Photoshop Image Editing Skills for
LACC Journalism Students (Basic Skills)
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To edit an area in the image without creating hard edge:
In this part of the tutorial, we will use the Ducks_Color file inside the
Photoshop_Tutorial_Folder.

1. Use the Polygonal Lasso Tool to draw an area by clicking at several corner points; double-click at the last point to close the shape (*Figure 1*)
2. Go to Select→Modify→Feather menu to open the Feather dialog box (*Figure 2*), type a convenient number in the Feather Radius text field (say 50 pixels), and click OK; the polygonal edges change to a smooth curve with a "feather" or a "buffer zone" for the change to be faded at certain distance defined by the value of Feather Radius (*Figure 3*).
3. Start to apply changes inside the area without creating a hard edge. In this case, we use the Hue/Saturation menu as an example (other menus can be used as well); go to Image→Adjustments→Hue/Saturation to open the Hue/Saturation window (*Figure 3*); move the sliders leftward or rightward to change the Hue, Saturation and Lightness values (*Figure 4*). This menu is used to change the overall color scheme of the image. The "Feather" creates between this area and the surroundings a ring of transition around the area where changes are to be applied, and prevents hard edge to occur.
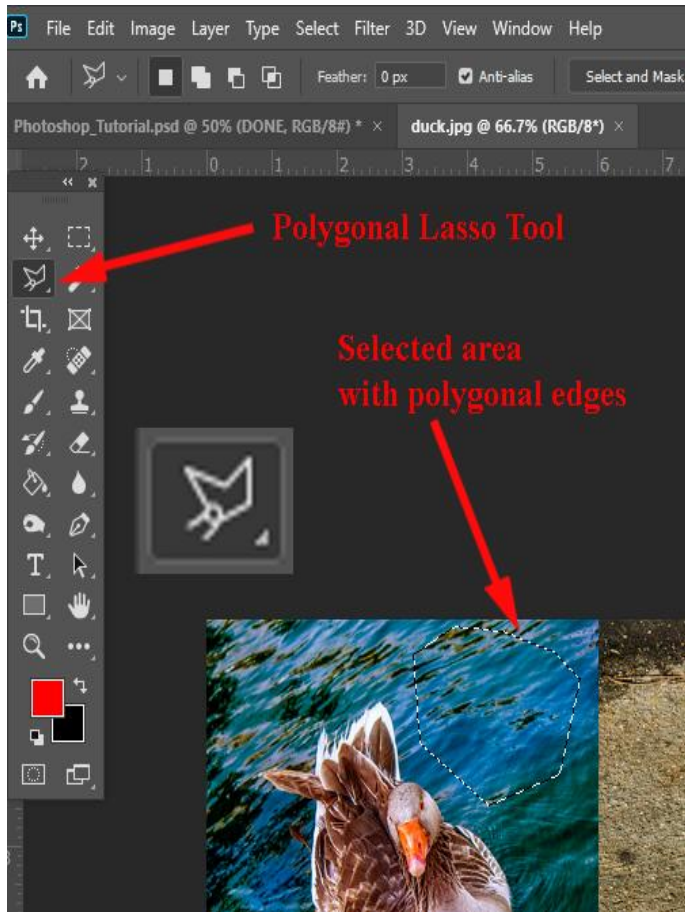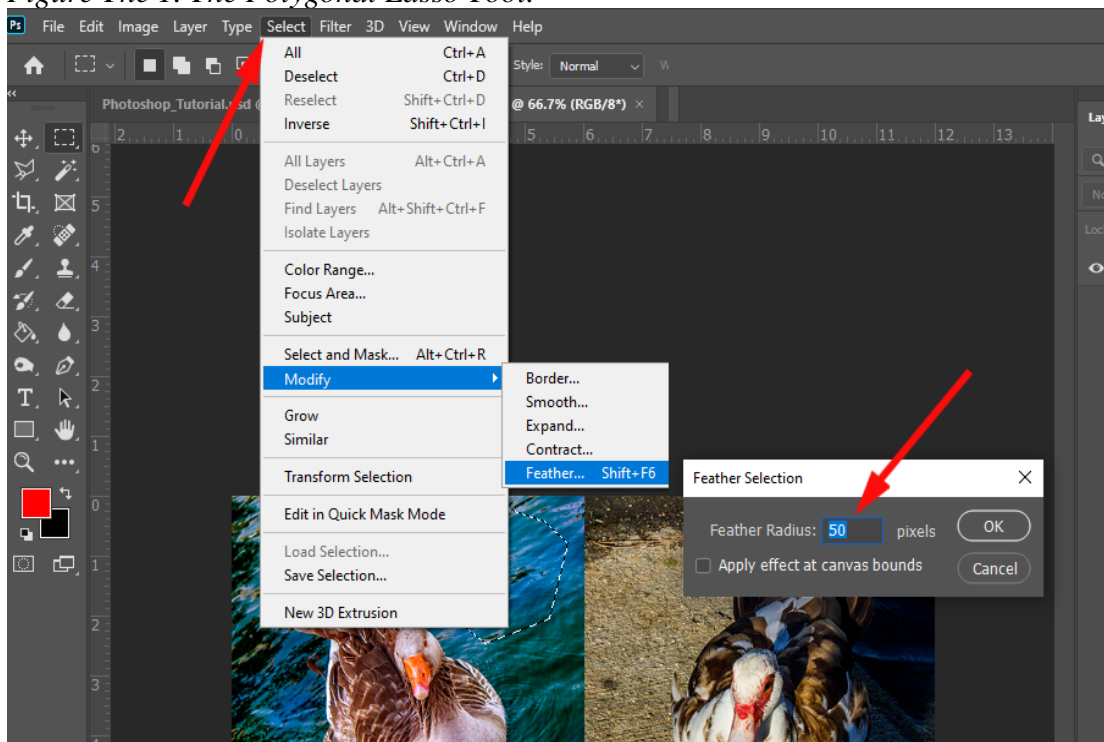
Figure The 1. The Polygonal Lasso Tool.

Figure 2. The Select→Modify→Feather… menu and the Feather Selection dialog box.

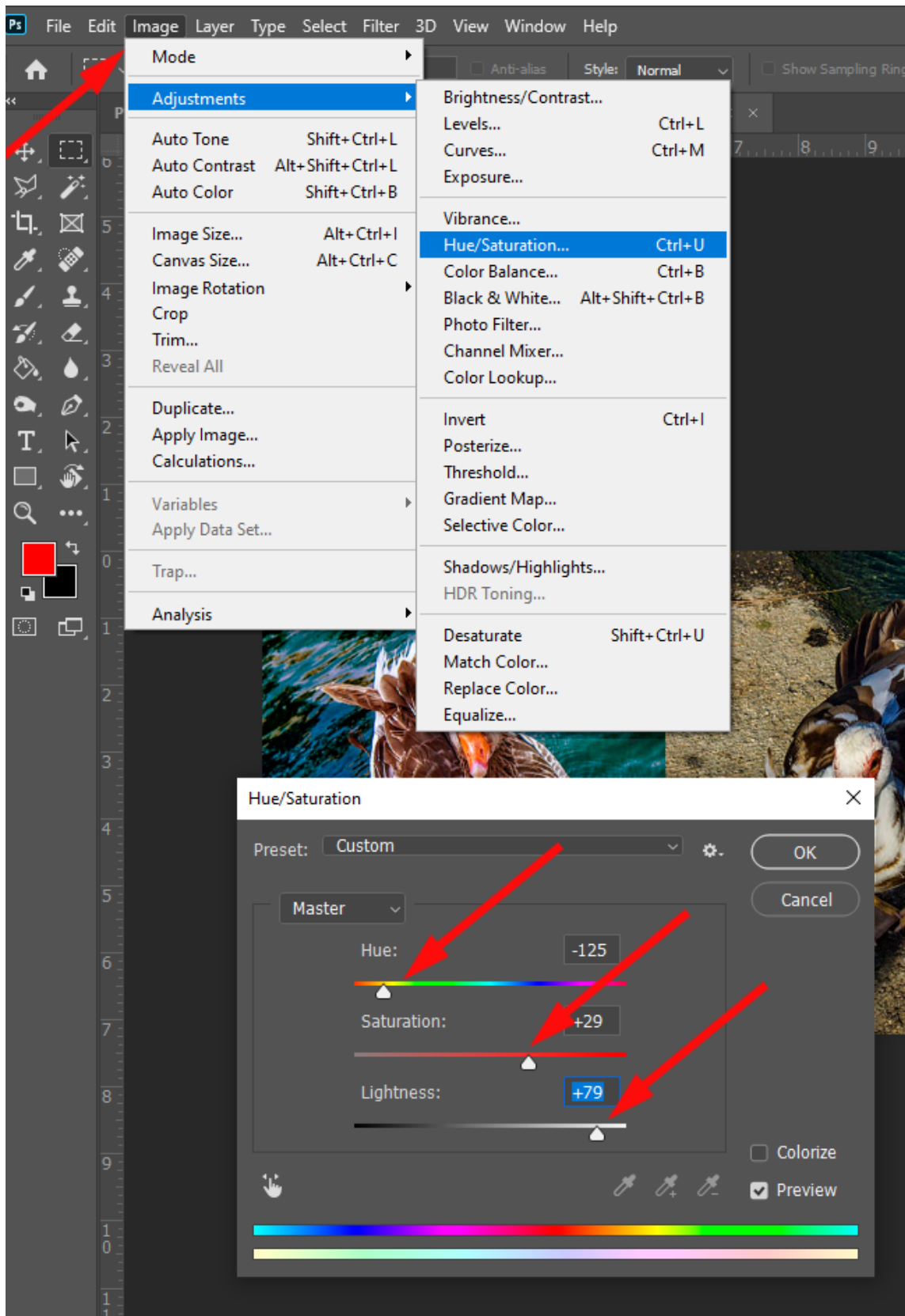*Figure 3. The single feathered curved edge replacing the polygonal edges.*

Figure 4. The Hue/Saturation window with sliders.

