University of Bristol Information Services

Introduction to digital imaging using Photoshop

Practical workbook

Aims and Learning Objectives

The aim of this document is to introduce the basics of image processing using Adobe Photoshop.

By the end of this course you will be able to:

- crop an image;
- correct perspective problems;
- adjust the tone and colours of an image;
- sharpen an image;
- scale an image;
- retouch a damaged photograph;
- save an image in a suitable format;
- make selections using a variety of tools;
- blend images to create a seamless montage;
- add and edit text.

Document Information

Course documents and files

If you are working in the training room the files you need are in **C:\User\Graphics**

If you want to work through the practical tasks shown in this document on your own system, obtain the necessary files from:

http://www.bristol.ac.uk/is/info/websupport/resources/photoshop-t1.html

Related documentation

None.

Contents

Introduction

There is little doubt that the use of digital images in learning, teaching and research projects is growing. Typical uses include: supporting lectures and other presentations; creating Web-based instruction and creating digital image archives. Another advantage of digital images is that they can be delivered on a variety of supports: PowerPoint, Web, image database, CD-ROM and print. It is therefore important to be familiar with image digitisation processes in order to obtain images that are 'fit for purpose'.

This document shows you how to apply image enhancement techniques using Adobe Photoshop CS2.

Prerequisites

This document assumes that you are familiar with the use of a computer keyboard and mouse, Microsoft Windows-based products and the use of a Web browser such as Netscape or Internet Explorer.

Introduction to Photoshop

Photoshop is the ultimate Swiss army knife for all your imaging needs, from basic to highly sophisticated image editing. For example you can simply enhance a photograph (remove red eye effect and scratches, crop, etc.), or create a complex photo collage or a sophisticated Web interface.
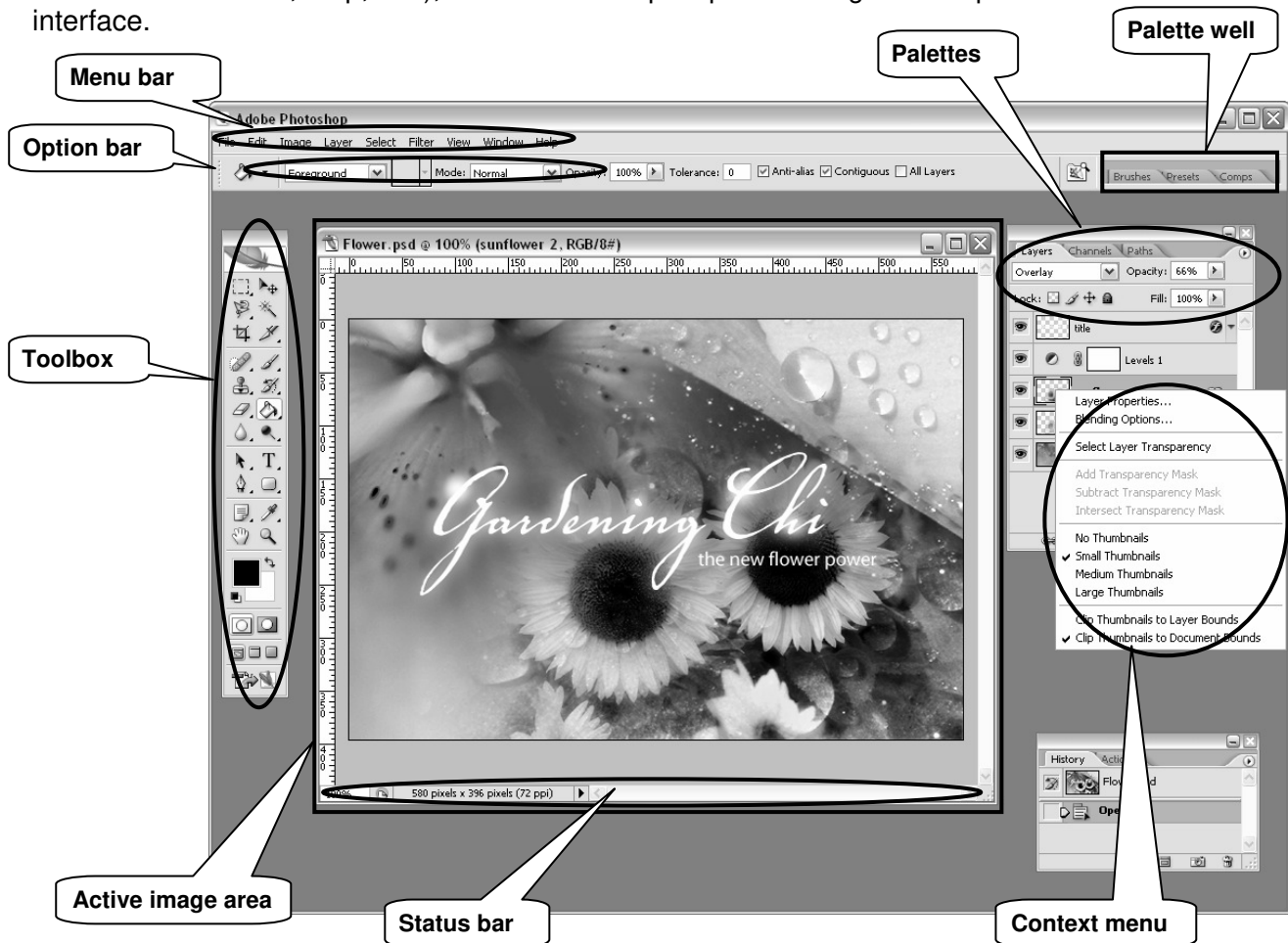
The main components of the Photoshop work area are:

- **Menu bar** - contains menus organised by tasks. For example, the **Layers** menu contains commands for working with layers.
- **Toolbox** - contains tools for creating and editing images.
- **Options bar** – provides options for the currently active tool.
- **Active image area** (also called **Document window**) – displays the active open file. Several images can be open at the same time, but only one can be active at a time.
- **Palettes** – help you monitor and modify images. They can be nested by dragging the title tab of one into the body of another. Use the **Window** menu to show/hide palettes

Other useful elements are:

- **Palette well** – helps you organize the palettes in your work area.
- **Status bar** – located at the bottom of every document window, it displays useful information about the image and brief instructions for using the active tool.
- **Context menu** – display commands relevant to the active tool, selection, or palette. You access them by right-clicking on an image or palette item.

The **Toolbox**, **Palettes** and **Active image area** can easily be moved around the workspace by clicking the top bar and dragging them.