

# Photoshop Tutorial

# Overview

- ❖ Basic tools
- ❖ Layers
- ❖ Rulers, Guides & Grids
- ❖ Cropping & Saving it for web.
- ❖ File Formats
  - gif
  - png-8 | png-24
  - jpg
- ❖ Photoshop Keyboard Shortcuts

# The Basics Tools You'll Need



**Selection Tool (V)** - Allows you select different components of your Photoshop document and move them around.



**Crop Tool (C)** - Allows you to crop images, icons, etc either using a fluid, fixed ratio or a fixed size.



**Zoom Tool (Z)** - Zoom in and out of your document.

## Keyboard Shortcuts:

Zoom in: CTRL/CMD (+)

Zoom Out: CTRL/CMD (-)



## Marquee Tool (M)

- ❖ Allows you select rectangles, ellipses and 1-pixel rows and columns.
- ❖ The marquee can be used to select different layers of your Photoshop document either using a fluid, fixed ratio, or a fixed sized.



**Eyedropper Tool (I)** - Allows you to sample colours from an image.



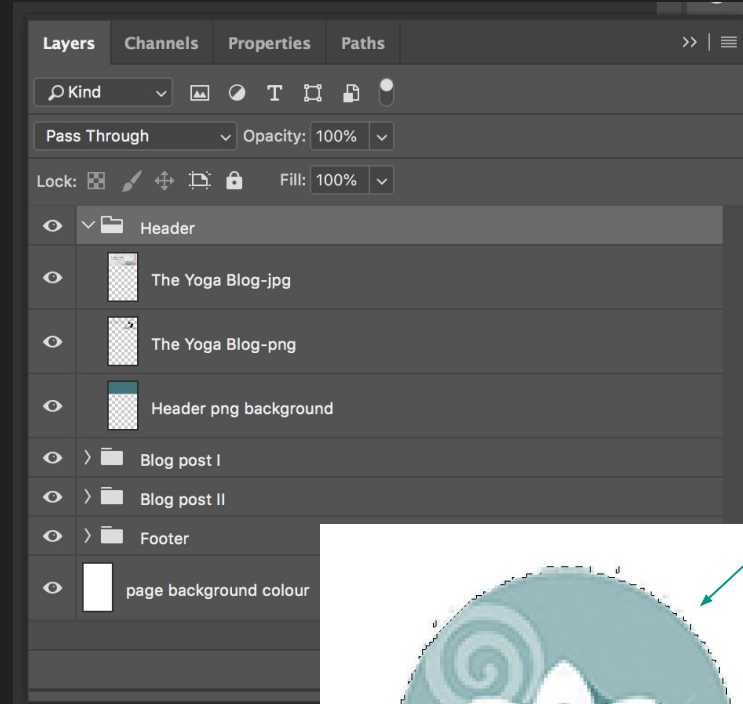
**Ruler Tool (I)** - Allows you to measure the distance between elements.

# Layers Panel

Photoshop documents are created by using multiple layers. You can see the different layers by turning them on and off using the eye icon. Layers can be directly selected.

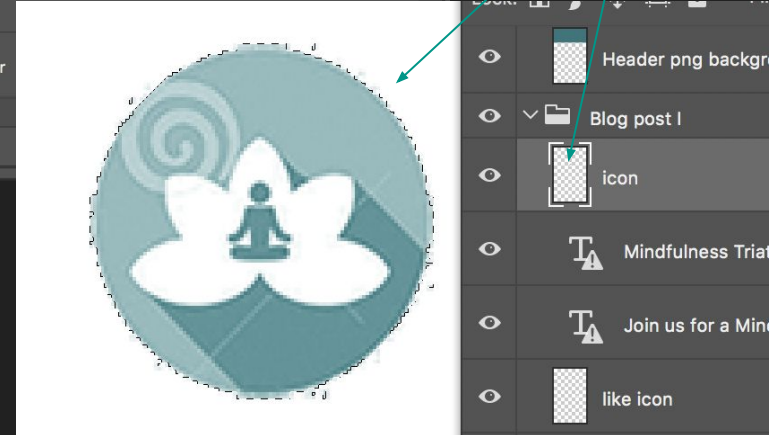
## Keyboard Shortcut:

CTRL/CMD + click (on the layer thumbnail)



Layers Panel

Image selection



# Saving Layers:

In new a document or on a new layer

Any layer in your PS document can be saved in a new document or a new layer. This might make it easier when you are cropping and saving your images.

## **Saving in a new document:**

1. Select All components of the layer (CTRL/CMD + A) + Copy (CTRL/CMD + C)
2. Open a new PS document (CTRL/CMD + N)
3. Paste into new document (CTRL /CMD + V)

## **Saving in a new layer / duplicate layer:**

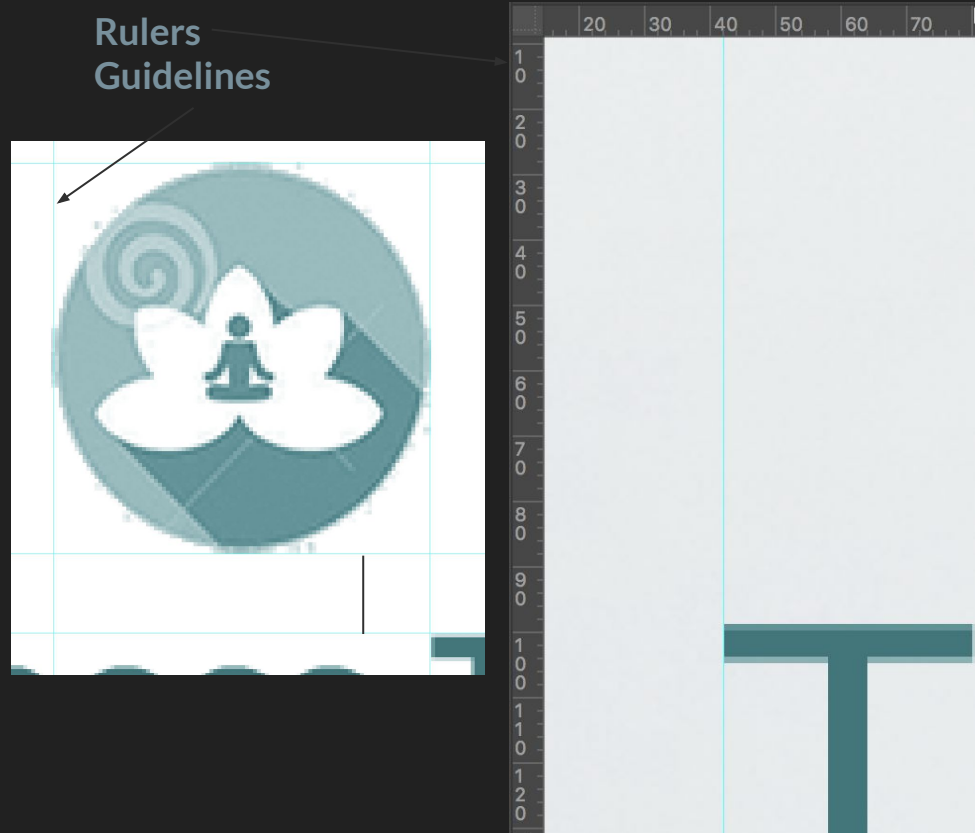
1. Select All components of the layer (CTRL/CMD + A) + Copy (CTRL/CMD + C)
2. Create new layer (CTRL/CMD + SHIFT + N)
3. Paste into new Layer (CTRL /CMD + V)
4. Or you can just duplicate that layer (CTRL/CMD + J)

# Rulers, Guidelines & Grids

The rulers, guides and grids are extremely helpful to determine the spacing between elements.

## Keyboard Shortcuts:

- **show/hide rulers:** CTRL/CMD + R
- **show/hide guidelines:** CTRL + ;  
(semi-colon)
- **show/hide grid:** CTRL/CMD + "  
(quotes)



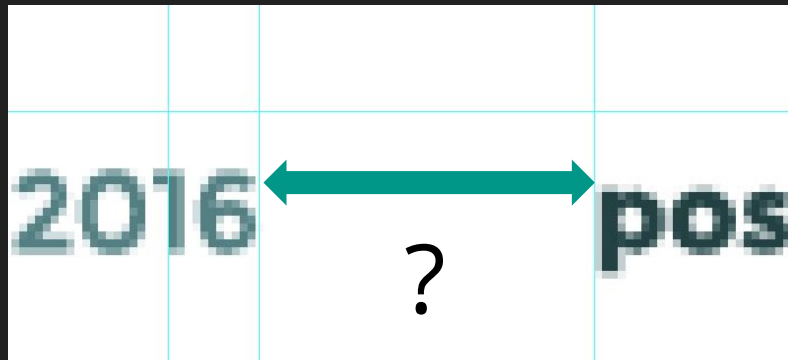
# Using the rulers & guides to determine spacing

What is the spacing between the icon and the text?

