Module Code and Title: GENGD301-BASIC GRAPHIC DESIGN

Learning Outcome 1: Edit photos with Adobe Photoshop

Learning Outcome 2: Manipulate graphics with adobe illustrator

Learning Outcome 3: Export files

<u>Learning outcome 1. Edit photos with Adobe Photoshop</u>

<u>Indicative content 1.1: Creating the Document according to the project Requirements</u>

<u>L.U.1: Edit photos with Adobe Photoshop</u>

**<u>L.O.1.1: Introduction to Photoshop</u>**

✓ **<u>Definition: Adobe Photoshop:</u>** is a graphics editing program, or

Image editing software, that allows you to create and

Manipulate visual images on the computer.

✓ **Use of Interface elements:**
o **Selecting Menus:**

1. The Menu Bar:

The Menu Bar in Photoshop is a horizontal bar located at the top of the application window. It contains a series of menus that provide access to most of Photoshop's features and commands.
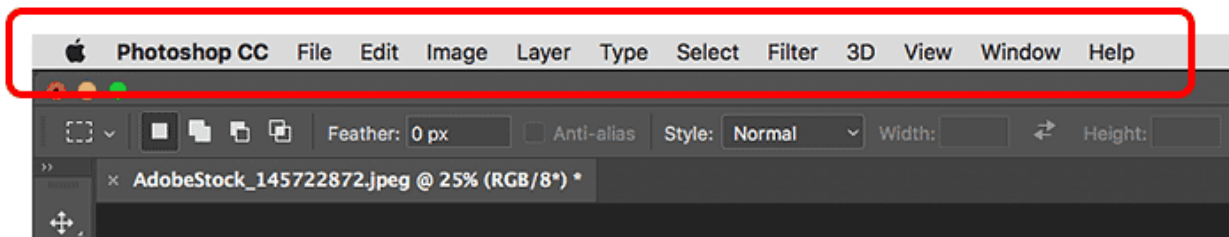
Here is a breakdown of the main menus in the Photoshop Menu Bar:

File:

- **New:** Creates a new document.

- **Open:** Opens an existing document.

- **Save:** Saves the current document.

- **Save As:** Saves the current document under a new name or in a different format.

- **Print:** Prints the current document.

- **Export:** Exports the document in a different format (e.g., JPEG, PNG).

- **Import:** Imports files into Photoshop.

Edit:

- **Undo/Redo:** Reverses or redoes actions.

- **Cut/Copy/Paste:** Basic editing commands for moving and copying content.

- **Transform:** Applies various transformations to images (e.g., rotate, scale, skew).

- **Fill:** Fills areas with a color or pattern.

- **Stroke:** Adds a stroke to a path or selection.

- **Free Transform:** Allows for more precise transformations.

Image:

- **Adjustments:** Accesses various adjustment layers for color correction, contrast, brightness, etc.

- **Mode:** Changes the color mode of the image (e.g., RGB, CMYK).

- **Canvas Size:** Resizes the canvas.

- **Image Size:** Resizes the image.

- **Rotate Image:** Rotates the image.

Layer:

- **New Layer:** Creates a new layer.

- **Duplicate Layer:** Duplicates the selected layer.

- **Merge Layers:** Merges multiple layers into one.

- **Group Layers:** Groups multiple layers together.

- **Layer Styles:** Applies various effects to layers (e.g., drop shadow, bevel, emboss).

Select:

- **All:** Selects all layers or pixels.

- **None:** Deselects everything.

- **Inverse:** Inverts the current selection.

- **Color Range:** Creates a selection based on a color range.

- **Feather:** Softens the edges of a selection.

Filter:

- **Blur:** Applies various blur effects.

- **Sharpen:** Sharpens the image.

- **Noise:** Adds or removes noise from the image.

- **Artistic:** Applies various artistic effects.

- **Sketch:** Creates a sketch-like effect.

View:

- **Zoom In/Out:** Zooms in or out on the image.

- **Fit Screen:** Fits the image to the screen.

- **Actual Size:** Displays the image at its actual size.

- **Rulers:** Displays rulers along the edges of the canvas.

- **Grids & Guides:** Displays grids and guides for alignment.

3D:

- **New 3D Layer:** Creates a new 3D layer.

- **Edit 3D Layer:** Edits the properties of a 3D layer.

- **3D View:** Switches to the 3D view mode.

Window:

- **Arrange Windows:** Arranges the open windows in different layouts.

- **Workspace:** Switches between different workspace presets.

- **Extensions:** Manages extensions installed in Photoshop.

Help:

- **Photoshop Help:** Accesses the built-in help documentation.
- **Search:** Searches for help topics.

  o **Arranging panels**

2. Panels

Panels: in Photoshop are customizable windows that display various tools, settings, and information. They can be docked along the edges of the workspace or floated independently.
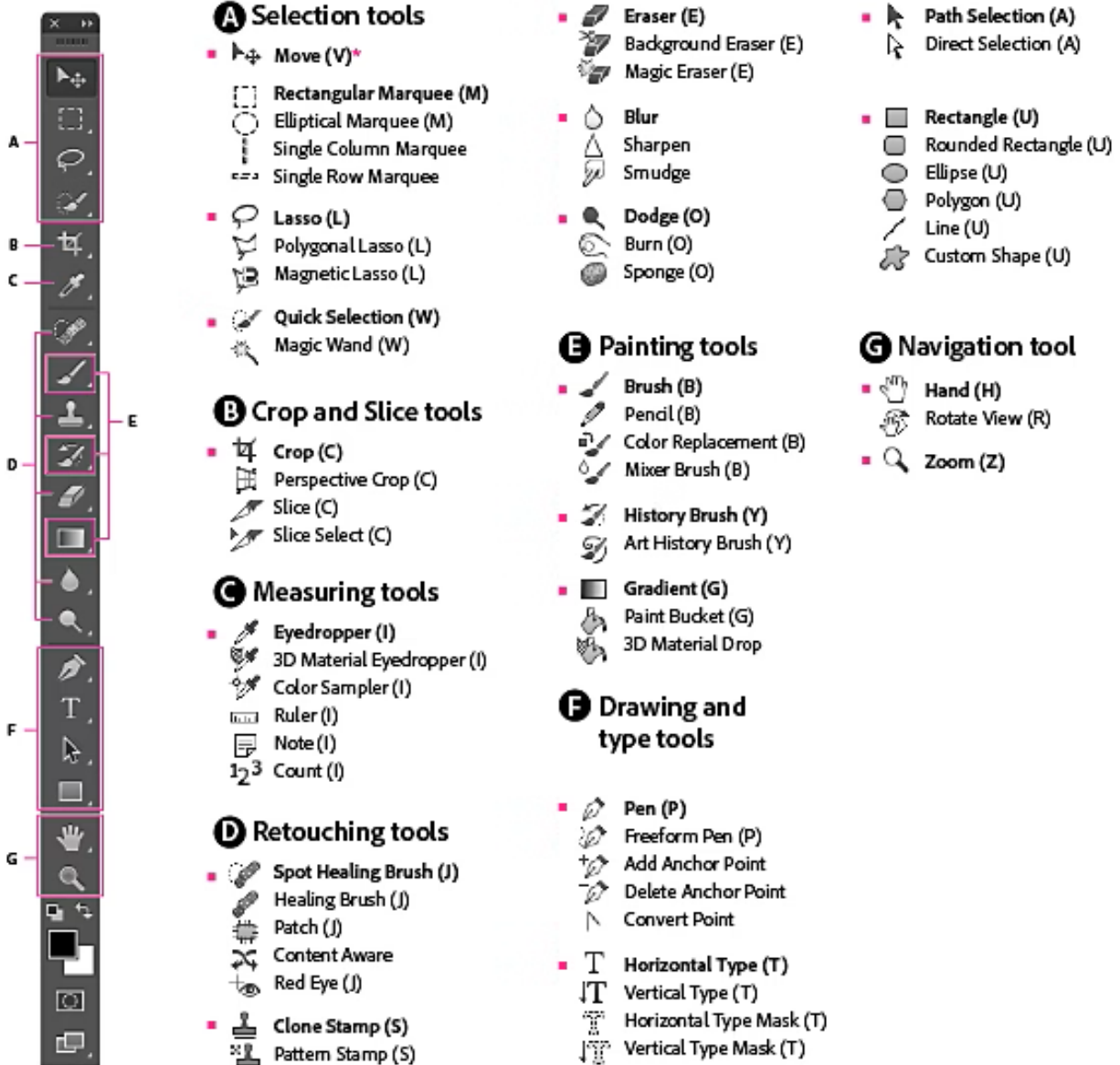
Panel Groups in Adobe Photoshop are a way to organize and group related panels together for better workflow and accessibility. This feature allows you to create customized workspaces that suit your specific needs and preferences.
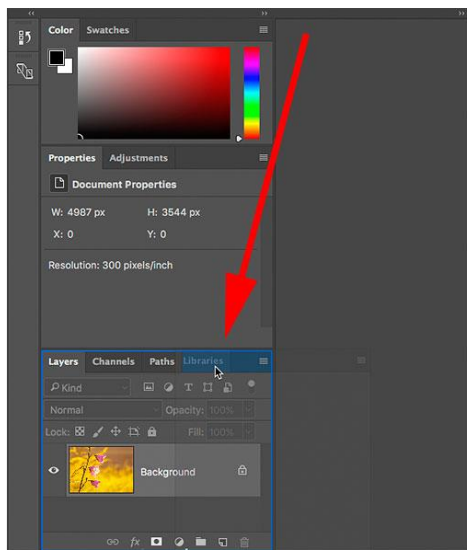
  o **Selecting and customizing the tool bar**

The **Toolbar** in Photoshop is a vertical strip of icons located on the left side of the workspace. It contains tools for various tasks like selecting, drawing, editing, and applying effects.

