Introduction to Adobe Photoshop

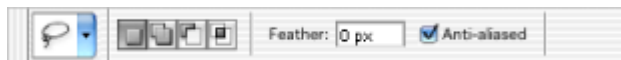**Webworks – A Workshop Series in Web Design (Session Three)**

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1. What is Photoshop?

Adobe Photoshop is a professional image editing software package that can be used by experts and novices alike. While this handout offers some very basic tips on using the tools available in Photoshop, more comprehensive guidance can be accessed on the web or in the help menu of your version of Photoshop. The version used for this tutorial is Adobe Photoshop CS.
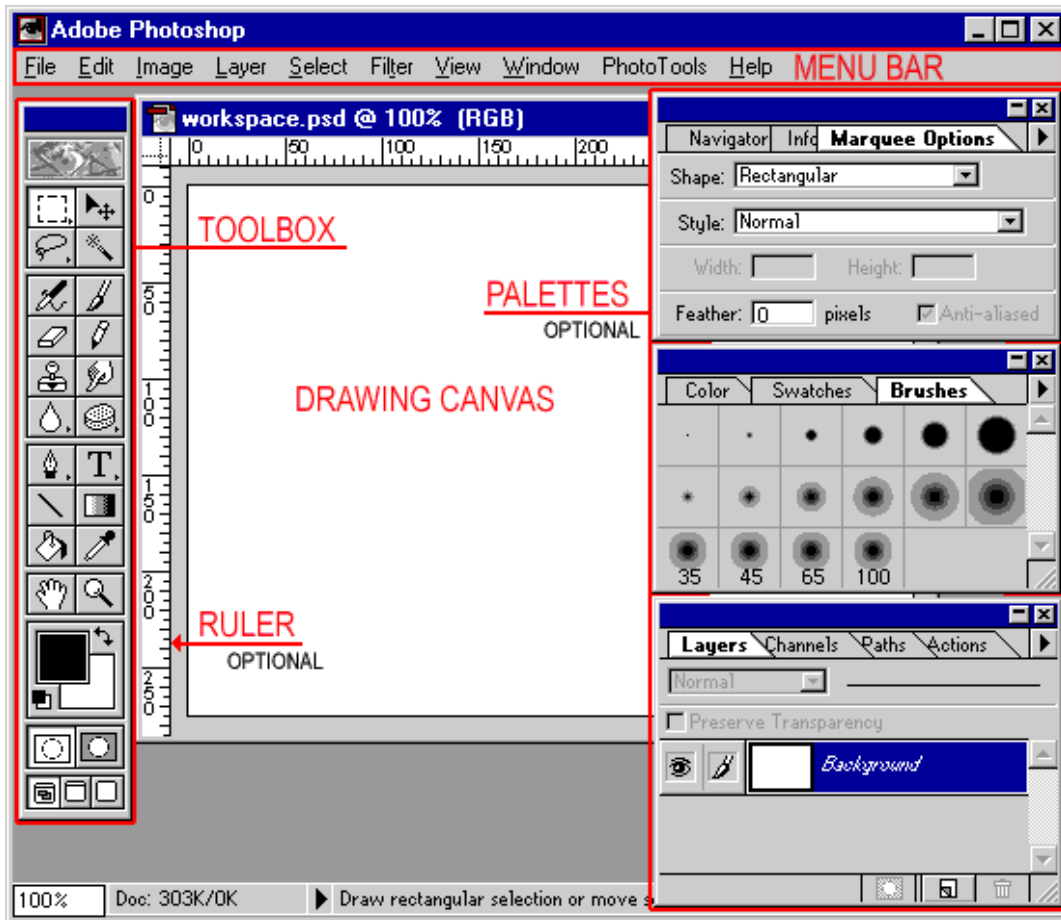
2. About the Work Area

The work area can be intimidating to work with because of all the complex functionality but with a quick breakdown of the available features and their uses, you will be ready to comfortably navigate the work area with ease. The work area in Photoshop has the following basic functionality and features:

- **Menu Bar –** this is where you can access most of the commands and features in Photoshop
- **Drawing Palette –** where the image being worked on will appear
- **Options bar**
    - content sensitive display of tool options – changes as different tools are selected
    - display using Window > Options or Click a tool in the toolbox.

 Lasso options bar

- **Tool box** - for creating an editing images (display or hide using Windows > Tools)
- **Palettes** - to monitor and modify images (there are 5 palettes by default)
- **Palette Well** - to organize palettes in work area
    - Drag a palette's tab into the palette well to store it in the palette well
    - Once in the palette well click on the palette tab to use it

3. Resizing Images and Size Guide

When working with images for a website, you will need to resize your images to suit your particular purpose. Here is a basic guide that can help you decide on what is suitable. (The units used here are *pixels*, which are standard units across all computer platforms. The conversion between pixels and inches is roughly 1″ = 72 pixels or 1cm = 28 pixels) To use this particular unit of measure you will need to adjust you preference settings by selecting Edit > Preferences > Units and Rulers and changing the units and rulers to measure in pixels.

