

How to Crop and Resize Images in Windows Microsoft Paint

OPEN

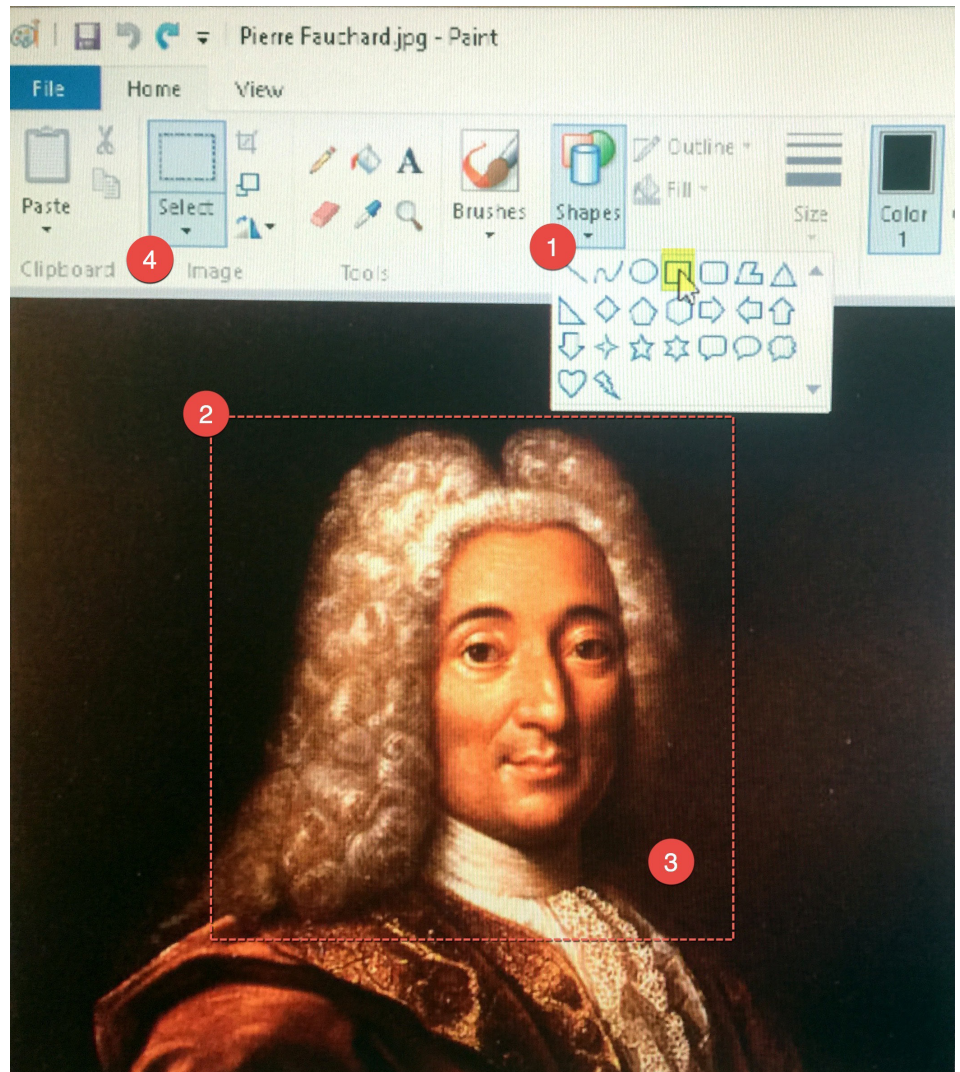
- Right mouse click on image.
- Choose *Open with Paint*.

Use scroll bar (bottom right) to fit image in window if necessary.

To Select a Square to Crop

If you don't need a square, skip this section

1. Click the shape (or the arrow beneath *Shapes*) and choose the rectangle.
2. Hold down your shift key and use your mouse to draw the size square you need.
3. Move the square into place with your mouse or arrow keys.



CROP

4. Click the arrow beneath *Select* and choose *Rectangular selection*.
5. Click and drag to select the part you want to keep in the picture.
If you have previously drawn a square, follow that outline when creating selection.
You can see the pixel size of your selection at the bottom of the window.
6. Right mouse click on the selection and choose *Crop*.

RESIZE (Smaller Only - Never Resize to Make Bigger)

- Right mouse click on the image and choose *Resize*.
- Click on *Pixels*.
- Enter horizontal or vertical size (the other side will self adjust)
- Save and name.
If saving for the web, no capital letters, spaces, or characters other than a dash.
Use **FastStone Photo Resizer** (faststone.org) to batch resize.

