



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECija

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7&8
DIGITAL MEDIA 7&8
First Quarter, Week 5

Name _____ of _____ Learner:

Grade _____

Level /Section: _____ Date: _____

Layer Basics and Management

BACKGROUND INFORMATION FOR LEARNERS

Layers are like transparent sheets that can hold text and images in Adobe Photoshop. These sheets are transparent that allows you to see the content of other layers below. On the figure 1 below you can see the Layers Panel on Adobe Photoshop

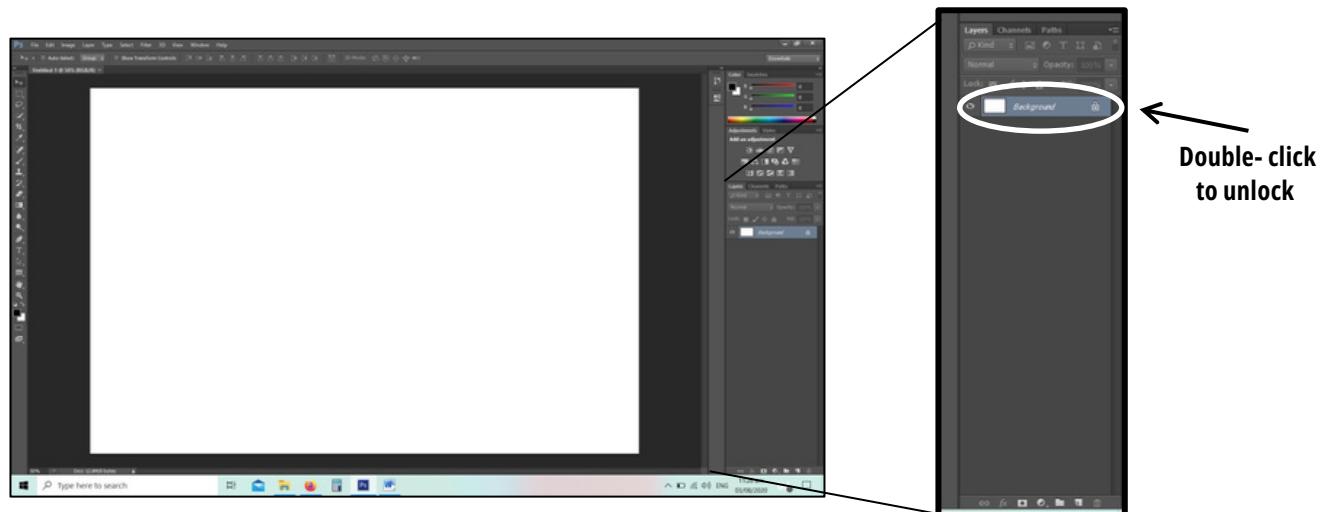


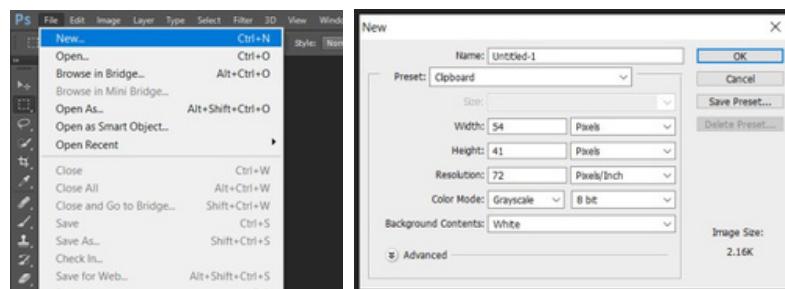
Figure 1. Sample Canvass and Layer Panel

When you create a new Photoshop document or open an image, this will be named as the background layer on the layer panel. The background layer is locked, you can disable it by double- clicking and it will show a dialog box, and then click OK as shown on Figure 1.

To create a Canvass or your working area like in MS Word or MS Publisher, just click File and

New
choose

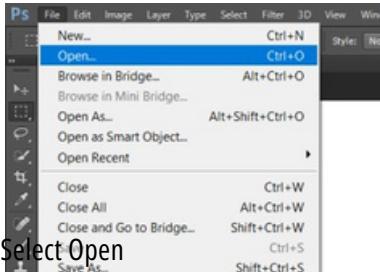
Step 1. To create a new canvass/ Working Area



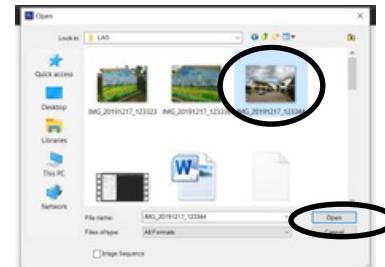
Step 1. To create Canvass, Click File Menu and choose New

Step 2. Supply the needed data like filename, size to be used for your canvass/ working area and then click OK.

