Fotor Tutorial

Contents

Joining Fotor

1. Visit www.Fotor.com
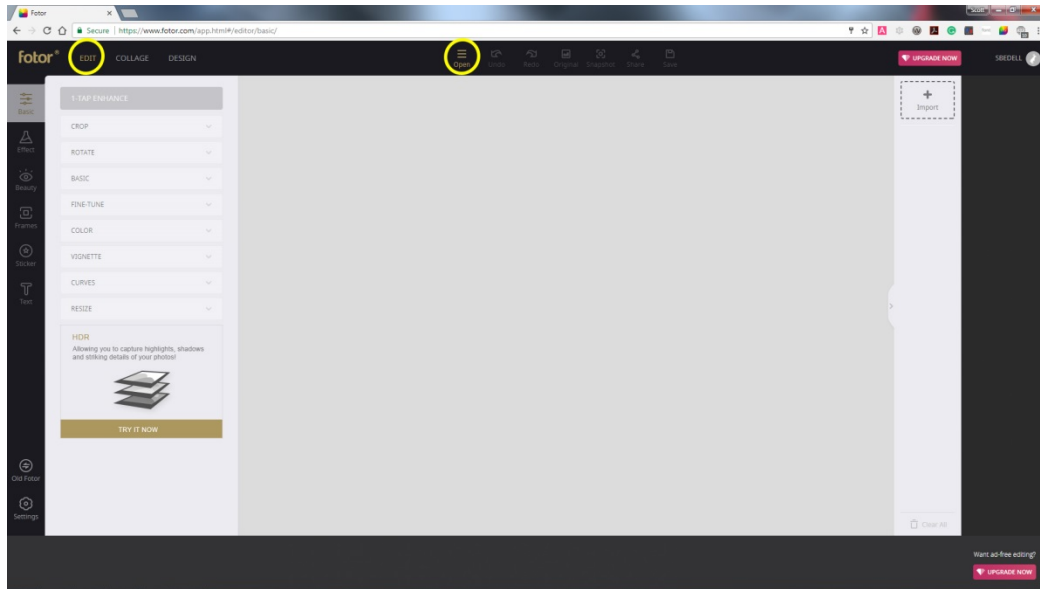2. Click on the **Sign Up/Sign In** Button

3. Enter an e-mail address and a password of your choice. Then Click **Sign Up**.
4. Visit your e-mail and click on the activation link.
5. You are now ready to edit photos at Fotor.com

Basic Editing

Opening a Photo

1. Login to Fotor.com

2. Click the **Edit** button on Fotor.com then click **Open** to add your first photo.

3. Open a picture from your computer, Dropbox, Facebook, or a web link.

Cropping a Photo

*Please note that **Cropping a Photo** can **ONLY** reduce the size of a photo! It **CANNOT** enlarge a photo. For enlarging photos please view **Creating a Custom Sized Photo**.*

1. Open a photo.
2. Click the **Basic** tab on the left side of the editor.

3. Click **Crop** to open the drop down menu.

4. By default you are set to "Freeform" and can select any size ratio you desire.
   - Common Sizes for SD308 Pages:
     - Home Page Header: 860x400
     - Meet the Teacher Profile Photo: 175x215
       - These teacher photos may vary by up to 5 pixels when resizing depending on the company that took the photo.
     - School Directory Photo: 168x168
5. Select **Keep Proportions** if you wish to lock in your aspect ratio or select an aspect ratio from the drop down menu (i.e. Freeform, Same as Original, Square, Golden Radio, 2x3, 3x5, 4x3, etc.) if you wish to crop to a specific aspect ratio.

6. Enter a new size in the width x height boxes.

7. Move the crop box to the desired location on the image.

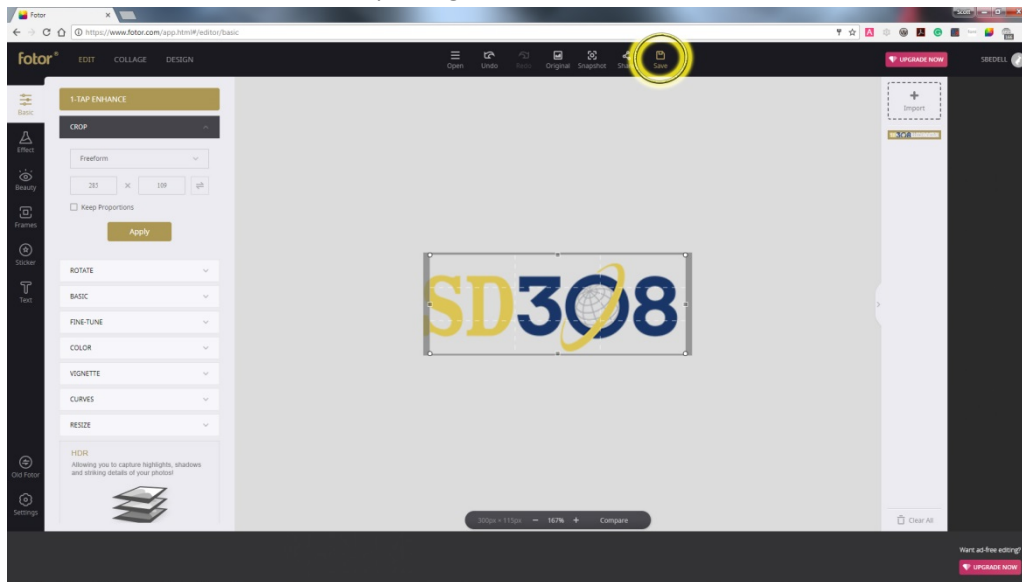8. Click **Apply**.

