

# How to Make Basic Image Adjustments using Photoshop CS2

## Getting Around in Photoshop

Color Management	2
Opening & Saving Files	3
Photoshop's Workspace	4
Tools, Zooming and Panning	5

## Basic Photoshop Operations

Crop or Enlarge Page	6
Resizing Images...	
For a Web page	7
For PowerPoint	8
For Printing	8
Color Correction	9
Retouching Flaws	9
Layers	10
Painting & Drawing	11
Picking Colors	12
Selections	12

## Exercise: Fix-up an Image

13

## Appendices

Tips & Troubleshooting	14
Creating Web page Mastheads & Buttons using Photoshop's Text Tool	15
Photoshop Resources	17

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Lederle Graduate Research Center

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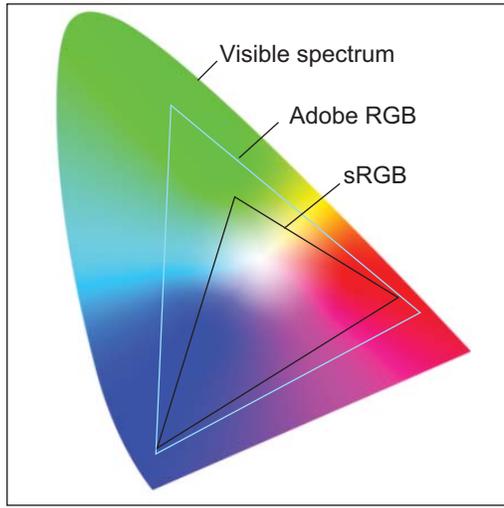
Phone: (413) 577-0072

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<http://www.oit.umass.edu/academic>

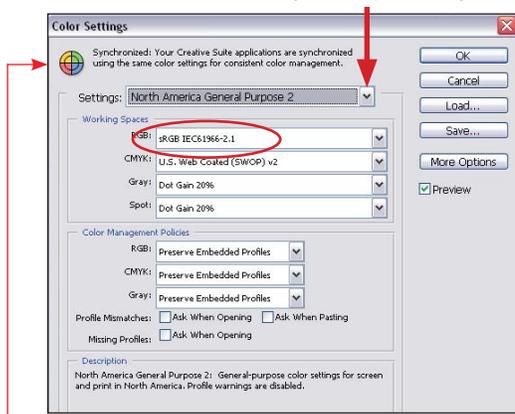
### Color Spaces and Color Gamuts

A “Color gamut” is the possible colors in a color space. Each color space has a unique range of colors:



### Color Settings

Settings menu of preset configurations



The color “target” info only appears if you have installed other Adobe Creative Suite applications such as Illustrator & InDesign.

### What to do about “Profile Mismatch” alerts..

The Rule of thumb: Preserve embedded profiles.

If you preserve the embedded profile, color data will not be changed; Photoshop will match the image’s appearance from the previous working space so that it looks the same in your current working space.

If an alert says the file is “Missing a Profile,” it’s a good idea to assign one. Choose your current “Working Color Space,” for example, “sRGB IEC61966-2.1.” Then, the next time you save the image, embed the Color Profile.

## Getting Around in Photoshop

### Color Management

Color management standards let you move image files between computers and applications, or from camera, to monitor, to printer, with relative color consistency.

The system works by embedding a “color profile” into to an image file that specifies what color space is in use. When the file is opened in Photoshop, if the *working space* for Photoshop is set for a different *colorspace* than specified in a file’s color profile, Photoshop may be set to give an alert, or to “preserve” the embedded profile to maintain the appearance of the colors in the image.

### Which color settings should you use?

That depends on how you will publish your images. *You may need to change this setting depending on whether you are working for print or for the Web.*

1. The first time Photoshop is launched, you are asked to set-up color management; you’ll automatically be taken to the *Color Settings* window. In subsequent work sessions you can access color settings by going to **Edit > Color Settings**. (Mac Photoshop CS it’s **Photoshop > Color Settings**).
2. At the very top of the *Color Settings* window, pop out the **Settings menu**.

*When working on Web Graphics choose “North American Web/Internet.”*

*Profile Mismatches* will be set to alert you when you open a file that has a different color profile embedded. It will also convert the file to sRGB, and important step if you want the color to look right in a Web browser (Web browsers display in the sRGB colorspace). When saving JPG files for the Web remember to check the “Embed color profile” option in the Save window.

*For Desktop Publishing choose “North American General Purpose.”*

The working RGB color space will be set to sRGB IEC61966-2.1, a good all-purpose color space. The CMYK work space to SWOP color. *Color Management Policies* will be set to “Preserve Embedded Profiles” which will preserve image appearance without actually changing the embedded profile

*For commercial printing or fine art inkjet printing choose “North America Prepress 2.”*

The working color space will be set to “Adobe RGB (1998)” which allows more subtle tones, and the CMYK work space will be set to SWOP color. *Color Management Policies* will be set to “Preserve Embedded Profiles” which will preserve image appearance without actually changing the embedded profile. A warning will appear if you open a file with an embedded profile that doesn’t match the working space, or if the file has no embedded profile.

## Getting Around in Photoshop, continued

**Opening files**

Photoshop can open most image files types.

**From the desktop...**

- If you double-click on an image file from the desktop, it may open in a system-designated application rather than in Photoshop (for instance Windows Picture Viewer or Mac Preview, etc.)
- If you have a shortcut to Photoshop on your desktop, or if Photoshop is in the OS X Doc, you can drop a file icon on top of the program icon.
- You can also right-click (Control-click on a Mac) and choose **> Open With > ...**

**From Photoshop...**

1. Go to **File > Open**.  
**File > Browse** is even better! It opens the Adobe Bridge. The Bridge provides thumbnails and a preview of the picture files within any folder allowing you compare images before you open the files.

**Saving files**

Photoshop files can be quite large. For the best portability between locations use a **thumb drive** or a **network drive** (such as your UDrive), or burn files to a **CD**.

1. Choose **File > Save**.
  - a. Type in a **name** for the file.
  - b. Locate the drive and folder where you'll save your file.
  - c. Choose the file format.

**Always save a copy of working files in the PSD format!**

*The PSD format preserves important info about your picture and will make it easier to work with next time you open it.*

**Use other formats for sharing files.**

*The list on the left details the various choices for file types when saving the files you intend to share.*

**TIP:** *If you burn a CD from a Mac, make it a hybrid, cross-platform CD or the files won't open on a MS Windows machine.*

**Image File Types**

When you are ready to share a photo, you will have several options for file type and compression. You should adjust the settings after considering how you intend to use and distribute the image.

**JPG** - Is optimized for photographs and images that contain many colors and tones. It achieves impressive compression ratios while maintaining image quality. At moderate compression levels, and without enlargement, it is difficult to discern compressed files from the original.

**TIFF** - A versatile file format with little to no compression and therefore little to no loss of quality to the image. The file sizes tend to be quite large. This is not a web format.

**PNG** - A lossless file storage format with compression. Compatible with only the most recent Web browsers. Using PNG instead of a high-quality JPG for detailed images may result in file sizes 5 to 10 times larger than JPEG, without noticeable gains in quality.