To add image on Adobe Photoshop, you can click on File menu> choose Open> select the image you want then click Open button. Your selected image will be opened on different layers tab as shown on Figure 2.



Step 1. Select Open



Step 2. Select the image that you want and click Open button

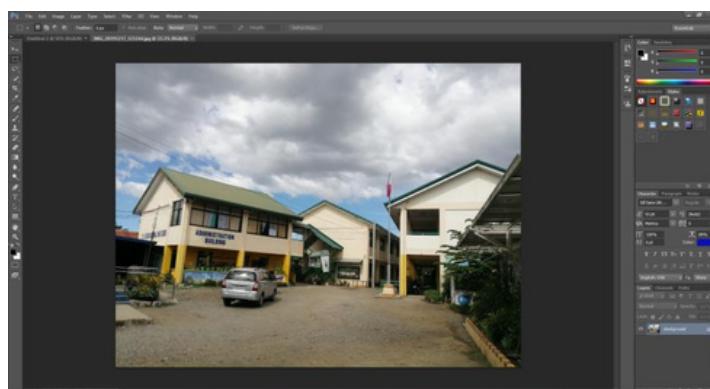


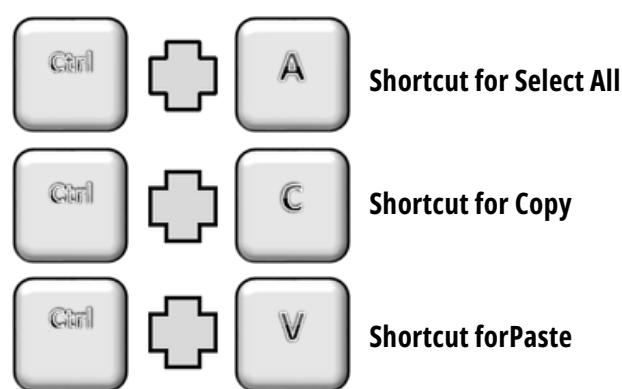
Figure 2. Image opened at Adobe Photoshop

To bring the image on your Canvass/ Working area layer, press **Ctrl+ A** to select the image (*you'll notice a running ants around the image indicating that the image is selected*), then press **Ctrl+ C** to copy it, go to your canvass layer by clicking its title head and press **Ctrl+ V** to Paste the image. You can also click and drag the image after unlocking it over the title bar of background image or another image, when your mouse pointer reach the header, the background layer will appear and you can now release your mouse button to place the image. See Figure 3 to see image over the canvass/ working area. Repeat the steps to add more images.

Steps on Copying and Pasting Image to Canvass



Step 1. Running ants after pressing **Ctrl+ A**,



Step 2. Apply the following commands

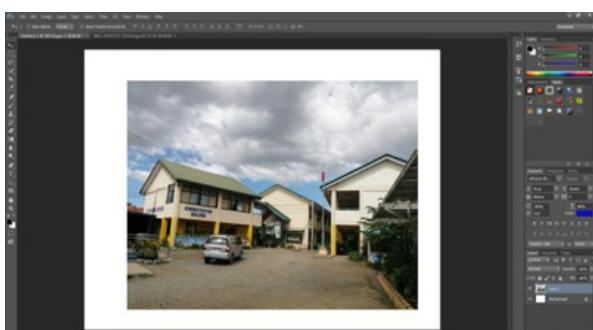


Figure 3. Image layer over the canvass layer

LAYERS PANEL SHORTCUT BUTTONS

These shortcut buttons allows you to manage and edit the content of your layers easily. See at Figure 4 to identify the content of Layers Panel Shortcut Buttons.



Figure 4. Layers Panel Shortcut Buttons

A. Add Layer Style

This gives you the command on how you can add effects or design on your layer's content. Some examples of style that you can apply are drop shadow, inner shadow, outer glow, inner glow and etc...

B. Add Layer Mask

Layer mask is a non- destructive form of hiding or erasing parts of a layer without actually

C. Create New Fill or Adjustment Layers

it. Commonly it is used in combining parts of two or more layers.

This command allows you make adjustments on the appearance of layer's content by

D. Create a New Group

creating a

separate layer mask above the selected layer.

E. Create a New Layer

This command is very helpful on managing layers. It creates a folder that can contain

F. Delete Layer

layers, when

layers are in group you can hide or move them together.

MANAGING LAYERS

This is short cut button to insert a blank layer. Here are some of the tips and tricks that may help you in managing your layers when working with Adobe Photoshop.

Click this button to remove the layer or layers to be deleted.