Tools Panel Overview

A Selection tools

- ▶⊕ Move (V)*

  [ ] Rectangular Marquee (M)
  ◯ Elliptical Marquee (M)
  Ⅰ Single Column Marquee
  ⋯ Single Row Marquee

- ◯ Lasso (L)
  Polygonal Lasso (L)
  Magnetic Lasso (L)

- Quick Selection (W)
  Magic Wand (W)

B Crop and Slice tools

- 🔪 Crop (C)
  Perspective Crop (C)
  Slice (C)
  Slice Select (C)

C Measuring tools

- Eyedropper (I)
  3D Material Eyedropper (I)
  Color Sampler (I)
  Ruler (I)
  Note (I)
  1₂3 Count (I)

D Retouching tools

- Spot Healing Brush (J)
  Healing Brush (J)
  Patch (J)
  Content Aware
  Red Eye (J)

- Clone Stamp (S)
  Pattern Stamp (S)

- Eraser (E)
  Background Eraser (E)
  Magic Eraser (E)

- ◯ Blur
  △ Sharpen
  Smudge

- Dodge (O)
  Burn (O)
  Sponge (O)

E Painting tools

- Brush (B)
  Pencil (B)
  Color Replacement (B)
  Mixer Brush (B)

- History Brush (Y)
  Art History Brush (Y)

- Gradient (G)
  Paint Bucket (G)
  3D Material Drop

F Drawing and type tools

- Pen (P)
  Freeform Pen (P)
  Add Anchor Point
  Delete Anchor Point
  Convert Point

- T Horizontal Type (T)
  Vertical Type (T)
  Horizontal Type Mask (T)
  Vertical Type Mask (T)

- ▶ Path Selection (A)
  Direct Selection (A)

- Rectangle (U)
  Rounded Rectangle (U)
  Ellipse (U)
  Polygon (U)
  Line (U)
  Custom Shape (U)

G Navigation tool

- Hand (H)
  Rotate View (R)

- Zoom (Z)

■ Indicates default tool   * Keyboard shortcuts appear in parenthesis

Selection Tools:

- **Marquee Tools:** Rectangular, Elliptical, Single Row, and Single Column.

- **Lasso Tools:** Polygonal Lasso, Magnetic Lasso, and Lasso.

- **Magic Wand Tool:** Selects areas based on similar colors.

- **Quick Selection Tool:** Selects areas based on color and edge detection.

Drawing Tools:

- **Brush Tool:** Paints with different brush tips and settings.
- **Pencil Tool:** Draws lines and shapes with a solid color.
- **Eraser Tool:** Erases parts of an image.
- **Clone Stamp Tool:** Clones pixels from one area to another.
- **Healing Brush Tool:** Repairs imperfections in an image.
- **Patch Tool:** Replaces damaged areas with a selected sample.

  Type Tool:
- Creates and edits text.

  Shape Tools:
- **Rectangle Tool:** Draws rectangles.
- **Ellipse Tool:** Draws ellipses and circles.
- **Polygon Tool:** Draws polygons with a specified number of sides.
- **Line Tool:** Draws straight lines.
- **Custom Shape Tool:** Draws custom shapes from predefined libraries.

  Path Tools:
- **Pen Tool:** Draws precise paths for vector shapes.
- **Curved Pen Tool:** Draws curved paths.
- **Freeform Pen Tool:** Draws freeform paths.
- **Add Anchor Point Tool:** Adds anchor points to a path.
- **Delete Anchor Point Tool:** Deletes anchor points from a path.
- **Convert Anchor Point Tool:** Converts anchor points between corner and smooth points.

  Gradient Tool:
- Creates gradients between colors.

  Paint Bucket Tool:
- Fills areas with a color or pattern.

  Blur/Sharpen Tools:
- **Blur Tool:** Blurs images to soften edges and reduce detail.

- **Sharpen Tool:** Sharpens images to increase contrast and detail.

  Dodge/Burn Tools:

- **Dodge Tool:** Lightens areas of an image.

- **Burn Tool:** Darkens areas of an image.

  Sponge Tool:

- Changes the saturation or hue of an area.

 **Red Eye Tool:**

- Removes red-eye from photos.

  Other Tools:

- **Spot Healing Brush Tool:** Repairs blemishes and imperfections.

- **Red Eye Tool:** Removes red-eye from photos.

- **Puppet Warp Tool:** Warps and distort images.

- **Pen Tool:** Creates precise paths for vector shapes.

- **Type Tool:** Creates and edits text.

- **Gradient Tool:** Creates gradients between colors.

- **Paint Bucket Tool:** Fills areas with a color or pattern.

- **Blur/Sharpen Tools:** Blurs or sharpens images.

- **Dodge/Burn Tools:** Lightens or darkens areas of an image.

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- **Red Eye Tool:** Removes red-eye from photos.

- **Spot Healing Brush Tool:** Repairs blemishes and imperfections.

Layers, Groups, and Guides in Photoshop

➢ **Layers** are like transparent sheets stacked on top of each other in Photoshop. Each layer can contain its own image, text, or effect, allowing you to work on different elements of your image independently.
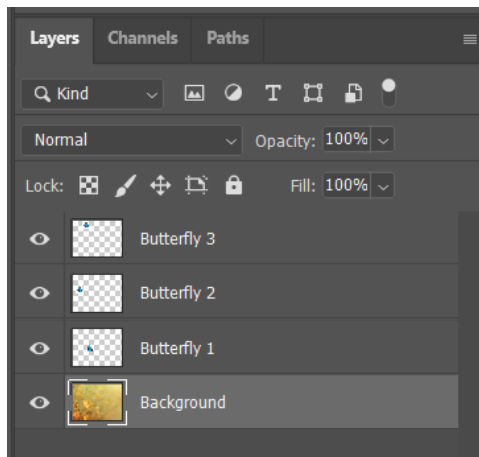
➢ **Groups** are a way to organize multiple layers together. This can help you keep your project organized and make it easier to apply changes to multiple layers at once.
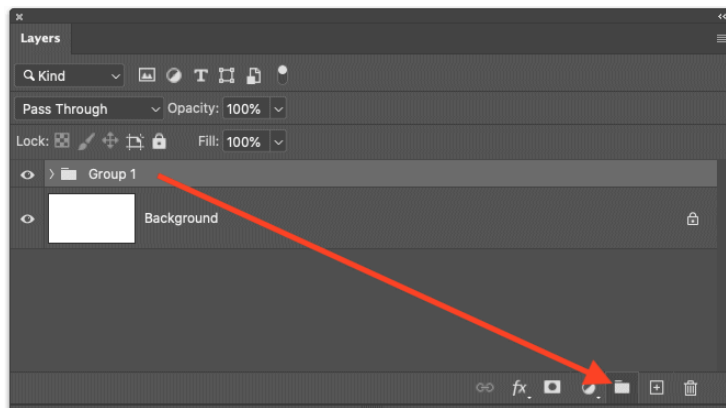
➢ **Guides** are vertical or horizontal lines that can be added to your canvas to help you align and position elements within your image. They can be locked to prevent accidental movement.
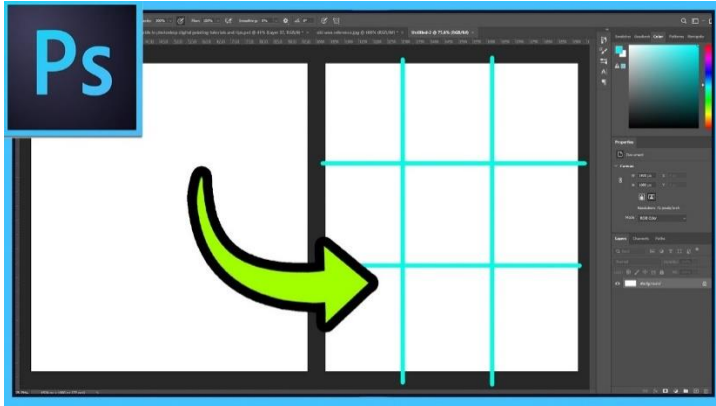
3. Options Bar

The **Options Bar** in Photoshop is a horizontal bar that appears below the Toolbar. It displays options and settings that are specific to the currently selected tool.

The content of the Options Bar changes depending on which tool is active. For example, if you select the **Brush Tool**, the Options Bar will display options for brush size, hardness, opacity, flow, and other brush-related settings.
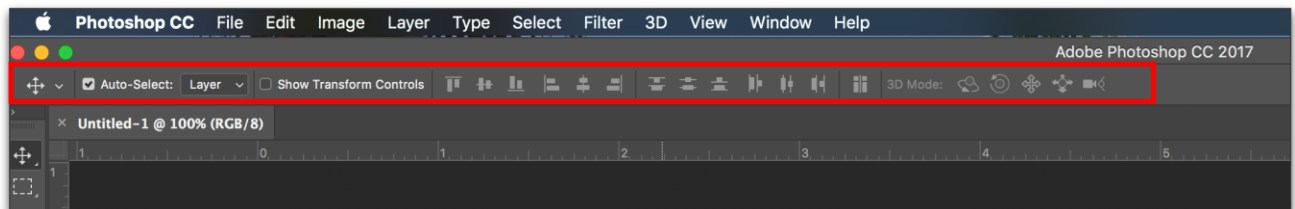
- o **Using undo command and history panel**

The **Undo** command and the **History panel** are essential tools in Photoshop for managing and undoing changes made to your image.

Undo Command:

- **Purpose:** Quickly undo the most recent action performed on the image.

- **Shortcut:** Press **Ctrl+Z** (Windows) or **Cmd+Z** (macOS).

- **Limitations:** The Undo command has a limited history, so you may not be able to undo multiple steps if you've performed other actions in between.

History Panel:

- **Purpose:** Provides a detailed record of all actions performed on the image, allowing you to revert to any previous state.

- **Access:** The History panel can be found in the **Window** menu or by clicking the **History** icon in the workspace.

- **Features:**

  o **Timeline:** Displays a list of actions in chronological order.

  o **Snapshots:** Allows you to create snapshots of the image at specific points in time.

  o **Revert:** Click on a snapshot to revert the image to that state.

To use the History panel:

1. **Open the History panel:** Click on the **History** icon in the workspace or go to **Window > History**.

2. **View the history:** The panel will display a list of recent actions.

3. **Revert to a previous state:** Click on a snapshot in the history to revert the image to that state.

o **Using ruler and setting guides**

Rulers and guides are valuable tools in Photoshop for maintaining alignment, symmetry, and precision in your designs.

Rulers: Ctrl+R (Windows)

- **Display:** To display rulers, go to **View > Rulers**.

- **Units:** You can change the units of measurement (pixels, inches, centimeters) in the **Preferences** dialog (**Edit > Preferences** or **Photoshop > Preferences**).

- **Zero point:** The zero point of the ruler can be moved by clicking and dragging it.
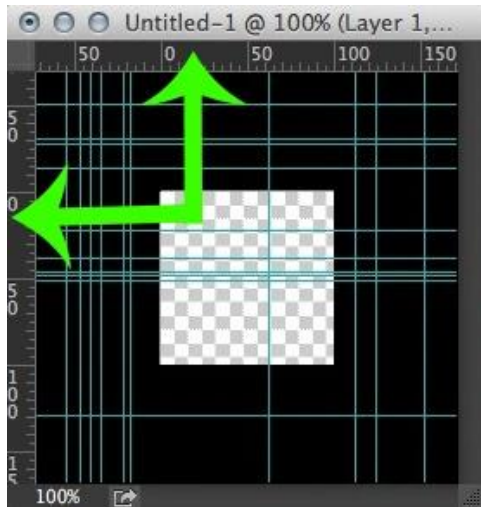
Guides:

- **Create:** To create a vertical guide, click and drag from the left or right ruler. To create a horizontal guide, click and drag from the top or bottom ruler.

- Create a vertical guide: Press Ctrl+R (Windows) or Cmd+R (macOS).

- Create a horizontal guide: Press Ctrl+Shift+R (Windows) or Cmd+Shift+R (macOS).

- Delete all guides: Press Ctrl+Shift+H (Windows) or Cmd+Shift+H (macOS) or Right-click on a guide and select "Delete Guide."

- **Move:** Click and drag guides to reposition them.

- **Lock:** To prevent guides from being accidentally moved, lock them by clicking on the lock icon in the **Guides** panel.
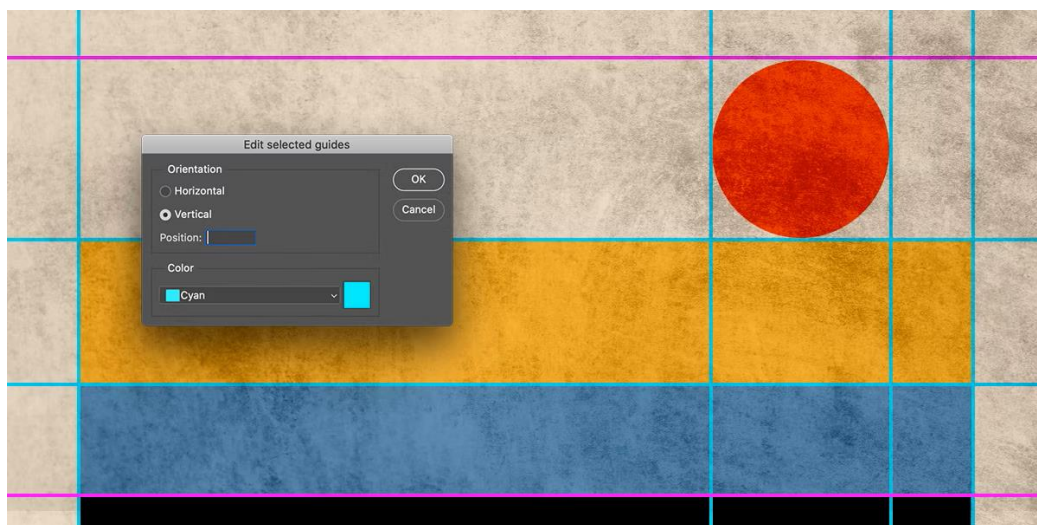
Using rulers and guides can help you:

- **Maintain alignment:** Ensure elements are properly aligned and spaced.

- **Create symmetrical designs:** Easily create balanced compositions.

- **Improve accuracy:** Maintain precision in your designs.

- **Speed up workflow:** Reduce the time spent on manual adjustments.

  o **Using keyboard shortcuts**

General:

- **Ctrl+Z** (Windows) or **Cmd+Z** (macOS): Undo the last action.

- **Ctrl+Shift+Z** (Windows) or **Cmd+Shift+Z** (macOS): Redo the last undone action.

- **Ctrl+S** (Windows) or **Cmd+S** (macOS): Save the current document.

- **Ctrl+N** (Windows) or **Cmd+N** (macOS): Create a new document.

- **Ctrl+O** (Windows) or **Cmd+O** (macOS): Open an existing document.

- **Ctrl+P** (Windows) or **Cmd+P** (macOS): Print the document.

Navigation:

- **Ctrl+/** (Windows) or **Cmd+/** (macOS): Fit the image to the screen.

- **Ctrl+** (Windows) or **Cmd+** (macOS): Zoom in.

- **Ctrl+-** (Windows) or **Cmd+-** (macOS): Zoom out.

- **Ctrl+0** (Windows) or **Cmd+0** (macOS): View the image at actual size.

Selection:

- **Ctrl+A** (Windows) or **Cmd+A** (macOS): Select all.

- **Ctrl+D** (Windows) or **Cmd+D** (macOS): Deselect all.

- **Ctrl+Shift+I** (Windows) or **Cmd+Shift+I** (macOS): Inverse selection.

- **Ctrl+C** (Windows) or **Cmd+C** (macOS): Copy the selection.

- **Ctrl+V** (Windows) or **Cmd+V** (macOS): Paste the copied content.

Layers:

- **Ctrl+J** (Windows) or **Cmd+J** (macOS): Duplicate the current layer.

- **Ctrl+Shift+J** (Windows) or **Cmd+Shift+J** (macOS): Duplicate the current layer and create a clipping mask.

- **Ctrl+E** (Windows) or **Cmd+E** (macOS): Merge visible layers.
- **Ctrl+Shift+E** (Windows) or **Cmd+Shift+E** (macOS): Merge all visible layers.

Editing:

- **Ctrl+T** (Windows) or **Cmd+T** (macOS): Free Transform.
- **Ctrl+Shift+T** (Windows) or **Cmd+Shift+T** (macOS): Transform again with the last settings.
- **Ctrl+U** (Windows) or **Cmd+U** (macOS): Desaturate the image.
- **Ctrl+I** (Windows) or **Cmd+I** (macOS): Invert the colors.
- **Ctrl+L** (Windows) or **Cmd+L** (macOS): Levels adjustment.
- **Ctrl+B** (Windows) or **Cmd+B** (macOS): Brightness/Contrast adjustment.
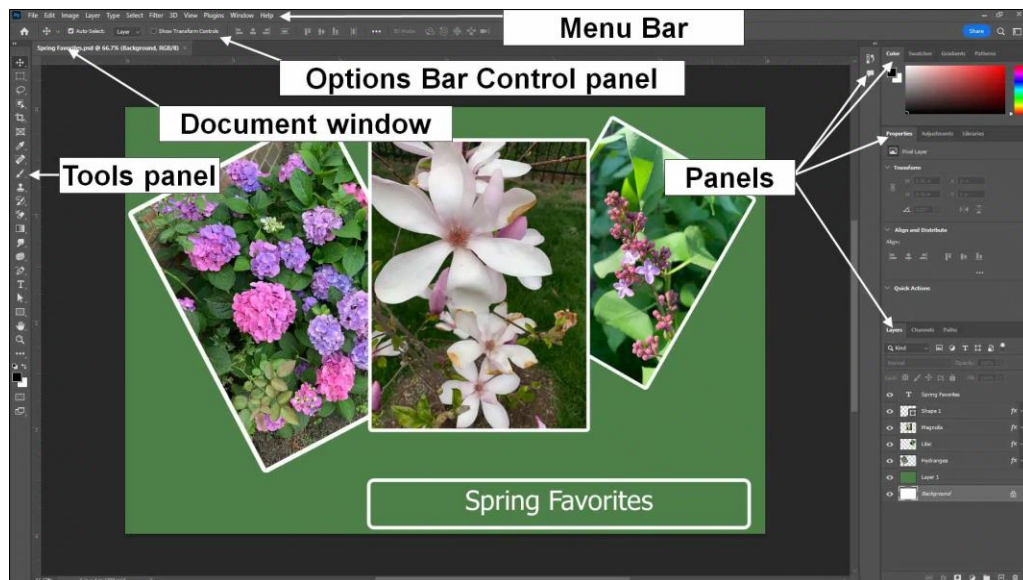
Tools:

- **Brush Tool: B**
- **Pencil Tool: P**
- **Eraser Tool: E**
- **Clone Stamp Tool: S**
- **Healing Brush Tool: J**
- **Patch Tool: P**
- **Red Eye Tool: J**
- **Spot Healing Brush Tool: J**
- **Puppet Warp Tool: W**
- **Pen Tool: P**
- **Type Tool: T**
- **Gradient Tool: G**
- **Paint Bucket Tool: K**
- **Blur Tool: B**
- **Sharpen Tool: S**
- **Dodge Tool: O**
- **Burn Tool: B**

- **Sponge Tool: O**

- **Red Eye Tool: J**

- **Spot Healing Brush Tool: J**

- **Puppet Warp Tool: W**

- **Pen Tool: P**

- **Type Tool: T**

- **Gradient Tool: G**

- **Paint Bucket Tool: K**

- **Blur Tool: B**

- **Sharpen Tool: S**

- **Dodge Tool: O**

- **Burn Tool: B**

- **Sponge Tool: O**

- **Red Eye Tool: J**

- **Spot Healing Brush Tool: J**

- **Puppet Warp Tool: W**

✓ Manage Workspace

The Workspace in Photoshop refers to the overall layout and arrangement of panels, tools, and other elements within the application window. You can customize your workspace to suit your personal preferences and workflow.

- **Menu Bar:** Located at the top of the screen, it contains menus for accessing various Photoshop features.
- **Toolbar:** A vertical strip of icons containing tools for different tasks.
- **Panels:** Customizable windows that display various tools, settings, and information.
- **Document Window:** The area where your image or document is displayed.
- **Options Bar** in Photoshop is a horizontal bar located below the Toolbar.

Setting Preferences

The **Preferences** dialog in Photoshop allows you to customize various settings related to your workspace, tools, and behavior. You can access the Preferences dialog by going to **Edit > Preferences** (Windows) or **Photoshop > Preferences** (macOS).

Some common preferences you can adjust include:

- **General:** Set default units, interface language, and other general settings.

- **Performance:** Adjust memory usage, graphics processor settings, and other performance-related options.

- **Interface:** Customize the appearance of the workspace, including fonts, colors, and panel layouts.

- **Tools:** Adjust tool-specific settings, such as brush presets, pen settings, and more.

- **Plugins:** Manage installed plugins and their settings.

Switching Workspaces

Photoshop comes with several pre-defined workspaces that are optimized for different tasks, such as photography, painting, and graphic design. You can also create your own custom workspaces.

To switch between workspaces:

1. Go to **Window > Workspace**.

2. Select the desired workspace from the menu.

Common workspace presets:

- **Essentials:** A basic workspace with commonly used panels.

- **Photography:** A workspace optimized for photo editing.

- **Painting:** A workspace optimized for digital painting.

- **Graphic Design:** A workspace optimized for graphic design tasks
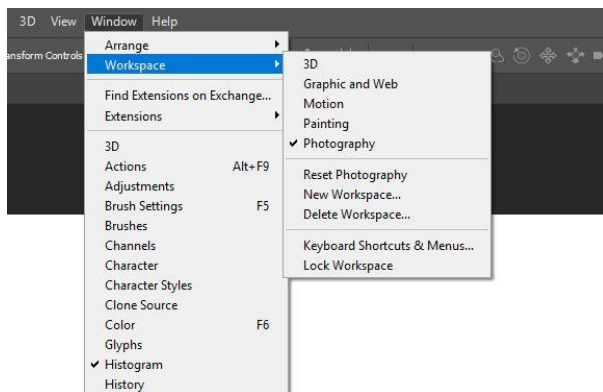
Photoshop Tools Summary

Measurement Tools

Eyedropper Tool * (I)
Photoshop's Eyedropper Tool samples colors in an image. Increase "Sample Size" in the Options Bar for a better representation of the sampled area's color.

3D Material Eyedropper Tool (I)
Use the 3D Material Eyedropper Tool to sample material from a 3D model in Photoshop.

Color Sampler Tool (I)
The Color Sampler Tool displays color values for the selected (sampled) area in an image. Up to four areas can be sampled at a time. View the color information in Photoshop's Info panel.

Ruler Tool (I)
The Ruler Tool measures distances, locations and angles. Great for positioning images and elements exactly where you want them.

Note Tool (I)
The Note Tool allows you to attach text-based notes to your Photoshop document, either for yourself or for others working on the same project. Notes are saved as part of the .PSD file.

Count Tool (I)
Use the Count Tool to manually count the number of objects in an image, or to have Photoshop automatically count multiple selected areas in the image.

Crop And Slice Tools

Crop Tool * (C)
Use the Crop Tool in Photoshop to crop an image and remove unwanted areas. Uncheck "Delete Cropped Pixels" in the Options Bar to crop an image non-destructively.

Perspective Crop Tool (C)
Use the Perspective Crop Tool to both crop an image and fix common distortion or perspective problems.

Slice Tool (C)
The Slice Tool divides an image or layout into smaller sections (slices) which can be exported and optimized separately.

Slice Select Tool (C)
Use the Slice Select Tool to select individual slices created with the Slice Tool.

Quick Selection Tool * (W)
The Quick Selection Tool lets you easily select an object simply by painting over it with a brush. Enable "Auto-Enhance" in the Options Bar for better quality selections.

Magic Wand Tool (W)
Photoshop's Magic Wand Tool selects areas of similar color with a single click. The "Tolerance" value in the Options Bar sets the range of colors that will be selected.

Mixer Brush Tool (B)

Unlike the standard Brush Tool, the Mixer Brush in Photoshop can simulate elements of real painting such as mixing and combi colors, and paint wetness.

Clone Stamp Tool * (S)

The Clone Stamp Tool is the most basic of Photoshop's retouching tools. It samples pixels from one area of the image and paint them over pixels in another area.

Pattern Stamp Tool (S)

Use the Pattern Stamp Tool to paint a pattern over the image.

History Brush Tool * (Y)

The History Brush Tool paints a snapshot from an earlier step (history state) into the current version of the image. Choose the previous state from the History panel.

Art History Brush Tool (Y)

The Art History Brush also paints a snapshot from an earlier history state into the image, but does so using stylized brush stroke

Eraser Tool * (E)

The Eraser Tool in Photoshop permanently erases pixels on a layer. It can also be used to paint in a previous history state.

Background Eraser Tool (E)

The Background Eraser Tool erases areas of similar color in an image by painting over them.

Magic Eraser Tool (E)

The Magic Eraser Tool is similar to the Magic Wand Tool in that it selects areas of similar color with a single click. But the Magic Eraser Tool then permanently deletes those areas.

Gradient Tool * (G)

Photoshop's Gradient Tool draws gradual blends between multiple colors. The Gradient Editor lets you create and customize yo own gradients.

Retouching And Painting Tools

Spot Healing Brush Tool * (J)
The Spot Healing Brush in Photoshop quickly removes blemishes and other minor problem areas in an image. Use a brush size slightly larger than the blemish for best results.

Healing Brush Tool (J)
The Healing Brush lets you repair larger problem areas in an image by painting over them. Hold Alt (Win) / Option (Mac) and click to sample good texture, then paint over the problem area to repair it.

Patch Tool (J)
With the Patch Tool, draw a freeform selection outline around a problem area. Then repair it by dragging the selection outline over an area of good texture.

Content-Aware Move Tool (J)
Use the Content-Aware Move Tool to select and move part of an image to a different area. Photoshop automatically fills in the hole in the original spot using elements from the surrounding areas.

Red Eye Tool (J)
The Red Eye Tool removes common red eye problems in a photo resulting from camera flash.

Brush Tool * (B)
The Brush Tool is Photoshop's primary painting tool. Use it to paint brush strokes on a layer or on a layer mask.

Pencil Tool (B)
The Pencil Tool is another of Photoshop's painting tools. But while the Brush Tool can paint soft-edge brush strokes, the Pencil Tool always paints with hard edges.

Color Replacement Tool (B)
Use the Color Replacement Tool in Photoshop to easily replace the color of an object with a different color.

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Gradient Tool * (G)
Photoshop's Gradient Tool draws gradual blends between multiple colors. The Gradient Editor lets you create and customize your own gradients.

Paint Bucket Tool (G)

The Paint Bucket Tool fills an area of similar color with your Foreground color or a pattern. The "Tolerance" value determines the range of colors that will be affected around the area where you clicked.

3D Material Drop Tool (G)

Used in 3D modeling, the 3D Material Drop Tool lets you sample a material from one area and then drop it into another area of you model, mesh or 3D layer.

Blur Tool *

The Blur Tool blurs and softens areas you paint over with the tool.

