

Edge Hill University

Getting Started with Adobe Photoshop

Contents

Image file types.....	2
Opening an image	3
Creating a new image	4
Choosing a workspace	5
Icon tooltips	6
Adding a shape.....	7
Adding a custom shape.....	9
Adding text.....	10
Move tool.....	11
Marquee tool	11
Lasso tool	12
Magic Wand tool.....	13
Object selection tool.....	13
Crop tool	14
Eyedropper tool	15
Brush tool.....	16
Zoom tool.....	17
Using layers	18
Using filters	20
Selecting windows	21
History window	21
Saving Photoshop projects.....	22
Exporting images.....	22

Image file types

There are many different image file types, below is a simplified overview of two major file types.

.jpg files are one of the oldest and probably the most familiar type of image file, they are commonly used on websites and produced by digital cameras. The images are square or rectangular and must have a background colour. This type of file can be compressed for more efficient use but this may result in a lower quality image.

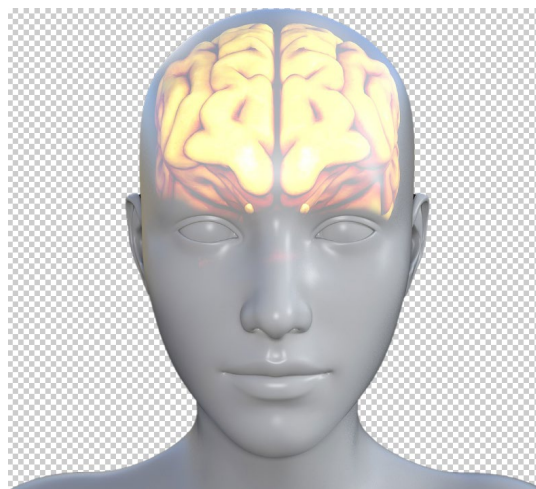
A more flexible image file type is .png which can have a transparent background. This type of file is generally uncompressed which means the files may be larger, but the quality tends to be better.

.jpg = compressed Smaller file sizes = lower image quality

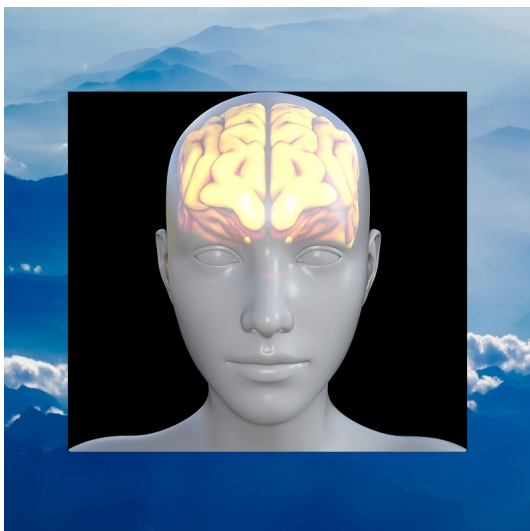
.png = uncompressed Larger file sizes = higher image quality + transparent background option



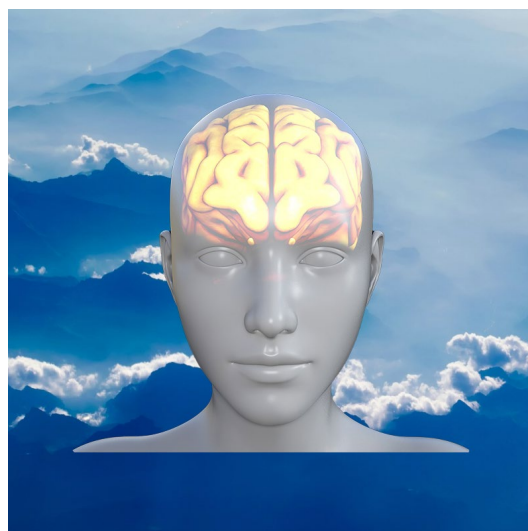
.jpg must have background



.png background optional



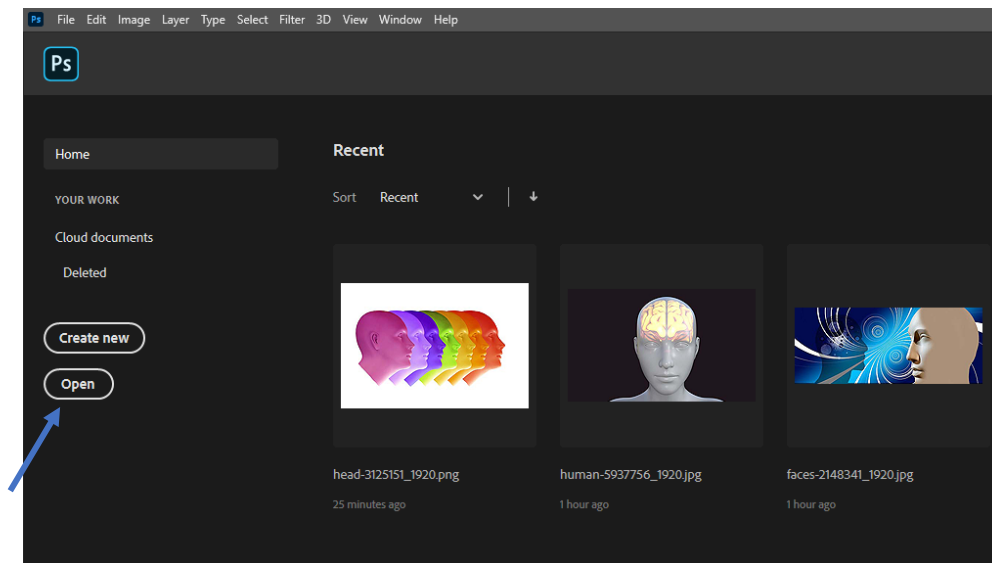
.jpg displayed in front of another image



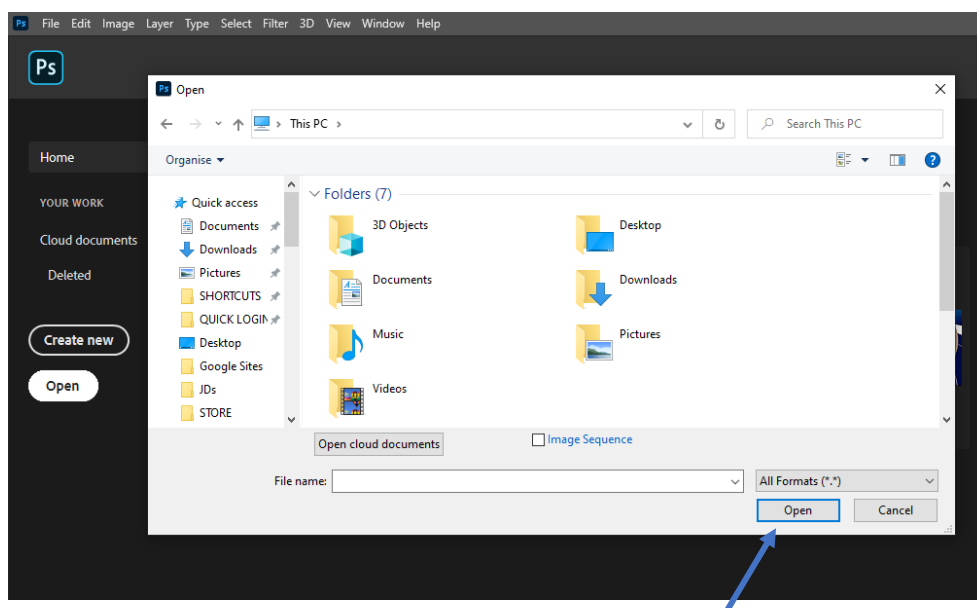
.png displayed in front of another image

Opening an image

To open an existing image file start Photoshop then select the **Open** option.

