

The image features a minimalist abstract design. Three overlapping circles in various shades of blue are arranged vertically. Two thin, light blue lines intersect at a point on the left side, forming a V-shape that frames the circles. The circles are positioned such that they appear to be connected to the lines. The top circle is the largest, the middle one is the smallest, and the bottom one is the largest again, partially cut off by the edge of the page.

# Photoshop Booklet

Mrs. Opolka

## Getting Started with Adobe Photoshop

# TIPS

- TAB key – Hides the tool box and palettes.
- SHIFT+TAB – Hides the palettes only.
- BACKSPACE – will cut anything that is selected with marching ants.
- When you can't click on an object—check the layer you are on! Most of the time you are not on the appropriate layer that you are trying to edit.
- Deselect the “marching ants” – CTRL + D
- Double-click the HAND TOOL to maximize your picture.
- To drag an image to the center of another, hold down the SHIFT key while you drag the picture over. (Note: For this to work well, images need to be the same size)
- To move a selection of “marching ants” around, hold down the space bar as you drag.



# Introduction to the Photoshop Toolbar

**Selection Tool:** Allows you to move and resize layers.

**Lasso Tool:** Selects portions of a photo by tracing around it.

**Cropping Tool:** Removes Extra portions of a picture.

**Eraser:** Removes portions of the picture.

**Pen Tool:** Draws custom shapes.

**Shape Tool:** Draws pre-designed shapes.

**Foreground/Background Colors:** Shows the current colors you have selected.

**Marquee Tool:** Selects specific areas of the photo.

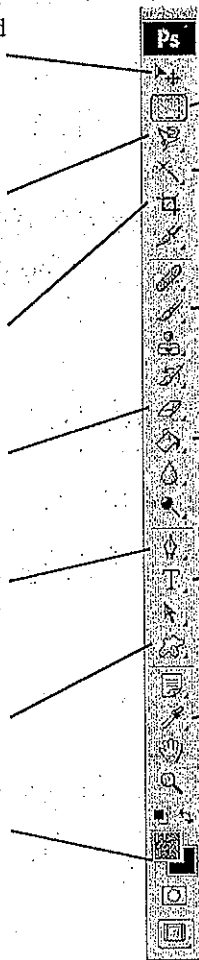
**Magic Wand:** Selects portions of a photo that are the same color.

**Paint Brush:** Colors over picture.

**Paint Bucket:** Fills area with color.

**Type Tool:** Puts text on the picture.

**Eye Dropper:** Copies color from area.



## Side Bars

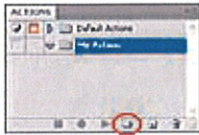



Several tools have side bars with more options. If your tool has a triangle in the corner you can click and hold on it to access the extra options.

## Tips and Tricks for Photoshop CS4

### Record an Action

1. Choose Window > Workspace > Automation to display the Automation workspace. The Actions panel is prominent in this workspace, as is the Layers panel.
2. In the Actions panel, click the Create New Set button (  ). Name the new set *My Actions*, and click OK.



3. Click on the New Action Button
4. Complete the steps of your action.
5. Click the Stop button (  ) at the bottom of the Actions panel to stop recording.

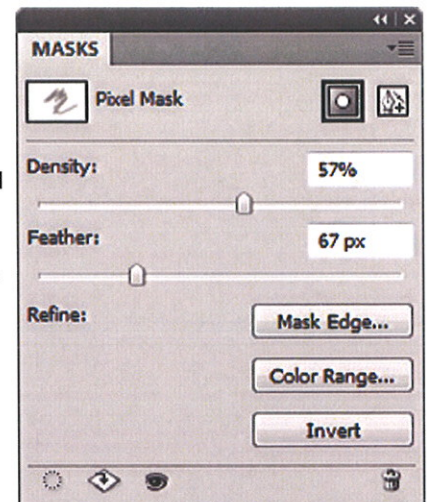
### Recomposing your picture after capture

With the new Content Aware Scaling (CAIR) feature (Edit > Content Aware Scaling) you can now push and pull different image parts around the canvas and have Photoshop fill in the gaps. Yes it seems strange but it is now possible to move, stretch and resize different sections of your photo at different rates.



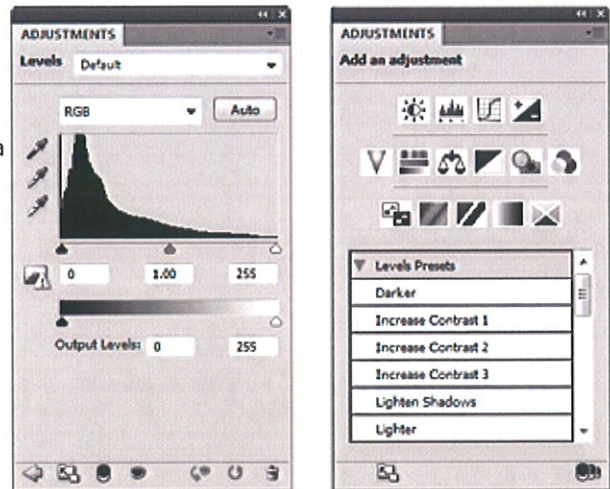
### Masks Panel

The new Masks panel is now the centre for mask based activity irrespective of whether the masks are pixel or vector based. Here you will find dedicated sliders for altering the density and feather of a mask which in turn will change the strength of the masked effect and the softness of the mask's edge. The powerful Refine Edge feature that was added to Photoshop in the last version, can also be accessed from the panel, as can the Invert feature that switches masked and unmasked areas.



## Adjustments Panel

The new Adjustment Panel is a key component in the workflow change in Photoshop. Featuring not just existing core adjustment features such as Levels, Hue/Saturation, Exposure, Black and White, Channel Mixer, Selective Color, Color Balance, Photo Filter, but a completely revised version of the Curves feature and a brand new Vibrance adjustment tool.

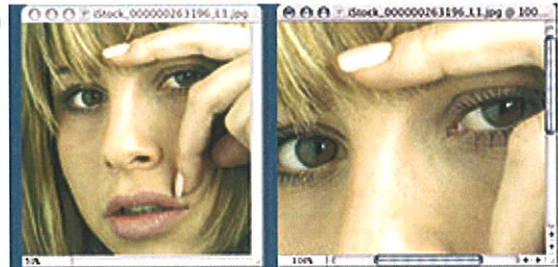


## Display The Same Image In Two Windows

When doing detail work on an image you may need to zoom in to take a closer look at the pixels. But to make sure that any changes you're making in this magnified state will look realistic at a normal view you'll have to zoom out for a quick look. Here's a great tip - instead of zooming in and out you can have the same image open in two windows at the same time.

With an open image selected choose **Window > Arrange > New Window** (the original file name will be listed). The same image will now appear in a new second window.

Keep one window set at 100% to see your effects, and work in the second window - either zoomed in or zoomed out. Sweet.

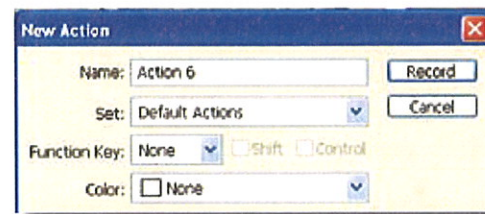
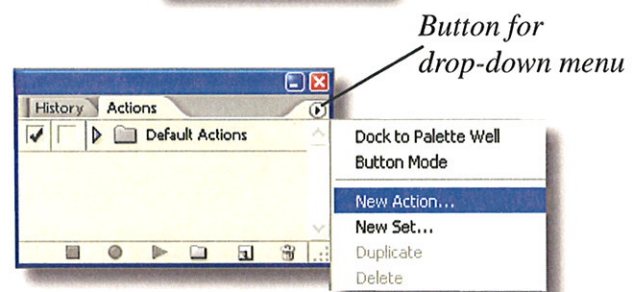
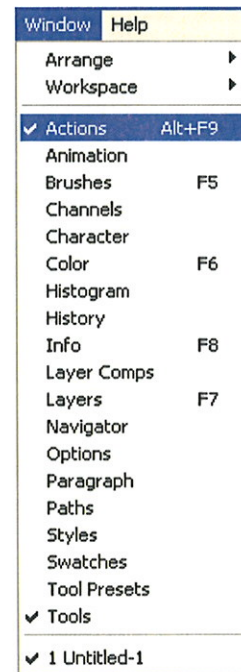




# Photoshop Actions

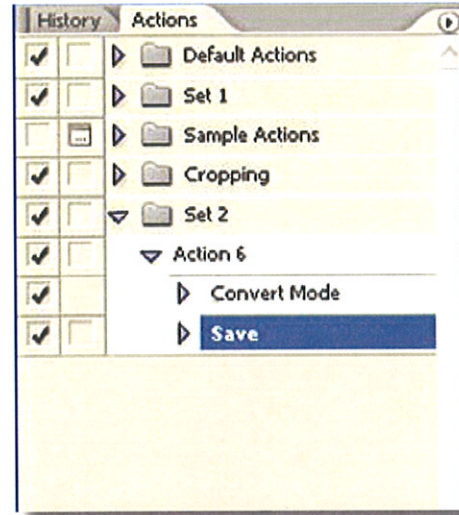
*Photoshop Actions are used to automatically apply a series of tasks (or actions) to multiple image files all at once. For instance, using a Photoshop Action, you can resize an entire batch of photos. Another would be to change file formats from TIFFs to JPEGs. Basically any step-by-step procedure you can do in Photoshop can be turned into a Photoshop Action. In this tutorial you will learn how to create a Photoshop Action that converts color photos to grayscale..*

1. Gather all the picture files you want to convert into a single folder and create another folder where the converted pictures can be saved. Give the folders names that will easily distinguish them, (such as Original and Converted or Color and Grayscale), and place them in a location that is easy to find.
2. Open one of the color image files in Photoshop.
3. Go to the **Window** menu and select **Actions**. The **Actions Palette** will appear.
4. Click on the arrow in the upper-right corner of the Actions Palette and select **New Action** from the drop-down menu.
5. In the dialog box that appears, type in a name for the Action.
6. Click on the **Record Button** to begin recording the action.

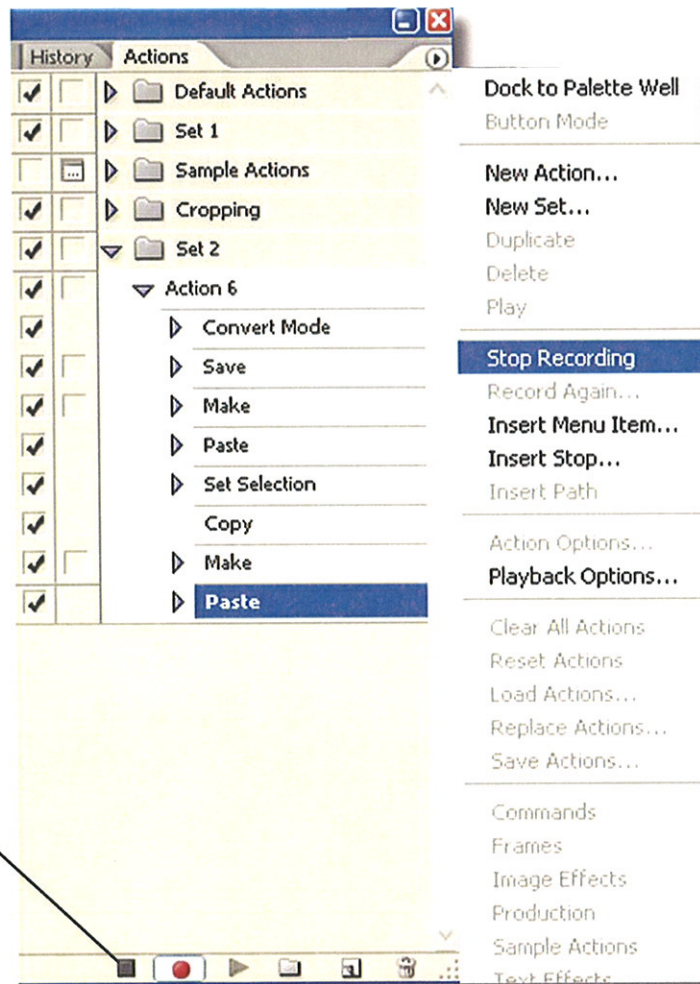


# Photoshop Actions

- Under the **Image** menu go to **Mode** and select **Grayscale**. Notice that this action is automatically listed in the actions palette as **Convert Mode**.
- Go to **File** to **Save As** and save the picture as a JPEG or TIFF. This action will also appear on the list in the actions palette as **Save**.




- End the recording of the action by clicking on the square **Stop Button** at the bottom of the actions palette or by clicking the drop-down menu and selecting **Stop Recording**. The action is now complete.

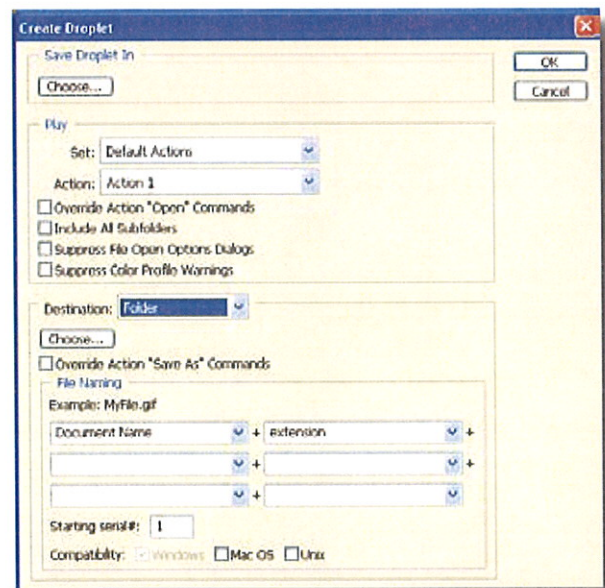
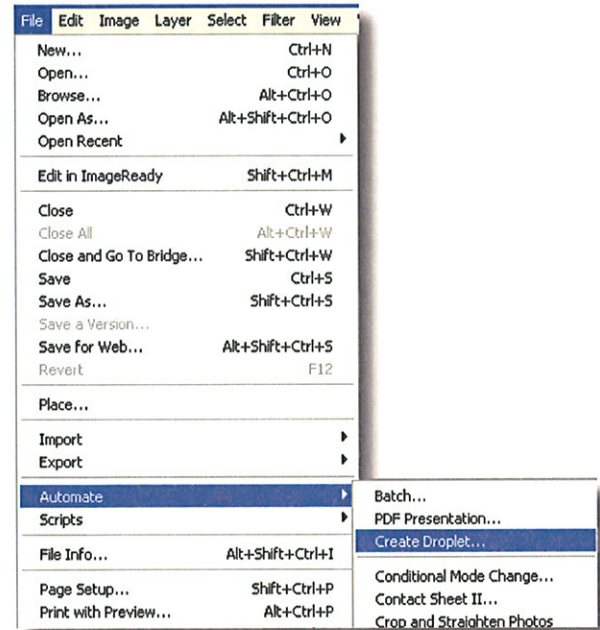




# Photoshop Actions

Next comes the droplet. A droplet is a kind of shortcut which applies a Photoshop action to a group of images by simply dragging the images folder over the droplet icon.

10. Under the **File** menu go to **Automate** and select **Create Droplet**.
11. In the Create Droplet dialog box, choose the location for the droplet to be saved. Place the droplet somewhere where the images folder can be easily dragged. (It is often placed on the desktop.)
12. In this same dialog box, choose the destination folder for the converted files. This is the folder you created in Step 1. Be sure **Folder** is selected from the drop-down menu before you hit the **Choose** button.
13. Click **OK** and the Droplet will appear in the chosen location. It should look like this: 
14. Now drag the folder of the original pictures on top of the droplet to activate it. It will automatically convert all the pictures to grayscale and save them in the destination folder ready to be used.



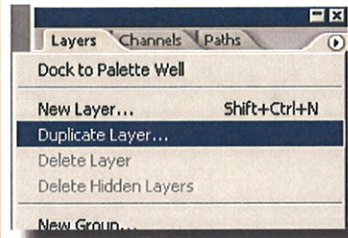
*There is an endless variety of actions that can be created to automatically modify batches of picture. Play around with actions to see how you can simplify the preparation of images for your yearbook.*



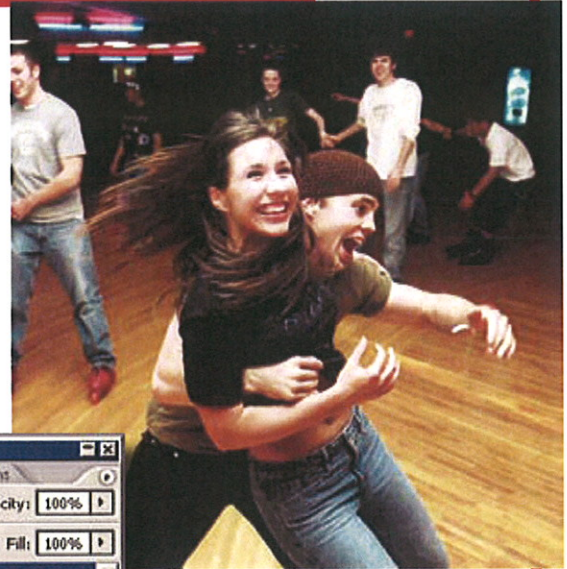
# Photoshop

## Blur Background

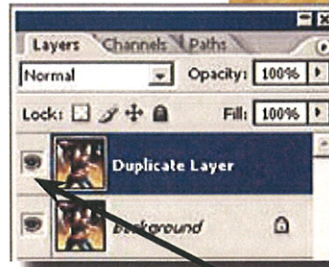
1. Open the image in Photoshop by going to File:Open, then browsing for the image.



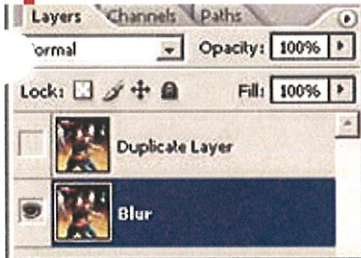
2. Go to Window:Layers. In the Layers Palette, click on the flyout menu (arrow) in the top right hand corner of the Layers palette, choose Duplicate Layer. Rename the layer Duplicate Layer.



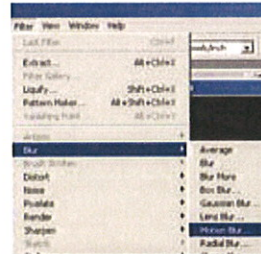
3. In the Layers palette, make the Duplicate Layer invisible by clicking on the 'eye' icon.



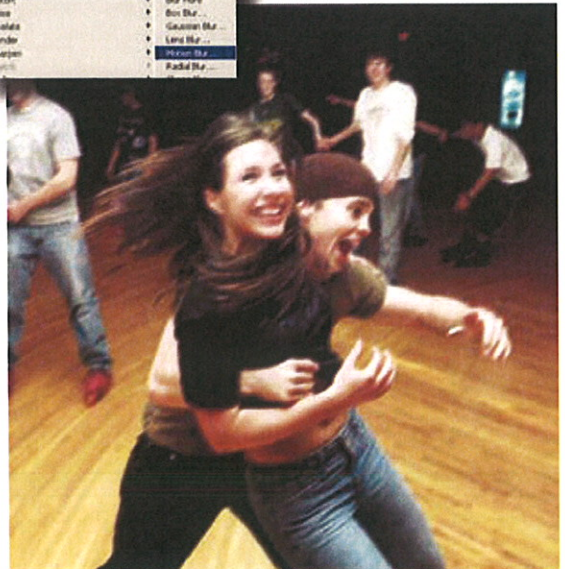
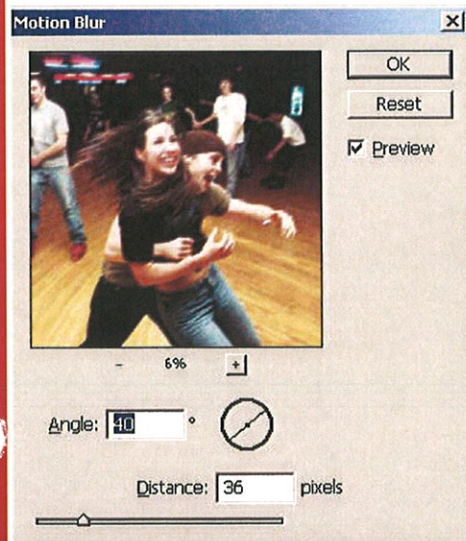
4. In the Layers double-click on the background layer and rename it Blur.



5. Go under the Filter menu and choose Blur:Motion Blur.



6. In the Blur filter options box, check the box in front of Preview. Then adjust the Angle and Distance until happy with the background.





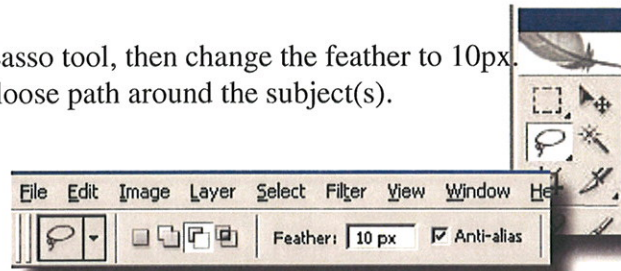
# Photoshop

## Blur Background

7. In the Layer palette, click on the 'eye' icon on the Duplicate Layer to make it visible again. Click on the Duplicate Layer to select.



8. Get the Lasso tool, then change the feather to 10px. Draw a loose path around the subject(s).



9. Go to the Select menu and choose the Select Inverse. Click the Delete key on the keyboard.



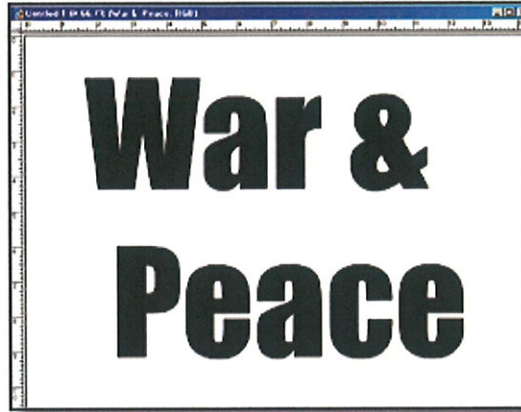
10. Flatten the layers from the flyout menu. Save the file by going under the File menu to Save as. Change the file type to .jpg and give the file a different name.



