

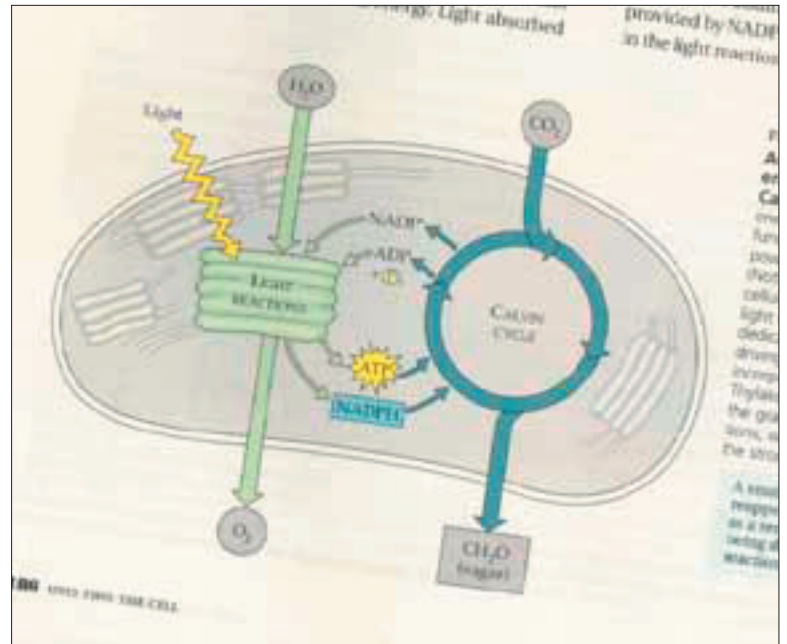
# Photoshop Tips and Tricks

## Introduction to Photoshop

Photoshop allows you to create graphics with powerful paint tools and enhance images with color, image flaw correction, and cropping tools. With the **Save for the Web** tool, it is easy to see what file format and setting works best for your web image. Photoshop's tools allow you to create the best image while still maintaining good file size optimization.

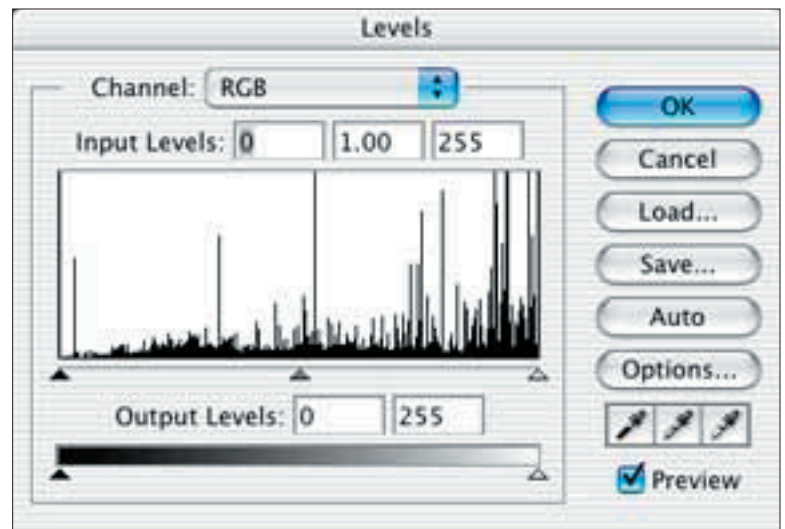
## Modifying a Scanned Image

Most of the time when you scan an image or graphic it is tilted, text can be seen though the page, and the contrast is poor. The good news is, it is easy to fix in Photoshop with these simple steps.



## Adjust Levels (highlights, shadows, and midtones)

You can set the highlights and shadows in an image by moving Input sliders to the first group of pixels on both ends of the Levels histogram. This maps these pixels--the darkest and lightest pixels in each channel--to black and white, increasing the tonal range of the image. The corresponding pixels in the other channels are adjusted proportionately to avoid altering the color balance. You can use the middle Input slider to change the intensity values of the middle range of gray tones without dramatically altering the highlights and shadows.