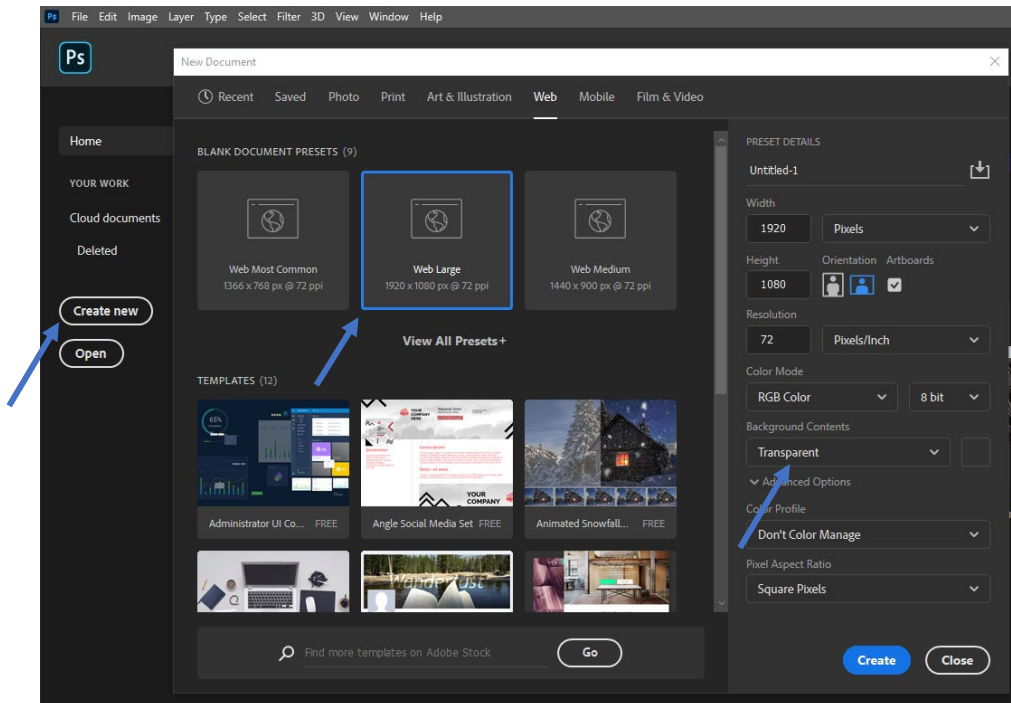


Navigate to the image file then click on the file **Open** button.

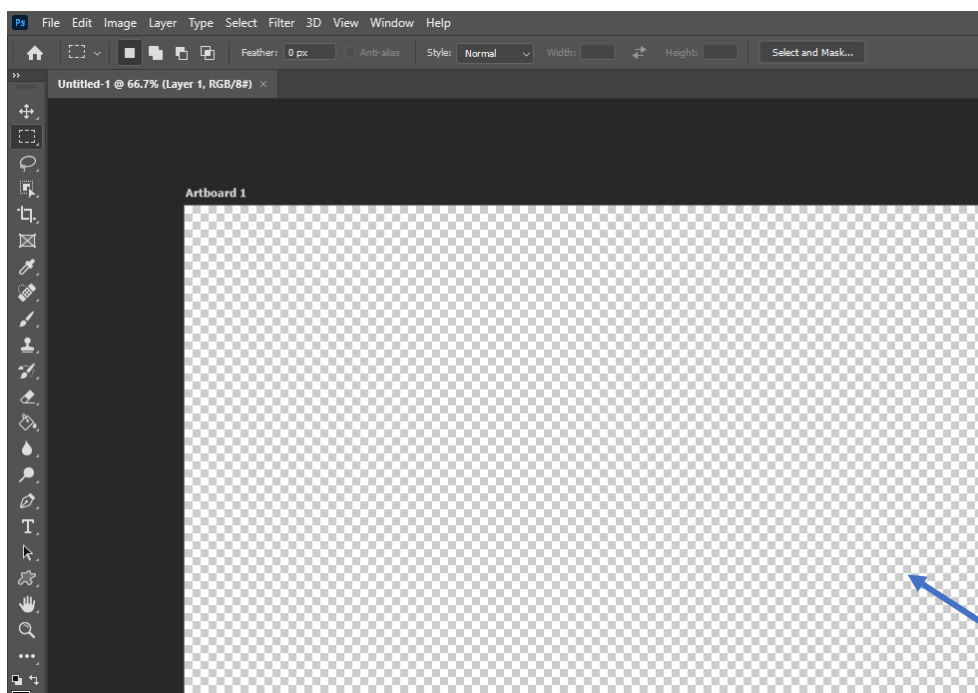


Creating a new image

To create a new image start Photoshop then select the **Create new** option. Select an appropriate size for the new image from the options in the top menu bar then select the background required for the new image. After checking the parameters are correct click on the blue **Create** button.

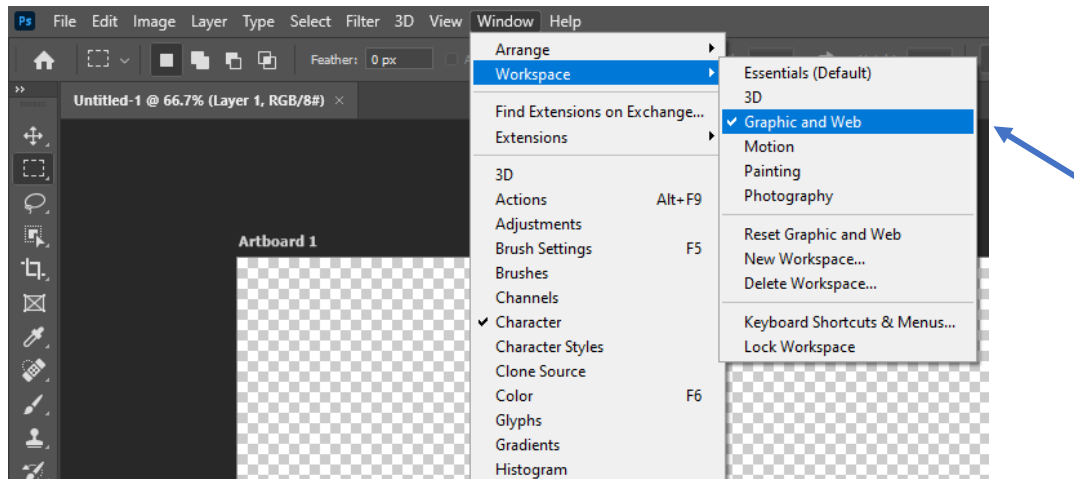


A new blank image canvas is displayed with either a solid colour background or a chequered pattern indicating a transparent background. We have chosen a transparent background for this example.

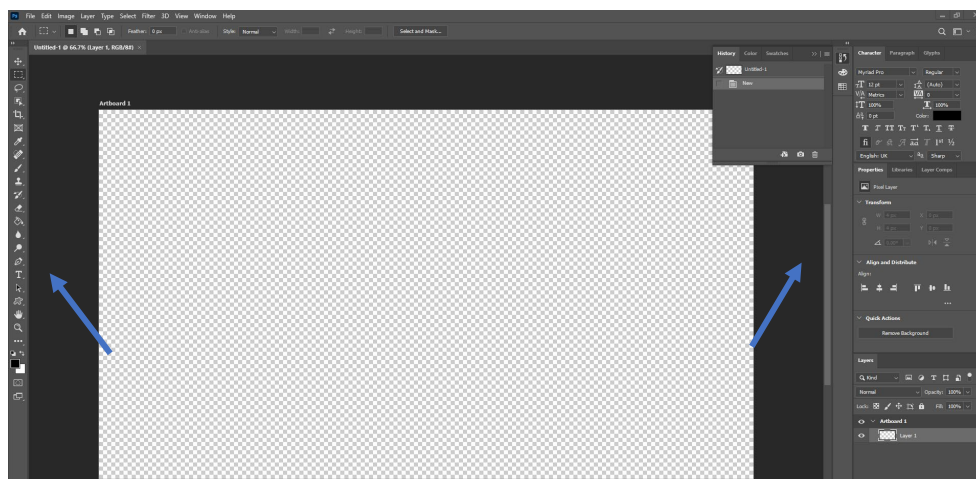


Choosing a workspace

The Photoshop interface can be customised for working with different types of files. The preset interface layouts are called Workspaces. Click on the **Window** button in the main Photoshop menu at the top of the screen then select **Workspace > Graphic & Web** from the available options.

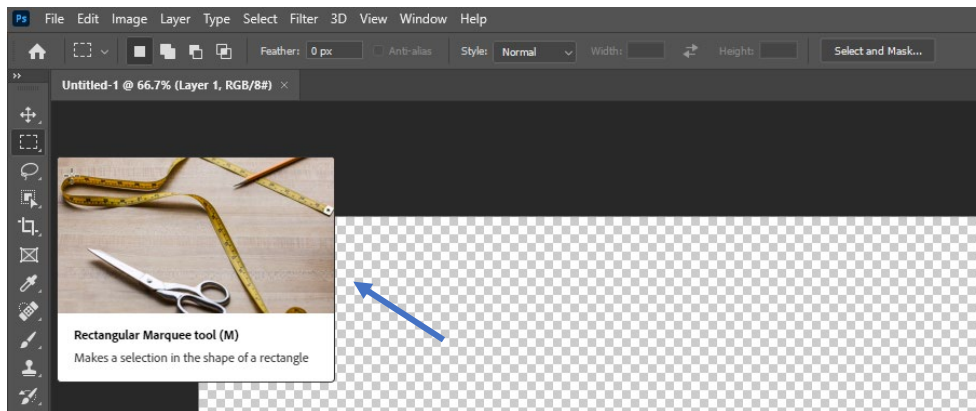


Tools are selected on the left and tool **Properties** are displayed in **Windows** on the right.