Use your **ruler tool** and **guides** (an info palette should pop up - if not go to window > info or F8).

**Hint:** Zoom in so you can see the pixels!

**Answer:** 40px total. Which mean each element has a margin left and right of 20px!



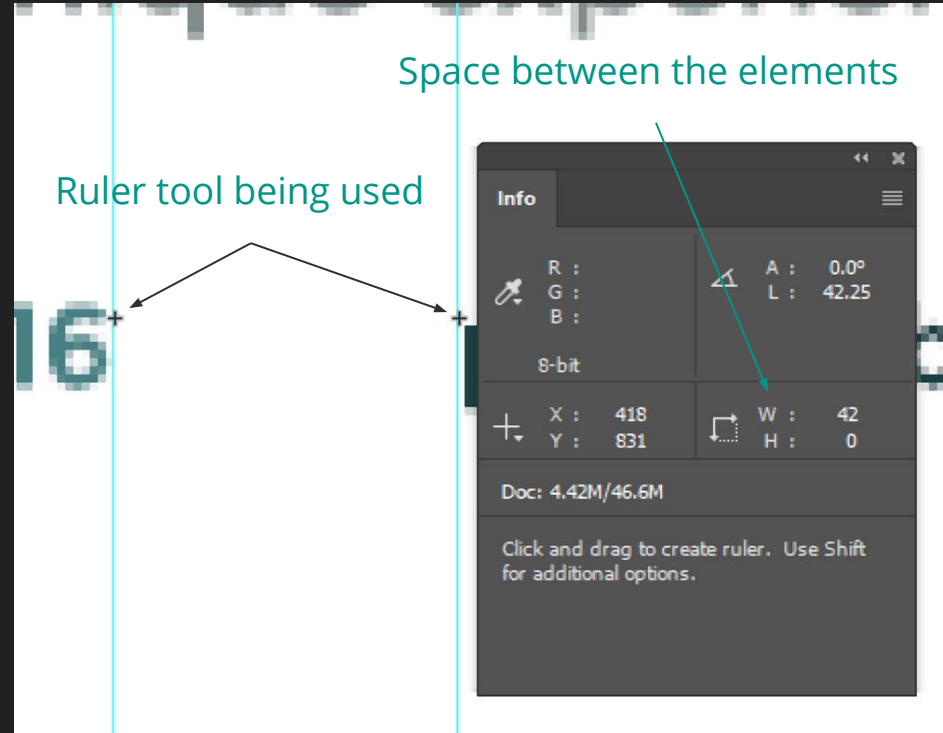
# Using the Info Palette

We can use the info palette to help us obtain our spacing between our elements, by using guides, the ruler or the marquee tools.

