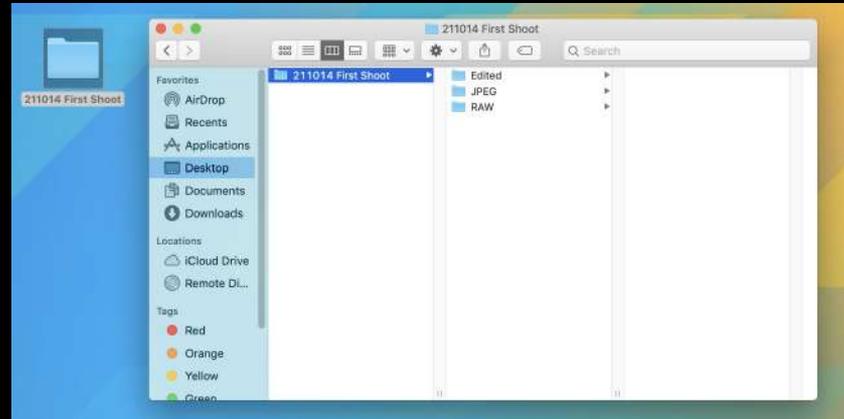


How to Save Your Image

Adobe Photoshop

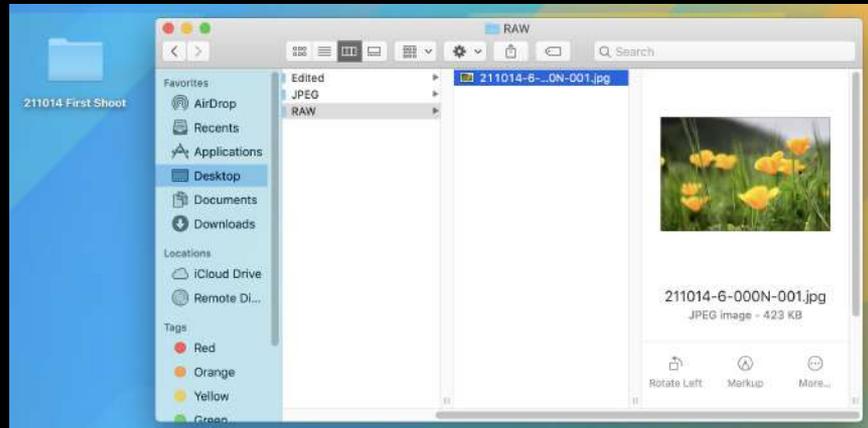
Remember File Management

Before we get started with how to save your files correctly, make sure you have your Project folder with the three folders within it(RAW, Edited, JPEG). Please refer to the File Management handout in Google Classroom under Class Resources for the directions on how to do that. **It is very important to have your original files in your RAW folder to make sure that any changes are saved into a different folder to keep the original file untouched.** For this example, we will be using the date 'October 14, 2021.' Here is what we will be using for these instructions:



