Photoshop Basics Quick Reference Guide

Created By:
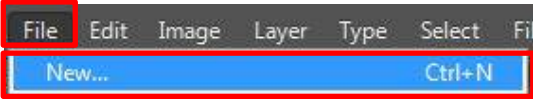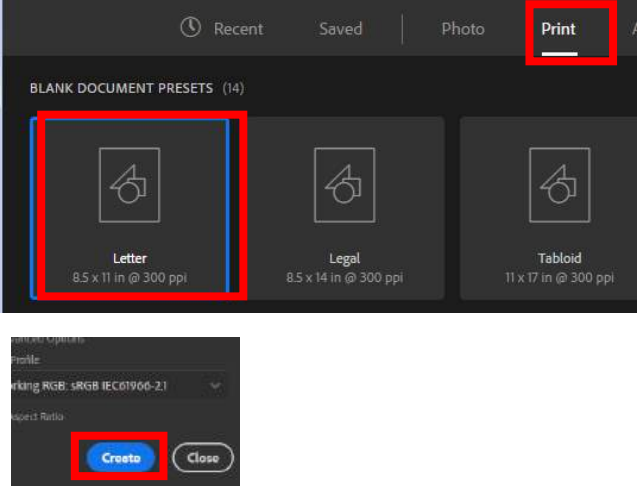
Jeremy Hardin

nMC
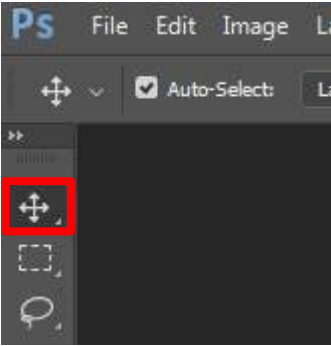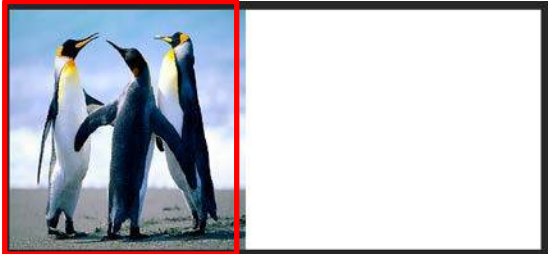
Photoshop Quick Reference Guide
How to Open a Canvas

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

Photoshop Quick Reference Guide
How to Use the Move Tool

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

Last Updated: 6/15/18

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

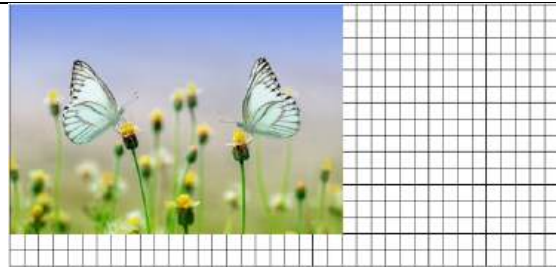**Note:** The right arrow key moves the image 1 pixel at a time to the right

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
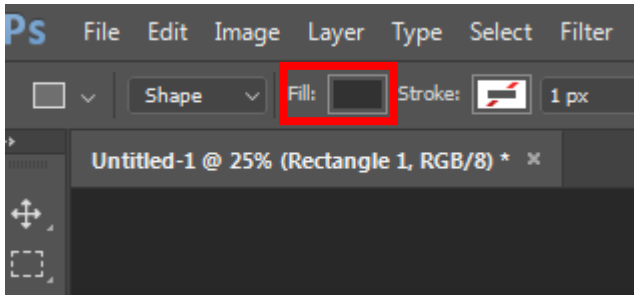
Note: This moves the selection in 10‑pixel increments

