

How to Prepare Images in Photoshop for PPT Portfolio

Login to the computer in SOLMS 102B computer lab:

Username: Leadership | Password: lead

(password is case sensitive – use all lowercase)

Access Photoshop:

Click on Macintosh HD icon in upper right corner

Applications > Photoshop CS4 folder > Photoshop CS4

Open your image in Photoshop

File > Open

find and select your document

Image > Image Size

adjust settings in the Image Size box to the following:

PIXEL DIMENSIONS:

use this information as a guide, do not change numbers here

DOCUMENT SIZE:

Horizontal Image	Width: 6 inches	Vertical Image	Width: -- inches
	Height: -- inches		Height: 6 inches
	Resolution: 150 pixels/inch		Resolution: 150 pixels/inch

Type in “6 INCHES” into whichever dimension box is the longest. With the chain icon selected and “Constrain Proportions” turned on at the bottom, the other dimension will be figured automatically

- Scale Styles
- Constrain Proportions
- Resample Image “Bicubic (best for smooth gradients)”

Click “OK”

Assign Color Profile of RGB to your file for best viewing results:

Edit > Convert to Profile...

Destination Space: “Apple RGB” or “Working RGB – sRGB”

SAVE your document:

File > Save As...

Save As: name your file

lastname_1.jpg, lastname_2.jpg

Save to desktop OR your portfolio folder

FORMAT: JPEG

Color: Embed color profile *(should reference RGB here)*

Click “SAVE”

Quality: 12 (Maximum)

Format Options: Baseline (“Standard”)

Click “OK”