

D O Z U K I

How to Edit an Image

This guide will demonstrate the various ways that you can edit images within Dozuki's media manager platform

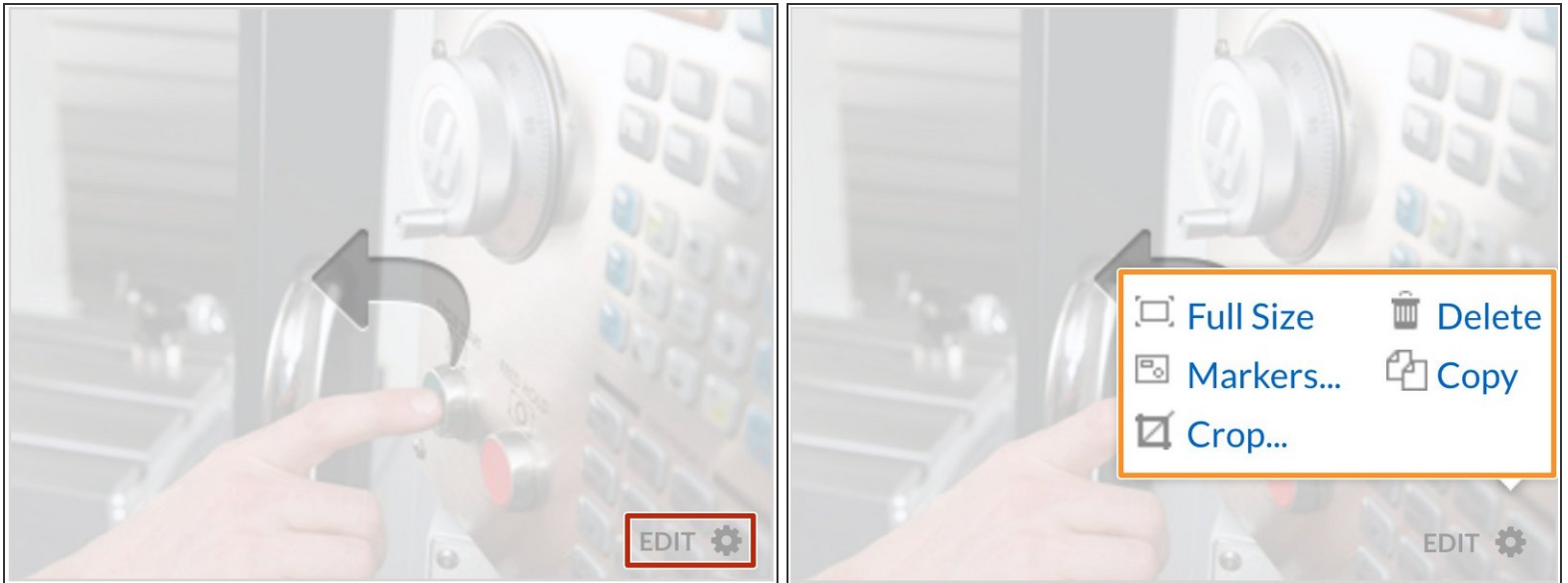
Written By: Dozuki System



INTRODUCTION

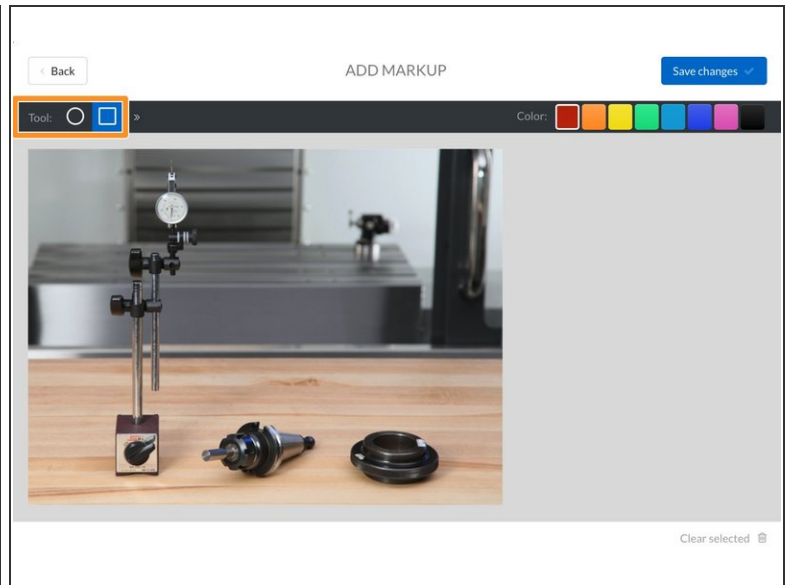
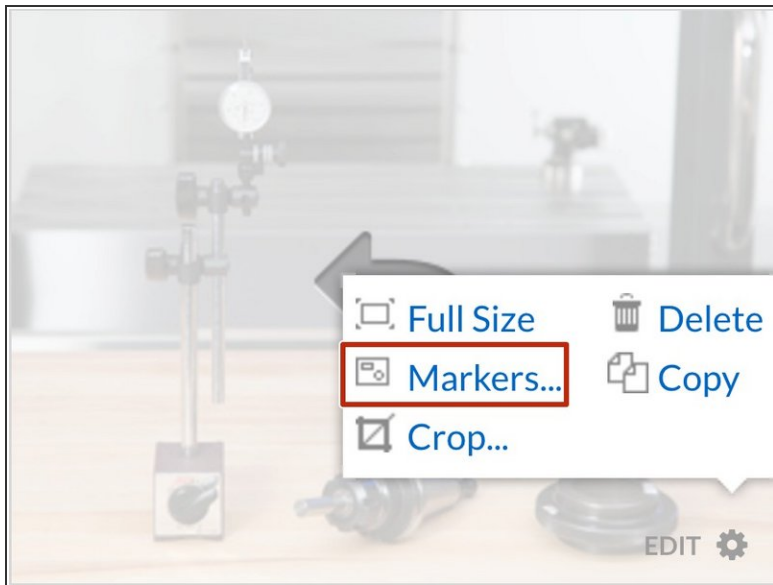
This guide will demonstrate the various ways that you can edit images within Dozuki's media manager platform.

Step 1 — How to Edit an Image



