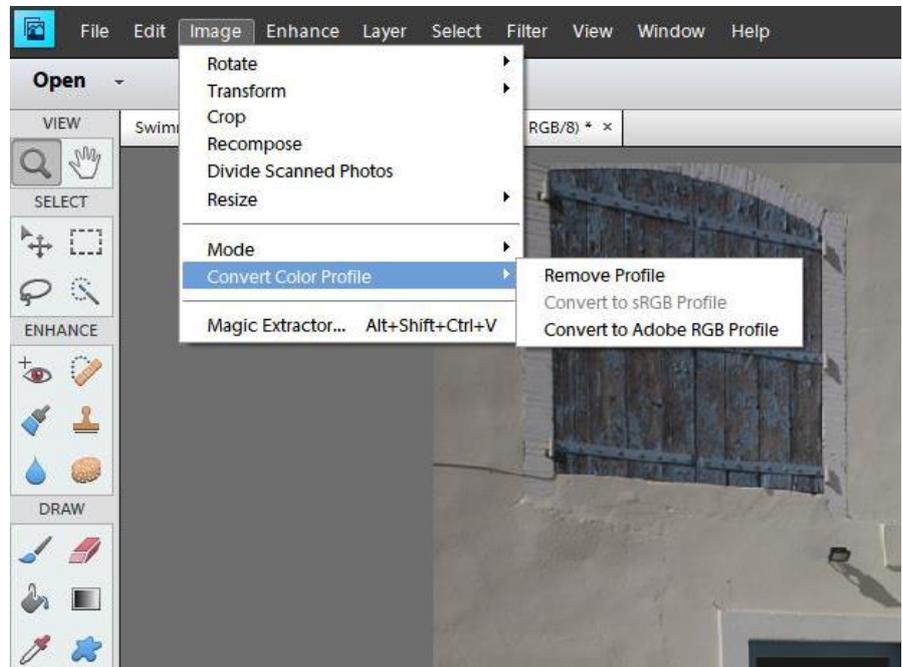


Creating PDI's in PS Elements

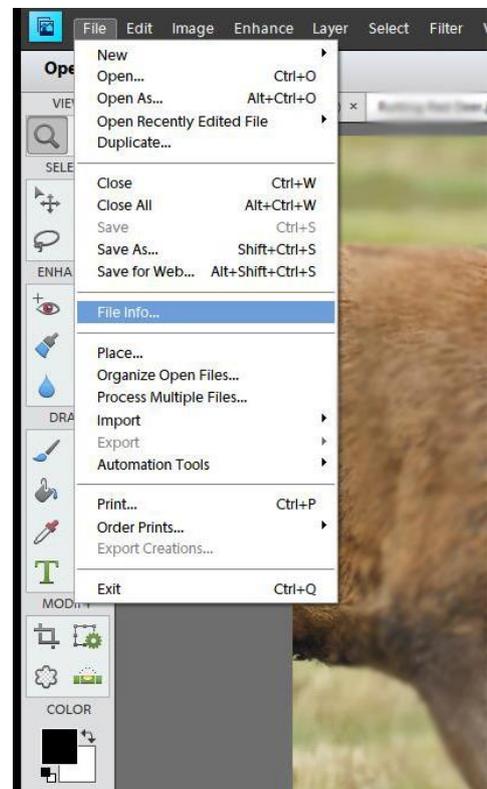
1. Open your jpeg image in Photoshop Elements Editor
2. Check that the image format is sRGB

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.

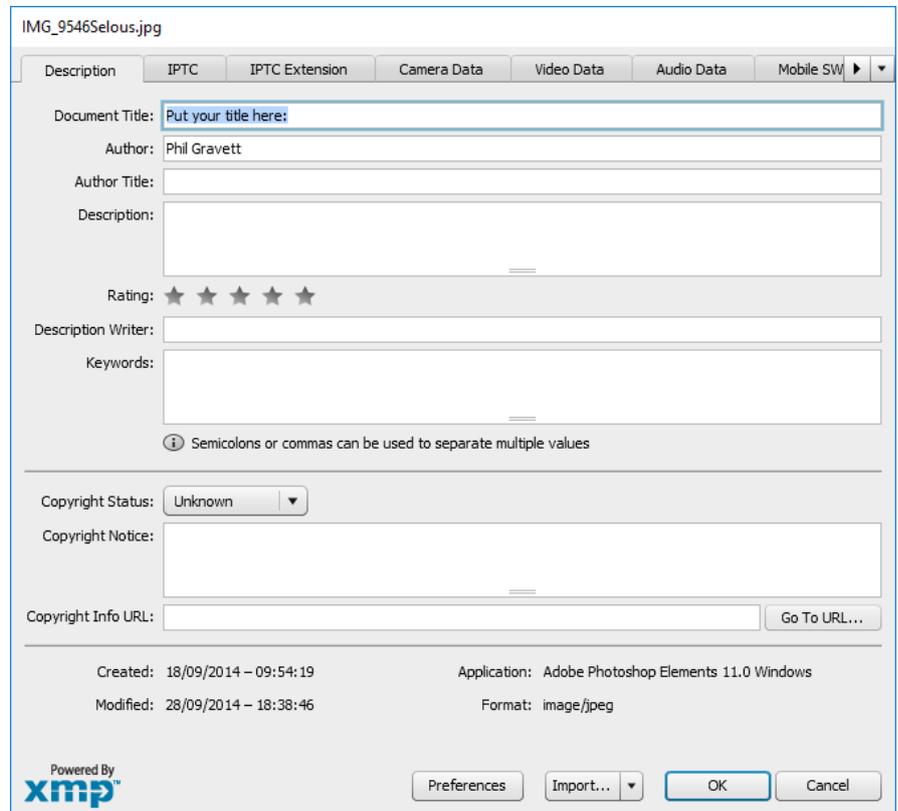
Select File from the top menu, then File info



