

Photoshop I – Basic Photo Editing Techniques

Introduction

Adobe Photoshop is famously known for its ability to manipulate varieties of photographs, videos, text, and so much more. Photoshop has infinite amounts of tools that can be used to manipulate any type of digital art. The goal of this session is to help you comprehend the basic menus, tools, and other options used in Photoshop so you may roam through Photoshop easily.

Objectives

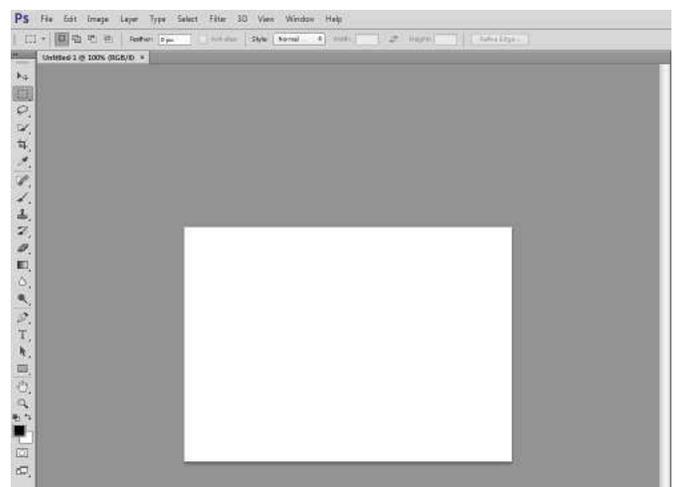
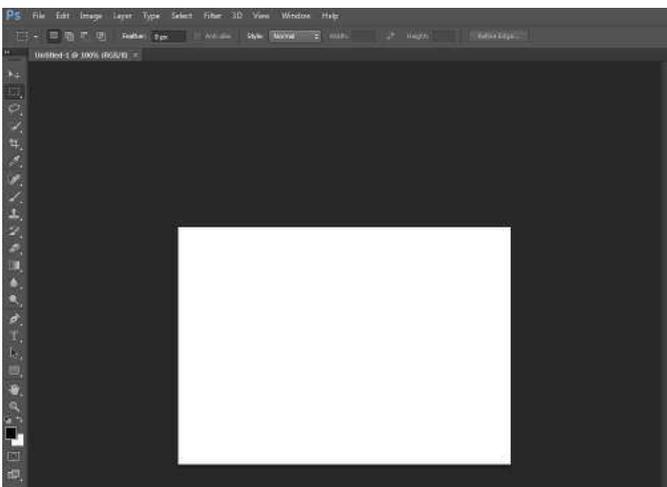
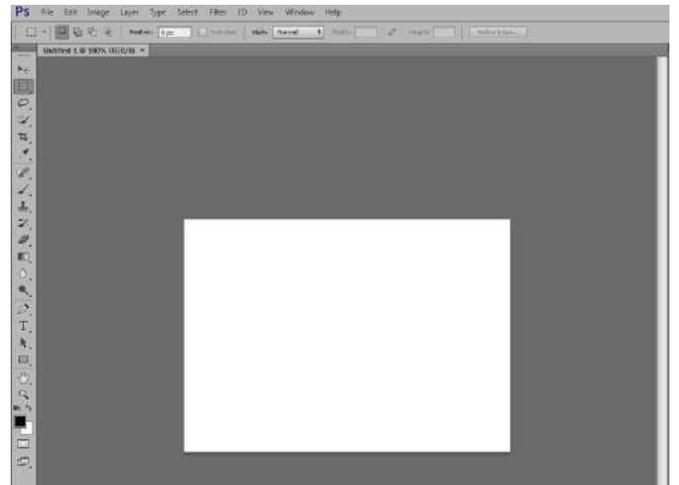
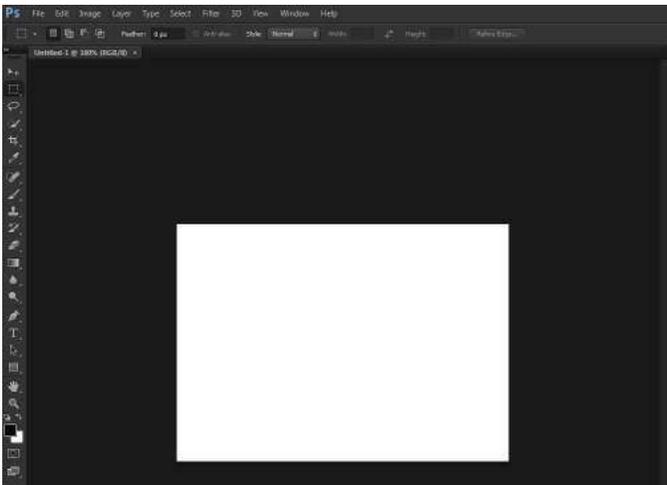
- New features in Photoshop CS6
 - User Interface changes
 - Auto save
- Explore the menus
 - Menu Bar
 - Tools Bar
 - Tool-Options Bar
- Use Kuler and Mini Bridge
 - Create color themes
 - Import images
- Understand Layers
- Create a Flyer
- Retouch a photograph

Updates in Photoshop CS6

Photoshop CS6 contains new features such as the dark new interface and the option to auto save your work. Anyone who has used an older version of Photoshop may be familiar with the light gray interface Photoshop had before, but now users are given the option to work in a darker or lighter interface. This new interface is useful because users may be working on a dark colored canvas and may wish to have a lighter interface so that it is easier for them to see their canvases.

New Interface

Photoshop CS6 has four different color themes: Black, Dark Gray, Medium Gray, and Light Gray.



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When you open Photoshop, the default interface color is set to Dark Gray. In order to apply different color themes, do the following:

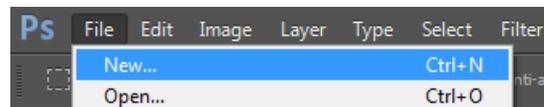
1. Hold down Alt + F1 to make the interface Black.

However, if one wishes to make the interface lighter,

2. Simply hold down Alt + F2. Click it continuously to make it lighter.

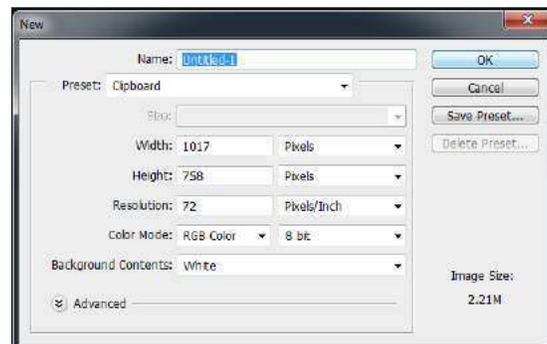
Now this changes the color theme for the entire interface. First, you need to have a new document open.

3. Go to "File" in your menu bar.
4. Then select "New."



5. A dialog box should appear.

In this dialog box, you can rename, resize, and change the resolution of the document.



6. Click "OK."
7. Right-click on the area behind the canvas.

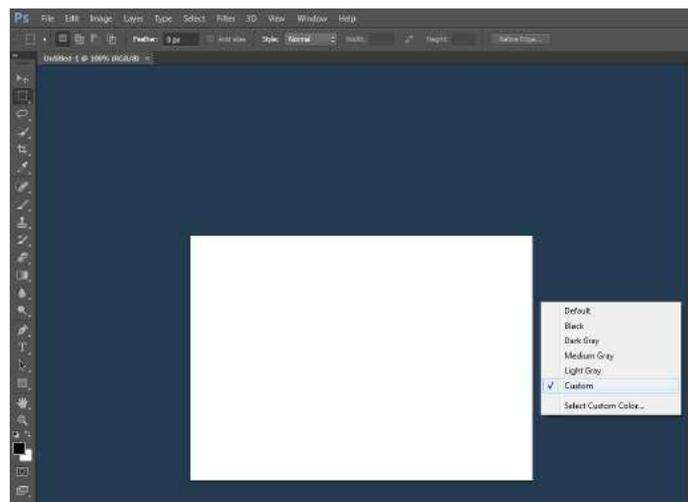
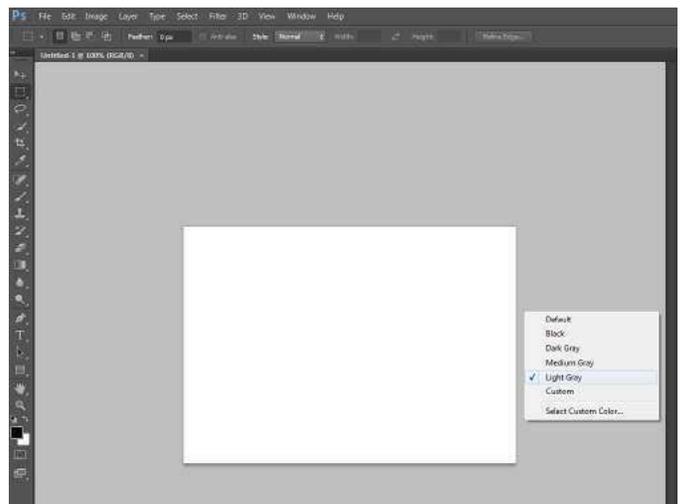
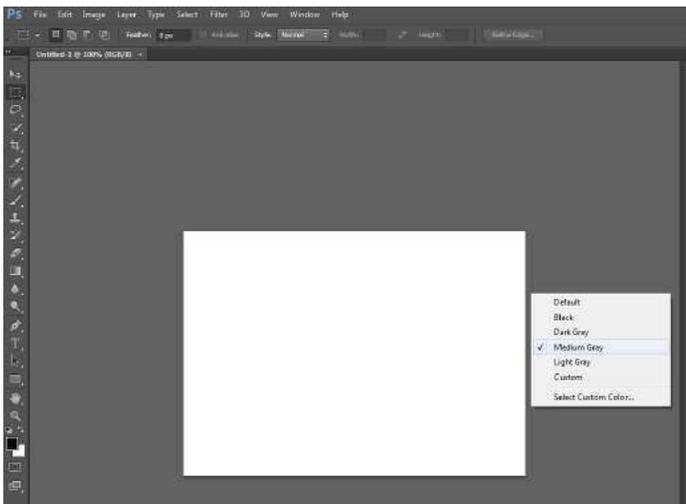
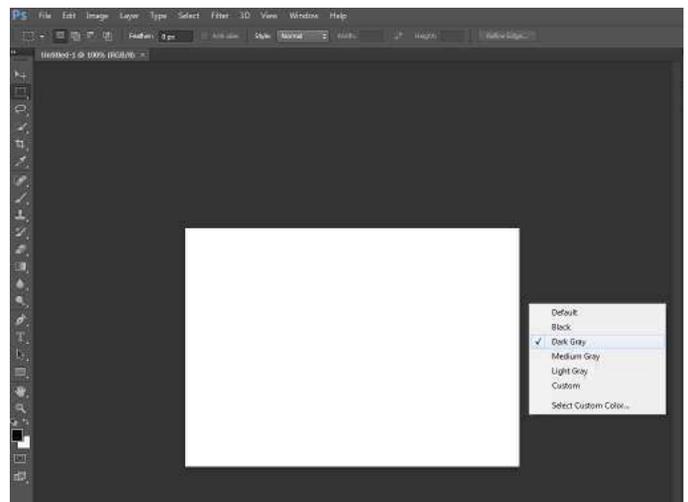
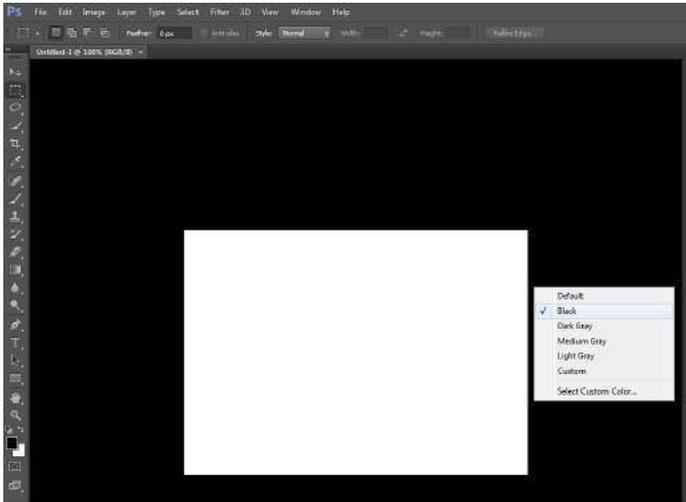
Right click on the workspace behind the canvas and you are given different options.



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You may be able to change the workspace to Black, Dark Gray, Medium Gray, Light Gray, and to your very own custom color. Notice how only the workspace behind the canvas changes colors.

