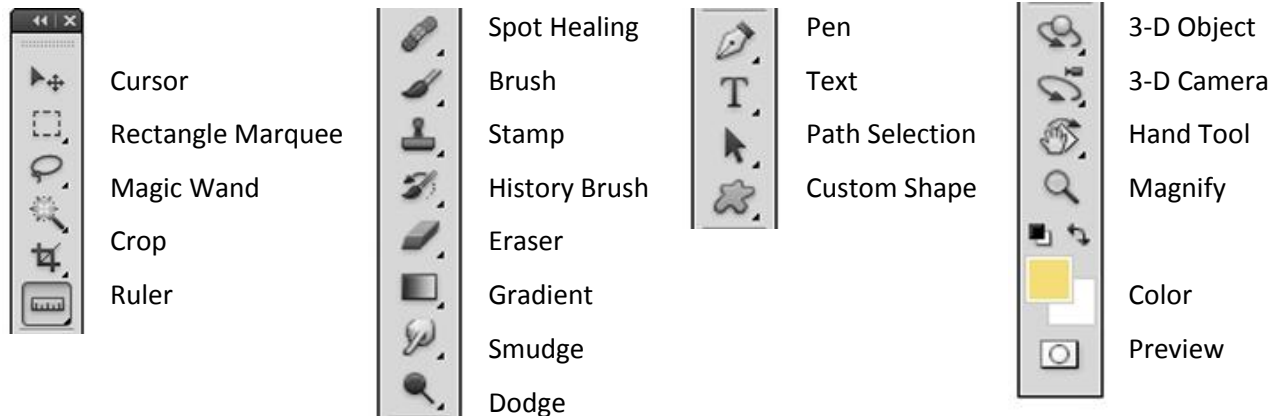


Hands-on Photoshop for Beginners – Step by Step Instructions

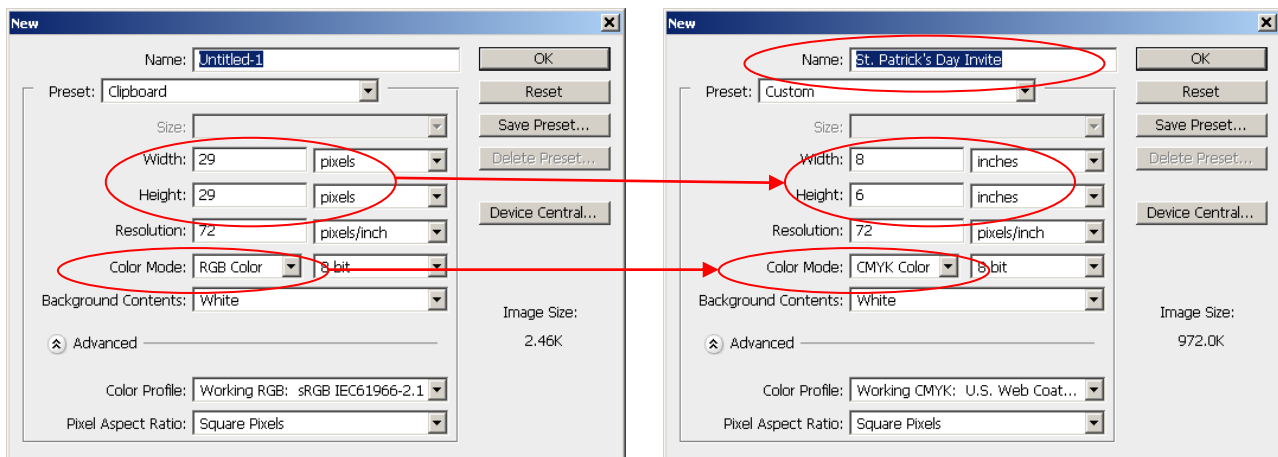
1. Open Photoshop to create a personalized invitation for St. Patrick's Day

OVERVIEW OF PHOTOSHOP TOOLBAR



OPENING A NEW DOCUMENT

2. Open new document
 - a. Change “pixels” to “inches” (measurement units) to make things easier, and make it 8x6 in*
 - b. Make sure “Mode” is in CMYK** (**Image/Mode**)
 - c. Rename “St. Patrick's Day Invite” - will save it as a “.psd” file

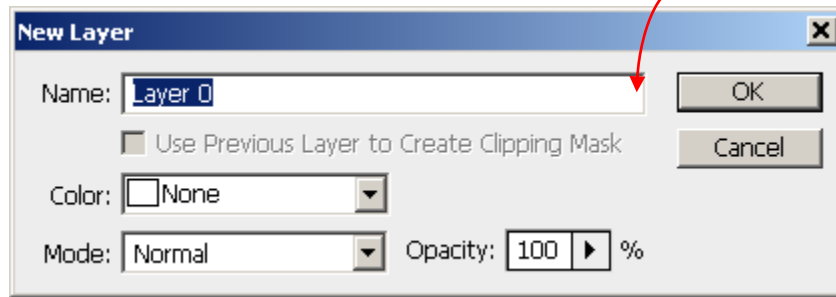


***Why 8x6?** This invitation is designed for an Outlook email; 8x6 is about half of a standard piece of paper, and when this size is inserted into the body of an email, it is sized to enable easy reading without making the user scroll down.

