

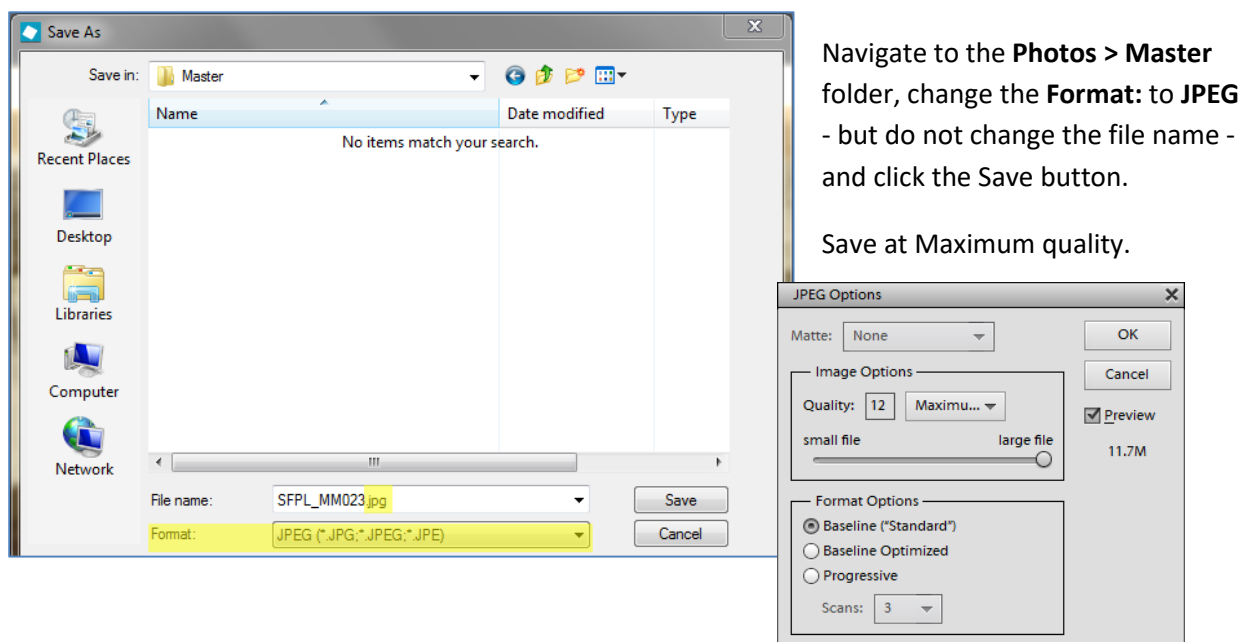
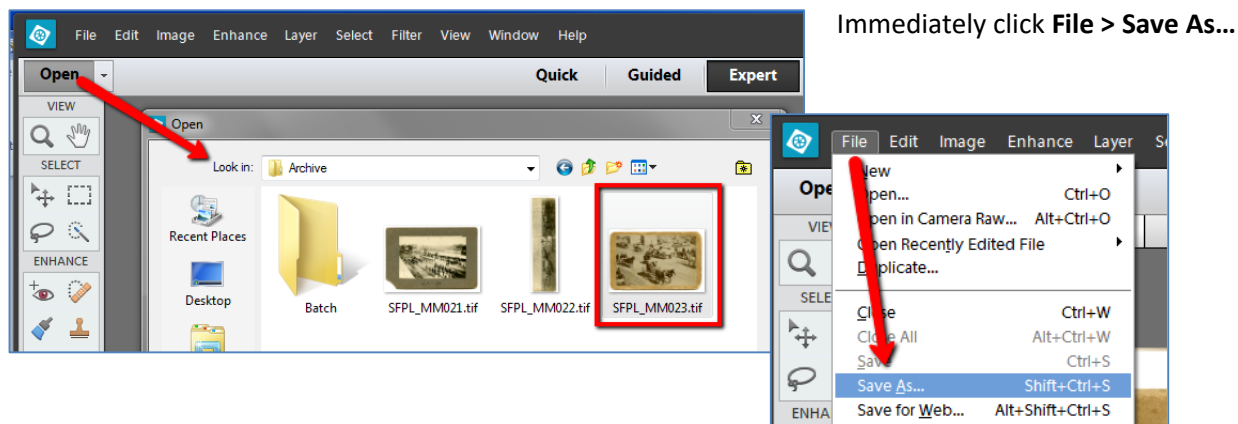
File Conversion in PhotoShop Elements 12

Scan photos into the Photos > Archive folder on your external hard drive, saving them as high-resolution .tif files. (See *Scanning Photos with Epson Perfection V700* or other instructions for details.)

