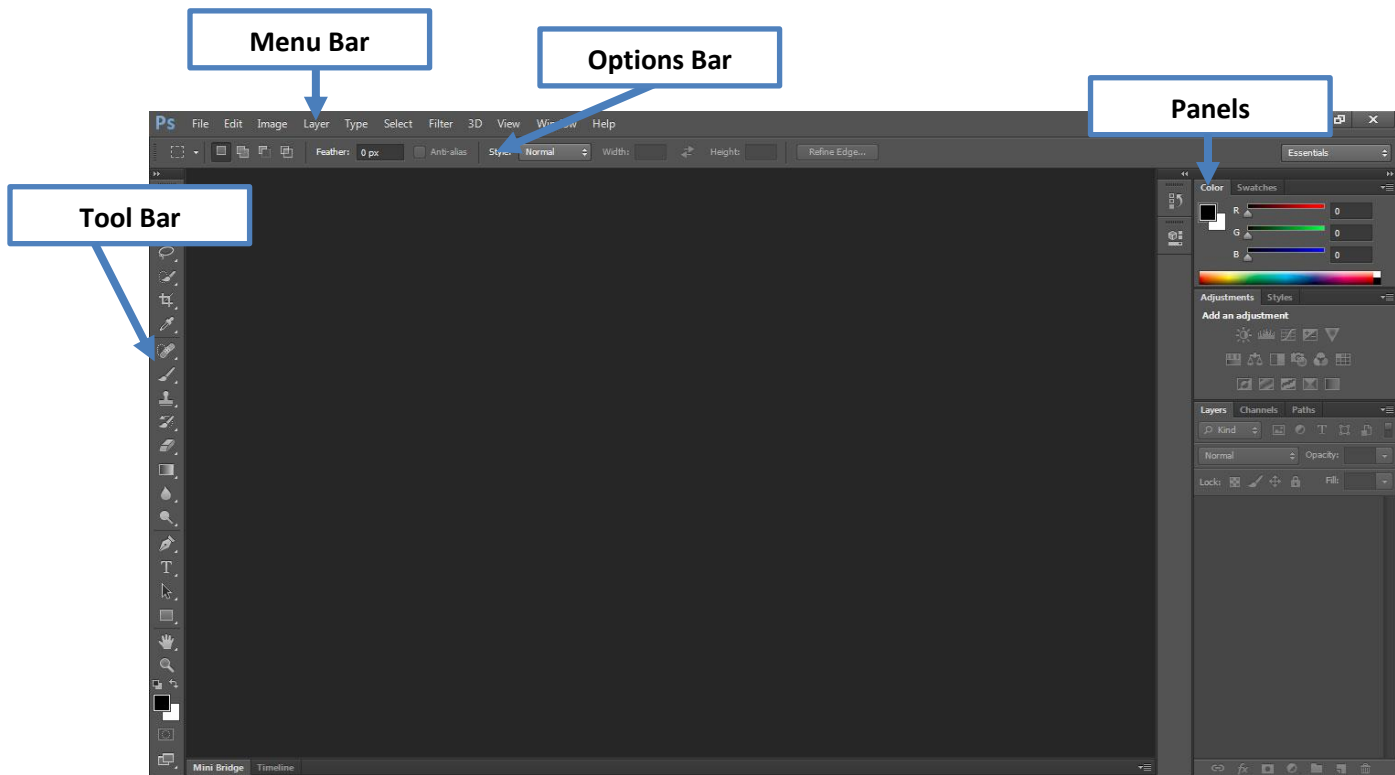


Your Workspace



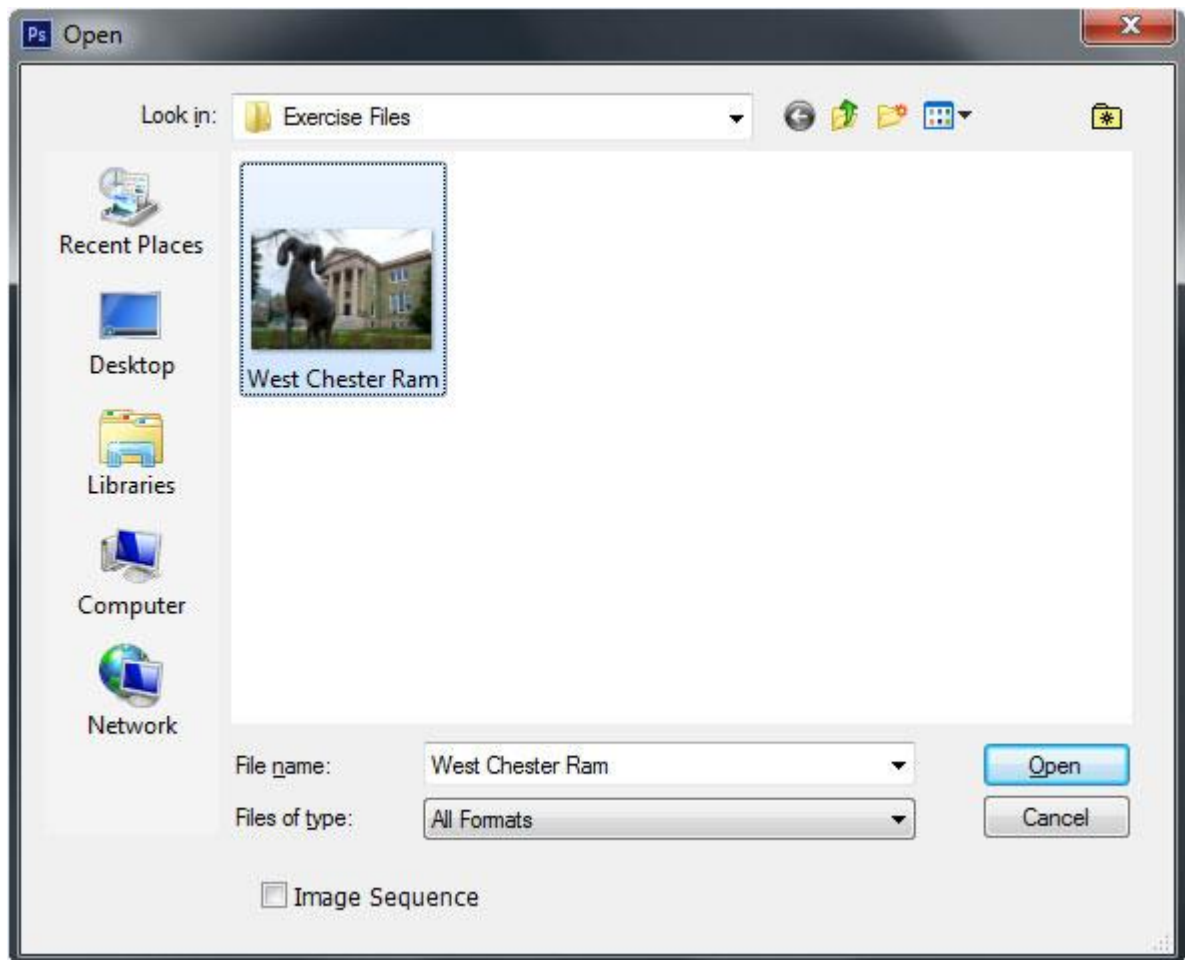
Photoshop lays out the most important tools that you will need right on the main workspace. This allows you to easily find the tools that you need without digging through menus. Furthermore, Photoshop allows users to use simple keyboard shortcuts in order to get to these tools faster.

- **Tool Bar** – Provides access to a variety of tools with multiple image-editing functions.
 - These tools typically fall under the categories of drawing; painting; measuring and navigation; selection; typing; and retouching.
 - Some tools contain a small triangle in the bottom right corner of the tool icon; these tools can be expanded to reveal similar tools.
- **Options Bar** – Works in coordination with your tool bar to provide additional settings for the tool you're currently using.
 - The options bar changes according to whichever tool you are using.
- **Menu Bar** – Contains menus for performing common tasks
 - Consists of eleven menu options: File; Edit; Image; Layer; Type; Select; Filter; 3D; View; Window; Help
 - Menu items containing an ellipsis indicate that a dialogue box will follow that option.
 - Menu items with an arrow indicate a submenu for that particular option.
- **Panels/Palettes** - Helps you monitor and modify your work
 - Provides groups of functionality specific to certain tools or tasks.
 - You can create a custom workspace by moving and manipulating panels.

