

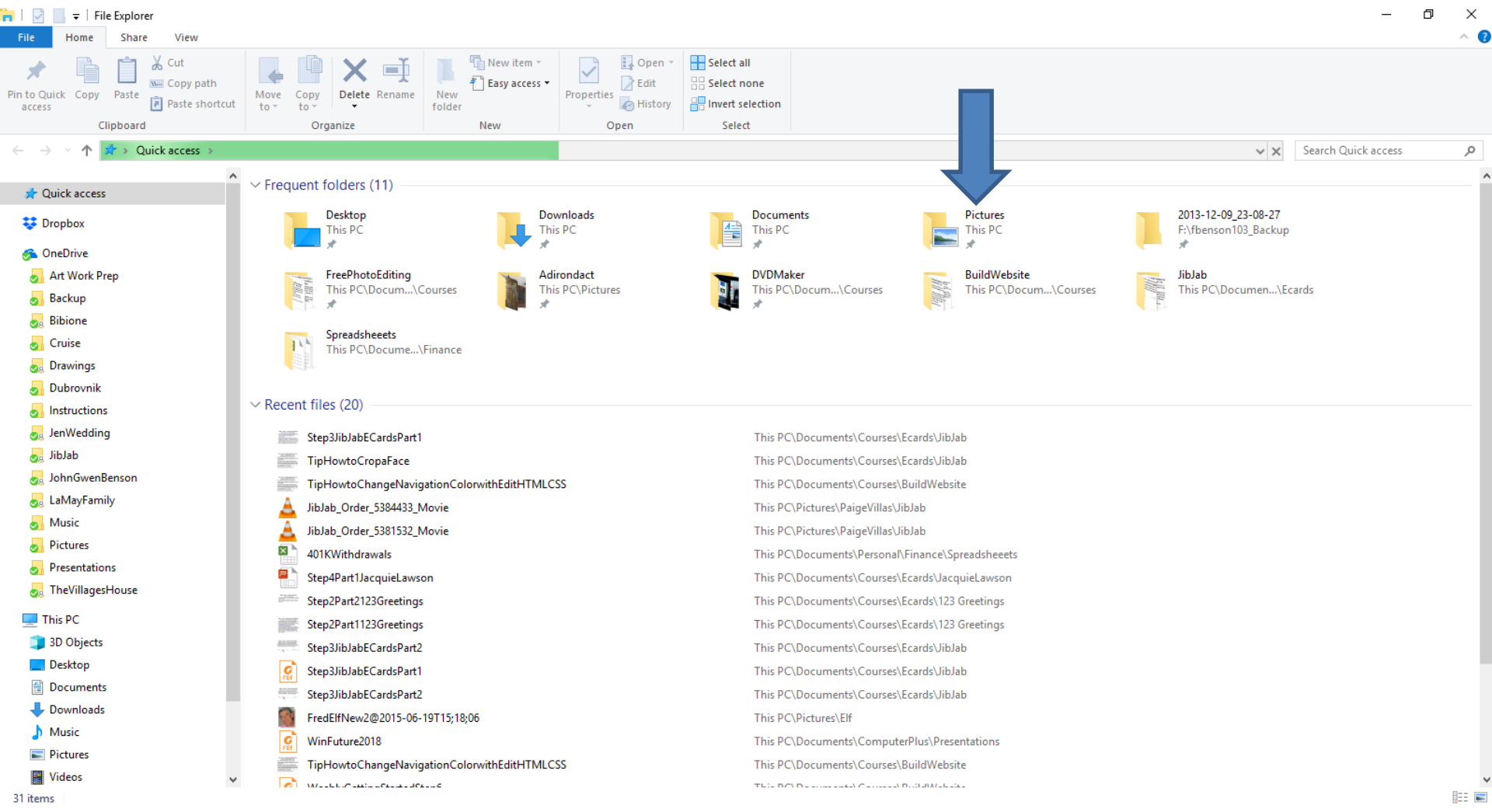
Tip – How to Crop a Face.

- If you have a Picture with a person with just a Face that you want to add to Jib Jab, you may not need to do this Tip, unless you want to Crop a Face on another person.**
- If you don't have a Picture of a person you want to add to Jib Jab, I recommend you take a Picture of them or if they are on Facebook, go to Facebook and download the Picture of them.**
- Next is to open up a Picture and later how to Crop it.**

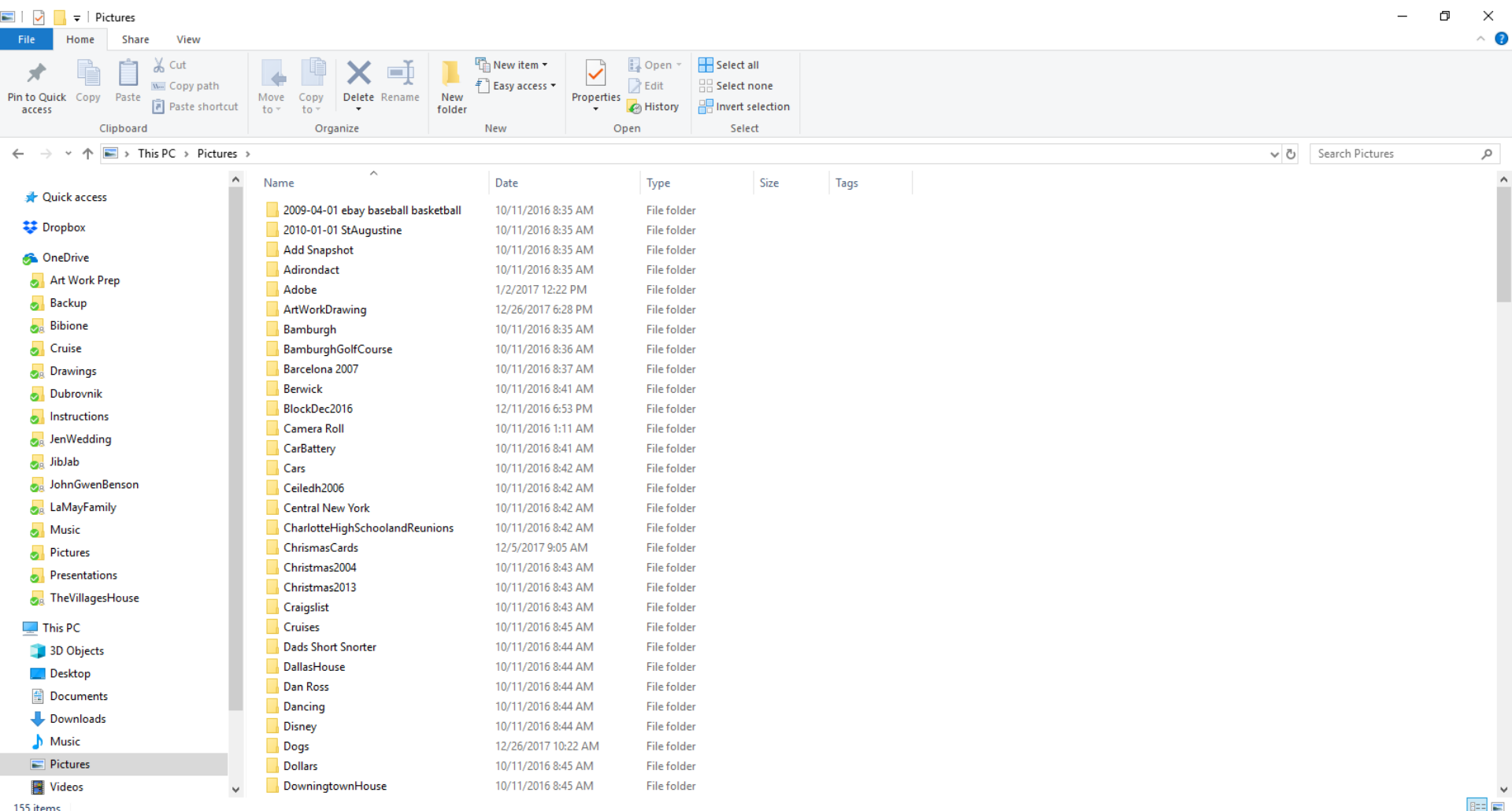
- You first open Windows Explorer/File Explorer, depending on your computer.
- Most computers have the Icon on your Taskbar. Below is a sample of Windows 10 Taskbar with the File Explorer Icon.
- Next is what happens when you click on it.



