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## Course Reference Handout

# ADOBE PHOTOSHOP - HANDOUTS

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# DAY 4

## Module 07

### Optimizing Web Graphics

Prepare images for use in websites and PowerPoint presentations, by choosing the right color mode, resolution, and file format.

#### Resolution and Color Mode:

Set your web images to RGB color mode and a resolution of 72 dpi.

- Change color mode by choosing Image menu > Mode > RGB.
- Change resolution or image size by choosing Image menu > Image Size.

#### Save for Web:

To create a copy of your image in web formats, such as GIF, JPEG, or PNG:

- Choose File menu > Export > Save for Web (legacy)
- Click the Optimized tab to view your image in web formats, or choose 2-up or 4-up to view more than one copy of your image. This allows side-by-side comparisons of different formats, or different quality settings.
- Choose the Hand or Zoom tools to change your view.
- Choose a bandwidth to suit your intended audience by clicking the triangle in the upper right corner. (This affects the time estimate displayed below your image.)
- Keep an eye on the download speed of your image on the bottom of the Save for Web and Devices window.
- Choose a file type in drop down in upper right and compare in all four quadrants (see below).



#### Note:

You can adjust compression and colors to create differently sized images (see below).

#### JPEG Settings:

Choose JPEG format for photos, or any image with blurry, soft, or textured areas. This format is 24-bit, supporting millions of colors.

#### To Create a JPEG:

- Choose JPEG High, Medium, or low in the Settings menu.
- Notice the file size, and estimated download time displayed below your image.
- Adjust the Quality slider to affect file size and quality.
- Choose Progressive if you wish the image to download gradually in multiple passes.

#### GIF Settings:

Choose GIF format for images with solid flat color areas. This format is 8-bit, supporting a maximum of 256 colors.

#### To Create a GIF:

- Choose a GIF setting in the Settings menu, selecting a number of colors, and whether you want dither or no dither.
- Choose a color panel such as Selective or Adaptive.
- Reduce the number of colors as much as possible to reduce file size.
- Choose Browser Dither to check for dithering caused by using non-web safe colors.

- Select colors with the Eyedropper tool, and click the web-safe cube button at the bottom of the Color Table, to snap colors to the nearest web-safe color. Double-click a color to bring up the color picker.

#### Transparent GIFs:

To save an image that has transparency:

- Check the Transparent option in the Save for Web dialog box to preserve the transparent areas in your image.
- Set Matte to match the background color of your web page. This helps the edges of your image blend into the background.

#### PNG Settings:

Choose PNG format for high resolution images that also require saving a transparent background (JPEGs do not support transparency).

#### To Create a PNG:

- Choose a PNG setting in the Settings menu, selecting PNG-8 (for 256 colors) or PNG-24 (for millions of colors).
- Make any necessary adjustments to the settings.
- Click Save.

#### Saving Settings:

To save custom settings within the Save for Web dialog box:

- Choose your settings.
- Click the triangle to the right of the Settings menu, and choose Save Settings.
- Name your settings and click OK.

### Working with Shape Layers

Photoshop provides vector-based tools including the Text tool, Pen tool, and Shape tools that create shapes with vector-based outlines (rather than pixels) that can be reshaped using vectors, scaled without loss of quality, and printed with very crisp edges.

#### Shape Tools:

- Choose a Shape tool.
- Drag on the canvas to create a shape, and note the new Shape Layer in the Layers panel.
- Double-click the layer to name it.

#### Changing the Color of Vector Shapes:

The color of Shapes is controlled through layers or in the Properties Panel.

- Double-click the color displayed in the Shape layer to change colors.
- Change fill or stroke color in the Properties Panel.

#### Adding Layer Effects to Shapes:

To add outlines, gradations, textures, or other effects to your Shape layers, use Layer Effects.

- Choose a Shape layer.
- Click the Layer Effects button at the bottom of the Layers panel.
- Choose your Effect from the pop-up menu.
- Adjust sliders to achieve your desired affect.

- Double-click the Effect name in the Layers panel to change settings.

## Adding and Subtracting Shapes:

To place multiple shapes on the same layer, or merge shapes together:

- Select the Shape layer you wish to add to.
- Choose a Shape tool.
- Click the Path Operations icon in the Tool Options bar.

To create holes in shapes, or remove areas from shape layers:

- Select the Shape layer you wish to subtract from.
- Choose a Shape tool.
- Click the Subtract Button in the Path Operations in the Tool Options bar.
- Draw the new shape.

## Using Custom Shapes:

To use a wide range of preset shapes that ship with Photoshop:

- Choose the Custom Shape tool.
- Choose a shape from the Shape panel in Tool Options.
- Choose Shape Layer in Tool Options, and drag to create your shape.
- Hold Shift while dragging to maintain proportions of the shape.

Load additional shapes into the Custom Shape panel:

- Choose the Custom Shape tool.
- Click to open the Shape panel in Tool Options.
- Click the triangle to open the Shape panel menu, and choose from any of the categories listed at the bottom of the menu, such as Music, Animals, or Ornaments.
- Click Append to add the new shapes to your existing shapes.

# Module 08

## Slicing Images:

Choose the Slicing tool to cut files into multiple images for web use. Slicing creates an html table, and separate images per slice. Each slice can have unique optimization settings. For example, one slice could contain a JPEG and another slice could contain a GIF. Use the Slice panel to choose names for slices, assign Alt tags, or URLs.

## Creating Rollover Effects:

A Rollover image is actually two images, exactly the same size, that are placed on top of each other. They are used to create an interactive effect on web sites. For example, if you have a rollover image on your page and someone rolls his or her mouse over the image, the second image appears. When the person removes his or her mouse from the image, the original image becomes visible again.

In Photoshop, you can create two images, exactly the same except for one vital factor like background color, text color, styles, etc. Then save your images for web and devices, and bring them into Dreamweaver to add Javascript code to create the actual rollover effect.

## Preview in a Browser:

To test links, Alt tags, and rollover effects you can save for web and devices and choose Images and HTML. This will automatically generate an HTML file and an images folder. If you open this HTML document in Dreamweaver, you can view your slices in a web browser. Previewing in a Browser also lets you preview the HTML and JavaScript code.

## Creating Animated GIFs:

- Open the Layers panel and the Animation panel.
- Click the button in the bottom right of the Timeline panel to view your animations in frames instead of timelines.
- Click the Animation submenu and select New Layer for Each New Frame.
- Click the Animation submenu and DE-select New Layers Visible in All Frames.

- Click the New Frame button in the Animation panel to insert a new frame, exactly the same as the original one.
- Add something to this frame (Eg, paw print shape from the vector shapes menus, etc).
- Keep adding frames: Each new frame will show the next step of your animated image (like a flip-book).

## Play your animated image:

When you're finished, click the play button in the bottom of the Timeline panel.

- Delete frames by dragging them to the Trash Can icon in the Animation panel.
- Set Looping Options to control how many times your animation will play in the lower left corner of the animation panel.
- Add Delay Time to any animation frame by clicking the triangle below any selected frame and choosing the amount of delay.
- When saving for web and devices: Be sure to save it as a GIF, because GIF file format supports animation.

## Preview your animated image in the browser:

- Save it for web and devices.
- Place it on a Dreamweaver document and preview that document in the browser by clicking F12 or File > Preview in Browser.
- The animation will appear only while viewing the page in the browser, not while actually working in Dreamweaver.