

# Photoshop Basics Quick Reference Guide

Created By:


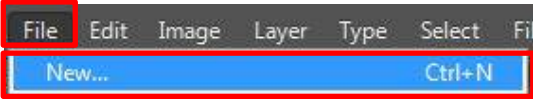
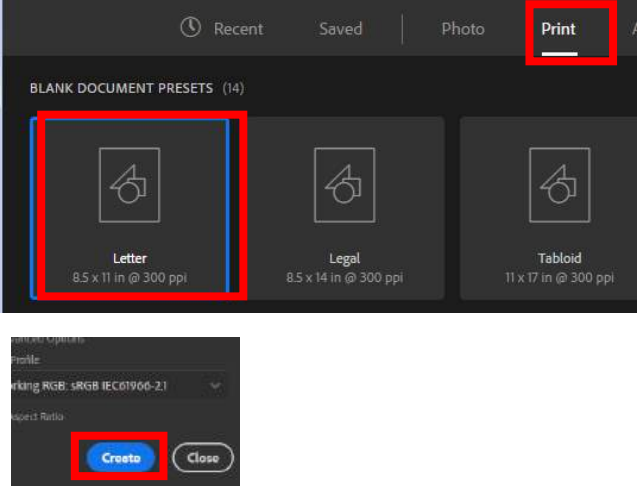
Jeremy Hardin

The logo consists of the letters 'nMCMC' in a bold, sans-serif font. The 'n' and 'C' are black, while the 'M' is red. The letters are closely spaced and have a slightly irregular, hand-drawn appearance.



## Photoshop Quick Reference Guide

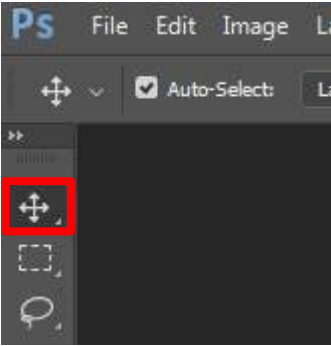
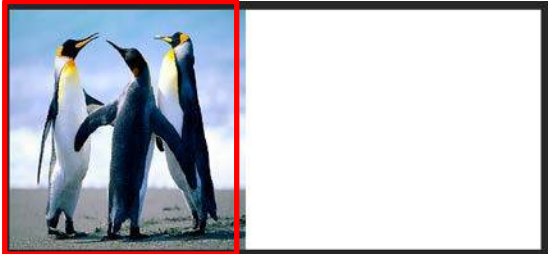
### *How to Open a Canvas*

Steps	What You See
<p>The Canvas is the foundation to allow the user to layer images and texts</p>	
<p><b><u>Opening Adobe Photoshop</u></b></p> <p><b>Click:</b> Start Menu</p> <p><b>Type:</b> Photoshop in the search box</p> <p><b>Click:</b> Adobe Photoshop CC</p>	
<p><b><u>Opening A New Canvas</u></b></p> <p><b>Go:</b> To the top of the screen</p> <p><b>Click:</b> File</p> <p><b>Click:</b> New in the drop down menu</p>	
<p><b>Click:</b> Print on the Top Tab</p> <p><b>Select:</b> U.S paper</p> <p><b>Note:</b> Width and Height will adjust to the preset value for U.S. paper which is 8.5 by 11</p> <p><b>Input:</b> Width to 6 inches</p> <p><b>Input:</b> Height to 2 inches</p> <p><b>Note:</b> Preset value will change to custom</p> <p><b>Click:</b> Create when finished with settings</p>	



## Photoshop Quick Reference Guide

### *How to Use the Move Tool*

Steps	What You See
<p>The move tool allows the user to simply move things on your canvas.</p>	
<p><b>Locating the Move Tool</b></p> <p>Locate the tool palette</p> <p><b>Note:</b> The tool palette column is located along the left side of the screen</p> <p><b>Note:</b> The move tool is the first icon on the tool palette and this icon appears as a mouse cursor.</p>	
<p><b>Using the Move Tool</b></p> <p><b>Click:</b> on an object with your mouse and drag it to the desired location</p> <p><b>Release:</b> the mouse button when you have reached your desired location</p>	

