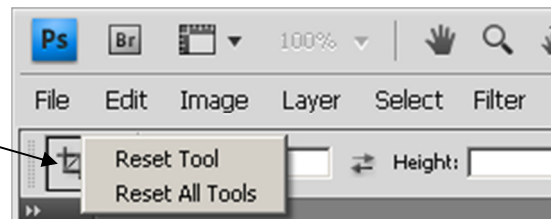



Adobe Photoshop CS4 Basic Tips



Adobe Photoshop is available on both Windows and Macintosh workstations. The following notes supplement the 1hour introductory session on Adobe Photoshop on the Windows platform. Additional classes about specific aspects of Photoshop are available. Refer to the schedule of classes on the web: <http://apps.library.albany.edu/IMCClassRegistrationSystem/> Comprehensive classes are also available through ITS: <https://wiki.albany.edu/display/public/askit/Course+Modules+Menu> Additional handouts are available in our lab and on the Web: <http://library.albany.edu/imc/tutimages.htm> Color laser printing and scanners are available. To request the use of a digital camera, please contact an IMC staff member: <http://library.albany.edu/imc/contact.htm>

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1. To begin, reset your tools to their default settings. To reset the tools, underneath the top line menu and the word “File,” right click on the tool icon. Select “**Reset All Tools**”. This is advisable in the Interactive Media Center where users may change Photoshop settings.






2. Then select **Window > Workspace > Essentials (default)**. This is advisable in the Interactive Media Center where users may change Photoshop settings.
3. When working in Photoshop it is recommended that you *also* display the **History** floating palette. Select **Window >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.
4. If working on a file that will be printed or inserted in a document that will be printed, select **View > Rulers**.
5. Note the **Undo** command from the Top Line Menu. **Edit > Undo State Change** allows you to remove the last executed command. Or, use the keyboard shortcut “**Ctrl + z**”.
6. **Crop, Cut, Copy, and Paste** - Areas on your image may be selected and then altered. The Crop command allows you to select an area on your image to retain and to “cut out” or delete the area outside the selected area. Use the crop tool  from the tool palette. Select the crop tool, select the area to retain and then press enter. Use Edit > Cut [Ctrl+X] to remove an area from the image. Use copy [Ctrl+C] and paste [Ctrl+V] to select areas to place in the same image, to put onto a new canvas or to add to another image. This creates layers.

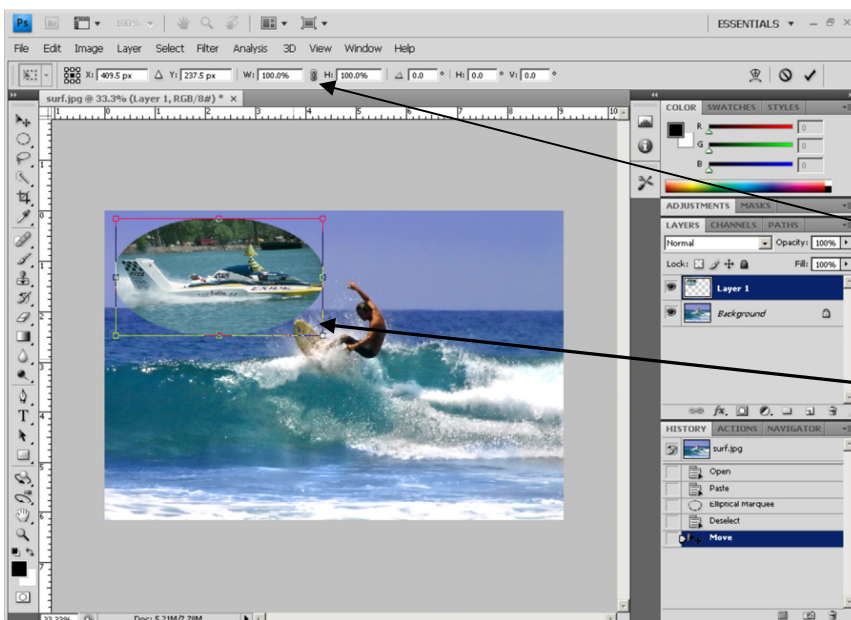
- a. **From the tools palette, use the Marquee Tool**  **or the Lasso Tool**  to mark an area. The marquee tool is used to make rectangular or elliptical selections of regular shape (see options by holding down the mouse button). To mark a square or circle selection, hold the Shift key when drawing the area with the mouse. 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.

