

**Plan Ahead****Determine how to edit the photo to highlight the theme.**

You always should perform editing with design principles in mind. Look at your photo carefully. Are there parts that detract from the central figure? Would the theme be illustrated better by only displaying a portion of the photo? If you want to emphasize a single object on a fairly solid background, you might need to crop, or trim, extraneous space around the object. Decide which parts of the photo portray your message and which parts are visual clutter.

- Use the rule of thirds to position visual lines.
- Crop the photo to remove excess border.
- Rotate the photo if necessary.

## Cropping

The first step in editing the surfer photo is to **crop**, or cut away, some of the extra background so the photo focuses on the surfer. Photographers try to compose and capture images full-frame, which means the object of interest fills the dimensions of the photo. When that is not possible, photographers and graphic artists crop the photo either to create an illusion of full-frame, to fit unusual shapes in layouts, or to make the image more dramatic. From a design point of view, sometimes it is necessary to crop a photo to straighten an image, remove distracting elements, or simplify the subject. The goal of most cropping is to make the most important feature in the original photo stand out. Cropping sometimes is used to convert a digital photo's proportions to those typical for traditional photos.

Most photographers and graphic artists use the **rule of thirds**, also called the principle of thirds, when placing the focus of interest. Imagine that the scene is divided into thirds both vertically and horizontally. The intersections of these imaginary lines suggest four positions for placing the focus of interest. The position you select depends on the subject and its presentation in the photo. For instance, there might be a shadow, path, or visual line you wish to include. In the case of moving objects, you generally should leave space in front of them, into which they theoretically can move. When eyes are involved, it is better to leave space on the side toward which the person or animal is looking, so they do not appear to look directly out of the setting.

Because the surfer photo will be used on a postcard, the photo's orientation should be **landscape**, or horizontal. In most cases, you should try to crop to a rectangular shape with an approximate short-side to long-side ratio of 5:8. Sometimes called the **golden rectangle**, a 5:8 ratio emulates natural geometric forms such as flowers, leaves, shells, and butterflies. Most digital cameras take pictures with a similar ratio.

The Crop Tool allows you to select the portion of the photo you wish to retain. Photoshop automatically displays handles and a rule of thirds overlay for further adjustments, if necessary. Then, when you press the **ENTER** key, the rest of the photo is cropped, or removed. The **Delete Cropped Pixels** box on the options bar lets you decide whether the cropped pixels should be removed permanently. The cropping handles continue to appear until you choose another tool.

The Crop Tool is grouped with the Perspective Crop Tool. In a **perspective crop**, when you drag one of the cropping handles, the other handles stay in place creating a distortion.

The Crop Tool options bar displays boxes and buttons to assist cropping activities (Figure 1–45 on the next page). You can specify the aspect ratio, or the exact height and width of the crop. The options bar also contains buttons to rotate or straighten the photo, as well as a View button menu to change the overlay grid.

Embedded with the Crop Tool are the Perspective Crop Tool and the Slice Tools. The Perspective Crop Tool lets you adjust and correct how objects appear from a distance as you crop the image. You will learn about changing the perspective and using the Slice Tools in a later chapter.

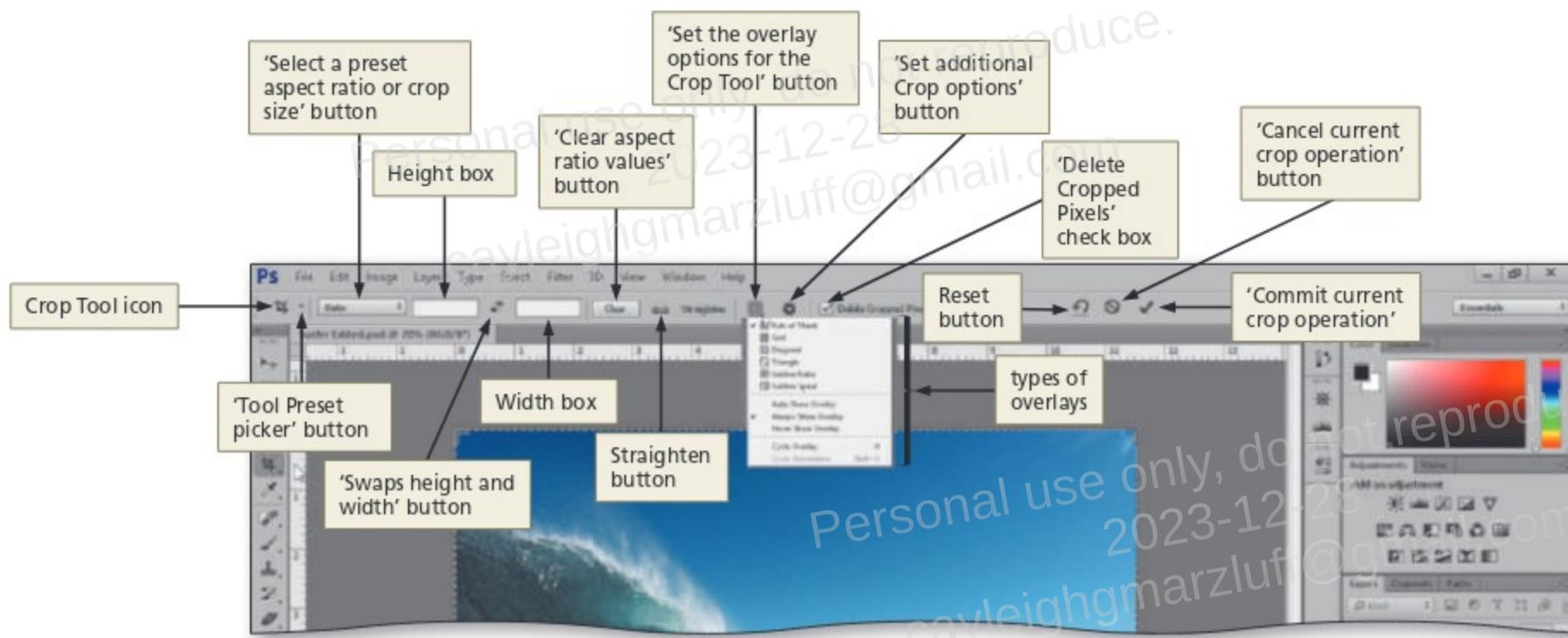


Figure 1–45

## To Straighten a Photo and Crop

To make the surfer the focus of the photo, the photo will be straightened and extra background cropped, to provide a line of sight to the right, keeping as much of the wave as possible. The following steps straighten and crop the photo.

1

- Tap or click the Crop Tool button on the Tools panel to select the Crop Tool.
- Tap or click the Straighten button on the options bar to select it.
- If necessary, tap or click the 'Delete Cropped Pixels' check box on the options bar, so that it displays a check mark (Figure 1–46).

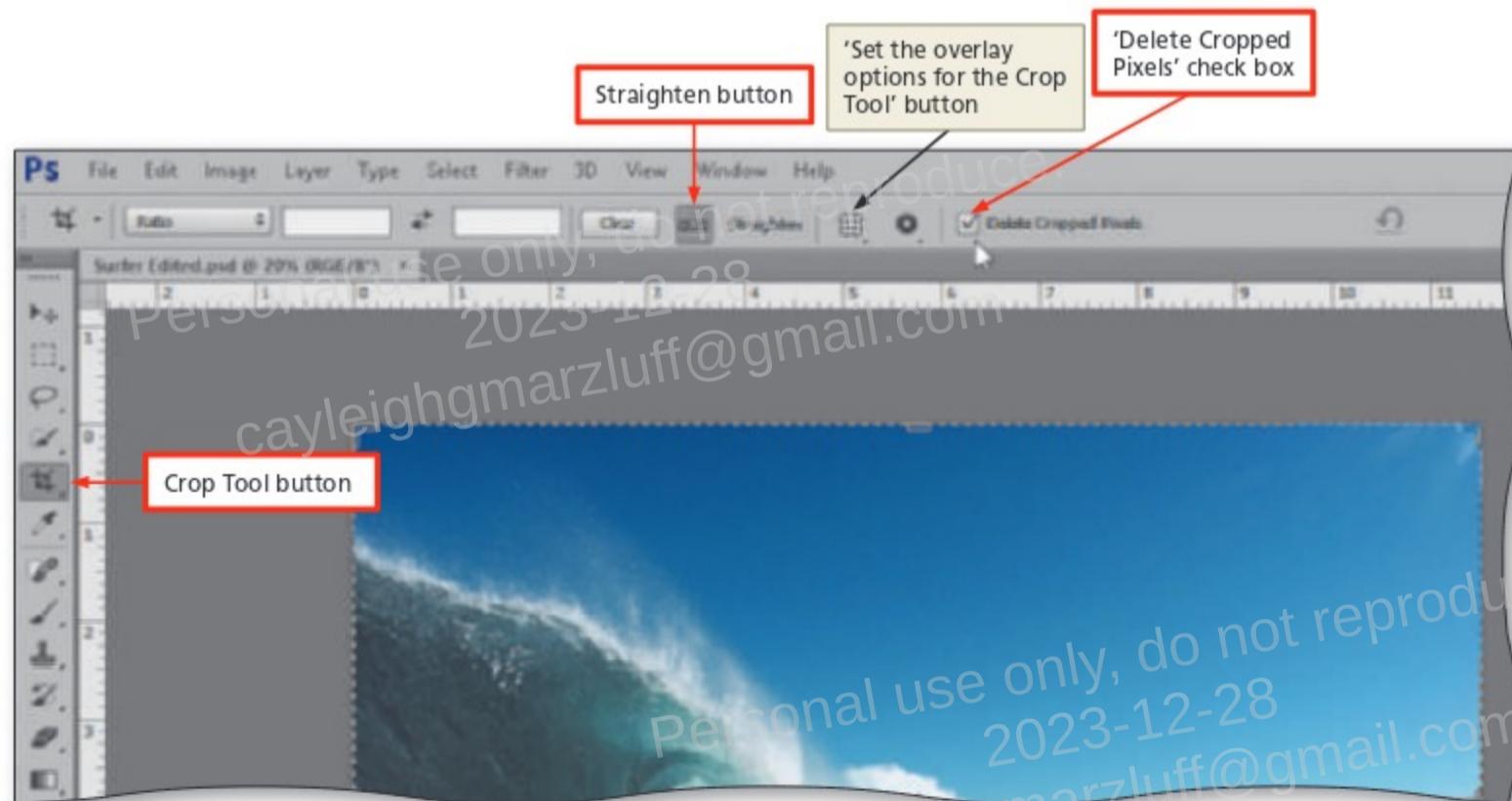


Figure 1–46

### Experiment

- On the options bar, tap or click the 'Set the overlay options for the Crop Tool' button, and then, one at a time, choose different overlays. Tap or click the photo to display the overlay each time. When you are finished, tap or click the button again and then tap or click 'Rule of Thirds'.

**2**

- Drag along the shoreline to indicate a straight line in the photo (Figure 1–47).

**Q&A**

What happened as I dragged?

Photoshop displayed a straight line and a tool tip with an angle specification.

What happened when I finished my drag?

Photoshop adjusted the image to match the straight line that you drew, and now displays the rule of thirds grid. If you do not like your straighten attempt, press **CTRL+Z** to undo, tap or click the Straighten button on the options bar, and then drag again.

**Figure 1–47****3**

- SHIFT+CTRL+drag** the upper-right cropping handle until the left vertical gridline aligns with the surfer (Figure 1–48).

**Q&A**

Why should I hold down the SHIFT and CTRL keys while dragging?

**SHIFT+CTRL-dragging** maintains the aspect ratio of both the grid overlay and the image.

**Figure 1–48**

**4**

- Within the cropping area, drag the photo straight down, until the lower-left intersection of the grid is centered over the surfer. Keep the cropping grid within the image and do not include any white space within the cropping area (Figure 1–49).

**Q&A**

What if I change my mind or make a mistake when cropping?

If you make a mistake while dragging the cropping area and want to start over, you can tap or click the Cancel current crop operation button or press the Esc key, which cancels the selection. If you already have performed the crop and then change your mind, you have several choices. You can tap or click the Undo command on the Edit menu, or you can press CTRL+Z to undo the last edit.

**Figure 1–49****5**

- Press the ENTER key to complete the crop (Figure 1–50).

 **Experiment**

- If you want to practice cropping, drag a cropping handle again. After each crop, press CTRL+Z to undo the crop.

**Figure 1–50****Other Ways**

- Select portion of image, on Image menu tap or click Crop, press ENTER key
- Press C, drag in photo, tap or click 'Commit current crop operation' button

## To Select the Default Tool Again

If you do not want to use the Crop Tool any longer, or you do not want to see the cropping handles or cropping pointer, select any other tool on the Tools panel. The following step selects the default tool again, as you did at the beginning of the chapter.

- 1 On the Tools panel, tap or click the 'Rectangular Marquee Tool' button to select the tool.

## Creating a Border

A **border** is a decorative edge on a photo or a portion of a photo. Photoshop provides many ways to create a border, ranging from simple color transformations around the edge of the photo, to predefined decorated layers, to stylized photo frames.

A border helps define the edge of the photo, especially when the photo might be included in a collage, used within a newsletter, or displayed on a webpage with a background texture. A border visually separates the photo from the rest of the page, while focusing the viewer's attention. Rounded borders soften the images in a photo. Square borders are more formal. Decorative borders on a static photo can add interest and amusement, but easily can detract from the focus on a busier photo.

**Blended borders** are not a solid fill; rather, they blend a fill color from the outer edge toward the middle, sometimes providing a three-dimensional effect. A border that complements the photo in style, color, and juxtaposition is best. In the surfer photo, you will create a border using selections of 75 black pixels with 25 pixels of overlapping white. Recall that a pixel is an individual dot of light that is the basic unit used to create digital images.

