

# Photoshop

## ACES Guide to Basic Photoshop



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## About this guide

This guide contains tips and tricks for making your scanned/photographed work look it's tip-top for your digital portfolio.

We haven't included everything – just the basics that you might need.

Remember – your digital portfolio is not the time to show off crazy photoshop wizardry. If you're messing with colours, layers etc then this is creative work in its own right.

Editing your photographed/scanned work should enhance it, but not change it.

## Download the ACES Guide to creating a Digital Portfolio

We also have a full guide on putting together your digital portfolio. This is available to download FOR FREE! at [www.dundee.ac.uk/aces](http://www.dundee.ac.uk/aces)

## How can ACES help me?

ACES hosts **digital portfolio masterclasses and support sessions** in November, December and January. Here we will show you everything you need to know.

At the digifolio sessions you will have access to the DJCAD photography and digital editing suites – so you can photograph and scan your work in professionally.


Current DJCAD students will be there to help you – it's a team effort!

## 1-1 Support

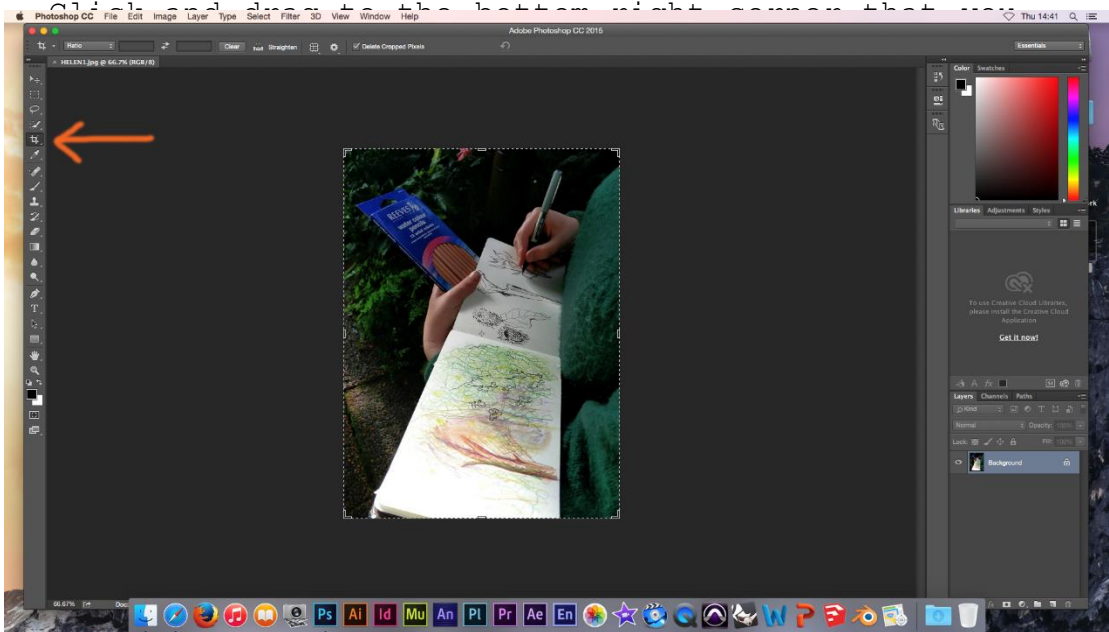
Helen can also work with you 1-1 – in school or on-campus. Just send an email to [aces@dundee.ac.uk](mailto:aces@dundee.ac.uk) for more help!