### Single Pixel Movement

**Select:** The move tool in the tool palette

**Select:** The image you want to move from your layer palette

**Use:** The arrow keys to move the selection in 1-pixel increments

**Note:** The right arrow key moves the image 1 pixel at a time to the right



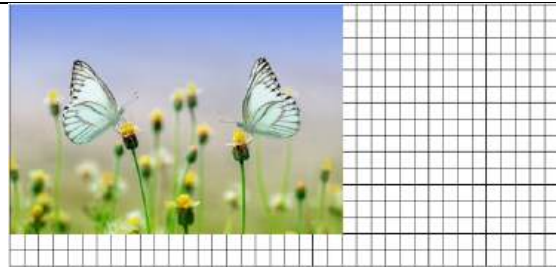
### Multi-Pixel Movement

**Select:** The move tool in the tool palette

**Select:** The image you want to move from your layer palette

**Hold:** the Shift key and use the arrow keys to perform Multi-Pixel movements



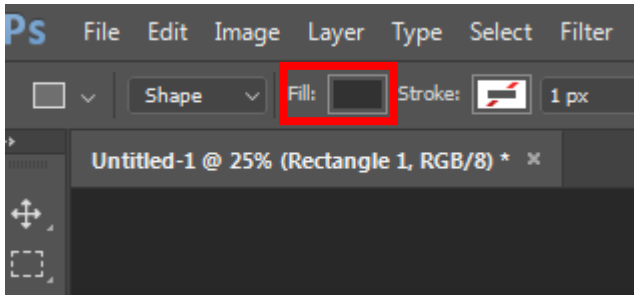
**Note:** This moves the selection in 10-pixel increments





## Photoshop Quick Reference Guide

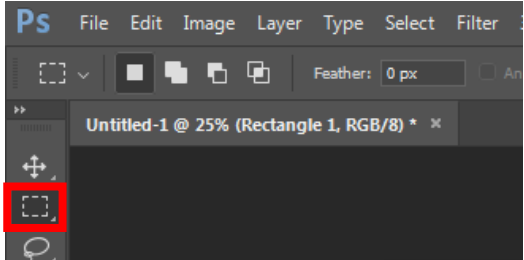
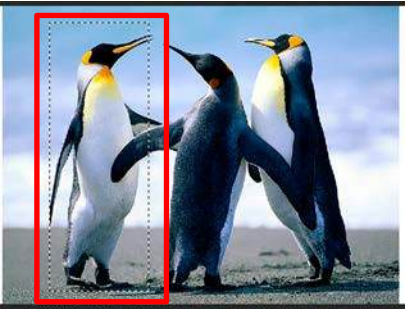
### *How to Use the Rectangle Tool*

Steps	What You See
<p>The rectangle tool is an important tool, which allows users to create rectangular shapes.</p>	
<p><b><u>Locating the Rectangle Tool Icon</u></b></p> <p><b>Go:</b> To the tool bar menu</p> <p><b>Note:</b> the tool bar column located along the left side of the screen</p> <p><b>Select:</b> the Rectangle tool</p> <p><b>Note:</b> the rectangle tool appears as a “□” icon</p>	
<p><b><u>Creating the Rectangle</u></b></p> <p><b>Click + Drag:</b> Mouse to create the rectangular shape</p> <p><b>Note:</b> Cursor will change from pointer to crosshair</p>	
<p><b><u>To Adjust Color</u></b></p> <p><b>Go:</b> To the menu bar for the Rectangle Tool</p> <p><b>Note:</b> Menu bar is located at the top of the screen</p> <p><b>Choose:</b> Fill to change the color of your shape</p>	