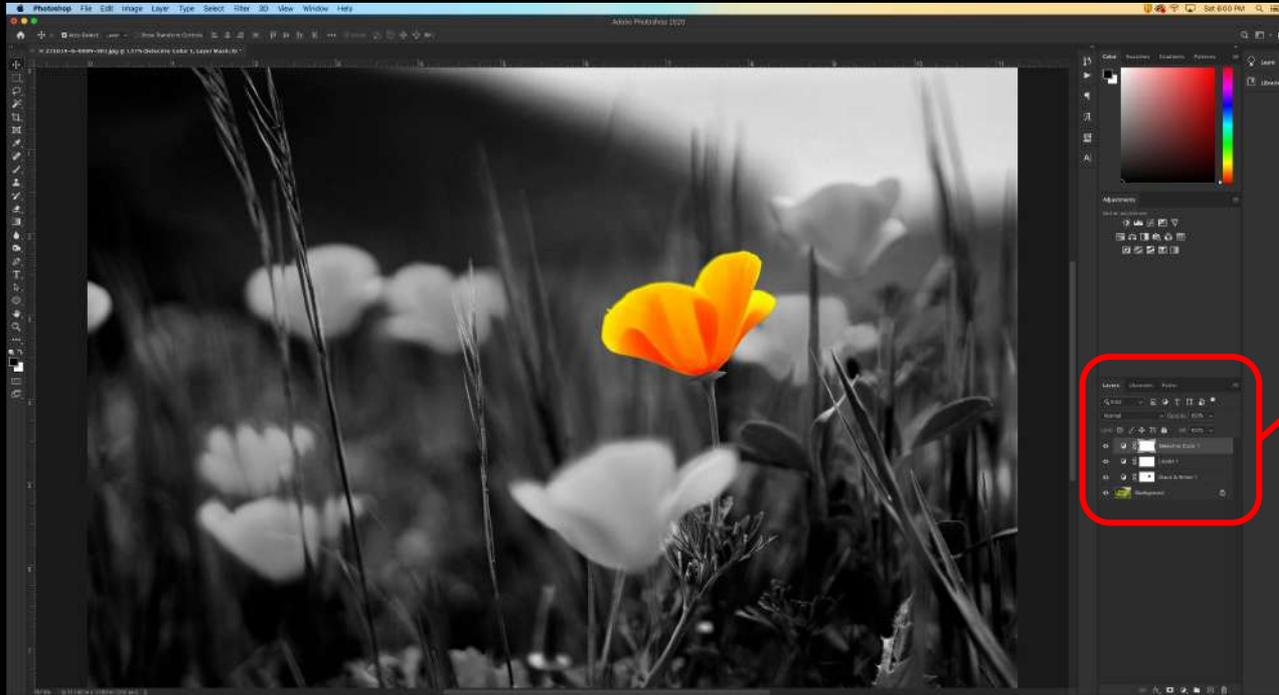
Remember to Rename Your Files!

It is important to rename your files from the very beginning so you don't have to worry about it later on. Whether it is through Adobe Bridge's *Batch Rename* or right clicking on the file and renaming, always rename the original file/photo first, just in case Mr. Nistas asks for both the JPEG file and the PSD file. For this example, we will be using just one file, but remember to rename ALL your files before you start.



Fast Forward to when you are done editing!

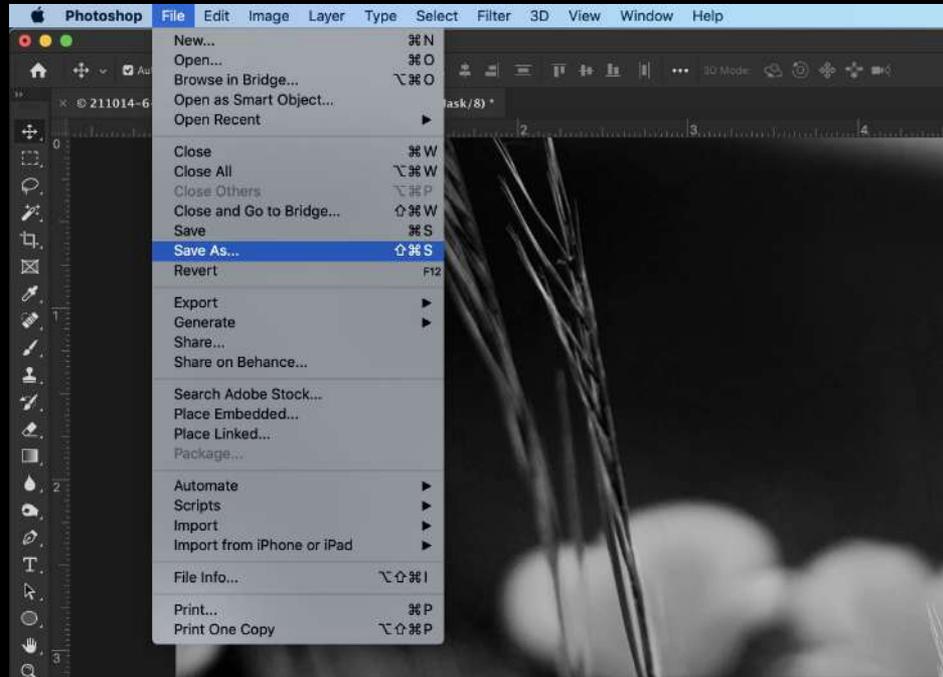
When you are finished editing your photo



Make sure that your levels are still here.

