# Intro to Photoshop

Class description:

Learn Photoshop fundamentals and the basic tools available at your disposal. Set-up your work environment, open files, and perform various editing functions that Photoshop has to offer.

Learning Objectives:

1. Creating new files and opening images
2. Understanding digital images
3. Setting up workspace and basic layers
4. Basic tools
5. Resources

Creating a New File:

1. Select File > New (Command+N)
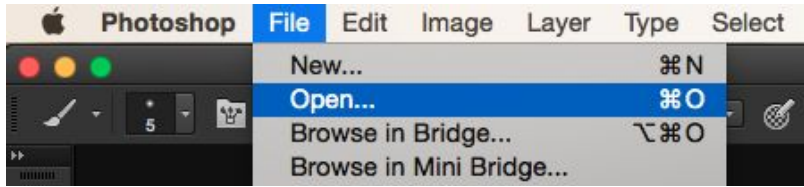2. A dialog box will open for a new document
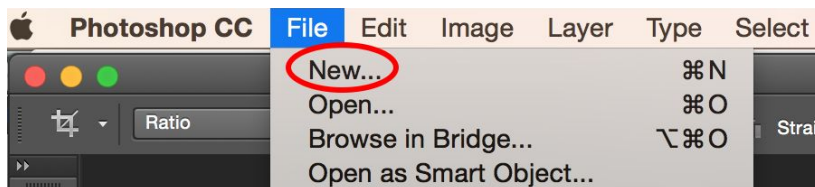
3. Input the name of your new document and select the size. You can manually enter the width and height if you are using non-standard sizing.
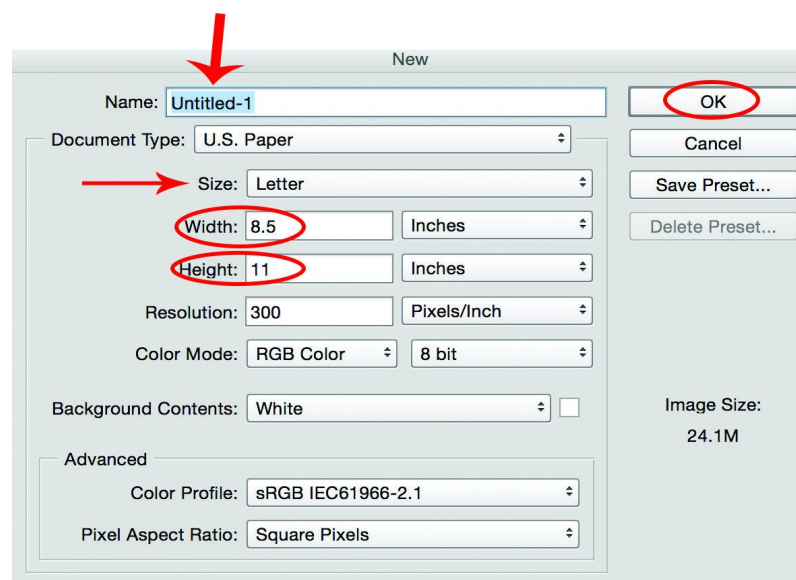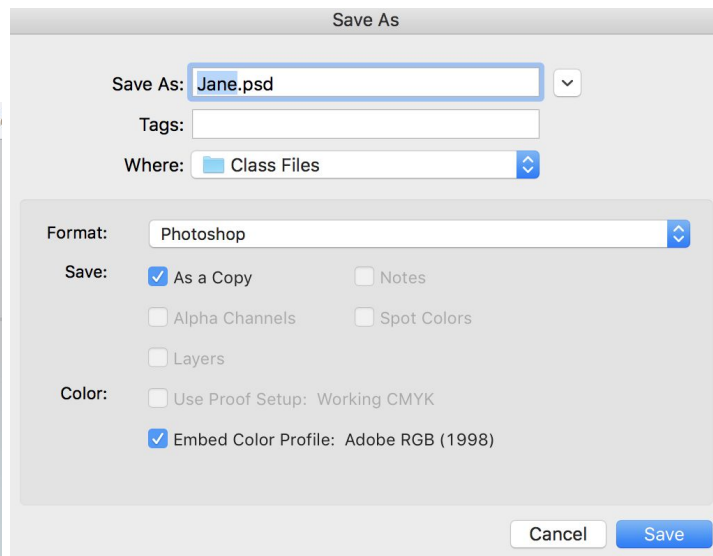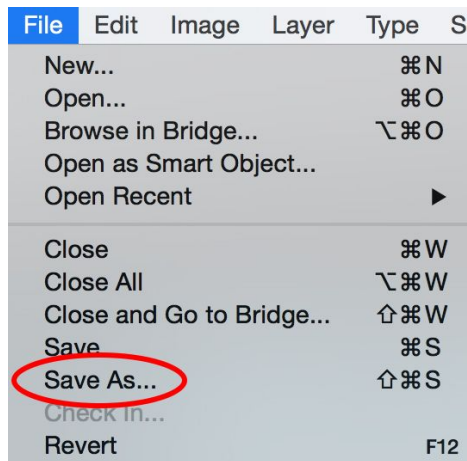
Opening Images:
1. Select File > Open (Command + O)
2. A dialog box will open prompting you to select the file you wish to open.

