



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 4

Name of Learner: _____ Date: _____

Section: _____ Grade Level _____

Opening, Viewing and Saving Files

BACKGROUND INFORMATION FOR LEARNERS

Have you ever tried to open any photo editing software? In this lesson we will start to open a software used for editing images. The most commonly used photo editing application is Adobe Photoshop. This application allows you to produce, edit and work with different images. To start with, we will learn how to open, view and save images using this application. Are you ready for this lesson? Get ready and prepare yourself with your gadget.

HOW TO OPEN NEW IMAGE FROM HOME SCREEN

Steps:

1. Open the Adobe Photoshop application by clicking its icon from  the desktop or taskbar.

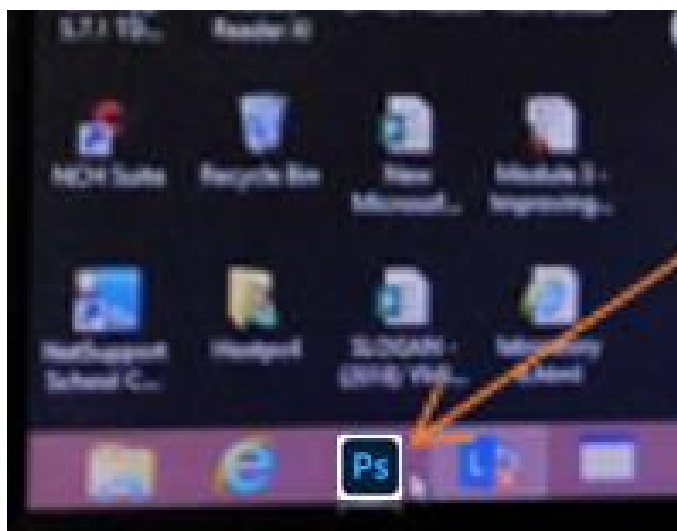


Figure 1 Opening the Photoshop Software

2. The Adobe Photoshop home screen will appear.

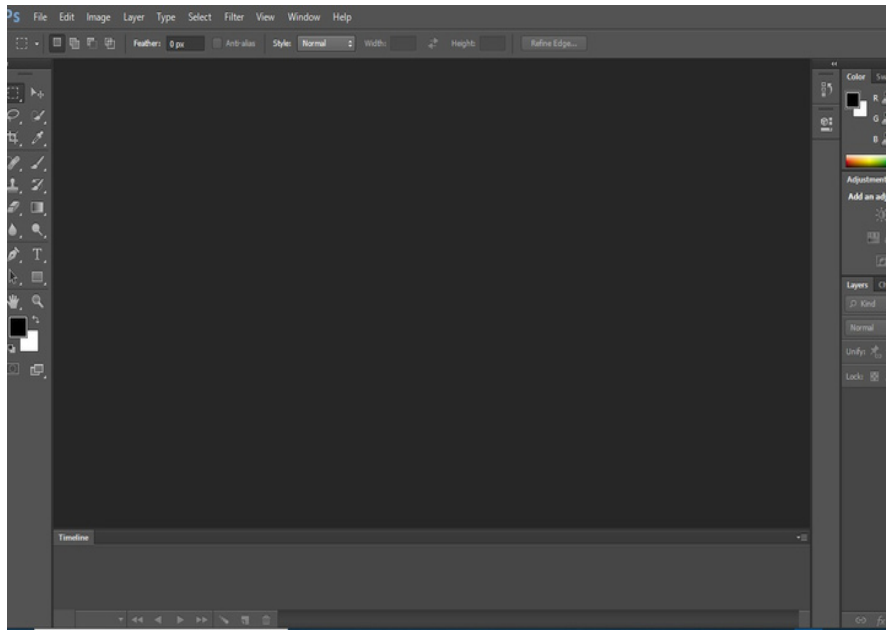


Figure 2 Photoshop Home screen

3. Click the Open button on the home screen using the File tab.

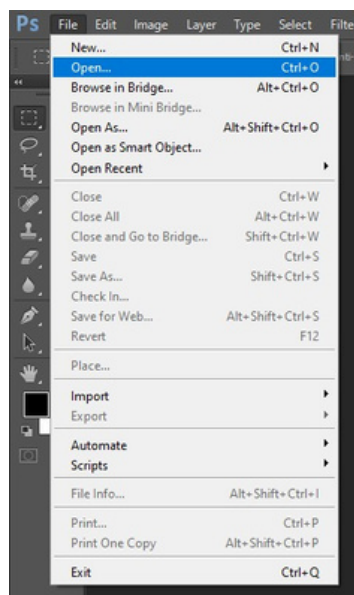


