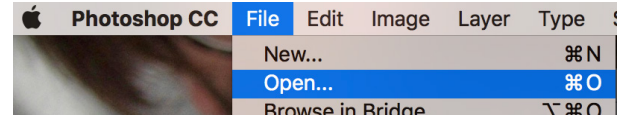


# Photoshop Fundamentals and Basic Tools

## MMP 100

### Creating or opening a document in Photoshop

Launch Photoshop by double clicking on the program icon. You could create a blank document with a specific size. In this example, we'll open an existing photograph as the basis for the entire composition.



top menu bar

In the top menu bar, go to **File > Open...** select the file you want to use (i.e: cat.jpg) and press **Enter** on your keyboard.

### Saving a document in PSD format

The first thing you should do when you start a new Photoshop project is save your new file in PSD format. This file will track all your layers, adjustments etc. even after you close and reopen it.

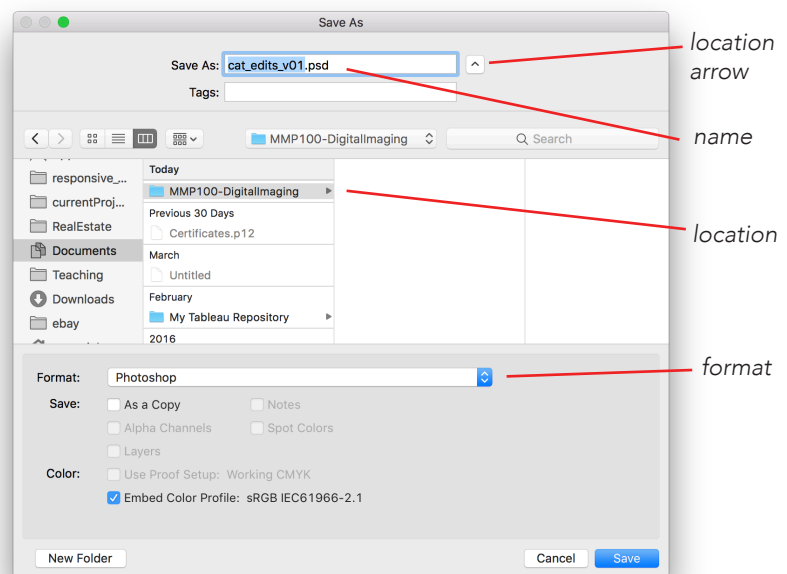
Go to **File > Save As...**

Give the File a different name (i.e: cat\_edits\_v01). Select **Photoshop** in the Format dropdown. Select a location to save the file (i.e: a folder in your Documents) and press **Enter**.

(If you do not see the location options, toggle the little arrow next to the name.)

### Saving while you work

Get in the habit of saving your file regularly as you work to avoid any losses if the program crashes. You can do so by clicking **Cmd+S**.



### Checking/changing the image's size

Photoshop allows you to check and change a document's size and resolution.

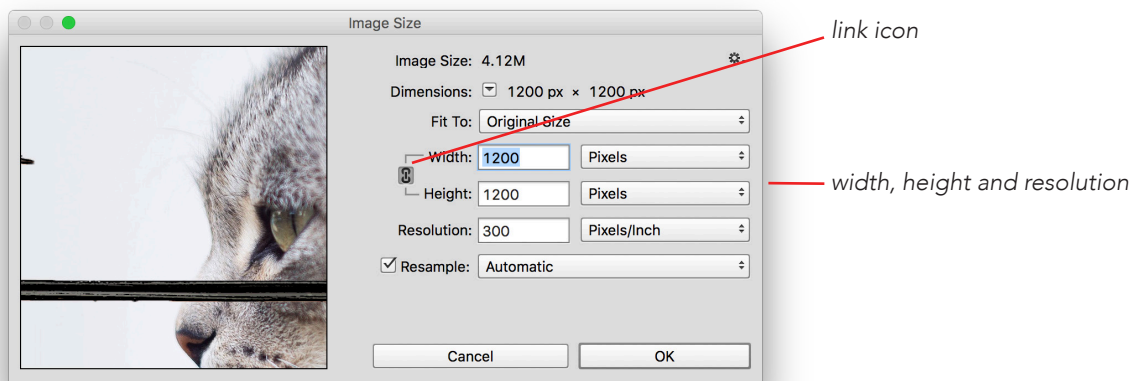
Go to **Image > Image Size...**

Notice and/or change the Width, Height and/or Resolution values.