To fine tune colors in the image:
Go to Image→Adjustments→Colors Balance menu to open the Color Balance window; check the Preview option, move the sliders leftwards or rightwards to make the changes in colors, and click the OK button to apply changes (*Figure 5*).
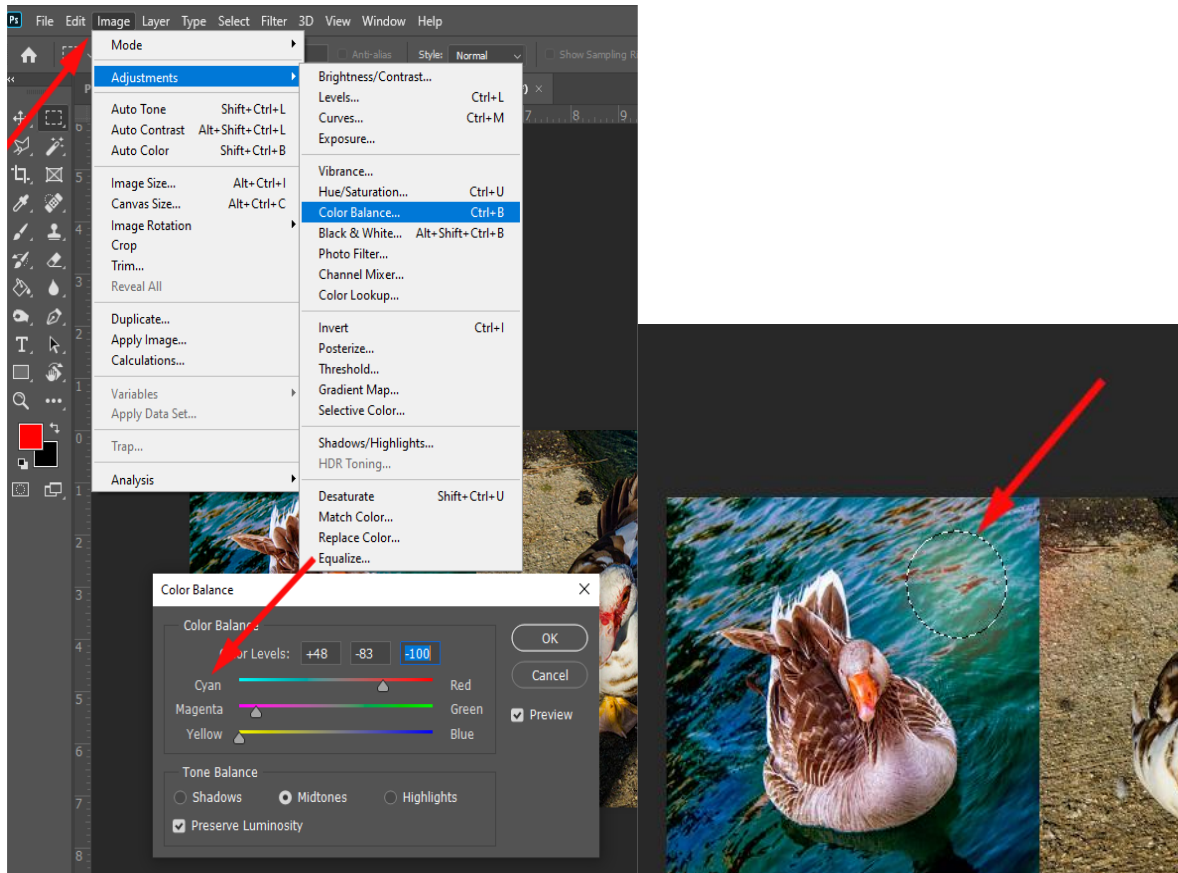
Figure 5. The Color Balance menu

To change the brightness, darkness and middle tones of an image:
1. Go to Image→Adjustments→Levels menu to open the Levels window (*Figure 6*), move the sliders to make adjustments; or
2. Go to Image→Adjustments→Brightness/Contrast menu to open the Brightness/Contrast window (*Figure 7*), move the sliders to make adjustments; or
3. Select the Dodge Tool or Burn Tool from the Tool Bar (*Figure 8* and *Figure 9*; both Tools are in the same group); press the] key to increase the size of the tip; or press the [key to decrease the size of the tip; increase or decrease the values of Exposure to define the intensity of the action, click on a spot in the image to dodge (make it lighter) or to burn (make it darker).
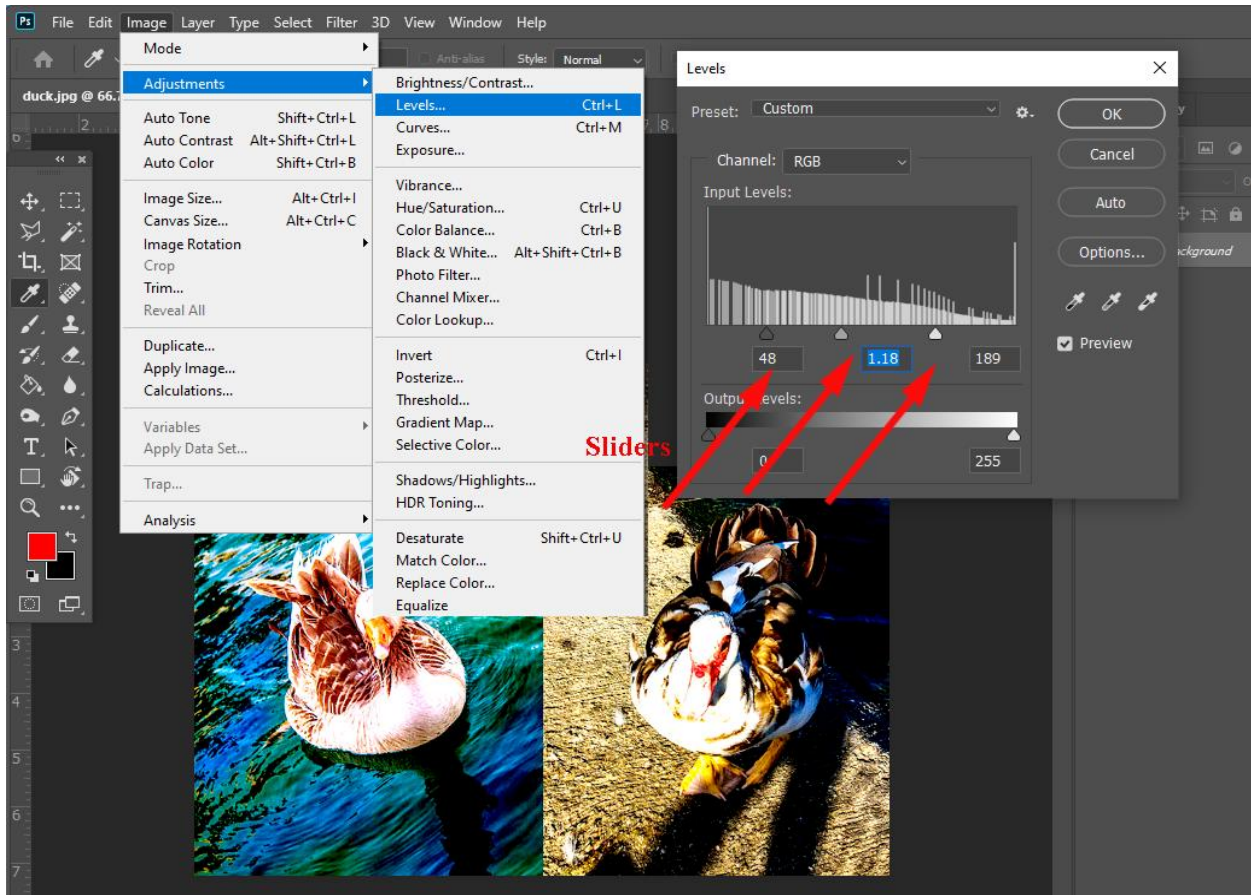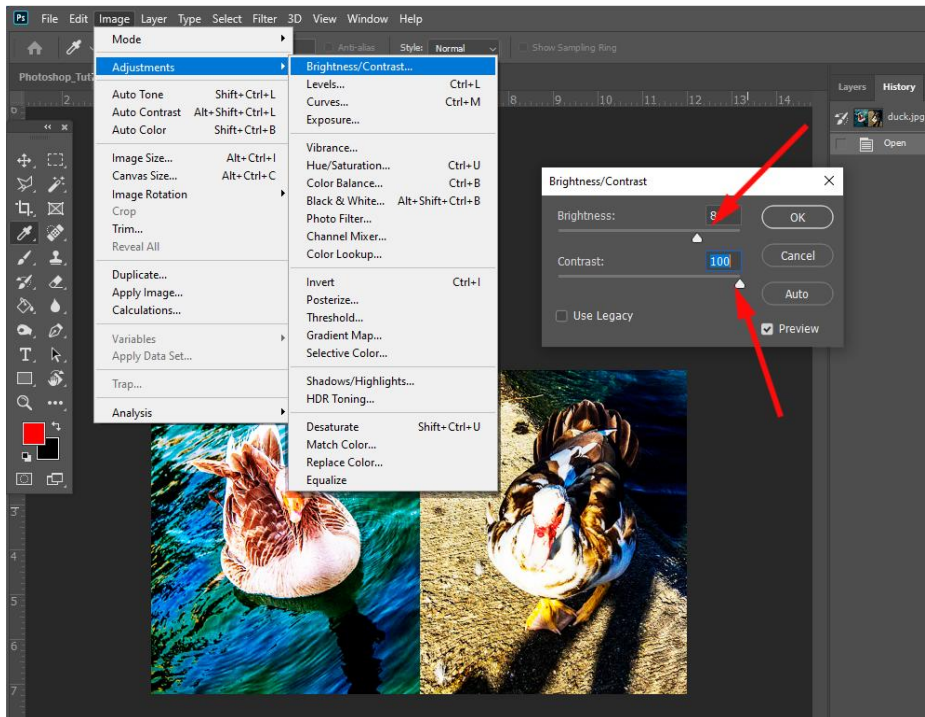
Figure 6. The Levels menu.

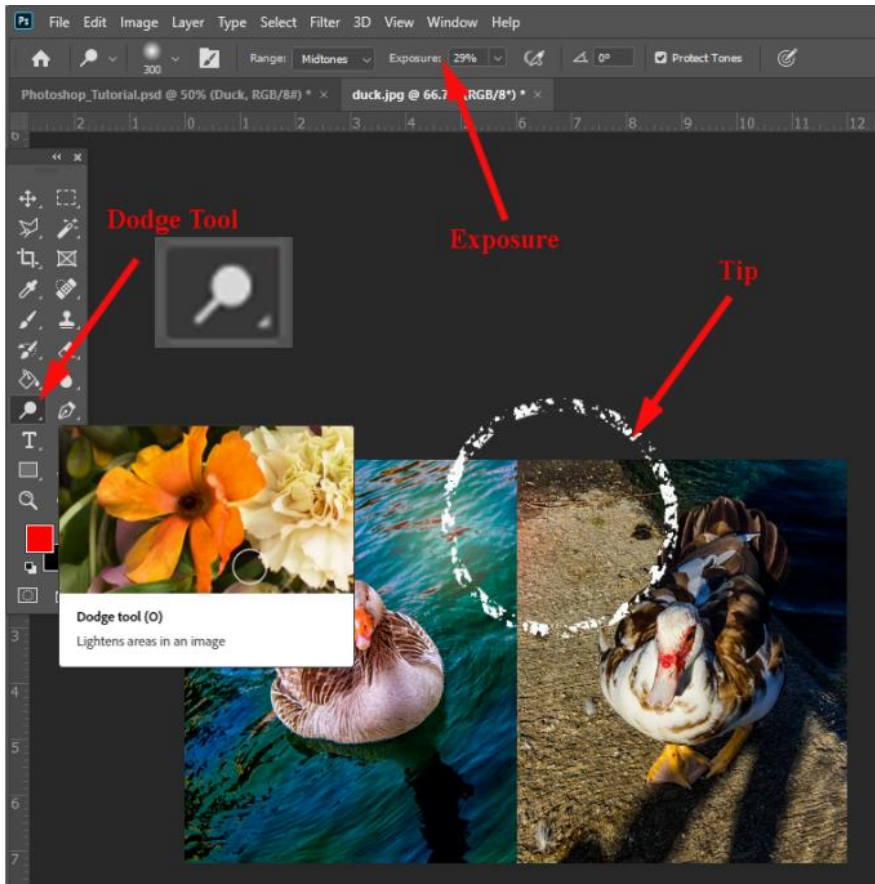
Figure 7. The Image→Adjustments→Brightness/Contrast menu.
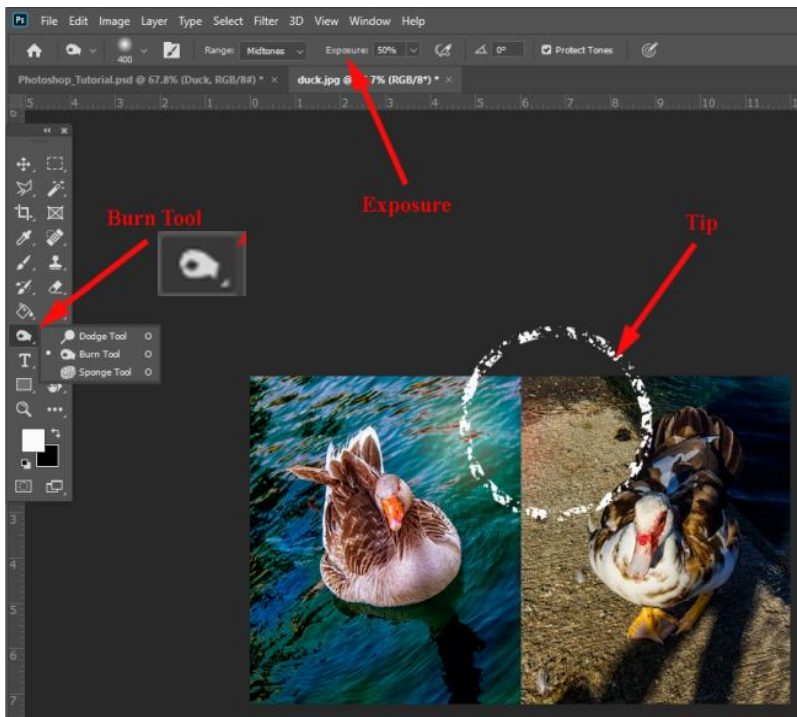
Figure 8. The Dodge Tool.

Figure 9. The Burn Tool.

To crop an image:

Select the Crop Tool from the Tool Bar, drag the handles at any corner or in the middle of any edge of the cropping frame to desired location, and double click to crop the image (*Figure 10*). To maintain the proportions of horizontal and vertical dimensions, hold down the Shift key while dragging the handles (*Figure 11*). To resize the cropping frame from the center of the image and to maintain the proportion, hold down both Shift and Alt (for Windows) or Option (for Mac) keys while dragging the handle (*Figure 12*). To rotate the image while cropping it, move the mouse to any of the corners of the cropping frame, a symbol of rotation with a curved line and two arrows appears, click and drag clockwise or counterclockwise (*Figure 13*).
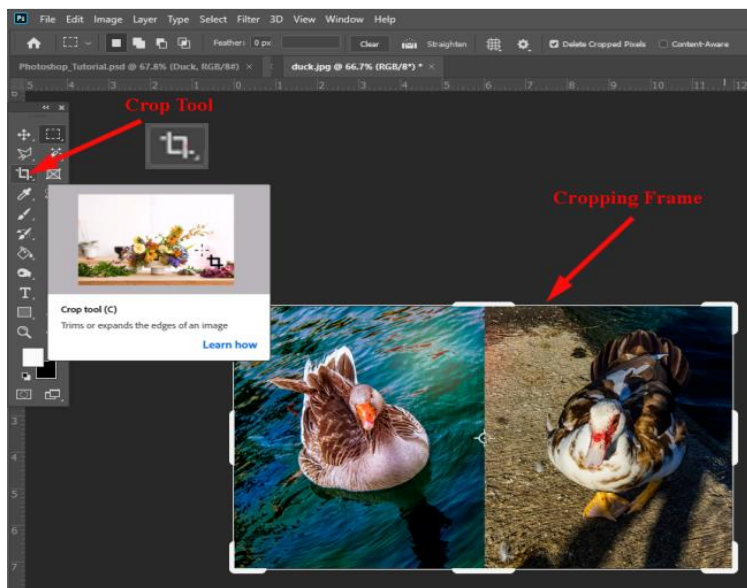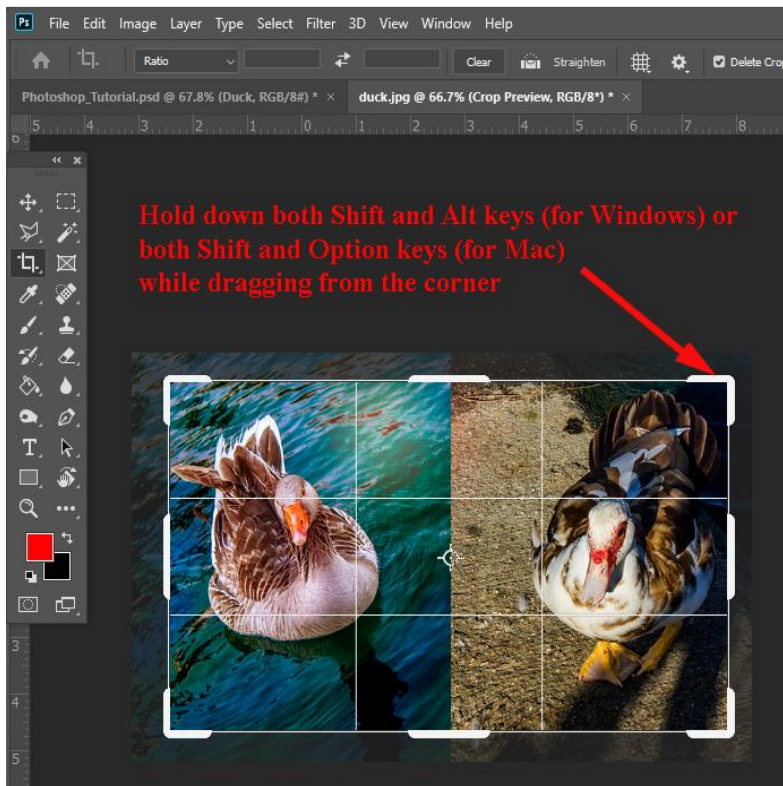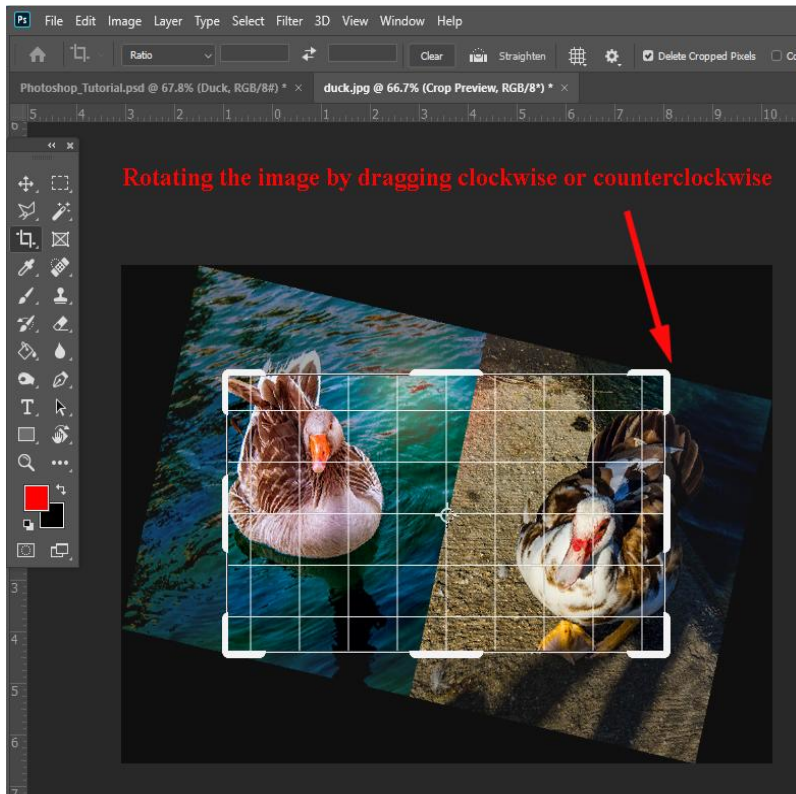

Figure 10. The Crop Tool.
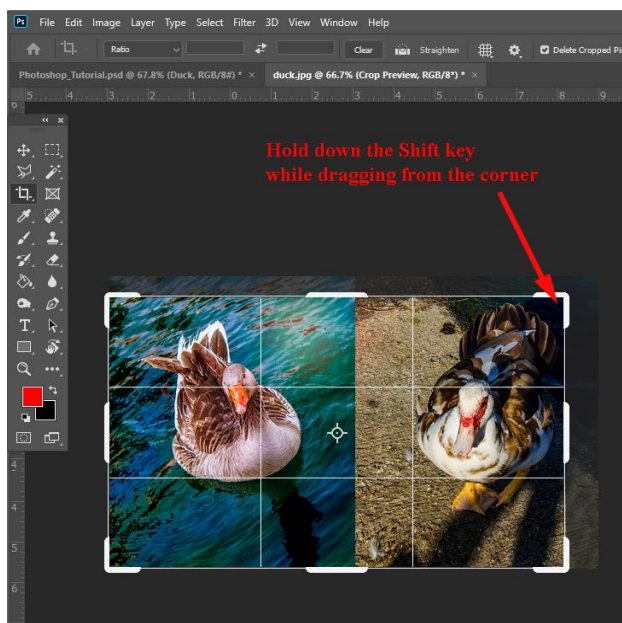
Figure 11. To maintain the proportion while cropping.

