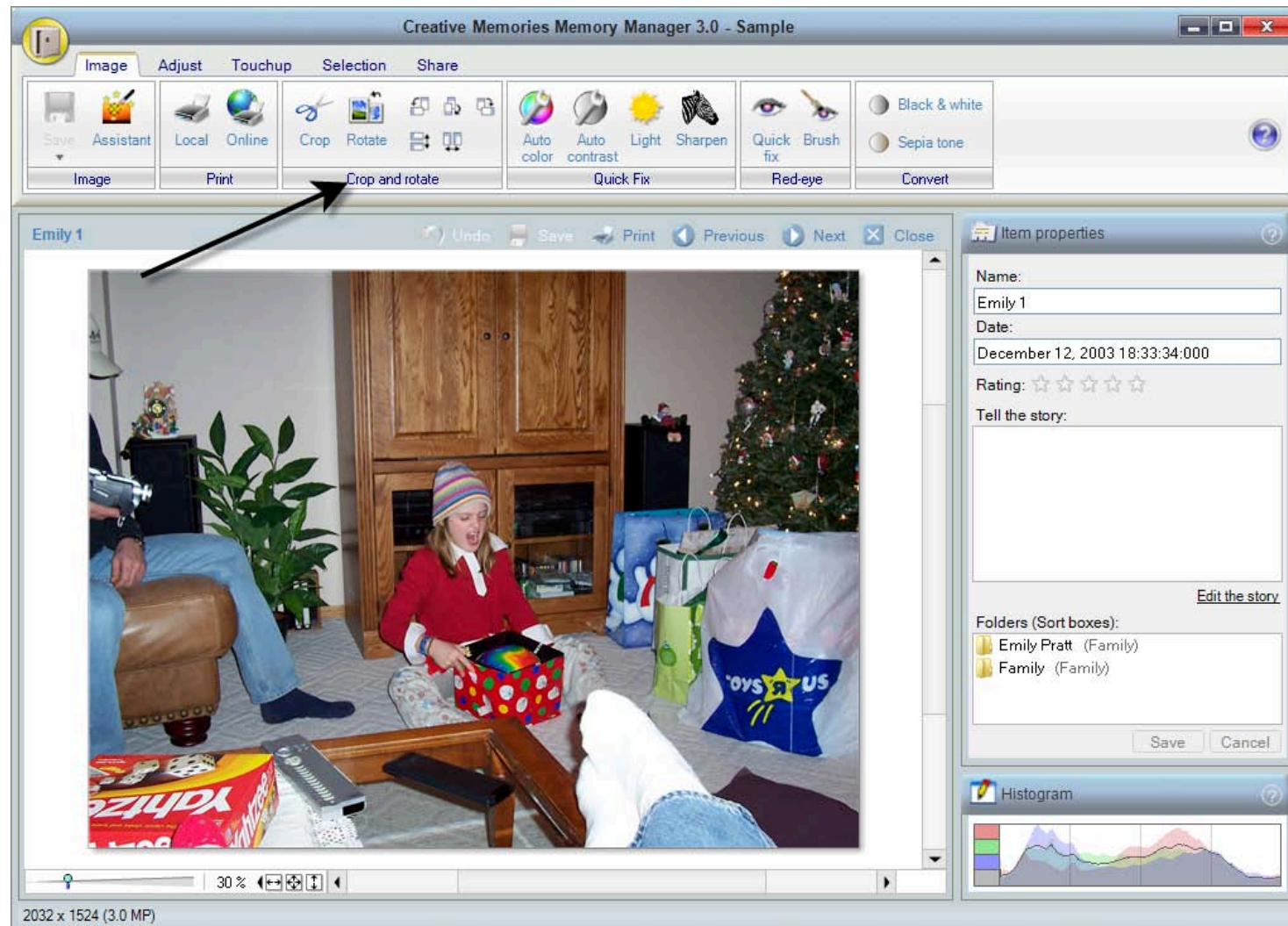