# Photoshop

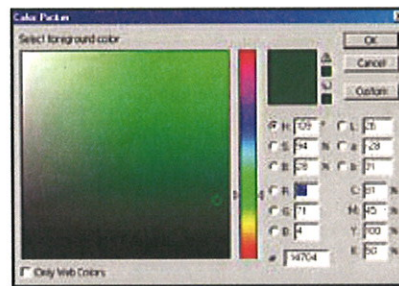
## Camouflage Text

# War & Peace



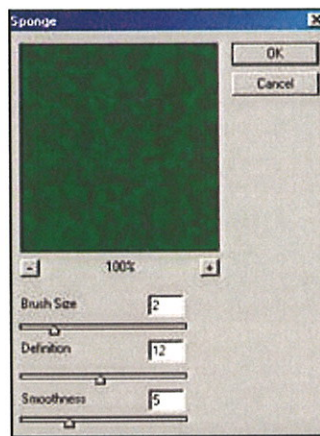
1. From the **File** menu select **New** and create a new RGB file with a white background.
2. Using the **Text Tool** type your headline. A bold typeface such as AYT Genuine will work best.
3. From the **Layer** menu select **New Layer**.
4. Click on the **Foreground** color swatch and select a deep shade of green from the **Color Picker**. Use the **Paint Bucket Tool** to fill the layer with this new color.

Paint Bucket Tool



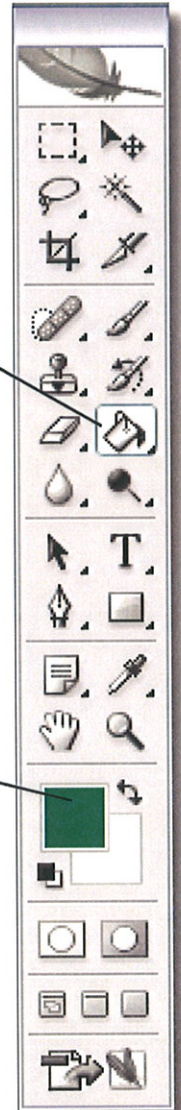
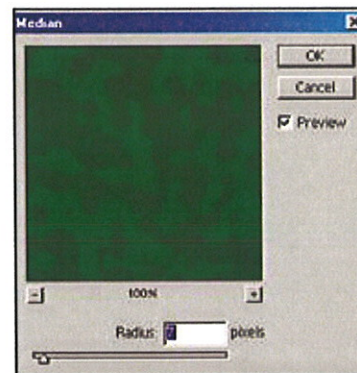
Color Picker

5. From the **Filter** menu select **Artistic > Sponge**. Make the **Brush Size 2**, **Definition 12**, and **Smoothness 5**. Click OK.



Foreground Color

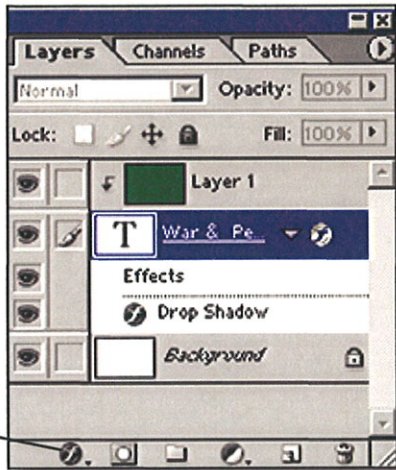
6. From the **Filter** menu select **Noise > Median**. Make the **Radius 7**. Click OK.



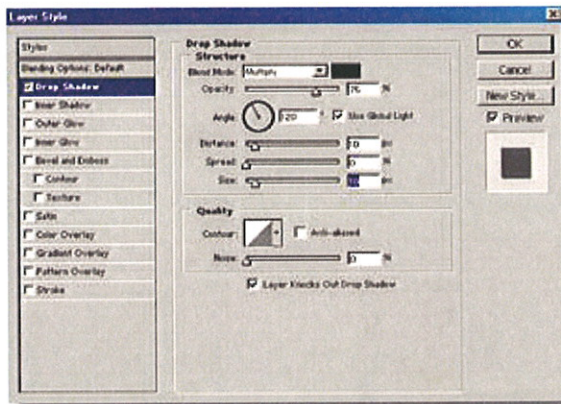


# Photoshop Camouflage Text

7. From the **Layer** menu select **Create Clipping Mask**. The camouflage pattern will appear inside the text.
8. If you would like a drop shadow under the text, select **Layer** from the **Window** menu to view the layers palette. Select the text layer. Click on the **Layer Style** button at the bottom of the palette and select **Drop Shadow**. The default settings may be fine, or you can adjust the sliders to get the desired effect. Make sure the **Preview** box is checked so you can see the results as you change the settings.



Layer Style  
Button



9. To finish, select **Flatten Image** from the **Layer** menu and save your file as a JPEG.

# War & Peace

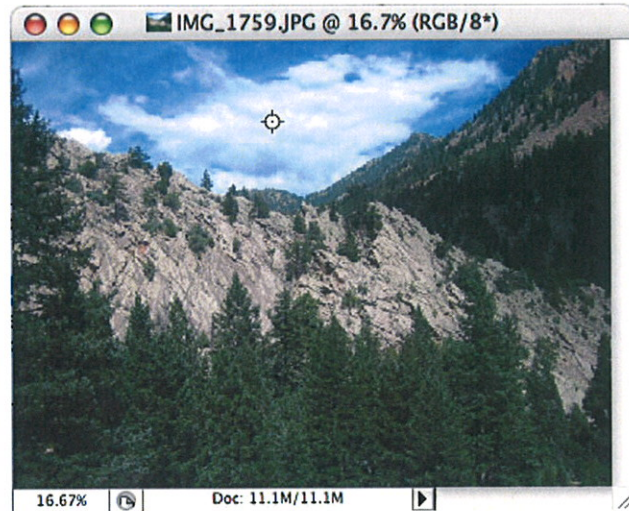
Completed Camouflage Text



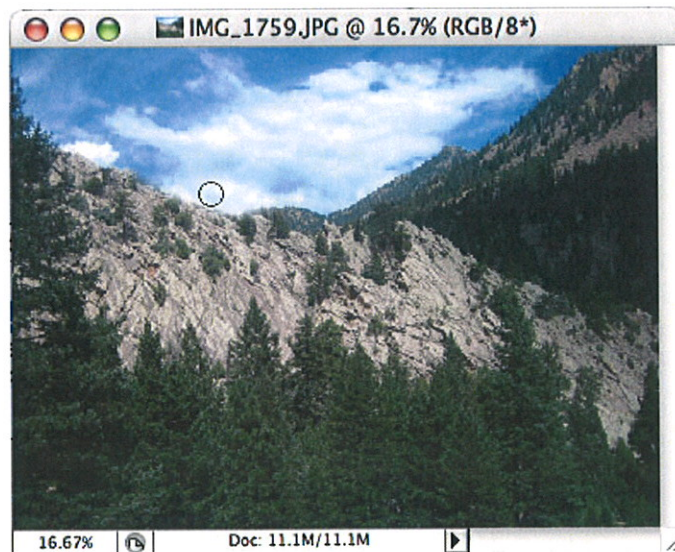


## Clone Stamp

1. Open picture in Photoshop
2. Choose the Clone Stamp Tool
3. Choose Brush Options
4. Select an Area to Copy From
5. Paint Over Your Image

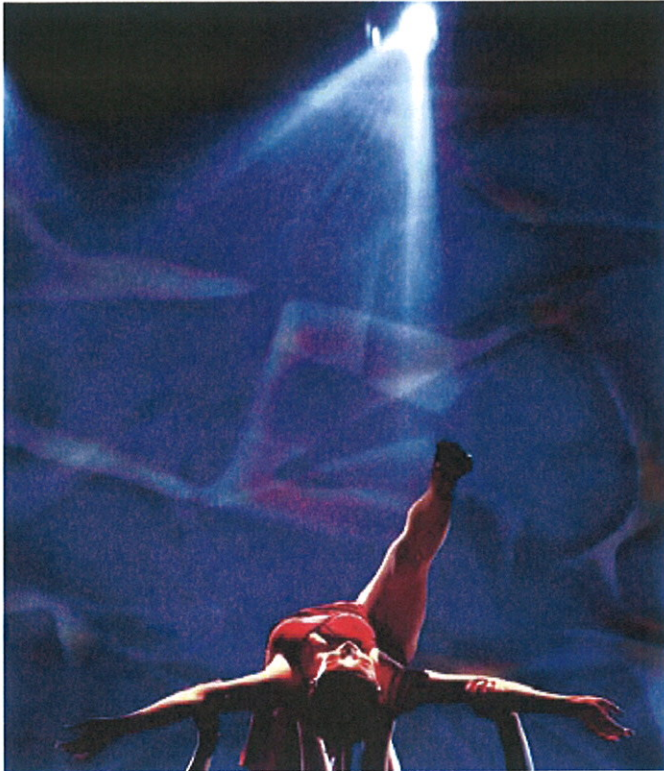


The clone stamp is being used to here to paint over the trees with clouds.

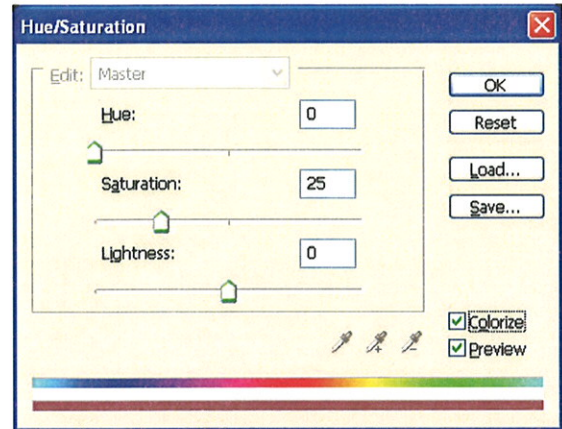




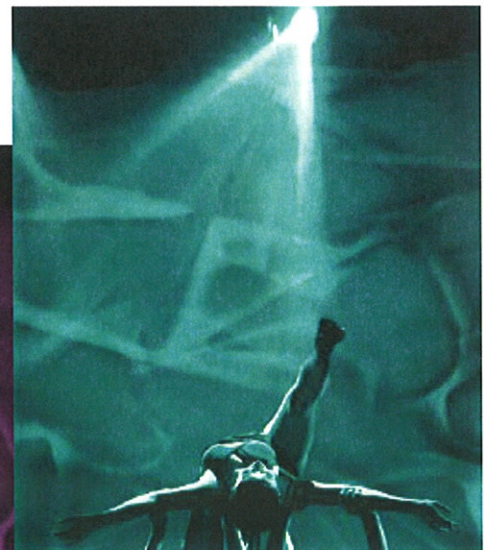
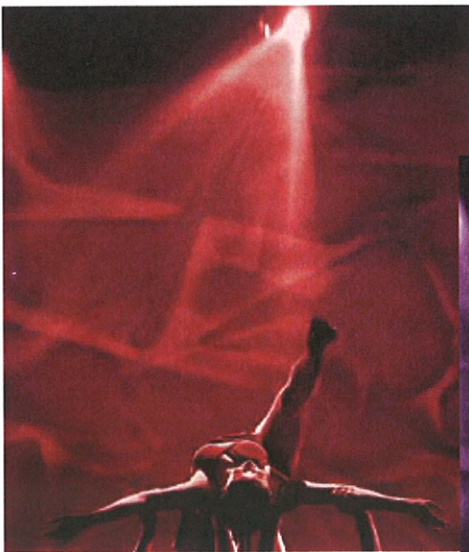
# Photoshop Colorize



1. Open the image in Photoshop.
2. Go to **Image/Adjustment/Hue/Saturation**.



3. Check **Colorize** in the bottom corner. Move the **Hue** slider until you like the color. Move the **Saturation** slider until you like the brightness.
4. Go to **File/Save as** and save the image as a **JPG**.



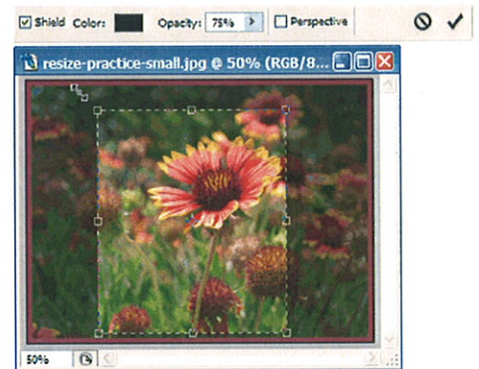


# Crop Tool

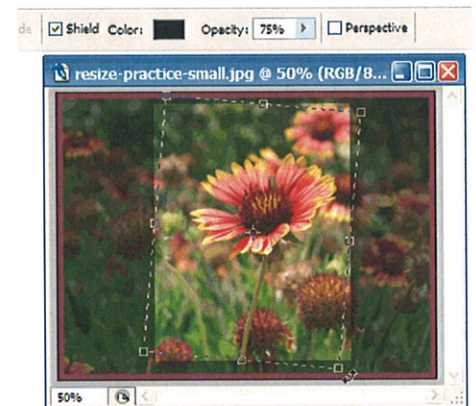
1. Open your photo in Photoshop
2. Select the crop tool  
Third button down on the right



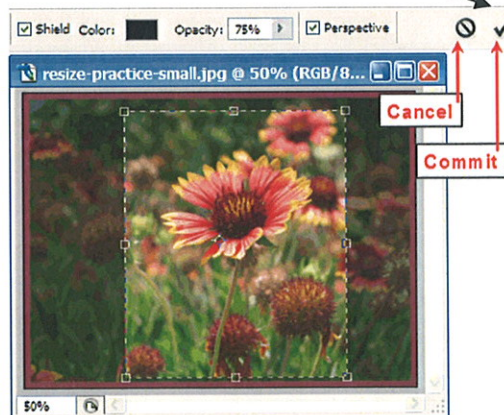
3. Drag your cursor over the selection you want to crop
4. When you release the area to be discarded is grayed out.
5. If your cursor is inside the selection it is a solid black arrow so you can move the selection around.
6. If your cursor is outside of the selection it is a double pointing curved arrow and you can rotate the selection.



7. If you change your mind simply press the Esc button or cancel button. If you are ready to commit to your selection you can press Enter or Return or use the check mark button.



Tip: You can also crop to a selection using the rectangular marquee tool. When a rectangular selection is active, just choose Image > Crop.



Double-click inside selection to commit.  
Esc to cancel.

Quick Tip:

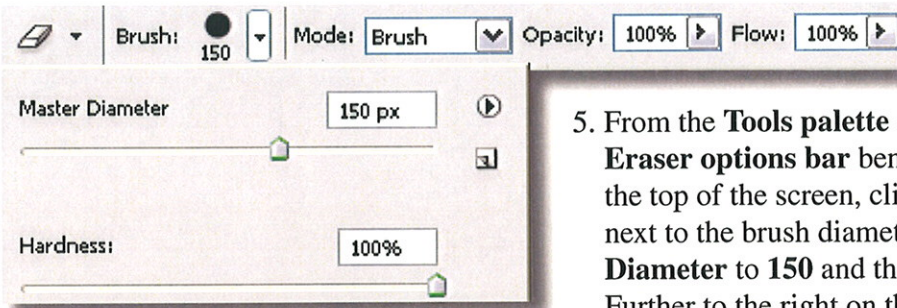
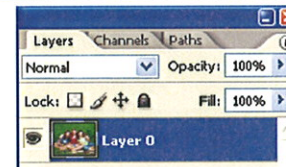
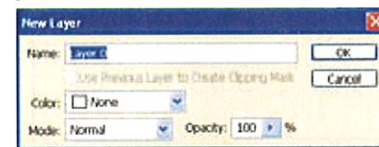
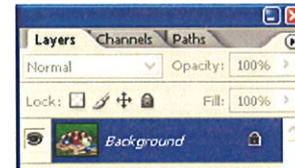
Use the Marquee Tool  
Crop the Image  
Select Inverse  
Delete



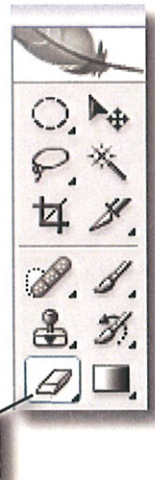
# Photoshop

## Cut Out Backgrounds

1. **Open** an image in **Photoshop**. (These instructions can be used to remove any unwanted portions of an image, but here we refer only to the background.)
2. From the **Window** menu select **Layers**. The **Layers** palette will appear.
3. There will be just one layer listed, **Background**. Double-click on the **Background** layer to unlock it and make it editable.
4. A **New Layer** options box will appear. Leave all the default settings as they are and click **OK**.



5. From the **Tools** palette select the **Eraser**. On the **Eraser options bar** beneath the menus across the top of the screen, click the drop-down button next to the brush diameter and set the **Master Diameter** to **150** and the **Hardness** to **100%**. Further to the right on the options bar set both the **Opacity** and **Flow** to **100%**.



6. As you move the **Eraser** over your image you will see a large circle representing the eraser's brush stroke. Each time you click the eraser it will remove exactly what is inside that circle. **Click** on the background area a couple of times to see the result. If it is erasing too much at once, reduce the **Master Diameter**. You can continue to click individual portions or you can click and drag to erase whole sections at once.
7. In **Photoshop**, transparent space is represented by a gray checkerboard. Continue erasing the background until you see only the part of the image you want to keep and the rest as gray checkerboard.

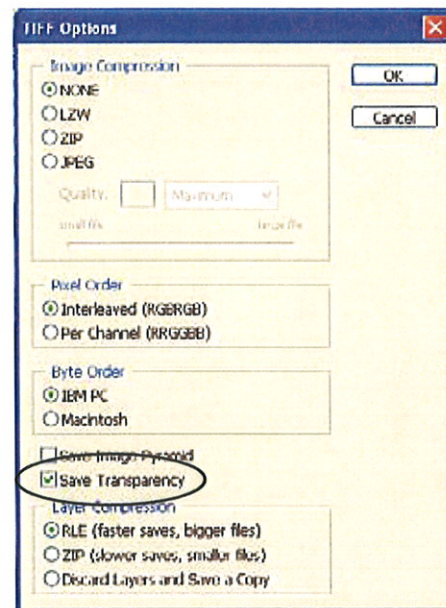
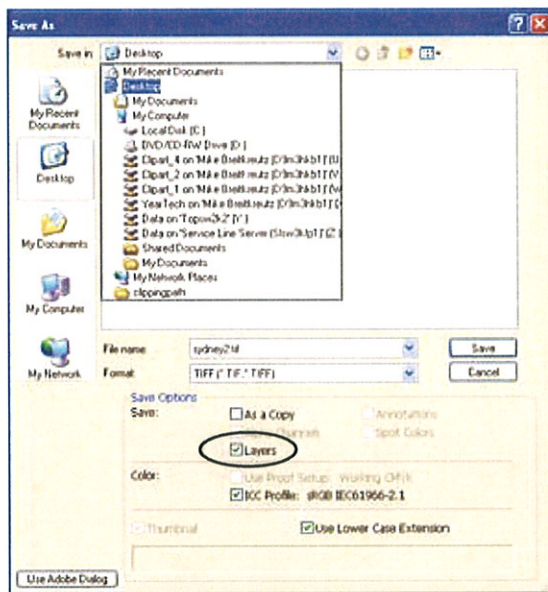




# Photoshop

## Cut Out Backgrounds

- To erase along the edges of your image, and ensure you don't erase parts of the image itself, reduce the **Eraser's brush diameter** and use the **Magnifying Glass** from the **Tools palette** to zoom in on the image. Make it large enough to see exactly what you are erasing. (You can zoom in up to 1600%.) Play around with the settings until you get what you're looking for. If you don't need a very precise edge around the image, adjust the **Hardness** setting to make the eraser feathered around the edges. If you make a mistake you can always select **Undo** from the **Edit Menu**.
- When you finish removing the background, select **Save As** from the **File menu**. In the **Save As window**, name your file and select the location for it to be saved. Set the file type to **TIFF** and make sure the **Save Transparency** box is checked. Click **OK**.
- The **TIFF Options** window will appear. The current default settings will be fine, but make sure the **Save Transparency** box is checked. Click **OK** and your image is ready to be uploaded to your **Yearbook Avenue Online** site and placed on your page.

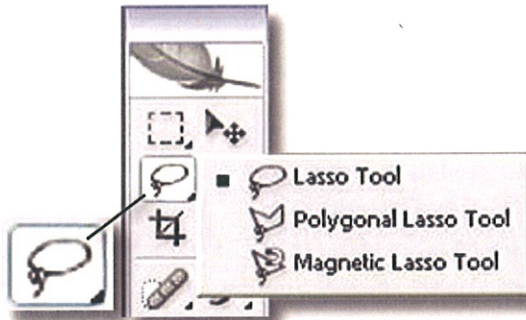




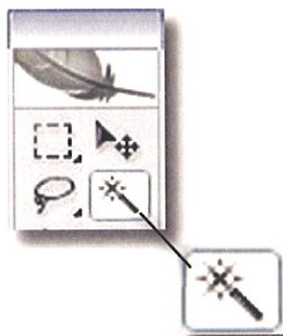
# Photoshop

## Cut Out Backgrounds

There are several other tools you can use to remove unwanted portions of an image besides the **Eraser** tool. Use any method that suits you to get the background deleted and end up with the gray-checkerboard transparent space.



You might choose to use the **Lasso** or **Magnetic Lasso** from the **Tools palette**. (The Polygonal Lasso will probably not work for this.) With these tools you will select the part of the image you want to keep by clicking and dragging to “draw” around it. As you draw around the image, “running ants” will appear showing what you have selected. If you hit Delete now, you will delete the part of the image you are trying to keep. Instead, first go to the **Select menu** and select **Inverse**. Now you will see the running ants around both the image you want to keep and the outside edge of the image file. Just hit **Delete** on your keyboard and the gray checkerboard will appear. Save your file as a **TIFF** with the settings described in Steps 9 and 10 above and you’re done.



