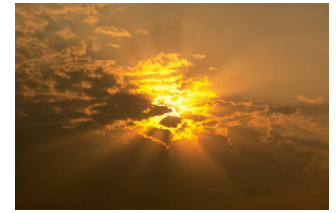




Adobe Photoshop



The Basics

Adobe Photoshop is a professional graphic editing program that gives you control over many aspects of digital imaging. Due to the enormous scope of the program, only the essentials will be covered in these tutorials. More information can be found in the Help menu, books, and workshops.

The Basics

1. Open “Adobe Photoshop”

- Click the Start Menu button. Choose “Program” folder, “Adobe” folder, “Photoshop 7.0” folder. Select “Adobe Photoshop 7.0” program.



2. Open a Graphic file.

- Click “File” on the top menu, and choose “Open.” Find a graphic file that you would like to edit in Adobe Photoshop.
- Click the “Open” button to open it in Adobe Photoshop.
- The picture will appear in its own window. You can load several pictures at once.

3. The Tools Palettes


- The tools palette includes options for manipulating your image. If it is not visible, select “Window” on the top menu and choose “Show Tools.”

		Move Tool
Selection “Marquee”		
Selection “Lasso”		Selection “Magic Wand”
Crop Tool		Slice Tool
Healing Brush		Brush Tools
Clone Stamp		History Brush Tool
Eraser		Paint Bucket/Gradient Tools
Blur/Sharpen/Smudge Tools		Burn/Dodge/Sponge Tools
Path Selection Tool		Type Tool
Pen Tool		Line/Shape Tools
Notes Tool		Eyedropper Tool
Hand Tool		Zoom Tool
Foreground Color		Background Color
		Various Screen Modes


Green = Selection Tools
Red = Draw and Paint Tools
Blue = Edit Picture Tools
Orange = Color Tools
Black = Screen Tools

If a tool has a small triangle in the bottom right-hand corner, click and hold the mouse button over it for more options.

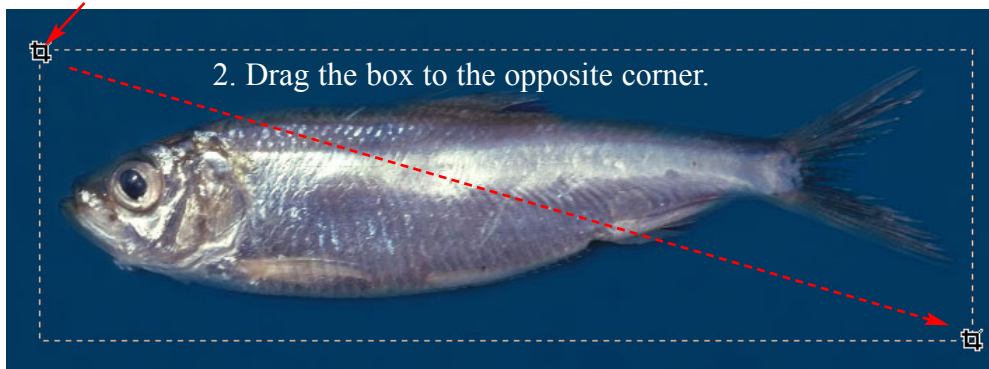
4. Zooming

- Maximize your graphic window (click the secondary sizing button) if it is not already.
- Click the “Zoom” tool on the tool palette. Your mouse cursor changes into a magnifying glass. 
- Move the magnifying glass onto your graphic. Click the **left** mouse button to zoom in (up to 16 times the original size). Press the **Alt** key on the keyboard, and while it is pressed, click the **left** mouse button on your picture to zoom out (up to 1/16 times the original).

