

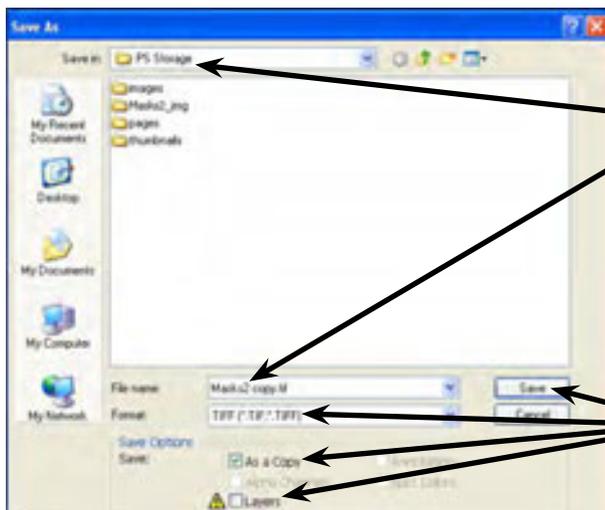
Saving Files

Photoshop provides a number of different formats and ways to save files. You have already saved files in the Photoshop format, but you can save copies of files or save files in compressed formats such as the JPEG format.

Saving a Copy of a File

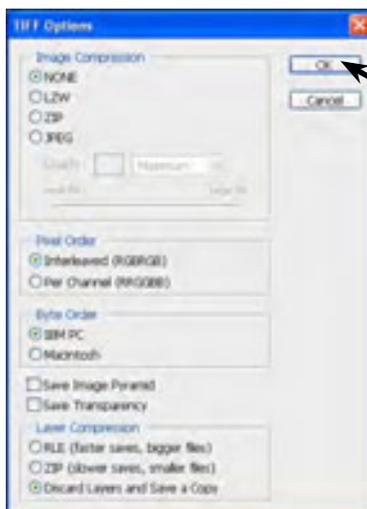
Sometimes it is advantageous to save a copy of a file so that the file can be used in another program such as Adobe InDesign. By saving a copy of the file you can turn off the layers to reduce the size of the file.

- 1 Open the MASKS2 file from your STORAGE folder and set the view to FIT ON SCREEN.
- 2 Display the FILE menu and select SAVE AS.



3 Access your STORAGE folder and leave the FILE NAME as MASKS2

4 Set the format box to TIFF which is a high quality format, turn on AS A COPY (copy will be added to the file name), turn off LAYERS and select SAVE.



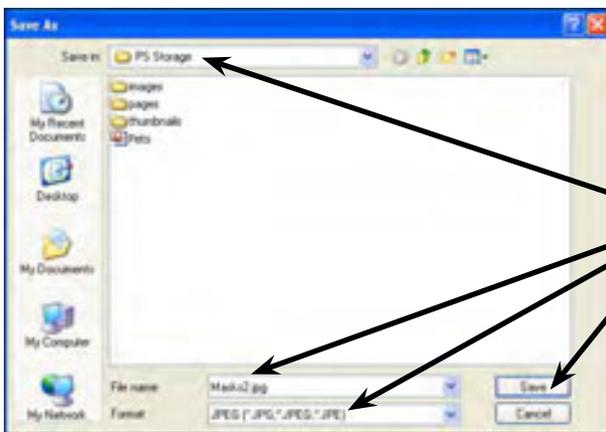
5 You will be able to adjust the TIFF format settings if needed. In this case, select OK to save the file.

- 6 The file is saved in your STORAGE folder, but the original file with its layers remains open.

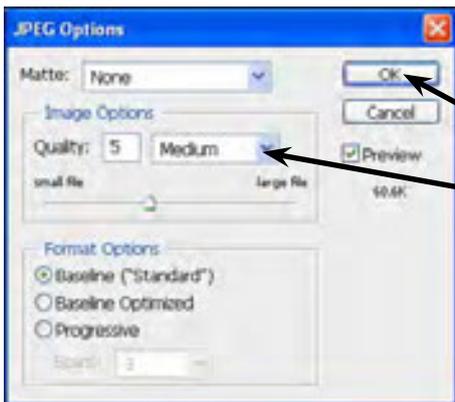
Saving as a JPEG Format

When you wish to save an image in a compressed format, the JPEG (Joint Photographic Enhancement Group) format is a commonly used format that is ideal for adding images to web pages, for e-mail or for importing files into other programs.

- 1 The MASKS2 file should be open. Display the FILE menu and select SAVE AS.



