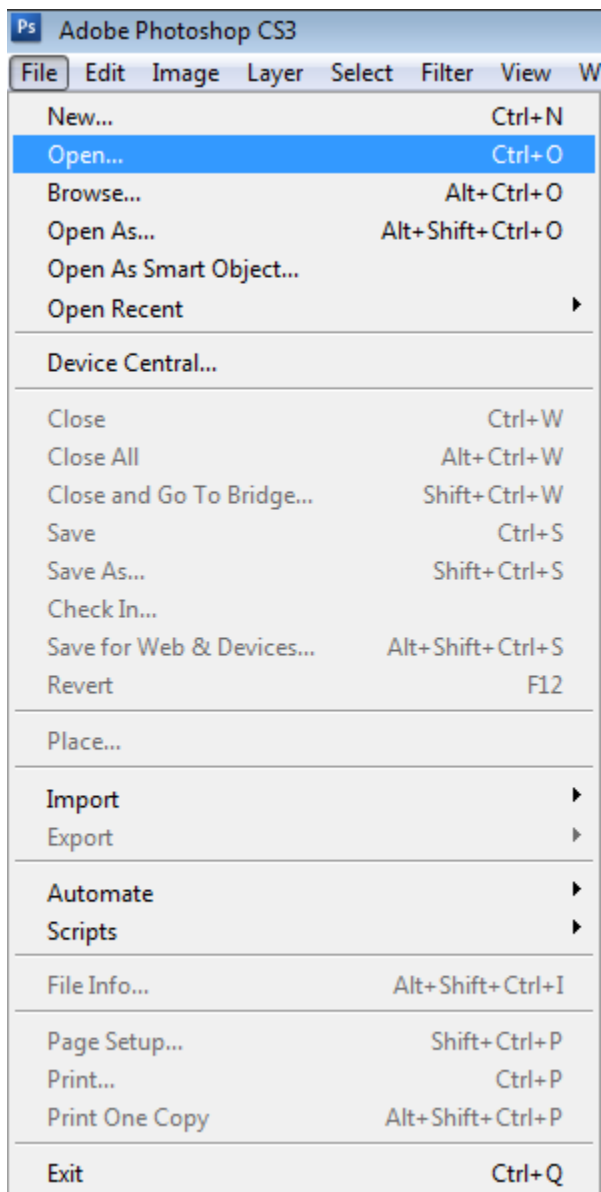


## Basic Photoshop Tutorial

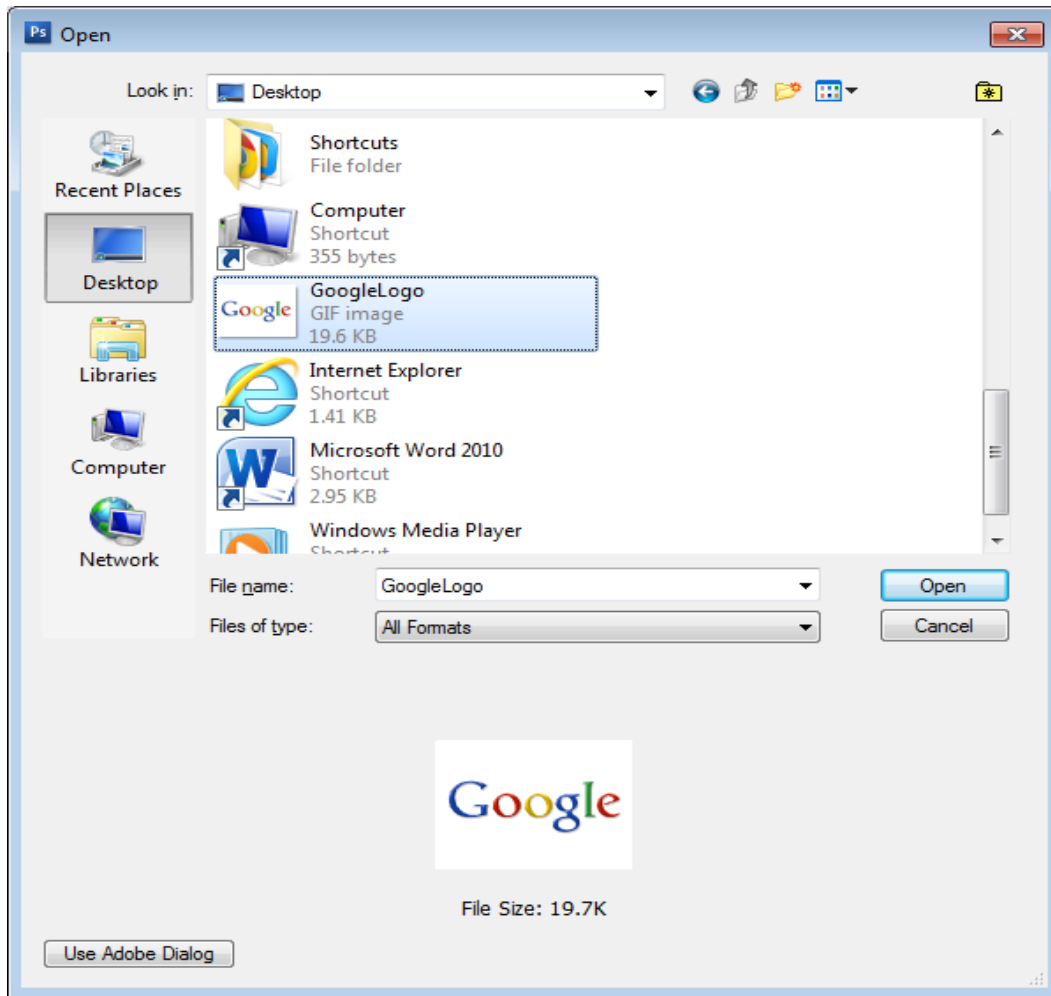
This tutorial covers how to load, crop, and resize images. Note that your version of Photoshop may have slightly different menus and options.

### Part 1) Loading Images

The easiest way to load an image is to open the image file on your computer. You can do this from the menu using File -> Open or pressing Ctrl+O on your keyboard.



From there, navigate to your file and press “Open” to load it. The example image used in this tutorial can be found [here](#) but you may use any image you wish as you follow along. Right-click and select “Save image as...” or your browser’s equivalent to save it to your computer.



You should now see your image in the main work area of Photoshop. You may drag the bottom-right corner or hit the maximize button to increase the size of the window.



## Part 2) Cropping an Image



We will now go over some basic image editing operations. In cropping an image, our goal is to get rid of excess space or unwanted graphics in the image. For example, the Google logo has excess space above and below the text.

First, select the Select Tool, or Rectangular Marquee Tool. The hotkey for this is "M". It is located on the panel in the left with all of your image-editing tools, pictured here to the left. (Again, your selection may look different depending on your version of Photoshop).