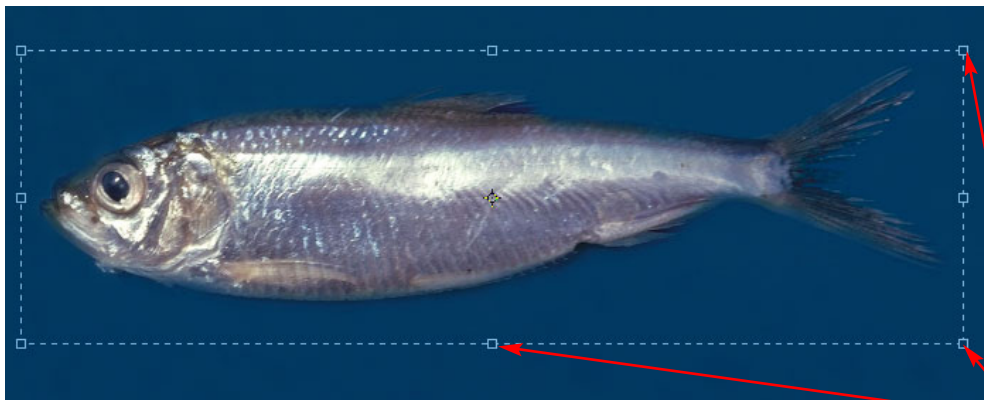
5. Cropping Pictures

- Click the Crop Tool in the Tools Palette. 
- Your mouse cursor changes into a cropping symbol.
- Start in one corner of the image where you want to draw the crop box.

1. Click and hold the mouse button.



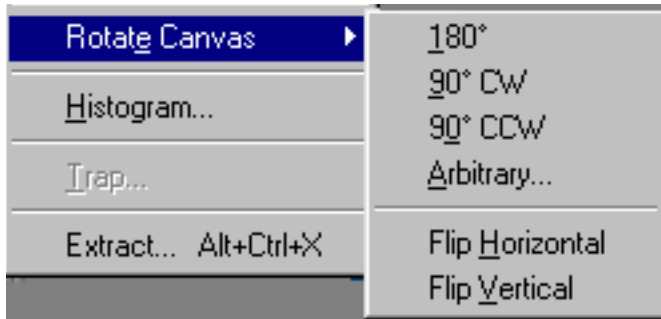
3. Let go of the mouse button. A cropping box is added to your image.



- You can change the size of the crop box by clicking and dragging one of the 8 “handles” that appear.
- When you are satisfied with the final crop, press the “Enter” key on the keyboard. The picture is cropped.

6. Rotating and Flipping Pictures

- Click “Image” on the top menu, and select “Rotate Canvas.” A menu of options appears.



Rotate 180° (upside-down)

Rotate 90° clockwise (to the right)

Rotate 90° counter-clockwise (to the left)

Rotate any degrees left or right

Mirror Image left to right

Mirror Image top to bottom



Initial Image



180°



90° CW



90° CCW



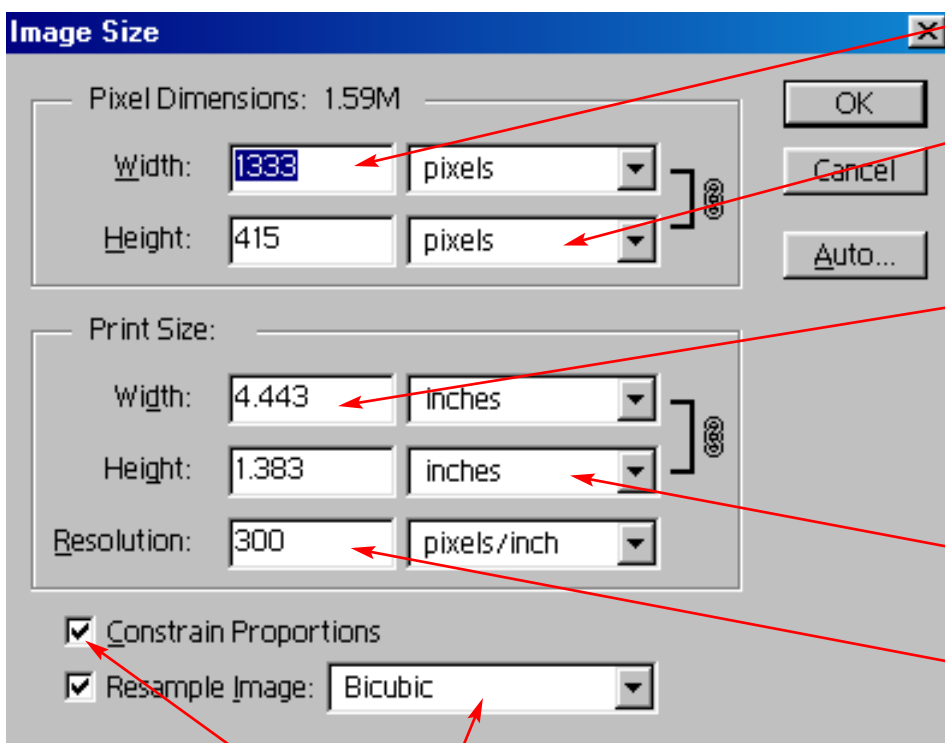
Flip Horizontal



Flip Vertical

7. Resizing Pictures

- Click “Image” on the top menu, and choose “Image Size...”
- A window appears which describes the current size of the image. This is a great way to check if an image is high enough quality for printing.



