Neath & District Photographic Society

Cropping an Image

Our next step is to re-size and crop an image ready for printing or projecting.

Open an Image into Photoshop by your preferred method.

In the Toolbar select the Crop Tool

As soon as you select the Crop Tool the Tool Preference Bar gives you options for that tool (fig 1)
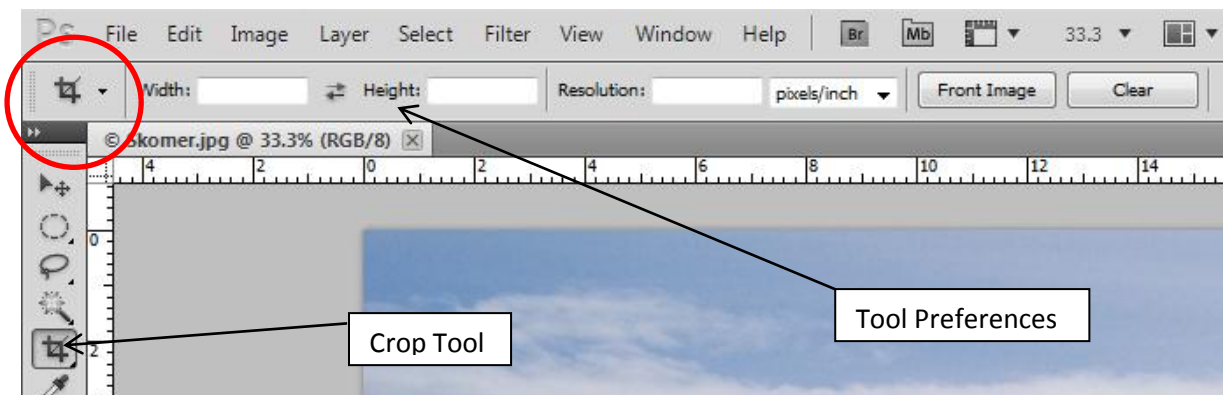

Fig 1

The Crop Tool comes with Presets for the most common sizes of Print, these are accessed by clicking on the small down arrow shown below in the circled area. This opens the Preset Menu (fig 2)
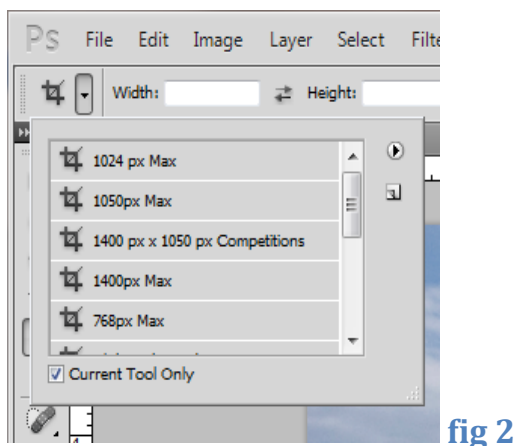

fig 2

You can also create your own Presets, this will be described later in the tutorial.

Select the size you would like your image to be, put the Crop Tool on one corner of the Image, click then drag the Tool across the image, the Crop Grid will show the part of the image to be discarded as dark (fig3).
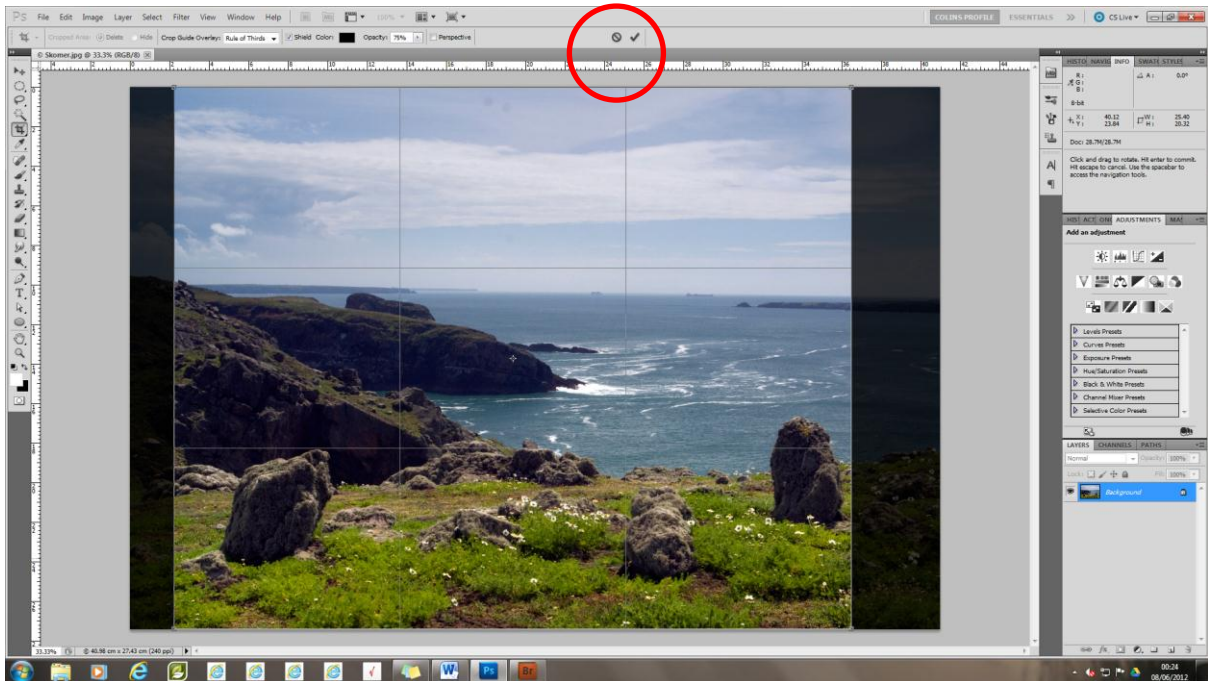

Fig 3

The Crop Grid can be moved across the Image to give the best Crop.

