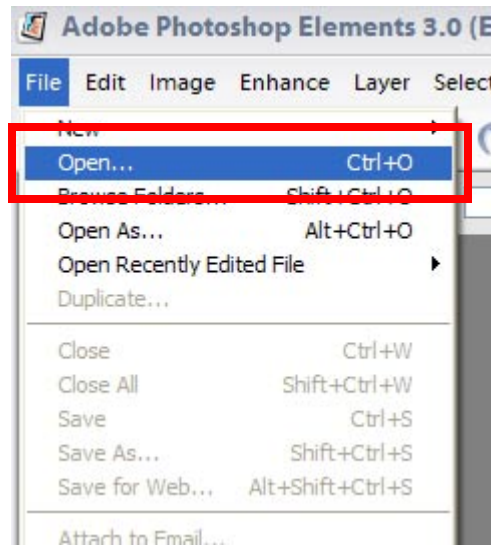


## Microsoft FrontPage Webpage Tips

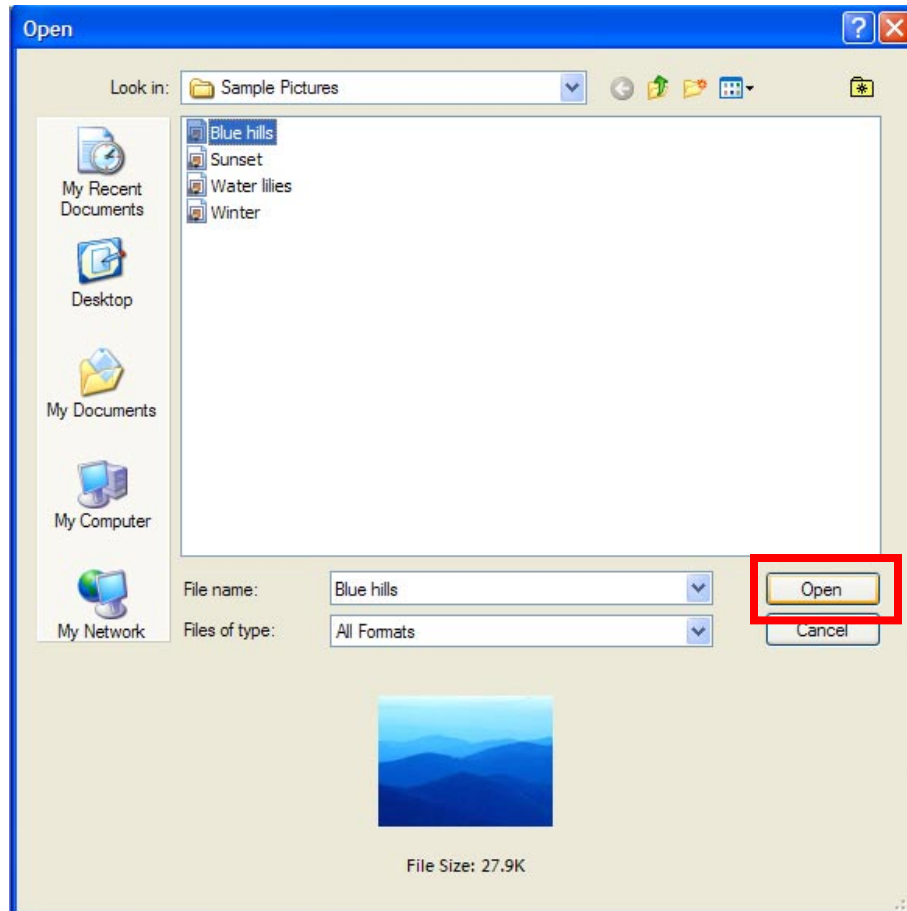
### Crop and save a photo for the web

Many digital photos are created in a file size that is much larger than needed. In order to optimize load time on your webpage it is necessary to compress the photo to a smaller file size.

