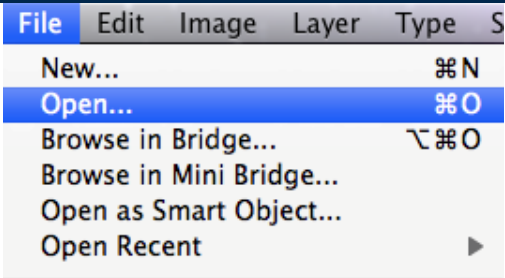


Introduction to Adobe Photoshop CS6

Open Image

Opening an Existing Image or File



Once you have opened Photoshop, you can start editing right away! Follow the directions below to open an existing Photoshop file (.psd) or image (.jpg).

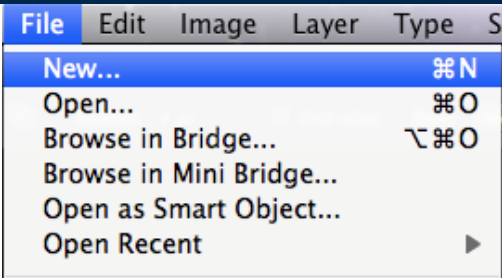
To open a Photoshop document or image: Go to **File** and select **Open...**

A Browse window will appear and you can locate your file, select it, and click **Open**.

**Tip:** To re-open a recently opened file, select **Open Recent** to select from a list of recently opened files.

Create Image

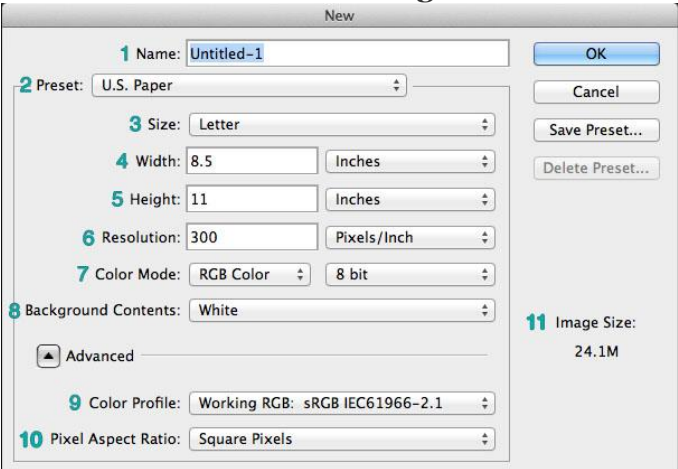
Create a New Photoshop File



Although you may typically open images in Photoshop, there are times when you need to create a new file. This may happen when you want to make a collage, create a web banner, design an ad, or more. This page will show and explain each section of the new dialog box.

- 1. To create a new document: Go to **File** and select **New...**
- 2. Use the guide below to set your desired document size and settings.

New Document Dialog Box



1. Name

The Name field is where you can add a name to your new document. This should be a name that helps you easily identify the file.



## 2. Preset

The Preset field is where you can choose whether you would like to base your document size on a provided preset or by creating your own custom size.

## 3. Size

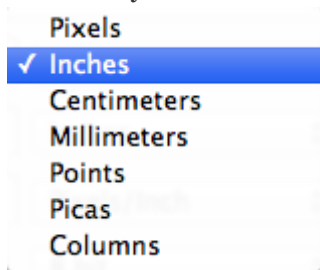
If you chose Custom as your Preset, then you will not have to use this dropdown.

If you chose to use any other Preset above, then you will see size options based on the Preset you selected. For example, if you selected U.S. Paper, you will then see common U.S. paper sizes such as Letter, Legal, and Tabloid.

If you are unsure of a good size for your document, we recommend trying one of the Presets and pre-determined sizes.

## 4. Width & Height

If you did not select a Preset and chose to create a custom size, then this is where you can type in your desired document width and height. Note that you may change the units, by clicking the dropdowns beside the width and height values and selecting inches, pixels, centimeters, etc.



INCHES- When using inches you can determine how big you want to be able to print your image and the higher the DPI/PPI you have (200 or higher for print/ 72 for Web only) the better the quality. You can convert this all into Pixels and do it

that way as well.

## 5. Resolution

**The resolution is what determines the quality of the image and refers to the number of pixels per inch (PPI) of the image.**

**Image resolution is typically described in PPI, which refers to how many pixels are displayed per inch of an image.**

Higher resolutions mean that there more pixels per inch (PPI), resulting in more pixel information and creating a high-quality, crisp image.

Images with lower resolutions have fewer pixels, and if those few pixels are too large (usually when an image is stretched), they can become visible. [shown below]



When you change the resolution of an image, you are saying how many pixels you want to live in each inch of the image. For example, an image that has a resolution of 600 ppi will contain 600 pixels within each inch of the image. 600 is a lot of pixels to live in just one inch, which is why 600ppi images will look very crisp and detailed. Now, compare that to an image with 72ppi, which has a lot fewer pixels per inch. As you've probably guessed, it won't look nearly as sharp as the 600ppi image.

**Resolution rule of thumb:** When scanning or photographing, always try and capture the image at the largest resolution/quality. Which means you will have a larger File.

It's better to have more information than not enough! It's much easier for image editing applications, like Photoshop, to discard any unwanted image information (reducing the size of an image) than it is to create new pixel information (enlarge an image).

## Choosing the Correct Resolution for your Image

### Printing

Some professional, high-end printers may require images to be up to 600 ppi for printing. Always check with your printer/publisher about required image resolution before submitting images.

### Non-Professional

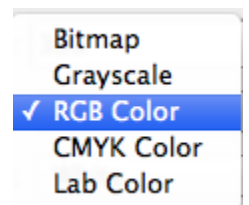
Non-professional printers such as inkjet, laser, and other common printers can best print images that are at least 200 to 300 ppi and higher. For images that just need to "look good", 200 ppi will work. Photographic prints are recommended to be at least 300 ppi. Images for large format poster printing can be around 150-300ppi depending on how close the image will be viewed.\*

### Web

The idea has been for many years that images should be saved with a resolution of 72 ppi. Even images that are saved in Adobe Photoshop using the **File > Save for Web and Devices** command, are saved at resolutions of 72 ppi But the common misconception is that this resolution or ppi value is the deciding factor of image quality for web images, where it is actually about pixel dimensions (<http://medialoot.com/blog/high-resolution-web/>).

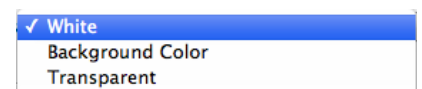
## 7. Color Mode

Color mode allows you to choose what mode and bit you wish to use for your new document. **Note:** CMYK refers to print colors and is generally used for images that will be printed. RGB refers to the dot colors and is intended for use of web, video, or any digitally displayed image.

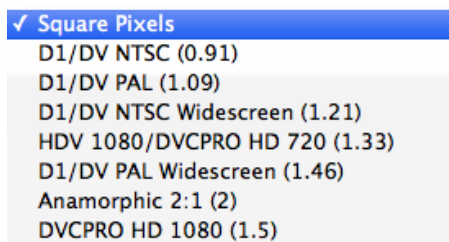


## 8. Background Contents

This allows you to determine the color of your *Background* layer. Choosing White or Transparent will make your layer respectively white or transparent. Choosing Background Color will change the layer color to whatever is currently selected as the Background Color in the Color Palette.



## 10. Pixel Aspect Ratio



The pixel aspect ratio is useful for those who are creating graphics to be used for video work that is not HD or does not use square pixels.

**11. Image Size** This refers to the file size of your new document, meaning how much space on a hard drive or disk is needed to save the file. This number is measures in bytes, kilobytes (K) , megabytes (M), and gigabytes (G).

## Saving a Photoshop file

**(PSD)** It is highly recommended to save a copy of your Photoshop file as a Photoshop Document or .PSD. A Photoshop file or PSD and the benefit of saving a PSD is that it will store all of your layers, even hidden ones, so that you may come back and edit them later. This allows for more freedom in editing your images at a future time. Think of the PSD file as something for your archival purposes.

### Save a File for Sharing (JPEG)

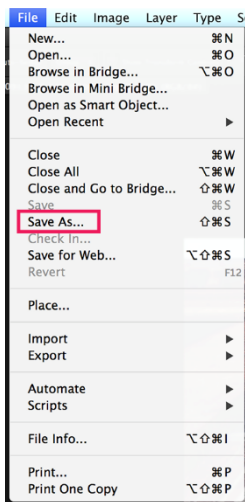
We all know that not everyone has access to Photoshop, so this means that not everyone can open your PSD files. Additionally, you cannot upload a PSD file to most photo-hosting websites like Flickr or Imgur. PSD files are perfect if you want editing an image again in the future, but not good for sharing. This is where image files, such as .JPEG, .GIF, and .TIFF, come into the picture. These files differ from PSD files in the fact that they are "flat" and often do not contain layer information that can be edited at a later time.

## Saving Images (for printing or turning in)

**Here are the steps you'd take to save your file for print purposes:**

Once you are finished editing your work, save it as a .psd and then go to LAYER- FLATTEN IMAGE

1. In order to save your image for print purpose, choose **"File"** in the top menu of your Photoshop window, then **"Save As"**.



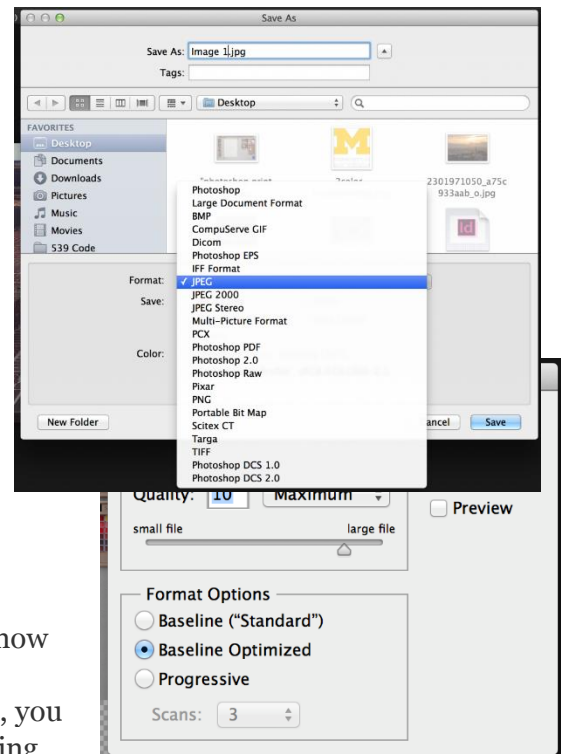
You should then see a dialog box appear with several different options for saving your file. Type on the Name of the image in the SAVE AS line and then change the format.

