

COMM 269

Multi-Media Production

Lab Tutorials

Contents

Setting up Folders	pg. 2
Blog/Portfolio Setup	pgs. 3-17
Audition	pgs. 18-31
Premiere	pgs. 32- 44
Photoshop	pgs. 45-65

Setting up your Folders

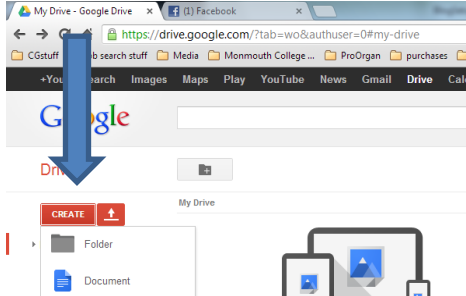
1. Choose a computer which you are going to use for the semester.
2. Find the MediaProduction. Folder. Go to Computer> V:New Volume> Media Storage (**Do not save for this class to your drive!**)
3. Double Click to open the folder.
4. In the list on the left of the window, Click Create New Folder.
5. Give the folder your name (for example: Chris_Goble)
6. Double Click and Open that folder.
7. In this folder create the following folders:
 - a. Practice
 - b. Portfolio
8. The practice folder will only be used for the Lab Tutorial project we will do together. Open the Practice folder and create the following folders:
 - a. Audition
 - b. Premiere
 - c. Photoshop
9. The portfolio folder is where you should work on the assigned projects for the class. Open the Portfolio folder and create the following folders
 - a. Audio_PSA
 - b. Video_InterviewShow
 - c. Video_PSA
 - d. Photo_DVDcover
10. We will now create a network drive that we will use to move files from computer to computer.

Production Portfolio/Blog Setup Tutorial

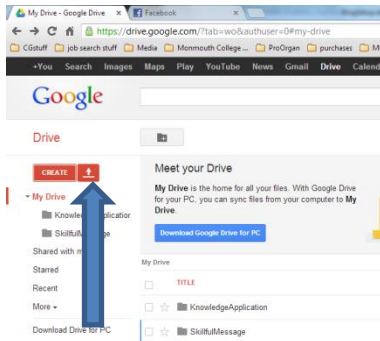
You will need to sign up for a google/gmail account. When you do that you will have an account in Drive and YouTube. (You can use one you already have established, but that may get confusing so you may want to create a new one just for this class.)

Saving Projects to Google Drive

1. You may want to create folders for the projects. At the very least, you could create a folder for each section (Photo, Audio, Video). *You will save video to YouTube* To do that click on the red “Create” Button.

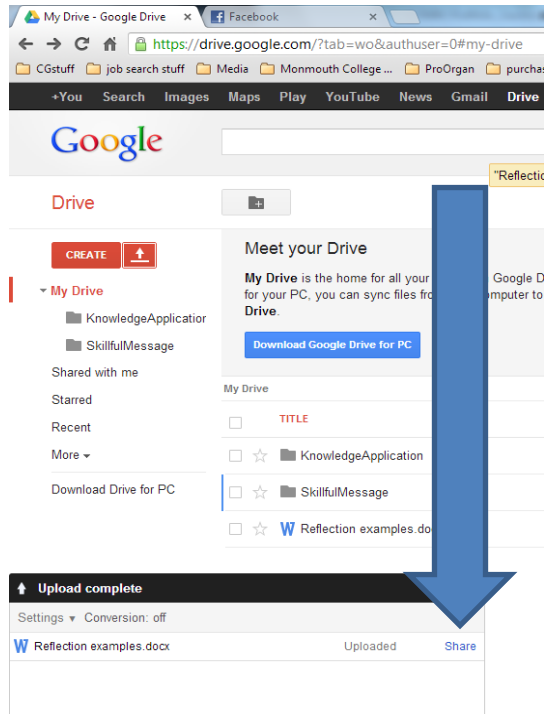


2. Then Select “Folder”. A window will pop up asking for a name, give the folder a name and click create.

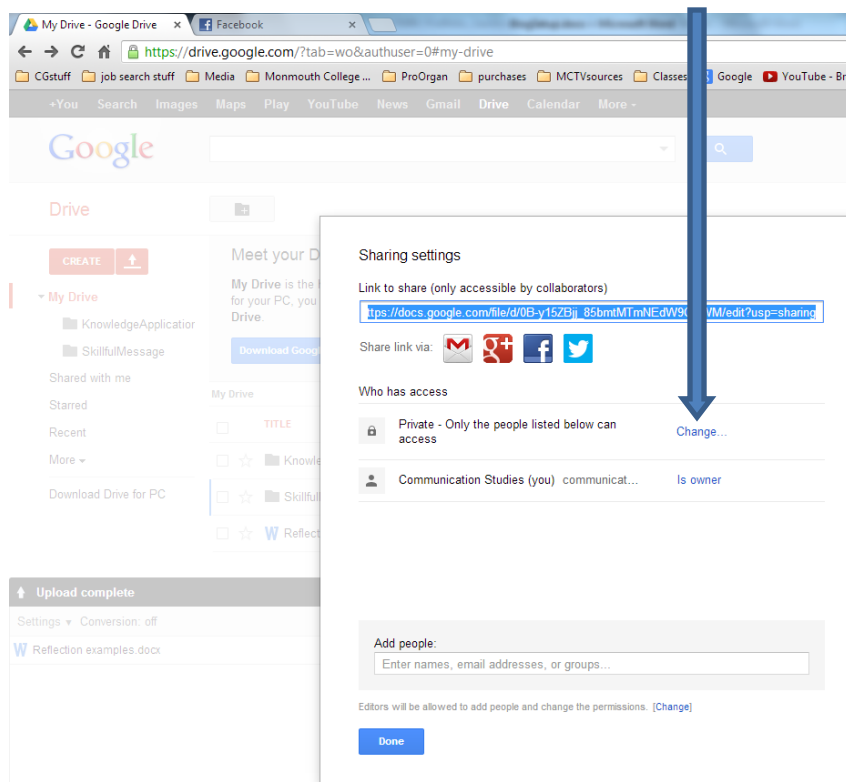


3. Click and open the folder you want to place the project into. Now click on the upload button. Select the file and click open. ***Take a random file from your computer and place it there so we can practice***

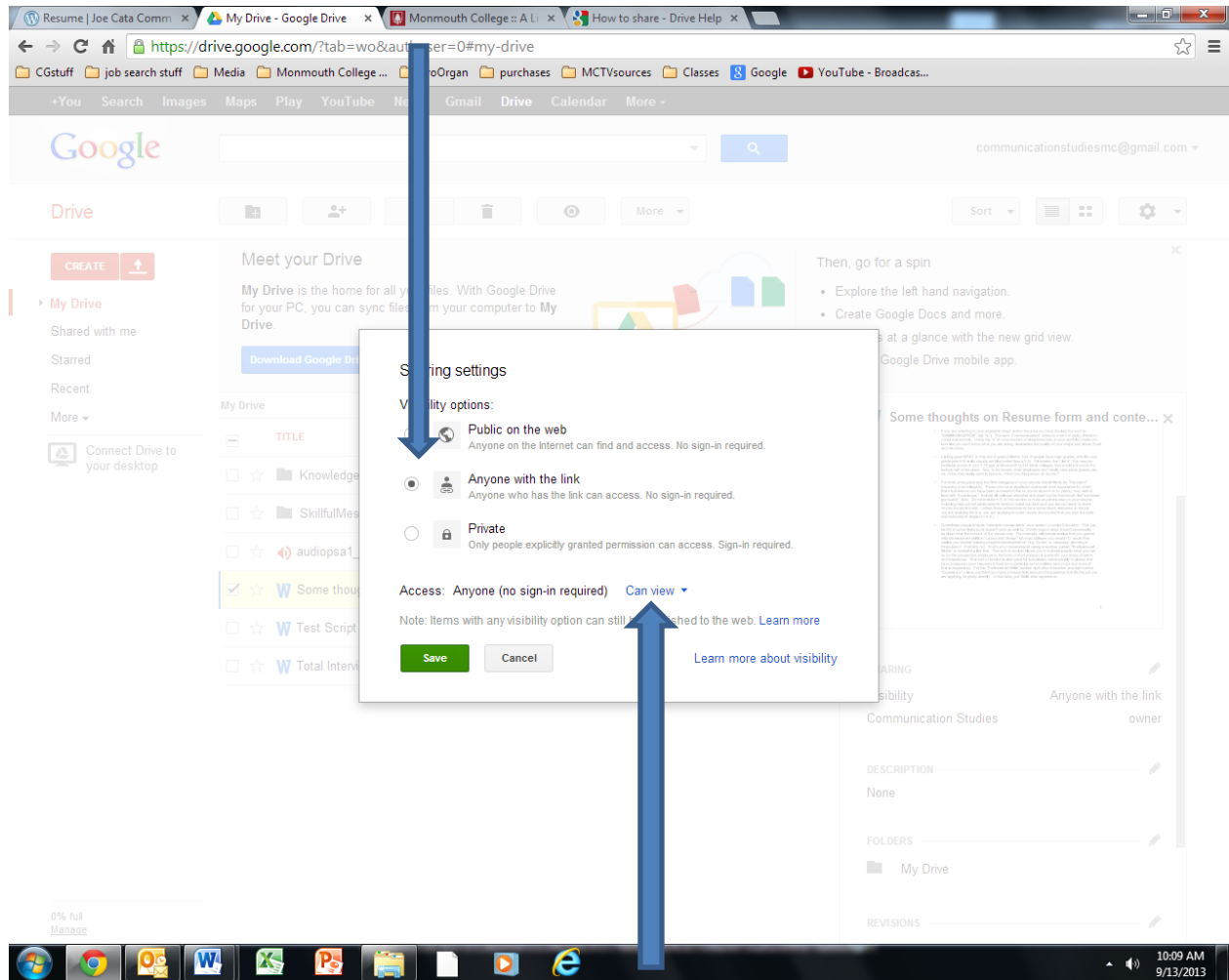
4. A window will open showing you the upload. Click on the “share” option by the file.



5. Click on “Change” to set sharing. (If the window looks different than this, Click Advanced and this will pop up).



6. Click on the circle and change the setting to “Anyone with the link”



7. Then make sure that the Access Dropdown is set to Can View. If not change it. Then click Save. And then click Done

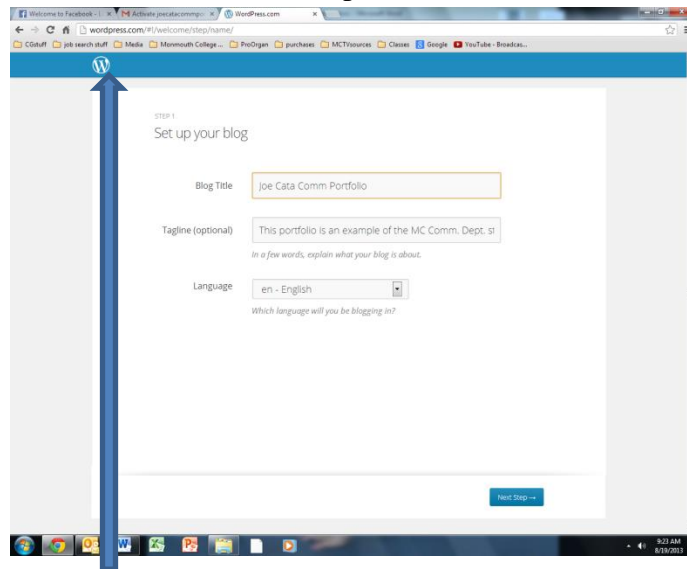
8. When you have finished each final project you will Repeat Steps 3-6 for each project you need to upload. (NOTE: Only upload to drive the WMV video files. The larger AVI files will be too large for your free drive account.)

Creating your basic portfolio site using wordpress.com

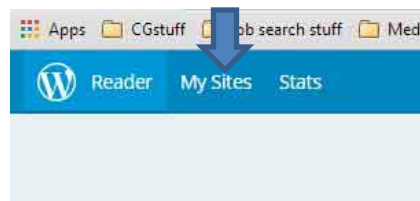
1. Go to www.wordpress.com and click getting started.
2. Fill out the form and use a blog address

FirstnameLastnameMultiMediaProductionPortfolio

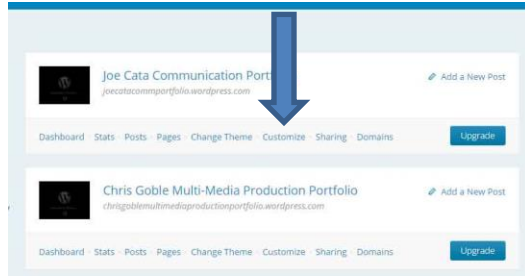
3. Then click Create Blog. (If you would like to pay for your own domain name or any of the other premium services that is entirely up to you. For this class, the free version is fine.) If you already have a blog on Wordpress, go to My Sites and click add a new blog.
4. At this point you will need to confirm the blog in your email. So go to the email you input in creating the page and click on the link they sent. When you click the confirmation, it will open up a window that should look like this.
5. From here you can input your page title (See step 6 and pick a theme). If a different window shows up, see below.



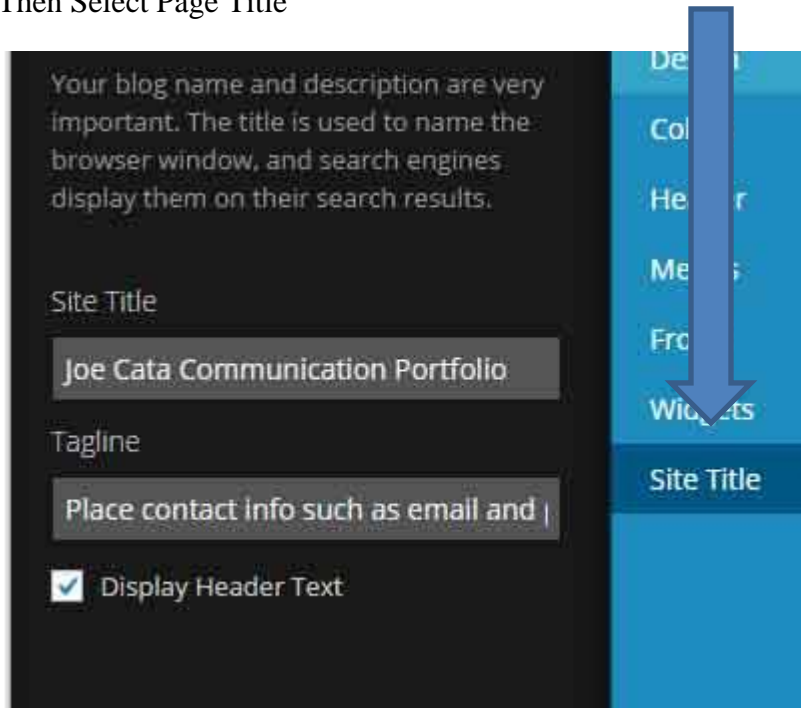
Click on the Wordpress logo, and then click on My Sites.



Then click Customize.

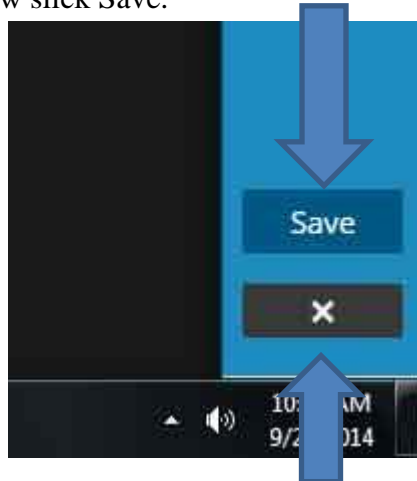


Then Select Page Title



6. Here you can change the Blog Title (you may want to make it more readable and Professional). And to add a tag line. (I suggest contact info such as email and phone)

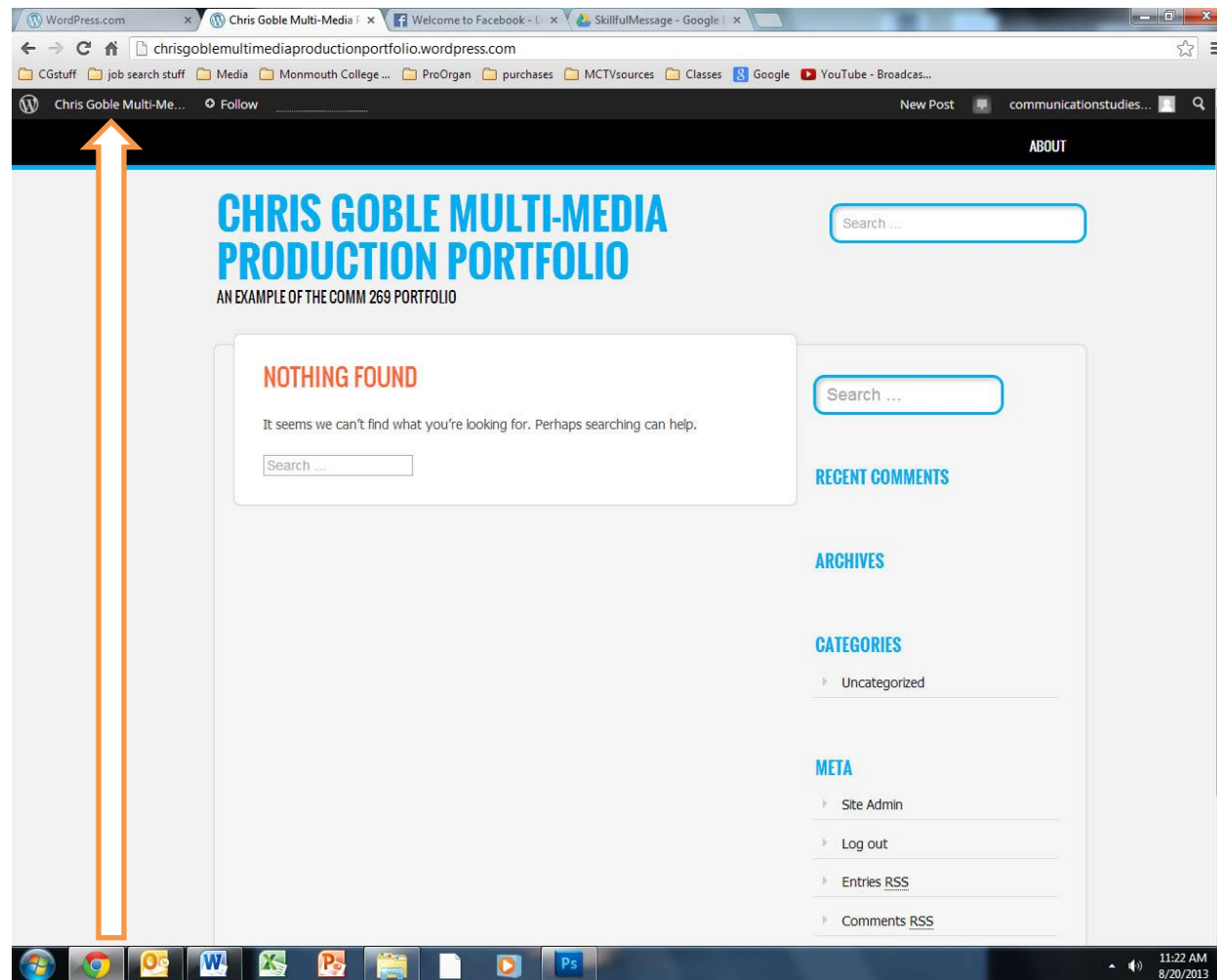
7. Now click Save.



Then click the X

8. Next, you will need to pick a theme. Right now you can use one of the selections on the website. After you have done some initial set up you can search and apply another theme or design your own.
9. Now we can customize this template. Click Customize It! Here you can change some things like color, header picture. Experiment!

