

*learn to love*  
**PHOTOSHOP**

Lesson

**1**

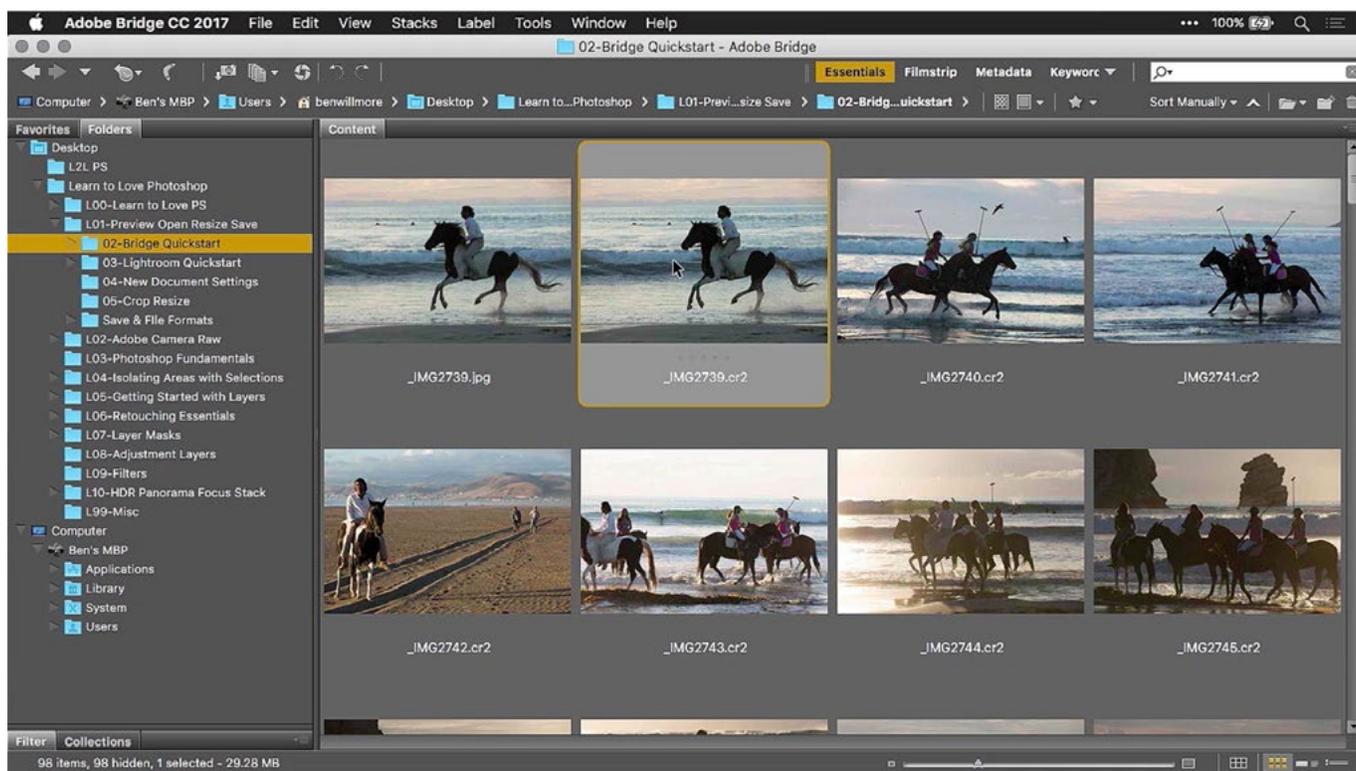
Previewing, Opening, Resizing & Saving Images

# Previewing Images

Before jumping into Photoshop, you'll need to learn how to preview your images so that you can evaluate them. The two programs we can use to preview images are Adobe Bridge, which comes with Photoshop, and Adobe Lightroom. Lightroom is something you'd have to get separately, but it is included in the Adobe Creative Cloud Photographer's plan. In this lesson, we'll look at the essential features of both Bridge and Lightroom.

## Adobe Bridge

When you launch Bridge, the first area you'll want to pay attention to is the Folders tab on the left side of the interface. This is where you can navigate your hard drive just as you would in your operating system's Finder. You can click on the little disclosure triangles to expand the folders to view any subfolders. When you click on a folder, the contents will appear in the main image area, in the center of the Bridge interface. The images will be shown in thumbnail view, and you can use the slider at the bottom of the interface to make those thumbnails larger or smaller.

