Borders and Type Tool.

NB it is best to add borders when all other manipulations/adjustments are complete.

Adding a white border and a coloured line:

1. Open the image and check "Image size" - this needs to be small enough to allow for the borders you intend to add and print on your chosen paper size. So if you intend to add say 1 cm all round then your image needs to 2cm smaller in both dimensions than the printable area of your paper.

2. Set Foreground/Background colours to black and white (click on the B&W icon above the foreground and background colours in the tool box).

3. Select background layer

4. Select Image – Canvas Size.

5. Tick Relative in the dialogue box which appears. Ensure background colour is selected. In dimensions boxes add double the border size – ie if you want a 1 cm border input 2 cms in each box. In the 3 x 3 box make sure the middle box is selected.

6. Click OK – this will add a white border all round the image.

7. To add a coloured line select the eyedropper tool from the toolbox and click on a colour in the image you want for your line. Click on the double headed arrow above foreground/background colours to make this the background colour.

8. Select Image – Canvas Size

9. Tick relative in the dialogue box which appears. Ensure background colour is selected. In dimensions boxes add double the line size – ie if you want a 1mm border input 0.2 cms in each box. In the 3 x 3 box make sure the middle box is selected.

10. Click OK – this will add a line of the background colour all round the image.

11. You can repeat this for multiple lines and borders but don't over do it!!

12. To add a deeper border at the bottom of the image - do this before adding the line(s) - after step 6:

    a. Select Image – Canvas Size.

    b. Tick Relative in the dialogue box which appears. Ensure background colour is selected. In the dimensions boxes add the additional border size eg 2 cms. In the 3 x 3 box make sure the top centre box is selected.

    c. Click OK – this will add a 2 cm border at the bottom of the image the image.

13. That's it!. Border sizes are completely variable and you can choose any colour. Don't forget if you want to make a set of images using the same coloured borders and/or lines make a note of the RGB values of the colour(s) selected (click on the foreground box when the colour you want is the

foreground colour, note values). Next time you want to use this colour double click on foreground colour and input the RGB values.

Adding text to an image:

1. To add poster type text below an image create a border with a larger space below the image as described above.

2. Select Type tool from the tool box (NB there are 4 type tools Horz , Vertical and horz. and vert. mask type tools). For this exercise you want the large black 'T' tool

3. From the Window menu select Character – this will open the character dialogue box. Set the values you want to use – try 36 pt and leading (A-V box) of 600. Set Colour as black by double clicking on the box and selecting. Click to position tool where you want to begin your text. Type (I suggest using uppercase) the title of the image. Don't worry you can position the text accurately later. Use return to get to next line – change character size to 18 pt and leading to 400. Type your name. When done select move tool - Photoshop has created a text layer for you – position text as required. Lastly ensure text layer is selected and change opacity to 60% - this makes the text a tasteful grey.

4. You can put any text anywhere at any size or colour. The type is editable by selecting the text layer, Type tool and clicking within the text.

Using Type Mask for text effects:

1. This works best on the image itself but could be done in a coloured border.

2. Select the Mask Type tool – this is the clear T with dotted outline. Click where you want the text to start (size in character box as above, colour will be greyed out). Photoshop will go into Quick Mask, type your text. To reposition move outside the text using mouse or pen and move tool will appear – position as required by clicking and dragging. The text may be edited at this stage but NOT later! When satisfied click on Move tool to exit quick mask – you will see the usual marching ants.

3. Apply your desired effect eg. Go to Layer – New Adjustment Layer – Levels and adjust to lighten the text area. This creates a layer mask and the text can be repositioned by selecting the layer and the move tool.

4. To add a dropped shadow click on "fx" at the moment of the layer palette and select drop shadow – adjust to taste and ok. To add a bevel click on "fx" again and select bevel and emboss – adjust to taste and ok. You can adjust any of the effects by double clicking on the relevant one and readjusting in the dialogue which appears.

5. There are many effects you can experiment with.

6. Don't forget that for competitive exhibitions your name should not appear on the front of the print or on the projected image.

NB the above can also be done using the vertical text tools.

David Robinson ARPS