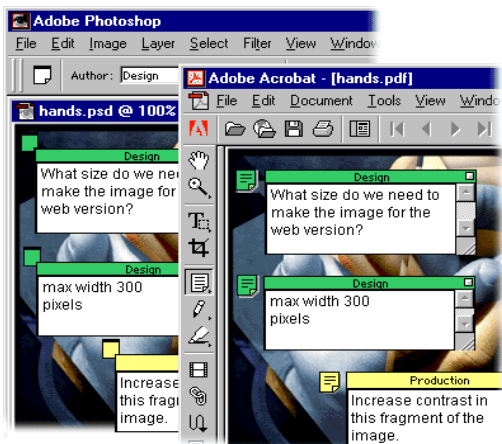Adobe Photoshop

Let your image speak for itself

Keeping track of information about an image can be challenging, especially when you're working in a team. Now Adobe® Photoshop® provides an easy way to record information about images. Simply use the notes tool to place notes on the image; then save the image in PDF format so that team members can review it. When you reopen the file in Photoshop, all the image data is preserved, including layers, vector graphics, and notes. Follow along and learn how take an image on a round trip from Photoshop to Acrobat® and back.

1. Add notes to your image.

Click in an image with the notes tool, and then enter text in your note. You can change the author, font, font size, and note color in the options bar. To close the note, click the box on the note's title bar; to reopen the note, double-click it. To hide notes, deselect Annotations in the View > Show submenu.
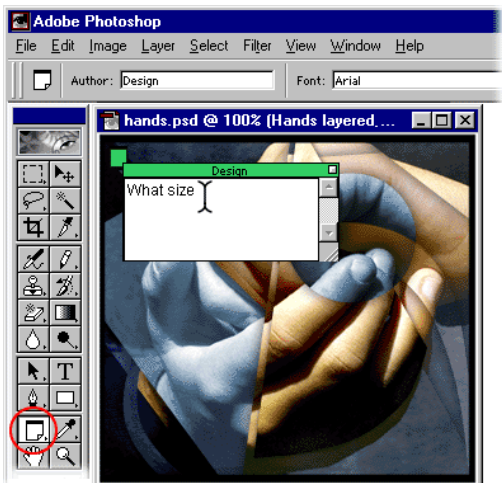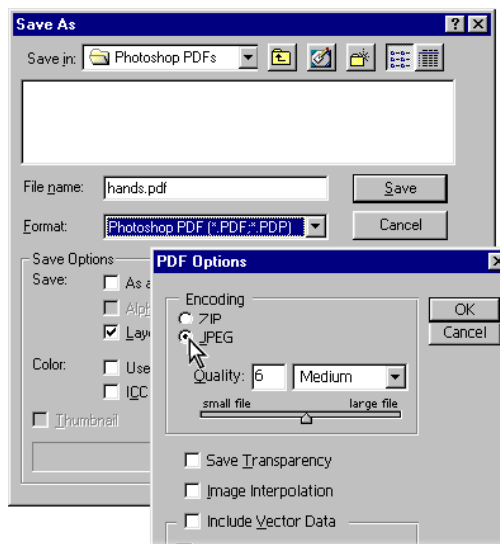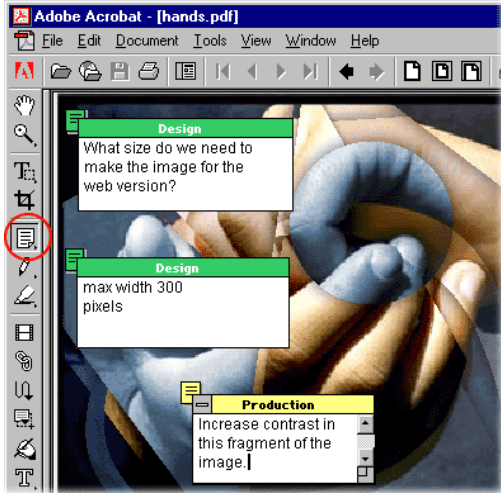

2. Save in PDF format.

Choose Photoshop PDF format in the Save As dialog box. When you click Save, the PDF Options dialog box appears. Choose JPEG encoding and select the types of data that you want to preserve in the PDF file. The Save Transparency, Image Interpolation, and Include Vector Data options are only relevant if you plan to modify image data in another application, if you plan to print the PDF file from another application, or if your image includes type.

3. Send the PDF file to a colleague for review.

You can open a Photoshop PDF file in any application that supports PDF format. We opened the image in Acrobat and used the Acrobat notes tool to add review comments. Then we used the Save command to resave the file.

4. Open the reviewed file in Photoshop.

After receiving the reviewed file, we reopened the image in Photoshop. Notice that the image's layers, layer vector masks, and layer effects are intact. Also notice that new notes appear on the image.

5. Make the changes as noted, and resave the image in Photoshop format.

One of the advantages of notes is that they allow you to keep track of comments directly in an image file. Our review note instructs us to increase the contrast in part of our image. We did this by adding an adjustment layer, and then resaved the image in Photoshop format.