



# *Bramhall Photographic Society*

## PHOTOSHOP ELEMENTS AN INTRODUCTION TO THE WORKSPACE

*(This technique will work in any version of Elements although the screenshots may vary)*

By now you can carry out basic and some more advanced techniques to improve your photographs and produce creative edits.

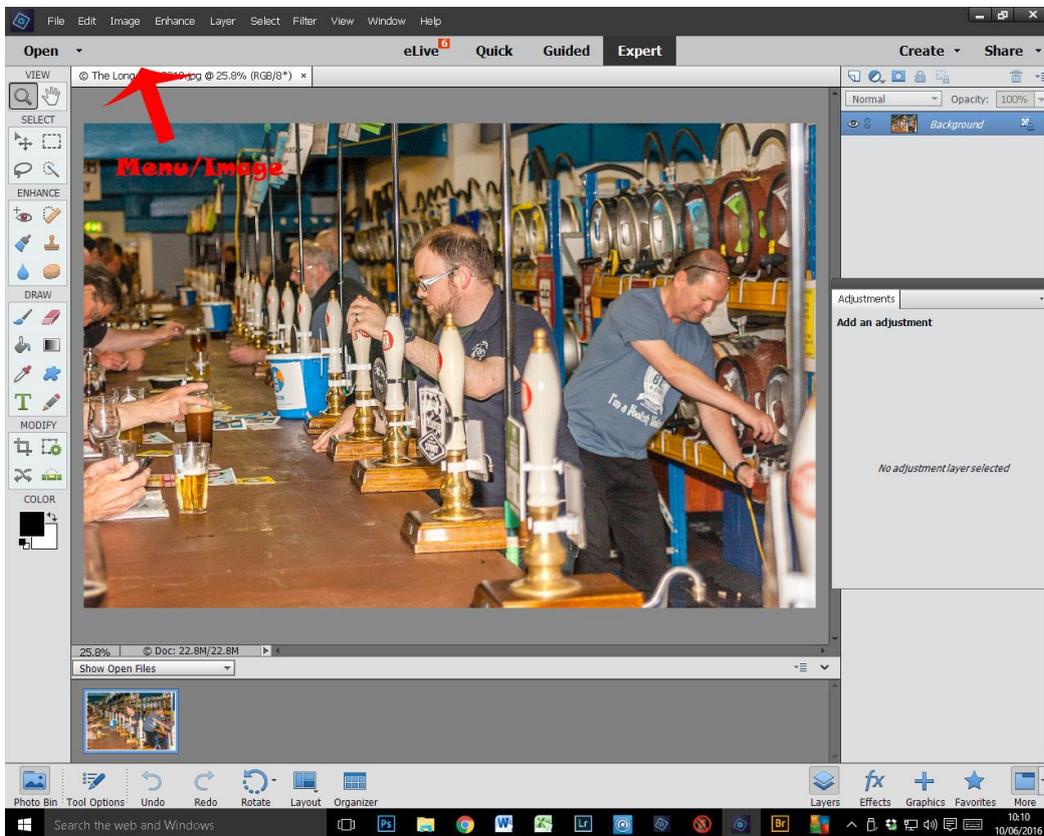
### **1. Resizing your work**

You would do this in preparation for how you intend to use the picture. Is it for printing and if yes how big a picture. Or do you wish to view it on a monitor or projector. Perhaps you just want to showcase your images on the internet e.g. Facebook or other services that allow photograph uploads. Possibly the size of the file might be an issue for e mail. Photoshop Elements is there to help.