Saving Images/Files:
1. Select file > Save As … (Command + Option + S)
2. A dialog box will open prompting you to name the file, select where to save the file and your file format preference.

Digital Images

Digital images are composed of pixels which are small squares of color that come together to make an image. Each pixel consists of one single color that can be altered as you edit but can never be two-toned. Every image created with pixels are aligned in nice rows and columns side by side and top to bottom. The alignment of the pixels is referred to as raster (or bitmap). Generally speaking, all Photoshop images will be raster.

The quality of a raster image depends on how many pixels there are per square inch (ppi) which is determines the image resolution. Typically, smaller pixels will yield better detail in the image quality.

Raster images cannot be enlarged without losing detail. It is important to know image resolution prior to reproducing the image. This will help you determine what size you can print your raster image without losing its quality.

This image is 300 ppi


This image is 72 ppi

Setting Up Workspace:
1. Select Window > Workspace
2. A list of workspace options will appear.
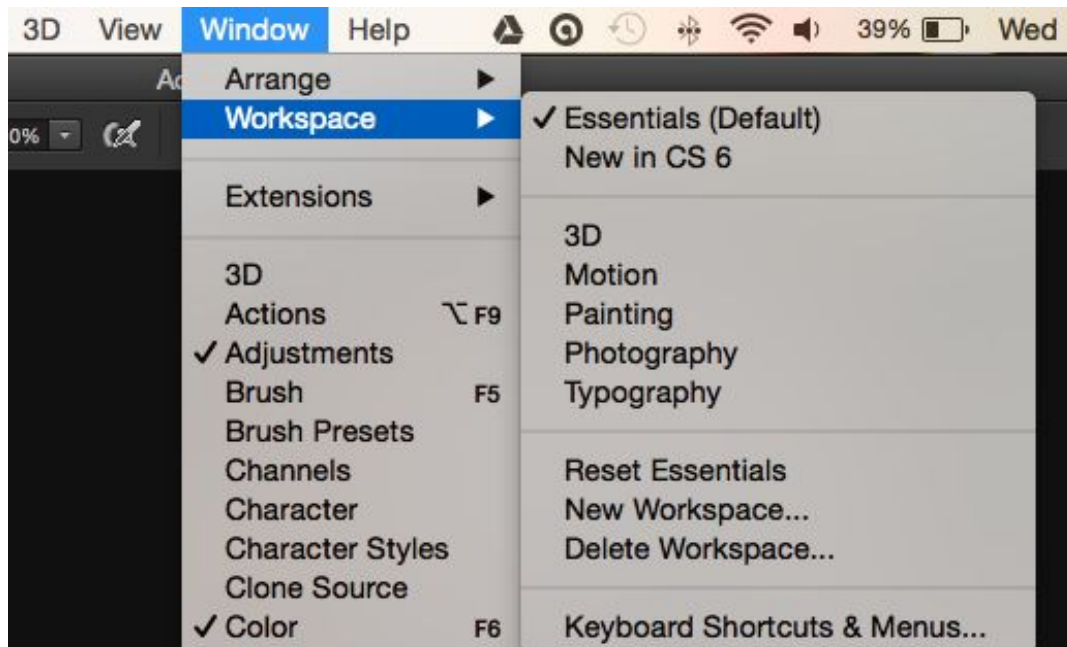
Basic photoshop layers:

1. Layers are essential when working with Photoshop. Layers enable you to make make independent changes and non-destructive changes to an image or workspace. Once you open an image in Photoshop or create a new workspace, that is known as the background layer. You can then create separate layers in addition to the background layer. Layers act like several images stacked on top of one another combined into one.

