



Saint Mary's College High School

Technology Use Guides

Processing Yearbook Signatures in Photoshop (v1.0)

The following tutorial will walk you through the steps of processing student yearbook signatures in Photoshop. We'll crop the signature to the appropriate size for the yearbook, invert the signature so it is white on a transparent background, and save the image.

Step 1 – Set the crop size

Open Photoshop and click on the Crop Tool. On the top of the screen the Crop tool options bar will be displayed. Make sure the “Preset Aspect Ration” pull-down is set to “W x H x Resolution” and fill in the following three boxes as shown on the image below:



Crop tool

Crop tool option bar

Step 2 – Open the image and set the crop area

Open the image of the signature you want to work on (File ⇒ Open). The image will open and the crop box will be visible on the screen. Click once inside the crop window to activate the crop move tool (a heavy black arrow). Position the crop window using the sizing handles so the signature fills the box horizontally as much as possible. Also, make sure the signature is centered vertically as well. When satisfied, double-click inside the crop area to crop the image.



Step 3 – Change color and save signature

From the image menu select Adjustments and Invert (Image ⇒ Adjustments ⇒ Invert) to change the color of the signature to white, then select Save from the File menu to save the image (File ⇒ Save).