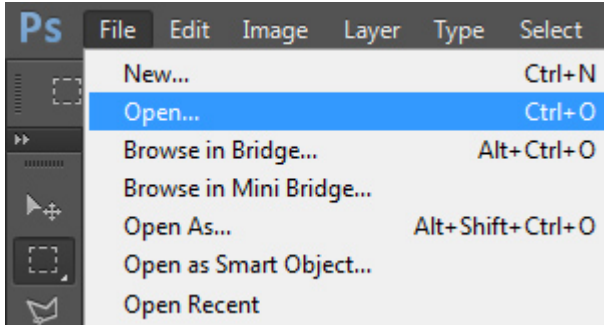




Preparing Headshots for the Web

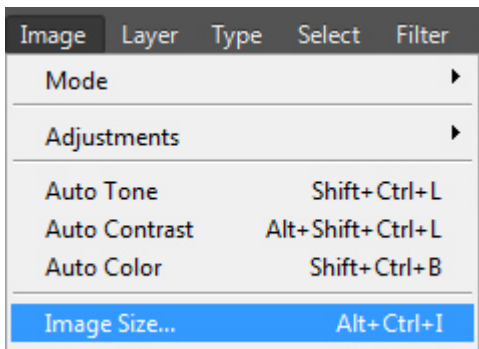
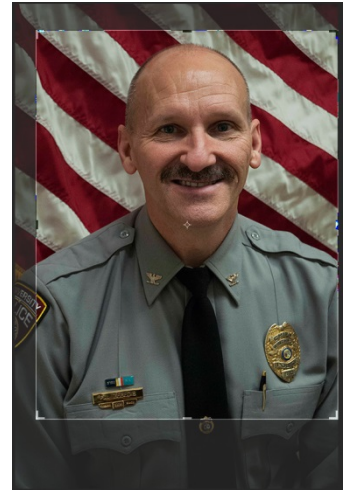
Using Adobe Photoshop CS6

I. Headshot Cropping/Sizing

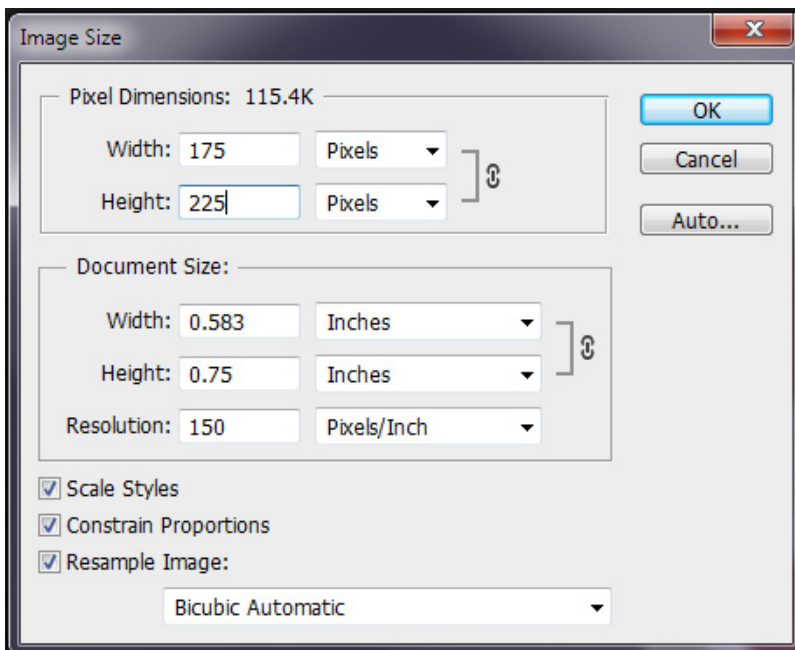
- a. Open Adobe Photoshop CS6. Open the image to be rounded.