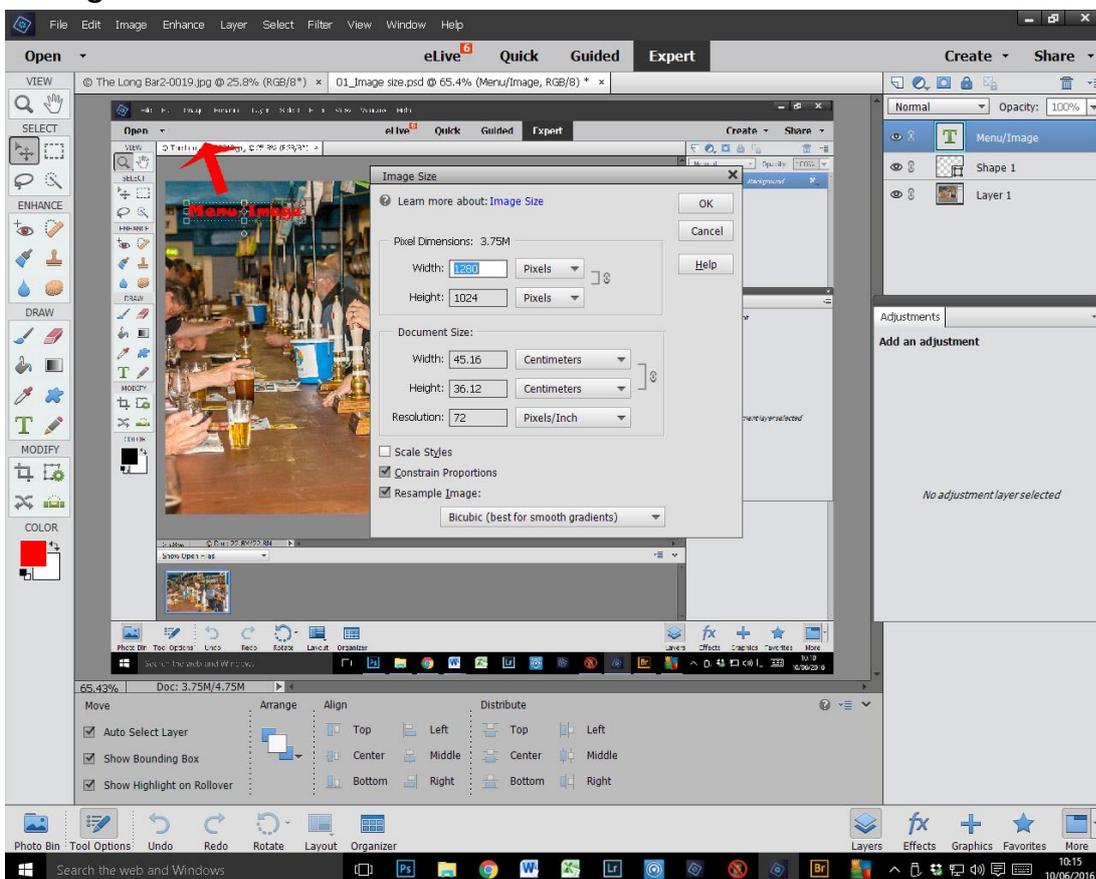
#### 1.1 Background

The original file size and dimension of the image are set by your camera and in all the more advanced and many compact cameras you can change this in your camera's menu. Large file size and the image takes a little longer to transfer to your memory card, smaller its faster but image quality can be affected. My preference is for a large file, capture all the information possible in the shot and work on the size later. Even fairly basic mobile phone cameras will provide a 4 or 5 Megapixel image. A DSLR camera will generate at least a 12 Megapixel image with more modern ones capture over 25 Megapixels. But remember the storage size of your hard drive, the processing RAM of your computer and the processor itself are important in handling large files.

It's also possible to modify these parameters if you have your camera set to 'capture' your photographs as RAW files rather than jpeg and you have the full Photoshop Adobe Bridge CC. For the time being let's keep it simple and use a jpeg file. Once opened we can see how large the file is by clicking and holding on the 'Document Information' rectangle at the bottom left of the picture. This information can also be seen by selecting 'Image' from the menu bar, then 'Resize' and 'Image Size' and this is where these settings are changed.



This Photograph is approximately 20 Megapixels, shown at the top of this dialogue window.