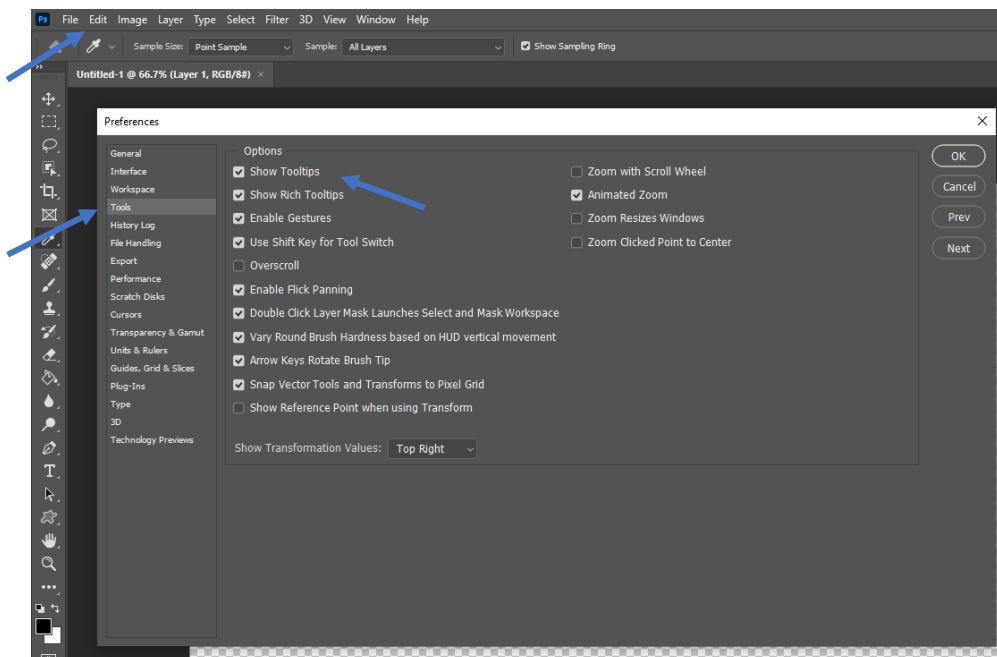


Icon tooltips

Icon tooltips are a very useful feature when learning to use Photoshop, they describe the function of each tool and display a short animation. Hover over a tool to view the tooltip.

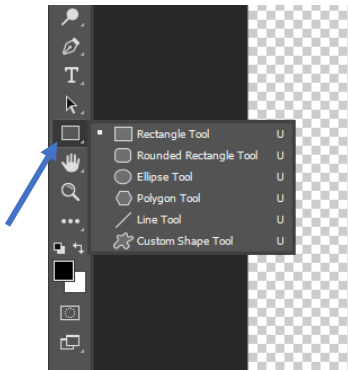


The tooltips may be switched on or off as required; click on the **Edit** button in the main Photoshop menu then select **Preferences > Tools**. In the dialog box that opens select **Show Tooltips** and **Show Rich Tooltips** then click on the **OK** button.

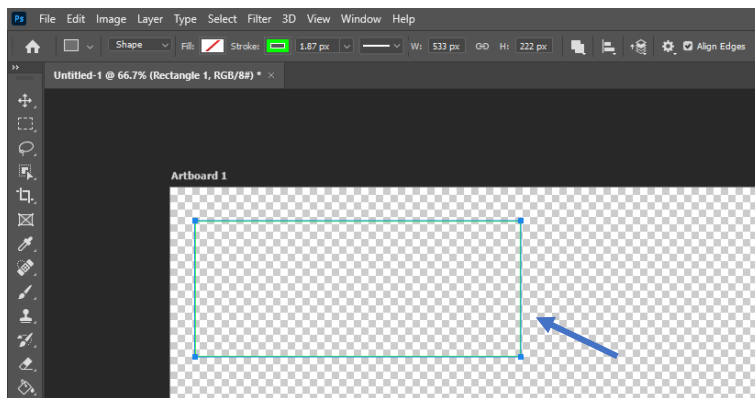


Adding a shape

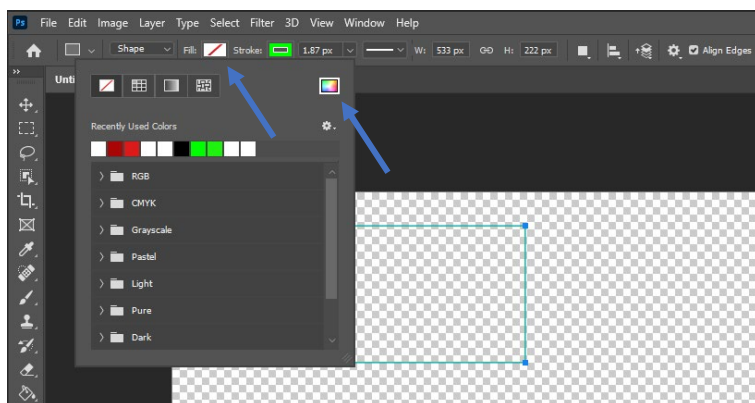
Click and hold the **Shapes tool** to select the shape required. Select the **Rectangle tool** from the available options.



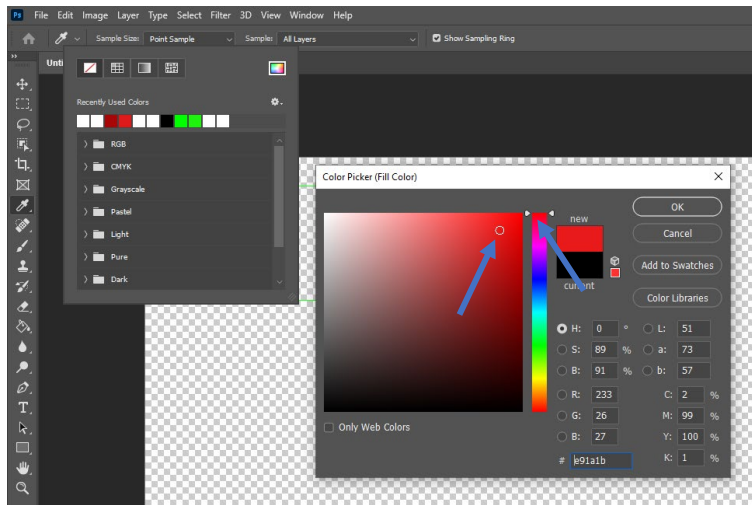
Click on the blank image canvas area and drag out a rectangle shape. It is also possible to create a perfect square (or circle if using the Ellipse Tool) by holding down the **Shift** key whilst dragging.



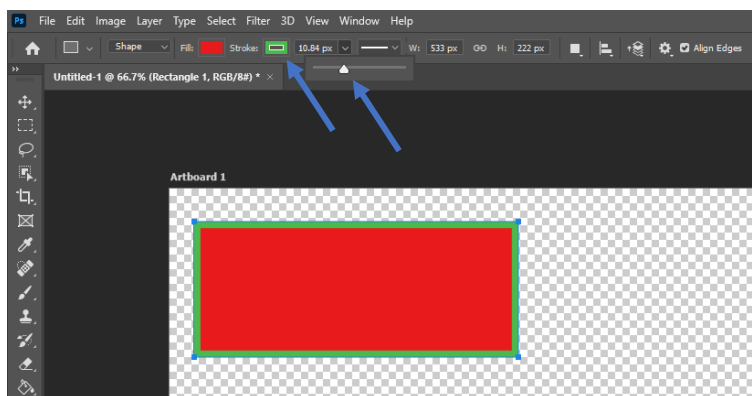
Various formatting options are displayed at the top of the interface together with Properties on the right. Select **Fill** from the formatting options then in the dialog box that appears click on the **Color Picker** icon.



