

IMAGE EDITING USING

# ADOBE PHOTOSHOP



Competency Based Instructional Material

## CONTENTS:

### Basic and Common Competencies:

- | Identify the basics of Adobe Photoshop CS 6
- | Define the parts of interface layout and usage of tools and pallets
- | Perform basic canvass operations (Create, Edit, Save, and Archive)
- | Perform basic image editing Layering and Cropping)

### Core Competencies:

- | Remove and apply new background
- | Perform creative text effects
- | Develop cover poster designs
- | Apply black and white and blur effects on images
- | Creating a Logo

# 1. Basic and Common Competencies:

## Part 1.1 Identify the basics of Adobe Photoshop CS 6

### Definition:

Adobe Photoshop CS6 is a popular image editing software that provides a work environment consistent with Adobe Illustrator, Adobe InDesign, Adobe Photoshop and other products in the Adobe Creative Suite.

### Usage:

1. Image writing
2. Website designing
3. Project layout
4. Graphics creation
5. Pattern and texture styles
6. Politics and social media
7. Brand style
8. Business
9. Careers and jobs
10. Designing quote pictures

### Logo:

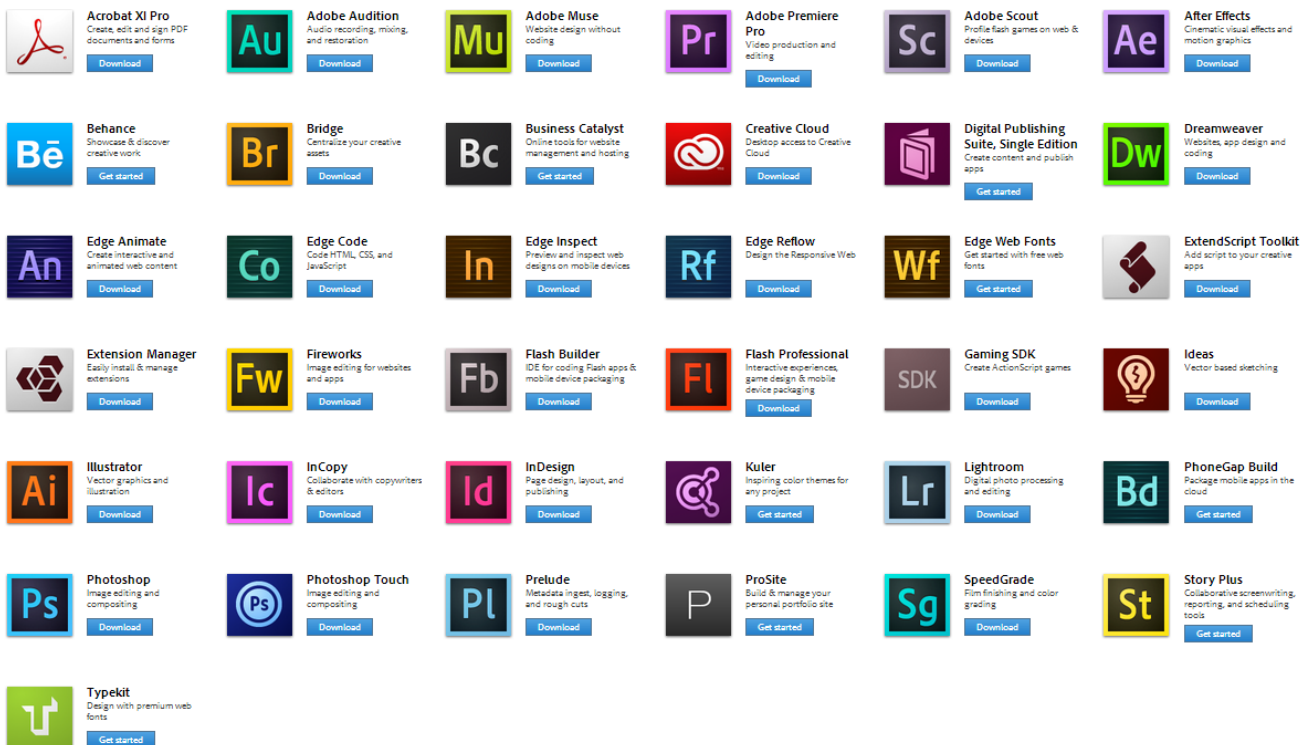


Adobe Systems  
Incorporated  
(Company)



Adobe Photoshop  
(Product)

### Other Products:

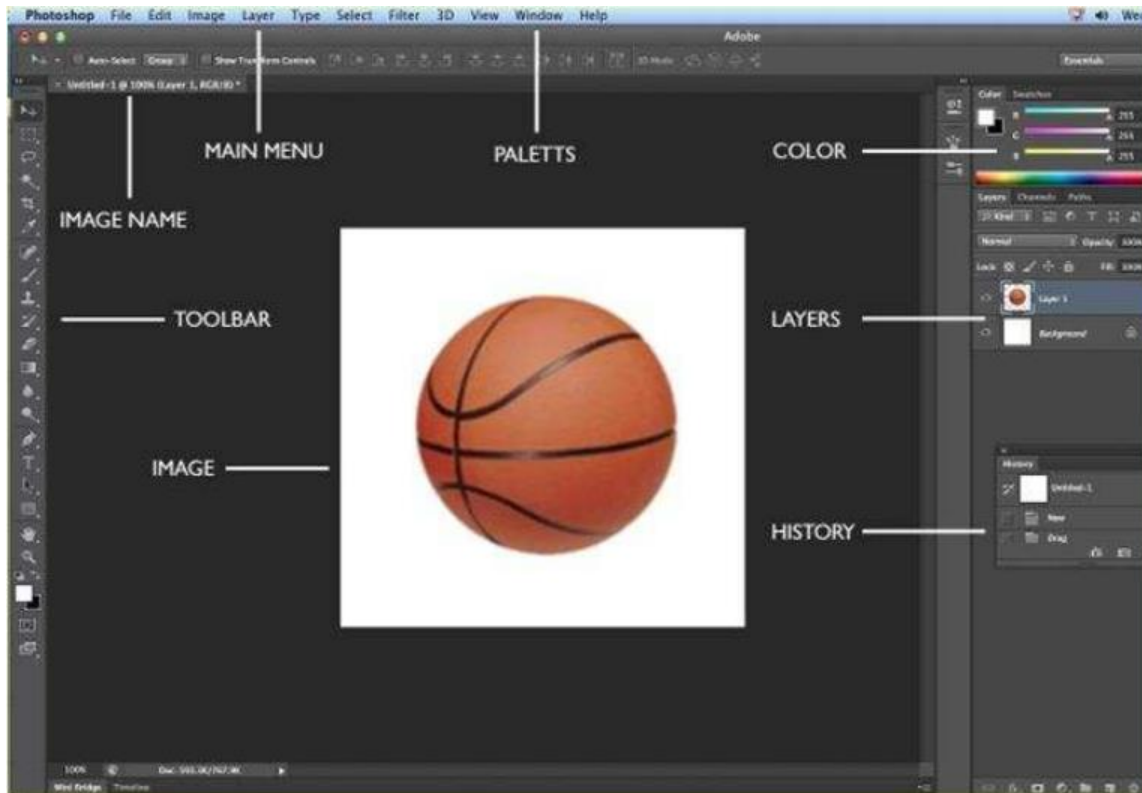


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## 1. Basic and Common Competencies:

### Part 1.2 Define the parts of interface layout and usage of tools and palettes

#### Interface Layout:



#### Menu Bar

If you look at the top of the screen you will see the Menu bar (Figure 3), which contains all the main functions of Photoshop, such as File, Edit, Image, Layer, Select, Filter, Analysis, 3D, View, Window, and Help.

#### Toolbar

Most of the major tools are located in the Toolbar for easy access.

#### The Image


The image will appear in its own window once you open a file.

#### Image Name

The name of any image that you open will be at the top of the image window as shown above.

#### Palettes

Palettes contain functions that help you monitor and modify images. By default, palettes are stacked together in groups. These are the palettes that are usually visible: Color, Adjustments and Layers. If none of the palettes are visible, go to Window in the Menu bar and choose the palettes you need.

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### Color, Swatches, Style

The Color palette (Figure 4) displays the current foreground and background colors and RGB values for these colors. You can use the sliders to change the foreground and background colors in different color modes. You can also choose a color from the spectrum of colors displayed in the color ramp at the bottom of the palette.




### Swatches

In the Swatches palette (Figure 5) you can choose a foreground or background color and add a customized color to the library.



### Style


The Styles palette allows you to view, select, and apply preset layer styles. By default, a preset style

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## Adjustments

The Adjustment layers palette give you the ability to apply an effect to a group of layers in Photoshop, and then you can edit that effect later, while preserving the original layers.

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Toolbox:

## Tools Panel Overview



**A Selection tools**

- Move (V)\*
- Rectangular Marquee (M)
- Elliptical Marquee (M)
- Single Column Marquee
- Single Row Marquee
- Lasso (L)
- Polygonal Lasso (L)
- Magnetic Lasso (L)
- Quick Selection (W)
- Magic Wand (W)

**B Crop and Slice tools**

- Crop (C)
- Perspective Crop (C)
- Slice (C)
- Slice Select (C)

**C Measuring tools**

- Eyedropper (I)
- 3D Material Eyedropper (I)
- Color Sampler (I)
- Ruler (I)
- Note (I)
- Count (I)

**D Retouching tools**

- Spot Healing Brush (J)
- Healing Brush (J)
- Patch (J)
- Content Aware
- Red Eye (J)
- Clone Stamp (S)
- Pattern Stamp (S)

**E Painting tools**

- Eraser (E)
- Background Eraser (E)
- Magic Eraser (E)
- Blur
- Sharpen
- Smudge
- Dodge (O)
- Burn (O)
- Sponge (O)

**F Drawing and type tools**

- Pen (P)
- Freeform Pen (P)
- Add Anchor Point
- Delete Anchor Point
- Convert Point
- Horizontal Type (T)
- Vertical Type (T)
- Horizontal Type Mask (T)
- Vertical Type Mask (T)

**G Navigation tool**

- Hand (H)
- Rotate View (R)
- Zoom (Z)

**Other tools listed:**

- Path Selection (A)
- Direct Selection (A)
- Rectangle (U)
- Rounded Rectangle (U)
- Ellipse (U)
- Polygon (U)
- Line (U)
- Custom Shape (U)

■ Indicates default tool \* Keyboard shortcuts appear in parenthesis



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Instructor, Multimedia  
PUP Sta Rosa – College of Computing  
and Informatics

