

# Basics of Photoshop

When should I use Photoshop?

Photoshop should be used when you want to make changes or adjustment to images. It is also a very helpful program for regenerating digital collages and photomontages.

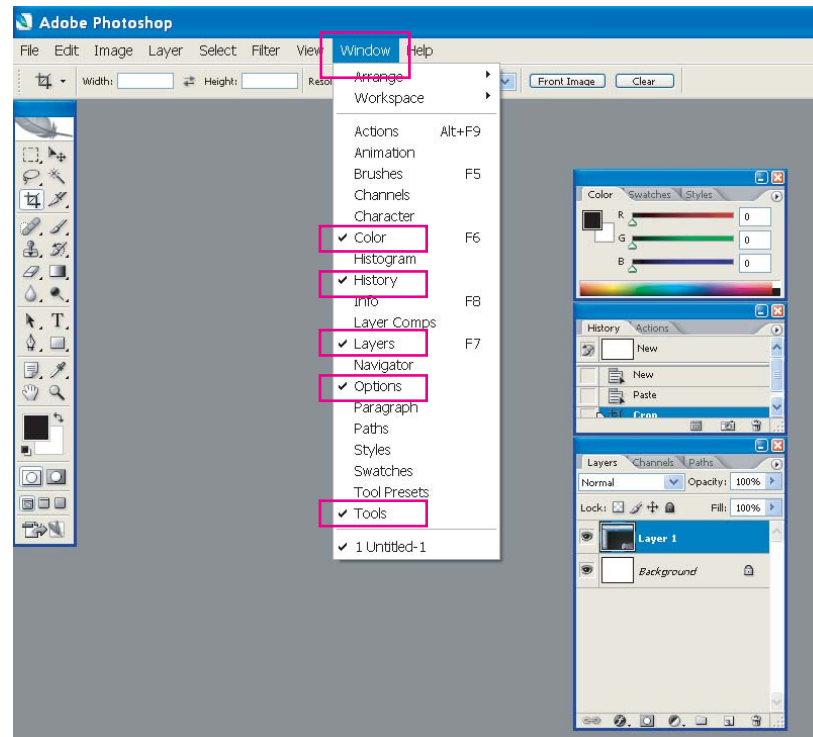
Rules of thumb:

- Take photos and scan drawings at high resolution. You can always down-sample in Photoshop if you need to make the file sizes smaller. The best resolution you will ever have for an image is the original resolution – Photoshop is NOT able to generate new information.
- 300dpi should be the resolution you are working with for your process books
- if you must you can go as low as 150dpi – please note images at a lower resolution than this will start to get pixilated and fuzzy also drawings usually start losing line quality at anything lower than 300dpi
- always remember that Photoshop is a raster based program
- always save a back-up file of the original images

## SETTING UP YOUR WORKSPACE

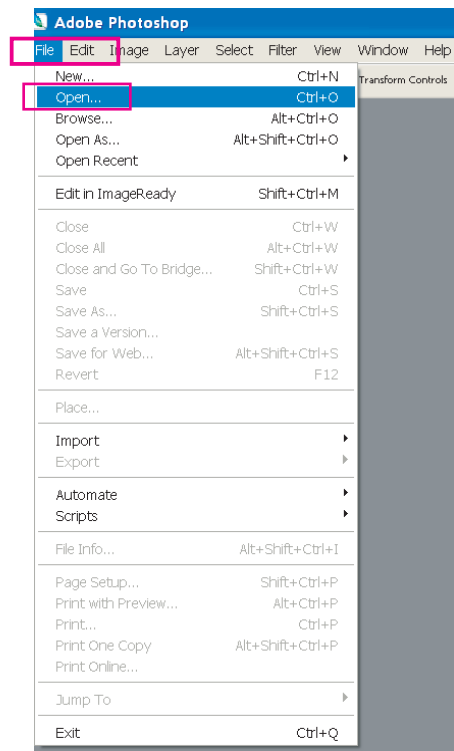
open photoshop go to WINDOW and make sure the following are checked:

Color  
History  
Layers  
Options  
Tools



## OPENING FILES IN PHOTOSHOP

either drag images directly from the folder into photoshop or go to **FILE** then **OPEN** and select your file