1. If the image will only be **viewed on screen**, change the width and height in pixels.

- You can also change size by a percentage by clicking here and selecting “percent”.

or

2. If the image will be **printed**, change the width or height (the other will change automatically). This can be done in inches or another measurement (can be changed).

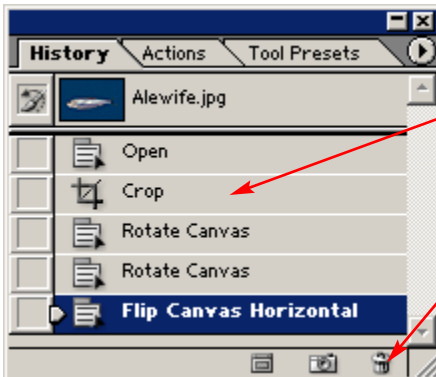
- You can also change size by a percentage by clicking here and selecting “percent”.

- Choose the final resolution of the image.

- Be sure that “Constrain Proportions” is checked, or the image will be stretched horizontally or vertically.
- Also be sure that “Bicubic” is selected for “Resample Image:” This gives the best results.
- When the resizing options have been chosen, click “OK” to see the results.

8. Undoing Mistakes

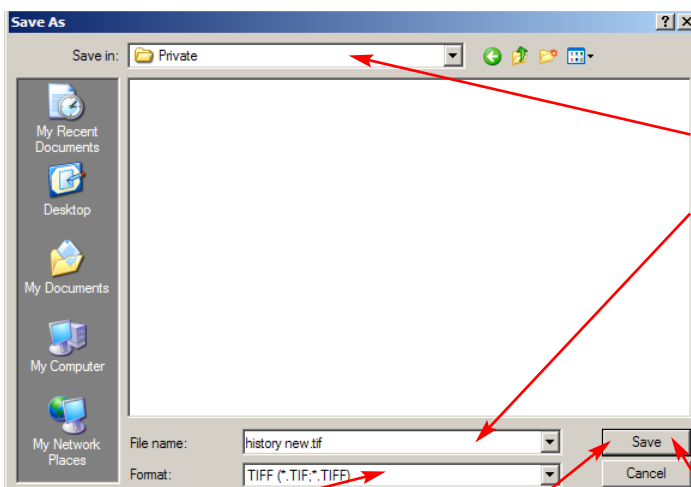
- Invariably, mistakes will occur while using Photoshop. Fortunately, the program stores changes made to an image and can restore previous steps.
- If a mistake was just made, click “Edit” on the top menu and choose “Undo...” Pressing Ctrl-Z on the keyboard does the same thing. The most recent change you made will be undone. If you wanted to keep the change, click “Edit” on the top menu and choose “Redo...” (or press Ctrl-Z again). The change will be restored. **This method only works for the single most recent change.**
- **To correct a previous mistake**, you will need to use the **“History Palette.”** If it is not visible, click “Window” on the top menu and choose “Show History.” A window like the one below appears.



- The History Palette shows all of the changes that have been made to an image since it was opened.
- Click a change to see what the image looked like during a previous state.
- To get rid of a change, click the change to highlight it, and then click the **garbage can**. Your image will be returned to the previous state.
- If you accidentally deleted the wrong state, click “Edit” on the top menu and choose “Undo Delete States.”

9. Saving your Graphic

- Click “File” on the top menu and choose “Save as...” A window like the one below appears.