Figure 3 Shows the Open menu

4. Select the image and click open button.

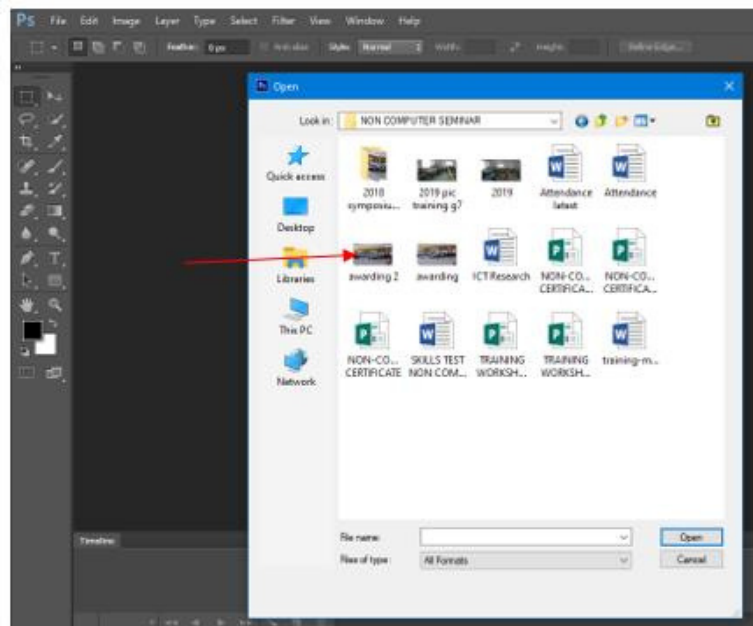


Figure 4 Shows the pictures to open

5. The image will open in home screen and ready for editing.

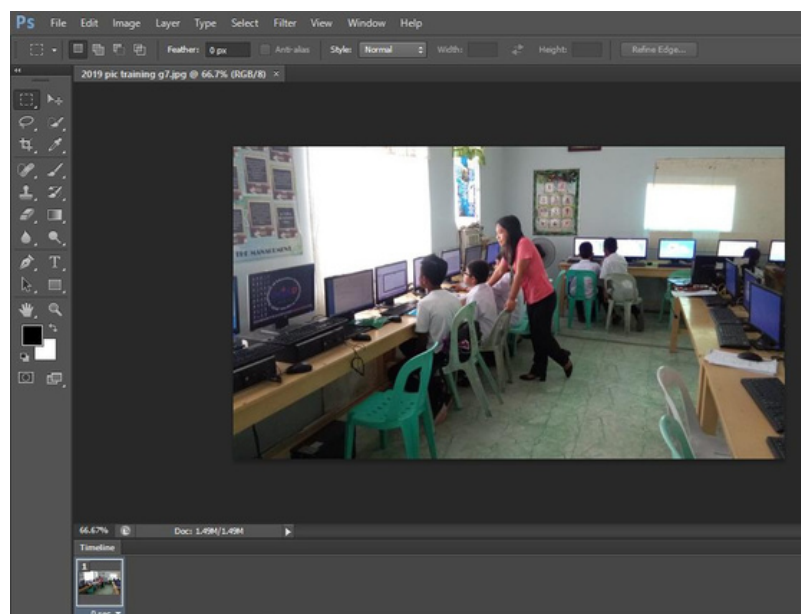



Figure 5 Shows the selected picture

STEPS ON HOW TO OPEN A RECENT FILE

1. Click Photoshop icon in the  desktop or in the taskbar.

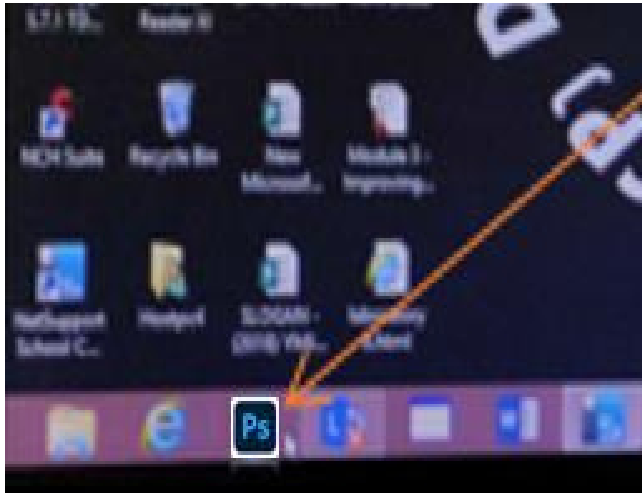


Figure 6 Shows Adobe Photoshop Icon on the taskbar

2. Wait for the opening of the CS6 application software.