Sharpen Tool

The Sharpen Tool sharpens areas you paint over.

Smudge Tool

The Smudge Tool in Photoshop smudges and smears the areas you paint over. It can also be used to create a finger painting effect.

Dodge Tool * (O)

Paint over areas in the image with the Dodge Tool to lighten them.

Burn Tool (O)

The Burn Tool will darken the areas you paint over.

Sponge Tool (O)

Paint over areas with the Sponge Tool to increase or decrease color saturation.

Drawing And Type Tools

Pen Tool * (P)
Photoshop's Pen Tool allows you to draw extremely precise paths, vector shapes or selections.

Freeform Pen Tool (P)
The Freeform Pen Tool allows you to draw freehand paths or shapes. Anchor points are automatically added to the path as you draw.

Add Anchor Point Tool
Use the Add Anchor Point Tool to add additional anchor points along a path.

Delete Anchor Point Tool
Click on an existing anchor point along a path with the Delete Anchor Point Tool to remove the point.

Convert Point Tool
On a path, click on a smooth anchor point with the Convert Point Tool to convert it to a corner point. Click a corner point to convert it to a smooth point.

Horizontal Type Tool * (T)
Known simply as the Type Tool in Photoshop, use the Horizontal Type Tool to add standard type to your document.

Vertical Type Tool (T)
The Vertical Type Tool adds type vertically from top to bottom.

Vertical Type Mask Tool (T)
Rather than adding editable text to your document, the Vertical Type Mask Tool creates a selection outline in the shape of vertical type.

Horizontal Type Mask Tool (T)
Like the Vertical Mask Type Tool, the Horizontal Type Mask Tool creates a selection outline in the shape of type. However, the type is added horizontally rather than vertically.

➢ **CREATION OF AN IMAGE DOCUMENT**

Create a New Document:

- **Method 1: Using the Welcome Screen**

    o On the Welcome screen, click on "Create New."

- **Method 2: Using the File Menu**

    o Go to **File** > **New**.

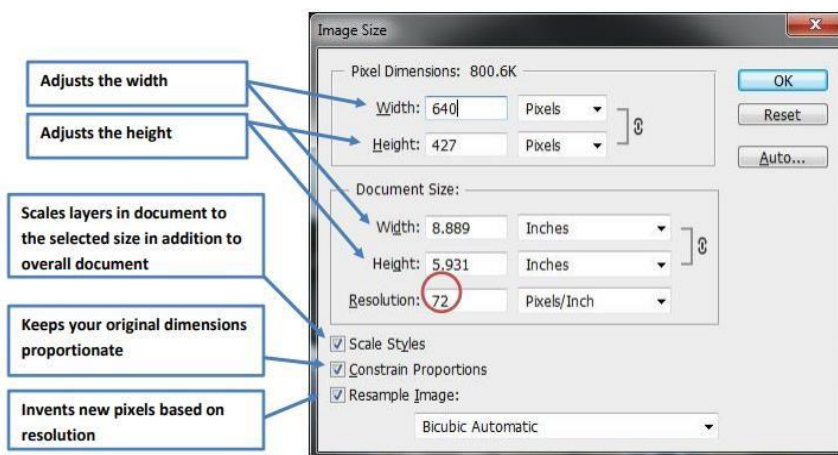➢ **PERFORMING DOCUMENT PRE-SET**

A document preset is a saved set of document settings that can be used to create new documents. Presets can save time and ensure consistency when creating similar documents.

Key Document Preset Settings:

1. **Name:** A descriptive name for the preset.
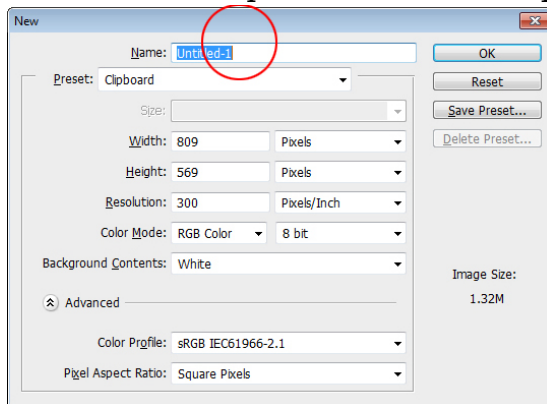
2. **Size:** The document's dimensions in pixels, inches, centimeters, or other units.

3. **Resolution:** The number of pixels per inch (PPI) determines the image quality. A higher resolution is ideal for print, while a lower resolution is suitable for the web.

4. **Color Mode:** A color mode is a setting that designers use to display colors consistently across different devices and materials.

   o **RGB:** Suitable for web and screen displays.

   o **CMYK:** Used for print media.

   o **Grayscale:** For black and white images.

   o **Lab Color:** For advanced color correction.

   o **Bitmap:** For images with only two colors (black and white).

5. **Color Profile:** As Color Modes are RGB and CMYK, Color Profiles can provide more targeted information about those Color Modes. The most

common RGB Color Profiles are sRGB, AdobeRGB, and ProPhoto. Defines the specific color space used for the document.

6. **Pixel Aspect Ratio:** This determines the ratio of pixel width to height. It is important for video and animation, where the aspect ratio affects the image's playback.

> ➢ **IMPORT A PHOTO**

Importing a photo into Adobe Photoshop means bringing an image file into Photoshop so that it can be edited.

Here are the common methods to import images into Photoshop:

1. Using the Place Command

1. **Place the Image:**

   o Go to **File** > **Place**.

   o Navigate to the image file you want to import.

   o Select the image and click **Place**.

2. **Position and Scale the Image:**

   o Once placed, the image will have a bounding box.

   o Use the **Free Transform Tool** (Ctrl+T or Cmd+T) to resize, rotate, or skew the image as needed.

   o Position the image on your canvas.

3. **Embed or Link:**

   o **Embed:** The image becomes part of the Photoshop document.

   o **Link:** The image remains as a reference to the original file.

2. Dragging and Dropping

1. **Open Photoshop:** Launch the Photoshop application.

2. **Open the Image File:** Open the image file in a separate window or file explorer.

3. **Drag and Drop:**

   o Click and drag the image file from the file explorer or another application directly onto the Photoshop canvas.

3. Using the Import Workflow

1. **Open Photoshop:** Launch the Photoshop application.

2. **Go to File:** Click on **File** > **Import**.

3. **Select the Image:** Choose the image file you want to import.

4. **Choose Import Settings:**

   o **Image:** Import the image as a layer.

   o **Place:** Place the image as a smart object.

   o **Video Frames:** Import frames from a video file.

5. **Click OK:** The image will be imported into your Photoshop document.

✓ SAVE PHOTOSHOP PROJECT

Here's how to save your Photoshop project:

Saving a Photoshop Document (PSD)

1. Go to the File Menu: Click on "File" in the top menu bar.

2. Select "Save" or "Save As":

   o Save: Saves the current document with its original name and location.

   o Save As: Saves the document with a new name or in a different location.

3. Choose a Location: Select the desired folder to save your file.

4. Name Your File: Give your file a descriptive name.

5. Click "Save": This will save your Photoshop document with a .psd extension.
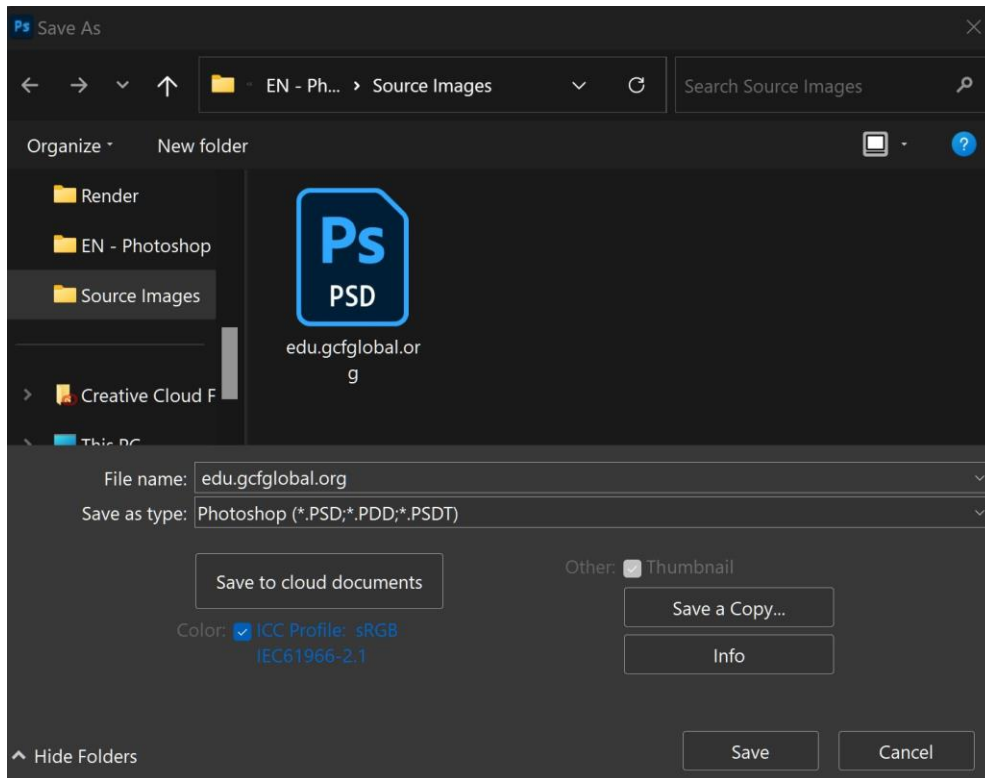
Popular and Useful File Formats

Here are some of the most common file formats used in digital work:

Image Formats

- **JPEG (.jpg or .jpeg):** A popular format for photographs, offering a good balance between image quality and file size.

