

PhotoShop Basics

What is Photoshop?

Photoshop is a professional photo editing and graphic design program which lets you work with a number of file types that can be printed, exported for web, emailed, or brought into other programs. Here I'm going to go over the basics of editing images in photoshop.

Photoshop work space.

Application Bar

If you look at the top of the screen you will see the Menu bar which contains all the main functions of Photoshop, such as File, Edit, Image, Layer, Select, Filter, View, Window, and Help.

Tools Panel

Most of the major tools are located in the Tool bar for easy access.

Image Window

The image will appear in its own window once you open a file.

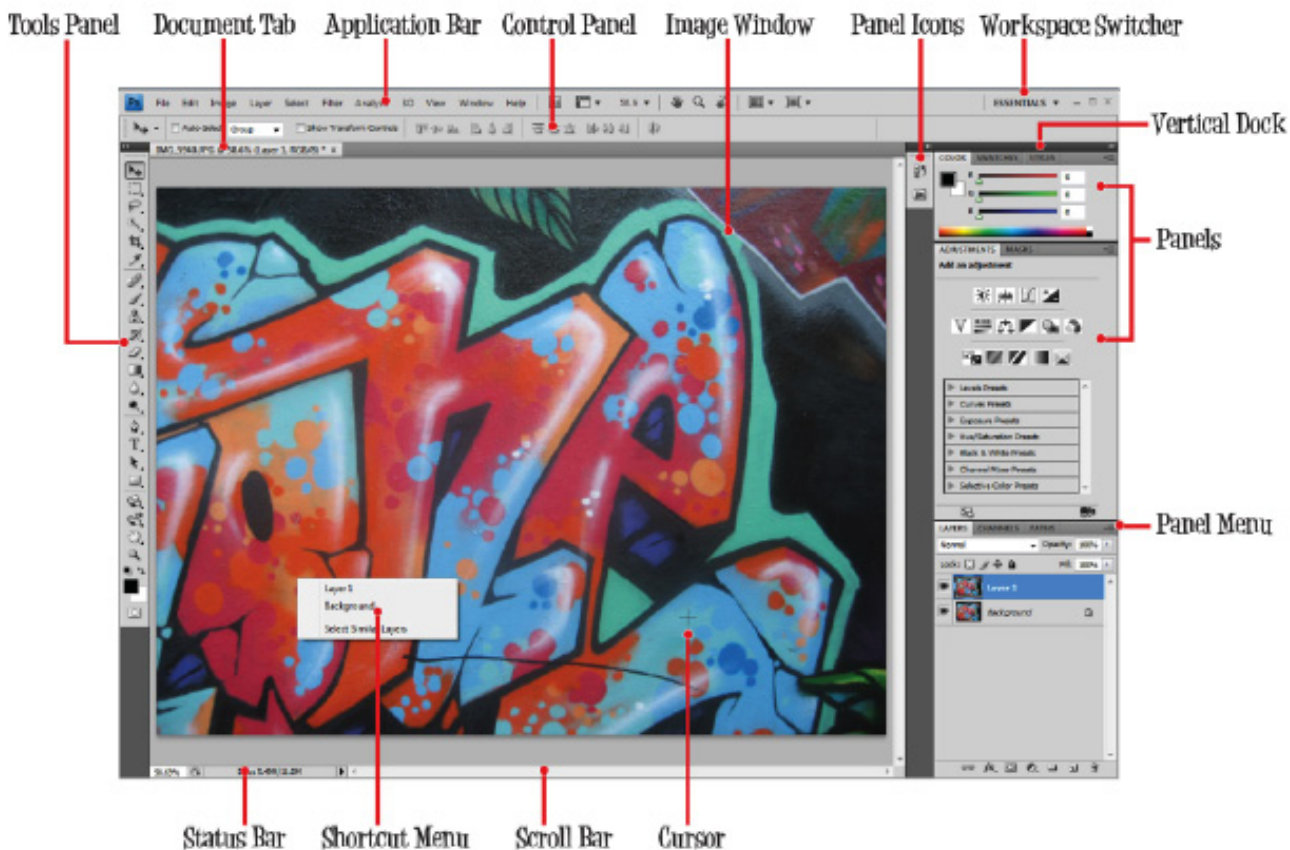
Document Tab

The name of any image that you open will be at the top of the image window as shown above.