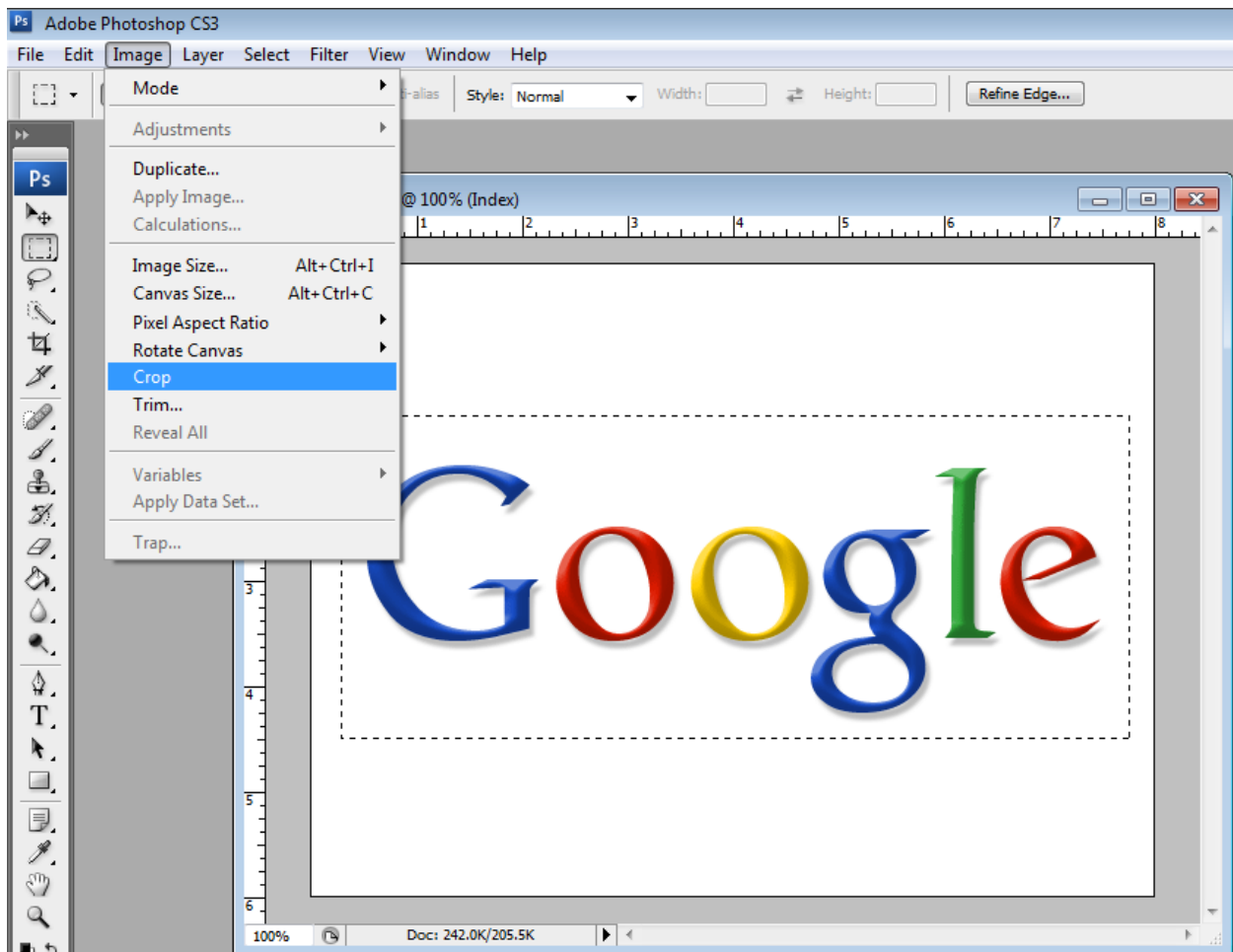
Then, drag your mouse across the area you wish to **keep**. For example, in this image, we wish to keep the "Google" text, and so we will highlight the selection by dragging our cursor around it.

