



## An Introduction to Adobe Photoshop

During this short course you will learn about the Photoshop interface through looking at changing the image/canvas size and colour modes. You will also learn how the layers palette works, how to colour correct an image and how to transform shapes.

Course designed and created by Charlotte Ashley

✉ [charlotteashleydesign@gmail.com](mailto:charlotteashleydesign@gmail.com)    [@designbychar\\_](https://www.instagram.com/designbychar_)

# An Introduction to Photoshop

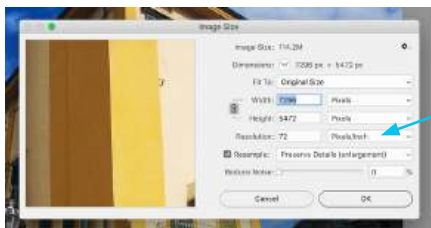
## Image/Canvas Size and Colour Modes

### Step 1.

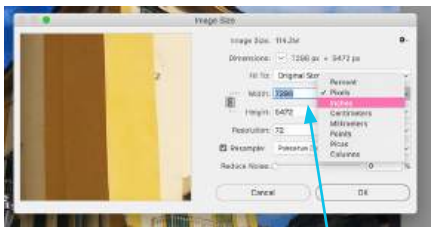
In Photoshop, you often edit an existing image rather than starting from a blank document. Attached to this course are some downloadable resources. Download these and then find the JPEG named 'Milan' in your Finder. **Right click and select 'Open with Photoshop'**.

### Understanding Image Size

Go to **Image - Image Size**. This dialogue box gives you an overview of the size and resolution of the image you have opened. These are very important to be aware of when editing images. Read the annotations to get an understanding of what each section means.



**Resolution**  
Make sure you have it as 72dpi for digital pieces and 300dpi for print.



This is the size of the physical image you are working with, so imagine the size it will be if you print it out. You have to be aware of this because if you enlarge a small image, it may lose quality and become blurry.

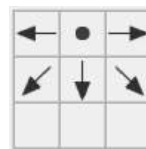
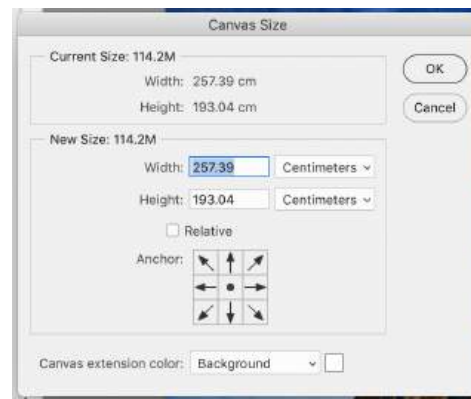
You should work in Millimetres for print pieces and Pixels for digital.

### Step 2.

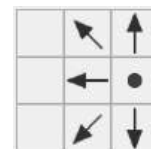
Go to **Window - Workspace** - and ensure **Essentials** is clicked. Then go back to Window - Workspace and click **Reset Essentials**. But remember, if you need any palettes in the future you can find them in the window drop down.

### Understanding Canvas Size

Go to **Image - Canvas Size**. This shows you the size of the **artboard** you are working with in Photoshop. You can change this size and dictate where you would like to extend or crop from using the arrows in the diagram.



Clicking the upward arrow - Your canvas will get bigger or smaller from the bottom.



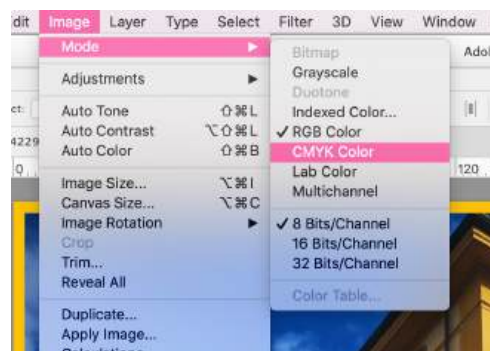
Click the right arrow - Your canvas will get bigger or smaller from the left.