Palettes

Palettes contain functions that help you monitor and modify images. By default, palettes are stacked together in groups. These are the palettes that are usually visible: Navigator, Color, Histogram, Layer. If none of the palettes are visible, go to Window in the Menu bar and choose palettes you need to work with.

Photoshop CS4 Workspace



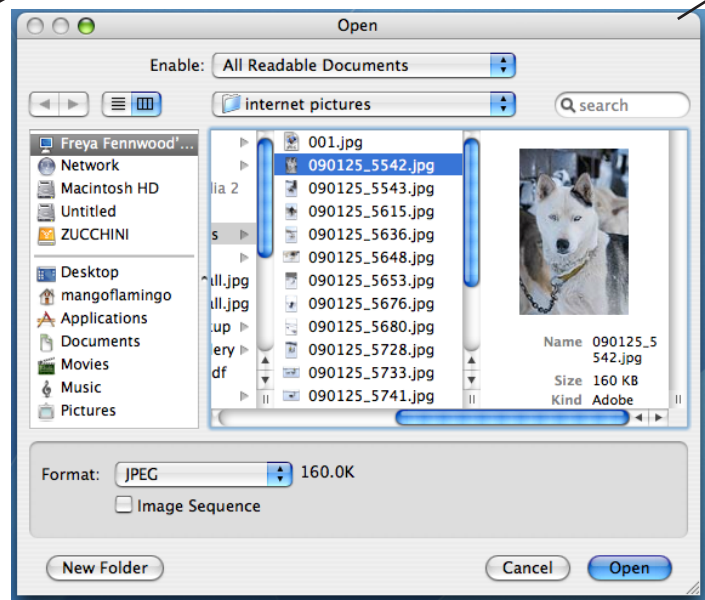
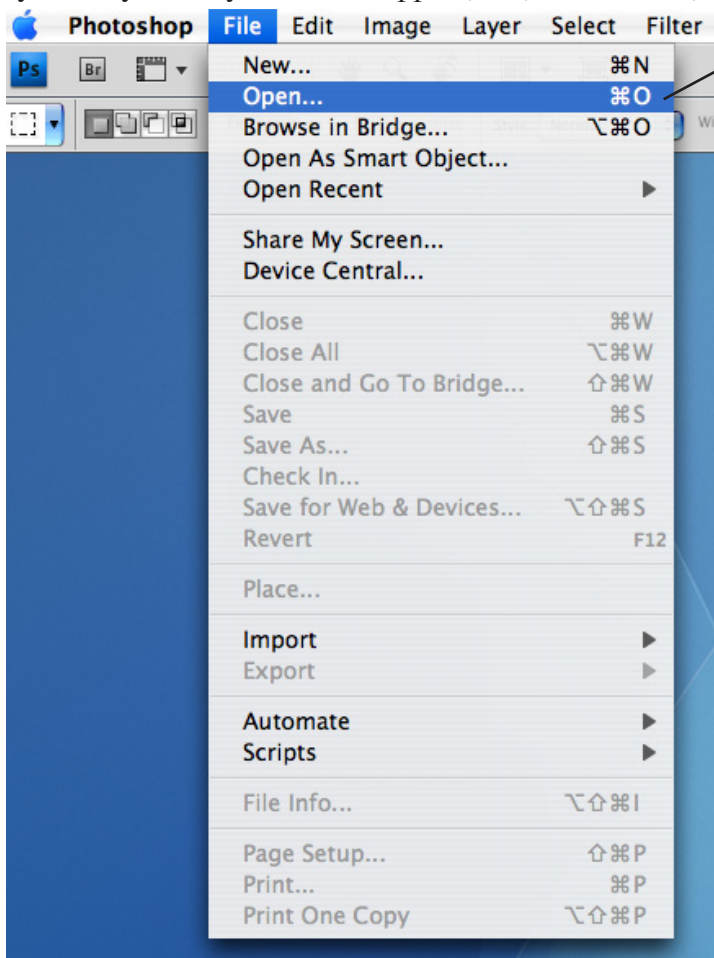
Easy photo editing

Opening a photograph

Open the Photoshop application.

