Using Adobe Photoshop

Photoshop is a powerful and fun program for manipulating photos or other images and for creating new ones. Below are some of the basic things you can do with Photoshop, but to really get a sense of the possibilities it offers, you'll need to spend some time experimenting and exploring its many options. Keep in mind that there are almost always multiple ways to do the same thing.

A Word about File Types
Photoshop has the ability to save files in a variety of formats and for a variety of purposes. Think about where you plan to use this image before selecting the file type:

- **.psd** Photoshop's native format. These files are big, but this format preserves your ability to edit layers
- **.gif** A highly compressed (meaning it makes small files) format used for the Web. You will only have 256 colors available and this may effect the quality of your image. It's used mostly with images that have large areas of flat colors.
- **.jpg** or **.jpeg** A less compressed format used mostly for photographs on the Web. You will have thousands of colors available, but your images sizes will be larger than .gifs.
- **.eps, .tiff,** or **.pict** Use these formats if you plan to use your images in print (such as a newsletter or flyer). These offer better quality (though larger file sizes) because their resolution (the number of pixels per inch) can be set higher.

Layers
Layers allow you to keep individual elements (such as text) in your images separate so that changes you make to these don't effect the rest of the image. You can think of Layers in Photoshop as a series of acetate sheets stacked upon one another. The layers that are on "top" can block out what is below them if they are big enough.

In the example on the left below, the layer containing the purple bone is below the layer containing the green dog in the stacking order so you can't see it. On the right, the bone layer has been moved up in the stacking order and is now above the dog layer, so it is visible.

Any time you add a new element to your images, it is best to create a new layer first (you can do this by going to Layer>New>Layer). This allows you to make changes to each individual element rather than to the whole image. It is always a good idea to save a copy of your image in the PhotoShop file format (.psd) so that you will be able to keep these layers editable.
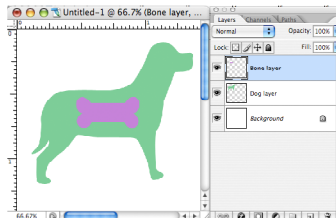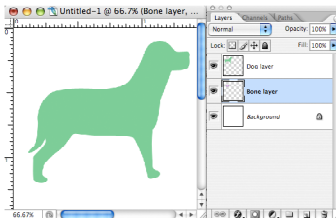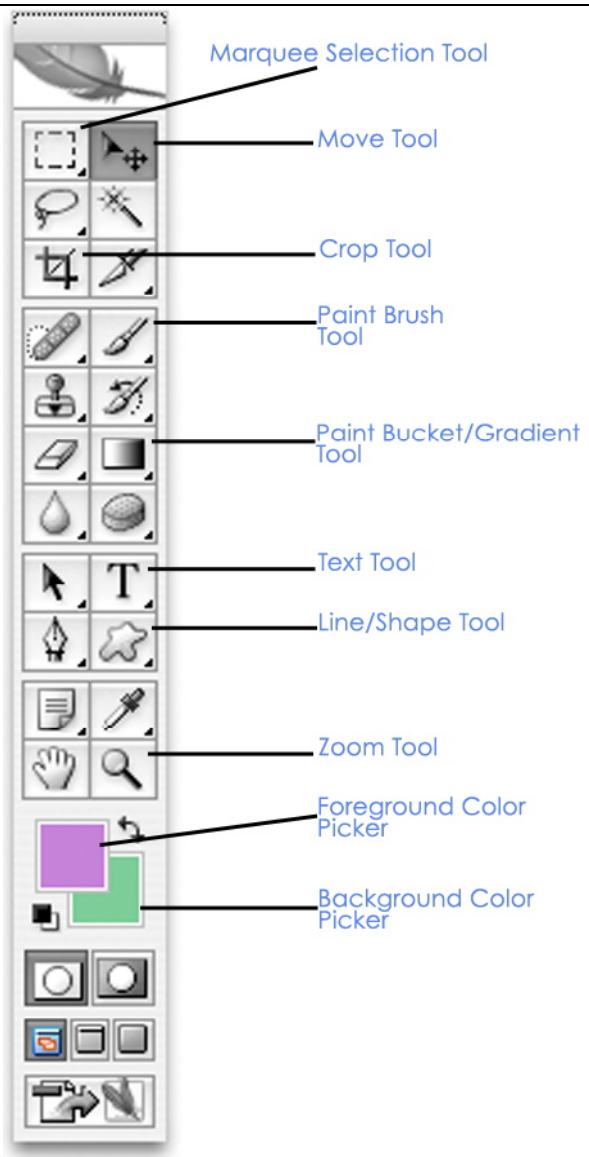
Tool Palette

