Part 1 – Crop a portion of a Photo

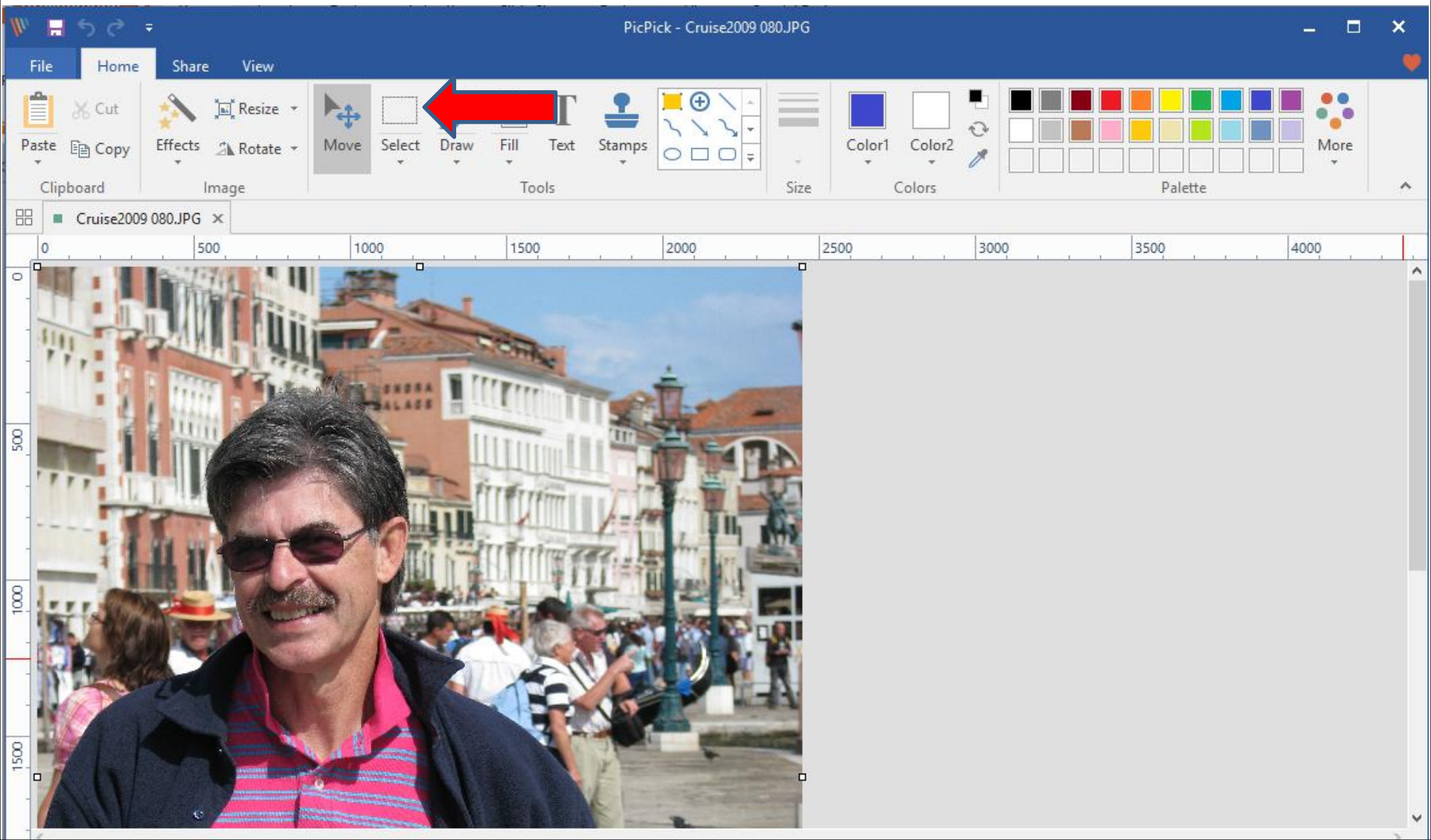
- As I mentioned before in other Steps, if you don't have PicPick, hover over Courses again and click on Screen Capture Page and Step 1 shows you how to download PicPick and open PicPick. If you don't have Pictures on your Computer, I recommend you do a Screen Capture and it opens an Image in PicPick.
- If you have used Step 2 - Part 3, you can use the same Picture that I will use it in this one. If not, and you have a Picture on your Computer open a Picture in PicPick. Next is more.