*Figure 12. Resizing the cropping frame while maintaining the proportion.*

Figure 13. Rotating the image while cropping.

To create a monotone image out of a colored image:
A monotone image is one with a single color. Two steps are needed to accomplish this task.
1. Go to the Image➔Mode➔Grayscale menu to turn the colored image into a grayscale (black and white image; *Figure 14* and *Figure 15*).
2. Go to the Image➔Mode➔Duotone menu to open he Duotone Options window, select the Monotone option, click the color picker icon to open the Color Picker window, click a spot in the color tank, click he OK button to close he Color Picker window and return to the Duotone Options window, click the OK button to change the grayscale image into a monotone image (*Figure 16*).
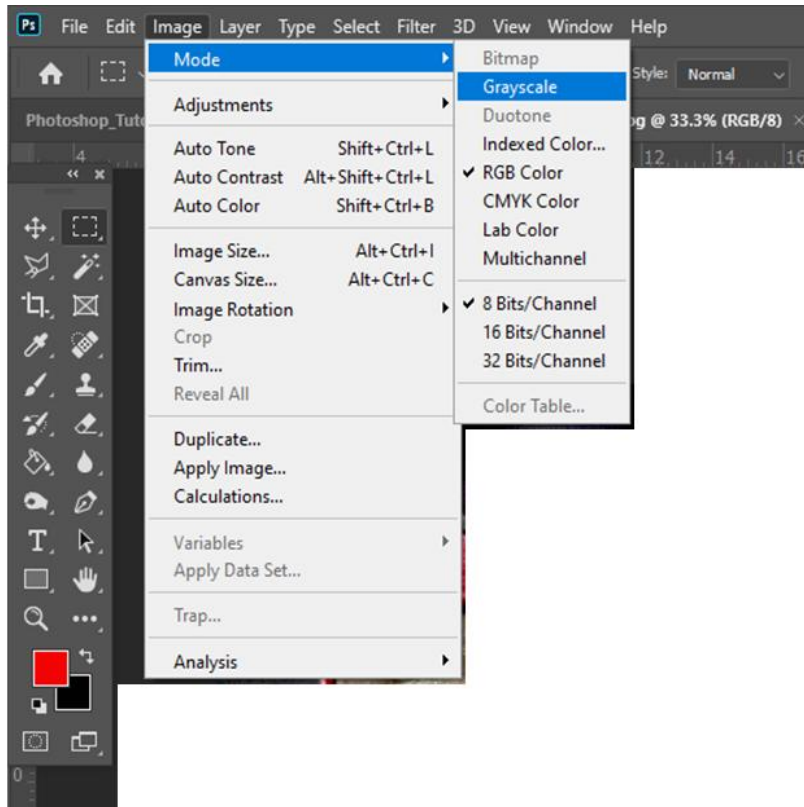
Figure 14. The Image➔Mode➔Grayscale menu.
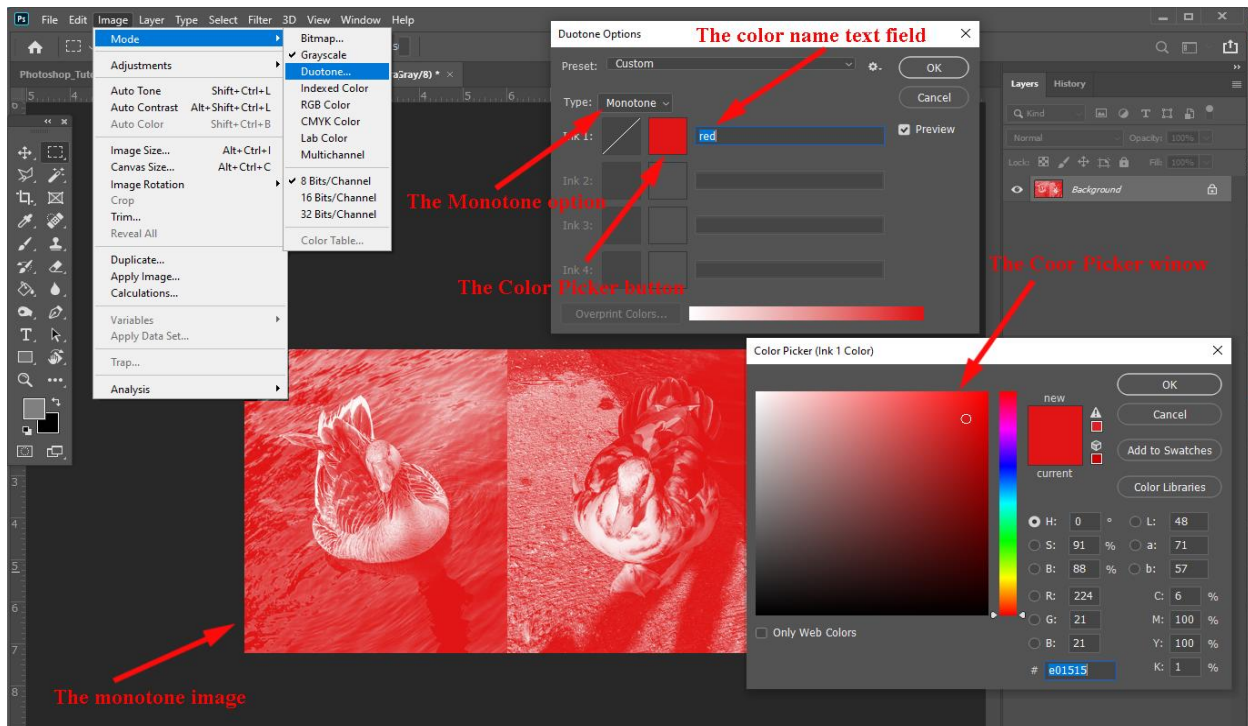

Figure 15. The grayscale image.

Figure 16. The Image→Mode→Duotone menu used to create a monotone image out of a grayscale image.