Last Updated: 6/15/18
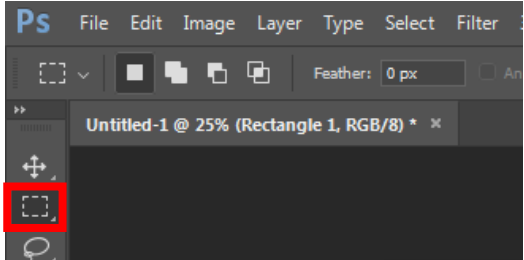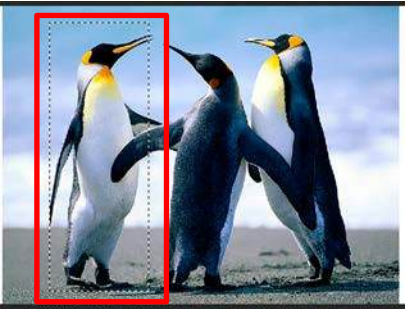
Photoshop Quick Reference Guide
How to Use the Rectangle Tool

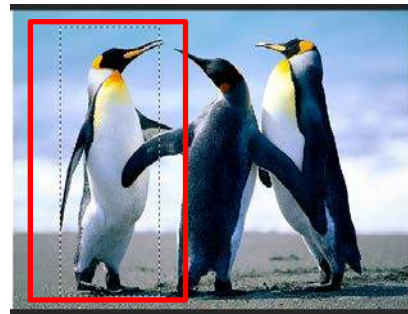| Steps	What You See
The rectangle tool is an important tool, which allows users to create rectangular shapes.	
Locating the Rectangle Tool Icon **Go:** To the tool bar menu **Note:** the tool bar column located along the left side of the screen **Select**: the Rectangle tool **Note:** the rectangle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

Last Updated: 6/15/18

Photoshop Quick Reference Guide
How to Use the Marquee Tool

Steps	What You See
The marquee tool is a selection tool which allows the user to copy or delete sections of a layer.	
Locating the Marquee Tool Locate the tool palette **Note:** The tool palette column is located along the left side of the screen **Select**: The Marquee Tool **Note:** The Marquee Tool appears as a dotted line in the shape of a rectangle	
Using the Marquee Tool **Click:** On an object with your mouse and drag the Marquee tool around the object you want selected **Release**: the mouse button when you are done making your selection	

Last Updated: 6/15/18

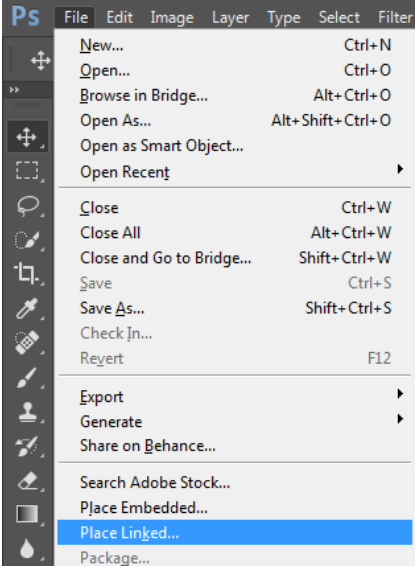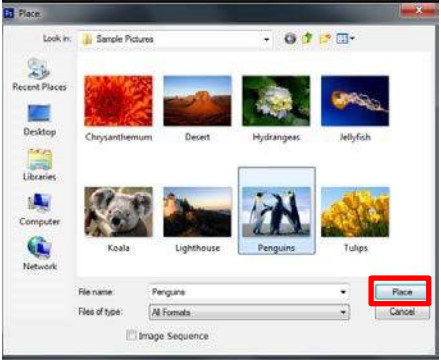|	
Copying the Selection **Press:** The control key **(Ctrl)** and **C** on the keyboard to copy the selected marquee image	
Pasting the Selection **Press:** The control key **(Ctrl)** and **V** key to paste selected marquee image **Note:** A duplicate image is created of the selected area	

Photoshop Quick Reference Guide
How to Insert an Image

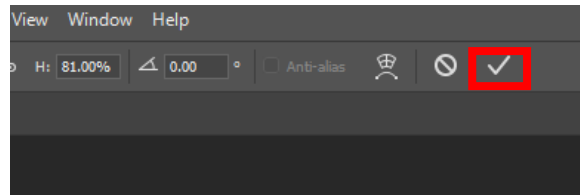| Steps	What You See
Inserting an image option allows the user to place an image on the canvas for manipulation	
Inserting the Image **Click:** The file tab **Select:** Place Linked	
Selecting the Image **Select:** the image you are placing on the canvas **Click:** Place when you are finished with your selection	

