

Directions for Creating Drop Shadow Effect (Works in CS2 and CS3!):

Start Photoshop and Open image

1. Double-click application icon
2. Go to File
3. Choose Open
4. Browse to directory of original photo
5. Double-click photo

Create a new layer (and not work on background layer)

1. Make sure photo you are editing has focus (click the blue title bar)
2. Press key combinations in succession: Ctrl+A, Ctrl+C, Ctrl+V
3. Turn off the background layer - click eye to left of background layer

Create a new white layer to setup shadowing effect

1. Press Ctrl+Shift+N
2. Accept default options in the New Layer dialog box
3. Go to Edit menu
4. Choose Fill
5. Change Contents color to White
6. Leave remaining options alone
7. Click OK to modify layer

Set White layer (aka Layer 2) to background

1. Click and drag Layer 1 (with photo) in the Layer toolbar to directly above Layer 2 (white layer)
- NOTE: This makes Layer 1 active again

Inset photo (Layer 1) into white layer (Layer 2)

1. Select the Move Tool in the Toolbox (on the left side of the Photoshop application)
2. Press Ctrl+A to select the entire photo (Marching Ants)
3. Go to Edit menu
4. Mouse over Transform
5. Choose Scale from Transform menu (Photo now has move brackets along the edges)
6. Press and hold the Shift key while grabbing the lower right corner bracket with mouse (this constrains proportions). White space shows on the right and bottom edges of photo (from Layer 2)
7. Release the mouse when a 1:3 ratio of white space to photo is showing on right and bottom edges
8. Press Enter to set transform/scale
9. Marching Ants appear around just the photo
10. Use the arrow keys to create small slivers of white space on the left and top edges of the photo

Create Drop Shadow Effect and Apply Styles

1. Double-click Layer 1 in the Layer toolbox
- NOTE: This will apply styles and bring up the Layer Style dialog box.
2. Click on Drop Shadow (this places a checkmark in the Drop Shadow box)
 3. Set the following options, if not already set:

Blend Mode: Multiply
Opacity: 75%
Angle: 130 degrees
Distance: 5
Spread: 4
Size: 8

Resize image for web

1. Go to Image menu
2. Choose Image Size
3. Change following options - Resolution: 72, Width: 72

NOTE: 72 width for thumbnail size. You may want larger photo, for example 250 width. This does not change the Drop Shadow effect.

Crop the photo

1. Select the crop tool in the toolbox (on the left side of the Photoshop application)
2. Position the crop tool just ABOVE the top left edge of the photo
3. Drag the mouse to the lower right corner
4. Use the move brackets on each side until equal amounts of white space show on each side
5. Press Enter when finished positioning the crop brackets

Save As a PSD (with layers) then Save As a JPG (for the web)

1. Go to File menu
2. Choose Save As
3. Choose file format "Photoshop (*.PSD, *.PDD)"
4. Give it name - all lowercase, NO spaces!
5. Click OK on the Photoshop Format Options dialog box (if applicable)
6. Go to File menu
7. Choose Save As
8. Choose file format "JPEG (*.JPG, *.JPEG, *.JPE)"
9. Give it name - all lowercase, NO spaces!
10. Click OK on the JPEG Options dialog box

Upload the JPG to the new web site via OmniUpdate. Congratulations on creating and applying a drop shadow in Photoshop!