



1 Place your image.

- Go under the "File" menu at the top of your screen, and choose "Place." Navigate to the image on your computer, click on the image in the folder and click "Open" at the bottom of the window.
- With the image loaded in the pointer, position the pointer in the top left of the document and click to drop the image.
- To make the image not look pixelated on the screen, go to the "View" pull-down menu and choose "Overprint Preview" at the top. Ignore the warning that comes up, just click "OK."
- Use the Pointer Tool to click on the image and generally position it over the document for more formatting. The pink lines are the edge of the document, so you can use those as a guide.

Tip: If you need to zoom out to see your whole image, click on the magnifying glass icon in the toolbar (to the right of the hand icon) and hold down "Option" (Mac) or "Control" (PC). The tool will show a minus sign and you can click in the middle of your document to zoom out. The shortcut to get your whole document quickly back into the window is "Command + 0" (zero) on a Mac, or "Control + 0" on a PC.

2 Resize the image.

- To resize the image, hold down "Command + Shift" (Mac) or "Control + Shift" (PC) and hover over a corner until you see a  icon show up. (Not  because that will rotate the image).
- When the correct icon comes up, click, hold and drag on the corner to shrink the image down however much looks good to you.
- Using the pointer tool, position the image over the document to get it where you want it, again using the pink lines as a guide for where the edge of the document is.

3 Crop and adjust the image.

- Using the Pointer Tool, click and drag on any corner to crop the image in on all 4 sides, stopping at the pink lines at the edge of the document. You don't have to hold down any keys on the keyboard for this.
- If you want to adjust the image further, click on the White Arrow Tool and then click on the image. Hover over the image, and when the hand comes up you can click and hold to move the image around in its container. You can also nudge the image using the arrow keys on your keyboard.

That's it! We've got the image in place, now we're ready to build on to this with basic shapes and simple effects.

These steps are also demonstrated in today's lesson video if you want to see them in action.