Creating a New Layer

To create a new blank layer, just click the shortcut button on layer panel or click Layer menu, point on New and click on Layer and click OK. Figure 5 shows the new blank layer 2 inserted.

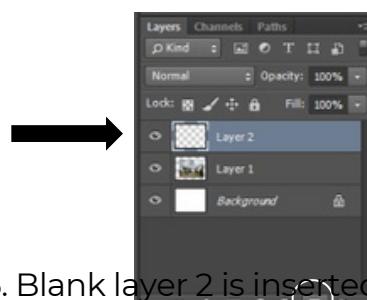


Figure 5. Blank layer 2 is inserted on layers panel.

Active Layer

The active layer is the layer currently in use when you are working with Adobe Photoshop.

To select a layer just click it on the layers panel and it will be highlighted like the image

shown on

Figure 6. This means that the only layer that you can work on at this time is Layer 1.

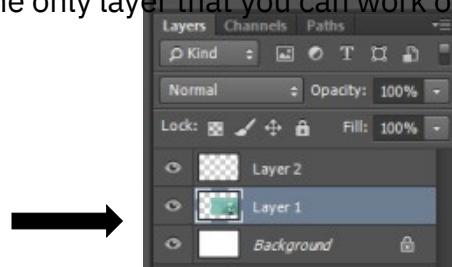


Figure 6. Showing Layer 1 is the Active Layer

Renaming Layer

One way to easily locate or manage your layers is by renaming it. To rename a layer, double- click the layer you want, the default name will be selected and will turn in color blue, now type the new layer name you desired and press Enter key.

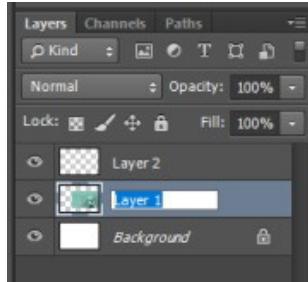


Figure 6 . Shows the layer 1 is highlighted after right- clicking on it and ready to be renamed.

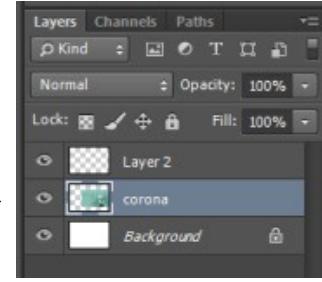


Figure 7. Shows that the layer 1 is renamed as corona

Moving Layers

To change the order of layers on the layers panel you can bring a layer below or above on each other by clicking and dragging the layer you want to replace.

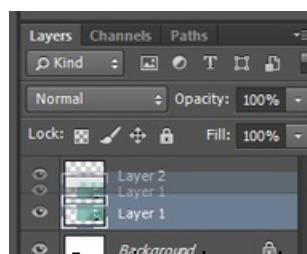


Figure 8. Shows reordering of Layer 1 to be placed at the top portion of the panel.

Hiding/ Showing Layer

The eye icon at the left side of layer's preview icon signifies that the layer is visible on Photoshop's working area, to hide the layer you don't want to see just click the eye icon. You can see that the eye icon will disappear signifying that the layer is already hidden. See Figure 9, corona layer is hidden.



Figure 9. The corona layer is hidden

Copying Layers

You can create duplicate or multiple copies of a layer by clicking, dragging and releasing your selected layer over the Create a New Layer Icon as shown on Figure 10.

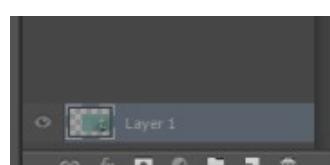
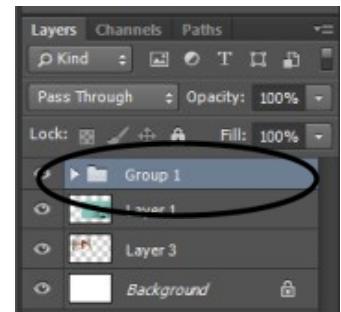
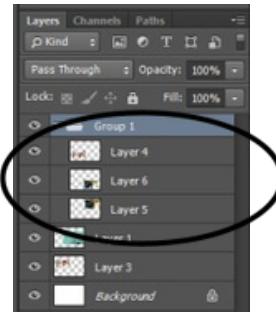


Figure 10. Layer 1 is about to release at Create New Layer icon to make a copy

Grouping layer

Another way of organizing layers is by placing layers inside of a folder. It is very helpful when you are working with huge number of layers. You can create folder to group your layers before you add your first layer on the panel or you can also group it later. To insert the layer inside the folder, just click and drag the layer over the groupings folder, then release your mouse button. You will notice that the layer you inserted on the folder is *slightly indented to the right*, this means that the layer already grouped inside that folder. Once you click the down arrow at the left side of the folder, all of the layers below that folder will be hidden also. See the procedures on the next page

Steps on Copying and Pasting Image to Canvass



Step 1. Selecting of layers you want the right after moving them over the folder.

