
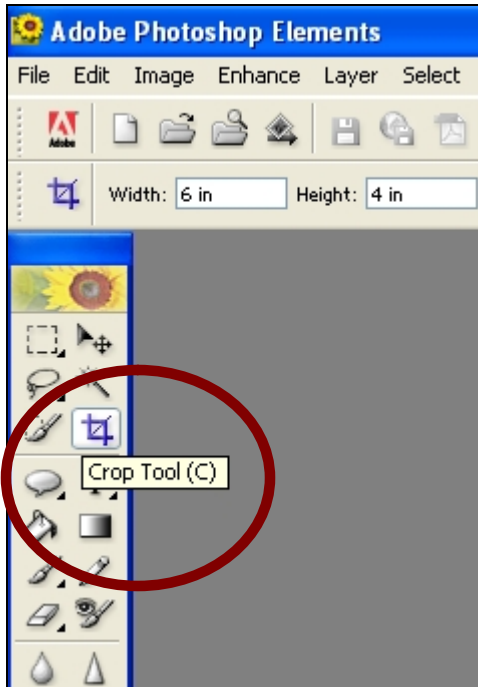


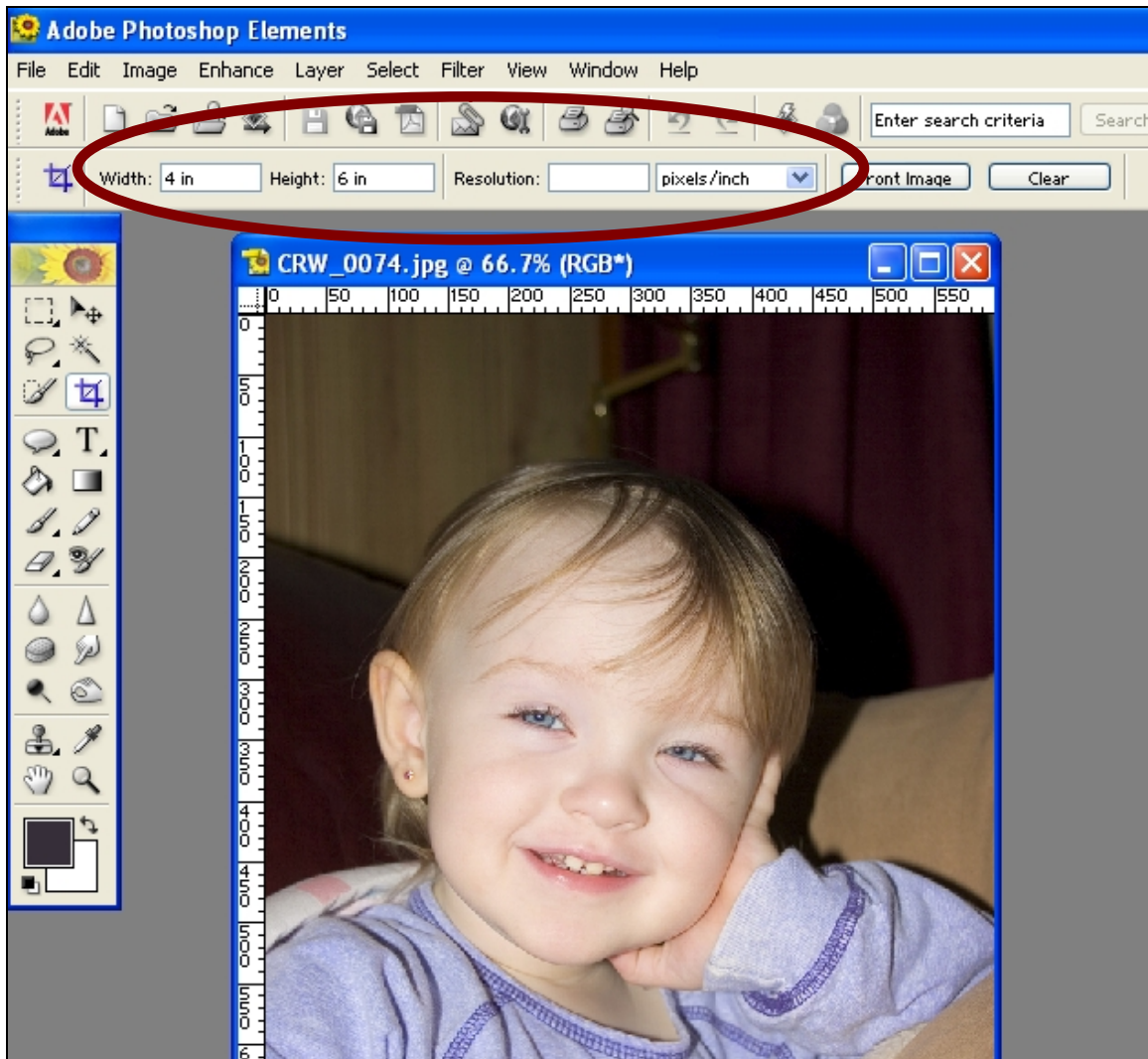
# Cropping Images with Photoshop Elements


**Step 1** - With your image open in Photoshop Elements, hold down the **Ctrl** key and the **0** (zero) key at the same time. This will make your image fit the screen so you can see all of it at once.