If the background is a solid color or white, use the **Magic Wand** from the **Tools palette**. Just **click** on the background area and it will all be selected at once. You will see the running ants showing what area has been selected. If it doesn’t quite grab it all or takes in too much, play with the **Tolerance** setting the the **Magic Tool options bar**. When it selects it all correctly, hit **Delete** on your keyboard and you’ll get the gray checkerboard again. Follow Steps 9 and 10 above to save the file correctly and you’re ready to upload your picture to the Image Library and place it on your yearbook spread.

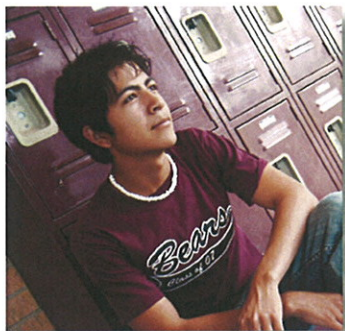


# Photoshop

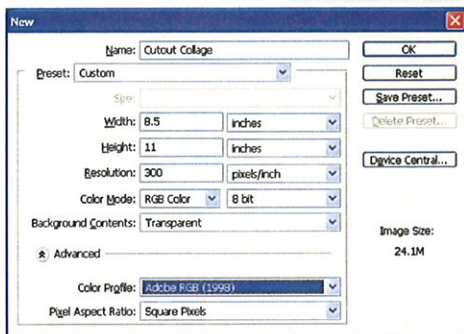
## Cutout Collage

(Look Book cover Volume 6)

From  
this..



To this!

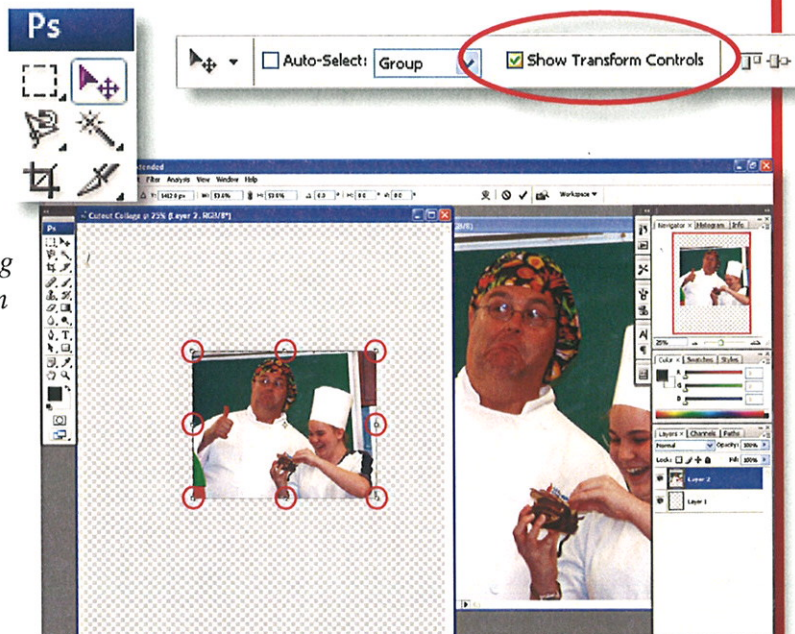


1. From the **File** menu, select **New**. In the New document window, first name your collage file. If you know the size the finished collage will be, select **Custom** from the **Preset** drop-down menu and type in the **Height** and **Width**. If you're not sure about the final size, choose **U S Paper** from the **Preset** menu. (Excess space can be cropped out later.) Set the **Resolution** to **300 pixels/inch**. Set the **Mode** to **Grayscale** for black and white pages or **RGB** for full-color pages. Leave it at **8-bit** and make the background content **Transparent**. Save your new document as a **TIFF** file. This will keep each new layer transparent and on it's own layer.

2. **File:Open** to open an image to be used in your collage.
3. Arrange the file windows, so the image file overlaps the blank collage file. From the **Tools** palette, select the **Move** tool. Click on the image with the move tool and drag it on top of the open collage document.

*Be sure to save your document often while working on this step. Repeat Steps 2 & 3 until all images have been added to the collage document. After each image is added, close the original image file to eliminate clutter and confusion. Each image you drag into the collage file will create it's own layer and can be edited individually and moved into place.*

4. To resize use the **Move** tool options panel at the top of the screen, check **Show Transform Controls**. Resize the image to fit the collage with this bounding box as needed. Hold down the **Shift** key when changing the size to maintain correct proportions. After an image is resized, double click the image to apply the tranformation. With the **Move** tool still selected, move the image to desired area.





# Photoshop

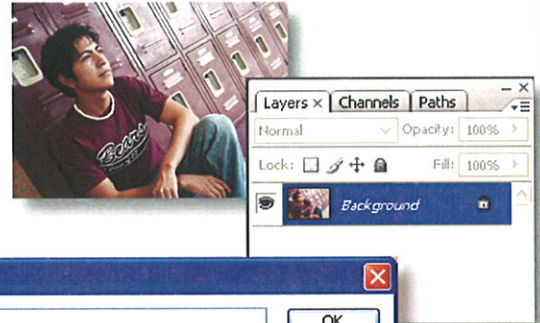
## Cutout Collage

(Look Book cover Volume 6)



5. After all the images are arranged and sized, **Save** the image again, but this time as a **JPG**, so the image is flattened.

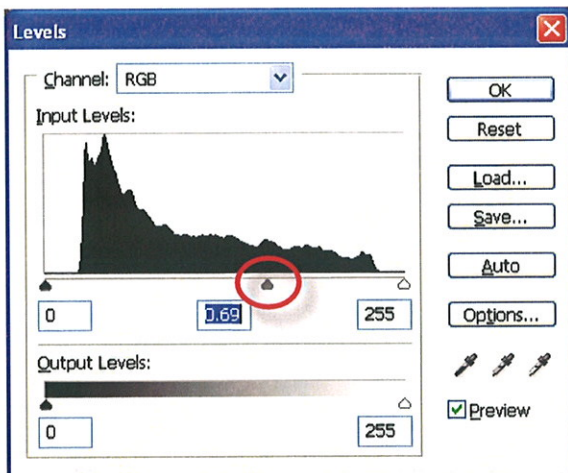
6. Now **File Open** the image you want the collage to be “cutout”. In the **Layers** palette double-click on the **Background Layer** and rename to **Layer 0**.



7. Use either the **Lasso** or the **Magnetic Lasso** to select the area you want to “cutout”. After it is selected go to **Edit:Copy** (*Control + C / Apple + C*).

8. Select the collage **JPG** image, go to **Edit:Paste** (*Control + V / Apple + V*) to the paste the selected area to the collage. Transform the pasted layer until it fills the space needed. If the Transform handles cannot be seen, go to **Edit:Free Transform**.

9. Enlarge the pasted image to fill the collage area. The **Move** tool can be used if needed. Double-click the image to apply the transformation. No need to worry if the image is stretched or distorted, it is part of the effect!



10. Go to **Image:Adjustments:Levels** and change the middle input until the image is slightly saturated (**between .75 to .50**).

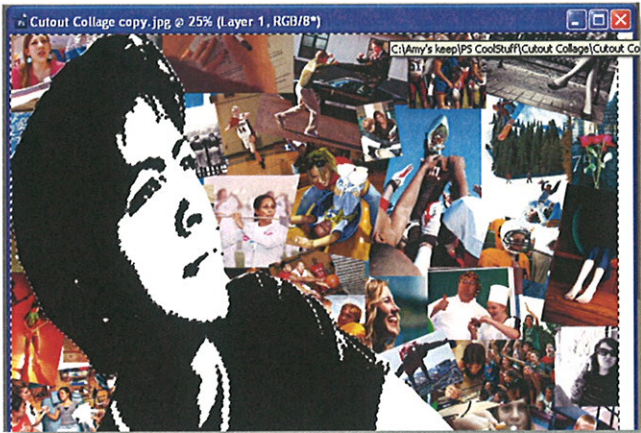


# Photoshop

## Cutout Collage

(Look Book cover Volume 6)

11. Go to **Image:Adjustments:Theshold** and adjust until you get the desired amount of black. Keep in mind the collage will be where the black is showing.



12. With the **Magic Wand**, click on a section of the black on the picture.



13. Now go to the **Select:Similar**. All the black area should now be selected.

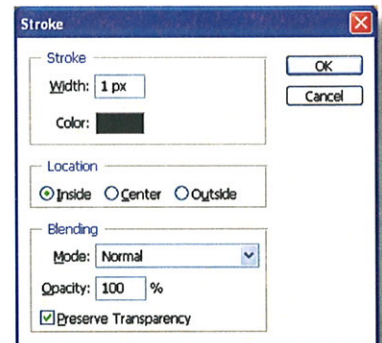
14. Go back to **Select:Inverse**.

*Drum roll, please...*



15. Delete **Layer 1** in the **Layers Palette**. This should leave you with just the collage and the blinking selection area. Click the **Delete** button on your keyboard. Save the image as a **TIFF** if you would like to keep transparent background, or save as **JPG** to have a white background.

*Note: If you want a little more definition around the edges of the cutout go to **Select:Inverse**. Then go to **Edit:Stroke**. Here you can add a stroke around the cutout area.*



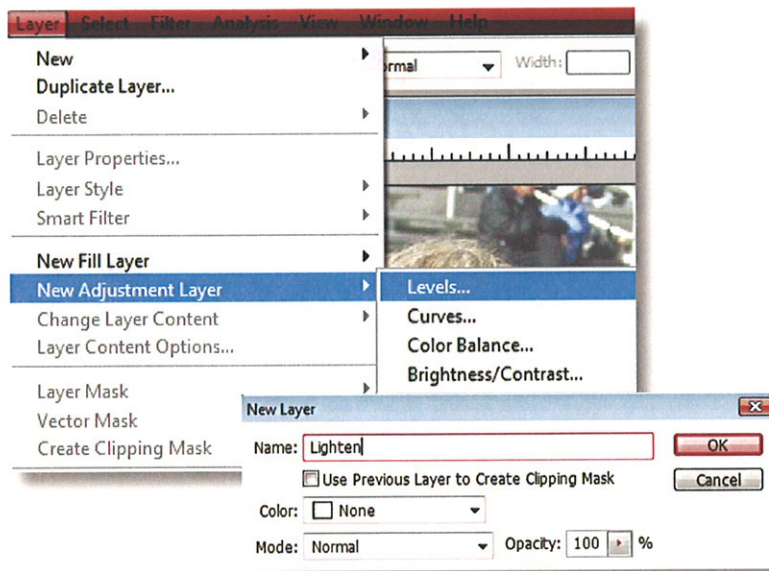


# Photoshop

## Darken / Brighten Images

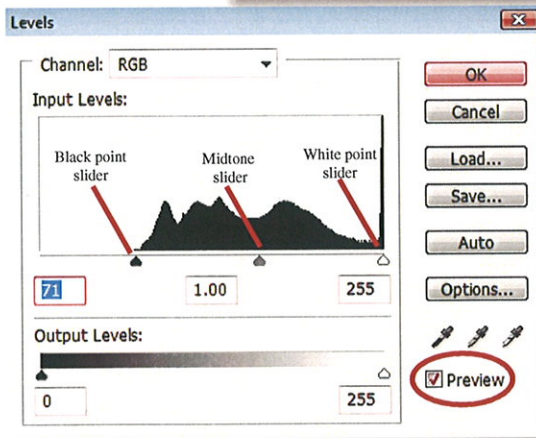
For a quick “no-brainer” image contrast adjustment you can always go to **Image > Adjustments > Auto-Levels**. This automatically applies the most common brightness and contrast standards and may be all you need to get your image to acceptable levels. Often times, though, you will want much more control over the result. Here’s how:

1. Open an image that’s either too dark or too light in Photoshop.

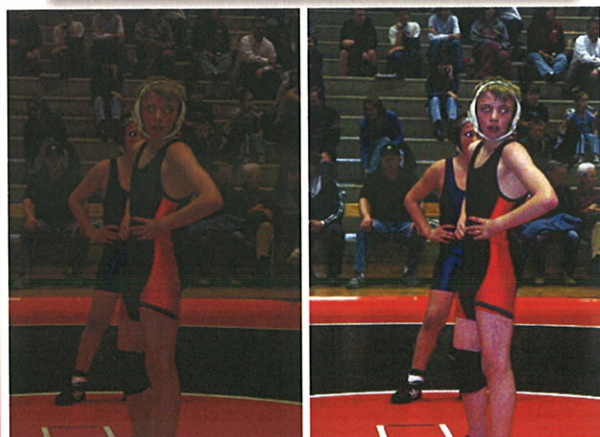


2. Go to **Layer > New Adjustment Layer > Levels**. Name your new layer or just click **OK** to the default name.

The **Levels** window will appear. On the **Input Levels Graph**, the triangular, chocolate-kiss-shaped points are called **Input Level Sliders**. The **Black** slider will **Darken** your images. The **Gray Midtone** slider will adjust the **Shadows** and **Highlights** in your images. And the **White** slider will **Lighten** your images.



3. In the **Levels** window, move the sliders to the left or right to get the desired effect. This may take some practice. Be sure to check the **Preview** box so you can see your adjustments as you make them. Play around with dragging all three sliders back and forth until you get a feel for the effect. Make note of the combined effects as well. Once you achieve the desired result, click **OK**.



4. Choose **Flatten Image** from the flyout menu and save the file as a **JPG** or **TIF** with a new name to preserve the original.

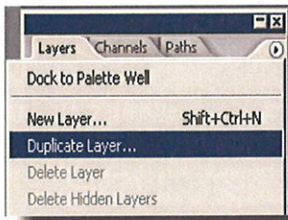
You can also adjust the brightness and contrast of your images by using the **Curves** or **Brightness / Contrast** windows under the **New Adjustment layer** menu.



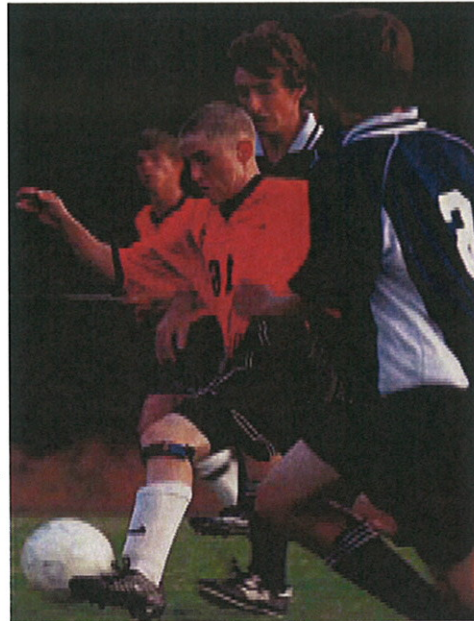
# Photoshop

## Lighten Dark Images

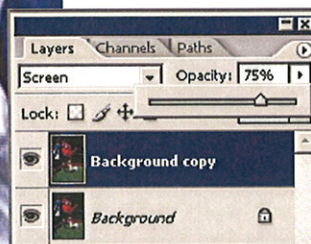
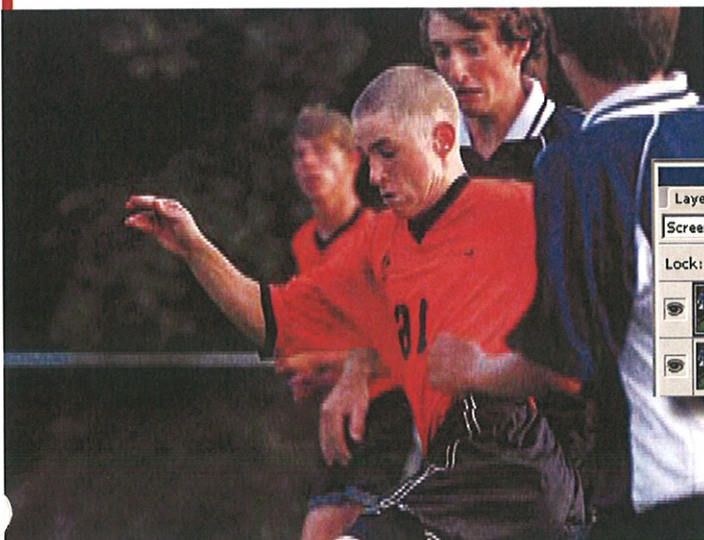
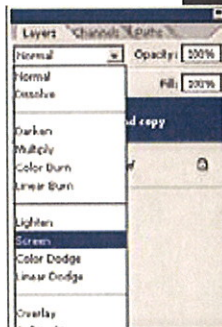
1. Open the image in PhotoShop. Choose File:Open and select the dark image.
2. Go to Window:Layers. This will open the Layers palette.



3. From the flyout menu (arrow) in the top right-hand corner of the Layers palette, choose Duplicate Layer.



4. With the duplicate layer selected, go to the top of the Layers palette and change from Normal to Screen. If the photo is still too dark, repeat steps 3 and 4 as many times as needed.



5. The Opacity can also be adjusted in the Layers palette on the duplicate layers.

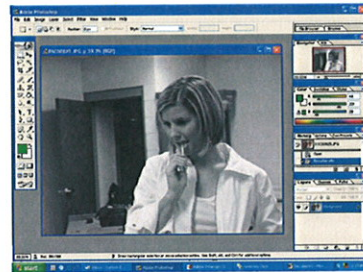
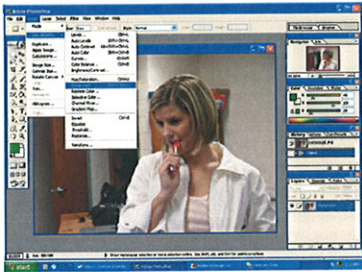
6. Choose Flatten layer from the flyout menu then save the file.



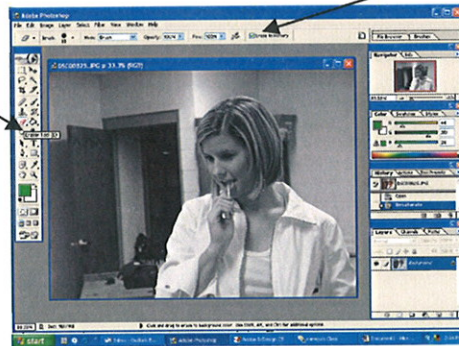
**Desaturate** takes out all the color except for black and white and then allows the user to "paint" back the color.

1. Open the picture to desaturate into Photoshop.
2. Choose Image, Adjustments, Desaturate.

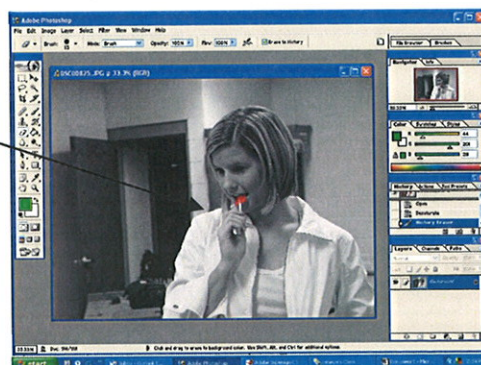
Your picture should turn b/w.



3. Choose the Eraser Tool and make sure there is a checkmark in your ERASE TO HISTORY box on the tool bar.



4. Move the "Eraser" over the part of the picture that you want to color back. Change your brush size if you need more control.

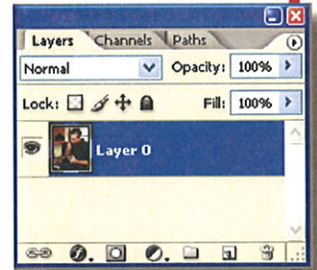




# Photoshop Feathering



1. Open a **TIFF** image in Photoshop.
2. In the **Layers palette**, double-click on the **Background layer** and change the name to **Layer 0**.
3. Select the **Marquee tool**. In the **Marquee Options palette**, set the **Feather** to **15 pixels**.

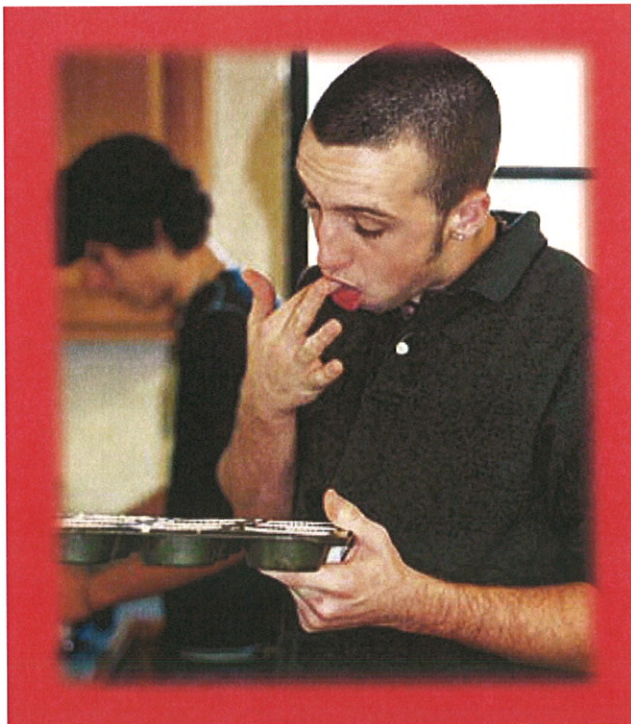


4. Draw a rectangle around the area of the image to be feathered. The feathering will occur outside, this selection.

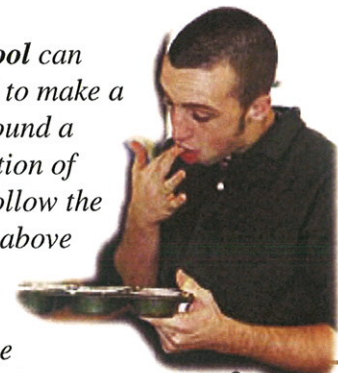
5. Go to the **Select menu** and choose **Select Inverse**.

6. Hit the **Delete** key on the keyboard. This will leave a soft edge around the selection.

7. Go to **File/Save as** and save the image as a **TIFF**. In the **TIFF options** the **Save Transparency** must be checked.



