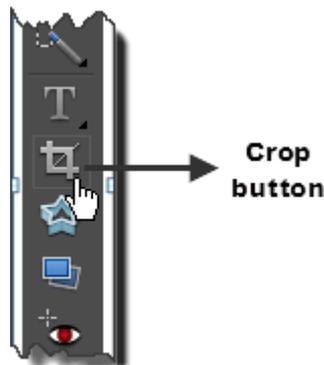




Cropping refers to the removal of the outer parts of an image to improve framing, accentuate the subject matter or change aspect ratio. Sometimes cropping a picture can improve it dramatically. Cropping images using Photoshop Elements is very quick.

Crop Method

1. Start **Photoshop Elements**.
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 **Windows > Tools** from the menu bar.



4. Position the cursor over your image and by holding down the left mouse key draw a rectangle over the part of the image you want to keep.
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 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.





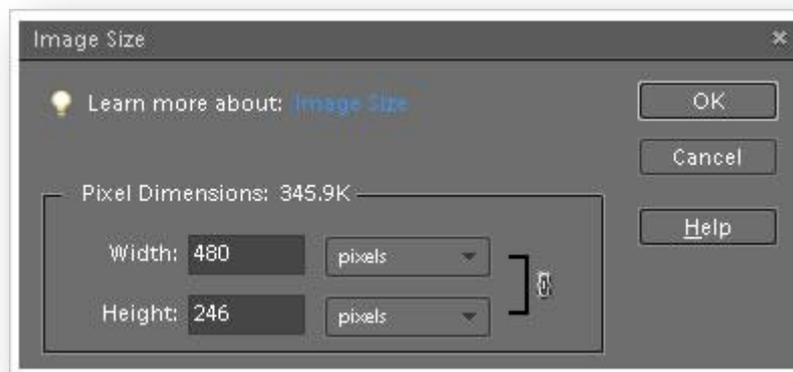
6. Once you're happy with the new area for your image you can click on the Accept button , or alternatively if you want to start again click on the Reset button .



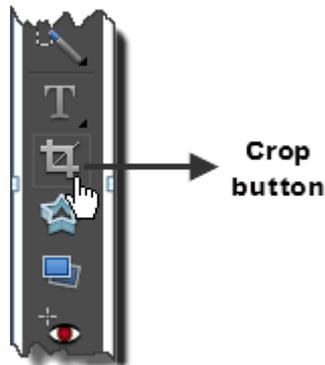
Crop and Resize Method

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.

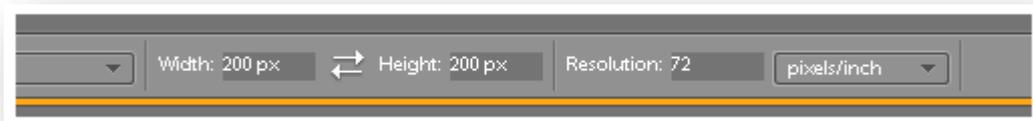
1. Before you start cropping your image it's useful to know the existing size (in pixels) of your image. From the menu bar select **Image > Resize > Image Size**. The width and height of your image will be displayed in pixels, write down these dimensions and then click the **Cancel** button.



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 Photoshop elements window there are three boxes for **Width**, **Height** and **Resolution**.

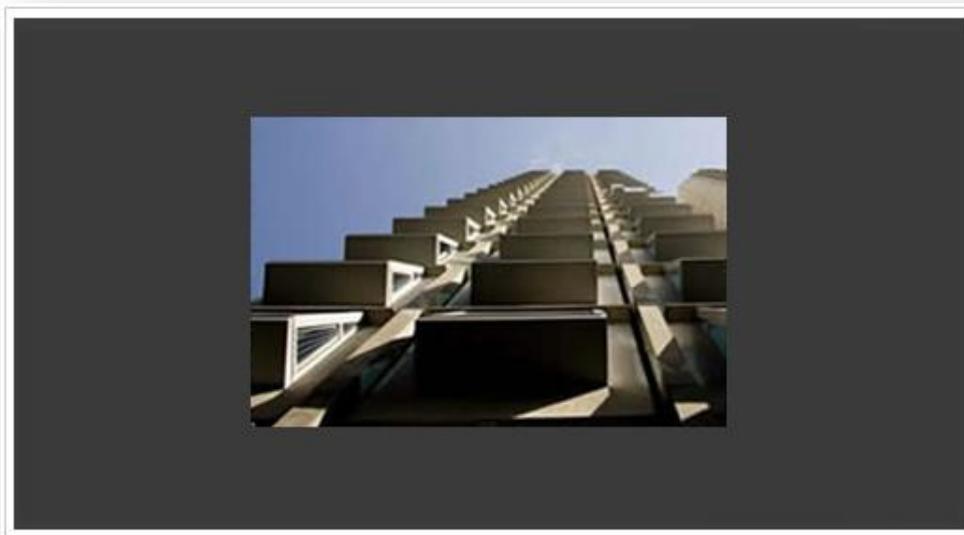


Enter both a width and height that are lower than the dimensions you wrote down in step 1 above. You also need to enter **px** after the number e.g. 200px. If you enter a width or height that is larger than the dimensions of your image the resulting image will be distorted and blurry.

4. In the **Resolution** box enter 72, this is the optimum resolution size for images used on websites.
5. The final drop down box will show **pixels/inch**, this should show by default.
6. Position the cursor over your image and by holding down the left mouse key draw a rectangle over the part of the image you want to keep.
7. 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.



8. Once you're happy with your image you can click on the green tick, or alternatively if you want to start again click on the no entry sign.



Version Control

Version	Name	Date	Description
VI	Lisa Barber - Geology Dave Wickins Jeff Wilkinson Nevin Moledina Hazel Guyler IT Services	23/11/10	First version created