Introduction to PhotoShop 6

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Basic Shortcuts

PC shortcut	Apple shortcut	What it does:
Ctrl + N	**Command (or Apple) + N**	Opens a **New** Document
Ctrl + O	**Command (or Apple) + O**	**Opens** an Existing Document
Ctrl + X	**Command (or Apple) + X**	**Cuts** the selected items
Ctrl + C	**Command (or Apple) + C**	**Copies** the selected item(s)
Ctrl + V	**Command (or Apple) + V**	**Pastes** the selected item(s)
Ctrl + T	**Command (or Apple) + T**	**Free Transforms** the selected item/object(s)
Ctrl + A	**Command (or Apple) + A**	**Selects All** items
Ctrl + S	**Command (or Apple) + S**	**Saves** the current file
Ctrl + Z	**Command (or Apple) + Z**	**Undo** the last command or action you made

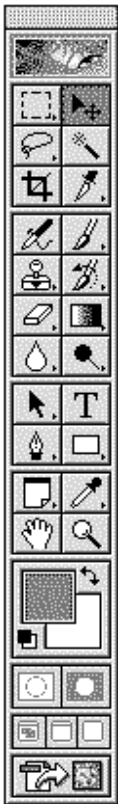## PhotoShop Layout
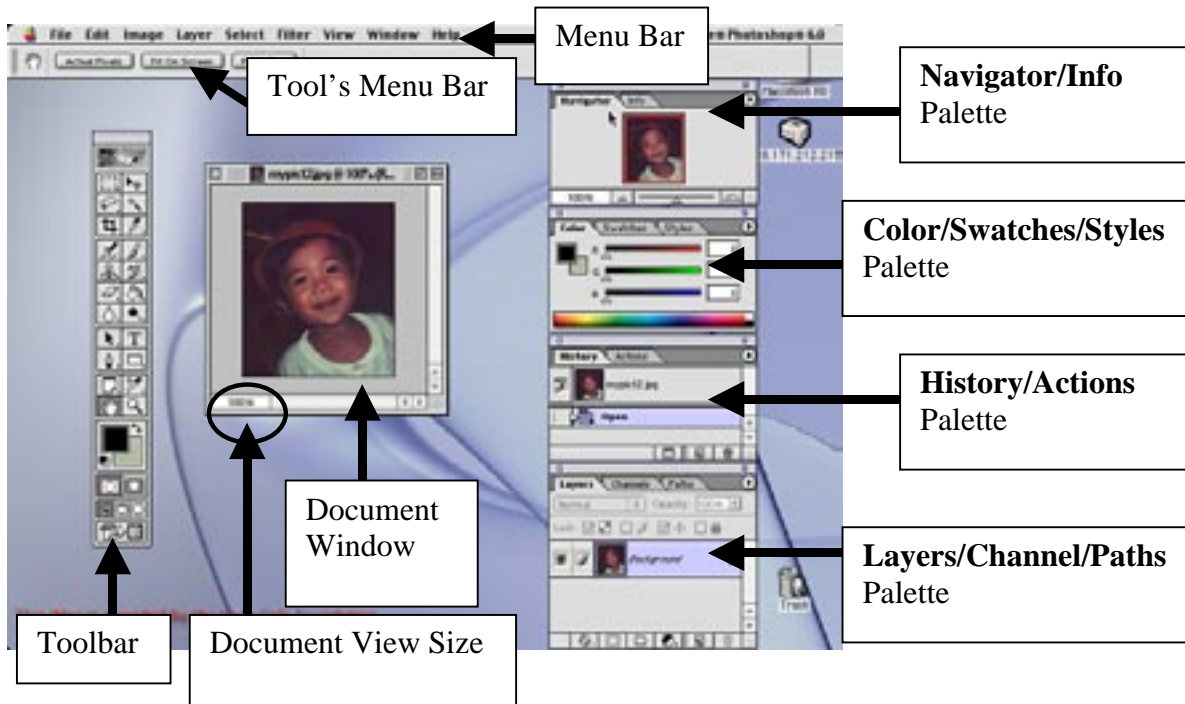
The example above is using an Apple (MAC) computer. The PC view will be almost identical.

