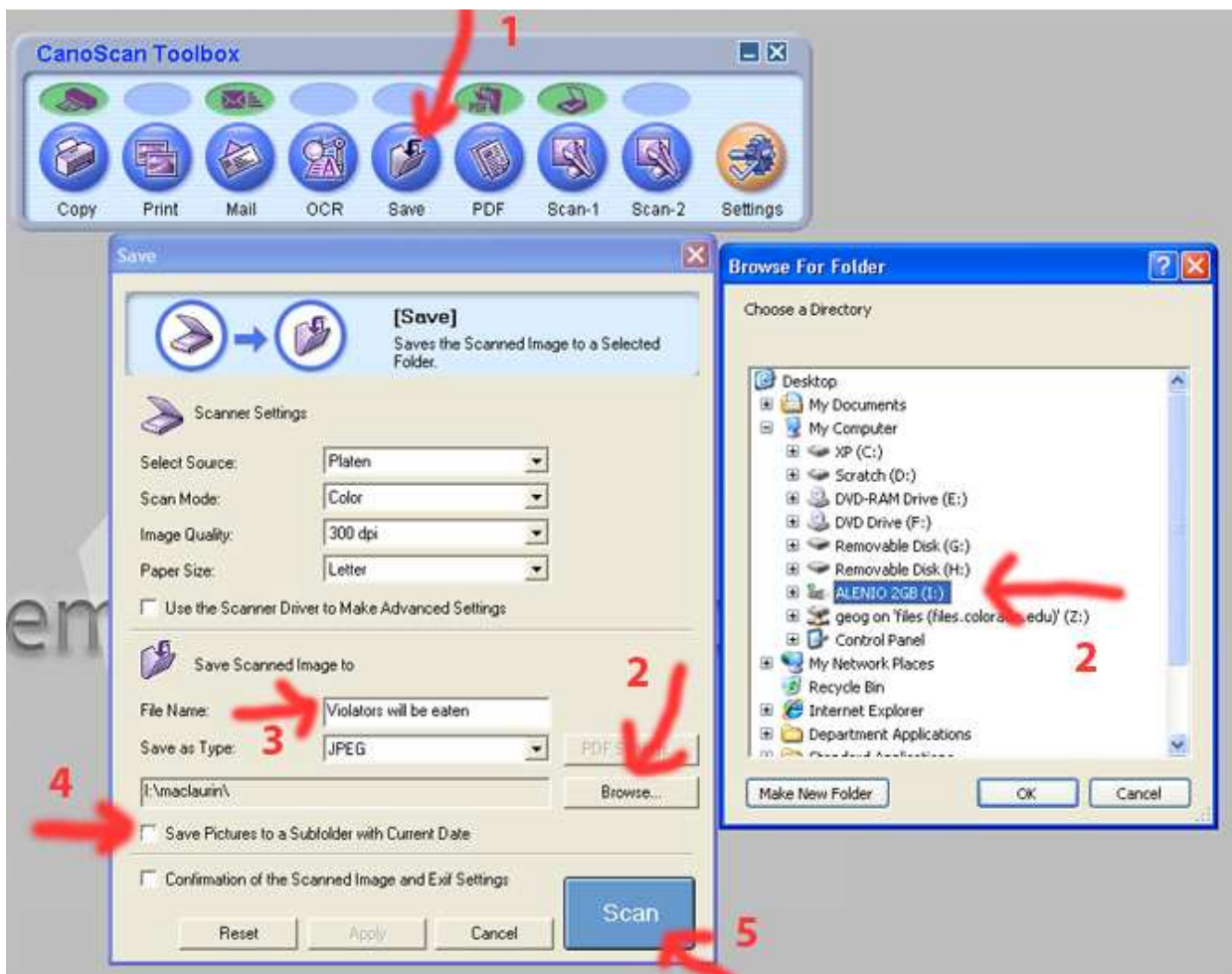# Photoshop Tutorial Part I: Scanning and basic editing

Using the Canon Scanner in KESDA

Open the scanner software:
Start | All Programs | Canon | CanoScan Toolbox

1. Select Save
2. Browse to save it to your USB memory in the folder for your website (lastname), push OK
3. choose an appropriate file name
4. Uncheck the box "Save Pictures to a subfolder with current date"
5. Push Scan

Now open Photoshop

Open your photo from the File menu (tip: double click anywhere in the grey background area when you first open Photoshop to open a file. This only works when nothing is open in Photoshop.)

