

Republic of the Philippines
DEPARTMENT OF EDUCATION
Bureau of Secondary Education



K TO 12 Basic Education Program

Learning Materials

Grade 7 or 8



Technology and Livelihood Education

Information & Communications Technology (ICT)

PHOTO EDITING

INTRODUCTION

Technology and Livelihood Education (TLE) is one of the nomenclatures in the implementation of the K to 12 Basic Education Program (BEP) consisting of four components, namely: Agri-Fishery Arts (AFA), Home Economics (HE), Industrial Arts (IA)-0 and Information and Communication Technology (ICT). In this module, the focus is on an ICT mini-course – PHOTO EDITING.

Now that the workforce lags behind in increasing the number of available jobs, the Department of Education is revitalizing its resources to prepare the young minds by honing their skills as graphic designers or the like to gain a competitive edge. Thus, this module aims to provide students with the knowledge, skills, and motivation in the field of photo editing.

In this course, you will be introduced to different learning activities preparing you to be skillful before you take the plunge into the world of work as a photo editor and to feel more confident while providing support where needed.

This module is specifically crafted to focus on *Process and Delivery* enriched with hands-on activities. Learning procedures are divided into different sections such as: What to Know, What to Process, What to Reflect and Understand and What to Transfer. Examine and perform the suggested tasks to practice developing a sustainable program, prioritizing needs and building vision.

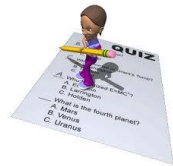
So, explore and experience the K to 12 TLE modules and be a step closer to being a photo editor.

Objectives

At the end of this module, you are expected to:

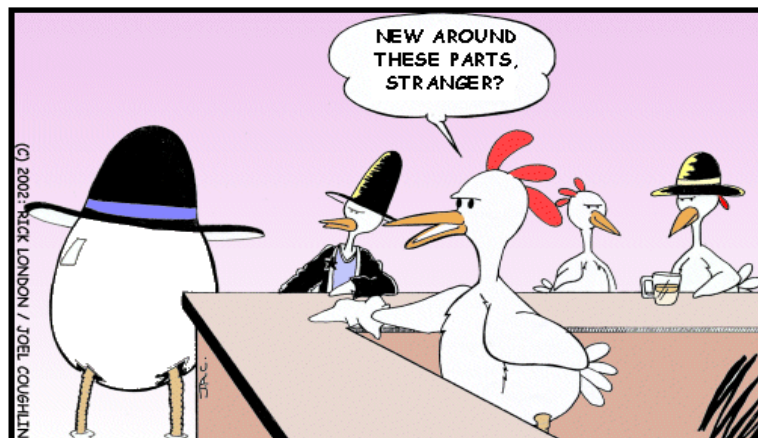
- ❖ formulate your learning goals and targets
- ❖ explore and examine the basic concepts and underlying principles of photo editing specifically using the Adobe Photoshop
- ❖ apply the concepts and skills learned in photo editing
- ❖ produce a marketable product or service in photo editing
- ❖ appreciate the relevance of learning the basic concepts and skills of photo editing

PRE ASSESSMENT



"Assessment is today's means of modifying tomorrow's instruction."

-Carole Tomlinson



AND YET THE QUESTION REMAINED:
"WHO CAME FIRST?"

Activity. How Much Do You Know?

A. Direction: Answer the questions based on your current photo editing ability (in any photo editing program). Use the 4-point Likert Scale below.


- | | |
|------------------------|--------------------------------------|
| 1 – Not at all | 2 – Maybe, with some help |
| 3 – Yes, independently | 4 – So well that I could help others |


| Indicators | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| 1. I can use the zoom tool to zoom in and out on a photo. | | | | |
| 2. I can define what a pixel is. | | | | |
| 3. I can resize a photo. | | | | |
| 4. I can rotate/flip a photo. | | | | |
| 5. I can crop a photo. | | | | |
| 6. I can turn a photo to black and white and/or sepia. | | | | |
| 7. I can use selection tools to select part of a photo. | | | | |
| 8. I can add special effects to a photo. | | | | |
| 9. I can add text to a photo. | | | | |
| 10. I can put a decorative frame and/or mask around a photo. | | | | |
| 11. I can use the stamp or clone tool. | | | | |
| 12. I can use drawing tools on a photo. | | | | |
| 13. I have used photo editing before. | | | | |


14. If you have answered yes in question number 13, please describe how you have used photo editing and through whom.

B. Direction: Accomplish the following activities to test your understanding on Photo Editing.

- Imagine that you are a graphic artist expert in photo editing. You want to make use of your learned skills to put up a Graphics and Design business. Cite possible services you could offer to your clientele.

 _____

 _____

 _____

2. In connection with the above question, what possible marketing strategies could you do to sell your services to your target customers?

✚ _____
✚ _____
✚ _____
✚ _____

3. What computer application/software are you going to use?

✚ _____
✚ _____
✚ _____
✚ _____

C. Directions: Below are two activities that you need to accomplish. Read the given situations carefully.



Activity 1

1. Examine the picture on the right. Can you make changes on the picture?
2. In three ways, what changes can you make using an image editing application?
3. What photo editing software can you use? Name at least two.



Activity 2

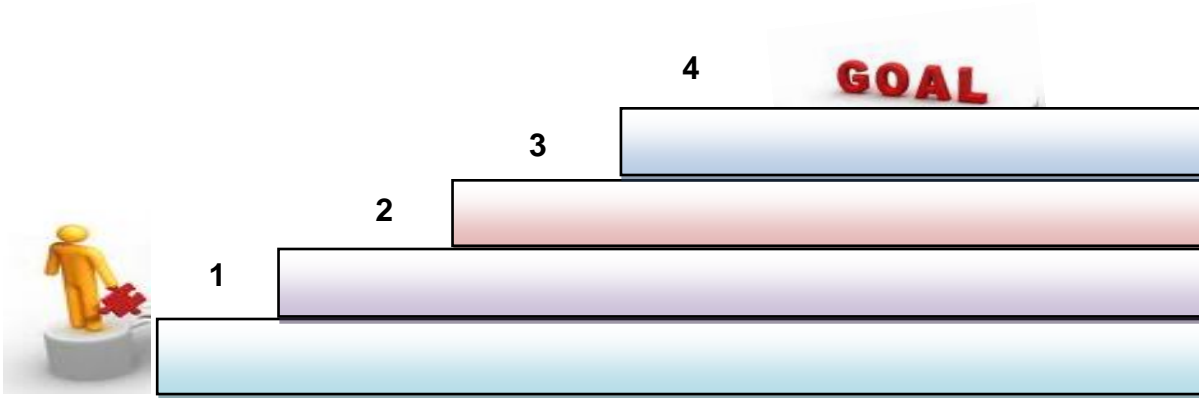
Conduct a survey to determine the number of internet shops/cafes in your community and the services they offer. Ask the owner why they venture into such business.



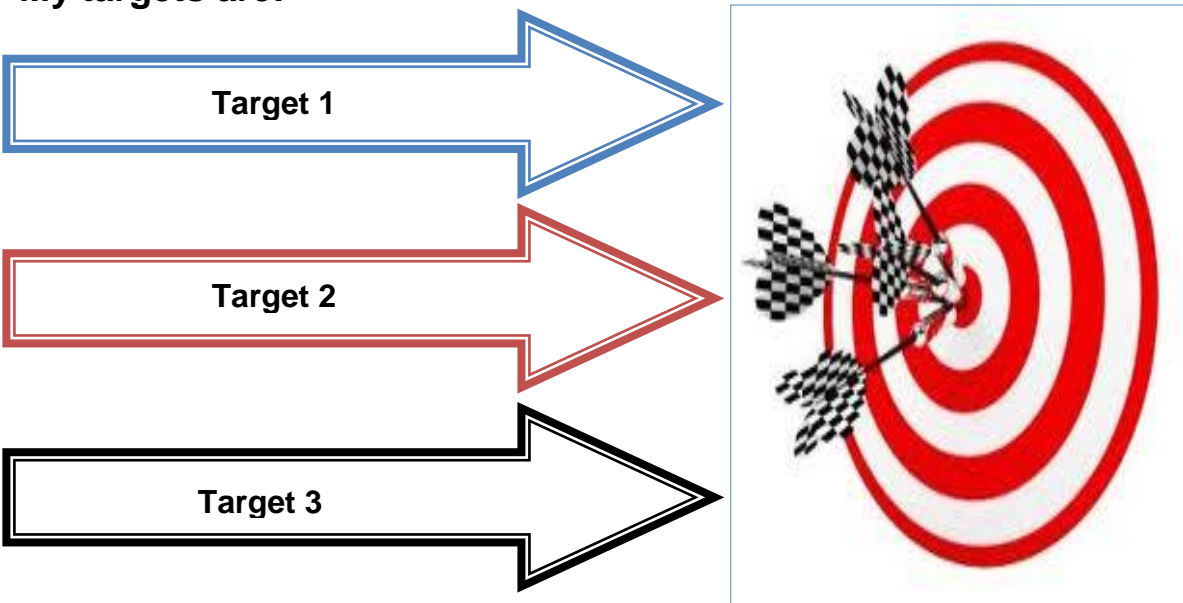
Learning Goals and Targets

Directions: In studying this module, you need to set your own learning goals and targets. Follow the illustrations below and write your answers in your activity notebook.

My goals at the end of this module are:

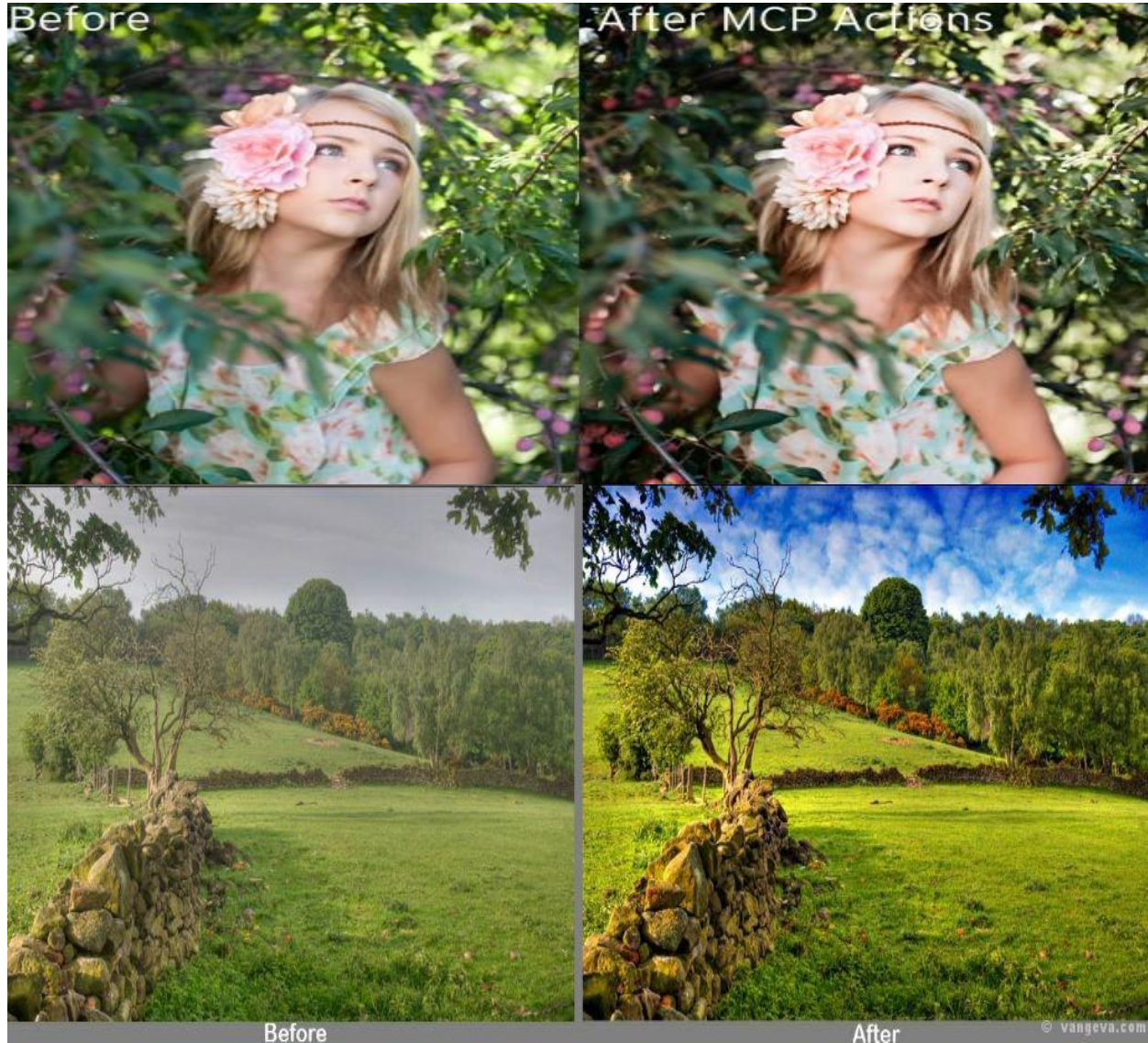


My targets are:



Process and Delivery

Study the pictures below showing services and products processed in Photo Editing.



1. Do you notice the changes?
2. What do you think was done to the pictures?
3. What are the effects of the changes? Were they done for advertising, for entertainment, for emphasis, or for other effects?
4. Do you think you can create those changes? How?
5. Do you want to be a good photo editor? Why?

Lesson 1



Editing Concepts

Basics of Image Editing

Images – they are incredibly versatile, come in a variety of formats, and deliver context, information and emotions that words alone struggle to convey. Having a clean and balanced image is of great value.

Newspapers have always used dramatic images to sell their stories. An image is the hook that draws the reader's eye to read the words. It breaks up the text, brightens the page and sets the mood for the article. Websites use photos in the same way, to catch the readers before they navigate away from a page, to draw them on to reading the content.

You do not have to be a professional photographer to produce good enough images. It does help to shoot a good clear image in the first place, but simple snapshots can be improved a lot in an image editing program.

Whether you use a free image editing program like GIMP or Picasa, or purchase software such as Adobe Photoshop, learning just a few basic image editing techniques can turn a photo from dull waste of space to effective hook for your website.

As a beginner in photo editing, you are expected to learn the basics of image editing which are presented below.

1. Cropping

Cropping an image effectively can already make a huge difference to its impact. When you cut out distracting background, or a clutter of irrelevant objects around, the subject of your photo stands out better. You can correct the placing of the subject if it is

- ✚ **Image editing** is the processes of altering images, whether they are digital photographs, traditional analog photographs, or illustrations.
- ✚ Traditional analog image editing is known as **photo retouching**, using tools such as an airbrush to modify photographs, or editing illustrations with any traditional art medium.
- ✚ Graphic software programs, which can be broadly grouped into vector graphics editors, raster graphics editors and 3D modelers, are the primary tools with which a user may manipulate, enhance and transform images.
- ✚ Many image editing programs are also used to render or create computer art from scratch.

awkwardly placed by trimming one side, focus more attention on a person's face by cropping a wide shot into a portrait format and much more.

When cropping, keep in mind a basic rule of composition: the rule of thirds. This golden rule of photography divides the image into thirds, horizontally and vertically and then aligns the subject with one of the intersecting lines. The horizon in a landscape shot, usually works best placed on one of these lines too. Read more about composition and then you can apply it with your cropping tool.

2. Resizing and Compression

When you have cropped and edited your image, so you have it looking just the way you like, the next stage is to resize and compress it to the optimum size for the use you intend it for. You may want to save a copy of your edited image before you resize it, so that you can use it at a different size later.