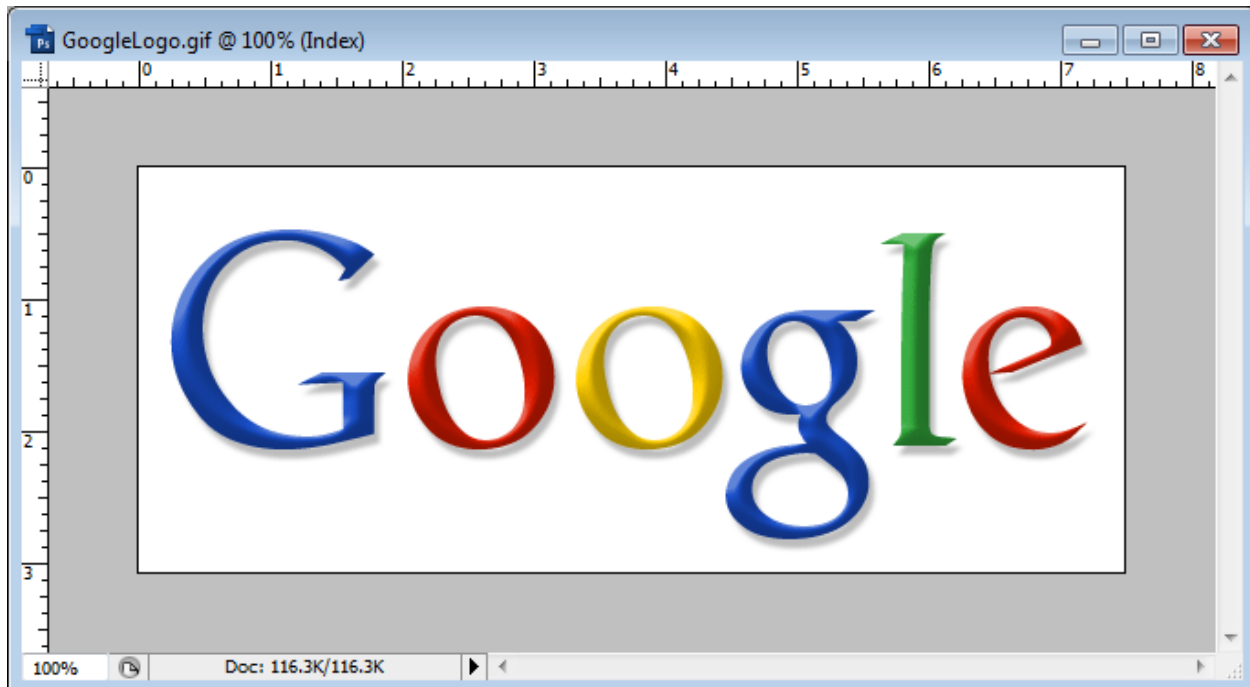
**Note: While selecting part of the image, you may click elsewhere to reselect the area, or right-click and hit "deselect". Ctrl+R or View ->**

**Rulers will add rulers to the top and left to help decide which area you wish to select. You may also wish to zoom in or out using View -> Zoom In or View -> Zoom Out.**

Lastly, you may undo or redo changes with Edit -> Step Backward and Edit -> Step Forward in the top menu. The hotkeys for these are Alt+Ctrl+Z and Shift+Ctrl+Z for backward and forward respectively and are very useful.

Once you have selected your region, open the “Image” menu at the top and select “Crop” to crop out the rest of the image.





### Part 3) Resizing the Image

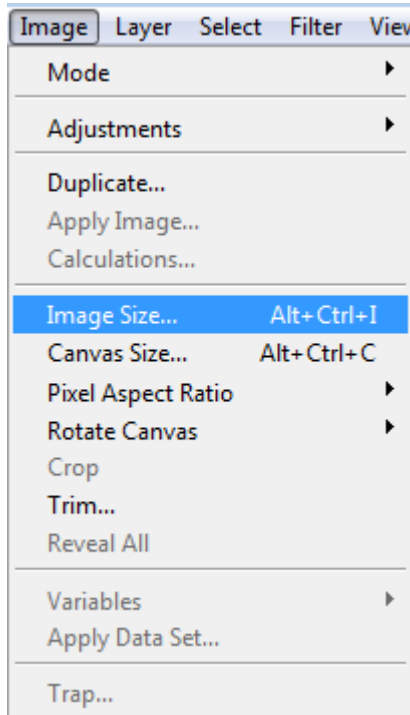
At times, an image may be too small or large for its intended purpose and may need to be resized. However, before learning how to resize an image, it is important to understand the concept of image resolution.

As a detailed image gets smaller, its features are diminished. This is because the smaller image has less room for details than the larger image, and therefore cannot be in as high quality.

