



Photoshop Basics

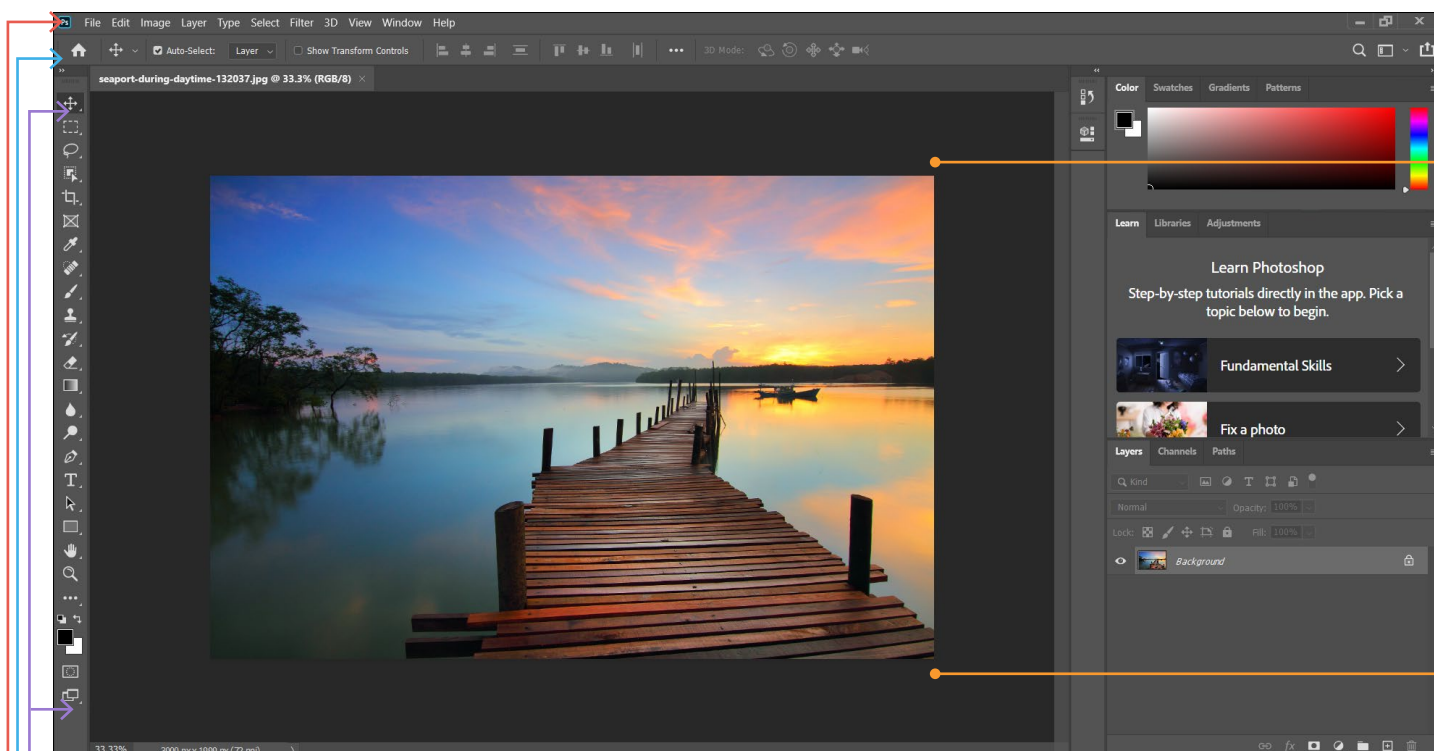


What is Photoshop?

Photoshop is a software used to create and enhance photographs, illustrations, and 3D artwork. Photoshop changes images by altering pixels in two ways:

- Directly by rewriting the properties of pixels (ex: red-eye tool, spot-healing). This is known as destructive editing.
- Indirectly by overlaying additional information on top via layer (ex: layer adjustments, layer masks). This type of editing does not affect the pixels of the original image.

Workspace



Menu Bar: Features standard menu options - file, edit, etc.

Options Bar: Features tool specific options. changing a tool changes the options associated with that tool. tools can be reset by right clicking the tool icon on the left and selection "Reset tool"

Workspace Options: You can change the appearance of the workspace here. Each preset workspace features different panels and tools

Tool Bar: Features different tools organized by function (selection, creation and navigation). Tools that have been grouped together feature a small arrow in the bottom right corner indicating a sub menu with various of that tool

Document Window: Also referred to as the workspace. This is the area where the image you are working on shows up

Panels: Can be customized. Consists of various shortcuts, processes and effects you can apply to your image



Getting Started

Photoshop has many functionalities, the two most commonly used are photo editing and digital art creation.

