

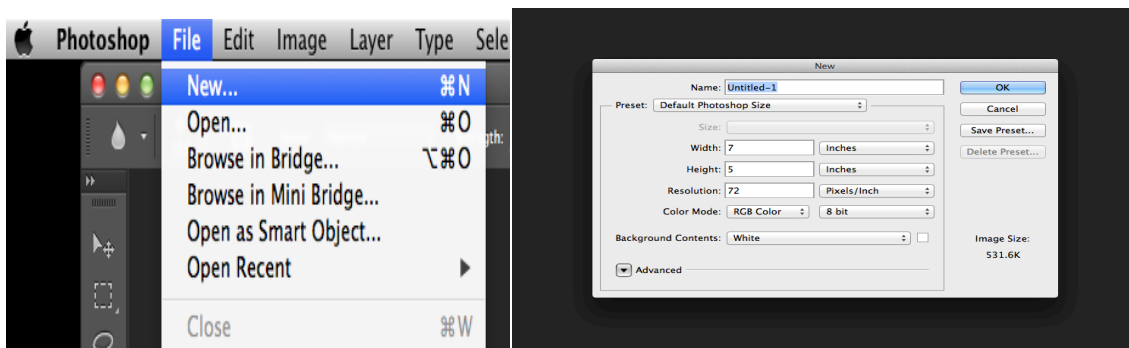


The How-To Guide for Photoshop Basics

Step 1: Creating a document

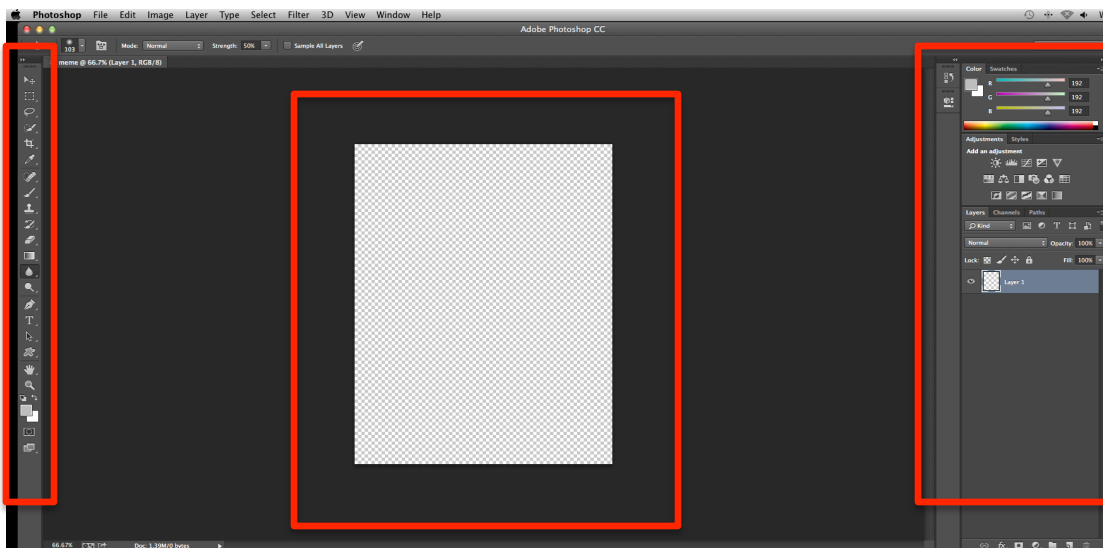
Go to the Applications folder on the dock (the icon bar at the bottom of your screen), click once on the Photoshop [Ps] folder and then once on the Photoshop icon. A bouncing icon means the program is loading, so be patient.

To create a new document, go to File → New...



Name your document and select your document's width, height, and resolution.

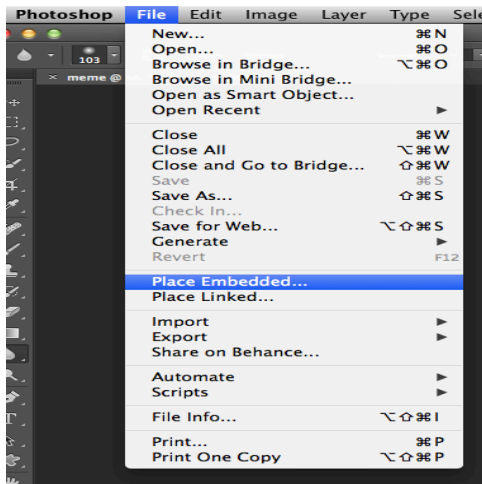
For this example, let's set our document to be the size of a piece of typing paper: 8.5 in. W x 11 in. H. We'll set our resolution to 300 pixels/inch and we'll change our Background Contents to "Transparent" from the dropdown menu. Then, click "OK." Your screen should look like this now (minus the red boxes):



