

Introduction to Photoshop: Basic Editing & Prepare Images for the Web

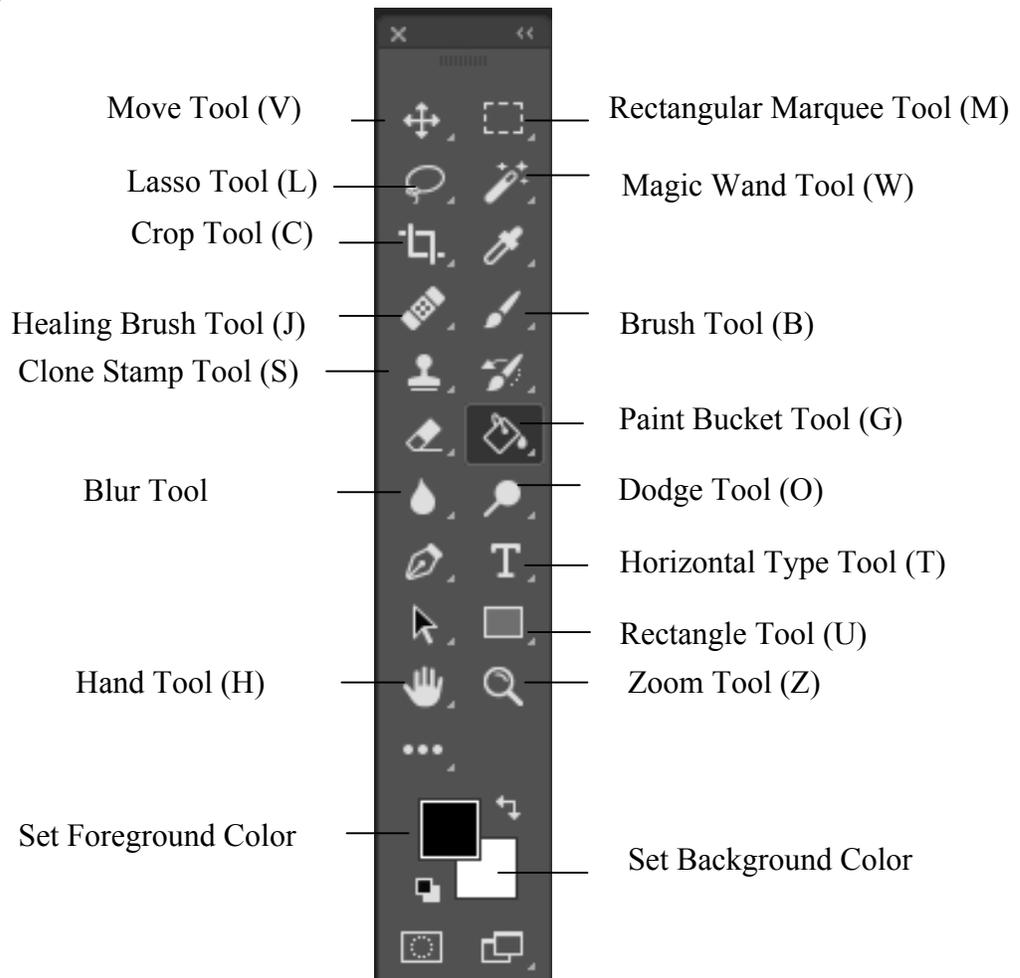
LEARNING OBJECTIVES

- Basic tools in Photoshop & Use of Bridge
- Prepare images for print and web use

TOPICS COVERED

- Photoshop Interface
- Adobe Bridge and Mini Bridge
- Open, create and save files
- Concepts: Select, Select Inverse, Crop, Copy and Paste, Marquee, Feather, Move, Auto adjustments, Quick Selection Tool, Red Eye, Sharpen, Blur, Smudge, Sponge, Dodge, Burn, Healing Brush, Spot Healing Brush, Hand, Zoom, Blur Gallery, Content Aware Fill, Refine Edge, Clone Tool, Type Tool.
- Output options for print & image optimization for web images
- Shortcuts

Full Edit Workspace / Full Edit Toolbar



Definitions

Hue – Color of Colors; color reflected from or through an object.