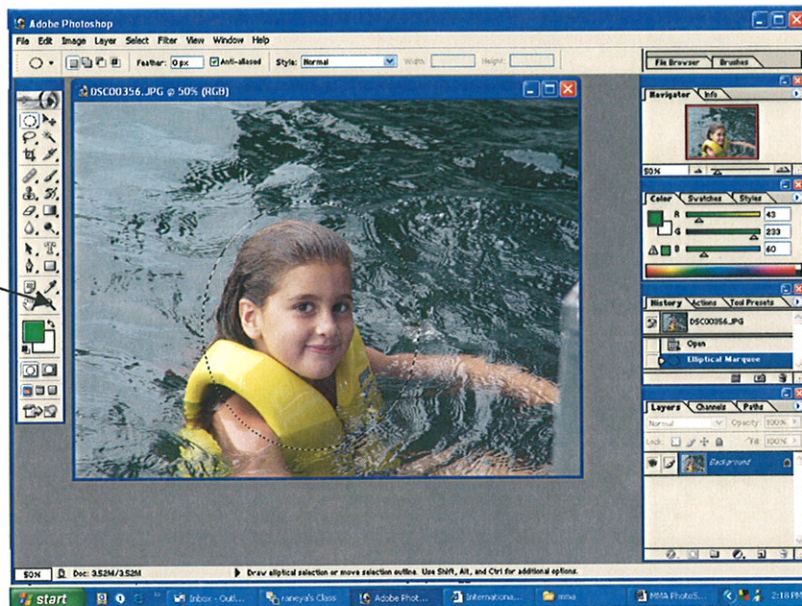
*The **Lasso tool** can also be used to make a soft edge around a selected portion of an image. Follow the instructions above but use the **Lasso tool** instead of the **Marquee tool**.*



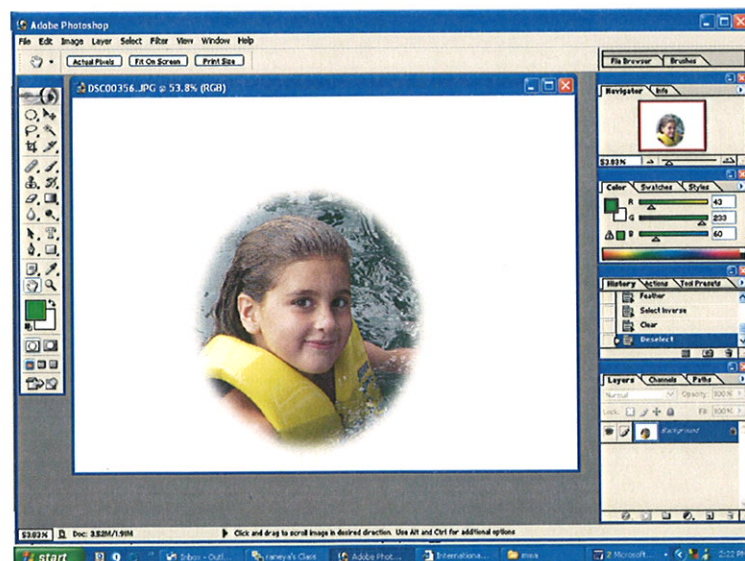


## Feathering

1. Open your picture in Photoshop.
2. Use the MARQUEE Tool to select the part of your image that you want to feather.



3. Choose Select, Feather, Change Feather Radius to about 15.
4. **Option 1:** Choose Select, Inverse then hit the BACKSPACE key.



**Option 2:** Select Edit, Copy then Paste to a new location.



# Photoshop Glowing

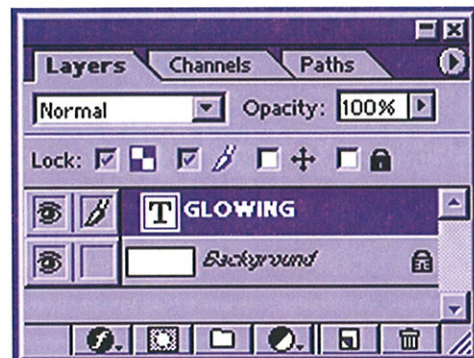
1. Choose New from the file menu.

2. The New dialog box appears

Enter "Glowing" (or your headline) in the name field. Use the tab key to move around the dialog box and enter the data as follows: Color Mode RGB Width: 7in Height: 3 in Click OK. Your new canvas should appear.

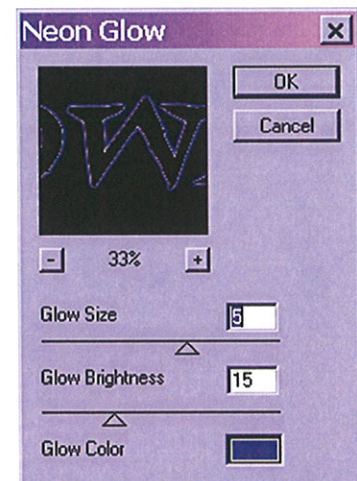
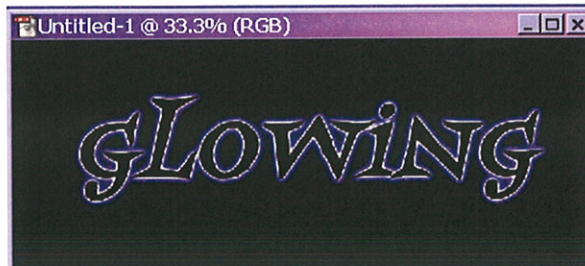
3. Use the type tool to enter the text.

I used AYTDaria at 100 points. Any font is fine. After typing your headline, flatten your image. To flatten, Choose- Layers - Flatten Image.



4. Next, Choose Filter - Artistic - Neon Glow. When the Neon Glow window appears, adjust the glow size and brightness.

Also, double-click on the color swatch to choose the outer glow. When you click OK, the background will become black creating a multi-color glow effect, ranging from white to the color you selected. If your not happy with the color, immediately go to Edit - Undo and try another color.





# Photoshop Hot Lava

# hot

1. File > New. Choose to have a black background.



2. Layer > New > Layer or click on the New Layer button in the Layers palette. Select "d" then "x" to change the Foreground color to white. Click Alt-Delete (Option-Delete) to fill the new layer with white.

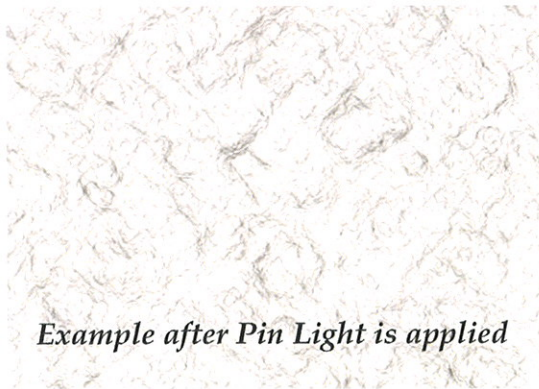
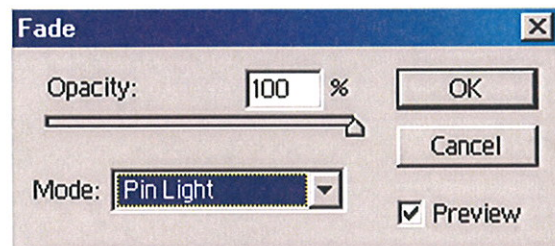
3. Filter > Render > Difference Clouds. Repeat step twice.

4. Filter > Stylize > Find Edges.

5. Edit > Fade Find Edges. In the window that pops up, select Pin Light for the Blend Mode. This will



*Example after Difference Clouds 2x*

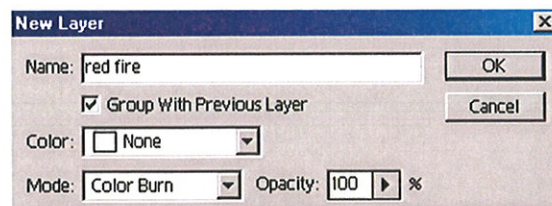


*Example after Pin Light is applied*

serve as the texture for the hot lava.



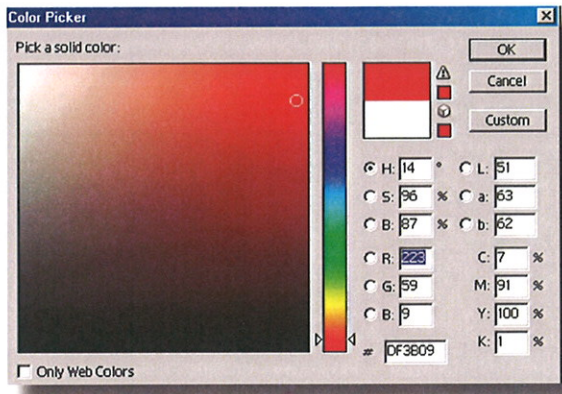
6. Layer > New Fill Layer > Solid Color. Name the layer "Red Fire". Select Group with Previous. Set Blend Mode to Color Burn. OK.





# Photoshop

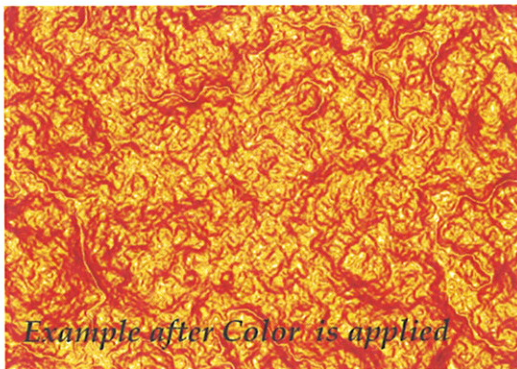
## Hot Lava



7. In the Color Picker box, select a fire red color. Click OK.



8. Click on the text tool to add the text. A heavy bold font works best and choose a large point size.



9. After the word is typed, drag the layer below Layer 1 in the layers palette.

10. Select Layer 1 (should be the texture layer) and go to Layer > Group with Previous (Photoshop 7) or Create Clipping Mask (Photoshop CS or CS2).

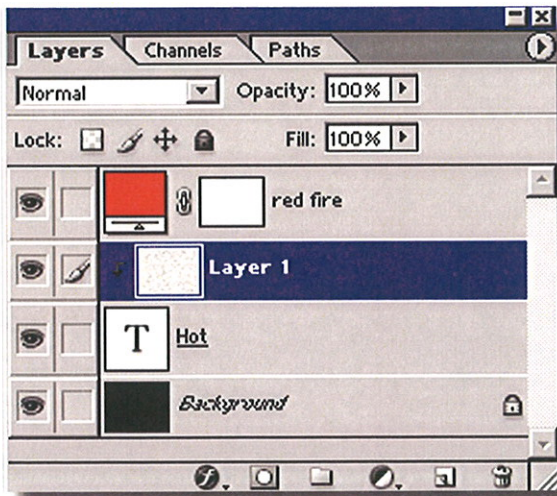
The texture should pop into the text.



11. If you are happy with the effect, go to Layer > Flatten Image. Crop the text to the size desired using the crop tool. Remember to set the resolution to 300dpi.

12. File > Save As a tiff or jpeg image.

*Note: If you do not like the black background around the text, the black can always be eliminated following the clipping path instructions. This is how the example on page 1 was completed.*





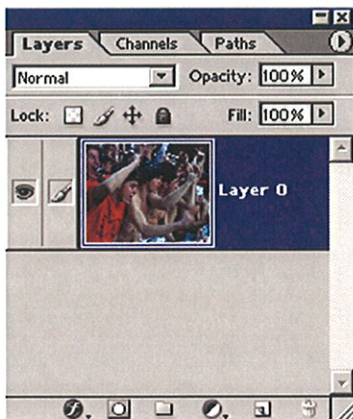
# Photoshop

## Image in Shape



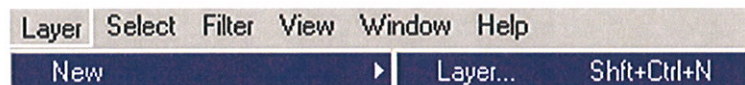
*Note: Before beginning the tutorial, make sure to follow the digital imaging guidelines listed in the 2006 YearTech User's Guide. Verify the image is the correct resolution, size and mode.*

1. Open the photograph in Photoshop. File > Open and find the file. Make sure there is only one layer in the file. If this has not been done, Layer > Flatten Image.



2. Open the Layers palette, Windows > Layers, double-click on the word Background Layer in the Layers palette and it will change into Layer 0.

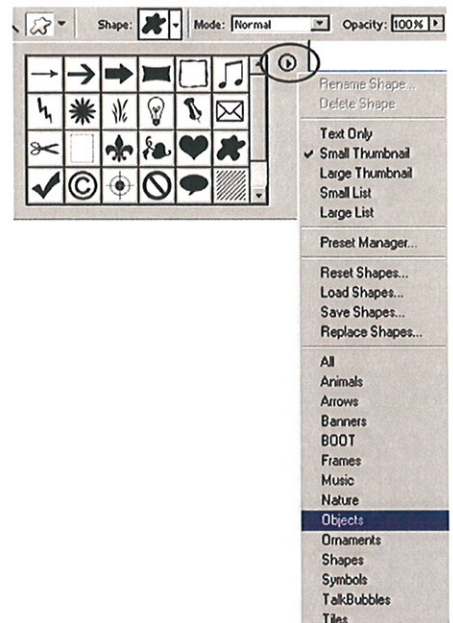
3. Go to the Layer menu, to New Layer.



Custom Tool Option Bar



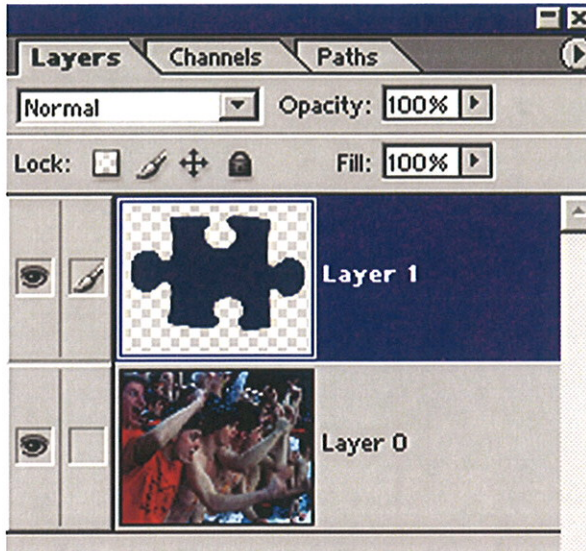
4. Select custom shape tool in the custom shape option box located at the top, make sure the third option for a shape is selected. See screen shot above. Click the drop down menu to see all the shapes available. To load more shapes, click the pop-out menu and choose Objects. (This is the category that has the puzzle pieces. Any category can be used depending on your needs.) Four different puzzle shapes should appear as choices for shapes. Select one of the shapes and draw over the photograph. You should be on the top new layer not on the same layer as the photograph.





# Photoshop

## Image in Shape



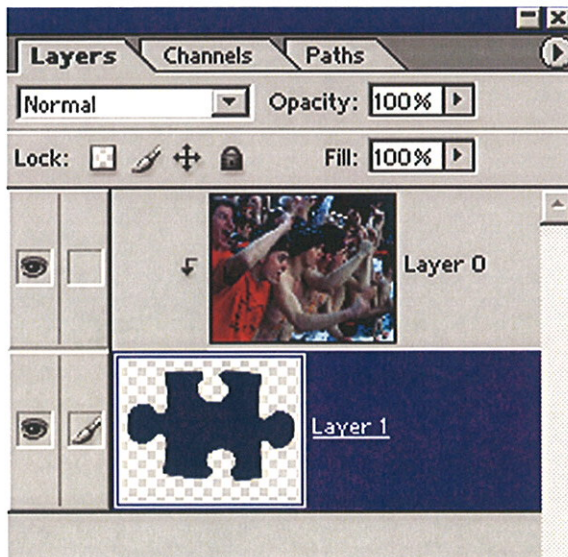
5. After you create the shape on the New Layer, drag Layer 1 to the bottom. The photograph should be covering the shape.

6. Select Layer 0, go to Layer > Group with Previous (Photoshop 7) or Create Clipping Mask (Photoshop CS and CS2).

The last screen shot should be how your layers look after this process.

7. Go to Layer > Flatten Image and Save As a Tiff or Jpeg file. In InDesign or PageMaker, go to the File > Place to place the graphic file.

*Note: This can be used with any Custom Shape. You could also make your own custome shape.*



*Same instructions using a Star shape instead of Puzzle Piece.*



*Same instructions using a Heart shape instead of Puzzle Piece.*



*Finished Puzzle Piece*



# Photoshop Image in Type

# Cheer

1. After opening the image and making sure the photograph has enough resolution (follow the Digital Imaging Guidelines in the 2006 YearTech User Manual), double-click on the name Background in the Layers palette. This will change the Background layer into Layer 0.

2. Using the text tool, begin typing the headline. Make sure the type is the correct point size and font before doing any more steps. This will create a text layer.

*Remember, bold fonts works best for this effect.*

3. After typing the headline and formatting the text, drag the text layer in the layers palette to the bottom of the stack.

4. While Layer 0 is selected (highlighted in the Layers palette), go to the Layer menu (pull down menu listed at top of Photoshop) to Group with Previous (Photoshop 7) or Create Clipping Mask (Photoshop CS or CS2).

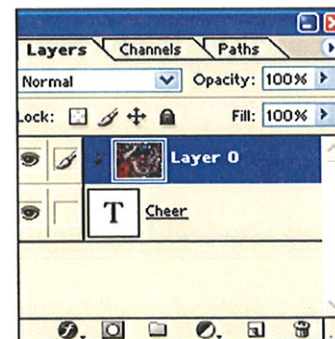
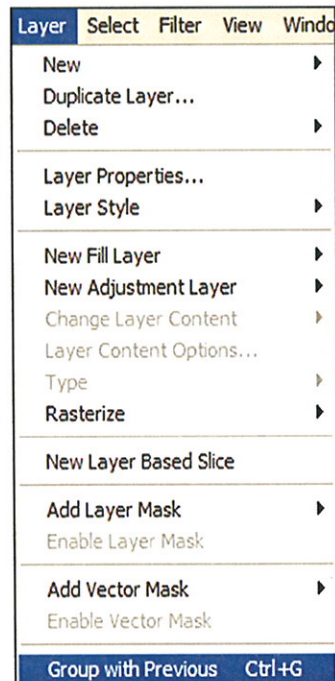
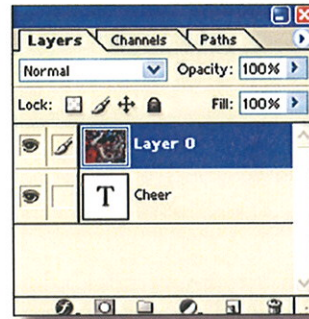
5. Your layer palette should have two layers. The top layer will be indented with a crooked arrow pointing down below and the bottom layer will be underlined showing which layer it is being clipped to.

The final results are all the rage in popular magazine layout and design.

6. After clipping the content, go to Layer/Flatten Image and Save As a Tiff. Use the crop tool to resize headline if needed. Make sure the image is RGB or Grayscale .

To remove the white background after placed in PageMaker or InDesign, follow the Clipping Path Instructions for the final removal of the white background if needed.

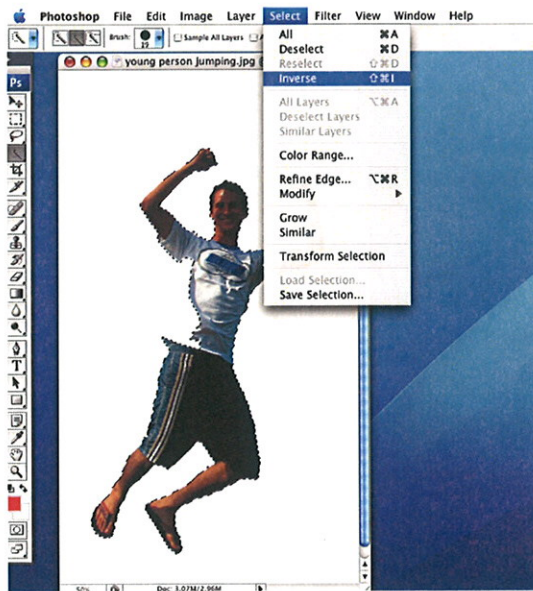
*For other cool effects, try a shape layer instead of a text layer. Or instead of a photograph, try a texture or one of Jostens Backgrounds. Have Fun!*



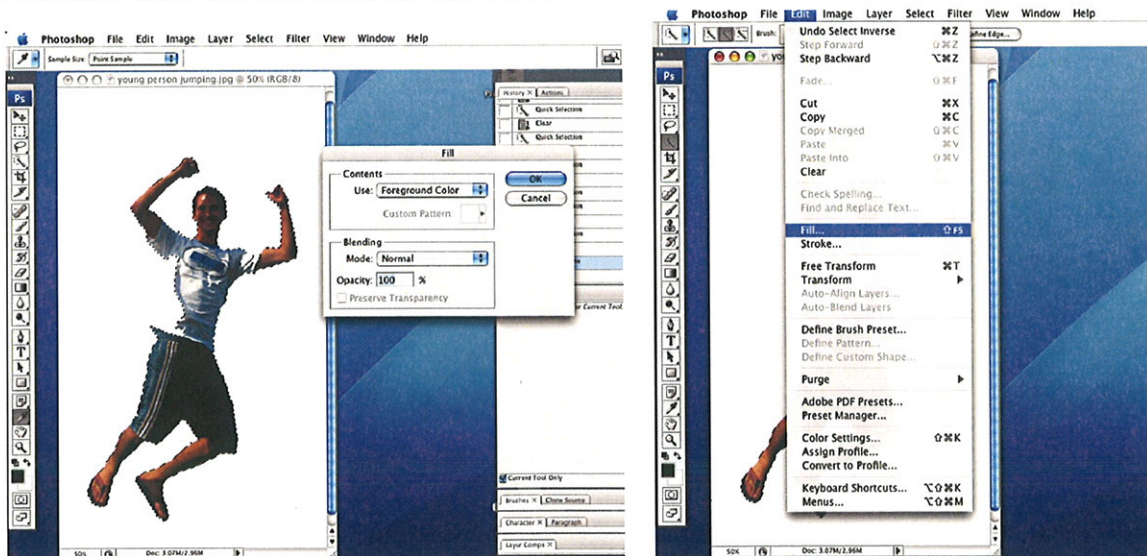


# Photoshop “iPod” Silhouette

1. Open the photo in **Photoshop**.
2. Crop the photo to create a rectangular shape around the figure.
3. You can use the **Quick Selection** tool to select the background and delete it. Continue doing this piece by piece until the entire background has been selected, deleted and appears solid white. You may have another method for removing the background. Use whatever is easiest for you.
4. Click in the white space with the **Magic Wand** tool. You will get running ants around the figure and the outside edge of the rectangle. Now from the **Select** menu, choose **Inverse**. Now only the figure will be surrounded with running ants.