From here, choose your **file type** by selecting one in the **"Format"** box.

You're almost there! Finally, click **"Save"** to complete this process. Before finally exporting your image, Photoshop will prompt you to fine tune some options that are specific to the file type you chose.

### Example:

This is usually just a set of options that let you fine tune exactly how you want your final image processed. Unless you need to tweak something very specific about the way your image is being saved, you can usually always hit "Ok" to accept Photoshop's default exporting features.



## Saving Images (for web)

### Save As For Web:

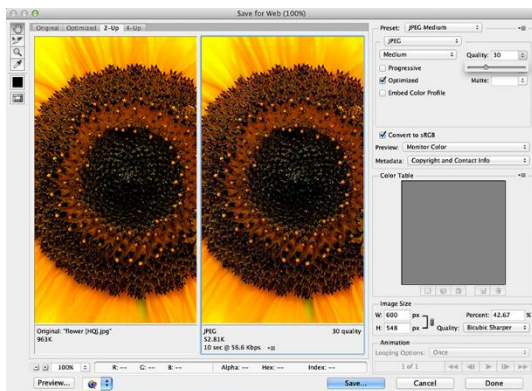
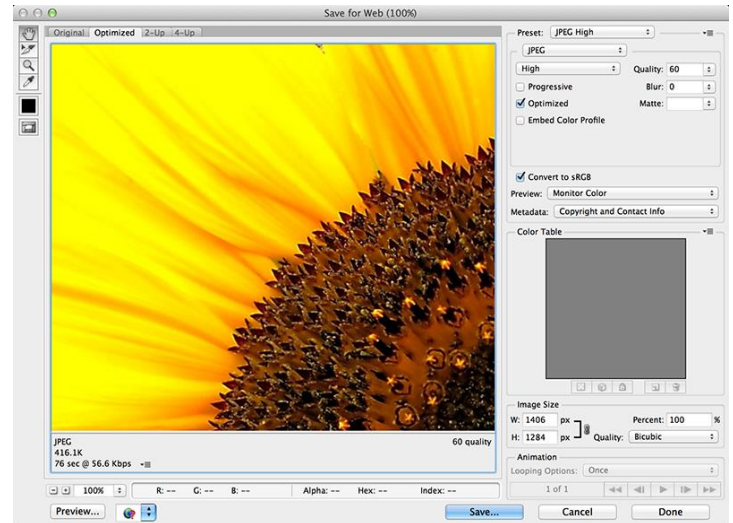
Perhaps you've been working on an incredibly high quality image that was originally meant for print purposes, and now you'd like to share it on the web. Or, maybe, you've cut down a video file to 25-50 frames and made an animated .gif file that you'd like to share online. In either of these instances, using the "Save As for Web" offers great options that are specific to online environments.

With static images (as in a JPEG file), you may want to compress differently so that your file size doesn't end up being too large; this would be especially important for uploading images to websites that have file size limitations, or for webpage loading purposes.

To begin, choose "File —> Save for Web"

You should then see a dialog box appear:

Depending on which file type is selected, you may see different options in this dialog box. I've got mine set to JPEG, and there's a plethora of information available to me: file type (JPEG), "Quality" (which is indicated by the slider), "Preview" options (which currently has "Monitor Color" selected), "Convert to sRGB" colorspace option, width and height options, and the file size (in the bottom corner of each image). You can even have a "2-Up" screen where you can compare both the original image and its compressed version off to the right:



Two particular things you may want to specifically change are the dimensions of the image (width and height) and the "quality" settings. These will have a noticeable effect on the size of your image:

All of the changes you make are best assessed visually, so feel free to play around with these sliders and tuners until you've got an image you're satisfied with. And remember, you can always look at the bottom corner of the screen to assess how large your file is before exporting.

When you're happy with your changes, you can select "Save". The best part is that this process is independent from the original image you're working with. So any changes that you make in this screen don't affect the file sitting in your Photoshop file, which is incredibly helpful! Your layers/changes/edits are preserved and unaffected for any other processing you'd like to do later.



## Palettes

### Introduction to Palettes

Palettes [shown right] are groups of tools used to edit and manipulate your image.

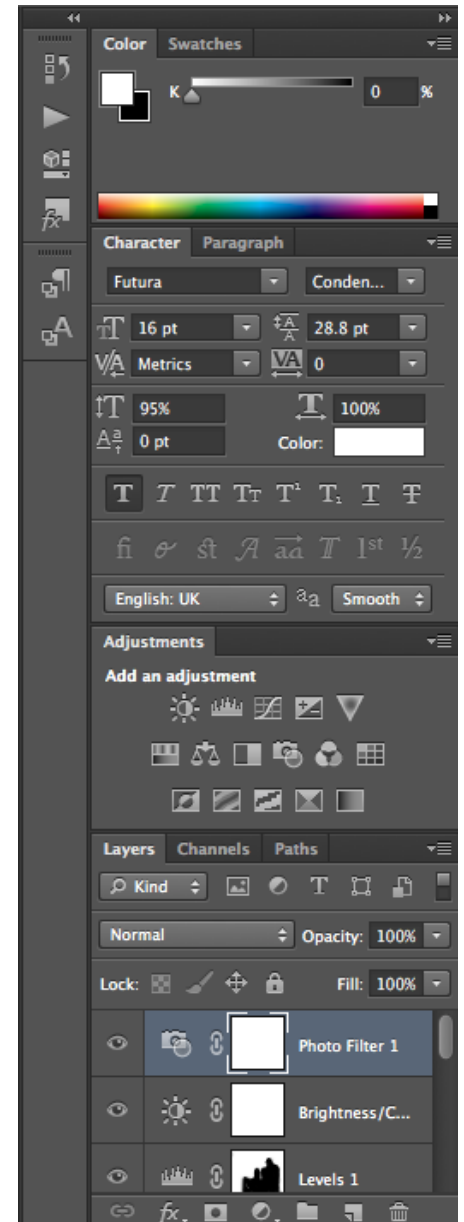
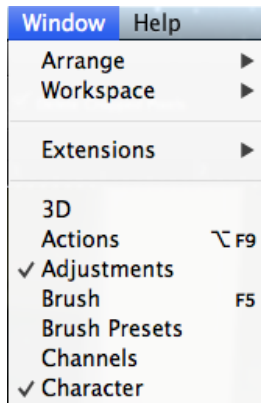
Photoshop contains over two dozen palettes that can be shown or hidden by using the **Window** menu and selecting the palette you wish to reveal. Palettes with a checkmark beside their names [below] indicate that they are open in your Photoshop workspace and selecting those check marked palettes will hide them.

### Can't find your palette? No worries!

Palettes can be organized in many different ways in the Photoshop workspace. One way is by grouping several palettes together in a window and create tabs.

If you look at the image [shown right], notice that behind the Layers Palette there are tabs for the Channels and Paths palettes which are grouped behind the Layers Palette.

Additionally, palettes can be collapsed or minimized in your Photoshop workspace and can be hard to locate. Collapsed palettes will appear as icons [shown left] and can be expanded by clicking on the icon of the palette.



### Make it personal!

To make your Photoshop experience more enjoyable, take advantage of customizing your workspace!

Photoshop comes with several presets of workspaces, each having unique palettes and options revealed. You can change your workspace by going to **Window** in the menu, selecting **Workspace**, and selecting one of the presets. Know that palettes can also be hidden, revealed, moved, and organized however you would like! You can move (by clicking on the palette's tab and dragging it) and customize the palettes in your Photoshop workspace and save them to use later by going to **Window** in the menu, select **Workspace** and then **New Workspace** or once your workspace has been customized to your liking save the workspace: Go to WINDOW- SAVE WORKSPACE.

## Tools and Options Palettes

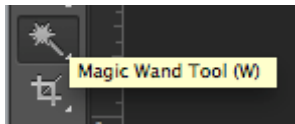
### The Tools Palette

As you may have guessed, is the palette that houses all of Photoshop's wonderful tools. Use the following directions to learn how to select tools from the Tools Palette.

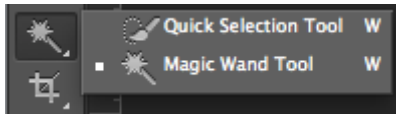
1. Click on the tool icon to select that tool.



2. Hover your cursor over the tool icon to reveal its name and (keyboard shortcut).

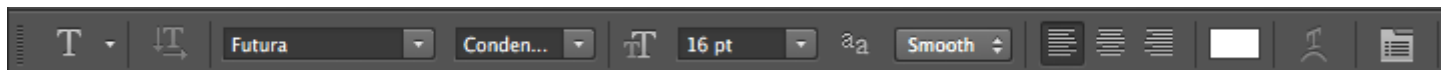


3. Click and hold down on any tool icon that has a *white triangle in the bottom right* to reveal related tools nested underneath.



### The Options Palette

Think of the Options Palette as the sidekick to the Tools Palette. Whenever you select a tool from the Tools Palette, the Options Palette will display all of the options for that selected tool. For example, if you select the *Type Tool*, the Options Palette will display options related to text such as font, type size, color, and more *[below]*.



The Options Palette is located at the very top of your Photoshop window just below your **Menu**. It's conveniently located so that you can quickly and easily adjust your tool's properties as you use them.

**Note:** If you ever find your Tools or Options palettes missing, go to **Window** in your **Menu** and select either **Tools** or **Options** from the list to reveal the palettes.

