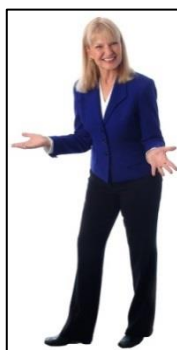## 1. Why Crop an Electronic Image

Cropping a photograph image is done for a number of reasons, some are:
- There may be an excessive or unwanted boarder around the photo.
- The subject in the photo may be too small or there is too much background.
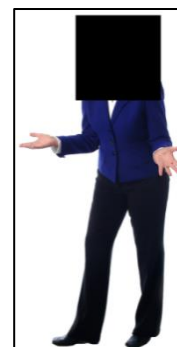- Only a specific person is wanted from the photo.

Cropping a photograph image is the same as taking a photo print of a head to foot of a person and cutting out with scissors just the head and shoulders, the remainder of the print is discarded. If you did it with scissors the original on the left would have the heads and shoulders section cut out, centre and the waste would look like the bit on the right.
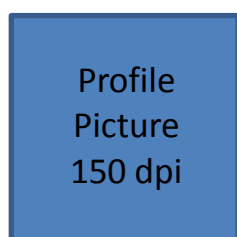

Original

Cropped Photo

Waste

An electronic photograph image in fact all visual media can be cropped using IrfanView, the difference being that the desired section can be cropped out without damaging the original image.

Cropping can be used to make a square head and shoulders photo for a person's feature photo, e.g. the photo that appears in the pedigree view and edit panel in Family Tree Maker (FTM).

2. Scanning and cropping an image

When scanning a photo always scan it a high resolution, e.g. 400 -1200 dpi. If a photo is slide size scan at 1200dpi, then lower the resolution accordingly, e.g. a 10 x 8 photo may be scanned at 400 dpi. This will allow for reasonable reproduction quality if the image is enlarged or a section, e.g. a head is cropped from it.

The sizes below are an indication of what will provide adequate resolution, physical and file size when cropping and sizing media specifically for use in Family Tree Maker.

Profile Picture 150 dpi

Set to 300 dpi

If "maintain aspect ratio" is selected in IrfanView this side will size to 300 dpi automatically

Photo from 6 x 4 to 10 x 8, 200 dpi
Text only document A5 to A4, 150 dpi

Set to 800 dpi

If "maintain aspect ratio" is selected in IrfanView this side will size correctly.

Photo from 6 x 4 to 10 x 8, 200 dpi
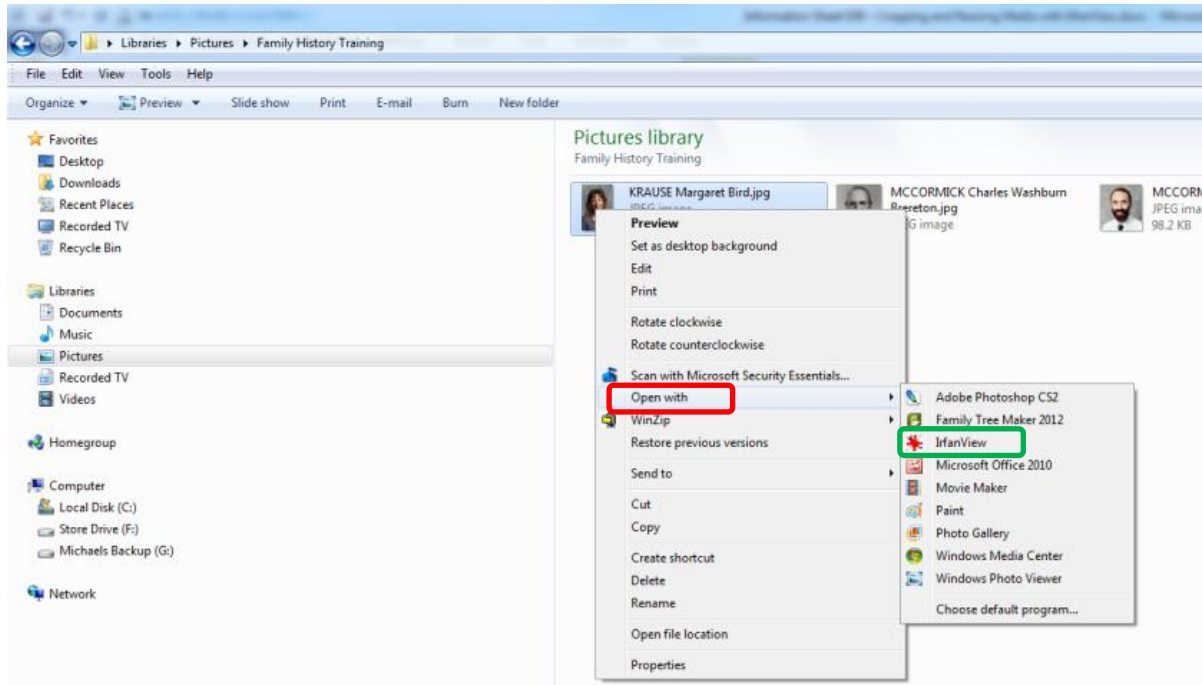Text only document A5 to A4, 150 dpi

