

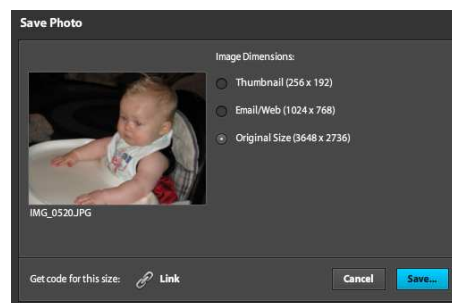
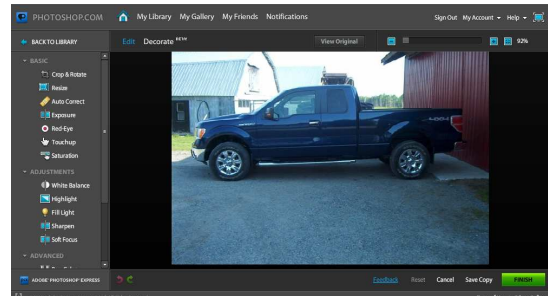
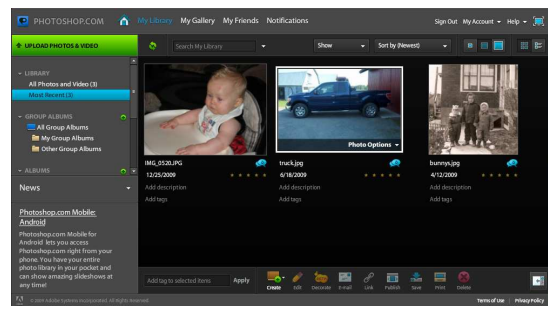
## Cloud Photoshop – Editing Pictures

### Introduction

Once you have enrolled to use the online *Photoshop* program you can use it to edit, email, share, and download pictures. The following sections show how to do some of these. The previous worksheet described how to start up the program and upload pictures to your library. Once you have logged onto the program and clicked on **My Library**, the *My Library* page will show with the pictures you have uploaded.

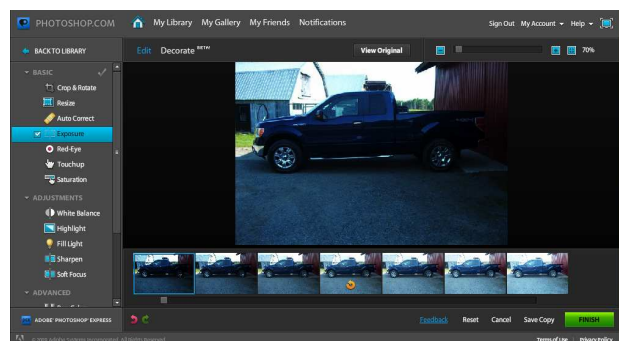
### Editing a Picture, Saving and Downloading the Changes and Deleting a Picture

1. Click on the picture thumbnail to select it and click on the **Edit** button. The *Edit* window will appear showing the picture to be changed. A menu of edit functions will appear down the left side.
2. After the editing has been done on a picture (see below) either click on the **Finish** button to save the changed picture with the same name or click on the **Save Copy** button, specify a new name for the edited photo and click on **OK**. You will now be back in the *My Library* window and the picture will have been changed or a copy will exist with the change.
3. To download the edited picture to your computer when in the *My Library* window, click on the thumbnail of the picture to select it then click on the **Save** button. The *Save Photo* window will appear. Select the size you wish to use when saving and click on **Save**. Browse to find the folder on your computer to save the picture to then click on the **Save** button.
4. If you no longer need a picture that is in your *My Library*, you can delete it by clicking on it to select it and then clicking on the **Delete** button.



### Lightening or Darkening a Picture

1. In the menu click on **Exposure**. A series of pictures showing different exposures will appear below the picture being edited.
2. Move the mouse cursor to be over each of these pictures to show the exposure it represents on the large picture. When the desired exposure picture has been selected click on it. The large picture will now have that exposure.
3. Either save the picture or save a copy of it.



### Auto Correct, Saturation, White Balance, Highlight, Fill Light, Sharpen and Soft Focus, Hue, Black and White and Sketch

All of the above functions work the same way as lightening or darkening a photo. Just select the desired operation from the menu and select the picture with the desired effect and save it.

## Removing Red-Eye from a Picture

To remove red-eye from a picture do the following when in the edit mode.

1. In the menu click on **Red-Eye**. Move the cursor to be over the picture. It will become a cross.
2. Move the cursor to be over any eye that has red in it. The cursor will show red. Click and the red-eye will be removed.
3. Repeat for all red eyes then either save the picture or a copy of it.

## Cropping and/or Rotating a Picture

1. In the menu click on **Crop & Rotate**. The picture will now show horizontal and vertical lines on it and it will have drag buttons on each of its corners.
2. To crop the picture move the cursor over each of the drag buttons and drag them to specify the area of the picture that is to be cropped.
3. If you wish to rotate the picture move the cursor to be anywhere outside the crop area (it becomes a curved double arrow) and move the cursor to do the rotation. Notice that the crop area may adjust itself to be within the rotated picture. Adjust the crop area using the drag buttons to show the area of the picture that is to be saved.
4. Either save the picture or a copy of it.

## Resizing a Picture

1. In the menu click on **Resize**. The picture will show with some options along the top or bottom.
2. Click on the **Custom** option to select it. The current width and height of the picture will be enabled.
3. Click on either the width or height box and change either one. The other will change to keep the same width to height ratio.
4. Either save the picture or a copy of it.



## Touchup

*Touchup* lets one remove scratches and other problems with a picture by copying a good part of the picture to cover the blemish. For example to remove the cup on the grass in the picture at the right do the following.

1. From the menu click on **Touchup**.
2. Move the cursor to be over the center of the cup and depress the left mouse button. A green circle will appear. If the circle does not cover the whole cup (and a little bit) move the cursor while still holding the button to change its size.
3. Release the button and a red circle appears. The cursor has become a hand. Move the hand to be over the red circle, hold the left mouse button down and drag the circle to be over an area of grass adjacent to the cup. When you release the button, whatever is within the red circle replaces what was in the green circle. That is, the cup should disappear. Repeat this process if necessary to remove other blemishes.
4. Either save the picture or a copy of it.

