**Digital Darkroom 1**

**PHOTOSHOP NOTES**

To zoom in/out-Command key + or –

To make a duplicate layer-drag background layer into new layer OR

Layer>duplicate layer

To make black and white-image adjustments>desaturate

To adjust shadow and highlight details-Image>adjustments>levels>

input levels(shadow, highlights, midtone)

To Undo your last action-command key and “z”

To Backtrack or Erase your previous actions-use history window

To Darken or Lighten an Area-use burn or dodge tool (looks like a lollipop

Or hand) and adjust exposure (top of window)

To Increase/Decrease brush size-use bracket keys

To Test Print

Image Adjustments>Brightness/contrast>increase brightness by 20-40

File>Print (or command P)

Adjust paper orientation depending on your photo(bottom boxes)

Re-size to approx. 2”x3” or 3”x2”

Press Print

To Final Print

Look at your test print

Adjust brightness if necessary (image>adjustments>brightness/contrast)

File>Print (or command P)

Adjust paper orientation depending on your photo(bottom boxes)

Re-size to approx. 5”x7” or 7”x5”

Press Print

To Crop

1. Select crop tool (5th tool down)
2. Click and drag from top left to bottom right of image
3. Press return

To Adjust Color Balance

Image>adjustments>color balance

To Darken or Lighten an Area-use burn or dodge tool (looks like a lollipop

Or hand) and adjust exposure (top of window)

To Increase/Decrease brush size-use bracket keys

To Retouch Skin

Select Spot Healing Tool (7th tool down-band aid)

Choose brush size and brush hardness

Click over area you want to retouch

OR

Select Healing Brush Tool and use same way as clone tool

To Clone

1. Go to Clone Stamp Tool (9th tool down)
2. Zoom in!!
3. Make sure aligned button is not selected
4. Adjust your brush size (use bracket keys)
5. Adjust hardness of brush
6. Hold down option key + click on area you want copied
7. Use mouse to click on area you want to cover
8. Zoom in and out while working to check progress

To Patch an Area

1. Select Patch Tool (7th tool down under healing tools)
2. Circle the area you want to remove
3. Move your selected area to part of photo you want to copy

To Sharpen

Filter>Sharpen>Smart Sharpen

Radius no larger than 2.5

To Mask w/Selective Color

1. Open up a color photo in Photoshop
2. Duplicate Layer
3. Desaturate (image>adjustments)
4. Add Layer Mask
5. Click on Layer Mask (black in foreground)
6. Use Paintbrush tool (select brush size and opacity)
7. To reverse color/fix an area>switch foreground/background color>brush over area

To Select a Certain Area in your image

Lasso Tool

1. Use lasso tools (3rd tool down) to draw around area to select
2. Must enclose selection
3. Go to Refine Edges (top of dialogue box) and adjust to

Feather edges

Quick Selection Tool

1. Select Quick Selection tool (4th tool down)
2. Use tool like a brush (adjust diameter and hardness)
3. Brush on selection
4. Subtract or add to selection as needed (top of dialogue box)
5. Refine Edges (see above)

Magic Wand

1. Select Magic Wand (under quick selection tool)
2. Click on selection
3. Hold down shift key to expand selection
4. Adjust tolerance (top of dialogue box) if necessary.
5. Refine edges

To undo a selection>command D

To Save a Selection

1. Select area
2. Refine Edges
3. Go to Select>Save Selection>new channel>name your selection
4. Close Image
5. Open image>select>load selection

To Place One Image Into Another

1. Open up both images
2. Make sure sizes are approx the same for both images>image>image size>document size>adjust resolution and height and width
3. Select area you want to move (make sure edges are refined)
4. Edit>copy
5. Click on image you want to paste into
6. Edit>paste
7. Edit>free transform>hold shift key down>move any corner>return
8. Edit>tranform>rotate>return
9. Use eraser tool to fix edges

To Make a Contact Sheet

Select an album in iphoto

Go to print (lower right) in Iphoto

Select contact sheet

Go to customize to adjust # of images/page

To increase or decrease saturation

Image>adjustments>hue/saturation

To Blur out the Background

1. Make sure you have a duplicated layer
2. Figure out what part of your photo you want blurred
3. Filter>Blur>Gaussian Blur (adjust level of blurriness)
4. Use eraser tool to erase part of the photo you want to be sharp
5. Do not erase part you want blurry

To Adjust Color Tone of Photo

Image>Adjustments>Photo Filter

To Layer 2 Images

1. Select 2 images you want to combine
2. Make sure they are the same image size AND resolution
3. Use Move Tool (1st tool) to place 1 image on top of the other (or copy and paste)
4. Adjust Opacity in Layers window

To Use Gradient

Select Gradient 12th tool down

Press one end of your layered photo and drag to other end

Experiment with different modes (top of window)