

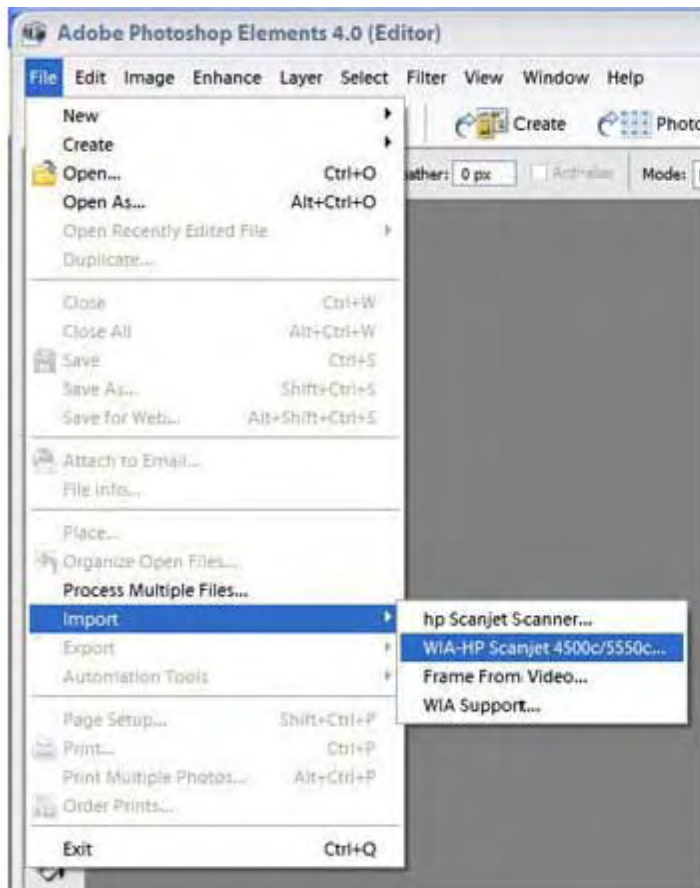


## How to Scan an Image

MHC offers Adobe Photoshop CS3 for scanning (where scanners are available) and image editing, in all LITS computer labs

To find Photoshop CS3, look at the quick launch bar at the bottom of your screen for a little blue square with "Ps" in white letters. Single click this button, and Photoshop CS3 will begin to open. Quickly, hold down the ctrl, alt, and shift keys to reset Photoshop preferences..

Place the image on the scan bed, usually in the upper right corner. Often a small black triangle will indicate the location to place the image.



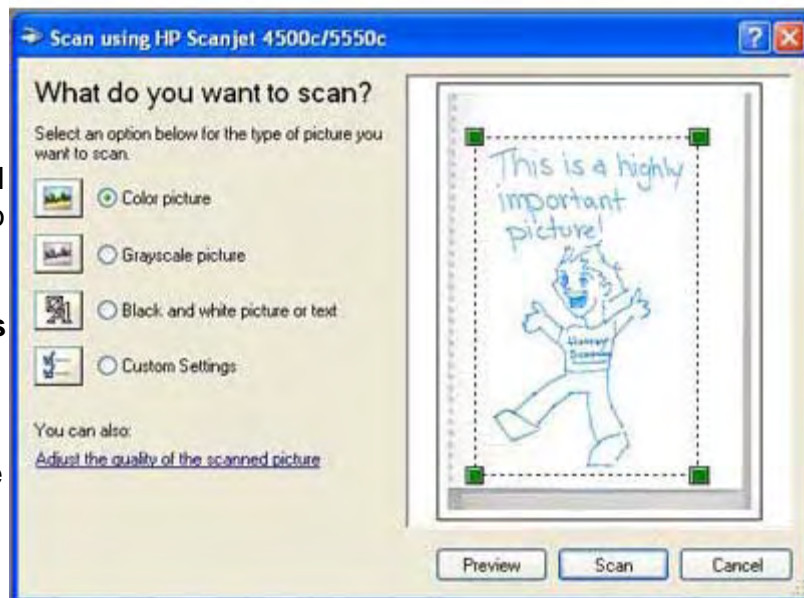
Click **File > Import > WIA-HP Scanjet 4500c/5550c**.

