

Cropping an Image to Postcard Size

1. **Open** the image in Photoshop
2. Chose the **Crop Tool** from the left toolbar
3. On the top toolbar find the **drop down box** on the left (it probably says **Unconstrained**)



4. In the box **next** to the drop down, type 148
5. In the box **next** to that, type 105

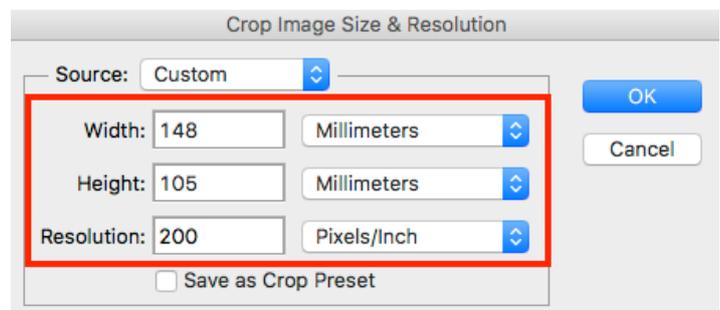


This limits your crop to the right width and height combination

6. **Crop** the image using the **Rule of Thirds** grid to help compose a great image
Don't forget to **Click the Tick** at the top right once you're done

Now you need to get the size of the image right

7. Make sure the **Crop Tool** is selected. Find the drop down box at the top (it will now say **Custom**)
8. From the drop down menu chose **Size and Resolution** (towards the bottom)
9. Make the **width 148 mm** (don't forget to change the units)
10. Make the **height 105 mm**
11. Change the **Resolution units** to **Pixels/Inch**
12. Set the **Resolution** to **200**
13. Click **OK**



The image should resize. You need to check that it's the right size.

14. Click **Image** on the top menu > **Image size** and check that the size is right

IMPORTANT: Now change the crop drop down box back to **Unconstrained**. Photoshop will remember this setting next time you open it and you'll only be able to crop in one way!