Opening an Image

Before you can start manipulating a visual image, you will need to either open an existing document or create a new one.

- Select **Open...** from the **File** menu in the top menu bar. (Ctrl + O)
- Navigate to image location on your computer. Select the file and click **Open**.

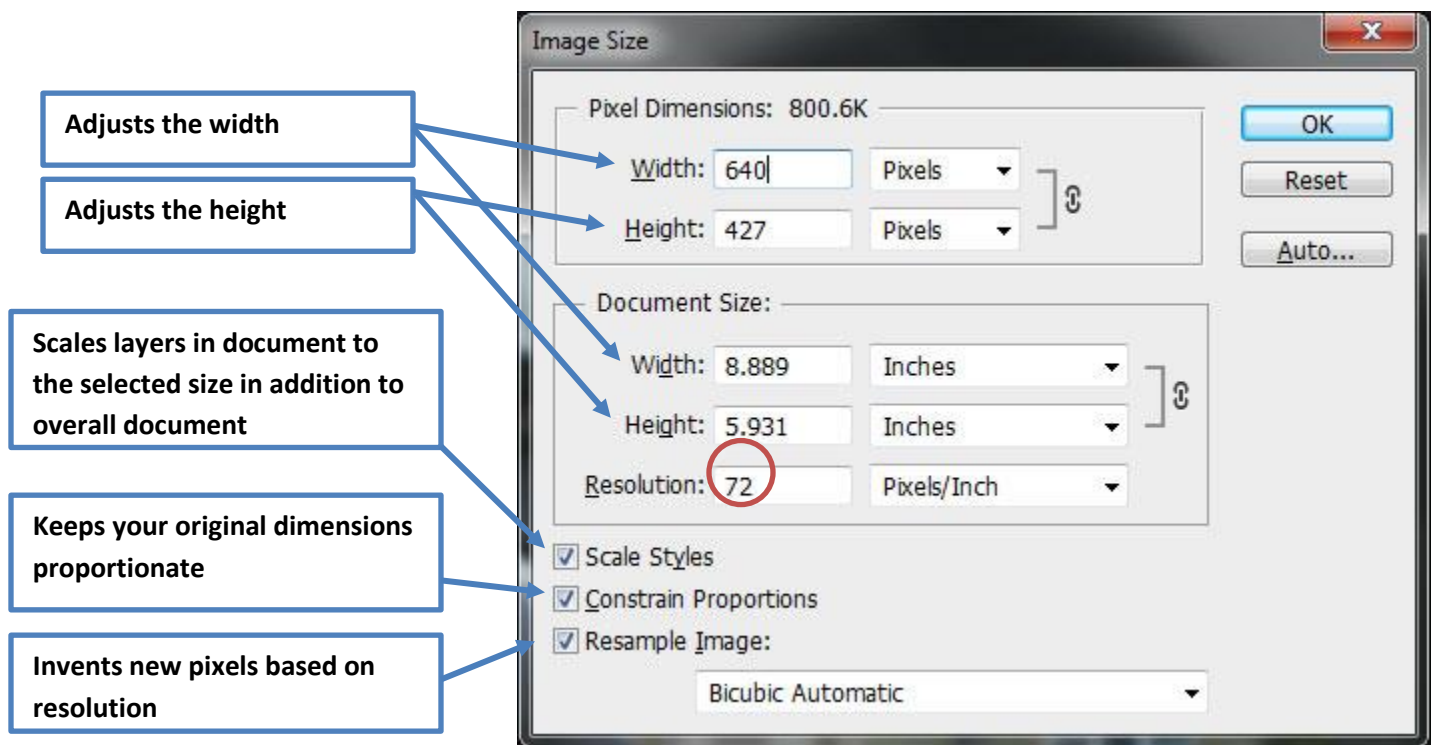


When you open an existing file, Photoshop will put that file into a new document panel on your screen.

Image Size

When working on an image in Photoshop you must first properly size the image, depending on the media discipline you are using. This is specifically important due to images varying for Web and Print use. Larger images on a website will actually slow the site down, making it difficult for your viewer to see the content. Larger images are used for print in order to ensure that detail of your visual image is present.

