# Adobe Photoshop

# Commonly Used Tools Guide

### January 2024

Image Services, University of Toronto
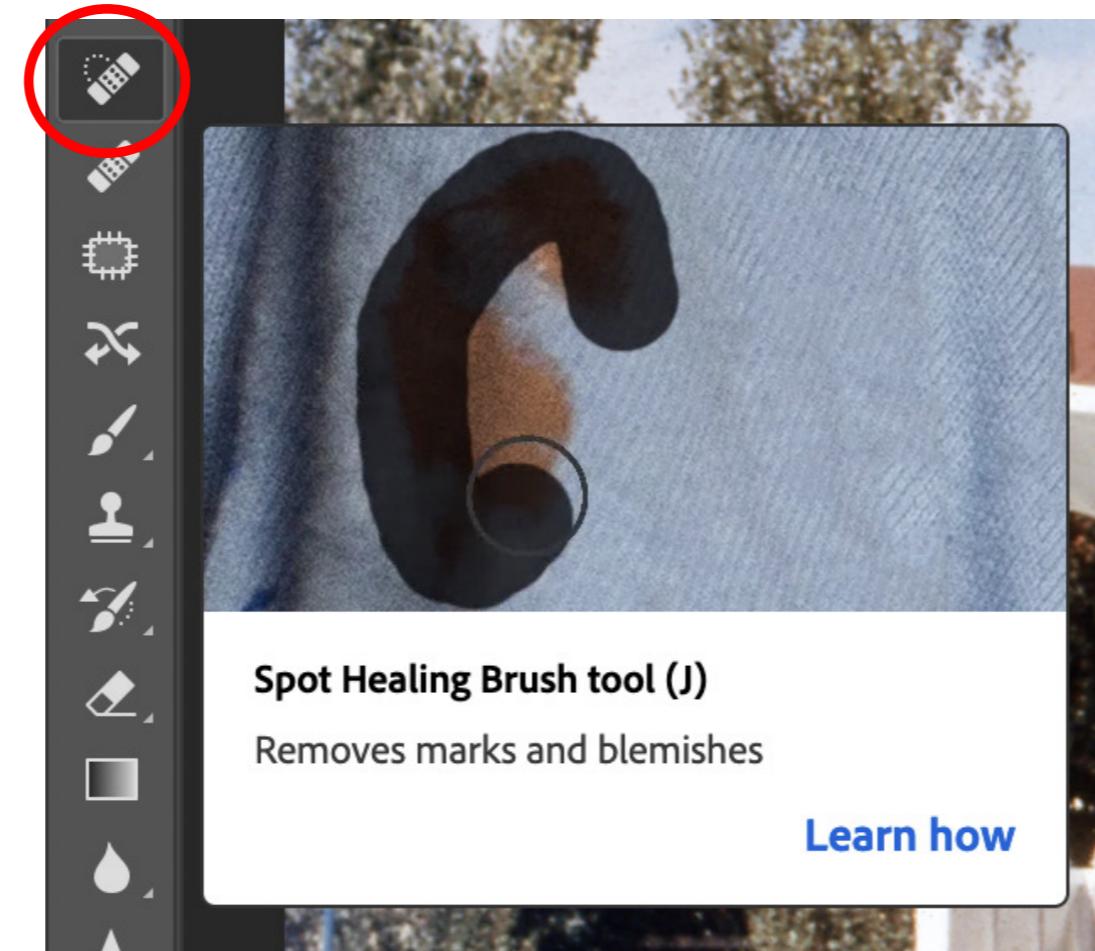
Written and designed by Nadia Mariyan Smith

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# Cleaning

**The Spot Healing Brush Tool removes unwanted spots, marks, or small objects in your image.**

Spot Healing Brush tool (J)