**GIF** - Creates a table of 256 colors from the image and renders the image with only those colors. The compression level is very high, and acceptable for images with limited colors, but photos may lose most of their color range and may appear to have a speckled, or "dithered" texture.

**BMP** - Microsoft's uncompressed proprietary format. There is infrequent reason to use this format.

**PSD** - This is the preferred working format of Photoshop as it retains the editing power of the program. Layers, adjustment layers, masks, and vector layers are preserved when saved as PSD but may be lost if the file is converted to other file types.

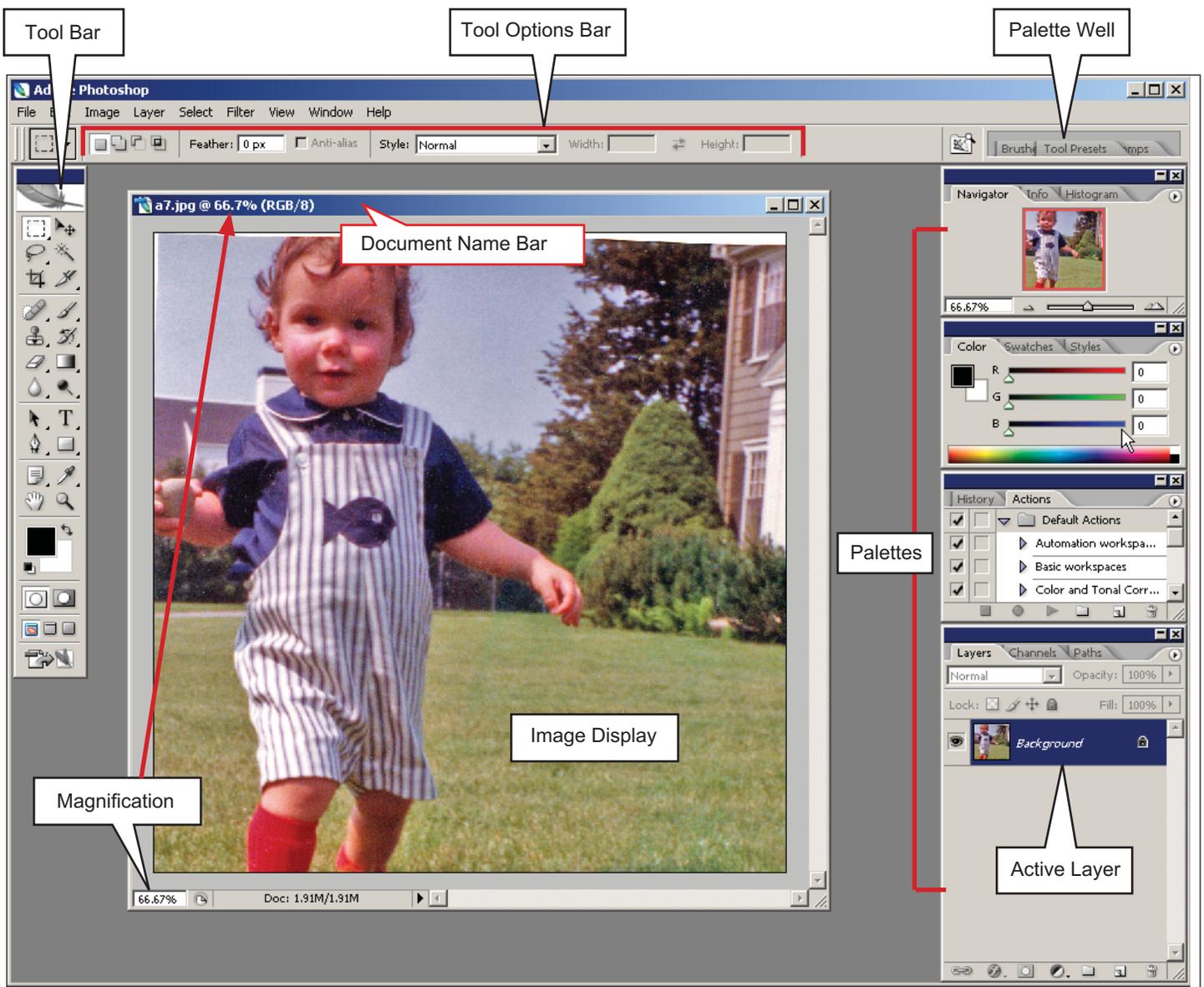
Getting Around in Photoshop, continued

### Photoshop's Workspace

When Photoshop is first installed, the workspace will be arranged similarly to the layout below (depending on the version and platform).

You can drag around the palettes, the tool bar, and any open document windows. When Photoshop opens again the windows and palettes will be arranged as they were last left.

If you don't see a palette you need, use the Window menu to open it, or, if you can see the tab in its group, click on the tab to bring a palette to the front of the group.



Getting Around in Photoshop, continued

**Tools**

**The Tool bar**

The toolbar provides quick access to the most frequently used “tools” in Photoshop. To find additional tools, right-click (or hold down the mouse button) on any tool with a black triangle in the lower right hand corner.

**The Option Bar**

1. In the *Tool* bar, select different tools:  
*Note how changing the tool changes the option bar.*



2. Change the options to match the desired settings.

**Magnification**

Launch Photoshop, then go to **File > Open** to open any image file. Files open to fit within the available screen space.

*Large files will open with a magnification less than 100%.*



Image opens to fit in available screen space



Zoom in to see pixels

**The Zoom tool**

1. Use the **Zoom tool** to target an area of the image to enlarge on the screen.
  - Click to zoom-in incrementally.
  - Drag to enlarge a particular area.

If you zoom-in far enough, you will see the pixels that make up the image.

*Note: Zooming in does not actually change the file, it just makes it appear larger on the screen.*

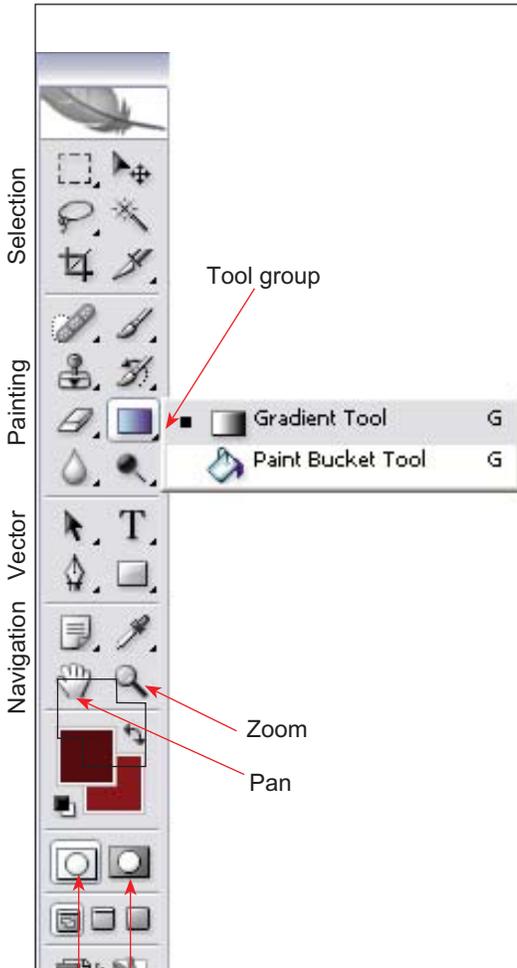
2. With the zoom tool still selected, click the [—] button in the *Option* bar to zoom out.

