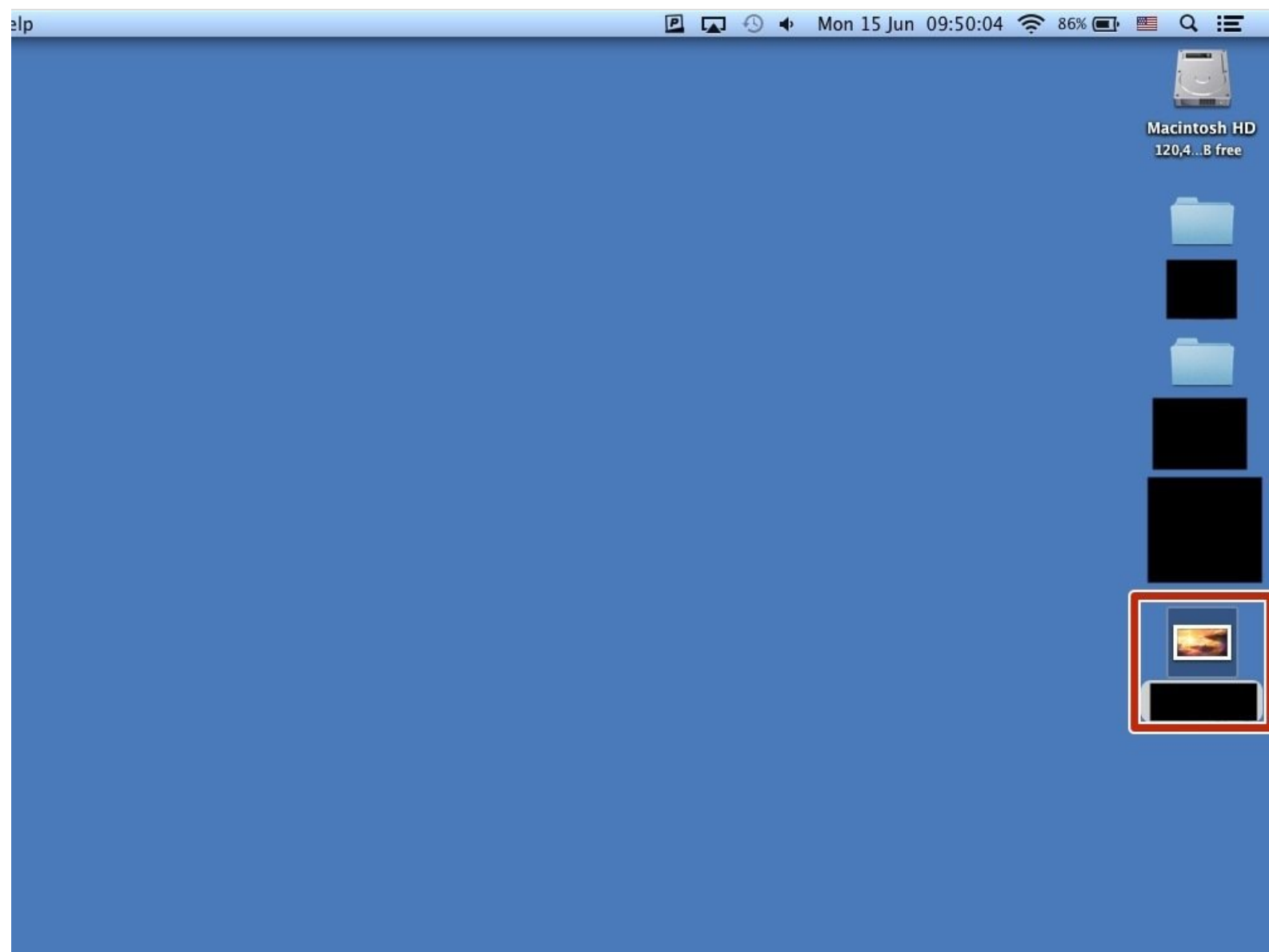# BIS Help Guides

How to Change the Image Size in Preview

Learn how to change the image size in preview and its effect to the quality.
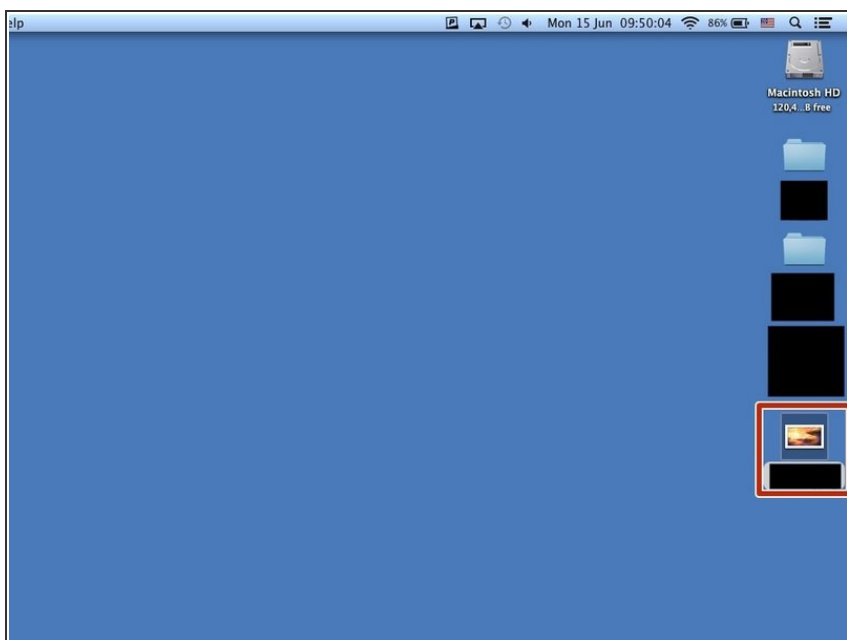
Written By: Mirai