This screen should come up, or something like it. What kind of picture are you scanning? Choose image type you are working with. Old black and white pictures are not "black and white picture" but "Grayscale". Color images are "color picture". **Click PREVIEW to view your image.**



The **image** has shown up on the screen. The small dotted lines around the image are what is selected and what will be scanned in--the white space around it, the gray at the very bottom, the lined-paper-holes at the left, are not selected, and will not be shown when scanned into Photoshop.

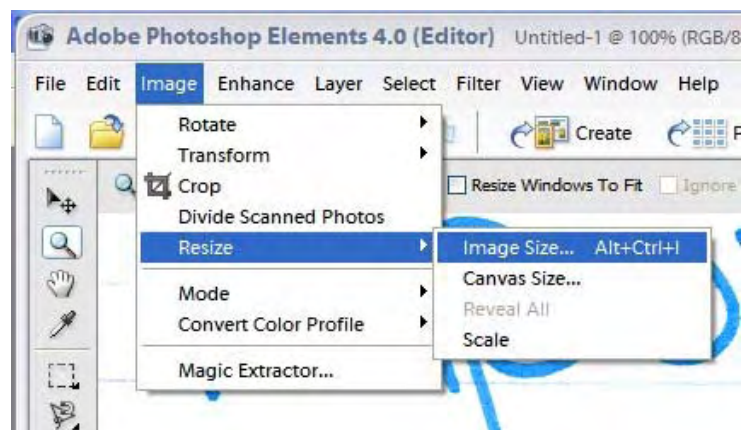
By selecting on the **green boxes** one can change the size of what is selected and therefore will be scanned; by clicking inside the selected area, one can move the box around until it has selected what you want. Drag the boxes closer in to zoom onto your image.

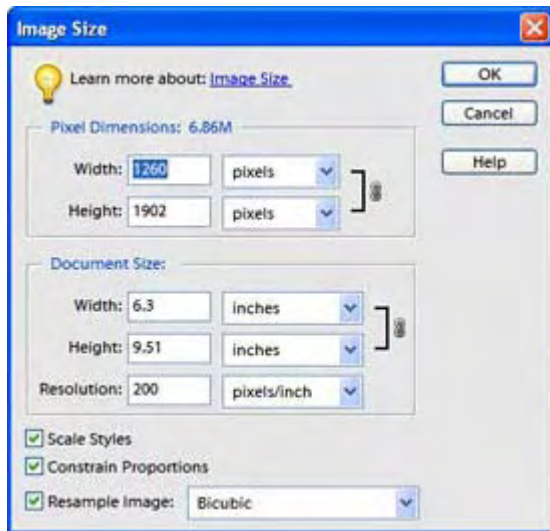


**Click SCAN to bring your image into Photoshop.**

The picture is now scanned in, but it is probably too large to put on a webpage.

**Make it smaller by going to Image > Image Size.**

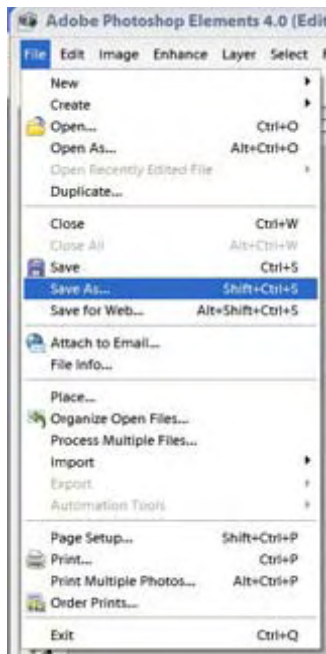




This shows up first after clicking Image size. The image is too large at **6.86 Megabytes**. It's because not only is it large in dimensions (1260 x 1902 pixels) but its resolution is also at 200 DPI. If one plans on printing this out to be in a report, decrease the size in 'inches'.



