

## Cropping

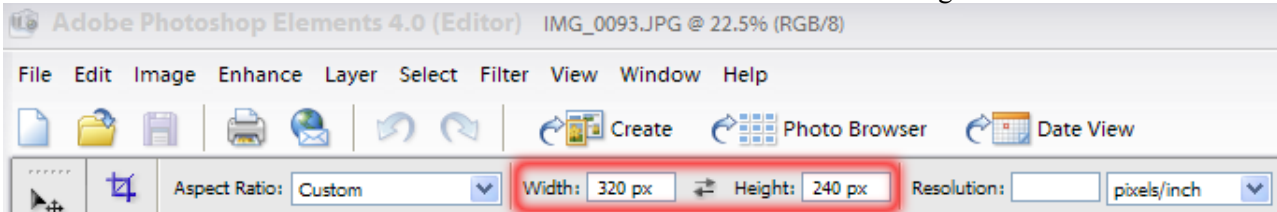
*Always work with copies & don't be afraid to experiment!*

Open the file to be cropped.

Locate and Select the Crop Tool



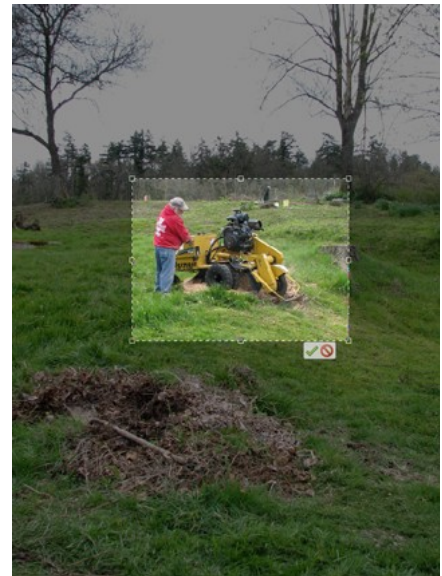
To constrain the selection area to set dimensions enter them in the Width & Height text boxes.



Drag the Crop Tool from a starting point to create a selection area as desired.



When the Mouse button is released the selection area will be highlighted, the cropped area will be dimmed.



Before you click the Green Check to commit the crop operation you can fine tune the selection area by moving it or resizing it.



Once you are satisfied with your selection, click the Green Check to complete the operation.



Save the file.

(To preserve the original file use File > Save As... and change the file name or append a number or character.)