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Adobe Photoshop  
CS 6




## Toolbox Shortcuts:

### 61 Toolbox Keyboard Shortcuts

- + – Add Shape
- – – Subtract Shape
- / – Preserve Transparency (toggle)
- [ – Decrease Brush Size
- ] – Increase Brush Size
- Shift+ [ – Decrease Brush Softness by 25%
- Shift+ ] – Increase Brush Hardness by 25%
- &Lt; – Previous Brush
- &Gt; – Next Brush
- Shift+ &Lt; – First Brush
- Shift+ &Gt; – >Last Brush
- 1 → 0 – Tool Opacity 10% → 100%
- Shift+1 → 0 – Flow / Airbrush Opacity 10% → 100%
- A – Path / Direct Selection Tool
- B – Brush / Pencil / Color Replacement Tool
- C – Crop Tool
- D – Default Colors
- E – Eraser Tool
- F – Cycle Screen Modes
- G – Gradient / Paint Bucket Tool
- H – Hand Tool
- I – Eyedropper / Sampler / Measure Tool
- J – Spot Healing / Healing / Patch / Red Eye
- K – Slice Tool
- L – Lasso Tool
- M – Marquee Tool
- N – Notes / Audio Annotation Tool
- O – Dodge / Burn / Sponge Tool
- P – Pen / Freeform Pen Tool
- Q – Standard / Quick Mask Mode
- R – Blur / Sharpen / Smudge Tool
- S – Clone / Pattern Stamp Tool
- T – Type Tool (Vertical / Horizontal)
- U – Shape Tool
- V – Move Tool
- W – Magic Wand Tool
- X – Switch Colors
- Y – History / Art History Brush Tool
- Z – Zoom Tool
- Space – >Hand Tool (toggle)

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- Ctrl+Space -Zoom In (toggle)
- Alt+Space – Zoom Out (toggle)
- Shift+A – Cycle Path / Direct Selection Tools
- Shift+B – Cycle Brush / Pencil / Color Replacement
- Shift+E – Cycle Eraser Tools
- Shift+F – Menubar (show / hide)
- Shift+G – Toggle Gradient / Paint Bucket Tools
- Shift+ I – Cycle Eyedropper / Sampler / Measure
- Shift+J – Cycle Spot / Healing / Patch / Red Eye
- Shift+K – Toggle Slice / Slice Select Tools
- Shift+L – Cycle Lasso Tools
- Shift+M – Toggle Rectangular / Elliptical Marquee
- Shift+N – Toggle Notes / Audio Annotation Tools
- Shift+O – Cycle Dodge / Burn / Sponge Tools
- Shift+P – Toggle Pen / Freeform Pen Tools
- Shift+R – Cycle Blur / Sharpen / Smudge Tools
- Shift+S – Toggle Clone / Pattern Stamp Tools
- Shift+T – Cycle Type Tools (Vertical / Horizontal)
- Shift+U – Cycle Shape / Line Tools
- Shift+Y – Toggle History / Art History Brush
- Alt+Shift+P – Airbrush (Brush Tool)

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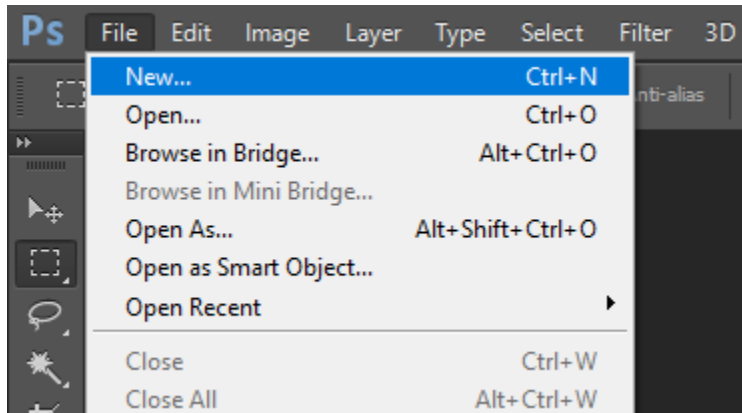
## 1. Basic and Common Competencies:

### Part 1. 3 Perform basic canvass operations (Create, Edit, Save, and Archive)

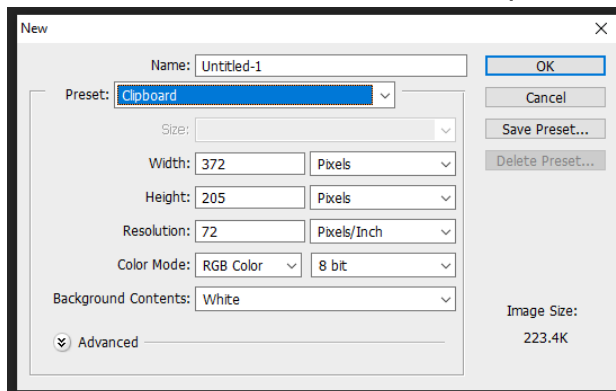
Creating a File:

Perform the following operations:


1. Open Adobe Photoshop CS6
2. On the Menu Bar, click File then New.

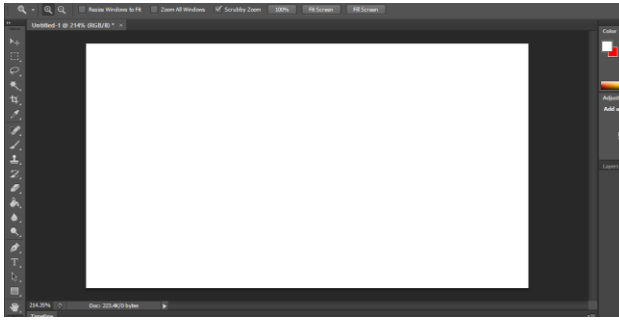


3. A dialogue box will appear. Name your project, choose Clipboard, and enter the size of your work area or the canvass. You can change the unit of measurement to inches. Also enter the resolution. Choose RGB Color and press enter.



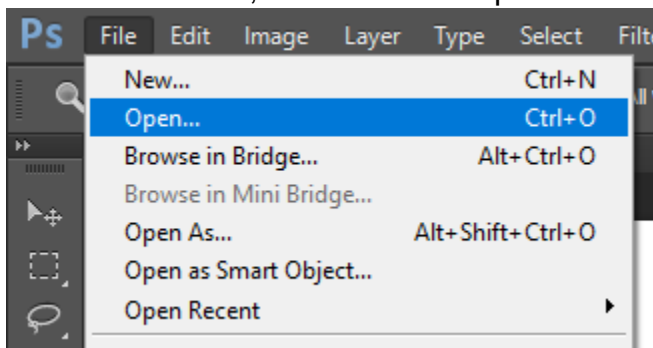
4. Now you have your canvass/ work area.

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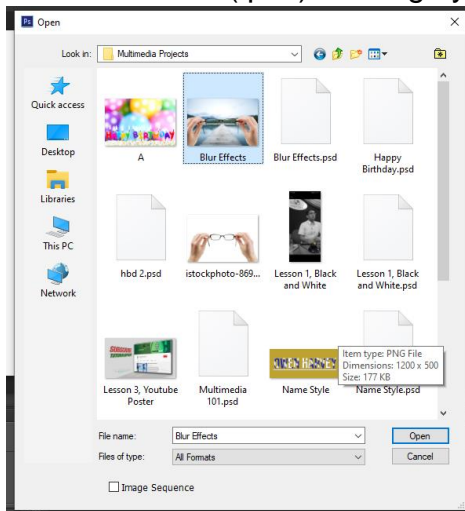



Opening a Project or Image:  
Perform the following operations:

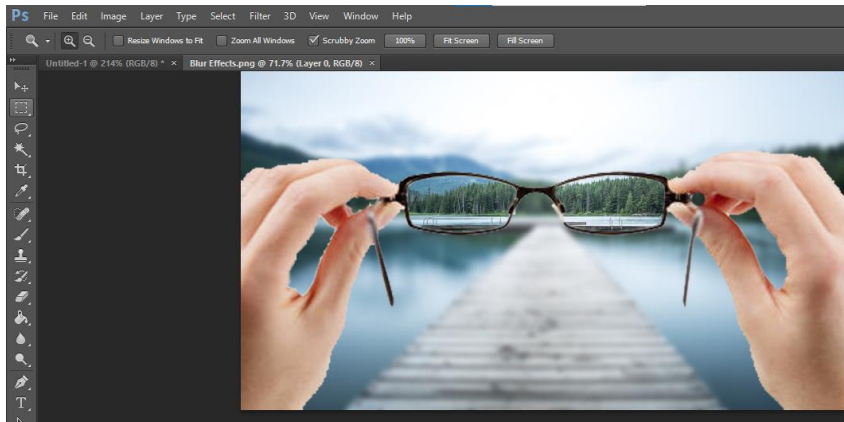
1. Open Adobe Photoshop CS6
2. On the Menu Bar, click File then Open.



3. Choose the file (.psd) or image you want to open to edit, then click open.



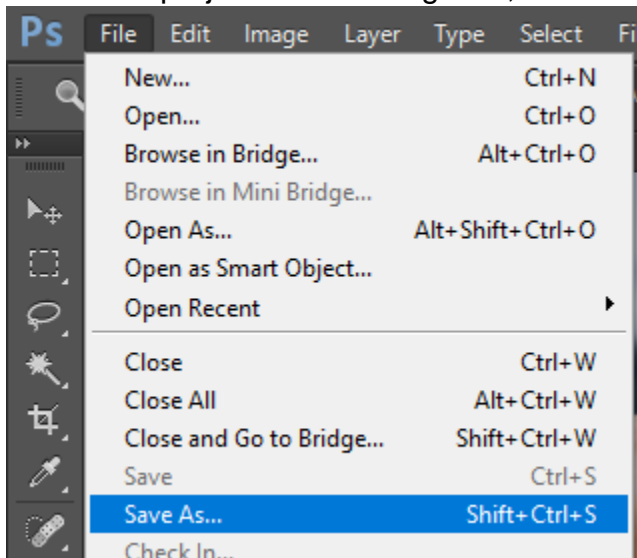
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### Saving a File:

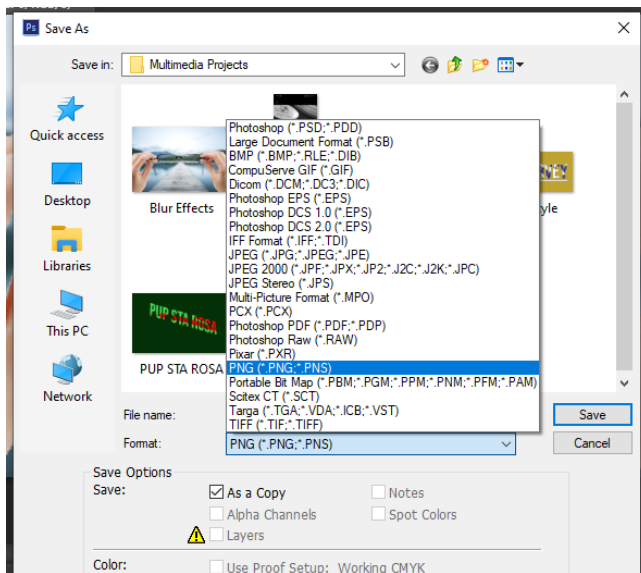
Perform the following operations:

1. After performing some edits on your project or image you can save your work as simple as Ctrl+S or Go to File then click save.
2. To Save a project into an image file, Go to File then click Save As.