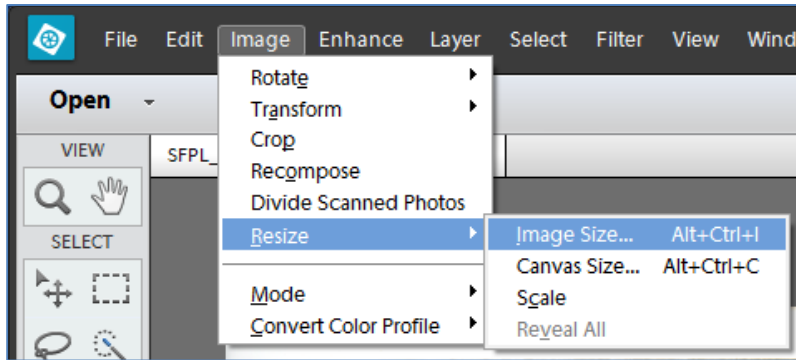
- At the end of each scanning session, rename the files (if needed) based on your library's file naming convention for the project.
- The next steps are creating the Service Master and Upload versions of your images; see the *Scanning Guidelines* document for more information.
- Depending on your workflow, you may prefer to work with the images individually, or in a batch to save time. Following are the directions for both methods.

Converting Individual Files

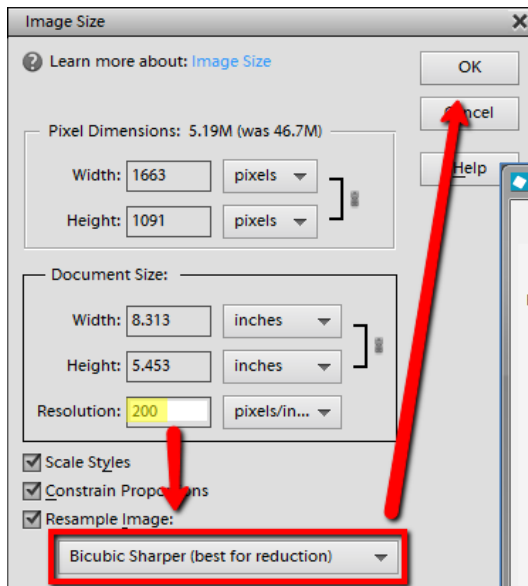
First, save the full-sized, compressed version as your Master file. In PhotoShop Elements, click Open and browse to **My Book** (your external hard drive) > **Photos > Archive** and double-click on a file to open it.



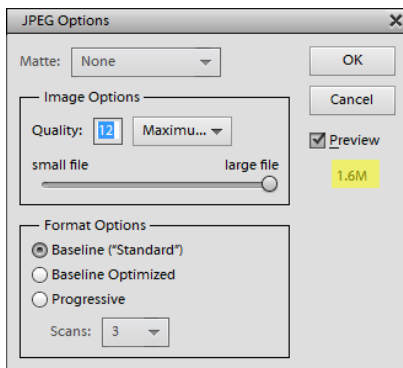
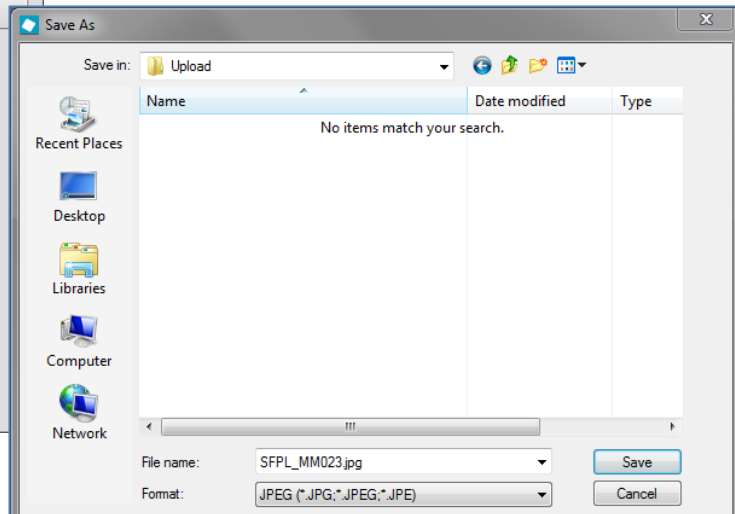
Next, create the lower resolution Upload version of the file. With the .jpg file you just saved still open, click **Image > Resize > Image Size...**