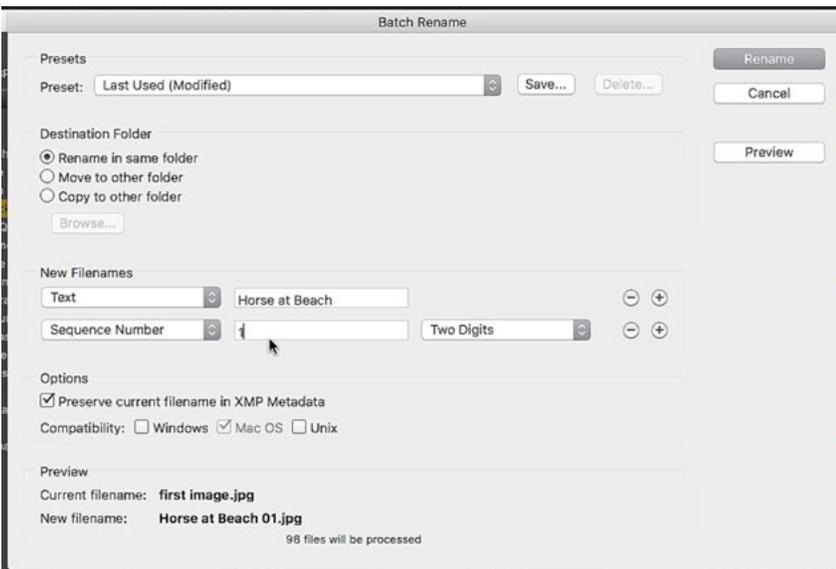


The Adobe Bridge interface. The Folders panel on the left shows the structure of your hard drive and the main window shows the contents of a selected folder.

To view an image full-screen, click on its thumbnail and press the Space bar. In full-screen mode, you can use the left and right arrow keys to move between images in the selected folder. To get out of full-screen view, press the Escape key.

**Opening an image in Photoshop** The commands for opening an image in Photoshop will vary depending on what type of file format it is. If you double-click on a jpeg, tiff or anything other than a raw file, the image will open directly in Photoshop. If you double-click on a raw file, the image will first open in Camera Raw. If you're in Photoshop and you're done working on a picture, you can simply click the little X within the tab above the image window. If you'd like to close the file and return to Bridge, go to the main menu at the top of the screen and choose File > Close and Go to Bridge. If you're in Photoshop and have no image open, you can choose File > Browse in Bridge to go back to previewing your images in Bridge.

**Renaming files in Bridge** To rename a single file in Bridge, click on the name of the file (beneath the thumbnail) and it will become highlighted so that you can type in the new name. Hit the Enter key if you're finished renaming or hit the Tab key to advance to the next filename in the selected folder. To rename many images at once, first make sure that you have selected all the files you'd like to rename. You can select all of the images in a folder by using the keyboard shortcut Command+A (Ctrl+A on Win). To select several consecutive images, click on the first



**The Batch Rename dialog can be accessed from the Tools menu at the top of the Bridge interface.**

one, hold the Shift key down and then click on the last one. This will select all of the images in between as well. To rename the selected image, go to the menu at the top of the screen and choose Tools > Batch Rename. A dialog will appear where you can choose the destination folder (where the renamed images should be saved) and create a filename formula.

The dropdown menus give you lots of options for what types of information can be used in a filename such as date, sequence number, custom text, etc. To add more data fields or to remove data fields, click the little plus and minus icons to the right of the dropdown menus.

Under the Options section of the Batch Rename dialog, there is a checkbox called “Preserve current filename in XMP Metadata.” Metadata is info that’s attached to your picture that’s not part of the picture itself. This includes things like camera serial number, shutter speed, aperture, etc. Turning this checkbox on will include the filename within this set of information.

The Compatibility checkboxes will limit you to only using characters that are compatible with the selected operating systems. (Some operating systems do not support certain characters in the filenames.)

At the bottom of the dialog, you will see a preview of how the filename will appear. When you’re done with the settings, click the Rename button on the right and Bridge will quickly rename all of the selected images.

**Working with Folders** To create a new folder within Bridge, go to the File menu and choose “New Folder.” Alternatively, you can use the keyboard shortcut Shift+Command+N (Shift+Ctrl+N on Win). To move images between folders, select all of the images and/or folders you want to move and drag them to the destination folder, either in the Folders panel or in the folder within the main window.

If you need to copy a file to a new location (instead of moving it), hold Option key (Alt on Win) and drag the file to the destination folder.

If there is a folder (or folders) that you return to over and over again, you can designate this file as a “Favorite” and it will show up in your Favorites panel, which is usually docked alongside the Folders panel. To designate a folder as a favorite, make sure it is active and then go to the main menu and choose File > Add to Favorites.

I structure my image files so that I have a base level folder that is named with the shoot name. Inside I will create subfolders called “In Progress” and “Outtakes.” I will initially place all the images from the shoot into the In Progress folder. As I work through my In-Progress images and find photos I know I’ll never use, I’ll move

these to the Outtakes folder. After I edit an image in the In-Progress folder and consider it to be ready to show the public, I'll place it in the base level folder for the shoot.



**I structure my image files into in-progress folders, outtakes folders and finished. All finished images go on the base level of the folder.**

## Lightroom

**Importing images** Lightroom works a little differently than Bridge because it is a cataloging program. It doesn't automatically show you everything that's on your hard drive. Instead, it only shows the images you tell it to pay attention to. In order for Lightroom to see an image or image set, you need to import them into the program. You can do so by clicking the Import button in the bottom left of the interface or you can go to the main menu and choose File > Import Photos and Videos. The Import Dialog will open.

On the left side of the Import dialog, there is a Source panel and this is where you will have to tell Lightroom where the images you want to import are located. I am usually importing from a memory card and Lightroom will automatically navigate to the card when it's connected to your computer. If you are importing from a file on your hard drive, you will have to navigate to that file within the Source panel.



