

# Bonus Chapter

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## Make Online Creations and Share Online



## 2 How to Do Everything with Photoshop Elements 4.0

### How to...

- Build and print online photo albums, calendars, and greeting cards
- Create a web gallery of your photos
- E-mail your creations to your friends
- Share your images in an online service
- Order prints online

As you've seen, you can build a lot of neat stuff with your photographs. You aren't limited to just printing them on your computer, however. By signing up for an account with the Adobe online service, you can order some creations printed online, resulting in very professional results. For example, you can order a photo album with a leather cover!

You can also e-mail your creations to friends and family, as well as order prints online and have them delivered to people you entered in your contact book or designated as "print targets." And if you just want to post your photographs to your own web site, you can create a set of web pages in a variety of styles, and then upload them to your site to do just that.

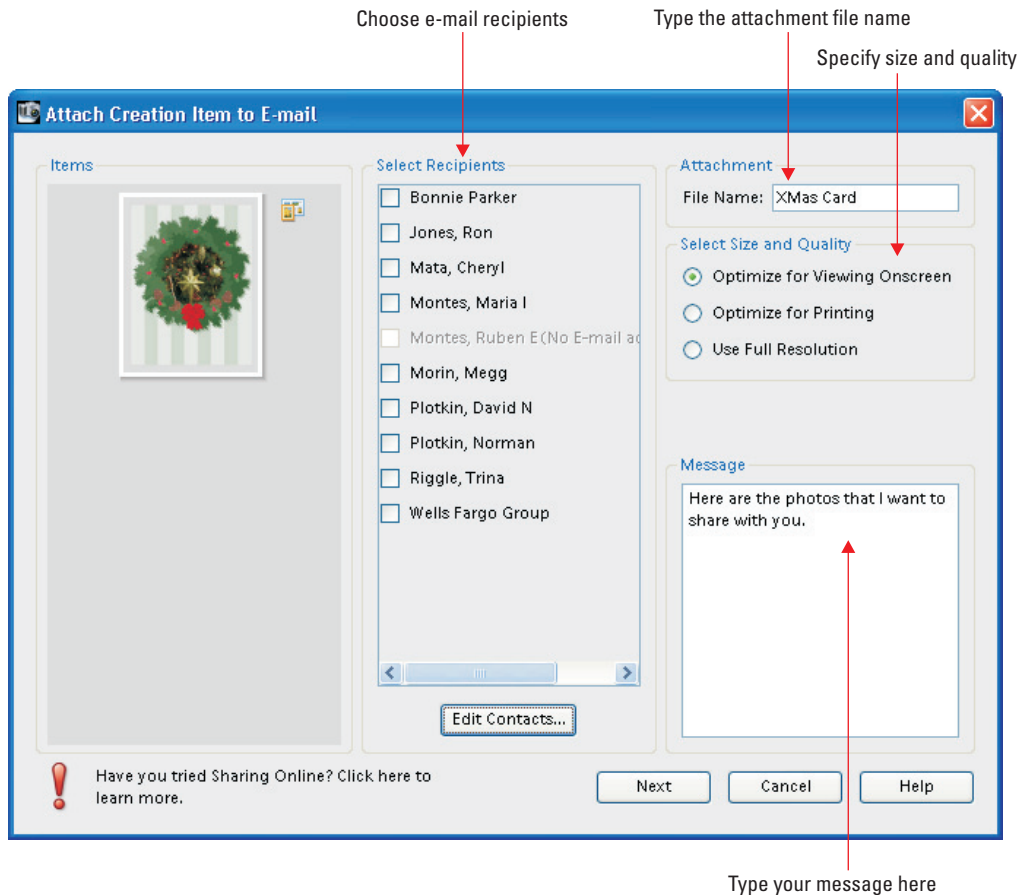
## E-mail Your Creations

You can e-mail your creations to your friends and family, making it easy to share them. Of course, they might not have a copy of Photoshop Elements, but they don't need it—the creations are automatically converted into a format that almost anyone with a computer can open and enjoy.

### E-mail 4-Fold Greeting Cards or Album Pages

The starting point for e-mailing a 4-Fold Greeting Card creation is the Share Panel of the Create A 4-Fold Greeting

Card dialog box. You'll see this panel while building the card, or you can select the thumbnail for a saved card in Organizer and choose Share from the shortcut menu or the Edit menu. Once you're viewing the panel, click the E-mail button. This opens the Attach Creation Item To E-mail dialog box:



## Note

Other than starting from the Share Panel of the Create Album Pages dialog box, e-mailing an Album Pages creation works exactly the same way as 4-Fold Greeting Cards. In addition, e-mailing Photo Greeting Cards and Bound Photo Books (covered later in this chapter in the section “Build a Bound Photo Book or Bound Calendar”) also works exactly the same way.

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From this dialog box, you can specify the attachment filename and set whether to optimize the greeting card for viewing onscreen, printing, or to just send it in full resolution. You can also enter a message by typing it into the Message text box.

If you have added contacts to the Photoshop Elements Contact book, they will appear in the Select Recipients portion of the dialog box. To send an e-mail to one of the recipients, select the check box alongside the name. You can also click the Edit Contacts button to present a dialog box where you can fill in the information to add a recipient to the list.

Click Next. Photoshop Elements creates an Adobe Acrobat (PDF) document of your greeting card. It then notifies you of the size of the resulting file (click OK), opens your default e-mail application (Outlook Express in my case), and creates an e-mail addressed to the recipients you selected. It also attaches the PDF document to the e-mail. You can then customize the message and subject line, and click Send to send the e-mail on its way.

