

PhotoShopCS IC Essentials

File Size

Working with Photoshop means working with large files; manipulating those files increases their sizes considerably. Therefore managing file size is critical, as it affects the performance of the computer, the storage options, and most importantly for significant number of IC users, the space it occupies on the screen.

File size can be cut by first reducing the file resolution to fit the output medium (print, email, web.); second by reducing the pixels dimension; third by changing the file format, which is the final step before the image is ready to be exported. For the image to fit within the screen, the pixel dimension should be less than the pixel dimension of the monitor (800x600 for a standard 15 inch monitor screen, 1152x864 for IC monitors).

Work from a copy of the image!

Always advise customers to do this. That way if you cannot undo a mistake, you have the original to go back to and make another copy!

Missteps? Mistakes?

Three ways to undo:

Edit > Undo

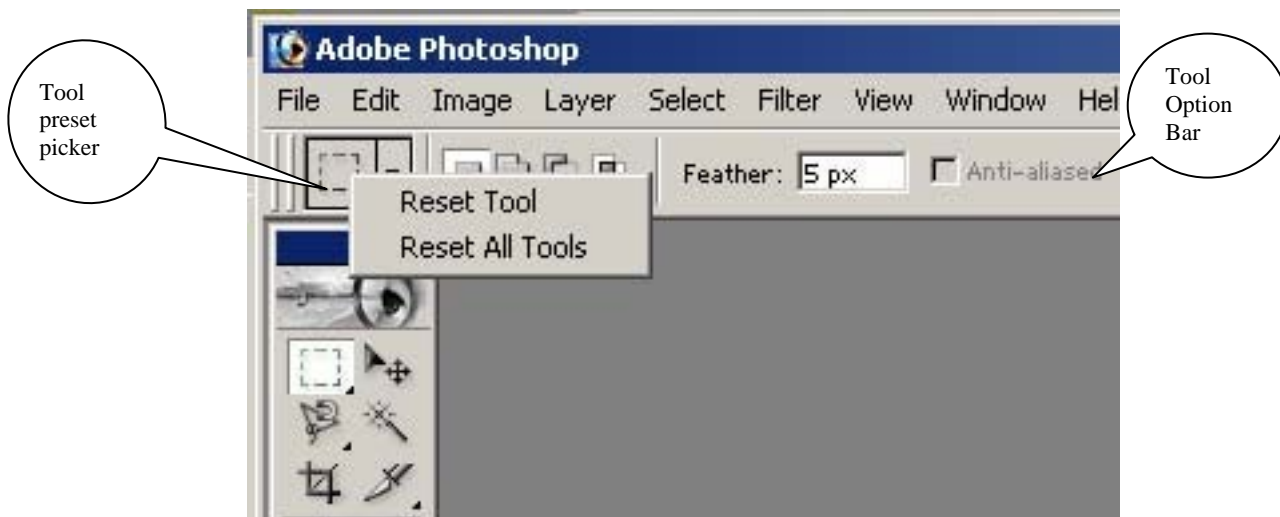
Edit > Step backward

Alternatively, use the History palette to undo one or multiple changes at once.

