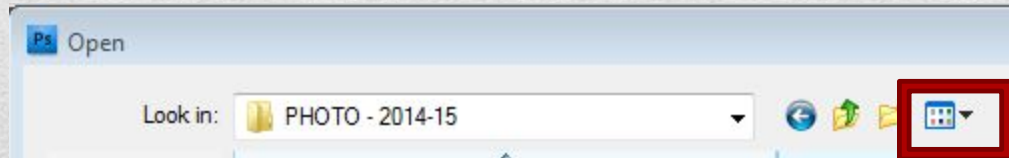


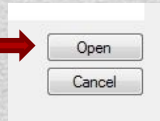
Basics of Adobe PhotoShop

- * Opening Images and Basic Tools
 - * Selection Tools
 - * Other Tools You'll Need
 - * Super Basic PS Editing
 - * Layers and History Tabs
 - * Saving Your Projects in PS
-

- IF your photos are sorted:
 - File → Open → Computer → Y:drive → Students → Photo 2014-15
(find your block then your name in the block)
- IF your photos are NOT sorted:
 - File → Open → Computer → Y:drive → Students → Photo 2014-15
(go to RAW PICS folder and find your block/camera #)
- Click on this icon to view your images all at once and pick the one you want to open.

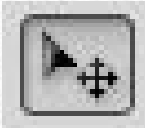


- Once you've picked out the photo you want to edit...
 - click OPEN



Opening Images in PS

• Move Tool



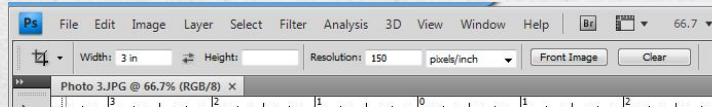
- I always try to stay “docked” on this tool so I don’t accidentally do stuff to my photo I didn’t want to do!
- This tool allows you to move your layer/selection

• Zoom Tool



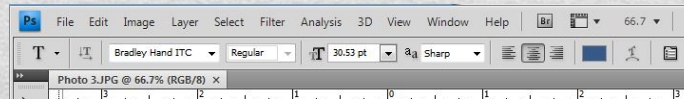
- This allows you to zoom in and out of your photo
- Pressing “ctrl” “0” allows you to fit the image to the screen

• Crop Tool →



- This allows you to crop out parts you don’t want
- This allows you to set a specific size to crop your photo to

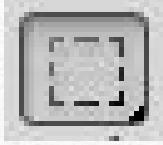
• Type/Text Tool →



- Click the Icon then click on your photo and you can add text
- You can change the style, size and color at the top of your screen

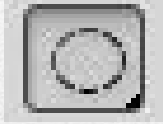
Basic PS Tools

- Rectangular Marquee



- Use for selecting a basic rectangle/square area of your photo
- “ctrl” “A” will select ALL of the layer/photo

- Elliptical Marquee



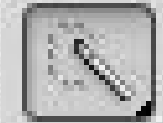
- Use for selecting a basic circle/oval area of your photo

- Single Row/Column



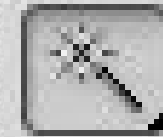
- This only selects 1 row/column of pixels (probably never use)

- Quick Selection Tool (it's smart!)



- Use this by clicking and dragging across the area you want

- Magic Wand Tool



- Use this by clicking on the area you want
- You can change the tolerance and add to/take away from the area

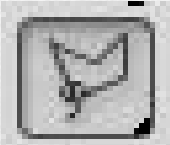
PS Selection Tools

- Lasso Tool



- Use this like a pencil to select an odd shaped area
 - Use for general shapes that you can hand draw around
- You can feather edges with this selection tool

- Polygonal Lasso Tool



- Use this to select areas with straight edges
 - Things like signs and building
- You can feather edges with this selection tool

- Magnetic Lasso Tool



- This will snap to the edges of objects/tones
- It looks for the edges of objects as long as you stay pretty close
- You can feather edges with this selection tool

PS Selection Tools

- Paintbrush



- Use this to paint the selected area whatever color/pattern you choose
- Also use this when using the Mask Tool

