

Photoshop Worksheet #1

Lecture Notes

Running Photoshop

1. Click on Start button.
2. Click on All Programs option.
3. Click on Adobe
4. Click on Adobe Photoshop CS3.

Customizing the Photoshop Window

Showing windows

1. Click on Window menu.
2. Click on option to display related editing window. Commonly displayed editing windows include Layers and Tools. Note: Options that are currently displayed have a check mark displayed in front of the option.

Hiding windows

1. Click on Window menu.
2. Click on Window option to hide. Note: Options that are currently displayed have a check mark displayed in front of the option.

Opening A Digital Image

1. Click on File menu.
2. Click on Open Option.
3. Use Look in list box to select the disk drive and folder that contains the image.
4. Click on image's filename.
5. Click on Open button.

Displaying Ruler and Setting Ruler's Unit of Measurement

1. Click on View menu.
2. Click on Ruler option. Note: If the horizontal and vertical rulers are currently displayed a check mark is displayed in front of the Rulers option.
3. Right-click on ruler to display Shortcut menu.
4. Click on the measurement unit you want to use.

Changing Image's Display Size

Larger

1. Click on Zoom tool. 
 2. Move pointer over image.
 3. Click on image.
- Alternative: Hold down Ctrl key and press + key.

Smaller

1. Click on Zoom tool. 
 2. Move pointer over image.
 3. Hold down Alt key while clicking on image.
- Alternative: Hold down Ctrl key and press - key.

Rotating Image

1. Click on Image menu.
2. Click on Rotate Canvas option.
3. Click on rotation option (180 degrees, Clockwise (CW), Counter Clockwise (CCW), etc.)

Undoing Last Change

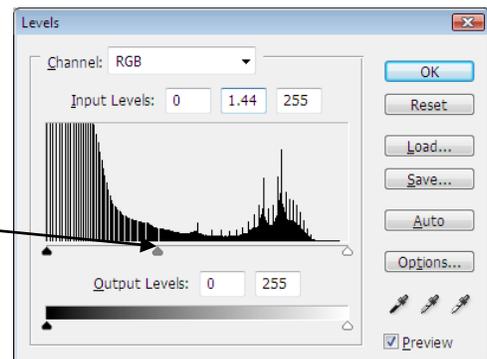
1. Click on Edit menu.
 2. Click on Undo option.
- Alternative: Hold down Ctrl and press z key.

Saving Copy of Digital Image

1. Click on File menu.
2. Click on Save As option.
3. Use Save in list box to select the disk drive and folder where you want to store the image.
4. Select a file type using the Format list box. Common file formats include the following:
 - .jpg and .png for images (uses lossy compression)
 - .gif for line art and drawings (uses lossless compression)
 - .bmp for originals (uses no compression)
5. Enter a descriptive filename in the File name text box.
6. Use the Save in list box to select a destination disk drive and file folder.
7. Click on Save button.
8. Choose image quality (quality determines image size on storage media).
9. Click on OK button.

Lightening Image

1. Click on Image menu
2. Click on Adjustments option
3. Click on Levels option
4. Drag Input Levels slider to the left to lighten the image and to the right to darken it.
5. Click on OK button.



Cropping Image

1. Click on Crop tool. 
2. Drag pointer over area of image you want to crop. When you release mouse button a dashed line with outline the area you are cropping and the area outside appears darker.
3. Double-click in cropped area to finalize cropping.

Closing Image

1. Click on Title bar of image window you want to close.
2. Click on File menu
3. Click on Close option. Note: The Exit option closes Photoshop.

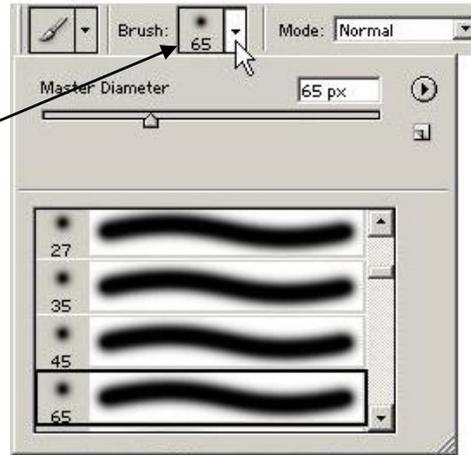
Alternative: Click on Close box found in the image window's Title bar at the far right. 
Do not confuse the image widow's Title bar that contains the image's filename with Adobe Photoshop's Title bar above it.