Resizing a Photo

1. Click on **Basic** and then **Resize**.

2. Select the size width x height you would like or a percentage.
3. Click **Apply**.
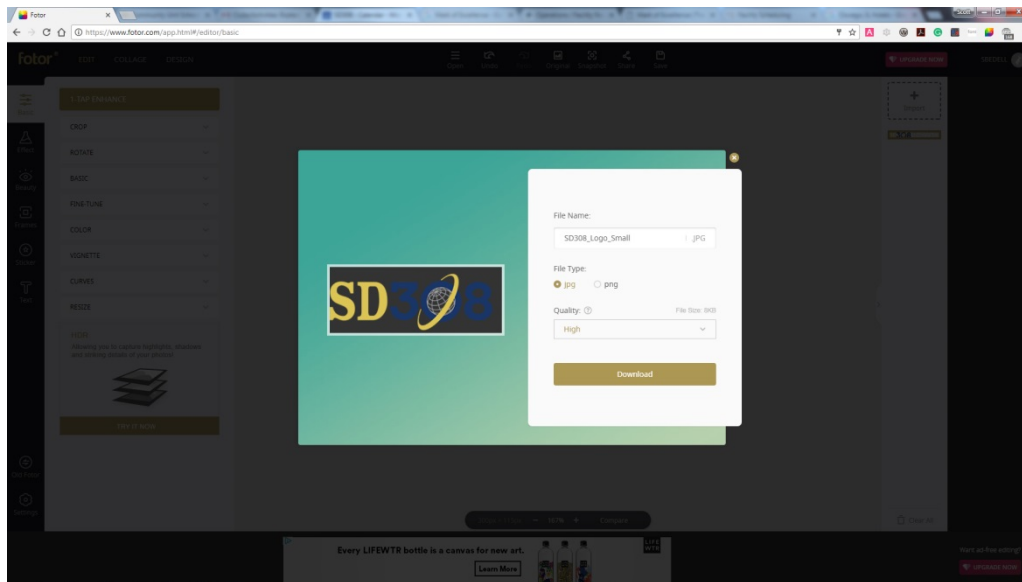4. Follow instructions for **Saving a Photo**.

Saving a Photo

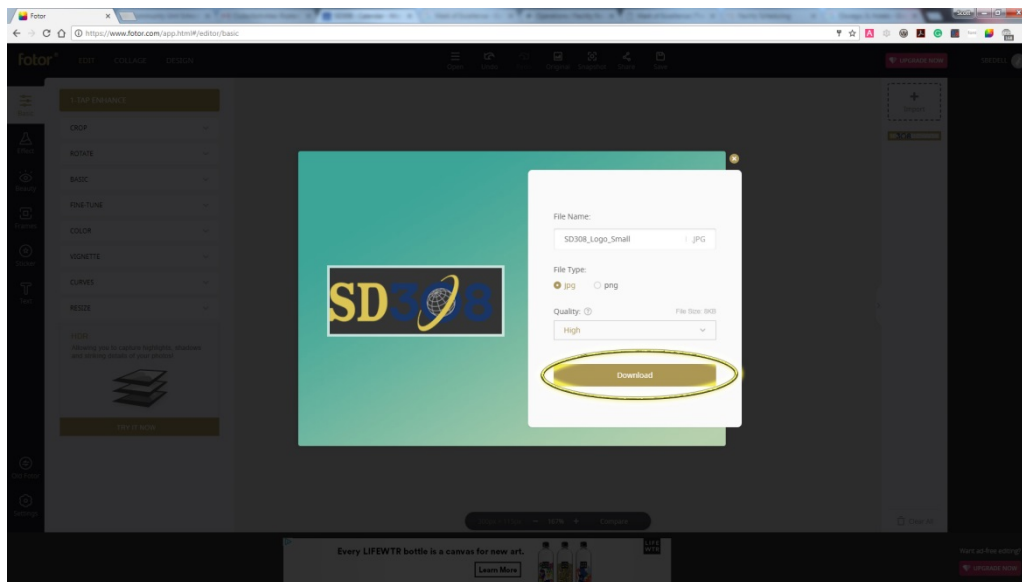1. Click the **Save** button on the top navigation bar.