To colorize a grayscale image:
This task is aimed at creating a duotone image from a grayscale image, with black as one of the two colors. Four steps are needed.
1. Go to Image→Mode→Grayscale menu to turn an original color image into a grayscale image (*Figure 14* and *Figure 15*).
2. Go to Image→Mode→CMYK Color or RGB Color menu to change the Grayscale image back into a color image (with black color only), click the OK button if a message window appears (*Figure 17*).
3. Go to Image→Adjustments→Hue/Saturation… menu to open the Hue/Saturation window to change the overall color scheme (*Figure 18*), check the Colorize option and move the Hue slider to a desired position, and click the OK button to add a color to the grayscale image (*Figure 19*).
4. Go to Image→Adjustments→Color Balance… menu to open the Color Balance window, move the three sliders to desired positions, and click the OK button to fine tune the color of the image (*Figure 20* and *Figure 21*). This step, together with others, could be repeated to achieve the desired outcome.
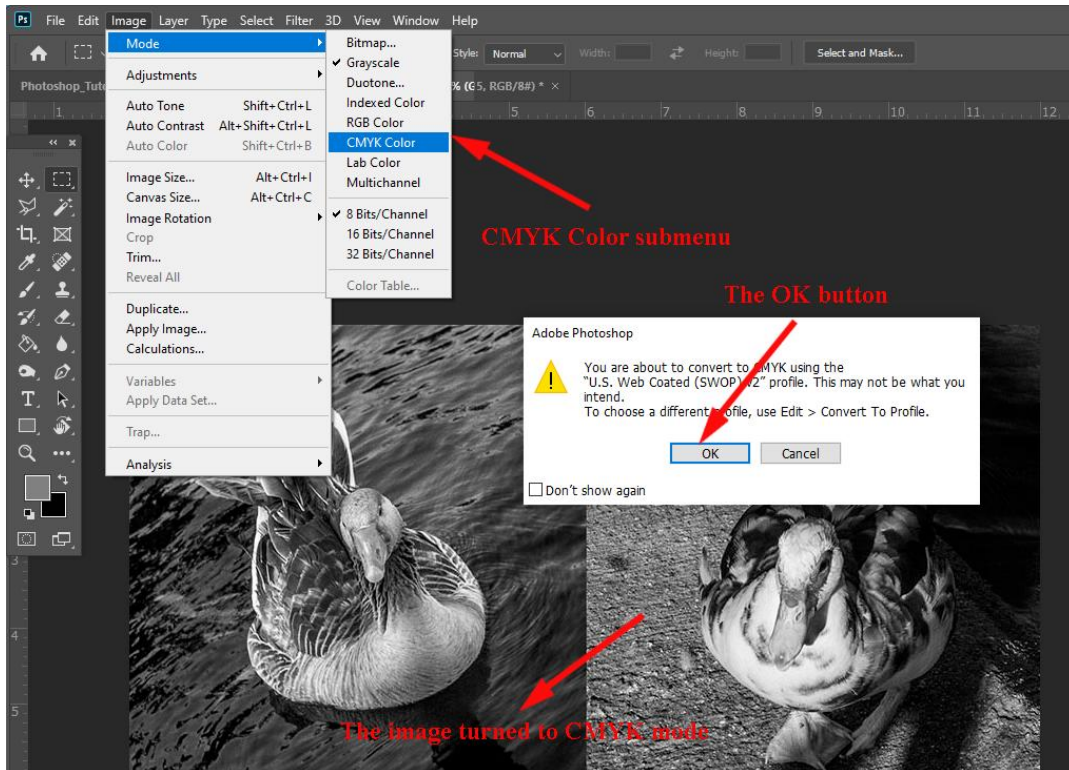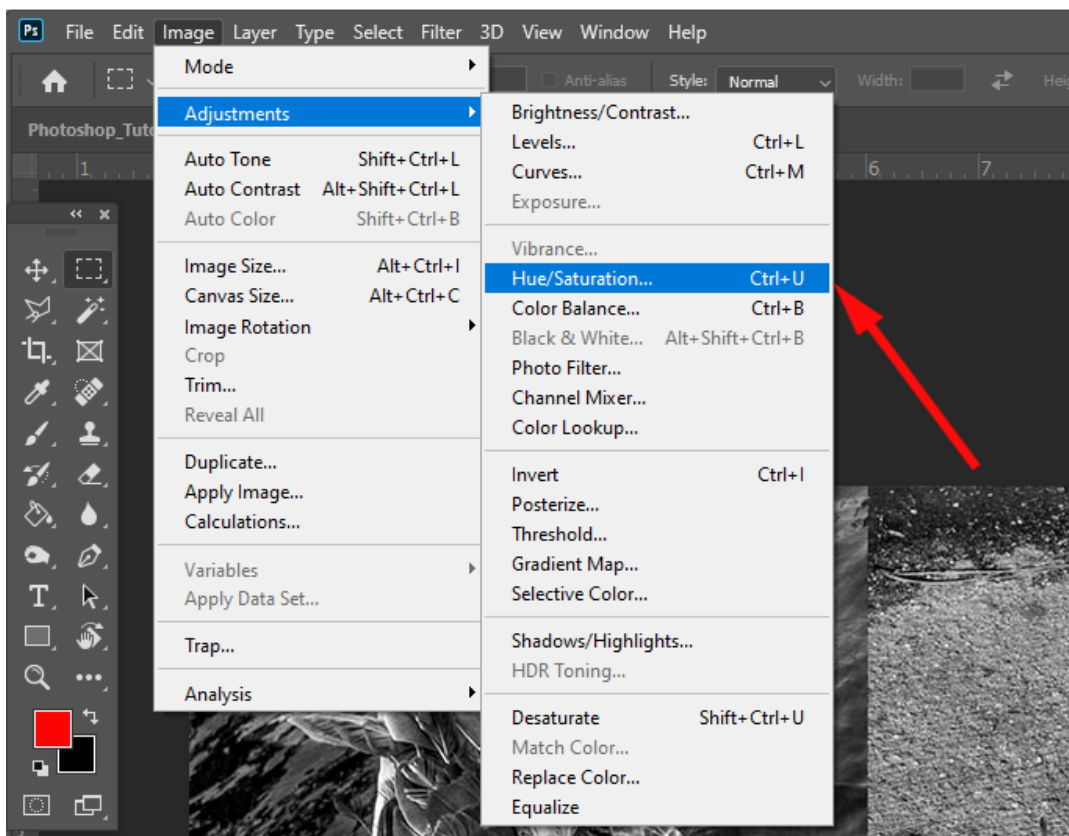
Figure 17. The Image→Mode→CMYK Color or RGB Color menu.

Figure 18. The Image→Adjustments→Hue/Saturation… menu.

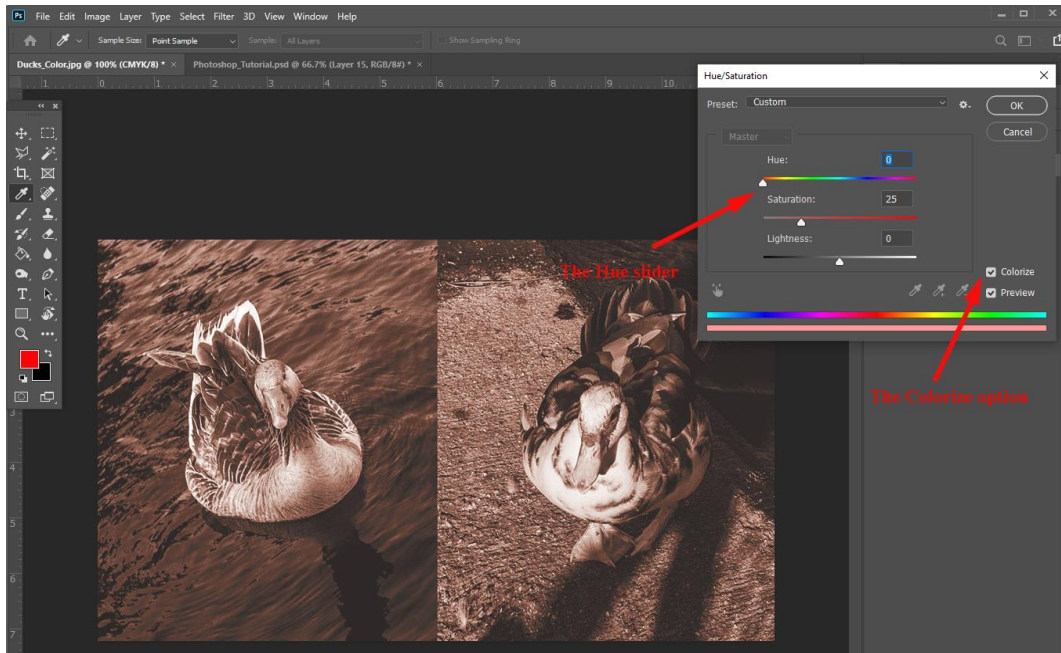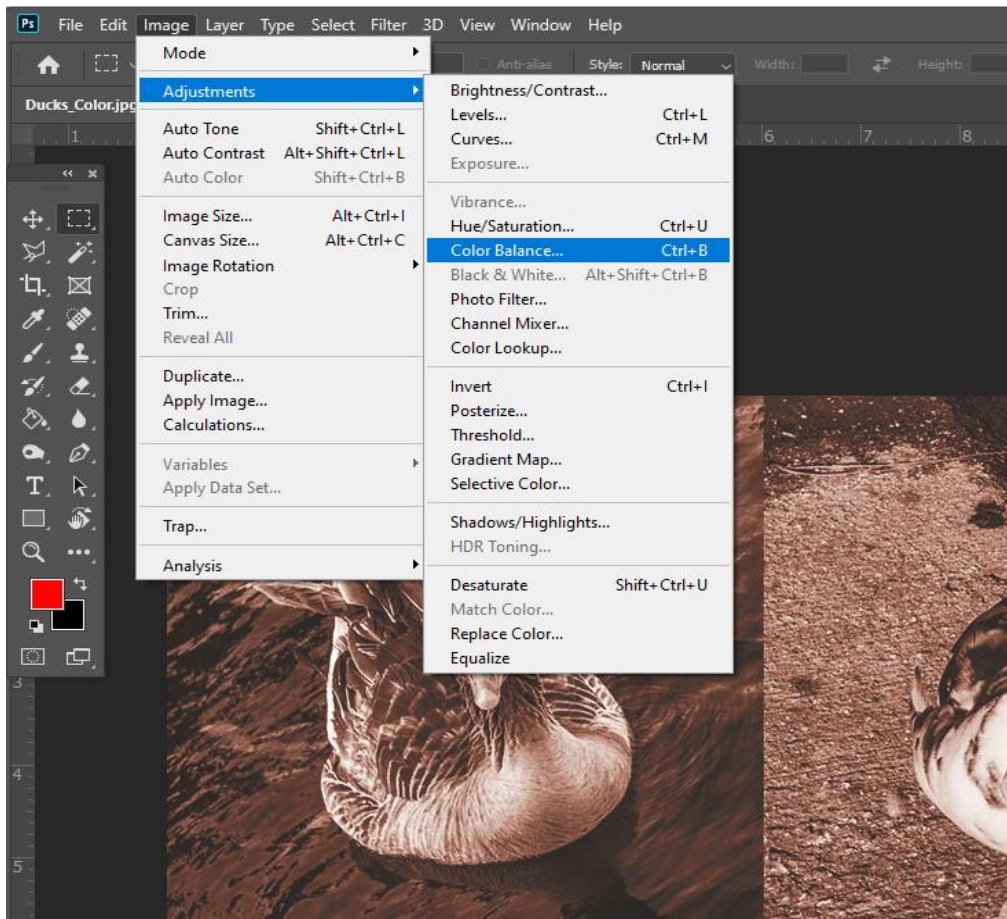*Figure 19. The Hue/Saturation window, the Colorize option and the colorized image.*
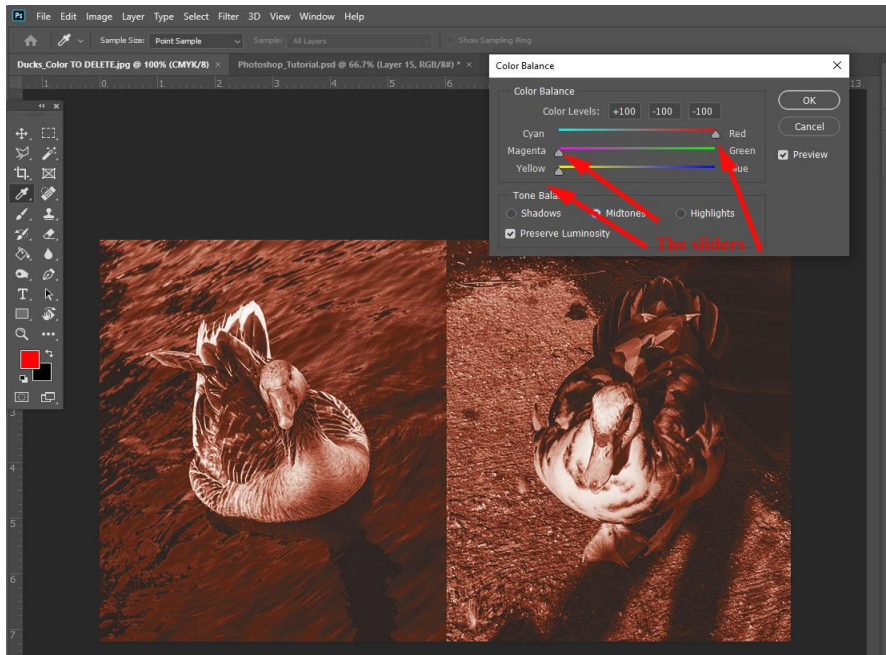

Figure 20. The Image→Adjustments→Color Balance… menu.