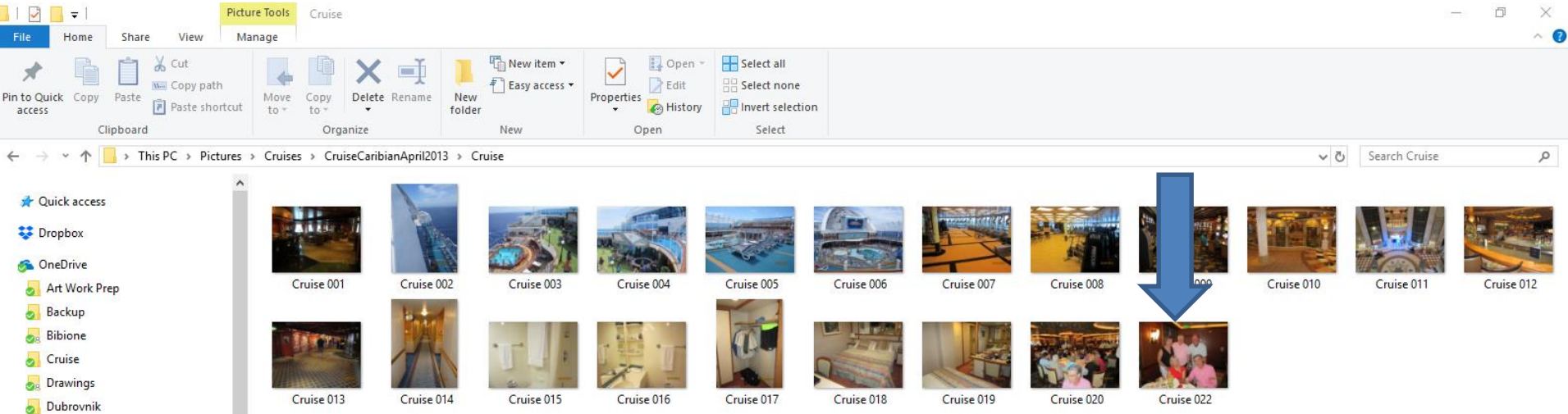
- Here is a sample of open File Explorer. You then double click on the Folder that you have a Picture to Crop. Next is a sample of Pictures Folder.