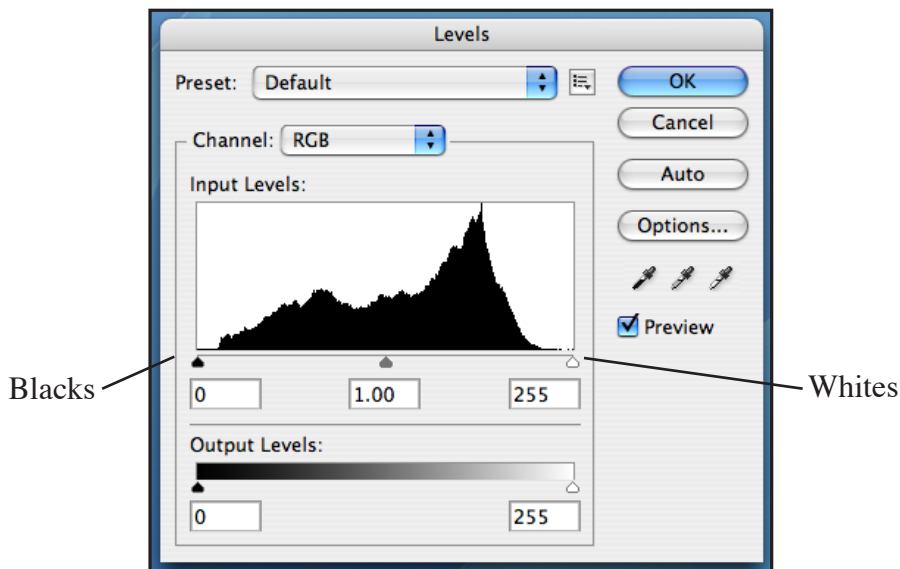
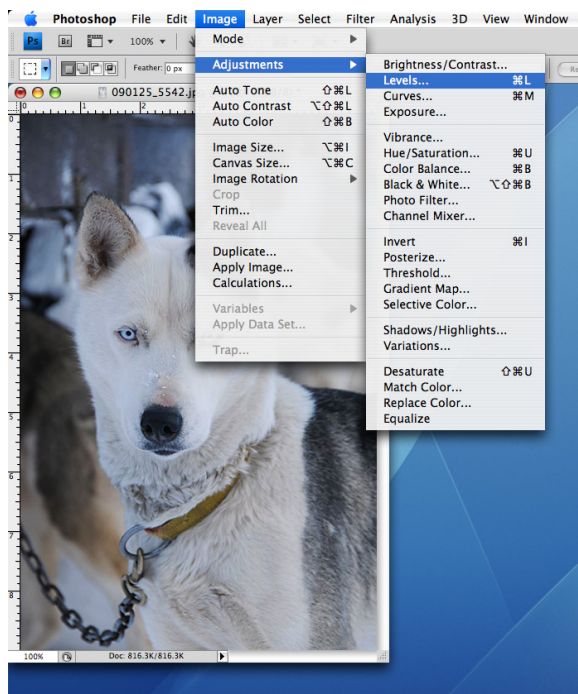
On the top menu bar go to file>open>navigate to the place on your computer or hard drive that the photograph you want to open is located in>select the photograph>click **open** at the button of the pop up menu.

