



CCS Photoshop Basics

Computing and Communications Services (CCS) offers this Photoshop Basics document as a supplemental information file for its Scanning Service. You can learn more about the Scanning Service by accessing the [CCS Scanning Service FAQ](#) document.

CCS does not recognize Adobe Photoshop as one of its fully supported Products and Services and is offering the program as part of the Scanning Service on an 'as is' basis. Expert technical help with the Photoshop program is unavailable to users.

This document is written at an introductory level. The Adobe Photoshop 5.0 User Guide is also available for viewing at the Front Desk of Computing and Communications Services. The topics in this document include:

- **How to scan a picture**
- **How to save a picture for use in a Microsoft Word or Corel WordPerfect document**
- **How to save a picture for use on the Web**
- **How to save a picture for use in Photoshop**
- **How to resize your image**
- **How to crop your image**

For more information on Adobe Photoshop, its capabilities and its features, see the Adobe website at <http://www.adobe.com/>

How to scan a picture:

1. Place the picture on the scanner surface with the side to be scanned face down and the top of the picture facing away from you.
2. Start Adobe Photoshop
3. Click on File > Import > TWAIN_32.
4. Wait for a few seconds until the DeskScan II window appears. The software will automatically scan a preview of your image. Since it is really just guessing where the image is located on the scanning panel, you may need to adjust the size of the final scanning area once the initial scan takes place.
5. You can use the mouse in the preview screen to enlarge (or shrink) the final scanning area.
6. When you have the image selected, click on the Final button to import the image into Photoshop.
7. Once this is done, you can close the DeskScan II window by clicking the X located in the right-hand corner of the window beside the preview image.
8. Your image should now appear in an active window in Photoshop.

How to save a picture for use in a Microsoft Word or Corel WordPerfect document:

1. Click on File > Save As
2. In the dialogue box that appears, click on the down arrow beside the Save File as Type box
3. Select GIF or PCX format. These generally import well into Word or Wordperfect. If you encounter problems in importing GIF or PCX files or in printing, try either EPS (Extended PostScript) or TIF formats. Note that both these format types create substantially larger files.
4. Click on the OK button once you have selected the type of file you want to save your picture as.

How to save a picture for use on the Web:

1. Click on File, then select Save As.
2. In the dialogue box that appears, click on the down arrow beside the Save File as Type box.
3. Choose either GIF or JPG, then click on the OK button.
4. Most web browsers support viewing JPG or GIF files. JPG uses more efficient compression, which squeezes the image into a smaller size. Images presented on the Web should not normally exceed 100Kb unless a large size or unusually good quality is needed. Smaller pictures (sometimes called thumbnails) should not exceed several Kbs. As the details will be lost anyway. The larger the image the longer it will take to load off the web.

For a brief discussion of JPG vs. GIF file formats see:

<http://k12science.ati.stevens-tech.edu/training/images.html>

For a more detailed explanation or discussion of web-based imaging see:

<http://www.beyondexpress.com/images/images01.html>

<http://www.irn.pdx.edu/~millerocr/imageht/intro.html>

<http://www.irn.pdx.edu/~millerocr/pages/howto/graphics/intro.html>

How to save a picture for use in Photoshop:

Click on File > Save. (If you have previously saved the file, it will save again without prompting you for a file name.)

You will be asked for a file name and where to save your document. Keep in mind you can only save on A:, C:\TEMP, G:\Guest, and Z: (the Zip drive).

How to resize your image:

Images are typically measured in pixels. A pixel (derived from 'picture element') is a logical unit, not a physical unit. The size of a pixel depends on the screen resolution. For printing purposes its better to measure the size of your image in inches or centimetres. You can resize your image by:

1. Clicking on Image on the main menu bar
2. Now click on Image Size
3. You should see an Image Size dialogue box. It is best to ensure that Height and Width are linked so that you can maintain your image's proportions. You can do this by ensuring that the Constrain Proportions checkbox is checked.
4. You can use the slide bars or type in a size in either the Height or the Width box to change the size of your image.

How to modify your image:

1. You can change the brightness or contrast of you image by selecting Image > Adjust and then selecting from the list of menu options. You may want to play with these selections to learn more about them.

How to crop your image:

2. Cropping refers to the cutting out of part of the image.
3. Use the mouse to select an area of the image you want to cut out. You should see a broken line around the selected section.
4. Note that the selected area will be kept and the area outside the selection will be discarded.
5. Click on Image > Crop. You should now see only the selected part of your image. This can now be saved using the methods described above.