

## Photoshop Shortcuts

- CTRL + Z – Undo one action
- CTRL + S – Save
- CTRL + D – Deselect
- Tab – Hide Palettes and Toolbox
- Shift Tab – Hide Palettes only
- Double click on Magnifier – view at 100%
- Double click on Hand tool – view fit to screen
- F12 key – Revert image back to last saved version
- F – View image full screen
  - Keep hitting the F key to rotate through views.
- CTRL + W – Close image
- CTRL + + – Zoom In
- CTRL + - – Zoom Out
- For the © symbol -  
Alt + 0, 1, 6, 9 (While holding down the Alt key hit each number in order one at a time)

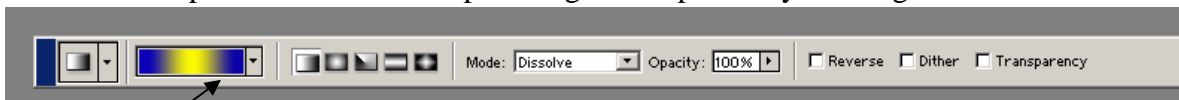
## Healing Photos

1. Open Old Image file
  - Use file browser to locate file
  - Double click to open image
  - Zoom In so the details are more pronounced
2. Choose the healing tool
  - Set brush size on Option Bar (click on small black triangle in the brush box in the option bar) Start with a size of about 15 with 50% hardness
  - Set mode to replace
  - Check sampled source
  - Leave align unchecked
3. Move cursor close to area to be “healed” (covered)
  - Choose a spot that is as similar as possible to the damaged area
  - Hold down the Alt key and click mouse button
  - Release Alt key and mouse button
  - Move cursor to area to be healed and click mouse button
4. Repeat as necessary
  - If the effect does not look right, undo and try a different source point
  - You may have to change the brush size as you work to fit in very small areas
  - To change the brush size on the fly use the [ ] keys
    - [ makes it smaller, ] makes it larger
  - If there are hard edges select the area to be healed first and the healing will only be applied to the selected area

## Working with Selections and Layers

Open Peppers image

1. Create a duplicate layer by going to Layer Menu > Duplicate. Name the layer peppers. Click OK
2. Select the background of the image with the magic wand tool. Click on the magic wand tool. Look at the option bar. Set the tolerance to 32. Check contiguous. Make sure the Peppers layer is selected. Click on the background. If it doesn't include all of the background, hold down the shift key and click again. The shift key makes the wand add to the selection. There is also an add to selection button on the option bar.
3. Now we are going to select the peppers by inverting our selection. Go to Select > Inverse. Because the peppers are all different colors and shapes this is the easiest way to select them.
4. Create a new layer containing the peppers and tomatoes.  
Go to Layer Menu > New > Layer via cut (we want to take the peppers out of the picture) or right click in the selection and choose layer via cut  
Rename the layer by double clicking on the layer name in the layer palette. Name it Veggies.
5. Turn off and on the visibility of the layers by clicking on the eye icon  
Leave the background layer off.
6. Select the Peppers layer (the selected or active layer is highlighted blue and shows a paintbrush icon). We will add a gradient to the background.  
Choose the gradient tool. It may be behind the paint bucket. Look at the options bar. You can open the gradient picker by clicking on the small



black triangle. There are several preset gradients or if you click on the color area the gradient editor will open and you can create your own gradient. Just pick one for now by double clicking on one of the choices. Place your cursor on the left side of the image (making sure you are on the right layer). Click and drag a line across the image. When you let go of the mouse, you should have a new background.

7. Now choose the Veggies layer. Let's play with filters with this layer. Go to Filter and look at all the choices. Try the colored pencil by going to Filter > Artistic > Colored Pencil. Click OK to apply. Undo that by going to Edit on the Menu bar and choosing undo. Try the liquefy command. Undo that by pressing CTRL + Z. Then try one more and undo that by going to the history palette and click and dragging the tile that says the name of the filter to the trash can at the bottom of the History palette.
8. To save this file we would always want to save it as a .psd file to preserve any layers we have created. Then to save it for the web we would also want to "flatten" all the layers to make the file smaller and then go to save for web and choose the best image. Go to the Layer Menu > Flatten Image.

## Opening and Saving files and file sizes

### 1) Open Cacti file

Use file browser to locate the file

Double click to open image

### 2) Go to view menu and look at different views

Look at magnification %

Look at the image in Actual Pixels (View > Actual Pixels)

Use navigator palette to move around the image - Try the zoom sliders – Zoom buttons

### 3) Change image for print, go to Image > Image Size

Change resolution to 300–constrain proportions (checked) – no resample (unchecked)-

Click on OK to apply changes

At first it appears as nothing has happened, but go to View > Print size. It is smaller in looks, but still the same number of pixels.