Creating a Digital Canvas



1. To create a document for digital art creation, first open Photoshop by **double-clicking** the icon on the desktop
2. The New Document window should appear with preset documents to choose from. If the window does not appear, select **File > New** (Figure 1)
3. Select the drop down next to **Width** and select **Inches**
4. Enter in the dimensions **18** for **Width** and **12** for **Height**
5. Ensure that **Resolution** is **300 Pixels/Inch**, the **Color Mode** is **RGB** and **16 bit** is selected
6. Title the file
7. Select **Create**
8. Select **File > Save As > Save your file onto your portable storage device**

NOTE: On DCS computers, no work is saved on the computers upon being shutdown/reset, so be sure to save your file on a portable storage device and save often.

TIPS:

- The higher the number of pixels per inch, the higher quality image/print will be created and also the larger the file size.
- Always aim to start in a higher quality format than you think you will need.
- RGB color is the most common for computer monitors, whereas CMYK is best for printing.

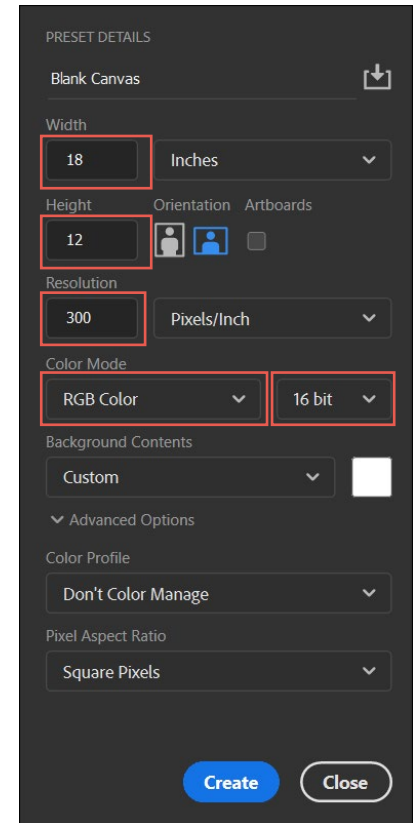


Figure 1

Notes

Opening a Photo

To edit a photo, there are two ways of opening it in Photoshop.

Option 1:

1. Right-Click the photo you would like to edit
2. Select Open With > Photoshop

Option 2:

1. Open Photoshop by **double-clicking** the icon
2. Select **File > Open >** Navigate to the folder that contains your photo and **double-click** the image



NOTE: JPEG is the most common image format. However, Raw image files are best for editing in Photoshop as they retain most of the information from the camera, such as color, sharpness, and contrast, without processing and compressing that JPEGs undergo.

If opening a RAW image, such as a CR2, TIFF, or DNG, this extra dialogue box will appear where you can adjust brightness, color, etc. before opening the image in Photoshop. Select Open Object when you are ready to import.

Adjust the levels of exposure, color temperature, saturation, etc of your RAW image before importing to Photoshop
(Figure 2)

