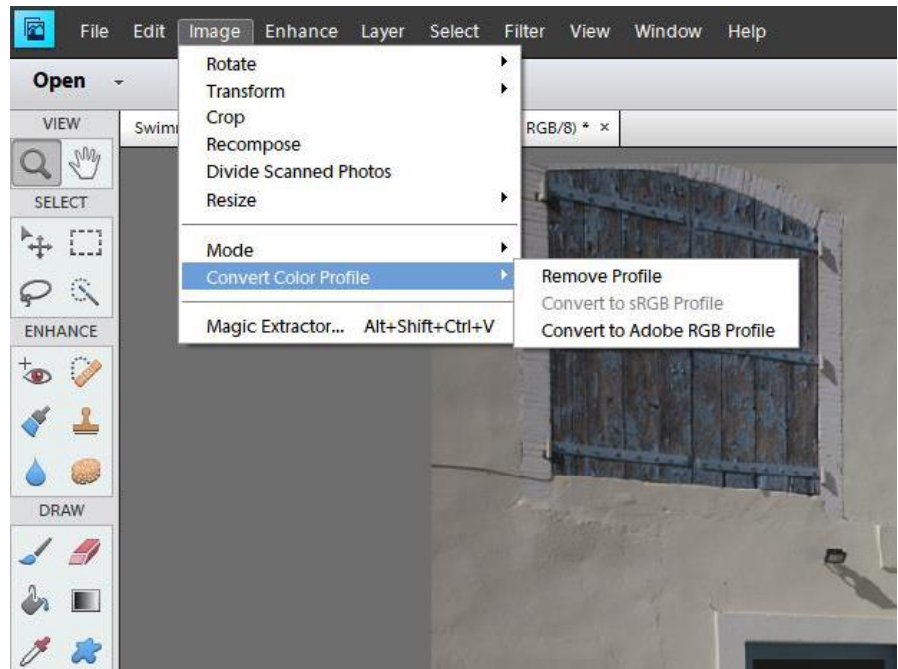


## Creating PDI's in PS Elements

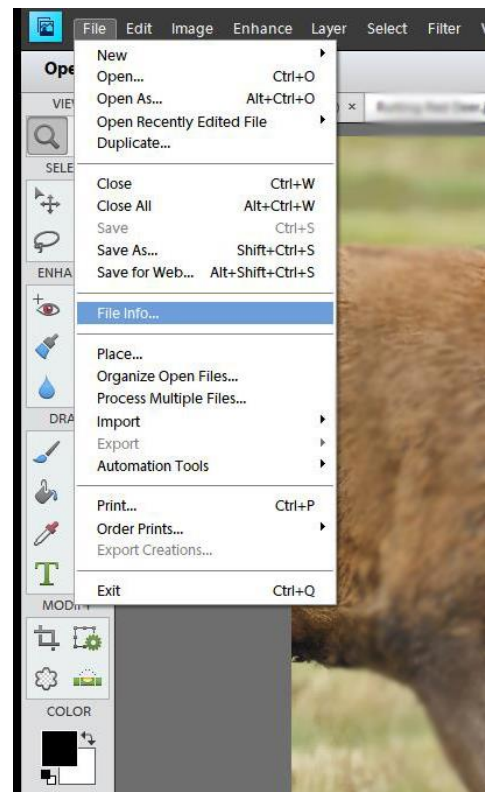
1. Open your jpeg image in Photoshop Elements Editor
2. Check that the image format is sRGB

3. Convert to sRGB is greyed out opposite as the image is already in sRGB format. However to be sure you can convert to Adobe RGB format and then select image, drop down again to convert back to sRGB format. The image must be saved to make the change permanent.



4. The image properties of the PDI should contain the author's name (this can be set up in camera to automatically enter into your images) and the title of the image. The screen prints opposite show how this can be checked or edited in Photoshop Elements.

