

# Open Photoshop

Download [lesson2.zip \(2.7MB\)](#) and UnZip the files onto your computer.

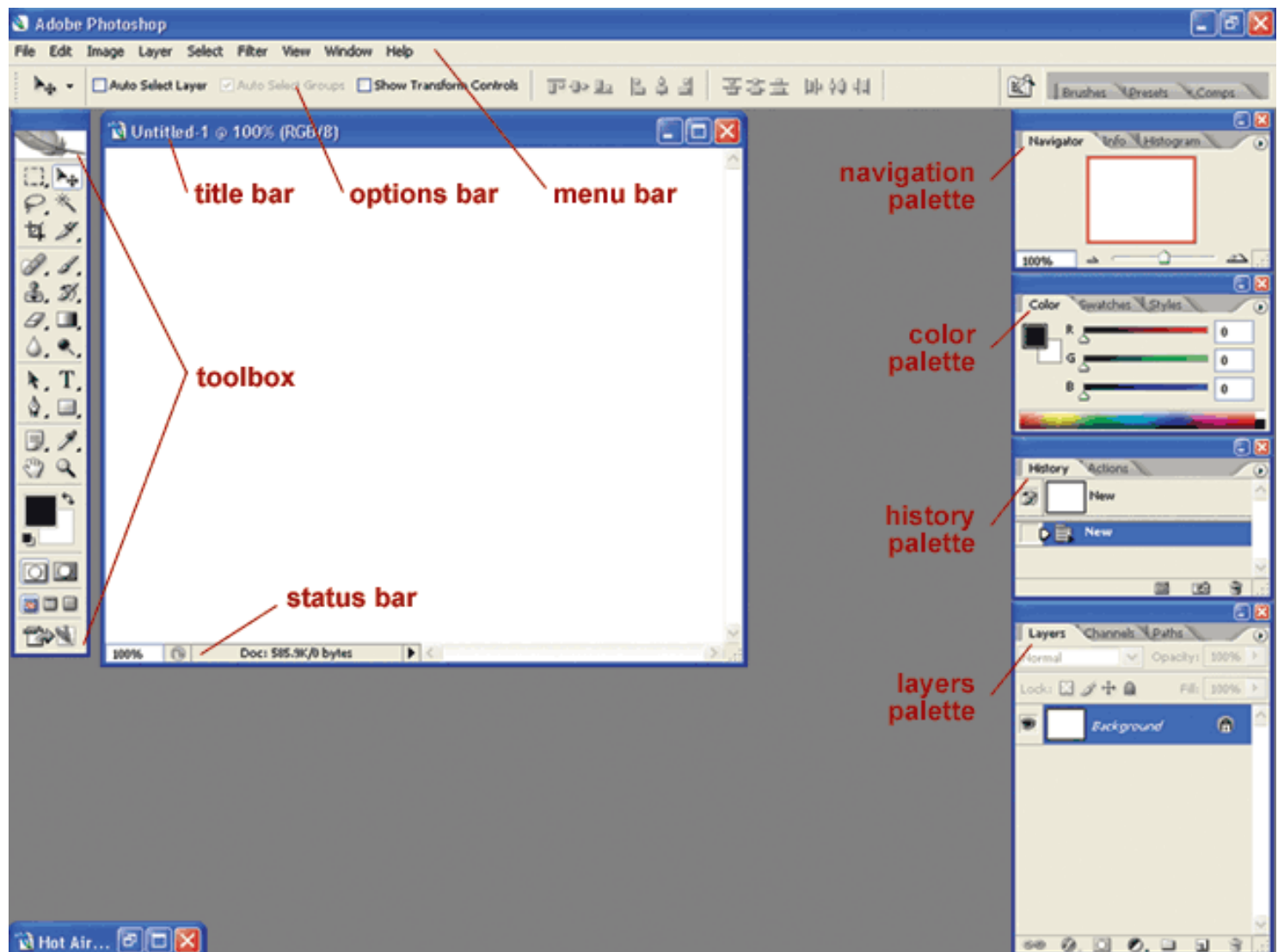
Open Photoshop while pressing [**Command+Option+Shift**] (Mac) or [**Control+Alt+Shift**] (PC).

