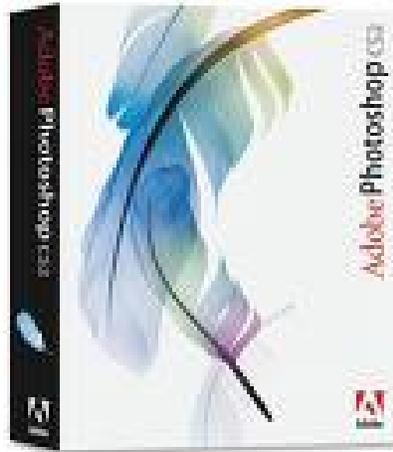


# Adobe Photoshop for Beginners



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# Photoshop Basics

Adobe Photoshop is one of the most powerful software applications for image editing, touch up, color correction, and painting and drawing. You can use it to work with images that have been digitized on flatbed or film/slide scanners, or to create original artwork. The image files you create in Photoshop can be printed to paper or optimized for use in multimedia presentations, web pages, or animation/video projects.

## Work Area

### Toolbox

- Contains selection tools, painting and editing tools, foreground and background color selection boxes, and viewing tools
- To select, simply click on the icon on the toolbox (the name of each tool will appear by positioning the pointer over the icon)
- A small triangle at the bottom corner of the icon indicates the presence of additional hidden tools

### Palettes

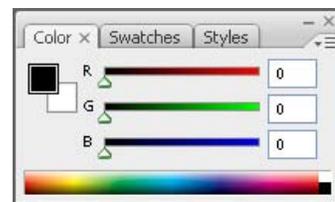
- Control behavior of its tools
- Windows menu displays a list of available palettes
- When selected, the palette will appear as a floating window on the opened workspace
- To activate a palette click on its tab

### Common Palettes

- Color-
- Swatches-
- Layers-
- History-

### Color

- Displays the color values for the currently selected foreground and background colors

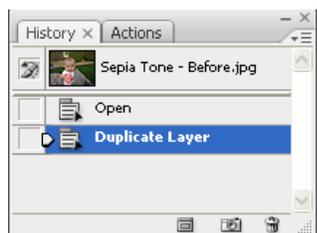


### Swatches

- Displays a generic set of colors, but the true value of the Swatches palette is in its ability to load custom swatch collections

### Layers

- Displays all the layers in an image



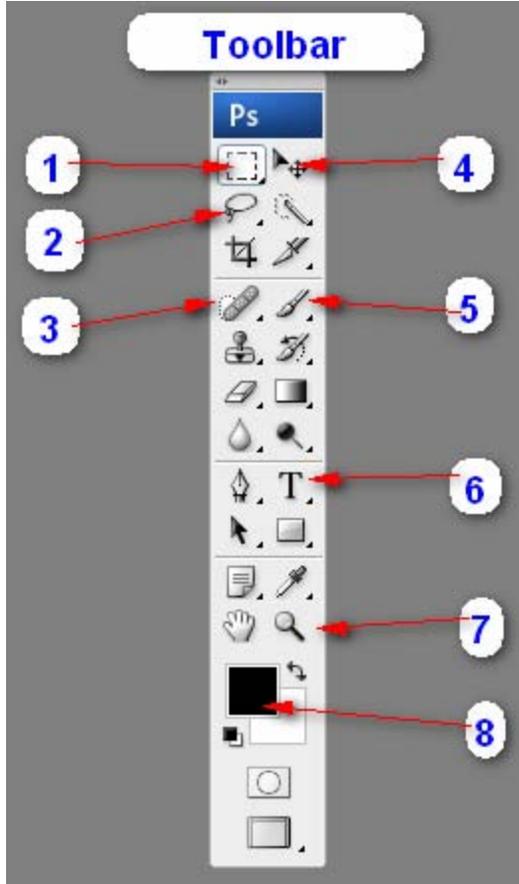
### History

- Records and displays individual changes made to an image and allows for changes to be undone



## Selections

Learning how to select areas of an image is of primary importance when working with Photoshop since you must first select what you want to edit. Selections allow you to isolate areas in your image and apply different effects or filters without affecting the rest of the image. There are four basic selection tools in the toolbox.



1. The *marquee* tool allows you to select rectangular or elliptical areas in an image.
2. The *lasso* tool lets you draw a freehand selection area, with either curves or straight lines.
3. The *Spot Healing Brush* removes blemishes, imperfections, and red eye.
4. The *move* tool let you move a selection marquee or objects on a single layer.
5. The *brush* tool paints brush strokes.
6. The *text* tool creates text or type on a photo.
7. The *zoom* tool magnifies or reduces the size of an image.
8. Photoshop uses the **foreground color** to paint, fill, and stroke selections and the **background color** to make gradient fills and fill in the erased areas of an image.

## Layers

Every Photoshop image contains one or more *layers*. Every new file is created with a background, which can be converted to a layer. When you scan an image and open it in Photoshop, it is placed on the background. Layers are a fundamental part of Photoshop's versatility.

A layer is a transparency sheet with an image on it. You can edit, transform, or add filters to a layer independently from other layers. You can make one layer alter the look of a layer above or below it. You can save a file with the layers and easily change your design later, by editing one or more of the layers.

## Masks

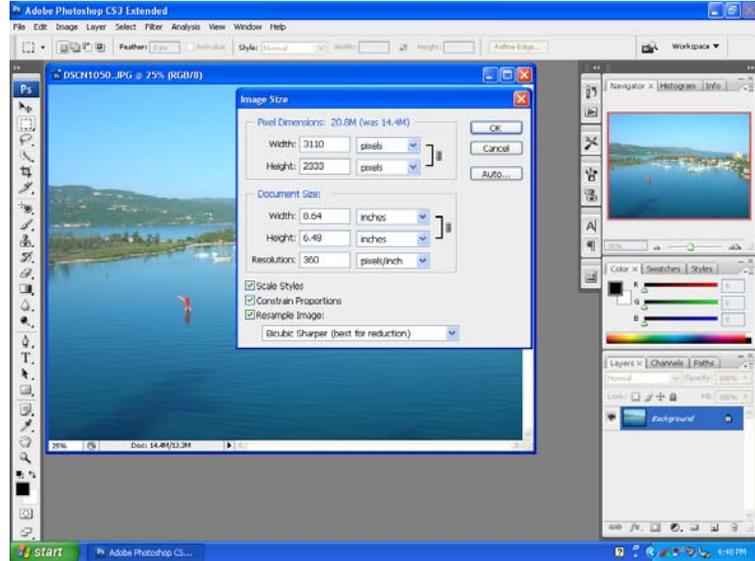
Masks can be used to block out one area of an image or protect it from manipulations. A mask is a selection shown as a grayscale image: the white areas are selected, the black areas are not.

