



# How to Edit an Image

This guide demonstrates ways to edit images within Dozuki's Media Manager platform.

Written By: Dozuki System



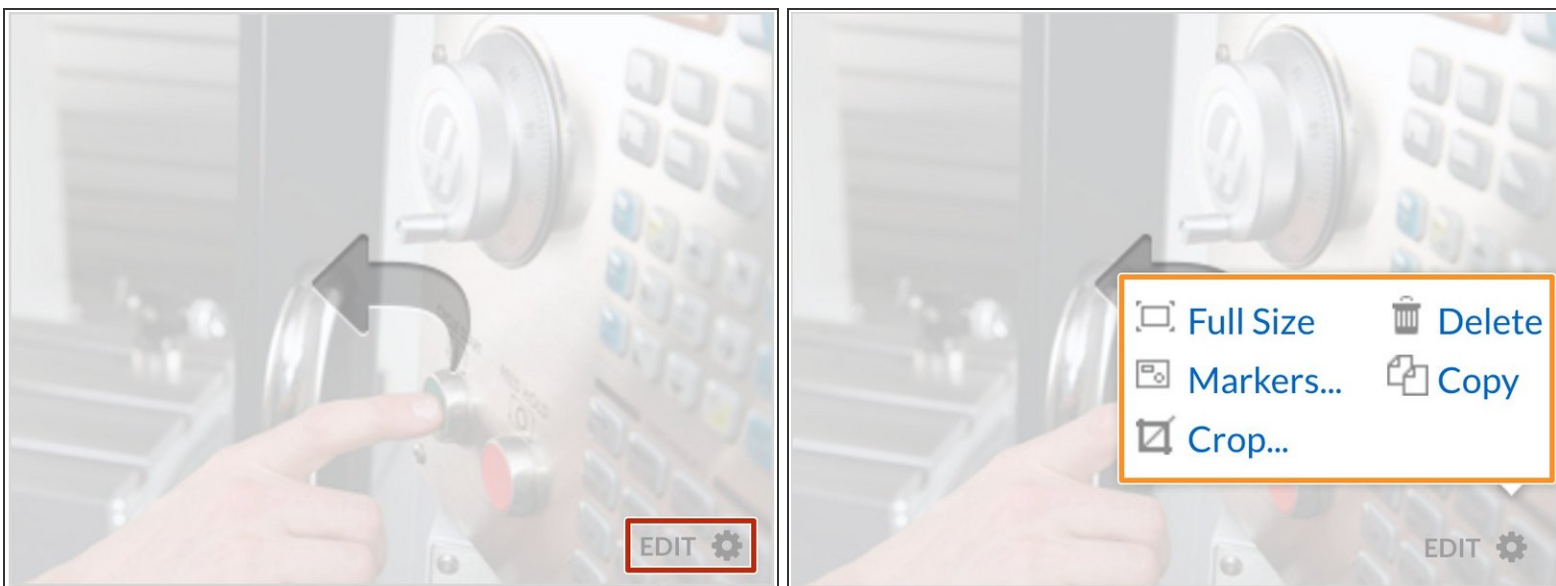
## INTRODUCTION

This guide demonstrates ways to edit images within Dozuki's Media Manager platform.