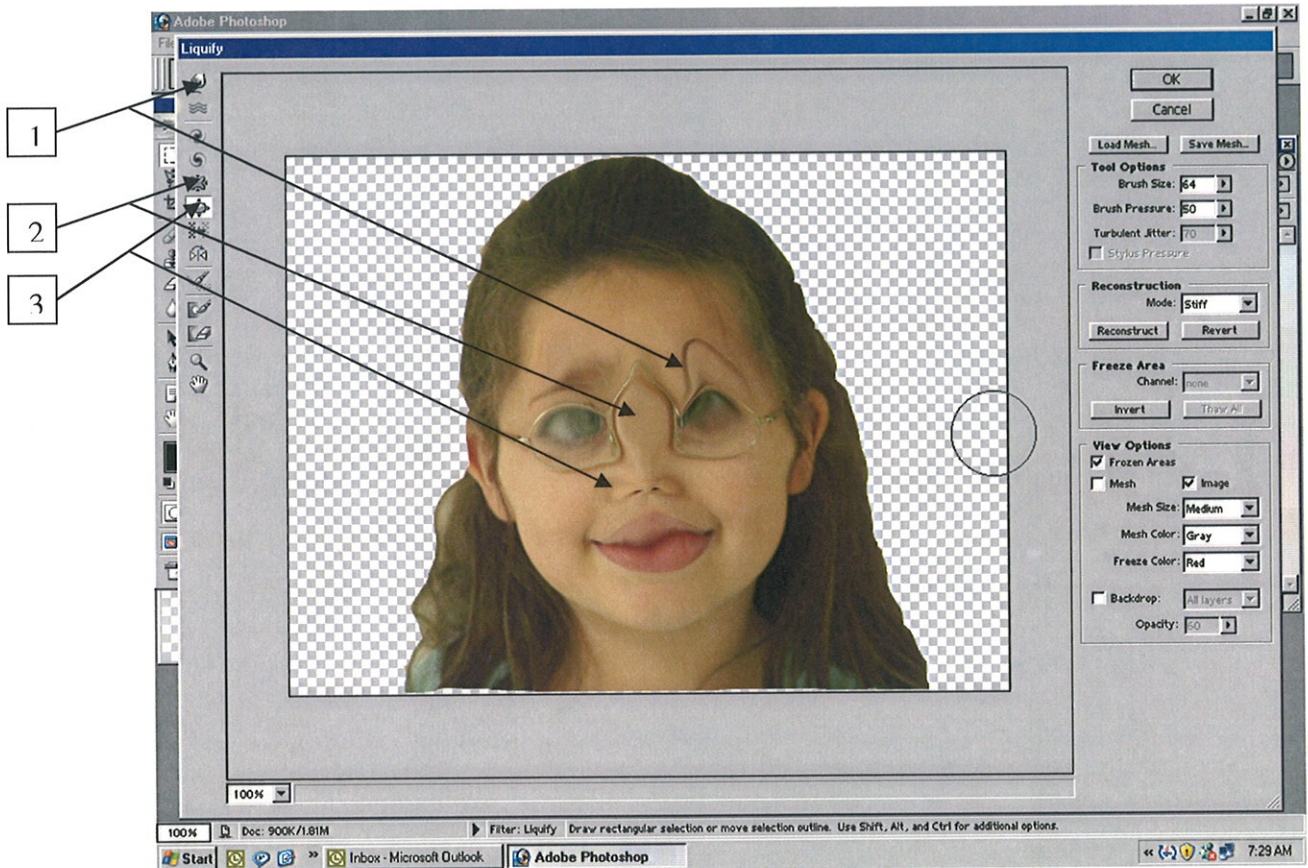


5. Set the **Foreground** color to black. From the **Edit** menu choose **Fill**. Fill with the **Foreground** color. Your image will turn solid black to create the silhouette.





## Liquify: special effects



How to get to LIQUIFY: Select FILTER, Click Liquify.

1. Warp-distorts the area.
2. Bloat-expands the area.
3. Pucker-shrinks the area.



# PhotoShop Marble

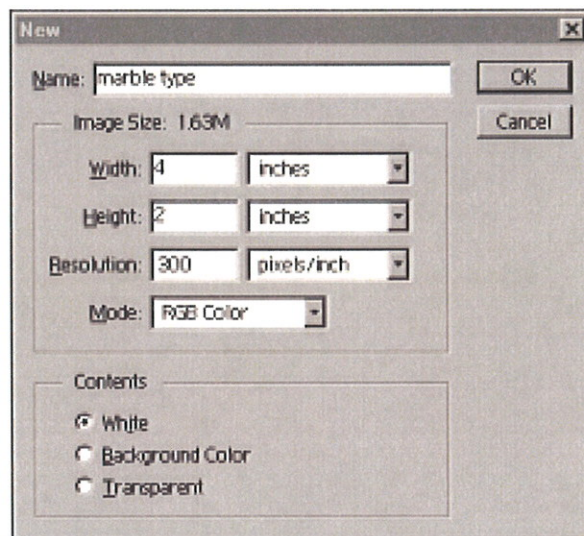
## MARBLE

1. Choose **New** from the File menu
2. The **New** dialog box appears  
Enter "**Marble Type**" in the name field.  
Use the tab key to move around the dialog box  
and enter the data as follows:

**Width:** 24 picas  
**Height:** 12 picas  
**Res:** 300 pixels/inch

Make sure that **RGB Color** is chosen under the **Mode** pop up menu.

**Click OK.**  
Your new window should appear.

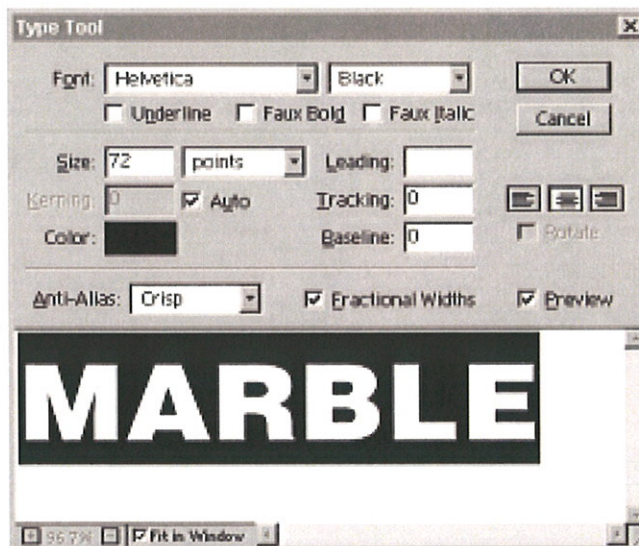


3. Choose the **type tool** from your toolbox and click in the middle of your window.

4. The "Type Tool" dialog box will appear. Use the tab key to move around the dialog box and enter the data as follows:

(note: If you are using Photoshop 6 a flashing cursor will appear on your screen. Type your headline and change the text attributes in the options bar at the top of your screen)

**Font:** Impact  
**Size :** 58 points  
**Center Allignment**





# PhotoShop Marble

6. Click once in the text field and a cursor will appear.

**Type: Marble** (your headline)

**Click OK** and your type should appear on a separate layer

7. Go to the top of your screen and choose **Layer/Type/Render Layer**
8. Go to your layers palette and make sure **preserve transparency** is checked for your text layer.

Hold down the control key and click on your text layer.  
This should select only the type.

9. Go to the top of your screen and choose **Filter/Render/Difference Clouds**

# MARBLE

10. Go to the top of your screen and choose **Filter/Stylize/Find Edges**.
11. Go to the top of your screen and choose **Image/Adjust/Invert**.  
This will turn your type almost black.
12. We will now create the marble effect. Go to the top of your screen and choose **Image/Adjust/Levels**.

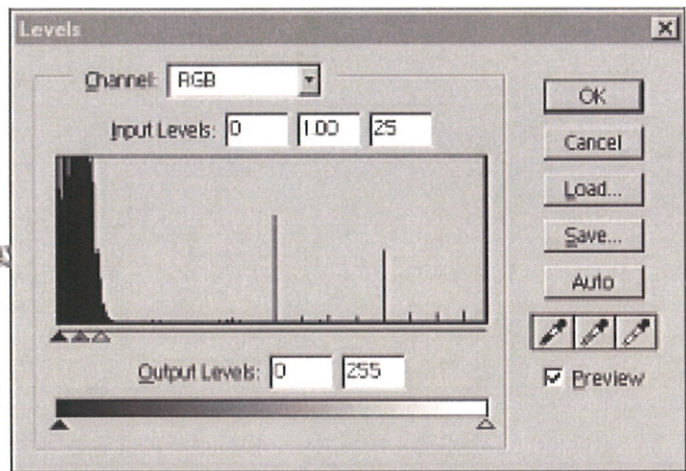
The "Levels" dialog box should appear



# PhotoShop Marble

13. In the input levels area, **position all three sliders so they are positioned under the highest part of the graph as shown.**  
**Click OK.**

MARBLE

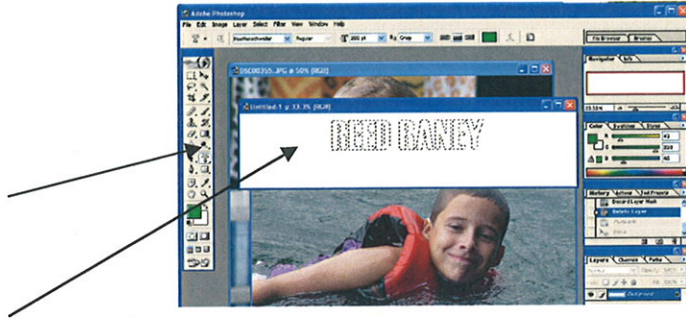


14. **Go to the top of your screen and choose Layer/Flatten Image**  
**Choose File/Save As/ and select Photoshop EPS or Tiff format.**

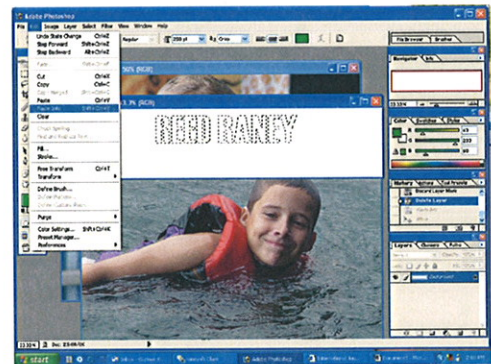


## Masking: Placing your pictures into text

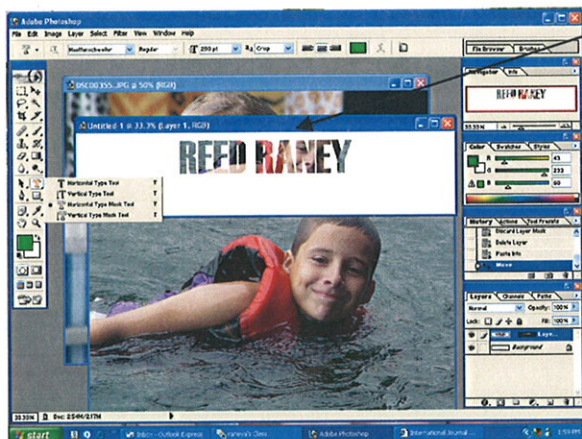
1. Open a blank document the size needed.
2. Use the Masked Text Tool to type the text needed. Be sure to use a thick-type font.



3. Open the graphic/photo that you want to paste in to the text.
4. Drag a selection around the part to be pasted.
5. Choose EDIT, COPY.
6. Click on the file with the text.
7. Choose EDIT, PASTE INTO.
8. The following should be your results.



9. If your graphic/photo is not in the right position, use the MOVE TOOL to position it.





# Photoshop

## Merging Images

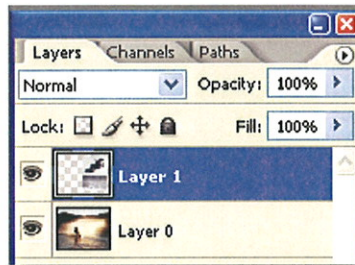
1. Open both images in **Photoshop**.



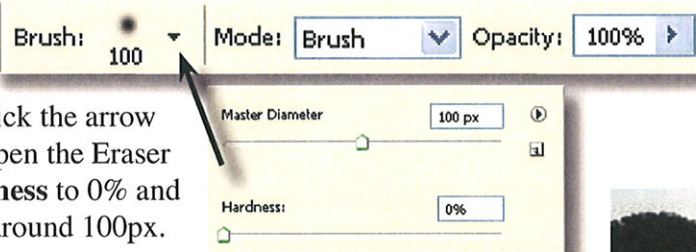
2. With the **Move tool** drag one image on top of the other image.



3. In the **Layers palette** you will see both images in separate layers. Double click on the layer named **Background** and rename it **Layer 0**. The layer you dragged over from the other image is automatically named **Layer 1**.



4. If the images are not the right size, each layer can be resized by going to the **Edit/Transform/Scale**. Selection points will appear in each corner; these points can be resized while holding down the **Shift-key** too keep it proportional.



5. Select the **Eraser tool**. Click the arrow next to the brush size to open the Eraser Options and set the **Hardness** to 0% and the **Master Diameter** to around 100px.

6. Set the **Opacity** to 100%.

7. Now brush away the portion of the picture you would like to merge into the other image.



7. In the **Layers palette** click on the fly-out menu and choose **Flatten image**.

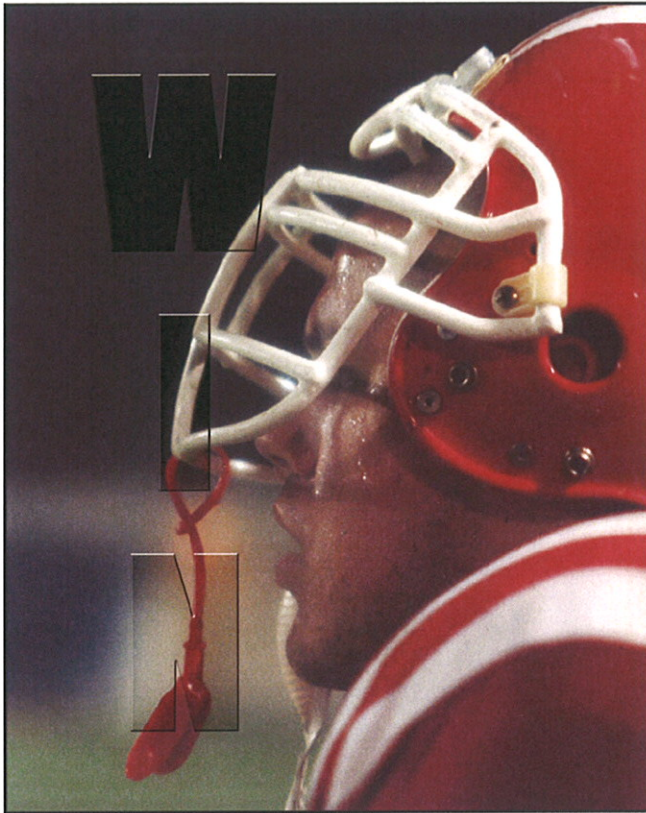
8. Save the file with **File/Save as** and set the file type to **JPG**.





# Photoshop

## Name PopOut



*Finished project with the image background lightened.*

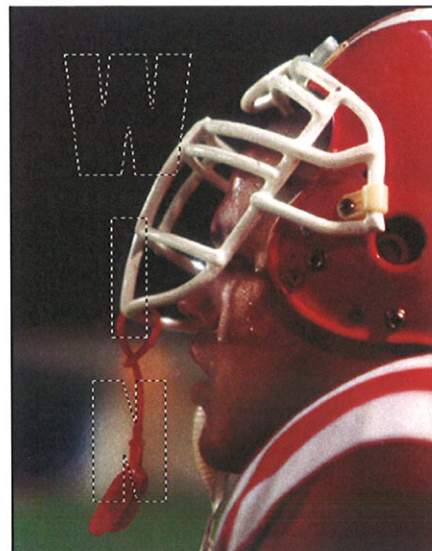


1. Open a background image. Make sure the background image meets the digital image guidelines in the Digital Imaging section of the Jostens YearTech manual. Example: Correct width and height, correct dpi, correct color mode.

2. Using the type tool, create the type that you want to pop up from the background. A bold font is suggested for the effect. AYTGeniune was used in this example.

3. Position the type where you want it, then go to the Layers palette and Control-click (Command-click on a Mac) on the Type layer's name to put a selection around your type.

4. Now that your type is selected, you can drag the Type layer into the trash can at the bottom of the Layers palette. This deletes the layer but leaves an active selection in the shape of the text.

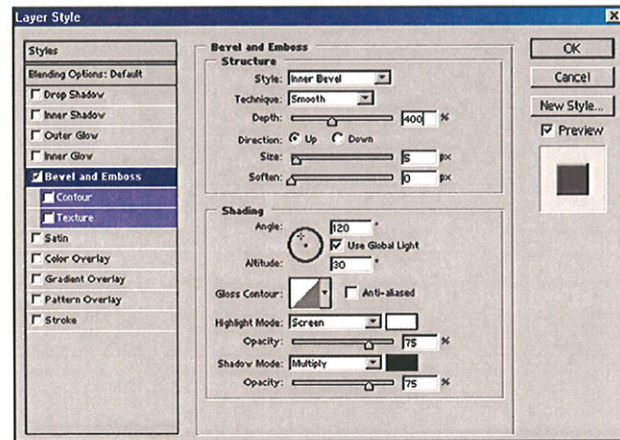
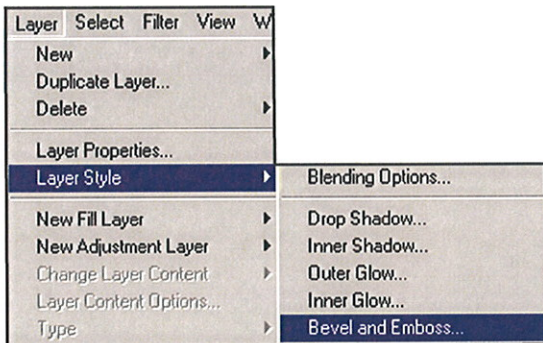
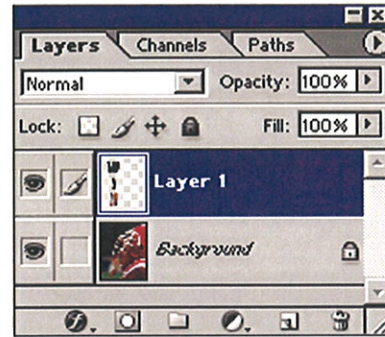




# Photoshop Name PopOut

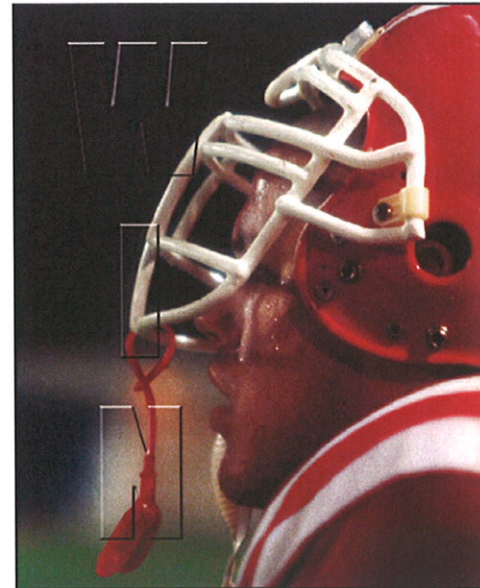
5. Now press Control-J (Command-J) to take the area under your selection (on your Background layer) and put it on its own layer.

6. Go under the layer menu, under Layer Style, and choose Bevel and Emboss. Under Style choose Emboss. Increase the Depth to 300 and click ok to complete the effect.

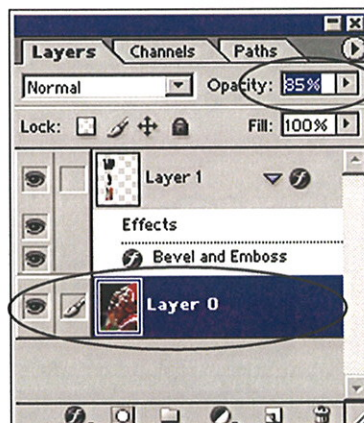


Note: depending how dark/light the background image is, you may want to darken or lighten your background layer to make the text pop out even more.

To do this, double-click on the Background layer in the layers palette and change the opacity. After this is done, go to the Layer menu to Flatten image and then save the file as a tiff or a jpeg.



Finished image without lightening the background.



Double-click this Layer to change the opacity.

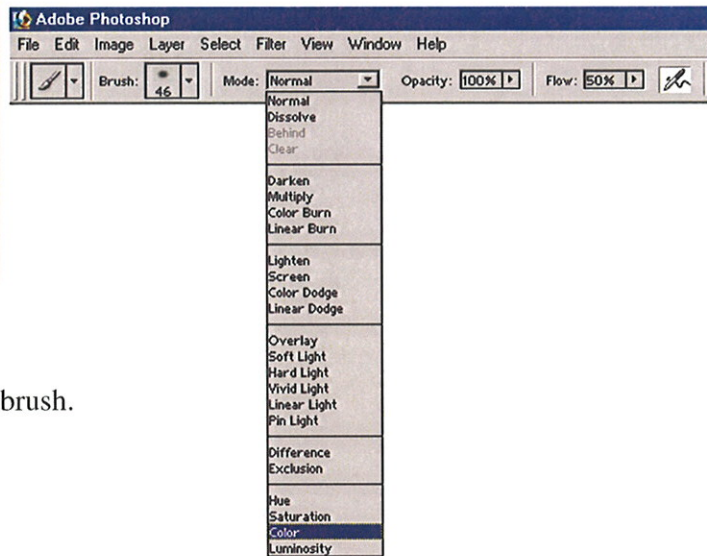


# Photoshop Paint Away

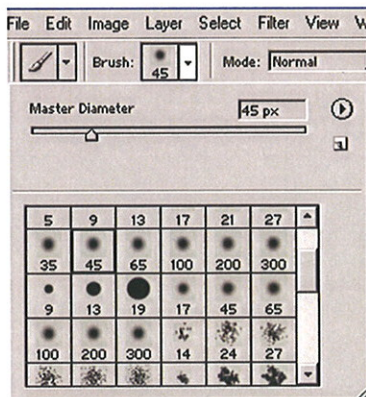
1. Open a color RGB image.