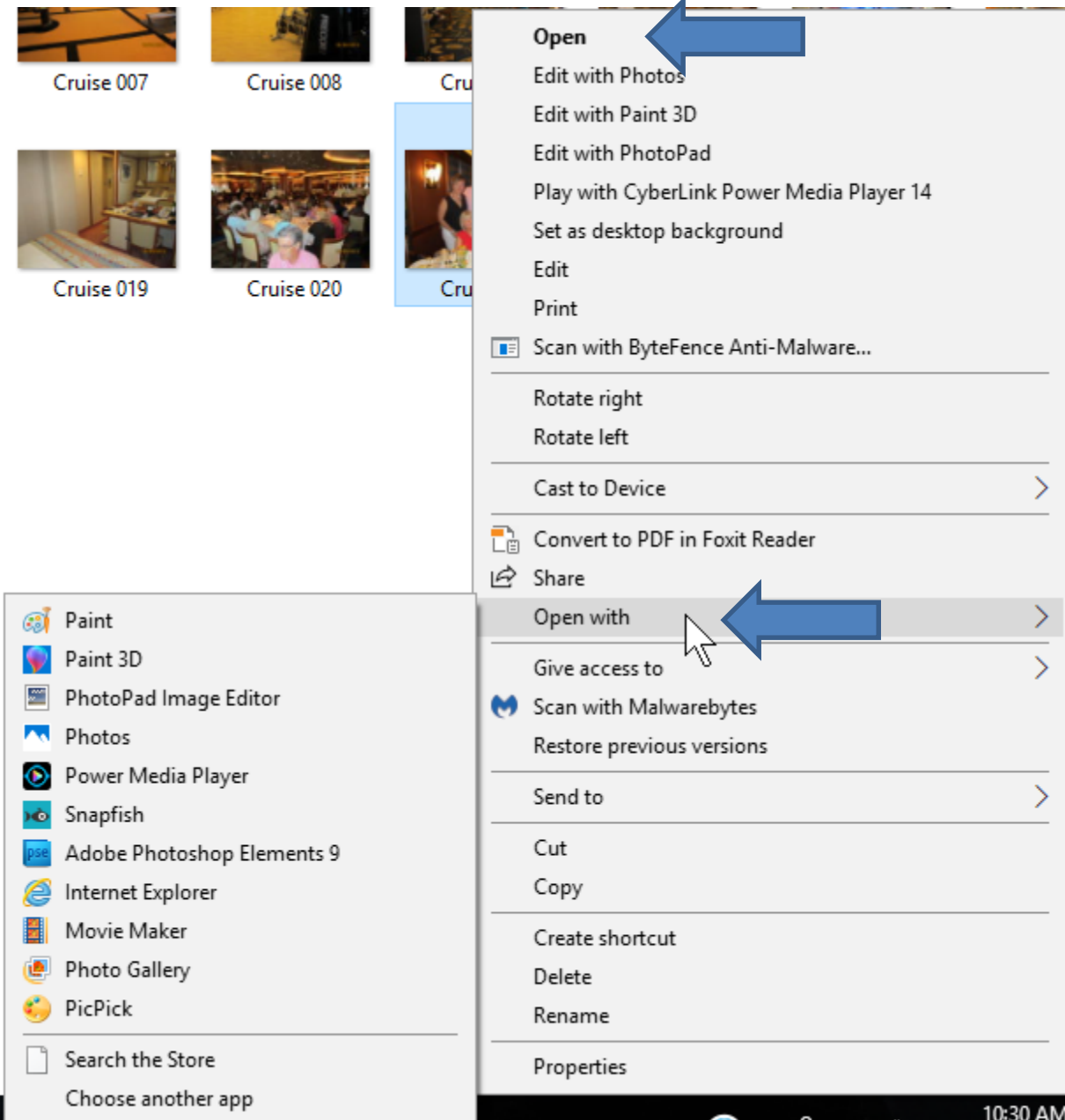


• Here is a sample of my Pictures Folder with a list and then find the Folder that has the Picture you want to Crop. Next is a sample.



- Here is a sample of finding a Folder with the Picture I want to Crop. You then right click on and next is what happens.



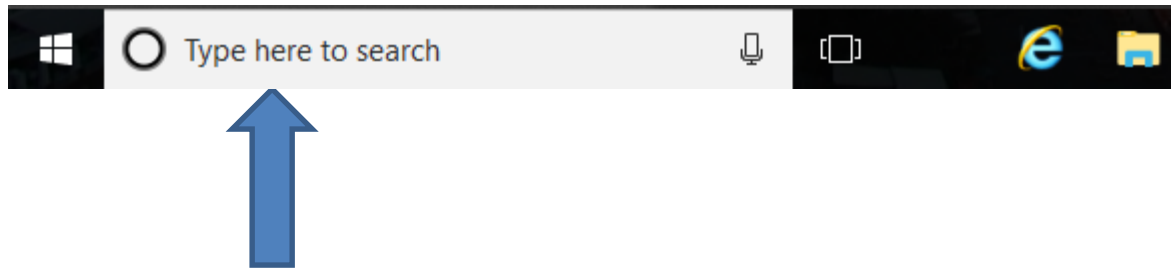


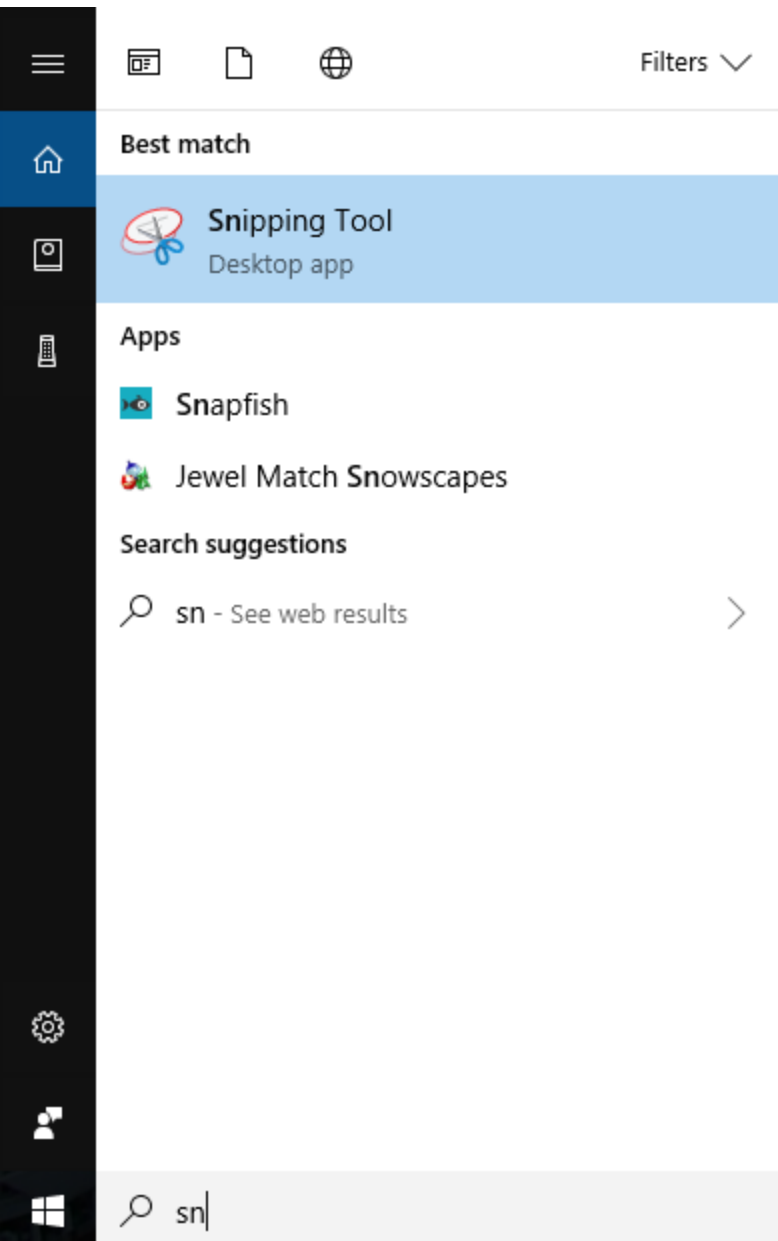
- You see a list.
You can click on Open or Hover over Open with a you see a list and click on the program you want to open with it.
- I clicked on Open and next is a sample.

- Here is a sample of clicking on Open and it depends on the App you have, it opens in a full screen. Next is how to Crop one of them.



