



Figure 246: Cropping handles on an image

### Using the Crop page of the Image dialog

To use the Image dialog, right-click the image and select **Properties** in the context menu, then select the *Crop* tab of the Image dialog.

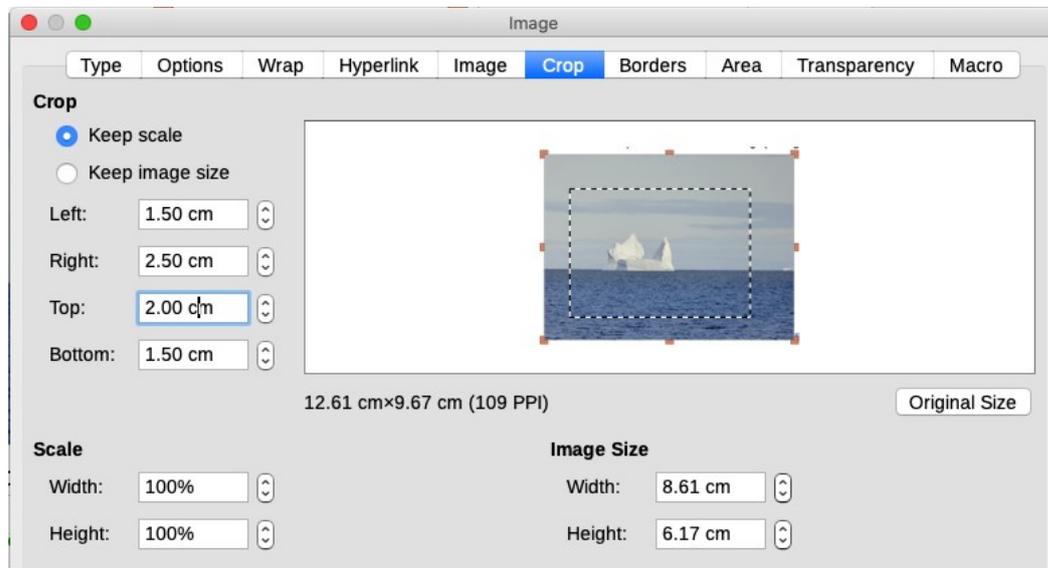


Figure 247: Result on image size of cropping using *Keep scale* option

The units of measurement shown on the Crop tab are those set in **Tools > Options > LibreOffice Writer > General**.

Two options are available in the *Crop* section: *Keep scale* and *Keep image size*. *Keep scale* maintains the proportions of the image; *Keep image size* may result in distortion of the image.

As the values for **Left**, **Right**, **Top**, and **Bottom** are altered, the boundaries of the image in the preview box change to show the crop area on the image, and the **Width** and **Height** fields under either *Scale* or *Image size*. This results in either an image size change (Figure 247), or a scale change for a fixed image size (Figure 248).

The original image size is indicated to the left of the **Original Size** button.