Step-by-step Cropping Directions for pictures on the home rotator of the KBS LTER Word Press site:

Changing the photo to exact pixel dimensions: 690 x 345

1. Open your image in Adobe Photoshop and go to **Image** on top of the tool bar at the top of your screen. Select **Image Size**.
2. Change the **Dimensions** of the photo to **Pixels** and type in 690 by 345.
3. If the photo does not look distorted, you’re done! (If it is distorted, move on to steps 4-10.)
4. Undo your previous action by hitting **Ctrl-Z**. (You will now see the original photo.)
5. Select the **Crop** tool (pictured to the left).
6. With the **Crop** tool selected, go to the **Options** bar on the tool bar. You’ll see a **Width** and **Height** option. Make sure the type of measurement is changed to **Pixels**, then enter 690 and 345 in the **Width** and **Height** option.
7. Click on the dropdown box to the left of the **Width** and **Height** option; select **Size and Resolution**.
8. Change **Source** to **Custom**, and make sure the **Width** and **Height** are in **Pixels**.
9. Enter 690 and 345. This will give you a see-through box. Drag and place that box on the photo to select the area that you would like to crop. (The area inside the box is the part of the photo you’ll be keeping, and everything outside the box, which will appear darker, will be cropped away.)
10. When you’re happy with the size and position of your cropping box, press **Enter/Return** to crop the image.