### **Note**

*You can download a free copy of the Adobe Acrobat reader at <http://www.adobe.com/products/acrobat/readstep2.html>.*

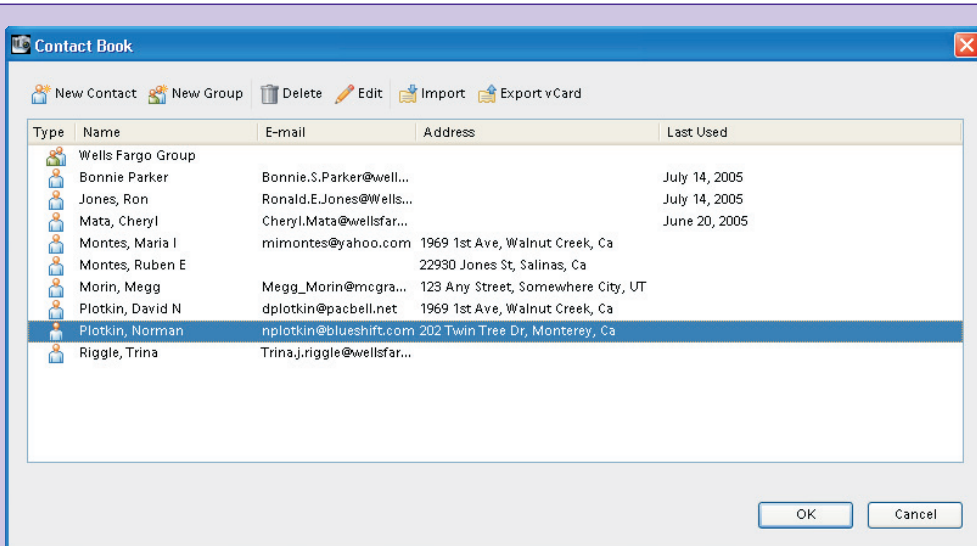
## How to ...

### Add Contacts to Your Contact Book

The easiest way to e-mail your creations to people is to add them to your contact list. To do so, click the Edit Contacts button in the Attach Creation Item To E-mail dialog box, which opens the Contact Book dialog box, shown next.

### **Note**

*You can also directly edit the contact list by selecting **Edit | Contact Book** in Organizer.*



To build a new contact, click the New Contact button, which opens the New Contact dialog box, shown next. Fill in the items and click OK to add the person to your contact list. Most important is the e-mail address—if you don't fill that in, you won't be able to choose the contact when sending an e-mail.

The 'New Contact' dialog box contains the following fields:

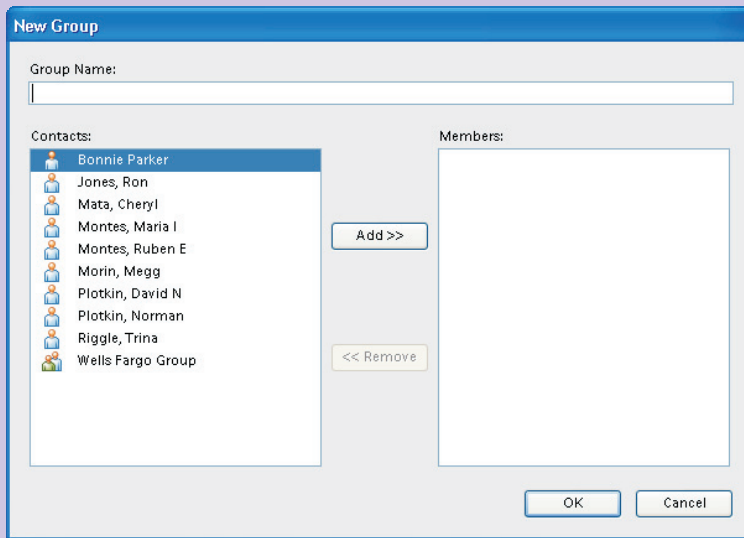
- Name:**
  - First Name:
  - Middle Name:
  - Last Name:
- E-mail:**
  - E-mail Address:
  - Mobile Phone E-mail Address:
- Address:**
  - Street 1:
  - Street 2:
  - City:
  - State:  Zip:  Country:
- Phone Numbers:**
  - Home:
  - Mobile:

At the bottom are 'OK' and 'Cancel' buttons.

**Note**

*To edit existing contacts, double-click the contact or select the contact and click the Edit button. Either technique opens the Edit Contact dialog box. Other than the title, this dialog box is identical to the New Contact dialog box.*

You can also build new “groups,” which are collections of contacts. If you choose to e-mail something to a group, everyone in the group gets the e-mail. To build a group, click the New Group button to open the New Group dialog box, shown next. Type the name into the Group Name field, select contacts from the list on the right, and click the Add button to make them members of the group.



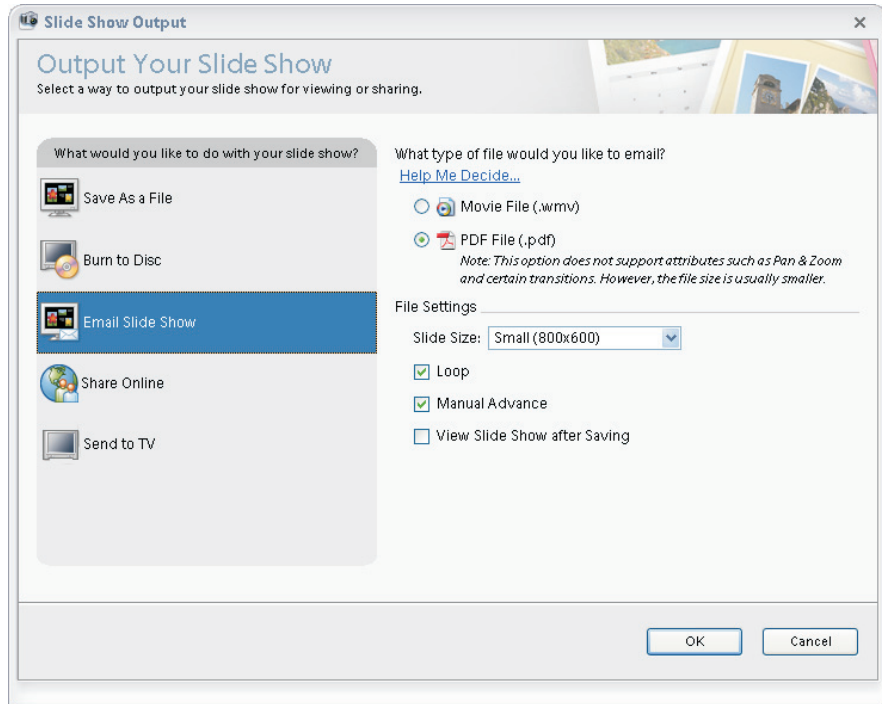
Finally, if you’ve set up the address book in Outlook Express, you can import it into your contact list. To do so, click the Import button, choose Outlook Express from the resulting dialog box, and click OK to import the contacts. If you have Netscape VCard files, you can import those exactly the same way.

## E-mail a Slide Show

E-mailing a slide show works just a little differently from the creations mentioned previously. You start from the Slide Show Output dialog box (click the Output button in the Slide Show



Editor), and choose E-mail Slide Show. This displays exactly the same options as we saw in “Output Your Slide Show” in Chapter 24:



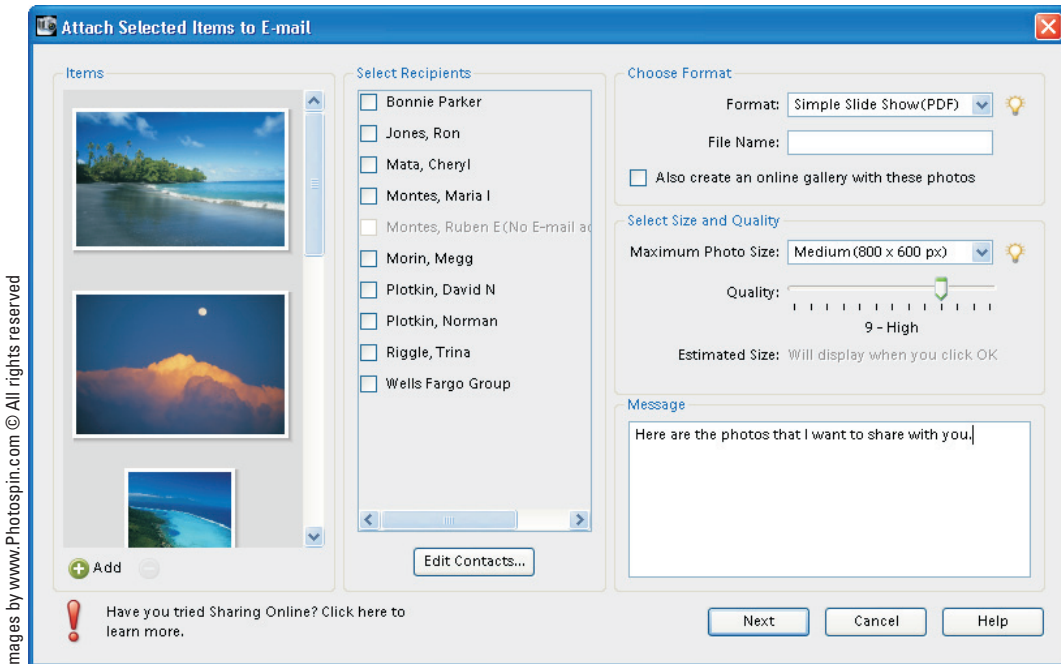
Proceed with the following steps:

1. Make your choices for file type (.wmv or .pdf) and fill in the options for each type as described in Chapter 24.
2. Click OK to open the Save As dialog box and fill in a filename.
3. Click OK to write out the file and open the Attach Selected Items To E-mail dialog box (described in the next section).
4. Choose your recipients, fill in a message, and click Next to open your e-mail program and attach the file.

## E-mail Photos

One of the easiest ways to share your photos is to e-mail them to someone, and Photoshop Elements makes this easy. To get started, pick the photos you want to send and choose File | E-mail to open the Attach Selected Items To E-mail dialog box, shown in Figure 1.

**FIGURE 1** You can attach your photos to an e-mail in one of three formats.



You can attach your photos to an e-mail in one of three formats: as individual attachments, as Photo Mail (HTML), and as a Simple Slide Show (PDF). Any of these choices enable you to enter a message in the Message text field. To also load the images to the Adobe Photoshop Services web site so you can share them online, select the Also Create An Online Gallery With These Photos check box.



### E-mail Photos as Attachments

The most common way to e-mail your images is simply to attach them to an e-mail as files. To send them this way, choose Individual Attachments from the Format drop-down (visible in Figure 1). Set up the transmission parameters using the following options:

- Use the Maximum Photo Size drop-down list to choose the size of your photos—from Use Original Size down to Very Small (320×240 pixels).
- If any of the images are not JPEG, you can select the Convert Photos To JPEGs check box to convert them. This is recommended since the most common other formats (TIFF, PSD) are huge, and not everyone has a program that can read a TIFF or a PSD file.
- If you choose anything other than Use Original Size, you can set the JPEG quality using the Quality slider—higher numbers make for bigger files. Once you set these two quantities, Photoshop Elements shows you an estimated size of the combined files.

After clicking the Next button, the images are converted (if necessary) and your e-mail program opens with the image files attached to a message. The e-mail is already addressed to the contacts you chose.

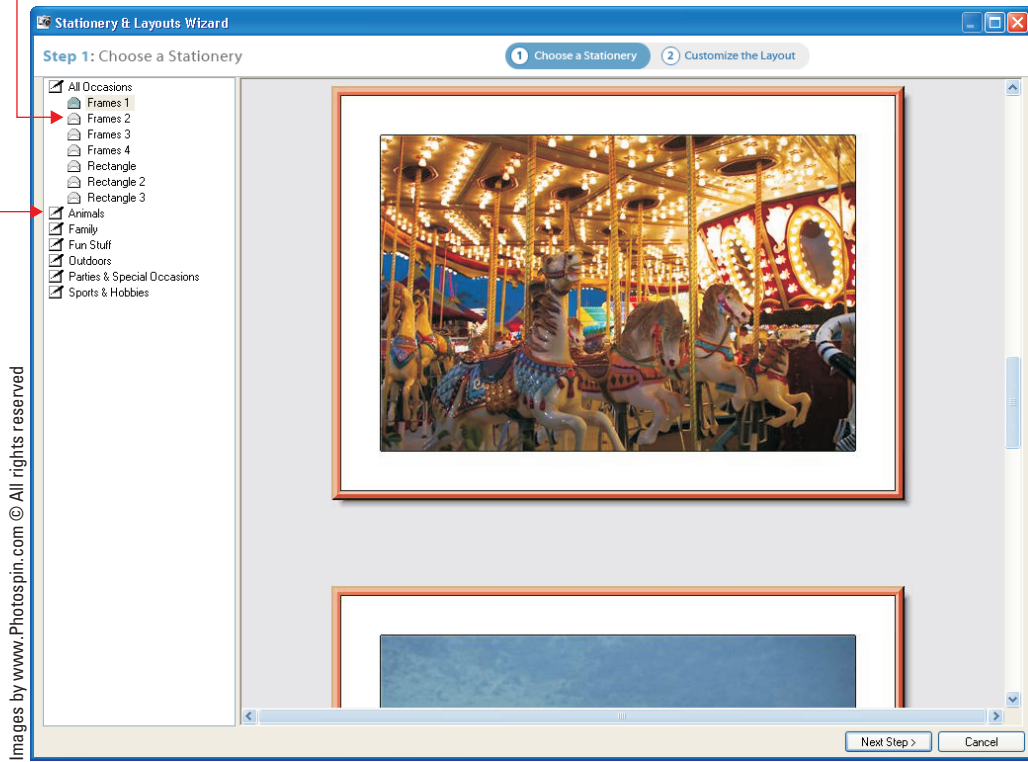
### E-mail Photos as HTML

Choose Photo Mail (HTML) from the Format drop-down list to embed the images in the e-mail (your e-mail application must support HTML-format messages). If you'd like to include the text captions with each photo, select the Include Captions check box. Click the Next button to proceed to the Stationery & Layouts Wizard dialog box, shown in Figure 2.