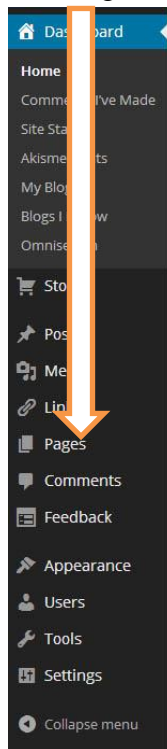
Your Front page will display your blog posts



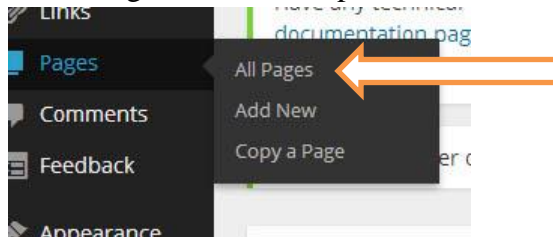
10. Click on your name at the top left.

11. This will open up the dashboard page. The Dashboard is your go to menu bar.
You can do everything you need to from the Dashboard.

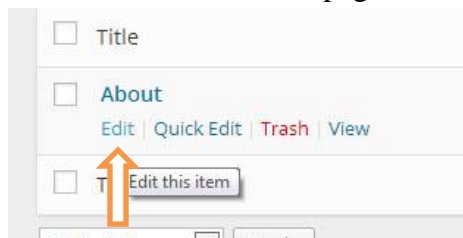
12. Click on Pages in the side menu.



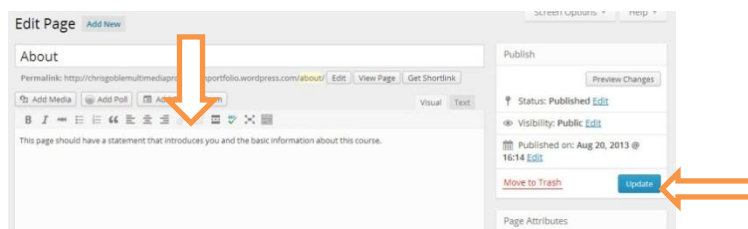
13. Select All Pages from the drop down menu



14. Select Edit under the About page.



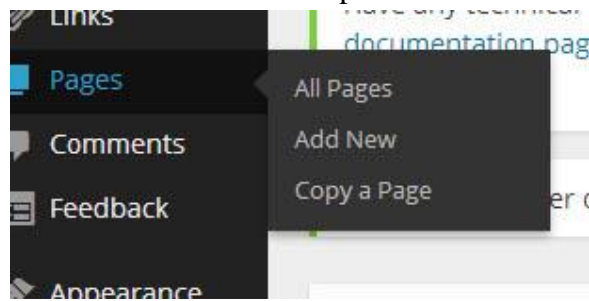
15. Type in a statement about yourself and the course. You can edit and dress this up later.



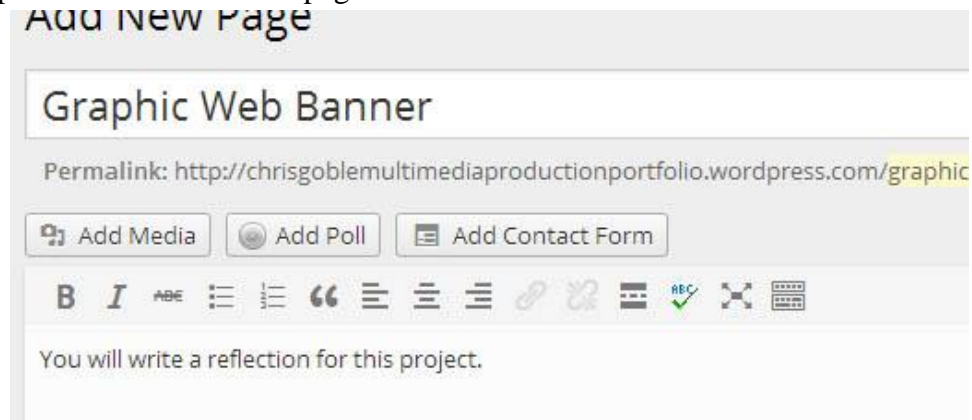
16. Then click Update.

17. Now we will create the 4 pages you need. (Audio P.S.A., Video Interview Program, Video P.S.A., Photo DVD cover)

18. Select Add New from the drop down menu



19. Type in a title for the next page

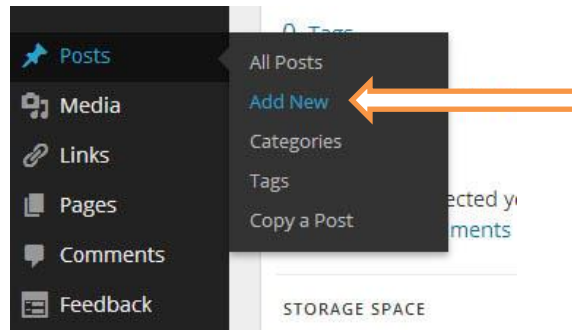


20. This is where you will type the required reflection when you have the project completed. For now just write some short statement there for now.

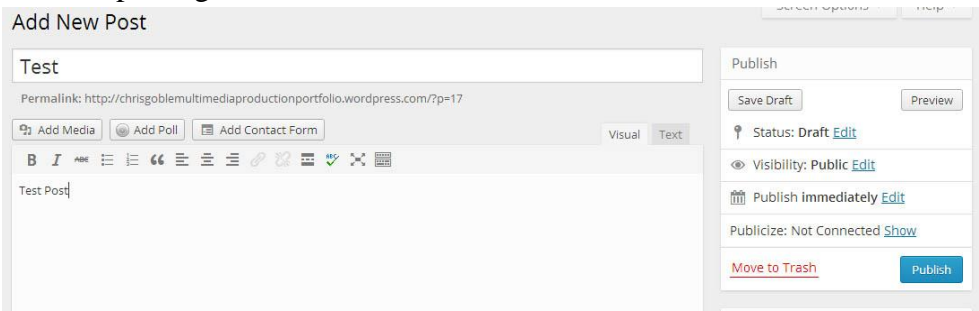
21. Repeat this process for the other four pages.

You are now ready to create a blog post.

22. Go to the Dashboard. Hover over Posts and click on New Post.

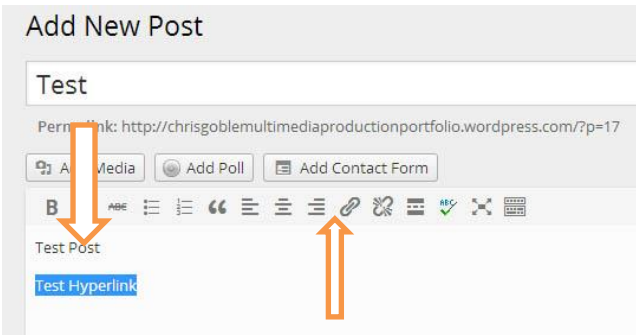


23. Type the title for the post. Such as “Test Blog Post” For this we are just going to do a test posting.



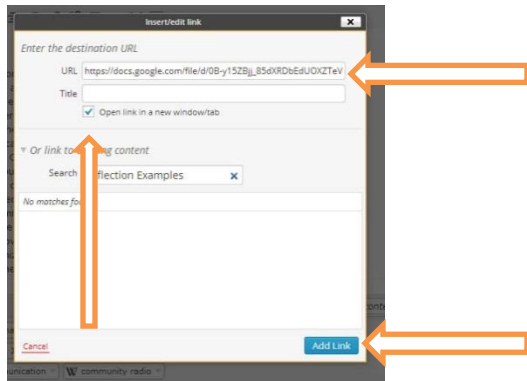
24. For most postings, you will have to include a link. Such as a draft project you have saved in your drive folder or a web link to another person’s creations.

25. Now type in a name for the link. And highlight the name.



26. Now click on the link icon.

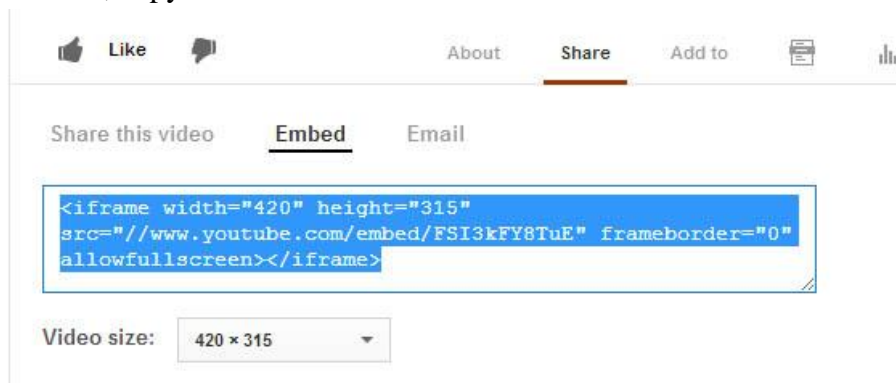
27. Copy the URL from the file to the URL box. (Refer to the Resume Link Section)



28. Click Add Link.

With Video, you can embed the video directly into the post or page.

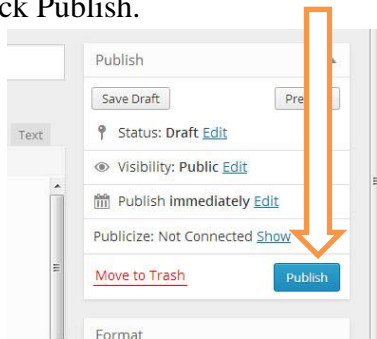
29. In Youtube, copy the code from the Share/Embed tab.



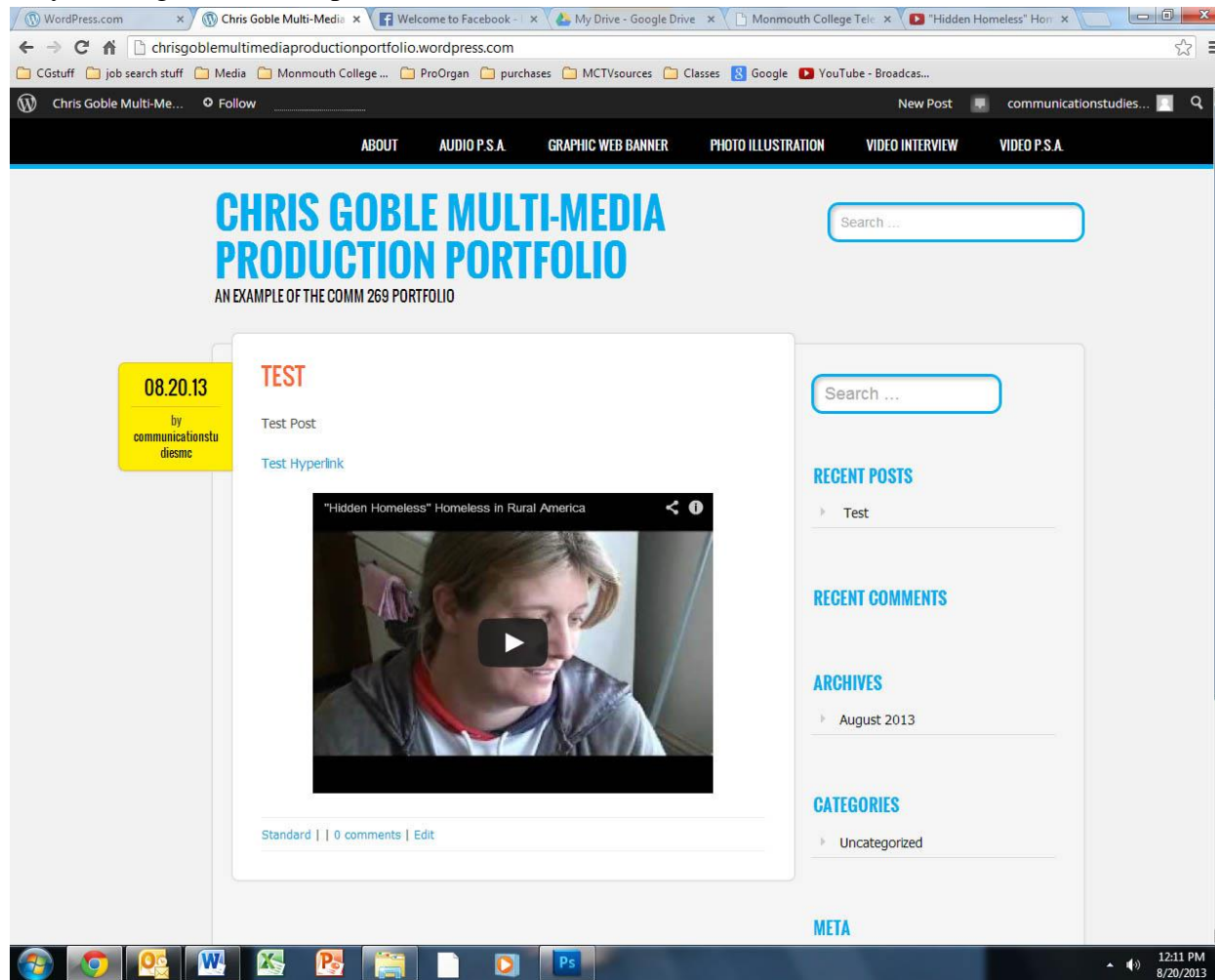
30. In your blog post, change to the text edit from visual. And copy the code in there.



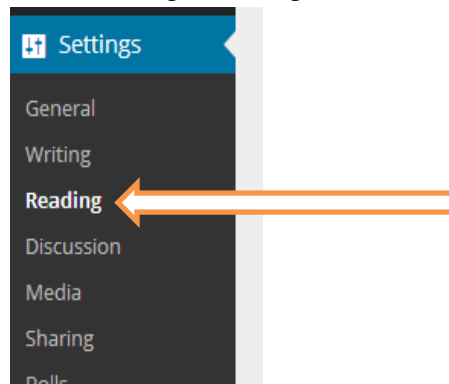
31. Click Publish.



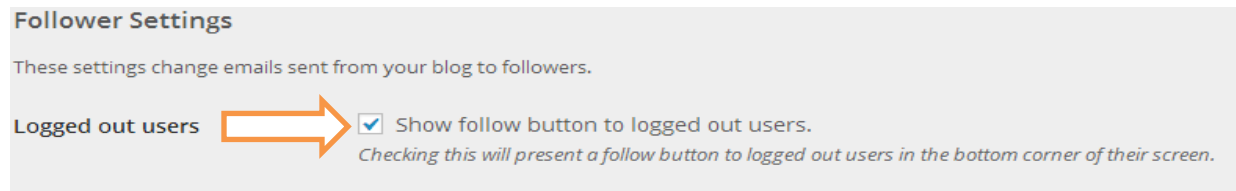
32. Check your blog to see if the post is correct.



33. One final setting to get your blog ready to go. Get to your Dashboard and select Setting/ Reading.



34. Then scroll down and un-check the box next to Follower Setting... Logged out Users



35. Now this is yours to customize as you choose. Under the Appearance tab in the Dashboard, you can change many items in the template. There are numerous free wordpress portfolio templates. Try some out and make sure they look professional. Each template may change some setting, so we may have to fix little issues with your portfolio as they occur.

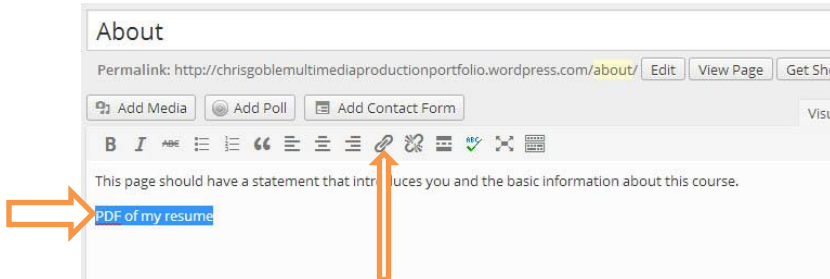
Stop Here: Your blog is now set up.

The next page will explain how to create and finish each page of the portfolio when the projects are done.

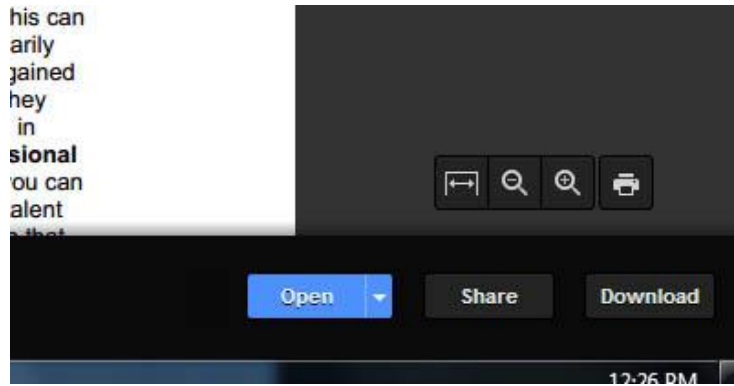
Creating Project Pages and the About Page

You will also need to hyperlink your projects onto the page. (The 2 video projects will also be posted from YouTube. See earlier step 29 for those instructions). This will demonstrate how to link your resume on the About page. For text on the about page you need to write an introduction for you and describe this class.

1. Open your Google drive and upload your resume.
2. Type in text for the hyperlink and highlight it.



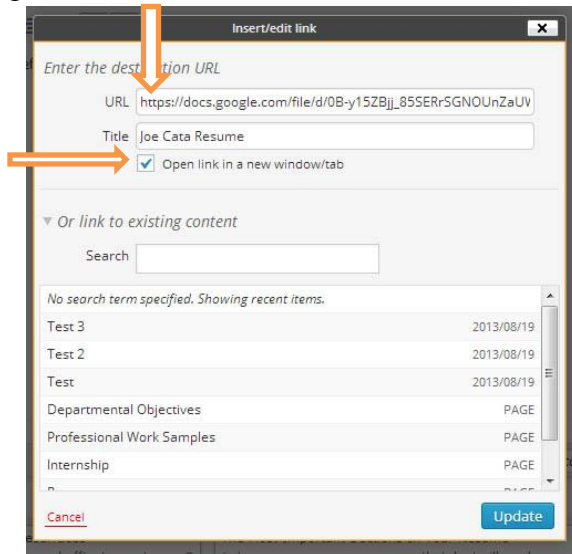
3. Then click on the hyperlink icon.
4. Now you need the share link from Drive for your resume. If you don't have it open, open up your Drive.
5. Click on the file you want to link. Then when it opens up. Click on share.



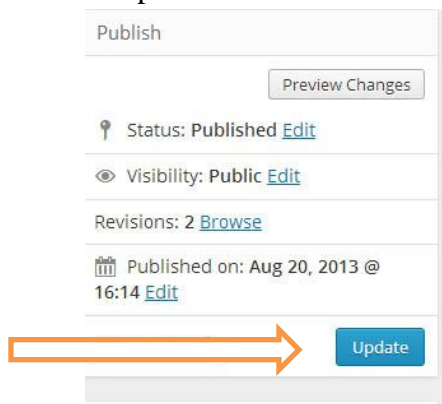
6. This will open up a window. Right click on the highlighted link and choose Copy.



7. Right Click and Paste the link into the URL box.



8. Then type a title for the file, check open link in new window tab and click Add Link.
9. Click Update.



10. When you create your final project you will have to repeat this process for the other pages to include links to the project files on Drive.
11. The project pages need to include a reflection paragraph explaining the project's meaning (thesis), the process of creating it (design choices and technical skill) and how it represents a piece of quality media (reference specific examples and use professional language in the reflection).