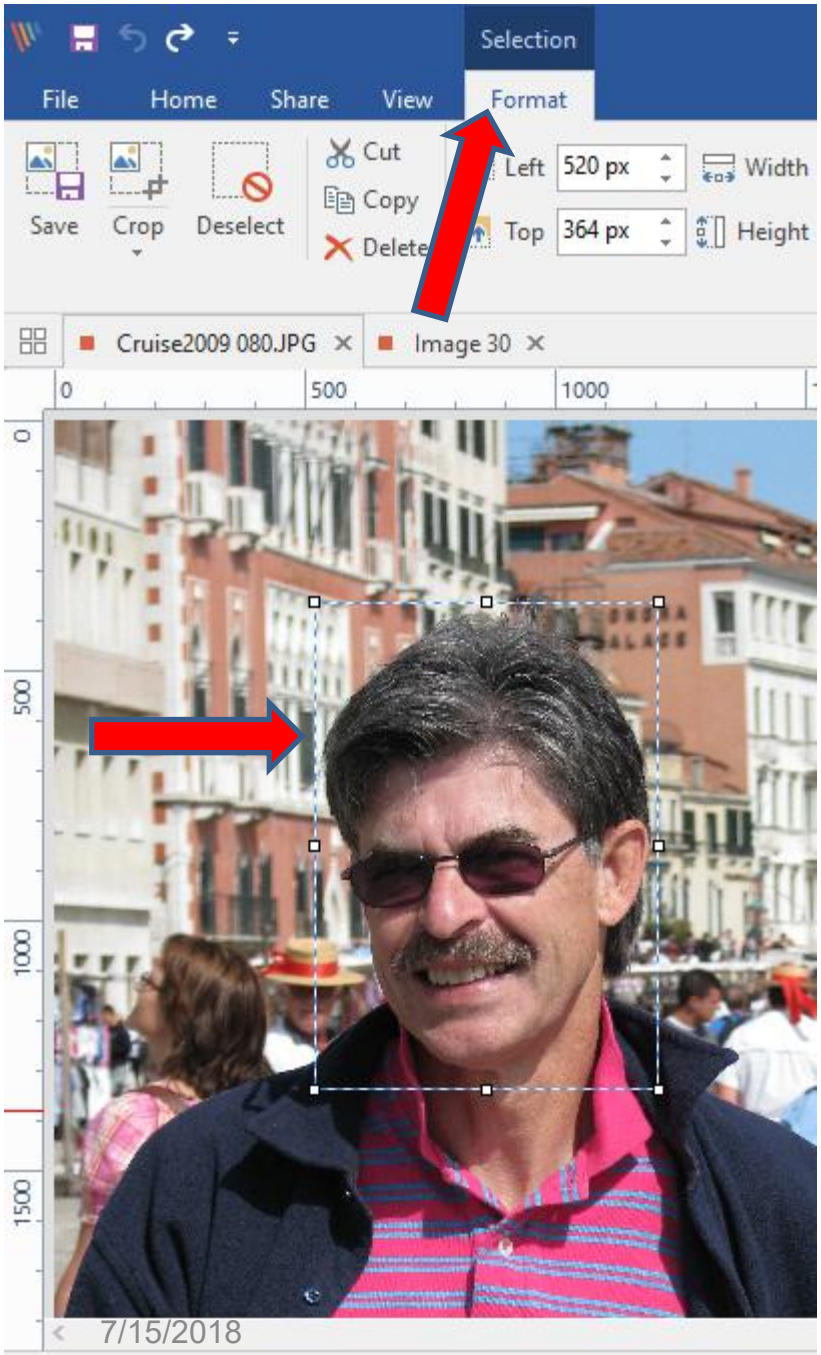
- As I mentioned before in the other Steps, if you don't know how to open a Picture on PicPick, a lot of Parts in the other Steps show you how to open a Picture in PicPick.
- Once you open a Picture in PicPick or Screen Capture in PicPick, I will show you how to Crop, called Select in PicPick. Once you Select part of the Picture, like a Face, you then have options to use it. First option is Copy it and create a new Image in PicPick and Paste it on the new Image, which I will show you later. Next is the about a new image and other options.

- **Once you Paste on a new Image and Save it on your Computer as I showed you in the other Steps. Or, in the new Image, you can Print it. The reason I Save it is I like Jib Jab website and I upload the Face Picture from my Computer to Jib Jab to add it on a Video and send it to people, like a Birthday. When you hover over the Second Courses there is E-CARDS page that shows how to use Jib Jab.**
- **The second option with Select is copy it and paste it to your e-mail or another Program. As I mentioned before in the other Steps, the Screen Capture page has Step 10 with a link to a PDF file that shows you how to Copy and Paste and Print. Next is about open a Picture.**

- **First open a Picture in PicPick to Select part of it. Note - I called it Photo vs. Picture in the Steps.**
- **Next is a Picture I opened in the new version of PicPick in Step 2 - Part 3 and I Zoom Out to 25%. Step 1 – Part 2 shows you how to Zoom Out to view it smaller. Also I did Undo all of the changes.**

- **As I mentioned before Crop is Select in PicPick. First click on Select at the Top and next is what happens.**