- **Snipping Tool comes with most Windows on your Computer.**
- **If you have Windows 10 and don't know how to find Snipping Tool, you start to type in the Snipping Tool in Search on the Taskbar. Next is a sample.**



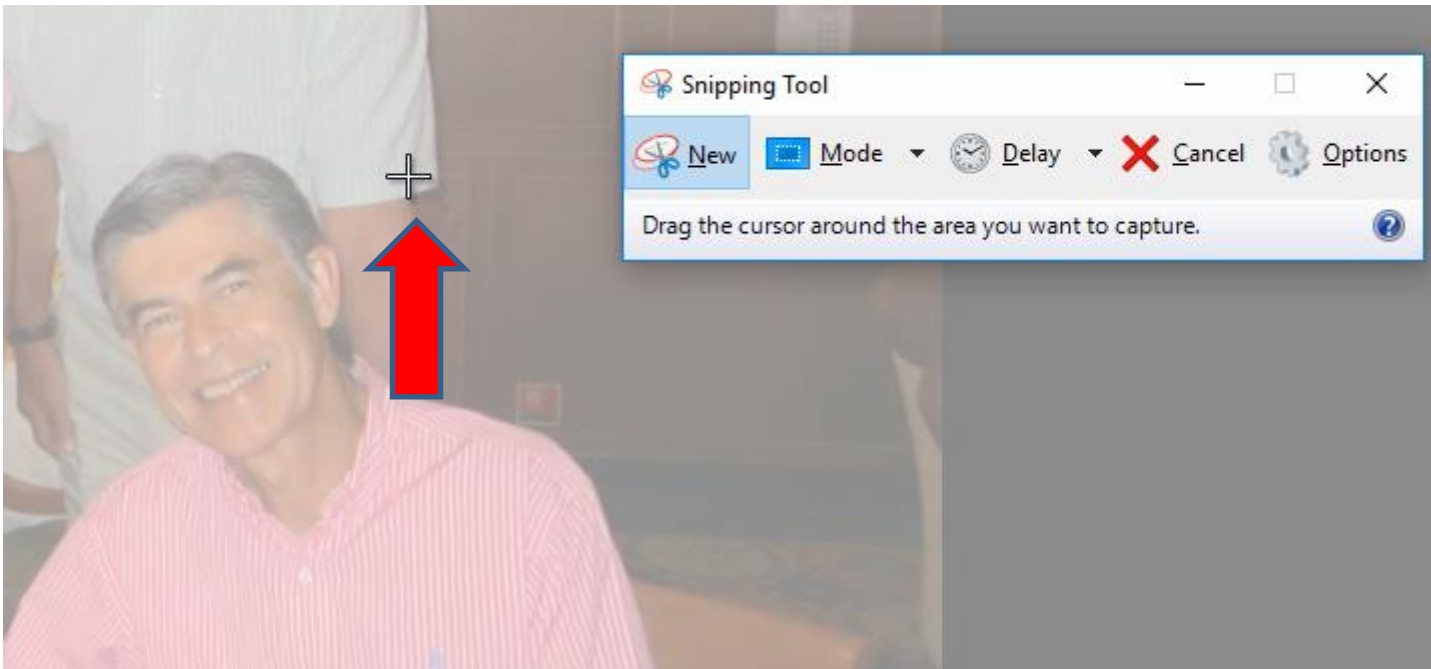


- **When you start to type in Snipping Tool, like sn, a new window opens and you see Snipping Tool.**
- **Click on it and next is what happens.**

- Snipping Tool opens on top of the Picture. You then click on New in the left and next is what happens.



- You then see background different and you see **+**.
- You then move to the location to start to Crop.
Next is a sample.



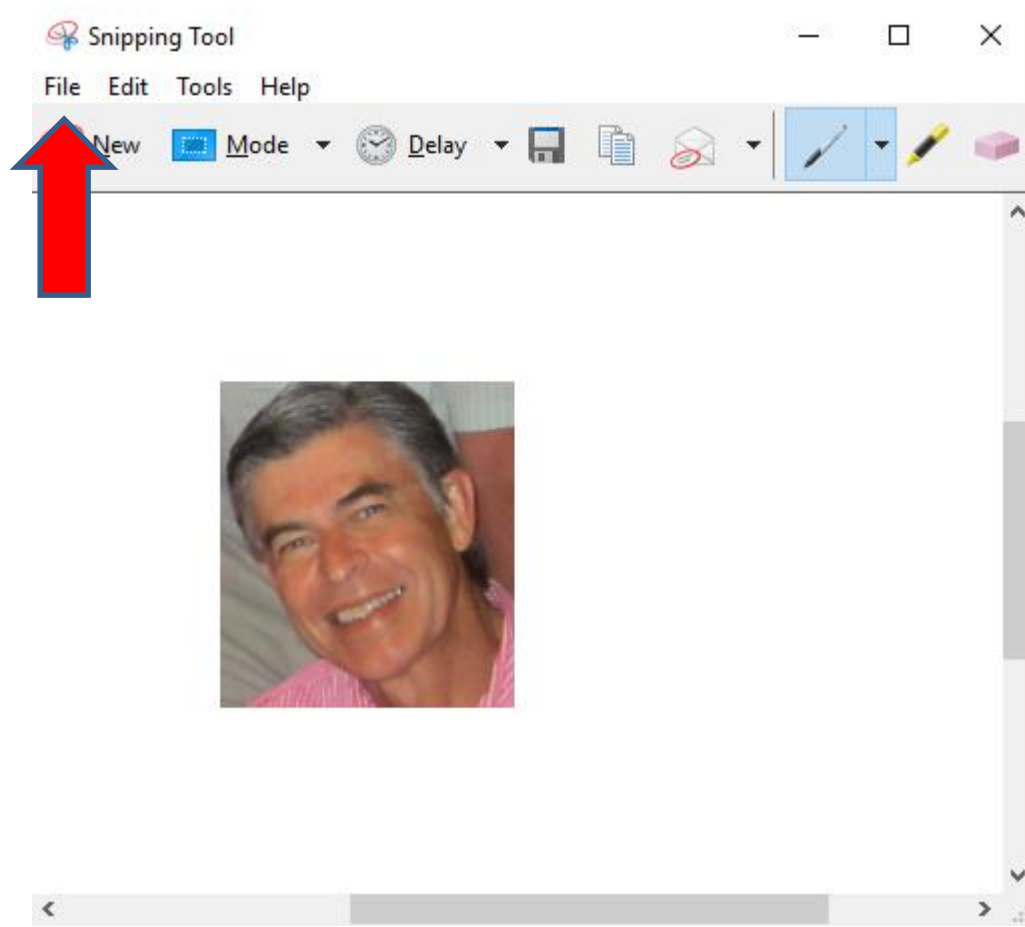
- **Here is a sample of moving it. You left click on hold it down and drag to the right and down. Next is a sample of dragging.**