8. Select different color themes.



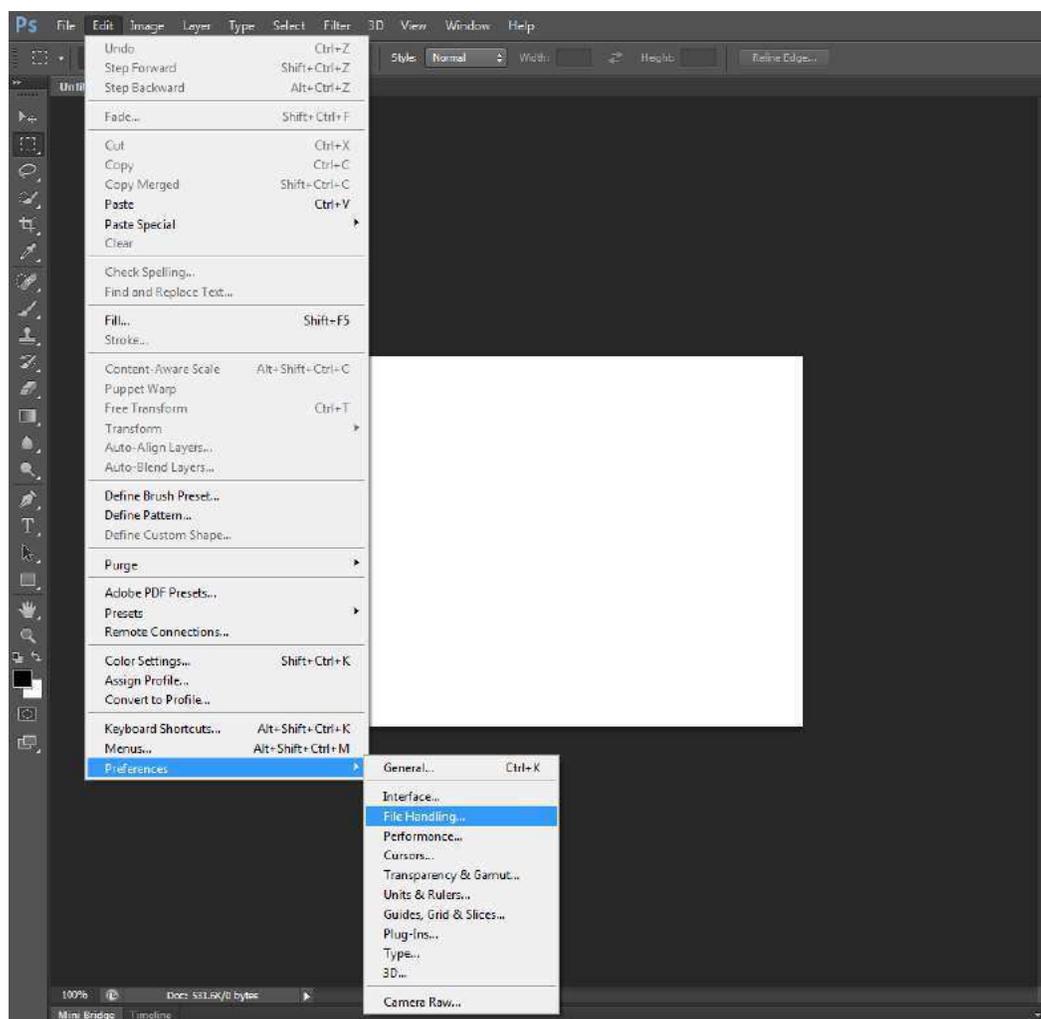
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Auto save

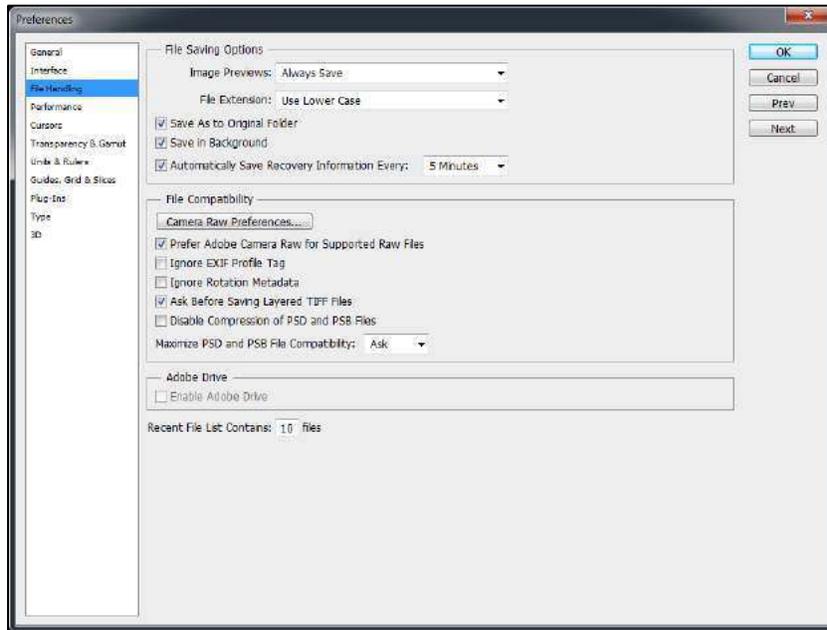
The next new feature given in Photoshop CS6 is the ability to auto save your work. Often times a user may be working with Photoshop and the program might end up crashing. It would be convenient for users if Photoshop would save their work every so often, and now Photoshop does have the power to save users' work every five to sixty minutes. Auto saving allows you to restore your work so when you open Photoshop back up again, anything that was automatically saved will be recovered. However, due to deepfreeze installed on all AT Lab computers, auto save will not work if the computer crashes.

In order to confirm that Photoshop is saving your work, you must:

1. Go to "Edit" in the menu bar.
2. Navigate all the way down and click "Preferences."
3. Select the option: "File Handling."



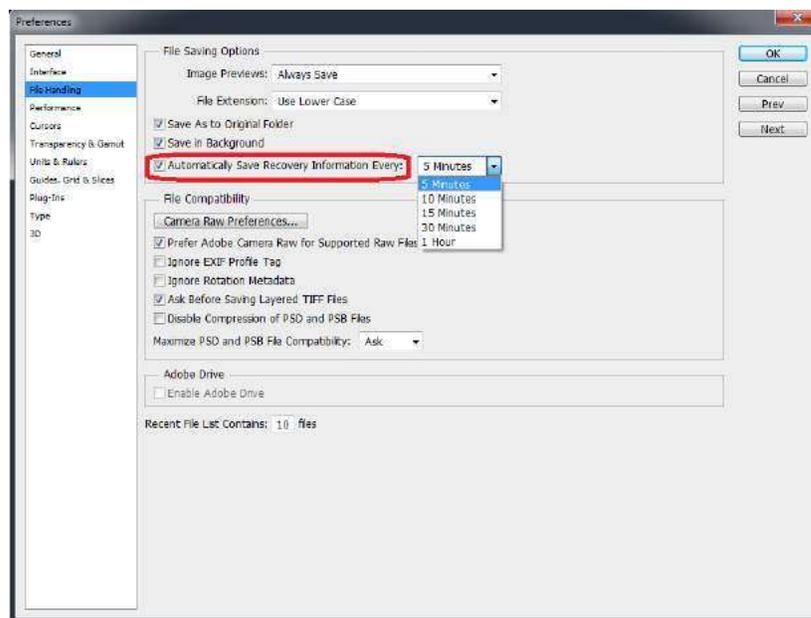
You will then see this dialog box pop up:



Under the “File Saving Options,” you may tell Photoshop to save your work.

Checking the box ensures that you are confirming that you wish for your work to be saved every so often. You may also change how frequently you would like for Photoshop to save your work.

4. Check the box titled “Automatically Save Recovery Information Every:”
5. Click the drop-down menu for the time.
6. Select “5 Minutes.”



Exploring the menus

While using Photoshop, you will notice that some of the features we use will seem familiar to you, such as the menu bar. It is likely that the “File” menu will look familiar. Photoshop has extended options under its menu bar which allows us to manipulate our photos, or any file we may be working on.

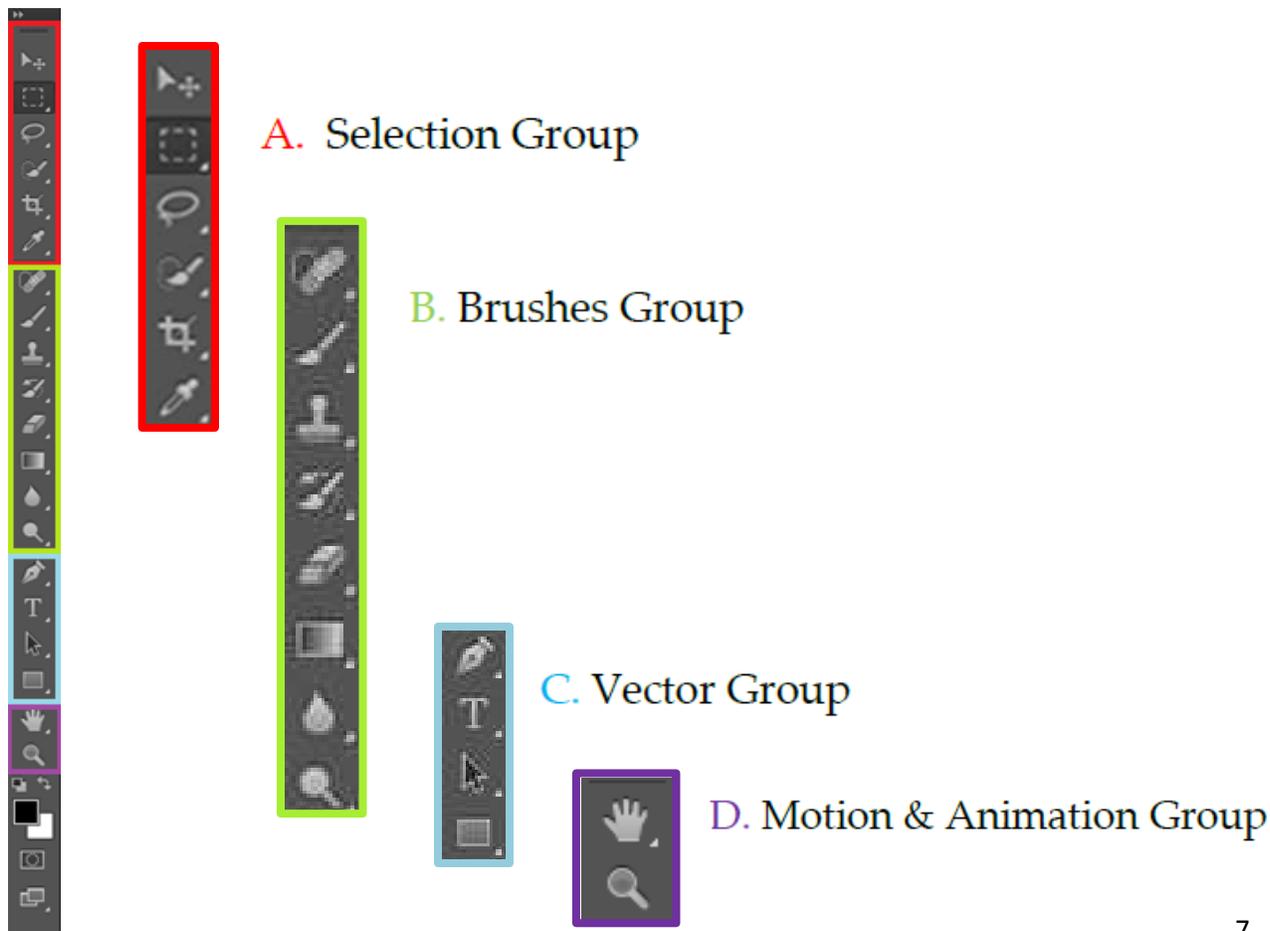
Menu Bar

The options that range from “Edit” through “3D” grant us the option to edit our image or text. The “View” and “Window” options enable us to change our workspace or to view it in a particular way.



Tools Bar

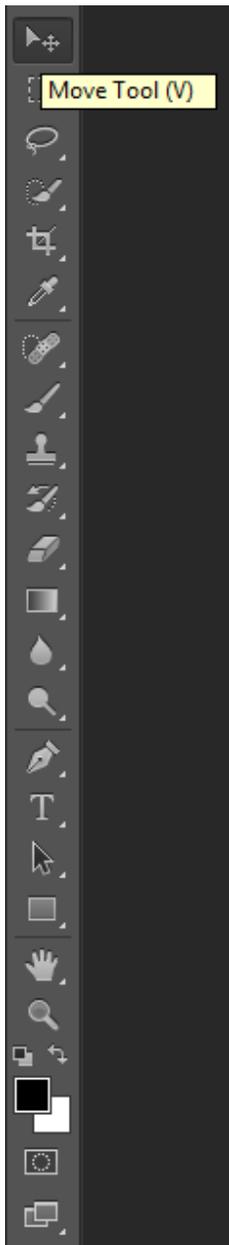
On the left hand side, we have the tools bar, which is sectioned out in four groups. The groups are divided by a thin, gray horizontal line. The first group in the tools group is the Selection Group, the following is the Brushes Group. Then we have the Vector Group, and the last one is the Motion & Animation Group.



Understanding Tools

Photoshop has a variety of tools set available for us, and sometimes that makes it difficult for us to keep track of every tool's name. However, if you hover over any tool in the tools bar, Photoshop will tell you the name of the tool and the keyboard shortcut you can use to access it. For instance, the first tool in the tools bar is called the Move Tool, and pressing "V" on your keyboard will allow you to select that particular tool.

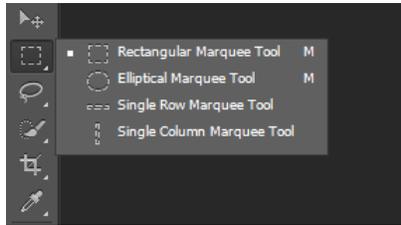
1. Hover over the Move Tool.
2. Press "V" on your keyboard.



You may notice that some of the tools in the tools bar have a small, white arrow located in the lower right corner of the icon.

3. Click and hold down on the Rectangular Marquee Tool.

By holding down on that white arrow, we are given even more tools within that tool group to work with.



Here you'll see when we open the submenu within the Rectangular Marquee Tool, it has several different tools that fall within that one tool group.

Tool-Options Bar

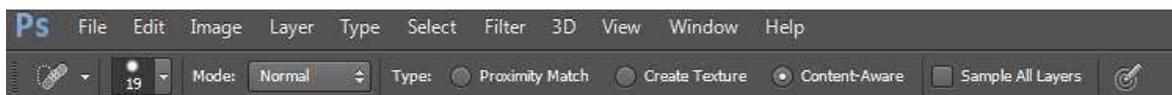
With each tool come more options and properties that may be altered. When you select a tool, the tool-options bar changes. Each tool has its specific properties, so any one tool will not have the same tool-options bar as another tool. The tool-options bar is located under the menu bar.



1. Click on the Blur Tool from the Tools Bar. Look at the Tool-Options Bar.



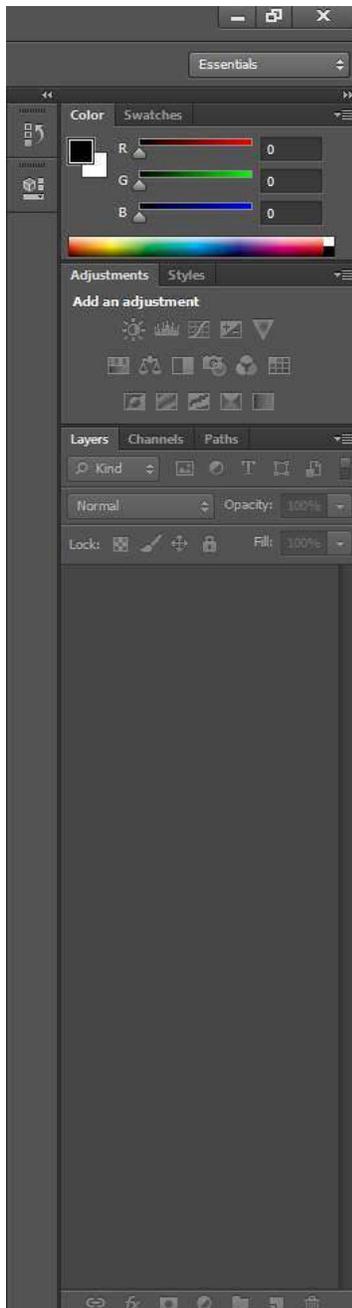
2. Click on the Spot Healing Brush Tool from the Tools Bar. Look at the Tool-Options Bar.