Set to 800 dpi

If "maintain aspect ratio" is selected in IrfanView this side will size correctly.

NOTE: This instruction assumes you have installed IrfanView on you PC, if you haven't refer to Information Sheet 18 for instructions.
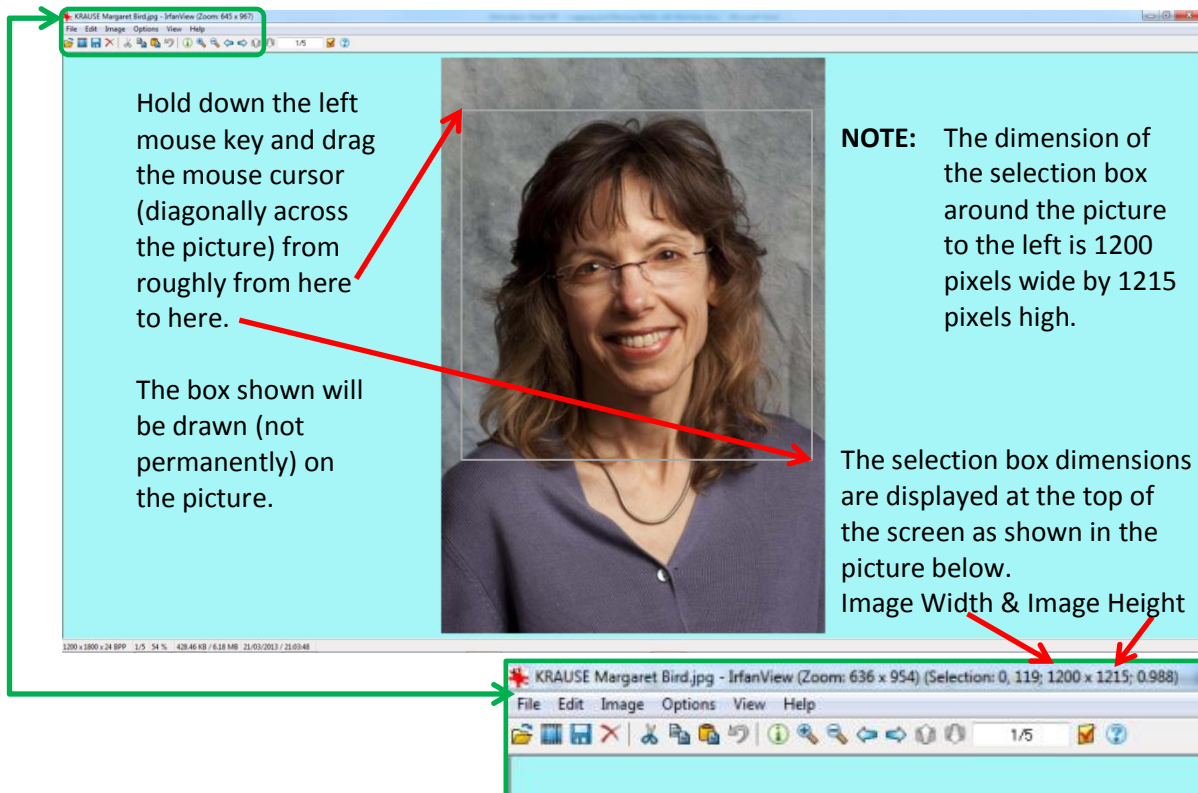
3. Cropping and Sizing Media Using Irfanview

