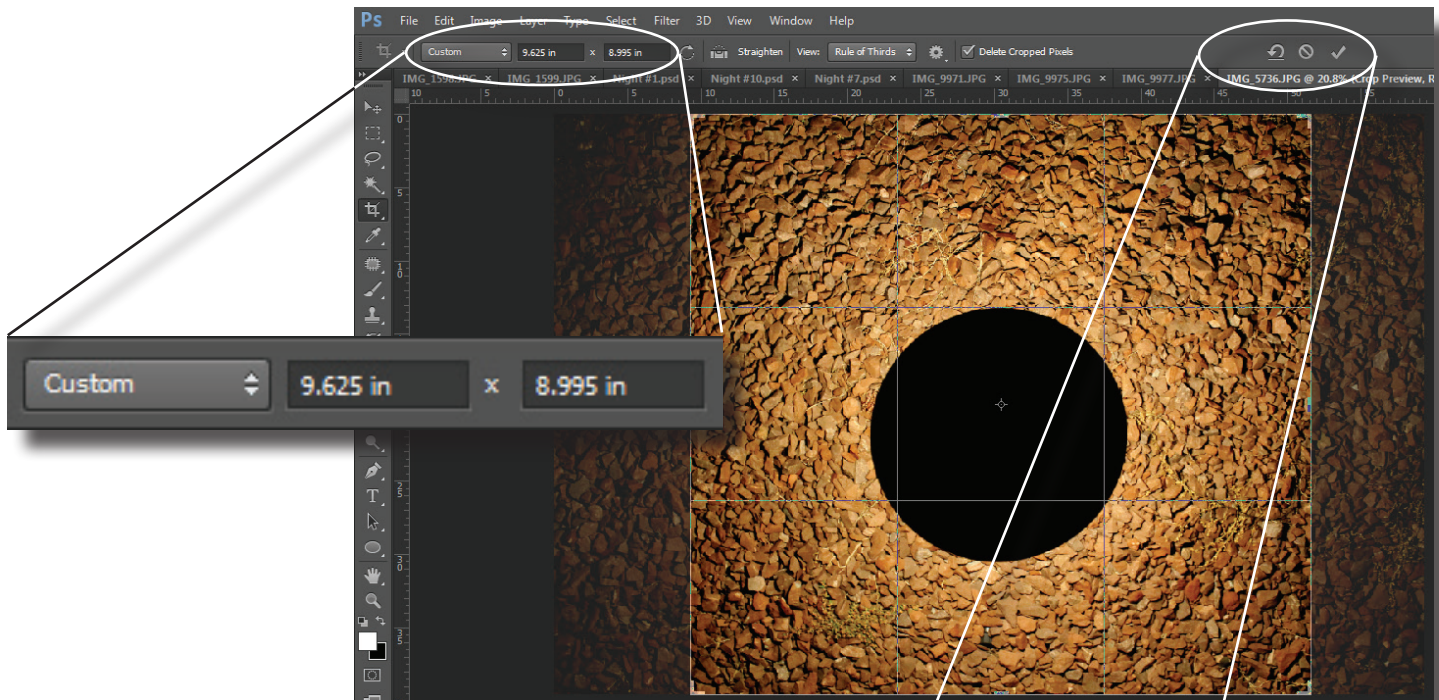
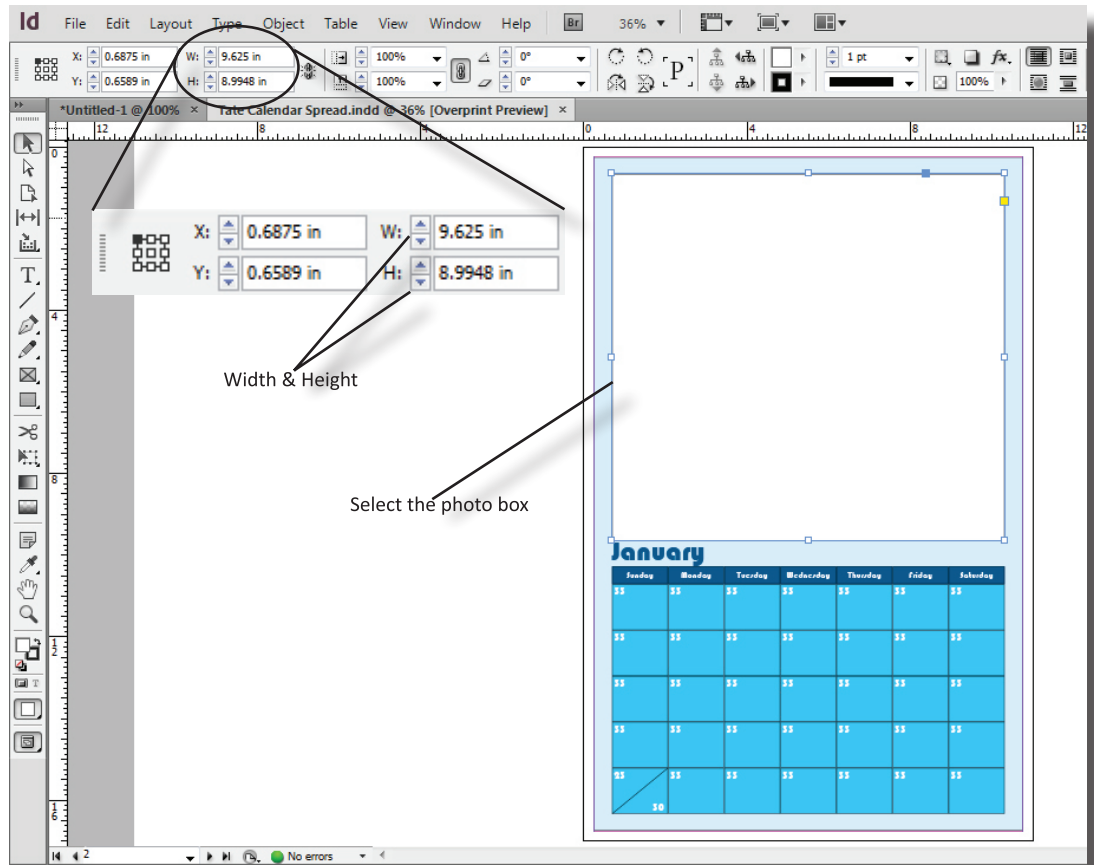
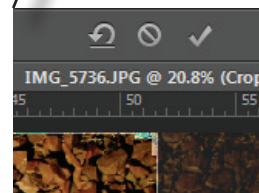


