

# Adobe Photoshop or Photoshop Elements: Basic Image Editing

Adobe Photoshop is a popular, high-end graphics program used by artists. Adobe Photoshop Elements ([free 30-day trial version](#)) is the scaled-down version that has fewer options and costs less. These instructions cover the basic image editing processes for Web and slide show use. For photo usage guidelines, please see "[Guidelines for Effective Use of Photos in PowerPoint or on Web Pages.](#)"

When working with images for PowerPoint or Web use, there are three basic formats to use:

- JPEG (or JPG) - photos used in PowerPoint and Web pages,
- TIFF - used for editing only, and
- GIF - used in Web pages for logos, screen captures, and other images.

For more information, please see "[Using images: Select the correct file format and use the proper size.](#)"

The techniques covered here are:

- Converting a JPEG file to TIFF format,
- Cropping an image,
- Resizing an image,
- Rotating an image, and
- Converting a TIFF file to JPEG format.

NOTE: Instructions are based on Adobe Photoshop Elements 6 but are applicable to Adobe Photoshop and previous versions.


## Converting a JPEG file to TIFF format

JPEG (JPG) file formats are compressed and each time you edit and resave a JPEG file it will compress the file again and eventually result in a very poor quality image. TIFF files, however, are not compressed when saved so all the information will be retained when resaved.

1. Select File > Open from the menu bar and open the JPEG file.
2. Select File > Save As to open the Save As dialog box.
  - a. If you want to change the folder location, click on the down arrow in the Save in: drop-down menu and select the folder you want to save the file into.
  - b. If you want a different file name for the TIFF file, type it in the File name: text box.
3. In the Format: [or Save as Type:] drop-down menu, select TIFF (\*.TIF, \*.TIFF) [or TIF - Tagged Image File Format].
4. Click the Save button.
5. In the TIFF Options dialog box, click on OK to use the default settings.

## Cropping an image

The cropping tool is used to eliminate unwanted parts of an image. By drawing around the area you want to keep, the Crop command eliminates what is outside the box you have drawn.

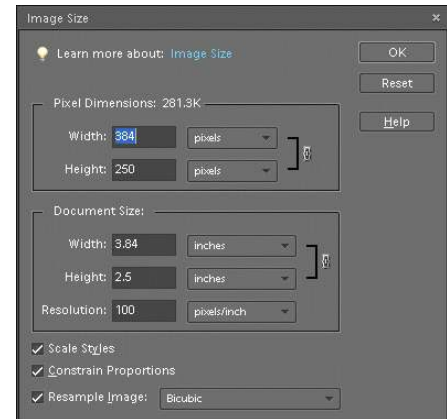
1. Select File > Open from the menu bar and open the TIFF or GIF file.
2. Select the cropping tool from the toolbar. 
3. Click-and-drag the left mouse button to outline the area you want keep.
  - a. If needed, adjust the size by selecting and pulling on the rectangular handles on the crop box. Drag to enlarge or shrink the cropped image.
4. Click on the check mark or double click within the cropped area to keep the cropped area. The image outside the crop marks will be eliminated.
5. Select File > Save As to save the new file. Be sure to give it a new name or you will write over your original file.
6. Click the Save button.



## Resizing an image

When working with digital images, you should resize the image based on the pixel dimensions needed (do not “stretch” or “shrink” the image in Dreamweaver or PowerPoint). For example, if you want a thumbnail image of a picture on the page or screen, you should create a second image file with smaller pixel dimensions (e.g., 50 pixels wide).

1. Select File > Open and open the TIFF or GIF file.
2. Next select Image > Resize > Image Size to open the Image Size dialog box.
3. You only need to change the number in the Pixel Dimensions section.
  - a. With the Constrain Proportions active (checked) you only need to enter one value and the other will automatically change and keep the correct proportions.
4. Click the OK button.
5. Select File > Save As to save the new file. Give the file a new name so you don't write over your original file.
  - a. When all edits are finished, you may save this file as a JPEG file.
6. Click the Save button.



NOTE: Resizing an image to make it larger doesn't work — you get a fuzzy image. For more information on working with image size (and resolution), please view the CIT video “[Explanation of digital images - picture resolution and size](#)” (12 mins, requires [RealPlayer](#)).

## Rotating an Image

When taking a picture, sometimes we rotate the camera to get a more vertical picture and now we need to change the orientation for presentation in a PowerPoint slide or on a Web page.

1. Select File > Open and open the TIFF file.
2. Select Image > Rotate.

You will most often use 90° Left. Click the OK button. Image is now rotated.

NOTE: In version 6 the view of the image is automatically rotated when brought into the Edit mode.
3. Select File > Save As to save the new file. Give the file a new name so you don't write over your original file.
  - a. When all edits are finished, you may save this file as a JPEG file.
4. Click the Save button.

## Converting a TIFF file to JPEG format

1. Select File > Open and open the TIFF file.
2. Select File > Save for Web from the menu bar.
3. In the Save for Web dialog box, select JPEG in the drop-down menu on the right side. The Quality setting should be 70-80 for good quality and compression of the file size. A value close to 70 works well for Web and PowerPoint images as it gives enough compression to make the file smaller but yet retains enough quality in the image to make it look good.
4. Click the OK button and the Save Optimized As dialog box opens.
  - a. If you want to change the folder location, click on the down arrow in the Save in: drop-down menu and select the folder you want to save the file into.
  - b. In the File Name box at the bottom, type the file name, if it is to be different than what appears.
  - c. If needed, click on the Save as Type drop-down menu and select JPG - JPEG Files.
5. Click the Save button.