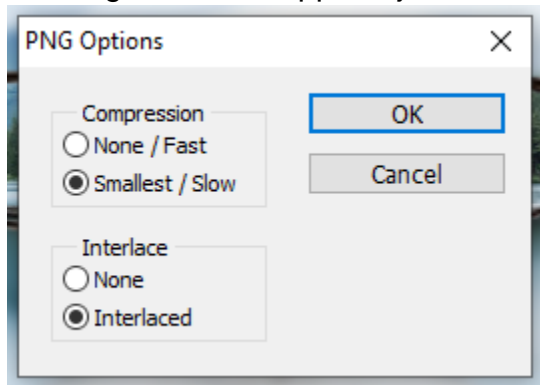


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- On the format area, choose an image file type (.jpg, .png, or .gif). Recommendable is .png or .jpg. also supply the name of your image. And click Save.



- A dialogue box will appear, just click OK



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## 1. Basic and Common Competencies:

### Part 1.4 Perform basic image editing (Layering and Cropping)

#### Layering:


##### Layers

Layers let you organize your work into distinct levels that can be edited and viewed as individual units. Every Photoshop CS6 document contains at least one layer. Creating multiple layers lets you easily control how your artwork is printed, displayed, and edited. You will use the Layers palette often while creating a document, so it is crucial to understand what it does and how to use it.

A) Layer Visibility -The eye shows that the selected layer is visible. Click on or off to see or to hide a layer.


B) Layer Locking Options -Click the checkered square icon to lock Transparency, click the brush icon to lock the Image, click the arrow icon to lock the Position, and click the lock icon to lock all options.

C) Layer Blending Mode -Defines how the layer's pixels blend with underlying pixels in the image. By choosing a particular blending mode from the drop-down menu you can create a variety of special effects.

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- D) Fill -By typing in a value or dragging the slider you can specify the transparency.
- E) Opacity -By typing in a value or dragging the slider, you can specify the transparency of the entire layer.
- F) Layer Lock - The icon shows when the layer is locked and disappears when it is unlocked. Double-click the icon to unlock the layer.
- G) Layer Options Menu -Click the black triangle to display the following options: New Layer, Duplicate Layer, Delete Layer, Layer Properties, etc. Some of the options are presented as icons at the bottom of the Layers palette.
- H) Link Layers - Can be used to link layers together.
- I) Layer Styles -If a layer has a style, an “F” icon shows at the bottom of the Layers palette. Click the little black triangle to see style options.
- J) Layer Mask -Allows you to hide certain parts of the layer, which can then be revealed by using the paintbrush and the white paint color to expose portions of the layer.
- K) Layer Set -This option helps to organize images with multiple layers. Click the icon to create a folder for several layers.
- L) Create New Fill or Adjustment Layer -Have the same opacity and blending mode options as image layers and can be rearranged, deleted, hidden and duplicated in the same manner as image layers. Click the icon and select an option to create a new fill or adjustment layer.
- M) Create New Layer -Click this icon to create a new layer.
- N) Delete Layer -To delete a layer, select a layer in the Layers palette and drag it to the trash can icon, or select a layer and click the icon.



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Perform the following:

1. Create New File
2. Insert two images or any file.
3. Adjust the arrangement of the images in the layers pallet.
4. Click on the eye icons.

### Cropping Images:

Cropping is one of the most basic editing techniques that can improve your images. Cropping helps to bring out the most important features in your image and focus the viewers' attention on these features. Cropping also allows you to make your image a standard photo size.


There are several ways to crop images in Adobe Photoshop:

1. Cropping with the Crop Tool
2. Cropping to a specific size
3. Cropping with the Marquee Tool

#### Cropping with the Crop Tool

The Crop Tool allows you to make a precise selection of an image you wish to edit. To crop with the Crop Tool, follow these steps:


1. Open the image you wish to crop (see Getting Started for detailed instructions).
2. Select the Crop Tool from the Toolbox (see Selection Tools for location and description).
3. It will automatically select your entire image. Drag the edges to fit the dimensions you desire.

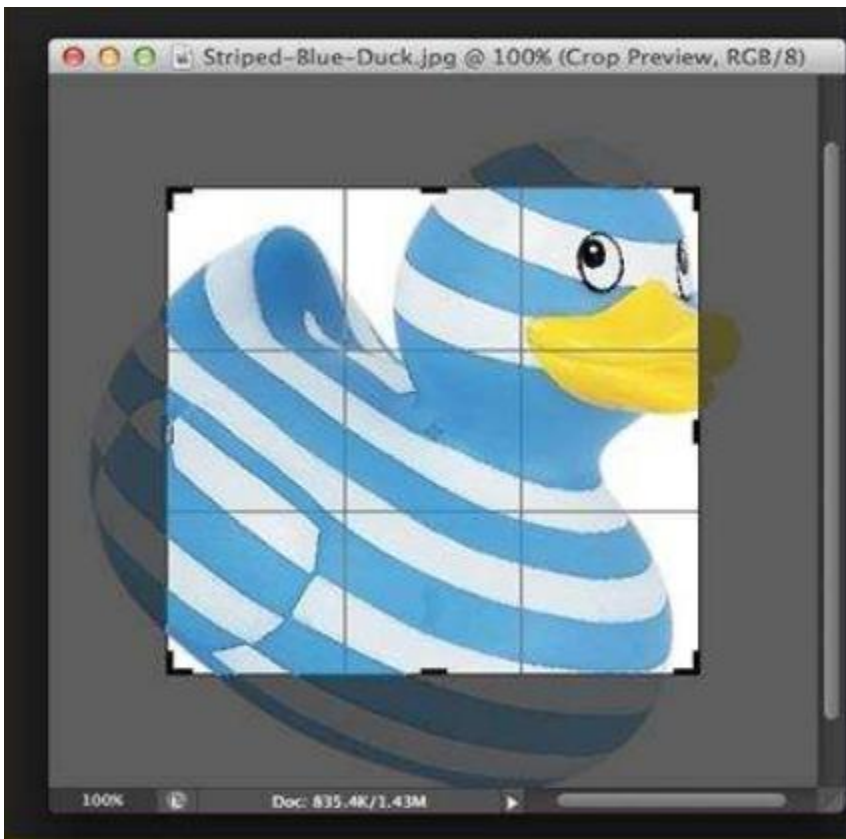
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4. Resize the border by dragging the squares at the sides and corners until you are satisfied with the way your image looks.
5. Once you are completely satisfied with your cropped image, press Enter.

Note: You can also rotate your cropping border. Move the cursor outside the border, you will see how it turns into a double-headed arrow (Figure 12). Drag the arrows in the directions you wish to rotate your selection.

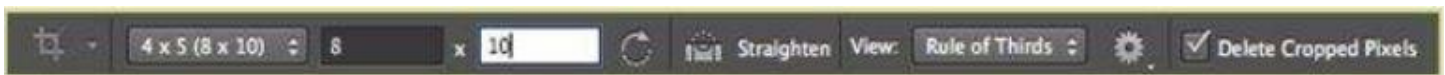
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#### Cropping to a specific size

If you wish to print your digital photos or other images on standard size photo paper, you will have to crop your images to a specific size, such as 8x10. To crop an image to a specific size, do the following:

1. Open the image you wish to crop.
2. Select the Crop Tool from the Toolbox.
3. In the Options bar, specify the values for Width and Height



4. Click in your image and drag the cropping border. Notice that the border is constrained. You cannot make it wider or longer than the specified values (Figure 14). For example, if you entered 8 for Width and 10 for Height, whatever size you make the border, the area within it will fit on an 8x10 photo.

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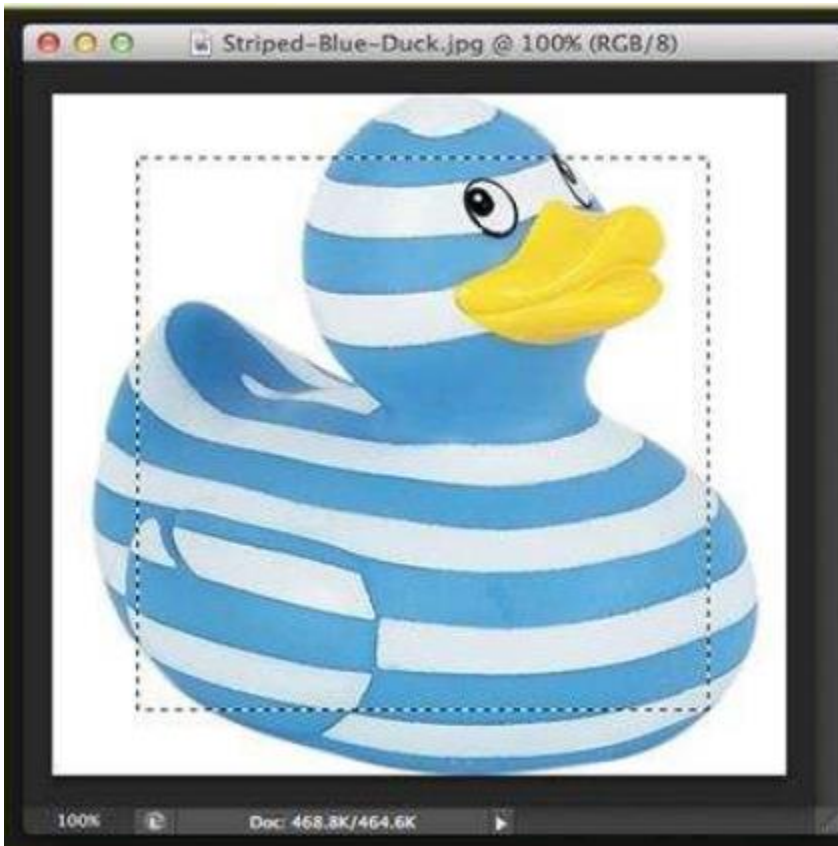
5. Once you are completely satisfied with your cropped image, press Enter.