# HOW TO STEPS FOR COMMON TASKS

## Maximize Your Images with Minimal Visible Loss

### STEPS

- 1) In a photo that you want to enlarge, click Image.
- 2) Click Image Size. The Image Size dialog appears showing the current size of the opened image. Make sure the Resample Image check box is selected.
- 3) Double click in the Width box to highlight all the numbers.
- 4) Type the desired width for the final printed image. The height automatically adjusts proportionally.
- 5) Type **360** in the Resolution box.
- 6) Click the Resample Image up-down arrow.
- 7) Select Bicubic Sharper from the pop-up menu.
- 8) Click OK. A Progress bar appears as the Photoshop processes the enlargement. The enlarged photo will then appear. Check the file size in the window frame.
- 9) Click View.
- 10) Click Rulers to turn the rulers on and see the new dimensions.

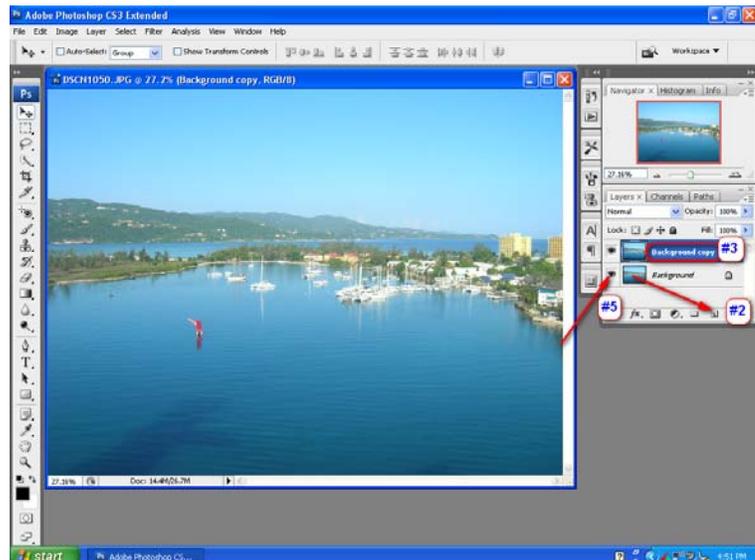


## Duplicate the Background Layer

Duplicating the Background layer allows you to work on the image without altering the original. Working on a duplicated Background layer also makes it easy to continuously compare images.

### STEPS

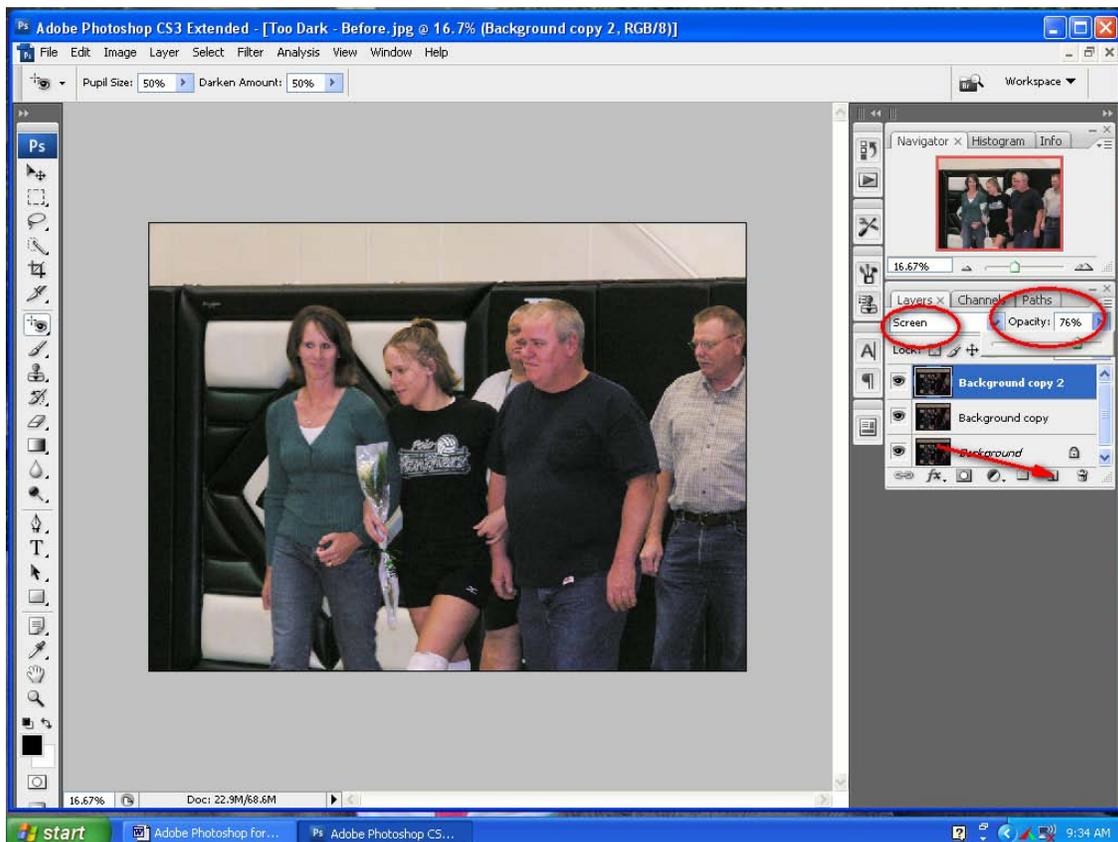
- 1) Open image
- 2) In the Layers palette, click and drag the background layer thumbnail over the New Layer icon and release the mouse. Photoshop places a duplicated Background layer above the original.
- 3) Double click the Background copy name to highlight it.
- 4) Type a new name
- 5) Click the Visibility icon next to the original Background layer. The icon disappears but the image on the screen does not change.