Change the **Resolution** to **200** (in most cases), 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 **Photos > Upload** folder. Do not change the file name or format, just click **Save**.



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

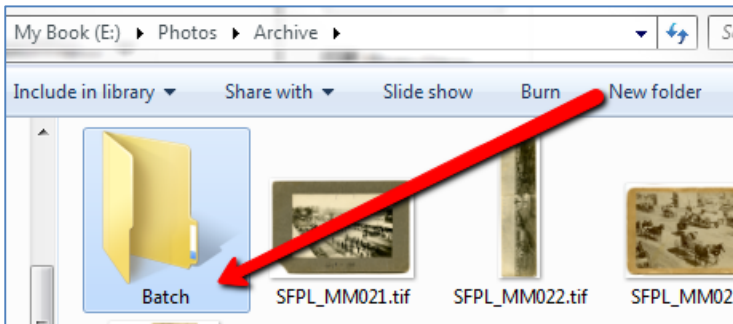
Be sure that you saved this file in the **Upload** folder – if not, you may have overwritten your Master version, since both files have the same name and file type.

You should see the larger file in the Master folder and the smaller one in the Upload folder. See the editing section on p. 7.



Converting Multiple Files

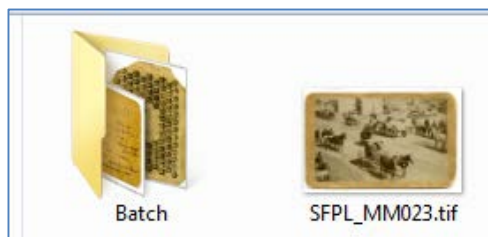
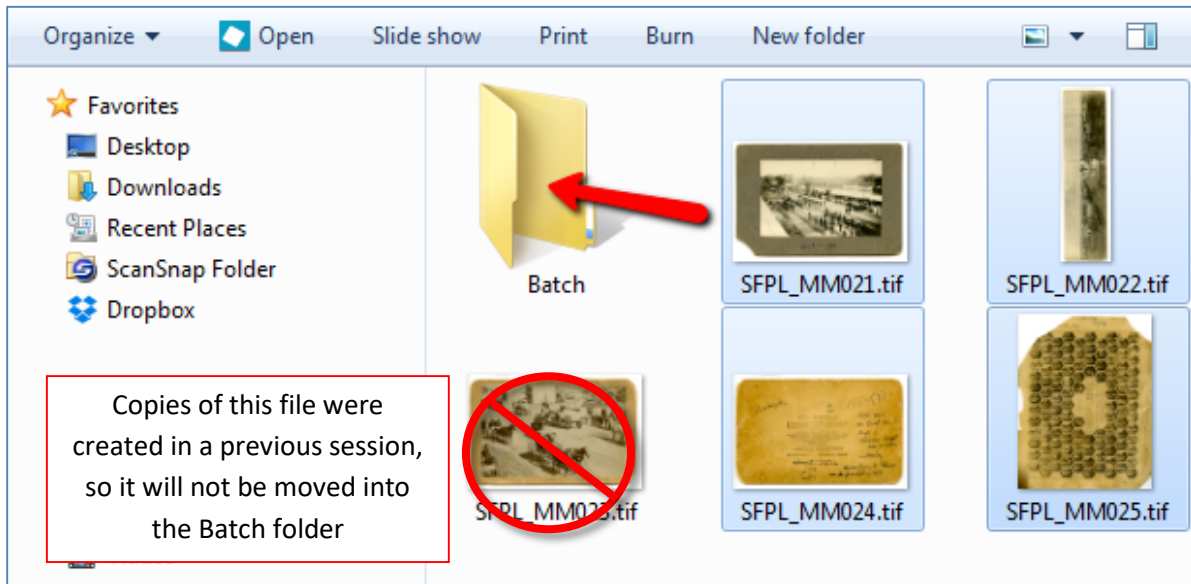
Create a new subfolder named **Batch** in *both* the **Archive** and **Master** folders.



