

Photoshop for Print & Web

The following instructions simplify some basics you will find yourself using most of the time.

For Print

Photos should be stored in the data/photos/school year folder. Create a folder with your name in each of the 3 seasonal folders. To prevent blocky or pixely images when printing, the most important rule is to use 300 pixels per inch (ppi) for resolution.

FOR A NEW DOCUMENT

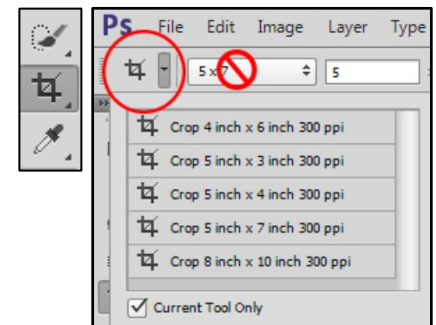
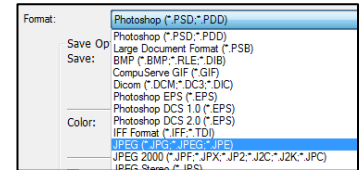
1. **File/New** – Name your file, adjust the desired width and height in *inches*, and set the resolution to 300. Click OK

FOR AN EXISTING IMAGE (METHOD 1 – KEEP SAME SIZE)

1. **File/Open** – Navigate to the folder where the original image is.
2. **Image/Image Size** – Modify document size if desired and change resolution to 300.
3. **File/Save As** – Name your file and in the format drop-down choose jpeg and click save.
 - In the jpeg options dialog box set quality to 12. Click OK

FOR AN EXISTING IMAGE (METHOD 2 – CROP TO NEW SIZE)

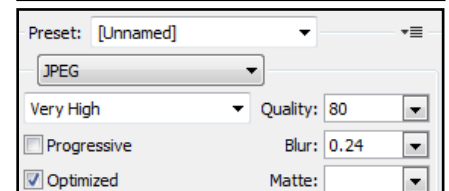
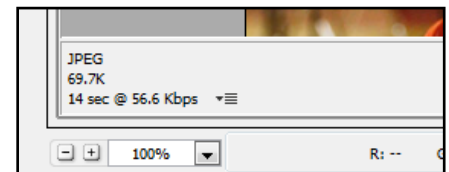
1. **File/Open** – Navigate to the folder where the original image is.
2. **Crop to Desired Size with Crop Tool**
 - In the tools palette on the left, choose the crop tool.
 - Choose the desired crop dimensions from the upper FAR left drop-down.
3. **Click and drag the crop tool** around the section of the photo you want to use and then hit enter.
4. **File/Save As** – Name your file something different than the original and in the format drop-down choose jpeg and click save.
 - In the jpeg options dialog box set quality to 12. Click OK



For the Web – Individual Photos

Images for the web should be smaller in dimension, file size, and resolution in order to load fast.

1. Create a folder in your website/images folder that is the name of your event. (NO CAPS, NO SPACES, NO SYMBOLS)
2. **File/Open** – navigate to the folder where the original image is and open it.
3. **Modify Image** – as desired; crop, filters, rotate, brightness etc.
4. **Image/Image Size** – Modify Image Size from menu
 - If Horizontal image; 700 pixels wide
 - If Vertical image; 600 pixels high
5. **File/Save for Web** – This will optimize the file size for faster download.
 - The bottom left of optimize dialog box shows file type & size of optimized image. This should be jpeg for photos and not much bigger than **100k in size**.
 - In the upper right hand corner choose **jpeg** - quality no smaller than 60. **80 quality** is good. Check to see if the optimized file size is around 100k in the lower left of the dialog box
 - **Click save** – navigate to the website folder/images/event folder and save the image with a simple name with no caps/no symbols/no spaces. ex: joefishing.jpg
6. **Create Thumbnail** by modifying the Image Size from the menu
 - **Image/Image Size** – Thumbnails are always the same height **ex:100 pixels high**; don't worry about width.
 - **File/Save for Web** – Click save; navigate to website folder/images/event and save photo with the same name as "bigger photo" but add **_thumb** to the end of the file name. ex: joefishing_thumb.jpg
7. **Close photo without saving! Click NO!** You don't want to save over the original photo with the thumbnail.



Bridge for Organization & Galleries

The following instructions help you organize and rename your photos as well as generate galleries.

Organize and Rename

This handout assumes you have put all photos in the data drive photos folder in the proper year/grade level/season.

1. **Folder Name** – Name the folder with important information – event/group/club/teacher.
2. Bridge opens by default in the **ESSENTIALS** view (Top right corner)
3. **Folders Panel** – Top left, click on **FOLDERS**. Each panel has a tab with its own name.
 - **Click triangles** – to expand computer/data/photos/year/grade level/season/ then click on the event folder.
 - **Rename or New Folder** – If you need to rename or create a new folder, do this by right clicking.
4. **Content Panel** – The files in the content panel are thumbnails that you can select to preview, rename, reorganize order, or delete. If you double click, the photo will open in Photoshop.
 - **Rename or New Folder** – If you need to rename or create a new folder, do this by right clicking.
 - **Delete** – Click on a thumbnail to see the preview in the **PREVIEW** panel. Decide whether you want to keep or delete. Hit delete on the keyboard or right click delete.
 - **Reorganize/Sort** – You can manually drag the thumbnails into any order you want or you can have Bridge sort for you. Click on the **VIEW/SORT** menu at the top. Choose the type of sorting you want. I usually use date created.
 - **Batch Rename**
 - Select all the thumbnails in the content panel. **CTRL A** or **EDIT/SELECT ALL** from the top menu.
 - Click **TOOLS/BATCH RENAME** in the top menu.
 - Use at least 2 types of renaming boxes. Sequence Number and Text are used most often.

New Filenames				
Sequence Number	1	Four Digits	-	+
Text	-bbballsseeger13		-	+

Generate Website Photo Galleries

Images for the web should be smaller in dimension, file size, and resolution in order to load fast.

1. Change to **OUTPUT view** from the top right corner.
2. **Content Panel** – Select all the images you want in your gallery.
3. **Output Panel (For Murphy)** – Click on the **WEB GALLERY** button
 - **Template** – Choose **HTML Gallery**
 - **Gallery Title** – Can have caps & spaces
 - **Color Palette** – Up to you – SN uses grays & blacks
 - **Check Show File Names**
 - **Preview Size** – 550px
 - **Quality** – 80
 - **Number of Columns** – 5
 - **Number of Rows** – 3
 - **Gallery Name** – NO CAPS NO SPACES NO SYMBOLS
 - **Save Location** – Browse to your event folder in the data/photos folder
 - **Click Save**
 - **Email Murphy** that you have a gallery ready for the web & where it is located