Although the Levels sliders are not as exact as assigning target values or using the Curves dialog box, they often yield good results.

### To adjust tonal range using Levels:

1. Open the Levels dialog box. **Image > Adjust > Levels**
2. To adjust tones for a specific color channel, choose an option from the Channel menu. (RGB for computer images, CMYK for printed images)
3. To adjust the shadows and highlights manually, do ONE of the following:

- Drag the black and white Input Levels sliders to the edge of the first group of pixels on either

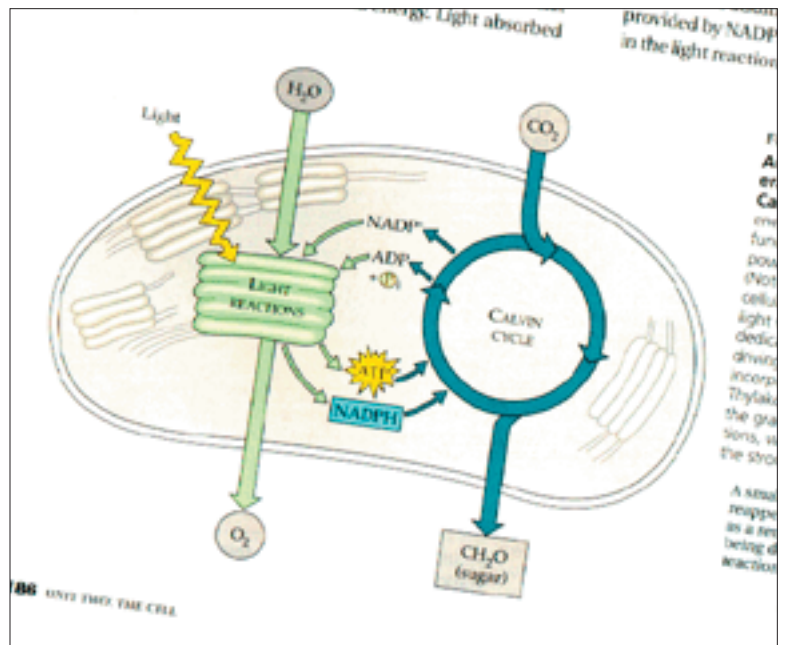
end of the histogram. You can also enter values directly into the first and third Input Levels text boxes.

- Drag the black and white Output Levels sliders to define new shadow and highlight values. You can also enter values directly in the Output Levels text boxes.

4. To adjust the shadows and highlights automatically, click **Auto**.

5. If your image needs midtone corrections, use the gray Input Levels slider. Drag the slider to the right to darken the midtones; drag it to the left to lighten the midtones. You can also enter values directly in the middle Input Levels text box.