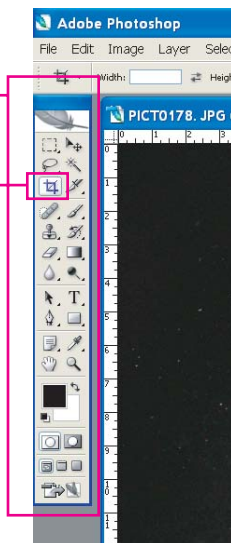


## CROPPING IMAGES

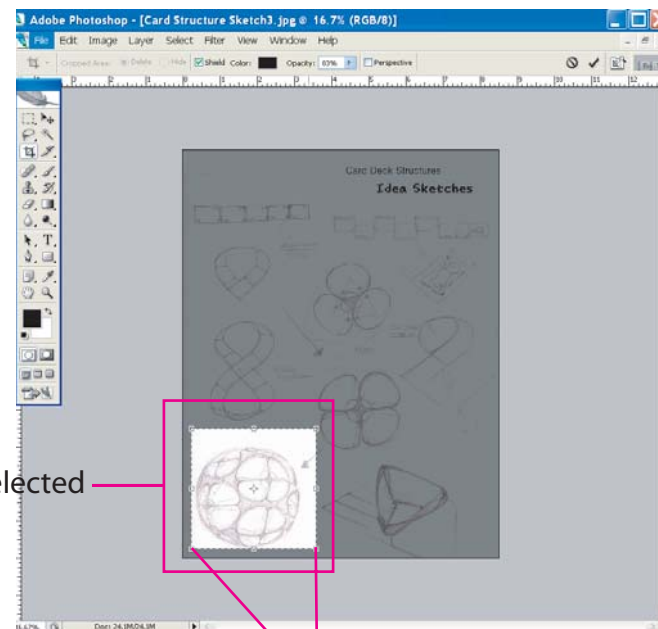
In your **TOOLS** menu select/activate the **CROP** tool by clicking on it. Once activated draw a box around the area of the image you want to keep - click and drag box around the the area of the image you want to select. Once a selection has been made you can adjust the area to be cropped by pulling on the corners of the box. When you selection is final double click quickly over the selected area of the image to complete the command (you can also right click over the image and select **CROP**)