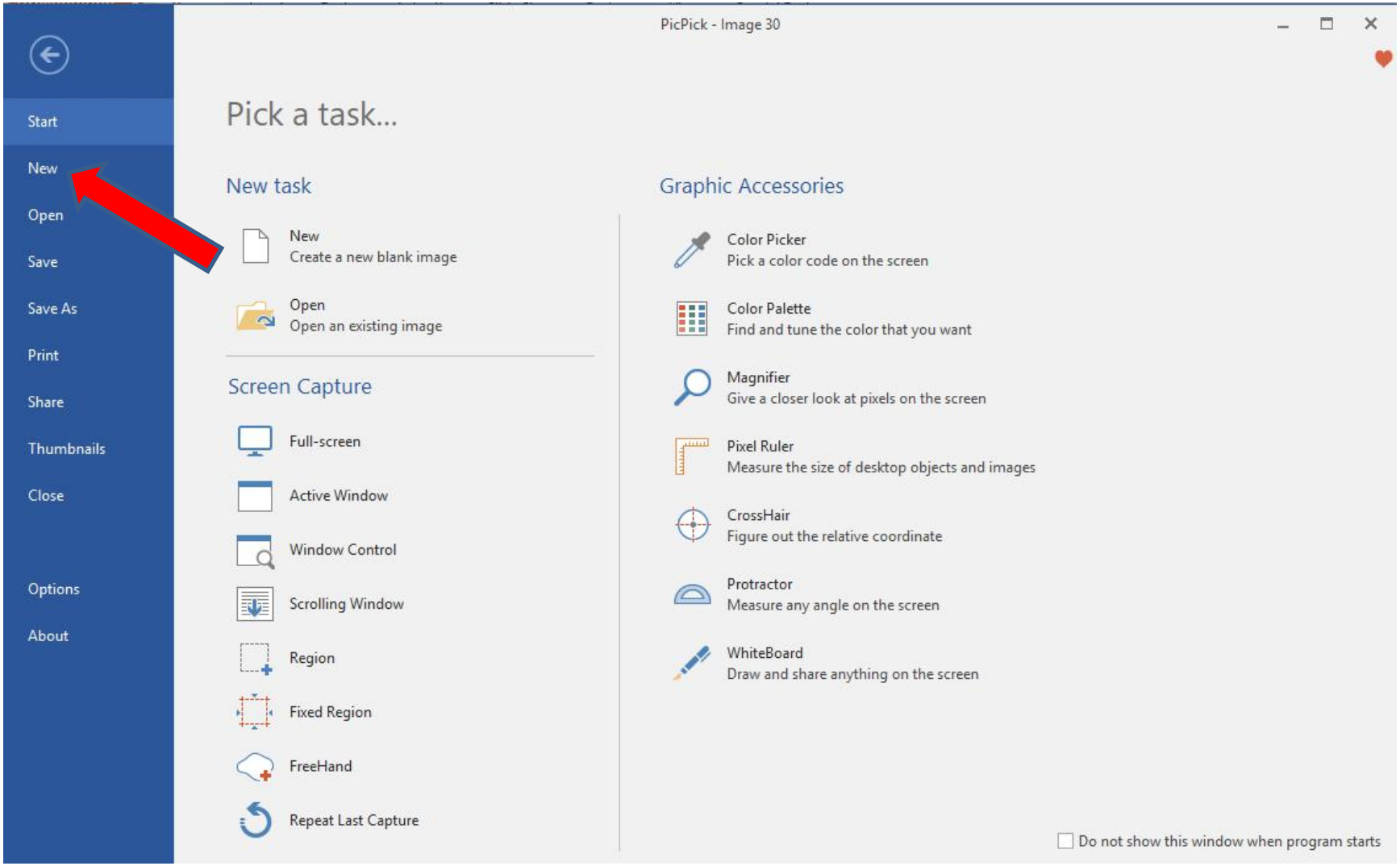




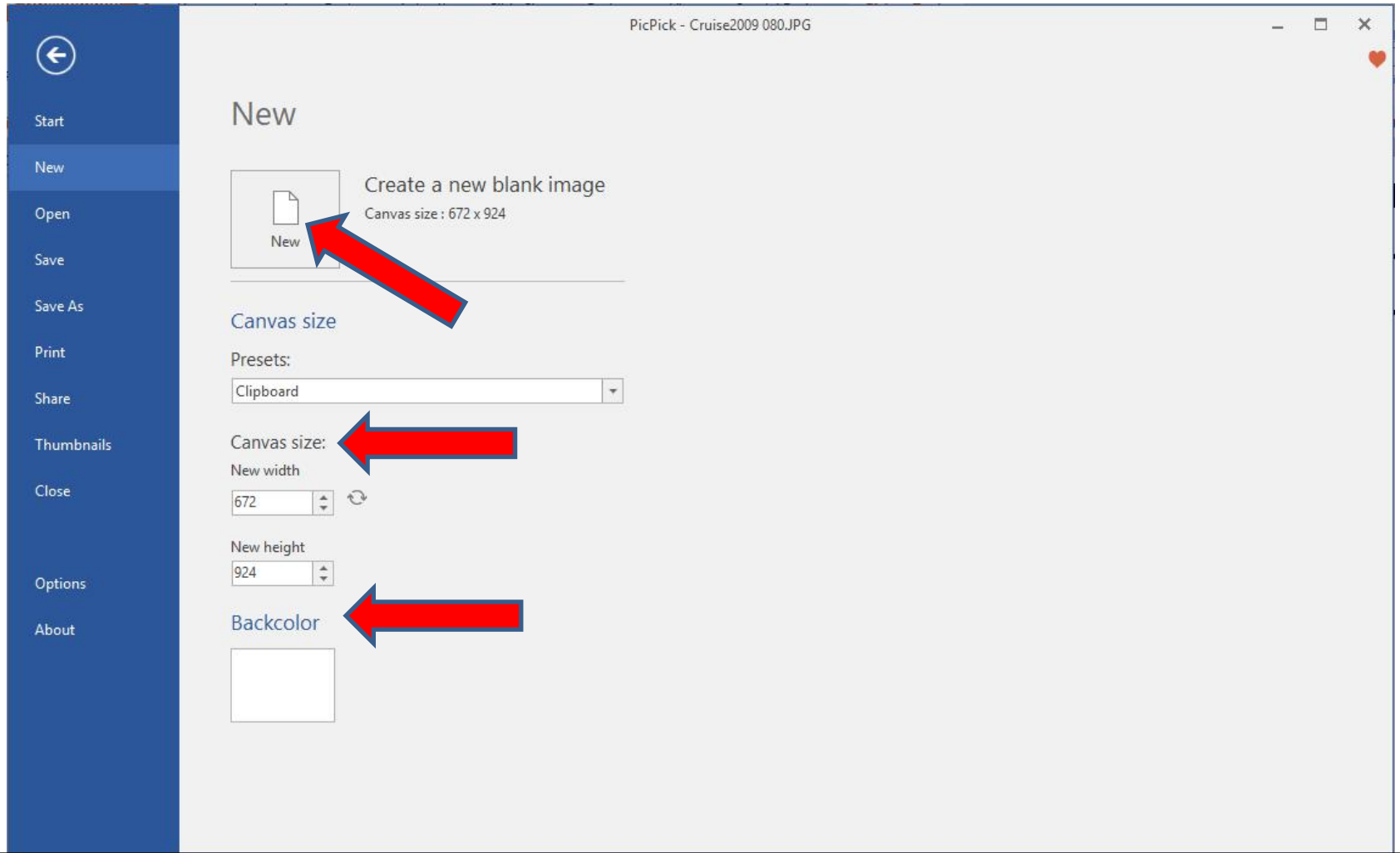
- You then move you curser to the point to Crop, then left click and hold it and drag it to the right and down to highlight the area to Crop.
- Note – once you let go, a new Format tap opens like this one and you see the lines highlighted.
- Next is how to Copy it.

- **Then click on Copy in at the Top.**
- **Once you click on Copy, you click on File in the upper left to create a new Image. Next is what happens when you click on File as I showed you in the other Steps.**

