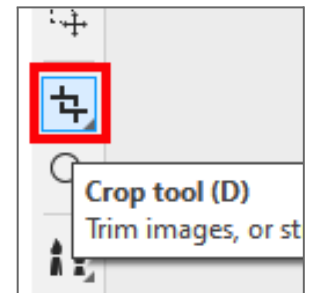


CD Cover – Square Crop

CD Covers are square. This means you need to be able to crop and image so that it's perfectly square

You need to have an image to use **saved** to your **OneDrive** first

1. Open **PhotoPaint** – press **Alt + S** to get rid of the pop up
2. Click **File > Open** > find your image and open it
3. Choose the **Crop Tool** from the left toolbar
4. **VERY IMPORTANT:** Hold the **Control key** down
5. Start at the **top left** and **drag** out the **bottom right** to select a crop area

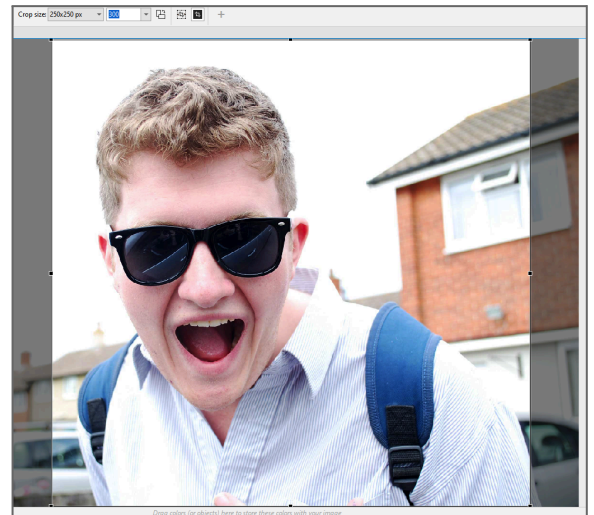


You should find that holding Control down makes the crop area perfectly square

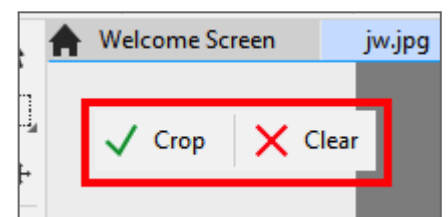
IMPORTANT: make sure to stay on the canvas to get a perfect square

IMPORTANT: let go of the mouse **before** you let go of Control. This keeps it square

6. A **crop area** is now selected
 - you can **drag** the crop area around if you need to – but this can be tricky
 - you can **resize** the crop area from the **corner** (**not** the edges)
 - if it all goes wrong, click **Clear** at the top left and start over



7. Once you have the right crop area selected, click **Crop** at the top left
8. You can always undo – **Edit > Undo** (or **Control + Z**)



9. **Save** your image now with a new name – **File > Save**
As > make sure you're in your **OneDrive** > use a new name for the file

It's important to use a **new filename** so that you can go back to the original image if you need to

Now you can move on to editing the image