



Images - Cropping

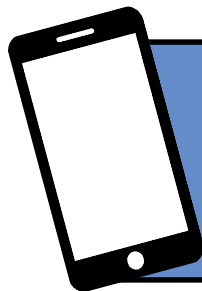
How do I crop my graphic?

It is possible to crop (remove) the areas of a graphic that are not required.

1. Click the image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Crop' button.
Eight crop handles will appear around your image as illustrated.



4. Position your cursor over one of these handles.
5. Press and hold down the mouse button and drag the cursor to 'hide' the section of the image no longer required.
The section to be removed will be shown in grey.
6. Release the mouse button.
7. Click outside the image to confirm the crop.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk