

**Guided Computer Tutorials**

**Learning**

**Adobe**

**Photoshop CC**

**Module 1**

**By Greg Bowden**

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# Learning Adobe Photoshop CC

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## Photoshop Project 1

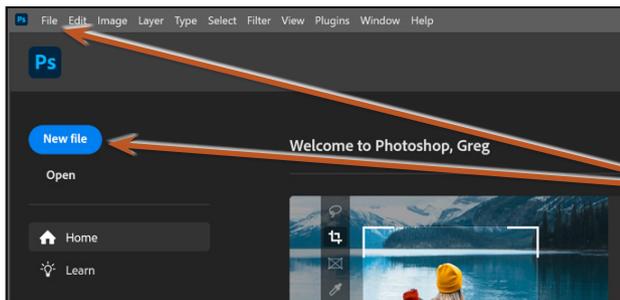


# Introduction to Photoshop CC

Adobe Photoshop is an advanced photo editing and graphics program that allows you to create and edit photo quality images, and create your own artwork. 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.

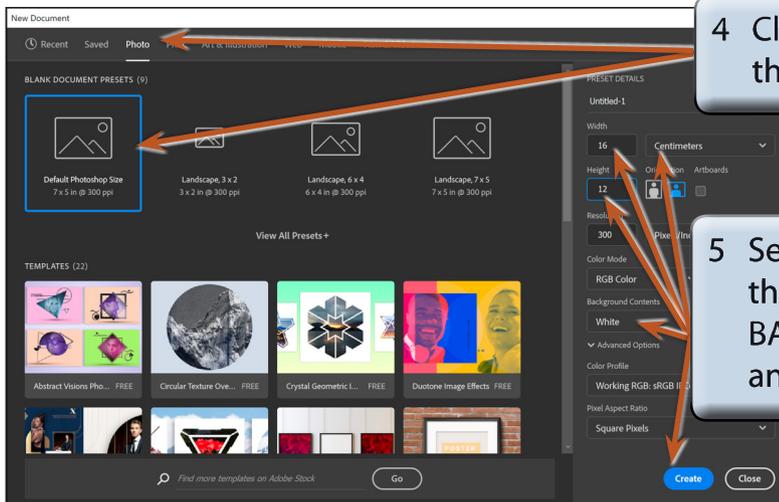
## Loading Photoshop

- 1 Load Photoshop CC and you will receive the Photoshop WELCOME screen, which allows you to start new documents or open files.



- 2 Click on the CREATE NEW button (or display the FILE menu and select NEW).

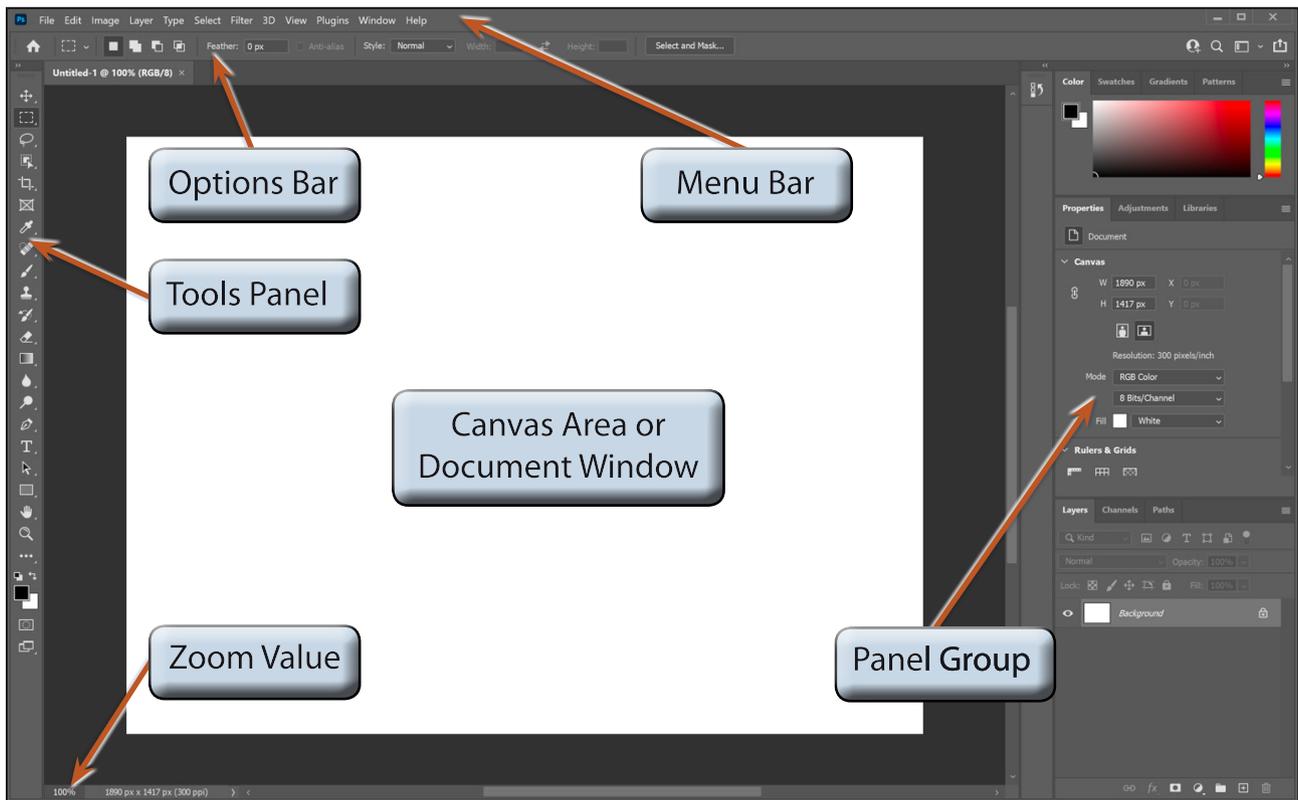
- 3 You will be asked to select or enter the required settings for the page.



- 4 Click on PHOTO category and select the first (default) PRESET.

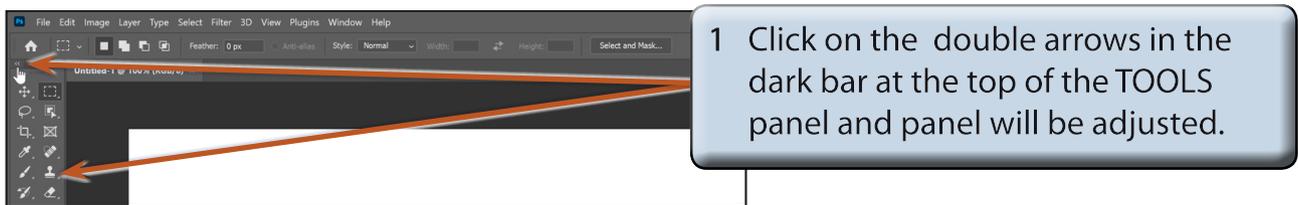
- 5 Set the WIDTH to 16 centimetres, the HEIGHT to 12 centimetres, the BACKGROUND CONTENTS to WHITE and select CREATE.

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



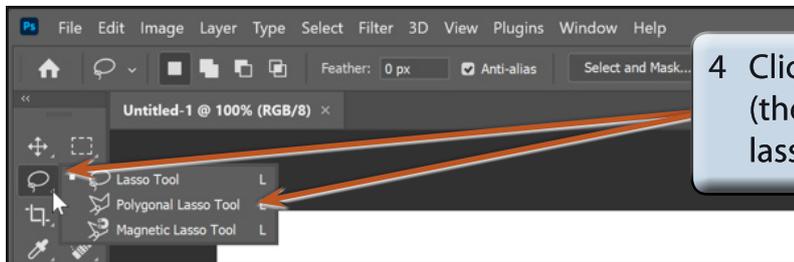
## The Tools Panel

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



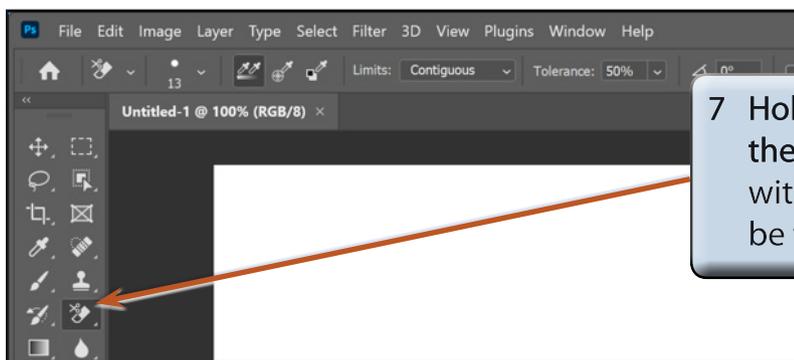
- 2 In these tutorials the TOOLS panel will be set to 2 columns, so click on the double arrows in the dark bar until the tools are displayed in 2 columns.

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



- Click and hold on the LASSO tool (the second left tool) and the three lasso tool types will be displayed.

- Click and hold on some of the other tools to see what extra tools they contain.
- The letter displayed next to a tool when you click and hold on it is the keyboard shortcut to select that tool. Press the B key and the BRUSH TOOL should be selected.

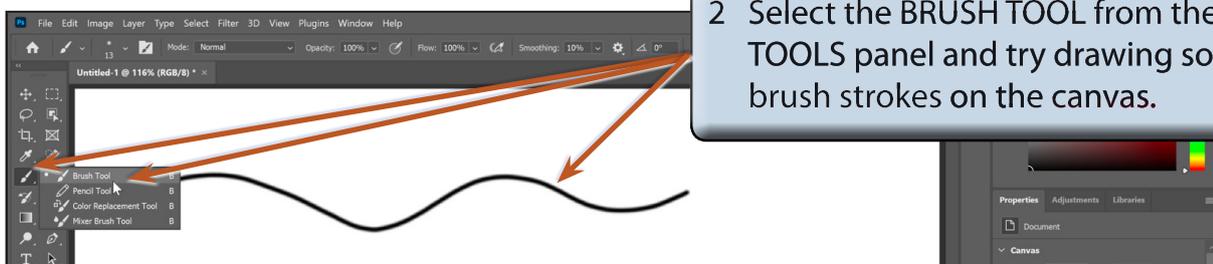


- Hold down the SHIFT key and press the E key a few times. The tools within the ERASER TOOL group will be toggled.

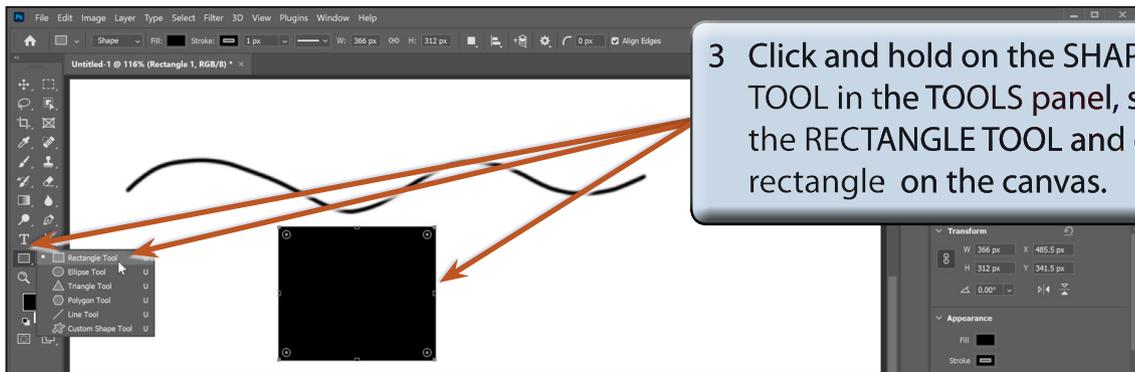
## Using the Tools

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.

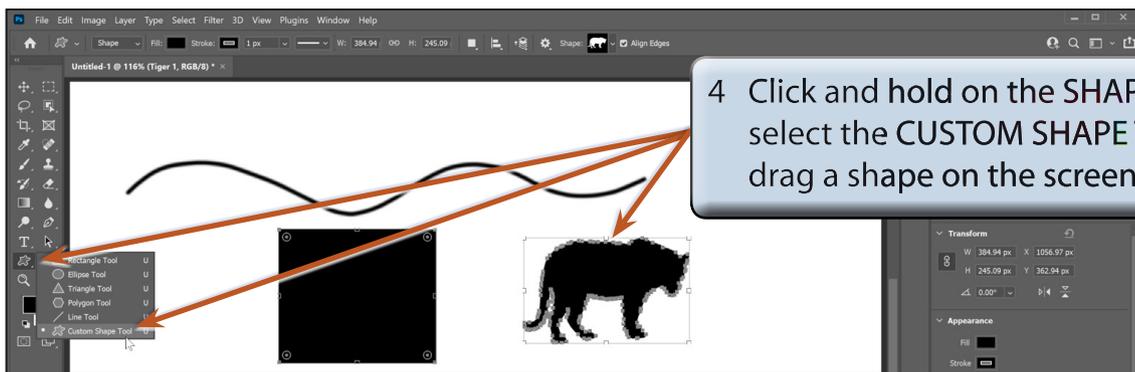
- Display the VIEW menu and select FIT ON SCREEN to zoom the canvas so that it fills the available screen area.



- Select the BRUSH TOOL from the TOOLS panel and try drawing some brush strokes on the canvas.



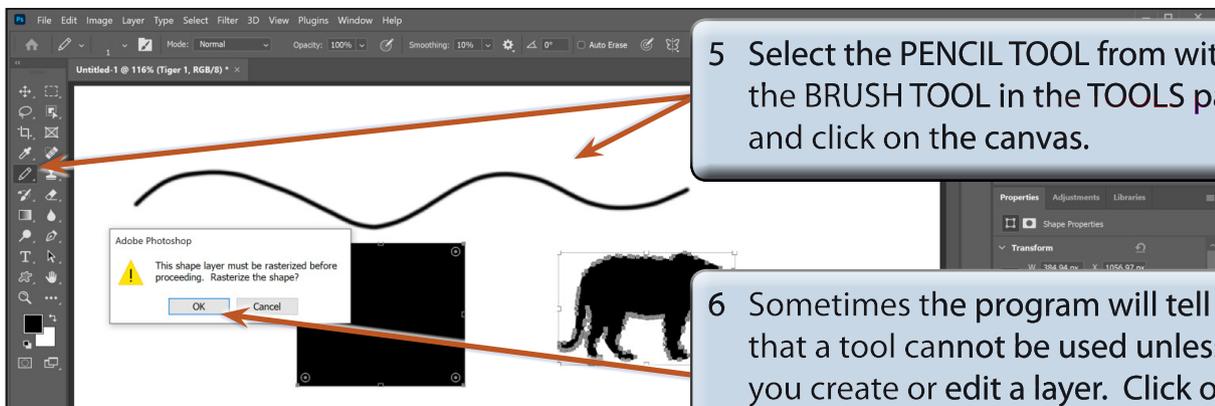
3 Click and hold on the SHAPES TOOL in the TOOLS panel, select the RECTANGLE TOOL and drag a rectangle on the canvas.



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

**NOTE:**

- i Your shape may be different to the one displayed. The **SHAPE** box in the **OPTIONS BAR** at the top of the canvas can be used to select different shapes.
- ii The **PROPERTIES** panel is expanded in the **PANEL GROUP** when you draw a shape.



5 Select the PENCIL TOOL from within the BRUSH TOOL in the TOOLS panel and click on the canvas.

6 Sometimes the program will tell you that a tool cannot be used unless you create or edit a layer. Click on OK in this case.

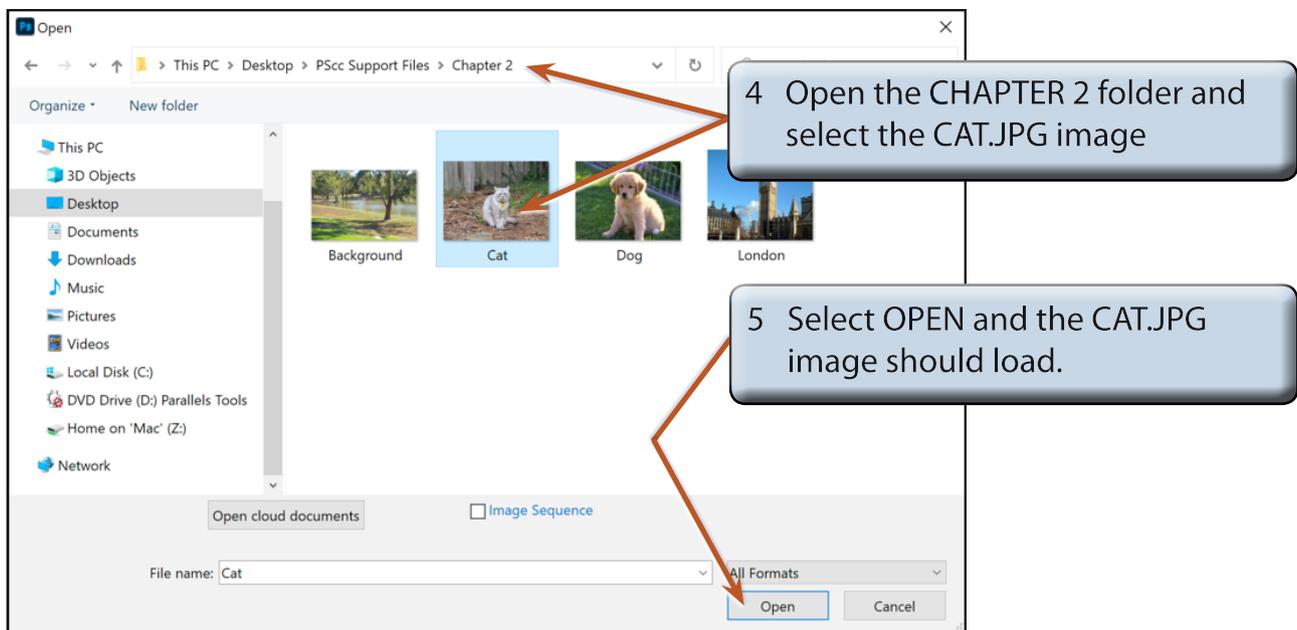
## Selecting Parts of Images

An important feature of any graphics program is its ability to select parts of images. This might include separating a image from its background or removing a background. In this chapter you will learn how to select parts of images using a variety of different tools.

### Loading a Sample Image

A sample photo will be opened and some editing carried out on it.

- 1 Load Photoshop or close the current file.
- 2 Click on the OPEN button in the WELCOME screen or display the FILE menu and select OPEN.
- 3 Access the PScC SUPPORT FILES folder.



- 6 Press **CTRL+0** or **COMMAND+0** to set the zoom to FIT ON SCREEN so that the image fills the screen.

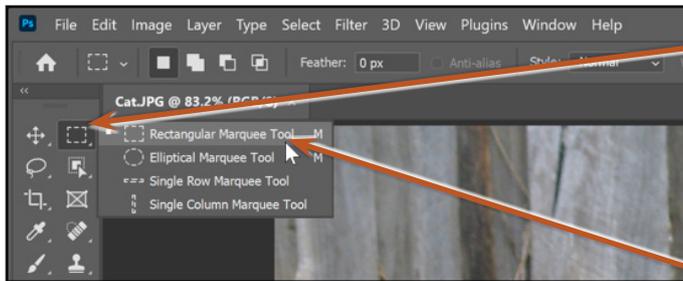
## The Editing Tools

Photoshop offers numerous ways of selecting parts of an image. Some of them are the basic, such as the EDIT MARQUEE TOOL and the LASSO TOOL, however, some are much more powerful, such as the OBJECT SELECTION TOOL and the MAGIC WAND TOOL.

## The Edit Marquee

There are two main edit marquees, one is rectangular and the other is an oval.

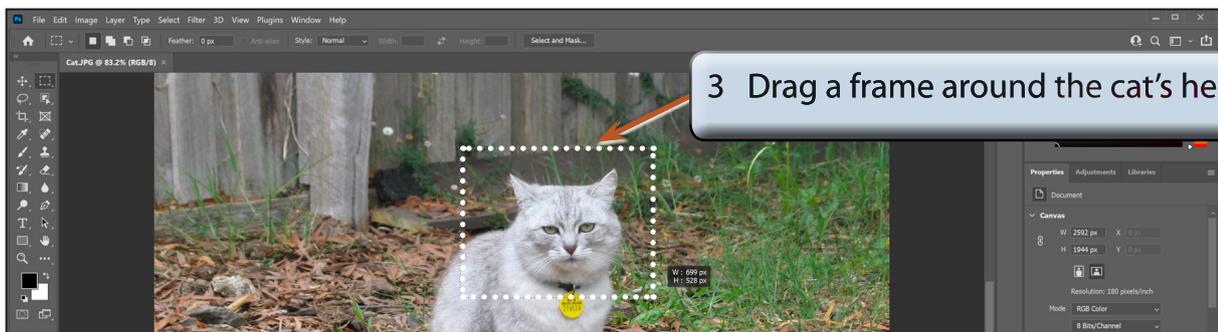
### A The Rectangular Marquee Tool



1 Move the pointer over the EDIT MARQUEE TOOL (the top right tool) in the TOOLS panel, hold down the mouse button and the edit marquees should be displayed.

2 Select the RECTANGULAR MARQUEE TOOL.

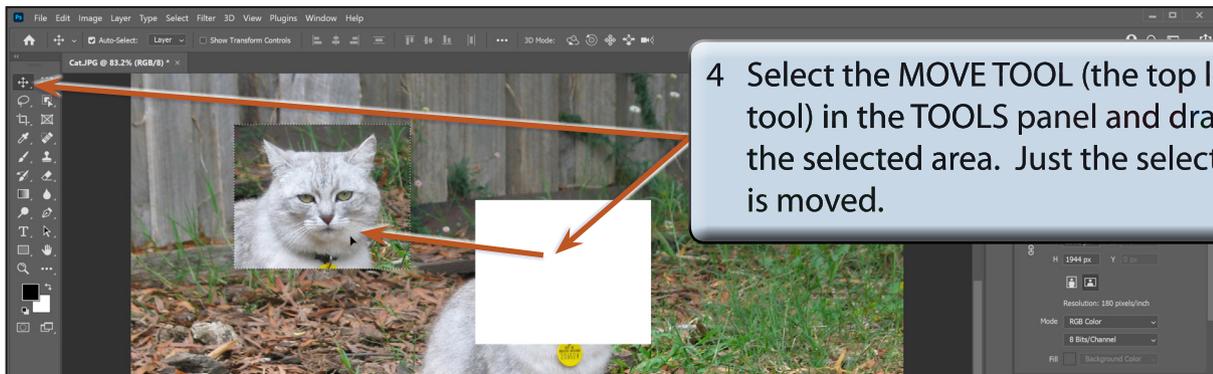
The screenshot shows the Photoshop Tools panel with the Marquee tools expanded. The Rectangular Marquee Tool is highlighted with a mouse cursor. Two callout boxes provide instructions: the first points to the top-right tool in the Marquee group, and the second points to the Rectangular Marquee Tool icon.



3 Drag a frame around the cat's head.

The screenshot shows a photograph of a grey cat in a grassy area. A white dashed rectangular marquee is drawn around the cat's head. A callout box points to the marquee with the instruction. The Photoshop Properties panel on the right shows the dimensions of the selection: W: 699 px, H: 302 px.

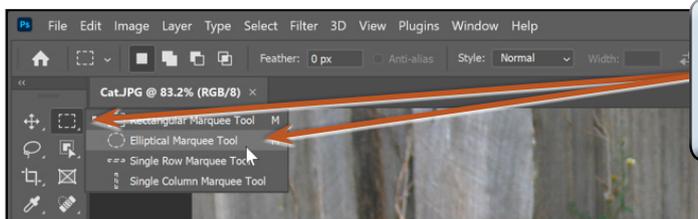
**NOTE: A frame of 'marching ants' is added to the screen to highlight the selection. This selected area can be moved, copied, rotated, resized, transformed and adjusted.**



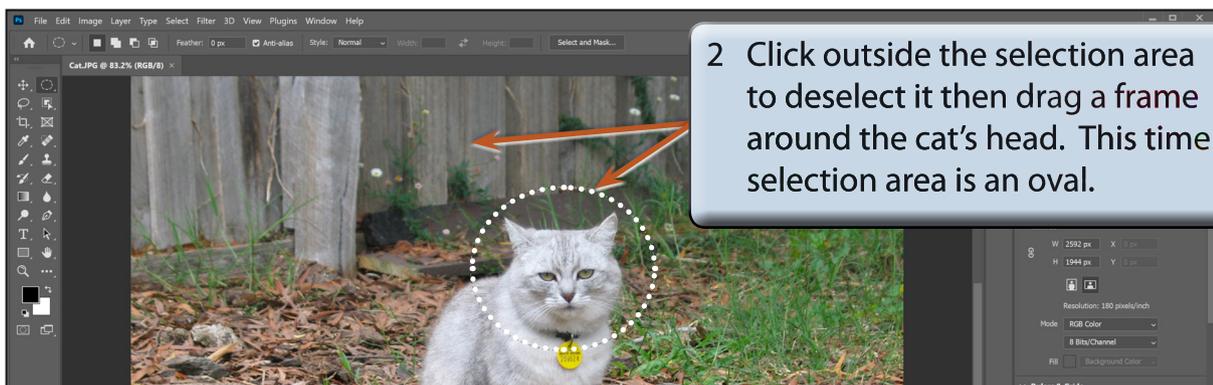
4 Select the MOVE TOOL (the top left tool) in the TOOLS panel and drag the selected area. Just the selection is moved.

- 5 Press **CTRL+Z** or **COMMAND+Z** (or select UNDO MOVE from the EDIT menu) to return the selected area to its original position.

## B The Elliptical Marquee Tool

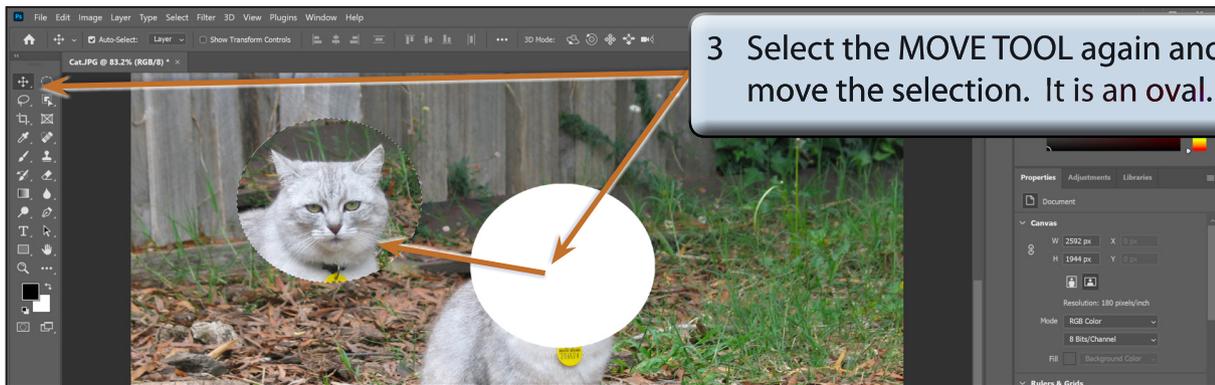


1 Click and hold on the EDIT MARQUEE TOOL again and select the ELLIPTICAL MARQUEE TOOL.

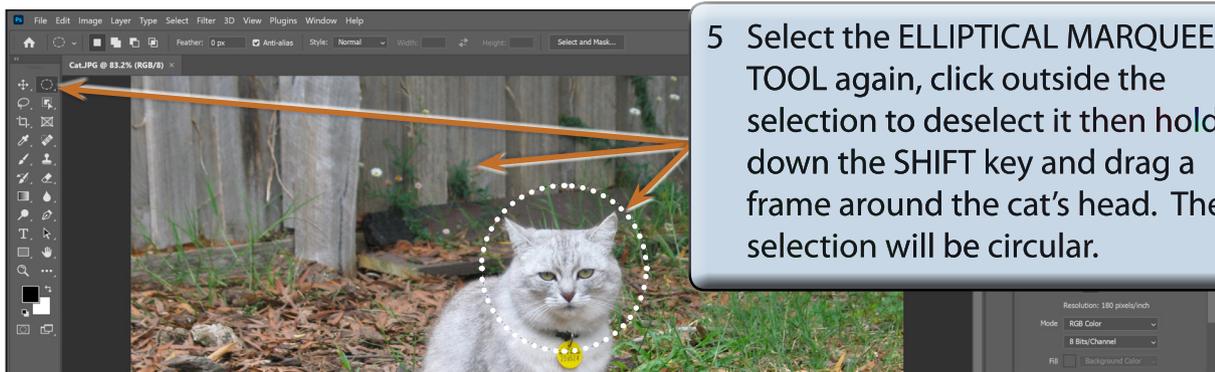


2 Click outside the selection area to deselect it then drag a frame around the cat's head. This time the selection area is an oval.

**NOTE:** When you select the EDIT MARQUEE TOOL you can press **SHIFT+M** to toggle between the tools contained within the EDIT MARQUEE TOOL.



4 Press **CTRL+Z** or **COMMAND+Z** to undo the move.



**NOTE: The SHIFT causes the ellipse to be a circle. If you hold down the SHIFT key and drag the RECTANGULAR MARQUEE TOOL, a square selection area is drawn.**

## Deselecting Objects

When you select an area on the screen it remains selected until you select another area. To turn a selection off:

Press **CTRL+D** or **COMMAND+D** and the selection should be removed.

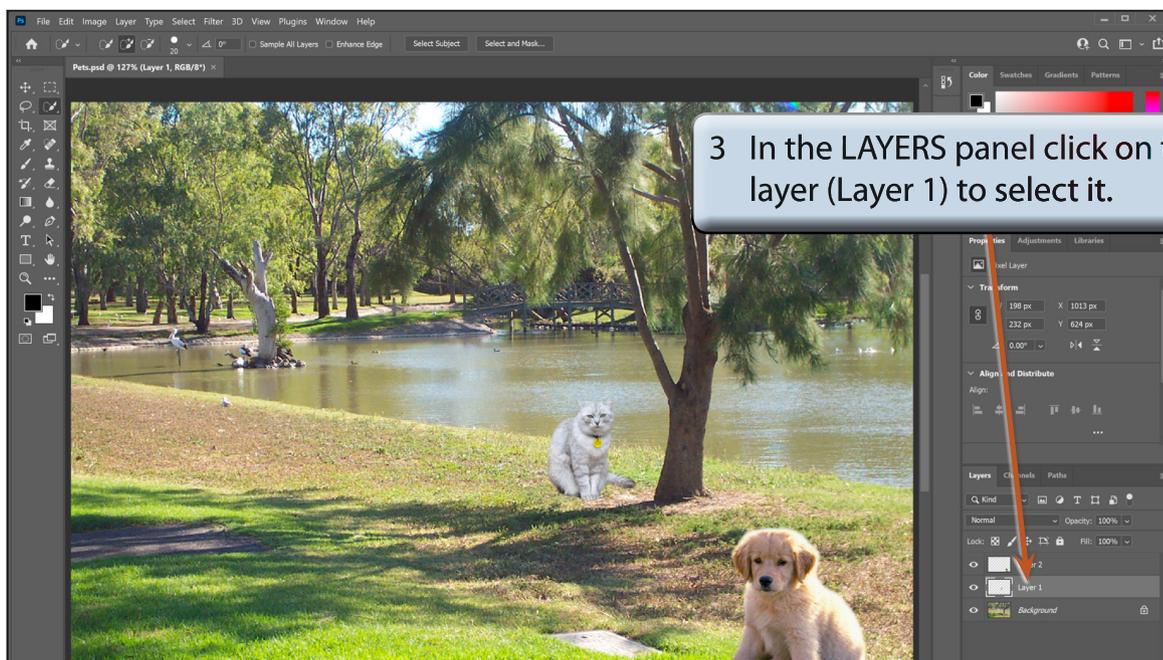
# Modifying Images

Photoshop allows you to make extensive changes to images. In this chapter you will look at a few examples including distorting photos and applying filters and effects.