#### Cropping with the Marquee Tool

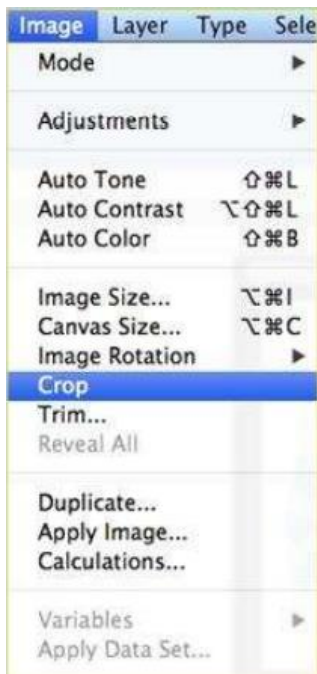
If you are in a hurry and need just a simple crop, you can use the Marquee Tool and a menu command. To crop with the Marquee Tool, follow the steps below:

1. Open the image you wish to crop.
2. Select the Rectangular Marquee Tool from the Toolbox (see Selection Tools).
3. Click and drag the mouse to draw a marquee around the area you wish to crop

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4. In the main menu, go to Image > Crop. The image will be immediately cropped.



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--- End of Basic and Common Competencies ---

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## 2. Core Competencies:

### Part 2. 1 Remove and apply new background

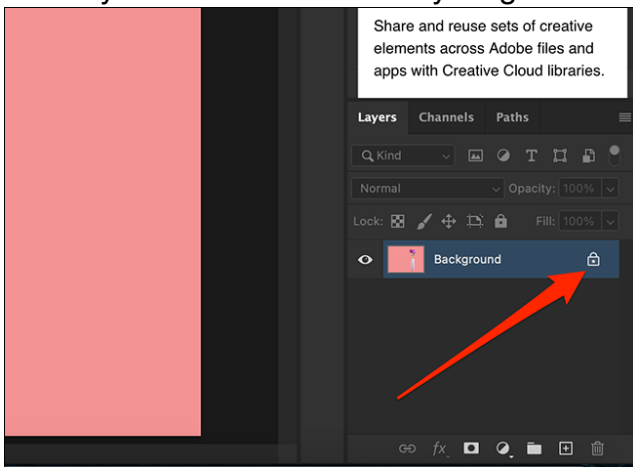
There are two ways or tools that can be used:

1. Magic Wand tool
2. Polygon Tool

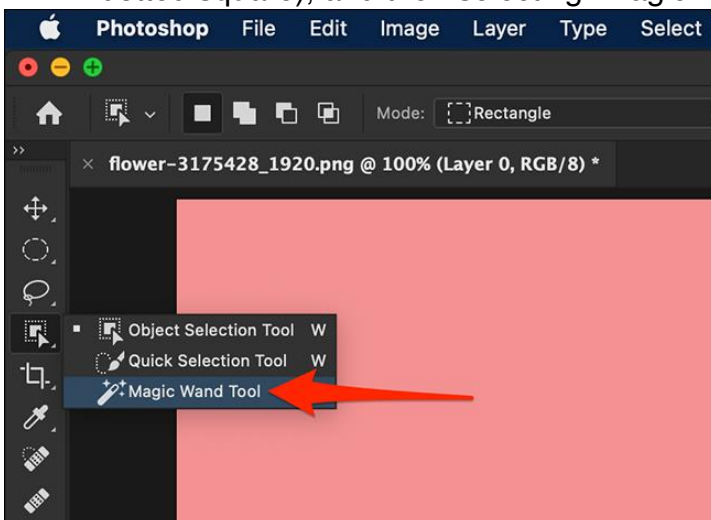
Quick Action Tool:


Perform the following:

1. Start by opening your photo in Photoshop on your Windows or Mac computer.
2. In the Photoshop window, find the “Layers” panel, which is located on the right side of the window. In this panel, click the lock icon next to the “Background” layer. If there’s no such icon, you don’t have to do anything.



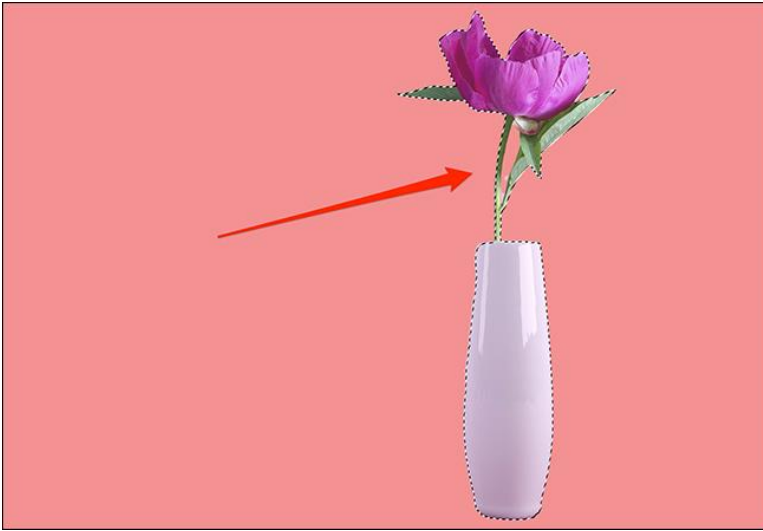
3. Next, activate the Magic Wand Tool. Do this by finding the tools list on the left of the Photoshop window, clicking the “Object Selection Tool” (which looks like an arrow pointing to a dotted square), and then selecting “Magic Wand Tool.”



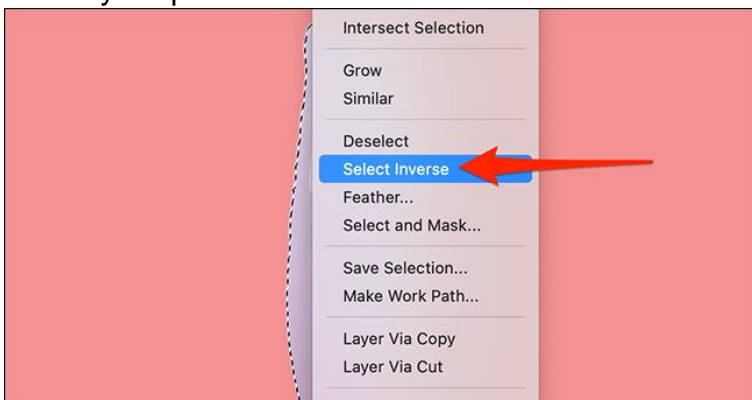
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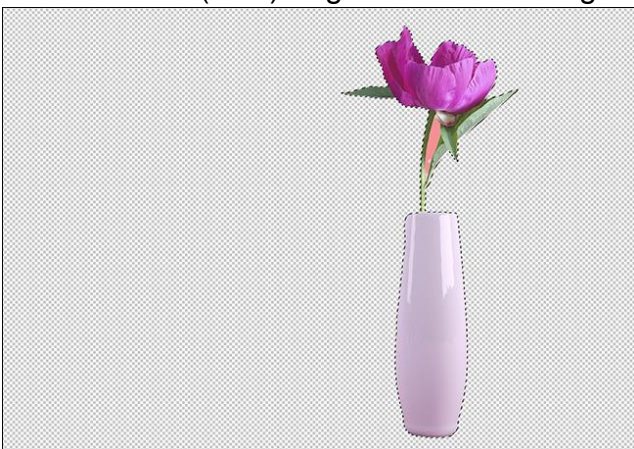
4. With the Magic Wand Tool activated, click the subject in your photo. The tool automatically selects the entire subject for you.  
Tip: If the tool doesn't properly select the subject, click the background to highlight it. In this case, skip the next step.




5. Right-click your photo and choose "Select Inverse." This selects everything but the subject in your photo.

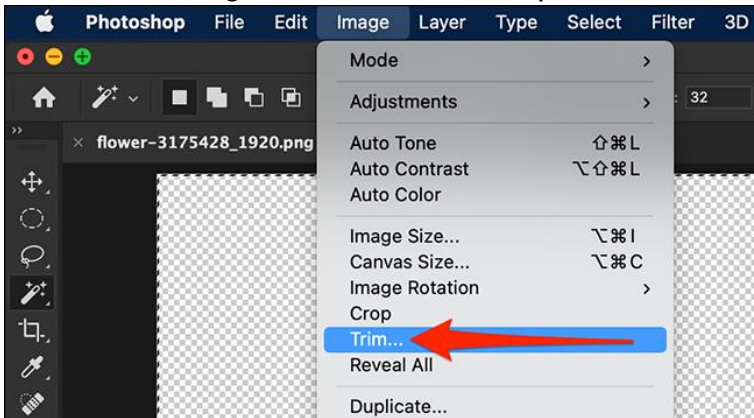


6. You're now ready to remove the background from your photo. Press Backspace (Windows) or Delete (Mac) to get rid of the background in your photo.

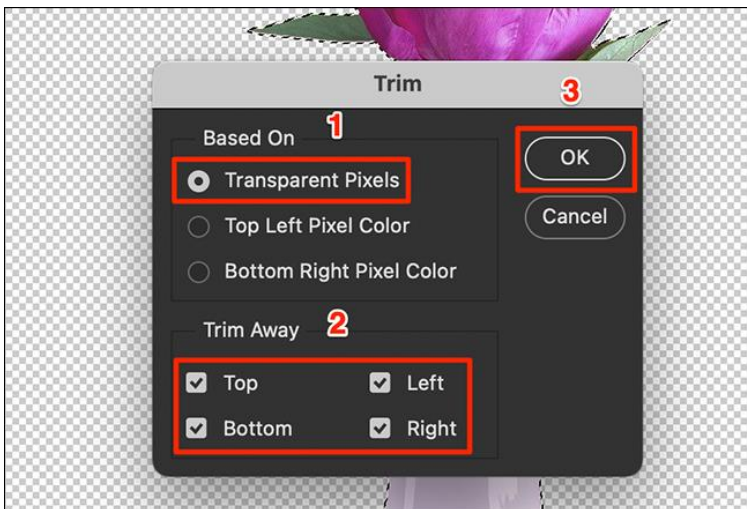


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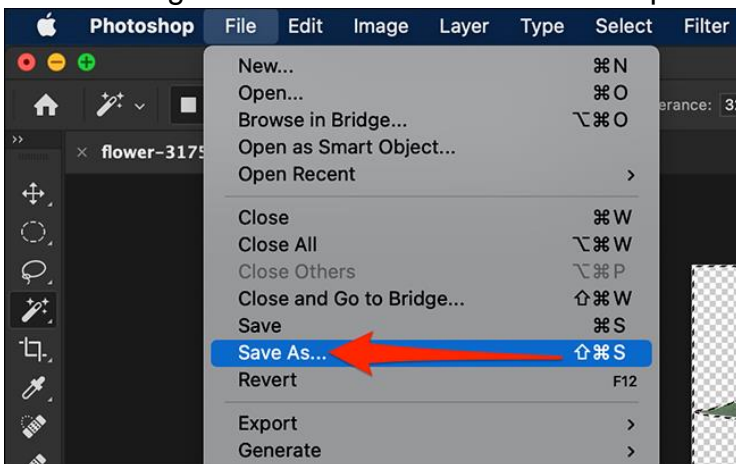
7. Removing the background leaves empty pixels around your subject. To get rid of these pixels, click Image > Trim in Photoshop's menu bar.




