

IMAGE EDITING GUIDE

This Guide is intended to help you navigate Adobe Photoshop and edit your images. Please read each section carefully, and use this as a reference tool in the future.

Photoshop User Guide: <https://helpx.adobe.com/photoshop/user-guide.html>

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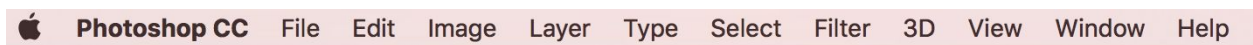
Workspace Orientation

You will edit your files using various elements, such as bars and panels and any arrangement of these elements is called a workspace.

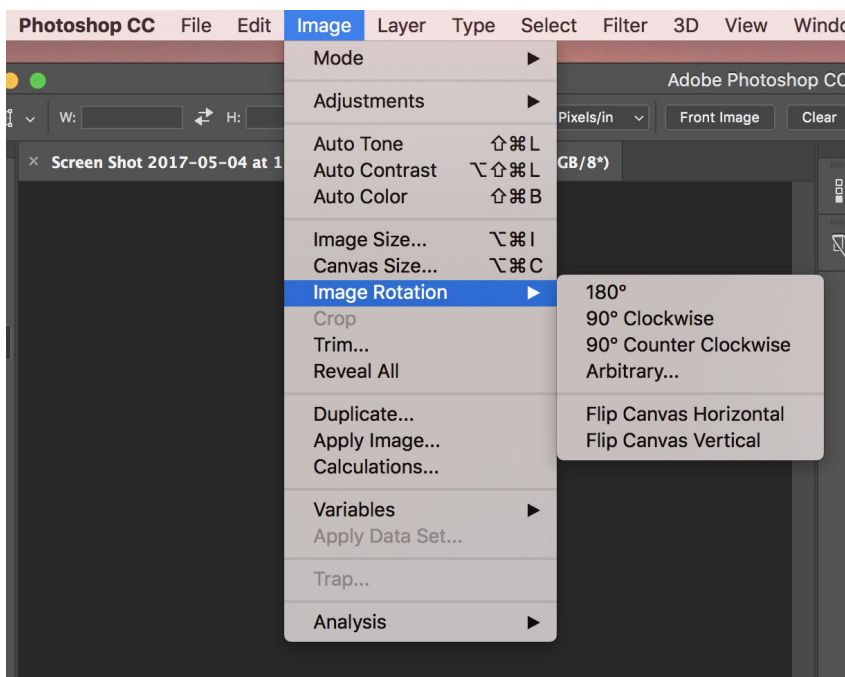
- Further information: <https://helpx.adobe.com/photoshop/using/workspace-basics.html>

Application bar

The **Application bar** contains menus and application controls.



- This **Image Editing Guide** will use text directions to indicate the correct menu to select.
 - Example: *Select: Image > Image Rotation*
 - It requires you to select “Image” on the Application bar and then select “Image Rotation” within the menu (see blue highlights below)
- Further information: <https://helpx.adobe.com/photoshop/using/workspace-basics.html>



Tools panel

The **Tools Panel** contains tools for editing images.



- You can view information about any tool by positioning the pointer over it.

- Further information:

<https://helpx.adobe.com/photoshop/using/tools.html>

Useful Tools

Zoom In & Out

You can use the View menu commands to zoom in or zoom out of an image.

- **Select: View > Zoom In** or **View > Zoom Out**
- Further information: https://helpx.adobe.com/photoshop/using/viewing-images.html#zoom_in_or_out

Undo/Redo

The **Undo** and **Redo** commands let you undo or redo operations.

- **Select: Edit > Undo** or **Edit > Redo**.
- If an operation can't be undone, the command is dimmed and changes to **Can't Undo**
- Further information: <https://helpx.adobe.com/photoshop/using/undo-history.html>

History Panel

You can use the History panel to jump to any recent state of the image created during the current working session. Each time you apply a change to an image, the new state of that image is added to the panel. Each state is listed with the name of the tool or command used to change the image.

- **Select: Window > History**
- Further Information: <https://helpx.adobe.com/photoshop/using/undo-history.html>

Edit an Image

Open Adobe Photoshop (the editing software)

