

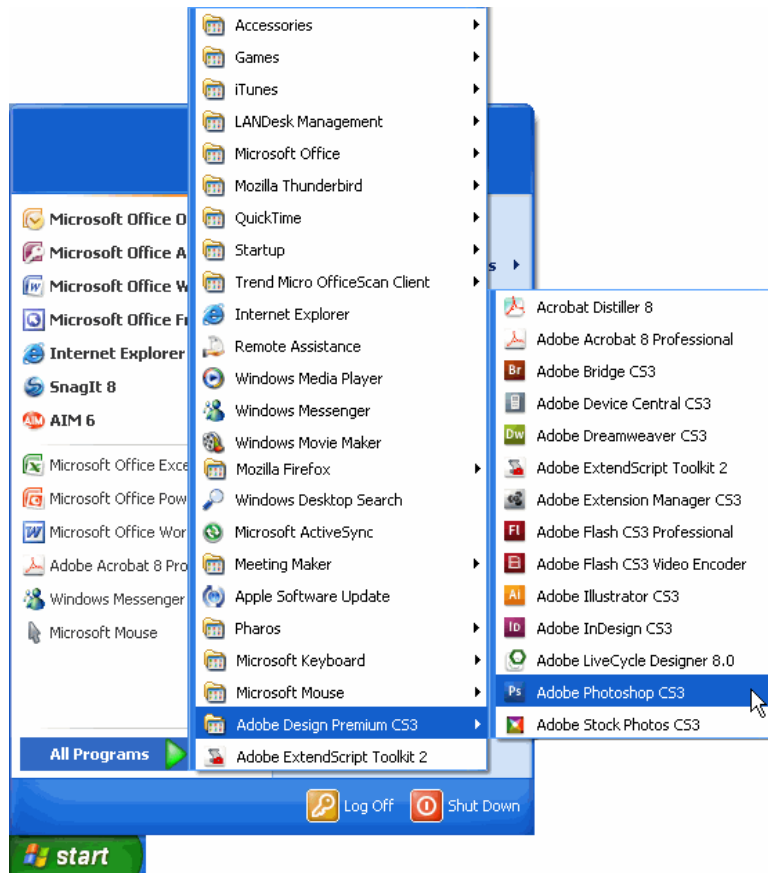
Photoshop CS3: Basics

Learning Guide

Getting Started with Photoshop

Launching Photoshop

- From the **Start** menu, select **Programs**.
- From **Programs** submenu, select **Adobe Design Premium CS3**.
- From **Adobe Design Premium CS3** submenu, select **Adobe Photoshop CS3**.

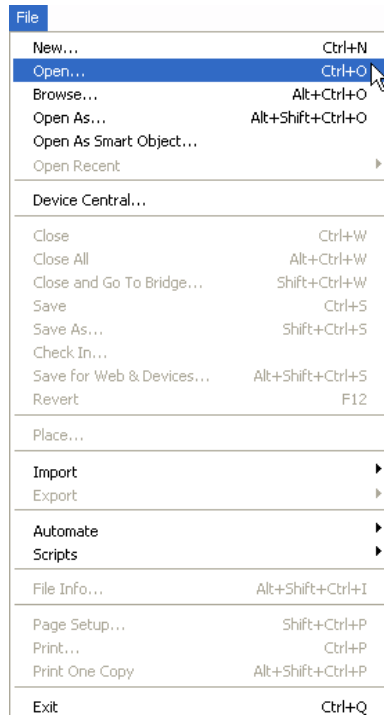


Navigating in Photoshop CS

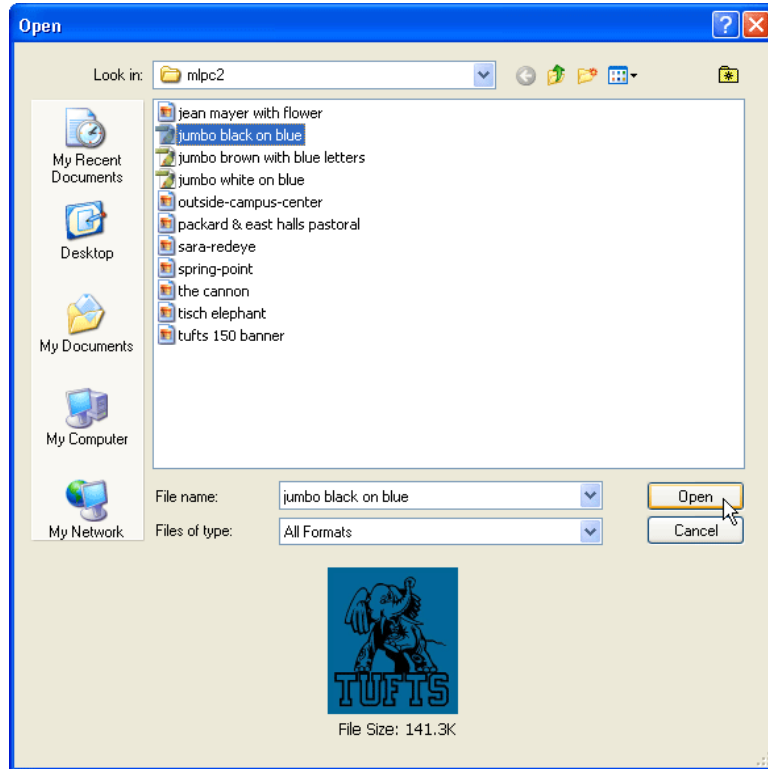
Opening Images

Because Photoshop's interface is different from the Microsoft Office products, navigating within the Photoshop environment can take some practice. Viewing existing images in the Photoshop environment is a great way to become acquainted with the Photoshop interface. To view an existing image:

- From the **File** menu, select **Open**.



- The **Open** window will appear.
- Navigate to the folder that contains your images.
- Select the file you want to open.
- Click on the button labeled **Open**.

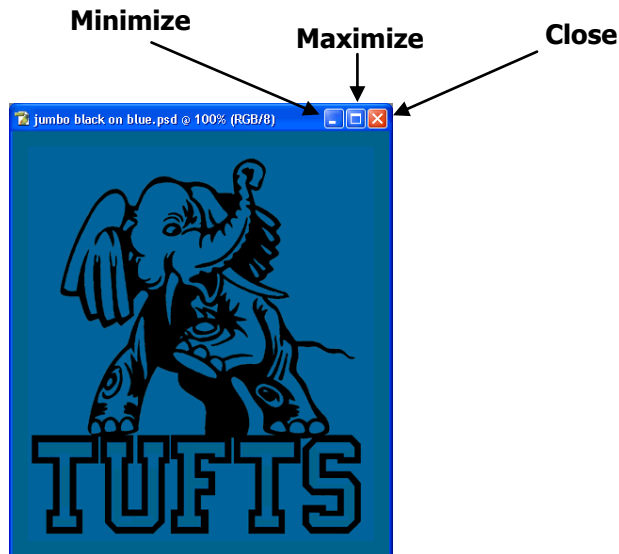


- The image you opened will appear in a new window.

Getting to Know Your Image

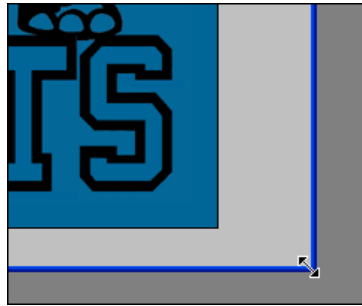
Every image in Photoshop also includes two additional components, a window and a canvas. The canvas is the virtual paper on which the image is drawn. The window is the area on the screen in which the image appears. When you open an image in Photoshop, the image will appear within its window. The window functions just like a window containing a Word document or an Excel spreadsheet.

- To enlarge the image window, click on the **maximize** button (labeled with a **box** symbol) in the window's upper right corner.
- To minimize the image window, click on the **minimize** button (labeled with a **minus** symbol) in the window's upper right corner.
- To close an image, click on the **close** button (labeled with an **x**) in the window's upper right corner.



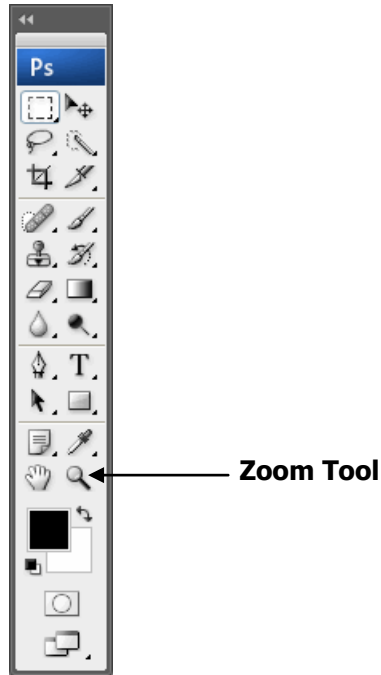
Changing the Size of the Image Window

- To change the size of the image window, place your mouse on any edge or corner of the window.
- The cursor will become a double-sided arrow.
- To enlarge the window, click and drag your mouse away from the center of the image.
- To reduce the size of the window, click and drag your mouse toward the center of the image.
- Although the size of the window changes, the image will remain the same size.