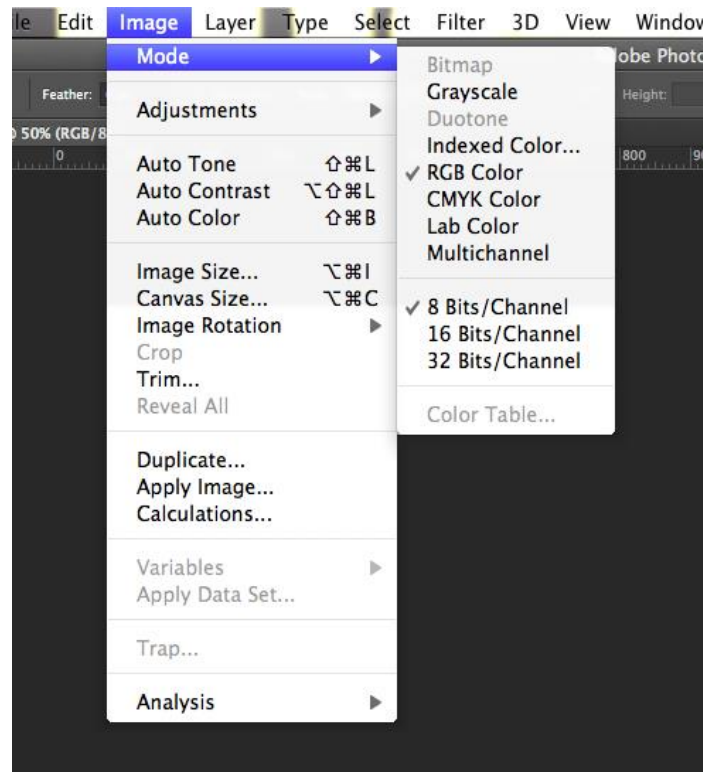
- To resize an image, select **Image Size...** from **Image** in the top menu. (Ctrl + Alt + I)
- *Set your Resolution according to your media discipline*
 - For **Web** set this to **72**
 - For **Print** set this to **300**
- It is important that you understand your media size when setting your height and width. For web, you always want to ensure that your image will be viewable on any or most screens.



Color Mode

It is very important to establish your color modes based on the media discipline you are using. Each media output (computer screen, printer, etc.) interprets colors differently, so it is important to be able to set your color mode for the output to understand it.

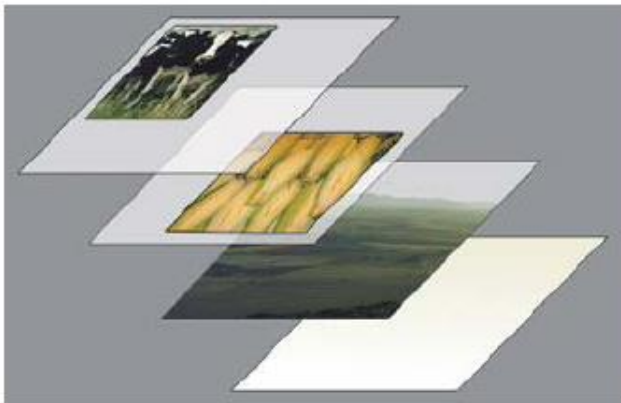
To change the color mode go to **Image** in the top menu and select **Mode**.



- **RGB**
 - RGB stands for “Red, Green, Blue”
 - These are the three colors on electronic devices (computers, phones, tv, etc.) and therefore used for anything displayed on the screen
 - Additive color mode
 - Red, Green, and Blue add up to make White
- **CMYK**
 - CMYK stands for “Cyan, Magenta, Yellow, Key”
 - Key is black
 - These are the four inks in a standard printer and therefore used for any print materials (photographs, papers, posters, etc.)
 - Subtractive color mode
 - Cyan, Magenta, and Yellow add up to make Black (but not the true “Key” black)