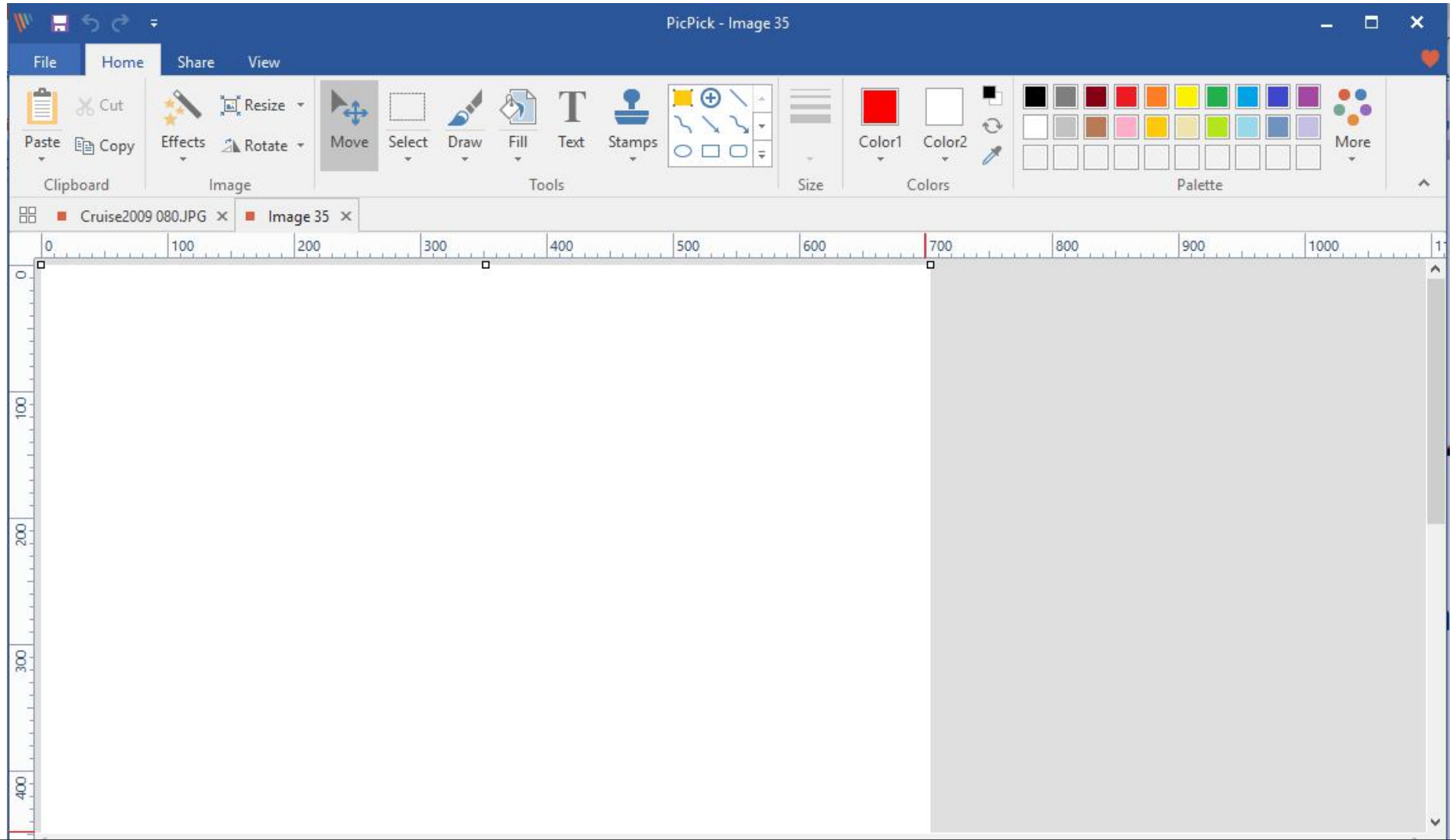
Page changes again and then click on New in the left and next is what happens.



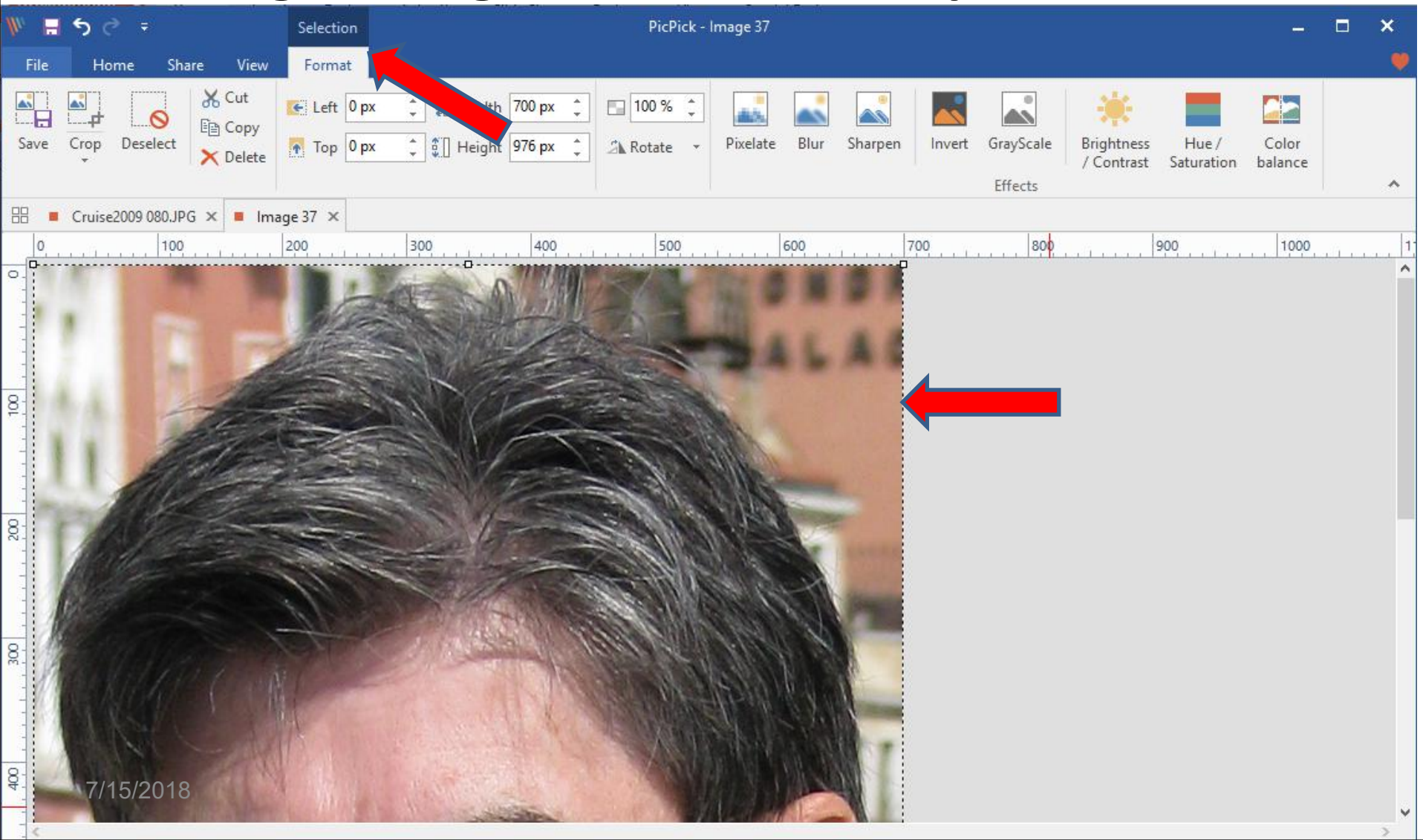
- **Page changeds to the New page and it shows the Canvas size and Backcolor. I did not make changes and I recommend you then click on the New Icon at the Top and next is what happens.**