### Colour Modes

Go to **Image - Mode**. Here you have a selection of different colour modes. The most frequently used are CMYK and RGB. You **MUST** ensure that for:

- All **print** work **CMYK** is ticked
- All **digital/screen** work **RGB** is ticked

Otherwise you risk colours not being accurately represented in your final piece.



# An Introduction to Photoshop

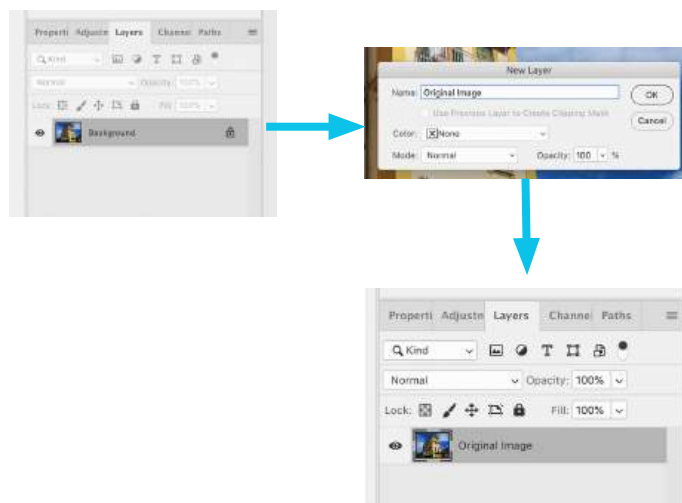
## Understanding Layers

### How Layers Work

- The layers palette is usually one of the default palettes on the right hand side. If not you can turn it on in your Window drop down.
- Layers stack vertically. So imagine invisible sheets of paper sitting one on top of another and you are viewing them from the top. If you add a filled in shape to the top layer it will cover everything beneath it.
- Layers allow you to make changes to an image without altering the original. You can experiment with different effects on different layers and build on top of each other through blending modes.
- You can turn layers visibility on and off by clicking the eye on the left of the image thumbnail.
- You can merge layers together by selecting them and clicking Cmd (or Ctrl) E. This will flatten your artwork.
- The following page looks closer at the layers palette and its functionality.

### Unlocking The Background Layer

If you open up an image you will notice it is called a background layer and that it is locked. This is the case for any image you open. This just means you can't change its position within the layers palette (it will always stay at the bottom). **BUT** if you **double click the layer**, you are able to **rename it** and then it becomes unlocked and movable.



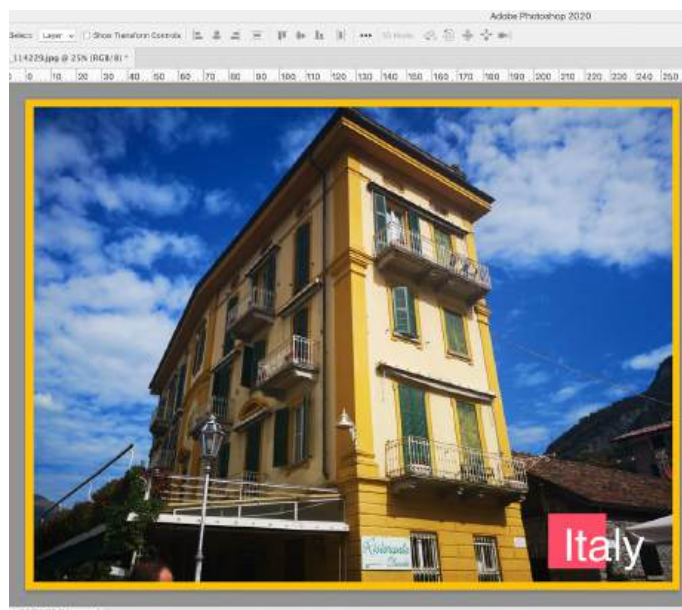
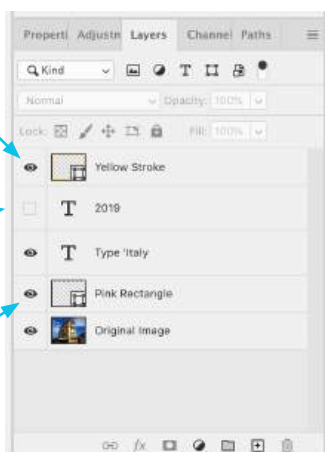
### Understanding The Ordering Of Layers

Below is a Photoshop document with it's corresponding layers panel explained. This file is named 'Milan Layers Example.Psd' in your downloadable resources

The stroke sits at the very top, there is nothing above it on the image.