**The Zoom Command**

1. In the main application menu go to **View > Zoom In** to enlarge, or **View > Zoom Out** to shrink, the image window.

**The Pan tool**

Zoom in on the picture, then change to the *Hand tool* to **pan** around the image: This lets you see the image that extends beyond the edge of the document window.



“Quickmask” mode (not for normal editing)

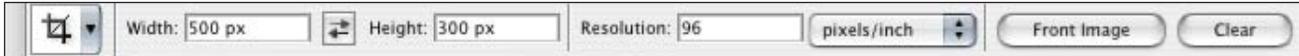
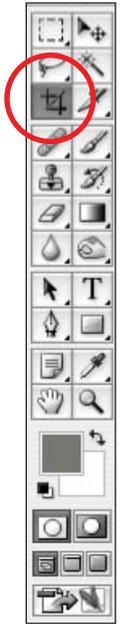
Normal Editing Mode

# Basic Photoshop Operations

## Crop



1. From the toolbar, click the **Crop** tool.
2. Check the *Options* bar to set any *Crop* tool options.
3. Drag diagonally over the desired part of the image. A selection box will appear.
4. Adjust the selection box as needed, by dragging the corners or sides.
  - To constrain the proportions as you adjust the size of the box, hold down **Shift** while dragging a corner handle.
  - To reposition the selection box, drag from inside the selection box.
  - To rotate the selection box, position the pointer outside the box and drag. The center point around which the marquee rotates, can be repositioned by dragging the circle at the center of the box.
5. To complete the crop, double-click inside the selection box, or press **Enter**. You can also click the **check** button in the *Options* bar.  
To cancel the crop, press the **Esc** key on your keyboard, or click the **Cancel** button in the options bar

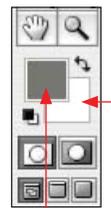


In the *Options* bar you can constrain the crop to set dimensions (in pixels, or in inches) and resolution.

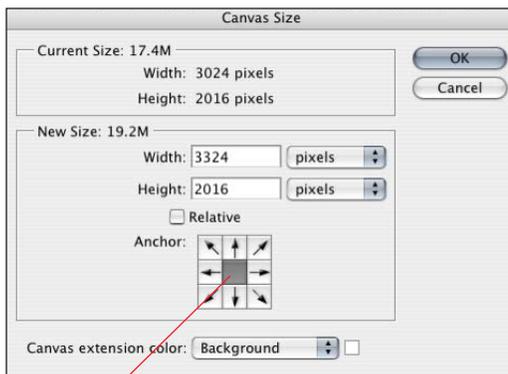
## Enlarge the 'page' or canvas

Enlarging the canvas is useful when creating illustrations, photomontages or layouts from multiple images.

1. Use one of the color picking methods to choose the color for the 'canvas' that will be added.
2. Go to **Image > Canvas size**.
3. Choose the unit (pixels, inches, percent).
4. Type in new dimensions.
5. Choose whether to center to existing image, or place it to one side or in a corner.
6. Choose whether to use the foreground or background color for the new canvas area.
7. Click **OK**.



Foreground color  
Background color



Center existing image

Move image to side or corner



Basic Photoshop Operations, continued

## Resizing images in Photoshop

In the *Image Size* window, you can change the “document size,” which you can think of as the print size of the image, or you can choose to “resample” the image which reduces or increases the number of pixels.

When preparing images for the web, you will most often need to down-sample (shrink) images for faster downloading.

### To ‘down-sample’ an image for a Web page

1. Open the original file.
2. Go to **Image > Image Size**.  
Working from the bottom of the window, up:
  - Check the “**Resample image**” check box.
  - Check the “**Constrain proportions**” check box.
  - With the units set to **Pixels**, enter a value for either the **Width**, or the **Height** (the other will adjust automatically).

**A GENERAL TIP ABOUT RESIZING:**  
*It’s OK to shrink an image, but avoid enlarging*

Reducing the pixel dimensions of an image file usually results in a crisp picture.

Increasing the pixel dimensions, especially scaling-up small images, may give poor results. (In order to enlarge an image, the software *interpolation* to calculate color values for new pixels, which causes the image to look “soft” or blurry.)

For Web images, you can ignore everything in the Document Size area, even resolution. Web browsers always display images at screen resolution (typically 96 dpi). It’s pixels that matter on the Web!

As long as “Constrain proportions” is checked you only have to enter one dimension (height or width). The other will adjust automatically to preserve proportions

Unless “Resample” check box is checked, you will not be able to type values into the Pixel Dimension boxes.

**Suggested Dimensions for Web Graphics**

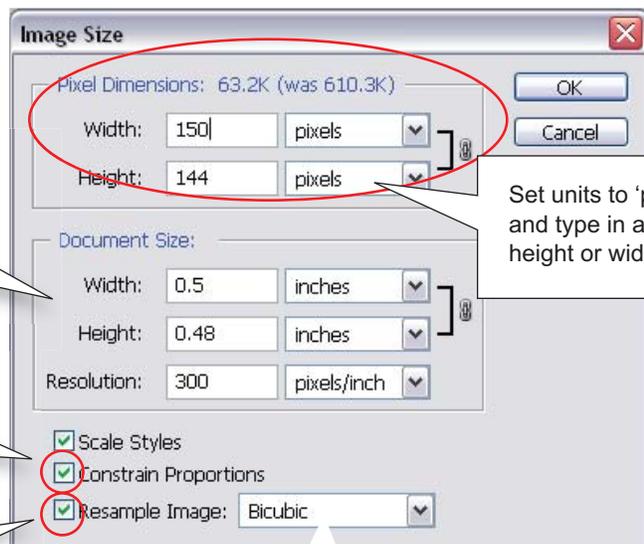
Masthead graphic at top of page:  
not more than 80 x 750 pixels

Button:  
not more than 10 x 30 pixels

Thumbnail Link:  
about 60 x 60 pixels

Illustration:  
not more than 250 x 300 pixels

Enlargement:  
400 x 600 pixels or larger if linking to a new page



Set units to ‘pixels’ and type in a new height or width.

**Resampling methods**

- Nearest Neighbor: Preserves hard edges
- Bicubic: best for smooth gradients
- Bicubic Smoother: best for enlargement
- Bicubic Sharper: best for reduction

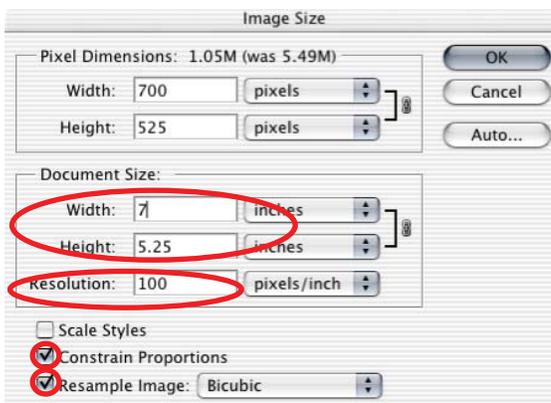
3. Click **OK**.
4. Go to **File > Save for Web...** and save the image. Save photos as JPEG. Save solid-colored graphic as GIF.
5. The *Save for Web* command saves a **copy** of the file. When you close the file currently open in Photoshop, do not save the changes or you will overwrite the original file. Go to **File > Close**: a dialog box will prompt you to “*Save changes ... before closing?*” Click **Don’t Save**.