Notice the difference between the tool-options bar for the Blur Tool, and the tool-options bar for the Spot Healing Brush Tool.

Palettes

On the right side of Photoshop, we have our palettes. These palettes create our workspace, and we have the option to choose which workspace we wish to work with. When you first open Photoshop, the default palette will include the Color panel, the Adjustments panel, and the Layers panel. On the left side of the palette, we have the quick access tool bar which includes the history button as well as the properties button.

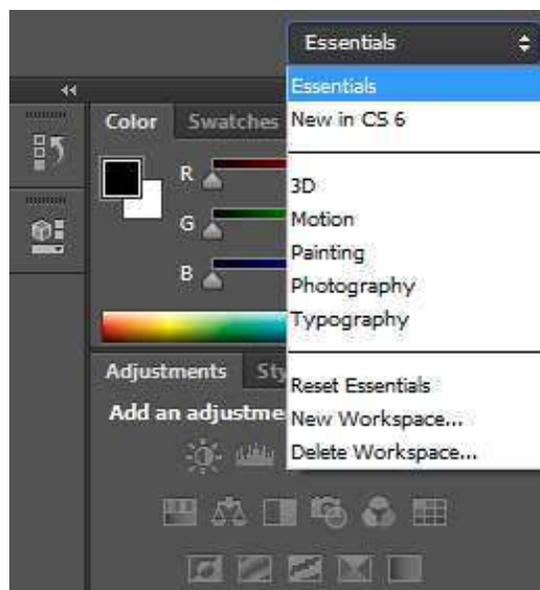


Workspace

Photoshop provides varieties of tools for us to use, and it would be a bit confusing if we had all those tools covering the space in which we wish to work. Therefore, Photoshop has created different workspaces with specific tools set for Photographers or even Painters. Now we're going to take a look at the different workspaces Photoshop has to offer. The default workspace is set to "Essentials."

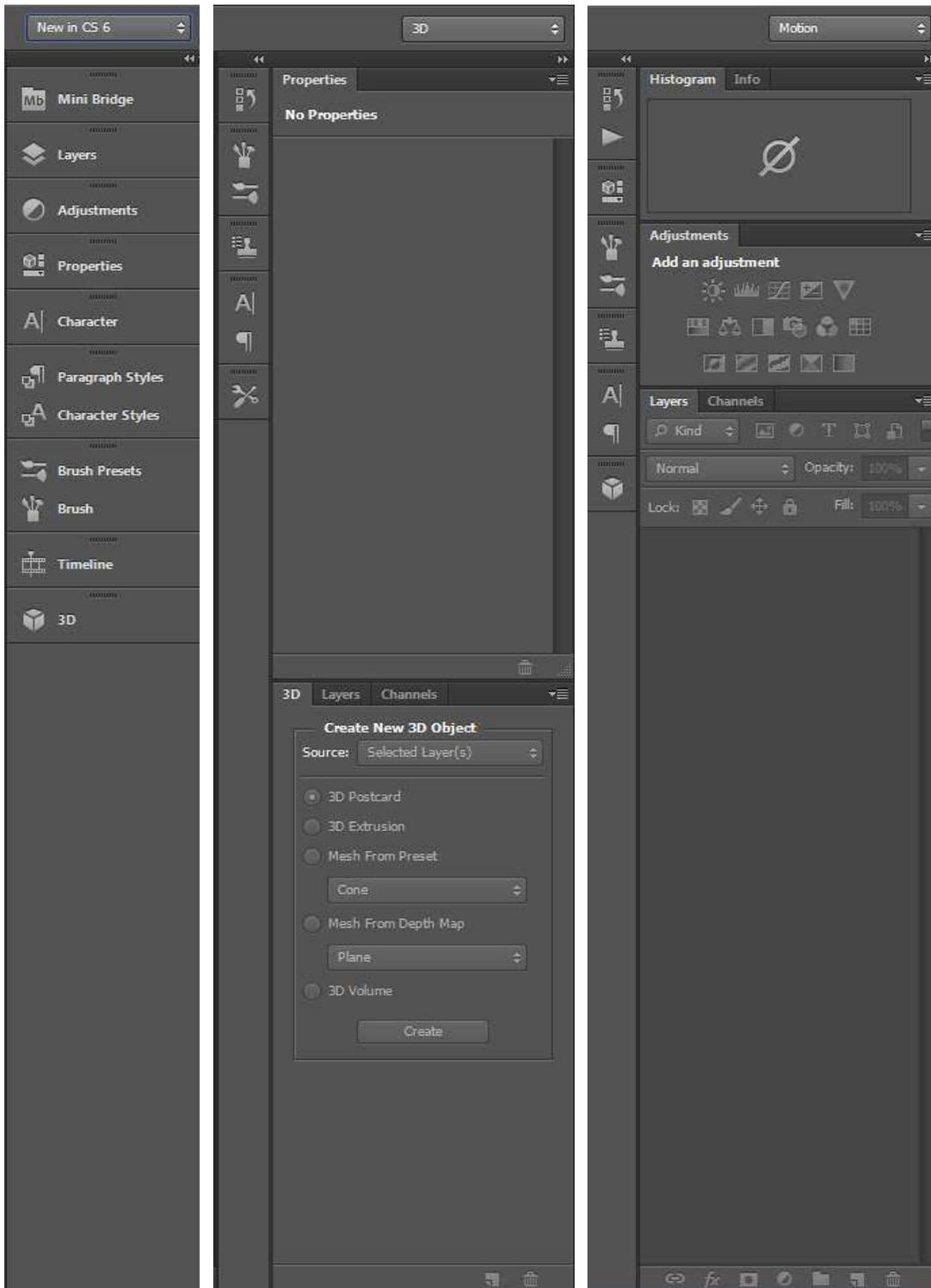
1. Click on "Essentials."

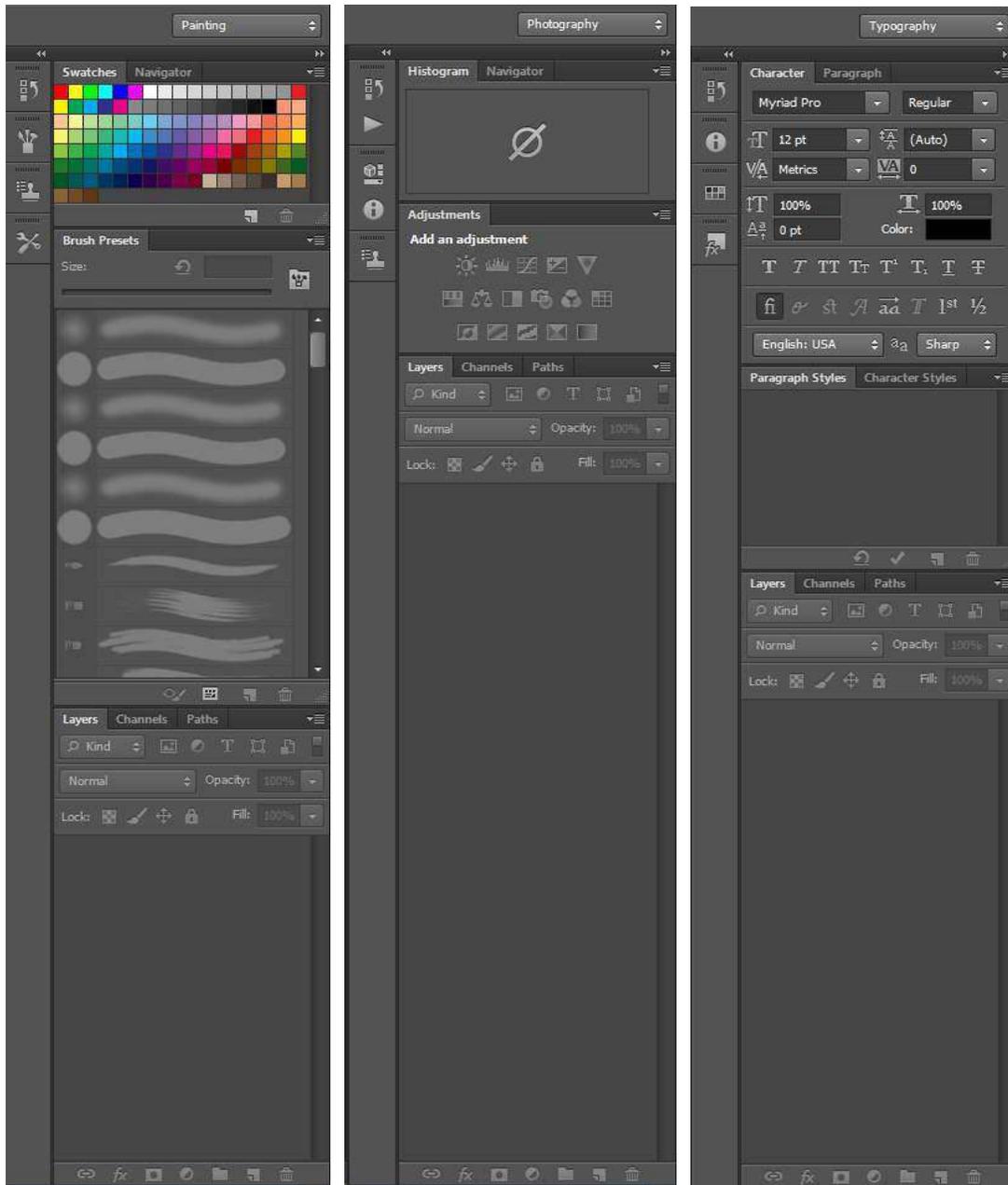
You will see a drop down menu filled with multiple workspaces.



2. Click on the different Workspaces.

The different workspaces shown below are:





All of the workspaces are slightly different from one another, but the one thing they have in common is that each one has a layers panel. The only workspace that looks different from the rest is the “New in CS6” workspace. This particular workspace has a combination of panels from the other workspaces.

3. Now click on “Essentials.”

For this session we will be working in the Essentials workspace since it has the most frequently used features.

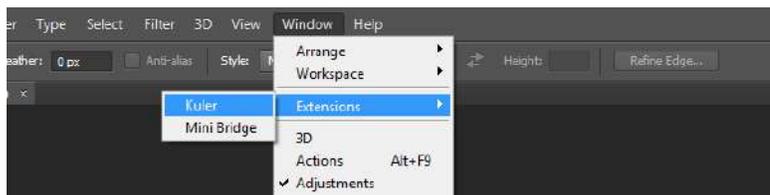
Using Kuler and Mini Bridge

Working with Kuler

Kuler is an online application which was recently added to Photoshop, and was turned into an iPhone app. Kuler allows us to view different color themes, add them to our swatches, and even create our own color theme. This application can be very convenient for anyone who is looking to create their custom color theme for a website or for tinting images with particular colors.

In order to open Kuler, do the following:

1. Go to “Window” in the Menu Bar.
2. Hover over “Extensions.”
3. Select “Kuler.”

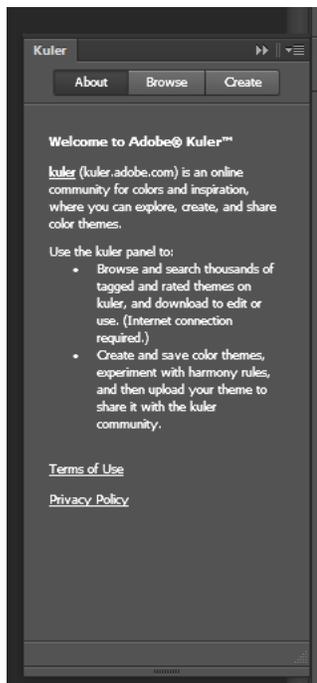


Over on the right side, Kuler will show up next to the panels.



4. Click on "About."

Here you will get a brief description about Kuler.



5. Now navigate to "Browse."

You may browse freely for any particular color theme you wish to find by using the search engine.

6. Click "Highest Rated."

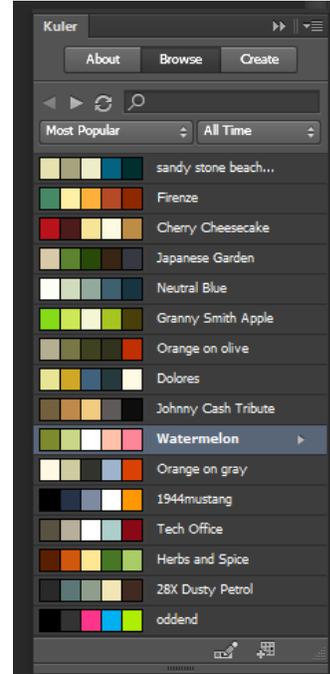
A drop down menu will appear once you click on "Highest Rated," and you may choose whether you wish to view popular color themes, or random color themes as well as other options.

7. Select "Most Popular."

8. Click on the color theme "Watermelon."

You will know that the color theme you clicked on is selected because it will be highlighted in blue.

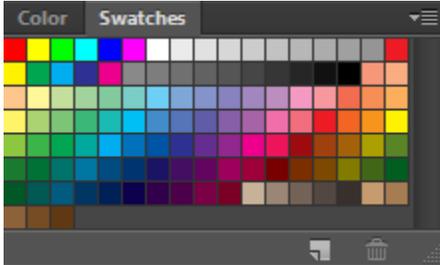
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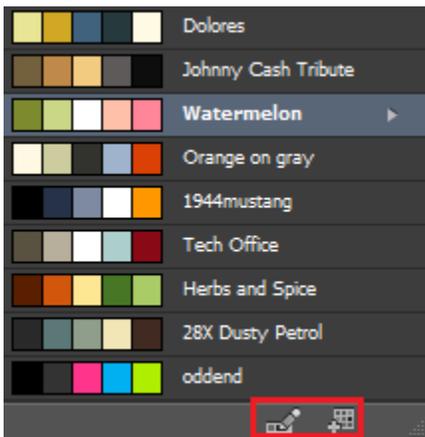
9. Navigate to the Color panel.

