



Photoshop for the Web

Creating & Editing Images for Websites

Web Design Series - Session 4

CAL People and Computer Training
University of California, Berkeley

For more information about the CAL PACT program, to sign up for classes, or to download class documentation, please visit our website at: <http://calpact.berkeley.edu/>



Use this
space for notes

Introduction

Photoshop for the Web is a course created for the CAL PACT Web Design Series to help participants learn features of Photoshop specific to web design. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class. Not all material in this documentation will be covered in the class. Documentation for other classes in the Web Design series is available on the CAL PACT website at <http://calpact.berkeley.edu>.

Skills you need for this course

- Text editing
- How to use the mouse
- Familiarity with the Windows or Mac operating systems
- Knowledge of internet basics, navigation, and search tools
- Solid understanding of the material covered in the *HTML 1, 2, and 3* CAL PACT courses

Skills and concepts you will learn in this course

- What is Photoshop?
- Image Resolution
- Working with Colors
- Working with Layers
- Photoshop Tools and Palettes
- Graphic File Types (gif, jpg, etc.)
- Optimizing Images for the Web

Conventions used in this document

Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu|Command**. An example of this is: “Select **File|New...**”

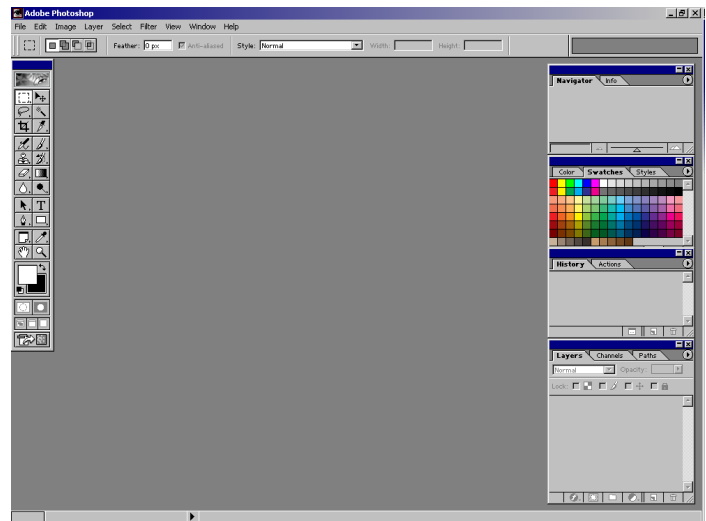
What is Photoshop?

Photoshop is one of the most popular image-editing programs. Over time, Photoshop has become a fully functional tool for producing and modifying images for the web.

At first Photoshop may seem overwhelming, and to learn all of the features is well out of the scope of this class. However, we will cover the very basics of using Photoshop and you will learn enough to prepare your images for the web, create backgrounds and buttons.

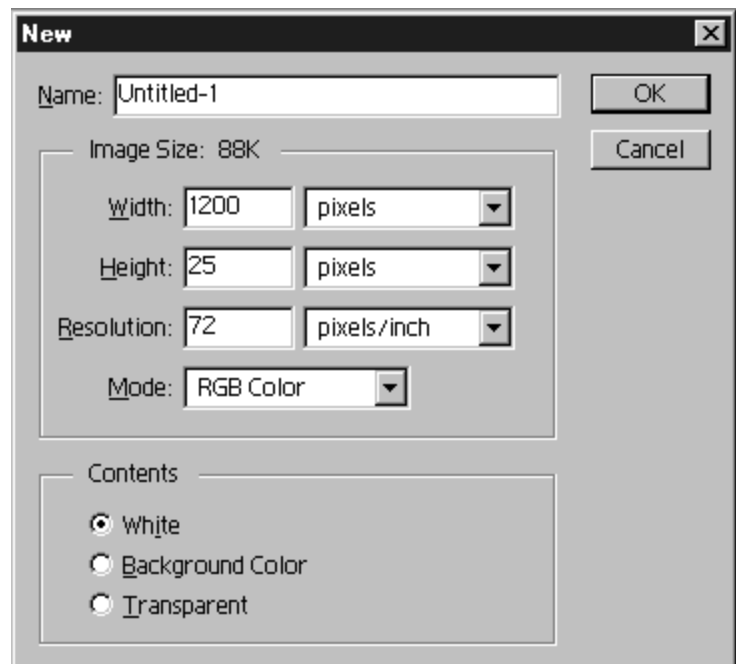
What's on the Screen?

When you first open Photoshop, the menu bar at the top, the tool bar at the left (with all the small icons), and the palettes at the right (with the slide bars and tabs) appear in the Photoshop window. Each of these are described further in this class. A summary of the tool bar functions is outlined in the Appendix of this document.



Opening Files

To open a new file in Photoshop, select **File|New** on the menu bar. When opening a new file you will see the following dialog box. In the **Name:** box, enter a name for your file.



Resolution and Dimensions

Next select the dimensions and resolution for your image. For the purpose of creating a tiling background, we will use a width of 1024 and a height of 25 pixels. This is substantially longer than the standard monitor size of 800x600, so the image will continue to appear across the screen.

Resolution is the number of pixels per inch. In other words, the more pixels you have per inch, the more detailed your work will appear. If you are creating an image for the web the standard resolution is **72 dpi** (pixels per inch). You can always shrink your image later, but if you try to enlarge it, the image quality will be compromised. This is because by enlarging your image, you are increasing the number of pixels in the image without specifying what they should look like. Photoshop does it's best and guesses that these additional pixels should have the same colors as the ones they surround but often this results in a jagged image.

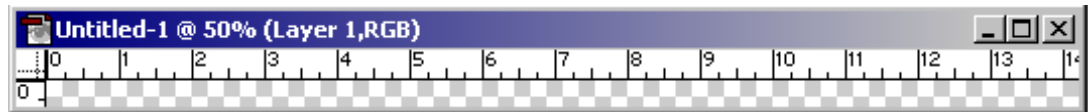
The Contents Box allows you to choose whether to have a White, Colored or Transparent Background. Generally, for creating background gifs, use the White option.

Tip



You may want to keep copies of the original image in its original resolution in case you modify or create new images.

Image Mode



After selecting **OK** from the menu, you will see a new box open up with the name of your file. The number in the % (50% in this example) is the amount the picture is scaled and the letters in Parenthesis tells you the current color mode of the image. RGB stands for Red Green Blue, which are the colors of light that the computer monitor uses to display all colors. Other modes are Grayscale and CMYK (Cyan Magenta Yellow Black). CMYK is used for print images. They are the colors of the inks that combine to form all colors.

To change the mode of your image go to **Image|Mode** and select the mode you would like to use. For web use, always begin your work in RGB. When you have finalized the look of your image, you can switch to indexed color mode, which has a limited Palette of colors. By choosing to finish your image in Indexed color you can choose to use only web-safe colors and help minimize file sizes.

Choosing Colors

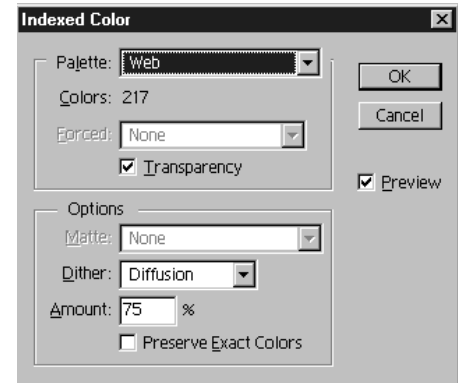
When creating images for the web, it's important to use colors that will be accessible to the most amount of browsers. While newer computers often have the ability to display millions of colors, older browsers may be using the standard set of 256 colors. To make sure your image looks good for the largest audience, it is good practice to use Web Safe Colors. These are a set of 216 Colors that the majority of web browsers use.

Using Indexed Color

Photoshop 6 makes it very easy to select from web safe colors. One method to create a limited palette is to change the image mode to Indexed color. When you select **Image|Mode|Indexed Color** the following box will open up.

In the Palette Box, Use the down arrow at the side of the box to select **Web**. Then click on OK.

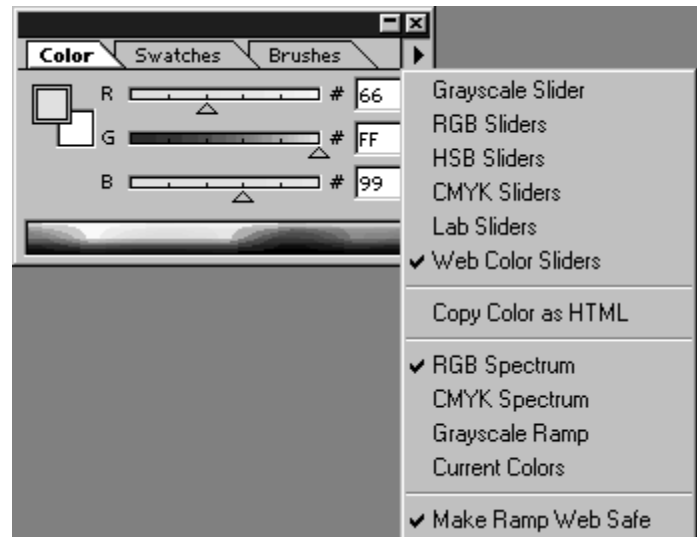
While you are in this mode, you will only be able to choose from the 216 Web-safe colors. However, if you need to change the image size, be sure to change the mode back to RGB, to prevent your image from looking jagged. Again, it's usually best to start in RGB mode and finish off with Index Color mode.



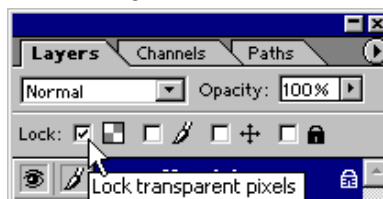
Using the Color Palette

On the right side of the Photoshop tool bar you should see the Color Palette. If you cannot find it, select **Window>Show Color**.

Before you begin selecting colors, use the arrow to the right of the Brushes tab to change the setting of the palette. When **Web Color Sliders** is checked, you will be able to see the hex values next to each of the colors. This is useful in matching colors in your image to hard-coded colored elements in your webpage. Choose **RGB Spectrum** to see the colors available as seen on a monitor. Finally, check **Make Ramp Web Safe** to ensure that any color you chose using the eyedropper tool will be a color that is web safe.



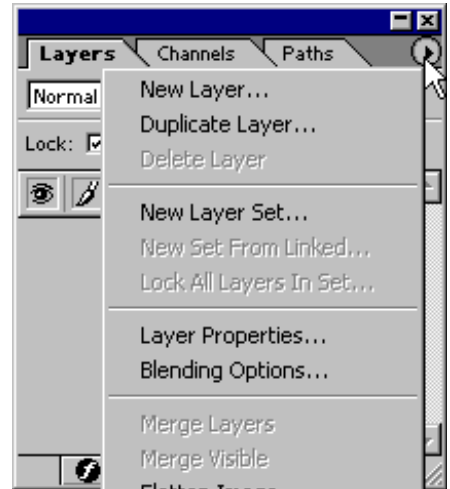
To see the currently selected color, look in the Color bar near the bottom of the Toolbar. To revert to the default colors (if you have chosen something else) click on the small overlapping boxes in lower left corner. These are your foreground and background colors. This doesn't change anything on your image until you apply these colors to your image with a tool. The background color is what your image will erase to if preserve transparency is on. Otherwise, you will erase to a transparent background.



For example, if you have selected pink as your background color, anything you erase will be colored pink. The foreground color is the color that will be displayed when you use any of the fills, brush, text or other tools.

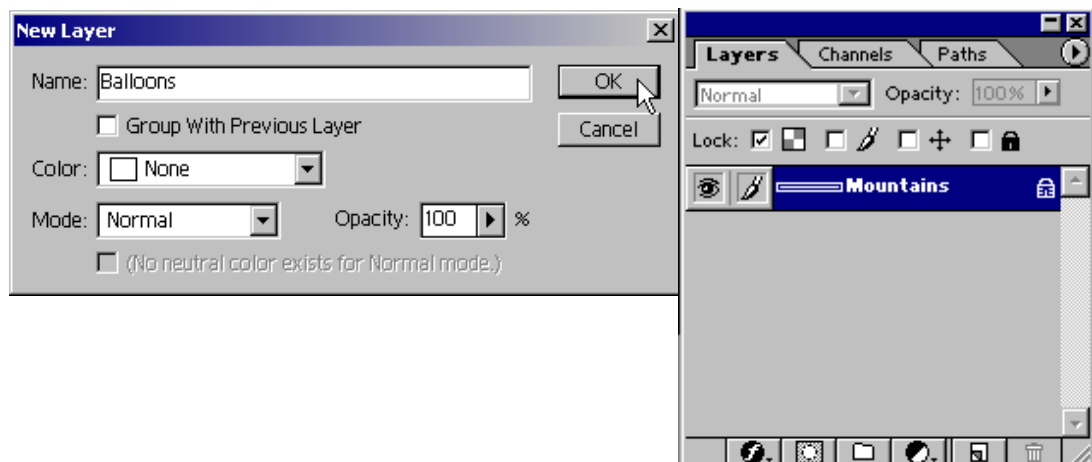
A Brief talk about Layers

One feature of Photoshop is that you can use multiple layers while working on your image. Think of layers as transparencies stacked one on top of another. Each layer “stands alone”: if different parts of your image are on separate layers, any filters or changes you apply to one layer won’t effect the other layers. If you cannot see the Layers Palette, choose **Window|Show Layers**. To create a new layer, select the Layers tab and click on the arrow button at the right. From this menu you can create a New Layer, Duplicate a Layer, Delete an existing Layer or otherwise manipulate the layers. You can also access these features from the **Layer** menu (i.e. **Layer|Delete Layer**).




When you select to create a new layer, the message box shown below will appear. Here you can name your new layer and choose the level of opacity. If you choose less than 100% opacity, you will be able to see other layers through the image on that layer.

There are two more important aspects of the layers Palette. The **eye icon** to the left of each layer name tells you what layers are currently showing. To “turn off” a layer, click on the eye next to the layer you do not want to see. The **paintbrush icon** tells you what layer is currently editable. **Make sure you are editing the correct layer!** Since you can see all the layers as if they are on the same level, only the position of the paintbrush will tell you which parts of the image are currently editable. You can change the layer order here by clicking on the layer name and dragging to a new location.