6. Click **OK**.

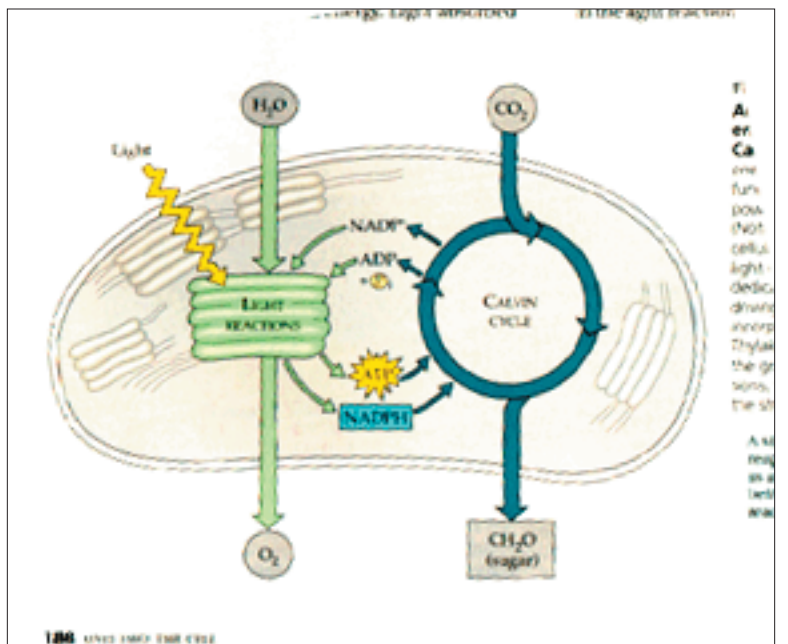


## Using the Free Transform Command

The Free Transform command lets you apply transformations (rotate, scale, skew, distort, and perspective) in one continuous operation. Instead of choosing different commands, you simply hold down a key on your keyboard to switch between transformation types.

To freely transform:

1. Select what you want to transform.
2. Choose **Edit > Free Transform**.

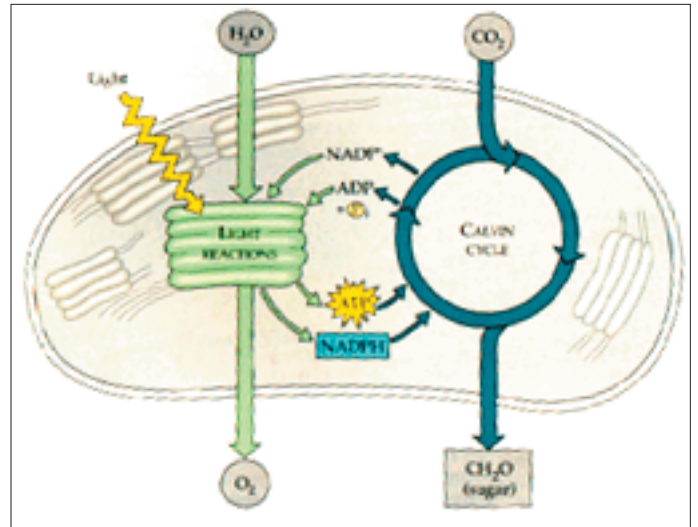


## Cropping Images

Cropping is the process of removing portions of an image to create focus or strengthen the composition. You can crop an image using the Crop Tool and the Crop command. You can also trim pixels using the Trim command.

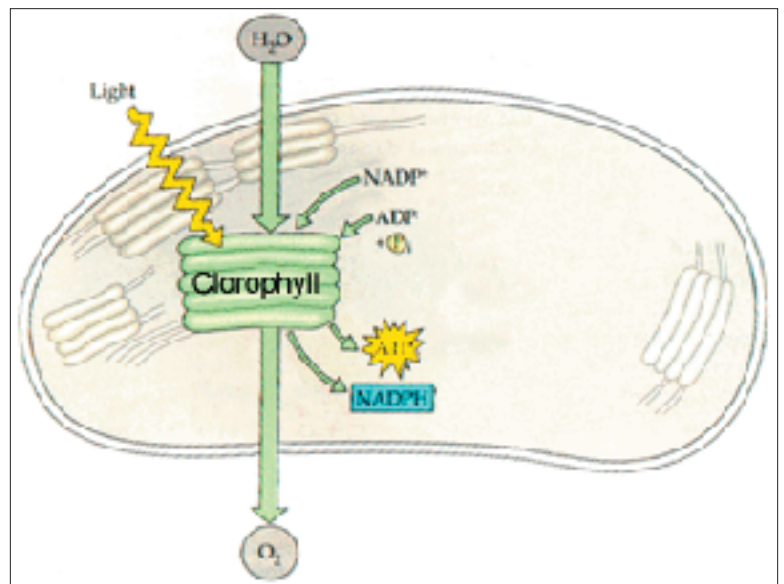
To crop an image using the crop tool:

1. Select the **Crop Tool** .
2. Set the mode of the crop tool:
  - To crop the image without resampling (default), make sure that all the text boxes in the options bar are empty. You can click the **Clear** button to quickly clear all text boxes.
  - To resample the image during cropping, enter a height, width, and/or resolution in the options bar.
3. Define the cropping marquee by dragging over the part of the image you want to keep. The marquee doesn't have to be precise--you can adjust it later.
4. Do the following in the options bar:
  - Specify whether you want to hide or delete the cropped area. Select **Hide** to preserve the cropped area in the image file. You can make the hidden area visible by moving the image with the move tool. Select **Delete** to discard the cropped area.



## Modify and Manipulate Scanned Images

By modifying the image to remove unwanted elements, you can create effective teaching and learning materials. Just by removing the Calvin cycle from this image I can show and explain more about the light reaction of photosynthesis. To remove or separate elements I used the tools listed (tutorials) below.



## Magnifying and Reducing the View

You can magnify or reduce your view using various methods. The window's title bar displays the zoom percentage (unless the window is too small for the display to fit), as does the status bar at the bottom of the window.

**Note:** The 100% view of an image displays an image as it will appear in a browser (based on the monitor resolution and the image resolution).

### To zoom in:

Do ONE of the following:

- Select the **Zoom Tool** . The pointer becomes a magnifying glass with a plus sign in its center . Click the area you want to magnify. Each click magnifies the image to the next preset

percentage, centering the display around the point you click. When the image has reached its maximum magnification level of 1600%, the magnifying glass appears empty.

- Click the **Zoom In** button in the options bar to magnify to the next preset percentage. When the image has reached its maximum magnification level, the command is dimmed.
- Choose **View > Zoom In** to magnify to the next preset percentage. When the image has reached its maximum magnification level, the command is dimmed.
- Enter a magnification level in the Zoom text box at the lower left of the window.

### To zoom out:

Do ONE of the following:

- Select the **Zoom Tool**. Hold down **Alt** (Windows) or **Option** (Mac OS) to activate the zoom-out tool. The pointer becomes a magnifying glass with a minus sign in its center. Click the center of the area of the image you want to reduce. Each click reduces the view to the previous preset percentage. When the file has reached its maximum reduction level, the magnifying glass appears empty.
- Click the **Zoom out** button in the options bar to reduce to the previous preset percentage. When the image has reached its maximum reduction level, the command is dimmed.
- Choose **View > Zoom Out** to reduce to the previous preset percentage. When the image reaches its maximum reduction level, the command is dimmed.
- Enter a reduction level in the Zoom text box at the lower left of the window.

### To magnify by dragging:

1. Select the **Zoom Tool**.
2. Drag over the part of the image you want to magnify.

The area inside the zoom marquee is displayed at the highest possible magnification. To move the marquee around the artwork in Photoshop, begin dragging a marquee and then hold down the spacebar while dragging the marquee to a new location.

### To display an image at 100%:

Do ONE of the following:

- Double-click the **Zoom Tool**.
- Choose **View > Actual Pixels**.

## Using the Lasso, Polygonal Lasso, and Magnetic Lasso Tools

The Lasso and Polygonal Lasso Tools let you draw both straight-edged and freehand segments of a selection border. With the magnetic lasso tool (Photoshop), the border snaps to the edges of defined areas in the image.

The Magnetic Lasso Tool is especially useful for quickly selecting objects with complex edges set against high-contrast backgrounds.

### To use the lasso tool:

1. Select the **Lasso Tool**, and select options.
2. Drag to draw a freehand selection border.

3. To draw a straight-edged selection border, hold down **Alt** (Windows) or **Option** (Mac OS), and click where segments should begin and end. You can switch between drawing freehand and straight-edged segments.
4. To erase recently drawn segments, hold down the **Delete** key until you've erased the fastening points for the desired segment.
5. To close the selection border, release the mouse WITHOUT holding down **Alt** (Windows) or **Option** (Mac OS).

