Before you upload a photo to accompany your online registration application, you must crop out all unnecessary background (pasture, corral, other sheep) and make sure the photo is the correct size. The photo must be
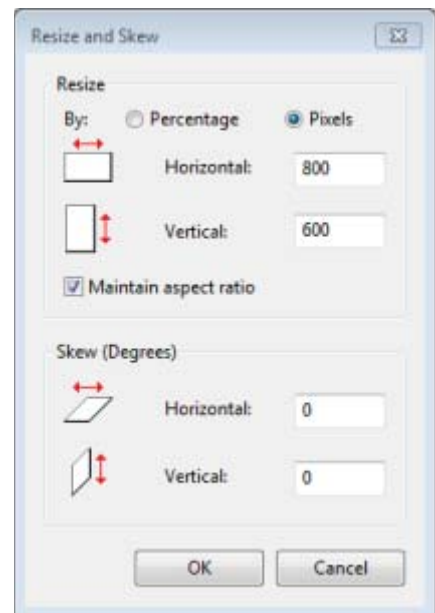
400 pixels × 300 pixels minimum
800 pixels × 600 pixels maximum

To Crop or Resize a Photo Using Paint in Windows 7

Paint is a software program that comes preinstalled in most Windows operating systems. You may need to search for it in Windows 8 or 10.

1. Open Paint by clicking the **Start** button 🪟 >> **All Programs** >> **Accessories** >> **Paint**.

2. Click the **Paint** button [▣▾] >> **Open** >> select the picture you want to crop >> **Open**.
   Note: If you are unable to view the entire picture on your screen, click the **View** tab and then the **Zoom out** button ⊖ on the **Zoom** slider, until you can view the whole picture.

3. On the **Home** tab, in the **Image** group, click **Select**.

4. Click and drag to select the portion of the photo that you want to keep >> **Crop** [⬜]. Crop out all unnecessary background so that the sheep is the only thing in the photo.

5. To reduce the size, click **Resize** [⬜].

6. Select **Pixels** and check the **Maintain** aspect ratio box.
   - If the number in the **Horizontal** box is between 400 and 800, you do NOT need to resize the photo.
   - If the number is not between 400 and 800, enter 800. The **Vertical** measurement will automatically change to the correct number.

7. Click **OK**.

8. Click the **Paint** button [▣▾] and point to **Save as**. Type a new file name, verify that JPEG is selected as the file type, and click **Save**.
   Note: the file name should contain the sheep's name and, if possible, its farm tag number.