## ClubRunner

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## How do I resize images in a story?

Michael C. - 2021-02-12 - Support
You can use ClubRunner to insert an image into a story or document. Depending on the size of the original file, you may need to resize it to suit your layout needs.

1. Log in to ClubRunner and access the story or document that contains the image you wish to edit.


Green Town Rotary Christmas Party
Join us December 20 at the Eugene V. Debs Memorial Hall for our annual fai your friends and invite prospective members. Refreshments will be provided. are asked to bring a non-perishable food item for the Green Town Benevolen

For more information, call Sue Brown at 517-555-5888.
2. Right click on the image in order to edit the image editor. Then, click on Image Properties.

3. In the Image Properties editor, you can adjust the width and height of the image. The numbers represent the dimensions as measured in pixels. You can adjust these as desired to change the image size.



URL



Preview


```
OK Cancel
```

4. You can check the look of the resized image in the Preview field.
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5. When you're ready to proceed, click Okay. Or, click Cancel to discard your changes. Your resized image will appear.
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6. There are some special precautions you should take when resizing. To avoid distorting the image, click on the Lock Ratio icon. When you do this, the image size will be automatically adjusted to maintain the original proportions.

7. In this example, the width of the image has been distorted.


Green Town Rotary Christmas Party
Join us December 20 at the Eugene V. Debs Memorial Hall fi bring your kids, bring your friends and invite prospective men receive a gift from a special visitor. Members are asked to $b$ Foundation.

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8. Finally, be sure to use a source image of sufficient resolution if you intend to make it larger. Expanding a small image file will make it appear pixelated and unclear.