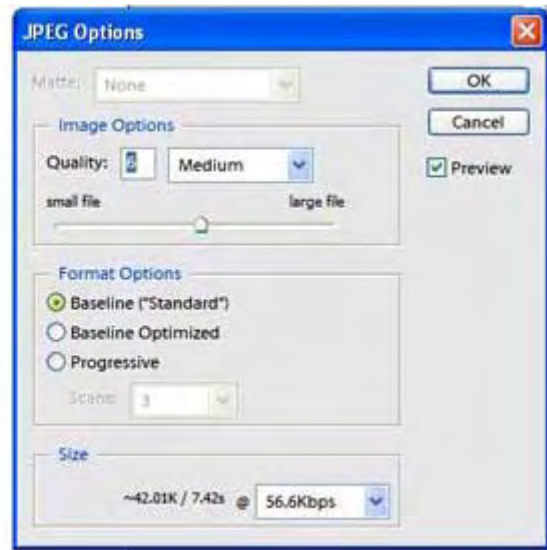
**For webpages, change the resolution to 100.** This shrinks the general size and will also make it load faster on webpages--do this with **all pictures** for webpages. **Click "OK"**. The file size went down to **707 Kilobytes**.



Now that it's smaller, save the file for the web depending on quality.

**The higher quality one saves it in, the larger the file will be.** A **medium (6) quality** is better than a higher quality-12 being too high, 1 being too low.

**File > Save As**, and save it as a JPG file to your flash drive or to your network space



**Bad Good**

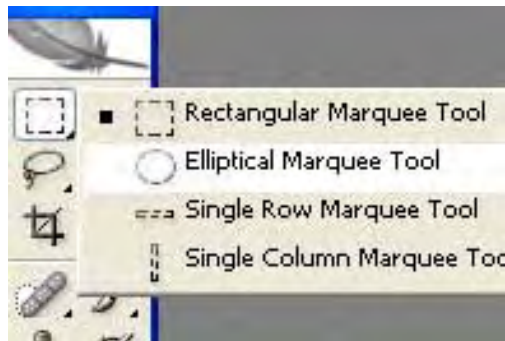
**(Up to 156KB.) (Down to 42KB.)**

# Image Editing in Photoshop CS3

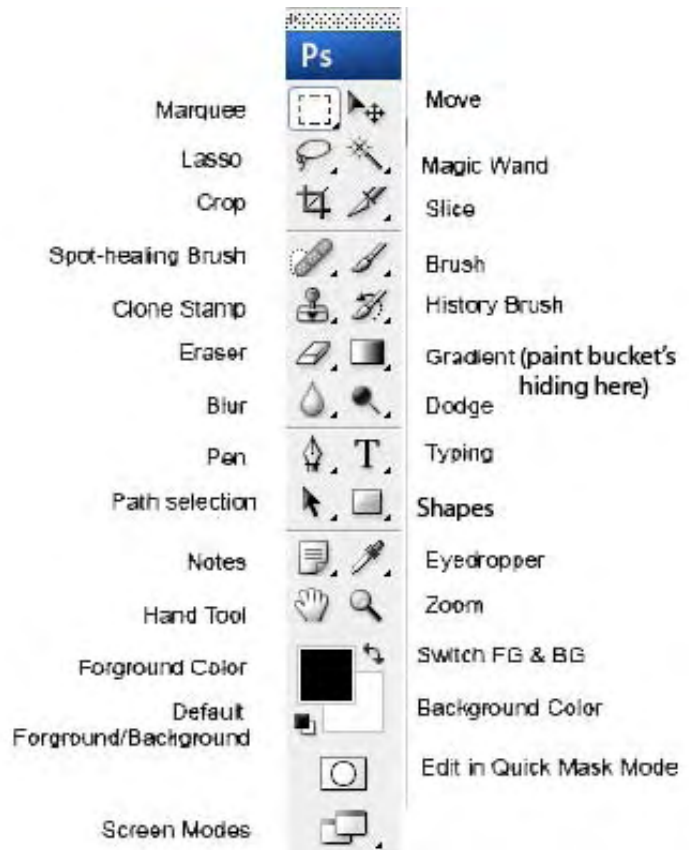
## Photoshop CS3 Help

For more technical assistance, open Photoshop CS3 and press the F1 key, or go to Help >Photoshop Help

**Selection Tools** - The selection tools include the **Marquee** tools, the **Lasso** tools, and the **Magic Wand** tools, which include the **Quick Selection** tool. These are what you want to use for cropping or selecting specific sections of an image.



To change the nature of a specific tool (say, you want an elliptical marquee instead of a rectangular marquee), right-click on the tool.



