


# STEPS TO CROPPING PHOTOS—NEWSPAPER

## Part One: Determine the size the photo needs to be cropped to

1. Open up your InDesign file
2. Click on the photo box with the black arrow tool
3. Look in the menu bar at the top of the page. There are some sets of boxes at the top. You want to look at the ones labeled W and H. Write these numbers down. The numbers will look something like 35p8.73
4. Convert these numbers to decimals. To do this, write down the number before the p. This is the number that goes before the decimal point. Then, take the number after the p and divide by 12. This is the number that goes after the decimal point.

So, for the above example, the number that goes before the decimal point is 35. To determine the number that goes after the decimal point, take 8.73 and divide by 12. That is .7275 So, the total width of your photo is 35.7275 picas wide. You can round this up to 35.73 wide.

## Part Two: Crop your photo

1. Open Photoshop and use File>Open to up your original file from the YB Photos folder
2. Use File>Save As to save the original photo file in the Originals Folder in your Page File
3. Click on the proportional crop tool. (That's the one that looks like this: )
4. At the top of the page, there is a menu bar. It has blank boxes for width, height and resolution. Type in the numbers you found in Part One to the width and height boxes. Remember to add pica after the number so it crops to the right size (35.73 pica)
5. In the resolution box, make sure the resolution is 300 dpi (no more, no less)
6. Then, crop your photo. Move your cursor over the photo, click and hold down the left mouse button. The crop tool is making sure that the box it shows is proportional to the box on your InDesign layout page. When you get the box the right size, just let go of the left mouse button.
7. Is your box the wrong size? Click on one of the corner boxes and drag the box bigger or smaller by holding down the left mouse button.
8. To move the box around to get it just right, just click anywhere inside the box and drag the box to the proper location.
9. When it's perfect, go to Image>Crop to actually crop the photo (Or, you can right click and hit crop)
10. Change the color space by going to Image>Mode>Grayscale
11. Sharpen the photo by going to Filter>Sharpen>Unsharp Mask. Make sure the settings are Amount: 106, Radius: 1.6 and Threshold: 10. Click OK
12. Now, use "Save As" and save the cropped photo in the Cropped Photos folder in your page folder. Be sure to give it a name like "soccer 1" when you save it.

## Part Three: Place your photo

1. Go to your InDesign page
2. With the black arrow, click on the box you want to place the photo in.
3. Using File>Place (or Control+D), place the photo. You will need to navigate to the Cropped Photo folder in your page file, and select the proper photo.
4. Once you have the photo selected, hit Open
5. Presto! The photo appears in the box on your page. If the photo fits (and if you followed these steps, it should), you're almost done. If not, you need to redo the steps above to figure out what you did wrong.
6. Click on the box with the black arrow. Go to the swatches palette on the right side of your screen, and make sure the fill (the solid box) is set to Paper.
7. Save your page file so the changes don't get lost.