Group 1 folder is clicked to hide layers 4, 5 and 5 from the panel.

Merging Layers

This method is used to combine all of your layers into a single layer. You can do this by selecting all the layers you want to merge from the panel > right click over the layers > select Merge Layers. You can also do this by selecting all the layers and use the shortcut key **Ctrl + E**.



Note: Hold this key while selecting 2 or more layers

Step 1. Selecting of layers 1,9,8,7 and 3 while holding the Ctrl key.

Step 2. Press Ctrl + E key to merge

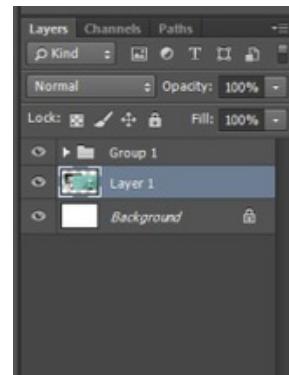
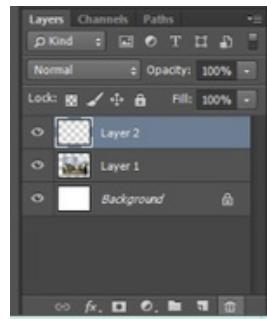


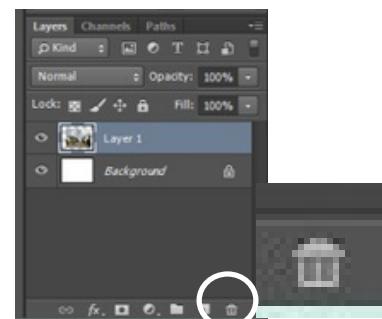
Figure 11. Shows that Layers 1,9,8,7 and 3 are merged into a single layer and named as Layer 1.

Deleting layers

Use this command to remove layer that you don't need on your panel. You can do this by selecting the layer and dragging and releasing it over the Delete Layer icon on the panel, or you can also press the Delete key on the keyboard.



Step 1. Select the layer that you want to be deleted



Step 2. Move the selected layer on the Delete icon, or simply click the Delete icon

LAYER BLENDING AND LAYER STYLES

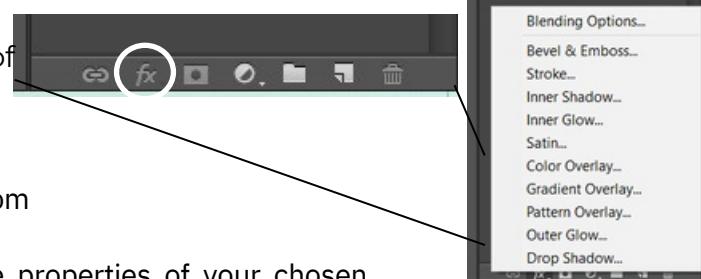
Background Information for Learners

Adobe Photoshop is known as a tool by professionals like photographers on enhancing and modifying images, but one of the most powerful features of Adobe Photoshop is that can also be used on designing and creating print ads layout, logos and other graphic designs. One great way on improving texts and graphics is by adding effects into it, like the application of layer styles and layer

blending. These two are the basics on designing layers.

The Add Layer style button on the layer panel gives a list of effects that can be applied to enhance the look of a layer. Figure 1 shows the list of available items on Add Layer Style button

Figure 1. The Add Layer Style List of Options



To add effects using layer style, click the type of effect that you want to apply from the list and a dialog box will appear, this dialog box enables you to customize the properties of your chosen layer style. Figure 2 shows that Stroke will be selected to apply on the layer 2.

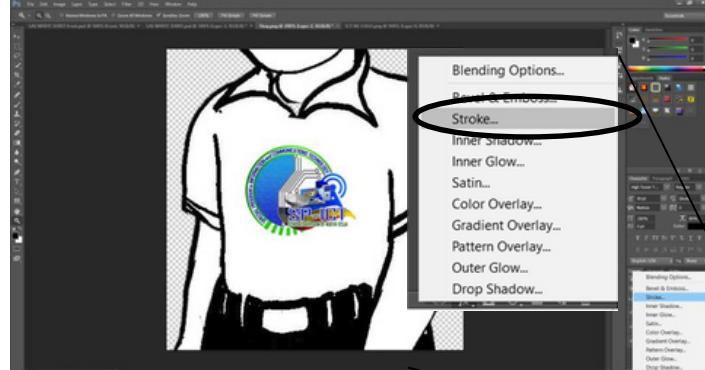


Figure 2. Shows the image at Layer 2 and the Stroke effect from the list will be applied into it.



