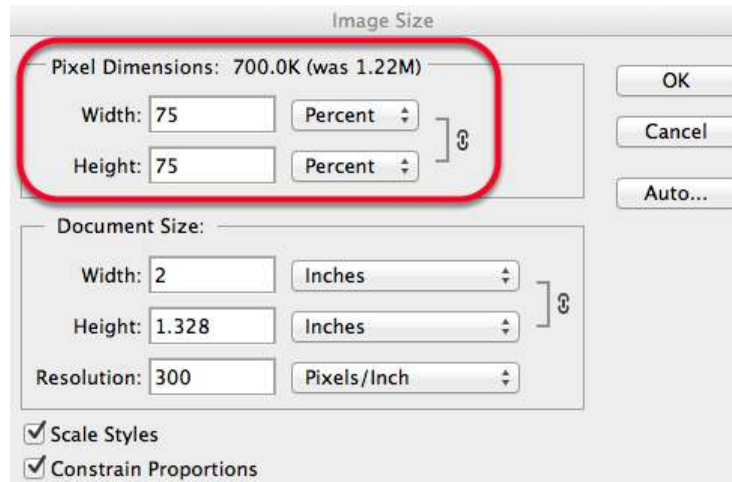


Quick Guide to Photoshop CS6

This lesson will introduce fundamental tools and techniques for modifying images in Photoshop.

Opening and Re-sizing an Image



To bring an image into Photoshop for editing, go to the **File** menu and select **Open**.

Re-sizing Images:

Sometimes it may be necessary to create a smaller version of an image for use on a print document or on the web.

It's best to start with a large, high-quality image and re-size it smaller to fit your needs.

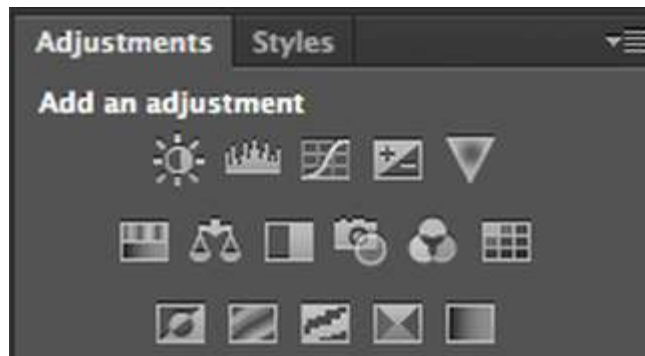
Manipulating a low-quality image or increasing the size of a small image will reduce the overall quality of your final image, which is especially noticeable in print and at larger sizes.

To re-size an image, go to the **Image** menu and select **Image Size**.

In the "Pixel Dimensions" area, you may enter a different pixel amount for the width or height and the other will proportionally adjust by default. If you do not want the proportions to automatically adjust the other measurement, uncheck "Constrain Proportions".

Tip: If you don't know or don't require a specific pixel measurement, change the "pixels" dropdown to **"percent"** and **type in a percent smaller than 100%** to make the image smaller. Remember, always resize smaller!

Apply Adjustments to your Image



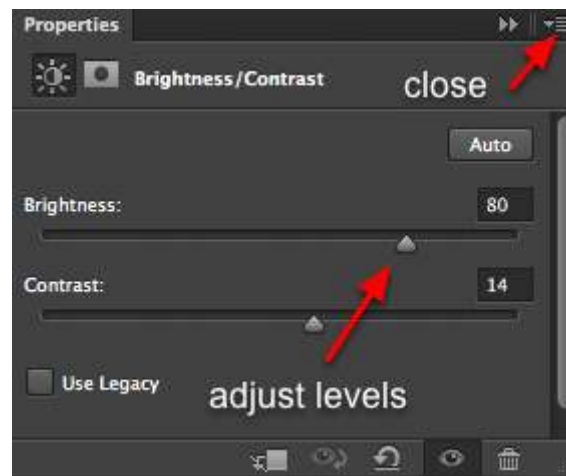
The Adjustments panel has a wide selection of image editing options. If you do not see the Adjustments panel, go to the **Window** menu and click **Adjustments**.

Hover your cursor over each box to see the name of the effect. By using the following adjustments, you can customize the intensity of the effects.

Row 1: Brightness and Contrast, Levels, Curves, Exposure, Vibrance

Row 2: Hue/Saturation, Color Balance, Black & White, Photo Filter, Channel Mixer, Color Lookup

Row 3: Invert, Posturize, Threshold, Gradient Map, Selective Color

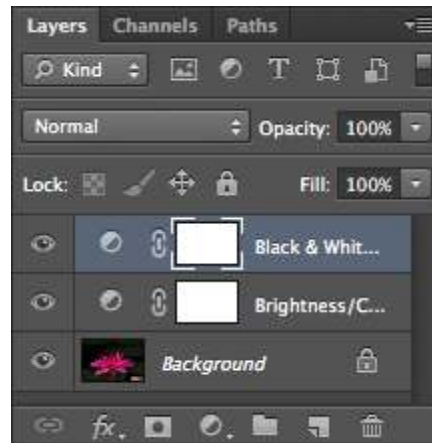


Based on your choice of adjustment, the panel will display any options available for fine-tuning the effect. Click on the top right icon of the panel to close this window.

Tip: How do I make my image sepia-toned, like an antique photograph?

