Multimedia Module

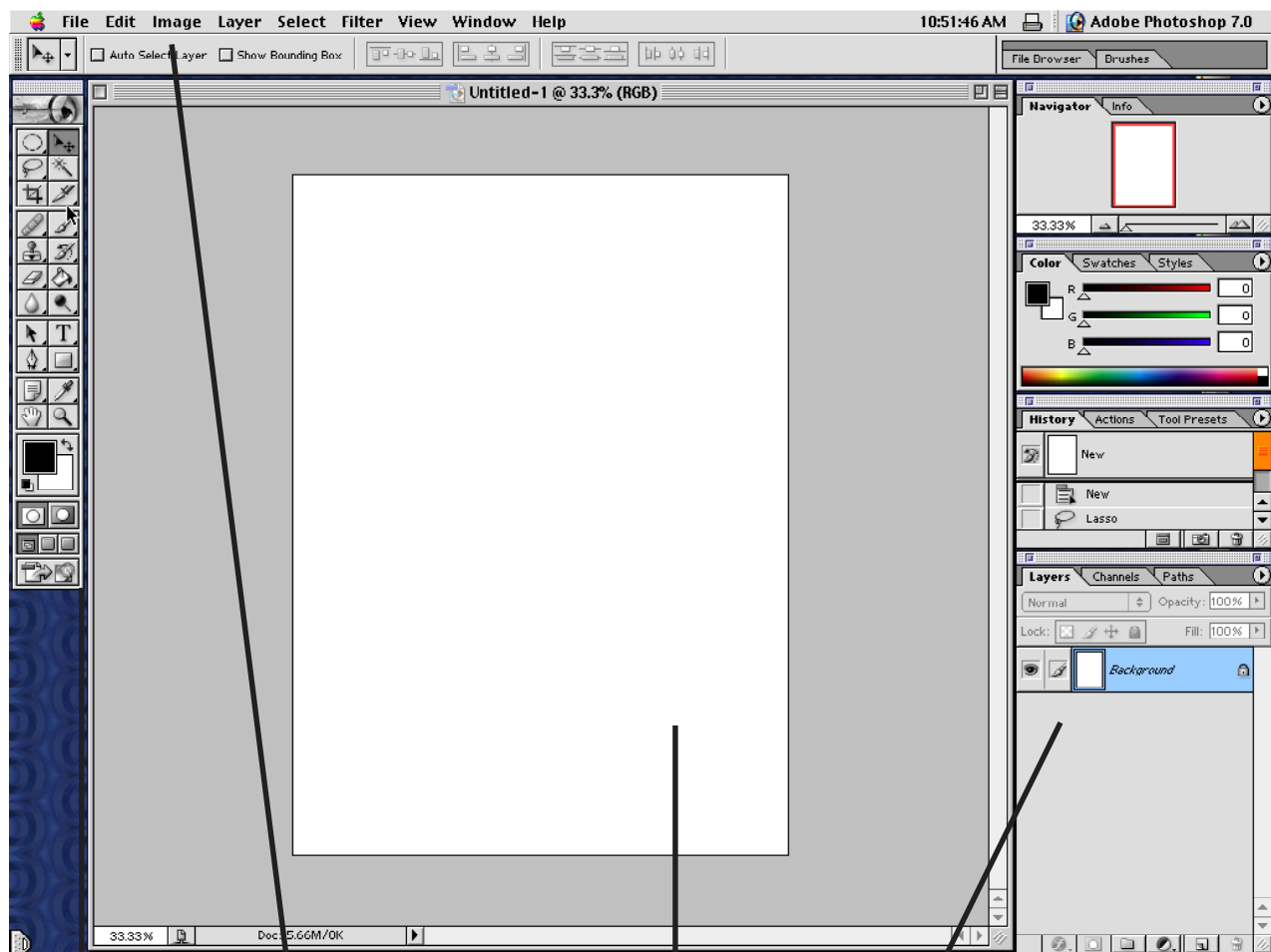# PHOTOSHOP 7 BASIC USER MANUAL

TABLE OF CONTENTS

OBJECTIVE:

Having successfully completed the Photoshop Module Basic I, you will be able to assist an ILC Client with basic questions concerning opening a document, creating a document, editing a document, copying and pasting within a document, saving a document, copying to and from a Zip disk and printing a document. These skills will be usable on both Macs and PCs.

EXERCISE 1
PHOTOSHOP CONCEPT:

First we will go through a Collage comparison in class to illustrate how Photoshop features work and apply to something we already know. This collage example should stick in your mind as you think of what you want to do with Photoshop. Always try to relate an unknown to a known to simplify a problem.

Below is a complete Photoshop interface example:

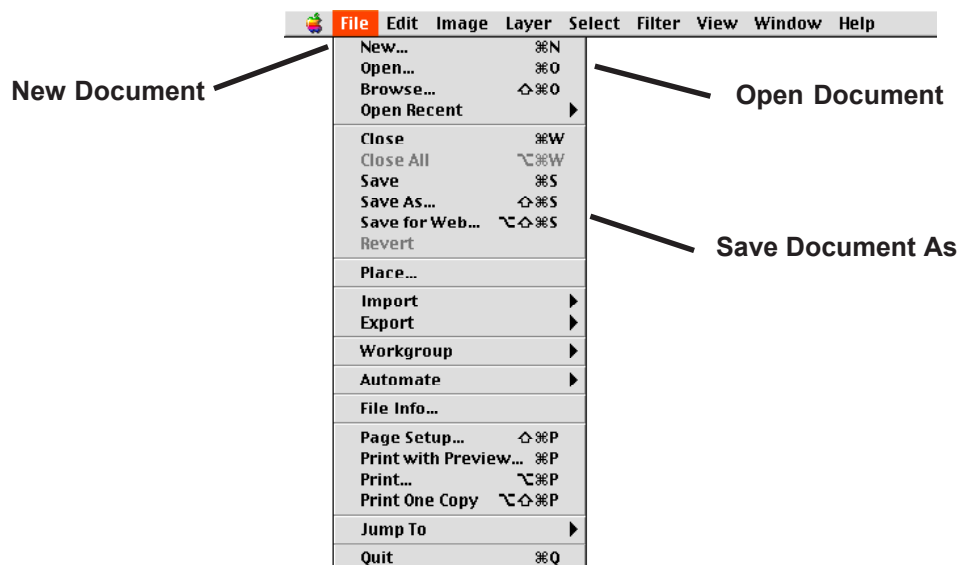Tool Bar   Menu Bar   Work Area   Palettes

EXERCISE 2
OPENING A FILE:

Opening a file is easy, just do **Menu > File > Open**…Navigate to the file and **highlight** it, then click **OK.** But what if you don't know where the file is? **If the location of the file is unknown, use Find File.**

Practice Steps:

1.   Find the file Collage.jpg (Use File Find)(Note Location)
2.   Go back to PhotoShop
3.   Do **Menu > File > Open**   Collage.jpg

NOTE: Sometimes a window asking if you want to convert to open. Convert to working space is the desired option.

| | File | Edit | Image | Layer | Select | Filter | View | Window | Help |

New Document → New…   ⌘N
Open…   ⌘O
Browse…   ⇧⌘O → **Open Document**
Open Recent ▶

Close   ⌘W
Close All   ⌥⌘W
Save   ⌘S
Save As…   ⇧⌘S
Save for Web…   ⌥⇧⌘S → **Save Document As**
Revert

Place…

Import ▶
Export ▶

Workgroup ▶

Automate ▶

File Info…

Page Setup…   ⇧⌘P
Print with Preview…   ⌘P
Print…   ⌥⌘P
Print One Copy   ⌥⇧⌘P

Jump To ▶

Quit   ⌘Q

EXERCISE 3
CREATING A NEW DOCUMENT:

This next task is creating a new document. There are several issues to consider.
First is a reminder to watch me, then we will do it together.

