

# Good Practice:

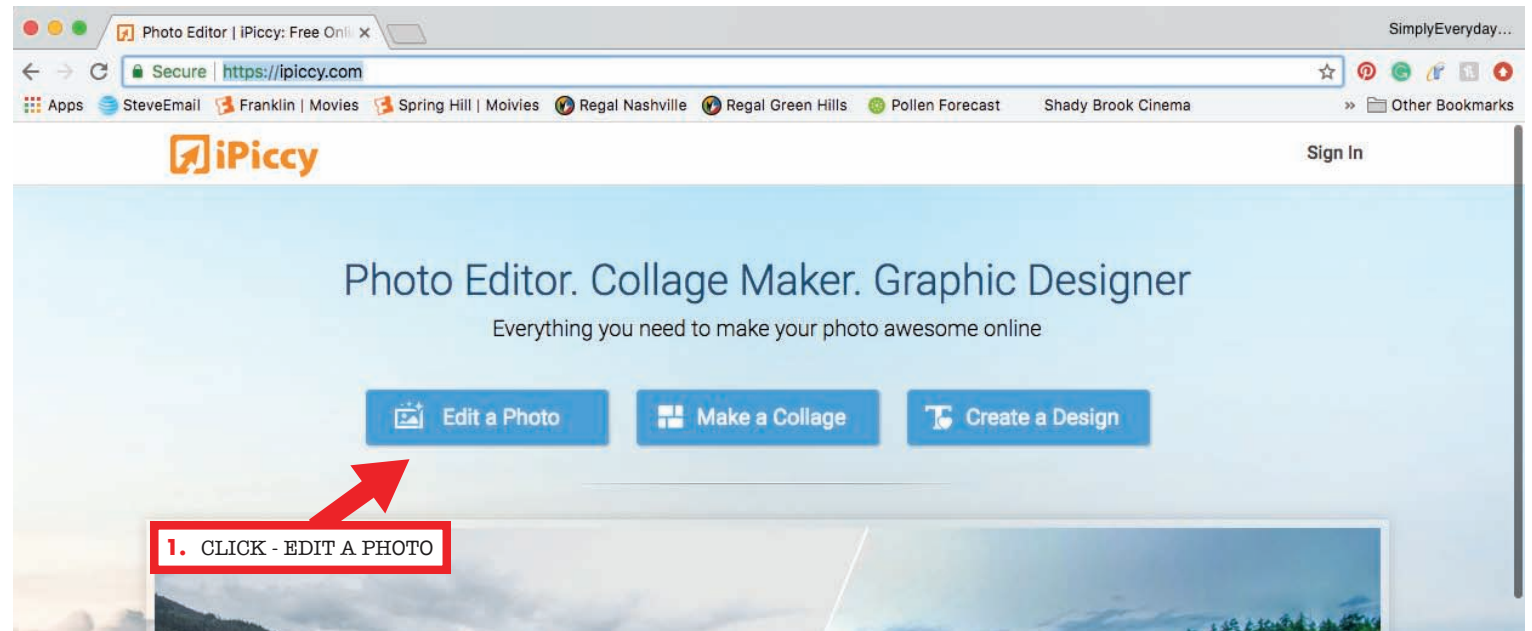
BEFORE cropping your photo images, it's always a good practice to make a copy so have the original.