I. Restoring Default

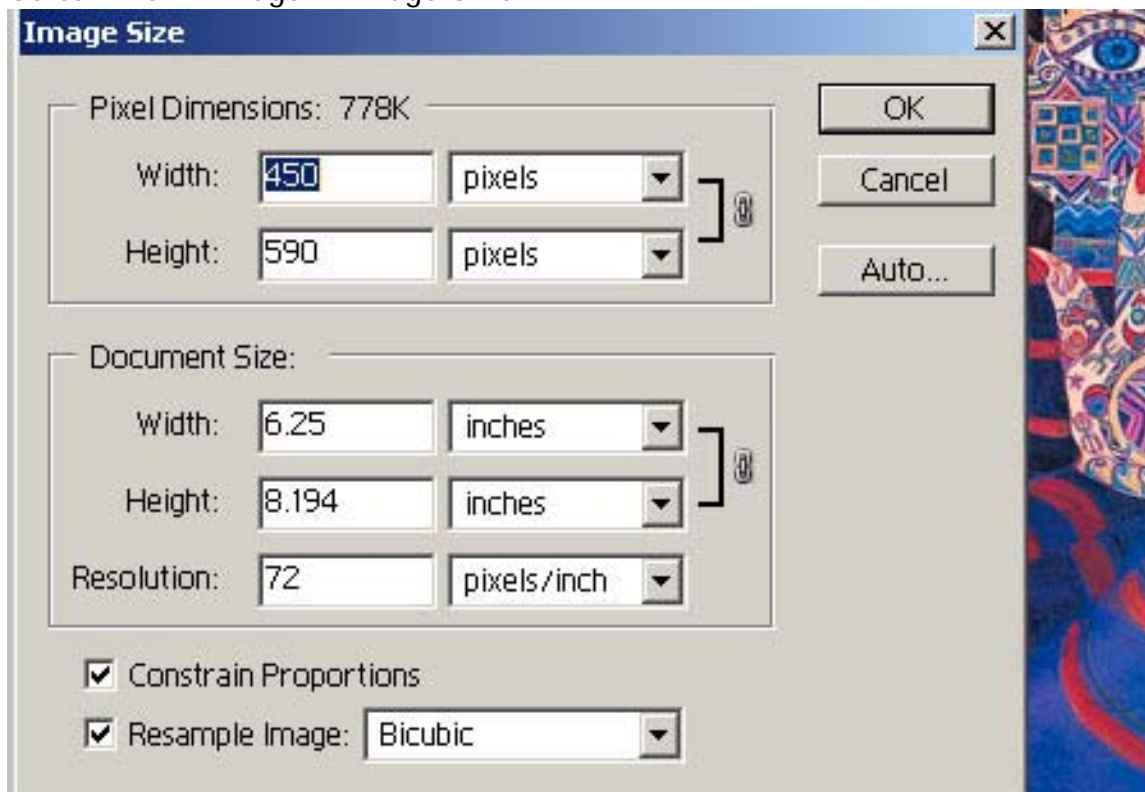
The starting point for help and tutorials is the assumption that Photoshop is running under Default settings. These settings can be changed and not easily be tracked. To always reset Photoshop before using it on a public terminal:

- 1: Right click on Tool Preset Picker in the Tool Option Bar.
- 2: Choose one of the two options: Reset All Tool.



II. To access image size, print size, and resolution

Go to File >> Image >> Image Size



III. Resizing through View


To avoid the complex calculations and to insure a desirable viewing size, use a combination of Image > Image Size and View .

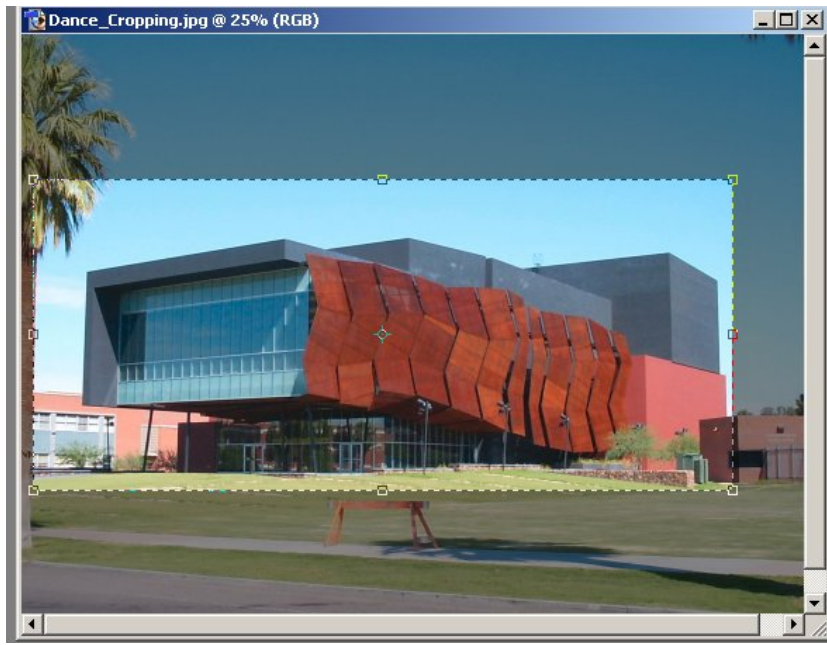
1. Open the image dance.jpg on your disk. (This photograph was shot using a digital camera at 2288x1712 resolution.)