8. In the "Trim" window, select the "Transparent Pixels" option. In the "Trim Away" section, enable all the boxes and then click "OK."



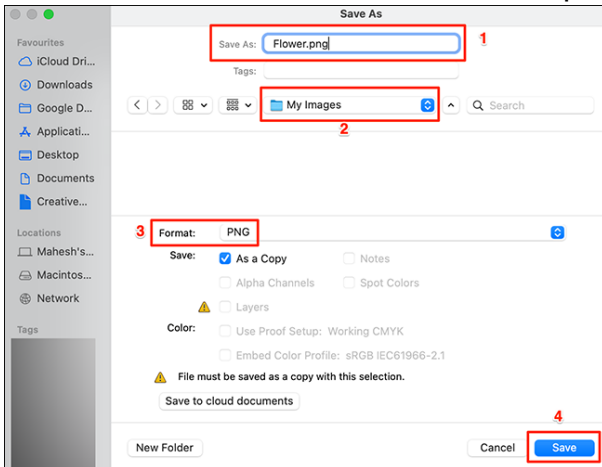
9. Next, you'll likely want to save the image in the PNG format to preserve the newly transparent background. Click the File > Save As option in the menu bar.



10. In the "Save As" window that opens, click the "Save As" box at the top and type a name for your photo. Select a folder to save your photo in. Next, click the "Format" drop-down menu and

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choose a format for your photo (Select “PNG” to preserve the photo’s transparency.). Click “Save” at the bottom to save the photo.

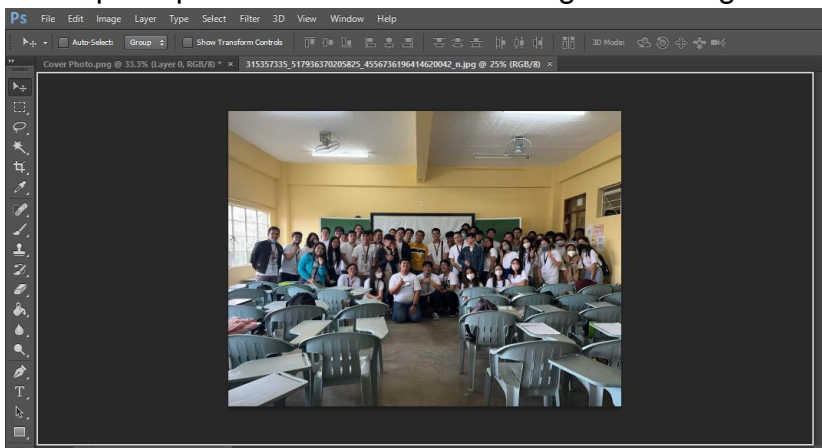



Applying new Background.

1. Drag the photo edited on a new or separate image file that will serve as your background. Use the Move tool.



2. Drop the photo on the selected background image




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3. Adjust the photo on whatever position you want it to be placed.



4. Save the file.

--- Nothing follows ---

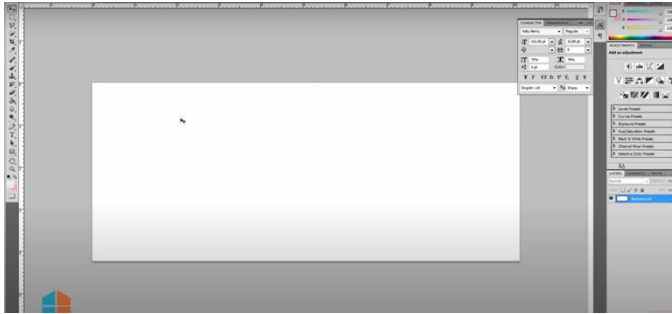
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## Core Competencies

### Part 2.2 Perform creative text effects

Perform the following operations:

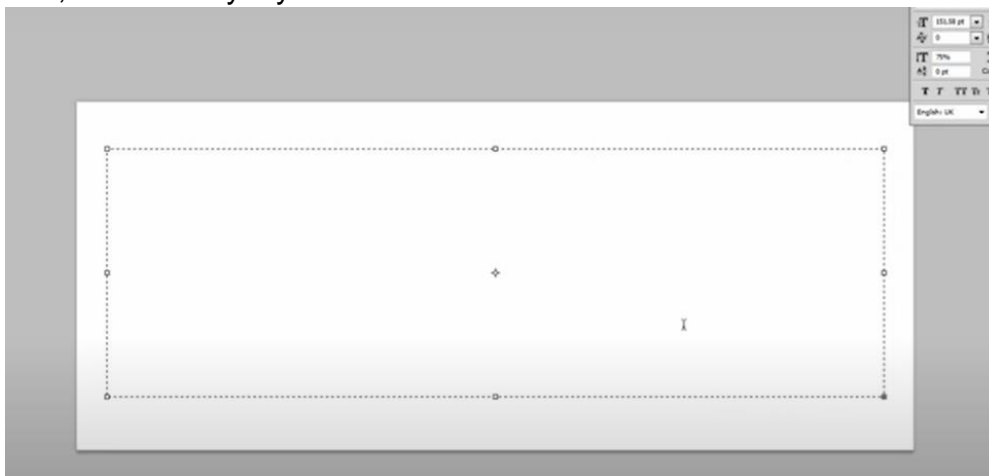
1. Open new file. The dimensions are suggested of a short or long bond paper.




2. Select the Text tool on the toolbox.



3. Drag the text tool in to the desired area of your text. Enter your desired text. After entering the text, click on any layers.



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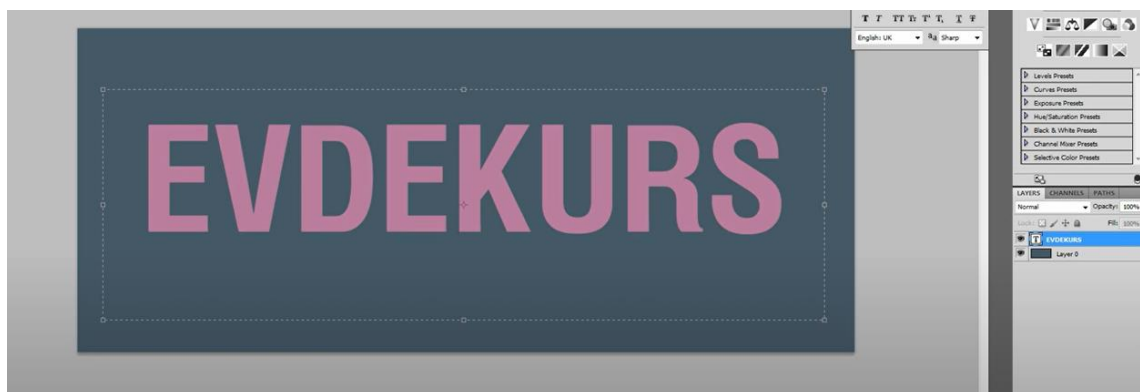
- Choose Font Color from the color picker In the toolbox. Choose the foreground color. Also, the font style (Bold, Italic, Underline, and font size) on the menu bar.




- Use the move tool to move the whole text. (If you need to move it).
- You can also change the text tilt or size by adjusting it's braces.



- On the given layer (background), choose that layer, then click on the paint bucket and choose another color then click the paint bucket icon on the surface of the selected layer. It must change its background color.



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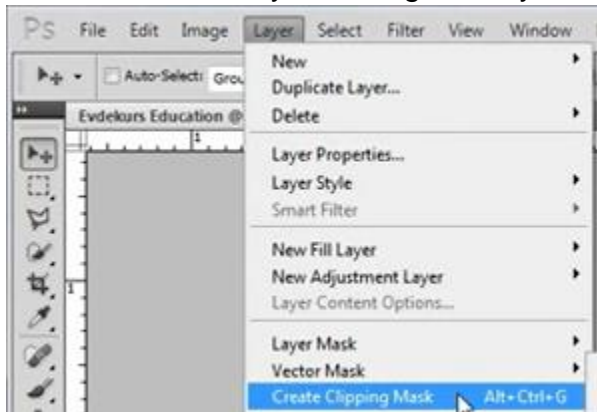
8. Click on the text layer once again, (Everytime you click a certain layer, it is the only affected area when you change something, other layers are not edited). Change the font color to white.




9. Create New Layer and again change it's color to any color, not like the first one. Use paint bucket tool. And Change it's layer name.



10. Choose the new layer, then go to Layer tab and choose Create clipping mask.



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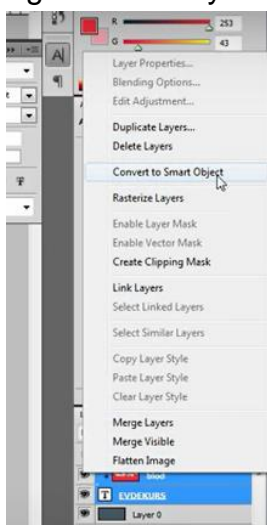
11. By this time it should have this output, the second layer is the color of the text in the first layer. Please take note that the position of the layers are important.




12. Now click on the Eraser tool, and choose the style of the eraser that best suites your style. And scratch it on the 2<sup>nd</sup> layer's surface it would create a scar or blood effect.



13. Click on the text and 2<sup>nd</sup> layer, then right click and choose Convert to smart objects, this will merge the two layers into a single layer.




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14. After merging, right click again then choose Blending options, an option box shall appear, tick the box on the right side of the drop shadow (to create shadow effect). Adjust the distance and size. Also you can try others like stroke, bevel, emboss, etc.