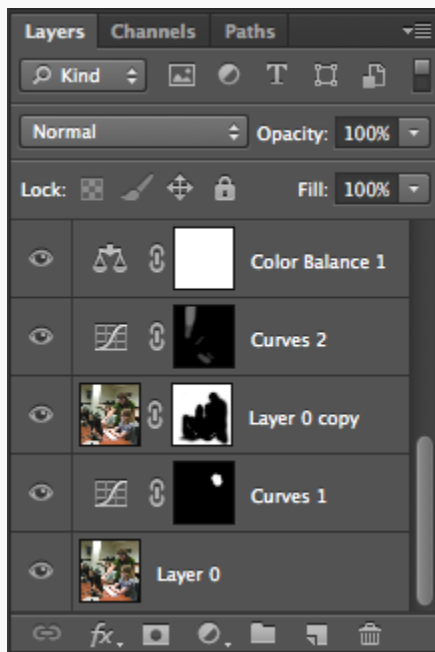
## Layers and Adjustments Palettes



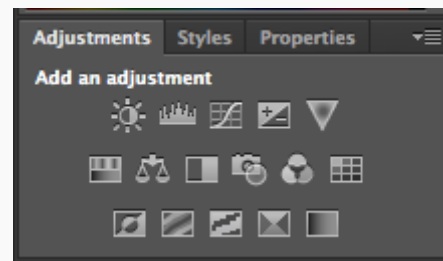
### The Layers and Adjustments Palettes

The Layers Palette [below; left] is the home of all of your layer information where it can be stored and organized. It lists all layers in an image, and a thumbnail of layer contents appears to the left of the layer name. You use the Layers Palette to create, hide, display, copy, merge, and delete layers. [Learn more.](#)

The Adjustments Palette [below; right] is where you would select adjustments that you wish to apply to layers. This palette includes many different adjustments including exposure, color balance, saturation, and brightness / contrast. [Learn more.](#)



Layers Palette



Adjustments Palette

## Color Palette



### The Color Palette

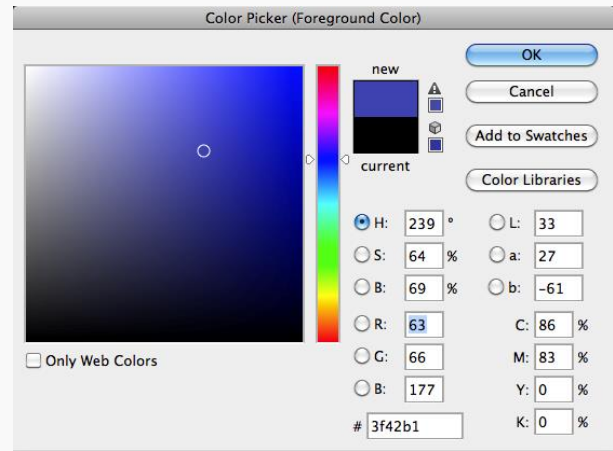
The Color Palette is where you can select and change your *foreground* and *background* colors that will be used with brushes and fills. Look at the screenshot of the Color Palette below and take note of the two stacked boxes, shown as black and white. In the screenshot, note that the foreground color is the top box (black) and the background color is the bottom box (white).

**Note:** Click on the list icon (☰) in the Color Palette to change the color space from RGB to CMYK, Grayscale, Lab, and more.





To change the color, select either the foreground and background color box in the Color Palette by clicking on it. Then, use either the sliders or click in the spectrum below the sliders to select a new color. If you do not like using the sliders, double click on a color box to bring up the Color Picker [shown right].



*Selecting a Color from the Color Picker*



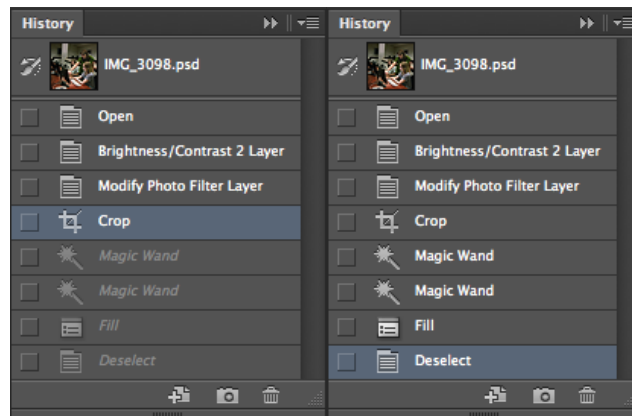
Also know that you can select and change Foreground and Background colors within your Tools Palette by using this mini color palette located near the bottom of the Tools Palette.

## History Palette



The History Palette – Saving a Snapshot


The History Palette is a log of all the actions you perform within Photoshop. By default, the History Palette contains the **last 20 changes** to your image. Each time you change the image, a new state is added to the History Palette. To jump to a particular state, click on that state name in the History Palette and all other actions after that state will become greyed out and italicized.



[Left image: Shows the current state and recent actions performed | Right image: Shows going back to a previous state]

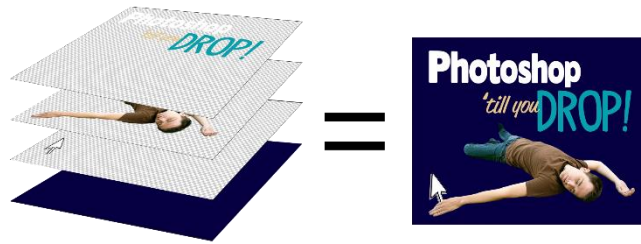
**Note: If you go back to a previous state and then perform a new action, you will record over all previous actions and edits.**

**The Snapshot command** lets you take a *snapshot* of any state in the History Palette of your image. The new snapshot is added to a list of snapshots located at the top of History Palette. To create a snapshot:

1. Select the state that you want to capture.
2. Click the *New Snapshot* icon () at the bottom of History Palette

## Layers

What are Layers?



Layers are one of Photoshop's most powerful features as they are individual slices of information that can be stacked or moved to create your image composition. With layers, you can draw, edit, paste, and reposition elements on one layer without disturbing the others.

This graphic shows how layers would be stacked to create a composite. Layers contain both transparent and opaque elements, so keep this in mind when stacking. Looking at the example, notice that the top layer that contains text saying, "Photoshop 'till you drop!" Only the text in that layer is opaque and the rest of the layer is transparent so that information below it - the person, cursor, and background color - are still seen. In Photoshop, transparency is identified by a white and gray checkered pattern.

Read the sections below to learn more about how to move, organize, and change settings using layers.

## Organization

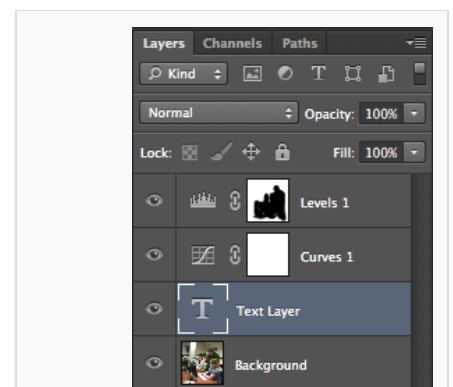
### Navigating and Organizing Layers

The organization of layers and the ability to easily navigate are very important factors when working with layers. This section will show you how to select, move, create folders, search, and organize layers.

### Selecting a Layer

In order to perform most actions in Photoshop, you will need to have at least one layer selected. You may use the MOVE TOOL or

1. To select a layer, just click on it in the Layers Palette. The layer will turn blue *[shown right]* to indicate that it has been selected.
2. To select several layers, hold down the CTRL key on your keyboard and click on each layer you would like to have selected. To select several consecutive layers, select the first layer and then hold the SHIFT key and select the last layer.



*Example of a selected layer.*

### Moving Layers

As you know, the order in which layers are stacked does make a difference to the appearance of your image. It is important that you know how to move layers so that you are able to change the order of them as needed.

1. Select the layer(s) you wish to move. Click and hold your mouse and drag the layer to the desired position. A thick line will appear between layers to indicate where the layer will be dropped. Once you have the layer where you want it, release your mouse and the layer will move to the new location.

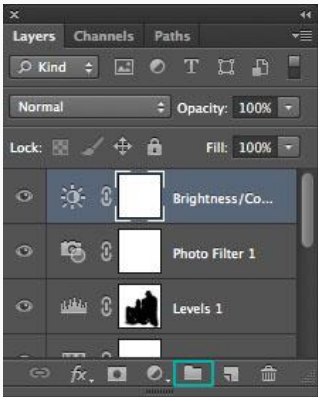
Creating Groups

Another feature to help keep you and your layers organized is to create folders, also known as groups. You can add layers to a group and organize them however you wish.


Create a new folder by clicking the "Create a new group" button (  ) at the bottom of the layers palette.

Drag layers onto the group folder layer to add them to the group.

Double-click on the *Group Name* in the Layers Palette to rename it.



1. Click "Create new group" icon



2. Drag layers into the group

Types of Layers

There are many types of layers! Some layers are pieces of a final image that you are putting together, some are shape or text layers (created automatically), and some are fill or adjustment layers. Fill or adjustment layers allow you to play with different colors or effects without changing your main image. If you change your mind, you can delete or alter the fill or adjustment layer, and your original image layer is still intact.

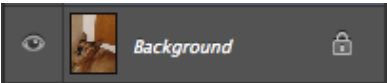
Background Layer	Whenever you first open an image in Photoshop, the default layer containing that image will be called the <i>Background Layer</i> . The <i>Background Layer</i> is a protected layer, and many filters and effects cannot be applied to background layers.
	<i>Background layers</i> will always be named, " <i>Background</i> ", and will be locked, or protected, by default. To unprotect the background, double-click layer's name in the <u>Layers Palette</u> , a dialog box will appear where you can change the layer name and other details if you'd like, click OK and your layer will now be unprotected.

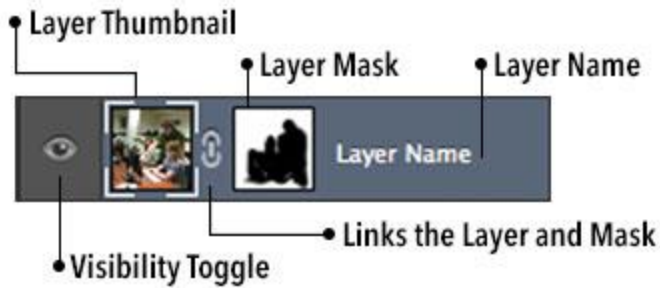
Image Layer	<p><i>Image Layers</i> are layers that contain any image information. Whenever we create a new layer, by default it is an <i>Image Layer</i>. The Layer Thumbnail of Image Layers contains a preview of the contents of that layer.</p>
	
Adjustment Layer	<p><i>Adjustment Layers</i> are layers that contain only image adjustment information and can be deleted or modified at any time. <i>Adjustment Layers</i> are a recommended way to make color and tone adjustments to your images because they are non-destructive to your image.</p> <p><i>Adjustment Layers</i> are very flexible by allowing the user to easily modify, mask, or delete them. Double clicking on the Layer Thumbnail will allow you to made changes to the <i>Adjustment Layer</i>.</p>
	
Type Layer	<p><i>Type Layers</i> contain only live type. They can be created and edited through the use of the <b>Type Tool</b> (  ).</p>
	
Fill Layer	<p><i>Fill layers</i> can contain solid colors, gradients, or patterns. Create a new <i>Fill Layer</i> by going to Layer in the menu and selecting New Fill Layer and selecting either Solid Color, Gradient, or Pattern.</p>
	
Shape Layer	<p><i>Shape Layers</i> contain shapes drawn using the <b>Shape Tools</b>. To edit a shape layer, select the layer and the Shape Tool for options.</p>
	

## Parts

### Parts of a Layer

Understanding the parts of the layer **will** help you better understand how layers work and allow you start taking advantage of the many layer features. Layers are more than just a singular objects, but they can contain many parts and features that help you use layers to your full advantage. Below is a screenshot of a layer and an explanation of all the major parts and features.