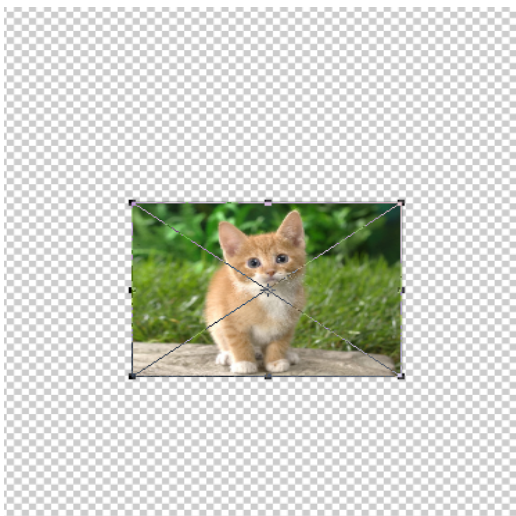
The square in the middle is your working document. To the left, you have your tool bar, and to the right you have your panel.

Step 2: Importing and placing an image

Now that you have your document set up, you can import an image. If you search for an image on Google, click on the one you want, then click on “View image,” which will open the image in its own window. Then, you can right-click and select “Save Image As...” Now, name your image and select “Desktop” from the “Where” dropdown menu. Click Save. Once you have your image saved to the desktop, go back to Photoshop and to File → Place Embedded...



Once you select your photo and click “Place,” your image will appear on your document. You can move the image around by clicking and dragging it. You also can resize the image by clicking on the black marks around the image. The criss-cross lines mean that you haven’t officially placed the image yet (so it might look blurry), so once you have the image how you like it press the “return” key on your keyboard to place it.

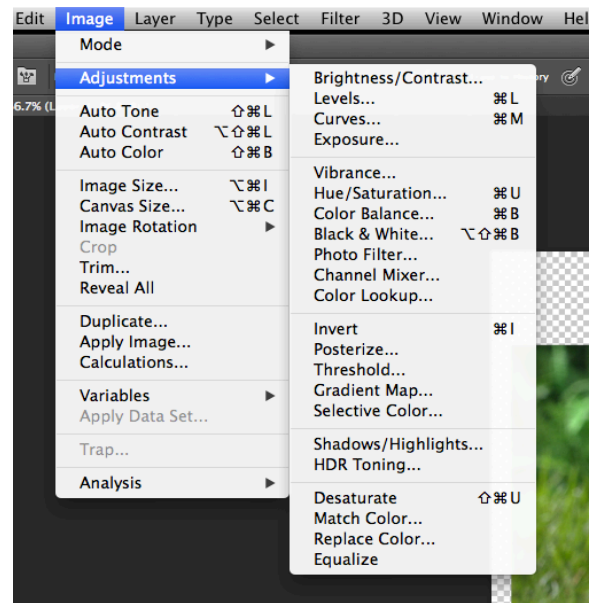
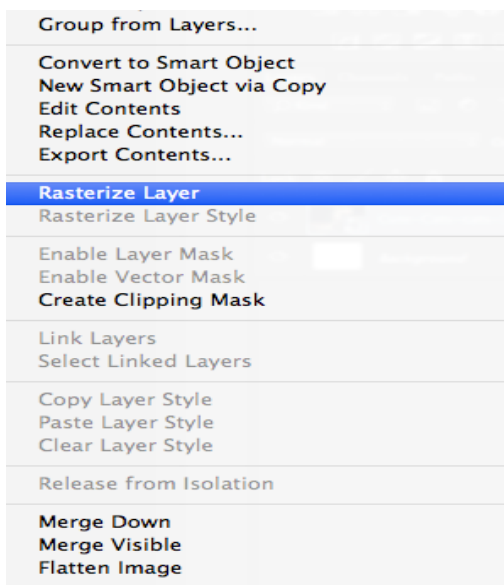


Step 3: Editing your image

There are a lot of ways you can edit your image. While we can't cover everything here, we will go through a couple basics.

