

# Resizing and Renaming on a Mac

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- Drag the photo out of the iPhotos application or your email and click it open.
- This should result in it being opened in “Preview”.
- I then click File and from the dropdown menu click Duplicate. I then close out the first photo and proceed to resize and rename the duplicate image.
- The bar at the top of your computer for Preview allows you to choose “File” if you want to Rename and “Tools” if you want to adjust Size.
- By making those choices, a dropdown menu appears allowing you to complete those tasks.