The Toolbar and its common Tools

Toolbar	The **Toolbar** is where you will find most of your image editing needs.
	Make your **Toolbar** appear by going to the **Menu Bar** and clicking on **Window > Show tools** (or **Window > Hide tools** to hide it).
	To select a tool, pass your mouse over the tool and click on it once.
	• *Hovering your mouse over the icon will give you the icon's name.*
	If a little arrow appears at the bottom right corner of an icon, there are more options available.
	• *Click down on the icon and more options will appear.*

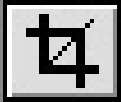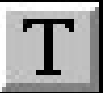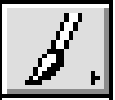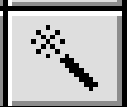| Hand Tool	The **Hand Tool** allows you to move the visible portion of an image within the document window without using the scroll bars or scroll arrows.
	• *Double-clicking the **Hand Tool** resizes the image to the **maximum document window area**.*

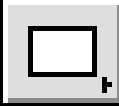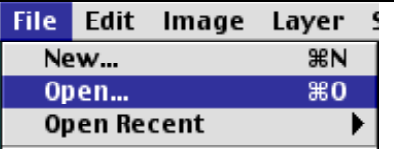| Zoom Tool	The **Zoom Tool** zooms in or out of your document.
	• ***Zoom In:*** *Magnify an area of your document by 2X by clicking anywhere on your document.*
	• ***Zoom Out***: *Hold down the **Alt/Option** key and click down to zoom out.*
	• **Double-clicking the **Zoom Tool** resizes the image to its full view.*

The Toolbar and its common Tools (con't)

Free Transform	To resize, rotate, skew, and/or distort an image, hold **Control** + **T** (PC) or **Command** +**T** (MAC) on your keyboard. • *Edit your image by using the **Free Transform** control boxes surrounding your image. Hit **enter** when done.*

Crop Tool	The **Crop Tool** is used whenever you want to select and keep a certain part of a document. • *Clicking from top left and dragging diagonally down and to the right sets your crop area. Hit **enter** to crop.*

Text Tool	The **Text Tool** is used to add text to your image/document. • *Control the font size, style, and color in the **tool's menu bar** (this menu bar will automatically appear when the tool is selected).*

Brush Tool	The **Brush Tool** allows you to draw on your document. • *Control the brushstroke's thickness, style, and color in the **tool's menu bar** (this menu bar will automatically appear when the tool is selected).*

Color Chip	The **Color Chip** allows you to choose the color of your text, brush stroke, or object. • *Double click on the foreground color box (or chip) to select the color you want.*

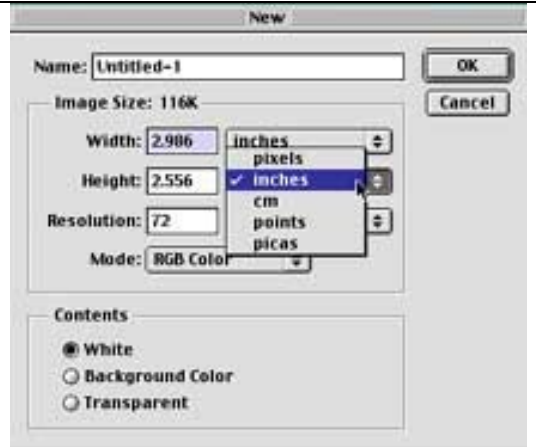|	
Select Tool	The **Select Tool** selects similar colors to move or delete. • *Select an object's color by clicking on it.* • *"Marching Ants" should now surround your selected area of colors.*