Changing the Magnification of your Image

- On the left side of the Photoshop window, locate the Photoshop toolbox.
- From the toolbox, click on the icon that looks like a magnifying glass. This is the **Zoom Tool**.

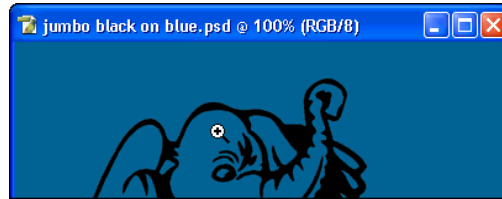


Tip: When you position the cursor over any tool, Photoshop displays a pop-up box containing the tool's name and its keyboard shortcut.

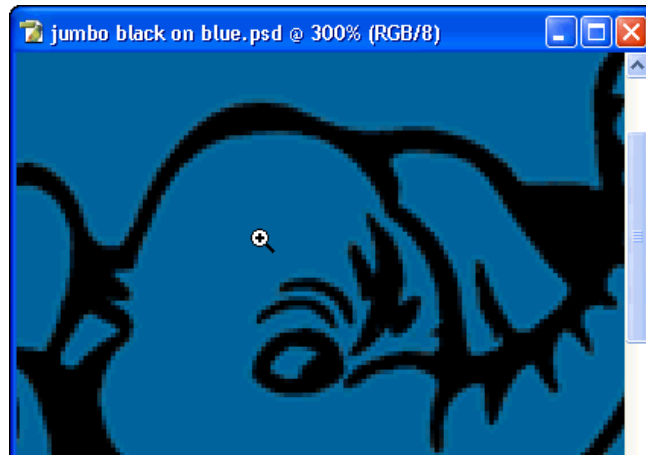
- After you select the **Zoom Tool**, your cursor will appear as a magnifying glass whenever you place it on your image.



- To zoom in on your image:
 - Click on the image with the magnifying glass cursor.



- The magnification of your image will increase each time you click on it with the magnifying glass cursor:
- The image window's title bar displays the level of magnification, shown as a percentage of the image's original size.
- Each time you click on the image, this percentage increases.



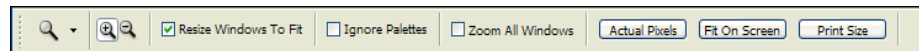
- To zoom out:
 - Press the **ALT** key on your keyboard.
 - The symbol within the magnifying glass cursor will change from a **plus** sign to a **minus** sign.
 - As you press the **ALT** key simultaneously click on the image with the magnifying glass cursor.
 - Each time you click on the image, it will reduce in size and the percentage of its magnification will decrease.

- The following table displays additional ways you can change the magnification of your image.

To zoom in...	To zoom out...
From the View menu select Zoom In .	From the View menu select Zoom Out .
Right-click on your image and select Zoom In from the drop-down menu that appears.	Right-click on your image and select Zoom Out from the drop-down menu that appears..

Tips: Some magnification shortcuts

Located at the top the Photoshop window, the zoom tool option bar offers some shortcuts for making specific changes to the magnification of your image.

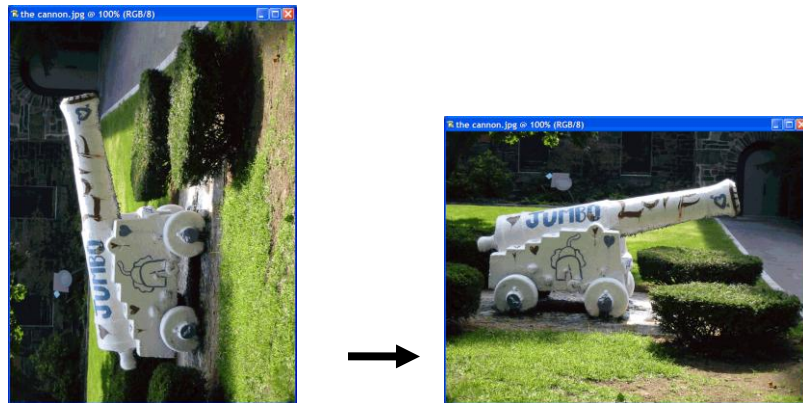


- *To return your image to its original magnification, click on the **Actual Pixels** button.*
- *To automatically change the size of the image window so that it displays all of an image whose magnification has changed:*
 - *On the left side of the zoom tool options bar locate the box labeled **Resize Windows to Fit**.*
 - *Confirm that a checkmark appears within this box.*
 - *If the box is not checked, click on it once to place a checkmark in the box.*
 - *Now, as you zoom in or zoom out, the image window will adjust itself so that it displays your entire image.*

Making Basic Changes to your Image

Rotating your Image

After you open an existing image in Photoshop, sometimes you'll want to change its orientation so that the image will fit better in your document or PowerPoint presentation. For example, the image of the cannon below initially appears with a vertical orientation.

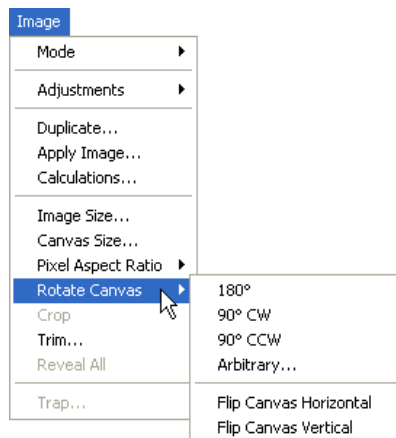


Original Image

Rotated 90° Clockwise

However, Photoshop's rotation tool makes it easy to reorient the image so that it displays properly. To rotate your image:

- From the **Image** menu, select the **Rotate Canvas** submenu.



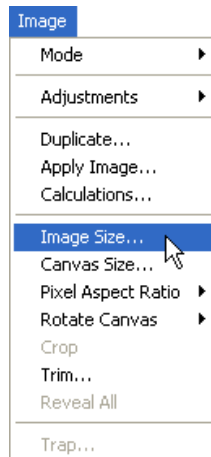
- From the submenu that appears, select the rotation you wish to apply to your image.

To rotate your image....	Choose....
Upside-down	180°
A quarter-turn to the right (clockwise)	90° CW
A quarter-turn to the left (counterclockwise)	90° CCW
To an angle that you choose	Arbitrary
By inverting it from right to left	Flip Canvas Horizontal
By inverting it from top to bottom	Flip Canvas Vertical

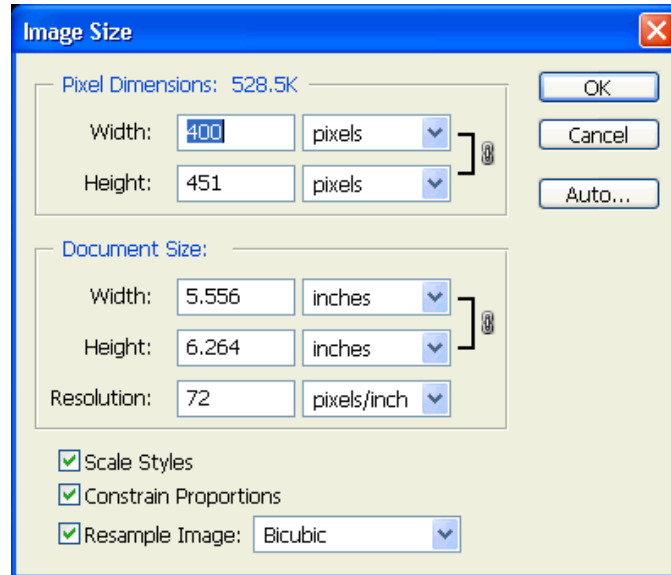
Resizing your Image

In many situations, you may also want to change the actual size of your image so that it coexists better with the rest of the content in your document or PowerPoint presentation. You'll usually want to resize your image proportionally so that your image does not become distorted. To change the size of your image:

- From the **Image** menu, choose **Image Size**.



- The Image Size window will appear.