Working with Layers

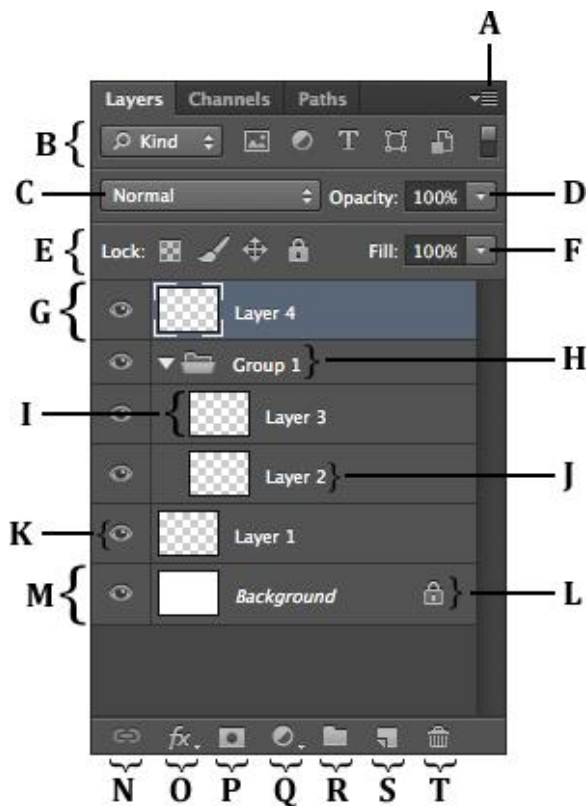
A Photoshop layer is like a sheet of transparent film, similar to ones used for an overhead projector. When you stack films (layers) together, you will be able to see through the transparent parts and not be able to see through the parts with content. You can move, rotate, and manipulate a single layer without affecting any others. You can also change the opacity, or transparency, of one layer to make content partially visible.



Each Individual Layer



Stacked Layers



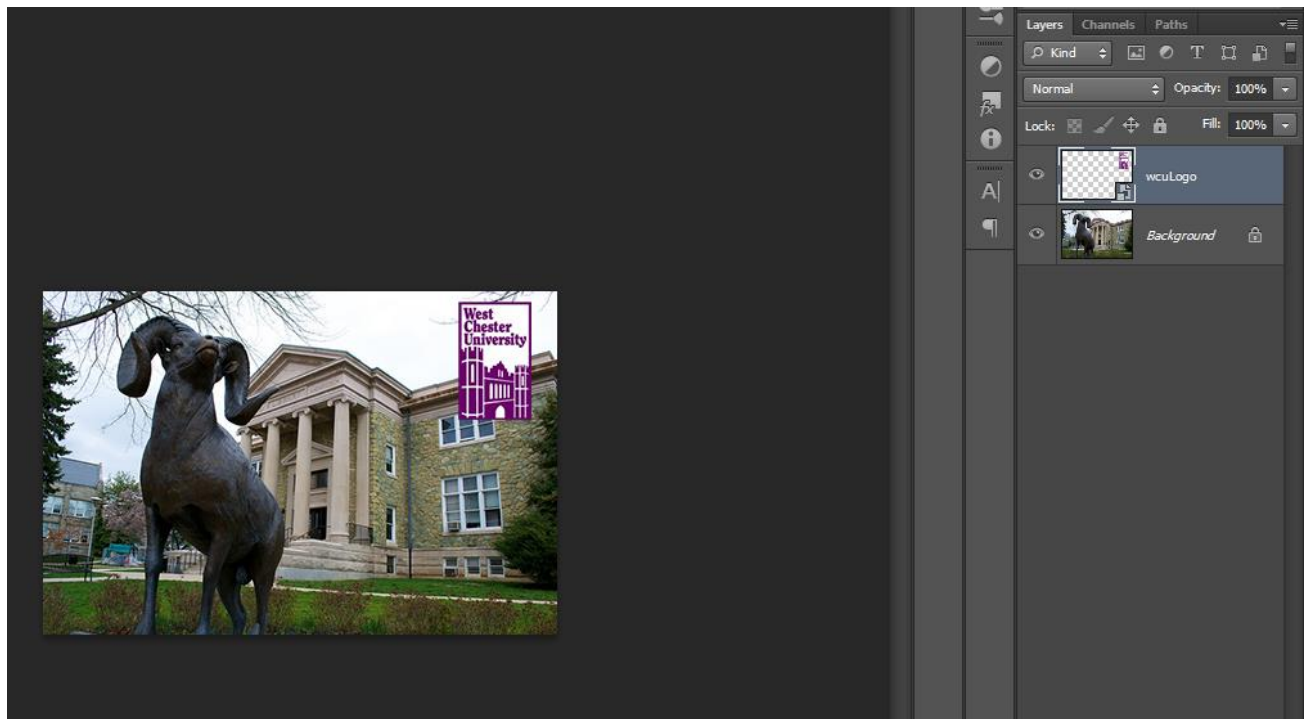
- A. Layer Menu
- B. Filter Option
- C. Blending Mode
- D. Master Opacity
- E. Locking Controls
- F. Fill Opacity
- G. Active Layer
- H. Group
- I. Layer Thumbnail
- J. Layer Name
- K. Show/Hide Layer
- L. Locked Layer
- M. Background Layer
- N. Link Layers
- O. Layer Styles
- P. Add Layer Mask
- Q. New Adjustment Layer
- R. New Group
- S. New Layer
- T. Delete Layer