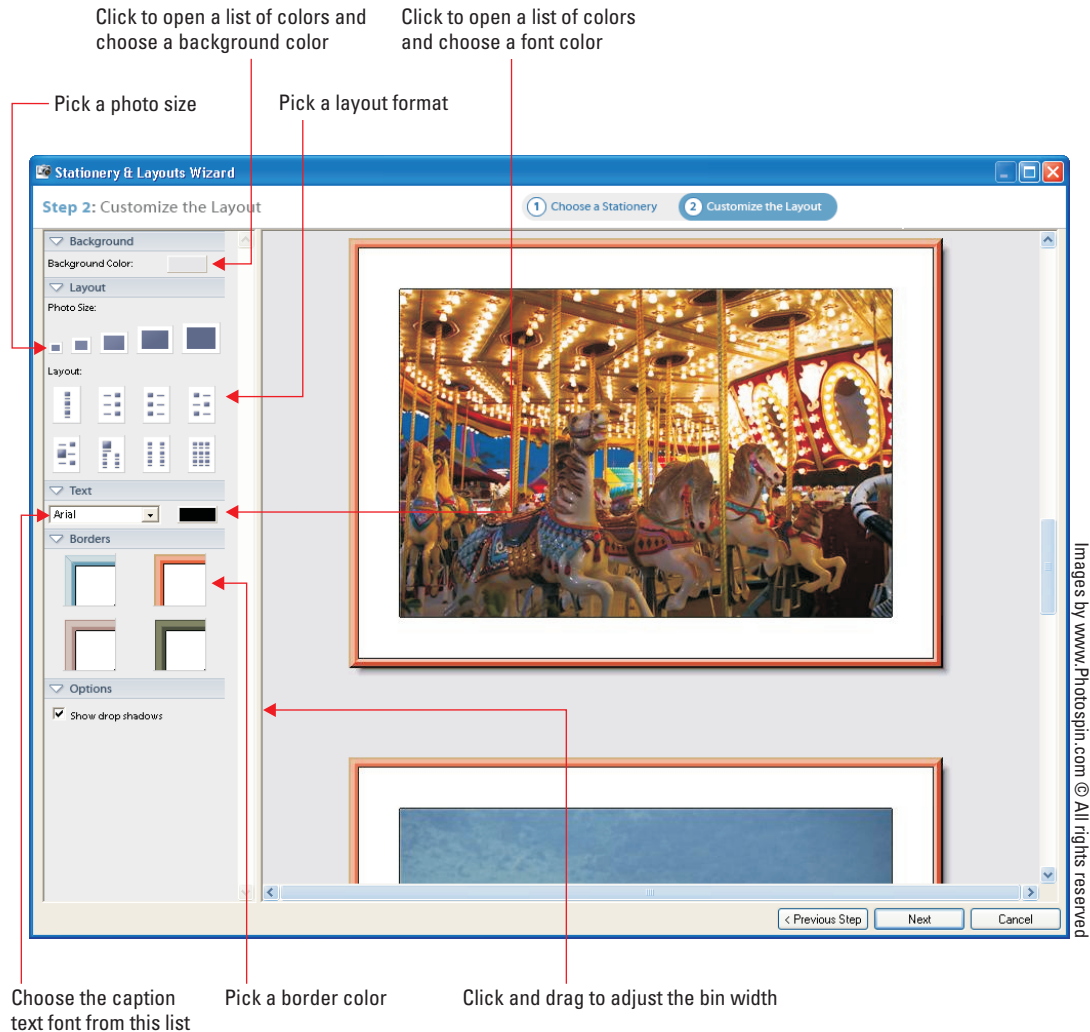
Click to expand stationery list

Click stationery to use it

**FIGURE 2** Pick a stationery style from the list on the left side of the Stationery & Layouts Wizard dialog box.

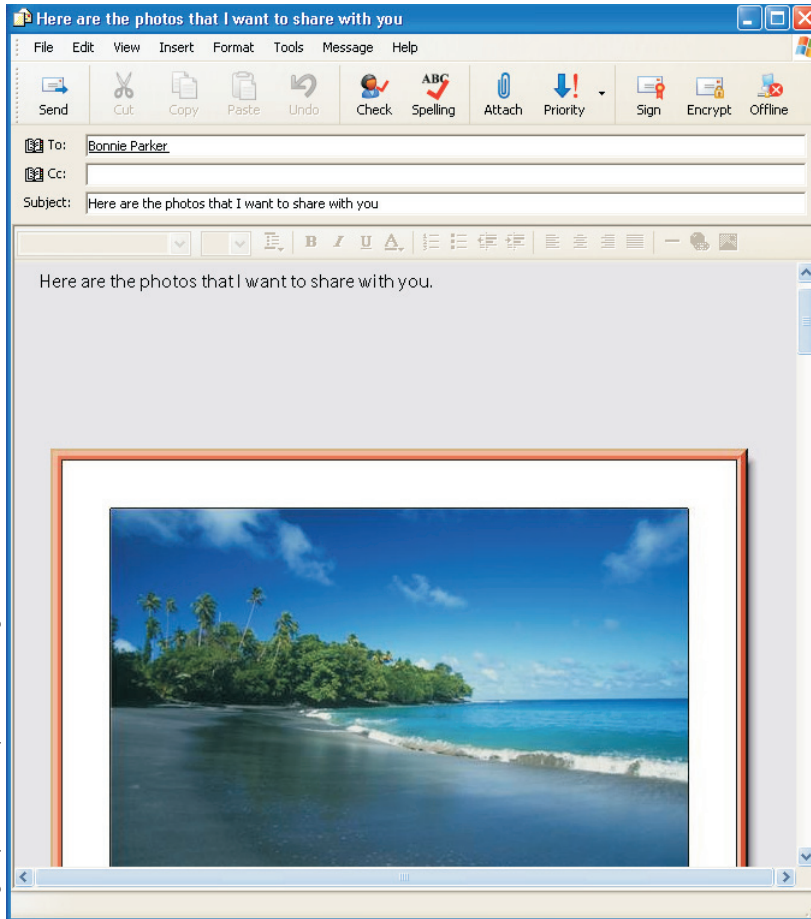


Once you pick the stationery you want to use, click the Next Step button to move to Step 2 (shown in Figure 3), where you can pick the background color, layout, photo size, caption text and color, border colors, and whether to show drop shadows (click the Show Drop Shadows check box).



**FIGURE 3** Customize the HTML document containing your photos.

To finish up, click the Next button to open your e-mail application and embed the HTML photos into a message. This is what it looks like in Outlook Express:



Images by www.Photospin.com © All rights reserved

### E-mail Photos as a Simple Slide Show

Choose Simple Slide Show (PDF) from the Format drop-down list to create an Adobe Acrobat (PDF) file to attach to an e-mail. As with individual attachments, you can choose the Maximum Photo Size (use the drop-down list of the same name), and if

you select anything other than Use Original Size, you can set the quality from the Quality slider. You'll also need to provide a filename for the PDF file that gets attached to the e-mail.

Click Next to show the size of the PDF file, click OK to create the file, and then open your e-mail application with the message and file attached.

## Create an HTML Photo Gallery

One of the slickest things you can do with your photos is to post them on a web site. But what if you don't know how to create web pages, add thumbnails to them, and set up the links so people can view the full-sized images? Not to worry, the HTML Photo Gallery creation takes care of all the messy details for you. Some galleries consist of a customizable web page with thumbnails of your images, complete with filename, title, and author if you so choose. A visitor to your site can then click a thumbnail to see the full-size image. Other galleries, however, simply display individual photos full-size.

To get started, select HTML Photo Gallery in the Creation Setup dialog box and click OK. This opens the Adobe HTML Photo Gallery dialog box, as shown in Figure 4.