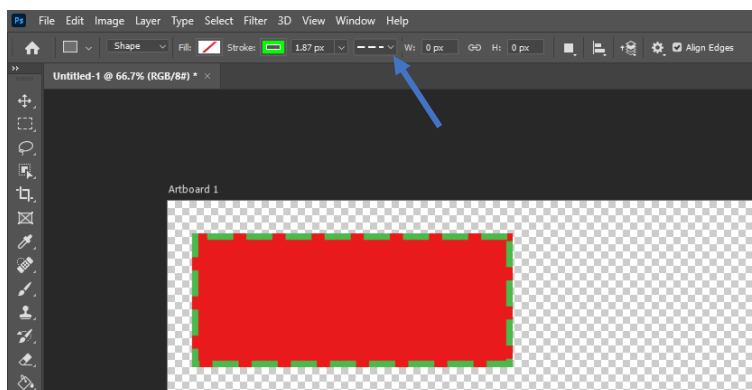
Click the vertical colour bar to select the Fill colour then click in the square area to select a shade. There is an option to select **Only Web Colors** which can be useful if the image is to be used on a web site; when ticked only colours that will display correctly on most screens will be available. Click on the **OK** button to apply the Fill colour to the rectangle shape.



The shape is filled with the colour. Click on **Stroke** in the formatting options and change the outline of the shape to a different colour in the same way. Click on the dropdown arrow next to the Stroke button then use the slider to set the **Stroke Width** or enter the width directly into the number box.

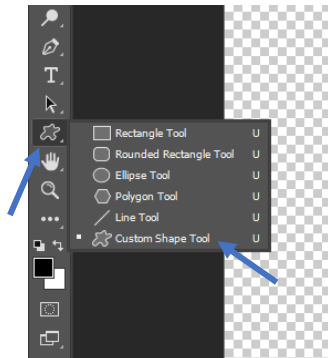


Click on the **Stroke Type** icon to the right of the Stroke Width icon and change it to the **Dashed** style.

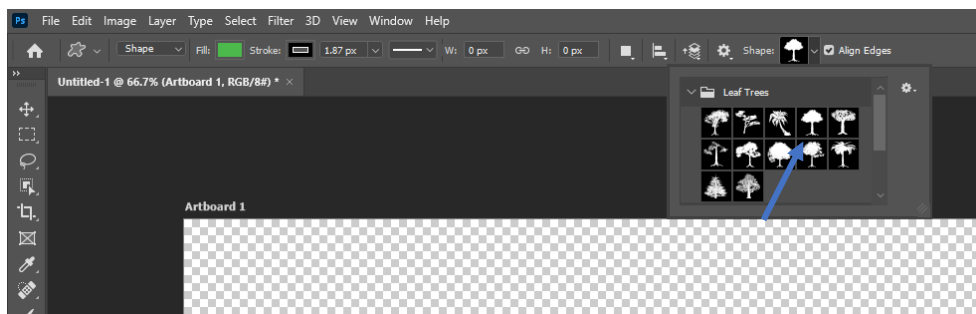


Adding a custom shape

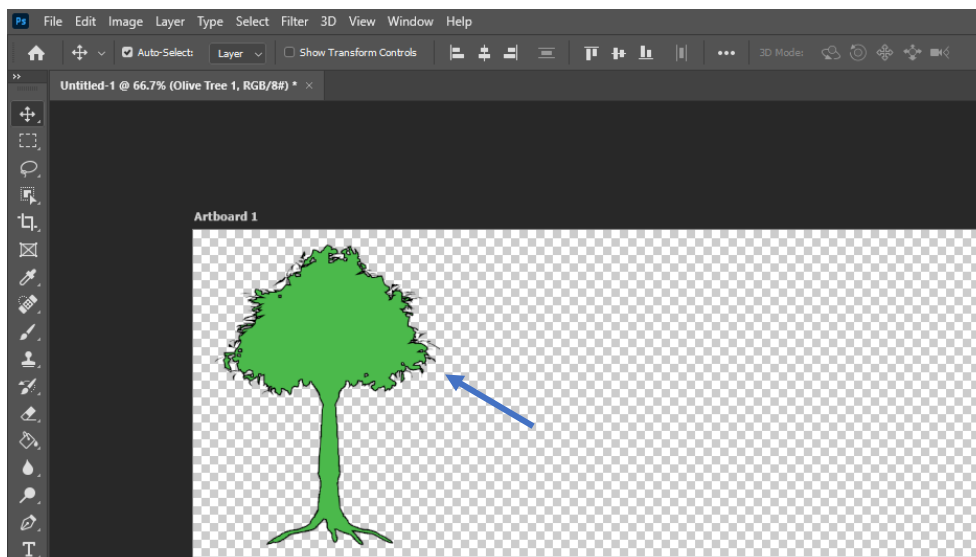
Click and hold the **Shapes tool** to select the shape required. Select the **Custom Shape tool** from the available options.



Select a Custom Shape from the formatting options.



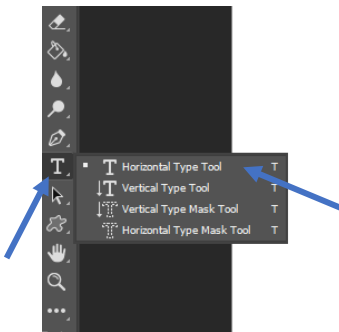
Click on the canvas then drag out the Custom Shape. Change the **Fill colour**, **Stroke Width** and other Properties to suit in the same way as described in the **Add a shape section** of this document. Click on a different tool to apply the changes. It is also possible to create a shape with a 1:1 aspect ratio by holding down the **Shift** key whilst dragging.



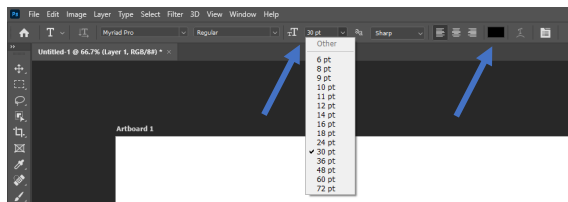
Adding text

Note: For this example we have created a new image with a solid white background colour.

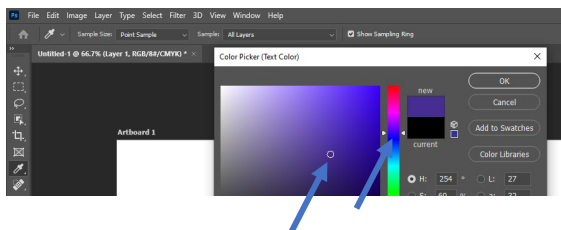
To add text to the canvas select the **Horizontal** or **Vertical Type Tool**.



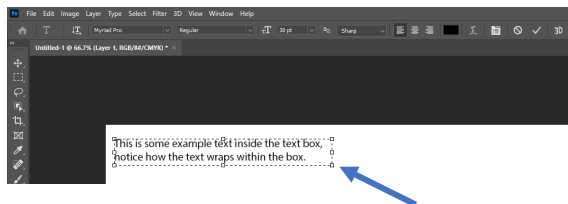
Set the **Font Size** Properties at the top of the interface then click on the **Text Color** icon.



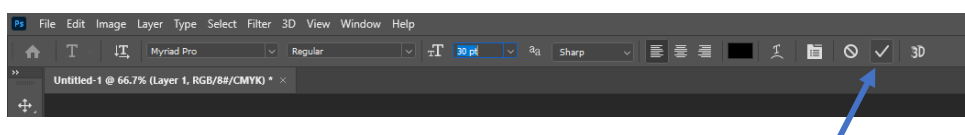
Select a colour and shade from the **Text Color Picker** tool that appears then click on the **OK** button.



Drag out a text box on the canvas and type in some text using the keyboard.

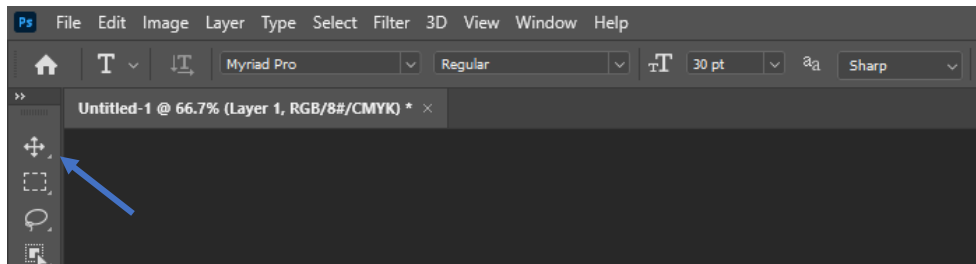


Click on the **tick icon** to apply the changes.



