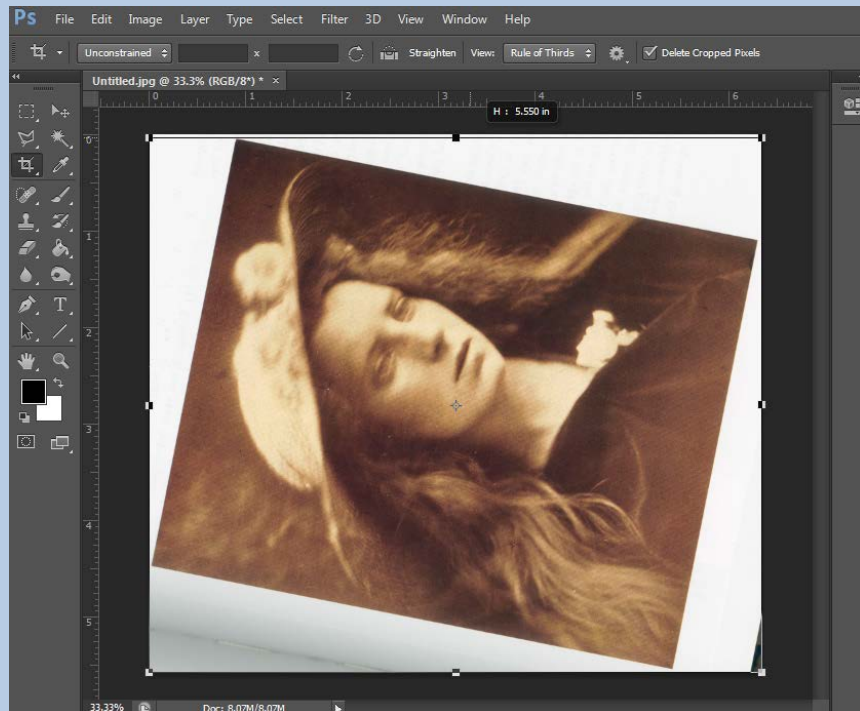# How to Use Photoshop to Edit Your image

Square and Crop Image

Click the crop tool from the tool bar.

To adjust the size of your selection area, move your mouse to any of the squares that appear along the edge of your selection. Click your mouse and drag the ⟵⟶ icon to adjust the border.

To Square the image, move your mouse to the outside corner of the selection area. Click your mouse and drag icon in the direction you'd like the selection area to rotate. When your selection box is positioned where you want it, hit **Enter** on the keyboard. Your image will be cropped and squared.
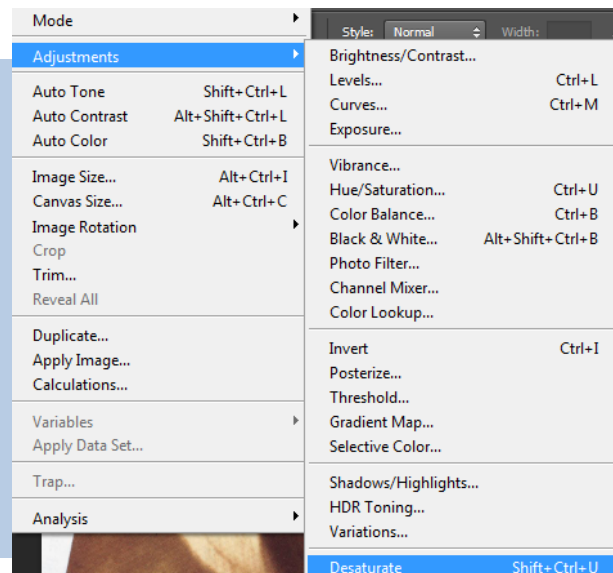
Adjusting the Image Quality

Scanning alters the quality of an image. There are a number of ways to make adjustments to the image quality.

Black-and-White Images

If your image is a black-and-white, the scanner may create a color cast over the image. To remove it, select **Image> Adjustments> Desaturate.**

Adjusting Brightness and Contrast

To adjust, select **Layer > New Adjustment Layer > Levels**. **1**

When New Layer window pops up, click **OK.** **2**

Use the three sliders to adjust the dark, mid-range and bright areas of your image. Click **OK** **3**

Adjusting Color Balance

To adjust, select **Layer > New Adjustment Layer > Color Balance**. **1**

When New Layer window pops up, click **OK.** **2**

Under **Tone Balance**, select the parts of the image to color correct: **shadows, midtones, highlights**. **3**

Use the three sliders to adjust the different colors. Pushing the slide toward magenta, for instance, will increase magenta and remove green from the image. Click **OK** **4**

Delete Adjustment

You can delete your adjustment by selecting **Layer > Delete > Layer**

Save Adjustments

Once you have finished image adjustment select **Layer > Flatten Image**

Resizing Image

Image	Layer	Type	Select	Filter
Mode				▶
Adjustments				▶
Auto Tone				
Auto Contrast				
Auto Color			Shift+Ctrl+B	
Image Size...			Alt+Ctrl+I	

Go to Image > Size

For Projection

Recheck **Resample Image.** Select **Height** or **Width** (choose whichever field is the higher value) and change it to 1024 if going into PowerPoint. Click **OK**   **3**

Image Size

Pixel Dimensions: 2.64M (was 8.07M)
Width: 1024 Pixels
Height: 899 Pixels

OK
Cancel
Auto...

Document Size:
Width: 14.222 Inches
Height: 12.492 Inches
Resolution: 72 Pixels/Inch

☑ Scale Styles
☑ Constrain Proportions
☑ Resample Image:
Bicubic Automatic

2   Change **Resolution** to 72 pixels/inch

Make sure **Constrain Proportions** is checked. Make sure **Resample Image** is *unchecked*.   **1**

For Printing

Image Size

Pixel Dimensions: 8.07M (was 8.07M)
Width: 1792 Pixels
Height: 1574 Pixels

OK
Cancel
Auto...

Document Size:
Width: 5.973 Inches
Height: 5.246 Inches
Resolution: 300 Pixels/Inch

☑ Scale Styles
☑ Constrain Proportions
☑ Resample Image:
Bicubic Smoother (best fo...

Make sure **Constrain Proportions** is checked. Make sure **Resample Image** is *unchecked*. If you are making the image larger than the scan, select **Bicubic Smoother** from the drop down menu.   **1**

Recheck **Resample Image.** Enter the **Height** and **Width** that you would like the image to print out. Click OK   **3**

2   Change **Resolution** to 300 pixels/inch

Sharpen Image

Go to **Filter** > **Sharpen** > **Unsharp Mask** ①

Set **Amount** at 185

Set **Radius** at 1.5 or less

Set **Threshold** at 3

Click **OK** ②

Save Image

Go to **File** > **Save As** ①

Select appropriate hard drive, flash drive or disc give file a title. Select a file type. Use JPEG for PowerPoint. Use TIFF for archiving. Select **Save** ②

If you selected TIFF, the TIFF Options window will pop up. Make sure **NONE** is checked under **Image Compression**. Select **PC** or **Mac** under **Byte Order**. Click **OK** ③

If you selected JPEG, the JPEG Options window will pop up. Set **Image Quality** to **Maximum**. Click **OK** ④