****Why CMYK?** CMYK (which stands for Cyan, Magenta, Yellow, and Key/Black) is the standard color mode for professional publications (magazines, billboards, etc.)

CREATING LAYERS

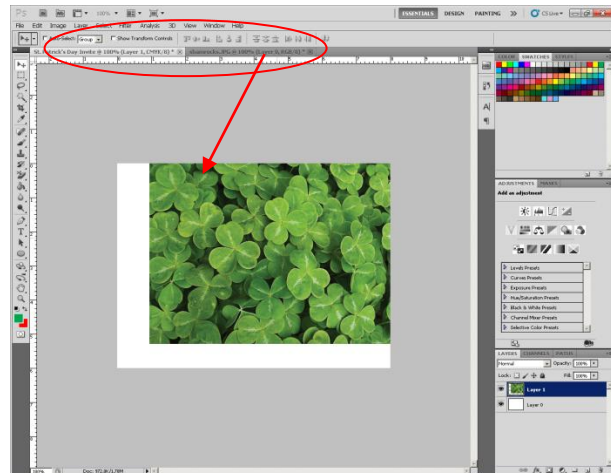
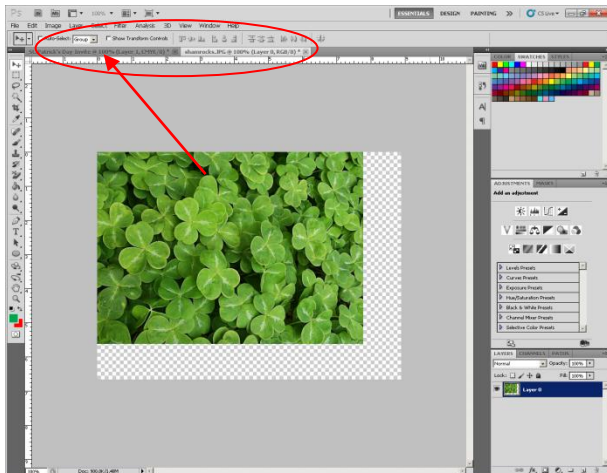
3. Double click on “Background” under layers to change to “layer 0” – **this allows for the manipulation of layers; you often cannot edit backgrounds**



No selection is necessary; click “Ok”

COMBINING IMAGES

4. Open “shamrocks.jpg” background file on desktop
 - a. Double click on “Background” under layers to change to “layer 0” (***Make sure to always change all of your backgrounds to layers; otherwise, you cannot make changes***)
5. Drag “shamrocks.jpg” layer over to “St. Patrick’s Day Invite.psd” file – Photoshop will switch files and copy the layer over (***Make sure to hold down the mouse until your cursor has a “+” sign where you want to place the image***)



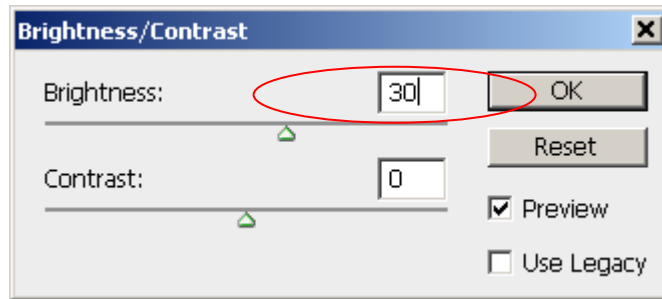
- a. Center how you want it
- b. Use shortcuts to zoom in and out (**Ctrl +** and **Ctrl -**)
- c. When you are done, close the original “shamrocks.jpg” file (you won’t need it anymore)



DELETING BACKGROUNDS/CREATING TRANSPARENCY

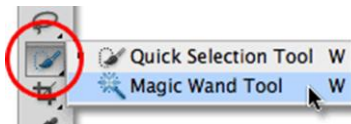
6. Open “Empty_book” file in Photoshop

- a. Double click on “Background” under layers to change to “layer 0”
- b. Go to **Image/Adjustments***, change the brightness to “30”

*The image is on the dark side, so let's make it brighter.