Also shown are the physical dimensions of the sides of the picture. The units can be changed by clicking on the drop down triangle but in PS Elements 'Pixel Dimensions' will probably always be set at 'Pixels' and 'Document Size' in 'Centimeters' or 'Inches'. 'Resolution' is also important to document size and

measures the number of Pixels in a given space. Normally it's Pixels per Inch and is usually abbreviated to PPI. This topic can get very complicated even for advanced workers so we will keep this as simple as possible to do a job telling you what to do but not going into too many details. Below 'Resolution' there are 3 tick boxes of which the bottom 2 are important. You should leave 'Scale Styles' unticked. Ticking 'Constrain Proportions' does exactly that it keeps the height and width in the same aspect ratio as the original. Change the height and the width will automatically change and vice versa. 'Resample Image' when ticked can result in a degrading of your image although Adobe have made big improvements in recent years to minimise degrading. Resampling can also result in an extremely large file size, so use it with caution. Its normal function is to 'upsample', basically making the image bigger. Finally the rectangle box at the bottom with the dropdown triangle is for use with 'Resample' ticked. The idea is that you use the appropriate option for whatever you are doing to the image. In practice there is usually a good result from the default option 'bicubic (best for smooth gradients)'.

## 1.2 When to Resize.

Prints – usually need a resolution of minimum 240 ppi but ideally 300ppi. Most web based print houses ask for 300ppi. 300ppi is the standard for normal sized prints and less than this is used for very large prints such as posters which are intended to be viewed from some distance away. Very large posters will even use 180ppi but only look good from a distance. Close scrutiny would reveal an extremely pixelated print. Your camera may be outputting at 72, 80, 240 or 300ppi.

Projection or monitor viewing – perfectly acceptable at 72ppi which is the standard but anything up to 100ppi is quite normal. Anything over this is generating a much larger file for no benefit.

For the Web – used to create very small files for web site use and web based social media although Facebook etc accept relatively large file sizes.

Therefore the main purpose is to ensure that a web site with a lot of images and graphics loads quicker.

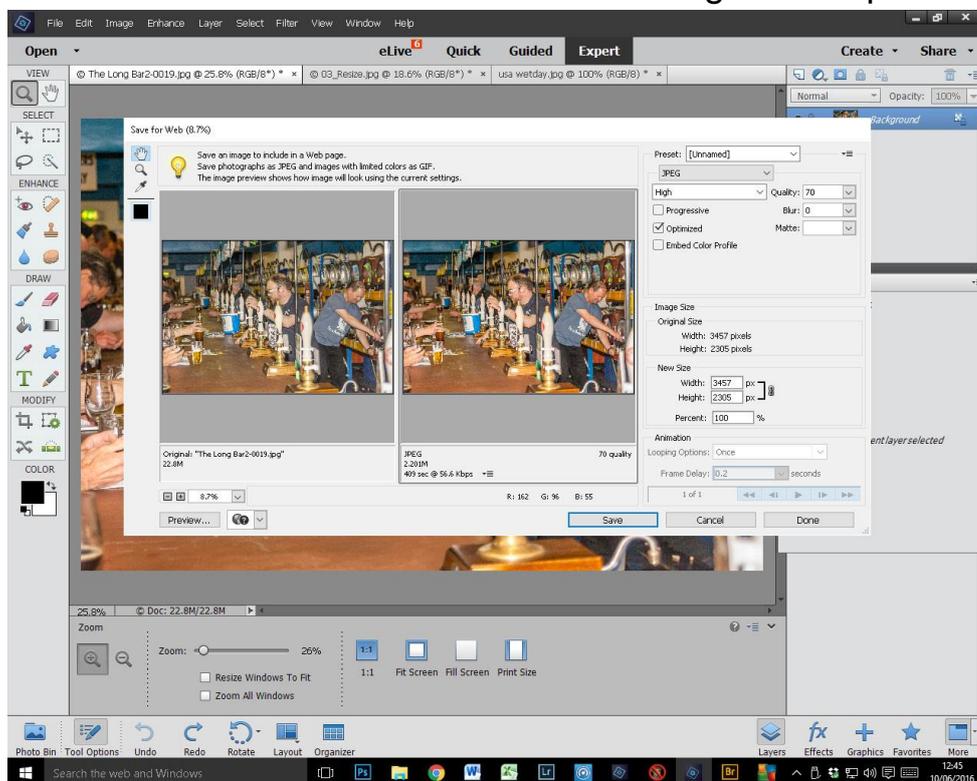
## 1.3 How

Prints – Open the image, check the file information. Image not at 300ppi, need to resize. Disable 'Resample' and change 'Resolution' to 300ppi. Not having the 'Resample' option enabled will reduce the physical dimensions of the image. Check that it's still close to the dimensions that you need for the print. This will depend on how low the resolution was before you increased it and how large the physical dimensions were at the start. If OK click OK. If the physical dimensions of the file have reduced below your likely print size you