N.B. If the Preset you have selected is for a Portrait Format (i.e 8in wide x 10 in high) and your image is a Landscape Format simply click on the Double Arrows (circled) between Height and Width on the Tool Preference Bar (fig 4)

Fig 4

Once you are happy with the Crop then either Press Enter or Click on the Tick in the Preference Bar (circled in fig 3)
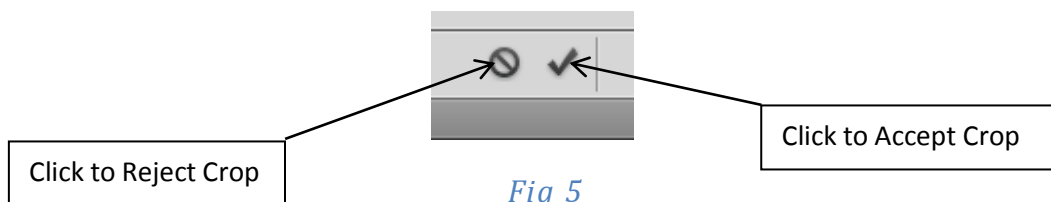

Click to Reject Crop

Click to Accept Crop

Fig 5

To create your own preset crop use the Height and Width boxes to set your values. For example if you want to crop a Landscape Print to 14in x 12in then enter 14 in the Width box and 12 in the Height Box. **Important Note –** you must indicate in the box either Pixels (px), Inches (in) or centimeters (cm). If you are printing the image then set the resolution to 300 pixels/inch, to e-mail or project the image then set the resolution to 72 pixels/inch.
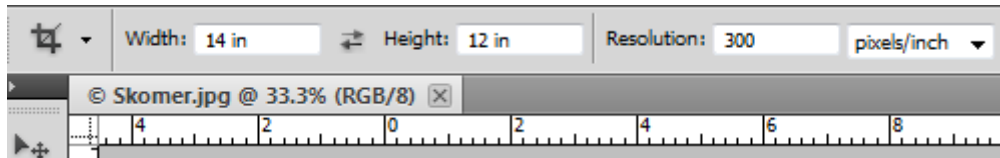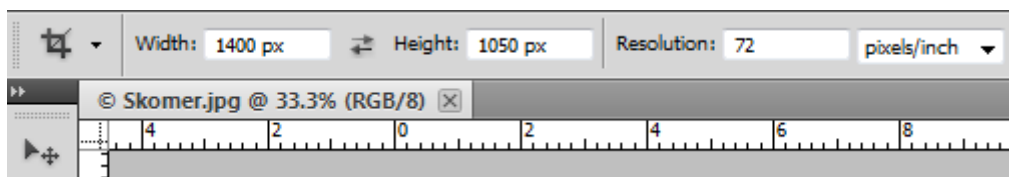

fig 6 Typical Sizes for Printing

Fig 7 Typical Sizes For Projecting or e-mailing

Once you have set your sizes, to save them for future use, click on the menu arrow in the Crop Tool and from the Menu select the Create New Tool Preset icon (fig 8). Either give your new preset a name or accept the suggested name by clicking OK
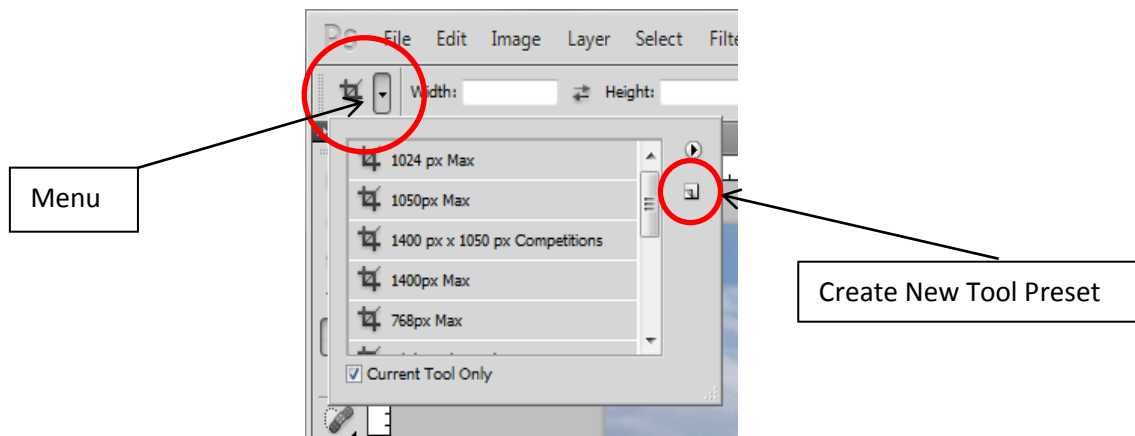

Fig 8

N.B – If you only want to limit one size e.g the length of a Landscape Format Image to 1400px then you only need to fill in the Width and the Resolution boxes, similarly if you want to set the height of a Portrait Format Image to 1050px then only fill in the Height and Resolution Boxes. This is useful for competitive images where the organiser has set a maximum size to the Projected Image but you don't want to change the content of you image.