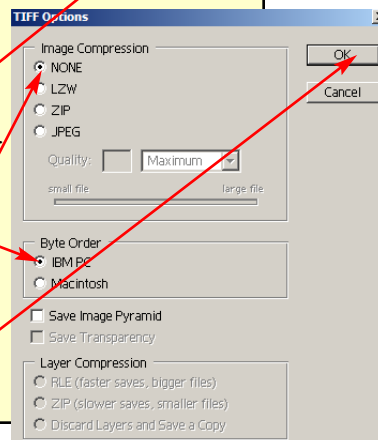
- Choose the location where you would like to save.
- Type a filename for your graphic (do *not* type an extension, like .tif or .jpg)

- Choose the **type** of graphic to save.:

or

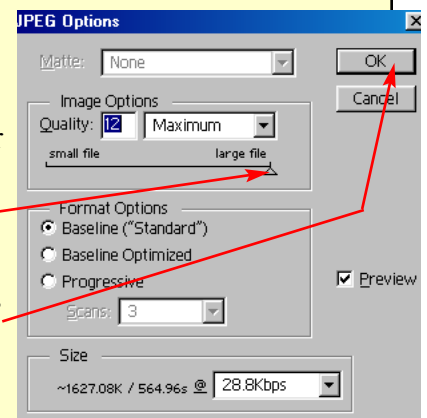
1. For printing, choose “TIFF (*.TIF, *.TIFF)”.

- Click the “Save” button.
- Make sure “None” is selected, and “IBM PC” is checked.
- Click the “OK” button.



2. For screen (PowerPoint), choose “JPEG (*.jpg, *.jif, *.jpeg)”.

- Click the “Save” button.
- Move the slider all the way to the right (Quality = 12).
- Click the “OK” button.

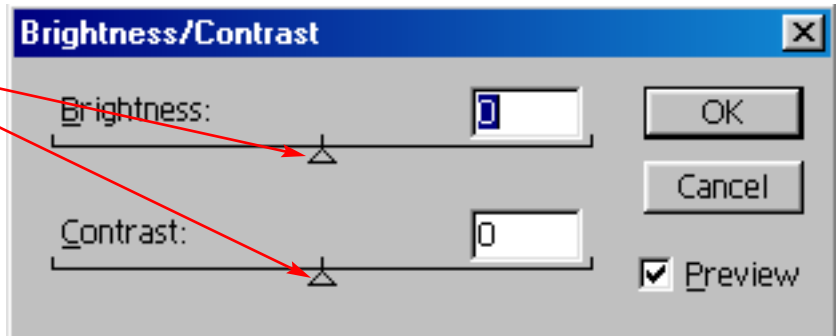


Manipulating Graphics

1. Adjusting the Brightness and Contrast

- Some images can be improved by simply adjusting the brightness and contrast.
- Click “Image” in the top menu, choose “Adjust,” and select “Brightness/Contrast.” A window like the one below appears.

- Move the sliders right to increase brightness or contrast, left to decrease.
- Check the “Preview” box to see what your image will look like. Uncheck it to see the original image.
- Click “OK” when you are happy with the adjustments.



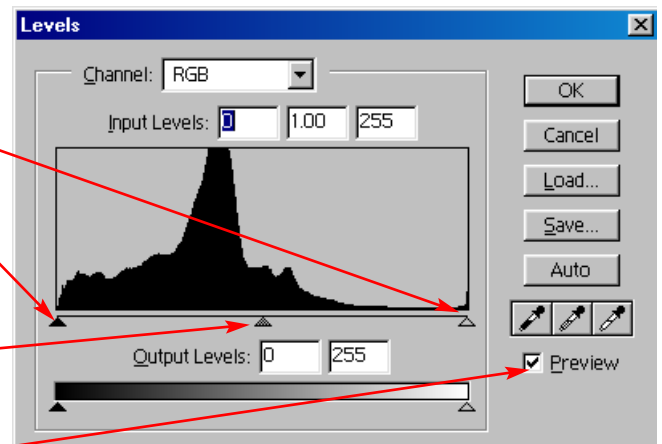
2. Auto Contrast

- A simple way to adjust the contrast is to let the program choose the correct contrast.
- Click the “Image” in the top menu, choose “Adjust,” and select “Auto Contrast.”
- The contrast of the image has been changed. If you are not satisfied with the results, click “Edit” on the top menu and choose “Undo Auto Contrast.”

3. Levels

- One of the most powerful tools in Photoshop is the ability to manipulate the light and dark portions of your picture. This provides much more control than the Brightness/Contrast adjustments.
- Click “Image” on the top menu, choose “Adjust,” and then select “Levels...” A picture appears like the one below. This is visual representation of the darkness and lightness in your picture.