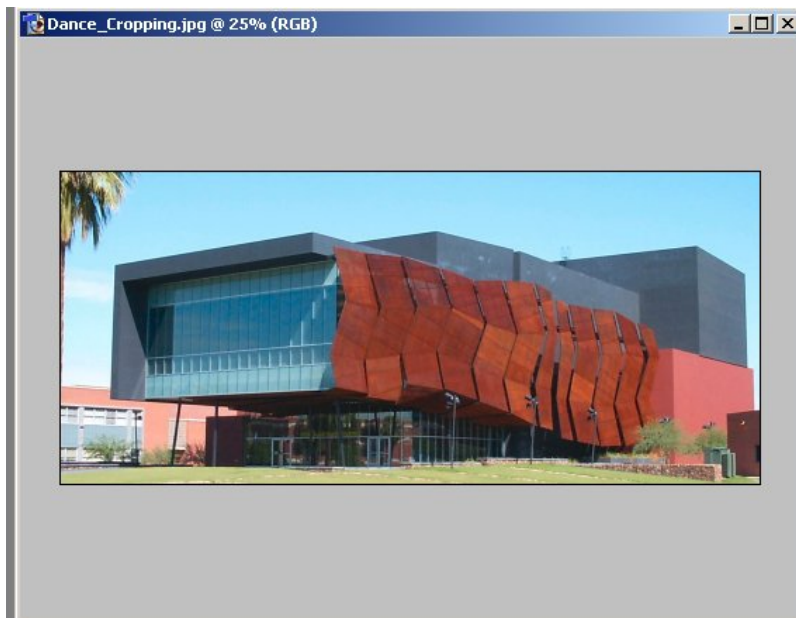
2. Save in My Documents folder.
3. Check the actual image size by looking at the box in the left corner of Photoshop
4. The dance image is very large. It is only displaying at 25% of its actual size. To see how large it is, start by viewing the image at 100%. Type in 100% in the box and hit enter. This photograph is too large to be useful. So let's reduce it to 25% of its original size
5. First, go to Image > Image Size.
6. Change Pixel Dimension from Pixels to Percent and enter 25%.
7. Make sure that Constrain Proportion box is checked
8. Click OK.
9. Now look at the size of the picture. Let's say that it is still too large, try reducing it to 75% of the size. You try this on your own.

IV. Cropping - Another way to reduce the size your image

- 1: Open *Dance.jpg*
- 2: From the Toolbox, Select the crop tool 
- 3: Drag the mouse over the part of the image you want to keep. A crop marquee (space within dotted lines) with handles at the corners and sides will appear when you release the mouse .
- 4: To move the marquee to another position, place the pointer inside the bounding box, and drag.
- 5: To make the whole marquee bigger drag one of the corners.
- 6: To just make one side bigger, drag one of the handles on the side you want.



7: When you have the part of the image that you want to keep highlighted, Either choose Image > Crop from Toolbar Or click Enter.



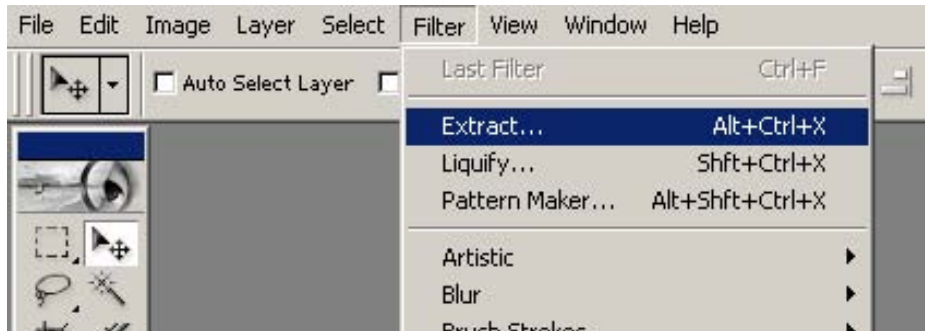
V. Saving

This is one final way to effect the file size.