**Resizing in PowerPoint**

In PowerPoint on Windows (not Mac) you can insert over-large images, then resize all the images in a presentation at once by right-clicking on any image and choosing "Compress" from the menu. Images will be down-sampled and turned into JPGs.

While convenient, this method can result in very large working files that demand a robust computer. You also have more control over image quality if your resize in Photoshop.

It's up to you to decide whether it's worth the investment in time to resample images in Photoshop.



A PowerPoint window is 10 inches wide by 7.5 inches high. The image should not exceed the PPT window dimensions. Consider leaving room for a margin.

**Resolution Guidelines for Bitmap printing**

**For desktop ink jet printing:** 240 ppi

**For photo or laser printing:** 300 ppi

**For Commercial Offset printing:**

Pixel resolution gets matched to line frequency of the half-tone screen (typically, PPI = 1.5 x LPI). Ask the service bureau what they want.

**Common Paper Sizes (in inches)**

Photo paper: 4 x 6

US Letter: 8.5 x 11

US Legal: 8.5 x 14

Tabloid (US B): 11 x 17

US C: 17 x 22

Super A3/B: 13 x 19

**Basic Photoshop Operations, continued**

**To re-size an image for PowerPoint or KeyNote**

1. Open your original file.
2. To crop the image:
  - a. Go to the tool bar and choose the **Crop tool**. 
  - b. Hold down and **drag** across the image to select the part of the image to keep. To adjust the crop click and drag on the boxes at the corners or sides of the crop outline.
  - c. Press the **Enter** key on your keyboard to make the crop. (Press the **Escape** key to cancel the crop.)

3. Go to **Image > Image Size**.

Working from the bottom of the window:

- a. Check the *Resample image* check box.
- b. Check the *Constrain proportions* check box.
- c. Set the *Resolution* to **96 dpi** (typical screen resolution).
- d. In the *Document Size* area:
  - Set the units to **inches** (if not already) and inspect size. Enter a value for either the *Width* or *Height* (the other dimension will adjust automatically). If more than 10 inches wide, or 7 inches high, the image will be larger than the PPT slide.
- e. Click **OK**.

4. Go to **File > Save As...**

Rename the file as needed (if the original was a JPEG you don't want to overwrite the original).

**Save** the file as a *JPEG* at the highest quality.

**To set the resolution and dimensions of an image for printing**

1. Open the original file (e.g., a scan or digital camera shot).
2. Go to **Image > Image Size**.

Working from the bottom of the window:

- a. Check the *Resample image* check box.
- b. Check the *Constrain proportions* check box.
- c. Set the *Resolution* for your printer (see sidebar).
- d. In the *Document Size* area:
  - Set the units to **inches** (if not already) and inspect size. Enter a **value** for either the *Width* or *Height* (the other dimension will adjust automatically), to fit within your paper size (with required margins).
- e. Click **OK**.

3. Go to **File > Save As...**

Rename the file to prevent overwriting the original.

**Save** the file as a *TIFF* (no compression) or *PSD*.

*If you are using a commercial printing service call to find out what resolution and file-type they want to receive. They may also want the image "flattened." (See 'Photoshop Layers' below)*

Basic Photoshop Operations, continued

### Color Correction

#### Automatic Color Adjustment

Choose **Image > Adjust > Levels**. Sometimes selecting Auto-Levels works well, sometimes it works better to do it manually.

#### Adjusting Color by hand.

Follow these steps to neutralize color biases and improve contrast, by adjusting each channel separately.

1. In the main application menu, go to **Image > Adjust > Levels**.
2. In the *Channels* pop-out menu, select **Red**.
3. Pull the two outside markers at the bottom of the *Input* graph to the edges of the “histogram” graph.
4. Repeat for the *Green* and *Blue* channels.
5. Click **OK**.

For more flexibility use this same method in a “non-destructive” *Adjustment Layer*: **Layer > New Adjustment Layer > Levels**. The adjustment layer can be reopened and tweaked, or discarded, without changing the original image data.

### Retouching and Repairing flaws

You can easily correct simple flaws such as dust, spots and scratches, and reduce the severity of significant damage such as tears.

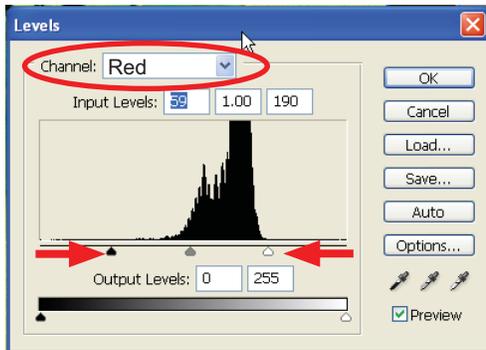
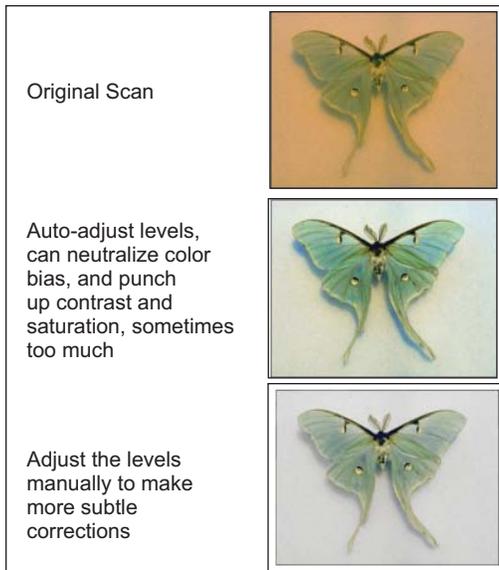
A simple and effective correction tool is the Healing Brush.

1. Select the **healing brush** from the tools palette.
2. In the **options bar**:  
Choose a brush size.
3. Choose a source to use for repairing pixels, for the *Healing Brush* tool in sampling mode, to set the sampling point position the pointer in a similarly colored and textured area then ALT-click (Windows) or OPTION-click (Mac OS).
4. Now position the cursor over the area to be repaired or replaced and drag. The sampled pixels will be melded with the existing pixels each time you release the mouse button.

Experiment with the spot healing brush tool for small flaws, and the patch tool for larger irregularly shaped areas.

You may find the *Clone tool* (below *Healing brush* on the *Tool bar*) works better when working close to the edge of a high-contrast area. Use it like the *Healing brush* (ALT-click to sample, then “paint”).

*TIP: In the Options bar, experiment with blending modes to see if “replace” works better for Healing brush, or if Lighten or Darken works better with the Clone Stamp tool.*



Note: The spot healing brush does not require “sampling”—it automatically attempts to match colors of new pixels from surrounding pixels. It can be useful for repairing spots or dust shadows on scans of slides in areas such as skies, but may have undesirable effects along edges of high-contrast.

Basic Photoshop Operations, continued

## Photoshop Layers

Layers are like clear sheets of workspace that stack on your Photoshop project. Individual layers can be edited without affecting the other layers. Within a layer, some portion may contain content, whereas the rest can be completely empty and transparent.