## Layer Thumbnail




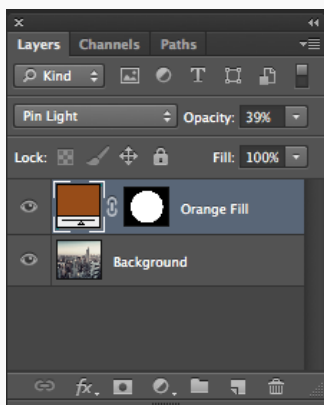
This thumbnail shows the contents of the current layer, or, if it is an *Adjustment Layer*, the Adjustment icon.

- **Tip:** Press the CMD (Mac) or CTRL (Windows) key and click on the Layer Thumbnail to create a selection of all the contents of that layer.

## Layer Mask

A Layer Mask is like the stencil to a layer. Layer Masks allow certain parts of a particular layer to be shown or hidden. Areas of white in the masks are shown while areas of black are hidden.

- **Create a new mask** by selecting a layer and then clicking the (  ) icon at the bottom of the Layers Palette.
- **Edit a mask** by selecting the Layer Mask Thumbnail within the layer and use the paintbrush to paint
  - **Tip:** Press the CMD (Mac) or CTRL (Windows) key and click on the mask thumbnail to create a selection of all the contents of that mask.
- **Change mask properties** by going to **Window** and then selecting **Properties** to reveal the Properties Palette.



### Looking at Layer Masks...

The Layer Mask acts as a stencil to layers. Without a Layer Mask, the entire image would have an orange fill. With a Layer Mask, you can indicate which parts of the layer should be shown (white) and which areas should be hidden (black).

Look at the circular Layer Mask in the image to the left and compare it to the orange circle on the image to see how the mask works.



## Layer Name

This indicates the name of the layer. By default, the name will be determined by the type of layer it is.

- **Rename a layer** by double-clicking on the Layer Name, typing in a new name, and hitting the ENTER key.

## Visibility Toggle



This is a handy layer feature that allows to to show and hide particular layers without having to delete them. **Hide or Show a layer** by clicking on the eyeball icon to toggle visibility.

## Layer and Mask Link

This link icon appears whenever you add a Layer Mask to a layer. The link helps ensure that any changes to the layer is also applied to the layer mask.

- **Link or unlink a Layer Mask** by clicking on the link icon (🔗) in the layer.

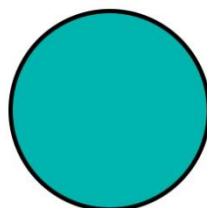
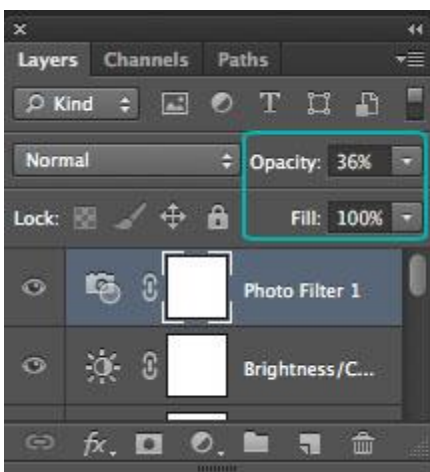
## Features

### Layer Features

Layers are so powerful because of the many features and effects that can be applied to layers. Learning layer features will help you create some creative and unique effects for all of your images or composites. We have outlined some of the major features of layers in this section.

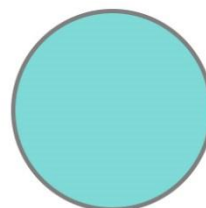
### Opacity and Fill

The Opacity and Fill commands allow you to change the opacity (or transparency) of a layer. Both commands work the same except for one difference. In the circles shown below, notice that the Opacity change affects both the fill and stroke of the circle and the Fill change affects only the fill and not the stroke of the circle. Opacity and Fill changes can drastically change the appearance of a layer and are recommended when trying to blend objects or make adjustments more subtle.



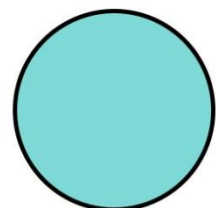
**Original**

100% Opacity  
100% Fill



**Opacity Change**

50% Opacity  
100% Fill

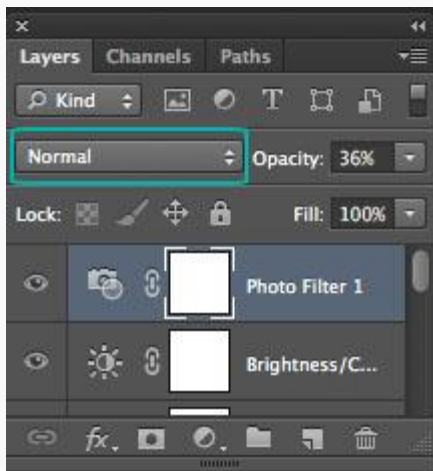


**Fill Change**

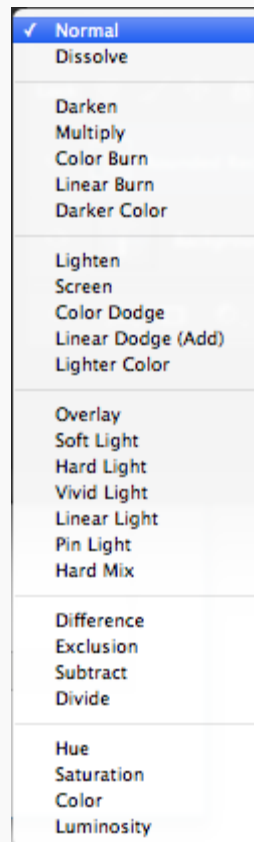
100% Opacity  
50% Fill

## Blending Modes

Blending modes affect the appearance of layers and how they will display. Blending modes are broken down into five different groupings that affect the layer differently. The best way to use Blending Modes is to mix and match them and experiment with different variations. [This Adobe Website](#) provides more detailed information and examples of layers with each blending mode applied.



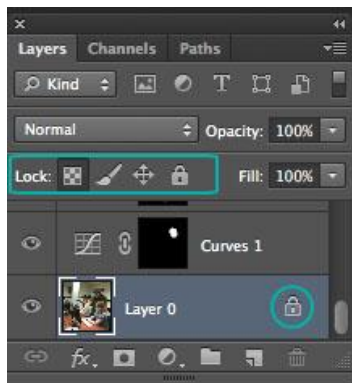
*Blending Mode Dropdown*



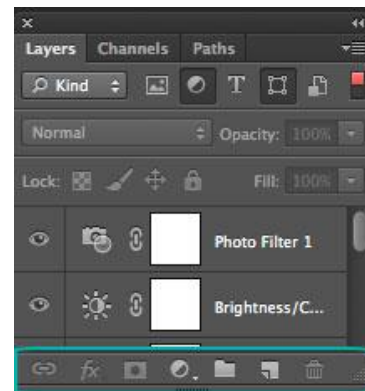
*List of Blending Modes*

## Locking Layers

Locking layers can be a handy tool when working in Photoshop. There are several ways to lock the layer or layer contents. Each layer can be locked by selecting the layer, and then selecting the type of lock. Below are the types of locks.




## Layer Buttons



There are several buttons that live at the bottom of the layers palette, which we will explore in this sections. Many of these buttons perform actions that can be found in other locations within the program, but are also in the [Layers Palette](#) for convenience and ease. These buttons are outlined below:

 **Link layers** - Select two or more layers and click this button to link them together. Linking means that they will all move together.

 **Add a new layer style** - This button allows you to add a new layer style without going to **Layer** and selecting **Layer Style** in the menu.

 **Add layer mask** - Clicking this will add a new layer mask to the selected layer.

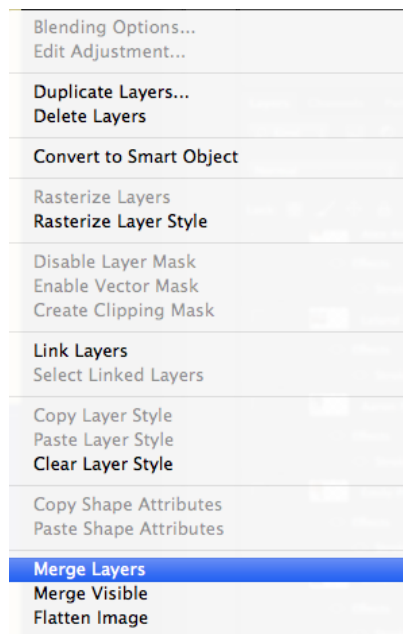
 **Create new fill or adjustment layer** - This button allows you to add a new layer style without using the Adjustments Palette.

 **Create a new group** - Click this to create a new group (aka folder). Drag layers into this group to organize them.

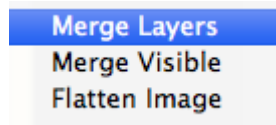
 **Create a new layer** - Clicking this will create a new, empty layer.

 **Delete layer** - Select a layer or multiple layers and click this button to permanently delete them.

## Merging and Flattening Layers



If you ever need to combine several layers or need to flatten the entire image, then use the merge and flatten commands.




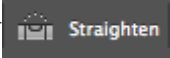
- Combine or merge several layers by selecting the layers, and then right-clicking on the Layer Name of one of the selected layers. Select "Merge Selected" from the menu and all selected layers will be combined into one.
- Combine or merge only visible layers ( ) by right clicking on the Layer Name of any visible layer and selecting "Merge Visible".
- Flatten an entire image by right-clicking on the Layer Name of any layer and selecting "Flatten Image"

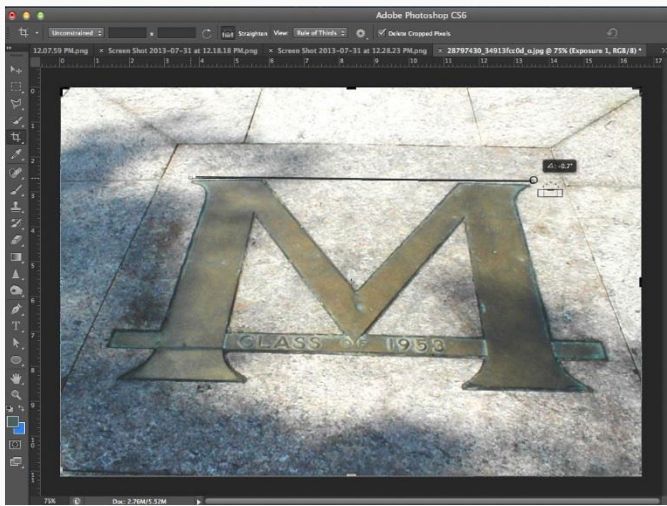
## The Crop Tool

### Straightening and Cropping an Image

The Crop Tool allows you to straighten and remove unwanted parts of an image and straighten at the same time. The crop tool was update in CS6 and has many new features to help you get the best crops. Follow the directions below to learn how to use the crop tool and its features.