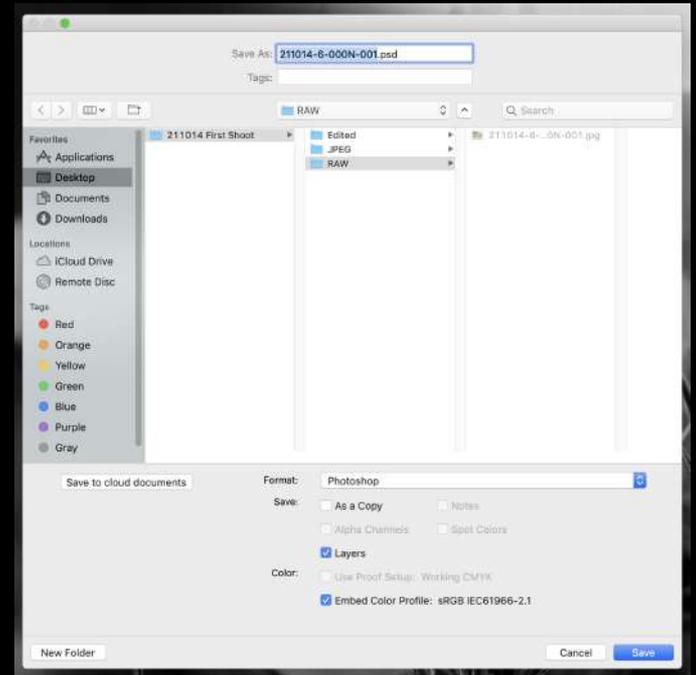
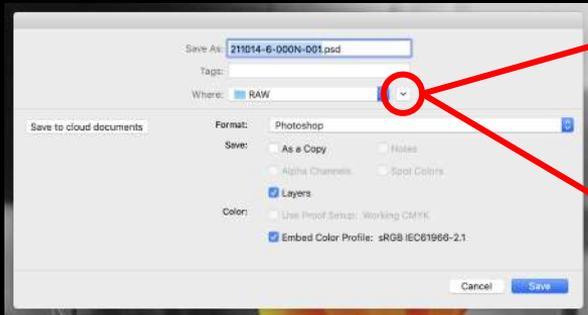
When you are finished editing your photo, you will need to save your photo with the layers intact in case you need to go back and make changes or if you are not finished and need to continue editing the next day.

Go to Save As



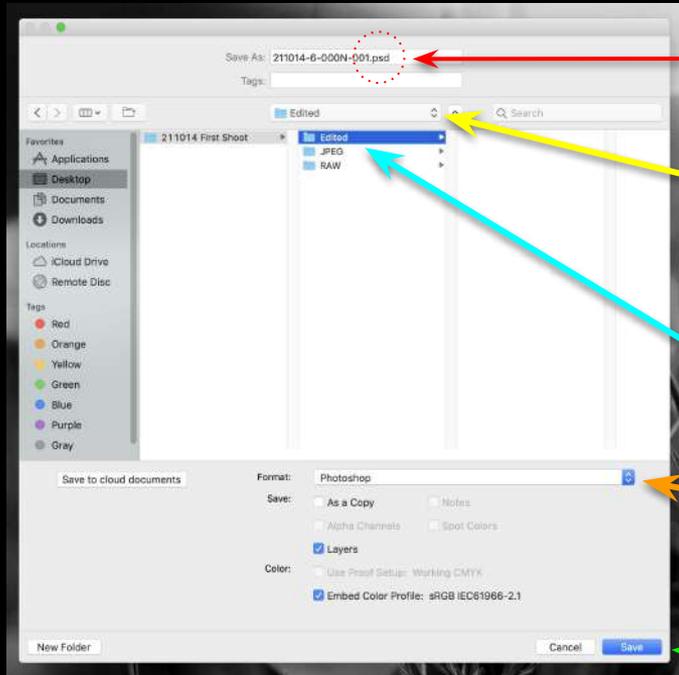
Go to the Menu Bar at the top of the screen and click on **File**, then go down to **Save As...** The keyboard shortcut for this is **Command** + **SHIFT** + **S**.

Expand the **Save As** dialog box



To expand the **Save As** dialog box, click on the arrow **v** next to the **Where** location. This is for it to be easier to see your folders, files, Favorites, etc.

Saving as a PhotoShop Doc(.PSD)



Never type in or remove the file extension, it automatically generates when you select the file format down below.

If you don't see where your folders are, click on this drop down menu and you can select your folder location.

