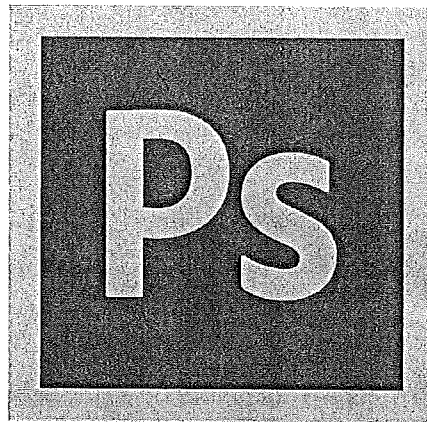


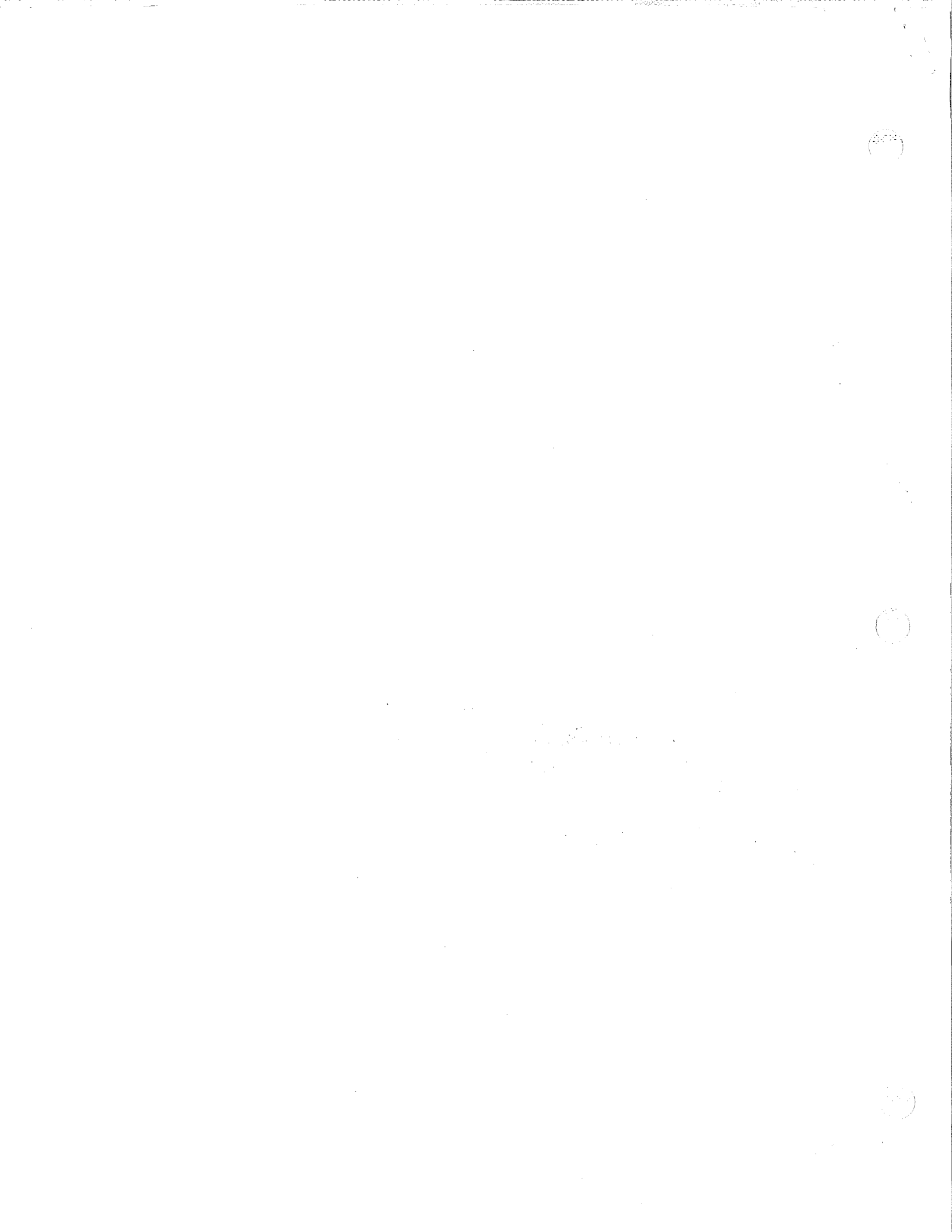
# Valley Middle School

## Graphic Design 2012-13

Adobe Photoshop CS3 Introduction  
and tips to guide you

(can be used with Photoshop Elements 9, CS4, etc  
some things will vary slightly)

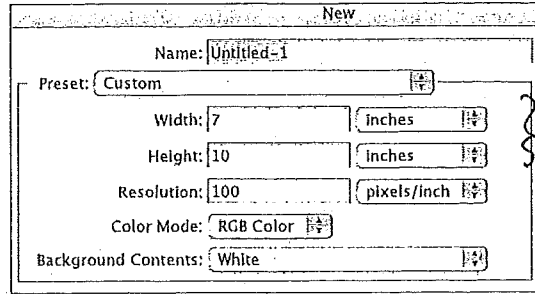




## Create a New Blank File

From the File menu choose New

*US PAPER: 8.5" x 11"*

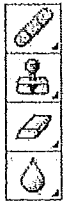


*PIXELS IF MAKING FOR INTERNET*

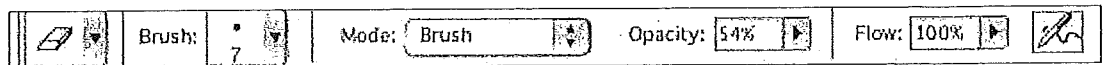
## Introduction to Editing Tools & Option Bar