2. Fill out a unique file name.
3. Chose .jpg for standard images and .png for images with transparency.

4. Select medium or high quality keeping the image only a few megabytes at most.
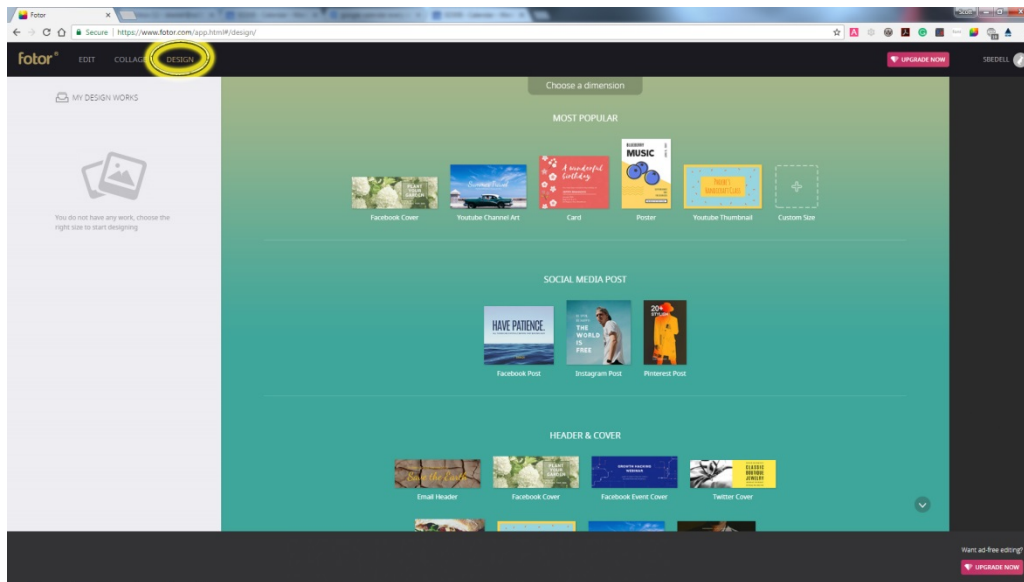

5. Click **Download.**

6. The file should automatically download to your browsers download file or popup a screen for download.
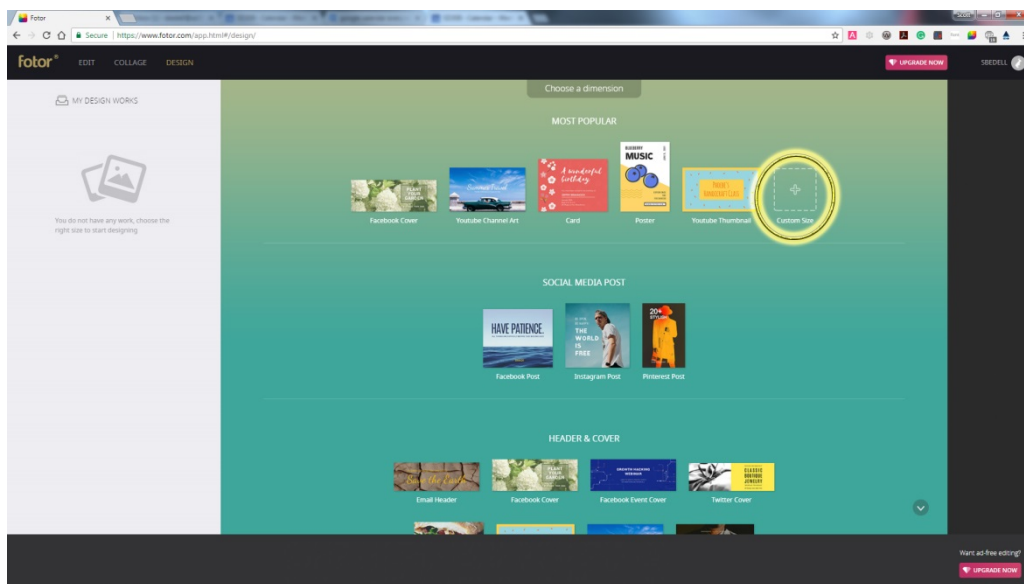
Creating a Custom Sized Photo