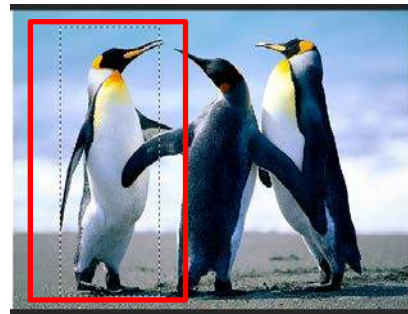
## Photoshop Quick Reference Guide

### *How to Use the Marquee Tool*

Steps	What You See
<p>The marquee tool is a selection tool which allows the user to copy or delete sections of a layer.</p>	
<p><b>Locating the Marquee Tool</b></p> <p>Locate the tool palette</p> <p><b>Note:</b> The tool palette column is located along the left side of the screen</p> <p><b>Select:</b> The Marquee Tool</p> <p><b>Note:</b> The Marquee Tool appears as a dotted line in the shape of a rectangle</p>	 <p>The screenshot shows the Photoshop interface with the Marquee Tool (represented by a dotted rectangle icon) highlighted in red in the tool palette on the left side of the screen. The top menu bar includes File, Edit, Image, Layer, Type, Select, and Filter. The main canvas area is dark, and the title bar indicates 'Untitled-1 @ 25% (Rectangle 1, RGB/8) * x'.</p>
<p><b>Using the Marquee Tool</b></p> <p><b>Click:</b> On an object with your mouse and drag the Marquee tool around the object you want selected</p> <p><b>Release:</b> the mouse button when you are done making your selection</p>	 <p>The image shows three penguins standing on a flat, sandy ground under a blue sky. A red rectangular selection box is drawn around the first penguin on the left, with a dotted line indicating the selection boundary.</p>

### Copying the Selection

**Press:** The control key (**Ctrl**) and **C** on the keyboard to copy the selected marquee image



### Pasting the Selection

**Press:** The control key (**Ctrl**) and **V** key to paste selected marquee image

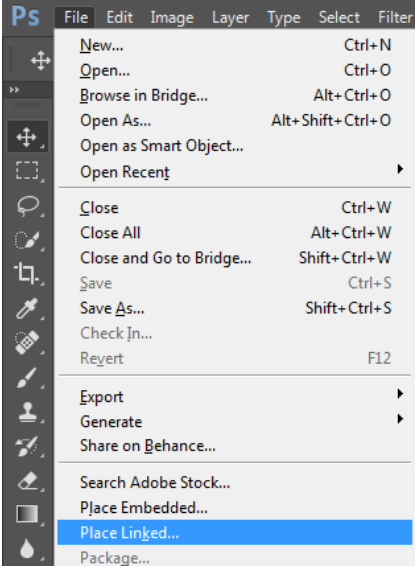
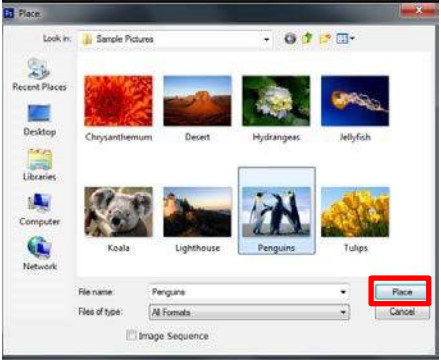
**Note:** A duplicate image is created of the selected area





## Photoshop Quick Reference Guide

### *How to Insert an Image*

Steps	What You See
<p>Inserting an image option allows the user to place an image on the canvas for manipulation</p>	
<p><b>Inserting the Image</b></p> <p><b>Click:</b> The file tab</p> <p><b>Select:</b> Place Linked</p>	 <p>The screenshot shows the Photoshop File menu. The 'Place Linked...' option is highlighted in blue. Other visible options include New..., Open..., Browse in Bridge..., Open As..., Open as Smart Object..., Open Recent, Close, Close All, Close and Go to Bridge..., Save, Save As..., Check In..., Revert, Export, Generate, Share on Behance..., Search Adobe Stock..., Place Embedded..., and Package... The menu bar at the top includes File, Edit, Image, Layer, Type, Select, and Filter.</p>
<p><b>Selecting the Image</b></p> <p><b>Select:</b> the image you are placing on the canvas</p> <p><b>Click:</b> Place when you are finished with your selection</p>	 <p>The screenshot shows a file selection dialog box titled 'Place'. The 'Look in:' field is set to 'Sample Pictures'. The dialog displays a grid of image thumbnails: Chrysanthemum, Desert, Hydrangeas, Jellyfish, Koala, Lighthouse, Penguins, and Tulips. The 'Penguins' thumbnail is selected. At the bottom, the 'File name:' field contains 'Penguins' and the 'Files of type:' dropdown is set to 'All Formats'. The 'Place' button is highlighted with a red rectangle.</p>

