INSTRUCTIONS FOR INSERTING A PHOTOMICROGRAPH INTO A FRAME

Gina Tibbott, July, 2013

(Revised by J. T. Peña for presentation on *RES ROMANAE*, October, 2016)

These are instructions for how to how to drop a photomicrograph image (e.g., taken with a Dino-Lite digital microscope) into a frame image.

Frames are provided at a range of useful scales, from 20X to 80X. These have a 5 mm scale bar along the bottom of the frame, a specimen id indicator ad the left of the top of the frame and a scale indicator at the far right of the top of the frame.

1. Download the frame file by clicking on the link.

The file is in psd file format, the default format for *Photoshop*

2. Drop a photomicrograph into a frame image

Open *Photoshop*.

Note the scale of the photo image that you wish to frame and open the frame image at that scale (or at one close to it if there is not an exact match).

Open the photo image that you wish to frame.

Select **Select** on the navigation bar, then **All** (or use the shortcut **Command-A**).

A blinking dashed line will appear around the border of the photo image.

On the navigation bar select **Edit,** then **Copy** (or use the shortcut **Command-C**).

Close the photo image, leaving the empty frame image as the only file open.

On the navigation bar select **Edit**, then **Paste** (or use the shortcut **Command-V**).

A copy of the photo image will be inserted more or less into the center of the blank field at the center of the frame image.

 Select the **Move** tool (the icon of an arrowhead pointing to a cross at the top of the bar) on the tool bar, along either the right or left side of the screen.

Use the **Arrow** keys to nudge the photo image up/down or left/right until it is centered in the blank field at the center of the frame image.

3. Label the framed photomicrograph image

Select the **Text** tool (the icon of a letter T) on the tool bar. Move the cursor to the dummy text (SPECIMEN ID) and replace this with the specimen number for the image that you dropped into the frame. Exit by clicking on the **Hand** tool.

4. Save the framed and framed and labeled photomicrograph image

If you save the image as it is it will be a psd file with three layers. If saved in this format you can reopen the file and edit or delete any of the layers (e.g., change the specimen id). You may eventually wish to save the file in some other format (e.g., jpeg or tiff). Note his will have the effect of flattening the three layers, meaning that the individual elements can no longer be edited.