IVT105   **Photoshop Basics for Subvertise Studio Project**

Obtaining Images
      Pull images off the <u>Internet</u> using Google image search filtering the search for 'large images'
      Or
      <u>Scan a hard copy</u> ad setting your scanner settings to create an image no less than 100 pixels
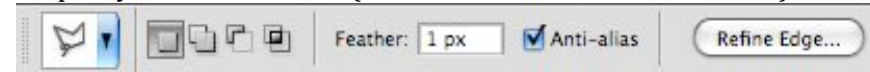   wide (Tara or Lisa can help you scan)

Opening files in Photoshop:
      File> Open>navigate to the file, select it and click open

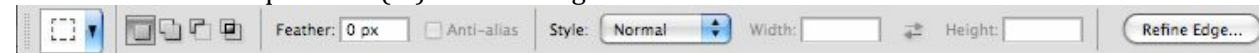**Combining images from different files or within a single file:**
1. Resize an image so it is compatible with destination image. Image>Image Size>pixel dimension.

2. Select all of the image (Select>all) and copy (edit>copy) and paste it into the other document (activate the destination image > edit> paste). The image will be pasted onto a new layer. To copy and paste within a single file; make a selection using selections tools listed below and use the same copy paste commands. The selection will paste unto a new layer.

Making Selections: (selection tools to be found in the top section of the tool bar)

Polygon Lasso Use the polygon lasso tool (l) with a 1px feather. Click/click your way around the part you want to select (double click to close the selection) and then click delete or copy etc.

Use the marquee tool (m) to click drag. It too can be feathered for a smoother selection.

Use the wand tool (w) to select areas of consistent color. Set tolerance to adjust how much is selected.

Modifying Selections: (a selection tool must be active)
- <u>Refine</u> selection edges: Use the refine edges commands
- <u>Add or subtract</u>: Use option key to toggle to a *subtraction* select tool or shift key to toggle to an *add to* selection tool.
- <u>Transform</u> the selection: edit> transform (scale, warp, distort)
- <u>Move</u> (the selection box not the image): Click and drag
- Other: Items in the *select menu* include inverse, deselect, transform etc.

Altering the image: Signify what is to be altered via a selection <u>and</u> activating the correct layer (if you have no selection tall pixels on active layer will be alter)

Use the **move tool**

Layer Options:
- Checkout Layer blending modes and layer opacity slider located at the top of the layers palette.
- Check out layer effects (double click on a layer to activate)

Transformations: Scale, distort, flip, rotate etc. found in edit menu (Edit> Transform)

Creating Text:

- Use the text tool to create text

- Use text menu to set parameters of text (font, style, size, alignment, color, special effects)

- Click to confirm or cancel (far right of text menu) to exit text editing functions

- Text layers are editable (select that layer and click with your text tool inside existing text) until flattened or rasterized (layer>rasterize>text)

Other General Functions
Layers:
- Be sure to activate the layer you want to effect (click it and it highlights)
- Use the 'layer' menu for commands such as duplicate layer, new layer etc.
- Unlock the bottom layer by double clicking it (if it isn't unlocked you can't do anything to it)

Navigation:
- Use ⌘+ to zoom in or ⌘- to zoom out to help you make more detailed selections.
- Use space bar to get the hand tool that lets you click drag to move around the image

Undos:
- Use ⌘z to undo the last action
- Use the history palette to undo a range of actions
- Use esc key to escape from a transformation
- Use ⌘d to deselect

Saving: When saving a file the following three items must be specified:
- <u>Name</u>: Always name files with your last name and other identifying info
- <u>Location</u>: where do you want to store the file (not on the lab machine desktop!)
- <u>Format</u>: choose the Photoshop format (.psd) to retain layers, choose jpeg for a flattened (no layers) the file for emailing.
  Remember…
  - Save (⌘s) a file regularly to avoid loosing work.

Use the *save as command* (save> save as) to save a new version of an already saved file but be sure to save any changes you've made before you do this.