You should never increase the number of pixels (upsampling will result in pixelated/blurred images).

It is better to start with and retain a high resolution image (you can always make smaller copies for distribution).

Make sure the little icon remains "on" if you make changes to the image's size (otherwise you will distort your image).



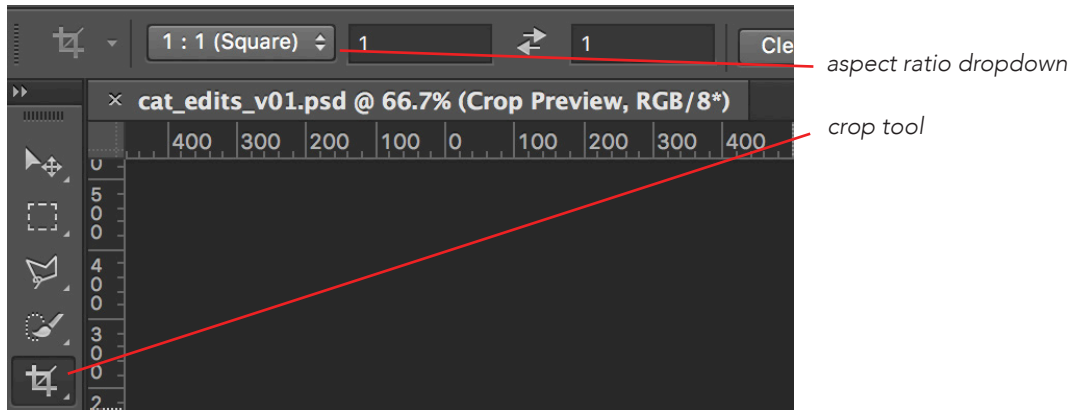
## Cropping

If you want to change the aspect ratio of your image (i.e: turn it from a rectangle to a square) you must crop your file.

Select the Crop Tool (C) and select your desired aspect ratio in the top menu bar's dropdown menu. You will see crop marks around your image.

Click and drag the image until the part you want to keep is within the crop marks.

Press `Enter` to approve the crop.



## Undo

You can undo any step by pressing `Cmd+Z` on your keyboard. To go back further, hold `Cmd+Option+Z`. To go forward, hold `Cmd+Shift+Z`.

## Adding a layer

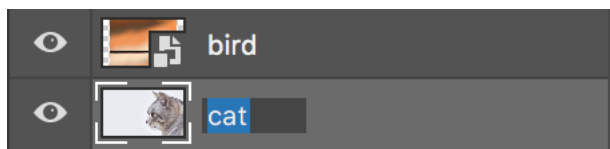
In many instances, you will want to combine several images in a single document. The Layers Panel is crucial when working in Photoshop.

To add a layer, you can simply drag a file unto your document. When you do so, a new layer will be added to the Layers panel.

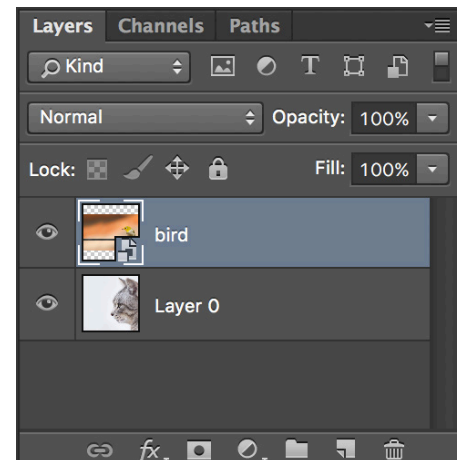
Press `Enter` to place the file.

## Renaming a layer

It's important to keep your Layers panel organized. Get in the habit of clearly labeling each layer. To rename a layer, double click on its name.



renaming "Layer 0" to "cat"



layers panel with two layers

## Flipping or rotating a layer

You can easily rotate or flip your layer.

Select the layer you wish to transform in the Layers panel (it should be highlighted).