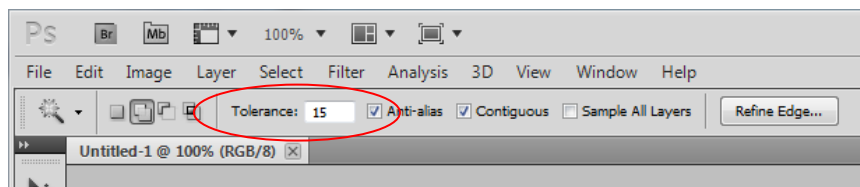


- c. Using the “magic wand tool”  on the toolbar, select all of the grey background
 - i. (If you see  “Quick Selection Tool**”, right click on the icon to see all of your options and change to “Magic Wand Tool”)

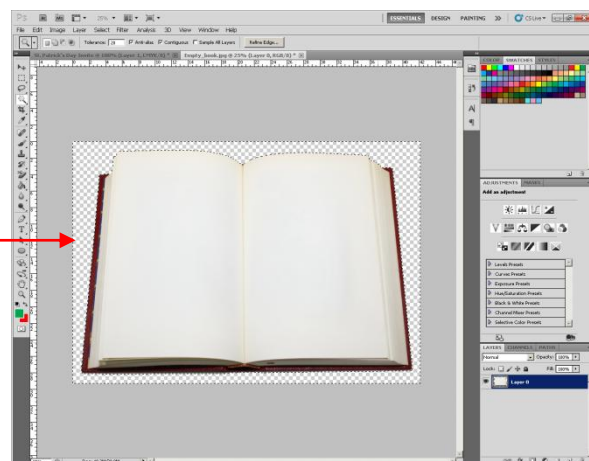
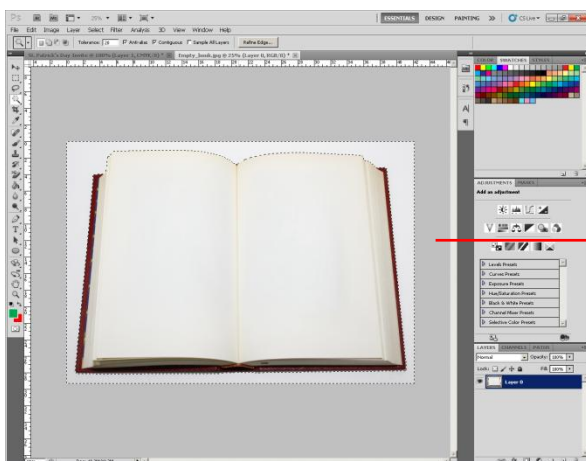


**Both tools can be used to create transparency, but the magic wand tool is easier to control

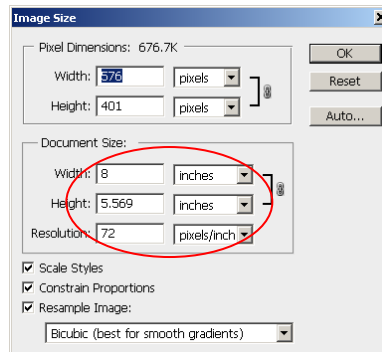
Change tolerance to “15”



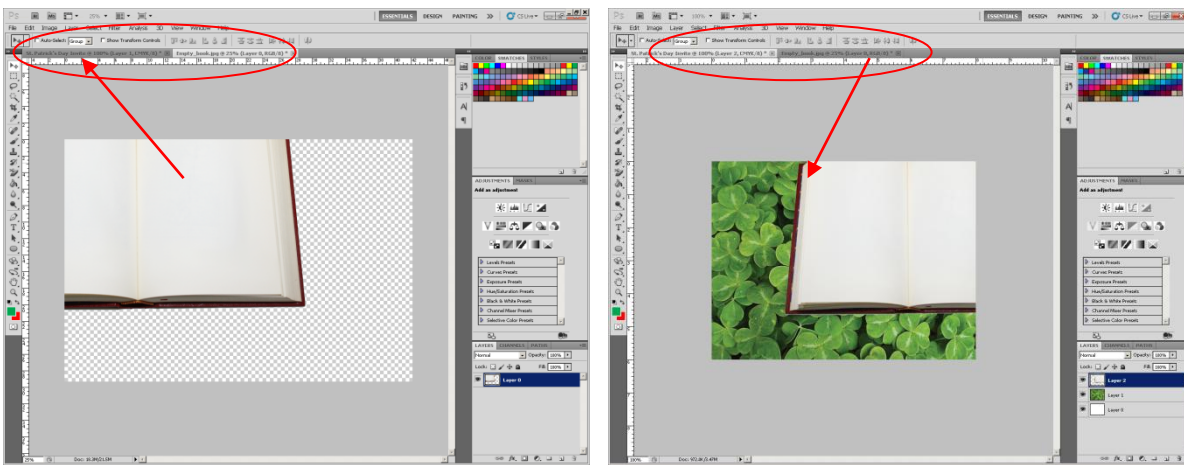
Click on the grey background to make your selection. **The magic wand tool makes its selection based on color tone, so it may not grab the entire section with one click.** Hold down the SHIFT key, and the magic wand should have a small plus sign next to the cursor; this allows you to make multiple selections. **Hold the SHIFT key down and click as many times as you need to select what you want.**