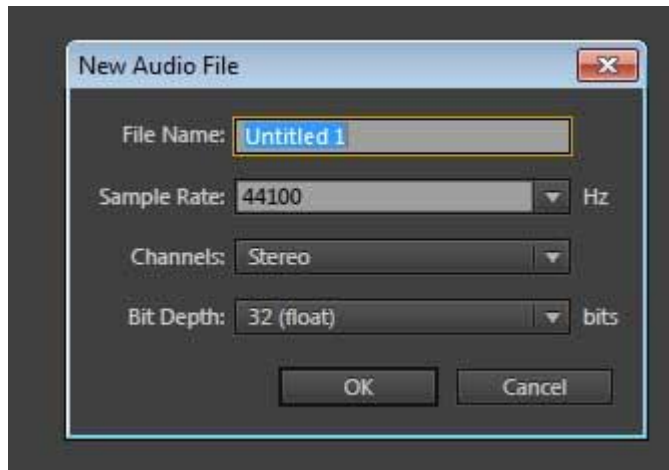
Adobe Audition Tutorial

Recording your Voice in the Studio

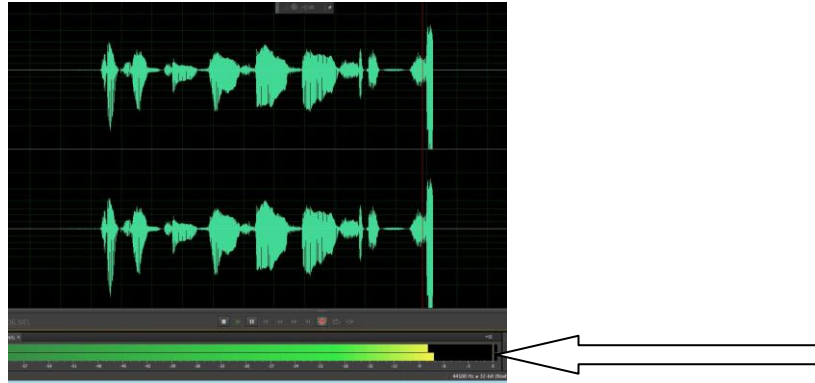
1. Open Adobe Audition
2. Click File>New>Empty Audio File
3. Hit the Record Button (red circle button at the bottom of the screen)



4. Set your levels on the Audio Board (Push the Mic pot up on the board, Turn off the speaker and turn down the Computer Out Pot., talk directly into the microphone **less that 1 inch away**).
5. In the record window make sure that the Sample rate is 48000 and it is set to stereo. Change the name (For this exercise I am going to call it TEST). Click Okay.



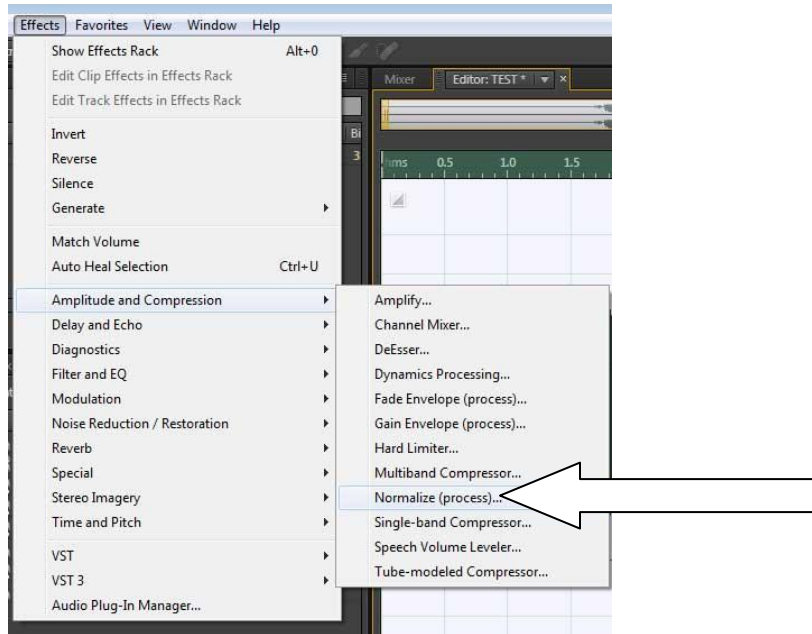
6. Now click the red record button again and we are going to set our levels on screen. Talk for a bit and make sure you stay below red, but have a good solid level.



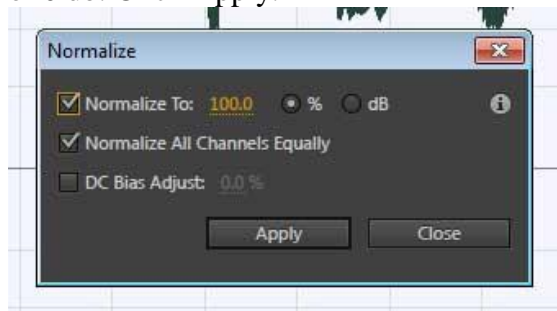
7. Hit the stop button (Square on the left side of the control).



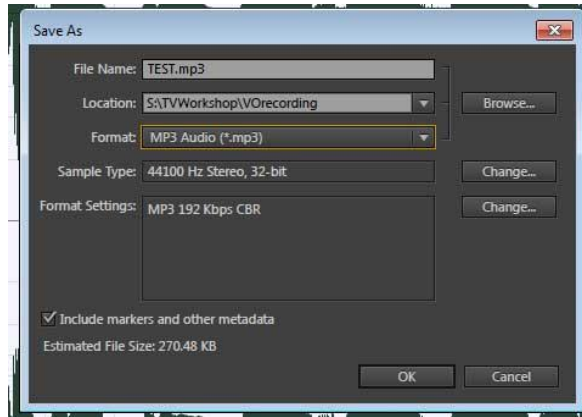
8. Hit the Delete Button to get rid of what you just recorded.
9. Hit the record button (the red circle) and read your script.
10. Press the stop button (white square) when you are done. The file will appear in your file window in the upper left of the screen.
11. To check out the recording, turn the microphone pot off and turn up the computer out pot and the monitor volume. To play the recording hit the space bar.
12. If you don't like the take, just repeat the process.
13. When you have the take you like, we need to normalize the audio (that sets it for a best guess of the peak level. Click Effects>Amplitude and Compression> Normalize.



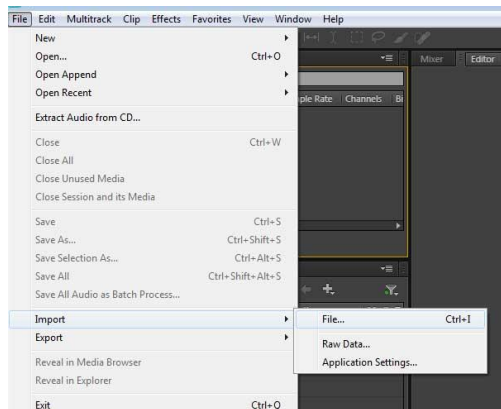
14. Here is where you set the level. For most projects you can normalize to 100% or 0 db. Click Apply.



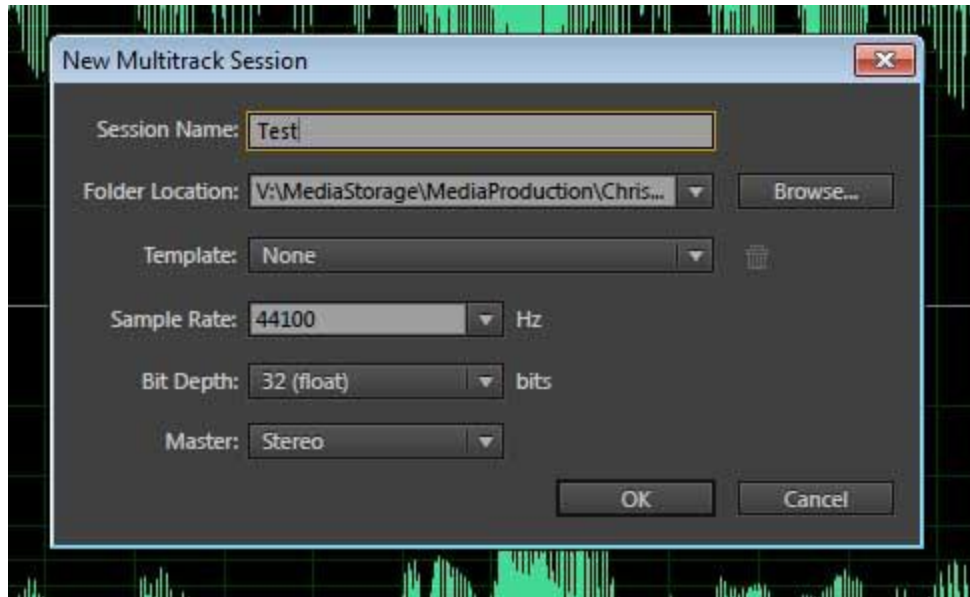
15. This should give you a level that is solid. You may still need to adjust parts of the volume latter, but the closer you can record at good levels the better the end product will be.
16. Click File>Save As. In the drop down select MP3 for the file type.



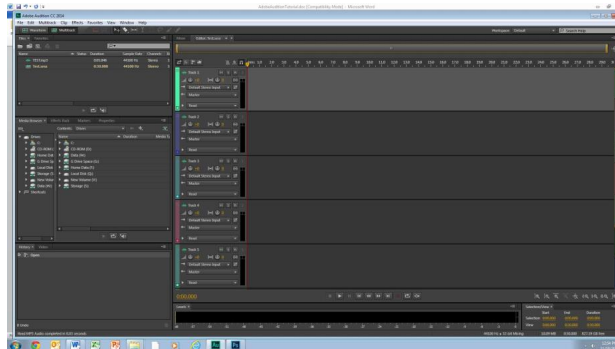
17. Click Browse and go to the shared S:\ drive and save this in the VOrecording folder in your class folder. (for example this is in the TvWorkshop\VOrecording folder.)
18. Click Ok.
19. Now log off in the studio and return to your computer in the lab. Log in and Copy this MP3 to your file folder (for Multi-media Production.. V:Media Storage\MultiMediaProd\YOUR NAME\Practice\Audition or for TVworkshop.. V:Media Storage\TVworkshop\STORY NAME)
20. Open up Audition and click File>Import>File. And open the file you recorded in the studio.



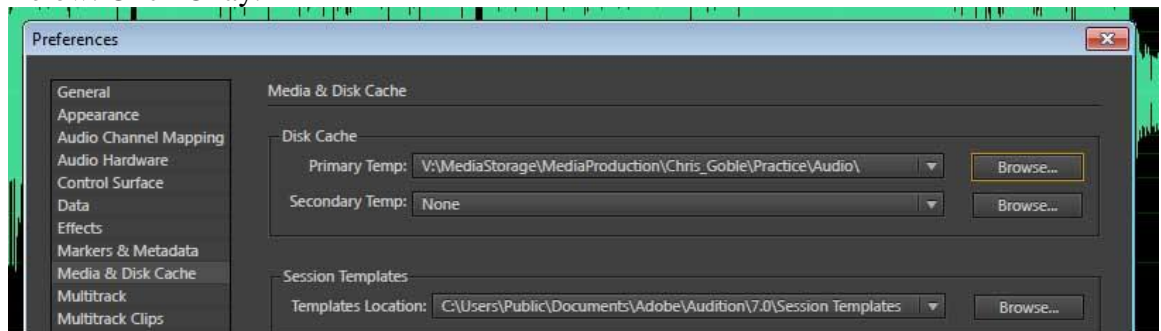
21. Click File>New> Multi-Track Session.



22. This is where you will edit together different elements into one audio production. Give the project a name and make sure it is going into your correct folder. Click OK .
23. The system will create a folder for you with the session title, so move your files into that folder.
24. You will now see this screen and give you multi-tracks to edit in. We will come back to this in a minute.



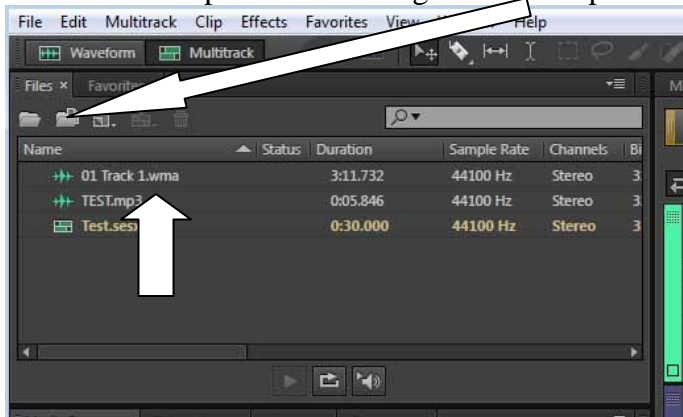
25. Click on Edit>Preferences> Media & Disk Cache. To protect file space you need to change the Disk Cache to your folder on the New Volume Drive. See Below. Click Okay.



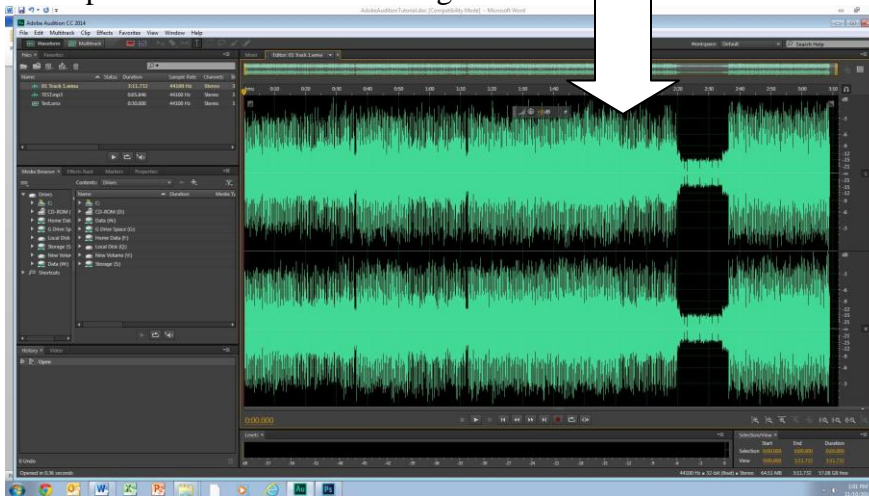
26. Exit the Session and re enter it to reset the Cache.

Importing Music into a Project

1. To import production music click on New Volume>Media Storage .
2. In this folder there are two folders (ProdMusic or SFX). Inside each of these is an Indexes folder so you can choose a track.
3. For this exercise lets choose a random ProdMusic file and right click.
4. Select copy.
5. Go back to your folder (New Volume>Media Storage>Media Production>YOUR NAME>Practice>Audio) .
6. Right click and select paste.
7. Now go into Audition.
8. Click on the Import file icon or go to File>Import>Files



9. Navigate to your folder, select the file you copied and click open.
10. Click on the audio file that now appears on your list.
11. This opens the waveform in the right.



12. This process should be repeated to load all the files you will need for your edit into the file window.

Editing Single Audio Tracks

1. From the file window, double click on the audio file you want to edit. For this exercise we will edit the music, which you should already have loaded in the window.
2. To preview your audio file you can hit the spacebar to stop and start playback or you can hit the play button on the bottom left controls.
3. You can also zoom in to make cleaner edits using the zoom tools. Hover over each tool to see what it can do. Some are just zoom and others will allow you to click and highlight a section and zoom in on it.



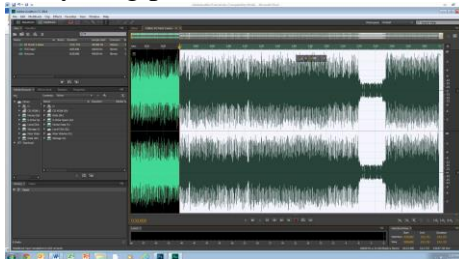
4. Another zoom tool is at the top right and it will zoom back out to the full wave form.



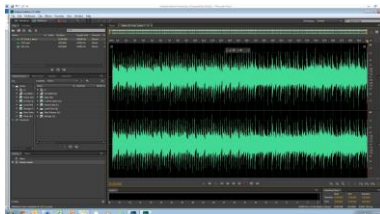
5. **Simple Deleting Audio:** To delete a portion of the audio is very simple. Choose the time selection tool.



6. Place the cursor on a point in the waveform, click and drag to highlight the section you want to delete. (For this exercise, I am going to remove everything past 30 seconds worth of the song.)

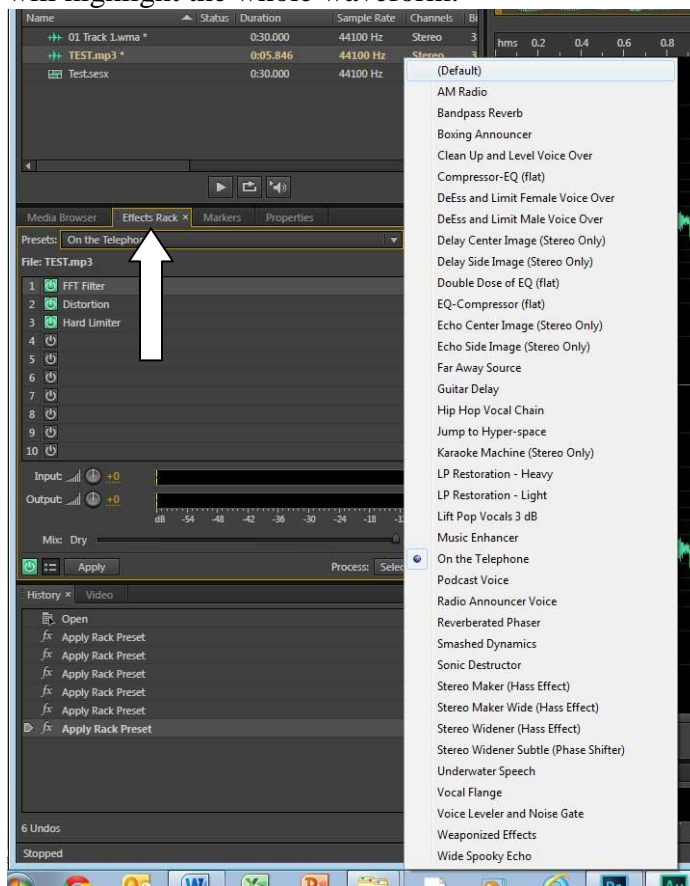


7. Then hit the delete button.



8. **Simple Cutting, Copying and Pasting:** Highlight the audio, right click and select either Cut or Copy.
9. Place the cursor on the spot you wish to put this section of audio.
10. Right Click and select Paste .

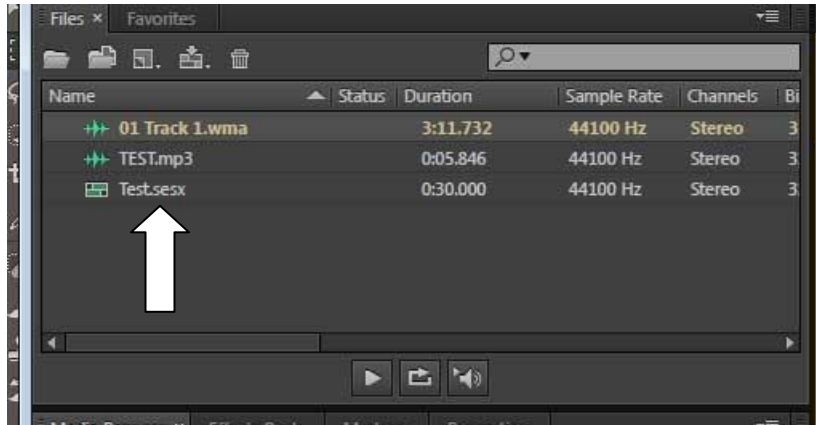
11. **Adding an effect to the sound:** If you have a particular sound you need Audition has some presents in the Effects Rack . Double Click to open your Voice Track.
12. Make sure you have the whole waveform showing on the screen (Click the Zoom Out Full button). Double click anywhere on the wave form. This will highlight the whole waveform.



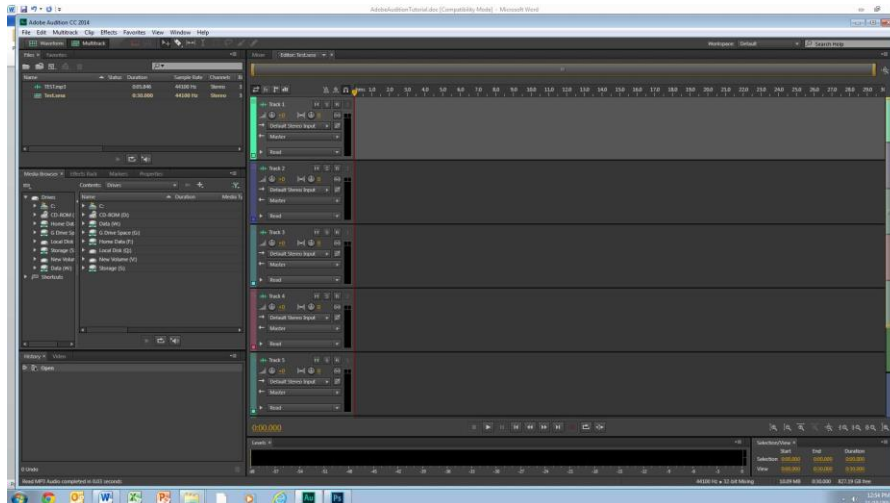
13. Click on the Effects Rack tab and you can experiment with a number of presets. Remember these should only be used if you have a good reason to need them for the overall message.