Let's turn our attention to the Color panel for a moment to see the changes we're about to make in a real time preview.

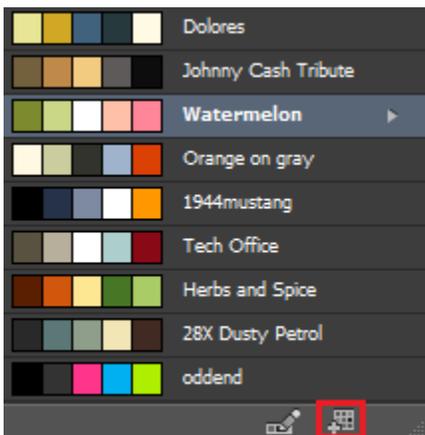
10. Click the "Swatches" tab.



Draw your attention near the bottom right corner of Kuler. Here you will see two buttons that give you the option to either edit your theme or to add it to your swatches.



11. Click the "Add selected theme to swatches" button.



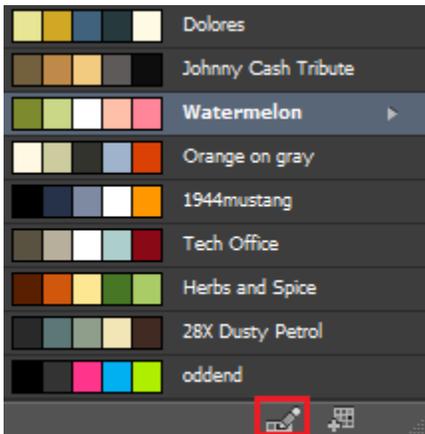
12. Look at the Swatches panel.

Notice how the last five colors are from the Watermelon color theme we just added.

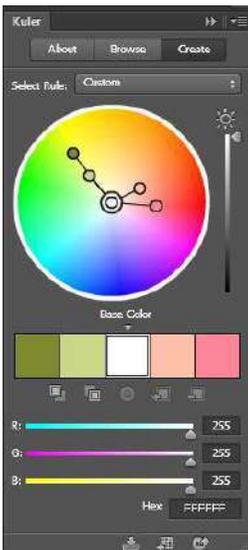


Now let's bring our attention back to Kuler. The other button allows us to create our very own color theme.

13. Click the "Edit theme in Create panel" button.



Kuler will automatically open the "Create" tab.



14. Click on "Custom."

A drop down menu will appear. You can view all the different rules you can use to create your own color theme. The color rules are the following:

Analogous- Colors that are adjacent to one another.

Monochromatic- Colors of a single hue.

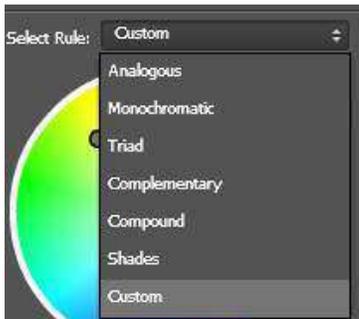
Triad- Three equally spaced colors.

Complementary- Compliment each other.

Compound- A range of complimentary colors.

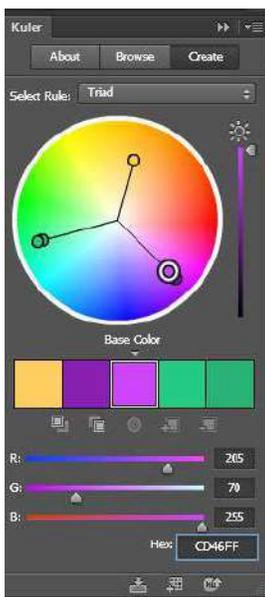
Shades- Different shades of a single color.

Custom- Create your own color theme.



15. Go through all the rules and see the difference.

You may freely move the sliders on the color circle, and the color theme at the bottom will change. Also, if you move the RGB color sliders at the bottom, you can change the base color.

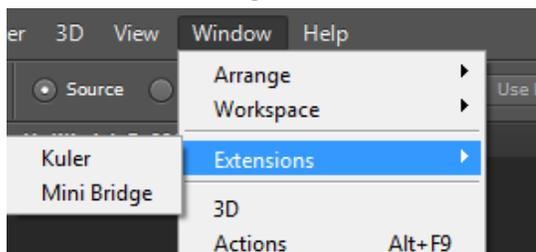


Uploading Photos using Mini Bridge

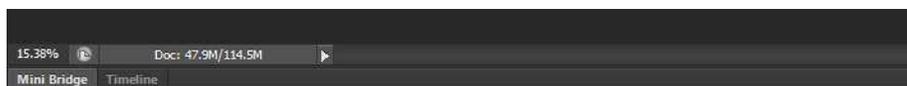
Now that you are familiar with some of the menus as well as Kuler in Photoshop, we'll move on and discuss how to import images into Photoshop using Mini Bridge. Adobe Bridge is one of the programs that come in the Adobe suite package with Photoshop. However, within Photoshop itself we have Mini Bridge. You may be most familiar with going to "Open" from the menu bar, however we will be using a different approach for uploading our images in this lesson. Mini Bridge can be located within the window tab in the menu bar or at the very bottom of Photoshop.

There are several ways to access Mini Bridge, one method is to locate Mini Bridge under the "Window" tab.

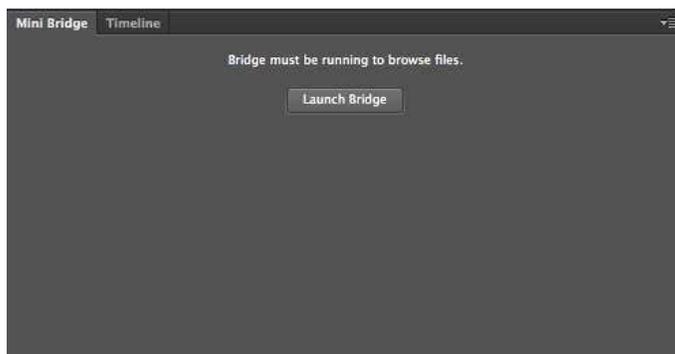
1. Go to "Window" in the menu bar.
2. Navigate to "Extensions."
3. Select "Mini Bridge."



The second method is by locating Mini Bridge at the bottom of Photoshop. You may simply click on the "Mini Bridge" tab.

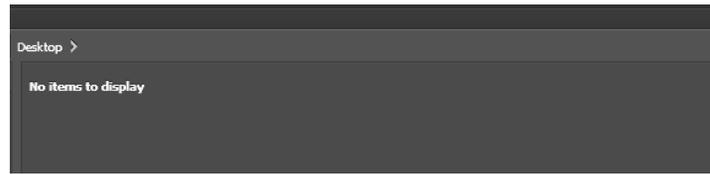


Once you found Mini Bridge using either method, you should see the option to launch Mini Bridge.



4. Click "Launch Bridge."

You will then see a sign that says “No items to display.”



5. Select “Exercise Files” folder.

Now you will be able to view all of your photos within that folder in a way that resembles a film strip. You can open your photos using “Open” in the File tab, however, using Mini Bridge allows us to import our images into Photoshop layers.

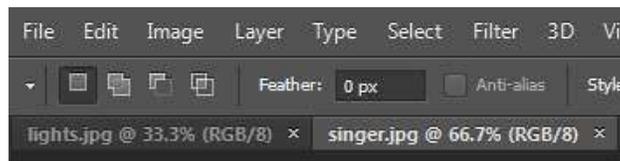
We will be working with the images titled “lights.jpg” and “singer.jpg.”

6. Select “lights.jpg”
7. Hold down “Ctrl” on your keyboard.

Holding down “Ctrl” allows us to select multiple photos at once.

8. Now Select “singer.jpg.”
9. Click “Enter” on your keyboard.

You will notice that the two images have now been uploaded into two different tabs underneath the tool-options bar.



10. Double-click the Mini Bridge tab.

This drops down the Mini Bridge application so that we have more space to work with.

* “Singer.jpg” was taken from <http://www.flickr.com/creativecommons/> *

Understanding Layers

Now that we have successfully imported our images onto Photoshop, we will begin to explore layers. We will discuss what layers are and how we can use them.

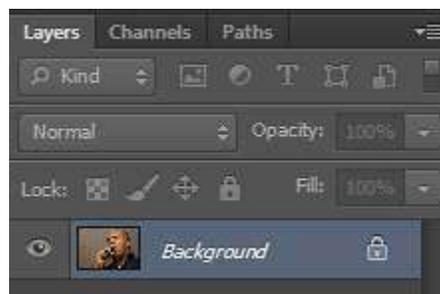
Concept of Layers

Imagine that you are holding a stack of three transparencies. There is writing on one transparency, a large image on another, and the last is blank. If the transparency with the large image is on top, obviously you are unable to see the text that is on the transparency behind it. Additionally, if you take a dry-erase marker and draw on the blank transparency, you are only making changes to the transparency you are working on. Also, if you don't need the blank transparency, you can take it out of the stack.

This analogy applies well to the concept of layers. The order of the layers changes the way you see your files in your Photoshop window. You can only make changes to a layer (transparency) if you have that layer selected. Also, you have the ability to add and delete layers.

Background Layer

You may notice that now in the layers panel there is a layer titled "Background" with a little lock on the side:



A Background layer is locked and may not be moved. However you can either rename the layer or remove the lock in order to change the Background layer into a normal layer.

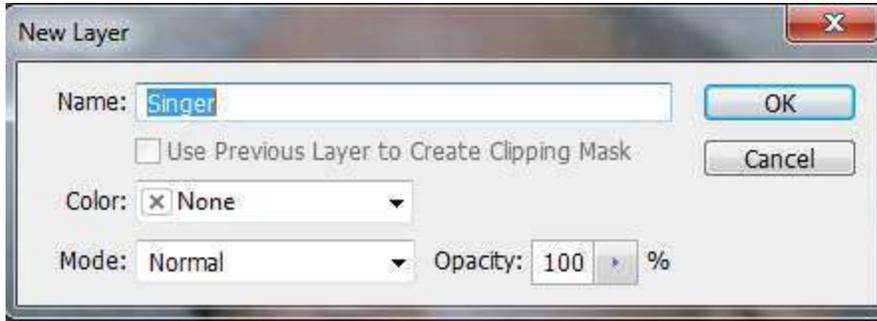
1. Double-click layer.

A dialog box will show up.

2. Rename layer "Singer."

You should also rename the other image to "Lights."

3. Click "OK."



However if you do not want to change the name of the layer, and simply wish to remove the lock then do the following:

4. Click and drag the lock icon all the way down to the trash can located at the bottom of the layers panel.



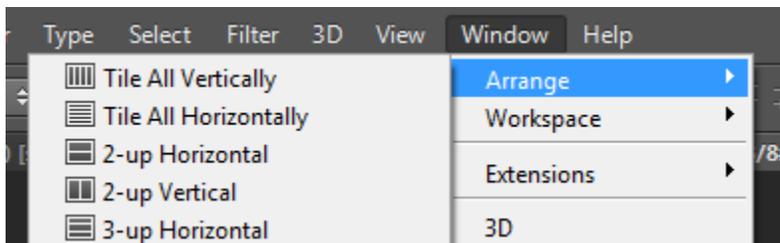
You should then see that the layer has been changed to "Layer 0."



Working with Layers and Tools

Now that you have a better understanding of layers, we will begin to combine all of our photos into one tab. You should already have all of your images opened up in their own tabs. We will move "singer.jpg" to the "lights.jpg" tab.

1. Navigate to "Window" in the Menu Bar.
2. Go to "Arrange."
3. Select "Tile All Vertically."



Your screen should now look like this:



4. Push “V” on your keyboard.
We will use the Move Tool to relocate singer.jpg.
5. Click into the “singer.jpg” tab.
6. Hold and drag the image to the “lights.jpg” tab until you see a white outline around the tab.
7. Drop the image into the tab by releasing your hold on the mouse.



You should now have a copy of “singer.jpg” placed in the “lights.jpg” tab.



Close the “singer.jpg” tab since we have transferred the image over to the “lights.jpg” tab.

8. Click the “X” located in the upper right corner of the tab.



You should now have “Singer” placed on top of “Lights.”



We will now change the size of our image by using Free Transform.

Free Transform allows you to resize, reshape, and make other various modifications to your images.

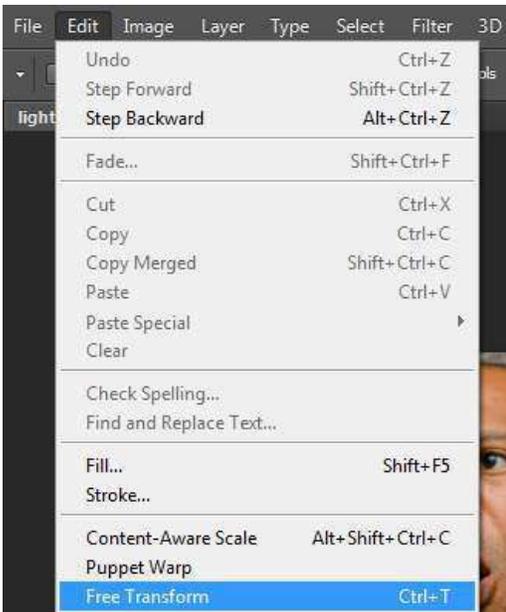
9. First, use the Move Tool to drag “singer” to the upper left corner of the canvas.



10. Navigate to Edit within the Menu Bar.

11. Select “Free Transform.”

A keyboard shortcut for Free Transform is “Ctrl+T.”



You should now have an outline surrounding the image “Singer.”



12. While holding down “Shift” on the keyboard, grab the lower right corner of “Singer” and drag it out until it covers the entire canvas.

Holding down “Shift” constrains the proportions of our image.

13. Click “Enter” on the keyboard to confirm the changes you have made.
14. Select the “Quick Selection Tool” within the Selection Group.