The info palette can be found under:  
**Window > Info**

## Keyboard Shortcuts:

➤ F8





# Cropping and saving images for web

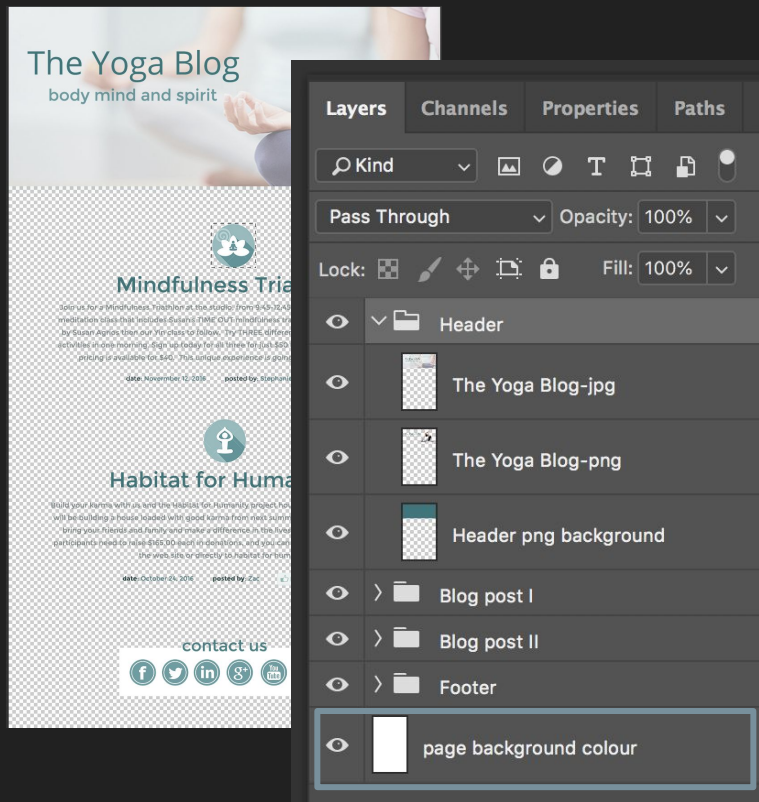
Using Photoshop we are going to be cropping out our images and then saving (exporting) them for our web.

We are going to do this by using our selection and crop tools, this can be accomplished by using fixed sizing or normal (not fixed).

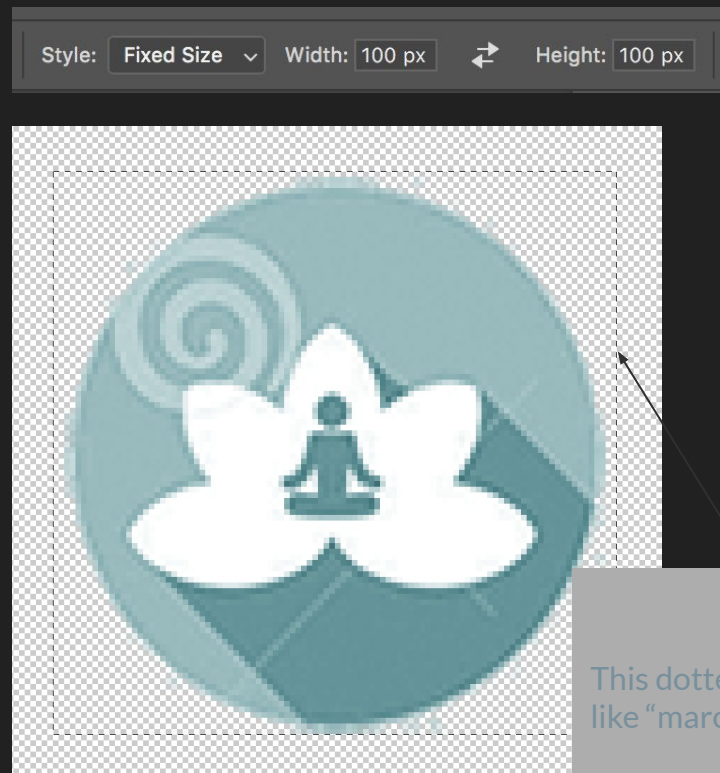
1. Open up your Photoshop document (psd) make sure you have your selection tool (v) selected. Hide your background layer.
2. Select an image/icon to crop. Let's crop out the one of the larger icons. We are going to use our marquee tools and set a fixed width of 100px by 100px. (*you can find out the size of image by directly selecting the image (you should see marching ants), and clicking on your info palette. You'll see the size of the icon is 96px by 99px*).
3. After you happy with the placement of your fixed selection. Select the crop tool ( C ). Click on your selection and hit enter on your keyboard (or double click).
4. Go to File > Export > Save for web.
5. What format should this be in? Gif, png-8, png-24, jpg? We will be saving this as the smallest file size for the icon which is a gif.

*See next slides for image examples.*

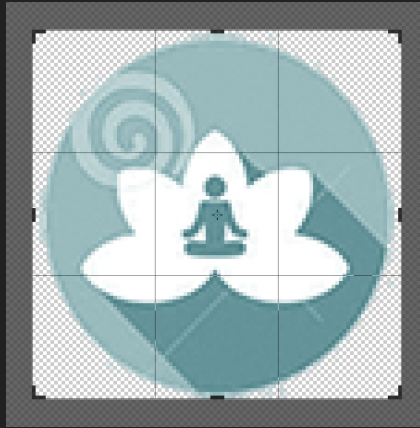
Step 1: Open psd and hide background colour layer



Step 2: Select the Marquee Tool (M) and set a fixed size of 100px by 100px. Click on the artboard/canvas and place your selection around your icon/image



Step 3: Select the Crop Tool ( C ) and crop your image.