Figure 21. The Color Balance window and the sliders.

To remove scratches from an image:
Select the Spot Healing Brush Tool, press the [key to decrease the size of the brush tip or the]
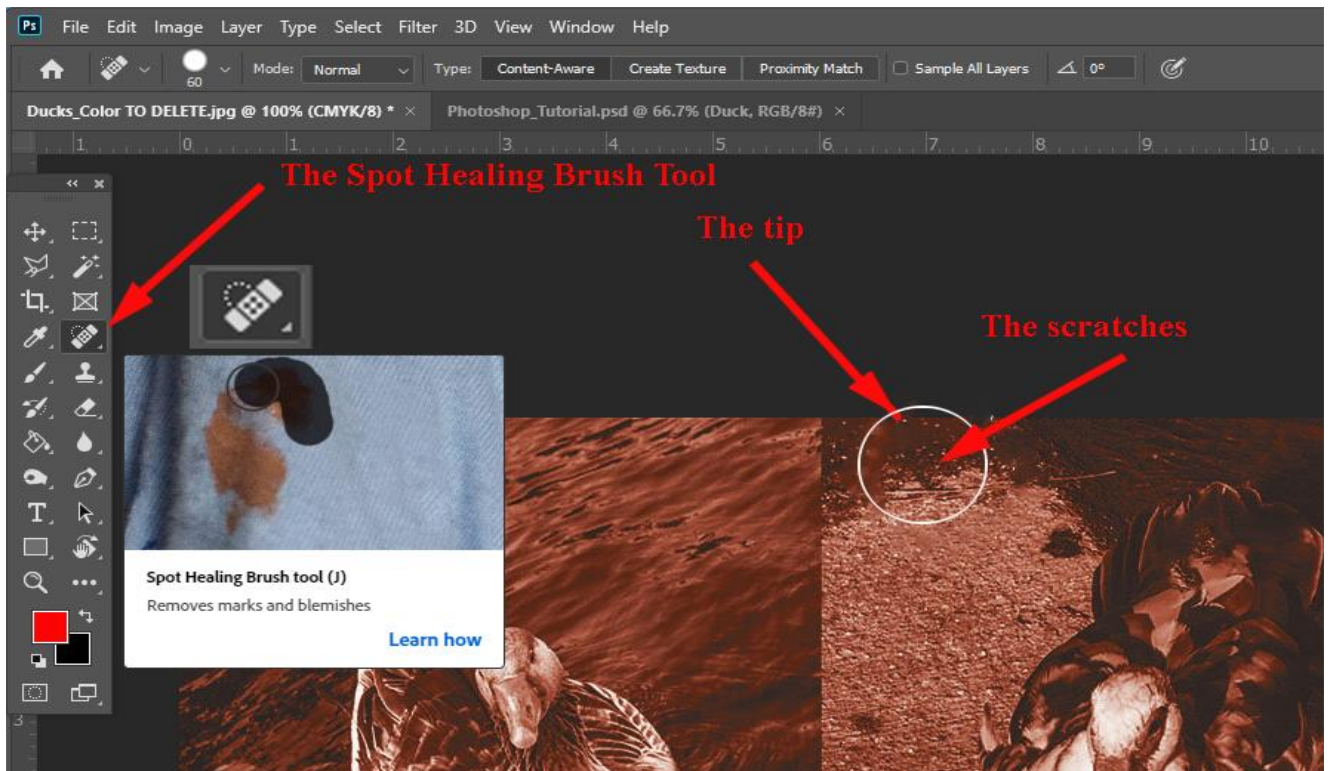key to increase it, click on any scratch spot that needs to be removes (*Figure 22*).

Figure 22. The Spot Healing Brush Tool and the brush tip.

To straighten an image in perspective into an image that is normal to the eyesight:
In this part of the tutorial, we will use the To_Be_Straigntened file inside the
Photoshop_Tutorial_Folder.
1. Go to the View→Rulers menu to turn on both horizontal and vertical rulers, on the top and left edges of the screen (*Figure 23*). Select the Move Tool and drag two vertical guides from the ruler on the left, and two horizontal guides from the ruler at the top, to form a rectangle around the poster (*Figure 24*).
2. Select the Rectangular Marquee Tool (*Figure 25*), click a start point near the top left corner and outside of the poster, drag the mouse downward and click near the bottom right corner and outside of the poster, to create a selection (*Figure 26*). Go to the View→Snap menu and click to uncheck the Snap option if it is checked (*Figure 27*).
3. Go to the Edit→Transform→Distort menu (*Figure 28*), a transforming frame appears on top of the selection; drag the grips at the four corners of the frame to desired locations such that the four corners of the poster match those of the rectangular frame formed by the guidelines, the poster is now straightened (*Figure 29*).
4. Use the Crop Tool to cut off the background (*Figure 30*).
5. If you know the width and height of the poster, then go to Image→Image Size menu to open the Image Size window, uncheck the Resample option, click the Link icon to remove the link between Width and Height, type the values for Width and Height in the text fields, and click the OK button to change the size of the poster (*Figure 31*).
6. Alternatively, select the entire image with the Rectangle Marquee Tool or by pressing the Ctrl and A keys on Windows keyboard (or Command and A keys on Mac keyboard), go to the Edit→Free Transform menu (or press both Ctrl and T keys on Windows keyboard, or both Command and T keys on Mac keyboard; a transforming frame appears; drag the grips to resize the image (*Figure 32*), and next, use the Crop Tool to crop the image (*Figures 33*, *34* and *35*).
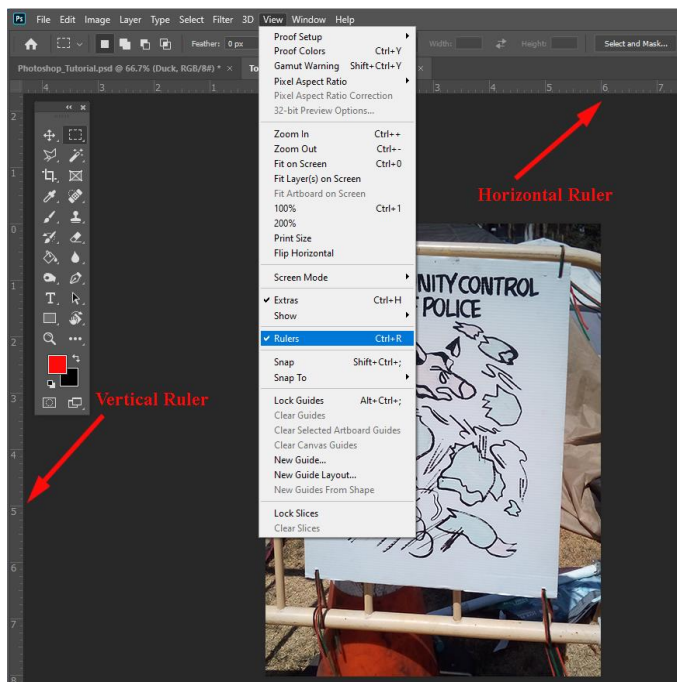
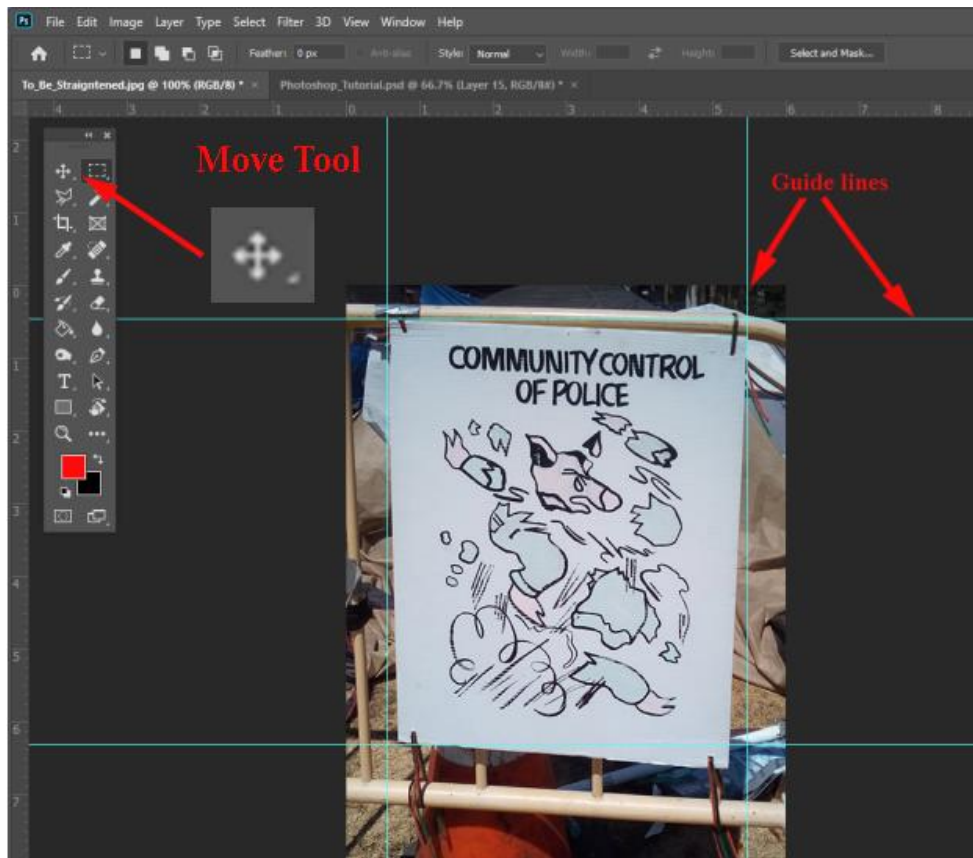*Figure 23. The View→Rulers menu and the horizontal and vertical rulers.*