On your Key board you can hit Apple (mac) Command (PC) letter O on the keyboard and that brings up the open dialog box



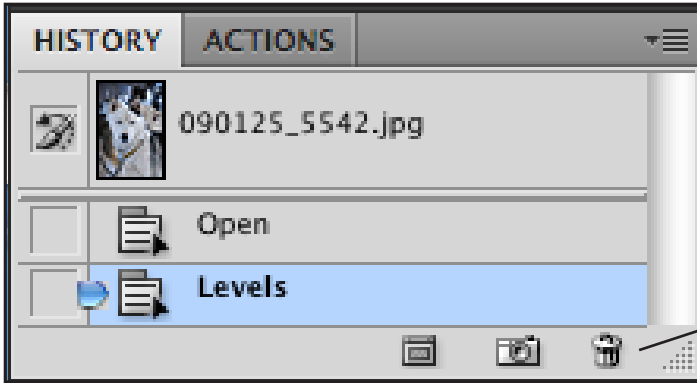
Easy Photo adjustments

To easily make adjustments to photos changing the brightness of a photograph or the contrast go to: Image>Adjustments> [choose which photo adjustment you would like to make i.e., levels, curves, exposure, vibrancy etc]



Undoing Changes

If you make a change you do not want to keep you can 1) hit key command **apple>Z** or 2) you can go on the top menu bar **edit>undo** or 3) you can go to History on the right hand side and drag the change you just made to the little garbage can in the right hand corner of the history palette. If you want to undue more than one change back you will have to use the history palette and drag each layer to the trash from last change to first change.



Drag layer to trash

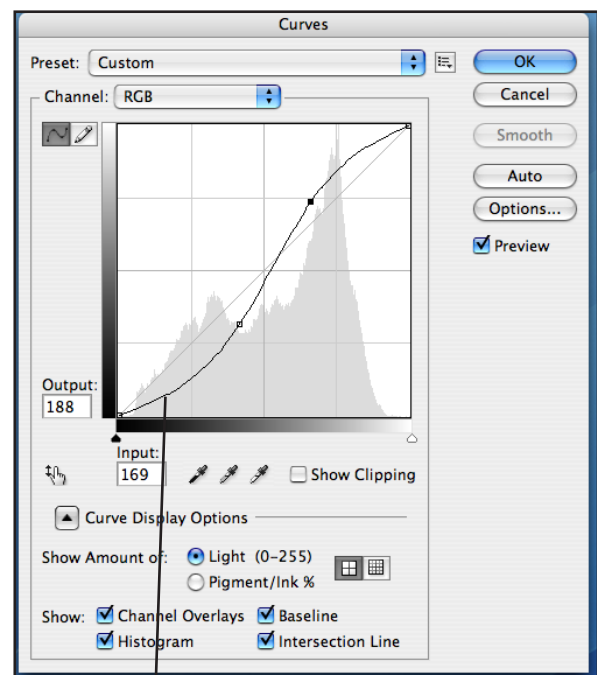
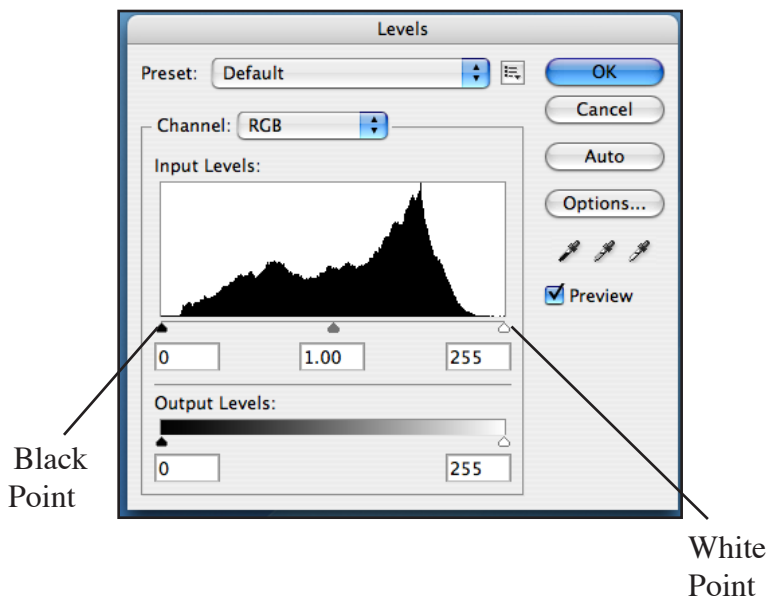
Levels Verses' Curves

