

Beginning Photoshop

Part 1



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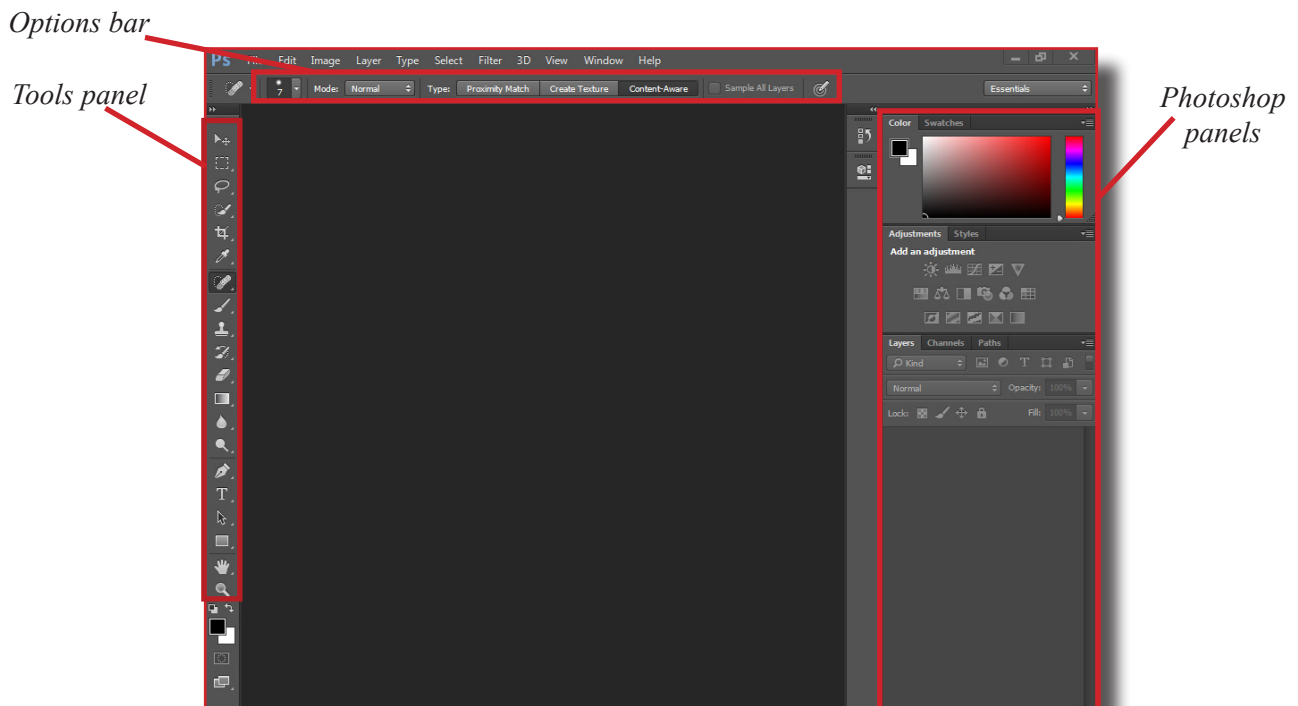
What is Photoshop?

Adobe Photoshop is a raster based image editing program published by Adobe Systems and is the industry standard in photo manipulation software. Professionals often use Photoshop to create posters and website mockups. Photoshop has many features and can help you:

- resize and crop images
- adjust color balance and contrast problems in an image
- remove image irregularities with the clone and healing tools
- edit the size and shape of layers
- create and edit vector shapes
- create and edit text layers

Photoshop User Interface

New users of Adobe programs are often overwhelmed by the numerous buttons, tools, and functions that are available. To avoid being overwhelmed, you will receive a brief overview of the Adobe Photoshop interface.



Tools panel: The Tools panel is where you can find all of the tools needed to edit images.


Options bar: The Options bar shows you the available options for the currently selected tool.

Photoshop panels: The Photoshop panels display adjustment options, image layers, and any other panels you want to anchor there.

Transform images


Editing images is an essential Photoshop skill and serves as a stepping stone for you to learn more advanced techniques. If you can resize and crop images, then you can solve many basic photo manipulation problems, which saves time.