2. To open the layers panel (if it is not open already): Select Window > Layers
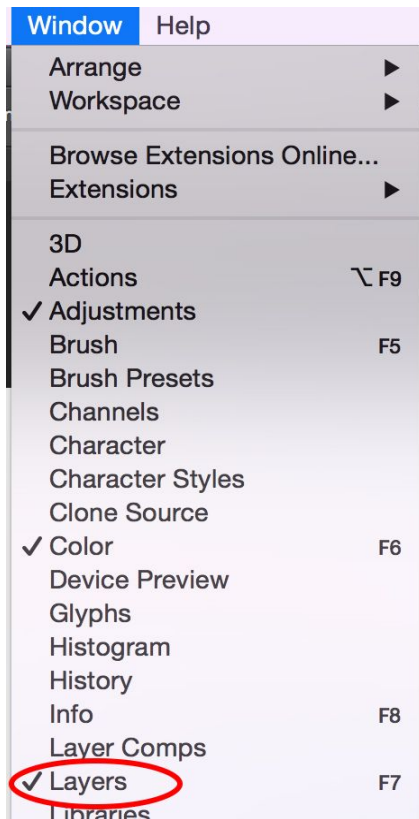
3. You will see a list of all layers in this panel including the background layer.
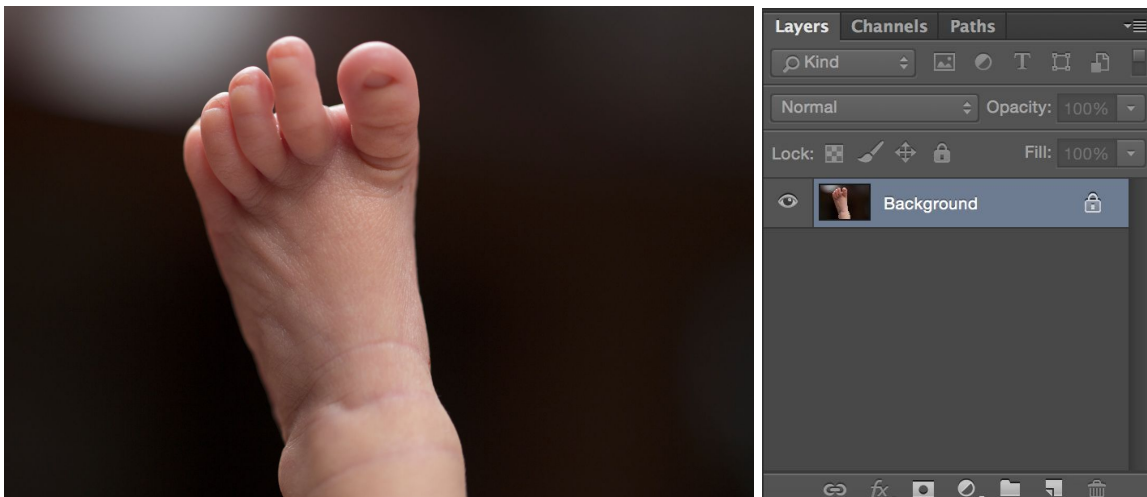
4. It is recommended to duplicate your background layer before making any adjustments or changes to the file (Command + J).
5. Adding text to an image automatically creates a new layer in the layers panel.
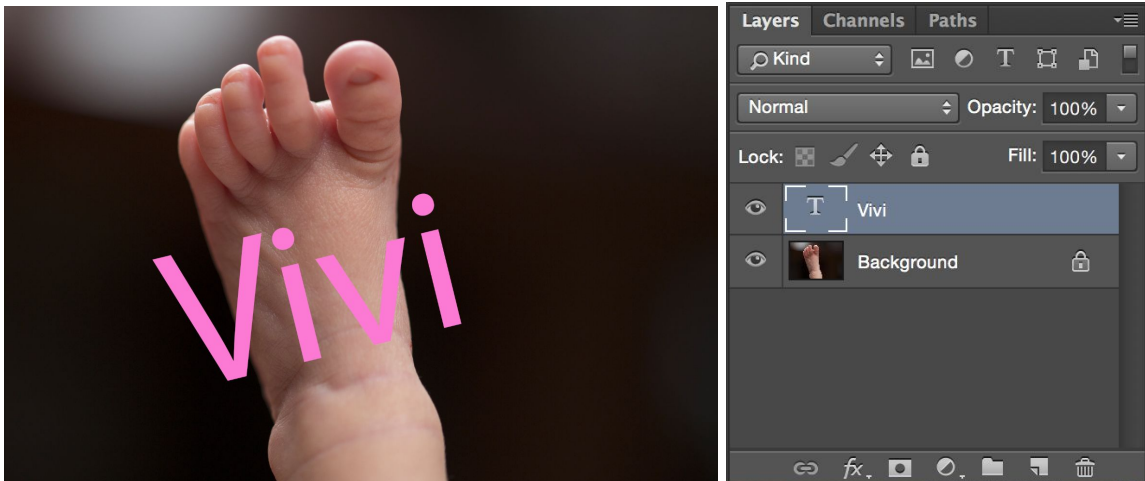
6. As you create layers it can sometimes get confusing which layer you are manipulating, but if you have a specific name assigned to a layer it aids in maneuvering around your file.