#### Straighten an Image

1. Select the **Crop Tool** (  ) from the Tools Palette. A crop box will appear around the edges of your image.
2. If your image needs straightened, click on the straighten button (  ) in the Options Palette. Click and drag across the line or plane you wish to straighten. Once you release the mouse, the image will automatically straighten.



*Using the Straighten Tool*

#### Crop an Image

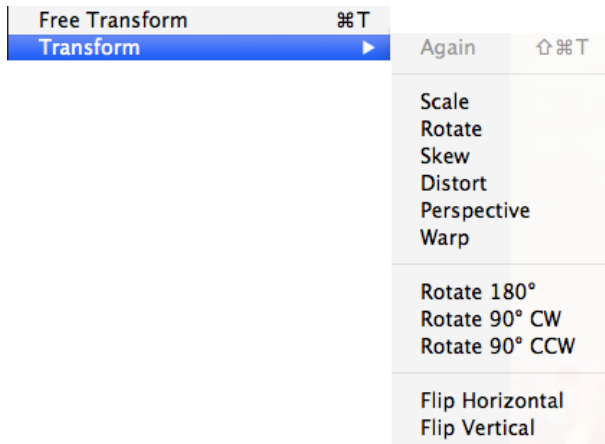
1. Select the **Crop Tool** (  ) from the Tools Palette. A crop box will appear around the edges of your image.
2. Grab one of the corner handles on the crop frame and drag it to adjust the size of the crop box. Adjust the crop box using the handles until it is at the desired size.
3. To accept the crop, push RETURN / ENTER on your keyboard or click on the checkmark (  ) in the Options Palette.



*How to Crop an Image*

## Transforming an Object or Selection

### How to Transform an Object



Many objects, shapes, or images that we create are not always the ideal size, rotation, or skew that we want. We can alter or transform objects by using the **Transform** and **Free Transform Tools**.

#### Transform

The **Transform** feature allows users to alter their object or selection in a variety of ways, such as scale, rotate, distort, or flip (mirror).

- To use the **Transform** feature, select a layer or create a new selections.

Got to *Edit* in the menu, select **Transform**, and select the type of transformation you wish to make. A bounding box will appear around your selection and allow you to transform it using the handles. If you use Rotate 180°, Rotate 90°, Flip Horizontal, or Flip Vertical then your image will automatically be transformed.

#### Free Transform

The **Free Transform** feature allows you to make several transformations at once, rather than one at a time. To use the **Free Transform** feature, select a layer or create a new selections.

Got to Edit in the menu, select **Free Transform**. A bounding box will appear around your selection.

You can now transform the selection using the bounding box handles.

Scale - Grab corner handles and adjust size

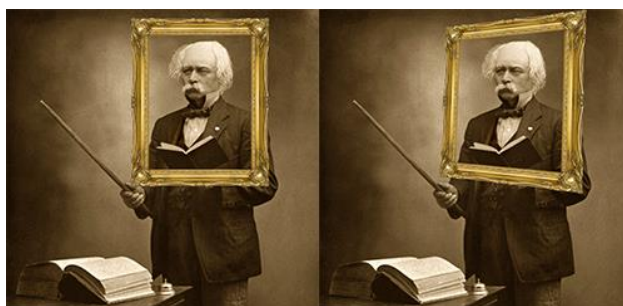
Rotate - Move cursor slightly away from corner handle, moving it away from the selection. The cursor will turn into a curved double arrow and allow you to rotate the selection.

Distort - Place your cursor over a handle, hold down the CTRL (Windows) or COMMAND (Mac) key so that the cursor becomes white, and grab a handle to distort.

Skew - Place your cursor over a handle, hold down the CTRL (Windows) or COMMAND (Mac) + SHIFT keys so that the cursor becomes white, and grab a handle to skew.

Perspective - Place your cursor over a handle, hold down the CTRL (Windows) or COMMAND (Mac) + ALT + SHIFT keys so that the cursor becomes white, and grab a handle to change perspective.

*Using the transform features to add depth to an image.*






## Type Tool

### The Type Tools



The Type Tools are what you will use when you want to add text to a Photoshop document. The **Type Tool** comes in four different variations and allows users to create both horizontal and vertical type. Note that whenever you create type in Photoshop, a new *Type Layer* will be added to your Layers Palette.

#### Create basic type:





1. Select the **Horizontal Type Tool** () from the Tools Palette.
2. Click and drag to create a text frame. Release your mouse when it is the size you desire.
3. Use the Tool Options Palette or Character Palette to select your desired font and font size. (Explained more below).
4. Type your text.
5. Select the **Move Tool** to deactivate the **Type Tool** move your text box to desired location on document.

#### Edit type:


1. Select the *Type Layer* you wish to edit from the Layers Palette.
2. Select the **Type Tool** () from the Tools Palette.
3. Click on the text in the document using your **Type Tool** () and highlight it.
4. Type or use the Tool Options Palette or Character Palette to edit text.


#### Edit type frame:


1. Select the *Type Layer* you wish to edit from the Layers Palette.
2. Select the **Type Tool** () from the Tools Palette.
3. Click on the text in the document using your **Type Tool** () to activate the type frame.
4. Move your cursor to a corner handle of the frame until you see a double-sided arrow and click and drag frame to desired size.

## Variations of Type Tools


**T Horizontal Type Tool** - The Horizontal Type Tool is your basic type tool. It allows you to create basic text on a horizontal plane.

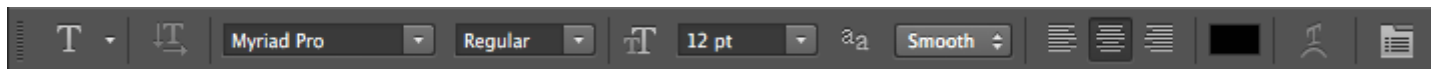
 **Vertical Type Tool** - This tool allows you to create basic text that is written on a vertical plane (from top to bottom).

 **Horizontal Type Mask Tool** - This tool creates a selection of the text rather than live text. The selections can then be used to create masks and clippings.

 **Vertical Type Mask Tool** - This tool creates a selection of the text rather than live text. The text will be formatted on a vertical plane. The selections can then be used to create masks and clippings.

## Type Tool Options

The Type Tool Options Palette will always appear whenever a **Type Tool** () is selected. This is where you can perform basic formatting to your type, such as changing font, font size, alignment, and color. But know that there are more formatting options in the Character and Paragraph Palettes.

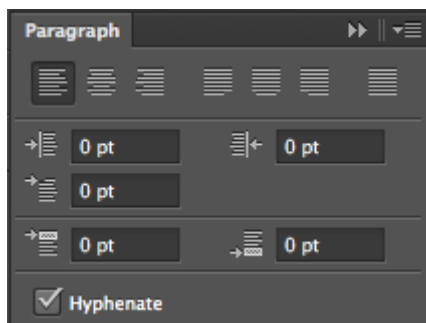


## Character and Paragraph Palettes

To open the Character or Paragraph Palettes, go to Window in the menu and select Character or Paragraph.

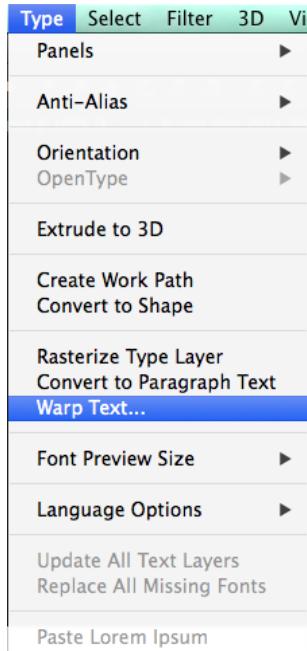
**Character Palette** - When editing type in Photoshop, you can use either the Tools Options Palette or the Character Palette. One advantage of the Character Palette is that it provides you with more options such as being able to adjust tracking, leading, and kerning.

**Paragraph Palette** - The Paragraph Palette is very useful if you are working with paragraphs or large blocks of text. The Paragraph Palette houses options such as alignment, indentation, and word hyphenation.



## Warp Text

### Warp Text Effects



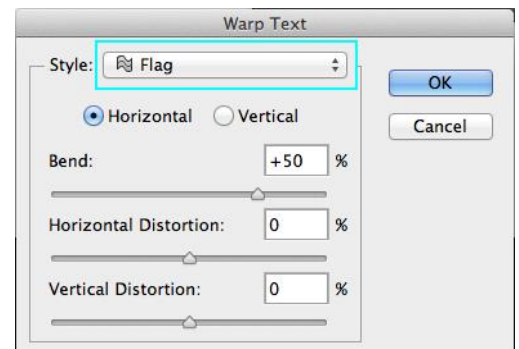
The Warp Text feature in Photoshop allows you to warp your text in many different styles from an arch, to a flag, to a fisheye effect.

#### To open the Warp Text dialog box:

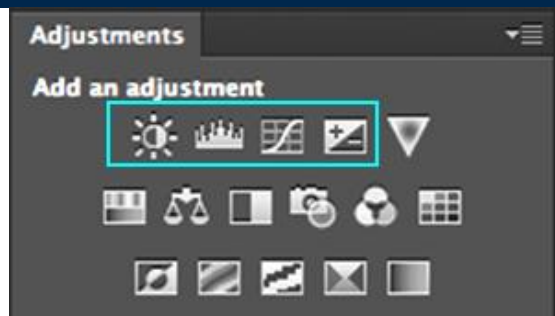
1. If you have your *Type Tool* active, click within your text and click on the *Text Warp* button in your Tools Options Palette.
2. If you do not have the *Type Tool* active, click on the Type Layer you want to warp in your Layers Palette. Go into your menu and select **Type > Warp Text...** (Image right).