### Identify finishing touches that will further enhance the photo.

Adding a border or decorative frame around a photo sometimes can be an effective way to highlight or make the photo stand out on the page. A border should frame the subject, rather than become the subject. If a border is required by the customer or needed for layout placement, choose a color and width that neither overwhelms nor overlaps any detail in the photo. Using a border color that complements one of the colors already in the photo creates a strong, visually connected image. For more information about graphic design concepts, read the Graphic Design Overview Appendix.

### Plan Ahead

## To Create a Selection

Specifying or isolating an area of your photo for editing is called making a **selection**. By selecting specific areas, you can edit and apply special effects to portions of your image while leaving the unselected areas untouched.

Selections can be simple shapes such as rectangles or ovals, or unusually shaped areas of a photo, outlining specific objects. Selections can be the entire photo or as small a portion as one pixel. A selection displays a marquee in Photoshop. A **marquee** is a flashing or pulsating border, sometimes called marching ants.

In the case of the Surfer Edited photo, you will make a selection around the edge of the photo in order to create a border. The steps on the next page select the photo.

**1**

- On the Application bar, tap or click Select to display the Select menu (Figure 1–51).

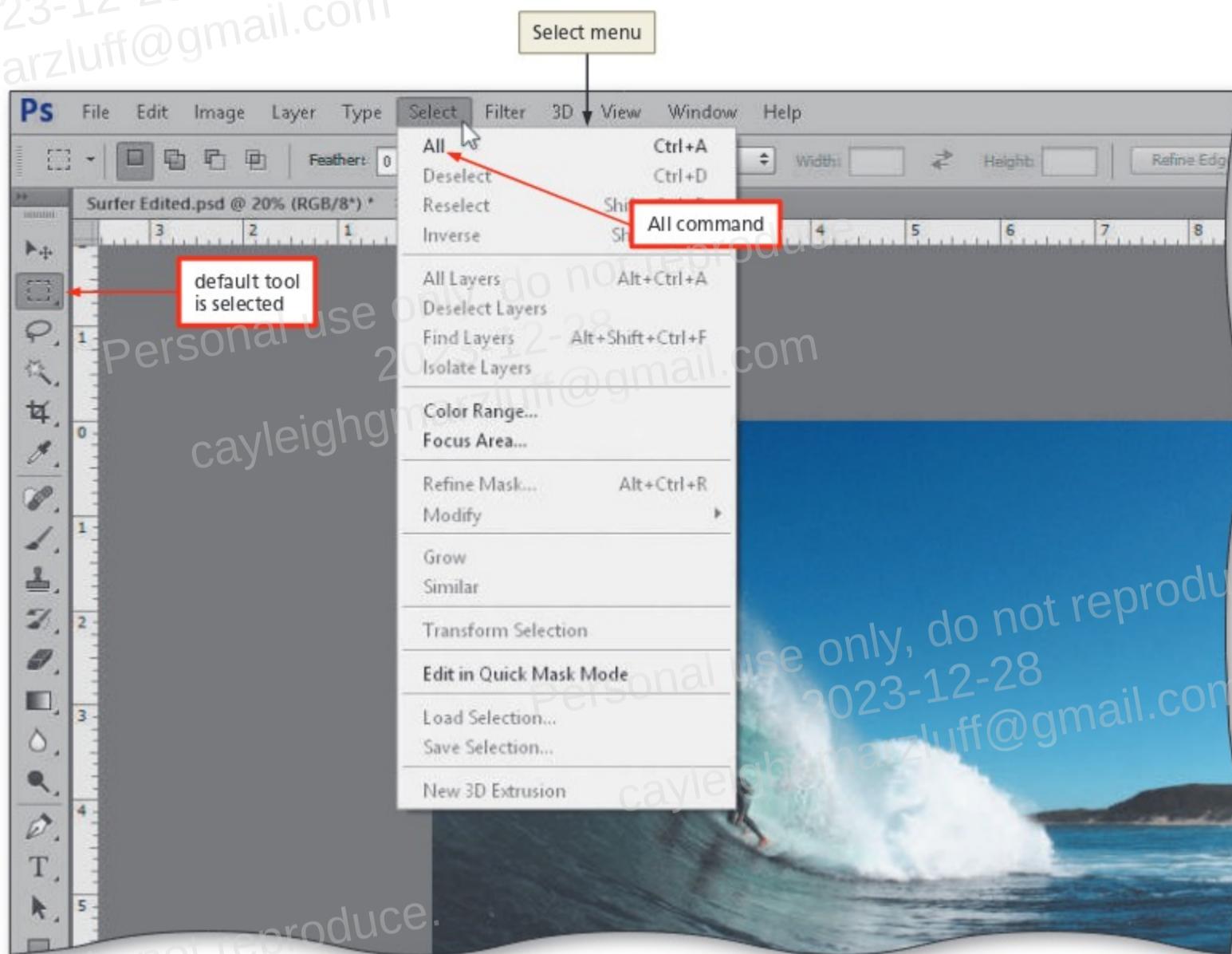


Figure 1–51

**2**

- On the Select menu, tap or click All to display the selection marquee around the entire photo (Figure 1–52).

**Q&A**

Am I selecting all of the photo itself?  
Yes. Some commands apply to all of the pixels within the selection border, such as copying, deleting, or filling; other commands, such as stroking, apply only to the pixels along the edge of the selection. In this case, the selection will be used to identify the pixels along the edge of the image.



Figure 1–52

**Other Ways**

- To select all, press CTRL+A

## To Stroke a Selection

A **stroke** is a colored outline or edge. When stroking a selection, you must specify the number of pixels to include in the stroke and the desired color. You also must decide whether to apply the stroke outside the selection border, inside the selection border, or centered on the selection border. Other stroke settings include blending modes and opacity, which you will learn about in a later chapter.

The following steps stroke a selection.

**1**

- With the photograph still selected, tap or click Edit on the Application bar to display the Edit menu (Figure 1–53).

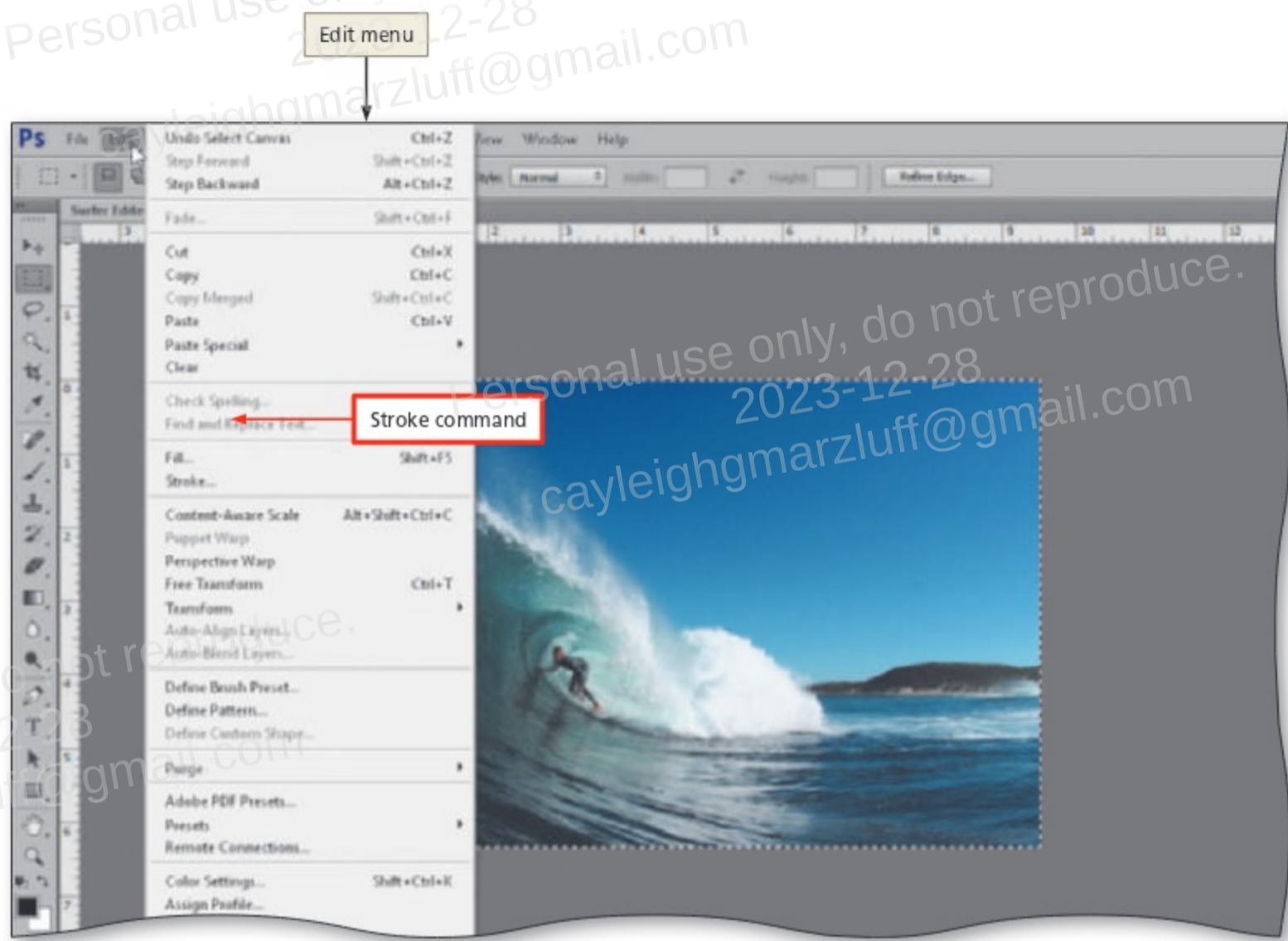


Figure 1–53

**2**

- Tap or click Stroke to display the Stroke dialog box.
- Type 100 in the Width box.
- If necessary, tap or click the Center option button to select it (Figure 1–54).

**Q&A**

Do I need to select a color?

No, the default value is the foreground color, black. If your foreground color is not black, tap or click the Cancel button, press the D key to choose the default colors and start again with Step 1.

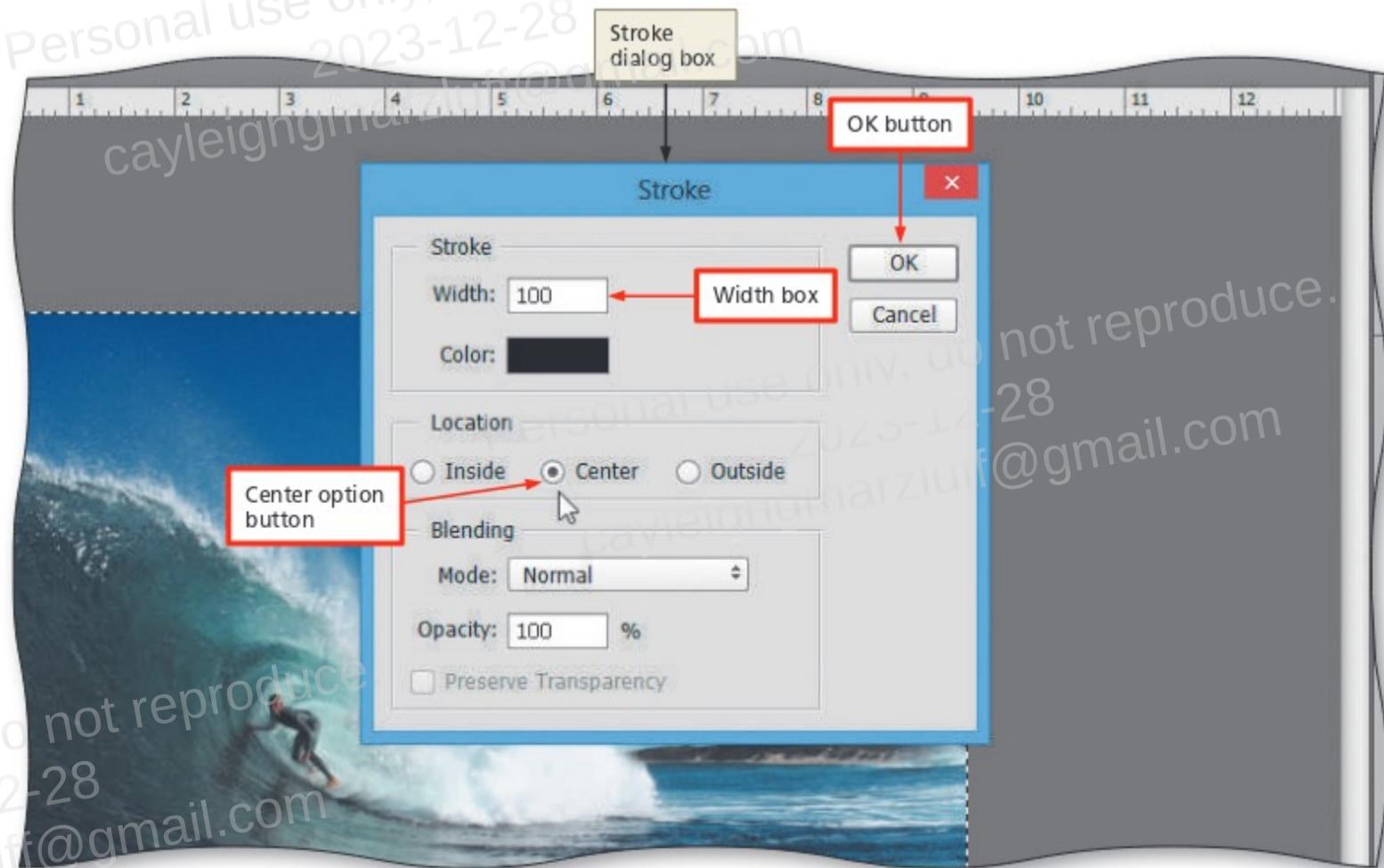


Figure 1–54

**3**

- Tap or click the OK button in the Stroke dialog box to apply the stroke (Figure 1–55).