Move Tool	The **Move Tool** will move selected layers.
	• *You can move a layer to align it with the rest of an image (pg. 10).*
	• *Or transpose items from one document onto another (pg. 15).*

Object Tool	The **Object Tool** will allow you to draw objects onto your document.
	• *In the document window, click down and drag out the object to its desired size. Then release to set down the object.*

Opening a File in PhotoShop

Launch the PhotoShop Program.	
• *Go to **File** on the **Menu Bar** to open a new or existing document.*	

To open an Existing Document:	
• *Open an existing file by going to **File > Open…***	
• *Find and select your file.*	
• *Click on **Open***	

| **To open a New Document:**	
Select **File > New…**and a new document window will appear.	
• *Input the size of your document.*	
• *You can change the measurement size using the drop down dialogue box.*	
• *Choose your resolution. (Web images are usually 72 pixels/inch)*	
• *Your **Mode** should be **RGB Color.***	
• *Click on **OK***	

Color Editing

With an image opened in PhotoShop, go to the menu bar and choose **Image > Adjust > Color Balance…**	

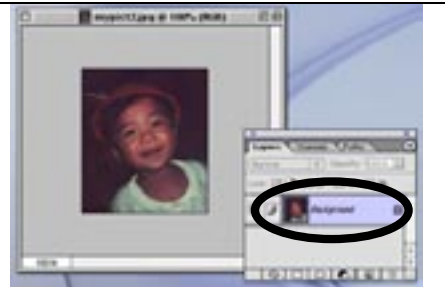|	
A **Color Balance** window will now appear. • *Control the document's colors by moving the control arrow levels **left** or **right**.* • *Hit **OK** when you are satisfied.*	
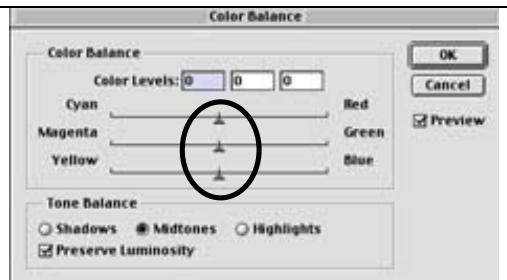
Resizing Images

|	
An image opened in PhotoShop will be named *"background"* in the layers palette. • *You must rename this layer in order to edit it.* • *Double click on the word "background" to rename the layer.*	

|	
A "New Layer" window will pop up. • *Rename the picture in the **name box**.* • *Hit **OK** when done.*	
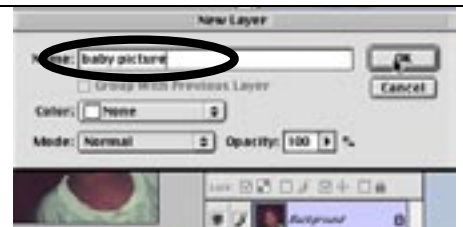
Resizing Images (con't)

Using **Free Transform [Control + T** (PC) or **Apple + T** (MAC)], you can resize and rotate an image. • *Use the control boxes to rotate and resize your image. *Holding down the **shift key** will constrain your image's proportions during a resize.* • *Hit the **enter** (**or return**) **key** to lock in your transformation.*	
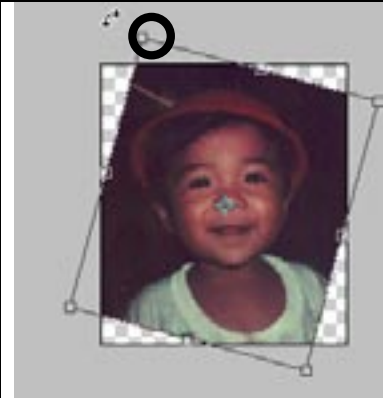
You can also resize your image by going to **Image > Image Size** on the **Menu Bar**. • *Input the desired **width** and **height** of your document.* • *Hit **OK** when done.*	
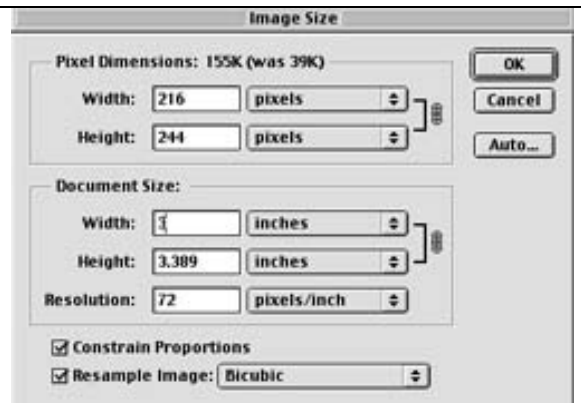
Cropping Your Image

