

What is Adobe Photoshop 7.0?

Photoshop, now up to version 7.0, is the leading professional image-editing program, released by Adobe. Photoshop is useful for both creating and editing images to be used in print or online. Easy to use, but full of high-quality features, Photoshop is the best choice for any image manipulation job.

Opening Adobe Photoshop 7.0

Click the "Start" menu and go to the "Programs" folder. You will see an "Adobe" folder with "Photoshop 7.0" inside; click this icon.

Photoshop will initially open with a tool panel and a variety of windows, all of which look incredibly intimidating at first. You can ignore the right-most set of windows for now. First, let's familiarize ourselves with the main menu.

File – Create new images, open pre-existing images, print, exit the program, etc.
Edit – Undo, copy, paste, cut, preferences, basic image manipulation, etc.
Image – Change the image or canvas size, rotate, adjust brightness & contrast, etc.
Layer – Create / delete layers, merge layers together, layer effects, etc.
Select – Adjust the selected area of your image
Filter – Apply filters and effects to your images
View – Zoom in and out of your images
Window – Open or close different windows within Photoshop

Creating a New Canvas / Image

Go to the "File" menu and select "New" (or press Ctrl+N).

A window will appear asking you how large you would like your canvas (or working area) to be. Pick a size large enough to work with; you can always "crop" your image later, so it's better to have too large an area than too small an area. For comparisons sake, your monitor's total space is probably 1024 x 768. Make your decision, and click "OK."

Your canvas will open as a blank, white window. The top of it will say "Untitled" (until you save it), and will be at 100% (unless it is too large to fit on the screen at once, in which case it may appear at 66.7% or smaller).

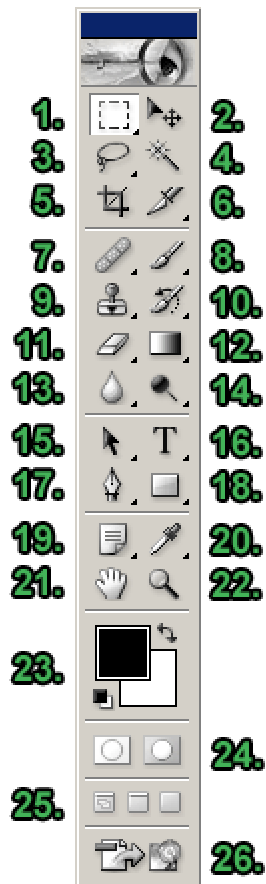
Opening a Pre-existing Image

Go to the "File" menu and select "Open" (or press Ctrl+O).

Find the image on your computer that you wish to edit, and click "Open." Your image will open in a new window within Photoshop.

Editing an Image

Once you have an image created or opened, you can edit or draw on top of it with Photoshop's "Tools" window, which is the long, thin window that is automatically open on the left side. Here is a break down of all the tools contained on this bar:



1. *Marquee Tool* – used for selecting areas of an image
2. *Move Tool* – used for moving an image to a different area of the canvas
3. *Lasso Tool* – used for selecting areas of an image that may not necessarily be comprised of straight lines
4. *Magic Wand Tool* – used for auto-selecting large areas of an image that are similar in color
5. *Crop Tool* – used for reducing the image to a certain area (“cropping”)
6. *Slice Tool* – used to “slice” an image into different sections; generally used for the creation of images for a web page design
7. *Healing Brush Tool* – used to fix imperfections in an image by copying other pixels from the image. The Healing Brush tool will also match the texture, lighting, and shading to perfectly match the area you are fixing
8. *Brush Tool* – used with the mouse to simply draw lines on your image
9. *Clone Stamp Tool* – used to “clone” or copy one area of an image to another; first hold “Alt” and click an area of the image to copy, then click on a different area to copy it there
10. *History Brush Tool* – used to copy and draw a pre-existing image in different

artistic styles

11. *Eraser Tool* – used to erase certain areas of an image
12. *Gradient Tool* – used to create gradient fills for an image, of any color
13. *Blur Tool* – used to blur or blend areas of an image
14. *Dodge Tool* – used to uniquely adjust the brightness and contrast of an image
15. *Path Selection Tool* – used merge overlapping components into a single component
16. *Type Tool* – used to place text on an image
17. *Pen Tool* – used to draw lines and curves with better precision
18. *Rectangle Tool* – used to draw rectangles and other polygons
19. *Notes Tool* – used to leave notes for yourself on your image
20. *Eyedropper Tool* – used to select and match specific colors
21. *Hand Tool* – used to quickly view different areas of an image
22. *Zoom Tool* – used to zoom in and out of an image
23. *Set Foreground / Background Color* – used to set the foreground (front) and background (back) colors of an image; can also be used to change the colors of text, etc. Click on the boxes to change the colors (a new window will appear).
24. *Edit Modes* – used to switch back and forth between modes
25. *Switch Screen Modes* – used to switch between full screen and standard screen modes
26. *Jump to ImageReady* – used to easily launch the ImageReady program

Resizing an Image

If you don't want to crop your image (meaning you want the ENTIRE image, just at a smaller size), you can resize your image to any dimensions you wish. Select "Image Size" from the "Image" menu.