**Figure 1–55**

## Modifying Selections

You can modify the selection in several different ways. In the surfer photo, you will modify the selection border by increasing the number of pixels along the border so you can add a second color at that location. Table 1–4 displays the Modify commands on the Select menu.

**Table 1–4 Modify Commands**

Type of Modification	Result
Border	This command allows you to select a width of pixels, from 1 to 200, to be split evenly on either side of the existing selection marquee.
Smooth	This command allows you to select a number of pixels in a radius around the selection. Photoshop adds or removes pixels in that radius to smooth sharp corners and jagged lines, reducing patchiness.
Expand	The border is increased by a number of pixels from 1 to 100.
Contract	The border is decreased by a number of pixels from 1 to 100.
Feather	This command creates a feather edge with a width from 0 to 250 pixels.

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## To Modify a Selection

The following steps modify the selection.

**1**

- On the Application bar, tap or click Select, and then tap or click Modify to display the Modify submenu (Figure 1–56).

**Q&A**

What does the asterisk mean in the document window tab?

The asterisk means you have made changes to the photo since your last save. Once you save the file, the asterisk no longer is displayed.

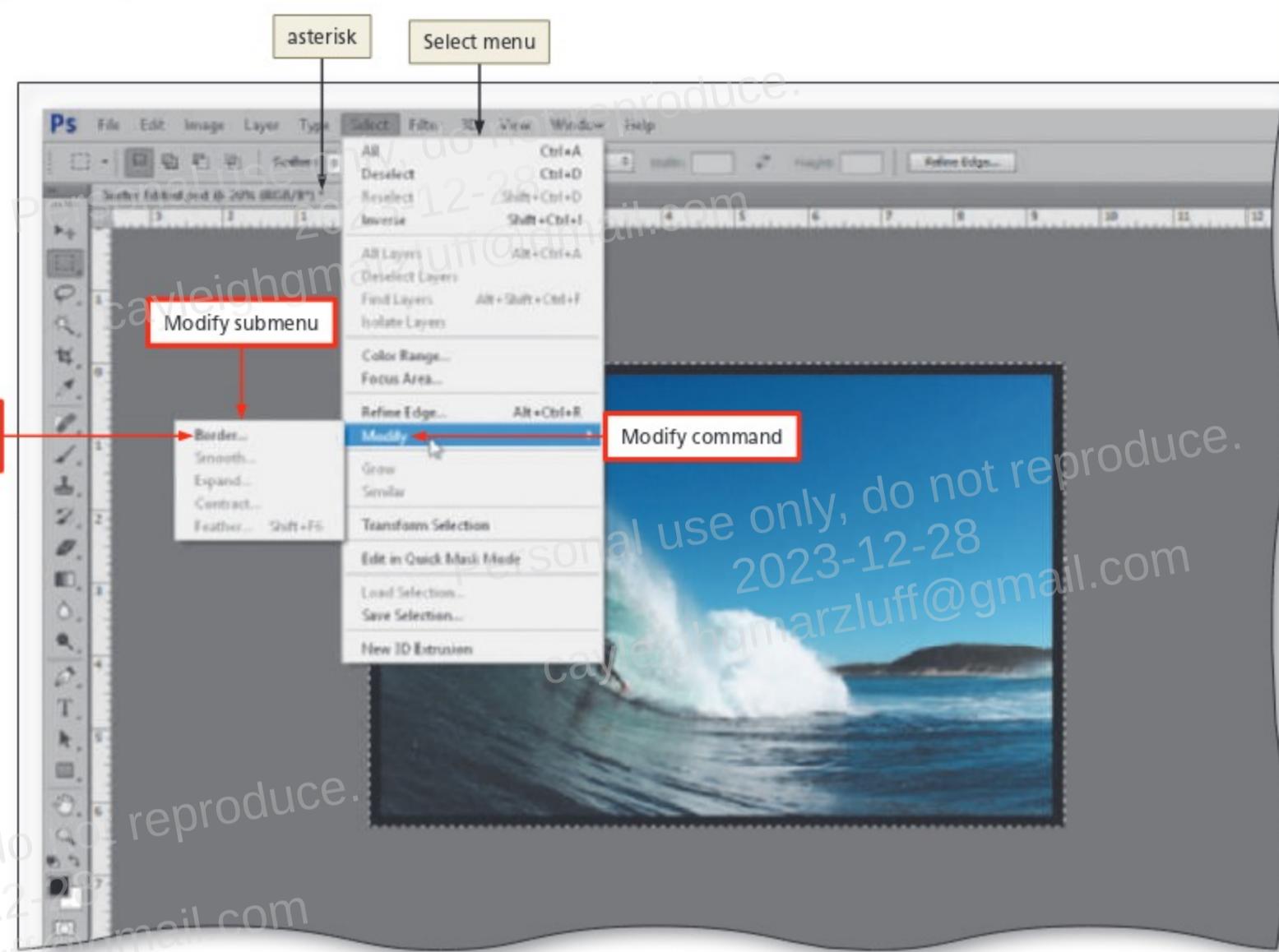


Figure 1–56

**2**

- Tap or click Border on the Modify submenu to display the Border Selection dialog box.
- Type 50 in the Width box to create a border selection on each side of the marquee (Figure 1–57).

**Q&A**

Could I use the Contract command to contract the selection?

No, you must specify the border first. The Contract command is grayed out so you cannot select it before choosing the Border command.



Figure 1–57

**3**

- Tap or click the OK button in the Border Selection dialog box to define the selection (Figure 1–58).

**Q&A**

Is the border 50 pixels wide?

Yes, Photoshop adds half of those pixels to either side of the selection marquee.

**Experiment**

- To practice smoothing the border, tap or click the Select menu, tap or click Modify, and then tap or click Smooth. Enter a value in the Sample Radius box and then tap or click the OK button. Notice the change in the marquee. Press **CTRL+Z** to undo the Smooth command.

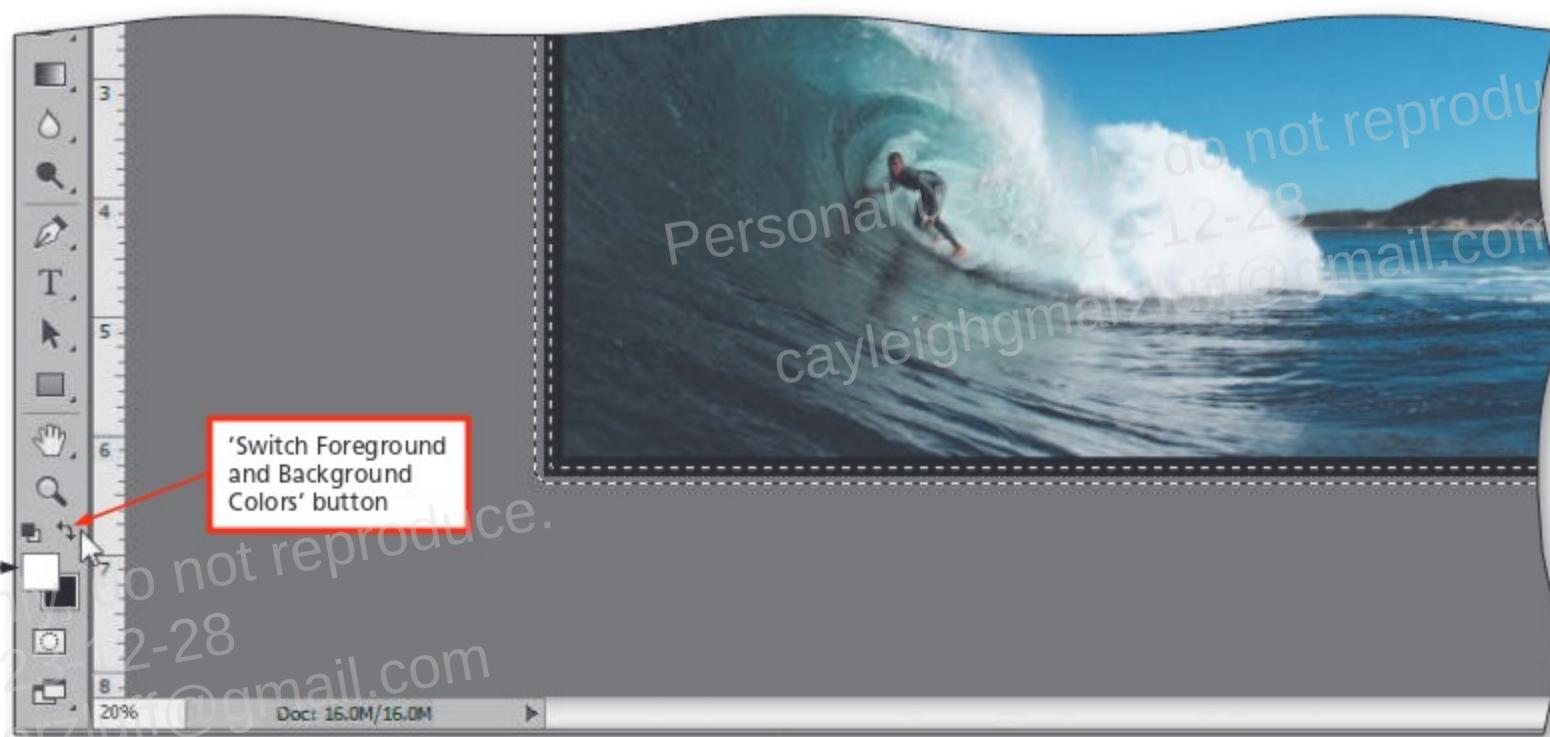
**Figure 1–58**

## To Switch Foreground and Background Colors

On the Tools panel, the default foreground color is black and the default background color is white. Photoshop uses the default foreground color in strokes, fills, and brushes – in the previous steps when you stroked, the pixels became black. In order to create a rounded gray border, you will use a white, overlapping stroke. The following step switches the foreground and background colors so white is over black.

**1**

- Tap or click the 'Switch Foreground and Background Colors' button to reverse the colors (Figure 1–59).

**Figure 1–59****Other Ways**

- Press **X**.

## To Stroke Again

To create the gray border, you will stroke the selection again, this time with white, and using a narrower width.

- 1 Tap or click Edit on the Application bar to display the Edit menu.
- 2 Tap or click Stroke to display the Stroke dialog box.
- 3 Type 40 in the Width box to set the width of the stroke.
- 4 Tap or click the OK button to apply the stroke (Figure 1–60).



**Figure 1–60**

## To Deselect

Because the border is complete, you should remove the selection indicator, or **deselect** it, so the marquee no longer appears. The following step removes the selection.

- 1 Tap or click Select on the Application bar and then tap or click Deselect to remove the selection (Figure 1–61).



**Figure 1–61**

### Other Ways

1. Press **CTRL+D**

## To Switch Foreground and Background Colors Again

The following step switches the foreground and background colors back to black over white.

- On the Tools panel, tap or click the 'Switch Foreground and Background Colors' button again to reverse the colors.

## Saving a Photo with the Same File Name

Because you have made many edits to the photo, it is a good idea to save the photo again. When you saved the document the first time, you assigned the file name, Surfer Edited. When you use the following procedure, Photoshop automatically assigns the same file name to the photo, and it is stored in the same location.

## To Save a File with the Same File Name

The following step saves the Surfer Edited file with the changes you made.

- On the Application bar, tap or click File to display the File menu, and then tap or click Save to save the photo with the same file name.

### Other Ways

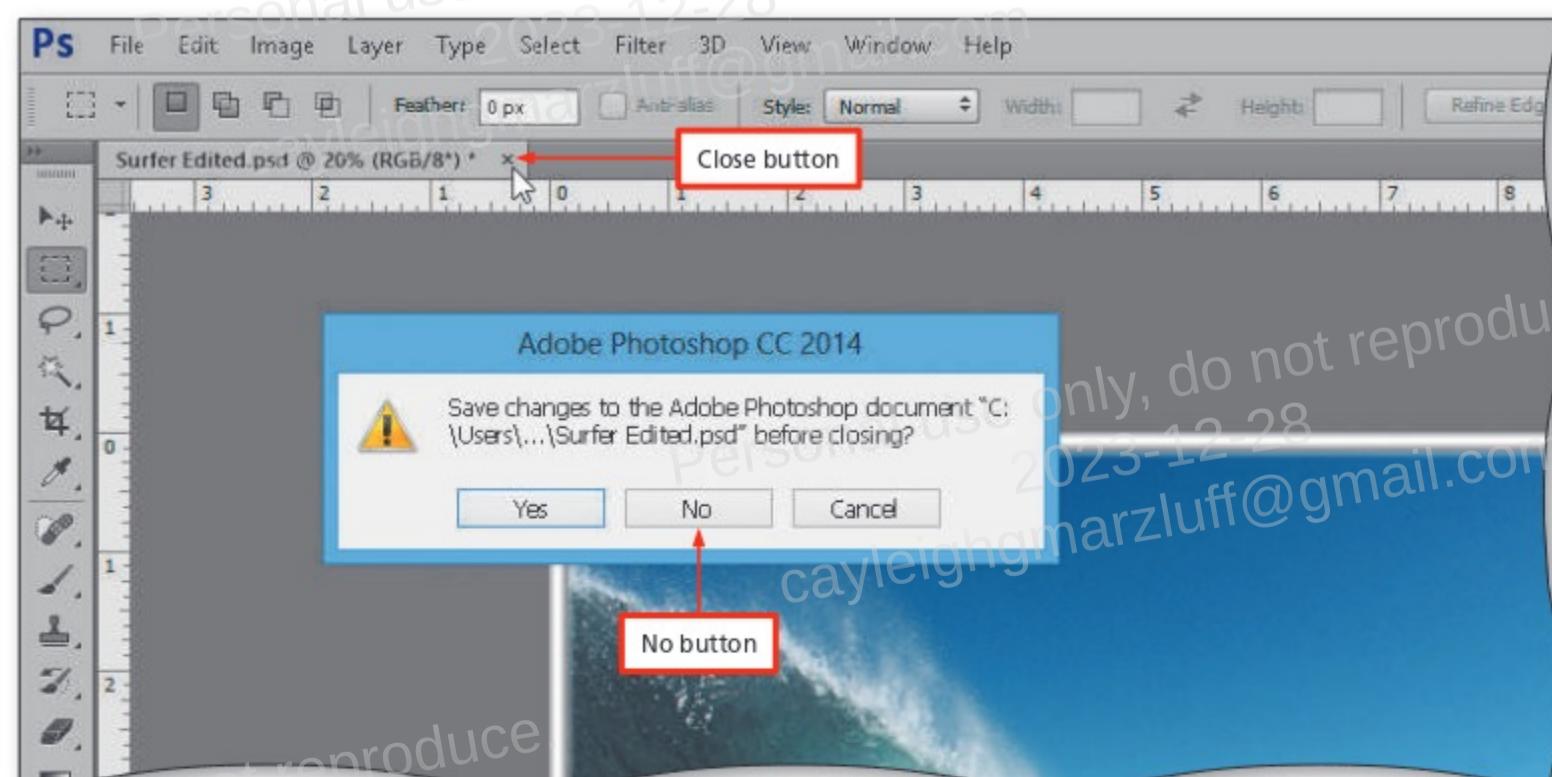
- Press **CTRL+S**

## To Close a File

The following step closes the Surfer Edited document window without quitting Photoshop.