## Selecting the Correct Layer

Each time you pasted an object into the Pets background the new object was placed in a separate layer. So the background is in one layer, the cat in another layer and the dog in a third layer. To edit an object you must select the layer that it is in.

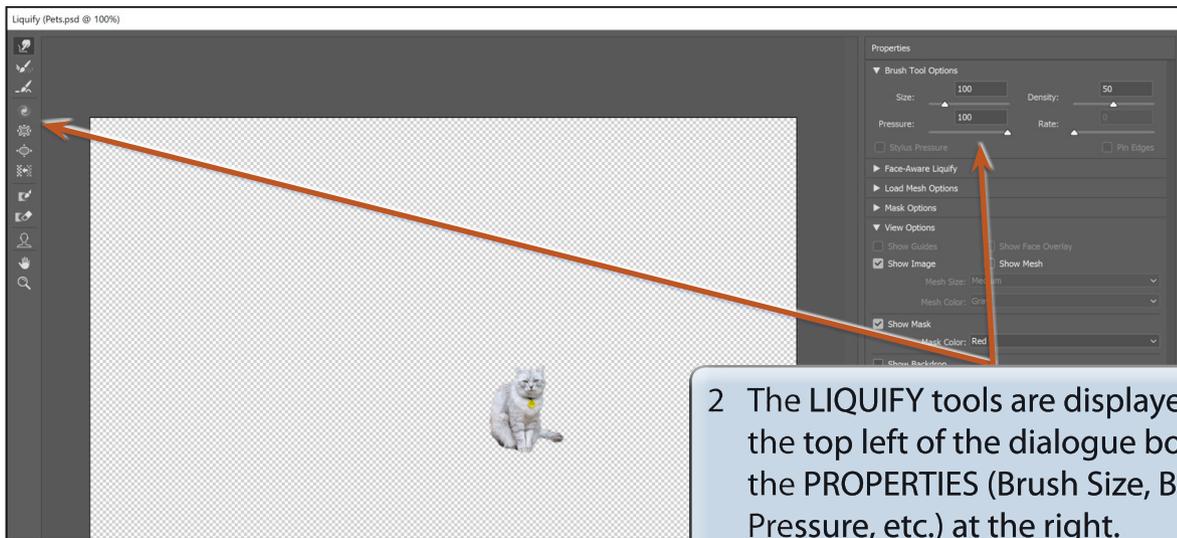
- 1 Load Photoshop and open your PETS file. If you don't have a copy, there is one in CHAPTER 3 folder of the PScC SUPPORT FILES.
- 2 When you wish to edit part of a picture you select the appropriate layer.



## The Liquify Filter

The LIQUIFY filter allows you to modify the appearance of an image in a layer.

- 1 Display the FILTER menu and select LIQUIFY. The cat should be displayed in the LIQUIFY dialogue box.

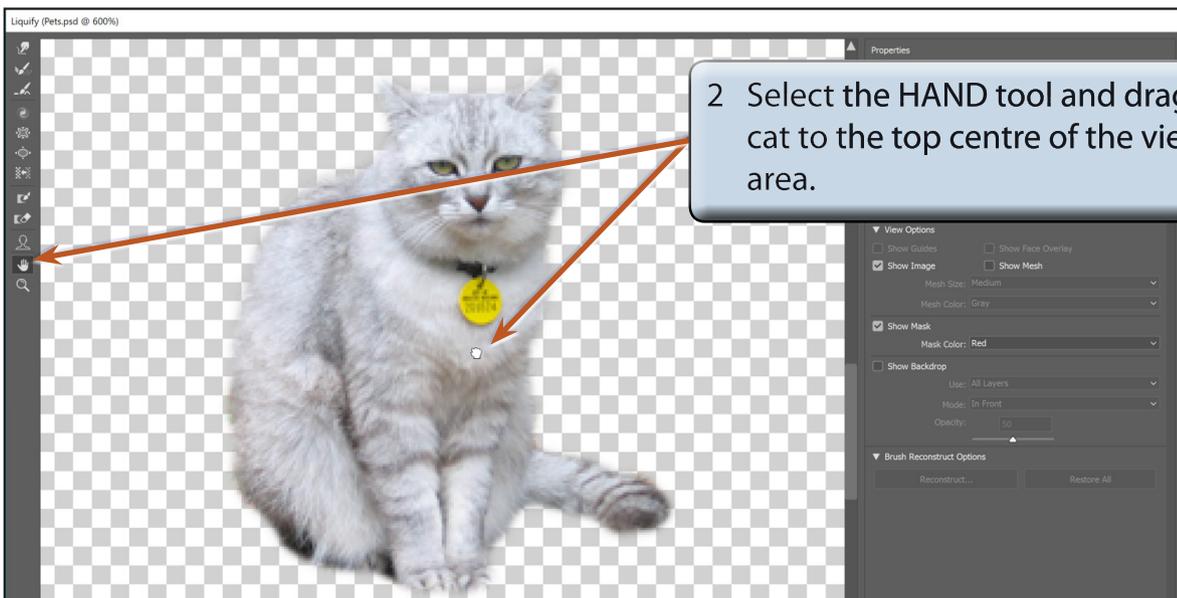


2 The LIQUIFY tools are displayed at the top left of the dialogue box and the PROPERTIES (Brush Size, Brush Pressure, etc.) at the right.

## A The Hand Tool

The HAND TOOL allows you to drag the image around the view area.

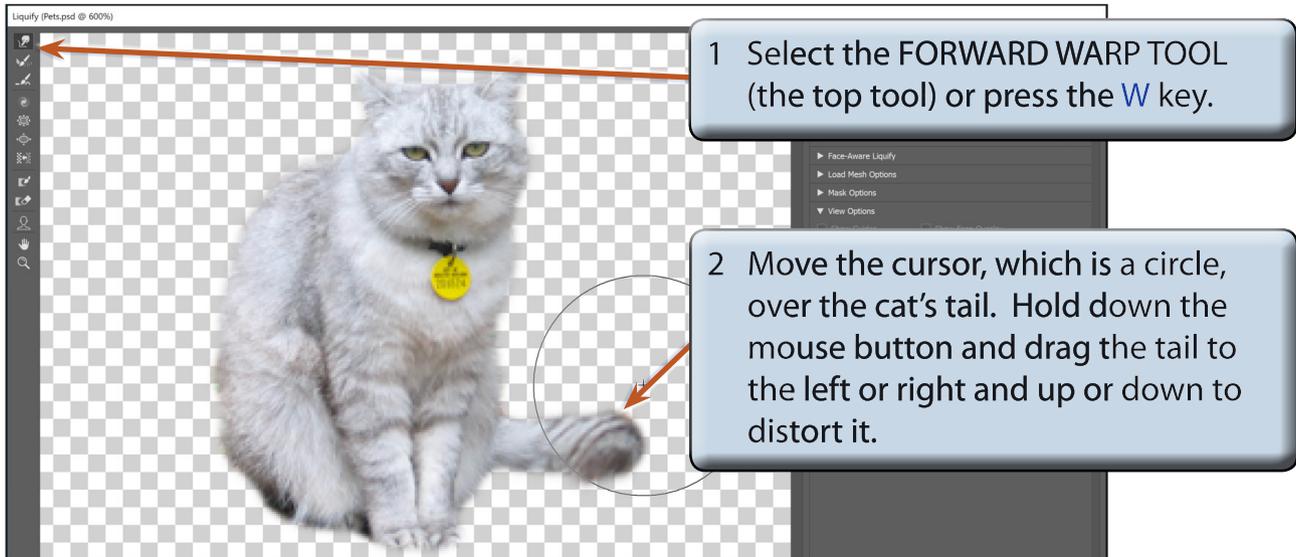
- 1 Press **CTRL+** a few times on the Windows system or **COMMAND+** a few times on the Macintosh system to zoom in on the cat.



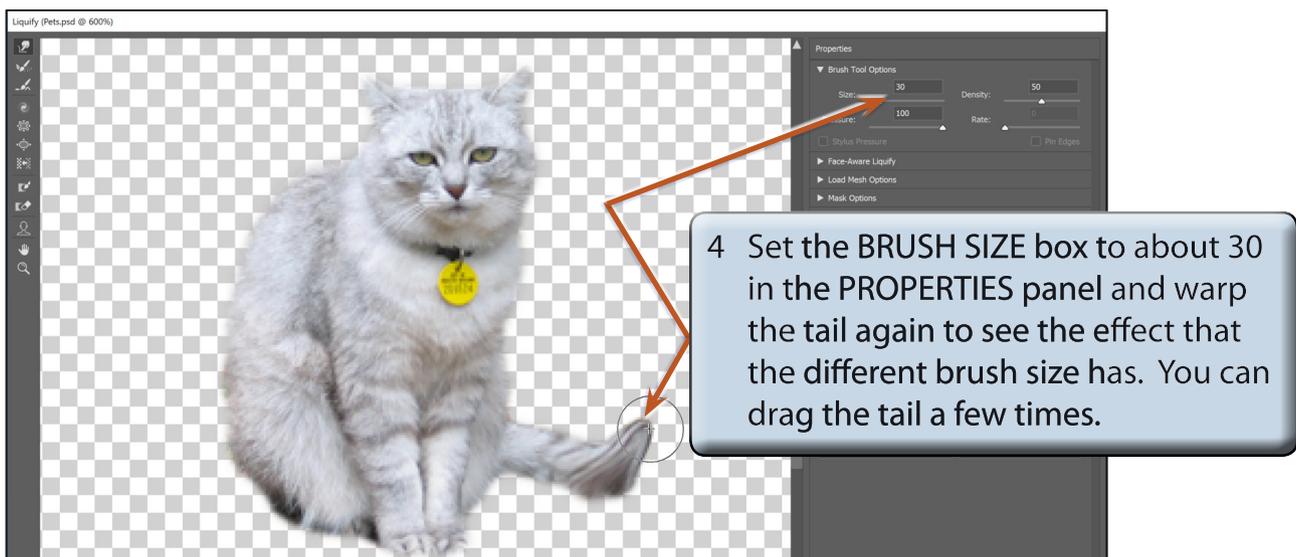
2 Select the HAND tool and drag the cat to the top centre of the view area.

## B The Forward Warp Tool

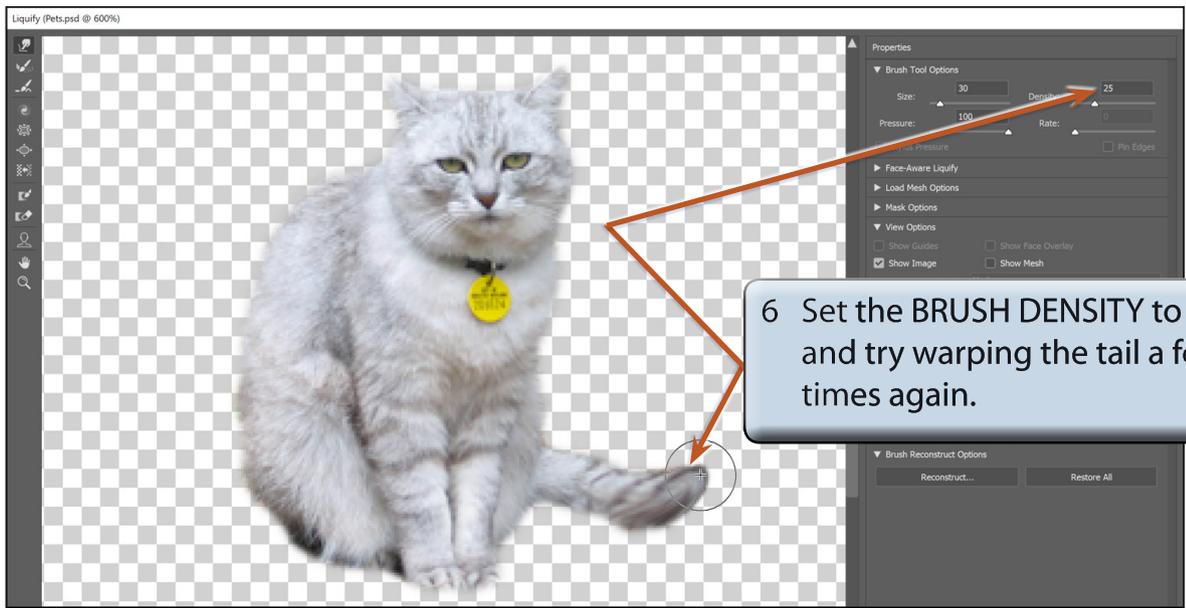
The FORWARD WARP TOOL pushes pixels (screen units) forward as you drag the mouse.



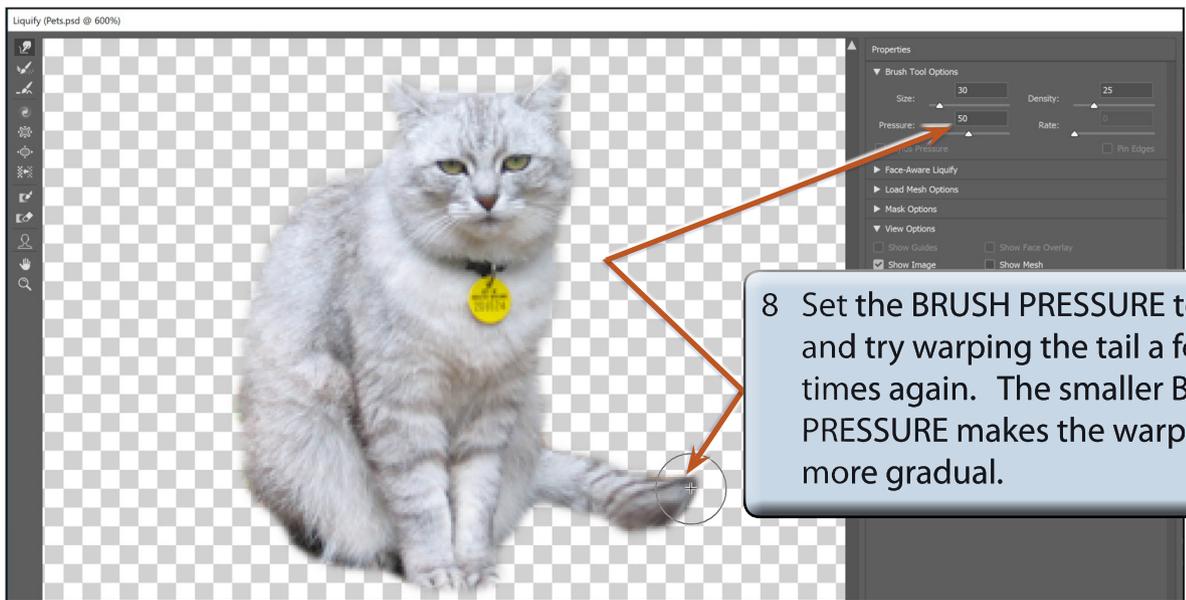
- 3 Click on the RESTORE ALL button in the PROPERTIES panel at the right of the dialogue box and the image will be returned to its original state (you can also press **CTRL+Z** or **COMMAND+Z** to UNDO the steps).