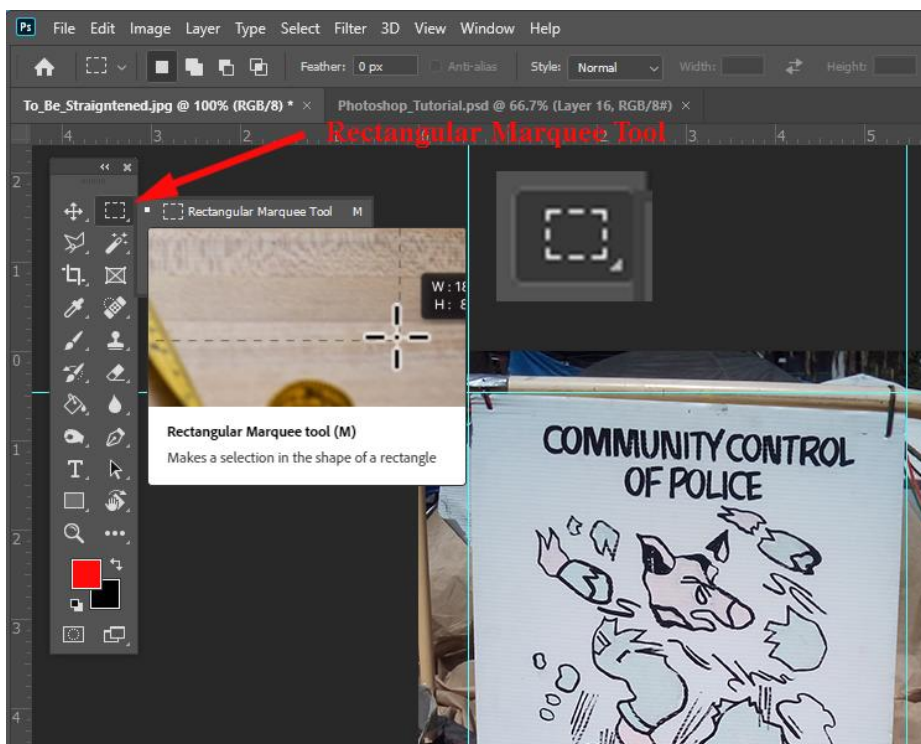*Figure 24. The Move Tool and the vertical and horizontal guides.*
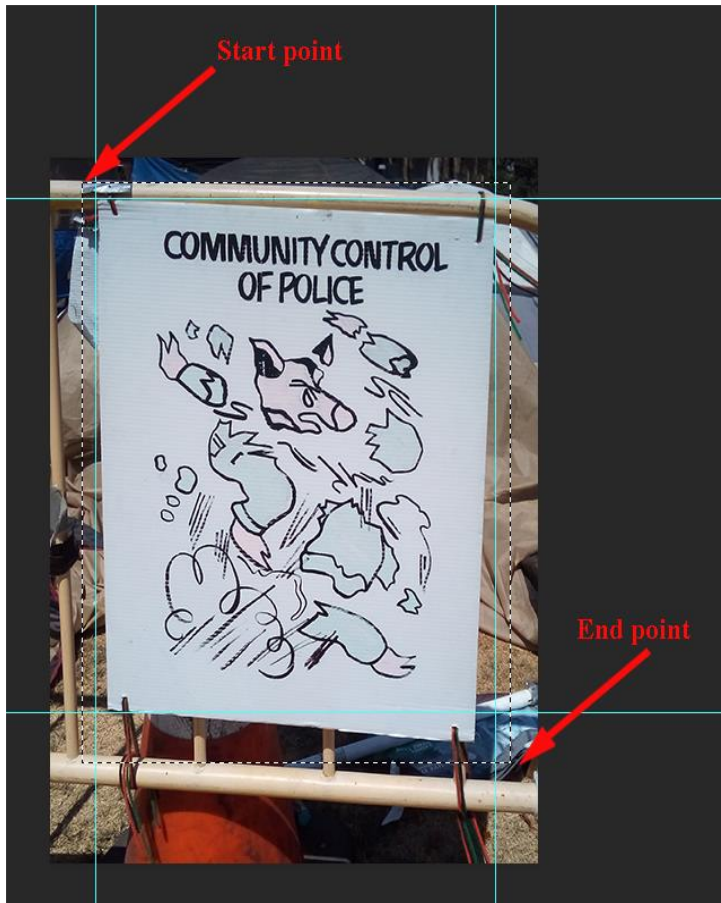

Figure 25. The Rectangular Marquee Tool

Figure 26. The start and end points of the selection, created with the Rectangular Marquee Tool.
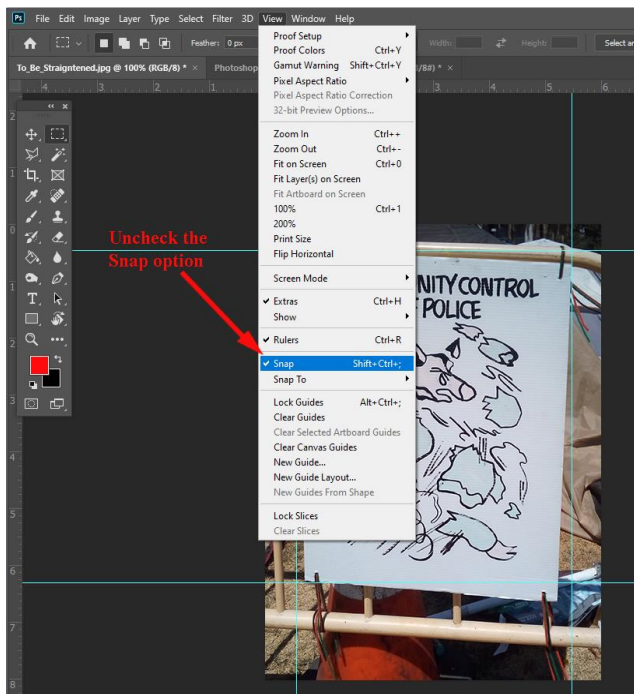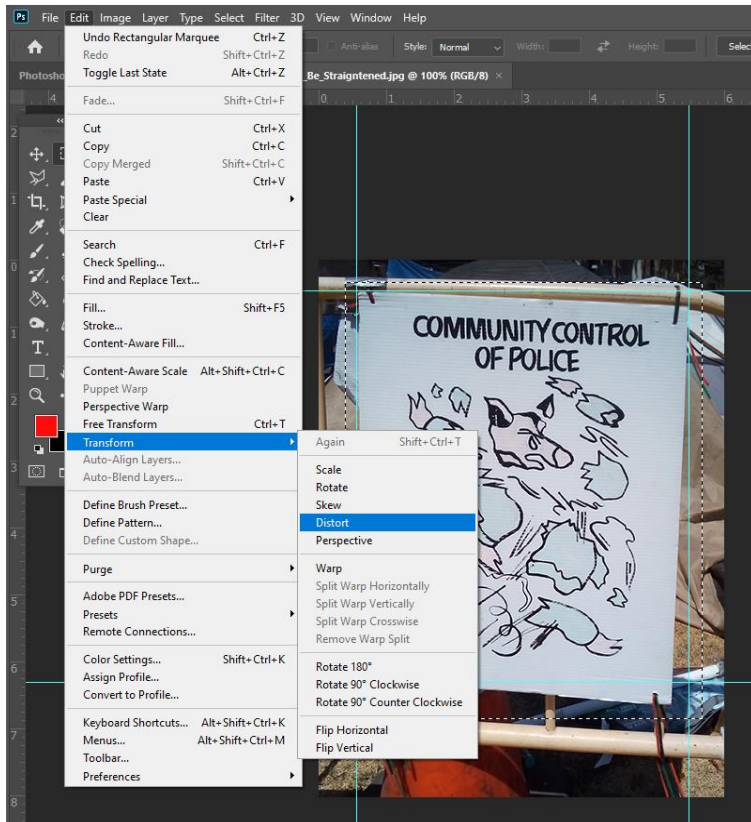

Figure 27. The View menu and the Snap option.
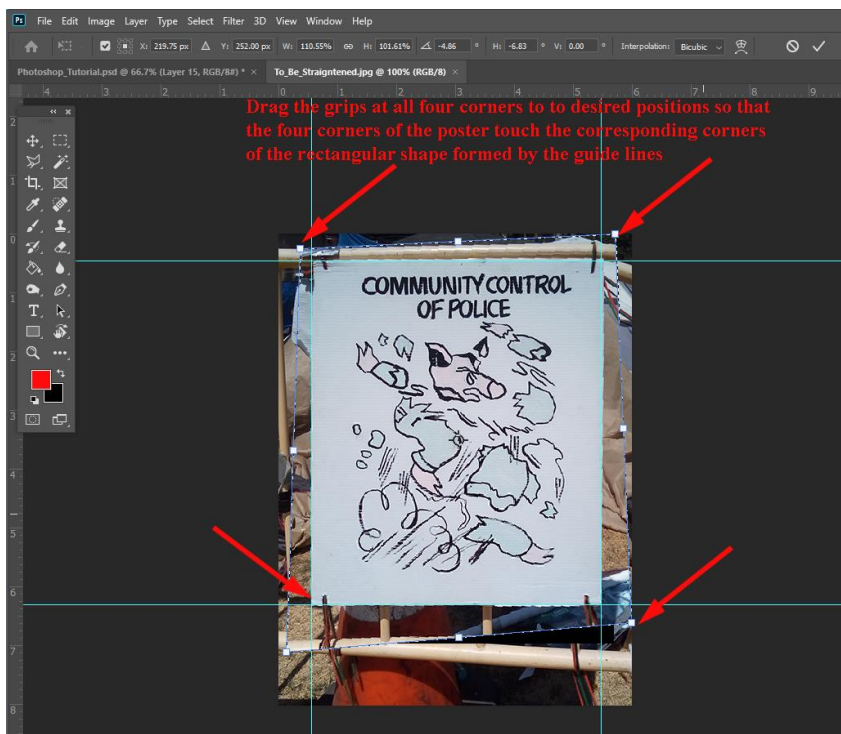
Figure 28. The Edit→Transform→Distort menu.