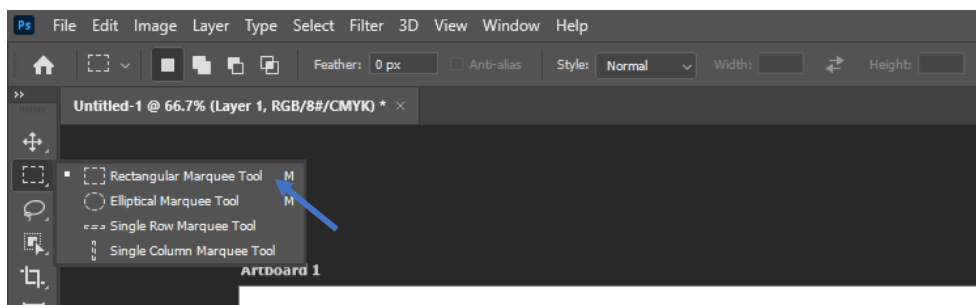
Move tool

The **Move** tool allows selected objects to be dragged around the canvas into position.



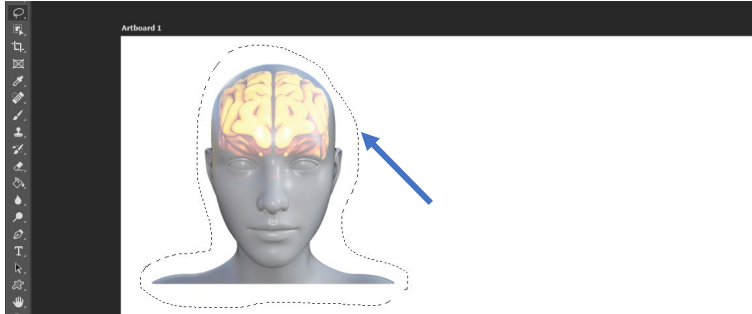
Marquee tool

The **Marquee** tool provides selection of an area by dragging out a rectangular or circular box over the required area. The selected area can then be processed without affecting other areas of the image.

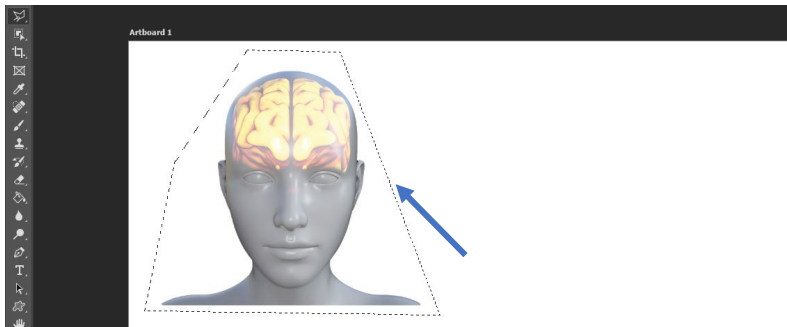


Lasso tool

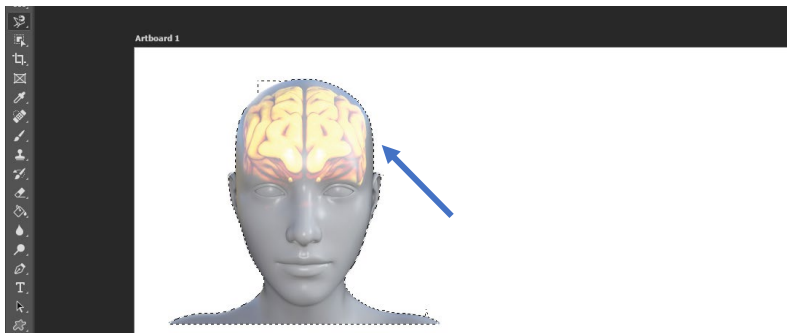
The **Lasso** tool provides the option to select an area using freehand. The **Polygonal Lasso** tool uses straight lines to select an area and the **Magnetic Lasso** tool will automatically snap around the edges of a carefully draw perimeter of an object making it easier to select irregular shapes.



Lasso tool.



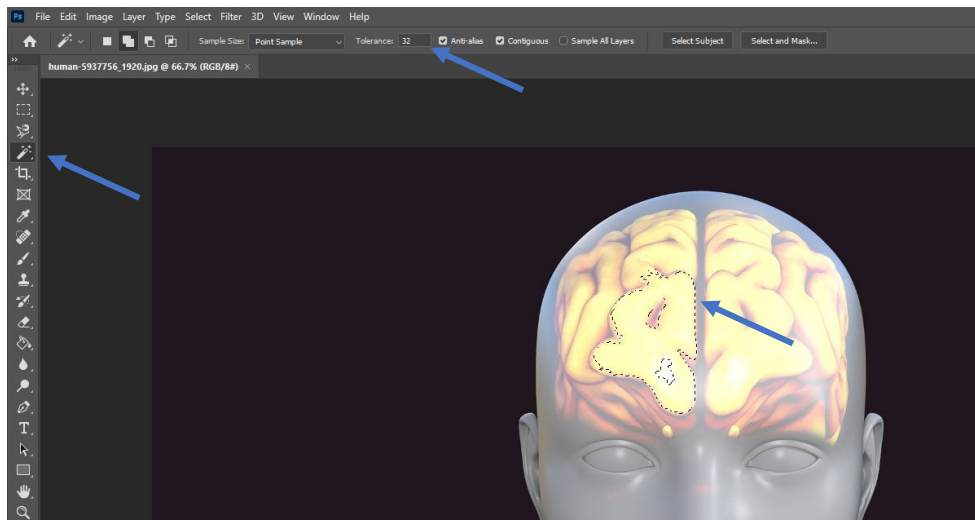
Polygon Lasso tool.



Magnetic Lasso tool.

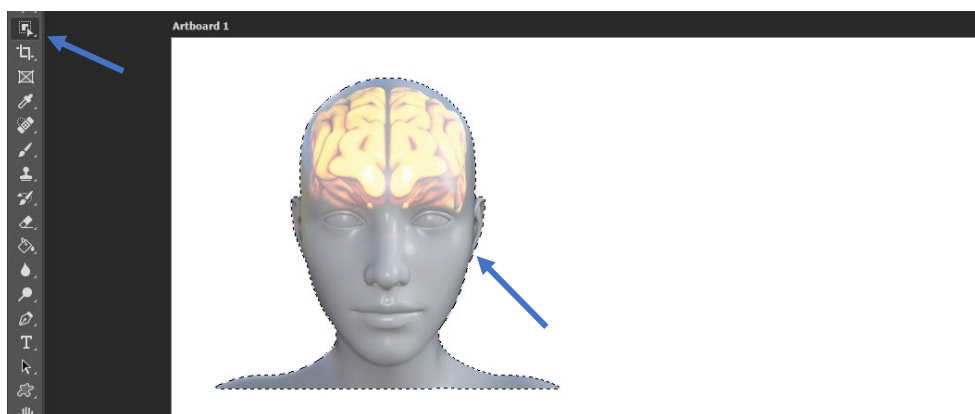
Magic Wand tool

The **Magic Wand** tool facilitates the selection of similarly coloured image areas. Ensure the required layer is selected then click in an area with the **Magic Wand** tool. The outline of the area will be selected. Change how sensitive the tool is by adjusting the **Tolerance** settings at the top of the interface.



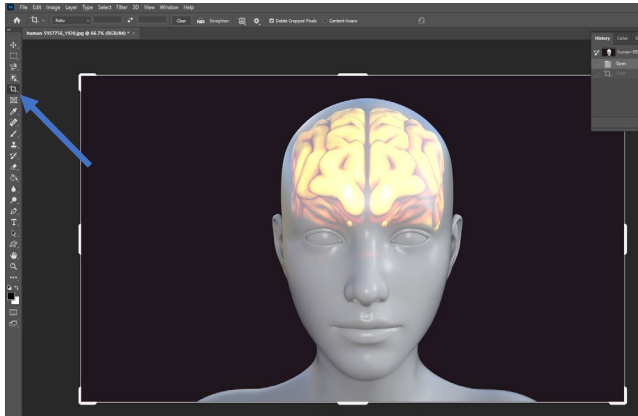
Object selection tool

The **Object Selection** tool uses the power of the computer to determine the outline of an object quickly and accurately. To use the tool ensure the correct layer (see the **Using layers** section of this document) is selected then drag out a box near to but outside of the required area and release the mouse button. The computer may take a few seconds to process the information then the selection area will snap to the outline of the required area.