Figure 3. Shows the Stroke properties for customizing the effect (right-side pane). This also shows the applied style on layer 2. Click OK button if done. (To remove the style, just uncheck it on the check box)

Effects using Add Layer Style is also applicable to text using the same procedures above. You can also apply multiple effects to your layer as like as shown in Figure 4. The figure below shows the applied effects on a layer, the Bevel & Emboss and Gradient overlay.

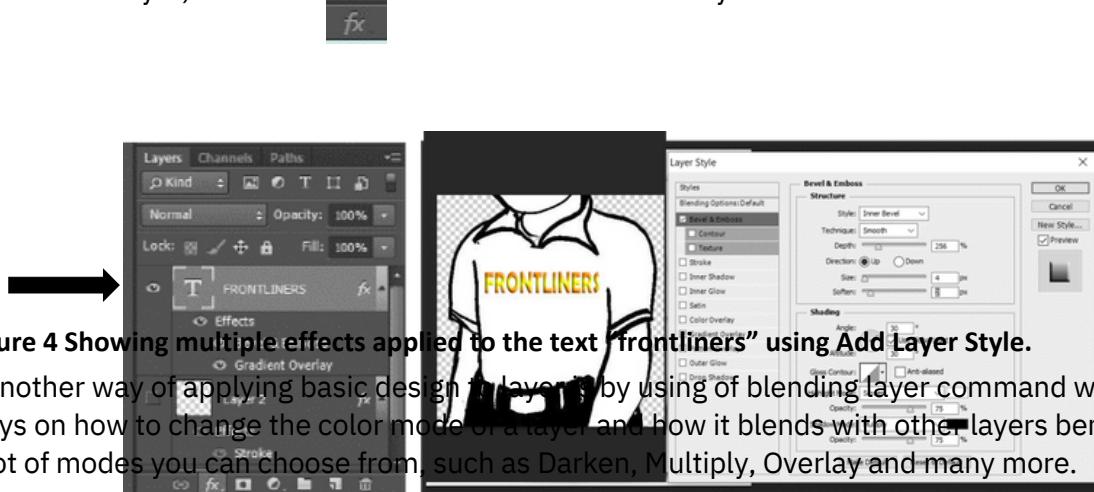


Figure 4 Showing multiple effects applied to the text "frontliners" using Add Layer Style.

Another way of applying basic design to layers is by using of blending layer command which give ways on how to change the color mode of a layer and how it blends with other layers beneath it. There are a lot of modes you can choose from, such as Darken, Multiply, Overlay and many more.

To change the layer mode of your selected layer, just click the blend layer button on layer panel, by default it is default to “Normal”.