Last Updated: 6/15/18
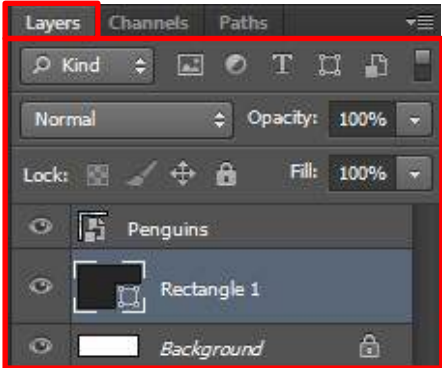
To Confirm Place of Image

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

Steps	What You See
The Free Transform option allows the users to reshape, rotate, and move images	
How to Locate Layer Panel **Go:** To the layer panel **Note:** the Layer panel is located along the right side of the screen **Select:** the layer tab	

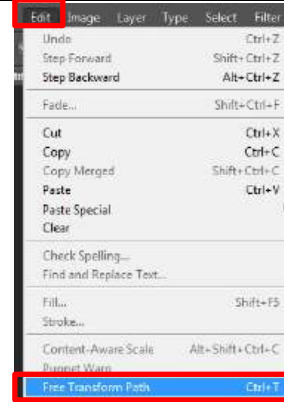|	
<u>Selecting the Layer</u> **Select:** the layer that has the image	Rectangle 1
Selecting Free Transform **Go:** to the Edit drop menu along the menu bar on top of the screen **Select:** Free Transform	Edit Image Layer Type Select Filter Undo Ctrl+Z Step Forward Shift+Ctrl+Z Step Backward Alt+Ctrl+Z Fade... Shift+Ctrl+F Cut Ctrl+X Copy Ctrl+C Copy Merged Shift+Ctrl+C Paste Ctrl+V Paste Special ▶ Clear Check Spelling... Find and Replace Text... Fill... Shift+F5 Stroke... Content-Aware Scale Alt+Shift+Ctrl+C Puppet Warp Free Transform Path Ctrl+T Transform Path

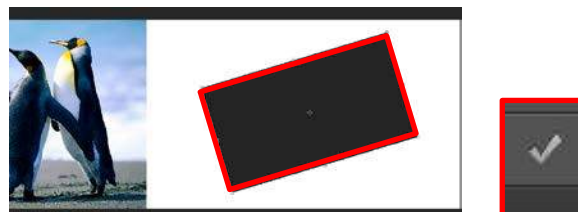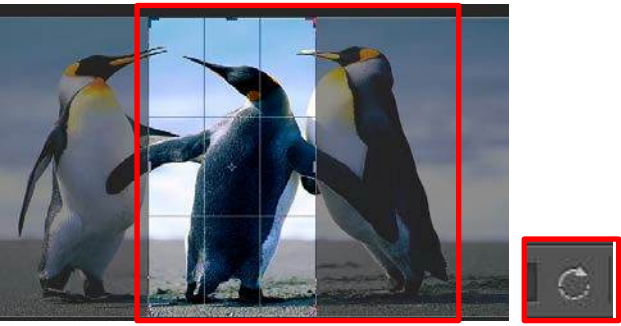|	
<u>Free Transform Image</u> **Select:** The corner on the bounded box around the image **Drag:** The corner to reshape the image **Click:** The check mark above the canvas to finish	✓

Photoshop Quick Reference Guide
How to Duplicate an Image

Steps	What You See
The duplication option allows the users to copy layers and edit the copied layers without destroy the original layer.	
Opening an Image **Click:** The file tab **Note:** The menu bar is located above the screen **Select:** Open option **Select:** the image you are opening	
Duplicating the Image **Select:** The image you are placing on the canvas **Click:** Image tab **Select:** Duplicate	
Edit Name for Duplicated Image **Type:** A name for the duplicate image **Click:** Ok when finished	