Go to *Edit > Transform* and select one of the options (i.e: *Flip Horizontal*)

## Selecting and masking part of a layer

Sometimes, you will want to hide part of a layer (i.e: the background). Layer Masks allow you to do so without permanently deleting pixels. Layer Masks must be applied to a selection. Photoshop has many selection tools (Lasso, Rectangular, Pen etc.). In this example, we will use the Quick Selection Tool which works by comparing neighboring pixels (if they are similar, the software assumes they are part of the same object/selection; if they are very different, it assumes they are part of different objects/selections).

Select the Quick Selection Tool (W) .

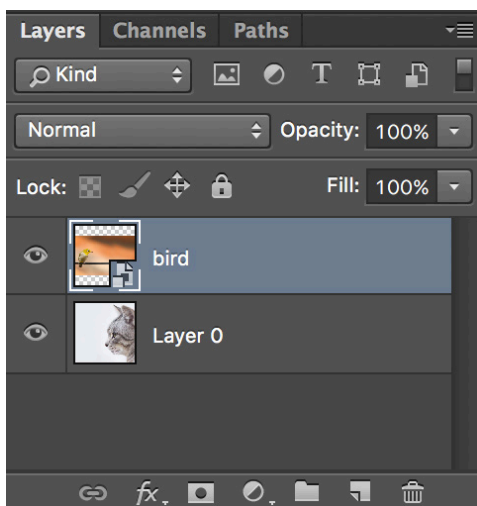
Adjust its size based on the area you want to select in the top menu bar's size dropdown or with your bracket keys ([ , ])

Click and drag on the object you want to select.

Zooming in/out (Cmd+/Cmd-) of the area you are working on can help you make more accurate selections.

If you need to deselect everything and start over press Cmd + D.

To deselect only part of the selection with the Quick Selection tool hold the Option key while clicking and dragging.



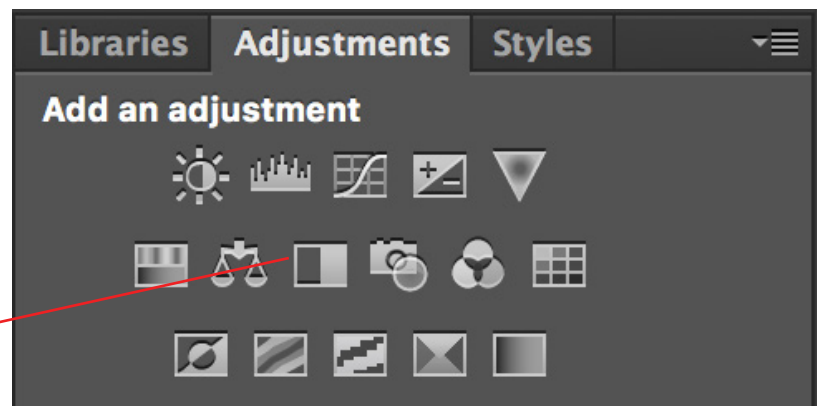
layer mask icon

## Adding an adjustment layer

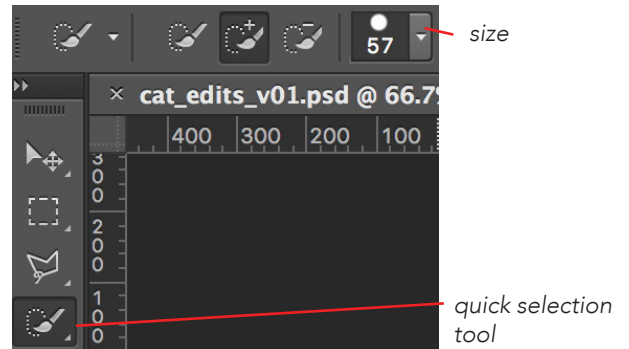
Adjustment Layers allow you to make color and tonal changes to your image. They can be overlayed over the entire image or individual layer.

Click on one of the icons (i.e: *Black & White*) in the Adjustment Layers Panel.

b&w adjustment layer



adjustment layers panel



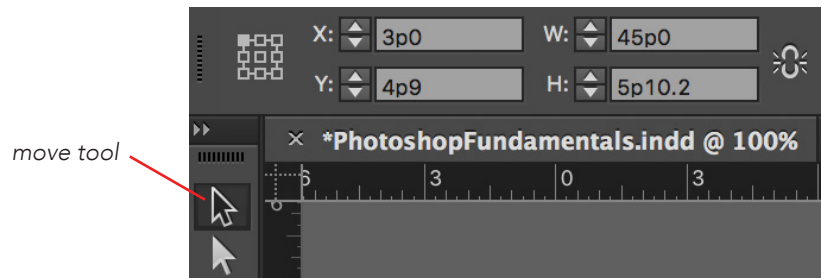
size

quick selection tool

Once you are happy with your selection, make sure the intended layer is selected and mask the parts that were not selected by clicking on the Layer Mask icon at the bottom of the Layers panel.