3.1. If resizing only go to section 3.9 of this instruction.

3.2. Navigate in Windows Explorer to the folder where your photos/images are stored in. Right mouse click on the photo to be cropped and then in the menu displayed click on "**Open with**" a list or programs will be displayed; click on "**IrfanView**" and the photo will be opened in IrfanView as shown in the picture after next.
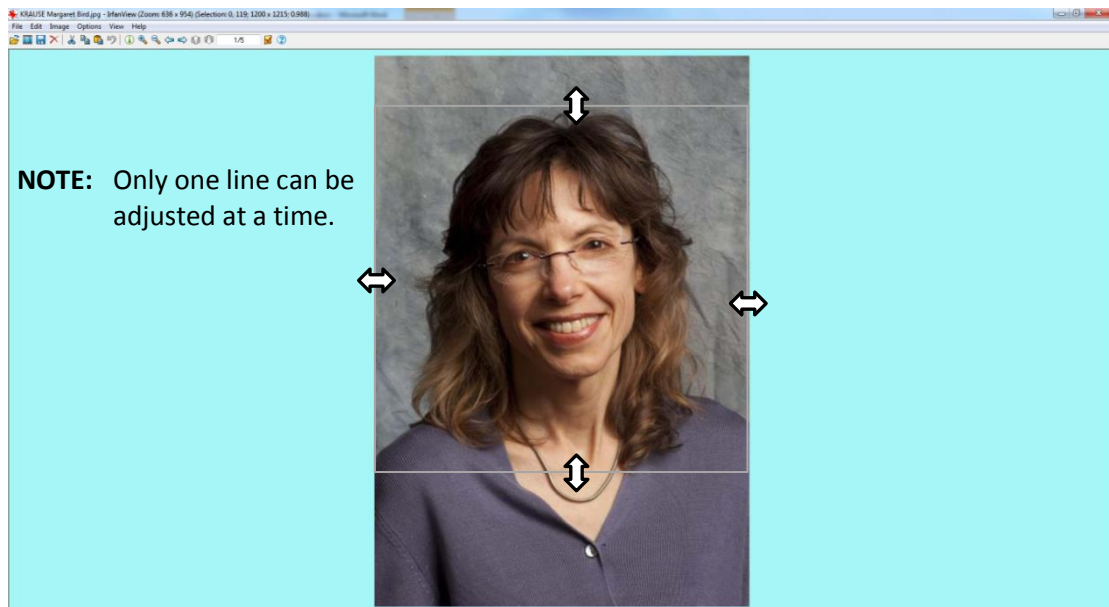

3.3. To crop the image (e.g. into an exact square picture for an FTM profile image), place the mouse cursor to the top left of the picture, hold the left mouse key down drag to the right and down and a selection box will be drawn. When the box is roughly square, release the mouse key and the box will remain. It does not matter that the box is not correct as its size, position and shape can be adjusted.

Hold down the left mouse key and drag the mouse cursor (diagonally across the picture) from roughly from here to here.

The box shown will be drawn (not permanently) on the picture.

NOTE: The dimension of the selection box around the picture to the left is 1200 pixels wide by 1215 pixels high.

The selection box dimensions are displayed at the top of the screen as shown in the picture below.
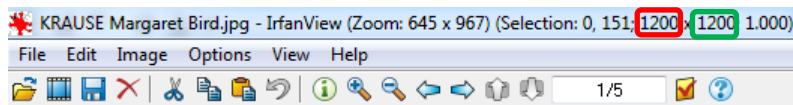Image Width & Image Height

