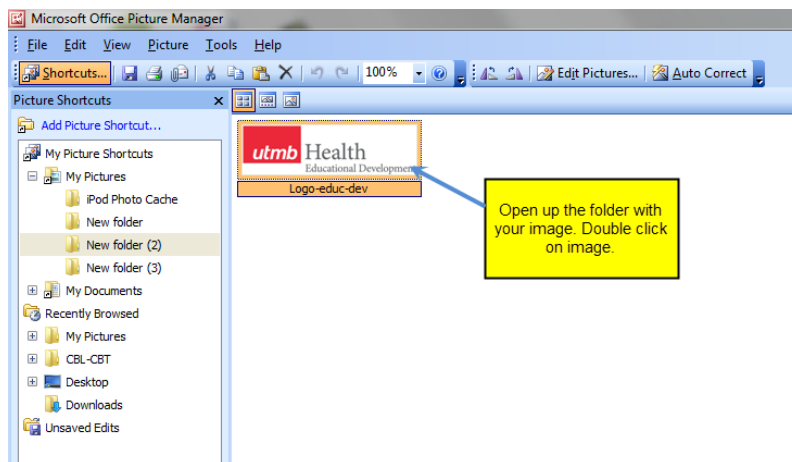

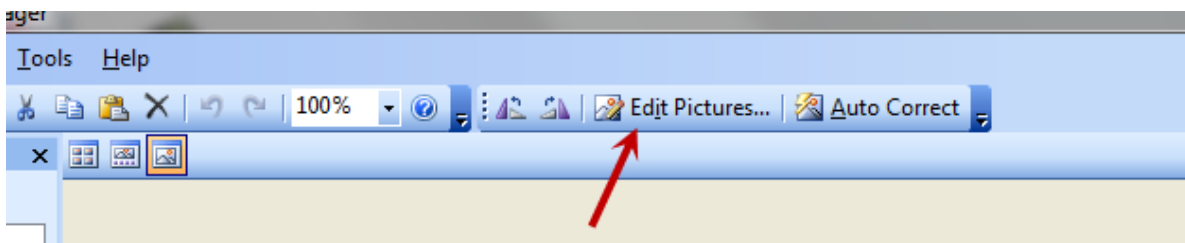6) Save the image to a folder on your computer.

7) Open up Microsoft Picture Manager under your programs. It is located under Microsoft Office – Microsoft Tools
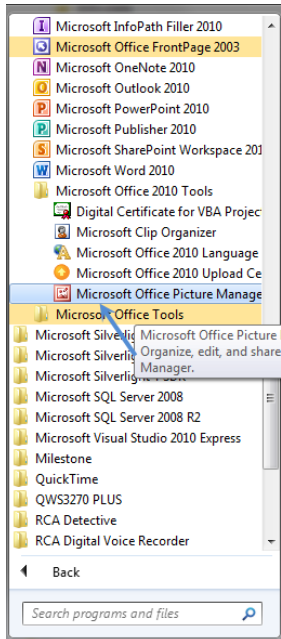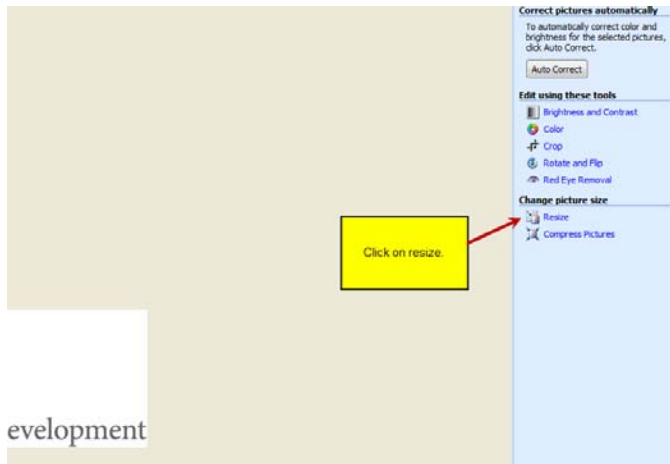

8) Under Shortcuts, find where you saved your image and double click on it.
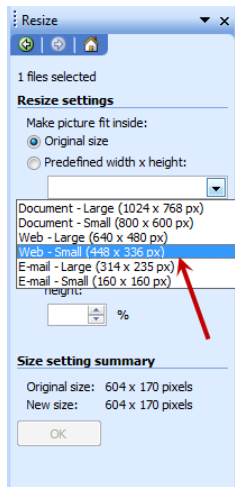

9) Click on Edit Pictures.

10) Click on resize.

11) The original image is 604 x 170. You can choose a predefined width x height or select a custom size. Then click OK.

12) Your image resizes. Then save the new version as another name so you will still have the original size.