




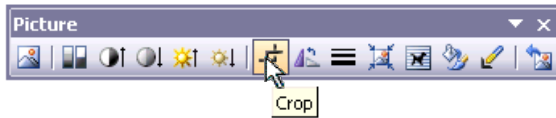
Cropping pictures

Microsoft Word 2003

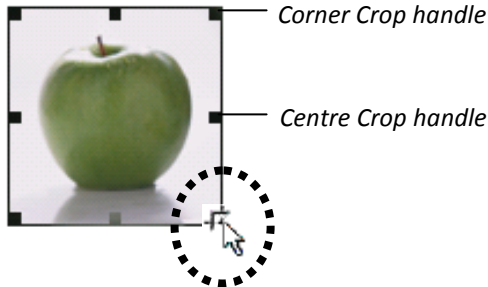
1. One click on the image to select it



2. Click on the **Crop** tool 



3. Mouse over the small black square boxes called **cropping handle**



4. Perform one of the following:

- To crop one side, drag the centre crop handle towards the centre.
- To crop equally on two sides at once, hold down **CTRL** key as you drag the **centre crop handle** towards the centre.
- To crop equally on all four sides at once, hold down **CTRL** key as you drag a **corner crop handle** towards the centre.

Tip: More control using the Shift key

With the same concept for other occasions such as resizing and moving shapes or objects, holding the **SHIFT** key down while cropping images, this will give you more control. It will crop in a subtle and small distance.