Float your mouse pointer over the tool to get tool tips

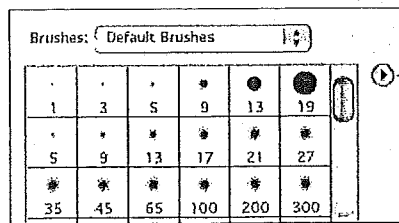
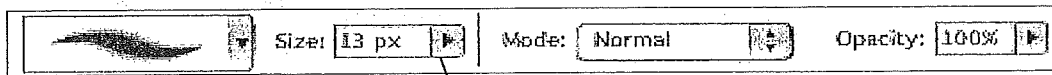
Click on any tool and the option bar will change



Eraser Option Bar



## Paintbrush



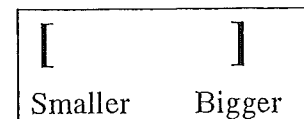
More Brushes  
Reset Brushes

Fuzzy Brush      Crisp Brush



To view the brushes types windows  
Windows: Right-click  
Macintosh: Ctrl-Click

The bracket keys will increase or decrease the size of the brush



*Eraser Works Same way*

# Eraser

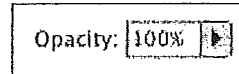


Choose either a soft edge brush or a crisp edge brush



Use the bracket keys to change the size of the eraser

\* Opacity: controls the strength or amount of the erasing

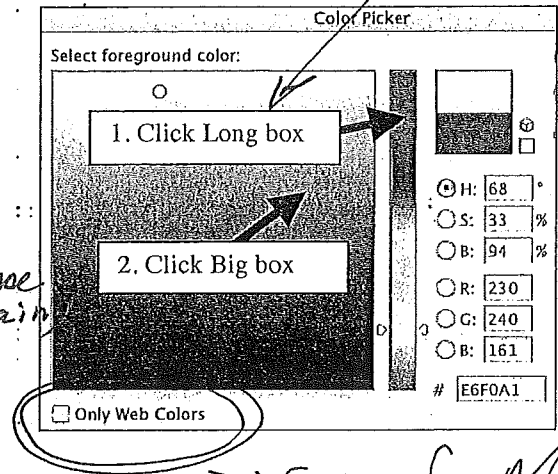


Swatches = to pick colors  
Color Picker = " " "

## Change Colors - Color Picker

1. Double-click to activate the color picker
2. Click in the small long box to choose a main color
3. Click in the large box to choose the tint of the color
4. Click on OK

\* Color Picker has many more colors than Swatch



swatches = small box of crayons (easier to get same color again)

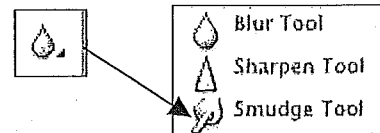
Default Colors →

Foreground - Painting Color →

Background - Eraser Color →

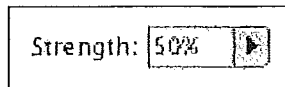
→ same for Mac and Windows

## Smudge Tool - (Hidden Tools)



Brush size will determine the width of the smudge

The strength controls the amount or pressure of the smudge



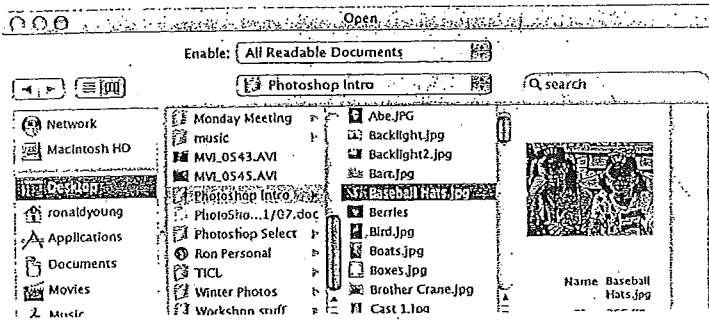
## Edit Undo - Correcting Mistakes

1. Feel free to experiment with your image
2. If the results are undesirable; do one of the following

From the Edit menu choose "Step Backwards" (Photoshop has 20 levels of undo)

From the File menu choose "Revert"

## Open a Photograph From the File menu choose Open

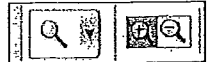


## Zoom Tool



Use this tool to zoom in on the image to perform detail repairs  
Hold down on the Option key (alt) to Zoom out

On the Option bar Change the type of Zoom Tool



## Hand Tool



Spacebar

Use the hand tool to scroll around a zoomed image

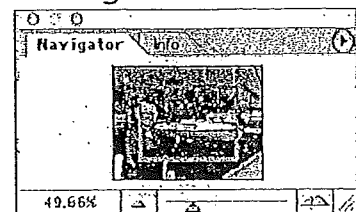
Once zoomed in, hold down on the space bar to get the hand tool

## To Zoom Out

From the View menu choose "Fit on Screen"

Or press: Command 0  
(Ctrl)

## Navigator Palette




Drag bar to zoom in or out

# \* NOTES \*

Super Cool... Try This!