- Tap or click the Close button on the document window tab to close the document window and the image file (Figure 1–62).

- Tap or click the No button because you have saved the file already.



**Figure 1–62**

**MAC** For a detailed example of this procedure using the Mac operating system, refer to the For Mac Users Appendix.

### Other Ways

- On File menu, tap or click Close
- Press **CTRL+W**

**Break Point:** If you wish to take a break, this is a good place to do so. Press **CTRL+Q** to quit Photoshop. To resume at a later time, start Photoshop, and continue following the steps from this location forward.

## Opening a Recent File in Photoshop

Once you have created and saved a document, you might need to retrieve it from your storage medium. For example, you might want to edit the photo further or print it. Photoshop maintains a list of recently used files to give you quick access to them for further editing. The list is maintained from session to session.

### To Open a Recent File

Earlier in this chapter, you saved your edited photo using the file name, Surfer Edited. The following steps open the Surfer Edited file using the Open Recent list.

**1**

- Tap or click File on the Application bar and then tap or click Open Recent to display the Open Recent submenu (Figure 1–63).

**Q & A** What does the 'Clear Recent File List' command do?

If you tap or click the 'Clear Recent File List' command, your Recent list will be emptied. To open a file, you then would have to tap or click Open on the File menu and then navigate to the location of the file.

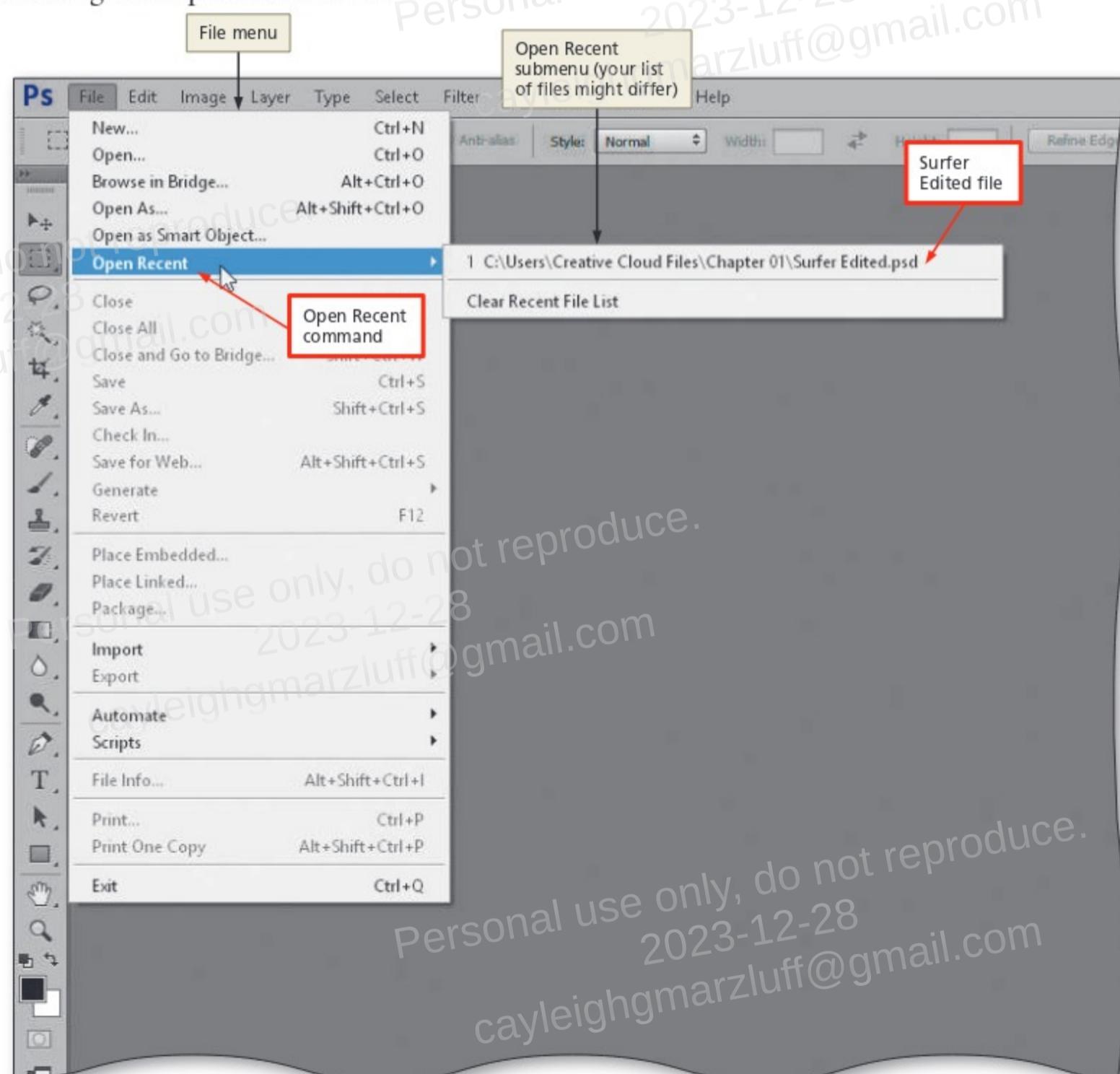
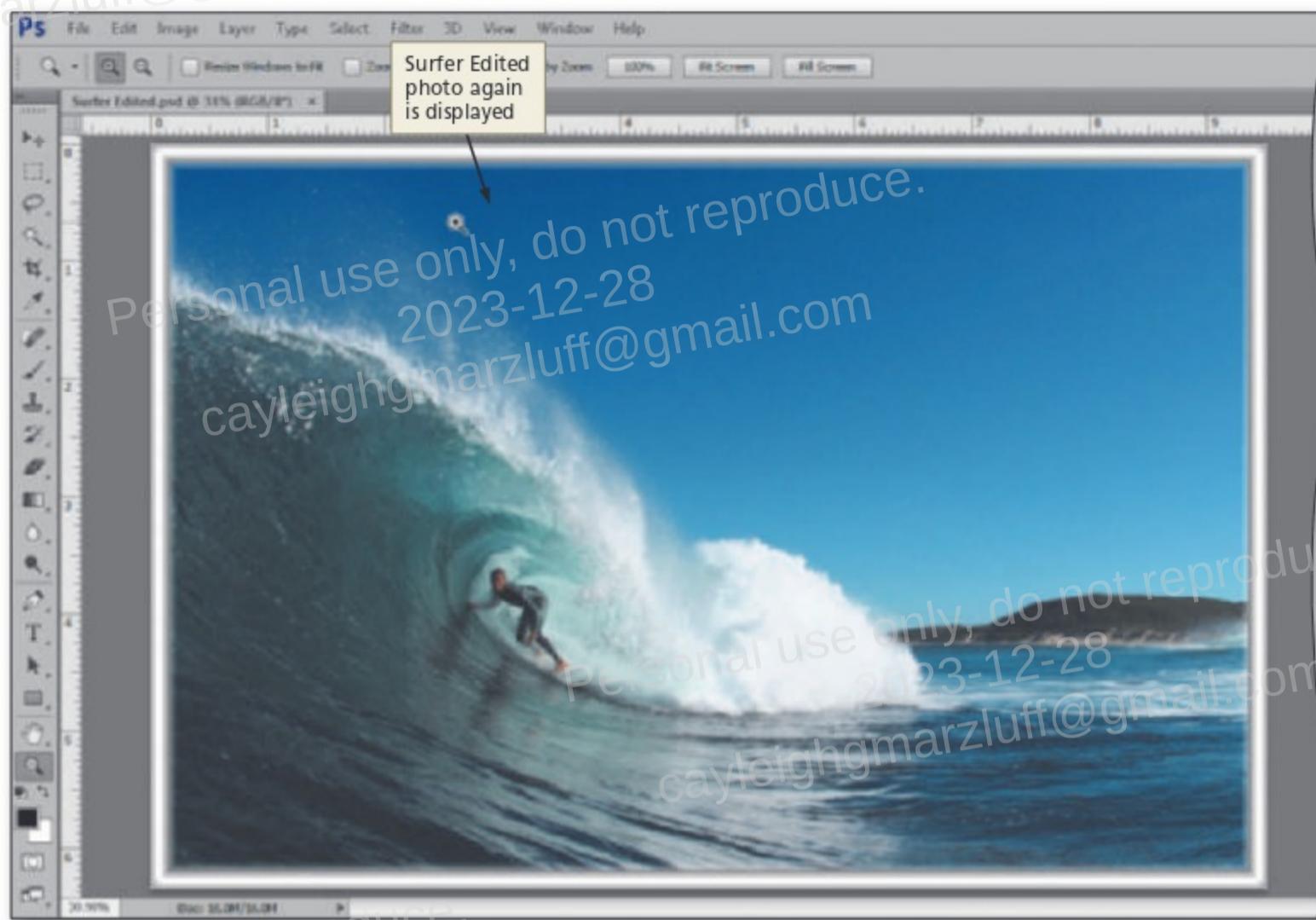


Figure 1–63

**2**

- Tap or click the Surfer Edited file to open it.
- Press **CTRL+0** (zero) to fit the image on the screen (Figure 1–64).

**Figure 1–64****Other Ways**

1. Tap or click Open on File menu, navigate to file, tap or click Open button
2. Press **CTRL+O**, navigate to file, tap or click Open button

## Changing Image Sizes

**BTW****Downsampling**

Downsampling reduces image data by representing a group of pixels with a single pixel. If during the destruction, black-and-white pixels come next to each other, both pixels are changed using a complex calculation to produce a smoother tonal gradation of gray. The disadvantage of downsampling is the loss of data, or **lossiness**.

Sometimes it is necessary to resize an image to fit within certain print and web space limitations. **Resize** means to scale or change the dimensions of the photo. Zooming in or dragging a corner of the document window to change the size on the screen is not the same as actually changing the dimensions of the photo. Resizing in a page layout program, such as Publisher, QuarkXPress, or InDesign, merely stretches the pixels. In Photoshop, resizing means adding to or subtracting from the number of pixels.

Photoshop uses a mathematical process called **interpolation**, or **resampling**, when it changes the number of pixels. The process of reducing the size of the image by subtracting pixels is called **downsampling**. The process of enlarging the size of the image by adding pixels is called **upsampling**. **Intelligent upsampling** is one of the new features of Photoshop CC. Using a special algorithm, the program interpolates or calculates how to add pixels to the photo to match those already there, preserving the detail and sharpness. Intelligent upsampling retains edge detail and reduces artifacts or blotches normally associated with enlarging images.

While Photoshop helps you in many ways as you resize a photo, you must consider things such as the type of file, the width, the height, and the resolution. **Resolution** refers to the number of pixels per inch, printed on a page or displayed on a monitor. Not all photos lend themselves to resizing. Some file types lose quality and sharpness when resized. Fine details cannot be interpolated from low-resolution photos. Resizing works best for small changes where exact dimensions are critical. If possible, it usually is better to take a photo at the highest feasible resolution or rescan the image at a higher resolution rather than resize it later.

In those cases where it is impossible to create the photo at the proper size, Photoshop helps you resize or **scale** your photos for print or online media.