will need to enable 'Resample'. Change the ppi to 300 and you will now see that the file dimensions have increased and with this the overall file size, with 'constrain Proportion's ticked change height or width to your likely print size or approximately back to what the height or width was before starting the resize process. Will this work with a small low res file from a phone? Yes it will (don't expect miracles if it's not a decent picture to start with).

Projection/monitor – If 'Resolution' is between 72 and 100ppi definitely do nothing. If greater than 150 you can resize. Without 'Resample' enabled reducing the 'Resolution' will increase the physical dimensions but have no effect on the file size. If this isn't an issue click OK. However, if you want to reduce the overall file size enable 'Resample' and change the 'Resolution' ensuring that 'bicubic sharper (best for reduction)' is selected. This time the physical dimensions don't change but the overall file size reduces.

Web – Open the file and check file details as normal and if you want to reduce the file size for use on the Web follow: - First step is as above but just set the length of the longest side to around 5 inches with 'Resample' ticked, and 'bicubic sharper (best for reduction)' selected, click OK. From the menu bar select 'File'/'Save for Web'. A box containing lots of options opens.



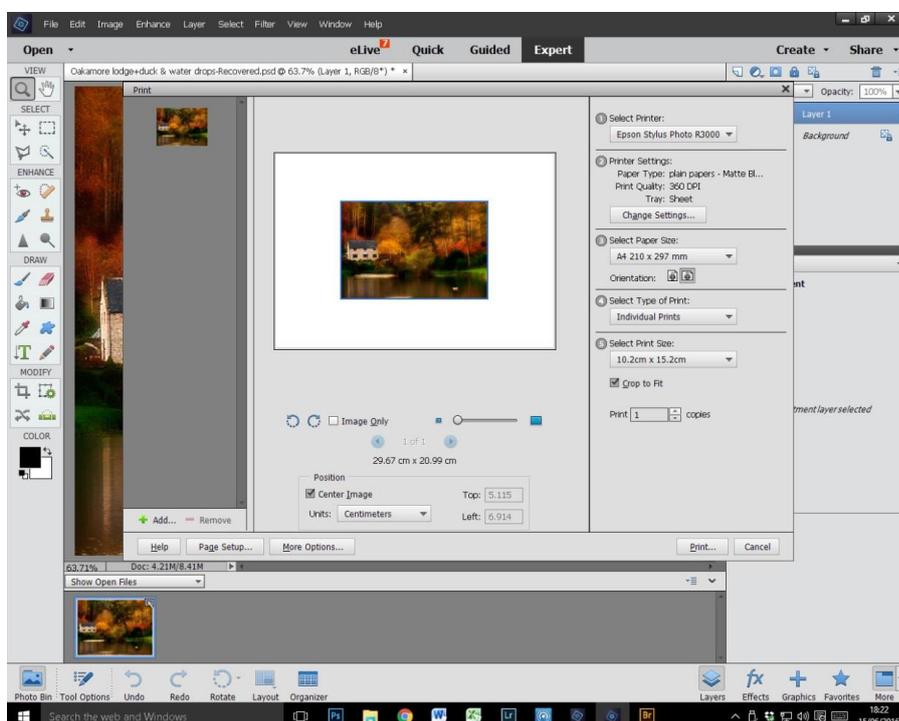
First option to change is bottom left just above the word preview where a number with a % sign is. Change this to 100% so you can see what is going on. Point the cursor at one of these windows and you will see the move hand appear. You can push the image around to find the best sample for details. You should have 2 image windows open one showing the original quality and the other showing your current quality/file size choice. Next options, normally ensure that file type is set to jpeg. The little box under jpeg will show 'High' or

'Medium' etc. You can either select one of these options or use the box to the right called 'Quality'. Click on the little triangle and a small slider appears, move left or right to vary the %. 100% still gives a significant reduction in file size so if you started with a smaller file that might be OK. Otherwise you need to balance Quality v file size by trial and error observing the results in the right hand image window. Give the computer time to respond before comparing. A blue progress bar can be seen near the bottom of the options box. Once you have a good balance you can 'Preview' as a web page by clicking on the 'preview' button bottom left. Once you are satisfied click 'Save' deciding where you want to save the version as you would normally. It's useful to include the word web in the file name to easily differentiate this small file from the other versions of the same picture.