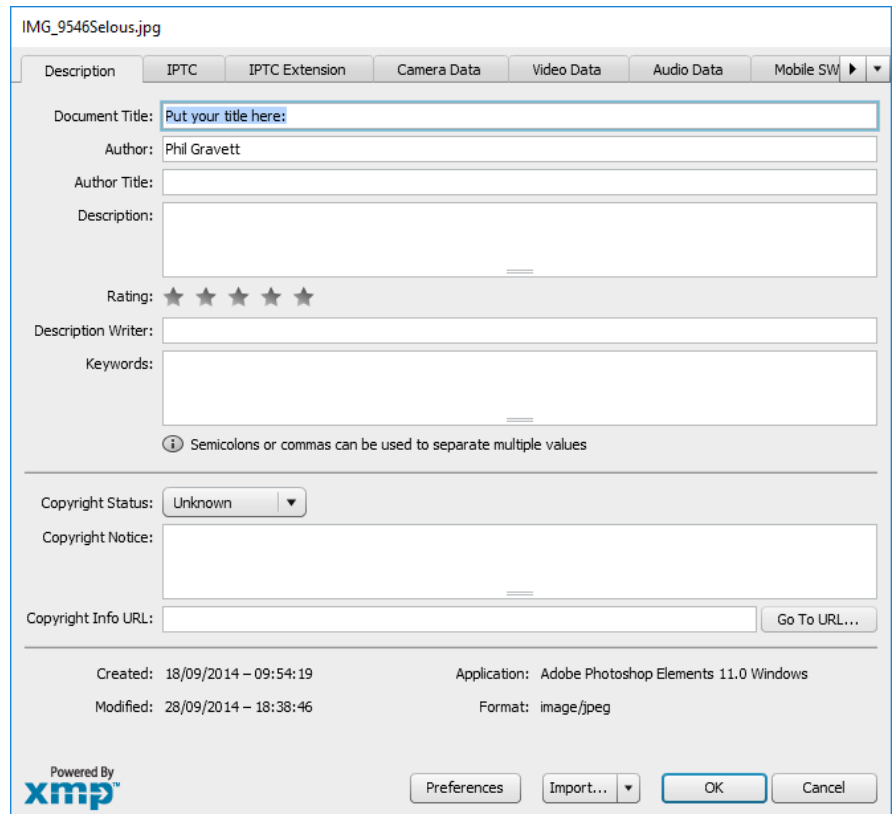
Select File from the top menu, then File info .....



5. The window below appears.

Enter the document title and your name as illustrated. Click on OK.

You must save the image to make the changes permanent



6. Image resizing can be done as follows:

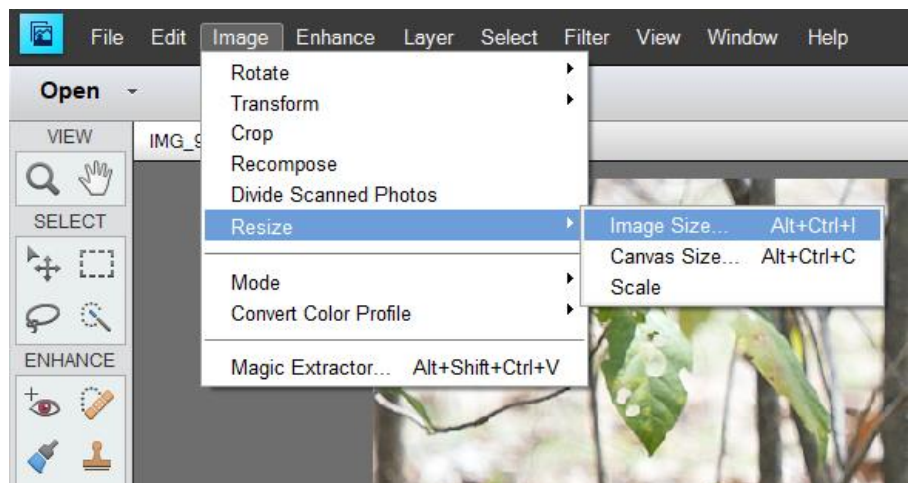
Image>

Resize>

Image Size

Shortcut:

Alt+Ctrl +I



7. The following dialog window appears:

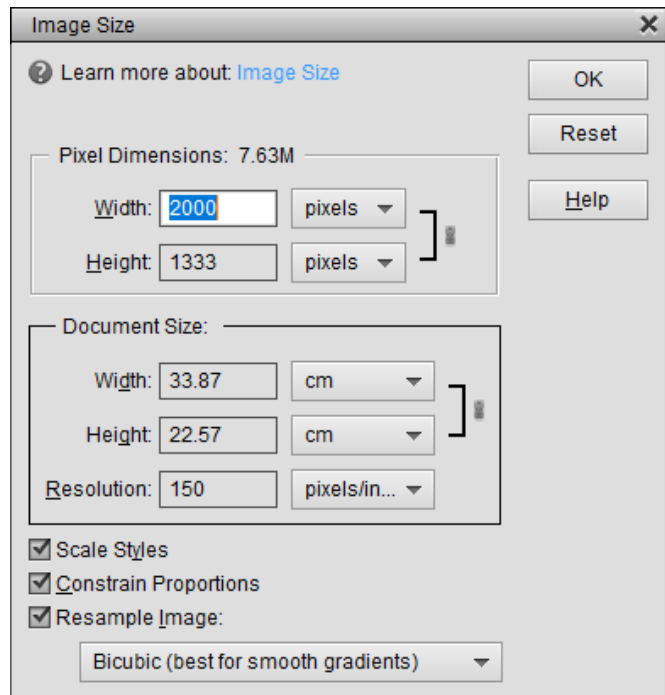
Constrain proportions box must be ticked.

Resize to 1600 pixels width by entering this amount in the width box.

The height pixels will change automatically in proportion.

If these are still greater than 1200 pixels then enter 1200 in the height box.

The width box will automatically decrease to an amount less than 1600 pixels.

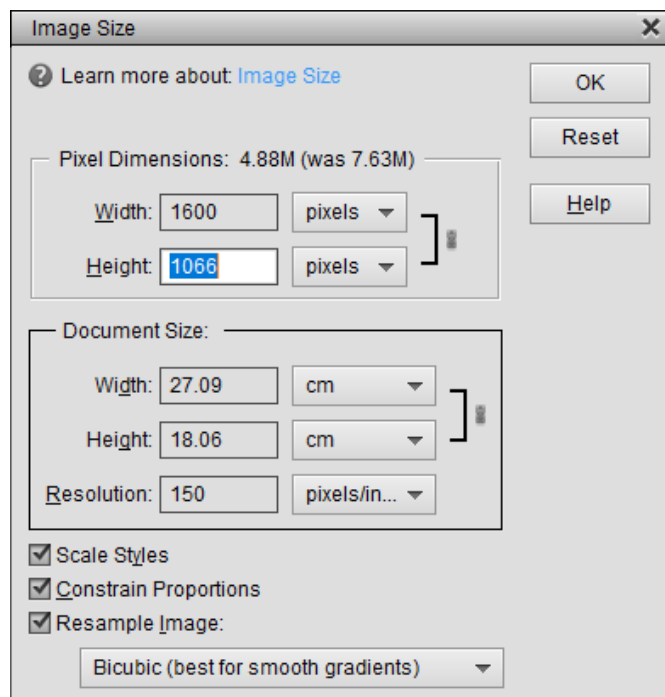


8. After changing the width and if necessary the height values the widow should look something like this.

Note that the width is the 1600 maximum dimension here and that the height is less than 1200. Sometimes the height will be the maximum dimension at 1200 pixels and the width will be a lesser amount than 1600 pixels.

Click on OK.

**Remember to save the changes to your image.**

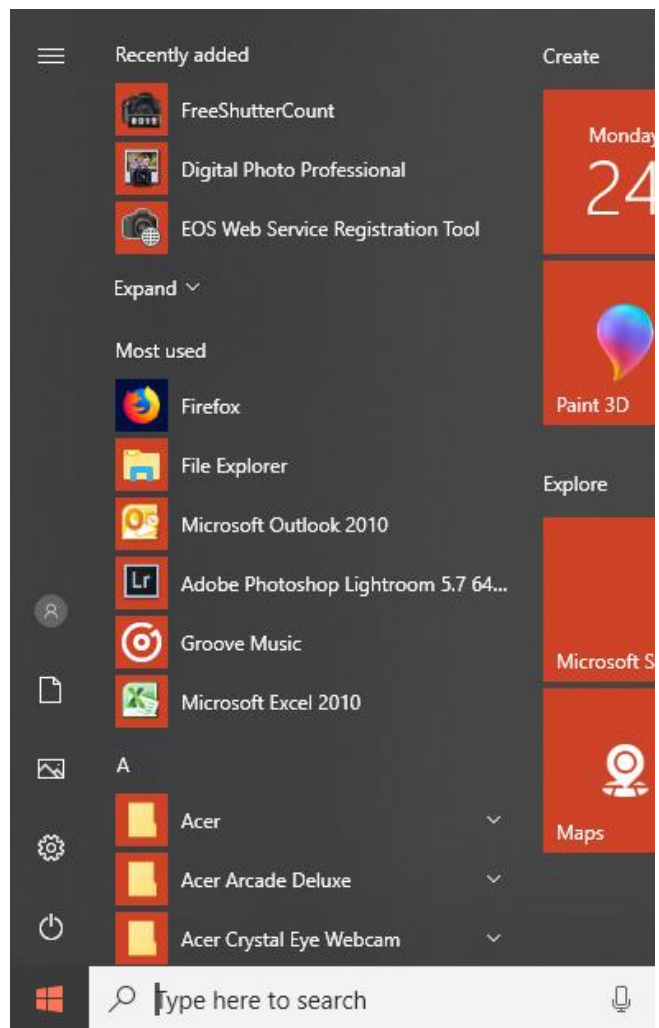
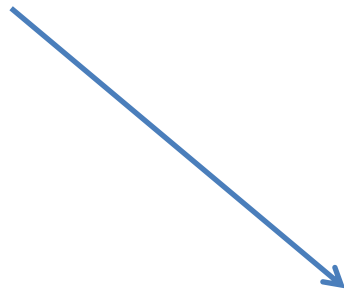