**The left side of the Import dialog is where you tell Lightroom where the source is for the images you're importing. The right side is where you specify filenames, destination folders, preview size, etc.**

In the image preview window, the images inside the selected folder will show up as thumbnails. The checkboxes above the image thumbnails determine which images will be imported into Lightroom. You can turn these on and off manually or you can use the Check All and Check None buttons below the preview window.

Above the image preview window, there are a few options where you can determine what Lightroom should do with the selected images. The Move option will move the images from one location to another. The Copy option will leave the images where they are but also create copies that will be placed in the new location. The Add option will add the images to the catalog while leaving them in their current location.



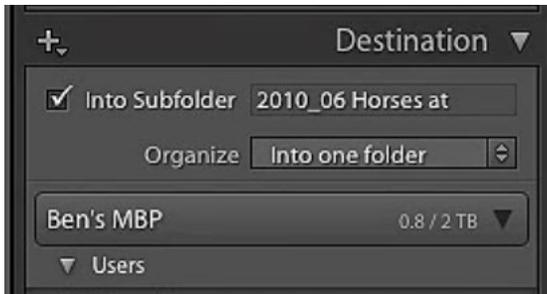
**These settings tell Lightroom what to do with the images that are being imported.**

I will choose the Copy option if the images are coming from a memory card from my camera. I will choose Add if the pictures have already been moved to the location I want them on my hard drive.

On the right side of the Import dialog, there is a File Handling panel, inside of which you will find options for Previews. Lightroom is a cataloging program, which means that it creates a record for each image you import. The record includes the file name, the file's location and an image preview. This preview will allow you to view your images even when the hard drive containing them is not connected to your computer. The preview setting determines how big of a preview Lightroom will save. The Minimal and Embedded & Sidecar options will create small previews. The Standard option will create previews that will fill your screen. The 1:1 option will create full-size previews, which is nice because you can zoom up to 100% view to see the fine details. Note that the larger the preview you choose, the more space it will take up on your hard drive. I usually use Standard previews when importing my images.

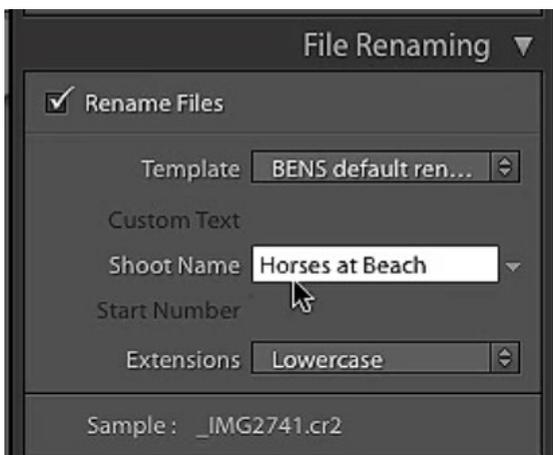
Turning on the "Build Smart Previews" checkbox will create previews that allow you to adjust your pictures even when the hard drive containing them is not attached to your computer. This takes up more space on your hard drive but can be convenient if you're planning on traveling without your hard drive.

The “Don’t Import Suspected Duplicates” checkbox will ensure that you don’t import any images that have already been imported (they will be grayed out in the preview window.).



**The Destination panel is where you tell Lightroom where the images should go.**

If you chose the Copy option at the top of the Import dialog, you will have some additional options, including those under the Destination panel on the right side of the dialog. This is where you can determine where the images should be placed on your hard drive. The “Into Subfolder” setting will allow you to create a subfolder within the chosen folder in which to place the images you’re importing.



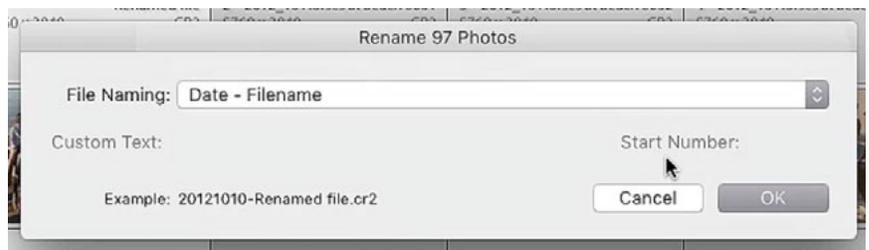
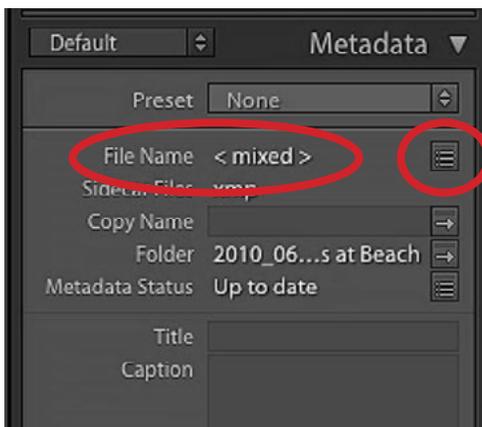
**Lightroom allows you to rename your files upon import as the camera-designated names can be rather generic.**

The File Renaming panel is where you can designate a new name for the images you’re importing. There are several file renaming templates to choose from and you can also create your own filename template by clicking on the Template menu and choosing Edit. The File-name Template Editor will appear and give you settings for creating a custom template. To save the template for future use, click on the preset menu at the top of the dialog and choose Save Current Settings as New Preset. This preset will then appear in the Template menu inside the File Renaming panel.