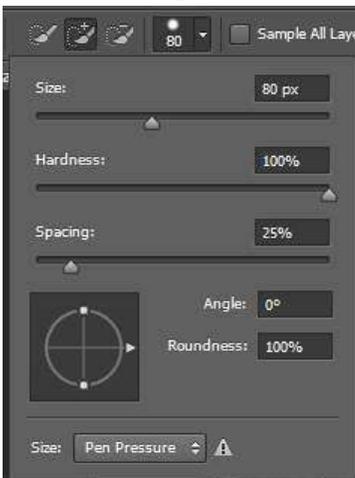
The Quick Selection Tool expands your selection to perceived edges in the image. You can easily make a large/small selection if you increase/decrease the size of your brush.

One thing you must keep in mind while creating a selection is that you will use the “Shift” key on your keyboard if you wish to add more to a selection. If you make a mistake with your selection, and do not wish to start over, holding down “Alt” on the keyboard while using the selection tool will remove that section. This concept applies to all the selection tools.



Adjust your brush size to about 80 pixels.

15. Go to Tool-Options Bar.
16. Click on drop-down menu and change brush size to 80 pixels.



Now we’re going to make a selection of the singer.

17. Using the “Quick Selection Tool,” start selecting the singer in the image, and avoid getting the background.

You should now see something that looks like marching-ants around the singer. Notice how there is a small section of the background that has been selected between the singer’s

hand and his shirt. Also, there is a tiny piece of the background between the singer's fingers and the microphone.



If you happen to make a selection of the background by mistake, you can simply use the "Alt" key on the keyboard to deselect a particular area.

18. While having the "Quick Selection Tool" still selected, hold down "Alt" on the keyboard and click on the space between the singer's hand and his shirt to deselect that particular area.

Your image should now look like this:



However, we still need to deselect the area between the singer's fingers and the microphone. Now this area is really small, so we'll need to zoom in.

19. While holding down "Alt" on the keyboard, use the scroll button on your mouse to zoom in.

Your screen should now look like this:



The size of our brush is too large. We can easily adjust the size of our brush without having to navigate to the tool-options bar. Use the left and right bracket keys near the "Enter" key on the keyboard to manually change the size of our brush.

20. Click the left bracket key several times to decrease the size of our brush until it's about 9 pixels.
21. Now hold down "Alt" on the keyboard, and select the small area of the background that we wish to deselect.

At this point, the image should look like this:

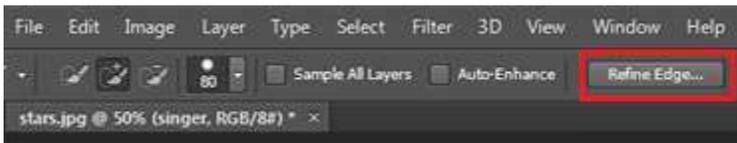


Let's zoom out of our image.

22. Hold down "Alt" and use the scroll on the mouse to zoom out.

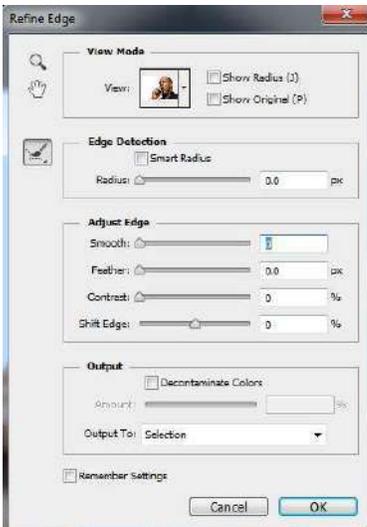
Our image may have a rough selection so we are going to use "Refine Edge" located in the Tool-Options Bar to smooth out our selection a bit. Refine Edge has options that

allows us to move the borders of an image inward or outward, depending on what it is we wish to do.



23. Click "Refine Edge."

A dialog box should pop-up.



Use the options within Refine Edge to your preference.

24. Adjust the "Smooth" slider to 100.

The "Smooth" adjustment bar reduces irregular areas ("hills and valleys") in the selection border to create a smoother outline.

25. Click "OK" when you are done.

We have successfully made a selection of the singer, and have adjusted the rough edges within the photo. However, we wish to get rid of the background, so now we will select the inverse of our selection.

26. Right-click anywhere within your selection.



27. Click on "Select Inverse."

Marching ants should appear around everything other than the singer.



28. Push the "Delete" key on the keyboard to delete the background from the image.



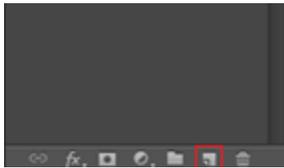
29. Click "Ctrl+D" on the keyboard to remove the marching ants.

"Ctrl+D" is for deselecting a selection.

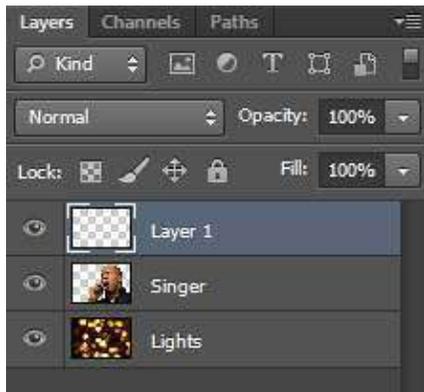
Adding, Deleting, and Rearranging Layers

At this point, you should be familiar with how to rename layers, unlock background layers, and how to move a layer from one tab to the next. Now we're going to talk about how to add, remove, and rearrange layers, as well as how to change the opacity of a layer.

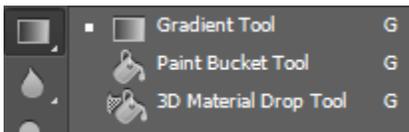
Take a look at the bottom part of the Layer's Panel.



Click on the icon that looks like a sticky note. That icon should give you the option to "add a new layer." Once you click on the icon, a new layer should appear before the layer titled "Singer."



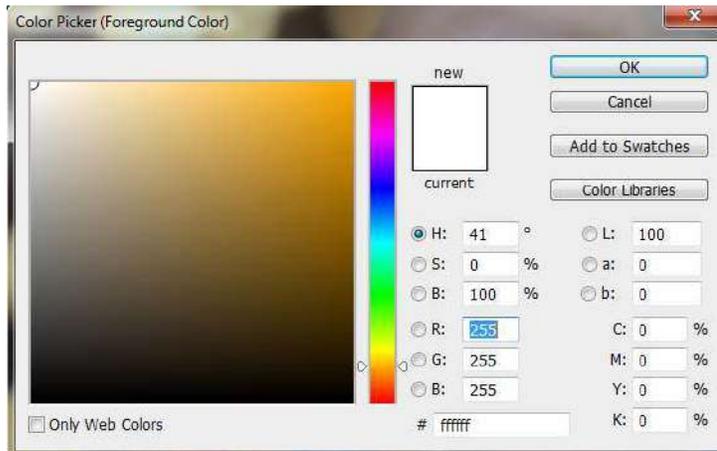
1. Click and hold the "Gradient Tool."
2. Select "Paint Bucket Tool."



3. Double-click on the foreground color.



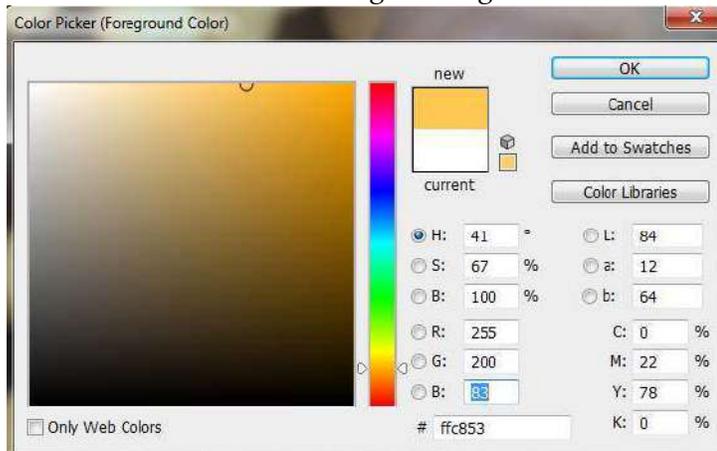
Now we will take some time to explain the Color Picker window.



Within the Color Picker window, you have the ability to modify the color you would like to work with. You might have noticed the different buttons listed as "H:," "S:," and "B:." These buttons typically represent the hue, saturation, and brightness of a color.

Hue is defined as the type of color you are selecting, saturation is the amount of grey that is mixed into the hue, and brightness is the luminance of the color.

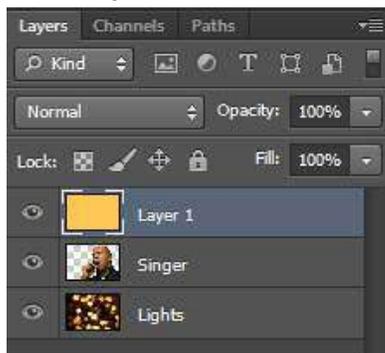
4. Change the RGB values to 255, 200, and 83.
These RGB values create a light orange color.



5. Click "OK."

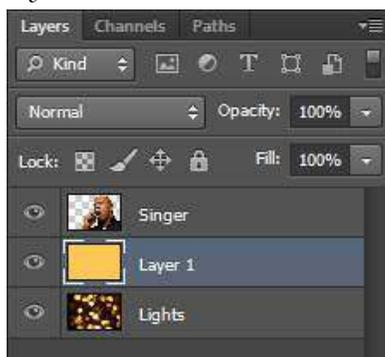
6. Paint your canvas.

Your Layer's Panel should look like this:



7. Hold and drag Layer 1 so that it's between "Singer" and "Lights."

We are rearranging our layers so that we can view the singer on top of the new colored layer.



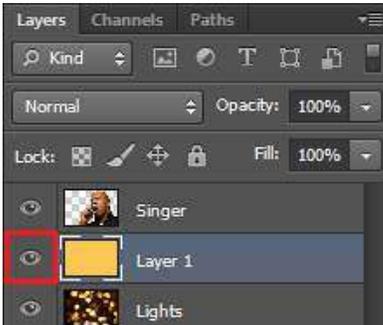
The singer should now appear on a colored background.



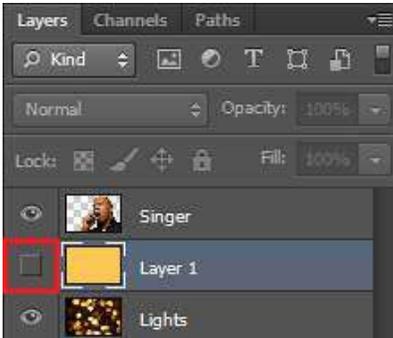
The Lights layer has not been deleted; it is simply stacked under Layer 1.

If we click on the eye icon next to Layer 1, we can hide the layer so that we can see what is underneath it.

8. Click on the eye icon.

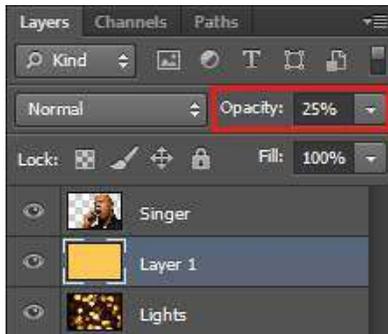


Once you should click on it, the eye disappears.



9. Click on the eye icon once again to reveal Layer 1.
10. Change the opacity to 25%.

Changing the opacity of a layer can make that layer look more transparent.



We should now have a nice light tint of orange showing up behind the singer.



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If you wish to get rid of Layer 1, you can simply delete the layer.

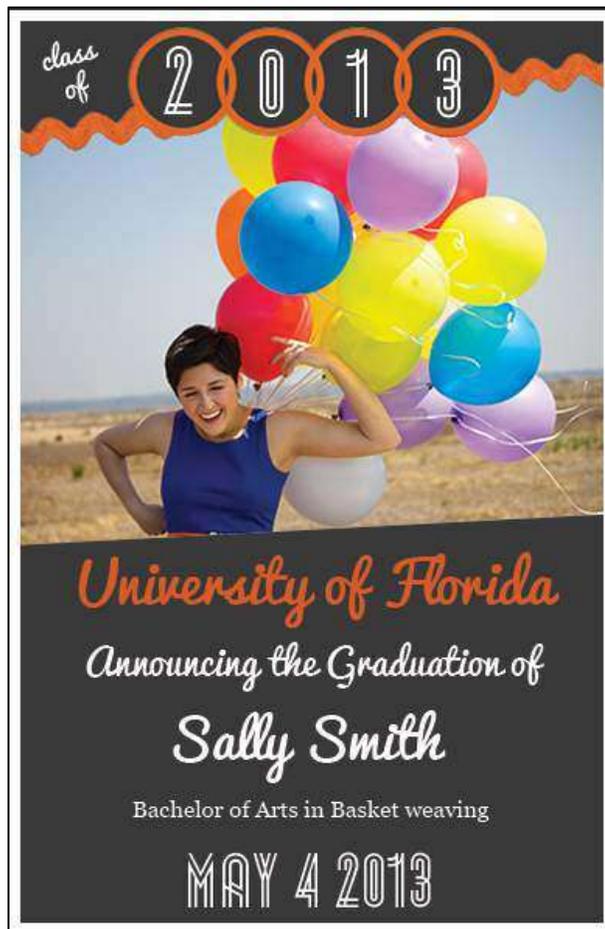
11. Select Layer 1.
12. Hit "Delete" on the keyboard.
13. Or you can hold and drag the layer to the trash can icon located at the bottom of the Layer's Panel.

You should now have a basic understanding of what layers are, the different types of layers, combining layers to the same tab, renaming layers, rearranging layers, adding and deleting layers. We even explored several different tools within Photoshop that we can use to manipulate our layers. Let's take our knowledge of working with layers and start creating a flyer.

Creating a Flyer

While creating a flyer, we will go over several different steps of how to combine images, add text, rotate images and text, as well as merging our layers into a single layer. Many of the students that come into the labs often use Photoshop to create posters or flyers for their projects, events, and organizations. We will create a graduation themed flyer to understand some of the other tools within Photoshop.

