

# USING ADOBE PHOTOSHOP



Photoshop is a powerful and fun program for manipulating photos or other images and for creating new ones. Below are some of the basic things you can do with Photoshop, but to really get a sense of the possibilities it offers, you'll need to spend some time experimenting and exploring its many options. Keep in mind that there are almost always multiple ways to do the same thing.

## A Word about File Types

Photoshop has the ability to save files in a variety of formats and for a variety of purposes. Think about where you plan to use this image before selecting the file type:

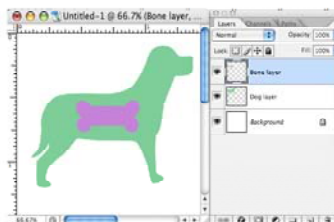
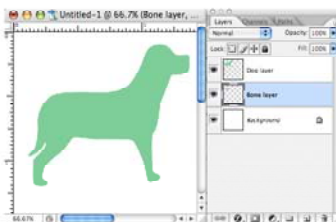
- **.psd** Photoshop's native format. These files are big, but they are your authoring files and this format preserves your ability to edit layers. **Always save a copy of your work as .psd file so that you can make changes later on.**
- **.gif** A highly compressed (meaning it makes small files) format used for the Web. You will only have 256 colors and 72 ppi (pixels per inch) available and this may effect the quality of your image. It's used mostly with images that have large areas of flat colors.
- **.jpg** A less compressed format used mostly for photographs on the Web. You will have thousands of colors available, but your images sizes will be larger than .gifs.
- **.eps, .tiff, or .pict** Use these formats if you plan to use your images in print (such as a newsletter or flyer). These offer better quality (though larger file sizes) because their resolution (the number of pixels per inch) can be set higher.

## Layers

Layers allow you to keep individual elements (such as text) in your images separate so that changes you make to these don't effect the rest of the image. You can think of Layers in Photoshop as a series of acetate sheets stacked upon one another. The layers that are on "top" can block out what is below them if they are big enough.

In the example on the left below, the layer containing the purple bone is below the layer containing the green dog in the stacking order so you can't see it. On the right, the bone layer has been moved up in the stacking order and is now above the dog layer, so it is visible.

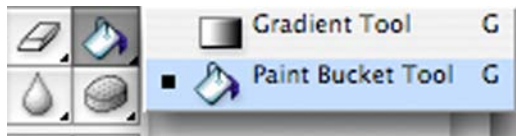
Any time you add a new element to your images, it is best to create a new layer first (you can do this by going to Layer>New>Layer). This allows you to make changes to each individual element rather than to the whole image. It is always a good idea to save a copy of your image in the PhotoShop file format (.psd) so that you will be able to keep these layers editable.



### Tool Palette

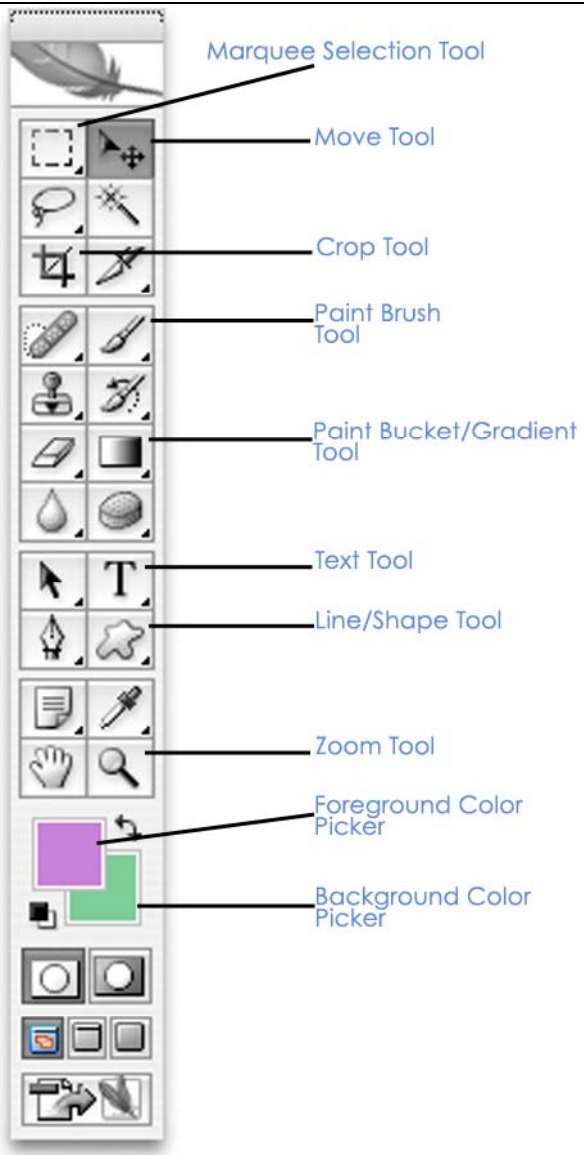
The tool palette, shown to the right, is where you select the tool you want to use for creating, editing, or manipulating graphic elements. The most commonly used tools are marked here, but you can always find the name of a tool by placing your mouse over a tool for a few seconds. A small pop-up tag will identify it.