This will delete the Photoshop settings file, so your screen will match the tutorial.

## To start with an empty screen.

1. Click **File** on the menu bar, then click **New**
2. Type a number in the Width text box, choose **pixels** in the width pop-up menu
3. Type a number in the Height text box, choose **pixels** in the height pop-up menu
4. You will see an empty window.

## Examine the Photoshop workspace



title bar	displays the file name of the open file
menu bar	contains Photoshop commands, some commands have keyboard shortcuts on the right side of the menu, commands that are gray are not available
toolbox	contains tools associated with frequently used commands, the icon of the tool shows its function. A small black triangle in the lower-right corner indicates additional tools.
options bar	displays the current settings for the selected tool
palettes	small windows stacked on the right side of the workspace these are used to change settings and modify images. Palettes can be separated and moved by dragging their tabs.
status bar	located at the bottom of the workspace. Displays file size and description of selected tool.

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## To open an existing image.

1. Click **File** on the menu bar, then choose **Open**
2. Locate the file `sky.psd` and click **Open**
3. You will see the image in the window.

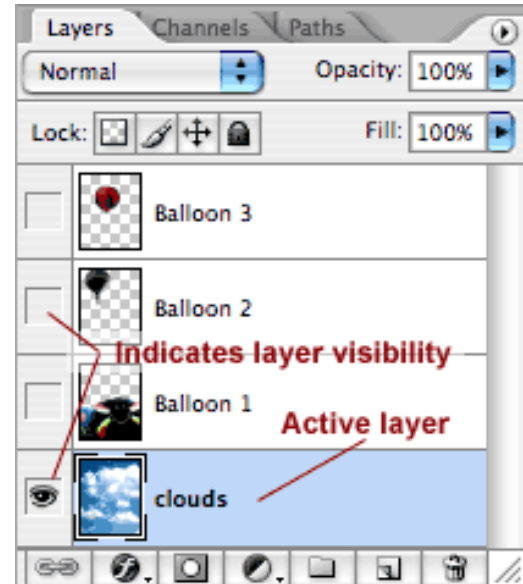
You can get existing images by scanning flat artwork, scanning film, photographing with a digital camera, saving from a web site, saving from a video, copying from a CDROM, or anywhere else that digital imagery is available.

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# Layers, the History palette, and zoom


## Layers

A layer is a selection within an image that can be manipulated independently. You can think of layers in Photoshop as pieces of clear plastic that are in a stack. Each Photoshop file has at least one layer, and can contain many individual layers. The Layers palette shows all the layers in a file. There are different types of layers: for artwork, type, fill, and adjustment. You can use the Layers palette to create, copy, delete, hide, merge, lock, group, or reposition layers.



The order in which layers appear in the Layers palette matches the order in which they appear in the image. The topmost layer in the palette is the topmost layer on the image. You make a layer active by clicking on its name in the Layers palette. The active layer is highlighted.

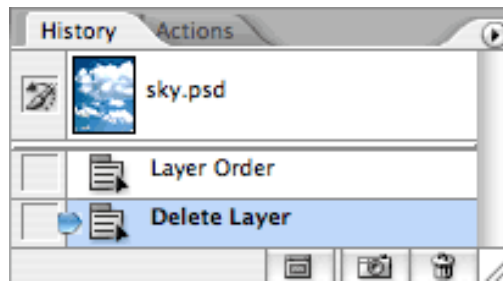
You can use the Layers palette to control which layers are visible in an image. You can show or hide a layer by clicking the **Indicates layer visibility** (eyeball) button to the left of the layer thumbnail.