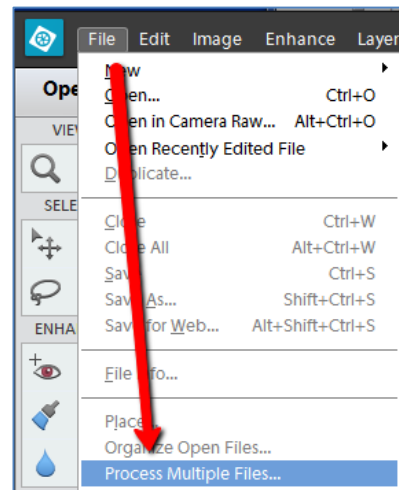
During processing, all the files in these folders – and **ONLY** these files – will be affected.

This means that you will need to move files into the Batch folders before processing, and then move them out afterward.

Temporarily move newly scanned files into the **Batch** folder. **DO NOT** move files that have already been processed. (Alternatively, if your scan operation allows it, specify the Save folder as **Photos > Archive > Batch**. If using an Epson V700, see those instructions.)



1) Once all the files that need derivative copies are in the Batch folder, open Photoshop Elements. Make sure you are at the **Expert** view, then click **File > Process Multiple Files**.



Browse to the **Photos\Archive\Batch** folder as the **Source**, and the **Photos\Master\Batch** folder as the **Destination**.

The only change that you will make to these files is the **File Type**; convert to **JPEG Max Quality**. Check the **“Log errors...”** box. Verify the folders and click OK.

The image shows two overlapping dialog boxes. The main dialog is titled "Process Multiple Files" and contains the following sections:

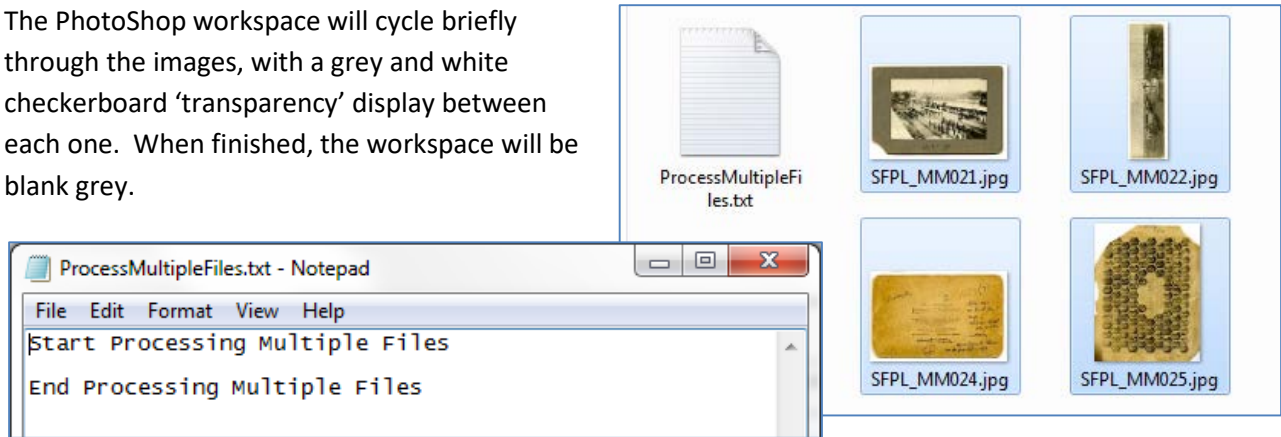
- Process Files From:** Folder (dropdown)
- Source:** E:\Photos\Archive\Batch\ (text field) with a "Browse..." button. Below it is an unchecked checkbox for "Include All Subfolders".
- Destination:** E:\Photos\Master\Batch\ (text field) with a "Browse..." button. Below it is an unchecked checkbox for "Same as Source".
- File Naming:** Includes a "Rename Files" checkbox, a "Document Name" dropdown, a "+" sign, another dropdown, an "Example: MyFile.gif" text, a "Starting serial#: 1" input, and "Compatibility" checkboxes for Windows (checked), Mac OS, and Unix.
- Image Size:** Includes a "Resize Images" checkbox, "Width" and "Height" inputs with "pixels" dropdowns, a "Resolution: 150" input with a "dpi" label, and a checked "Constrain Proportions" checkbox.
- File Type:** A checked "Convert Files to:" checkbox followed by a "JPEG Max Quality" dropdown menu.
- At the bottom, a checked "Log errors" checkbox followed by the text "that result from processing files".
- Buttons for "Cancel" and "OK" at the bottom right.