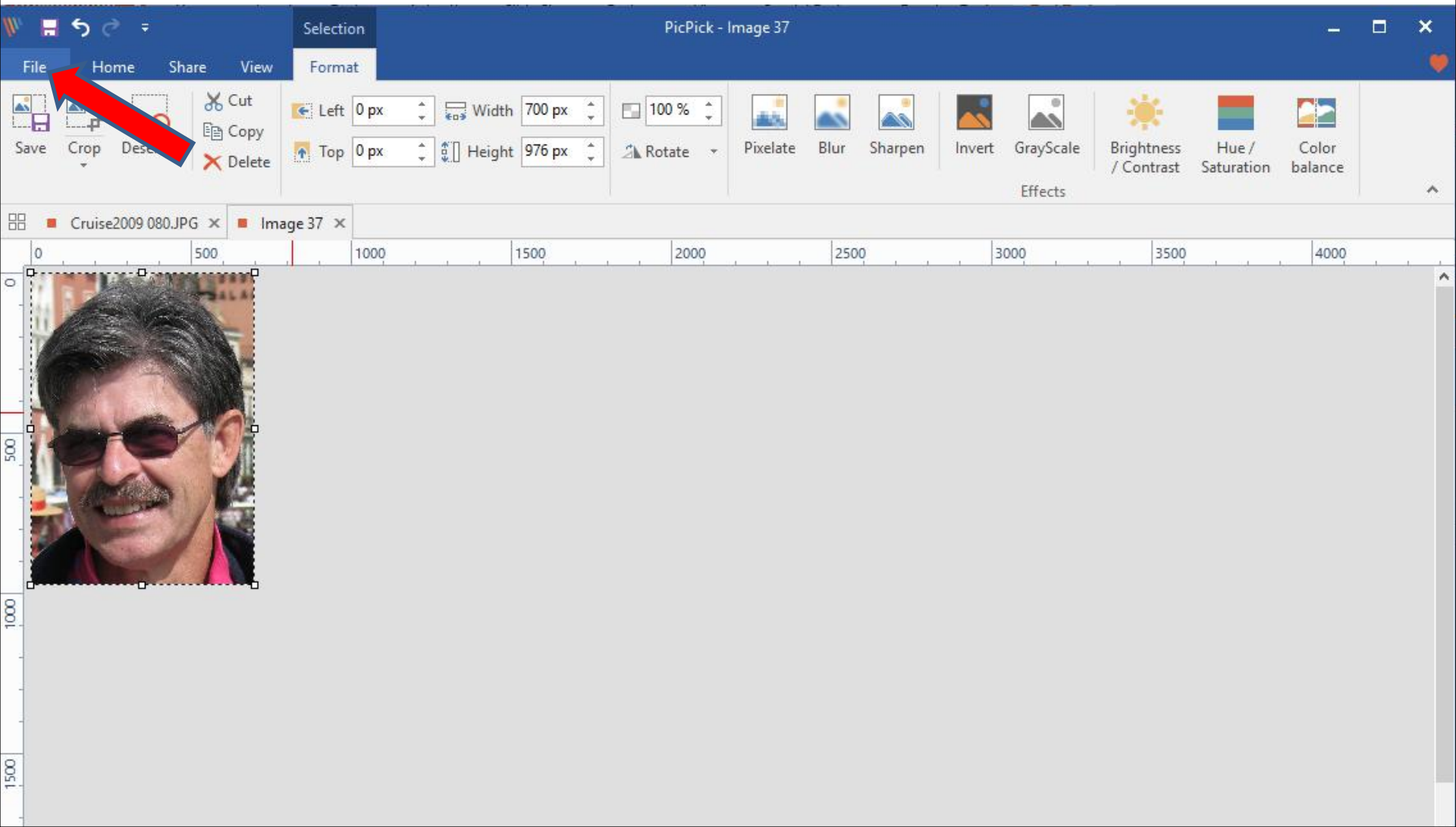
- **Page changeds to the Home Tap again and you see the new Image. Then you then click on the Paste in the upper left and next is what happens.**