- **PNG (.png):** It's ideal for images with transparent backgrounds or sharp edges.

- **GIF (.gif):** Primarily used for simple animations and images with limited colors.

- **TIFF (.tiff):** A high-quality image format that supports lossless compression.

- **BMP (.bmp):** A simple image format that stores images in uncompressed form.

Vector Graphics Formats

- **AI (.ai):** Adobe Illustrator's native format, used for creating vector graphics.

- **EPS (.eps):** Encapsulated PostScript, a versatile format for vector graphics.
- **SVG (.svg):** Scalable Vector Graphics, a web-friendly format for creating interactive graphics. It's used for icons, logos, and diagrams.

Document Formats

- **PDF (.pdf):** Portable Document Format, used for sharing and printing documents. It preserves the original formatting and layout.
- **DOCX (.docx):** Microsoft Word document format, widely used for creating and editing text documents.
- **XLSX (.xlsx):** Microsoft Excel spreadsheet format, used for creating and editing spreadsheets.
- **PPTX (.pptx):** Microsoft PowerPoint presentation format, used for creating slideshow presentations.

➢ **OPEN PHOTOSHOP PROJECT**
1. **Open a Recent Project:**
   - Click on **File** > **Open Recent**.
   - Select the desired project from the list.

2. **Open a Specific Project:**
   - Go to **File** > **Open**.
   - Navigate to the location of your project file.
   - Select the file and click **Open**.
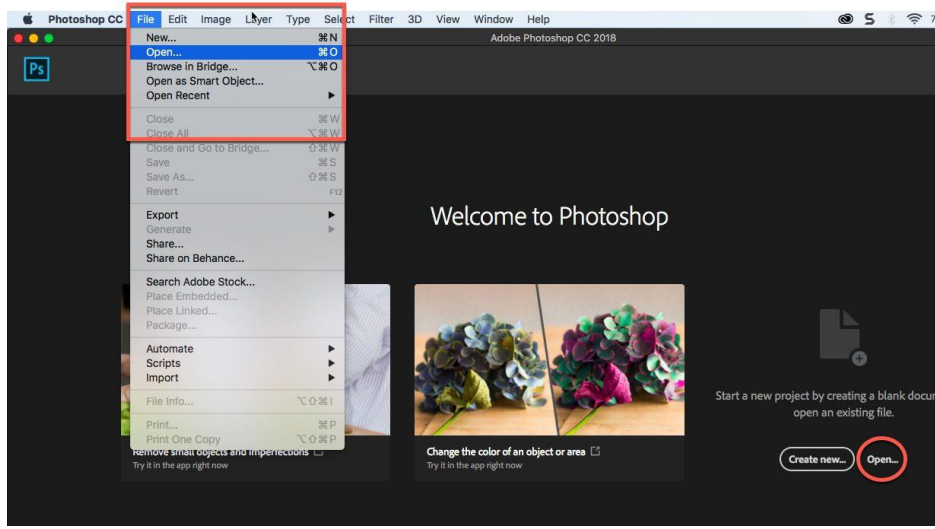
✓ **Navigating Multiple Documents**

Tabbed Document Interface:

- **Switching Between Documents:** Click on the desired tab at the top of the workspace.

    o **Tile Vertically:** Arrange documents vertically side-by-side.

    o **Tile Horizontally:** Arrange documents horizontally, one above the other.

    o **Cascade:** Arrange documents in overlapping windows.
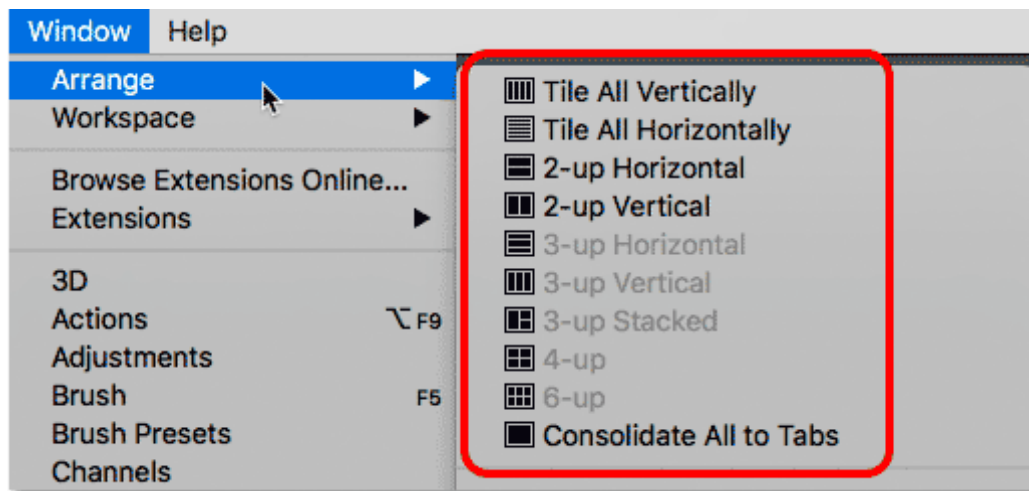

✓ **Multiple Window Interface:**

- Switching Between Windows: Click on the desired window's title bar.
- Moving Windows: Drag the title bar of a window to reposition it on the screen.
- Resizing Windows: Drag the edges or corners of a window to resize it.

Benefits of Using Multiple Windows:

- Improved Workflow: Work on multiple tasks simultaneously.
- Easier Comparison: Compare elements between different documents.
- Efficient Transfer of Elements: Copy and paste elements between documents.

✓ **Zooming Techniques**
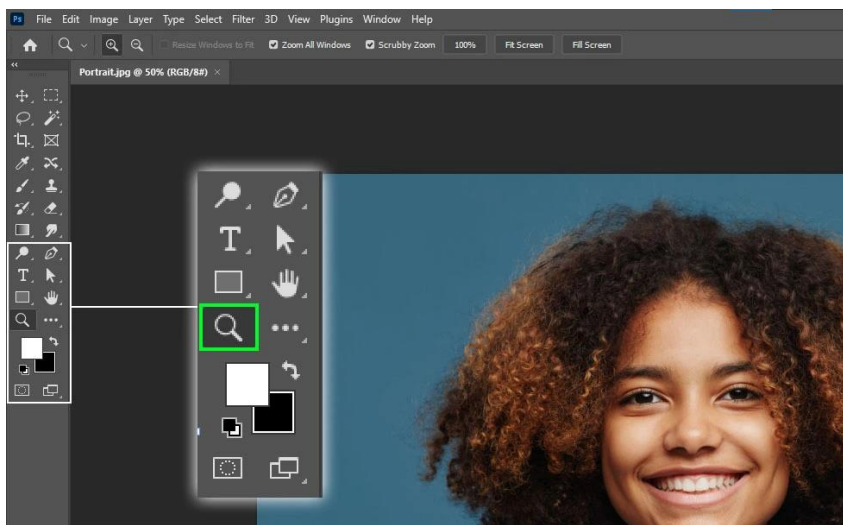
- **Zoom In:**
   o **Keyboard Shortcut:** Press **Ctrl+** (Windows) or **Cmd+** (Mac).

- **Zoom Tool:** Select the Zoom Tool and click on the image to zoom in.
- **Zoom Out:**
  - **Keyboard Shortcut:** Press **Ctrl-** (Windows) or **Cmd-** (Mac).
  - **Zoom Tool:** Right-click on the image and choose "Zoom Out."
- **Fit to Screen:**
  - **Keyboard Shortcut:** Press **Ctrl+0** (Windows) or **Cmd+0** (Mac).
  - **View Menu:** Go to **View** > **Fit to Screen**.
- **Actual Pixel Size:**
  - **Keyboard Shortcut:** Press **Ctrl+1** (Windows) or **Cmd+1** (Mac).
  - **View** Menu**:** Go to **View** > **Actual Pixel Size**.

END OF FIRST TERM

Indicative content 1.2: REMOVE UNWANTED ELEMENTS

FROM THE IMAGE

Removing unwanted elements from an image" means removing things from a picture you don't want to be there. These could be anything from small blemishes like dust spots or wrinkles to larger objects like people, signs, or power lines.

✓ Using the crop tool

The crop tool is like using scissors on a photo. It lets you cut away the parts you don't want, so you can focus on the important bits.

Here are some other things the crop tool can do:

- Change the size and shape of your photo.

- Improve the composition of your photo.

- Remove unwanted objects or people from your photo.

- Straighten a crooked photo.

For example, let's say you have a photo of a group of people, but you only want to focus on one person. You can use the crop tool to cut away the other people in the photo.