1. Click the Balloon 1 layer on the **Layers** palette.
2. Click the **Indicates layer visibility** box on the Balloon 1 layer to see the image on that layer.
3. Click the **Indicates layer visibility** box on the Balloon 2 and Balloon 3 layers to see the other images.
4. In the Layers palette click the **Indicates layer visibility** box on the clouds layer to turn off that layer. The background now looks like a gray check pattern, you will see the gray check pattern whenever an image is transparent.
5. Click the Balloon 2 layer on the Layers palette, and drag the layer above the Balloon 3 layer. Balloon 2 will be in front of Balloon 3 in the Photoshop window.
6. Click the Balloon 3 layer in the Layers palette and click the **delete layer**  button at the bottom of the **Layers** palette. Balloon 3 is deleted from the Layer palette and the Photoshop window.

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## Using the History palette

Photoshop records your last 20 actions on the History palette. The History palette allows you to undo your actions by selecting and deleting them. You can also create a new image from any point in the History palette.



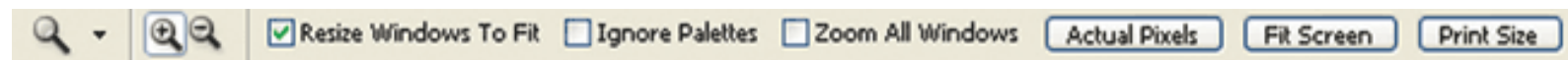
In the History palette click the line that says "Delete Layer" and click the **delete current state**  button at the bottom of the **History** palette. Balloon 3 is restored to the Layer palette and the Photoshop window.


Click **File** on the menu bar, then click **Save**.

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## Getting a closer look

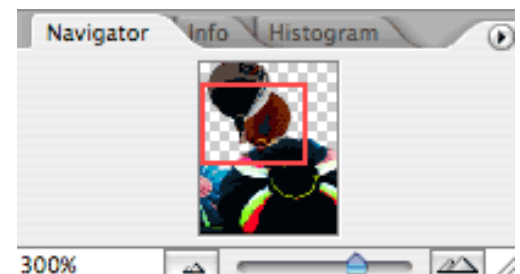
When you edit an image in Photoshop, it is important that you have a good view of the area you are working on. There are several ways you can enlarge or reduce your current view. Before you enlarge, select the **Resize Window to Fit** check box and the window will get bigger as you zoom in.



You can use the **Zoom** tool  to click on the image to enlarge your view. You are not enlarging the image, you are only enlarging your view. You can reduce your view by holding the **Alt** (Win) or **Option** (Mac) key when you click the zoom tool. Double clicking the Zoom tool in the Toolbox will resize your image to the actual size.

## Using the Navigation palette

You can also change your view using the **Navigation** palette. At the bottom of the Navigation palette you can type in a magnification percentage, use the slider, or click the mountain buttons to enlarge or reduce.



The red box shows you the current view in the Photoshop window. Click and drag the red box to move around in the image.

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# Printing

You can print your Photoshop image using any desktop printer. The printed image will be a composite of all the visible layers. The quality of your printer and paper will affect the appearance of your image. In many cases a professional print shop is the best options for printing a high quality Photoshop image.

The **Page Setup** dialog box displays options for printing, such as paper orientation.