- **Layer Menu** gives you additional commands and options
- **Filter Option** helps you find key layers in complex documents quickly
- **Blending Mode** controls how layers react with one another
- **Master Opacity** controls the opacity of a layer
- **Locking Controls** allows you to lock various parts of a layer to prevent editing
- **Fill Opacity** controls just the fill opacity of a layer (not the stroke)
- When you are working on a particular layer, it will become an **Active Layer**
- A folder icon will appear on layers that are in a **Group**
- **Layer Thumbnail** shows you a smaller view of just that layer
- **Layer Name** can be changed to help organize and maintain your layers
- **Show/Hide Layer** makes a layer visible or invisible
- A lock icon will appear on any **Locked Layer**
- **Background Layer** is the bottommost layer in your panel
- **Link Layers** links multiple layers so you can move the content in them together
- **Layer Styles** adds effects (drop shadow, bevel and emboss, etc.) to your layers
- **Add Layer Mask** allows control of particular pixels that you select within a layer
- **New Adjustment Layer** provides image adjustments to all visible layers under them
- **New Group** groups layers together to help you organize and manage them
- Add a **New Layer**, name your layer, and click “Ok”
- If you no longer want a layer, then you can **Delete** it

Adding In More Images

Photoshop projects can have multiple images by separating them into different layers. To add another image into your project:

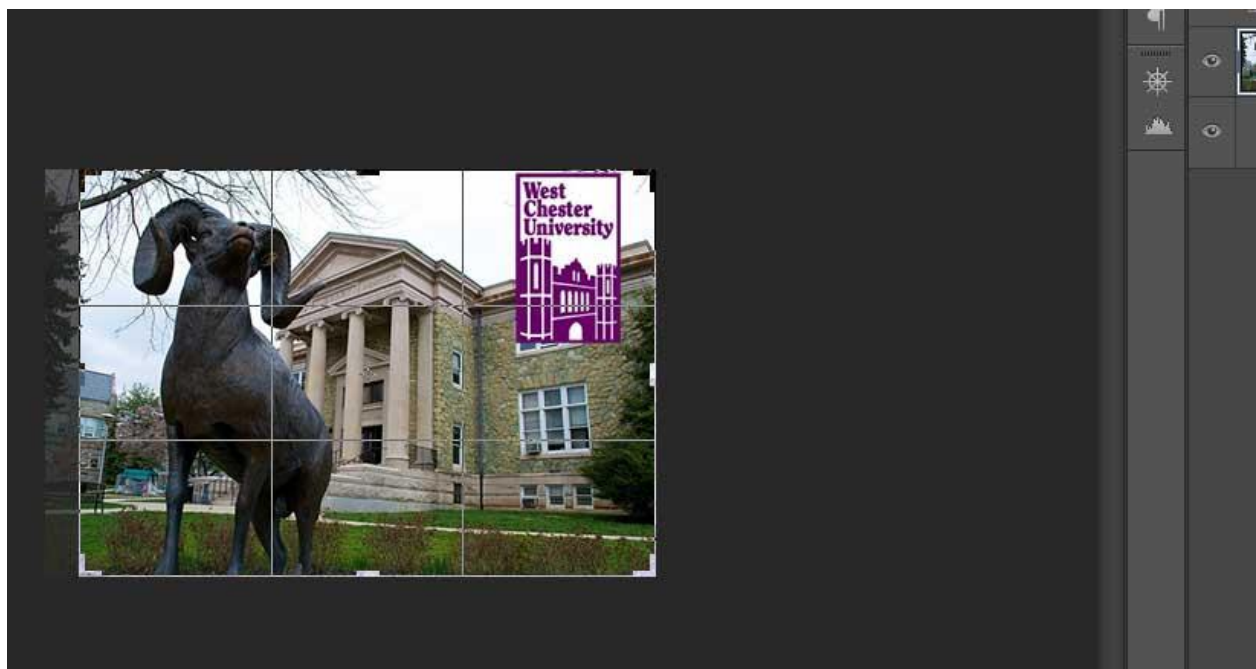
- Go to **File** at the top menu and select **Place...**
- Next select the image you would like to add, and click **Place**
- When you **Place** a new image into your document, it will automatically go into **Transform** mode
 - **Transform** mode is used to size content within a layer
 - You can also move your content to any desired location by left clicking on it and dragging
 - When you are satisfied with the size and placement of your content press **Enter** on your keyboard