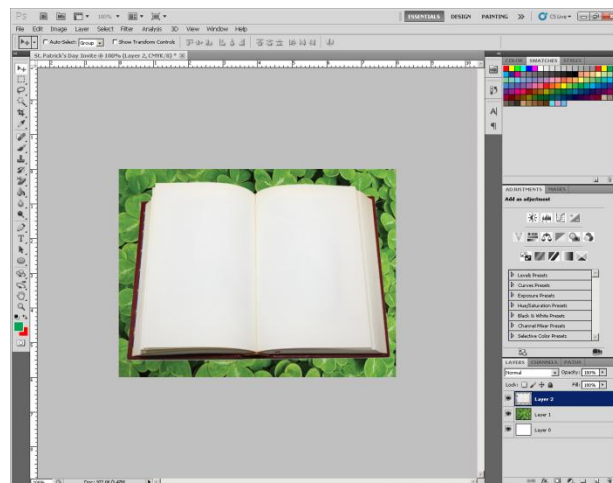
- ii. Once all of the grey is selected, hit delete – *the checkerboard represents transparency*
- iii. Resize the “Empty_book.jpg” to about 8x6 (**Image/Image Size**)



- iv. Drag the now smaller book image over to “St. Patrick’s Day Invite.psd” file




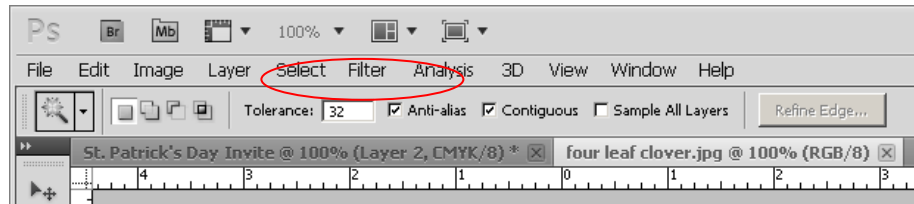
- a. Center the image how you you want it



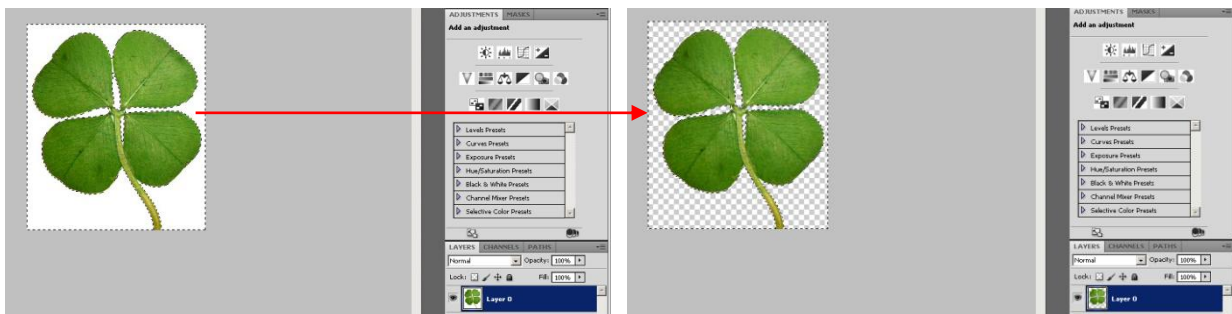
- b. To simplify things, close the original “Empty_book.jpg” file (you won’t need it any more)

- v. Open “four leaf clover.jpg” image in Photoshop
 - a. Double click on “Background” under layers to change to “layer 0”

- b. Using the “magic wand” tool  on the toolbar, select all of the white background
- i. Change tolerance to “32” (*this is the default/average setting*)

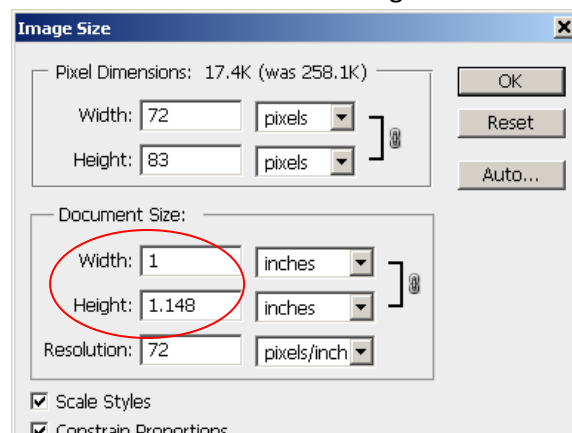


- ii. Click on the white background, using the shift key to make multiple selections (*You may need to zoom in to find all of the white space*)
- iii. Once all of the white is selected, hit delete – *the checkerboard represents transparency*