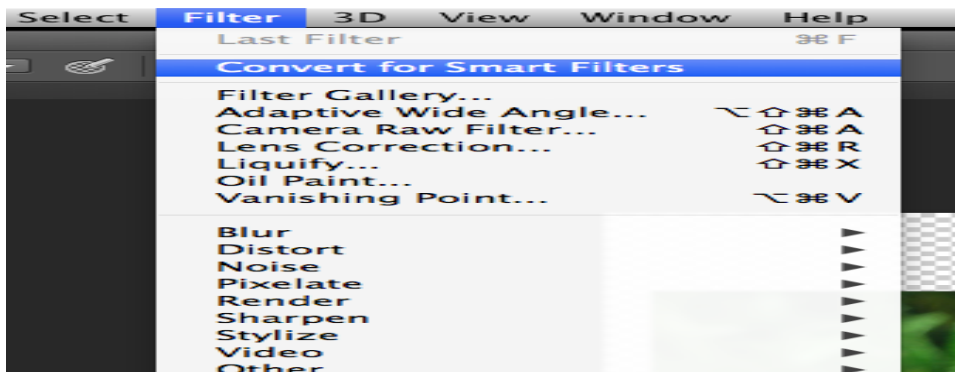
Image adjustments

If you like everything as it is on your image and just want to adjust colors, first go to your Layer panel (see Glossary: Panel) and right click on the layer that is your image. From the menu that opens, click on “Rasterize Layer,” which will prepare your image to be edited. Then, go to Image → Adjustments. From here you can select from a variety of adjustments to enhance or alter your image.



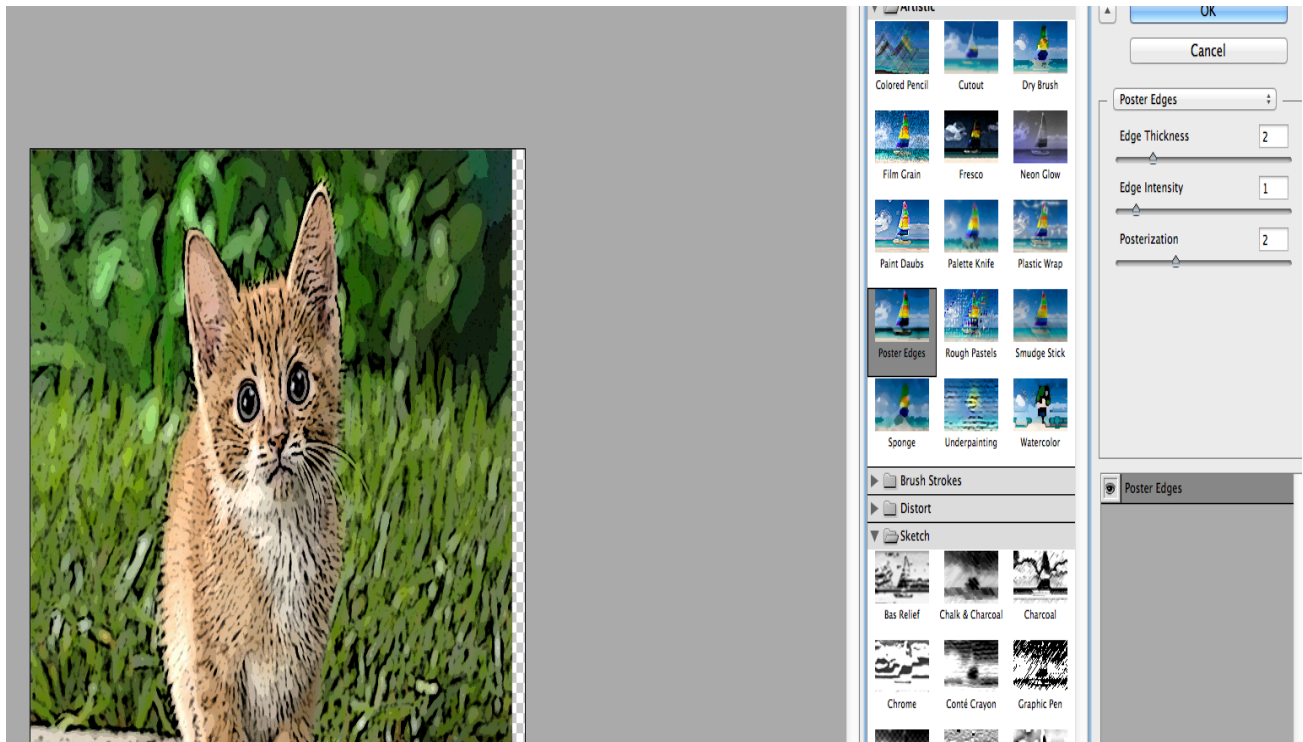
Filters

If you want to get creative with how your image looks, filters might be a good option. Essentially, filters create a screen of sorts that is applied over your image. Go to Filter → Convert to Smart Filters and then click “OK” to prepare your image.



