

Photoshop Demonstration: The Basics

Getting Started

- Open PhotoShop.
- *File>Open* or *File>New*
 - Open will prompt you to select an image, which will become the background layer. (Good for editing photos)
 - New will give you a blank background layer. (Good for creating graphics)

Toolbar and Panels

- Toolbar will give information about each tool when you hover over it, including the shortcut.
- Click and hold for a flyout menu with related tools.
- Options bar at the top of the workspace will change for each tool.
- Panels contain information about layers, colors, properties.

Layers

- Dictate how your image is composed, from the background, middleground, foreground.
- Background layer is special, some editing functions don't work on it.
- Can change background layer to a regular layer by clicking the lock icon.
- Hide layers by clicking the eye icon.
- Always make sure you have the correct layer selected.

Insert images

- *File> Place Embedded*
- Image will be placed on its own layer.
- Resize by holding down shift key to constrain the dimensions.
- Crop tool to crop/straighten.

Basic Photo Editing

- *Image>image rotation* will give various options for rotating.
- *Image>image size* will open the image size control panel.
- *Filter>sharpen>smart sharpen* will provide automatic sharpening.
- *Image>adjustments* for quick adjustments of an image, such as .
- *layers> new adjustment layer>*(for adding an adjustment layer, to continually changing the levels of the adjustment)

Retouching/ Removing images

- Use the lasso tool to loosely outline the object.
- *Edit>fill* or press the delete button.

Color changing settings

- Select area of photo to edit, with quick select.

- Select the brush tool and the desired color.
- On the tool settings menu at the top of the workspace, select “Color” from the mode drop down menu.

Select

- Allows you to only edit parts of an image.
- Marquee tool selects a shape. The edits that you make will only effect what is inside that shape.
- Select>Inverse will flip the selection so that the outside space is selected.
- Select> Deselect, or Control/Command+D
- Quick selection. Click and drag and it will automatically select an outline.
 - Add or subtract from the selection using the tool settings menu.
- Select>Select and Mask allows for refinement of the selection. Clean up the lines or soften the edges with different brushes. Output to selection will keep it on the same layer, output to layer will put it on its own layer. (This makes it a separate item, can put it on a new background.)

Undo/Edit

- Control or command+Z is a quick undo.
- Edit>undo
- Window> history will bring up the history panel, which has an edit history. Click on the one you would like to restore. Delete the ones you would like to delete.

Masks

- Used for combining two images together.
- Open two images, each on their own layer.
- Select top layer.
- Click the mask button to generate white mask. Where the mask is white, it will cover up the image. Where the mask is black, the underlying image will come through. Shades of gray will affect the transparency of the mask.
- Any tool which can lay down areas of color can be used to edit the mask (brush, gradient tool, etc)
- To reach the gradient tool, click and hold the fill bucket button, and select gradient from the flyout menu. Click and drag from one end of the image to the other to create the gradient effect.

Adding Text

- Text tool, text panel adjusts font, size, color, etc.
- Vertical Text tool allows vertical text.

Saving and exporting

- File>Export>Save for web is great for exporting an image for the web where you can control the format, size, load time, and preview in a browser.

- File>Save as will let you save in a variety of formats. Save as a Photoshop Document if you want to go back in and edit the layers. Save as a JPEG to have it compressed into a single image. Save as a PNG to preserve transparency.
- Exporting gives many of the same options, but allows more options for file size which can be helpful if you are trying to submit a file that has size requirements.