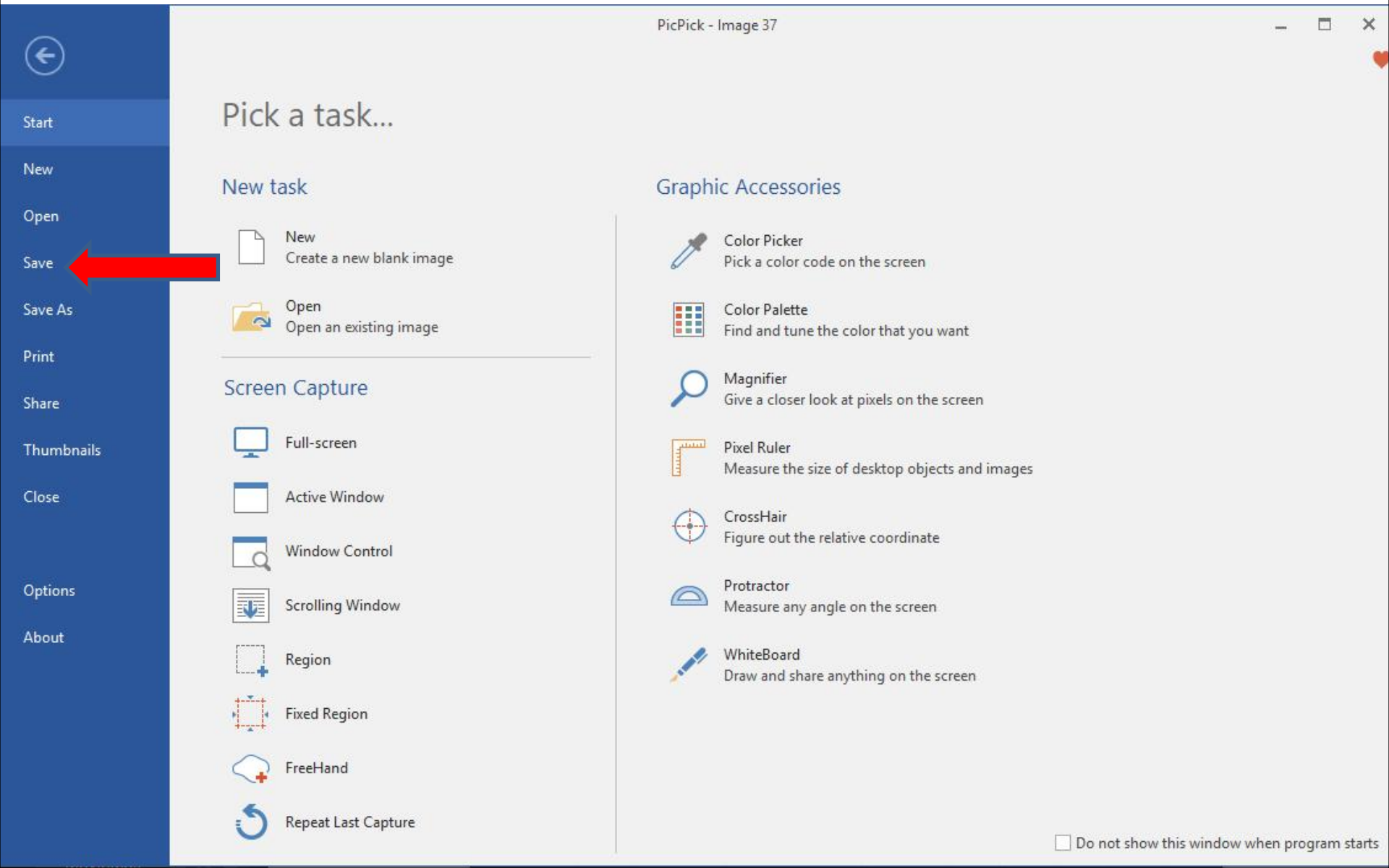
- **You then see the one I Selected and the Page changeds to the Selection Format Tap. The size of the Image is larger. Next is a sample of Zoom Out.**



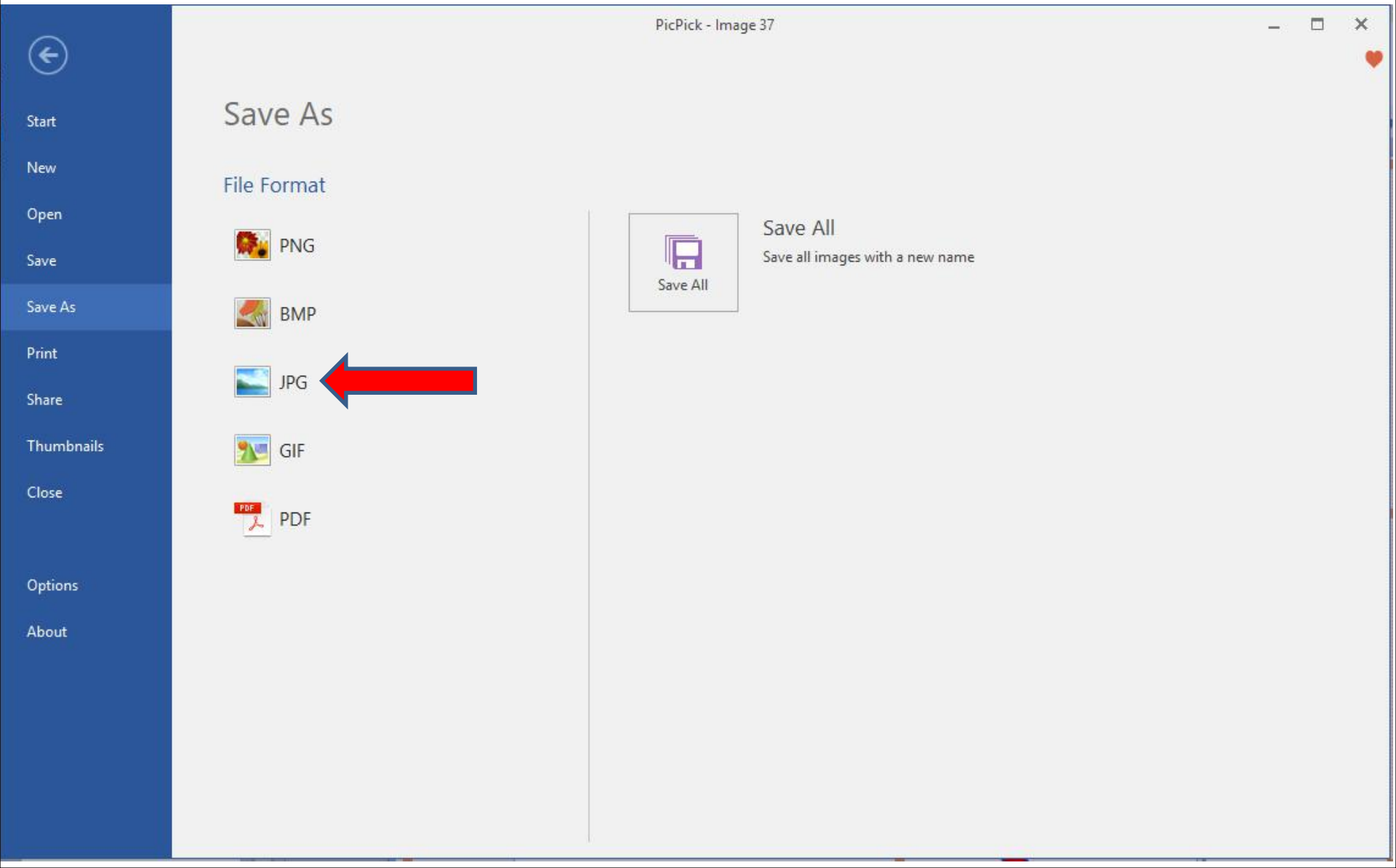
- **You then see it smaller. Next, how to Save as I showed you in Step 1 - Part 2. Click on File in the upper left again and next is the same.**