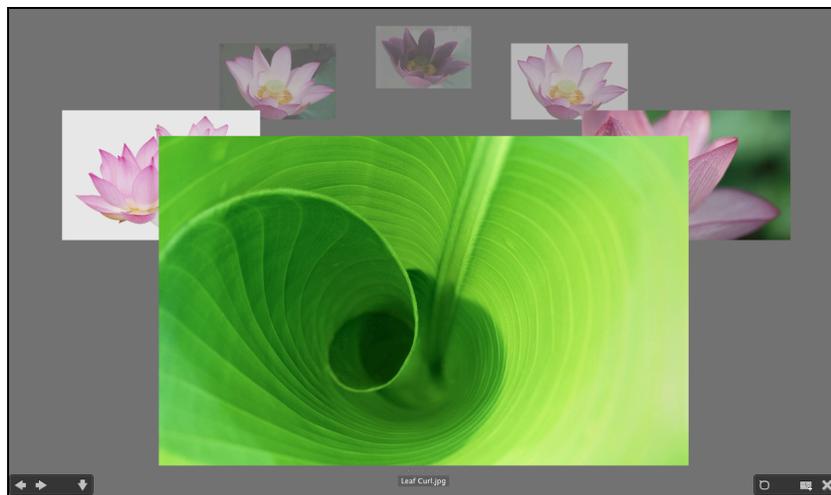
Saturation – Purity or strength of a color. More saturation will result in higher vividness.

Tint – Variation of a color produced by adding white, thus increased lightness and lower saturation.

Adobe Bridge

Click **File > Browse in Bridge** button to start Bridge. Adobe Bridge displays rich information about your images, and let you place them right into your Adobe application. It operates as in independent program but works in conjunction with many Adobe programs such as InDesign, Illustrator, and Photoshop. You can sort and organize the images, which you would like to use for your program in Bridge before you bring them in. In Bridge, you simply navigate to the files and select the ones you would like to review. You can use different review modes by going to the **View** menu > choose **Slideshow** or **Review Mode**. (Keyboard shortcut **Cmd/Ctrl+B**)

Once you are in **Review Mode**, you will see the images organized in a carousel. Cycle through multiple images using the left and right arrows on bottom left of the screen. Use the down arrow to eliminate unwanted ones from the batch. Also, you can click on any image to jump to it. You can use the speech bubble icon on bottom right of the screen to zoom in details in the image. Click on it again to remove the zoom window. To exit from Review mode, click **Esc** key on your keyboard or choose the **X** icon at bottom right of the screen.



Rating, Apply Color Labels, and Load Images into PS

Apply Keywords

1. In the **Keywords panel**, click the **New Keyword** icon. For example, *Garden*.
2. Click the **New Sub-Keyword** to add another tier. For example, under *Garden*, add *Flowers*, *Plants* as sub-categories. (Right-click on category and choose Find to search fro images as desired.)
3. Under **Filter panel** on left, click to expand any as desired. Click **Clear Filters** to reset.

Apply Ratings (5 stars is best, 1 is poor)

1. Select an image.
2. Choose **Cmd/Ctrl+1,2,3,4 or 5**.
3. To remove rating from an image, choose **Cmd/Ctrl+0**.
4. To filter by star ratings, click the star icon on top right.

Apply Color Labels (6-9)

1. Select an image.
2. Choose **Cmd/Ctrl+6,7,8,9**.
3. To remove color label, click the number again.
4. To assign color labels, choose **Adobe Bridge** menu > **Preferences**> **Labels**.

Review Multiple Images in Bridge

1. In the preview window, choose **Cmd+Alt+Click(Mac)** or **Ctrl+Click(PC)** to select multiple images.
2. Then from **View** menu > choose **Review Mode** or **Slideshow**.
3. To exit preview, click **X** or **Esc**. (Shortcut - **Cmd/Ctrl+B**).

Review Images in Different Dimension

1. Use the **Slider** at the bottom of the screen to view images as **thumbnails**, or **list details** or **lock gridlines**.