3.4. To adjust the box to the wanted shape hover the mouse over a selection box line to be moved, a small arrow (as shown in the picture below) will appear. Hold down the left mouse key and drag the mouse at the same time looking at the selection box dimensions top left of screen. A line is moved in the direction the mouse is being dragged. The aim in this example is to make the selection box square. The ideal size for the selection box is 1200 x 1200 pixels (it will differ for each media item you crop), so drag the lines around until the box is square (1200 x 1200) at the same time framing the subject so looks visually pleasing.
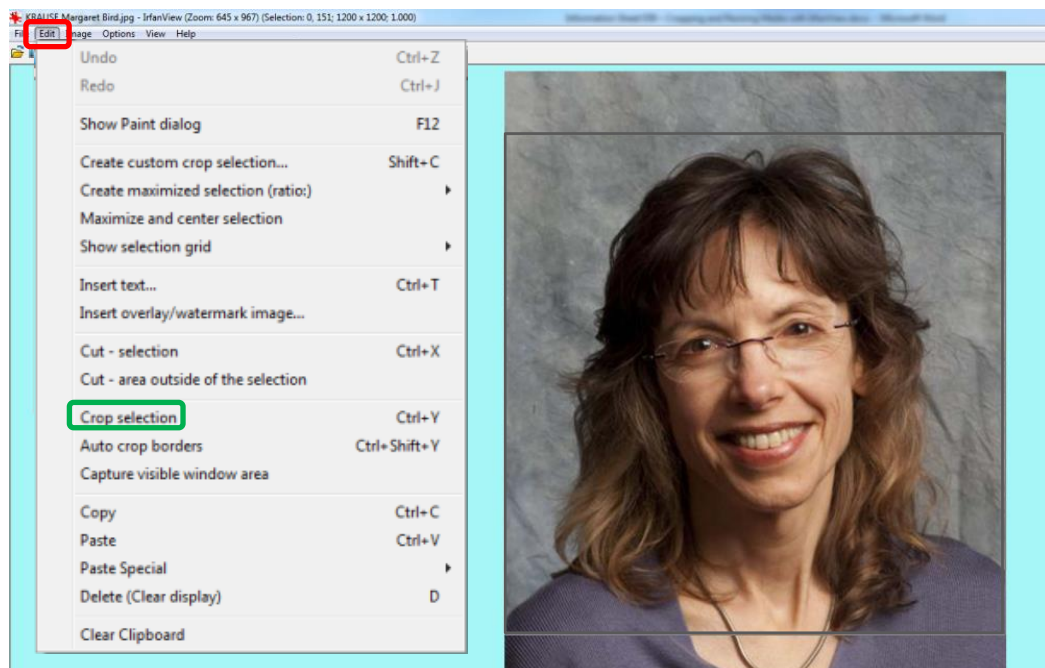
NOTE: When adjusting the selection box you are not able to move it outside of the picture boundaries.

3.5. To make the cropped photograph image square the **Width** (**W**) and **Height** (**W**) must be the same. If they can't be made exactly the same dragging them, get them as close as possible (within 1 or 2 pixels) and fine adjustment can be made later.
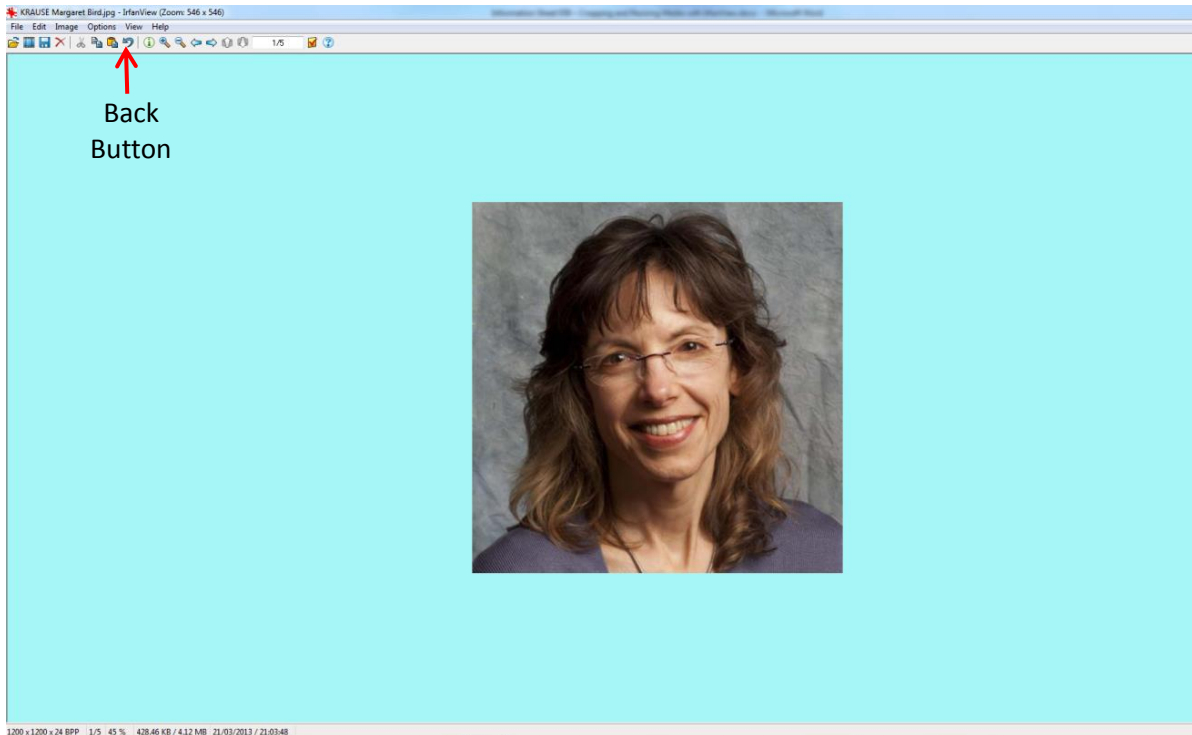

