Photo Basics with FotoFlexer

1. We will start by learning the basics of working with an online image editor called FotoFlexer.
2. First find a picture from the Internet that you would like to work with. Try to find a picture that is rather large. Once you find the picture you want to work with, right-click on it and choose *Save picture as…*. Navigate to the Photo Fun folder within the TA folder on the C: drive as save it there.
3. Go to www.fotoflexer.com.
4. Under "Get Started" in to upper right, click on *Upload Photo*.
5. Navigate to the Photo Fun folder and open the picture you saved to work with.
6. You'll be greeted by the basic tool icons and tabs across the top for other sets of tools. Look over the various buttons and icons to see some of the things we can do with this online tool.
7. If you'd like this website to look more like a typical application that you'd have installed on your computer, click on the *Fullscreen* button to hide your web browser's controls.
8. The first thing we are going to do is change the size of the image.
9. If you're not there, click on the *Basic* tab and the click on *Resize*. This will bring up the resizing controls.
10. Change your picture width to 400 pixels by typing 400 in the first box. The photo will automatically refresh to show you the new size.
11. Notice the **Keep Proportions** checkbox. If this box is not checked it will only resize either the width or height and cause the picture to distort. Usually, we want to keep this box checked.
12. Let's save a copy of the picture. Save the picture by clicking on the *Save* button to the top. Then click on *Save To My Computer*. Name the picture "demo1.jpg". Make sure you are saving it in the correct folder!! Not in My Pictures! Then click *Save Now*.
13. Now we will crop an image. Click *New* and reopen your original picture. There are many reasons to crop an image. They include changing the shape of your image and cutting out extra background stuff to bring out the subject better.
14. To get to the crop tool click on the *Basic* tab and then click on *Crop*. This will bring up the cropping options and allow you to click and drag a rectangular shape.
15. Click on the upper left corner of the area you want to keep and drag to the lower right corner. As you drag to select the area you want to keep, you should notice that the selected area is brighter in color and the unselected area is darkened. You can adjust the area you'd like to keep by grabbing and dragging any of the gray squares, also know as handles at the edge of the selected area.
16. Once you have selected the area you want, click *Crop Selected Area*.
17. Anytime when you are working with a picture and you make a mistake, or want to undo what you just did, simply click on the *Undo* Button on the left side of the screen. This can be very handy!
18. Undo your first cropping and crop your image again. Then save it as "demo2.jpg".

19. Another basic task we can perform is flipping a picture. Close any images you currently have open and then reopen your original picture.
20. Click on the **Flip Canvas Horizontally** tool on the *Basic* tab. It is the fourth from the right. Your photo should flip horizontally. Save this as "demo3.jpg".
21. Reopen your original picture and flip it vertically using the **Flip Canvas Vertically** tool on the *Basic* tab. Save this as "demo4.jpg".
22. Another important thing we can do with pictures is rotate them. We can rotate images either clockwise or counterclockwise 90 degrees at a time. We can do so by clicking on either of the **Rotate** tools on the *Basic* tab.
23. Rotate your picture 90° counterclockwise. Save this as "demo5.jpg"
24. Open the folder that contains your pictures named: demo1.jpg, demo2.jpg, demo3.jpg, demo4.jpg, and demo5.jpg.
25. Call me over to check out what you have done so far.
26. After I've checked your five pictures, explore the other tools on Fotoflexer. Try them out and see what they do. Don't be afraid to play around! Try anything!! Remember…Undo if you don't like how things turned out! I'd especially recommend checking out the fun things on the *Effects* and **Decorate** tabs.
27. Next we'll work with pictures of people. Here are a few hints for awesome people pictures…
    a. Get close
    b. Take candid, not posed pictures
    c. Watch out for shadows!
    d. Use the cameras self-timer to get in your shots!
    e. Have fun!!