Marquee, Fill, and Zoom Tools

(The Marquee, Fill and Zoom Tools are all found in the toolbar.)

 The Marquee Tool is used to select a rectangular area of the image. While part of the image is selected, any changes will only affect that particular area. You can see what area is selected by the Marquee or “marching ants”. To deselect an area, either click outside of it, or go to **Select|Deselect**. Also useful in the **Select** menu is the **Inverse** option. There are many other useful tools here, too!



The Fill Tool fills a selected area with the solid color currently selected as the foreground color.



The Zoom tool enlarges an area of the image. When the zoom tool is in enlarge mode, you will see a magnifying glass with a plus sign. To Zoom out, hold down the **Alt** button on your keyboard which will turn the “+” into a “-”. Holding the button down, click the mouse on the area you would like to Zoom out from. You can also use the menu bar and choose **View|Zoom In / View|Zoom Out**. **Always** use the Zoom Tool when making detailed changes to your image. You will be able to make much more precise manipulations.

Creating solid color blocks for repeating backgrounds

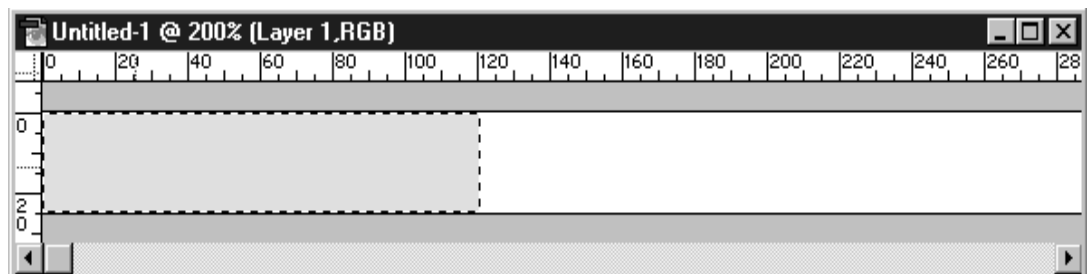
First, turn the rulers on by going to **View|Show Rulers**. The rulers should be displayed around the edge of your image in pixels. If they are not in pixels, double click on any portion of the ruler and select **Pixels** from the **Units** box.

Zoom in to your image so the image is large enough to work with.

Choose the Marquee tool and select a box from the furthest left covering 150 pixels.

Choose the Color you would like to fill with.

Choose the Fill tool and click anywhere inside the selected area.



How to Undo

While using Photoshop, it can be very easy to invest a substantial amount of time in creating or manipulating images. However, occasionally a misplaced cursor or an unexpected result may happen. Luckily the creators of Photoshop have provided an Undo feature. To undo your last action, simply type **Ctrl+Z** or select **Edit|Undo**.

The History Palette

The undo command is nice, but sometimes you may get yourself in a little bit deeper trouble and need to “undo” much more than one step. Enter the History Palette, a feature first introduced in Photoshop 5.5. This saves a version of your file at every step, so if you don’t like the state your image is in now, you can time travel back to when everything was on the right track. To view the history palette, choose **Window|Show History**. You’ll see a list of all the changes you’ve made in your file.



Warning

The History Palette is not fail safe. It is good, but not perfect so *save often*.

To delete an action you can click and drag the action to the trash. Another use of the History Palette is to view your image in a different state. To see how your image looked before the last few actions, simply double click on one of the actions in the list. Keep in mind that you must undo the actions in order. Deleting an action will also delete all of the actions that followed it.



Saving for the Web

Photoshop has a highly effective, built-in file compression system. When using images on your web pages, it's important to make the file sizes as small as possible so they can load as quickly as possible. If your image file sizes are too large, people visiting your site might not want to wait for the images to appear.

Gifs vs. JPEG

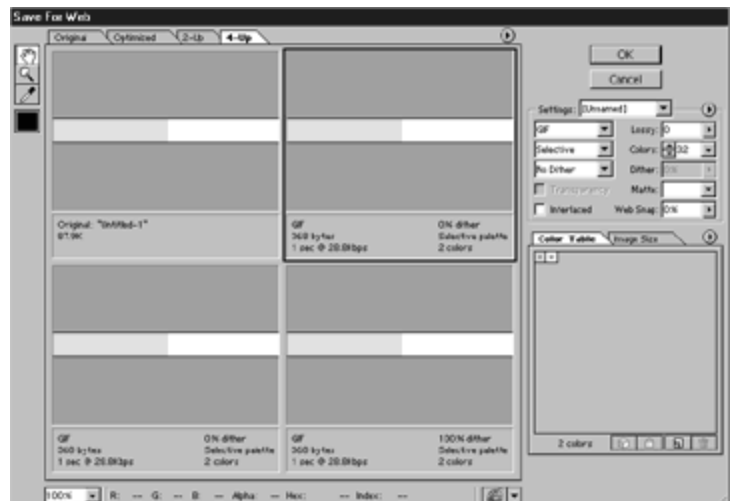
In order to make image files smaller, two commonly used compressed files types are used. In general, save your file as a **gif** if you have line art, or have used very few colors, and save your images as a **jpeg** if it is a photograph or very detailed image.