Editing Multiple Tracks of Audio

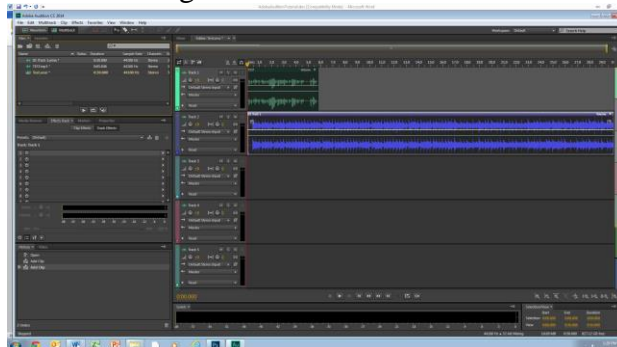
1. Once you have done your simple editing, now it is time to mix the tracks together. In your files window, there should be a file with the .sesx at the end that is the session file. Double Click on that to open up the multi-track



2. This will open up a multi-track editing window on the right side of the screen.



3. Click and drag each file into its own track.



4. Click File>Save. Make sure you save often. If a window pops up, you must Save All. Any change you make to an Audio file in Audition must be made to the original file. So make sure you edit with copies of the file.


5. **Moving an Audio Track:** Select the Move Tool from the tool bar.



6. Put the cursor on the track, when you see this symbol where your cursor would be you can click and move the track to any position on the timeline. (if you see a different symbol move around on the track until it changes to the move symbol.)
7. This will allow you to place an audio track right at the point you want it to play. For example, if you were inserting a sound effect at the 10 second mark, you would place it on its own track and move it to the point you want it to play.

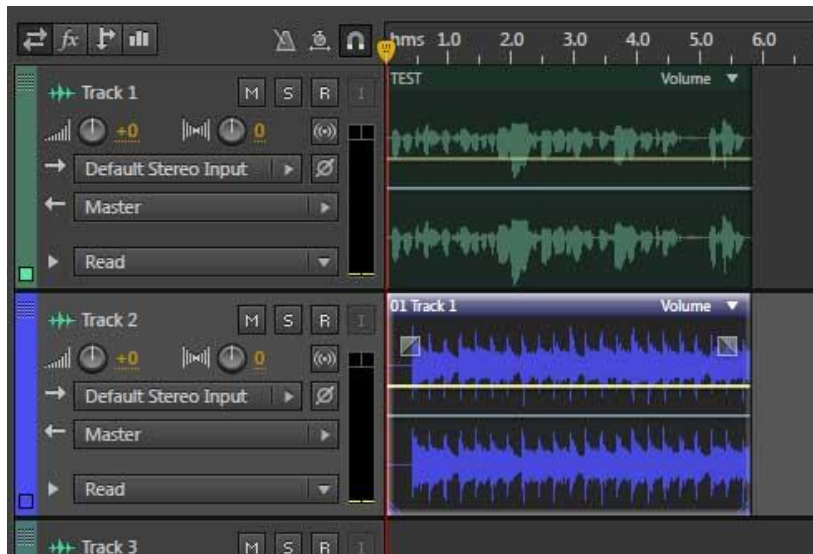
8. **Modifying a Track in the Multi-track document:** There are three major modification you will need to do to a track; *length*, *volume* and *fading*.

9. **Changing the track length:** Click on a track to select it. (The track you have selected will be brighter than the other tracks with a white glow around it).

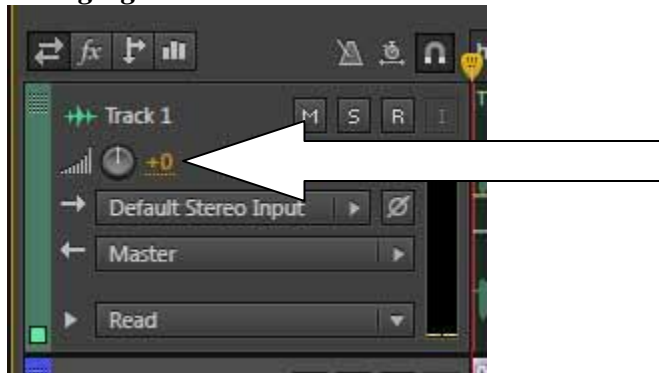
10. Put your cursor on the start/end of the track and you will see this icon. 

11. Click and drag that point to where you want the track to start/end.

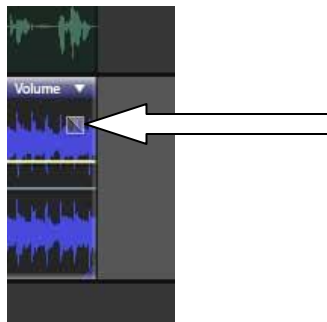
12.



13. **Changing the track volume:** Each track has a control area.



14. There is a number readout.
15. Click and hold on that number.
16. Moving the cursor left will decrease the volume while moving right will increase the volume.
17. There is also a dial next to the number. You can move that to increase or decrease volume as well.
18. **Fading the track in/out:** At the beginning and ending of each track these is a button that controls fading. We are using the music track



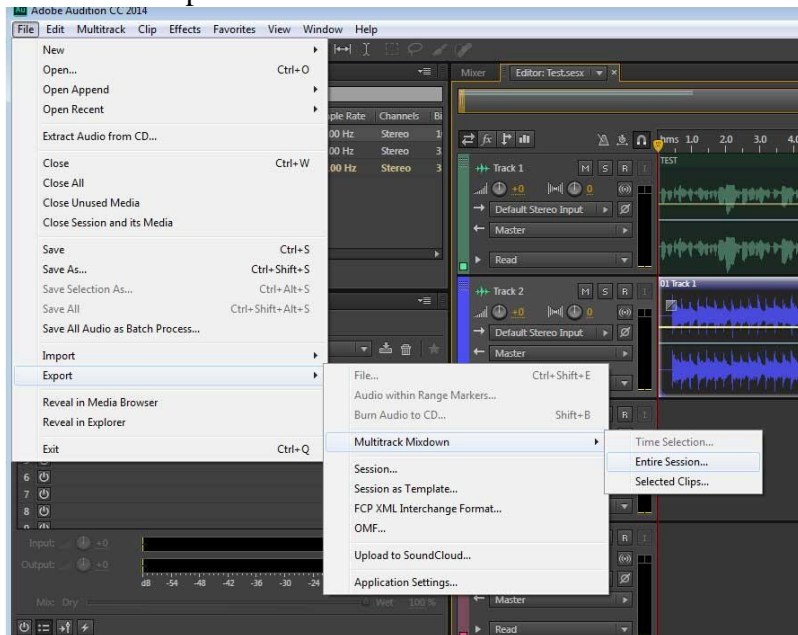
19. To fade out, click on the button and move it to the point in the waveform where you want the audio to start to fade out.



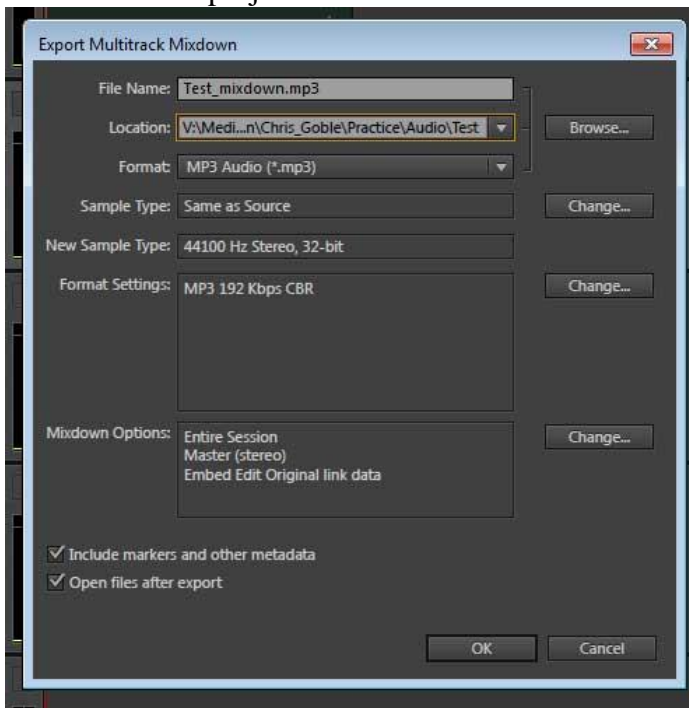
20. Anytime you need to smooth the beginning or the end of sound you need to do this. Sound should end naturally and not just abruptly cut off.

Exporting and Finishing an Audio Project

1. Save the multi-track document one more time.
2. Click File>Export>Multitrack Mixdown > Entire Session



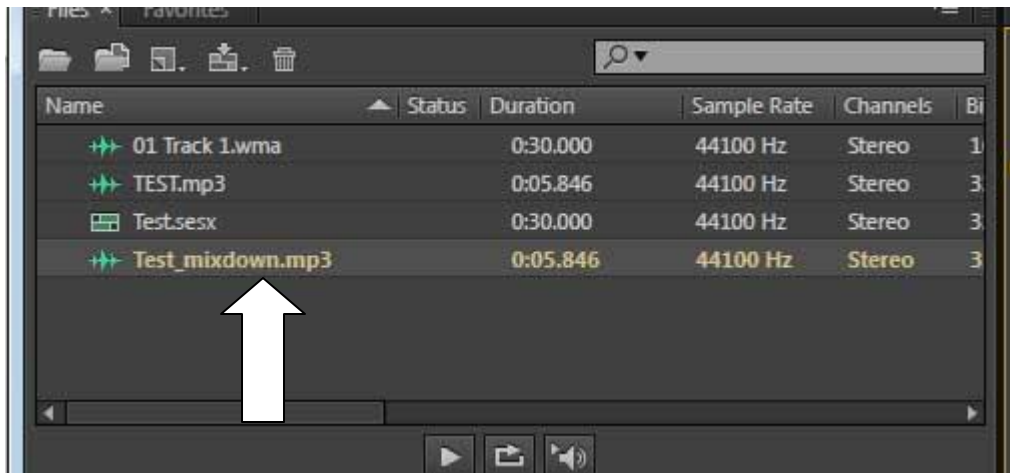
3. Type in a logical file name & make sure that mp3 is selected in the Format drop down. Check and make sure the file is heading to the correct file location for the project.



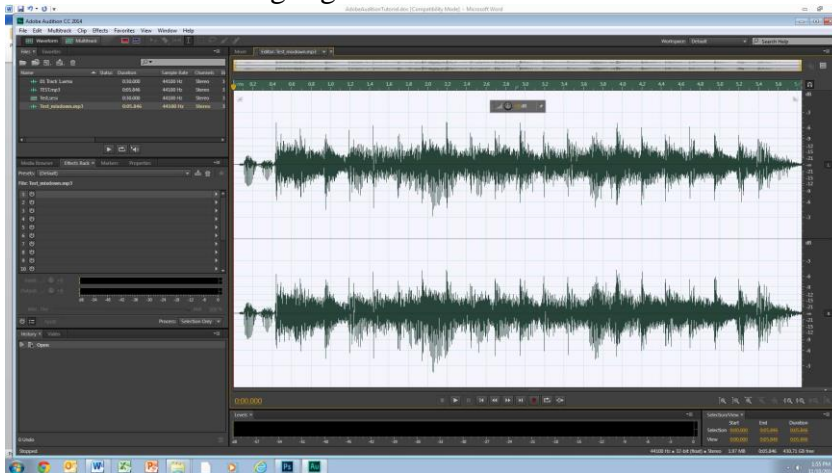
4. Click Okay.
5. The file will load into your project automatically

6. **Compressing the Audio to a Certain Length:** This can be useful when you are trying to make something to exact time (for example: a 30 second radio spot that your recording is 31)

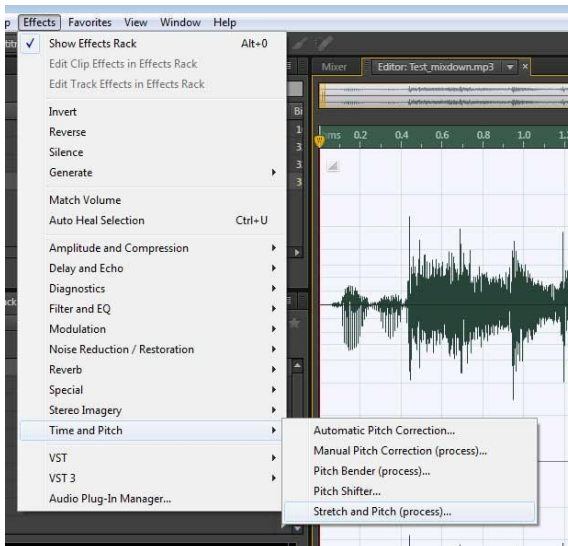
7. Double click on the Mixdown file.



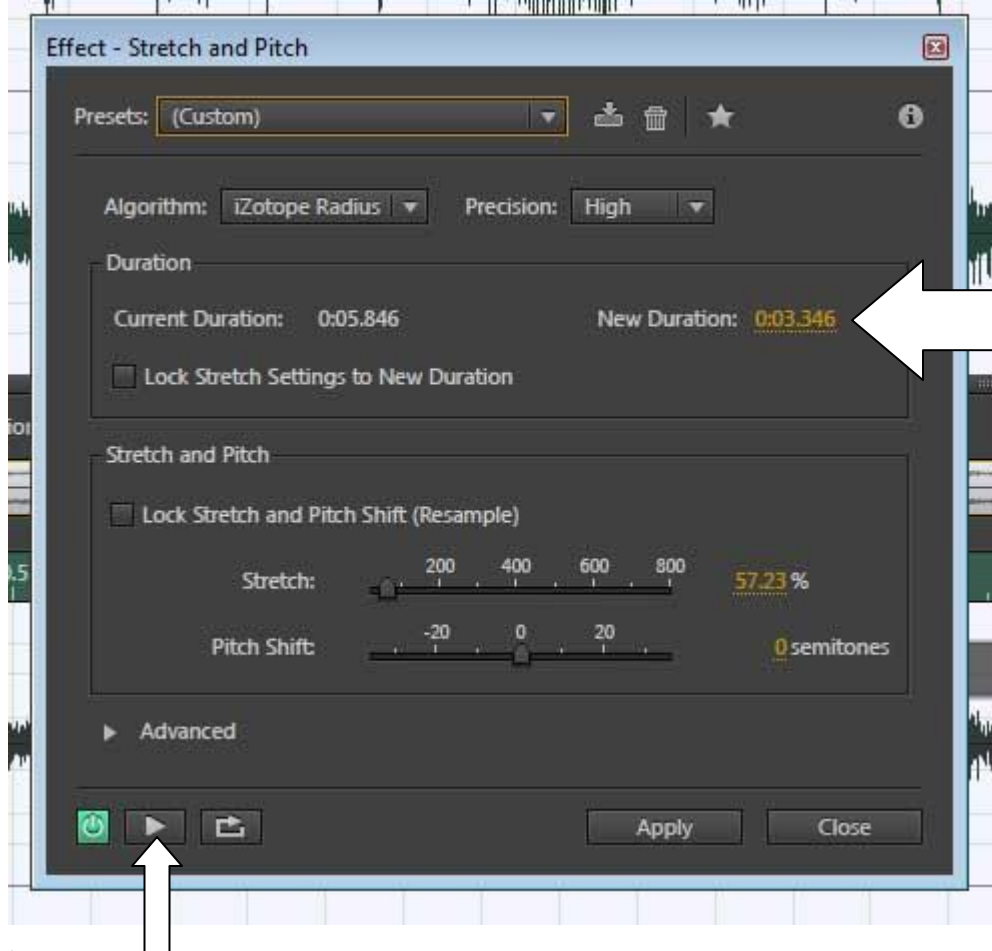
8. Double Click and Highlight the whole waveform.



9. Select Effects>Time and Pitch > Stretch and Pitch



10. Here you can change the duration to the exact time you need. Realize that you must be close for this to not sound weird. (For example: if the spot is 00:00:28:52 to make it exact you would type in 00:00:30.00, but if it is 35 the voice will sound too fast so you can't do this then you will simply have to re-record the spot.)

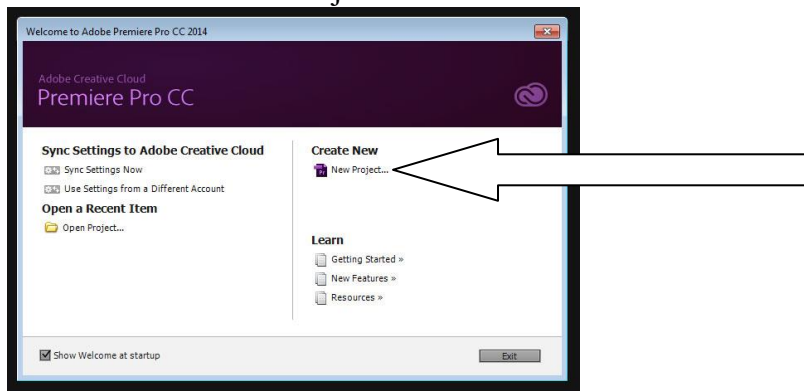


11. Click on the Play button to preview to make sure it sounds correct.
12. Click Apply
13. Click File>Save As
14. Now type the final name for the file you created (this will be the audio project you turn in) and Click Save.

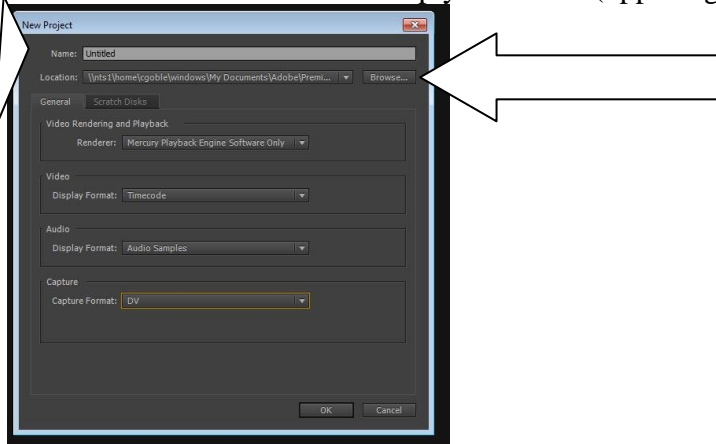
Premiere Setup, Editing and Fine Tuning Procedures

Setting up the Project

1. Go to the Start Menu and click on all programs. Open Adobe Premiere Pro
2. Click on New Project

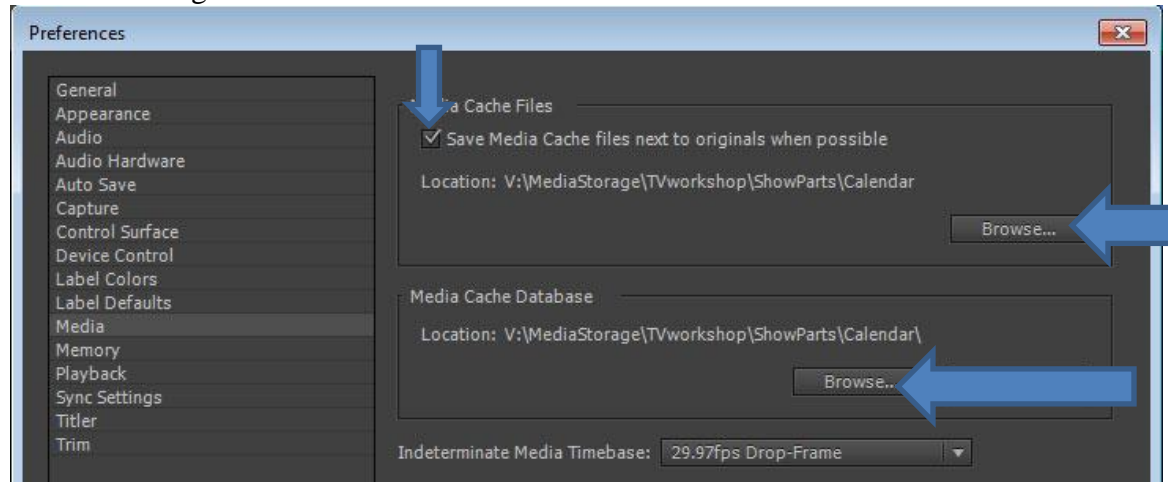


3. Click on Browse to set up your folder (upper right)



4. Navigate to Computer\ New Volume V: and choose the Media Storage Folder and open the appropriate folder (example: for MCTV open TVworkshop)
5. Click on New Folder... right click on the new folder and rename it (use your name or the name of the project) Click on that folder... Click OK in the browse window.
6. Type in a name for the project and click okay.

