

To crop the “pasted” picture:

1. Right-click on the picture.
2. Click “Show Picture Toolbar” on menu.
3. The “Picture Toolbar” should appear somewhere on the screen.
It looks like this:



4. Select the “crop” tool.↑
5. Carefully place the mouse at the edges and corners of the picture, and you’ll notice that the cursor changes to a double arrow.
6. When this occurs, hold the mouse button down and move the mouse to crop the picture.
7. This WILL require trial and error. Be patient and it will become easier.