

Editing Images Using Photoshop – Tutorial

There are five basic steps to remember when you edit your image (i.e. photo or scanned document) for your e-portfolio:

1. Crop when you can
2. Blur when you need to
3. Highlight if you need to
4. Adjust image size
5. Save for web and devices

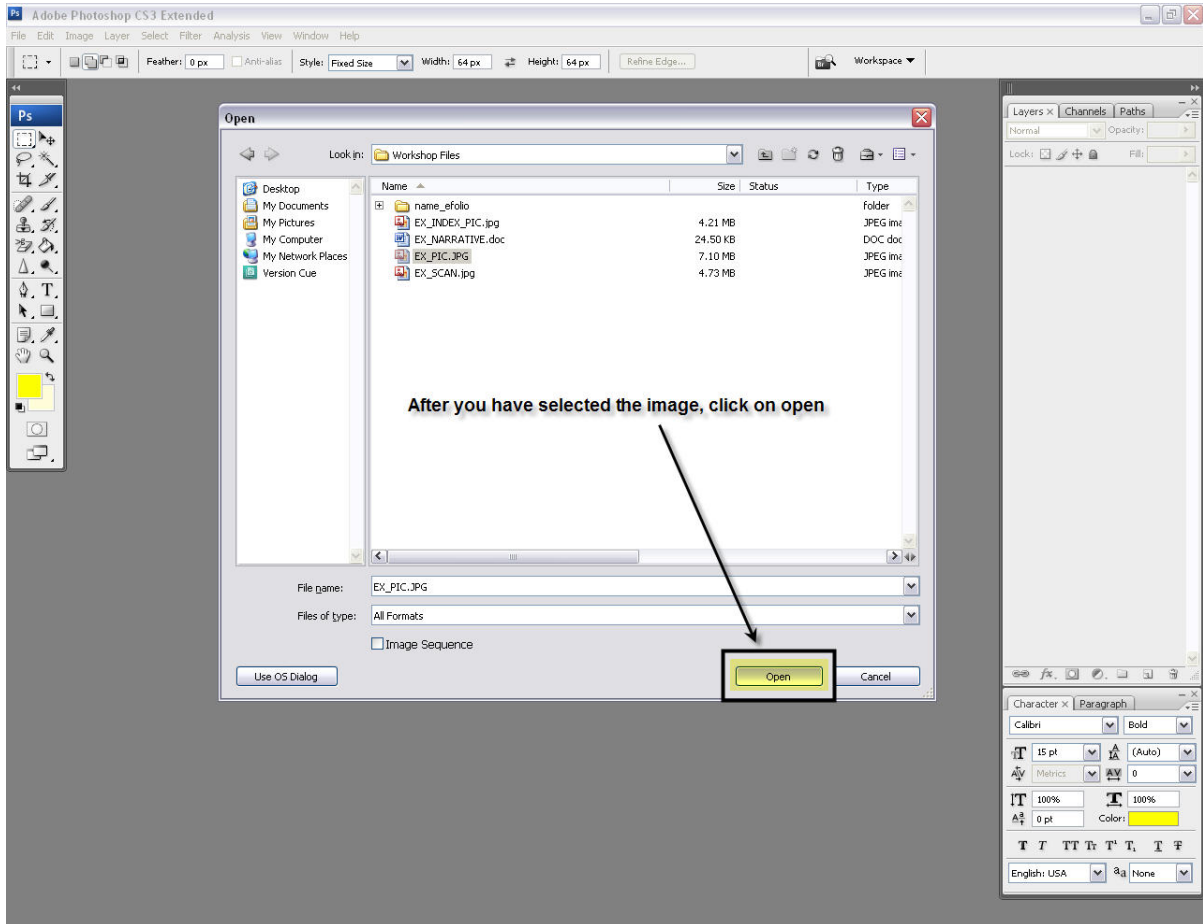
This tutorial will walk you through each step of these five processes.

Open your image in Photoshop

The first thing you need to do to edit your image is open it in Photoshop.

Steps:

1. Click on FILE. Then, click on OPEN.
2. Find your image on your flash drive. (My Computer – Flash drive – Select file) Click on OPEN.