Using the Design tab in Fotor allows you to create custom sized photos. This is especially helpful when creating a rotating banner photo for a school homepage.
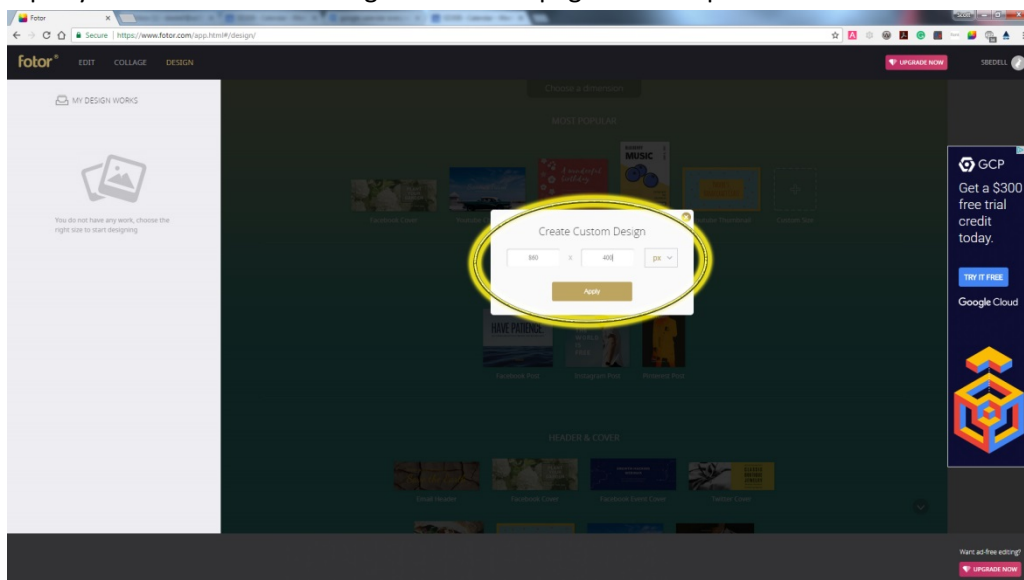
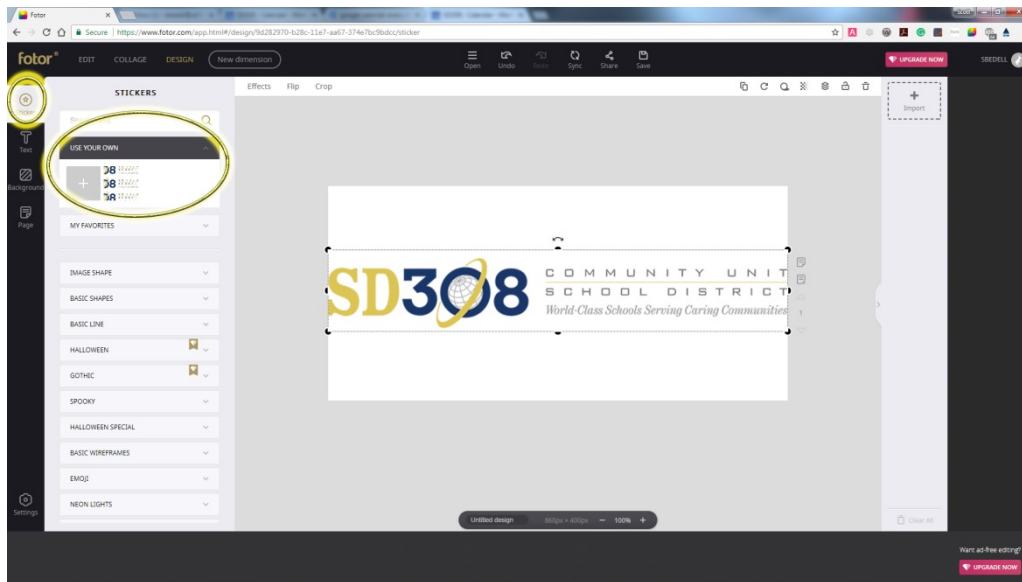1. Click the **Design** button on the top navigation bar of Fotor.

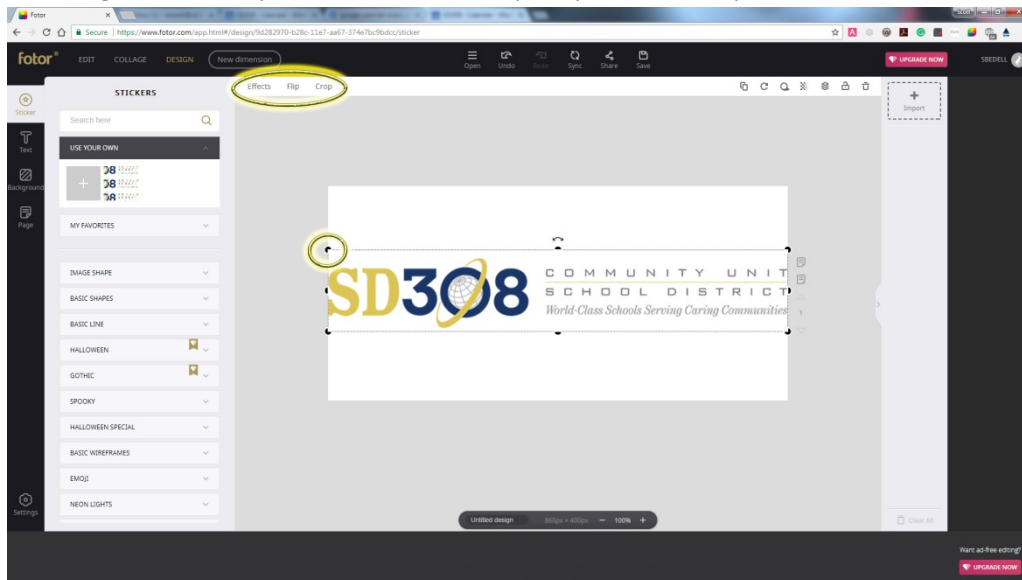2. Click on **Custom Size** button.