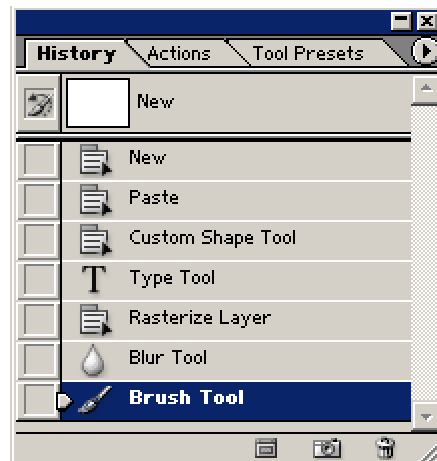
The default in Photoshop is to keep image resizing at "Constrain Proportions." This means that if the height is changed, the width will be changed at the same ratio. This keeps your image looking approximately the same, only at different sizes. If you wish to change this, just un-click the "Constrain Proportions" check box at the bottom of the "Image Size" window.

You can change the image size either by pixels or percentages. Use either you wish to either enlarge or reduce the size of your image (keep in mind that enlarging images will reduce the quality).

History

One of Photoshop's most powerful and useful abilities is the option to go back in the "history" of your image. This means that at any point, you can go back to a previous version of your image. This is particularly useful if you find you've made a mistake several steps back. You'll notice that the History window (which can be opened via the "Windows" >> "History" menu if it's not already open) lists all of the steps you've made in your image.

To "go back" to any of these instances, just click the name of one of the steps, and your image will go back to how it previously looked at that point in time.



Saving Images - PSD Format

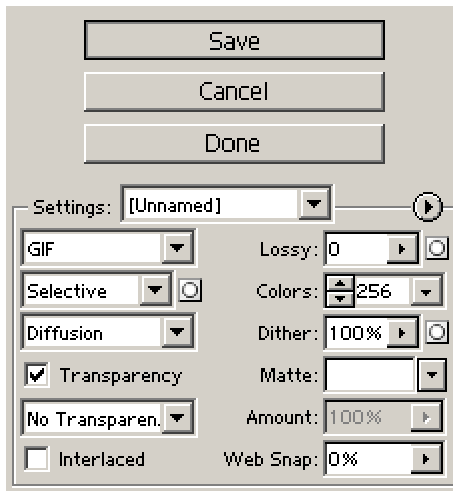
If you are working with a very complex image (lots of layers, filters, etc.), you may want to think about saving it. Saving as a PSD file (Photoshop's native format) allows you to open it up again with all the layers and such intact. If you save it as another type of image, Photoshop will "flatten" the image. To save your image as a PSD, just select "Save" from the "File" menu, and select a place on your hard drive or disk to save it.

Saving Images - For the Web

On the Internet, there are two file types for images on websites that are the most predominant: GIF (*.gif) and JPEG (*.jpg). The GIF format is geared towards images that do not need to be viewed with a large amount of colors. The standard GIF file will be of 256 colors or less. This is perfect for the Internet, and more specifically, images that will appear directly on a web page. The JPEG format is geared toward images of a "real world" or "natural" sense, such as photographs. JPEG images are generally of thousands of colors or grayscale. JPEG can hold up to 16 million colors. High quality, larger images stored in a website's "Image Gallery" may be saved as JPEGs. Photoshop comes with features specifically geared to optimize pictures for the web.

Select "Save for the Web" from the "File" menu.

Saving as a GIF File



Underneath "Settings," select "GIF" from the drop-down menu. One of the most important features in this menu is the "Colors" setting. The more colors your image has, the more colors you should allow your GIF to have. However, since you want to create optimized images for the web, it is best to use as little possible color as possible, while still saving a clear image. If your image has very few colors, you should change the color setting to reflect the small number of colors. The smaller the number of colors, the smaller the file size the GIF will have. If you want, your image can have a solid outline color. You can choose this by going to the "Matte" selection, and picking a color. Other options in this menu need not be changed. These are standard defaults for saving

GIFs. When you are ready, click "Save" and save the image by giving it a file name.

Saving as a JPEG File

Underneath "Settings," select "JPEG" from the drop-down menu. Go to the drop-down menu with "JPEG High" displayed. There you can determine the quality of the image for the web. Naturally, higher quality images will have a larger file size. It is not necessary that images be extremely high quality. Usually, "Medium" is a good setting to choose. To refine the quality of the image, use the "Quality" setting. Here, you can save the JPEG as a percentage of the original image's quality. For example, 50% would be half the quality of the original image. When you are ready, click "Save" and save the image by giving it a file name.