Now you can select “Filter Gallery...” from the Filter dropdown menu. There are many filters to choose from, and each one can be further adjusted by using the specific filter panel that will appear once that filter is selected.

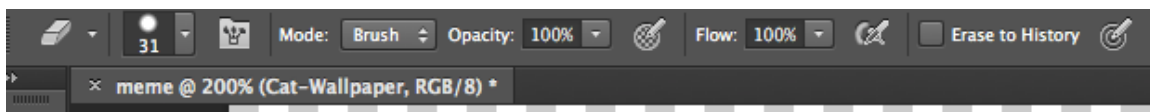
As an example, let’s apply a filter by selecting Artistic → Poster Edges from the Filter Gallery. Once we select “OK” from the panel, this is the result:



Removing background

If you really like something that’s in the foreground of the image, but you don’t want the background you can remove the background and keep what you like by using the Eraser tool (see Glossary: Tools).

There are three different eraser tools. If your foreground and background have highly contrasting colors, try using the Magic Eraser tool; this can be selected by clicking on and holding down the arrow in the bottom-right corner of the Eraser tool box. Once you’ve selected this tool, simply click on the background that you want to erase. (If a pop-up box appears that says you need to rasterize the image again, just click “OK”). As you click on your image, you’ll see the background begin to disappear and either the transparent (checkered) or white background appear where you’ve clicked. You can adjust the size and shape of the Eraser by using the horizontal toolbar at the top of your document.



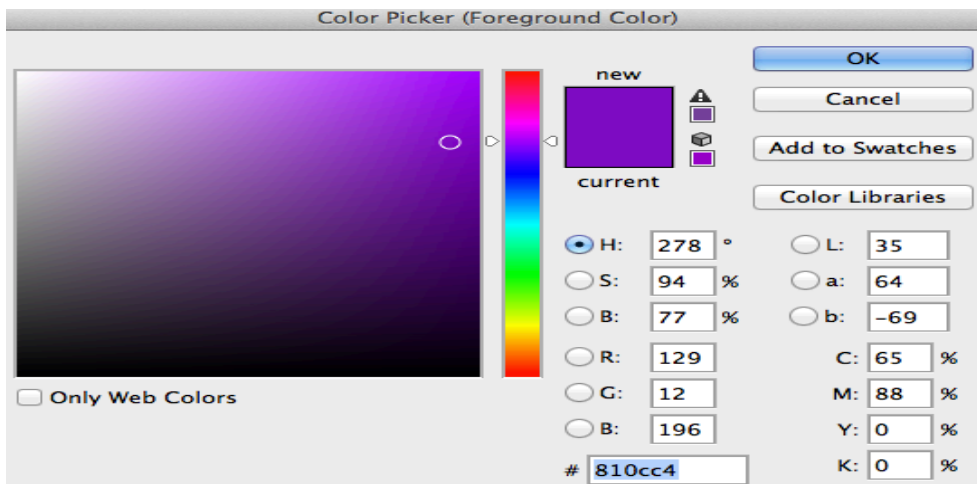
Once you've removed most of the background with the Magic Eraser tool, you can select the Eraser tool to finish up. Click and drag the Eraser tool like you're wiping clean a chalkboard, and you'll see the little bits and pieces of background left behind disappear.




Step 4: Adding color and text

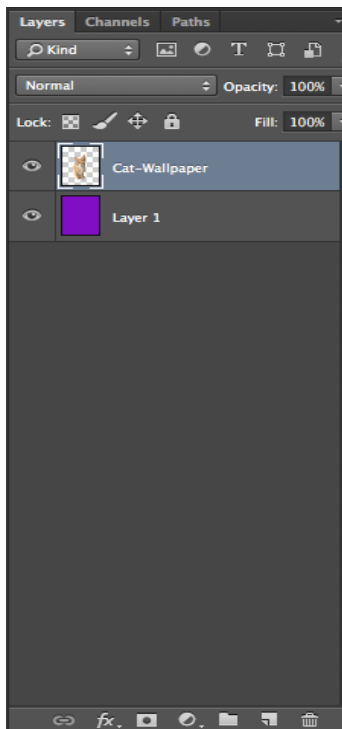
Now that you have just your foreground image, you might want to add a color background. To do this, first you need to create a new layer from the layer panel to the right of your document (see Glossary: Panels). With your new layer selected, you can use the Foreground/Background Color tool and Paint Bucket tool (see Glossary: Tools) to add a color.