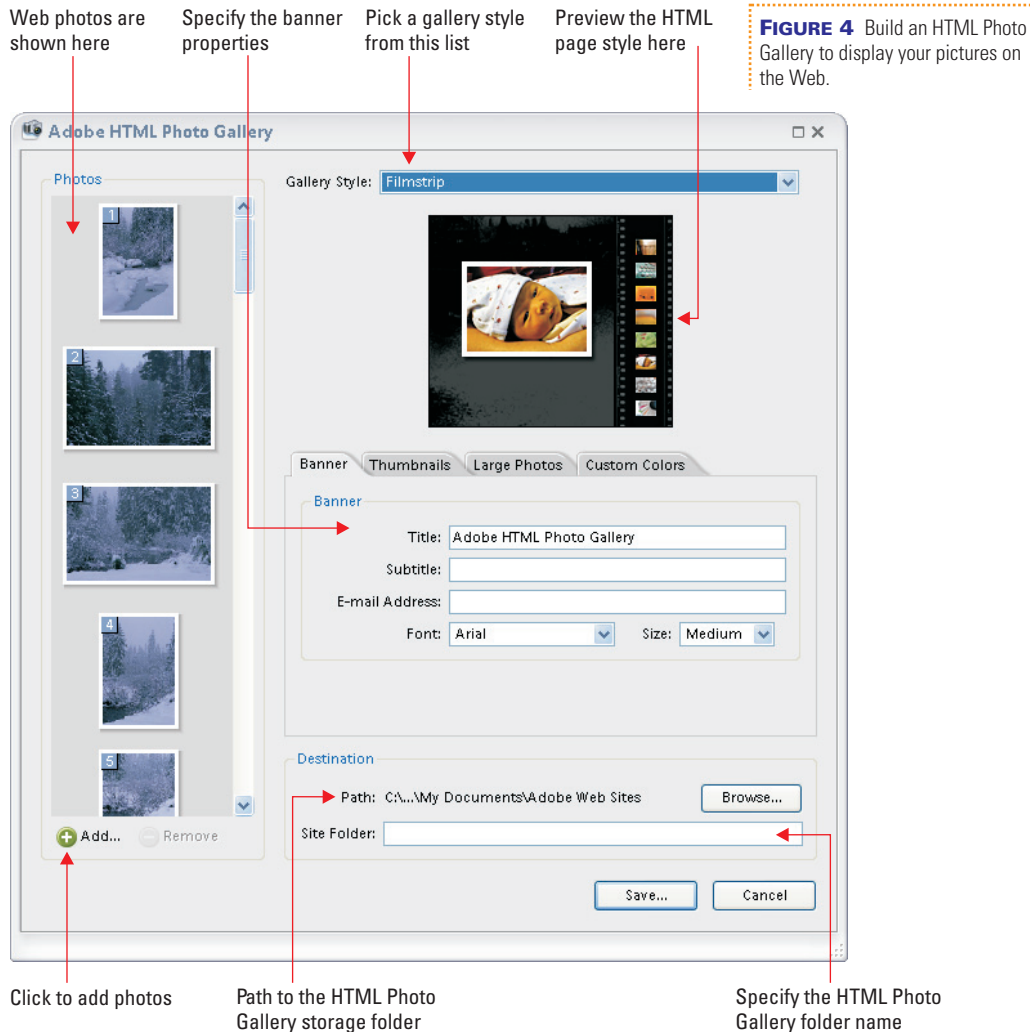
### Select the Photos to Use

The first step is to choose which photos you want to use. As with other creations, any images you selected when you began building the web photo gallery appear in the scrolling list on the left side of the dialog box. You can add more photos by clicking the Add button to open the Add Photos dialog box and choose the photos you want. You can also remove photos from the list by selecting the photo and clicking the Remove button.

### Specify the Site Style and Banner

The drop-down list at the top of the dialog box provides a list of HTML Photo Gallery styles. Pick a style to preview the style in the area just below the drop-down list.

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To set up the basic information for the web site, type the appropriate values into the fields in the Banner tab (also visible in Figure 4) and choose the Font and Size for the banner text from the drop-down lists. Set the path to the site folder where you will save the web photo gallery by clicking the Browse button and specifying the path in the Browse For Folders dialog box. The selected path appears in the Path field. Enter the name of the folder that will hold the actual web site in the Site Folder field.





*I usually fill in the name of the site folder as the last step before I save. This is because the web photo gallery changes as I design it, and I want the name of the site folder to accurately represent the gallery contents.*

## Set the Thumbnail Properties

Click the Thumbnails tab to display the thumbnails' properties:

Pick the size of the thumbnails

Set the caption font and size

Select these check boxes to include this information in the thumbnail caption



*Some gallery styles, such as Classic and Dance, don't use thumbnails at all, so there is no point in configuring the Thumbnails tab!*

## Set the Large Photo Properties

Click the Large Photos tab to display the large photos properties.

This tab displays the properties of the full-size images that are either displayed on a page or are displayed when you click a thumbnail (depending on the gallery style).

If you wish, you can resize the images so they are all approximately the same size. To do so, select the Resize Photos check box and pick an image size (Small, Medium, Large, or X-Large) from the drop-down list.

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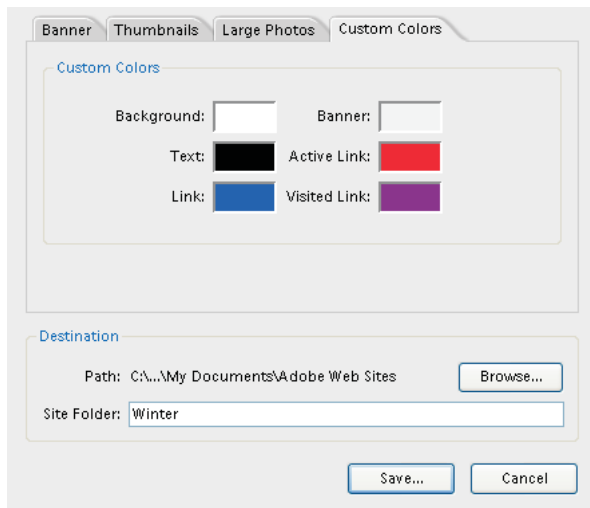
Larger photos take up more room and take longer to download, so you should be careful about specifying big images. You can also adjust the image quality. As with the thumbnail, you can specify whether to include the Filename, Caption, and Date in the large photo caption, as well as the font and size to use.



*You should seriously consider using the **Resize Photos** option. If you don't, the images are stored at their full resolution, which is usually way too large to display comfortably in a browser. Because of this, they may take a while to download and display.*

### Set the Custom Colors

You can choose custom colors for the background, banner, text, active link, link, and visited link. To set the custom colors, click the Custom Colors tab:



To set a color, select the colored rectangle, pick the color you want to use from the Color Picker, and click OK.