Click on the **Crop Tool** icon. • *Move your mouse over the image and the crop icon tool should now appear in place of your pointer.* • *Click down to start the crop box and release after dragging the box diagonally down.* • *Release to end your crop area.* • *You can edit your crop area with the control boxes.*	
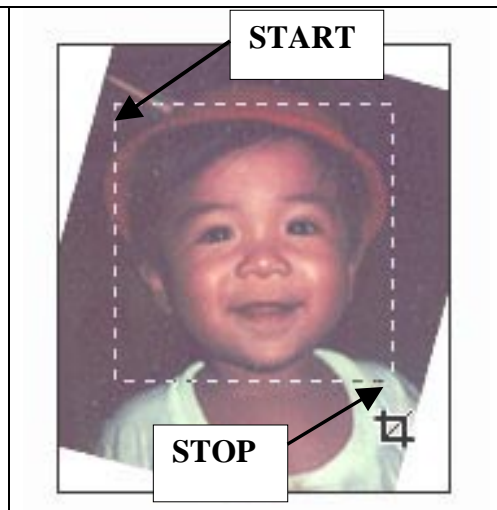
Cropping Your Image (con't)

Hit the **enter (or return) key** if you are satisfied with your selection.
- *The image will now be cropped.*
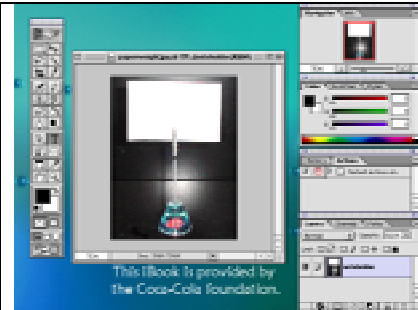- *To undo a selection, go to your **Menu Bar** and select **Edit > Undo**.*

Adding Text to a PhotoShop Document

Open a document in PhotoShop.

- *Choose the **Text Tool** T in the **Toolbar**.*
- *A **Text Menu Bar** will appear in the tool's menu bar (seen below **Fig.1**). You can now control your text attributes.*

*Hint: Make sure your image layer in not named **"background."** Rename if needed (pg. 5).*
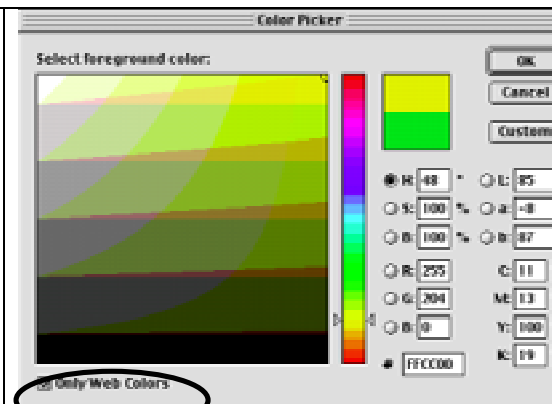