To choose a color double-click the foreground box (yes, this seems counter-intuitive) in the Foreground/Background Color tool, and a Color Picker panel will appear.

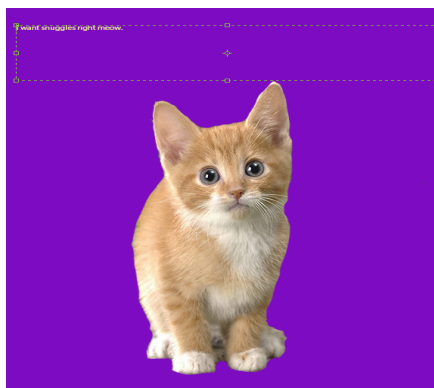


You can either move the cursor around or type in a specific color code number. Once you've selected your color, click OK. Make sure your Paint Bucket tool is selected (if you don't see it, look for the Gradient tool icon , click on and hold down the arrow in the bottom-right corner, and then select Paint Bucket) and then click on your document.

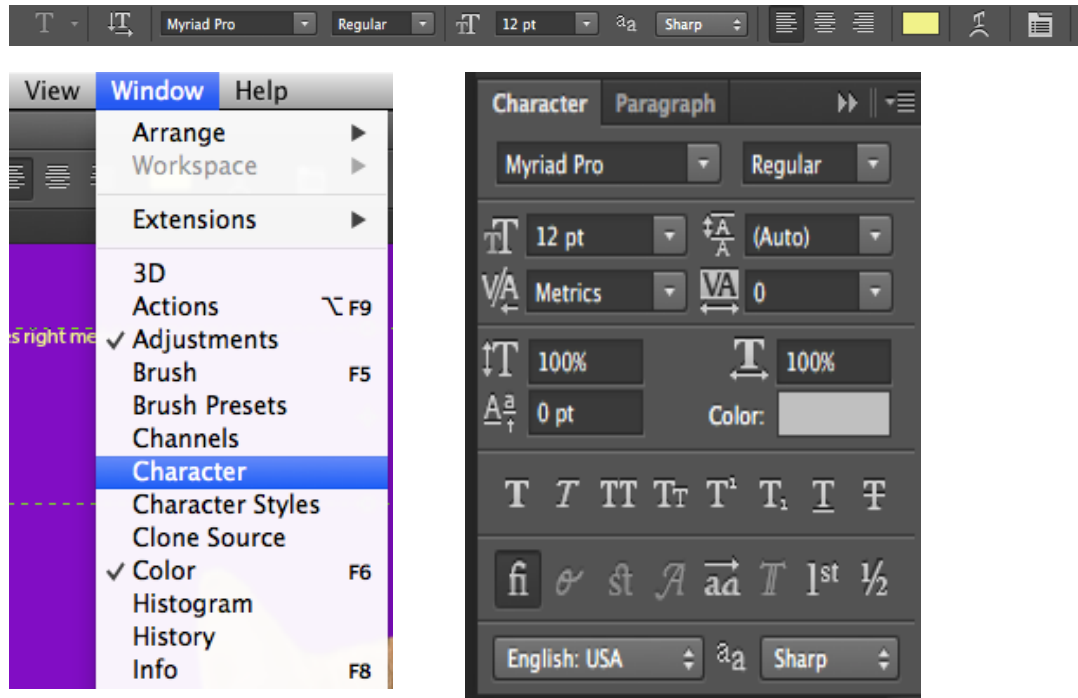
You'll notice that all you see is the color and not the image. That's because your color layer is on top of your image layer. To make your image visible, go to the Layers panel, click on your image layer and drag it above your color layer. Your image will now appear!



Now you're ready to add text. Again, you need to create a new layer. Once you've done that click on the Text tool (see Glossary: Tools), and then click and drag on your document to create a text box. Click inside the text box and type in something. Likely, you won't be able to see the text because it's the same color as your background. Follow the steps that you completed to create the background color, and you'll be able to change your text color. For this example, let's choose a shade of yellow for our font.