## Improve an Underexposed Photo – Too Dark

### STEPS

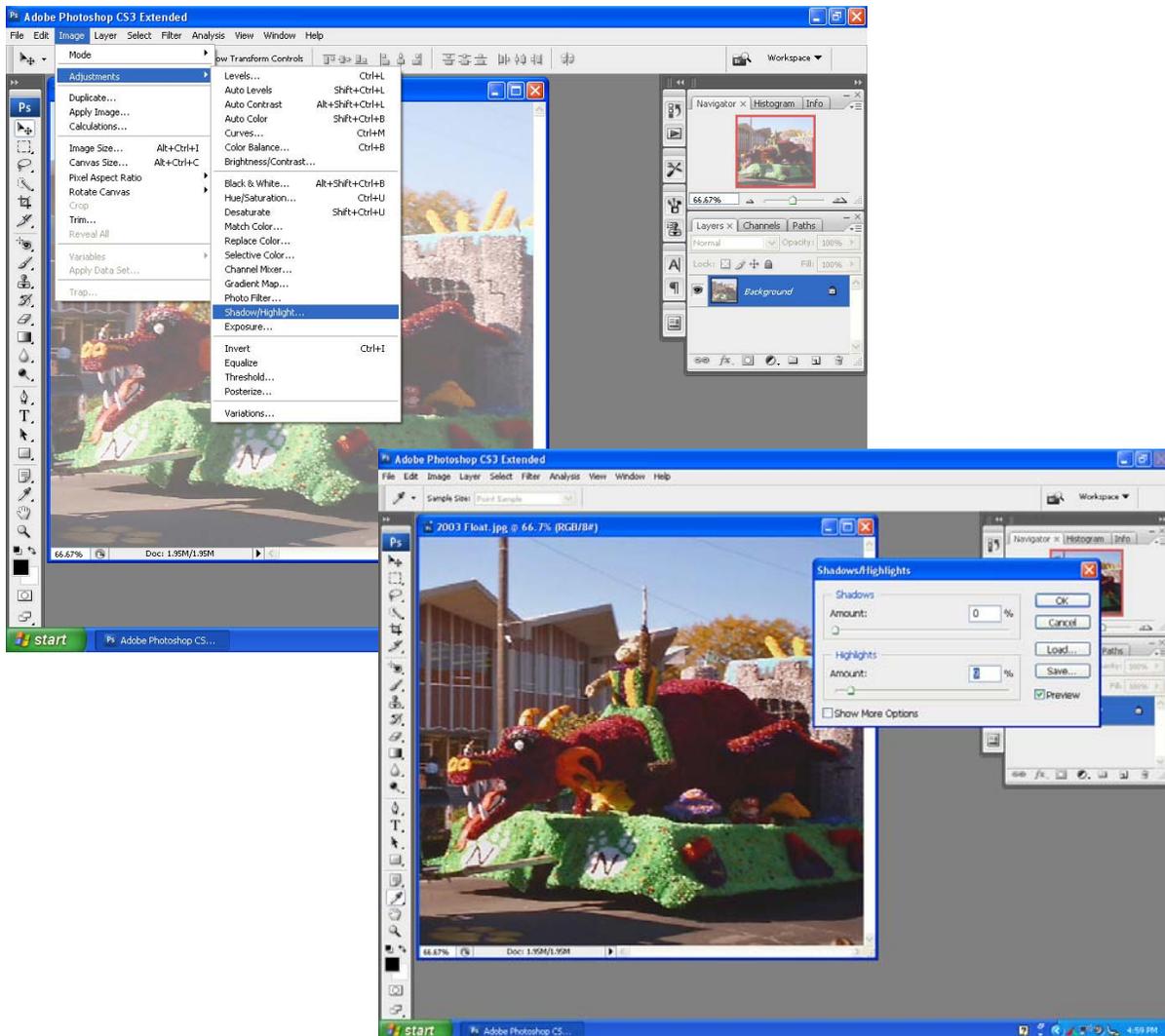
- 1) Click and drag the Background layer over the New Layer icon to duplicate it.
- 2) Click the blend mode up-down arrow and select Screen. The photo should appear lighter. NOTE: The photo may look fine this way or you may need to add another layer and change it as in Steps 3 and 4.
- 3) Click and drag the Background copy layer over the New Layer icon to duplicate the copy.
- 4) Click the Opacity down arrow and drag the slider to the left to change the opacity of the top layer.



## Improve an Overexposed Photo – Too Light

### STEPS

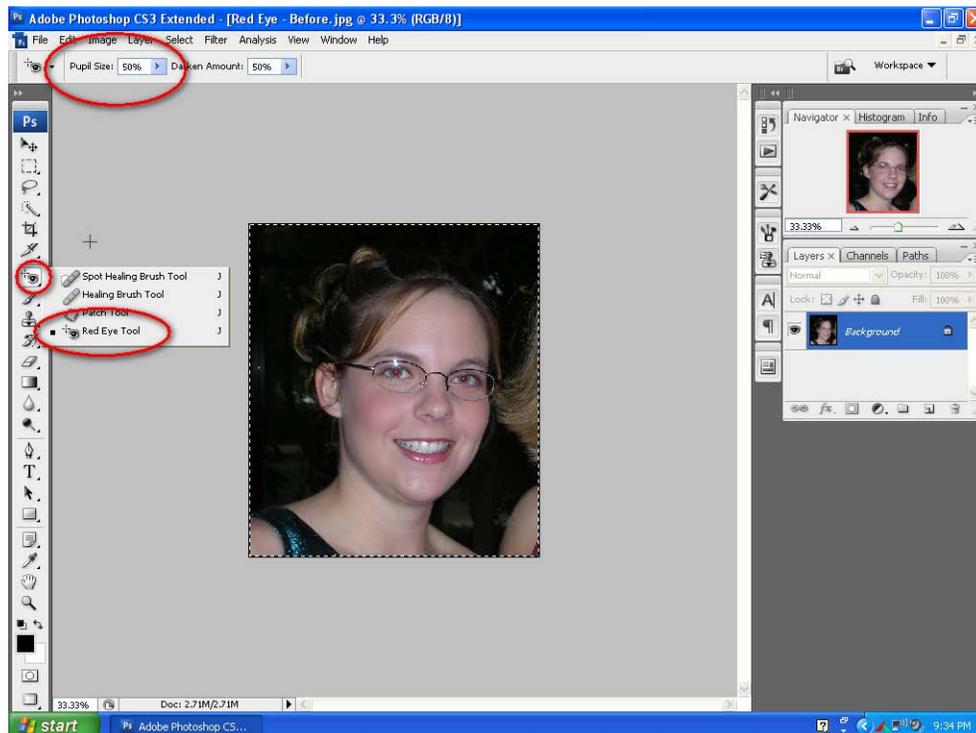
- 1) Click and drag the Background layer over the New Layer icon to duplicate it.
- 2) Click Image.
- 3) Click Adjustments.
- 4) Click Shadow/Highlight. When the Shadow/Highlight dialog appears, move the dialog so you can see the image.
- 5) Click and drag the Shadows Amount to 0.
- 6) Click and drag the Highlights amount to the right until the image looks good.