A common adjustment you will want to make to a photograph is levels or cures. These are similar but have different strengths. They both adjust the lightness and darkness of tones.

Levels is very good at setting a black point (left on slider) and white point (right on slider) holding down the option key as you move the sliders shows you when clipping starts in an image. When you hold the option key down your photo goes white. Only areas with pure blacks or pure whites show up. Move the left black point up the bar, when color starts to show on the white screen that means you have started loosing detail in your blacks. Set the black and white points just to the edge of their clipping spectrum.

Curves

are good at making tonal separation in colors that are read as grey tones. While the levels can only adjust the mid tones on a slider, curves can select as many points as you want and adjust specific areas to get better tonal contrast.



click to add points,
grab point and drag
to delete point

Cropping Photos

Cropping

Open photo – **do all necessary photo editing prior to cropping!**

Use the crop tool to get rid of unwanted areas in a photo. The crop tool is located on the Toolbox as circled in red below. (If the Toolbox is not visible in your Photoshop, click Window on top blue menu bar and choose Tools.)



After choosing crop tool, click and drag until you see an outline around the area you wish to crop.

After item is selected, you can move the selection handles around to change dimensions. You can also click on the cropped space and move it around if you're not satisfied with the selection. When ready to crop, press Enter.

👉 If you change your mind and want to cancel the crop, press the Esc key!



Cropping reduces image size and lowers resolution!

File Types

There are many different types of files. For our purposes I'm not going to get into the heavy details but I'll give you a light over view of a few key types

JPG

(joint photographic group) a jpg is a lossy compression file system. This means every time a jpeg is saved the file throws out pixel information resulting in a lower quality photograph. However for use like emailing photographs or putting them up on the web jpg's are perfect. Jpg's have small file size's, universal compatibility between computers and editing programs, and are the most common digital photo file, however jpegs can not save multiple layers.

PSD

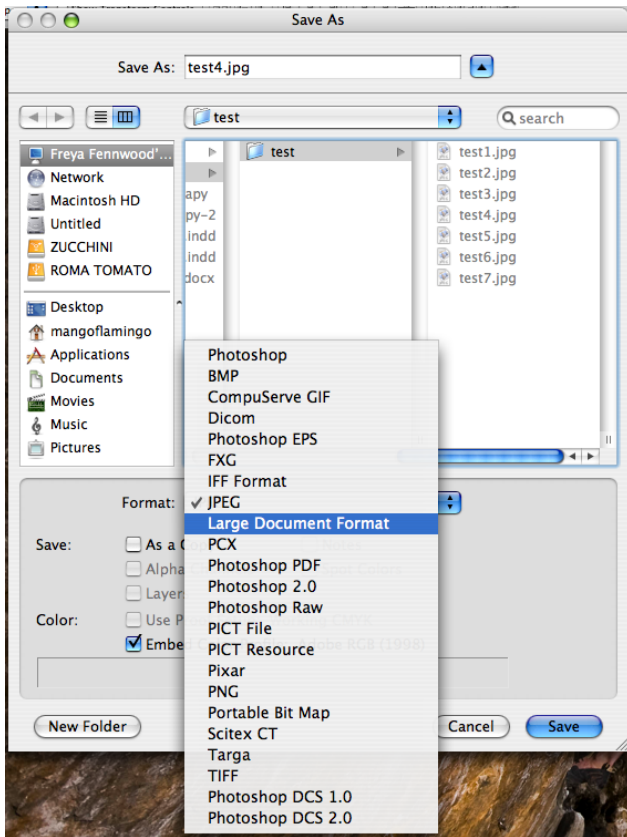
(Photoshop document) a psd is an adobe specific file format. psd's are not supported by all photo editing programs. They are larger than jpg's, not a good choice for emailing or putting on the web. But they do save multiple layers and are a lossless compression system. This means when they are saved, no information is throw out in the process. When you open the file next your file quality has not been degraded.