### Reminder

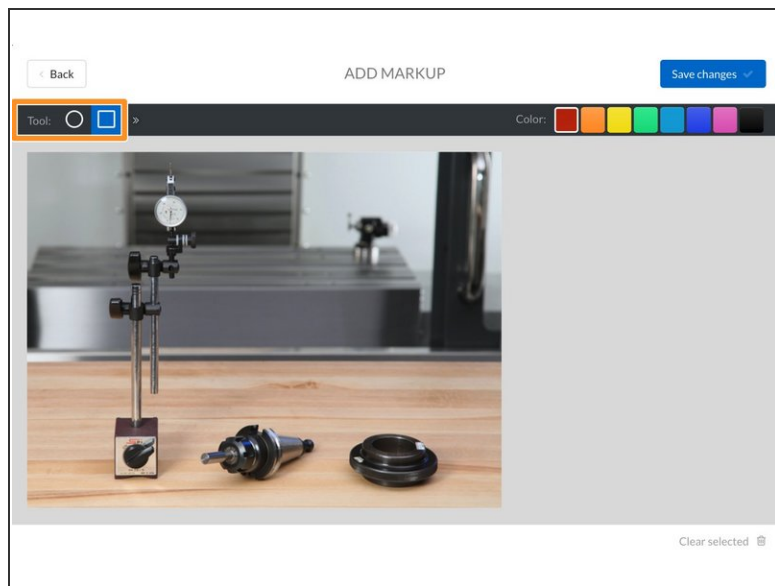
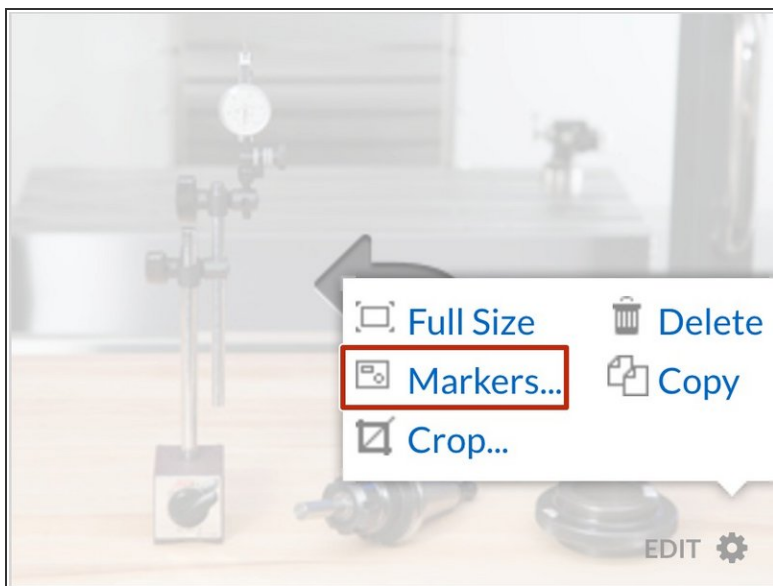
*Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.*

## Step 1 — Editing Options



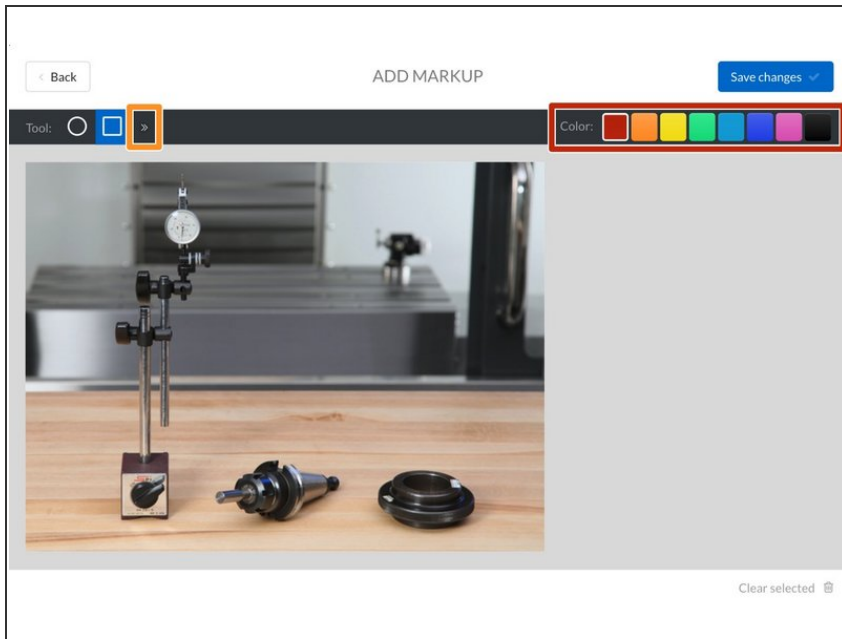
- In the Step Editor (or Media Manager), click the **Edit** gear icon in the lower-right corner of the image's thumbnail.
- Image Edit menu will open and give you the option to:
  - View the image **Full-Size**.
  - Edit the images with **Markers**.
  - **Crop** the image.
  - **Delete** the image.
  - **Copy** the image to your Media Manager.

## Step 2 — Adding Markers to an Image



- ① Markers are a wide variety of colored circles, rectangles, and lines used to draw attention to specific areas of images.
- ① Markers are extremely useful for highlighting specific parts of an image and linking instructions to those parts.
- Select **Markers** to access the markup editor.
- Select the markup shape in the **Tool** section.
  - ① The general rule for shapes is to choose the shape that best matches what you are marking up. If you are marking up a screw, choose a circle. If you are marking up a microchip, choose a rectangle.

