

Flattening an image and saving as a jpeg

Often, after you have worked on an image in Photoshop, you need to convert the file from a “psd” (photoshop) to a “jpeg” (joint photographic experts group) file. It is basically a compressed file of your image that retains the resolution, but is smaller. To do this, you must combine all the layers of your psd version, which means you can no longer make any changes to the layers. Because you lose this versatility, you will almost always save the original psd version of the file, and also a jpeg version of the file.

To create and save a jpeg version follow these steps.

Step One: Open the psd file you wish to convert to a jpeg.

Step Two: Go to the layers palette and pull down the options list by clicking on the small down arrow button.

Step Three: Choose the “Flatten Image” option.

Step Four: Choose the location where you want to save the file in the “Where” option. You probably want to choose “Desktop” so you can then upload it to your Google account.

Step Five: Go to “File>Save As . . .” and choose “JPEG” from the Format menu.

Step Six: Click the Save button.

You will now have the original psd version with all the layers as well as a compressed jpeg version.