## Remove Red Eye

### STEPS

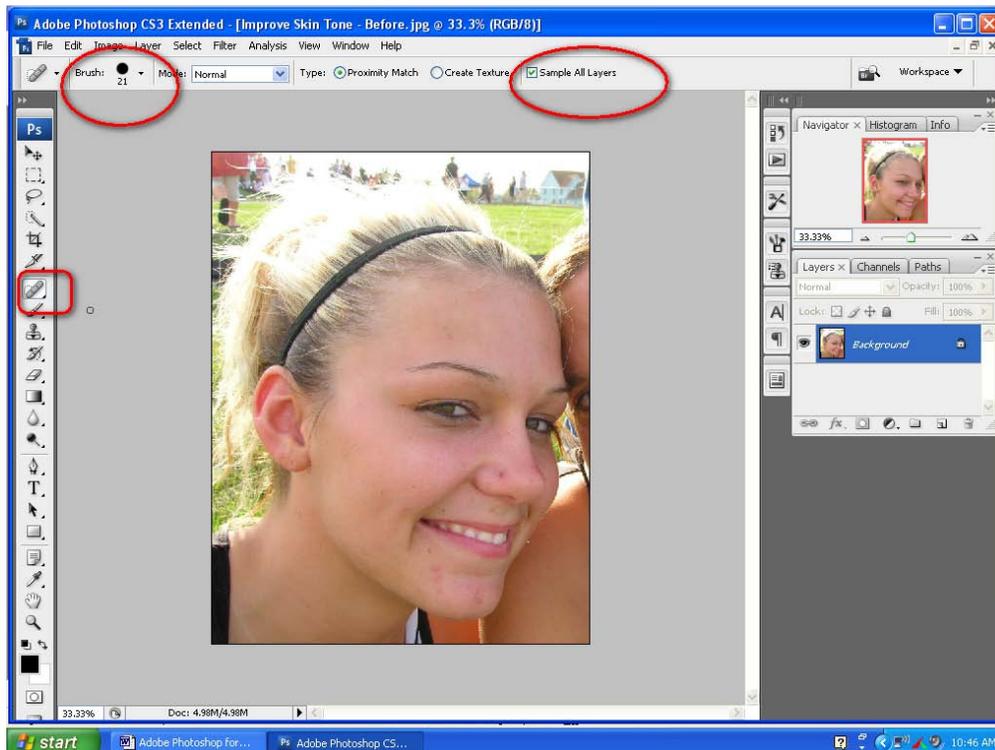
- 1) Click the Zoom tool in Photoshop and zoom in to enlarge the red eyes on a photo.
- 2) Click the Spot Healing Brush tool and hold the mouse button to reveal the pull-down menu.
- 3) Click the Red Eye Tool. The Options bar changes to show the options for the Red Eye Tool.
- 4) Double click in the Pupil Size data field in the Options bar and type the number 15.
- 5) Double click in the Darken Amount data field in the Options bar and type the number 15.
- 6) Click in the red area of one eye. Photoshop replaces the red with a neutral gray.
- 7) Click in the red area of the other eye. Photoshop replaces the red with a neutral gray.
- 8) Click the Zoom tool. The Options bar changes.
- 9) Click Fit Screen to zoom out and see the entire image and a more natural looking eye color.