#### To use the polygonal lasso tool:

1. Select the **Polygonal Lasso Tool**, and select options.
2. Click in the image to set the starting point.
3. Do ONE or more of the following:
  - To draw a straight segment, position the pointer where you want the first straight segment to end, and click. Continue clicking to set endpoints for subsequent segments.
  - To draw a freehand segment, hold down **Alt** (Windows) or **Option** (Mac OS), and drag. When finished, release **Alt** or **Option** and the mouse button.
  - To erase recently drawn straight segments, press the **Delete** key.
4. Close the selection border:
  - Position the polygonal lasso tool pointer over the starting point (a closed circle appears next to the pointer), and click.
  - If the pointer is not over the starting point, double-click the **Polygonal Lasso Tool** pointer, or **Ctrl-click** (Windows) or **Command-click** (Mac OS).

## Filling a Selection or Layer with Colors or Patterns

You can fill a selection or layer with the foreground color, the background color, or a pattern. In Photoshop, you can use patterns from the pattern libraries provided or create your own patterns. You can also fill a shape using the Color, Gradient, or Pattern Overlay effects or the Solid Color, Gradient, or Pattern fill layers on the Layers palette. When you use fill layers to fill a selection, you can easily change the type of layer being used.

#### To fill a selection or a layer with a foreground or background color:

1. Specify a **foreground** or **background** color.
2. Select the area you want to fill. To fill an entire layer, select the layer in the Layers palette.
3. Choose **Edit > Fill** to fill the selection or layer. Or to fill a path, select the path and choose **Fill Path** from the Paths palette menu.
4. In the Fill dialog box, for **Use**, choose one of the following options or select a Custom Pattern:
  - Foreground Color, Background Color, Black, 50% Gray, or White to fill the selection with the specified color.

## Using the Clone Stamp Tool

The Clone Stamp Tool takes a sample of an image, which you can then apply over another image or part of the same image. Each stroke of the tool paints on more of the sample.

#### To use the clone stamp tool:

1. Select the **Clone Stamp Tool** , and do the following in the options bar:
  - Choose a **brush** and set **brush options**.
  - Specify a **blending mode, opacity, and flow**.
  - Determine how you want to align the sampled pixels. If you select **Aligned**, you can release the mouse button without losing the current sampling point. As a result, the sampled pixels are applied continuously no matter how many times you stop and resume painting. If you deselect **Aligned**, the sampled pixels are applied from the initial sampling point each time you stop and resume painting.
  - Select **Use All Layers** to sample data from all visible layers; deselect **Use All Layers** to sample only from the active layer.
2. Set the sampling point by positioning the pointer in any open image and **Alt-clicking** (Windows) or **Option-clicking** (Mac OS).
 

**Note:** If you are sampling from one image and applying to another, both images must be in the same color mode.
3. Drag in the image.

## Creating a Banner for Blackboard

With Photoshop you may create a graphic that can be saved (jpg or gif) and uploaded into Blackboard as a Bbanner on the Announcements page. Although Blackboard doesn't list an image size, I recommend that the image is no larger than 100 x 600 pixels. Depending on your student's computer monitor size (800x600 - 16in) you may want to make the image size no larger than 100 x 540 pixels to prevent vertical scrolling in the browser (e.g., banner is larger than the window).