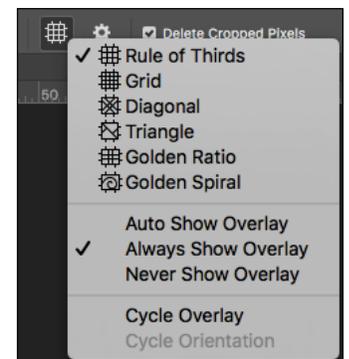
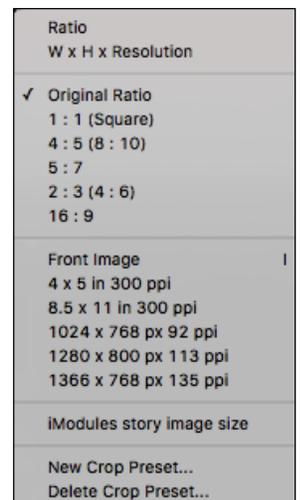
TOOLS

Crop Tool



The Crop tool has lots of new options that you can find on the Options bar including built-in crop settings (crop image size and resolution as one of them), auto center preview, multiple overlay options (rule of thirds, Golden Spiral etc.), live straighten option and an option for Classic Mode.

1. Select the **Crop tool** from the toolbar.
2. Click and drag to define cropping area. As you crop, you notice that the subject automatically centers on the center of the cropped region.
3. Go outside the cropped area and **Rotate**. This rotates the actual image, not the cropped area.
4. The **Straighten** tool helps to straighten your image.
5. When you are done, click the **Commit** icon  to accept the changes.

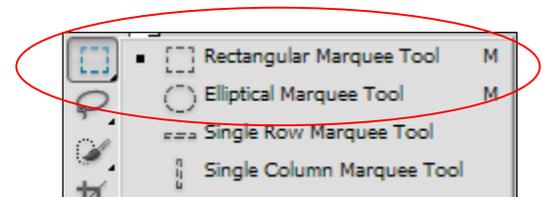


Note:

If you uncheck **'Delete Cropped Pixels'** on **Option bar** before you crop, you can later choose **Image** > **Reveal All** to bring the pixels back.

Rectangular & Elliptical Marquee Tool

These are 2 selection tools we can use to select pixels and make changes.



1. Select the **Marquee** Tool.
2. Click and drag your cursor over your image
3. Deselect by **Ctrl+D**.

Feathering

Feather: 0 px

This tool softens the edge of a selection. Choose a value for feathering to apply it.

Move Tool



To move selected pixels to a new document, do the followings:

1. First create a new file.
2. Use the **Marquee tool** to select part of your image.
3. Select the **Move** tool. Press **Alt** (Windows) or **Option** (Mac OS) while dragging lets you move a copy of the selection onto the new file.

Content Aware Move Tool



This tool is hidden under the Spot Healing Tool set. It allows you to move selected pixels to a new position, filling in the original area using Content Aware Fill. Use **Sample All Layers** to put the results on a blank layer.

- Use the **Lasso tool** to loosely select your subject and choose the Move or Extend mode (use extend mode for cloning).

Patch Tool



This tool is hidden under the **Spot Healing Tool** set. It uses the selection region both as initialization and as the source of patches to fill the destination.

Both tools have a **Color** and **Structure Adaptation** settings to control how much the color can be adapted during synthesis. You do not need to hit "enter" for the setting to take effect. Large color adaptation values allow the colors to change a lot.

Copying Selection

1. First use the **Marquee tool** to select part of your image
2. Choose **Edit > Copy** or (**Ctrl/Command-C**)
3. Create a new file. Use default.
4. **Edit > Paste** or **Ctrl/Command-V** to paste pixels into new document

Blur Gallery

- Choose **Filter > Blur > Field Blur (multiple points)**, **Iris Blur** (single point from center) or **Tilt+Shift Blur** (blur top and bottom).
- You can also combine all blur filters together.