## 2. Printing Your Work

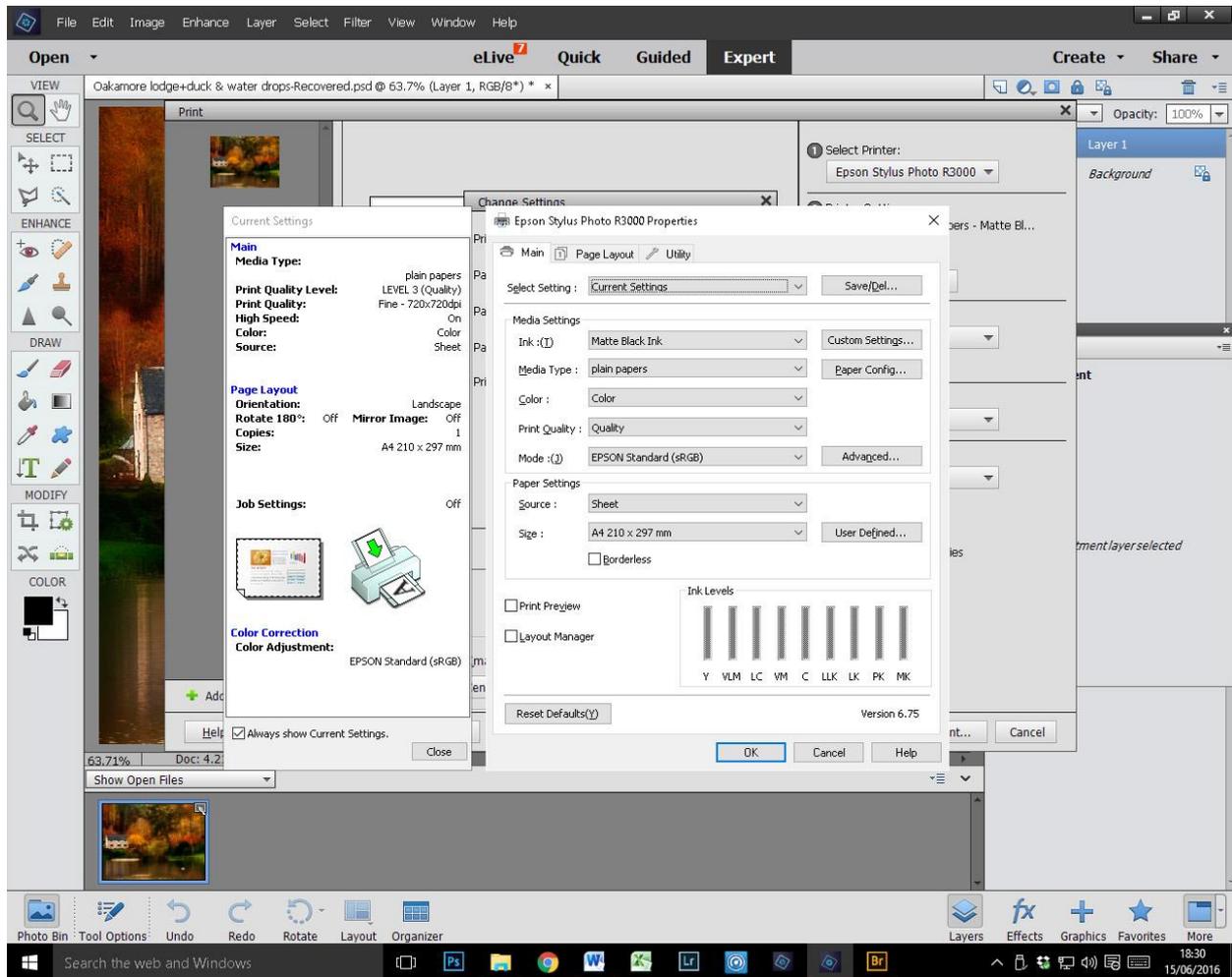
This can be a satisfying extension to your photography if you have strong feelings about how your work should be presented. You decide what to print on (paper types), what size, quality etc.