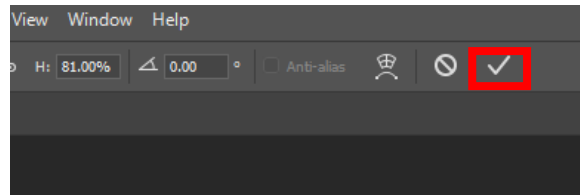


### **To Confirm Place of Image**

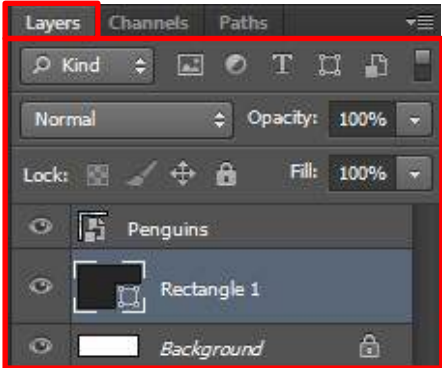
**Click:** On either corner on the image to adjust sizing of image

**Click:** The check mark icon to confirm placement

**Note:** Check mark icon is located above the canvas



## **Photoshop Quick Reference Guide** *How to Free Transform an Image*

<b>Steps</b>	<b>What You See</b>
The Free Transform option allows the users to reshape, rotate, and move images	
<p><b><u>How to Locate Layer Panel</u></b></p> <p><b>Go:</b> To the layer panel</p> <p><b>Note:</b> the Layer panel is located along the right side of the screen</p> <p><b>Select:</b> the layer tab</p>	 A screenshot of the Photoshop Layers panel. The 'Layers' tab is highlighted with a red rectangular box. The panel shows three layers: 'Penguins', 'Rectangle 1', and 'Background'. The 'Penguins' layer is selected and has a white crop handle overlay. The 'Rectangle 1' and 'Background' layers are locked.

### Selecting the Layer

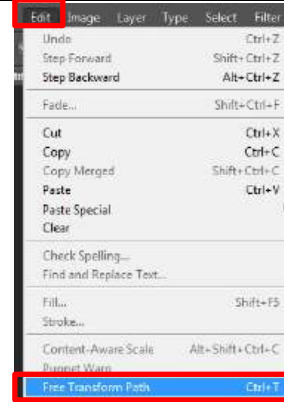
**Select:** the layer that has the image