TOOLS menu

CROP tool

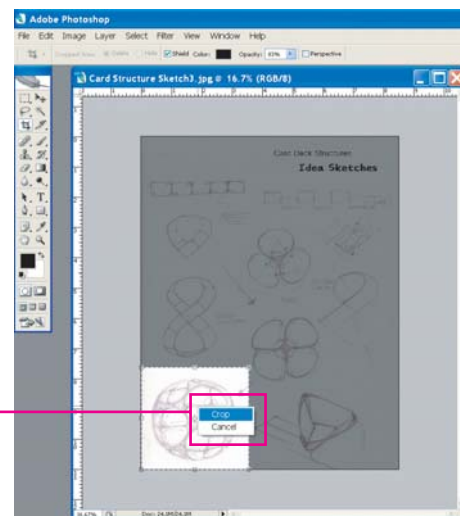


area selected



Pull corners to adjust area

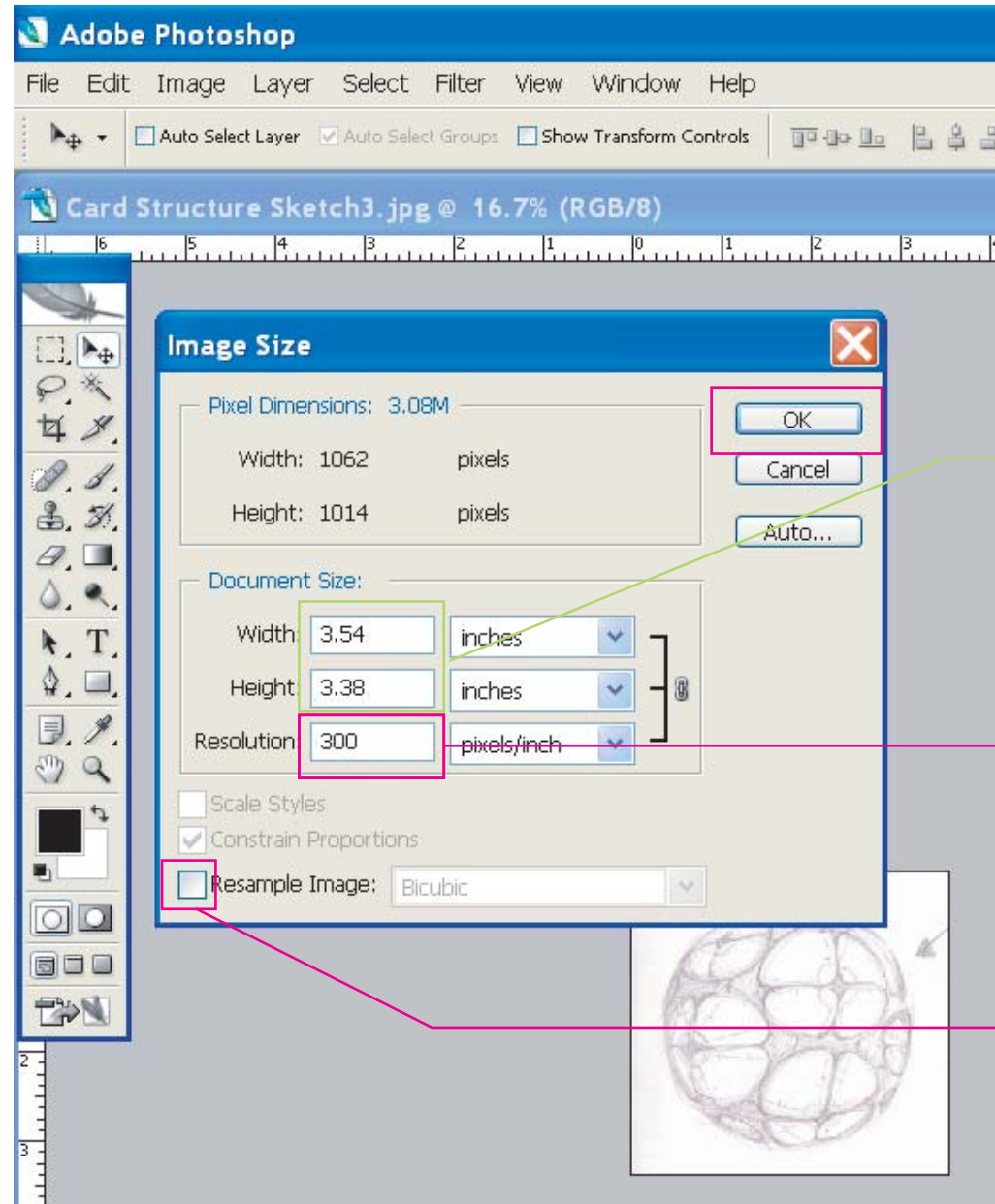
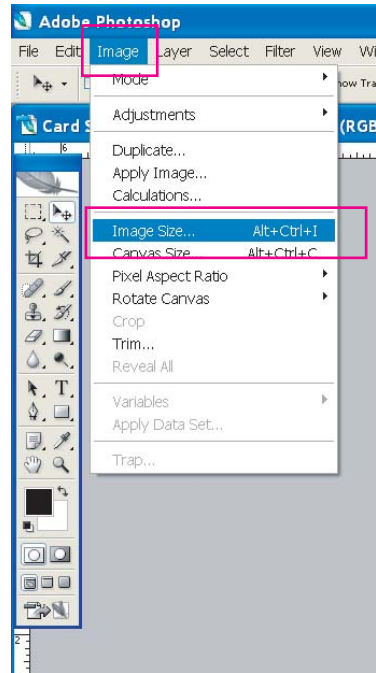
Right click over the image and select **CROP**



## RESIZING IMAGES

go to the **IMAGE** menu and select **IMAGE SIZE...**

The image size options box should appear. To set up your image to the necessary 300dpi resolution uncheck the **RESAMPLE IMAGE** options then enter 300 under **RESOLUTION**. This will automatically resize your image's width and height (note these numbers are the maximum size you should use for your image). This will prevent your images from getting pixelated. When done click **OK**.