Any tool in the palette that has a small black triangle in its bottom right corner

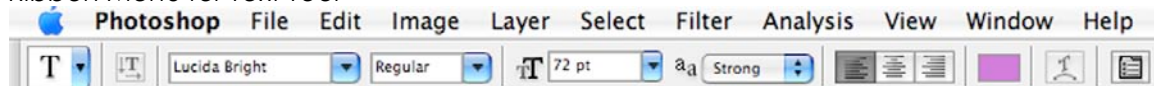


means that there are multiple tools available. To access these, click on the tool, hold the mouse button down, and then select the tool you want.

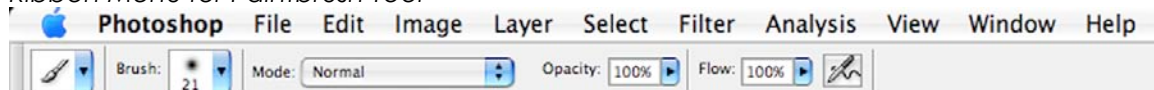
Lastly, keep in mind that when you select a tool the ribbon menu at the top of the screen changes. For example, when you select the Text Tool, the ribbon menu will offer options for changing the typeface, color, size, and alignment of text. When you select the paint brush tool, you will be able to choose the diameter of the paint brush, its mode, its level of opacity, and the pressure (flow) with which it is applied. Examples are shown below.