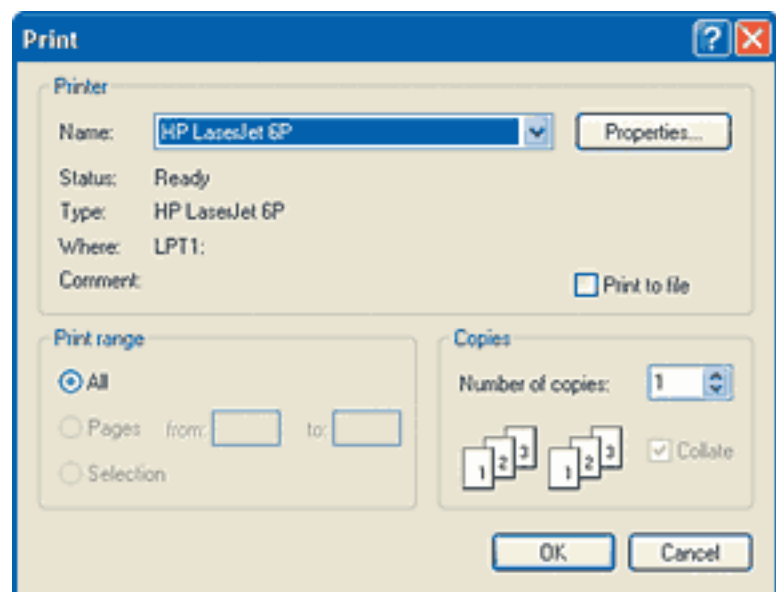
Orientation is the direction in which the image appears on the page. In **Portrait** orientation, the image is printed with the paper shorter edges of the paper at the top and bottom. In



**Landscape** orientation, the image is printed with the longer edges of the paper at the top and bottom. Page setup settings vary slightly on Macintosh and Windows.

1. Click **File** on the Menu bar, then click **Page Setup** to open the Page Setup dialog box.
2. Click the **Landscape option button** in the Orientation section, then click **OK**

Use the **Print** command when you want to print multiple copies of an image. Use the **Print One Copy** to print a single copy without making dialog box selections, and use the **Print with Preview** command when you want to use color management. Print settings vary slightly on Macintosh and Windows.



1. Click **File** on the Menu bar.
2. Make sure that the **All option button** is selected in the Pages section (Mac) or Print range section (Win), and that **1** appears in the Number of copies text box.
3. Click **Print** (Mac) or **OK** (Win). If a PostScript dialog box opens (Mac) click **OK**.

## Save and Exit

1. Click **File** on the Menu bar, then click **Save**.
  2. Click **Photoshop** on the menu bar, then click **Quit Photoshop** (Mac). Or click **File** on the Menu bar, then click **Exit** (Win).
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# Add, delete and rearrange layers

## Examining Layers

The Layers palette lists all the layer names in a Photoshop file and makes it possible for you to manipulate one or more layers. If a layer name is very long, an ellipsis (...) appears, indicating that part of the name is hidden from view. You can view the layer's entire name by holding the cursor over the name until the full name appears. The layer thumbnail appears to the left of the layer name and contains a small picture of the layer's content, if the layer contains text there will be a type layer icon (T) in the thumbnail. At the bottom of the Layers palette are buttons for manipulating layers such as the Delete layer button and the Create new layer button.