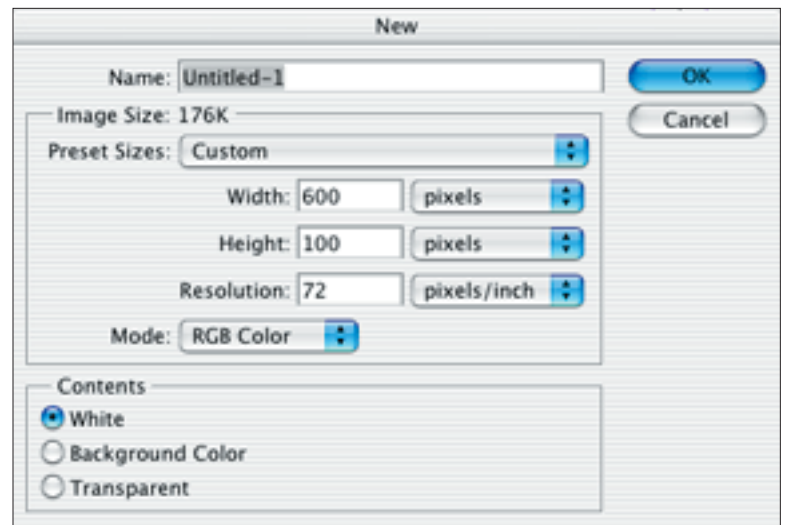
## Creating New Images

The New command lets you create a blank image.

### To create a new image:

1. Do ONE of the following:
  - To base the image dimensions and resolution on the Clipboard contents, choose **File > New**. If the Clipboard does not contain image data, the image dimensions and resolution are based on the last image you created.
  - To base the image size on the default dimensions and resolution or the last entered settings, hold down **Alt** (Windows) or **Option** (Mac OS) when you choose **File > New**.

2. If desired, type a name for the image, set the **width** (600 pixels) and **height** (100 pixels), and set the resolution (72dpi).
3. Click **OK**.



## Editing Text in Type Layers

You can insert new text, change existing text, and delete text in type layers.

### To edit text in a type layer:

1. Select the **Horizontal Type Tool** or the **Vertical Type Tool**.
2. Select the type layer in the **Layers** palette, or click in the text flow to automatically select a type layer.
3. Position the insertion point in the text, and do ONE of the following:
  - Click to set the insertion point.
  - Select one or more characters you want to edit.
4. Enter text as desired.
5. Commit the changes to the type layer.



## Checking for Spelling Errors

When you spell-check a document, Photoshop questions any words that aren't in its dictionary. If a questioned word is spelled correctly, you can confirm its spelling by adding the word to the dictionary. If a questioned word is misspelled, you can correct it.

### To check and correct spelling:

1. In the Character palette, choose a language from the pop-up menu at the bottom of the palette. This sets the dictionary for spell-checking.
2. Do ONE of the following:
  - Select a **type layer**.
  - To check specific text, select the text.
  - To check a word, place an insertion point in the word.
3. Choose **Edit > Check Spelling**.
4. As Photoshop finds unfamiliar words and other possible errors, do ONE of the following:
  - Click **Ignore** to continue checking spelling without changing text. Click **Ignore All** to ignore the word for the rest of the spell-check.
  - To correct a misspelling, make sure the correctly spelled word is in the **Change To** text box and click **Change**. If the suggested word is not the word you want, you can select a different word in

the Suggestions text box or enter the word in the Change To text box.

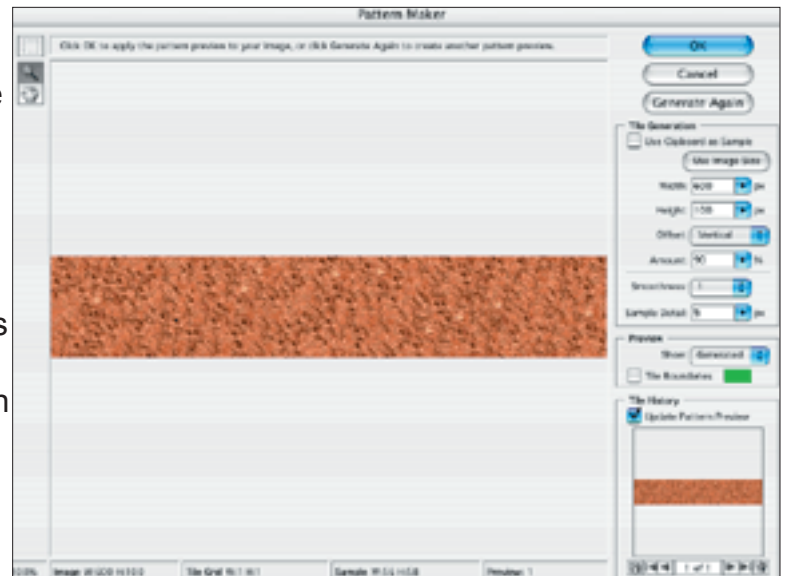
- To correct a repeated misspelling in a document, make sure the correctly spelled word is in the Change To text box and click **Change All**.
- Click **Add** to have Photoshop store the unrecognized word in the dictionary, so that subsequent occurrences are not flagged as misspellings.
- If you selected a type layer and want to spell-check only that layer, deselect **Check All Layers**.