7. Click on Edit>Preferences>Media
8. Make Sure that the Media Cache and the Media Cache Database is set to V:\MediaStorage. And make sure the check box is checked.



9. Click Okay. **WARNING: IF YOU SKIP THESE PREVIOUS STEPS YOU ARE IN DANGER OF OVERLOADING YOUR LOGIN SPACE AND NOT BEING ABLE TO OPEN SOFTWARE ON COLLEGE COMPUTERS.**

Bringing in Video Files

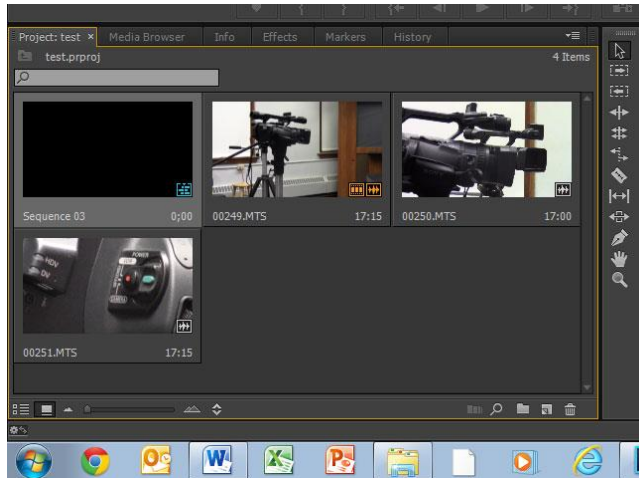
1. *Plug in your SD card or the camera with a USB cable. Go to PRIVATE>AVCHD>BDMV >STREAM.*
2. *Open up your project folder in V: Media Storage:*
3. *Copy the files into the folder you just created.*
4. *Go back into Premiere*
5. *Click File>Import and Select all of the files. They will appear in your project window on the bottom left of the screen.*

Capturing Video

6. *Plug in your SD card or the camera with a USB cable. A file folder called MP Root should show up and your video files will be there.*
7. *Copy the files into the folder you just created. View the clips and rename then.*
8. *Click File>Import and Select all of the files. They will appear in your field window.*

Basic Editing

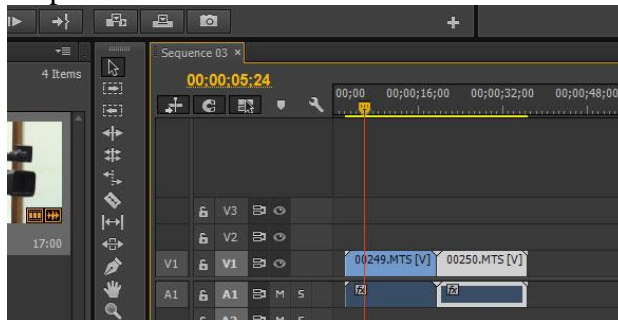
1. *The Project Window shows all of the clips you captured and your sequence.*



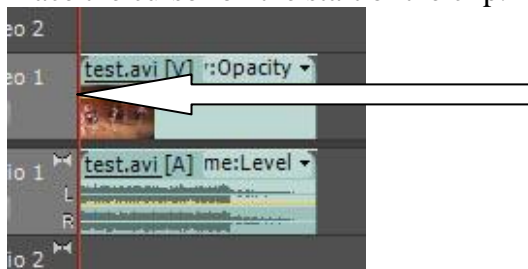
- By double clicking on the thumbnail for the individual clip it will appear in the left monitor in the monitor window.




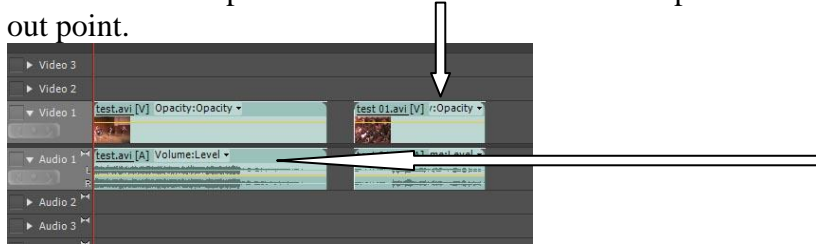
- Editing a clip in the timeline.* Click on the thumbnail and drag the clip and drop it into the timeline.



- To zoom in so you can see to edit better (click on zoom bar)
- Place the cursor on the start of the clip.

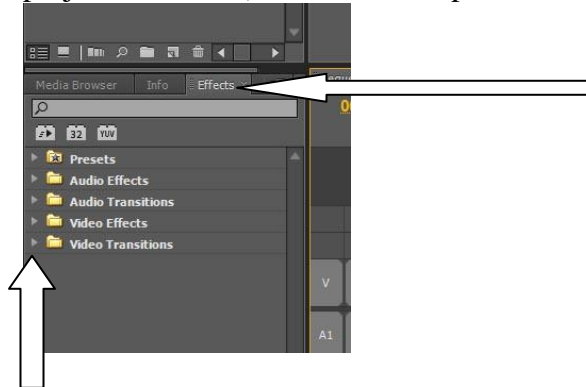


6. You should see a symbol that looks like this.  Click and hold. Move the mouse and stop at the point in the video you wish it to start. This is called the in point.
7. Repeat the process for the end of the clip, called the out point.
8. Place the next clip into the time line after the last clip and set the in and out point.

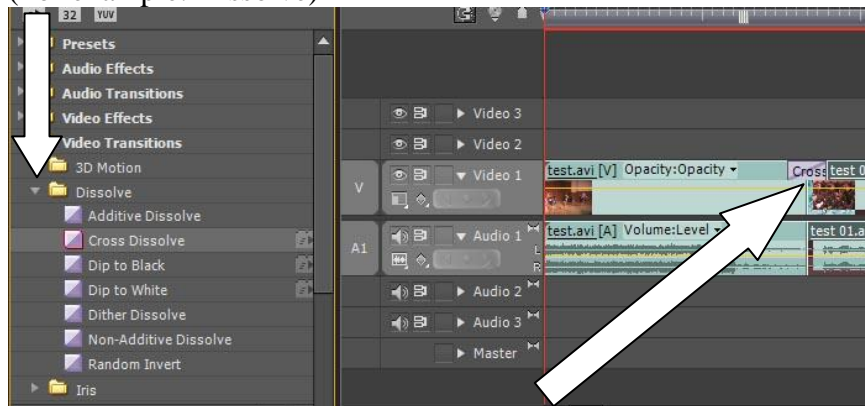


9. Move the second clip so it touches the first clip. A large black line will appear when the clips are touching.

10. *Adding a video transition.* Go effects tab in the window below the project window. (this should be opened, if not click on its tab)



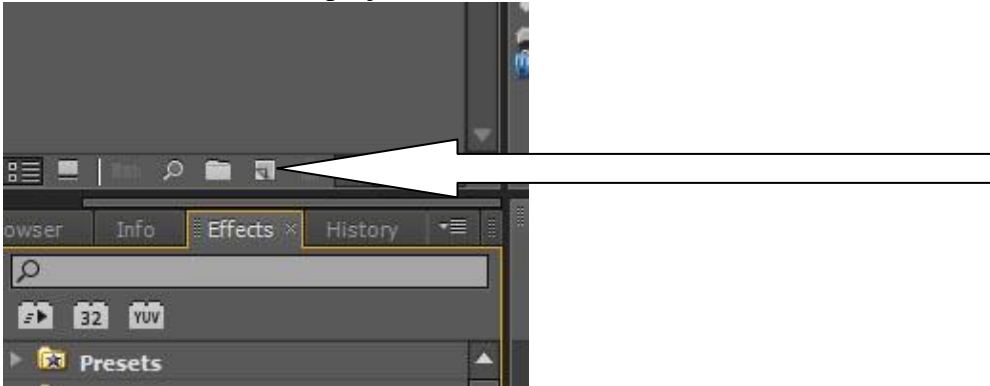
11. Click on the arrow and open the Video Transitions folder.
12. Click on the arrow and open the folder for the type of transition you want. (For example: Dissolve)



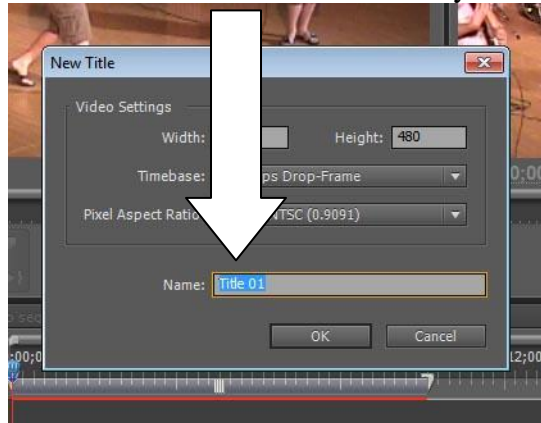
13. Click and drag the desired effect down and drop it between the two clips you want to transition.

Adding CG (Graphics)

1. To create a text graphic or CG (for example: a title page for your show). At the bottom of the project window, Click the New Item icon and select Title.



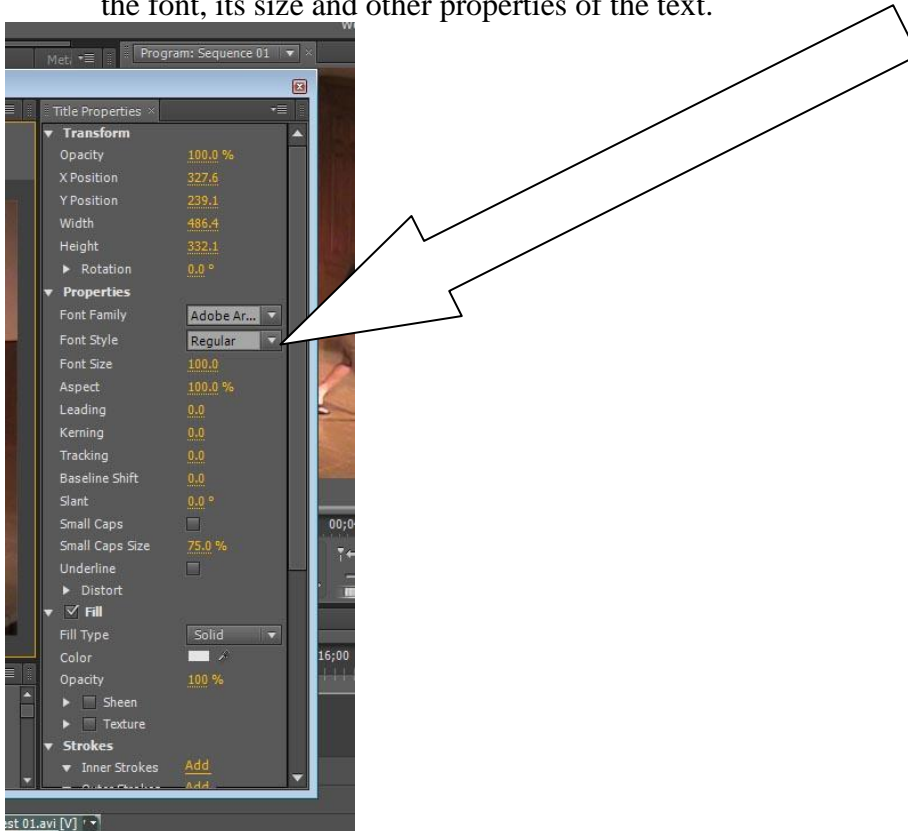
2. Give the title a name and click okay.



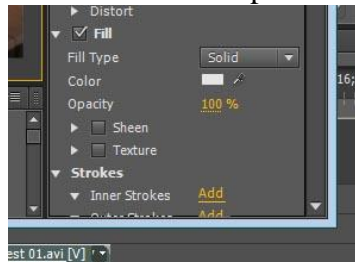
3. This opens the title creator. Click on the Text Tool and then Click on the screen and type your graphic.



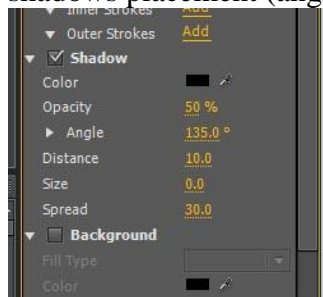
4. Highlight your text and look to the right of the window. Here you can change the font, its size and other properties of the text.



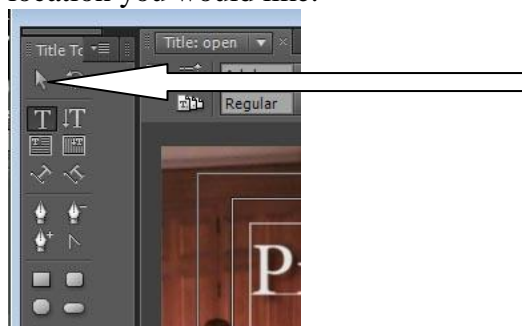
- Click on the arrow by the word fill. Here you can change the color of the text by clicking on the square next to color or using the eyedropper. Also you can make the text transparent by tuning down the opacity percentage.



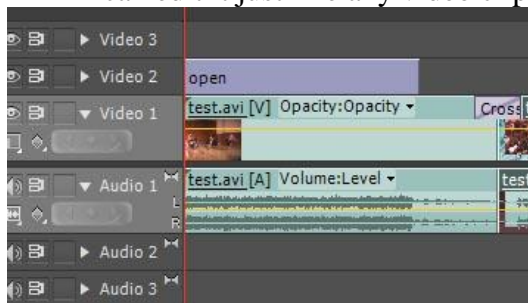
- Click on the arrow next to Shadow and check the box. This will add a needed shadow to the text. The other controls will allow you to manipulate the shadows placement (angle & distance) its size and its transparency (opacity).



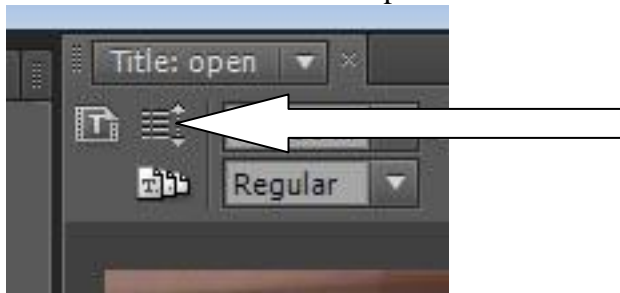
- Click on the arrow in the toolbar. Click and move your text box to the location you would like.



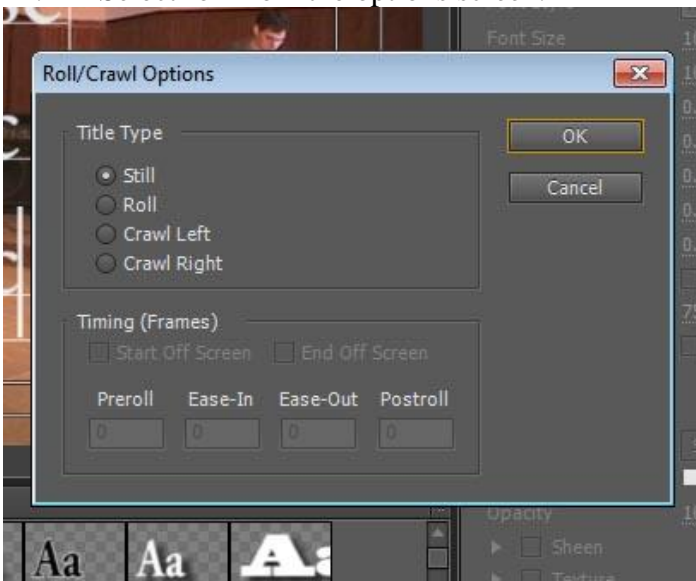
- You can create multiple text boxes and place them as well.
- If you are done, Click the red X on the title creator window.
- The CG will now appear in the project window (as a .prtl file).
- Then you can click and drag the file to the spot in the timeline you want the graphic to appear over the video. The title will default to 5 seconds long, you can edit it just like any video clip.



12. *To create a Roll Graphic* (for example: credits for your movie)- Follow the same above procedure and type the whole roll.
13. Click on the Roll Crawl options button.



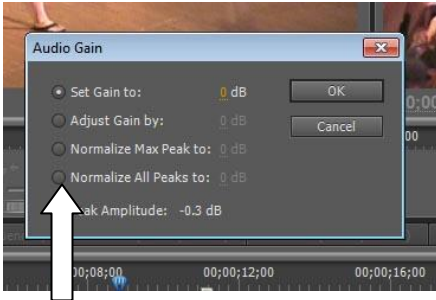
14. Select roll from the options screen.



15. Click on the Start Off Screen and End Off Screen buttons to set the roll.
16. Click Okay and save the file.
17. The length of the credit roll will be set by after placing the file in the time line, expand it to the length of time you wish the credit roll to be seen.
18. *To create a Crawl Graphic* (A scroll at the bottom of the screen like on the cable news channels). Use the same procedure as above, but select Crawl (either right or left) from the options window.

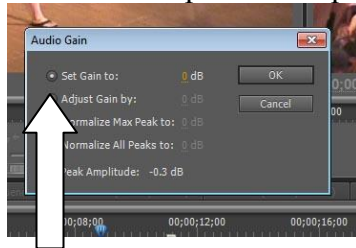
Fine Tuning Audio

1. *To level off the audio levels of your main audio sources (for example: narration, interview bytes, dialogue). In the timeline, Right Click on the audio line of that clip....*



In the pop up menu select Audio Gain. Click on Normalize All Peaks to: and Click Okay.