## Moving a layer

You can easily move a layer by selecting it in the Layers panel, activating the Move Tool (V) and using your arrow keys or your mouse to adjust its position.



move tool

## Adding a filter

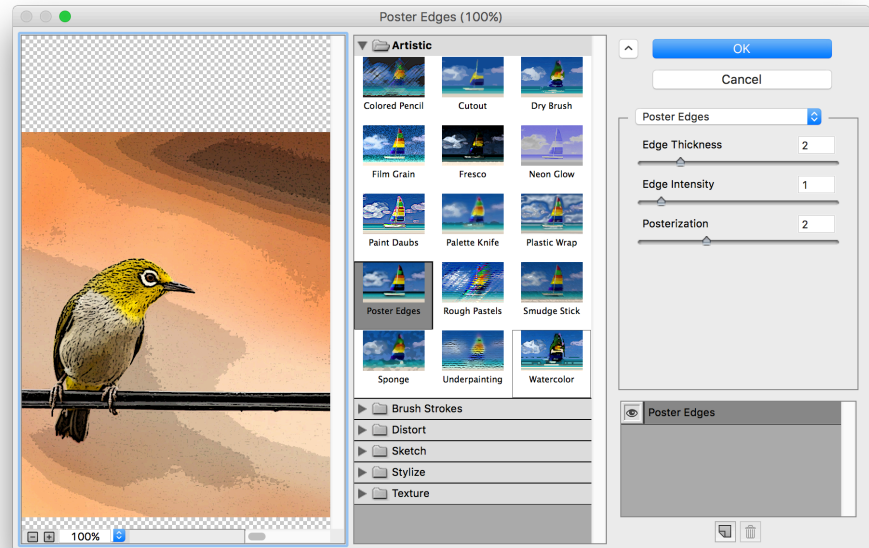
Filters can add interesting effects to your image.

Select the layer you want to add a filter to. Make sure the image thumbnail (not its mask) is selected.

Go to *Filter > Filter Gallery*.

Select a filter (i.e: *Poster Edges*).

Press Enter to apply the filter.



*different filter choices in the filter gallery*

## Exporting to JPG

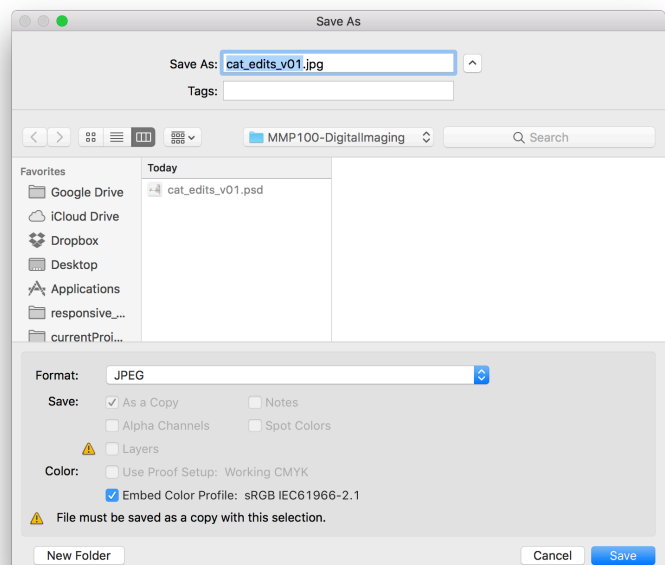
Once you are done with your composition and are ready to print or share it with others on the web, you must export it to JPG.

Go to *File > Save As...*

Select *JPEG* in the Format dropdown menu.

Don't forget to save the latest changes you made to the PSD file (Cmd + S).

Always retain a copy of the PSD file in case you need to make changes at a later date (the JPG version is a flat file without editable layers, adjustments, masks etc.)



*save as... window*