## Remove Blemishes to Improve Skin Tone

### STEPS

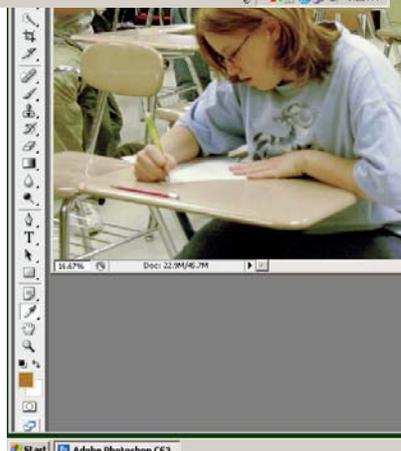
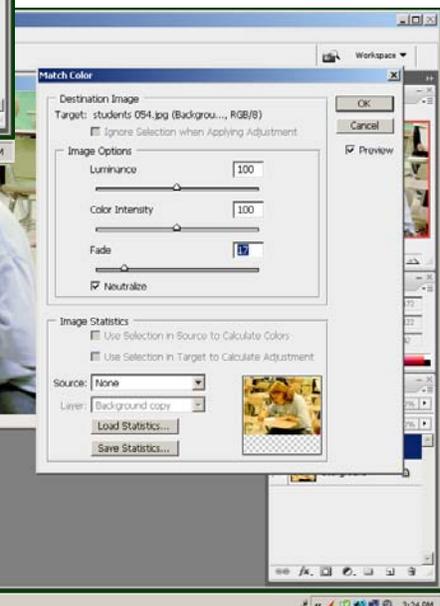
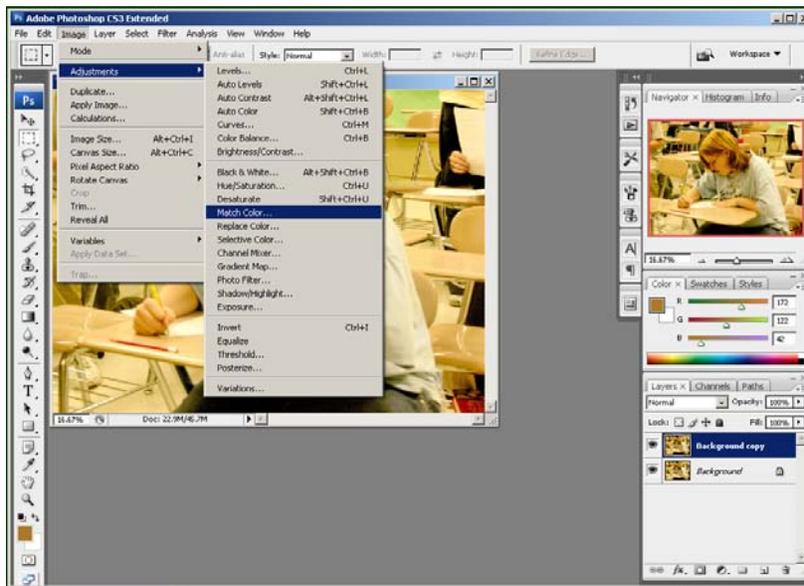
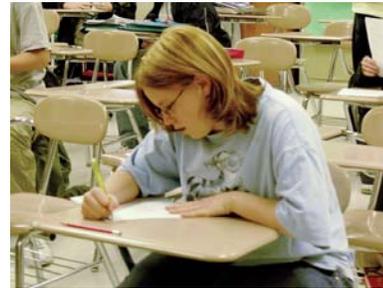
- 1) Click the Zoom tool.
- 2) Click Resize Windows To Fit in the Options bar.
- 3) Click and drag over the blemish areas to zoom in. Click the Spot Healing Brush.
- 4) Click Sample All Layers in the Options bar.
- 5) Click the New Layer icon in the Layers palette to add a new blank layer. A new layer is added in the Layers palette but the screen does not change.
- 6) Click the Brush thumbnail in the Options bar to open the Brush Picker.
- 7) Click and drag the Diameter slider to adjust the size of the brush. The brush size should be just larger than the blemish you want to remove.
- 8) Click each of the worst blemishes of a similar size first. Photoshop removes the blemish blending the surrounding skin area.
- 9) Click the New Layer icon in the Layers palette to add another blank layer.
- 10) Repeat Steps 7 to 9, clicking the other blemishes. Layer 2 should be highlighted in the Layers palette.
- 11) Click the Opacity expand arrow in the Layers palette.
- 12) Drag the Opacity slider for Layer 2 to the left until the skin looks natural.



## Remove a Colorcast

### STEPS

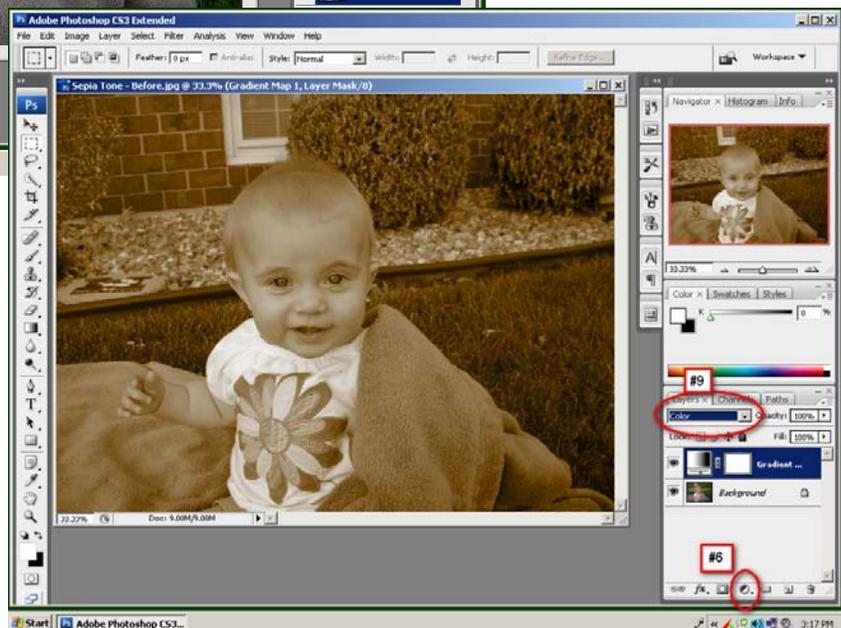
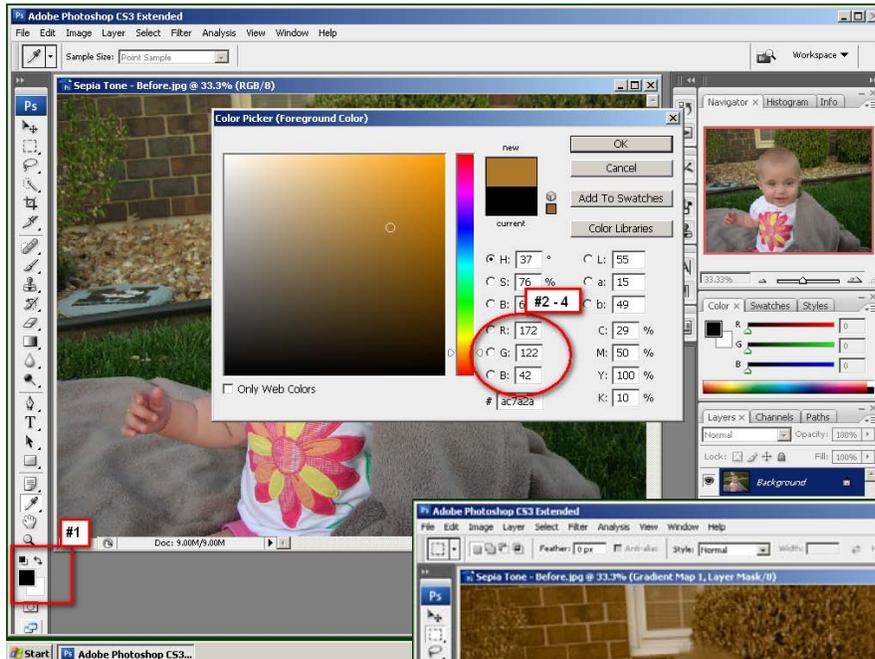
- 1) Click and drag the Background layer over the New Layer icon to duplicate it.
- 2) Click Image.
- 3) Click Adjustments.
- 4) Click Match Color. When the Match Color dialog appears, move it to the side so you can see your image.
- 5) Click the Neutralize check box to remove the colorcast.
- 6) Click and drag the Fade slider slowly to the right to reduce the effect.
- 7) Click and drag the Color Intensity to the right to increase the color range if necessary.
- 8) Click OK to apply the change.
- 9) Click the Opacity expand arrow on the Layers palette and drag the slider to adjust the overall effect.