### Working with Layers

#### Drag & drop

Instead of copy and paste: use the move tool to copy layers from one document into another.

#### Change the layer order

Drag the layer up and down within the Layers palette.

#### Hide and show layers

Click on the “eye” icon to the left of the layer name to hide or show a layer.

#### Delete layers

Click on the layer name, then click on the trash can icon at the bottom of the palette.

#### Blending modes

Blending determines how layers combine with layers below, for instance, you can make only lighter or darker pixels show.

#### Transparency

To make a layer translucent, use the Opacity slider at the top of the Layers Palette.

#### Name layers

Stay organized! Double click on the name to rename the layer.

#### Lock layers

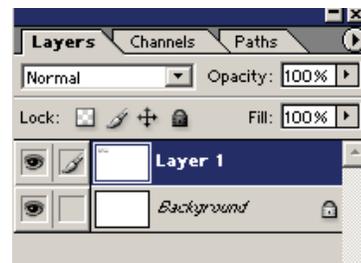
You can prevent layers from changing transparency, from changing color, from moving, or at changing at all.

#### Float the background layer

The background layer of an image always starts out “locked down. If you double-click on the background Layer name, it will become Layer 0 and will no longer be locked-down; now you can move it, delete parts of it, or change it’s layer order.

### Creating new layers

- When you use the *paste* command, a new layer is made automatically. The pasted image “floats” above the layer below it.
- When you use the **Text** tool, text appears on a new layer.
- Choose **Layer > New** to create a new layer. You may want to do this when painting or drawing by hand so that you don’t merge the drawing into the layer below.



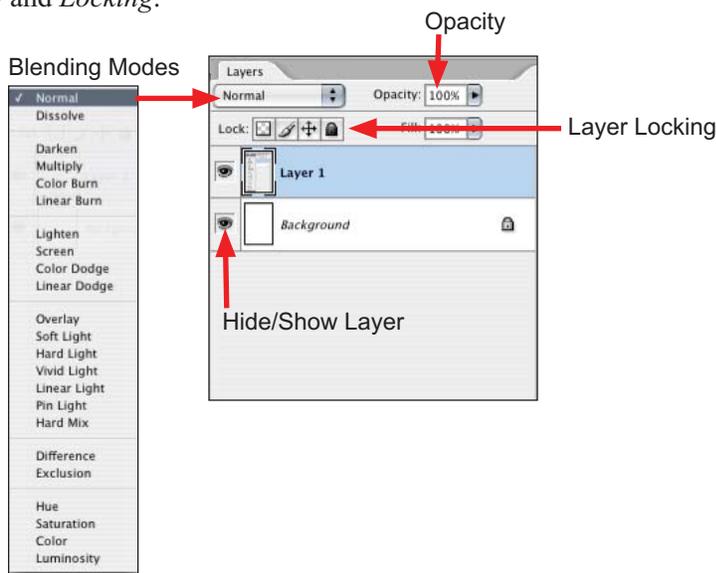
### Layers add to file size

Adding layers to a file increases the file size. To combine the layers and decrease the file size, save the file as an image such as .jpg. Once saved in a non-PSD format, you will not be able to extract and work on the separate layers.

### Layer Properties

See the sidebar to the left for some important properties that can be set for individual layers.

Among the most important properties are *Blending Modes*, *Opacity*, *Hide/Show* and *Locking*.

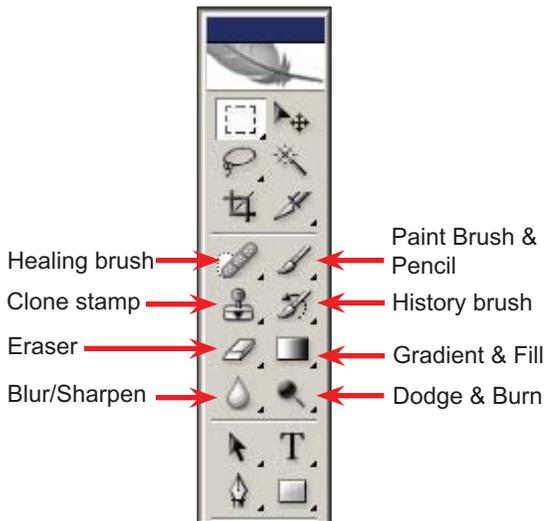


For descriptions of Blending Mode effects, see the Photoshop Help

Basic Photoshop Operations, continued

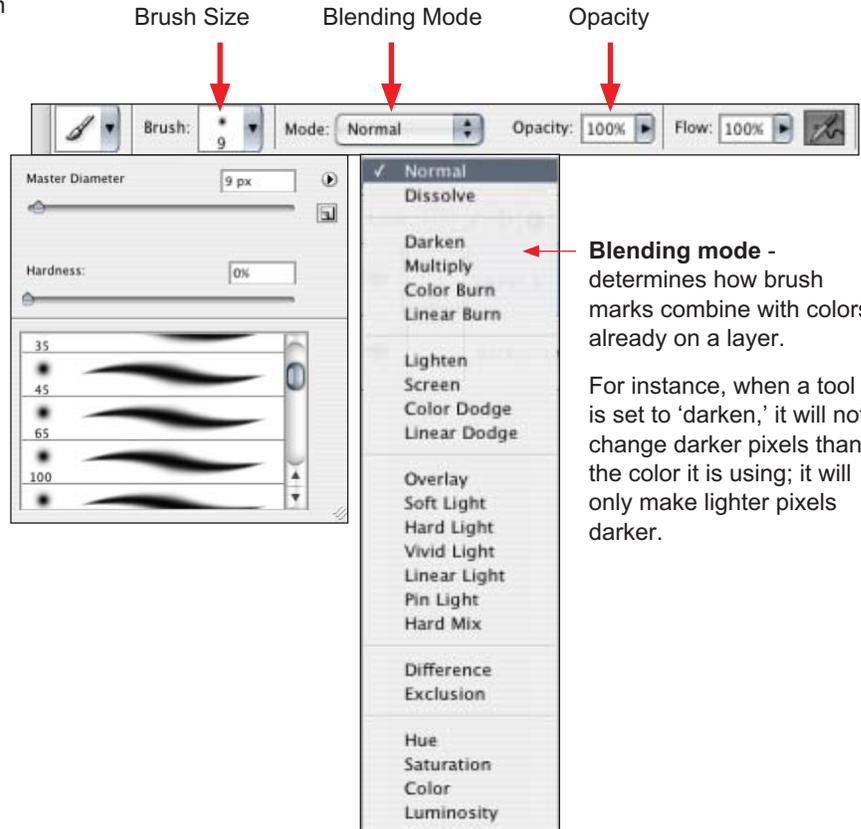
**Paint & Retouching tools**

The *Brush* and the *Pencil* are Photoshop’s primary paint tools. The other tools in that section of the Tool bar can be thought of as specialized painting tools.



