

**PhotoShop Basics: -****Topic: –HOW TO CROP AN IMAGE**

You can use the Crop tool to remove unwanted areas of an image such as surplus image detail or the dark edges that are found around images from Photo CD or some film scanners. Cropping the image will also reduce file size and help recompose the image.

1. Select the Crop tool from the Toolbox or press the letter C on the keyboard to make the Crop tool active.
2. Position your cursor on the image and left click, hold and drag out your crop area. Release the mouse button. Press the Esc key on the keyboard to cancel the crop.
3. It's not necessary to get the crop area exactly right at this point as you can adjust the shape of the crop at anytime.
4. If the '*Shield cropped area*' option is ticked on the Crop tool options bar, the area outside of the current crop will dim to indicate the parts of the image that will be discarded when the crop is applied. If you wish to change the colour of the Shielded area you can do so from the Color swatch on the Crop options bar. You can also change the Opacity of the shielded colour via the Opacity box.
5. It may be necessary to adjust or reposition the crop area, place the cursor inside the crop box marquee, click and drag the crop box. Release the mouse button when correct. You can also use the cursor movement arrow keys on the keyboard to move the crop box.
6. To resize the crop marquee select one of the 8 cropping box handles, the small squares found at the centre of each crop box side, left click on the handle keeping the left mouse button held down and drag to change the crop shape. Release the mouse button.
7. To resize the crop area and maintain proportions simply hold down the **Shift** key and drag on a corner handle. Release the mouse button when correct.
8. To rotate the crop marquee move the cursor outside of the crop box and move to a corner handle. The cursor shape will change to a bent two-way arrow; click, hold and drag the corner handle in either direction to rotate the crop box. Release the mouse button when the crop box angle is to your liking. This is great for correcting leaning verticals or sloping horizons. Drag a centre handle as a temporary guide.
9. When the crop marquee area is the correct size and shape either press the **Enter** key on the keyboard or move the cursor inside of the crop box and **Double-click** the left mouse button to apply the crop. The image will be resized to the exact dimensions, shape and angle of the area you have set.
10. Sometimes when you try to crop close to the outer edge of an image the Crop tool seems to annoyingly jump or snap to the edge. This means the **Snap** option (**View>Snap**) has been enabled (ticked). You can either switch off the option by selecting View>Snap to remove the tick or simply hold down the **Ctrl** key which temporally prevents the crop marquee from snapping to the edge.