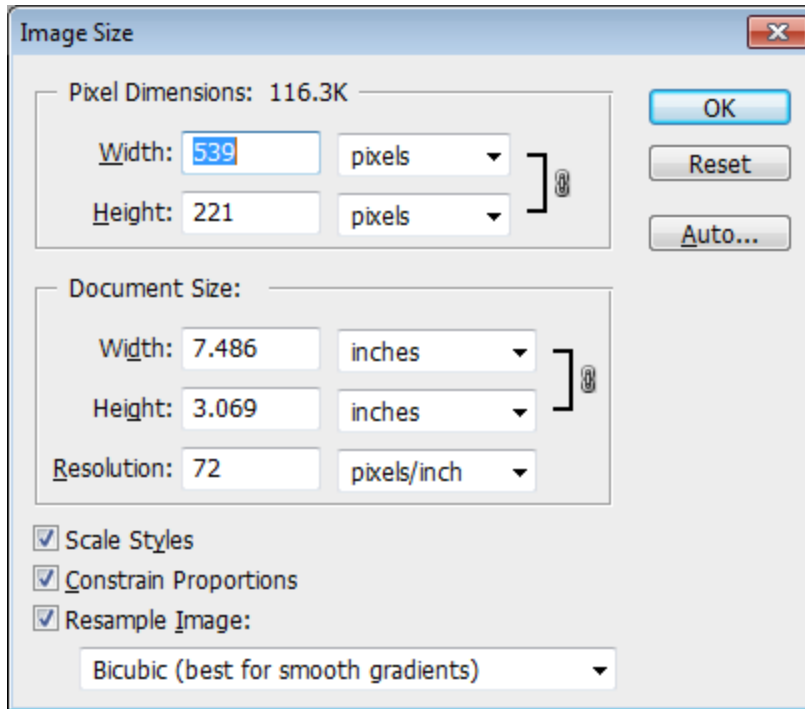
On the contrary, when a smaller, less-detailed image is resized to be bigger, its quality may look poorer or undetailed. This is because a larger image requires more details, and a photo editing program can only do so much to fill in the gaps in details—it cannot know how, exactly, an image should look in higher detail.

For this reason, it is more common for images to start at a very high resolution (and bigger dimensions)—that is, with many details—and then be reduced to a smaller resolution if necessary. In layman's terms, it is easier to make something simpler than to make it more complicated.

With that in mind, we will now resize the Google logo image to be slightly smaller. From the Image menu, select “Image Size”. The hotkey for this is Alt+Ctrl+I.

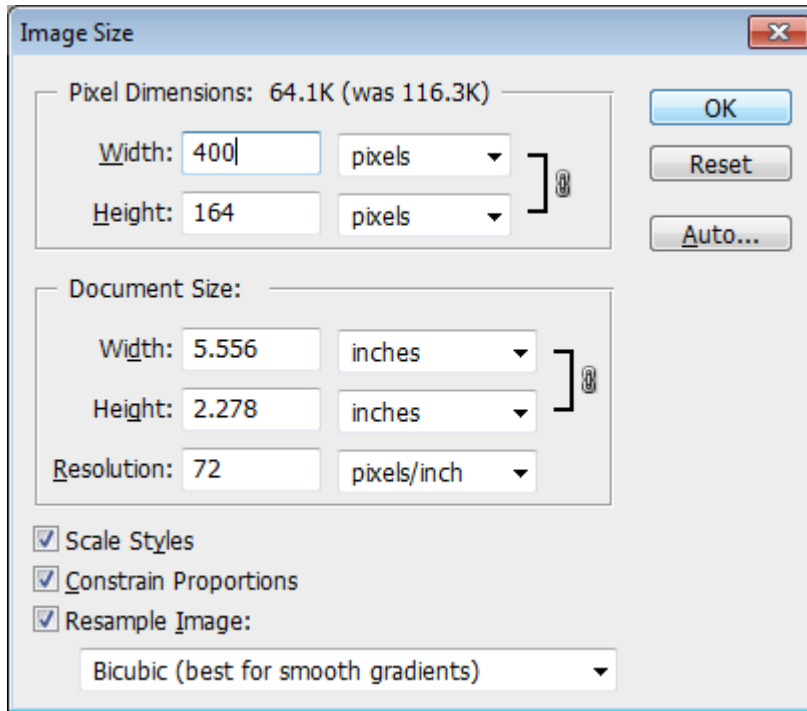


A menu with various options will appear. However, it is actually rather simple. You may enter the dimensions of the image as a width and height in any units you want (it is currently set under “pixels”, a common unit of graphical space, where one “pixel” is equal to a colored dot on your computer).