When you click the Import button in the bottom right corner of the Import dialog, you will see progress bars appear in the upper right corner of the interface, showing you the status of the import. You can continue to work in Lightroom as this process takes place, but you can’t disconnect the source drive or memory card until the progress bars are finished.

The left side of Lightroom's interface contains the Folders panel. Unlike Bridge, this panel does not show you the entire contents of your hard drive. It only shows you the folders that you manually imported into Lightroom (or created within Lightroom), but it is still referencing those folders on your hard drive.

**Renaming images in Lightroom** To rename a single image in Lightroom, click on the image to select it and then expand the Metadata panel on the right side of Lightroom's interface. At the top of this panel, there will be a File Name field, in which you can type in a new name. To rename a large number of images, first select them all and then click on the little menu icon to the right of the File Name field in the Metadata panel. This will open a File Renaming dialog that contains a menu of filename presets. These are the same presets that are available when importing images.



**You can change the names of images within the Metadata panel. To change the names of multiple selected images, click on the menu icon to the right of the File Name field. This will bring up the File Naming dialog.**

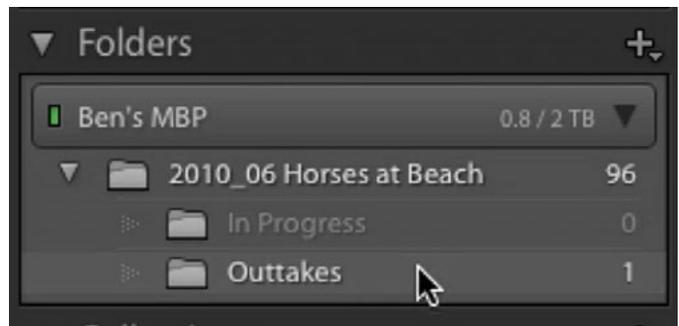
**Working with Folders** To create a folder in Lightroom, first click on the folder you would like the new folder to appear inside. Then right click on the name of the folder and choose "Create Folder Inside" from the menu that pops up. A dialog will appear where you can give the folder a name.



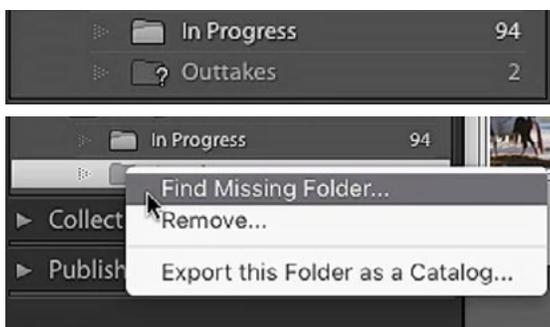
**The Create Folder dialog will prompt you to give the folder a name and decide whether to include selected images.**

Note that if you have the "Include Selected Photos" checkbox turned on, any selected photos will automatically be moved inside this new folder when you click the Create button.

You can move images into a folder by selecting them and then dragging them into the folder within the Folders panel. To select all of the images in a folder, you can use the keyboard shortcut Command+A (Ctrl+A on Win). To select a series of consecutive images, click on the first image, hold down the Shift key and click on the last image and this will select all of the images in between. In the Folders panel, the number to the right of a folder name indicates the number of images in the folder.



**The numbers to the right of the folder names indicate how many images are contained within.**



**If you move a folder outside of Lightroom, you'll see a question mark icon appear next to the folder name. To relocate the folder, right click on the name of the folder and choose "Find Missing Folder."**

If you want to move or rename a folder or image, you will need to do so within Lightroom. If you move or rename a file or folder using your operating system, Lightroom will not be aware of this change and it will not be able to locate the file any longer. If this happens, you will see a question mark icon appear next to the folder name within Lightroom. You can fix this problem by right-clicking on the folder name, choosing Find Missing Folder from the menu that appears and then navigating to the correct folder on your hard drive.

If you added or removed photos from a folder on your hard drive instead of within Lightroom, it will not be reflected in Lightroom unless you update the folder. You can do this by right-clicking on the folder name and choosing Synchronize from the menu that appears. This will make the contents of the folder in Lightroom match the contents of the folder on the hard drive.