SIZE is the dimensions of your document and can be set using pixels, inches or others.
BACKGROUND is what your bottom layer is…Transparent, colored or white
RESOLUTION is very important…It is how much info is in your document.

To **create a new document** you choose **Menu >File >New.** This opens a window that requires some input:

- **Size**…We will use 8 inches by 11 inches
- **Background**…We will use white.
- **Resolution**…We will use 150.

NOTE: Resolution specs
Web Resolution = 72
Print resolution = 150 or 300
Film Resolution = 600
Rather than getting into a discussion on resolution, lets just use these settings, as they will work everywhere.

Follow Along Steps:

Okay, lets do this together
1. **Menu > File > New**
2. Put in a **Size** (8 inch by 11 inch)
3. **Background** is White
4. **Resolution** is 150 this time.

What good is an empty document if you don't know what to do next? Now we are going to learn how to put some content into it via Select/Copy/Paste.

EXERCISE 4
SELECTING/COPYING/PASTING:

First lets reset the tools. This is done by clicking on a tool and resetting all tools in tool option bar directly below the menu bar.

Click and hold where indicated by the circle. This reveals a window…select **reset all tools** and click **OK.** This is done because a previous user could have set custom configurations that you do not desire. Next let's focus on a selection tool such as the Marquee Tool.
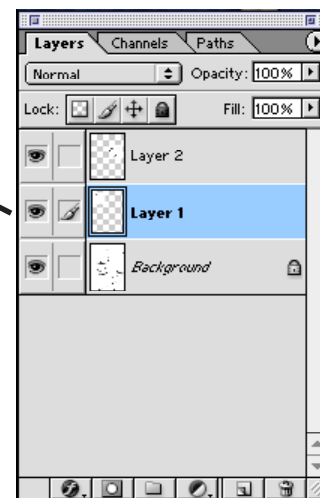
The **Marquee Tool** allows you to click and drag an area of an image, thus selecting it. Notice that the selected area is surrounded by the "Marching Ants" - a moving dotted line. This is the area that you can affect. This selected area can be affected in many ways, for now though, we just want to copy and paste it.

This works just like a word processor in the sense that you select an area, copy an area and then paste it to a destination. Notice that when you paste into another document, a new layer is created.

TIP: *Another useful trick for copying/pasting is the **move tool**. Select a layer from one document and move it with the move tool to the other document. It will paste whatever was on that layer into the new document.*

What you just pasted is separate from other parts, it can be moved, rotated, etc., separately from the others, just like in the Collage example. Also note that you cannot affect that layer unless you single click on it in the Layer window. **(Menu > Window > Layer).**

EXERCISE 5
SAVE DOCUMENT AND THE FORMAT:

Formats:

- ◆ **.PSD** This is the PhotoShop format and it preserves layers.
- ◆ **.JPG** This is for the web and is used for graphics on the web.
- ◆ **.GIF** This is also for the web but is best for text.
- ◆ **.TFF** A great cross platform format that preserves all quality for printing.
- ◆ **.PCT** Another good format for print and cross platform.
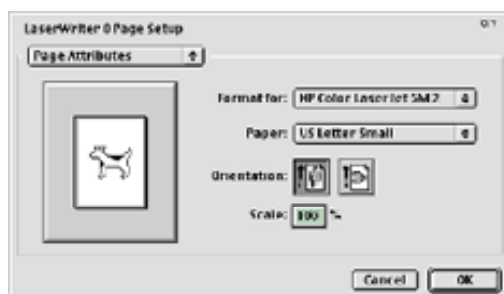
Steps:

1.   First lets open Collage.psd located in the workshop folder on the desktop.

2.   **Menu > File > Open** navigate to document, click once on it, click OK.