15. After using all the editing tools, you can now save your work into an image file.



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## 2. Core Competencies:

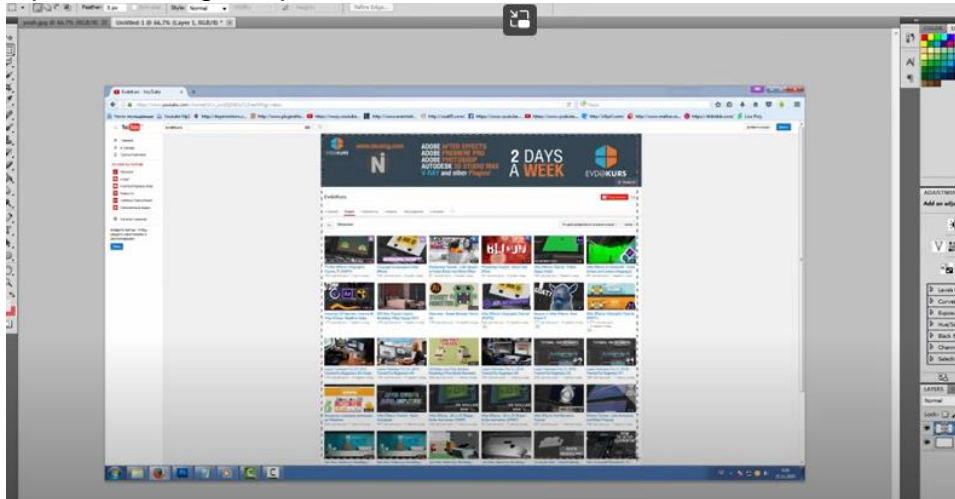
### Part 2.3 Develop cover poster designs

#### Prerequisites:

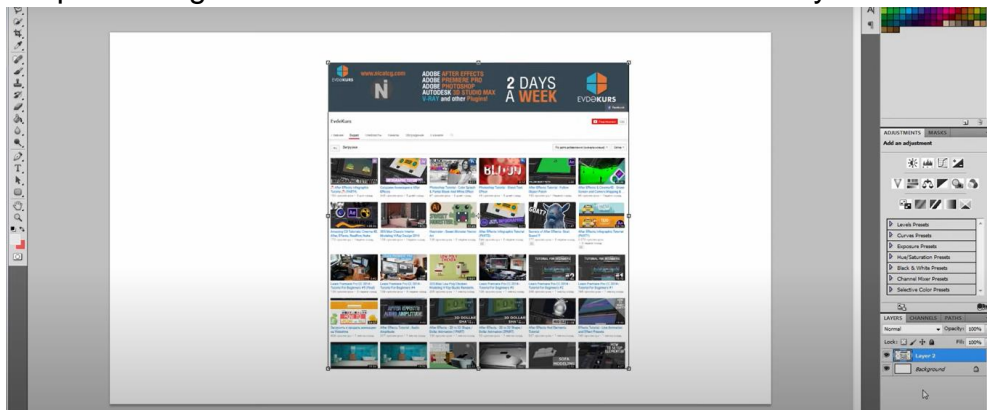
1. Make sure you have a screenshot of your facebook profile, page or youtube channel. We are going to create a banner design.


#### Perform the following operations:

1. Open new file.
2. Open the image or paste the screenshot on the created file.

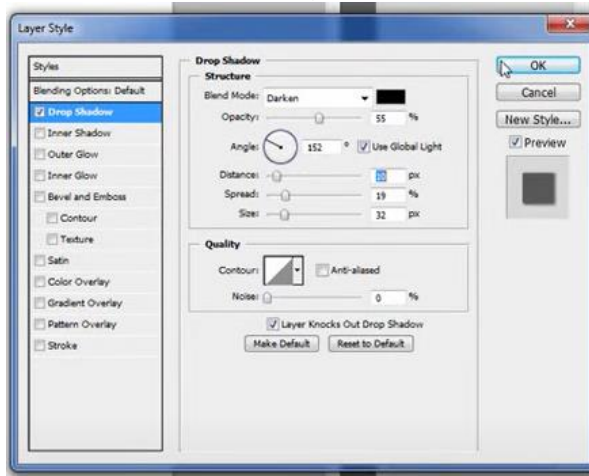


3. Crop the image into desired size. You should have two layers at this time.

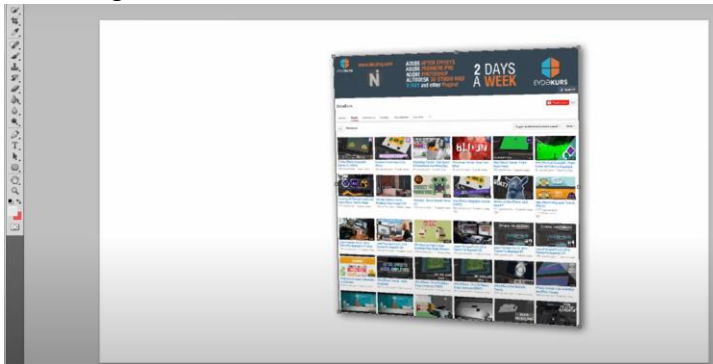


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4. Choose the screenshot layer, right click, choose blending options, edit the drop shadow (spread, size, and angle). Choose the Darken option for Blend Mode. Click OK.

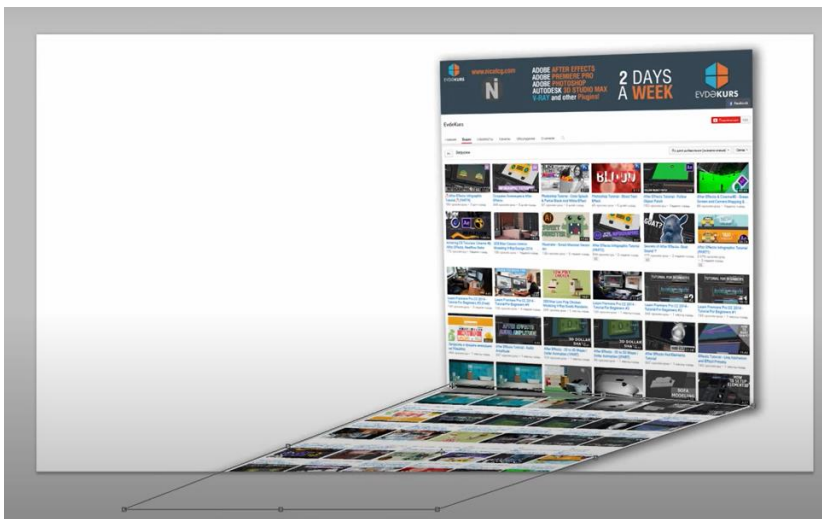


5. Press Ctrl+T. this is to tilt the image by using the brackets. This is to change the perspective of the image.

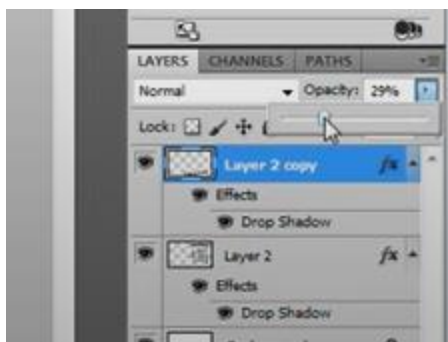



6. Use move tool to change the position of the image
7. Duplicate the image to have the shadow effect use the braces to change the perspective and tilting of the second image.

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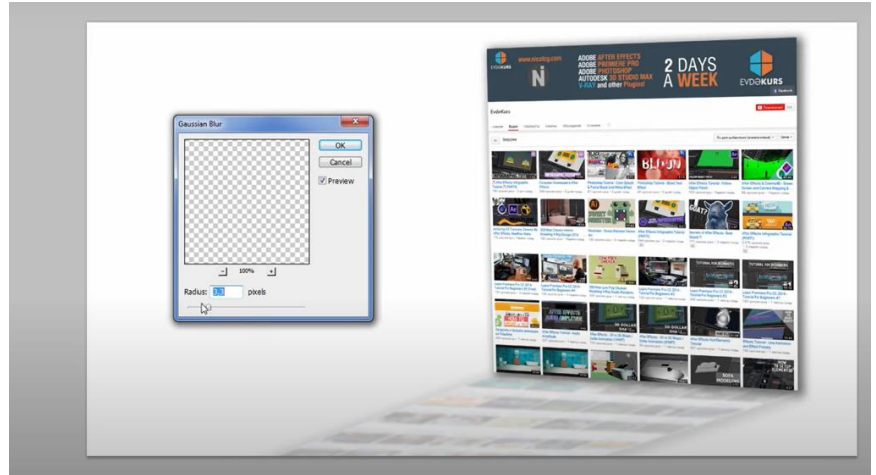
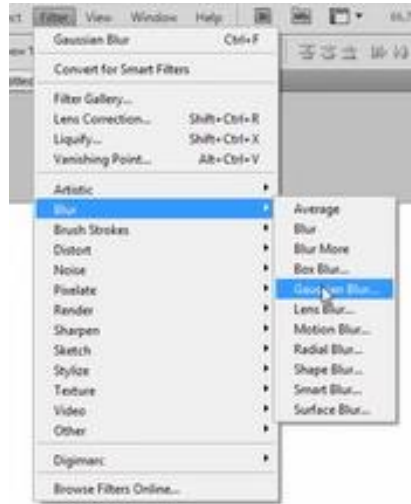
8. Adjust the braces of the second image, this will be edited later to have the shadow effect.
9. On the layers tab, choose opacity and change the opacity to lighter the image to create a shadow effect.



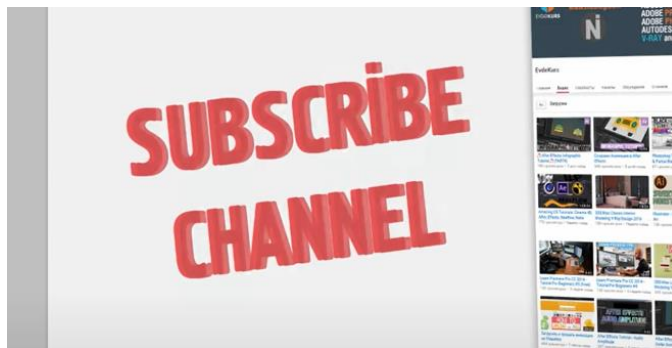
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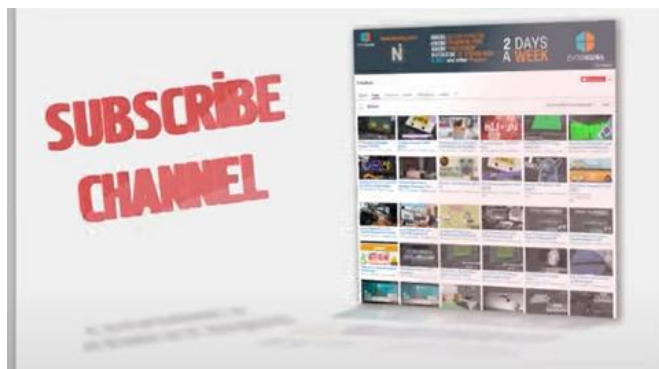
10. On the Filter tab, Choose: Filter → Gaussian Blur. Adjust the blur of the 2<sup>nd</sup> Image.