3.6. When you have the framing the size and position you want click on the "**Edit**" dropdown menu, then click on "**Crop selection**" and the image will be cropped as shown on the next page.
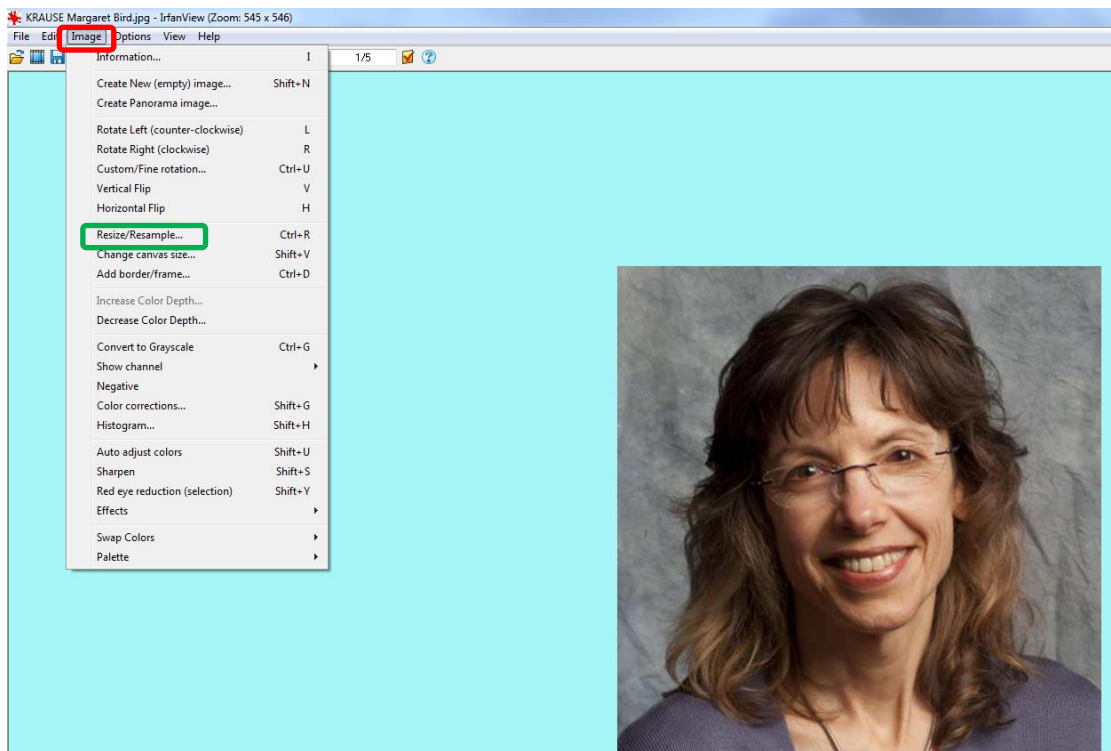
3.7. If you don't like the look of the image or it is not within 1-2 pixels (dpi) of being square when cropped click on the back arrow button at the top left of the screen and start again from step 3.2 of this instruction. Try to make the size to exactly square, or within a pixel or two.

NOTE: Being out by 1-2 pixels will not be noticeable when the picture is resized down from a large image, e.g. from 1200 dpi to 300 dpi. It will be more noticeable if the size only needs to be dropped by less than 100 dpi, e.g. from 400 to 300 dpi. If the **W** or **H** is any greater than 2 pixels (dpi) the cropped image may look distorted.

