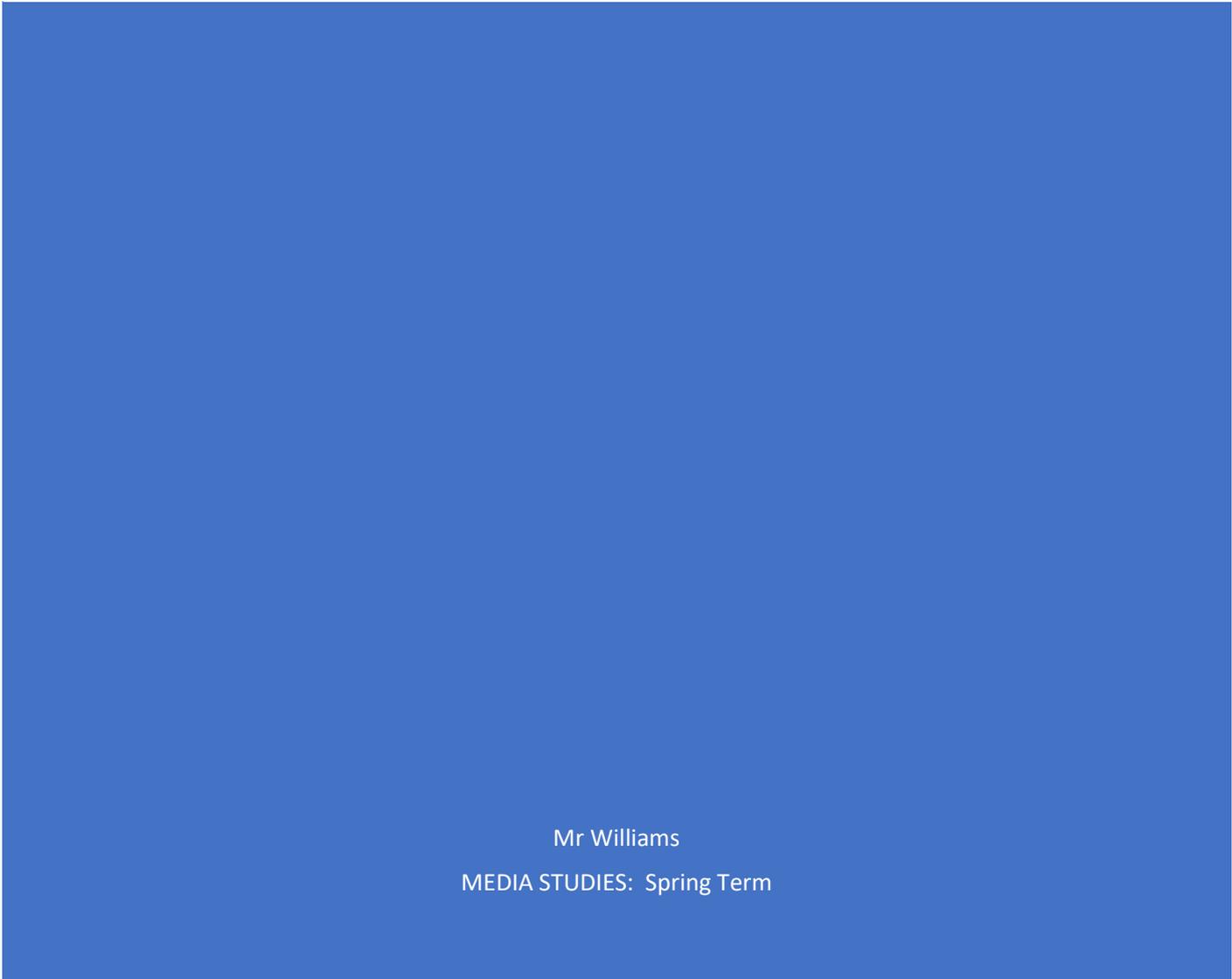




PHOTOSHOP GUIDE



Mr Williams
MEDIA STUDIES: Spring Term

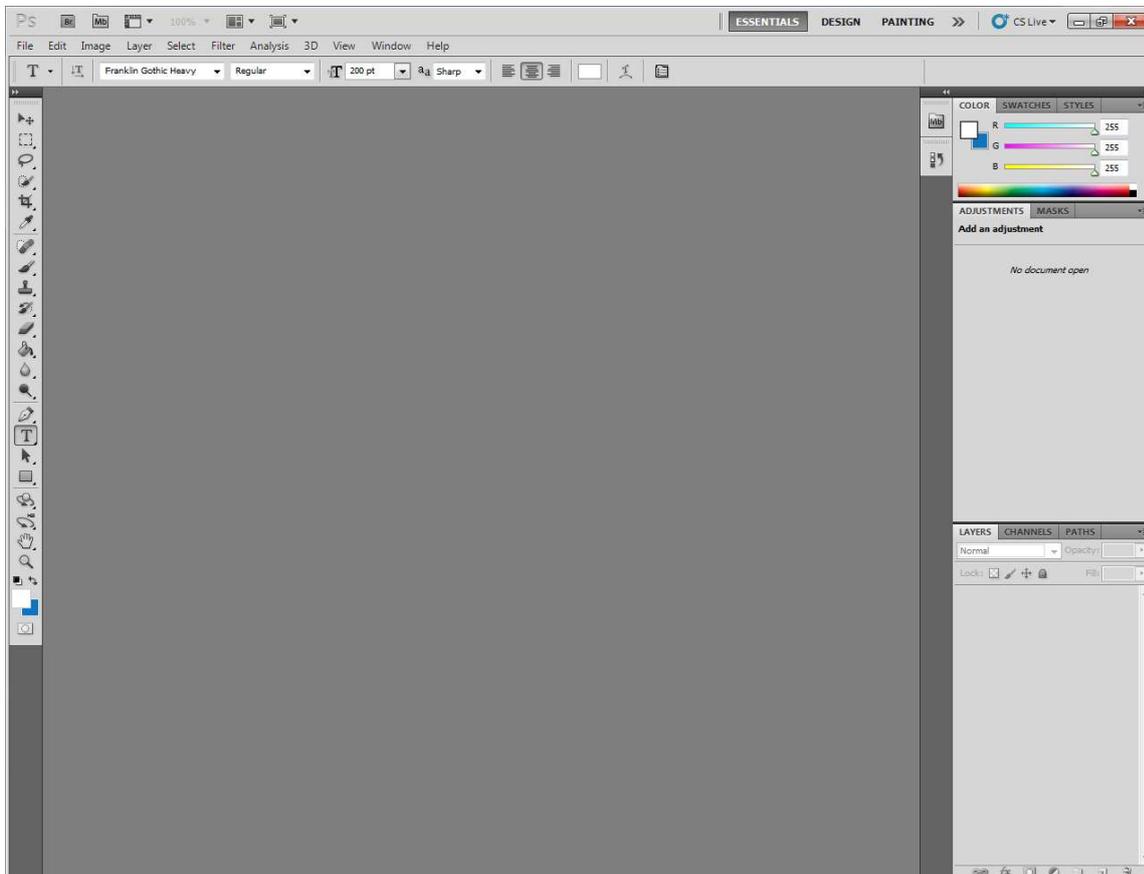
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Chapter 1: Starting Off