9. Finally check that all your edits above have been successful using windows explorer:

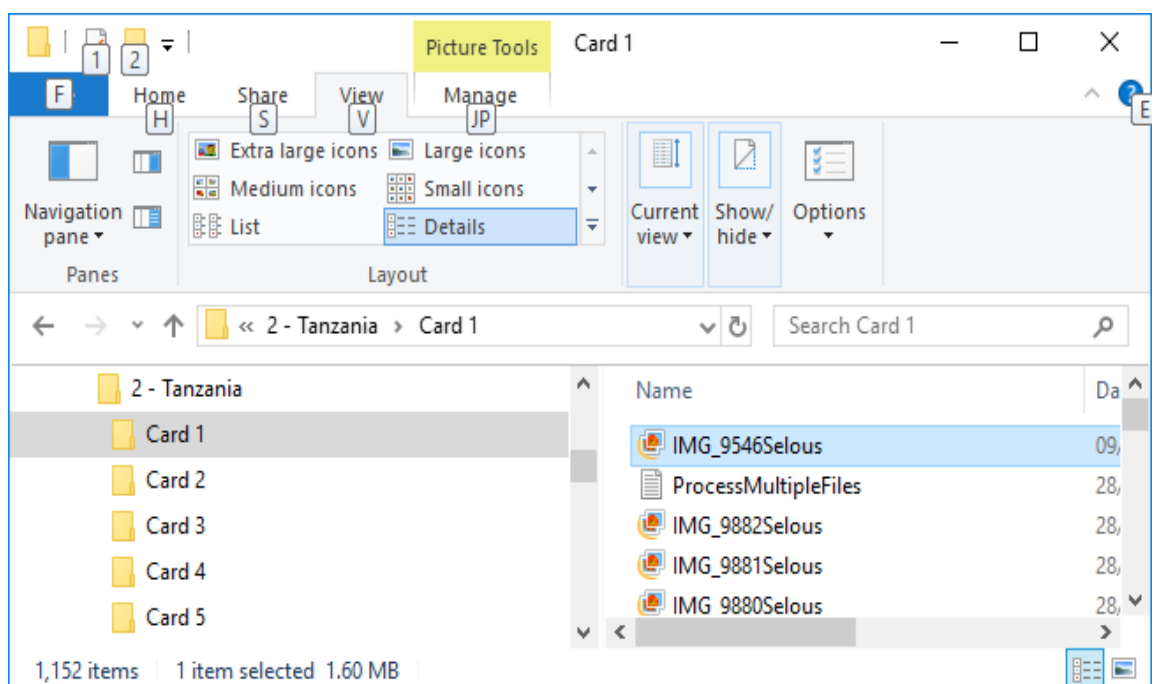
Please note that windows explorer is now known as file explorer in Windows 10.

