



## **Photoshop Elements for Libraries: Preparing Your Photos to Go Online**

*Workshop Agenda  
Winter 2007-08*

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An Infopeople Workshop

### **Overview of Photoshop Elements**

- ◆ Introduction to Software Tools and Workspace
- ◆ View and Organize Photos  
*Exercise #1 Creating Catalogs; Importing and Organizing Images*

### **Optimizing Images for the Web**

- ◆ Why and How to Optimize Images for the Web?  
*Exercise #2 Cropping; Changing Image Size; Adjusting Resolution*
- ◆ Limited Color Palettes – What Are Your Choices?  
*Exercise #3 Adjusting and Selecting Color in an Image*
- ◆ What File Format Should I Use for the Web?  
*Exercise #4 Optimizing a File for the Web; Comparing JPG to GIF Files*

### **Customize Your Images**

- ◆ Altering Layout and Background  
*Exercise #5 Changing Backgrounds; Adding Text*
- ◆ Applying Special Effects  
*Exercise #6 Applying Special Effects*
- ◆ Creating Animated Images  
*Exercise #7 GIF Animations*

### **Image Repositories and Legal Concerns**

- ◆ Image Repositories on the Web  
*Group Discussion: Where can you get images for the web?*
- ◆ Legal Concerns  
*Group Discussion: Copyright Concerns & Signature Releases*

### **Show Off Your Work**

- ◆ Creating Online Galleries and Slide Shows  
*Exercise #8 Online Galleries*  
*Exercise #9 Slide Shows*

### **Summary and Evaluation**

*There will be two 15-minute breaks and an hour for lunch.*