- 5 Click on the RESTORE ALL button in the PROPERTIES panel or press **CTRL+Z** or **COMMAND+Z** a few times to UNDO the effect.



7 Click on the RESTORE ALL button to UNDO the effect.



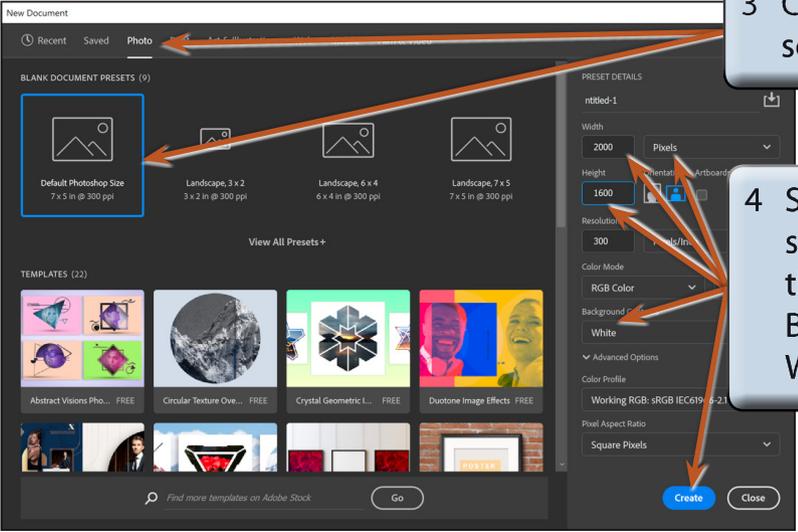
9 Click on the RESTORE ALL button to UNDO the effect.

# Drawing Shapes

Photoshop provides a range of shapes that can be used with photos or in the creation of your own designs. These tools allow you to create borders for photos, company logos, artistic designs, web page buttons and so on.

## Starting a Blank Document

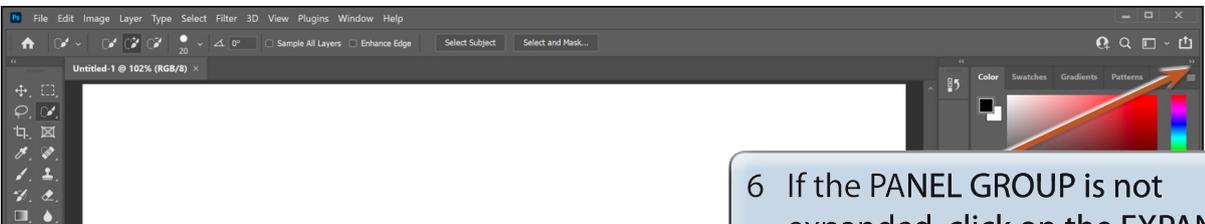
- 1 Load Photoshop or close the current file.
- 2 Click on the NEW FILE button in the WELCOME screen or select NEW from the FILE menu.



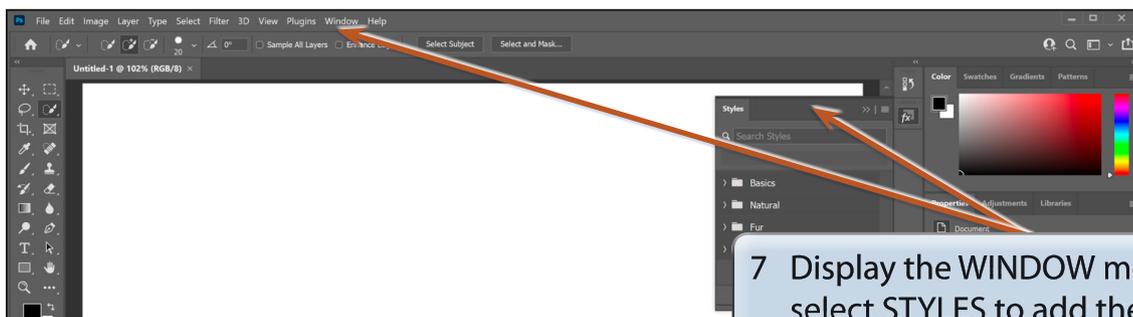
3 Click on PHOTO category and select the first (default) PRESET.

4 Set the UNITS to PIXELS then set the WIDTH to 2000 pixels, the HEIGHT to 1600 pixels, the BACKGROUND CONTENTS to WHITE and select CREATE.

- 5 Set the view to FIT ON SCREEN by pressing **CTRL+0** or **COMMAND+0**.

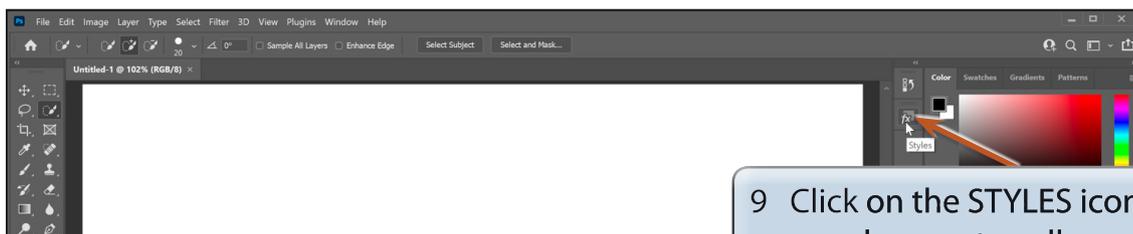


6 If the PANEL GROUP is not expanded, click on the EXPAND arrow icon at the top right of the PANEL GROUP so that the COLOUR, PROPERTIES and LAYERS panels are expanded.



7 Display the WINDOW menu and select STYLES to add the STYLES panel to the panel group.

8 The STYLES panel will be used to add styles to shapes.



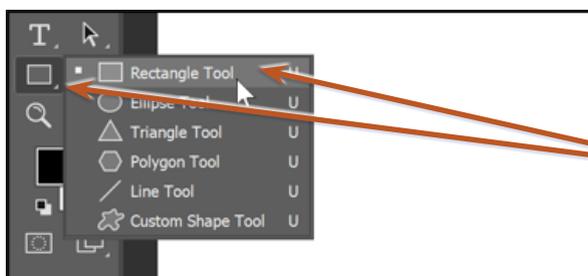
9 Click on the STYLES icon in the panel group to collapse it for now.

## Drawing Normal Shapes

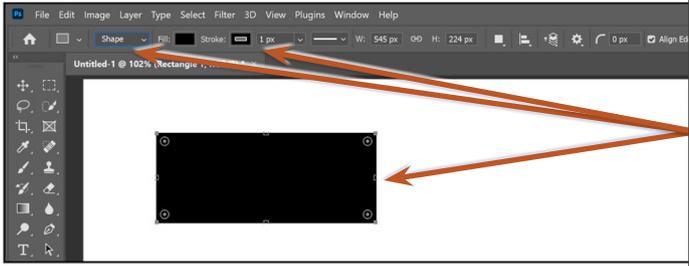
Photoshop provides the normal drawing shapes such as rectangles, ellipses, triangles, polygons and lines.

### A Drawing Rectangles

1 The SHAPES TOOL is at the lower section of the TOOLS panel. It may contain a rectangle, ellipse, line or custom shape depending on which tool was used last.

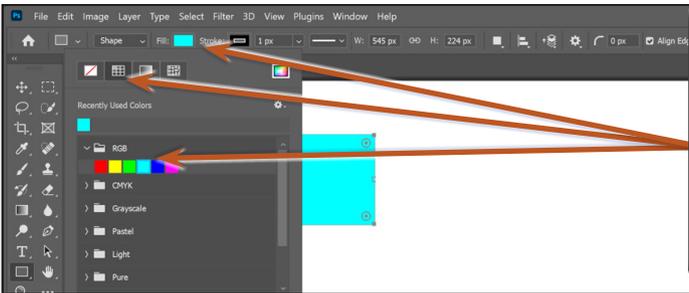


2 Click and hold the mouse button on the SHAPES TOOL in the TOOLS panel and select the RECTANGLE TOOL from the pop-up list of tools.



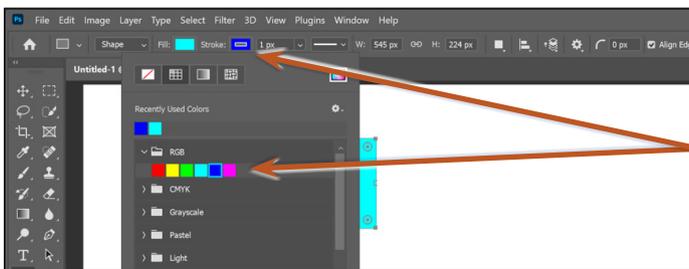
3 In the OPTIONS BAR check that the PICK TOOL MODE box is set to SHAPE, drag a rectangle on the canvas and it will be filled with the FILL colour displayed in the OPTIONS BAR and have a border colour displayed in the STROKE box.

**NOTE:** When the PICK TOOL MODE box is set to SHAPE a new layer is created each time a shape is drawn. PATH is selected when you want an unfilled outline of the shape and PIXELS allows you to draw over a current shape or in a current layer.

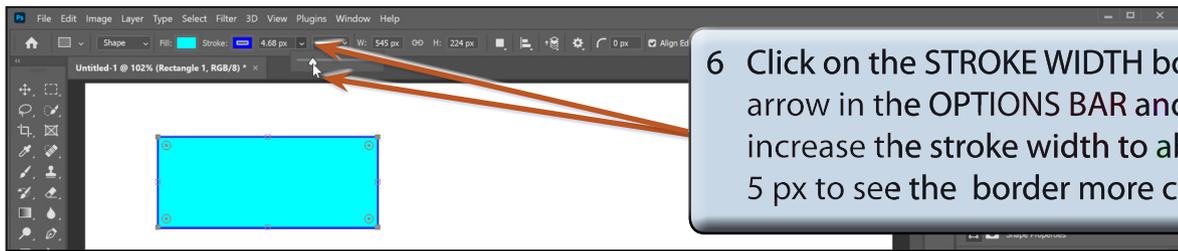


4 Click on the FILL box in the OPTIONS BAR, select the SOLID COLOUR icon, expand the RGB folder, select a colour in the palette and the rectangle will be filled with the new colour.

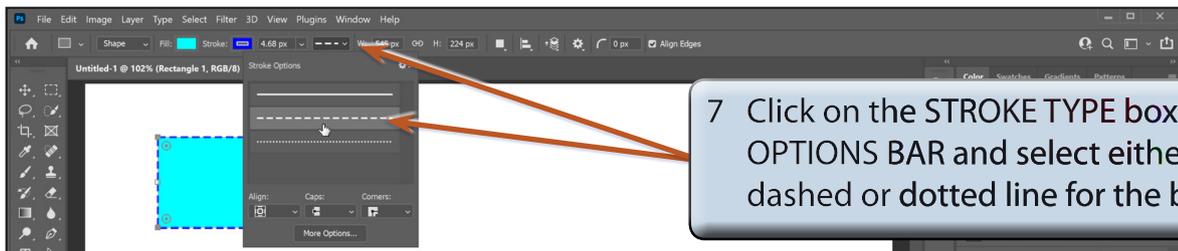
**NOTE:** There are SOLID COLOUR, GRADIENT, PATTERN and COLOUR PICKER boxes at the top of the FILL palette that can be used to apply different types of fills. The NO COLOUR box at the top left removes the fill and makes the shape transparent.



5 Click on the STROKE box in the OPTIONS BAR, expand the RGB folder and select a different colour for the border of the rectangle.



6 Click on the **STROKE WIDTH** box arrow in the **OPTIONS BAR** and increase the stroke width to about 5 px to see the border more clearly.

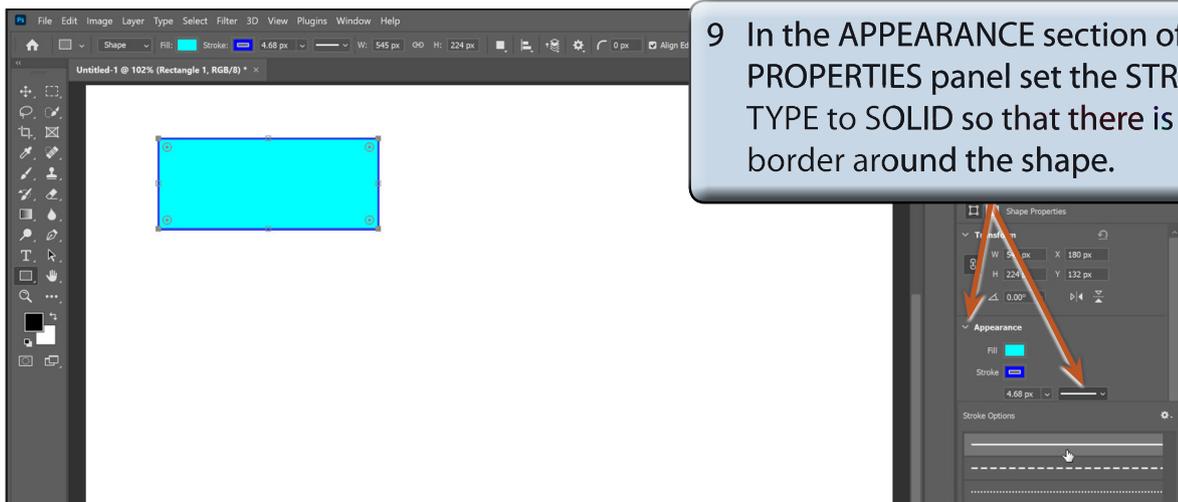


7 Click on the **STROKE TYPE** box in the **OPTIONS BAR** and select either a dashed or dotted line for the border.

**NOTE:**

- i There are more options at the base of the **STROKE TYPE** palette that allow you to control the border appearance.
- ii The **W** and **H** boxes in the **OPTIONS BAR** allow you to accurately set the dimensions of the shape.

8 The **PROPERTIES** panel can also be used to adjust the rectangle's appearance.



9 In the **APPEARANCE** section of the **PROPERTIES** panel set the **STROKE TYPE** to **SOLID** so that there is a solid border around the shape.

# Adjusting Shapes

You can add or subtract one shape to or from another. This can be useful when adding drawings to photos and in the creation of designs.

## Starting a New Document

- 1 Load Photoshop or close the current files.
- 2 Click on the NEW FILE button in the WELCOME screen or select NEW from the FILE menu.

The screenshot shows the 'New Document' dialog box in Photoshop. On the left, under 'BLANK DOCUMENT PRESETS (9)', the 'Default Photoshop Size' preset (7 x 5 in @ 300 ppi) is selected with a blue box. On the right, the 'PRESET DETAILS' panel shows the following settings: Width: 2100, Height: 1500, Resolution: 300, Color Mode: RGB Color, Background: White, and Pixel Aspect Ratio: Square Pixels. The 'Create' button is highlighted in blue. Two callout boxes with arrows point to these elements:

- Callout 3: Click on PHOTO category and select the first (default) PRESET.
- Callout 4: Set the WIDTH to 2100 pixels, the HEIGHT to 1500 pixels, the BACKGROUND CONTENTS to WHITE and select CREATE.

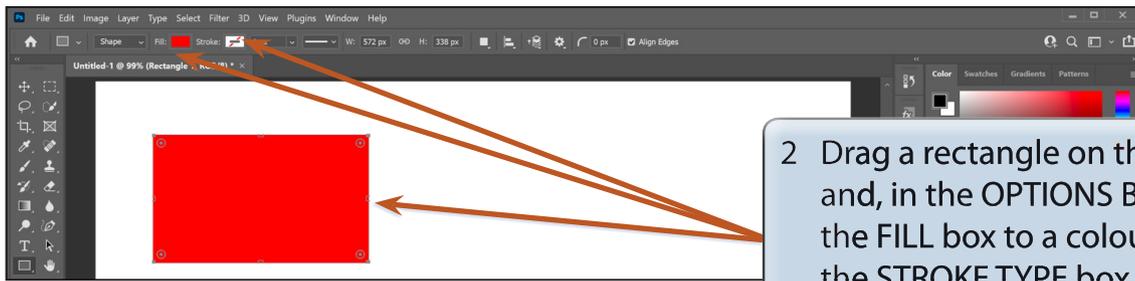
## Creating a Combined Shape

A shape will be created that combines a number individual shapes.