To change the font family, style, and size, you'll need to use either the toolbar across the top of your document or the Character panel (see Glossary: Panels). The Character panel has more options, so it's recommended you work from there.



For this example, let's choose Marker Felt from the Font Family dropdown menu, 48 pt. from the size dropdown menu. Now, we should have this:

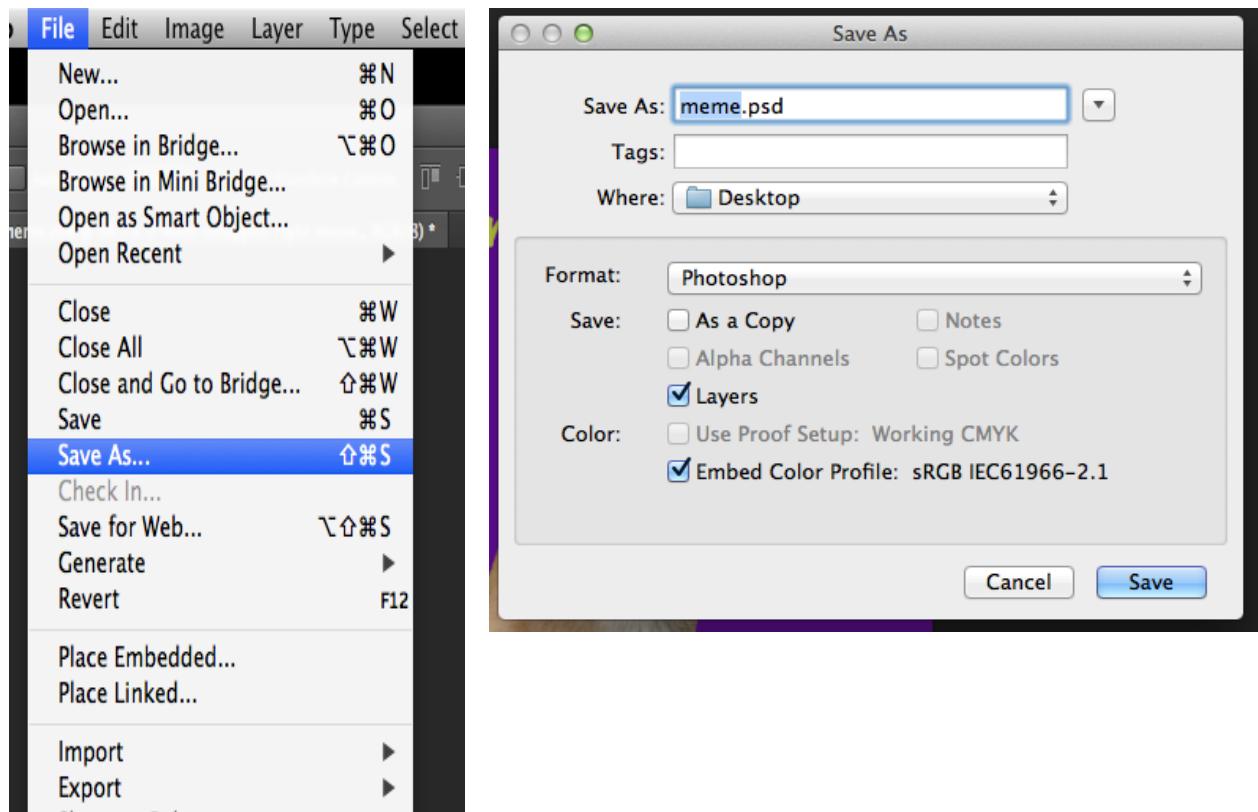


Keep in mind that you can add more images and more text by repeating the above steps. Just keep in mind your layers, and always create a new layer for each element you add. That way you can move your layers around to more easily create a final product that you want.

Step 5: Saving and exporting

Like any other project you work on, you want to save frequently. The standard file format for Photoshop is .psd (Photoshop document). Saving as this file allows you to return to your project later and continue working. You should *always* save a version of your project as .psd.

To save as a .psd, go to File → Save As... and make sure the Format dropdown menu has Photoshop selected. You can choose the location to save your document by using the Where dropdown menu. When you're ready, click Save.

