

12.1 Placing and Editing Images

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Place an image with precision
- Resize an image as specified, maintaining or adjusting the aspect ratio
- Crop, rotate and reflect (flip) an image horizontally or vertically
- Adjust the brightness and contrast of an image
- Group and layer images, including grouping, ungrouping and moving to the front or back

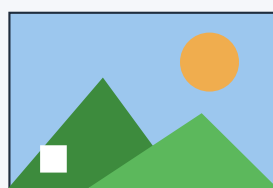
Placing an image with precision

An image is **placed** into a document, web page, presentation or database report so that it sits in exactly the right position. Placement can be exact when the position is typed in rather than dragged.

- Insert the image, then set its position using **alignment** (left, centre, right), margins or exact measurements from the page edge
- Use **text wrapping** (in line with text, square, tight, behind or in front of text) to control how text flows around it
- Use rulers, gridlines and snap-to-guides to line it up with other objects
- Add **alt text** and a caption where needed

Resizing and the aspect ratio

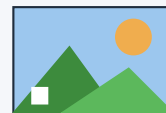
Figure 54: Resizing an image and the aspect ratio



Original 100 x 66



Distorted: ratio not kept



Smaller: ratio kept

Aspect ratio

= width : height

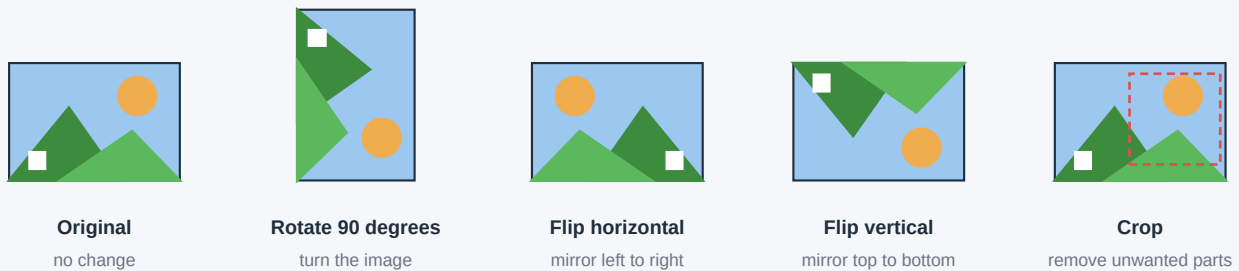
Lock the aspect ratio and drag a corner

so the picture is not stretched or squashed

- The **aspect ratio** is the relationship between an image's width and height
- **Maintain** the ratio by locking it and dragging a corner handle, or by typing only one measurement; the other changes automatically
- **Adjust** the ratio by unlocking it and changing the width and height separately; this stretches or squashes the image
- When resizing to a size given in the question, enter the exact height and width in the size settings

Crop, rotate and reflect

Figure 55: Crop, rotate and reflect

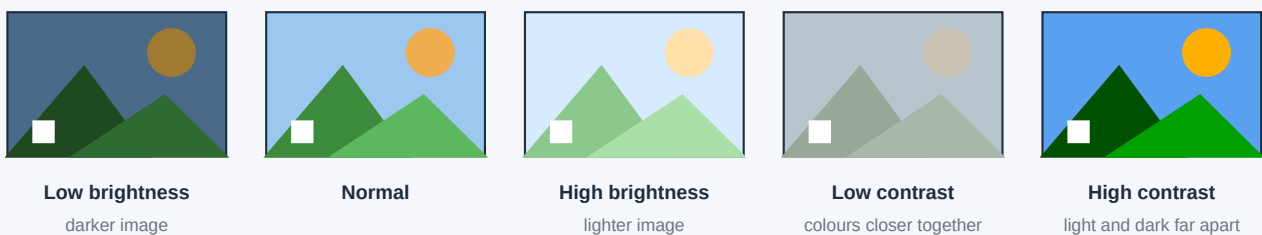


Crop removes the outer parts; the rest of the image is kept.

Edit	What it does	Use
Crop	Removes unwanted outer parts of the image	Focus on the subject; remove clutter; reduce file size
Rotate	Turns the image by an angle, for example 90 degrees	Correct the orientation; add an effect
Reflect (flip)	Makes a mirror image, horizontally (left to right) or vertically (top to bottom)	Correct a mirrored image; create a symmetrical design

Brightness and contrast

Figure 56: Brightness and contrast

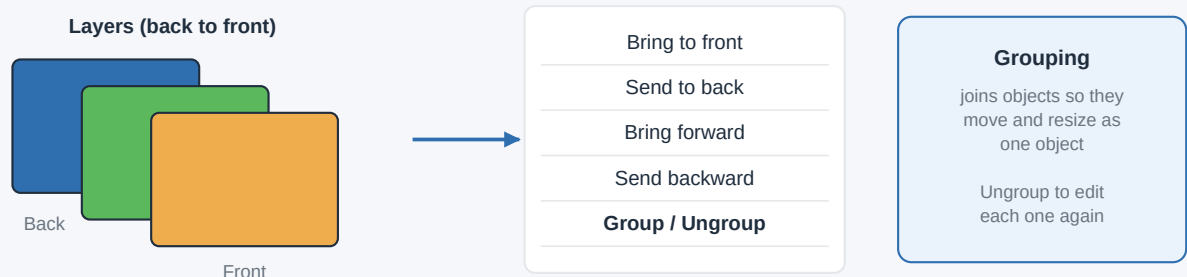


Brightness: how light or dark the image is. Contrast: the difference between light and dark areas.

- **Brightness:** increasing it makes the whole image lighter; decreasing it makes it darker
- **Contrast:** increasing it makes light areas lighter and dark areas darker, so the image looks sharper; decreasing it makes the image look flat and grey
- Use them to improve a dark, faint or washed-out photograph, but too much loses detail

Grouping and layering

Figure 57: Layering and grouping objects



- **Layering:** objects are stacked in order, and one in front can cover another behind it. Use **Bring to front** and **Send to back** to change the order
- **Grouping:** joins several objects so they can be moved, resized or rotated together, and keep their positions relative to each other
- **Ungrouping:** separates them so each can be edited on its own

EXAM TIP

When asked to **resize**, say whether the aspect ratio is **kept** or **changed**, and what happens: if it is not locked, the image looks distorted. Note also the difference between **rotate** (turn) and **reflect** (mirror).

Key terms

Term	Meaning
Aspect ratio	The ratio of an image's width to its height.
Crop	Cut away unwanted parts of an image.
Rotate	Turn an image by an angle.
Reflect (flip)	Create a mirror image horizontally or vertically.
Brightness	How light or dark an image is.
Contrast	The difference between the light and dark areas.
Layering	Stacking objects in front of or behind one another.
Grouping	Joining objects so that they act as one.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State what is meant by the term 'aspect ratio'.	[1]
2	Describe how an image can be resized without distorting it.	[3]
3	Explain the difference between rotating an image and reflecting it.	[3]
4	Suggest why a photographer might crop a photograph before placing it in a document.	[2]
5	Compare and contrast brightness and contrast adjustments.	[4]
6	Analyse the effects of grouping several images and then moving them to the front.	[4]

Total: 17 marks