SAVING AN IMAGE USING PHOTOSHOP ELEMENTS

1. Open the Image menu, select Resize and then select Image Size.



- 2. In the Image size dialog
 - a. Make sure you have got a tick next to **Constrain Proportions**.
 - b. Set the Width to 1600 pixels.
 - c. If the Height shows more than more than **1200 pixels**, change this setting to **1200 pixels**. This change will reset the Width to less than 1600. This does not matter.

	Image Size	×
	Learn more about: Image Size	ОК
	Pixel Dimensions: 3.72M (was 34.9M)	Cancel
b	Width: 1600 pixels	Help
C	Height: 1200 pixels 🔻	
	Document Size:	
	Width: 11.85 cm 🔹 🚽	
	Height 7.87 cm 👻	
	Resolution: 300 pixels/inch 👻	
	Scale Styles	
а	Constrain Proportions	
	Resample Image:	
	Bicubic (best for smooth gradients) 🔹	

3. In the **Image** menu, select **Convert Color Profile** and then choose **Convert To sRGB Profile**. This embeds the sRGB colour profile in the image.



4. In the File menu, choose Save As...



- 5. In the Save dialog make sure you have:
 - a. Colour space: sRGB
 - b. The File Name as shown below
 - i. Title with Capital Initials
 - ii. Dash or minus sign () with a space before and after
 - iii. Your name with Capital Initials

Example: The Sky at Night - Patrick Moore

- c. Format: JPEG
- 6. When you have done all this, select where you want **Elements** to save the file and click **Save**.

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7. When you have saved all the images you want, attach them to an email and send the email to: **images@pottersbarphotosoc.org**