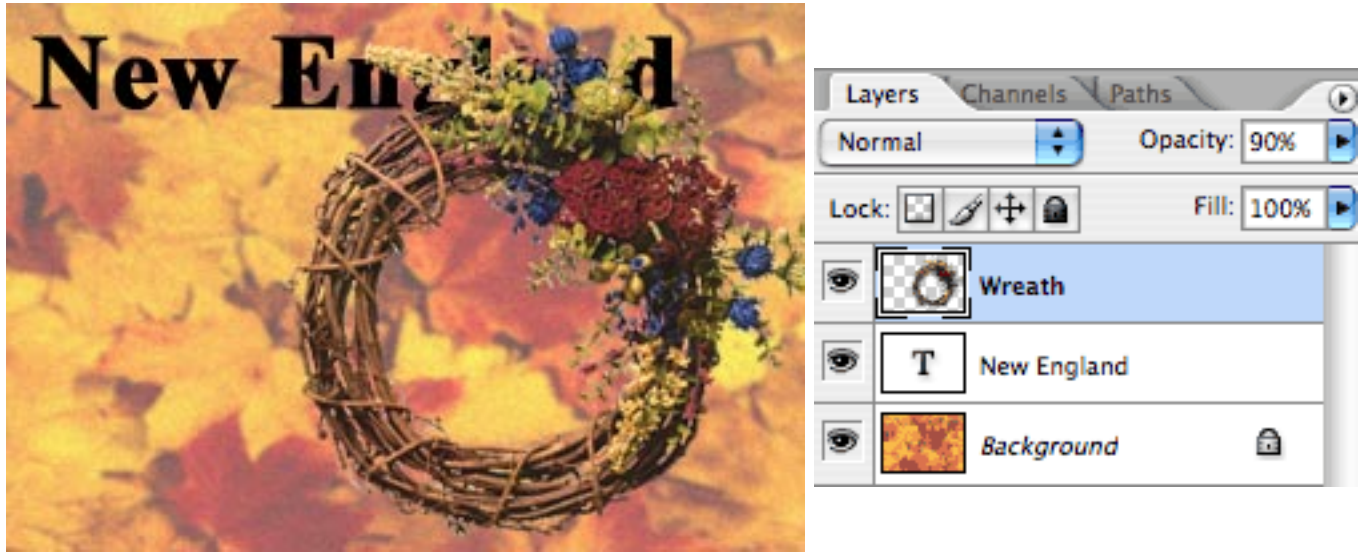
The Layers palette includes several types of layers: Background, Type and Image. The *Background* layer, with its name in italics, is always at the bottom of the Layers list. The *Background* layer is locked so you cannot move it, and it also has limited editing capabilities. You can convert the *Background* layer in to a regular image layer by double clicking the *Background* layer and changing its name. Once it is converted to an image layer, you can use the full range of editing tools.

One of the benefits of using layers is that you can create different compositions by rearranging the order of the layers. Figure 2 has the same layers as Figure 1, but they are arranged differently. Look carefully at each image and layer palette to see how rearranging the order of the layers changes the image in Photoshop. Do you see that the type is partially covered by the wreath in Figure 2? This arrangement is created by dragging the wreath layer above the text layer.

Figure 1



Figure 2



## Adding layers to an image

Because using multiple layers is so important, Photoshop makes it easy to add and delete layers. You can add layers in three ways:

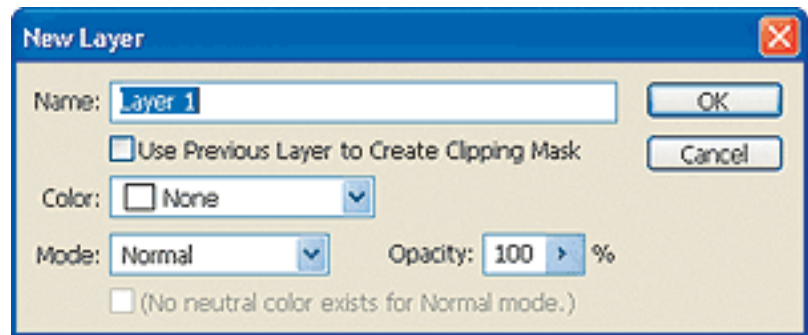
- Use the New command on the Layer menu,
- Use the New Layer command on the Layers palette menu,
- Click the Create a new layer button on the Layers palette.

New layers are automatically inserted above the active (highlighted) layer. New layers are named Layer 1, Layer 2, and so on. You can rename a layer by double clicking on the layer name in the Layers palette and typing a new name. Objects on new layers have a default opacity of 100%, which means they will cover objects on lower layers.

Start Photoshop, click **File** on the menu bar, then choose **Open**. Locate the file `new_england.psd` and click **Open**. You can also double-click on the file `new_england.psd` to open it.