When editing and preparing images for display it is important to consider the medium over which your images will be transmitted. Are your images for print? Will it be used on a web page? Or maybe they are for a PowerPoint presentation. Each of these media requires that you adjust the size and resolution of your image appropriately.

You know size refers to the actual height and width that your image will be displayed as, but resolution is just as important. *Resolution* refers to the number of dots per inch (dpi) that appear in your images final form. For print these really may just be dots. On screen, however, these dots are referred to as *pixels*. An image with high resolution (one produced for print, for example) will look very smooth and will show virtually no pixelation. An image with low resolution (one produced for the screen—particularly the web) may look far more pixelated.

For print you want high resolution because your printers can handle it and your pictures will look best. For the screen you must rely on layout resolutions simply because monitors can only handle so much.

2.1. Resizing image from digital camera

As the quality of digital cameras goes up, so does the volume of pixels they can capture. These days, shooting in your camera's highest quality mode can yield an image bigger than your printer can actually print. While most image editing programs can resize your photo in their respective print dialog boxes, knowing how to do it yourself gives you more control.

3. Correcting

One of the first decisions you must make after downloading the files from your camera is whether they all need generalized correction. This might be because the light

that was used to make the photographs was not consistent with the white balance setting on the camera. For example, the camera might have been set for bright sun, but perhaps there was a small amount of haze, or photographing on the north side of a building may have created a color bias in the image. If all the images in a single group were photographed under these conditions, you would need to correct all of them. Further, the entire image would need to be corrected to change the color rendition because of the inconsistency between the light and the white balance.

4. Sharpening or Softening

Sharpening or softening is the last of the global corrections that are often applied to digital images. This may be needed because of the way digital sensors are made and how this affects the look of the captured image. In many digital sensors there is a diffusion material that slightly blurs the captured image to eliminate unwanted effects such as moiré pattern. Both pixel sharpening and edge sharpening correct these effects. Pixel sharpening is applied to the pixels with processes such as unsharp masking. Edge sharpening is applied only to the pixels that the software can identify as being on an edge.

To your eyes, particularly as you look at a rasterized image on a computer screen, the image sharpness will always seem like it can be improved. However, this control should be used very sparingly to avoid over sharpening the image. Over sharpening increases the contrast and often distorts color relationships and is the opposite of softening. Sharpening may be applied in all steps of the imaging process: capture, processing and printing. It should therefore not be applied in the camera because it can be corrected in processing and printing.

Raster Image

Raster images are stored in a computer in the form of a grid of picture elements, or pixels. These pixels contain the images color and brightness information. Image editors can change the pixels to improve the image in many ways. The pixels can be changed as a group, or individually, by the refined algorithms within the image editors.

- ✚ The domain of this article primarily refers to bitmap graphics editors, which are often used to alter photographs and other raster graphics.
- ✚ Vector graphics software, such as Adobe Illustrator, Corel DRAW, Xara Designer Pro or Inkscape, are used to create and modify vector images, which are stored as descriptions of lines, Bézier splines and text instead of pixels.
- ✚ It is easier to rasterize a vector image than to vectorize a raster image; how to go about vectorizing a raster image is the focus of much research in the field of computer vision.



✚ Vector images can be modified more easily, because they contain descriptions of the shapes for easy rearrangement. They are also scalable, being rasterizable at any resolution.

Automatic Image Enhancement

✚ Camera or computer image editing programs often offer basic automatic image improvement features that correct color hue and brightness imbalances as well as other

image editing features, such as red eye removal, sharpness adjustments, zoom features and automatic cropping.

✚ These are called automatic because generally they happen without user interaction or are offered with one click of a button or mouse button or by selecting an option from a menu.

✚ Some automatic editing features offer a combination of editing actions with little or no user interaction.

Digital Data Compression

✚ Many image file formats use data compression to reduce file size and save storage space.

✚ Digital compression of images may take place in the camera, or can be done in the computer with the image editor.

✚ When images are stored in Joint Photographic Experts Group (JPEG) format, compression has already taken place.

✚ Both cameras and computer programs allow the user to set the level of compression.

Some compression processes such as those used in Portable Network Graphics (PNG) file format, are lossless, which means no information is lost when the file is saved. By contrast, the JPEG file format uses a lossy compression algorithm by which the greater the compression, the more information is lost, ultimately reducing image quality or detail that cannot be restored. JPEG uses knowledge of the way the human brain and eyes perceive color to make this loss of detail less noticeable.

Key Terms and Definitions

Photoshop Document (.psd). A .psd file is the file format in which Photoshop saves documents by default. It is a multi-layer document that retains its full editing options when saved. In many cases, you will export web graphics from a .psd document file format.

Layers. Photoshop documents are composed of layers, which can basically be described as single transparent sheets which hold particular pieces of an image. These layers can contain images, text and vector graphics. They can be rearranged and grouped according to user needs. Layers are controlled with the use of the Layers pane.

Selections. Selections refer to regions in an image that will be affected by the various tools. A selection in Photoshop is similar to a selection that you highlight in a word processing application. Once you have selected an area, you can apply a tool to it, such as paintbrush, or perform an operation such as copy or crop. Selections can be any shape and size; the shape depends on which selection tool you are working with. Your selection will apply only to the current layer. If that layer is empty in the region selected, an error message will appear. When this happens, go to the Layers pane and select the correct layer.

Resolution. Resolution refers to the number of pixels in a full size image. An image with high resolution contains more information than an image with low resolution and therefore, one can always convert a high resolution (hi-res) image to a low resolutions (lo-res) image. However, because information is lost in the conversion, the reverse is not true. If you were to increase the resolution of a lo-res image, the result would be fuzzy.

Image Size. Resolution should not be confused with image size, which is also expressed in pixels. Image size deals with the actual number of pixels tall and wide an image is. For an idea of how the two differ, go to Image Size in the Image menu, and plug in different numbers for image size and resolution.

Color mode. Color mode refers to the types of colors you will be using in your image. CMYK and RGB are the most important of these modes to be familiar with.

- CMYK is the setting for images that will be printed to paper. The letters refer to the four channels of color used to create every color available: Cyan, Magenta, yellow and black.
- RGB refers to the three channel color mode suitable for images to be viewed on the web: red, green and blue.

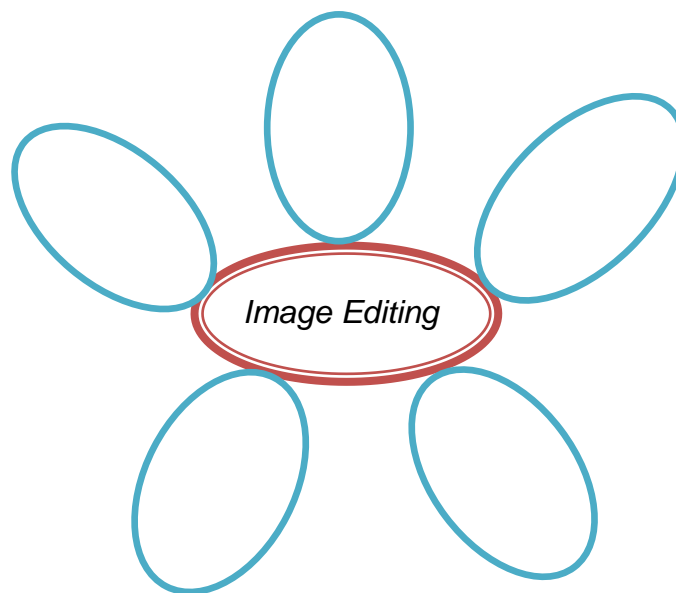


Process

Let us see if you understood what you have read.

Direction: Complete the web below by enumerating the basics of photo editing. Give brief description of each.

Activity. Complete the Web



Reflect and Understand

You have learned that image editing is an enjoyable activity but it entails a lot of patience and creativity. As a photo editor, you must have an eye for art. Bear in mind that the pictures you will come up with support the idea that you wish to convey.

A photo is worth a thousand words, they say. It depends on the photo and on the words of course. However, just by learning the basic image editing techniques, you can make sure that your photos put across the message you want and get your views to read your words, too.

Below are other features of photo editing that you need to learn. Read and understand them carefully.

Screen Resolution

Screen resolution is close to 72 pixels per inch. If you are working with graphics to be viewed only on screen, 72 should be fine. Depending on the printer you are using, you may increase this above 72 for graphics. The preferred resolution for images is 300 while the standard resolution for printing is 150. A typical monitor is set to display somewhere around 800x600 pixels. This means that a 1"x1", 600dpi (dots per inch) image would fill up most of the screen. It is becoming more and more common that monitors are set to display at higher resolution—somewhere around 1024x768 pixels.

For this reason you must design screen graphics at a lower resolution: 72dpi is the standard for the **world wide web** (www). Due to screen resolution limitations, you should measure the dimensions of images using pixels. To be safe, never publish an image for the web that is more than 800 pixels wide or 600 pixels high. Unless the screen image you are using came from the web, it is likely that you will have to edit the image so that it is an appropriate resolution and size for display. To do so, rely on Photoshop's tools for cropping and resizing images.

As a basic rule for a medium web-site image, reduce the longest side of your image to around 450pixels. Make sure that it is set at the 72dpi standard resolution for web use. Adjust the quality further if necessary, so that your final image ends up at about 30-50kb in size. Small thumbnail images can be even smaller at 200 pixels wide and 10-15kb in size.

Layering

Often times, when you find yourself frustrated with Photoshop, it is because you are trying to perform operations on a layer that is not currently selected. Simply click on the name of a layer in order to designate it as the current layer. Whenever you add text to an image in Photoshop, the text appears on a new layer. You can "merge down" layers to consolidate them, and "flatten image" to force the entire contents of the image onto one layer.



Learners like you are very creative. It is now time for you to transfer your learning on photo editing into another way. This is one way to tap your multiple intelligences.

Directions: Below are two activities that you will accomplish in groups. Share your outputs in class.

1. Conduct research on the basics of image editing that are not included in the module. You can read books, magazines, or surf the net. Summarize it and share it to class.
2. Based on your research make a four line rhyme/jingle about the meaning and basics of photo editing and perform it in class.



Lesson 2



Overview of Adobe Photoshop

Adobe Photoshop is a seriously powerful photo and image editing application. Let us have a quick look at what Photoshop is, and what it is not. Remember that Photoshop is not a drawing program.

This is a very common source of confusion and frustration. Although it is possible to use Photoshop to design and construct original graphics, you will find that it is difficult and limited. The reason is that Photoshop is not intended to be used for this type of work. Photoshop is an *image editing* tool, not a *design tool*. To create original images, Adobe provides other specialist programs such as Adobe Illustrator and Adobe Image Ready.



PS Trivia

The real power of Photoshop is in working with existing images. Typical tasks include treating and manipulation, compositing, converting to different formats, printing, etc.

Compatibility

Photoshop tends to work well with other applications. As well as integrating seamlessly with other Adobe products (such as Premiere, Illustrator, etc), Photoshop formats are also widely recognized and able to be imported into programs such as Macromedia Fireworks, Corel Draw, etc.

Elements of the Interface



Perhaps the most important element of the Photoshop interface is the toolbar. It contains a bunch of icons that represent the different tools Photoshop offers to alter and create images. These include tools for selecting specific areas of images, changing the colors of the image, stretching, transforming, and erasing parts of an image, and many more. To get an idea of what some of these tools can do, mouse over the icons and you will get an explanatory tool tip.

PS Reminder

Photoshop is so feature-rich that it does take a while to learn all the ins and outs. Don't expect to become proficient overnight. However, the interface is well set out and informative.

Fig. 1. The Photoshop Toolbar

A. Panes

Panes are also important features of the Photoshop interface. All sorts of information are displayed in these panes. They display location information, tool options, and history, among other things. If you ever lose track of a specific pane (they tend to stack up), go to the windows menu and select that pane to view it.

B. Menu Bar

Menus are probably the most familiar interface elements to a new Photoshop user. They contain all sorts of options, but since these are not as visible as panes or the toolbar, they are often only partially explored. Below are the features on the menu bar.

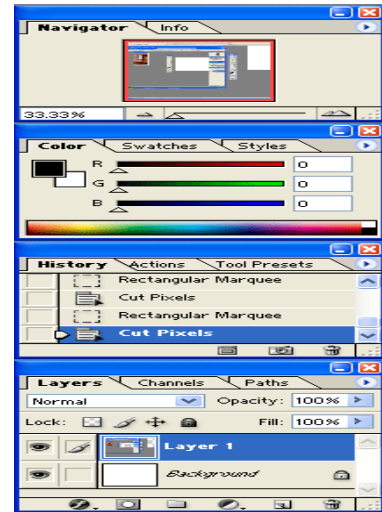


Fig. 2. Various Photoshop Panes

1. File Menu contains all of the stuff you expect. It lets you open and close documents with a few extras including import, which deals with scanning, and save for web, which allows you to export a web-ready image from your Photoshop file.
2. Edit Menu is another familiar menu. In Photoshop, edit houses all of the expected options as well as fill and stroke, and other image-altering functions.
3. Items on the image menu affect a whole image for the most part. Here you will find color adjustments, size adjustments, and any other changes you need to make globally when working with a Photoshop file.
4. The layer menu is similar to the image menu. It allows you to make changes to an image without altering your original image data. It contains options that affect only current or selected layers. Just understand that an image in Photoshop consists of stacked transparent layers. Options in the Layer menu affect these pieces of the image rather than the complete image.
5. The select menu deals with selections you make. Selecting the specific parts of an image you would like to change is a difficult part when working with Photoshop. This menu gives you some options regarding selections, including the ability to save selections, reverse them, or add to them. Learning the options on the selection menu can really save you some time.
6. The filter menu is probably what most people think when they work with Photoshop. The filter menu allows you to apply filters to any part of your image. These filters include ways to change the texture of the image, with some potentially radical results.

7. The view menu is where you change the view settings. You can use this to show and display guidelines on the image and to zoom in and out, among other things.
8. The window menu allows you to toggle back and forth between hide and show for each interface element. This is the first place you should go if you lose track of a particular window while you are working.
9. Last and least is the help menu. The help documentation is not so helpful, but for some reasons, this menu contains two nice features: resize image and export transparent image.

C. Options Bar

The options bar which is located directly underneath the menus is a useful tool when working with the different Photoshop tools.

As you can see right now, when the selection tool is in use, the options bar reflects the changes that can be made to how that specific tool operates. Here, you have selection options and style options which include the ability to make the selection tool a specific size in pixels. When you switch tools, to the paintbrush tool for instance, these options change. When a tool in Photoshop is not behaving as you expect it to, the options bar should be the first place you look to fix it.

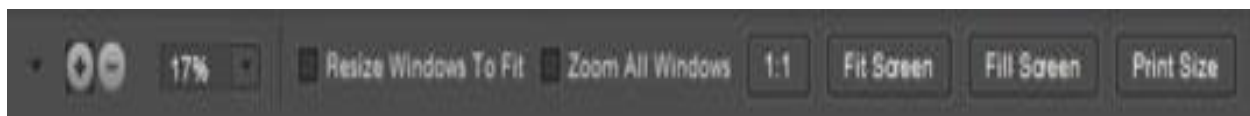


Fig. 3. The options bar

Parts of the Options Bar

- ✓ Zoom In/Zoom Out tools: You can choose Zoom In or Zoom Out as separate tools to avoid using the Alt key to toggle between the two.
- ✓ Zoom percentage: This figure shows you the current zoom level as a percentage. You can edit the text by typing values between 5 and 3200.
- ✓ Zoom slider: Click the down-pointing arrow to open a slider bar. Drag the slider left to zoom out or right to zoom in.
- ✓ Resize Windows to Fit: Select this check box to resize the window along with the image zoom. Deselect the box to zoom in and out of an image while the image window remains at a fixed size.
- ✓ Zoom All Windows: If you have multiple images open and select this check box, zooming with the zoom tool zooms all open documents simultaneously.
- ✓ 1:1: Click this button to zoom the current window to a 1-to-1 ratio, showing the zoom level at which the file will be printed.

