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Adobe Photoshop 7
Basic Tips and Tricks

Adobe Photoshop is sophisticated, expert-level image producing software. It is designed to work with digital image files for multiple purposes including posters, photographs, for web use and art! Photoshop is available on both PCs and Macintosh workstations. The following are notes that supplement the 1hour introductory session on Adobe Photoshop. We have more handouts available in our lab and on the web: **http://library.albany.edu/imc/tutinter.htm** Additional classes about specific aspects of Photoshop are available. Refer to the schedule of classes on the web: **http://library.albany.edu/imc/classes.html** Photoshop is available on both PCs and Macintosh workstations with cd burning capability. Zip disks are available on loan. The Interactive Media Center has additional guides and manuals. Inquire at the Media/Reserve Circulation desk.

More comprehensive classes are available elsewhere on campus: **http://als.albany.edu/classes.asp**

1. The Interactive Media Center supports Adobe Photoshop 7 on WINXP PCs and Macintosh workstations. Photoshop is a cross-platform program. If you are working on a Mac, format your disk for a pc in order to use a PC to access the image file later.

2. To begin, reset your tools and palettes. To reset the tools, underneath the top line menu and the word "File," right click on the tool icon. Select "**Reset All Tools**". Then select **Window > Workspace > Reset Palette Locations**.

3. When working in Photoshop it is recommended that you use the following floating palettes. Select **Window** on the Menu bar then select

   History- History records and displays all changes made to the image listed with the most recent action on the bottom. As you select up the list you are able to undo commands and eliminate or repeat action--great for repeat undo.

   Tools- must display this palette.

   Layers- When you import an image into Photoshop it is the background layer. Adding affects, changing colors, and using other elements that can be selected, added or removed creates a composite image of multiple layers. The use of layers is key to Photoshop; it provides for a high degree of control. Layers allow you to copy, crop, move, color, create, revise, etc. parts of your image file without impacting other areas at the same time. ("Think of layers as sheets of acetate stacked one on top of the other. Where there is no image on a layer, you can see through to the layers below. Behind all layers is the background" Adobe Photoshop 5.0 manual, pg. 259).

4. Note the Undo command from the Top Line Menu. **Edit > Undo** allows you to remove the last executed command. Or, use the keyboard shortcut "**Ctrl + z**".

5. When working in Photoshop **work from the hard drive**. Save or copy your file to the C:**Public** folder and work from here. Color laser printing is accomplished by debiting your SUNY ID card.

6. **Crop, Cut, Copy, Paste -** Areas on your image may be selected and altered. The Crop command allows you to select areas on your image to save and to "cut out" or delete the area around those selected areas. Copy [Ctrl+C] and paste [Ctrl+V] allows you to select areas to repeat (copy) and place in the same image, to put onto a new canvas or to add to another image (create a collage affect).

    a. If you want to keep the original image intact Save and then open a new file. From the top line Menu select File > New to open a new file (blank canvas) or File > Open to open another image file to add information to or take information from.

    b. **From the tools palette, use the marquee tool or the lasso tool**. The marquee tool is used to make rectangular or elliptical selections of regular shape (see options by holding down the mouse button). The lasso tool is used to make freehand selections of generally irregular shapes. The magnetic lasso will "instinctively" outline the edge of the image. Repeat click and drag the mouse over the image you want to outline with this option.

    c. **Select the portion of the image using one of the selection tools**. Press enter when selected. Its border, displayed like "marching ants", indicates a selected area. If you change your mind, select Edit > Undo or right click > Deselect. Or use the keyboard shortcut [**Ctrl + d]**.

    d. Select **Image >Crop** or select **Edit >Copy** or **Edit >Cut**. It you select copy **[Ctrl+c]** or cut **[Ctrl+x]**, go to another file to **paste [Ctrl+v]** or paste as a new layer within this image file. Select **Save AS** and create a new file.