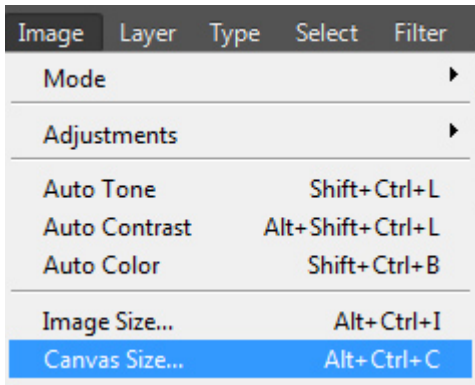
- b. Using the Crop tool () and sizing handles, select the portion of the photo to be the final head shot and hit Enter on the keyboard or click the check mark in the tool bar () to accept the crop.
- c. Next, resize the image to be used as a profile head shot by going to Image/Image Size on the tool bar.



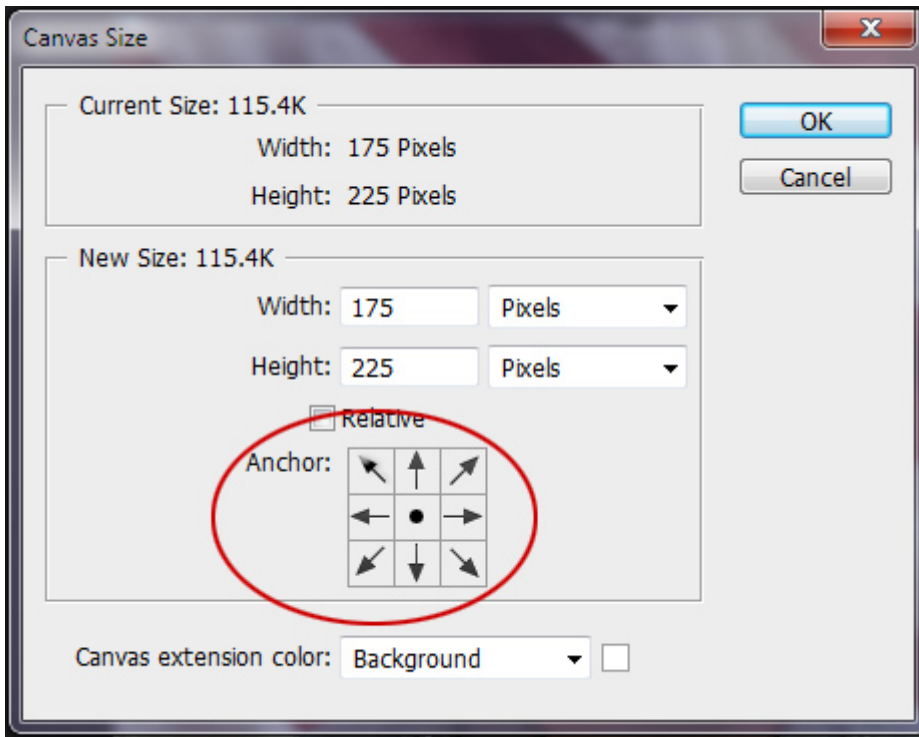
- d. With Pixels selected as the unit of measurement, type 175 as the Width. The Height will adjust. Click OK.



e. If the Height is not already 225 pixels, adjust the picture further by going to Image/Canvas Size.