### Selecting Free Transform

**Go:** to the Edit drop menu along the menu bar on top of the screen

**Select:** Free Transform

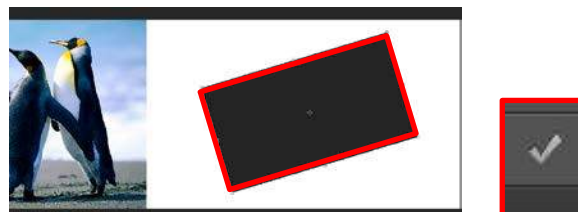


### Free Transform Image

**Select:** The corner on the bounded box around the image

**Drag:** The corner to reshape the image

**Click:** The check mark above the canvas to finish





## Photoshop Quick Reference Guide



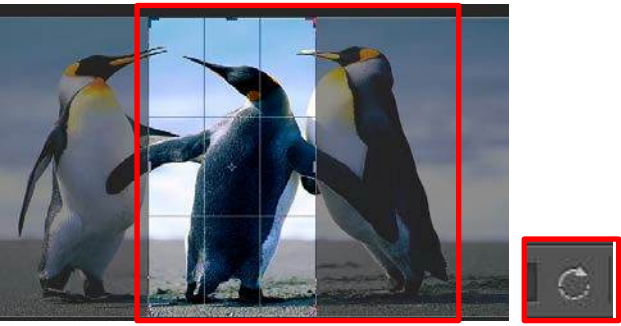
### *How to Duplicate an Image*

Steps	What You See
<p>The duplication option allows the users to copy layers and edit the copied layers without destroy the original layer.</p>	
<p><b>Opening an Image</b></p> <p><b>Click:</b> The file tab</p> <p><b>Note:</b> The menu bar is located above the screen</p> <p><b>Select:</b> Open option</p> <p><b>Select:</b> the image you are opening</p>	<p>The screenshot shows the Photoshop File menu. The 'Open...' option is highlighted with a red box. Other visible options include 'New...', 'Browse in Bridge...', 'Browse in Mini Bridge...', and 'Open As...'.</p>
<p><b>Duplicating the Image</b></p> <p><b>Select:</b> The image you are placing on the canvas</p> <p><b>Click:</b> Image tab</p> <p><b>Select:</b> Duplicate</p>	<p>The screenshot shows the Photoshop Image menu. The 'Duplicate...' option at the bottom is highlighted with a red box. Other visible options include 'Mode', 'Adjustments', 'Auto Tone', 'Auto Contrast', 'Auto Color', 'Image Size...', 'Canvas Size...', 'Image Rotation', 'Crop', 'Trim...', and 'Reveal All'.</p>
<p><b>Edit Name for Duplicated Image</b></p> <p><b>Type:</b> A name for the duplicate image</p> <p><b>Click:</b> Ok when finished</p>	<p>The screenshot shows the 'Duplicate Image' dialog box. The 'As:' field contains the text 'Basketball 2' and is highlighted with a red box. The 'OK' button is also highlighted with a red box. The 'Duplicate Merged Layers Only' checkbox is unchecked.</p>



## Photoshop Quick Reference Guide

### *How to Use the Crop Tool*

Steps	What You See
<p>The crop tool allows user to display only certain parts of the image to be seen.</p>	
<p><b>Selecting the Cropping tool</b></p> <p><b>Go:</b> To the Tool palette</p> <p><b>Note:</b> Tool panel is located along the left side of the screen</p> <p><b>Click:</b> Cropping tool Icon</p> <p><b>Note:</b> The Type Tool Icon appears as a Frame on the tool palette</p>	
<p><b>Using the Crop Box</b></p> <p><b>Drag:</b> Crop box over the image you will be cropping</p> <p><b>Click:</b> the crop box corners to adjust the size of the crop box</p>	
<p><b>Landscape or Portrait option</b></p> <p><b>Locate :</b> Landscape or Portrait from the cropping option bar</p> <p><b>Note:</b> The cropping option bar is located above the canvas</p> <p><b>Click:</b> the Landscape or Portrait option to change the crop box view from Landscape to portrait or vice versa</p> <p><b>Note:</b> the Landscape and Portrait Icon appears as a rotating arrow on the cropping option bar</p>	

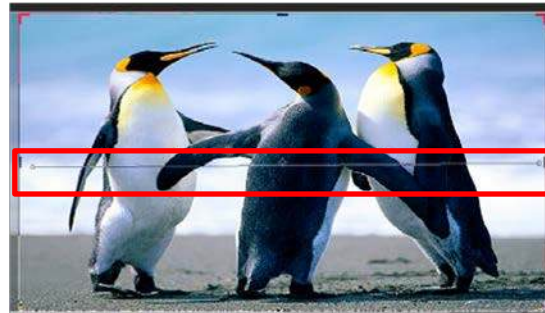
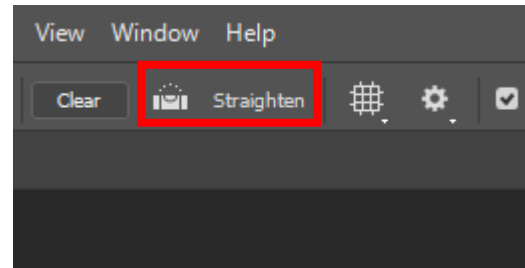
## Straighten Option