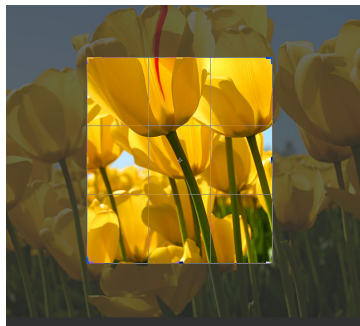
To resize images

1. On the **Image** menu, click **Image Size**. An **Image Size** dialog box will appear.
2. In the **Width** box, type a width. The **Height** box will adjust to maintain the width and height ratio. If you want to stop the height from automatically adjusting, click the chain icon  and then type a height.
3. When you are satisfied with the width and height of your image, click **Okay**.

You now know how to resize images, which allows you to adjust their width and height. Remember that making an image smaller or larger affects its final resolution.


To crop images to general dimensions

1. Click the **Crop Tool** . A dashed line will appear around the border of your image.
2. Hover your pointer over the border of the image, and then drag your mouse in the direction that you want to crop. Areas that will be cropped are shaded gray; areas that aren't gray will be preserved.



3. Once you are satisfied with your choice, release the mouse button. To further adjust your choice, drag the border of the rectangle until you are satisfied with its size.
4. Press Enter.

To crop images to specific dimensions

1. Click the **Crop Tool** . A dashed line will appear around the border of your image, and the Options bar will appear.
2. On the Options bar, click **W x H x Resolution**.




3. Type the width of your crop into the left text box, the height of your crop into the middle text box, and the resolution of your crop into the right text box.
4. To view a preview of your crop, press Enter.
5. To confirm your crop, press Enter again.

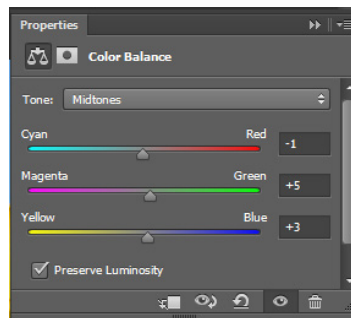
You now know how to crop an image, which allows you to emphasize a particular part of it. Remember that once you crop an image, the change is permanent.

Correct color issues

Many images can benefit from an adjustment in color or contrast. Adjusting the color or contrast enables you to emphasize or deemphasize different parts of an image. If you can make these adjustments, then you will enhance the quality of your images and the document you use them in.

To adjust image color balance

1. Under the **Adjustment** tab on the right side of the screen, click the **Color Balance** tool . A **Properties** dialog box will appear.

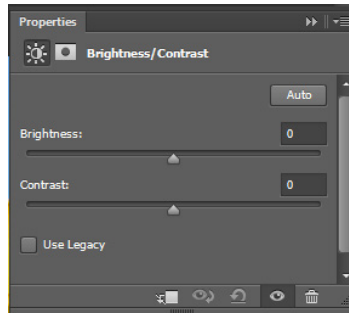


2. To emphasize a particular color, move the slider towards that color.

You are now able to correct any color issues an image may have. This is extremely useful because an image's color is one of the first things that a reader will notice when reading a document.

To adjust image contrast

1. Under the **Adjustment** tab on the right side of the screen, click on the **Brightness/Contrast** tool . A **Properties** dialog box will appear.



2. To adjust the brightness or contrast, move the slider to the left or right.

You are now able to change the brightness and contrast of an image. This allows you to adjust how bright or dark an image is, which increases your document's readability.

To convert an image to black and white

1. On the **Layer** menu, click **New Adjustment Layer**, and then click **Black & White**. A **New Layer** dialog box will appear.
2. In the **Name** box, type a name for the layer, and then click **Okay**. A **Properties** dialog box will appear.
3. In the **Properties** dialog box, move the sliders to the left or right to adjust the intensity of each color.

You now know how to convert an image to black and white, which is an advanced skill that is useful if you need a black and white image for a document.



Remove a distracting element


Some images require minor edits that can only be done with the Clone and Healing tools. These tools allow you to remove small distractions from an image so that the viewer doesn't notice them. When used together, the Clone and Healing tools effectively improve an image.



