

**The Basics: -****Topic: –HOW TO SAVE AN IMAGE**

The general principles of saving work in PhotoShop and Elements are the same as any Windows Application using the **Save As** and **Save** options from the **File** menu. Use the **Save As** option in preference to the **Save** option to minimise the possibility of over-writing a file. It is also a good idea to save regularly in PhotoShop particularly after completing a complicated process. Generally once you have given the image a filename using the **Save As** option you can safely use the **Save** option, keeping the same filename, and simply top-up or save any edit changes you make to the image as you progress. But be careful whenever using the **Save** button as its easy to accidentally overwrite a file.

PhotoShop and Elements support many different file formats BUT I would suggest that you always save your original work in PhotoShop's native file format, .psd. This retains any layer or channel information created in Photoshop/Elements and means you can open the file at a later stage and continue to work on the image with no lose of important information. All other file formats, except TIFF, cannot support Layers. The most frequently used file format used for continuous toned images (photographs) is the JPEG file format. (pronounced jay-peg). This file format is known as lossy as some pixel information is discarded during the saving and compression process. This makes JPEG files sizes much smaller but if you are careful to select the correct compression ratio whilst saving you will hardly notice any effect on image quality. Suggest not going below Level '8' compression setting unless the image is for the web.

NEVER resave a JPEG image as a JPEG file. If you do you will discard more image information due to the compression process that takes place and further degrade the image. If done repeatedly it will cause the image detail to break-up and look like a low-resolution image. Say you open a JPEG file into Photoshop or Elements for the first time from your digital camera or scanner it is considered good working practice to immediately resave the file as a PSD (the native file format for Photoshop and Elements) before any work has been carried out on the image. This will ensure that no further image information will be lost. Make this your 'master' file, then resave this file, again in psd format with a slightly modified filename and use this file as your image work file for the duration of the editing process. I know it sounds extreme but believe me it pays to apply this work practice.

1. To Save an image for the first time choose **File>Save As** from the **File** menu.
2. Give the image a meaningful filename under the **File name:** entry field.
3. Choose where you want to save the file on your hard drive in the **Save in:** entry field. It is a good idea to have previously created a folder specifically where you can store all your **Master** files and or **Finished** image files. Incidentally this can be done from within the **Save As** dialogue box by choosing the **Create New Folder** icon (*it looks like a yellow camera with a small star in the top corner*) and typing a folder name. Remember to now double-click the new folder name to make it the active folder.
4. From the **Format:** pop-up menu select an appropriate file format e.g. (psd) or (TIFF), PhotoShop's native file format. Both PhotoShop and Elements default to PSD file format, but check. Resave a psd to JPEG for the web or when you want to use a file in a electronic slideshow where a JPEG is required.
5. On the Save As dialogue box click the **Save** button

**Note:** file extensions are automatically entered by PhotoShop and are based on the file format selected. You can save changes to your work as you progress by choosing **File>Save** or by using the keyboard shortcut **Ctrl+S**. This will update previously saved file information as you go using the same filename. But be very careful whenever you use this function and be aware of the potential dangers of over writing file information. When you open an image you generally see a small thumbnail preview of the image. If you don't have this helpful option choose **Edit>Preferences>Saving Files** and select **Always Save** from the **Image Previews** drop-down menu. This will activate the image preview.