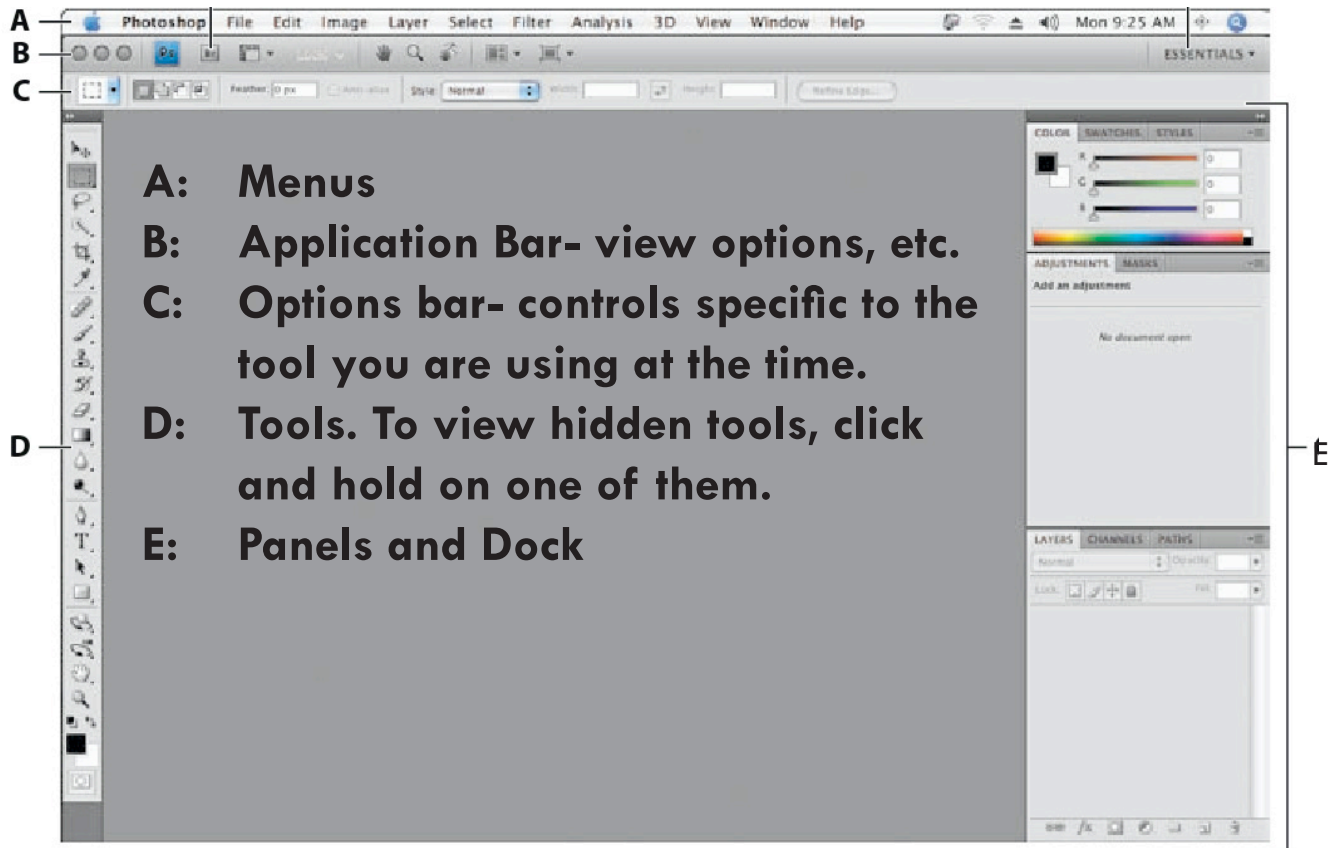


# Photoshop- Image Editing

**Opening a file:** File Menu > Open

## Photoshop Workspace



## Tools

To use a tool, click on it.

Hidden tools- Some tools have variations that are hidden underneath. To view, click and hold on the tool. A pop-up list of hidden tools will appear. Continue holding the mouse until you are over the tool you want, then let go.

## View options


Use the Zoom Tool -  - to zoom in and out.

- Place cursor over image and click once to zoom in. Repeat as necessary.
- To zoom to a certain area, click, hold, and drag a box over the area.
- To zoom out hold ALT (PC) or Option (Mac) and you'll see the + turn to a - . Click to zoom out.
- These functions as well as other view options, like view actual size and fit to screen, are also available in the “View” menu.

## Hand Tool

A “handy” tool to use when you're zoomed in is the Hand Tool. It lets you move the image around within the window so you can view or work on different parts. You can use the hand tool at any time by holding down the space key.