2. *Adjusting audio levels of broll (for example: the natural sound from the footage you edit over your narration). In the timeline, Right Click on the audio line of that clip.... In the pop up menu select Audio Gain.*



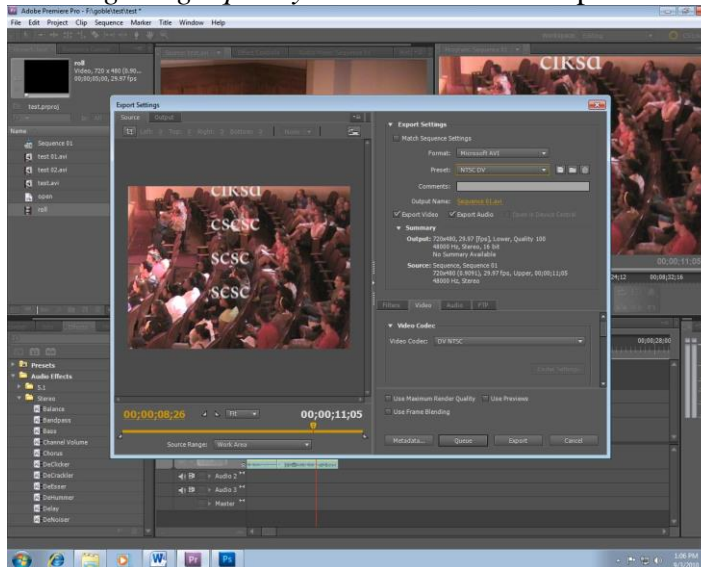
3. *Set Gain To: should be selected. Put the cursor on the number and mover left to lower and right to increase volume..*
4. *To equalize audio recorded on the external mic into the camera (for example: interview bytes recorded using the shotgun or handheld mic). Go to the Effects tab. Click and open the Audio Effects Folder and then open the Stereo folder.*



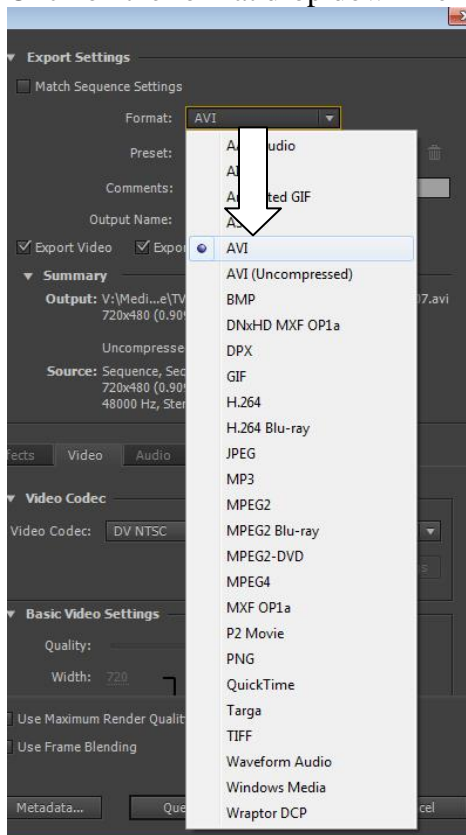
In that folder there is an icon called Fill Left. Click and Drag that down to the timeline and drop it on the audio clip. (what this does is take the mono recording from the mic and make it stereo)

Creating a Final Movie

1. Click Sequence>Render In to Out
2. *Creating a high quality .AVI.* Click File>Export>Media.

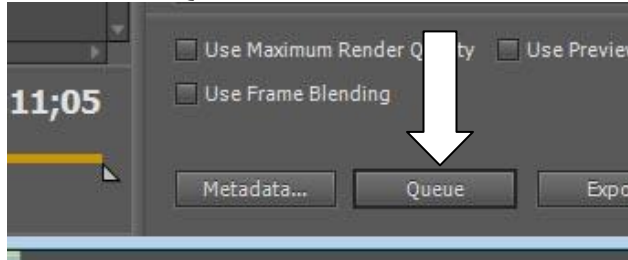


3. Click on the format drop down menu and select AVI.

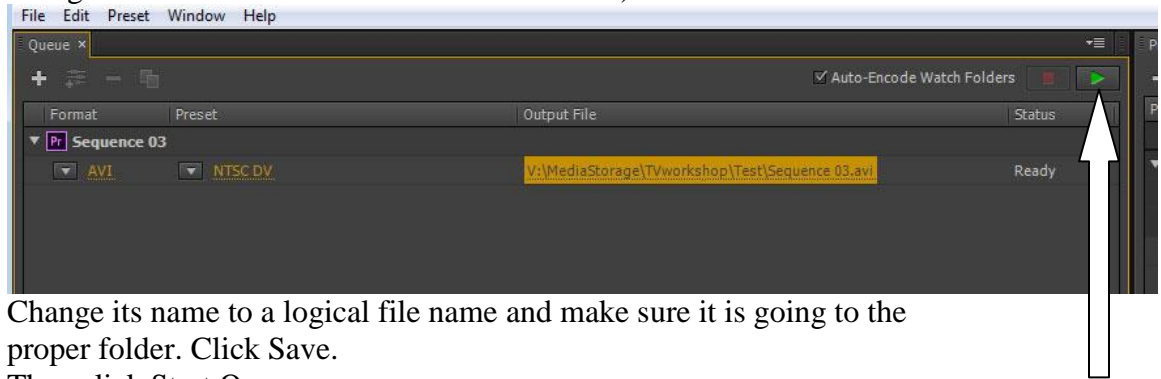


****Note:** For MC-TV This Week you will need to select the **NTSC DV** preset below the format dropdown (*not NTSC Widescreen DV*)

4. Click on the Queue button. The Media Encoder will then open up.



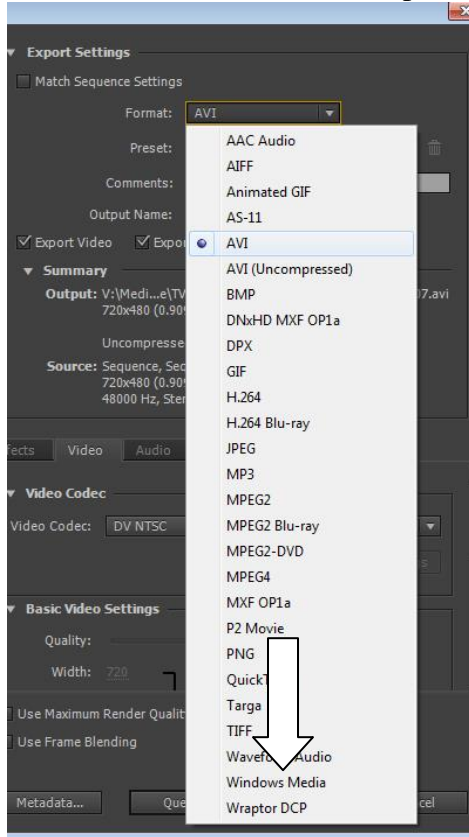
5. Then click on the OutPut File Name for your clip. (This allows you to change its name and send it to the correct folder).



6. Change its name to a logical file name and make sure it is going to the proper folder. Click Save.
7. Then click Start Queue.

8. *Creating a web quality .WMV.* Click File>Export>Media

9. Click on the format drop down and select Windows Media



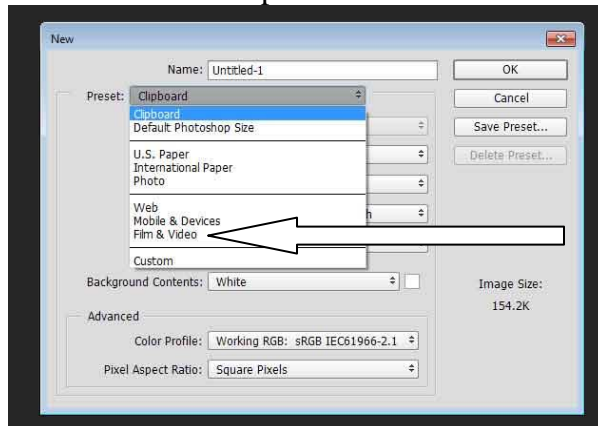
10. Just like when creating an AVI, click the Queue button, change the filename and location, click save and then start queue.

Photoshop Tutorial

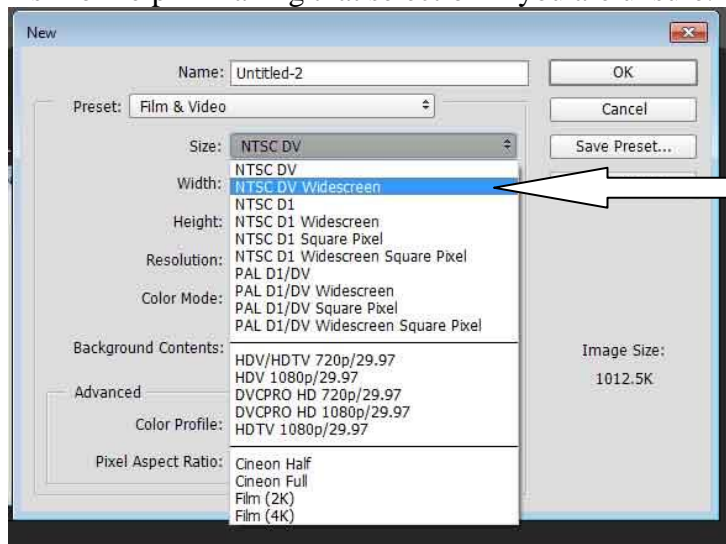
This tutorial is designed to help you do simple photo manipulation by resizing the photo, placing a portion of the image on a background, adding text and a filter to create a meaningful graphic.

Setting up the Background

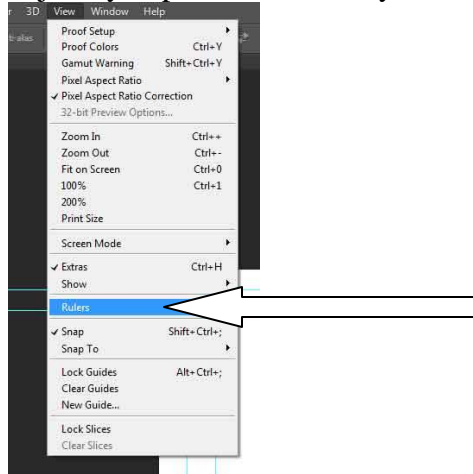
1. Open up Photoshop. Click on Start>All Programs.
2. Click on File>New
3. At this point you are setting the picture resolution. Depending upon the finished product this setting would change. For this project we are making a graphic the size of a normal video screen. Each project will be different, so depending upon your output type you will need to select the appropriate preset. (For example: if you are creating a full page ad for a magazine you would select US paper)
4. Click the Preset drop down Menu and select Film and Video.



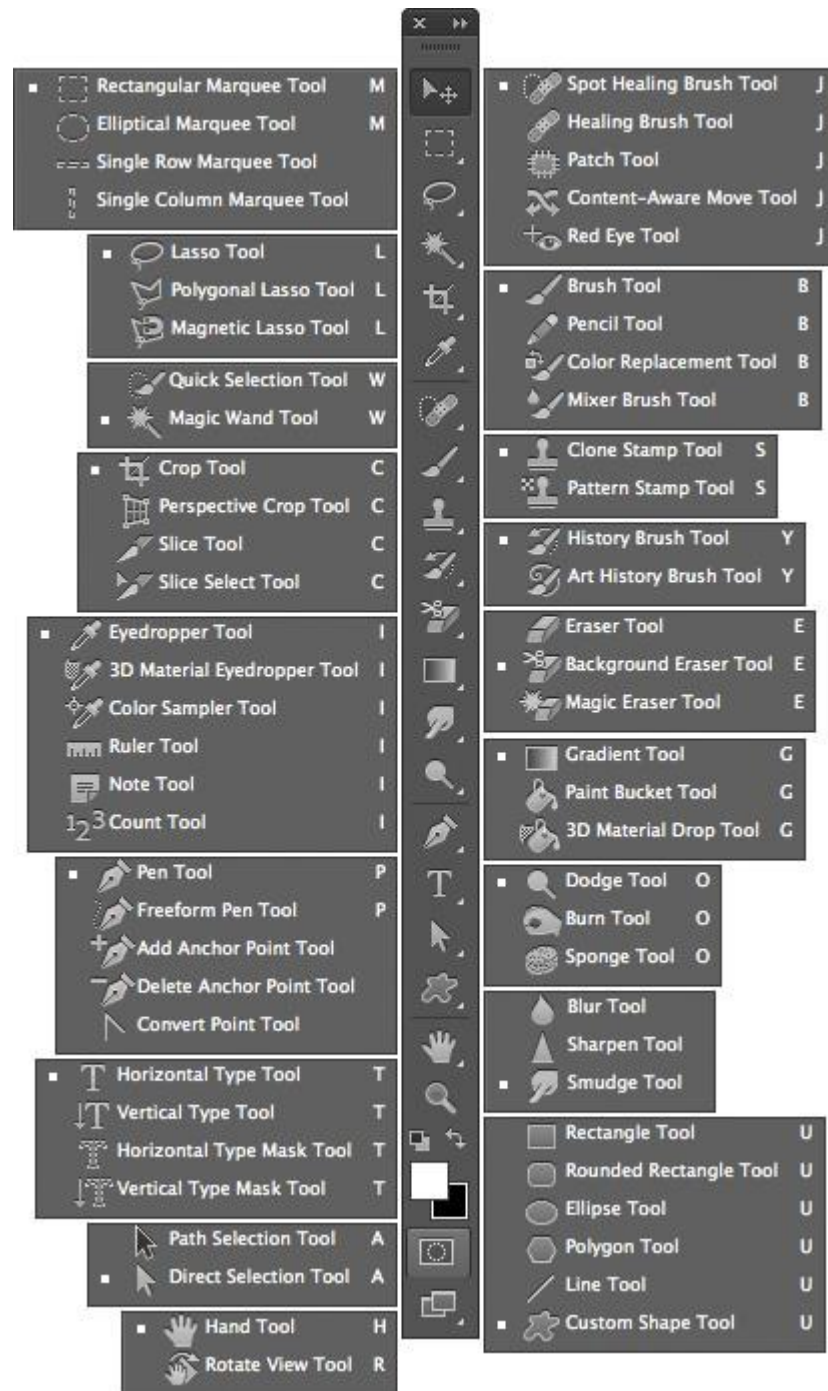
5. Select NTSC DV Widescreen from the size window. For other projects you would need to choose an appropriate size for the format of the end product. Ask for help in making that selection if you are unsure.



6. Now in the Name box, call the project YOURNAME_Graphic and Click okay. A window may pop up about pixel aspect ratio, just click Okay.
7. When dealing with video, you should see some guides pop up. This is showing you essential area. When creating graphic for video, it is important to keep primary information inside the inner box.
8. You may also need to turn on the rulers. This will allow you to see the size of objects you place and where you are placing them. Click on View>Rulers.

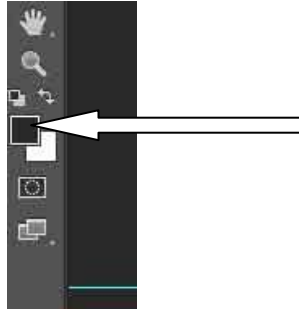


Here is a cheat sheet for the nested tools.

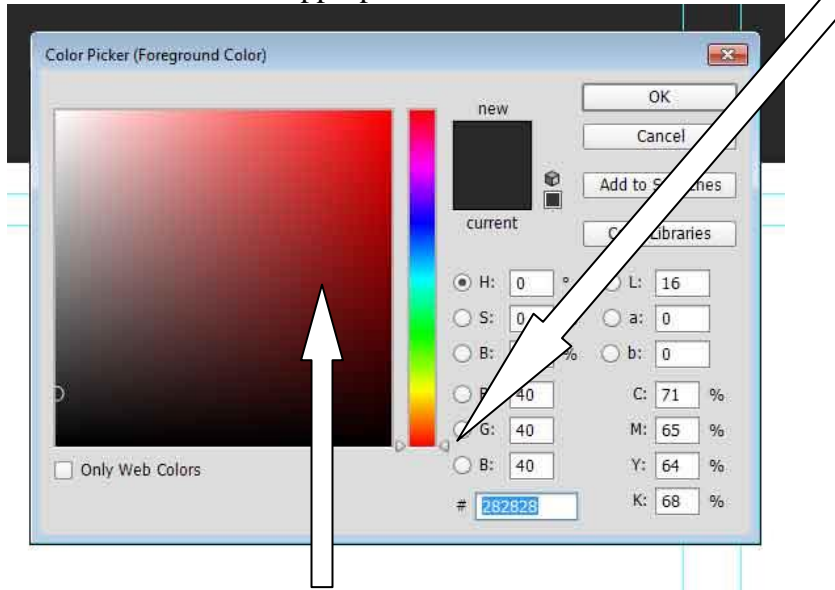


9. **Setting a Background Color:**

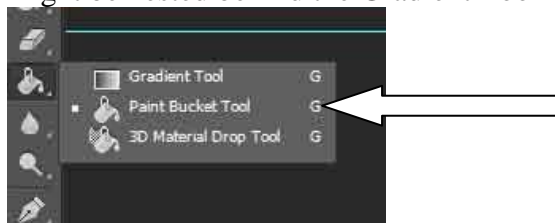
10. You can select the color in two places. In the tool bar, there is a Foreground/Background color selector. It is near the bottom of the tool bar. Select the color by clicking on the foreground color selector. It is the top box.



11. Choose your background color from the color picker by moving the arrows on the color slider to the appropriate shade of color.



12. Then pick the actual color by clicking on the color you want in the bigger box. This will place the small circle on the shade of the color you want to use.
13. Click okay.
14. Click on the paint bucket icon. It should be half way down the tool bar. It might be nested behind the Gradient Tool (Refer to the cheat sheet).



15. Place the cursor on the page and click the mouse.
16. Now the background color is changed and you are ready place the picture.

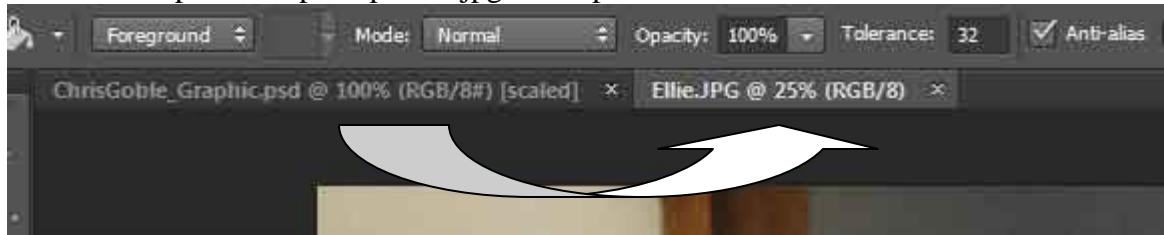
17. Click File>Save and save the psd file in your folder (*NewVolume/MediaStorage/MediaProduction/YOURNAME/Practice/Photoshop*). Make sure the format dropdown is set to Photoshop.



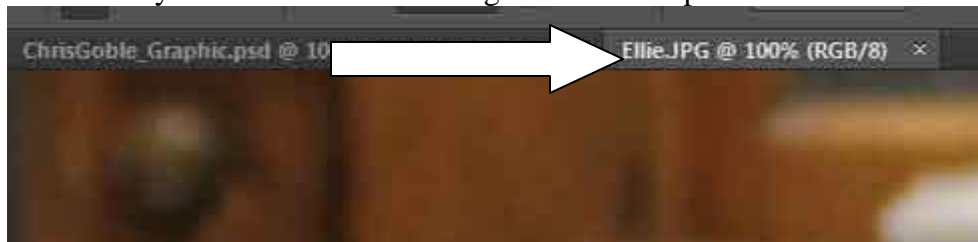
** Saving the PSD is very important. This is your work file. If you do not save this file you will not be able to come back in and make changes.

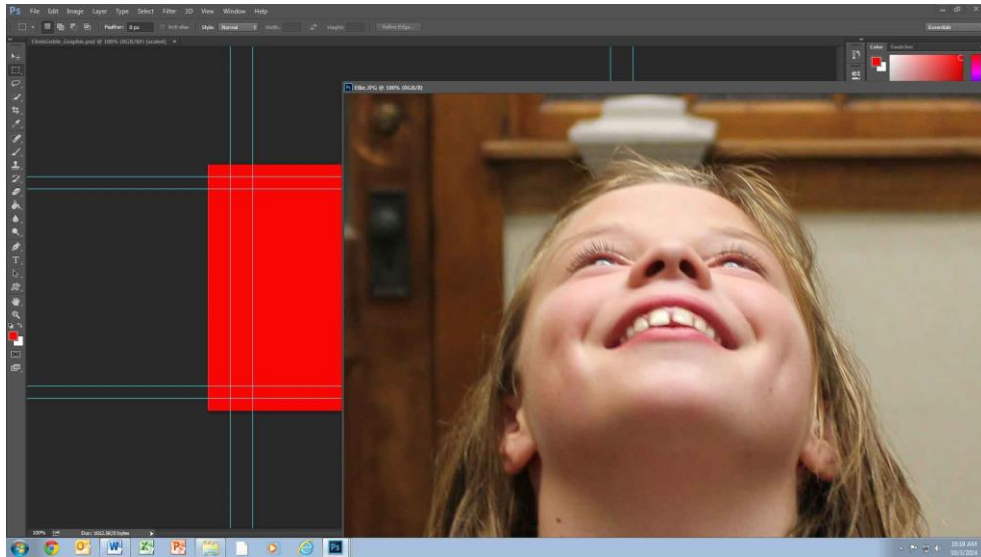
Adjusting the Picture's Size

1. In the start window. Open up *Computer>NewVolume>MediaStorage>MediaProduction>tutorialmaterials>photoshop*
2. Copy the Ellie.jpg into your folder. (*NewVolume/MediaStorage/MediaProduction/YOURNAME/Practice/Photoshop*)
3. Now go back into Photoshop.
4. Click File>Open and open up Ellie.jpg in a separate tab

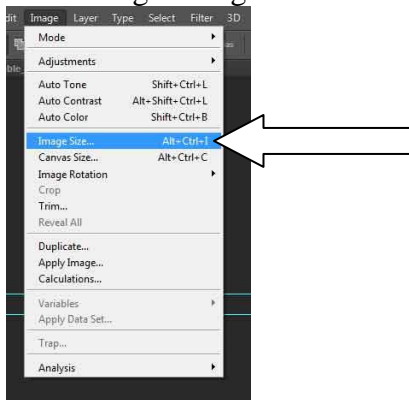


5. Notice the difference in image sizes. You need to zoom out on your photo so it appears as the size you need so it will fit in the other background. Your photo will be a lot larger than your background.
6. Click CTRL + to enlarge the view of the Ellie.jpg to 100%
7. Click on the top of the photo tab and Move it. This will separate it into its own window so you can see both the background and the picture.