The 'Print' option is found in 'File' on the Menu Bar towards the bottom of the dropdown list. Selecting 'Print' opens up a separate window that requires you to make a number of selections. This process is complicated by the make and model of the printer attached to your computer as each printer manufacturer generates individual 'Drivers'. My printer is an Epson R300 and this is the dialogue box offered for option changes with my set up



The good news is that although the box you see on your set up may look a lot different the information you need to find is the same so it's a bit of a digital 'Hide & Seek' to find it.

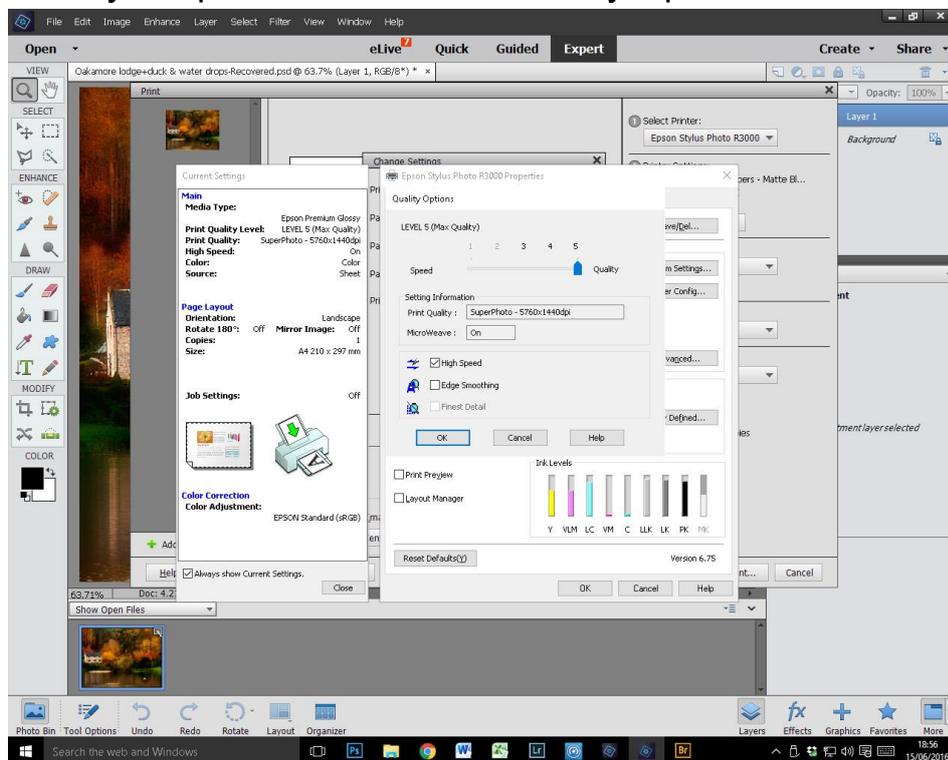
We need to start (on this screen) at the top to ensure the default printer is the one you want to use. Most of you will only have one so it's probably the default printer. Under that we have 'Printer Settings' and these must be checked. Clicking on 'Change Settings' gives us another box and we need to click on 'Advanced Settings'. Guess what, another box: -



The pane on the left shows the current settings but its best to concentrate on the pane to the right as this is where the settings are changed.

