Resizing a File on a Mac

1. Open the image

2. Click on the Mark Up button (a circle with a pen point in it)

3. Click on the size button (a square with diagonal arrows)

4. Make sure Scale proportionally and resample image are checked (should be automatic)

5. Type in your size (it will automatically constrain proportions)

6. Type in resolution if necessary

7. Save the file.

Renaming a File or Folder on a Mac

After you've created a file or folder, you might want to rename it, especially if you misspelled the filename or folder name. To rename a file or folder, do this:

1. Click the Finder icon on the Dock . The Finder window appears.
2. Open the folder that contains the file or folder you want to rename.
3. Click the file or folder you want to rename. The filename or folder name appears highlighted.
4. Press return. A text box appears around the filename or folder name so you can edit it.
5. Type a new name or use the arrow and delete keys to edit the existing name.
6. Press return. Your file or folder displays its new name.