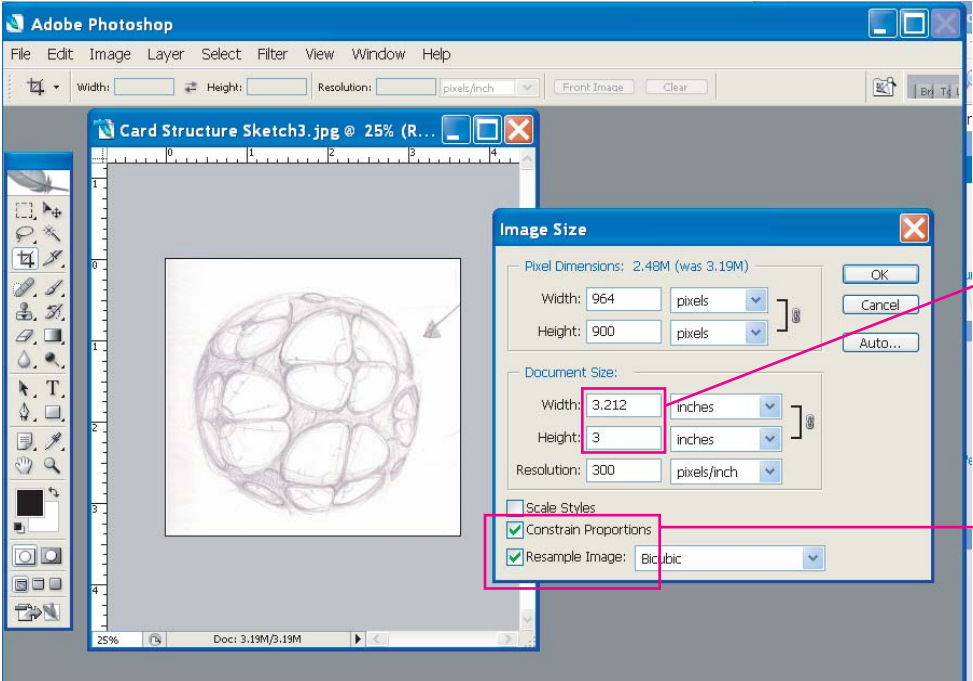
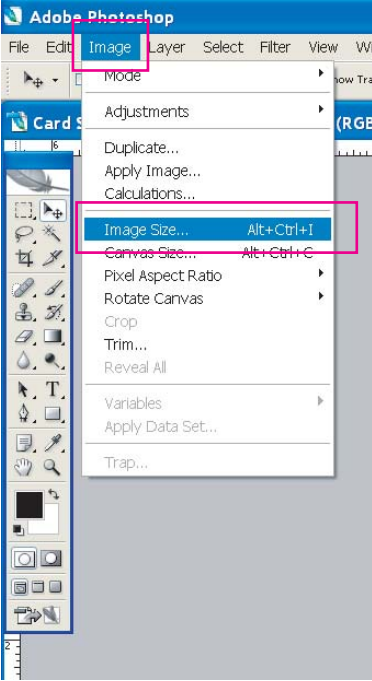
these numbers should of adjusted automatically and are the maximum size you should use for your image

enter 300

uncheck **RESAMPLE IMAGE** option

# RESIZING IMAGES

Now that you have established the parameters at which your image will **NOT** get pixelated you can resize it (always **smaller** than the height and width established at 300dpi). To resize the image go to the **IMAGE SIZE** menu again but this time make sure both the **RESAMPLE IMAGE** and **CONSTRAIN PROPORTIONS** options are checked. Now you can enter the desired height or width and keep the resolution at 300.