### Ribbon Menu for Text Tool



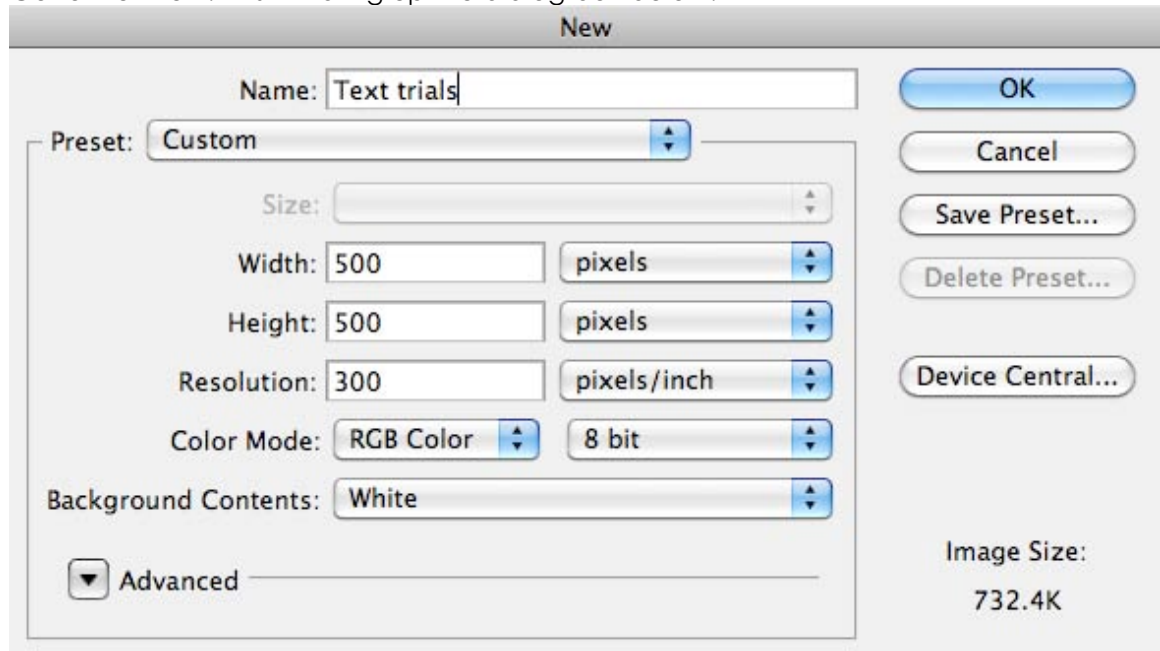
### Ribbon Menu for Paintbrush Tool



### Creating a New Image from Scratch



The possibilities for creating images are limited only by your imagination.

1. Go to File>New. This will bring up the dialog box below:



2. In this dialog box you can select your file dimensions (height and width), resolution (the number of pixels per inch), and background contents (color). The default background color is white, but you can also choose "background color" (whatever is currently selected in Photoshop) or "Transparent" which means that only the shapes of your individual image elements will be visible when exported and that other colors, such as a Web page's background, will be able to show through.
3. Press the "OK" button and you are ready to begin designing.

### Working with Text

1. With your new document open, select the type tool 
2. Select a typeface of your choosing from the ribbon menu at the top of the screen.
3. Click on your blank canvas and type a word.
4. When finished, click the check mark on the far right side of the ribbon menu to commit to the action you've just done (you'll do this for all additions and edits you make to your files).
5. You'll notice that a new layer containing your word has appeared in the layers menu. As long as that layer is selected (highlighted) and you still have the Text tool selected, you'll be able to make changes to the word you've just typed. Try clicking on the colored square in the ribbon menu to open the color picker (described in more detail below) to change the color of your text.
6. From the ribbon menu, you can also change the typeface, size, and alignment.
7. For more advanced changes to your text, click on the "Character" palette icon in the ribbon menu. 

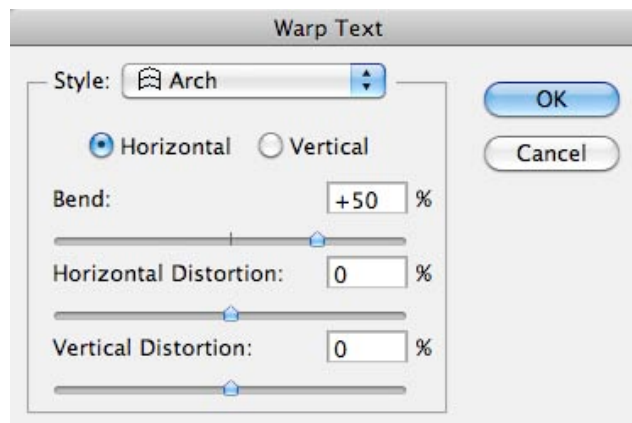
8. The Character (and Paragraph) palette allows you to adjust the kerning (space between two individual letters), tracking (spacing between all letters), leading (space between two lines of text), and other elements. There are also options for bolding, italicizing, creating small caps, sub- and super-scripting, underlining, and strikethroughs, as well as changing colors. The Paragraph palette (the second tab at the top) allows for changes to whole blocks of text, such as line spacing, spacing before and after paragraph breaks, and alignment.



9. Another option for making changes to text is to use the Warp Text tool. You can access this palette by clicking on the Warp Text icon in the ribbon menu.