**UNLESS...** other wise noted in the printable PDF, crop photos to 4"x6" inches.

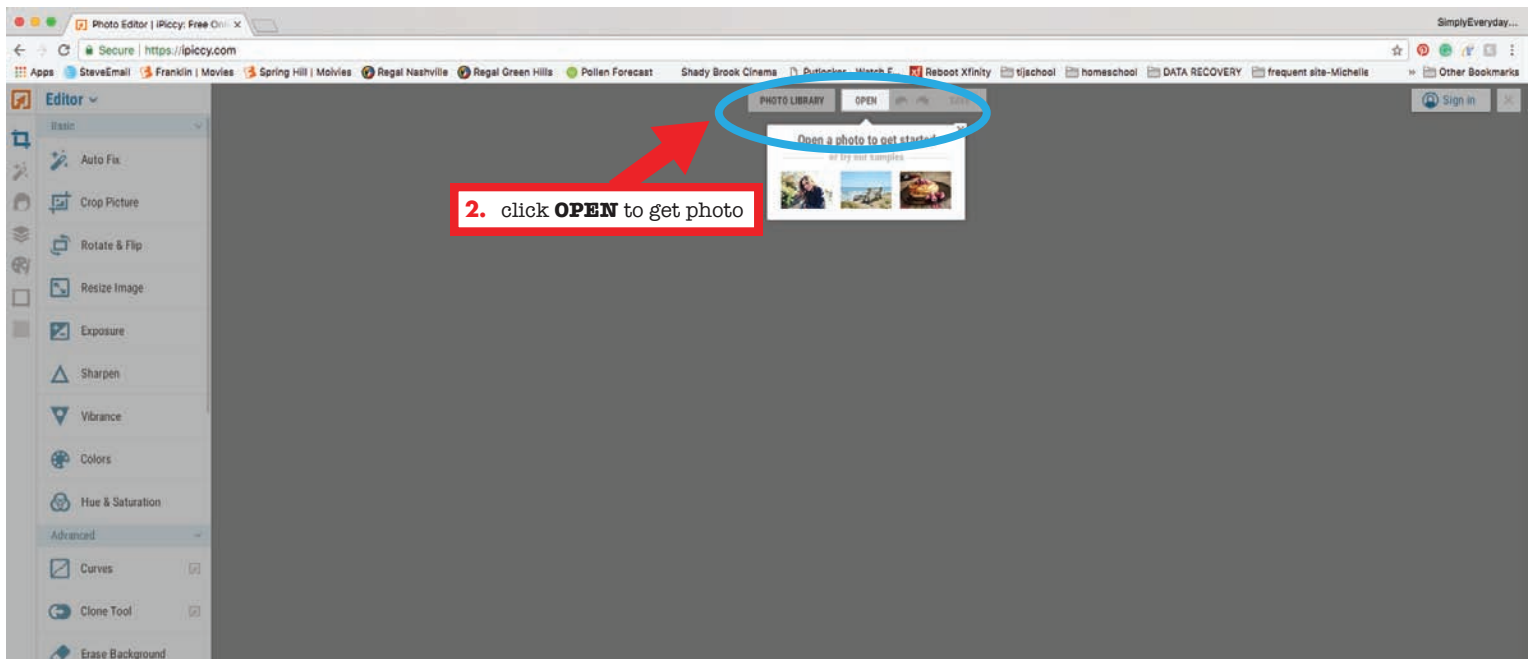
If you have an application to crop your photo images, you may use it... BUT, if you don't, you may crop your photos using this FREE website: <https://ipiccy.com/>