### A Drawing a Rectangle

The screenshot shows the Photoshop Tools panel. The 'SHAPES TOOL' is selected, and a pop-up list of tools is visible, including Rectangle Tool, Ellipse Tool, Triangle Tool, Polygon Tool, Line Tool, and Custom Shape Tool. A callout box with an arrow points to the Rectangle Tool:

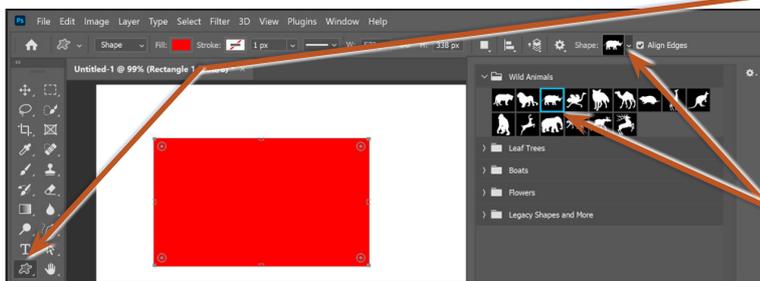
- 1 Click and hold the mouse button on the SHAPES TOOL in the TOOLS panel and select the RECTANGLE TOOL from the pop-up list of tools.



2 Drag a rectangle on the canvas and, in the OPTIONS BAR, set the FILL box to a colour and the STROKE TYPE box to NO STROKE.

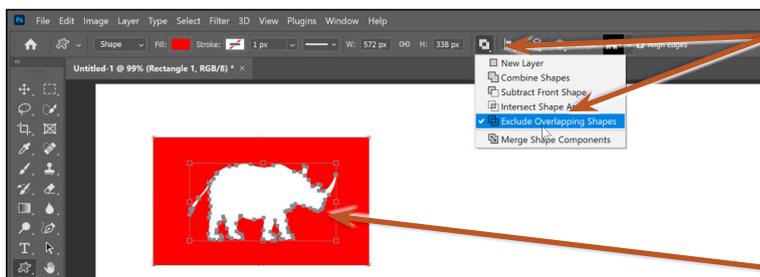
## B Cutting a Shape Out of the Rectangle

A custom shape can be cut from the rectangle.



1 Select the CUSTOM SHAPE TOOL from the SHAPES TOOL.

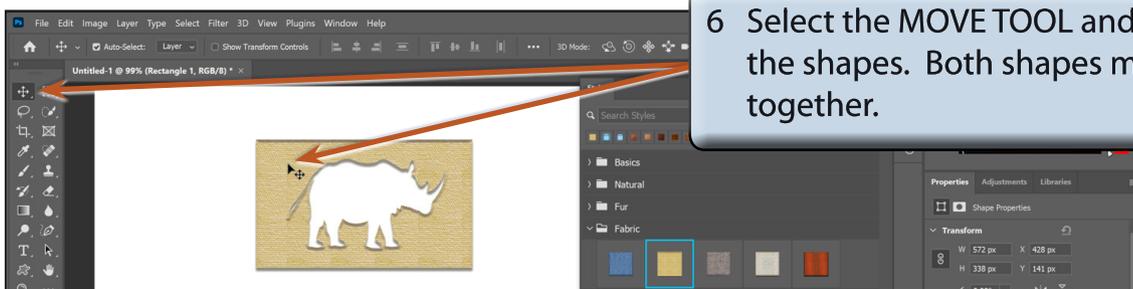
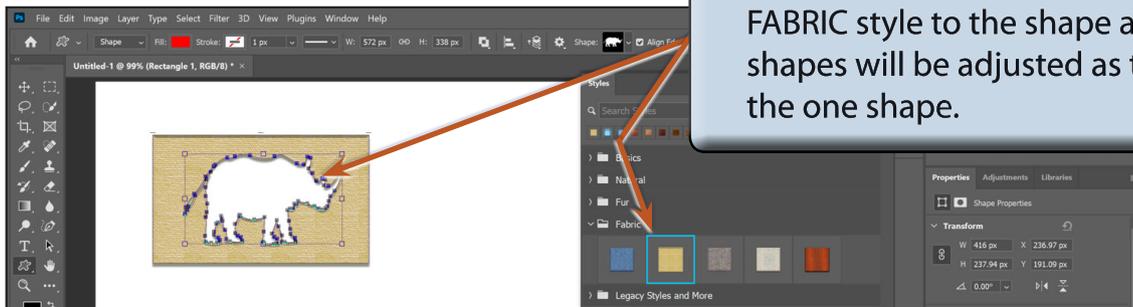
2 Click on the SHAPE arrow in the OPTIONS BAR and select a WILD ANIMALS shape.



3 In the OPTIONS BAR click on the PATH OPERATIONS box and select EXCLUDE OVERLAPPING SHAPES.

4 Drag the shape within the rectangle and the shape should be white.

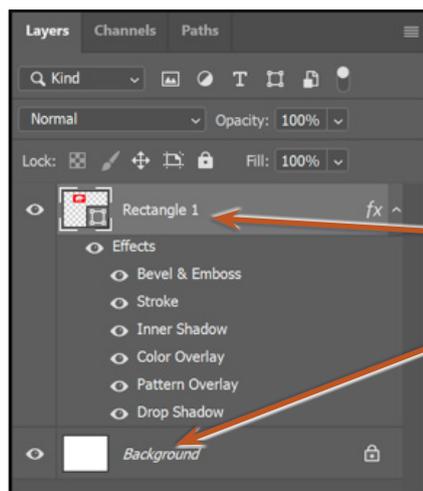
**NOTE:** The custom shape is white because that is the background colour and the shape has cut a hole in the rectangle. So you are seeing the background through the shape.

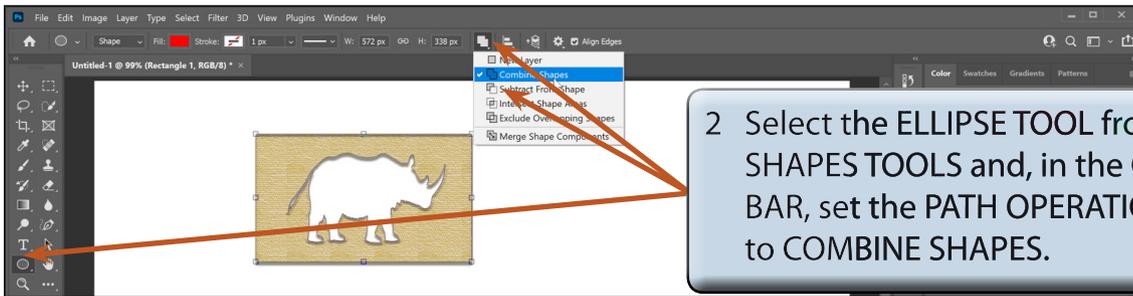


7 Collapse the STYLES panel.

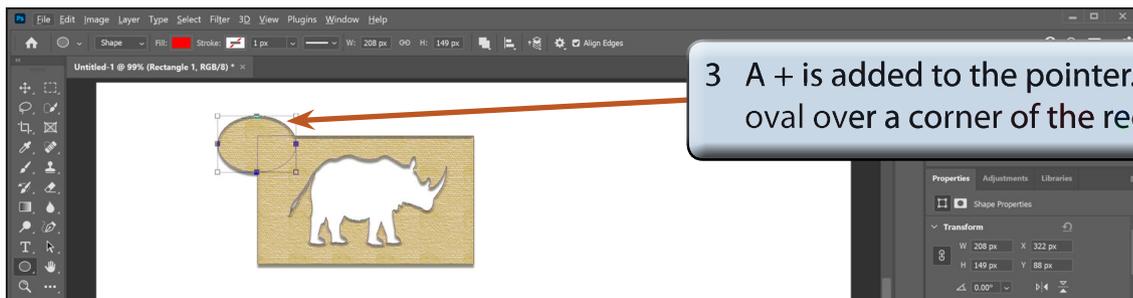
## C Adding Shapes to Shapes

Shapes can be permanently added to other shapes. The technique can be a little tricky as the shape must be added to the existing layer, not to a new layer.



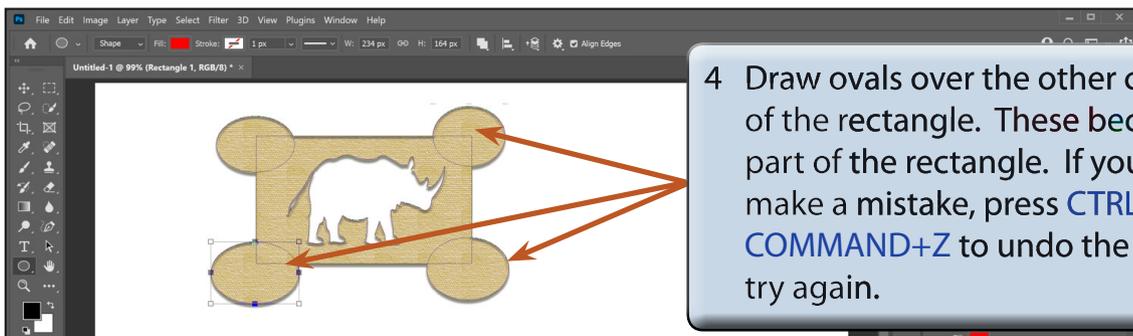


2 Select the ELLIPSE TOOL from the SHAPES TOOLS and, in the OPTIONS BAR, set the PATH OPERATIONS box to COMBINE SHAPES.



3 A + is added to the pointer. Drag an oval over a corner of the rectangle.

**NOTE:** If a new layer is added in the LAYERS panel, press **CTRL+Z** or **CONTROL+Z** to undo the shape. Select the **BACKGROUND** layer followed by the **RECTANGLE 1** layer and try steps 2 and 3 again.



4 Draw ovals over the other corners of the rectangle. These become part of the rectangle. If you make a mistake, press **CTRL+Z** or **COMMAND+Z** to undo the oval and try again.

5 Select the MOVE TOOL and try moving the shapes. They all should move together.

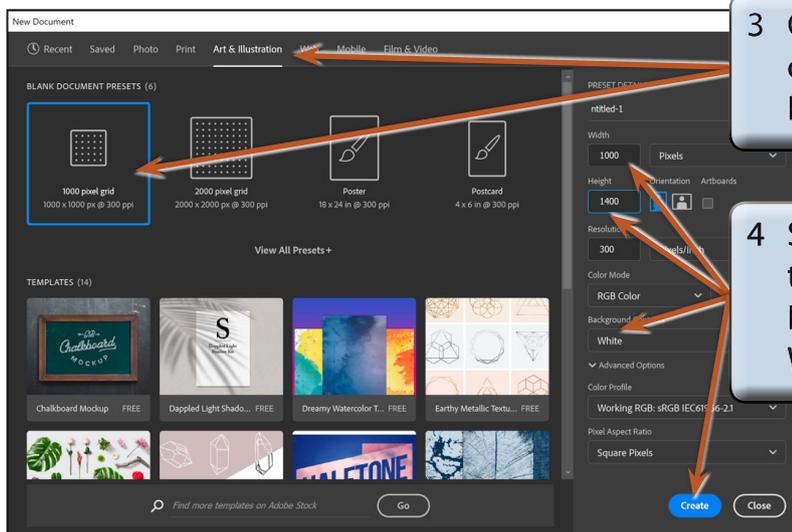
# Creating a Detailed Sketch

To practice the use of layers and the drawing tools that Photoshop provides, the following sketch of a road leading to the ocean will be created.



## Starting the Document

- 1 Load Adobe Photoshop CC or close the current documents.
- 2 In the WELCOME screen select NEW FILE or select NEW from the FILE menu.



3 Click on the ART & ILLUSTRATION category and select the first PRESET.

4 Set the WIDTH to 1000 pixels, the HEIGHT to 1400 pixels, the BACKGROUND CONTENTS to WHITE and select CREATE.

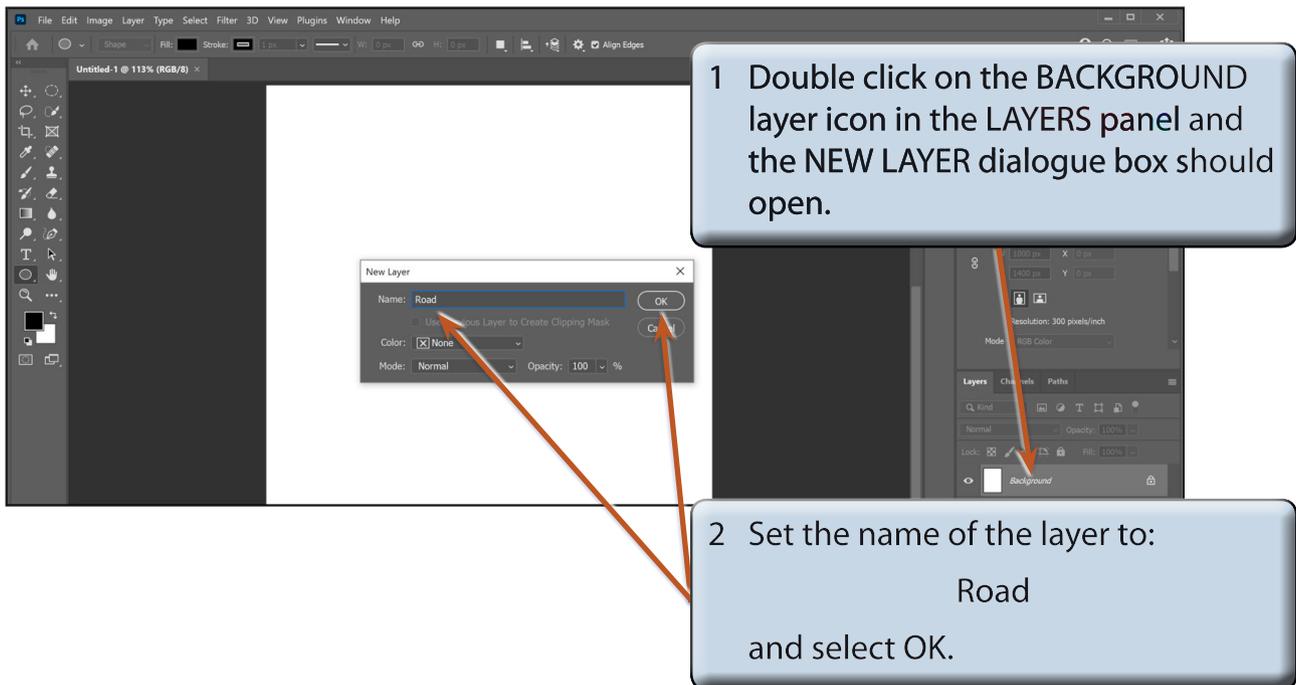
- 5 Press **CTRL+0** or **COMMAND+0** to set the screen view to FIT ON SCREEN, which will allow you to see the whole canvas.
- 6 Check that the screen is set to the ESSENTIALS workspace, with the PANEL GROUP expanded and set the TOOLS panel to 2 columns.

## Creating the Road and Hill

The first part of the sketch will involve creating a road that appears to flow away from the viewer, with a hill to its right.