### 4) If we want to use the picture for the web.

First crop your picture

Choose the crop tool

Click and drag to enclose the part of the picture to be kept

To complete the crop, go to Image > Crop

or right click in the enclosed area and choose crop

View actual pixels – still way too big for the web

To resize for the web, go to image > image size

This time we will resample (resample adds or subtracts pixels)

Constrain properties to keep the height and width consistent

Fill in 200 pixels for width - the height will fill in automatically – click

OK or press Enter to apply the change

View actual pixels – this is what it will look like on a web page

### 5) Save for web

Go to File > Save for web

Look at different ways to save. Two up, four up. It is important for web images that we keep the file as small as possible without sacrificing quality.

Look at saving as a gif file and a jpeg file. Which is better (smaller)?

Choose the image file you like the best and click on Save.

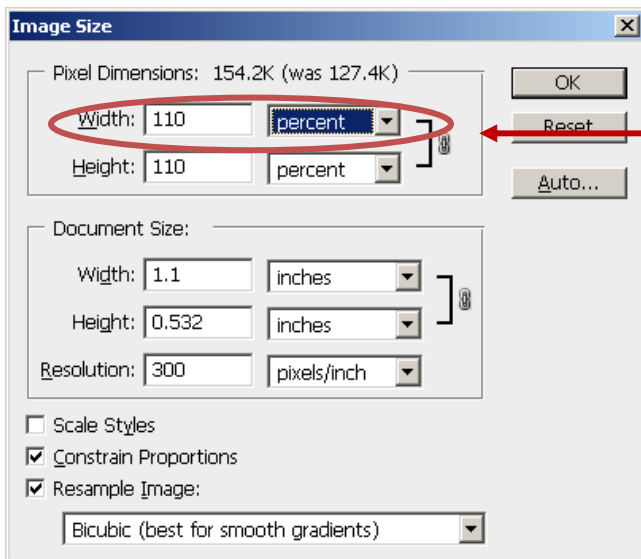
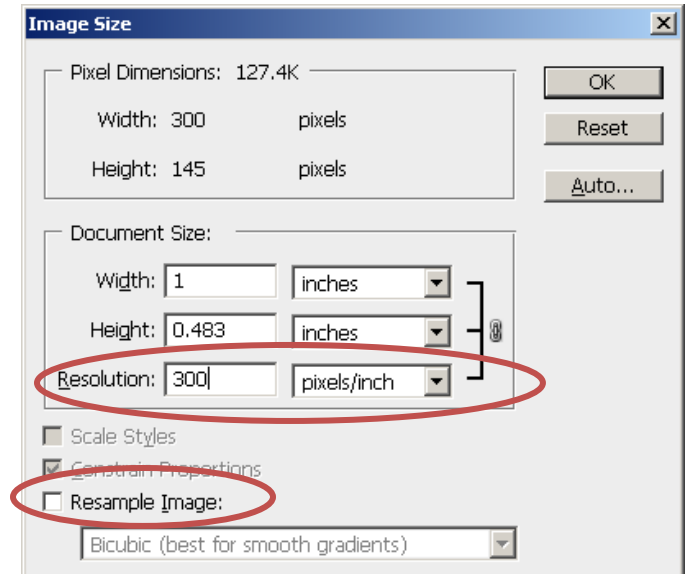
## Vignette

1. Open Cacti file that was saved for web.
2. Verify size by going to Image > Image Size
3. Make new Image by going to File > New
  - make the size just a little bit bigger than the cacti file
  - make sure the resolution of both are the same 72
  - Set the mode at RGB (the same as the cacti file)
  - Transparent background
4. Fill with your choice of color. Click on the foreground thumbnail to open the color picker. Choose your color. Click OK
5. Select the Cacti image. Choose the elliptical marquee tool. On the option box, set the feather at 20px. Make your elliptical selection. If you need to adjust the selection, go to Select > transform selection and make the adjustments. Press Enter to apply.
6. Choose move tool and click and drag selection to new file. Now you have a vignette.

## Increase Resolution (dpi) for printing

Open the **Image Size** dialog box from the **Image Menu**.

1. Uncheck the Resample Image checkbox as shown
2. Change the Resolution to 300
3. Then recheck the Resolution checkbox
4. The next step is to increase the pixel dimensions by 10%.  
Type in 110 in the Width text box and in the drop down choose %  
Click OK



**\*\*Make sure you use the drop down to change from pixel to percent\*\***

5. Repeat step #4 until the image size is back to what you need. (Width and Height)
6. When you get very close to the proper size you can (for the final step) change one size value to the exact size you need and Photoshop will change the other size for you keeping the proportions correct.