Photoshop
Introduction

Where To Get Photoshop
BC Application Server   apps.bc.edu
                      bc.edu/helpdocs/SW-bcapps-faq.shtml
Purchase Photoshop     bc.edu/hardware

Using the Toolbar
• Click a tool to make it active.
• To hide/show the Toolbar go to Window > Tools.
• A small triangle in the lower right of a tool’s icon indicates that the tool is part of a set. To view the “hidden”
tools in the set, click and hold the icon until a menu appears. For example, if you click and hold the Gradient
tool icon, a menu appears that also contains the Paint Bucket:

Cropping
When using the crop tool, any content outside the selected area will be eliminated.

1. Select the Crop tool from the Toolbar.
2. Click and drag to draw a box around the area you want to keep.
3. Refine the crop area by dragging the square “handles” on the sides or corners of the selected area.
4. Double-click inside the selected area or press Return/Enter to complete the action.

If you know that you want your crop area to have specific proportions — for example 3:2 — before you
begin drawing the crop area, type the proportion in inches in the options bar at the top of your screen.
The crop area will retain the proportion of the dimensions you typed and not the actual size.

Rotating
1. Using one of the selection tools, select the area you want to rotate.
2. Go to Edit > Transform > Rotate.
3. Click and drag one of the corners of the selected area in the direction you want to rotate the selection.
4. When you are satisfied with the selection’s new position, double-click inside the selected area or press
   Return/Enter to complete the rotation.

If you know you want to rotate a selection 90° /180° or flip it horizontally/vertically choose one of the
presets from the Edit > Transform menu.
**Straightening a Photo**

1. Select the **Crop tool** from the **Toolbar**.
2. Select an area to crop.
3. Hover your mouse above one of the corners of the crop area until you see the curved double-arrow pointer.
4. Click and drag the double-arrow to rotate the crop area.
5. When you are satisfied with the selection’s new position, double-click inside the selected area or press **Return/Enter** to complete the rotation.

**Image Size**

Use to **REDUCE** the file size or dimensions of an image. NEVER USE TO **ENLARGE** AN IMAGE.

1. **Go to Image > Image Size...**

2. Make sure **Constrain Proportions** is checked so that your image scales evenly.
3. If you are designing work for the web, in the **Pixel Dimensions** section, the new dimensions in the **Width** and **Height** boxes. If you are designing work for print, change the dimension in the **Document Size** section.

**CAUTION:** If you change the resolution your image may become fuzzy or distorted.
Zooming

Zoom In

1. Select the **Zoom tool** from the **Toolbar**.
2. Click on the area you want to magnify until it’s the desired size.

**OR**

Click and drag to select an area to magnify to the size of the window.

Zoom Out

1. Select the **Zoom tool** from the **Toolbar**.
2. Hold down **Option/Alt** while clicking the area you want to shrink.

If you want to zoom to a specific percentage, you can type the percentage in the **Zoom field** at the bottom of the window. The latest version of **Photoshop** allows you to zoom between 1.06% and 3200%.

Moving Around a Magnified Area

1. Select the **Hand** from the **Toolbar**.
2. Click and drag around your photo to move to a different part of the image.

Fixing Blemishes

Healing

*For eliminating small imperfections in areas with few colors*

1. Select the **Healing Brush** from the **Toolbar**.
2. In the **Options bar**, adjust the brush size to about the size of the blemish.
3. Hold down **Option/Alt** while clicking an area of the picture that’s similar to the color surrounding the blemish.
4. Click and drag over the blemish.

Patching

*For eliminating small to medium imperfections in area with few colors or only simple patterns*

1. Select the **Patch tool** from the **Toolbar**.
2. Click and drag to draw a selection area around the blemish.
3. Click inside the selected area and drag the patch to the area surrounding the blemish.

Clone Stamping

*For repairing damaged areas of a photo, such as rips or creases.*

1. Select the **Clone Stamp** from the **Toolbar**.
2. Adjust the brush size in the **Options bar** if needed.
3. Hold down **Option/Alt** and click once on an area whose pattern you want to copy. (Think of this as inking the stamp.)
4. Move the mouse over the area to be corrected and click with the mouse to “stamp” the pattern you picked up earlier.
Basic Color Corrections

Automatic Color Corrections
Photoshop include several auto correction tools. These are:

- Auto Levels (automatically adjusts the levels of Red, Blue, and Green in the image)
- Auto Contrast
- Auto Color

These options are available under **Image > Adjustments**.

Manually Correct Color Levels

1. Go to **Image > Adjustments > Levels**...
2. Select a color from the **Channel** menu.
3. Drag the arrow sliders at either end of the graph until they are both touching where the graph begins.
4. Repeat for the other two colors in the **Channel** menu.
5. Click **OK**.
**Foreground & Background Colors**

The overlapping squares at the bottom of the Toolbar represent the Foreground (top square) and Background (bottom square) Colors. In the example at right, blue is the Foreground color and red the Background color.

Tools and actions that draw or paint in the foreground such as the Type tool, Paintbrush, and tools use the Foreground Color.