Figure 29. The transforming frame and the grips at the four corners.
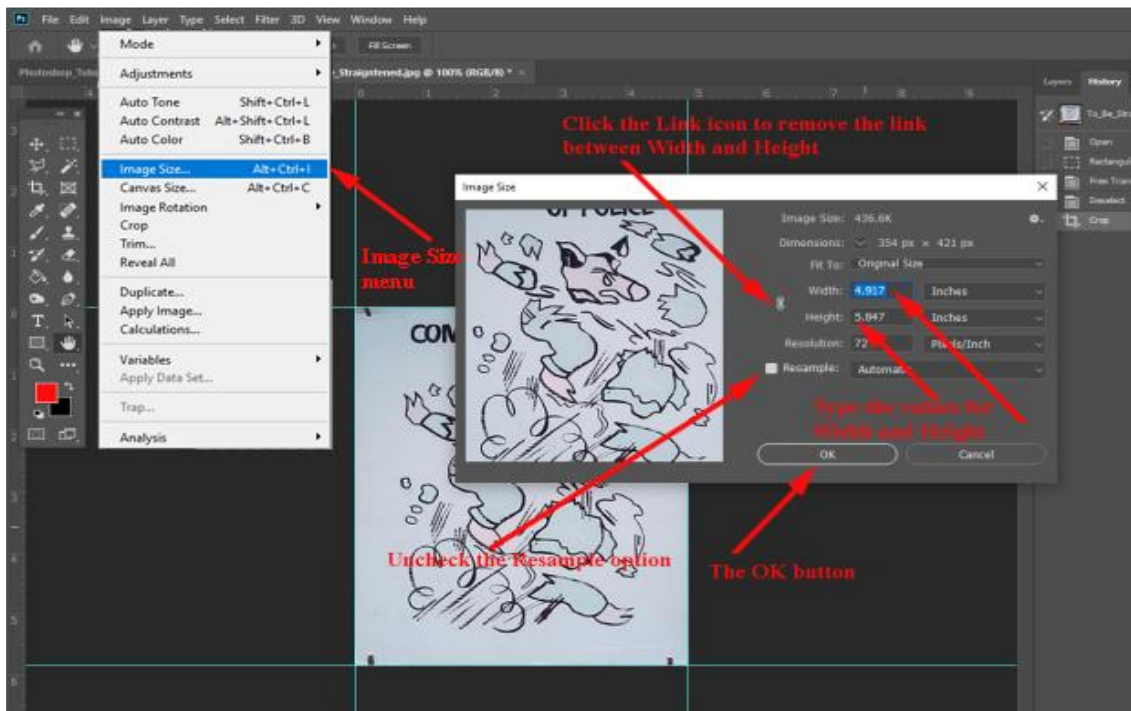
Figure 30. Cropping the image.

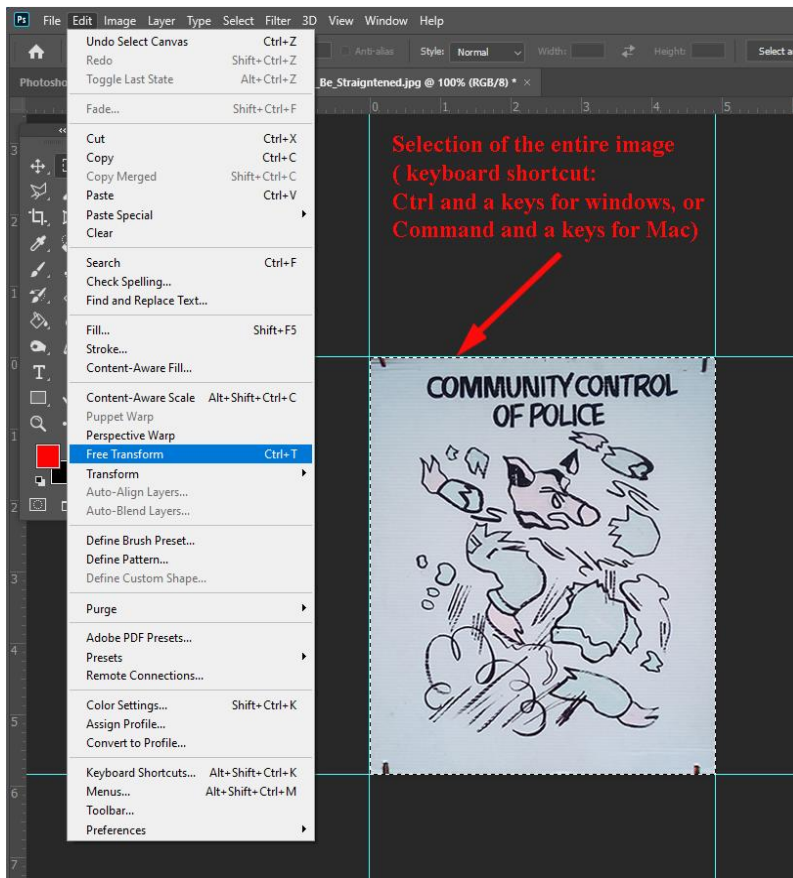*Figure 31. The Image→Image Size menu and the Image Size window.*

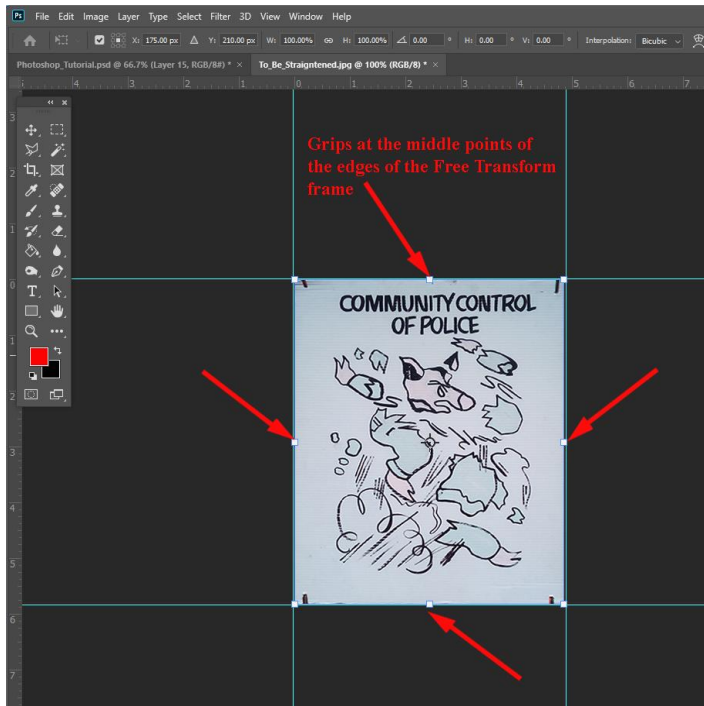*Figure 32. The Edit→Free Transform menu.*

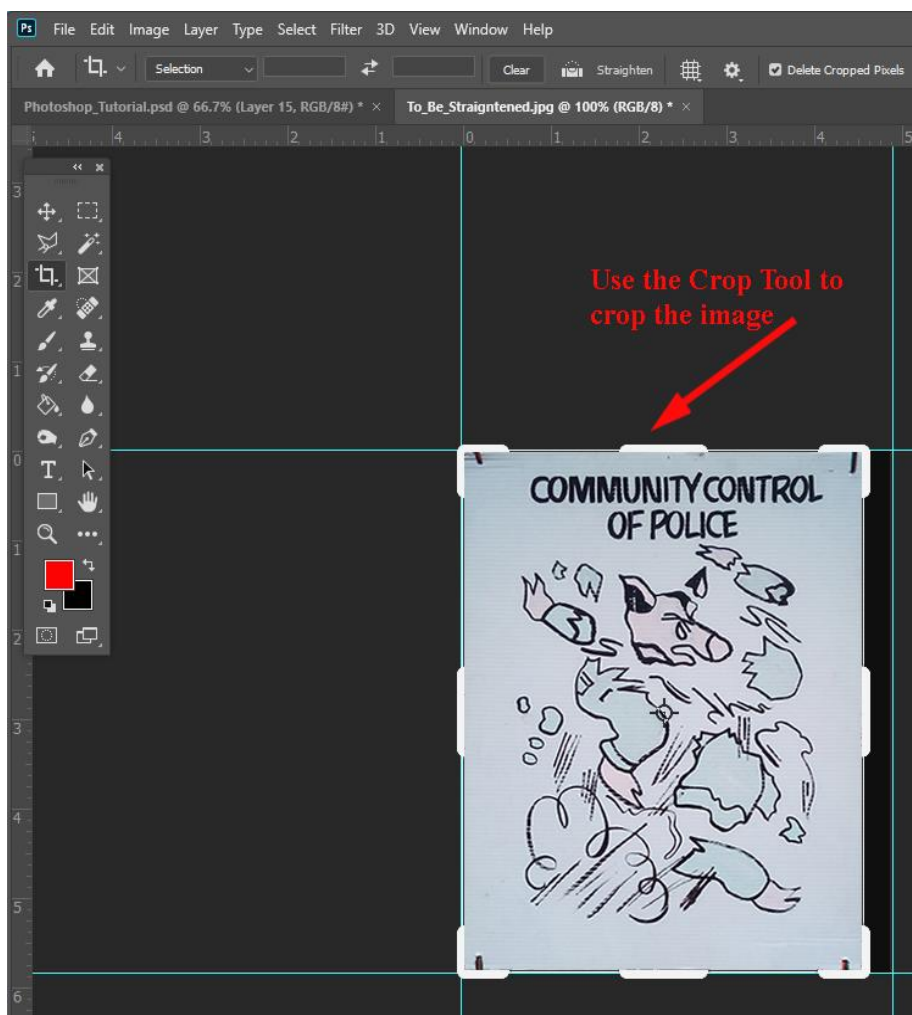*Figure 33. The transforming frame and the grips.*

Figure 34. The resized image.

Figure 35. Using the Crop Tool and crop the image.