Removes marks and blemishes

Learn how
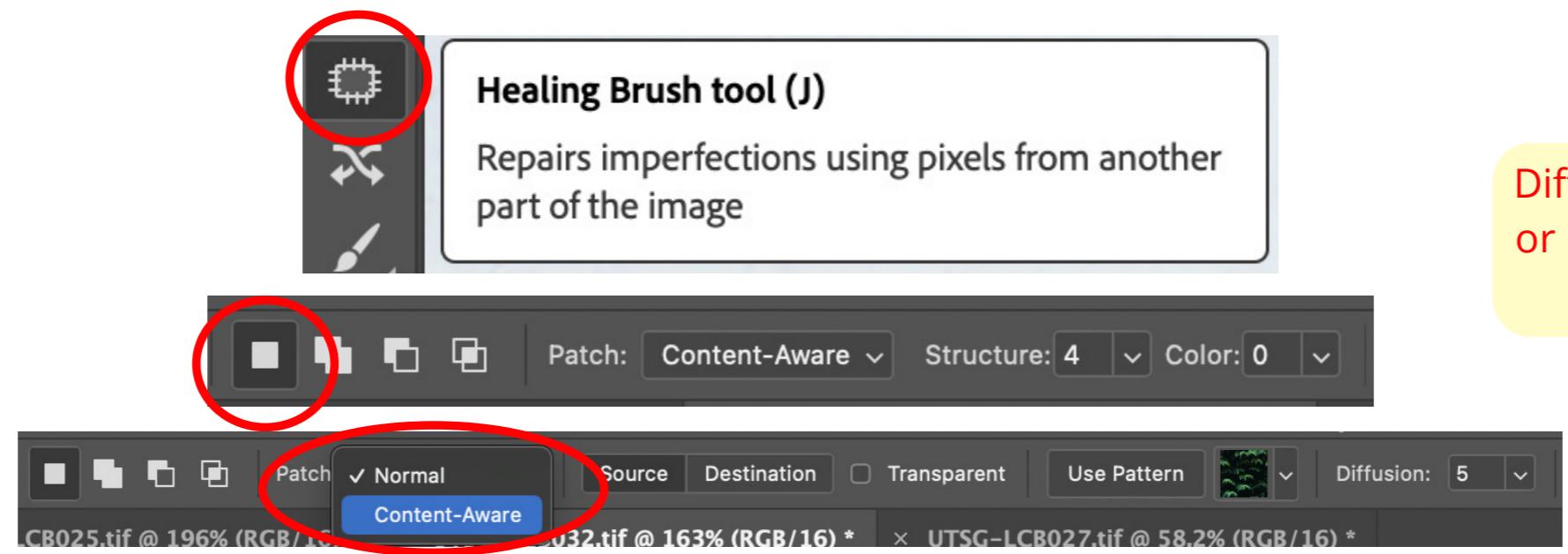
**Hold the spacebar to activate the Hand tool.** Let go and you are back to the last tool you were using.

**Use the [ and ] keys** on the keyboard to make **brush size** bigger or smaller.

To **undo** an action, press **Command + Z**. To **redo** an undone action, press **Shift + Command + Z**.

*before*

*after*

# Cleaning

**The Patch Tool replaces a selected area using pixels from another part of the image.**



**Healing Brush tool (J)**

Repairs imperfections using pixels from another part of the image

Patch: Content-Aware    Structure: 4    Color: 0

Patch    ✓ Normal    Source    Destination    ☐ Transparent    Use Pattern    Diffusion: 5
         Content-Aware

LCB025.tif @ 196% (RGB/... )32.tif @ 163% (RGB/16) *    × UTSG-LCB027.tif @ 58.2% (RGB/16) *

Different settings will be more or less effective depending on the image.