Cropping

The **Crop Tool** can be used to select a particular area of an image and discard everything outside this area. Although cropping an image makes your image smaller, it is not the same as **Image Size**. While **Image Size** allows you to control the size of a document, the **Crop Tool** sets the focus area of your document.

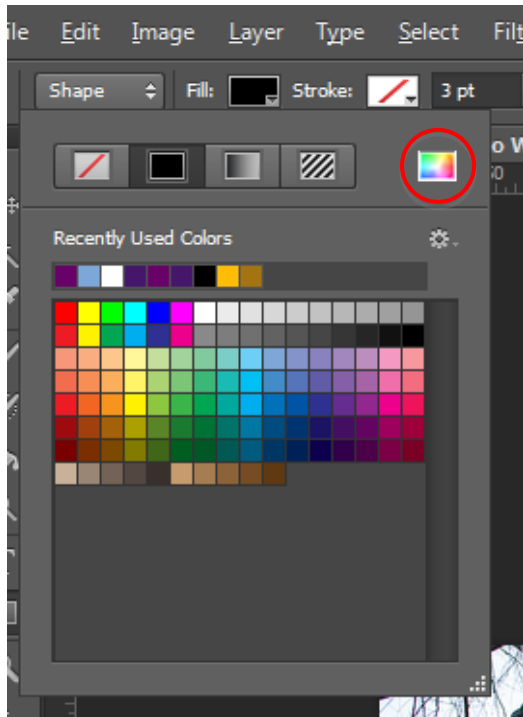
- To crop an image select the **Crop Tool** located in your **Tool Bar** on the left (C)
- To crop an image, click on the dark arrows in the corners or the dark lines on the sides, top, and bottom and drag to wherever you'd like
- Click **Enter** on the keyboard when ready to crop



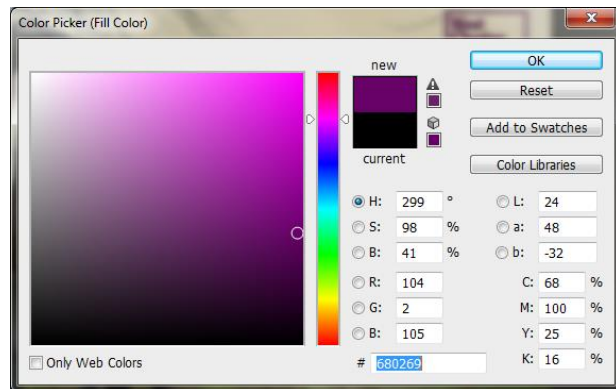
Creating Areas of Solid Colors

By using the **Shape Tool**, located in your **Tool Bar**, we will be able to create a solid color on a layer. This layer will be used as background color for text we will add later.

- Click the **Shape Tool** in your **Tool Bar** and select the **Rectangle Shape Tool**

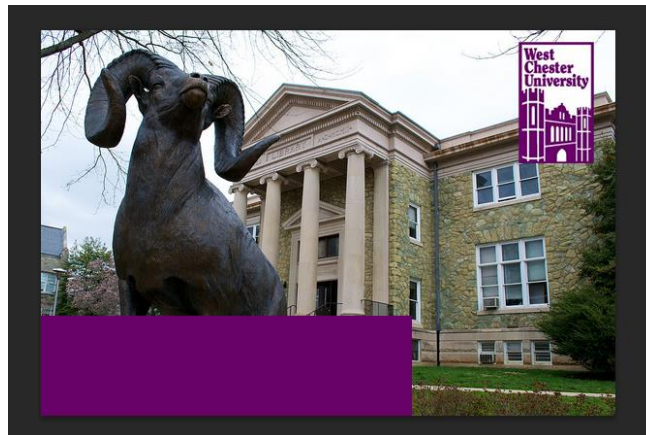


- Go to your **Options Bar** and click on the fill option
- Click on the **Color Picker** button (the multicolor button)