## Using Layer Effects and Styles

Layer styles let you quickly apply effects to a layer's content. You can scan through a variety of predefined layer styles and apply a style with just a click of the mouse, or you can create a custom style by applying multiple effects to a layer.

## Using the Pattern Maker

The Pattern Maker lets you create an infinite variety of patterns based on a selection or the contents of the Clipboard. Because the pattern is based on the pixels in a sample, it shares visual characteristics with the sample. For example, if you sample an image of grass, the Pattern Maker generates a tileable pattern that is different from the sample but still appears to be grass. You can generate multiple patterns from the same sample, and save pattern tiles as preset patterns for future use in Photoshop.



### Generating patterns

The Pattern Maker generates patterns by rearranging the pixels in a sampled area to create a tile. The size of a tile can vary, from 1 pixel by 1 pixel to the dimensions of the active layer. If the tile is smaller than the active layer, the pattern is made up of multiple tiles that are laid out in a grid to fill the layer. If the tile is the same size as the active layer, it comprises the entire pattern.

#### To generate a pattern:

##### 1. Do ONE of the following:

- Select the layer that contains the area from which you want to generate the pattern. The layer you select will be replaced by the generated pattern, so it's a good idea to make a copy of the layer first.
- To generate a pattern in a new layer or file, select the pixels from which you want to generate the pattern, and choose **Edit > Copy**. Then, add a layer to the image or create a new file with the dimensions you want the final image to have.

**Note:** You cannot generate a pattern from a non-rectangular sample. If you make a non-rectangular selection, Photoshop uses the bounding box of the selected area to create a rectangular sample.

##### 2. Choose **Filter > Pattern Maker**.

##### 3. Do ONE of the following:

- If you are generating a pattern in the same layer that contains the sample, select the rectangular marquee tool in the Pattern Maker dialog box, and select the area from which you want to generate the pattern. To move the selection marquee, drag it to a different location.
  - If you are generating a pattern in a new layer or file, select **Use Clipboard as Sample** in the Pattern Maker dialog box.
4. Specify the dimensions of tiles in the generated pattern by doing ONE of the following:
    - Enter pixel values in the Width and Height text boxes, or drag the pop-up sliders.
    - Click **Use Image Size** to use the image size as the tile size. Selecting this option produces a pattern with a single tile.
  5. To offset the tiles in the generated pattern, choose a direction from the **Offset** pop-up menu and specify an offset amount by entering a value in the **Amount** text box or dragging the **Amount** pop-up slider. The offset amount is a percentage of the tile dimension in the specified direction.
  6. Click **Generate**. The preview area is tiled with the generated pattern. You can view the status of the current generation in the Photoshop status bar. Press **Esc** to cancel the generation.
  7. Click **Generate Again** to generate additional patterns using the same options, or adjust the options and then click **Generate Again**.
  8. When you are satisfied with a pattern preview and you have saved the tiles that you might want to use in the future, click **OK**.

