

## How to crop a PDF file

PDF is a common file format at work, which cannot be easily modified. If we want to delete a part of the page quickly, we can use the **Crop** function for WPS VIP members.

Take this file as an example. We can see the proportion of the text and margins is obviously out of harmony. How can we adjust it?

### • Step 1

You can find **crop page** in the **Edit** tab. Also, you can click **crop page** in the **Page** tab.

When the dotted lines appear around the page, click **Auto Cropping**, and WPS Office will automatically select the cropping location based on the page's content. You can also manually drag and drop a line to control the cropping area.

To crop the page more accurately, you can click **Custom page of Clip** and set **page size** and **page margin** in the window. Then, check **Lock aspect ratio** to crop the page to equal proportions.

### • Step 2

Click **Page Select** to select the range of pages to crop. You can choose **All Pages** or manually enter specified page numbers. At the

same time, you can choose to apply to **All Page**, **Even Page**, or **Odd Page**, and then click **OK**.

- **Step 3.**

After completing settings, click **Complete** to crop all the pages of the PDF file to one size.

Note: The clipped pages cannot be restored, and you can only go back to the previous step by pressing **Ctrl+Z**.

What a practical skill !/ Did you get it?