

## Cropping pictures

Impress provides two ways to crop a picture: using a mouse or using a dialog. Using the mouse is easier to use, but the dialog provides more precise control.

To crop a selected picture using the mouse:


- 1) Select the picture.
- 2) Click the **Crop** icon  on the Picture toolbar (Figure 72). A set of crop marks appears around the picture (Figure 77).
- 3) Place the cursor over any of the crop marks, the cursor changes shape. Drag the mark to crop the picture.
- 4) Click outside the picture to deactivate cropping mode.
- 5) Press and hold the *Shift* key while working on the crop marks to produce the following effects:
  - a) For a corner mark, the two sides of the picture forming the corner are cropped proportionally with the picture anchored to the opposite corner mark.
  - b) For a side mark, both dimensions are changed proportionally with the image anchored to the opposite side mark.



Figure 77: Cropping pictures using the cursor

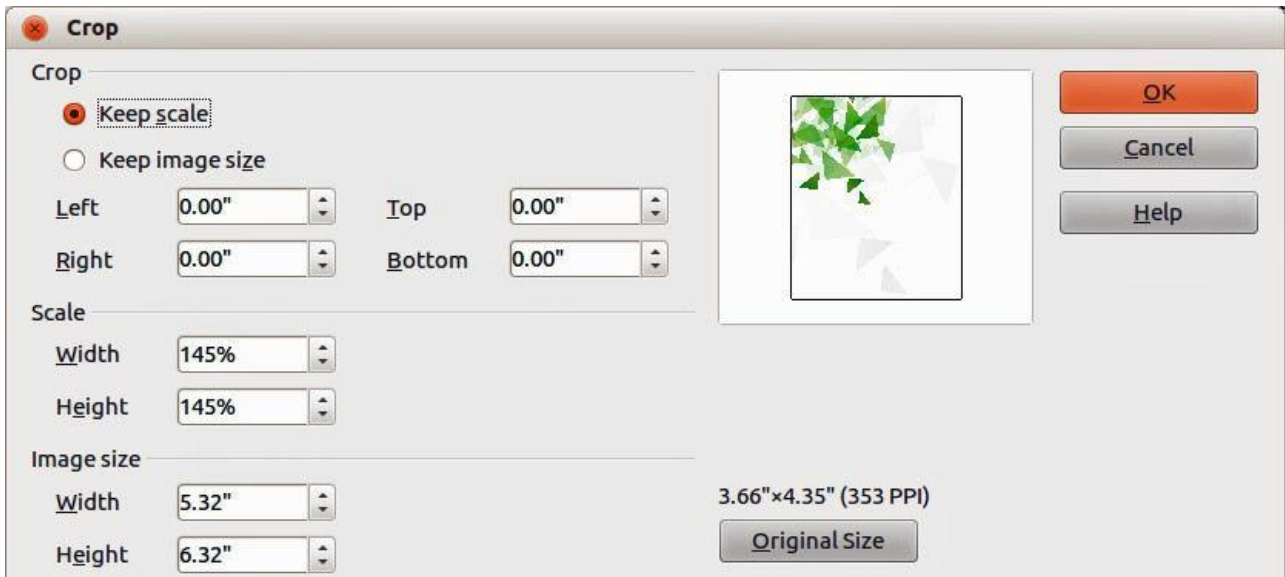


Figure 78: Crop dialog and options available when cropping a picture

To crop a picture using a dialog:

- 1) Select the picture.
- 2) Right-click on the picture and select **Crop Picture** from the context menu or go to **Format > Crop Picture** on the main menu bar to open the Crop dialog (Figure 78).

Crop the picture using the options given in the Crop dialog.

- 3) Click **OK** when finished to close the dialog.
- 4) To revert back to the original size of the picture, click **Original**

**Size.** The Crop dialog has the following options:

- **Keep scale** – maintains the original scale of the graphic when you crop, so that only the size of the graphic changes.
- **Keep image size** – maintains the original size of the graphic when you crop, so that only the scale of the graphic changes. To reduce the scale of the graphic, select this option and enter negative values in the cropping boxes. To increase the scale of the graphic, enter positive values in the cropping boxes.
- **Left** – if the **Keep scale** option is selected, enter a positive amount to trim the left edge of the graphic, or a negative amount to add white space to the left of the graphic. If the **Keep image size** option is selected, enter a positive amount to increase the horizontal scale of the graphic, or a negative amount to decrease the horizontal scale of the graphic.
- **Right** – if the **Keep scale** option is selected, enter a positive amount to trim the right edge of the graphic, or a negative amount to add white space to the right of the graphic. If the **Keep image size** option is selected, enter a positive amount to increase the horizontal scale of the graphic, or a negative amount to decrease the horizontal scale of the graphic.
- **Top** – if the **Keep scale** option is selected, enter a positive amount to trim the top of the graphic, or a negative amount to add white space above the graphic. If the **Keep**

**image size** option is selected, enter a positive amount to increase the vertical scale of the graphic, or a negative amount to decrease the vertical scale of the graphic.

- **Bottom** – if the **Keep scale** option is selected, enter a positive amount to trim the bottom of the graphic, or a negative amount to add white space below the graphic. If the **Keep image size** option is selected, enter a positive amount to increase the vertical scale of the graphic, or a negative amount to decrease the vertical scale of the graphic.