# Crop

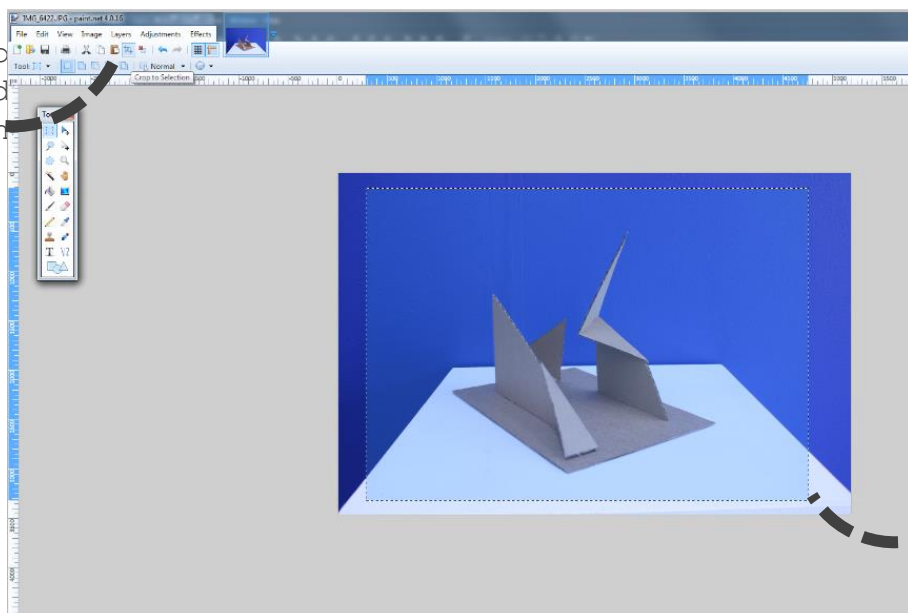
## Instructions

- Select the 'crop' tool from the toolbar on the left hand side
- It looks like  :

- Hover over the top left corner that you want to crop from



• In order to crop second then

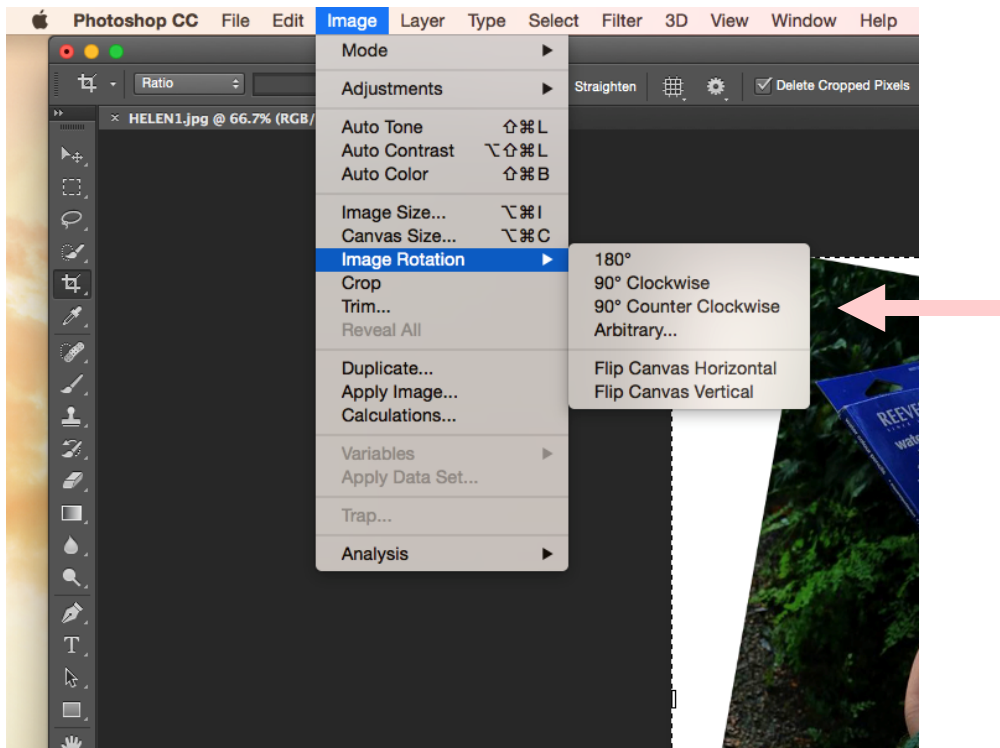


Select first

# Rotate

## Instructions

- Select Image > Image Rotation > Arbitrary
- Insert the number of degrees that you want to rotate – try a small number first – and clockwise or anticlockwise