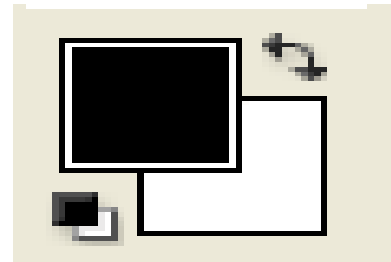
- ✓ Fit Screen: Click to fit the image within the image window.
- ✓ Fill Screen: Click to zoom the current window to fill the screen.
- ✓ Print Size: Click to zoom the image to the size of the print file. Often, this option shows you the same size as 1:1.

Creating Graphics in Photoshop

An advantage of Photoshop over basic photo editing software is the ability it gives you to create your own graphics. There are numerous tools in Photoshop.

Most of the functions these tools perform are based on your selection in an image. The effect or tool only operates within a selection.

Make a small selection and select the paintbrush tool. Move the mouse over your selection holding down the mouse button. You'll see that the image is only altered within the selection.



Foreground/Background Colors

The foreground color, which will be applied by tools like the paintbrush, is represented by the top square in the middle of the toolbar.

Colors and Graphics

To change this color, double click the square. This reveals the color picker, where you can pick a color with several different methods, including RGB values, hexadecimal codes and by simply selection. If you are making an image for the web, it is best to check the "only web colors" box to ensure that no dithering (reductions in color quality) will take place. Once you have picked your color, click ok, and you are ready to go.

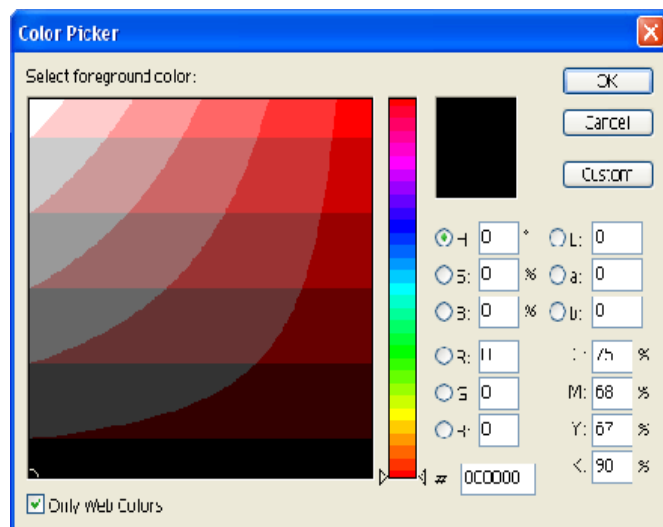


Fig. 4. The Color Picker

Stroke and Fill

The most basic ways to apply colors to an image are to use Fill and Stroke, both available on the edit menu. Make a selection, and choose fill from the edit menu. A dialog will appear asking you to make some decisions about colors and transparency.

Make your selections, and press OK to fill the selection with the chosen color. Stroke operates in much the same manner, though you are given the chance to determine the weight of the lines you create.



Paintbrush tool

Make a selection and choose the tool from the toolbar. You can change the size of the brush in the options bar, as well as the behaviors of the paint. The best way to learn what these options do (and some of it is pretty surprising) is to experiment. Remember, you have multiple undo's and layers so do not worry about ruining your image.



Pencil Tool

The Pencil tool works much like the Paintbrush, but draws a distinct line rather than a feathery painted one. Click and hold the paintbrush icon to reveal the pencil.



Eraser Tool

The eraser tool works much like the Paintbrush and Pencil, but rather than fill the selected region with a color, it actually removes whatever is in the selection and reveals the background. This is a very useful tool for cleaning up images with rough edges.



Little by little, you are gaining knowledge about the different features and skills in working with Photoshop application. To learn more, open your personal computer or laptop installed with Adobe Photoshop and do the following:

Activity 1. Do It Right

1. Launching the Photoshop Application

- ✚ Click the start button on the Windows taskbar. Point to All Programs on the start menu. Point to Adobe and then click Adobe Photoshop.
- ✚ Once you have opened the application (after a few moments of loading time), the Photoshop interface will appear as shown on the next page.

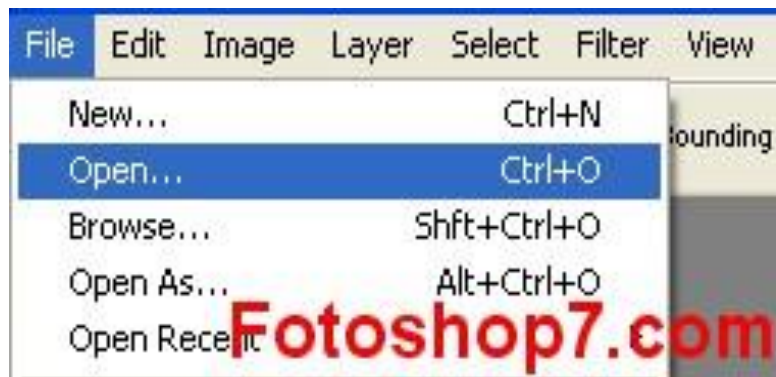


Fig. 5. Photoshop Interface

2. Opening a Photoshop Document

To open or create a new document in Photoshop, follow these steps:

- ✚ Click “File” on the menu bar, and then select “New”.
- ✚ You will see a New dialog box like this.



- ✚ Use the New dialog box to create a new, blank document. Then, select the attributes for the new file.
- ✚ Type a name for your new document and select a preset size from a drop down list. Then set the resolution and background of your new Photoshop document. You can choose a colored, white, or transparent background.
- ✚ The resolution which tells how much information is contained in your image, how clear it is, how big the file is and what it looks like in the format you want to output it in. Do not get confused.

As a beginner, just use the default resolution of 72. The recommended setting is:

Web Resolution = 72dpi
Print resolution = 150 or 300dpi
Film Resolution = 600dpi

3. Saving a Photoshop Document

To save your file after working on your new Photoshop document, follow the steps below:

1. Click the file menu.
2. Click Save as.
3. Choose the file format (e.g. in PSD) you wish to save the file .



Fig. 6. Workspace Switcher

4. Closing a Photoshop Document

After saving your Photoshop document, follow the steps below to close it:

1. Click the file menu.
2. Click the Close button, or simply press Ctrl+w.



Congratulations for doing it right! You are now leveling up on your photo editing skills. Keep on learning more.

Other activities are given below for you to accomplish. All you need to do is apply the learning you derived from the lesson.

Activity 2. Memory Enhancer

Direction: Label the Parts of the Photoshop Window below.



Fig. 7. Parts of a Photoshop Window

Activity 3. Show Me the Way

Direction: Demonstrate the following skills:

1. Launch the Adobe Photoshop software.
2. Open a .psd file.
3. Save a .psd file.
4. Close the Adobe Photoshop application properly.

Activity 4. Tell My Name

Provide each learner with a name based on the different parts of the workspace switcher, Photoshop toolbars, various Photoshop panes, options bar and the key terms and definitions. Each has to describe the word given to them for their classmates to identify.



Reflect and Understand

You have explored some of the features of Adobe Photoshop. Now, try to surf the net and look for other photo editing software. Then, compare and contrast their features with Photoshop.

Visit the website: <http://www.pcmag.com/article2/0,2817,2369237,00.asp>



Transfer

Open an Adobe Photoshop Interface and explore the different menus. Share with your classmates whatever you will discover as well as the problems that you will encounter.

Lesson 3



The Photoshop Toolbars

In the previous lesson, you have learned the steps in launching the Adobe Photoshop application including the steps on opening, creating, saving and closing a document. Similarly, you have gained knowledge on the elements of the interface, particularly the distinguishing features of the panes, menu bars and the options bar.

Now it is time to learn how to use some of the tools in the Photoshop toolbar.

In working with any photo editing software such as Adobe Photoshop, you need to learn the different tools on when and how to use them. For you to become a good photo editor, using the different tools as shown in the illustration below will help you come up with an appealing and quality output.

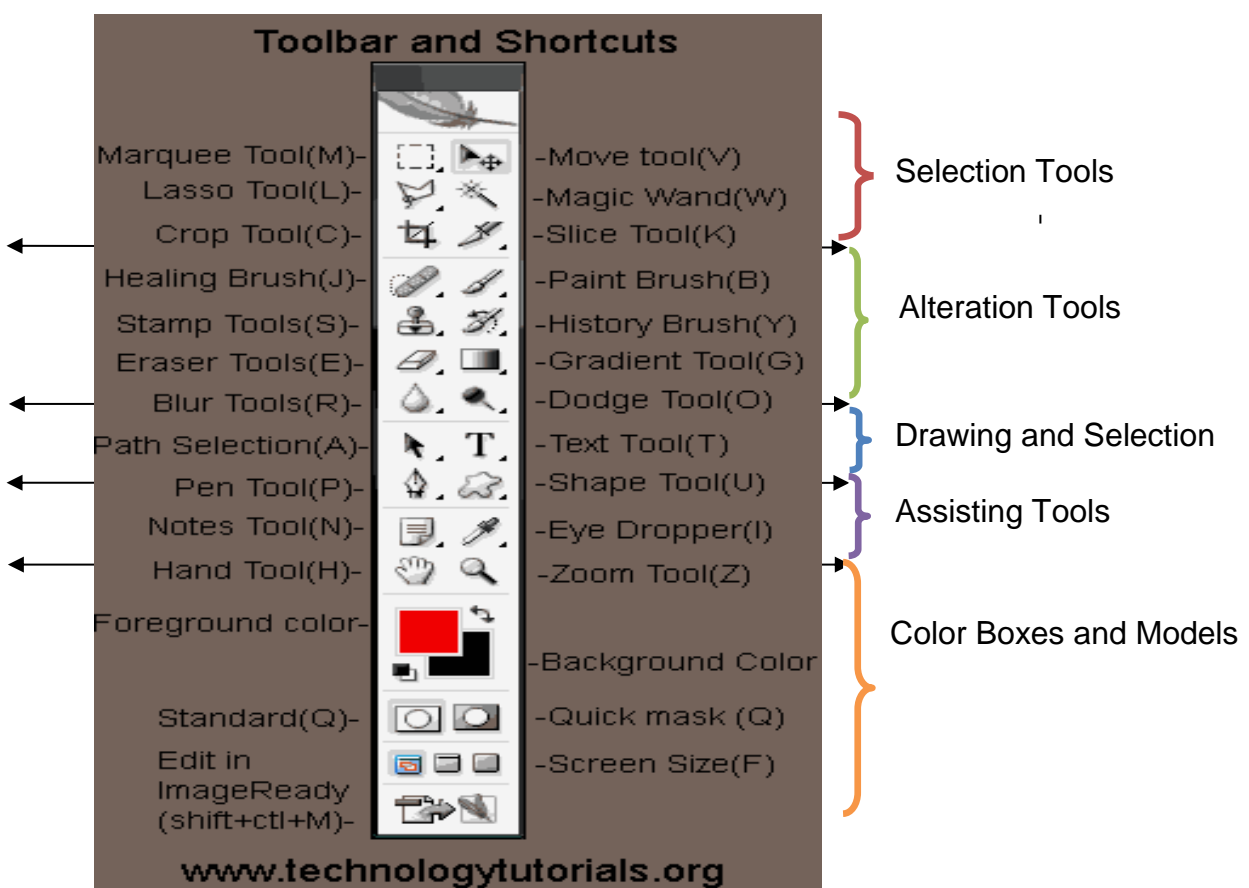


Fig. 8. Toolbars and Shortcuts

1. Selection Tools

The selection tools are used to facilitate the process of making selections of shapes, colors and objects inside Photoshop, and positioning them in the working image area. With tools like the magnetic lasso and magic wand, Photoshop packs a powerful array of selection gadgets!

In Photoshop, selections that you learned in Lesson 1 are used to work in a specified area, while not altering any of the area around it. In many regards, *a selection is a lot like a stencil*. You are basically enabling yourself to only paint in one area while the rest of your canvass is left unaffected.

There are variety of tools to help you draw out specific sizes and shapes of selections in Photoshop.

A. Cropping

One of the benefits of cropping a photo with Adobe Photoshop is the speed with which you can perform the task. Unlike some of Photoshop's more complex selection tools, choosing an area to crop in Photoshop is as quick as drawing a square around a segment of the picture and pressing the Enter key. Cropping works best when you want to reduce the size or change the shape of a picture.

Read more:

[How to Crop a Photo in Adobe Photoshop | eHow.com http://www.ehow.com/how_2044098_crop-photo-adobe-photoshop.html#ixzz2DTQ8eBhk](http://www.ehow.com/how_2044098_crop-photo-adobe-photoshop.html#ixzz2DTQ8eBhk)

B. Lasso Tools

The Lasso Selection Tools allow you to make selections of irregular shapes. Using the ordinary lasso tool, simply click and drag a freehand selection with your mouse. With the Polygonal Lasso Tool, click to make various points which will define a selection and finish your selection by clicking the starting point. Lasso tool allows you to draw a selection by dragging the cursor freehand. The selection will automatically close itself.

Lasso tools are similar to the marquee tools, except that the lasso tools give you ultimate freedom in terms of the shape of your selection. There are different lasso tools.



PS Reminder

A note about lasso tool options:

When extracting part of an image from its background, the result will be choppy and rough around the edges unless you adjust the feather value in the options bar. This fades the edges you create and can smooth the region into its new background.

Magnetic Polygon Lasso tool works a little like a combination of the other two lasso tools. As you drag, the selection maps to natural borders in the image. This is a useful tool when dealing with well-defined and high-contrast images.

Polygonal Lasso tool helps you create a selection composed of straight lines that can be as short as one pixel. The selection grows with each additional click. This tool is especially useful for cutting out objects in an image to place on new backgrounds.

C. Marquee Selection Tools

The following tools allow you to select regions in your image to alter, copy, move and apply filters.

Rectangular marquee tool is the default selection setting. You can make a selection of any rectangular size and shape.

Elliptical marquee tool is available when you click and hold down on the selection tool region of the tool bar, selects elliptical spaces. To select a round area, hold the shift key while clicking and dragging.

Single row is a tool that will select a 1pixel region that is as wide as your image. This is very useful for trimming edges and making straight lines.

Single column is a tool that will select a 1pixel region that is as tall as your image. Similar to single row tool, this is also very useful for trimming edges and making straight lines.

Move Tool allows you to move an entire layer at a time. When you have selected this tool, click on a layer in the layer pane, and then click and drag on the image. The current layer will move all at once. You can even move it outside of the current image size. Do not worry, though, parts of an image that move outside the borders still exist, they are just hidden. They will only be cropped out if you flatten the image.

Magic Wand Tool is similar to the magnetic polygon lasso tool except that rather than dragging to make a selection, you click in a region and a selection appears around similar colored pixels. You can control how similar pixels must be to be included in the selection by altering the tolerance value. This tool is useful for selecting monochromatic regions or pieces of high-contrast images.

Crop Tool works similarly to the Rectangular Marquee tool. The difference is when you press the [Enter/Return] key it crops your image to the size of the box. Any information that was on the outside of the box will be gone. However, it is not permanent, you can still undo.