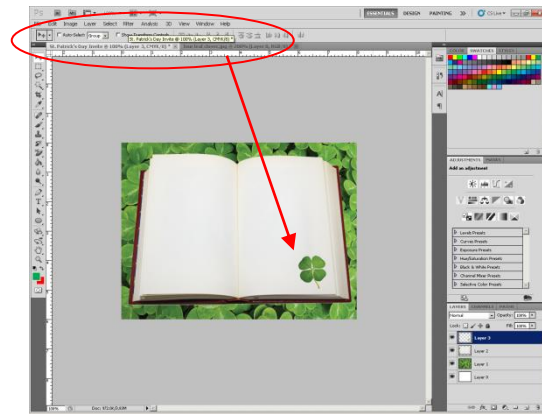
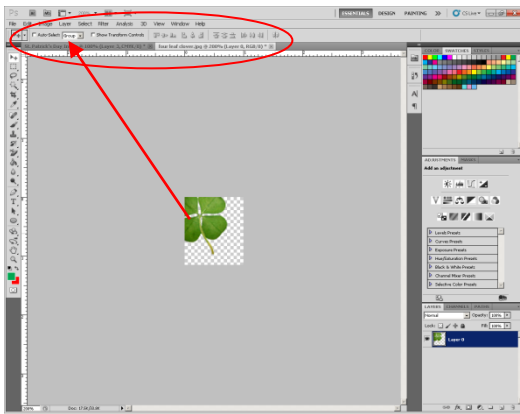


RESIZING IMAGES

- iv. Resize the clover image to 1 inch in height (**Image/Image Size**)

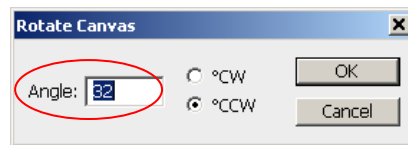


- vi. Drag the now smaller clover image over to “St. Patrick’s Day Invite.psd” file
- a. Place in the bottom corner (or wherever you would like it)

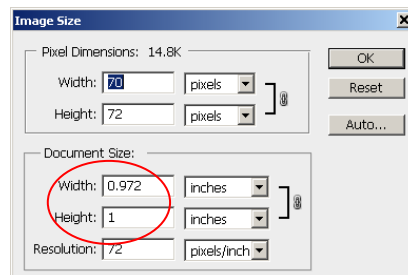


ROTATING IMAGES

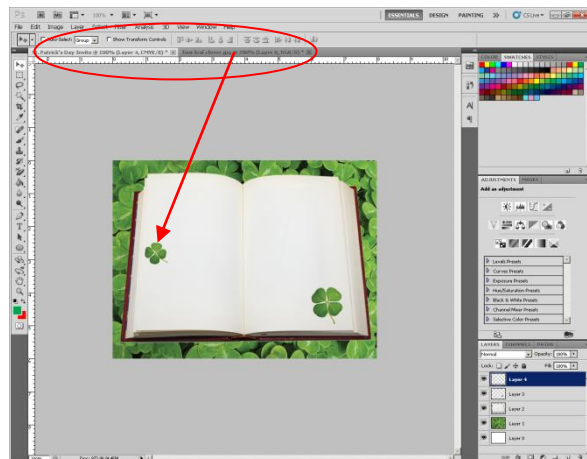
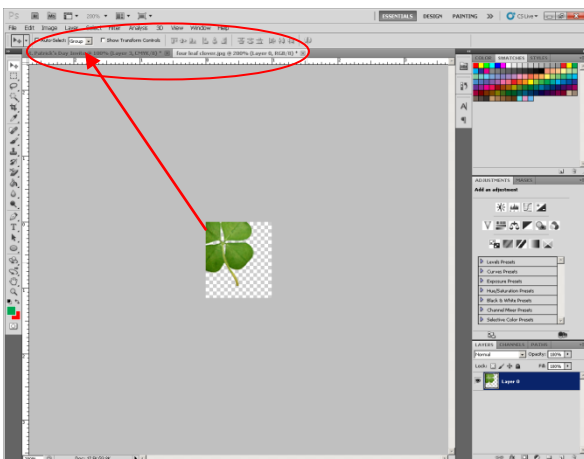
- vii. Go back to the transparent clover image to rotate (*the original will still be there*)
 - a. Go to **Image/Image Rotation**, select **Arbitrary**
 - b. Then choose the degree you would like (example is 32 degrees)



- c. Resize clover to 1inch in height (**Image/Image Size**)