Our goal is to create a flyer that will look like this:



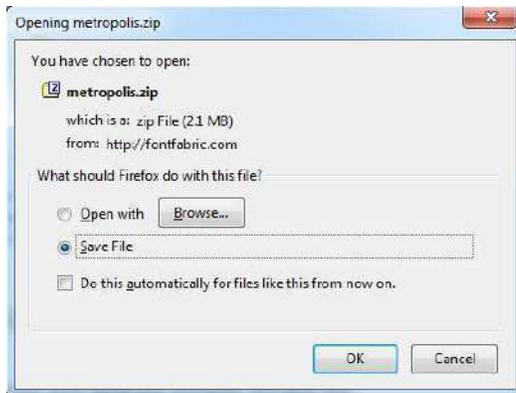
Downloading Fonts

Before we create the flyer, we will download the fonts that will be added to the flyer.

1. Click on this link: <http://fontfabric.com/metropolis-free-font/>
A webpage should now appear displaying the Metropolis font.
2. Scroll down until you see this download button:



3. Select the option to “save as.”

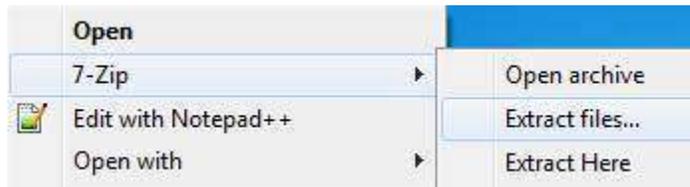


4. Click “OK.”

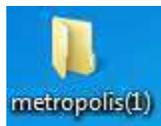
The .zip folder should appear on your desktop.



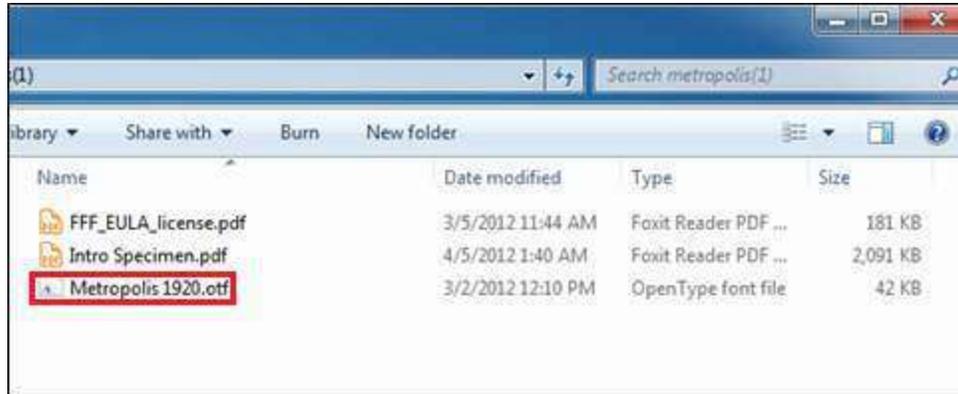
5. Right-click the folder.
6. Navigate to 7-Zip.
7. Extract the files.
8. Click “OK.”



A new folder should now be present on your desktop.



9. Double-click the “metropolis(1)” folder to open it.
10. Double-click on “Metropolis 1920.otf.”



11. Click “Install.”



The font, Metropolis, has now been installed and will appear in Photoshop. We will now install another font called “Pacifico.”

12. Click on this link: <http://www.fontsquirrel.com/fonts/pacifico>

A new webpage should appear.

13. Click on “Download TTF” at the top of the page.



14. Select the option to “save as” as you did previously.

15. Right-click the .zip file and navigate to 7-Zip.

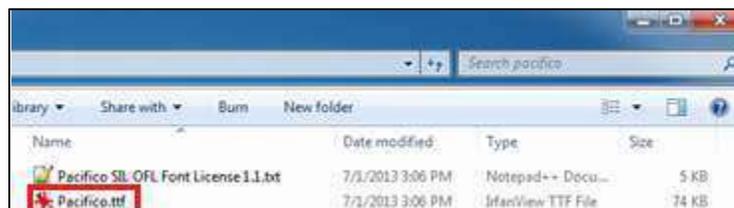
16. Choose “Extract files.”

17. Click “OK.”

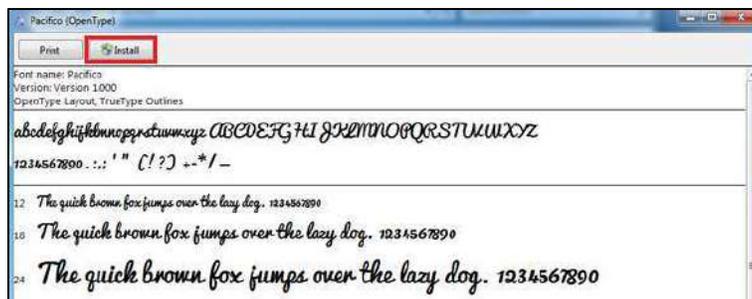
A new folder has been added to your desktop.

18. Open the folder by double-clicking on it.

19. Right click on “Pacifico.ttf.”



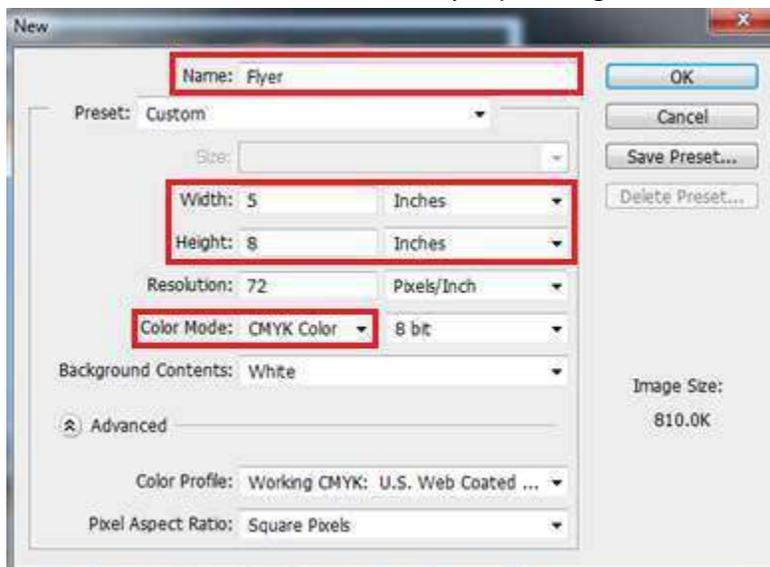
20. Go to "Open with."
21. Select "Windows Font Viewer."
22. Click "Install."



Combining and Modifying Images

1. Navigate to Photoshop.
2. Click "New" within the File tab in the Menu Bar.
3. Rename the document to "Flyer."
4. Change "Pixels" to "Inches."
5. Input the Width: 5 and Height: 8
6. Change Color Mode to "CMYK Color."

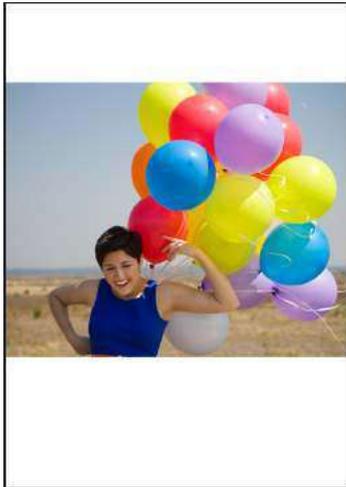
CMYK are ink colors that are used for printing.



7. Click "OK."
8. Using Mini Bridge, Select the following images: Design.psd and Sally.png.
9. Click "Enter" on the keyboard.

You should now have all of your images opened up in separate tabs. The active tab at this moment should be "Sally.png."

10. Push "V" on the keyboard to access the Move Tool.
11. Click and hold "Sally.png"
12. Drag your cursor to the "Flyer" tab until it opens up, then move your cursor to the canvas until a white outline appears around your workspace.
13. Let "Sally.png" go on the blank canvas within the "Flyer" tab.
You should now have a copy of "Sally.png" within the "Flyer" tab.

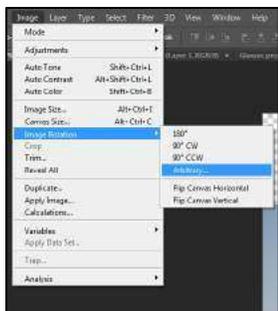


14. Close the tab titled "Sally.png"
15. Navigate back to the "Flyer" tab.
16. Click the "Background" layer within the Layer's Panel.
17. Push "Delete" on the keyboard.

The image should now have a transparent background.



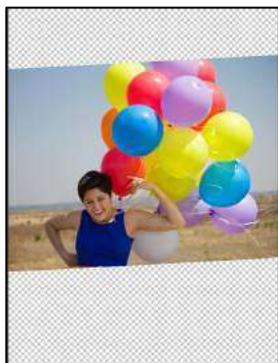
18. Go to "Image" within the Menu Bar.
19. Navigate to "Image Rotation."
20. Select "Arbitrary."



This dialog box should appear:



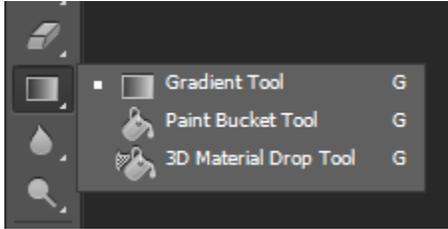
- 21. Change the Angle to 3, and select CCW.
- 22. Click "OK."
- 23. If needed, adjust the image so that it looks like this:



- 24. Click the "Design.psd" tab.
- 25. Use the Move Tool to hold and drag "Design.psd" to the "Flyer" tab.
- 26. Close the "Design.psd" tab since we no longer need it.
- 27. Draw your attention back to the "Flyer" tab.
- 28. Using the arrow keys on the keyboard, adjust the banner so that it looks like this:



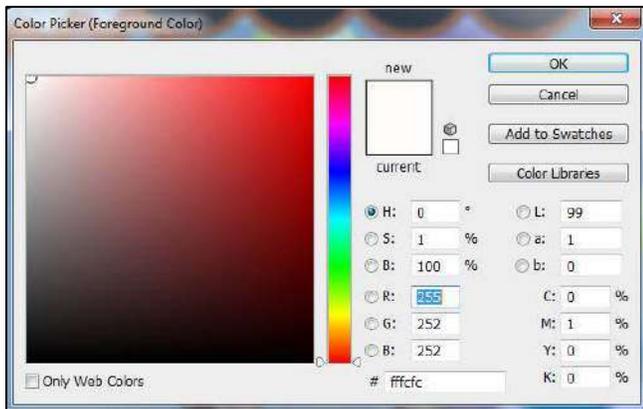
29. Navigate to the “Gradient Tool” within the Tools Bar.
30. Click and hold on the tool until you see a submenu of other tools.
31. Select the “Paint Bucket Tool.”



32. Double-click on the foreground color located at the bottom of the Tools Bar.

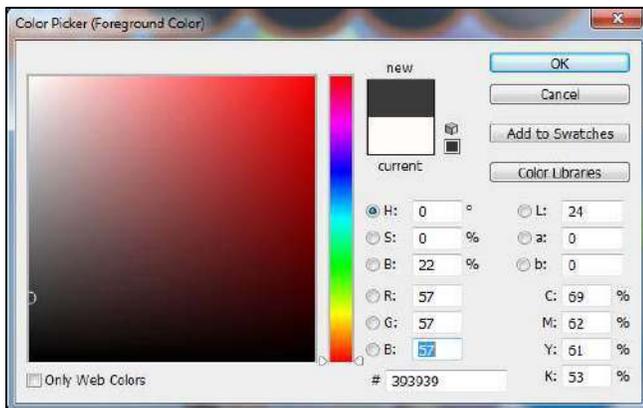


This dialog box will appear:



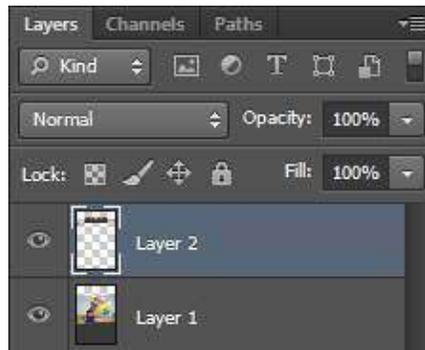
33. Change the RGB values to 57.

We want to select a nice grey color for the background.



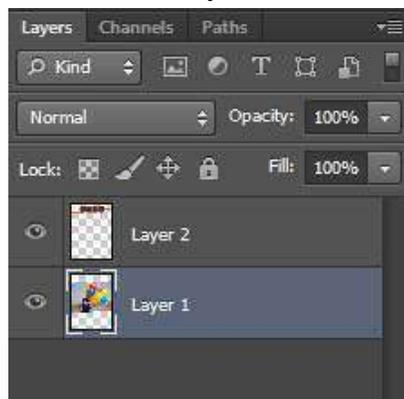
34. Click “OK.”

Make sure Layer 2 is selected within the Layer's Panel.

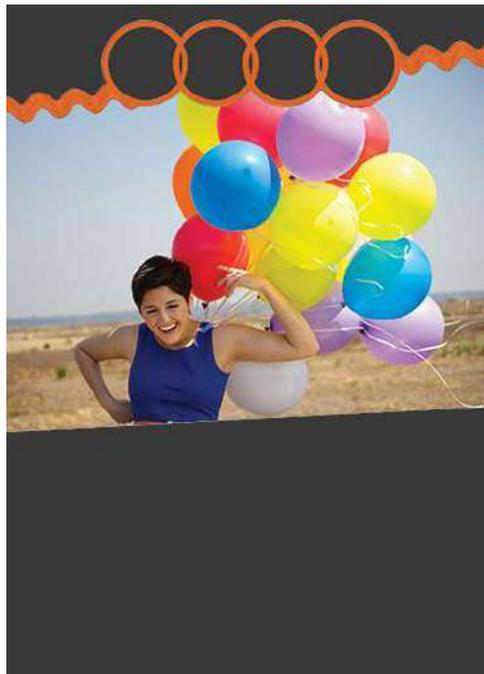


35. Now color in the top half of the canvas first.

36. Now select Layer 1.



37. Fill in the bottom half of the canvas.



Adding Text

38. Push “X” on the keyboard to switch the position of the foreground and background colors.

Before



After



39. Select the “Horizontal Type Tool.”

We will be using the Horizontal Type Tool to add text to the flyer.



