

# Introduction to Photoshop and Layers

Adobe Photoshop is an advanced photo editing and graphics program that allows you to create or edit photo quality images. In this Chapter you will be introduced to its screen and some of its basic features, such as Layers. Layers are the building blocks of using Photoshop and you need to develop an understanding of how to use them in order to use Photoshop effectively.

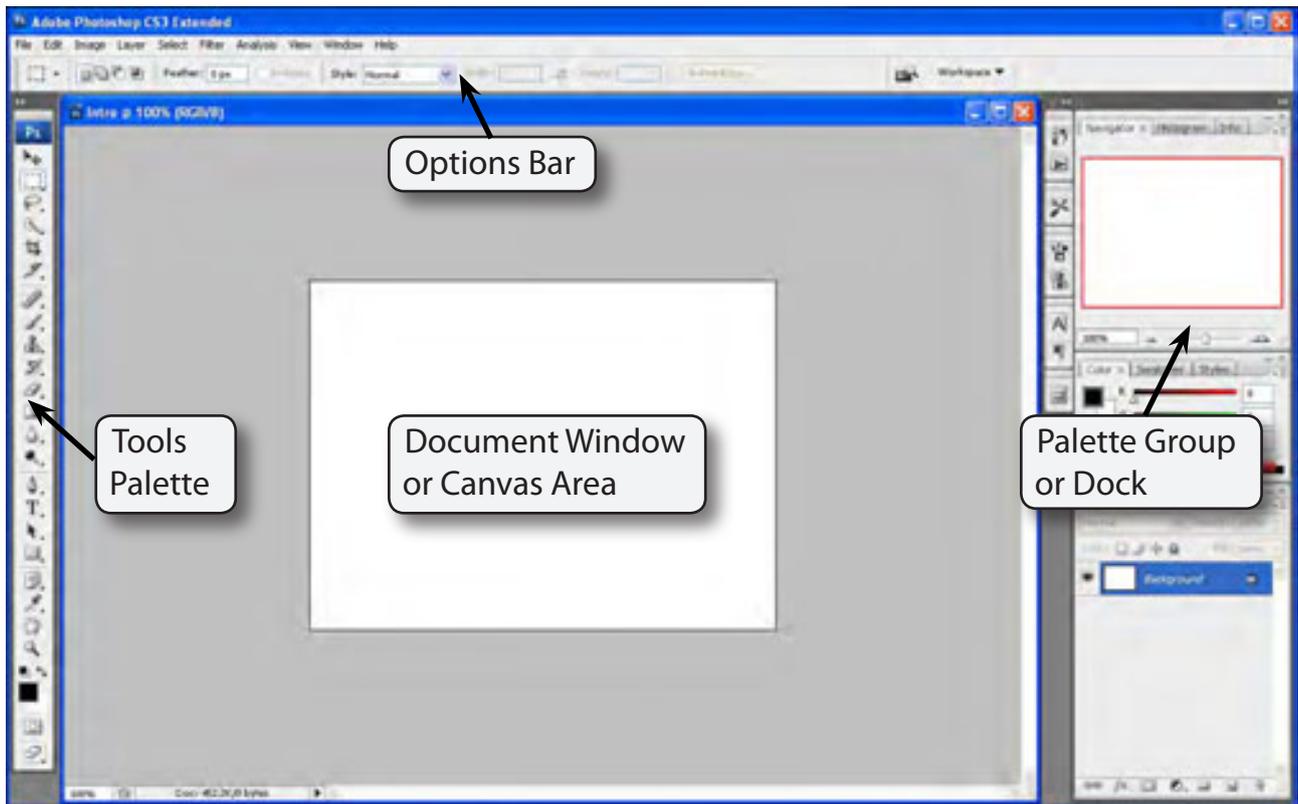
## Loading Photoshop

- 1 Load Photoshop and you will receive the Photoshop screen.
- 2 Display the FILE menu and select NEW. You will be asked to enter the required settings for the page.