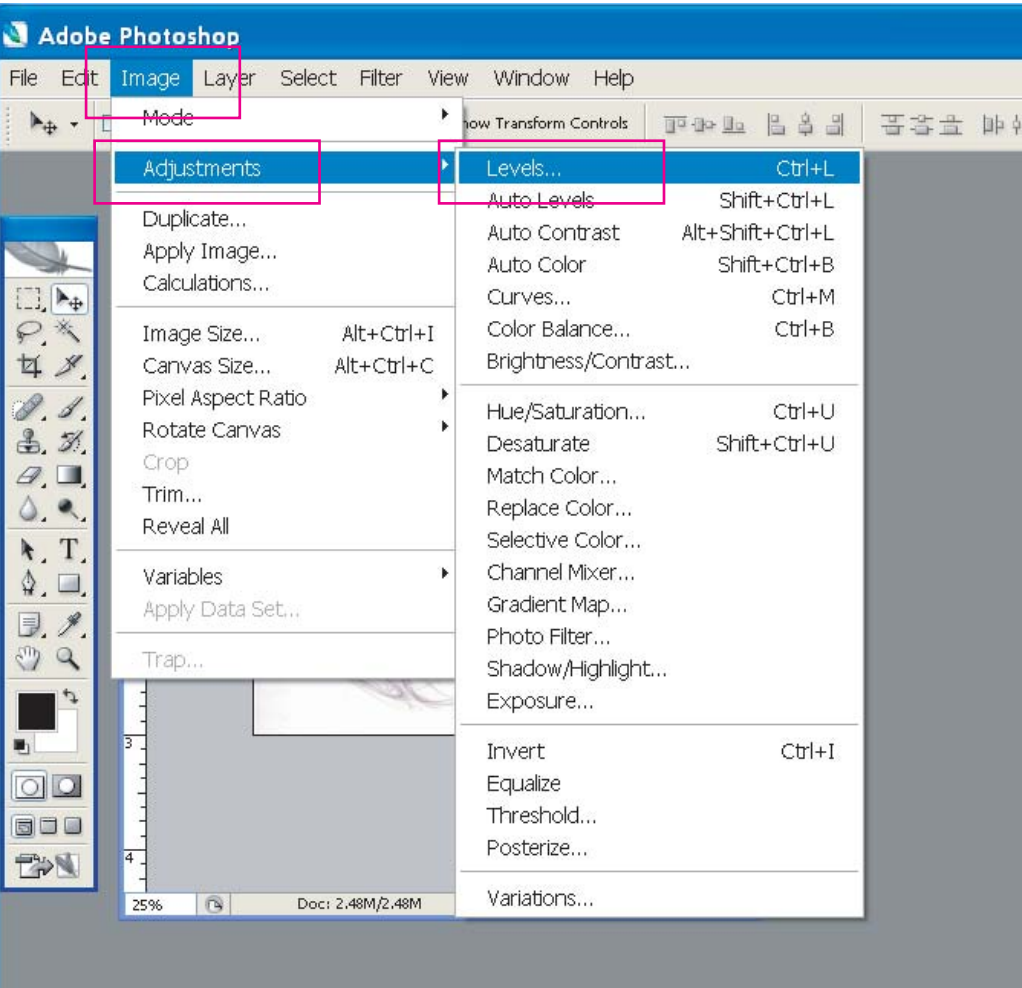


after **RESAMPLE IMAGE** and **CONSTRAIN PROPORTION** options have been checked, resize the image

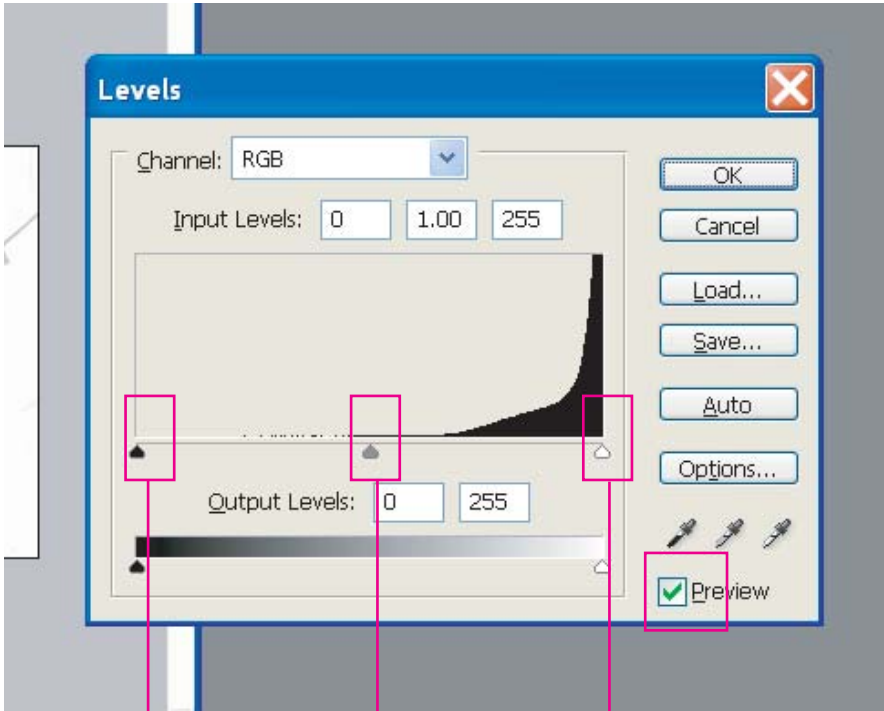
check **RESAMPLE IMAGE** and **CONSTRAIN PROPORTION** options

# ADJUSTING BRIGHTNESS AND DARKNESS

Go to the **IMAGE** menu and select **ADJUSTMENT** and then **LEVELS**



The Levels options box should appear. Make sure the **PREVIEW** option is checked. Then, move the markers at the bottom of the graph to adjust the light in the image. The arrow in the right corresponds to light tones, the one in the middle too midtones and the one to the left to dark tones.



