

## Guide to Using Fotor

### What is Fotor?

Fotor is a free to use image editing program. It is similar to Photoshop elements, but without so many bells and whistles. You can straighten or crop an image as well as perform various adjustments and even add effects or create a collage. Below are instructions on some of those basic functions.

### Opening Fotor

After clicking on the icon, you can choose one of two modes from the **Welcome Screen** (figure 1). **Edit** mode allows you to make changes and adjustments such as the ones mentioned above. So if you wanted to, for example, crop a picture you would click on the **Edit** button. **Collage** mode, on the other hand, allows you to piece together images.

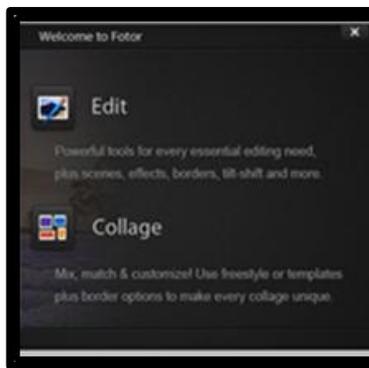


Figure 1 – The Fotor Welcome Screen.

### Straightening a Photo

To make changes to a photo you have taken click on the **Edit** button from the **Welcome Screen**. Select the words “Click Here to Start” in the center of the screen. A dialogue box will pop up, allowing you to select a photo. Navigate to the location it is stored in, click on it, and then click **Open**. To straighten a photo, select **Adjust** from the right-hand menu (figure 2). Click on the small arrow next to the word **Straighten** (figure 3) and move the circular slider to the left or right until the photo looks correct (figure 4).



Figure 2 – Select Adjust from this menu.

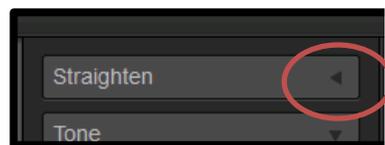


Figure 3 – Click on the arrow to open the straighten feature.

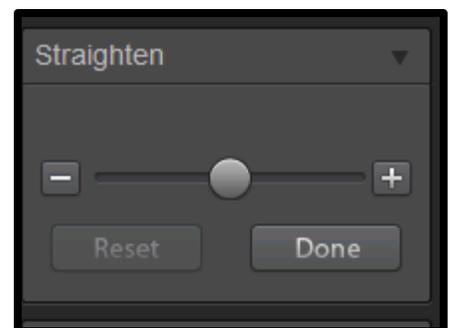


Figure 4 – Move the slider to straighten your photo.

## Cropping a Photo

If you wish to crop part of a photo you have taken, first open Fotor and then your file as described on the previous page. However after entering **Edit mode**, select **Crop** from the right-hand menu. A box will appear over your photo. Click and drag the corners until the highlighted area equals the part you want to make up the final image (figure 5) and hit enter. The image will now look like the area you selected (figure 6).



Figure 5 – Cropping a Photo. The highlighted area will be the final photo and everything else will be discarded.



Figure 6 – The cropped photo.

## Saving a Photo

It is very important to save your photo often so your changes are not lost. To do so click **File** then **Save As** (figure 7). Then select **JPEG** from the first drop down menu and **Browse** from the second drop down menu (figure 8). A dialogue box will pop up (figure 9) allowing you to navigate to your jump drive. Select it and click **OK**. Lastly click on the blue **Save Photo** button in the lower right corner. **Make sure not to save the photo on the computer or it will be lost when you log off.**

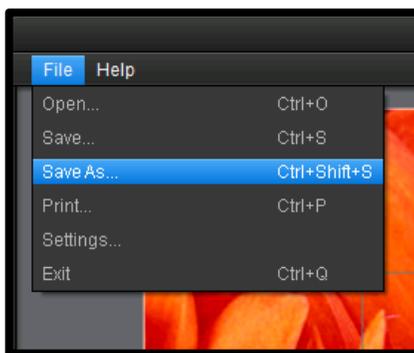


Figure 7 – “Save As” is located under the “File” menu.

