

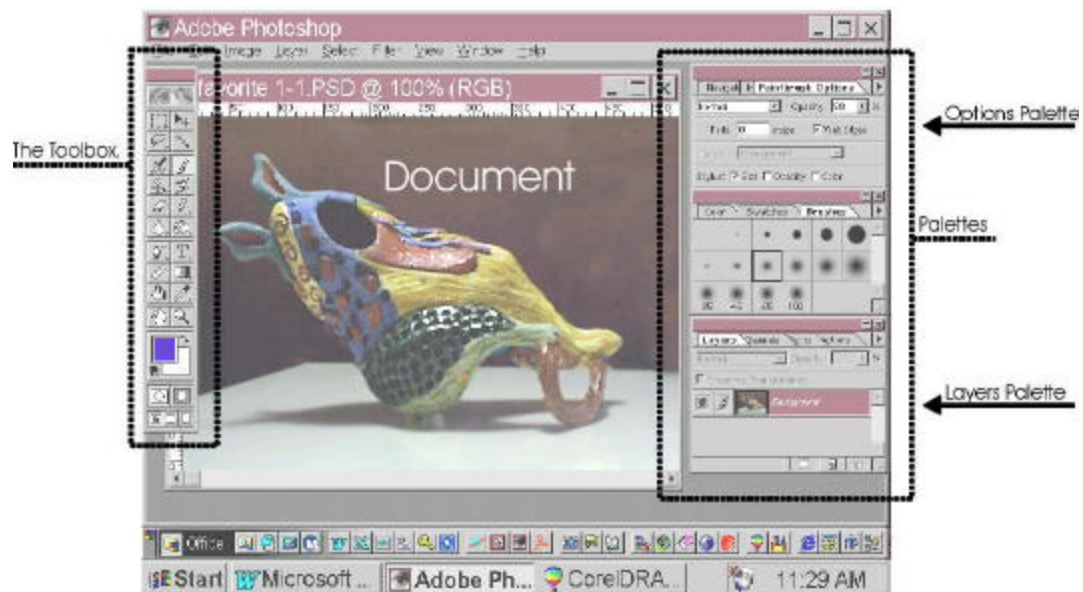
Photoshop Survival Skills

This handout covers basic Photoshop techniques such as scanning, retouching, cropping, and using text and filters.

Throwing Out the Defaults

Several classes in K316 use Photoshop daily, and as a result the program settings tend to be different on each machine. To alleviate this problem students are encouraged to delete the preferences file so Photoshop will return to its default state when the program is started. Follow these steps to delete the preferences:

1. If Photoshop is open exit the program.
2. Start the Windows Explorer.
3. Open the folder Adobe > Adobe Photoshop > Prefs.
4. Delete everything in this folder. Please *do not* delete the folder, just the contents.



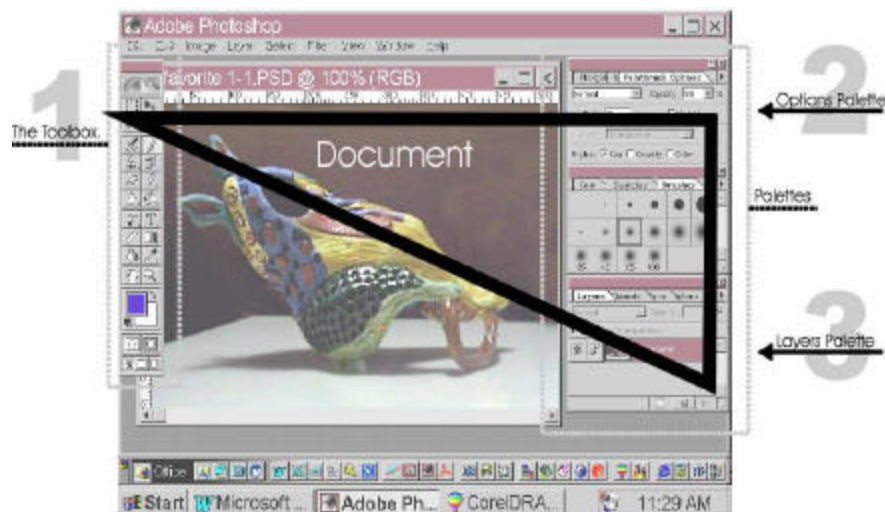
The Photoshop Workspace and Roze's "Triangle" Work Method