The overlaid dialog is titled "Browse for Folder" and contains:

- Text: "Choose a folder for processing multiple files..."
- A tree view showing a folder structure: My Book (E:) > Audio > Bound Books > Documents > Extras > Locale > Photos > Archive > Batch (selected).
- Buttons for "OK" and "Cancel" at the bottom.

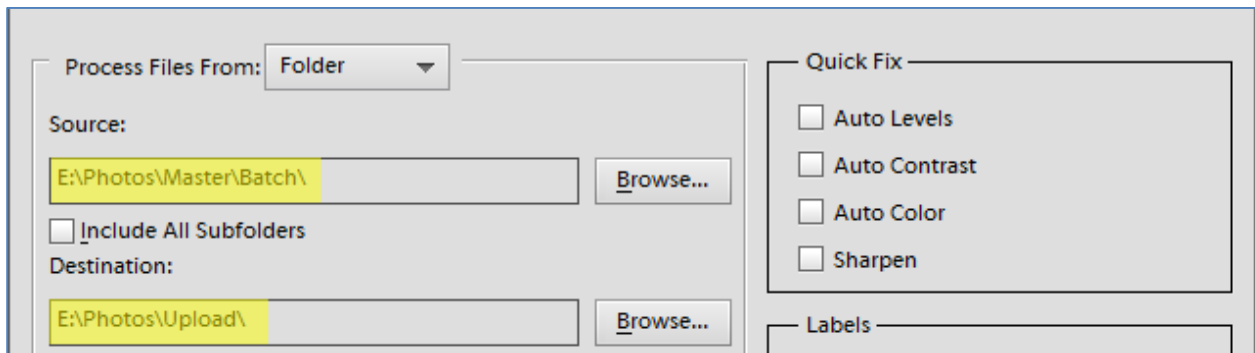
A red arrow points from the "Batch" folder in the "Browse for Folder" dialog to the "Batch" text field in the "Process Multiple Files" dialog.

The PhotoShop workspace will cycle briefly through the images, with a grey and white checkerboard 'transparency' display between each one. When finished, the workspace will be blank grey.

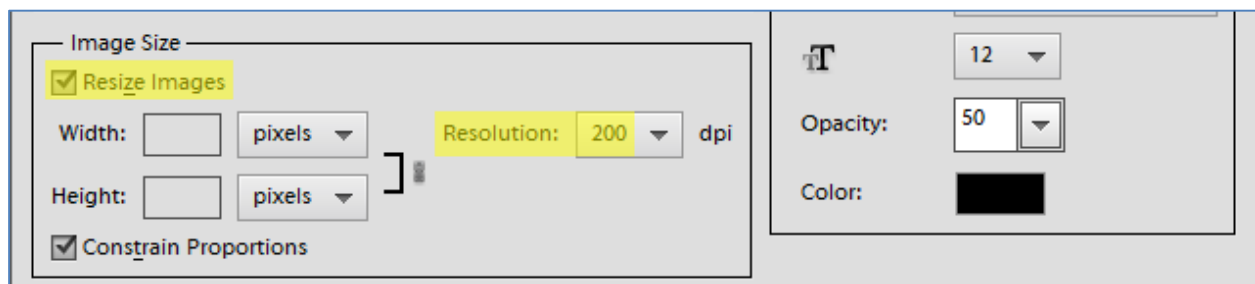


Open the destination folder; you will see the new, converted files and a text log file. Open the log file to check for any errors. If there are none, delete the file.