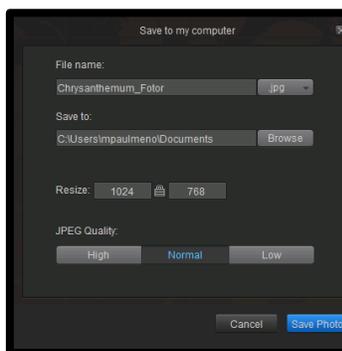


Figure 8 – Use this box to select your file format and saving location.

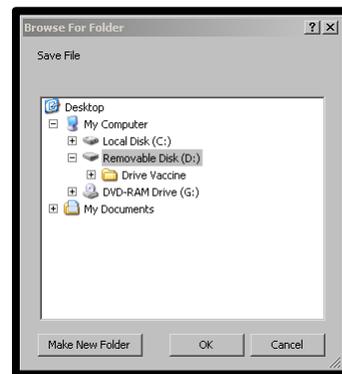


Figure 9 – Navigate to your flash drive using this box.

## Returning to the Welcome Screen

If you wish to return to the welcome screen for any reason, click the **Home** button in the upper right corner of the screen (figure 10). You can then switch between **Edit** and **Collage** modes.

## Creating a Collage with a Template

From the **Welcome Screen** select **Collage**. You have two options for creating a collage. The first is to use a template. To do so select **Template** from the far right menu (figure 11). Next to it is a menu allowing you to choose a template that can hold as many as 9 photos (figure 12). Once a template is selected use the blue **Add** button in the upper left hand corner to select the desired number of images for your collage. They will appear on the left hand side of the screen. Drag and drop them onto the template (figure 13). **Make sure to save your work as noted above.**

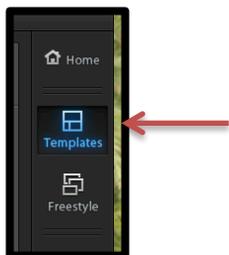


Figure 11 –select “Template” from the menu to use one.



Figure 12 – Select a template here.

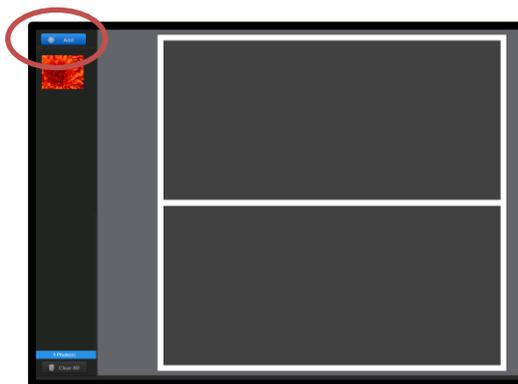


Figure 13 – Use the circled box to add images and drag them into the white boxes in the center.

## Creating a Freestyle Collage

The second option for creating a collage is known as freestyle. It allows you to pin images to a blank canvas in any order you wish. To use this method, select **Collage** from the **Welcome Screen**. From the far right-hand menu, click on **Freestyle** (figure 14). The center of the screen will change to display a background. Next to it will be a menu allowing you to change the background of the collage (figure 15). Once that is set you can add photos as described in the previous section. However unlike with a template, freestyle allows you to put images anywhere on screen. You can also use the box labeled **adjust** in the upper right-hand corner to rotate a picture or change its width (figure 16).

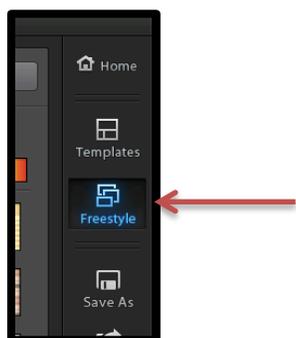


Figure 14 – Use the *freestyle* button to create a freestyle collage.



Figure 15 – The background menu.

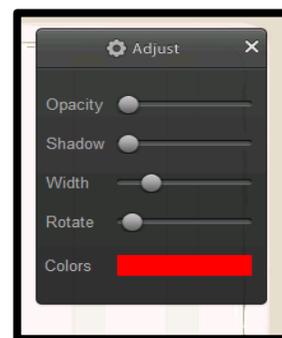


Figure 16 – Use this box to make changes to images in your collage.