3. Input your desired width x height. For homepage banners put in 860x400 then click **Apply**.
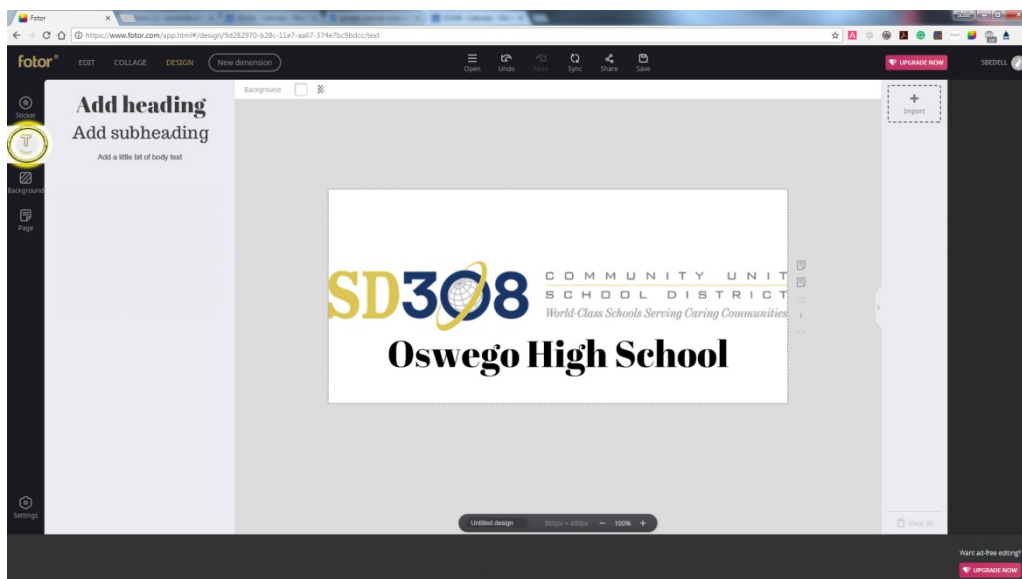
4. Under **Stickers** on the drop down menu select **Use Your Own** to insert your own image.
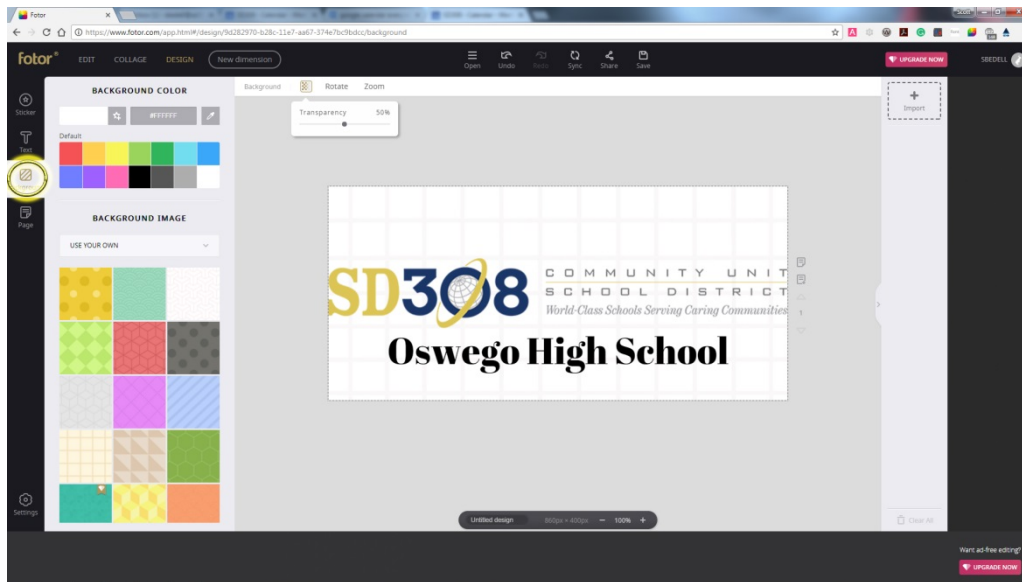

5. Your newly added image will automatically appear in the working space. You can then easily resize/move it by selecting a corner or you can use effects flip crop from the top menu.
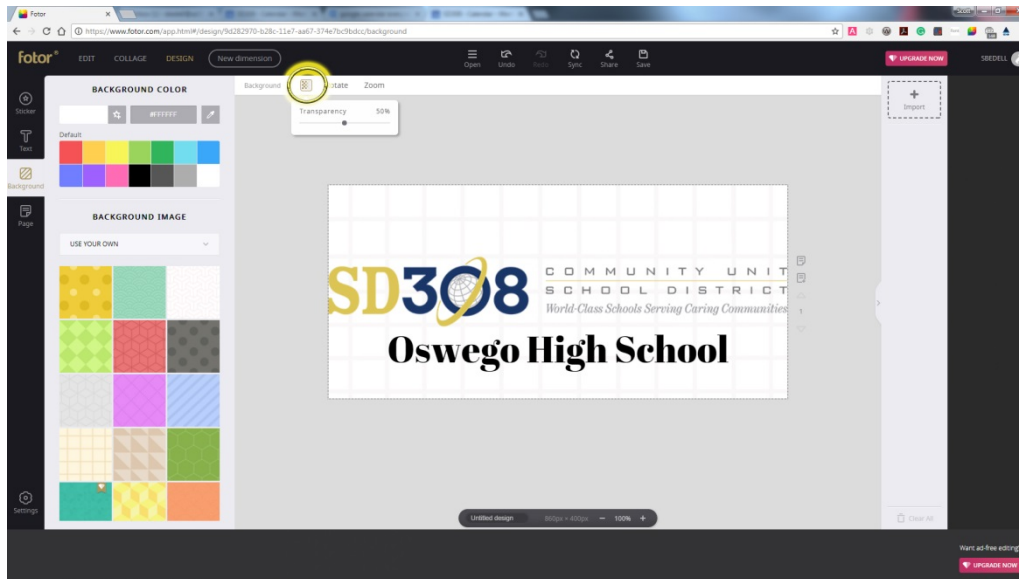