5. Make sure that you select the description tab. 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:

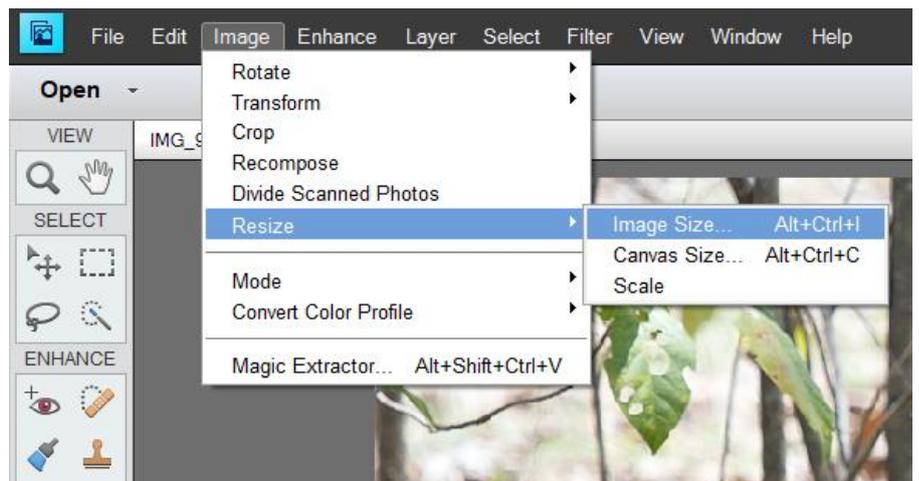
Image>

Resize>

Image Size

Shortcut:

Alt+Ctrl +I



7. The following dialog window appears:

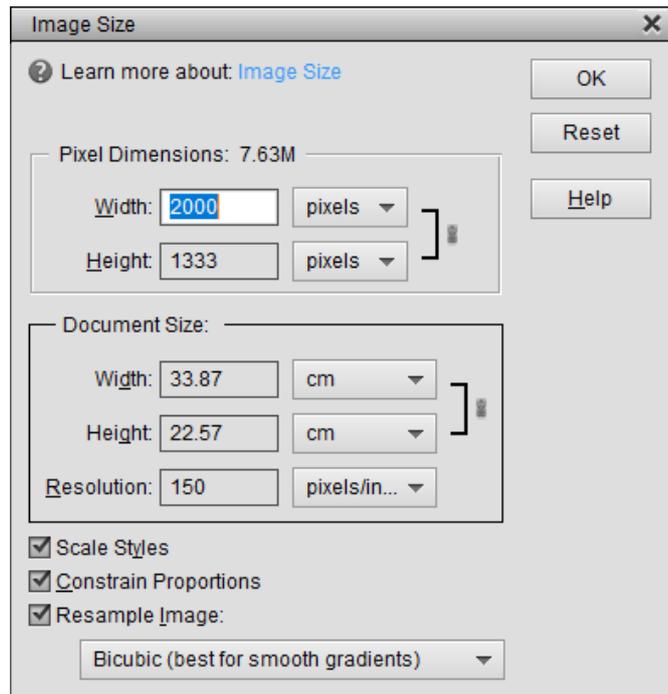
Constrain proportions box must be ticked.

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.

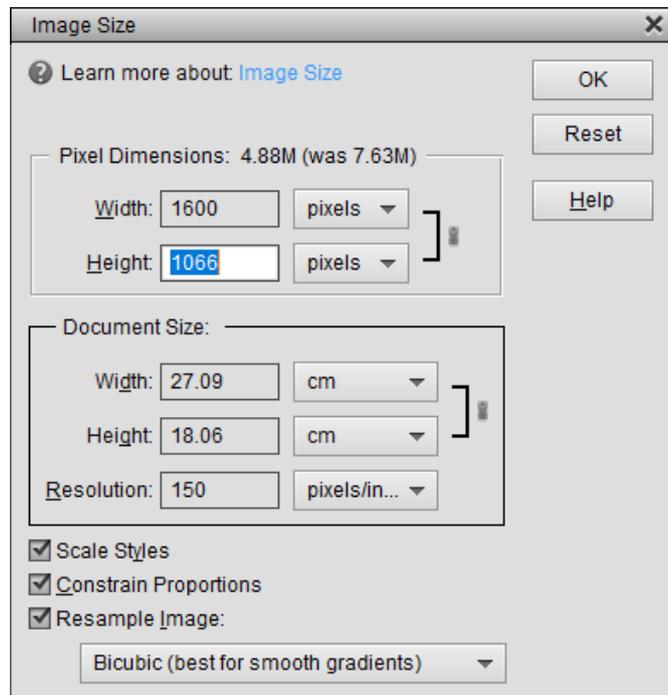


8. After changing the width and if necessary the height values the widow should look something like this.

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. Save the image into a folder of your choosing on your Mac

10. ZIP your images to be e-mailed into a zip file

11. Open your e-mail program on your Mac and compose your e-mail

12. Lastly attach your zipped file onto the e-mail and send

Phil Gravett

11/1/2019