

Introduction:

Photoshop Online is a free web based program offered by Adobe that allows users to edit their photos, share them on online photo albums and popular networking sites like Facebook, and store video and photos. In order to use Photoshop Online, the user must establish an account with Adobe. It is recommended that a separate email account is created in order to keep all Photoshop Online documents separate from regular emails.

Steps to creating an account:

- 1. Go to <u>www.photoshop.com</u>
- 2. Click on the link Create new account. (red arrow)



One the new screen, enter your email and password.
 When finished press Next.

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5. Follow the instructions on the following screens.

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*If after a few minutes the conformation email does not arrive in the inbox, check the spam box.

Photoshop Online

To access the Photoshop Online Program:

1. Click on the Online Tools Link, then on Photoshop Express Editor.

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There are two sections on the Adobe Photoshop Express editor: Edit and Decorate



**At any time, the user can click on view original to compare the original photo to the edited photo. Also, the user is able to click on either the Undo button to undo a previous addition or Rest in order to set the image back to its original settings.





The Edit section allows the user to be able to adjust the size, color, and clarity of the image, as well as creatively edit the picture. On the left hand side of the screen there is a tool bar with several options.



Crop and rotate:

Allows the user to crop the picture and rotated to a more desirable position as well as remove any parts of the picture that is undesirable.

To use Crop and rotate

1. To crop the picture, click on any one of the white boxes on the corner of the picture and drag it so that the part of the picture that is wanted is still within the large square boxes.

2. To rotate the image, click on the outside region and rotate the mouse either clockwise or counter clockwise. (The mouse arrow should be two arrow heads attached together by a bent line (similar to what is in the green box))





Resize:

This section allows the user to adjust the size of the image in order to fit in an email, website, or mobile phone. Also, the user can manually adjust the size of the image to their personal specifications.

To use Resize:

1. Under the picture is a tool bar with several icons. Those icons can automatically adjust the picture to the correct size for its purpose. For example, if the purpose of the image is for it to be used for a profile picture, simply click on the 'profile' icon and the picture will automatically change to fit that size.

2. If you wish to choose the size of the image, type in the width and length size in the box located next to the icons.



Auto Correct:

The auto correct option automatically adjusts the lighting and quality of the picture.

To use AutoCorrect, click on one of the picture options located under the main image.





Exposure:

To adjust the exposure of the image, pick one of the images in the tool bar below the main picture in order to find the right balance.



Red-Eye:

The red-eye tool removes the presence of red-eye in a photo caused by the flash. To use the Red- Eye feature, click on the center of the eyes.

Touchup:

If there are any blemishes or scratches on a photo, this tool will allow the user the ability to correct those marks using a *clean* sample.



To use Touchup:

1. Click and drag over the area that needs to be retouched.

2. Once the area is in the green circle, drag the red circle over to an unblemished area. The area in the red circle will automatically be copied and pasted in order to cover the blemish in the green circle.

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Saturation:

Saturation adjusts the vibrancy of color in the picture. To adjust the saturation, use the tool bar below and pick the image that matches the type of image you are looking for.



Adjustments:

White balance:

White balance is the amount of light needed in order to make the photo visible. In Photoshop online, there is an automatic button (**A**) which will make the white balance adjustment. However, there are other options that will allow for the white balance to be adjusted for other environments such as indoors or cloudy day.



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To adjust the white balance, use the tool bar below the image and click on the one that is appropriate for that image.



Highlights & Full lights:

Highlights option allows for the lighting of the stand out object (in this case the flower) to either be brightened or darkened. The Full lights option allows for the lighting in the entire picture to be adjusted. In either case, to adjust the highlights or full lights or the picture, click on the image in the tool bar below that matches the amount of light desired.



Sharpen & Soft Focus:

The Sharpen and Soft Focus tools allow the user the ability to adjust the clarity and 'crispness' of the image. To use either of the functions, click on one of the sets of images below the main picture.



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Once you have completed adjusting your image, click on *Done* in order to save the new image to your computer.