(1) Open Photoshop
(2) Click File $\rightarrow$ Open


3
Select an image
I am using an image from pixabay

Click Open to open the image

Unlock the background layer
Click the lock icon to unlock
The background layer is now editable

Select the Elliptical Marquee tool from
6
the toolbar

- If hidden under the Rectangular Marquee, click down on triangle to reveal


Click on the image and drag out an elliptical outline

- Hold down the Shift key to change the elliptical into a circle while dragging - Move the outlined circle to the desired position with the arrow keys if needed


Invert the selection
to select everything outside the circle - Click Select menu $\rightarrow$ Inverse


## Press Delete or Backspace

9
to delete everything outside the image selection - Hold down the ctrl key + D to deselect

- Or go to Select $\rightarrow$ Deselect


Remove the transparent exterior

- Go to image $\rightarrow$ Trim
- Select Transparent Pixels
- Select Top, Left, Bottom, \& Right


Save the image as a PNG file

- Click on File $\rightarrow$ Save a Copy



## (11)

On the "Save on your computer or to the cloud documents" options - Click save on your computer

(11)

In the "Save a Copy" dialogue box

- Enter a file name
- Select PNG as the file type
- Choose where to save it
- Click save
[10 Save a Copy



(11)

In the "PNG" format options

- Choose the "Smallest file size"
- Click OK


## File Size

Large file size (Fastest saving)


Medium file size (Medium saving)

- Smallest file size (Slowest saving)

Before


After