*before*

*after*





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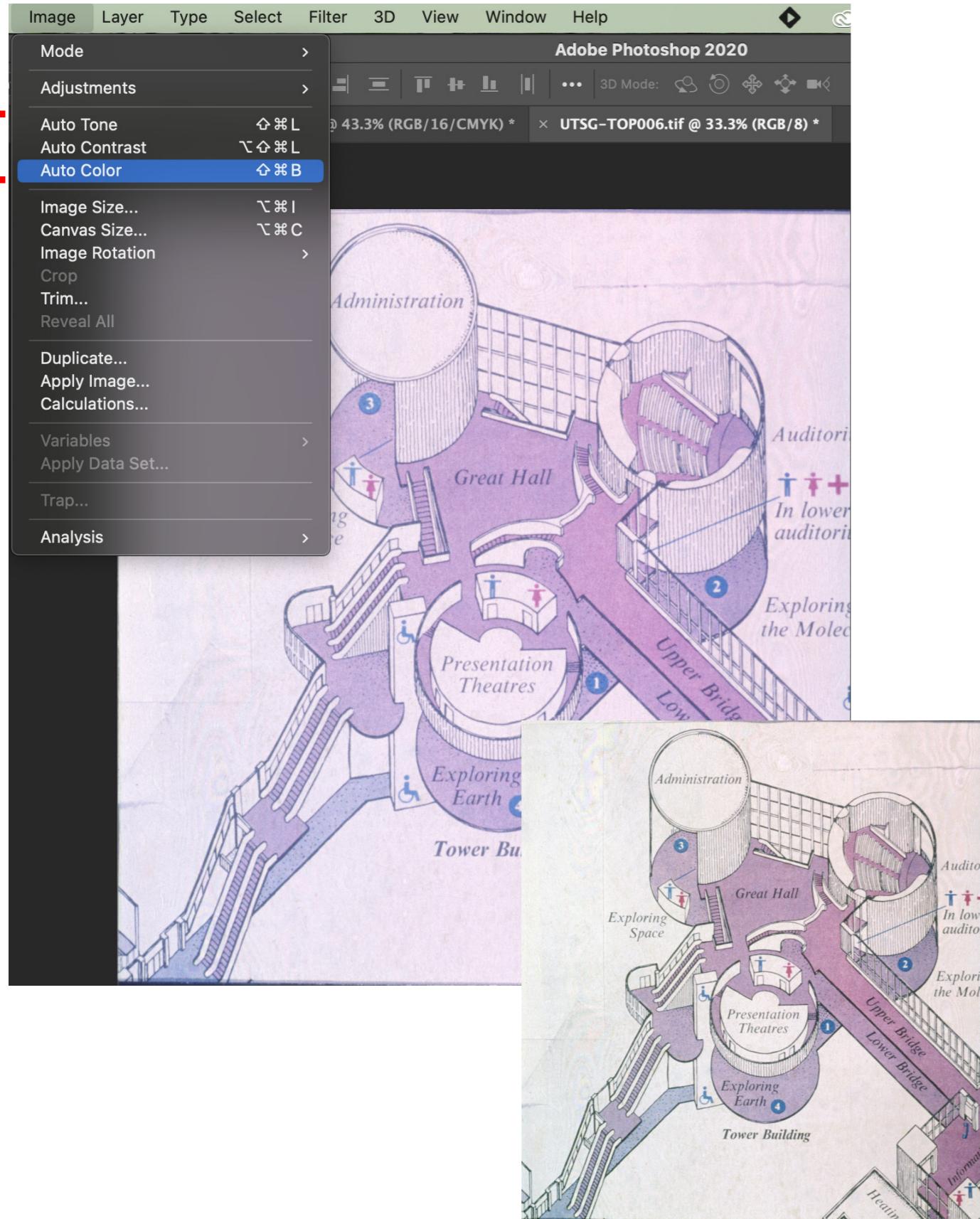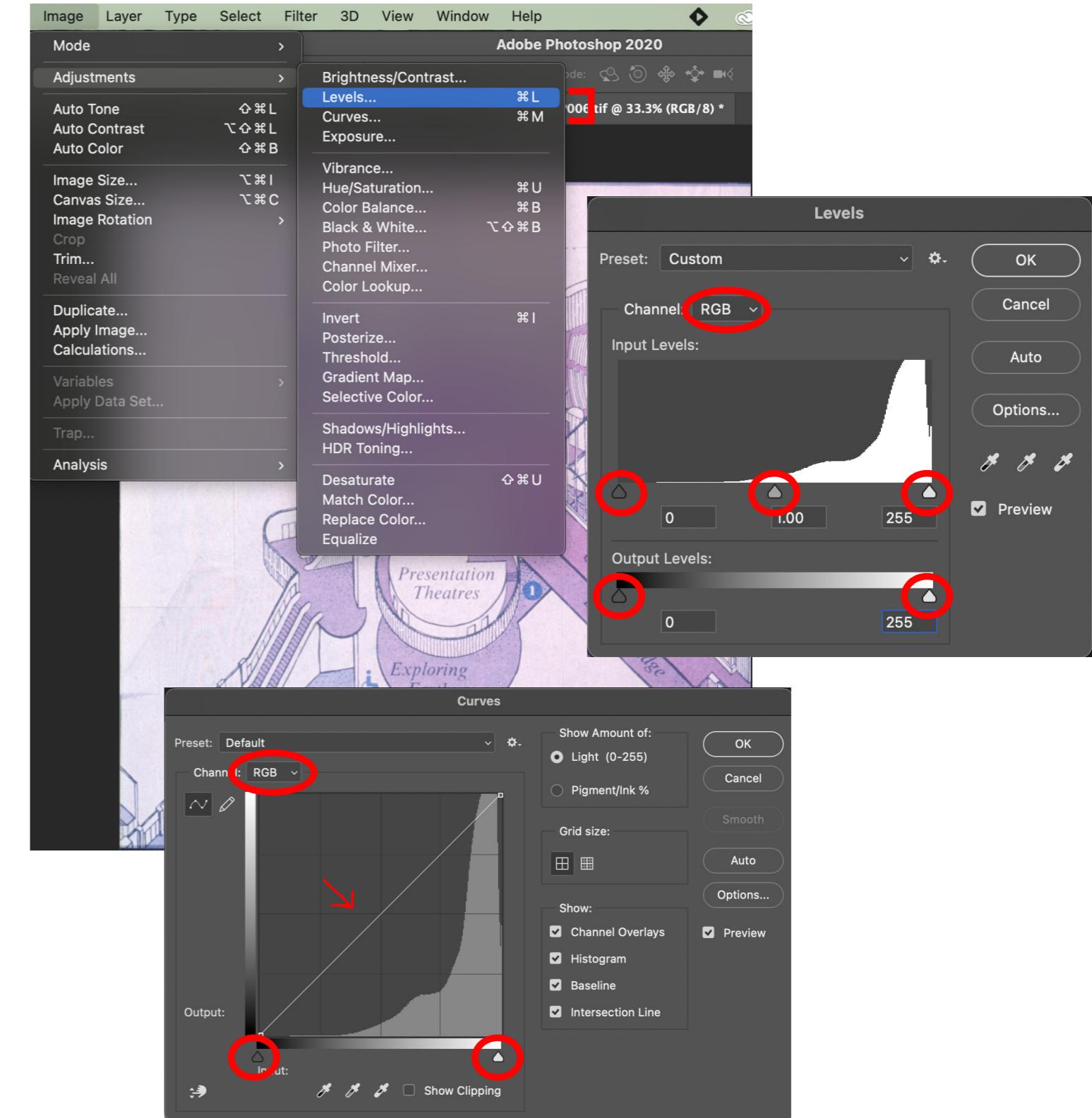
# Colour Correction