## Selecting an area

Click Rectangle Marquee tool -  . If you want a circle, click the tool, hold and choose the ellipse marquee tool from the pop-up menu.

The cursor will turn to a “+”. Click, hold, and drag to make your selection. To move your marquee, position mouse on selection, click and drag to move.

To deselect, choose marquee tool again, Right click > Deselect.

## Contextual Menus (“Right Click” menus)

Right click for a pop-up menu that changes according to what you are doing and the tool you are using.

## Undo/History

To undo your last action, Edit Menu > Undo . This will only work if you haven't saved your document in the meantime.

To undo multiple actions, Edit menu > Step Backwards or open History panel. The history panel shows you a chronological list of all the actions you've done. Click on the actions to revert the image to the point you want.

# Image Editing Process

When editing images, you'll get the best results if you follow this workflow:

1. Save a copy of your original image.
2. Crop and straighten the picture.
3. Check your image size and resolution.
4. Fix your tone and color.
5. Retouch any marks or blemishes.
6. Sharpen your image.
7. Save it for output.


## 1. Create a copy of your original image.

This way if things go awry you'll have a back-up to try again.

- File > Save As. Pick a title and location. This will preserve your original image and you will be working on a copy.

## 2. Crop and Straighten your picture

The easiest way to do this is with the "crop" tool, which will also straighten things.

1. Select the crop tool .
2. Drag a rectangle over the area you want to KEEP and let go. You can adjust the edges by moving the anchor points along the edge.
3. If you need to straighten or rotate, place your cursor just outside the rectangle. It will turn to a double arrow. Click, hold, and drag to rotate your rectangle. Remember that when you're finished the rectangle will be straight and it's the image that will be rotated.
4. Hit "return" and it will apply your crop and rotation.

You can also crop your image by selecting the area you want with a marquee tool and using Image Menu > Crop.

You can also rotate an image by using Image Menu > Image Rotation

Tip: To see what size you're re-sizing your image to, open up the "info" panel. This will show you the size of the rectangle you're drawing with the crop tool. If you want to see the size in inches instead of pixels, click the small drop down menu at the top right-hand corner of the info panel. Select "panel options" and change Ruler Units to "inches".

### 3. Check your image size and resolution.

Digital images are made of tiny squares called pixels. “Resolution” means how many pixels make up a given image and how big those pixels are. The more pixels, the higher quality the image.

Go to Image Menu > Image Size

Pixel Dimensions = Resolution x Document Size Width or Height (72 x 32 = 2304).

This is how many actual pixels make up your image.

Document Size is the actual size of your image, how big it will print. The image needs to be as big as you plan to print it, preferably larger.

Changes made to document size will reflect in the pixel dimensions, and vice versa.

Resolution:

- High/Print quality: 300 pixels per inch (dpi) or higher
- Screen or web: 72 dpi- any higher will just make your webpage slower to load.
- Lower than 72 dpi: don't bother

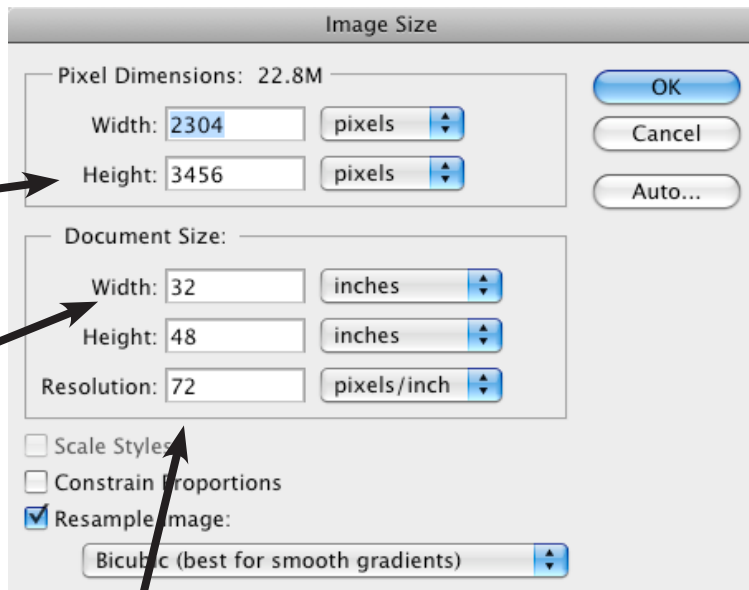
Changing the resolution won't affect the document size but it WILL affect the pixel dimensions.

If you're making changes to size, be sure to check “Constrain Proportions” to keep your image from getting skewed. If you change one size value it will automatically update the other.