Ⓢ Ⓢ

## Paint Back Color Using the History Brush

1. Open a color photograph
2. From the Image menu choose Adjustments - Desaturate
3. Use the "History" brush to paint back the color 



← History Brush

\* Zoom in to do detailed work!

## \* Automatic Photograph Corrections \*

Auto tone!

if auto tone doesn't work

\* Image → Adjustment → levels

White "Δ" to start of

"Mountain,"

then from middle

"Δ"

From the Image menu ~~Adjustments~~ choose Auto Levels (Fix a dark or dull-gray photo)

From the Image menu Adjustments choose Auto Color (Fix a photo with a "color cast")

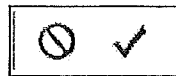
i.e. wedding dress in green grass will have "blue cast."

## Crop a Photo using the Crop Tool

1. Choose the Crop Tool
2. Drag to create a selection of what you want to keep
3. Adjust the selection using the small graphic handles
4. From the Image menu choose Crop



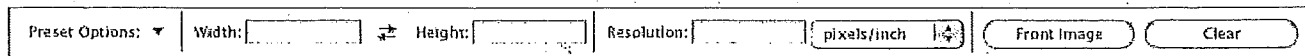
Or click in the Crop Option Bar click on the  box to commit to the Crop



Cancel Commit

## Using the Crop Option Bar

Before you create your crop selection you can specify the actual dimensions or size of your final cropped image using the Crop Option Bar



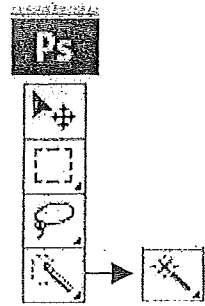
Presets  
Settings

Width & Height

Clear

## Basic Selection Tools

★ The selection area is your work area, tools work only in a selection area !!!



**Deselect** Press Command D (From the Select menu – Deselect)  
(Ctrl)

### The Magic Wand



The Magic Wand Tool, hidden under the Quick Selection tool will select areas of the photo that have the same color, for example the background of a photo.

*'Wanding the background'*

① Select Background then delete.

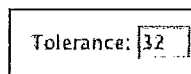
② Choose a background color and press delete.

Hold down on the Shift key to make multiple selections

**Tolerance level** – controls how much of an area will be selected – how picky will it be.

Tolerance setting of 10 = less pixels selected

Tolerance setting of 70 = many pixels selected



### Quick Selection tool



The Quick Selection tool is used to quickly paint a selection using an adjustable round brush tip. Paint inside the part of the image you want to select. The selection grows as you paint. To subtract from a selection, click the Subtract tool from the options bar, then drag over the unwanted selection.

Tip: To temporarily switch between add and subtract modes, hold down: Option Key (Mac) / Alt Key (Windows)

### *"Inverse"* ~~Invert~~ a Selection

*(ie. wand the background, then "select → inverse" to select her head.)*

1. Create a selection

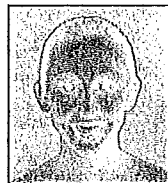
2. From the Select menu choose Invert *inverse*

### Adjust a Selection

Image – Adjustments – Invert *Inverse*

Image – Adjustments – Threshold

*Inverse*  
~~Invert~~



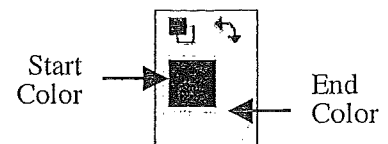
Threshold



### Gradient Tool



Use the color picker to set your starting & ending colors



*\* "Magic Wand" the Background \* Set opacity \* Drag across the background and release.*



\* Selected Area becomes mask

## Selection Techniques

Deselect : Command D  
(Ctrl)

Create simple selections using the Rectangle or Ellipse tools

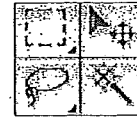
Shift key to constrain selection to perfect square or circle

\* Use the Lasso tool to add or remove part of a selection

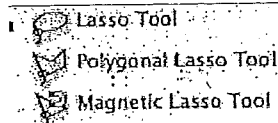
Shift key will expand a selection  
Option (Alt) Key will subtract

use after using wand

\* Paint will only  
Fill box  
Selection Tools



## Other Selection Tools



## Vignette a Photograph (create a soft / feather edge) (OPTION #1)

1. Use the Color Picker to choose your background color



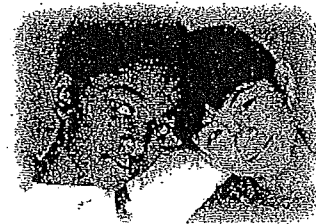
Background color

2. Create a square or elliptical selection

3. Choose Select - Inverse

4. Choose Select - Refine Edge - Feather

5. Press the Delete key

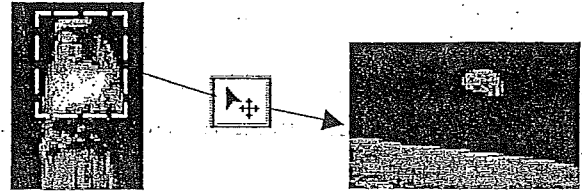


When you press delete, it will erase to the background color

So, if your background was set to white; the vignette will be white.