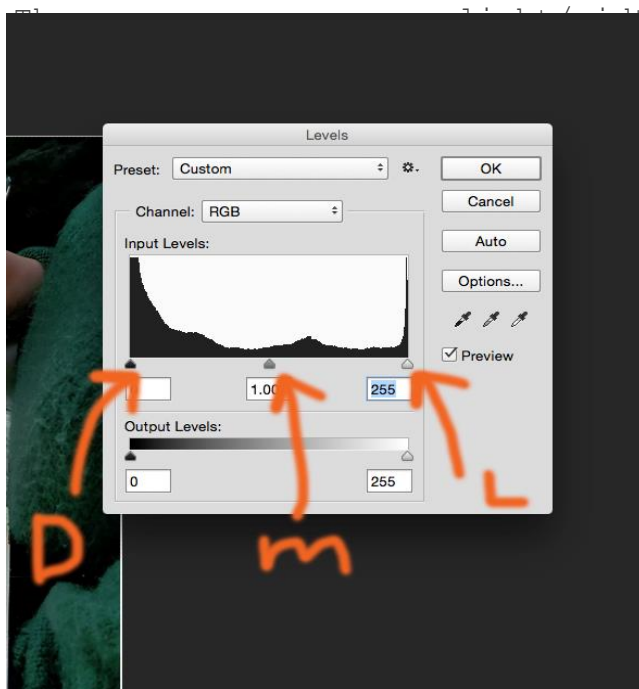
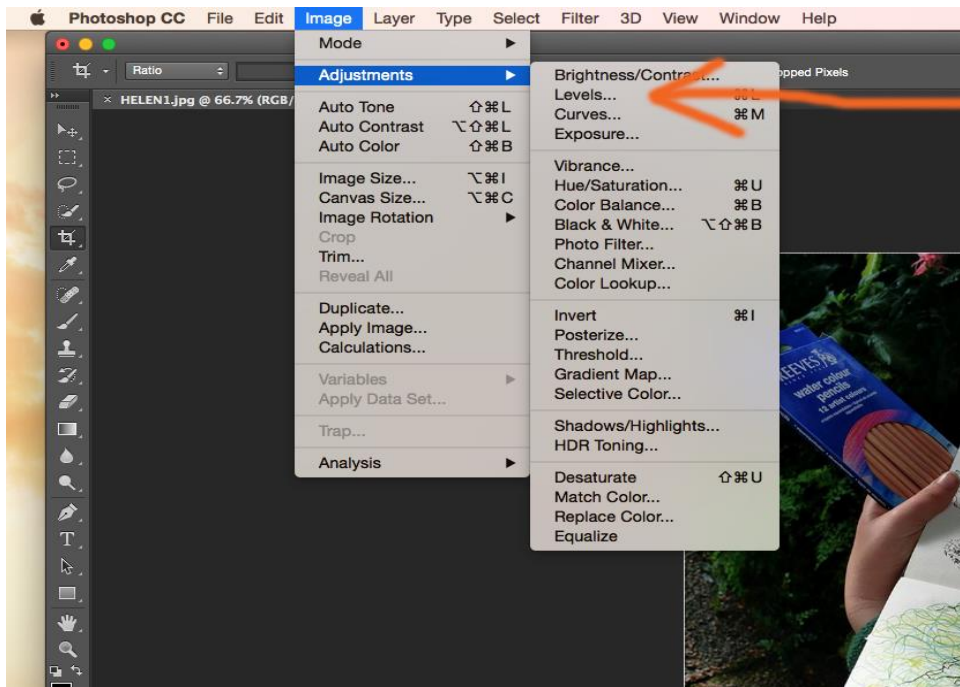


- Rotating in other programmes can be a little tricky if they only give you the option of rotating 90degrees.

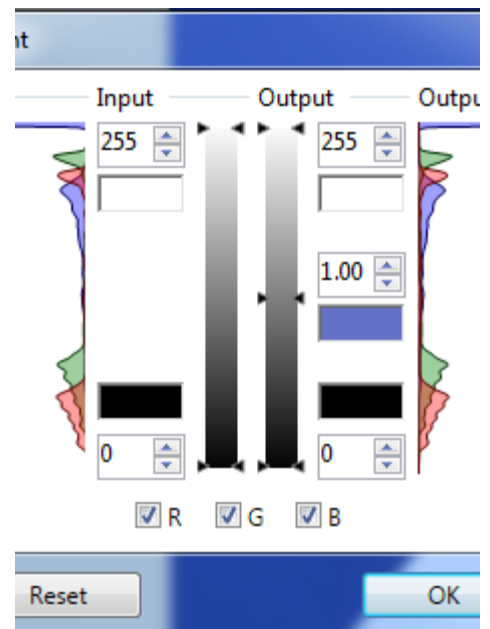
# Levels (Brightness and Contrast)

