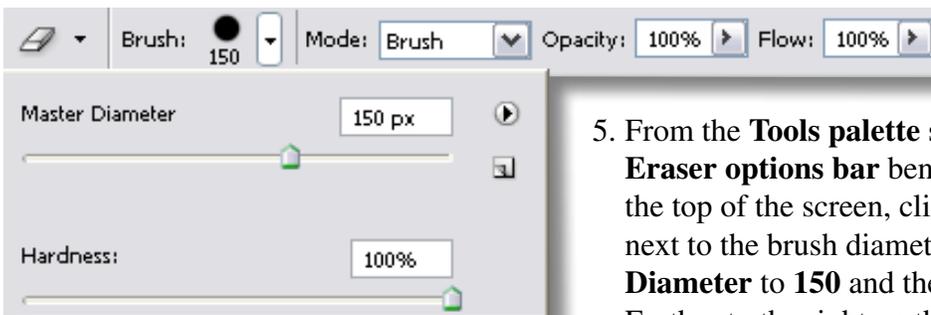
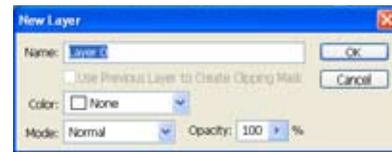


Photoshop

Cut Out Backgrounds

1. **Open** an image in **Photoshop**. (These instructions can be used to remove any unwanted portions of an image, but here we refer only to the background.)
2. From the **Window menu** select **Layers**. The **Layers palette** will appear.
3. There will be just one layer listed, **Background**. Double-click on the **Background** layer to unlock it and make it editable.
4. A **New Layer options box** will appear. Leave all the default settings as they are and click **OK**.



5. From the **Tools palette** select the **Eraser**. On the **Eraser options bar** beneath the menus across the top of the screen, click the drop-down button next to the brush diameter and set the **Master Diameter** to **150** and the **Hardness** to **100%**. Further to the right on the options bar set both the **Opacity** and **Flow** to **100%**.



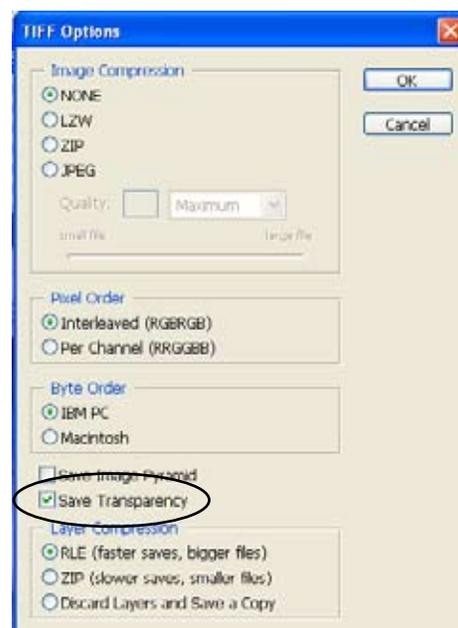
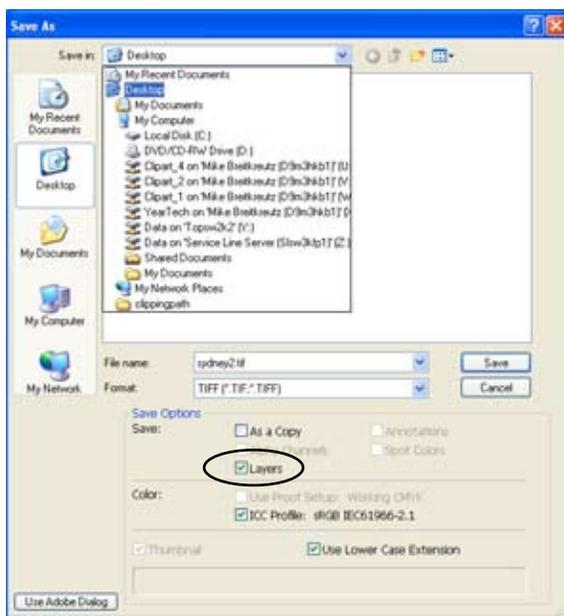
6. As you move the **Eraser** over your image you will see a large circle representing the eraser's brush stroke. Each time you click the eraser it will remove exactly what is inside that circle. **Click** on the background area a couple of times to see the result. If it is erasing too much at once, reduce the **Master Diameter**. You can continue to click individual portions or you can click and drag to erase whole sections at once.
7. In **Photoshop**, transparent space is represented by a gray checkerboard. Continue erasing the background until you see only the part of the image you want to keep and the rest as gray checkerboard.



Photoshop

Cut Out Backgrounds

- To erase along the edges of your image, and ensure you don't erase parts of the image itself, reduce the **Eraser's brush diameter** and use the **Magnifying Glass** from the **Tools palette** to zoom in on the image. Make it large enough to see exactly what you are erasing. (You can zoom in up to 1600%.) Play around with the settings until you get what you're looking for. If you don't need a very precise edge around the image, adjust the **Hardness** setting to make the eraser feathered around the edges. If you make a mistake you can always select **Undo** from the **Edit Menu**.
- When you finish removing the background, select **Save As** from the **File menu**. In the **Save As window**, name your file and select the location for it to be saved. Set the file type to **TIFF** and make sure the **Save Transparency** box is checked. Click **OK**.
- The TIFF Options window will appear. The current default settings will be fine, but make sure the **Save Transparency** box is checked. Click **OK** and your image is ready to be uploaded to your **Yearbook Avenue Online** site and placed on your page.



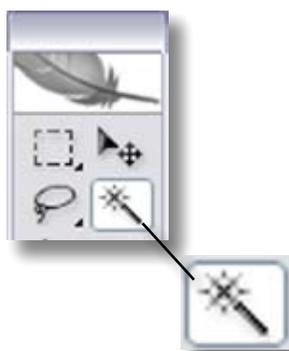
Photoshop

Cut Out Backgrounds

There are several other tools you can use to remove unwanted portions of an image besides the **Eraser** tool. Use any method that suits you to get the background deleted and end up with the gray-checkerboard transparent space.



You might choose to use the **Lasso** or **Magnetic Lasso** from the **Tools palette**. (The Polygonal Lasso will probably not work for this.) With these tools you will select the part of the image you want to keep by clicking and dragging to “draw” around it. As you draw around the image, “running ants” will appear showing what you have selected. If you hit Delete now, you will delete the part of the image you are trying to keep. Instead, first go to the **Select menu** and select **Inverse**. Now you will see the running ants around both the image you want to keep and the outside edge of the image file. Just hit **Delete** on your keyboard and the gray checkerboard will appear. Save your file as a **TIFF** with the settings described in Steps 9 and 10 above and you’re done.



If the background is a solid color or white, use the **Magic Wand** from the **Tools palette**. Just **click** on the background area and it will all be selected at once. You will see the running ants showing what area has been selected. If it doesn’t quite grab it all or takes in too much, play with the **Tolerance** setting the the **Magic Tool options bar**. When it selects it all correctly, hit **Delete** on your keyboard and you’ll get the gray checkerboard again. Follow Steps 9 and 10 above to save the file correctly and you’re ready to upload your picture to the Image Library and place it on your yearbook spread.