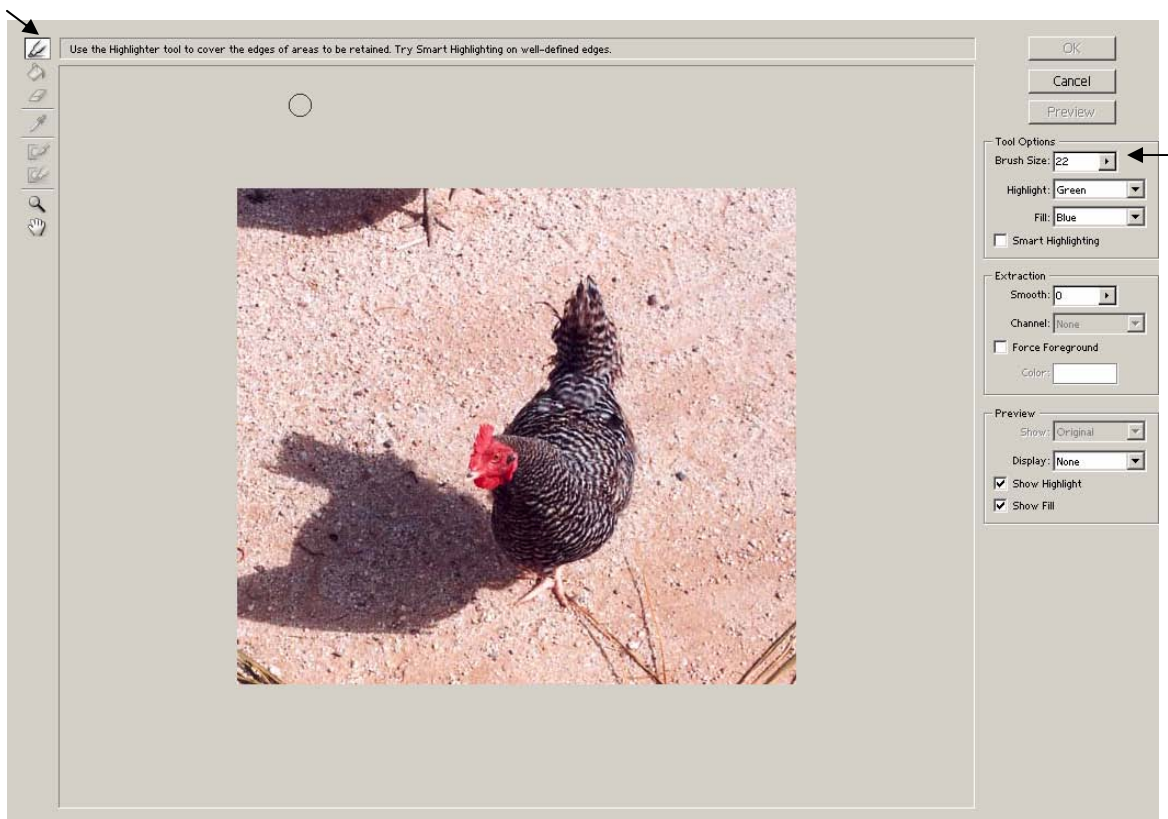
1. Save your cropped image to My Documents.
2. You will have choices about the quality and file size of the image you want to save. Higher quality means larger file size. Try saving one image as 2 and one as a 9 – give them slightly different names. See the difference in file size.