To resize your image proportionately:

- At the bottom left of the **Image Size** window, confirm that the **Constrain Proportions** box is checked.
- If this box is not checked, click on it once to place a checkmark in the box.
- At the top of the **Image Size** window locate the **Pixel Dimensions** area.
- In the **Width** box enter the new width of your image.
- Click within the **Height** box.
- Photoshop will automatically adjust the height of your image so that it will retain its proportions.
- Click **OK** to change the size of your image.

To resize your image without maintaining its proportions:

- At the bottom left of the **Image Size** window, confirm that the **Constrain Proportions** box is unchecked.
- If this box is checked, click on it once to remove the checkmark from the box.
- At the top of the **Image Size** window locate the **Pixel Dimensions** area.
- In the **Width** and **Height** boxes, enter the new dimensions of your image.
- Click **OK** to change the size of your image.

Tip:

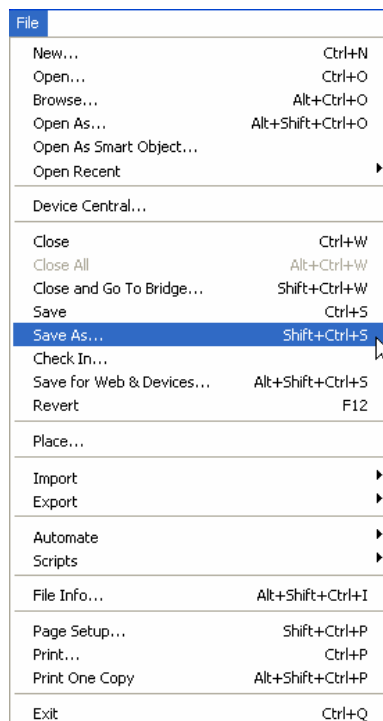
*When you constrain the proportions of an image in Photoshop, it is as if you are dragging on the corner of an image box in PowerPoint; both the height and width are changed proportionally. Conversely, changing the dimensions of an image without checking the **Constrain Proportions** box is similar to stretching the image in PowerPoint by dragging on the side or bottom of its image box.*

In some cases, distorting your image can be useful. For example, you may want to make an image appear larger, but you may only have room to increase its proportions in one direction. Furthermore, in some cases, you may want your image to appear stretched or warped so that you can strongly emphasize one aspect of the image.

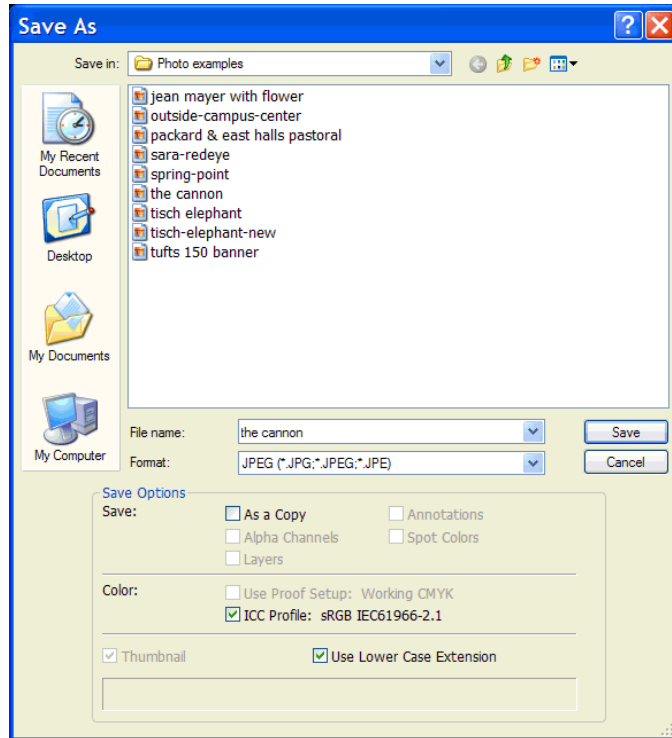
Saving your Work in Progress

As you work on an image, it is important to consistently save your work so you do not lose your changes. In most cases, you'll want to save your image in Photoshop's native format so that you can continue to work on it. To save your image:

- From the **File** menu, select **Save As**.



- The **Save As** window will appear.



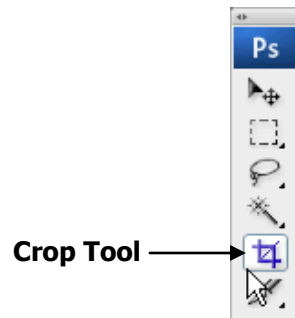
- At the top of the **Save As** window locate the **Save in** box.
- Click on the down-facing arrow to the right of the **Save in** box.
- From the drop-down menu that appears navigate to the folder where you wish to save your image.
- In the box labeled **File name**, located at the center of the **Save As** window, type the name of your image.
- Beneath the **File name** box, click on the down-facing arrow next to the box labeled **Format**.
- From the drop-down menu that appears select **Photoshop (*.PSD, *.PDD)**.
- After you save your image for the first time, you can continue to save it throughout your Photoshop session by clicking on the **File** menu and selecting **Save**.

***Tip:** It is important to save continually as you alter your image so that you do not lose any of your work. You can never save too often!*

Working With the Crop Tool

As you continue to modify your image, you may want to crop it in order to get rid of some background area. This allows your viewers to focus their attention on the important parts of the image. To crop your image:

- Select the **Crop Tool** from the toolbox.



- After you select the **Crop Tool**, your cursor will appear as a cropping symbol whenever you place it on your image.
- With the cropping cursor click and drag to draw a large box around the portion of your image that you wish to keep. This part of your image within your selection is known as the cropping marquee.
- Photoshop will darken the part of your image that is outside the cropping marquee. This darkened portion will be removed from your image when the cropping is complete.



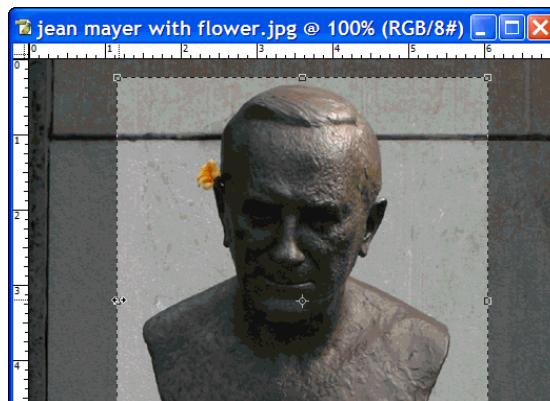
- To adjust the size of the area inside the cropping marquee:
 - Place your cursor over any of the square selection handles on the edge of the marquee.
 - The cursor will become a double-sided arrow.
 - Drag the cursor to resize the marquee.



- To finish the cropping process, double-click anywhere within the cropping marquee.
- Photoshop will delete the darkened portion of your image that is outside the cropping marquee.

Tip: Cropping your image to an exact size

- From the **View** menu select **Rulers**.
- Rulers will appear on the top and to the left of your image.
- Use the rulers as a guide to exactly adjust the size of the cropping marquee.
- When you are satisfied your adjustments, double-click anywhere within the cropping marquee to complete the cropping process.



Tips: Some cropping shortcuts

Located at the top the Photoshop window, the crop tool option bar offers some shortcuts for making specific changes to the print size and resolution of your image.

The crop tool option bar is a powerful utility to consider especially when cropping known widths, heights, and resolutions. It offers an instant way to size your image to specific print sizes and is ideal when working with large pictures like those imported from your digital camera.



You can access the option bar by selecting the crop tool from the floating tool bar or typing C as your keyboard shortcut. The crop tool option bar will change to reflect crop utilities at the top of your Photoshop window.

Example:

A digital image may have a resolution of 2600 x 1800 pixels at 72dpi. The print size of this picture would be enormous without some adjustments. You may want to center in on a particular section of the photo without distorting the image. By using a combination of the Image Size information and the crop tool option bar, you can easily and quickly size your picture to a print size that you desire without losing any quality to the picture.

This original picture was 500 x 667 pixels at 72 dpi. Using the option bar, you can center in on Jean Mayer's head to make the cropped image a 2 inch by 3 inch photo at 100 dpi.