#### To Warp your Text:

1. Select the type of Warp you wish to create by clicking on the dropdown menu (*highlighted in the image below*) and selecting from the list. Use the Bend, Horizontal and Vertical Distortion sliders to alter the appearance of your warped text.





## Correcting Exposure / Tone in an Image



With Photoshop, you change the exposure or tones of an image in a variety of ways, depending on what you are trying to do. You can change contrast and brightness of the entire image, or make a selection and apply the change to just that small area. These are just a few of the tools you might want to use.

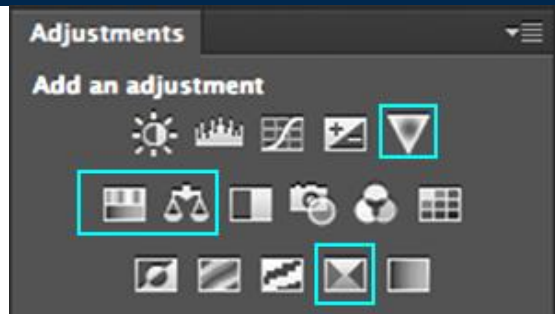
In the Adjustments Palette, you can choose presets, or click on an icon to make your own choices – explore!

- **Brightness/Contrast:** applies the same adjustment to every pixel in the selection or image (i.e., if you increase the brightness value by 30, 30 is added to the brightness value of every pixel).
- **Levels:** allows precise adjustments using three variables (highlights, shadows, and midtowns). Use the black (shadow), white (highlight), and gray (midtown) sliders to adjust the black point, white point, and overall brightness respectively.

- **Curves:** is similar to levels, but rather than changing sliders on a plane you can add points to a graph. Use the eyedropper buttons (  ) to set your black and white points or use the hand icon (  ) to click on your image where you would like it be lighter/darker and move your cursor up and down to brighten and darken the image.

- **Exposure:** use multiple sliders to adjust the exposure, offset, and gamma of an image.

## Correcting Color in an Image



There are many different ways to work with color, including using a variety of tools (some of which are discussed below) and applying fill layers (which use a different layer for the fill effect, so it is easier to alter if you change your mind). Remember as you're working with color that *Hue* is color, *saturation* is the purity of the color, and *lightness* is how much white or black is in the image.

In the Adjustments Palette, you can choose presets, or click on an icon to make your own choices – explore!

- **Vibrance:** allows you to quickly and easily increase the saturation and vibrance of your image.
- **Hue/Saturation:** contains multiple sliders hue, saturation, and lightness. Very quick and easy to use.
- **Color Balance:** lets you change the mixture of colors in a color image. Use sliders featuring complimentary colors to remove a color cast and to correct the overall color of your image.
- **Selective Color:** allows you to select a specific color and change the value and mixture of that color. For example, Select Green in the Selective Color panel and you will be given sliders to allow you to change how that green appears. You may add more yellow, less black, more magenta, basically whatever color formula you'd like.

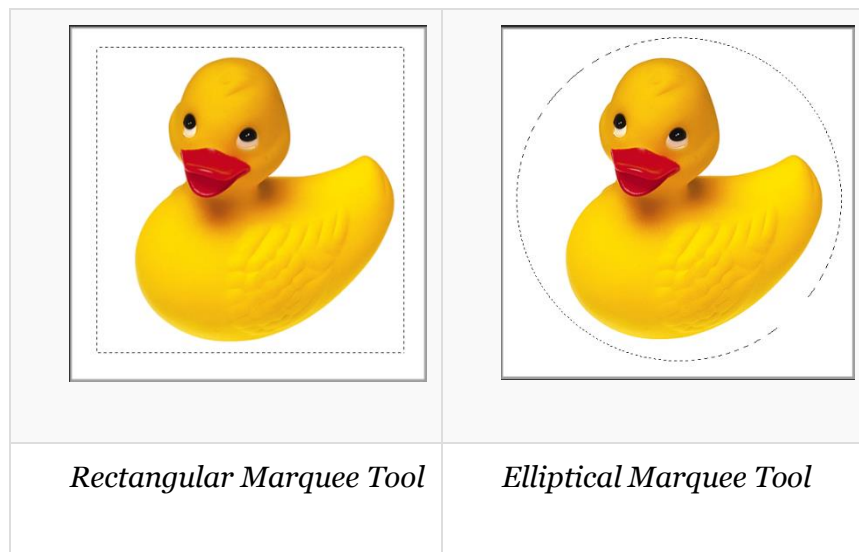
## Working with Selection Tools



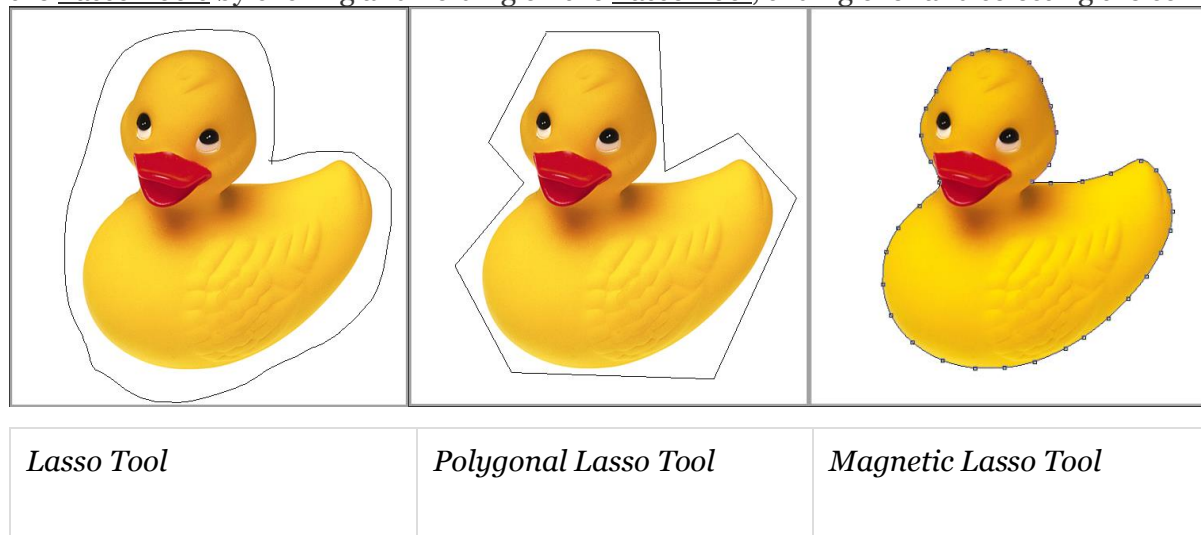
To modify a portion of your image you need to select it first – everything outside the selected area is then protected from change. The selected area is then outlined with a dotted line, what we refer to as “dancing ants.” The Selection Tools allow you to select portions of the image either by location or by pixel color, and thus apply Photoshop's editing power in specific areas. All selection tools can be combined to create exact selections using the *Shift* key or *Alt* key (*Option* key on the Mac), to add or subtract respectively (see below for more tips).

In addition, there is a *Refine Edge* button in each selection tool Options Palette (see the Marquee Tool and Feathering Exercise for a picture of this dialog box). You can adjust the edges of your selection – sharpen or blur, smooth the transition, etc. – and then preview what it would look like against different backgrounds.

**Marquee Tools:** The Marquee Tool allows you to make a selection using a rectangle, ellipse, or rows. Select one of the Marquee Tools by clicking and holding on the tool, then sliding over and down to the correct selection.



**Lasso Tools:** The Lasso and Polygon Lasso let you draw both freehand and straight-edged segments of a selection border. The Magnetic Lasso snaps to the edges of a color in the image and is especially useful for quickly selecting objects with complex edges set against high-contrast backgrounds. You can select one of the Lasso Tools by clicking and holding on the Lasso Tool, sliding over and selecting the correct option.



**The Quick Selection Tool:** The Quick Selection Tool allows you to paint over the area that you would like to select by using an adjustable brush tip. As you drag over the area, the selection expands and follows defined edges within the image.

**Magic Wand Tool:** The Magic Wand selects pixels based on color value, not on their placement in the image, and so lets you select an area with similar colors without having to trace its outline. The Magic Wand is now found under the Quick Selection Tool.

### Selection Tool Tips

- **To add** to a selection, hold down the *Shift* key and select the additional areas, (you'll see a plus sign (+) by the crosshair).
- **To subtract** from your selection, hold down the *Alt* key (Windows) or *Option* key (Mac) and draw the additional shape (you'll see a minus sign (-) by the crosshair). For example, if you have a circle selected and



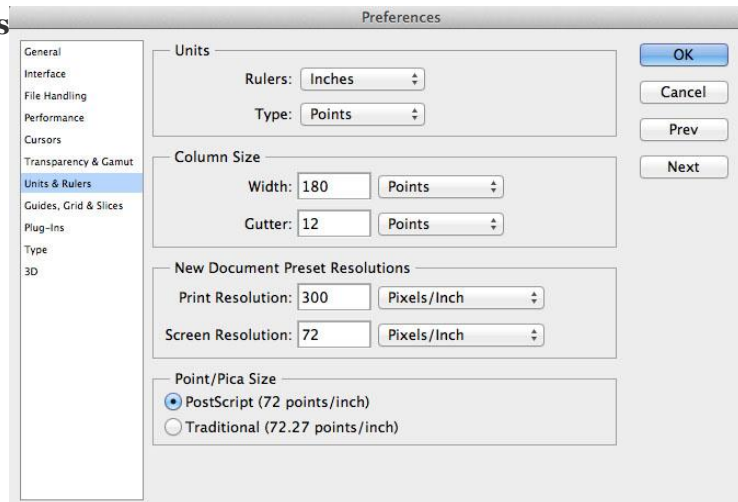
drag another smaller circle inside it while pressing the *Alt* key (Windows) or *Option* key (Mac), the selected shape is then a donut.

- **To make a circle or a square** with the Marquee Tool, hold down the *Shift* key as you drag.
- **To drag** a marquee from its center, hold down the *Alt* key (Windows) or *Option* key (Mac) as you begin dragging.
- **To reposition** a marquee, click inside the selection, then drag it to the desired location.

## Rulers and Guides

**Rulers and guides** are helpful features that aid users in the alignment and placement of objects. Rulers are shown at the top and to the left of your Photoshop canvas to help you measure and align. You may also drag guides from the rulers to add a grid or set of guides to help you place or align objects. The steps below will show you how to set your Rulers and Guide preferences, show rulers, add guides, and hide rulers and guides.

