SAVING IMAGES USING PHOTOSHOP (Not Elements)
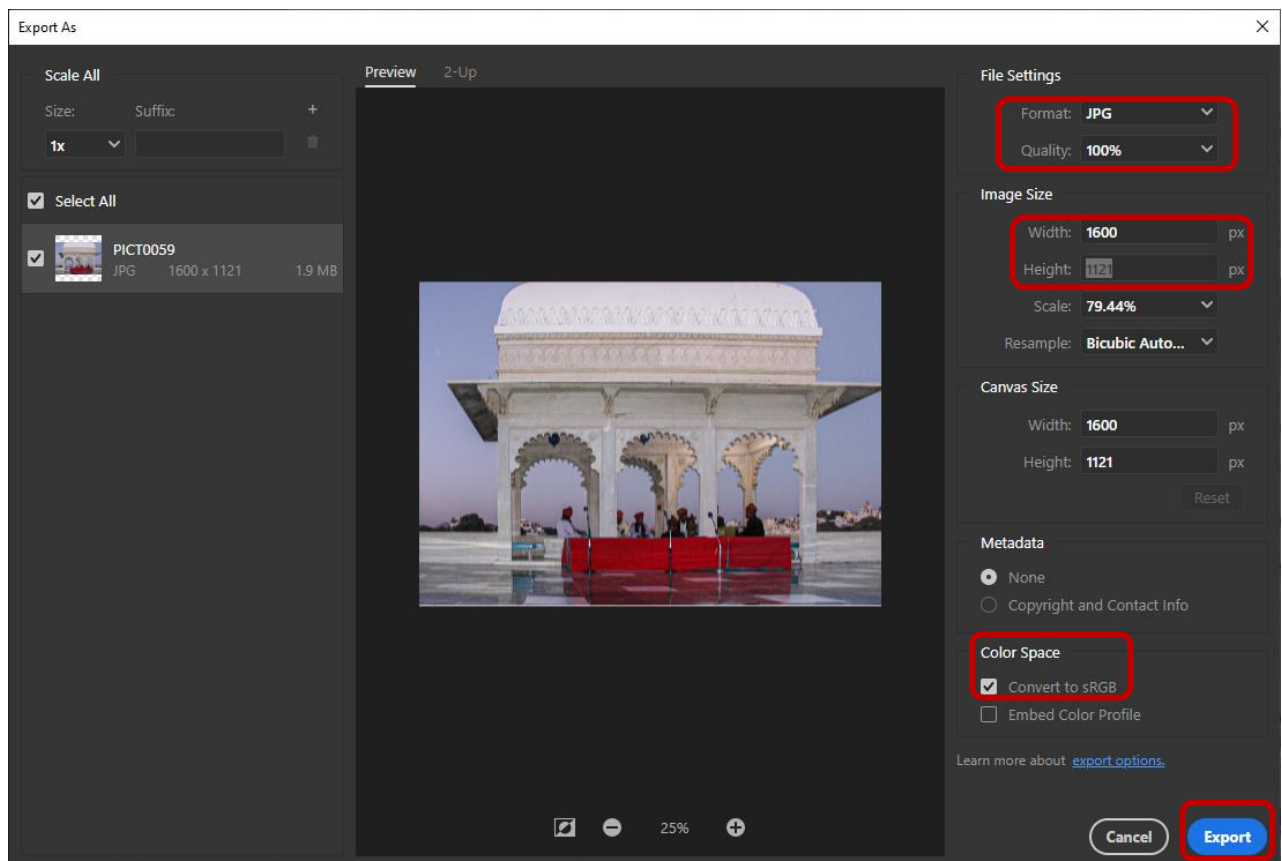
Using Photoshop CC 2016 or later

1. Select **File > Export > Export As…**

Use the settings shown:

   a. Format **JPG**

   b. Image Size:

      i. Width: no more than **1600**

      ii. Height: no more than **1200**

      (If you set the maximum width, the height will automatically set itself to the proportions of the image. Equally setting the maximum height will cause the width to set itself. **Make sure that neither setting exceeds the maximum dimensions**)
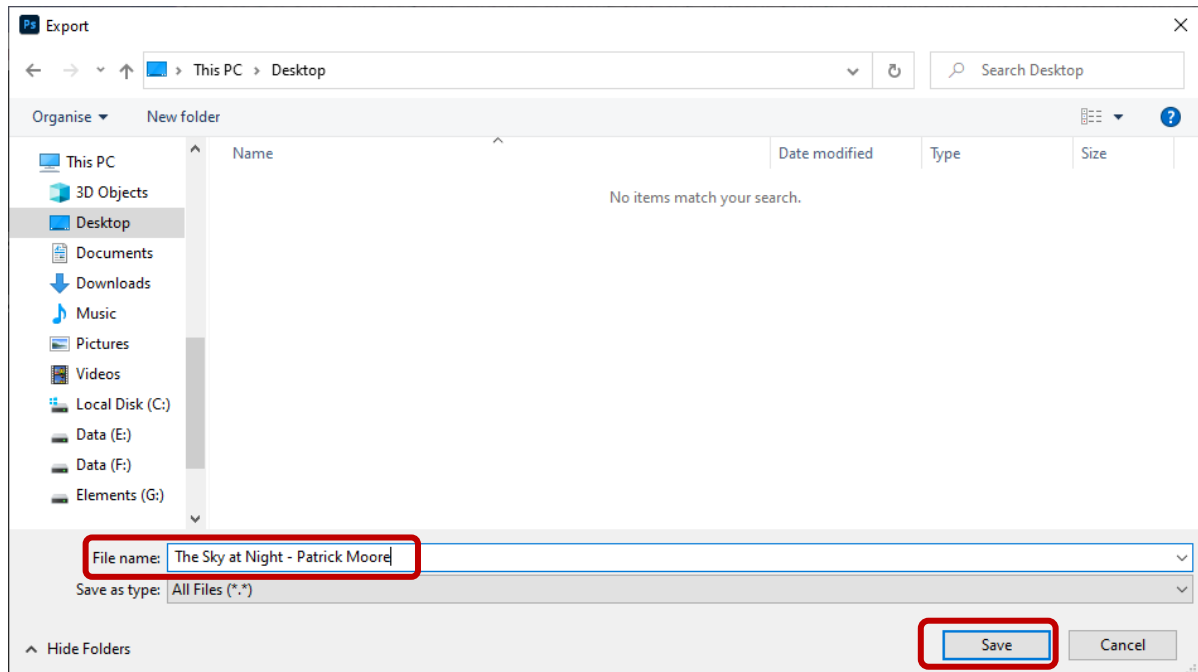
   c. Color Space: **Convert to sRGB**.

3. Click **Export All...** and then choose your file name and location.

    a. Make sure your file name has:

        i. Title in Initial Capitals

        ii. Dash or minus sign (' - ') with a space on either side
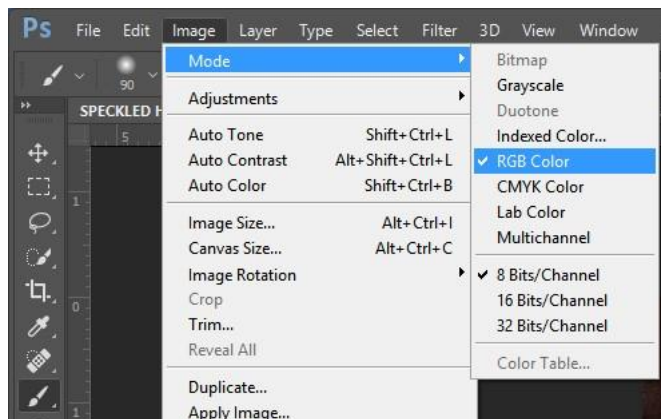
        iii. Your name with Capital Initials

        Example: **The Sky at Night - Patrick Moore**

        iv. DO NOT TYPE 'jpg' IN THE FILENAME. PHOTOSHOP WILL ADD THIS FOR YOU.

