

Beginning Photoshop

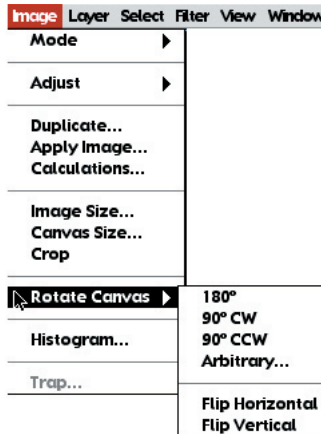
Adobe Photoshop is the standard program for handling and adjusting photographs and other artwork for publication. It contains many options and facets, and the only way to learn Photoshop is to use it. This handout will give you some of the basics for operating Photoshop. (It is based on Photoshop 4.0, but even if you are using a later version, this handout can get you started.)

At right is the way a file might look when initially booted. At the left is the Toolbox, a set of tools that you use to do a variety of things to the picture. At the right are a couple of Windows that can help you adjust the tools.



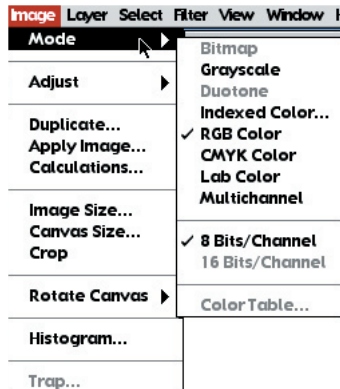
Rotate menu

A picture shot with the camera turn vertically will have to be rotated. In addition, you might have to tilt a picture to straighten it up. Photoshop gives you a lot of control in doing this.



Mode menu

Working and saving in the appropriate mode is an important consideration in Photoshop. If you know that a picture is going to be used in black and white only, you should change to the Grayscale mode. A picture that is being prepared for a web site should be changed to Indexed Color after you have finished with it. Be sure you understand the proper mode for the work that you are doing.



Adjust menu

Photoshop gives you many options for adjusting the overall quality and look of the photograph. The Adjust menu is the entry into these options. You should test out some of these options to see what effect they have on a picture. (Remember to test on something you don't mind changing or losing.)

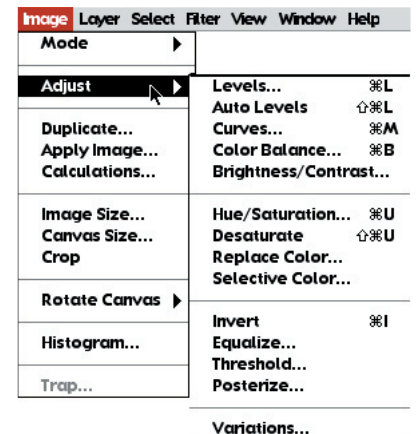


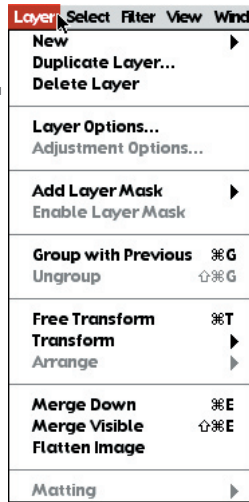
Image menu

The Image menu contains some additional options that you will be using a great deal in your Photoshop work. One is the Image Size option that lets you adjust the size of your file in several ways. Pulling down to the option will get you a dialog box that will give you a variety of ways to adjust the size. The Canvas Size options lets you add working space to your file. The Crop option must be used after you have used the selection tool to select what part of the picture you want to keep.



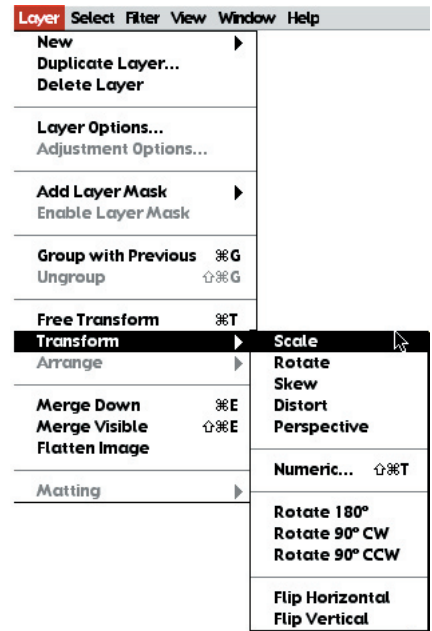
Layer menu

Once you begin working in Photoshop, you will need to understand the layering function of the program. When you add something to a picture, such as text, you will probably be creating a new layer for that part of the picture. Eventually, you will probably merge all of the layers. Understanding the layering function is necessary for working effectively in Photoshop.



Transform menu

The Transform menu gives you a lot of ways to adjust the layers that you create. Some of the options can help you adjust your photos in important ways particularly the scaling option. The others are important to know how to use when it is appropriate.



Filter menu

Here's where Photoshop can get fun. The Filter menu allows you to create a number of special effects for your photos. Some of those are more useful than others, but you should be aware that you have these options.