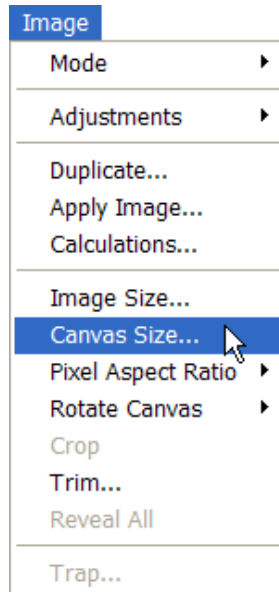


Adding a Border to your Image

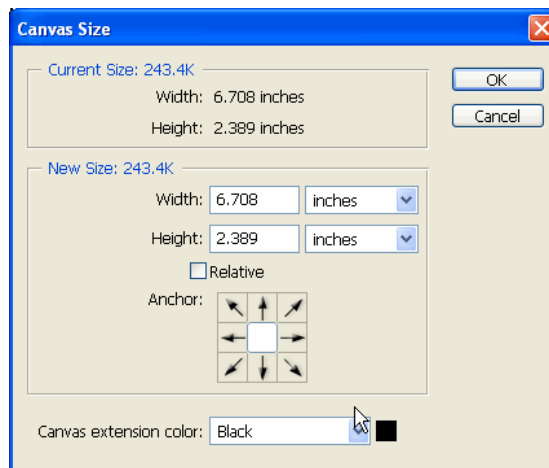
When preparing an image for a document, you may want to add a border. To add a border in Photoshop, you must first choose a color for the border and then increase the size of your image's canvas.

Getting started

- From the **Image** menu, select **Canvas Size**.

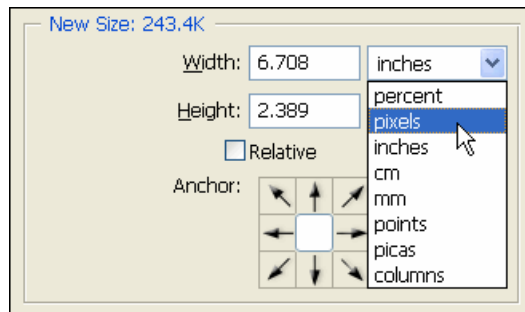


- The **Canvas Size** window will appear.



Choosing the Size of your Image Canvas

- For best results, you'll want to make sure the canvas size is measured in pixels. Before resizing your image:
 - From the **New Size** area at the center of the **Canvas Size** window, locate the **Width** and **Height** boxes.
 - If the canvas size is not measured in pixels, click on the down-facing arrow next to the **Width** box.
 - From the drop-down menus that appear, select **pixels**.



- From the **Current Size** region at the top of the **Canvas Size** window, locate the actual dimensions of your image.



- Determine the new size of your image by adding the desired width of your border to each of your image's current dimensions.

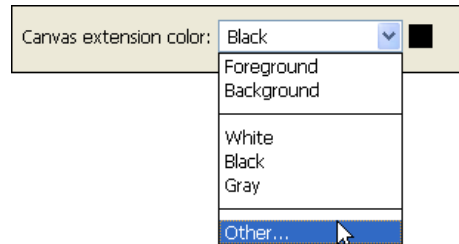
Example	Current Dimension	Plus Border Width	New Dimension
Width	330 pixels	+ 10 pixels	= 340 pixels
Height	397 pixels	+ 10 pixels	= 407 pixels

- In the **New Size** area:
 - In the **Width** box, enter your image's new width.
 - In the **Height** box, enter the new height of your image.

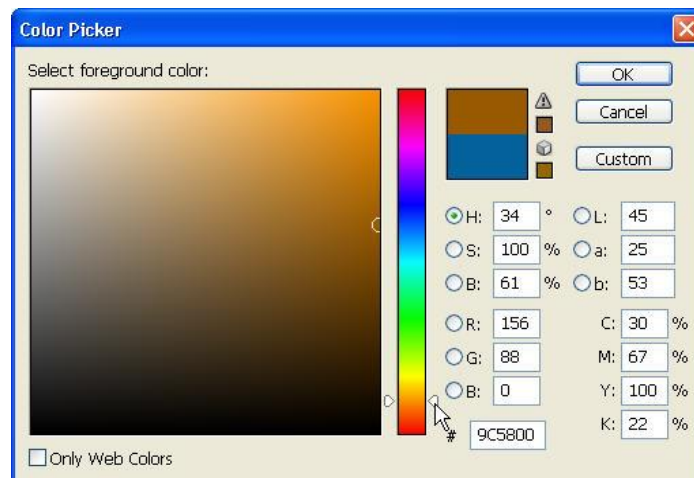
***Tip:** The **Anchor** area at the bottom of the **Canvas Size** window indicates where your existing image will be positioned on the new canvas. The default option, with the central square selected, positions your image at the center of the new canvas and adds a border evenly to each side of your image.*

Choosing the Color for your Border

- Click on the down-facing arrow next to the box labeled Canvas extension color.
- From the drop-down menu that appears, click on **Other...**



- The **Color Picker** window will appear.
- From the center of the **Color Picker** window locate the **color slider**, a vertical rainbow-colored strip.
- Drag the horizontal arrows up and down the slider until you have chosen the color you like.



- The hue of your new foreground color will appear at the top of the **color selection rectangle** to the right of the **color slider**. Your original foreground color appears at the bottom of the rectangle.



- To adjust the lightness or darkness of your color, use the **color field** at the right side of the **Color Picker** window.

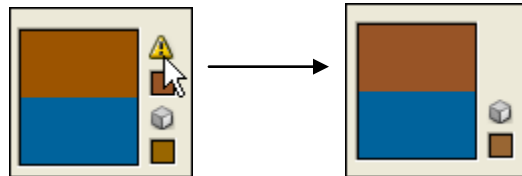
To choose a....	Click on the color field's....
Lighter shade	Upper left corner
More vibrant shade	Upper right corner
Less vibrant shade	Lower right corner
Darker shade	Lower left corner

- A small circle will mark your luminosity choice, and the adjustment will be applied to your new foreground at the top of the **color selection rectangle**.
- To finalize your color choice, click **OK**.

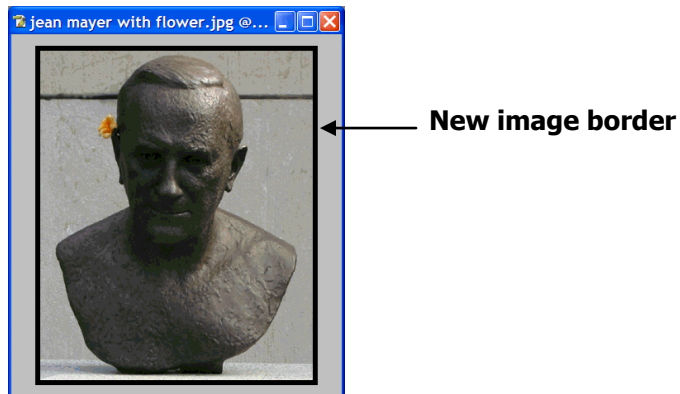
Tip: Selecting printable colors

Sometimes, the color you chose cannot be printed. In this situation, a warning symbol (⚠) will appear beside the color you chose. To select the closest printable color:

- *Click on the warning symbol to the right of the color selection rectangle.*
- *Photoshop will change your new foreground color to the closest printable hue, and the warning symbol will be removed.*



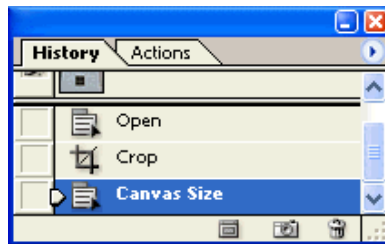
- Finally, to add the border to your image, click **OK**.



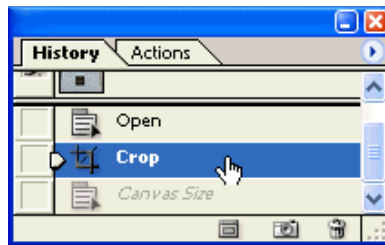
Undoing Actions in Photoshop

Photoshop records the last 20 actions that you have taken in the **History Palette**. If at any time you are unsatisfied with a change that you have made to your image, the **History Palette** offers a convenient way to undo your unwanted changes. For example, suppose you are unsatisfied with the border that you added to your image in the previous section. To undo your border creation:

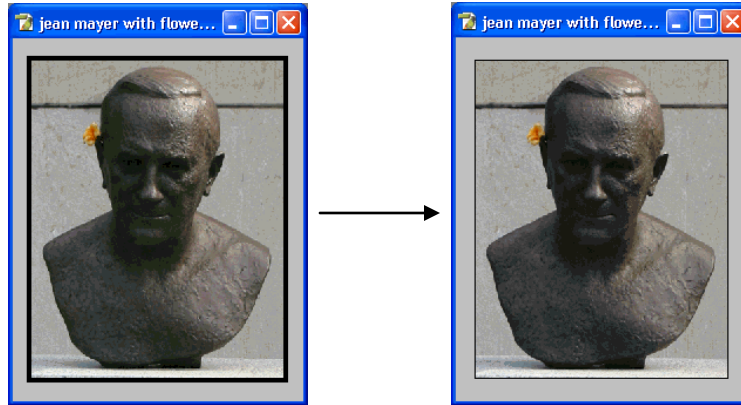
- Locate the **History Palette** on the right side of the Photoshop window.