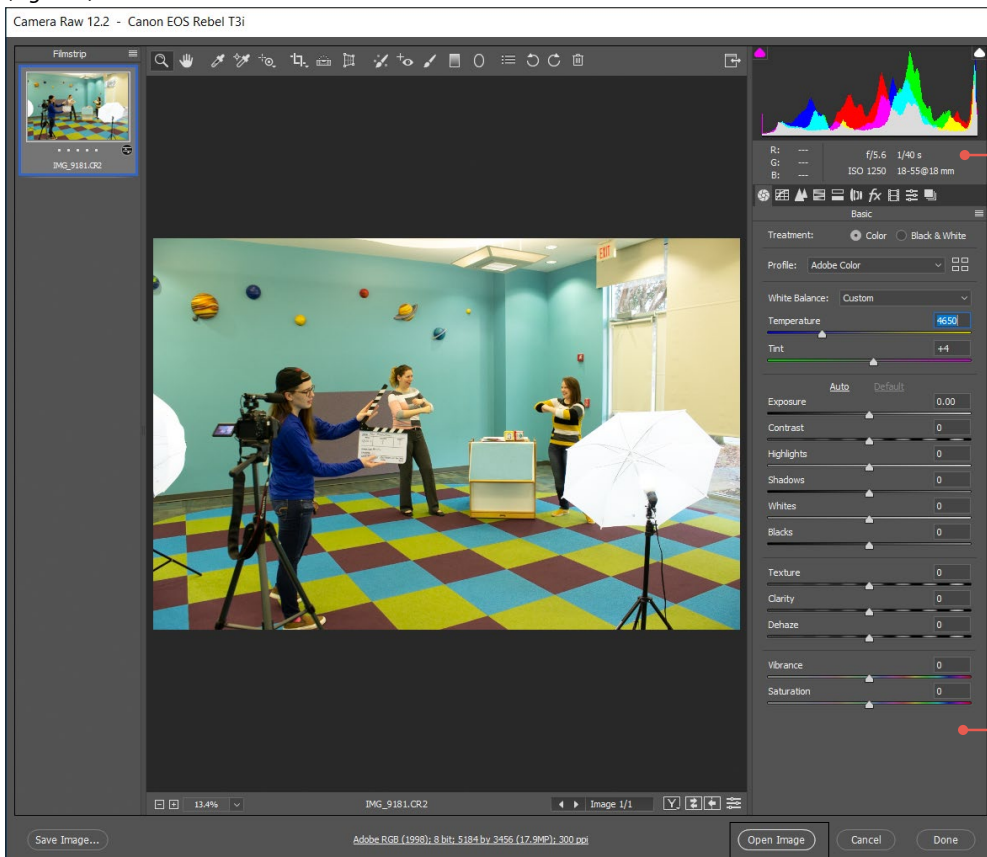


Figure 2

Notes

Commonly Used Tools for this Course



Name

Marquee Tools (Elliptical and Rectangular) - M

Lasso Tool - L

Healing Tools (Patch, Spot, Healing Brush) - J

Clone Stamp Tool - S

Hand Tool - H

Zoom Tool - Z

Purpose

To select areas to be cut, edited, or have specific attributes applied

Used to touch up facial features such as wrinkles, dark spots, stray hairs, blemishes or completely erase unwanted features

Used to zoom in/out on the photo and navigate while zoomed in

Common Keyboard Shortcuts

Ctrl+Shift+N - New Layer

Alt+Ctrl+Z - Step backwards/
Undo

Ctrl+S - Save

M - Marquee Tool

L - Lasso Tool

J - Healing Tool

S - Clone Stamp Tool

Z - Zoom Tool

H - Hand Tool

Basic Photo Editing

Adjustment Layers

Adjustment Layers are a non-destructive way to edit aspects of your photos such as Brightness, Hue/Saturation, Color, etc and are found on the right side of the workspace.

1. **Right-Click** the image titled **Dark** (credit: PhotoSerge) in the Exercise Files folder on the desktop
2. Select **Open With > Photoshop**
3. Select the **Brightness** icon on the Adjustments Panel (Figure 3)
4. Increase or decrease the brightness of the image by dragging the Slider left and right (Figures 4, 5)

