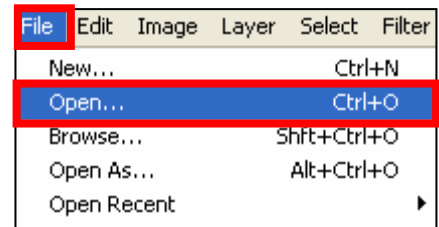


# TIPS TRICKS<sup>AND</sup> HOW TO...

## Open and Save Files using Adobe Photoshop 7.0

### Opening Files

To open a file to be used in Photoshop, select the “File” option from the Menu bar and select “**Open.**” This will allow you to browse on your computer to where your file is saved. Select your file and click “**Open**” to bring your picture into Photoshop.



Another option is to select “**Browse**” from the “File” menu. This will also allow you to locate where your file is stored on your computer and bring it into Photoshop.

### Saving Files

#### Save vs. Save As

If you would like to save your file with the changes you have made, but keep the file you have been working on in its original condition, use **File > Save As**. This will save the file under a new name without writing over the file you have been working on. Otherwise, use **File > Save**.

Type the file name and select the format (jpg, gif, etc.) from the dropdown menu.

#### File Formats

When you save files in Photoshop, you need to have a plan for what your file’s end result will be. The best way to determine this is to ask yourself -

What is my priority? Quality or small file size?

Once you’ve answered that question, you will need to pick the appropriate file format to save your picture as that will best meet your needs.

**JPG** – Good for photos, high compression, low file size, ideal for the web

**GIF** – Good for logos/graphics, high compression, low file size, ideal for the web

**TIF** – Good for any type of picture, low compression, high size, ideal for printing

**PSD** – Conserves layers, no compression, high file size, ideal during the manipulation phase, must have Photoshop to open these files.