## Using the Save for Web Dialog Box

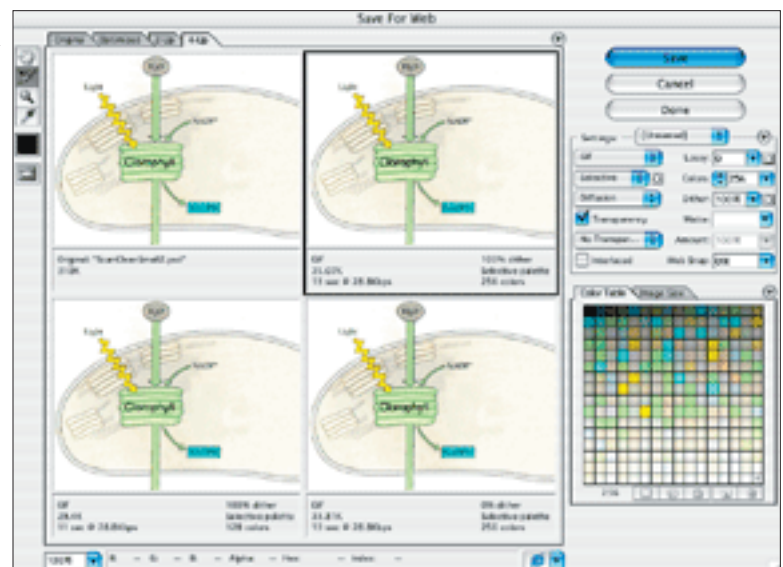
You use the Save for Web dialog box to select optimization options and preview optimized artwork.

### Displaying the Save for Web dialog box

1. Choose **File > Save for Web**.

#### Previewing images

Click a **tab** at the top of the image area to select a display option: Original to view the image with no optimization, Optimized to view the image with the current optimization settings applied, 2-Up to view two versions of the image side by side, or 4-Up to view four versions of the image side-by-side.



If the entire artwork is not visible in the Save for Web dialog box, you can use the **hand tool** to bring another area into view. Select the hand tool (or hold down the spacebar), and drag in the view area to pan over the image. You can also use the zoom tool to magnify or reduce the view. Select the **zoom tool**, and click in a view to zoom in; hold down **Alt** (Windows) or **Option** (Mac OS), and click in a view to zoom out. Alternatively, you can specify a magnification level in the Zoom text box at the bottom of the Save for Web dialog box.

#### Selecting a view

Click a different **pane** in the Save for Web dialog box to select a new view. If you're working in

2-Up or 4-Up view, you must select a view before you apply optimization settings. A black frame indicates which view is selected.

## Viewing annotations

The annotation area below each image in the Save for Web dialog box provides valuable optimization information. The annotation for the original image shows the filename and file size. The annotation for the optimized image shows the current optimization options, the size of the optimized file, and the estimated download time using the selected modem speed. You can choose a modem speed in the Preview pop-up menu.

## Using the Auto Color Command

The Auto Color command adjusts the contrast and color of an image by searching the actual image rather than the channels' histograms for shadows, midtones, and highlights. It neutralizes the midtones and clips the white and black pixels based on the values set in the Auto Correction Options dialog box.

### To use the Auto Color command:

Choose **Image > Adjustments > Auto Color**.

## Using the File Browser

File Browser lets you view, sort, and process image files. You can use the File Browser to perform tasks such as creating new folders; renaming, moving, and deleting files; and rotating images. You can also view individual file information and data imported from your digital camera.

### Displaying the File Browser

Choose **File > Browse or Window > File Browser**.

**Note:** By default, the File Browser is displayed in the palette well. To display the File Browser in a separate window, choose **Show in Separate Window** from the palette menu.

- Changing the display of files
- Sorting files
- Ranking files
- Displaying file information
- Selecting and deselecting files
- Opening files
- Renaming files and folders
- Renaming files in batches
- Deleting files
- Creating new folders
- Moving and copying files
- Rotating images
- Refreshing the view
- Displaying files in the Windows Explorer or Mac OS Finder
- Purging the cache
- Exporting the cache