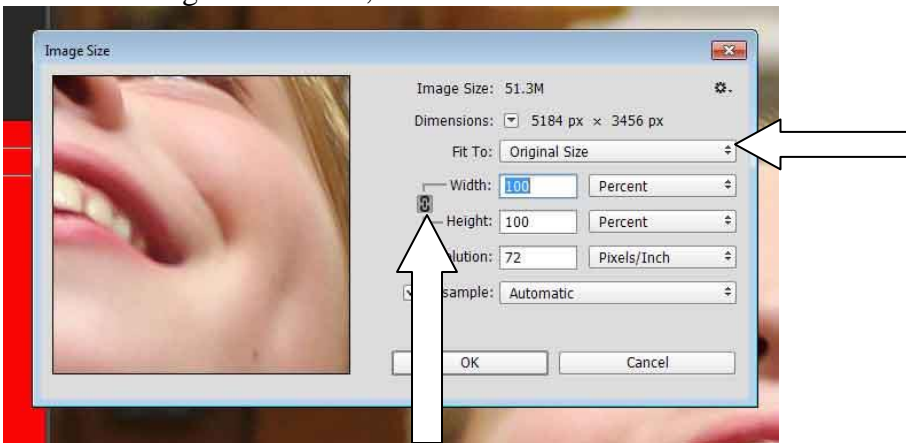




8. Look at the size of the red box compared to the photo. With the % the same whatever we take from the Ellie.jpg will be that large in the red box. So to fix this we need to adjust the size of the Ellie.jpg down to image size we need it to appear in the red box.
9. Click Image>Image Size with the Ellie.jpg selected (just click on it to make sure).



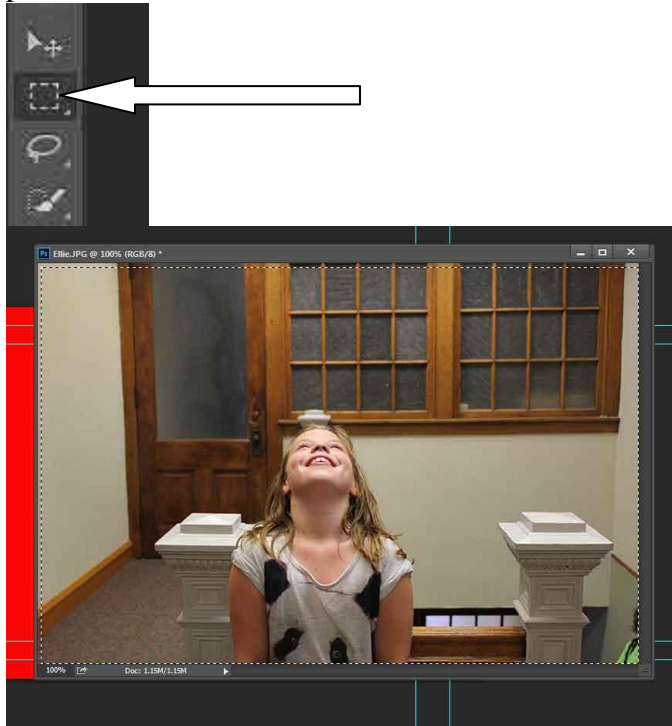
10. In the Image Size screen, make sure the Width is set to Percent.



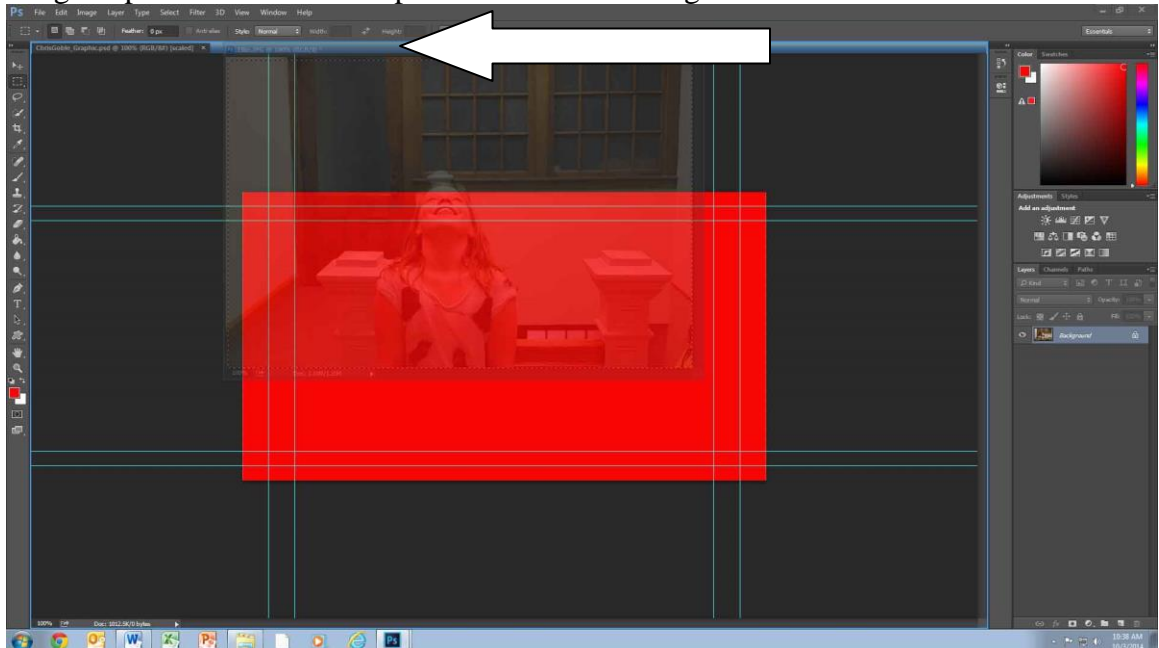
11. The Height will change automatically change as long as the chain icon is there.
12. Now you will have to estimate how much smaller you may need to make the photo. For this we will use 15%. So change the Width to 15.

(In your own project the easiest way to estimate may be to just resize the window. Use Ctrl – and set the window to look like the size you need. Then use the percentage at the top of the window to resize the image.)

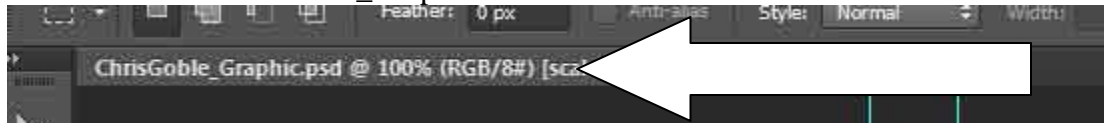
13. If it is the correct size, use the Rectangular Marquee tool to select the whole photo..



14. Click Edit>Copy or hit CTRL-C
15. Drag the picture back to the top so it becomes a tab again.

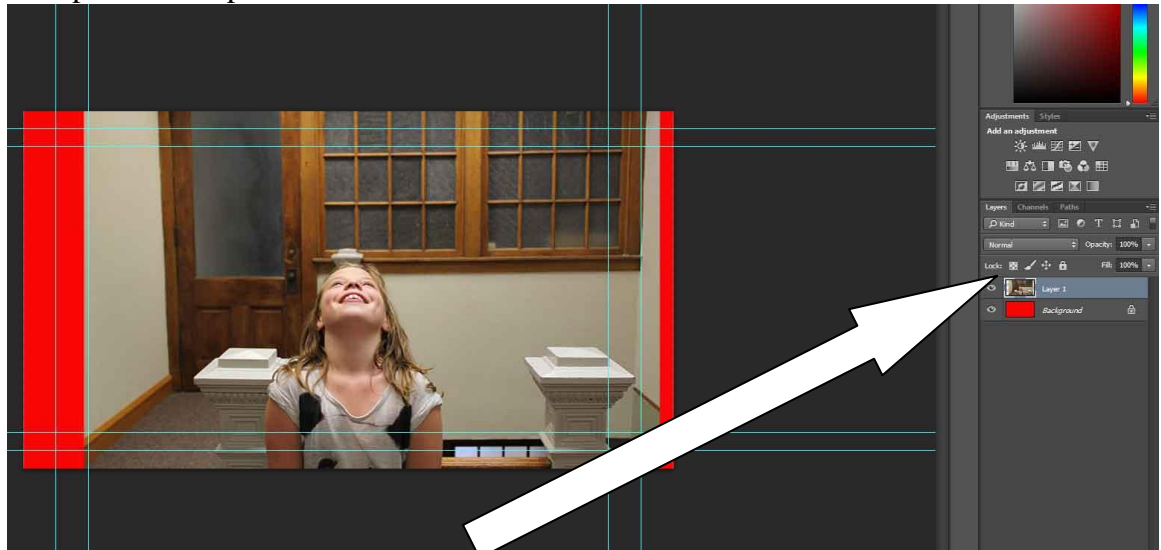


16. Click on the YOURNAME_Graphic tab.



17. Click Edit>Paste or CTRL-V

18. The picture will place in the center.



19. To move the photo, make sure Layer 1 is selected and click on the Move Tool.



20. Place the picture on the background in the position you would like.

21. Click File>Save and click Okay to preserve maximum compatibility.

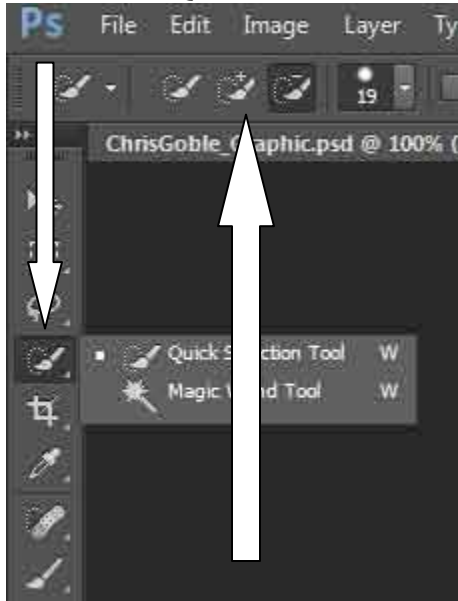
22. Click on the Ellie.jpg tab. And click the X to close it.



23. It will ask you if you want to save it, say NO.

Deleting the Background of a Picture

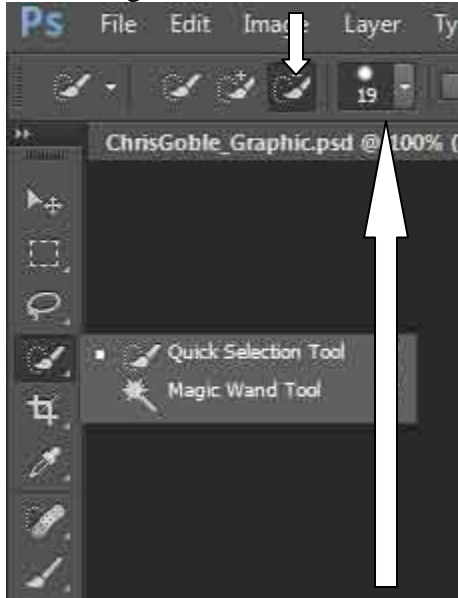
1. Click on the Quick Selection Tool.



2. Make sure the + selection is selected and run the tool along the outline of the object/person in the picture. You will need to Ctrl + to zoom in to do this.



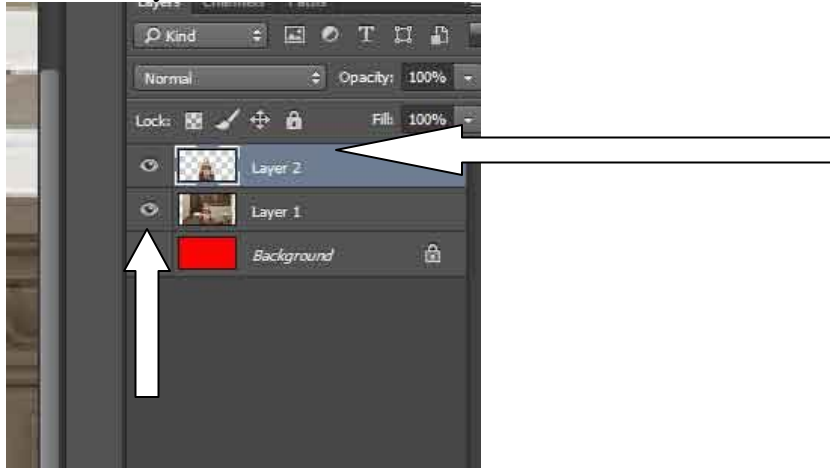
3. You will get some extra area selected. To remove that , select the – selection tool



4. and shrink the size of the brush.
5. Now start clicking on the areas you want to remove. If it goes too far. Change back to the + tool, shrink the brush size, and click on the area you want back in the selection.



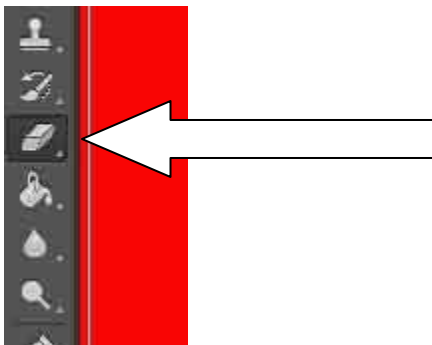
6. Now Click Edit>Copy and then Edit>Paste. This will take the selection and put it on a new layer.



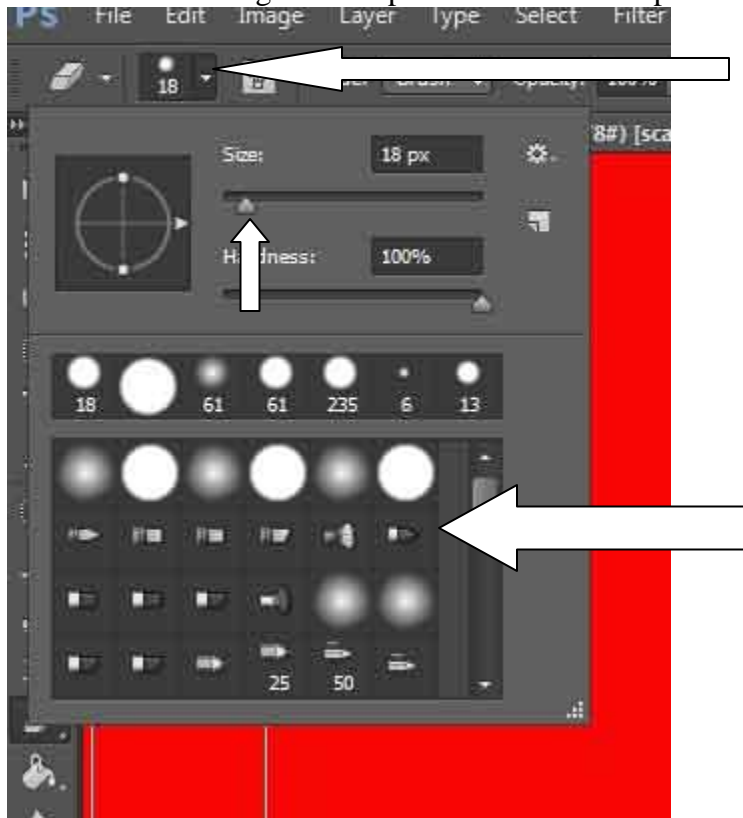
7. Now click on the eye in Layer one, so that the original picture disappears.



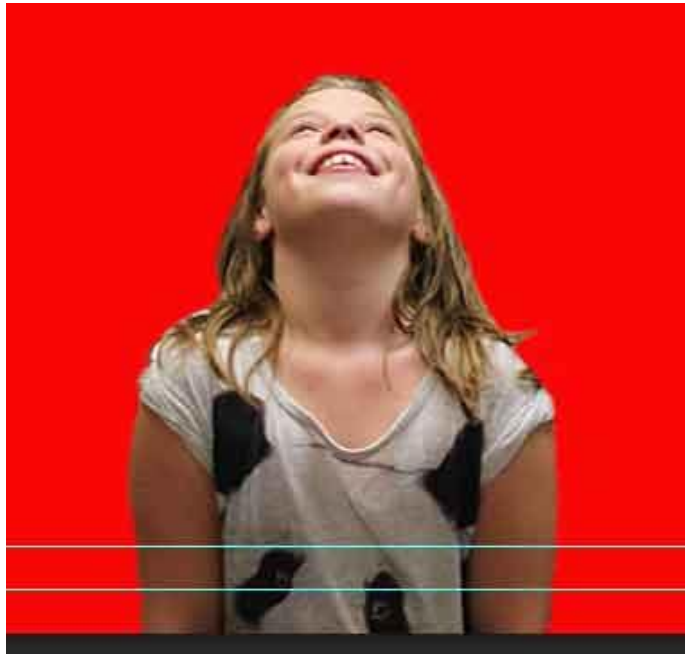
8. You will notice some extra parts of the image that didn't get removed. You will now need to use the eraser and clean the picture up.



9. You will need to change the brush size and type. Also you will need to zoom in to make sure the edges of the picture are cleaned up.

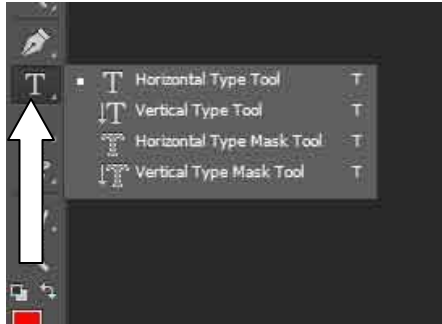


10. Once it looks smooth. Click Save.

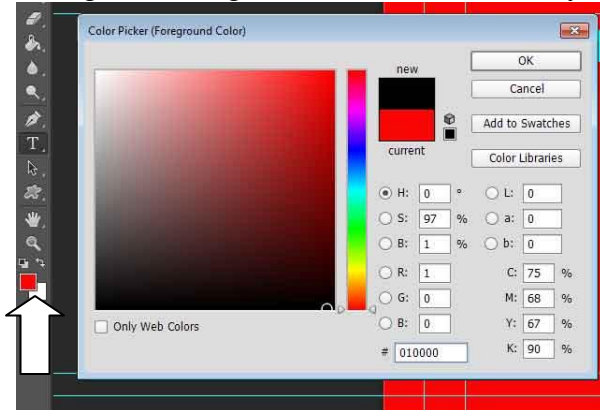


Adding Text To A Graphic

1. Click on the Text tool.



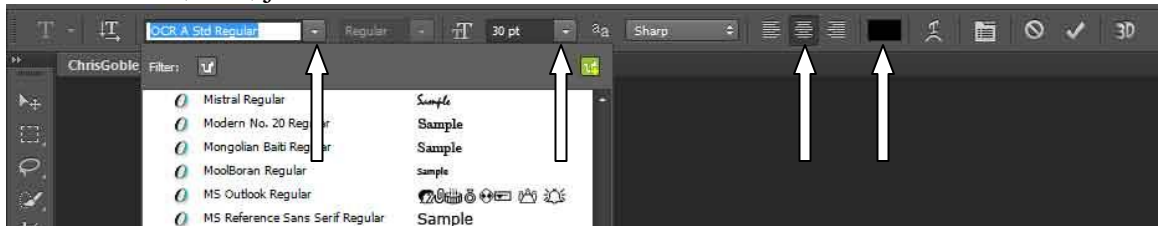
2. Change the Foreground Color to Black, so you can see the text.