6. You can add **Text** from the button of the left hand side.

7. You can add a **Background** from the button of the left hand side.

- Pro Hint: Use the Transparency Slider to make your background lighter and keep within acceptable contrast limits.
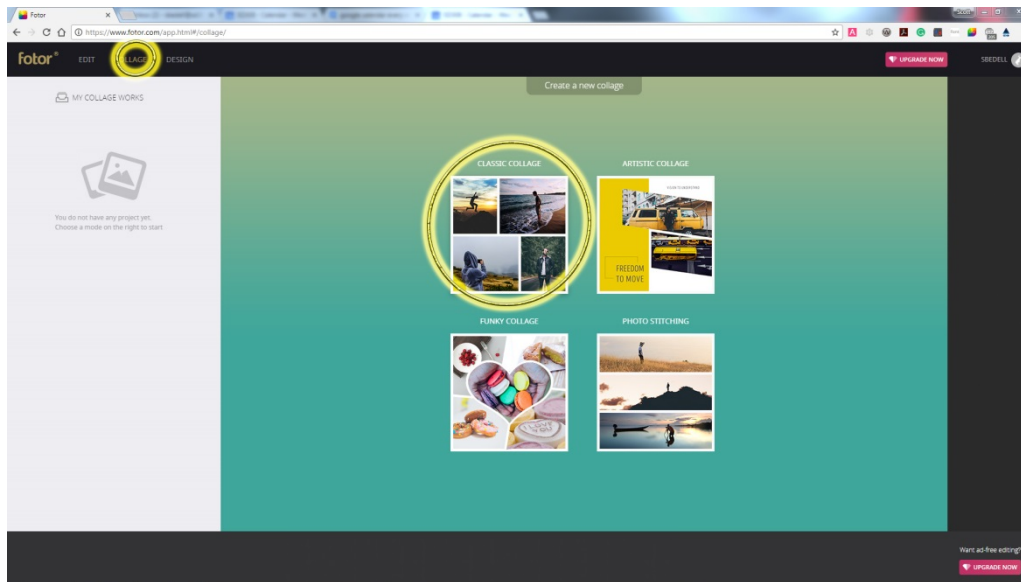

8. When you have completed your new image follow the instructions on **Saving a Photo** or click the **Save** button on the top of Fotor and follow the prompts.
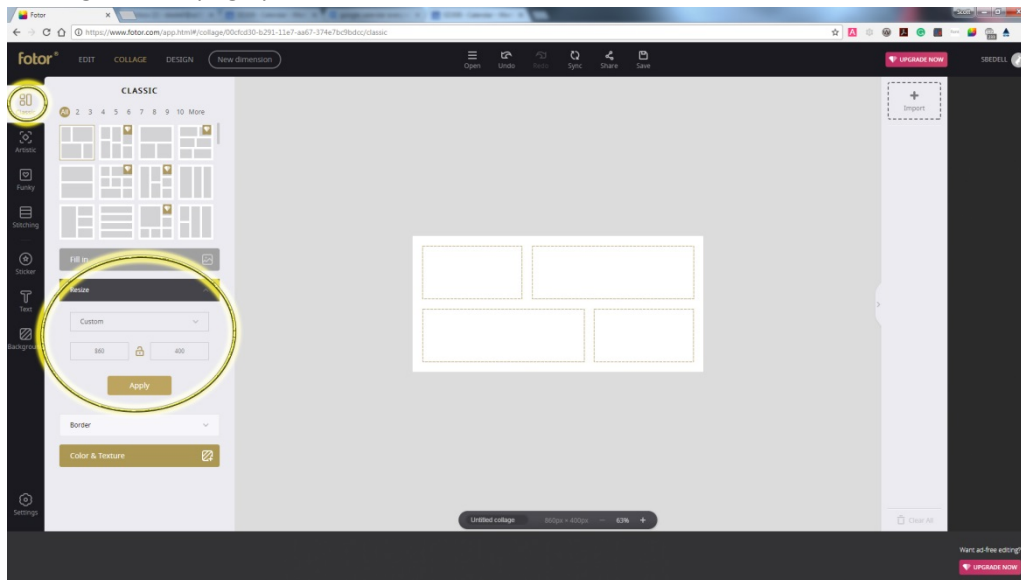
Creating a Collage