## Collage Creation


1. Have two files open
2. Create a selection
3. Switch to the Move Tool
4. Use the Move Tool to drag the selection to another file



## Vignette (feather) a Layer (OPTION #2)

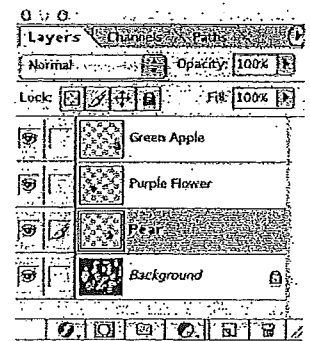
Target the Layer you want to vignette by clicking on it in the Layer Palette

Use the Square or elliptical selection tool to create a selection

Click on the Add Layer Mask button in the Layers palette 

From the Filter menu choose Blur – Gaussian Blur

Drag the Radius bar to adjust the amount of the vignette

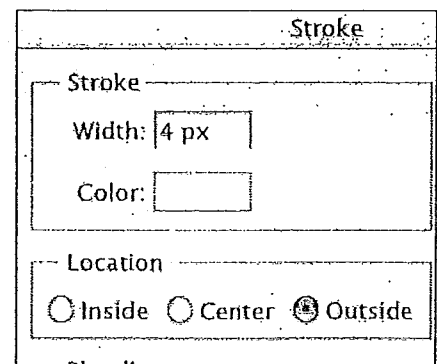


Layer mask button

## Create a Snap-Shot Edge for a Layer / Collage

This will add a white snapshot boarder to a rectangular picture

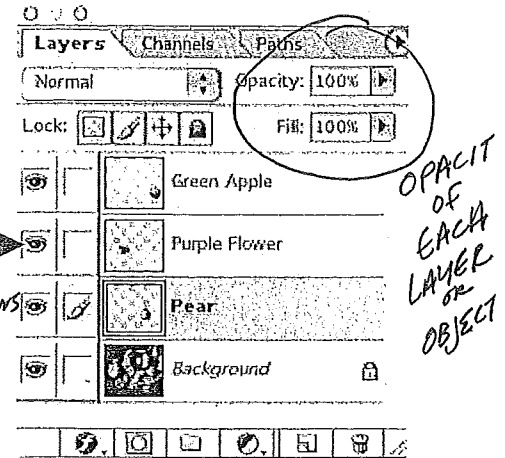
1. Drag one image on to another automatically creating a layer
2. Click on the Layer you want the snap shop edge treatment
- 3 From the Edit menu choose Stroke
- 4, Choose "Outside", select a color and width
5. Click on OK




If you don't see "Layers Box" go under "window" and check Layer.

## Layer Palette

An Adobe Elements document or project can consist of a background image and multiple layers. Think of layers as sheets of acetate or transparencies stacked on top of each other.

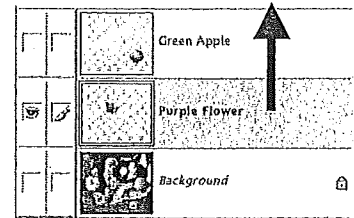


## Moving Layers


1. Choose the Move Tool 
2. Click on a layer in the Layer Palette
3. The layer is now active & the graphic handles display
4. Place the Move tool on the layer and drag to move

## Change Order of Layers

1. In the Layer Palette, click on the Layer you want to move.
2. Drag the Layer up or down in the Layer Palette



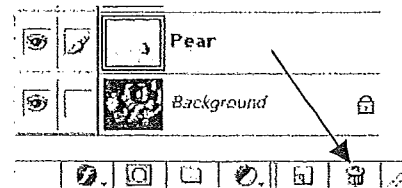
## Size & Rotate Layers

1. In the Layer Palette click on a layer, it is now active layer
2. Form the Edit menu choose Free Transform or Command (CTRL) T
3. To re-size; place the pointer on a graphic handle
4. To rotate; place the pointer outside the graphic handles
5. When done click on the check / commit button 



## Delete a Layer

Click on the Layer and press the Delete Key or drag the layer to the small trash can in the Layer Palette




## Create a Project using Layers

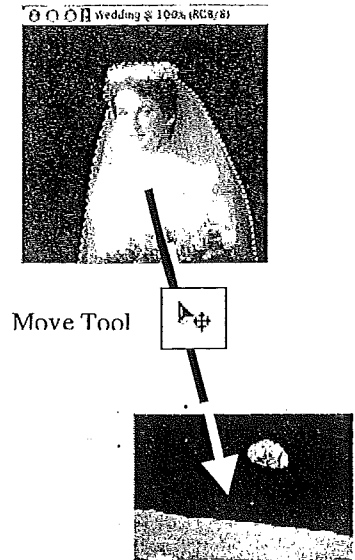
1. From the Layer menu choose New - Layer
2. Type a name for the Layer

\* Deleting background.

- Double Click and Unlock first.

## \* Create Collage by Dragging a Selection

1. Have two photographs open
2. Arrange the Windows / Photographs
3. Create a Selection  
 In our Example: Bride to the Moon  
 → Use the Magic Wand tool to Wand background of Bride  
 • From the Select menu – choose Invert
4. Switch to the Move Tool 
5. Use the Move tool to drag the selection to another open photo



## Refine Edge / Feather Selection for a Collage

Feather will soften or blur the edge of a selection. Feathering blends the edge.

