

# Final saves and exports

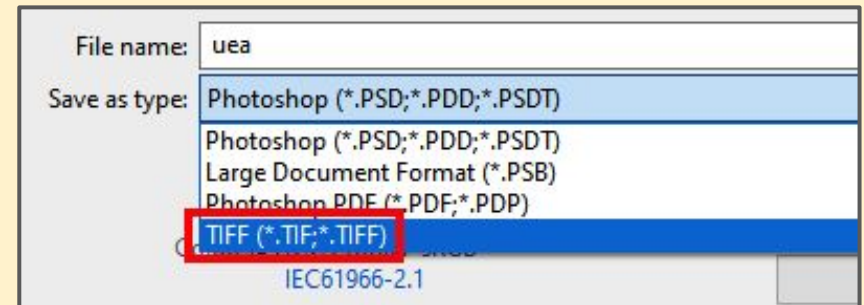
You have to produce two separate copies of your work:

- one suitable for **commercial printing** - high quality, 300 ppi etc...
- one suitable for **on screen use**. This will need to be a “repurposed” version of the print document

This means you have to **save two final versions**

# Print version

1. **Save** your work in Photoshop format (PSD)
2. **Save a backup copy** in Photoshop format
3. **Layer > Flatten** to remove layers
4. **File > Save As > choose TIFF** format. Accept any pop ups and call the file something like **final\_print\_version**

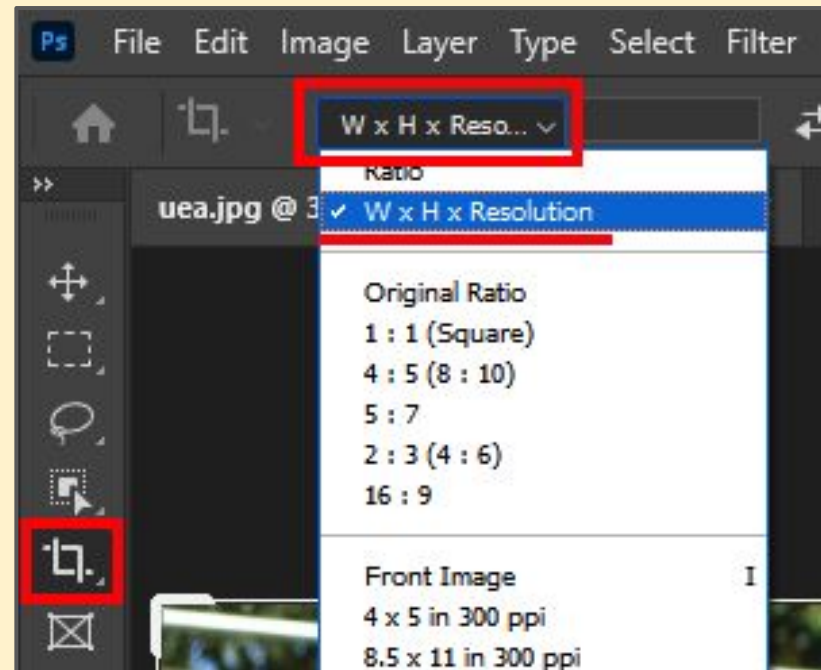


5. Close Photoshop **without saving changes**

# Screen version

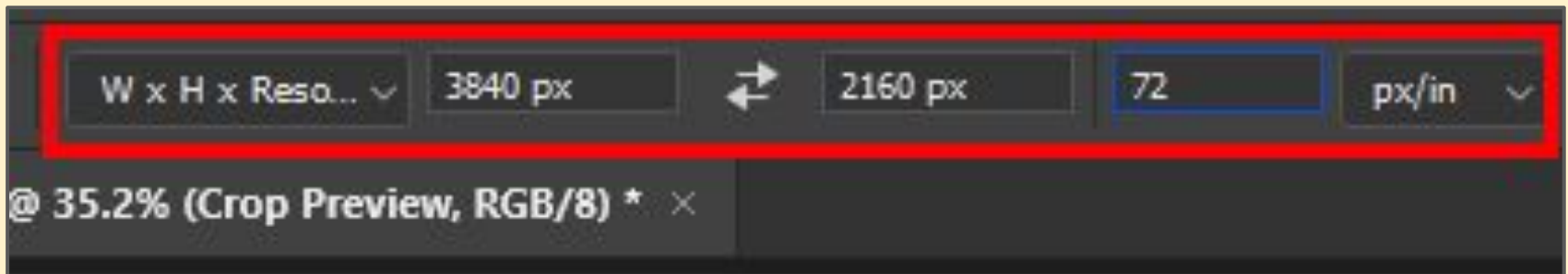
This is more complex as you need to “repurpose” the work which might mean moving some things (see step 6)

1. Open the **Photoshop version** of your work
2. **Crop tool** on left toolbar
3. At **top** change **Ratio** to **W x H x Resolution**