## Add a Sepia Tone

### STEPS

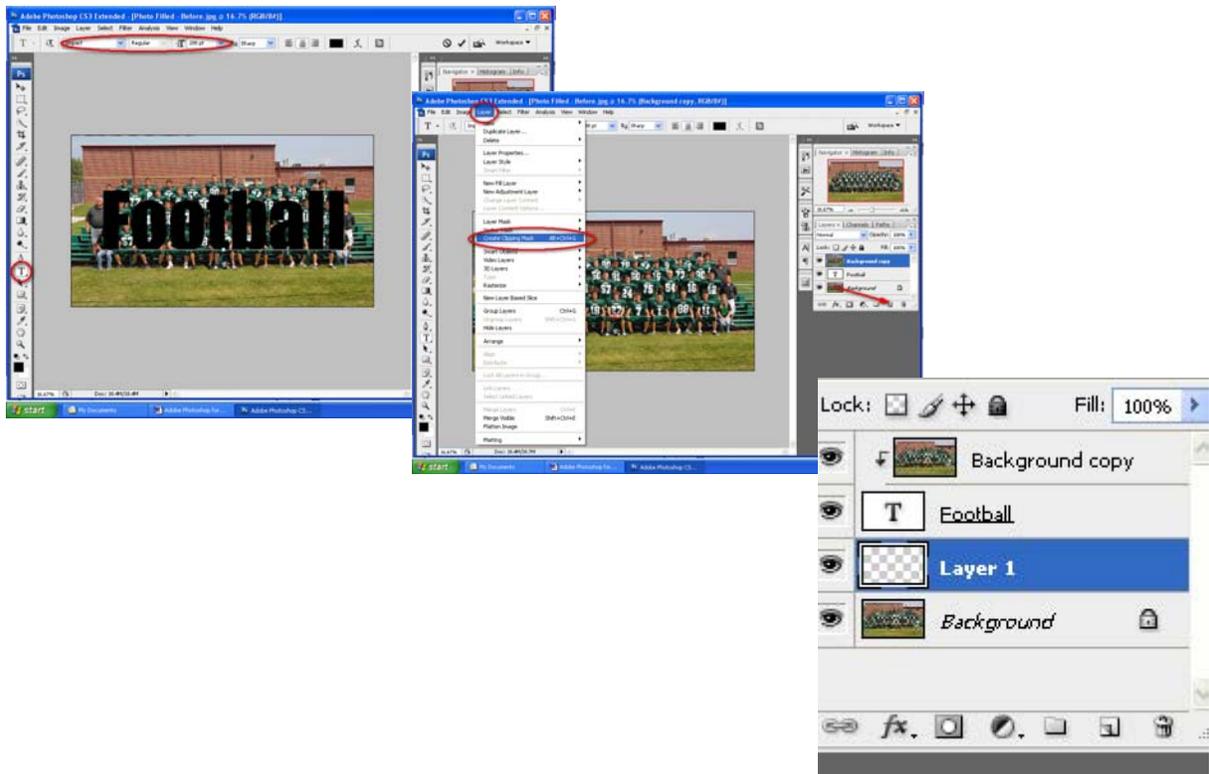
- 1) Click the Foreground Color box in the toolbar to open the Color Picker.
- 2) Type **172** in the R, or red, field.
- 3) Type **122** in the G, or green, field.
- 4) Type **42** in the B, or blue, field. You can also click and drag the color slider to the orange area and then click and drag in the color area to select a sepia color.
- 5) Click OK to close the Color Picker.
- 6) Click the New Adjustment Layer icon in the Layers palette.
- 7) Click Gradient Map. The Gradient Map dialog appears and applies a very light sepia tone to the image.
- 8) Click OK to close the dialog.
- 9) Click the Layer Blend mode up-down arrow and Click Color.