• 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

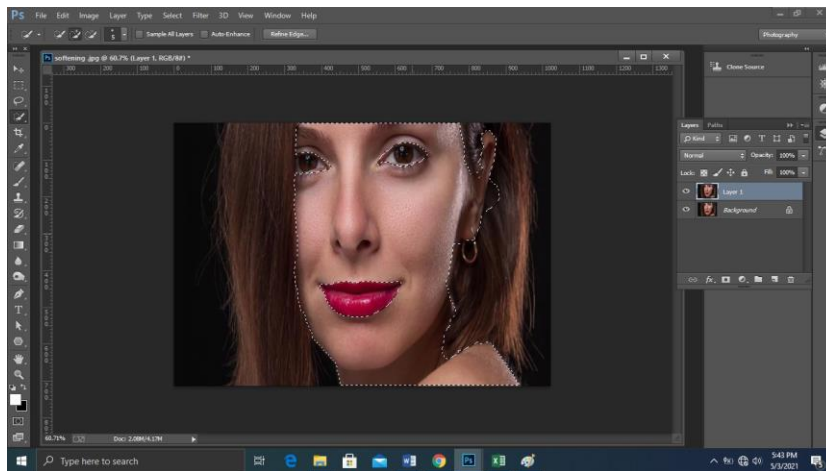• Click Enter on the keyboard when ready to crop

Using Selection Tools:

Quick Selection tool

1. Select the Quick Selection tool. …

2. In the options bar, click one of the selection options: New, Add To, or

Subtract From. …

3. To change the brush tip size, click the Brush pop-up menu in the options

bar, and type in a pixel size or drag the slider. ...
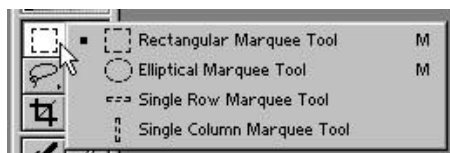
4. Choose Quick Selection options:

Using marquee and lasso tools

The Marquee and Lasso tools are fundamental selection tools in image editing software like Photoshop. They allow you to isolate parts of an image for editing, manipulation, or removal. Here's a breakdown:

➢ **Marquee Tools:**

- **Shape:** These tools create selections in basic geometric shapes: rectangles, squares, ellipses, and circles.

- **How they work:** You click and drag to define the shape and size of the selection.

- **Types:**

    o **Rectangular Marquee:** Creates rectangular and square selections.

    o **Elliptical Marquee:** Creates elliptical and circular selections.

➢ **Lasso Tools:**

- **Shape:** These tools offer more freeform selection capabilities, allowing you to trace around objects with irregular shapes.

- **How they work:**

    o **Lasso Tool:** You click and drag to draw a freehand selection. This requires a steady hand.

    o **Polygonal Lasso Tool:** You click to create anchor points, forming straight lines between them. This is useful for selecting objects with straight edges but at angles.

    o **Magnetic Lasso Tool:** This tool "snaps" to the edges of objects as you move your cursor, making it easier to select objects with well-defined edges against a contrasting background.
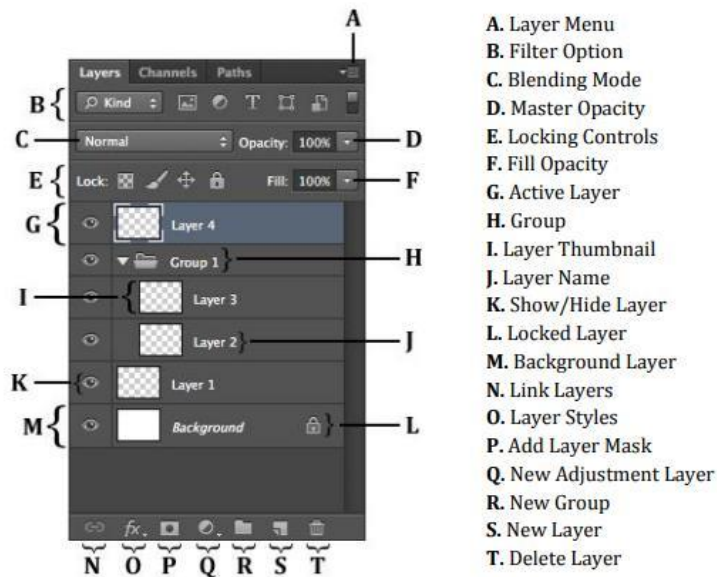
Key Differences and When to Choose Which:

- **Precision vs. Speed:** Marquee tools are generally faster for simple selections, while Lasso tools offer more precision for complex shapes.

- **Straight Edges vs. Curves:** Marquee tools are ideal for straight edges, while Lasso tools are better for curves and irregular outlines.

- ➢ **Quick Selection Tool:** Quickly "paints" a selection by finding and following defined edges in an image. Great for fast, rough selections.
- ➢ **Magic Wand Tool:** Selects areas of similar color with a single click. Useful for selecting solid backgrounds or objects with uniform colors.
- ➢ **Eraser Tool:** Removes pixels from a layer. Can be used to erase parts of a selection or to refine edges.
- ✓ **Combining Selection Tools:** Using different selection tools together (e.g., Quick Selection for the main part, Lasso for fine details) provides the most accurate and efficient selections.
- ✓ **Converting a Selection into a Layer Mask:** Creates a mask from a selection, allowing non-destructive editing by hiding or revealing parts of a layer.
- ✓ **Filling Selection with Color:** Fill the selected area with a chosen color. Useful for changing object colors or creating solid color backgrounds.

Indicative content 1.3: MANAGE LAYERS

A Photoshop layer is like a transparent sheet of film stacked on top of other sheets within a digital image. Each layer can contain separate elements—images, text, effects, or adjustments—allowing you to edit them independently without affecting the other layers or the original image.

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

➢ **Background Layer:** This is the base layer of a new Photoshop document. It's usually locked by default, meaning you can't move it freely or change its stacking order without first unlocking it (by clicking the lock icon in the Layers panel).

➢ **Creating a New Layer:** This adds a blank, transparent layer above the currently selected layer. You can do this via the Layers panel menu, the "Create a new layer" icon (looks like a folded page), or the keyboard shortcut (usually Ctrl+Shift+N or Cmd+Shift+N).

➢ **Duplicating Layers:** Creates a copy of the selected layer, including all its content, styles, and masks. This is useful for making variations or backups. You can duplicate by dragging the layer to the "Create a new layer" icon, right-clicking and choosing "Duplicate Layer," or using the keyboard shortcut (usually Ctrl+J or Cmd+J).

➢ **Using Layer Groups:** Organize layers into folders within the Layers panel. This helps keep complex projects tidy and makes it easier to manage multiple layers. You can create a group by clicking the folder icon at the bottom of the Layers panel or by selecting layers and pressing Ctrl+G (or Cmd+G).

➢ **Scale and Rotate Layers:** Transforms the content of a layer by changing its size (scaling) or rotating it. You use the Free Transform tool (Ctrl+T or Cmd+T) to do this.

➢ **Working with Opacity:** Controls the transparency of a layer. 100% opacity means the layer is fully visible; 0% means it's completely invisible. You adjust this in the Layers panel.

➢ **Aligning Layers:** Precisely position layers relative to each other or to the canvas. Photoshop provides alignment tools in the Options bar when you have multiple layers selected.

➢ **Using Layer Masks:** These are non-destructive ways to hide or reveal parts of a layer.

▪ **Adding Layer Mask (Raster Mask):** Creates a mask based on grayscale values. Painting with black hides parts of the layer, white reveals, and shades of gray create varying levels of transparency.

▪ **Adding Vector Mask:** Creates a mask based on vector paths, resulting in sharp, clean edges. Useful for masking objects with precise shapes.

▪ **Clipping Masks:** Uses the content of one layer to mask the layer above it. Only the parts of the top layer that overlap the bottom layer are visible.

➢ **Merging, Rasterizing, and Flattening Layers:**

• **Merging:** Combines selected layers into a single layer. This reduces file size but makes it harder to edit individual elements later.

• **Rasterizing:** Converts vector layers (like type or shape layers) into pixel-based raster layers. This makes them editable with pixel-based tools but means they can lose quality if scaled up.

• **Flattening:** Combines all visible layers into a single background layer. This drastically reduces file size but discards all layer information, making it irreversible.

- ➢ **Blending Modes/Layer Styles:**

- **Blending Modes:** Determine how a layer blends with the layers below it. There are many different modes, each creating unique effects (e.g., Multiply, Screen, Overlay).

- **Layer Styles:** Pre-made effects that can be applied to layers, such as drop shadows, bevels, and strokes.

- ➢ **Applying Fills and Strokes:**

- **Fills:** Fills a layer with a solid color, gradient, or pattern.

- **Strokes:** Adds an outline to a layer. You can control the color, thickness, and position of the stroke.

INDICATIVE CONTENT 1.4: ADJUST AND RETOUCH PHOTO

Image is the visual representation of someone or something

A portrait is a painting or drawing of a particular person or something

Retouching: It is to remove or add elements into an image using digital

Software

Photo retouching: is editing a photo to improve its appearance, often by removing flaws or enhancing certain features.

What's the Difference between Photo Retouching and

Editing?

Photo editing and photo retouching are both about improving photos, but they work on different levels:

Photo Editing:

- **Focus:** Overall image enhancement.

- **Actions:** Adjusting brightness, contrast, color, cropping, straightening, sharpening.

- **Goal:** Make the whole picture look better.

Photo Retouching:

- **Focus:** Specific details and imperfections.

- **Actions:** Removing blemishes, wrinkles, stray hairs, whitening teeth, removing unwanted objects.

- **Goal:** Perfect specific parts of the picture.