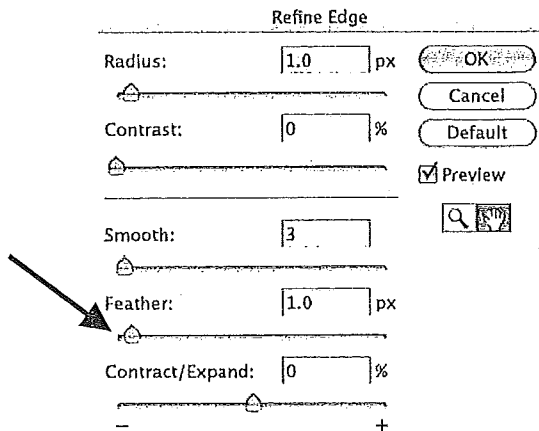
1. Make a selection *w/ dotted box, circle, etc then before you move it*
2. From the Select menu choose Refine Edge ←
3. Drag slider in the Feather Box
4. Drag the selection to a new file



Normal Selection



Feather Selection

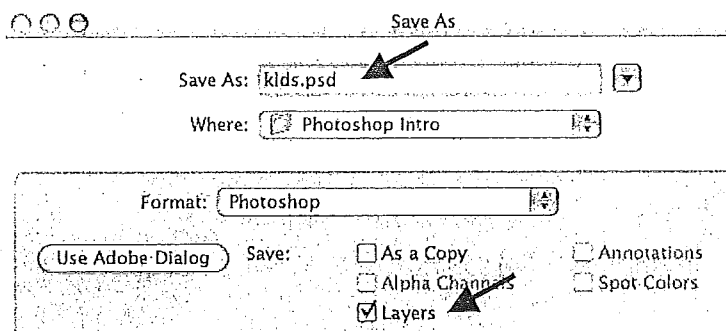


## Saving a Layered File - PSD File ( Your Project File)

When working on a photograph it's usually a JPG file pronounced, "jay-peg". When using Adobe Photoshop and you add layers then the file will be saved as a Photoshop file and assigned a PSD file extension. This is your Photoshop project file.

The layered PSD file is a proprietary file format, unique to just Photoshop. The PSD file size will be very big, therefore not suitable for email, the web or printing at Wallgreens.

1. Open a Photograph in Photoshop (kids.jpg)
2. Create Layers
3. Save the File
4. The computer will now save the file with a .PSD file extension (kids.psd)



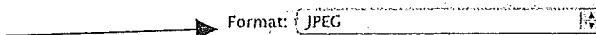
## Flatten a Layered File & Save as JPG

When finished with your Photoshop multi-layered project you can flatten your project, and then save it as a JPG file. The JPG file format will be a small compressed file and therefore very suitable for email, the web or printing at Wallgreens, Wal-Mart, Etc.

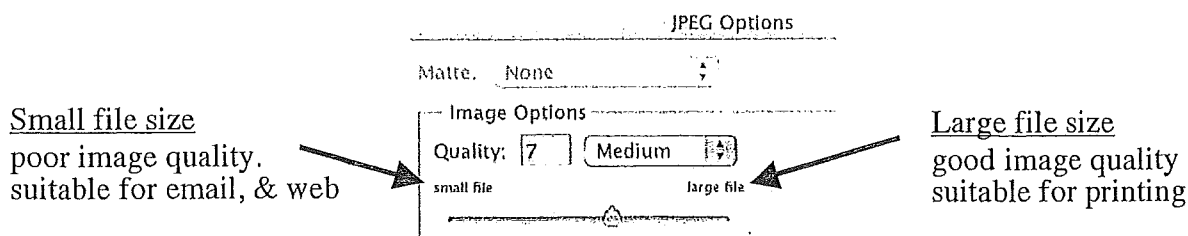
For Example: the multiple layered project is called "kids.psd"

1. From the Layer menu choose "Flatten Image"
2. From the File menu choose "Save As"

3. Choose the Format "JPEG"



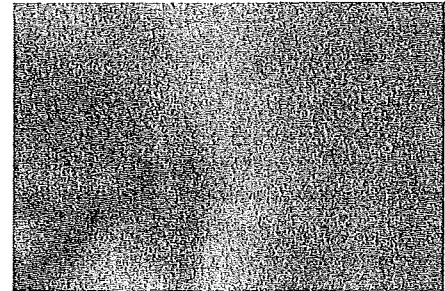
4. Assign a new name for your finished project, for example "Cool Kids.jpg"
5. Choose the JPEG compression options & Click on OK



## Healing Brush Tool (Remove a Blemish from the Face)



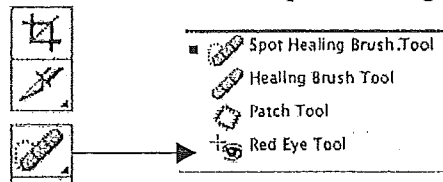
1. Use the Zoom Tool to zoom-in on the Blemish
2. Choose a soft – fuzzy brush
3. Choose the Spot Healing Brush Tool
4. Use the bracket keys to adjust size of brush to be just a bit larger than blemish
5. Option click on good skin - next to the Blemish (ALT)
6. Click on the Blemish



## Red Eye Removal



1. Use the Zoom Tool to zoom-in on the red eyes
2. The Red eye tool is hidden under the Spot Healing Brush Tool



3. Click in the middle of the pupil



## Clone Stamp Tool



1. Choose the Clone Stamp Tool
2. Hold down on the Option key and click to set the clone source / point  
(Alt)
3. Reposition the mouse and paint (clone) the image

Paint a small section – then let up on the mouse button, then paint another small section and let up on the mouse button. The trick is to pain small sections and release the mouse button.

## Clone Between Two Files Using a New Layer

1. On the first image or the source image (what you want to pickup or copy) use the clone tool and set the clone source
2. On the second image or target image (the image you want to paint on) create a new layer and use the clone tool to paint or clone on that layer.