Note: if you're re-sizing an image for use in RedDot, make it no more than 450 pixels wide. That is the width of the center content area.

#### Example:

I have an image that is 32 x 48 inches and 72 dpi. I want to print it on 8 1/2 x 11 paper. Can I do this? Let's find out.



1. Note original pixel dimensions of 2304 x 3456.
2. Change resolution to 300 pixels/inch since this is for printing. This will change the pixel dimensions too.
3. Make sure “constrain proportions” is checked.
4. Change Document Size Height to 11 inches. This will change the pixel dimensions again.
5. If the pixel dimensions we end up with are the same or smaller than the originals, we’re good!
6. If we end up with larger dimensions, we won’t really be gaining resolution, photoshop will just fake it and it won’t look very good.

Again, the only way to legitimately increase an image’s resolution is to decrease the size at the same time, and make sure you keep within those original pixel dimensions.

## 4. Fix Tone, Color, Brightness, Contrast

The easiest way to do this is to use the automatic tools in the Image Menu. Make sure you have nothing selected when you do this.

**Auto Tone:** Tone is how much of your image is dark, how much is light, and how much is in the middle. The Auto Tone command will take your darkest values and make them darker, take your lightest values and make them lighter, and redistribute all the shades in between. It also might adjust your color a little.

**Auto Contrast:** This does a very similar thing to Auto tone but will not adjust color.

**Auto Color:** This should fix a photo in which everything looks a little pink or yellow or blue, etc. Check that skin tones look normal. (If this option isn’t available to you check your color mode. Image Menu > Mode. Choose RGB to have the full range of controls. More on this later.)

Try one or all of these. If you don’t like the result, you can make these adjustments manually:

- To adjust tone, go to Image Menu > Adjustments > Levels
- To adjust brightness and contrast, go to Image Menu > Adjustment > Brightness & Contrast
- To adjust color, try Image Menu > Adjustments and/or Color Balance or Hue & Saturation.

Note: When making these adjustments, take into account the fact that your monitor might be especially bright, dark, blue, yellow, etc. It’s a good idea to do a test print when possible to make sure the image looks as you expect.

## 5. Retouch as necessary

To fix scratches, blemishes, etc, try the Clone Stamp or Spot Healing Brush tools.

**Clone Stamp-** This basically allows you to copy one area and paint it over another.

1. Click on the clone stamp tool.
2. In your options bar at the top, select a brush. You can choose how big you want it and if you want it to soften and blend around the edge.
3. Hold down Option (Mac) or Alt (PC) and click on the area you want to copy FROM.
4. Click, hold and drag the brush over the area you want to retouch. Notice how the cross-hair of the cloned area follows your cursor. This is where it's copying from. Once you start painting with the brush the cloned area will maintain the same distance from the brush. If you want to move them closer together, just re-sample your cloned area and start painting again.

**Spot Healing Brush-** This does a similar thing to the clone stamp but it does it automatically and bases what it paints on the surrounding area.

1. Click on the Spot Healing Brush tool.
2. In the Options bar, choose your brush size and type.
3. Click, hold, and drag over the area you want to re-touch.

## 6. Sharpen your Image

This feature gives an image the illusion of looking more focused.

Filter Menu > Sharpen > Unsharp Mask

Move the sliders back and forth until you like what you see in the preview window. Careful not to go overboard.

## 7. Save your image appropriately.

Really, you should be saving your work often all along. This is how to save it in the right file format for its intended use.

1. Choose the correct color mode for your image. **Image Menu > Mode >**
  - a. **For printing: CMYK.** CMYK stands for Cyan, Magenta, Yellow, and Black, which are the inks used to print in color.
  - b. **For web/TV/screen: RGB.** Red, Green and Blue are the primary colors for displaying color on a screen. Keep pictures in RGB while you're working on them- having a photo in this color mode will give you the full range of options for making color adjustments.
2. File Menu> Save As
  - a. Pick a name and location for your file.
  - b. Pick a file format from the Format drop-down menu.  
JPG or TIFF are good all-purpose formats. If you want to preserve layers or otherwise keep it totally edit-able keep a copy in Photoshop format (.psd). See attached article for more file format info.

## Help Resources

**Photoshop Help:** Help Menu > Photoshop Help. This takes you to a browsable website, or you can use link at the top to download a free 700 page PDF manual.

**Adobe TV:** <http://tv.adobe.com/show/learn-photoshop-cs4>

This site has short video tutorials for learning various photoshop features. Handy for when you want to learn something but only have five minutes!

**Borrow “Classroom in a Book” from Asha.** I have a copy of “Photoshop Classroom in a Book” which is a manual with a disk of practice files to work on. It gets very in-depth and would be great for someone who wants to learn the more advanced features.