Adobe Photoshop has four main work areas -- the menu bar, the toolbox, the palettes, and the document. The illustration below shows where the palettes, document, and toolbox are located. The menu bar was skipped for two reasons -- I forgot about it when I created the handout, and you should know what a menu bar is before you take this course.

Each of these four main areas serves a different function.

- The toolbox holds all Photoshop tools, and lets users select different tools as required. It also has two small squares at the bottom which show the current foreground and background colors.
- The menu bar provides common commands, like saving and printing the document, and also gives additional commands to manipulate the document. ***Throughout this handout, words printed in bold followed by a > symbol refer to menu bar commands.*** For example, **File > Save** means go to the File menu and choose Save.
- The palettes provide options for working with the tools and the document. Remember that palettes all have "index tabs" at the top. If you can see an index tab, clicking the tab will bring the palette to the top of the stack. . If you can't see the index tab, choose **Window > Show (palette name)**. This lesson will focus on two key palettes -- the Options palette and the Layers palette.
 - The Options Palette shows options that affect individual tools on the toolbar.
 - The Layers Palette manages an image's layers. Layers are like pieces of plastic containing one or more elements in an image. All layers stacked together form the image. Each layer can be manipulated individually, without affecting the other layers.
- The document is the image you are altering. Photoshop allows more than one document to be open at a time.

Since there are so many variables in Photoshop, sometimes keeping track of the variables can be difficult. Sometimes tools won't work as expected, and problems are usually caused by the tool settings. Roze Hanks developed a triangular work cycle to train students to monitor Photoshop variables. Adhering to this work cycle will help reduce errors and also reduce the frustration levels of novice Photoshop users. .



The Triangle Method works like this:

- 1 Choose your tool from the toolbox.
- 2 Check the options palette, which contains options for different tools. Check the mode, the transparency, and all other variables.
- 3 Check the layers palette, to make sure you're working on the right layer.
- 4 Repeat.

Scanning

To scan an image for use in a digital non-print application, follow the steps below. Remember that other scanners use a different interface and have different instructions. When in doubt, check the scanner manual.

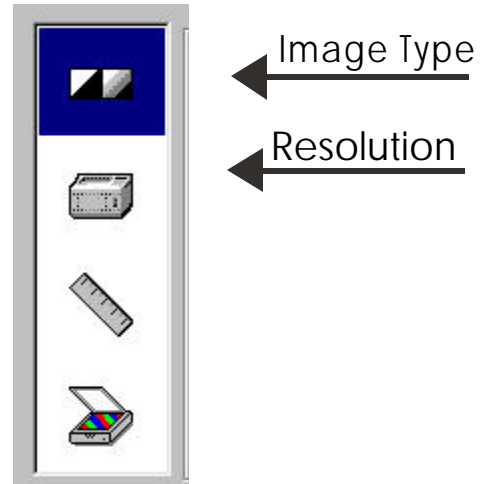
1. Look at the front of the scanner and check for a green light. If the green light is on the scanner is on. If the green light isn't on, then the scanner needs to be turned on by flipping the rocker switch on the right side of the scanner.
2. **NEVER - NEVER - NEVER** press the green button on the front of the scanner. That starts the OmniView software, which is something we want to stay away from.

Marquee Select →



3. In Photoshop, choose **File > Import > TWAIN 32** from the menu. This will start the scanner interface, which features a picture of a parrot.
4. Click "Picture", and then click "Scan". This will pre-scan your image.
5. A dialog box featuring your scan should appear. The scanning interface autoselects areas to be scanned, which might not be the areas you had intended to scan. You can clear the areas by clicking on an unselected area. Then use the marquee select tool to define the area you wish to scan.
6. Click Options.
7. In the options box, click the Image Type icon (see next page for illustration) and check to make sure your image is being scanned as a color photograph. This setting generally gives the best detail resolution, even if you're scanning a black-and-white pencil drawing.