## Plan Ahead

### Prepare for publication.

Keep in mind the golden rectangle of well-designed photos and the limitations of your space. Resize the photo. Insert any final text. Print a copy and evaluate its visual appeal. If you are going to publish the photo to the web, determine the following:

- Typical download speed of your audience
- Browser considerations
- Number of colors
- File type

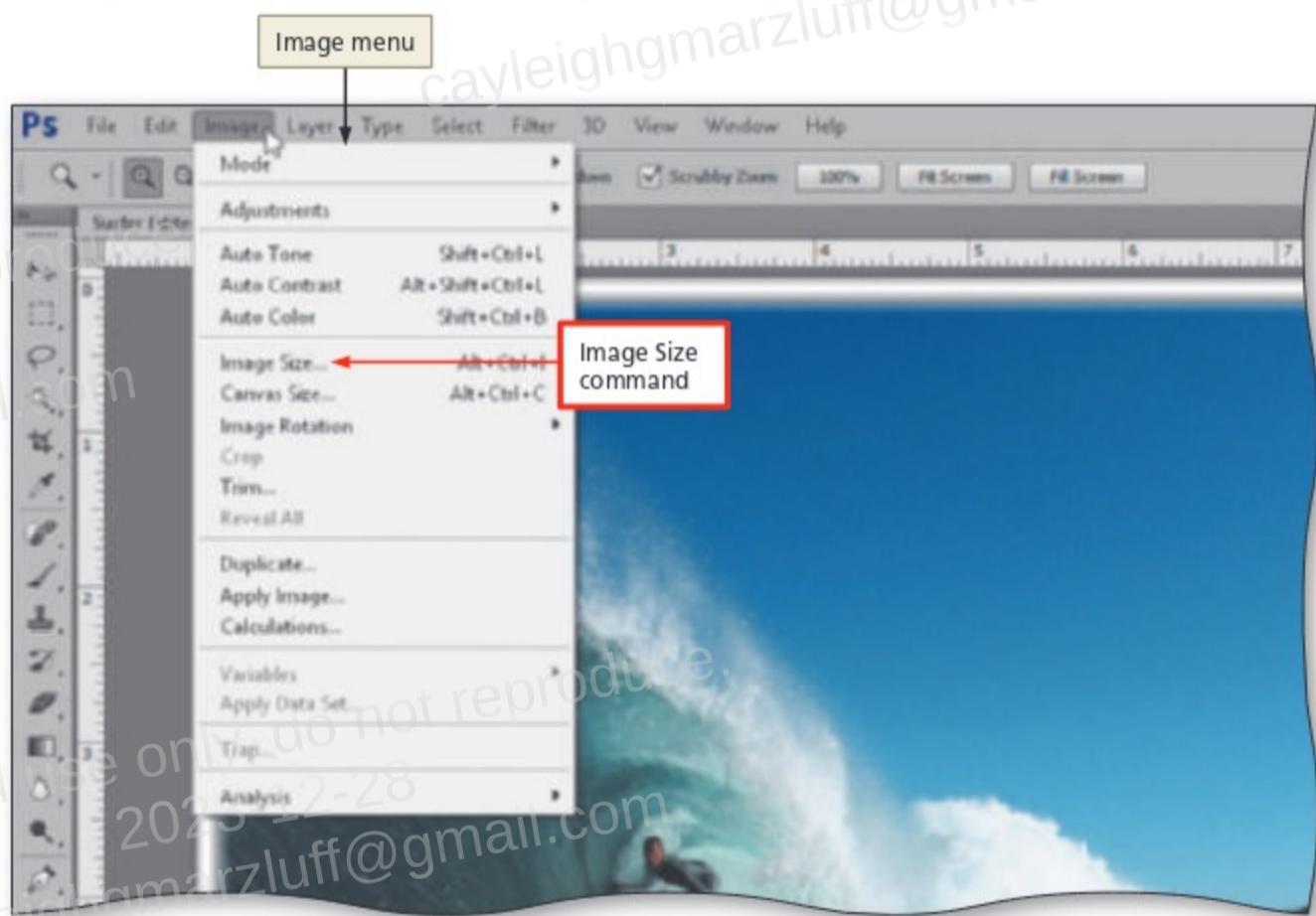
Finally, save the photo with a descriptive name indicating its completion.

## To Resize the Image

Because the surfer photo will be printed on a postcard at a specific size, you will change the height to 4 inches. The following steps resize the image to create a custom-sized photo for printing.

**1**

- Tap or click **Image** on the Application bar to display the **Image** menu (Figure 1–65).



**2**

- Tap or click **Image Size** to display the **Image Size** dialog box.
- Double-tap or double-click the value in the **Height** box and then type **4** to replace the previous value.
- Tap or click the **Resample** button to display a list of resampling choices (Figure 1–66).

### Q&A

#### Why did the width change?

When you change the width or height, Photoshop automatically adjusts the other dimension to maintain the proportions of the photo. Your exact width might differ slightly depending on how closely you cropped the original photo.

Figure 1–65

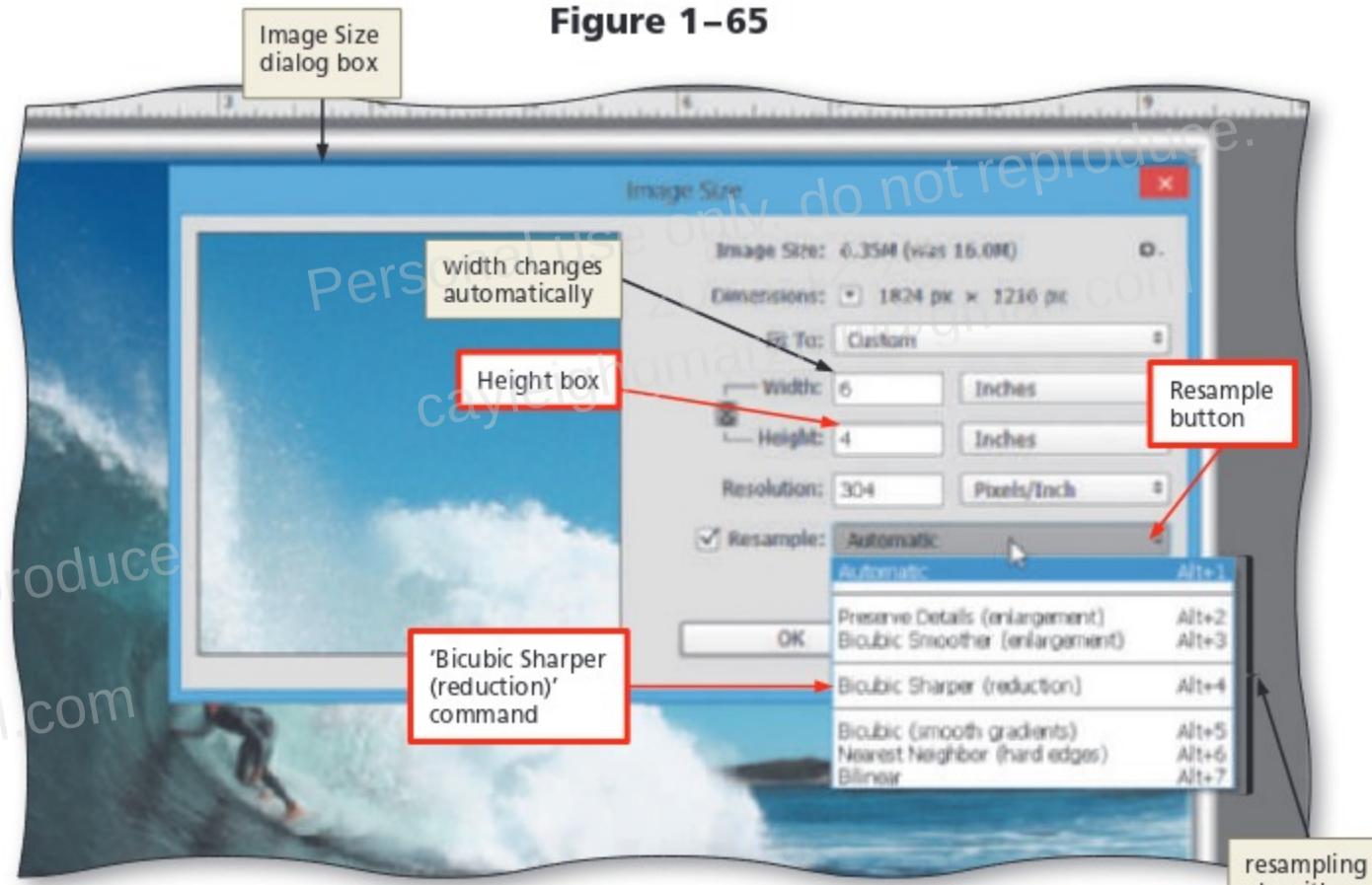


Figure 1–66

**3**

- Tap or click 'Bicubic Sharper (reduction)' to select the resampling algorithm (Figure 1–67).

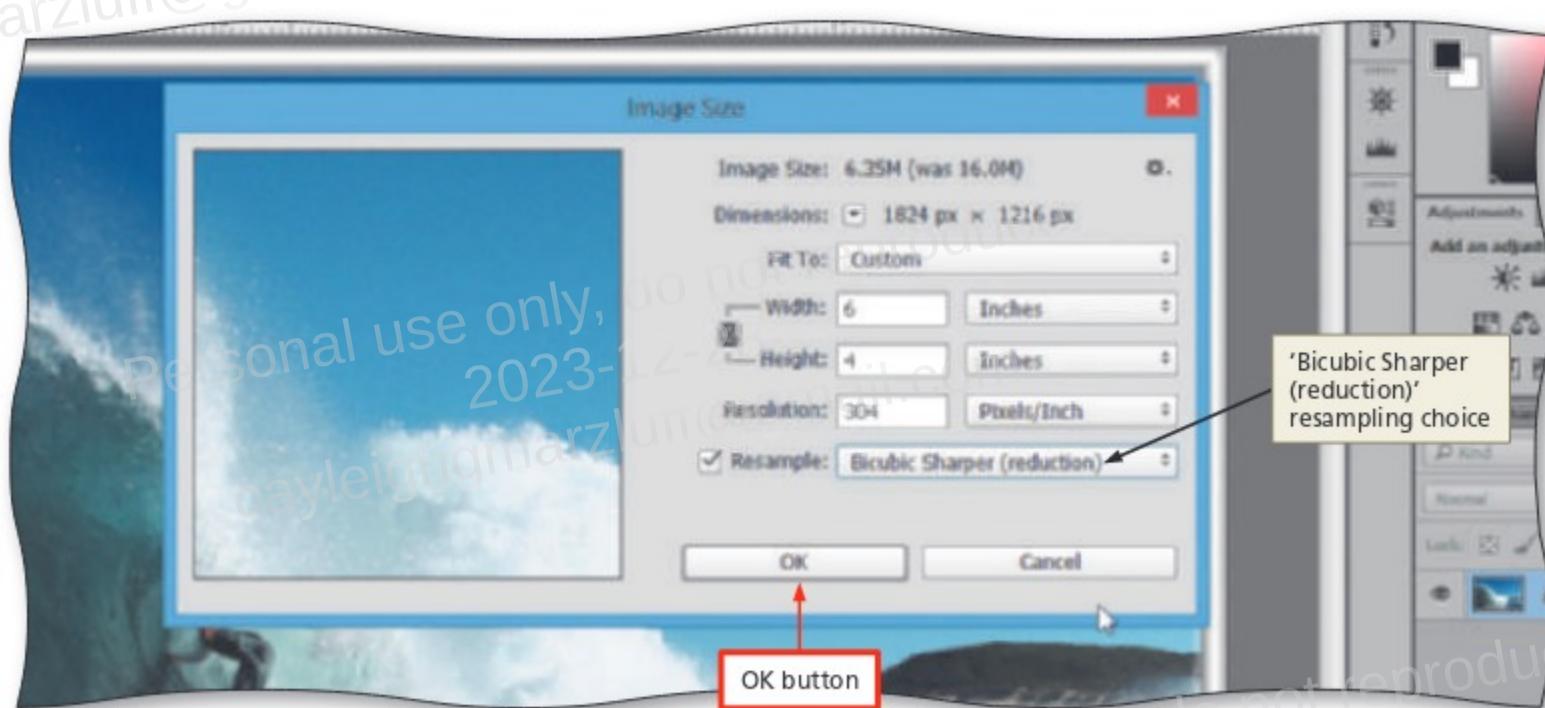


Figure 1–67

**4**

- Tap or click the OK button to finish resizing the image (Figure 1–68).

#### Experiment

- Tap or click the status bar menu button, and then tap or click Document Dimensions to verify that the image size has been changed. Then, tap or click the status bar menu button again, and tap or click Document Sizes to redisplay the document size.

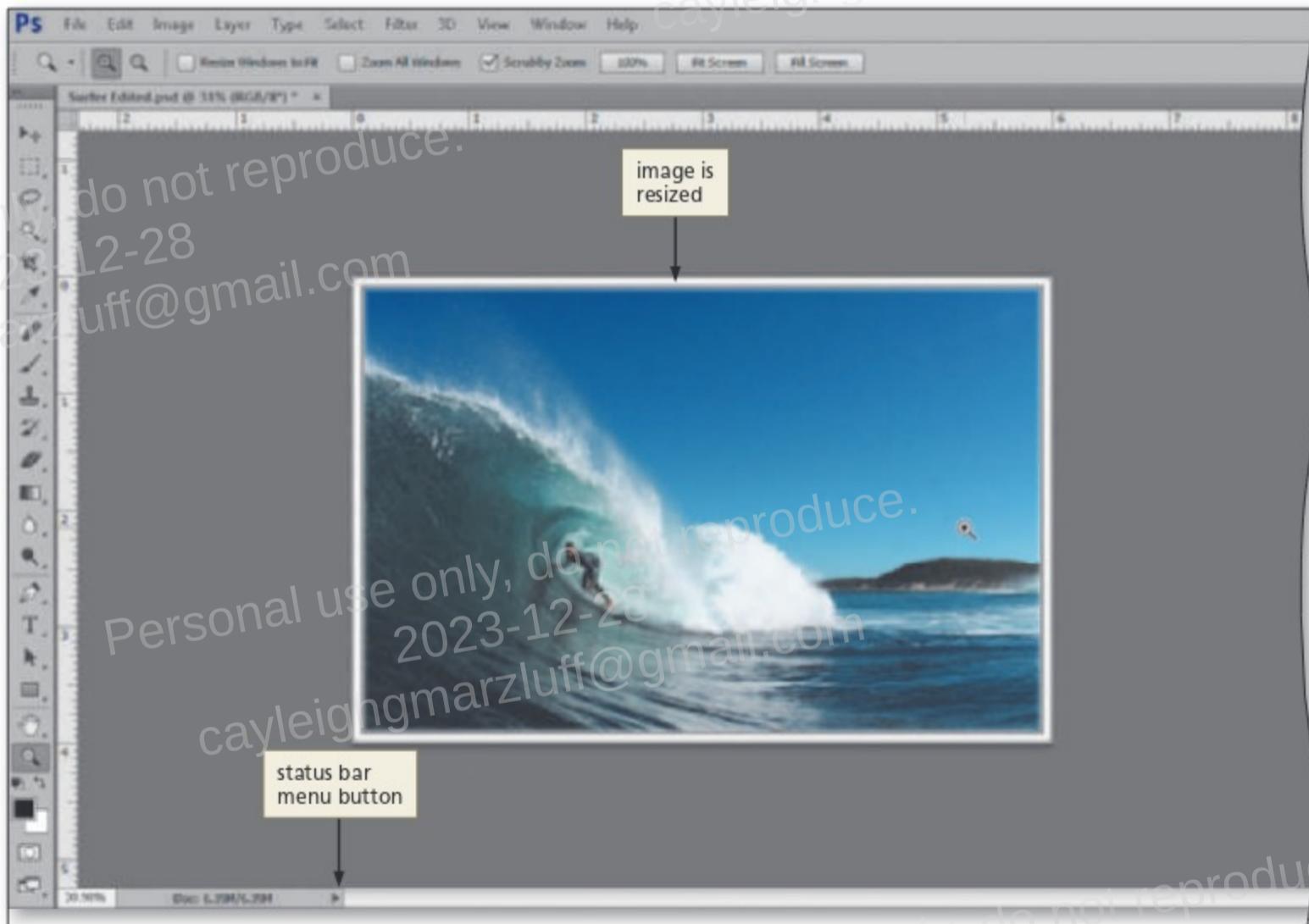


Figure 1–68

#### Other Ways

- Press ALT+CTRL+I, change settings, tap or click OK button

**BTW**

#### Upsampling

When you upsample, Photoshop assigns a new color to the added pixels based on an average interpolation. For example, if an image needs to be enlarged, the interpolation notes where a new pixel should be added. If that new pixel falls at the edge of a yellow insignia on a red sweater, the new Remember that Photoshop cannot insert detailed information that was not captured from the original image. Photos will start to look softer, with less detail, as they are enlarged.

