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Adobe Photoshop Basic Tips

1. 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 [rectangular marquee tool shown]. Select "**Reset All Tools**." This is advisable in the IMC where students may change Photoshop default settings.

2. Display the **History** floating panel. Select **Window** >**History.** History records and saves changes during the current session. As you select up the list you are able to undo changes and eliminate or repeat action.

3. After a file is opened if it will ultimately be printed select **View > Rulers.**

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

5. Order of decision and execution matters! First, select the layer. Second, select the tool. Third, select the properties of the tool. Then execute.

6. **Use the selection tools** to mark an area to create a layer, apply color, copy, cut, crop, etc. Select the layer containing the information. Use the **Rectangular Marquee Tool** or the **Lasso Tool.**
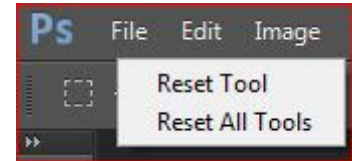
   Use the marquee tools to make selections. Hold the mouse down on the marquee tool to select a different tool. **To create a square or circle selection, hold the Shift key while dragging the mouse.** Use the lasso tool to make freehand selections of generally irregular shapes. The magnetic lasso "instinctively" outlines the edge of the image. Repeat click and drag the mouse over the image you want to outline with this option. When the "marching ants" display, review the top line menu to add or subtract from your selection.

7. Right click on the selection and review options. For more options, review Edit options on the top line menu. The selection may be cut, copied within the same file [creating a layer], or pasted into another file.
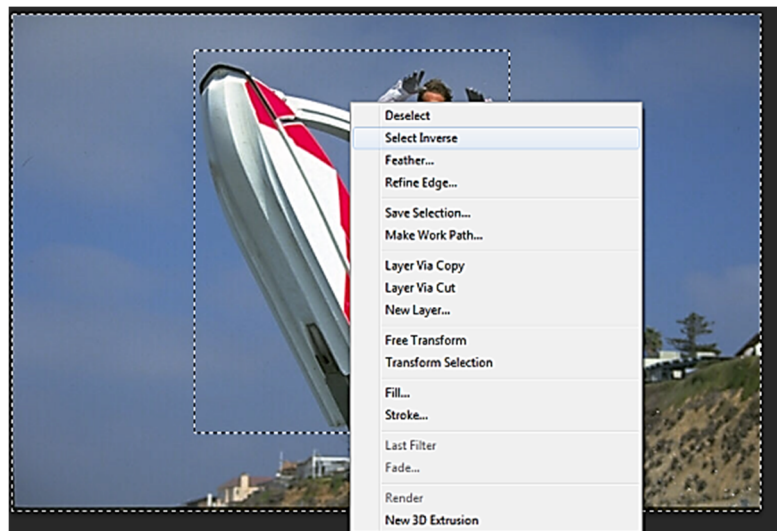
8. **Layers** First select the layer in the Layers palette. The highlighted layer is the active or selected layer. Name Layers for easy recall. Double click on the default name "Layer 1" in the Layers palette to name it. Layers are listed in the Layers palette and stacked from top to bottom. The information in the first layer will "sit on top of" the layers below. Layers may be re-ordered for different effects. Select the layer and drag it up or down the list.

Layers may lock and/or hidden. To hide a layer, click on the eyeball.
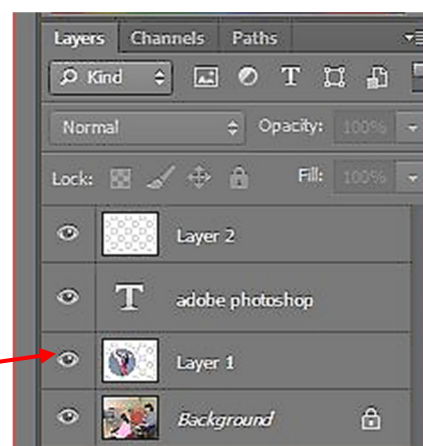
Copy a layer into another file by dragging the layer from the Layers palette and dropping it into the open file. To do this all image files must be viewable. Select **Window > Arrange > Tile...** to view multiple files.

