

Computer Design Workshop – Week 9

Project: Photo Editing Basics

Have students open a photo from their computer, or go online to find one, save it to their computer, then open it.

Once photo is opened in Art Weaver, have students duplicate the photo, so the original stays in tact.

Toolbar > Image > Duplicate

Work on the duplicate image and close the original, in case you need to go back to it later.

Follow these steps:

1. Minimize the art weaver program, open up Microsoft word
2. In Word, type your name and date at the top, then press enter.
3. Toolbar > Insert > Table > 2 rows and 2 columns, for a total of 4 boxes.
4. In the first box (top left), type: “**Original**” and press the enter key twice
5. In the first box (top right), type: “**Resized to 10%**” and press the enter key twice
6. In the first box (bottom left), type: “**Cropped**” and press the enter key twice
7. In the first box (bottom right), type: “**Transparent**” and press the enter key twice

Photo editing – Resizing, Cropping and Transparency

Original Image: Go back to Art Weaver, to the duplicate image you are working on and go to toolbar > select > “all” > edit > copy

Click on the MS Word program on the bottom of your screen, click in the first box where you left your cursor and toolbar > edit > paste. (Resize if it is a large photo)

Resized Image: Go back to Art Weaver, to your image, Toolbar > Image > Image size > change the percentage from 100% down to 10% > OK > Toolbar > Edit > Copy

Click on the MS Word program on the bottom of your screen, click in the second box where you left your cursor and toolbar > edit > paste.

Cropped Image: Go back to Art Weaver, to your image, locate the crop tool, looks like below. Use the tool to crop a specific area of your photo. Click and drag a square around the part of the photo you want to crop, then press apply. Toolbar > edit > copy



Click on the MS Word program on the bottom of your screen, click in the third box where you left your cursor and toolbar > edit > paste.

Transparent Image: Go back to Art Weaver, to your cropped image, to toolbar > image > attributes and make note of the width and height of your cropped image. Open a new canvas with those same dimensions – width/height. Canvas background should be white. Go back to cropped image, Toolbar > select > all > edit > copy. Then click on new white canvas and toolbar > edit > paste > layer > layer properties > change Opacity to 40% and click OK. Then back to toolbar > select > all > edit > copy.

Click on the MS Word program on the bottom of your screen, click in the fourth box where you left your cursor and toolbar > edit > paste.

Print out this Word document when you have all 4 boxes filled, making sure you have your name and date at the top. After that, do a write up in Word with the project name and describing the techniques you learned. If you have extra time in class, stay in the art weaver program with your photo and explore the other options in your toolbar and with the different filters and options.