## Healing Brush



1. Zoom in on the blemish area
2. Choose the Healing Brush Tool
3. Use the bracket key to size the brush a little larger than the blemish
4. Hold down on the Option (Alt) key and click next to the blemish to set the clone source
5. Reposition the mouse on the blemish and paint (clone) t

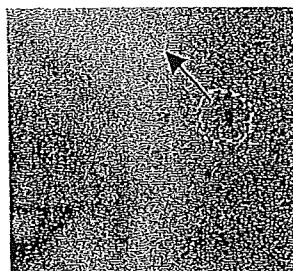
## Patch Tool



1. Make sure “Source” is selected in the Option bar
2. Use the Patch Tool to select the bad stuff (blemish)
3. Drag the selection onto a good area

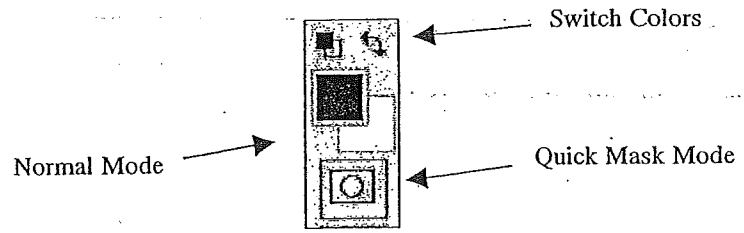


Hidden Tool



# \* Quick Mask Mode

The Quick Mask mode is used to create a complex selection using the paint brush



1. You first must create a selection. (use the Lasso Selection Tool)



2. Click on the Quick Mask Mode button



← Quick Mask Mode

3. A red overlay will display on the photo

4. Choose the Paint brush Tool and begin to create / paint your selection

5. Use White to create your selection - White reveals



Short cut key  
Press X to switch colors

6. Use Black to replace or remove the selection - Black conceals



## Quick Mask Options

Double -click on the quick mask button to change mask color & Opacity

## Saving a Selection

1. Create a selection
2. From the Select menu choose Save Selection
3. Enter a name for your selection

## Loading a Selection


1. From the Select menu choose Load Selection
2. In the channel box choose a named selection

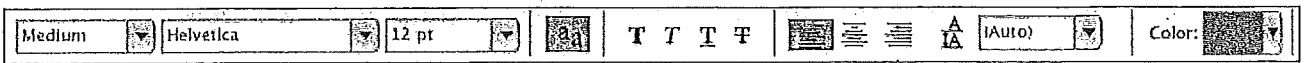
Channel: Kids




## Adding Text to a Photograph



- Photoshop will automatically place the text on a NEW layer
- Each time you use the Type tool, Photoshop will create a NEW layer

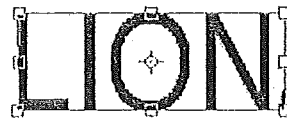
1. Choose the Type Tool 
2. Click on the Photograph (A new layer is now created)
3. Choose the font type, size and color from the Text Tool Option Bar




4. Type the text
5. When finished, click on the commit button 

## Move/Size Text

1. Use the Move tool to move & size text 
2. When finished click on the commit button 



## Edit Text

1. Choose the Text Tool
2. Click on the Text you want to edit
3. When finished click on the commit button 

## Apply a Bevel Style to the Text Layer

1. Use the Move Tool & click on the text layer
2. From the Layer menu choose Layer Style - "Bevel and Emboss"

**LION**

## Using Filters

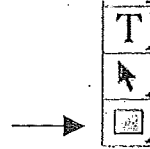
From the Filter menu choose a filter



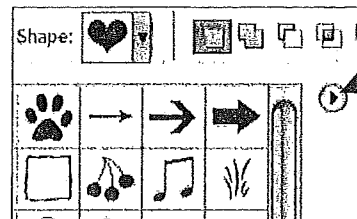
## Custom Shape Tool



The Custom Shape tool is a hidden tool located near the under the Text Tool



- The shapes will be placed on separate layers
- The shapes are vector or draw objects
- To convert the shapes to paint images:  
From the Layer menu choose Simplify Layer




Click here to load more shapes

## Horizontal Type Mask Tool



When you use the horizontal type mask tool, you create a selection in the shape of the type. The horizontal type mask is hidden under the normal Type tool

1. Choose the Horizontal Type Mask  Tool
2. Click on the Image. A red film will cover the image (this is the mask)
3. Choose the font attributes from the option bar ( font type, size, style)  
Its best to choose a large font size Helvetica Bold
4. Now type your text The Text will appear as a selection
5. Click on the commit button when finished or press the return/enter key  
Use the arrow keys to move the selection
6. From the Edit menu choose Copy
7. From the Edit menu choose Paste
8. It looks like nothing has happened, but a new layer has been created
9. Switch to the Move tool to move the Text Layer



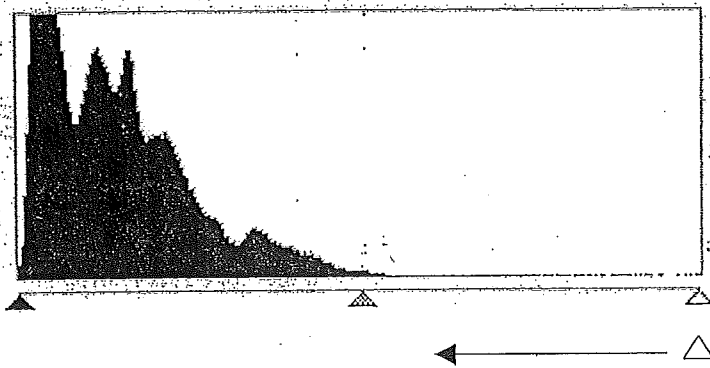
## Adjust the Tonal Range of a Photograph