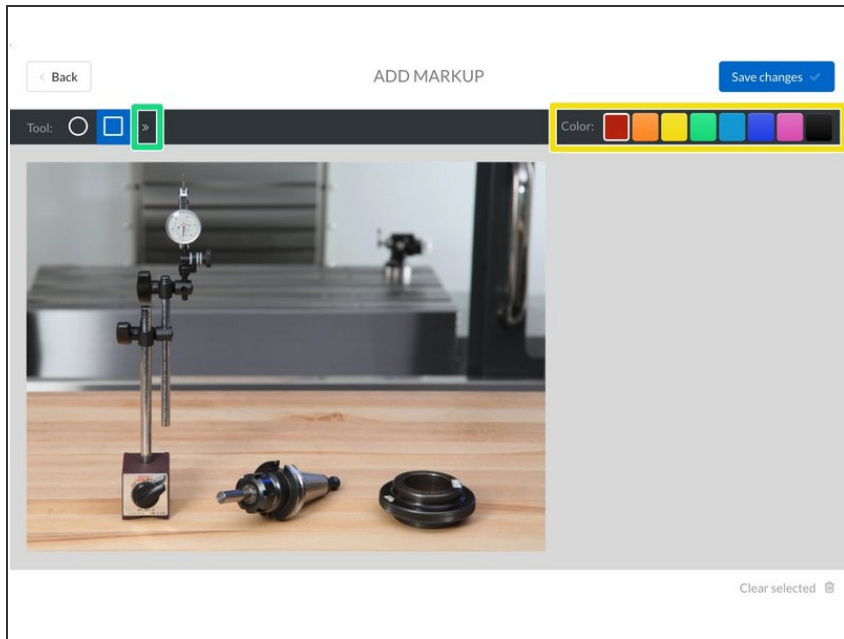
- Click the "edit" button or "gear" symbol in the lower-right corner of an image's thumbnail in your step editor or Media Manager to see the different editing options.
- A box will pop-up above the symbol giving you the option to:
 - View the image **Full-Size**.
 - Edit the images with **Markers**.
 - **Crop** the image.
 - **Delete** the image.
 - **Copy** the image to your Media Manager