**Step 2** – Select the crop tool  from the tool palette on the left hand side of the screen.



**Step 3** – The menu across the top will change and you will see a text box for **Width**, a text box for **Height** and a text box for **Resolution**. If you wish to crop your image to an exact dimension (such as 4 x 6), then enter the appropriate values in the text boxes (followed by **in** to indicate inches). To crop a picture to 4 inches x 6 inches you would enter “**4 in**” in the **Width** text box and “**6 in**” in the **Height** text box. Do not enter anything in the **Resolution** text box, it should remain blank.



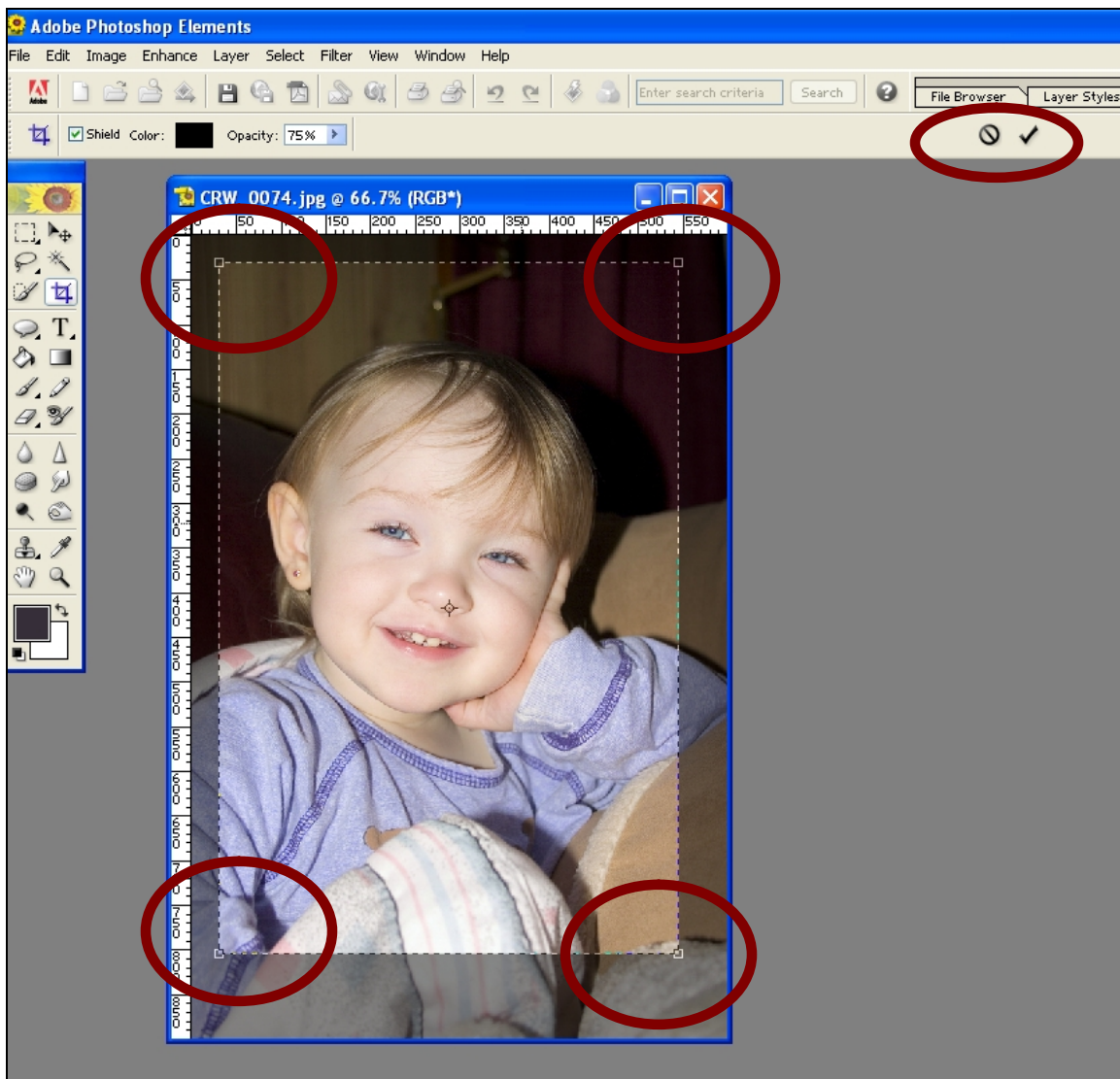
**Step 4** – You pointer will turn into a cropping tool shape  and you will be able to draw a box within the image. This box will stay in the ratio you entered in the step above. In our example, the box will always be 4 wide and 6 high.