3.   Next let's save it as Work.psd in the Test folder in the workshop folder on the desktop.

4.   Next save it as Work.jpg in the FindMe folder in the workshop folder on the desktop.

5.   **Menu > File > Save As**   Change name, Navigate to desired save location, Click OK.
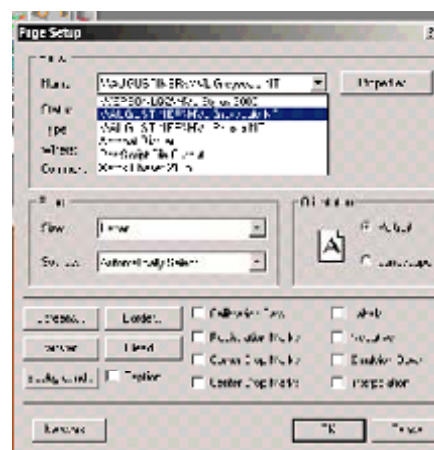
EXERCISE 6
PRINTING YOUR FILE:

Steps:

1.   **Open Test,jpg**
2.   **Menu > File > Page Setup**. A window will open. Check that document is going to print to the printer you desire. If it is not,
3.   **Select** desired Printer. Make sure Landscape/Portrait is correct.
4.   Click **OK**
5.   **Menu > File > Print**. All should be ok, but just double check
6.   Click **OK**

MAC LOOK   PC LOOK

EXERCISE 7
SAVING FOR THE WEB:

When creating anything for the web, file size is of great importance, almost equal to quality. The save for web option allows you to optimize the files for size while seeing the results to quality. This is easy even though the interface is confusing. Also, this is NOT Image Ready, rather a new PhotoShop feature.

Follow Along Steps:

1.   **Open** Test.psd
2.   Menu > File > Save for Web. This opens a new window
3.   In upper left, click on **4-up…it creates 4 images.** The upper left image is your original, the others are examples of options.
4.   **Select** the second image by clicking on it, notice black line surrounds it.
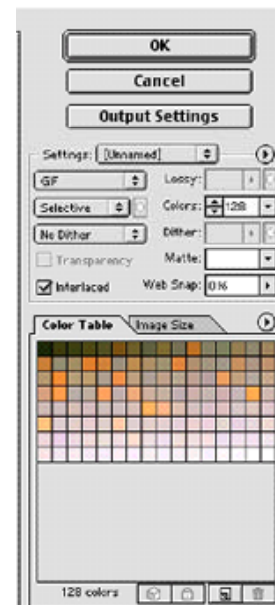
In upper right of window are options for saving.
Output settings are for creating HTML or background etc. What you really need is the format setting.

5.   Choose jpeg for image or GIF for text, then set quality and ok. The options should be practiced as the effects are many. Basically you must balance file size with quality and format type. Quality is a combination of # of colors and quality setting.

Practice Steps:

1.   **Open** Test.psd
2.   **Menu > File > Save for Web**
3.   Save a GIF that is 100k or smaller with the name Work01.gif in the workshop folder on the desktop.
4.   Next save a jpeg of 75 k or smaller as Work01.jpg in workshop folder on desktop
5.   Now go to workshop folder and check that files are in folder.

EXERCISE 8
LAYERS AND HISTORY:
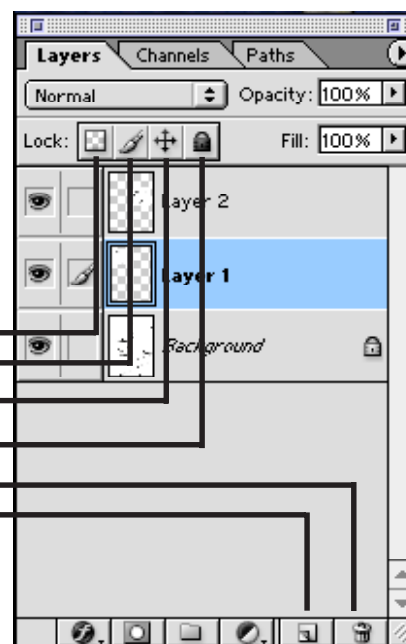
Follow along steps:

1.   **Open** Test psd
2.   **Open** Menu >Window > History
3.   Open **Menu >Window > Layers**
4.   Click on top layer in **Layer Palette**
5.   Click on **Paint tool** in tool bar
6.   **Paint** 6 lines on document.
7.   Stretch History Palette to show all states
8.   Click on state 2 or the second line we drew…Notice that everything under it has faded.
9.   Click on state 4 or the fourth line we drew…Notice the changes
10.   Now click on state 2 and draw a line…Notice that all states under 2 have dissappeared.

