

# Quick Tips

for

## Adobe Photoshop Common Tasks

### Getting Started

Photoshop is a software program that allows you to modify and create graphics. Photoshop is a very large and intensive program and a Quick Tip simply will not cover all the elements of the program. Instead this Quick Tip will discuss some of the most common tasks you may use when altering a photograph or graphic.

### Opening your Picture in Photoshop


First you need to have a photograph or graphic to open in Photoshop. For example, you scan a picture as a graphic, download a photo from a digital camera, or save one off of the Internet. Photoshop will open almost all graphic formats so you can save the images in a variety of formats (ex. JPEG, Bitmap, GIF, etc).

On any campus computer, open Adobe Photoshop by going to **Start Menu** then to **ClassApps** then to **GraphicArtApps**, and then to **Adobe Photoshop 6.0**.

- After Photoshop loads, go to **File** and then **Open**.
- Select the file you want to modify in Photoshop and click **Open**.

### Cropping Images

Cropping is the process of selecting and removing a portion of an image.

- Select the crop tool ()
- Drag over the part of the image you want to keep. When you release the mouse button, the crop marquee appears as a bounding box with handles (squares) at the corners and sides, and a cropping shield covers the cropped area. To adjust the crop marquee, click and drag one of the handles.
- To crop the image, press **Enter**

### Resizing Images

- Click on the **Image Menu** and then select **Image Size**. A dialog box appears.
- In the dialog box, make sure that the **Constrain Proportions** box **is** checked. This will ensure that the image's proportions remain the same (i.e. if you change the height of the image Photoshop will automatically change the width to maintain correct proportions.)
- By clicking on the down arrow next to the text box that says **pixels** and selecting **percent** you can reduce or enlarge the image by a percentage.
- Type the desired percent or number of pixels into the text box and click **OK**.

### Adjusting the Brightness and Contrast

- Click on the **Image Menu** and then go to **Adjust** and select **Brightness/Contrast**.
- **To adjust the brightness** click on the triangle underneath the line labeled "Brightness" and drag it to the right or the left. Dragging the triangle to the right will make the image brighter while dragging the triangle to the left will make the image darker.

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- **To adjust the contrast** click on the triangle underneath the line labeled “Contrast” and drag it to the right or the left. Dragging the triangle to the right will make the colors of the image more pronounced while dragging the triangle to the left will make the colors more subtle.

## Adjust Hue, Saturation, and Lightness

- Click on the **Image Menu** and then go to **Adjust** and select **Hue/Saturation**.
- **To adjust the hue** click on the triangle underneath the line labeled “Hue” and drag it to the right or the left. Dragging the triangle to the right will make the colors darker while dragging the triangle to the left will make the colors lighter.
- **To adjust the saturation** click on the triangle underneath the line labeled “Saturation” and drag it to the right or the left. Dragging the triangle to the right will make the image contain less grey tones while dragging the triangle to the left will make the image greyer.
- **To adjust the lightness** click on the triangle underneath the line labeled “Lightness” and drag it to the right or the left. Dragging the triangle to the right will make the image more illuminated while dragging the triangle to the left will make the image dimmer.

## Adding Text to the Picture

- Click on the **Type Tool** (T) located in the eighth row of the toolbox.
- Click on the location where you want to add text. A flashing text cursor will appear on the image. You may now type directly onto the image. Use the toolbar that appears below the menu bar to format the text style, alignment, color, size, and more.



## "Stamping" out an Unwanted Area

The stamp tool takes a sample of an image which you can then apply over part of the same image or another image. Each stroke of the tool paints on more of the sample. Cross hairs mark the original sampling point.

- Click on the **Rubber Stamp Tool** (👉).
- Hold the **Alt** key on your keyboard and click on the area of the image you want to sample.
- Now click on the area that you want to cover. (If you get a message that says you cannot use the stamp tool make sure that you are on the correct layer and not editing a text layer.)

## The History Pallet – Undoing Recent Actions

The History palette lets you jump to any recent state of the image created during the current working session. Each time you apply a change to an image, the new state of that image is added to the palette. For example, if you select, paint, and rotate part of an image, each of those states is listed separately in the palette. You can then select any of the states, and the image will revert to how it looked when that change was first applied. You can then work from that state.



## Quick Tips for Adobe Photoshop Common Tasks

See These Other Quick Tips:

- *Using Scanning Pictures*
- *Creating Web Pages*

## **Saving your Graphic**

There are a few different common formats that you can save your image in:

.psd - Photoshop format. This will maintain the layers of the photo. If you think you are going to return to the image another time, and adjust it further, save it in this format. To do this, click **File** and **Save As** and make sure that the **File Type** is Photoshop (.psd).

.jpeg - A JPEG is one of two standard compression graphic file formats. This format is viewable in any browser and in several other programs such as Word. Photographs and graphics with many colors and shades are best saved in this format. To save the picture as a .jpeg, click **File** and **Save As**. Make sure that the **File Type** is .jpeg.

.gif - A GIF is the second standard compression graphic file format. Images that have fewer colors and crisp lines will compress well in the GIF format. Also, animated or transparent images can only be saved as a .gif image.

If you are going to put your graphic on a web page, you will want the file to be as small as possible, while still maintaining the color, sharpness, and quality of the graphic. Photoshop has a special feature that will optimize the image for the web. Select **File** and **Save for Web**. If the graphic looks acceptable, click **OK**. Name the file. You can select whether to save the image as a **.gif or .jpeg**.

## **Conclusion**

These are just a few of the common tasks that you can perform in Photoshop. There are many more and the best tip for working in Photoshop is simply to play with it! There is a **Help** menu in Photoshop and plenty of reference books in the library as well.