- History Brush



- Use this as sort of an undo brush for one of the assignments I will give you later this semester

- Eraser



- This will erase areas of the layer/photo you are working on

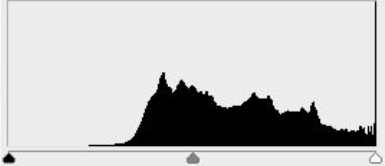


- Mask Tool



- Use this with the Brush Tool to clean up edges of selected areas to make them more precise

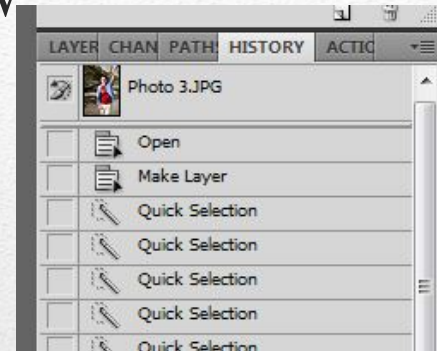


Other Tools You'll Need in PS

- Photo too dark? Photo too light?
 - Image ➡ Adjustments ➡ Levels (*ctrl & L*)
 - Make the mountains on the histogram have no tails 
 - May need to do Image ➡ Adjustments ➡ Hue/Saturation (*ctrl & U*)
- Does your photo need cropping?
 - Click on the crop tool then drag to include only what you want then press “enter” to make the change happen
- Is something the wrong size?
 - Edit ➡ Free Transform (*ctrl & T*)
 - This will allow you to grab a corner WHILE HOLDING SHIFT and pull your object to be the right size
 - You must click the   or press “enter” when you are done

Super Basic PS Editing

- It is important to have your **LAYERS** and **HISTORY** tabs
 - These are on the right hand side of the screen
 - If they are not there then you need to go to **WINDOW** at the top of the screen and click them so they appear

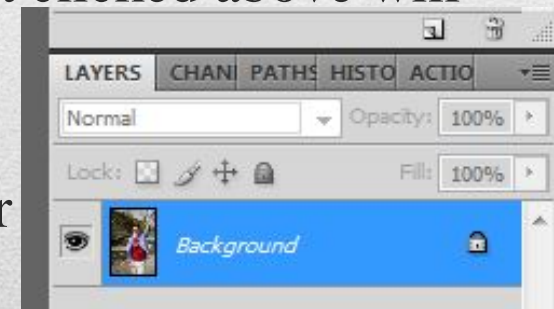


- **HISTORY**

- This is almost an unlimited undo tab
- Click up as many steps as you need to go back
- Once you make a new action everything you just clicked above will go away forever

- **LAYERS**

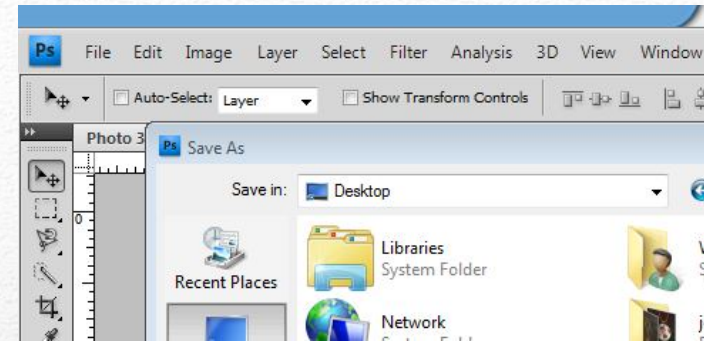
- This will be more important later in the semester
- Whichever layer is highlighted blue is the layer you are currently working on... make sure you are clicked on the right layer!



Layers and History Tabs

- IF your project is complete you MUST save your project as a JPEG (picture file) to put it in your power point

- File → Save As → Desktop
- File Name: (name the file) Format: JPEG



- From here you need to put it in your power point
- If you want to keep the file for yourself you'll need to upload it to your flash drive or your OneDrive account
 - Open OneDrive on the internet
 - Click on Upload then find the file you want to upload
- Once these things are done... DELETE it from the desktop!!!

Saving Projects in PS