Cropping refers to the removal of the outer parts of an image to improve framing, accentuate the subject matter or change aspect ratio. Sometimes cropping a picture can improve it dramatically. Cropping images using Adobe Photoshop CC is very quick and easy, step by step instructions can be found below.

**Crop Only Method**

1. Start Adobe Photoshop CC.
2. Select File > Open from the menu bar and open the image you want to crop.
3. Select the Crop tool from the Tools palette, which should, by default, appear down the left side of your screen. If you cannot see the Tools palette select Window > Tools from the menu bar.
4. A dotted box should appear around the image (see below) that can be adjusted to crop the image.
5. There is a small amount of trial and error at this point, but you can tweak the width or height of your cropping box by positioning the cursor over any of the eight handles on the edge of the box you’ve just drawn and hold down the left mouse button to stretch or shrink the box. You can also reposition the whole cropping box by positioning your cursor within the cropping box and by holding down the left mouse button to drag the box to reposition it. A grid should now appear over the image (see bottom left).
6. Once you are happy with the new area for your image press enter on your keyboard. Alternatively, please click on the tick/accept button (found in the ribbon above the image) to crop the image.

If you want to start again click on the no entry/reject button. The rotate/arrow button resets all values.
Crop and Resize Method

If you want to crop your image to an exact size then the following method can be very useful by specifying the size of the image first and then cropping, so the new cropped image will be the exact size you require.

1. Before you start cropping your image it’s useful to know the existing size (in pixels) of your image. From the menu bar select **Image > Image Size**. The width and height of your image should be displayed in pixels (if not, please change it using the dropdown boxes), please write down the pixel dimensions of your image and then click the **Cancel** button.

2. Select the **Crop** tool from the **Tools palette**, which should, by default, appear down the left side of your screen. If you cannot see the **Tools palette** select **Windows > Tools** from the menu bar.

3. Near the top of the **Adobe Photoshop CC** window, just below “File, Edit, Image” etc there will be a **Ratio** dropdown box, please change this to **W x H x Resolution**.

4. Now enter both a width and height that are lower than the dimensions you wrote down in step 1 above, please note that you also need to enter “px” after the number e.g. 200px. If you enter a width or height that is larger than the dimensions of your image the resulting image will be distorted and blurry.

5. The **final drop down box** needs to be set to **px/in**, if it is set to **px/cm** please change it to **px/in**.

4. In the **third box** enter **72**, this is the optimum resolution size for images used on websites.
7. Now that the crop dimensions have been set, we can crop the image. There should be a grid (see below) over your image.

8. Again, there is a small amount of trial and error at this point, but you can tweak the width or height of your cropping box by positioning the cursor over any of the 8 handles on the edge of the box you’ve just drawn and hold down the left mouse key to stretch or shrink the box. You can also reposition the whole cropping box by positioning your cursor within the cropping box and by holding down the left mouse button drag the box to reposition it.

9. Once you are happy with the new area for your image press Enter on your keyboard. Alternatively, please click on the tick/accept button (found in the ribbon above the image (see above)) to crop the image.

If you want to start again click on the no entry/reject button. The rotate/arrow button resets all values.