3. Your image should appear in Photoshop.

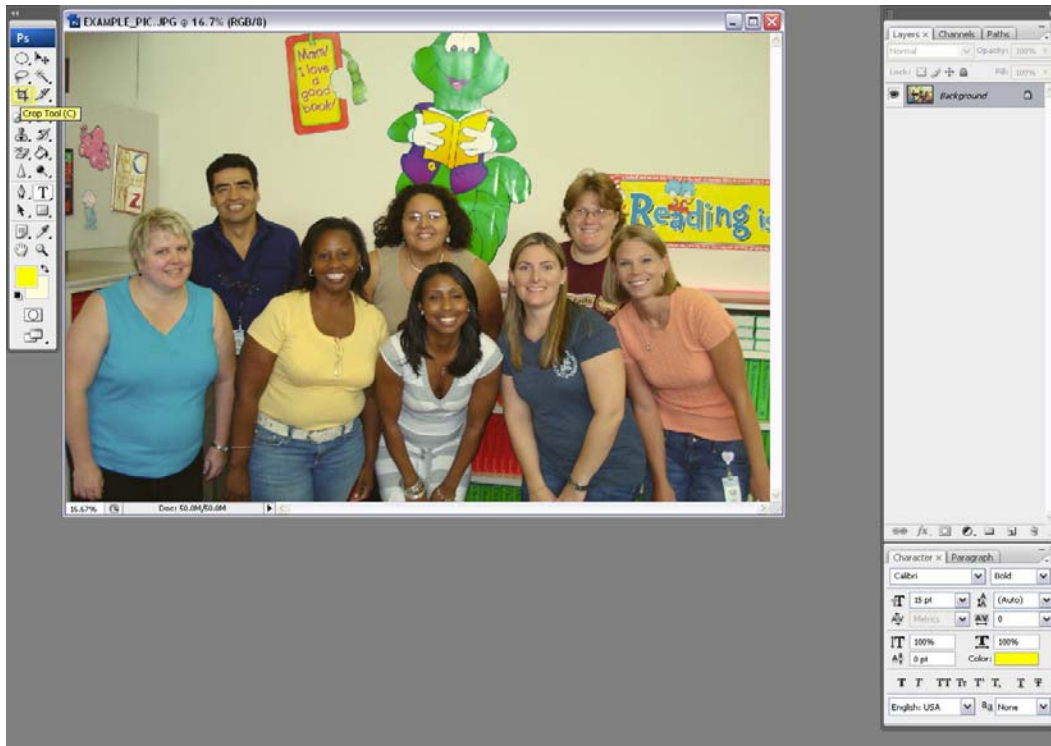


Crop when you can

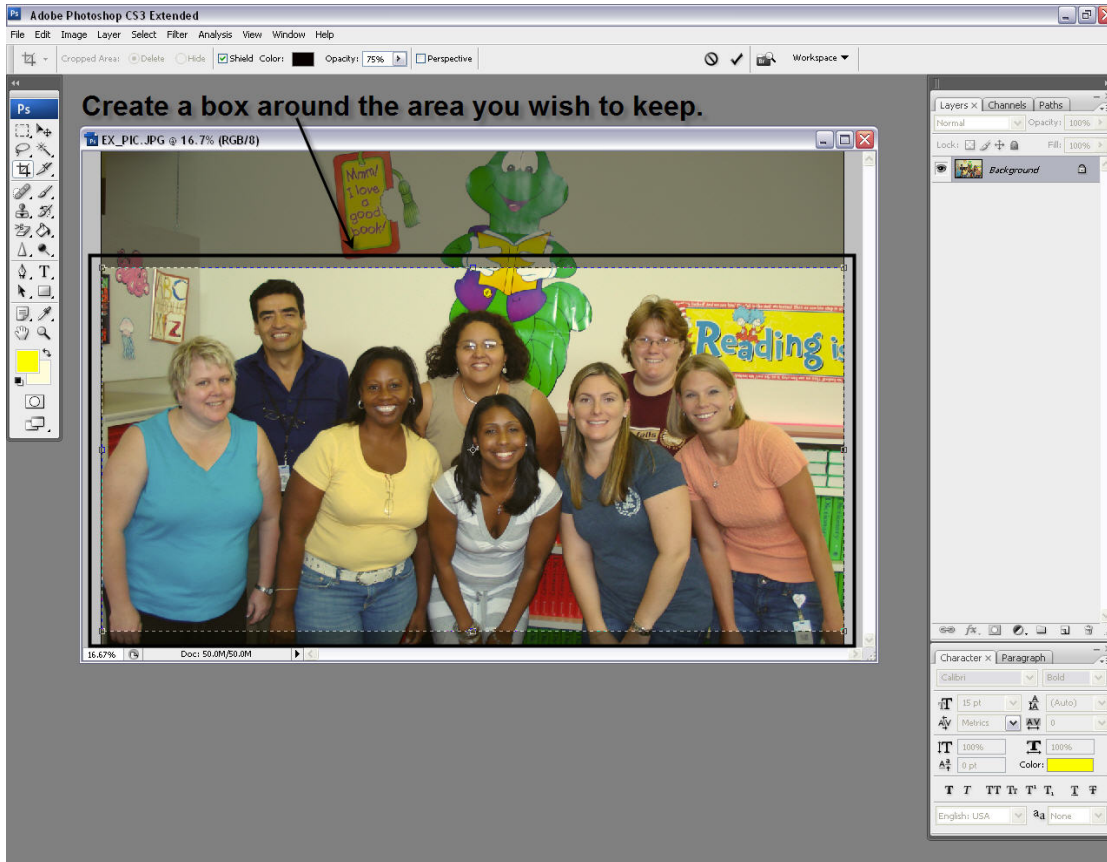
Many pictures or scanned documents can contain excess background or subject matter that does not pertain to the evidence you wish to show. Therefore, cropping can be a useful tool to making your portfolio look more professional.

Steps:

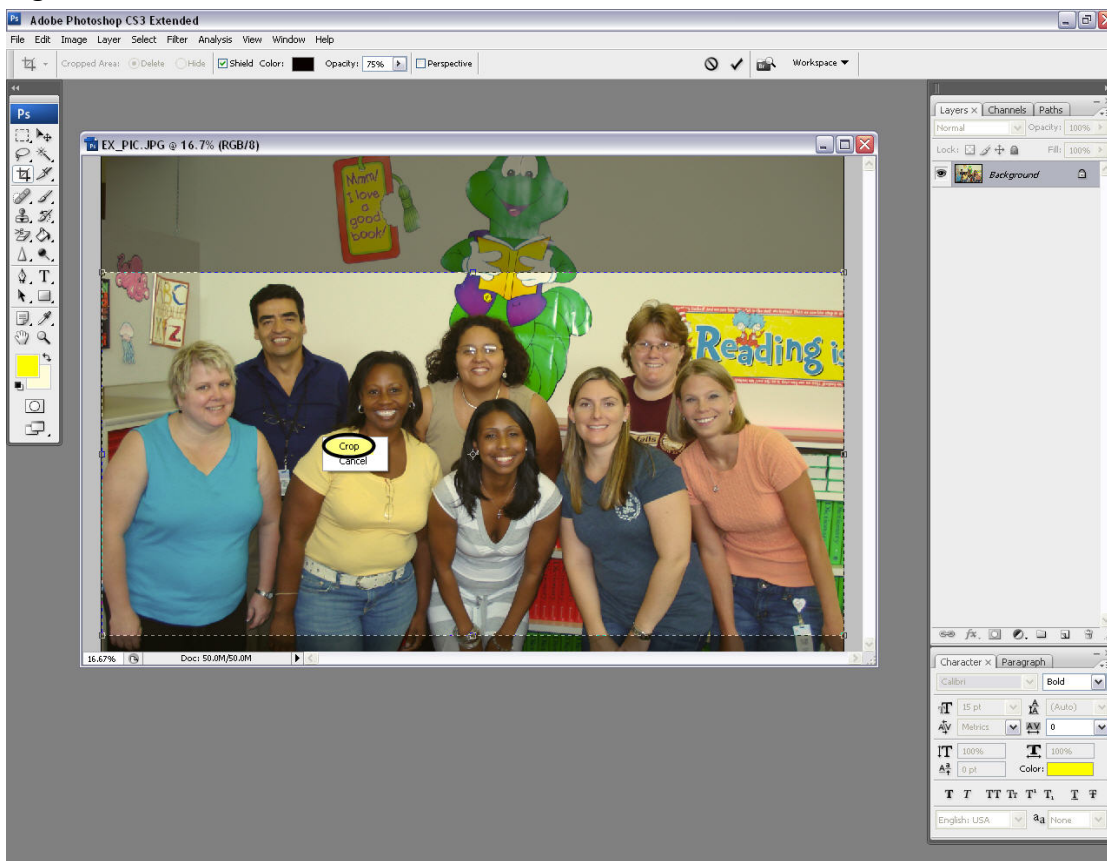
1. Select the CROP TOOL.



2. Create a box around the area you want to keep. (Left-click on one corner and drag until the box is the desired size you want.)



3. Right-click. Select CROP.



4. Your finished image should now look like this:

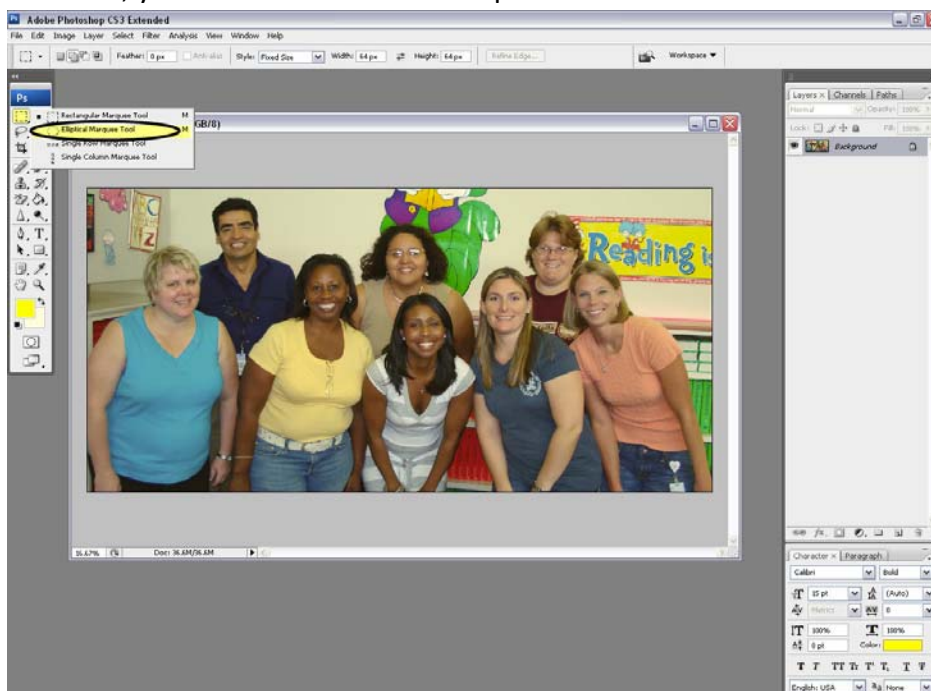


Blur when you need to

The identities of minors must be kept confidential, therefore it is important to blur out any identifiers that may lead back to the minors included in your images. This includes blurring faces, blurring names, and other potential identifying aspects.