This layer is hidden, hence why you can't see a '2019' in the image.

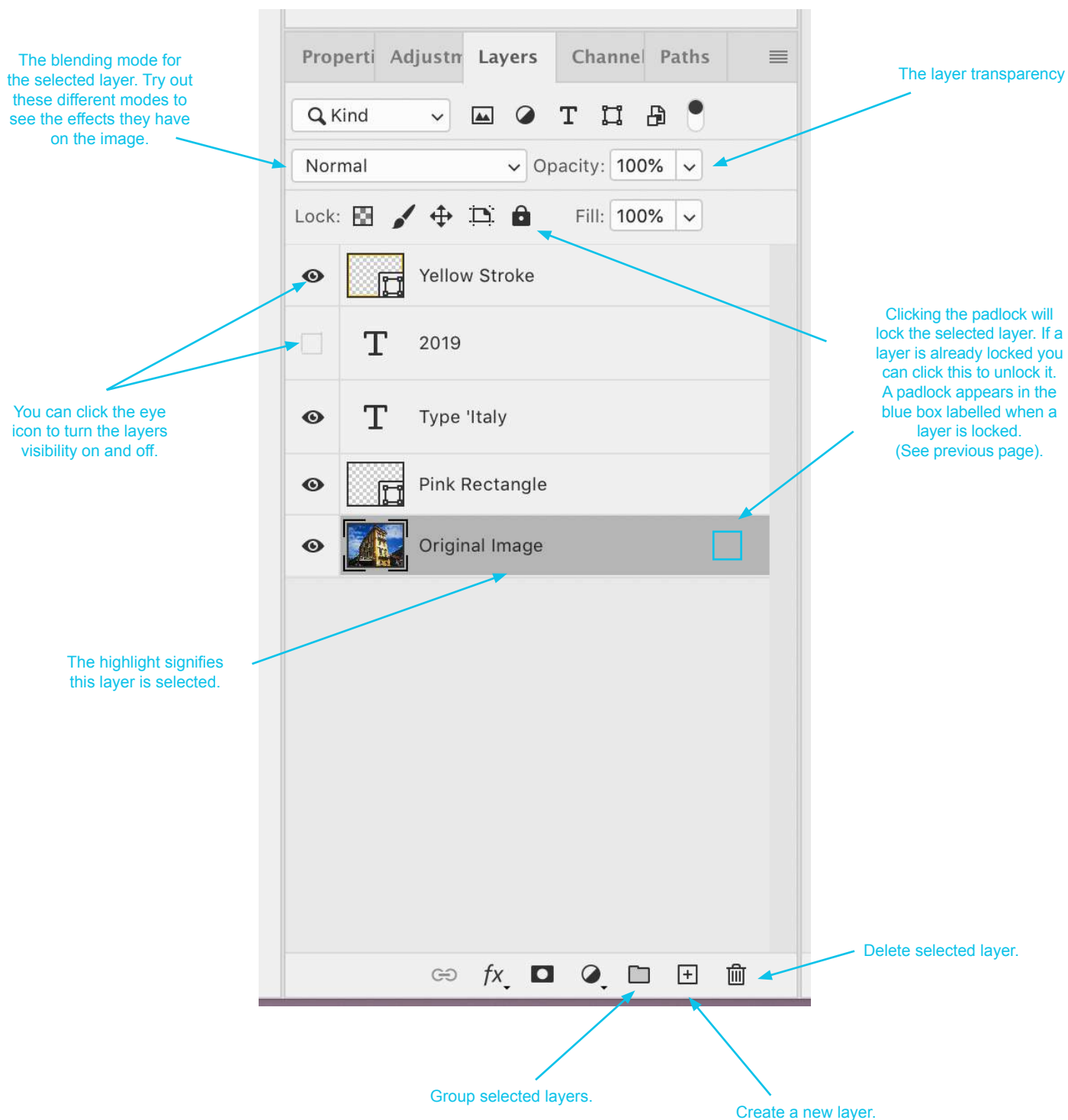
The 'Pink Rectangle' is below the words Italy but above the original Image.