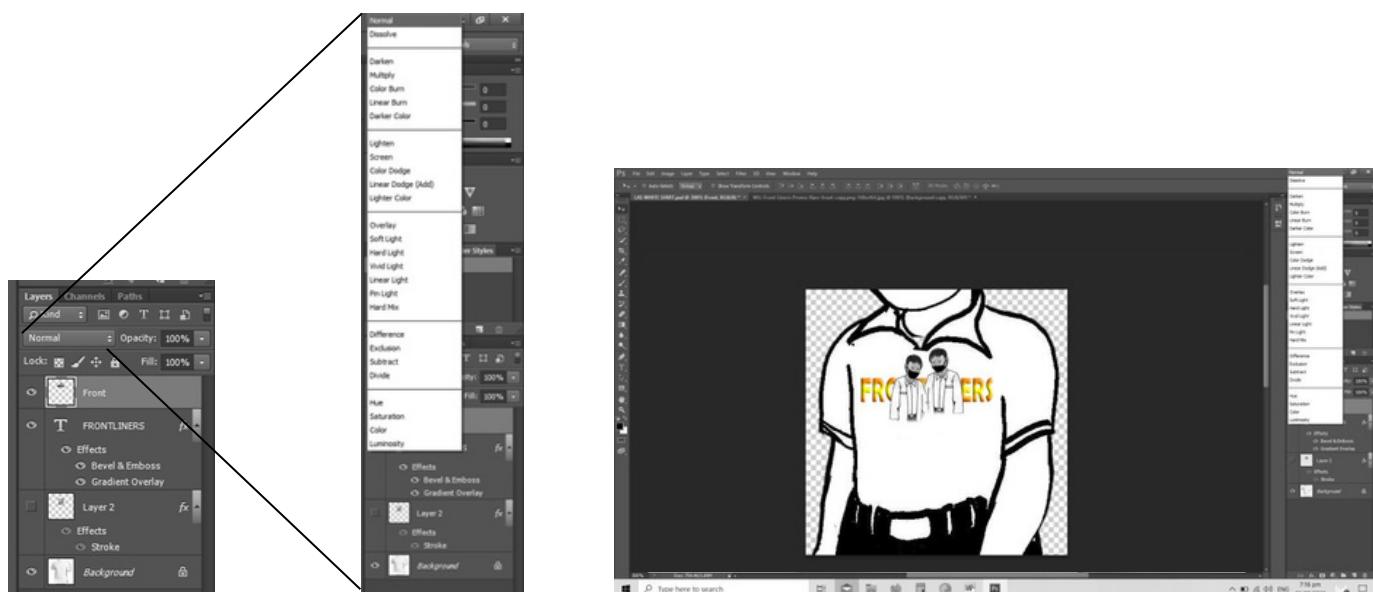


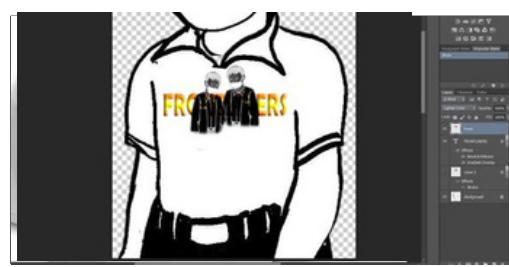
Figure 5. Shows the list of available blending modes.

Figure 6. Shows the “Front layer” that is over the “Frontliners” layer. This layer is set to Normal.

Here are samples of blending layer applied on “Front Layer”



When Front layer is set into "Linear Burn"



When Front layer is set into "Subtract"



When Front layer is set into "Exclusion" When Front layer is set into "Vivid Light"

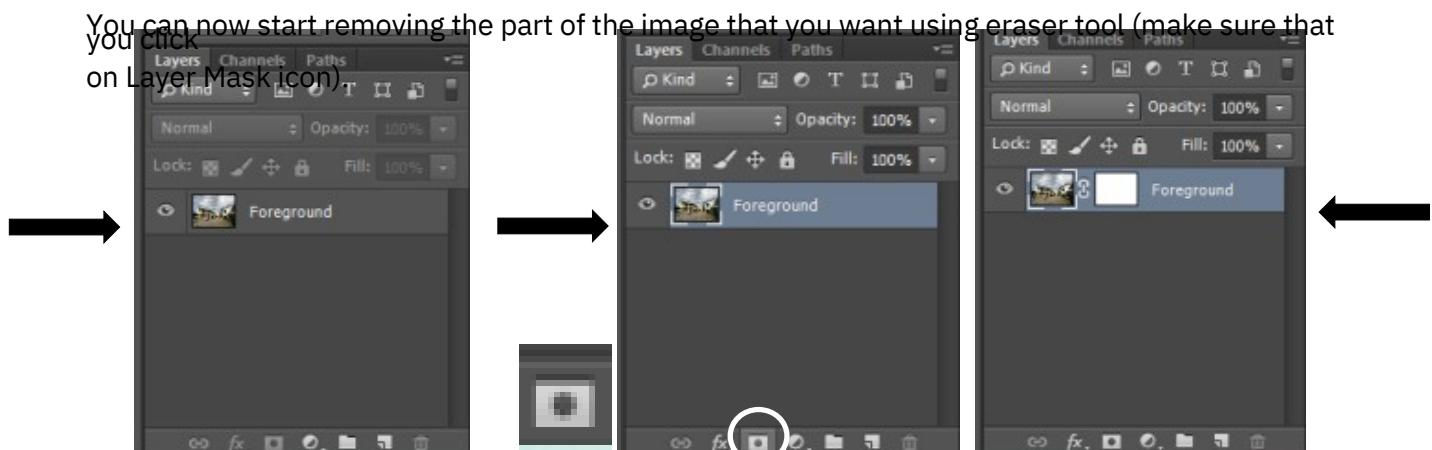


Figure 7. Shows the different effects of LbAeYndEinRg M laAySerK o ptions when applied to "Front Layer".

Erasing part of a layer in Adobe Photoshop can be done by using the Eraser tool from the Tool box pane. However, when you use the eraser tool it can remove part of an image permanently, and if by mistake you erased a part of an image that eventually turns out that you need it, it might take you sometime to bring it back. Luckily, Adobe Photoshop has Layer Mask property that allows removing part of an image without actually deleting it.

To use this, open the image at **Adobe Photoshop > from the layer panel (see LAS Layer Basics and Management)**, select the layer where you want to apply the layer mask > click the layer mask icon from the layer panel shortcut buttons and the Layer mask icon will show at the right side of the layer's thumbnail.

