

Photoshop “Cheat Sheet”

HOW DO I.....	
Open Photoshop?	<ol style="list-style-type: none"> (1) Click blue icon with “Ps” (2) If icon is not in bar, open applications through finder
Open image?	<ol style="list-style-type: none"> (1) Click “File” (2) Click “Open” (3) Click appropriate image
Crop an image?	<ol style="list-style-type: none"> (1) Use the crop tool (fifth tool) (2) Highlight area that you would like to crop
View the actual size?	<ol style="list-style-type: none"> (1) Click “View” (2) Click “Actual Size”
Adjust the size?	<ol style="list-style-type: none"> (1) Click “Image” (2) Click “Image Size”
Adjust the brightness and contrast?	<ol style="list-style-type: none"> (1) Click “Image” (2) Click “Adjustments” (3) Click “Brightness/Contrast”
Resize and set resolution?	<ol style="list-style-type: none"> (1) Click “Image” (2) Click “Image size” (3) Try to set resolution as close to “72” as possible
Compress and save for the web?	<ol style="list-style-type: none"> (1) Click “File” (2) Click “Save for Web & Devices” (3) You will see two images (click “2-up” if you see one image). The image on the left is the original and the one on the right previews how changes in the quality will affect its presentation. (4) You can change the quality with the tool on the right (make sure the setting is “jpeg” if it is a picture; use “gif” for images). Reduce the quality of your picture/image as much as possible. The lower the quality, the smaller the file size will be and the quicker it will load on your webpage. (5) Make sure to save your image/picture in your www-docs folder. Also, make sure the title of the saved document is: <ul style="list-style-type: none"> • 8 characters or less • All lower case • No symbols • No spaces • .jpg for pictures and .gif for images