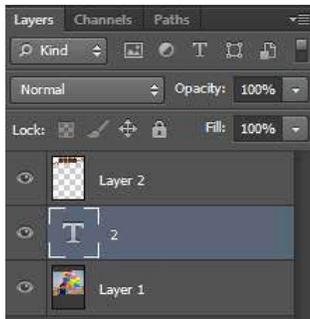
40. Within the Tool-Options Bar, select the font “Metropolis 1920.”

41. Change the Font size to 55.

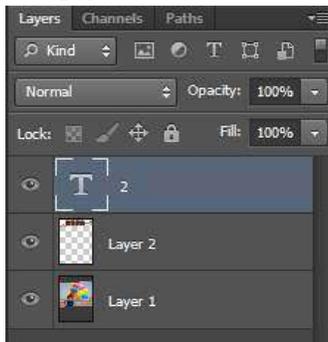


42. Click within the first circle in the “design” image, and type in “2.”

In this instant, you won’t be able to see anything. This is because the new layer is stacked after the Layer 2. We need to move this new text layer to the top.



43. Simply click on the text layer, hold and drag it on top of Layer 2.



You should now be able to see the text. Remember, layers are similar to transparency sheets, recall that concept and apply it to this situation.

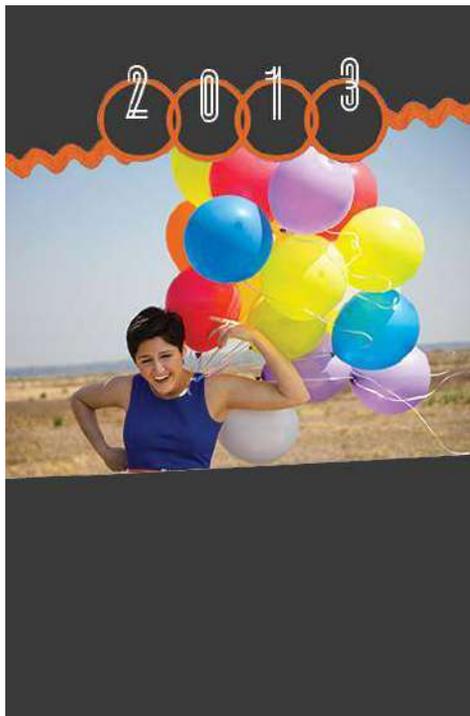


44. Now click within the second circle and type in "0."
45. Then click the check button within the Tool-Options Bar to confirm the changes you made.



46. Click in the third circle and type in "1."
47. Click the check button again.
48. Finally, click in the last circle and type in "3."
49. Once again, click the check button within the Tool-Options Bar.

Your flyer should look similar to this:



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Our text looks a little unorganized right now, we can use Rulers to align our text, then we will group our text layers, and we will use the Move Tool to organize our text.

50. Navigate to “View” within the menu bar.

51. Select “Rulers.”

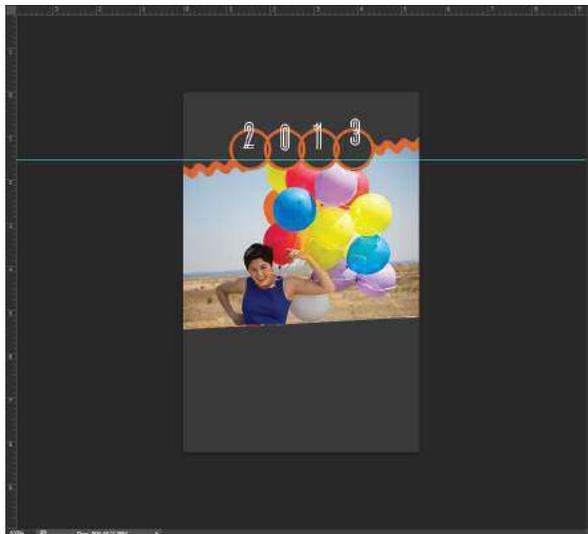
You should now be able to see rulers located on the left side and top side of your canvas.



52. Select the Move Tool.

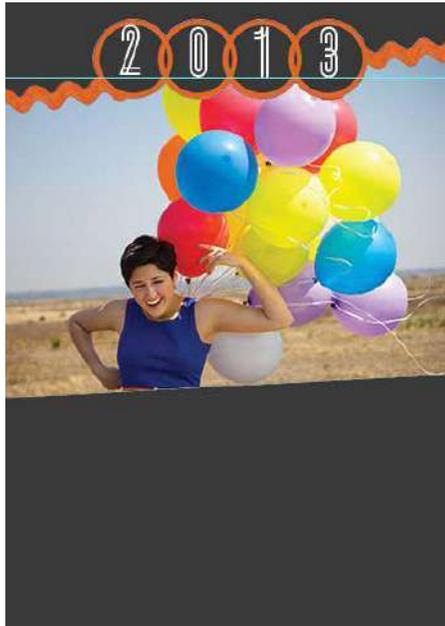
53. Click and hold within the top ruler and drag your cursor down under your text.

A grey, horizontal line should follow your cursor, but once you release your hold on your mouse, the line should appear as an aqua colored line.

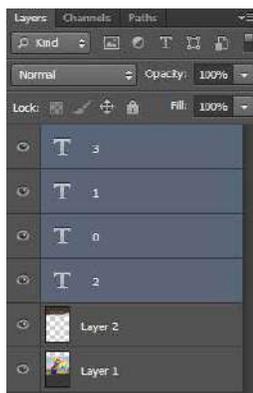


54. Click on each text layer and drag it on the aqua line.

Remember, you can only make changes to the layer that is currently active or selected. Go through each text layer and move the text so that it looks like this:



55. Now select all of the text layers located in the Layer's panel.



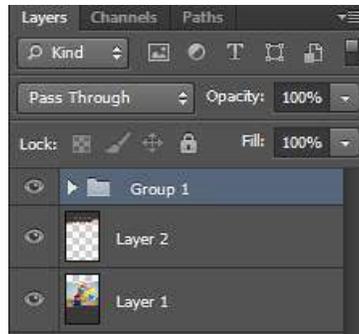
56. Push "Ctrl+g" on the keyboard.

The command "Ctrl+g" allows you to group your layers. We will group our text layers so that we can move them as a whole rather than moving them individually.

57. Look at the Layer's panel.

The text layers have been converted into a group layer.

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58. Align your text by using the arrow keys on your keyboard.

59. Hold and drag the aqua line back into the top ruler.

The aqua line is no longer visible.

60. Navigate to “View” in the menu bar, and uncheck “Rulers.”

Your flyer should look like this:



61. Select the “Horizontal Type Tool” again.

62. Click on the grey area right underneath the photo.

63. Change the font to “Pacifico.”

64. Change the font size to 36.



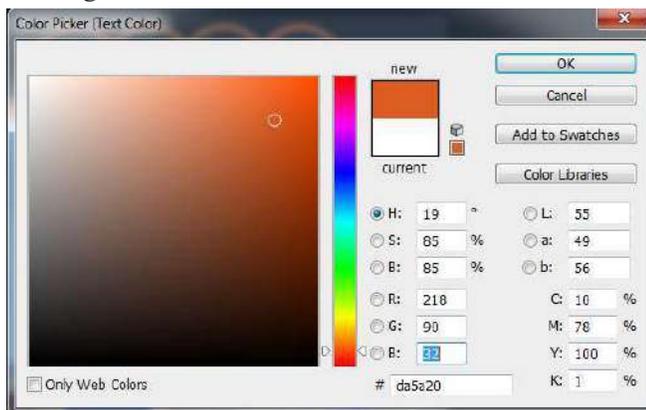
65. Type “University of Florida.”



- 66. Highlight the text.
- 67. Select the “text color” icon located in the Tool-Options Bar.

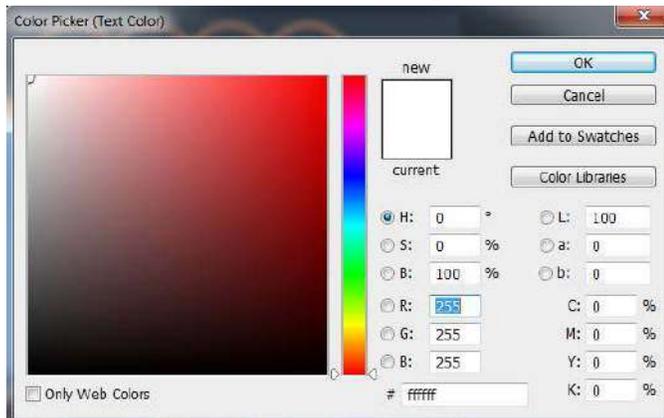


- 68. Change the RGB values to 218, 90, 32.



- 69. Click “OK.”
- 70. Click the check button to confirm the changes that were made.
- 71. Click on the area directly under “University of Florida.”
- 72. Change the font size to 24.
- 73. Type “Announcing the Graduation of.”
- 74. Highlight the text.

75. Click the “text color” button again, and choose white.



76. Click “OK.”

77. Click the check button to confirm changes.

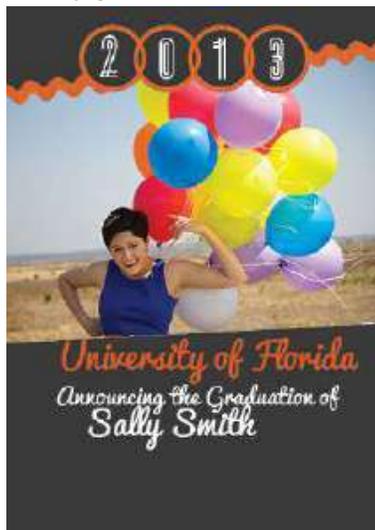
78. Once again, click under “Announcing...”

79. Change the font size to 34.

80. Type “Sally Smith.”

81. Click the check button again.

Your flyer should look something like this:



We will align our text later, by using the Move Tool.

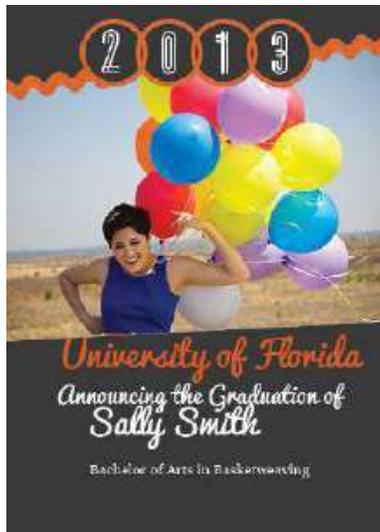
82. Click on the area under Sally’s name.

83. Change the font to “Vani,” and the font size to 15.



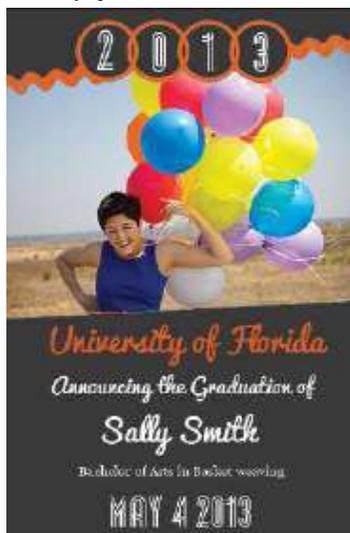
84. Type “Bachelor of Arts in Basket weaving.”

85. Click the check button.



86. Click on the area under “Bachelor...”
87. Change the font to “Metropolis 1920” once again.
88. Change the font size to 44.
89. Type “May 4 2013.”
90. Click check to confirm the changes that were made.
91. Now select the Move Tool and drag your text into place.
(Using the arrow keys on the keyboard are a quick and efficient way of moving your text). Keep in mind that you need to select the proper text layer from the Layer’s Panel if you wish to move it.

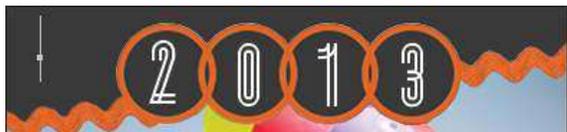
Your flyer should look something like this:



We will add one last piece of text to our flyer.

92. Select the “Horizontal Type Tool.”

93. Click on the area to the left of “2013.”



94. Change the font to “Pacifico” again.

95. Change the font size to 18.

96. Type “class.”

97. Push the “Enter” key on the keyboard.

98. Hit the spacebar key twice to align it to the center.

99. Then type “of.”

100. Click the check to confirm the changes that were made.



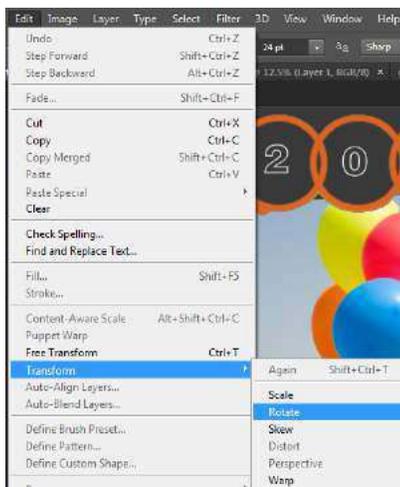
We will now rotate the text slightly.

101. Highlight “class of.”

102. Go to the “Edit” Tab within the Menu Bar.

103. Navigate to “Transform.”

104. Select “Rotate.”



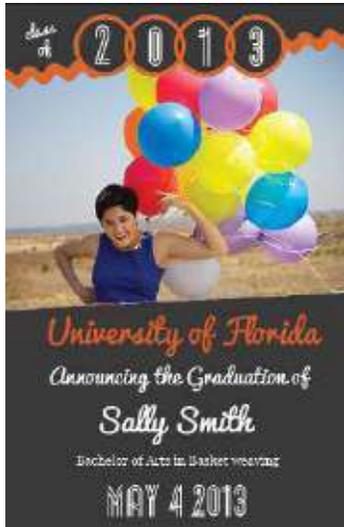
A small box should appear around the text.



105. Grab the upper left corner and tilt the text slightly to the left until it looks like this:



At this point, the flyer should look like this:

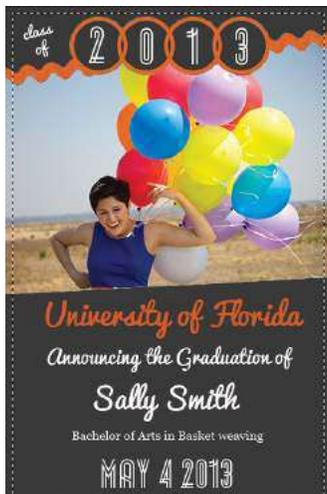


We will now create a small border around our flyer.