Steps:

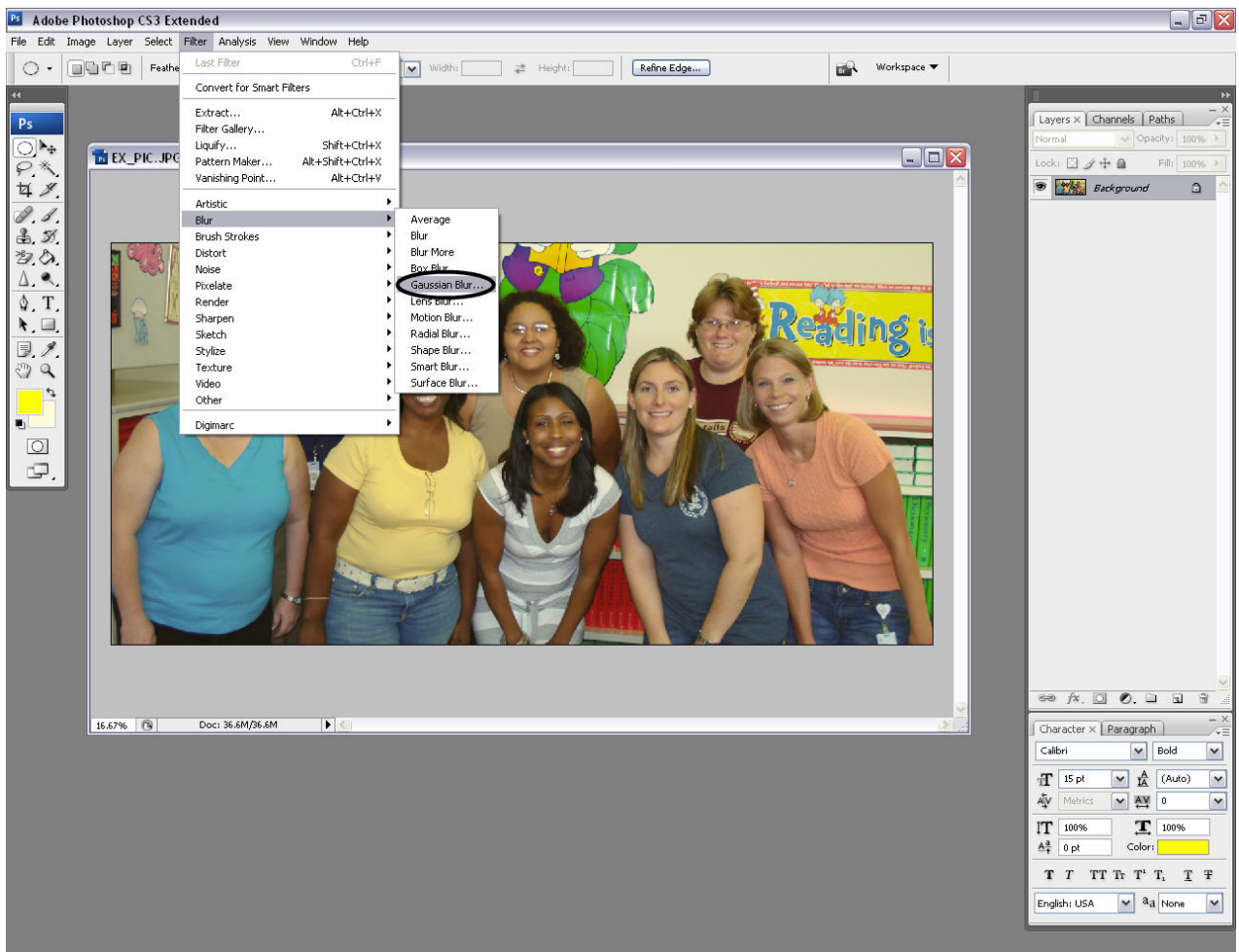
1. Select the RECTANGULAR MARQUEE TOOL, or the ELLIPTICAL MARQUEE TOOL (Left-click and hold down, then select the dotted-circle option).
**If you are blurring out names, you will want to use the rectangular tool. If you are blurring out faces, you will want to use the elliptical tool.



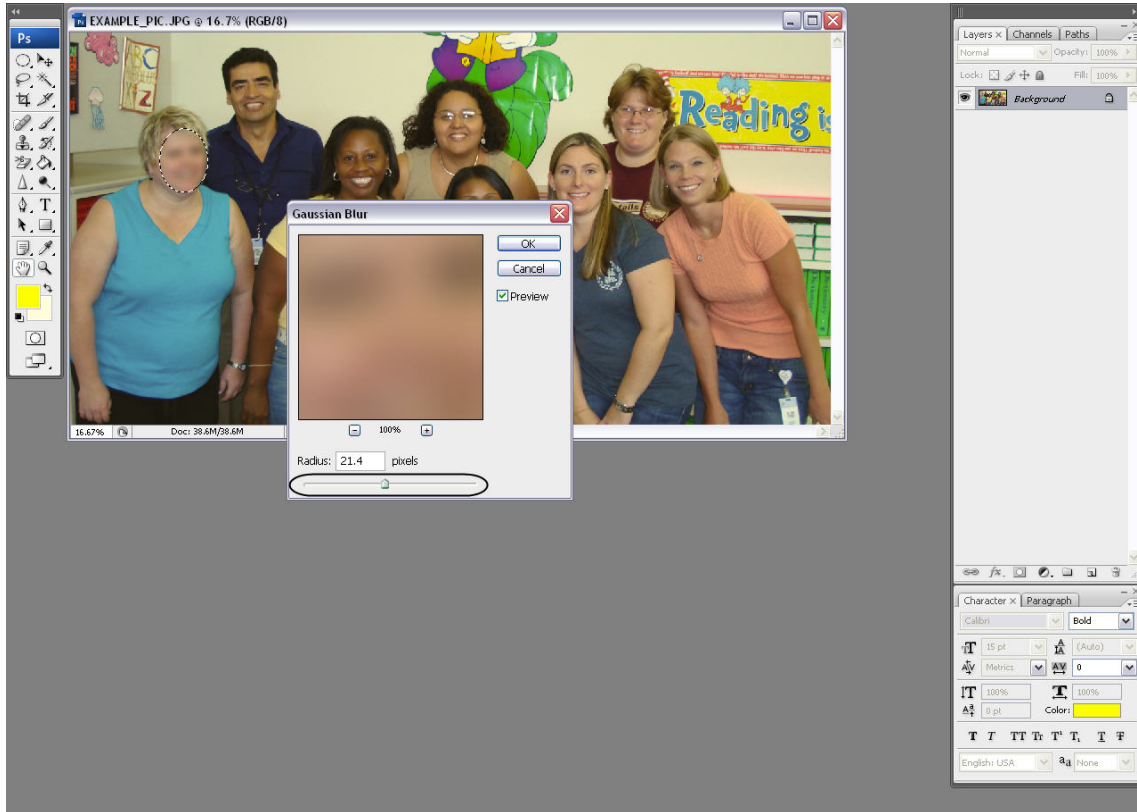
2. Create a circle (or rectangle) around the portion of your image you wish to blur.