To modify the cropping box, click and hold on any of corners and drag it around the image.

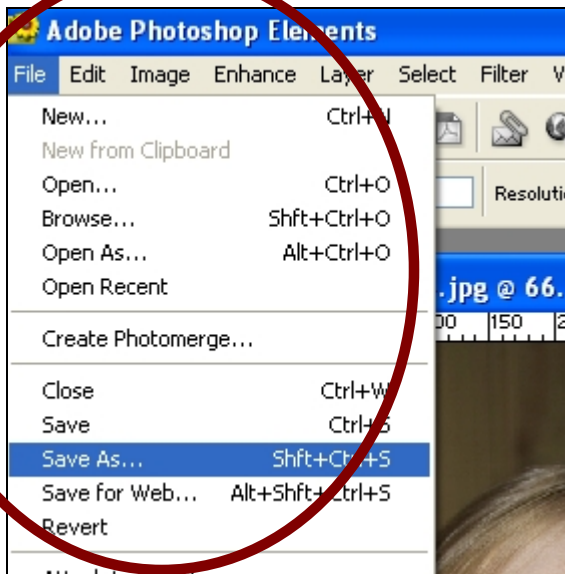
To move the box, you can click and hold anywhere in side the box, this will move the box around but not change its size.

If you do not want a predetermined width to height ratio, then make sure there is nothing entered in the **Width** and **Height** text boxes. This will allow you to crop to any rectangular shape. The area of the picture that will be cropped away will be shaded.

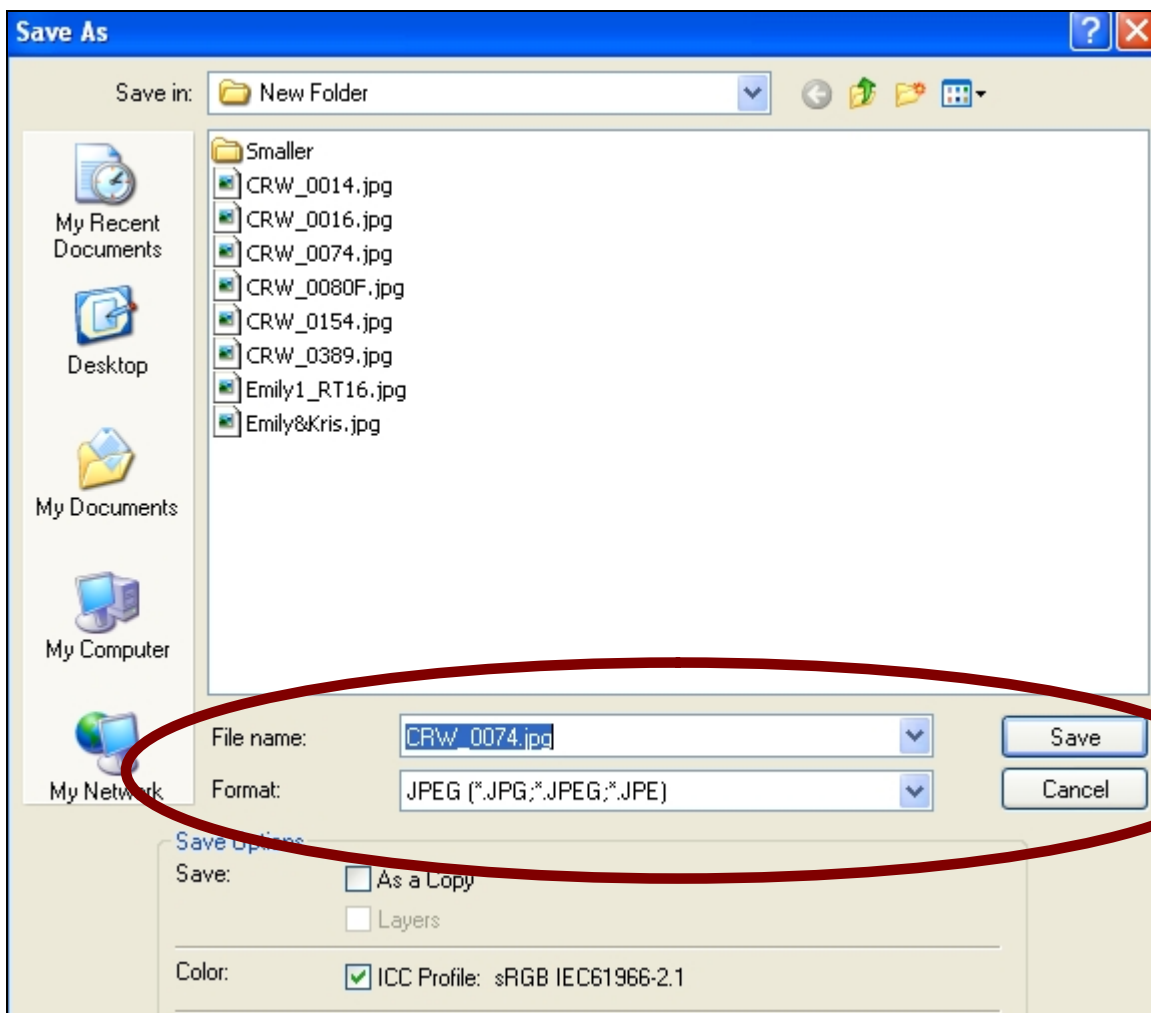
Once you are satisfied with the crop box, click on the check mark in the upper right hand corner of the screen. This will complete the crop and delete the parts of the picture you do not want. If you wish to cancel out before making the crop, click on the circle with a line through it (this is the cancel button). This will remove the crop box and no changes will have been made.