3.8. When the image is cropped the way you want, from the "**Image**" dropdown menu click on "**Resize/Resample…..**".

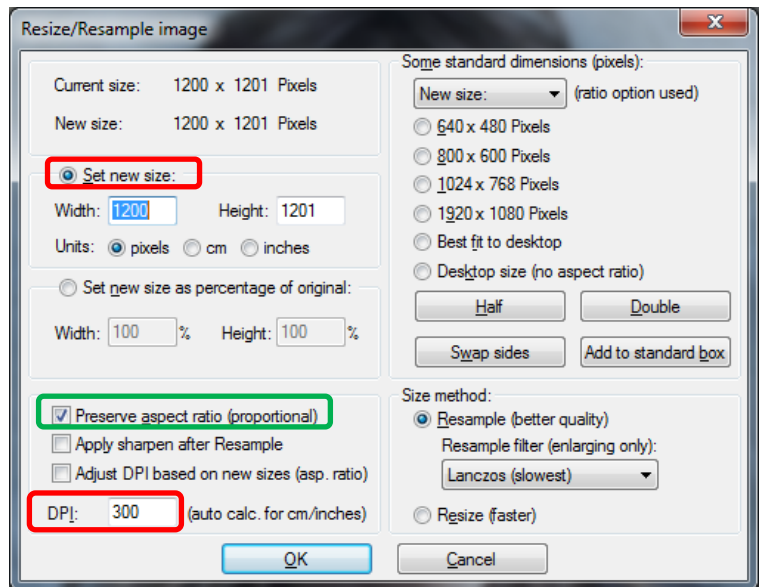3.9.   The "**Resize/Resample image**" setting box is opened, as shown below.

If the radio button to the left of "**Set new size**" is not selected (does not have a blue dot in the centre) click on it to select it. If there is not a "**tick**" in the box to the left of "**Preserve aspect ratio (proportional)**" click on the box to select it.

From the "**Resize/Resample image**" box below (looking at "**Current size**") it can be seen that the example image has a **W** of 1200 pixels and the **H** of 1201 pixels, i.e. the image is not exactly square, but within the useable parameters.

NOTE: The dpi of the **W** and **H** will vary depending on the size of the image the crop is being cut from, if the dpi is below 300 dpi, the image quality will degrade when resized.
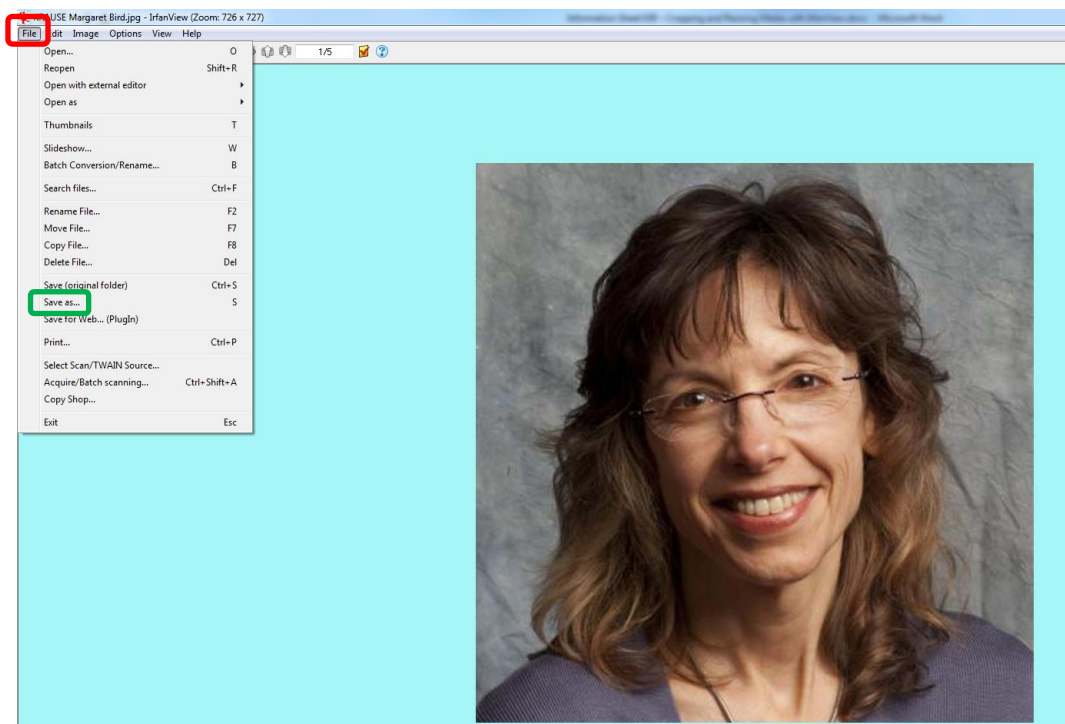
NOTE: For an FTM profile image set the **W** as shown in Section 2 of this instruction. As this is a profile picture in this example set the **W** to 300 dpi. When the "**Preserve aspect ratio**" radio button is selected you will notice that the **H** changes automatically to 300 dpi.