**BTW**

#### Resampling Errors

No matter what resampling method you choose, it may introduce **artifacts**, or changed pixels, that do not look good and were not in the original image. Blurs or halos may be introduced. Jagged edges, or aliasing, may appear when upsampling, and moiré patterns may appear when downsampling. A **moiré pattern** is an alternating of blurred and clear areas, forming thin stripes or dots on the screen.

## Inserting Text

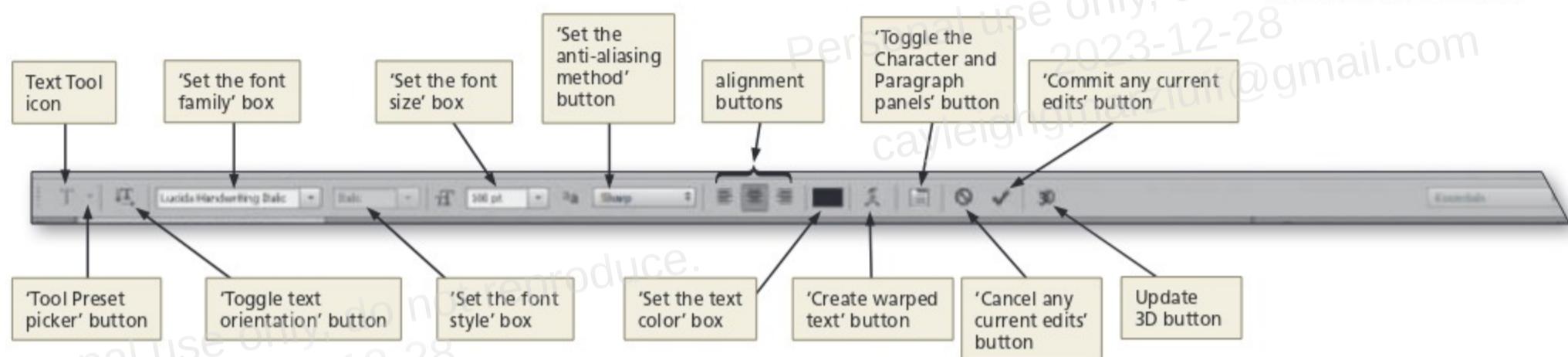
The next steps use a type tool to create text for the postcard. On the Tools panel, the default type tool is the Horizontal Type Tool. The options bar for the Horizontal Type Tool (Figure 1–69) includes boxes and buttons typical of those found in a word processing toolbar, including font family, font style, font size, and justification. A ‘Create warped text’ button allows you to create text in specialized formations, similar to the WordArt tool in Microsoft Word. On the right side of the options bar are buttons to cancel and commit editing changes. In a future chapter, you will learn about the Character and Paragraph panels that provide additional tools for manipulating text.

Embedded with the Horizontal Type Tool are the Vertical Type Tool and the type mask tools that you will learn about in a later chapter.

BTW

### Screen Flickering or Black Screen

If your screen flickers when you try to enter text or make selections, your graphics card may need an updated driver. If your driver is up-to-date, try changing the Photoshop drawing mode. To do so, press **CTRL+K** to access Preferences. On the left side of the dialog box, tap or click Performance, and then tap or click the Advanced Settings button. Tap or click the Drawing Mode button and then tap or click Basic in the list.



**Figure 1–69**

## To Select the Horizontal Type Tool

The following step selects the Horizontal Type Tool on the Tools panel.

1

- Tap or click the ‘Horizontal Type Tool’ button on the Tools panel to select it (Figure 1–70).
- If the solid T icon does not appear on the button, press and hold or right-click the button to display its context menu, then tap or click ‘Horizontal Type Tool’ in the list.



**Figure 1–70**

### Other Ways

1. Press **T** or **SHIFT+T** until Horizontal Type Tool is active

## To Set Font Options

The following steps select font settings on the options bar. In addition to the font and alignment options, when you tap or click the ‘Set the text color’ box, Photoshop uses color picker tools, such as a color field and color model boxes, to help you select the text color.

1

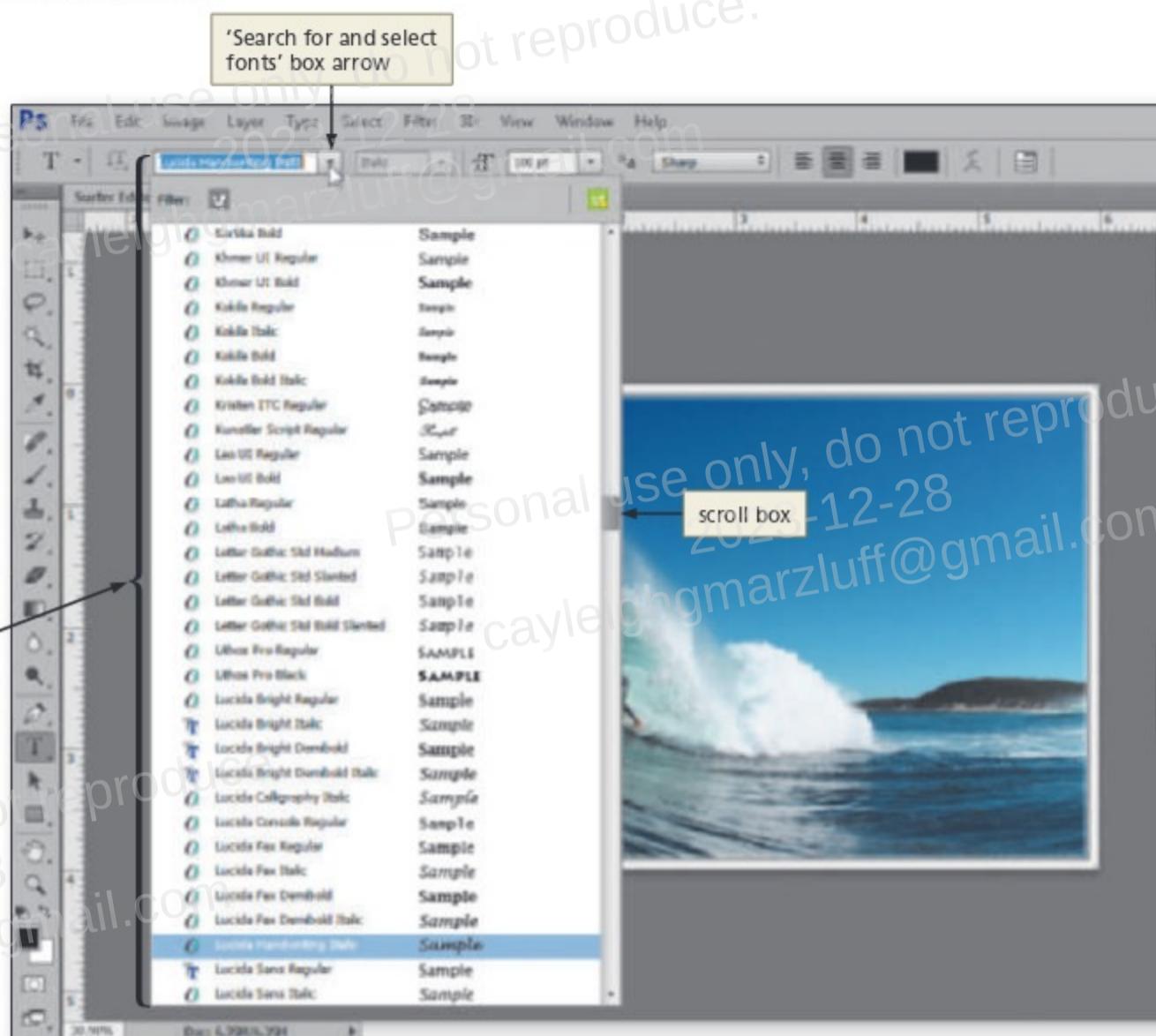
- On the options bar, tap or click the ‘Search for and select fonts’ box arrow to display the list of font families.
- Scroll as necessary (Figure 1–71).

### Q&A

Does Photoshop let you preview text in the font style?

Yes, if text is selected, you can point to any of the fonts in the list and the document window will display an instant font preview or live preview.

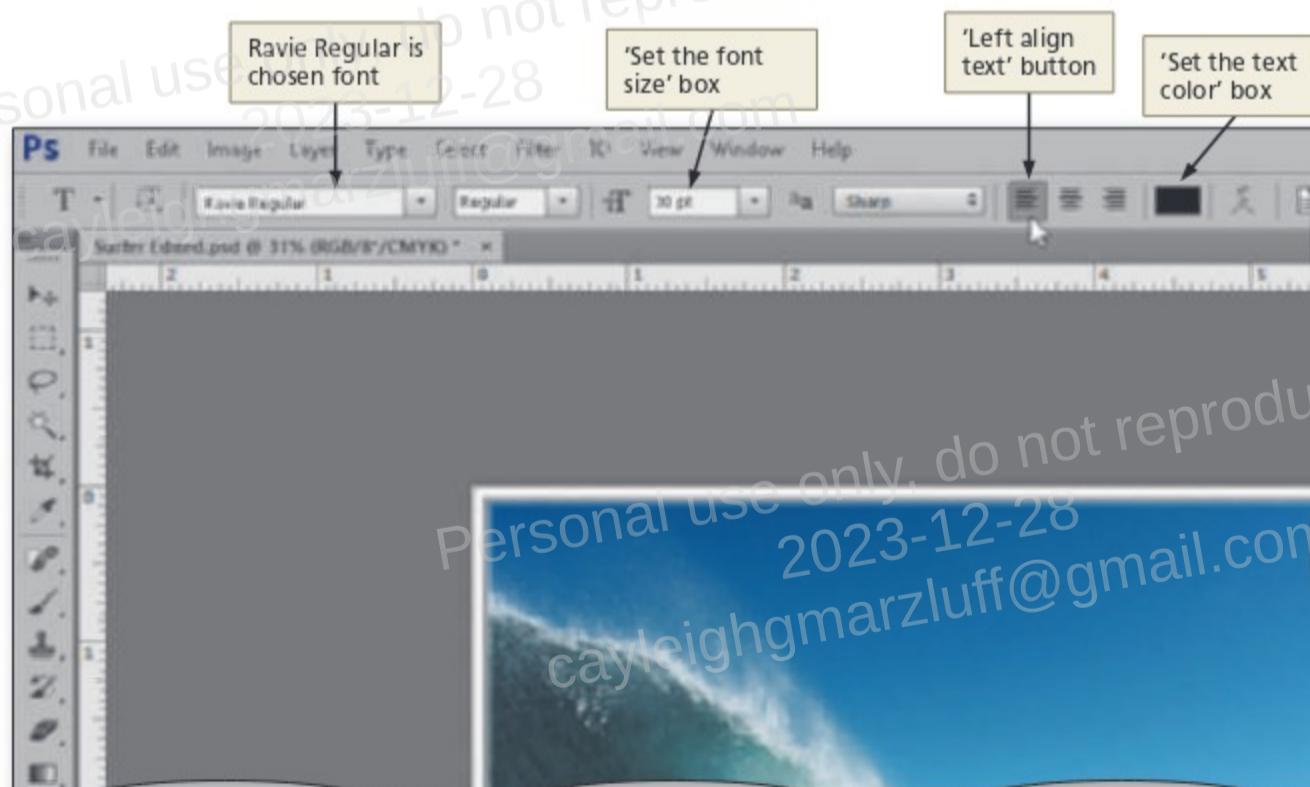
list of available fonts



**Figure 1–71**

2

- Tap or click Ravie Regular or a similar font in the list.
- Select the value in the ‘Set the font size’ box, and then type 30 to replace the size.
- If necessary, tap or click the ‘Left align text’ button to left-justify the text (Figure 1–72).