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**].

- b. Select **Image >Crop** or select **Edit >Copy** or **Edit >Cut**. If 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 the area to retain and then press enter.

7. Use the **Move** command  to change the position of a selected portion or layer of the image. First, select the layer from the layer's palette that represents what to move. Next 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. Always select the layer first then execute a command. The highlighted layer in the layers palette is the active or selected layer. Layers may be named for easy recall. Double click on the default name “Layer 1” in the Layers Palette to name it. Layers are listed in the Layer window and stacked in the image from top to bottom. That is, the information in the first layer will “sit on top of” the layers below. Layers may be re-ordered for different effects. 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 Palette and dropping it into the other open image file. Layers may be hidden for editing and/or locked. When needing to edit an image. Always select the layer that represents the part of the image you need to edit first!



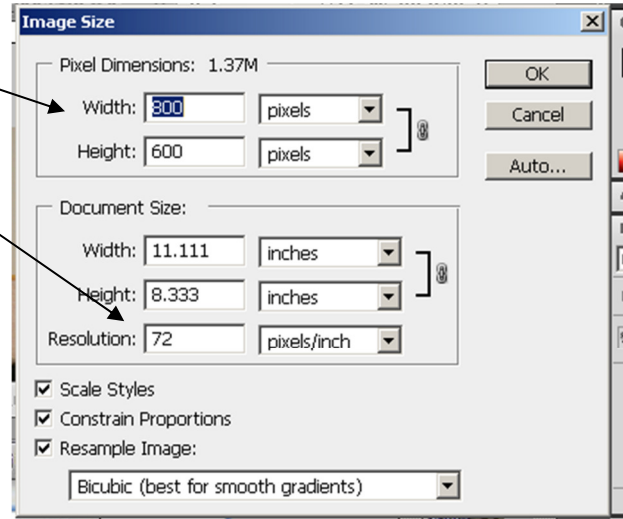
Example: to resize a piece of your image, select the Layer from the Layers palette (not the background layer). Next, select **Edit > Transform >Scale**. Immediately, click the chain link to “Maintain Aspect Ratio.” When you resize, the height and width will resize proportionally.

Drag a corner of the layer to resize it. Press Enter when done.

9. **Add a Text layer** by first selecting the Text Tool **T**. Review the text attributes on the toolbar. Make text selections; you may make different decisions later and edit the text. Click somewhere within your image and a Type tool window opens; begin typing. You have created a text layer that can be repositioned within your image by using the Move tool **M**. To edit the text, select the layer it resides in from the Layers Palette. Then select the Text tool. Highlight the text to edit if you are not making changes to all of it. Select different text attributes from the Toolbar. “Click out” to see the change.

10. Adjusting the Image properties for size -- a bit oversimplified... Select **Image > Image Size**

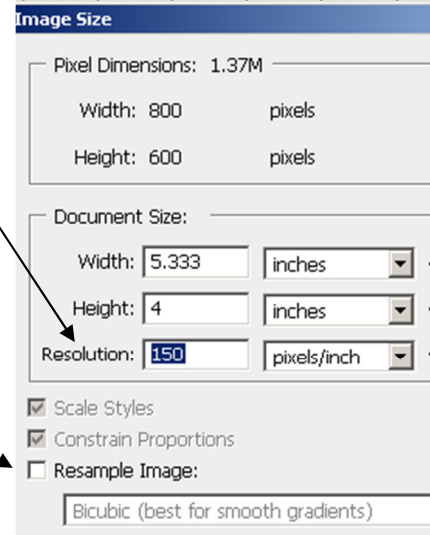
A digital camera focus is on overall pixels; the resolution may default to 72 pixels/inch



A scanner focus is the document size-- a physical image. Resolution is set to 100 pixels/inch for Web use, PowerPoint or computer display and at least 150 for print.