3. Click on FILTER from the top tool bar. Select BLUR. Select GAUSSIAN BLUR.



- Adjust the amount of blur you wish by sliding the bar at the bottom of the screen that popped up. Remember you want to blur the image so that all identifying characteristics are unidentifiable, but don't blur it so much that it doesn't look human or you can't tell what the original object was.



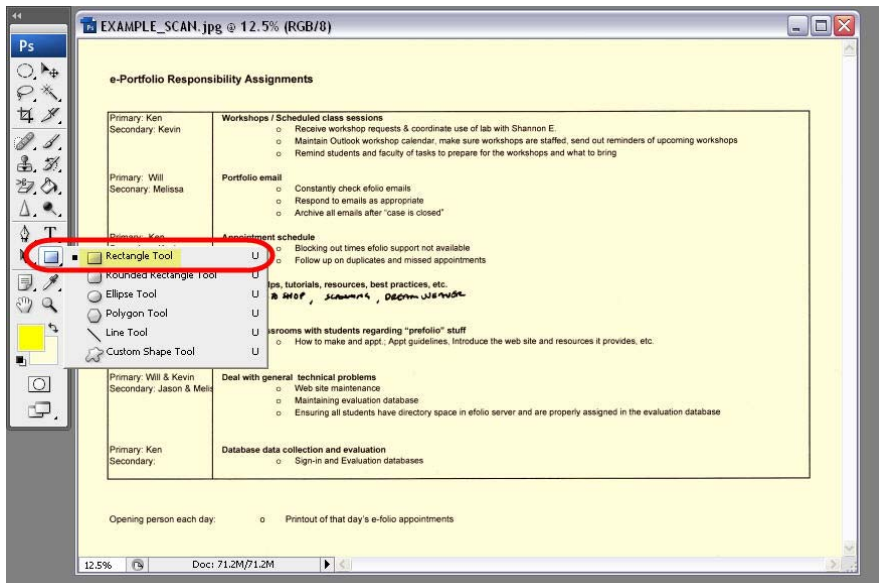
- Click OK.

Highlight when you need to

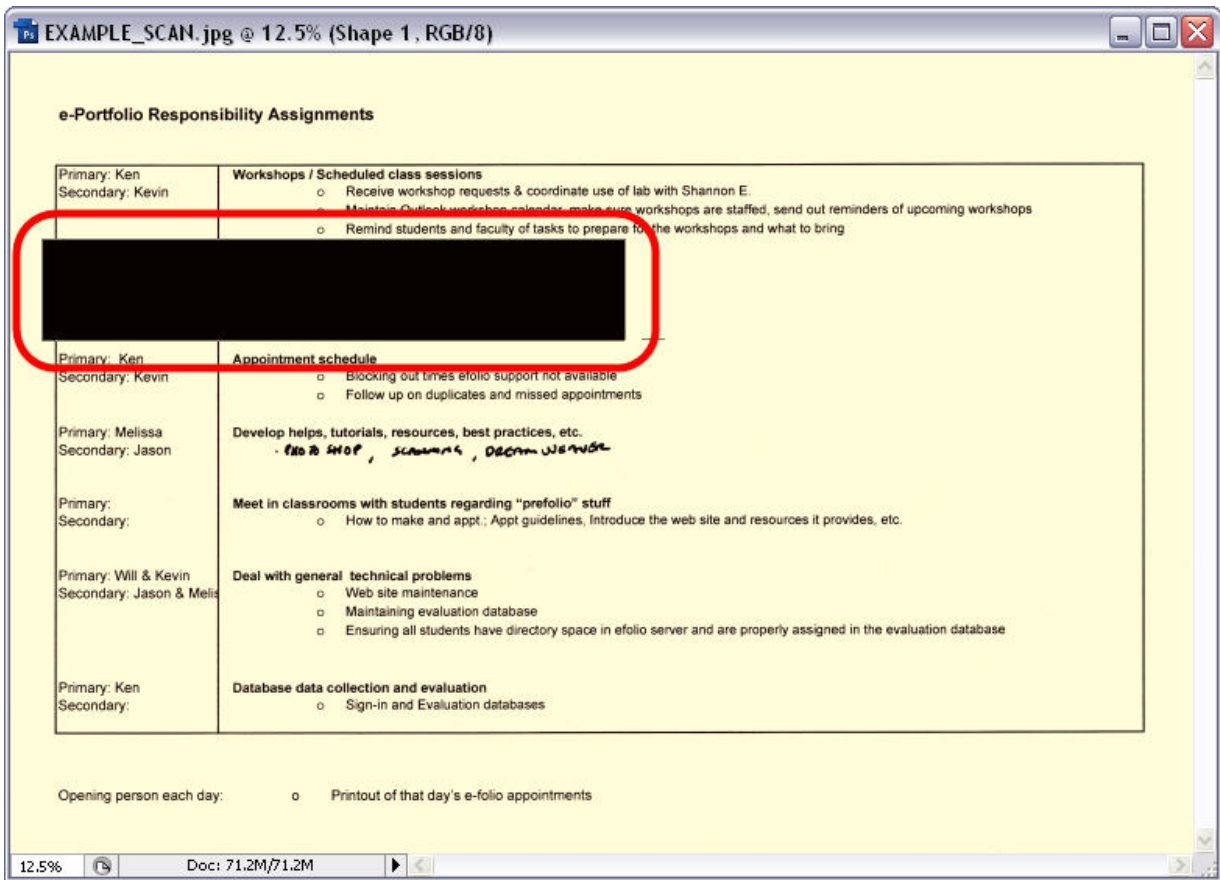
For some of your pieces of evidence, especially scanned documents, you may want to highlight a section of the document that specifically addresses your evidence.

Steps:

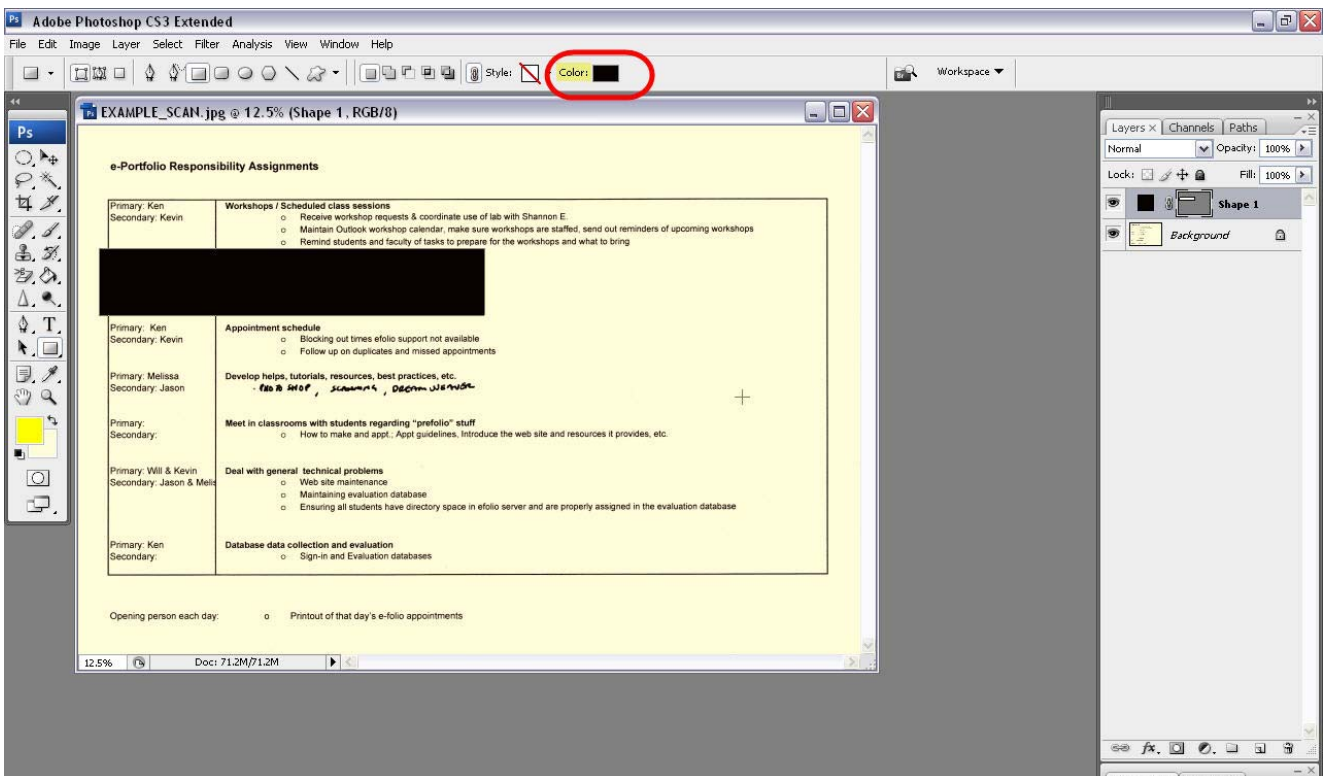
- Select the RECTANGLE TOOL from the left tool bar.