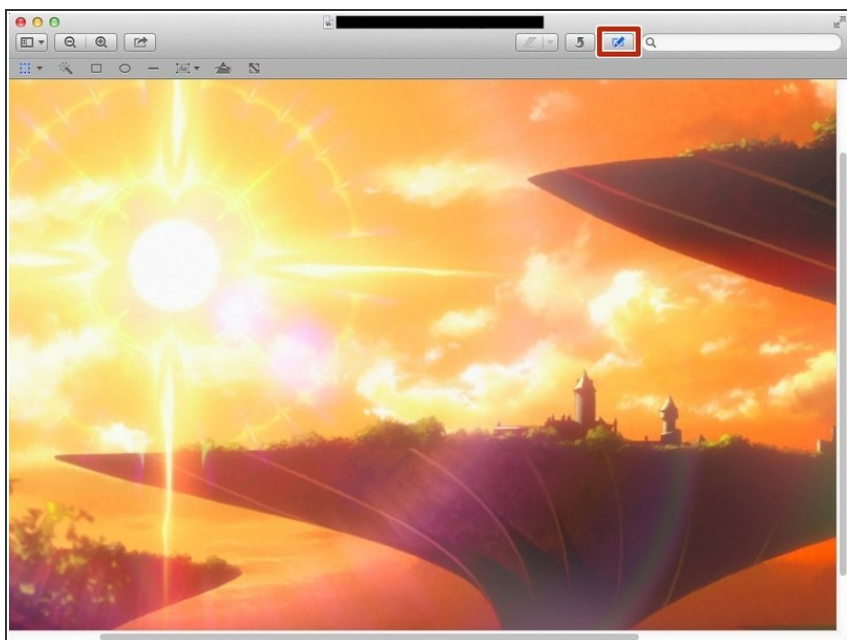This document was generated on 2021-12-22 03:29:25 AM (MST).

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INTRODUCTION

Learn how to change the image size in preview and its effect to the quality.