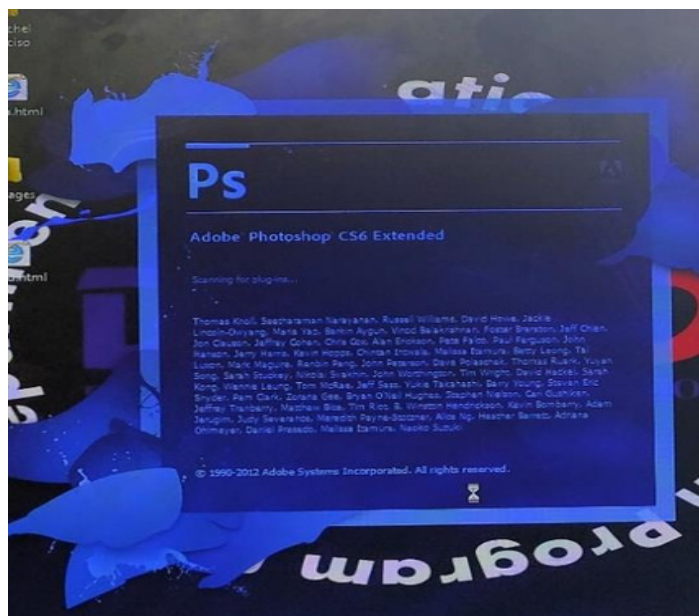


Figure 7 Launching Adobe Photoshop

5. Select where you can find recent file, then click **Open**.

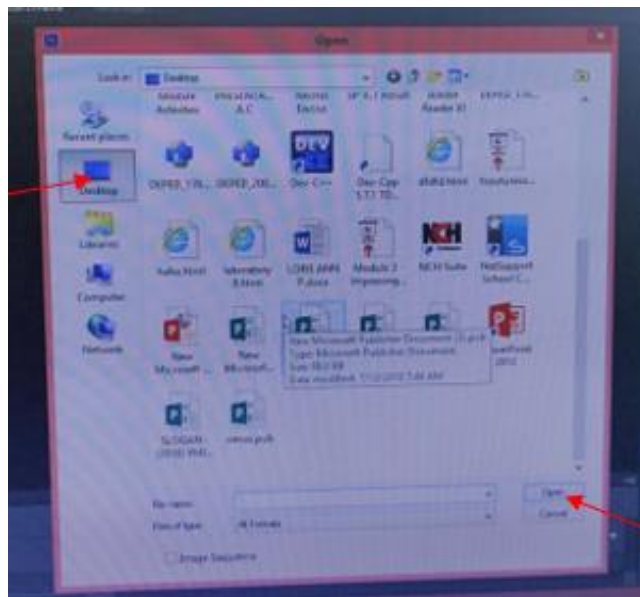


Figure 10 Shows the location tab and open button

6. It will open recent file.

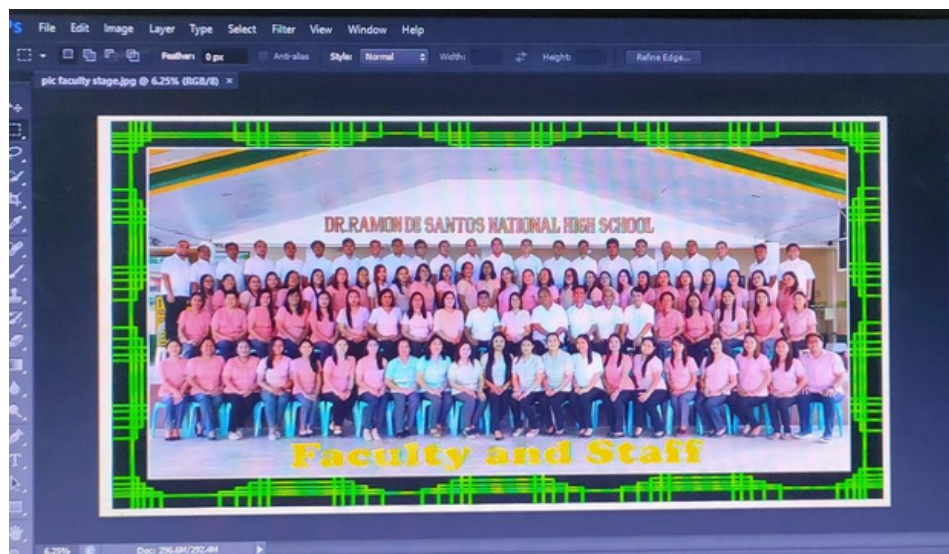


Figure 11 Shows the selected file

SAVING FILES

This time we will explore how to save images, do the following steps.

Steps:

1. Open an images to save.

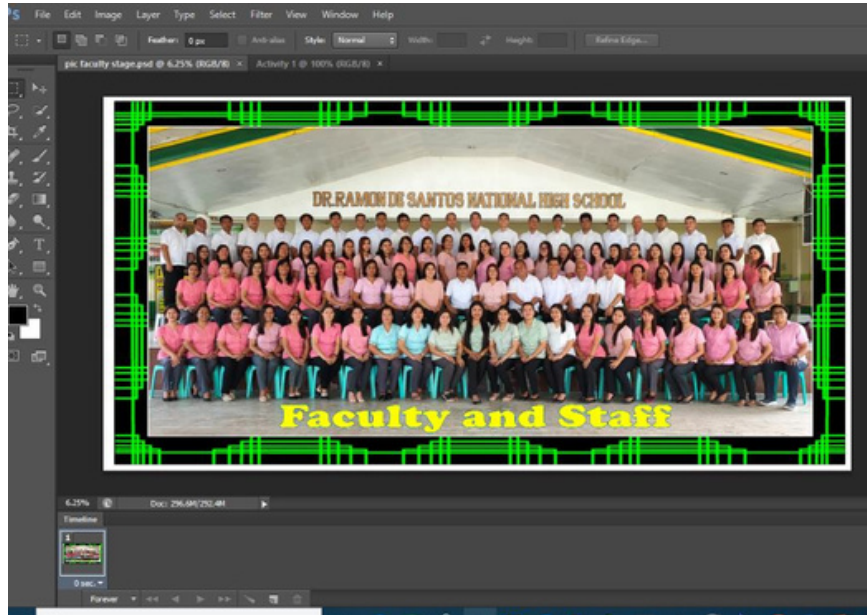
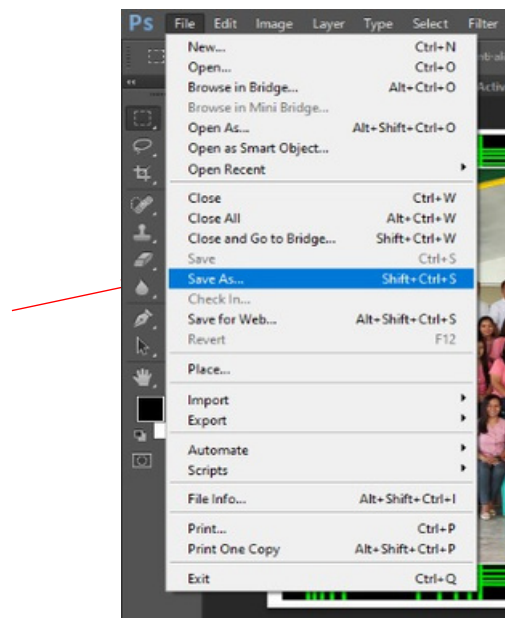


