

Adobe CS Project

Lesson 1 Instructions

Interface; How to Open, Crop, Resize, and Save

In the future, you will be expected to know how to open, crop, resize, and save images.

To Prepare:

Ask someone to take a portrait photo of you

The portrait must be a large photo, at least 1200 pixels wide.

Do not take a selfie; these images are too small.

Use your phone's main camera, or take a photo with a "traditional" digital camera

The photo must be full-body, **not** just your head, and **not** a distant image (see example images below)

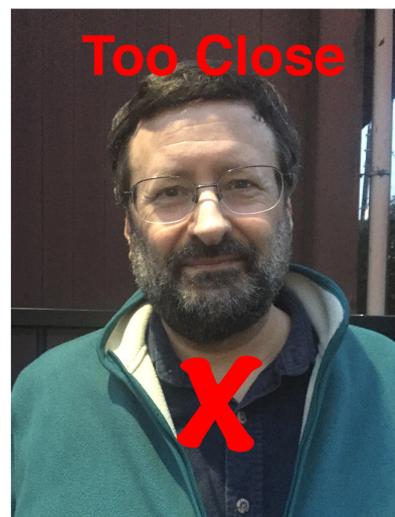
Download or send the **full-sized image** to your USB file

Create a folder called **Adobe Lesson 1**; put the photo in that folder

Rename the photo "Yourname Original Portrait.jpg"



luis original portrait.jpg



I. Introduction

A. Watch video: **Introduction to Adobe Photoshop**

1. Menu bar
2. Tools Panel
3. Palettes (History, Layers, Character; how to move around)
4. Options Bar
5. Document Tabs

II. Watch video before or while following instructions: **Adobe Lesson 1**

III. Open a file

A. Ways to open a file

1. Menu Bar: File > Open
2. Shortcut keys: control + O

B. Open your portrait (the image of you that you prepared at the beginning)

- IV. View the file
 - A. Window tabs
 - 1. File info: name, zoom, profile
 - 2. If more than one file, can switch
 - 3. Shortcut keys: control + tab
 - B. Zoom
 - 1. Use Magnifying tool in Tools Panel
 - 2. Shortcut keys: alt + scroll
 - 3. Shortcut keys: control + plus, control + minus
 - 4. Shortcut keys: control + 0, control + 1
 - C. View Document Dimensions
 - 1. Status Bar (lower left corner)
 - a. Change the status bar to **Document Dimensions**
 - b. Open Preferences (Edit > Preferences > Units & Rulers)
 - c. Change Units > Rulers to **Pixels**; click OK
 - 2. The image size in pixels should appear in the Status bar
 - a. If the image size is less than 1200 pixels wide, get a different image and repeat the steps until now.
- V. Crop
 - A. Select the Crop button in the Tools Panel
 - B. Crop by doing one of two things:
 - 1. Click and drag on the crop marks at the edges of the image
 - 2. Click and drag within the image to create a new rectangle
 - C. You can adjust the crop
 - 1. Click and drag within the crop area to move the whole image
 - 2. Click on the crop marks to adjust the crop frame
 - D. For this assignment, arrange the crop so that only your head and shoulders appear in the image.
 - E. Hit “Enter” to crop
 - F. Leave crop mode by selecting a different tool from the Tools Panel
- VI. Resize
 - A. The image you cropped should still be fairly large
 - B. In the menu bar, open Image > Image Size
 - 1. Set the width to 200 pixels
 - 2. Click OK
- VII. Save
 - A. To make the image have the smallest image size, use **Save for Web**
 - B. In the menu bar, open File > Save for Web...
 - C. In the dialog box:
 - 1. In the top right corner, below the word “Preset,” you will see a menu; this could say **GIF**, **JPEG**, or **PNG**.
 - 2. Change it so it says **JPEG**
 - 3. Just below that, you will see a number marked “Quality”
 - 4. Set the Quality to 100; note the file size at lower left
 - 5. Set the Quality to 60; note the file size is smaller.
 - 6. Leave the quality at 60
 - 7. At the bottom of the dialog box, click “Save...”

- D. In the new (Save for Optimized) dialog box:
 - 1. Give the image the File Name: *Yourname* Portrait Small.jpg
 - 2. Navigate to your USB Flash, and to the **Adobe Lesson 1** folder
 - 3. Click “Save.”
 - E. Close the document
 - 1. Photoshop will ask if you want to save the changes; **click NO.**
- VIII. Repeat with another photo
- A. Take or locate another photo (it must be one of **your** photos), and place it in your **Adobe Lesson 1** folder; it does not have to be a portrait, but it should be **a large image which you can crop and resize.**
 - B. Rename it with your name and the word “original” in it
 - C. Open it in Photoshop
 - D. Crop it as you like
 - E. Resize it so it is smaller
 - F. Save for web; name the new file with your name and the word “small” in it, and save it in your **Adobe Lesson 1** folder.
- IX. Quit Photoshop.

When finished, you should have an **Adobe Lesson 1** folder with 4 images inside: two originals and two smaller, cropped versions. **Make sure to back up this folder!**