Last Updated: 6/15/18

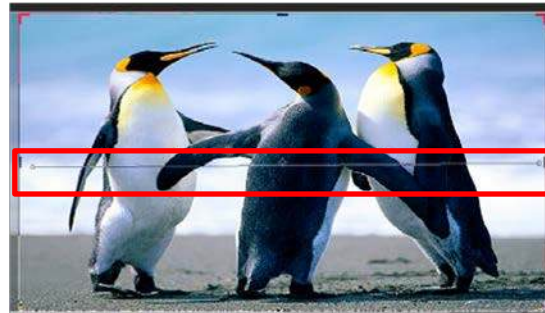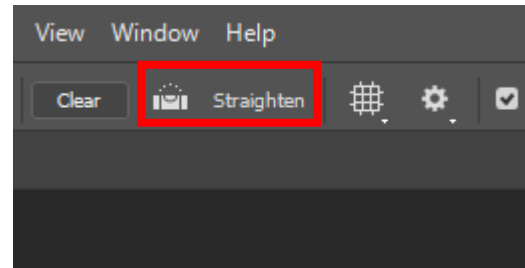| Steps	What You See
The crop tool allows user to display only certain parts of the image to be seen.	
Selecting the Cropping tool **Go:** To the Tool palette **Note:** Tool panel is located along the left side of the screen **Click:** Cropping tool Icon **Note:** The Type Tool Icon appears as a Frame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

Last Updated: 6/15/18

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 purse on the cropping option bar

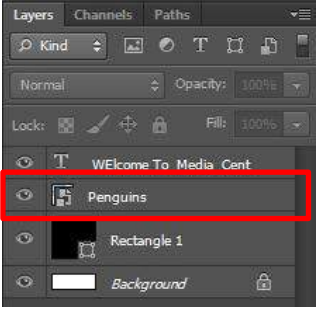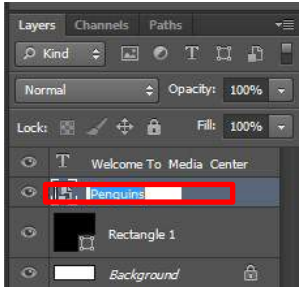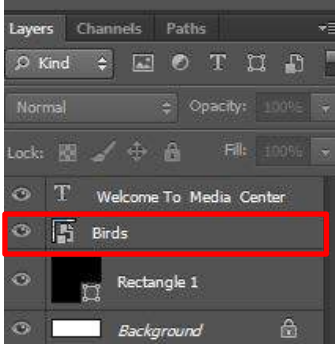**Drag:** the mouse across to display a straight line

Click: the check mark to apply changes
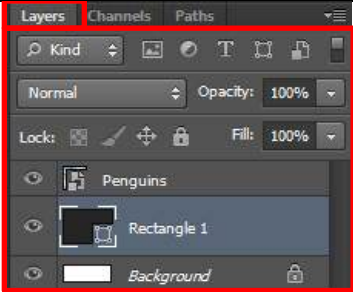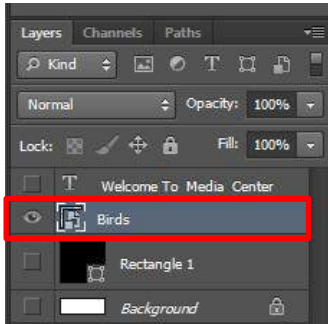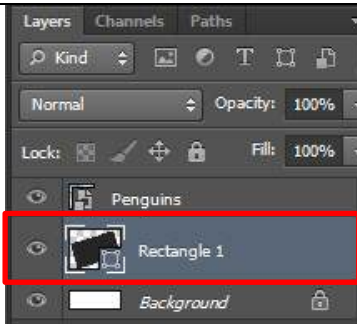
Steps	What You See
The rename layer option allows users to change the name of a layer for better organization	
Locating the Layer Panel **Go:** to the layer panel **Note:** the Layer panel is located along the right side of the screen **Select:** the layer tab	
Select Layer to be renamed **Double Click**: the layer name	
Change layer name **Type:** The new name of the layer **Press:** The enter key for the layer to be renamed **Note:** Simply tap Tab key to move to the layer below, which makes it easier and faster to rename a large list of layers	

