Technique #1 How to Crop an Image in PhotoShop

1. Go to **Google Images**
2. Search: **Barack Obama**
3. '**Right-click**' (hold down **Control**) to **Save Image** of this portrait to your **Flash Drive**

4. **Start PhotoShop**
5. **Open** saved image of Obama
6. Locate **CROP TOOL** on **tool box** and click

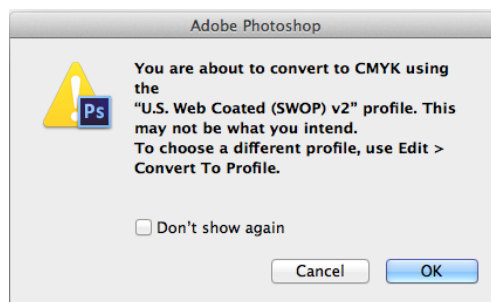Note the **activation nodes** that appear around the image.

7. **Click and drag** to determine area to be cropped (preferably his head and shoulders)
8. Press **Return** (on your keyboard) to actually **crop** the image
9. View the cropped image. (Use Command+Z to Undo if necessary)
10. Use **File** > **Save As** to save the cropped image to your Flash Drive (Select **Maximum** image quality during Save As)

Technique #2 How to Convert an RGB Image to CMYK in PhotoShop

This technique should be used prior to inserting an image into a document that you intend to **print professionally**, that is, in a book, newspaper or magazine.

1. Keep the cropped image open (or re-open it)
2. Go to (top menu) **Image**

> **Mode**

> **CMYK Color**

(Leave at 8 Bits/Channel)

3. A colour conversion notice appears: Click **OK**

4. Save a copy of this converted image, which is now suitable for **printing in full colour** – **Cyan Magenta Yellow K** (for **black,** the **Key** colour) – to your flash drive.
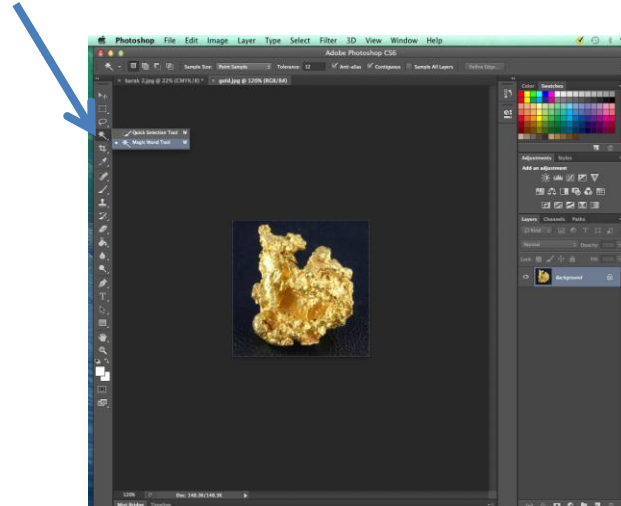
Technique #3 How to
Contour (cut-out) Images with Highly Contrasting Colours

1. Go to **Google Images**
2. Search: **Gold Nugget**
3. '**Right-click**' (hold down **Control**) to **Save Image** of this nugget
   (with a contrasting background)

4. Start **PhotoShop**

5. Click on **Magic Wand** (you may need to **hold down** top option to reveal Magic Wand)

5. Click on **unwanted black area**

   (use **Shift** to get all unwanted areas – ensure Tolerance is at about 32)
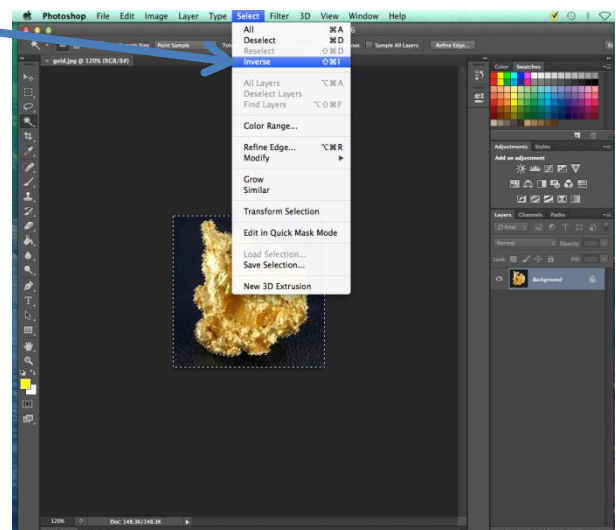
6. (Go to top menu) **Select** > **Inverse**

7. (Go to top menu)

   Layer > **New** > **Layer** > **OK**

   (make sure the Layers window is

   showing – via Windows)

8. You must **click** back to the **original**

   (background) layer to do next

   operation

9. (Go to top menu) **Edit** > **Copy** (from original layer)

10. Click on the **NEW** layer > **Paste** (via **Edit** menu)
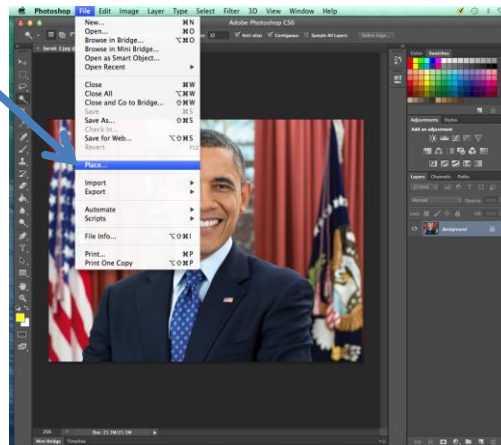
11. **Delete Old Layer (delete original): click on original layer** and

    press Delete (the image now appears without its background)

12. Then **Save As** a **TIFF** file (or **PSD**), **not** a JPEG, ensuring the options that appear during

    the save process are selected to suit Mac or Windows, as the case may be.

Technique #4 How to

Place an Image on Another Photo using PhotoShop

1. **Open** your original image of Barack Obama

2. Go **File** > **Place**

3. Select the file and click on **Place**. (File appears on top of existing image.)

4. Use **activation nodes** to **resize** and **move** into position

5. When ready, press **Return** and image will be placed.

6. **Save** the file.