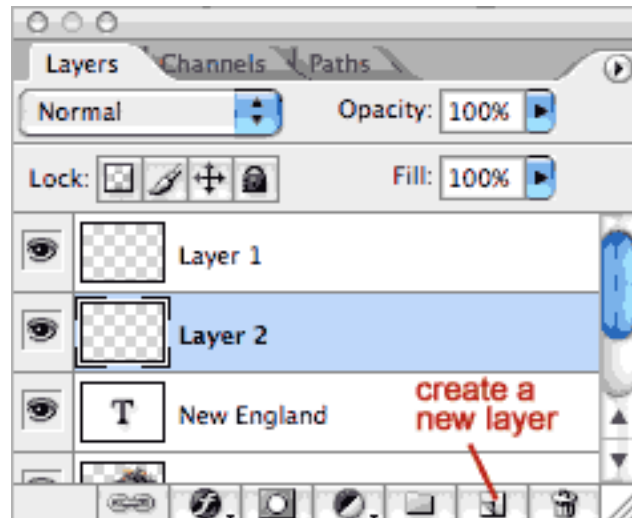
## Add a layer using the Layer menu

1. Click the **New England layer** on the Layers palette
2. Click **Layer** on the menu bar, point to **New**, then click **Layer** to open the New Layer dialog box.
3. Click **OK** and **Layer 1** will be added to your image.




## Add a layer using the Layers palette

1. Click the **New England layer** in the Layers palette
2. Click the **Create a new layer button** at the bottom of the Layers palette
3. **Layer 2** will be added to your image.



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
## Delete a layer


1. Click on Layer 2 in the Layers palette, hold the **Shift** key on your keyboard and click on Layer 1 in the Layers palette to select both layers.
  2. Click on the **Delete layer button**  at the bottom of the Layers palette.
  3. If the **Delete the selected layers?** dialog box opens, click the **Don't show again** check box, then click **Yes**.
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# Move a selection from one image to another

## Understanding selections


While working in Photoshop, you will often want to combine images. To use an image or part of an image, you must first make a selection. A selection is an area of an image surrounded by a marquee, a dashed line that surrounds the area you want to use. You can drag a rectangular or oval marquee using the marquee tools. But if the area you want to select is not rectangular or oval, then you will need to use another method.

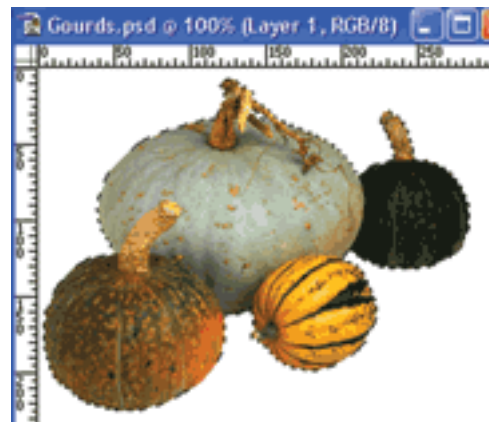
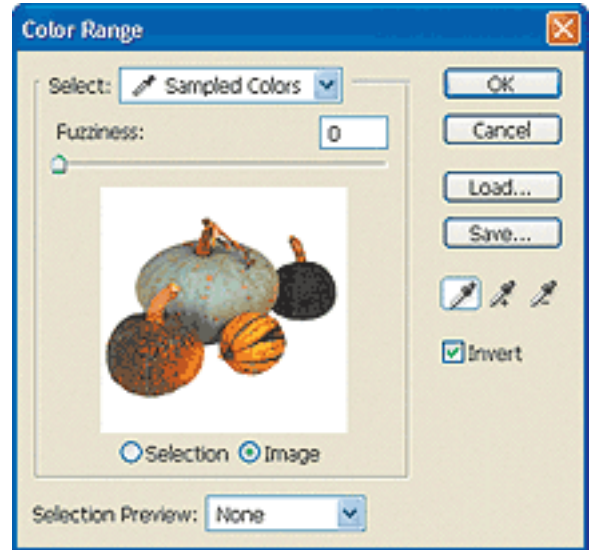
- Use the **Quick Selection Tool** to "paint" your selection or use the **Magic Wand Tool**  to select areas of similar color.
- The **Magnetic Lasso Tool**  selects complex shapes by clicking the starting point, tracing an approximate outline, then clicking the ending point.
- Exclude certain parts of an image with the **Crop Tool** . To use the Crop Tool, drag a box around the area you want to keep, then press Enter (Win) or Return (Mac).
- The **Extract** command, in the **Filter** menu, separates an image from a background or surrounding imagery.
- The **Color Range** command, in the **Select** menu, selects a particular color contained in an existing image. Depending on the area you want you can use the Color Range dialog box to extract a portion of an image.