Type of picture	Size in Pixels
Background	1024 x 768
Standard personal picture of yourself for a personal website	200 x 200
Title bar e.g. Google title bar on the Google homepage	276 x 110

To resize a picture look on the menu bar and select Image > image size

4. Selection

There are several ways to select images or portions of images in Photoshop. Here are few basic methods to do so:

Adding to a Selection and making a square

- Use the rectangular Selection Tool on the Toolbox to select area to work on.
- To add to a selection, hold **Shift** before dragging.
- To make the selection exactly square, start dragging, then hold **Shift**.
- You can press **Ctrl+D** to "deselect" and remove the selection at any time.

Elliptical Selections and subtracting Selections

- Hold down on the Selection Tool on the Toolbar, and choose the Ellipse.
- To move the selection, just click inside it and drag.
- Holding **Alt** while selecting subtracts that area from the selection

5. Cropping

Cropping is the process of removing portions of an image to create focus or strengthen the composition. You can crop an image using the crop tool and the Crop command

To crop an image using the Crop command:

- Select the part of the image you want to keep by doing one of the following:
- With the rectangle , rounded rectangle , or elliptical marquee , drag over the area you want to select.
- Hold down **Shift** as you drag to constrain the marquee to a square or circle.
- To drag a marquee from its center, hold down **Alt** (Windows) or **Option** (Mac OS) after you begin dragging.
- Choose Image > Crop.

To crop an image using the crop tool:

- Select the crop tool .
- Press **enter** to apply the selection to the cropped area
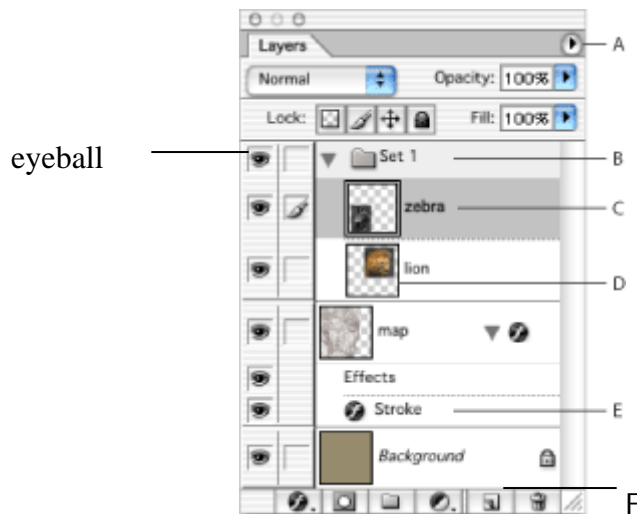
6. Modify Color and effects

Photoshop has many powerful tools to modify the color and effects of images. You should experiment with a few options under the Filters menu to view a few of the available effects. Some that you may like to try out are:

- To improve the appearance of an image you can simply select: Image> Adjustments > Auto Levels/Contrast/Color
- Filters can be used to achieve a special effect. These are fun to play with! Some examples are:
  - Liquefy – to edit out unwanted areas of your pictures with colorful swirls
  - Artistic Filters - to give artistic flare to a simple image
  - Textures - to change the look and feel of an image

7. Layers

- The Layers window shows the various layers that your image is made up of.

- To make a new layer, click the New Layer button (F) or selecting Layer > New > Layer in the menu bar
- The background layer cannot be removed, since it has to serve as the background" for the entire image.
- To work on a different layer, click on that layer. The eyeball will appear next to that layer.
- You can drag layers up and down the list.
- Remember – create a new layer for each part of your image. This allows you to go back and edit the layers individually.

eyeball

Photoshop Layers palette: **A.** Layers palette menu **B.** Layer set **C.** Layer **D.** Layer thumbnail **E.** Layer effect **F**. new layer icon

8. Text Editing

To edit text on the type layer:
- Always use a new layer to create text
- Select the horizontal type tool T or the vertical type tool T.
- Select the type layer in the layers palette (which will appear with the T icon next to it), or click the text flow to automatically select a type layer.
- Click to set insertion point or select one or more characters you want to edit
- Enter text and format as desired using the character palette (display character palette using: Window > Character or click Character palette tab if the window is open but not visible)
- Commit changes to type layer by either:
    - Click the Commit button ✔ in the options bar
    - Press the **Enter** key on the numeric keypad.
    - Press **Ctrl+Enter** on the main keyboard (Windows) or **Command+Return** (Mac OS).
    - Select any tool in the toolbox, click in the Layers, Channels, Paths, Actions, History, or Styles palette, or select any available menu command.
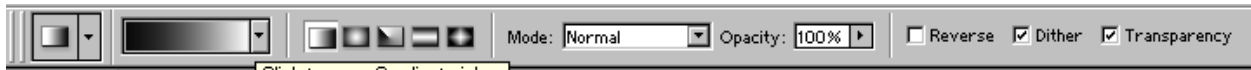
9. Gradients