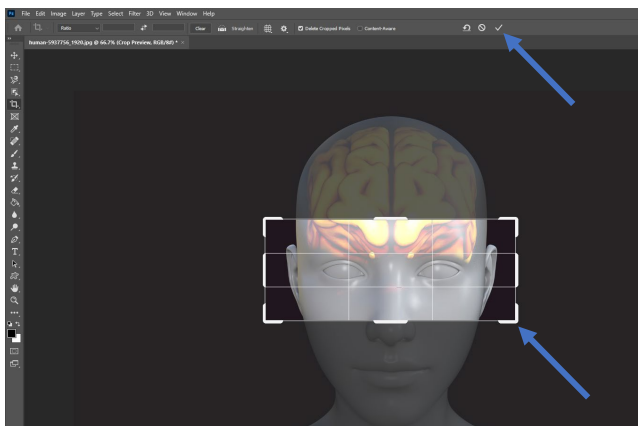


Crop tool

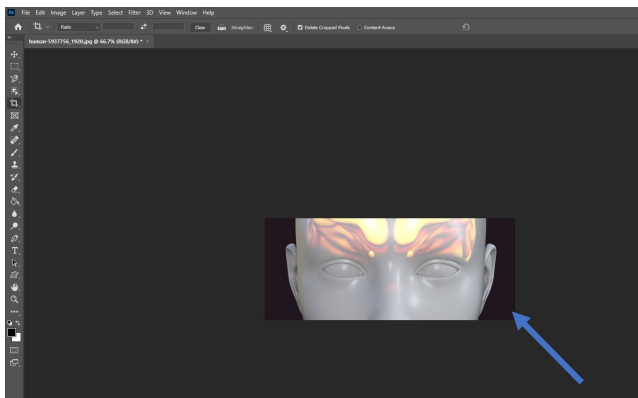
The **Crop tool** cuts away an unwanted area leaving the required area behind. Open an image then select the **Crop tool**.



Drag the side or corner inwards to select the area required. The outside area will darken to indicate this will be the area cut away from the image. Once the adjustments have been made click the **tick icon** to apply the changes.

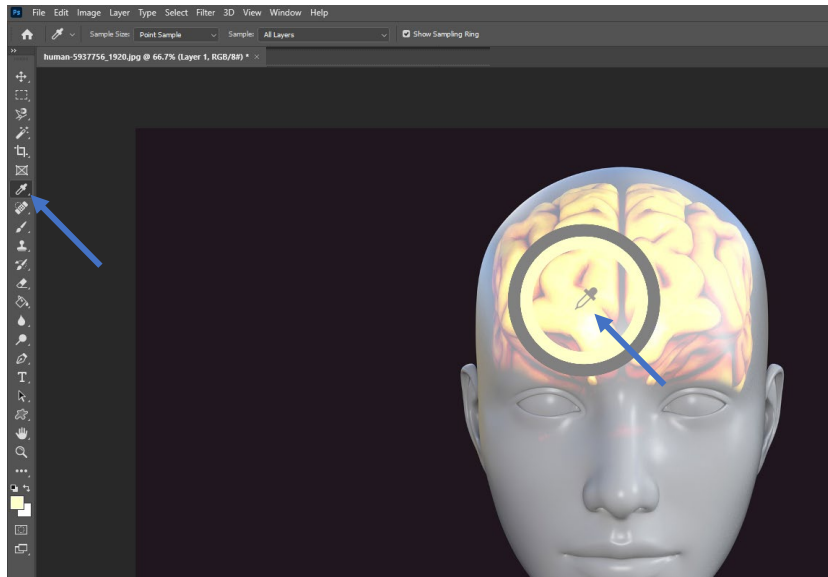


The unwanted outside area has been cropped from the image leaving only the required area.



Eyedropper tool

The **Eyedropper tool** is used to select a colour from an image. Select the **Eyedropper tool** then click in an area of an image where the required colour is present.

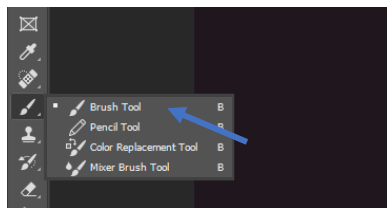


The colour has been saved and will now be used as the default paint colour when drawing tools such as Brushes are selected and when the Type tool is used.

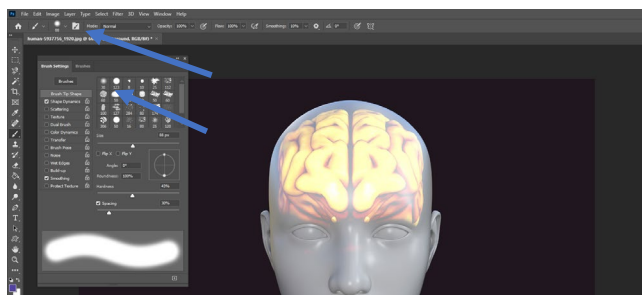


Brush tool

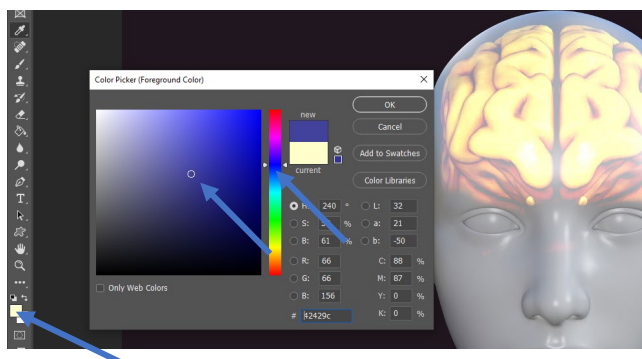
The **Brush Tool** uses the cursor to paint onto an image or blank canvas. Brush size, opacity of the paint, colour and brush style are amongst the many options available to choose from.



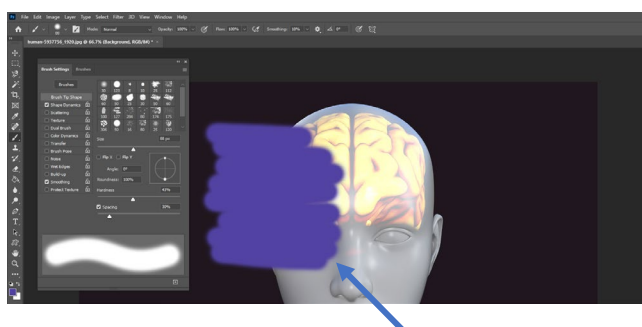
Click on the **Brush Tool** icon then select a brush size, style and opacity value from the formatting tools at the top of the interface.



Click on the **Color Picker (Foreground Color)** tool then select the required colour and shade. The **Eyedropper Tool** can also be used to select an existing colour from the image.



Ensure the correct layer is selected (see **Using layers** in this document) then hold down the left mouse button and paint onto the required area. A soft brush has been used in this example.

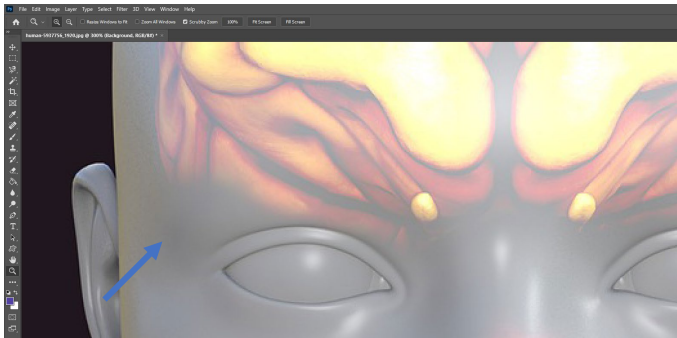


Zoom tool

Use the **Zoom Tool** to enlarge an area of an image to make it easier to work on.



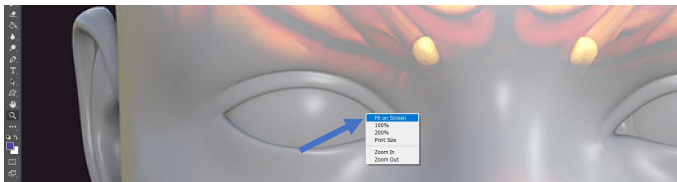
Click on the **Zoom Tool** icon then click repeatedly on the image until it reaches a suitable size.



Move the image into the viewing area using the scroll bars at the bottom and right of the image.



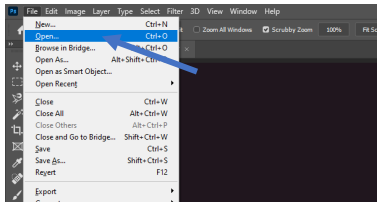
Right click on the image and select the **Fit on Screen** option to return to the default image size.



Using layers

Photoshop uses layers to build a complete image; when importing an existing image it will be set as the background layer. Any shapes or other images added during the project will either automatically create a new layer in front of the background or may be added to an existing layer if desired.