Collages can be used to easily create Home Page Photos out of more than one image.
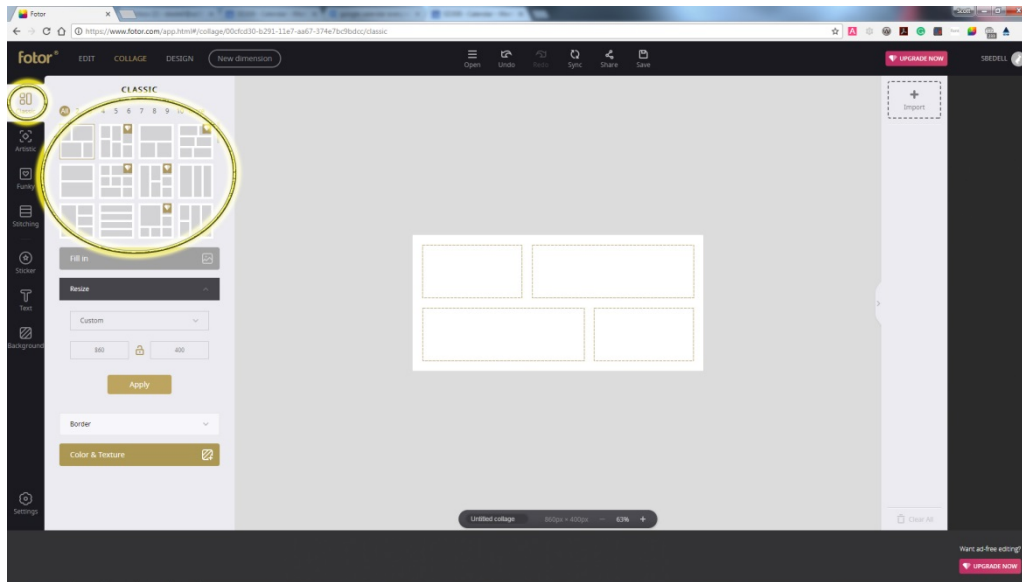
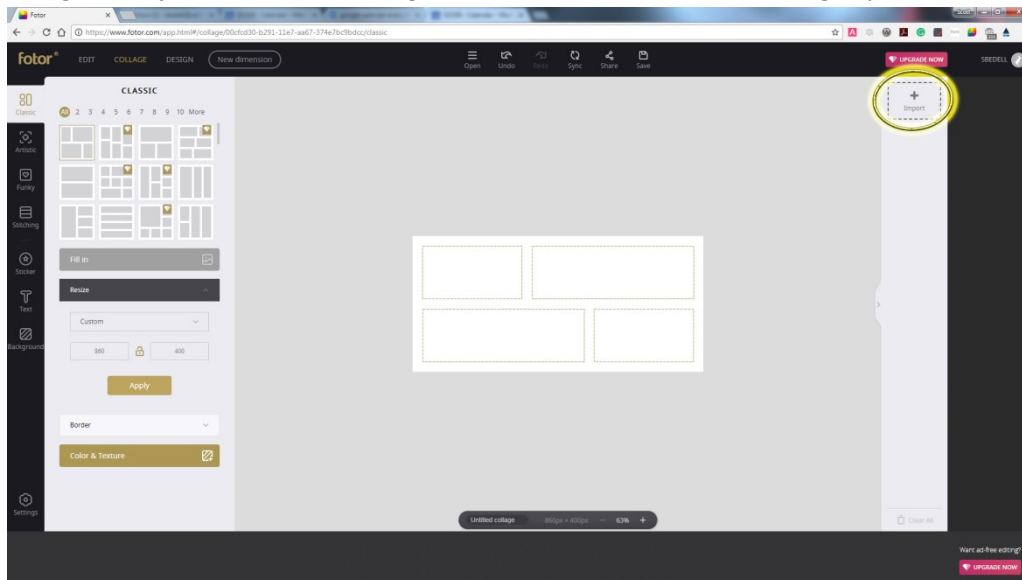1. Click on **Collage** and select **Classic Collage.**