Gradients are a great way to introduce flashy, eye-catching graphics in your pages. Word of caution – use them carefully! Abusing gradients may result in confused visitors.
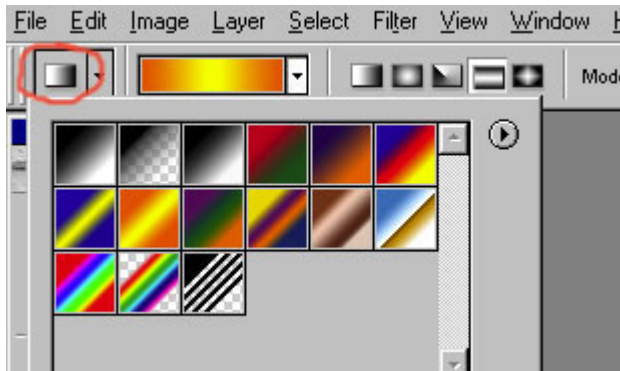
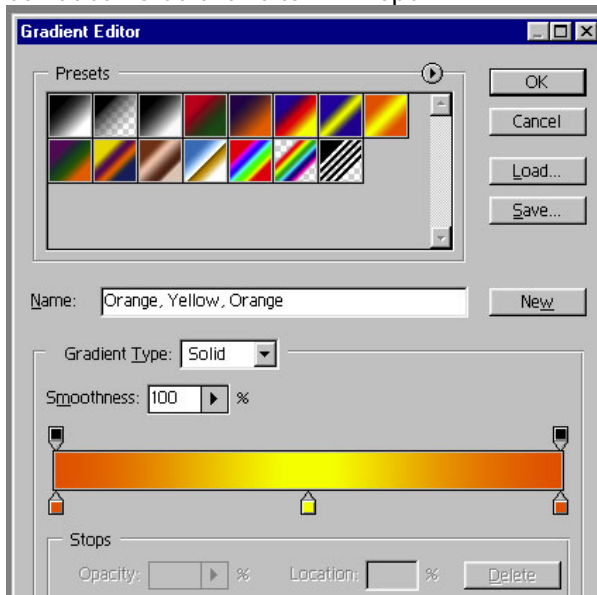Locate this button on the toolbar and click on it.

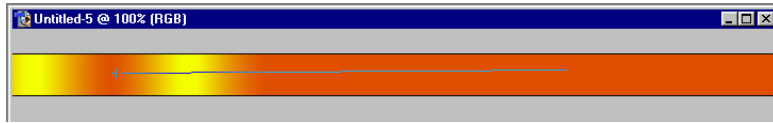Notice that the toolbar underneath the menus have changed to:

Click on the small bar next to the mini-gradient (this is a preview of the actual gradient), and a menu of various gradients will show up:

You can also change the properties of the gradient by clicking on the gradient preview box. A new dialog box titled "Gradient Editor" will open.

Picking any box is fine, but for now, just pick the box with an orange background and a yellow stripe. Create a new image, and take your cursor and drag it across. Depending on how you drag the mouse, you will get a gradient. Have fun experimenting!

10. File type: GIF or JPEG

When considering what format to save images in there are three basic things to consider: color, size and compression which affects the loading time. Making image files smaller is useful for transmitting files across networks and for archiving libraries of images. This saves disk space and improves transmission time.

It takes longer to decode and view a JPEG image than to view an image of a simpler format such as GIF. Thus using JPEG is essentially a time/space tradeoff: you give up some time in order to store or transmit an image more cheaply. GIF is superior in image quality, file size, or both.

	GIF	JPEG
COLOR	Only stores 8 bits/pixel (256 or fewer colors) so you lose colors and quality for complex images	24 bits/pixel (16 million colors) so stores full color information. Therefore stores more realistic photographs more faithfully
SIZE and COMPRESSION	No compression (compression determines quality of the output image) Smaller pictures are faster to load and very accurate larger pictures take longer to load than higher quality JPEG images	Compressed file so smaller file size
General USE CASES: Rule of Thumb	Good for images with few distinct colors, such as line drawings and simple cartoons.	Large complex images like photographs of people, scenery and backgrounds Used for compressing either **full-color or gray-scale** images of natural, real-world scenes. Good for photographs, naturalistic artwork, and similar material **NOT good** for lettering, simple cartoons, or line drawings. handles only still images. **Never** for Plain black-and-white (two level) images