**Mr. Zeko: Digital Photo B: *Photoshop CS5-*Photo Collage Steps**

**Step One: Shooting**

* Compose your collage-shoot as “puzzle pieces.”
* Perhaps go for a 3-dimensional “cubist” approach.
* Perhaps go for a grid look (like David Hockney’s ***Pearblossom Highway #2***). Shoot some close-up elements.
* If ambitious- go for a “narrative” (tell a story/scene) collage.

**Step Two: *Photoshop*:** Creating Background/”Poster board”

* Open ***Photoshop***.
* Under “File” tab at top, select “New.”
* Change Preset “custom” to US paper size. If you want a landscape format-change the 8.5 and 11 numbers.
* Name your file (e.g. Thomas-Collage) and click “OK.”

**Step Three: *Photoshop****:* Resizing images and creating “puzzle.”

* Open “puzzle pieces (your 20 or so images) in Photoshop by individually dragging each onto Photoshop icon in dock or by selecting all (command A).
* Drag the tab for your “blank” page that you created above so that it is separate from your image/s.
* If you need to resize images (and you should), go to **Image** tab at top menu, click and then select **Image Size**.
* At the top of dialogue box you’ll see **Pixel Dimensions**. Then in the small menu to the right of Width and Height you will see the word **Pixels**. Change this option to **Percent**. You can resize your image by changing either the width or height of image to a more appropriate size (as long as “**constrain proportions**” box is checked, changing height will change width and vise-versa).
* Try changing the **Percent** (not the **Pixels**) to around 20 or 25 percent. This will give you a small enough “piece” to place on your blank sheet of paper.
* Using the pointer (arrow at top of tools menu), drag the image on to you blank “poster board.”
* You may still choose to resize your image on your blank “Poster board” by using the “free transform command”: If portrait is too big or too small for your background, hold down **command** key and the letter “**T**.” This will open the **free transform** option. You may now resize your subject by clicking on a corner and dragging to your desired size. Make sure you hold the **shift key** while you drag the corner (this will constrain proportions (width and height). When done, click off image, and then click “ok-apply transformation.”
* Repeat above steps for all your images.

**Step Four: *Photoshop:*** Arranging Layers

* Each piece of the “puzzle” will be a layer on the “poster board.” You should see Layer window to right of application. If you don’t see Layer window-go to Window tab at top and “check” Layer.
* Any time you want to move a piece of your puzzle make sure you select the correct layer.
* You can change the order of your layers by moving layers up or down in Layer window.
* You can also change the “opacity” (transparency) of each layer in the Layer window.

**Step Five: *Photoshop:*** Merging images

* When you have all layers arranged to your liking, click on the Layer tab at top of menu bar.
* Scroll to almost the bottom of the drop-down menu and select “Flatten Image.” This will “merge” all your layers.

**Step Six: *Photoshop:*** Saving

* Finally, go to File tab and select Save As. Name your file in the dialogue box and then under format tab select JPEG to change file from PSD file to JPEG. Choose location (desktop) and save your file.