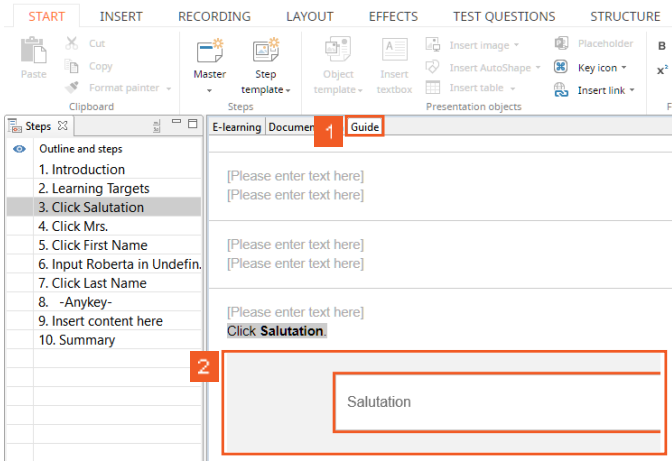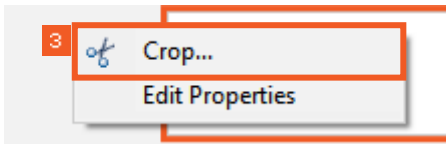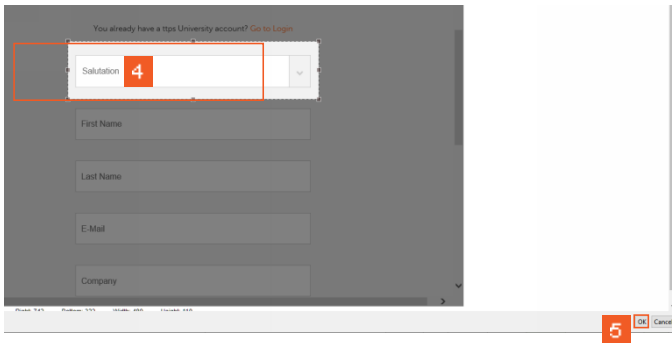# Selecting the image cutout of a screenshot

1 Open the **Guide** view.

2 Right-click the screenshot in question.

3 Click the **Crop...** menu item.

4 Adjust the area to suit your needs by moving it, or changing its size, using the handles at the edges and corners.

5 Click the **OK** button.