File Conversion for Slides or Negatives in PhotoShop Elements 12
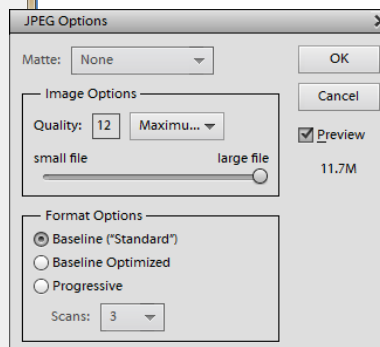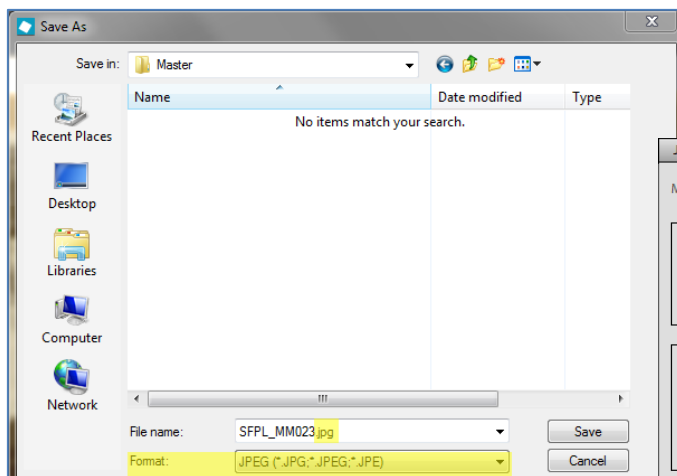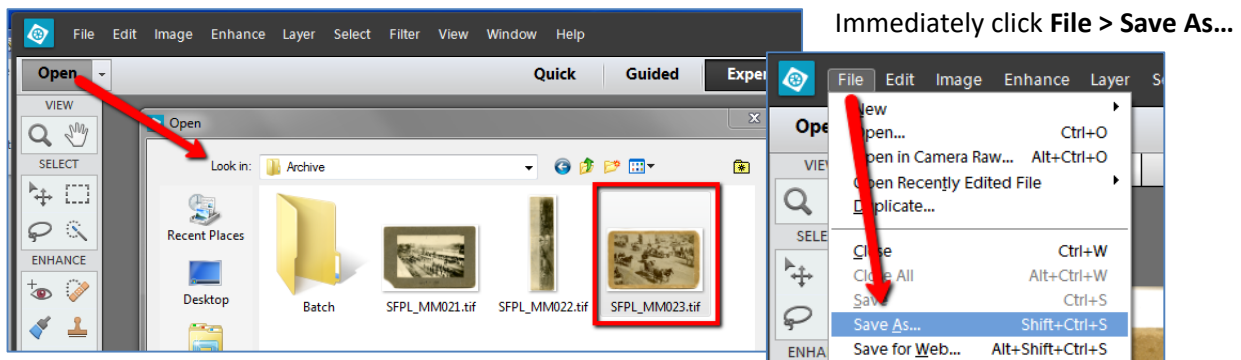
Scan your slides into the Slide > Archive folder on your external hard drive, saving them as high-resolution .tif files. (See *Scanning Slides with Epson Perfection V700 and SilverFast SE* or other instructions for details.)

- At the end of each scanning session, rename the files (if needed) based on your library's file naming convention for the project.
- The next steps are to create the Service Master and Upload versions of your images.
- Depending on your workflow, you may prefer to work with the images individually, or in a batch to save time. This tutorial covers how to convert files individually. For information on batch conversion, refer to the instructions for converting multiple files in "File Conversion in PhotoShop Elements 12", and follow the process outlined there. The file settings may be slightly different (use the settings found in this document), but the process will be the same.

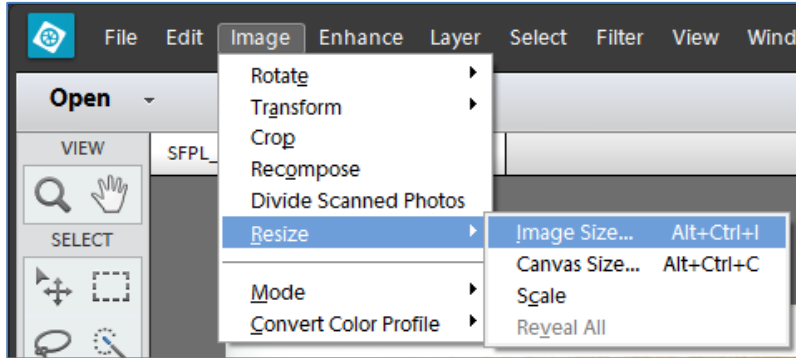## *Converting Individual Files*

Create Master file

First, save the full-sized, compressed version as your Master file. In PhotoShop Elements, click Open and browse to **My Book** (your external hard drive) **> Slide > Archive** and double-click on a file to open it.