# An Introduction to Photoshop

## Layers Palette

Below is an overview of some of the functions within the layers palette. The Photoshop file referenced here is 'Milan Layers Example.Psd' so I recommend opening this and having a go at altering the different functions.



# An Introduction to Photoshop

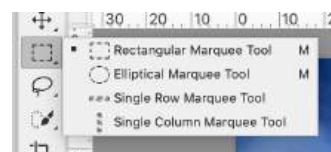
## Different Ways To Select Areas

Sometimes you may only wish to modify a certain area of your image. To do this you need to carefully select just that area e.g. a person's t-shirt and not the rest of their body. There are a few different tools you can use to do this, as you get more familiar you will use specific tools for specific things. Have a go at selecting different parts of your image. When selected a fuzzy line will appear around the area.

**Tip:**  
Once you have selected an area, try copy and pasting it. This will create a new layer which you can edit independently from the rest of the image. Try applying the colour correcting techniques you will learn on the next page.

### Shape Marquee Tool

This tool is like the shape tool in Illustrator although it selects all the pixels within that space rather than drawing a shape.



### Lasso Marquee Tool

This tool allows you to freely draw whatever shape you like and it selects all the pixels within this space. TIP: Hold down alt on your keyboard when you are about to go over the edge of the image.



**Note:**  
The selections are quite tricky to see in these images so I would recommend watching the video so you can see how these tools work a bit clearer.

### Magic Wand Tool

This tool allows you to click on one colour within your document and then it automatically selects all the pixels of that colour that are attached. TIP: To **add** more groups of colour hold down **shift** and click on a separate area. To **remove** selected areas hold down **alt** and click them.



### Quick Selection Tool

This tool roughly detects edges so you can click and hold while moving around your area. This is quite rough so not best for highly detailed areas. TIP: **shift and alt keys** work the same as the Magic Wand Tool



# An Introduction to Photoshop

## Colour Correcting

One of the most common uses of Photoshop is correcting the colour of photography if it doesn't quite look like it should or you want to boost it to make it more visually appealing. There are lots of different ways you can alter the image colour if you go to **Image - Adjustments**.

**Note:** These actions are permanent and apply to the selected layer only. Below I have used the selection created on the previous page after copying and pasting it onto a new layer.

## Brightness and Contrast

### Image - Adjustments - Brightness/Contrast

The brightness slider changes the overall brightness of the image. The contrast slider can increase or decrease image contrast.

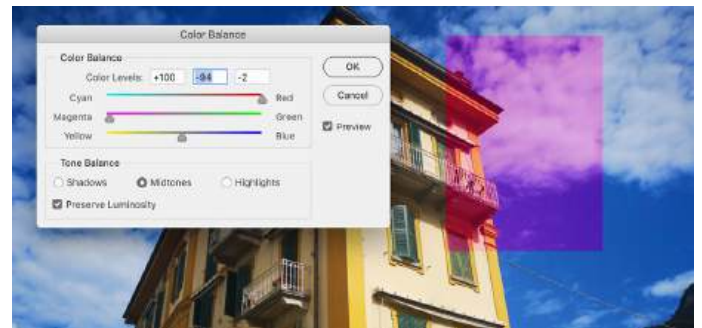


## Colour Balance

### Image - Adjustments - Colour Balance

In this dialogue box you can click either Shadows, Midtones or Highlights at the bottom. This dictates which tonal range you will be applying your changes to.

Dragging the slider towards a certain colour will increase the amount of that colour in the image, dragging away will decrease.