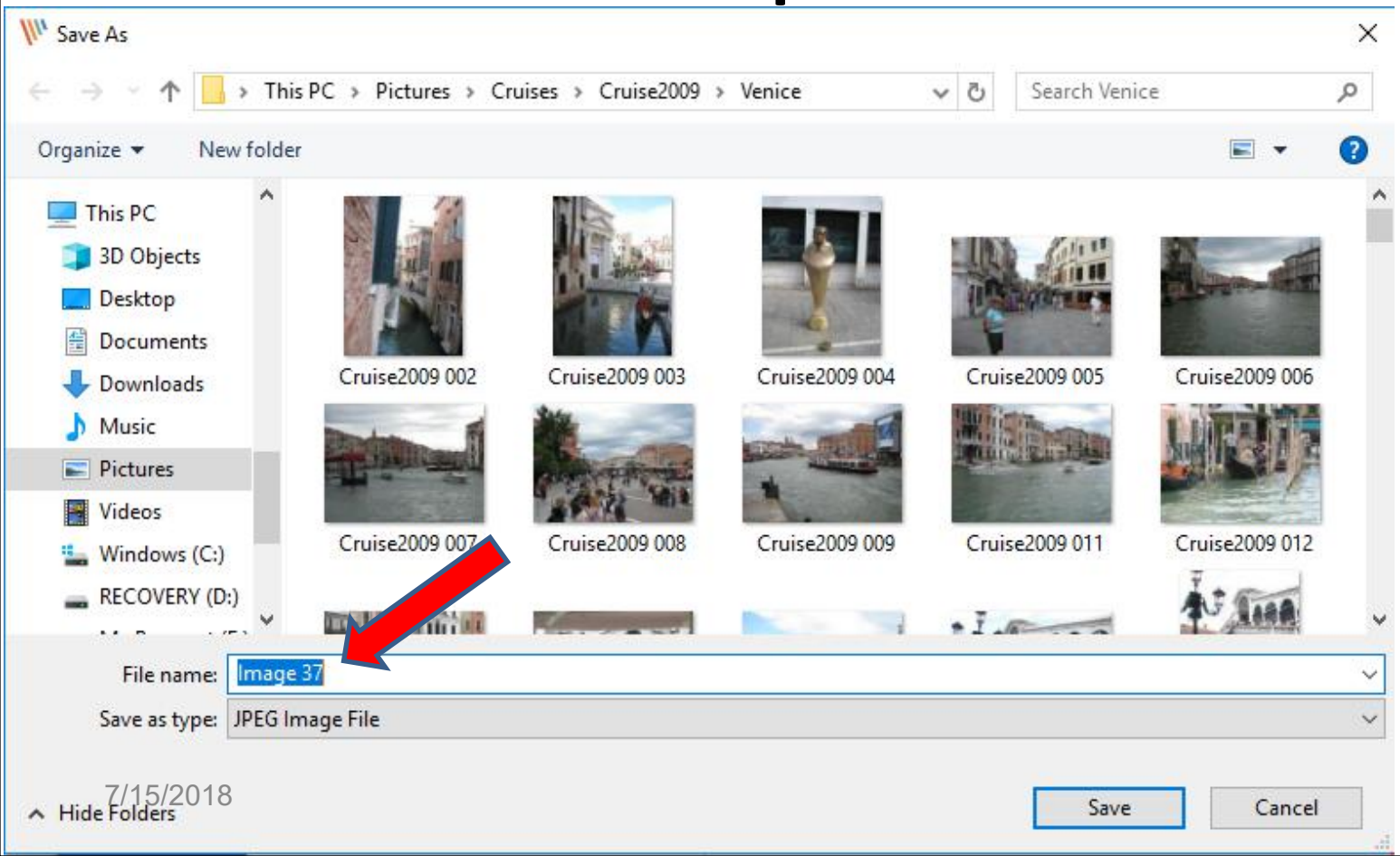
- **Page changes again and then click on Save at the left and next is what happens.**