## How To Crop Photo

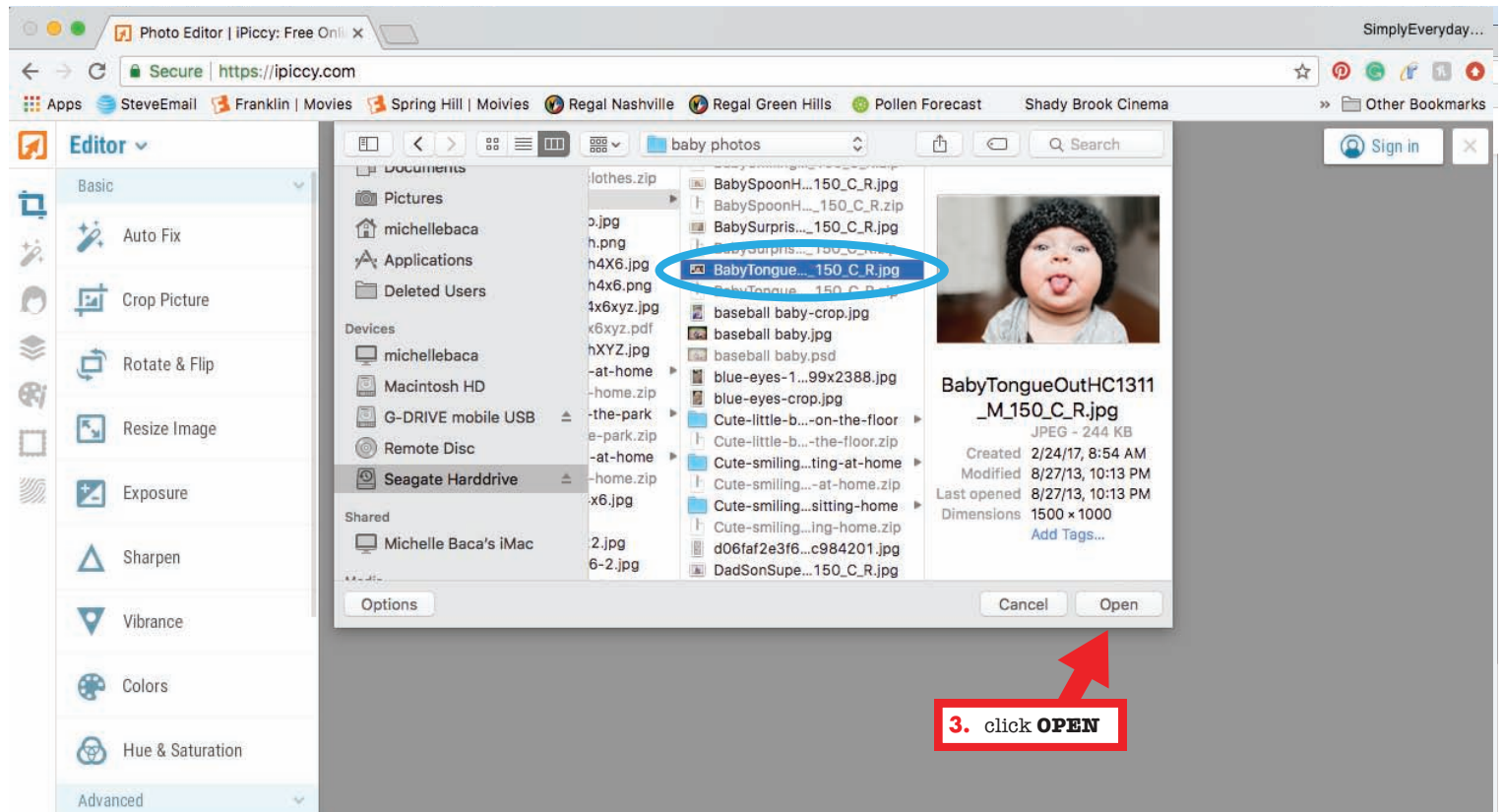
1. Once on IPICCY WEBSITE, click **EDIT A PHOTO**.



