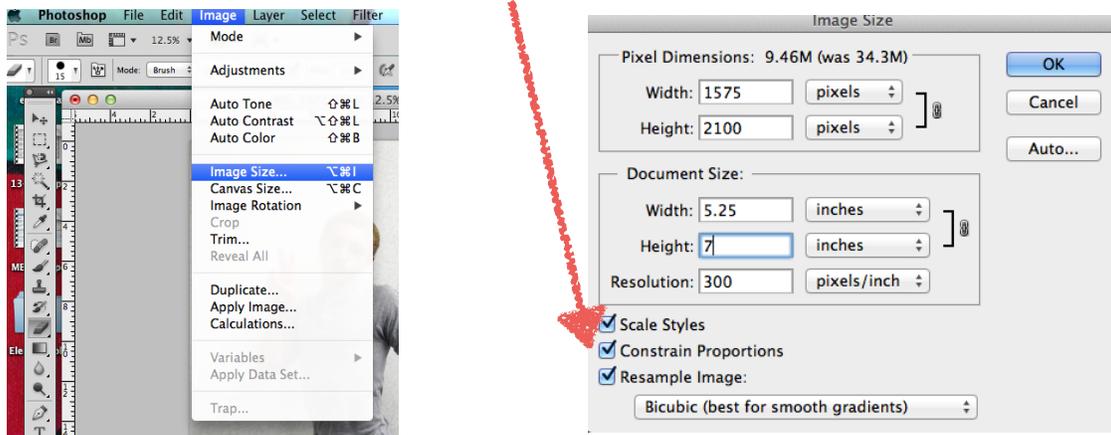


## Mock Graduation Invitation Instructions

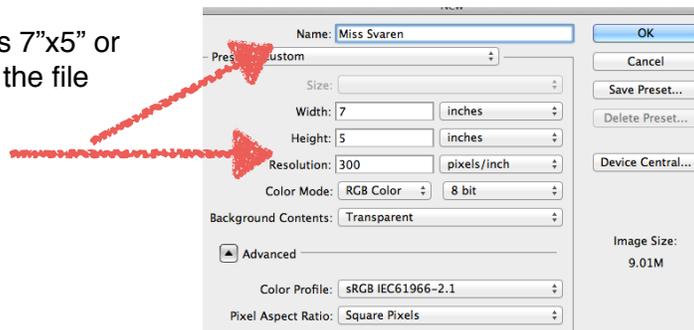
**Step 1:** Choose a current picture and one from a younger age that you will use on your invite. Email or scan the images. If you email the images to yourself, drag the images to your desktop. Follow the scanning directions if you have a physical copy. (images of the internet like Facebook will not work as the resolution is too poor).

**Step 2:** Drag the images from your desktop to the Photoshop  icon in your dock.

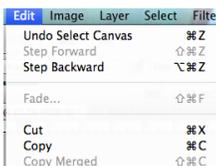
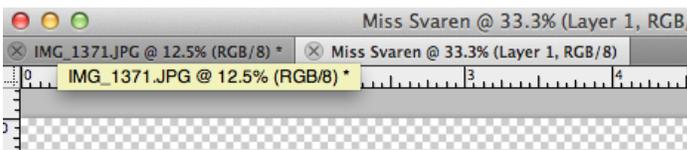
**Step 3:** Check the image size. Go to Image, Image Size and then choose 300 for the resolution and I recommend no larger than 7 inches for the high or width. Before making changes make sure the box is checked in front of constrain proportions.



**Step 4:** Open a new document that is 7"x5" or 5"x7" with a resolution of 300. Name the file with your first and last name right away. Do NOT close the documents that are already open.

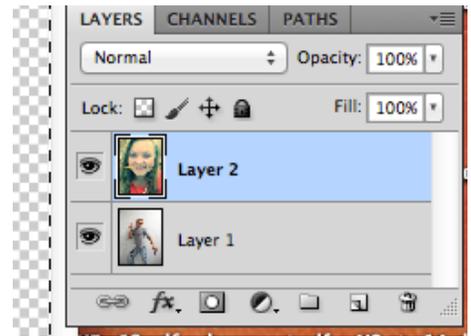


**Step 5:** Now that you have a document that is the correct size and resolution, you need to copy and paste your images into the document with your first and last name. Click the tab with one of your photos. Select all by pressing the command key and the A key at the same time or by choosing select all from the pull down menu.



Then copy (command and C) or from the pulldown menu. Then click back to the

tab with your name on it. Paste (command and V) the image into that document. Do this for each photo. Every time you paste an image in Photoshop, a new document will be created so don't worry if you can't see the first image.



### Step 6: Eliminate the background of at least one photo.

Tools that you should be using include the Marquee tool, Lasso, Magic wand and Eraser.

The Marquee tool works well to select large areas that need to be eliminated. The lasso can be any shape that you like.

The magnetic lasso works really well for any areas that have contrast as the tool will find the edge for you.

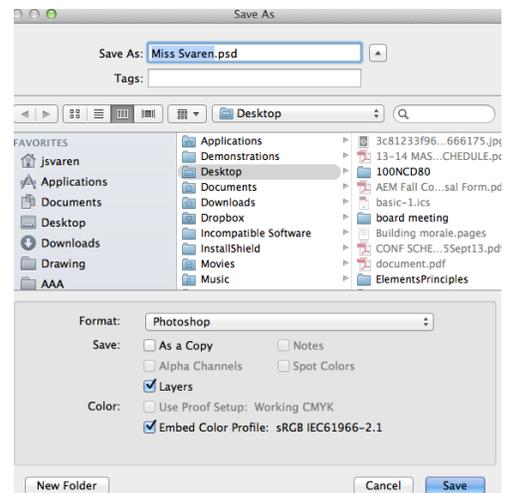
The magic wand tool will select everything of the same color. Be careful with this tool as you can accidentally part of your body if it is the same color as the background that you clicked on.

The eraser tool is the most accurate but the most time consuming. Everyone should be using the eraser tool around the body to get a clean crisp line. The size of the eraser should be a 2 or 3 when working closely around the body. The size of the eraser can be changed in the upper left hand corner of the screen, just under the word Photoshop.

### Step 7: Save the project!!! Choose File, Save as.

Make sure it has a .psd ending. I also recommend saving it to the desktop.

A pop of message will appear. Click OK.



### Troubleshooting:

If your tool is not working, you may have something selected, so deselect (command and D) or you may be on the wrong layer.

Check to see that layer you want to work on is the one highlighted. If it confuses you to have all the layers visible, you may want to turn one layer off for a while by clicking on the eyeball. When you want to see it, simply click it again and it is visible.