    Another cropping option is to use the crop tool from the tool palette. Select the crop tool, select an area and then press enter.

7. Use the **Move** command to change the position of a selected portion or layer of the image. Select what to move first (click on the layer or use the marquee or lasso tool) and then select the Move tool from the toolbox. Click and drag to reposition.

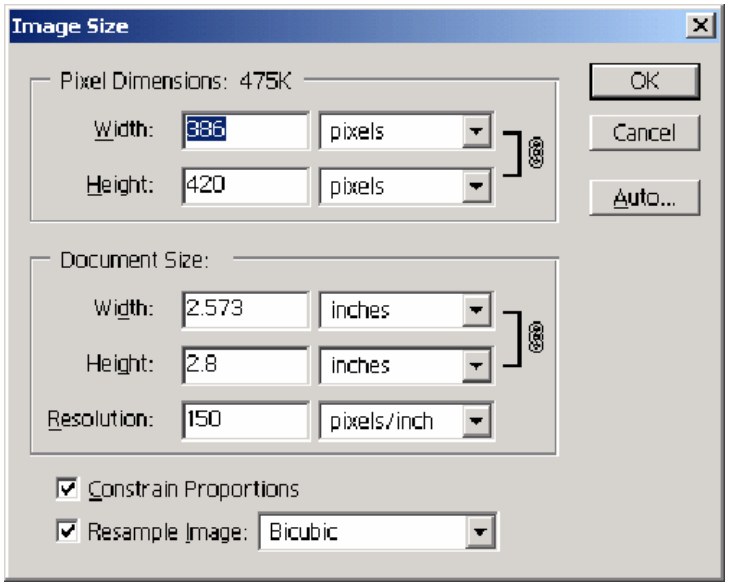
8. **Layers** See Layer options from the top line menu. Brief notes follow. Recommend that layers be named. Double click on the layer and a window will open. Enter a name to identify the layer. Always select the layer first then execute a command. The layer highlighted in blue is the active or selected layer. Layers are listed in the Layer window and stacked in the image from top to bottom. That is, the information in the first layer listed in the Layer window will "sit on top of" the layers below. Layers may be re-ordered for different affects. Select a layer and drag it up or down the list of layers. Layers may be copied into other image files by dragging the layer from the layers window and dropping it into the other open image file. Layers may be hidden and locked

9. **Add a layer of Text** by first selecting the Text Tool . Then click somewhere within your image and a Type tool window opens. Select preferences, type and then select OK. You have created a text layer than can be repositioned within your image by re-ordering the layer (so text is behind or in front of another layer) or by using the Move tool .

10. **Saving your work**. Always best to Save as a Photoshop file first (.PSD)—just in case you need to refer to the image again. Image files can be quite large. If necessary you may borrow a 100 mb zip disk from the Reserve desk to transport your files or purchase a zip disk at the Circulation desk. FTP is also available in the IMC. You may burn a cd at all the Dell workstations and most of the Macs. If you have a final product and no longer require any additional work on the image or if do not want to save as a Photoshop file choose to Flatten Image before saving (compress layers into one layer-the Background Laser). First, in the Layers palette select the Background layer. Then, from the top line menu, Select Layers > Flatten Image. This reduces the file size. If you select Save as, Save a Copy, or Save for Web multiple file types will be listed. Best to use a file name of not more than 8 alphanumeric characters. Various file formats most commonly used in **Save As**…

    JPEG or JPG used to display photos and other continuous tone images (shading) on the Web. JPEG format supports 24-bit color. JPEG file compression results in some information lose. NOTE! For this reason always best to create new JPEG files from an original image (PSD file) and not from previously saved JPEG files. Try to save a jpeg file only once; use the image option and select high-maximum quality. Edit file as a PSD file and then SAVE AS a jpg.
    GIF format uses 8-bit color: For simpler, non-photo images on Web pages such as line art, logos, animation, vector graphics and text. "Interlaced" allows image to build-fill in details- as it downloads.
    PNG maybe used in place of GIF. It is smaller than a GIF file and handles color better.
    BMP Bitmap used for Windows applications, such as wallpaper designs for screen display.
    Do NOT use for Web applications.
    TIFF for exchanging graphics between applications and platforms. Fairly generic format. Do NOT use for Web applications or e-mail. Best format for images to print or to import into other documents. Be sure to select Layer > Flatten Image before saving.
    PICT File for Macintosh-specific applications. Do NOT use for Web applications.

