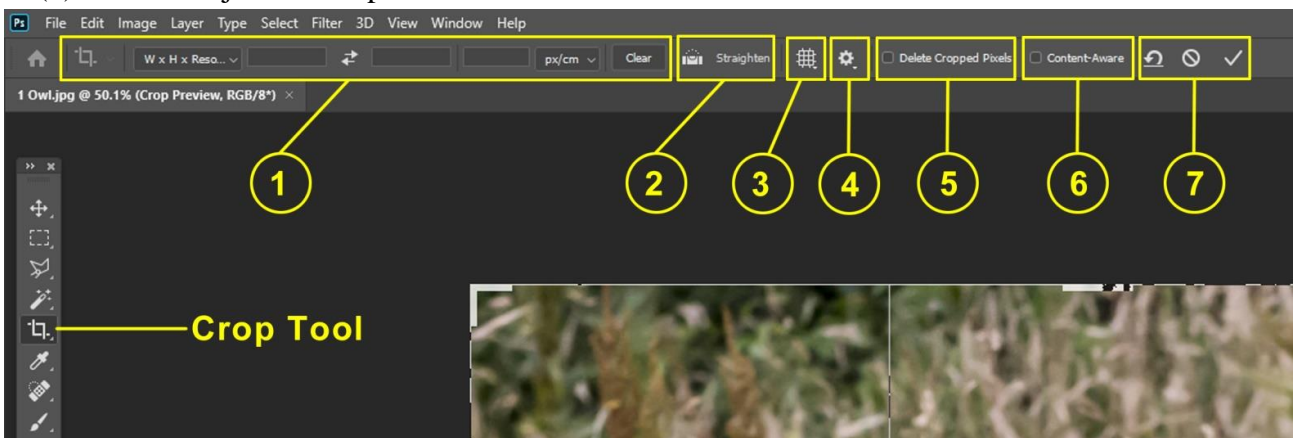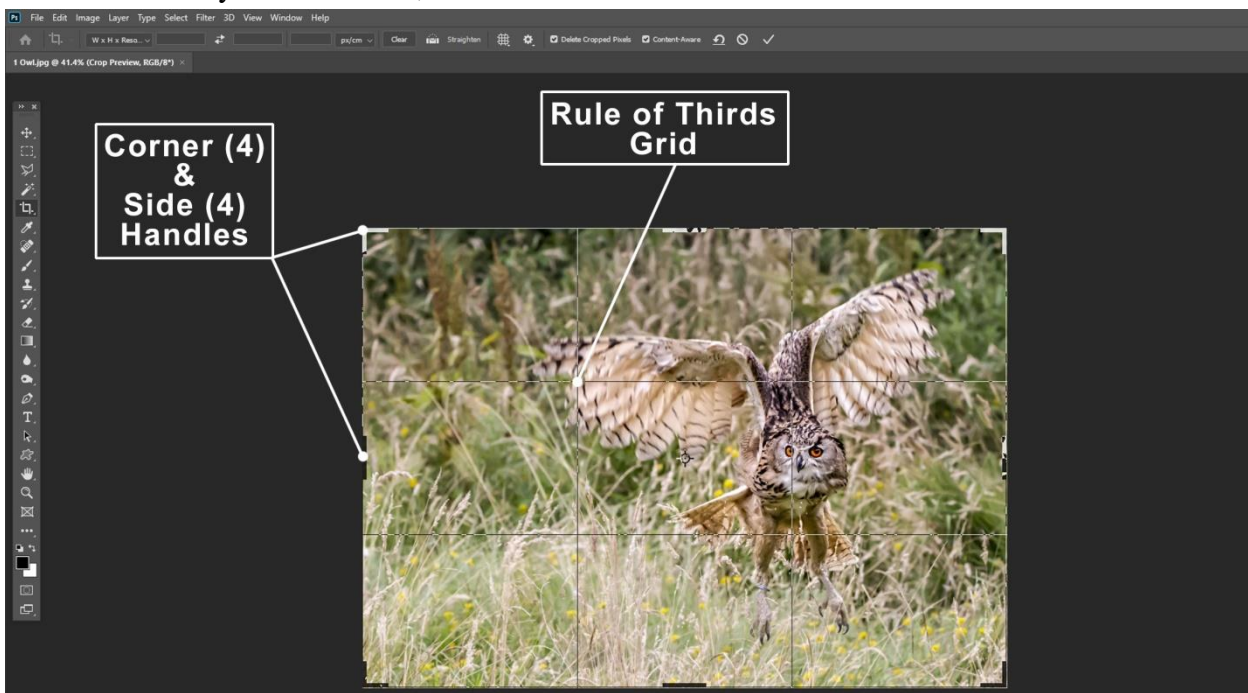- Crop Menu
  - (1) Pre-set sizes – Dropdown menu for default or custom made pre-sizes & ratio. The 3 blank boxes permits custom size input, ensure unit of measurement is included e.g. 297mm or 10in, also enter the pixels per inch or pixels per centimetre. The double arrows are for swapping the width & height.
  - (2) Straighten Tool – Drag this tool along the horizontal or vertical and this will straight the image.
  - (3) Grid dropdown menu allow the inner grid of bounding box to change e.g. Rule of Thirds etc.
  - (4) Settings allow different ways of seeing the crop tool, e.g. opacity of cropped area.
  - (5) Delete cropped pixels: When this is checked any part of the image that is cropped will be lost and cannot be reinstated. Unchecked means that the cropped area is hidden and can be revealed at a later time **but only if the image is kept as a .PSD file format**, if saved as a .jpg the cropped area will be lost. To reveal the cropped area, dropdown menu - *Image* then select *Reveal All.*