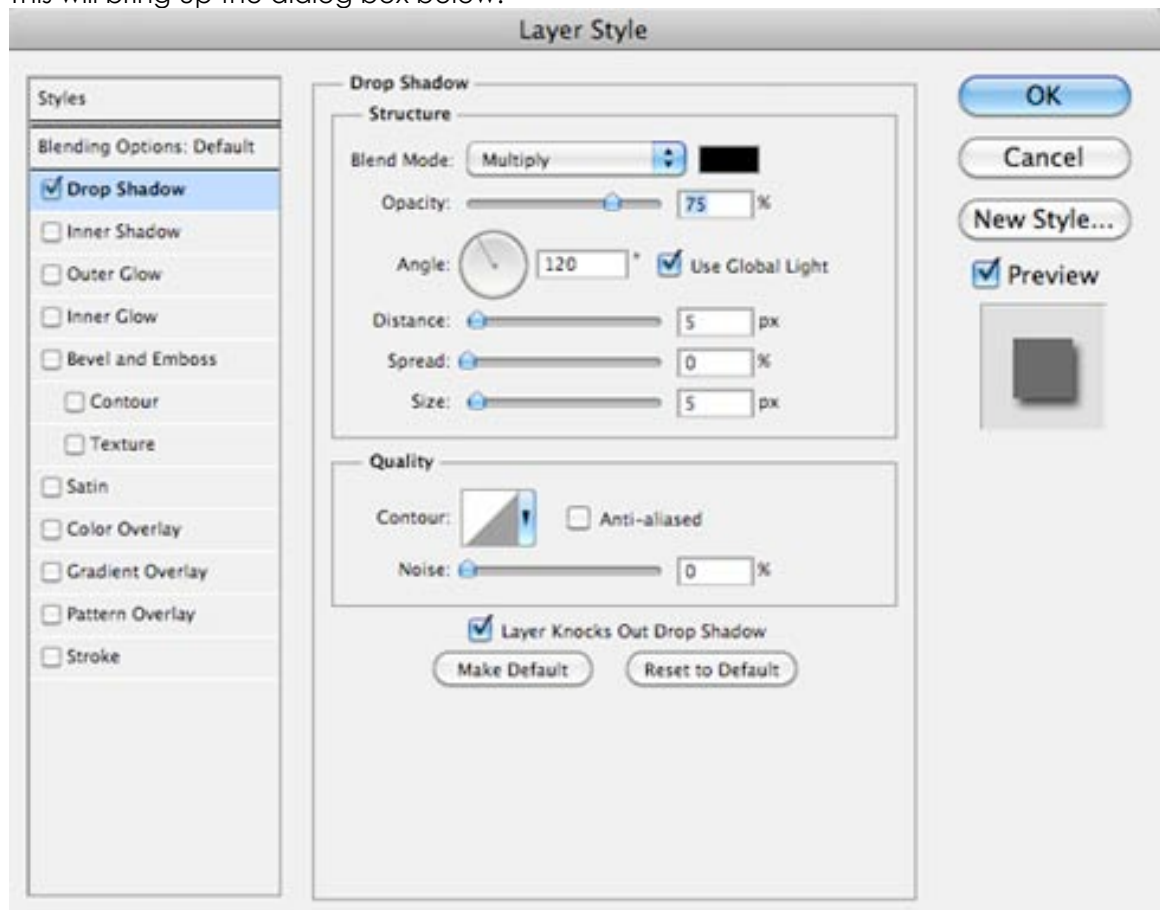


10. In the Warp Text dialog box, you can select a style from the dropdown menu and then use the sliders below to adjust how the effect is applied. Experiment to get your desired result.



11. A third option for editing your text is to use Layer Styles. This is another place where you can experiment and have lots of control over how the effect is applied.
12. To access this option, go to Layer>Layer Style>Drop Shadow (you can also access this dialog box by clicking on the "fx" icon at the bottom of the layers palette).

This will bring up the dialog box below.



