

Photoshop Tips and Tutorial by Serena Carpenter

Photoshop Toolbar

Open an Image

1. File > open or drag image to PS icon on your dock

TOOLBAR function

1. Image editing needs
2. Hover your mouse over the icon
3. Arrow more options will appear

Marquee Tool

1. Draw around objects to select them or to create an object such as a rectangle. Use the shift key to draw (drag) a square or rectangle. To add or subtract from a square or circle, 1) hold space bar while drawing object to move it around, 2) hold shift to merge two objects, 3) alt + shift to subtract the new one from the old one

Move Tool

1. Move layers. Must create a new layer

Lasso Tool

1. Trace around objects, must be on appropriate layer. The alt key allows you to trace straight lines between click points.
2. Layer > New > Layer via copy

Crop Tool

1. Draw box to crop your object.
2. Enter or Image menu > Crop

Brush Tool

1. Allows you to draw brush strokes
2. Thickness, style, and color in tool's menu bar

Erase Tool

1. Erases pixels. Background color is applied when use eraser to erase pixels

Paint Bucket and Gradient Tool

1. Fills in foreground color
2. Gradient - drag mouse across object to create gradient. Shift key when dragging to draw horizontally, vertically or at 45-degrees

Hand Tool

1. Moves the image, double-clicking the image to the maximum document window area

Text Tool

1. Type text – can adjust font size, style and color
2. Or create text box > drag to create box > Rename layer in palette
 - a. Used to align text left or right in box or so text does span the screen, instead it spans the box

Custom Shape Tool

Zoom Tool

1. Zoom In: Click anywhere on document
2. Zoom Out: Hold down the Alt/Option key and click down to zoom out
3. Double-Clicking the Zoom Tool resize the image
 - a. Can change zoom at the bottom of image (100%)

Mask Tool

1. Mask to select area. Similar to selection tool, used for more detailed selections.

Eyedropper (select colors), Hand Tool (moves image), Smudge, Blur, Sharpen Tools smear and refocus pixels, Dodge (lightens) and Burn darken and brighten image, Clone tool copies a portion of an image from one location to another, Healing tool removes unwanted elements in an image

Layer: Allows you to keep objects independent from one another. This way you can apply edits to each individual layer or object. If you double-click on a layer, you can add attributes to your layer.

1. To merge layers into one object, in the layers palette, select one layer > shift > select other layers. This is to make multiple objects one object. Use folders when you lots of layers.
2. Lock: makes sure other layers won't move while you're working on the other layers.
3. The eye icon shows and hides
4. Trash can to delete layer
5. Fx is the layer styles pop-up menu
6. Flipped page = new layer
7. If you click on T when editing text, it highlights text

Knight Digital Media Center Photoshop Tutorial

<http://multimedia.journalism.berkeley.edu/tutorials/photo/photoshop/>

Creating a Logo Lab Exercise

Create New Document

1. File > New File > Custom > White
2. Name it logo_1
3. Width 950px
4. Height 120px
5. Resolution 72 px/inch
6. RGB
7. Contents: White
8. OK
9. Make sure layers palette is open Window > Layers

Pick a Color

1. Double-click the color palette. Foreground color should appear.
2. Slide the colors to pick a color or Drag circle to select color > Okay
3. The paint bucket and gradient color tool are one. Use the side triangle to pick which one you would like to use. May need to use Ctrl key. If you use the gradient key, drag line across logo to gradient. Double-click gradient to change gradient style.

Adding your name

1. Click on T (type tool) in toolbox
2. Type in your first name
3. Use the move tool (top right in toolbox) to position your name
4. Return to the T (Type tool), and type in your last name
 - a. This will create two separate layers
5. You can double-click on your name in the Layers palette to change your name

Typography for your logo

1. Highlight your first name by clicking on the T tool and write your name. To do more with your name, break name into layers
 - a. If you accidentally create a new layer, you can delete it by dragging it to the trash can at the bottom right of the Layers palette
2. In the palette, see the T. **Get on that T** in the layers palette and double-click to select the text. You should see the text highlighted in your logo. Use the Move tool to move your text.
3. In the options bar, place your cursor in the font option box and press the up or down arrow to watch your font change.
4. Text has its own font color box in the options bar. Select the color swatch to change font color.
5. In the layers palette, select the FX button to add styles to layers > Blending Options. Usually want to add a drop shadow > Adjust features. Or may want to add Bevel and Emboss.
6. Edit > Transform to change the shape of text
 1. Edit > Free transform: Stretch, scale, distort
 2. Cancel = escape
 3. OK = return, or double-click box
 - a. Or can warp text in Options bar

Navigation buttons in Photoshop

1. Create an individual layer for each Home, Contact, About button
2. Add a drop shadow to each
 - a. Option drag each layer on drop shadow to apply same effects to all text
3. Must be on layer to move text

Adding photos to your banner

1. Prepare photo for the web including size of photo to fit within banner
2. File > Place
3. You can use the resize handles to adjust size, however usually looks bad. Shift key and pull to maintain the originality of the photo.
4. Layer > New > Layer via Copy to create a duplicate

Adding Custom Shapes

1. Select Custom Shapes from tool bar
2. In Options bar, pick shape. Use side arrow for more shape options
3. It will be the color of the foreground
4. Click and drag to create object
5. Open-Apple T to open bounding box to resize image

Save for the Web

1. Save original .psd so you can make changes later
2. File > Save for Web & Devices

3. Select side arrow > 56.6K lowest for dial-up people (can see how many seconds it will take them to download)
4. Select .jpg
5. Select high (first thing users will see. Want to make it will look good)
6. 60 quality usually good, but double-check to see what looks best
7. Save as logo_2.psd in your images folder
8. Save