

# Using Adobe Photoshop to Design for Campus Monitors

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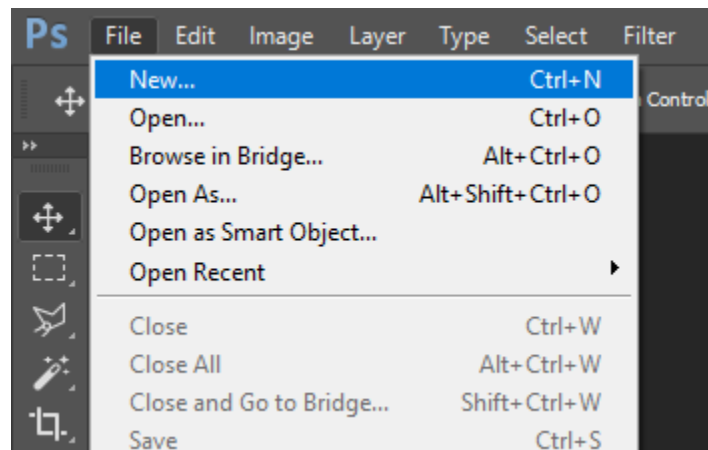
## Sizing for Campus Monitors

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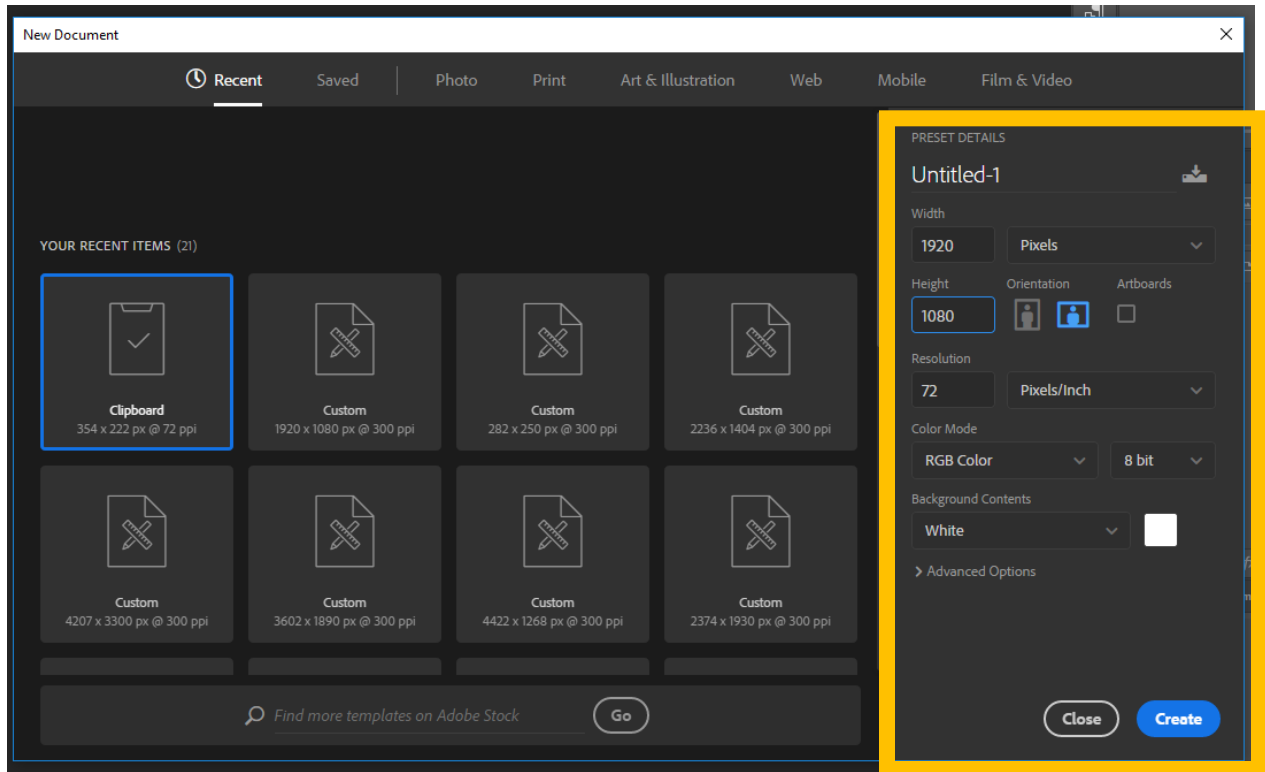
Currently (as of June 2017), most monitors on campus display at 1920 x 1080 pixels. This is a 16:9 ratio (widescreen, landscape).

When using Adobe products to create graphics, you can make use of Illustrator or Photoshop, or a combination of both. For our purposes, this document will go through the process of setting up an image in Photoshop for the purpose of using it on the campus digital signage monitors. This tutorial is based on the Windows version, though the Mac OSX version is very similar – to help assist with cross-platform versions, keyboard shortcuts will be omitted.

When you first open Photoshop, you will need to start a new file. Up in the top left corner of the Photoshop window, you will see the **File, Edit...** menu. Click on **File** to start a new image file:



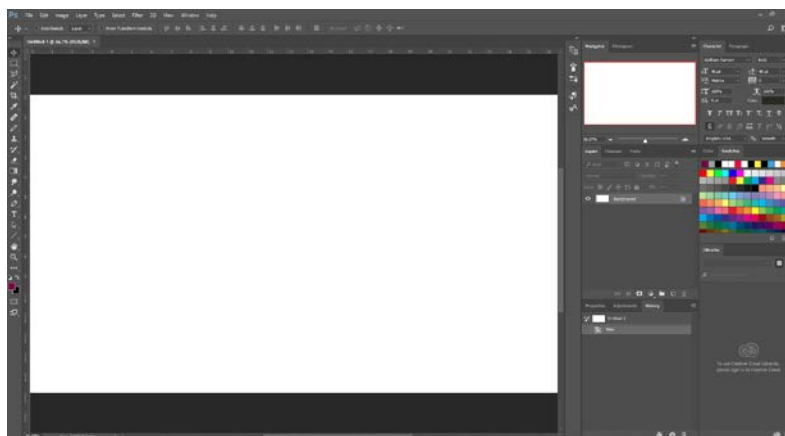
A **New Document** window will pop up after this, allowing you to create a new document in a variety of sizes, or you can input a custom size into this window.



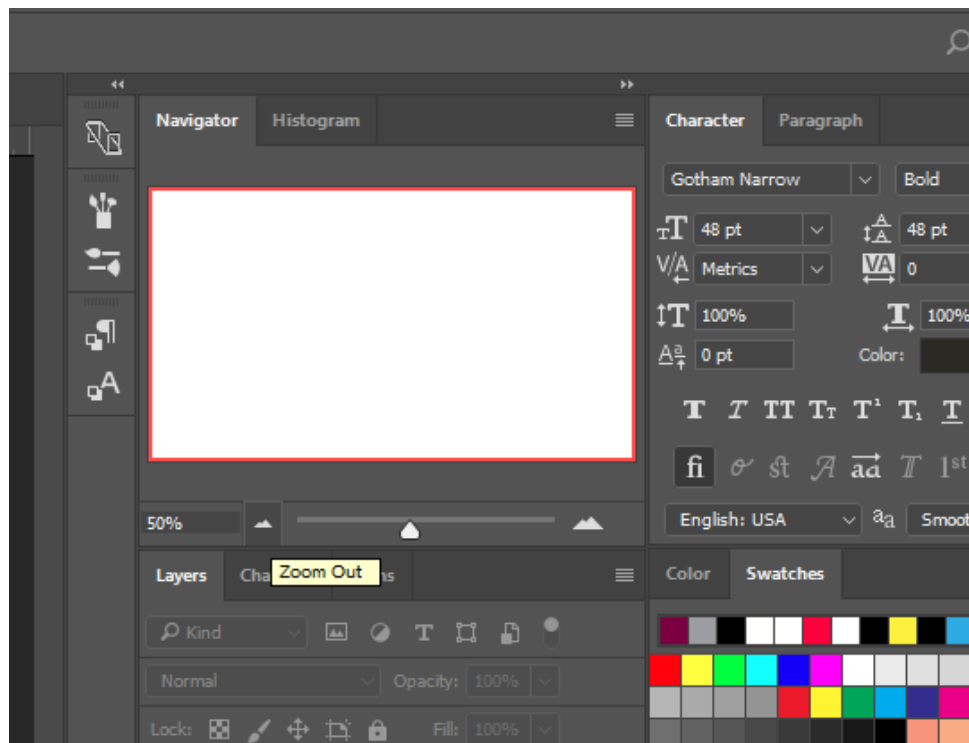
The area you will want to pay most attention to for now is on the far right side of this pop-up window that says **PRESET DETAILS** at the top. Here, you can name the file (though you can do this later, of course), as well as set the **width, height, orientation, resolution** and **more**. For our purposes, the width and height have been filled out to be the exact size the campus monitors need: 1920 pixels wide, and 1080 pixels high.

The resolution is likely automatically set to 72 pixels/inch (ppi or dpi), which works just fine for digital displays, but you can certainly increase this for higher quality. If you're designing for digital, it is recommended to set the **Color Mode** to **RGB Color**, 8 bit is fine. You can also change the starting background colour, if you wish, but this can always be changed using the **Fill** tool later. Once you're happy with this, click the **Create** button to start your new image.

