

## Instructions and tips on how to easily crop your photos

Please print these instructions out so you can use them easily.

### When cropping is necessary:

- If you upload your photo(s) and it doesn't fit the page layout correctly (1 image, 2 images or 4 images). Refer to samples provided on the website.

### How to use the cropping tool:

- First upload your photo(s) for that month (1, 2 or 4 per month)
- Click on "view/edit my photos" (this will bring up all photos you have on that calendar page)

(If you have previously upload images and have returned to edit, click on "view/edit my photos" (this will enlarge calendar page)

## Upload Your Calendar Photos

You Are Reviewing Your **January 2010** Calendar Page



The screenshot shows a web interface for uploading photos to a calendar. At the top, there are two photo thumbnails: one of a woman and a young girl looking at a book, and another of a family of four. Below the photos is a row of small thumbnail icons representing the days of the month. At the bottom, there is a calendar grid for January 2010. The grid shows the days of the week (Sunday through Saturday) and the dates. Some dates have text indicating events: "New Year's Day" on Jan 1, "Martin & Dad's Anniversary" on Jan 4, "Bank Holiday Day in the" on Jan 18, and "Auntie's 5th Birthday" on Jan 29. There are also two small calendar icons at the bottom right of the grid.

January 2010 page was successfully uploaded.

Please review review the sample calendar page to the left.

To **Replace** photo(s) or **Change** number of photos on this page, please click "Edit This Page."

To **Continue** making your calendar, please click "Continue to Next Page."

[Replace Image\(s\)](#)

[Continue to Next Page](#)

[View/Edit My Photos](#)


After uploading your photo(s), click here to crop. (if necessary)

[\[Click here to view actual January photo size\]](#)

- Click on “edit” for the photo you want to crop

**Upload Your Calendar Photos**

You are reviewing your **January 2010** Calendar Page



[Click here to view actual January photo size]

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[Replace Image\(s\)](#)   [Continue to Next Page](#)

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 [View/Edit My Photos](#)



 edit

Click on “edit” for the photo you want to crop.



 edit

- Select the part of the photo you want to keep by holding the left part of your mouse down and dragging over the photo (everything outside the red box will be cropped out).

When you have the image cropped the way you want it, release the mouse. The red square should still be showing on your screen.  
You can move the cropping box up/down, left/right using your keyboard arrow keys.

Follow the proportion guidelines below to make sure the photo fills the space properly.

### Proportion guidelines for cropping

When you are dragging the mouse over the photo, at the bottom of the picture you will see numbers, which indicate the proportion of the image you are cropping. Follow the number guidelines below to ensure you will fill the space properly.

**Single photo:** 533 x 400

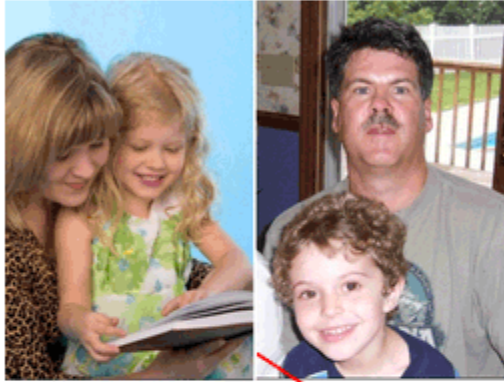
**Two photos on a page:** 262 x 400 (for each photo)

**Four photos on a page:** 553 x 400 (for each photo)

- Click on “crop image.” Make sure you like the way it looks. If not, you can redo by clicking on “view original”. Then re-crop again.
- If you like the cropping, click on “save changes”. **Note: Once you do this you cannot go back to the original. You would have to upload the original photo again.**
- Click on “update calendar page”. Important: you may have to click on this twice for the new cropped image to appear on the calendar page to the left.
- After the new image appears on the calendar page, “X” out of the cropping tool page in the upper right above “update calendar page”
- Now you are ready to crop another photo on that page or move on the next month.

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Replace Image(s)
Continue to Next Page

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 [View/Edit My Photos](#)



[Click here to view actual January photo size]

Final version, 2 cropped images.

Click “Continue to Next Page” to upload images for the next month.

Once the calendar is complete you will also have another chance to go back and edit any month you want (either by changing photos or cropping a photo)

If you have any questions call out calendar customer service department at  
**1-800-543-7687**