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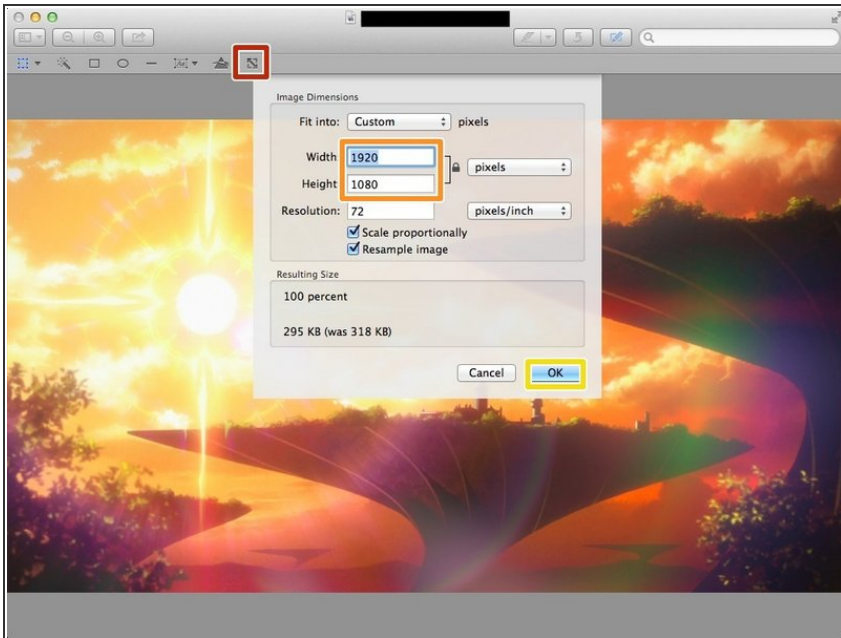
Step 1 — Opening Image

- Double-click the image that you want to open

Step 2 — Showing Edit Toolbar

- Click the icon to show "Edit Toolbar". You can hide it if you click it again.

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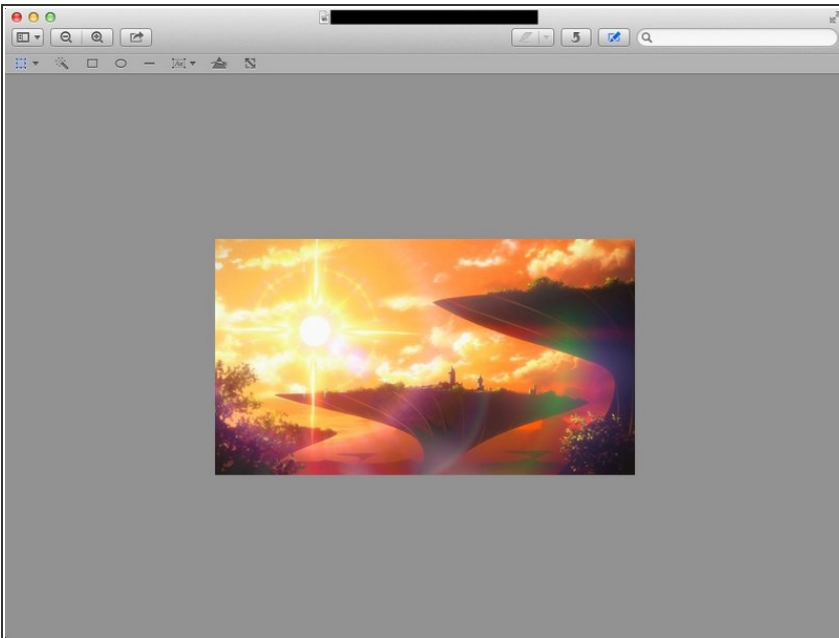
Step 3 — Changing The Image Size

- Click this "Adjust Size" icon

- Change the numbers

- The image becomes larger if you put big numbers, and it becomes smaller if you put the little numbers.

- Click "OK" when you finished.

Step 4 — Making the Image Larger

- If you made the image larger, it makes easier to see, but it makes the image lower quality.

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Step 5 — Making the Image Smaller

ⓘ If you made the image smaller, it makes harder to see, but it makes the image higher quality.

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