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Cut it Out! PSE 7-10

The Digital Scrapbook Teacher

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There are several ways to cut photos or digital papers into a shape, similar to using a punch on a traditional photo. This particular method (there are other methods) uses the Cookie Cutter tool (Q) which is a tool that is often times overlooked.

To use the Cookie Cutter tool:

- Select the Cookie Cutter tool (Q) from the Toolbar.
- From the Options bar, click on the Shape drop down list and choose a shape. From the Shape Options drop down list choose an option.
- Open a photo or digital paper (File>Open). Make a copy of the image (File>Duplicate) so that you don't save over your original image in error.
- Click and drag the shape on your image.
- Check the checkmark to confirm the crop.

After cutting the image into a shape use the Move tool (V) to drag it onto your project.

Note: You can also drag the paper/photo onto your project first and then crop it with the Cookie Cutter tool. When using this method be sure that the Crop option on the Option bar is **unchecked** or it will crop all of the layers.