Caution

Flattening layers takes all the layers you create and permanently compacts your image into a single layer. Make sure you keep an unflattened copy of your file if you ever plan on working with the image again.

Photoshop has a feature to even further compress your files. To use this feature go to **File|Save for Web**. If you are asked to flatten layers (and only if you won't be needing them again!) choose **Flatten Layers**.




Select the 4-Up tab and you will see four versions of your image. The upper left hand corner

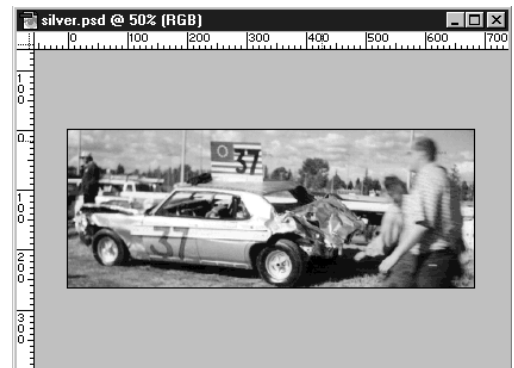
has your original image, along with the original file size. (In this case 87.9K). The selected box is the optimized file (only 386 bytes). There are also two other options. If the selected image looks okay and hasn't lost too much of it's detail, choose OK, and you will be able to choose a name for your file that will have either the .gif or .jpeg extension.

Note: When you save, you are saving an optimized version of the file. If you think you might be editing the original image later, you can also save the non-web optimized file as well. This full sized version will still be present on your Photoshop workspace when you exit the Save for Web window.

Cropping Images

While you can create your own images in Photoshop, the program is often used to manipulate already existing images. To open up an image you have already saved choose **File|Open** and select the location and file name of the file to open.

 Cropping is an excellent way to reduce the size of image files by only including the pertinent parts of the picture. The Crop Tool is on the left of the tool bar, towards the top. Using this tool, draw a box around the area of the picture you would like to keep. You can use the handle boxes (the eight squares along the dotted line) to change the selected area. When you are ready to crop, place the cursor inside of the selected area and it will turn into an arrow head. Double click to crop the image.



Improving Image Quality and Resizing Images

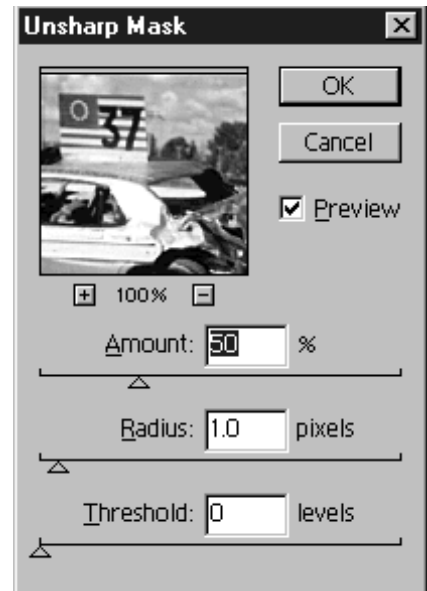
Photoshop has thousands of tools professionals use to manipulate their images. However, knowing just a few of these tools can make a huge difference in the quality of your image.

Levels

Some photographs may look murky or have a tint that makes the colors look slightly off. One quick way to correct some of the most common color problems is to automatically adjust the levels of the red, green and blue channels. All you have to do is select **Image|Adjust|Auto Levels**. If you don't like what the Auto Levels did to your picture, you can always undo.

Unsharp Mask

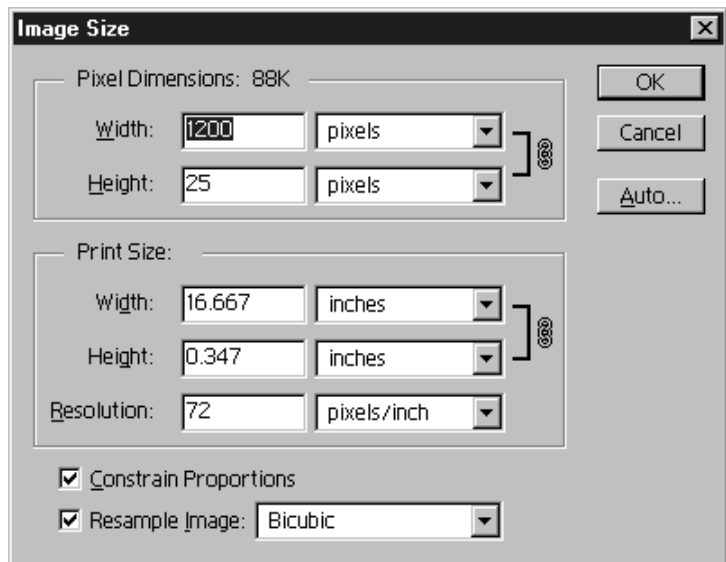
To correct slightly blurry photographs, you can apply an Unsharp Mask filter. Make sure the layer holding your image is selected and select **Filter|Sharpen|Unsharp Mask**. The Unsharp Mask dialog box (shown on the next page) will appear and you can adjust the sliders until the picture looks a little more sharp. You can apply the filter multiple times to increase the sharpness. The Unsharp Mask was applied to the pictures on the next page with the settings shown to the right three separate times.