The new document will be represented by the white rectangle in the middle of the screen:



At first, it might seem a little large to see the whole image (the default view is something like 66.67%). You can zoom out a bit using the **Navigator** window on the right side of the screen. It looks like this:



Click on the arrows on the right and left of the slider next to the box that gives the percentage of the view, to change how much of the document you see at once. If you shrink it down to 50%, you will see the whole “page”. Keep in mind that this is just changing your *view* of the image, not the actual size of the image. If you don’t see the **Navigator** panel, you should be able to pull it up by going to the top menu, clicking on **Window**, and then making sure **Navigator** has a check mark next to it (if not, click on it).

Now you can make your image. (If you need further help on how to do this, you might want to make use of the resources at Lyons New Media Centre, such as access to Lynda.com for tutorials, or making use of the Media Consultation services at Lyons. Check the [Lyons website](http://library.mcmaster.ca/lyons) for more details.) Link:

<http://library.mcmaster.ca/lyons>

## Saving to an Image File

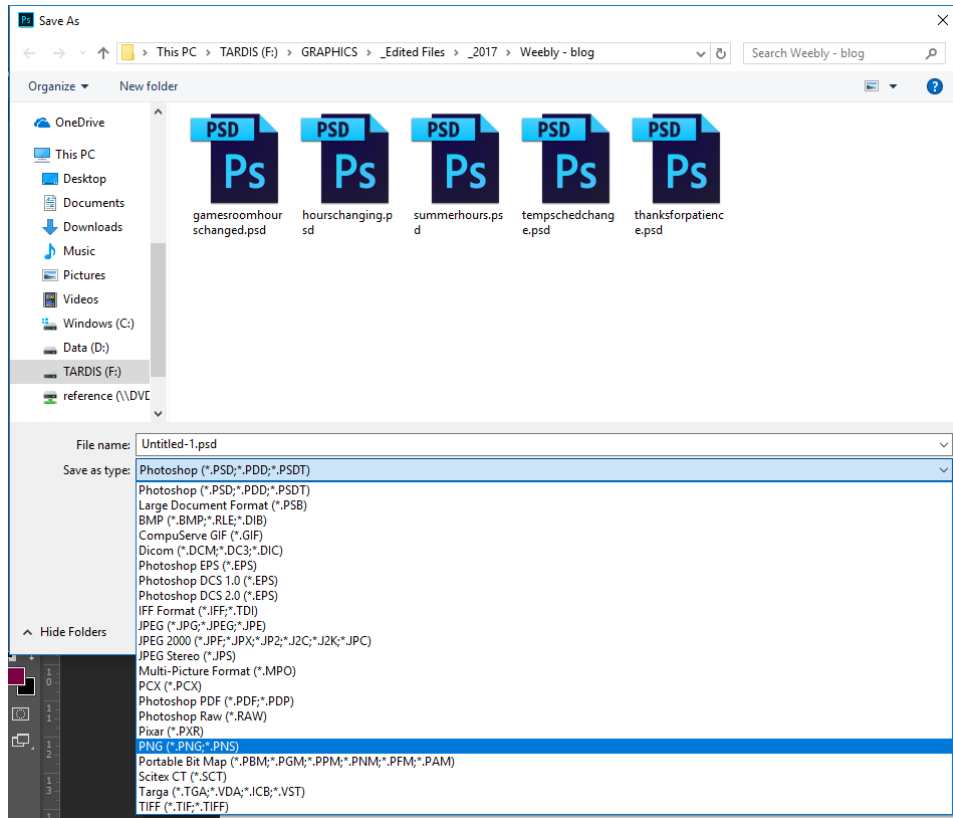
One last thing you need to know before you send off your image to the Library, Residence Information System, or the MSU monitors: How to save your file as an image file that these systems can use.

Photoshop saves files by default as a special Photoshop project file (**.psd**). It is recommended to save a copy, so you can go back and edit later, if necessary. But once the .psd file has been saved, you will need to save your final product as an image file that can be used on the digital signage monitors.

The file types needed for this are usually **.png** or **.jpg**. First, you will need to click on the **File** menu, then select **Save As...** to open the Save As... pop-up window.

There are two large boxes that show you the folder structure for your computer. Use this to navigate to the folder your files will be saved within. Beneath these boxes, you will see a field to change the **File name**.

Once that's done, you will have to select a file type. Click on the arrow on the far right of the field called **Save as type**. A large list of file types will expand.



From here, as long as you chose RGB Color when you first started your image, you will have the option to save as a **PNG (\*.PNG, \*PNS)** or **JPEG (\*.JPG, \*.JPEG, \*JPE)**. Choose the appropriate one, then click the **Save** button.

*If these two options are not in this list, your image may have been set to CMYK instead of RGB. This can be changed by going back to the File, Edit menu and clicking on **Image > Mode > RGB Color**, then trying the Save As... process again. Be aware, however, that changing the colour mode after you've designed your image may change how the colours appear in your image, so it's always advised to change this mode at the start of your designing process.*

And that's it! You're done.