First things first, get familiar with the Photoshop interface. You have the File Menu on top, Tools on the left, Tool Options right below the File Menu, and Panels (windows) on the right.
Keyboard Shortcuts (similar to most programs): Ctrl Z = Undo (if you push this again, the second time it will redo. See
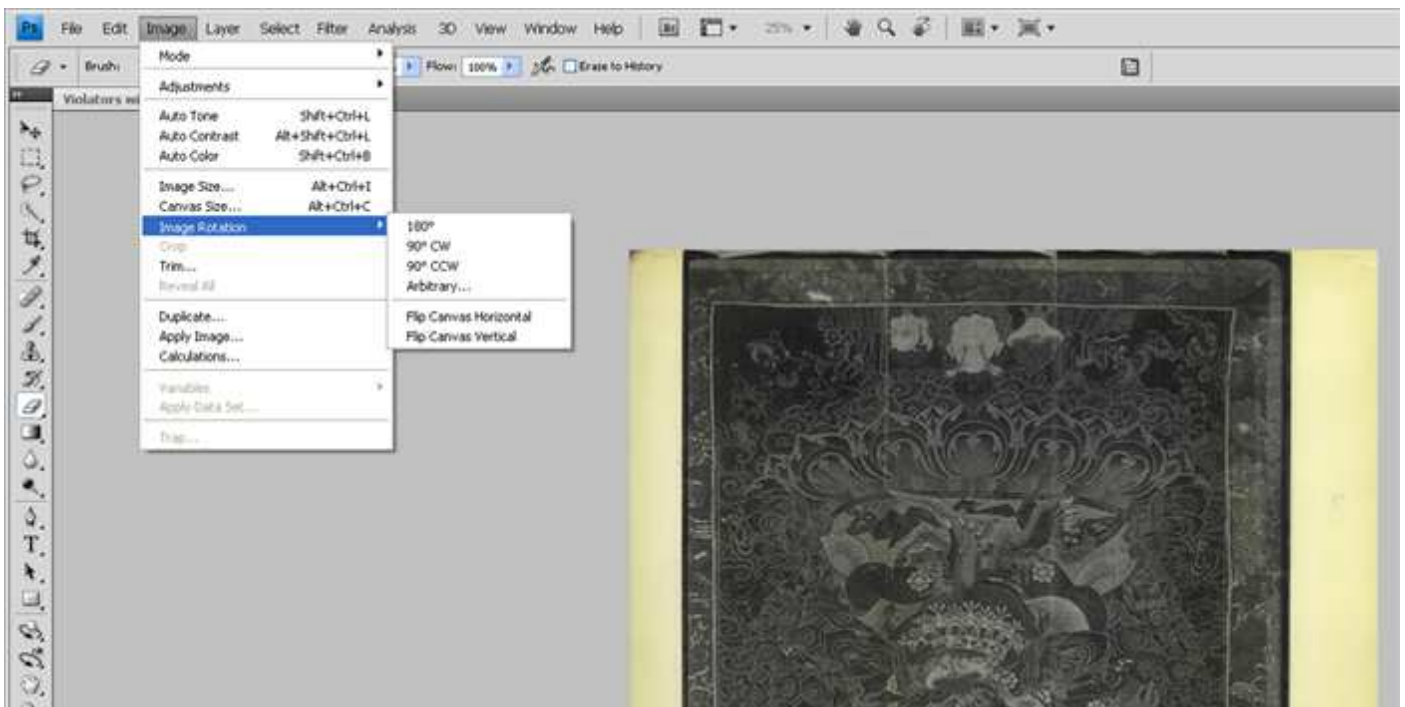
History panel below to undo multiple operations); Ctrl O = Open; Ctrl N = New document; Ctrl X = Cut; Ctrl C = Copy; Ctrl V = Paste; Ctrl S = Save; Ctrl+Shift+Alt S = Save for Web (explained below).
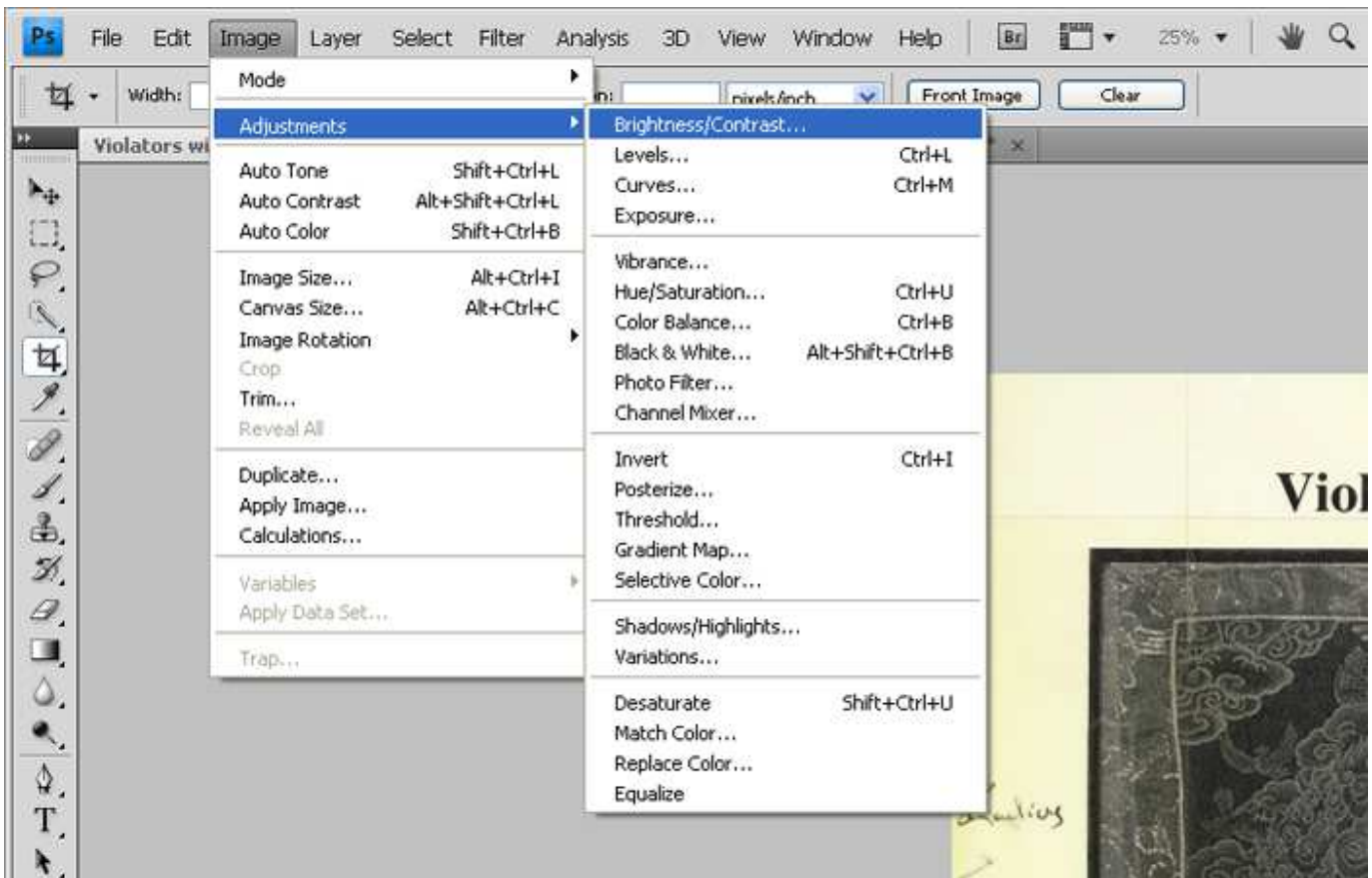
Some useful tips:

- The panels on the right side of the screen can be added, closed, expanded/collapsed and reorganized. They can also be docked and undocked. Play around with them so you get comfortable organizing your screen.
- There are a number of different panels you can add to the right side of your screen. Go to Window on the File Menu and add the History panel. This panel shows every thing you have done to your image and makes it easy to back a few steps or to compare before and after you do something.
- Another useful panel is the Navigator. This panel lets you easily zoom in and out while showing you the part of the image you a working on. You can use the slider, the zoom buttons on each side of the slider and drag the red box around to navigate.
- The hand tool ✋ lets you drag the document around the screen. You can momentarily use this tool by holding down the Space Bar as you click and drag the image.

OK, lets get started.
You might need to rotate your image: go to Image | Image Rotation

Next, you might want to make some adjustments to the Brightness or Contrast. This option has a dynamic preview window so you see what your changes will look like. Get comfortable with these options.

In the Adjustments window you have a number of options. Experiment with some of these different tools.

In the Image window, select the option Image Size. This allows you to change the size two way: 1) by changing the Pixel Dimensions. You can do this by Pixel size or by Percent change; 2) you can change the dimensions of the document by inch, cm, percent, etc.

Another option when you are mosaicking multiple images is to use the Canvas Size option, right below Image Size. This will change the canvas size, not the image size. So, if you make the canvas smaller than the image, it will crop the image. If you make it larger than the image you will get empty space around you image. I rarely use this option unless I am working with multiple photos on the same canvas.
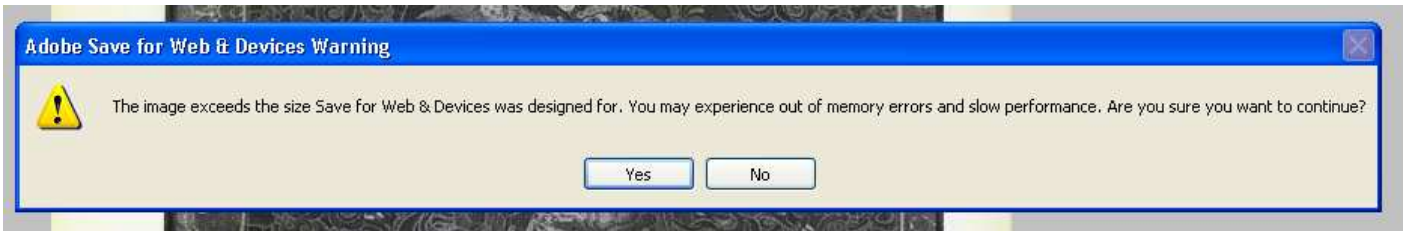
Now is a good time to save what you have done. Always save your file first as a .psd (Photoshop Document) if you plan on coming back and editing it further. This will give you more options than you have when you save it as a .png or .jpg.