3. Click on your graphic in the general area you want to place the text and type your text.



4. Click and highlight your text.
5. Choose a font, size, justification and color.

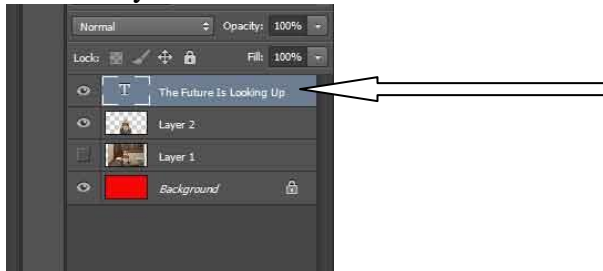


6. Also in this section you can warp the text and do 3D effects.

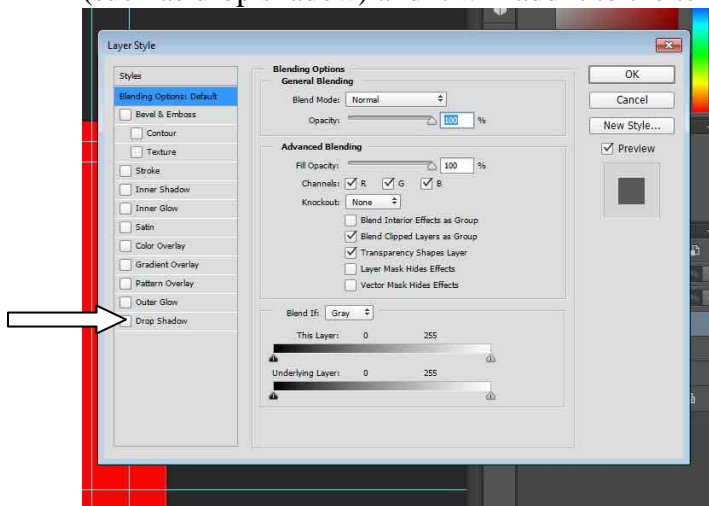
7. Click on the move tool and place the text in the position you choose.



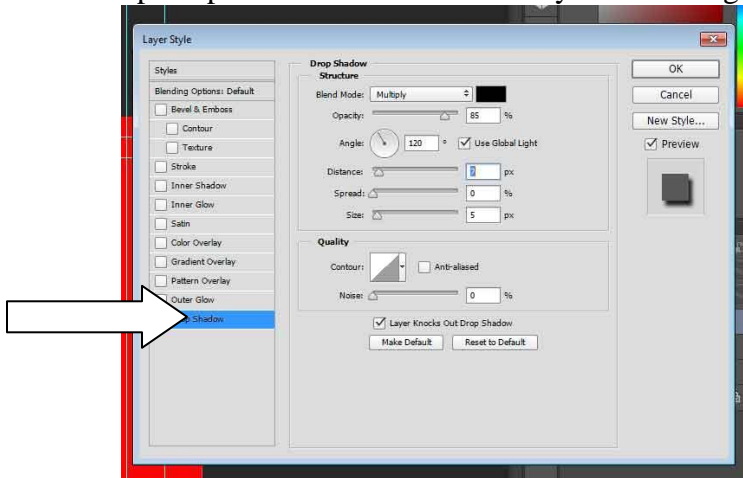
8. Now you can add text effects (such as shadow or stroke) by double clicking on the text layer.



9. An options window will open up. You can click a check box next to an effect (such as drop shadow) and it will add it to the text.



10. You can manipulate the effect by clicking on the word drop shadow. This will open up the controls window and you can change the drop shadow.



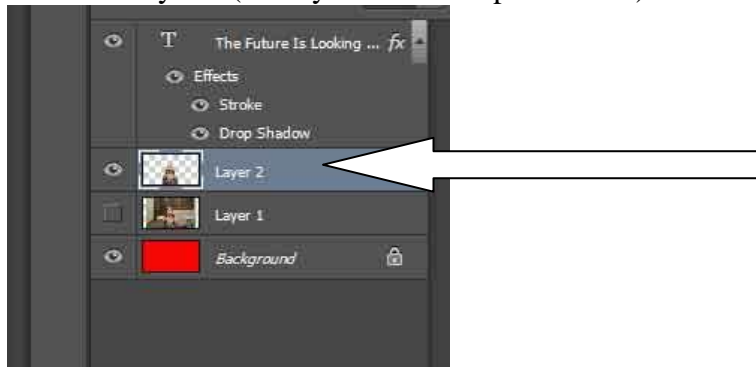
11. Try out a few effects. For my example I am using a drop shadow and a stroke.



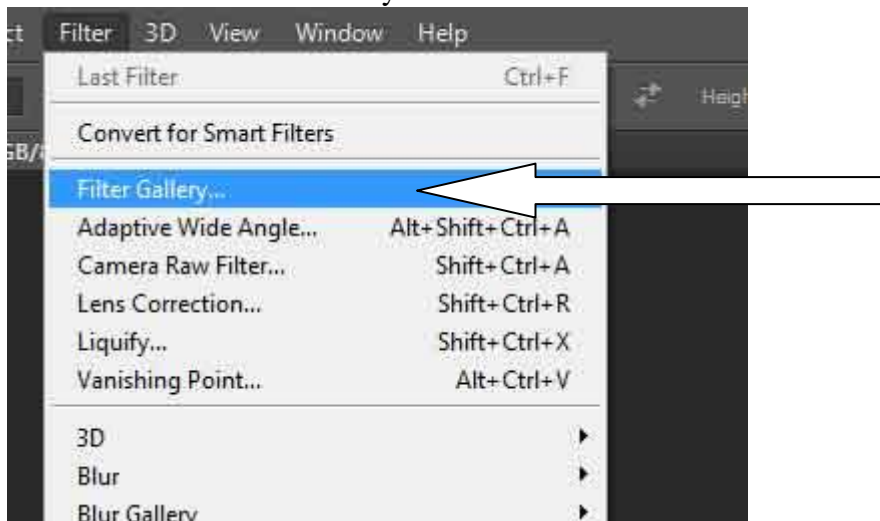
12. Click File>Save

Adding a Filter to the Picture

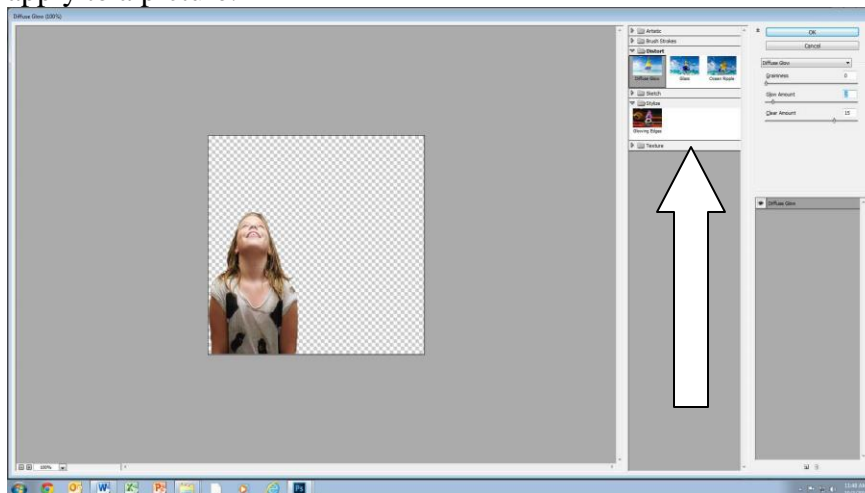
1. There may be some instances where you need to add an effect to a picture to create a certain texture or look. This is one way you can do that,
2. Click on Layer 2 (the layer the edited photo is on)



3. Click on Filters>Filter Gallery



4. The window that opens will allow you to preview the different filters you can apply to a picture.



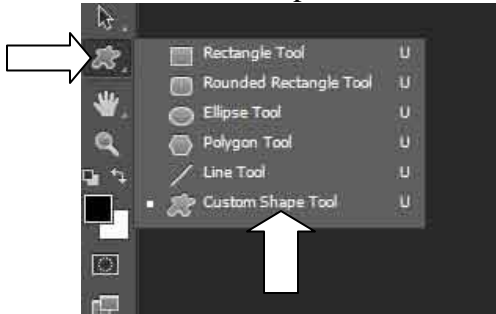
5. Open up the categories and look at the different style. It will show you what the picture will look like. Pick one that you like and click okay. For my example I am using Distort- Diffuse Glow and I turned the graininess to 0, glow amount to 2 and clear amount to 16.



6. Click File>Save

Adding Shapes to a Graphic and Overlapping

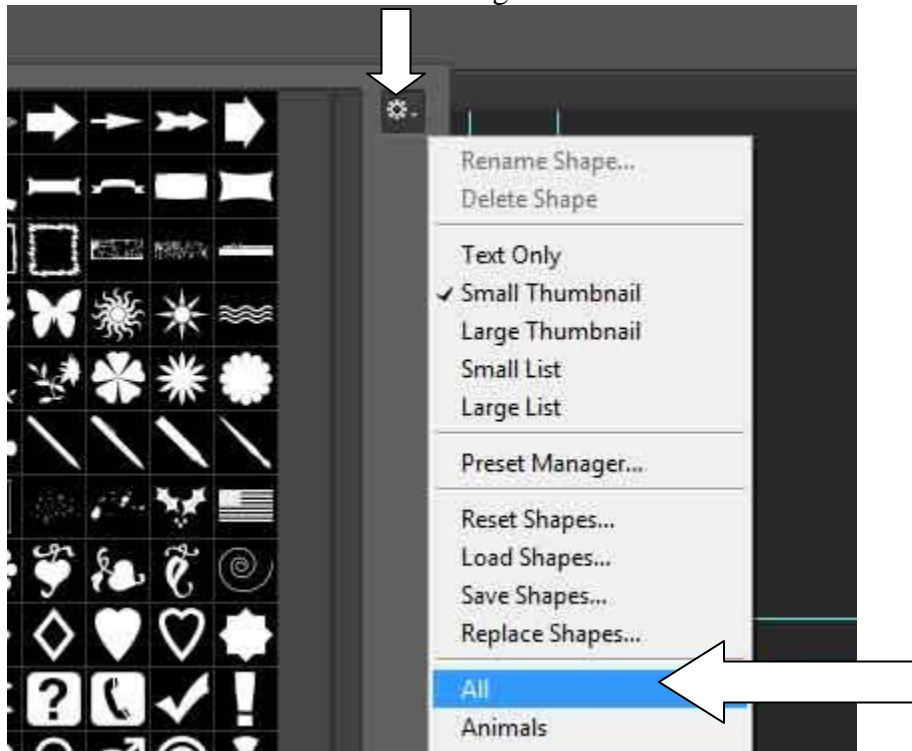
1. Photoshop can create a number of shapes that you may find useful in your design.
2. Click on the Shape Tool



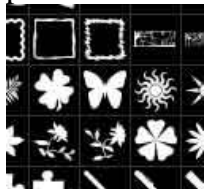
3. In this you can create simple shapes or lines. Or you can create some custom shapes that are loaded into the software. Select the Custom Shape Tool.
4. On the top tool bar you can change the color and add a stroke to the image.



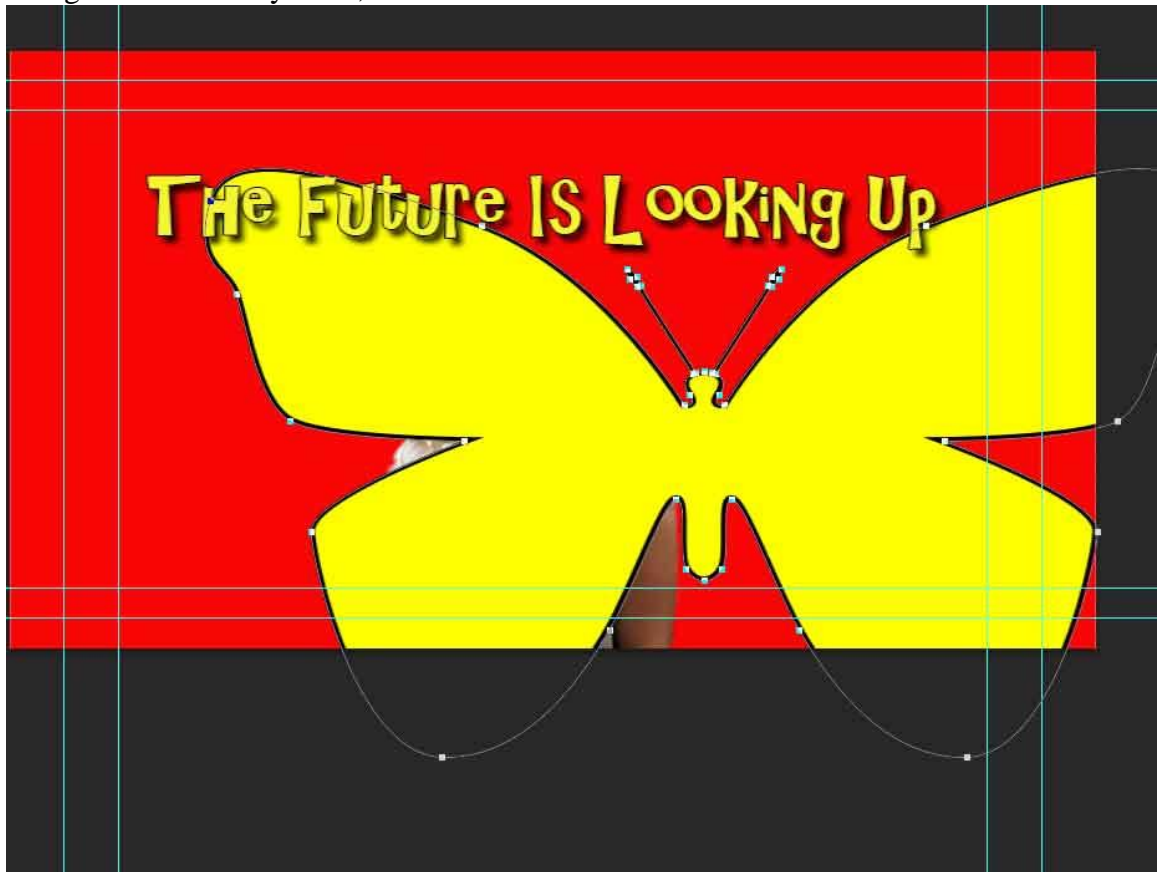
5. Also here is where you can select the shape. Click on the arrow by the shape.
6. Now click and the Gear to enter setting. Choose All.



7. The window will show us many types of shapes that you can draw. I am going to pick the Butterfly.



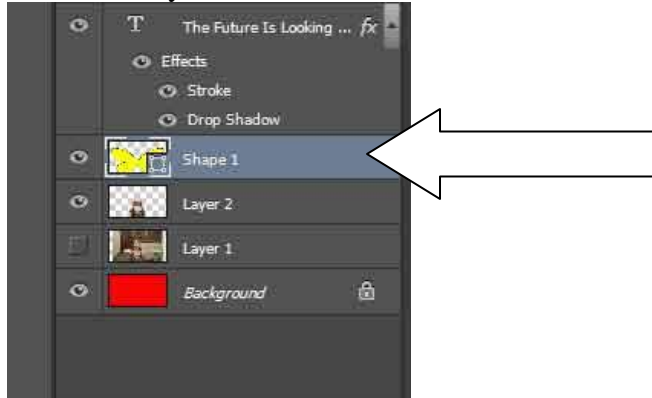
8. Click and hold on the image and drag the mouse out and you will see how the shape forms. As long as you don't let go of the mouse button you can manipulate the shape. Let go of the button when you have what you like. For this I set the Foreground color to yellow, set a black stroke.



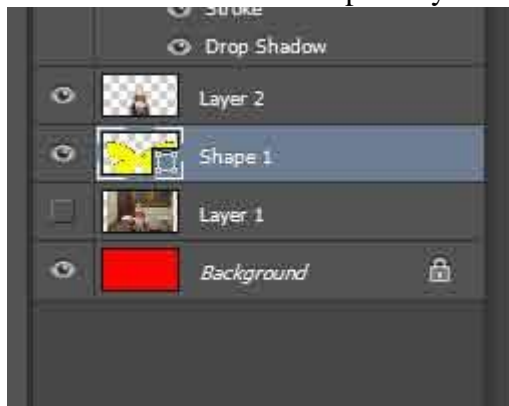
9. Click on the Move Tool and position the shape where you want it.



10. Now we will change the order of the layers so that the butterfly is behind Ellie. Go to the Layers.



11. Click and Hold on the Shape 1 layer and drag it below the Layer 2.

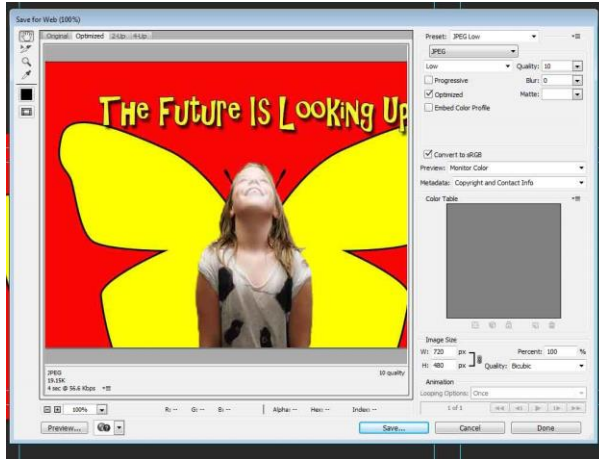


12. Now the image is done. Feel free to go to each layer and experiment. When you are done, Click Save.

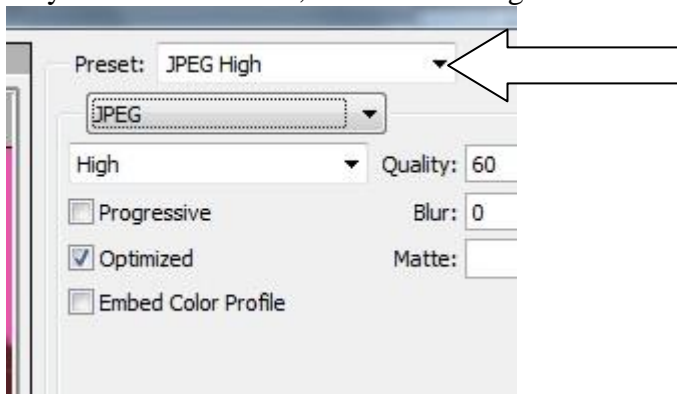


Exporting Picture Files

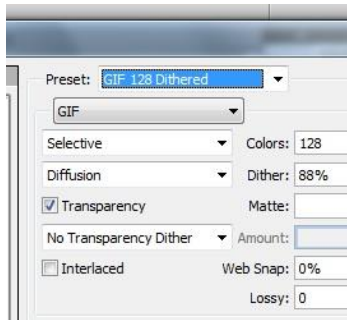
1. You must create image files so this can be viewed outside Photoshop. The PSD file only works with this program.
2. Click File>Save for Web



3. Depending on the type of media you need the image for, the settings here will vary. For this exercise, select JPEG High and click Save



4. If your picture has transparency you need to save it as a GIF.
5. Repeat step #1
6. Select GIF 128 Dithered and make sure the Transparency box is checked.



7. Click Save

Photoshop has many other tools and functions. Experiment and ask questions if there is anything specific you are trying to create.