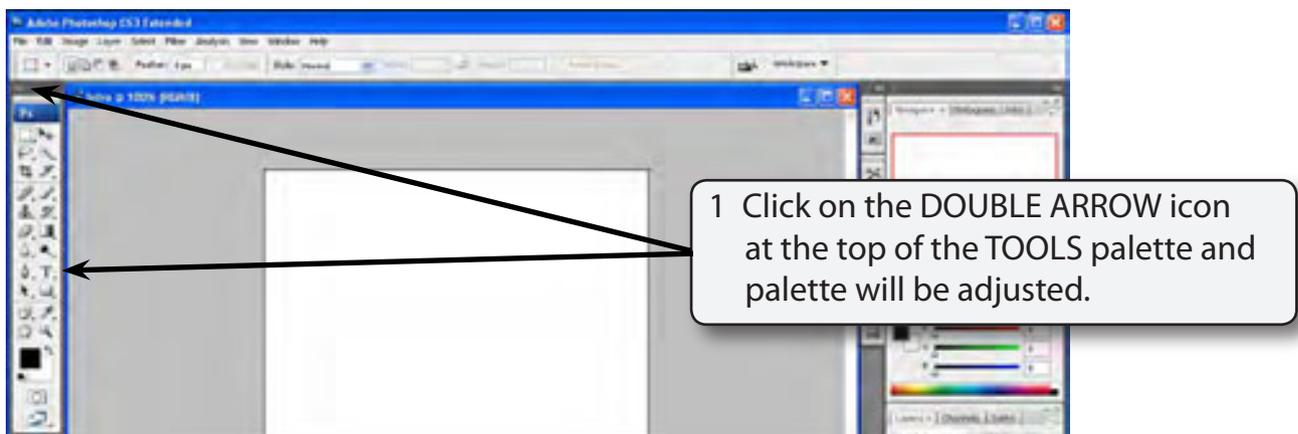
- 3 Enter the page name: Intro  
Set the BACKGROUND CONTENTS to WHITE, leave the other default settings for now and select OK.

- 4 A blank page should be created. The diagram at the top of the pages labels its sections.



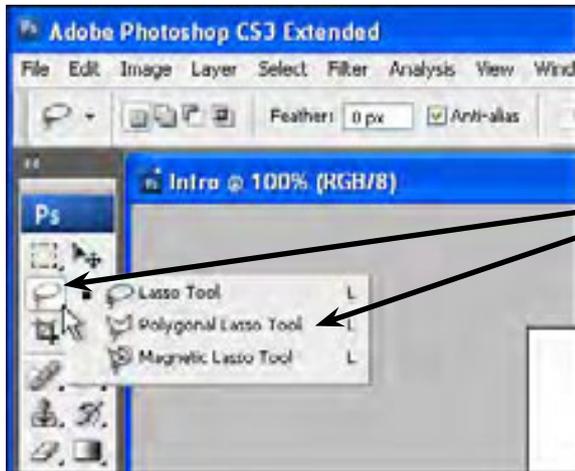
## The Tools Palette

The TOOLS palette at the left of the screen provides general drawing and photo adjustment tools. The palette can be displayed as a single column or with the tools in two columns.



- 2 In these tutorials the TOOLS palette will be used as 2 columns, so click on the DOUBLE ARROW icon until the tools are displayed in 2 columns.

- 3 Tools that have a small arrow next to them have more tools within them.

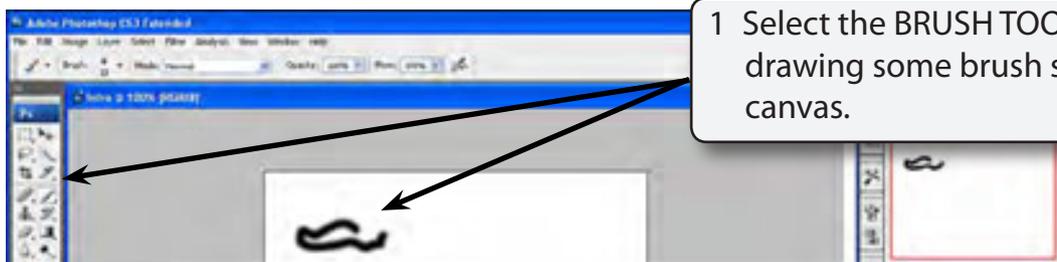


4 Click and hold on the LASSO tool the three lasso tool types will be displayed.

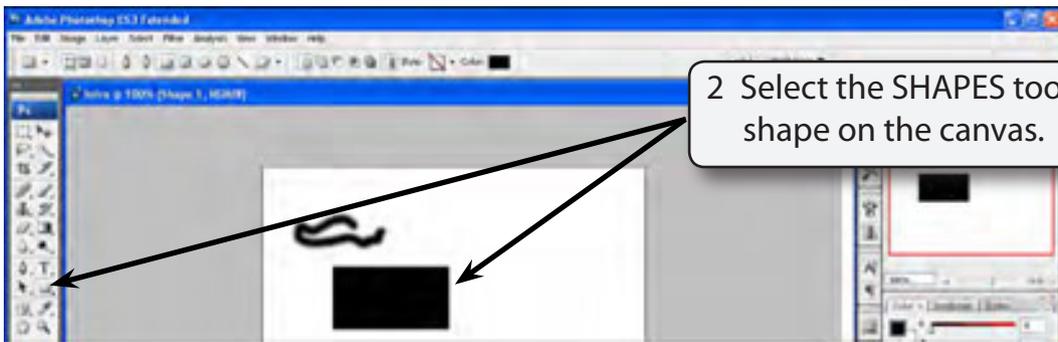
- 5 Click and hold on some of the other tools to see what tools they contain.
- 6 The letters displayed next to a tool when you click and hold on them are the keyboard shortcut to select the tool. Try pressing some letters and the tool corresponding to that letter should be selected.
- 7 Hold down the SHIFT key and press a letter. The tools within that tool group will be toggled.