Use the **Move Tool**  to drag the selection from the original image to a new image. Photoshop places the selection in a new layer above the active layer. When you move a selection to a new image it may contain unwanted pixels that give the appearance of a rough edge. You can remove these pixels using a matting command called **Defringe**. This command is in the **Layers** menu and allows you to replace the unwanted pixels with colors from other nearby pixels.


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## Make a color range selection

1. Click **File** on the menu bar, then choose **Open**.
2. Locate the file `gourds.psd` and click **Open**.
3. Drag the window to an empty area on your screen so you can see both images.
4. Click **Select** on the menu bar then click **Color Range**.
5. Select the **Image** button, then type 0 in the Fuzziness box.
6. Select the **Eyedropper**  in the toolbox and click it on the **white background** of the image in the Color Range dialog box.
7. Select the **Invert Check box**.
8. Click **OK**, the marquee will surround the gourds as shown.



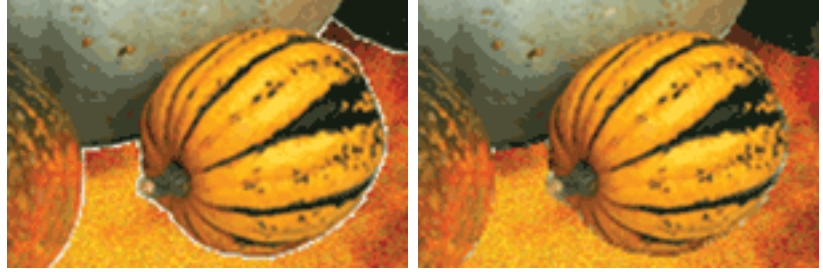
## Move a selection to another image

1. Click the **Move Tool**  in the toolbox.
2. Position the **Move Tool** anywhere over the selection in the gourds image.
3. Click and hold the mouse button and drag the selection to the New England image.
4. Release the mouse.
5. The gourds selection moves to the New England image appearing on Layer 1.
6. If necessary, use the **Move Tool** to drag the gourds to the location at the lower left corner of the wreath.



## Defringe the selection

1. Click **Layer** on the menu bar, point to **Matting**, then choose **Defringe**. Defringing a selection gets rid of the edge that sometimes occurs when objects are dragged from one image to another.
2. Type **2** in the Width text box, then click **OK**.
3. **Save** your work.



Before Defringe

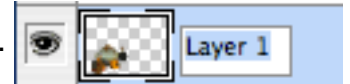
After Defringe

# Rename layers and flatten layers

## Rename and adjust opacity of a layer

Adding the gourds to the New England image created a new layer named Layer 1. All new layers are named "Layer" followed by a number. It is much more useful to name layers something meaningful.

- Double-click **Layer 1**, type **Gourds**, then press **return** (Mac) or **Enter** (Win).