2. Immediately select **Classic** and **Resize**. Setting your size to 860 x 400 after unlocking the lock icon if you are making a home page photo.
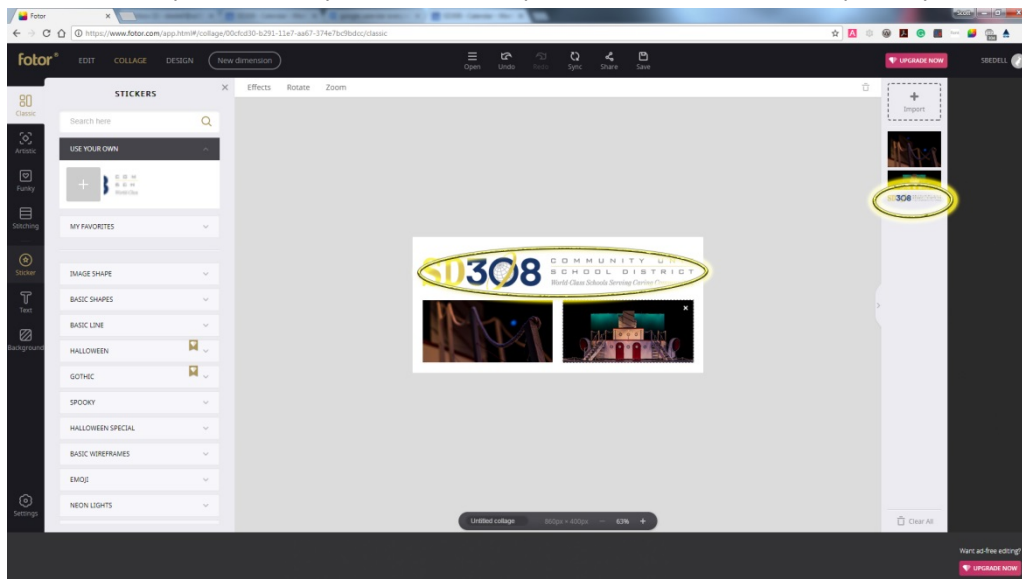
3. After this you can select a layout that resembles the number of photos you would like to upload and their position. Please note that the layouts with diamond icons cost money.

4. Using the **Import** button on the right side of the screen, add the images you would like to place on the collage.
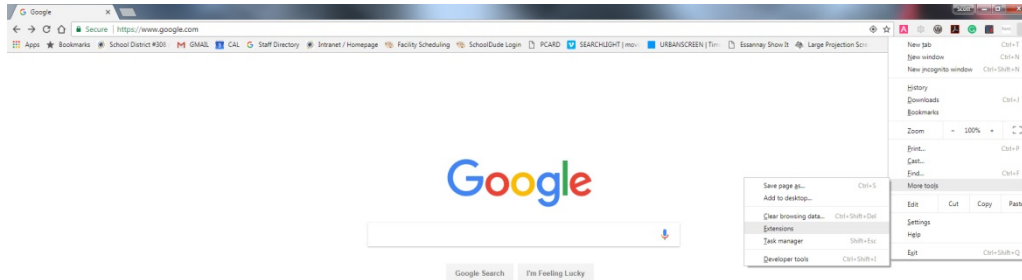

5. Click on the square where you would like a photo added and then the photo you would like in that square.
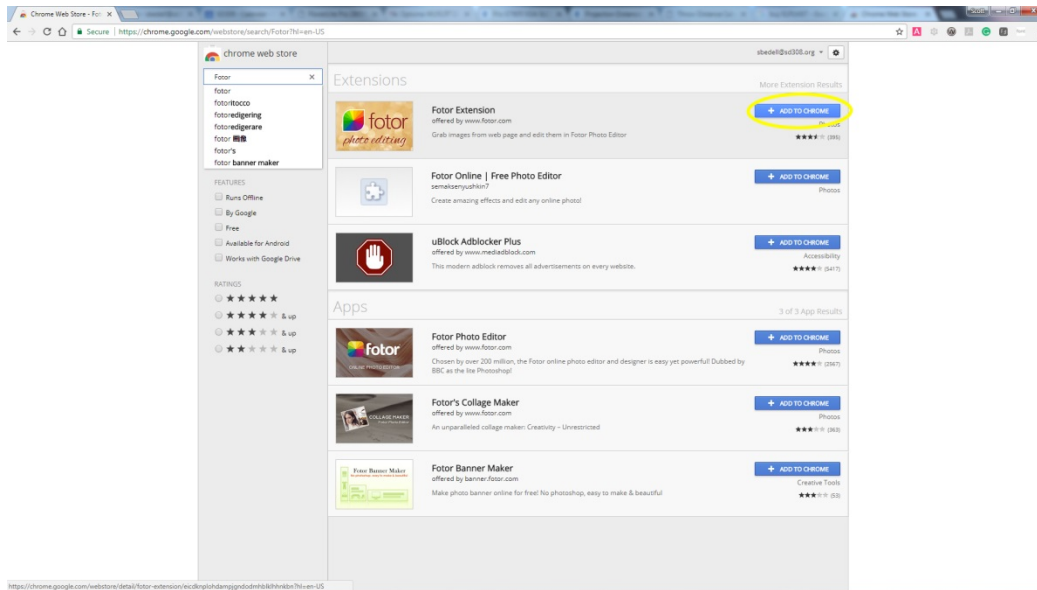
6. Repeat step five until your collage is complete. You can use text and backgrounds in the same way as **Creating a Custom Sized Photo**.   Please note, the delete key will also remove the photo when a square is reselected.
7. Once your collage is complete, follow the steps for **Saving a Photo.**

Installing Fotor Extension on Google Chrome

1. Open Google Chrome
2. Go to https://chrome.google.com/webstore/category/extensions?hl=en-US or follow the photo below to navigate to the extensions menu.

3. Search for Fotor and click the **Add to Chrome** button.

4. A pop-up menu will ask you to Add "Fotor Extension" click **Add Extension**.
5. At this point the extension is installed.