To adjust an image for different purposes, you may select Resample image or you may not—or you may do both. It takes some time to figure out when to do what!

If you de-select Resample image the pixels in the image are not removed. The Pixel Dimensions will be grayed out-indicating that they cannot be removed.

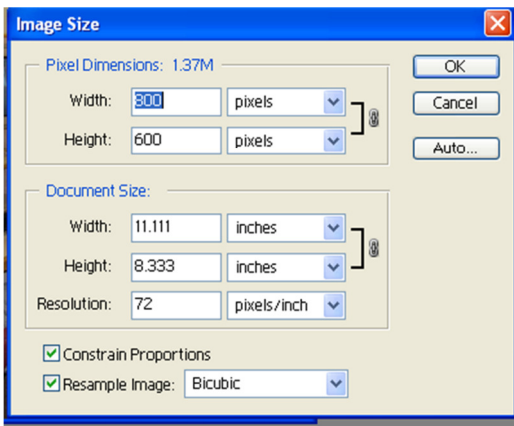


To adjust size select **Constrain**. Remember, file type, resolution and file size are variables. To increase an image size when scanning, scan the image with more resolution than is necessary. Example: scan a 2”x 3” picture with 300 pixels/inch to create a 4”x 6” print.

To adjust for a PowerPoint slide — 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. Select constrain proportions. 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”. First, **De-Select Resample image**.

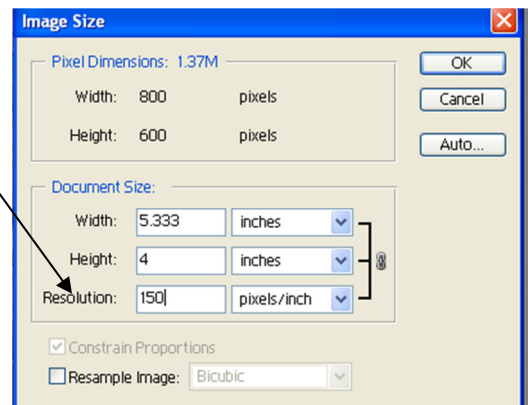
To view changes, select **View > Actual Pixels**. Actual Pixels gives you the view at 100% of its size (actual is “approximate” depending on monitor settings.). Select **Resample Image and decrease the resolution to 100-110 pixels/inch**. If the image was taken by a camera or scanned, you may want to retain the original image in order to print it or archive it. To create a different picture for PowerPoint select **Save As a jpg**.

To adjust for print—Save As a TIF file and Deselect Resample Image. No pixels will be removed. Change one of the document’s dimensions in the Document Size box. Resolution should be set at 150 pixels/inch or greater, depending on the printer. Resolution should almost never be increased or added after the image is digitized! (exception: to increase print quality, but decrease print size).

