

# Preparing Your Images for the Web

You've taken some digital photos for your story and saved them to your computer, but before you upload them to the Internet, you need to prepare the photos for the Web by using Photoshop Elements.

## Opening Your Photo

1. Open Adobe Photoshop Elements. On the start menu, you can find it under Programs→Multimedia Authoring→Adobe→Adobe Photoshop Elements 4.0



2. From the Welcome Screen, click “Edit and Enhance Photos.” This will open the main workspace of the program. (If the Welcome Screen does not appear, skip to next step.)

3. Click File→Open and locate the image you want to edit.

## Resizing Your Photo

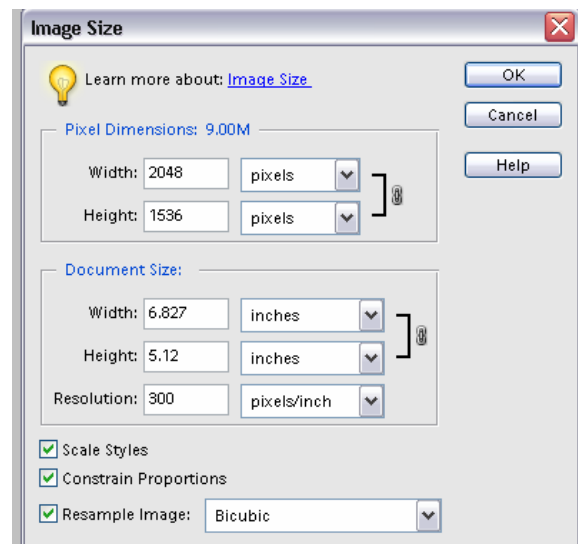
When you take a picture with a digital camera, you get an image file that is too large to post on the Web. You need to make the file smaller and reduce its quality by resizing the image.

1. Click Image→Resize→Image Size  
This will open the Image Size window shown here.

2. Click the checkbox next to “Resample Image” so that you can edit the image’s Pixel Dimensions.

3. If your photo is a horizontal image: Under “Pixel Dimensions,” change the width to the standard width of 640. This will automatically change the height to 480.

If your photo is a vertical image: Under “Pixel Dimensions,” change the width to 480. This will automatically change the height to 640.



4. Click File→Save As and save your resized image as a new file to preserve the original. Click OK when the JPEG Options window appears to use the default settings.

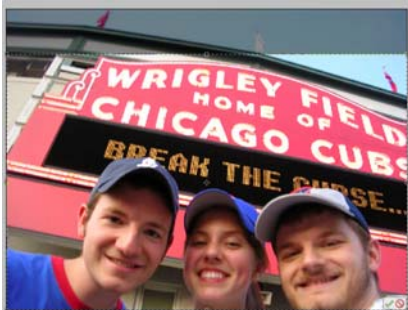
## Cropping Your Photo

Now that the image is resized, you may want to crop it to focus on the most important elements of the photo.

1. On the toolbar on the left side of the window, click on the Crop Tool.



2. Click and drag over your image to highlight the area of the photo that you wish to keep. Press enter to crop the photo, which will delete any area of the image that is not highlighted.



**Before crop**

(area to crop is not highlighted)



**After crop**

(highlighted area remains)

## Editing Your Photo

Photoshop Elements has lots of powerful tools to help you edit the visual quality of your photos as well.

1. The easiest ways for Photoshop to optimize your photo's quality can be found under the "Enhance" menu on the top navigation bar.

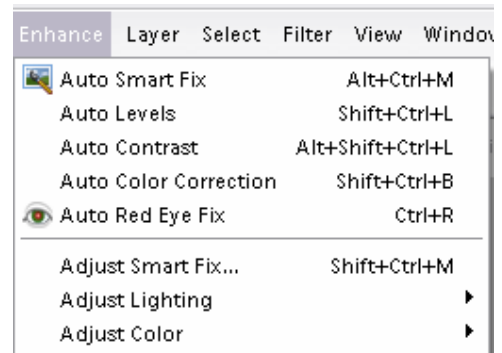
"Auto Smart Fix" optimizes overall color balance and improves shadow and highlight details.

"Auto Levels" increases the contrast by affecting the image's colors. (Use when colors look washed out)

"Auto Contrast" increases the contrast without affecting the image's colors. (Use when colors look OK)

"Auto Color Correction" adjusts the contrast and colors used in the photo.

"Auto Red Eye Fix" eliminates photographic red eye.



If you trust your photo-editing skills, you can use the options found under "Adjust Lighting" and "Adjust Color" to make more minute adjustments to the look of your photo. Don't forget to save your work!

Your photo is now ready to be uploaded to the Web alongside your story!