- To remove the border from your image, click on the name of the state to which you want to revert. In this case, the border around the image was created by increasing the image's canvas size.
- Therefore, to undo the **Canvas Size** state and return to the state of the image immediately before the border was added, click on **Crop**.



- In the **History Palette** the **Crop** state will be highlighted and the **Canvas Size** state will be deselected. Meanwhile, Photoshop will remove the border from your image.



Tips:

- You can click on any state within the **History Palette** to return your image to that state.
- Once you select a previous image state from the **History Palette**, the image states beneath the state you picked become deselected.
- If you make a change to your image after returning to a previous state, all the states that had been deselected will be removed and your most recent changes will be recorded.
- By default, the **History Palette** only lists the 20 most recent states of your image. Previous states are automatically deleted to free more memory for Photoshop.
- In addition to using the **History Palette**, you can undo the most recent change to your image by selecting the **Undo** command from the **Edit** menu.

Selecting an Area of your Image

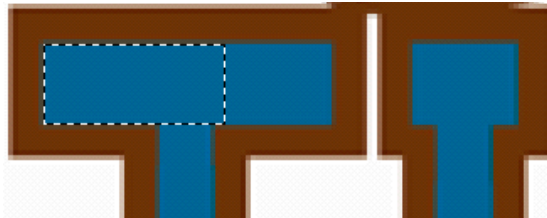
In the previous sections, you learned how to make overall changes to your images. However, sometimes you will want to make specific changes to areas of your image without affecting the whole thing. To do this, you need to learn how to select areas of an image.

Selecting a Rectangular Area

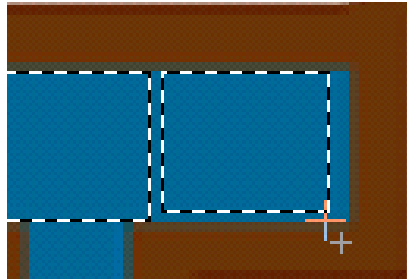
- Select the **Rectangular Marquee Tool** from the toolbox.



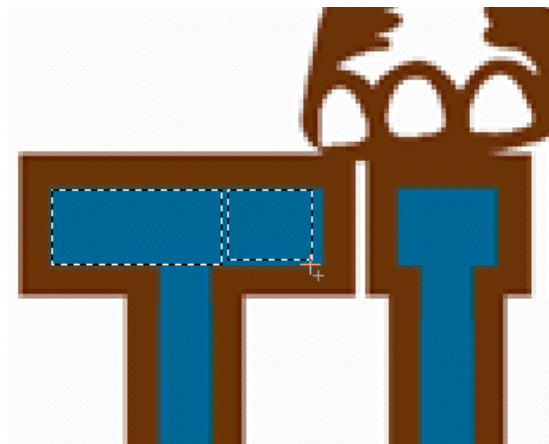
- After you select the **Rectangular Marquee Tool**, your cursor will appear as a cross-hair symbol whenever you place it on your image.
- With the cross-hair cursor click and drag around the area you wish to select.
- You will see a rectangle of blinking dotted lines around the area that you selected.



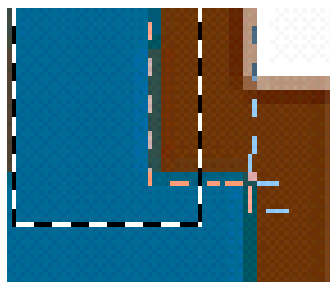
- To add areas to your existing selection:
 - hold down the **Shift** key until a small **plus** sign appears under the cross-hair cursor.



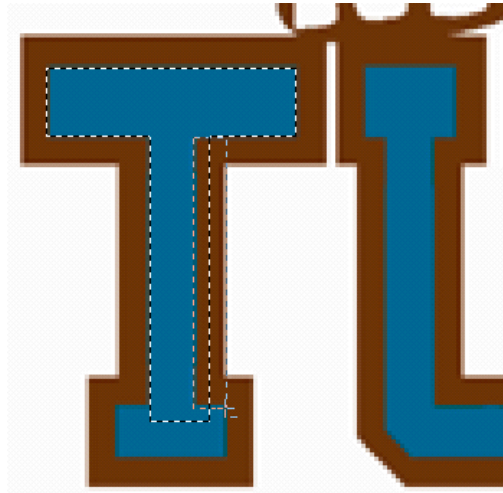
- While the **Shift** key is pressed, draw additional rectangles around the areas you want to select.



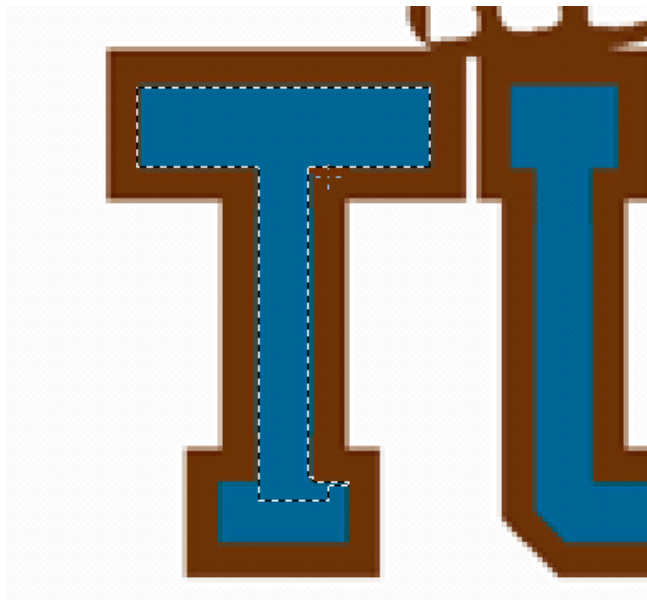
- When you release the mouse button, Photoshop will add the new area to your existing selection
- If you select an area that you do not wish to include in your final selection.:
 - Hold down the **Alt** key until a small **minus** sign appears beneath the cross-hair cursor.



- While the **Alt** key is pressed, draw a rectangle around the area you want to deselect.



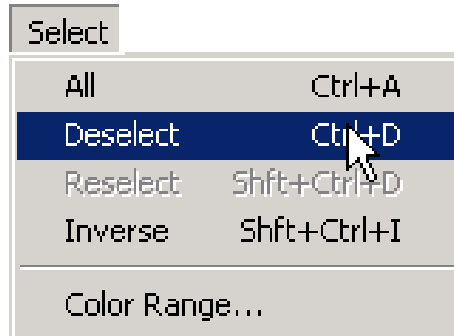
- When you release the mouse button, the area that was chosen for deselection will be removed from your final selection.



Tip: If you accidentally click away from your selected area and lose your selection, you can use the **History Palette** to restore your selected area. You can also use the **History Palette** to correct your selection mistakes.

Tip: Undoing selected areas

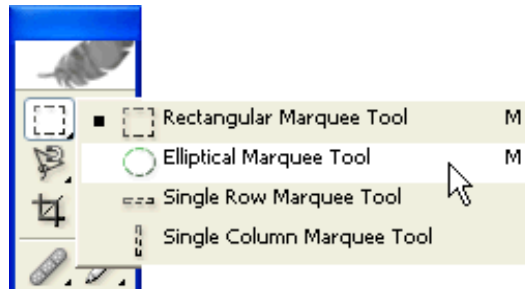
- To remove your entire selection, from the **Select** menu choose **Deselect**.



- To reverse only your latest addition or removal from your selection, use the **History palette**.

Selecting a round area in your image

- To select the **Elliptical Marquee Tool**:
 - At the top of the toolbox right-click in the **Marquee Tool** area.
 - From the menu that appears select the **Elliptical Marquee Tool**.



- After you select the **Elliptical Marquee Tool**, your cursor will appear as a cross-hair symbol whenever you place it on your image.

- With the cross-hair cursor click and drag to draw a circle around the area you wish to select.



- To add areas to your selection:
 - Hold down the **Shift** key until a small plus sign appears under the cross-hair cursor.
 - Draw additional circles around the areas you want to select.
 - When you release the mouse button, these areas will be added to your selection.
- To remove an area from your selection:
 - Hold down the **Alt** key until a small minus sign appears under the cross-hair cursor.
 - Draw a circle around the area you want to deselect.
 - When you release the mouse button, the area will be removed from your selection.