Before

After

To use the Clone tool

1. Click the **Clone Stamp Tool** .
2. Hold down Alt, and then click your desired source point. The source point is where the Clone tool will gather pixel information when you drag your mouse.
3. To remove the distracting element, drag the mouse over the element.

You now know how to use the Clone tool. This tool enables you to remove distracting elements by duplicating parts of an image, and will increase the aesthetic appeal of the images you edit.

To use the Healing tool

1. Click the **Spot Healing Brush Tool** .
2. To remove the distracting element, drag the mouse over the element.

You now know how to use the Healing tool. This tool enables you to remove distracting elements with precision, and is best used for subtle edits.

Edit a layer

Layers are extremely important and are one of Photoshop's foundational features. Every image you work on will have at least one layer. If you are proficient with layers, then you will be able to edit any image.

To scale a layer

1. Click on the layer you want to transform.
2. On the **Edit** menu, click **Transform**.
3. Click **Scale**. A border will appear around the layer.
4. Hover your pointer over the layer border. A double-headed arrow will appear.
5. Drag the border to scale the layer.
6. To confirm your choice, press Enter.

You are now able to scale a layer. This skill allows you to quickly resize everything within a layer and leave the rest of the image untouched.

To rotate a layer


1. Choose the layer you want to transform by clicking on it in the **Layers** panel.
2. On the **Edit** menu, click **Transform**.
3. Click **Rotate**. A border will appear around the layer.
4. Hover your pointer over the layer border. A curved arrow will appear.
5. Drag your pointer in the direction you want to rotate the layer.
6. To confirm your choice, press Enter.

You are now able to rotate a layer. This skill allows you to quickly rotate everything within a layer, which is faster than performing rotations on each object.

Create a vector shape

Vector shapes are one of the most commonly used features in Photoshop. If you can use vector shapes, then you will be able to increase the quality and visual appeal of your work.

To create a shape

1. Click and hold the **Rectangle Tool**  until a list appears.
2. In the list, click on the shape you want to create.
3. To create your shape, drag the mouse. An outline of your shape will appear.

You now know how to create a vector shape. This skill enables you to add variety to your images and documents.

To change the color of a shape


1. Double-click on the shape's thumbnail in the **Layers** panel. A **Color Picker** dialog box will appear.
2. In the **Color Picker** dialog box, click on the color you want, and then click **Okay**.

You now know how to change the color of a shape. This skill gives you flexibility when you need or want to use a specific color scheme for an image or document.

Create a text layer

Text layers are one of the most commonly used features in Photoshop. If you can use text layers, then you can better use images to communicate your intended message.

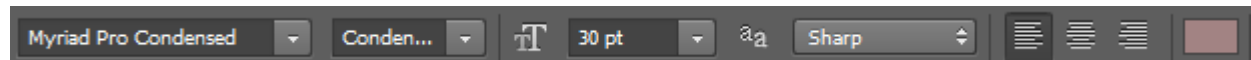
To create a text layer

1. Click and hold the **Horizontal Type Tool**  until a list appears.
2. In the list, click on the type tool that you want to use.
3. To create your text layer, drag the mouse. A dashed outline will appear around the edge of the text layer.

You are now able to create a text layer. This skill enables you to communicate through text, which increases the impact of your image.

To format a text layer

1. Click on the text layer's thumbnail in the **Layers** panel.
2. In the Options bar, make any adjustments that you think are necessary.



You are now able to format a text layer. This skill enables you to better adapt your text to particular images and stylistic requirements.

Summary

You now know a variety of basic and advanced Photoshop skills that will increase the quality of your work. You are now able to:

- resize and crop images
- adjust color balance and contrast problems in an image
- remove image irregularities with the clone and healing tools
- edit the size and shape of layers
- create and edit vector shapes
- create and edit text layers

All of these Photoshop skills enable you to produce and manipulate high-quality images for your personal and professional pursuits.

Additional resources

For additional information, use the Photoshop resource page at <https://helpx.adobe.com/photoshop.html>