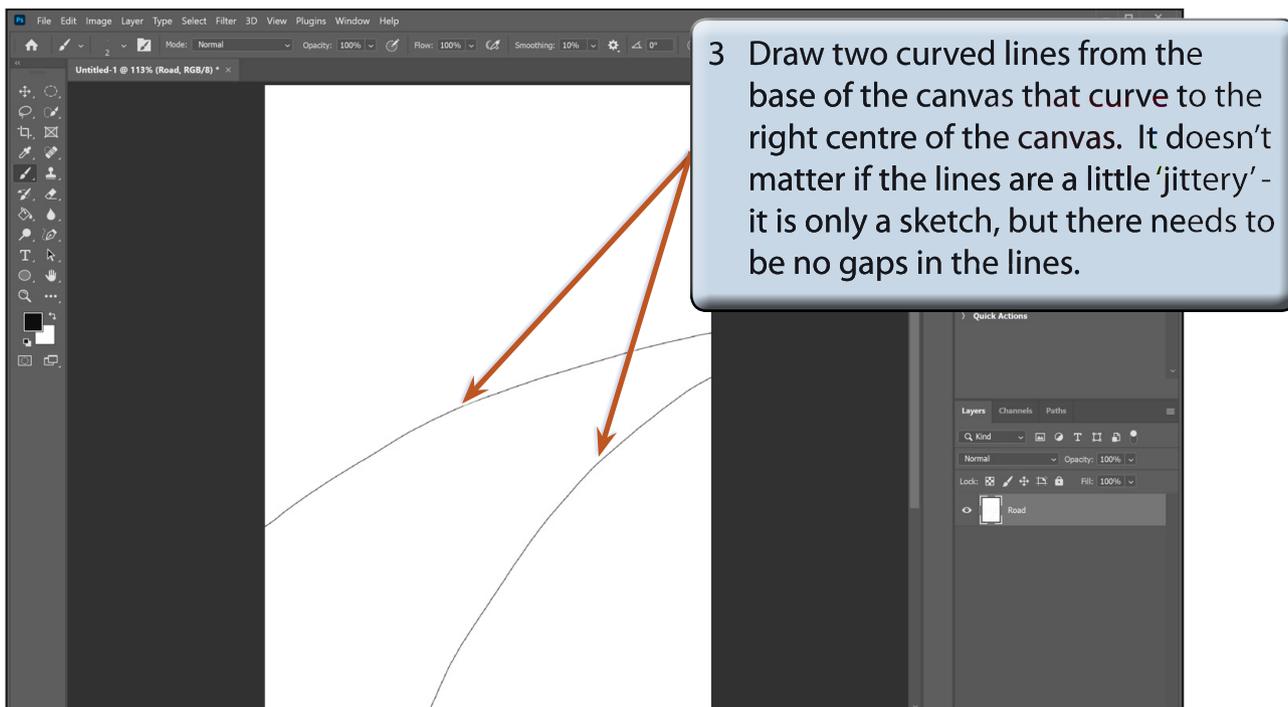
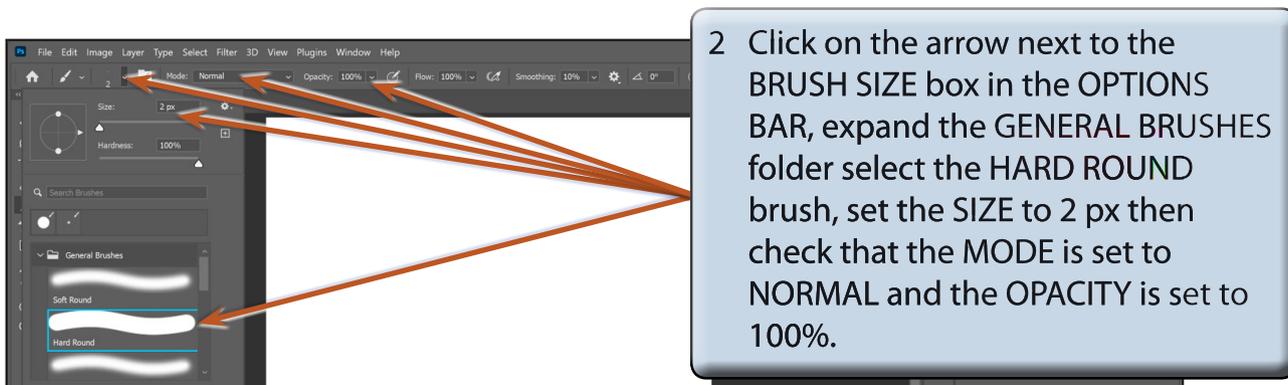
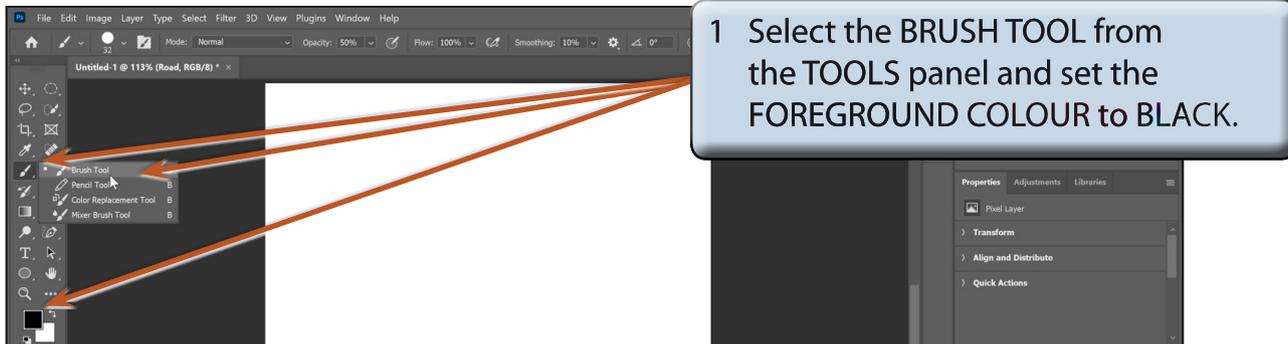
### A Naming the First Layer

When you start a new Photoshop document a BACKGROUND layer is created and locked. The layer can be renamed and unlocked.



- 3 Renaming the BACKGROUND layer unlocks the layer. You can also unlock a layer by clicking on its lock symbol.

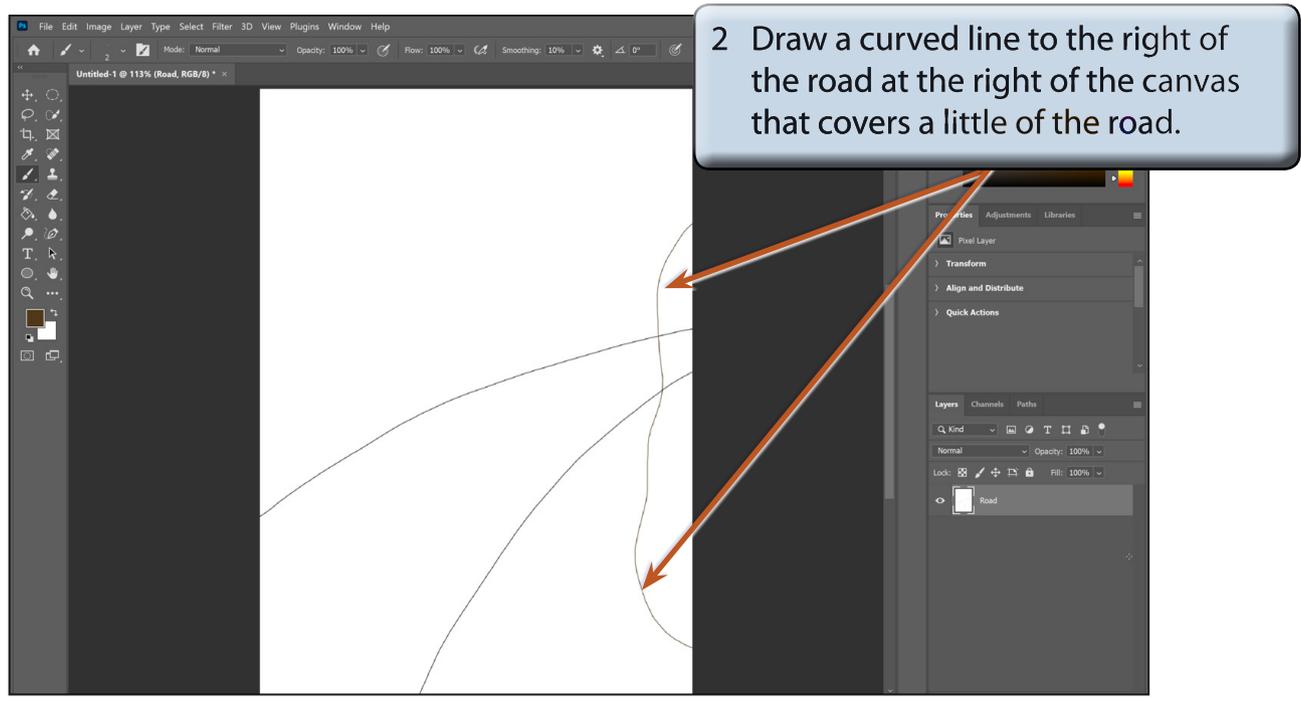
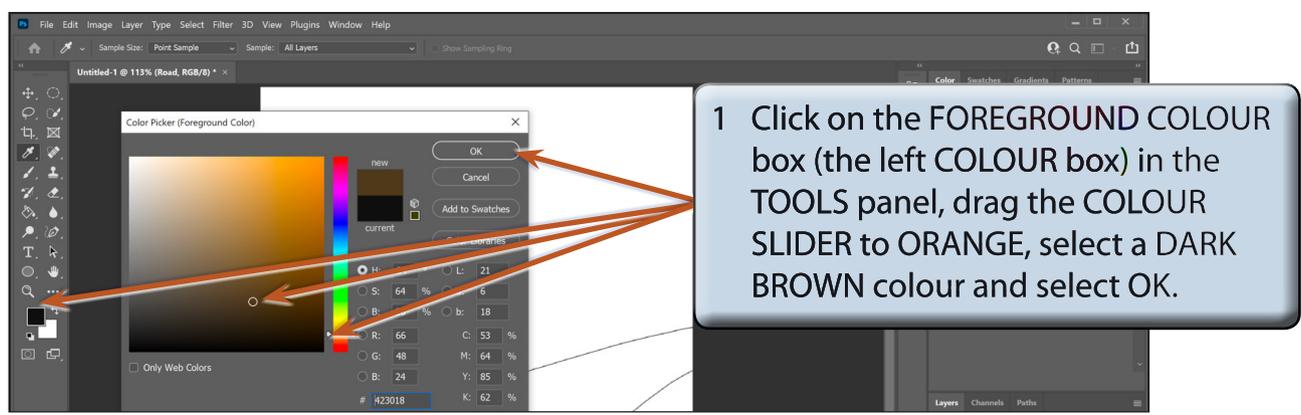
## B Creating the Outline of the Road



**NOTE:**

- i If you make a mistake with the lines, press **CTRL+Z** or **COMMAND+Z** to undo the line and try again. It may take a few goes to get the lines looking the way you want them to, and you can draw over any gaps.
- ii You can increase the **SMOOTHING** value in the **OPTIONS BAR** to about **80%** if you have trouble creating smooth lines.

## C Creating the Outline of the Hill

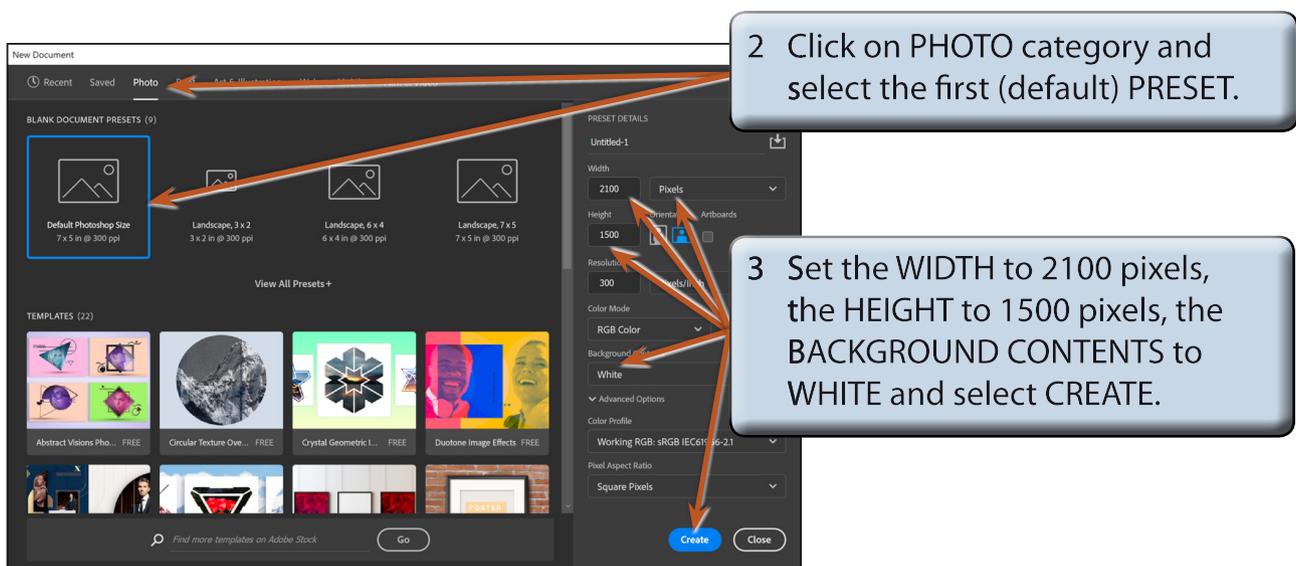


## Adding Text to Designs

Text can be added to photographs and manipulated. There are text effects available to curve letters, display them vertically, set text to follow a path and applying similar effects to those you added to shapes in the last few chapters.

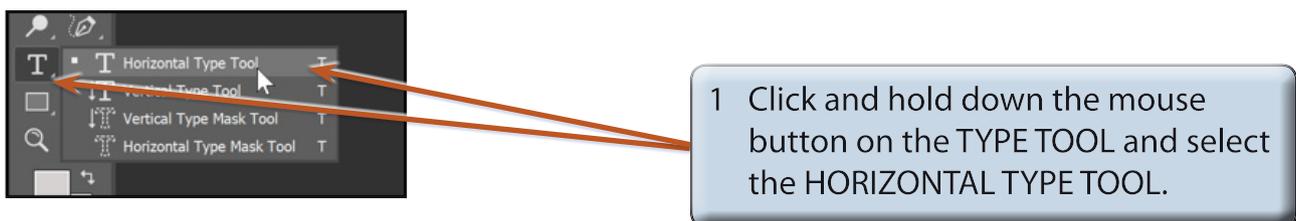
### Starting a New Document

- 1 Load Photoshop or close the current file and select NEW FILE from the WELCOME screen or select NEW from the FILE menu.