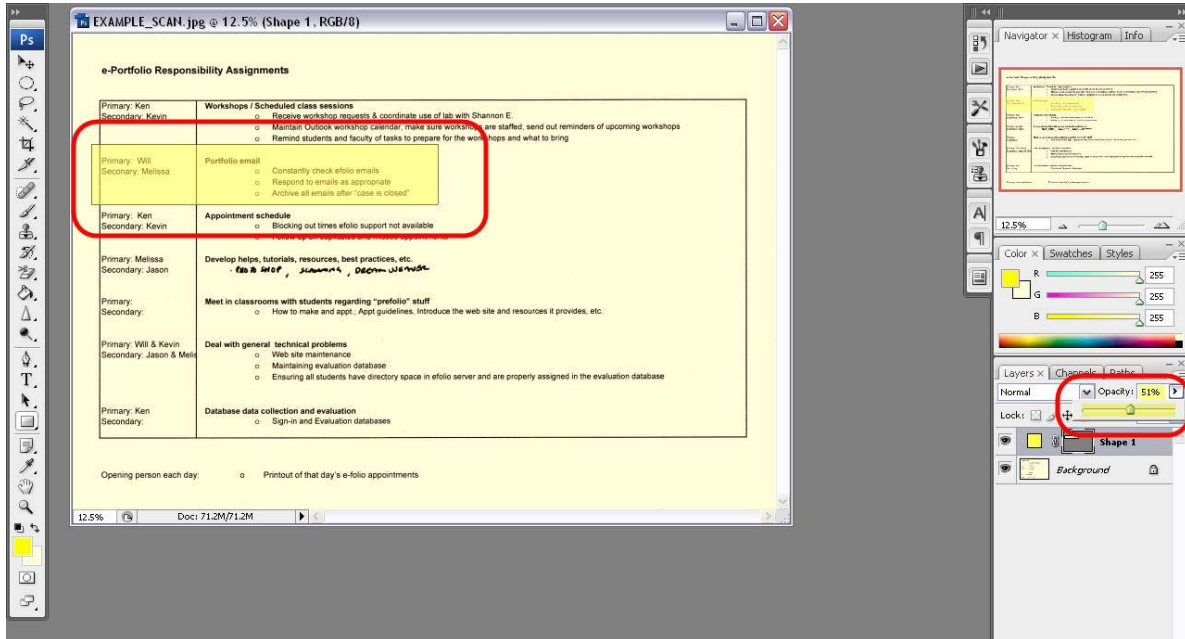
2. Create a rectangle around the portion of the document you wish to highlight.



3. Click on the black box at the top that has "Color:" next to it.



- Click on the percent box next to it.
- Using the slide bar, choose the desired vibrancy of highlighting by lowering the opacity. Notice the opacity (how transparent your image is) of your highlighted box will change.