Slice Tool is used mostly for building websites, or splitting up one image into smaller ones when saving out. It is a kind of advanced tool, and since you are studying the basics, you will skip it for the meantime.

C. Exposure

Exposure in digital photography is best visualized in a statistical graph called a "histogram," which plots the amount of information in the tonal values ranging from pure black, to middle grey, to pure white. For most images, perfect exposure is represented by the typical "bell curve".

The levels tool is a powerful way to redefine the tonal values of an image. It displays a histogram of those tonal levels. The levels tool can be found under the menu-Image/Adjustments/Levels. Be cautious never use "Auto Levels"!!!

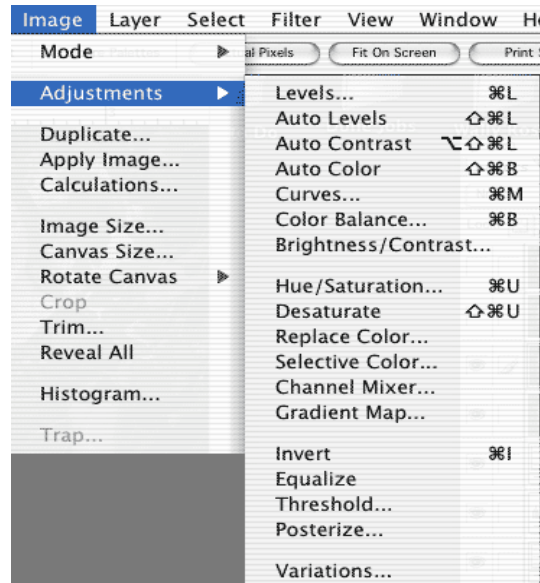


Fig. 9. Level Tools

D. Cloning

Cloning is a great way to remove blemishes and unwanted objects to bring out the best in your pictures.

Photoshop's clone stamp tool allows you to duplicate part of an image. The process involves setting a sampling point in the image which will be used as a reference to create a new cloned area.

2. Alteration Tools

You will learn more of this as you go on with the module.

Alteration tools are also indispensable tools that you need to be familiar of. Each tool under it is described below.

A. Healing Brush

This is a really useful but mildly advanced tool. You can use this tool to repair scratches and blemishes. It works like the brush tool. Choose your cursor size, then holding the [Alt] key, you can select a nice or clean area of your image. Let go of the [Alt] key and paint over the bad area. It basically copies the info from the first area to the second, in the form of the brush tool. Only, at the end, it averages the information, so it blends.

B. Brush Tool

This is one of the first tools ever. It is what Photoshop is based on. It paints your image in whatever color and size you have selected. You can use it to draw lines of different thickness and colors.

C. Clone Stamp

This is very similar to the Healing Brush Tool. You use it the exact same way, except this tool does not blend at the end. It is a direct copy of the information from the first selected area to the second. When you learn to use both of these tools together in perfect harmony, you will be a Photoshop master.

D. Art History Brush

This tool works just like the Brush Tool. It is used to paint over an image using the source data from a specified history state or snap shot.

E. Erase Tool

This is the anti-brush tool. It works like an eraser and removes whatever path or stroke you wish to erase. If you are on a Layer, it erases the information with transparent color. If you are on the background layer, it erases with whatever secondary color you have selected. You can use the Erase tool on paths, but not on text.

F. Paint Bucket Tool

This tool is used to fill an image or a selection with any color of your choice.

G. Gradient Tool

You can use this to make a gradiation of colors. Gradiation does not appear to be a word, but it makes sense anyway. It creates a blending of your foreground color and background color when you click and drag it like a gradient.

H. Blur Tool

The Blur tool blurs the sharp edges of an image. Click and drag the brush along the edges. The

I. Dodge Tool

This tool is not as crappy as the car brand. It is actually used to lighten whatever area you use it on as long as it is not an absolute black. Absolute black cannot be lightened.

3. Drawing and Selection Tools

A. Path Selection Tool

It is related to the Pen Tool. You use this tool when working with paths.

B. Text Tool or Horizontal Type Tool

You can click a single point, and start typing right away. Otherwise, you can click and drag to make a bounding box of where your text/type goes. There are many options for the Type Tool that you can choose from. Just play around, it is fairly straight-forward.

C. Pen Tool

It is used for drawing smooth-edged paths, selected in the Path Selection Tool. Paths can be used in a few different ways, mostly to create clipping paths, or to create selections. Click and drag the anchor points to modify the path. This will allow you to bend and shape the path for accurate selections.

D. Rectangular Tool or Shape Tool

By default it draws a Shape Layer in the form of a rectangle. It fills the rectangle with whatever foreground color you have selected. It is somewhat complicated but as you increase your skill level in working with Photoshop, you will learn it perfectly.

4. Assisting Tools

A. Notes Tool

This tool serves as a comment feature usually used for electronic text edits but digital just like post-it notes. You can use this tool to add small note boxes to your image. These are useful if you are very forgetful, or if you are sharing your Photoshop file with someone else. It only works with .psd files.

B. Eyedropper Tool

This tool takes color samples from colors on the page and displays them in the Color Boxes. It works by changing your foreground color to whatever color you click on. Holding the [Alt] key will change your background color.

C. Hand Tool

This tool allows you to move around within the image. It is used for moving your entire image within a window. Just click and drag. You can get to this tool at any time while using other tools by pressing and holding the [Spacebar].

D. Zoom Tool

This tool magnifies or reduces the display of any area in your image window. It allows you to zoom into your image. Hold the [Alt] key to zoom out. Holding the [Shift] key will zoom all of the windows you have opened at the same time. Double-click on the Zoom Tool in the palette to go back to 100% view.

5. Color Boxes and Models

These tools consist of the foreground color, background color, quick mask, screen size, standard and image ready. To reverse the foreground and background colors, click the Switch Colors icon (the arrow) in the toolbox.

A Note on Selection Modes (in the options bar):

- Normal mode allows you to drag the cursor to create the selection size you want.
- Constrained aspect ratio allows you to choose a scalable rectangle, say with a width to height ratio of 1 to 2. The selection will grow when you drag, but will remain the same shape.

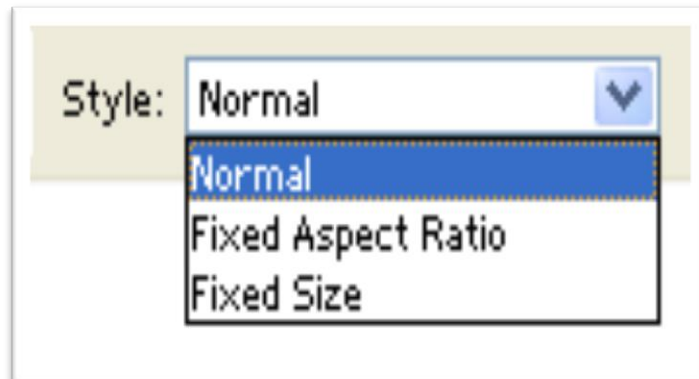


Fig. 10. Selection Mode

- Fixed Size/Fixed Aspect Ratio allows you to predetermine the size, in pixels or a ratio, of the selection you will make. When you click with fixed size selected, a selection box of the exact size you specified will automatically appear. With fixed aspect ratio, you can make different-sized selections of the same shape. This is a particularly helpful tool when cropping images to a certain size or drawing identical boxes.



Now that you have learned the components of the Photoshop toolbar, you are ready to apply your new learning to the different activities below. But before doing so, practice first on cropping images to revisit the skill you learned in previous lessons.

Steps in cropping an image

1. Open Adobe Photoshop. Select the "File" menu. Select the "Open" option. Click on a photo file name.
2. Click the "View" menu and select "Fit on Screen" so you can see the entire image.
3. Click the "Crop" tool, which looks like two crossed right angles and is the fifth icon from the top of the "Tools" column. The cursor changes to the crop icon.
4. Draw a dotted rectangle or square around the part of the photo that you want to keep. A nine-square grid with blinking dotted lines appears over the image and the to-be-cropped area turns dark.
5. Press the Enter key on the keyboard to crop the photo. Go to "File" then click "Save" to save the crop to the original picture, or select "Save As" to create a new picture from the cropped image.

Activity 1. Have Fun Clicking Around

Directions: You are given three tasks to do. Open your computer and perform the activity.

1. You want to erase an area. Find the Eraser Tool. What other tools are on the fly out menu?
2. You want to select an area. Find the Magnetic Polygon Lasso Tool. What other tools are on the fly out menu?
3. You want to draw a shape. Find the Ellipse Tool. What other tools are on the fly out menu?

Activity 2. You can Do Magic

Directions: Choose pictures of nature from the files saved in your computer. Produce a photo collage by applying the skills you learned on Adobe Photoshop. Save your Photoshop document as You Can Do Magic.psd. Print your work for the classroom photo exhibit.

- | | |
|-------------|-------------------------|
| a. Cropping | c. Correcting |
| b. Resizing | d. Sharpening/Softening |



Reflect and Understand

Did you enjoy doing the previous activities? If yes, you are now on the right track towards attaining your goals of becoming a good photo editor. You now possess the skills, knowledge and attitude needed by a successful entrepreneur. Just keep on improving your skills. Remember, constant and correct practice makes a person perfect.

However, if you find difficulty in doing the given tasks, you have nothing to worry about because more activities are provided in the next lessons. Just have that positive mental attitude. If you believe in yourself, you can do it! Always be guided by the competencies of a successful entrepreneur.



Transfer

Now that you have gained the confidence and determination to pursue your goals, it is time for you to apply what you have learned.

In your Personal Computer (PC), open Adobe Photoshop and do a nature drawing with the following elements. Save your file as PS Toolbar apps.psd.

- a. Sky - use a gradient tool
- b. Clouds - use a soft brush and use the smudge tool
- c. Mountains - use paint brush
- d. Grass - use the grass brush
- e. Tree - use the paint brush to draw the trunks
- f. Leaves - use leaf brush

Congratulations for doing a good job!

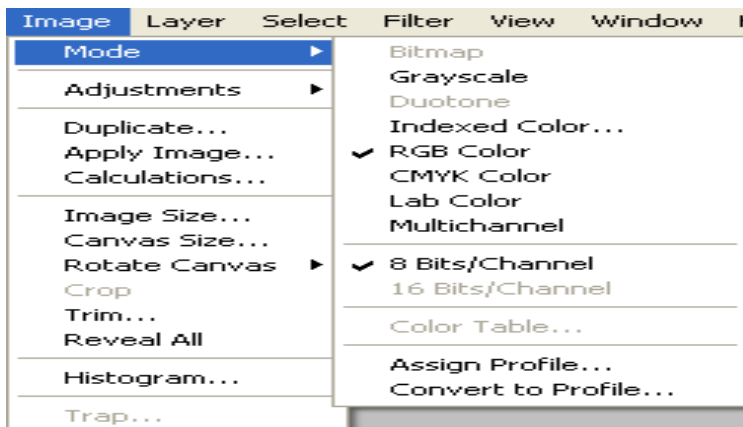
Lesson 4



The Image Menu

Image Menu option is very important for photo editing in the Adobe Photoshop. It is used for adjusting and modifying color mode, brightness, deepness etc. The details of the image menu are discussed below.

1. Mode



The first item on the Image menu is Mode. This is what you use to change the color mode and appearance on the entire image. You have some other choices here, including grayscale and duotone. Some modes' availability depends on the pre-existing color mode.

Fig. 11. The Image and Mode menus

2. Adjustment

You can see that the adjust option on the Image menu gives you a lot of different tools for adjusting your image. The most basic types of adjustments you can make with Photoshop involve colors and brightness.

The most simple is the contrast/brightness adjustment. When you select contrast/brightness, you are confronted with a dialog box with a slider for both brightness and contrast. Moving the sliders to the left makes the picture murkier or darker, and moving the sliders to the right brightens and increases the contrast between the dark and light colors in the image. You can play around with both sliders

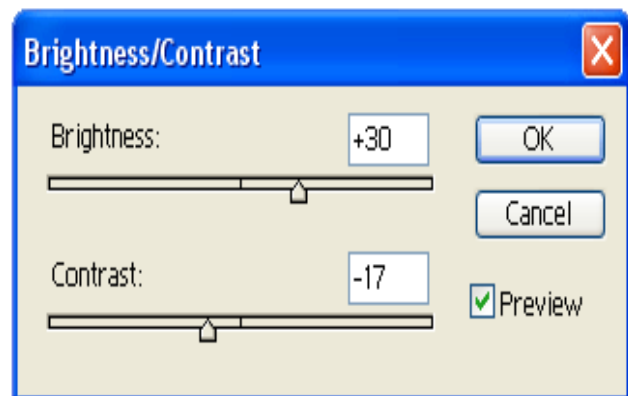


Fig. 12. The Brightness/Contrast dialog

until you get a suitable mix; the change is previewed in the image. This tool is helpful for brightening pictures that were taken in low light.

The other adjustments you can make with the options on the adjustments menu are a little more complex, and the best way to learn about them is just to experiment. Because Photoshop allows you to preview your adjustments, you can get a good feel for the adjustments without hurting your image.

3. Image size

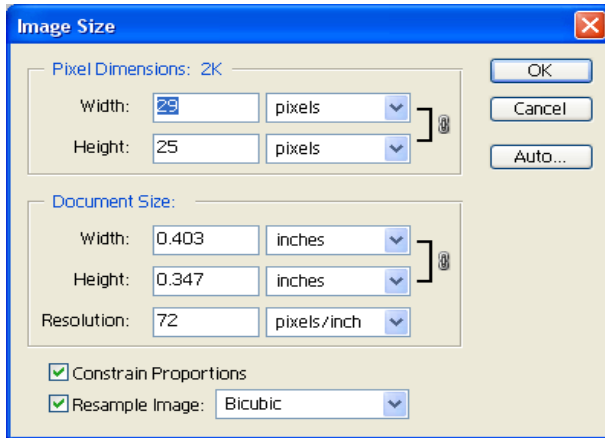


Fig. 13. The Image Size dialog

that all the numbers change when you change one of them. This default setting preserves the original height and width ratio of your image when you make changes to its size. If you want to change only one dimension of the image, uncheck the "constrain proportions" checkbox at the bottom of the dialog.

Notice that in the Documents size settings, you have the option to change the resolution (remember, images will always be approximately 72 pixels/inch on screen). You can use this to change the resolution of your image but, if you do not want the quality to decrease, you should only go from hi-res to low-res.

Another common basic feature of Photoshop that lives on the Image menu is image size. You use this function to resize an image. When you select image size from the Image menu, a dialog box appears with some numbers corresponding to the current size.

You will notice that there are two sets of sizes, Pixel Dimensions and Document Size. Pixel Dimensions refers to the image's size on screen, and Document Size refers to the size at which the document will print. You will observe

4. Canvas Size

Canvas Size is similar to Image Size, but changes to an image's canvas size can provide more working area for your image. In case you want to annotate it, copy more images into it, or perform any number of other graphic variations.