Fig. 1: Text Menu Bar

Use the **Color Chip** (found towards the bottom of the **Toolbar)** to choose the color of the text you want to type.
- *Double click on the foreground color chip to have the **Color Picker Palette**.*
- *Use your pointer to pick a color.*
- *Click **OK** when you are done.*
- *Check the "**Only Web Colors**" box if you are creating web images/graphics.*

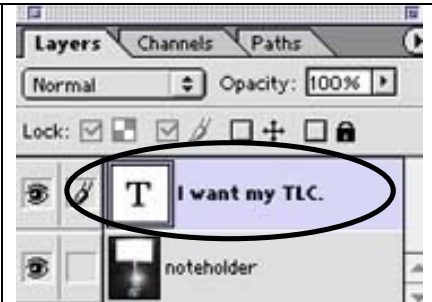- *Place the **text tool cursor** where you want the text to begin. You will see a blinking text line appear.*

Type in your text.

You will notice that PhotoShop has added a **New Text Layer** in the **layers palette.**
- *The **text layer name** will be appropriately named the text that you just typed.*

You will now see your text.
- *You can move your text by clicking on the **Move Tool*** *and moving your text to the appropriate place.*
- **Make sure your text layer is selected before moving it.*
- *You can also reedit your text by clicking on the **Text Tool*** *and clicking on the text you created to edit it.*

Adding Effects to your Text

Double click on the text layer name to add an effect. • *A **Layer Style** window will now appear.* • *Select an effect by checking the box next to it.* • *For example: **Bevel & Emboss** and **Drop Shadow**.* • **While in the **Layer Style** window, double click on the layer effect to edit the effect's properties.*	
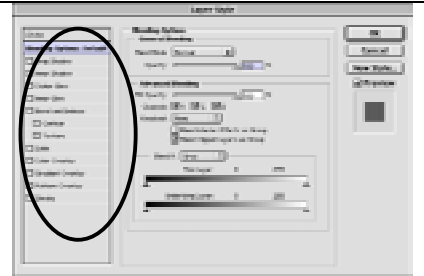
Hit **OK** when done. • *You will see the effects added to the selected text.*	

Added effects are sub-listed under your text layer. • *To discard an effect, click on that layer (in your **Layers Palette**) and click the trashcan icon 🗑 at the bottom of the layers palette.*	

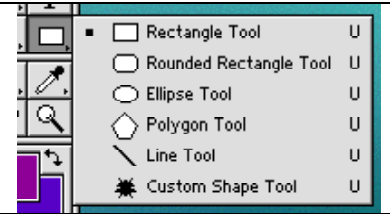|	
You will now see your text with the added effect(s). • *You can move the text using the **Move Tool**.* • *You can also post-edit your effects by double clicking on the **Text Effects Layer**.*	

Creating a Button

Open a **New Document** (pg. 6) and set the document size to the desired height and width of your button. • *Click on the Object Tool icon and hold it down to choose the shape you want your button to be.*	Rectangle Tool U Rounded Rectangle Tool U Ellipse Tool U Polygon Tool U Line Tool U Custom Shape Tool U

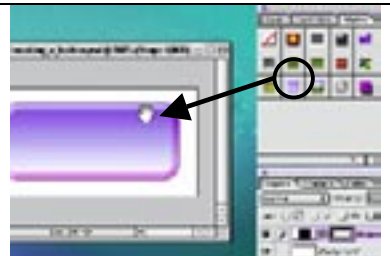|	
Draw out your object in the document window. • *Notice that PhotoShop will automatically fill it with the foreground color in the Color Chip*	

• Go to your **Styles Palette** and choose a design you like.	