To resize a layer select the Layer from the Layers palette (not the background layer). Next, select **Edit > Transform >Scale**. Immediately, click the 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.
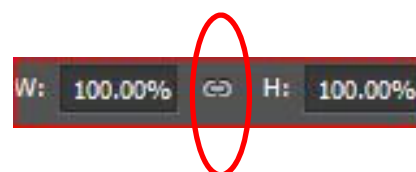
To rotate a layer follow these same steps, selecting **Edit > Transform > Rotate….**

Use the **Move** command to change the position of a selection or layer.

9. **Add a Text layer** by selecting the Text Tool T . Review the text attributes on the top menu to make selections. Click within your image and a Type tool window opens; begin typing.

When you are done click on the Layers panel. The name of the text layer is the first few characters of the text. To edit the text, select the Text layer from the Layers panel. Select the Text Tool and then select from the top line menu what you want to change. If you only want a portion of the text modified, highlight it first. To reposition a text layer use the Move tool.

10. **Foreground and Background colors** are at the bottom of the toolbox. Use the foreground color to apply color. Use the background color to make gradient fills or fill in the erased areas of the image. To select a color for either, double click in the square representing foreground or background to open the color picker. Alternatively, select a color from within the image with the eyedropper tool. To switch the colors from foreground to background, or vice versa click on the switch colors icon.
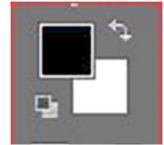
11. Adjusting the Image properties for size -- a bit oversimplified... Select **Image > Image Size.** The number of pixels/inch multiplied by the height and width in inches = the width and height in pixels.
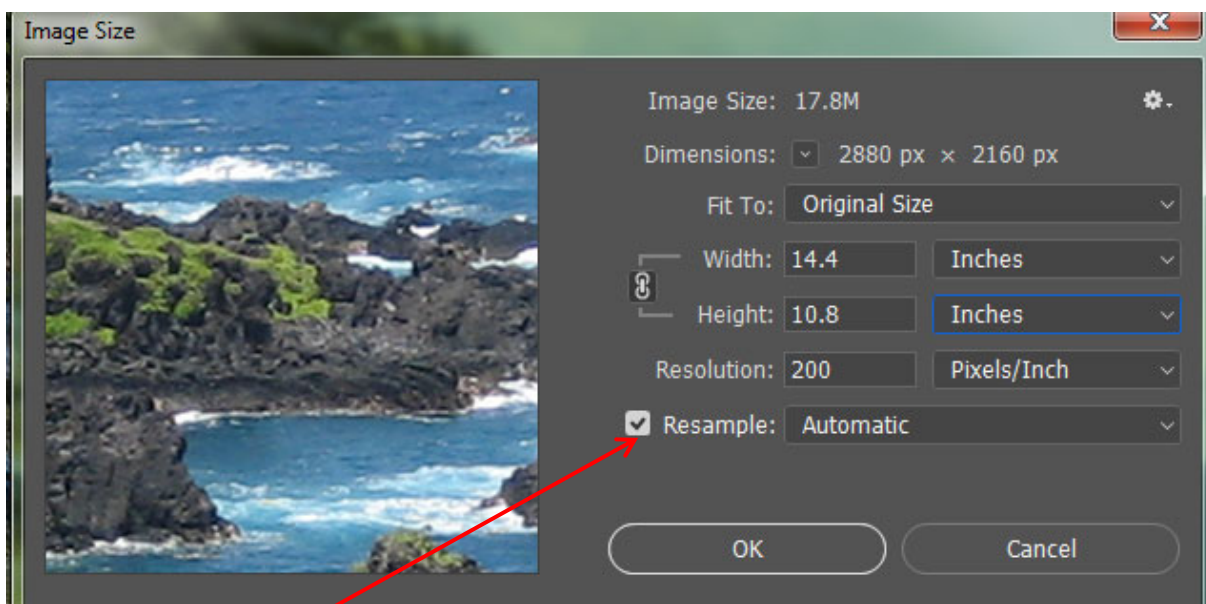

If you de-select Resample, the pixels in the image are not removed; the dimensions are grayed out. De-select Resample to print or archive the photo to preserve quality. **Do not select both Resample and add pixels to anticipate better print quality.** To improve print quality unselect Resample and increase resolution. This brings the pixels closer together and decreases the dimensions of the print.