2. Click on the Brush tool and change the mode of the brush from normal to color.



3. From the Brushes palette, choose a soft-edged, medium-sized brush.



4. Start painting. You can adjust your stroke to whatever works best for you. With every stroke the color will disappear leaving behind the grayscale image.



This technique is used in a lot of commercial ads on television and in popular magazine layouts. A popular example would be the Gatorade ads with the Gatorade staying in color and the rest of the scene in black-and-white. Have fun with this one.



## Pattern Background

- Define a new layout in Photoshop
- Choose the Single Column Marquee Tool from Toolbox
- Click in the left side of the document window to create a single line.
- Choose Edit, Stroke, and enter 3 px in the width
- Select the outside option button, Click on color palette to define color and then click ok.
- Click in the document again with the single row marquee to the right of your first stroke. Repeat to create pattern. Change px if you want to change the width of the stripes.

### Convert stripes to a pattern

- Select the Rectangular Marquee tool from toolbox
- Select the strokes you just created along with bit of white space on either side.
- Choose Edit, Define Pattern.
- Enter Name for pattern
- Press control + A-select all
- Create a new layer, --Layer, new layer, OK
- Choose Edit, Fill, under “use” tab, select “pattern”  
Under “Custom Pattern” select your striped pattern, hit ok.
- Your new pattern should appear on your layout.



# PhotoShop

## Picture in Story

Use an image to tell a story by grouping it with text.

1. Go to Layer > Open and open the image for the desired effect. An image with some strong Brightness and Contrast will be a better choice for this effect.

2. Go to Image > Image Size and change the Width and Height to the size of your page and change your resolution to 300dpi.

Trim Size 7 - 7 3/4 x 10 1/2

Trim Size 8 - 8 1/2 x 11

Trim Size 9 - 9 x 12

3. Go to Layer > New > Layer From Background. In the Name field type Image, select OK.

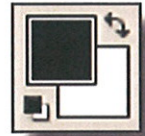
4. Go to Layer > Duplicate Layer. In the Name field type Photocopy. Drag this Photocopy layer to the bottom of the Layers palette.

5. Select "D" on your key board, changing your swatches back to the default settings.

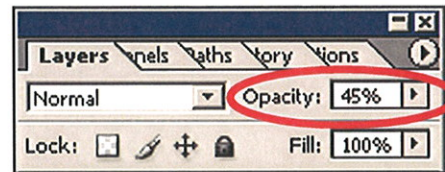
(Black on top, white on bottom) With the Photocopy layer still selected, go

to Filter > Sketch > Photocopy. Set

Detail to 20 and Darkness to 20. Select OK.

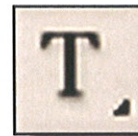


6. Change the Opacity of this layer to 45% (located in the top of the layers palette).

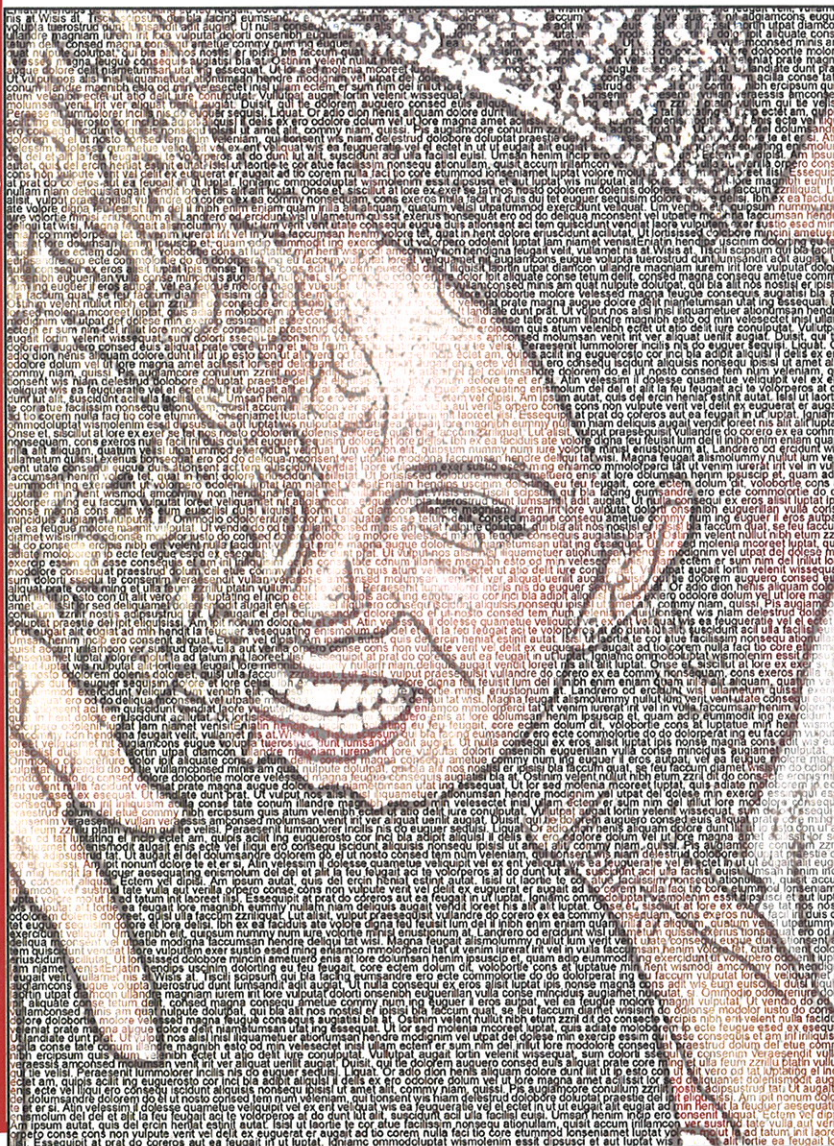


7. Open your typed text file. This can be a Word file or text typed in Adobe InDesign or Adobe PageMaker. Go to Edit > Select All, then Edit > Copy. Close the text file.

8. In Photoshop, select the Text tool. In the Text Options palette at the top, change the font to Arial Bold, 6 pt and change the font color to white.



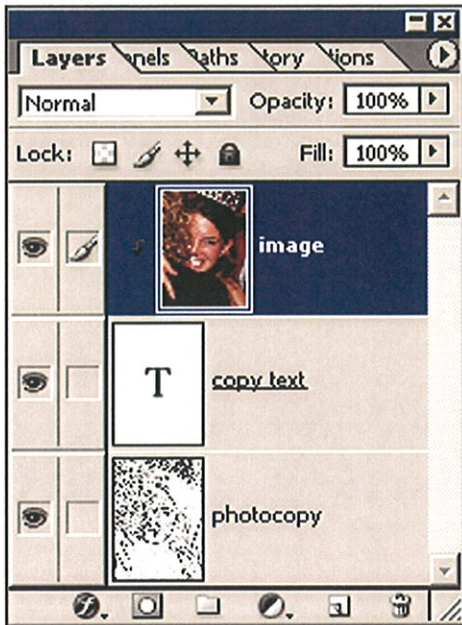
Before pasting, drag the text box





# Photoshop

## Picture in Story



over the entire image area. While the text tool is blinking, go to Edit > Paste. A third layer should appear in the Layers palette. While the text is still selected, the leading may need to be adjusted to achieve the desired effect. In this example, the leading was changed to 5 pt.

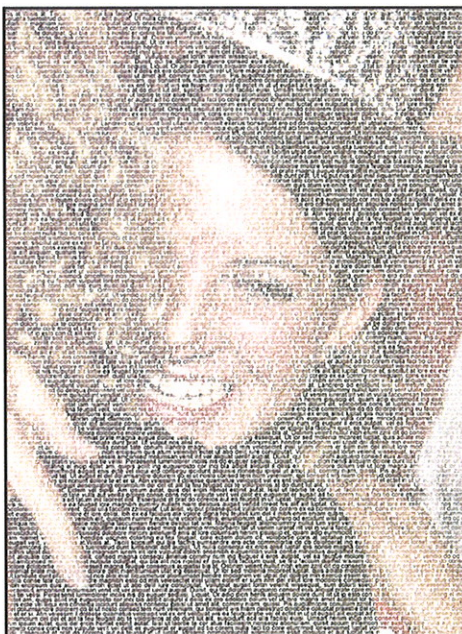
9. Drag the text layer to the middle layer. Reselect the layer named Image, hold Ctrl + G (CS2 is Alt + Ctrl + G) to create a clipping mask. (A bent elbow icon should appear beside the layer).

10. To finish, reselect your Move tool and your Image layer, go to Layer > Flatten Image and File > Save As a JPEG with a Quality of 10 and Baseline Standard.

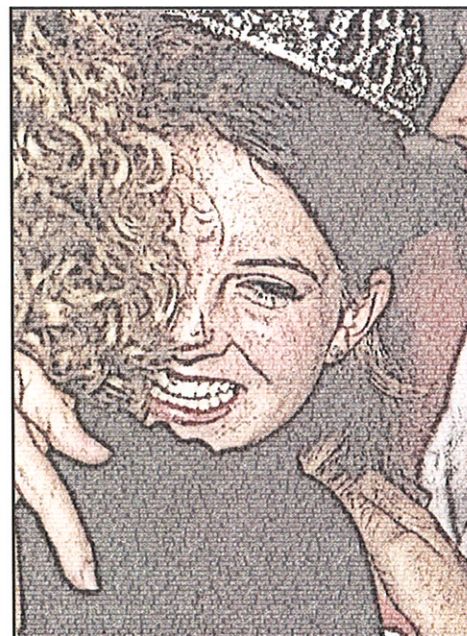
### *Other variations on the design:*

*A. Do not use the layer called Photocopy in the instructions*

*B. Leave the Image Layer on bottom and the white text on top. No clipping to text occurs.*



A.




B.

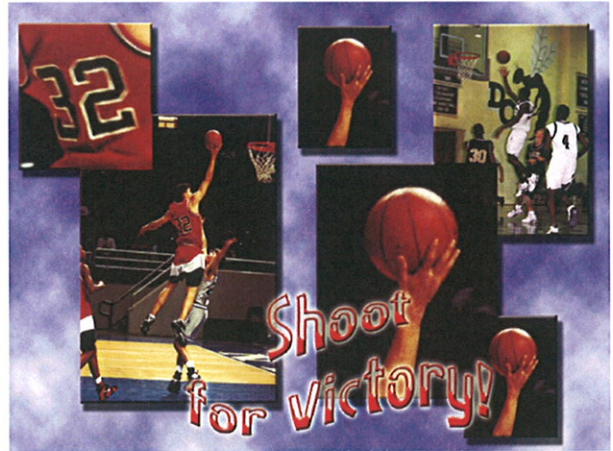


# Photoshop

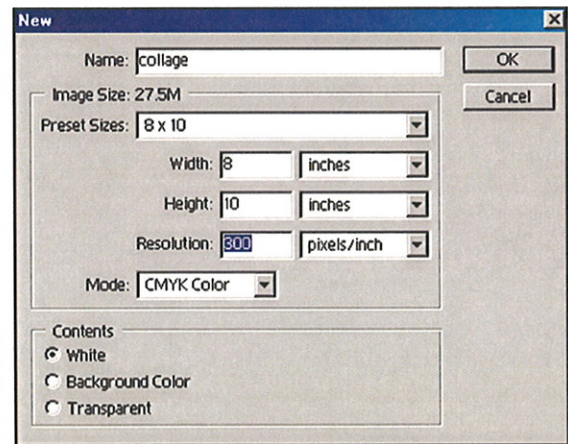
## Photo Collage

1. From the **File** menu, select **New**. In the **New document window**, first name your collage file. If you know the size the finished collage will be, select **Custom** from the **Preset drop-down menu** and type in the **Height** and **Width**. If you're not sure about the final size, choose **8 X 10** from the **Preset menu**. Excess space can be cropped out later. Set the **Resolution** to **300 pixels/inch**. Set the **Mode** to **Grayscale** for black and white pages or **RGB** for full-color pages. Leave it at **8-bit** and make the background content **White**.
2. Open one of the images to be used in your collage.
3. Arrange the file windows as shown here so the image file overlaps the blank white collage file. From the **Tools palette**, select the **Move tool** . Click on the image with the move tool and drag it on top of the open collage document.
4. Repeat Steps 2 & 3 until all your images have been added to the collage document. After each image is added, close the original image file to eliminate clutter and confusion. Each image you drag into the collage file will create its own layer and can be edited individually and moved into place.

**RESIZE** In the Move Tool options panel at the top of the screen, check **Show Transformation Controls**. Resize the image to fit the collage with this bounding box if needed. Hold down **Shift** down when changing the size to maintain correct proportions. With the move tool still selected, move the image into location. If you resize the image with the bounding box, double click the image after resizing to apply the transformation.



NEED TOOL PALETTE



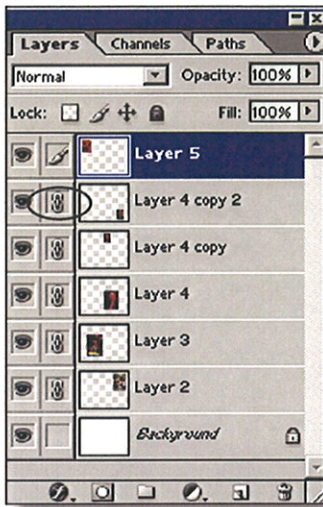
*Stretch image by grabbing the bounding box or go to Edit / Transform to change the size.*





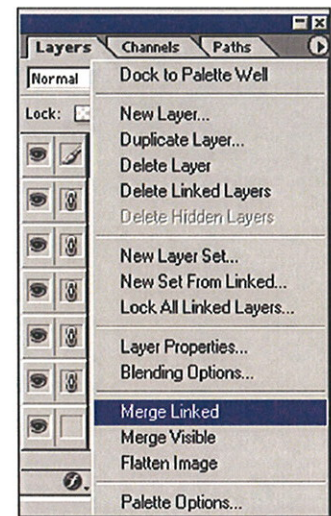
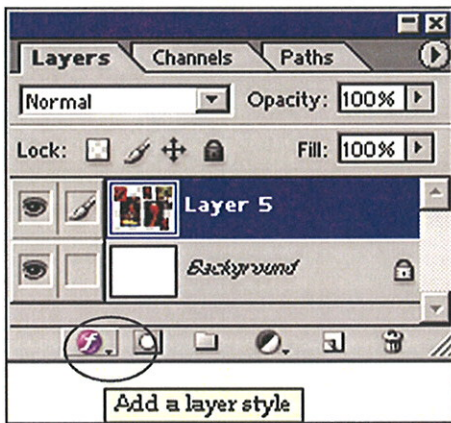
# Photoshop

## Photo Collage



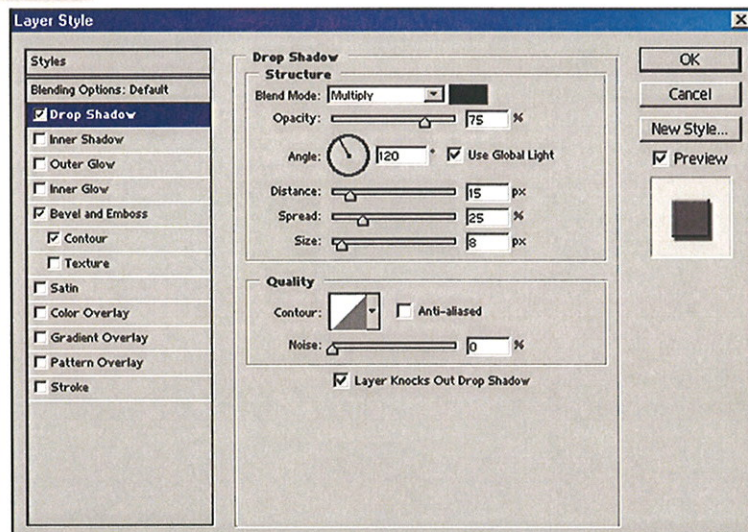
5. After all the images are arranged and sized, link all layers together by selecting the space next to the eye on the layers palette. When selecting this area, a chain link icon should appear. Do not do this on the Background layer.

6. After all the layers are linked, click on the pop out menu in the layers palette and choose Merge Linked. This flattens



all the image layers into one layer.

7. With the image layer selected in the layers palette, click on the add layer style button. (Looks like a cursive f in a circle on the bottom of the layers palette.) A list of layer styles will appear, choose one. In this example, Drop Shadow was used and Bevel and Emboss. There are no precise settings to suggest, so use your best judgement.





# Photoshop

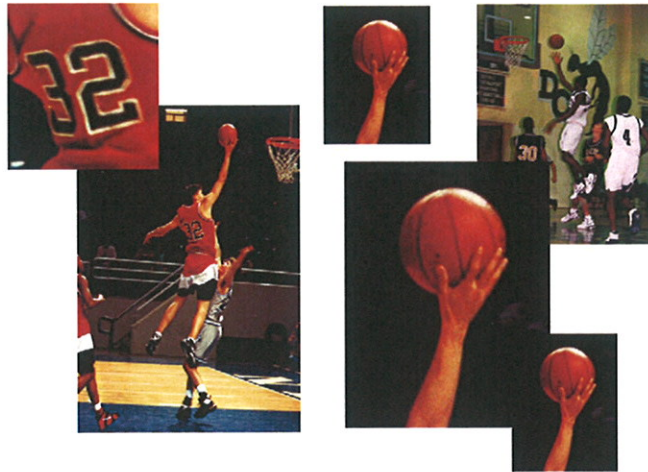
## Photo Collage

8. After adding styles to the images, text can be added if desired.

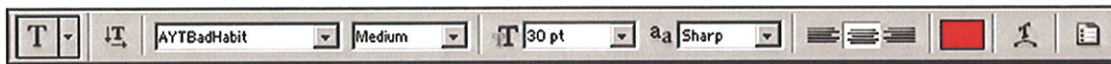
To add text, select the text tool and choose the text attributes in the options palette—change font, point size, color and shape.

To move the text after typing, use the move tool.

To make the text pop off the images, apply layer styles to the text layer as in Step 7.



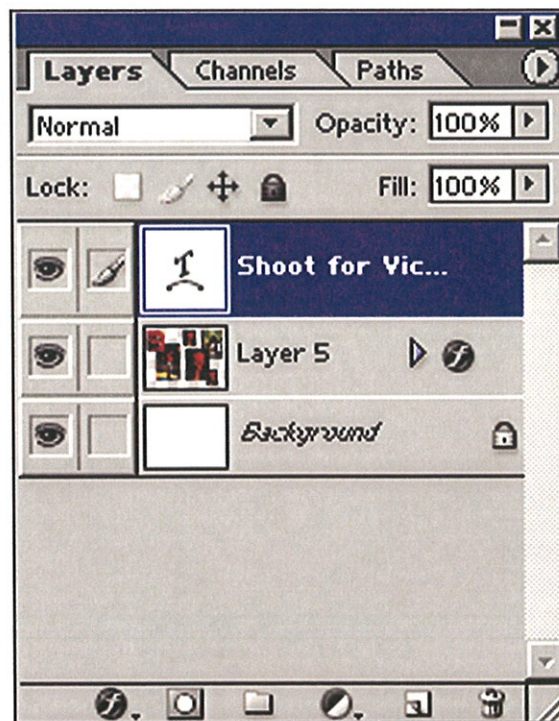
*Text  
Tool*



### *Text Option Bar*

9. If satisfied with the collage, save the file as a .psd file. The .psd file will be available if any changes need to be made to the layers in the future. Also, save a .jpeg file for placement on the layout page.

Before saving the file as a .jpeg, the file will need to be flattened. Layer > Flatten Image.

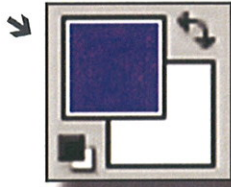




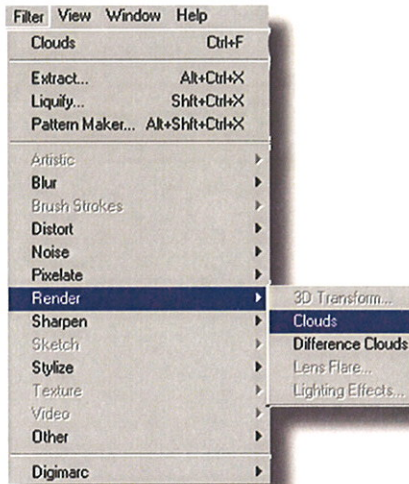
# Photoshop

## Photo Collage

Foreground



Background

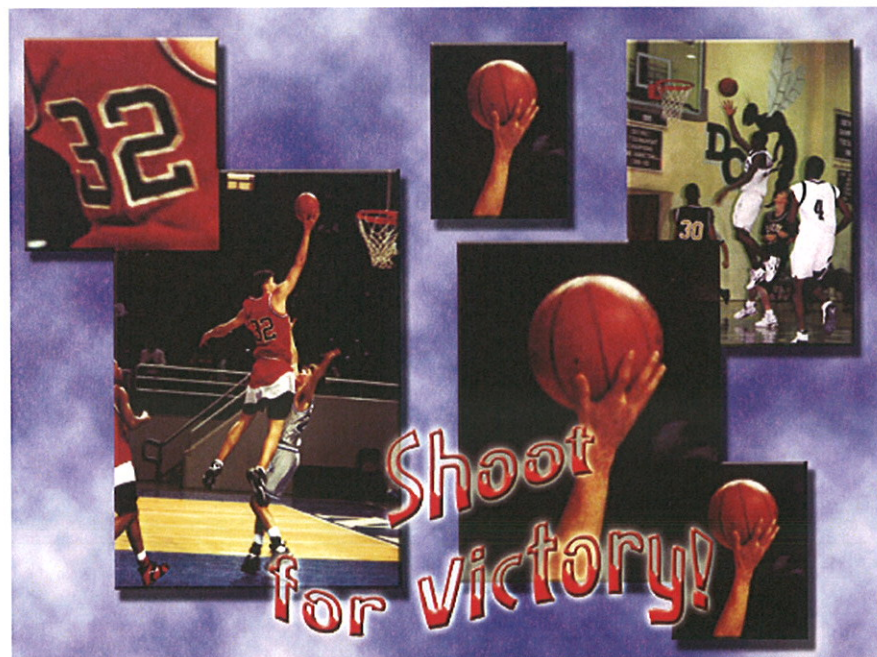
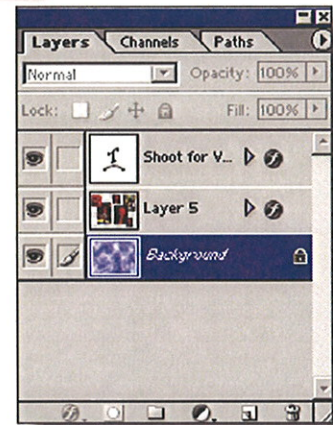


10. If your montage is not completely filled with images will you probably thing to consider is the background. This can be something other than white or black.