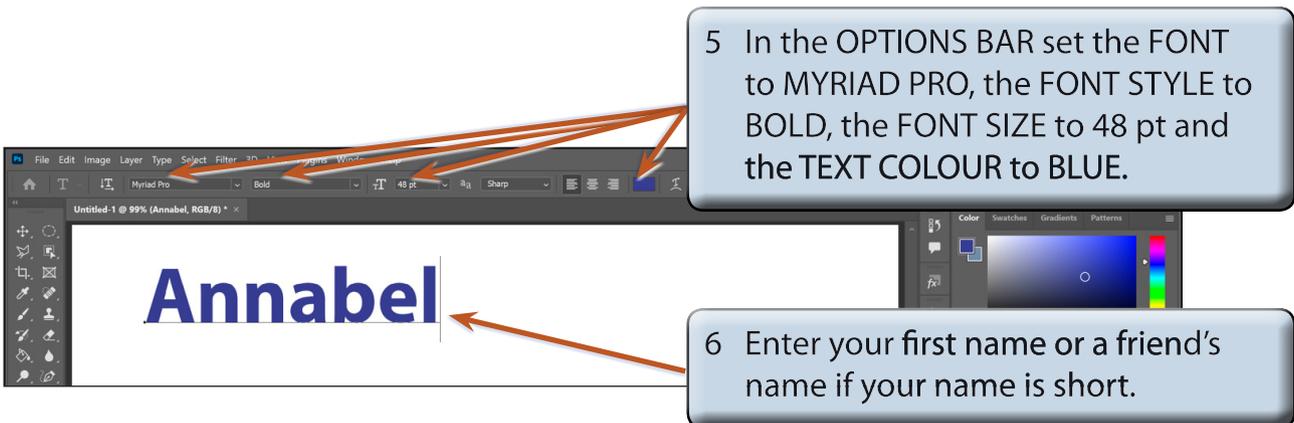
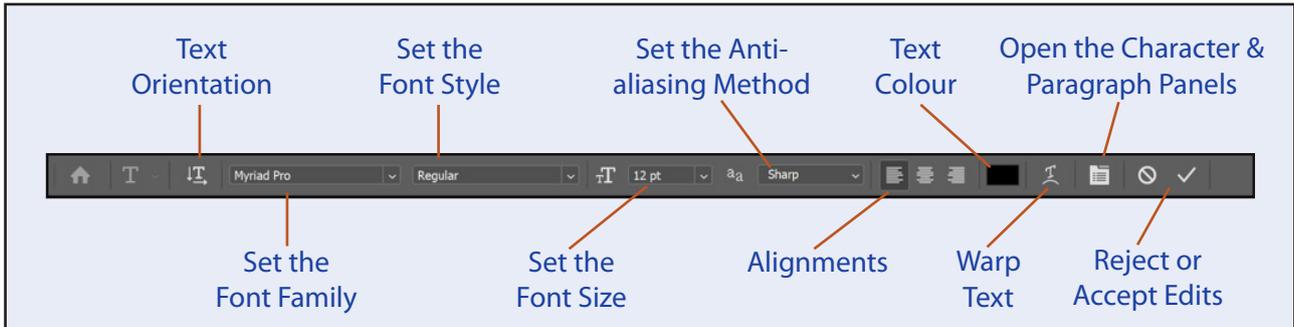
### Entering Text

The TEXT TOOLS are housed within the TYPE TOOL in the TOOLS panel.



- 2 Set the VIEW to FIT ON SCREEN by pressing **CTRL+0** on the Windows system or **COMMAND+0** on the Macintosh system.

- 3 Click the cursor (which is now an I-Beam) near the top left of the canvas.
- 4 The OPTIONS BAR should display the text options which are labelled in the following diagram.

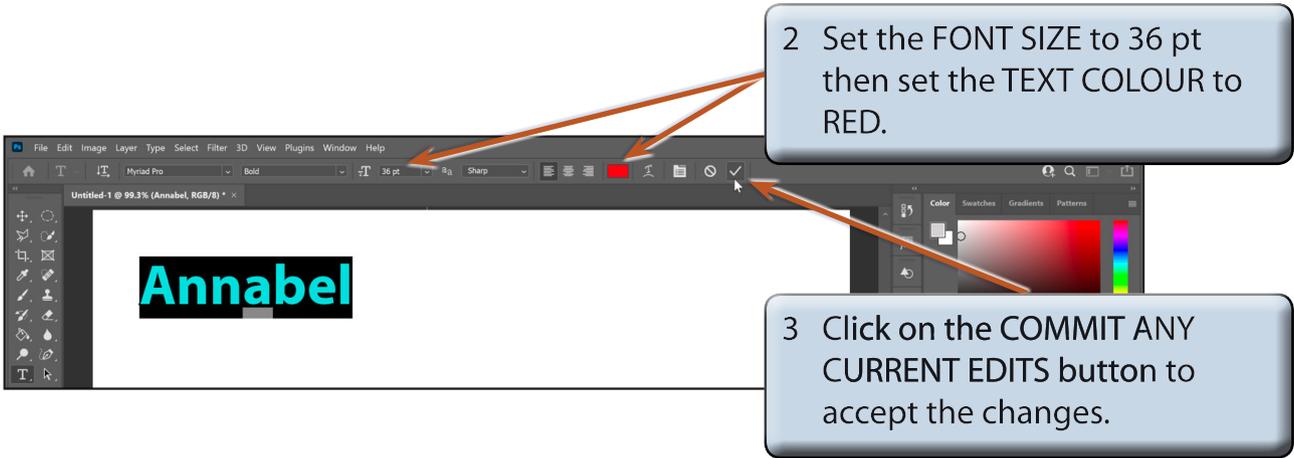


**NOTE: A text layer is created in the LAYERS panel when you click the I-Beam on the canvas.**

## Altering Text

You can alter text once it has been entered.

- 1 Highlight the name by dragging the I-Beam across the letters or by double clicking on the letters.



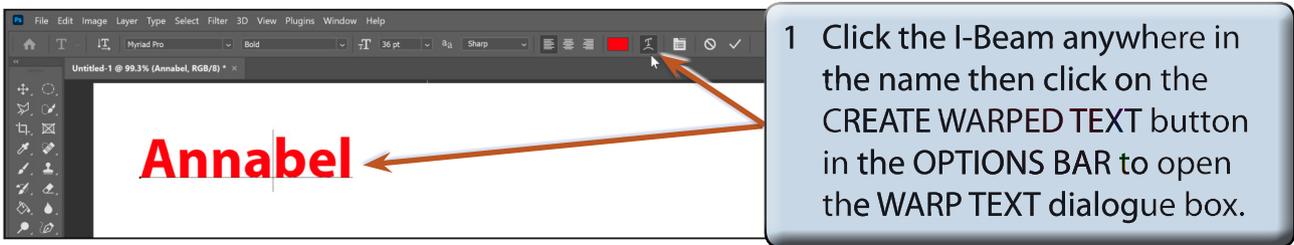
2 Set the FONT SIZE to 36 pt then set the TEXT COLOUR to RED.

3 Click on the COMMIT ANY CURRENT EDITS button to accept the changes.

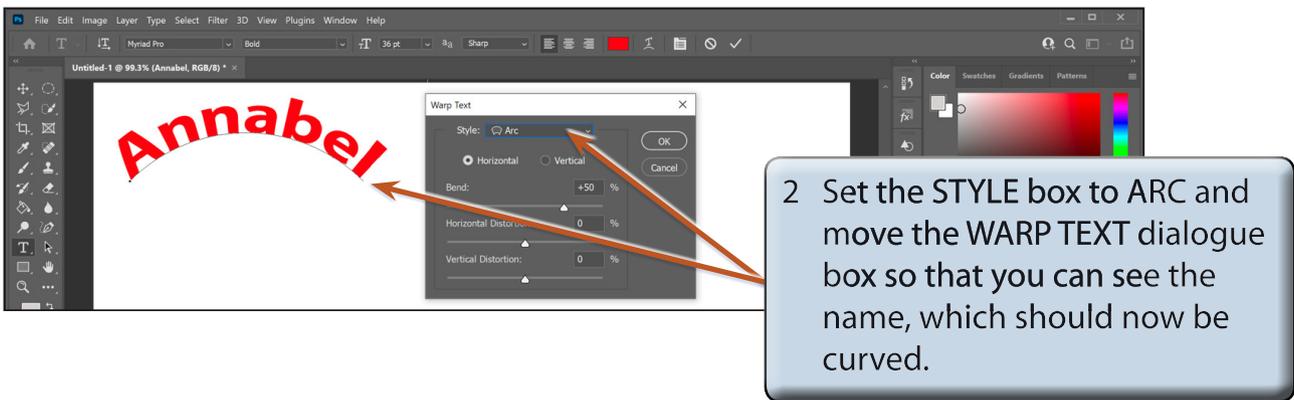
## Warping Text

There are a number of special curved effects that can be applied to the text. These are found in the CREATE WARPED TEXT button in the OPTIONS BAR.

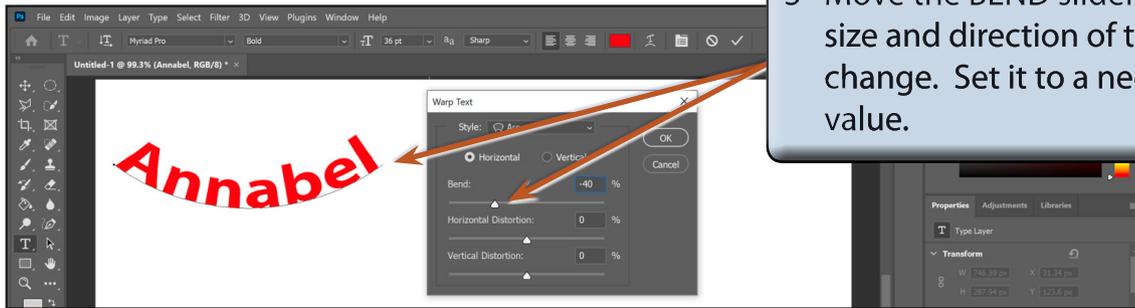
### A Single Arced Text



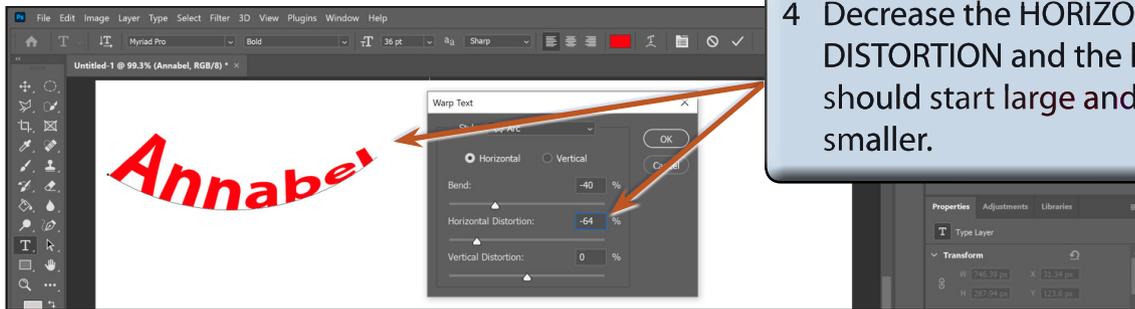
1 Click the I-Beam anywhere in the name then click on the CREATE WARPED TEXT button in the OPTIONS BAR to open the WARP TEXT dialogue box.



2 Set the STYLE box to ARC and move the WARP TEXT dialogue box so that you can see the name, which should now be curved.

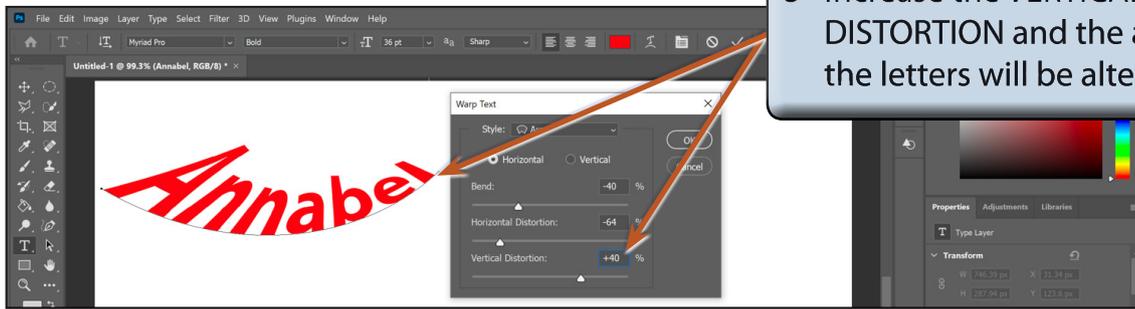


3 Move the BEND slider and the size and direction of the arc will change. Set it to a negative value.



4 Decrease the HORIZONTAL DISTORTION and the letters should start large and curve to smaller.

**NOTE: The reverse occurs if you increase the HORIZONTAL DISTORTION.**



5 Increase the VERTICAL DISTORTION and the angle of the letters will be altered.

# Adjusting the Look of Images

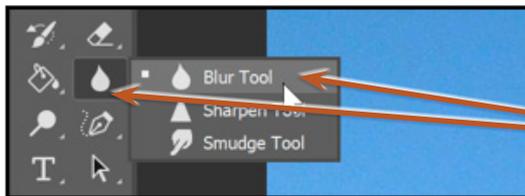
Photoshop offers a range of tools that allow you to adjust the colour and texture of images and photographs.

## Loading a Sample File

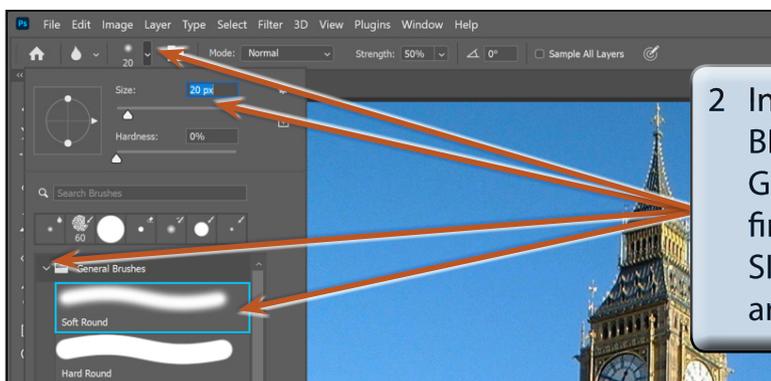
- 1 Load Photoshop or close the current file then select OPEN from the WELCOME screen or FILE menu.
- 2 Access the PScC SUPPORT FILES, open the CHAPTER 8 folder and open the LONDON image.
- 3 Press **CTRL+0** or **COMMAND+0** to set the view to FIT ON SCREEN and the TOOLS panel should be set to 2 columns.

## The Blur Tool

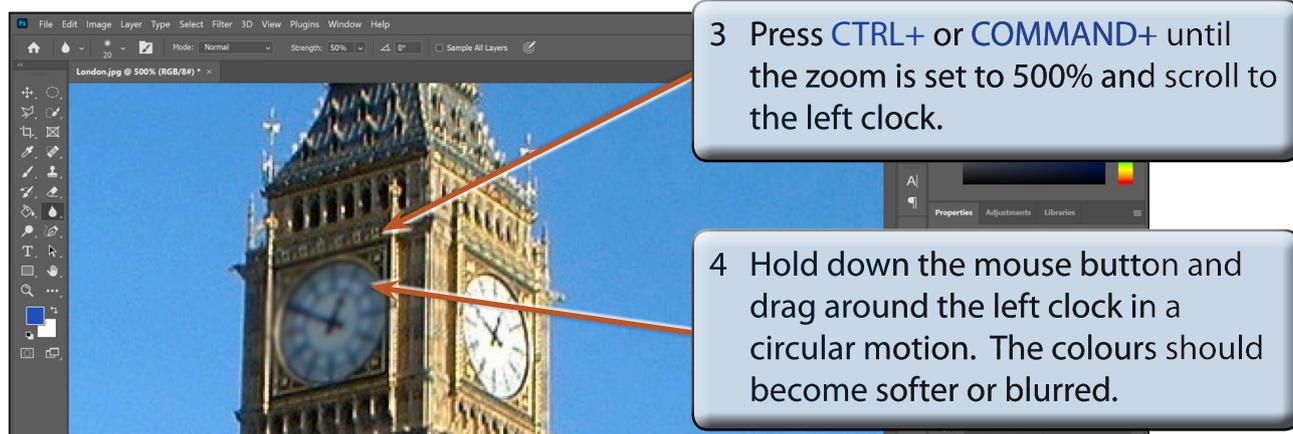
The BLUR TOOL softens hard edges in an image to reduce its details. Let's make one of Big Ben's clocks a little less detailed.