## Instructions

- Using the levels function to change the brightness and contrast gives you much better



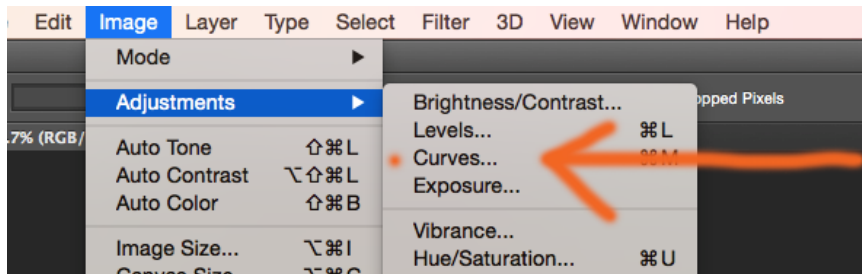
In Paint.net it looks like this:



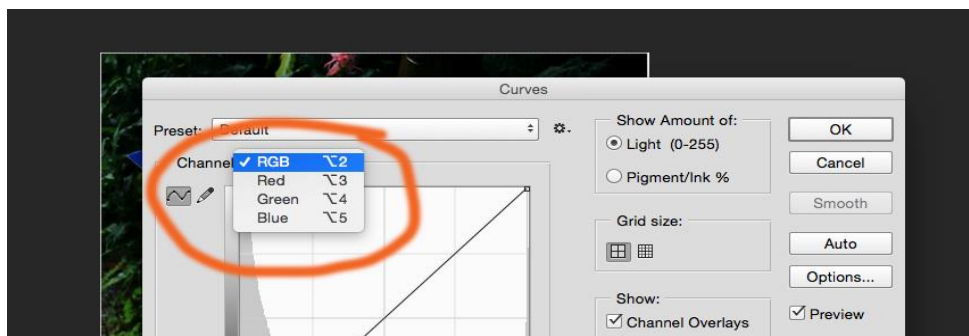
# Curves (Colour Adjustment)

## Instructions

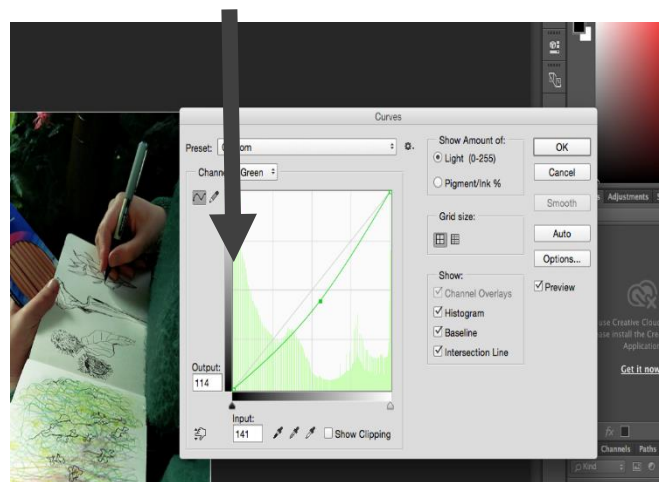
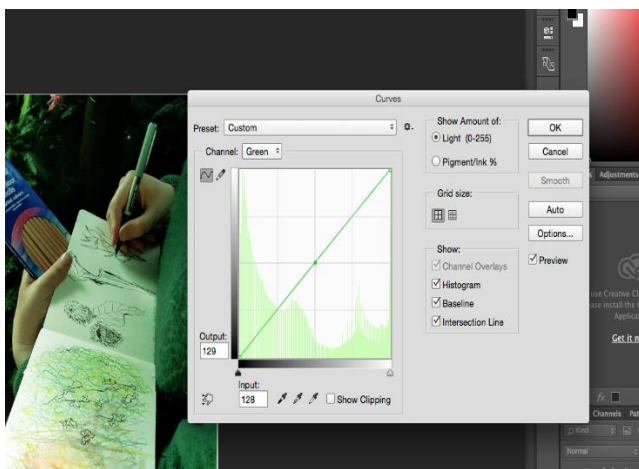
- Depending on your lighting when taking your photos they can sometimes come out a bit too yellow or blue. Using the curves tool you can change this to make them more neutral.
- Select image > Adjustments > Curves