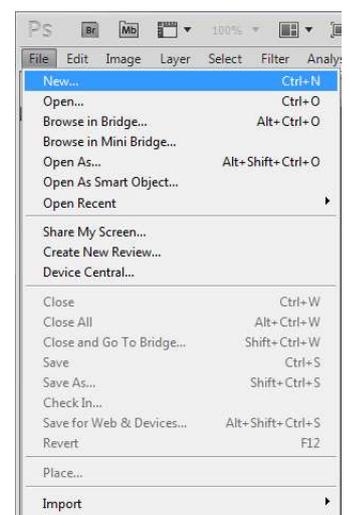
Creating your work area

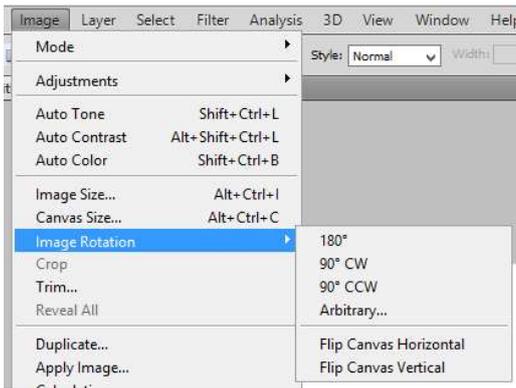
When starting with Photoshop, you will not be able to do anything at all until you have set up your page first. You will be met with this screen when you first load up Photoshop:



You will want to go to the top of your page and begin by clicking on the drop down menu named 'File'. From there you will then choose the first option, which is labelled 'New...'. From which then you will be met with a new screen where you choose the dimensions that you will need. There are various different options for choosing your work area, for example, if you want to work on an image but want a transparent background then you can change the background contents from 'White' to 'Transparent', so do have a play around to see what best suits you. The following describes what you can change:

- **Name** – Choose the name of your project
- **Presets** – Choose from a pre-made menu of work areas
- **Width** – Width of the image/work area
- **Height** – Height of the image/work area
- **Resolution** – The quality of your image (E.G – Digital photos use 72 ppi)
- **Color Mode** – Set what colours you want to use (Typically select RGB)
- **Background Contents** – Select what colour your background is

