

Visual Ethnography

Digital Photo Lab Workflow 2: **Printing And Slideshow Prep**

Once you have adjusted your photos in Camera Raw and Photoshop, you need to make them useable. As you may have noticed, Photoshop files are huge. You need to keep them this size for good printing, but you need to shrink them in order to send them by e-mail, insert them in PowerPoint slides, etc. This handout tells you how to do both, step by step.

1. **Save your photo as a *.psd or a *.tif file.** On the menu bar, click “File”, then “Save As”, type a filename in the File Name box, then choose PSD or TIFF in the Format drop-down box and click the “Save” button. (This maintains the integrity of the file, while letting you work on it further.)
2. **Adjust the photo’s dimensions.** At this point, your file is whatever size it came off the camera. This can be most inconvenient. On the menu bar, click “Image”, then “Image Size”. Uncheck the “Resample Image” box. Pick the size print you’d like by typing something in either the Width or “Height” boxes; the other will adjust appropriately. (I like to use 6” as the smaller of these, which makes the other either 8” or 9”, depending on which camera I’m using.) Click “OK”.
3. **To Save for Web, E-Mail, or PowerPoint Use:**
 - a. On the menu bar, click “File”, then “Save for Web and Devices”.
 - b. Click the “2-up” tab (at the top) and the “Image Size” tab (at the right). Choose “JPEG High” from the “Presets” drop-down menu (at the upper right). (These setting should stay there for the rest of your session, but you’ll lose them when the Computer Center resets the machines each night.)
 - c. Change the figure in the “Percent” box (under the “Image Size” tab) until the larger of width or height is 600-800 pixels. This lets you see the whole picture on each size of the preview screen.
 - d. Push the “Save” button and choose a file name and location to save the resulting JPG file.
4. **To Print: (AT THE TIME OF WRITING, THIS ONLY WORKS IN THE ART BUILDING LAB)**
 - a. On the menu bar, click “File”, then “Print”.
 - b. Choose your printer from the drop-down box at the top center. You want one of the Epsoms. Go load photo paper in that printer right now. Face up, at the time of this writing.
 - c. Choose the “Page Setup” button and choose the same printer name (Epson 4800 – if you need to) plus your paper size – typically “US Letter” or “US Letter Maximum”.

- d. Position the image the way you want it
 - i. Landscape or portrait (2 buttons at below the preview pane)
 - ii. Centered or not (if not, say how far you want it from the top and left edges)
 - iii. Adjust it to the size you want (the “Scale” box is easiest)
- e. *(NOTE: this section keeps changing, so I can’t guarantee it will be the same when you get to it.)*

In the right pane, make sure that “Color Management” is in the top box, the “Document” radio button is checked, and that “Color Handling” says “Photoshop Manages Colors”. Choose the paper you are using. “Rendering Intent” should be “Relative Colorimetric” (the default).
- f. Click “Print” (at the lower right). In the resulting printer dialog box:
 - i. Make sure that the right printer is listed (changing it if need be).
 - ii. Change the “Copies and Pages” box to read “Print Settings”
 - iii. Make sure the “Page Setup” box says “Paper Tray”
 - iv. Depending on the type of paper you’re offered, change the paper type to match the paper you’re using.
 - v. The “Color” box should read “Color”
 - vi. Click the “Advanced Settings” box and uncheck all the boxes.
- g. Click “Preview”. If everything looks just right and the paper is loaded in the printer, click “Print”. If you need to change something, click “Cancel” and start over.

NOTE 1: Both Photoshop and the University’s various labs keep changing these instructions. I can’t do anything about this. You have to experiment, then write down what works. These are the instructions that worked for me the last time I tried.

NOTE 2: I have left out the various warning signs, pop-up boxes, etc., that Photoshop sometimes presents, because I can’t predict which of these will occur for your particular files. For example, when saving web-style JPGs, Photoshop sometimes warns you that your file is larger than this routine was intended to handle. Ignore such warning boxes. Just hit “yes”, “continue”, “okay”, or whatever will get you past the warning. (If you’ve saved your files, you won’t lose any of your work.)