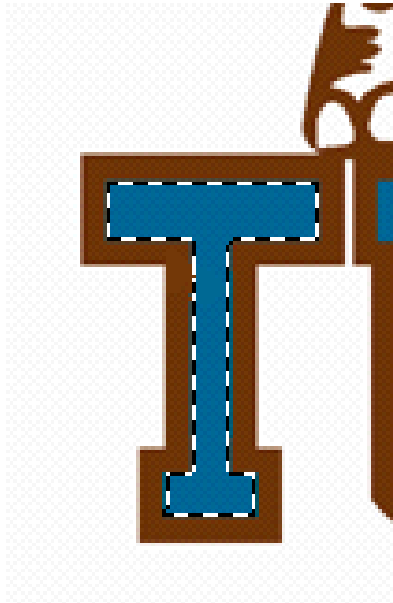
Using the Magic Wand tool

While the **Rectangular** and **Elliptical Marquee** tools are helpful for selecting large sections of your image, the **Magic Wand** tool allows you to select areas of your image that are similarly colored.

- Select the **Magic Wand** tool from the toolbox.



- After you select the **Magic Wand Tool**, your cursor will appear as a magic wand symbol whenever you place it on your image.
- With the magic wand cursor click on the colored area of your image that you wish to select.
- The entire similarly colored area will be selected.



Tip: Selecting all the areas of your image that are the same color
 Sometimes you may want to select more than one area of your image that is the same color. In the previous example, you might want to change all the blue areas of the “TUFTS” letters to brown. Instead of individually adding each blue area to your selection, the **Magic Wand Tool** allows you to select all the blue areas at once. To select all of the areas of your image that have the same color:

- On the magic wand options bar locate the **Contiguous** checkbox.
- Click on the box to remove the checkmark. Without a checkmark in this box, you’ll be able to select non-adjacent areas of the same color.



- With the magic wand cursor click on the area of your image that is the color you want to select.

- *Photoshop will select all the areas of your image that are the color which you chose.*



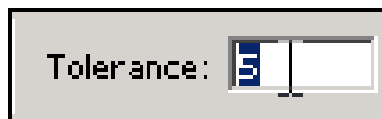
Tip: Adjusting the Tolerance of the Magic Wand Tool

*When using the **Magic Wand Tool**, you may need to change its **Tolerance** in order to adjust the precision of your selection. The **Tolerance** affects Photoshop's ability to distinguish between different colors.*

*The value of Photoshop's **Tolerance** ranges from 0 to 255. If you choose a low value, the **Magic Wand Tool** will only select colors that are very similar to the pixel you click, but if you choose a high value, a broader range of colors will be included in your selection.*

*For example, suppose your image contains black areas surrounded by dark gray. If you choose a low tolerance, and click on a black pixel, only the black area of your image will be selected. However, if you had chosen a high tolerance, both the black and dark gray areas would have been selected. To change the **Tolerance** of the **Magic Wand Tool**:*

- *On the magic wand options bar locate the **Tolerance** box.*
- *In the **Tolerance** enter the value of that corresponds to how broad a range of colors you wish to select.*



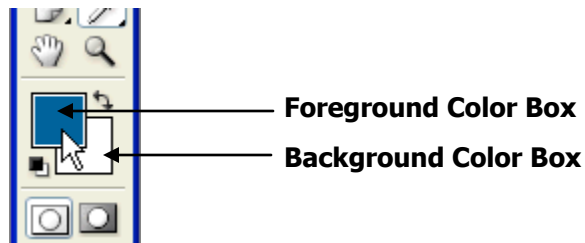
Filling the area you have selected

Sometimes, you will select an area of an image because you want to change the color of that area. Once you have selected an area, you can fill that selected area with a color of your choice.

Whenever you fill a selection with a color, you are adding **Foreground Color** to your image. Therefore, you need to select the **Foreground Color** box before picking your filler color.

Choosing a foreground color for filler

- From the toolbox click on the **Foreground Color** box.



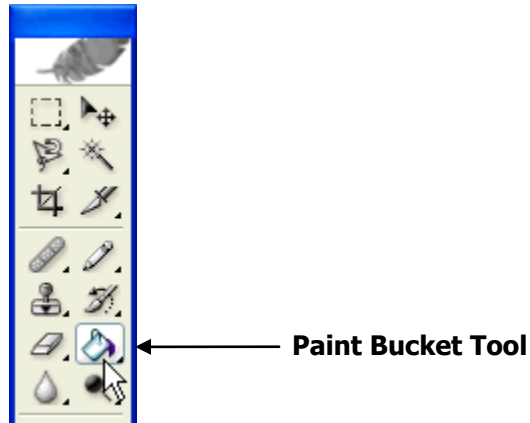
- The **Color Picker** window will appear.
- From the center of the **Color Picker** window locate the **color slider**, a vertical rainbow-colored strip.
- Drag the horizontal arrows up and down the slider until you have chosen the color you like.
- The hue of your new foreground color will appear at the top of the **color selection rectangle** to the right of the **color slider**. Your original foreground color appears at the bottom of the rectangle.



- To adjust the lightness or darkness of your color, use the **color field** box on the right side of the **Color Picker** window.
- Your color adjustment will be applied to your new foreground at the top of the **color selection rectangle**.
- To finalize your color choice click **OK**

Filling your selected area

- Once you have selected the color you wish to use, select the **Paint Bucket Tool** from the toolbox. It shares the same icon location as the **Gradient Tool** and uses the keyboard shortcut G. You can alternate between the two by using Shift-G.



- After you select the **Paint Bucket Tool**, your cursor will appear as a paint bucket symbol whenever you place it on your image.
- To fill your selected area, position the paint bucket within the selected area of your image and click.



- The contiguous portion of the selection you clicked within will be filled with your new foreground color.



- To fill the entire selection, continue clicking in each contiguous area.

Saving your images for print and web media

To place your image into a Word or PowerPoint document or to display the image on the web, you need to save it in a format other than Photoshop's default format.

The two most commonly used formats are GIFs and JPEGs.

GIF:

- Best format for saving images that contain large areas of single color, such as screenshots or simple paint images.
- Ideal for logos, line art, and diagrams or images that need extra sharpness.
- Removes unused colors from your image to reduce the size of your image files.
- Permits only 256 colors.
- Enables transparent backgrounds.
- Does not work well for photographs.

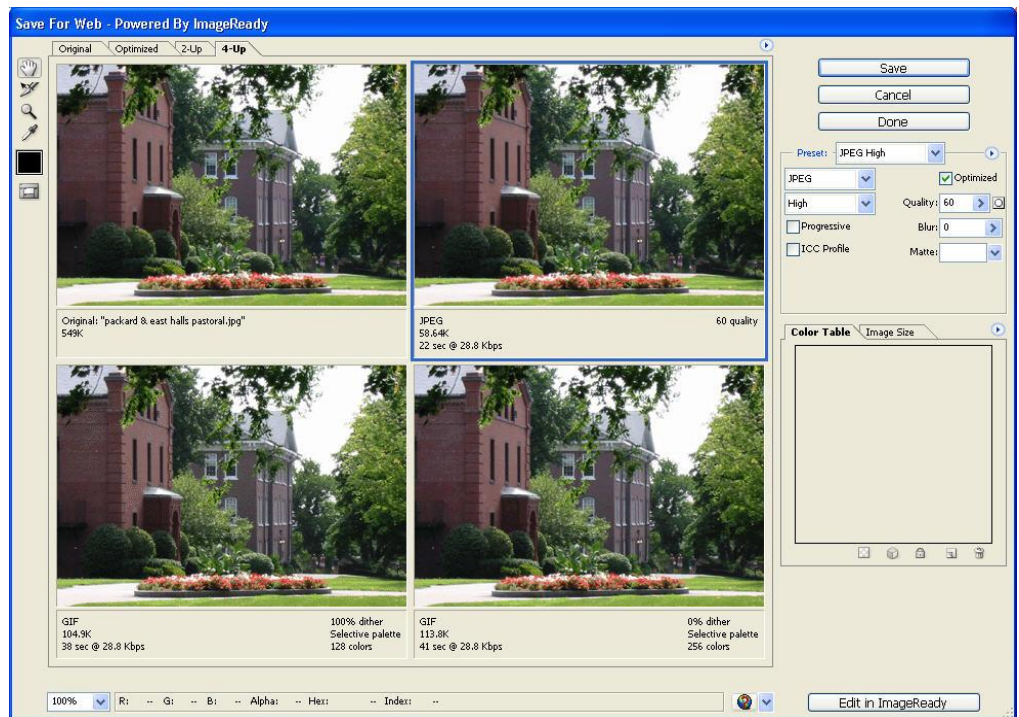
JPEG:

- Best format for photographs or images with subtle color changes.
- Offers compression to reduce the size of your image files.
- Permits 16.7 million colors.
- Does not work well for images that have large stretches of a single color.