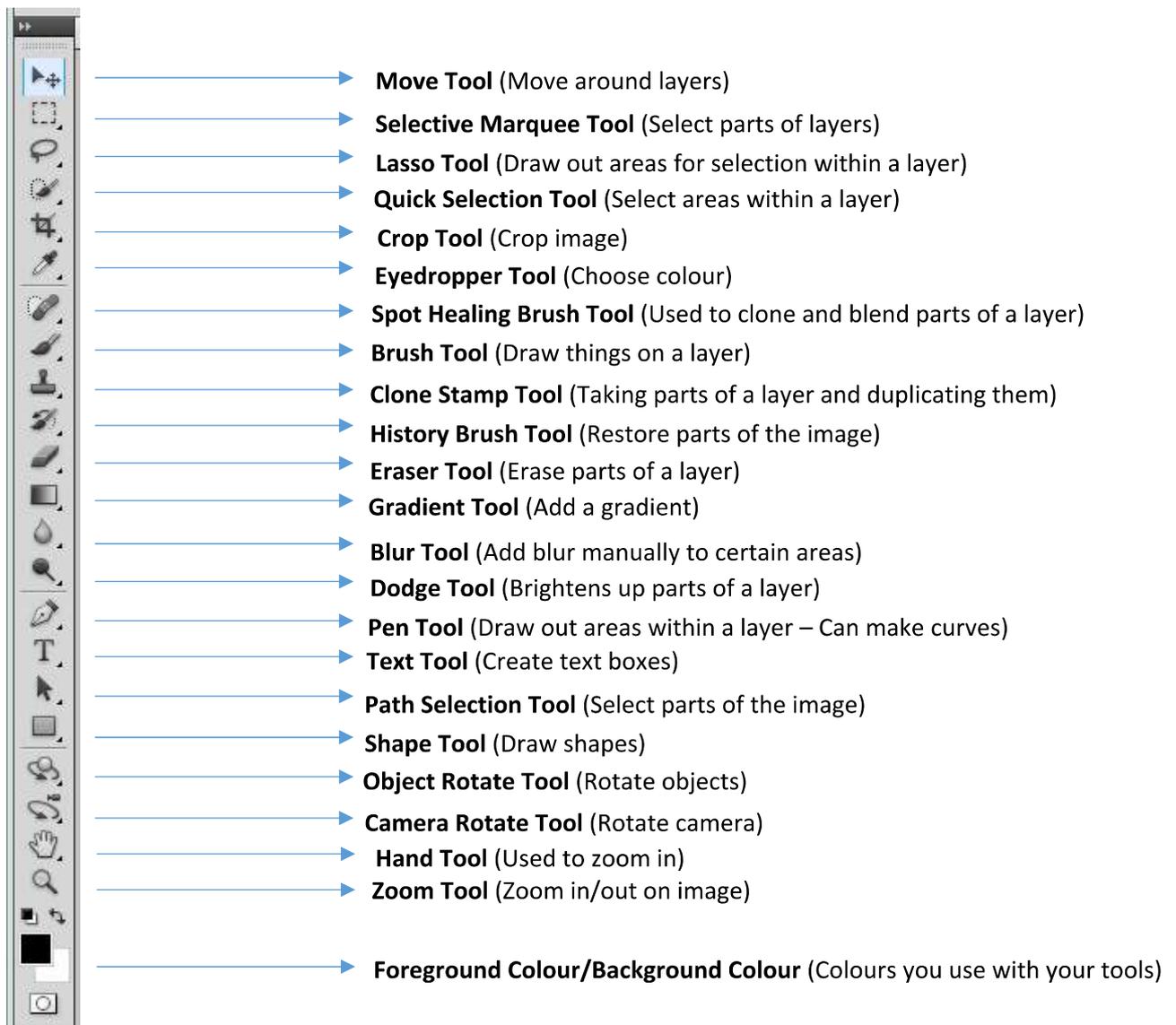




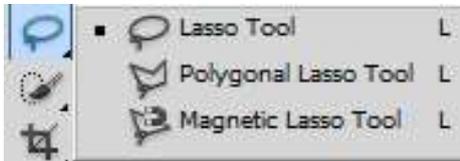
Now that you have selected your work area, you can begin to work on your project. Before starting, if your image is in 'Portrait' (vertical – upwards) and you would like your project to be in 'Landscape' (horizontal – sideways) then you will need to go to the top of the page where your drop down menus are. From there you should go into the menu labelled 'Image' then scroll down to where it says 'Image Rotation' and from there click on either '90 CW' or '90 CCW' (CCW = Counter Clockwise, CW = Clockwise). Only do this if you need the image in landscape, otherwise you should be ready to start working.

Knowing your tools

Using Photoshop is best described as using “a very fancy version of MS paint” because in all seriousness, that is really all it is. Once you learn what each tool in your tool bar is used for then you will be using Photoshop with ease. Below is your default toolbar and a description of what everyone does:



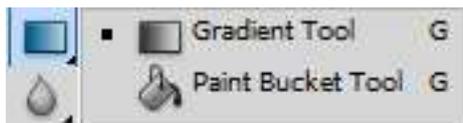
However, now that we have covered the default toolbar there is the issue of covering the rest of the other options that come with the original options. These secondary options can be accessed by right clicking on a tool (the tool has to have an arrow in the bottom right corner). Below are examples of some of the more useful secondary tools:



- **Polygonal Lasso Tool** – Can select parts of a layer but instead uses straight lines
- **Magnetic Lasso Tool** – Can select parts of a layer but it attaches itself to edges of parts of the layer



- **Magic Wand Tool** – Like the quick selection tool but instead of drawing your area of selection, you just click and it will select an area for you



- **Paint Bucket Tool** – Used to fill an area of the layer with a colour of your choosing



- **Burn Tool** – Darkens part of a layer
- **Sponge Tool** – Saturates part of a layer

With all this information, you are now set to begin working on your project. It is especially handy to learn what each tool is because knowing what to use when you are in a tough situation ensures that you can fix whatever may be broken quickly, efficiently and with as minimal amount of stress as possible

Chapter 2: Learning Your Shortcuts

Adding and resizing images

As is to be expected with Photoshop, you will want to be adding in and editing photos for your project. Once you have sorted out your work area, if you would like to add a photo to your image then you will need to go to the drop down menus at the top. Click on **'File'** and then scroll down to where it says **'Place...'** and from there you will be able to select your photo and it will add it in to the image as its own layer.

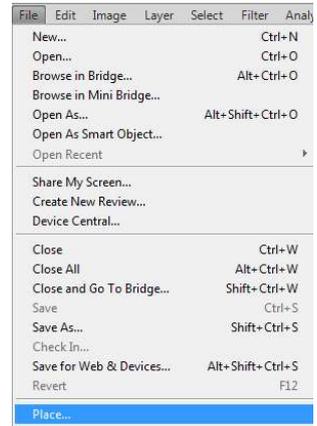
Now that your image has been inserted into the work area, it will offer you the first chance to re-size the image to what you need it to be. If the image does not need re-sizing once it has been added then you can click the tick in the top right to confirm its placement, if you click on the symbol next to it then it will remove the image from your work area or not confirm the re-sizing of it. It is very useful to know that when re-sizing your image you hold down the **Shift** key as when you are re-sizing then it will not distort the image, as it will hold its original aspect ratio.

You can add as many images as you like to your project, just as long as you remember which layer is which. If the image is not allowing you to work on it for reasons like it is a 'smart object' then what you need to do is right-click on the layer containing your image and then in the menu select **'Rasterize layer'** which then allows you to edit it.