13. In the Layer Style dialog box, select from a number of style options listed on the left hand side, such as inner shadow, outer glow, bevel and emboss, and more.
14. The options in the middle of the dialog box will change depending on what style you select. However, they generally give you options such as changing the angle from which the light casting the shadow comes, the distance that shadow is from your shape, how diffuse or opaque the light is, what color the shadow is and more.
15. You can add additional styles to your shape by selecting from the menu on the left side of the dialog box. When you are satisfied with your design, click OK.

### Selecting Colors

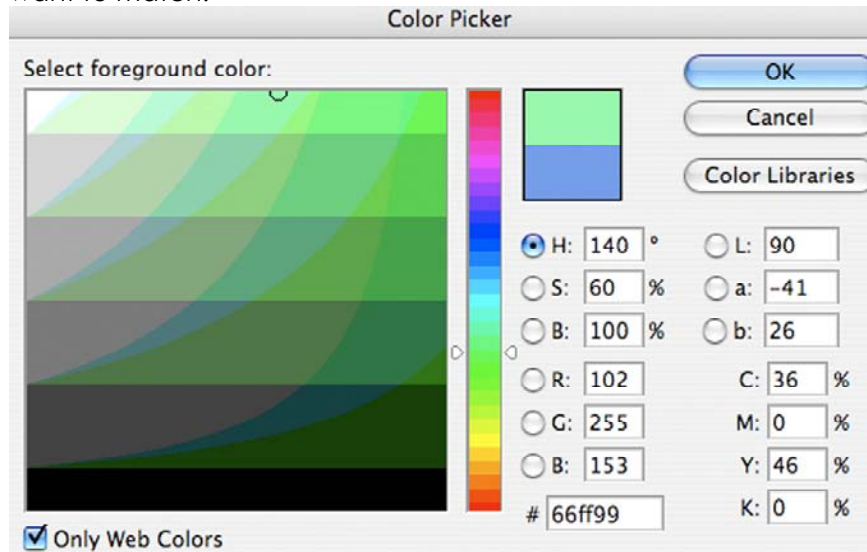
To select new colors to work with:

1. Double click on the "Foreground" color box near the bottom of the tool palette (this is the one in yellow in the sample to the right). This will bring up the Color Picker dialog box shown below.
2. You can click in the color field to the left to select a color by sight. Drag the sliders next to the rainbow bar of colors to get access to different ranges of color.
3. In the number boxes, you can enter a hexadecimal, RGB, or CMYK color values/codes (these are useful if you have to use a very specific color such as in a branding scheme or as part of a style you create for a consistent look across an



entire project. You can also set the values for Hue, Saturation, and Brightness manually, but unless you really know what you want and what these values mean, this is difficult. If the "Web Only" box in the lower left corner of the color picker palette is checked, your color options will be limited to 256. Unchecking this will give you access to millions of colors.

4. Lastly, if you want to match an existing color from your image, you can do this by moving the cursor over the image on your canvas. The cursor will turn into the eye dropper tool, allowing you to click and "soak up" a color in your image that you want to match.



### **Working with Existing Images**

Photoshop will allow you to open or import images in a variety of formats.