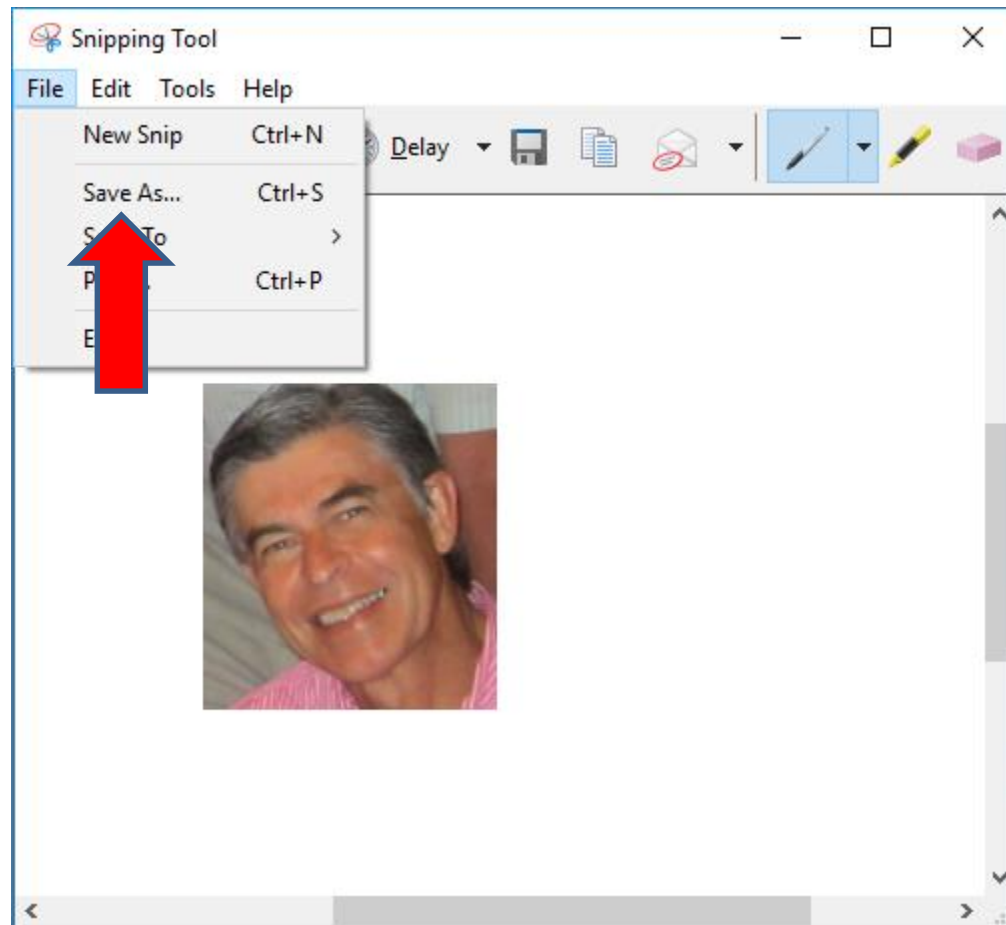
- Here is a sample of dragging right and down. Once complete, let it go and next is what happens.



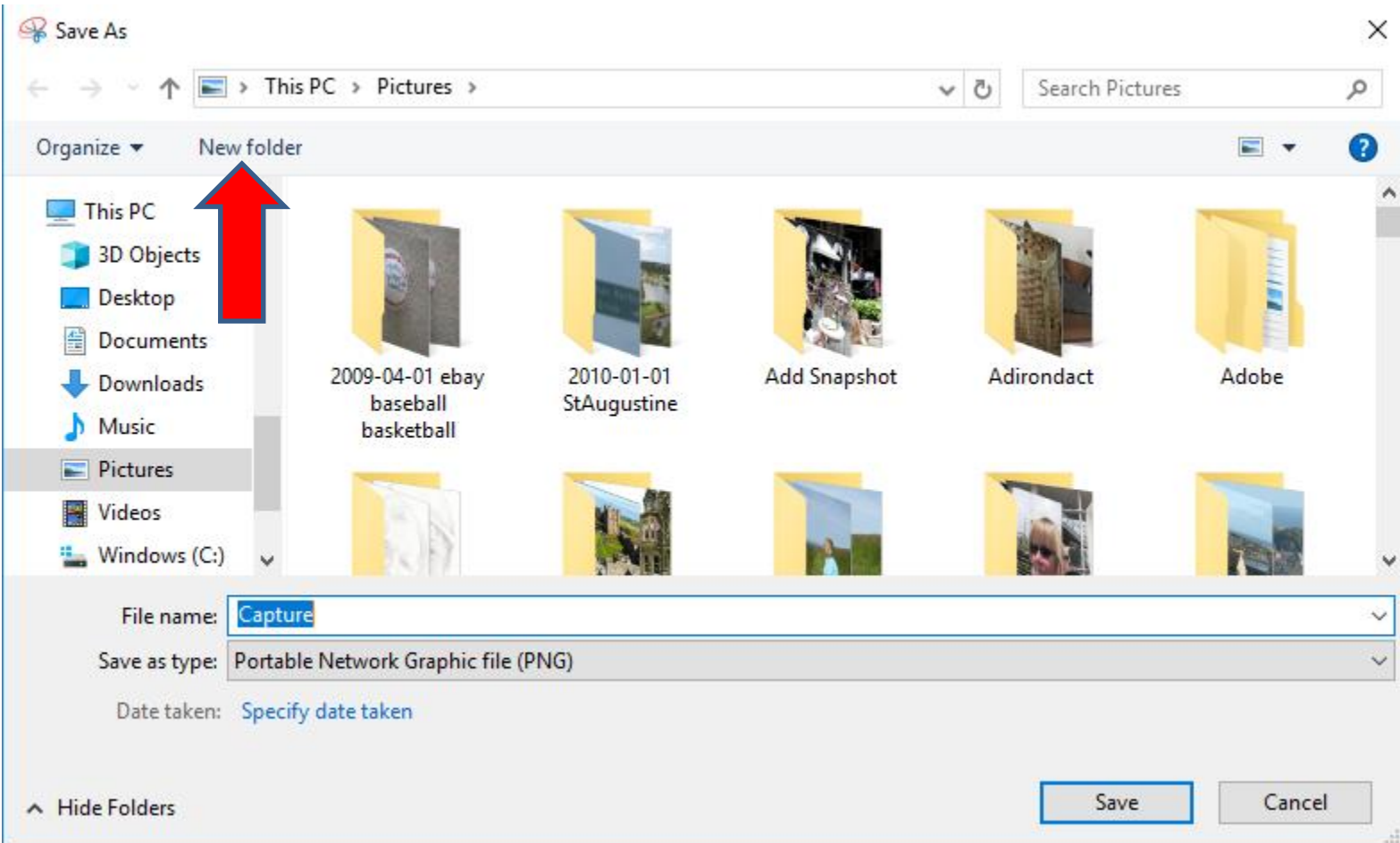
- You then see it on the Snipping Tool.
- You then click on File in the upper left to save it.
Next is what happens.