**Quick correction***
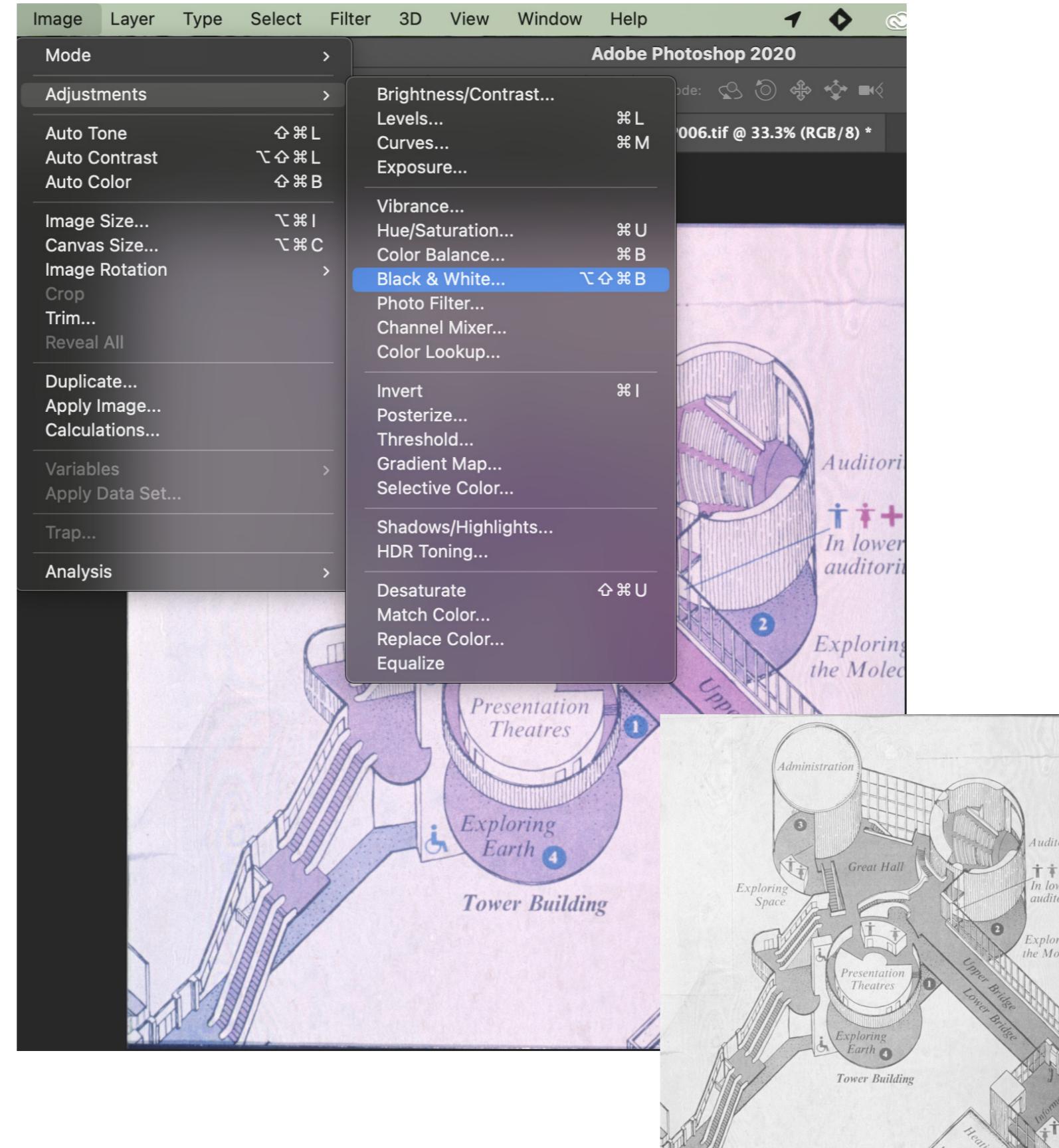


*recommended for archival processing

**Detailed correction***
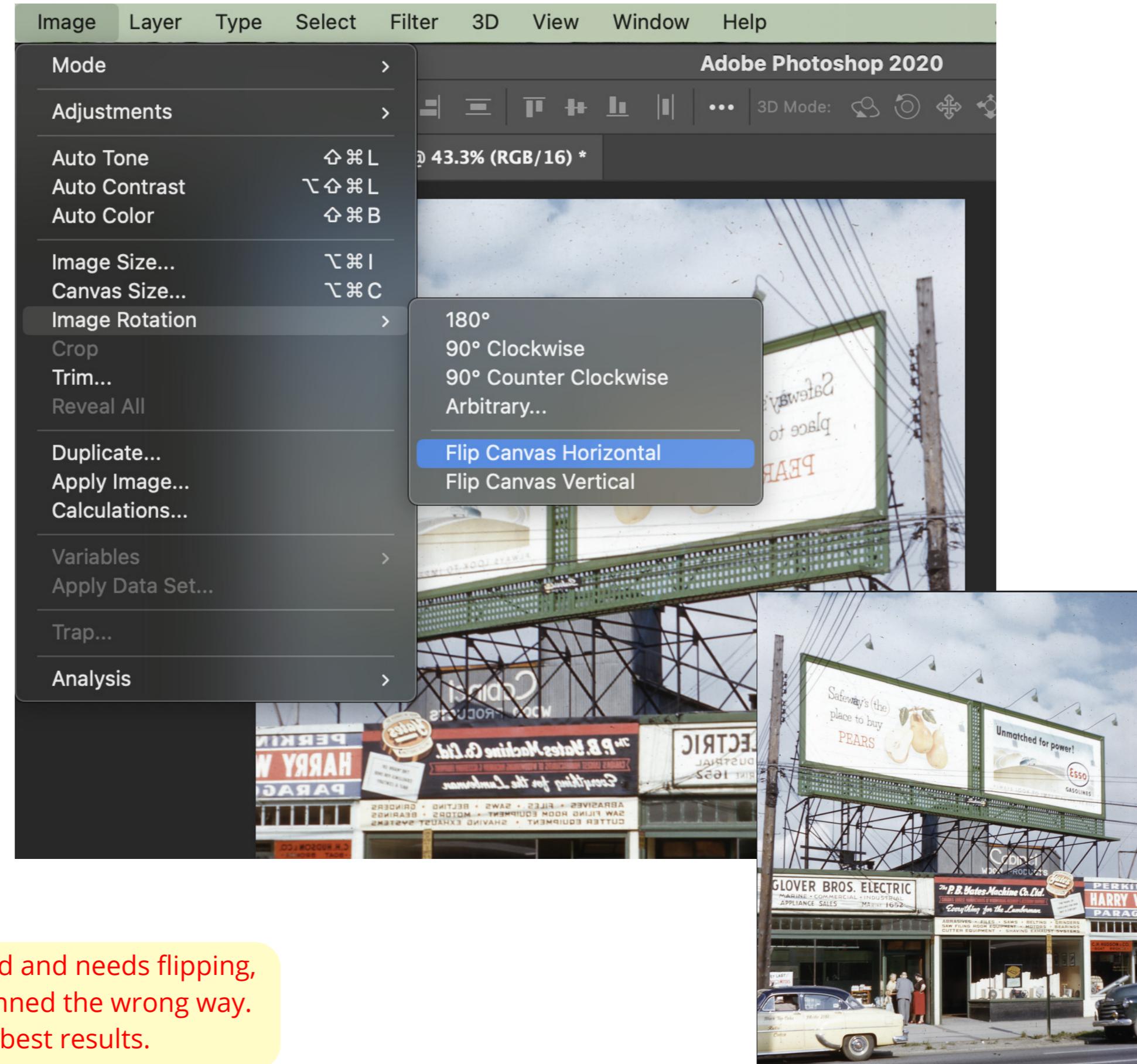


*recommended for individual client requests

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# Grayscale

**Occasionally, film has degraded too far to fix the colour imbalance. If this is the case, images can be turned into B&W images.**