7. To rename a layer: Select Layer > Rename Layer
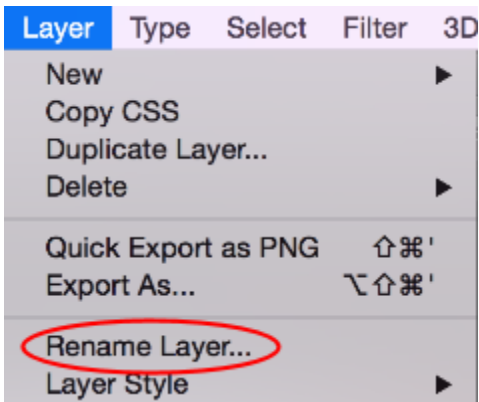
8. Navigate to the layers panel and your layer is now renameable.
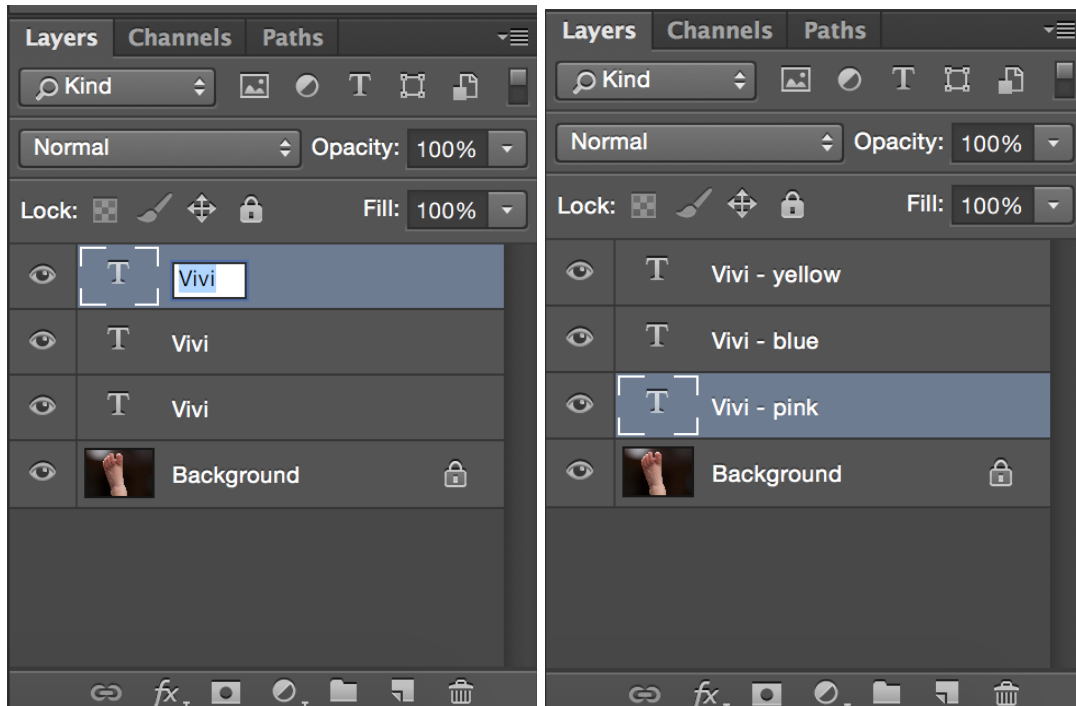
9. You can duplicate the background layer to ensure your original stays intact (this should always be done before making any changes to the background layer). Select Layer > Duplicate layer (Command + J).