**Select:** The Straighten Icon from the cropping option bar that appears at the top of your screen after clicking on the Crop icon in the toolbar section

**Note:** the Straighten Icon appears as a pulse on the cropping option bar

**Drag:** the mouse across to display a straight line

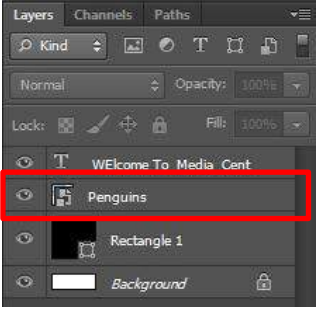
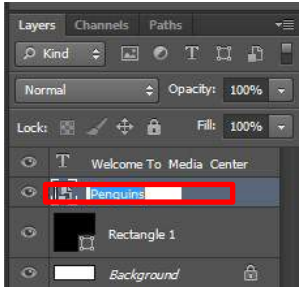
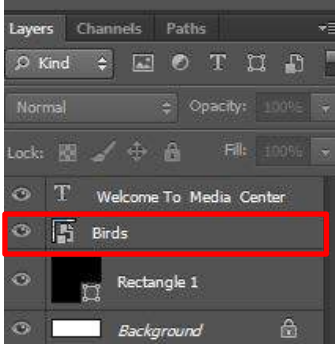
**Click:** the check mark to apply changes





## Photoshop Quick Reference Guide

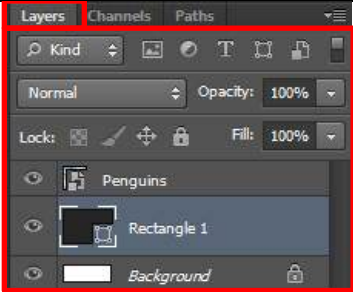
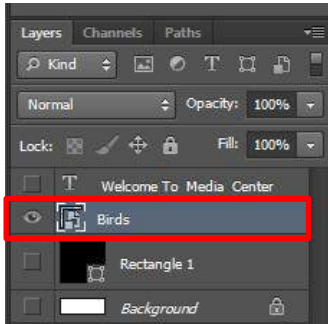
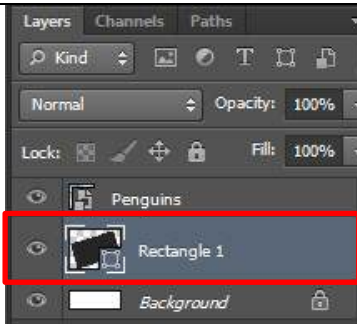
### How to Rename a Layer

Steps	What You See
<p>The rename layer option allows users to change the name of a layer for better organization</p>	
<p><b>Locating the Layer Panel</b></p> <p><b>Go:</b> to the layer panel</p> <p><b>Note:</b> the Layer panel is located along the right side of the screen</p> <p><b>Select:</b> the layer tab</p>	 <p>The screenshot shows the Photoshop Layers panel on the right side of the screen. The 'Penguins' layer is selected and highlighted with a red rectangular box. Other layers visible include 'Welcome To Media Cent', 'Rectangle 1', and 'Background'.</p>
<p><b>Select Layer to be renamed</b></p> <p><b>Double Click:</b> the layer name</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Penguins' layer name is highlighted with a red rectangular box, indicating it has been double-clicked for editing.</p>
<p><b>Change layer name</b></p> <p><b>Type:</b> The new name of the layer</p> <p><b>Press:</b> The enter key for the layer to be renamed</p> <p><b>Note:</b> Simply tap Tab key to move to the layer below, which makes it easier and faster to rename a large list of layers</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Birds' layer is selected and highlighted with a red rectangular box. Other layers visible include 'Welcome To Media Center', 'Rectangle 1', and 'Background'.</p>