The selection tool or command you choose depends on the nature of your image, the changes you want to make, and the area you want to select. For example, the magic wand tool is useful for quickly selecting areas of similar color, such as a clear blue sky. To select a more complex area, such as a person standing in a crowd of people, you can use the Quick Selection Tool or Lasso tool. To create smooth transitions between selected and unselected areas, you can use a selection tool that supports feathering.

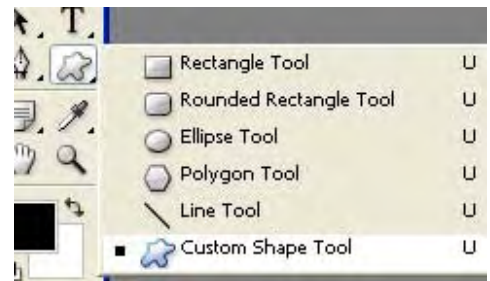
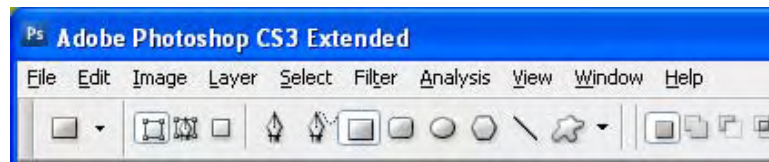
1. **Crop Tool** - Use the Crop tool when you need more options for cropping an image. You can rotate or scale the selected area before cropping. To crop an image using the crop tool: Select the crop tool and then drag over the part of the image you want to keep. When you release the mouse button, the crop marquee appears as a bounding box with handles at the corners and sides, and a cropping shield covers the

cropped area.

2. Adjusting the crop marquee:
  - To move the marquee to another position, place the pointer inside the bounding box, and drag.
  - To scale the marquee, drag a handle.
  - To constrain the proportions, hold down Shift as you drag a corner handle.
  - To rotate the marquee, position the pointer outside the bounding box (the pointer into an arrow) and drag.
  - To move the center point, which the marquee rotates around, drag the circle at the center of the bounding box.
3. To crop the image, press Enter (Windows) or Return (Mac)

Or, in the menu bar, choose Image > Crop.

**Shape Tools** -Shape tools can be used to draw **lines, rectangles, rounded rectangles, ellipses, and custom shapes.** To change the shape, either select the shape tool and choose a shape from the bar above, or right click on the shape tool.

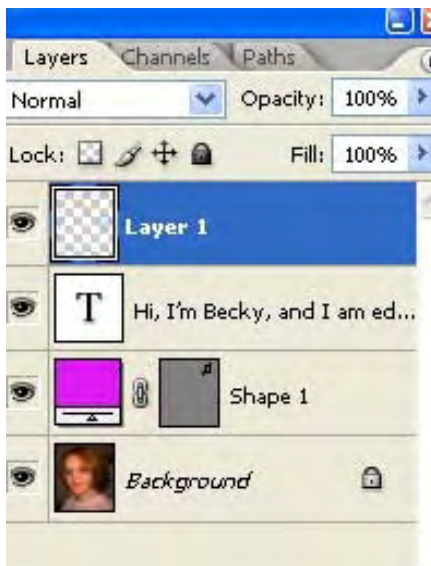
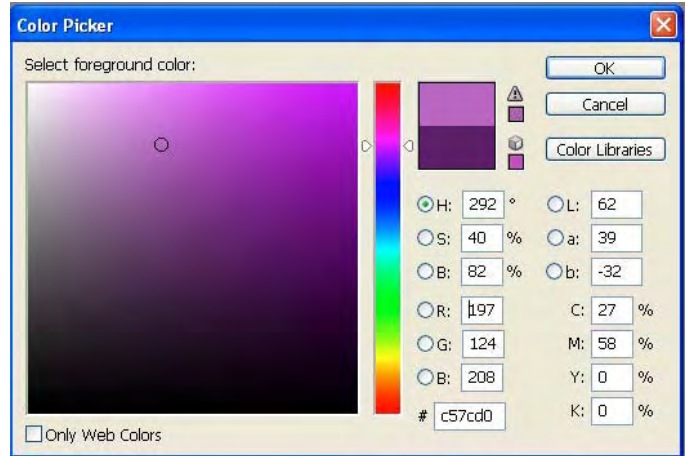


**Painting Tools** -The Painting tools include the **Airbrush, Paintbrush, Eraser, Pencil and Rubber Stamp.** You can select the size, shape, and edge format of the tool using the Brushes Palette. This palette shows first a line of various sized, hard-edged brushes, then a selection of feather edged brushes, and finally a selection of brushes with numbers beneath indicating their size in pixels.

