

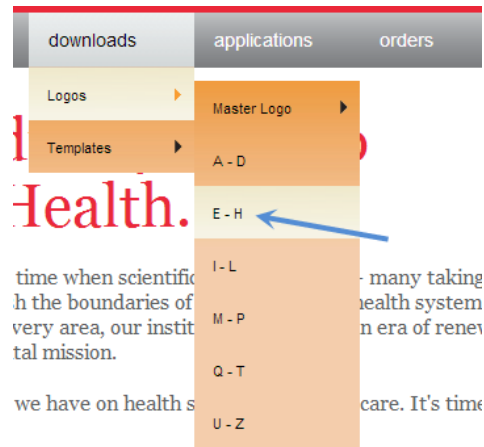
## Editing images

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

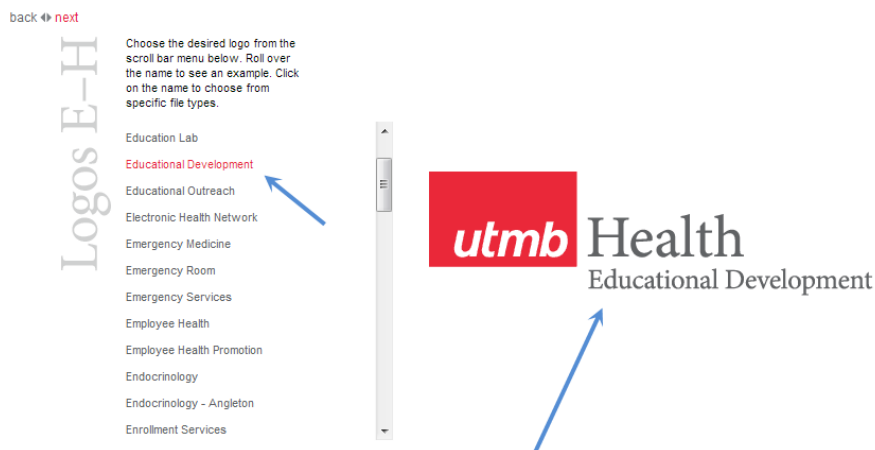
1) Go to the site: <https://www.utmb.edu/identity/home/index.shtml>



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.

Logos

Choose the desired file type from the menu below. Roll over the file type to see an example. To download the file, Right-click (PC) or Control-click (Mac) and choose "Save target as..." or "Save linked file..."

**Low Resolution**  
*(web and on-screen applications)*  
full color rgb.jpg  
one color b+w.jpg

**High Resolution**  
*(for design and printing professional use only)*  
full color pms.eps  
full color reversed pms.eps  
full color cmyk.eps  
full color reversed cmyk.eps  
one color b+w.eps  
one color reversed b+w.eps



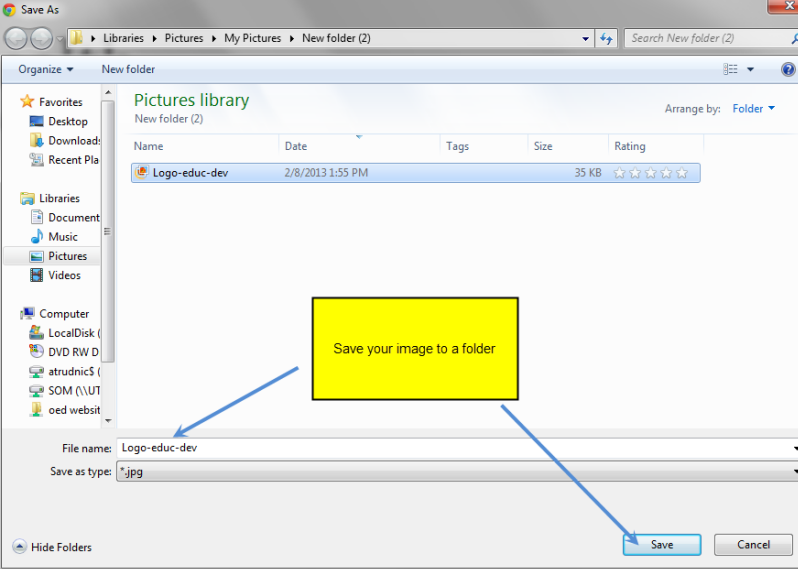
5) Right-click on the image and Save image as...



Right click on logo image and click "Save image as..."