Zoom Tool



- Hold down the mouse and drag left or right to zoom in and out.
- Zoom in – select the zoom in tool  on the option bar, and click inside the image.
- Zoom out – select the zoom in tool  on the option bar, and click inside the image.

- Double-click the zoom tool to return to 100%.

Hand Tool



- Drag over image to view hidden areas of a large image.

Foreground and Background Color



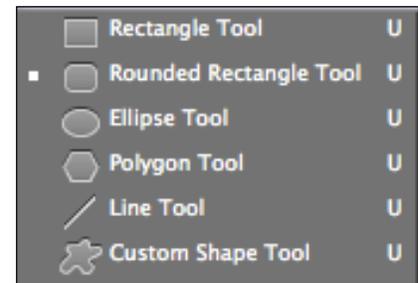
- Click the switch icon top swap your foreground and background color.
- Click the bottom left icon to change the colors back to their default.
- **Click D** to restore default Black and White.
- **Click X** to swap Foreground and Background color.

Rectangle Tool

1. Select the **Rectangle tool**.
2. Drag in your image to draw the rectangle.

Rounded Rectangle Tool

1. Select the **Rounded Rectangle tool**.
2. Enter a value in the **Radius** text box in the options bar to determine the radius of the curved corners of the rounded rectangle.
3. Drag in your image to draw the rounded rectangle.



Ellipse Tool

1. Select the **Ellipse tool**.
2. Drag in your image to draw the ellipse.

Polygon Tool

1. Select the **Polygon tool**.
2. In the options bar, enter the number of sides in your polygon in the **Sides** text box.
3. Drag in your image to draw the polygon.

Line Tool

1. Select the **Line tool**.
2. In the options bar, enter a pixel width for the line in the **Weight** text box.
3. Drag in your image to draw the line.

Custom Shape Tool

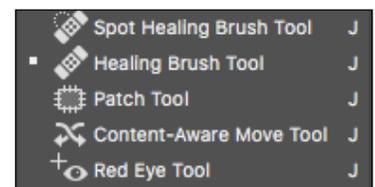
1. Select the **Custom Shape tool**.
2. In the options bar, select a shape from the **Shape** pop-up palette.
3. Drag in your image to draw the shape.

Spot Healing Brush Tool

This tool quickly removes blemishes and other imperfections.

Sharpen and Blur Tools

Sharpen Tool - to increase clarity by sharpening soft edges of the image.



Blur Tool – to soften hard edges.

Smudge Tool

This tool picks up color where the stroke begins and pushes it in the direction you drag.

Sponge Tool

This tool changes the saturation of an image.

Dodge and Burn Tools

This tool corrects images where there's only a certain area that is too light or too dark.

Dodge Tool – Lightens up areas.

Burn Tool – Darkens areas.

Rotate and Flipping Images

- Choose **Image > Rotate**.

Transform Images

- Choose **Edit > Transform**

Free transformation – change size and rotate marquee

Skew – change shape by moving the sides

Distort – pull corners out and in to alter shape

Perspective – change shape by pulling in adjacent corners

RGB Mode

RGB model is used by computer monitors to display colors. It is also the default mode for Photoshop images.

- Choose **Image > Mode > RGB** (16.7 colors on screen)

Grayscale Mode

- Choose **Image > Mode > Grayscale** (256 shades of gray)

SAVING FILES

Saving Files

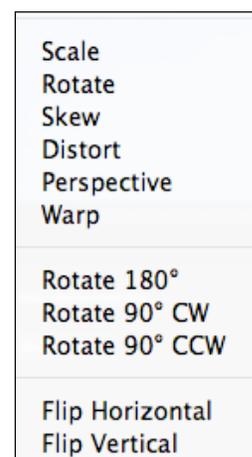
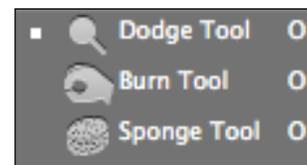
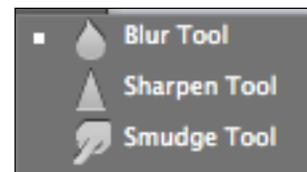
- Choose **File > Save**.