- Move the light arrow left to make the lightest areas of the picture even lighter.
- Move the dark arrow right to make the darkest areas of the picture even darker.
- Move the middle arrow to change the midtone colors in the picture. Left=lighter, right=darker.
- Click the Preview checkbox to see the effect on your actual picture. Click off the Preview checkbox to see your original picture.



- If you are not satisfied with the results, click the “Cancel” button to return to your original picture.
- If you are satisfied with the results, click the “OK” button to accept your changes.

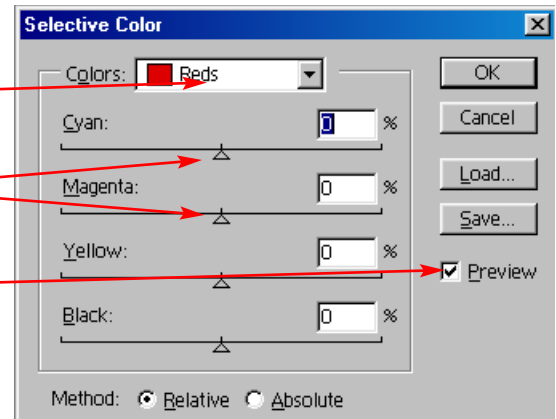
4. Auto Levels

- A simple way to adjust the levels of a picture is by using the “Auto Levels” command. The program makes the adjustments for you. Usually, the results look great. Sometimes, however, the picture ends up being worse than when you started.
- Click “Image” in the top menu, choose “Adjust,” and select “Auto Levels.”
- The levels of the image have been changed. If you are not satisfied with the results, click “Edit” on the top menu and choose “Undo Auto Levels.”

5. Changing Specific Colors

- Another powerful tool in Photoshop is the ability to change specific colors. For instance, you can make a sky more blue or flowers more yellow without affecting the rest of the picture.
- Click “Image” in the top menu, select “Adjust,” and choose “Selective Color...” A window like the one below appears.

- Choose the colors in the image that you wish to adjust (Reds, Yellows, Greens, Cyans, Blues, Magentas, Whites, Neutrals, Blacks).
- Move the sliders to the left and right to change how the colors appear in the image.
- To see the change in your image, check “Preview.” To see your original image, uncheck “Preview.”
- When you are satisfied with the results, click “OK.”

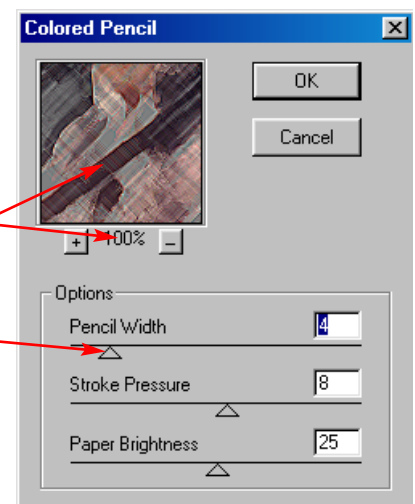


6. Sharpening and Blurring an Image

- To make a picture more crisp and focused, use the sharpen command. Click “Filter” on the top menu, choose “Sharpen,” and then select...
 - “Sharpen” = Applies a medium sharpness to the entire image
 - “Sharpen Edges” = Only applies a sharpness to defined edges in the image
 - “Sharpen more” = Applies a greater sharpness to the entire image
 - “Unsharp mask” = Opens a window that lets you choose sharpness options
- To soften a picture making it less crisp and focused, click “Filter” on the top menu, choose “Blur,” and then select...
 - “Blur” = Applies a medium blur to the entire image
 - “Blur more” = Applies a greater blur to the entire image
 - “Smart blur” = Opens a window that lets you choose blurring options.
 - The other blur options create special effects (see “Filters” below).

7. Filters

- Filters are special tools that add interesting and sometimes strange special effects to your pictures.
- Click “Filter” on the top menu, choose “Artistic,” and select “Colored Pencil...” A window like the one to the right appears.
- Click the “Zoom” buttons to zoom in and out of your picture. Click and hold the mouse button inside of the preview window, and move to a different part of your graphic.
- Change the options by moving the slider or typing in numbers. The changes will be displayed in the preview window.
- To keep your changes, click the “OK” button.
- To throw away your changes and return to the original picture, click the “Cancel” button.



- Explore some of the other filters. Click “Filter” on the top menu, choose a category, and then select an individual filter. Most will have option windows similar to the “Colored Pencil” window above.