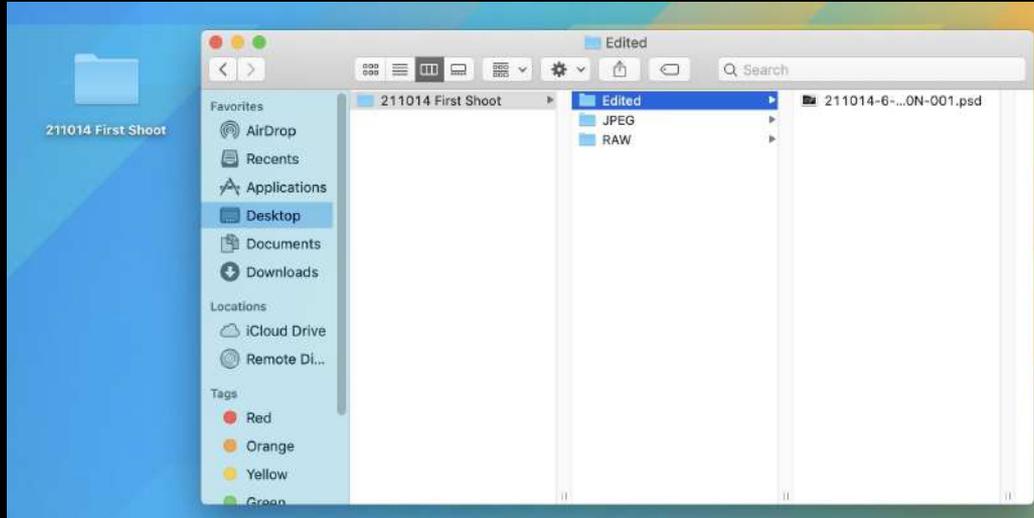
Make sure to save your .PSD file in the Edited folder, so make sure to select this folder.

Make sure the **Format** says **Photoshop**

When finished, click on **Save** and you are done!

Select the *Edited* folder to save your PSD file in. This makes sure that your original file stays unedited in case you ever need to go back to the start.

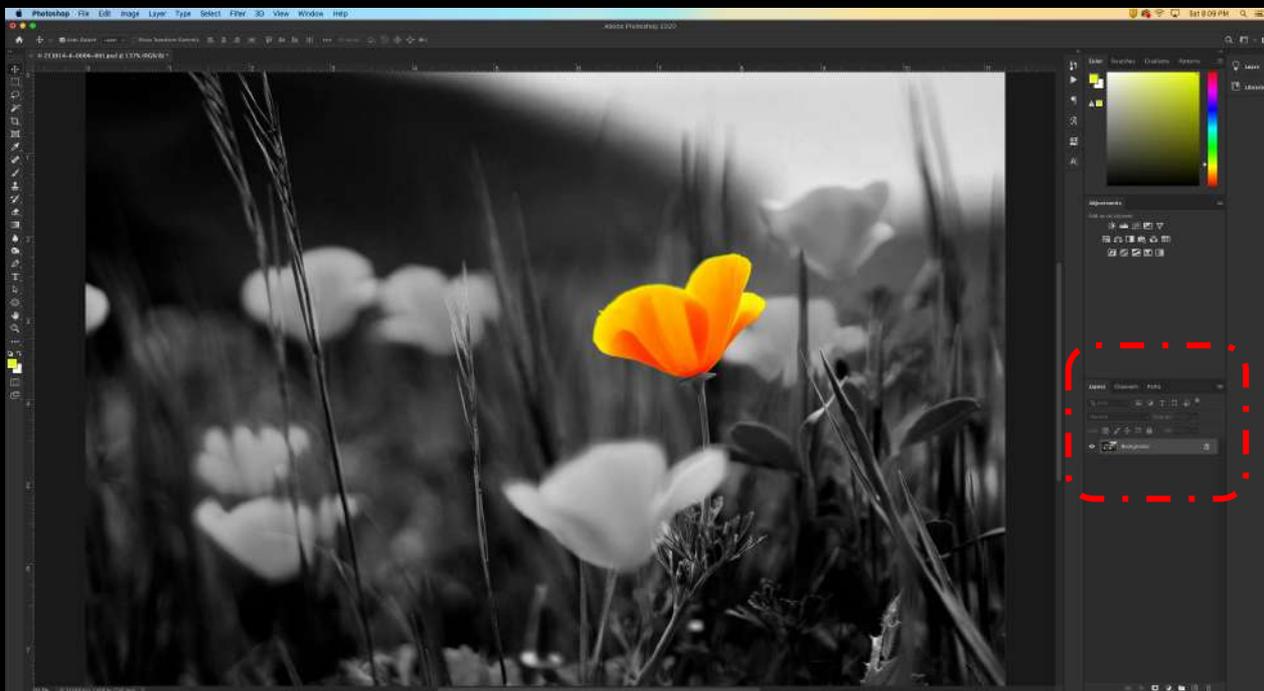
Your Photoshop Document(.PSD) file is now saved!