Saving Files in Other Formats

- Choose **File > Save As**, and choose to save file in other formats such as TIFF, JPG, PSD, PNG.

IMAGE SIZE & RESOLUTION

Bitmap graphics divide an image into grids, which are individual squares called pixels. When you zoom in on the image, it becomes 'pixelated', and you can see the jagged edges. e.g. a photograph



Vector graphics describe lines and curves using points and mathematics and they can be viewed and scaled without any loss of details. e.g. fonts on your computer.

Image size (or pixel dimension) of an image is a measure of the number of pixels along an image's width and height.

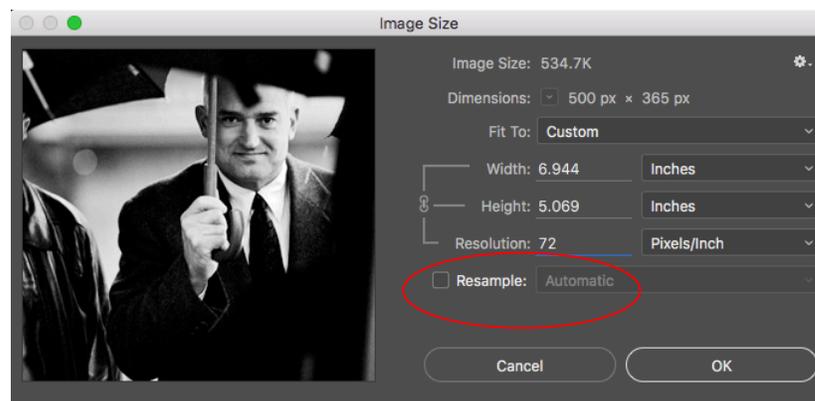
Resolution is the fineness of detail you can see in an image. It is measured in pixels per inch (ppi). The more pixels per inch, the higher the resolution. Generally, the higher the resolution of your image, the better the printed image quality. Acceptable resolution for home printer is 150+dpi; for web is 72dpi; and for professional printing, asks the printer what they want.

Resampling involves either throwing away or adding pixels to the image to achieve the desired dimensions or resolution.

Note:

1. Changing the resolution of an image does not affect the number of pixels in it unless you resample the image.
2. DO NOT increase the number of pixels in an image.
3. Always duplicate the original image before edit. Edit the copy.
4. You should always crop your image BEFORE changing resolution.

Resolution for Print



1. Choose **Image > Image Size**.
2. **First, uncheck the Resample Image** checkbox
3. Change **Resolution** to print resolution of **200dpi or 300dpi**.
4. The print document size of the image will change depending on the chosen resolution.
5. Click **OK** and save your file.

Resolution for Web

1. Choose **Image > Image Size**.
2. First **uncheck the Resample Image** box at the bottom.
3. Change **Resolution** to web resolution of **72dpi**.
4. Then check the **Resample Image** box at the bottom.
5. Keep the box checked next to **Constrain Proportions**.
6. Change to **Pixels** for dimensions. Enter the **Width/Height** value for your web image.
7. Click **OK**.

Optimize and Save Images for the Web

For the web, your concern is download time and file size of your images. Therefore, you need to 'optimize' your image for the web i.e. to allow smallest file size and fastest download time.