Saving your image with Save for Web

The best way to save optimized images is using the **Save for Web** window. Your optimized image will usually look as sharp as the original image did, and its file size will be substantially smaller. To optimize your images:

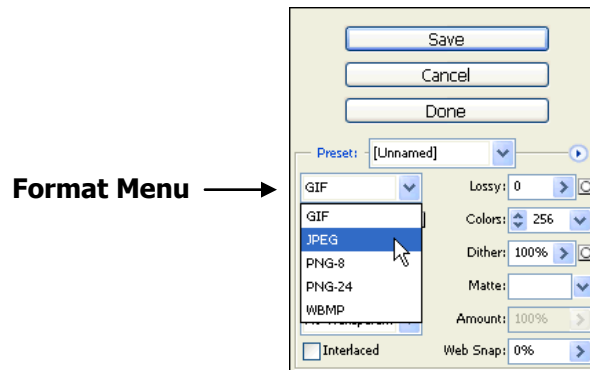
- From the **File** menu, choose **Save for Web & Devices...**
- The **Save for Web** window will appear, offering you various ways to preview optimized versions of your image.
 - On the right side of the **Save for Web** window is the **Optimize panel**. From this panel you can:
 - Select the format (GIF or JPEG) of the image you wish to save.
 - Select the optimized quality of the image you wish to save.
 - By clicking on the **4-Up** tab at the top left corner of the **Save for Web** window, you will be able to compare various optimized versions of your image.
 - The pane at the top left always displays your original image.
 - Details about each image version, including file size and image quality, are located at the lower left of each version.



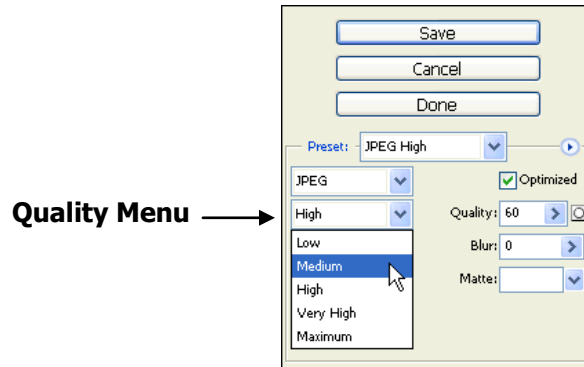
Saving your document as a JPEG

When you are optimizing a photograph, you will probably want to save the image as a JPEG. While the following process is meant to guide you through the steps of saving the image, the settings we use are only suggestions. The settings you use will depend upon your image, the quality you desire, and the file size you wish to achieve. To save your image as a JPEG:

- From the **File** menu, choose **Save for Web**.
- At the top left corner of the **Save for Web** window click on the **4-Up** tab.
- Four versions of your image will appear in the **Save for Web** window.
- Click on the image version in the upper right corner of the **Save for Web** window.
- At the top of the **Optimize** panel locate the **Preset** area.
- At the top right corner of the **Preset** area, confirm that **JPEG** appears in the **Format** menu. If **JPEG** does not appear:
 - Click on the down-facing arrow next to the **Format** menu.
 - From the drop-down menu that appears select **JPEG**.
 - The different menus within the **Preset** area will change to those that correspond with the **JPEG** format.



- Directly beneath the **Format** menu locate the **Quality** menu.
- Click on the down-facing arrow next to the **Quality** menu.
- From the drop-down menu that appears, select **Medium**.



Tip: Choosing an exact value of image quality

You can choose a precise quality for your image by using the **Quality** box located to the right of the **Quality** menu. Photoshop allows you to choose a quality between 0 and 100, where 0 represents the poorest degree of quality and 100 represents the highest degree of quality. To designate an exact quality for your image:

- Click within the box labeled **Quality**.
- Type a number between 0 and 100.

Tip: Troubleshooting JPEG images with text

When saving an image with text as a JPEG, you may notice some degradation around the lettering in your image. To get rid of these artifacts and make your text clearer, either:

- Increase the quality of your JPEG image, or
- Save the image as a GIF.

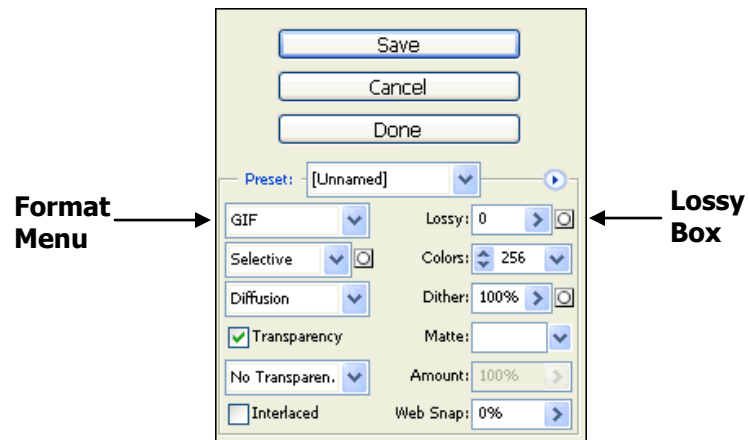
Saving your image as a GIF

When you are optimizing a flat-color image, such as a logo, you will probably want to save the image as an optimized GIF. While the process is meant to guide you through the steps of saving the image, the settings we use are only suggestions. The settings you use will depend upon your image, the quality you desire, and the file size you wish to achieve. To save your image as a GIF:

- From the **File** menu, choose **Save for Web**.
- Confirm that four versions of your image appear in the **Save for Web** window.
- If four versions do not appear, click on the **4-Up** tab at the top left corner of the **Save for Web** window.

-

- At the top right corner of the Preset area, confirm that GIF appears in the Format menu. If GIF does not appear:
 - Click on the down-facing arrow next to the **Format** menu.
 - From the drop-down menu that appears select **GIF**.
 - The different menus within the **Preset** area will change to those that correspond with the **GIF** format.
- Directly to the right of the **Format** menu locate the box labeled **Lossy**.
- Click within the **Lossy** box and type **15**.



Tip: The **Lossy** box is similar to the **Quality** box for **JPEG** format. The **Lossy** box allows you to choose the amount of data that will be selectively discarded to reduce the size of your image's file. The higher the **Lossy** value, the more data that will be discarded. You can often apply a **Lossy** value of 5-10, and sometimes up to 50, without degrading the image. By using the **Lossy** menu you can often reduce the file size of your image by 5%-40%.

Comparing the optimized formats

Before you choose which optimized image you want to use, you will want to compare the size and quality of the optimized GIF image with the optimized JPEG image. By examining them at their default size and also at greater magnifications, you will be able to see how the different optimization options have affected all areas of the image. Remember that text and large solid blocks of color are affected differently than photographic images by different optimized formats.

- After comparing the two image versions at their current sizes, select the zoom tool from the **Save for Web** toolbox.

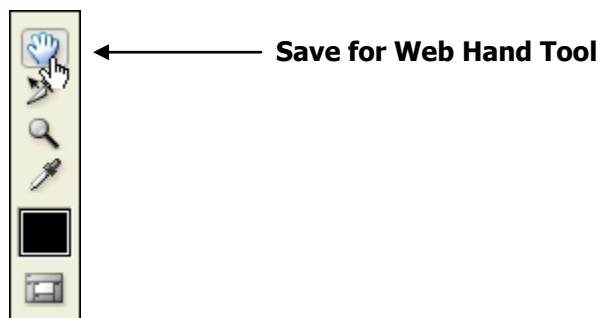


- Click on any of the **Save for Web** image versions to simultaneously zoom in on all of them.
- Using the **Save for Web** zoom tool just like the **Zoom Tool** in the main Photoshop environment: magnify each version of your image in order to examine the effect of your optimization choices on its color and sharpness.

