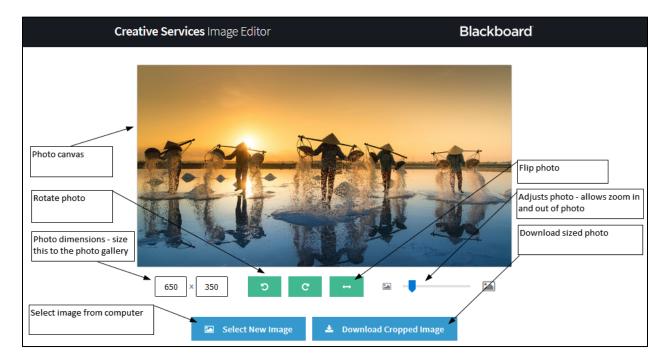# Creative Services Image Editor

The image editor sizes a photo to the custom canvas size of choice. The original image *must be* as large or larger than the photo gallery dimensions. If the image is too small, an error will display and the photo will not be sized.

The image editor is intended for sizing photos only… no other adjustments can be made in this application.

Image Editor: https://templatelibrary.schoolwires.net/imageEditor

1. In your browser, navigate to the Creative Services Image Editor site - https://templatelibrary.schoolwires.net/imageEditor
2. In the photo dimensions box, enter the width of the photo gallery into the first box
3. Use your tab key or mouse to select the second photo dimensions box. Enter the height of the photo gallery into the second box
4. After the photo gallery dimensions are entered into the boxes, press **Enter** on your keyboard
5. The canvas size will change to the photo dimensions entered. *If the canvas size remains unchanged, repeat steps 2-4*
6. Click **Select New Image** button
7. Browse for the photo and click **Open** in the File Explorer pop up window
8. The photo will display in the canvas area
9. Use the rotate photo, flip photo, or adjust photo (zoom) buttons to your liking
10. Click **Download Cropped Image** button to retrieve the sized photo. **Please note:** this button only displays after adding a photo to the canvas
11. The photo is sized and ready for use