Figure 12 Shows picture to save

2. Click File menu, then select Save As



- Figure 13 Showing save as button on the file menu.
3. Save As dialog box will appear.

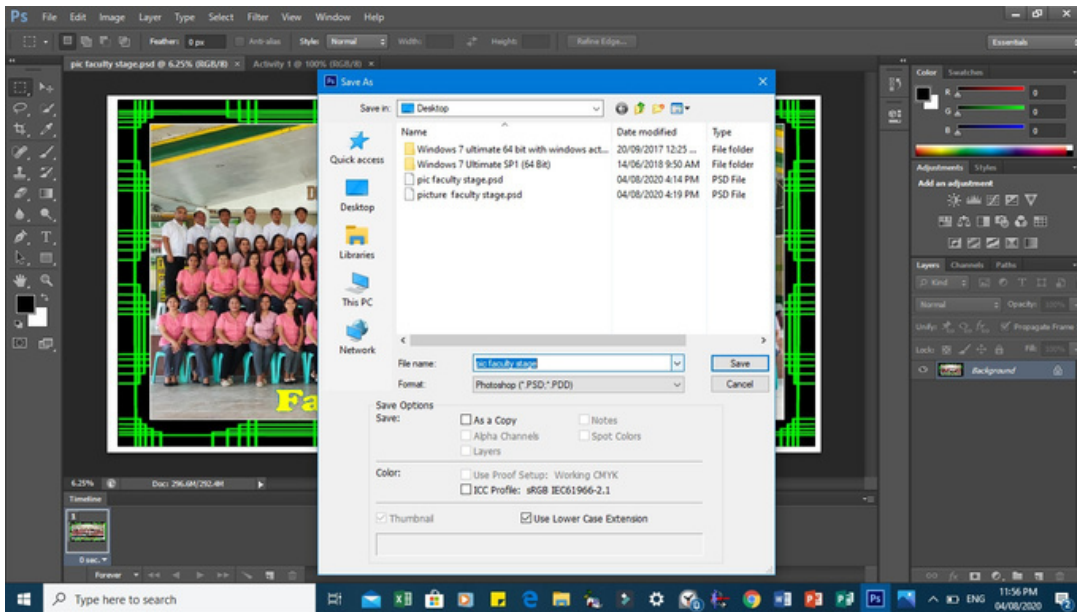


Figure 14 Shows picture to save

4. Type the file name and, click the save button.

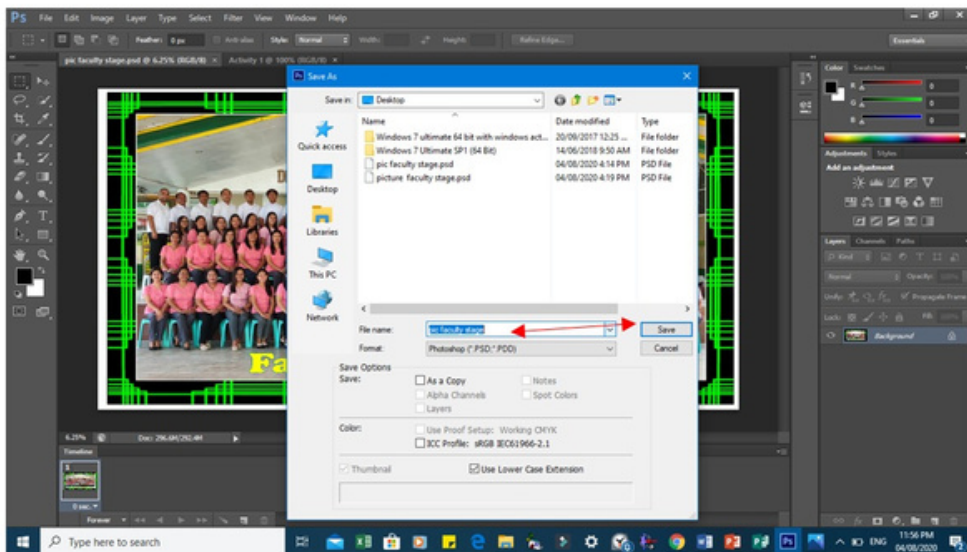


Figure 15 Showing filename and save button

5. You can save it in .psd or .jpeg format.

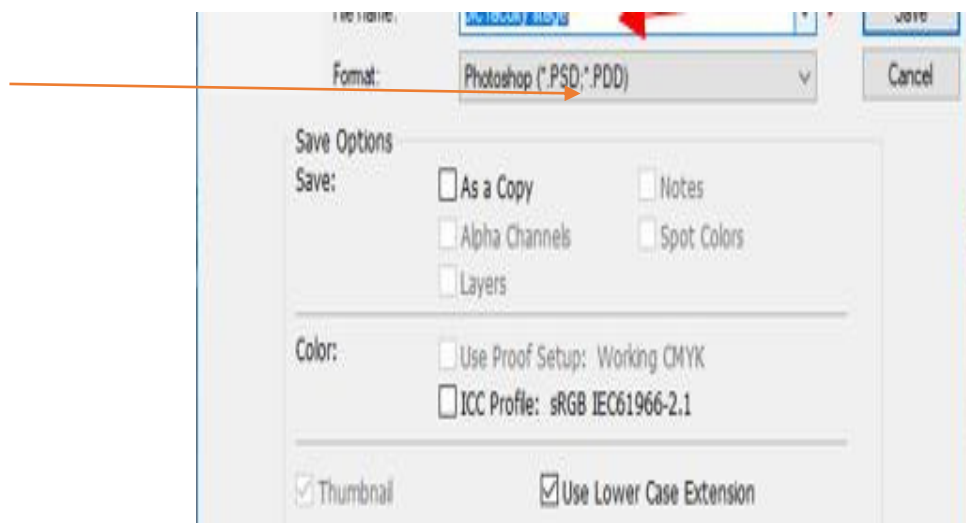


Figure 15 Showing File Format

LEARNING COMPETENCY

Perform and follow the steps in opening, viewing and saving files.

ACTIVITIES

ACTIVITY 1

1. Open Adobe Photoshop.
2. Follow the given steps in opening a file.
3. Perform it repeatedly until you master the given steps.

(See Rubrics)

Rubric for Scoring

	Competencies	I can do it confidently	I can do it confidently but with assistance 30	I am not confident 20
50				
	I can perform on how to open the recent file.			
	I can perform and show file using home screen.			
	I can open a file using double click command.			
	I can open a file using the shortcut key commands.			

ACTIVITY 2

Directions: Determine these steps in Opening File using Home Screen. Which will be the first step? second, third, fourth or fifth? Use letters from A, B, C, D, E.