On the layer pallette, there are several useful features. One is the **locking** features. At the top of the layer palette, notice several boxes with icons. Checking the boxes will lock features of layers on the active document.

♦   Preserves transparency
♦   Paint; prevents painting or drawing
♦   Position; prevent moving things
♦   Locks All; makes editing impossible
♦   Trashes a new layer
♦   Creates a new layer

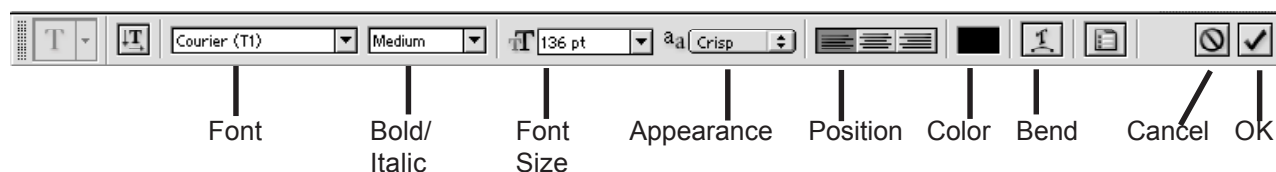These features make editing easier and prevent common mistakes.

EXERCISE 9
TEXT AND FONTS:

Text in PhotoShop has been improved. It is now postscript and is equivalent to Illustrator or Quark in printed appearance. It is also used differently than older versions, it behaves more like a word processor.

Practice Steps:

1. **Close** the open document and don't save.
2. **Open** a new document that is 72 resolution, 250 pixels x 600 pixels and has a transparent background.
3. Select the **text tool.**
4. Click on **Doc**.
5. Type something.
6. Click on **check mark** in options palette.

Font   Bold/   Font   Appearance   Position   Color   Bend   Cancel   OK
         Italic   Size

We just added some text in PhotoShop. Notice that the text appeared on a new layer. Also notice that the text appeared in the last used font and color.
Next we will edit the text, changing its' color, font, position and size.

Practice Steps:

7. Select the layer your text is on.
8. Select the text to be edited.
9. Change the **color** of the text.
10. Change the **font type**.
11. Apply a **bend**
12. **Move** the text
13. Click ok (the check mark)

FINAL REVIEW:

Here is a recap of what we have learned in this workshop:

- The concept of PhotoShop.
- How to open a document.
- How to create a new document with the needed resolution.
- How to select an area, copy and paste the selection.
- How to save the document and saving formats.
- How to print our document.
- How to save images for the web and their formats.
- The use of layers and the history palette.
- And finally how to use the text editor.

All in all, a lot of stuff. Any questions about any of this before we go into the criterion test phase?

CRITERION TEST:
20 min

This is the criterion test for the Basic PhotoShop module.   It is going to test your comprehension of the module you just participated in or allow you to test out of the PhotoShop basic module.

♦   Open PhotoShop.

♦   Create a new document with 150 resolution and 8.0 inch by 10.0 inch size with a white background.

♦   Open CriterionTest.psd (you will have to find it…)

♦   Select "EgyptHead" and paste onto your new document, position on bottom of your document.

♦   Select "Artemis" and paste into your new document, position it in lower left corner.

♦   Select "Fairy" and paste it into your new document, position it in upper right corner.

♦   Select "Arena" and paste into your document, position above EgyptHead near top of document. Make sure Fairy is visible (on a layer above arena).

♦   Select " this is a test" text layer and paste into your new document, position it across the bottom of the document, on top of EgyptHead layer.

♦   Select Text tool and type your name in a blue color in a 30 point font, position it near top left, where it is visible.

♦   Save for web as YourNameTest.jpg in the Test folder with a file size of 200 k or less.

♦   Save as YourNameTest.psd in Test Folder.

♦   Print one copy.