

## **SAVING as a JPEG**

To save a file as a jpeg, make sure it is **8** and **not** 16 bit otherwise this format is not available. To check the bit size go to **Image** in the Menu Bar at page top, then **Mode** and finally down to **8 bits** and **click**. Go to **Save As** under the file menu and in the dialog box that follows enter the file name (if it is to be different from the original) and select **JPEG** in the **Format** drop down box.

## **CROPPING to size and resolution (and straighten if necessary)**

To crop an image to a specific size and resolution:

Open the image file in Photoshop and select the crop tool in the tool box (**5<sup>th</sup> icon** down from the top).

On the **options bar** (under the menu bar at page top) the **crop icon** is on the extreme left followed by the adjustment boxes:

**Width** (in, cm, or px), **arrows** to transpose the width & height settings, **Height** (in, cm, or px) **Resolution** in **pixels/inch** or **pixels /cm**, a **Front Image** button and finally a **Clear** button.

Set the **Width** and **Height** in the units required in, cm or px (pixels)

Set the **Resolution** (300 pixels/inch for printing or 72 pixels /inch for screen display)

**Draw a marquee** to select the portion of the image required and **double click** to select the crop.

**If straightening is required**, before double clicking, release the marquee tool, the cursor turns into rotation arrow when hovered over the darkened 'cropping shield'. **Drag** the **rotation arrow** as required and **double click** to complete the crop.

The width, height, and resolution, will be **exactly** what you set! Clever stuff making it dead easy to crop to size.

*Note. If you click on the **small arrow** next to the **crop icon** on the left, there is a selection of preset common sizes at 300 pixels per inch. Clicking one of these sets the various boxes for you automatically.*

For completeness:

The **Front Image** button is used when the dimensions of one image are used to set those of a second. With both images open select the image whose dimensions are to be copied and press the **Front Image** button. This enters the image's height, width and resolution in the respective fields in the options bar. Switch to the image you wish to crop and draw a marquee, release and apply the crop and this image will be sized to the dimensions and resolution of the first.

The **Clear** button resets the width and height to zero.

Also, when releasing the crop tool and before double clicking to select the crop, the options bar changes to provide controls to change the **colour and transparency of the cropping shield** if required. The perspective check box should be left deselected.

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