

Instructions: How to get an image ready for the school web site

Open the image

- Go to My Computer and click on— Images on Server 2 (P:)
- Locate a picture you like and double click on it (This will open Adobe Photoshop)
- Click on Cancel if asked to register

Crop the image

- Click on the crop tool (see toolbar description on next page)
- Set the crop settings to
 - o Width = 3.5
 - o Height = 7
 - o Resolution = 150
- Make sure the background color is set to white.
- Crop your image by highlighting the area you want in image
 - o Remember – Follow the Rule of Thirds
 - (Focus of image at one of the “Bulls-Eyes”)
 - o Remember – Leave some space at top to soften to white
- Double click on area to be cropped

Soften top background to white

- Make sure the background color is set to white (bottom of toolbar)
- Click on the Marque tool and make sure that the Elliptical tool (circle) is chosen
- Set the Feather to about 100 – 200
- Highlight the area you want to soften
- Hit the delete key until the area is a soft white
 - o (Try not to lose any important part of your image)

Change to Black and White

- Click “Control-J” to get another layer
- Click on Enhance -- Adjust Color – Hue & Saturation
- Move Saturation slider to -100 and click on OK

Erase image to add some color (orange)

- Click on the Eraser tool (See toolbar description on next page)
- Erase areas that are orange / red color
 - o Click on eye on layer palette to see the color layer
- If not orange enough, click on background layer
- Click on Enhance -- Adjust Color -- Hue & Saturation
- Move Hue slider until you get the orange color you want.
- Flatten Image by clicking on Layer -- Flatten Image

Brighten your image

- Click "Control-J"
- Click on Filter -- Distort -- Diffuse Glow
- Click on OK
- In Layer Palette, change Opacity to suit your taste (probably around 20 to 30%)
- Flatten Image by clicking on Layer -- Flatten Image

Save your image

- Click on File -- Save As
 - o If asked about Organizer, say NO
- Choose the WebPics folder for that activity
 - o Hit Folder with a green arrow to go up a level
- Keep name the same
- Click OK
- Medium size 5 is good and click OK again

Remember - "Control +" makes the image bigger to view and "Control -" makes it smaller.

Size of School Web Site Image = 3.5 x 7

Recommended Resolution = 150 ppi

Normal Image Sizes Used to Order Prints

Recommended Resolution = 300 ppi

Portrait	3x5	Landscape	5x3
	4x6		6x4
	5x7		7x5
	8x10		10x8
	10x13		13x10
	11x14		14x11

ADOBE TOOLBAR DESCRIPTION

1. Marquee – Polygon / Elliptical
2. Lasso – Magnetic / Polygonal
3. Magic Wand
4. Selection Brush
5. Custom Shape
6. Eraser – Background / Magic
7. Hue Tools – Sponge / Dodge / Burn
8. Enhance Tools – Blur / Smudge / Sharpen
9. Foreground Color
10. Background Color
11. Default Colors
12. Switch Colors
13. Eyedropper
14. Gradient
15. Hand
16. Move
17. Crop
18. Cookie Cutter
19. Zoom
20. Type
21. Paint Bucket
22. Pencil
23. Brush
24. Red Eye Brush
25. Clone Stamp
26. Healing Brush