_____The image will open in home screen and ready for editing.

_____Open Adobe Photoshop application

_____The Adobe Photoshop home screen will appear

_____ Click the open button on the home screen using the File tab

_____Select the image and click open button.

ACTIVITY 3

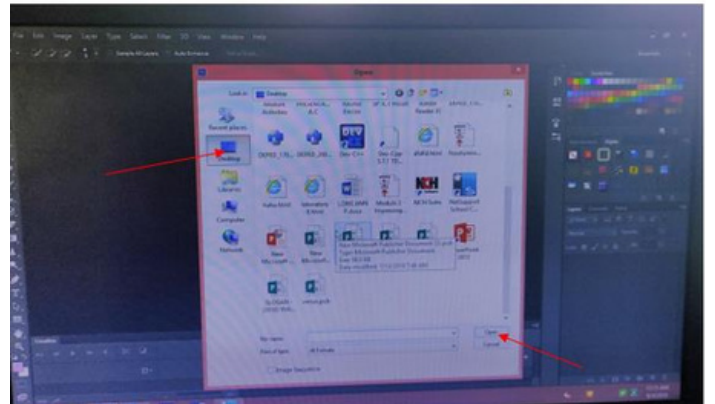
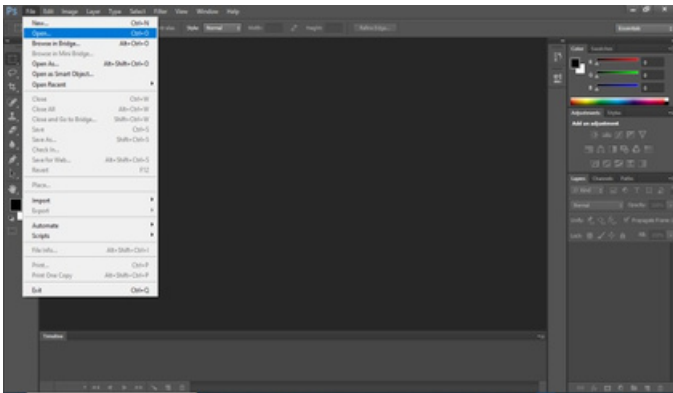
Directions: Identify the following pictures in opening recent file, use numbers 1, 2, 3, 4, 5, which picture comes first then write your answer on the blank provided before each number.

_____1. _____2.

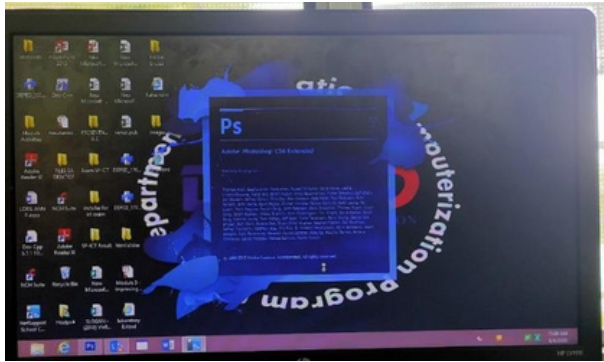


_____3.

_____4.



_____5.



ACTIVITY 4

1. Open any activity file on Adobe Photoshop.
2. Follow the given steps in saving a file.
3. Capture video in saving a file using your cellphone/gadget
4. Send it to GC; filename Saving File.

Rubric for Scoring

I can do it Competencies I can do it confidently but I am not confidently with assistance confident 70 20 10			
I can create a video in a saving a file.			
I can use a shortcut key on keyboard to save a file.			
I can follow the steps without reading back the steps.			
I can save a file on my computer and other location.			
I can send a video file on group chat.			

REFLECTIONS

It is a must for the students to learn how to open, view and save an image file guided with the given steps. Why is it important to save always an image files or any output?

REFERENCES

<https://www.agitraining.com/adobe/photoshop/tutorials/saving-files-in-photoshop-cs6>
<https://guides.library.illinois.edu/pscs6>
<https://guides.lib.umich.edu/c.php?g=283204&p=1886604>
<https://www.photoshoppessentials.com/basics/open-images-photoshop-cc/>

Prepared by : JEANNY B. LAYA
Name of Writer

Noted by: LABERNE A. LADIGNON, JR
Division ICT Coordinator/ OIC EPS