The tool palette, shown to the right, is where you select the tool you want to use for creating, editing, or manipulating graphic elements. The most commonly used tools are marked here, but you can always find the name of a tool by placing your mouse over a tool for a few seconds. A small pop-up tag will identify it.

Any tool in the palette that has a small black triangle in its bottom right corner
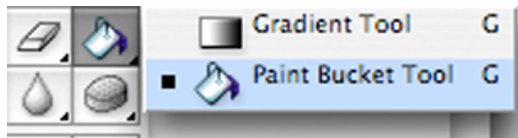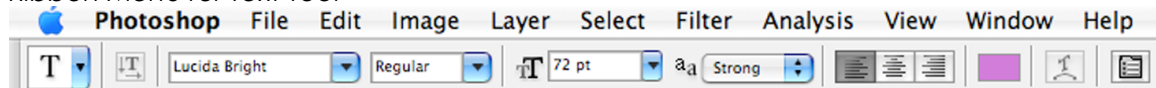

means that there are multiple tools available. To access these, click on the tool, hold the mouse button down, and then select the tool you want.
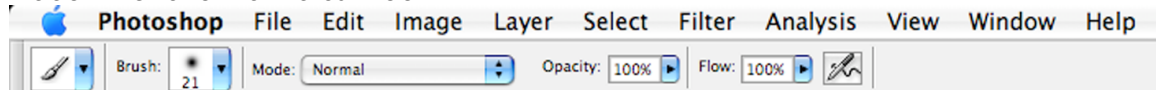
Lastly, keep in mind that when you select a tool the ribbon menu at the top of the screen changes. For example, when you select the Text Tool, the ribbon menu will offer options for changing the font style, color, size, and alignment of text. When you select the paint brush tool, you will be able to choose the diameter of the paint brush, its mode, its level of opacity, and the pressure (flow) with which it is applied. Examples are shown below.

Marquee Selection Tool

Move Tool

Crop Tool

Paint Brush Tool

Paint Bucket/Gradient Tool

Text Tool

Line/Shape Tool

Zoom Tool

Foreground Color Picker

Background Color Picker

Ribbon Menu for Text Tool


Ribbon Menu for Paintbrush Tool

Working with Existing Images

Photoshop will allow you to open or import images in a variety of formats.

1. If you already have a digital image on your computer or flash drive, begin by going to the File menu and selecting Open. Locate your file using the dialog box.
2. If you have a scanner attached to your computer, you can get images into Photoshop by choosing File>Import>CanoScan LiDE 500.
3. Once you have your image opened in Photoshop, you can begin using the tools and filters to alter it.
4. Your image will come into Photoshop on a single layer (likely labeled "Background" in the Layers Palette).
5. You can add elements, such as text, to the top of this image, or you can manipulate that image as a whole, but you cannot select individual elements to edit (well, you can, but this is more complicated and we'll get to it later).