**Text Tool** - Select the text tool to create text on an image. Select font type and size, then enter the text and click OK. To edit text, double-click text layer. Note: while the text tool is selected, other options are not available (you cannot save an image while the text tool is selected). Choose another tool, such as the move tool, when the text tool is no longer needed.

**Color Picker** - Double click the foreground color to reach the color picker box.

If you are creating an image to be seen on the web or projected on a computer screen, check the "web safe" colors box before choosing the color.



**Layers**- Photoshop images are composed in layers, much like having multiple sheets of clear acetate on each of which is drawn part of the entire picture.

To show or hide a layer, layer set, or layer effect: The column on the left, displaying the eye icon, indicates which layers are visible on the working display. Click to toggle the visibility on several layers.

Generally only the current active layer will be affected by drawing or modification actions. The active layer is indicated by a paintbrush in the second icon column and by the layer name being highlighted. The second icon column can also be clicked to link layers (indicated by the chain symbol) so that two or more layers can be treated as if they were one without actually combining them. You can change the order of a layer (other than the background) by dragging its entry in the layer Palette to a new position in the palette. The layers are ordered from top to bottom.

### To add a new layer

New layers can be created from the Layer > New selection on the window menu bar. There is also a small Create New Layer icon at the bottom right corner of the Layers Palette.

### To remove a layer

A layer can be removed by dragging it from the Layers Palette to the trash icon at the bottom right corner of the Layers Palette.

**Resizing** -Once you have **scanned** (see our document on scanning) or imported an image, you may want to adjust its size. Go to Image > Resize on the Windows menu. The Image Size dialog box lets you adjust the pixel or inch dimensions and resolution of an image.

The Canvas Size dialog box lets you add or remove workspace around an existing image.

**To change the pixel or inch dimensions of an image:**

- 1 Choose Image > Resize > Image Size ...
- 2 To maintain the current proportions of pixel width to pixel height, select Constrain Proportions. This option automatically updates the width as you change the height, and vice versa.
- 3 Under Pixel Dimensions, enter values for Width and Height.
- 4 Click OK to change the pixel dimensions and the image.

**To change the canvas size of an image:**

- 1 Choose Image > Resize > Canvas Size...
- 2 Choose the units of measurement you want.
- 3 Enter the dimensions in the Width and Height boxes then click OK.
- 4 For Anchor, click a square to indicate where to position the existing image on the new canvas (see images below). Click OK.

**Auto Contrast Adjust** - To use the Auto Contrast command: Choose Enhance > Auto Contrast. The Auto Contrast command adjusts the overall contrast and mixture of colors in an image automatically. Auto Contrast can improve the appearance of many photographic or continuous-tone images.

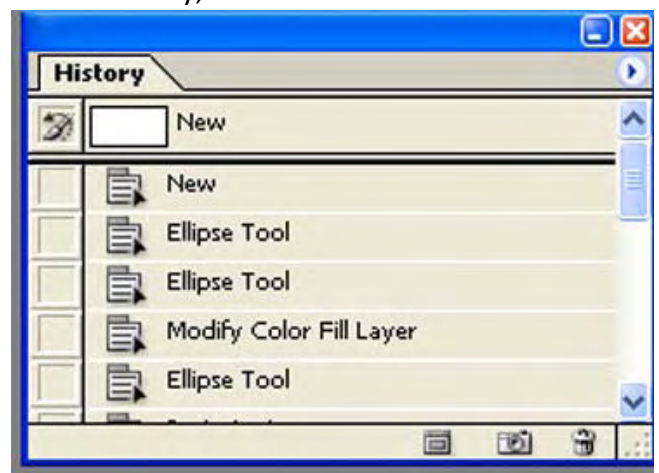
**History Palette** - You can use the History palette to revert to a previous state of an image, to delete an image's states, and to create a document from a state or snapshot.

To display the History palette: Choose Window > Undo History, or click the Undo History palette tab.