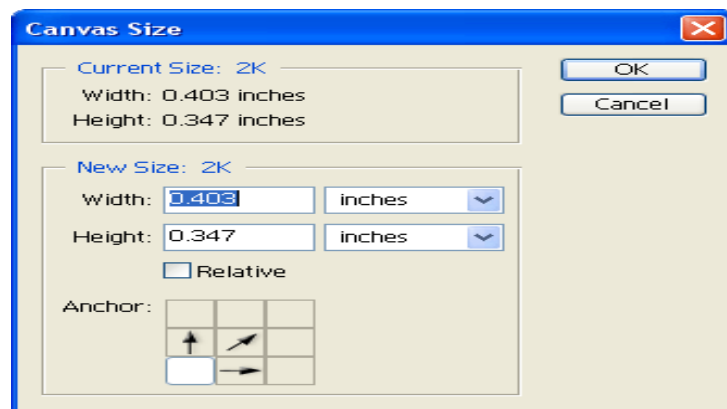


Fig. 14. Canvas Size dialog

5. Crop

The Crop function in the image menu is fairly straightforward. Make a selection, go to Image and select crop. Then, everything outside your selection disappears. The image size reflects the change.



Now that you are familiar with the image menu feature of Adobe Photoshop, your photo editing skills is gradually increasing. However, doing it once or twice is not enough. To master its features, open your computer, explore the image menu and learn more about its functions.

For your next activity, open your output in Lesson 3 with the filename You Can Do Magic.psd. Then, apply the following features of the image menu:

- a. Mode
- b. Adjustment
- c. Image size
- d. Canvass size
- e. Crop

Save it with the filename Image Menu Output.psd.

Good luck!



In as much that you are done learning the Image Menu feature of the Adobe Photoshop, learn more about it by watching the video uploaded in the YouTube entitled Photoshop Tutorial – Image Menu.

Directions: Open the URL given below. Download the video and save it in a CD or in your flash disk. Watch the video and make a list of the learning you can gain from it. Share it before the class for discussion.

www.youtube.com/watch?v=E8DmvSO-QL0



Transfer

You have learned much about image menu through classroom discussions, demonstration and tutorial video presentations. The next activity will test your familiarity with the tools and terms discussed. Take note that these are terms worth learning, remembering and applying. You are now a few steps away for becoming a good photo editor.

Directions: Choose the image menu being described in the following statements. Write only the letter of the correct answer.

1. This is where you change the current document's color mode and bit depth.
2. From here, you can change the colors and overall tonal quality of your image.
3. This option lets you change your image's resolution and dimensions.
4. Choose this option to change your document's dimensions without changing its file size or resolution. Use this command if you need more space in your document but do not want to resize the elements that are already there. This command saves the area you have selected and deletes everything else, leaving you with an image that is only as big as the selected area.
 - a. Crop
 - b. Mode
 - c. Image size
 - d. Adjust
 - e. Canvas size
 - f. Layer
 - g. Tools

Lesson 5



Layer Management

The most difficult aspect of working in Photoshop is how to work in a document on multiple layers. Creating multiple layers lets you easily control how your artwork is displayed, edited and printed.

Layers Pane

The layers pane is one of the panes that is best to keep visible at all times. If you do not see it when you open Photoshop, go to window> show layers and it will be restored.

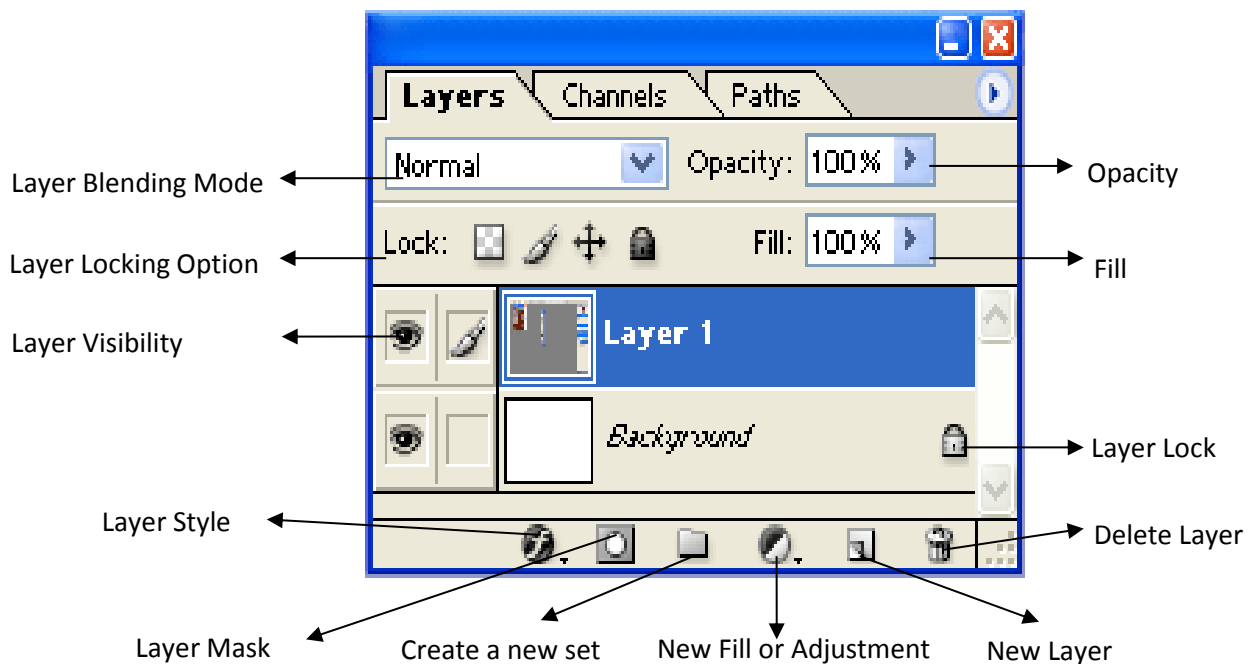


Fig. 15. The Layers Pane



Shop Reminder

Adding New Layers

You can think of the layers as clear pages overlaying each other.

The layers pane provides a good visualization of this concept because the layers appear in the layers pane as they are organized in the document. To demonstrate this, add a new layer and type a little on it.

- Go to Layer> and Select New Layer.
Type a name for the layer in the dialog box that appears and click enter.
- It should now appear in the layers pane (but since it is currently empty, there will be no sign of it in the image).
- Select the text tool from the tool bar, click and drag somewhere on the image (making sure the new layer is still highlighted in blue).

A note on working with jpeg file copied from other applications:

- If you have pasted in a jpeg image, you will notice that there is only one layer.
- If you open a jpeg image, this layer will be called "background" and will have a lock icon demonstrating that it is locked. In order to unlock it, double click on the layer name in the layer pane and change the name.
- The layer is now unlocked.
Depending on how you plan to alter this image, it may be a good idea to leave this layer alone, and do your work on other layers.

Selecting Layers

1. Select the **Type tool** and type a title or Filename. On the top text layer, **click the eye icon**.
2. **Click on the paintbrush** next to it.
3. **Click on the name** of the layer below.
4. You see that the paintbrush now shows on the new active layer.
5. **Click on the empty paintbrush box to lock and unlock layers** to avoid unwanted changes.
6. The squiggle means it is **locked**.

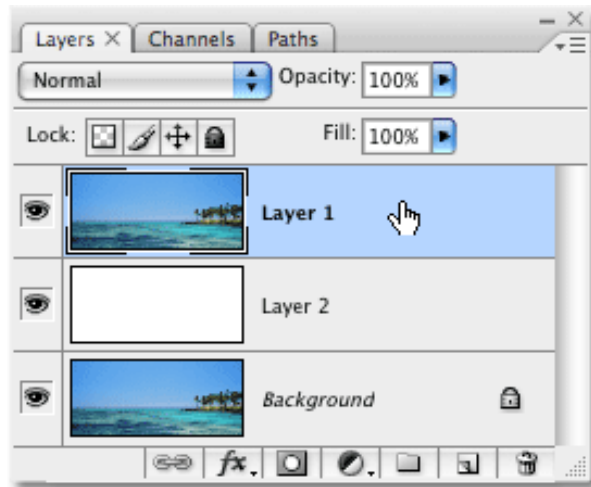


Fig. 16. The Layer Pane

Arranging Layers

Arranging layers can be done manually. To do it, follow these steps.

1. Click and drag your text layer underneath the original image layer. You will see that the text no longer appears. That is because it is now located behind the opaque image layer.

However, there is a quicker and easier way.

2. Just click on the do geared page icon at the bottom of the layers pane.
3. You can double click on this layer's name to change it.
4. If you want to delete a layer, you can either drag it to the trash icon at the bottom of the layers pane or select the layer and click the trash icon.

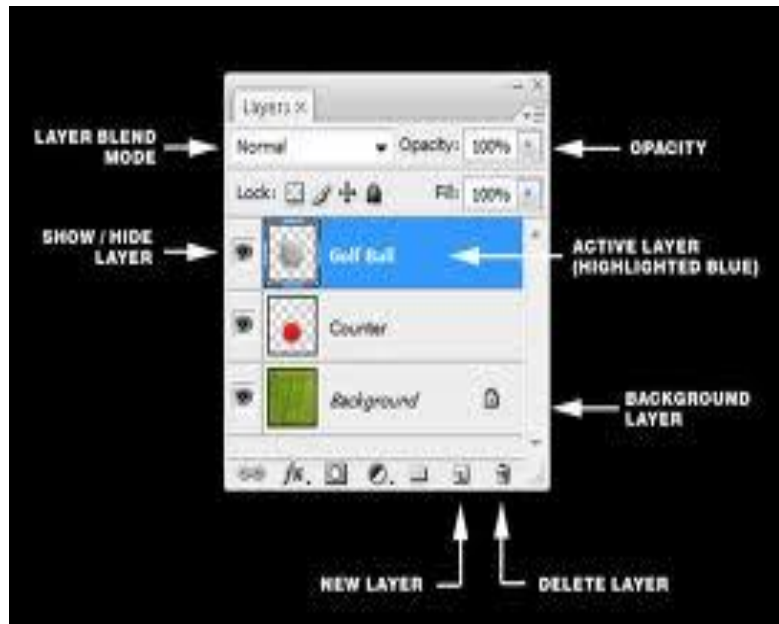


Fig. 17. Merging Layers

Sometimes you want to combine the contents of two layers onto one layer. To do it, follow the following steps:

1. Select the layer you want to be on top of the new merged layer, make sure the other layer you would like to merge is directly beneath it, and select Merge Down from the Layer menu.
2. The two layers are now one. If you want to merge down an entire file of layers, select "Flatten image" from the layers menu and then all layers will be squashed into one.
3. When you merge or flatten layers that contain text layers, you will be asked whether you would like to rasterize that text (that is, convert it to an image and lose the ability to edit it). It is a good idea to copy any layer and hide them before you rasterize and merge.
4. It saves you the work of completely recreating layers if you decide to change text.



You are getting better as you go on studying this module. You have learned about layering, but, there are still other actions that can be applied on layers. You can also make use of the following:

A. Duplicate Layer

Open the image in Photoshop, and select the layer that you want to duplicate. Click and hold the Photoshop layer and drag it to the bottom section of the layers palette on to the new layer button.

Now you will have two versions of the same layer, you can rename the layers so you know which is which, or just turn off the visibility of the safe layer as shown by clicking on the eye symbol box and delete the layer that you do not want.

B. Rasterize and Flatten Layers

If you apply layer style effects to text or shapes and then rasterize the layer, only the text or shape content is rasterized. The layer effects stay separate and editable. Usually, this is a good thing, but if you then apply a filter, it only gets applied to the text or shape and not the effects. To rasterize and flatten the entire layer contents, create a new, empty layer below the layer with your effects and merge down (Ctrl+E on Windows).

C. Copy and Paste Layer Style

Copying and pasting styles is an easy way to apply the same effects on multiple layers. From the Layers panel, click on the layer with the style you want to copy, Then, go to Layer > Layer Style > Copy Layer Style. Select the destination layer from the panel, choose Layer > Layer Style > Paste Layer Style. This will replace any existing styles on the target layer. You can even copy a style from one document and paste it into another.

D. Clear/Remove Layer Style

There are two ways to remove a style from a layer using the Styles panel.

1. The first style in the Styles panel is named “Default Style (None).” Clicking on it will remove all style effects from the current layer, whether they were presets or not.
2. The second way is by clicking on the Clear Style button at the bottom of the Styles panel. Both of these methods have the same effect as dragging the layer's Effects bar to the trashcan icon in the Layers panel.

Now, as you add layers to an image, it is helpful to give them names that reflect their content. Descriptive names make layers easy to identify in the panel.

Activity. Renaming a Layer or Group

Directions: Below is a hands-on activity that you will perform in renaming a layer or a group. Follow the given instruction in each task carefully.

- Double-click the layer name or group name in the Layers panel, and enter a new name.
- Press Alt (Windows) and double-click the layer (not its name or thumbnail) in the Layers panel. Enter a new name in the Name text box and click OK.

- Select a layer or group, and choose Layer Properties or Group Properties from the Layers menu or the Layers panel menu. Enter a new name in the Name text box and click OK.



Reflect and Understand

Directions: Read the following selection on layer management. Write your reflection on it.

Understanding Layers

To visualize the layers concept, imagine the following: You have a color photo that you wish to change. You place the photo on a tabletop to use as a work surface. One of the changes you want is to darken the main subject's jacket with a black marker. However, you do not want to darken the photo directly in case you do not like the results or change your mind later. Therefore, you take a sheet of clear transparency and lay it on top of the photo. With the marker you draw on the transparency to darken the jacket. Lifting the transparency away leaves the unchanged photo.

In the above scenario, you created two layers. The photo was the first layer, and the second layer was the transparency to which the changes were applied. In the same manner you could have layered additional sheets of transparency to isolate various changes onto unique layers; on the next layer you could have drawn a mustache, on the one after that glued a bow tie, and so on.

Digital photo editing software uses the same concept of layers as described above, except that it is done electronically. If you are still not clear on the concept of layers, please keep reading. You may also conduct an interview with a photo editor on how they do this.



Transfer

Have you mastered working on layers in Adobe Photoshop? Whether yes or no, the fact remains that it is somewhat tedious and confusing. The best thing for you to do is to work on it repetitively. Explore the layer panes until you master layer management skills.

Activity. Exploring Layers

Direction: Explore the layer panes and perform the tasks given below.

Select one or more layers. Then, explore and work on them. For some activities, such as painting or making color and tonal adjustments, you can work on one layer at a time. A single selected layer is called the *active layer*. The name of the active layer appears in the title bar of the document window.

For other activities, such as moving, aligning, transforming, or applying styles from the Styles panel, you can select and work on multiple layers at a time. You can select layers in the Layers panel or with the Move tool.



PS Reminder

If you don't see the desired results when using a tool or applying a command, you may not have the correct layer selected. Check the Layers panel to make sure that you're working on the correct layer.

Lesson 6

Know



Working with Text

The tools that Photoshop provides for manipulating text are probably its most straightforward features.

In the previous lesson, you had encountered this tool under the Photoshop toolbar. This is the tool you need in working with text in your Photoshop document.

Just select the **T** **text/type tool**, **click** and **drag**, and you are now ready to type your desired text. Use the options bar to change the style of highlighted text.