8. Now click the resolution icon. Make sure your image will be scanned for a "screen presentation." This will scan at 75 dpi, which is a small scan for print but just fine for PowerPoint or the web.
9. Click OK. This will return you to the preview screen.
10. Now click Scan. Your document will be scanned into Photoshop.
11. You should IMMEDIATELY save this document. Try very hard not to overwrite the original scan – you never know how badly you're going to mess up!



Cropping the Scan

Often after opening a scan in Photoshop you'll discover that the scan is a little crooked. Cropping the image can help even the borders. To crop an image follow the steps below.



1. The **Marquee Tool** is located in the upper left corner of the toolbox. Pressing down on the Marquee Tool for a few seconds will cause a flyout to appear. The last tool on the flyout is the crop tool. Select it.
2. Draw a marquee around the portion of the image you want to keep. Small "marching ants" will define the area.
3. On each side of the dotted ants border there will be a small square. Dragging the squares will reposition the border sides.
4. Once the boundaries are acceptable, press ENTER on the keyboard to crop the image. Pressing the ESC key will clear the selection completely.

Very Basic Retouching

Retouching is an art. We're going to be working with the equivalent of crayons -- just the kindergarten basics. If you're interested in learning more retouching techniques, consider taking Digital Imaging from NLC's Photography Department.

Correcting Color Problems

Color problems are fun. Sometimes they're very easy to correct, and other times they're a headache. But they're still fun. If your image doesn't have any color problems, playing with the color tools might seem useless at first, but these tools can be great for adding special effects to an image.

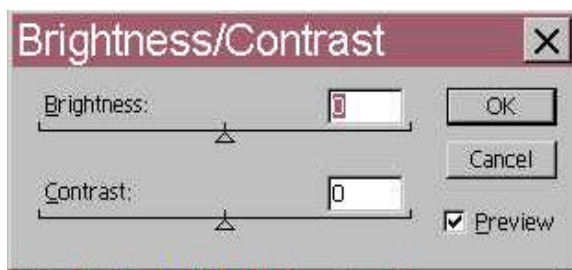
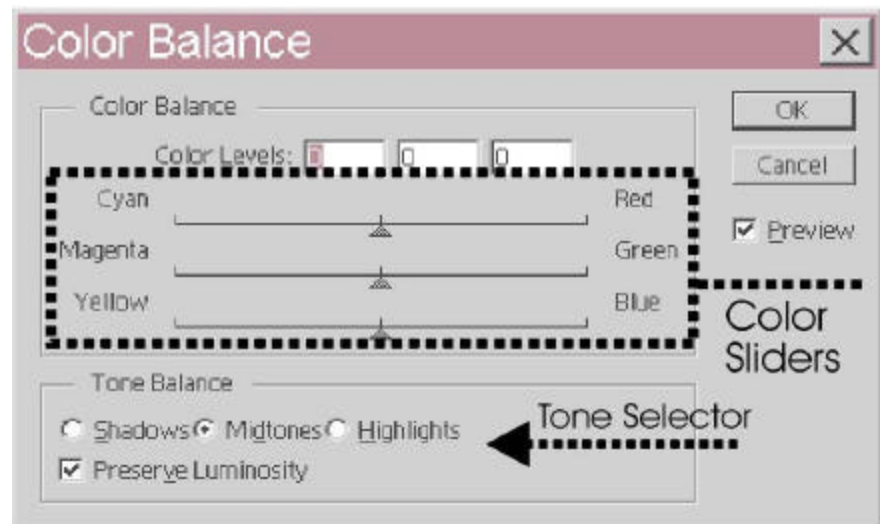
All the color tools discussed in this section are on the **Image > Adjust** menu. We'll only cover a few tools here, but feel free to explore more on your own.