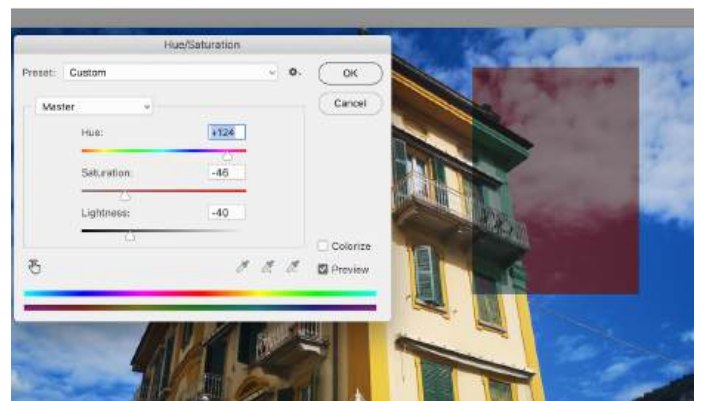


## Hue/Saturation

### Image - Adjustments - Hue/Saturation

You can adjust the sliders here to alter the Hue, Saturation and Lightness of the image.

- Hue alters the colour in your image.
- Saturation affects the intensity of the colour (if you drop it to the left you can take all the colour out, making a black and white image).
- Lightness alters how bright your image is.

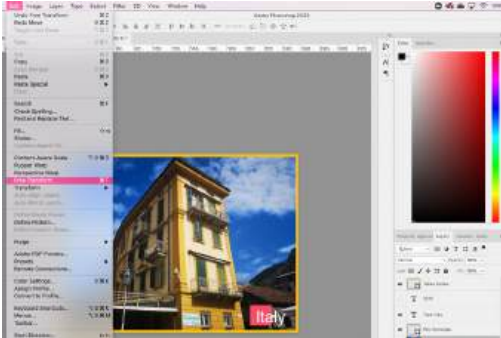


# An Introduction to Photoshop

## Transforming Your Image

### Step 1.

Select the layer you wish to transform.  
Go to **Edit - Free Transform**.



### Step 2.

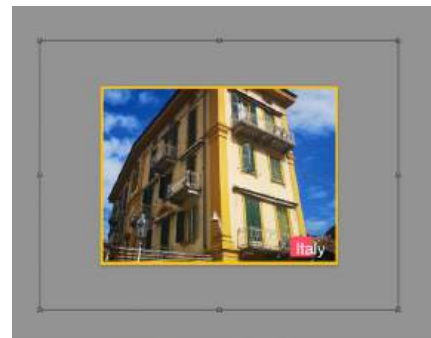
Notice the new menu appeared in your top tool bar and the anchor points that have appeared around the edge of your layer.



### Step 3. Choose which Free Transform you wish to apply

#### Scale

Click and drag any anchor point.  
Depending on the version of Photoshop you have, holding **Shift** while you do this will either constrain the proportions or allow you to scale freely.  
Holding down **Alt** allows you to scale from the centre of the layer.



Scaled proportionally from the centre

#### Rotate

Move your mouse close to one of the corners but just outside your image onto the grey space. You should see the 'rotate icon' appear.  
You can then click and drag (whilst keeping to the outside of your image) to freely rotate.  
Holding down shift will limit your rotations to 15 degrees at a time.



Rotated 90 degrees clockwise

#### Skew

Holding down **Command** (Mac) or **Ctrl** (Windows) and hovering your mouse over an anchor point you will see the cursor go white.  
**Click and drag** the anchor point to see it move freely to **distort** your image.  
To **skew** your image hold down **shift** whilst you do this and it limits the movement of the selected anchor point.