  - (6) Content Aware Fill: When this is checked any part of the image that is cropped and exposes an area of no pixels (blank canvas), the tool will clone-fill this area.
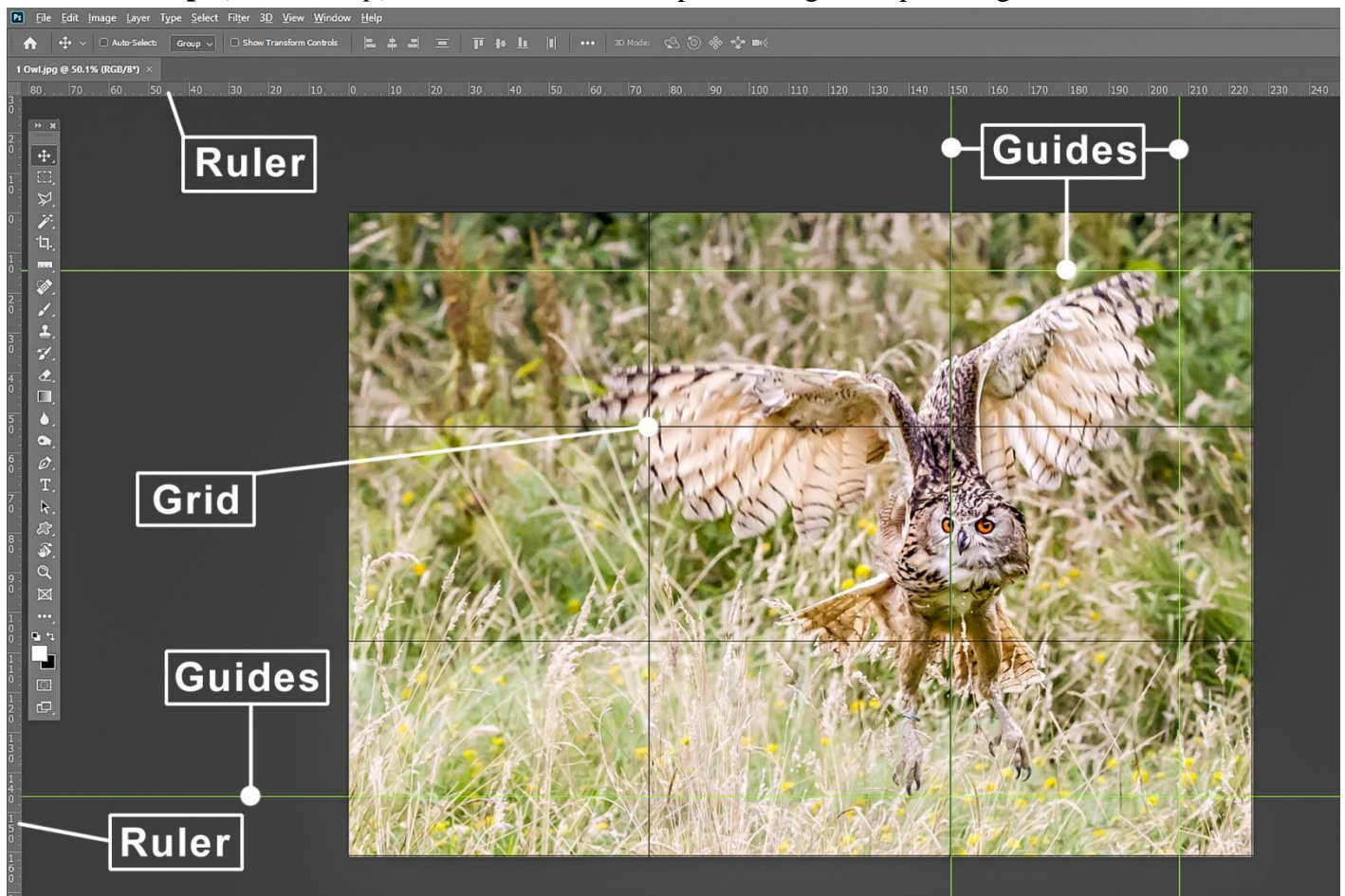 - (7) Reset – Reject – Accept

Handle Controls

- Hold shift to maintain ratio
- Hold Alt (Option Mac) to resize from the centre
- Hold shift + Alt to maintain ratio & resize from centre
- Hover mouse at any corner handle, the double arrow icon will allow rotation

Guides

- Short-cut **CTRL + Apostrophe** for grid; to changed grid go to Preferences (*Edit – Preferences*) and select Guides, Grid & Slices, example below setting = Gridline 33.33 Present & Subdivision 1.
- For single or multi Guide Lines, select **Rulers,** (short-cut CTRL + r), drag down or across from the Ruler to position guide lines.
- Select **Snap**, (*View – Snap*), this will allow the Crop Bounding to snap at the guide line.

- Using Guides as per the above example can help to balance the image, positioning the main focus point equally between the top, left & bottom.