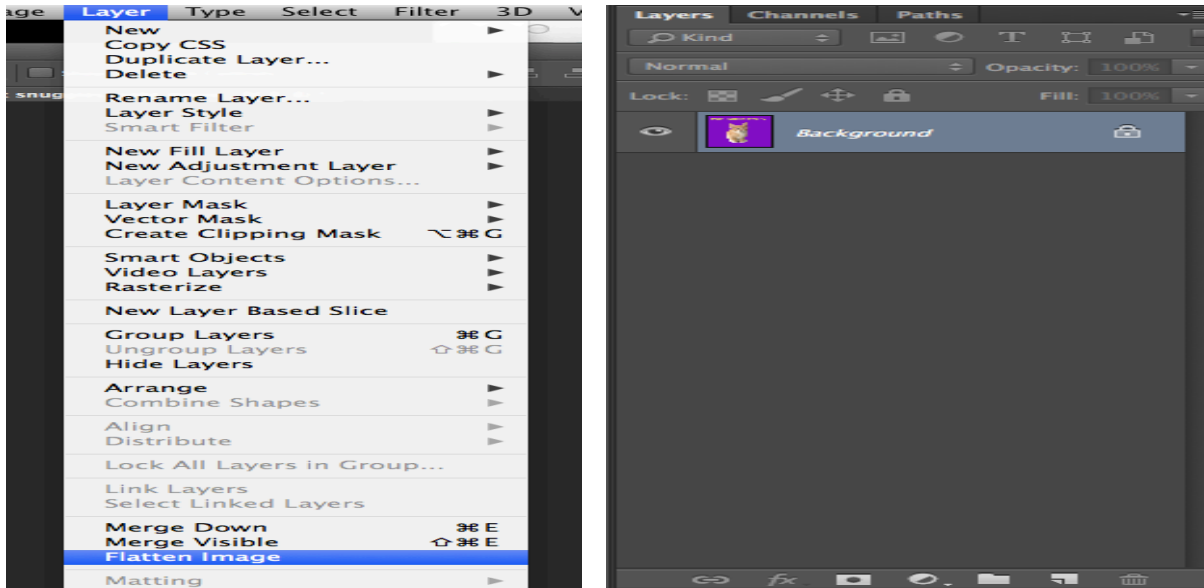


If you've finished your project and want to save it as a document that can be easily shared, printed, or posted somewhere you'll want to convert your project to .pdf or .jpeg.

To save as a .pdf or .jpeg, first you will need to flatten your image. Flattening your image means that Photoshop compresses all your layers together into one

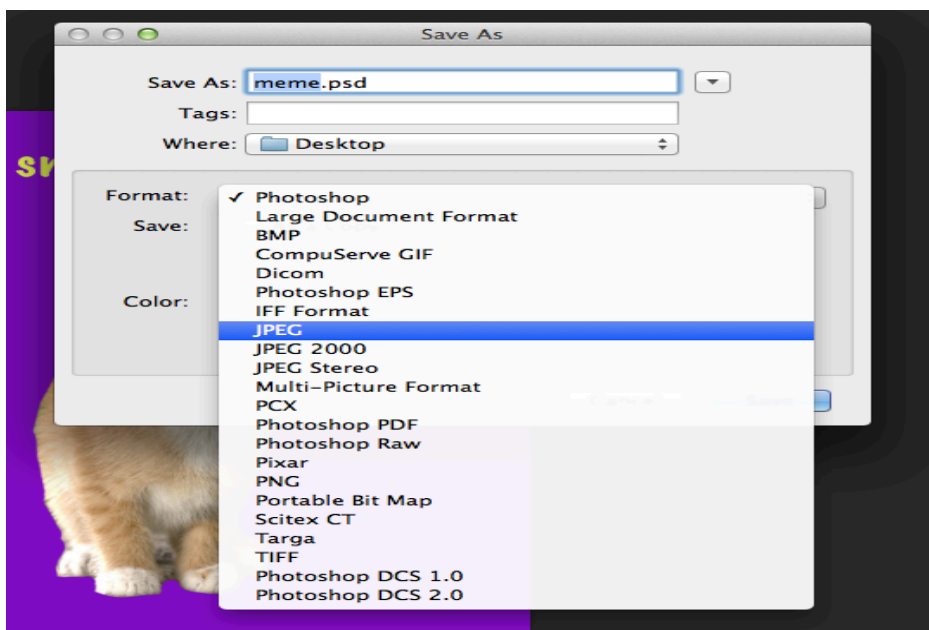
layer, which makes printing and downloading the file easier because it creates a smaller file.