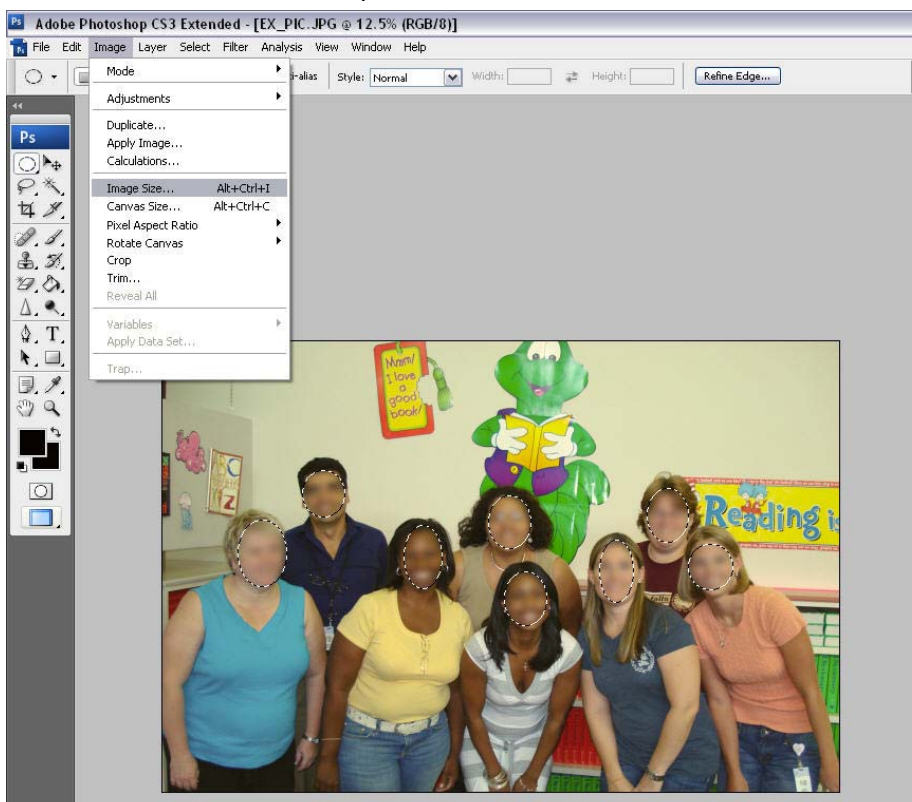


Adjust image size

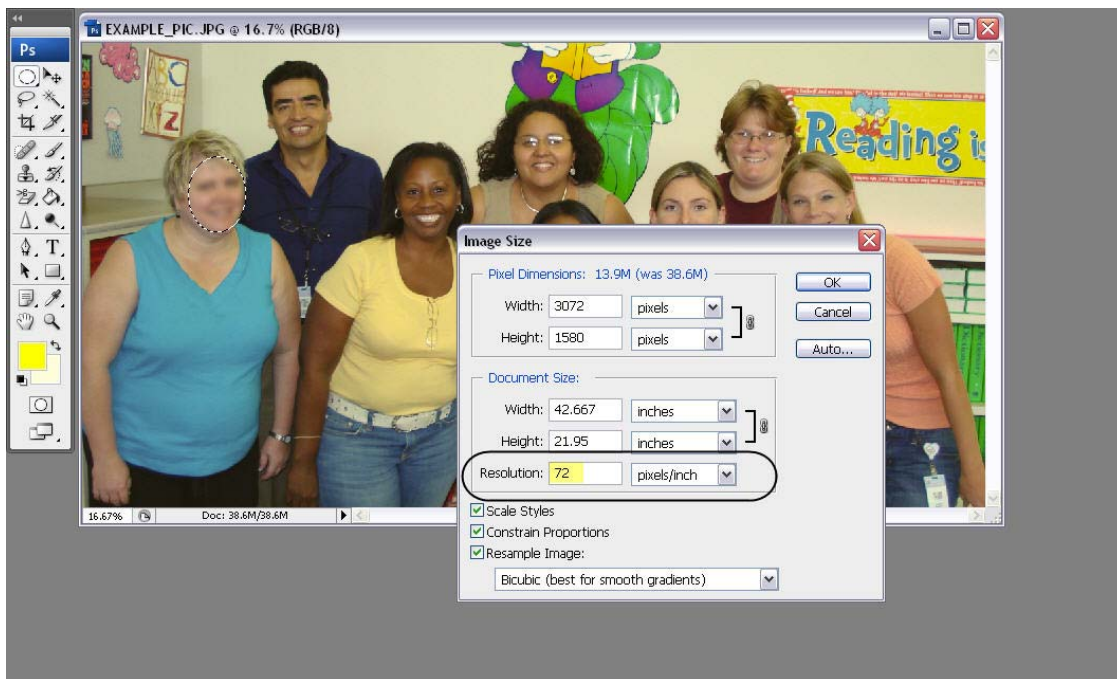
This step is crucially important so that your image will upload to the web in a reasonable file size and appropriate dimensions.

Steps:

- Click on IMAGE from the top tool bar. Select IMAGE SIZE.



2. Change the resolution to 72 pixels/inch.

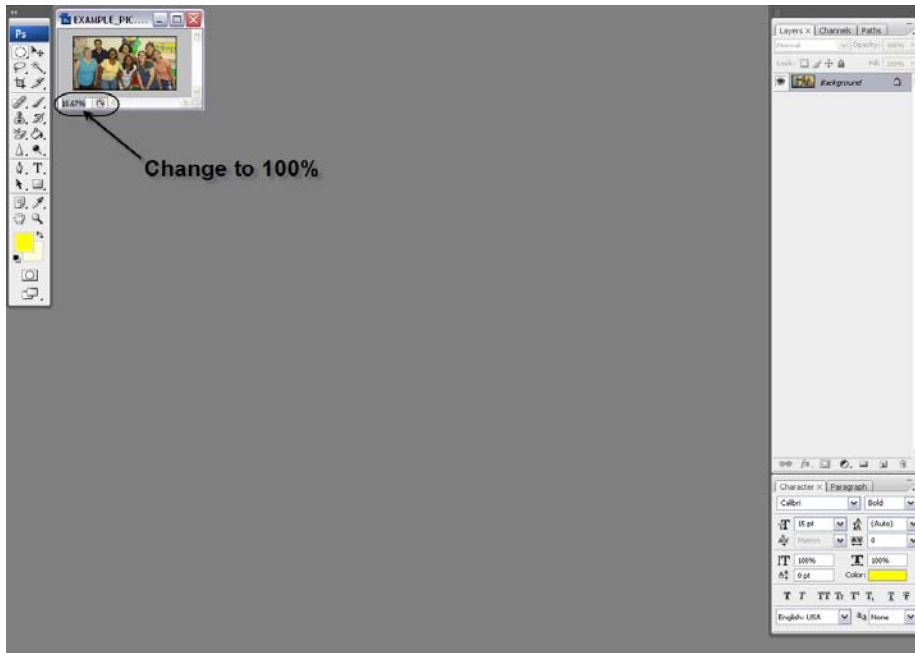


3. Change the Pixel Dimensions WIDTH to 850 pixels or less. (The width and height are locked so all of your proportions will remain the same.)



4. Click OK.

5. Your picture will now appear very small in your work space. To view it at the size it will appear as on the web, change the view to 100%. (This is a good way to double-check that you adjusted your image size correctly.)