Click down on the style you like and drag it onto your document and release. • *The new style will be applied to your shape.*	

Use the **Text Tool** to add text to your button (pg. 9). • *Use the Move Tool to move your text around.*	my new buttton

Creating a Simple Background Image for the Web

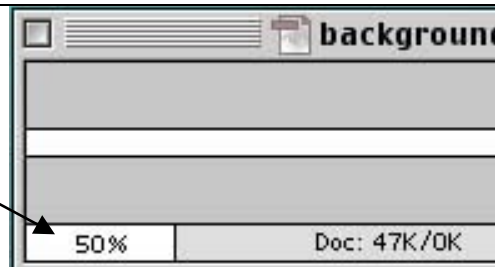|	
Create a **New Document** in PhotoShop. • *Enter a new **Name** for your file.* • *Set the image size to **800 pixels** wide and **20 pixels** tall.* • *Make sure your image is set to **72 pixels/inch**.* • *Image color set to **RGB**.*	
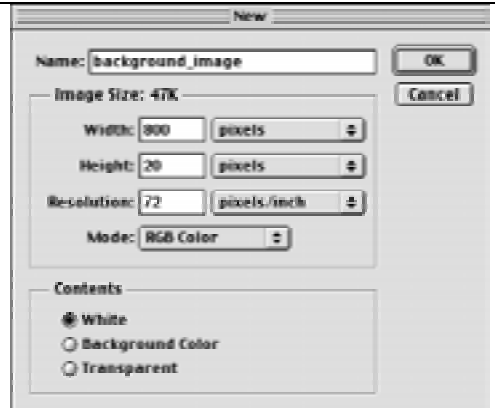
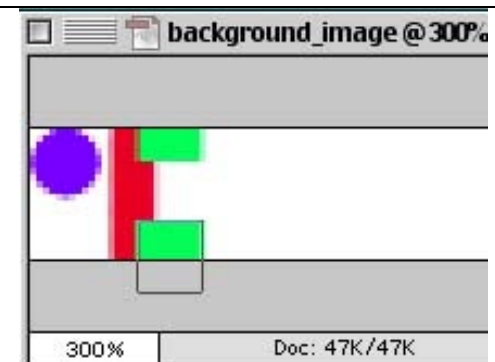|	
Zoom into your image by using the **Zoom Tool** or click on the **document percent view** to change the visible size.	

|	
Draw an object(s) or import an image onto your document. • *Make sure your edges match since it will tile when used as a background image.* • ***Save the document for the web** (pg. 18).*	

Inserting background image into HTML: • *Open the HTML document you want to place the background image in.* • *The code for the background image goes in the tag.* • *Type the NAME of your graphic into the body tag like this:* <body background="NAME.gif"> *Using the example from above, the image would look like this (to the left).*	
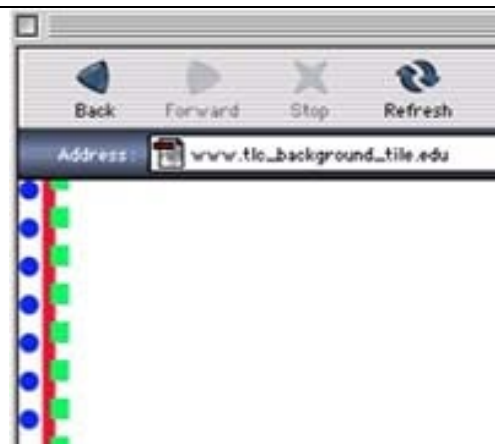
Selecting Images

Click on the **Select Tool** and hover over the part of the image you want to select.	

|	
The **Tolerance** in the **Selection Menu Bar** will control the selection amount of similar colors. • *Raising the tolerance will select more of the selected color.* • *Lowering the tolerance will select less of the selected color.*	

Select the image by clicking on any part of the image. The selected area will be highlighted with "marching ants". • *Hold down **shift while clicking** to select more of the image's color(s).*	

|	
With the image selected, go to the **Menu Bar** and go to **Select > Inverse**. • *Marching ants should now surround the rest of the image, but not the original selection.*	
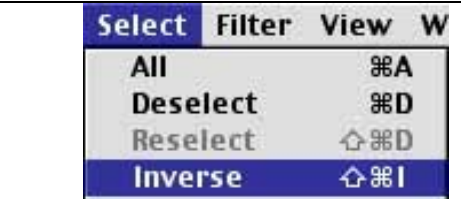
|	
With the selection inversed: • *Hitting the **delete key** will delete the rest of the document.* *Or you can transpose the image onto another image (next section pgs. 13-14).*	