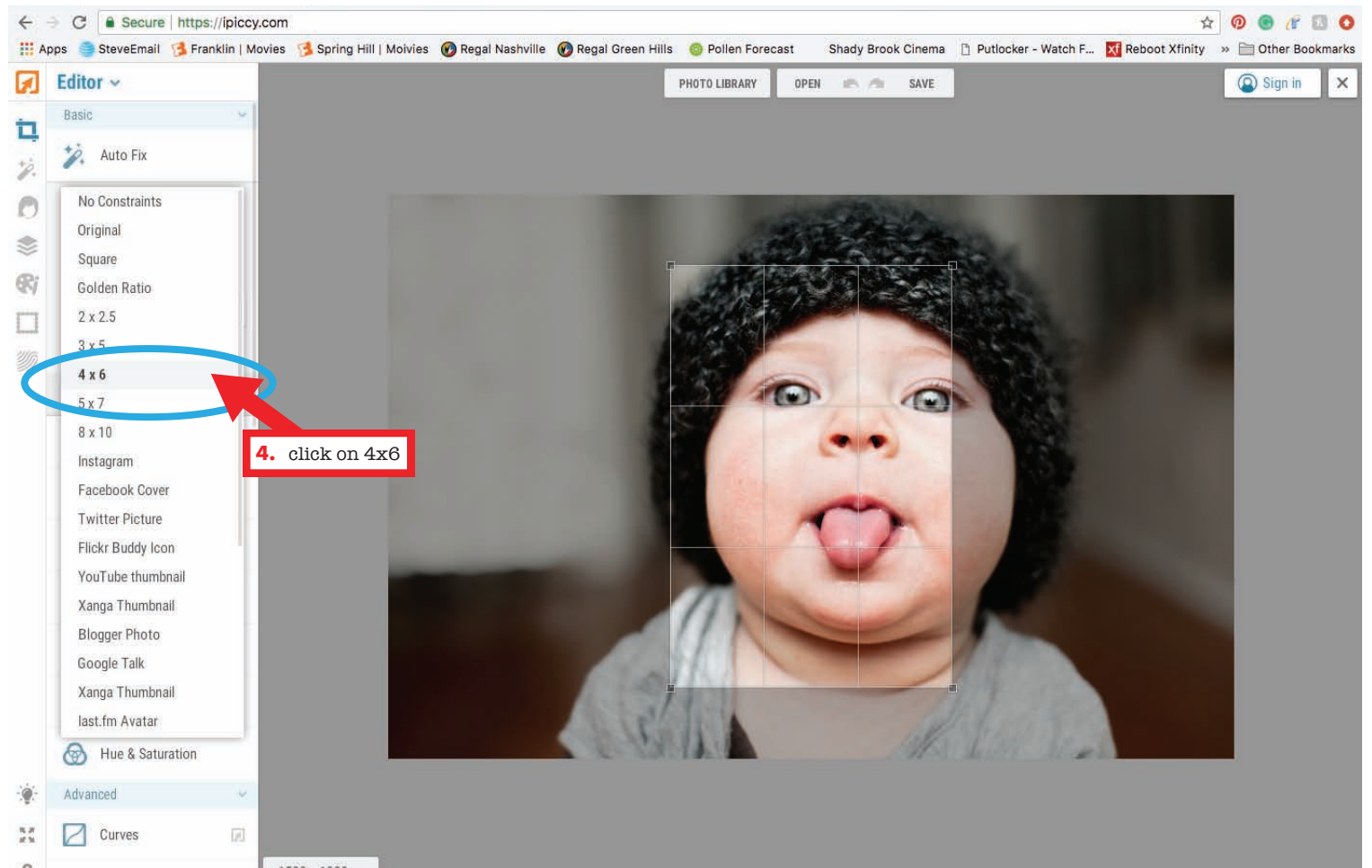
2. Click **OPEN** to open your photo image, and choose **MY COMPUTER**.