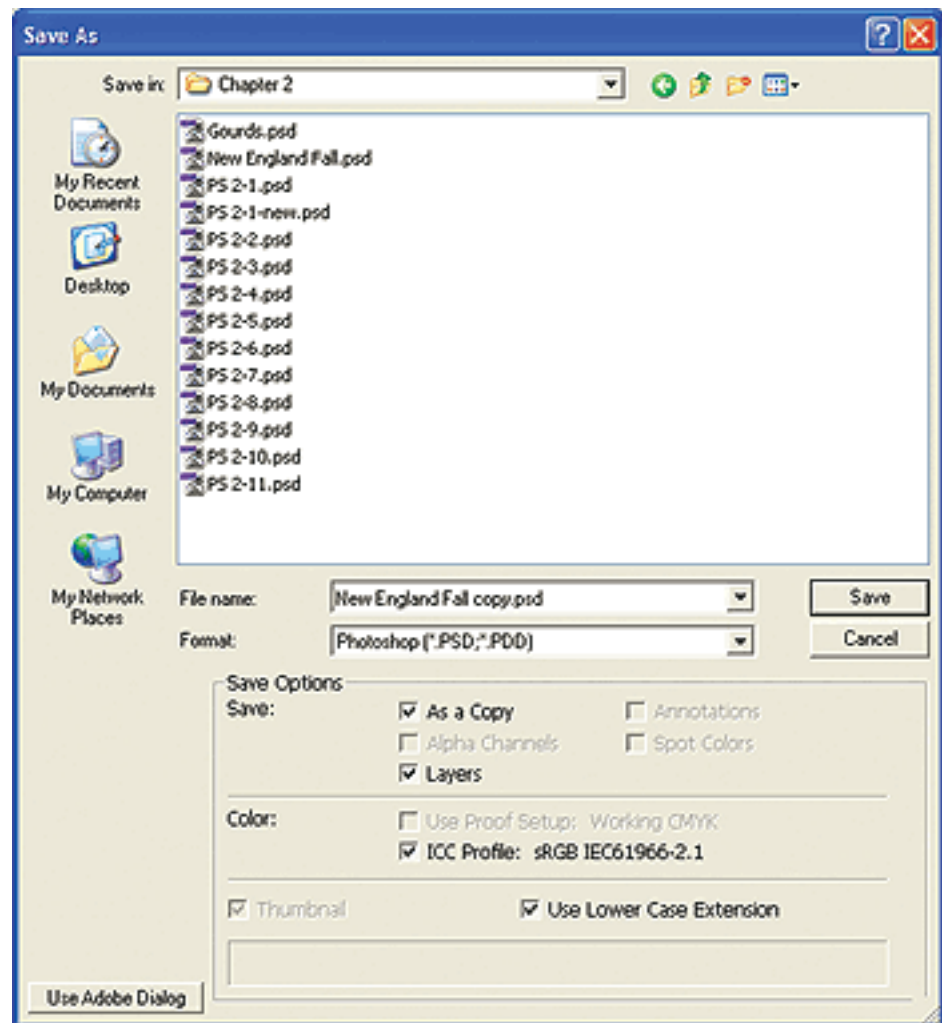
Even after defringing, the gourds may not blend into the New England image as well as you might like. Adjusting the opacity of a layer blends the that layer with the layers below.

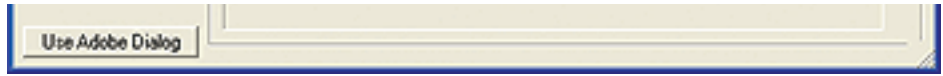
- Double-click the **Opacity text box** on the Layers palette, type **75**, then press **return** (Mac) or **Enter** (Win). Drag the **gourds layer** under the wreath layer to place it behind the wreath in the image.

## Flattening layers

After you make all the necessary modifications to your image, you can greatly reduce the file size by flattening the image. Flattening merges all visible layers and discards all hidden layers. Make sure that all layers that you want to display are visible before you flatten the image. Because flattening removes all image's individual layers, it is a good idea to make a copy of the original image before it is flattened. The status bar displays the current file size and the size it will be when it is flattened.

1. Click **File** on the menu bar, then choose **Save As**.
2. Select the **As a Copy** check box.





3. Click **Save**. Photoshop saves and closes a copy of the file containing all the layers. Click OK in the Format Options box if necessary.
4. Click **Layer** on the menu bar, then choose **Flatten image**.
5. **Save** your file.
6. **Exit** or **Quit** Photoshop.

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