## USING ADOBE PHOTOSHOP
Edit and manipulate digital images.
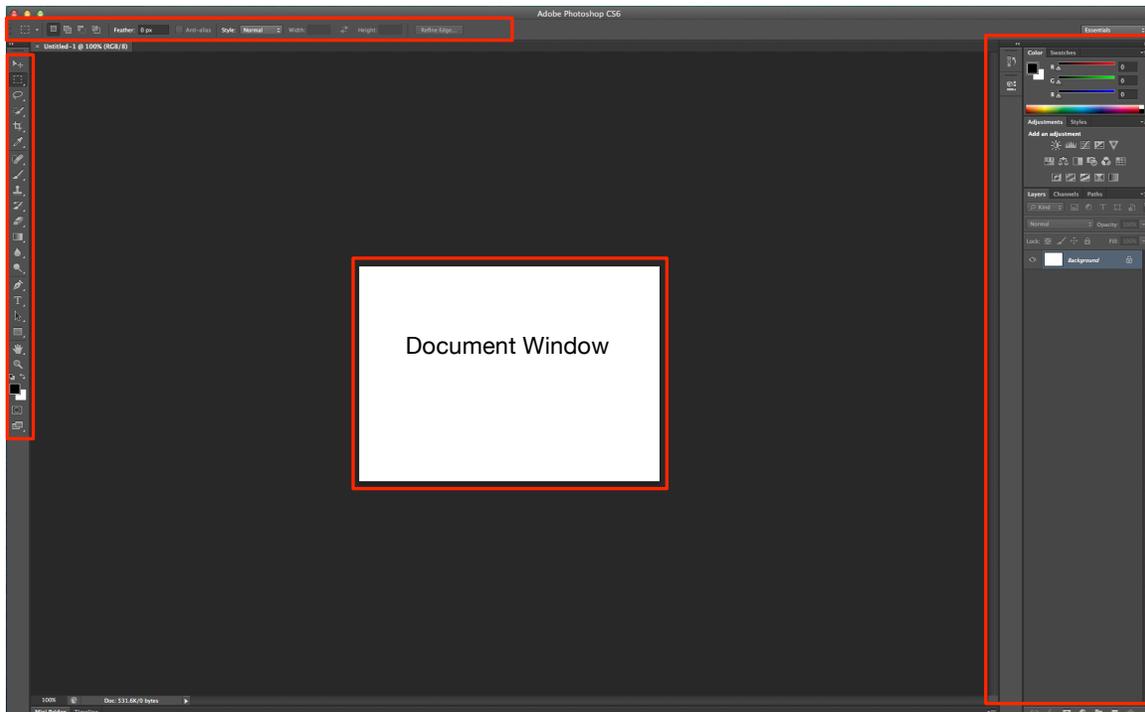
### Open images or start a new document
Open an image file: **File > Ope**n. Then navigate to find the image file you want to work on.
Create a new document (blank document): **File > New**

### Navigating around Photoshop

The **Options Bar** includes other tool functions.

**Document Window** displays the current image/project.

The **Tools Palette** contains all the tools available for creating and editing images. Hovering over an icon will display the tool's name. Icons with a little triangle at the bottom right have additional functions. To view, click and hold (or right click) the mouse on the default tool.

**Palettes** are grouped functions that help you monitor and modify your work.

## Edit Photos

Photoshop provides many different tools to edit photos. Keep in mind that it is always a good idea to keep the original image and make all edits on a copy of the file. This way, if you make a mistake

**Crop image**
- Choose the crop tool in the toolbox.
- Drag corners or sides of the crop box to where you'd like to crop the image.
- Accept or decline the changes you've made.

## Straighten image
- Choose the crop tool in the toolbox.
- Hover the mouse cursor over one of the corners until the curser changes from a straight two-sided arrow to a curved two-sided arrow.
- Move the mouse and the image should rotate. Line guides will appear to help you straighten the image.

## Adjust brightness and contrast

There are multiple tools available to edit your image. The are two ways to make adjustments:
1. **Image > Adjustments > Brightness/Contrast**
   a. Makes changes on the current layer.
   b. Adjustments made this way cannot be revisited.
2. **Layer > New Adjustment Layer > Brightness/Contrast**
   a. Adds a new layer specific to the adjustment function chosen.
   b. Adjustments made are stored with the layer info and can be revisited to make corrections/adjust at a later time.

Move the slider to make your changes.