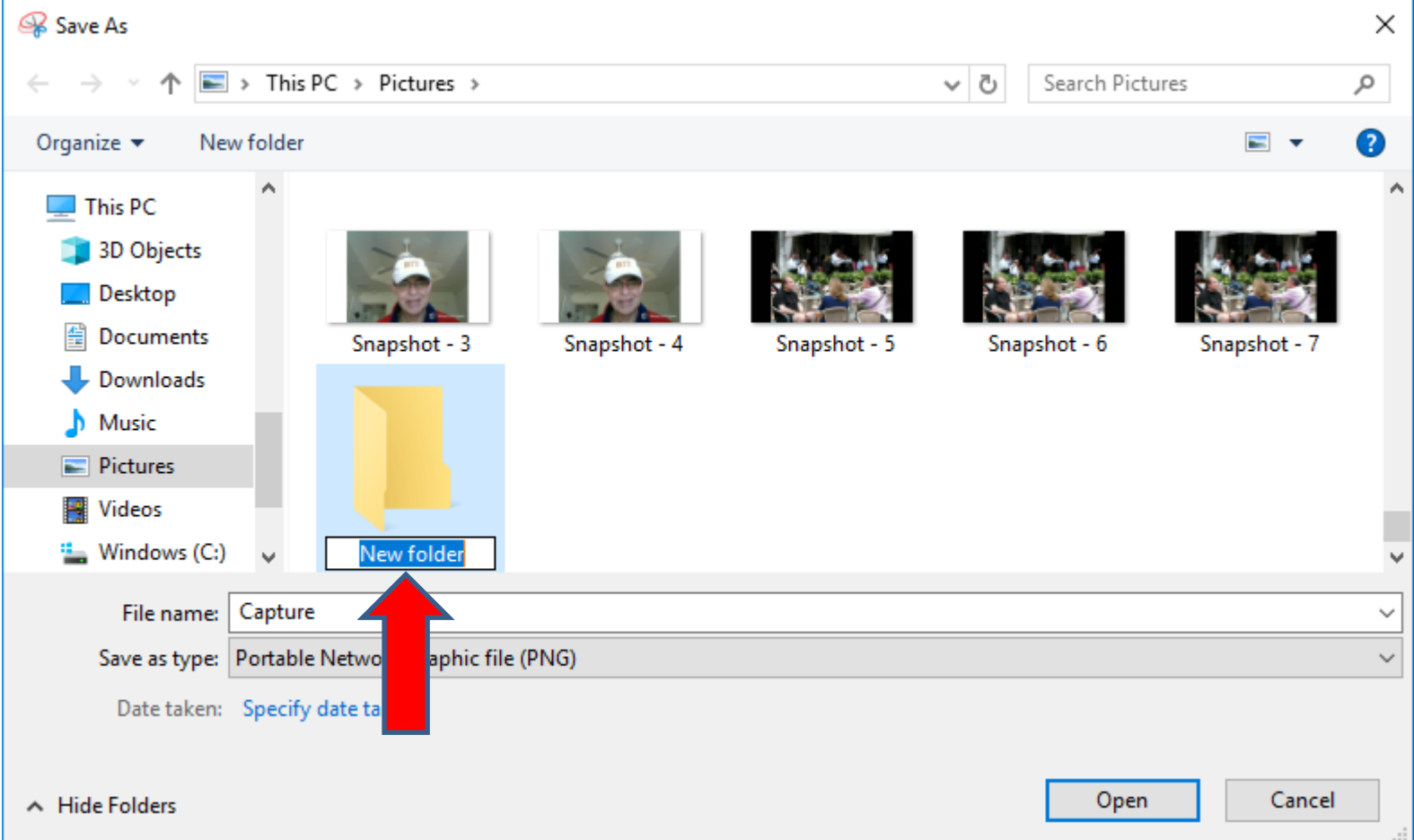
- A new windows open and the click on Save as.
- Next is a sample of clicking on Save as.



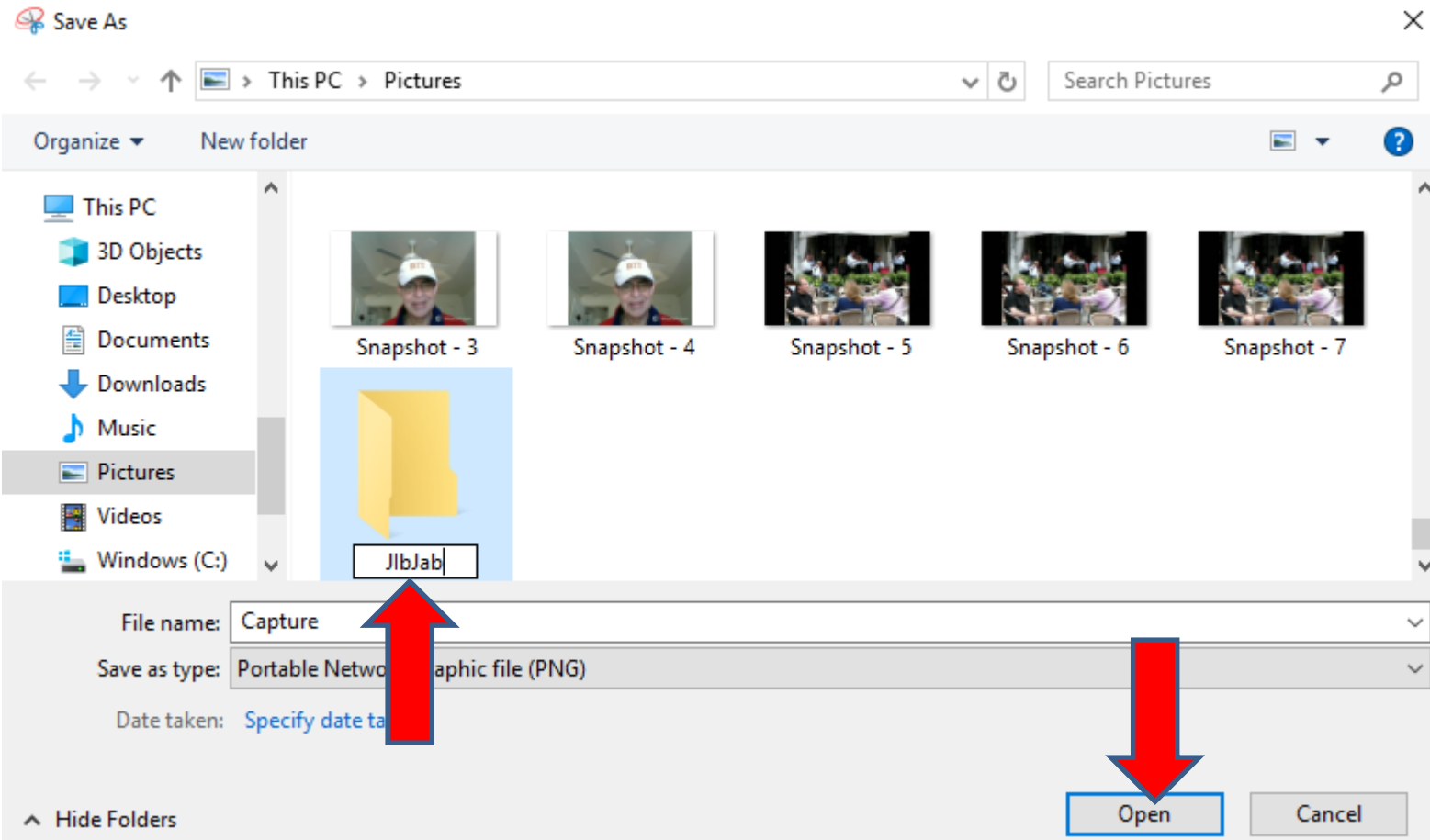
- **New window opens, like File Explorer. It typically goes to the Pictures Folder. I recommend clicking on New folder and next is what happens.**