- In the **Color Picker** window type **680269** to the “#” field and click “OK”
 - This number, called a **Hex Code**, is a combination of letters and numbers that describes a color

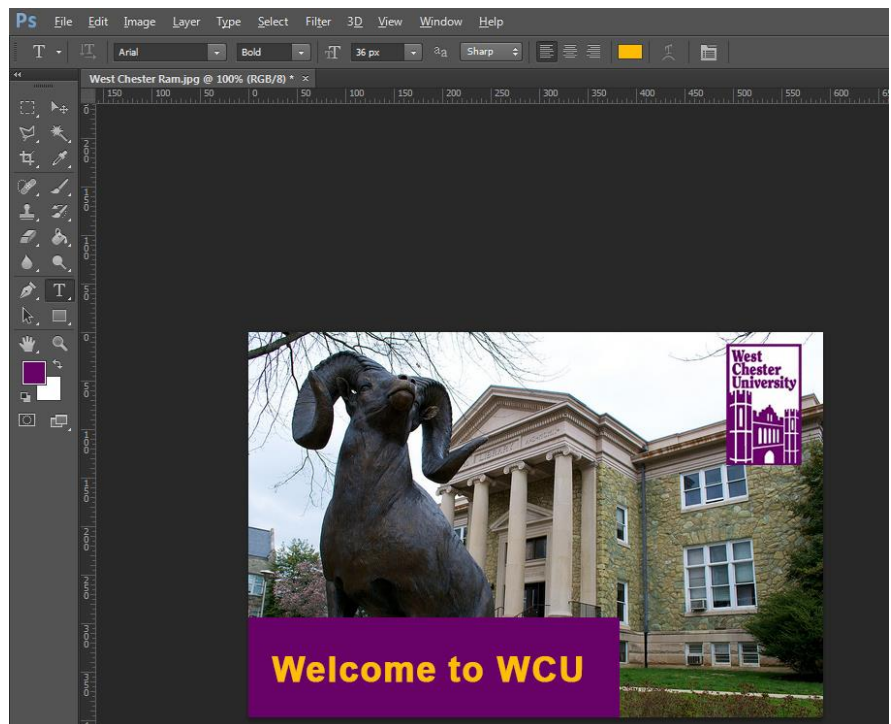
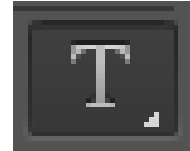
- Using your mouse **Click** and **Drag** where you would the new solid color to be



Adding Text

You can add text to your Photoshop project by using the **Type Tool** located in the **Tool Bar**. Every time you add text to your document it will automatically be created in a new layer, located in your **Layers Panel** on the right.

- Select the **Type Tool** located in the **Tool Bar**
- Use your mouse and left click on your document where you want your text to be
- By using the **Options Bar** located at the top of the screen, you can adjust your text to any style you would like.



Font Color Used #FFBD07

Saving your Photoshop Image

After you are finished with your document, Photoshop gives you the opportunity to save your project. You can save your project in various formats, depending on your media discipline.

- Photoshop also gives you the option of saving as a **Photoshop File (.PSD)** so that you can go back and edit your project whenever you'd like.
 - When you reopen a Photoshop File, all of your work will still be available, allowing you to continue to work.
 - To save as .PSD go to **File** in the top menu and select **Save**
- When saving your project for print, it is recommended to use an Image File Format (.jpg, .png, .gif, etc.), as a Photoshop File, or a PDF.
 - Go to **File** in the top menu and select **Save**
 - Select the appropriate file format in the **Format** drop-down menu
- When saving your Photoshop project to be used on the Web, it is recommended to use .JPG or .PNG
 - Go to **File** in the top menu and select **Save for the Web...**
 - Under **Preset** is the drop-down menu for file format
 - Click on the drop-down menu and select JPEG or PNG-24 then click **Save...**