The easiest way to find file explorer is to click on the pictures icon in the windows start menu. See opposite

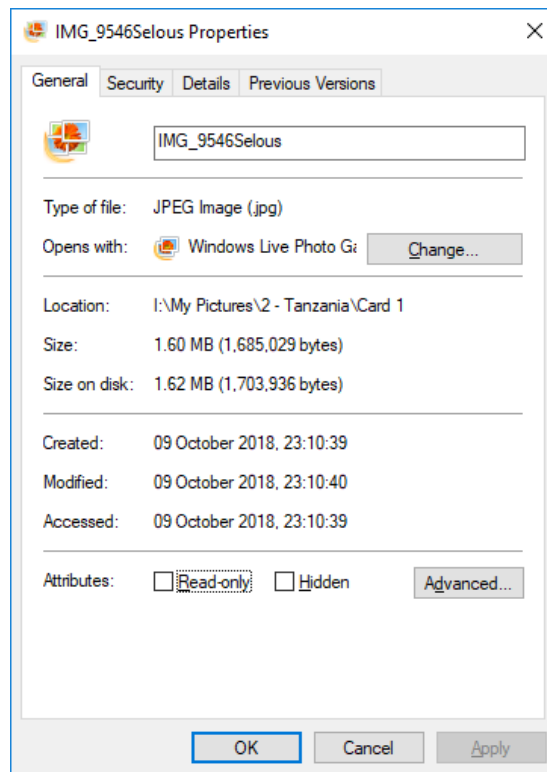
The picture and documents icons on the left hand side will get you into file explorer.



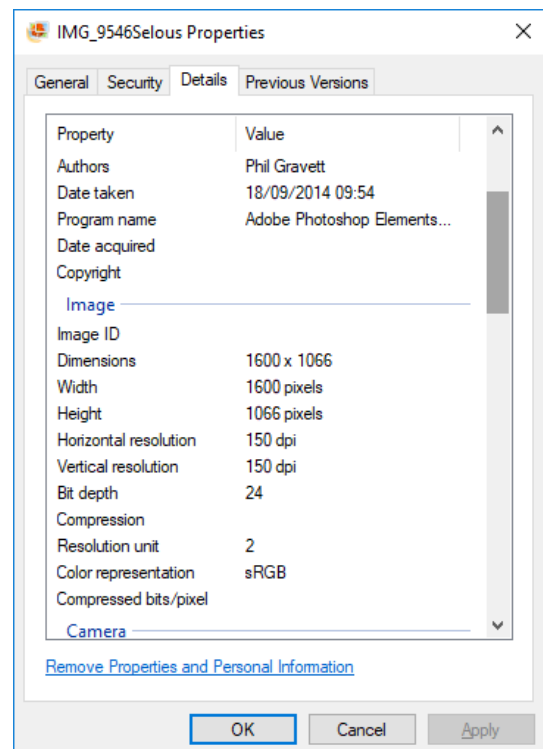
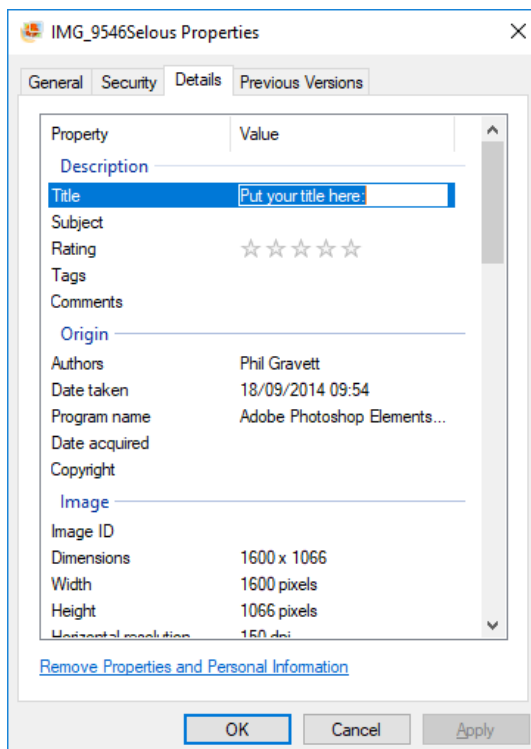
10. Navigate to your image and right click on it:



11. Select Properties at the bottom of the drop down menu. A window similar to below will appear.



Select the details tab.



All PDI requirements met?

PLEASE NOTE THAT THE IMAGE TITLE AND AUTHOR CAN BE EDITED IN THESE WINDOWS, BUT NOT COLOUR FORMAT OR IMAGE DIMENSIONS.

Click apply and OK after editing author and title if necessary.

DONE

Phil Gravett 10 October 2018