Basic shortcuts

Now that we have our image, we can edit it whichever way we want to. This can be done by painfully scrolling through each drop down menu to find what you need or you can learn the easy shortcuts that will make your life significantly easier:

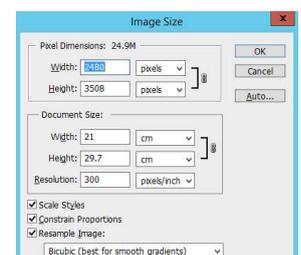
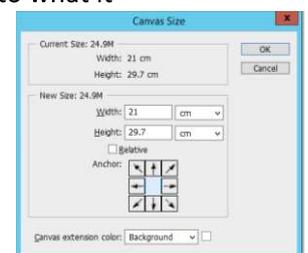
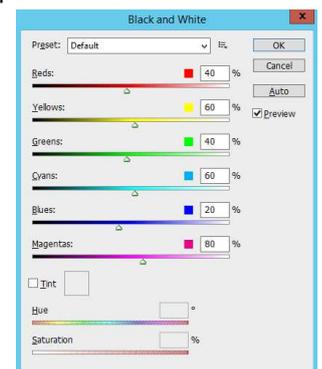
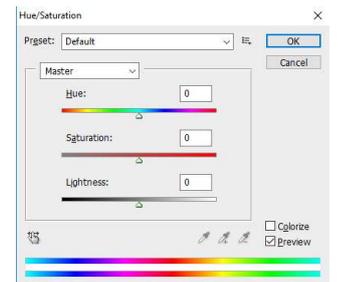
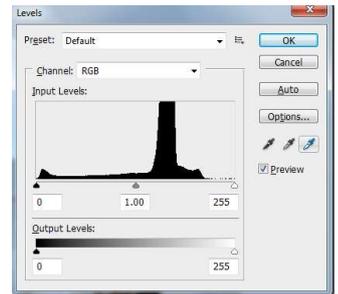
- **Ctrl + T** – Use this shortcut when you want to re-size an image again. Remember to use the shift key!
- **Ctrl + D** – Use this shortcut to de-select something you have selected in a layer (Useful when you have selected the wrong thing)
- **Ctrl + C** – Use this shortcut to copy something
- **Ctrl + V** – Use this shortcut to paste something
- **Ctrl + A** – Use this shortcut to select every layer in your image
- **Ctrl + N** – Use this shortcut to create a new work area
- **Ctrl + O** – Use this shortcut to open a saved work area
- **Ctrl + S** – Use this shortcut to save your work
- **Alt + Ctrl + S** – Use this shortcut to save your work as a certain type of file
- **Ctrl + P** – Use this shortcut to print out your work



Shortcuts for editing images

These shortcuts will be best for when you want to edit the image itself, whether it be through colours or through any other means:

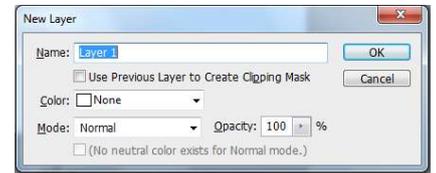
- **Ctrl + L** – Use this shortcut to change the levels of the image. You will be met with a window that shows you three sliders. The slider on the far left is the dark levels, the one in the middle is the mid-levels and the final one on the right is the bright levels. To make the image darker simply drag the left slider to the right, to make the image brighter drag the right slider to the left and so forth.
- **Ctrl + U** – Use this shortcut to change the saturation of your image. You will be met with three different sliders labelled 'Hue', 'Saturation' and 'Lightness'. The Hue will distort the colour of your layer depending which colour on the spectrum you leave it on. The saturation will determine how sharp the colours in your layer are. The lightness will determine how bright your image will be
- **Ctrl + I** – Use this shortcut to invert your image to make it negative (unless it is already negative, in that case it will make it positive). As soon as you press the keys the change will happen, no second box will appear
- **Alt + Shift + Ctrl + B** – Use this shortcut to change your picture into black and white. When you press the keys it will change the layer into black and white but it will give you a secondary box where you can adjust the levels of each to match the colour you want the picture to be
- **Shift + Ctrl + U** – Use this shortcut to de-saturate your image. This is essentially the same as the black and white shortcut except this one doesn't come up with the secondary box, instead this one just takes all the colour out of your image into a default look
- **Shift + Ctrl + L** – Use this shortcut to change the tone of your image. This shortcut is called 'Auto Tone' and it will change the tone of the layer you have selected to what it determines is the best tone. No secondary box will appear
- **Shift + Ctrl + B** – Use this shortcut to change the colours in your image. This shortcut is called 'Auto Color' and it will change the colours of the layer you have selected to what it determines are the best colour settings. No secondary box will appear
- **Alt + Shift + Ctrl + L** – Use this shortcut to change the contrast of your image. This shortcut is called 'Auto Contrast' and it will change the contrast of the layer you have selected to what it determines is the best contrast. No secondary box will appear.
- **Alt + Ctrl + C** – Use this shortcut to change the size of your canvas. This is very useful if you decide you need more space on your canvas and this can be adjusted easily in the secondary box as you can just change the canvas to the dimensions you desire
- **Alt + Ctrl + I** – Use this shortcut to change the size of your image. This is very useful if you decide you want to re-size your image if you need a bit more space



Shortcuts for editing layers

These shortcuts will be best for editing the layers within your project. Layers have not been touched upon heavily yet but they will be within the next chapter.