Here is a simple solution to change a background color.

- Choose two colors, one for the foreground and one for the background. Blue and white is used in this example.
- Select the Background layer. Go to Filter / Render / Clouds. The Background should have changed to resemble blue and white clouds.

Follow step 9 to finish saving.



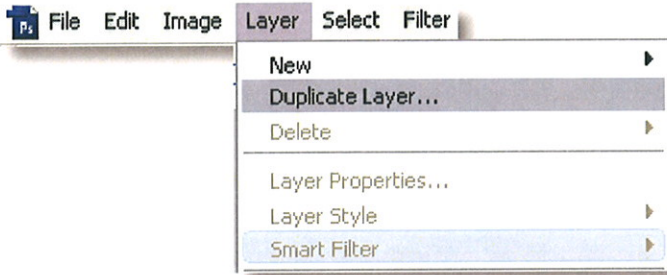
*Final Results  
for Collage with  
cloud background.*



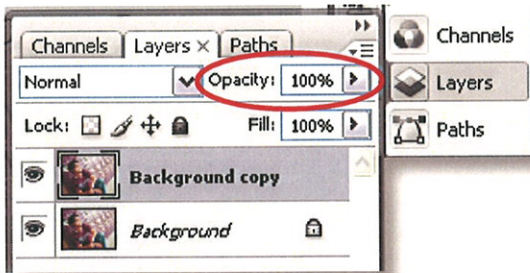
# Photoshop

## Photo Rotoscope

1. After opening your image, **Duplicate** the Background layer in the **Layers** palette



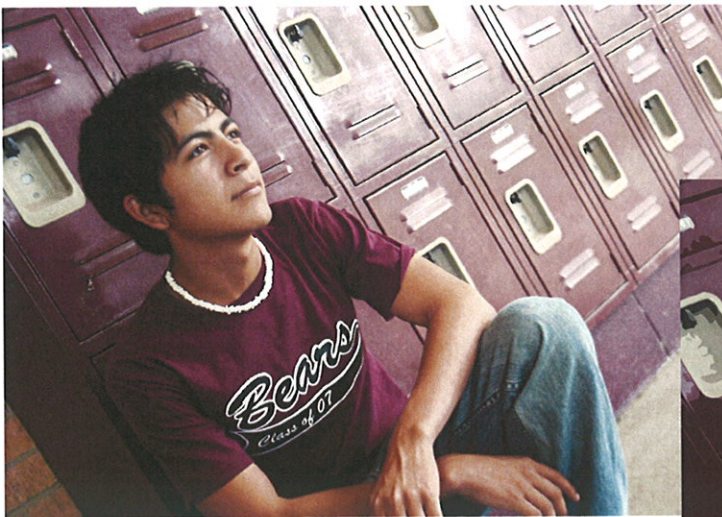
3. Now change the **Opacity** of the Background copy layer to bring the details of the original photo through.



2. With the Background copy layer selected go to **Filter** then to **Artistic** and choose **Cutout**. Play with the sliders until you get the effect you want. Click **OK**.



4. Once you are all done, go to **Layer** and choose **Flatten Image**. Save the file as a **JPEG**. Be sure to choose a new name when saving to preserve the original file.



Here's something optional to try to give the image more definition: from the **Filter** menu choose **Artistic**, then select **Poster Edges**. Once again, play with the sliders until you get the desired effect. Click **OK**.





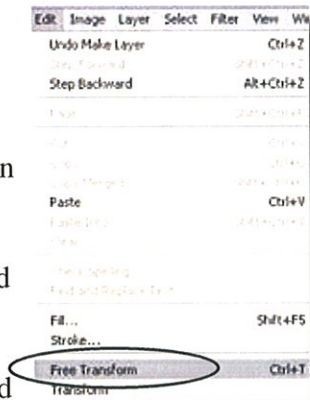
# Photoshop

## Puzzle Effect

1. Open your image.
2. Go to **Image/Image Size**. **Uncheck Resample** (at bottom of the screen). Next adjust the **Resolution** to **300 dpi**, **Check Resample**. Now adjust the **Width** to **6 inches**, leave the Height alone. **Click OK**.
3. Go to **Select/All**
4. Go to **Edit/Copy**
5. Download the **Puzzle template** from **Yearbook Ave**, and open it in **Photoshop**.
6. With the **Puzzle template** open, go to **Edit/Paste**. The image will paste into a new layer in the template file.

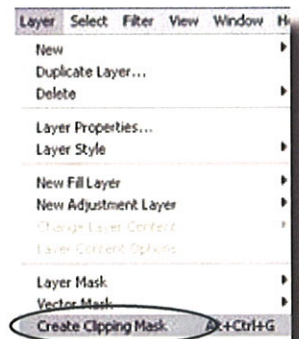


7. If the image is too large you will have to adjust it. To adjust it correctly, go to **Edit/Free Transform**. When adjusting the image hold down the **Shift** key, select a corner and scale down as needed. Be sure the puzzle template is still covered up.

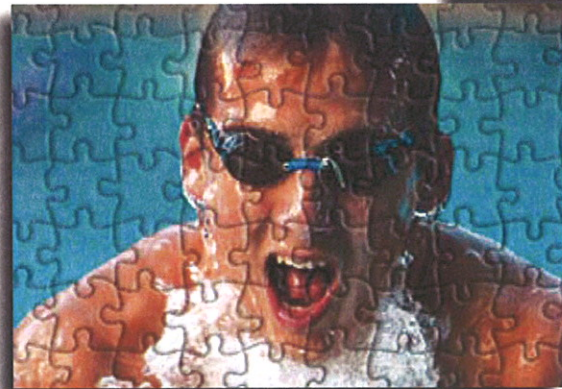


Remember you should reduce the size of an image. Do not stretch or enlarge the image. This will cause distortion and you will lose image quality and integrity.

8. Once your image is the correct size you are ready to mask it into the Puzzle. Go to **Layer/Create Clipping Mask**.



9. Your image should now look like this:



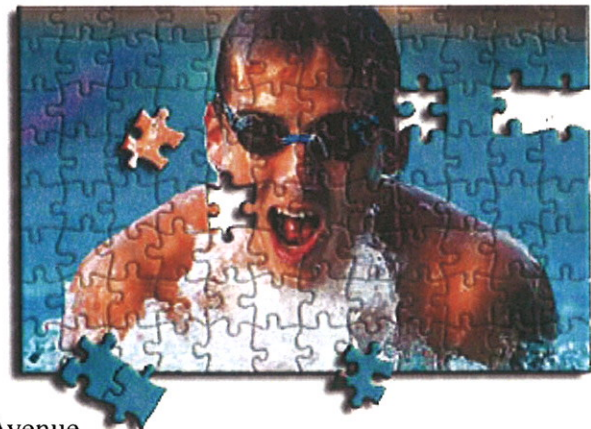
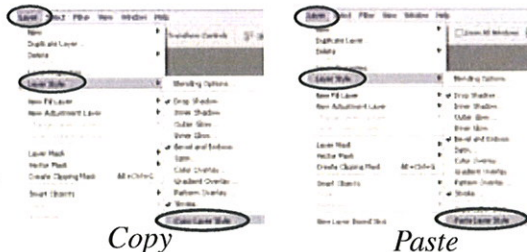
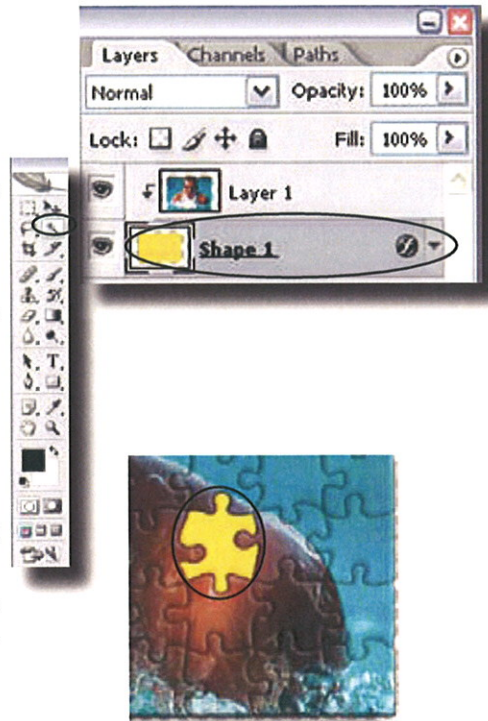
10. **Save** your image as a **JPG** or **Tiff**. You will then be able to **File/Place** the image on your page in **InDesign** or upload to your **Yeartech Online Site**. For a more advanced effect continue onto the next page of instructions.



# Photoshop Puzzle Effect

## More Advanced Effect

1. Image should still be Open, If not open it now.
2. In the Layers Palette Select the “Shape 1” layer.
3. Next select the Magic Wand tool from the PhotoShop Tools menu. With the Magic Wand tool, select a piece of your puzzle that you want removed (will get the “marching ants” around it).
4. Once you have the “marching ants” select Layer 1 (layer with your image in it), then go to **Edit to Cut**, now do an **Edit to Paste**, this will place your piece on a new layer.
5. You will see the yellow background from the puzzle bleed through, again select the **Shape 1 layer**, and with the **Magic Wand Tool**, click on the yellow shape and press **Delete** on your **Keyboard**.
6. Again in the Layers palette, select the Shape 1 layer. Go to the **Layers Menu to Layer Style to Copy Layer Style**
7. Select the Puzzle Piece Layer (layer 2) go to **Layers Menu to Layer Style to Paste Layer Style**. This will give the Puzzle piece the same Embossment and Drop shadow as the rest of your image
8. Using **Edit to Free Transform** you can move and rotate the Puzzle pieces.
9. For additional pieces Repeat steps 1-8.
10. Save as a JPG or Tiff for InDesign or PageMaker use and File Place them on your Page



For Yearbook Avenue use, Save As a Tiff and Save with Transparency



# Photoshop

## Puzzle Effect

BEFORE

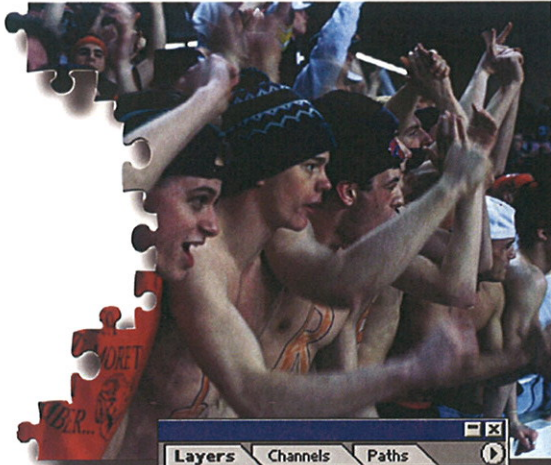


AFTER





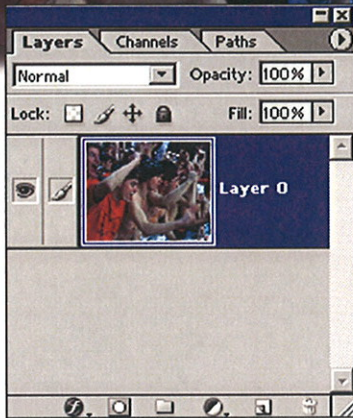
# Photoshop Puzzle Piece Edge



To add a puzzle piece edge to a collage, you will need to first have a completed collage in Photoshop. These instructions assume that has already been created. For collage instructions, call Jostens Technical Support at 800-328-2435

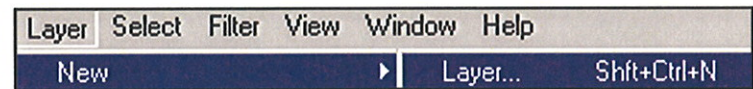
Make sure if you haven't done so already that the file follows the digital imaging guidelines listed in the 2006 YearTech User's Guide. Verify the image is the correct resolution, size and mode.

1. Open the collage or photograph in Photoshop. File > Open and find the collage file. Make sure there is only one layer in the file. If this has not been done, Layer > Flatten Image.



2. Open the Layers palette, Windows > Layers, double-click on the word Background Layer and it will change into Layer 0.

3. Go to the Layer > New Layer.

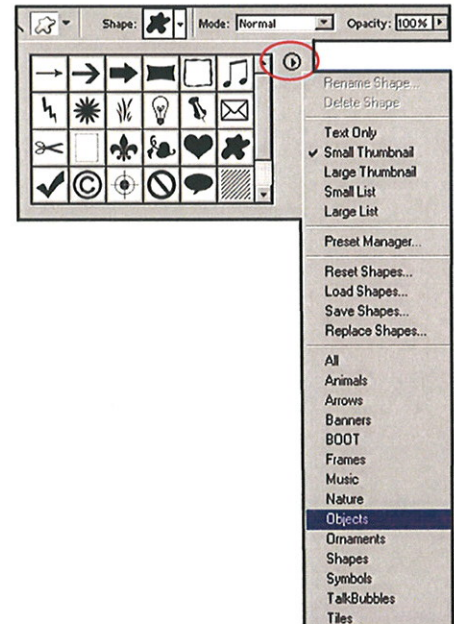


Custom Tool Option Bar



Select this 3rd shape option

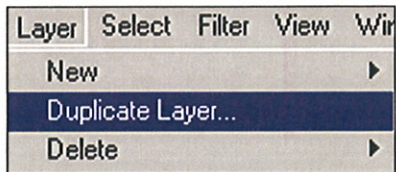
4. Select custom shape tool in the custom shape option box located at the top, make sure the third option for a shape is selected. Click the drop down menu to see all the shapes available. To load the puzzle shapes, click the pop-out menu and choose Objects. Four different puzzle shapes should appear as choices for shapes. Select one of the shapes draw over the photograph or collage.





# Photoshop

## Puzzle Piece Edge



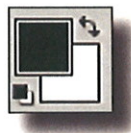
5. After you create the shape on the New Layer, go to Layer > Duplicate Layer, move the item on the duplicated layer with the move tool and reposition. Remember the goal is to make a puzzle edge, so do not concentrate on fitting the puzzle pieces tightly together.

6. Repeat step 5 multiple times until you have designed an edge.

7. Hide the Layer 0 in the Layers palette by clicking the eye icon to the left.

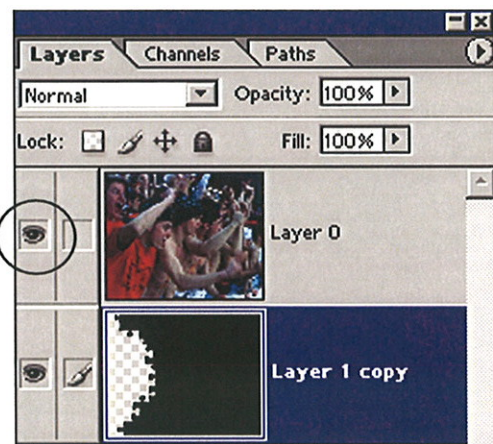
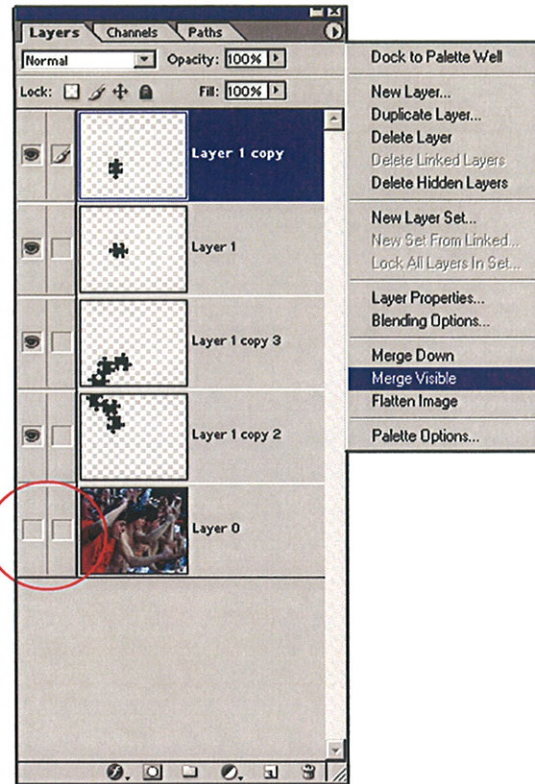
8. Click the pop-out menu on the Layers palette and go to Merge Visible. This will flatten the layers above Layer 0 but not Layer 0 itself.

9. Fill in the remaining area on the shape layer with black. To do this, first use the lasso tool to select the extra space that needs to be filled in. Again, remember we are trying to form a puzzle edge. To fill the selected area with black, use the paint bucket to select the area inside the lasso selection. Make sure Fill & Stroke box is set to the default. Black on top, white on bottom.



Your layer should look like Layer 1 copy in the screen shot below.

10. Take Layer 0 and drag it to the top of the Layers palette. Make sure the Show Layer eye is back, so the collage layer can be seen.





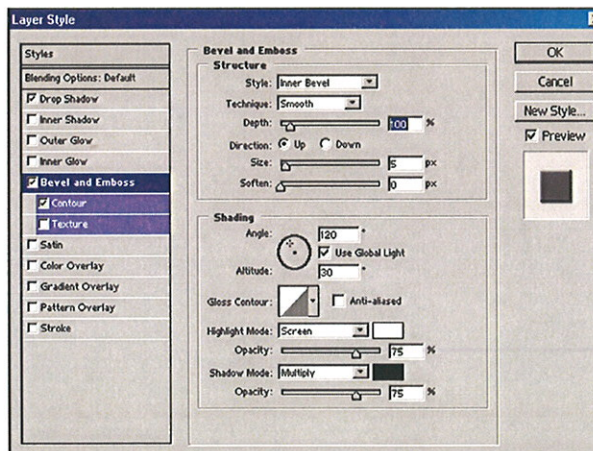
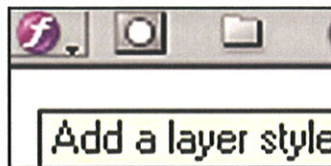
# Photoshop Puzzle Piece Edge



11. With Layer 0 still selected, go to Layer > Group with Previous (Photoshop 7) or Create Clipping Mask(Photoshop CS or CS2).

12. In the Layers palette pop-out menu go to Merge Visible again. This should create only one layer for the document.

13. Add a Layer style by clicking on the Layer style button at the bottom of the Layer palette. The styles used in this example, was Bevel and Emboss and Drop Shadow. Play with these options to achieve your desired look.



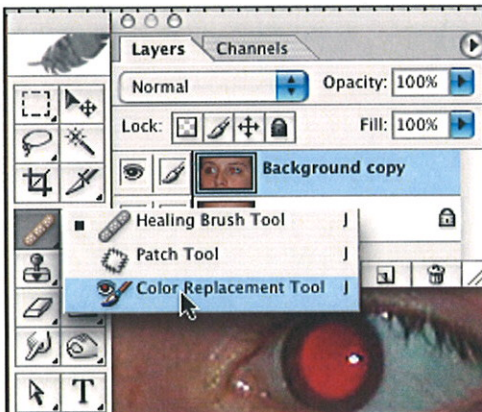
14. After applying the styles, go to Layer > Flatten Image and Save As a Tiff or Jpeg file. In InDesign or PageMaker, go to the File > Place to place the graphic file.



## Red Eye Correction



1. Open the image in the Layers palette, select the layer containing the image you want to change Zoom in so you can see the areas that need correction.
2. Select the Color Replacement tool the Color Replacement tool is nested in the toolbox with the Healing Brush and Patch tool. Once the Color Replacement tool is selected, the options for this tool become available in the Tool Options bar. Use the Brush Tool for this operation.



3. Choose a brush

Choose a brush from the options bar. The brush tip should be a bit smaller than the area to be corrected. Click on the drop down arrow to reveal the brush controls.

Change the Diameter slider to choose the brush size to fit your intended area.

4. Set options for the Color Replacement tool.

In the options bar, choose these Adobe recommended settings as a starting point for your color corrections. Modify them as needed after testing their results.

Mode: Choose, Color.

Sampling: Choose, Once

This will erase only the areas containing the target color (the first color that was clicked on).

Limits: Choose, Discontiguous

This will replace the target color wherever it occurs as the brush locates it in the image. Contiguous would replace only colors lying next to on another.

Tolerance slider: Start this setting at 20 or 30 percent. The higher the number the more pixels will be included in the replacement. Increase this amount if you are not replacing enough of the unwanted color.

Anti-aliased box should be checked

5. Choose a replacement color



Choose a color that will replace the red. Double click the Foreground color swatch. The Color Picker will appear. Choose a color. In general black is a good replacement color for pupils. But may not be a good choice for lighter colored eyes. In this case you can choose a grayish color or a color that is similar (but darker tone) to the iris.