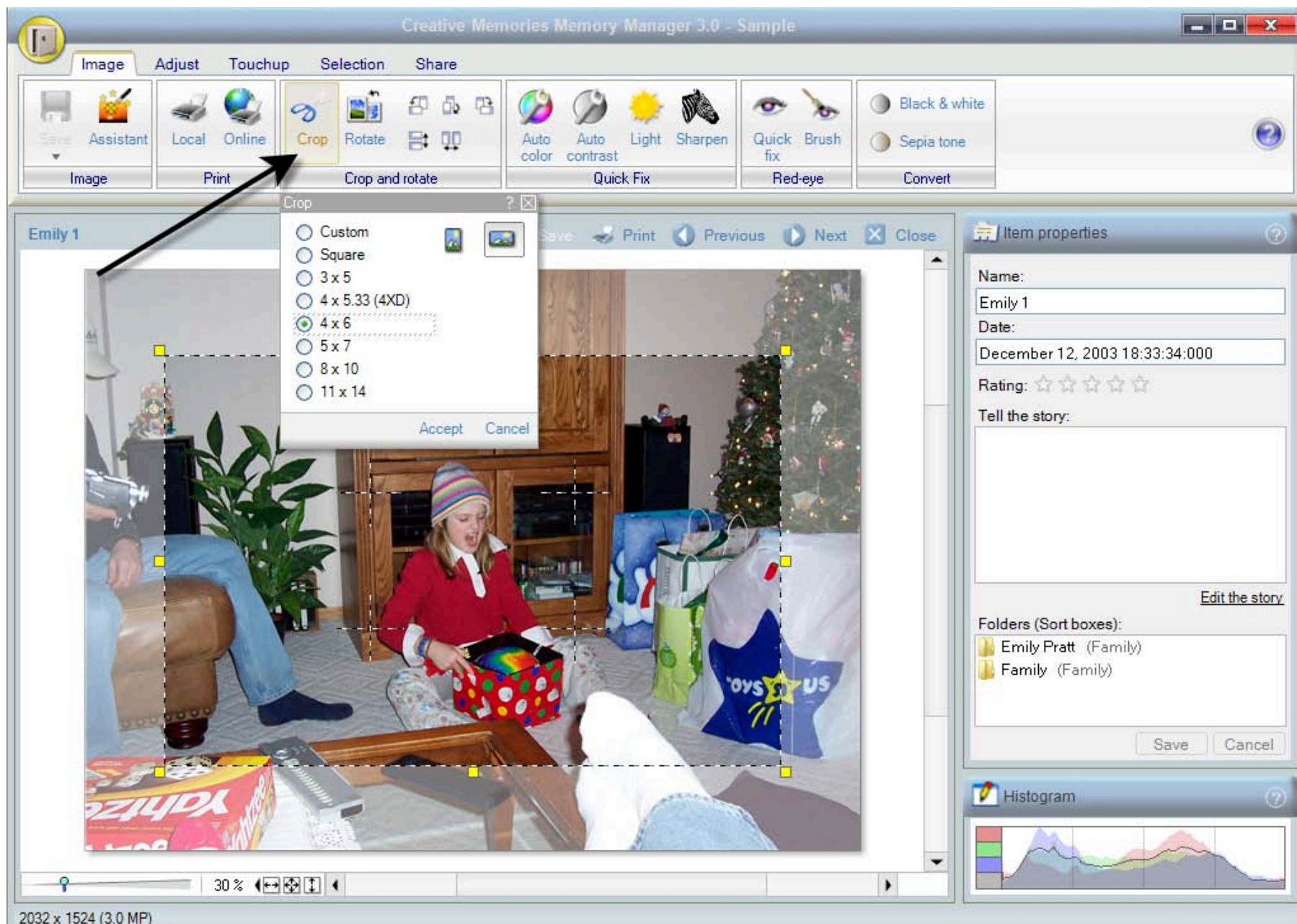


