

# Digital Photo Image Editing

- using Adobe® Photoshop Elements

## Workshop 13: Sharing Your Images

### Objective

In this workshop we will learn to share your images by creating projects and presentations, using e-mail, on-line sharing, printing, or burning them to a CD/DVD.

### Printing

- PSE offers several options for printing your photos or Photo Projects. You can order from online providers through Adobe Photoshop Services or use your home printer. You can print individual photos or picture packages with several arranged on the same page or print photo labels on available label paper.
- Although it has been mentioned before in this course, this is a good place to say that it often helps to sharpen an image before printing.

### Printing Individual Photos

- You can print one or more images on the same page in the sizes you want. Open the PSE Organizer. If there are already some images in the current catalog you can start with these. Otherwise add some from *Group 1*, *Group 2*, or anywhere else.
- Ctrl-click to select two of the images. **Choose File > Print**. In the Print dialog box choose the following settings: Choose a printer from the Select Printer menu. (Note the box next to this menu that gives you access to Printer Properties, so that you can set paper size, etc.) Choose **Individual Prints** from the **Select Type of Print Menu**. From the **Select Print Size and Options** menu choose 3.5" x 5". If the One Photo per Page option is active, disable it.
- Select one of the thumbnails in the menu on the left side of the dialog box. Then click on the Remove ( - ) button to remove that image from the ones to be printed. Now click on the Add ( + ) button. Activate the Entire Catalog option, and then click on 2 more images you would like to add to be printed. Click done.
- Here in the Lab we will now click on **Cancel** to stop the printing job now.

### Printing a Picture Package

- The **Picture Package** allows you to have several layout options with different image sizes to customize your picture package print. You can control the frames around the photos. For this exercise we will print multiple images at smaller sizes.
- Select one picture from the **Browser** and then choose **File > Print**. Similar to what we did above, select a printer. Choose **Print Package** from the Select Type of Print menu and activate the **Fill Page** with First Photo option. Then Select a Layout from the available menu. There are many different ones to choose from that fit the photos on a letter size sheet of paper. Some of these are not all the same size. Try several and look at the previews. Choose **icicles** or some other border you prefer from the **Select a Frame** menu. It is usually good to select **Crop to Fit**.
- **Cancel** the print job.

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### Order professionally printed photos online

- In the **Organizer** click on the **Share** tab. After you have selected the photos that you would like printed click on the **Order Prints** box. After a moment the **Shutterfly** dialog box will appear and you would fill out the necessary information to complete your order. But not here in the Lab, so close the box by clicking the **x** in its upper right corner.

### Sharing using e-mail

- Under the Share tab menu there are two items called E-Mail Attachments and Photo Mail. We will look at both of them. Of course, here in the lab you do not have access to your email account set up on your computer, but we will go as far as we can.
- Both of these e-mail functions automatically export a copy of your image(s) that are optimized for sending via e-mail. That is the files sizes are significantly smaller, and this is accomplished by making the pixel height and width fit the usual computer screen.

### E-Mail Attachments

- Select a few photos that you would like to e-mail. Then click on the **E-mail Attachments** button in the **Share** menu. You can drag more photos from the **Browser** into the box showing the one selected to send. Select Medium (800 x 600 pxl) from the Maximum Photo Size menu. Then watch what happens to the file size and estimated download time as you adjust the Quality slider. Select **High** quality and click **Next**.
- Under message select and delete the “Here are the photos....” text and replace it with your own words. Next to **Select Recipients**, click the **Edit Contact Book** button. In the New Contact Book dialog box type in the name and e-mail address of the person to whom you want the photos sent. If you were doing this at home, the Contact Book would already contain the contacts it has obtained from your default e-mail program. Once the recipients are selected and you click **Next**, your default e-mail program will launch, showing the new message with the photos as attachments. If you were at home you could send this.
- If you now navigate to where your photos are on your hard disk using **Windows Explorer**, you will find copies of the newly created attachments. The people who received your email can also save the attachments which are the photos.

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### Photo Mail

- Select a few photos and click on **Photo Mail** under the **Share** menu. If this is the first time that you have accessed an e-mail feature in PSE (while working at home) you will be presented with the E-mail dialog box. You need to specify your default e-mail program along with your name and address. These can be changed under **Edit > Preferences > Settings**.
- Activate the **Include Captions** option and then click **Next**. In the **Message text box** delete the words and type in your own. Select recipients from the **Select Recipients** pane, and then click **Next**. The **Stationery & Layouts Wizard** box appears. You can click on each category and try some of the options. Customize by choosing the **Photo Size** and **Layout** options. When you are ready click **Next**. The PSE opens your default e-mail application and creates an e-mail with the design embedded in it. You can send Photo Mail through Outlook Express, Outlook, Windows Mail, or Adobe E-mail Service.

### Create a Photoshop.com account

- This is a free service, at least for the base level of service. It is a way to share your photos in an online album, and get other information from **Adobe**.
- Probably the services and features offered will continue to grow. So it is probably a good idea to sign up at home.

### Using an Online Sharing Service

- From PSE you can upload your photos and creations to online sharing service providers. You can also download photos from these services. Several of the services are available using the More Options button in the **Share** panel.

### Burning Photos to CD or DVD

- You can use **File > Make a CD/DVD** to copy a set of photos to a CD or DVD.
- As an alternative use the **Copy/Move to Removable Disk** command to copy or move photos to any removable storage device connected to your computer.

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### Saving copies of images to use on the Web

- Sometimes you may want to optimize an image for use on the Web. We have already done this with e-mail attachments above. But there is a more flexible way of doing this and controlling the jpeg file that results.
- Select a photo in the **Organizer** and then launch the **Editor**. When it opens go to **File > Save for Web**. In the Save for Web dialog box choose **Fit on Screen** from the Zoom menu in the lower left. Notice the file size information under each image. The one on the left is the original. On the right select JPEG Medium from the Preset menu. The file size on the right changes.
- Under **New Size** select **Constrain Proportions** and type 300 in the **Width** field. The height adjusts automatically. In the **New Size** section click the **Apply** button. Again notice the change in the file size. Use **Fit on Screen** if necessary. If you play with the quality you can see the effect upon the file size, and as it goes lower, you can see a loss in the image quality.

### Albums and Slide Shows

- In Workshop 3 we went through creating an album and showing an instant slide show.