# Photoshop Quick Reference Guide



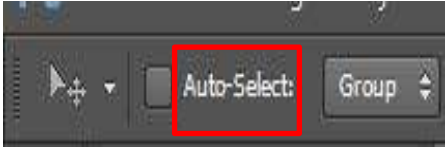


## How to Conceal a Layers

Steps	What You See
<p>The conceal layer icon allows the user to hide or display certain layers</p>	
<p><b>How to Locate Layer Panel</b></p> <p><b>Go:</b> To the layer panel</p> <p><b>Note:</b> the layer panel is located along the right side of the screen</p> <p><b>Select:</b> the layer tab</p>	
<p><b>Conceal All Layers Except One</b></p> <p><b>Select:</b> the layer you want to display</p> <p><b>Press and hold:</b> Alt Key (PC) or Option key (MAC)</p> <p><b>Click:</b> the eye icon</p> <p><b>Note:</b> the eye icon appears as an open eye when images are visible and a gray box when an image is hidden</p>	
<p><b>Conceal Individual Layers</b></p> <p><b>Select:</b> The layer you want concealed</p> <p><b>Click:</b> The open eye icon to conceal the layer</p>	

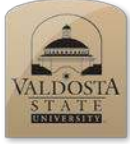
# Photoshop Quick Reference Guide



## How to use Auto Select

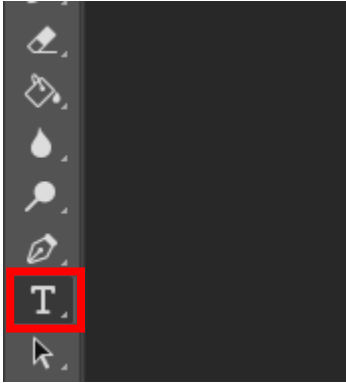
Steps	What You See
<p>The Auto-Select option allows users to click on any selection and it will automatically highlight that specific layer.</p>	
<p><b>Locating the Auto-Select button</b></p> <p><b>Click:</b> the move tool</p> <p><b>Note:</b> The move tool is located on the tool panel along the left side of the screen</p> <p><b>Note:</b> The move tool appears as a mouse pointer in the tool panel</p> <p><b>Select:</b> The Auto-Select options</p> <p><b>Note:</b> The Auto-Select option is located in the menu bar above the screen</p>	
<p><b>Switching on Auto-Select</b></p> <p><b>Check:</b> the box to enable the Auto-Selection mode</p> <p><b>Click:</b> on the image that you want to move</p> <p><b>Note:</b> When Auto-Select is enabled Photoshop will automatically select that layer you trying to grab and move the image</p>	
<p><b>Switching off Auto-Select</b></p> <p><b>Uncheck:</b> the box to disable the auto select mode</p> <p><b>Note:</b> When Auto Select is disabled, you will have to manually scroll through layers to find the image you would like to move.</p>	





## Photoshop Quick Reference Guide

### *How to Add a Textbox*

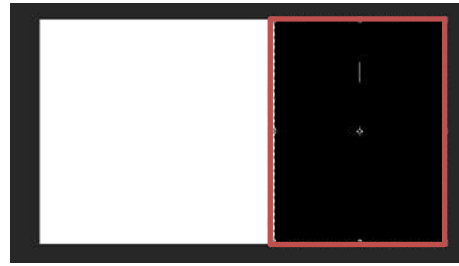
Steps	What You See
<p>The type tool is used to create a textbox. This allows the user to create text within the layer</p>	
<p><b>Selecting The Type Tool Icon:</b></p> <p>Go: to the tool palette</p> <p><b>Note:</b> Tool palette is located along the left side of the screen</p> <p><b>Select:</b> Type Tool Icon</p> <p><b>Note:</b> The Type Tool Icon appears as the Letter “T” on the Tool panel</p>	 A screenshot of the Photoshop tool palette, which is a vertical strip of icons on the left side of the application window. The icons include various tools like the selection tools, lasso, eraser, brush, and type tool. The type tool icon, which is a white letter 'T' on a dark background, is highlighted with a red rectangular box.

