

Department of Multimedia Charnwood Imaging Centre

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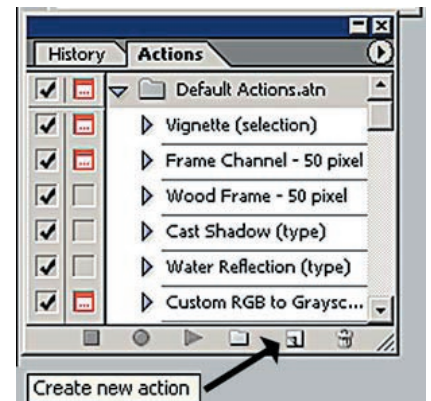
Intermediate Photoshop Image For Email Action

Name _____

It has happened to most of us, we are checking our emails and a large file is coming down the line, somebody has sent a large photograph that takes an age to download (if you are on a dial up modem) and is huge on the screen so it cannot be viewed properly. Below is a set of instructions to set up an action in Photoshop to resize an image, place a border around it and a subtle drop shadow. The file size and document size will be suitable for all and because we are setting it up as an action you will only have to go through the steps once and just apply the action to any subsequent images you want to send in the future.

PLEASE NOTE- this is a method for sending an image to be seen on screen only. It is not suitable for sending images that people intend to print out. This tutorial assumes some Photoshop knowledge.

- 1- Open an image you want to send in an email. Go to the actions palette and click on the new action button at the bottom of the pallet (see the image to the right). Name it "email image". Click OK. Note the red 'record' button is showing at the bottom of the pallet.
- 2- On the menu bar go to Image>Image Size. Change the resolution to 72 pixels per inch (ppi) and then the pixel dimensions to a height of 400 pixels, the width will change automatically in proportion. Click OK.
- 3- Set the background colour to white by clicking on the small black and white square under the colour picker. Now extend the canvas to create a white border by going to the menu bar again- Image>Canvas Size. Click on the relative button (Photoshop 7 and later) and place the values 1cm to width and height. If you are working PS6 or earlier just add 1cm to the values shown. This will add a 5mm white border around the image.
- 4- In the layers pallet double-click on the background layer and click OK, this takes off the lock and turns it into an ordinary layer. Create a new layer and place it underneath what was the background layer; you now have a transparent layer under the one with the image. Extend the canvas once more, this time by 2cm to width and height.
- 5- Activate the new layer by a single click on the layer in the layers pallet. Make the new layer white (it is at present transparent). Edit>Fill>Use>White.
- 6- Activate the top layer that has your image on it and on the bottom left of the layers pallet click on 'f' to add a layer style; go to drop shadow. Try changing just the following settings to- angle-140, distance-7, spread-16, size-16. Click OK. Flatten the layers Menu>Layers>Flatten Image. Stop the action by clicking the square button at the bottom of the action pallet. All of the commands above have now been recorded as an action called 'email image'.
- 7- Now you need to save the image as a jpg to compress the file to make the file size smaller. Menu>File>Save For Web. If the panel on the right of the screen says gif set it to jpg on the drop-down menu. Set the quality to 40. Save your image in an appropriate folder. It may be a good idea to set up a new folder just for email images.



IMPORTANT- when you close the image do not save it, as you will want to keep the original version untouched.

Now you can add the image in an email. Perhaps send yourself an email to see what the image looks like and how quickly it uploads and downloads. Open another image and apply the action 'email image' to it by clicking on it in the action pallet and clicking the triangle to play. Within a few seconds the image will resize and have a drop shadow and all you have to do is save it for web and place it in an email.