3. Find your photo image to be cropped, then click **OPEN**.

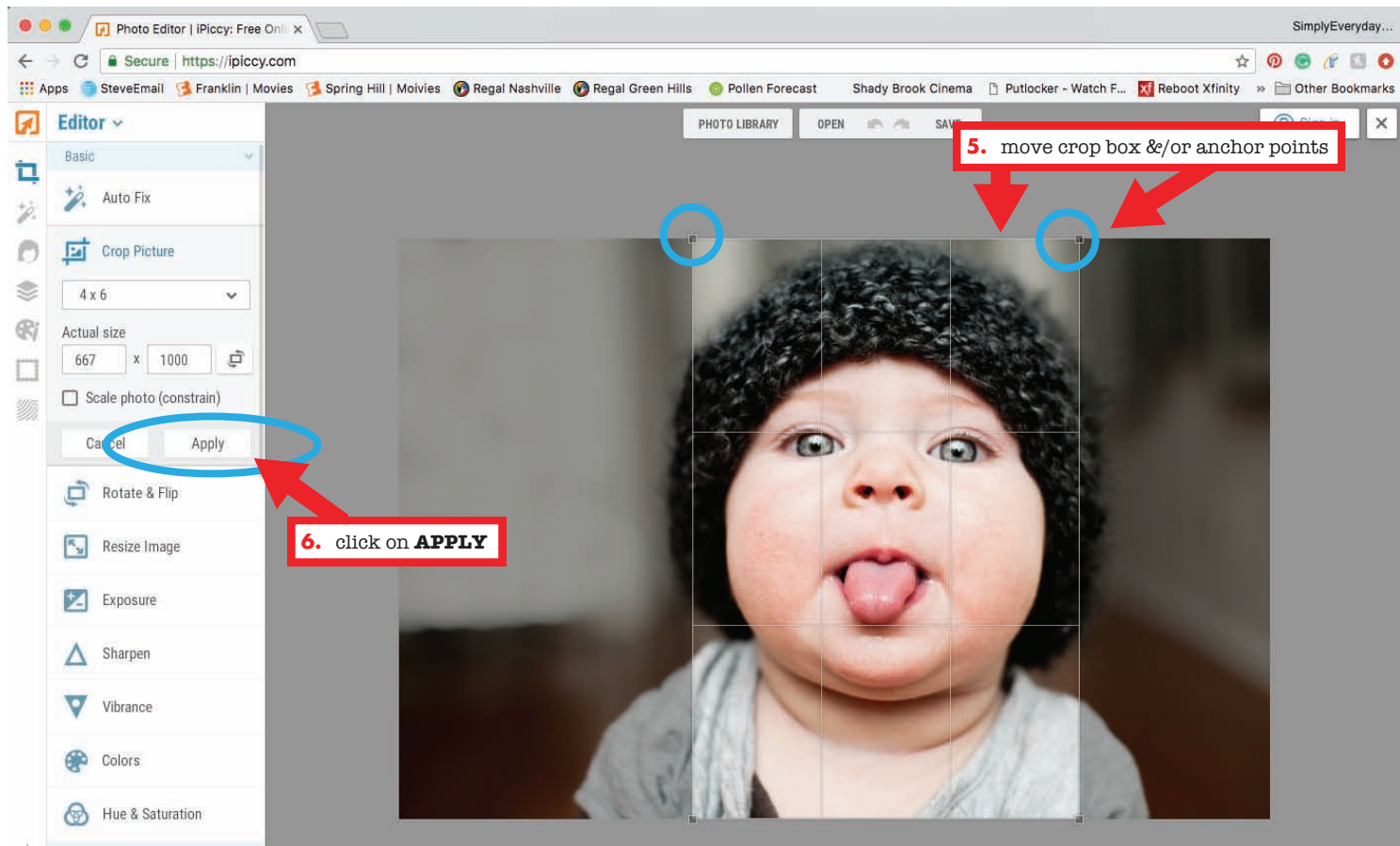


4. In the side panel click on **CROP PICTURE**, then in the dropdown menu, find & click on **4x6**

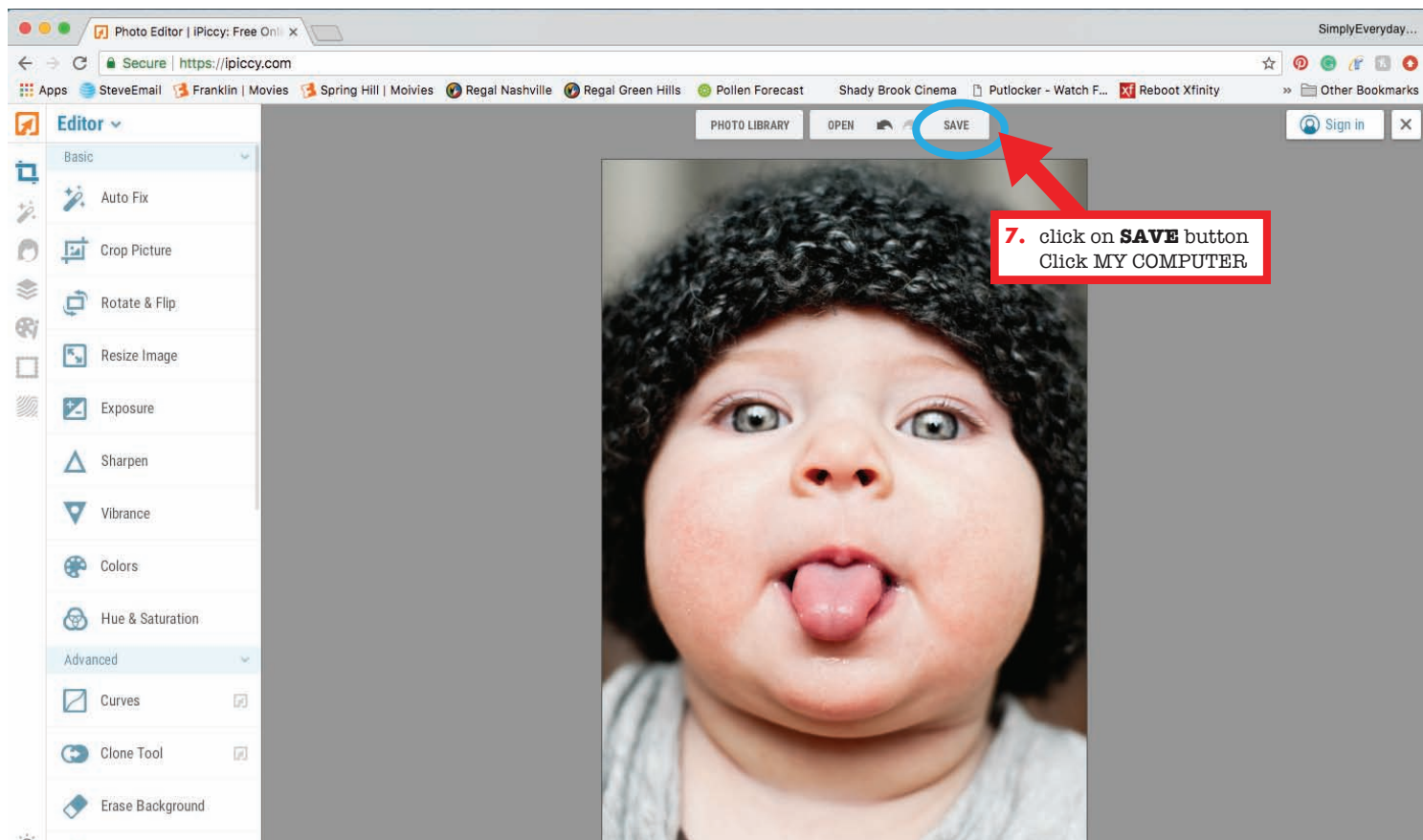


5. Move “crop box” where you want to crop photo image. You may also use the “anchor points” in the corners to crop & resize your photo images. The crop box will stay proportionate to a 4”x6”.

6. Once you have your photo image the way you want it, click on **APPLY**.



7. Click on “**SAVE**”, and choose MY COMPUTER.





8. Change the name of the photo, choose JPG and HIGHEST, then **SAVE TO MY COMPUTER**
9. Change 'QUALITY' to **HIGHEST**, then **SAVE TO MY COMPUTER**
10. Change the name fo the photo, choose JPG and HIGHEST, then **SAVE TO MY COMPUTER**