### Creating the Textbox:

**Click:** The part of your layer where you would like to add textbox

**Drag:** The mouse to create the textbox

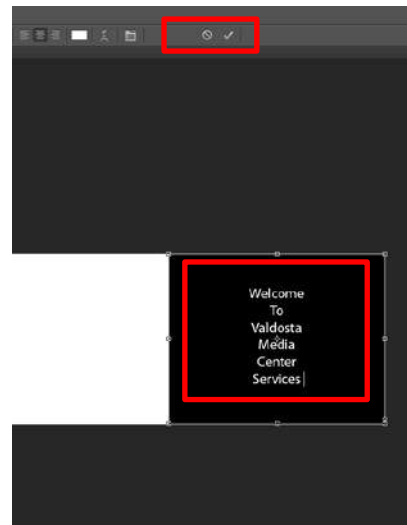
**Click:** on the corner of the textbox to adjust size



### Typing in the Textbox

**Type:** Desired text within the textbox

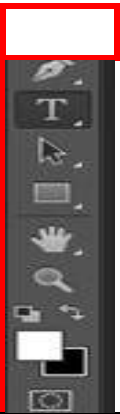
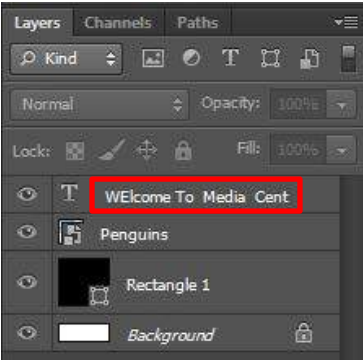
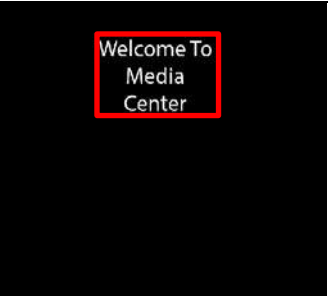
**Click:** The check mark icon above the screen to finish





## Photoshop Quick Reference Guide

### *How to Edit Text*

Steps	What You See
<p>The Edit text options allows users to correct or retype any text within the layer</p>	
<p><b>Go:</b> To the tool bar menu</p> <p><b>Note:</b> The tool bar column located along the left side of the screen</p> <p><b>Select:</b> The Textbox Tool Icon</p> <p><b>Note:</b> The Type Tool Icon appears as the Letter “T” on the Toolbox Bar</p>	
<p><b>Go:</b> to the layer panel</p> <p><b>Note:</b> the Layer panel is located along the right side of the screen</p> <p><b>Select:</b> the layer tab</p> <p><b>Select:</b> the layer that displays the textbox</p>	
<p><b>Click:</b> inside the textbox</p> <p><b>Edit:</b> the selected text</p> <p><b>Click :</b> Move tool when finished editing your text</p>	



## Photoshop Quick Reference Guide

### *How to Customize Gradient*

Steps	What You See
<p>The customize gradient option allows user to blend two or more colors</p>	
<p><b>How to Locate Layer Panel</b></p> <p><b>Go:</b> To the layer panel</p> <p><b>Note:</b> the Layer panel is located along the right side of the screen</p> <p><b>Select:</b> the layer tab</p>	
<p><b>Selecting Gradient Overlay</b></p> <p><b>Right Click:</b> The layer which displays your rectangular shape</p> <p><b>Select :</b> Blending options</p> <p><b>Select:</b> Gradient Overlay</p> <p><b>Double Click:</b> Gradient title box</p>	

## **Gradient Editor**

**Select:** a preset gradient to edit

**Select :** A Color Stop

**Drag:** Color Stop to change the range of the color

**Click :** Color to change the existing color

**Click:** Ok when finish selecting color change

**Click:** Ok when you are finish customizing your gradient