Cropping to Fit a Calendar

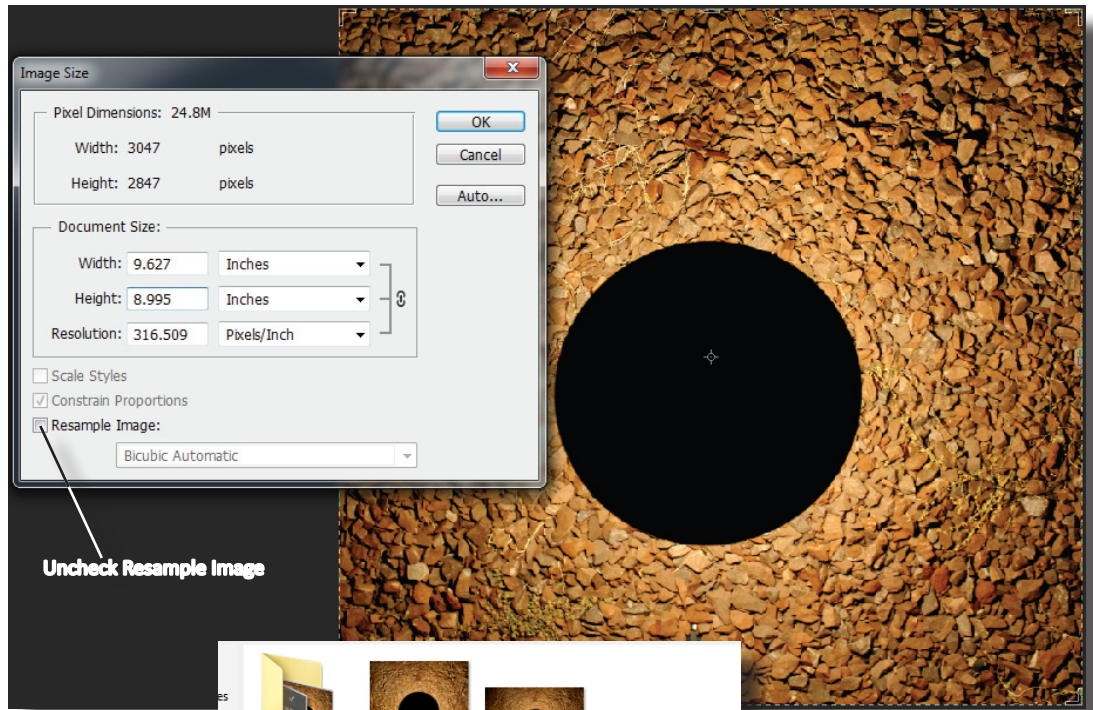
1. Open the calendar in InDesign and select the box that the picture is going to fit inside.
2. In the options bar, along the left half is a width (w:) and height (h:) measurement. Write these dimensions down. They'll be needed later in Photoshop.
3. In Photoshop, open the picture that will be placed into the calendar.
4. Choose the crop tool and enter those dimensions into the boxes in the option bar. Click and drag the frame as desired over the picture.
5. Click on the check on the right side of the options bar.



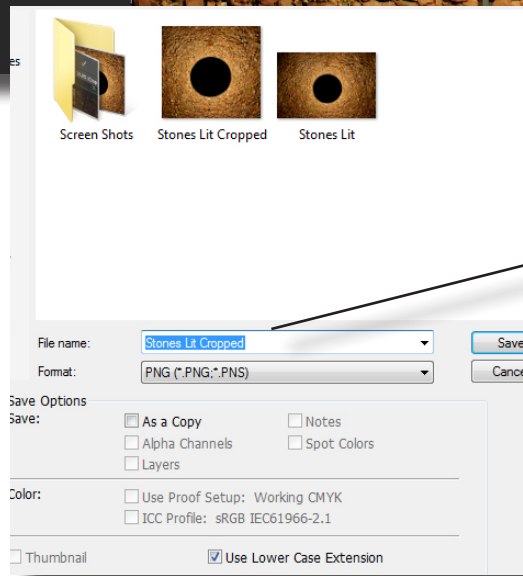
5. Click on the check on the right side of the options bar.



6. Next the image needs to be resized. Choose Image>Image Size. If Resample Image is checked, click inside the box to deselect it. This should link the width, height, and resolution along the right side. Change the width and height to the same dimensions as used before. The resolution will change too. This should be ok unless the resolution has to drop below 150ppi.



7. Choose File>Save As and rename the image. This will create a second version of it and **Not** overwrite the original file. Choose the folder that has all of the calendar elements in it as the location.



8. Back in InDesign, with the selection tool, select the box that the picture will be going into. Choose File>Place to add the image into the inside of the box. If the image doesn't fit, the wrong orientation was used or after cropping it was not resized.