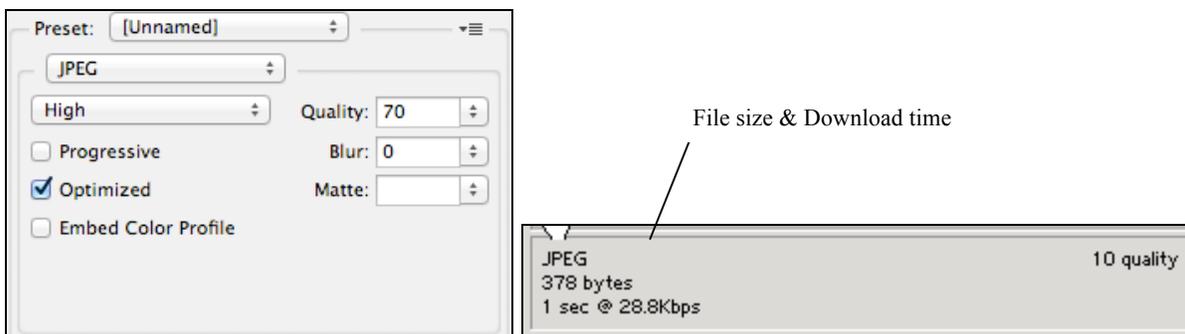
1. Once you have changed the resolution of your image to 72dpi for web purpose, you can then choose **File > Export > Save for Web (Legacy)**.
1. Choose a **Preset** – jpg or gif.
2. Adjust **Quality** if you wish.
3. Compare the download time and file size by looking at the bottom panel of each image of the **Image Preview**. (You can choose 2-up to compare images.)
4. Click **OK** when you are done.
5. Name and save your file.

Quick Export

You can also do a quick export by choosing **File > Export > Quick Export as PNG**.

WEB IMAGES OUTPUT FORMATS

- **JPEG** (.jpeg or .jpg) is 24-bit color format with 16 million colors. It uses compression algorithms to reduce the file size. The quality of images therefore degrades as they are compressed. Keep reducing your file size until you start to see a noticeable difference in quality. Scanned photographs, and digital images can be saved in JPEG format for web publishing.
- **PNG-24**(.png) supports 24-bit color. PNG-24 preserves the subtle variations in brightness and hue found in photographs, and sharp details like those in line art, logos, or type. The PNG-24 format uses the same lossless compression method as the PNG-8 format. For that reason, PNG-24 files are usually larger than JPEG files of the same image. It supports background transparency. PNG-8 is not supported by all browsers. Like JPG images, this is a good format for photographs.
- **GIF** (.gif) is an 8-bit color format, displaying up to 256 colors. Use gifs for simple drawings like logos and text art i.e. images with limited color. It allows transparency. Images in this format are sometimes called indexed-color images. If a color in the original image cannot be displayed, Photoshop Elements will create a color lookup table and simulate the color by choosing the closest color in the table or combining available colors.
- **PNG-8** (.png) is a lesser-known alternative to GIF format. This displays up to 256 colors. Images in this format are also indexed-color images.



Tips: Saving Transparent GIFs

When you choose to save your image with transparency as GIF, the Transparency checkbox is checked by default. If you don't check the **Transparency** box, you will see that your GIF preview will change to a white background. Sometimes you will see a white 'halo' around the image. The halo appears because it's trying to soften the edges against a presumably white background. To correct this, choose the **Matte** option, and select the color for the matte to be the same color of your Web page background.

RESOURCES

USF Images, Logos and Guidelines

<http://myusf.usfca.edu/Marketing-communications/resources>

<https://myusf.usfca.edu/system/files/graphic-standards-manual.pdf>

Online Reference

www.lynda.com (access through **myUSF** and choose **FavApps > lynda.com**)



About Google Images

Copyrights must be observed. Please acknowledge image source or email for permission to use.

To save an image, right-click on the image and choose **File>Save Picture As (PC)**, or **Control-Click** on the image and choose **Save Image As (Mac)**.

Free and Stock Photos

<http://www.flickr.com/photos/university-of-san-francisco/>

<http://www.creativecommons.org>

<http://www.publicdomainpictures.net/>

<http://4freephotos.com>

<http://www.istockphotos.com>

<http://www.digitalimagemagazine.com/blog/featured/25-free-stock-photo-sites/>

Shortcuts

Undo – cmd/ctrl + Z

Undo multiple steps - cmd/ctrl + alt +Z

Zoom - Z

Hand - H

Move - V

Increase brush size -]

Decrease brush size – [

Put selection on a new layer – cmd/ctrl + J

Select multiple images – cmd/ctrl +alt to select non-contiguous images in Bridge.

Deselect – cmd/ctrl + D

Select Inverse – cmd/ctrl + shift + I

Transform – cmd/ctrl + T

Copy – cmd/ctrl + C

Paste – cmd/ctrl + V