You can now find your PSD file is your Project folder in the **Edited** folder. That way, if you ever need to get back to it to continue editing it, or if you need to turn in your PSD file, you'll easily find it here!

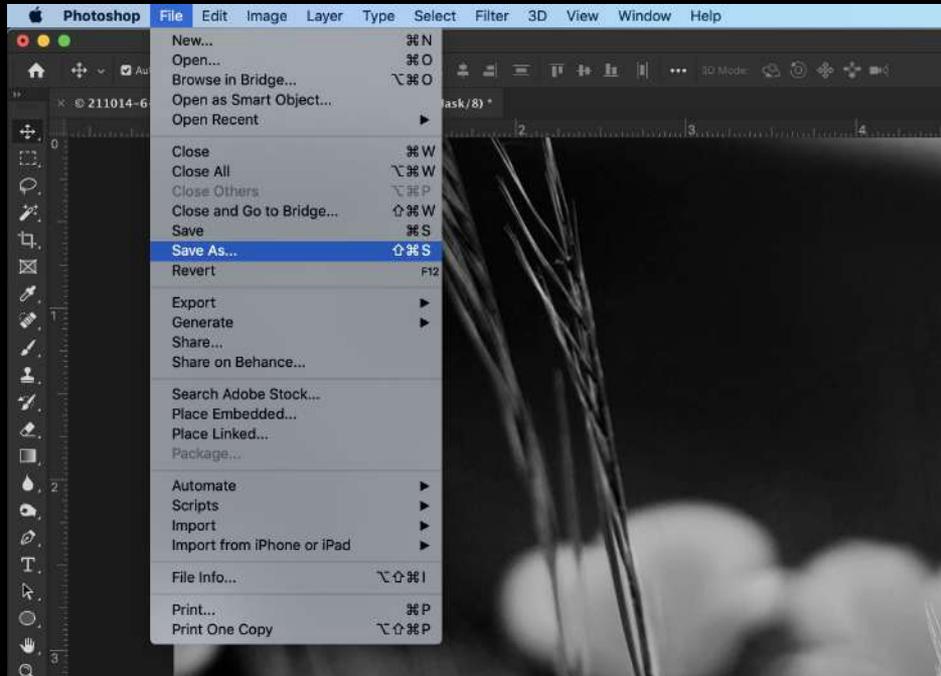
Now to **Save As** a **JPEG** file

Look at your **Layers** panel



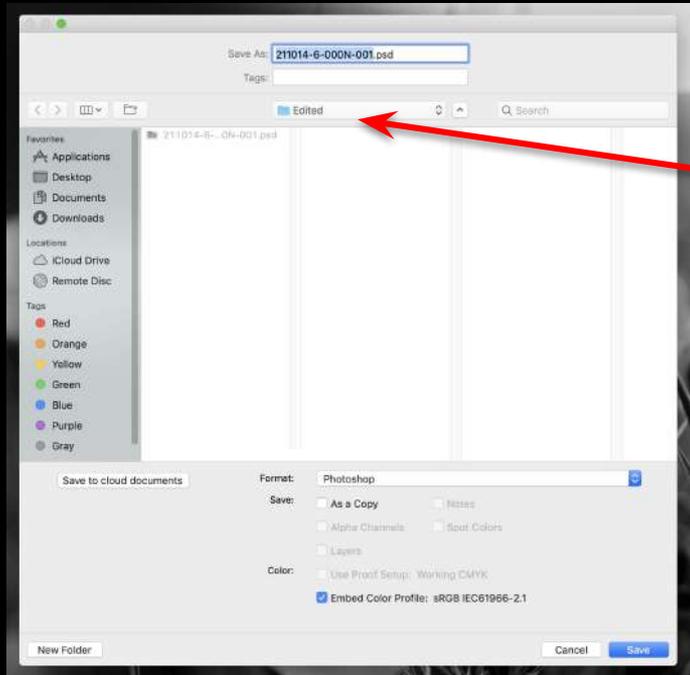
This will put your Layers down to just one, your image.

