IMPORTANT: Before proceeding with these instructions, you must ensure that you have Adobe Photoshop CC installed on your PC and that the cropping presets file has been installed.
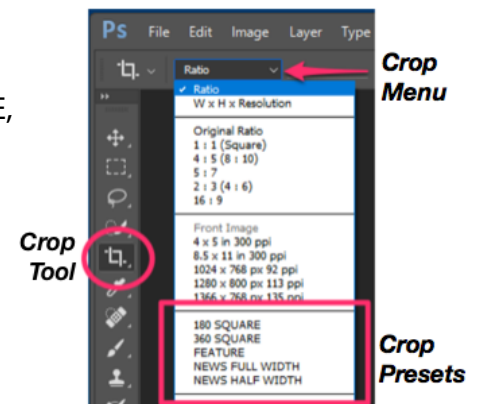
How do I know if Adobe Photoshop is installed on my PC?

The Adobe CC suite should be installed on all Office PCs… secretaries and administrators. From your Windows menu, scroll through the installed programs and look for Adobe Photoshop CC.

If Photoshop is missing, contact your school technician and request that the Adobe CC suite be installed, along with the cropping preset file for Scholantis.

I have PhotoShop installed but how do I know if the crop presets are installed?

Launch Adobe Photoshop CC. Once Photoshop has loaded, select the Crop tool at the side. Click on the Cropping drop down menu and look for the crop presets in the menu… 180 SQUARE, 360 SQUARE, FEATURE, etc… If these menu options do not appear in the list, you do not have the cropping preset file.
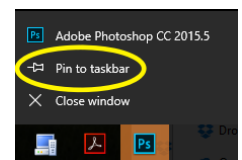
If the cropping preset file is missing, contact your school technician and request that the cropping preset file for Scholantis be installed.

 Once you have your confirmed that the Photoshop is installed and that the cropping presets are in place, you are ready to begin processing images for use in Scholantis. Whether you are preparing an image for a Feature Story, a News Story or just for use on a site in your School Website, the process is the same…

1. From the Windows menu, launch Adobe Photoshop CC. Once Photoshop opens, you may want to pin it to your task bar as you'll be using this application regularly to edit images for Scholantis.

    a) To pin the application to the task bar, right click the Ps icon in the task bar and select "Pin to Taskbar".

2. Now, open the image in PhotoShop… File -> Open *(Navigate to the location of your image and select Open in the dialog box)*
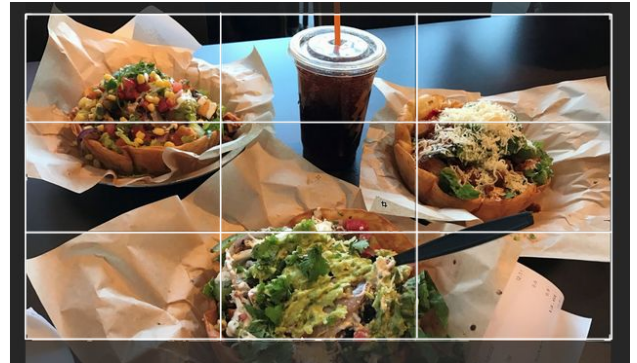
3. Select the Crop Tool in the menu bar at the left

4. From the Crop Menu, select the crop preset you wish to use depending on where you plan to use the image in Scholantis… whether this will be a Feature image, a news image, etc…

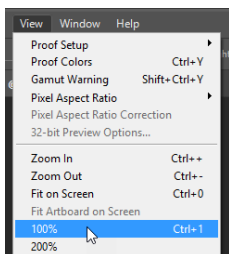5. With the crop preset selected, crop guides will appear on your image.

6. Place your mouse inside the crop guides and click and drag the image to position it inside the cropping frame.

   If you need to make the cropping guide frame smaller, you can resize it by click and dragging the corner handles of the cropping frame. You'll notice if you resize the cropping frame, it maintains its proportions.

Tip: *When positioning your image in the cropping frame, be sure that the image fills the frame and that there is no empty space on the sides, top or bottom in the cropping frame. The image should <u>always</u> fill the cropping frame .*

7. When you are happy with how you have cropped the image, press RETURN or click the checkmark in the Cropping menu at the top of the screen.
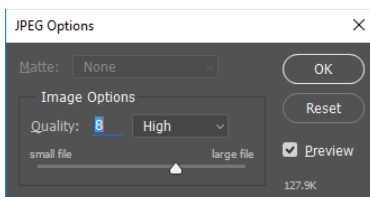

Don't panic if the image all of a sudden becomes super small… If you started with a full size image someone sent you from their iPhone, for example, it was being displayed at a percentage of its original size.

To see the image at its new size at 100%, you can simply select 100% from the VIEW menu.

8. Now, save the image. From the File menu, select SAVE.

Tip: *Use Save As… if you wish to retain a copy of the original image. When saving the new image, leave the file type set to JEPG.*

The JPEG Options window will appear.

You are fine to leave the image options set to Quality: 8 High so long as the image size is less than 175K.

If it is larger than 175K, set the Quality Drop down menu to Medium.

Click OK and you have an image ready to upload to Scholantis.