Transposing Pictures

In PhotoShop, open the two documents that you would like to see a transposition.	
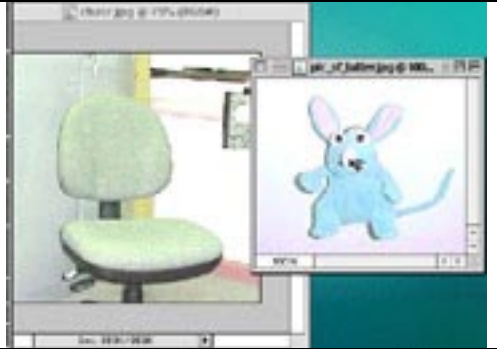
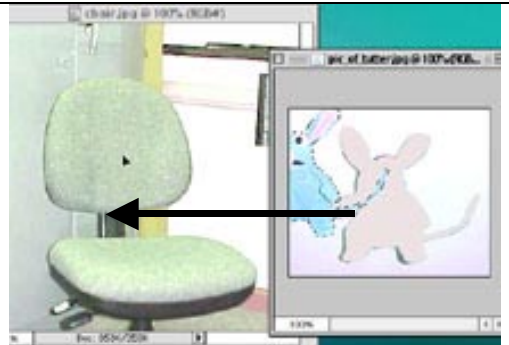|	
Using the **Selection Tool** (pg. 12), select the image that you want to transpose onto the other picture. • *Remember that your selected image will have marching ants surrounding it.* • *Hold the **shift key** down and continue to click on the image's colors to select more of it.*	
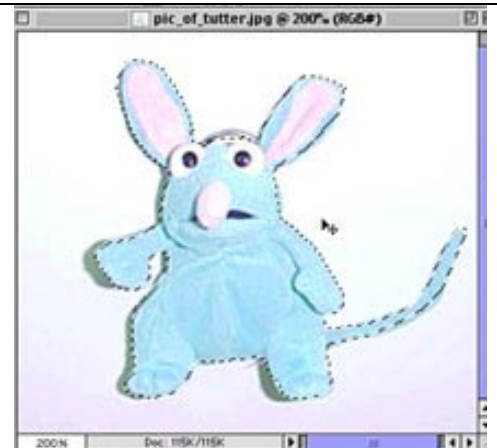
Transposing Pictures (con't)

Using the **Move Tool** [icon], click on the selected object and begin to drag it onto the targeted document.	

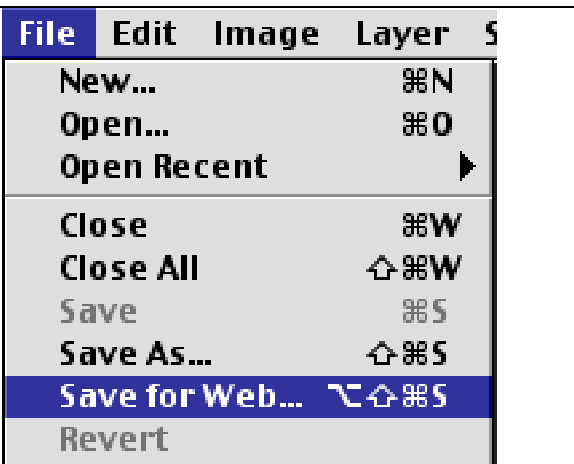|	
The image that is selected and being moved will appear in the document you drag it onto. • *Resize your image using **Free Transform** (pg. 6).*	

Saving Images for the Web

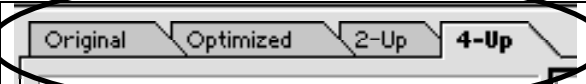|	
To save an image for the web. • *Go to **File > Save for Web…***	