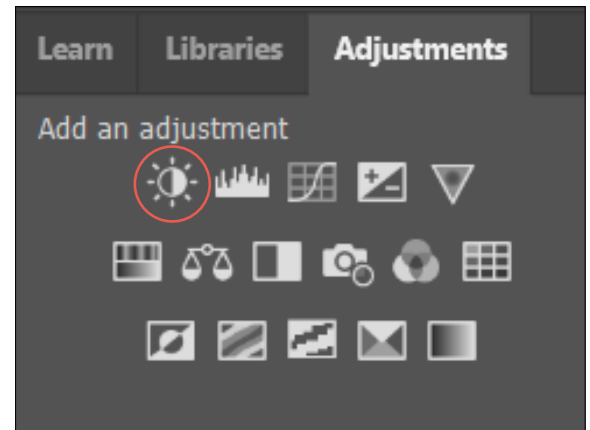


Figure 3

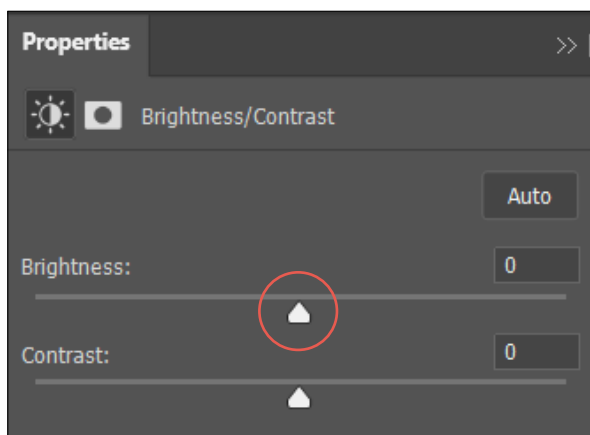


Figure 4

Before **After**

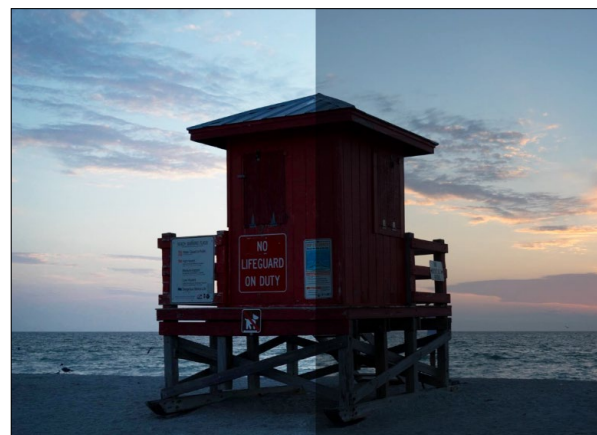


Figure 5

TIPS:

- Once an adjustment layer is created, you can toggle it off and on by selecting the Eye Icon to the left of the layer. (Figure 6)

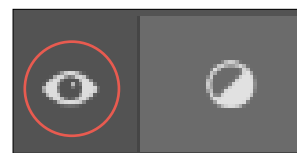


Figure 6

Notes

Lasso Tool/Color Editing

1. **Right-Click** the image titled **Marigold** in the **Exercise Files** folder on the desktop
2. Select **Open With > Photoshop**
3. Select the **Lasso Tool** (L) and **click-and-drag** the mouse pointer over a flower petal in a continuous line, meeting up with the starting point (Figure 7)
4. **Right-Click** inside the selection and select **Feather** and type in 5. Feathering a selection softens the edges making it blend more
5. Navigate to the **Panels** section to the right and select **Hue**. This creates a **Hue layer** which can be deleted, hidden or edited (Figure 8)
6. Adjust the various sliders to the left and right and observe the color changes on the petal (Figure 9)



Figure 7

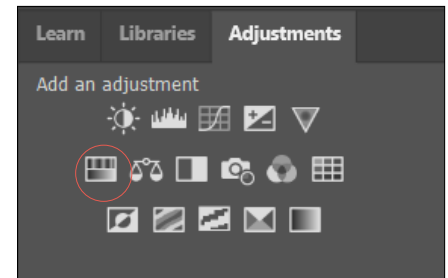


Figure 8

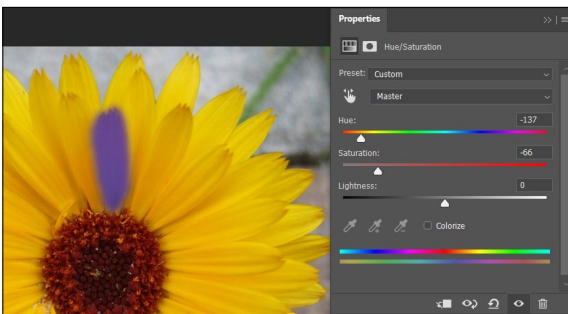


Figure 9

TIPS:

- Photoshop layers are like sheets of stacked plastic. You can see through transparent areas of a layer to the layer below. You move a layer to position the content on the layer, like sliding a sheet of plastic in a stack. You can also change the opacity of a layer to make content partially transparent. (Figure 10)

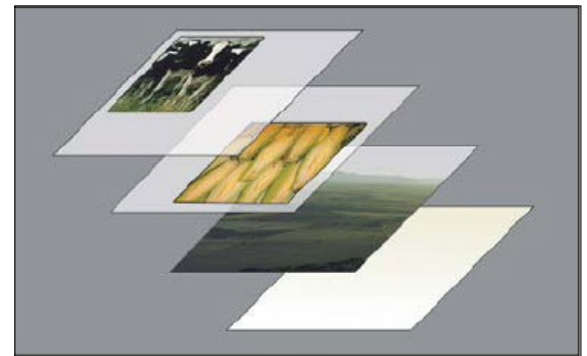


Figure 10

Notes

Blemish Correction

1. **Right-Click** the image titled **Blemishes** in the **Exercise Files** folder on the desktop and select **Open With > Adobe Photoshop** (Figure 11)
2. **Right-Click** the Layer titled **Background** in the Layers Panel and select **Duplicate Layer** and click **OK** (Figure 12)