1. Launch Photoshop Elements
2. Click **File>Open**



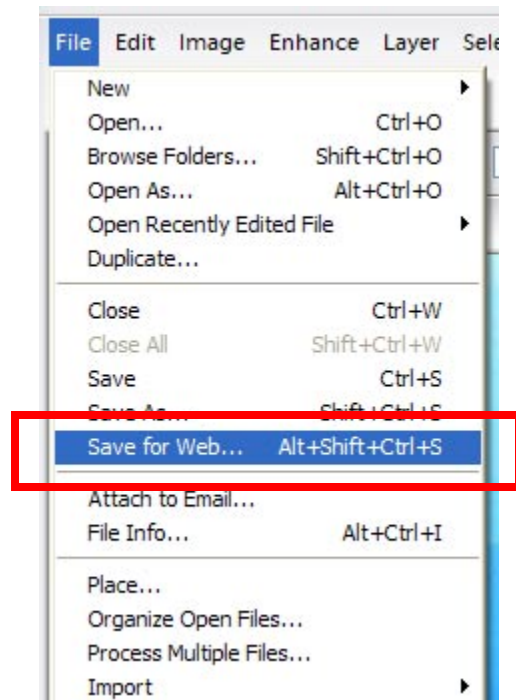
3. The Open dialogue appears, Navigate to the file of your choice and click **Open**



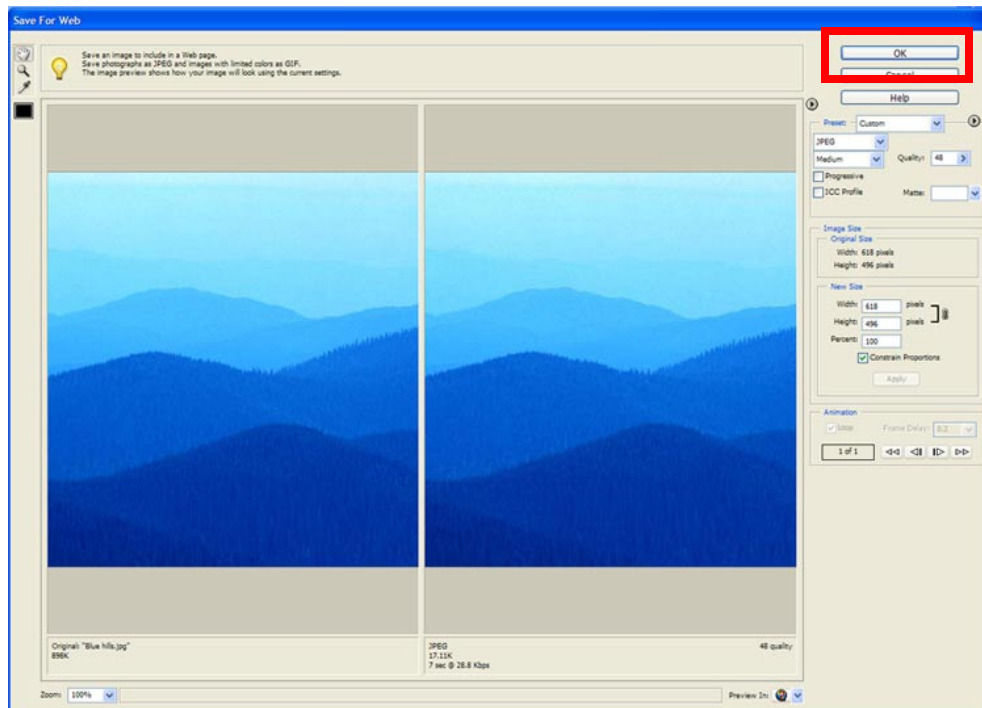
4. Begin preparing your photo for the web by cropping the image. Remove excess background from the sides, top, and bottom. Select the **Crop tool**



- Using the crop tool, outline the area you wish to keep. Then simply double click the area to apply the crop
- Next click **File > Save for web**



- The Save for Web dialogue opens Click **OK**



Your Image is now ready for use on the web.