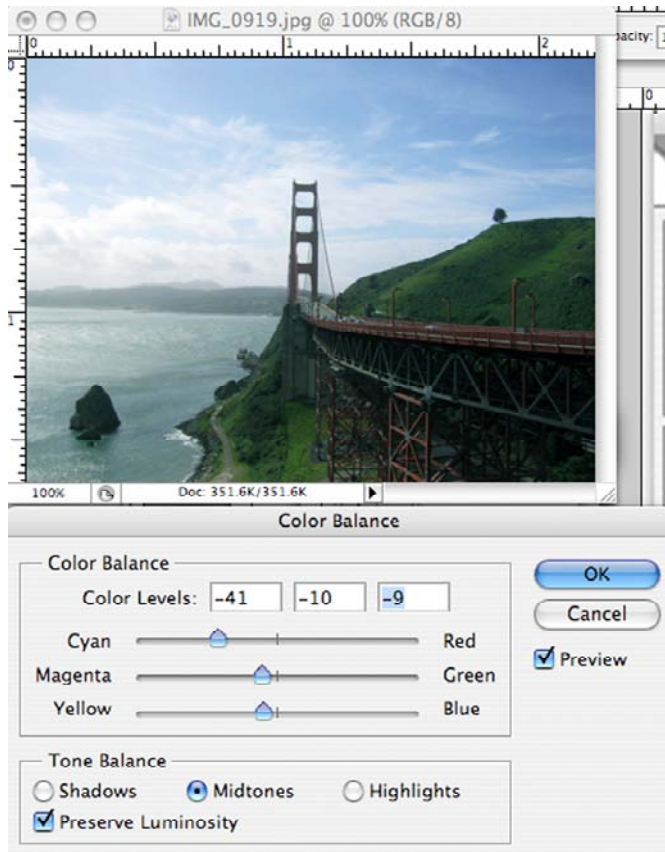
1. If you already have a digital image on your computer or flash drive, begin by going to the File menu and selecting Open. Locate your file using the dialog box.
2. Once you have your image opened in Photoshop, you can begin using the tools and filters to alter it.
3. Your image will come into Photoshop on a single layer (likely labeled "Background" in the Layers Palette).
4. You can add elements, such as text, to the top of this image, or you can manipulate that image as a whole, but you cannot select individual elements to edit (well, you can, but this is more complicated and we'll get to it later).

### **Altering/Manipulating Images in Photoshop**

1. You must click on the layer in the Layers Palette of the element you wish to work on in order to make it active (that is, to tell Photoshop which element you want access to).
2. Select a tool from the tool palette, such as the paint brush or text tool.



3. To use the paintbrush or many of the other tools, a set of options (such as brush size and intensity of paint) will appear at the top of the screen under the main menu bar (this is the ribbon menu).
4. If you are working with a photo, you can make a number of **adjustments to its color balance, brightness, contrast**, and other features. Go to Image>Adjustments and select one of the options on the menu. Many of these will give you a pop-up dialog box with sliders to control the degree of change. Dragging these sliders can dramatically alter your image, so watch how your photo changes.
5. Another option for altering your image is adjust its **opacity**. Select a layer in the Layer Palette. At the top of the palette there is a slider labeled opacity. Dragging this to the left, you'll notice your image getting lighter and more transparent. This can allow you to make watermarks and show content on lower layers.
6. You can change the **size, shape, or orientation** of the image (or any on an individual layer) by selecting the layer and going to Edit>Free Transform. By pushing, pulling, or turning the "handles" on the bounding box that will appear, you can change the shape. Hold down the shift key and drag from the corners to make changes while still constraining the proportions.



### Working with Filters

Filters can create some of the most interesting and unexpected image manipulations. Since the effect a filter has always differs in how it reacts to a particular image, you need to experiment with these. Most of the filters have dialog boxes with ways to further adjust the effect. To use these, select the layer to which you want to apply a filter. Then go to the Filter menu at the top of the screen and select one of the options. The photo to the right was manipulated using the Dry Brush filter to simulate that



artistic technique.

### **Further Information and Learning**

There is obviously much more that can be done using Photoshop. The best way to figure out its capabilities is to play and practice. Doing some of the web-based tutorial listed below can introduce you to new features. The print texts can offer support as you work to complete specific activities. The Design Center also has a number of books available for reference and consultants available for one-on-one help.

### **Web Resources**

Here are a variety of online tutorials, tips, and support resources:

- Adobe's Photoshop Support <http://www.adobe.com/support/photoshop/>
- Layers Magazine (tutorials) <http://layersmagazine.com/category/photoshop>
- Absolute Cross Tutorials <http://www.absolutecross.com/tutorials/photoshop>
- Photoshop UserTV <http://kelbytv.com/photoshopusertv/>
- PhotoshopSupport.com <http://www.photoshopsupport.com/photoshop-cs4/tutorials/photoshop-cs4-tutorials.html>
- WebDesign.org <http://www.webdesign.org/photoshop/photoshop-cs4-tutorials/page-1.html>
- Users have created hundreds of video tutorials on YouTube, making it an excellent resource.