To revert to a previous state of an image:  
Do any of the following: Click the name of the state. Drag the slider at the left of the state up or down to a different state. Choose Step Forward or Step Backward from the Edit menu to move to the next or previous state.

**Delete one or more states of the image:**

Drag the state to the Trash icon on the bottom of the History palette to delete change and those that came after it.



## Saving and optimizing images for the web

Photoshop will, by default, save your image as a **PSD** file. This is great if you plan on editing your image later on, since it saves details such as layers. However, PSD files are large in size and storing them in your web space is the quickest way to go over your web space quota. You may want to purchase a flash drive or CD to store your layered images.

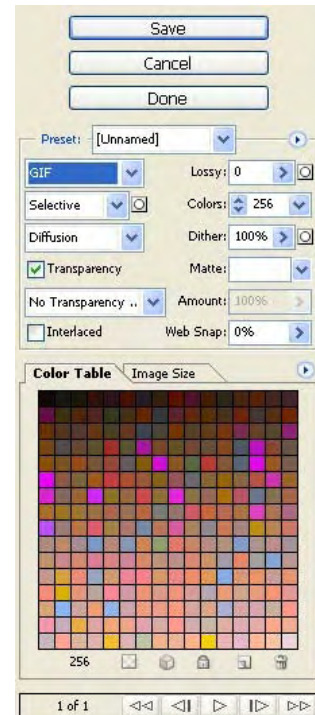
The best way to make your image smaller is to save it in a different format. PNG (8), JPEG and GIF are the most common on the web. You also occasionally see .BMP images. To go about this, there are two possibilities.

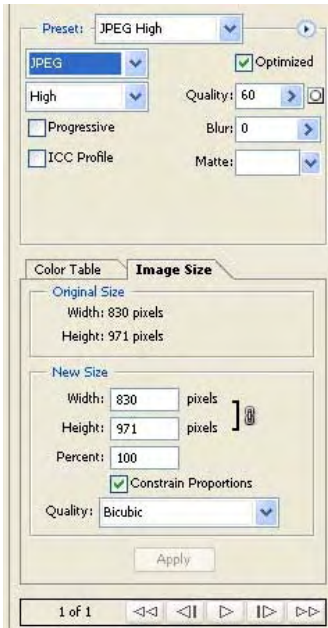
Before you do this, just a quick, important note: **When saving an image in GIF and JPG format, all layers are flattened.** Once an image is in JPG format you cannot edit the image by layer, and text on a photograph cannot be edited. Therefore, you may want to keep a copy of the layered image (that is, in PSD format), so you can go back later to edit text or make other changes.

To optimize images for the web, in the menu bar, choose File > Save for Web or click on the Save for Web icon in the shortcuts bar. The Save for the Web dialog box will appear.

**GIF:** (Graphic Interchange Format) -GIF is an appropriate format for navigation buttons, banners, simple drawings or other images that contain a limited range of solid colors. Gif images allow some transparency.

The GIF option should already be there by default. (see right) The Lossy option selectively discards data in order to make the image smaller. The higher the Lossy, the more data that gets discarded. Depending on the picture, the Lossy may get as high as 50 before any significant changes in the quality are noticed.





**JPEG:** (Joint Photographic Experts Group) – The .JPG file is most commonly used, as it compresses the image to a smaller size, while still maintaining enough detail so that it looks nice for a web page.

One of the options is to change the quality. The preset here is on “high.” Just remember that the higher the quality, the larger your file is going to be. I recommend a medium quality for most web pages, but, of course, it depends on the image and how it is going to be used.

PNG Format (Portable Network Graphics) is “used for lossless compression and for display of images on the web. Unlike GIF, PNG supports 24bit images and produces background transparency without jagged edges; however, some web browsers do not support PNG images. PNG format supports RGB, Indexed Color, Grayscale, and Bitmap mode images without alpha channels. PNG preserves transparency in grayscale and RGB images”.<sup>1</sup> The layers are merged in png format, but the transparency is still there one hundred percent, as is the quality of the image. If you want to preserve the quality of your image but don’t want the overhead of a psd file, save your image as .png, but do NOT optimize for the web.

**Created August 2004 Research and Instructional Support, Mount Holyoke College JB ; Edited September 2006, Rebecca R. Nowak**

---

<sup>1</sup> PsCS3 Extended Help. Saving and Exporting Images: File Formats.