## Color correction

Similar to making the brightness/contrast adjustments, there are a few ways to color correct your image.
1. **Image > Adjustments > Color balance**
   a. Makes changes on the current layer.
   b. Adjustments made this way cannot be revisited.
2. **Layer > New Adjustment Layer > Color balance**
   a. Adds a new layer specific to the adjustment function chosen.
   b. Adjustments made are stored with the layer info and can be revisited to make corrections/adjust at a later time.

Move the slider to make your changes.

## Remove imperfections
• Spot Healing Brush:
1. Choose the Spot Healing Brush Tool from the tool bar.
2. Choose a brush size appropriate for the area you are working.
    a. Change the brush size by using the drop down menu on the top right.
    b. Change the brush size by pressing the **{ key** on your keyboard (makes it smaller) or the **} key** on your keyboard (makes it bigger)
3. Click and drag the mouse to paint over the damaged portion of the image.
4. When you release the mouse button, you will see the brush stroke morph into the image, brushing away the damage.
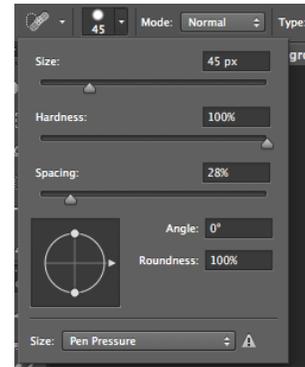
• Red Eye Tool: Apply to the red part of the pupil and it will turn it into a darker color while maintaining the eye's natural highlights.
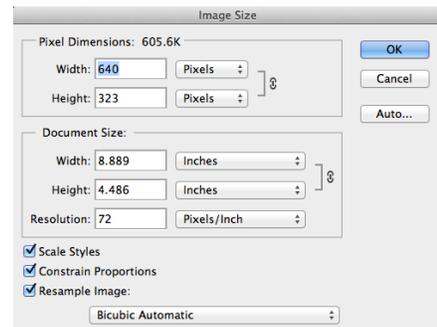1. Choose the Red Eye Tool from the tool bar.
2. Click the cursor over the area of the photo with the red eye.

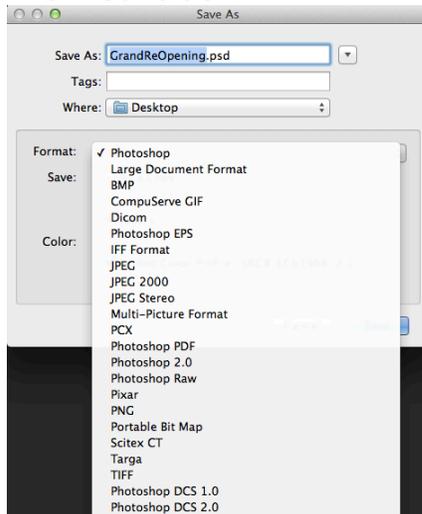## Resize images
To resize the image or change the resolution:
**Image > Image Size**

**Note:** Continuous changes made to the size or resolution of the image, will result in lower quality image.

## Saving you image

**File > Save as**

If you have added layers to your original image, you're image will save as a PSD (Photoshop Document) file. PSD files can only be opened at another computer with Adobe Photoshop. If you would like to save the image with all of the layers but would like the ability to open it using a different photo editor, save it as a TIFF file.

You can save your image in another file format listed in the drop down menu. Note that most other file formats (jpg or png) will flatten the image and the layers you added will no longer be there when you open the image at a future time.

## Saving as a PDF
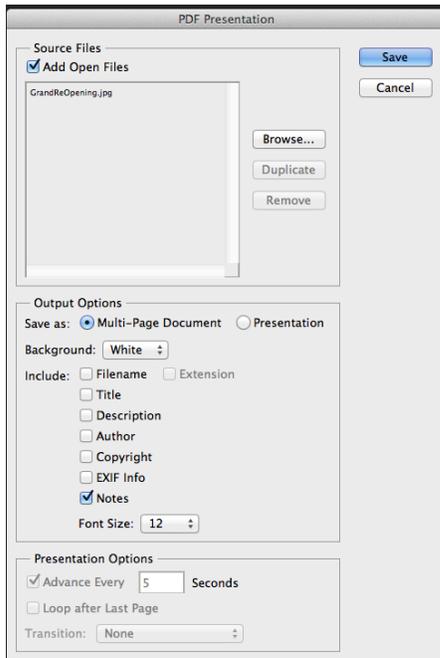
You are able to save multiple page PDFs in Photoshop.

1. **File > Automate > PDF Presentation**
2. **Check Add Open Files** and a list of all files currently open in Photoshop will be displayed.
3. Remove files you don't want included or reorder the list.
4. Click **Save**. Name your PDF file and pick a location (your Flashdrive) where to save the PDF.