Retouching Tools:

- **Content-Aware Tool:** This tool intelligently fills a selected area with pixels that match the surrounding content. It's great for removing unwanted objects or extending backgrounds seamlessly.

- **Spot Healing Brush Tool:** Quickly removes blemishes and small imperfections by sampling surrounding pixels and blending them with the blemish. It works best on small, isolated spots.

- **Healing Brush Tool:** Similar to the Spot Healing Brush, but you choose the source of the replacement pixels. This gives you more control, especially for larger areas or complex textures.

- **Patch Tool:** Repairs larger areas by replacing a selected area with pixels from another area. You drag a selection around the area to be fixed and then drag it to the source area.

- **Dodge and Burn Tools:** These tools lighten (dodge) or darken (burn) specific areas of an image. They are used to enhance highlights and shadows, adding depth and dimension.

Image Adjustments (Color and Tone):

- **Applying Exposure Compensation:** Adjusts the overall brightness of an image. Increasing exposure makes the image brighter, while decreasing it makes it darker.

- **Applying Color Correction:** A broad term for adjusting the colors in an image to achieve a more accurate or pleasing result. This includes:

  - **Adjust Brightness and Contrast:** Brightness controls the overall lightness or darkness, while contrast controls the difference between the light and dark areas.

  - **Hue and Saturation:** Hue controls the actual color (e.g., red, blue, green), while saturation controls the intensity or purity of the color.

  - **Color Balance:** Adjusts the balance of red, green, and blue in the highlights, midtones, and shadows, allowing you to fine-tune the color cast.

  - **Vibrance:** Similar to saturation but more subtle, primarily affecting less saturated colors and preventing skin tones from becoming overly saturated.

  - **Black and White:** Converts a color image to grayscale. Photoshop offers various methods for creating black and white conversions, allowing you to control the tonal range.

  - **Photo Filter:** Applies a color filter to the image, simulating the effect of using a colored filter on a camera lens.

  - **Pattern:** A repeating image used to fill a layer or selection.

 - **Palette:** A set of colors used in an image or design.

       o **Gradient:** A gradual blend between two or more colors.

Advanced Tone Adjustments:

- **Applying Levels:** Adjusts the tonal range of an image by setting the black point, white point, and midtones. This helps improve contrast and correct exposure problems.

- **Applying Curves:** A more advanced tonal adjustment tool that allows you to precisely map input levels to output levels using a curve. This provides very fine control over contrast and tonal range.
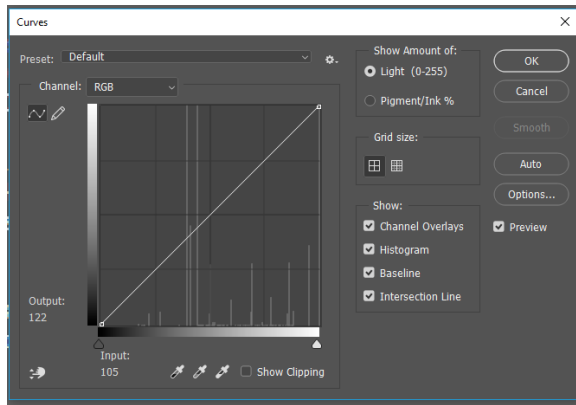
- **Applying Auto Tone:** Automatically adjusts the tonal range of an image. It's a quick fix but may not always produce the desired results.
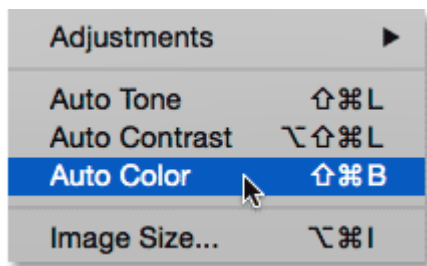
INDICATIVE CONTENT 1.5: APPLY TYPOGRAPHY

Typography:is the art and technique of arranging type to make written language legible, readable, and appealing when displayed. It's about more than just choosing a font; it's about how the text looks and how it helps the reader understand the message.

A. Describing fonts and typefaces

Typeface

- A **typeface** refers to the overall design of the characters, including the shape and style of letters, numbers, and symbols.

- It is the creative concept or visual identity of the text.

- Examples: **Times New Roman**, **Arial**, **Helvetica**.

Key characteristics used to describe typefaces:

- **Serif vs. Sans-serif:** Serifs are the small decorative strokes at the ends of characters (like in Times New Roman). Sans-serif fonts lack these strokes (like Arial).

- **Weight:** Refers to the thickness of the strokes (e.g., bold, regular, light).
- **Style:** Refers to variations like italic, oblique (slanted), or condensed (narrowed).

Font

- A **font** is a specific style, weight, or size of a typeface.

- It's the practical, physical representation of the typeface that you use in design or writing.

- Examples: **Times New Roman Bold 12pt**, **Arial Italic 10pt**.

Key Difference

- **Typeface = Design.** It's the artistic and structural design of the characters.

- **Font = Implementation.** It's a particular size, weight, and style of the typeface.

B. Combining Typefaces

Combining typefaces involves selecting and pairing different typefaces to create a visually harmonious and effective design. When done right, it enhances readability, hierarchy, and the overall appeal of the content.

Tips for Combining Typefaces:

- **Contrast, Not Conflict:** Choose typefaces with contrasting styles to create visual interest, such as pairing a serif (e.g., Times New Roman) with a sans-serif (e.g., Helvetica). Avoid typefaces that are too similar, as they may appear mismatched or redundant.

- **Establish Hierarchy:** Use distinct typefaces for headings and body text. A bold or decorative font for headings and a clean, legible font for body text works well.

- **Limit the Number of Typefaces:** Stick to two or three typefaces to maintain consistency and avoid visual clutter.

- **Match the Mood:** Ensure the chosen typefaces convey the intended tone of the design (e.g., formal, playful, modern).

- **Test Readability:** Always ensure that the combination maintains readability across all mediums (print or digital).

Example Pairings:

- Serif + Sans Serif: Garamond (body text) + Futura (headings)

- Sans Serif + Decorative: Helvetica (body) + Lobster (headings)

C. Using Size and Measurements of Types

Size and measurement play a critical role in typography by influencing readability, emphasis, and the hierarchy of text elements.

Key Concepts:

- **Font Size:** The height of characters, typically measured in points (pt). Standard sizes include:

    - Body text: 10–12pt (legible for most readers)

    - Headings: 18pt and above (to grab attention)

- **Line Height (Leading):** The vertical space between lines of text, usually 1.2 to 1.5 times the font size for readability.

- **Letter Spacing (Tracking):** Adjusts the space between all characters in a text block. Increasing tracking can improve legibility in all-caps text.

How to Use These Measurements Effectively:

- **Hierarchy Through Size:** Larger fonts for headings, medium for subheadings, and smaller sizes for body text create a clear visual structure.

- **Readability:** Use sufficient line height and tracking to make text easier to read, especially in long paragraphs.

Practical Example of Sizing Hierarchy:

- Title: 32pt, bold

- Subtitle: 18pt, italic

- Body Text: 12pt, regular

- Caption: 10pt, light

INDICATIVE CONTENT 1.6:Transforming Photos

In graphic design and photo editing software like Adobe Photoshop, transforming a photo refers to modifying its shape, size, or orientation to achieve a desired effect. Below are explanations of the transformation tools:

1. Using Scale:Adjusts the size of an image or object proportionally (or non-proportionally if allowed).

- **How to Use**:

    o Drag the corner handles to resize the image. Holding **Shift** (in some tools) maintains the aspect ratio.

- **Applications**:

    o Making an image fit within a layout.

    o Enlarging a logo for emphasis.

2. Using Distort: Alters the shape of an image by independently dragging any of its corner or edge handles.

- **How to Use**:

    o Drag one handle to stretch or compress a specific side or corner.

- **Applications**:

    o Adding perspective to flat objects.

    o Matching an image to fit an uneven surface in composites.

3. Using Skew: Shifts the top, bottom, or sides of an image in one direction, creating a parallelogram-like effect.

- **How to Use**:

    o Drag the top or bottom edge handle horizontally or the left/right edge vertically.

- **Applications**:

    o Aligning text or graphics to slanted surfaces.

    o Creating subtle angles in design compositions.

4. Using Perspective: Simulates depth by moving the corners of an image to create the appearance of a vanishing point.

- **How to Use**:

    o Drag a corner handle while the opposite corner remains anchored.

    o Example Use: Making a flat object look like it's viewed from an angle or placed in 3D space.

- **Applications**:

    o Adding realism to objects in mockups.

    o Simulating a photo taken from a particular viewpoint.

5. Using Warp:Allows you to bend and curve an image freely by manipulating a grid overlay.

- **How to Use**:

    o Drag points or segments of the grid to reshape the image.

- **Applications**:

    o Creating flowing text effects.

    o Making objects fit complex or irregular shapes.

6. Using Rotate: Rotates the image around a pivot point (usually the center by default).

- **How to Use**:

    o Drag a corner handle in a circular motion, or input a degree of rotation.

- **Applications**:

- o Aligning crooked images.

- o Adding dynamic angles for visual interest.

7. Using Flip: Mirrors the image horizontally (left-to-right) or vertically (top-to-bottom).

- **How to Use**:

  - o Choose horizontal or vertical flip options.

- **Applications**:

  - o Balancing compositions in symmetrical designs.

  - o Correcting orientations, e.g., making text readable in reflections.