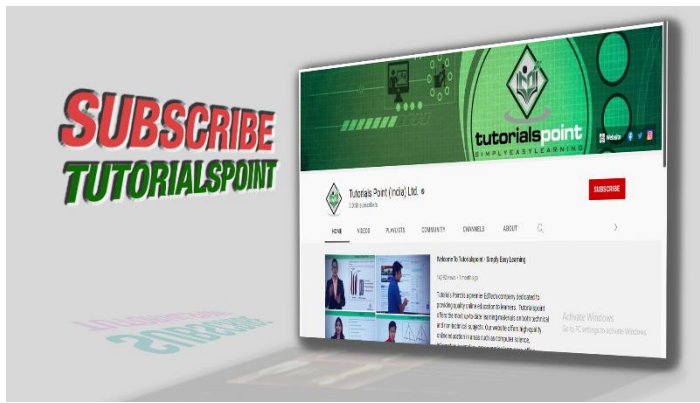
11. By using the knowledge of inserting text and designs, apply those in this part, to have the proper text. Also change the perspective of the text. Apply different effects by using the Blending options.




12. Duplicate the text and just like what we have done in the screenshot, use the braces to change the perspective, the blending options to change the color of the text (Darken) to have the shadow effect.



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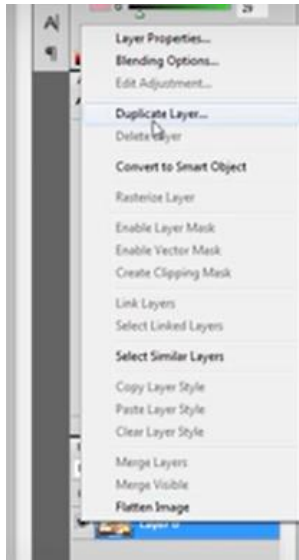
## 2. Core Competencies:

### Part 2.4 Apply black and white and blur effects on images

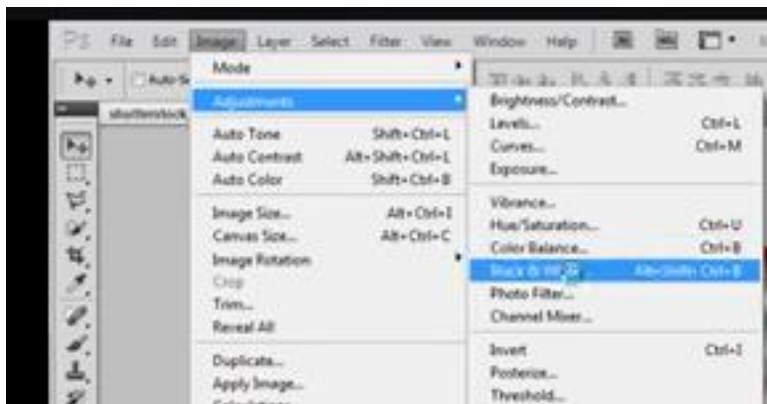
Black and White with color effects:


Perform the following operations:

1. Open an image File
2. Duplicate the image in the layers tab, add layer name (B&W)

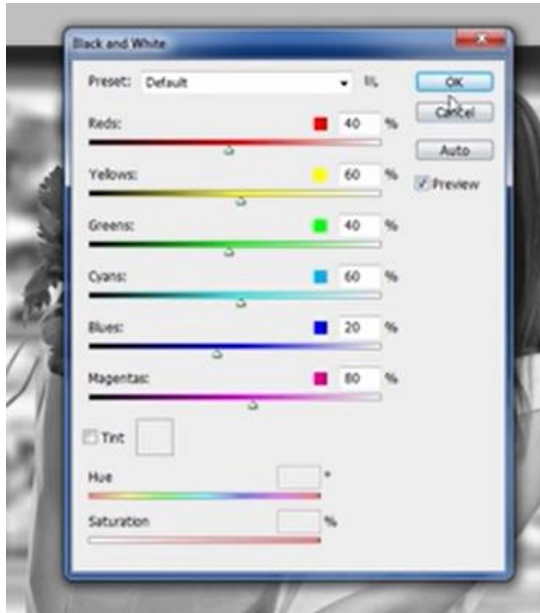


3. Go to Image tab → Adjustment → Black and White

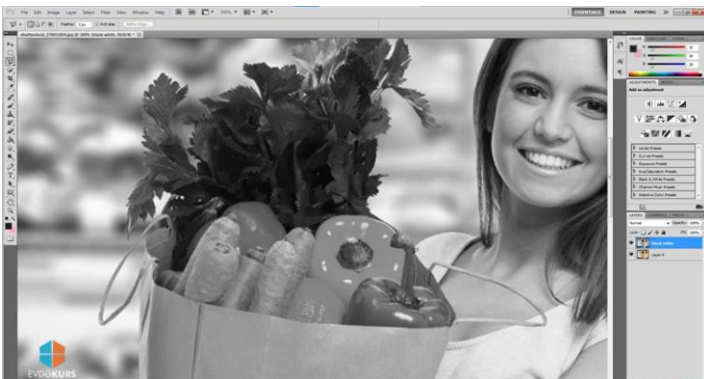


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4. Click OK on the dialogue box that will appear.



5. Use the polygon tool to trace the object that you want to have the color.



6. After connecting the last brace, click on del or delete. The layering plays a vital role in this activity.

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7. Save the file as an image file.




Blur Effects:

Prerequisite:

1. One image for the background.
2. Second image for the area that will have a clear sight (preferably glasses)

Final Output:



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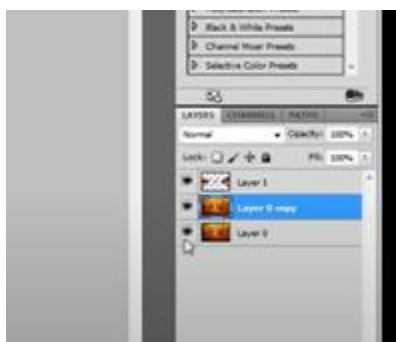


Perform the following operations:


1. Open the two image files.
2. Make sure that the second image (glasses) has no background. Drag the second image to the first image.



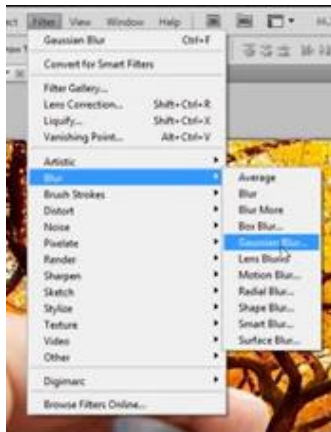
3. Duplicate the first image, the duplicate shall be or can be the blurred the original would be the clear one. Change the name to avoid confusion of the layername.



4. The layer which is going to be blurred must be above the layer of the clear one. Again layering does the magic.
5. Go to Filter → Blur → Gaussian Blur, then adjust the desired blur effect, then click OK.

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6. Then on the layer tab, still click on the blurred layer, Then on the toolbox choose eraser. Erase the blurred part on the glasses. To make an effect of clear image that can be see through the glasses.



7. The final product must be like this, save the file into an image file.



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## 2. Core Competencies: Part 2.5 Creating a Logo

Prerequisite:

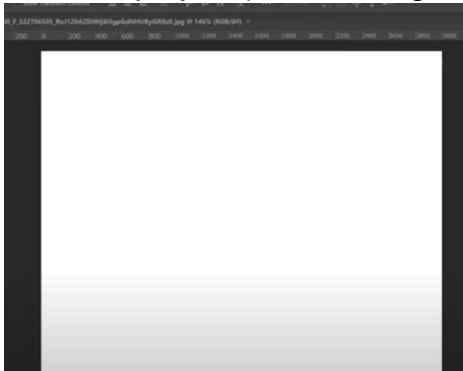
1. Font style of your choice.


Assume that we want to create a text logo, follow the instructions:

Final Output:

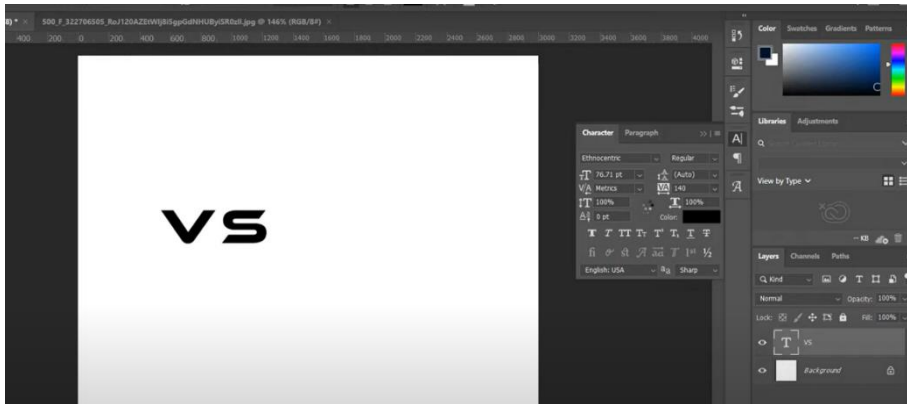


1. Create a project (White background)



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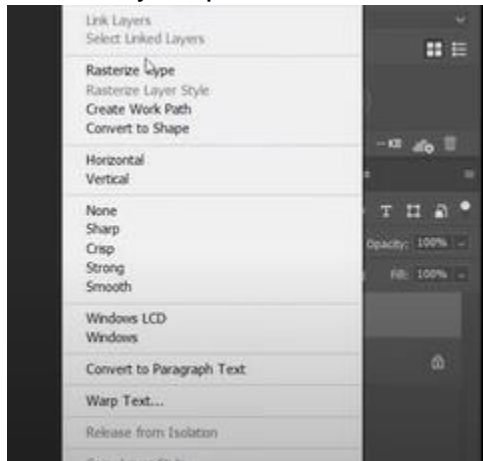
2. Enter Text using text tool and edit or adjust the styles in the styles pallet.