106. Select the "Rectangular Marquee Tool."

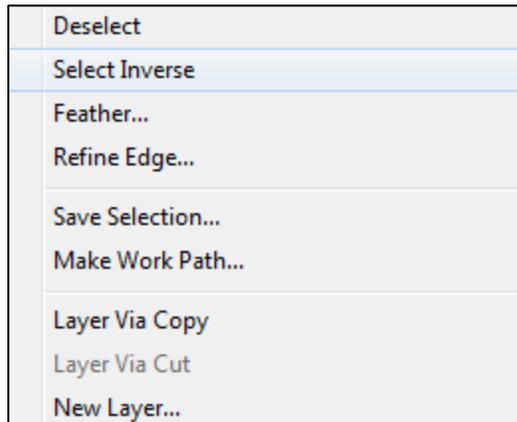


107. Create a thin border around the flyer like this:

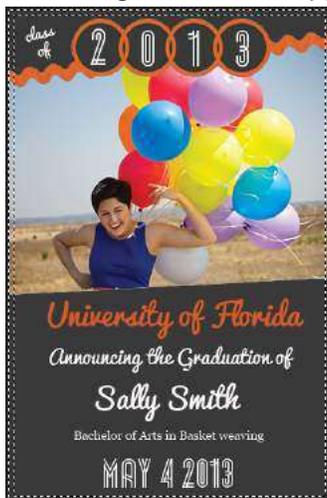


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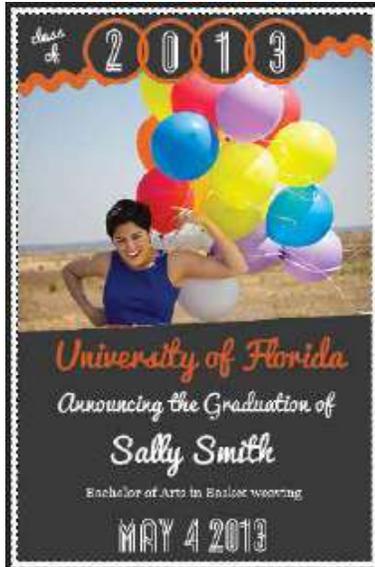
108. Right-click within our selection.
109. Choose "Select Inverse."



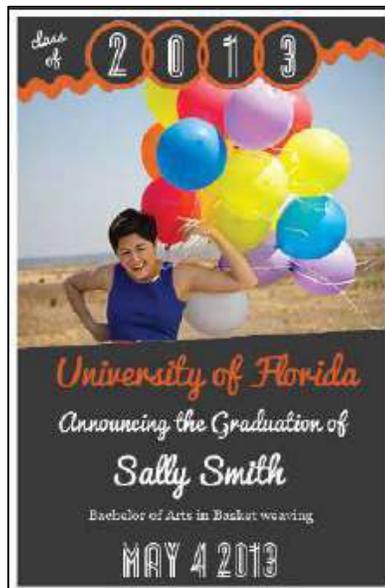
Marching ants should appear as a border around the flyer.



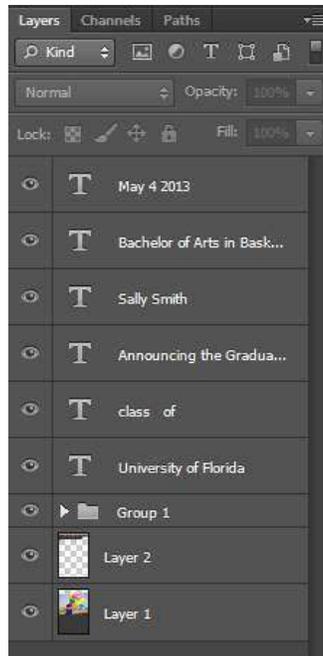
110. Select Layer 2.
111. Select the Paint Bucket Tool.
112. Fill in the border.



113. Click "Ctrl+D" to deselect the selected area.
You should now have a white border around your flyer.



On the other hand, our Layer's Panel is filled with layers!



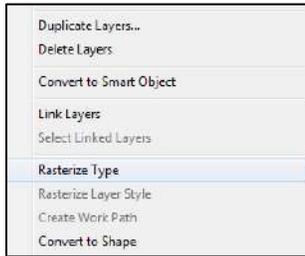
Let's start off by rasterizing our text layers. Rasterizing the type will change the font into pixels. For example, if you are typing a document in Microsoft word, you can zoom infinitely into the text and you will never see a pixel. However, in order to apply filters or paint on text it needs to be converted into pixels. When you rasterize type in Photoshop, you lose type editing and formatting options and it is no longer scalable.

114. Select all of the text layers.



115. Right-click within one of the selected layers.

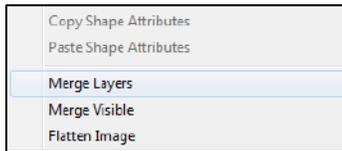
116. Choose "Rasterize Type."



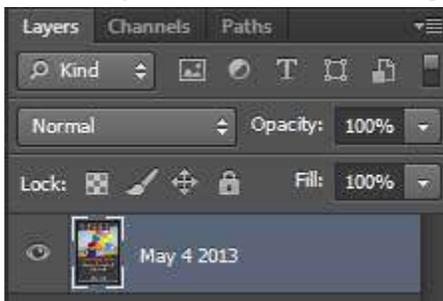
117. Now highlight all of the layers.

118. Right-click on one of the selected layers.

119. Choose "Merge Layers."



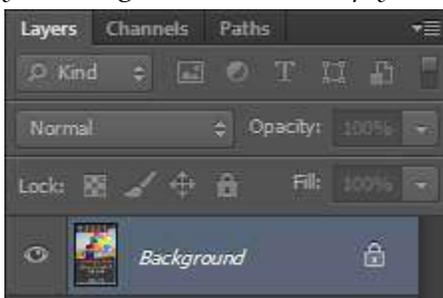
All the layers have now been merged into a single layer.



120. Right-click on the layer.

121. Select "Flatten Image."

Your layer should now have transformed into a background layer! It's best to flatten your image rather than simply merging it because now your document is locked.



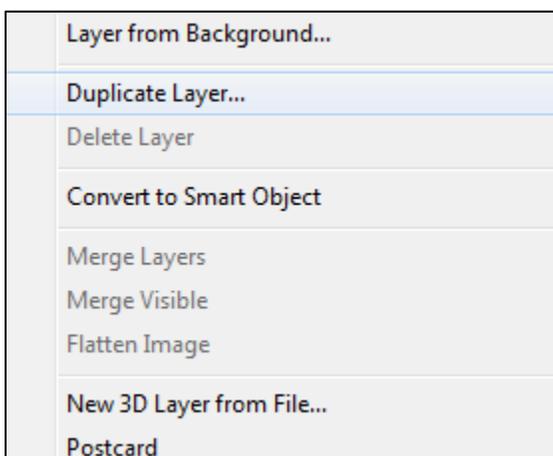
Retouching a Photograph

A large number of times, people often use Photoshop to retouch photographs. We will go over how a simple retouching can range from removing blemishes to changing a person's features.

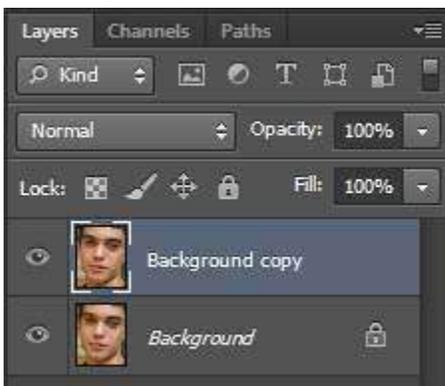
Removing Blemishes

1. Open Mini Bridge.
2. Select "Blemishes.jpg."
3. Push "Enter" on the keyboard.
4. Right-click on the background layer within the Layer's panel.
5. Select "Duplicate Layer."

We are going to create a duplicate layer so that we may easily compare the changes we have made at the end.



Your Layer's panel should look like this:



6. Zoom in so that you have a clear view of the young man's face.
7. Select the "Spot Healing Brush Tool."

The Spot Healing Brush Tool is perfect for small blemishes such as these. When you click on an area with the Spot Healing Brush, it automatically samples pixels in the surrounding area and blends them in with the area under your brush.

8. On the tool options bar, change the radio button to “Proximity Match”.



We will be working with the “Content Aware” feature in the next session.

9. Adjust the size of your brush to slightly larger than the blemish you are trying to hide.

Tip: When retouching a photograph, the best piece of advice is to always work with a small brush size. If your brush size is too large when using the Spot Healing Brush, it can create an obviously pixelated area.

10. Click on any of the blemishes on his face.

The blemishes instantly disappear.

Before using the Spot Healing Brush Tool. After using the Spot Healing Brush Tool.

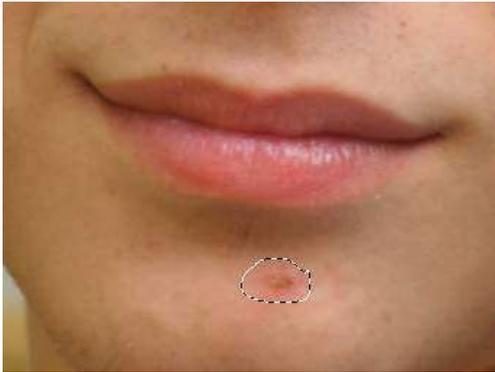


11. Select the “Patch Tool” from the Spot Healing Brush tool menu.

This tool works in a similar manner, except now you can tell it which pixels to sample and manually move them to the area you would like to cover.



12. Draw a small selection around the area we wish to remove.



13. Hold and drag that selected area to a clear spot on his face.
Use this tool for any other spots you wish to remove. However, do not touch the area under his eyes just yet!

14. Hide and unhide the background layer to compare changes.

15. Select the "Clone Stamp Tool."

The Clone Stamp Tool allows you to sample pixels from a selected area and you can copy those selected pixels over an area you wish to modify. We will be using the Clone Stamp Tool to sample pixels to cover the dark spots under the young man's eyes.



16. Set the opacity to 20 within the tool-options bar.

Setting the opacity low helps ensure that our changes are not too visible.



17. Hover over a light area near his eyes.
18. Push "Alt" on your keyboard to sample those pixels.
19. Now use the "Clone Stamp Tool" under his eyes to remove the dark areas.

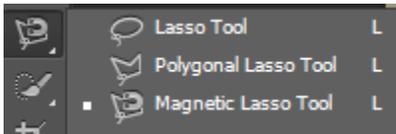
After using the Clone Stamp Tool, the area under his eyes should look clear.



Changing the Eye Color

We have managed to remove the blemishes on the young man's face. Now we will modify the color of his eyes to add a lively touch to this image.

1. Select the "Magnetic Lasso Tool" within the Lasso Tool group.



2. On the tool-options bar, change the frequency to 100.
The frequency refers to how many anchors the Magnetic Lasso tool will make as you drag it around the perimeter of your selection. This tool works by seeking areas of high contrast to locate perceived edges.
3. Zoom in close to both his eyes.
4. Use the Magnetic Lasso Tool to select the area around the iris of the eye.
If you make a mistake, use "delete" to remove the last point, or "Esc" to start over.



5. Press "Alt" to remove the circular pupil from the selection.

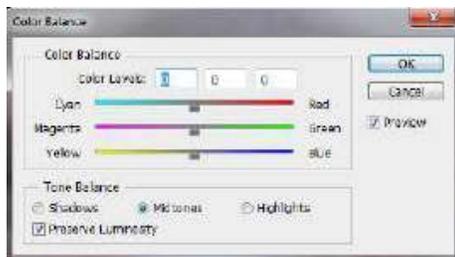


6. Hold down "Shift" and create a selection around the other eye.
7. Press "Alt" to remove the pupil area.



8. Navigate to "Image" within the menu bar.
9. Go to "Adjustments."
10. Select "Color Balance."

A dialog box should appear.



You can adjust these color sliders to change the color of the selected area.

11. Create a new color for his eyes.

Try to keep the changes natural.

12. Click "OK."

Before we deselect the selected area, we are going to apply one last change to his eyes. We are going to add more depth to the young man's eyes by using the "Dodge Tool."

13. In the Tools bar, select the "Dodge Tool."

The Dodge Tool is used to lighten areas of the image. It works much like the "Brightness" feature that you may have encountered in another image editing program, but instead of applying changes to the entire image, it works only on the areas you paint with your brush.



14. Navigate to the tool-options bar.

15. Change the Range to "Highlights."

16. Change the Exposure to 50%.

17. Click a few times within the iris of his eyes.



18. Zoom out to get a clear view of his face.

19. Use "Ctrl+D" to deselect the selected area.



Conclusion

During this introduction to Photoshop you have learned a wealth of information. You are now adept at navigating through the menus, tool bar, and tool options bar. You also have a practical knowledge of some of the tools within each group. Now you will be able to navigate through Photoshop comfortably. However, Photoshop has an endless list of tools, and it would be impossible to teach you everything in Photoshop, which is why we encourage you to explore Photoshop while working or in your spare time!

Activity

To help reinforce all the material you've learned in this lesson, you are going to complete an activity individually. Completing this activity will strengthen your skills and will test your memory. The activity is an hour long, and the Training staff will be more than happy to assist you if needed. Please begin by following the instructions listed below.

Create a Flyer

The following are required:

1. Name your document.
2. Create a flyer with a width of 5 and a height of 8.
3. Add at least 2 images.
4. Include a color for your flyer.
5. Change the opacity of a layer or an image.
6. Add text.
7. Apply color to text.
8. Rotate either an image or text.
9. Create a border.

Retouch a Photograph

The Following are required:

1. Open Bride.jpg in Photoshop.
2. Create a duplicate layer.
3. Remove the blemishes by using the Spot Healing Brush Tool (set it to proximity match in the tool-options bar).
4. Use the Patch Tool to remove the wrinkles near her eyes.
5. Use the Clone Stamp Tool (Change opacity to 30%) to remove the dark spots under the eyes.
6. Change the color of her eyes.
7. Add depth to her eyes by using the Dodge Tool. (Range: Highlights and Exposure: 50%).
8. Use the Quick Selection Tool to select the bride's headband, earring, and dress.
9. Then use the Dodge tool (Exposure: 15%) to lighten the selected areas.