BIG TIP: If you want to "start from scratch" on any of the tools we discuss, simply hold down the ALT key. This changes the CANCEL button to RESET. Click reset, and the dialog box will reset the image as it was before you started playing with the settings.

Color Balance

Photographs with an undesirable color cast are some of the easiest problems to correct. The Image > Adjust submenu has an option called **Color Balance**, which will allow you to manipulate the amounts of cyan, red, magenta, green, yellow and blue in the image's highlights, midtones and shadows.

This tool balances color by using opposites. Yellow, for example, is the opposite of blue. When you remove yellow from the image you do so by adding more blue. To add more blue, all you have to do is drag the triangle slider closer to the word "blue." Remember to select tone - do you want to work on the highlights, midtones, or shadows?



Brightness and Contrast

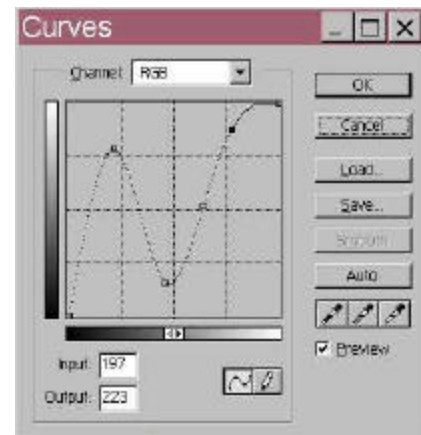
Sometimes all a picture needs is improved *contrast* (the difference between lights and darks in an image) or *brightness* tweaking -- brightness being the overall white balance of an image.

To change the brightness or contrast, simply drag the sliders until the desired effect is achieved.

Curves

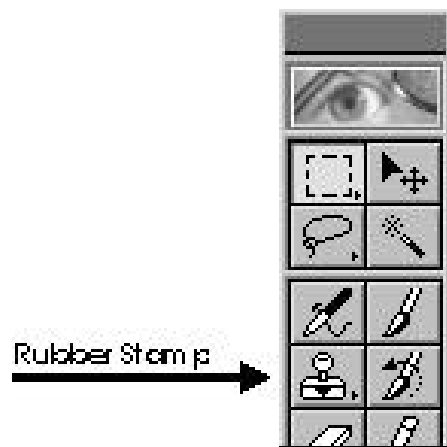
Sometimes it seems like images have problems everywhere at once. If this happens, explore the Curves dialog box. Curves will allow you to manipulate the color, brightness and contrast at the same time.

To use the curves, just start moving the line in the center of the dialog box. Clicking will add curve anchors.



Remember, holding down the ALT key will change the Cancel button to Reset.

Stupid Trick: Want psychedelic colors? Try to get a double curve, like the one shown at right.



The Rubber Stamp Tool

The rubber stamp is one of the most useful tools in the Photoshop arsenal. It copies one area of a photograph into another area. For example, if you scanned a banana and later wanted to obliterate the Dole sticker you thoughtlessly left on, you could cover up the sticker by rubber-stamping banana peel over the sticker.

To use the rubber stamp tool, follow the instructions below.

1. Select the rubber stamp tool.
2. ALT-Click on the portion of the image you want to copy.
3. Move your mouse to the portion of the image you want to conceal, and start painting.
4. The size of your paintbrush controls how big an area you stamp and transfer.

Using Filters

Filters and plug-ins are quick solutions that can add interest to your image. Use filters and plugs sparingly -- if over-used they'll make a professional presentation look more like a carnival freak show. The focus should always be on the content of your presentation, *not* on your images.

Since almost all filters work the same way we're going to demonstrate just one, and then let you experiment with others.

The Twirl Filter

This filter makes your image look like it's going down the drain. To use the twirl filter, follow the instructions below.

1. From the menu bar select **Filter > Distort > Twirl**. The Twirl dialog box will appear.
2. Move the slider on the dialog box until you are happy with the preview image.
3. Click OK.
4. If you don't like the finished effect, **immediately** press CTRL+Z or Edit > Undo. Remember, Photoshop 4.0 has *one* undo.
5. Explore other filters on your own.