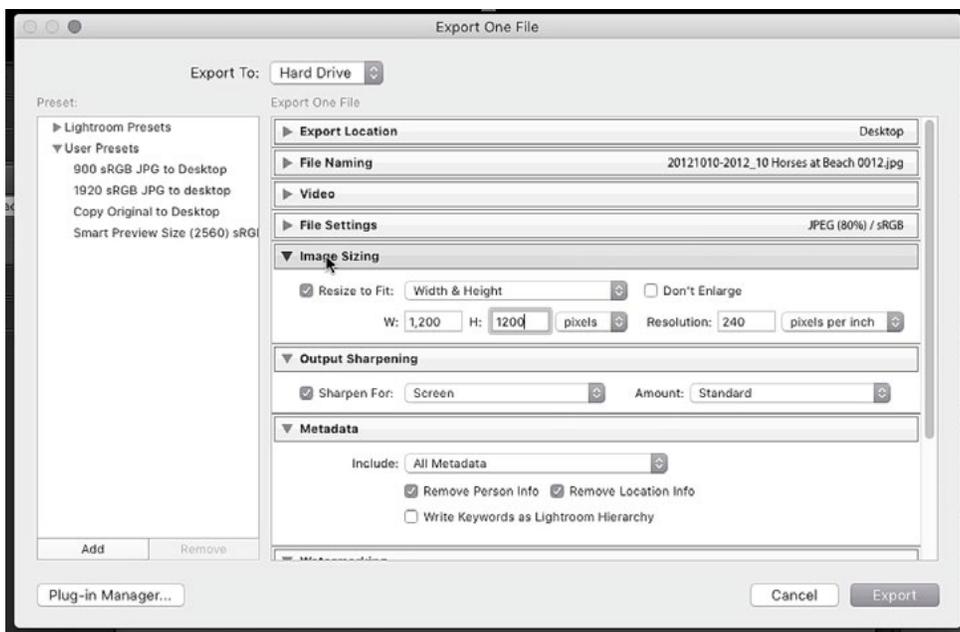
When viewing your images in Lightroom's Grid view, you can change the size of the thumbnails by using the Thumbnail slider near bottom right of the image window. To view an image large, or in Loupe view, you can click on the Loupe view icon at the bottom of the image window or you can hit the Space Bar. To get back to Grid view, you can click the Grid icon at the bottom of the image window or you can hit the G key. To view an image full-screen, hit the F key. To exit full screen mode, hit the Escape key.



**The Grid and Loupe view buttons can be found just below the image window.**

**Exporting from Lightroom** After you have worked on an image in Lightroom and you're ready to deliver it to someone else, you will need to Export it. To export a file, go to the main menu and choose File > Export. The Export dialog will appear, inside of which are a plethora of settings. The most important settings are:

- Export Location: This is where the images will be saved on your hard drive.
- File Settings: This is where you choose the file format and quality.
- Image Sizing: Here, you can resize the images, specifying width, height and resolution.
- Sharpen: This tab gives you the option to sharpen for screen or for print.



**Lightroom's Export dialog**

Once you've worked through your export settings, you can save them as a preset for later use by clicking the Add button at the bottom left corner of the dialog and giving the new preset a name. Once you have a preset (or presets) set up, there is a faster way of exporting your images and that is by going to the File menu, choosing Export with Preset and then selecting your desired preset from the menu that pops up.

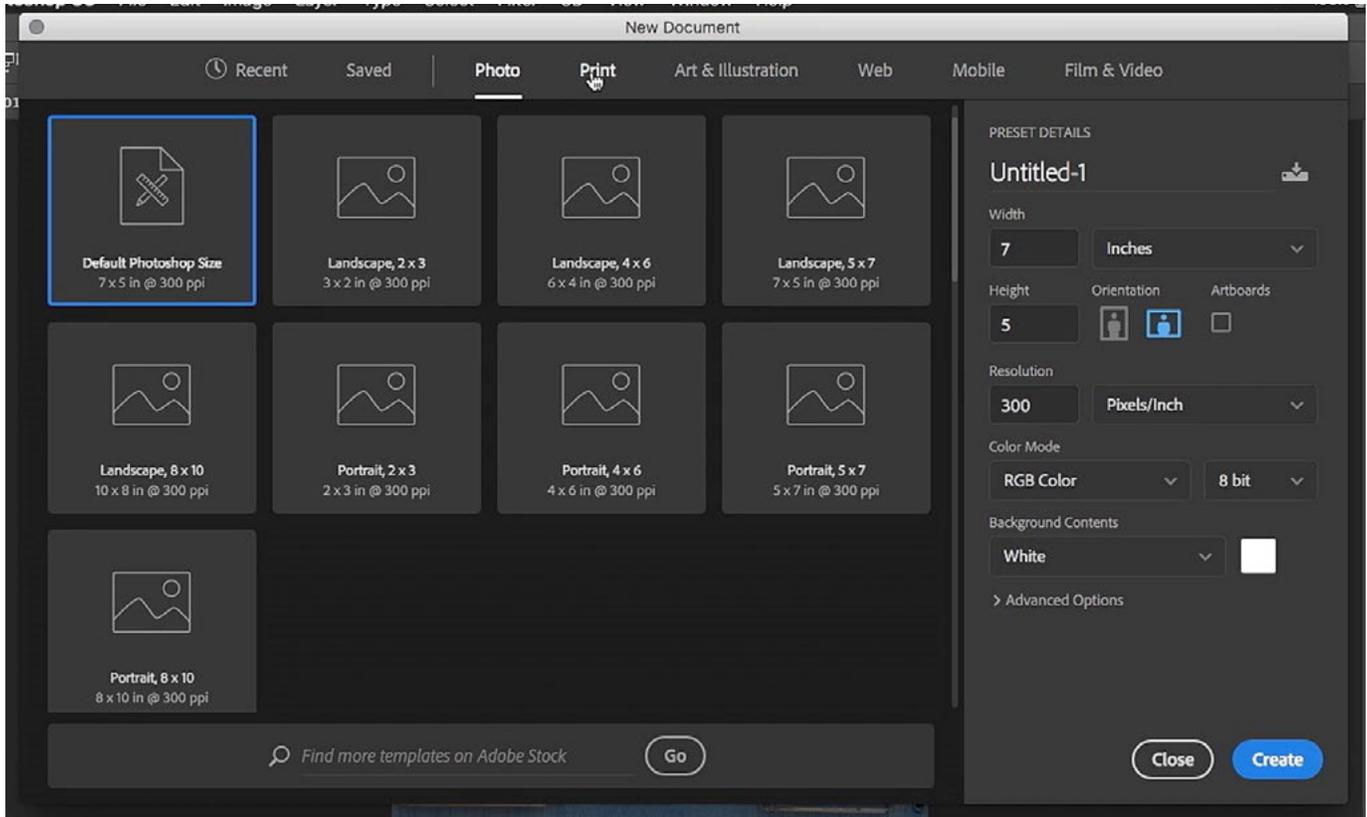
**Opening and image in Photoshop** When you're ready to move an image from Lightroom to Photoshop, select the image, go to the main menu and choose Photo > Edit In > Edit in Photoshop. Alternatively, you can use the keyboard shortcut Command+E (Ctrl+E on Win). When you're finished working on the image in Photoshop, you can close the file by hitting the X in the image tab. Photoshop will ask you if you want to save the file. If you click yes, it will be re-imported back into Lightroom. In Lightroom, you will have two versions of the image: the original, raw file and the new, edited file which is in tiff format by default.