*Altering/Manipulating Images in Photoshop*

1. You must click on the layer in the Layers Palette of the element you wish to work on in order to make it active (that is, to tell Photoshop which element you want access to).
2. Select a tool from the tool palette, such as the paint brush or text tool.
3. To use the paintbrush or many of the other tools, a set of options (such as brush size and intensity of paint) will appear at the top of the screen under the main menu bar (this is the ribbon menu).
4. If you are working with a photo, you can make a number **of adjustments to its color balance, brightness, contrast**, and other features. Go to Image>Adjustments and select one of the options on the menu. Many of these will give you a pop-up dialog box with sliders to control the degree of change. Dragging these sliders can dramatically alter your image, so watch how your photo changes.

5. Another option for altering your image is adjust its **opacity**. Select a layer in the Layer Palette. At the top of the palette there is a slider labeled opacity. Dragging this to the left, you'll notice your image getting lighter and more transparent. This can allow you to make watermarks and show content on lower layers.
6. You can change the **size, shape, or orientation** of the image (or any on an individual layer) by selecting the layer and going to Edit>Free Transform. By pushing, pulling, or turning the "handles" on the bounding box that will appear, you can change the shape. Hold down the shift key and drag from the corners to make changes while still constraining the proportions.
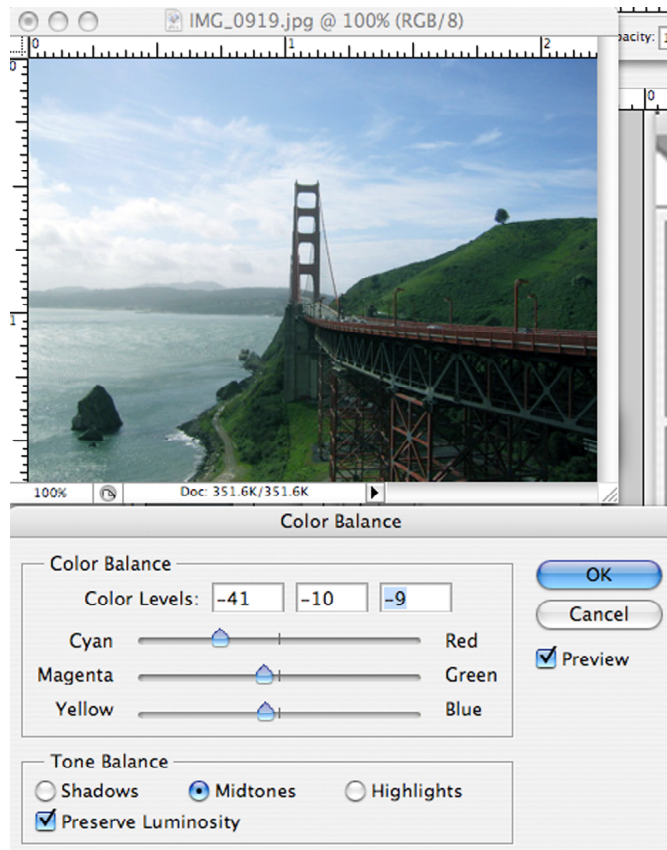
Selecting Colors

To select new colors to work with:

1. Double click on the "Foreground" color box near the bottom of the tool palette (this is the one in yellow in the sample to the right). This will bring up the Color Picker dialog box shown below.
2. You can click in the color field to the left to select a color by sight. Drag the sliders next to the rainbow bar of colors to get access to different ranges of color.
3. In the number boxes, you can enter a hexadecimal, RGB, or CMYK color values/codes. You can also set the values for Hue, Saturation, and Brightness manually, but unless you really know what you want and what this values mean, this is difficult. If the "Web Only" box in the lower left corner of the color picker palette is checked, your color options will be limited to 256. Unchecking this will give you access to millions of colors.
4. Lastly, if you want to match an existing color from your image, select the eye dropper tool from the tool palette and use it to click and "soak up" a color in your image that you want to match.
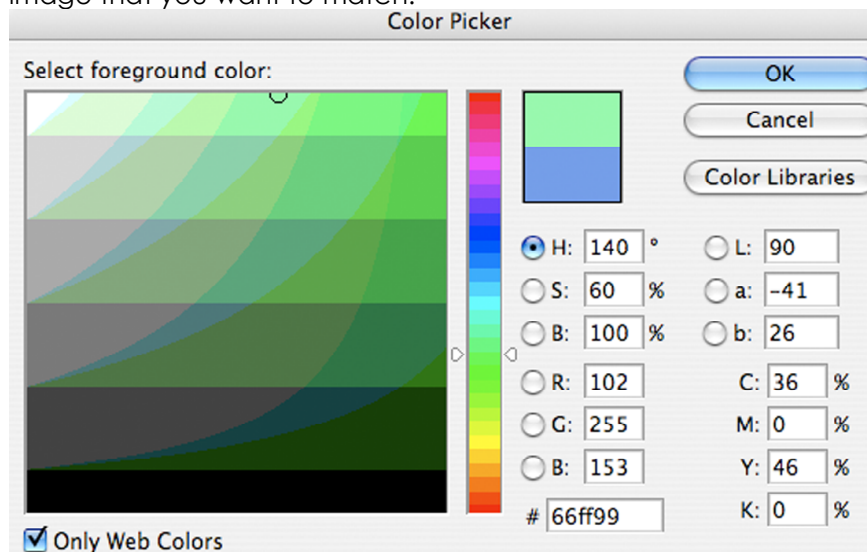

Working with Filters

Filters can create some of the most interesting and unexpected image manipulations. Since the effect a filter has always differs in how it reacts to a particular image, you need to experiment with these. Most of the filters have dialog boxes with ways to further adjust the effect. To use these, select the layer to which you want to apply a filter. Then go to the Filter menu at the top of the screen and select one of the options. The photo to the right was manipulated using the Dry Brush filter to simulate that artistic technique.

Creating a New Image from Scratch

The possibilities for creating images are limited only by your imagination. As an example, the following instructions will walk you through creating a button that you might use on a Web page. The online tutorials listed at the end of handout offer help in making other kinds of images and creating some spectacular effects.

1. Go to File>New and select your file dimensions, resolution, and background color from the dialogue box that pops up. (The background color is whatever is currently selected in Photoshop. Using a Transparent background means that only the shapes of your individual image elements will be visible when exported and that other colors, such as a Web page's background, will be able to show through.)
2. For this example, choose dimensions of 150 width (in pixels) by 150 height at a resolution of 72 and on a white background.
3. Create a new layer (Layer>New>Layer)
4. Using the Shape tool, draw a small rectangle or other shape of your choice.
5. Now, we'll make this button look a bit three dimensional by adding layer styles to it. This is another place where you can experiment and have lots of control over how the effect is applied.
6. Go to Layer>Layer Style>Drop Shadow. This will bring up the dialog box below.
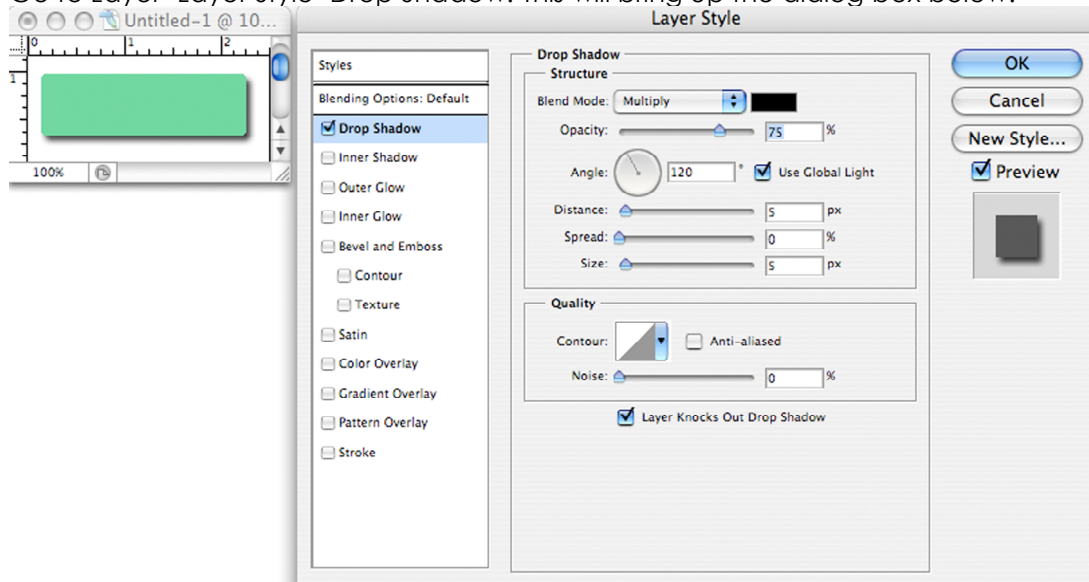
7. In the Layer Style dialog box, you can change the angle from which the light casting the shadow comes, the distance that shadow is from your shape, how diffuse the light is, what color the shadow is and more.
8. You can add additional styles to your shape by selecting from the menu on the left side of the dialog box. When you are satisfied with your design, click OK.
9. Create a new layer (Layer>New>Layer) and select the type tool (the one with the "T" on it in the tool bar).
10. Click on top of the rectangle and type a word such as next that you might see on a Web page.
11. To change the color, size or font of this text, highlight it and use the options in the ribbon menu just under the main menu bar. When you are finished, you'll need to click on the check mark in the ribbon menu to verify the change.
12. With the text layer still selected, choose Layer>Layer Styles>Drop Shadows (or some other style) to add effects to your text.
13. Your button should look something like this:
14. Save your image as a .psd file and then do a Save As and select .gif so that your button could be used on a Web page.