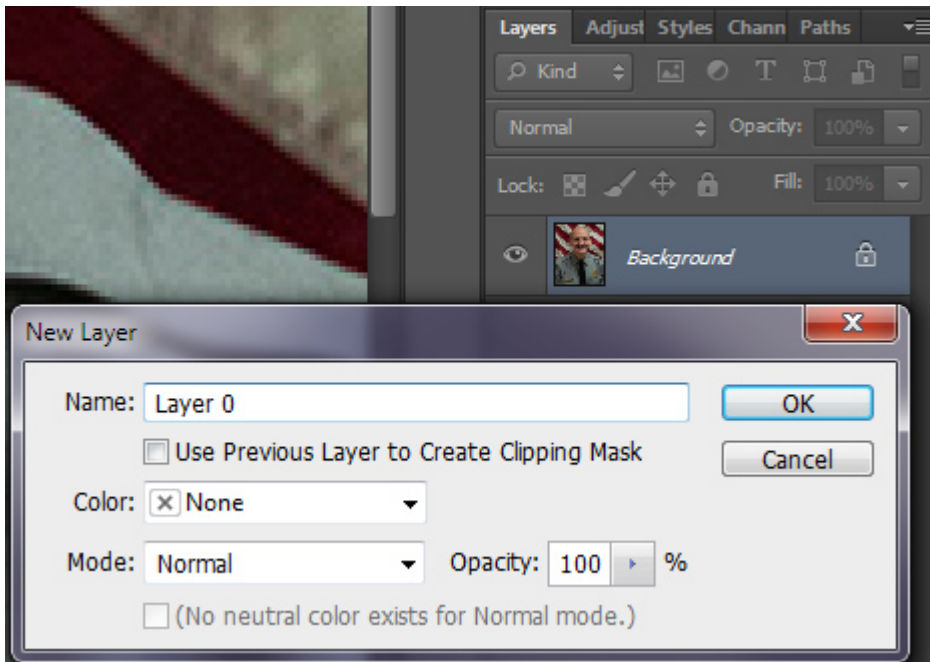


f. Use the Anchor feature to determine what part of the photo will be cut. Enter the Height of 225 pixels, click OK and proceed.

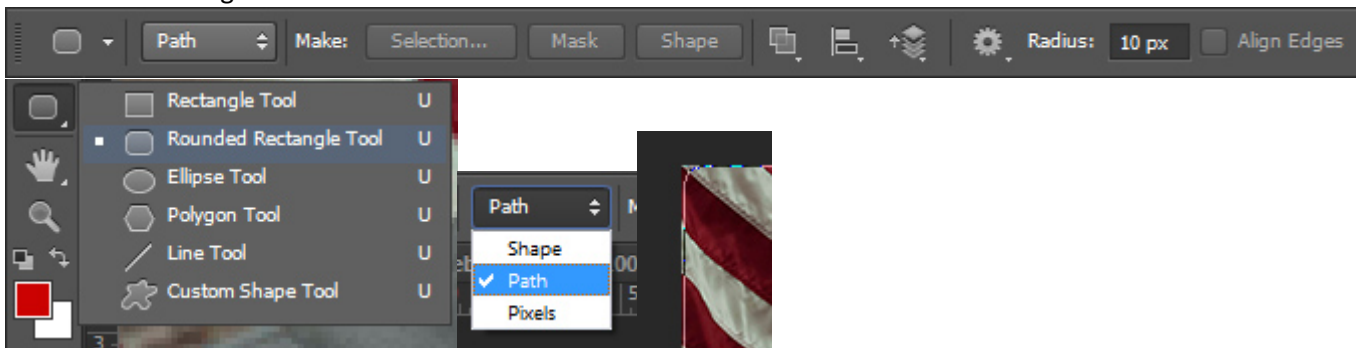



II. Rounding Headshot Photo Corners

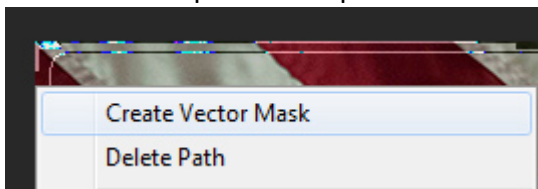
a. Unlock the Background layer on the Layers Palette by double clicking it. Keeping the default name is fine. Click OK. Now this layer has no lock next to it and is editable.



- b. Using the Rounded Rectangle tool, click and drag a selection around the edges of the photo. **NOTE:** Be sure the tool bar settings look like this.



- c. Select the Path Selection tool. 
- d. Place the mouse outside of the path drawn in the previous step. Right click and choose Create Vector Mask. The part of the photo outside the rounded rectangle disappears.



- e. Save the file for the web by going to File/Save for Web. All photos should be saved as JPEG files (file extension .jpg). See the screen shot below for settings that will be best in most situations of saving photos for the web. **IMPORTANT:** Be sure to name all images properly and refer to the Web Services site for notes on how to do so at: <http://www.winthrop.edu/web/filenaming>