Tools and actions that affect the background such as the Eraser or deleting parts of the image use the Background Color.

**Changing the Foreground or Background Color**

- Click the double-arrow to swap the Foreground and Background Colors. [1]
- Click the small black and white squares to make the Foreground black and Background color. [2]
- Double-click the Foreground or Background square to choose a new color.

**Selection Tools**

**Selecting a Rectangular or Round Area**

1. Select the Rectangular or Oval selection tool from the Toolbar. The Oval selection tool may be hidden under the Rectangular selection tool.
2. Click and drag to draw a rectangle or oval around the area of the image you want to select.

To select a square or circular area, press Shift while using one of the shape selection tools.

If you are having difficulty selecting an area, try selecting outward from the center of the area: hold down Option/Alt, click the center of the area, and then drag outward.
Selecting an Irregularly Shaped Area

Lasso
For selecting areas with curves
1. Select the Lasso \(\text{Lasso}\) from the Toolbar.
2. Click and drag without letting go of the mouse button to draw a border around the area you want to select.
3. To close the selection area, drag the mouse to the point where you began your selection.

Polygonal Lasso
For selecting areas with straight edges
1. Select the Polygonal Lasso \(\text{Polygonal Lasso}\) from the Toolbar. It may be hidden behind the Lasso.
2. Click once and release the mouse button to begin your selection.
3. Drag your mouse along the edge of the area you want to select.
4. When you need to change direction, click once then release the mouse and continue dragging in the new direction.
5. To close the selection area, drag your mouse to the point where you began your selection.

Magnetic Lasso
For selecting a part of an image where there is high contrast
1. Select the Magnetic Lasso \(\text{Magnetic Lasso}\) from the Toolbar. It may be hidden behind the Lasso.
2. Click to begin the selection then release your mouse.
3. Drag along the area you want to select. As you drag, the Magnetic Lasso detects the edge of the selection area automatically.
   **NOTE:** If the Magnetic Lasso strays too far from the edge of the area you want to select, click once near the area you want to select, then continue dragging.
4. To close the selection area, drag your mouse to the point where your selection began.

To select a shape that has both straight edges and curves, use both the Polygonal or Magnetic Lasso and the Lasso. Begin by making a selection along a straight edge using the Polygonal/Magnetic Lasso. When you need to select a rounded area, hold down Option/Alt while clicking and dragging the mouse. This switches you to the Lasso. To return to the Polygonal/Magnetic Lasso, release the mouse button and Option/Alt.

Selecting Areas of Similar Colors

Magic Wand
1. Select the Magic Wand \(\text{Magic Wand}\) from the Toolbar.
2. In the Options Bar specify a Tolerance.
   ![Tolerance slider]
   The tolerance determines how many shades of a color will be selected. A tolerance of 1 will select only the pixels that are exactly the same shade as the first pixel you click with the Wand. A tolerance of 32 will select any nearby pixels that are up to 32 shades darker or 32 shades lighter than the pixel you initially selected. The higher the tolerance the bigger the selection area will be.
3. Click within the area you want to select.
Quick Selections

1. Select the Quick Selection Tool from the Toolbar. It may be hidden under the Magic Wand.
2. In the Options Bar choose a brush diameter that is about the same width as the area you want to select.

3. Click and drag to “paint” over the area you want to select.

When you have a large, complex area to select, it is often easier to select a small area within the picture that you want to keep and then have Photoshop select the inverse. Use this technique to remove the background in a picture. To select the inverse of a selected area go to Select > Inverse.

File Formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Uses</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>jpg</td>
<td>Photos for use on the web</td>
<td>Does not support transparency</td>
</tr>
<tr>
<td></td>
<td>Photos for use in everyday printing jobs</td>
<td>Supports large number of colors</td>
</tr>
<tr>
<td></td>
<td>Graphics with lots of colors or gradients</td>
<td>Produces relatively small file size</td>
</tr>
<tr>
<td>gif</td>
<td>Primarily for use on the web</td>
<td>Supports transparency</td>
</tr>
<tr>
<td></td>
<td>Line art and graphics with few colors</td>
<td>Supports primitive animation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supports a small number of colors</td>
</tr>
<tr>
<td>png</td>
<td>Primarily for use on the web</td>
<td>Supports transparency</td>
</tr>
<tr>
<td></td>
<td>Line art and graphics with few colors</td>
<td>Produces smaller files than jpg, but larger than gif</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not supported by older web browsers</td>
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<tr>
<td>tif</td>
<td>High end print jobs</td>
<td>Supports many colors</td>
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<tr>
<td></td>
<td></td>
<td>Produces very large files</td>
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<tr>
<td></td>
<td></td>
<td>May be requested by some print shops</td>
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</tbody>
</table>

NOTE: If you are creating images for the web, to get the smallest file size use the Save for Web feature, by going to File > Save for Web & Devices...

Recommended Resources

- www.good-tutorials.com
- Search YouTube for “Photoshop tutorials”