Step 2 — Adding Markers to an Image



- i** Markers are a wide variety of colored circles, rectangles, and lines used to draw attention to specific areas of your images. Markers are extremely useful for highlighting specific parts of an image and linking instructions to those parts.
- Select the **Markers** button to access the markup editor.
 - Select your markup shape in the **tool** section.
- i** 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



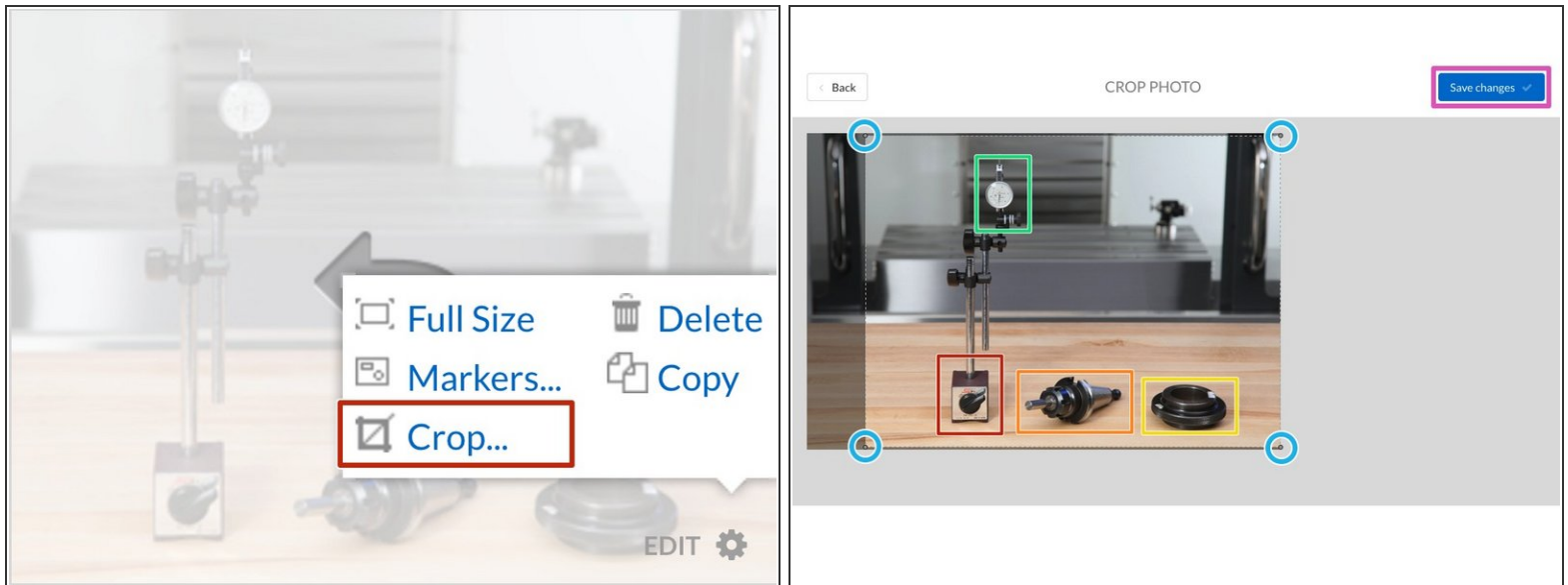
- Select your markup **color**.
 - ⓘ Choose red as the first markup color. If you mark up a different item in the photo use orange for that one. For the next item, use yellow, etc. Knowing that the first markup in a step will always be red, the second will be orange, and so on, keeps markups from getting confusing.
- Additional shapes can be accessed by selecting the arrow to the right of the **Tools** section.
 - ⓘ Use the arrow marker to convey direction, such as whether to screw a bolt in left or right. Gap markers can be used for anything from showing the gap between two objects to indicating where to measure. 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:** Move the marker that direction
- **"+" or "-" Key:** Directionally decrease or increase the size of the marker from the center.

Step 5 — Cropping an Image



- Click the **Crop** button to adjust your image size.
- Click and drag any of the four corners to crop the image.
- ⓘ If a page requires that an image be in a specific aspect ratio (almost always 4:3), then it will automatically keep the aspect ratio as such whilst you drag in the corners.
- Click 'Save Changes' to commit the change.