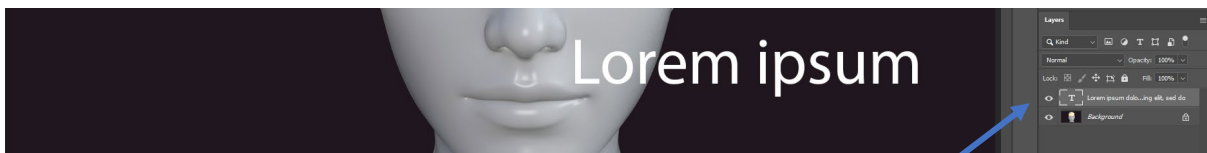
Ensure the **Layers Window** is open (see Using windows in this document) then open an existing image.



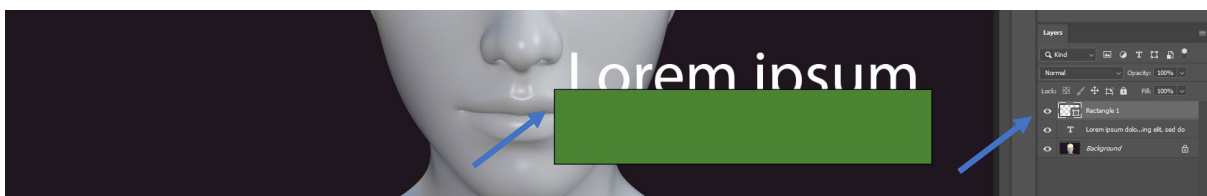
The image will display in the **Layers Window** as the background.



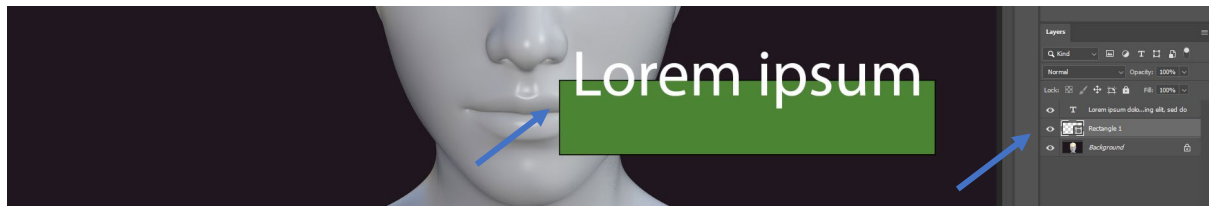
Add some text to the image using the **Type tool**; the text will display in the Layers Window as a new layer. It is shown in the Layers Window as being **above** the background layer so it will appear in **front** of the original image.



Drag out a shape using the **Rectangle Tool** then fill the shape with a contrasting colour. The shape has automatically created a new layer and it is displayed in the list **above** the text layer therefore the shape layer is in **front** of the text layer. The shape will obscure the text if moved over it.



In the **Layer Window** drag the shape layer reference **below** the text layer, notice how the shape layer has now moved **backwards** and the text layer obscures it when moved over it.



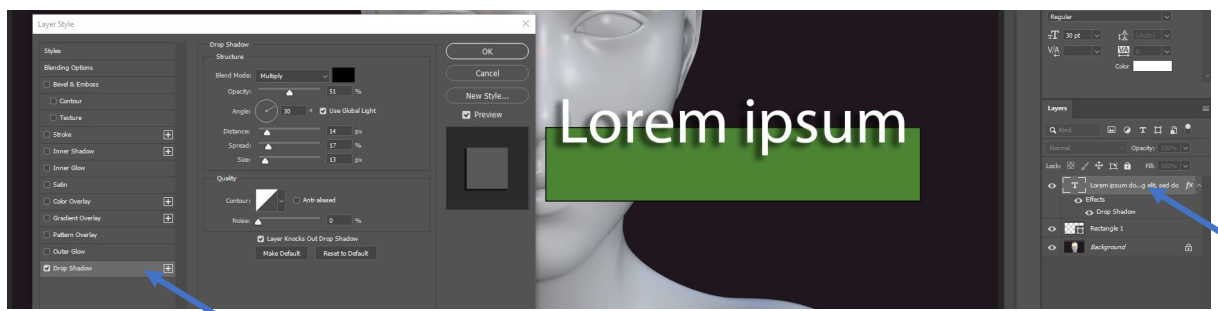
Layers can be linked by holding down the **Ctrl** key then clicking on each of the required layers in the **Layer Window**. Once multiple layers are selected right click and select **Link Layers** from the options. This makes it easier to process multiple layers at once. Right click and select **Unlink Layers** to revert.



To work on an object in a layer first select the correct layer from the list. To **hide layers** and make it easier to work on other layers click on the eye icon next to the layer name.

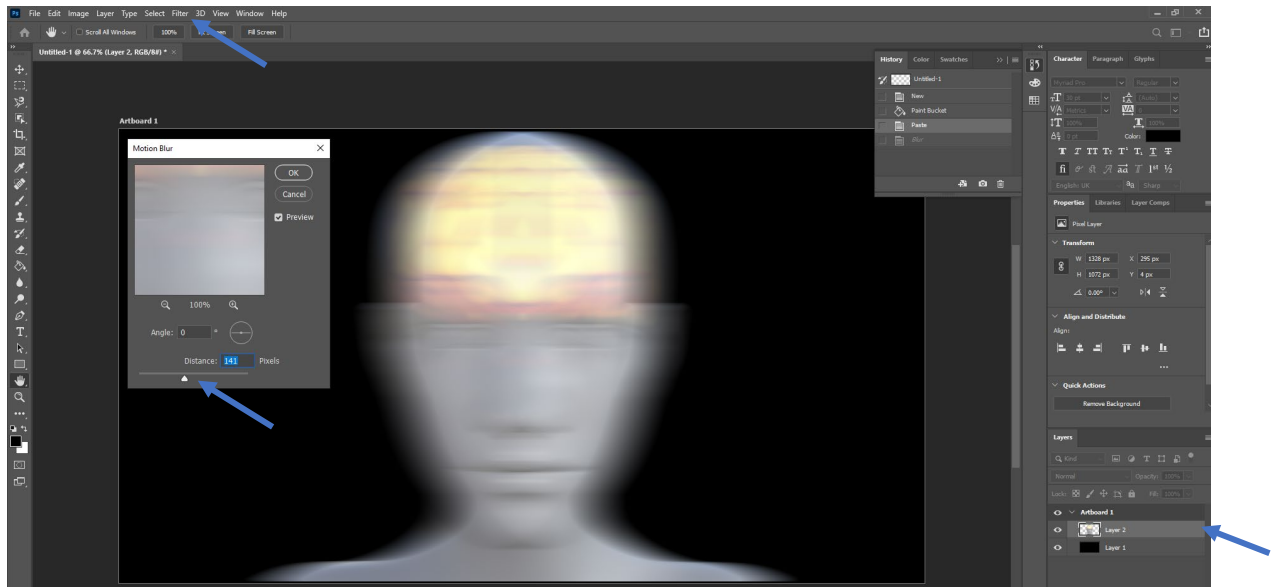


Layers can have styles applied to them to change the way they look. Select the text layer created earlier then click on **Layer > Layer Style > Drop Shadow** in the main menu. The **Layer Style** dialog box appears and the selected style is applied to the text layer; other styles and their Properties may also be selected if required. The layer style name is added below the layer name and the style can be hidden by clicking the associated eye icon in the same way as hiding the layer itself.