## Using the Tools

We will have a quick look at some of Photoshop's basic drawing tools. You may need to click and hold on a tool to select it, depending on who has used to program before you.



1 Select the BRUSH TOOL and try drawing some brush strokes on the canvas.

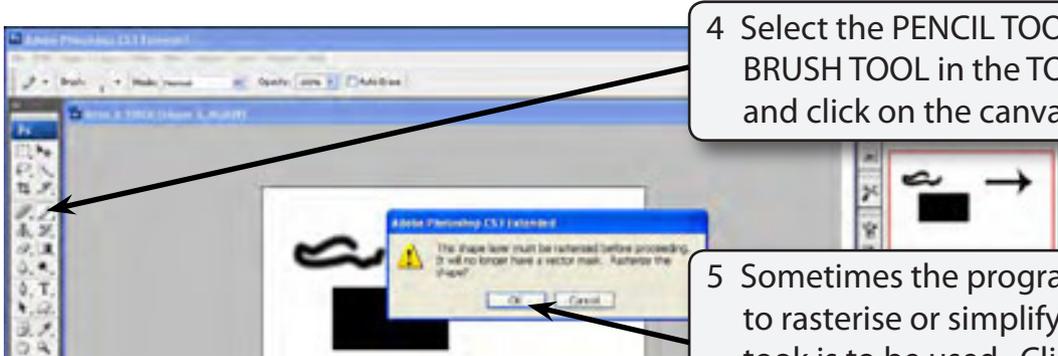


2 Select the SHAPES tool and drag a shape on the canvas.



3 Click and hold on the SHAPES TOOL, select the CUSTOM SHAPE TOOL and drag a shape on the screen.

**NOTE:** Your shape will probably be different to the one displayed. The SHAPE box in the OPTIONS BAR at the top of the screen can be used to select different shapes.



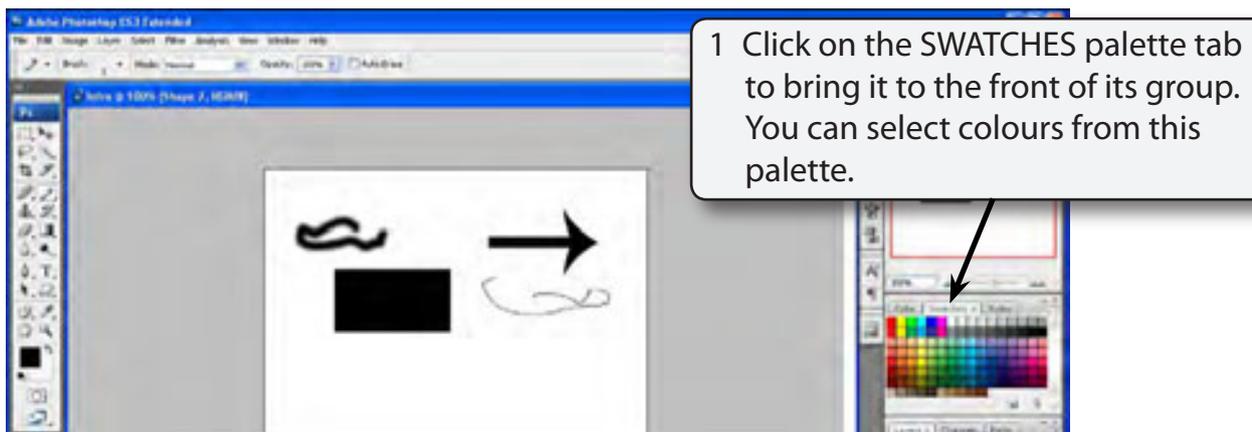
4 Select the PENCIL TOOL from the BRUSH TOOL in the TOOLS palette and click on the canvas.

5 Sometimes the program will ask you to rasterise or simplify a layer when a tool is to be used. Click on OK when this happens.



## The Palette Group

At the right of the screen are a series of palettes that contain many of Photoshop's operating tools and features. Some of these palettes are open, some behind the opened palettes and some are collapsed. You simply open the required palette when you need to use a tool by clicking on its tab or its icon. You can also add or remove palettes from the group.



- NOTE:**
- i If the SWATCHES palette is not in the PALETTE GROUP you can display the WINDOW menu and select SWATCHES to open it.
  - ii If your screen is totally different to the one in the diagram, display the WINDOW menu, highlight WORKSPACE and select DEFAULT WORKSPACE to display the standard Photoshop screen.