**Tool Options**

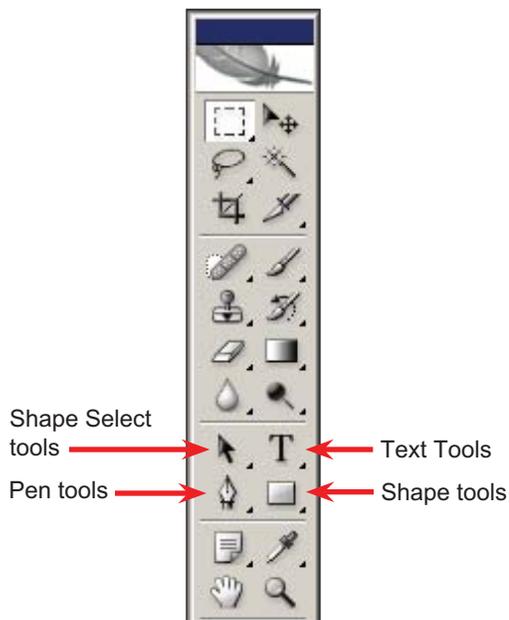
When you choose a tool, the tool options at the top of the screen will change. The properties you can control from the Options bar for any paint tool include...



**Blending mode** - determines how brush marks combine with colors already on a layer.  
  
For instance, when a tool is set to 'darken,' it will not change darker pixels than the color it is using; it will only make lighter pixels darker.

**TIP: Paint on a new layer**

For additional control and flexibility, create a new layer before painting.



**Vector Drawing & Text Tools**

Use Photoshop’s shape and pen tools to draw *vector* shapes made from points and curves. Unlike raster images (made from pixels), vectors remain crisp when scaled. Text is a special kind of vector shape.

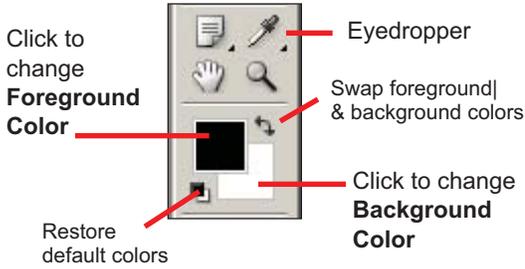
**Shape & Text Layers**

In Photoshop CS, each time you use a vector-based tool the new content appears on a new layer (in CS2 you have an option of drawing just a path or drawing shapes on layers).

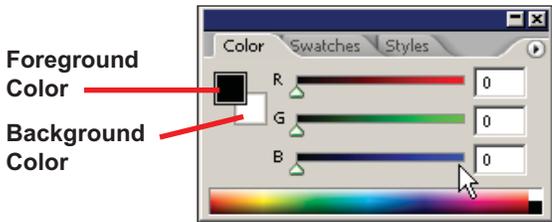
**Rasterizing Shape & Text Layers**

Vector based layers can accept commands from the Layer menu such as Layer Styles, but to use most **Filter** or **Image > Adjust** commands, the layer must first be converted to pixels using **Layer > Rasterize....**

TOOLBAR COLOR PICKERS



COLOR PALETTE



Picking Colors

Photoshop provides a number of methods for picking colors for painting and drawing tools:

- *Eyedropper* tool (samples color from an open image)
- The *Color Picker* in the *Tool* bar
- The *Colors* palette
- The *Swatches* palette

How Foreground and Background colors work...

The *Paint brush*, *Pencil* and *Bucket* apply the foreground color.

The *Background Layer* (locked) erases the background color.

The *Gradient* tool creates a gradient between the foreground & background colors.

Selections

Selection tools and commands outline an area to copy, paint, or manipulate using a command. Only the area within the selection outline will be affected.

Feather Edges

Selections do not need to have a hard jagged edge; you can set a “Feather” value in the *Option* bar before making a selection, or if a selection has already been made, give the **Select > Feather** command to soften the edge and blend effects into surrounding pixels.

Add to a Selection

Hold down the **Shift** key and use any method to select an area to add to the current selection.

Subtract from a Selection

Hold down the *Alt/Option* key and use any method to select an area to subtract from the current selection.

Save a Selection

**Select > Save Selection**. save the selection as a reloadable channel.

Convert a Path to a Selection

On the *Path* palette, from the *Option* menu at the top right, choose **> Make selection**.

Scale, rotate or distort a selection

Right-click inside the selection and choose **Transform > Selection**

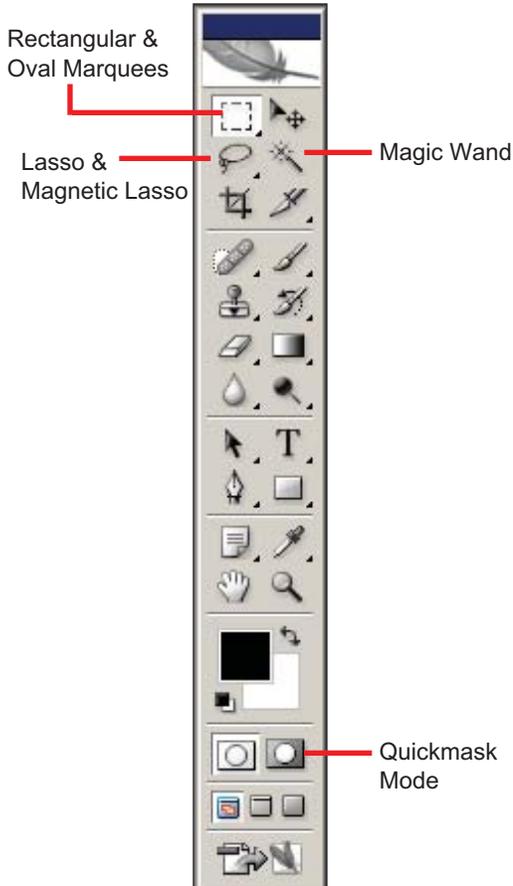
“Paint” a Selection

On the tool bar click the **Quickmask** button

‘Automatically’ extract a figure from a background

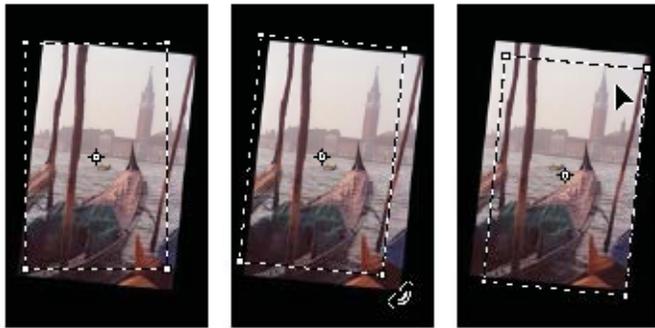
Go to **Filter > Extract**

Explore the **Select >** menu for more commands...



# Exercise: Fix up an Image in Photoshop

## Crop & adjust size



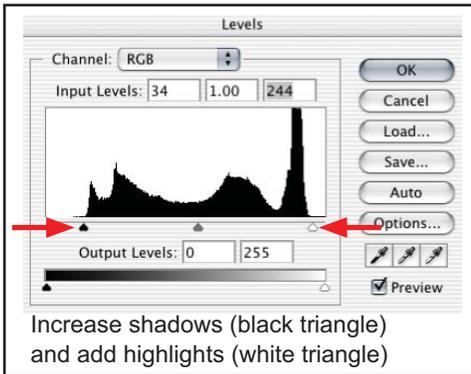
Initial crop marquee

Marquee rotated

Marquee moved

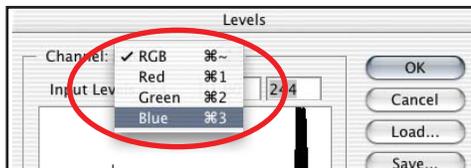
1. Open a sample image (skewed scan shown here).
2. Select the **Crop tool** and drag from the upper left to the lower right of the part of the image you want.
  - Adjust the size of the selected area by dragging the “handles” at the corners of the selection.
  - Rotate the selection by dragging outside the selected area (good for straightening crooked scans.)
  - To complete the crop press the ENTER key on the keyboard.