Immediately click **File > Save As...**

Navigate to the **Slide > Master** folder, change the **Format** to **JPEG** - but do not change the file name - and click the Save button.

Save at Maximum quality.

South Central Kansas Library System
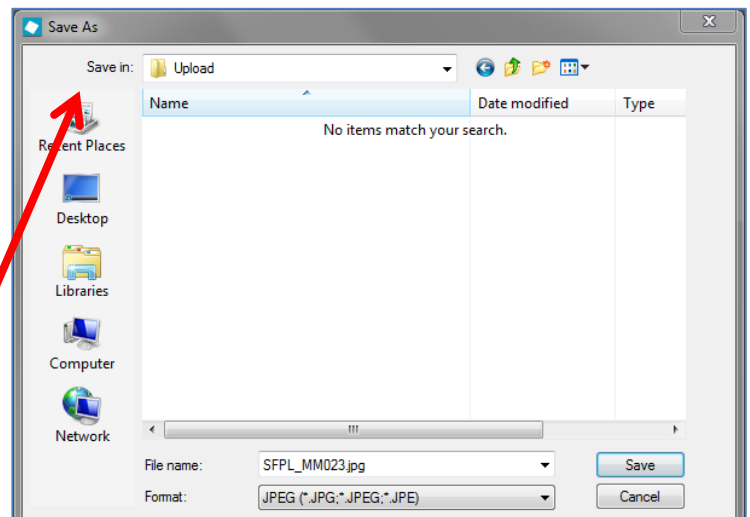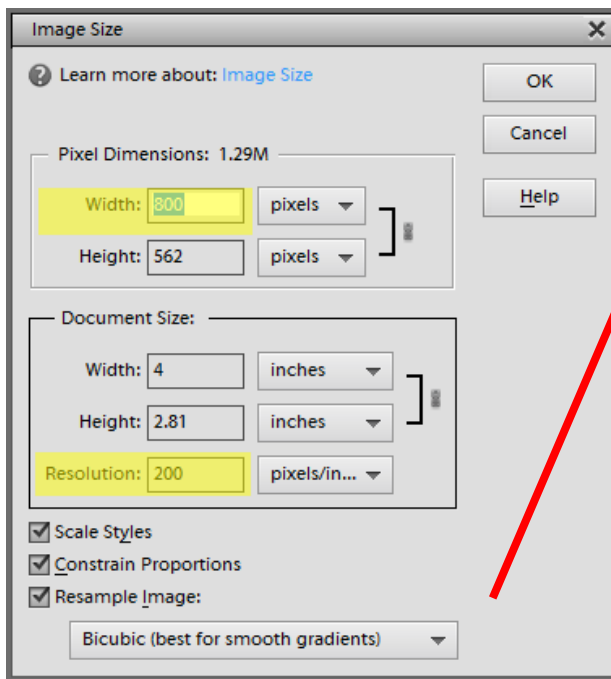October 2014

http://digitalsckls.info/

Upload Version

Next, create the lower resolution Upload version of the file. With the .jpg file you just saved still open, click **Image > Resize > Image Size...**
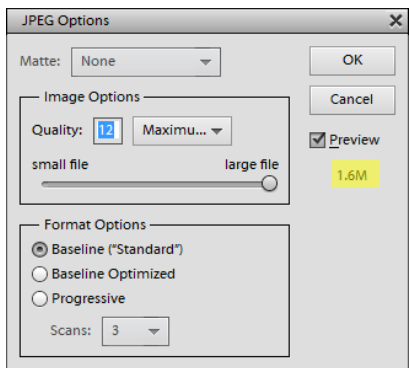

Change the **Width** to **800** pixels (otherwise, the size of the file will be too small for viewing in Omeka). Change the **Resolution** to **200** (in most cases), and make sure the three boxes at the bottom are checked, select **Bicubic Sharper**, and click **OK**.

Now click **File > Save As...** and navigate to the **Slides > Upload** folder. Do not change the file name or format, just click **Save**.

JPEG Options

Matte: None

Quality: 12 — Maximu...

small file — large file

1.6M

Format Options
- Baseline ("Standard")
- Baseline Optimized
- Progressive

Scans: 3

Again, save at Maximum quality. Note that this file is much smaller than the Master jpg file.

Be sure that you saved this file in the **Upload** folder – if not, you may have overwritten your Master version, since both files have the same name and file type.

You should see the larger file in the Master folder and the smaller one in the Upload folder.

To **Convert Multiple Files at one time,** see "File conversion for images in Photoshop Elements 12 – Converting Multiple Files" and follow the process outlined there. The file settings may be slightly different (use the settings found in this document), but the process will be the same.