- **Shift + Ctrl + N** – This will give you a new layer. When you create the layer, you will be met with a secondary box. Within this box you can rename the layer to whatever you need it to be named in the '**Name:**' section, as well as changing the opacity of the layer if you know what opacity that part of the image needs to be with the '**Opacity**' drop down menu. The '**Color**' section of the box allows you to choose the colour of your layer so that you can easily colour co-ordinate your layers as you see fit
- **Ctrl + J** – This layer will give you a new layer via copy. You can use this shortcut to duplicate a layer which you have selected
- **Shift + Ctrl + J** – This will give you a new layer via cut. Once you have selected a part of your original layer you can use this to create a copy of your layer but it will only duplicate the selected area
- **Alt + Ctrl + G** – This will create a clipping mask or if you have one already on then this will remove the clipping mask. This is especially useful when you are trying to work on clipping two images together as it saves time
- **Ctrl + G** – This will create a group/folder for your layers. This is very useful for when you have a lot of different layers as you can group certain ones together to keep them in the same place which in turn saves you time trying to find a particular layer. You can rename the group by double clicking on the group name.
- **Shift + Ctrl + G** – This will ungroup a group of layers. Useful for when you have accidentally grouped something together
- **Shift + Ctrl + E** – This will merge visible layers together. This is useful if you have a load of clipping masks on various layers and want the layers to combine to make one singular layer



With all these shortcuts now at your disposal, you will be able to finish your project in half the amount of time as you can now edit your image and your layers quicker and with ease. Shortcuts do not only save you time but they save you a lot of stress since instead of finding what you need through various menus and boxes you can instead simply press two, three or possibly four keys and have the program do it for you

Chapter 3: Lots of Layers

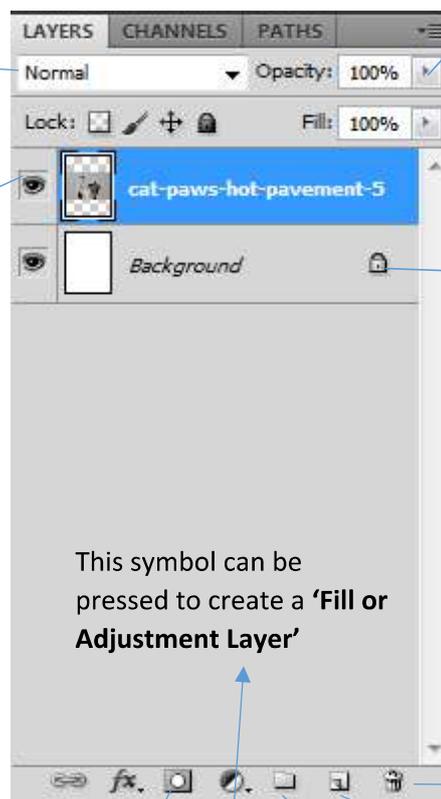
The Basics of Layers

When working on a project, there will be one thing that you will always have an abundance of: layers. Layers make up every little aspect of your project since each layer contains a part of what you are making. For example, using Photoshop can almost be like looking at an onion because the more layers that you peel away then the smaller and barer the original piece becomes. When beginning a project, you will always start with a **'Background'** layer. You will find your layers on the right hand side of your page (unless moved otherwise) and below is a basic rundown of what each individual bit means:

This is the **'Filter'** drop down menu and you use to filter your layer to blend a certain way. This is used mainly when editing a layer to either clip to the one below it or when you need certain colours removed (like using a green screen)

This is the **'Opacity'** drop down menu and you use this to determine how visible you would like your layer. The lower the percentage, the less of the picture you can see.

This is the **'Fill'** drop down menu and this is a lot like the opacity setting so it should be used as such



This eyeball symbol symbolises that the layer is **'Visible'** and therefore the layer can be seen within the work area/project. If you click on the eyeball it then makes the layer **'Invisible'** which means it cannot be seen within the workspace which is useful for when you are checking individual layers for any errors

This padlock symbol symbolises that the layer is **'Locked'** and therefore cannot be adjusted. You can unlock a layer by double clicking on the padlock

This symbol can be pressed to create a **'Fill or Adjustment Layer'**

This garbage can symbol can be pressed to **'Delete'** a layer. When pressed you will be prompted whether you want to delete your layer or not

This chain symbol can be pressed to **'Link Layers'** together

This FX symbol can be pressed to add a **'Layer Style'**

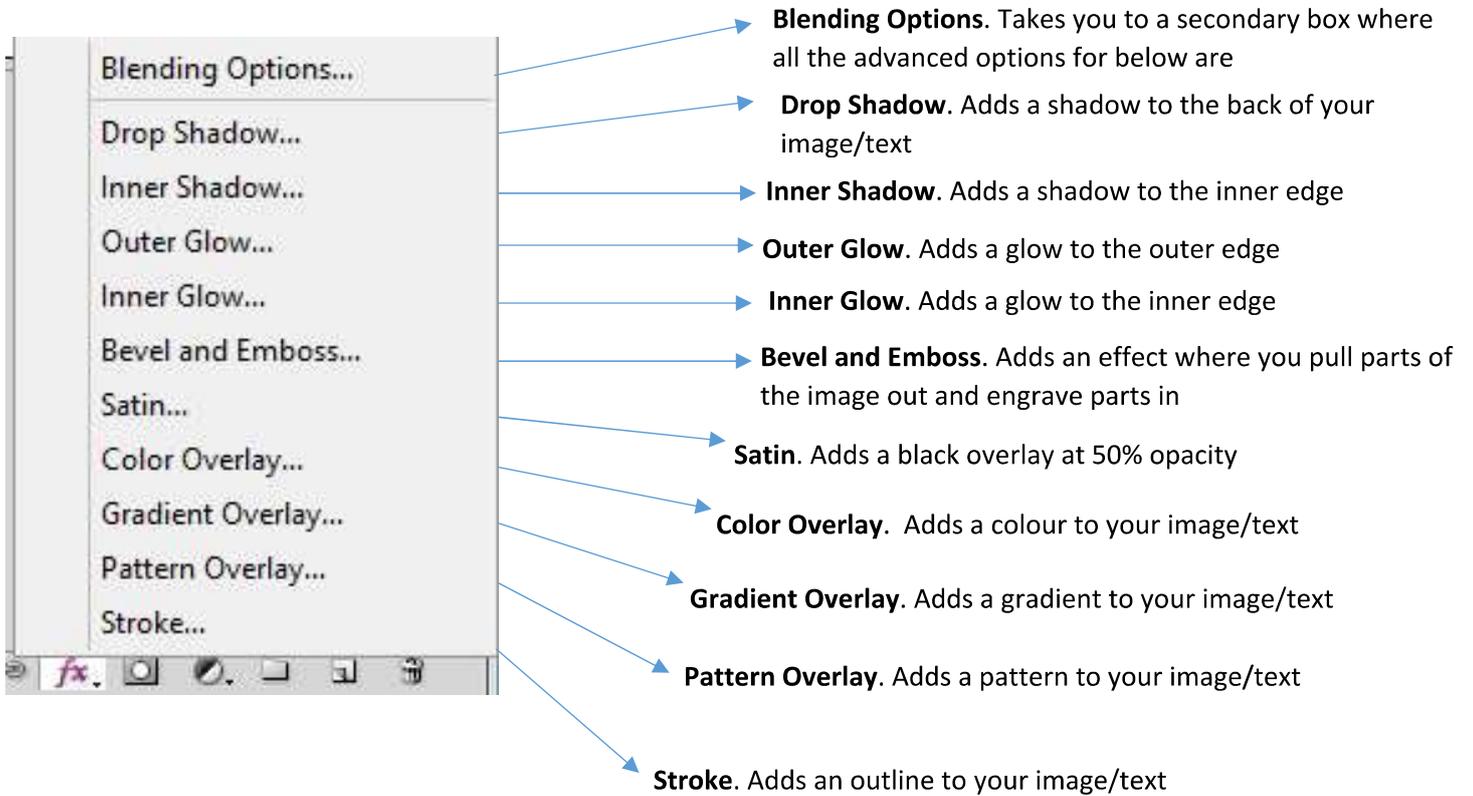
This symbol can be pressed to create a **Vector mask**