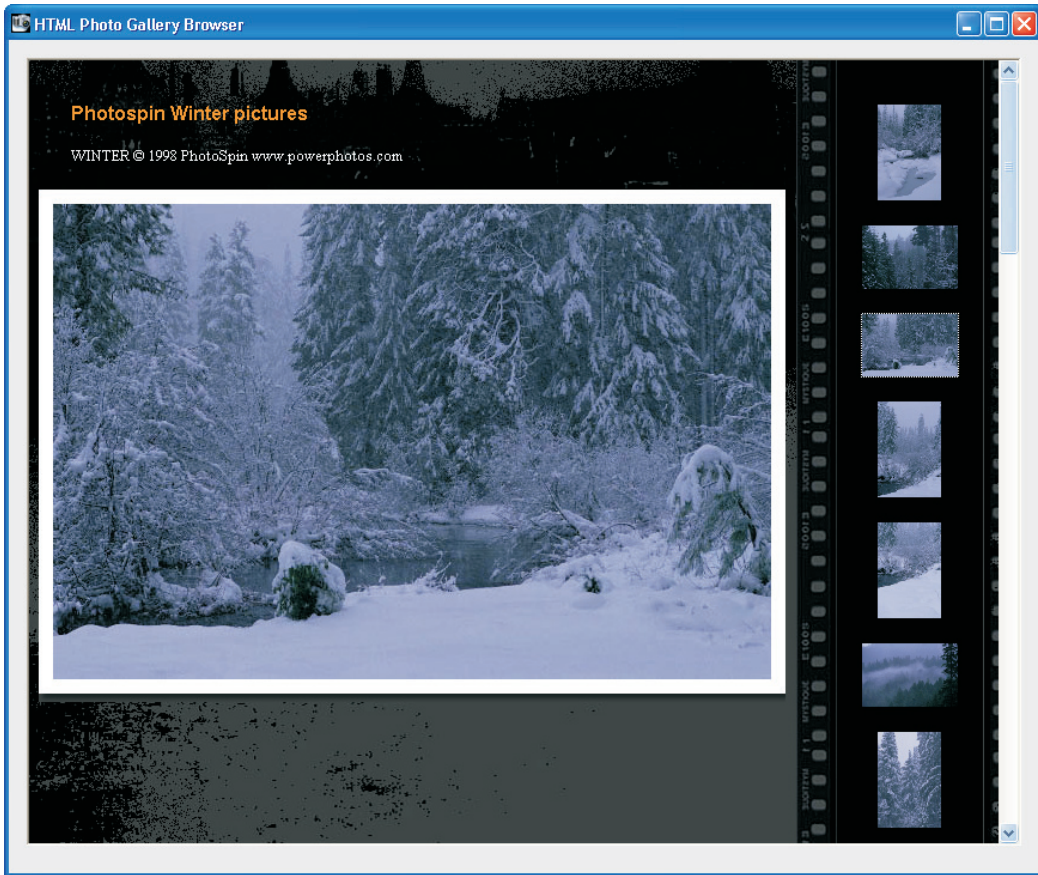


*It is best not to change the color of the link (hyperlink), the visited link (a link the visitor has already clicked), or the active link (a link the mouse is hovering over). This is because people get used to getting cues from the color (such as a purple link being one they've already visited), so changing the colors of these links could confuse your web-site visitors.*

## Save Your HTML Photo Gallery

Once you're done configuring your HTML Photo Gallery, click Save. The entire site is saved to the destination, including thumbnails, the images (resized if you so chose), and the HTML files. Once the save is complete, the HTML Photo Gallery Browser opens so you can preview your site (see Figure 5).

**FIGURE 5** Preview your web photo gallery in the Web Photo Gallery Browser.



Images by www.PhotoSpin.com © All rights reserved

If you chose a gallery that displays thumbnails, you can view the image associated with the thumbnail by clicking it in the HTML Photo Gallery Browser.



*To preview the web photo gallery in your default browser, navigate to the destination folder and open the folder you specified in the Site Folder field. Then double-click the Index.html file.*

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Of course, the web pages are still located only on your hard drive, so they can't be seen on the Internet. You'll still need to upload the pages to your web site, using FTP or your web site software (such as FrontPage or Dreamweaver). And don't forget to provide a link from a page in your web site to the photo album pages (your web-site software should help you with this).

### Build a Bound Photo Book or Bound Calendar

In Chapter 24, we discussed how to create an *Album Pages* creation and a *Calendar Pages* creation. The main limitation with these creations is that you don't have the option to have them printed professionally. With the Bound Photo Book or Bound Calendar creations, you can build a photo album or calendar just like you did with Album Pages or Calendar Pages, but the selection of templates includes only those you can have printed online.



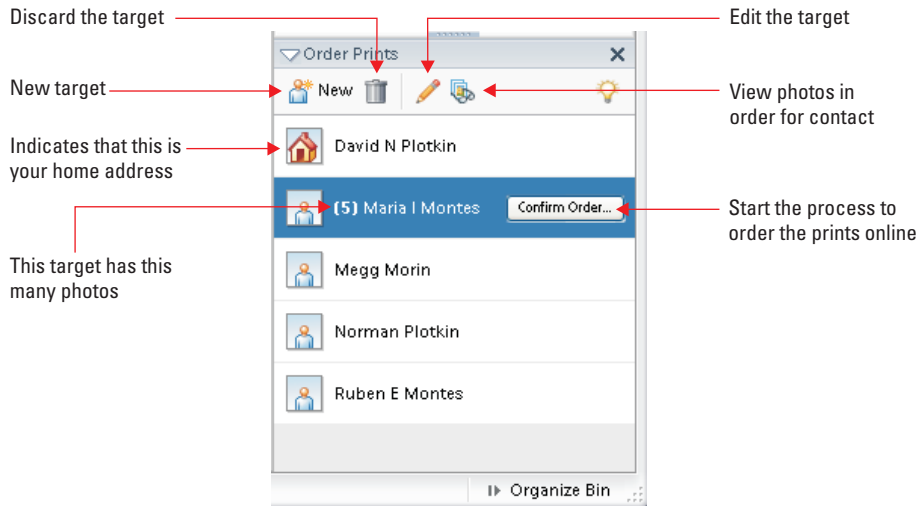
*The professionally printed albums come bound in a book. You can even order different-colored leather covers.*

To get started, choose Bound Photo Book (or Bound Calendar) from the Creation Setup dialog box and click OK. This takes you to the Create A Bound Photo Book (or Create A Bound Calendar) dialog box. It looks identical to the Album Pages (or Calendar Pages) dialog box, except that the templates (listed down the right side) are all available online. Move through the various steps until you get to the Share panel, where you'll notice that the Order Online button is now available. Make sure you have a connection to the Internet and click the Order Online button to log into the Adobe Photoshop Services web site where you can proceed to order the book, including specifying such special items as the color and type of cover.

### Order Prints Online

I can't tell you how many times I've gone to a family function and had people ask me for copies of pictures I've taken. With

Order Prints Online, it's easy to set up people as "Order Prints Targets" and then have prints made and sent directly to them. You perform all these tasks using the Order Prints palette in Organizer, shown here.