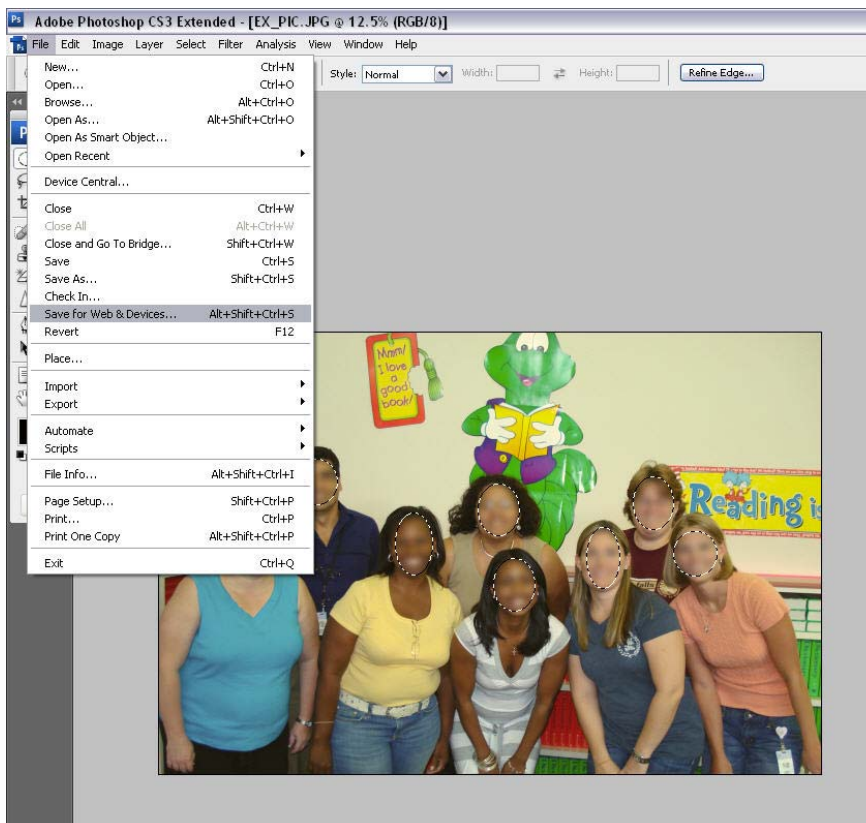


Save for web and devices

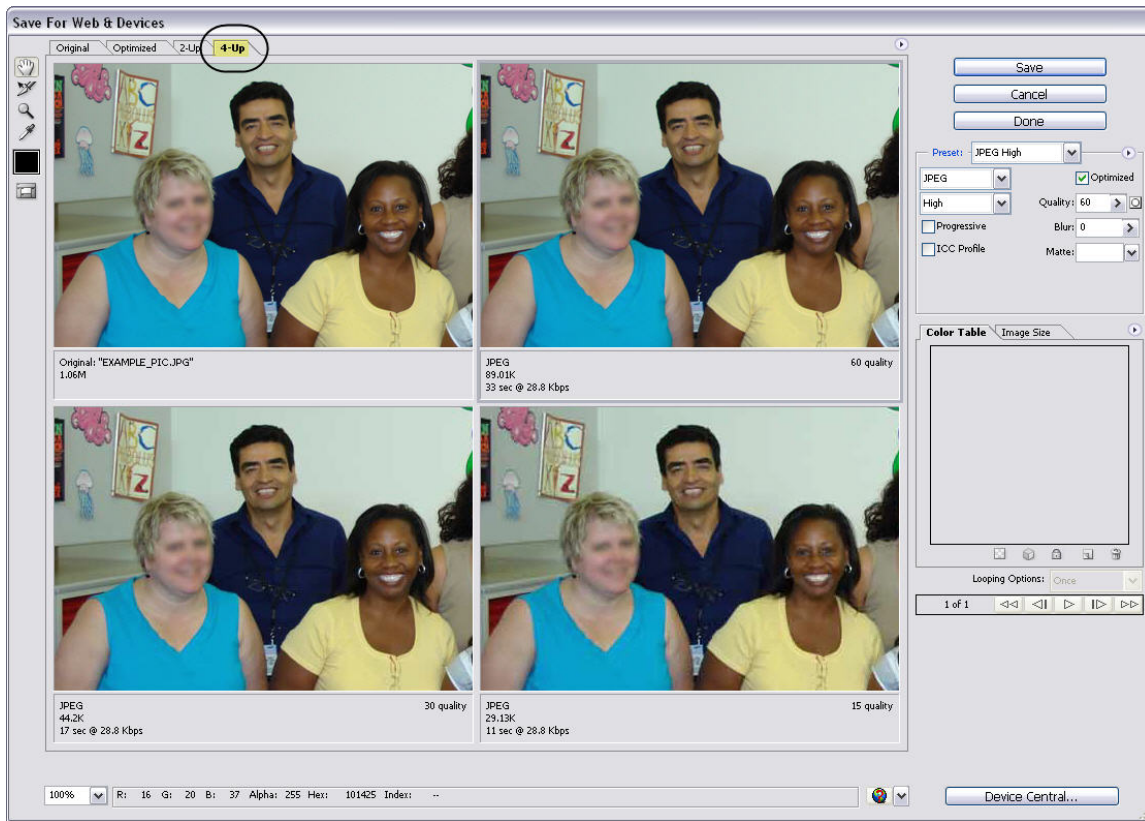
This last step is also critical for uploading your pictures to the web.

Steps:

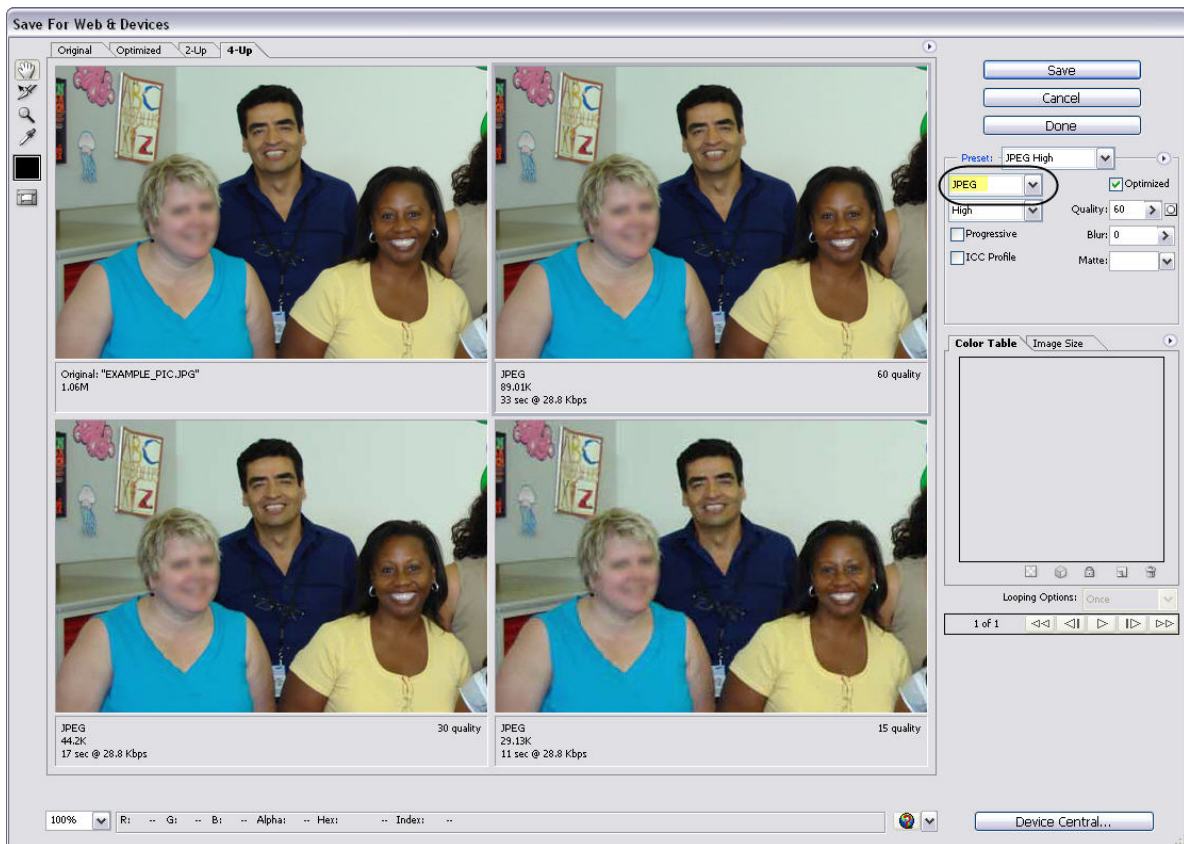
1. Click on FILE. Select SAVE FOR WEB & DEVICES.



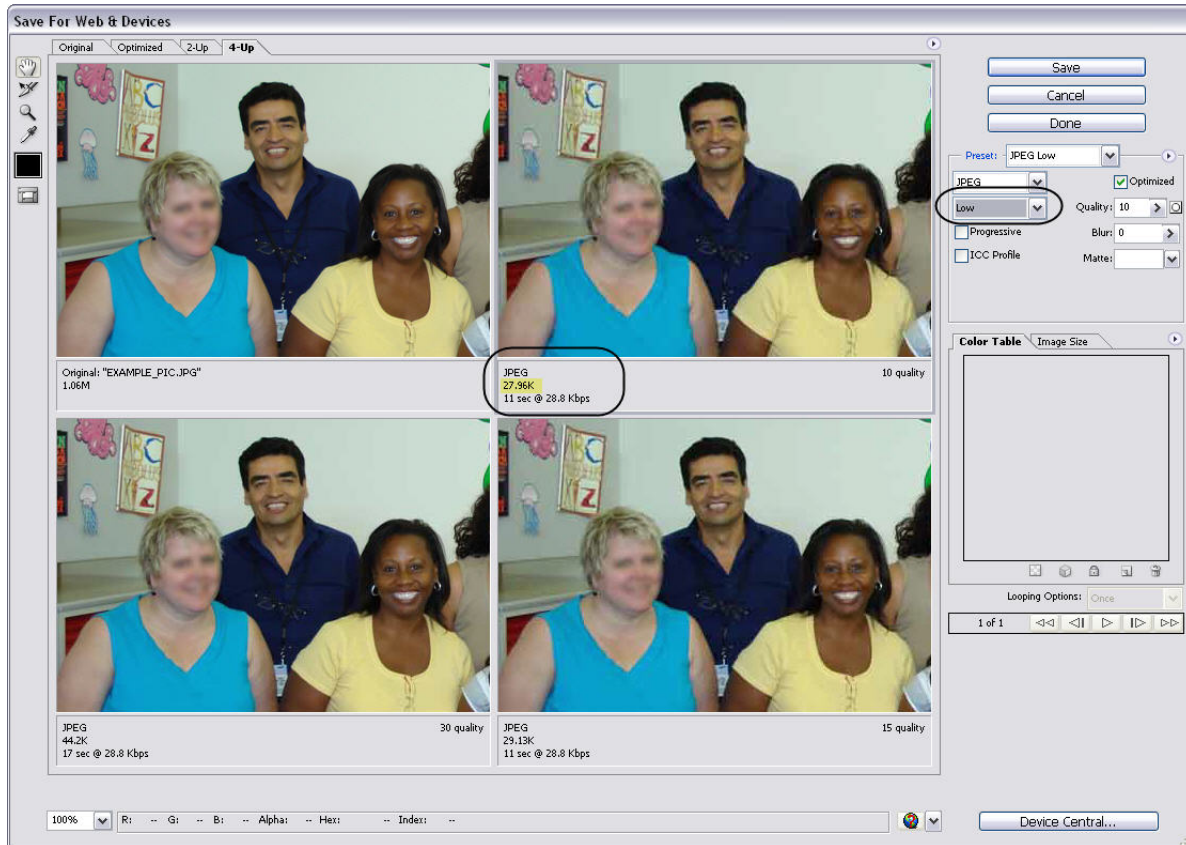
2. Choose the 4-UP tab at the top left.



