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## **Photoshop Tips & Tricks**

Modify your photos for your multimedia projects using the following Photoshop. The items in these lists correspond to menu items in Photoshop.

### **Selections**

In Photoshop, items are often “selected” prior to making changes with tools and palettes. Select areas in four ways:

Marquee Tool for rectangular and oval areas.

Lasso Tool for freeform shapes and silhouettes.

Magic Wand for flat color or similar colored areas of the image.

To select the entire image press the ⌘A keys together to select “all.”

Tip :: Deselect areas when you are finished modifying them, by pressing the ⌘D keys.

### **Marquee Tool**

To select a large area of an image in a geometric shape, rectangular or oval:

Marquee

Click on the Marquee tool and hold

Choose rectangular or oval shape from the toolbox

Click on the image and drag over the selected area, then unclick.

Deselect areas when you are finished modifying them, by pressing the ⌘D keys

### **Lasso Tool**

To create a freeform or silhouette of an area of a photo, use the lasso tool by clicking and dragging around the area. You may “lasso” and delete to silhouette an image.

Lasso

Click and drag along the edge of the selected image

Tip :: Select the outside edge and the background in small increments, after each selection, press delete to delete the background. Make the background color in the toolbox a similar color to the preferred background.

Tip :: Adjust “Feather” on the menu to give a soft edge to the silhouette

### **Magic Wand**

To select flat or similar areas of color, use the Magic Wand tool.

Magic Wand

Click on the area that contains the color you wish to select.

Tip :: Change the amount of “Tolerance” in the control box to set the amount of color variation. The higher the number, the more color variations will be selected with one click. The lower the number, the fewer color variations will be selected.

### **Oops!**

To undo the previous command, press ⌘Z. Step back additional steps, press Option ⌘Z.

To go back to the last saved version of the image, choose Revert from the file menu.

Open the History Palette under window and delete layers that contains your “mistakes.”

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**Layers**

*Warning!* Photoshop creates a new layer every time you paste in your file. Be aware which layer you are currently working on, it will be highlighted in the Layers Window. The benefits of separate layers are many, so avoid merging layers or “Flatten(ing) Image” until you are finished modifying your image.

Window

Layers

Avoid working on the background layer, it has limited capabilities.

Create a new layer manually by clicking on the triangle in the upper right hand corner of the palette, choose New Layer.

Delete layers by highlighting the layer and dragging it into the Trash Can on the Layers Window.

Click on a layer and drag above or below other layers on the palette to change the order of the overlays

Choose which layers are visible on the screen by clicking the eye icon on/off.

**Too big/Too small?**

Resize your image to be proportionately larger or smaller, first select your image, then: Edit

Transform

Scale

Pull corners of the box to resize

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Tip :: Hold the shift key down as you adjust the size of the box, so the image is resized proportionately.

Hit the Return key when the size is correct

**Too dark/Too light?**

Images that are too dark or too light may be adjusted using the Curves Window:

Images

Adjust

Curves

Move black point on the graph for desired lightening or darkening.

**Save images for PowerPoint**

Adjust your images in Photoshop before using the images in your PowerPoint slideshow.

Image menu

Image size

Image height should not be greater than 7.5” or 540 pixels

Image width should not be greater than 10” or 720 pixels

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Resolution of 72 pixels/inch for images displayed on computer screens.

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Resolution of 300 pixels/inch for images that will be printed.

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Constrain Proportions box should be checked to ensure proportionate resizing.

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Save photos in jpg format. Save illustrations in gif format.