The tonal range represents the amount of contrast in the image. The Histogram is a graphic representation of the number of pixels at each brightness level in an image

*Automatic:* From the Image menu choose Adjustments - Auto Levels

*Manual:* From the Image menu choose Adjustments - Levels

Drag the Black ▲ or the White △ triangles inward to the beginning of the mountain / hill



*Backlighting  
Problems?*

*- Image → adjustments  
Shadow/Highlight*

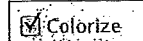
## Colorize an Old or Grayscale Photograph

1. If the photo is B&W you need to convert the image to RGB, (Color)

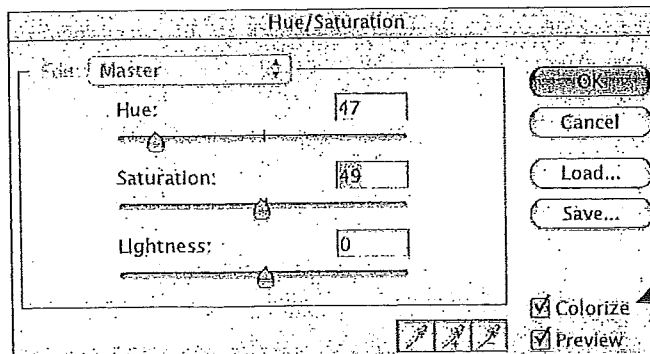
From the Image menu choose Mode - RGB

2. From the Image menu choose Adjustments - Hue & Saturation

3 Click on the **Colorize** box in the lower right corner



4. Drag the Hue slider to choose a color



Colorize Box

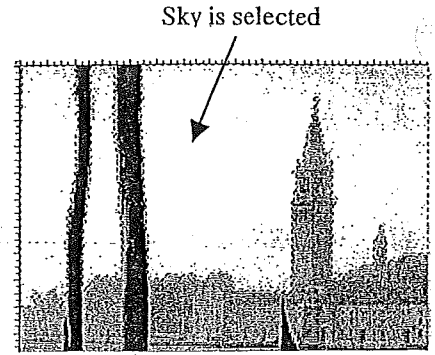
ex: US Flag T-Shirt

ex: US Capital in US Flag



## Replace Part of An Image ( Paste Into)

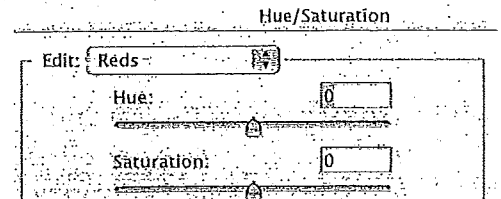
1. Have two Photographs open
2. Make a selection on one photo  
(In our example we use the magic wand to select the sky)
3. Switch to the second Photo
4. Make a selection  
From the Select menu choose "Select All"  
(In our example we select all of the clouds)
5. From the Edit menu choose Copy
6. Switch back to the first photo
7. From the Edit menu choose Paste Into



## Adjustment Layers

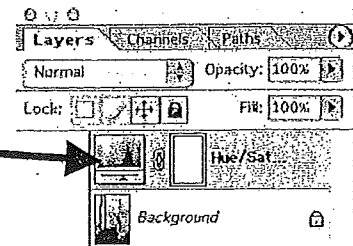
The adjustment layers allows you to make a variety of corrections without changing the original pixels, You can return back to this layer to make additional adjustments or delete the layer if all goes poorly.

1. From the layers menu choose "New Adjustment layer"
2. Choose Adjustment Type (Hue & Saturation)
3. Choose what you want to Edit (the Reds)
4. make your adjustments (lower the saturation)



To return to the adjustment settings

Double click on the first thumbnail in the layer palette






## Horizontal Type Mask Tool



When you use the horizontal type mask tool, you create a selection in the shape of the type.


The horizontal type mask is hidden under the normal Type tool


1. Choose the Horizontal Type Mask  Tool
2. Click on the Image. A red film will cover the image (this is the mask)
3. Choose the font attributes from the option bar ( font type, size, style)  
Its best to choose a large font size Helvetica Bold
4. As you type your text it will appear as a selection (move the selection with arrow keys)
5. Click on the commit button when finished or press the return/enter key 
6. From the Edit menu choose Copy
7. From the Edit menu choose Paste
8. It looks like nothing has happened, but a new layer has been created
9. Switch to the Move tool and move this new Text Layer around 