# Screen version

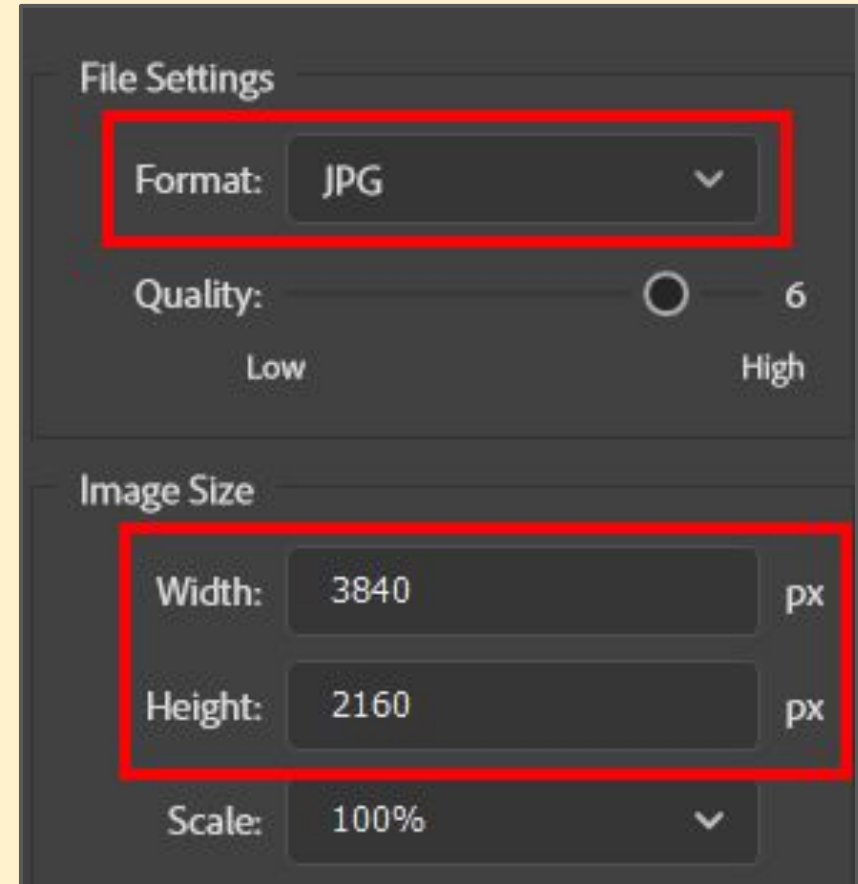
4. At **top** enter the **width** and **height** needed
5. Change the **pix/in box** to **72** for screen use



6. **Check the crop preview.** Some of your key elements might be lost (see slide 6)  
**Cancel** the change and **move** any objects you need to keep. Then repeat steps 4-5

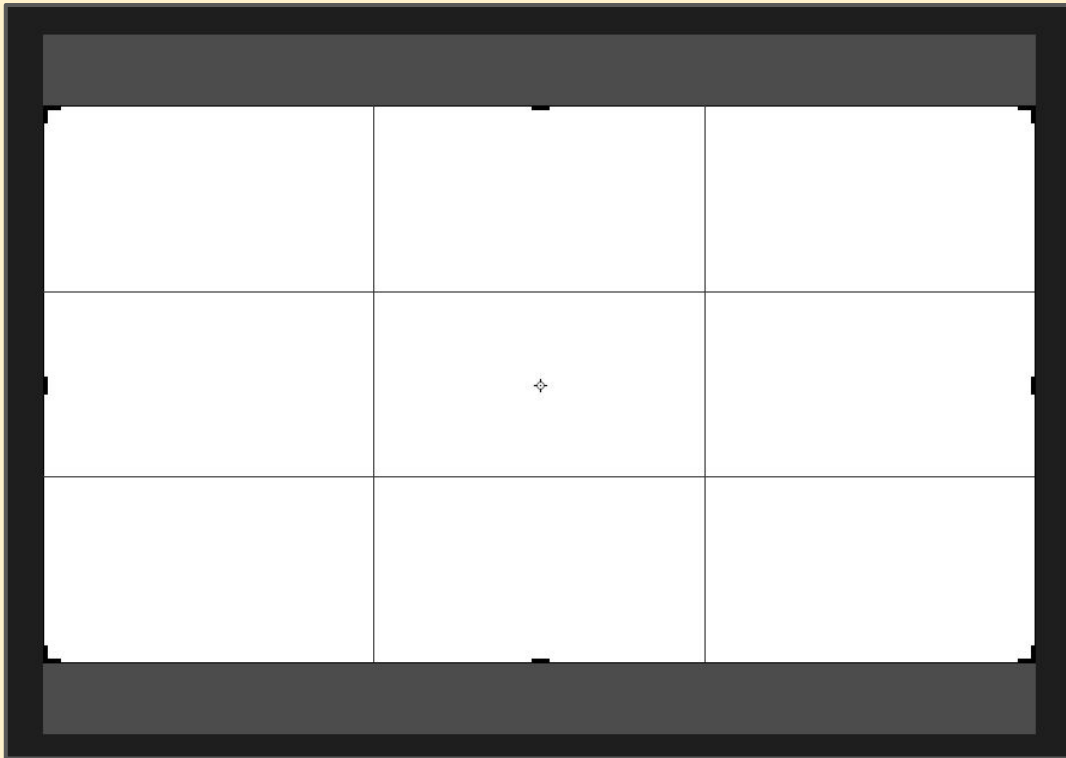
# Screen version

7. Once nothing is getting lost, **accept** the changes
8. **File > Export As > Export > choose JPG** at top right
9. **File > Save As > save a Photoshop version** as well just in case



# Screen version

In the example below, any objects at the top or bottom grey sections will be lost



It's important you “repurpose” by moving the objects **before** you accept the changed size