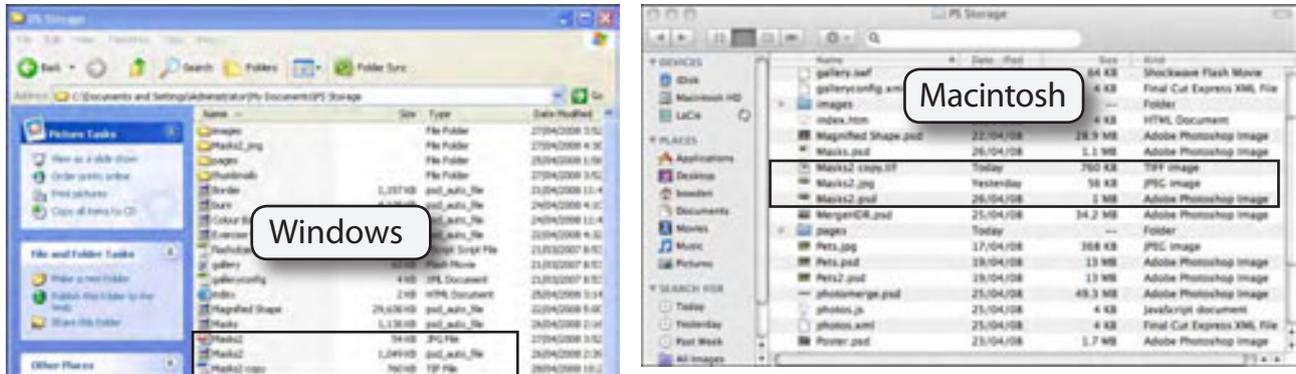
2 Access your STORAGE folder, set the format box to JPEG, the FILE NAME to MASKS2 and select SAVE.



3 You will be able to adjust the level of compression. Set the QUALITY box to MEDIUM and select OK.

NOTE: The more compression that you apply to an image the lower the quality the saved image has.

- 4 Open your STORAGE folder outside Photoshop and you can compare the file sizes of the original MASKS2.PSD file with the MASKS2.JPG file and the MASKS2 COPY. TIFF file.

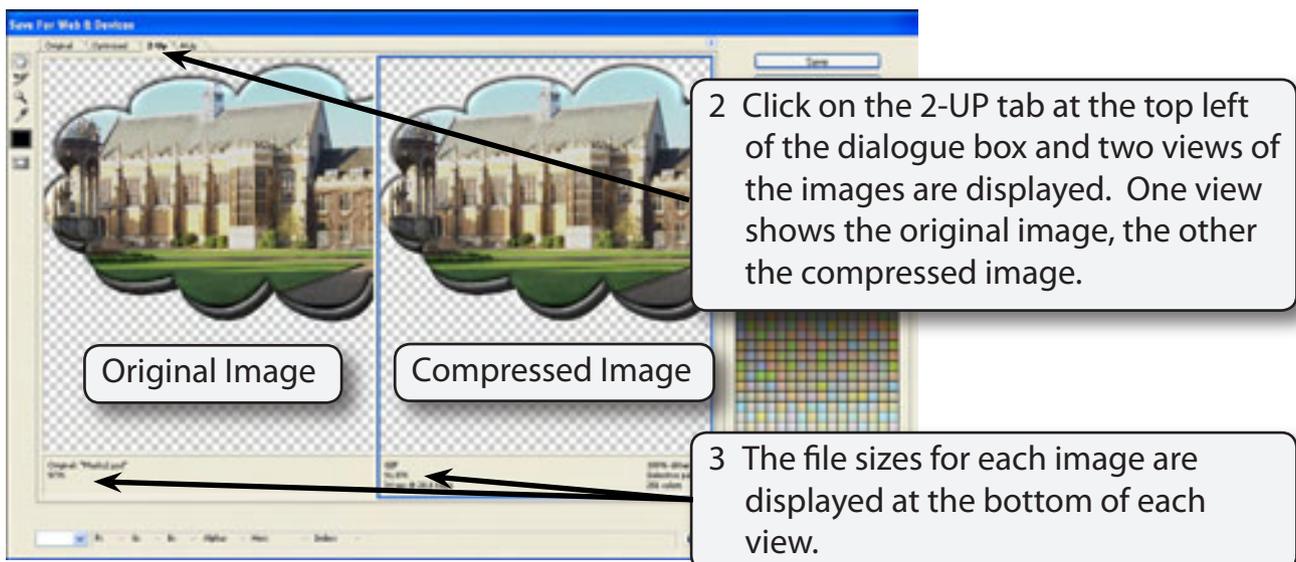


Saving Images for the Web

One of the main uses of Photoshop is in the creation of graphics for use in web sites. These graphics need to be the smallest size possible whilst still retaining their quality. The SAVE FOR WEB & DEVICES command helps you achieve this more accurately than guessing the amount of compression to apply to an image.

A Saving for the Web

- 1 The MASKS2.PSD file should be open. Display the FILE menu and select SAVE FOR WEB & DEVICES.



B JPEG or GIF Formats

There are two most common formats used for web graphics are JPEG and GIF (Graphic Interface Format), and you need to decide which is better for the image you are dealing with. In general JPEG is used for photographs where many different colours are used, GIF is better for images where less colours are used. JPEG files have a white background added to them whereas GIF files can be set to a transparent background. We are dealing with a colour photograph here so we will use the JPEG setting.

C Setting the Size of the Photograph

The larger the photograph the larger is its file size. Usually on web sites you do not need very large graphic images that take up the whole screen. So you can save file size by reducing the size of the graphic.