Save for Web

This is an important step for publishing your image on the web. Photoshop has very good optimization options that allow you to balance photo quality and file size.
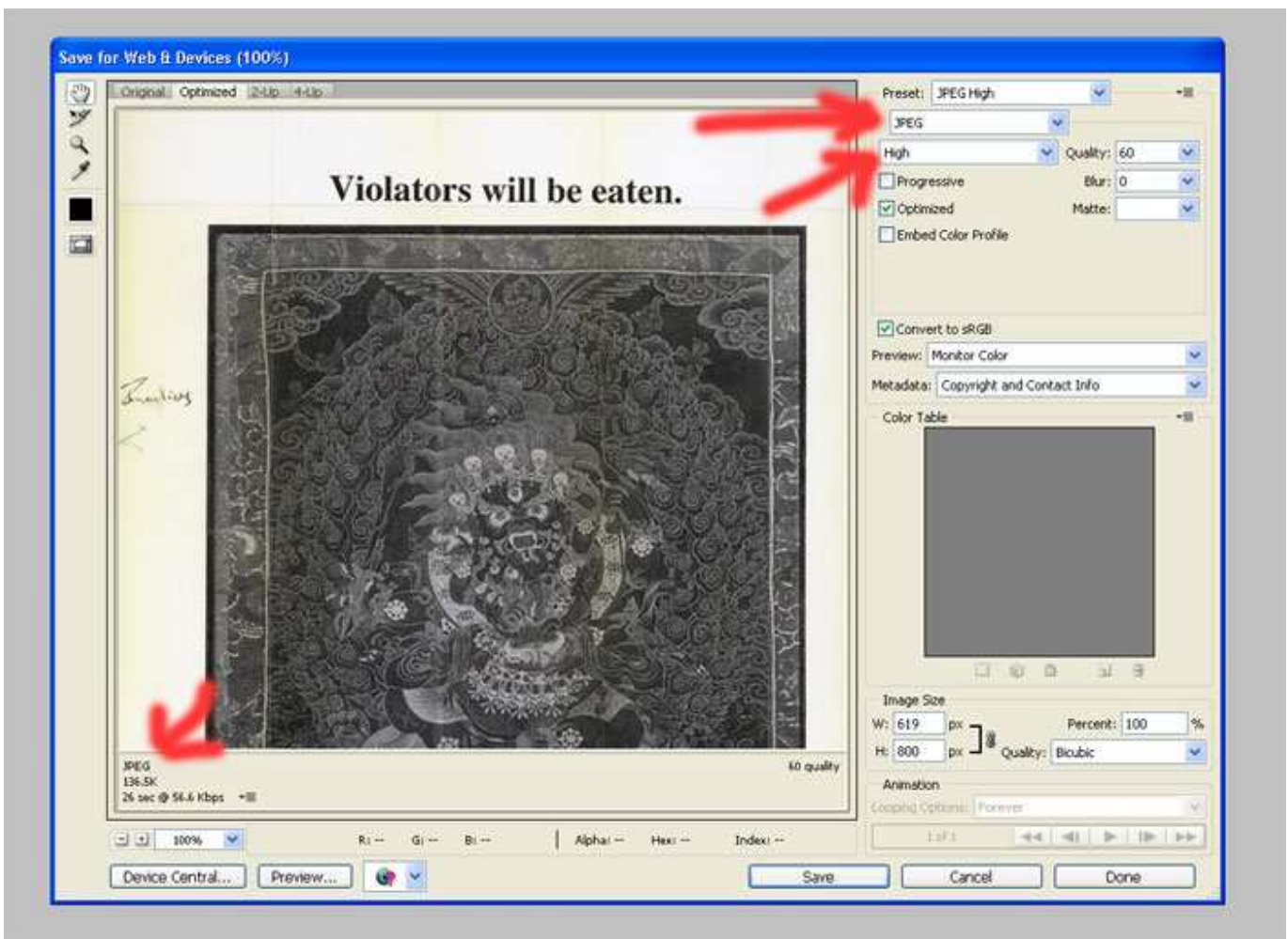Go to File | Save for Web and Devices

If you get this message,

you might want to make the file smaller using the Image Size option before you Save for Web. Consider that many laptop screens are only 1024 pixels wide. Most websites are around 800 pixels wide. So, make the image the exact size you want it to be on you website before saving it for the web. This will minimize your file size and make images load very quickly when people view you site. Note: you can do this in the Save for Web window but it is slower and if the image is really big, the dialog box might freeze up. If you get the warning above and continue, it will probably freeze up.

