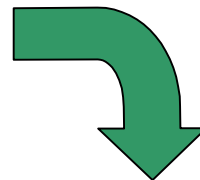


# How to Crop a Digital Photograph



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**Assignment #8: Instructions/Procedure**  
**11/10/02**

## Great Digital Photograph? Almost

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You've captured a great moment in a photograph—or so you thought. When you reviewed the digital image later, you wished you could crop (that is, remove) some distracting, unwanted items or simply re-position the focal point (meaning, the main item) better. Let's use Jasc Paint Shop Pro, one of the many image-adjusting software programs available today, to crop a digital photograph.

### How to Crop a Digital Photograph

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1. Select **Start, Programs, Jasc Software**, and **Paint Shop Pro 7** to access the software.
2. Open the digital image you wish to crop.
  - a. From the **File** menu, select **Open**.
  - b. Navigate to the filename that contains the desired image.
  - c. Double-click the filename's icon to open the file.

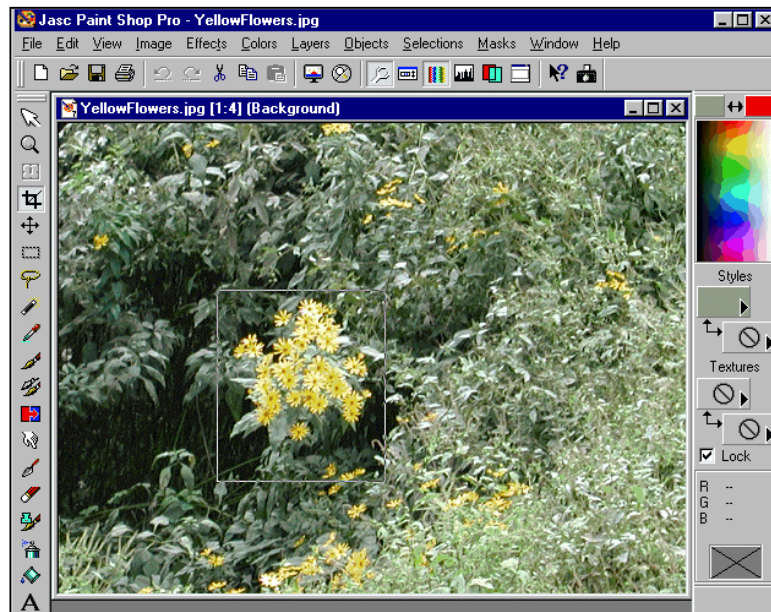
The selected file will open and the file's image will appear.

3. In the **Tool** toolbar (on the left-hand side), select the **Crop** icon.

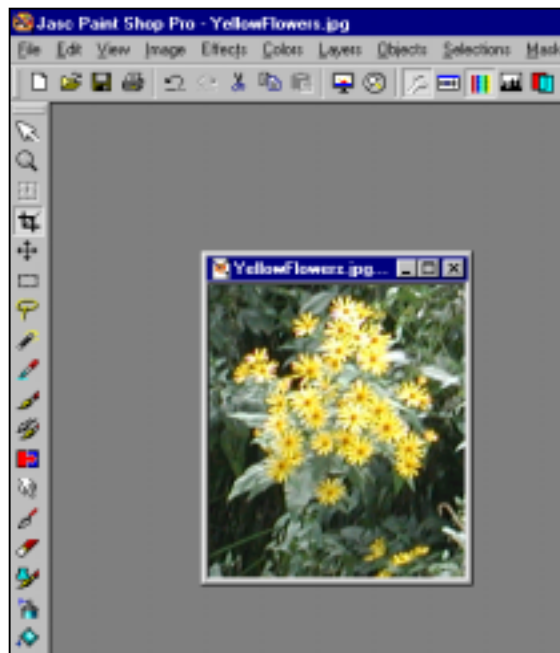
The Crop icon has a pushed-in appearance compared to the other icons that you didn't select.



4. Click-and-drag a square border around the item you want in the final image. The following image is an example:



5. Double-click inside the square border you just created.  
The edited image appears without the surrounding portion of the original graphic, as follows:



6. Click the **Save** icon to save your changes.