Go to Layer → Flatten Image. Once you've flattened your image you'll notice that your layers condense to one layer titled "Background" in the Layer panel.



You now can save your project as a .pdf or .jpeg. Again, go to File → Save As ... but this time select either "JPEG" or "Photoshop PDF" from the Format dropdown menu. Choose your save location and click "Save."

Congratulations! You now have a document that can be opened from almost any computer!



Glossary: Tools



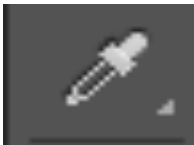
Move: This tool allows you to move elements on the selected layer. You can move using the mouse or the arrow keys.



Paint Bucket: This tool allows you to fill a layer (or shape) with a color you choose. By clicking on the arrow in the bottom right corner, you have additional tools available, such as the gradient tool.



Foreground/Background Color: This tool allows you to switch between foreground and background colors or fill and outline colors for text. The box on top is the foreground color. Double-clicking the boxes brings up the color pallet for you to select from.



Eye Dropper: This tool allows you to select a color from an image and apply it elsewhere. Using this tool is helpful when you want to match a font color to a color you like within a photo.

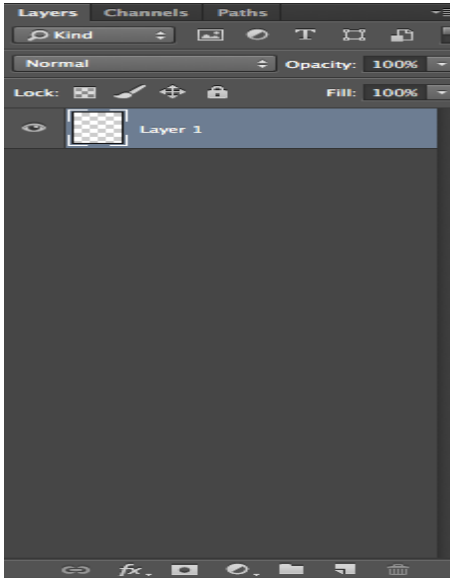


Text: This tool allows you to add text to your document. You can change font, size, spacing, etc. by going to Window → Character and using the panel that opens to the right of your document.

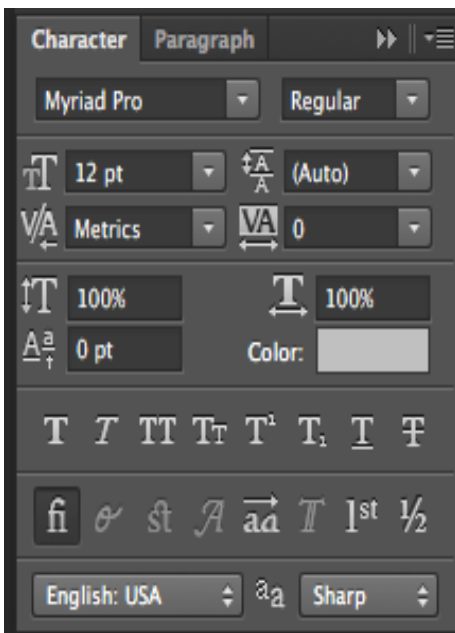


Eraser: This tool allows you to remove unwanted parts of an image by simply clicking and dragging to erase them. By clicking on the arrow in the bottom right corner, you have additional tools available, such as the background eraser and magic eraser.

Glossary: Panels



Layers: This panel is perhaps the most important aspect in Photoshop. Layers allow you to “stack” text, images, etc. so that there is dimension to your project. To move layers within the panel simply click and drag them. The layer at the top of the panel is the layer on top of the “stack” of your document. You can add new layers by clicking the page icon at the bottom, and delete layers by clicking the trash can icon. You also can adjust the opacity of your layers by using the Opacity dropdown at the top right of the panel. Opacity refers to how much of the image you can see – and ranges from 100% (fully visible) to 0% (no visibility). It’s best to name your layers according to what’s on them. To name a layer, double-click where it says “Layer 1” and type in a new name.



Character: This panel is for your text. The first two dropdowns allow you to change the font family and font style. The four dropdowns below them allow you to, from top left:

- change the font size
- change the leading (spacing between rows of text)
- change the kerning (spacing between characters in a word)
- change the tracking (spacing between words)

There is also a color menu in this panel where you can change the color of your text.