

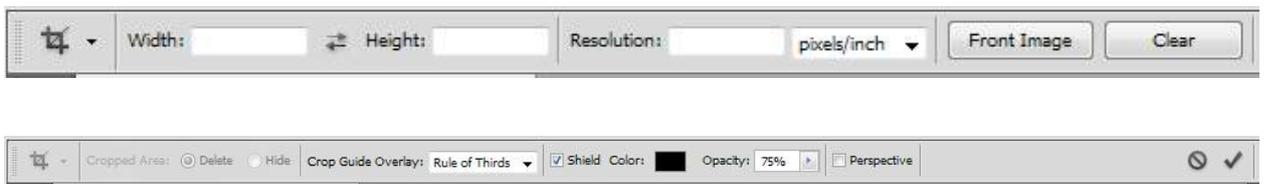
# 10 Cropping

There are two main ways in which we can crop a document in Photoshop. The first and most commonly used method, is to use the Crop tool, fig10.1.



**Fig 10.1** the Crop tool – located in the Tools panel.

The Options panel that is associated with the Crop tool is unusual in that, before the crop area is drawn there are one set of options. After the crop area has been selected a second set of options will appear, fig 10.2.



**Fig 10.2** two sets of Crop option. The top one will appear before the crop is drawn. The lower set of options will appear after the Crop is drawn.

The first set of Crop tool options are to enter specific dimensions and resolution for the document. This is very useful if you need the document output to specific criteria, to fit a certain print size or if the image has to be placed inside a design or web page layout. The second set of options pertain to the shield that is drawn with the Crop tool and defines the crop area. You can change the colour and opacity of the shield and you can also use the small drop down menu to determine which type of grid overlay is visible, fig10.3.

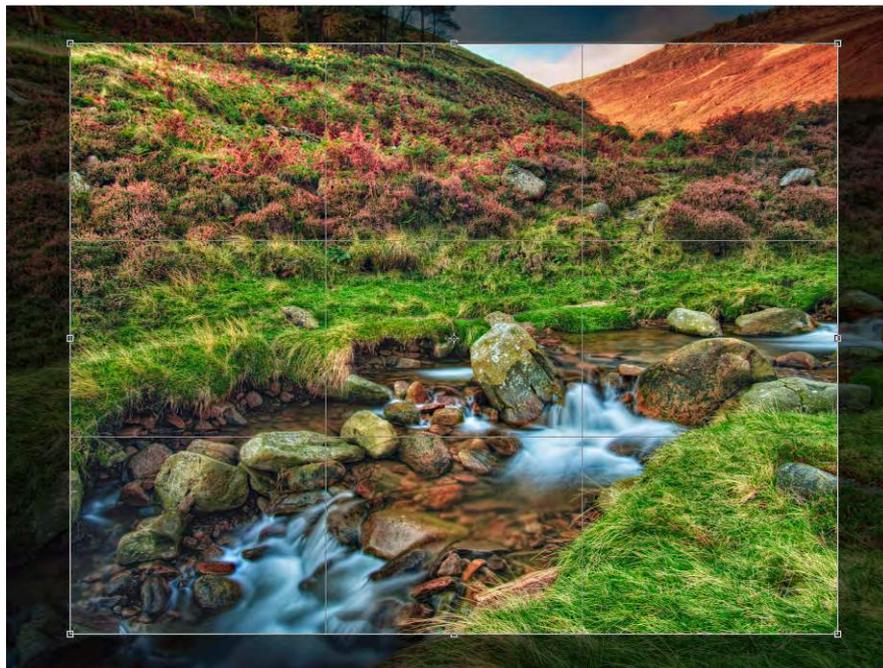


Fig 10.3 a cropped area, showing the shield and grid overlay

You are not restricted to the original crop boundaries. The edges of the crop area can be dragged until desired effect is achieved. Please note that if a specific size has been entered in the first Options panel, the aspect ratio of the crop cannot be changed. However, you can drag the corner points of the crop area to scale the crop area. The final document will then be interpolated to match the required output size. Once the final crop area has been decided upon, you must click on the Tick in the Options panel to accept the changes, fig 10.2.

Another way to crop an image is to use any of the selection techniques mentioned in Chapter 6 and make a selection. You may then go to the Image menu and choose Crop. The image will then be cropped to encompass the selected area.

The advertisement features a man in a dark suit sitting at a white desk, looking at a document. On the desk, there is a 3D model of a house where the walls and roof are made of various CVs and resumes. A small white ŠKODA car is also on the desk. The background is a light grey gradient. In the top left corner, it says 'SIMPLY CLEVER'. In the top right corner, there is the ŠKODA logo and a circular icon with a green hand holding a leaf. A green box on the left contains the text 'We will turn your CV into an opportunity of a lifetime'. At the bottom left, there is a text block: 'Do you like cars? Would you like to be a part of a successful brand? We will appreciate and reward both your enthusiasm and talent. Send us your CV. You will be surprised where it can take you.' At the bottom right, there is a grey button with the text 'Send us your CV on [www.employerforlife.com](http://www.employerforlife.com)' and a hand cursor icon pointing to it.