Further Information and Learning
There is obviously much more that can be done using Photoshop. The best way to figure out its capabilities is to play and practice. Doing some of the web-based tutorial listed below can introduce you to new features. The print texts can offer support as you work to complete specific activities. The Design Center also has a number of books available for reference and consultants available for one-on-one help.

Print Resources
Amazon lists a number of highly rated books for PhotoShop Photoshop. The top three are:
   o *Photoshop CS2 for Windows and Macintosh: Visual QuickStart Guide* -- by Elaine Weinmann and Peter Lourekas, Peachpit Press, 2005
   o *Photoshop CS/CS2 WOW Book* -- by Linnea Dayton and Cristen Gillespie, Peachpit Press, 2006
   o **Adobe Photoshop CS2/ Hands-on Training for the Web-** by Tanya Staples, Peachpit Press, 2005

Web Resources
Here are a variety of online tutorials, tips, and support resources:

   o [Adobe's Photoshop Support](http://www.adobe.com/cfusion/designcenter/search.cfm?product=Photoshop&go=Go)
      http://www.adobe.com/cfusion/designcenter/search.cfm?product=Photoshop&go=Go
   o [Layers Magazine (tutorials)](http://www.layersmagazine.com/category/photoshop/) http://www.layersmagazine.com/category/photoshop/
   o [Wow Web Designs Power Guides](http://www.wowwebdesigns.com/power_guides/) http://www.wowwebdesigns.com/power_guides/
   o [Eyeball Design Graphic FX](http://fxzone.eyeball-design.com/frames01.htm) http://fxzone.eyeball-design.com/frames01.htm
   o [Absolute Cross Tutorials](http://www.absolutecross.com/tutorials/photoshop/) http://www.absolutecross.com/tutorials/photoshop/
   o [DCC Designer Tutorials](http://www.dccdesigner.com/Htm/Tutorials/piero_photoshop_tutorial_4_1_3d_.htm)
      http://www.dccdesigner.com/Htm/Tutorials/piero_photoshop_tutorial_4_1_3d_.htm
   o [Photoshop UserTV](http://www.photoshopusertv.com/) http://www.photoshopusertv.com/