

## Cropping Images



Downtown Haywood County, N.C.

- Click on the image. You should see the eight squares appear on the image.
- A tool bar should appear that looks like the one below:



- The cropping tool is circled in red above. It looks like two "Xs" joined and turned sideways.
- Left click one time on the cropping tool.
- Move the mouse over to the image and left click one time on the side of the image you wish to crop.
- Left click one time and hold the click.
- Begin dragging the mouse towards the center of the image until you delete the part of the image you do not want. A dashed line will indicate where the image will be cropped.
- Then release the click.
- The image to the left is an example of an image being cropped on the left side. Note the red circle that shows where the cropping tool was used and the dashed line indicating that everything within the box will be kept and everything outside the box will be cropped.

Image Source: Western Carolina University – Adventure of the American Mind (AAM Teachers Micky Cope and Sally Hundley, 2003-04 Students, Waynesville Middle School, Haywood County Schools)