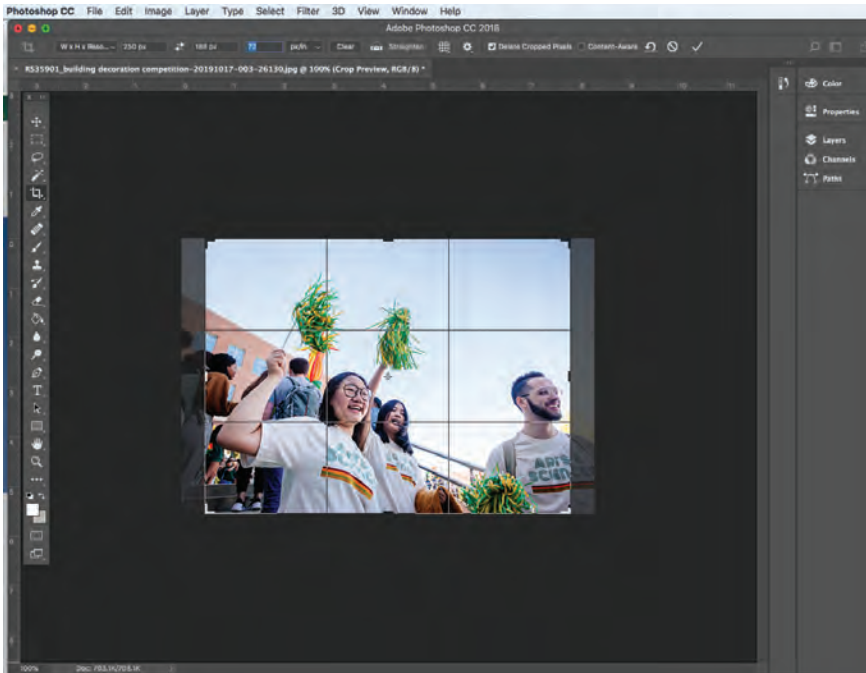




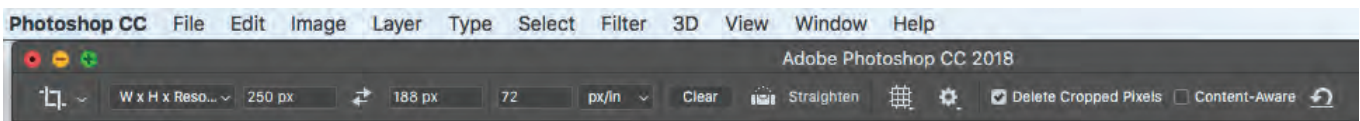
# Adobe Photoshop

## HOW TO CROP AN IMAGE



### STEP 1

Open your image in Photoshop. Choose the **Crop Tool**, located in the Tools Palette. In most versions of Photoshop, the Crop Tool is the fifth tool down in the palette. Once selected, Crop borders will display on your image.



### STEP 2

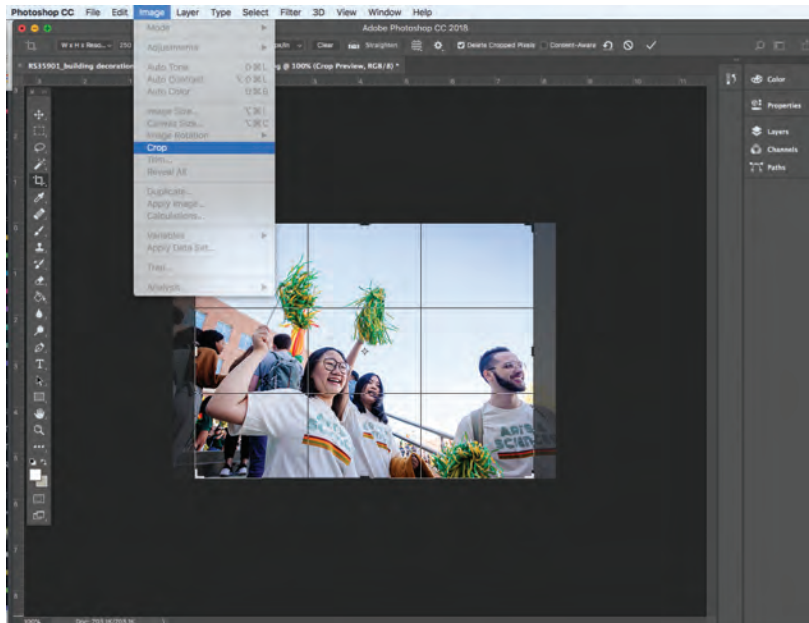
In the Control bar at the top of the Photoshop window, specify your crop size. In the Aspect Ratio Menu, choose **W x H x Resolution**, then enter your new pixel dimensions for the cropped image. Enter the **Width** px size in the first box, the **Height** px size in the second, and **72 px/in**.

### STEP 3

Once your crop size is specified, adjust the new cropping area by **dragging** the corner and edge handles to specify the crop boundaries in your photo.

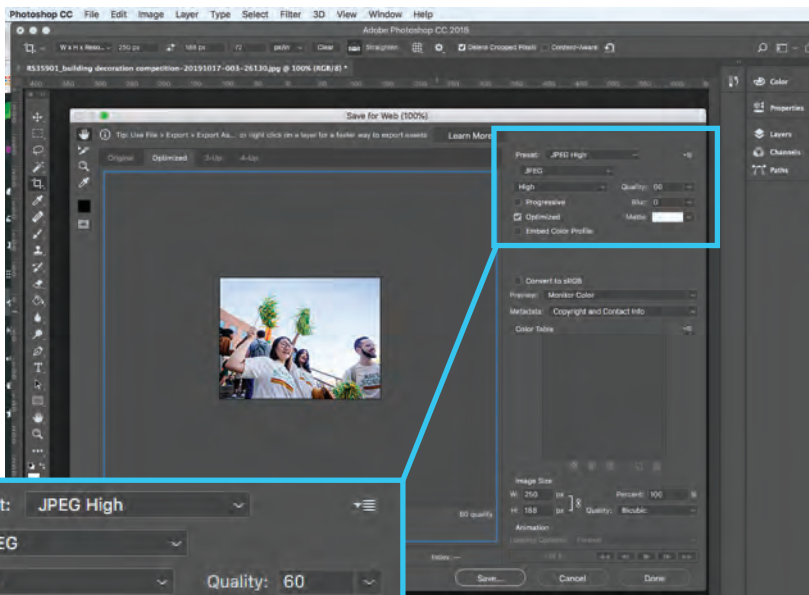


# Adobe Photoshop



## STEP 4

Choose **File > Crop** to crop your image. Once your image is cropped, save your new image file. Choose **File > Export > Save For Web**



## STEP 5

The Save For Web preview box will pop up. Under **Preset** in the top right, select **JPEG High**. The Quality should be set to 60. This setting should reduce the image file size without affecting the quality of the image and assures the image is optimized for use in email newsletters. Click **Save** and rename your new image file so you don't save over your raw image.