Last Updated: 6/15/18

Photoshop Quick Reference Guide
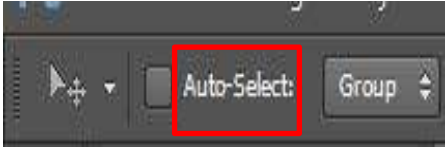
How to Conceal a Layers

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

Last Updated: 6/15/18

Photoshop Quick Reference Guide

How to use Auto Select

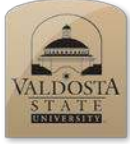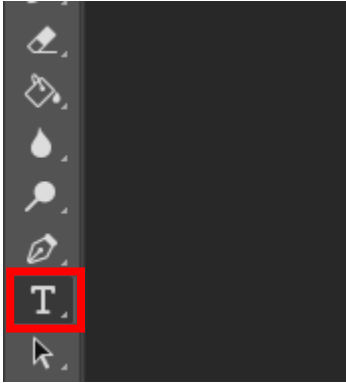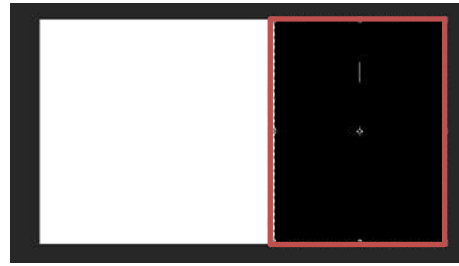| Steps	What You See
The Auto-Select option allows users to click on any selection and it will automatically highlight that specific layer.	
Locating the Auto-Select button **Click:** the move tool **Note:** The move tool is located on the tool panel along the left side of the screen **Note:** The move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

Last Updated: 6/15/18

Steps	What You See
The type tool is used to create a textbox. This allows the user to create text within the layer	
Selecting The Type Tool Icon: Go: to the tool palette **Note:** Tool palette is located along the left side of the screen **Select:** Type Tool Icon **Note:** The Type Tool Icon appears as the Letter **"T"** on the Tool panel	

Creating the Textbox:

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

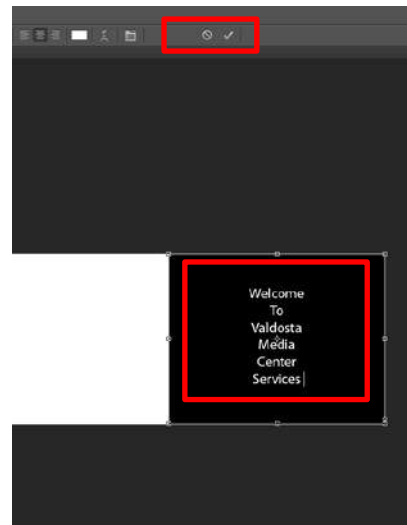**Drag:** The mouse to create the textbox

Click: on the corner of the textbox to adjust size

Typing in the Textbox
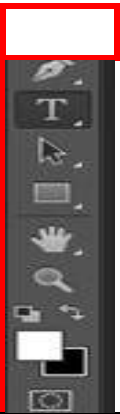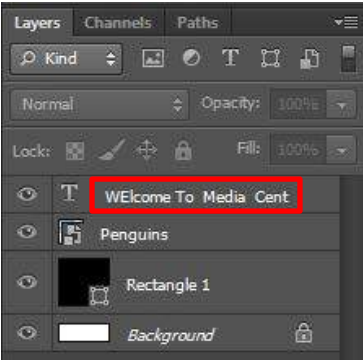
Type: Desired text within the textbox

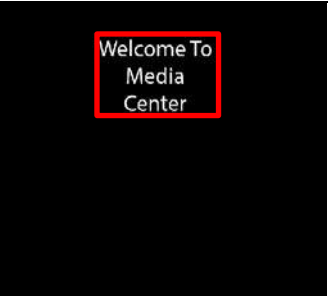**Click**: The check mark icon above the screen to finish

Last Updated: 6/15/18

Photoshop Quick Reference Guide
How to Edit Text

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

Last Updated: 6/15/18

Photoshop Quick Reference Guide
How to Customize Gradient

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

Last Updated: 6/15/18

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