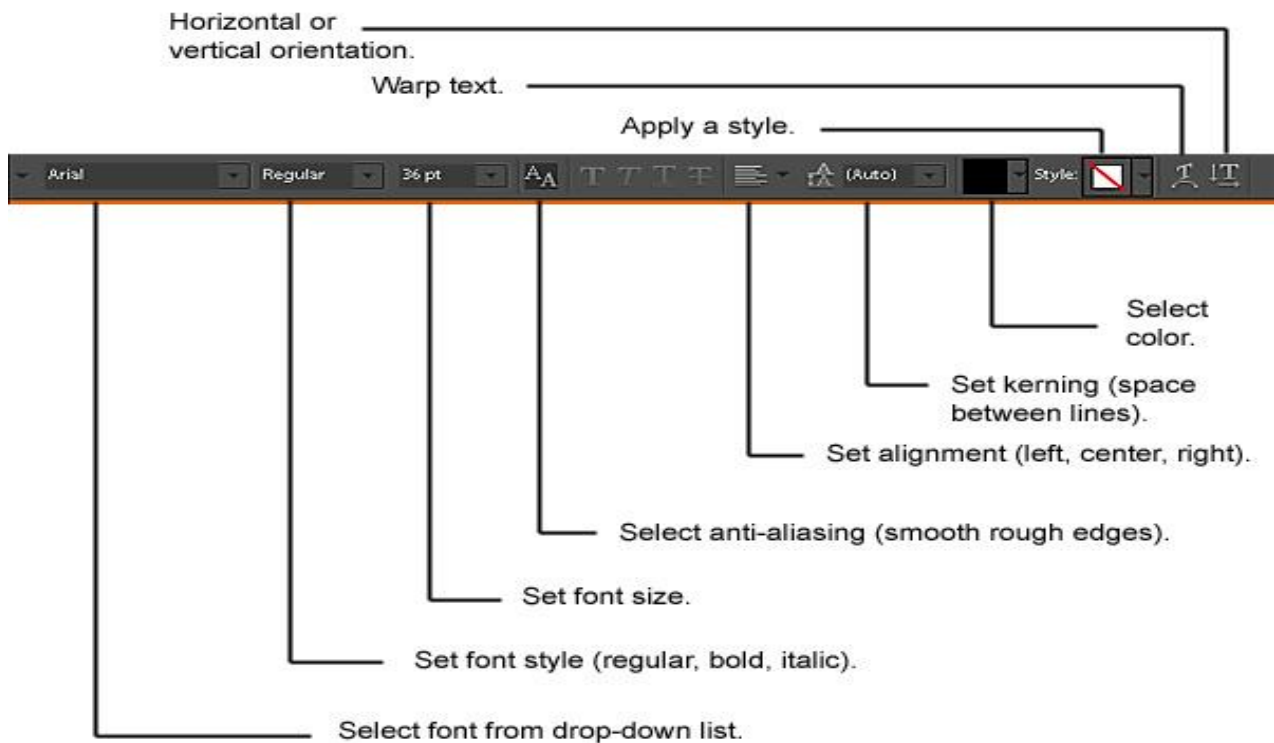


Fig. 18. Text styles in the options

When you engage the type tool, what you type automatically becomes its own layer and is given what is typed as a layer name. This is a very helpful feature when dealing with multiple text layers. Double click the T to easily edit the text.

If you want to merge a text layer with an image layer, the text layer must be rasterized, or converted to an image first. Once this is done, you can no longer edit the text. Unless you are using text in an illustration or altering letters, this may not even be necessary.

The Type Tool

Whenever you want to add any sort of text to a document, use Photoshop's Type Tool which is found in the Tools panel along the left side of the screen. It is the icon that looks like a capital letter T. You can also select the Type Tool by pressing the letter T on your keyboard:

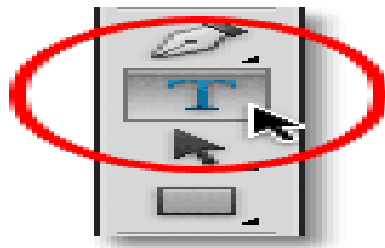


Fig. 19. Selecting the Type Tool from the

With the Type Tool selected, your mouse cursor will change into what's commonly referred to as an "I-beam". It is enlarged a bit here to make it easier to see.

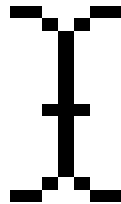


Fig. 20. The Type Tool's I-beam Mouse

Choosing a Font

As soon as you select the Type Tool, the Options Bar along the top of the screen updates to show us options related to the Type Tool, including options for choosing a font, a font style and the font size:



Fig. 21. From left to right – the font, font style and font size options

To view the complete list of fonts that are available to you, click on the small down-pointing triangle to the right of the font selection box:



Fig. 22. Clicking the triangle to the right of the font selection box

This opens a list of all the fonts you can choose from. The exact fonts you will see in your list will depend on which fonts are currently installed on your system.

Changing the Size of the Font Preview

If you are using Photoshop CS2 or higher, Photoshop lists not only the name of each font but also a handy preview of what the font looks like (using the word “Sample” to the right of the font’s name):

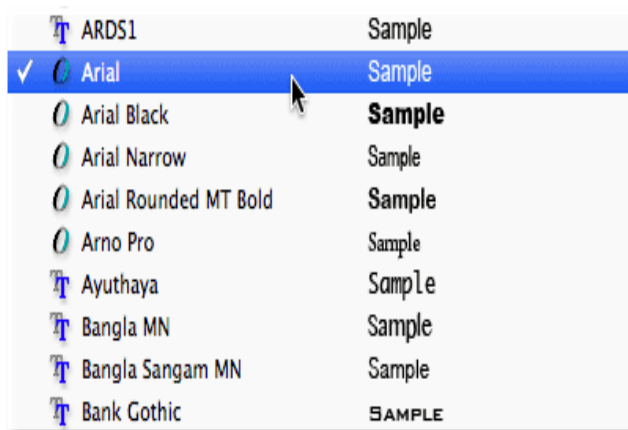


Fig. 23. List of all fonts installed on your computer

You can change the size of the font preview by going to Photoshop’s Preferences settings. On a PC, go up to the Edit menu in the Menu Bar along the top of the screen, choose Preferences, and then choose Type. On a Mac, go to the Photoshop menu, choose Preferences, then, choose Type. This opens Photoshop’s Preferences dialog box set to the Type options.

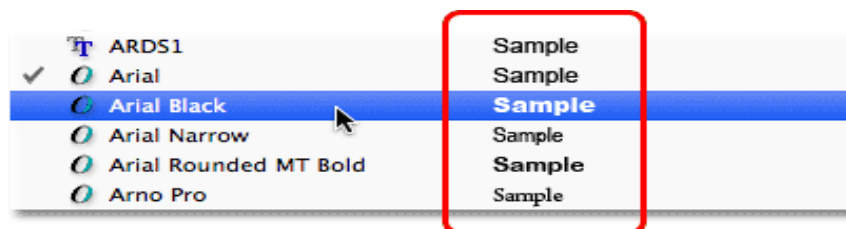


Fig. 24. Preview of the font beside the name

The last option in the list is Font Preview Size. By default, it is set to Medium. You can click on the word “Medium” and choose a different size from the list. Extra Large size is shown below:

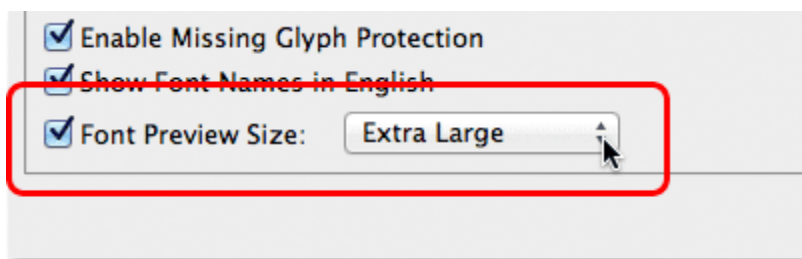


Fig. 25. Font Preview Size Option

Click OK to close out of the Preferences dialog box, and if you go back up to the Options Bar and bring up the list of fonts again, you see that the font previews now appears much larger. The larger size makes the previews easier to see but they are also taking up more space. Stick with the default Medium although it is completely up to you. You can go back to the Preferences and change the preview size at any time.

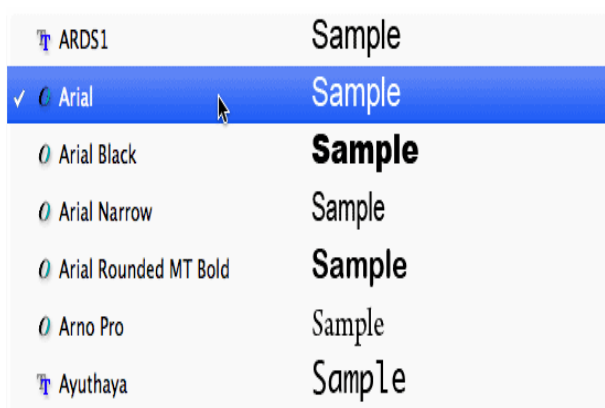


Fig. 26. Larger font previews

Choosing a Font Style

Once you have chosen a font, choose the font style by clicking on the triangle to the right of the Style selection box:



Fig. 27. Choosing a font style

Select the style you need (Regular, Bold, Italic, etc.) from the list that appears. The style choices you're given will depend on the font you have chosen since some fonts have more styles available than others.



Fig. 28. Choosing a style for the font from the list

Setting the Font Size

Choose a size for your font by clicking on the triangle to the right of the Size selection box:

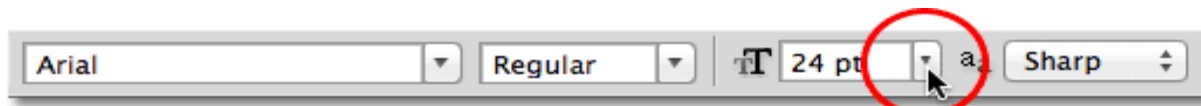


Fig. 29. Setting the font size from preset choices

This will open a list of commonly-used preset sizes that you can choose from, ranging from 6 pt up to 72 pt.

If none of these sizes suit your needs, you can manually enter any value you want into the Size box. Simply click and drag over the existing size to highlight it, type in the new size, then press Enter (Win) / Return (Mac) on your keyboard to accept it. For example, change the size to 120 pt (do not worry about adding the "pt" at the end of the number because Photoshop will automatically add it when you press Enter / Return):

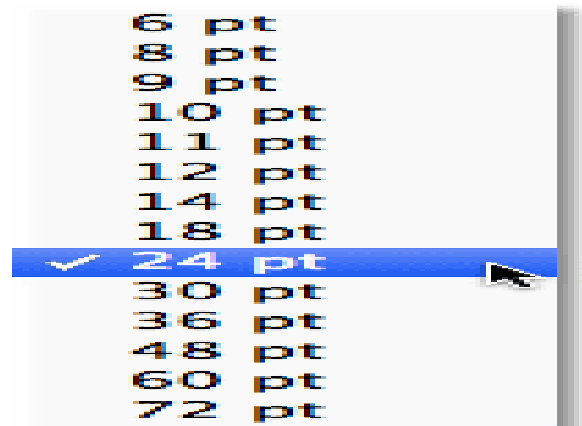


Fig. 30. Several preset font sizes



Fig. 31. Typing directly into the size box if none of the preset sizes

Choosing the Text Color

The Options Bar is also where you choose a color for your text. A color swatch appears near the far right of the options. By default, the color is set to black. To change the color, click on the swatch:



Fig. 32. Click on the color swatch to change the color of the

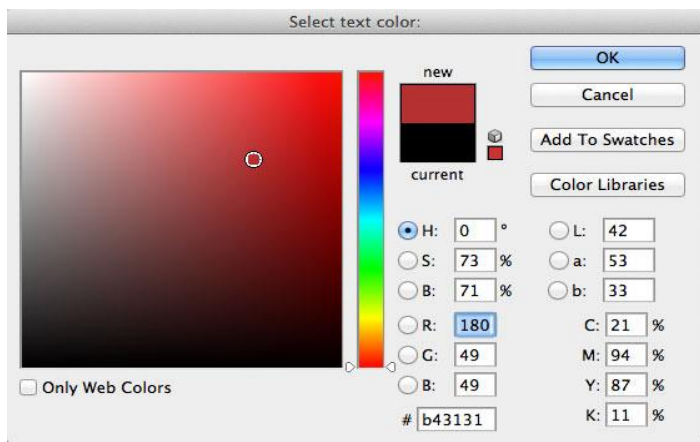


Fig. 33. Using the color picker

Photoshop will pop open the Color Picker where you can choose a different color for the text. For now, leave your set to black, so simply click the Cancel button to cancel out of the Color Picker. If you do select a new text color, click OK when you are done to close out of the Color Picker:

Adding Type to the Document

There are two different types of *type* that you can add to a document in Photoshop. You can add point type (also known as character type), and you can add area type (also known as paragraph type). The difference between them is that point type is mainly used for adding small amounts of text to a document (a single letter or word, a heading, etc.) while area type is used for adding larger amounts of text inside a pre-selected area. The one you are looking at here is point type because it is the more straightforward of the two and the one you will use most often.

To add point type, simply click with the Type Tool in the spot where you want your text to begin. A blinking insertion marker will appear letting you know that Photoshop is ready for you to start typing. However, as soon as

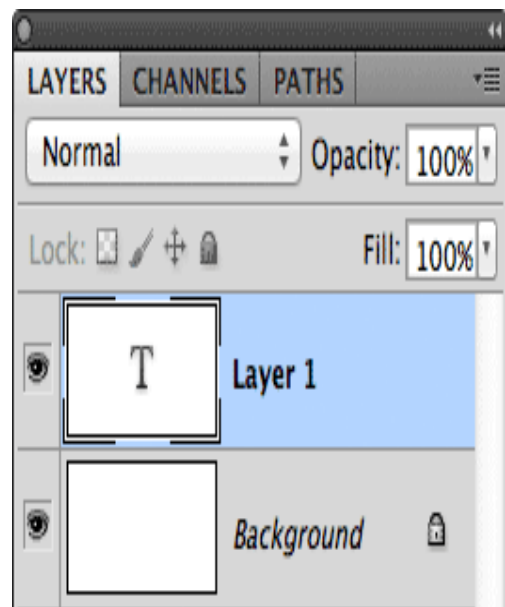


Fig. 34. Adding type to the Photoshop document

you click, before you even begin typing, Photoshop will add a special kind of layer known as a Type layer to your document, which you can see in the Layers panel. It is easy to spot Type layers because they have a capital letter T in their thumbnail. Any time you add text to a document, it is placed on a Type layer. Photoshop will initially give the new Type layer a generic name like "Layer 1," but the name will actually change once you have added your text.



You can add text and shapes of different colors, styles and effects to an image. Use the Horizontal Type and Vertical Type tools to create and edit text. You can create single-line text or paragraph text, too. Adding text to your image makes it more attractive and appealing.

Activity. Blazing Text

Directions: Below are the steps in adding text to an image. Perform the indicated steps and explore. Save your output with the filename Adding Text.psd.

From the toolbar, select the Horizontal Type tool or the Vertical Type tool. Do one of the following:

1. To create a single line of blazing text, click in the image to set an insertion point for the type.
2. To create paragraph text, drag a rectangle to create a textbox for the type.
3. The small line through the "I" beam marks the position of the type baseline. For horizontal type, the baseline marks the line on which the type rests; for vertical type, the baseline marks the center axis of the type characters.
4. (Optional) Select type options, such as font, style, size and color in the Tool Options bar.
5. Type the characters you want. If you did not create a textbox, press Enter to create a new line.
6. The text appears in its own layer. To view the layers in the Expert mode, press F11.

Commit the text layer by doing one of the following:

1. Click the Commit button.
2. Press the Enter key on the numeric keypad.
3. Click in the image outside the textbox.
4. Select a different tool in the toolbox.



Reflect and Understand

Learning about using the text tool in Adobe Photoshop is an important part of the image editing process. Watch this video to learn more.

Video: Using the Text Tool in Photoshop | eHow.com

http://www.ehow.com/video_4442157_using-text-tool-photoshop.html#ixzz28mwdnNcJ



Transfer

The Disaster Risk Reduction Management Council (DRRMC) encourages us to help them in their advocacy to prevent the occurrence of disasters. Your school is in full support to this purposeful endeavor. As a student, you play a vital role in this. How could you apply your photo editing skills to advocate this endeavor? Yes, do some advocacy campaigns.