## Photo-Filled Text

### STEPS

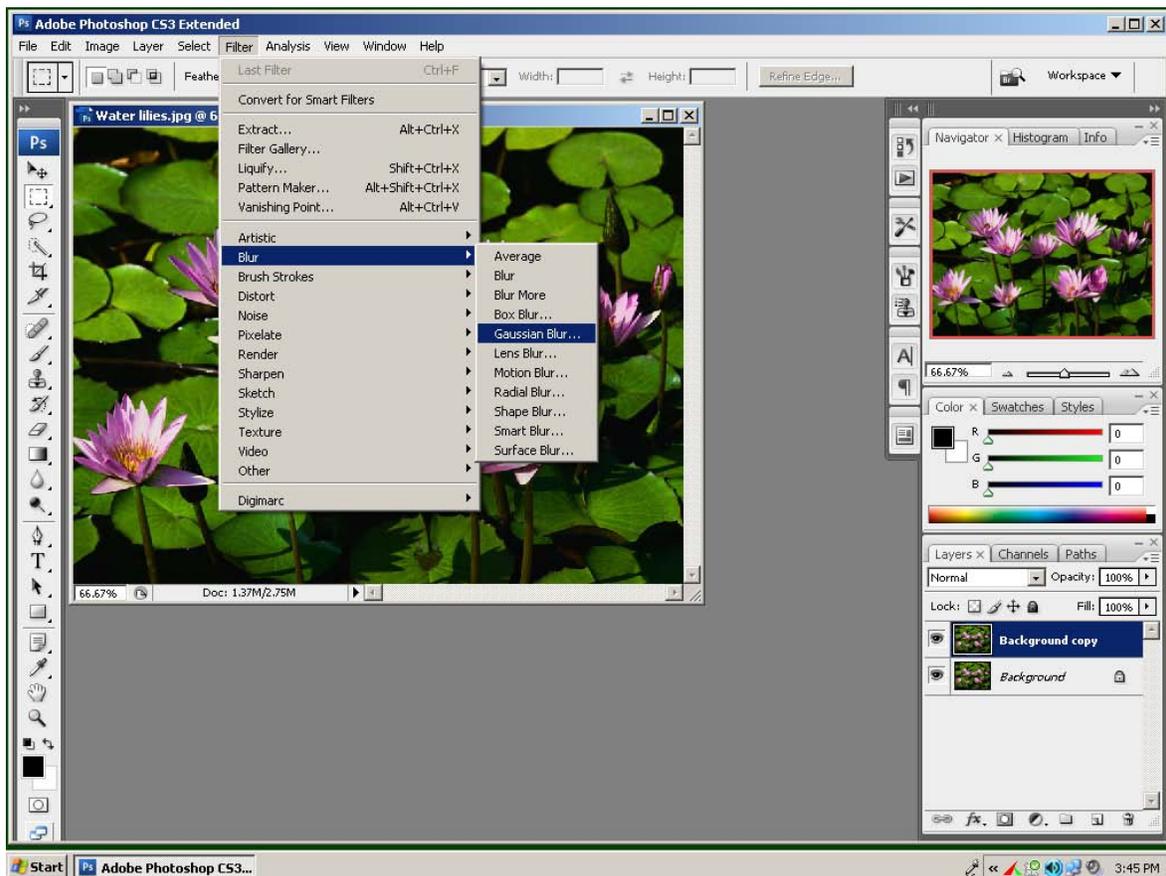
- 1) Open a photograph, and click the Type tool.
- 2) Select the Font family, style, and size in the Options bar.
- 3) Click in the image and type the text.
- 4) Press and hold Ctrl.
- 5) Click and drag the transformation anchors to stretch the type.
- 6) Click the Commit button in the Options bar.
- 7) Click and drag the Background layer over the New Layer icon to duplicate it.
- 8) Click and drag the Background Copy layer above the Type layer.
- 9) Click Layer.
- 10) Click Create Clipping Mask. The Background Copy layer is indented with an arrow in the Layers palette but the image does not change.
- 11) Click the New Layer icon in the Layers palette to create a new blank layer named Layer.
- 12) Click and drag the new blank layer below the Type layer.
- 13) Press D to reset the default colors.
- 14) Click (Ctrl + Backspace) to fill the layer with white. The photo fills the letters on a white background.
- 15) Click the Move tool.
- 16) Click the Background Copy layer.
- 17) Click and drag in the image to move the photo into position inside the letters.



## Create Soft Focus Effect

### STEPS

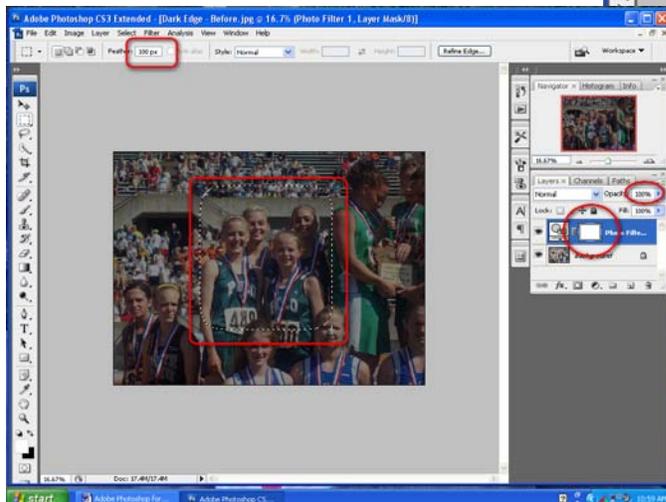
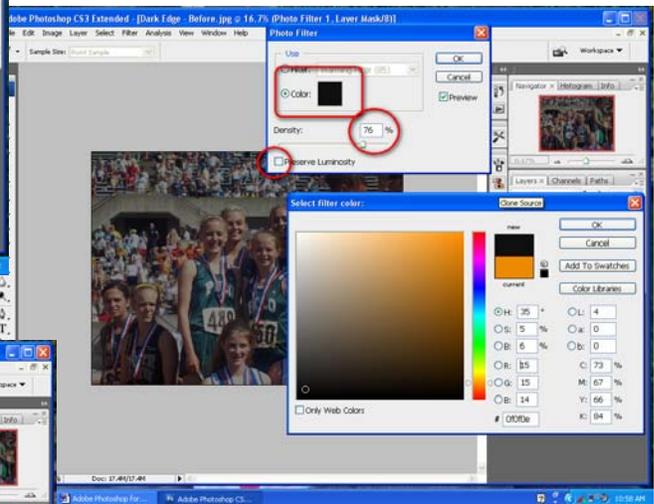
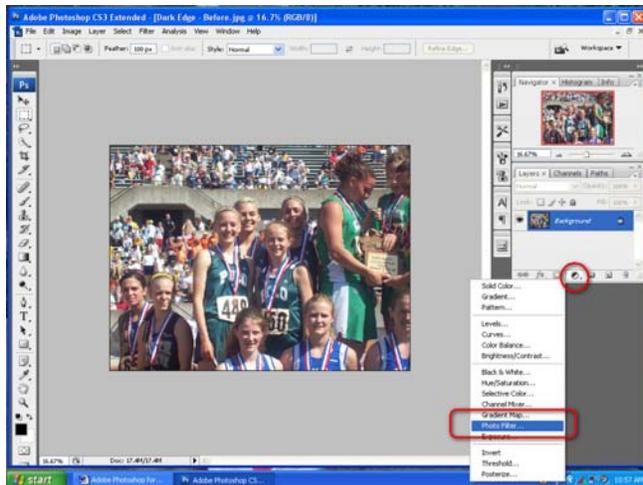
- 1) Click and drag the Background layer over the New Layer icon in the Layers palette.
- 2) Click Filter > Blur > Gaussian Blur. The Gaussian Blur dialog appears.
- 3) Move the dialog so you can see the image.
- 4) Click and drag the Radius slider until the image is completely blurred.
- 5) Set the Radius at 20 to 50 pixels for high-resolution photos or 6 to 20 pixels for low-resolution photos.
- 6) Click OK. The image appears completely blurred.
- 7) Click and drag the Opacity slider in the Layers palette to reduce the effect until the image appears to have a dreamy, soft focus.