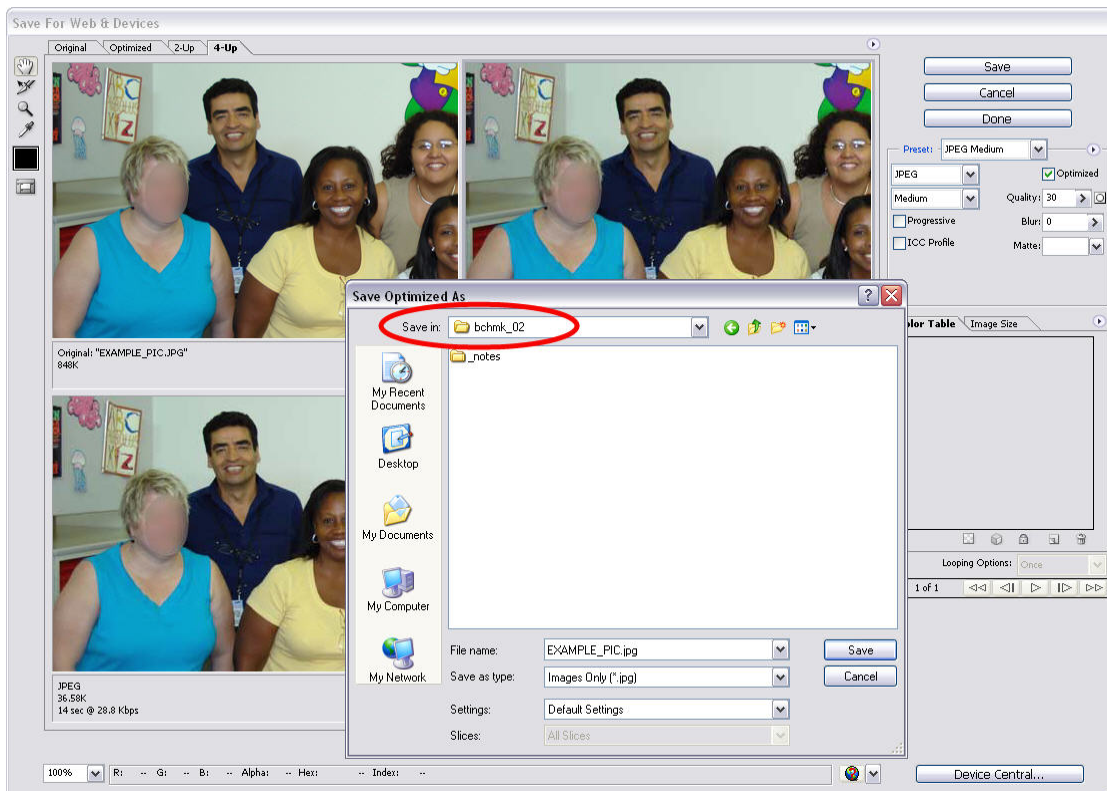
3. Select JPEG from the drop down menu in the right-side tool bar.



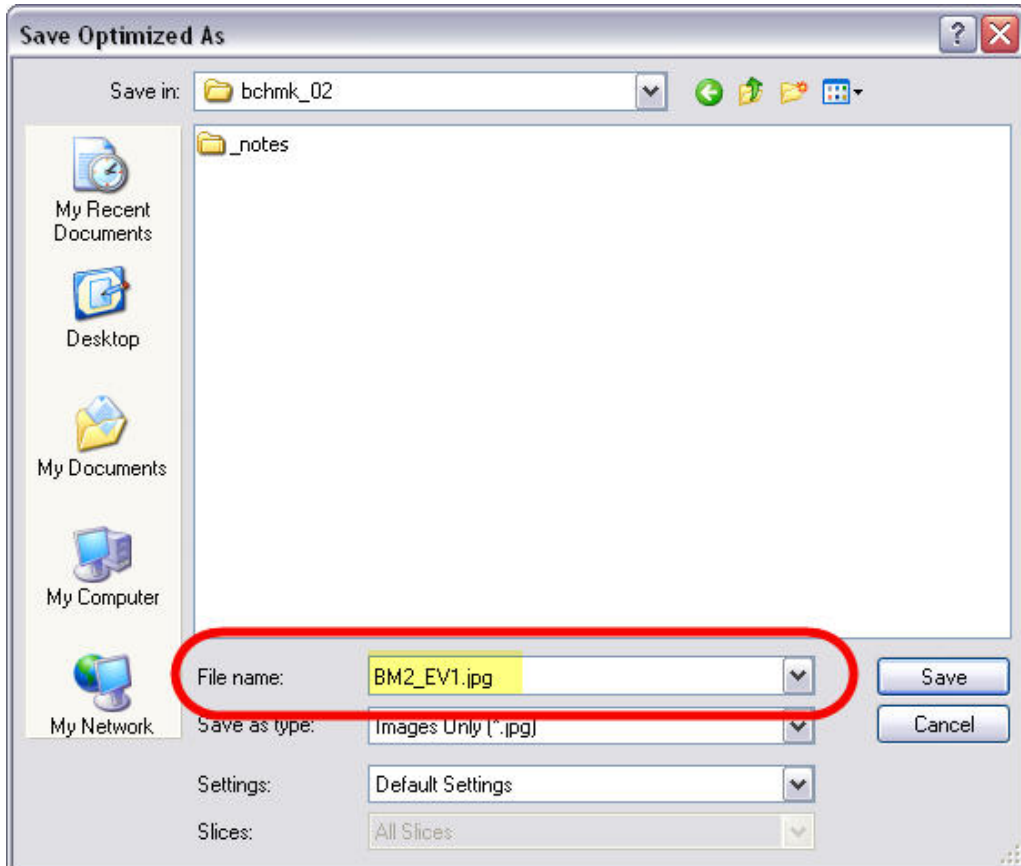
4. Choose the picture that has a file size less than 42k.
 - a. (You may have to adjust the quality to medium or low from the drop down menu.)



5. Click SAVE.
6. Select your flash drive. Within your e-folio folder, open the benchmark folder that this piece of evidence goes with.



7. Save it using the file name "BM*_EV*.jpeg". Replace the * with the number of the benchmark you are going to use the image in, and with the number of the evidence page you are using it for.



8. You may now close Photoshop. You do not need to save again, since you already saved as a JPEG in your benchmark folder.