Activity. Advocacy Campaign

Direction: Perform the activity given below.

1. Create a new file in Photoshop.
2. Choose a photo about a disaster/hazard.
3. Insert a slogan to inform every one of your advocacy campaign.
4. Print it in a legal size bond paper.

The Department of Education (DepEd) likewise campaigns for various programs and thrusts for your own advantage on Solid Waste Management (SWM) such as War on Waste (WOW), SIGA (School in a Garden), and the like. Make an advocacy campaign for this purpose. Follow these steps.

1. Form a group of five. Select your leader.
2. Brainstorm and assign each group to work on a program or thrust of your school that you want everyone to be aware of and observed.
3. Create a legal sized poster of the program or thrust assigned to you by applying your honed skills in photo editing.
4. Do group critiquing before printing the final poster.
5. Submit it to your teacher for rating and post it in conspicuous places in your campus.



Image Editing

Images do not always come exactly as you wish to use them. You may need to do some cropping, adjust their colors or luminosity (brightness), change their size (resolution), or modify their content. You could also try GIMP, PhotoPlus, Paint.NET, Corel PaintShop Photo Pro, or other image editors for personal computers. In fact, there are many programs available, and one is sometimes included with the purchase of any scanner or digital camera.

The directions provided here will apply to Photoshop Elements under Windows. For other software, you will have to make some minor adjustments, but the basic functions are the same. You should always think more about what you are trying to accomplish than which button to press.

You will be producing final images in Joint Photographic Experts Group (JPG) or Portable Network Graphics (PNG) format as these are best for compressed photos with many colors and smooth transitions. Photoshop's own format Photoshop Document (PSD) is the best for working copies to avoid losing quality over multiple saves, but PSD files are quite large and do not work on the web. JPGs compress very well, but the compression is "lossy" - some image quality is lost with each save - though at the highest quality setting, very little is lost. You should not use compression until all of your editing is done and your final version of the photo is ready. Then compress the final copy that will go online. It is also a good idea to always work on a copy, so you can go back to your original backup copy if something goes wrong.

Always use your image editor to adjust image size. Never adjust image size of a large photo in your web page editor. Though it is possible to do this, it is very inefficient and tends to result in poor image quality.

Cropping

You have learned how to crop images in the previous lessons. This time, you are given another opportunity to enhance your learned skills.

1. Create a folder called "photos" or "Photoshop practice" or " project 1" in a place where you will be sure to find it, possibly in your My Documents, or My Images folder, or on your Desktop.

2. Download the photo of the church, "ph-church.jpg" into your "photos" folder (right-click on the image and save the image, taking care to navigate to the correct folder).



Fig. 35. Photo of the church

3. Open the image in Photoshop or other image editor.

4. Either look for your image from the Photoshop File/Open menu, or drag your image onto the Photoshop icon, or into the program window.

5. Crop the image to get rid of the car, the pigeon and the empty sky. Then make the final image smaller to fit your needs.

6. Once ph-church.jpg has been opened in your image editor, check to make sure that it is being displayed at 100% of its full size so you know exactly what you are looking at (Photoshop will sometimes initially display images at smaller resolutions to make them fit on your screen).



Fig. 36. Showing that the photo is displayed at 100%

7. Look at the title bar of the ph-church.jpg window within Photoshop. It should say 100% or 1:1. If not, you can use the Zoom tool to change the way the image is displayed.

8. Hold the Alt key down and click to reduce the image display size (zooming in and out).

9. Click on the Marquee tool button to select a rectangular area of the image.

10. When an area of the image is selected, effects (in other words anything you do) will apply only to that area. To select the area, look at the image and imagine the rectangle within it that you wish to save as your final image.

11. Point your cursor at one corner of your imagined rectangle.

12. Click and hold with the marquee tool on that corner, then drag the cursor to the opposite corner to select the area that you want.

13. When you are satisfied with the selection, choose the Image/Crop menu item to finish cropping the photo.



PS Reminder

Tools like the Zoom tool or the Marquee tool that we will soon be using, can be found in the **Tools Window** that is probably visible on your screen (if not, you can make it visible using the Window menu).

When the zoom tool is selected, clicking on the image will increase its apparent display size. This does not really change the actual or real size of the image, just its appearance on the screen.

Don't confuse zooming with changing the actual image size.

The key idea here is that unless you are at **100%**, what you see is **NOT** what you get.

Sometimes it is useful to zoom in or blow up an image while working on it, but always make sure you are aware of the zoom setting to avoid surprises.

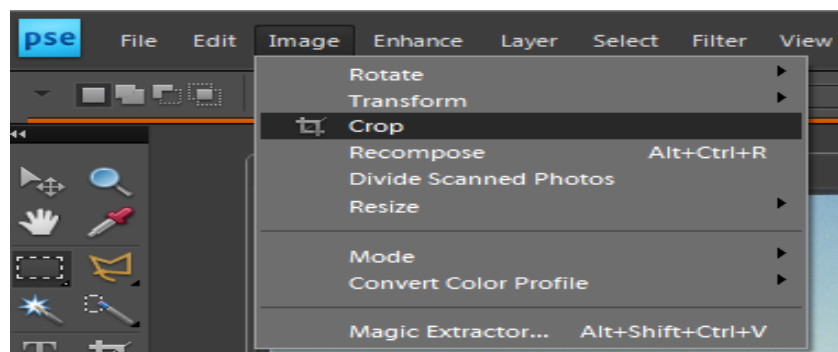


Fig. 37. Selecting the cropping menu

14. Save your work, and remember to save it often.

Resizing an Image

1. Choose the menu item Image/Resize/Image Size to reduce the size of the image.

2. Make sure that the constrain proportions box is checked so the proportions of the photo will be respected (This is the default setting).



PS Reminder

For serious work in Photoshop with no loss of image quality during complicated edits, or to save photos with multiple layers or masks or other special Photoshop tools, you should use Photoshop's native format (PSD) for your working copies (saving as JPG only as the last step).

Another option that can help avoid loss of quality may be to use JPG but at the highest quality setting for working copies, then use more compression for your final version.

PNG has also become a popular image format for the web and can be used in place of JPG.

3. If the current resolution of the photo is 72, you can reduce the width and height by half (making the image 1/4 its current size or area) by changing the resolution to 36.

4. Change either the width or the height by a percentage or by specifying the target size as a number of pixels.

5. If you are not satisfied with the results of the change and need to modify the image size more than once, use the Edit/Undo menu item to restore the original image before making the new change. You may also use the History tab (or Undo History) to undo multiple edits.

6. Save your work and close the ph-church.jpg image, but not the Photoshop program.



PS Trivia

Using **pixels** instead of **percent** can allow you to make all of a group of images the same exact height or width, so they line up nicely on your web page, or so that they present a consistent impression of size as an element of your web page style.

To alter the image size in this way in Photoshop Elements, you may need to check the **resample image** box if it is not already set.

To preserve image quality, avoid making repeated changes.

Cutting out pieces

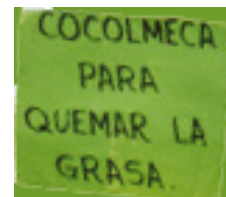
1. Open the ph-diet.jpg image to cut a sign out for use in a new file. Download and open the photo.



2. Click on the Lasso tool button to select the outline of something in an image.



3. Begin with the green sign that says "cocolmeca para quemar la grasa."



4. Point the lasso tool on one corner of the sign. Hold down on the left mouse button while you drag along the sign around the other three corners.

Fig. 38. The ph-diet.jpg



When doing careful work with small parts of images requiring good small muscle coordination, it is far easier to first **zoom in** on the part of the image you are working with. The more you zoom in, the easier it is to lasso just the piece that you want. You might try 400-500% zoom.

5. Point to the first corner again, but this time hold the ALT key down at all times. Click on the corner and release the mouse clicker (however, keep holding down the ALT key).

6. Click the mouse pointer on the next corner, forming a dotted line between the first point and the next point along the edge of the sign. Click on the next corner, still holding down the ALT key. You can continue clicking around the edges until you get back to your first point.



When you release the ALT key, the sign will be selected. (You might also want to play with the **Magnetic Lasso** tool or the **Polygon Lasso** tool. Double-clicking ends the selection process for these.)

7. To make a new image containing just the sign, first copy the selected image to the clipboard: choose the menu item Edit/Copy or press Ctrl-C.

8. Next create a new image window by choosing the File/New menu item. Select New Image from Clipboard.



9. You might want to straighten the sign using various options in the Image/Rotate menu.



10.5 Trivia

10. Try saving your new image as GIF file (for simple images with few colors, the GIF format sometimes makes smaller files than JPG).

In some programs, you may first need to change the **mode** from **RGB Color** (with millions of possible colors for each pixel) to **Indexed Color** (with no more than 256 possible colors for each pixel) using the **Image/Mode** menu item.

11. Finally, choose File/Save As change the file type to GIF, and rename the file before you save it. Some programs might use a File/Export feature to do the same thing.

If your image has more than one **layer**, this will flatten layers (as will the **Layers / Flatten Layers** menu), leaving everything in just one layer. **Layers** can be very useful (for instance to paste the sign into another picture).

Adjusting Exposure

In some programs that use layers, you might need to flatten layers before changing the image mode.

Sometimes an image may be too light or too dark for your needs. Ideally a photo should make use of the entire range of luminosity or brightness from black to white.

The default options for an **indexed color** image (**adaptive palette**, **8 bits/pixel**, **diffusion dithering**) are fine for now.

This is also true in conventional photography. If an area of a photo is too light or too dark, it means that part of the contrast range is squeezed into too narrow a band. There are several ways to illustrate this and to modify the way the image output will appear.

Try to lighten the sidewalk in the ph-door.jpg image on the next page.



Fig. 39. The ph-door.jpg image

1. Save a local copy and load it into Photoshop.
2. Choose the menu item Enhance/Adjust Lighting/Levels in Photoshop Elements to work with the histogram for the image.

A histogram is a graphical representation of the distribution of colors by order of brightness from black to white. The dark part of the image is mostly in the leftmost peak on the graph.

The input levels are the values that will be displayed as black (0 - the black triangle), white (255 - the white triangle), and the midpoint between them (1.00 - the gray triangle)

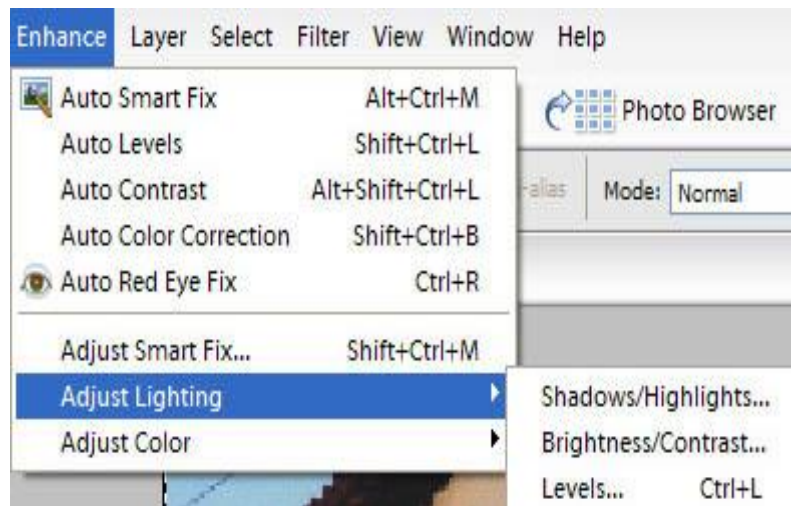
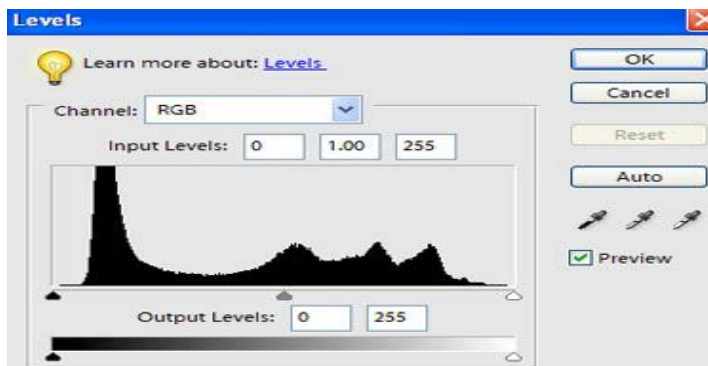


Fig. 40. Options on brightening and darkening images



3. To change these values, slide the triangles by dragging them with the mouse.

Grab the black triangle and slide it to the right, lining it up with the beginning of the leftmost peak, changing the input level from 0 to 16.

Fig. 41. A histogram representing the distribution of colors

Notice that this makes the dark section look worse; you actually want to stretch out the colors in that range instead of compressing them, so move it back to the edge (back to 0).

4. Next, try moving the white triangle to the left just a bit to lighten up the highlights (moving it too far creates a washed out effect).


5. Grab the gray triangle and slide it to the left until the midpoint input level more evenly balances the light and dark areas.

6. Save the image with a new name (ph-door1.jpg).



Fig. 42. Lightened image of figure 39

Using the Magic Wand

You will make your selection using the Magic Wand  tool instead.

1. Click on the magic wand and look for the Tolerance option at the top of the window.
2. Set the tolerance to around 32 or 40. Why 32? Because the tolerance adjusts the sensitivity of the selection. This is something that you may have to experiment with for each different magic wand selection, depending on the area of the image that you are selecting.
3. Modify the size of the selection using Alt to subtract an area from the selection or Shift to add an area to the selection.
4. Use the menu item Enhance/Adjust Lighting/Levels or even Enhance/Auto Levels or Auto Smart Fix to make adjustments only to the selected area.
5. Save your work under a new name.

Many other adjustments found under Image, Filter, and Enhance can be quite useful.

- If your manipulations make an image that begins to appear faded, you can enhance the Contrast.
- If the colors are washed out, you can enhance the Saturation. If the colors look odd, the Auto Color Correction function might help.
- Explore the adjustment options and, if you do not like your changes, use Undo.

Cloning

Sometimes there are things in a photo that you wish were not there. The ads in the picture below attract attention away from the two women who are the real subject.



Fig. 43. Original image for cloning

You can edit a photo in many ways. Simply erasing the ads would look odd because it leaves a solid, unnatural color. To make it look natural, you will change the image by cloning from other parts of the photo using the Clone or Rubber Stamp



tool. Cloning in photographs is not illegal. There are several steps to using this tool. First decide what you want to remove or create and which part of the image you can copy over the part you do not want. In this case you will take the white part of the wall as your point of origin to cover the ads.

1. Use the Zoom tool to zoom in on the area where you will be working. If it looks ok up close, it will look great when you zoom out.
2. Select the Clone or Rubber Stamp tool.
3. Point to a white area that you want to clone, hold the ALT key and click once. This sets the origin from which you will duplicate.

Look at the clone brushes. Pick one that is not too big nor too little, preferably a "fuzzy" brush where you wish to avoid sharp lines. Make sure that the Rubber Stamp Opacity Options are set to 100% so the new image will completely hide the old image.

Now slowly cover the ads with white from the wall. You will have to reset the point of origin several times as you do this to cover a large enough area. As you move your brush, the origin point moves as well. Avoid covering over anything that you do not have to. The more original material you leave, the better the finished product will look. Think about shadows - is there really just one white? The farther the point of origin is from the cloning area, the harder it will be to see repeated patterns. (That is the psychology of perception.)