By entering a new number under width or height, the other dimension will be adjusted accordingly. This is called constraining proportions and can be stopped by unchecking the box at the bottom labeled “Constrain Proportions”. This allows the image to be resized in one direction more than another (for instance, make a tall image squarer).

The document size will also change accordingly. There are different ways to resample the image, but the default setting will likely accommodate you fine. Thus the most important thing is to enter a new width, height, or both, and hit “OK” on the right.



Your image should now be resized.

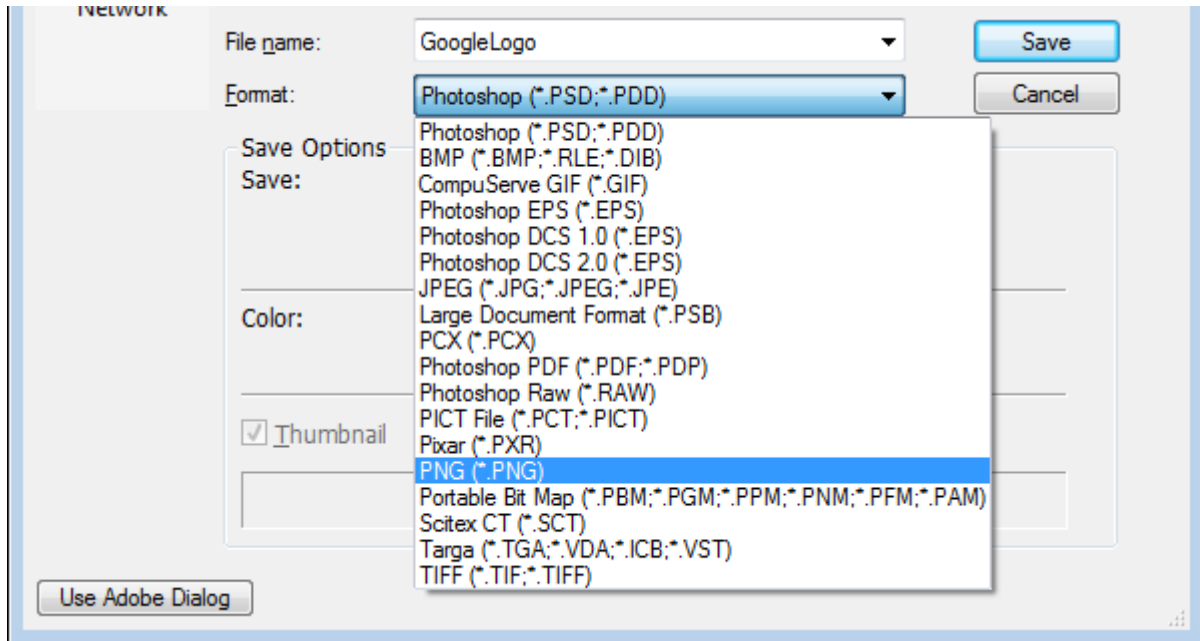
However, there is an alternate way to resize images. It is part of “free transform”. To start, use the Rectangular Marquee tool to select the area you wish to transform, or press “Ctrl+A” to select the entire image.

Then right-click and select “Free Transform”. You may then drag any of the squares on the sides or edges of the image and drag them to resize the image. You may also rotate the image by dragging your mouse in the grey area outside of the image or by right-clicking the image and selecting one of the rotation (or flipping) options.

#### Part 4) Saving the Image

To save the image, use the File menu and select “Save”. If this is your first time saving, it will ask you how to save your file. Otherwise, it will simply overwrite the currently saved file. To save it as a separate file, select “Save as...”.





Navigate to where you want to save your file and select a file name. Under “Format”, be sure to select an appropriate file format for your image.

**Photoshop .PSD** – This file is a larger image file that saves your work in Photoshop. It is useful for template graphics and images with multiple layers, but it is *not a practical image format*.

**JPEG and PNG** – Common file formats found on the web. PNG files are generally high quality but also smaller in size. PNG stands for “Portable Network Graphic” and is also capable of transparency, which JPEG’s are not. For this reason, I suggest PNG for images that will be uploaded to a website or shared with others.

After choosing an appropriate file format, hit “Save” and your image will be saved.