You can now start removing the part of the image that you want using eraser tool (make sure that you click on Layer Mask icon).



Step 1. Select the layer where you want to apply the layer mask

Step 2. Select the Layer mask button from the icons below

Step 3. The Layer mask icon appears and you may start using it.

Layer mask is also a powerful method in combining two or more layers to create artistic blended effects of two or more layers. To use this command, just open two or more images at Adobe Photoshop, when the images are stack together choose an image that you want to be as the background or the bottom layer and select the image that you want to position at the top. Add more images at the top portion of the layers if you want to blend more images.

The Figure 1 shows the artistic effect of blending layers using the Layer Mask. From this screenshots, the bottom layer is named as "Background" and Top Layer is named as "Foreground". When examining this sample image below we can see that the part of Foreground layer was erased to show the part of Background layer.



Original Images used

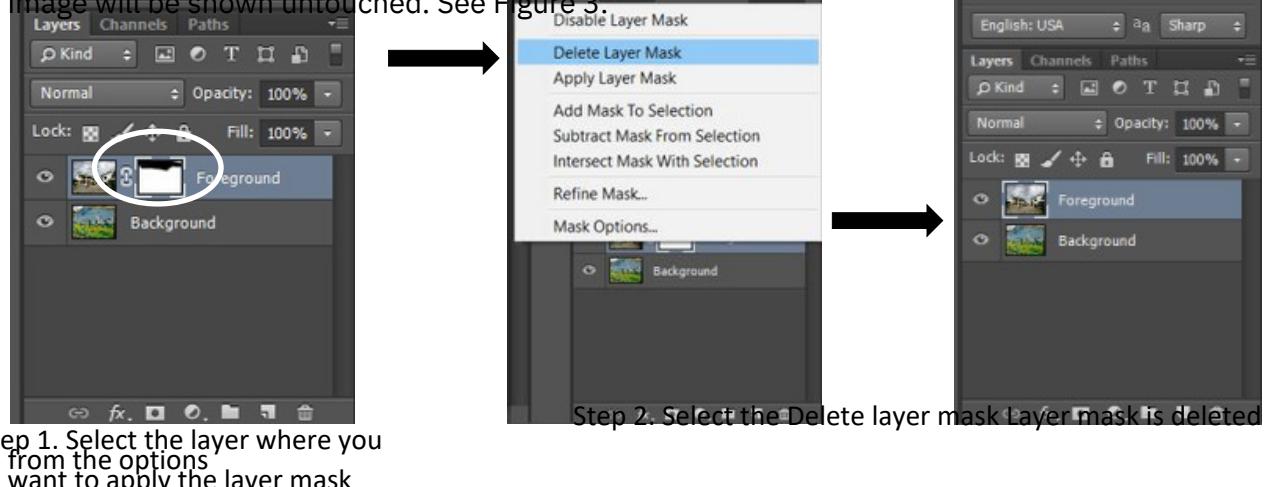
Figure 1. Sample Blended Layer using Layer Mask

Look at the Layer Mask icon at Figure 1 from the previous page, we can observe that the layer mask icon has black marks now; this is actually the result of the erasing that you have applied on foreground layer. The white part of the layer mask icon represents the visible part of the image and the black part represents the hidden (erased) part of the image on the layer.



Figure 2. Shows the part of Layer mask that was erased from the Foreground layer

If you want to bring back the image to its original appearance, just delete the layer mask from that layer by right clicking on its icon then choose Delete Layer Mask from the options. Your original image will be shown untouched. See Figure 3.



Step 1. Select the layer where you want to apply the layer mask

Step 2. Select the Delete layer mask Layer mask is deleted

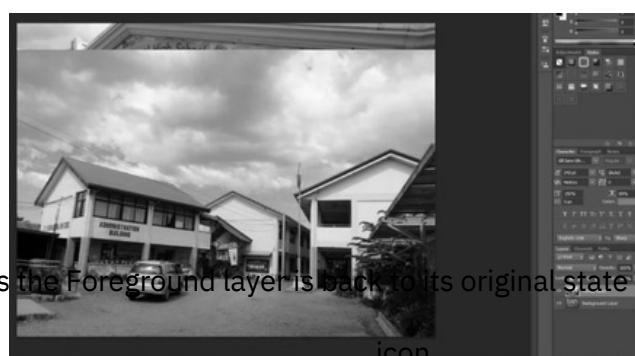


Figure 3. Shows the Foreground layer is back to its original state after deleting the Layer Mask icon.