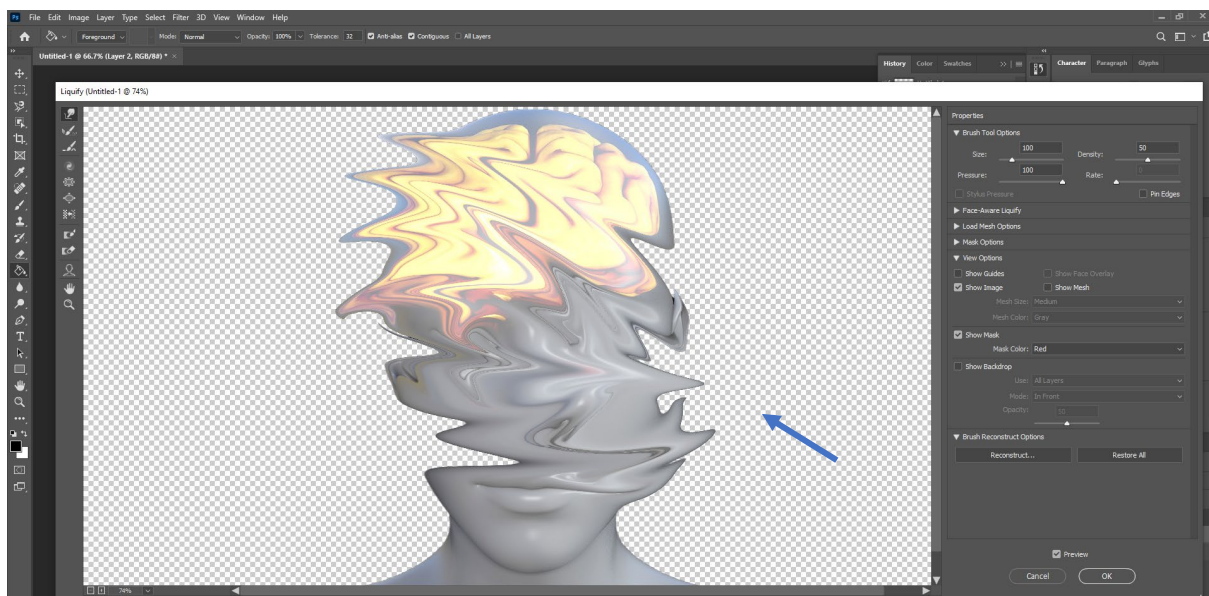


Using filters

Filters are useful for correcting issues like camera lens distortion or for adding effects to objects. Ensure the required layer is selected then select **Filter > Blur > Motion Blur** from the main menu. Change the **Distance** and other Properties of the blur to adjust the effect.

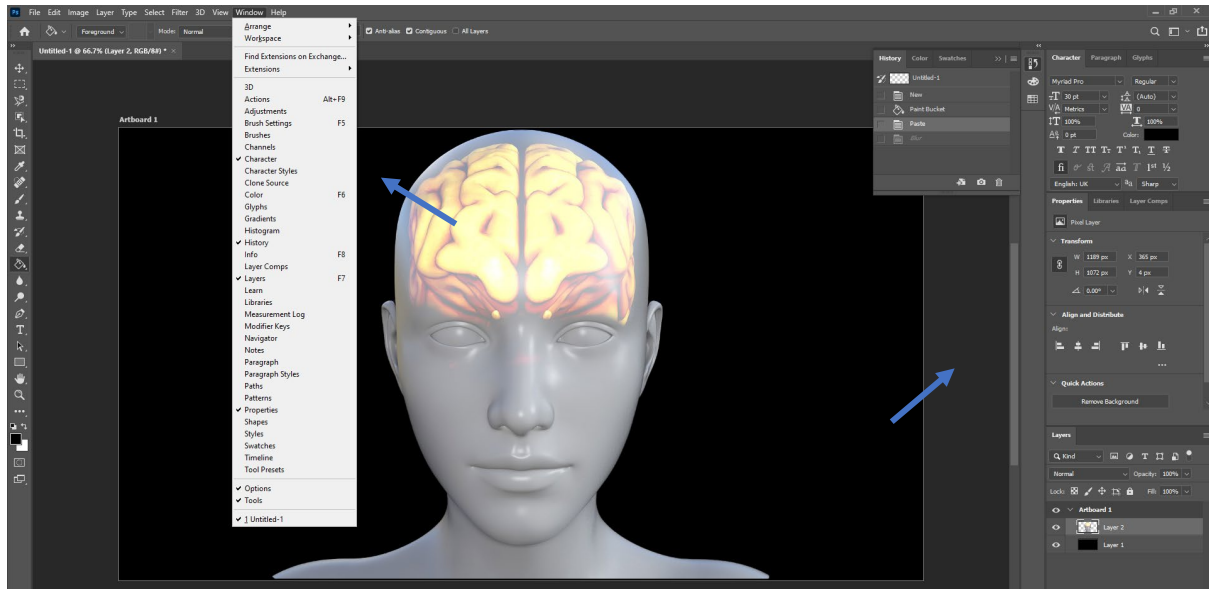


Filters may also be used to create more dramatic effects for example by using the **Liquify Filter**.



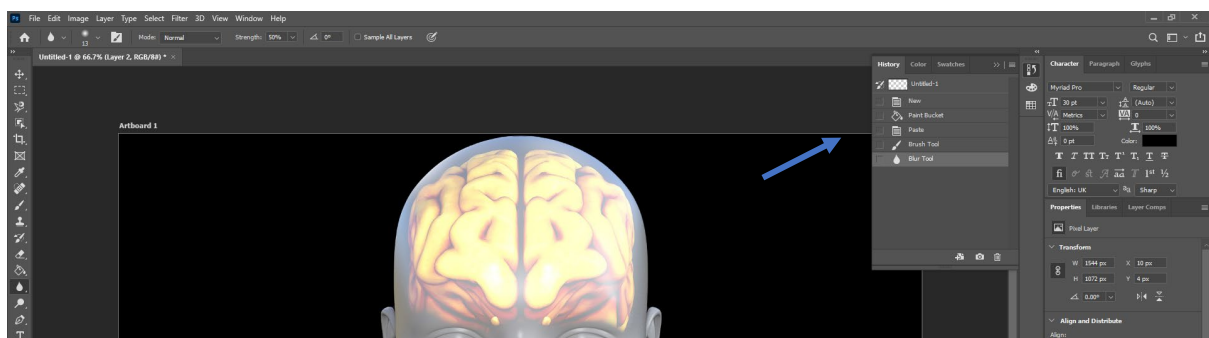
Selecting windows

Windows are the information areas that display the Properties of tools and effects and are usually located on the right side of the Photoshop interface. The most relevant Windows are displayed automatically when a **Workspace** is selected however other Windows can be displayed and hidden whenever required. Select **Windows** from the main menu to display the available options.



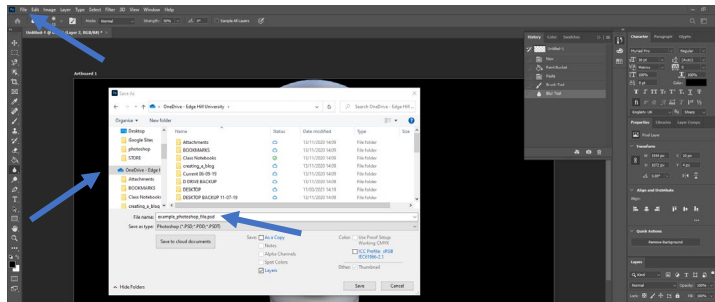
History window

One of the most useful Windows is one called **History**. This Window displays changes made to the project in order of time and facilitates moving backwards and forwards during a project. This makes it very easy to make comparisons after changes or to revert to a point in time in the project before an unwanted change was made. Drag the bottom of the **History Window** to display more change points or scroll up/down in the Window.



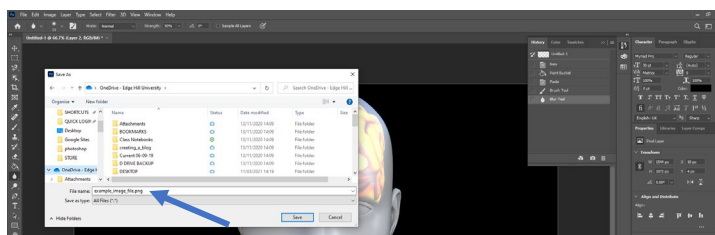
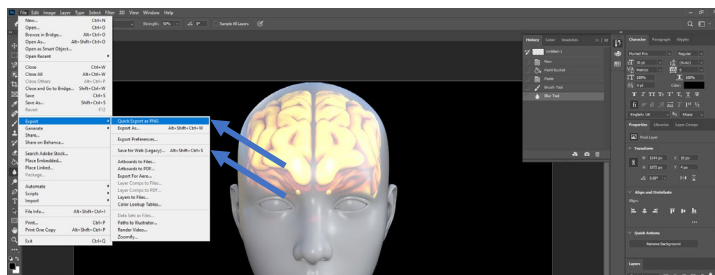
Saving Photoshop projects

To save a Photoshop project so it can be worked on later select **File > Save As** then navigate to where the file should be saved. Photoshop project files can be relatively large and should preferably be saved to EHU Microsoft OneDrive if available. The file will be saved as a .psd and double clicking the saved project file later will automatically open it in Photoshop (if installed on the computer).



Exporting images

To export a completed project as an image file click **File > Export** then select either **Quick Export as .png** to save a high quality image that can have a transparent background, or for more control over the image quality, size and type select the **Save for Web** option.



Selecting the **Save for Web** option provides greater control and the ability to compress the image and save it as a smaller .jpg file if required (although without the option of a transparent background) however the image quality will also appear lower if compressed too far. This option is mainly used where the image will only be viewed on screens and is not recommended for when the image is to be printed.

