

Prep to Use

notes

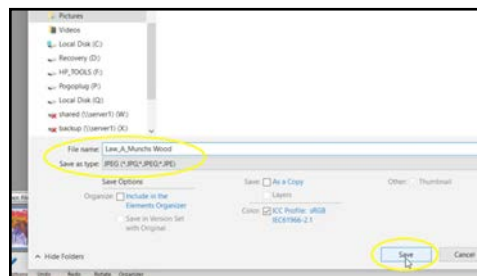
Save It

Now that I've got the image sized for the show entry, it's time to—save it.

Save the Image

I'll save the image as a JPEG file, which is what most shows want, but give it a new file name. This is very important—never save the resized image over your master by using the same name because you will permanently change the resolution of the master image.

Click File on the top menu bar and Save As. In the file manager window that opens, type in the new file name.



The show prospectus often will specify how the organizers want files named so they can properly identify your images. If it doesn't, I suggest using your last name, first name or initial, and a shortened title for the work—each part separated by an underscore character for readability. Remember to not use any special characters in the file name, except for a dash ("-") or underscore ("_").

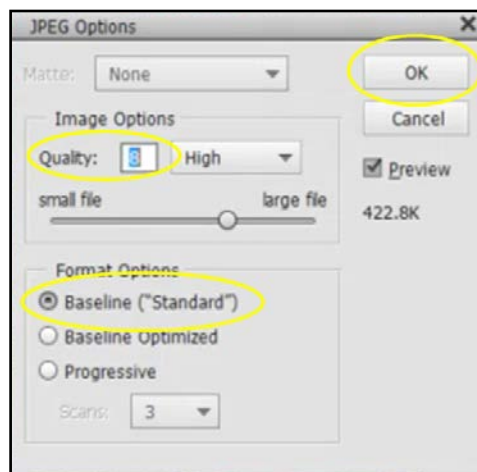
Select JPEG as the file type (.jpg) using the dropdown (or another type if the prospectus asks for something different). Then click the Save button.

JPEG Options

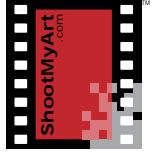
The JPEG Options window will now open. At the top is the Image Options section. This is where you'll set the image quality—the amount of compression used when the image is saved and the resulting size of the JPEG file.

Select a Quality level from the dropdown or type a number in the box. Higher quality here means less compression and a larger file size.

For show entries and most other uses, I suggest High or Maximum Quality—8 or higher. For images to be posted online, Medium Quality is sufficient and keeps the file size small for faster loading. The numbers, by the way, are only an adjustment scale from 1–12 and don't actually mean anything.



If the "Preview" box is checked, the approximate file size is shown.



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In the lower section are the Format Options. Check that "Baseline (Standard)" is selected. Do not use the "Baseline Optimized" or "Progressive" options because they will not display the image properly for jurying. Then click the OK button to finish saving the file.

Saving the Image

1. Find a recent show prospectus and write out the naming requirement here:
2. Now write out a file name according to the requirement, but using your information:
3. Open an image in Photoshop® Elements (or another photo editing program on your computer).
4. Click on File and Save As in the menu bar to open the file manager, then type the new file name (from above) in the box.
5. Use the file type dropdown to select the JPEG (.jpg) format (if not already selected). Then click Save.
6. In the top section of the JPEG Options window, click on the dropdown and select Maximum quality. Check the Preview box (if not already checked) and write the file size here: ____K.
7. Now type "8" in the Quality box. Write the file size here: ____K.
8. Then click on the dropdown and select Medium quality. Write the file size here: ____K.
9. In the lower Format Options section, is "Baseline (Standard)" checked? Yes No If no, check it. Then click OK to save the file.
10. What do you notice about the relationship between the Quality setting and the file size? Why is that?