

Computer Apps [Armato]

Project #4 — Photoshop Tutorial in MS Word

Many software applications are just plain huge. They have been designed by so many people to do so many things that no one person can ever know it all. An application such as Photoshop is like any tool that you might find in your garage, it may be useful for thousands of different jobs, but you generally use it for only a few tasks.

You have learned some basics of manipulating raster-based images in Photoshop. Now it is your turn to teach the rest of the class. For this project you will use Microsoft Word to create a Photoshop *How-To* that will be posted on the class web site for everyone to learn from!

Begin by doing some research on Photoshop tips and tricks. Whether it is an easy way to select a complex shape, a process for generating abstract background textures, or a technique for drawing detail out of the shadows in an underexposed family photo, we want to know about it! Pick one that seems interesting, useful, and manageable to you and try it out. It must involve at least 8-10 steps. Practice it a few times because you might be demonstrating this trick to the class!

To get started, you can find many books and magazines in the library that contain this sort of information. You might also find some on-line resources. Also, the Photoshop Help menu contains a number of how-to articles.

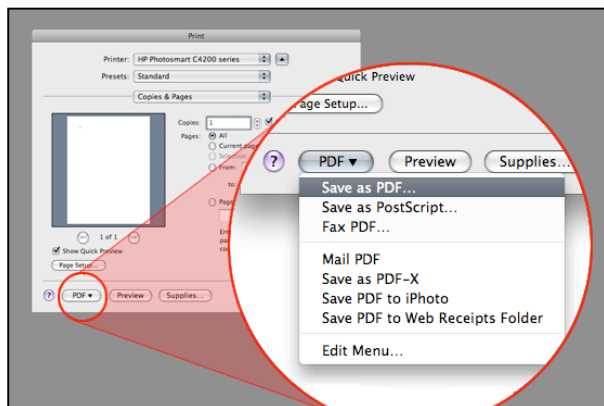
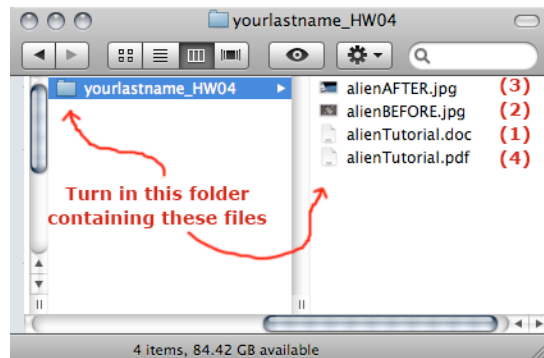
Spend time practicing the technique you find. Don't be afraid to stretch your skills a little bit. There will be time next class next when I can help you to figure stuff out. Once you get comfortable with your technique, you will save two JPEG images that show the *before* and *after* states of your process.

You also need to type up the step-by-step instructions for your technique in a Microsoft Word document. Include the before and after thumbnail images in the document. It should also contain screen shots of important settings and adjustments. Spend some time formatting your instructions. Remember, this is also an exercise in Word; play with fonts, create headings, columns, lists, hanging indents, etc. And don't forget... HAVE FUN!

DUE Monday, 5/4

You will turn in a folder to the Drop Off Drive titled *yourlastname_HW04*. This folder must contain the following things:

- (1) a Word document of the complete tutorial
- (2) a 640 x 480 .jpg file of a before image
- (3) a 640 x 480 .jpg file of an after image
- (4) a .pdf file created with the *Save as PDF...* function in Word's *Print* dialog (This must be done on a Mac. See below.)



SPECIFICATIONS

- Your tutorial must involve multiple tools or techniques. You can't simply show us how to use the Crystallize filter or the Healing Brush.
- Type up your tutorial into a formatted Word document including:
 - Before & after images
 - Screen shots of the process
 - Columns
 - Numbered lists (and/or bullet lists as appropriate)
 - Additional formatting options may include: use of style sheets, automatic page numbers, typographic hierarchy and font choices.
 - Include your name and the title of the tutorial in the *page header*.
- Create before-and-after images at 640px by 480px, 72 dpi, in **.jpg** format

TIPS

- Screenshot keys save a **.png** file to the desktop:
 - *Command-Shift-3* the entire screen
 - *Command-Shift-4* click-and-drag over a specific area of the screen
 - *Command-Shift-4 + Spacebar* select a specific window or palette
- Combine multiple tools or techniques
- Try several! Many you find online are not well written or may be for previous versions of Photoshop. Also, some may be too advanced.
- Let it be fun. Look for a technique that relates to something you are interested in doing with Photoshop.
- You can make it up on our own, or put your own twist on an existing tutorial. It must be in your own words, even if it is based on existing instructions. But don't simply re-write it. Add to it, or combine it with another tutorial.