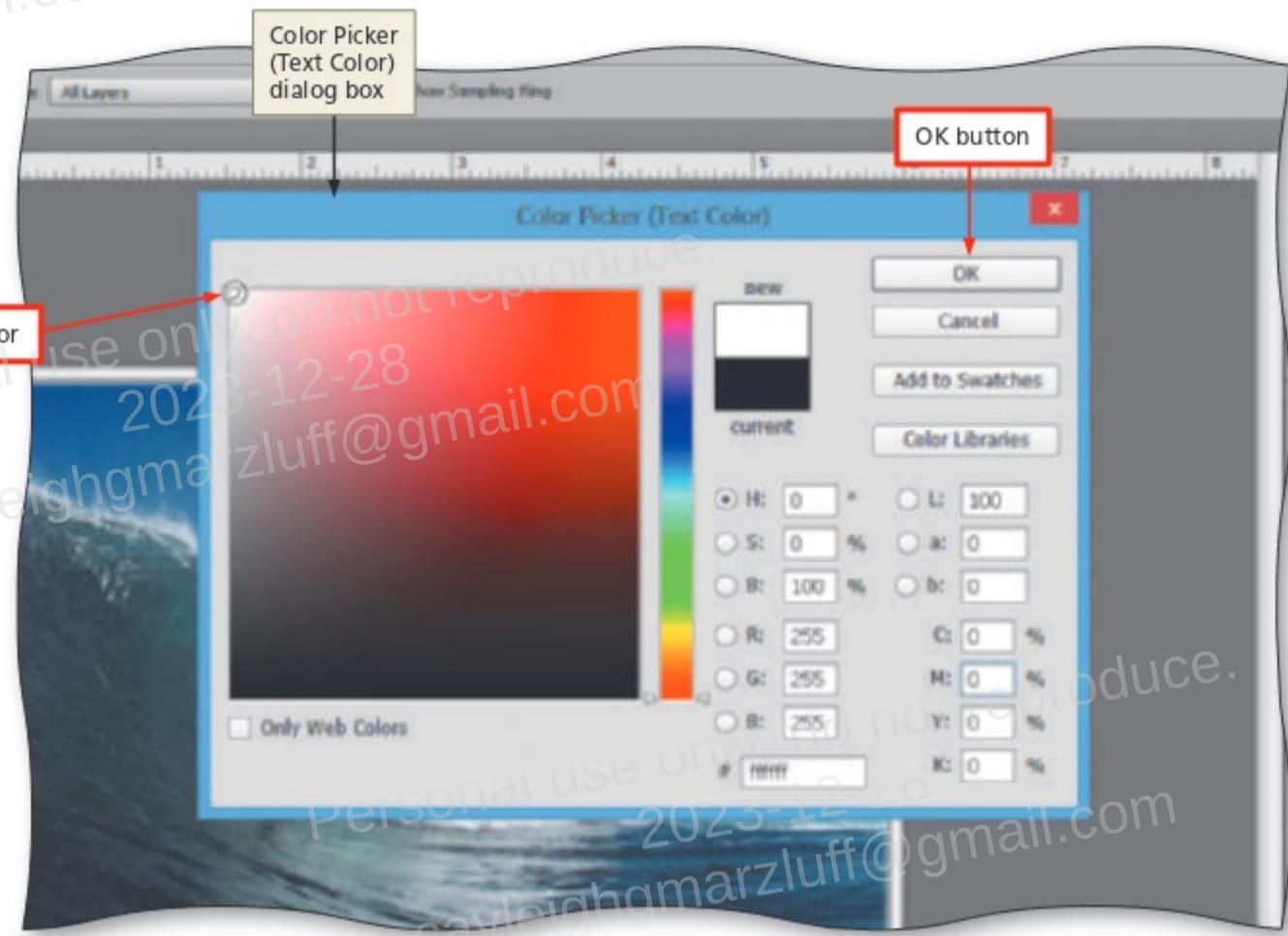
**Figure 1–72**

**3**

- Tap or click the 'Set the text color' box to open the Color Picker (Text Color) dialog box.
- Tap or click a white color in the upper-left corner of the color field (Figure 1–73).

**Q&A**

What do the numerical boxes indicate?  
Each color mode uses a numerical method called a color model, or color space, to describe the color. Some companies use specific numbers to create exact colors for branding purposes.

**Figure 1–73****4**

- Tap or click the OK button in the Color Picker (Text Color) dialog box to apply white as the text color on the options bar.

## To Insert Text

With the type tool selected, you drag a bounding box in the document window to insert text. A **bounding box** is similar to a text box in other applications, with a dotted outline and sizing handles. The pointer changes to a small, open book outline. After typing the text in the bounding box, you use the 'Commit any current edits' button to complete the entry. Then, if the size of the bounding box needs to be adjusted, you can drag the sizing handles. The pointer becomes a cursor when positioned over the text. You will learn about other type tools and features in a later chapter.

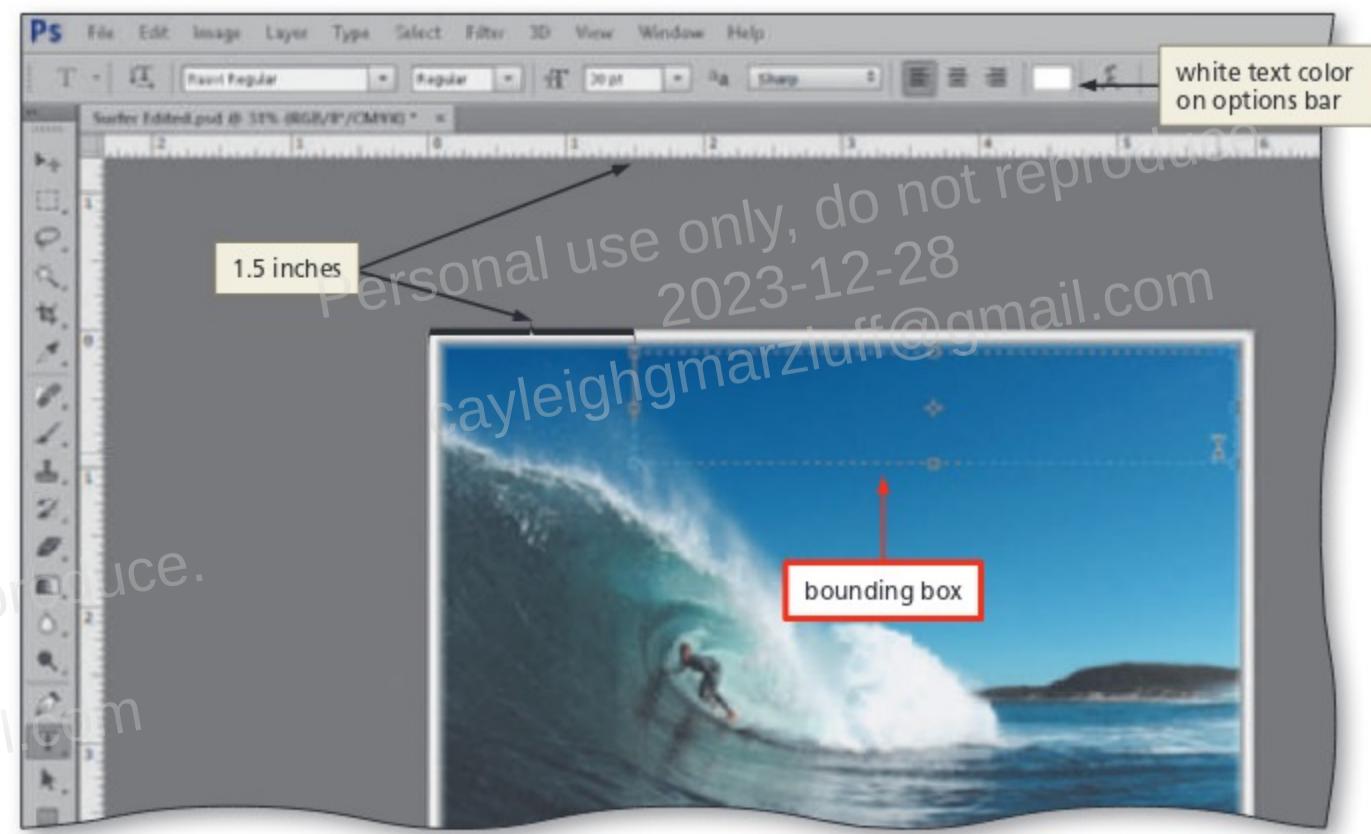
The following steps enter text on the postcard.

**1**

- With the Horizontal Type Tool still selected, drag a bounding box beginning at the top of the image, approximately 1.5 inches from the left side. Drag down and to the right, as shown in Figure 1–74.

**Q&A**

My image went black. What did I do wrong?  
In its early releases, Photoshop CC was not compatible with older video cards. Try pressing **CTRL+Y** to change to proof colors.

**Figure 1–74**

**2**

- Type **Catch a wave...** to enter the text (Figure 1–75).

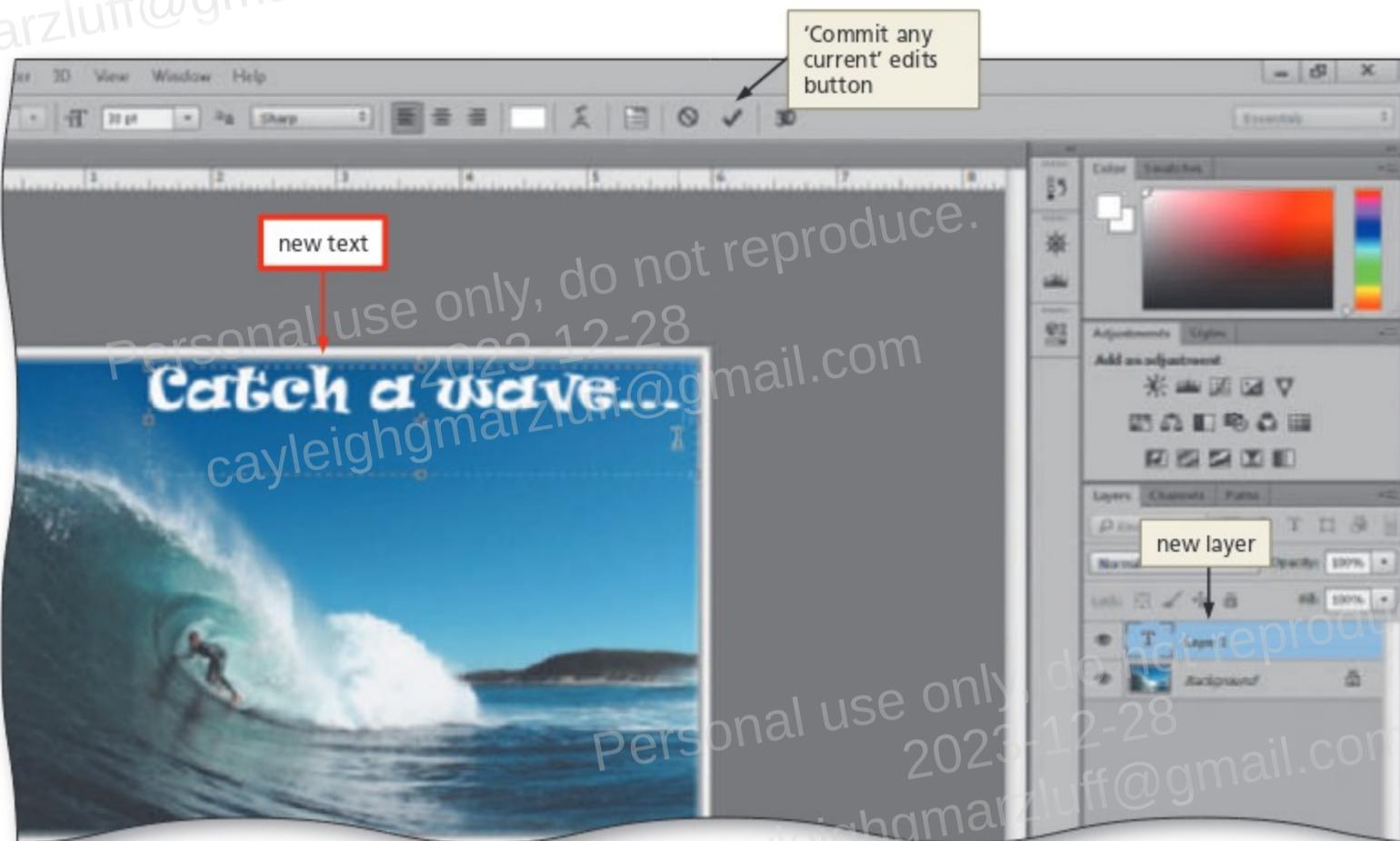
**Q&A**

Can I make changes and corrections to the text?

Yes, you can tap or click anywhere in the text box, use the ARROW keys, the BACKSPACE key, and the DELETE key just as you do in word processing. If your bounding box is too small, you can drag the sizing handles.

What is the new notation on the Layers panel?

When you create a bounding box, Photoshop separates the text from the rest of the picture in its own layer. You will learn more about layers in a future chapter.