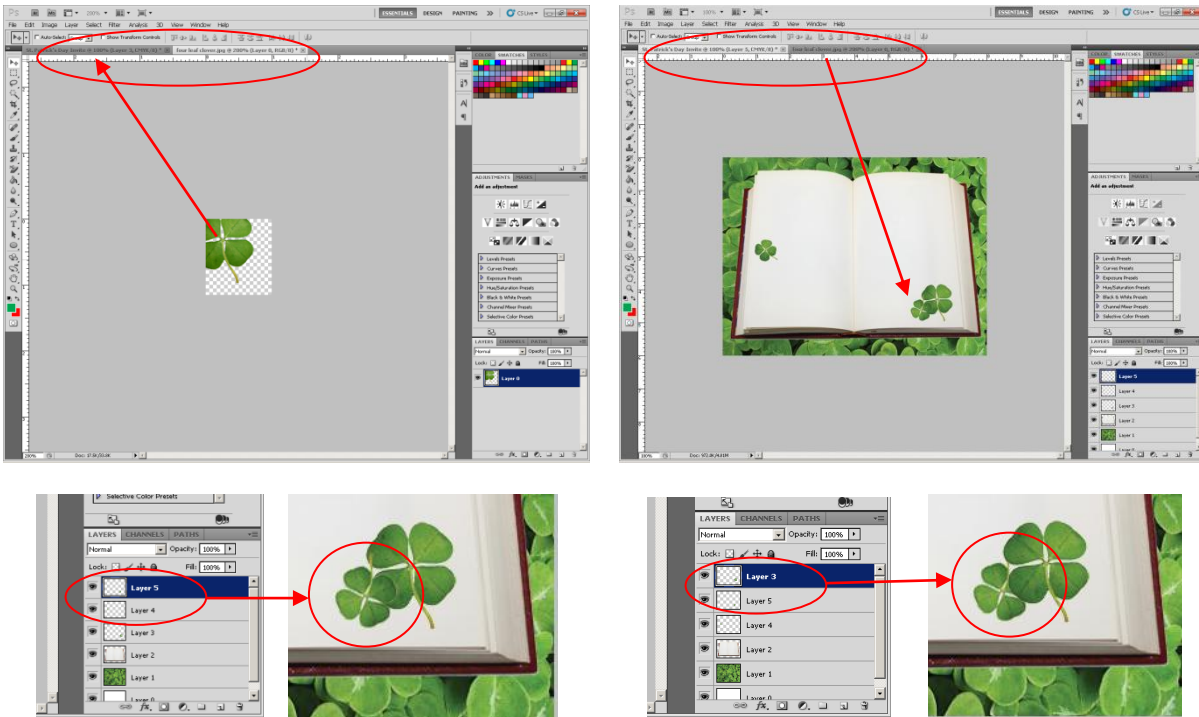


- viii. Drag the now smaller clover image over to “St. Patrick’s Day Invite” file
 - a. Place on the left hand side (or wherever you would like it)



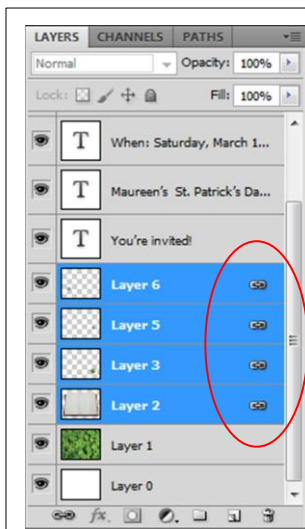
MOVING LAYERS

- ix. Play around with your layers to overlap images!
- a. Place the two shamrocks on top of each other



- b. Drag a third shamrock over (or as many as you want) to decorate the book
- i. NOTE: Double click on individual layers to rename
- c. When done, close out “four leaf clover.jpg” file; you won’t need it anymore

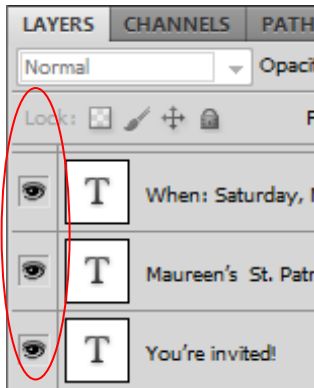
NOTE: At any point, you can delete a layer by selecting it (highlighted in blue) and hitting “delete” on your keyboard



If you need to move multiple layers simultaneously, you can link the layers together in the layers panel. Holding down the CONTROL key, highlight the layers you want to link together, then click the chain-link icon in the toolbar at the bottom of the layer panel.



The chain-link icon will appear next to the layers that are linked together. To unlink layers, simply highlight those layers and re-click the chain-link image in the bottom toolbar. You can also link and unlink layers by right-clicking your mouse on the highlighted layers you wish to join or separate.