To adjust for display including PowerPoint, Facebook, websites, mobile devices, email attachments—any image that will not be printed, pixels may be calibrated [removed] for viewing. It is difficult to determine this without seeing the properties of original file. First, select **View > Actual Pixels**. Actual Pixels presents the image at 100% of its size (actual size is "approximate" depending on monitor settings). You should not scroll up/down or side to side to see the entire image. Select **Image > Image Size.** Select **Resample** to throw away pixels and to decrease the size of the image. The resolution may be set at 100-150 pixels/inch. Change the pixel dimensions in the Pixel Dimension box. Notice that the file size also changes. Do not to overwrite the original image; select **Save As.**

Select **File > Print** to adjust placement, size, etc.
Select the size of the paper. If the printer does not print to the edge of the paper and you want to fill the paper, you must select **Scale to Fit Media.** Media is the paper [size]. Fliers cannot be printed to the edge

of the paper on the UniPriNT color laser printers in the libraries. The printer will create a white border around the edge of the picture similar to the preview below.
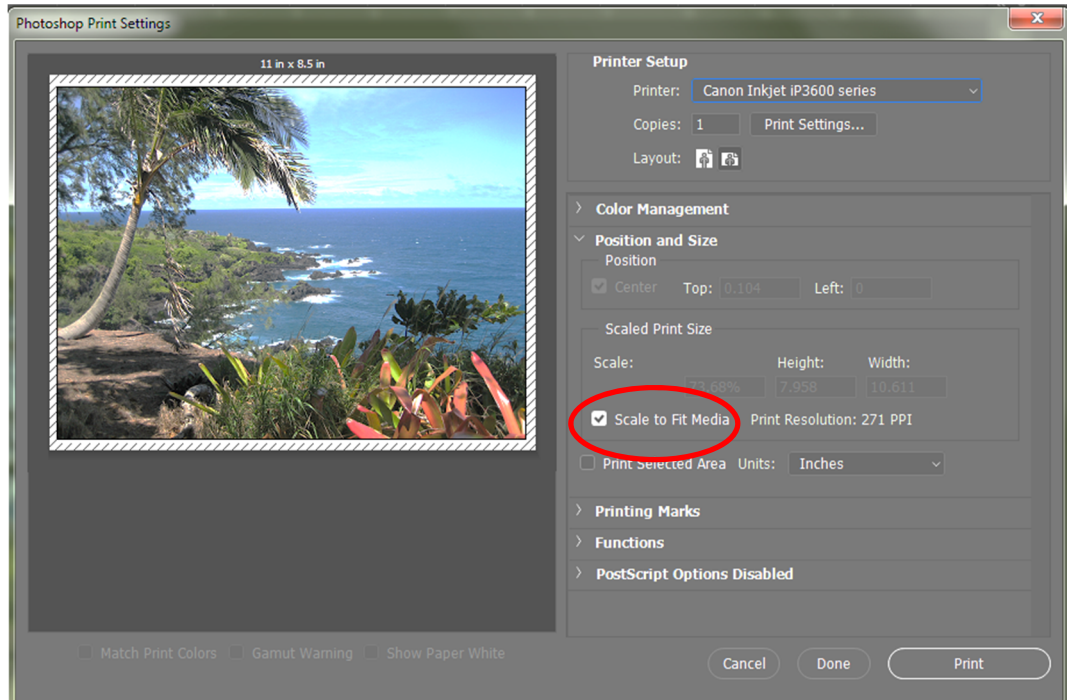
Deselect "Scale to Fit Media" if the image is not to fill the paper. Deselect "Center Image" and drag the image to place it anywhere on the paper to print. Drag the corners of the picture to reshape. If enlarging review, the print resolution.

Saving your work- Always best to save the final version with all layers intact as a Photoshop file (.PSD)—just in case you need to edit the image again. To transport and use the file in any other application, flatten the image before saving (remove layers). From the top line menu, select **Layer > Flatten Image**. Select Save As. Various file formats most commonly used are below.

JPEG or JPG used to display photos and other continuous tone images (shading). JPEG format supports 24-bit color. JPEG file compression results in some information lose. NOTE! For this reason it is always best to create new JPEG files from an original image and not from previously saved JPEG files. Save a jpeg file only once; use the image option and select high-maximum quality.
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 is a universal file format for websites. It is a preferred replacement for GIF and JPG.
TIFF is the best format for images that will be printed, archived, or imported into other documents that will be printed. Use for exchanging graphics between applications and platforms. Do NOT use for web applications.