VI. Extraction (Selecting part of an image)

- 1: From the tutorial CD, open IC.jpg save it to My Documents.
- 2: Then open Jane.jpg and save it to My Documents.
- 3: Now open up both images from My Documents and have Jane be the active image.
- 4: Select Filter > Extract



- 5: Jane file appears in the middle of the extraction window +.



- 6: The dialog box appears with the Edge Highlighter tool selected.




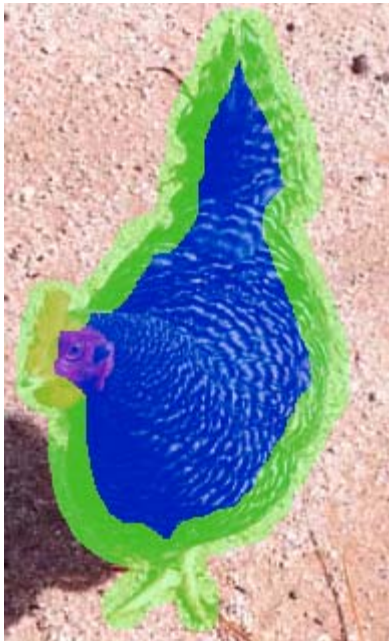
- 7: Make sure that the brush size is 20

8: Highlight the borders of the part of the image to be extracted.




◆ Important: highlight must simultaneously cover the border of the extracted portion and the excluded one

9: Select the Fill tool  10: Click inside the selected object.



11: Preview the extraction then choose OK or Extract

Note: Canceling the extraction after Preview and redoing the selection is much easier than trying to fix the selection (by choosing a different brush size for example)

12: Specs that might surround the selected area are better cleaned using the Eraser tool  after executing the selection.

VI. Moving the extracted image to another image

1: If you can't see both Jane and the IC, go to Window > Arrange > Tile.



2: Select the Move tool 

3: Click on Jane, hold the mouse, and drag it to any visible part of IC. Now try moving a second Jane to the IC.





- 4: Close Jane2 without saving changes and resize the IC, if needed.
- 5: You have three layers on your image, the background layer (IC) and each Jane is on her own layer. To manipulate a Jane, you need to select the layer that is hers. Try moving both Janes around – selecting the correct layer to move each.
- 6: To resize one Jane, choose her layer, then: Choose Edit > Transform > Scale > Drag resize handles while holding down the Shift key to constrain the proportion.
- 7: To flip one to point in the opposite direction: Choose Edit > Transform > Flip Horizontal.
- 8: To change Jane's color, choose Image > Adjustments > Variations
- 9: Once you have played around enough, flatten the image: Layer > Flatten.
- 10: Save as JPEG – you name the file.




A layer was automatically created for the added image

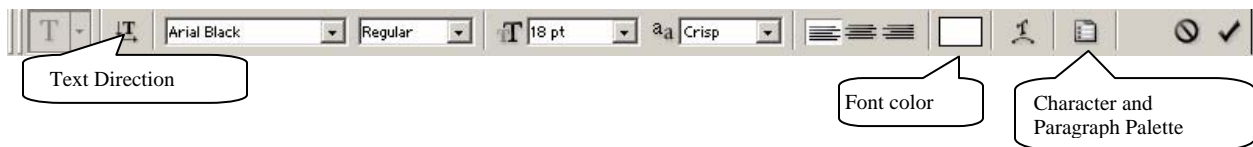
File size before Flattening: although the added image is small, the file size almost doubled.



Doc: 1.37M/1.37M

File size after Flattening

VII. Adding Text

- 1: From the Toolbox: Click the Text tool .
- 2: From the tool's Option Palette chose the specification of the font you wish to apply to text. Pay special attention to the background color and choose a font to contrast with the background. Start typing.
(A convenient way to accept or discard the changes is available at the end of the Option Palette.  )



- 3: To reposition text use the move tool.
- 4: To go back to the text, you need to click on the Type Tool .
- 5: Without being consulted, Photoshop creates a layer for the text you just entered.
- 6: Practice Text Art  by highlighting the text you want to change and applying the desired effect.
- 7: Flatten Image.