With the Tab at the top set to main the first setting '**Select Setting**' is where any pre sets are found and there are some there already but you can save your own as well. However, you have to create them first as frequently the ones set up by the printer supplier might not be exactly what you want. Move on to '**Media Settings**', the first one being the choice of **ink**. In the case of my printer I have a choice of 2, many systems will only have 1. '**Media Type**' (paper), clicking on the dropdown reveals the possible options. You will find that some combinations are not compatible and the system will not allow you to make certain combination selections. That's because for example you

should not use Photo Black ink on a Art Paper. Next is '**Colour**' and the system needs to know if you are printing a picture that has colour in it or is it a picture made up entirely of black & white and all the shades of grey in-between. '**Print Quality**' comes next and for printing photographs you need the best quality your system can print at and with my set up that means selecting 'Max Quality' but note in the left pane the details shown have changed to 'Super Photo – 5760x1440 dpi, that's OK but below there its showing High speed – ON. This needs to be turned off. Click on the 'Print Quality' dropdown and select 'Quality Options',



another box with a tick in 'High Speed'. Click on this to disable it and click OK. Now we move on to '**Mode**' and another dropdown. Because we have selected colour in the 'Colour' box the 'Mode' options are all about colour profiles but because we are printing our own work edited in Photoshop we don't want our printer interfering with the colours printed out. So we select 'Off (no colour adjustment)' and move on. '**Paper Settings**' is where you tell the printer what form the paper is and what size it is. 99% of the time you will be working with a single sheet so all you have to consider is what size it is. A dropdown list reveals the options. The tick box immediately below labelled '**Borderless**' is exactly what it says and prints to the edge of your paper. Below that is another tick box '**Print Preview**' which if ticked will show a graphical representation of your paper and image as a final stage just before printing. That's it on this dialogue box apart from the tab at the top 'Page layout' which is where you tell the printer if you are printing 'Portrait' or 'Landscape' format. There are plenty of advanced settings as well but at this stage we do not need to concern ourselves with them. Click OK until you get back to the original Print driver window. After 'Change Settings' where we

have just been we now have **'Select Paper Size' & 'Orientation'** which we can now ignore as we have just set those. **'Type of Print'** will normally be set at 'Individual Prints'. **'Select Print Size'** is very useful as it gives you an advanced graphic of how much of your sheet you will use on each setting. The tick box **'Crop to Fit'** will, if ticked expand the print to cover the paper/printing area but will result in part of your picture not being on the print. This may be acceptable if there was no important detail on the lost edges. However, if there were you have the opportunity to try adjusting the crop. Point the mouse cursor at the preview and it will change to a hand. Now you can recompose the image by clicking and dragging to get the most suitable crop. You can achieve similar on the set sizes by using the zoom slider below the preview to fill in areas of blank paper and again clicking and dragging to give the ideal composition. If you want to print 100% of your photograph and you want to use as much of the paper as possible without cropping then select 'Custom' from the 'Select Print Size' options. This will open another dialogue box where you can tick the box that says **'Scale to Fit Media'**, click 'Apply' and then OK. At this point you need to tell the printer how many copies you want to print. Finally just when you thought you had finished there is a box bottom left **'More Options'**, click on it. First option is **'Printing Choices'** where you probably don't need to go but it's useful if you want a coloured border round the print but if you do it's better to apply it in Photoshop. The next option **'Custom Print Size'** we have already dealt with. The final one is very important 'Colour Management'. 'Colour Handling' should be set to **'Photoshop Manages Colour'**. 'Printer Profile' is badly titled as it actually selects the appropriate Profile for the paper you are using. All papers have their own colour profile, usually referred to as the ICC profile. If you really want to know more look it up on Google. Basically these tiny bits of instructions tell the printer how much of each ink it needs to deposit to get the correct result. The amount of ink required varies depending on the media in use i.e. ink and paper type. Click on the dropdown triangle to reveal the options, look for the one relevant to the paper you are using and select it. There will be profiles specific to the printer producers, loaded when you first installed your printer. If you buy paper and inks from another supplier they will normally supply the appropriate ICC profiles and instructions on how to load them. The final one 'Rendering Intent' tells the printer what to do if it hasn't got exactly the right colour in its repertoire. Most of the time it won't make much difference to the look of your print but if set on 'Relative' your print looks as though some of the colours are not quite right try again with 'Perceptual' selected. (Please remember that a blocked ink nozzle is normally the reason for colour not looking right). When finished click OK. Now click on 'Print' and if everything is OK your photo will progress to printing. If however, you get a

message window telling you that your print will be printed at a dpi less than you desire you need to go back to 'Resize' and change the 'Resolution' as described above.

Happy Printing.

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