## Photoshop

**Creating a new document in Photoshop** In Photoshop, you can create a new document by going to the main menu and choosing File > New. The New Document Dialog will appear and across the top, you'll be able to switch between different types of document presets. Clicking on a preset will fill in the document settings on the right side of the dialog. You can change these settings after choosing a preset, or you can ignore the presets and set up your document manually using these settings.

The settings in the New Document dialog include fields for width and height and a dropdown menu to change the type of units it's being measured in. This is also where you specify the resolution and you can use the following settings as a general guideline when deciding what resolution setting to use:

- Newspapers: 130-200
- Magazines: 200-266
- High-End Brochures: 225-300
- Ink Jet: 240-360

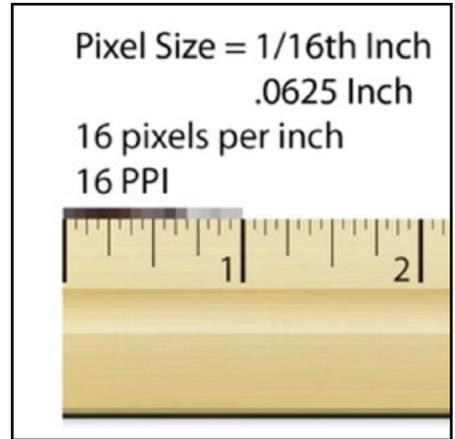


In Photoshop's New Document dialog, the settings are on the right and the presets are on the left. You can choose between the type of presets you're seeing by selecting a category from the options across the top of the dialog.

The Background Contents setting will allow you to determine what the document's background color will be. You can either use the dropdown menu to choose white, black or background color, or you can click on the color swatch to the right of the menu to access the color picker and choose a custom color.

You can give the new document a name by clicking on the name above the settings and typing in a new name. Once you have your document set up the way you like, you can save the settings as a new preset by clicking on the icon to the right of the document name and giving the new preset a name. After you create a custom preset, it will show up under the Saved tab at the top of the New Document dialog. Click the Create button when you're done.

**Resolution** A file's resolution is going to be different depending on how the image will be printed. An image is made of pixels and you can see these when you zoom all the way in. The pixels will look like little squares that make up the image. The resolution will determine how large each of these pixels will print and is measured in pixels per inch (PPI). If the PPI is a small number, you'll be able to see the individual pixels in a print, and that is usually undesirable. We normally want the PPI to be high enough that we can't see the individual pixels in the print. A resolution of 300 PPI is common when printing on an inkjet printer.



**Resolution is important when printing images, and it refers to the number of pixels per inch of paper.**

**Sizing for the Internet** The resolution setting is only used when printing an image. It's ignored in on-screen uses. If you are preparing a document for some type of screen, you can determine how to scale it by using the following method.

To see how large an image is going to appear on the Internet, view the image at 100%. The view percent can be found within the tab for the document window, or in the bottom left corner of the interface. Any time it's not at 100% view, the image is being displayed larger or smaller than it would appear on the Internet. To set the view at 100%, activate the Zoom Tool, which can be found in the Tool Bar on the left side of the interface. Then click the



