
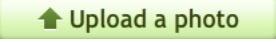


The following directions will guide you through accessing the Picnik application, uploading and cropping a photo, and then resizing it to use on the web.

### Access Picnik And Open An Image From Your Computer

1. Go to <http://www.picnik.com>
2. Click on the **Get Started Now!** button. 
3. The Picnik application will launch.
4. Click on the **Upload a Photo** button. 
5. Locate the picture on your computer and click on **Select** to open it in Picnik.

### Crop The Photo

1. Select the **Crop** button from the menu on the top to cut out any unnecessary parts of the photo.
2. A box will appear over your photo – drag the corners and sides of this box to crop your image.



3. When you have selected the portion you want to keep, click **OK** at the top.

## Resize The Photo

1. Click on the **Resize** button in the menu at the top.
2. Check the box to **Keep Proportions**.



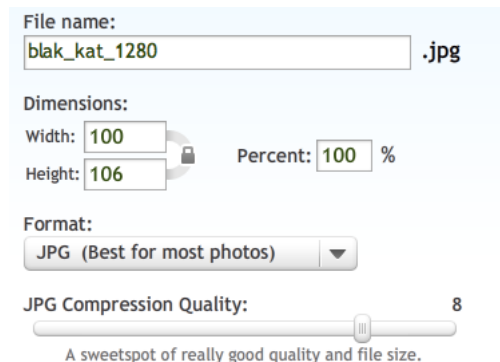
The screenshot shows the 'Resize' dialog box. It features a 'Resize' button with a question mark icon, followed by the text 'New dimensions:'. There are two input fields: the first contains '150' and the second contains '127', separated by an 'x'. To the right, there are two checkboxes: 'Use Percentages' (unchecked) and 'Keep Proportions' (checked with a green checkmark).

3. Enter the desired width for your photo and the height will automatically be adjusted.  
For a profile or homepage photo, choose between 100-200 pixels wide and not more than 100-200 pixels tall.
4. Click **OK** to save the image size.


## Save The Photo

1. Click the **Save & Share** tab at the top. 

2. Enter a name for the file without any spaces in **File name:**.
3. Select **JPG (Best for most photos)** as the **Format:**.



The screenshot shows the 'Save' dialog box. It has a 'File name:' field containing 'blak\_kat\_1280' and a '.jpg' extension. Below this is the 'Dimensions:' section with 'Width: 100' and 'Height: 106' input fields, and a 'Percent: 100 %' field. The 'Format:' dropdown menu is set to 'JPG (Best for most photos)'. At the bottom, there is a 'JPG Compression Quality:' slider set to '8' with the text 'A sweetspot of really good quality and file size.'

4. Click the **Save Photo** button. 
5. Select the location on your computer you wish to save the photo to and click **Save**.