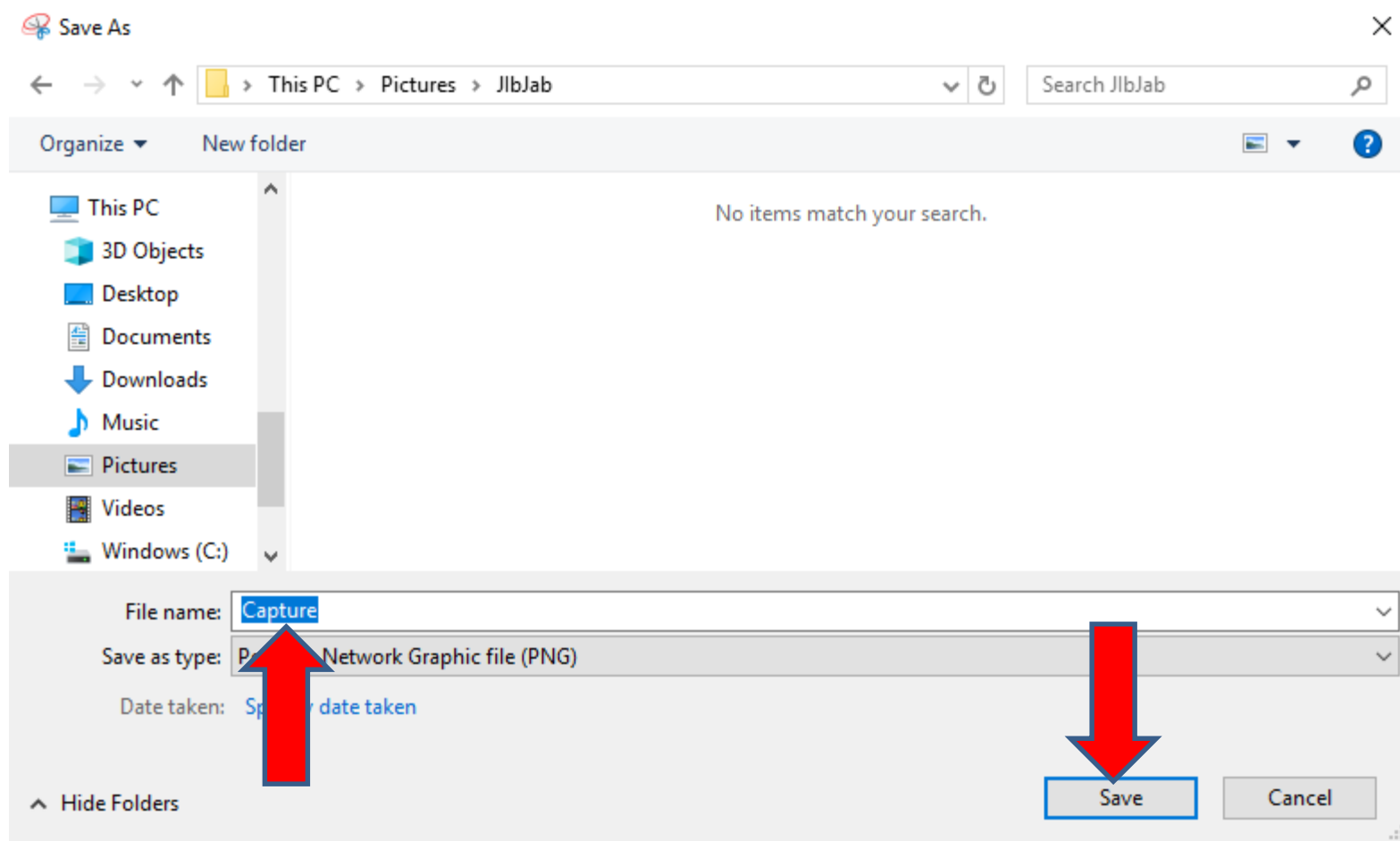
- You see New Folder highlighted at the bottom and then type is a name, like JibJab and Next is a sample.