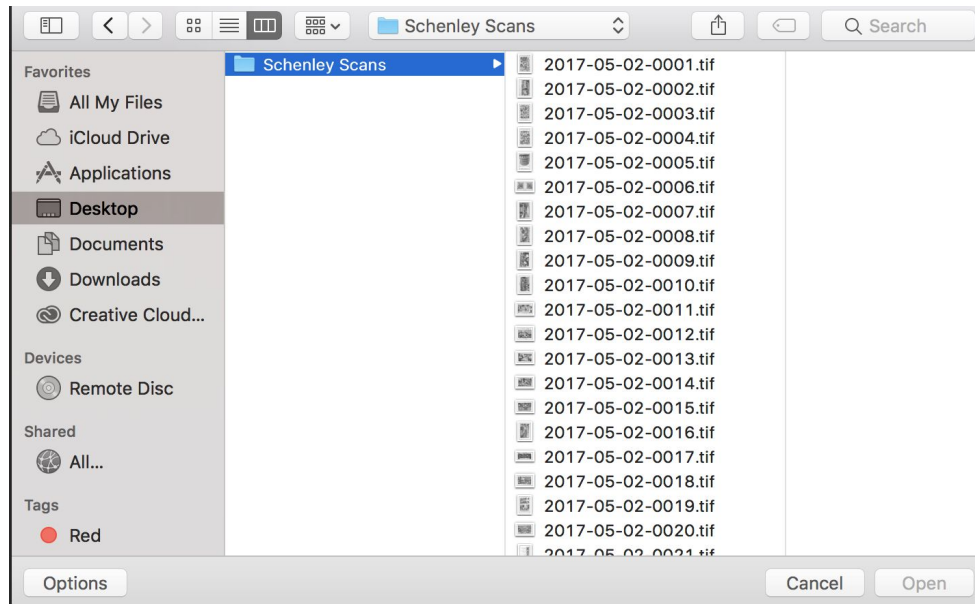
- Click on the Adobe Photoshop icon at the bottom of the computer screen (icon below) and the software will open



Open Image File

You can open files using the Open command

- **Select: File > Open**
 - A window will open and you can choose the file you would like to edit.



Rotate

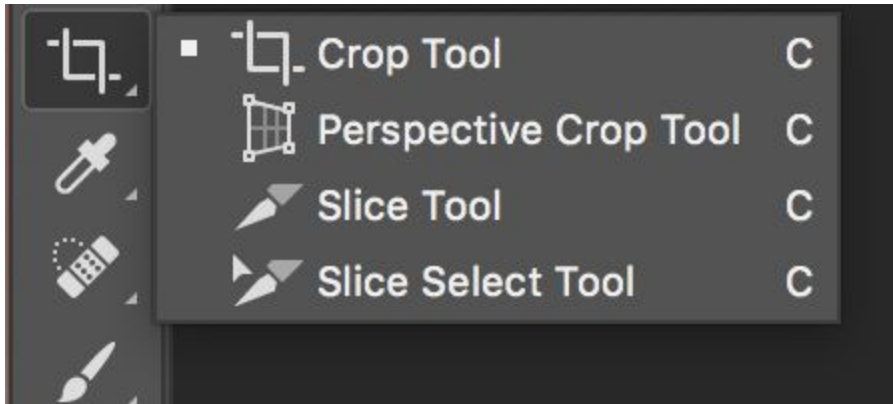
The rotate command will let you change the orientation of your image.

- **Select: Image > Image Rotation**
- Choose the appropriate degree of rotation (90° Counterclockwise, 90° Clockwise, 180°).
- Further information:
<https://helpx.adobe.com/photoshop/key-concepts/rotate.html>

Crop

Cropping is the process of removing portions of a photo.

- Select the **Crop Tool** on the **Tools panel**



- Draw a new cropping area or drag the corner and edge handles to specify the crop boundaries in your photo.
- If you would like to redo your crop selection, click **esc**
- If you are happy with your selection, click **Enter**
- Further information:
<https://helpx.adobe.com/photoshop/using/crop-straighten-photos.html>

****Helpful Hints****

If there aren't straight borders, leave a small amount of space around the image. Make this space standard on all four sides.

Save File

Use the **Save** command to save changes to the current file

- **Select: File > Save**

Close File

Select: File > Close

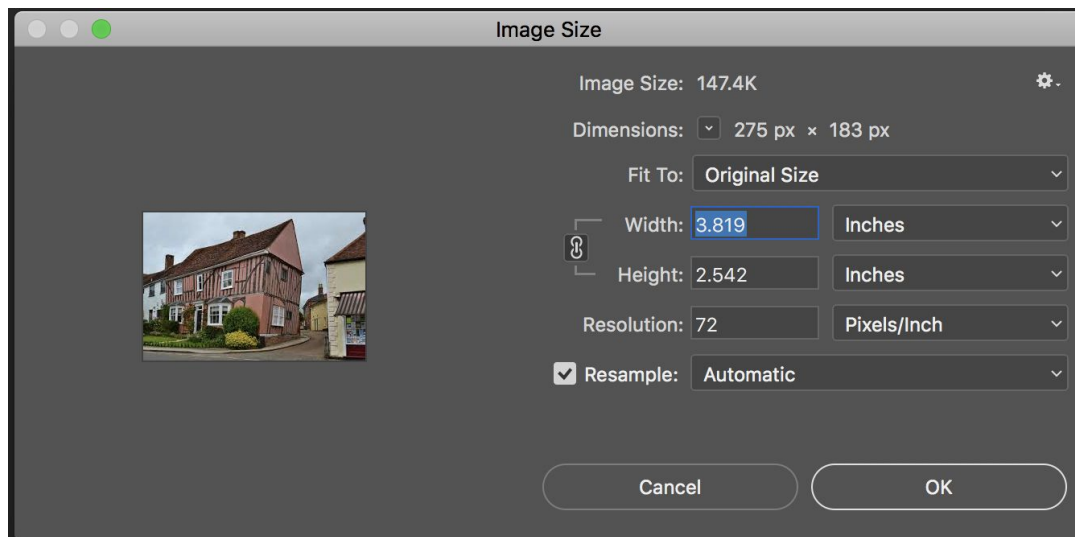
Extras

Resize Image

To change the physical dimensions of an image.

