



Introduction to Image Editing in Photoshop CS4

Getting Started: Arranging Panels & Opening Images

Default Panels

Choose Window > Workspace > Essentials

The History panel will display your most recent edits made to the current image. The most current state is at the bottom. Click on a prior state to restore the image to an earlier stage.

Enable History panel

Choose Window > History

Enable Layers panel

Choose Window > Layers

Open Image in Photoshop:

Launch Photoshop

Choose File > Open (Command + O)

Select the image from your desktop.

“Pixels” is short for "picture elements" and they are the tiny individual dots that make up a digital image. When working in Photoshop and for Web output, you need to be aware of the pixel dimensions, or pixel count (# of pixels a file contains), of an image.

General Commands & Shortcuts

Open

Command + O

Undo

Command + Z OR Choose Edit > Undo

Deselect

Command + D

Zoom in

Command + plus sign

Zoom out

Command + minus sign

Save

Shift + Command + Save

Cropping, Rotating & Straightening Images

Cropping Images

1. Choose the Crop tool or hit C.

Before you select the area you want to crop check the Width and Height values in the Options bar at the top. Click on the Clear button to erase any sticky settings leftover from a previous session.

2. Drag the marquee over the area you want to keep
3. Hit Enter OR Double Click in the center of the selected area OR Choose Image > Crop

To cancel your crop selection, hit Esc.

If you mis-crop, Choose Edit > Undo or click on the un-cropped state in the History panel.

Straightening Images

1. Choose the Ruler Tool. (Located behind the Eyedropper icon in the Tools panel)
2. Drag the Ruler tool along a feature of the image that should be straight. (such as the horizon, the edge of a building, or across the line of a field.)
3. Choose Image > Image Rotation > Arbitrary
4. A box will open indicating what angle the image will need to be rotated in order to make it straight
5. Click OK
6. Use the Crop tool to remove white spaces or edges of the image.

Flipping and Rotating Images

Choose Image > Rotate Canvas > 180, 90 CW (Clockwise), Flip Canvas Horizontal, etc.

Using Selection Tools

Manipulating your image with Selection Tools:

Use the **Marquee Tools** to select rectangular or elliptical areas.

1. Choose one of the Marquee selection tools (such as one of the marquee or lasso tools)
2. Click and drag diagonally over the area you want to select or click Shift-drag to select a perfectly round or square area.
3. A moving dotted line will appear around the area you have selected.

Tip: If you want to re-do your selection, hit Apple key + D to deselect and start over.

Using Selection Tools continued

4. To crop your selection, choose Image > Crop. Everything that isn't selected will be removed.
5. To cut your selection click Command X and your selected area will be cut.
6. To move your selection, click on the Move Tool and then click and drag your selection.
7. To duplicate your selection, click on the Move Tool, hold down the Option/ALT key while you click on your selection.

More Selection Tools: (Lasso Tools)

Use the **Lasso Tool** to select an area loosely. This is a good tool for complicated shapes and odd irregular outlines.

Use the **Polygonal Lasso Tool** to draw straight lines connecting points around an image. The **Magnetic Lasso Tool** allows you to select an item by creating "fastening points" as you outline the image.

Selecting Color

Foreground color field and Background color field are located at the bottom of the tools panel. The foreground color will be used when you draw strokes with the Brush or Pencil tool, create type, etc. There are 3 ways to select color in the Foreground/Background color box

Use the color picker

1. Click on the foreground color box in the Tools panel. The Color picker box will open.
2. Use the vertical color slider to choose a hue and then click on a variation of that color in the large square of color in the center.
3. Click on the OK button

Use the color panel

Use the swatches tab located in the color panel in the upper right hand side.

Use the eyedropper tool

1. Click on the eyedropper icon in the Tools panel.
2. Click on a color in the open image

Adding color to a black and white photograph

Open the image you want to colorize

Choose Image > Mode > RGB. This will allow you to use colors.

Adding text

Adding Text

1. Choose the Horizontal Type tool or Vertical Type tool

To create point type, click in the document and begin typing. To create a paragraph, select an area and begin typing within your selection.

2. Use the Options bar at the top of the page to choose, font family & style, font size, text color, alignment, etc.
3. Once you've entered your text, hit Enter to save your edits.

Changing Canvas Size

Change canvas size

1. Choose Image > Canvas Size. The canvas size dialog opens.
2. Check Relative
3. In the Width or Height fields, enter positive values to increase those dimensions. (i.e. .25)
4. Use the arrows in the Anchor box to select the area where the canvas will be added. For example, if you only want canvas added to the bottom of the image, (to add a caption or title) click on the "Up" arrow located in the top middle square of the Anchor box and then enter a value in the Height field only.
5. From the Canvas Extension Color menu, choose a color.
6. Click OK.

Resources and Getting Help

In person:

Stop by the Getz Multimedia Lab, located on Farber 3 and ask for help.

<http://its.brandeis.edu/teachlearn/support/getz/index.html>.

Use the Lynda.com tutorials available on the Getz Lab computers and ask staff for assistance as questions come up.

E-books:

1. Go to <http://its.brandeis.edu/>
2. Click on the link for "LOUIS" located under the "Library Research" tab.
3. Enter Photoshop CS4 in the Keywords anywhere search box. You should retrieve at least 21 e-books with this search

Content for this handout based on materials from:

- Weinmann, Elaine & Lourekas, P. *Photoshop CS4 Visual Quickstart Guide*. 2009. Peachpit Press
- *Adobe Photoshop CS4 User Manual*
- Knight Digital Media Center <http://multimedia.journalism.berkeley.edu/tutorials/photoshop/>
- Anne Woodrum, Research & Instruction Librarian (woodrum@brandeis.edu)