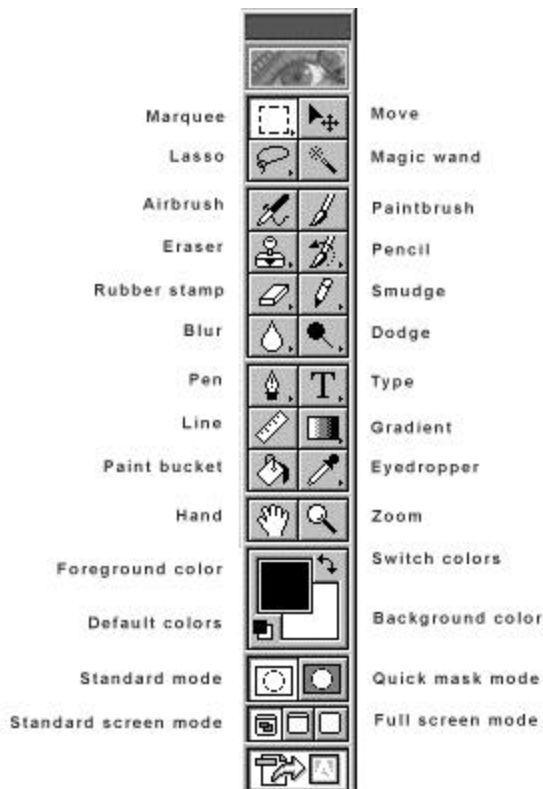


## Quick Tips

### The Photoshop screen:



### The Toolbox:



### Frequently used tools:

**Marquee & Lasso:** Makes rectangular, elliptical & freehand selections

**Eraser:** Erases pixels and changes them to the same color as the background

**Paint bucket:** Fills areas that are similar in color and next to the point you click. The areas are filled with the current foreground color.

**Move:** Move selections

**Magic wand:** Selects pixels that are similar in color and next to the point you click

**Pencil & Paintbrush:** Draws freehand on the image

**Type:** Enter text on an image


**Eyedropper:** Select the foreground & background color by clicking on a color in the image

**Zoom:** Enlarge/reduce image view size

## To Scan into Photoshop:

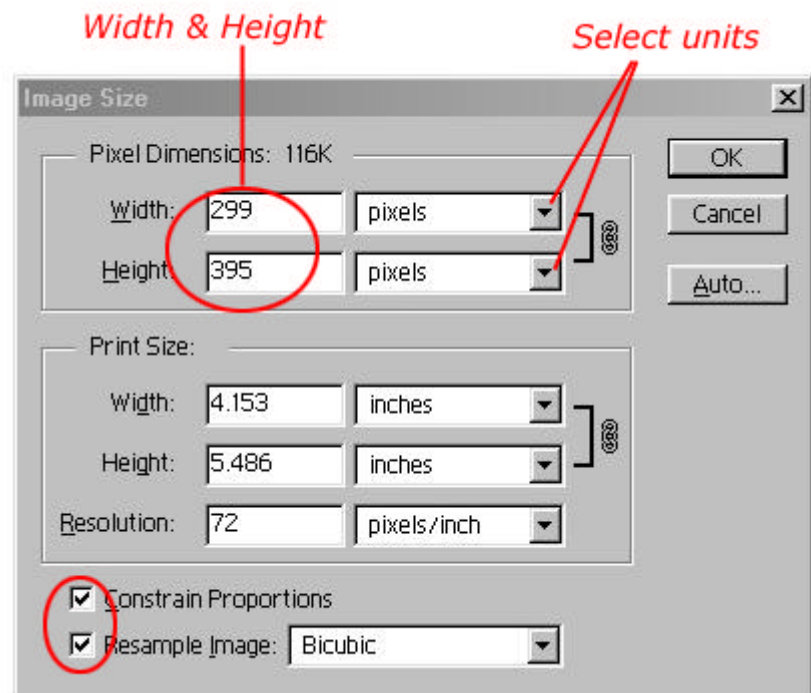
1. Select **File** → **Import** → **Twain\_32** (Windows)  
[**Twain Acquire** (Mac)]
2. Set the appropriate resolution (e.g., 200dpi)
3. Select **File** → **Return to Photoshop**

## To Crop an Image:

1. Click and hold down the **Marquee tool** to display the pop-out menu
2. Select the **Crop tool** 
3. Drag a box over the portion of the image that you want to keep
4. Resize the box as needed
5. Double-click inside the box to crop

## To Resize an Image:

1. Select **Image** → **Image Size**
- In the **Image Size** window,
2. Select units of “**pixels**” under Pixel Dimensions
  3. Make sure “**Constrain Proportions**” and “**Resample Image**” boxes are both checked
  4. Enter the desired **width** & **height** of the image
  5. Click **OK**



## To Change the Resolution (dpi) of an Image (without changing the image size):

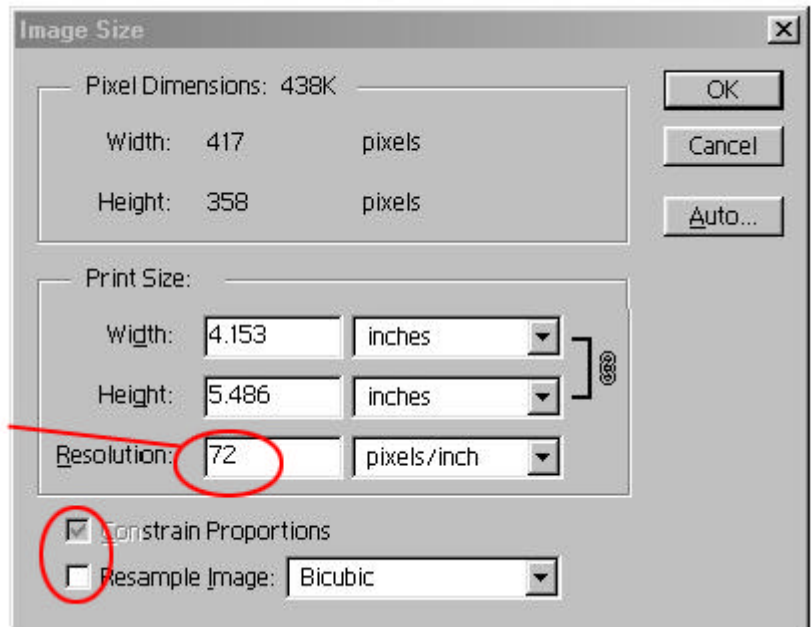
1. Select **Image** → **Image Size**

In the **Image Size** window,

2. Make sure the “**Constrain Proportions**” box is checked
3. **Uncheck** the “**Resample Image**” box
4. Enter the desired **Resolution** (in Pixels/Inch)
5. Click **OK**

*Resolution*

Note: Files saved for the web should be set to 72 dpi (pixel/inch)



## To Save an Image in GIF or JPEG Format:

1. Select **File** → **Save a Copy**
2. Browse to locate the folder in which you wish to save the file
3. Enter the **filename**
4. From the **Save As** menu, select the file type:

Either

**CompuServe GIF (\*.GIF)**

or

**JPEG (\*.JPG,\*.JPE)**

5. Click **OK**