## Adjust contrast and tonal range



1. Select **Image > Adjustments > Levels**  
This interactive graph, or “histogram” shows how many pixels there are of each level of brightness. Often, scans only have pixels in the grey middle with no deep shadows or bright highlights. A full range of tones, from black (on the left) to white (at the right) usually improves the image.
2. Drag the black and white markers inward to the edges of the charted pixels. Check the preview and click **OK**. (Photoshop will adjust the overall tone scale. If you open the Levels window again, the histogram will stretch across the entire range.)

This adjustment improved the contrast, but you can improve both contrast and color balance by using this same command in a slightly expanded fashion:



1. Select **Edit > Undo Levels**.
2. Return to **Image > Adjustments > Levels**, but this time use the pop-out channel menu to individually adjust each channel (red, green and blue). As you did in step 2, pull the black and white markers in to the “toe” on each end of the histogram for each channel.

## Removing Unwanted Objects

Pick something in the image you would like to remove. You will erase it by “cloning” an area that matches what would show “behind” the object you plan to “erase.”

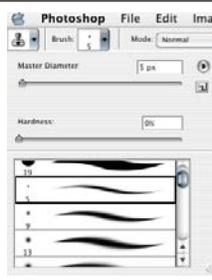


1. Select the **Clone Stamp tool**.
2. Position the cursor over the “background” area that you will use to “paint out” the unwanted object. Hold down the **ALT key** (OPTION key on a Mac) and click to “load” the *Clone stamp tool*.
3. Now, **release the ALT key**, and drag the cursor over the unwanted object to clone the sampled image content.

*TIP: Use short brush strokes, make frequent samples, and don't sample from too close to the object you want to erase.*

### Extra credit: Change Brush Size

With the Clone stamp selected, go to the Photoshop Options bar and change the brush size for more refined drawing...



## Appendix A: Tips & Troubleshooting

### Undo Mistakes

The **Edit > Undo** command (CTRL + Z) undoes the last action

To go back further, use the **History Palette**. By default, the history remembers 20 steps.



### Tips

- Back up frequently.
- See your true brush size and shape rather than an icon:  
**Choose Preferences > Display & Cursors.**
- Use the keyboard to change tools
  - e** = eraser
  - s** = stamp
  - l** = lasso
  - m** = move tool
- Learn these handy keyboard commands
  - CTRL + D** deselects selection
  - CTRL + A** selects all
  - CTRL + Z** = undo
  - CTRL + S** = Save
  - CTRL + H** Hides/shows selection outline

### Troubleshooting

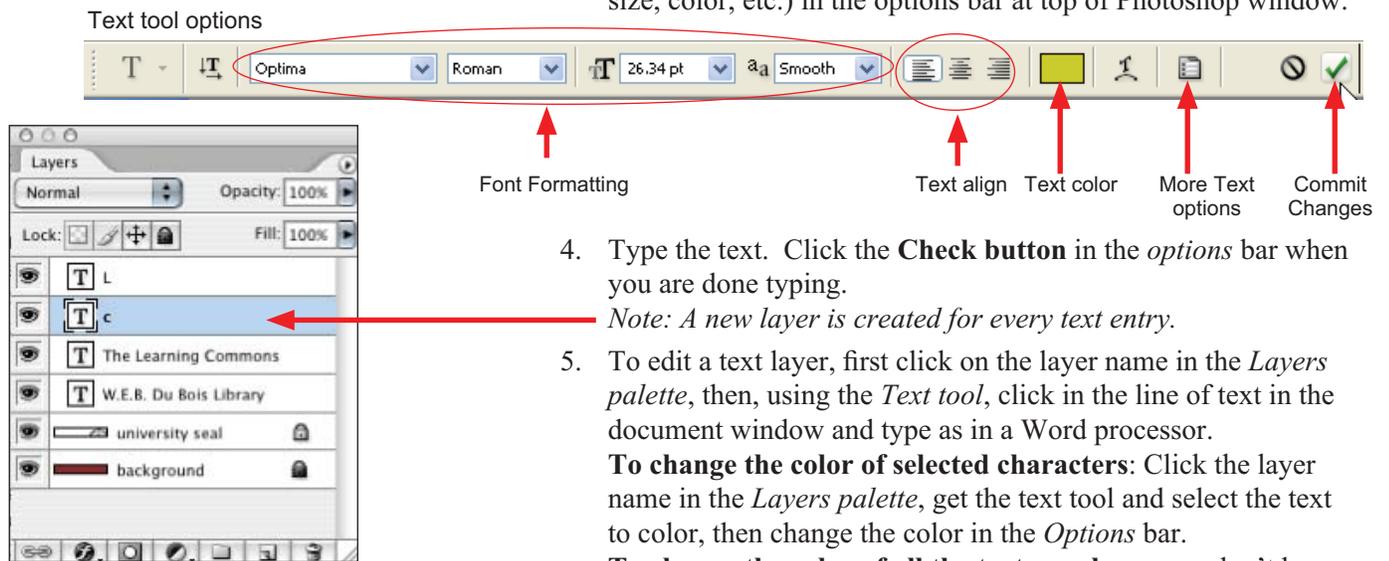
- **Tools or menu commands won't work?**
  - Check the layer palette:*
    - Make sure the layer you intend is highlighted (active).
    - Make sure the layer is not locked.
  - Are you trying to work outside a hidden selection?*
    - Choose **View > Show > Selection edges**
  - Is the Color mode set to other than RGB or Grayscale?*
    - Not all tools or commands will work in Indexed Color, LAB color, CMYK or 16 bit.
  - Are you working in Quickmask mode?*
    - Towards the bottom of the *Tool* bar, click the **Normal Mode** button.
  - How are tool options set?*
    - Check opacity, blending mode, brush size.
- **Cursor not visible?**
  - Check the *Caps Lock* key (pressing *Caps Lock* toggles the cursor between a cross-hairs and the usual brush icon).
- **Tools and Palettes not visible?**
  - Press the **Tab** key (pressing *Tab* toggles all Palettes on and off).

# APPENDIX B: Creating Web Page mastheads & buttons using Photoshop's Text tool

## Step one: Create the graphic

1. Go to **File > New...** to create a new file and make these settings:  
*Dimensions:* e.g., 50 pixels high, and 300 pixels wide.  
 This does not need to be precise, you can crop later.  
*Resolution:* 96 ppi  
 Not crucial, images always display at screen resolution in a browser.  
*Color Mode:* RGB.  
 RGB is necessary to use all the features and tools of Photoshop.  
*Background color:* (optional)  
 If the graphic will sit on a colored background in the Web page, match the color for the background using the *Web-safe Color picker*. (Warning: saturated colors make text hard to read, avoid overly intense colors.)  
 Click **OK**.
2. In the Photoshop *Color Picker*, *Swatches palette* or *Color palette*, choose a new color for the foreground color. Choose colors carefully, this color should contrast with your background color to keep the text readable: the text color should be significantly darker or lighter than the background.
3. Get the *Text tool* from the *Toolbox* and click in the document window where you want the text to start. Set text styles (font, size, color, etc.) in the options bar at top of Photoshop window.