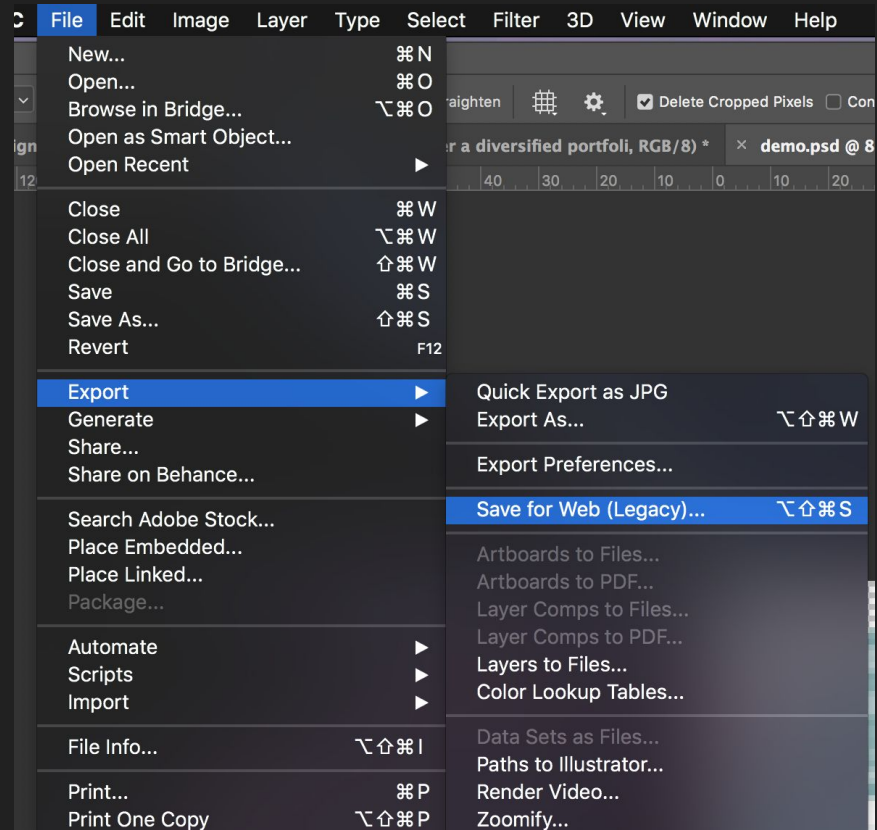


Cropping

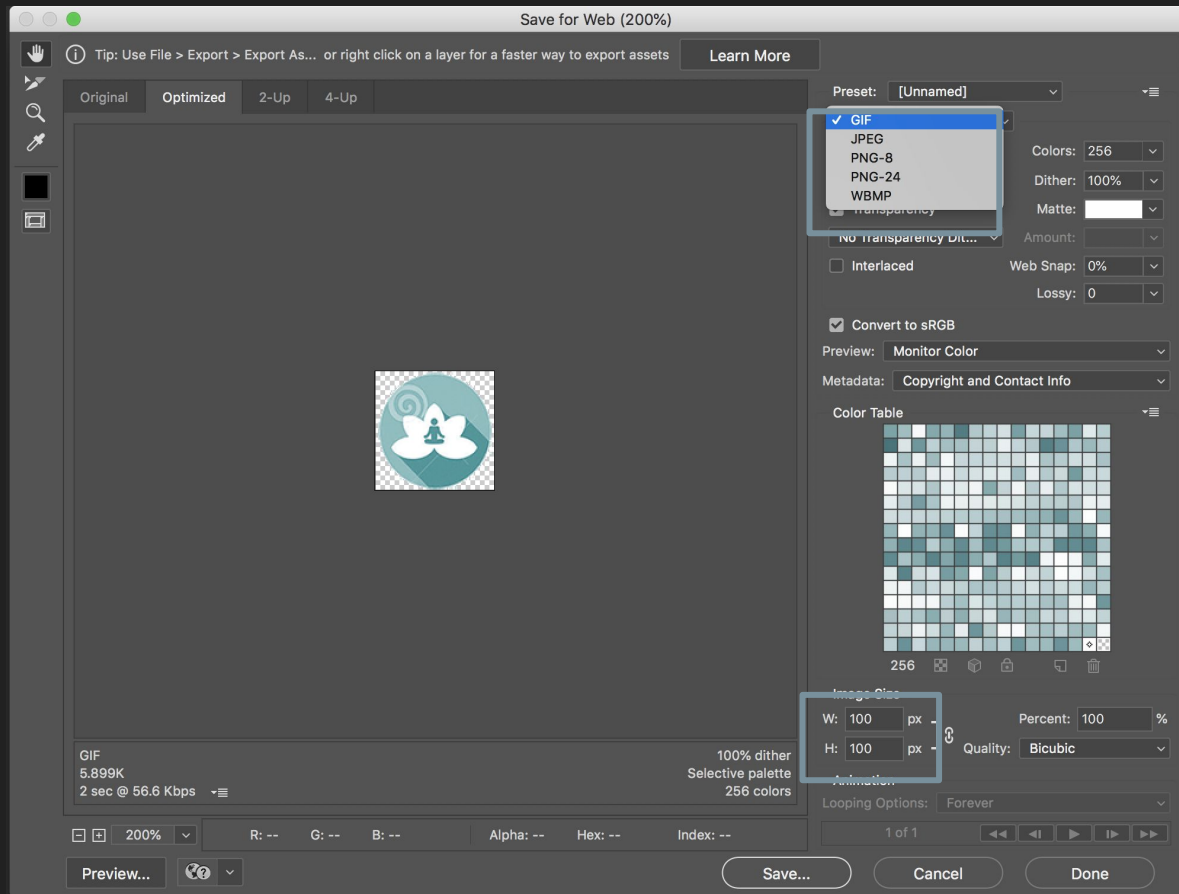
Completed  
Crop



Step 4: Go to File > Export > Save For Web



Step 5: Save your image as gif file format and click save.



# File Formats and optimizing for web.

We can save images as multiple different file formats, but what is best file formats the web? When working with imagery for the web, we want to make sure making sure our images are small and optimized so our websites load quickly.



The Yoga Blog  
body mind and spirit



# File Formats and optimizing for web.

**GIF:** Are used for saving vector art images/icons. When gifs are saved they use lossless compression which keeps the quality of the image and can store up to 256 colours.

**JPEG:** One of the most common file formats for saving web images. Use lossy compression which reduces the file size with little loss in image quality.

**PNG:** Supports background transparency from opaque to completely transparent.

- ❖ PNG24: Uses 24-bit colour, and preserves the quality of image when saved use lossless compression. PNG images tend to be a larger file format than jpgs.