GIF

(Grafic Interchange Format) A giff is another type of losses file system, that can save layers and is pretty common for most digital photo editing programs. Gif's are often used to make animations for the web.

Saving files

Go to file>save as> select file type and destination you want it saved in. remember file/save writes over your original image where file/save-as saves a new copy. Key command apple>s for file/save key command apple>shift>S for save/save-as.

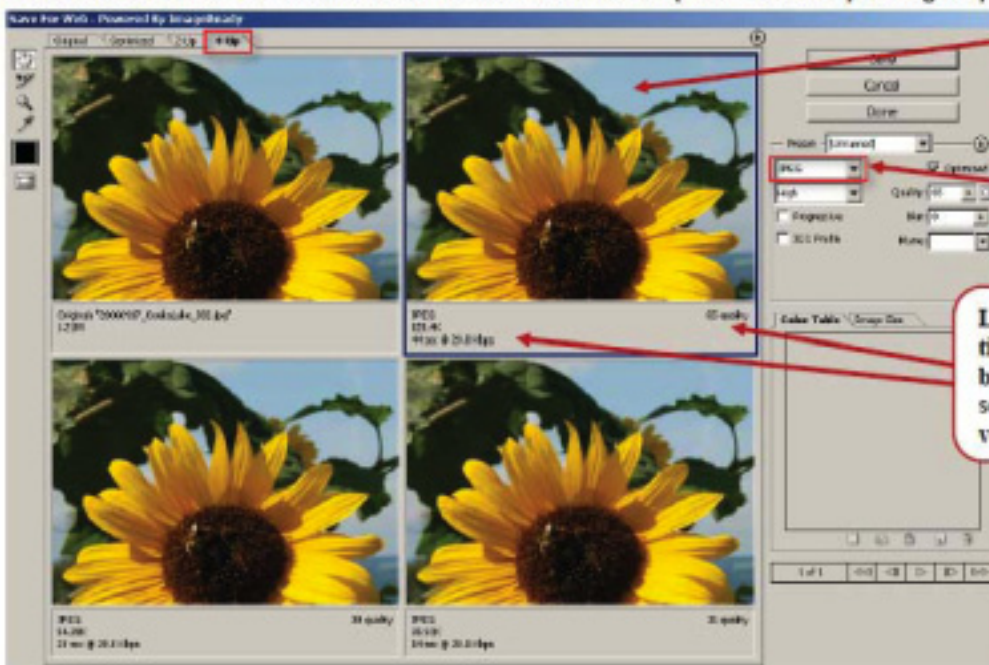


Saving for Web

If you post a photo on a website without reducing its size, download time on your page will be affected. Photos should always be resized if posting on a webpage or sharing via email. Understanding Resolution. Resolution consists of a number of pixels or dots per inch (ppi/dpi). One pixel is a tiny little square. Photos are made up of many, many pixels, dependent on the camera being used.

Save a copy of resized photo for the web

Click File – Save for Web & Devices. Use the 4-Up tab to see four different views (various quality levels/download times). See the one you like best. Click Save. Choose file save location and name the file (don't overwrite your original!)



You may click and hold down the left mouse button on photo to move around.

Select JPEG here – it may be set on GIF.

Look at Quality level and download time! 28.8 Kbps (kilobits per second – bandwidth) refers to worst case scenario, someone viewing photo with very slow dial up internet.

Click on photo you wish to use for saving for the web, and click Save. Use a different name in so you do not overwrite your original work.