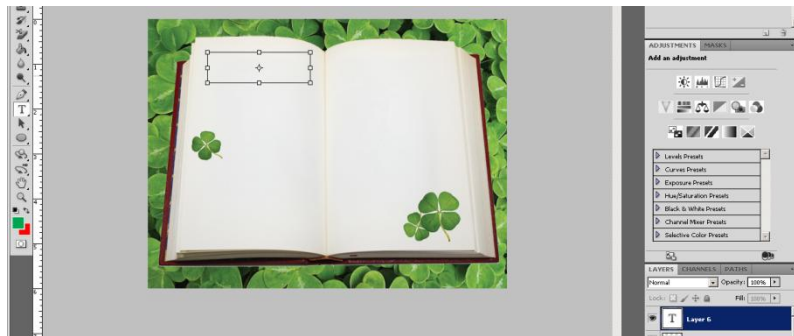
You can also preview how your document will look without certain layers by using the eyeball icons to the right of the individual layers. This allows you to view your creation with more or less elements without actually deleting them in case you decide to keep certain ones.

Simply click on the eyeball next to the image you wish to hide, and re-click on the empty box to make it visible again.

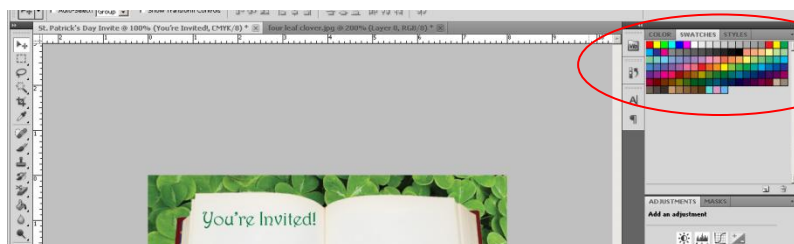
NOTE: THIS DOES NOT DELETE THE LAYER; IT MAKES IT INVISIBLE TEMPORARILY

ADDING TEXT

- x. Click on the text tool on the toolbar
 - a. Click and hold-down while dragging a textbox onto the image to your preferred size, then let go
 - i. ***Whenever you create a text box, type even just one character to allow you to access to that text box (otherwise the box will be lost even though it is still listed within your layer)***

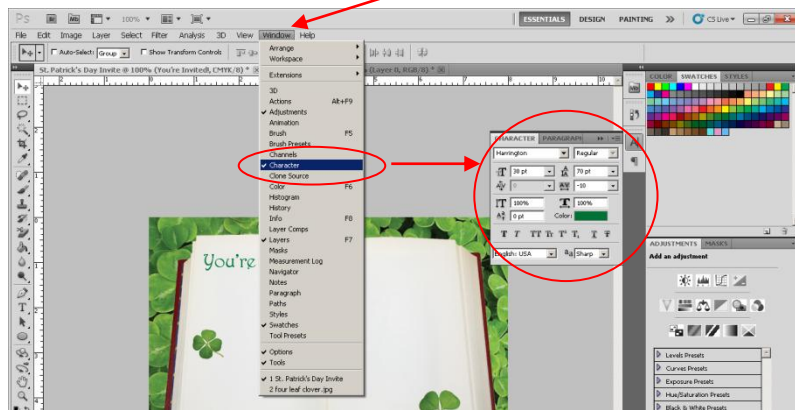


- b. Type "You're Invited!"
 - i. Highlight the text and change color, font; center the text (example is green, size 20, "Harrington" font)
 - 1. Use your mouse to move the text box anywhere you like
 - 2. Use color palate on right-hand side ("Swatches") for quick selection

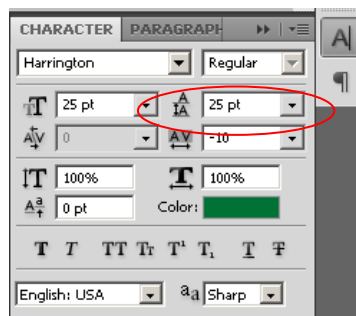


- c. *Before creating a second text box, click on your "Selection" tool to close out of your most recent text box*
- d. Create a second text box and type "Maureen's St. Patrick's Day Party!"

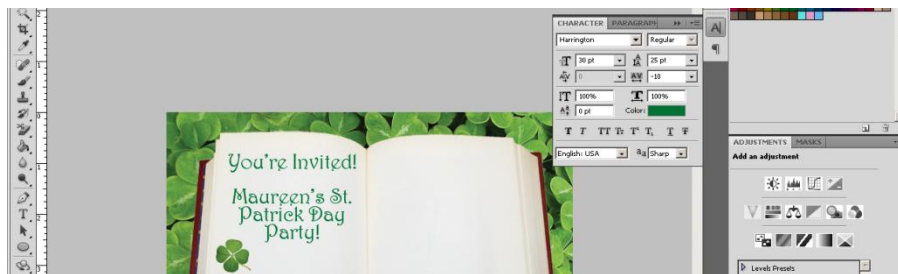
- i. To change the font size, color, etc., open the “Character” window. If you do not see it, go to “Window” at the top tool bar and make sure “Character” is checked





- ii. Once it is, a paragraph/character box will appear on the right side
1. Highlight the text you wish to manipulate and adjust line spacing (if not set to “Auto”) to your preference (example is set to 25)