Go to **Save As** again

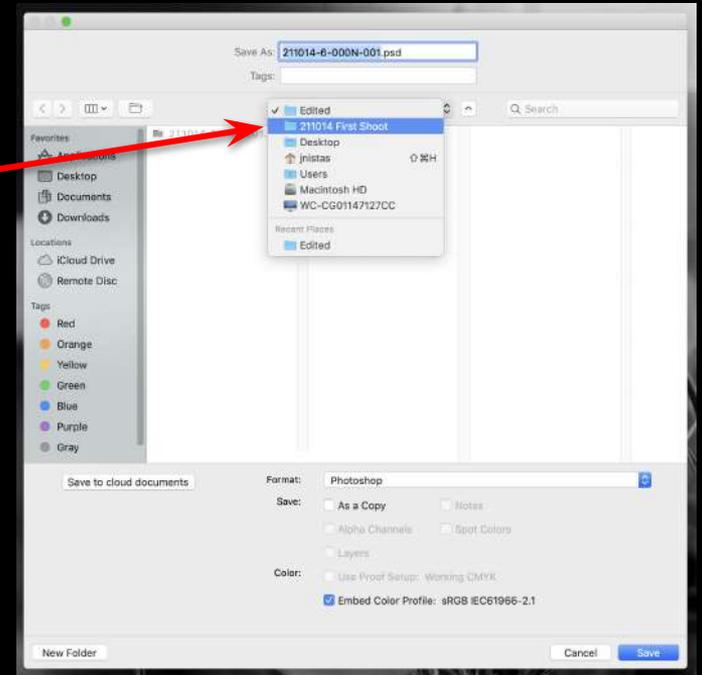


Go to the Menu Bar at the top of the screen and click on **File**, then go down to **Save As...** The keyboard shortcut for this is **Command** + **SHIFT** + **S**.