3. Press Ctrl + T to adjust the positioning and perspective of your text

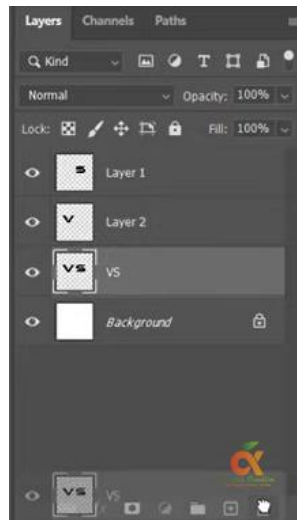
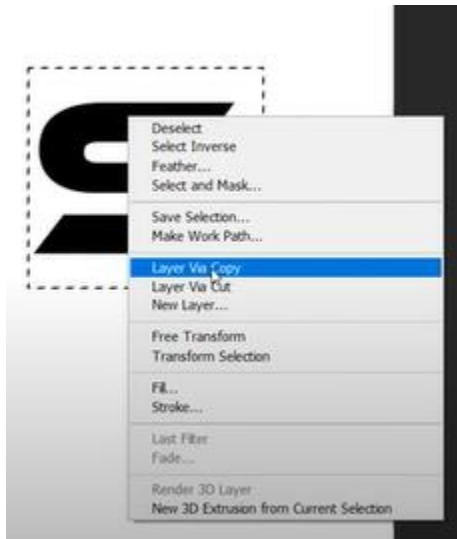


4. On the layers pallet, click on the text → right click → Rasterize Type

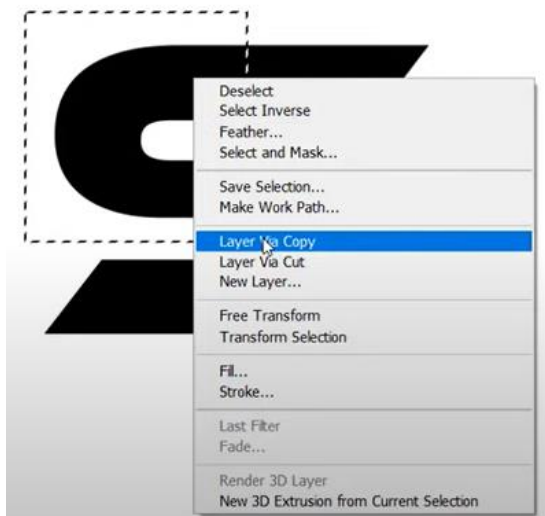


5. Marquee Tool → Select the letter “S”, right click, select Layer via Copy, same to do with V, then there will be four layers, drop or delete the original layer with the text.


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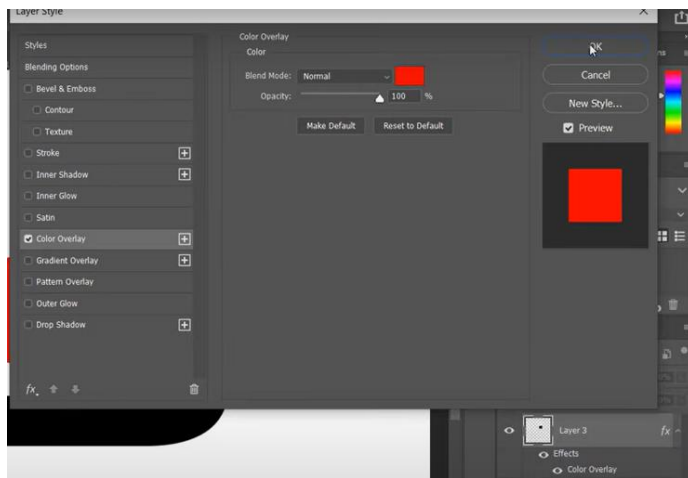


6. Select a portion of the “S”, then right click, Layer Via Copy.



7. Click on that 3<sup>rd</sup> layer, → Blending options → Color Overlay → Choose color, hit OK.

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8. The image should look like this.



9. Click on Layer 1 → Select the red part of the “S” using the marquee tool → press delete button → Select Layer 1 – Move the cut part of the Red part of S, in front of the area of the “V”. Use Move tool. Adjust the letters.

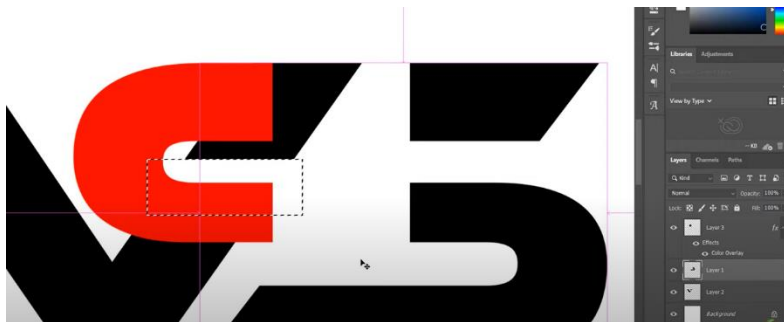


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10. Create Rectangle using the toolbox on the V (see the image below). Use move tool to adjust.




11. Layer Pallet → click Rectangle → Press ctrl → Click Layer 2 → Press Del → Drop or delete Rectangle 1. This should be the image at present and layers.



12. Marquee Tool (See reference image for the area) → Layer via Copy



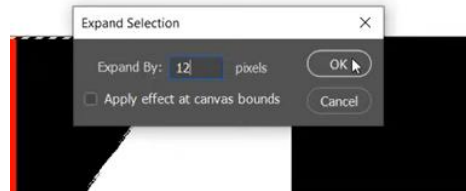
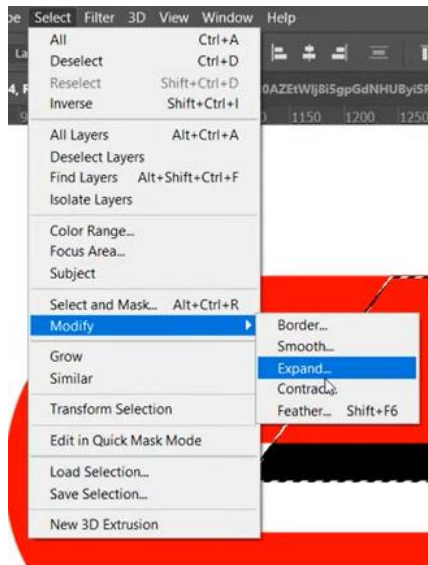
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13. Select Layer 4 → Press Ctrl




14. Select → Modify → Expand → Type 12 → OK



15. From Layer 3 → Press Del → Ctrl+D



16. Connect the two letters via a rectangle.

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17. At this point the image must look like this,




18. Press Ctrl → Choose Layer 3 → Menu Tab → Select → Modify → Expand → Type 12 → OK

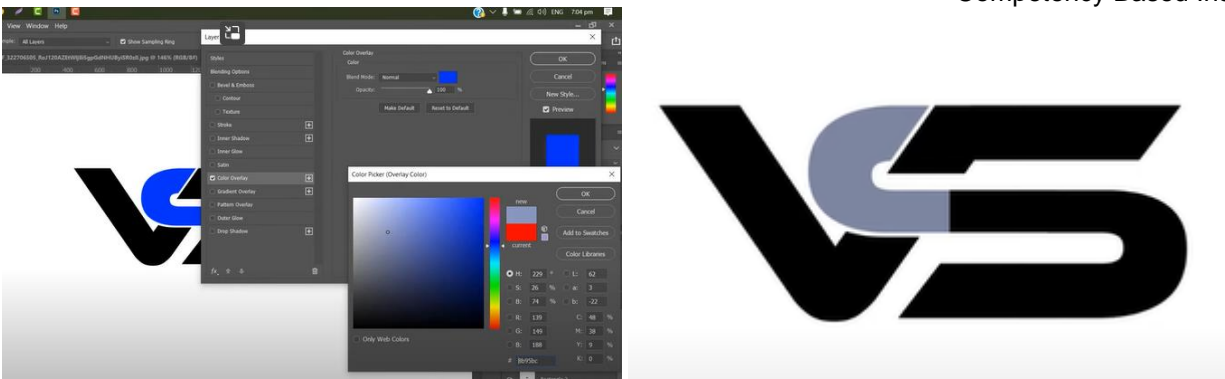


19. Connect the two letters via a rectangle.



20. Choose Layer 3 (Red S part) , → Blending Options → Color Overlay → Pale Blue → OK

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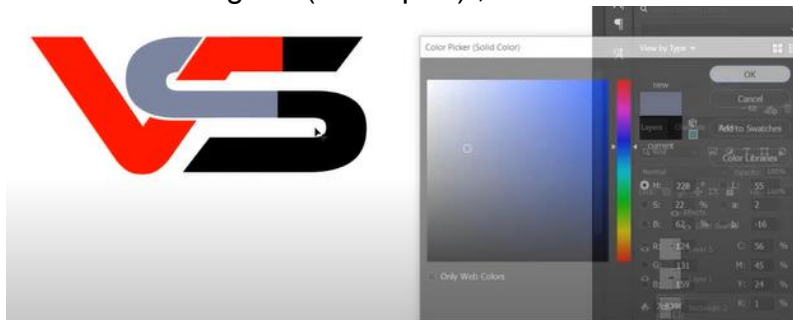
21. Choose Layer 4 (Black S upper part) , → Blending Options → Color Overlay → Red → OK




22. Choose Layer 2 (Black V part) , → Blending Options → Color Overlay → Red → OK



23. Choose Rectangle 2 (Black part) , → Color Picker → Pick the Pale Blue of the S Part



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24. Choose Layer 1 (Black S lower part) , → Blending Options → Color Overlay → Pale Blue → OK
25. Choose Layer 5 (Black S upper right part) , → Blending Options → Color Overlay → Red → OK
26. Click all layers and use move tool to adjust them at the center, at this point the image should look like this,




27. Enter new text at the lower part of the logo. Insert your text. Adjust the styles and colors. Use move tool if needed.



28. Save the file as .png or any image type.

#### References:

<https://www.educba.com/uses-of-photoshop/>  
<https://www.adobe.com/products/catalog.html>  
<https://www.hongkiat.com/blog/keyboard-shortcut-for-photoshop-cs2-toolsbox/>  
[https://www.howtogeek.com/731327/how-to-remove-a-background-in-photoshop/#moka\\_anchor\\_magicwand](https://www.howtogeek.com/731327/how-to-remove-a-background-in-photoshop/#moka_anchor_magicwand)

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