In the Save for Web and Devices window, first choose your file type. JPEG and PNG-8 are the best options for the web. JPEG tend to be smaller in file size, Photoshop also has a nice option to change the quality of a JPEG to make the file smaller. PNGs are larger but do preserve the quality more; PNGs are particularly good for images that have a lot of text, like maps. I prefer JPEGs for photos.
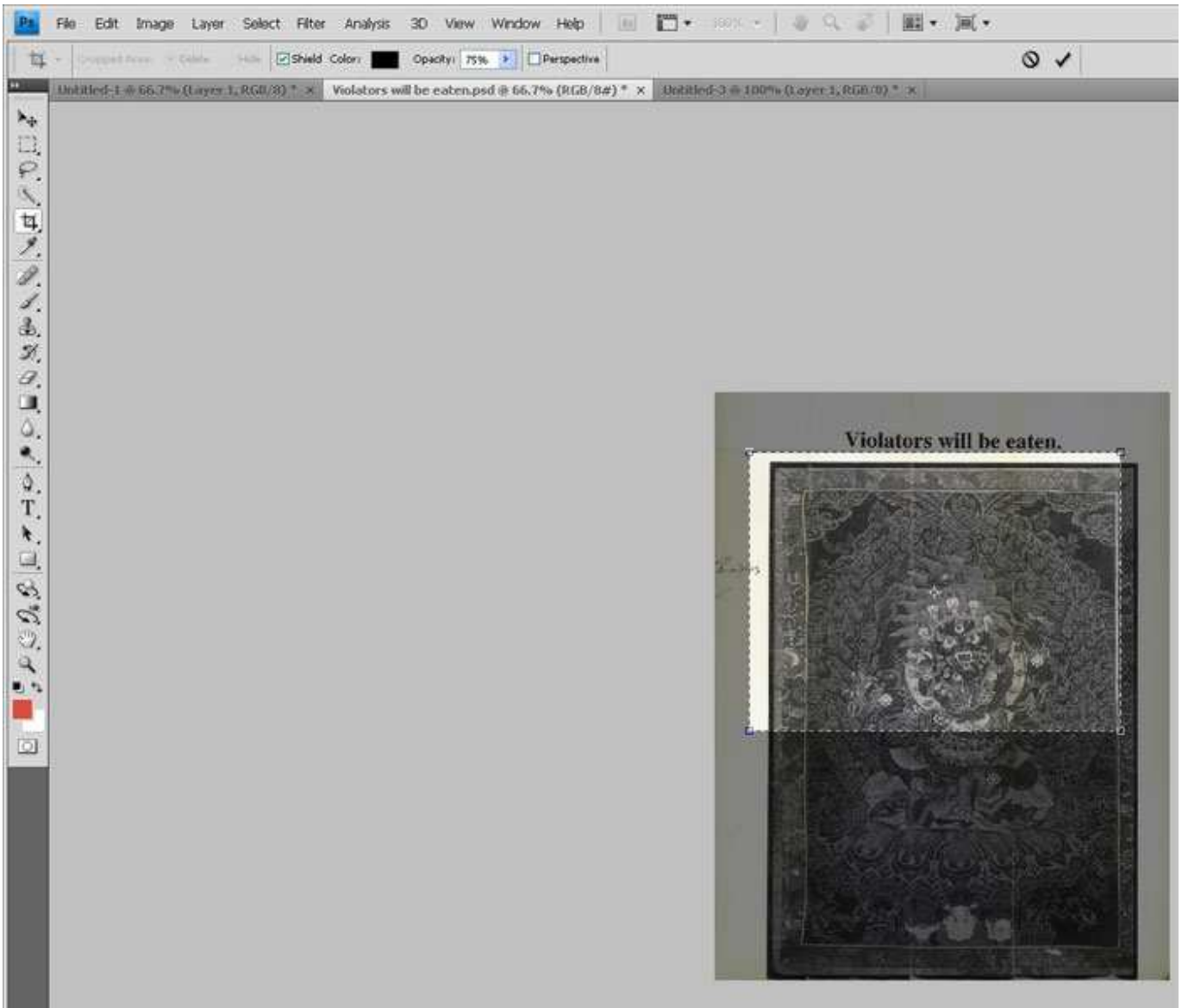In the bottom left side of this window you will see a preview of the file size.

Say you want to crop your image a little. Use this tool from the toolbar on the left side. Push Enter when you have

selected the area you want to crop, push Esc if you want to clear the selection and start over.

There are a few options for setting the cropping tool. 1) you can simply drag a box around what you want to crop. 2) if you hold down Shift while you drag the mouse, it will maintain a square selection. 3) on the crop toolbar (right below the main File Menu) you can select the width and height of the selection you want to crop. In these two fields right click and choose the units you want (pixels, inches, points, etc.).

Add some text with this tool [T]. You can put a title right on the image. Click where you want to put the text. Use the main Enter button (above Shift) to get a new line of text; use the Enter button on the number pad to finish with the text tool.

Portillo, Chile

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