IMPORTANT: If you are resizing only (e.g. a portrait, certificate or document) set the W or H and dpi as shown in section 2 of this instruction.
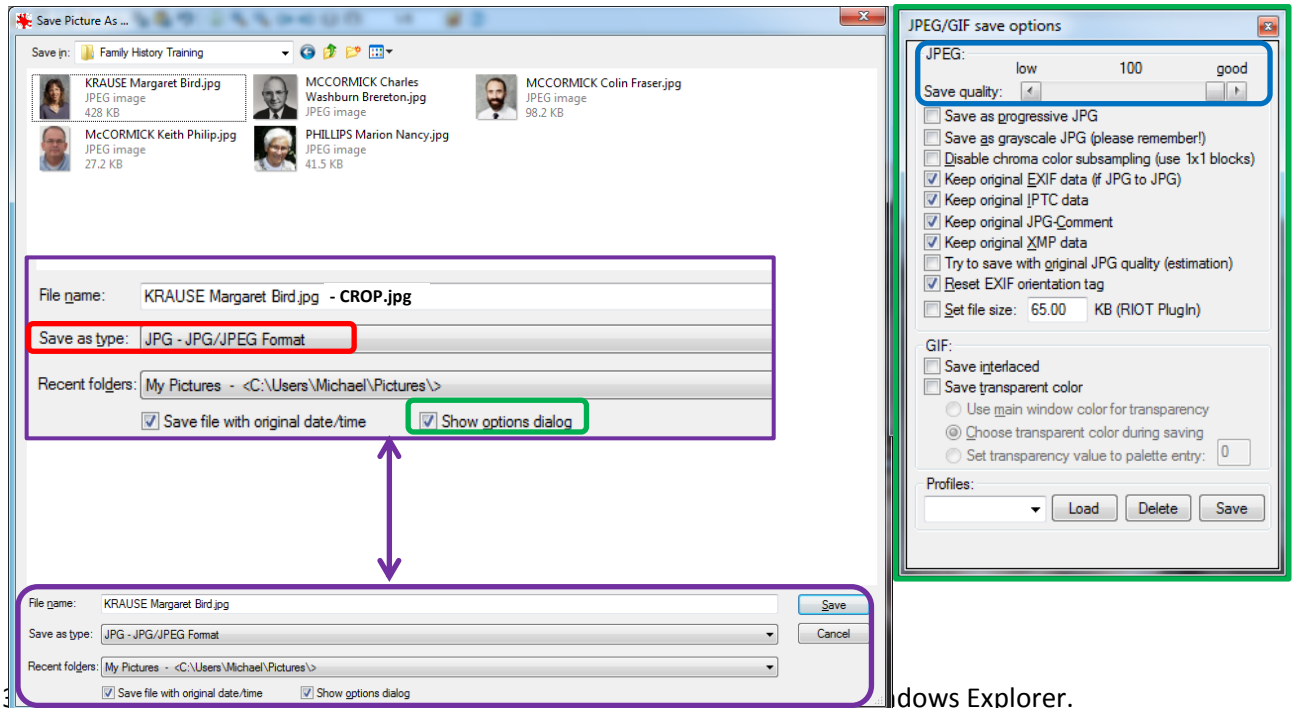

Finally set the resolution to the dpi shown in section 2 of this instruction, when all parameter are set click "**OK**"

3.10.   The only thing to do now is to save the cropped image **without losing the original**. Click on the "**File**" dropdown menu and then click on "**Save as….**" And the "**Save as**" box as shown in the picture after next will be displayed.

3.11. Saving the Image

      i. Navigate to the folder where the image is to be saved.

      ii. Ensure that the "**Save as type:"** is set to "**JPG – JPG/JPEG Format**", If it is not click on the down arrow on the right of the "**Save as type:**" box and select it from the drop down list.

      iii. If the "**JPEG/GIF save options**" box is not displayed click on the box to the left of "**Show options dialog**" for it to be displayed.

      iv. In the "**JPEG/GIF save options**" box make sure the "**Save Quality**" slider is set to 100 (good). Don't change any other settings in this box.

      v. When all the above is done click on "**Save**" and the cropped image will be saved to the designated place along with the original.