Sampling Colors From Image

1. Click on the Eyedropper tool. 
2. Move pointer over image.
3. Click on color you want to sample from image. The sampled color will become the foreground color displayed in the Tool window.

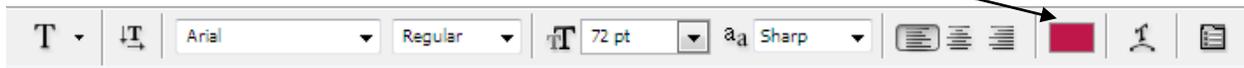
Using Brush Tool

1. Click on the Brush tool. 
2. Click on the Brush list box found in the Options window.
3. Move pointer over image.
4. Drag pointer over area you want to brush in new color. Photoshop uses the foreground color displayed in the Tools window.



Using the Text Tool

1. Click on the Text tool. 
2. Drag pointer over area you want to include text.
3. Use the Options window to set font typeface, size, weight and color
4. Type text using keyboard.
5. To change the text color click on the Set the text color box in the Options window.



NOTE: Every time you use the Text tool Photoshop creates a new layer that can be repositioned or deleted.

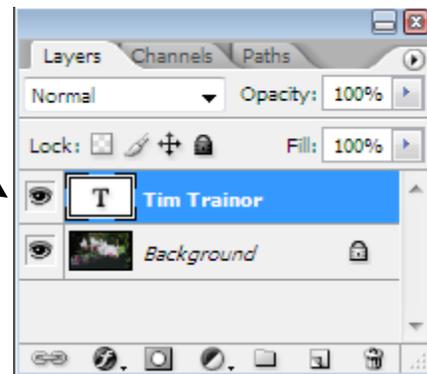
Repositioning Text layer Using Move Tool

1. Click on Move tool. 
2. Click on Text layer in Layers window.
3. Move pointer over text in image.
4. Drag text to new position within image.

Removing Layer

If you don't like how the text layer looks delete it and try again.

1. Drag layer found in Layers window to the trash can icon in the bottom right corner of the window



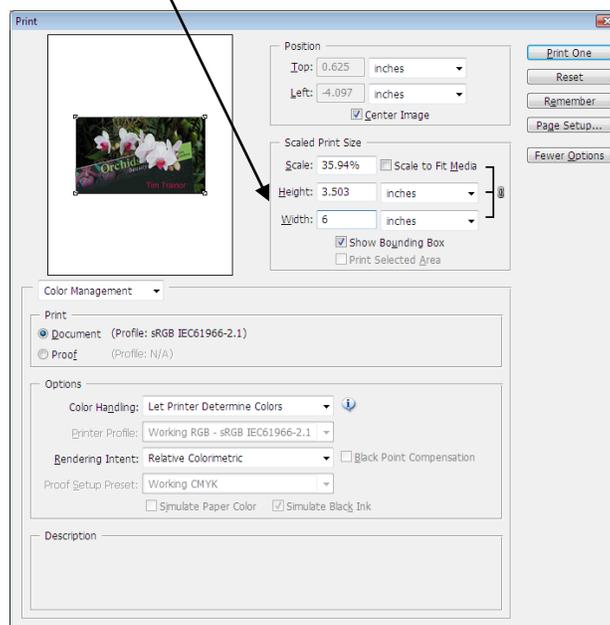
Saving Image's Most Recent Edits

1. Click on File menu.
2. Click on Save option.

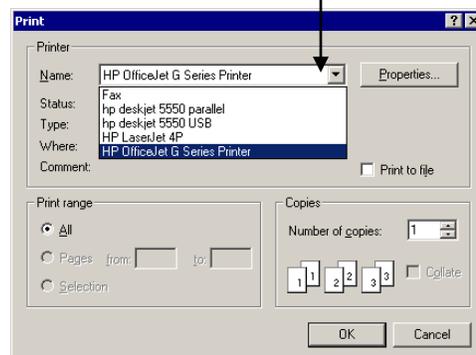
Alternative: Hold down Ctrl key and press s.

Printing Image

1. Click on File menu.
2. Click on Print with Preview option.
3. Check the print preview in the top left corner of the Print dialog box to make sure image fits properly on the paper.
4. If the image is too large (or too small) use the Height and Width boxes in the Scaled Print Size area to fit image on page. Note: These changes do not change the actual size of the image.
5. Click on Print button.



6. If the printer needs to be changed, click on Name list box and select new printer.
7. Click on OK button to print image.



Closing Photoshop Window

1. Click on File menu
2. Click on Exit option. Note: The Close option closes the active image window.

Alternative: Click on Close box found in the Adobe Photoshop Title bar at the far right. 