# Flip



If the image is mirrored and needs flipping, that means it was scanned the wrong way. Avoid this for best results.
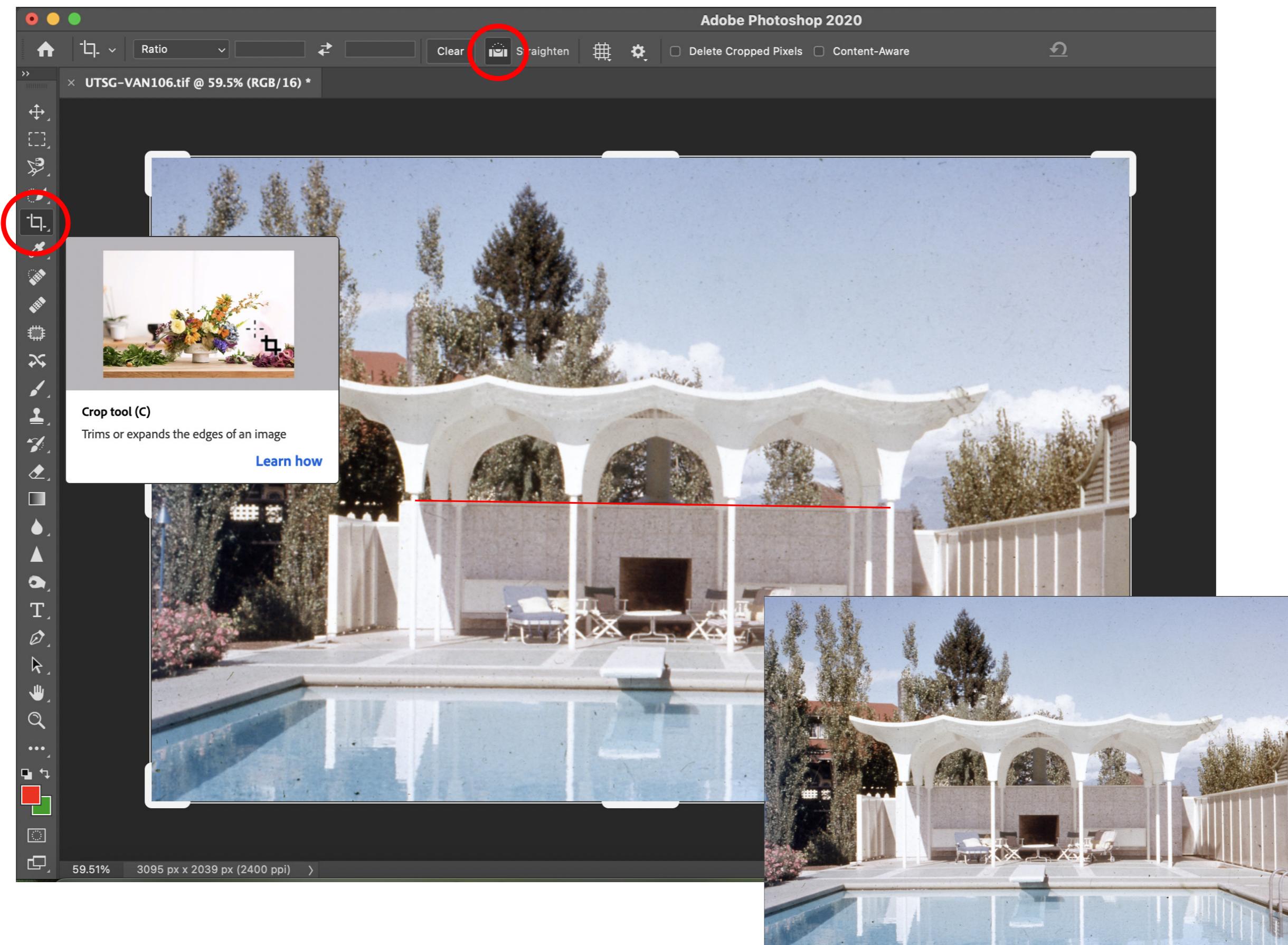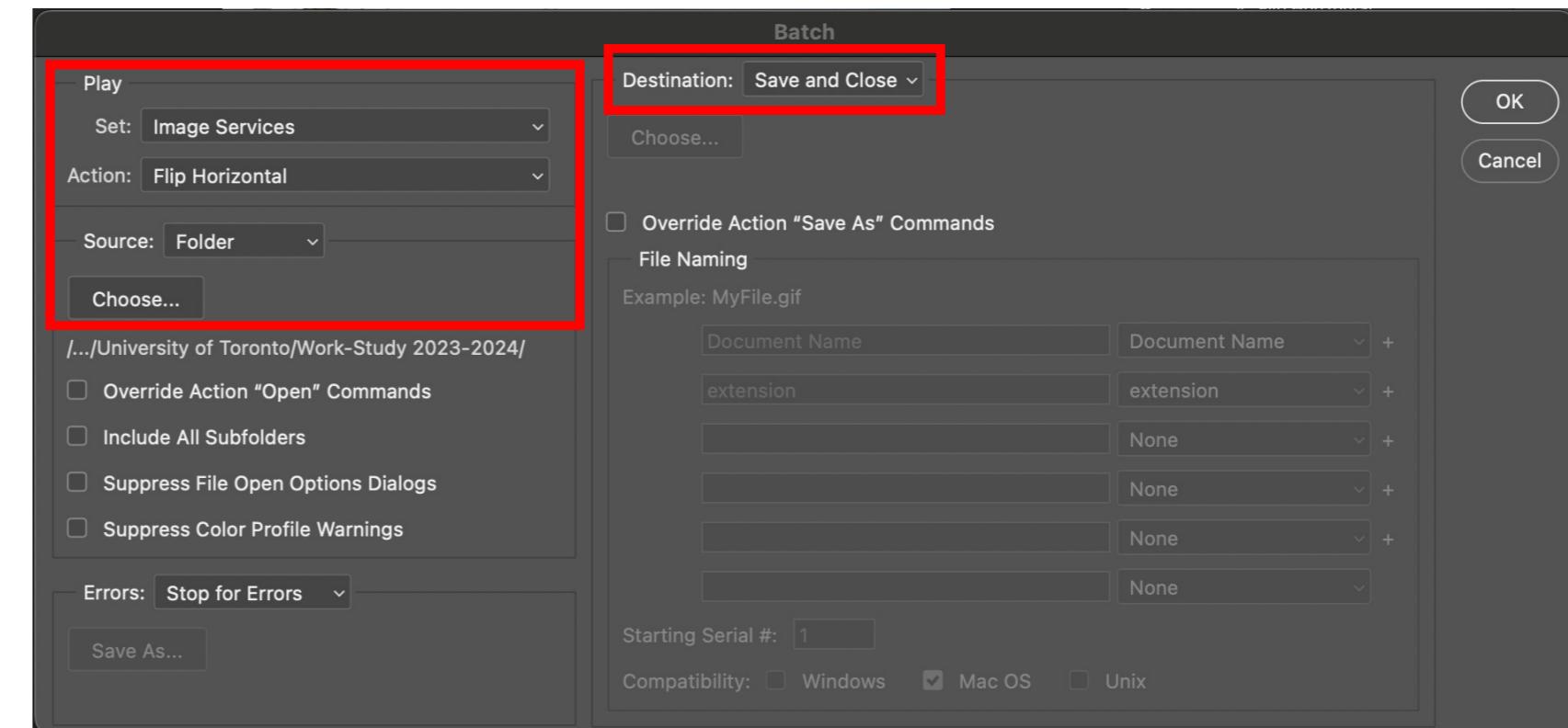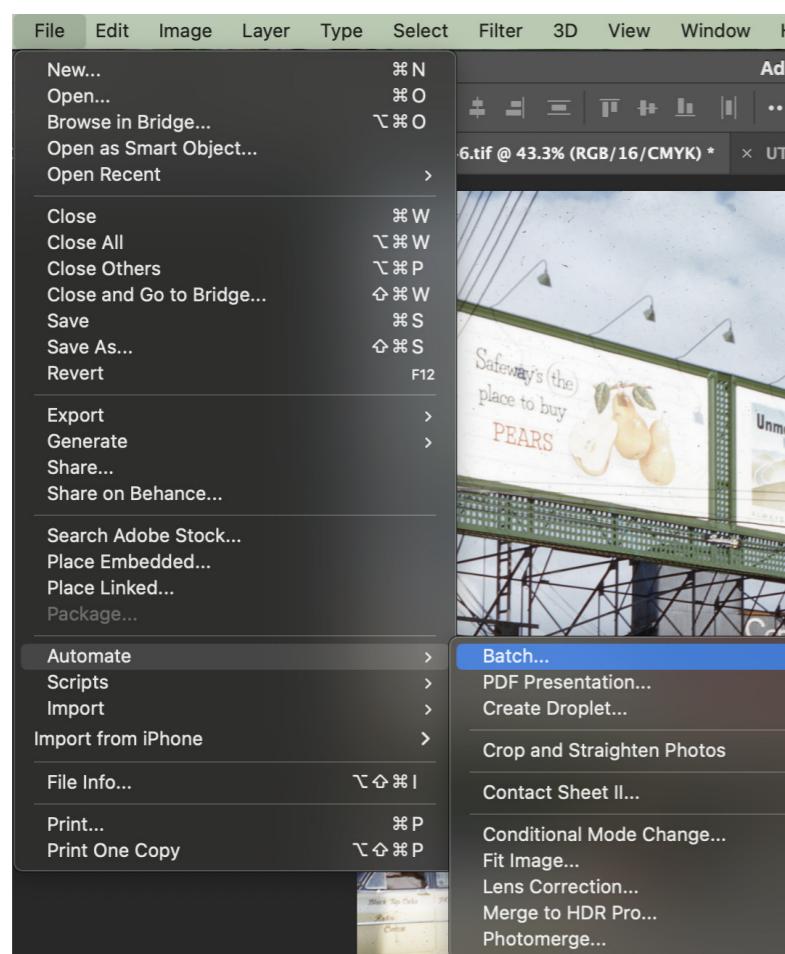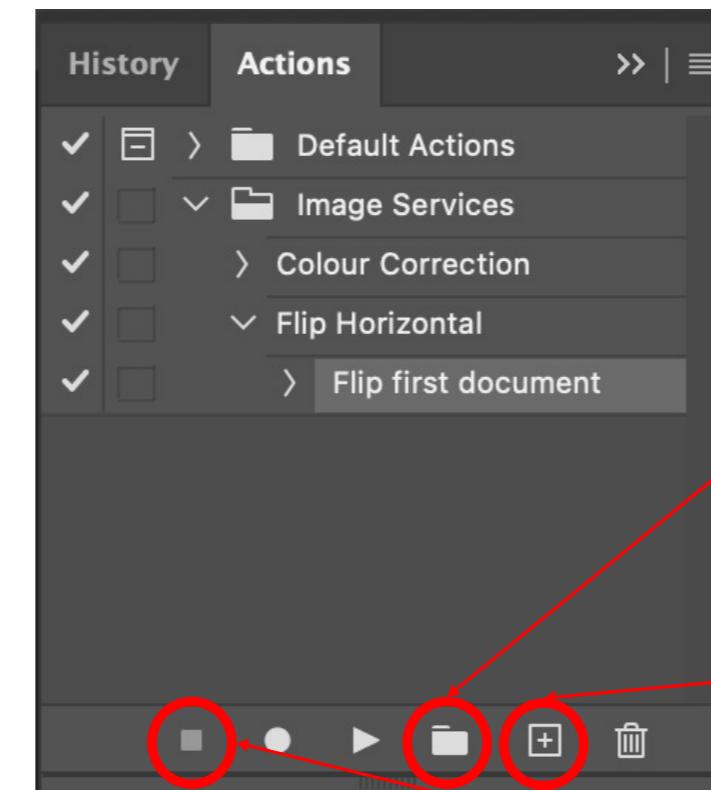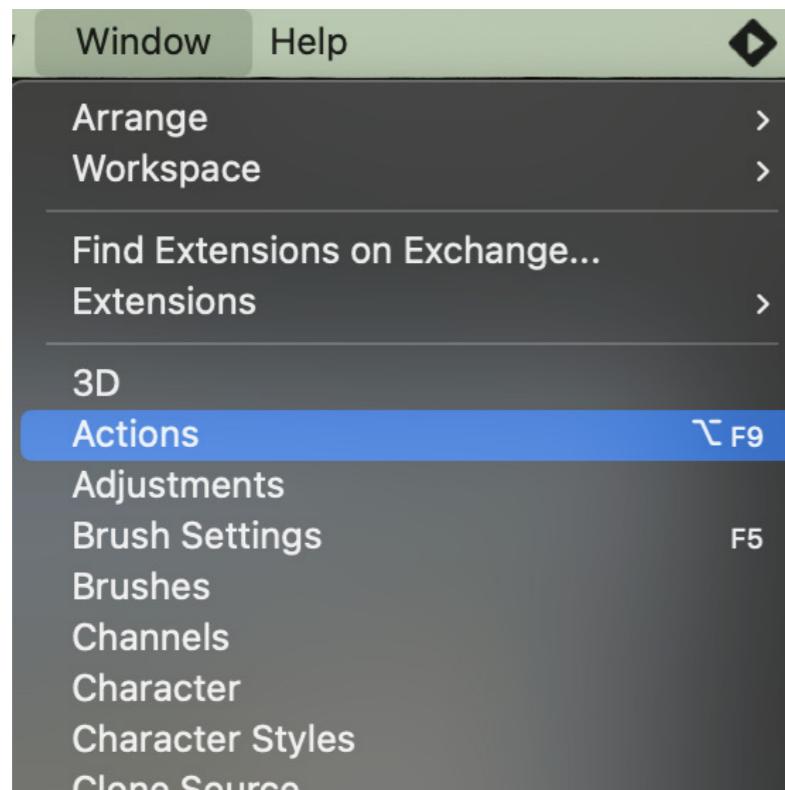
# Crop & Straighten

After clicking the **straightening tool**, draw across a line that is supposed to be straight

# Batch & Automate

**Batch editing is useful for when multiple images need the same correction.**
**Example: all images need to be flipped, colour corrected, or turned into B&W.**

**#1**





Open up the first image out of the batch of images you would like to edit.

**1. Open the 'Actions' window**

**2. Create a folder (ex. 'Image Services')**

**3. Select 'Create a new action' and perform the action (ex. flip the image horizontally)**

**4. Select the 'Stop' button**

**#2**