Manipulating Images and Screen Shots: Expanding and Collapsing Your Image

- In this tutorial you will learn how to expand and collapse your image.
- Expanding or collapsing changes the size of your image. This option also changes how your image appears (the entire image is expanded/collapsed rather the just the size).

For this tutorial, the image used is a screen shot of the MyWalden University Portal login in page.

Step 1: You can expand or collapse your image by using your mouse to click on it. A light blue outline should appear around it. At the in the center of the lines on the outline there are white squares. Hovering over the squares will bring up a two-way arrow. Click your mouse, and drag.

Step 2: If you drag towards the center of the image, your image will collapse. If you drag way from the image your image will expand.

NOTE- the image itself will expand or collapse. This means your image will expand and the image will stretch, or the image will collapse and “squish” the image itself does not change (resize) only the appearance of the image. This can distort your image.

Finish: When you image is expanded or collapsed how you want it to appear, release the mouse button. Your image is now expanded/collapsed.