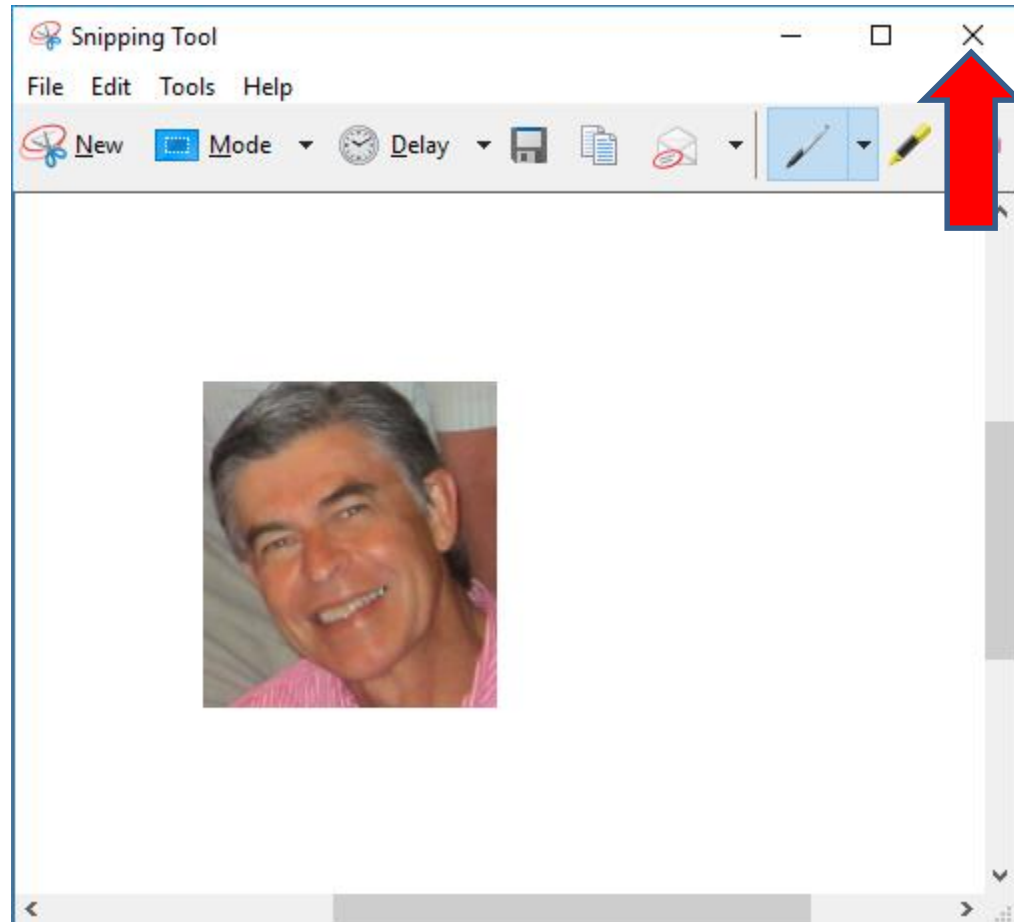
- Here is a sample of JibJab. Once complete, click on the JibJab Folder and then click on Open and next is a sample.



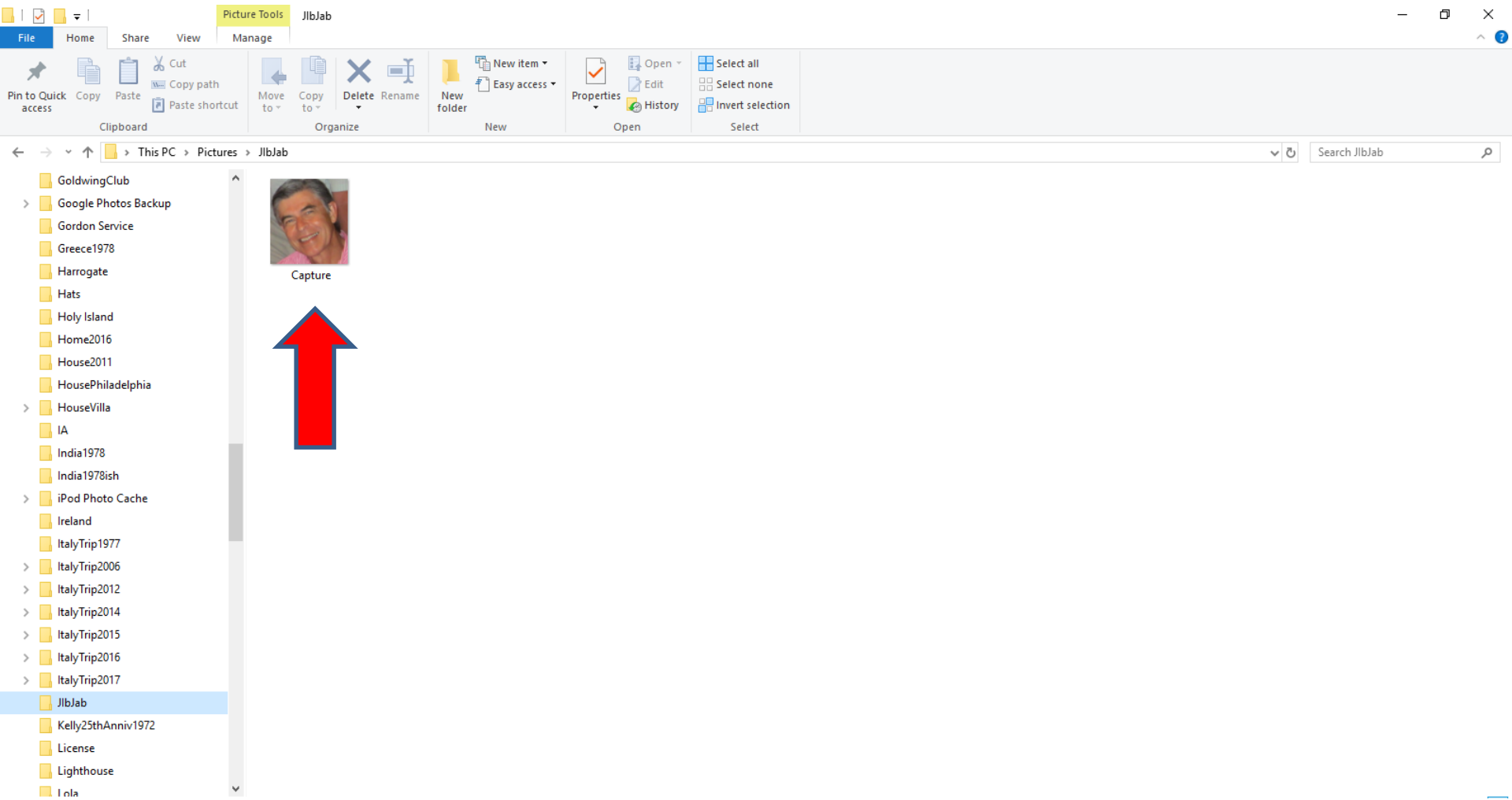
- It changes to JibJab Folder and you see the File name is highlighted. If you want, you can type in a new name, like the person name. I decided not to do it. Once complete, click on Save and next is what happens.



- **Window closes and it saved it on the Folder. You then can click on X in the upper right to close Snipping Tool. You then can go to File Explorer again and next is a sample.**



- Here is a sample of open File Explorer again and go to the JibJab Folder and you see the Picture. Next explains about it.



- **Step 3 – Part 1 shows you how to add that Picture to Jib Jab.**
- **If you want to add other persons on Jib Jab, you follow the same process to Crop again. Note – I already did that with a lot of them in a different Folder.**
- **This is the End of the Tip.**