Learning the tool bar:

Compact display   ⟶

Extended display   ⟶

Marquee tools
Lasso tools
Crop tool
Photo repair tools
Stamp tools
Eraser tools
Blur, sharpen, and smudge tools
Pen tools
Selection tools
Special view and adjust tools
Grab tools
Foreground color
Background color
Quick Mask selector

Move tool
Selection tools
Variety of special tools
Brush tools
History brush tools
Fill tools
Dodge, burn, and sponge tools
Text tools
Vector drawing tools
Zooming tool
Change Vie options

Many of the buttons on the tool bar control more than one tool or different modes for the same tool. As an example, the Paint Bucket tool   button hides the button for the

Gradient tool.

Click either the Paint Bucket button or the Gradient tool button, whichever is displayed. A pop out menu will appear. That menu is illustrated on the right.

Many tools have a small triangular arrow next to them. Left clicking and holding briefly on the tool will cause a menu to pop out. Additional tools can be selected from the menu.

Experiment with the tool buttons and see what tools and modes are available.

Using Tools

To use any tool, simply click once on the appropriate button to select it. The tool will then become active and can be used in the Photoshop workspace. Many tools can be modified or adjusted depending on the task. The Photoshop Help or reference books will assist in perfecting good tool techniques and methods.
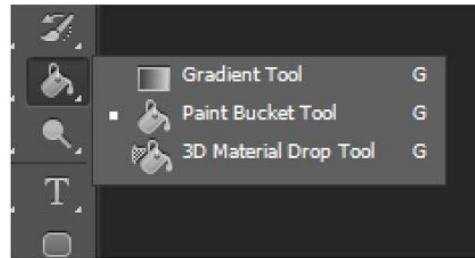
Functions of Popular Tools

Because Photoshop has so many features, and because it can be highly complex, it is not possible to discuss every tool and option available in this document. However, descriptions of several of the most popular tools follow.

Rectangular Marquee - This tool allows the user to select rectangular shaped areas within an image. The areas can then be copied or cut and then pasted into new layers. The tool also can become a bounding border for "pouring" color with the Paint Bucket or Gradient tools. Other marquee tools are available by clicking and holding the button.

Move tool - The Move tool is used to move selected layers around. Clicking and holding the mouse button can adjust the positions of layer elements. This tool is also used to set and move Guide Lines.

Lasso Tool - This tool is used to select parts of a layer for editing. There are other types of lassos available, including a Magnetic Lasso and Polygonal Lasso.

Magic Wand - The Magic Wand is used to select portions of an image based on color. Sections of the same color are selected when the wand it touched on the desired color and the mouse if left clicked.

Crop Tool - The Crop tool is an important tool for making adjustments to the overall size of an image. Using the Crop tool affects the size of the whole image, not just a single layer. This is a powerful tool and must be used carefully.

Healing Tool - This is an especially helpful tool that is new starting in Photoshop. It is used to remove dust marks and scratches from photographs. The Patch tool is found at the same position on the Tool Bar, but is used to repair areas of a photograph that are larger than the typical scratch.

Clone Tool - The Clone tool is used to copy portions of a layer from one area to another. It is similar to the Rubber Stamp tool found in earlier versions of Photoshop.

Paint Bucket - This tool is used to "pour" areas of color onto a layer. It is especially useful when used with a marquee. The Gradient tool is found in the same location.

Eraser - The Eraser is used to remove portions of a layer. Its size can be adjusted so that it can be used very delicately or quite grossly.

Blur Tool - The Blur tool is used to selectively blur areas of a layer. The amount of blur can be controlled. It is especially handy when blending colors or objects.

Text Tool - This is the tool that is used to add to an image and to edit existing text. Size, color, and other attributes of the text can be specified and adjusted.

Zoom Tool - This is a very handy tool used to quickly zoom in or out of an image.

Recommended Resources:

Books:
- Photoshop CS6 for dummies by Bauer, Peter
- Photoshop CS6 : the missing manual by Snider, Lesa
- Photoshop CC : top 100 simplified tips and tricks by Sholik, Stan

Video Tutorials:
- Adobe Photoshop CS fast track with Chris Vadnais (DVD)
- Professional Photoshop tone, exposure and color correction (DVD)
- www.tv.adobe.com (online)
- www.phlearn.com (online)

Other:
Lynda.com (online tutorials)
Universal Class (library database)

There are many helpful resources online that are not listed. Simply doing a google search for "photoshop tutorials" will provided an abundance of additional resources.