- ❖ PNG-8: Uses 8-bit colour and functions a lot like the gif file format, however the png-8 can compress images 10% - 30% smaller than a gif. Not supported by all browsers.

# Keyboard Shortcuts



## Selection Tool (V)



## Crop Tool (C)



## Zoom Tool (Z)

- ❖ PC: zoom in/out: CTRL +/-
- ❖ Mac: zoom in/out: CMD +/-



## Marquee Tool (M)



## Eyedropper Tool (I)



## Ruler Tool (I)

## Rulers:

- ❖ PC: Show/hide rulers: CTRL + R
- ❖ Mac: Show/hide rulers: CMD + R

## Guides/Guidelines

- ❖ PC: Show/hide guidelines: CTRL + ; (semi-colon)
- ❖ Mac: Show/hide guidelines: CMD + ; (semi-colon)

## Grid

- ❖ PC: Show/hide grid: CTRL + " (quotes)
- ❖ Mac: Show/hide grid: CMD + " (quotes)

## Save For Web

- ❖ PC: CTRL + ALT + SHIFT + S
- ❖ Mac: CMD + OPTION + SHIFT + S

# Keyboard Shortcuts

## Select All (in a layer)

- ❖ PC: CTRL + A
- ❖ Mac: CMD + A

## New Document

- ❖ PC: CTRL + N
- ❖ Mac: CMD + N

## New Layer

- ❖ PC: CTRL + SHIFT + N
- ❖ Mac: CMD + SHIFT + N