

Cropping a TIFF element in the layout 10

You can crop the TIFF files (elements) that you place on the layout. When you use one of the cropping procedures, you select the area of the image you want to keep. The area outside the selection is deleted.

Cropping a TIFF element in the layout with the Rectangular Crop tool

1. Click the **Rectangular Crop** tool  .
2. In the display window, drag the mouse pointer over the area that you want to output. Do not select an area that includes more than one TIFF element.
3. Release the mouse button.
A rectangle indicates the area that remains after you confirm the Crop command.
4. If required, perform one or more of these actions:
 - To resize the area of the crop, drag one of its sizing handles.
 - To move the area of the crop, hold the left mouse button inside the rectangle and drag the pointer to the location you want to crop.
 - To apply the resulting crop and view it, double click the crop area.
 - To snap the selected rectangle to the data in the TIFF file and achieve the minimum size that contains all the data in your selection, from the **Info** palette, click **Auto-Fit**.
Note: You can select multiple elements together and then click **Auto-Fit** to achieve the minimum size that contains all the data in your selection. You can also define a margin around the data and a minimum dot percentage to be included in the auto-fit crop area in [Preferences > Layout](#).

Cropping a TIFF element in the layout with the Polygonal Crop tool

The polygonal crop tool enables you to crop the TIFF element in a nonrectangular shape.

1. Right click the **Rectangular Crop** tool  , and select Polygonal Crop tool  .
2. Click the Polygonal Crop tool.
3. In the layout window, click to define the first connection point of your crop area.
4. Click additional connection points to form the shape of your crop area.
5. To close the polygonal shape, click the first connection point that you defined in step 3.
6. To reshape your crop area, drag any of the connection points.
7. To move the area of the crop, hold the left mouse button inside the polygon and drag the pointer to the location you want to crop.
8. To apply the resulting crop and view it, double click the crop area.

Cropping a TIFF Element in the layout via the Info palette

1. In the layout window, select the TIFF file that you want to crop.
2. From the **Info** palette, click the **Crop** tab, and define the following parameters:

- **Crop size:** In the **Crop size** boxes, type the width of the cropped image in the  box, and the height of the cropped image in the  box, and press Enter.
 - **Offset:** If you want to define offset values for the crop, in the **Offset** boxes, type the horizontal offset value in the  box, and the vertical offset value in the  box, and press Enter.
 - **Relative to:** This is the origin of the image and the crop will occur away from the origin of the image. By default, the offset values are calculated from the top left corner of the file. If you want to change the point from where the offset is calculated, select a different option from the **Relative to** list.
3. To snap the selected crop area to the data in the TIFF file and achieve the minimum size that contains all the data in your selection, from the **Info** palette, click **Auto-Fit**.
Note: You can select multiple elements together and then click **Auto-Fit** to achieve the minimum size that contains all the data in your selection. You can also define a margin around the data and a minimum dot percentage to be included in the auto-fit crop area in [Preferences > Layout](#).
4. Click **Apply**.

Cropping TIFF elements automatically when adding them to layouts

You can automatically crop all files to the image area when added to a new layout by selecting the **Auto-Fit new files** check box in the Layout Setup used for the layout. Auto-Fit will also apply if you select **Switch to Layout** when in Preview mode.

1. In Layout Setup, highlight the Layout Preset you want to use.
2. Select the **Auto-fit new files** check box and save the Layout Preset.
 When files are auto-arranged or dragged manually to a layout created with this Layout Preset, TIFF files will automatically be cropped.