Resizing Images

In Photoshop, the most important thing to remember when you want to change the image size is that unless you want your picture to look like abstract art, you can only make the image smaller, not larger.

To resize an image, first make sure the **Image|Mode** is RGB. Then go to **Image|Image Size** to open up the following dialog box. Make sure that the checkboxes for **Constrain Proportions** and for **Resample Image** are checked. You can type in the new size either in the box above with the pixel dimensions or the **Print Size**. When you have finished select **OK** to display your picture again. You can also use the **Image Size** dialog box to check on the file size of your image or on the current dimensions of your work.



Using Text

In addition to creating and manipulating images, Photoshop also has a tool to add text to your image. The text tool in Version 6 has the added advantage of automatically creating a new layer for each bit of text you add. This is useful so you can later add image effects to selected words and not the entire image.

T To use the type tool, click on the T in the tool bar. Your cursor will turn into the text insertion cursor. You should also see the toolbar shown below. Here you can select the font, size, formatting, color and other characteristics of your text (like warping!). Click on your image where you would like your text positioned and enter the text. Don't worry if it's not in the exact place you would like it to be, you can always move or delete the layer and try again.



Moving Tool

+ To move items on a single layer, use the Move tool located in the Tool bar. You can either click and hold on the text you would like to move (first making sure you are on the correct layer). You can also use the arrow keys to more precisely position text while the move tool is selected.

Layer Effects

Layer effects are similar to filters, but apply basic transformations to only the current layer. You cannot use Layer effects if your picture is on the background layer. To change the name of the layer go to **Layer|Layer Options**.

To use layer effects go to **Layer|Layer Style** or double-click the layer. Drop shadows and Glows are commonly used (perhaps over-used) for roll-over effects or to highlight headings. Before you apply any effects, remember the purpose of what you are doing. You want your text to be readable. To the right is an example of applying Drop Shadow and Emboss effects.

Photoshop

Shortcuts

As you become more proficient using Photoshop, you will find that keyboard shortcuts save a considerable amount of time over using to mouse and menus. In the menus the shortcut commands are written out next to each of the commands. For example you will see under the **File** menu that **Save** can also be invoked by pressing down the **Ctrl** key plus the **S** key.

Other shortcuts in Photoshop don't involve using the control key at all. You can access any of the tools in the tool bar by simply pressing the key letter on the keyboard. To find out a key word for a particular tool, hold the mouse over the tool until you see the description. This will tell you the name of the tool and give you it's access letter. For example any time you want to Zoom, you can simply press **Z** on the keyboard and the cursor will become the Zoom magnifying glass.

Learning More

This class only touches on a few of the many features in Photoshop. The best way to learn more is to use the program and not to be afraid to try new things. There are also many books on the topic and classes are offered on Photoshop through UC Extension and other programs.

APPENDIX

The Toolbar

The Toolbar contains the tools you will use to alter your images in Photoshop. In the case where there is more than one type of tool for a category, you can reach the other tools by clicking and holding the mouse pointer on the icon. Select the proper tool and let go of the mouse button.

Selection Tools

a, b *Elliptical and Rectangular Marquees*

These tools allow you to select a rectangular or oval area

c, d *Row and Column Marquees*

These tools allow you to select an entire row or column of pixels

e *Crop*

Tool for selecting the part of an image you would like to retain and cropping the rest.



Magic Wand

Selects according to similar color. Very helpful if you would like to select all areas with the same color that are not connected. To do this go to **Select|Similar**.



Lasso

Allows you to make selections in irregular shapes.



Move

Lets you move part of the image you've selected to another part of the canvas. If nothing is selected it will move the entire active layer.



Airbrush

Allows you to airbrush over part of your image. The slower you move it over the image, the darker it paints.



Paintbrush

Paints over your image. Go to the toolbar at the top of the screen to choose different sizes and the opacity of the paint.



Rubber Stamp: Clone and Pattern

First hold down **Alt** to choose the area to clone. Then wherever you move the cursor it will repeat the picture.

 **History Brush**

This works in conjunction with the History Palette. It allows you to erase back to an earlier version of your work.

 **Eraser**

This will erase your screen to the color on the background.

 **Blur (also Sharpen and Smudge)**

Either blurs, sharpens or smudges portions of your image depending on which specific tool is selected.