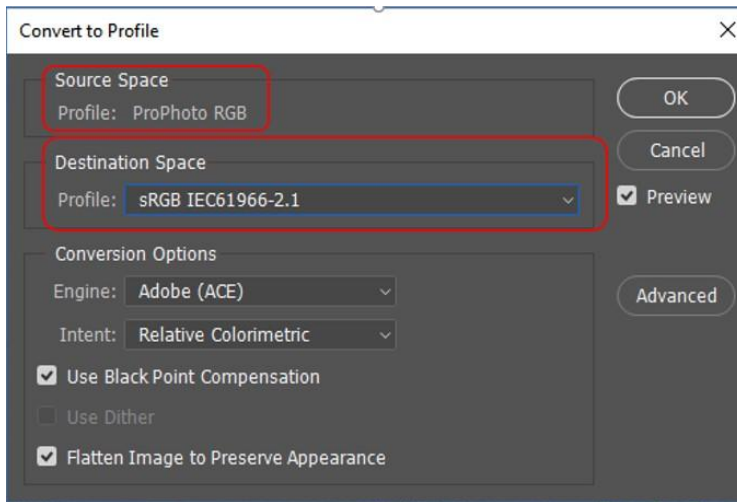# Using earlier versions of Photoshop

1. From the **Image** menu select **Mode**... and then make sure that **RGB Color** is ticked.
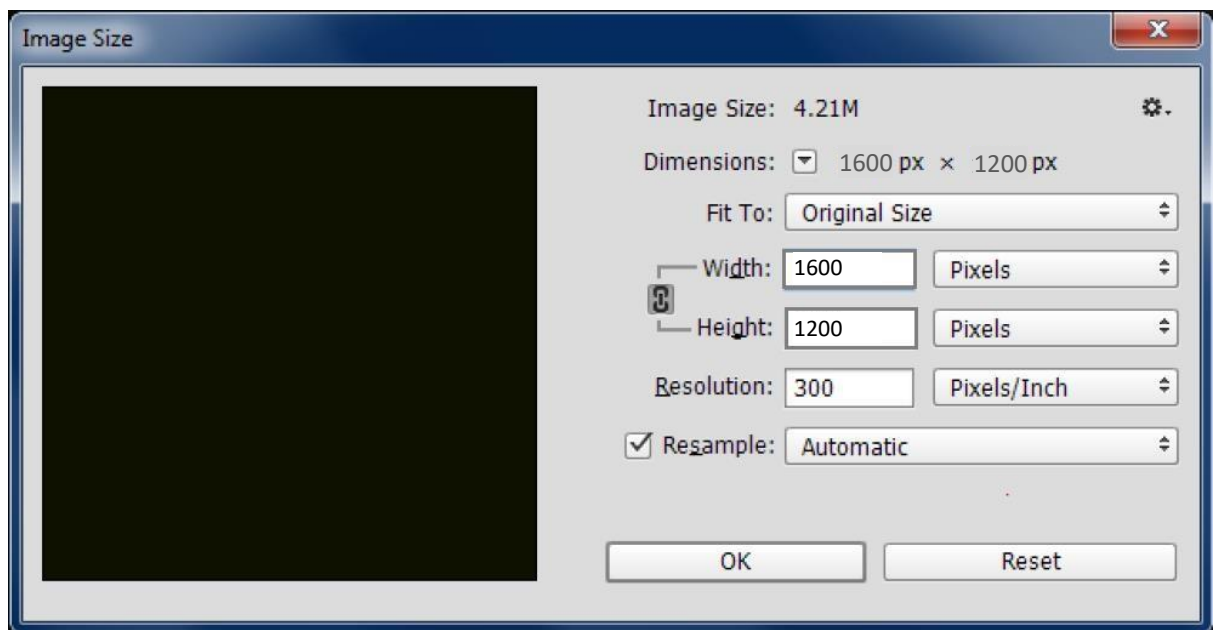

2. From the **Edit** menu choose **Convert to Profile...**

    b. If the **Source Space** says that the image is **sRGB** then everything is fine so click **Cancel**.

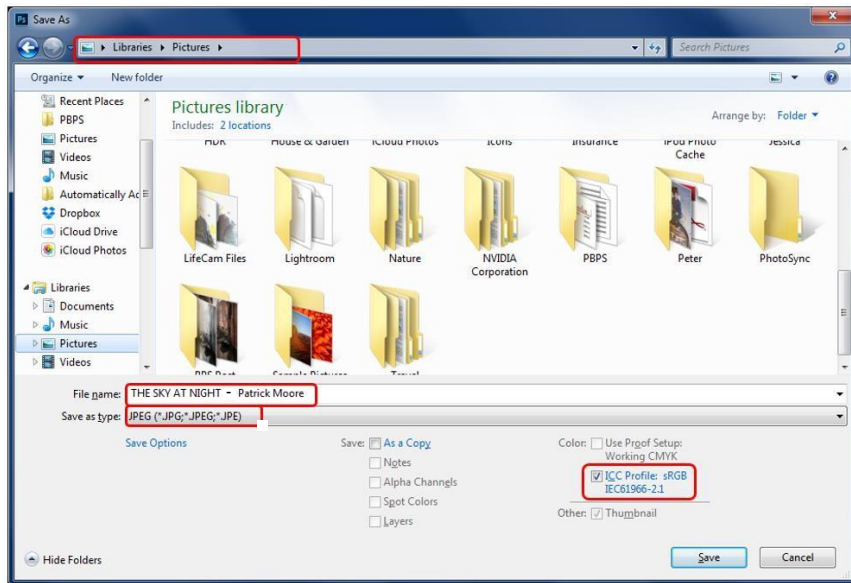c. If it says anything else, set the **Destination Space** to **sRGB IEC61966-2.1** and Click **OK.**

3. From the Image menu select Image Size…
    a. Make sure that Width is set to no more than 1600 Pixels and Height is set to no more than 1200 Pixels. For the best quality when projected Resolution does not matter but you can set it to 300 Pixels/inch if you intend to print from your saved file.

4. From the **File** menu select **Save As…**

   a. Make sure that **ICC Profile sRGB** is ticked before you Save. If it does not say **sRGB** go back to step 2 and convert the profile.

   b. Make sure that **JPEG (*.JPG, *.JPEG, *.JPE)** is selected

   c. Make sure your file name has:

      i. Title in Capital Initials

      ii. Dash or minus sign (' - ') with a space on either side

      iii. Your name with Capital Initials

         Example: **The Sky at Night - Patrick Moore**

      iv. DO NOT TYPE 'jpg' IN THE FILENAME. PHOTOSHOP WILL ADD THIS FOR YOU.