

Photoshop Tools - How To Save and Alter Images in CS5.5 & Bridge

To find images, open BRIDGE - go to my computer > M Drive>year of your study ie 2016-2018 > find your name

- **CTRL A= select all CTRL C= copy CTRL V= paste**
- **To find F.stops & shutter speeds > file > file info = metadata = AO2 evidence**
 - **Press F once = grey background twice = black background**
 - Click on image and try **auto contrast, auto colour** and **auto tone**
 - Alter tool sizes using these keys []

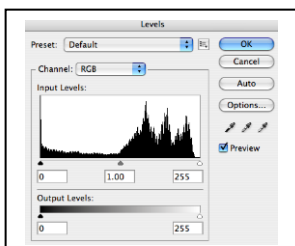
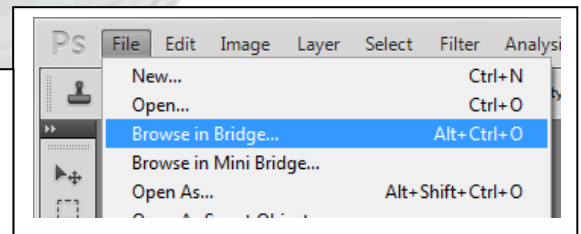
Use the **keyboard shortcuts** to avoid repetitive strain injury

S=clone	ctrl+L=levels
O=dodge & burn	ctrl+M=curves
C=crop	ctrl+B=colour balance
Z=zoom	ctrl+N=blank document
J=spot healing tool	ctrl+Z=undo/redo
T=text tool	ctrl+zero=image full screen
P=pen tool	ctrl+P=print
B=brush	History window > history
T=type	History window > layers
M=marquee tool	ctrl+shift+N= new layer
Hand tool=space bar or H	



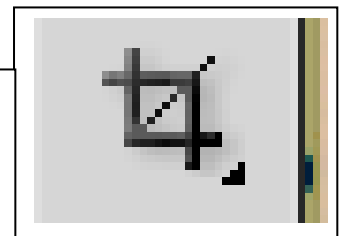
Make print screens of changes and paste onto a word document. Put copies of work for printing in a printing folder. Call files your **SURNAME**. Stick into your sketchbook as AO2 and AO3 evidence.

To manage your files file > browse in **Bridge** > rate images > ctrl and numbers 1-5. Double click to open in Photoshop.

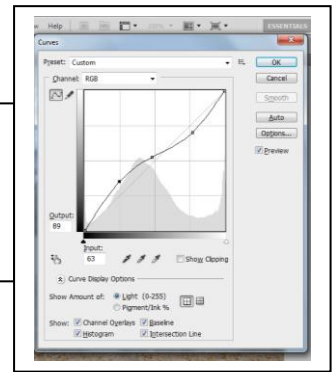


Levels adjust these **FIRST**. Remove any dead space left and right with sliders. Use your own judgement to check as well.

Crop your image to various sizes using **C**, alter to the correct size and press return.



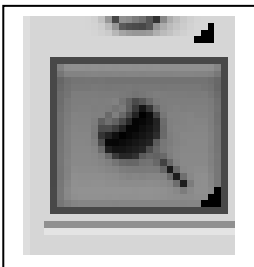
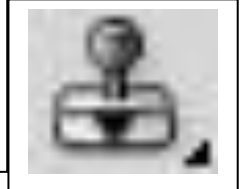
- Black & White **CTRL U** > hue/saturation > de-saturate.



Zoom in image using **Z** and use the *space bar* (hand tool) to move around image.

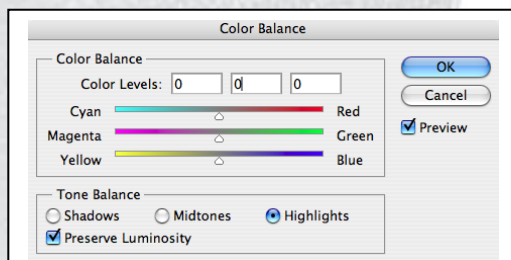
Curves make adjustments aiming to create an **S** shape. Allows for fine tone adjustment.

Using the clone tool **Z** on keyboard and Zoom 100%. **S** on keyboard > sample similar area using **ALT** and **MOUSE**. Move the cursor to the area you want to cover > press mouse to clone.



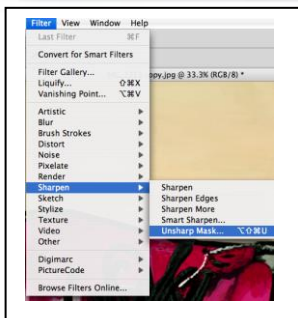
Dodge & burn lighten various parts of your image using the **O** key then press the mouse (dodge) use **Alt** and mouse to **burn** (darken).

- Filter > lens correction = darken corners/straighten images etc.

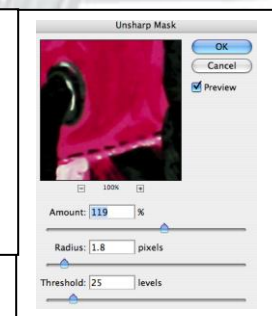


Adjust colour look at image and decide what alterations are needed > use sliders to make adjustments accordingly in shadows, highlights or midtones.

- Selective colour make black/white with **ctrl U** > zoom > history brush returns colour. Use smaller tool at edges. Make tool harder using brush adjustment.



Sharpen **USE SHARPEN LAST!** filter > sharpen > unsharp mask > increase the amount and radius to make the image look right.



Flatten if necessary before saving as a size 8 jpeg > layers > flatten. **NEVER** save over original file. **NEVER SAVE AS A PSD FILE.**

Save images file > save as > save **AS YOUR SURNAME AND A DESCRIPTION INTO THE PRINT FOLDER.**