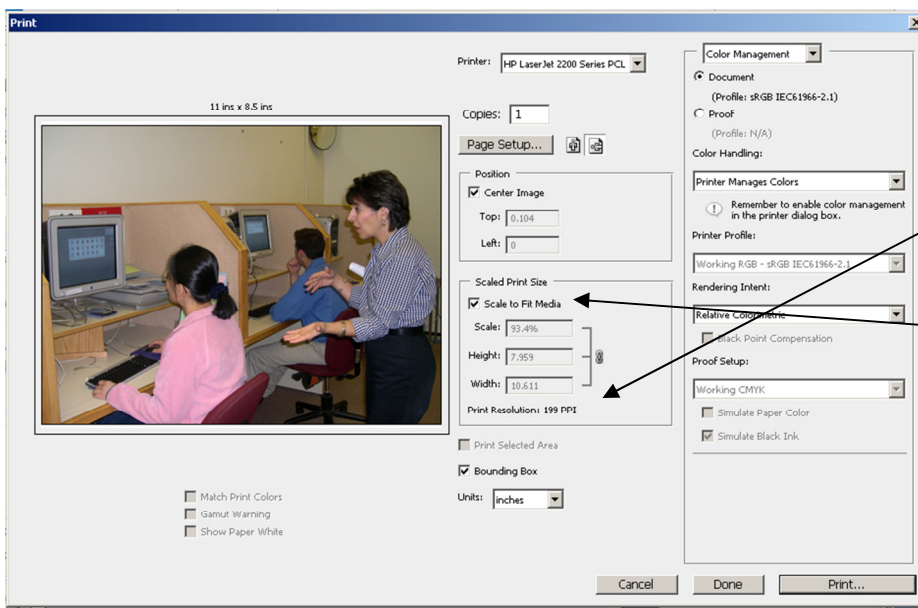


digital camera

If your digital camera picture displays the image size like the diagram to the left, there are enough total pixels to print the picture but not as a 8” x 11” image. Save as a TIF file and deselect Resample Image. Change the resolution from 72 to 150 and you will now be able to preview your “quality” print size.



preparing for print



Select **File > Print** to adjust placement, size, etc AFTER you are assured that there are enough pixels in your image to increase the size if necessary.

Note: If the printer does not print to the edge of the paper, you must select **Scale to Fit Media**. Fliers cannot be printed to the edge of the paper on the UniPriNT color laser printers. The printer will create a border around the edge of the picture similar to the preview on the left.

Deselect “Scale to Fit Media” to shrink or enlarge the image for printing. Drag the corners of the picture to reshape. If enlarging review the print resolution. Deselect “Center Image” and drag the image to place it anywhere on the canvas to print.

To adjust for computer use/web applications, (web site, e-mail, etc.) — select **View > Actual Pixels**. Then select **Image > Image Size**. Select **Resample Image** to throw away pixels if you decrease the size of the image. The resolution should be set at 100 pixels/inch—never greater. Change the pixel dimensions in the Pixel Dimension box. Remember, each time you save a jpeg file you are stripping the file of information--taking away from the quality of the picture (removing color). Notice that the file size also changes. Preview using a browser.

11. **Saving your work-save in two formats/file types**. Always best to save the final version with all layers intact as a Photoshop file first (.PSD)—just in case you need to edit to the image again. To transport and use the file in any other application, flatten the image before saving (compress layers into one. From the top line menu, select **Layer > 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** are listed below.

JPEG or JPG used to display photos and other continuous tone images (shading) on the Web and PowerPoint, video. 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 (CompuServe 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. Do NOT use for Web applications.

TIFF is the best format for images that will be printed, archived or imported into other documents that will eventually be printed. Use for exchanging graphics between applications and platforms. Fairly generic format. Do NOT use for Web applications or e-mail.

PICT File for Macintosh-specific applications. Do NOT use for Web applications.

Some Quick Notes:

- The image may be printed at different sizes and in different locations on the paper. If the printer does not print to the edge of the paper, select "Scale to Fit Media". The image will enlarge or shrink to fill the paper size.
- 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 size for Web images 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 to preserved option to edit the file. Then flatten the image and Save As jpg or tiff, etc. with a different name.
- 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). You can always remove pixels/information (reduce the resolution) to share images on the Internet or upload to a Web page. View overall pixels in the picture-not just pixels/inch. If your camera produces jpg files. Save As PSD or Tiff if you intend to do anything but use the image "as is".
- What you see on screen is no guarantee that the printed picture looks the same.