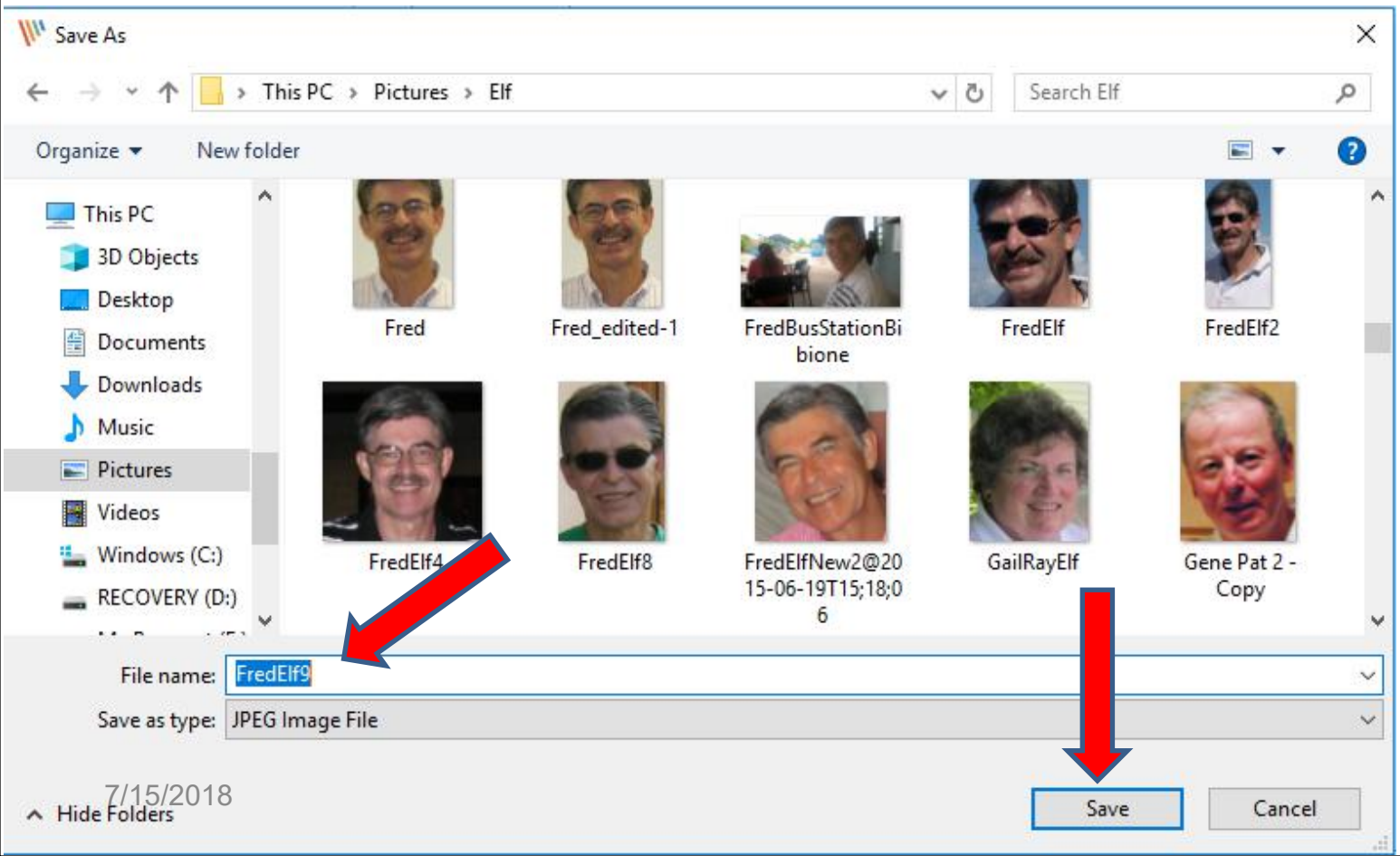
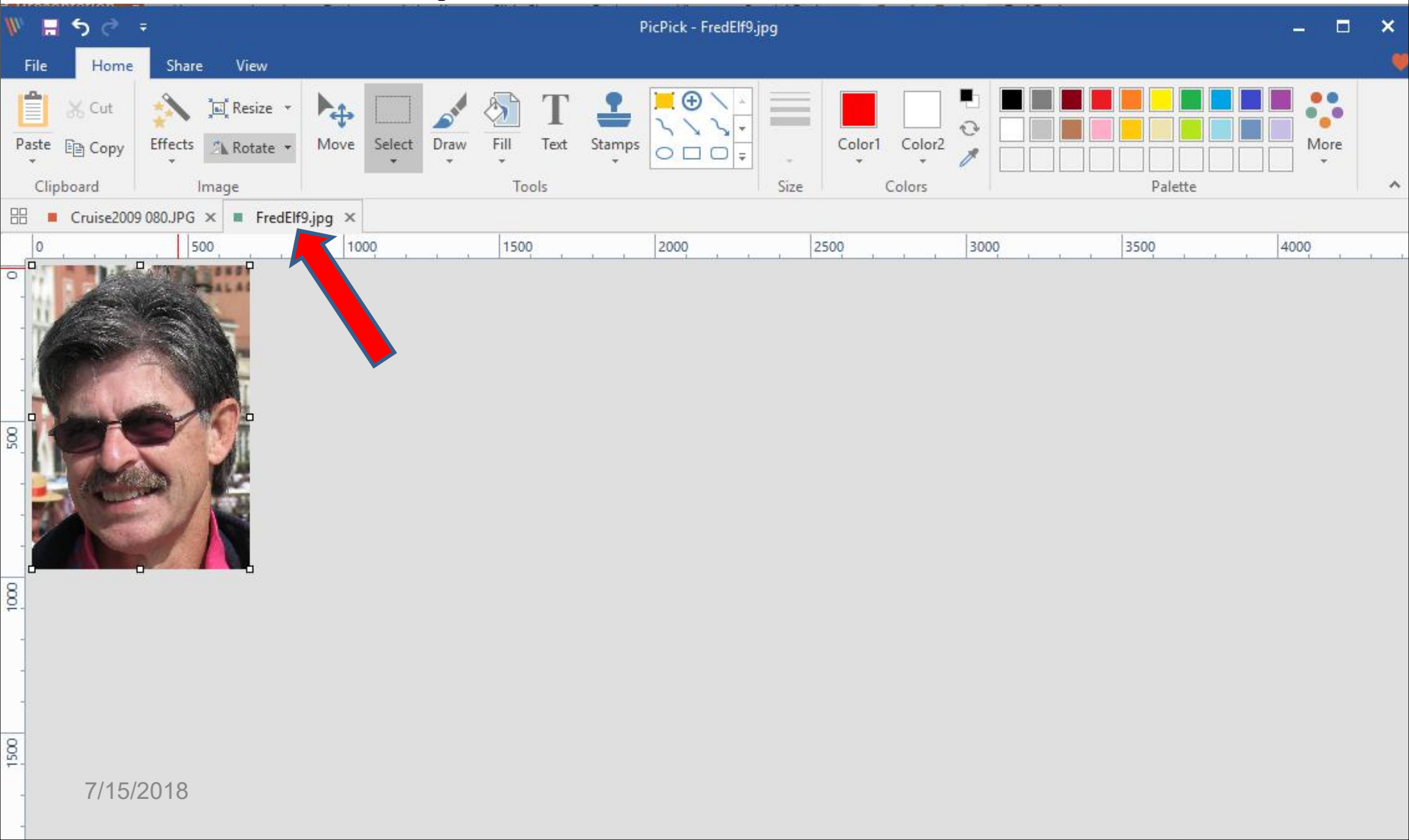
- **Page changes to Save As. I recommend you click on JPG and next is what happens.**



- **A new widow opens, like File Explorer withe same Folder I opened the other Picture. You should change the file name as I showed you in Step 1 and you can go to another Folder or and a New Folder. Next is a sample.**



- **Here is a sample of going to another Folder that I use for Jib Jab and I changed the File name. Once complete, you click on Save in the lower right and next is what happens.**



- **Window closes and it goes back to the Home Tap in PicPick and you see the name changed. This is the End of Step 3 - Part 1.**