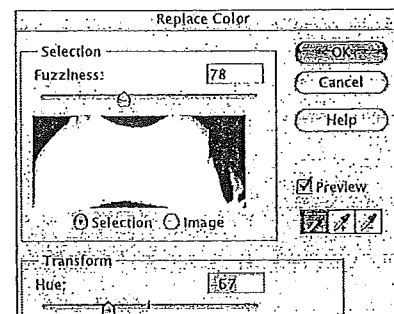
## Replacing Color

1. From the Enhance menu choose Add color -Replace Color

This dialog box has buttons for two views: selection and Image

2. In the Image view, use the “Select Color”  eyedropper and click in the preview window

3. Switch to the Selection view and use the “Add color”  eyedropper tool and drag over the color area



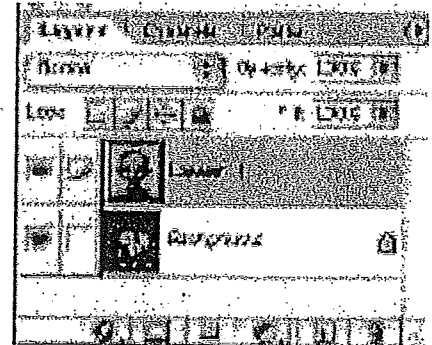
4. Continue to drag / sample until the color area is all white
5. When the selected color area is all white, drag the “Hue” slider to change color

**Fuzziness:** controls the degree to which the pixels of related colors are included in the selection

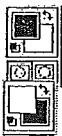
# Blending Images in a Collage with Layer Mask

Layer masks give you the opportunity to experiment without commitment. They are flexible and provide you with unlimited creativity. Layer masks enables you to control what part of an image or layer is visible. You reveal or hide the layer by painting on it with a brush tool.

1. Open two images
2. Use the move tool to drag one image onto another  
As you drag hold down on the Shift key and the image will be centered on the destination image
3. Click on the “Add Layer Mask” Button
4. Use the Paintbrush Tool to reveal or conceal the layer



Add Layer Mask

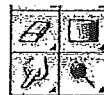


Use BLACK to wipe away or erase the layer

Use WHITE to paint back or return what appears on the layer

- Press the X key to switch
- use the “opacity” of the brush to control the effect

## Blending with the Gradient Tool



Gradient Tool

A.) Set the colors to Black & White with the Black as the Foreground



B.) The options for the gradient tool will be:

- Linear
- Foreground to background



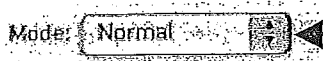
Foreground to Background

1. Open two images and drag one image onto another
2. Position / align the two images
3. Click on the layer you want to blend (Layer 1 - Sunset)
4. Click on the “Add Layer Mask” Button



5. Position the Gradient Tool at the edge of the image you want to blend and drag the mouse into the image

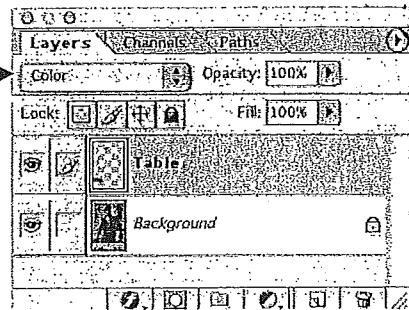
## Brush Modes - Painting on a Photograph



Color Mode: used to hand color an old photo

## Hand Coloring a Black & White Photograph Using a Layer

1. The Image must be in RGB mode  
From the Image menu choose Mode 0 RGB
2. Create a new Layer with the Blending mode set to **Color**
3. Select a soft edge brush
4. Adjust the opacity of the brush
5. Choose a color and paint on the image
6. For additional control or fine tune the effect - Adjust the opacity of the layer



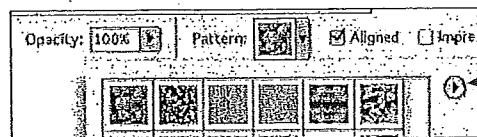
(create a selection and pour in a color using the paint bucket tool; adjust the opacity of the paint bucket tool)

## Pattern Stamp Tool



Create you own patterns

1. Use the rectangle selection tool to select a square area
2. From the Edit menu choose Define Pattern



Click here to load more patterns

## Photoshop CS3 Bridge - Browser

Adobe Bridge is an organizational program by Adobe Systems that is a part of the Adobe Creative Suite. (It comes automatically with Photoshop) Its primary purpose is to link all the parts of the Creative Suite together using a screen & program called the file browser. The bridge / browser is a media manager allowing you to easily organize, browse, locate, and view your photographs and other creative assets.

1. In Photoshop CS3: From the File menu choose Browse
2. The Adobe Bridge program will startup and the program icon will display
3. Then the Browser window will open up
4. Navigate to the location where your photos are located
5. Double click on a photo thumbnail icon to open that photograph



## Threshold

1. Use the Wand tool to select the background
2. From the Select menu – choose Invert
3. From the Image menu - Adjustment - Threshold



## Blur the Background

1. Use “Quick Mask” to make a selection of the girls
2. From the Select - Menu – choose - Invert
3. From the Filter menu - Blur - Gaussian Blur





## ★ Extra Tips and Notes ★

### ★ More AUTOMATIC Photo Corrections:

- Dark Photo? Go to: Image → adjustments → levels
- Backlighting Problem? example: Dark house, bright sky

Go to: Image → adjustments → Shadow/Highlight:

★ Good for experimenting with tools, but being able to go back to original picture:

Go to: File → revert

★ TIP!:  
★ SAVE EARLY, SAVE OFTEN!

★ QUOTE: "Anyone who says they know everything about Photoshop is probably lying."

★ Magic Wand! Great selection tool!!

★ Transparent pictures (especially web logos, pics) should be saved as a .GIF. (Ex: Wild logo with no border/white box behind it) OR A .PNG file

★ Changing "Stroke" in P.S.: (making thicker border around object or font)  
Double click on right side of layer you want in layers workspace to bring up "effects" and