To get to your Project Folder to Save in JPEG folder

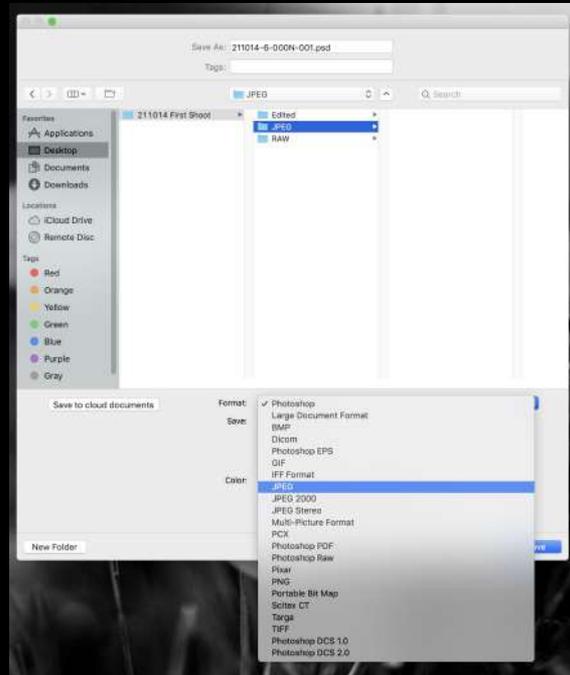


Location Drop
Down Menu



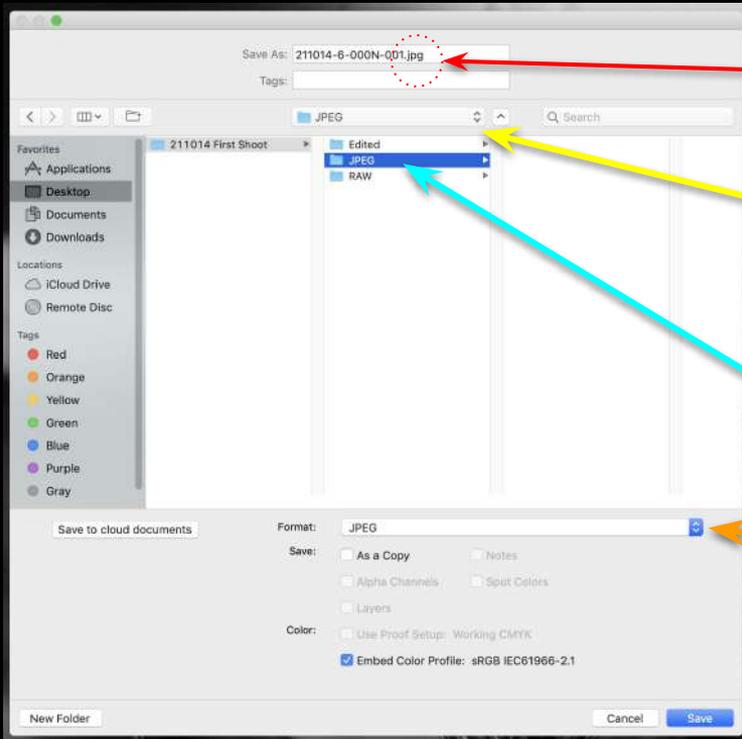
When you save your photo as a JPEG, you might see the **Save As** dialog box not having any folders on the left. You need to click the **Location** drop down menu to select the folder directly below it to get to your **Project** folder to access the **JPEG** folder.

Select the JPEG file format



Do **NOT** rename your file to say JPEG. You need to click on Format and select JPEG from the drop down menu.

Saving as a JPEG(.JPG)



Never type in or remove the file extension, it automatically generates when you select the file format down below.

If you don't see where your folders are, click on this drop down menu and you can select your folder location.

Make sure to save your .JPG file in the JPEG folder, so make sure to select this folder.

Make sure the **Format** says **JPEG**

When finished, click on **Save** and you are done!

Select the *JPEG* folder to save your JPEG file in. This makes sure that your PSD and JPEG file are easy to find.

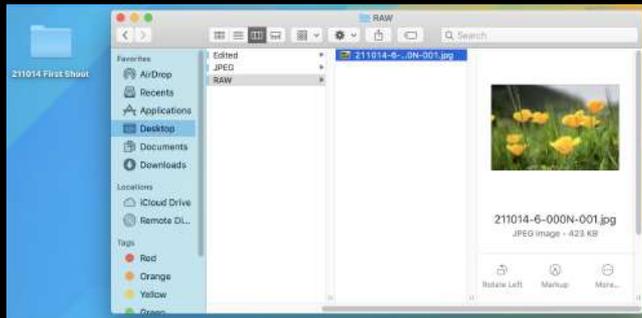
Select the **Image Quality** for JPEG



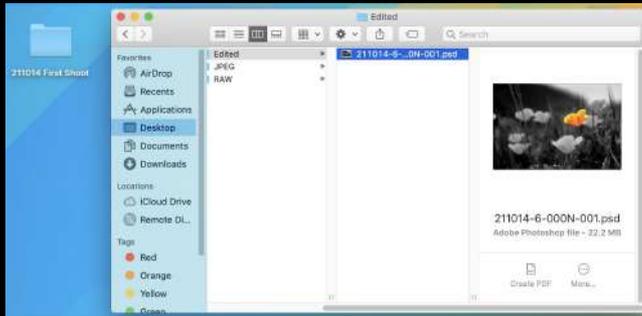
Make sure you select **Quality** of **12**. If you have the **Preview** checked, you can see the file size the photo should be once you save it. Once done, click **OK**.

All Done!

Here is your original file. As you can see, the image size is different than your edited photo in JPEG, even though they are both JPEG files. You can see by the thumbnail preview on the left that it is the unedited version.



Here is your PSD file in your Edited folder. As you can see, it is a much larger file type, since you can open it and still have access to all of your Adjustment Layers to work with.



Here is your .JPG file. This is the file that you will most likely be turning in for your assignments unless otherwise stated. As you can see, it is a much smaller file size than the .PSD file, but larger than the unedited file. This won't be the case when you work with .CR2 files. Select this folder to select the file to turn in on Google Drive, or if you are using Google Chrome, you can drag the file directly into the Upload window when you are turning in your assignments.