4. If you make mistakes, use the Edit/Undo menu item to undo them or use your History window.

You might even get fancy and try to copy the brick wall, but watch out for those lines and the perspective. To match up lines, you can use the preview feature.



Fig. 44. Cloned image

5. Click the double rectangle icon to check the Show Overlay box to preview the image to be cloned.

You might also try the Clipped feature to see the preview only in the brush area or the Auto Hide feature for a cleaner view while you are cloning.

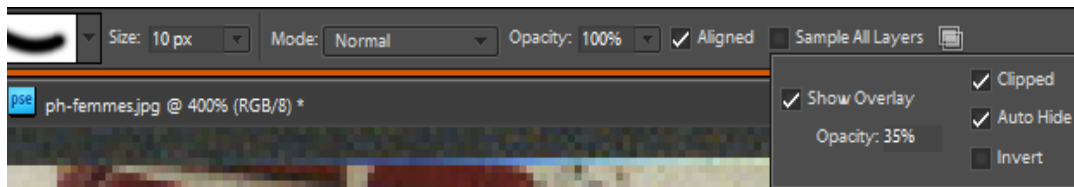
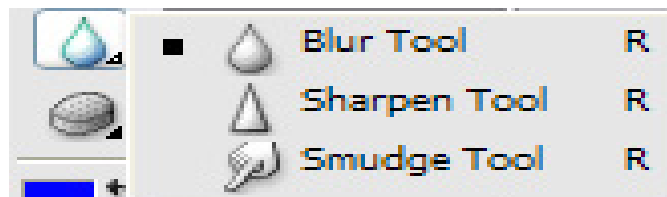


Fig. 45. Show overlay, clipped and auto hide buttons

If you end up with any bad looking transitions between old and new material, the smudge tool can help you smooth over the problem area.



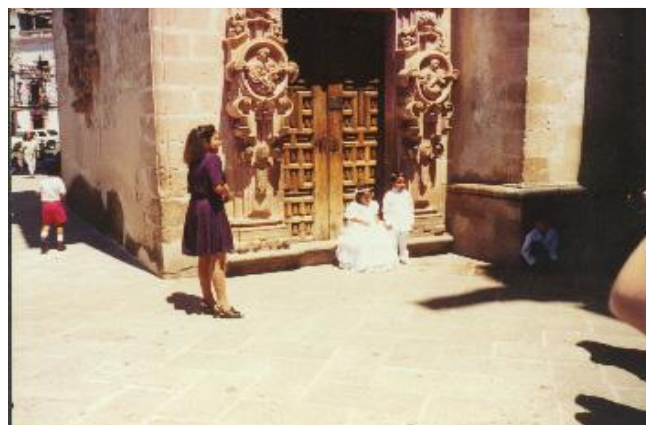
6. Do not forget to save your work. **Fig. 46. The smudge tool**

Putting it all together

Can you use all of the techniques to fix this image?

Crop it to get rid of the boy in the red pants on the left, the elbow on the right, and some of the ground in front.

Put the woman wearing a purple dress in a new image by herself. Select, copy, File/New, paste.



Use the rubber stamp to remove the little boy in the shadows to the right, the woman in purple dress, and the shadow on the ground in front of the children.

Finally, adjust the exposure as you see fit.

Set Photoshop Print Options and Print

1. Choose File > Print

- A. Preview print
- B. Set printer and print job options
- C. Set paper orientation
- D. Position and scale image
- E. Specify prepress output options
- F. Specify color management and proofing options

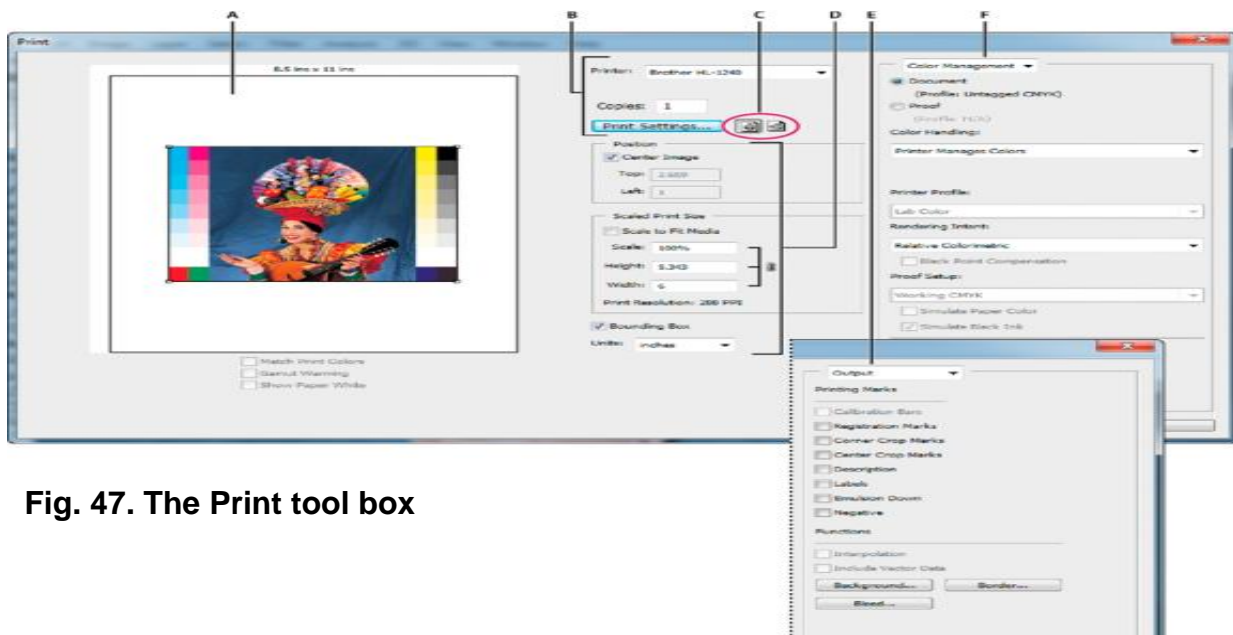


Fig. 47. The Print tool box

2. Select the printer, number of copies and paper orientation.

3. Adjust the position and scale of the image in relation to the selected paper size and orientation.

4. Set Color Management and Output options, which you access from the pop-up menu in the upper-right corner.

Do one of the following:

- To print the image, click Print.
- To close the dialog box without saving the options, click Cancel.

- To preserve the options and close the dialog box, then click Done.

Set Printer Options

1. In the Print dialog box, click Print Settings.
2. Set paper size, source and page orientation as desired.

The available options depend on your printer, printer drivers and operating system.

Note



If you get a warning that your image is larger than the printable area of the paper, click Cancel, choose File > Print, and select the Scale to Fit Media box. To make changes to your paper size and layout, click Print Settings, and attempt to print the file again.



PS Reminder

The more you know about Photoshop, the more you improve? However, it is a big and complex program, so do not try to learn too much too quickly. Play around with various tools. Use web searches to find tutorials about how other people have done what you are trying to do. Change colors, remove red-eye, get rid of that tourist who walked into your photo just as you snapped the picture. So, just keep on exploring and never stop practicing your skills.



Process

Did you enjoy editing and printing pictures?

Work on each task given below:

- access to a computer with Adobe Photoshop
- open a photo in Photoshop
- do simple photo-editing tasks (cropping, resizing, rotating)

Get arty

You have decided to enter an artistic photo competition. Choose a photo and get creative with some of the Photoshop tools and see what you can come up with. The more creative the better!

Crazy Crosslinks

Set up a Photoshop document 5" x 7" or 7" x 5" with a resolution of 72 dpi, RGB. Save your image with "your name Integrate 1" into your own work folder. Selections will be made from multiple images and put into this file. Canvas size can be enlarged or cropped to meet the needs of the image.

Students will create a hybrid image using a wide variety of selection tools and layer management skills. Write down the steps of activities completed.

Combine the Images

Bring two photos together in a single file. You can do this in two ways, so be sure to demonstrate both options:

- Use the selection tools to select an area of one photo, including the person, then cut and paste it into the other file. Be sure to show both the free-form and the rectangular selection tools.
- Use the cloning tool to copy an area of one photo, pixel by pixel, into the other.

Create a Scrapbook

- Open Photoshop and create a letter size document with CMYK color.
- Study the layers in the document.
- Place a picture into the document and study the layers again.
- Resize, rotate, warp, and move the picture.
- Place picture from the Filter Pictures Folder onto the scrapbook page.
- Select a layer to make edits to the picture.
- Adjust a layer to make stacking order.
- Add text to the scrapbook page.
- Use the tools on the Option Bar to format the orientation, font, size, alignment, color and shape.
- Resize, rotate, and move text.
- Save the document in a Scrapbook folder as Page 1.



Reflect and Understand

Want to learn more and enhance your photo editing skills like a professional one? Then download and watch Adobe Photoshop tutorial videos in the Internet.

Watch this video (Photoshop Tutorial Professional Edit)
(http://www.youtube.com/watch?v=j9xjYx_Nh9s)

After watching the video, answer the following questions:

1. What is the most common photo editing tool used?
2. What are the concepts being applied during the editing process?
3. What are the advantages and disadvantages of editing pictures/images?

Play the video again to check your answers.

Activity. Graphic Designer worth Imitating

Direction: Interview or conduct research on professionals who use photo editing software in their work.

Ask the following questions:

1. How important is photo/image editing in your work?
2. How did you become a good photo editor?
3. What do you think are the Personal Entrepreneurial Characteristics (PECs) you possess?
4. What photo editing applications are you using and why?
5. Is Graphic and Design business worth venturing into?
6. What tips can you give me and other aspiring graphic designers out there so you could also be successful in this business?

Make a journal about your interview or research.



Well, after learning the basics of photo editing using Adobe Photoshop, it is now time for you to showcase your learning.



Create a banner or tarpaulin about Mother Nature using photo editing tools. Be creative!

The banner shall have the following technical specifications: 300 DPI, 8X13 inches, Orientation: Portrait.

Submit in soft and hard copy.

Apply the Principles of Design so that you can have the best banner.

- Balance
- Proportion
- Rhythm
- Emphasis
- Unity

Assessment Criteria

| | | |
|----------------------------|---|------------|
| Creativity | - | 30% |
| Use of photo editing tools | - | 50% |
| Harmony and balance | - | 10% |
| Relevance to the theme | - | <u>10%</u> |
| TOTAL | | 100% |



Summary

This module enables you to learn the process and delivery involved in photo editing. Moreover, you were able to learn the basic features of Adobe Photoshop as one of the most commonly used photo editing application software.

Now that you have learned the basic concepts, skills, techniques and ethical standards of photo editing, you are now equipped with a wealth of information. Your new learning will consequently help you become a good photo editor in your community which you might capitalize on later as a source of income. Moreover, you are now capable of enhancing your own photos and creating a compilation of posters that support different government thrusts and advocacies on environmental awareness. In addition, you can now create a banner or tarpaulin promoting your school's programs, projects, and achievements.

You Filipinos love to take pleasure in capturing memories through photographs. Now, we need not fear that good moments will be ruined or faded through the years. Photo editing services will surely save the day.

Whether you are photo editing for business, or just for fun, there is a bright future ahead of you.



Glossary

acetate A transparent sheet that you write or print something on.

aperture The small hole at the front of a camera, which can be made larger or smaller to let more or less light in when you take a photograph.

attributes Characteristics of a person, thing, or group.

career path Understanding what knowledge, skills, personal characteristics and experience are required for a person to progress.

choppy Rough, coarse, or irregular.

color depth Referred to as *bits per pixel* (bpp).

entrepreneur A person who organizes and operates a business or businesses taking on financial risk to do so.

entrepreneurship Starting a new business.

environmental scanning A process of gathering, analyzing and dispensing information for tactical or strategic purposes.

fish eye Wide angle.

futuristic Advanced, progressive, and forward thinking.

fuzzy Indistinct; unclear, or distorted

histogram Statistical graphical representation showing the relative numbers of a variable or part of a range of variables e.g. population of pixels with a certain value. The taller the column at a certain value the more pixels have that value, the width of the column representing the range of values being counted. Usually arranged so the left is the shadow end (low light) and highlight is to the right.

.jpeg A file format which means **J**oint **P**hotographic **E**xperts **G**roup.

lossy A form of image compression when saving the image that discards data from it.

murky Gloomy or dark.

myriad Indefinite number; innumerable.

photo editing Changing or improving graphic images. It typically refers to bitmapped images rather than vector graphic drawings. Using an image editor, images can be modified by an artist using pen, brush, airbrush, and other "painting" tools. Filters can be applied, which are algorithms that automatically change the appearance to a selected area of the image.

photo editor An image editing application that is specialized for managing photos from digital cameras. It is used to crop and touch up photos, as well as organize them into albums and slide shows. It also refers to somebody who edits photos.

pixels Any of a number of very small picture elements that make up a picture.

.png A file format and shortcut for Portable Network Graphics.

.psd Shortcut for Photoshop document. A .psd file is the file format in which Photoshop saves documents by default.

raster image A form of graphics in which closely spaced rows of dots form an image on a computer screen.

resolution The number of pixels that form an image or a photograph.

rectilinear Relating to a straight line or lines.

silhouetting Projecting on a screen.

skewed Turned or placed at an angle.

tactical Actions carefully planned to gain immediate end.

vector image An image that is composed of individual elements e.g. arc, line, polygon, that have their own attributes.



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RUBRIC for BANNER

| CRITERIA | PERFORMANCE INDICATOR | | | |
|---|--|---|---|--|
| A. CREATIVITY (30%) | | | | |
| | 30 | 24 | 18 | 12 |
| Ingenuity/ Innovation (30%) | <ul style="list-style-type: none"> All of the objects were used to form/signify meaning or individuality. | <ul style="list-style-type: none"> Four (4) to five (5) of the objects were used to form/signify meaning or individuality. | <ul style="list-style-type: none"> 50% of the objects were used to form/signify meaning or individuality. | <ul style="list-style-type: none"> 25% or less of the objects were used to form/signify meaning or individuality. |
| B. USE OF PHOTO EDITING TOOLS (50%) | | | | |
| | 50 | 40 | 30 | 20 |
| Utilization of Tools and Features (50%) | <ul style="list-style-type: none"> All tools and features were applied in the development of design | <ul style="list-style-type: none"> Four (4) to five (5) tools and features were applied in the development of design | <ul style="list-style-type: none"> Two (2) to three (3) tools and features were applied in the development of design | <ul style="list-style-type: none"> Only one (1) tool and feature was applied in the development of design |

| | | | | |
|-----------------------------------|---|--|--|---|
| C. HARMONY AND BALANCE (10%) | 10 | 8 | 6 | 4 |
| | <ul style="list-style-type: none"> • All of the objects and choice of color were based in the elements and principles of design. | <ul style="list-style-type: none"> • Four (4) to five (5) of the objects and choice of color were based in the elements and principles of design. | <ul style="list-style-type: none"> • Two (2) to three (3) of the objects and choice of color were based in the elements and principles of design. | <ul style="list-style-type: none"> • Only one (1) of the objects and one (1) choice of color was based in the elements and principles of design. |
| D. RELEVANCE TO THE PURPOSE (10%) | 10 | 8 | 6 | 4 |
| | <ul style="list-style-type: none"> • The design clearly reflected the concept/purpose. | <ul style="list-style-type: none"> • The design reflected some major key points of the theme. | <ul style="list-style-type: none"> • The design reflected minor key points to its purpose. | <ul style="list-style-type: none"> • No relevance to its purpose. |

Total : 100%