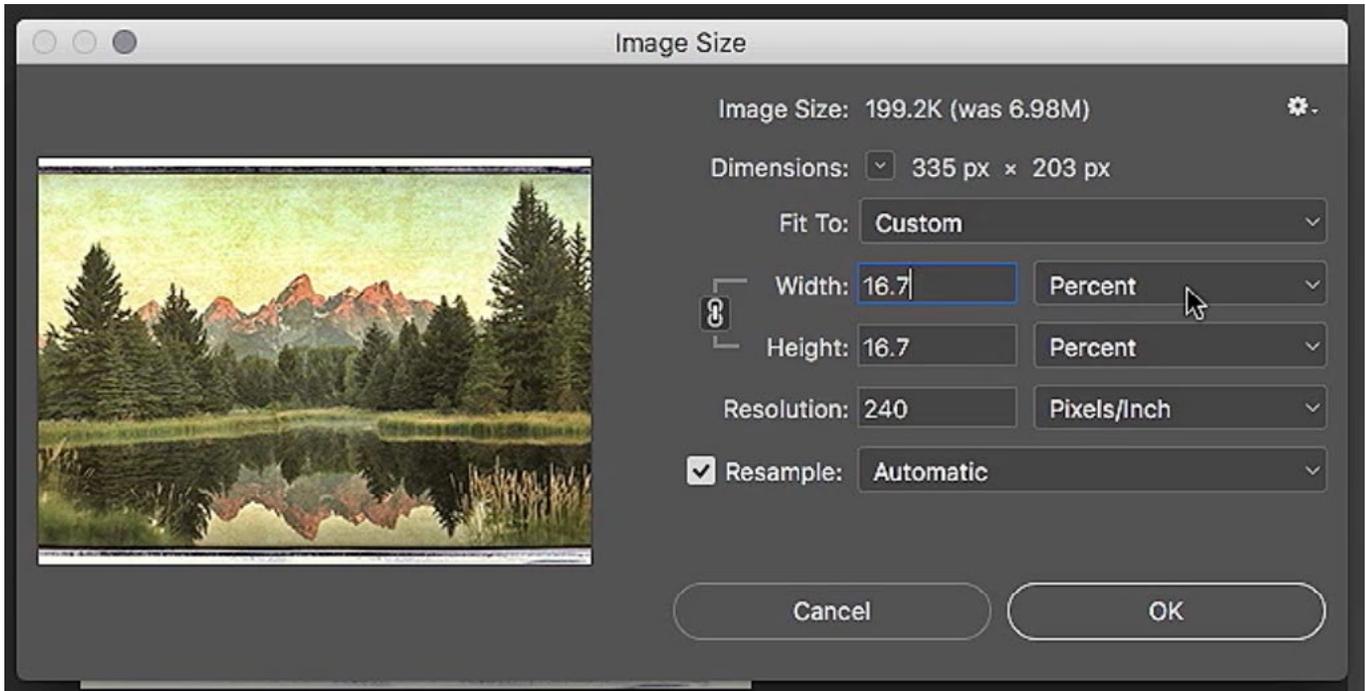
**This view number indicates how far you are zoomed in or out on the image.**



**The Zoom Tool**

100% button in the Options Bar above the image window. If the image appears larger or smaller than you would like it to appear on the Internet, you'll have to properly scale it. Zoom in or out of the document until it is the size you want it to appear on a web browser. You can zoom in and out in your document by using the keyboard shortcuts Command++ and Command+- (Ctrl++ and Ctrl+- on Win).

When it's the desired size, make a note of what the view percentage is. Then go to the main menu and choose Image > Image Size. In the Image Size dialog, make sure the Resample checkbox is turned on, set the measurement unit dropdown menus to Percent and type in the percentage you noted within the Width and Height fields. When you click OK, the document will be scaled to the correct size.



The Image Size dialog. To scale the image, we are typing in the desired percent in the width and height fields.

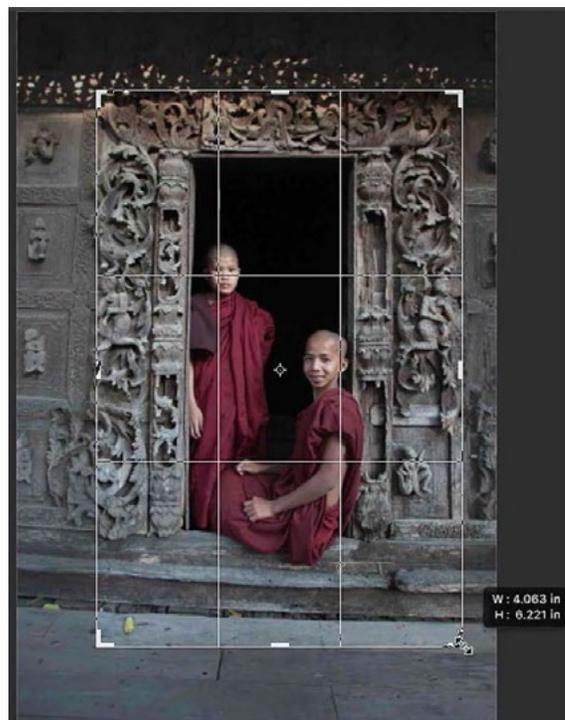
**Image Size & Canvas Size** When working in Photoshop, it's important to understand the difference between Image Size and Canvas Size, as changing these two settings will affect your picture in different ways. Both of these settings can be found within the Image menu at the top of the screen.

When you change the Image Size, you are changing both the document that contains the picture and the picture itself. Everything will be scaled up or down in one piece. When you change the Canvas Size, the document that contains the picture will get larger or smaller but the image itself will stay the same size. The Canvas Size dialog is useful for adding extra space around the edges of your document.