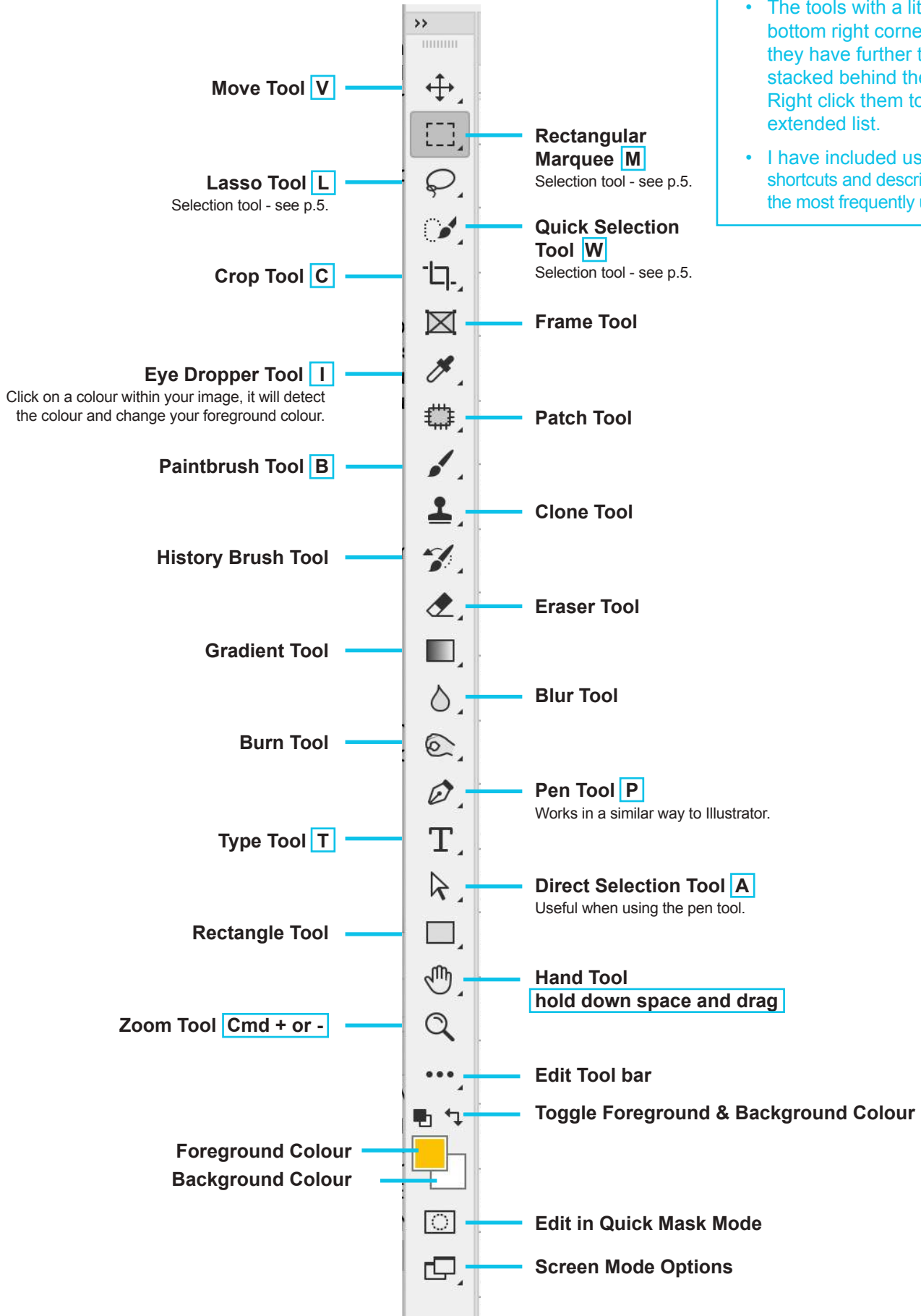
Skewed from top right corner

# An Introduction to Photoshop

## Tools Overview

### Notes

- If yours is two columns wide, you can click the two arrows top left so it appears like the one labelled.
- The tools with a little arrow bottom right corner mean they have further tools stacked behind them. Right click them to view the extended list.
- I have included useful shortcuts and descriptions for the most frequently used tools.