LEARNING COMPETENCIES

Manipulate layers in Adobe Photoshop

ACTIVITIES

ACTIVITY 1

Directions: Modified TRUE or FALSE. Identify the following Layer management techniques. Write TRUE if the statement is correct and FALSE if it is incorrect before the number. If your answer is FALSE, write on the blank after the question the word/s to make the statement correct.

- _____ 1. Shortcut key that is used to merge layers into single layer is Ctrl + E. _____
- _____ 2. Shortcut key to SELECT layer before copying and pasting is Ctrl + S. _____
- _____ 3. Using of Layer Mask is one way of organizing layers where you can create a folder on the layers panel and store your layers there. _____
- _____ 4. To hide a layer, click on Delete Layer icon. _____
- _____ 5. You can only work on Active Layer.

ACTIVITY 2

Directions: uses of each Shortcut buttons in Layers Panel. Write the letter of the correct answer before the icon.

Layers Pane Shortcut icon Description	
a. Used to add layer style	
b. Groups layers into one location	
1	
c. Adds layer mask	
d. Inserts new blank layer	
2	
e. Adjusts the appearance of layer's content	
3	
4	
5	

ACTIVITY 3

HANDS ON

Title: Managing Layers

Performance Objectives: Perform basic layer management techniques.

Steps/ Procedures:

1. Create background canvass with the size 24 inches in height x 36 inches in width.
 2. Unlock the background canvass.
 3. Insert jpeg or png image on Photoshop
 4. Bring your selected jpeg or png image in the background canvass
 5. Duplicate the jpeg or png image layer on Photoshop panel and slightly move one image to the right
 6. Rename the original images as PS 1 and copy image as PS 2
 7. Merge PS 1 and PS 2 layer
 8. Create three blank new layers over the merged layers
 9. Group the blank layers on a folder
 10. Hide the layers inside the folder
 11. Save your work as .psd.

Assessment Method: Performance of practical skills

Performance Criteria Checklist

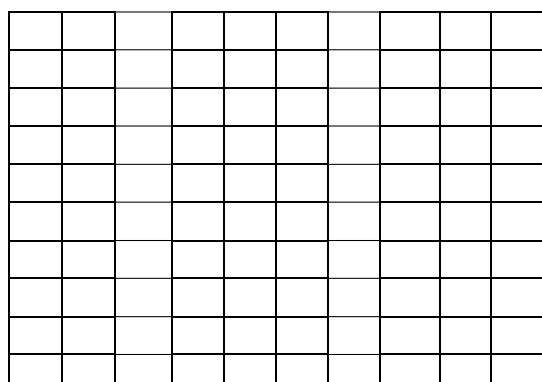
Criteria	YES	NO
1. Create background canvass with the size 24 inches in height x 36 inches in width.		
2. Unlock the background canvass.		
3. Insert jpeg or png image on Photoshop		
4. Bring your selected jpeg or png image in the background canvass		
5. Duplicate the jpeg or png image layer on Photoshop panel and slightly move one image to the right		
6. Rename the original images as PS 1 and copy image as PS 2		
7. Merge PS 1 and PS 2 layer		
8. Create three blank new layers over the merged layers		
9. Group the blank layers on a folder		
10. Hide the layers inside the folder		

ACTIVITY 4

Directions: Word Hunt.

Encircle the word/s that you can find inside the box that is related to Layer style and Blending Options. Then, on the table below, write the commands that can be used on Layer Style and on Blending Options

BEVELAXDDS
GHAEEFEERA
BNIOPDEORT
ISCREENPKI
CIOPLNBS
OSTROKEHNU
LSAZOIUAFD
OUHUEBB
REMBOSSOAE
PDI
DIVIDEWD
M



Layer style	Blending Options
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

ACTIVITY 5:

Directions Choose your answer inside the box. Write the answer before the number.

- _____ 1. This represents the upper layer/s on the layers panel.



For question 2-3.

- _____ 2. The black part on the layer mask icon represents _____

- _____ 3. The _____ part of the icon represents the visible parts of layer on the screen.

- _____ 4. When the layer mask is ALL white, it means that _____

- _____ 5. Use the _____ tool to remove part of image.

Foreground layer Black part

Background layer Hidden part

White part Visible part

The layer is untouched Eraser

The layer is totally erased Layer Mask

ACTIVITY 6

Directions: Reordering Steps

Organize the steps how to use the Layer mask on erasing parts of an image by numbering the steps below from 1-5.

___ Removing the part of the image that you want to remove using

eraser tool ___ Select the layer where you want to apply the layer mask

___ Click the layer mask icon from the layer panel

___ Open the image at Adobe Photoshop

___ Layer mask icon will show at the right side of the layer's thumbnail.

REFLECTIONS FOR LEARNERS

How do you feel about the benefits of managing layers while working on Adobe Photoshop?

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Name of Writer

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