### Change Unit / Increment Preferences



In the menu, click on **Photoshop** and select **Preference and General**. The **Preferences** pop-up window will appear.

Select **Units & Rulers** from the sidebar in the pop-up window and adjust your ruler to inches, pixels, millimeters, or other unit of measurement you wish to use.

- Click the **OK** button when you are finished.

### How to Show Document Rulers

- To show the Rulers in Photoshop, either go to **View** in the menu and select **Rulers**, or press **CMD+R (Mac)** or **CTRL+R (Windows)** on your keyboard.

To hide Rulers in Photoshop, either go to **View** in the menu and deselect **Rulers**, or press **CMD+R (Mac)** or **CTRL+R (Windows)** on your keyboard.

## Creating and Working with Guides



**Create a Guide:** Hover your cursor over either the left or top Ruler. Click on the Ruler and drag it as if you were trying to move it onto your document. You will see a thin line appear as you drag from the Ruler and this is your Guide. Use the Ruler to help you place the Guide in your desired location.

**Move a Guide:** Hover your cursor over the Guide and click and drag to move it.

**Hide / Show Guides:** Go to View in the menu and select Show and select Guides to toggle hide and show guides.

**Delete Guides:** Drag the guides back onto the Ruler, or use the Move Tool to select each guide and press the DELETE key.

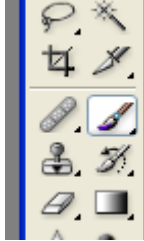
### **Change Guide Appearance:**

In the menu, click on **Photoshop** and select **Preference and General**. The **Preferences** pop-up window will appear. Select **Guides, Grids, and Slices** from the sidebar and adjust the colors of your guides as desired.

## **Photoshop - Brushes**

The brush tool is a relic that should be cherished and treated like royalty. An expert in the art of Photoshop's Brush tool will find it very helpful indeed.

### **Photoshop Brush Tool:**

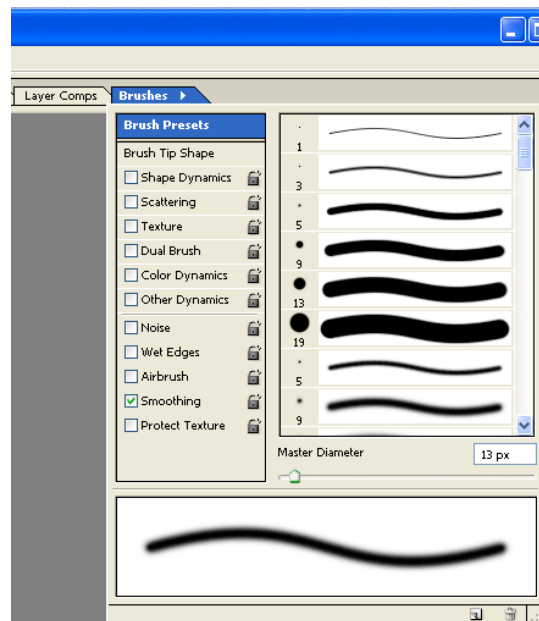


## **Photoshop - The Brush Palette**

The small icon located on the tool bar hardly does justice to the tool when compared to the actual brush palette. Access the brush palette located toward the top of the program. Single click the brush tab to activate the brush palette.

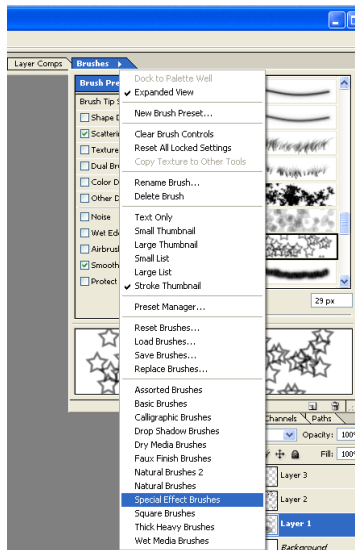
The palette is organized into a two column table with preset brushes on the right-hand side and several brush stroke options on the left. At the bottom lies a preview that should give you some idea of what your brush stroke will do. The brush palette is essentially the ultimate control panel for your brushes. Anything and everything can be adjusted with the brush palette.

### **The Brush Palette:**



## **Photoshop - Brush Presets**

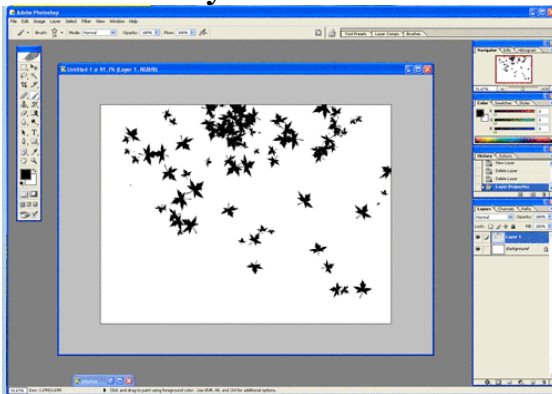
Photoshop comes with several brush pre-sets. Later we will discuss how to create your own unique brushes but for now scroll through the preset brushes and when you come to the bottom, there's still more hiding from your view. To access them, click on the little black arrow located at the top of the palette near the actual Brushes tab. A navigation list should pop into view and at the bottom of that list lies about a dozen brush sets.



## Brush Presets

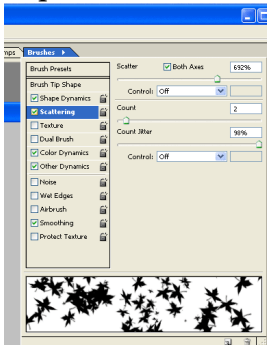
Browse through them, familiarize yourself with this palette, and finally pick a brush to paint with and paint away on a new layer.

### Paint Away:



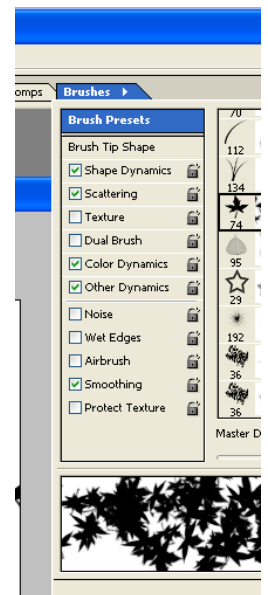
## Photoshop - Brush Options

Previously we sort of ignored the left column of the brush palette. Customizing brushes is accomplished here. Simply checking one of the boxes here modifies the brush in some way. These options are a way to fine tune brushes and can really bring about some impressive results.



If the scatter option on your brush isn't already on, click the check box to activate this option and then click the text to highlight the option and bring the palette into fine-tune mode.

Here we can adjust the amount of scattering that takes place along with the jitter and fade options. All really neat features available through the brush palette.



## Photoshop - Motion Blur

Any type of blur in Photoshop softens the pixels, smearing them across the screen. A motion blur has the added effect of smearing the pixels in the direction of your choice. A motion blur sort of mimics the effect of smearing paint across a canvas sometimes allowing colors to bleed one into another.

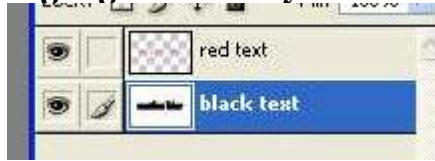
**Before and After:**

**motion blur**

**motion blur**

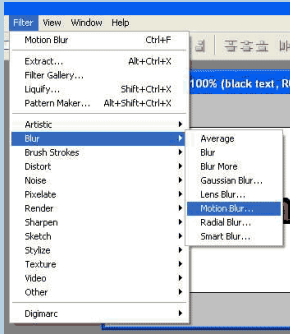
The creation above started out as two separate layers, one with red text and another with black text. The black text layer was a few font sizes larger than the red. The whole document is 300 pixels wide and 200 pixels tall.

### **Highlight Black Layer:**



### **Create a Motion Blur:**

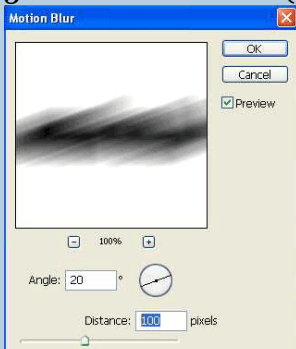
1. With the 'black text' layer selected, Access the **Filter** menu at the top of Photoshop.



2. Set an angle of motion.



3. Set a distance (in pixels).

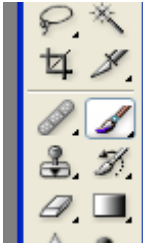


Angle: **20** degrees

Distance: **100** pixels



## PHOTOSHOP BRUSH TOOL



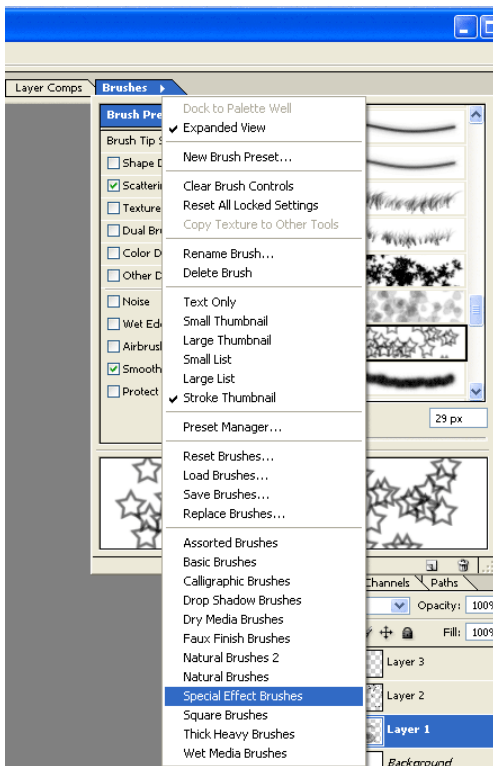
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### **Brush Presets:**

Browse through them, familiarize yourself with this palette, and finally pick a brush to paint with and paint away on a new layer.

