

## **USE THE PHOTO APP TO CROP A PHOTO IMAGE**

If you have a digital photo containing elements that you do not want or need to see, you can often cut out those elements. This is called cropping, and you can do this with **Photos**, the app that is installed with Windows 10. When you crop a photo, you specify a rectangular area of the photo that you want to keep. Photos discards everything outside the rectangle.

Cropping is a useful skill to have because it can help give focus to the true subject of a photo. Cropping is also useful for removing extraneous elements that appear on or near the edges of a photo.

1. In Photos, display the image you want to crop.
2. If you do not see the application bar, click the screen. The application bar will appear.
3. Click Edit. Photos displays the image editing tools.
4. Click Basic fixes.
5. Click Crop. Photos displays a cropping rectangle on the photo.
6. Click and drag the photo or any corner of the rectangle to define the area you want to keep. Note: Remember that Photos keeps the area inside the rectangle.
7. Click Apply.
8. Click Save. Photos saves your changes.
9. If you prefer to retain the original as is, click Save a copy instead.

### **How to crop a photo to a specific size**

Photos enables you to choose a specific ratio, such as  $4 \times 6$  or  $5 \times 7$ .

1. Repeat steps 1 to 5 to display the cropping rectangle over the image.
2. Click Aspect ratio. Click the ratio you want to use, such as  $4 \times 6$  or  $5 \times 7$ .
3. Repeat steps 7 and 8 to apply and save the cropping.