

## Visual Media Resources

### Basic Photoshop Image Correction

To correct images, whether scanned or taken with the digital camera, you will need to make adjustments in Photoshop.

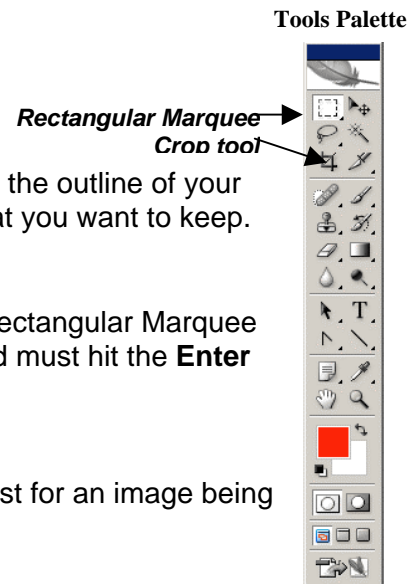
1. **Launch Photoshop and open first image** (either that you have saved from the card reader or one that you have scanned).

2. **Rotate image**

- On pull down menu go to **Image> Rotate canvas**.
- Then choose the direction in which you would like to rotate it.

3. **Crop image**

- On the Tools Palette, click on the **Rectangular Marquee Tool**.
- Position and click mouse on one corner of where you would like the outline of your image to be and drag the mouse down to create a box over what you want to keep. If you make a mistake, press **Ctrl-D** to deselect.
- On pull down menu go to: **Image> Crop**
- You can also use the **Crop Tool**, which works similarly to the Rectangular Marquee Tool, except that you can resize the box without deselecting and must hit the **Enter** button when you have selected the area you wish to keep.



4. **Brightening an Image**

- Go to **Image> Adjustments> Autolevels**. This will usually adjust for an image being too dark/light.
- Autolevels shortcut: Ctrl, Shift and L (hold down together)

5. **Image Size**

- From pull down menu, chose: **Image>Image Size**

**Pixel Dimensions:** Change the longest side to **1000 pixels/inch** then press the OK button. (1000 pixels is the perfect size for a PowerPoint presentation)

**For Print Size:** Go back to **Image>Image Size**. At the bottom of the box turn off the **Resample Image** check box. This allows you to change the print size or **Document Size**. Resize to the height or width desired then press the OK button.

5. **Save image**

- Go to: **File>Save as: JPEG** (Quality= High, Baseline=standard) and save the image in your folder on the Student Server.
- Once you have saved the image, you can burn it on a CD, save it to a zip disk, upload it to your remote server space or save it on a jump drive. **Files left on the hard drive of the computer will be deleted on a regular basis.**
- **Tips for filenames:** Try to use fewer than eight characters in your filenames, avoid using spaces, and use lowercase letters.

## Photoshop shortcuts

Undo: Control and Z buttons together

You can also undo with the History palette (on the right), by clicking back steps.

Zoom in: Control, space bar and mouse together or Magnifying Glass on Tool Bar

Zoom out: Alt, space bar and mouse together

ESC: to quit actions, e.g. scan is in progress or to restart crop tool.