

## Photoshop – The Basic Basics

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This will get you started. For additional info, visit [www.photoshop.com](http://www.photoshop.com) for tutorials and for storing images online! Also, for instructional videos on almost all key software programs, check out [www.lynda.com](http://www.lynda.com). Basic cost = \$25/month, but it's worth it.

FYI: All instructions below are for Adobe Photoshop CS3. We're too poor for anything newer. To access photos, go to <http://EHSPirateer.photoshop.com>. Double click on the album "SAW 2010".

### 1. Changing modes from RGB (web/broadcast only) to CMYK (print) or grayscale.

- a. Open selected image in Photoshop.
  - b. Under "Image" select "mode". Click the color mode you need.
  - c. Bingo! You're done.
- Practice: Open the jpg "Ewert Talks" and change it 1) to CMYK 2) to grayscale.
  - Printing tip: When printing on newsprint, you will get a 20% dot gain, which means the image will print darker than you see it on the computer screen. Therefore, your images on the computer should be lighter than you think they should be, but you should still have sharp contrast.

### 2. Adjusting brightness and contrast.

- a. Under "Image" select "Adjustments". Slide the brightness and contrast scales until picture is slightly lighter than you think is good. Contrast and brightness values generally should be about the same.
  - b. Avoid going so far that your whites white out (e.g. the t-shirt on the father in the foreground).
- Practice: Adjust a b/w version of "Ewert talks" so that it will print well in a newspaper.
  - More practice: Open "Lancaster crypt."
    - Rotate the image. Go to "Image". Select "Rotate Canvas". Select 90° CW (clockwise)
    - Using brightness/contrast, enhance image (Hint: This is a time where you may need to adjust these values in opposite directions).
    - Don't like the color? Adjust it. Go to "Image". Select "Color Balance". Play with color sliders.
      - Printing tip: Before adjusting color, make sure your image is in the right color mode.

### 3. Creating a cutout image on a transparent background.

- a. Open image and change to correct mode.
  - b. On the tool bar, select the magnetic lasso tool. 
  - c. Using the tool, select the image. End where you began and you will get a moving dotted line. Under "Edit" select "copy".
  - d. Under "File" select "new". Verify color mode. Select resolution size (for newspaper, 200-300). **VERY IMPORTANT: In 'background contents', select 'transparent'. Click OK.**
  - e. Paste selected image into new document. Use "magic wand" tool (the one under the magnetic lasso) to clean up image—click on garbage; hit "delete."
  - f. Save image. For newspaper or yearbook, save as tiff image. When "tiff options" window appears, verify byte order (IBM or Macintosh). **VERY IMPORTANT: Make sure "Save transparency" box is checked!!!!**
- Practice: Open "ReservedLake" photo. Cut out my daughter's black lab Lake from the green leaves surrounding her. If you like, keep some of the green leaves at the bottom of your cutout.

### 4. Unpixelating those old yearbook photos.

- a. Scan a photo from an old yearbook. Open photo. Change to color mode you desire. Size photo to desired size.
- b. Zoom in so you can see pixels. Under "Filter" select "blur". Watch pixels disappear! You may need to repeat this a few times to get the desired effect. Don't over-blur, however.