 **Dodge (also Burn and Sponge)**

Dodge (shown) lightens portions of your image. Burn (looks like a hand making an “O”) darkens portions of your image. Sponge saturates or desaturates colors in your image.

 **Text**

Used for adding text to your image.

Paintbucket (located under the Gradient tool)

Fills the selected portion of your image with the foreground color.

 **Eyedropper**

Allows you to set the foreground color to any selected color in the Color Palette or in your image.

 **Ruler (located under the Eyedropper)**

Use with the Info Palette to help measure lengths and angles.

 **Hand**

You can use this tool to scroll and view areas of the image that don't fit in the window.

 **Zoom Tool**

Allows you to Zoom in to your image. Hold down **Alt** key to Zoom Out.



Color Display

The square on top indicates the foreground color, the color your brush or text will be. The background color is the color you will erase to. The arrows allow you to reverse the foreground and background colors. Finally, the small boxes in the lower left hand corner revert the foreground to black and background to white.

Appendix B

Examples Walkthrough

Creating a New File and Adding Background Colors

Files used: none. You will use a new image file.

1. From the File menu, select New.
2. Select the width and height in pixels and a resolution of 72 pixels.
3. Initially, select RGB for the Color Mode, but make sure you switch to Indexed Color before saving. (If you have multiple layers and plan to modify the file in the future, DO NOT save the file once it is in Indexed Color mode. Instead, select **Save for Web** from the File menu.)
4. In the Color Palette, open the menu and select the following:
 - Web Color Sliders**
 - RGB Spectrum**
 - Make Ramp Web Safe**
5. The Color Display will allow you to select and toggle between foreground and background colors. To select a color, use the **Color** tab with the slider bars, enter in a hex code, or use the **Swatches** tab with the Eyedropper tool.
6. Use the Fill tool to color the image you just created.
7. Use the Selection tool to select an area of your image. Drag out a rectangle while holding down the mouse button, then add a second color by filling the selection.
8. To create a more subtle transition between your two colors, use the gradient tool. The gradient tool works by clicking on a starting point and dragging out a line. Colors will transition differently depending on how far out you stretch the gradient marker and at what angle.

Text Tool, Zoom, Eraser, Move Tool and Layers

Files used: new image file from previous example

(before you start, make sure you are still in RGB mode)

1. You can add text to your image by selecting the Text tool and clicking an area within your image. The Type Tool tool bar will appear, allowing you to select font, style, size and color. Adjust the settings, type in some text, and click OK.
2. The text may not have been placed in the right position. If so, use the Move tool and then try to reposition the text.

3. You can also move the background. If you look at the Layers tab, you will notice that you have two layers (one for the background and one for the text.) Think of layers as different transparency sheets on a overhead projector.
4. The tools will affect different areas of your image depending upon which layer you have selected. This is why only the text moved when you used the Move Tool. Try clicking on the other layer (your background color(s)) and using the Move tool.
5. Select the eraser and try to erase the background. Try selecting various brush types from the Brushes palette. You may notice that you cannot delete the text even if you select the layer. The text layer is a special layer that will react differently to tools than a normal layer would.

More on Layers, Magic Wand, Cropping, and Rubber Stamp

Files used: mountains, sky, and balloons

Now that you've had some practice with moving and layers, we're going to practice with them some more in additional learning about a few other useful tools. The goal of these exercises is to add different backgrounds to the balloon image using two different approaches.

Method 1:

1. Open the balloons.tif image from the File menu.
You'll notice the layer is currently called *Background*. This is the default state for the image and prevents us from manipulating it, so we'll need to copy the layer and delete the original.
2. Open the Layers menu and select Duplicate Layer. In the new window, pick a name for the layer and click OK. (Note: names should be indicative of the contents on the layer)
3. You should have two identical layers. To delete the original layer (*Background*), select the layer and drag it on top of the trash can button located at the bottom of the Layers window. You can also right-click the layer and select Delete Layer.
4. Now that we have a workable layer, the first thing we need to do is remove the white background. In order to isolate the white, we need to use the Magic Wand. The wand is similar to the selection tool in that it allows you to select/isolate portions of your layer, but differs in that allows you to isolate non-geometric areas by isolating colors.

Select the Magic Wand and click the background of the image. You should notice that it selects only the white background. If it actually selects some of the balloons, you may need to adjust the tolerance of the wand. In the **Navigator** window, select the Magic Wand Options tab. Adjust the tolerance number between 0 and 255 and click the background again. The lower the number the less tolerant the wand becomes. (ie. using 255 would grab practically every color on the layer, whereas 0 would grab the specific color you select)

Now that you have the white background selected, hit Delete on your keyboard. This strips out the white background. You should now see a grey and white checkerboard pattern which means you have a transparent area in your image. This is what we want in order to add our background image as another layer behind the balloons.