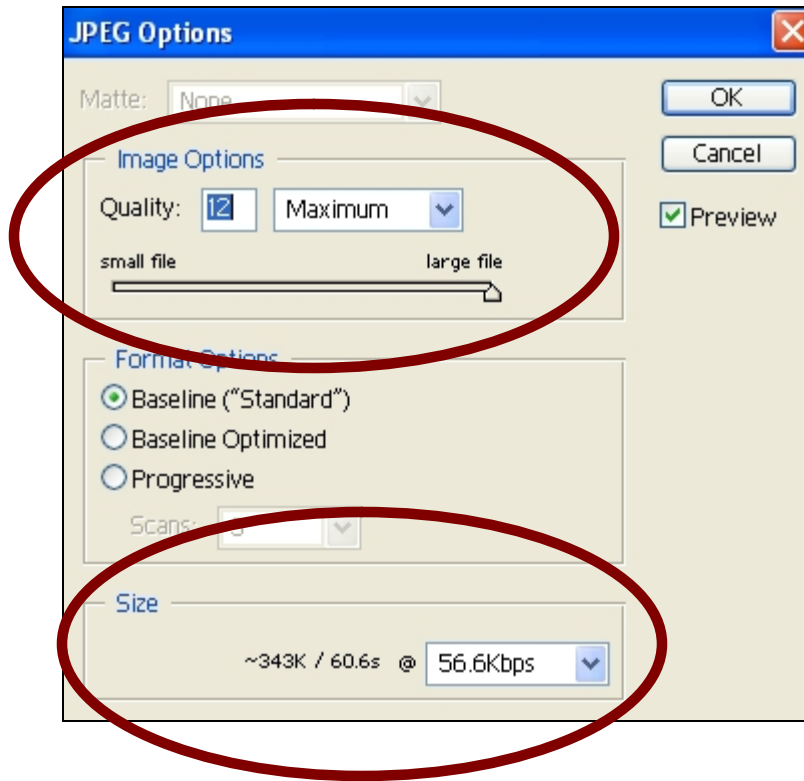
**Step 5** – To save you newly cropped image, click on **File>Save As** from the menu.



**Step 6** – Navigate to the folder you would like to save your file in and enter a file name for the newly cropped picture. Choose a file format from the **Format** drop down box and then click on **Save**.



If you choose the JPEG format, then a dialogue box will appear asking you to select the quality of the saved file. Under **Image Options**, slide the little triangle along the scale until it reaches the quality you would like. **12 is the highest quality/lowest compression (larger file)** and **0 is the lowest quality/highest compression (smaller file)**. You can see an estimated file size at any given compression at the bottom of the dialogue box. Once you have selected the quality, click on **OK**.



You now have a cropped file!

**Note:** *I always recommend that you save your cropped file under a new name so that you do not destroy your original file. Once you crop a file, you can never get that missing information back.*