This folder symbol can be pressed to create a **'Group'** for your layers

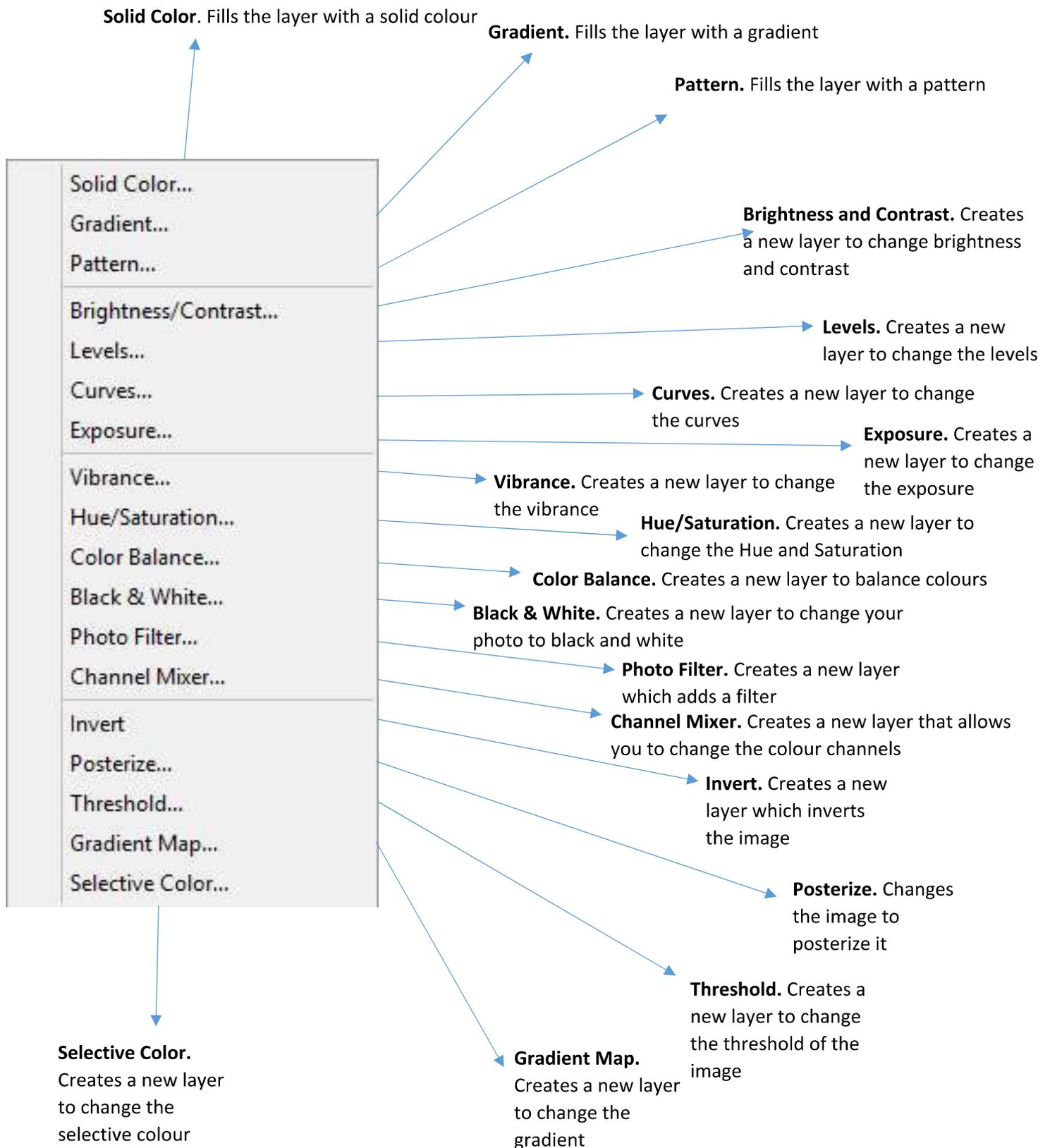
This symbol can be pressed to create a **new layer**