- **Select: Image > Image Size**
- An **Image Size** dialog box will appear (see below)
- To maintain the original ratio of width to height measurement, make sure that the **Constrain Proportions** option is enabled (the chain is linked)
- To change the image size or resolution and allow the total number of pixels to adjust proportionately, make sure that **Resample** is selected.
 - To change size: Enter new values for **Width** or **Height**.
 - To change the **Resolution**, enter a new value.
- When you finish setting options, click OK
- Further information:

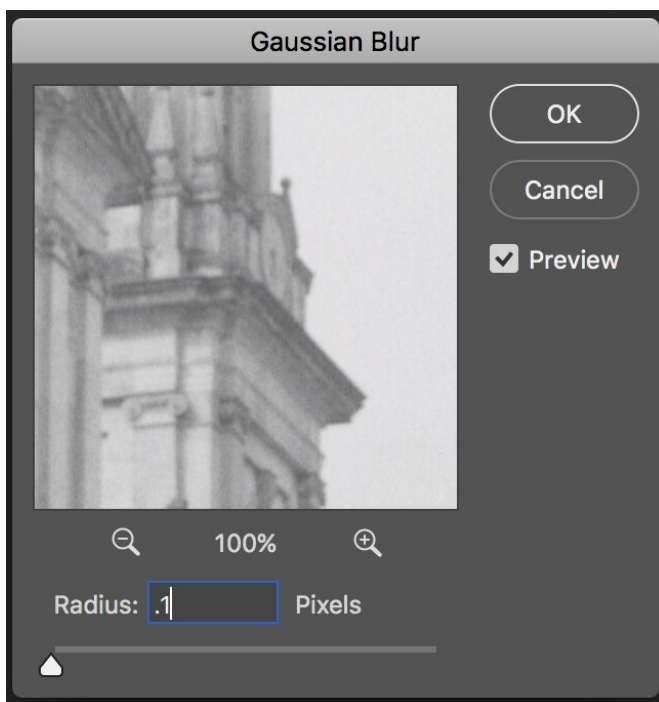
<https://helpx.adobe.com/photoshop/using/resizing-image.html>



Gaussian Blur (for newspapers)

This filter can be used to remove the small dots that result from scanning a printed source (newspaper).

- **Select: Filter > Blur > Gaussian Blur**
- A **Gaussian Blur** dialog box will appear
- Set the Radius to .1 and using the arrow to gradually step-up the radius (see below).
- When you think the filter has been successful click OK
- Further information: <https://helpx.adobe.com/photoshop/using/blur-gallery.html>



****Helpful Hints****

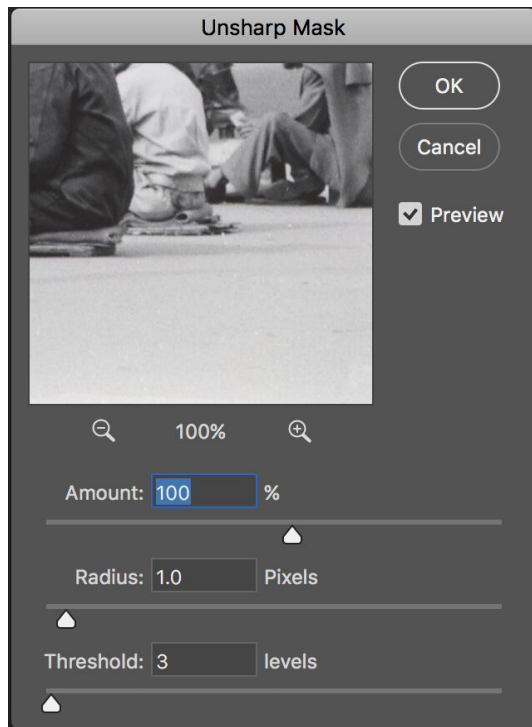
It is very important to not blur out the details of the image. Toggle the **Preview box** and zoom in and out to see how the filter will affect the details of the image.

Unsharp Mask

The **Unsharp Mask** is a filter that helps increase the contrast between colors and edges making images appear sharper and clearer.

- **Select: Filter > Sharpen > Unsharp Mask**
- A **Unsharp Mask** dialog box will appear
- Keep Radius at 1 and Threshold at 3.
- Choose the percent of sharpening (Higher numbers = Sharper image).
- Preview a few percent choices before entering ok (e.g. 75%, 100%, 125%)
 - Seeing the difference between the percentages will help choose the best sharpness.
- Further information:

<https://helpx.adobe.com/photoshop-elements/using/sharpening.html>



****Helpful Hints****

Sharpening an image too much will produce an unrealistic effect. Make sure to use this filter sparingly, and always use **Preview**.