## Step 3



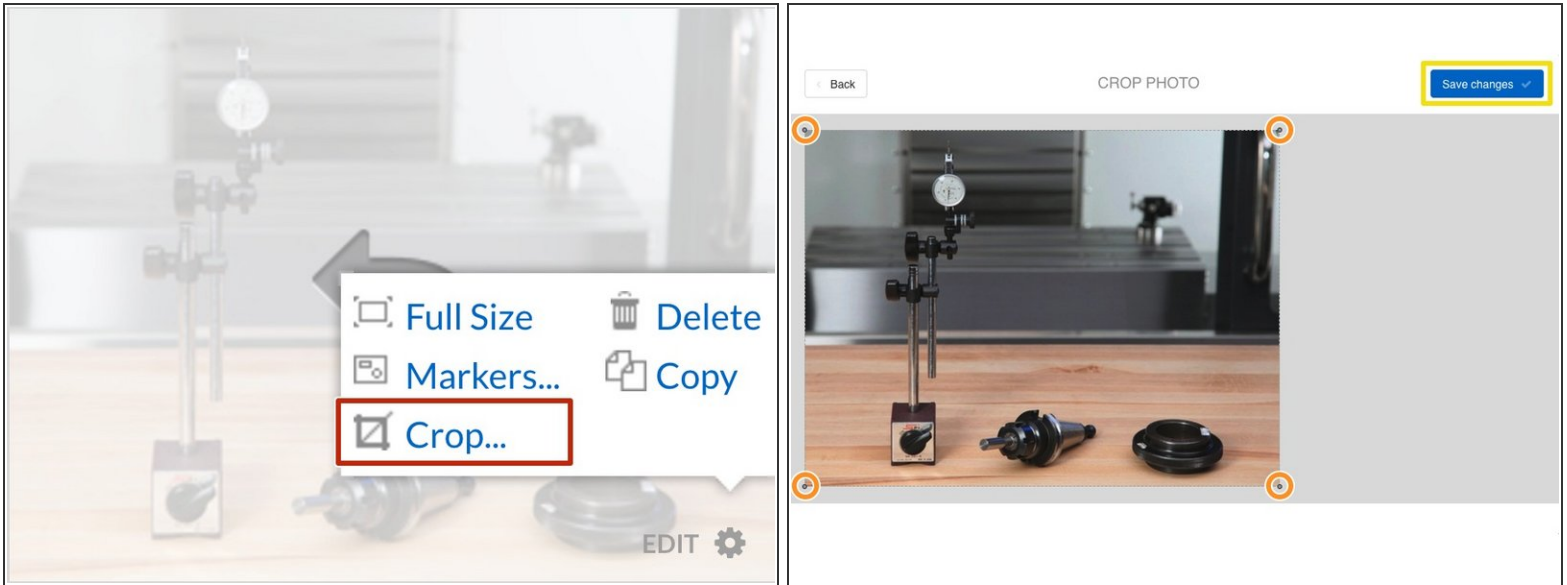
- Select your markup **color**.
  - ① Choose red as the first markup color. If you need a second markup in the photo, continue using colors in the spectrum order (ROYGBIV) and select orange.
    - ☑ Following this order, for the next item you would select yellow, and so on.
  - ① Maintaining the markup color sequence prevents markup confusion.
- Additional shapes can be accessed by selecting the arrow to the right of the **Tools** section.
  - ① Arrow Markers can be used to convey direction, such as whether to screw a bolt in left or right.
  - ① Gap Markers can be used for showing the gap between two objects or to indicate where to measure.
  - ① Line Markers can be used for anything—even creating shapes!

## Step 4 — Marker Keyboard Shortcuts



- **Right Arrow Key:** Move the marker slightly to the right.
- **Left Arrow Key:** Move the marker slightly to the left.
- **Up Arrow Key:** Move the marker slightly upwards.
- **Down Arrow Key:** Move the marker slightly downwards.
- **Shift + Arrow Key:** Increase the size of the marker in that direction.
- **"+" or "-" Key:** Directionally decrease or increase the size of the marker from the center.

## Step 5 — Cropping an Image



- Click **Crop** to adjust your image size.
- To crop the image, click and drag any of the four corners.
  - ① If a page requires an image to be in a specific aspect ratio (almost always 4:3), Dozuki automatically maintains the aspect ratio as such while you drag in the corners.
- Click on the **Save Changes** button to implement the change.