

How to Crop Senior Photos for the EVHS Yearbook Using Photoshop Express, a free online photo editor:

(Please follow these directions exactly)

1. Go to <http://www.photoshop.com/express>
 - a. If you don't already have an account, click "Join Now".
 - b. If you have already signed-up, click "Sign In".
2. Click on "My Photos" at top-left.
3. Click on "Upload Photos" at top-left.
 - a. Navigate to your image file and click "Open", then "Upload", then "Done".
4. Make sure the correct image is displayed, and then double-click on it to edit the photo.
5. Select "Crop & Rotate" at top-left.
 - a. From the "Aspect" drop-down list, select "5x7".
 - b. Click-drag the crop handles at the corners, or drag the box to select your crop.
 - i. The crop must be vertical and include the head and shoulders only.
6. Select "Resize" at top-left, just below the Crop button.
 - a. Click on the "Custom" button at top-center
 - b. In the "Width" box, enter 750 (don't change the "Height" setting ... it will be calculated automatically).
7. Click "Finish" at lower-right. This will save a new on-line version of the cropped photo.
8. Click once on the image to be sure that it's selected.
9. Click on the "Download" button at lower-right to save a copy of the cropped image on your computer's hard drive. (DON'T click on the "Email" option that is listed ... that will send a low-resolution copy that cannot be used for the yearbook!)
 - a. Click on the "Original Size" button, then "Download ..." to save the file to your disk.
10. Email evhsseniors@gmail.com with this newly saved file as an attachment.
 - a. Be sure to include the student's first and last name in the email.