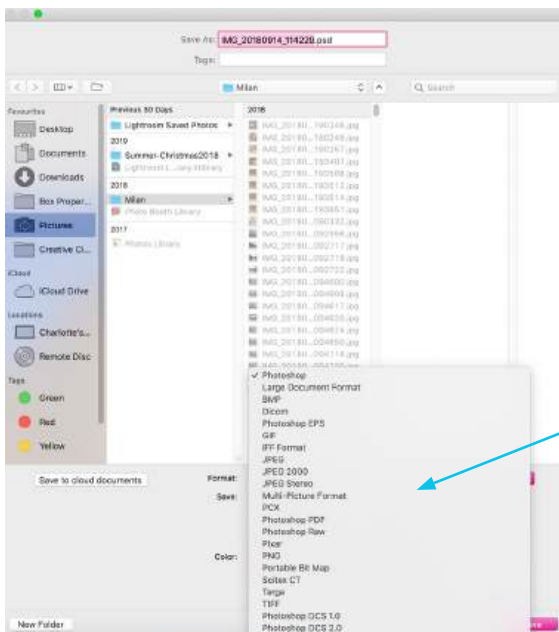




# An Introduction to Photoshop

## Different File Formats

In Photoshop you get the majority of the file formats you need from the 'Save As' - 'Format' drop down menu. Now you know the 'Save As' process from the previous programmes, below is an outline of the different file formats so you can make informed decisions as to which is best when saving your work.



Bigger drop down menu in the 'Save As' dialogue box in Photoshop than Illustrator or InDesign

## Psd / Indd / Ai Photoshop/InDesign/Illustrator Files

Default file format. This is for your current files being worked on so you can save your progress. They are often quite large files so you have to be careful when sending them to others.

## PDF Portable Document Format

Used most commonly from InDesign to provide a read-only version of the file whilst preserving layout and design.

## TIFF Tagged Image File Format

Similar to Psd files but often better adapted to programmes that aren't Adobe. They are a good substitute for JPEGs if you are needing transparency and are working on a print piece.

## JPEG Joint Photographic Experts Group

A compressed image format. JPEGs are always flat with no layers which enables them to be smaller file sizes. Most commonly used for low resolution files.

## PNG Portable Network Graphics

Similar to JPEGs but only work in RGB mode. They also allow transparency.

# An Introduction to Photoshop

## Shortcuts

Shortcuts are a great way to be more efficient with your work on Adobe programmes. Try and familiarise yourself with those listed below and if you can memorise them, that will really help you when working on your designs.

<b>Undo</b>	⌘ Z
<b>Free Transform</b>	⌘ T
<b>New Layer</b>	⌘ ⇧ N
<b>Group Layers (selected)</b>	⌘ G
<b>Select all within selected layer</b>	⌘ click layer thumbnail
<b>Actual size view</b>	⌘ 1
<b>Fit image into window</b>	⌘ 0
<b>Zoom</b>	⌘ space + click
<b>Select All</b>	⌘ A
<b>Deselect All</b>	⌘ D
<b>Reselect</b>	⌘ ⇧ D
<b>Inverse Selection</b>	⌘ ⇧ I
<b>Rulers Show/Hide</b>	⌘ R
<b>Guides Show/Hide</b>	⌘ :
<b>Guides Lock/Unlock</b>	⌘ ⌵ :
<b>Fill with foreground colour</b>	⌵ delete
<b>Fill with background colour</b>	⌘ delete

## Key

⌘ Command Key (Mac)  
Ctrl (Windows)

⇧ Shift Key

⌵ Option Key (Mac)  
Alt Key (Windows)

# An Introduction to Photoshop

## Activities

1. Experimenting with changing the canvas size of the 'Milan.jpg' making it bigger and smaller from the different sides.
2. Using the Quick Selection tool, select all of the sky in the image, copy and paste it onto a new layer.
3. Increase the contrast and brightness of the sky and decrease the saturation to make it black and white.
4. Merge the sky layer with the Original layer and then rotate it 180 degrees.
5. Save you new image as a JPEG entitled 'Milan Upside Down.jpg'.

Feel free to send me your work to [charlotteashleydesign@gmail.com](mailto:charlotteashleydesign@gmail.com) if you would like me to check you have done it correctly.

Alternatively, if you have any other questions please get in touch.