5. Open sky.tif image. Select **Select|All** to grab and copy the entire image. Then select **Edit|Copy**.
6. Toggle back to the balloons image and select **Edit|Paste**.
What happened to the balloons? This is where the power of layers come into play. The sky layer became the topmost layer when we pasted it. Since there are no transparent areas in the background we can't see the balloons. This isn't a problem though because we can rearrange the layer order.
7. In the Layers window, place your mouse on the name or thumbnail image for the balloons image. Click and drag it on top of the sky image layer above. Voila! You should be able to see the balloons with the new background.

Method 2:

1. Rather than copying and pasting an image, you may only want to copy certain areas or duplicate the same section of an image. This time, we'll use the Rubber Stamp tool to add a different background.
First, create a new layer in the balloons image by opening the Layers window menu and selecting New Layer...
2. Use the File menu and open the mountains.tif image.
3. Select the Rubber Stamp Tool. Now we have to tell PhotoShop where to start copying the image from, so hold down the Alt key and click in the bottom left corner of the background.
4. Go back to the balloons image. Make sure the new blank layer and Rubber Stamp Tool are selected and paint in the background by clicking and dragging the mouse across the screen. You can also adjust how much of the background is copied by selecting the proper size in the Brushes window.
5. If the mountain background didn't copy over in the position you want, select the Move Tools and readjust the position of the layer.
6. Finally, if you would like to tighten the image up, use the Cropping Tool. This will allow you to cut down the dimensions of your image without resizing it. Click and drag a rectangle on your picture. Readjust the size by using the resizing handles and hit Enter. Whatever is inside of the rectangle will be retained after the crop.

Saving Files for the Web

Now that you're done with the image, you'll need to decide which layer to keep and save it in a format that can be read by a web browser. If the image is line art or 2 dimensional, you'll want to save it as a .gif. On the other hand, if it's something like a photograph you'll want to save the image as a .jpg. In either case, the image you just created will need to be converted to one of the types.

1. Use **File|Save for Web**.
This will open a new window. Selecting 4-Up will show various samples of your picture. Each sample will vary in picture quality and size.
2. Select GIF or JPEG from the pull down menu.

3. Click the sample you want and click OK.
4. A new window will pop up allowing you to change the name and location for the converted file. Don't worry. The original file will not be replaced.

Now you have two copies of your image, the original psd (Photoshop file) and your converted one (gif or jpg).

Flattening Layers

Files used: previous image with balloons, clouds, and mountains

One other trick with layers is that you can flatten them. Why would you want to flatten layers? Your image may have tons of layers, many of which could just as easily be combined into a single layer.

Also, keep in mind that you may want to save the psd (Photoshop file with layers) if you plan on altering the image in the future. As a general tip, always save two copies of your image (the original psd file with layers and a flattened .gif or .jpg)

You'll have three options when you merge layers together: Merge Down, Merge Visible, and Flatten Image.

Merge Linked

This will merge the selected layer plus any layer(s) that are linked to it. Use the blank box next to the eye in the layers window to link layers. Then use the Layers menu to select Merge Linked.

Merge Visible

This will merge all visible layers. Use the Layers menu and select Merge Visible.

Flatten Image

This will merge all layers regardless of whether they are linked or not showing. If there are layers not showing, you will be asked whether to discard them or not. Select Flatten Image from the Layers menu.

Using Undo, History, Adjust Settings and Filters

Files used: corks

The nice features of Photoshop allow you to undo previous performed actions. The easiest way to undo is to select **Edit|Undo <action>**. This is a convenient way to undo the very last action performed.

You may run into a situation where you merged a few layers together and need to undo them. The only thing is, that was ten actions ago! Uh oh. Not a problem.

The **History** palette stores all of the actions performed while the file is opened. Scroll up and down on the list until you find the action you want to undo. When you click on the action, all previous actions up to the one you selected will be undone. If you decide you don't want to go back or that far back, select a more recent action from the list. Nothing will be permanent until you perform a new action.

Let's try this function out along with some tools to clean up your pictures.

1. Open the file named cork.jpg.
2. Hmm. This looks a little blurry and the colors are slightly off. Let's start off by adjusting the color. Select **Image|Adjust|Auto Levels**.
3. Now for the blurry part. Photoshop has many built-in filters to use on your image. To start, select **Filter|Sharpen|Unsharp Mask**.
4. Much better. Now go ahead and try some of the other filters out. You'll notice if you are working with multiple layers, filters will only affect the selected layer.
5. If you don't like one of your changes, use the **History** tab to back up a few steps.

Final Recap

Files used: Bear, Bear Arm, and Guitar

Take a guess as to what we're doing now? We're going to use the three images to make the bear look like it's playing the guitar. Take about 15 minutes or so using the skills learned in class to make the bear play the guitar. This is your time to test the features you've learned on your own. And one last thing, don't worry if you accomplish the job in a completely different way than what the instructor does. Photoshop is not an exact science. The end result can be achieved in a myriad of ways, none of which is *the* correct way.