

Preparing images for printing via external processor

1. Download photos from camera to a folder on PC.
2. Back up all images.
3. Identify those you want to print. Copy them to a new folder.

Now we need to adjust the images to get the best out of them, then crop and resize them for printing

4. Open image in your editor,
Show **Undo History** (Window, then click Undo History)
5. If necessary change Orientation
On the top line hover over 'Image', then 'Rotate' the either 90 left or right.
6. If necessary Straighten Image
Click on tool.
Position cursor to the start of something that should be horizontal, click and drag (with left mouse button held down) along the line that should be horizontal. When you release the mouse button the image will rotate so the line you drew is horizontal.
There are 3 canvas options. Crop to Remove background automatically crops so no white bits are shown (the shape may not be what) the other 2 will have white bits in the corners so you need to crop manually
7. Crop/Resize
Select Crop tool
Enter the Width and Height of the print in inches (eg 5 in)
Enter the resolution (if the image is to be sent over the internet to the processor (Jessops, Bonus Print, etc) set to 240 (this will keep the file size down), if you are going to take the image on a CD set to 300 (best quality)
Draw a rectangle, drag from one corner to the opposite corner
Click inside the selection and drag to position.
If you need the crop area bigger or small just click and drag on a corner
Then crop (click on tick)
8. Adjust brightness/contrast using LEVELS
(>Enhance >Adjust Lighting >Levels or **Ctrl L**)
Adjust Black point, and White point – press and hold down **Alt**, then drag slider.
Adjust Mid Point
Click OK when done
9. Lighten Shadows, Darken Highlights (if necessary)
(Elements 3 onwards) >Enhance >Adjust Lighting >Shadows/Highlights)
Drag 'Lighten shadows' slider to left till you get a good result.
Drag 'Darken Highlights' slider to right till you get a good result.
Adjust 'Midtone contrast' if necessary.
Don't adjust too much
(for interest do another **Ctrl L** to see how Histogram has been changed)
10. Sharpen Image
(>Enhance > Adjust Sharpness)
Adjust Sharpness
Make certain that Preview is ticked
Try **Amount** of somewhere between 80% and 150%
Try **Radius** of between 1 and 2 pixels (a good starting point is about a 200th of the dpi)
Set Remove to Lens Blur
Can see before and after by clicking in the preview panel.
11. If you are not happy with something can always move back to any point in History.
Normal default is to record last 20 history states; can increase this to say 50 by Edit/Preferences/General then enter number in History States box, this takes up a bit more memory.
12. The image is now ready, so save under a different name in a new folder, ready for printing.
Save as jpeg, Quality 6, Baseline, will display file size.
13. Repeat for all selected images.
14. When all done, either copy folder to a CD and take/mail to processor or connect to the web and follow their instructions.