- Save image as...
- Copy image URL
- Copy image
- Open image in new tab
- Evernote Web Clipper
- Inspect element

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



Save As

Libraries > Pictures > My Pictures > New folder (2)

Organize > New folder

Pictures library

Name	Date	Tags	Size	Rating
Logo-educ-dev	2/8/2013 1:55 PM		35 KB	☆☆☆☆☆

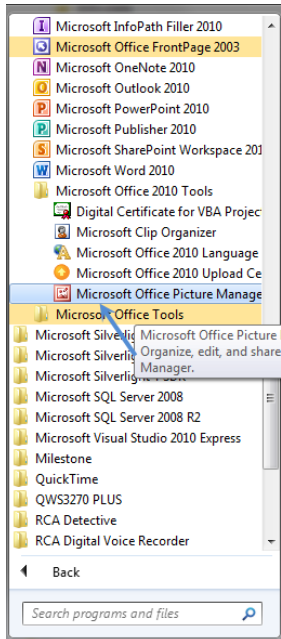
File name: Logo-educ-dev

Save as type: \*.jpg

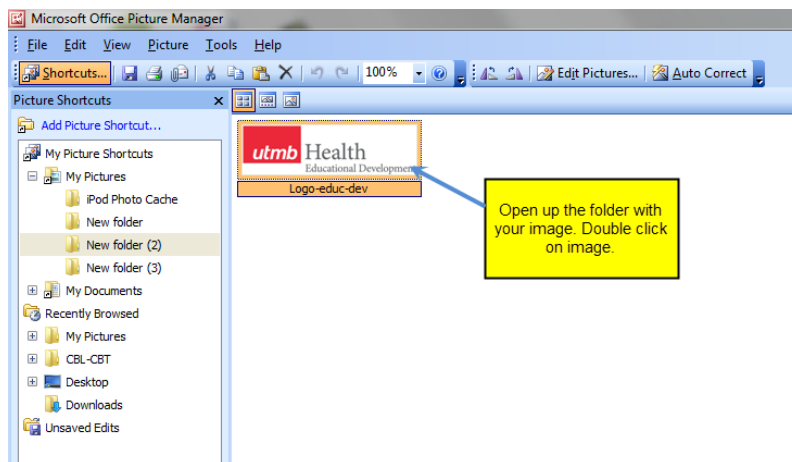
Save Cancel

Save your image to a folder

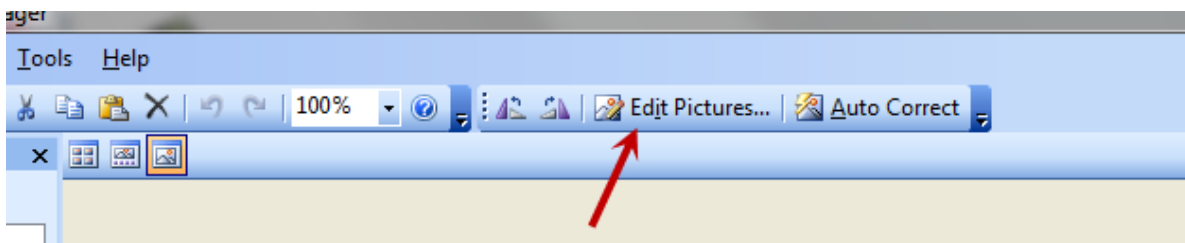
7) Open up Microsoft Picture Manager under your programs. It is located under Microsoft Office – Microsoft Tools



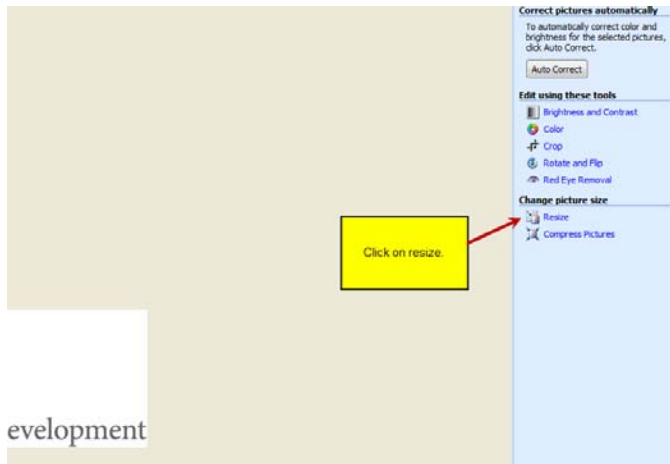
8) Under Shortcuts, find where you saved your image and double click on it.



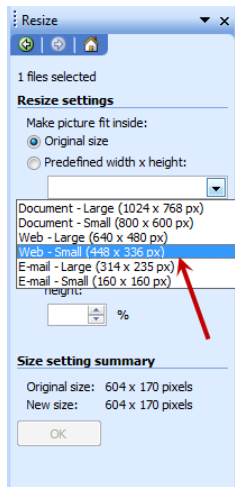
9) Click on Edit Pictures.



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.