**Figure 1–75****3**

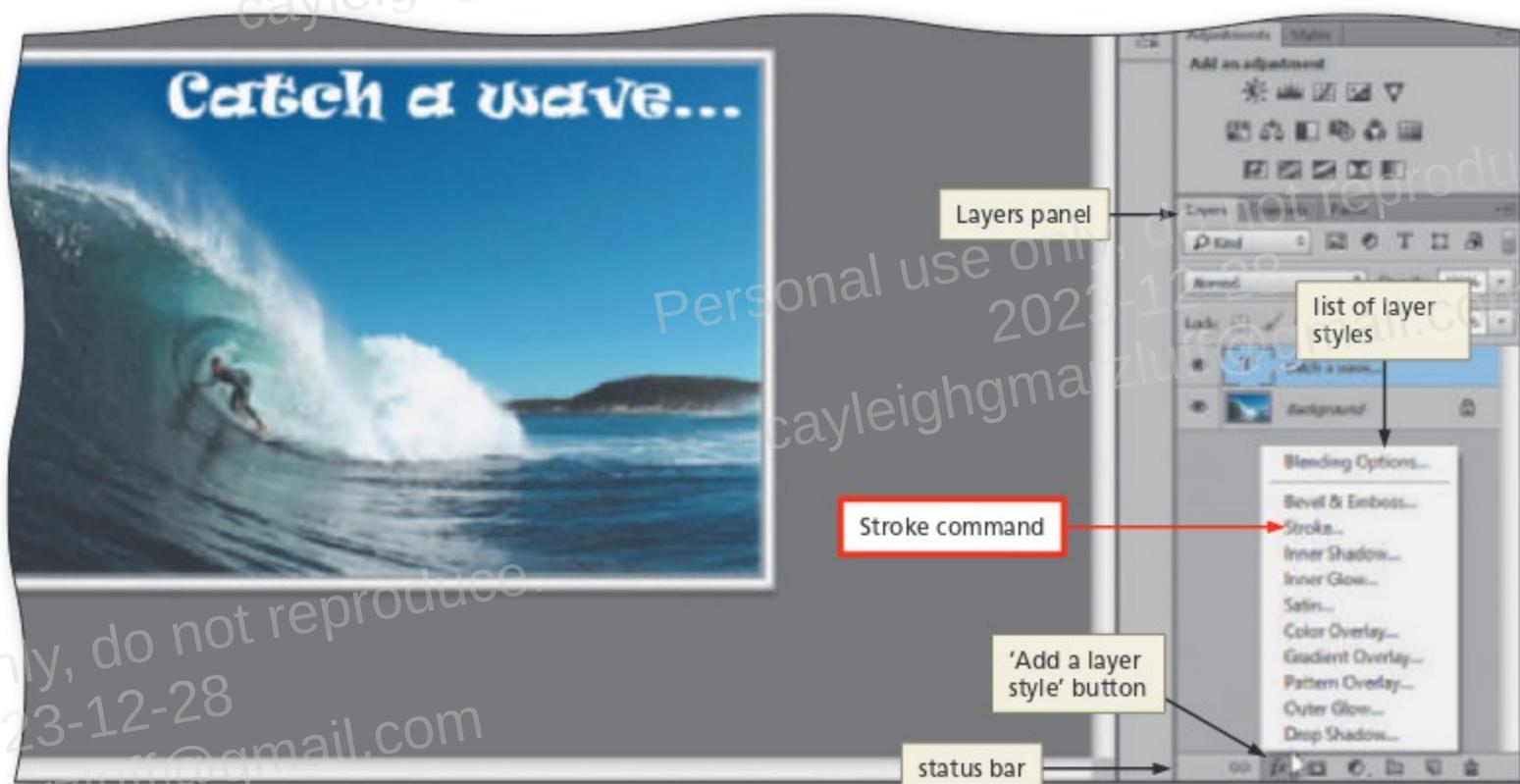
- On the options bar, tap or click the 'Commit any current edits' button to finish the new layer.

## To Stroke Text

Earlier in this chapter, you added a stroke of color to a selection as you created a border for the post card. The following steps stroke the text with black to make the letters stand out. You will use the Layer Style dialog box to create the stroke.

**1**

- With the new layer still selected on the Layers panel, tap or click the 'Add a layer style' button on the Layers panel status bar to display the list of layer styles (Figure 1–76).

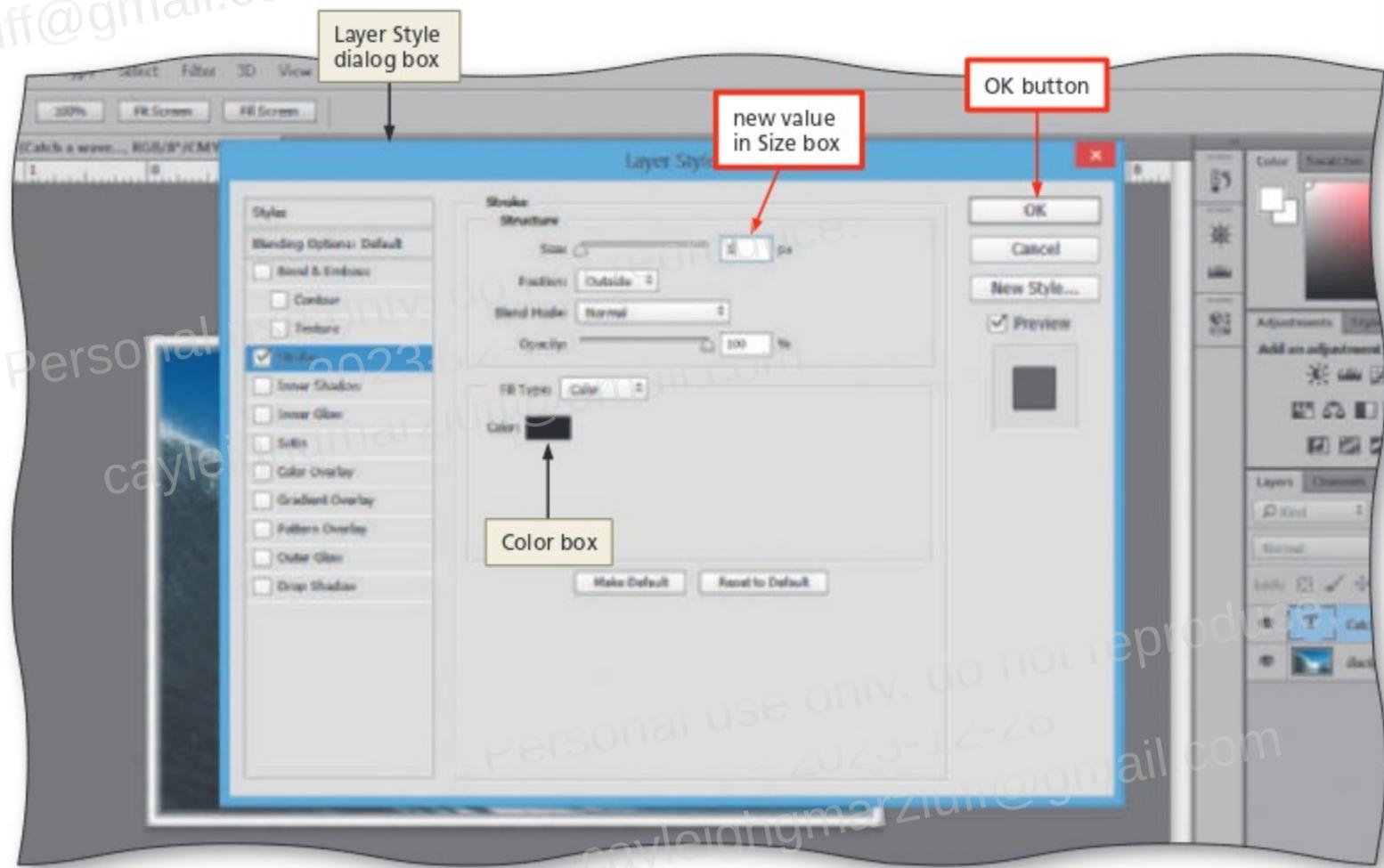
**Figure 1–76**

**2**

- Tap or click Stroke in the list of layer styles to display the Layer Style dialog box.
- Type 5 in the Size box to create 5 pixels of black stroke (Figure 1–77).

**Q&A**

What should I do if my color does not appear as black? Black is the default color; however, a previous user on your computer may have changed the color. Tap or click the Color box to display a color picker dialog box. Tap or click black, and then tap or click the OK button.

**Figure 1–77****3**

- Tap or click the OK button in the Layer Style dialog box to accept the settings and add the stroke.
- Press the D key to reset the default colors on the Tools panel. (Figure 1–78).

**Figure 1–78****Other Ways**

- On Application bar, tap or click Layer, tap or click Layer Style, tap or click Stroke, adjust settings, tap or click OK button

**To Save a File with a Different Name**

Many graphic designers will save multiple copies of the same photo with various edits. Because this photo has been resized to print properly, you need to save it with a different name as performed in the following step.

- Tap or click File on the Application bar and then tap or click Save As to display the Save As dialog box.
- In the Save As dialog box, type **Surfer Resized with Text** in the File name text box.
- If necessary, navigate to your storage device and the appropriate folder in the list.

- 4 If necessary, tap or click the Format button and then tap or click Photoshop (\*.PSD; \*.PDD) to select the format type.
- 5 Tap or click the Save button to save the image with the new name.
- 6 If Photoshop displays a Photoshop Format Options dialog box, tap or click the OK button to accept the settings and close the dialog box.

## Printing a Photo

The photo now can be printed on a local printer, saved, taken to a professional print shop, or sent online to a printing service. A printed version of the photo is called a **hard copy** or **printout**. You can print one copy using the Print One Copy command on the File menu, or to display the Photoshop Print Settings dialog box, you can tap or click Print on the File menu, which offers you more printing options.

The Print One Copy command sends the printout to the default printer. If you are not sure which printer is your default printer, choose the Print command. In the Photoshop Print Settings dialog box, tap or click the Printer button and choose your current printer. You will learn more about the Print dialog box in Chapter 2.

After printing a copy of the photo, you will close the photo. Then, you will return to the version of the photo before resizing to prepare a web version.

### To Print a Photo

The following steps print the photo created in this chapter.

**1**

- Ready the printer according to the printer instructions.
- Tap or click File on the Application bar and then tap or click Print to display the Photoshop Print Settings dialog box.
- If necessary, tap or click the Printer button and then select your printer from the list. Do not change any other settings (Figure 1–79).

**Q&A**

Does Photoshop have a Print button on the options bar?

No. Photoshop's Print commands are available on the File menu or by using shortcut keys.

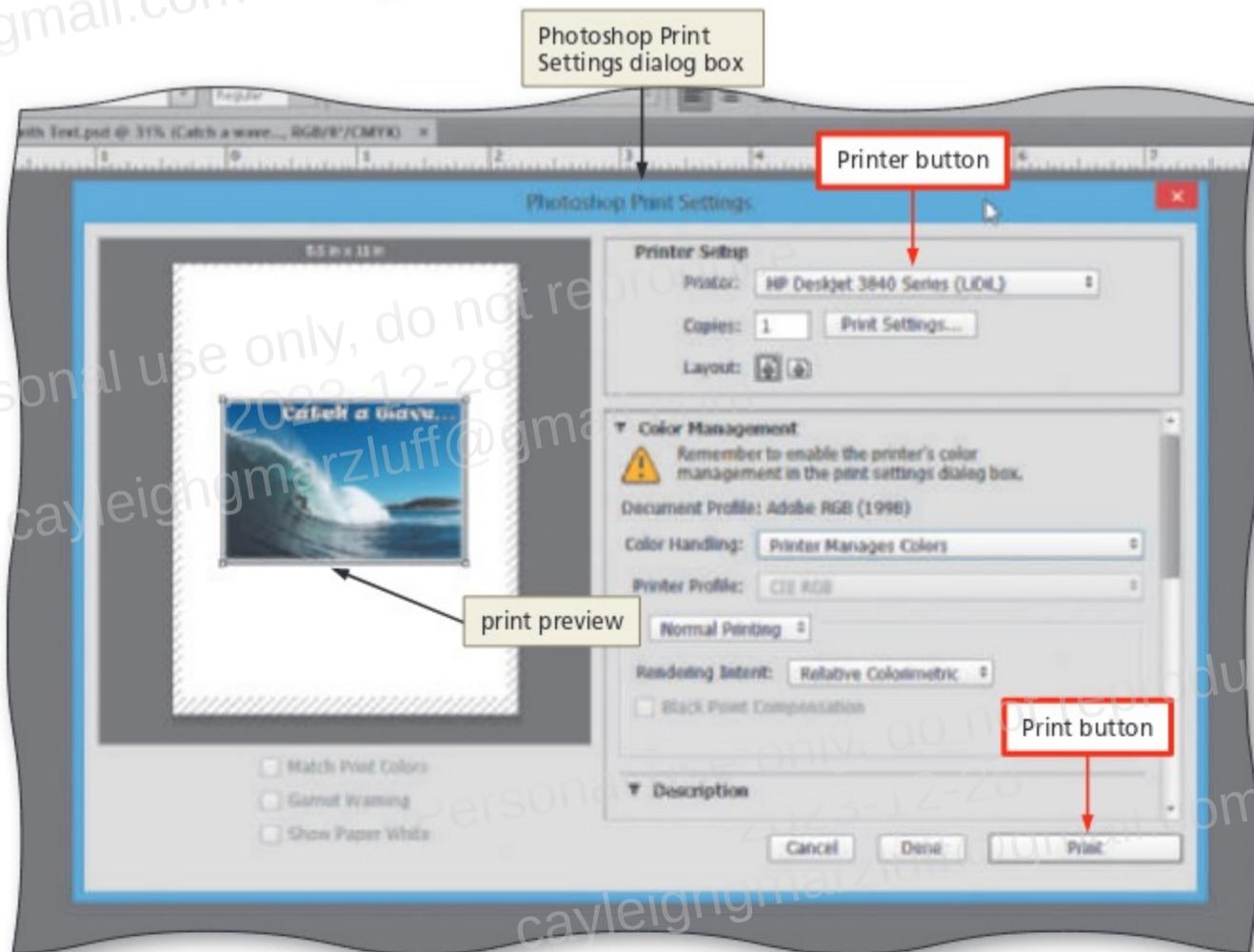


Figure 1–79

**2**

- In the Photoshop Print Settings dialog box, tap or click the Print button to start the printing process. If your system displays a second Print dialog box or a Print Settings dialog box, unique to your printer, tap or click its Print button.
- When the printer stops, retrieve the hard copy of the photo.

#### Other Ways

1. To print one copy, press  
ALT+SHIFT+CTRL+P

2. To display Photoshop Print Settings dialog box, press CTRL+P