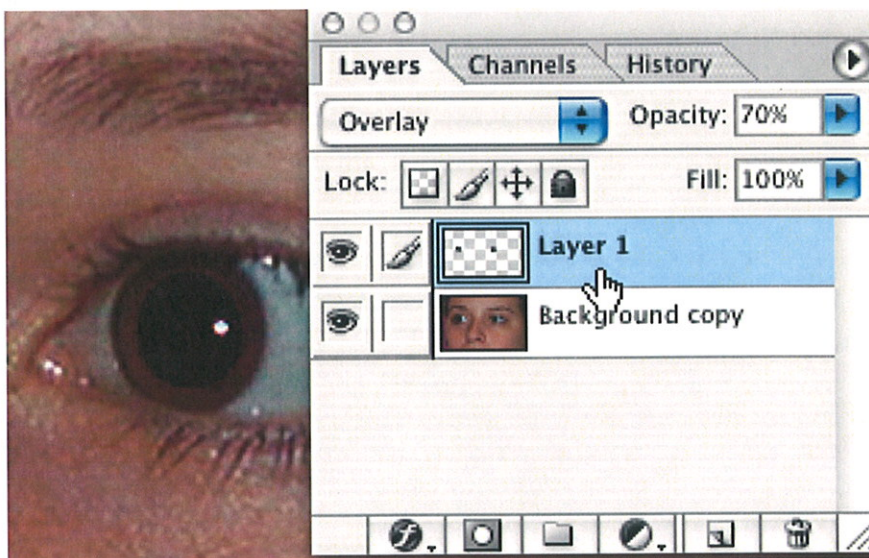
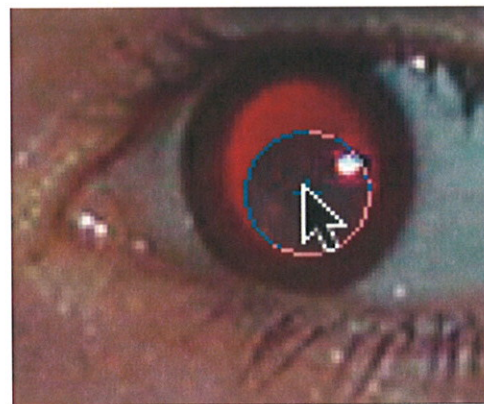
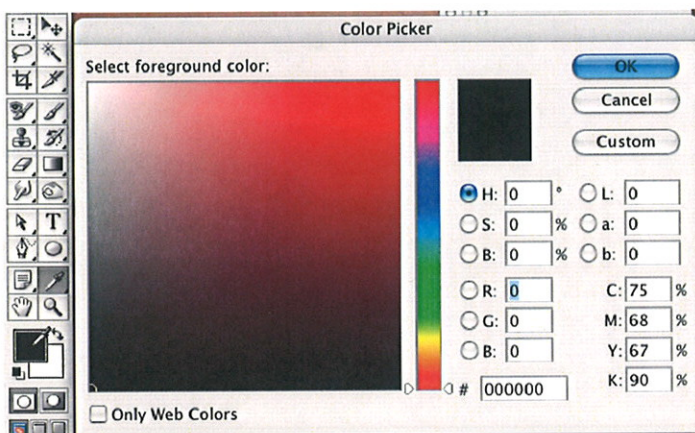
#### 6. Repair your photo.

- a. Click once on the color you want to replace. This sets the target color.
- b. Drag over the red area to replace it with the chosen color. If some red color remains, there are a few things you can try.
- c. You can click another time on the remaining area to set a new target color,
- d. Try increasing the Tolerance level in the options bar to include more shades of red in the target.

#### 7. When satisfied with the replacement,

Click OK. Remember if the effect is just a bit too strong, use the Fade command to change the opacity of the replacement after each eye. If you find that the pupil is too gray, you can add some extra depth to it. Here's how.

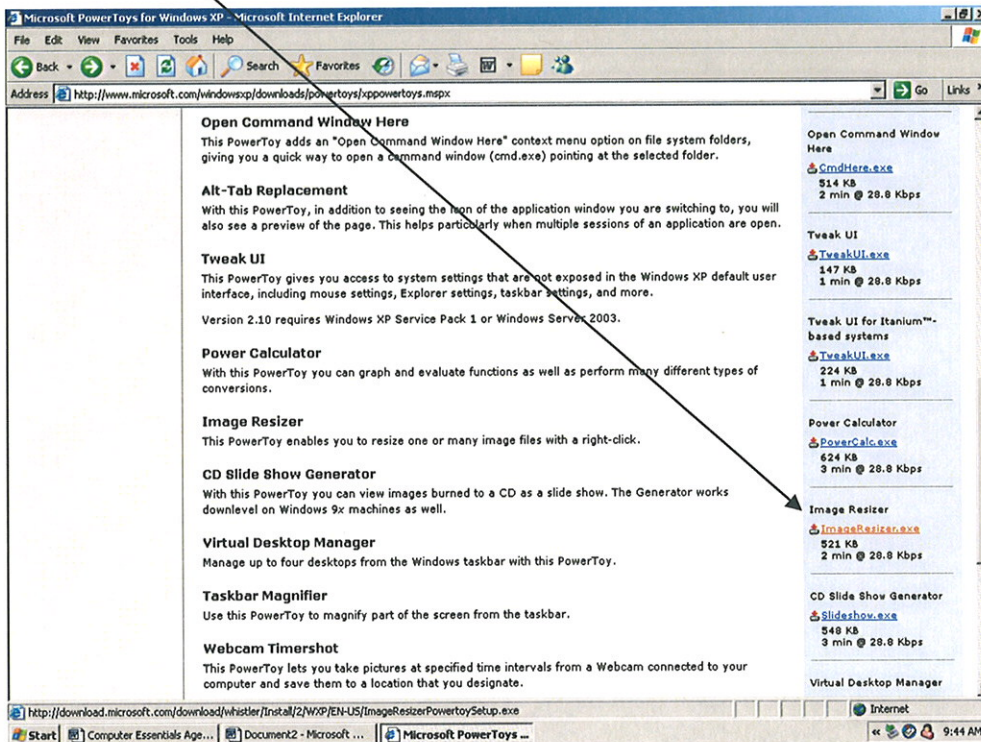
1. Select both pupils with the Magic Wand.
2. Feather the selection by a few pixels to soften the edges.
3. Add a layer.
4. Working on the new layer. Fill the active selection (the pupils) with black or the replacement color.
5. Change the layer Blend Mode to overlay. You can also change opacity to lighten up the effect.





## Resizing Pictures

- Go to Google-Search "Microsoft Image Resize"
- Click on first link—"Microsoft PowerToys for Windows XP"
- Click on this link "Resizer" located on the right panel.



- Save this file to folder on desktop then run program.
- To use program, locate picture images, right click on image, choose "resize pictures" to duplicate image to smaller size. -Great for emailing!



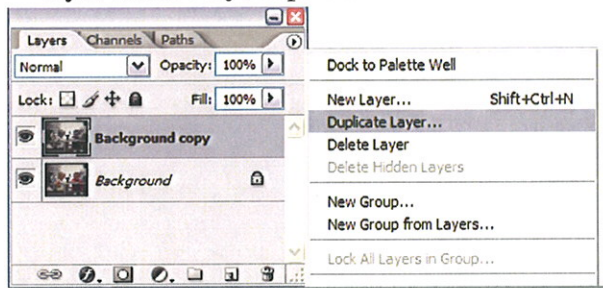
# Photoshop Sketches



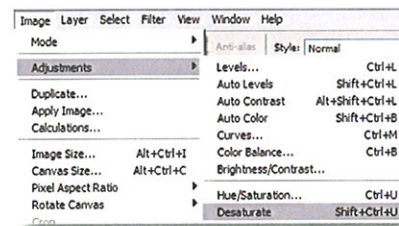
## Creating a Sketch from a Photo



1. With the image open, **Duplicate** the layer in the **Layers** palette.

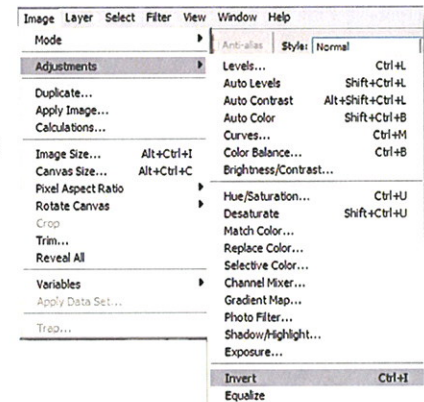


2. Go to **Image** then **Adjustments** and choose **Desaturate**.

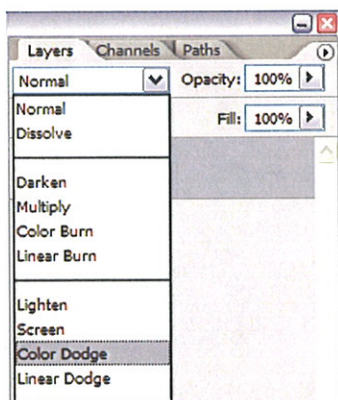


3. Now **Duplicate** the desaturated layer.

4. Go to **Image** to **Adjustments** and choose **Invert**.

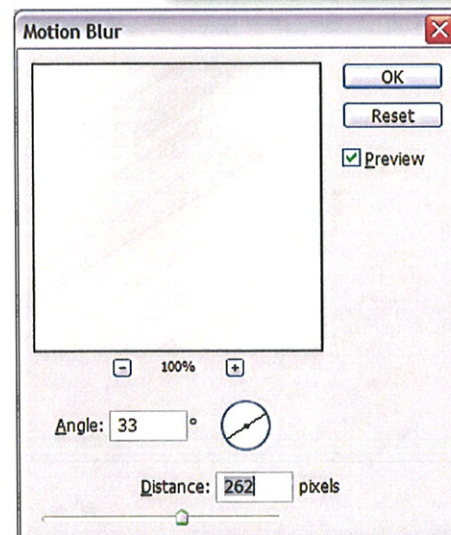


5. From the **Layers** palette change the mode from **Normal** to **Color Dodge**. The Image will turn white.



6. Go to **Filter** then to **Blur** and choose **Motion Blur**. **Gaussian Blur** also works well. Another effect that works well with this is to choose **Other**, then choose **Minimum**.

Adjust the slider at the bottom of the window to change the effect of the sketch.



Make sure to Flatten the image before Saving as a jpeg.

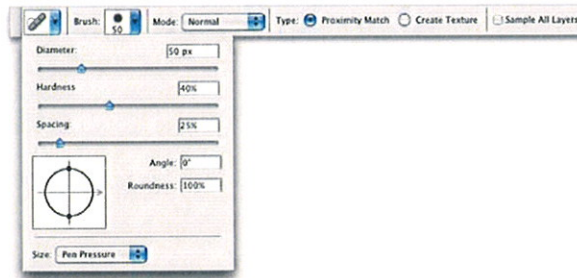


## Spot Healing brush: designed to remove ... well ... spots.

1. To begin, select the Spot Healing brush in the Tools palette.



2. The options for the brush will appear in the top Tool Options bar. The default settings will generally work best for this sort of operation, with the mode set to "Normal" and the Type set to "Proximity Match." But make sure that your brush is not overly large. Keep it to a maximum of about 50 pixels, and give it a soft edge, something along the lines of what you see below.



3. Then, finally, you're going to click the brush onto the blemished area, or draw a little squiggle over it. The image below shows the blemish I'm going to remove.



Then I paint over that blemish.  
And voila! It's gone.



And that's the basic process for removing a simple blemish. I can continue this process to remove other blemishes from the image as well, dabbing or drawing then lines over the blemishes in the process.



# Photoshop

## Tile Collage

Finished Effect →

*Let the  
Tiles Filter  
help with  
your collage!*



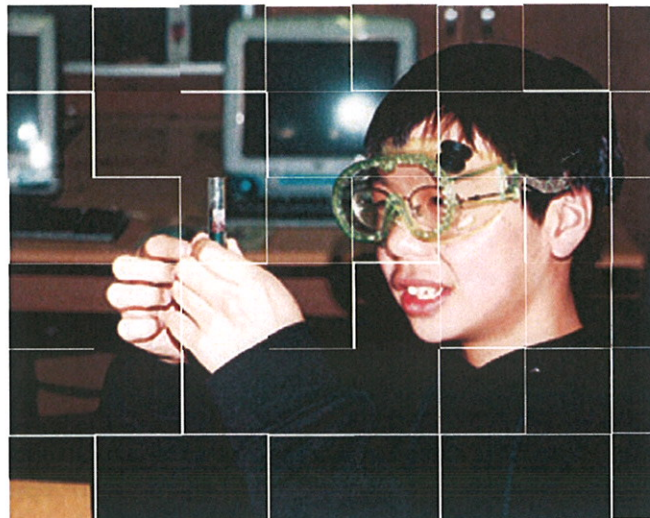
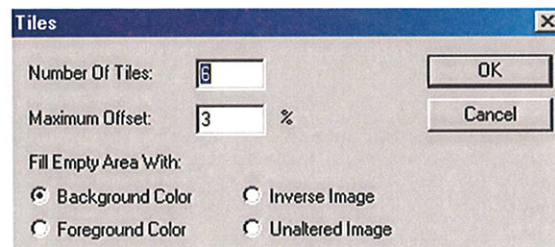
1. Open your dominant image. File > Open. Change the size of photo if needed to the size collage you need on your page. Image > Image Size. Resolution should be 300dpi.

2. Go to Filter > Stylize > Tiles. Enter Number Of Tiles: 6, Maximum Offset: 3%, Fill Empty Area With: Background Color. Click OK.



3. Open another image for the collage. File > Open. Select part or all of the image with the Rectangle Marquee and then go to Edit > Copy. Now close secondary image without saving to avoid making any unnecessary changes to original file. File > Close.

4. Going back to the dominant image, go to Edit > Paste. The image should paste as a new layer on your document.





# Photoshop

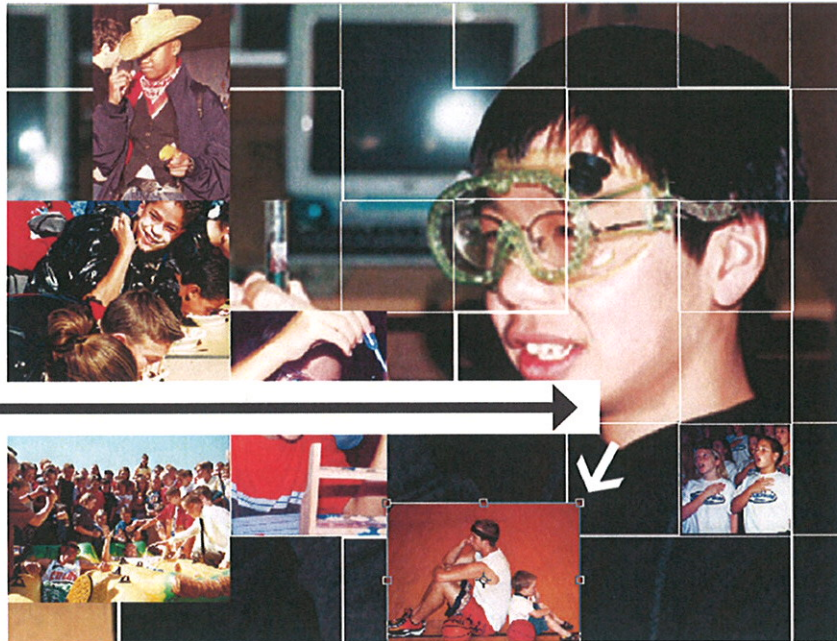
## Tile Collage

Move Tool ↓



Auto Select Layer  Show Bounding Box

← To help resize your secondary image, use the Move Tool. To see the bounding box, check here on the Move Tool Options bar.



5. When the image pastes into the file, it may need to be resized and moved to fit the block area for the collage. The easiest way to do this is with the Move Tool. For resizing, hold shift down and drag the file from the corner to fit the size needed.

6. Repeat Steps 3-5 until all your images are in the collage file.

7. To line the secondary images with a white stroke as in the finished sample at the top of page 1, a layer effect was added to each individual layer. The layer effect button is on the bottom of your Layers palette. Stroke is listed in the menu.



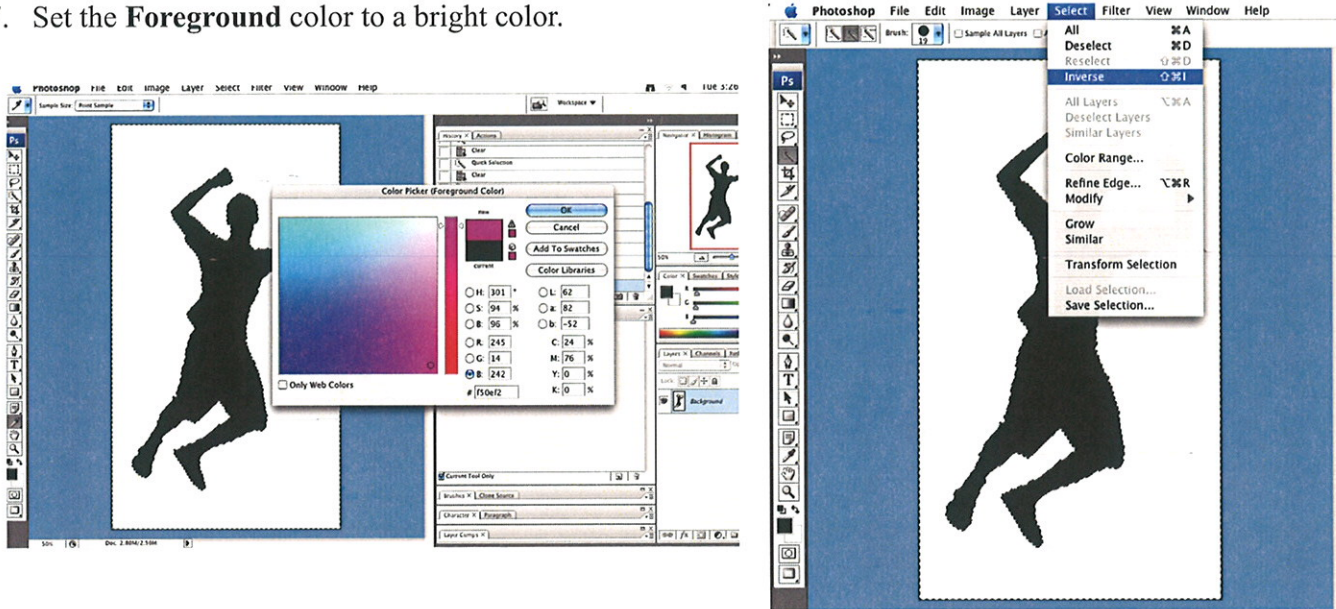
8. Save image two ways. First, File > Save as filename.psd. This allows a chance for changes to be made in the collage if needed. Second, go to Layer > Flatten Image to remove all layers. Go to File > Save As and save as filename.jpeg or filename.tiff. The .jpeg or .tiff file will be the one placed on the yearbook spread.



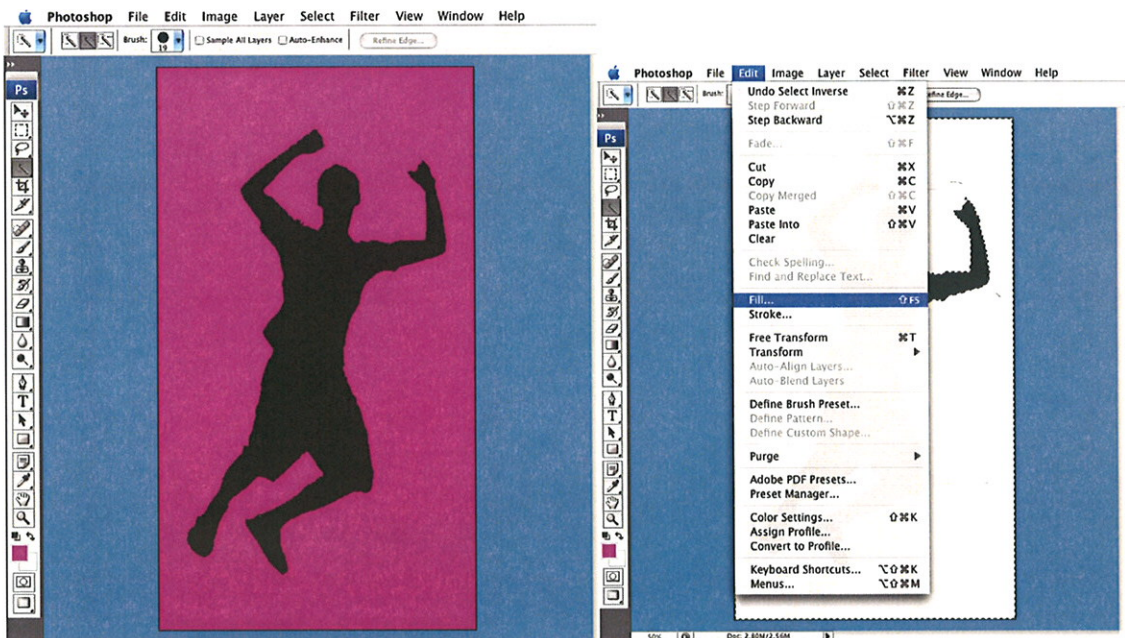
# Photoshop

## Tutorial Title

- Now to fill the background with a bright color. Use the **Magic Wand** tool and click on the white space. The running ants will appear around the figure and the outside edge of the rectangle.
- Set the **Foreground** color to a bright color.



- From the **Edit** menu, select **Fill**. Fill with the new bright **Foreground** color.



- Save the file as a **JPEG**.



# Photoshop Wrinkle Edge

1. Choose white as the Background color.
2. Use Image > Canvas Size to add a border (use a one-layer image).
3. Choose the Rectangular Marquee tool.
4. Enter 10px in the Feather field on the Rectangle Marquee tool options bar.
5. Drag a selection marquee across approximately three-quarters of the image (not including the border area).
6. Choose Select > Inverse. The active selection will now include the added canvas area and part of the image. See picture number 1.

7. Apply Filter > Distort > Ripple. See picture number 2. Ocean Ripple, Twirl, or Brush Strokes > Spatter, or a combination of all or some will work also. Experiment. Move the preview in the filter box to bring the edge of the image into the preview window. Change the numbers in the box if you do not like the results.

This would be a terrific effect for a dominant photo.