Saving Images for the Web (con't)

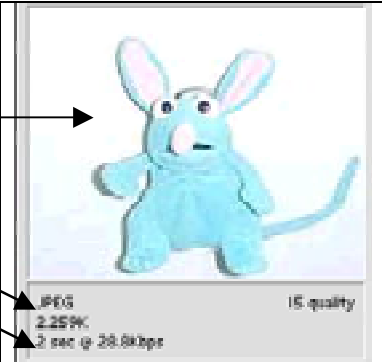|	
A "**Save For Web**" window will now show up with your image ready to be saved for the web.	
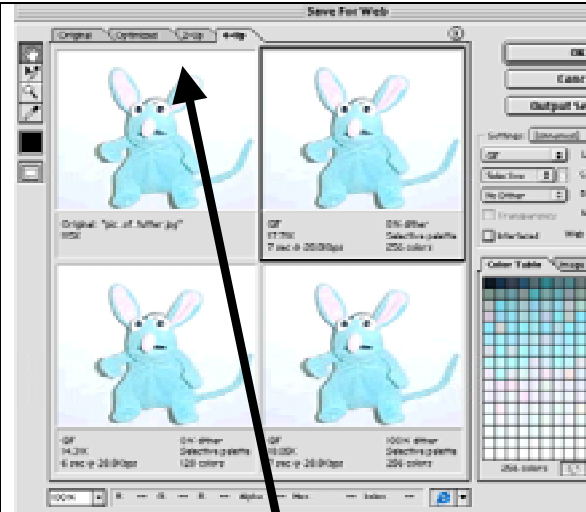
|	
You can select your view by clicking on the appropriate tab.	

Click on the image that you would want to save for the web. • *The quality should be to your liking.* • *Make sure to keep the file size small.* • *And keep the download time minimal.*	

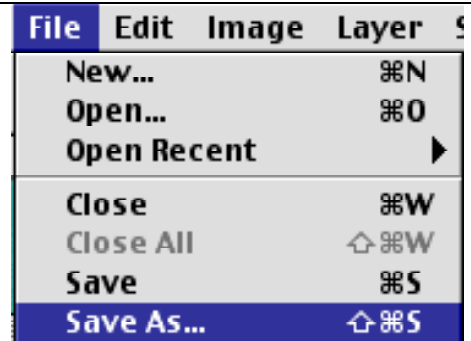|	
After choosing the image you would like to save for the web, hit **OK.** • *A "Save Optimized As" window should now appear.* • *Save the image in the appropriate folder with the appropriate name.*	
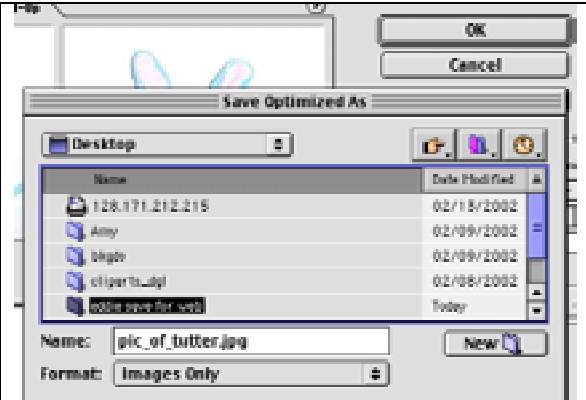
Saving Documents in PhotoShop

Saving documents as PhotoShop files will allow you to later edit your document in PhotoShop. • *To save a file in PhotoShop, go to the Menu Bar > File > Save As…*	

A **"Save As"** window will appear. • *Save your document in the appropriate place (desktop/folder/disk).* • *The Format should be "PhotoShop."* • *The file extension for PhotoShop files are ".psd" .* **You can now safely quit PhotoShop.**	