1. At the top menu bar, select **Image** and then **Canvas Size**.

2. Set your **Width** and **Height** to your desired dimensions + .25”.

3. Ensure **Relative** is **NOT** checked.

4. Click **OK**

5. A warning box may appear, telling you the canvas size may cause some clipping. Click **proceed**.

6. If the clipped image looks good you’re ready to move on and **save your image**.

   If you want to control how your image is clipped more precisely, undo canvas sizing and try **cropping manually**.