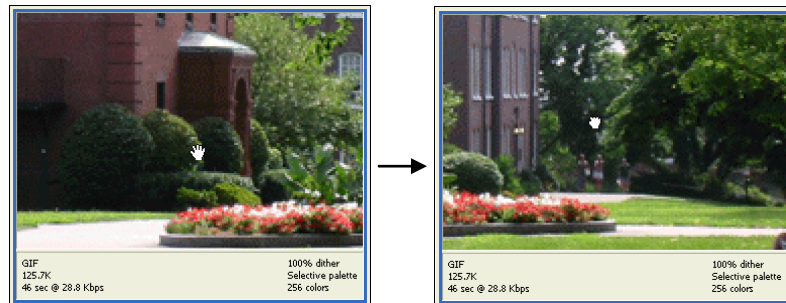
Tips: Examining different areas of your image versions

After you have zoomed in on your image versions, you may want to examine portions of your image that may not at first appear in the image window. To view a different area of your image:

- *Select the hand tool from the **Save for Web** toolbox.*



- *Place your cursor over one of the image versions, then drag to display a section of the image that was previously hidden.*



Tip: Determining the best format for your image

- *Once you have carefully viewed your whole image, you may want to consider the following points to help you determine whether to save your image as a GIF or JPEG:*
- *Which format produces a larger file size?*
- *Which format has a better display quality?*
- *Do I need my background to be transparent?*

Saving your image in the optimized format

- After you have decided on a final format, click on the image version that you want to use for your final image.
- A blue border will appear around the image version you selected.
- At the top of the **Optimize panel** click **Save**.
- The **Save Optimized As** window will appear.
- Navigate to the folder in which you want to store your saved image.
- Type the name of your image in the **File name** box.
- Click **Save**.

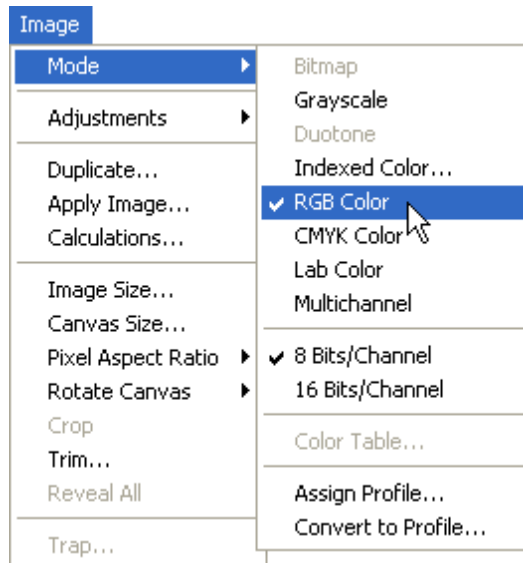
Extracting an image from its background

Sometimes a photograph captures more information than you want to use in your presentation materials. You can use Photoshop to extract an image from its background. To do this, we use the same selection tools we used earlier. This time, however, we'll cut the selected area from the image instead of filling it with color.

Image modes and edits

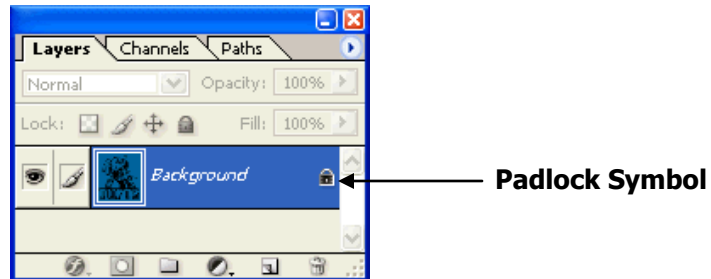
When you delete the background of your image, you want Photoshop to replace the background of your image with transparent pixels. Not all color modes allow you to have transparent areas in an image. However, **RGB mode** allows for transparency. Therefore, before you can edit the background of your duplicate image, you may need to make sure that its color mode is RGB. To change the image mode to RGB:

- From the **Image** menu, select **Mode**.
- From the submenu that appears select **RGB**.

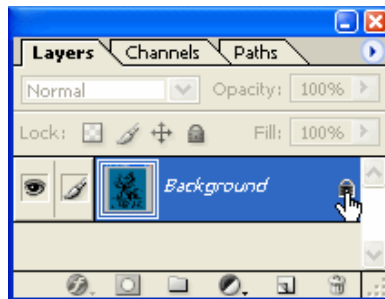


Unlocking an image

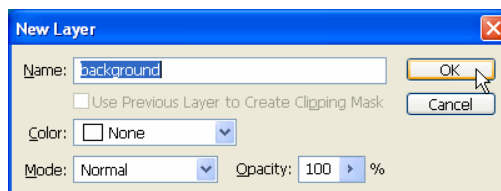
When you borrow an image from the web, it may be locked to protect it from changes. If your image is locked, a small padlock symbol will appear on the **Background** layer in the **Layers Palette** at the lower right corner of the Photoshop window.



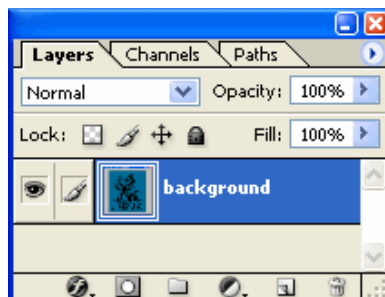
- Double-click on the padlock symbol to unlock the image.



- In the **New Layer** box that appears, enter a name for your unlocked background layer in the box labeled **Name**.
- Click **OK** to finish unlocking your image.



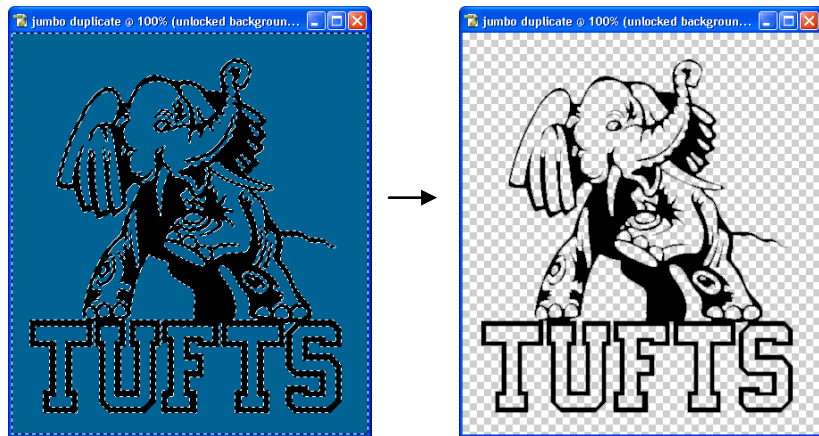
- After you have done so, the layer will look like the one below.



Selecting the background area for deletion

Now that you have a workable image, you can begin deleting the background. To select the area you want to delete you can use any of the previously discussed selection methods. Remember, if the area you want to select is similar in color, the **Magic Wand Tool** makes selection easier.

- From the toolbox pick the selection tool you wish to use.
- Use your selection skills to select the area you want to delete from your image.
- From the **Edit** menu, select **Cut**.
- The selected portion of your image will be replaced by gray and white-checked background, which represents transparency.

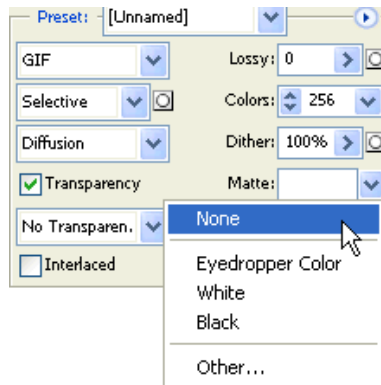


- Save your work by selecting **Save** from the **File** menu.

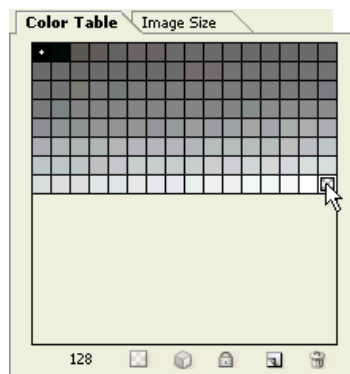
Saving an optimized version of an image with transparency

The JPEG format does not support transparency. Therefore, all images with transparent backgrounds must be saved as GIFs. To save an optimized version of your transparent image:

- From the **File** menu, select **Save for Web**.
- The **Save for Web** window will appear.
- In the **Optimized** panel select GIF from the **Format** menu.
- Type your desired lossy value into the **Lossy** box.
- From the **Matte** menu select **None**.



- Within the **Color Table** click on the small, gray and white-checkered color swatch.
- A black border will appear around the color swatch once it is selected.



- Choose an optimized version of your image.
- At the top of the **Optimized** panel click **Save**.
- The **Save Optimized As** window will appear.
- Navigate to the folder in which you want to store your saved image.
- Type the name of your image in the **File name** box.
- Click **Save**.