

*This AI-generated document is intended to accompany the video "[Cropping and Ordering Custom Size Prints](#)" as a written reference. While it provides details of the techniques and processes demonstrated in the video, it is not a comprehensive training guide. You may find printing this document helpful for quick reference.*

*For a more detailed understanding of this topic, please consult the ProSelect Online Help Guide.*

# Cropping & Ordering Custom Size Prints

This guide supports the video training on how to create and order a custom-cropped image that doesn't conform to standard print sizes.

## Preparing to Crop

1. Navigate to **Working with Images**.
2. Select your image and enter **Show View**.
3. Press the **C** key or click the **Crop Tool** on the toolbar to enter **Cropping View**.

## Creating a Custom Crop Ratio

4. By default, crop handles will snap to standard aspect ratios when adjusted.
5. To override this and create a unique crop:
  - Hold the **Alt** (Windows) or **Option** (Mac) key while dragging any crop handle.
6. Adjust the side or corner handles freely to create your desired crop shape.
7. Refine your crop—for example, a long panoramic crop such as **1:3**—until you're happy with the framing.

## Locking the Crop

8. Click the **Lock button** on the toolbar to lock the crop.
  - A **red border** will appear around the image, showing the crop is now locked.
  - The lock is a toggle—click again to unlock if needed.

## Placing the Image in Room View

9. Switch to **Working with Rooms**.
10. Select a room from the **Resource Area** and double-click to open it.
11. Locate your locked crop image in the **Image List**.
12. Drag and drop the image into the room layout.
  - The locked crop ratio is preserved.
  - The default starting size (e.g., **36” Luster Print**) is applied.
  - The **Info Bar** now displays the actual print size rather than just a ratio.

## Adjusting the Print Size and Understanding Pricing

13. Use the **Up and Down Arrow Keys** to resize the print within the room.
14. ProSelect calculates the **sale price** automatically, based on:
  - The cropped print’s dimensions.
  - The **Presentation Option** assigned.
  - The **paper size** required to print the non-standard dimensions.
15. ProSelect prices based on the closest standard size the cropped print will “fit within.”

## Refining the Crop for Production

16. Tap the **C key** to return to **Cropping View**.
17. In this view, you’ll now see:

- The exact dimensions of the cropped image.
  - The paper size required to print it.
18. To adjust:
- Drag the **center handles** to change size in **½-inch increments**.
  - Hold **Alt/Option** for fine-tuned control.
19. You can round out to an even size to simplify framing, matting, or lab output.
- These refinements affect only the print crop.
  - Your original **locked crop image** stays unchanged.

## Returning to Room View

20. Press the **C** key again to go back to **Room View**.
21. Check that the new crop dimensions still work well in the room layout.

## Ordering the Custom Print

22. Click the **Shopping Cart (Order Product Tool)**.
23. Verify the final print size and click the **Price Line** to add the item to the order.
24. Click the **Shopping Cart Tool** again and choose **Review Order**.
25. Your custom-size print will appear in the list, ready for final review.

For additional reference material, consult "[Using Locked Crops](#)" in the ProSelect online guide, available under the "Help" menu by selecting "Open Online Help Guide."