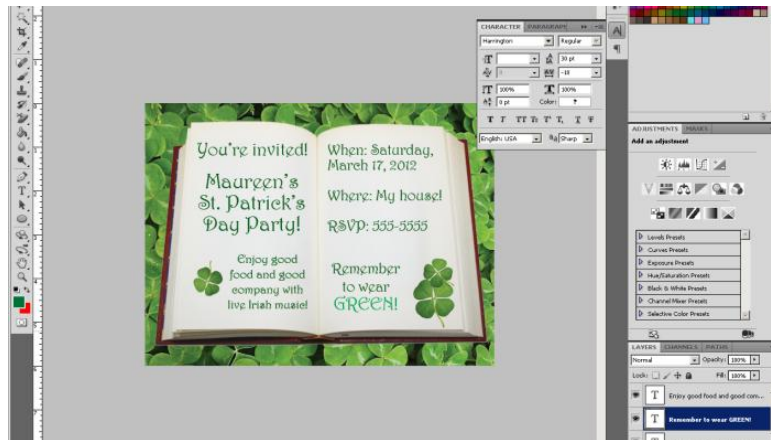


- iii. Place on the page wherever you like; use “Paragraph” to center



PLEASE NOTE: When you select the cursor tool, the cursor is outlined with a dotted square box.  This means you are set up to create a NEW TEXTBOX. To EDIT AN EXISTING TEXTBOX, move your cursor over the text you wish to edit until the dotted square box disappears.  This means you are hovering over the existing text; simply click to access that text box.

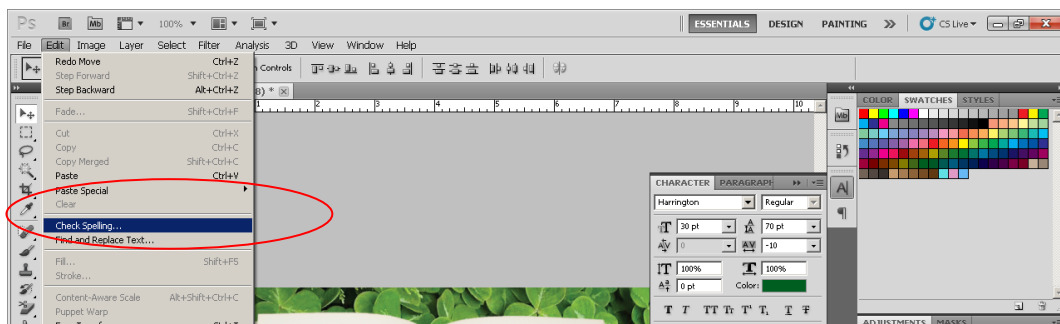
- e. Create a third text box – enter in party details – adjust text box and font size
- f. Create a fourth text box – type party specifics –adjust text box and font size
 - i. Rearrange layers if necessary!
 - ii. Change font colors if you want
- g. Create a fifth text box – type “green” reminder



- a. Remember to link layers for easy manipulation (chain-link image under layer toolbar)

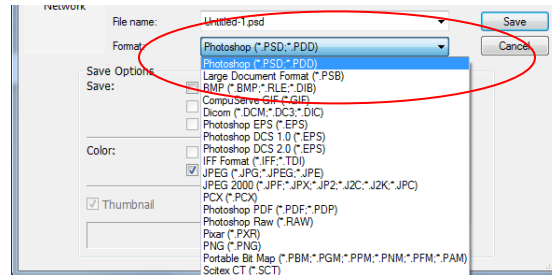


- b. SPELLCHECK! Edit/Check Spelling

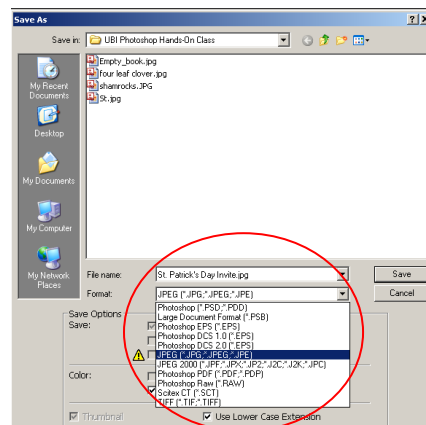


SAVING YOUR PROJECT

- xi. When you're done, save your image!
- First save your image as a Photoshop file (**PSD file**) so you can make changes later (once you save it as a finished image (JPEG, PNG, TIFF), you can't edit it



- Then save your image as a **JPEG!** (File/Save As)



- xii. Within the body of an email (ex. Outlook), click insert picture, and insert invite
- Readjust size if necessary

REMEMBER:

- The larger the files you use, the clearer the images
- Save edited images as you go to make re-creation easier at a later time
- Be patient! Photoshop involves a lot of trial-and-error