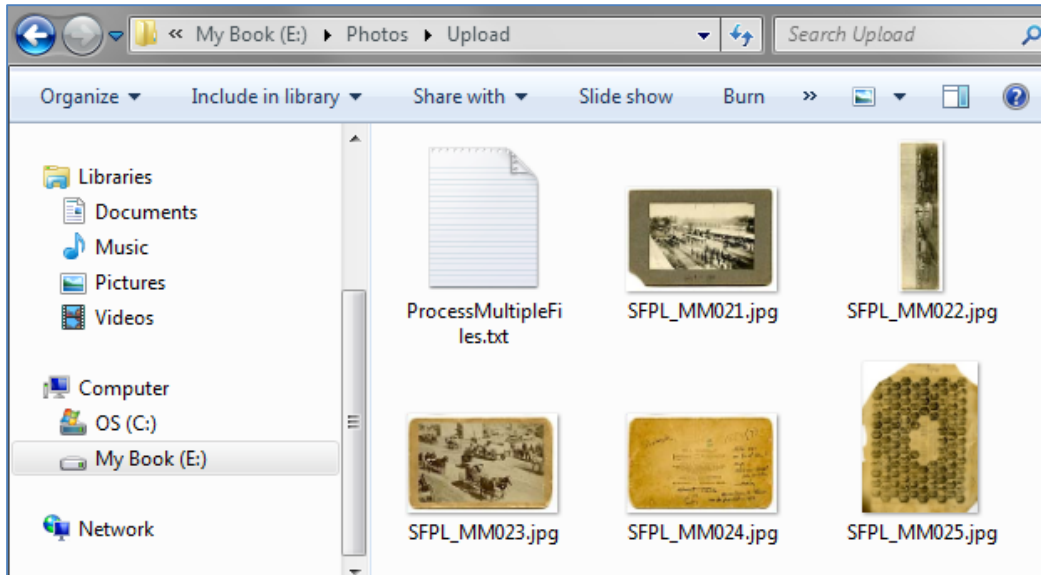
2) Click **File > Process Multiple Files** again. Select the **Source** as **Photos\Master\Batch** and the **Destination** as **Photos\Upload**.



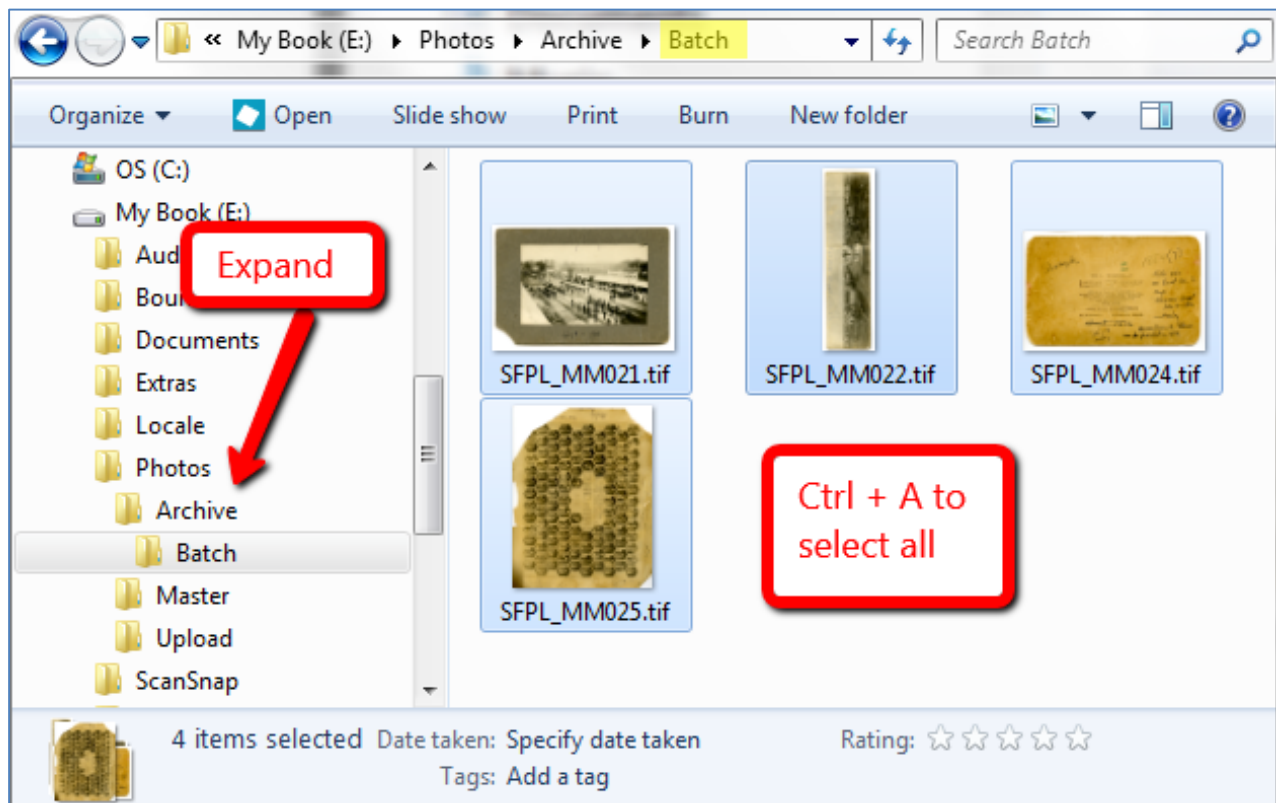
This time, you will only **Resize Images**, changing the **Resolution** to **200 dpi** (in most cases).