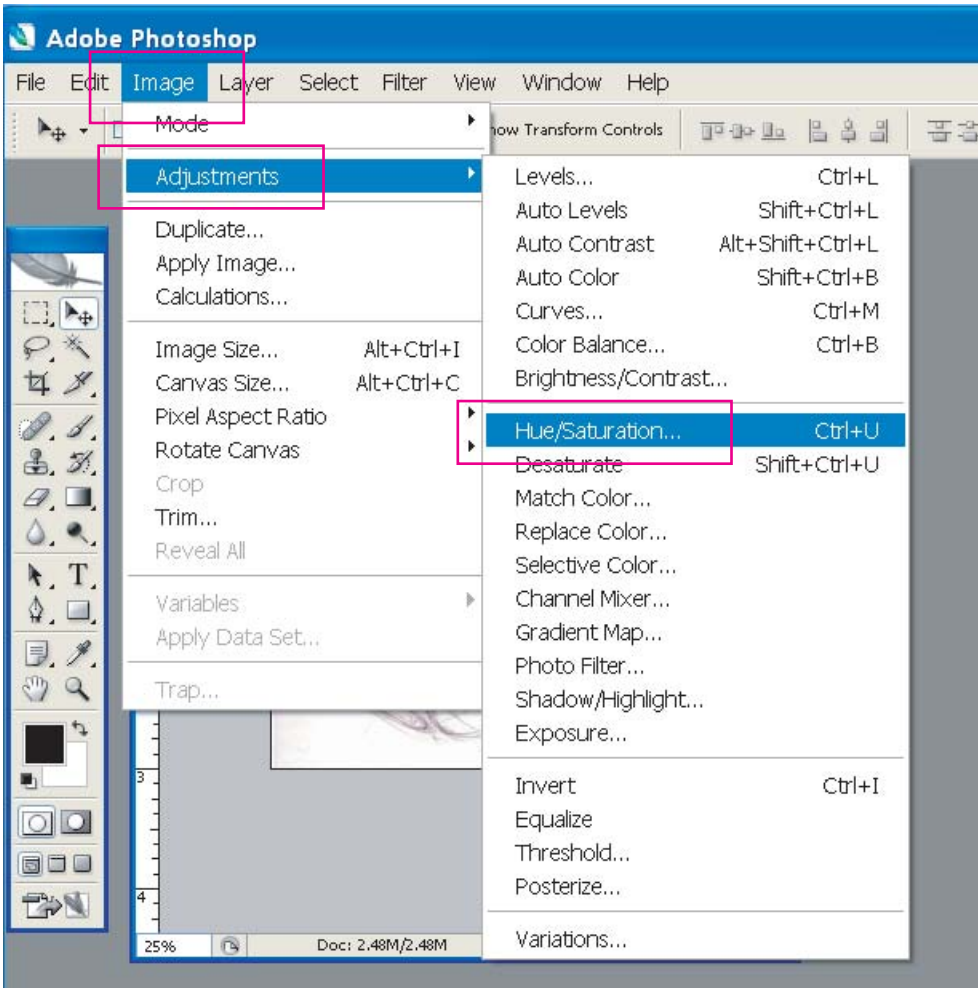
dark tones

mid tones

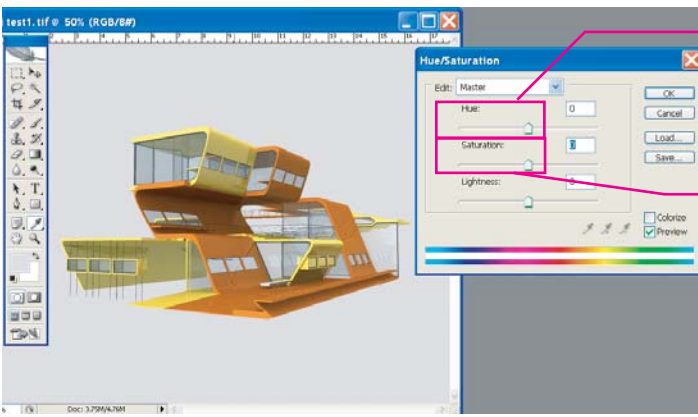
light tones

# ADJUSTING COLOR - HUE AND SATURATION

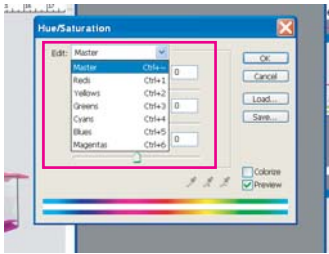
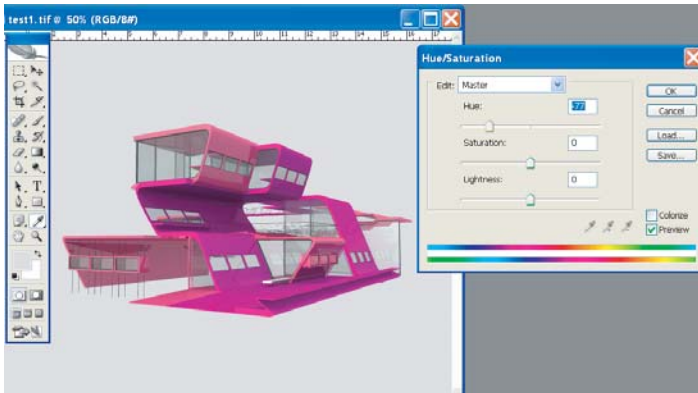
Go to the **IMAGE** menu and select **ADJUSTMENT** and then **HUE/SATURATION**



The Hue/Saturation options box should appear. Make sure the **PREVIEW** option is checked. The **HUE** bar will adjust the color. The saturation bar will adjust the intensity of the color. Under the **EDIT** option you can isolate changes to a specific color range.