Editing the style of layers

Now to move onto the more intricate bits that were not properly covered within the basic understanding of layers section. Each layer can be edited with things such as filters and adjustments that you can manipulate your image to what you need it to be. We will start with the layer styles:



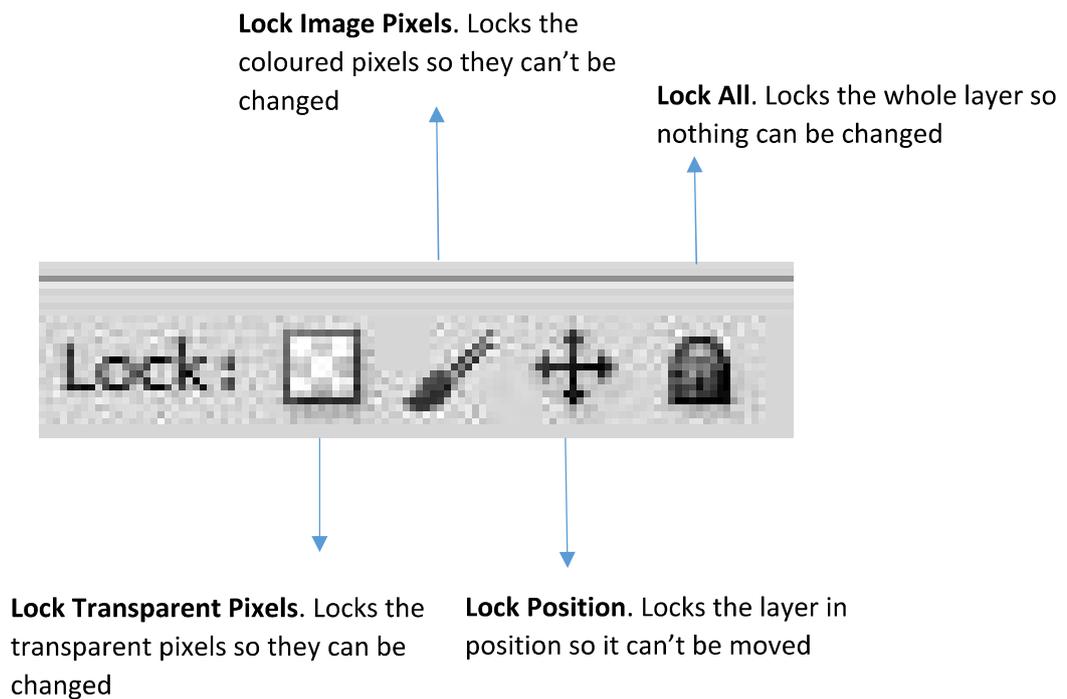
Next up are the fill and adjustment layers. These options will add an effect to your layer to edit the image style and look. These are especially useful for when you need to heavily alter the look of an image whether it be through adding patterns and gradients or changing the lighting and the colours. Below is the menu you will be met with:



All these add a layer but in reality they are the same as adding it normally, just in this case you will be met with a box above the layer section where you can adjust the settings to what you see fit. The box will most likely to just be drop down menus or possibly sliders which you can use to adjust the settings but overall it is very simple to use and get used to.

Changing the type of layer

Now we have covered what layers you have we can move onto changing the type of layer that can be used. Below are the four *lock* options at the top of the layer section that can change your layers:



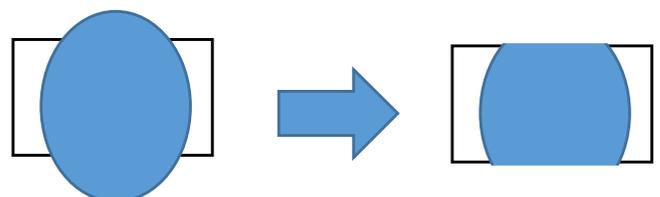
Those can lock certain aspects of a layer to stop it from being changed. The next two options are major changes that can happen to your layer:

RASTERIZE LAYER

Turns a 'Smart Object' (essentially a locked layer) into a rasterized layer, which means you can then edit the object however you desire

CLIPPING MASK

Clips two layers together to form one image. Can layer images on top of each other. Example:



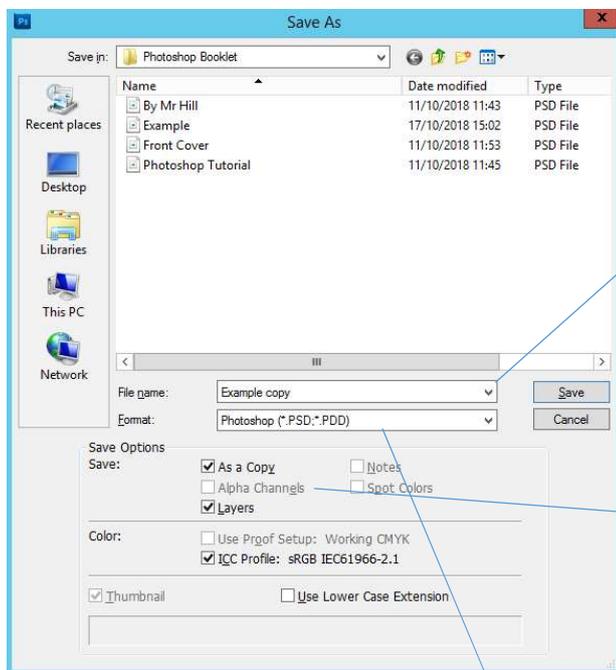
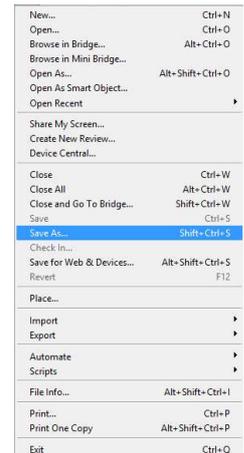
Chapter 4: Finalising Your Image

Getting it exported

Imagine this: You have just spent a lot of time finely creating this project you are working on and you realise it is now all finished and there is nothing more you can do, now is the time to export your picture. Exporting your file is saving your file in a way that you can share with others because in all honesty that is the main reason to make anything on Photoshop, to use it and present what you have made.