## Note

*If you've already added people to your Contact Book, you can import them into the Order Prints Target list. To do so, click the Choose Existing Contact button in the New Order Prints Recipient dialog box. This opens the Contact Book dialog box, where you can select one or more entries and choose OK to insert them into the Print Targets list. If someone with the same e-mail address is already in the Print Targets list, any additional information available from the Contact Book (such as their address) is added to the print target.*

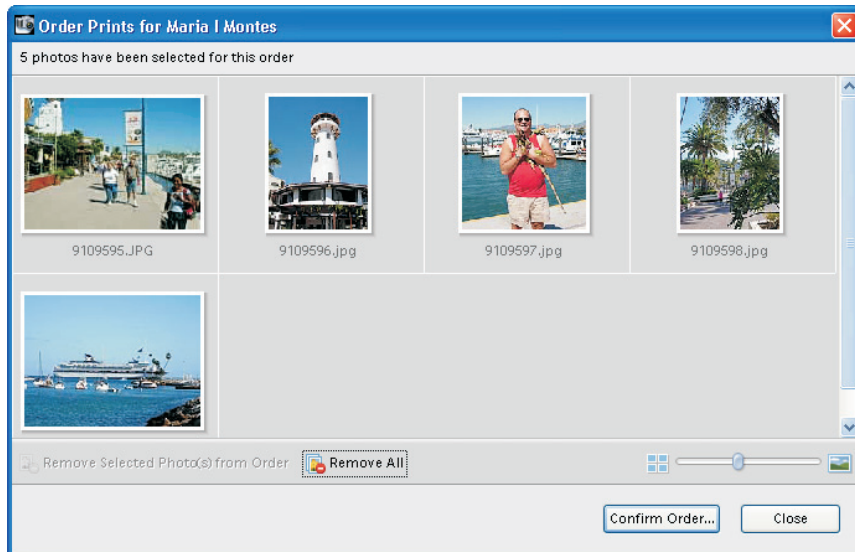
The first step is to set up the Order Prints Targets. To do so, click the New button in the Order Prints palette in Organizer. This opens the New Order Prints Target dialog box, which is virtually identical to the New Contact dialog box, discussed previously in this chapter. Fill in the fields (required fields are noted with an asterisk) and click OK. If this is your home address, select the This Is My Home Address check box.

From here, ordering prints couldn't be simpler. Just select the prints in the Organizer and drag them to an Order Prints target.

To view the print order for a particular target, select the target and click the View Photos In Order button in the Order

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Prints palette. This opens the Order Prints For <Contact Name> dialog box, which contains thumbnails of all the images.



You can adjust the thumbnail viewing size with the zoom slider, select and remove images from the order, or click Remove All to empty the order. The dialog box also includes a Confirm Order button, which, like the Confirm Order button in the Order Prints palette, starts the process of actually ordering the prints online (make sure you're connected to the Internet though!).



*If you've set up orders for many targets, you can confirm all the orders at once by choosing File | Order Prints.*

## Share Images Online

In addition to sharing your photos via e-mail or web pages, you can post them to the web site at [Adobe.KodakGallery.com](http://Adobe.KodakGallery.com) (membership is free). Once you've done so, you can send people e-mails that let them know the album is there to be shared, and provides a link to view the images. They can, of course, also order their own prints or other photo gifts, which saves you the trouble of making prints and mailing them.



To share your photos in an online album, use the following steps:

1. Select the photos in the Organizer.
2. Click the Share button in the Organizer shortcuts bar, and then choose Share Online.
3. After a few moments, your Share Online address book opens, where you can select the recipients with whom to share your album:

Adobe Photoshop Services, provided by Kodak Easy Share Gallery

### Share Online

Step: ① Recipients ② Upload ③ Confirmation

Select recipients to share images with from your address book:

**Address Book**

Groups [Add New Group >>](#)

Groups	click here to also send prints	
<input type="checkbox"/> Family	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Wedding Attendees	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Work	<input type="checkbox"/>	Edit >>

People [Add New Address >>](#)

<input type="checkbox"/> David Plotkin 1969 Christina Ln ,Walnut Creek (default address)	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Bonnie Parker , , ,	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Megg Morin , , ,	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Norman Plotkin 202 Twin Pines Dr. ,Monterey, Ca	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Ron Jones 600 Black Canyon Hwy ,Phoenix, AZ	<input type="checkbox"/>	Edit >>
<input type="checkbox"/> Trina Riggie 600 Black Canyon Hwy ,Phoenix, AZ	<input type="checkbox"/>	Edit >>

Why are some of my addresses grayed out?

**Message**

Subject

Message

☐ Require friends to sign in to view your album.

Cancel Next



*The Click Here To Also Send Prints check box is only available if you have added a complete address (including a ZIP code) and a phone number.*

4. Select the recipients by clicking the check box to the left of each entry.
5. If you wish, add a subject and a message in the Message section. The e-mail that's sent to each recipient to announce the album includes this information.
6. Click Next to upload your pictures, create the album, and send the e-mail to the various recipients. When the Share Online Confirmation dialog box appears, you can click the link to view the album.

## Note


*If you previously uploaded some or all of the pictures for a different album, they will not be uploaded again, which is a great timesaver.*

When a recipient receives the e-mail, it includes a thumbnail of one of the images, as well as a link to view the album:



David has shared photos with you.

Don't have an account? [Join now.](#)



David's Slideshow  
(1 album)

Optimize this slideshow for:

☒ Broadband - larger photos, more features

☐ Dial-up - faster download per photo

**View Photos** [Help](#)

Sign in to view these photos and save them to your account.

Email Address:

Password:

☐ Remember my password

[Continue ▶](#)

[Forgot your password?](#)

[View Photos without signing in](#)  
Photos will not be saved to your account.

Clicking the link takes you to the Kodak EasyShare Gallery where you can sign in.

Unless the sender required you to sign in (by selecting the Require Friends To Sign In To View Your Album check box in the Share Online address book), you can skip this step and just click the image thumbnail to view the slide show.

## Note

*You'll need to create an account or sign in if you wish to order prints or buy photo gifts.*

## Did you know?

### Posting Images on the Web Makes It Easier for People to Print Them

The main advantage to posting your images in an album on the KodakGallery web site is that they can be full-resolution, suitable for printing—and you can order prints right from the site without downloading the images. You can also attach full resolution pictures to an e-mail (as we saw earlier in this chapter), but that may make the e-mail so large it exceeds the size limits that Internet service providers place on e-mail. And, if all the recipient wants to do is order some prints, forcing them to receive a huge e-mail (that may include many images they don't want) is just plain rude.