**Cropping** Photoshop's Crop Tool can be found in the Tool Bar on the left side of the interface. When activated, crop handles will appear around your document and you can drag these in and out to change the crop on your image. If you hover your mouse outside of the crop rectangle, the cursor will change in to right-angle arrows, indicating that you can drag up and down to rotate the crop box. When you're finished with the Crop Tool, click the little check mark icon in the Options Bar above the image window or simply hit the Return/Enter key to lock in the crop.



**The Crop Tool**



**The crop handles are being dragged to set a different crop on this image.**

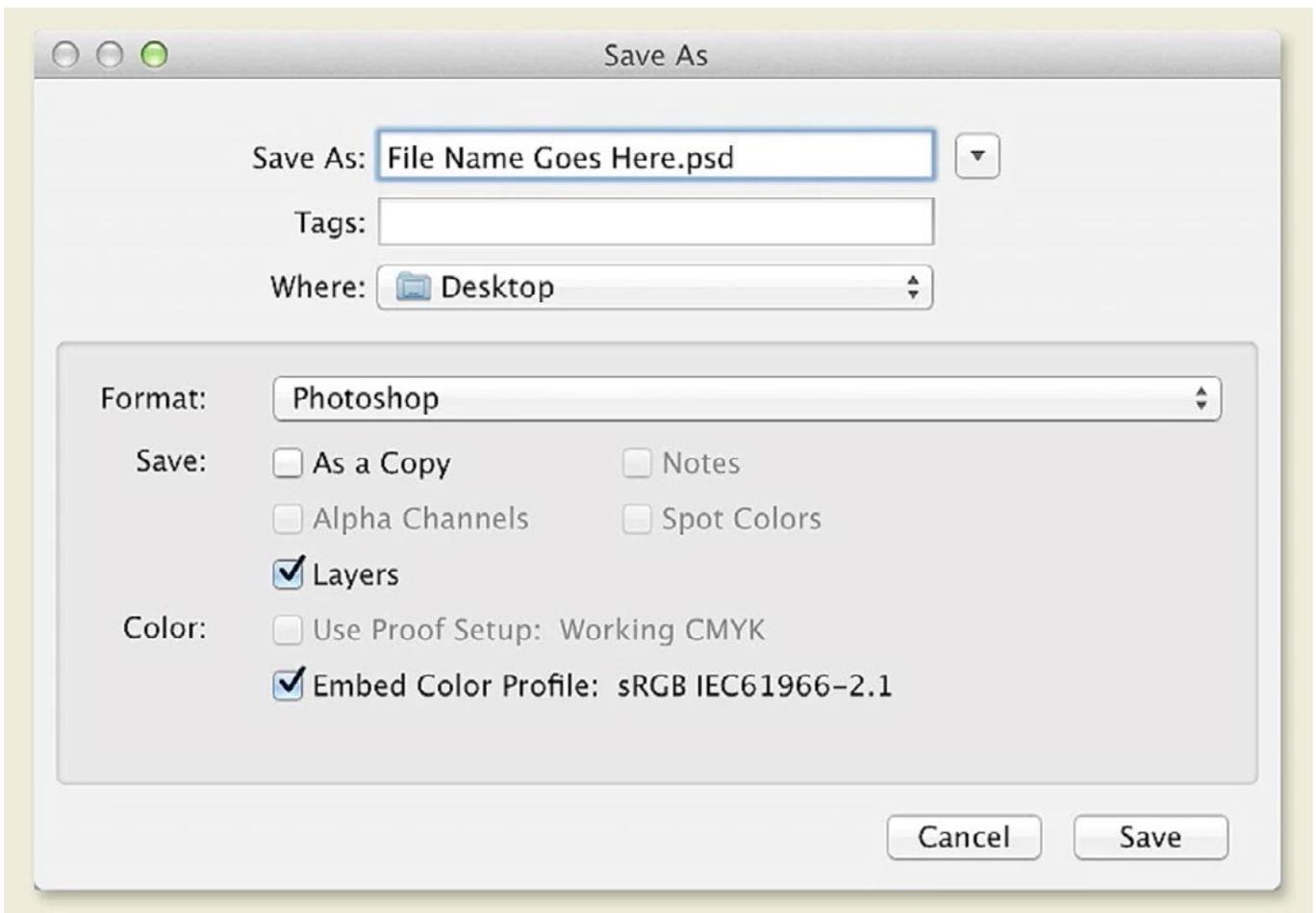
**Saving your Document** There are two options for saving your document and they can be accessed by opening the File menu at the top of the screen and choosing "Save" or "Save As." If you choose "Save" the document will save into the same file that you opened it from. (same name, same location, etc.) If you want to change the name, location or file format, you would instead choose "Save As." In the Save As dialog, there is a field for entering in the desired file name. The Where menu determines where the file will be saved on your hard drive. If your desired location does not appear in that menu, click on the little down-pointing arrow to the right of the file name. This will give you access to your entire hard drive. The Format menu allows you to choose what file type the document should be. The Photoshop and Tiff formats would be considered working file formats. This means they contain everything you'd need to continue working on your image at a later time (layers, channels, masks, etc. ). The file formats most commonly used for sharing your images are:

JPEG: Good for photos

PNG: Good for Graphics/Text/Logos

TIFF: Good for everything, but produces large files

At the bottom of the Save As dialog is the Embed Color Profile checkbox. It is important to keep this setting turned on so the colors don't shift when viewed on another computer.



The Save As dialog