First, you must save your work before you export in case anything wrong were to happen. The file itself will be saved as a **‘.PSD’** file, which means that it has been saved as a Photoshop file so when you open it all your components and layers that you have used will remain the way you left them. Then once it is saved you will want to go to the **‘File’** drop down menu and scroll down to where it says **‘Save As...’** and click on it (Or alternatively you can use your **Save As** shortcut which you learned in Chapter 2).

You will see a pop up box where you can choose the settings that you want your project to be saved as. Below is a rundown of what the box will look like and what certain areas mean:



File Name: This is where you can rename your project to whatever you want to call it

Save Options: This is where you can select options for your file. For instance, if you did not want layers saved then you would untick the layers option (although this is not recommended)

Format: This is where you can change the format of your image. This determines what type of file your image will be saved as so you will have to choose one which is the most useful to you

Difference in Formats

When it comes to saving your project, there are varieties of formats that you can decide from but the issue is not choosing the format, it is understanding what each one does and why they are different. Below is a list of all the file types you will be met with:

```
Photoshop (*.PSD;*.PDD)
Large Document Format (*.PSB)
BMP (*.BMP;*.RLE;*.DIB)
CompuServe GIF (*.GIF)
Dicom (*.DCM;*.DC3;*.DIC)
Photoshop EPS (*.EPS)
Photoshop DCS 1.0 (*.EPS)
Photoshop DCS 2.0 (*.EPS)
IFF Format (*.IFF;*.TDI)
JPEG (*.JPG;*.JPEG;*.JPE)
JPEG 2000 (*.JPF;*.JPX;*.JP2;*.J2C;*.J2K;*.JPC)
PCX (*.PCX)
Photoshop PDF (*.PDF;*.PDP)
Photoshop Raw (*.RAW)
Pixar (*.PIR)
PNG (*.PNG)
Portable Bit Map (*.PBM;*.PGM;*.PPM;*.PNM;*.PFM;*.PAM)
Scitex CT (*.SCT)
Targa (*.TGA;*.VDA;*.ICB;*.VST)
TIFF (*.TIF;*.TIFF)
```

Those are all of the individual options you will be met with but below are the more relevant and useful options which you will be using for your project:

- **.BMP** – Bitmap. This format is used to store bitmap images instead of rasterized images
- **.GIF** – GIF images. These are animated graphics and the second most used format behind JPEGs. This format is used to store images as animated images so you can turn a selection of different images into a small, looping video
- **.JPG** – JPEG images. This is the main format used throughout all images as it is the default format of digital cameras and it allows for different sizes of compression that can adjust the image quality to how you see fit.
- **.PDF** – PDF images/files. This format is used to store files with the same elements as a document except it is saved through electronic images which can be sent easier
- **.PNG** – Portable Network Graphic images. Mainly used for storing web images, if you save an image with a transparent background as a PNG file then the background will remain blank, in comparison to a JPG where it would then turn white.
- **.PSB** – Large Document Format. This format is used the same way as a Photoshop file however this is used when you have a much larger image size (normally 30,000 X 30,000 pixels)
- **.PSD** – Photoshop. This is the format which you use to save all of your work normally so you can return at a later time to work on

One piece of advice to always follow is to save your work as you are going and especially before you export your work, as the image might not come out the way you intended it to. In addition, make sure you save it in the right format for what you are going to display the work on because not all formats can be supported by all programs so double check before saving.

Glossary/Key Terms

Here is a list of all the key terms that have been used throughout this booklet and some others that may possibly have not come up but will be useful:

- **Area** – Your workspace
- **Brightness** – How bright parts of an image can be
- **Clipping Mask** – Clipping two masks together to overlay them
- **Compression** – Reduce the quality of the image to save on file size
- **Crop** – Trims out parts of an image that you will not want
- **Desaturation** – Makes colours more muted and moves them towards black and white
- **Drop down menu** – Menu containing multiple options
- **Dimensions** – Measurements/size of an image/layer
- **Export** – Save an image for use outside of Photoshop
- **Exposure** – Amount of light in which an image was taken or is currently in
- **Filter** – Ways to alter the look of an image
- **Gradient** – A smooth transition between multiple colours
- **Import** – Adding images to your workspace
- **Invert/Negative** – Reverse the colours of the image/layer
- **Layers** – Different aspects of your project
- **Opacity** – How see through the layer/image can be
- **Overexposed** – Image is too light/bright
- **Rasterize** – Converts vector images into bitmap so they can be edited
- **Resize** – Change the dimensions of an image, canvas or window
- **Saturation** – Makes colours more vivid and sharp
- **Select/Deselect** – Selecting certain parts of a layer/image
- **Sepia** – An old style tone which uses warm shades of brown
- **Shortcut** – Keyboard inputs used to do tasks quicker
- **Skew** – A horizontal or vertical slant which can be applied to images
- **Tool** – Feature used to edit your project
- **Transform** – Changes the shape in any way (Scale, shrink, enlarge, skew etc.)
- **Transparent** – No colour/pixels in that area
- **Underexposed** – Image too dark
- **Vignette** – Reduction of an image's edges to highlight the centre of the image
- **Warp** – To distort an image to a variety of shapes
- **Zoom** – Changes the view of an image