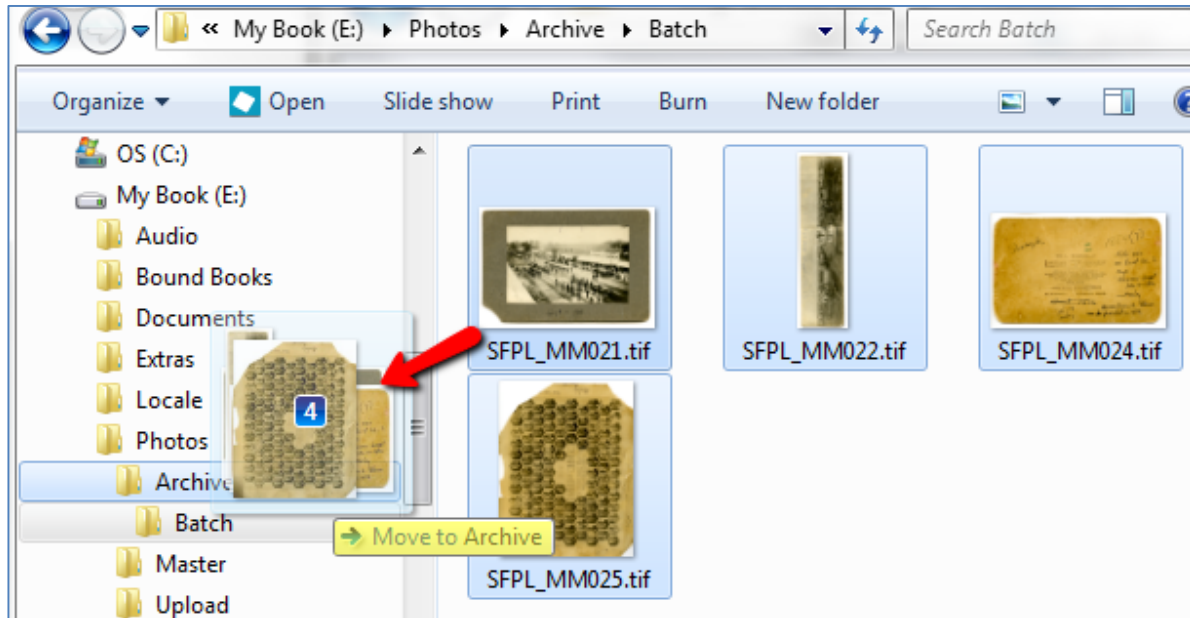
Open the destination folder; again, you will see the new files and the log file. If there are no errors, delete the log file.



3) Move files out of the Batch folders, leaving them empty for the next group. Open **Archive > Batch** and make sure the **Archive** folder is displayed in the tree view at left.



Press Ctrl + A to select all of the files in the folder, then drag and drop them out of the Batch folder into the parent Archive folder.



Open **Master > Batch** and make sure the **Master** folder is displayed in the tree view, then select and drag all files from **Batch** to the **Master** folder.