Mac Shortcut Cheat Sheet

Function row: esc · F1 Undo/Redo · F2 Cut · F3 Copy · F4 · F5 Brush Panel · F6 Color Panel · F7 Layer Panel · F8 Info Panel · F9 Actions Panel · F10 · F11 · F12 Revert · delete

Number row (Opacity):
- ~ Switch Tab
- 1 — 10% Opacity
- 2 — 20% Opacity
- 3 — 30% Opacity
- 4 — 40% Opacity
- 5 — 50% Opacity
- 6 — 60% Opacity
- 7 — 70% Opacity
- 8 — 80% Opacity
- 9 — 90% Opacity
- 0 — 100% Opacity / Fit Screen
- - — Zoom In
- = — Zoom Out

QWERTY row:
- Q — Quick Mask / Quit
- W — Magic Wand / Close
- E — Eraser / Merge Layer
- R — Rotate Tool / Rulers
- T — Type Tool / Transform
- Y — History Brush / Proof Colors
- U — Shape Tool / Hue/Sat
- I — Eye Dropper / Invert
- O — Dodge Tool / Open
- P — Pen Tool / Print
- [— - Brush Size / Move Layer ↑
-] — + Brush Size / Move Layer ↓
- \ — Toggle Layer Mask

ASDF row:
- tab
- A — Path Selection / Select All
- S — Clone Stamp / Save
- D — Default Colors / Deselect
- F — Screen Modes / Level Filter
- G — Paint Bucket / Group Layers
- H — Hand / Hide Extras
- J — Healing Brush / Copy Layer
- K — 3D Tool / Prefs
- L — Lasso Tool / Levels
- ; — Hide/Show Guides
- ' — Hide/Show Grid
- return

ZXCV row:
- caps lock — Toggle Precision Cursor
- Z — Zoom Tool / Undo/Redo
- X — Switch Fg/Bg / Cut
- C — Crop Tool / Copy
- V — Move / Paste
- B — Brush Tool / Color Balance
- N — New File
- M — Marquee Tool / Curves
- , · . · /
- shift

Bottom row: fn · ctrl · alt · ⌘ command · command · ⌘ · alt · command · arrow keys ◀ ▲ ▼ ▶

Windows Shortcut Cheat Sheet

Ps CS6 Shortcuts

Key	Function
F5	Brushes Palette
F6	Color Palette
F7	Layer Palette
F8	Info Palette
F9	Actions Palette
F12	Revert

Key	Primary	Secondary
` ~	Switch Open Tabs	
1	10% Opacity	
2	20% Opacity	
3	30% Opacity	
4	40% Opacity	
5	50% Opacity	
6	60% Opacity	
7	70% Opacity	
8	80% Opacity	
9	90% Opacity	
0	100% Opacity	Fit Screen
—		Zoom In
= +		Zoom Out
Backspace		

Key	Tool	Command
Tab		
Q	Quick Mask	Quit
W	Magic Wand	Close
E	Eraser	Merge Layer
R	Rotate Tool	Rulers
T	Type Tool	Transform
Y	History Brush	Proof Colors
U	Shape Tool	Hue/Sat.
I	Eye Dropper	Invert
O	Dodge Tool	Open
P	Pen Tool	Print
{ [	– Brush Size	Move Layer ↓
}]	+ Brush Size	Move Layer ↑
| \	Toggle Layer Mask	

Key	Tool	Command
Caps Lock		
A	Path Select	Select All
S	Clone Stamp	Save
D	Default Colors	De-select
F	Screen Modes	Last Filter
G	Paint Bucket	Group Layers
J	Healing Brush	Copy Layer
K	3D Tools	Prefs.
L	Lasso Tools	Levels
: ;	Hide/Show Guides	
" '	Hide/Show Grid	
Enter		

Key	Tool	Command
Shift		
Z	Zoom Tool	Undo/Redo
X	Switch Fg/Bg	Cut
C	Crop Tool	Copy
V	Move	Paste
B	Brush Tool	Color Bal.
N	3D Camera	New File
M	Marquee Tools	Curves
< ,	Preset Brush ↑	
> .	Preset Brush ↓	
? /		
Shift		

Ctrl · Win · Alt · Space · Alt · Menu · Ctrl