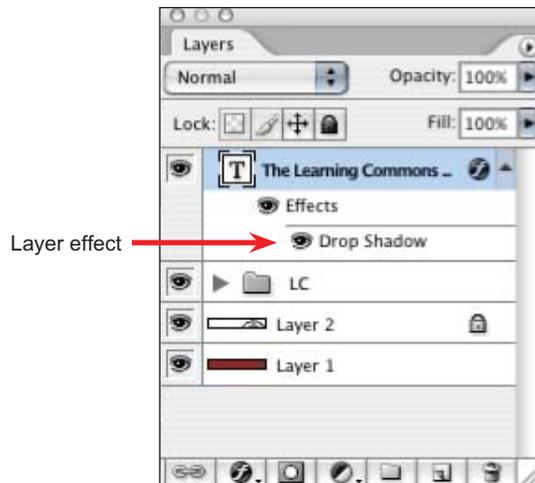
**To edit text on a different computer, fonts must be installed..**  
 If you move to a computer that does not have a font you used in a graphic, that font will not be available for editing text when you open a copy of the PSD. You can substitute a font that is present on the system, or install the font and re-start Photoshop.



4. Type the text. Click the **Check button** in the *options bar* when you are done typing.  
*Note: A new layer is created for every text entry.*
5. To edit a text layer, first click on the layer name in the *Layers palette*, then, using the *Text tool*, click in the line of text in the document window and type as in a Word processor.  
**To change the color of selected characters:** Click the layer name in the *Layers palette*, get the text tool and select the text to color, then change the color in the *Options bar*.  
**To change the color of all the text on a layer** you don't have to select the text, just click on the layer name, get the *Text tool*, then change the color.

The Layers palette for the banner graphic below shows how each text object is on its own layer, the university seal is on a layer above the background layer. Double-click on layer names to rename layers.





## Optional: Using Special Effects on Text

### Layer Styles

Layer Styles can be applied to text layers to create editable (temporary) special effects including drop shadows and embossing.

1. Go to **Layer > Layer Style** and from the sub-menu choose a style.  
Use the options in the style window to create effects.

*Note: The effects show in the Layers Palette as a sub-layer which can be hidden or discarded as needed.*

### Filters

Filters can only be applied to “rendered” text (text that has been rasterized into a bitmap).

*NOTE: Rendered text becomes an image and can no longer be edited with the text tool. We suggest you work on a duplicate layer to test filter effects.*

1. In the *Layers palette*, click on the text layer name, then go to **Duplicate Layer** from the palette menu. Hide the original text layer (click the **eye** in front of the layer).
2. In the *Layers palette*, click on the name of the duplicate layer, then go to **Layer > Rasterize**. You can now apply commands from the **Filter** menu.

## Optional: To change the background color

1. In the *Layers palette*, click the **Background** layer name.
2. Use the *Toolbar color picker*, *Swatches palette* or *Color palette* to choose a new color.
3. Go to **Edit > Fill**.

## Step two: Save a Photoshop version of the file

1. Go to **File > Save As...**  
Make sure you choose the PSD file type.

## Step three: Save a Web friendly version of the file

1. Go to **File > Save for Web**.
  - a. Set the file format option: Unless you have added a lot of special effects, GIF is usually best for images with text.
  - b. Click on the **4-Up tab**: The top left view shows the uncompressed PSD version. The others preview what a compressed GIF or JPEG will look like on a Web page. Click on each of the 4 preview windows in turn, adjusting the settings in the right column.
  - c. Click the *Preview* view with the best balance of file size and quality, then click **Save**.
2. After you click **Save**, the *Save Optimized As* window will open. Name the file and choose the folder in which to save it.  
Remember to use a Web-friendly file name. Do not use spaces or special characters. Use only letters, numbers, underscores or dashes

### **The Photoshop file format (.psd) preserves all layers and layer effects**

You can open the PSD file to make changes to the graphic in the future without having to recreate the entire graphic. Keep it in a safe place!

More often than not, you will find yourself wanting to return to the image to change text colors, fonts or effects.

You will not be able to retype the text in the GIF version of the file you use on your Web page.

## Appendix C: Photoshop Resources

### Online Resources

Goggle “Photoshop Tutorials” and you’ll get zillions of results! Here are a few we recommend...

#### Adobe Tips & Tutorials

<http://studio.adobe.com/us/search/sort?product=15>

#### Adobe Design Center Video Workshops

[http://www.adobe.com/designcenter/video\\_workshop/](http://www.adobe.com/designcenter/video_workshop/)

#### Russell Brown Photoshop (great bite-sized tutorial videos)

[http://www.russellbrown.com/tips\\_tech.html](http://www.russellbrown.com/tips_tech.html)

#### Design & Publishing - Photoshop Tips & Tricks

<http://www.graphic-design.com/Photoshop/>

#### Creative Bits - Photoshop Tutorials

<http://creativebits.org/taxonomy/adobephotoshop>

#### Digital Photography Review (unbiased reviews of digital cameras)

<http://www.dpreview.com/>

### Bookshelf Resources

Find the edition for your version of Photoshop (e.g., Photoshop 7, CS, CS2 or CS3)

#### The Photoshop Bible

Deke McClelland - John Wiley & Sons

#### The Photoshop Wow! Book

Jack Davis - Peachpit Press

#### Photoshop for Windows and Macintosh:

#### Visual QuickStart Guide

Elaine Weinmann, Peter Lourekas - Peachpit Press

### Other Image Editing Software

Here are some alternatives to Photoshop:

- **Adobe Photoshop Elements:**  
Every thing you need in Photoshop for Web and Desktop printing at a much reduced price from Photoshop.
- **Jasco Paint Shop Pro**  
Affordable basic image processing for the PC
- **Adobe Fireworks**  
For Web images only. Bundled with Dreamweaver in the Adobe Design Suite.
- **The GNU Image Manipulation Program (GIMP)**  
This open-source (free) program works much like Photoshop.
- **Cameras, scanners, and Operating Systems** often come with very basic image editing software. Check to see if the software can crop, resample an image and save in different file formats.

#### **Try Photoshop’s built-in help!**

1. Choose **Help > Photoshop help**
2. Use the *Index*, or *Search* for your topic.

#### **OIT maintains limited Photoshop documentation**

Topics include more extensive handouts on preparing Web images, and working with images in Dreamweaver. Visit our Web site:

<http://www.oit.umass.edu/workshops/tutorials.html>

#### **Handouts on iPhoto and Microsoft Office Picture Manager**

OIT has handouts available on how to make basic adjustments to images using Apple’s iPhoto, and Microsoft Office Picture Manager. Download the handout at:

<http://www.oit.umass.edu/workshops/tutorials/>

It’s quite likely that one of these applications is already on your machine.

If all you need to do is basic color correction, cropping, or resizing an image, you may already have all the software you need!