A bit oversimplified... Select **Image > Image Size**



To adjust size first! Be sure that **Constrain Proportions is selected.** Remember, file type, resolution and file size are variables. Or, use the Resize Image Wizard; select Help > Resize Image... To increase an image size, begin by importing the image with more resolution than is necessary.

To adjust for print—Save as a TIF file and change one of the document's dimensions in the Document Size box. Resolution should be set at 150 or greater. Resolution should never be increased! If necessary, re-scan the image at a higher resolution. You can always reduce the resolution but increasing it is not advised. Best to make all adjustments at the workstation where you are making the final print. If your print copy is larger than the document size, overscan and then review the settings. First, try not selecting Resample Image. Also use **File > Print with Preview** to adjust placement, size, etc. For best quality print, understand the settings—the optical (as opposed to interpolated) resolution of the scanner, printer, etc. and calibrate.

To adjust for computer use/web applications, (web site, e-mail, etc.) Set your monitor view to **View > Actual Pixels**. Then select **Image > Image Size** to use this box. Select **Resample Image**. At the final stage for saving, the resolution should be set at 75 or 100 pixels/inch—never greater. Remember, each time you save a jpeg file you are stripping the file of information--taking away from the quality of the picture. Change the pixel dimensions in the Pixel Dimension box. Notice that the file size also changes. File size is especially important for loading a picture file and sending as an attachment to a free e-mail account such as hotmail. Preview a saved file using Netscape or Internet Explorer.

To adjust for a PowerPoint slide. When reducing the size of an image for a PowerPoint slide change the document size (inches) not pixel dimensions. A slide's dimensions are 7.5" X 10". **De-Select Resample image**. Be sure that constrain proportions is selected. To view changes, select View > Actual Pixels. Actual Pixels gives you the view at 100% of its size (actual is "approximate" depending on monitor settings.). Then select **Resample Image and decrease the resolution to 100-110** pixels/inch. **Save as jpeg, quality level set at 7**. To increase the size of an image, begin by "over scanning." Import the image at a high resolution (150 or greater) and then adjust accordingly.

Some Quick Notes:

- Always open the image file in Adobe Photoshop to print. Do not first select the file. Picture Viewer may open and your print quality will be poor or have the wrong dimensions.

- Never edit a jpg file. Edit all image files either as a PSD file or TIF. Export your final image as a jpg file. (Save As). JPG files loose data with each edit and save, overwriting the image with a resulting image of less quality.

- To adjust for size for all images used on a Website, edit in Adobe Photoshop rather than adjusting with code.

- If you use layers, save the final image file with all layers intact as a PSD file. Then flatten the layers and Save As jpg or tiff, etc. with a different name. You will have the option to edit the file.

- If the image file does not fit on a floppy, burn it to a CD or borrow one of our zip disks for backing up your work and transportability. But! Always place your image on the hard drive and work from the C:\Public folder.

- For all pictures that you will eventually edit, print or enlarge: If using a scanner, set the resolution to a high setting (150pixels/inch and greater). If using a digital camera be sure to use high quality settings (minimal or no compression) for all pictures that you will eventually edit, print or enlarge. You can always remove information (reduce the resolution). View overall pixels in the picture-not just pixels/inch. If your camera produces jpg files. Save As PSD or Tif if you intend to do anything but use the image "as is".

- What you see on screen is no guarantee that the printed image will look the same.

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