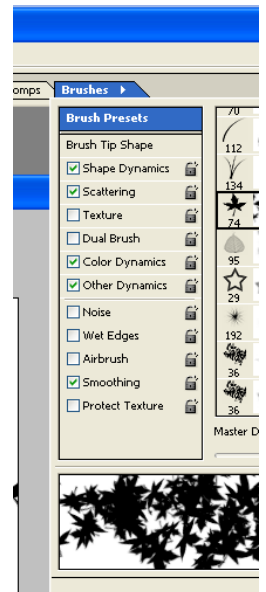
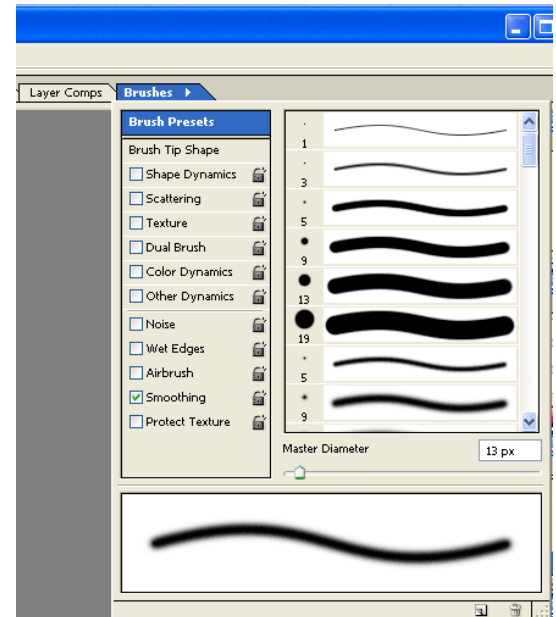
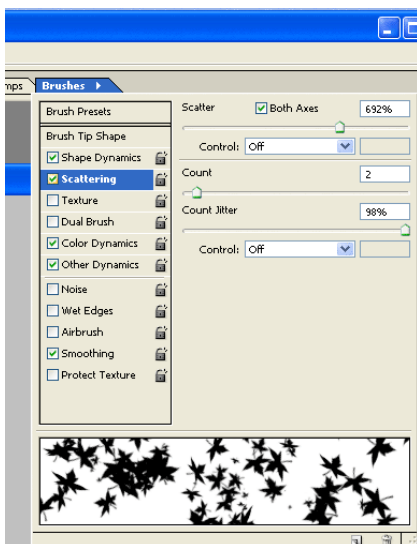
### **Paint**

### **Photoshop - Brush Options**

Previously we sort of ignored the left column of the brush palette.

Customizing brushes is accomplished here. Simply checking one of the boxes here modifies the brush in some way. These options are a way to fine tune brushes and can really bring about some impressive results.

If the scatter option on your brush isn't already on, click the check box to activate this option and then click the text to highlight the option and bring the palette into fine-tune mode.

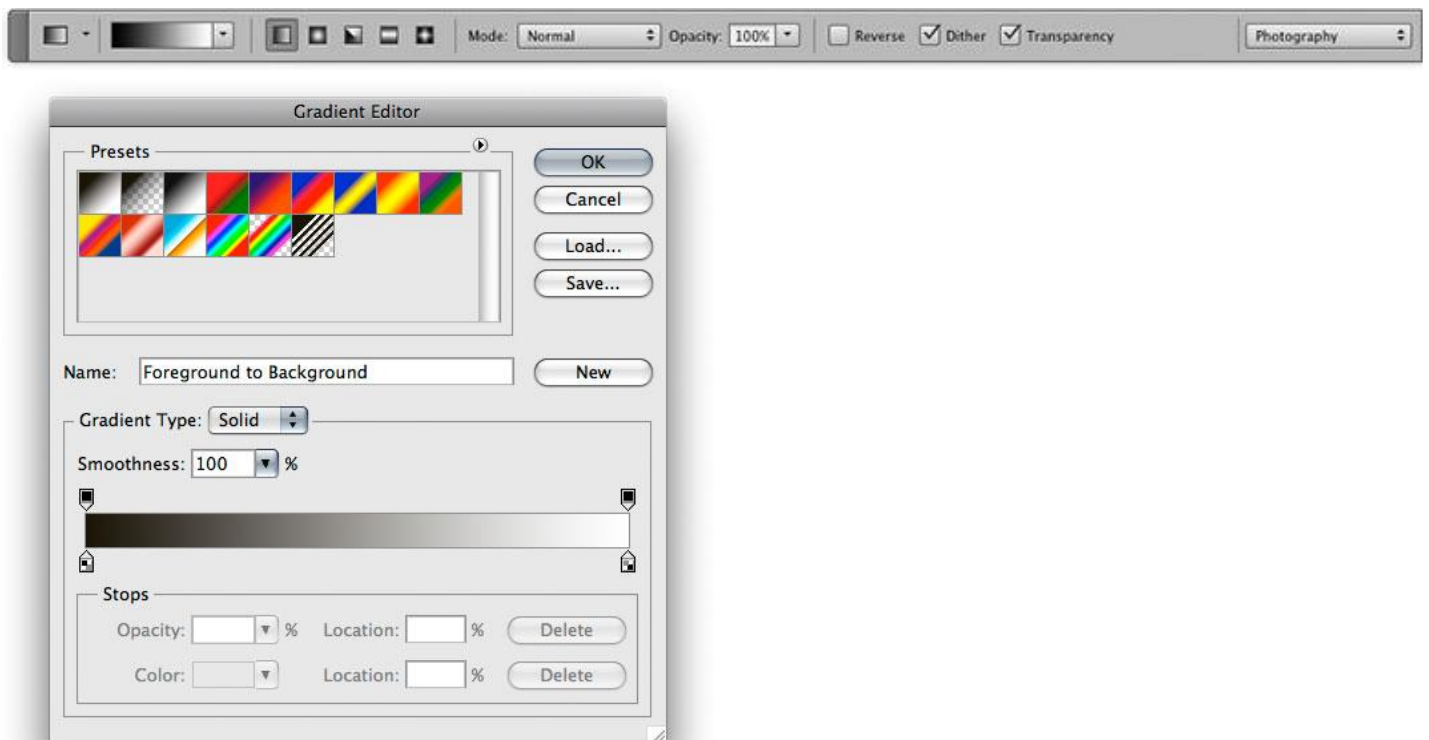


## Gradient tool

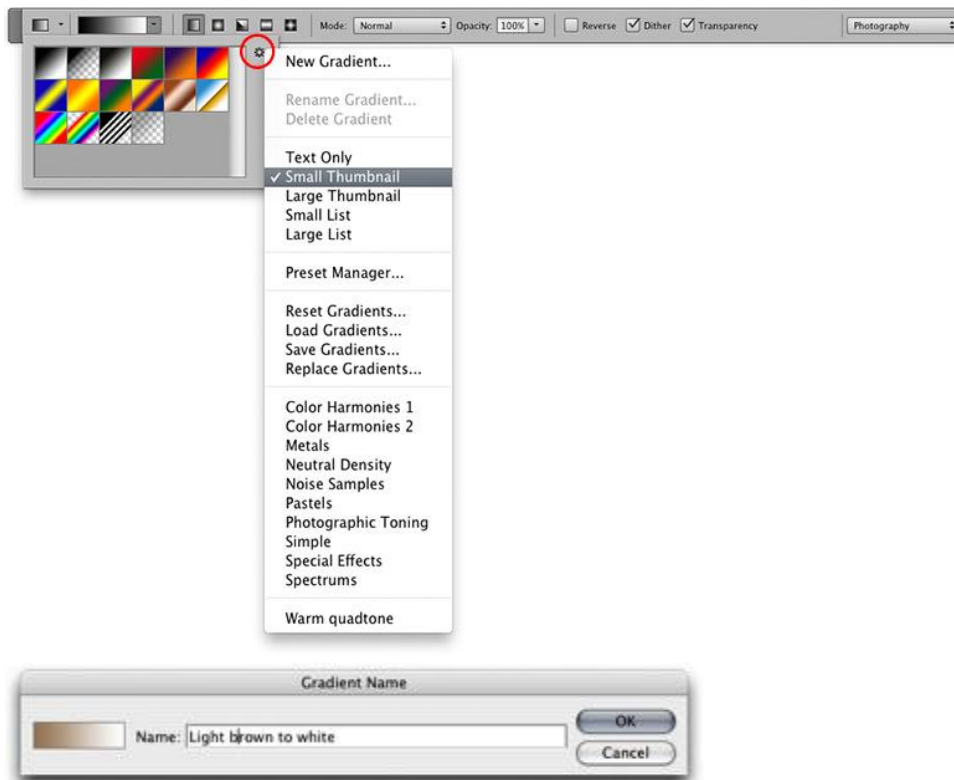
The gradient tool can be used to draw linear, radial, angular, reflected or diamond gradients. To use the gradient tool go to the Options bar and click on the gradient ramp (see Figure 1) to select a gradient option such as Foreground to Background color, or click on the small arrow to the right to open the gradient list (see Figure 2). When you drag with the gradient tool inside an image window, a gradient fill is created between those two points. If you hold down the Shift key as you do this, you can constrain the gradient angle to a horizontal/vertical or 45 degree angle. If you check the Reverse box you can reverse the gradient fill colors before you drag. It is probably a good idea to keep the Dither checkbox checked, as this will add subtle noise, ensuring there is less risk of any banding appearing in the gradient fill. When the Transparency box is checked, if there are transparency masks in a gradient, these will be recognized.

You will notice in figures 1 & 2 that a number of gradient presets are readily available when you first open the gradient list from the Options bar. However, you can also quite easily edit and create your own gradient patterns and save these as custom gradient tool presets, which are a combination of a gradient setting and gradient type (see the steps below that show you how to create and customize a gradient setting).

Gradients can also be applied as fill layers in Photoshop. Go to the Layers panel, click on the Adjustment Layer button and select Gradient... This will add a gradient that fills the whole layer and has an empty layer mask. This feature is like any other type of adjustment layer in that you can edit the Gradient Fill – you can double-click a Gradient Fill adjustment layer to alter the angle, the gradient setting, gradient type and blend mode at any time.



**Figure 1** To create a new custom gradient, click on the gradient ramp in the gradient options panel. This opens the Gradient Editor dialog box shown here.



**Figure 2** New gradients can also be selected by scrolling down on the gradient ramp in the Options bar and these can be edited (see steps below). Once you have selected a gradient setting this can then be applied using one of the five gradient tool modes: Linear, Radial, Angle, Reflected or Diamond (see Figure 3). The combination of a gradient setting and gradient mode can then be saved as a gradient tool preset by scrolling down on the triangle button next to the tool icon shown here and choosing New Gradient. This allows you to name the new gradient and add it as a new custom preset to the list.

## Gradient tool modes

The gradient tool has five operating modes: linear, radial, angle, reflected and diamond. In Figure 3 below you can see examples of how each of these modes will affect the way a gradient will fill an image.



**Figure 3** The five gradient modes.

## Creating a custom gradient setting

These following steps show how you can use the Gradient Editor dialog to create a new gradient setting or customize an existing one.