1. Click on the Black and White icon from the Adjustments panel.
2. Check the "Tint" box.
3. Click the "Auto" button.

Working with Layers

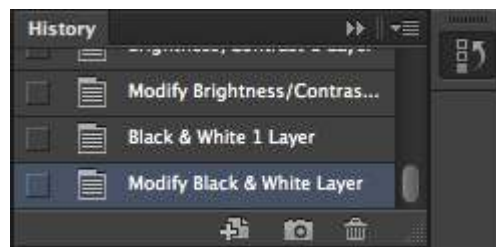


As you add adjustments to your image, you'll notice that information is saved and stacked on top of your original image in the **Layers Panel**. The order of your layers matter; each layer changes the appearance of every layer underneath.

To show or hide layers, click the eye icons next to each layer.

To remove a layer from your image, select the layer and click the trash can icon.

Go Back in Time with the History Panel



To undo the most recent change to your image, go to the **Edit** menu and click "**Undo**" or "**Step Backward**".

For more control of what steps you undo, including a list of all the changes you have made to the image this session, use the History panel.

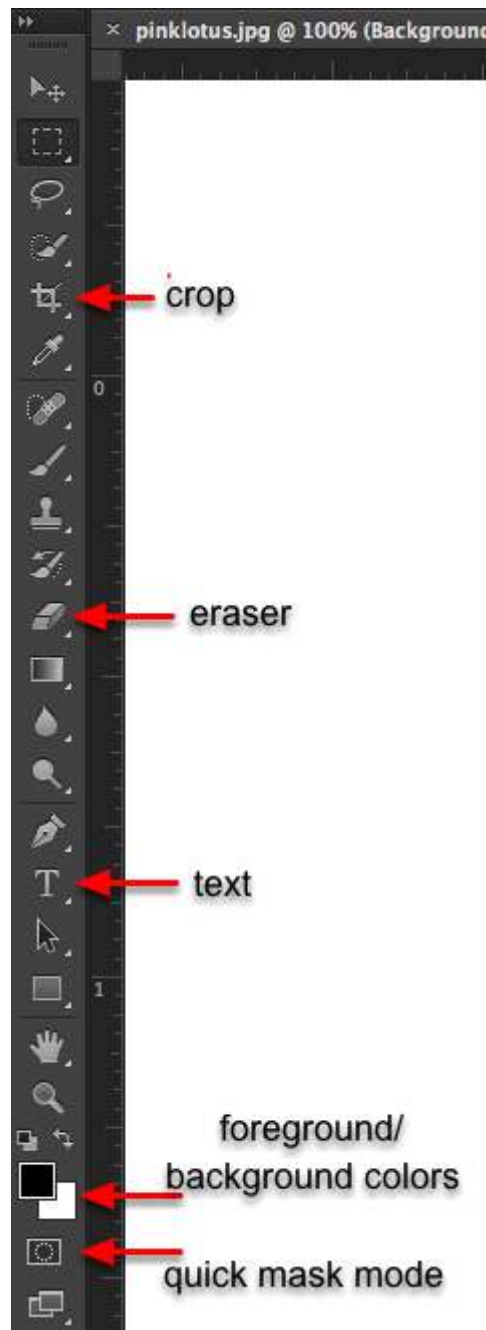
To display your History, go to the **Window** menu and choose "**History**".

Removing changes:

1. Select the edit you wish to undo in the list in the History panel.
2. Click the trash can icon.
3. In the pop-up dialog box "Delete state...?" select **Yes**.

Please note: any effects created after the effect you removed will also be undone as well!

Basic Photoshop Tools



The following are some basic tools for modifying your image in Photoshop:

Crop: Cuts the image down to a selected portion of the image, removing the unselected area.

Eraser: Remove parts of the image manually by clicking and dragging over the image. Be aware of which layer you are in prior to using this tool, or you may be erasing part of the image you meant to keep. If there are no layers beneath the one you are erasing, the **background color** will be revealed.

Foreground and Background Colors: Change the colors by double-clicking on one of the boxes. Switch the order of colors by clicking on the bent double-sided arrow.

Quick Mask: see the "Quick Mask Mode" section of this document for instructions on this feature.

Extracting the Subject of an Image



If your subject is a simple shape of straight lines, or if the subject has high contrast from the background, try the easy-to-use **Quick Selection Tool** or **Polygonal Lasso Tool** to select your subject.

While there are several methods for removing a intricate subject from an image with a complex background, the following process is fast to learn and do even though it requires some patience. Use the Magnetic Lasso Tool to trace the border of the subject to draw a custom selection.

1. Click and hold the Lasso Tool icon until a list of other lasso tools appears. Choose **Magnetic Lasso Tool** from the list.
2. Check to make sure you have the correct layer selected - the one that contains your subject. Zoom in if necessary to see the finer edges of your subject better.
3. Using the tail end of the lasso icon, click once where the edge of your subject meets the background.
4. Slowly click and drag your cursor around the border of your image, tracing your way all around the subject.
5. When you come to the first click point place you started, move the cursor so that you see a small circle appear next to the cursor. When you see the circle, click once more. This completes the selection.

Tip: If you using the lasso tool and mess up, click until a selection is made, then deselect. You can deselect by using **Command** or **Control + D** or by going to **Select > Deselect**.

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