## Cropping Your Images

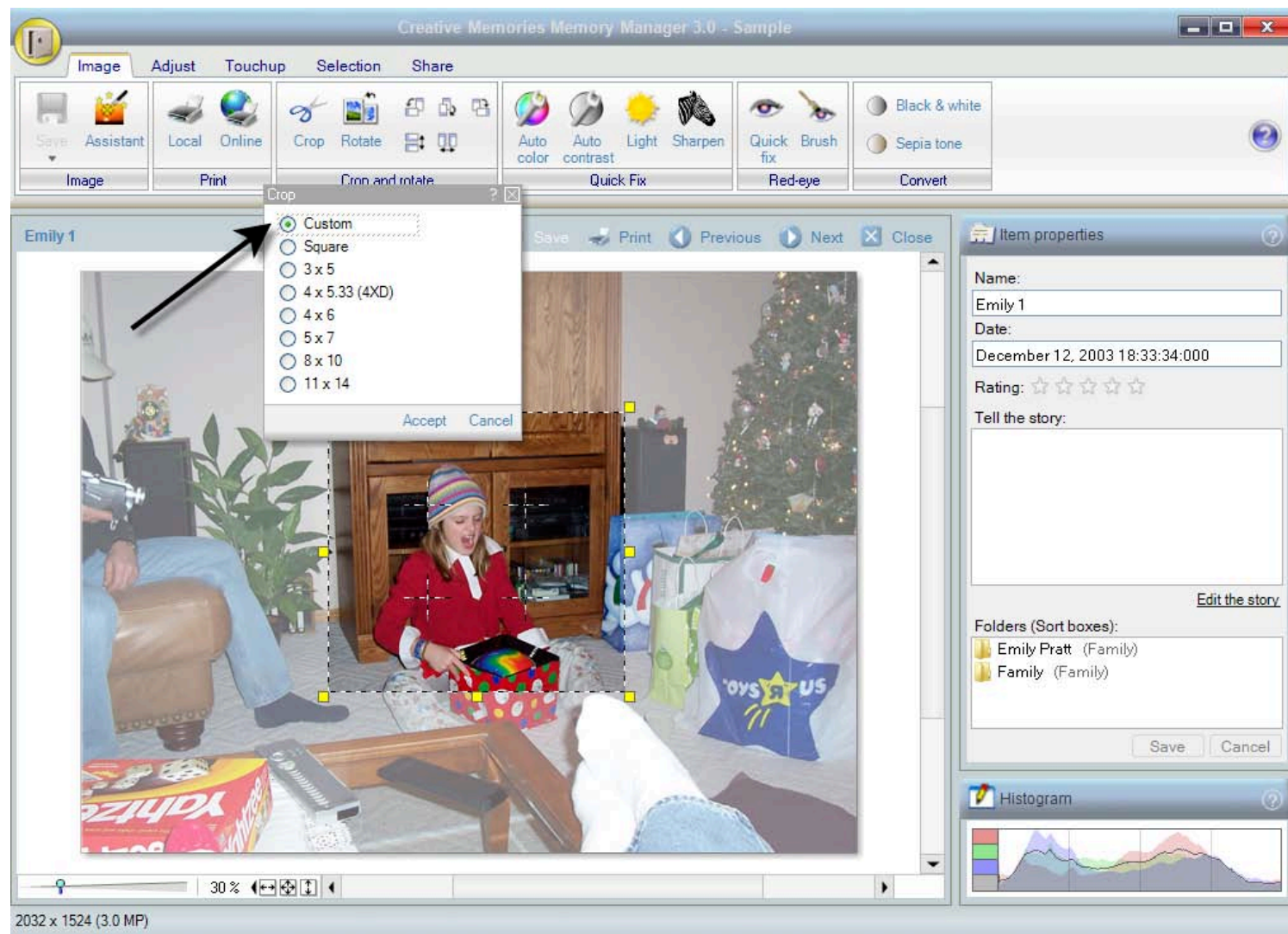
You can change the size of your images and focus on the main portion of the photo by using the Crop tool. Cropping can automatically adjust your image size to standard print sizes or you can choose a custom-size crop. To crop your images, you'll need to open the image in My Media Library. You can do this by either double-clicking on the image or right-clicking on the image and selecting **Open Image**.



Click **Crop** in the Image ribbon. The *Crop* dialog box appears providing you with a drop-down menu of your cropping options.



In addition to the standard size options, you can select **Custom** or **Square**. A **Custom** crop is based on your preference and doesn't necessarily conform to a preset size. A **Square** crop will keep the cropped area perfectly square. Once you choose your crop option, a dotted square will appear on your image. You can move the dotted square to the appropriate location over your image and adjust the size of your crop by pulling diagonally on the corners of the dotted square.



To save your changes, click on **Accept** and then **Save** from the Image ribbon.