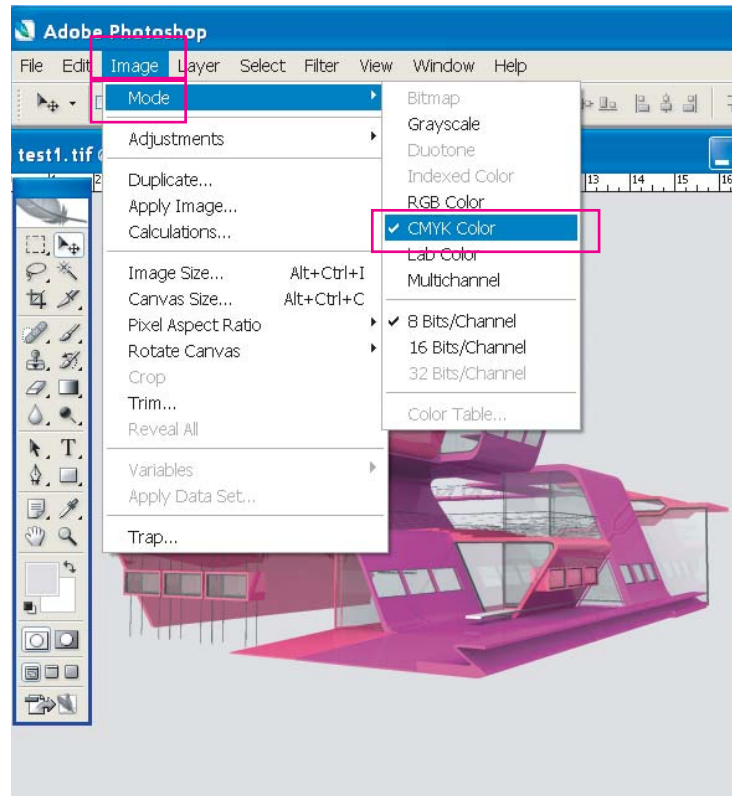


hue will adjust color  
saturation will adjust intensity of color



## IMAGE MODE

For color images Go to the **IMAGE** menu and select **MODE** and then **CMYK**, this is the proper color mode for printing.



If you would like to convert a photo to black and white go to the **IMAGE** menu and select **MODE** and then **GREYSCALE**. Always remember to save a backup copy of the color image as Photoshop will not be able to regenerate the color.