- On the dropdown menu 'CHANNEL' select which colour you need to adjust



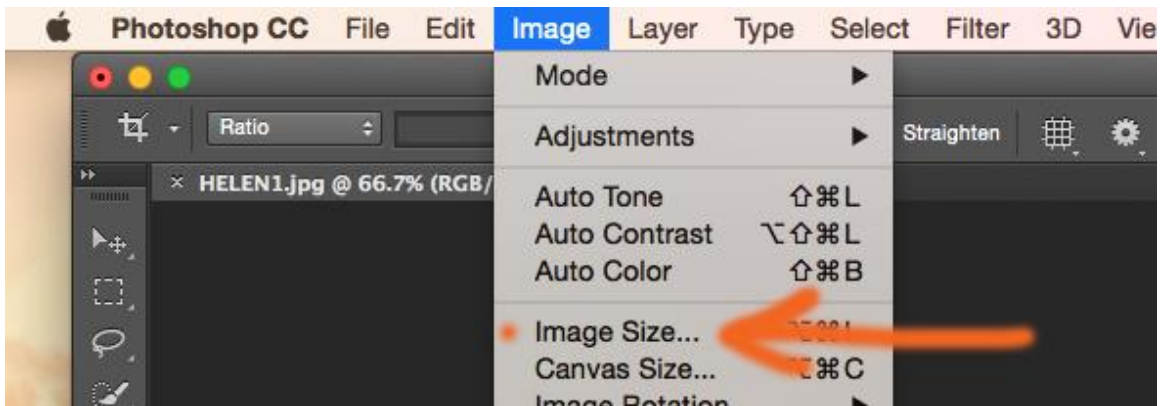
- This will bring up a graph like this. To add colour in, click and hold the hot in the middle and push the curve up and left a little. To take colour out, pull it down and to the right.



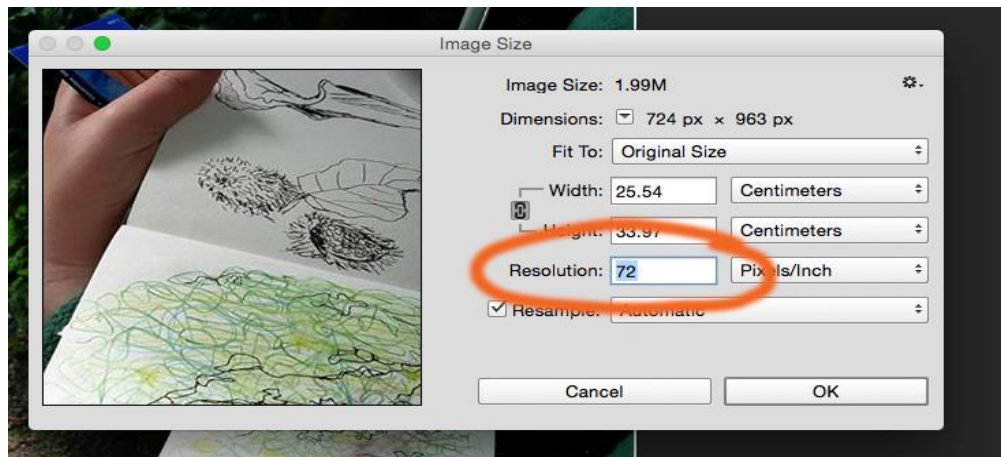
# Resolution and Image Size

## Instructions

- Some universities have very particular requirements for file size, image resolution or pixel dimensions
- To adjust resolution... Select Image > Image size



- Where it says 'Resolution' change the number to 72



- To adjust pixel dimensions - where it says Centimeters - change this to pixels. The numbers in the boxes next to this will change.
- Then you just need to type in your longest dimension - usually 800 on the longest side.
- As long as your aspect ratio is locked (the little chain between 'width' and 'height' should be there, then it will auto recalculate what your other dimension should be.

# ACES Tayside

ACES is a nationally funded initiative based across the four art schools in Scotland. Our job is to encourage, educate and empower senior-phase pupils to consider careers and higher education in art, design and architecture.

Our broad programme of events and 1-1 support helps pupils to explore their options, create a competitive application and develop a strong portfolio of work.

ACES advice is always impartial, and we support pupils wherever they want to go.

For more information about our events, support and to see if you are eligible to be a part of aces, please visit our website.

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