

SAVING FILES

You worked hard on your image, and now you are ready to save it for use in your page layout application—InDesign or eDesign. This sheet explains what you need to know to achieve the results that you expect.



Transparent pixels allow whatever is beneath them to show through. Transparency is depicted in Photoshop with the grey and white checkerboard pattern seen in the image above.

MAJOR FILE TYPES

JPEG: A JPEG (extension .jpg) is a compressed image file format. The images from your digital camera are probably saved in the JPEG format. The advantage of the JPEG format is its file size. Because it is compressed, a JPEG renders a much smaller file. The disadvantage to the JPEG format is that each time you save, compression takes place. If you repeatedly save a file as a JPEG, you will cause the image quality to degrade a little each time. A JPEG is always a “flattened” file and does not support transparent pixels.

TIFF: A TIFF (extension .tif) is a versatile format that does not compress when it saves. TIFF files also support multiple layers and transparency. As you might expect, a TIFF file will be much larger than a JPEG.

PNG: A PNG “ping” file (extension .png) is a file format that was originally developed for web graphics. It uses lossless data compression and supports transparent pixels. PNG files are not recommended for use in InDesign. However, because of the Flash-based interface of eDesign, the PNG file format is recommended for saving images with transparency when you plan to use them in eDesign. See the eDesign saving instructions on the second page.

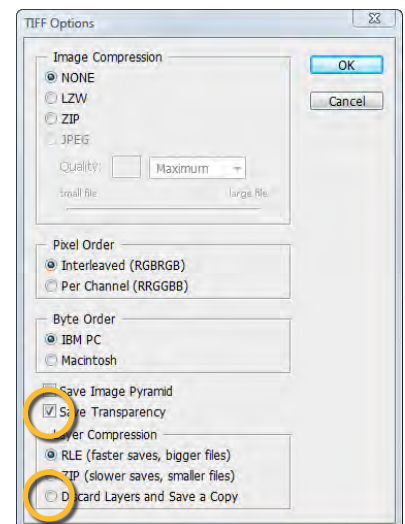
Photoshop File: The native Adobe® Photoshop® file format (extension .psd) is a great format for saving your Photoshop projects so that you can come back later and tweak what you have done.

SAVING A LAYERED BACKUP

Whenever you work on a complex composition or a cutout-background image, you should always save a copy of the file with all of the layers and/or effects intact for future use. Save this backup file as a TIFF or as a PSD file. Choose File > Save As and then choose Photoshop or TIFF from the Format menu.

SAVING A FILE FOR USE WITH INDESIGN:

When preparing an image for use with InDesign, it is best to save the final version of the file as a TIFF. Go to the File menu and choose Save As. In the Save As dialog box, choose TIFF from the Format pull-down menu. When you have chosen TIFF and clicked Save, you will see the TIFF Options dialog box (see screenshot at right). If you have created a file with transparent pixel, such as a cutout background, you will need to check the Save Transparency box if you want the transparent pixels to be preserved. If your file does not have transparency, you can leave this box unchecked. Then click OK.



If your file has transparency that you want to preserve, be sure to check the “Save Transparency” box.

If your file has multiple layers that are not being used, you can choose “Discard Layers and Save a Copy.” Photoshop will then simplify the file to one layer and save it as a copy (leaving your layered file intact). This will make your file smaller.

A NOTE ABOUT IMAGE IN

If you are saving a file with transparency preserved, you should not use ImageIn to place the file on your InDesign layout. Files placed with ImageIn are automatically flattened, and any transparency will be converted to opaque white pixels. Images with transparency should be placed using InDesign’s File > Place command.

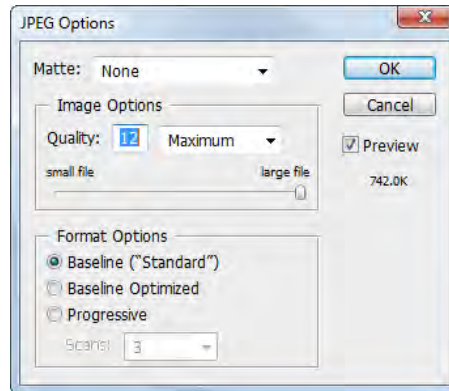
SAVING A FILE FOR USE IN EDESIGN

Images without transparency: If the file you are saving for use in eDesign does not have transparency, you should save the file as a JPEG. Saving the file as a JPEG will make for a smaller file size and will reduce the upload time to eDesign. It will also allow the plant to do color correction to your images.

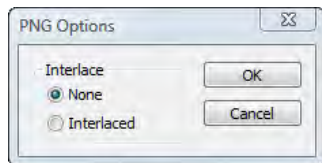
As stated above, it is not recommended that you save a file repeatedly as a JPEG, so it is best to have your working file saved as a TIFF or a PSD file. Only save the file as a JPEG when you are creating the final version of the image for upload to eDesign.

When you have chosen File > Save As, select JPEG from the Format menu on the Save As dialog box. Then click Save.

The first time you save a JPEG file you will see the JPEG Options dialog box (see screenshot at right). Make sure that Quality is set to Maximum, choose Baseline "Standard" under Format Options, and then click OK.



JPEG Options: Make sure Quality is set to Maximum and the Format is set to Baseline "Standard."



PNG Options: Set Interlace to None.

Images with transparency: If the file that you are saving for use in eDesign has transparency, it is recommended that you save the final version as a PNG file for upload to eDesign. When you have chosen File > Save As, select PNG from the Format menu on the Save As dialog box. Then click Save.

The PNG Options dialog box will appear (see screenshot at right). Set Interlace to None and click OK.

QUESTIONS?

If you have any questions about how to properly save your files, please contact your TSA via the Technical Support Hotline: 1-877-362-7750.