## Create a Dark-Edged Vignette Effect

### STEPS

- 1) Click the Adjustment Layer icon in the Layers palette.
- 2) Click Photo Filter. The Photo Filter dialog appears.
- 3) Click the color thumbnail. The Color Picker appears.
- 4) Click and select a dark brown or black.
- 5) Click OK to close the Color Picker.
- 6) Deselect the Preserve Luminosity check box.
- 7) Click and drag the Density to a higher percentage if desired.
- 8) Click OK to close the dialog. A dark filter covers the image.
- 9) Click the layer mask thumbnail.
- 10) Click the Rectangular Marquee tool.
- 11) Click the Feather data field and type **100** for the hi-resolution photo.
- 12) Click and drag a selection over the center of the image.
- 13) Press D to set the foreground color to white.
- 14) Press Backspace to fill the selection with black.
- 15) Click (Ctrl + D) to deselect the marquee.



## Give Color to a Black and White Photo

### STEPS

- 1) Click and drag the Background layer over the New Layer icon to duplicate it.
- 2) Click the Visibility icon next to the original Background layer to hide it.
- 3) Press D to reset the foreground and background colors to the default black and white.
- 4) Click the New Adjustment Layer in the Layers palette.
- 5) Click the Channel Mixer. The Channel Mixer dialog appears.
- 6) Click OK to close the dialog without making any changes. NOTE: Make sure the foreground color is still set to black; click the reverse Foreground and Background Color icon if necessary.
- 7) Click the New Adjustment Layer in the Layers palette.
- 8) Click Gradient Map. The Gradient Map dialog appears and the image behind it changes to grayscale.
- 9) Click OK to close the dialog.
- 10) Double-click the Channel Mixer Adjustment thumbnail in the Layers palette. The Channel Mixer dialog appears. Make sure the Preview check box is selected in the dialog.
- 11) Click and drag the dialog to one side so you can see the image.
- 12) Click and drag the sliders for each Source Channel to get the contrast you want.
- 13) Click OK.
- 14) Click Layer.
- 15) Click Merge Visible. The top three layers merge in the Layers palette leaving only the Background copy layer in the grayscale and the Background layer in color.
- 16) Click in the Visibility box by the original Background layer to make it visible.
- 17) Click the Eraser tool.
- 18) Click the Brush options to select a brush size.
- 19) Click the Airbrush thumbnail in the Options menu.
- 20) Double-click in the Opacity data field in the Options menu and type 20.
- 21) Erase over the area to be colorized.
- 22) Double-click in the Opacity data field in the Options menu and type 40.
- 23) Click the Brush options and drag the slider to reduce the brush size.
- 24) Erase over parts of the colored area to increase the color. The viewer's attention is drawn to the perfect spot.



## **Straighten Crooked Scans**

### **STEPS**

- 1) Open a file with multiple scans.
- 2) Click File Automate
- 3) Click Crop and Straighten Photos. A Progress bar appears as Photoshop separates and crops each image in the file. Each image is opened in its own window.
- 4) Click Window.
- 5) Click Arrange.
- 6) Click Tile Horizontally or Tile Vertically. Photoshop arranges the original scan and all the separate images on the screen.

Click the Maximize button to view each image at full size.

## **Create a PDF Slide Show Presentation**

### **STEPS**

- 1) Open the images you want to use.
- 2) Click File > Automate > PDF Presentation
- 3) In the PDF Presentation dialog, click the Add Open Files check box. A list of open files appears in the window.
- 4) In Output Options, select the Presentation option.
- 5) Click Loop after Last Page.
- 6) Click the Transition up-down arrow and select a transition style.
- 7) Click Save. The Save dialog appears.
- 8) Type a name for the PDF slide show.
- 9) Click Save. The Save Adobe PDF dialog appears.
- 10) Click the Adobe PDF Preset up-down arrow and select Smallest File Size.
- 11) Click the View PDF After Saving check box.
- 12) Click Save PDF. Photoshop creates the PDF file, and launches Acrobat or Adobe Reader. The PDF slide show begins. You can press Esc to end the slide show.

## Resources

Adobe Website. 30 free trial period.

<http://www.adobe.com/products/photoshop/photoshop/>

Media Resource Guides. Adobe Photoshop CS Basics Guide

[http://library.georgetown.edu/dept/gelardin/guides/photoshop\\_basics/index1.htm](http://library.georgetown.edu/dept/gelardin/guides/photoshop_basics/index1.htm)

Adobe Digital Kids Club Lessons and Activities

<http://www.adobe.com/education/digkids/lessons/>

Princeton Online Photoshop Lesson Plans

<http://www.princetonol.com/groups/iad/lessons/high/Donna-PS.htm>

Resources for Adobe Photoshop users including tips, tutorials, free downloads, actions, plug-ins, training and support.

[http://graphicssoft.about.com/od/photoshop/Adobe\\_Photoshop\\_Resources.htm](http://graphicssoft.about.com/od/photoshop/Adobe_Photoshop_Resources.htm)

Photoshop tutorials and resources at PhotoshopCAFE Photoshop CAFE V3

<http://photoshopcafe.com/index.htm>

Kent, Lynette. *Photoshop CS2 Top 100 Simplified Tips and Tricks*. Wiley Publishing, Inc. 2006.