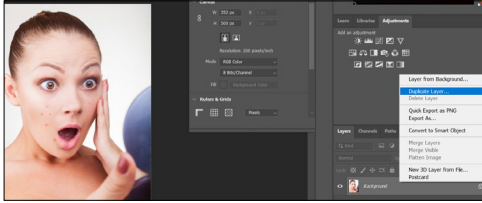


Figure 12



3. With this layer highlighted, select the **Healing Brush Tool**
4. Hold **Alt** on the keyboard and **Left-Click** an area on the subject's face that does not have a blemish. A **bullseye icon** will appear while sampling the un-blemished area
5. **Release** the **Alt** key and then **Left-Click** over a Blemish, "painting" over it.
NOTE: The Healing Brush tool diameter must be roughly the same size of the blemish you are trying to paint over. Select the bracket keys [] on the keyboard to increase or decrease the size of the brush diameter (Figure 13)



HowToGetRidOfGuide.com Figure 11

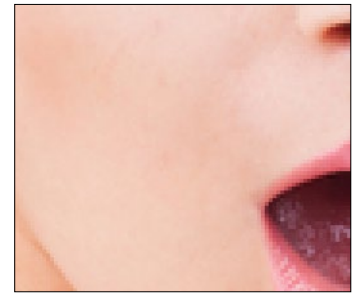


Figure 13

TIPS:

- In order for the Healing Brush tool to function, sampling must be done on the image itself, not a Layer
- Always make a copy of the background layer and correct blemishes on it so your original image remains unaffected
- The Clone Stamp Tool and Patch Tool function similarly and can help with color/bags under eyes, etc.

Notes

Exporting Your Image

1. Go up to **File** and select **Save As** (Figure 14)
2. Select the drop down menu next to **Save as type** and select **JPEG** (Figure 15)
3. Title the picture and select **Save**
4. Select the quality you would like the image to be, either High or Maximum
5. Select **OK**

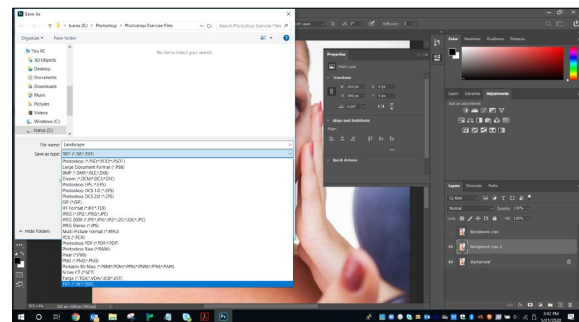


Figure 14

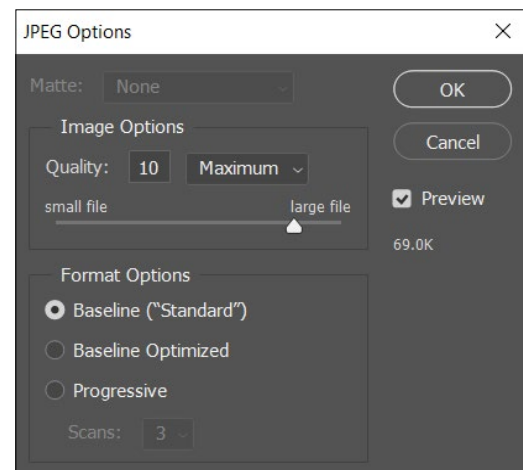


Figure 15

Additional Resources

Explore additional resources on our [website](#) and blog [Plano Library Learns](#), including information about library [databases](#). Use your Plano Public Library card to access [Lynda.com](#) and [Learning Express Library](#) for online tutorials.

Lynda.com Courses

- Photoshop 2020 Essential Training: The Basics with Julieanne Kost [Link](#)
- Photoshop 2020 Essential Training: Photography with Richard Harrington [Link](#)
- Photoshop 2020 Essential Training: Photography with Julieanne Kost [Link](#)

YouTube

- Phlearn YouTube Channel [Link](#)

Notes