- 1 Click and hold down the mouse button on the tool below the ERASER TOOL and select the BLUR TOOL.



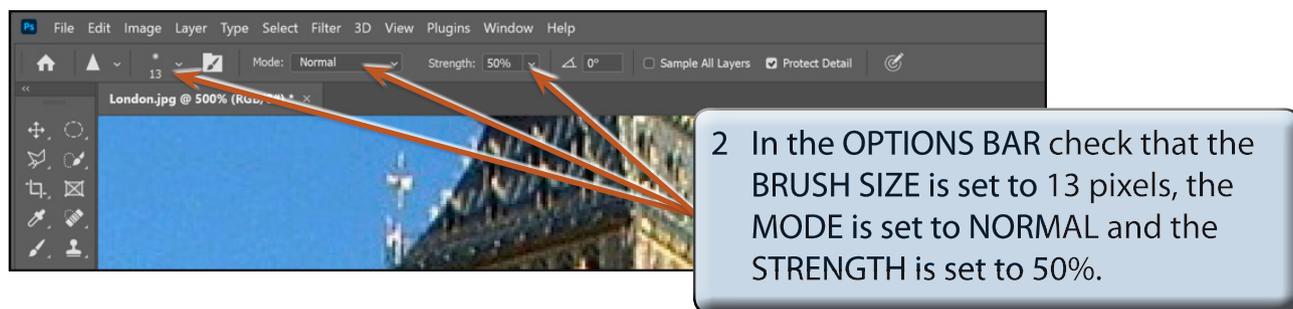
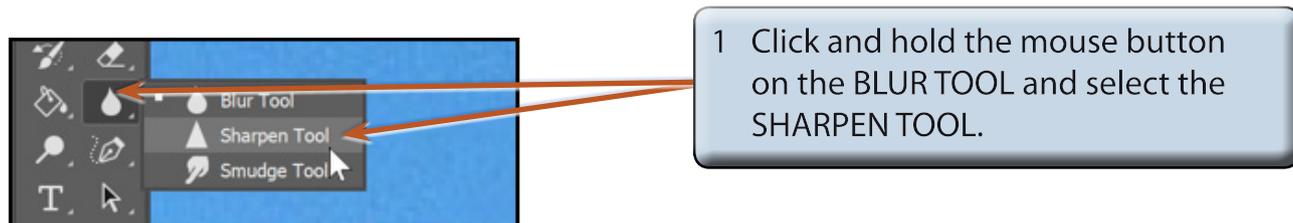
- 2 In the OPTIONS BAR click on the BRUSH SIZE arrow, expand the GENERAL BRUSHES folder, select the first SOFT ROUND brush and set the SIZE to 20 pixels then click on the arrow again to close the panel.



- 5 The settings in the **OPTIONS BAR** allow you to change the **BRUSH SIZE**, the **MODE** which is the way the paint blends with the pixels and the **STRENGTH** of the blur.
- 6 Try a few of the options then **UNDO** the changes using **CTRL+Z** or **COMMAND+Z**.

## The Sharpen Tool

The **SHARPEN TOOL** has the opposite effect to the **BLUR TOOL**. It sharpens soft edges to increase the clarity or focus.

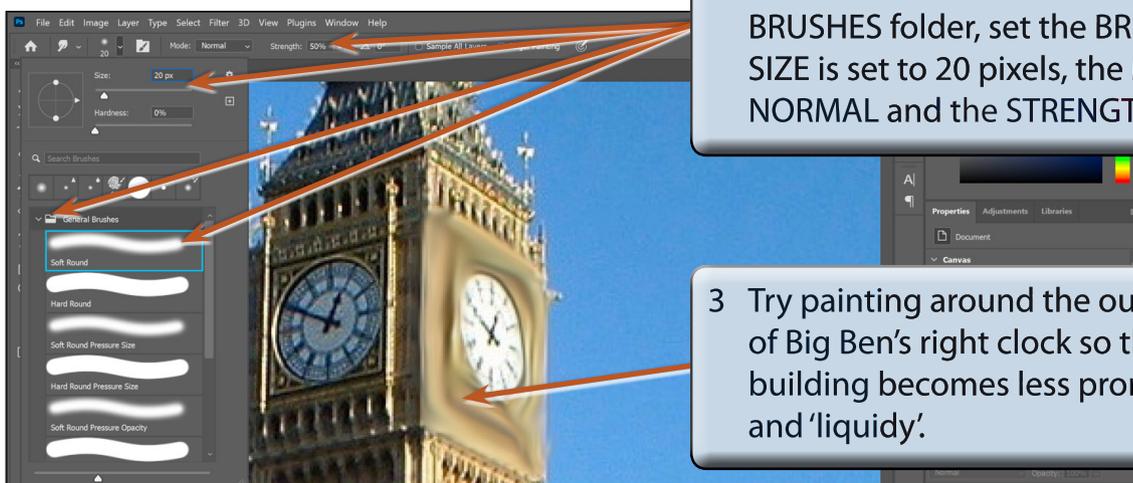
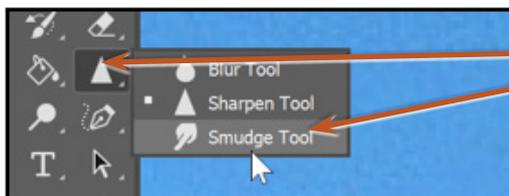




- 4 Try some of the other settings in the OPTIONS BAR.
- 5 Undo the changes by pressing **CTRL+Z** or **COMMAND+Z**.

## The Smudge Tool

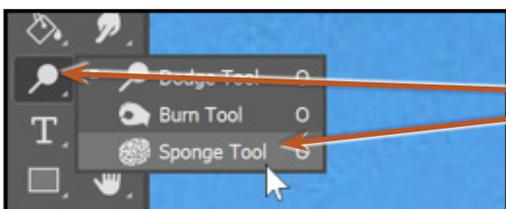
The SMUDGE TOOL picks up the colour where your cursor is and pushes it in the direction that you drag so that colours run into one another.



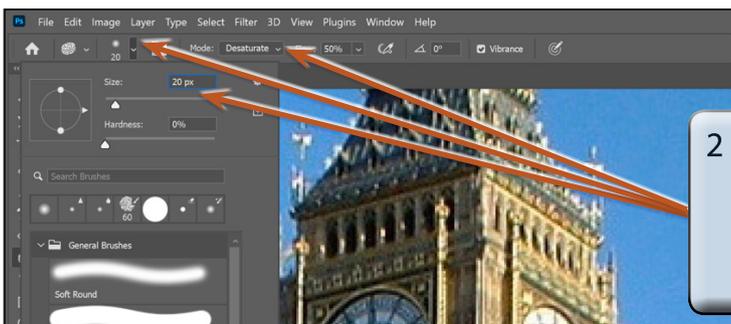
- 4 Again, the OPTIONS BAR can be used to adjust the degree of smudging. Experiment with some of the settings undo the changes.

## The Sponge Tool

The SPONGE TOOL changes the saturation or vividness of colours.

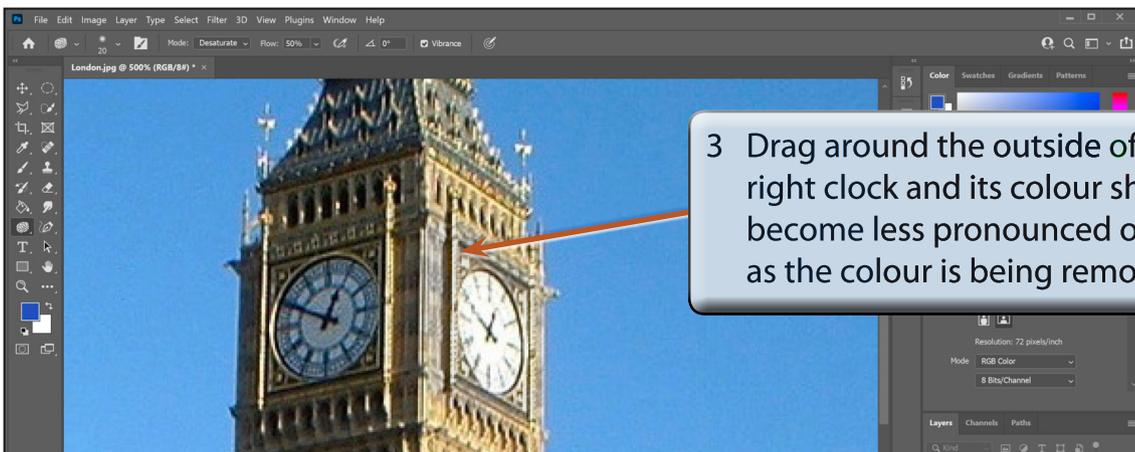


1 Click and hold down the mouse button on the button to the above the TYPE TOOL and select the SPONGE TOOL.



2 In the OPTIONS BAR set the BRUSH SIZE to 20 pixels and the MODE to DESATURATE (this will increase the colour intensity).

**NOTE: You can increase the FLOW if you want the sponge effect to be more pronounced.**



3 Drag around the outside of Big Ben's right clock and its colour should become less pronounced or duller as the colour is being removed.

# Combining Photographs

It is not always possible to fit all the required scenes or images in the one photograph. Photoshop provides the ability to merge two or more photographs together into one photograph. The combined photograph can then be cropped so that it looks like it was taken in a single shot.

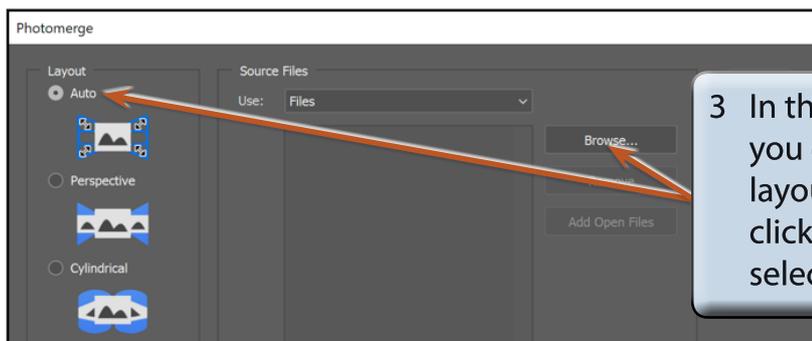
## Photomerging

When you take a series of photos that pan across a scene, those photos can be combined into the one large photo that provides a panorama of the photos. The process is called Photomerging.

### A Selecting the Photographs

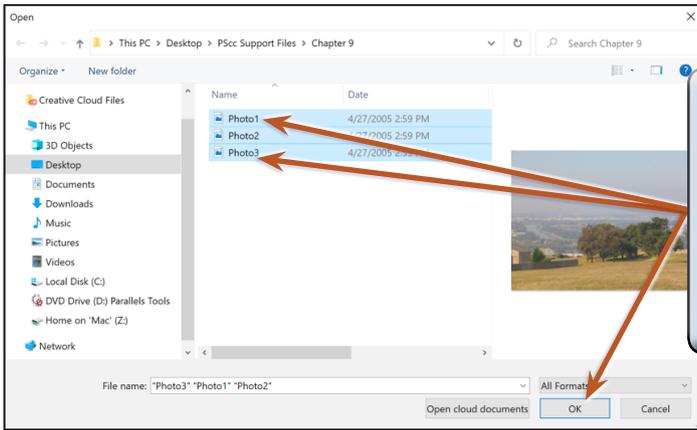
Three photographs spanning around a hill top have been taken for you and need to be merged into one photograph.

- 1 Load Photoshop or close the current file.
- 2 Display the FILE menu, highlight AUTOMATE and select PHOTOMERGE.

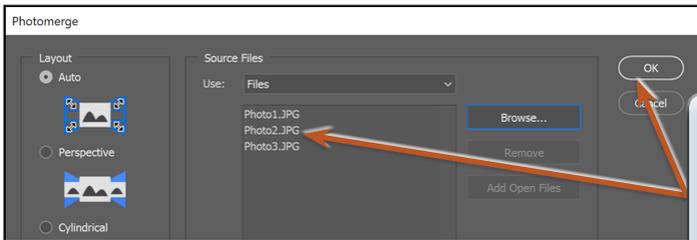


- 3 In the PHOTOMERGE dialogue box you can select from a variety of layouts. Leave AUTO selected and click on the BROWSE button to select the photos.

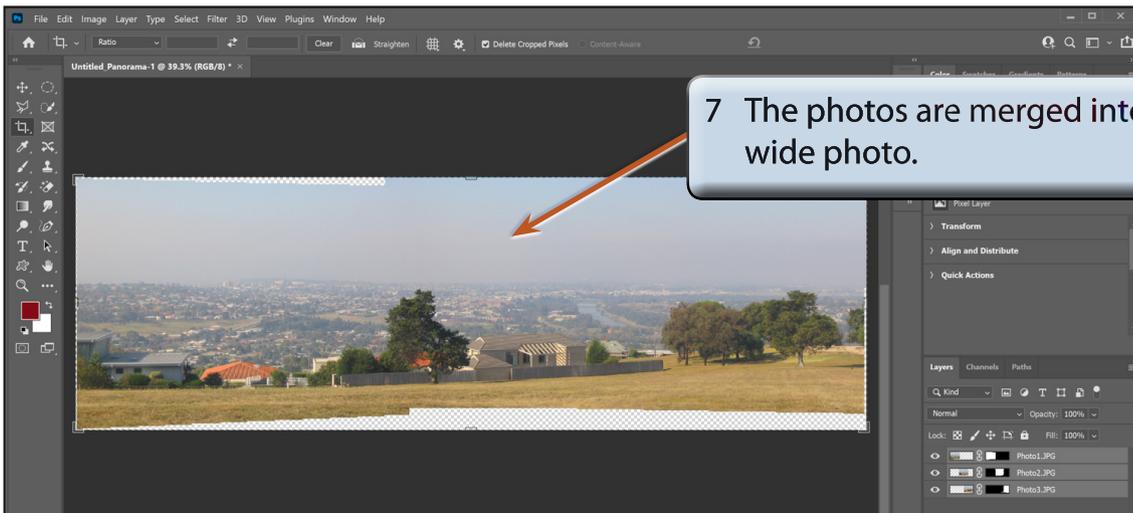
- 4 Access the PScC SUPPORT FILES folder and open the CHAPTER 9 folder.



5 Click once on the PHOTO1 file to select it, hold down the **SHIFT** key and click on the PHOTO3 file (on the Macintosh system click on PHOTO2 then PHOTO3). All 3 photos should be selected, then select OK.



6 The photos should be added to the PHOTOMERGE dialogue box. Click on OK and the photomerge process will begin.



7 The photos are merged into the one wide photo.

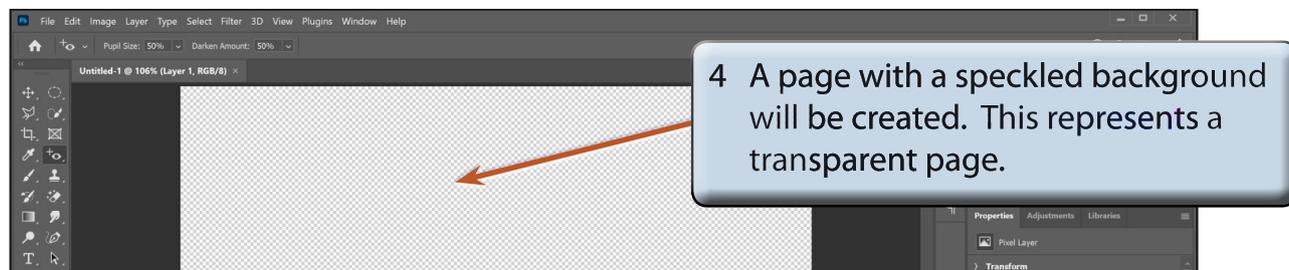
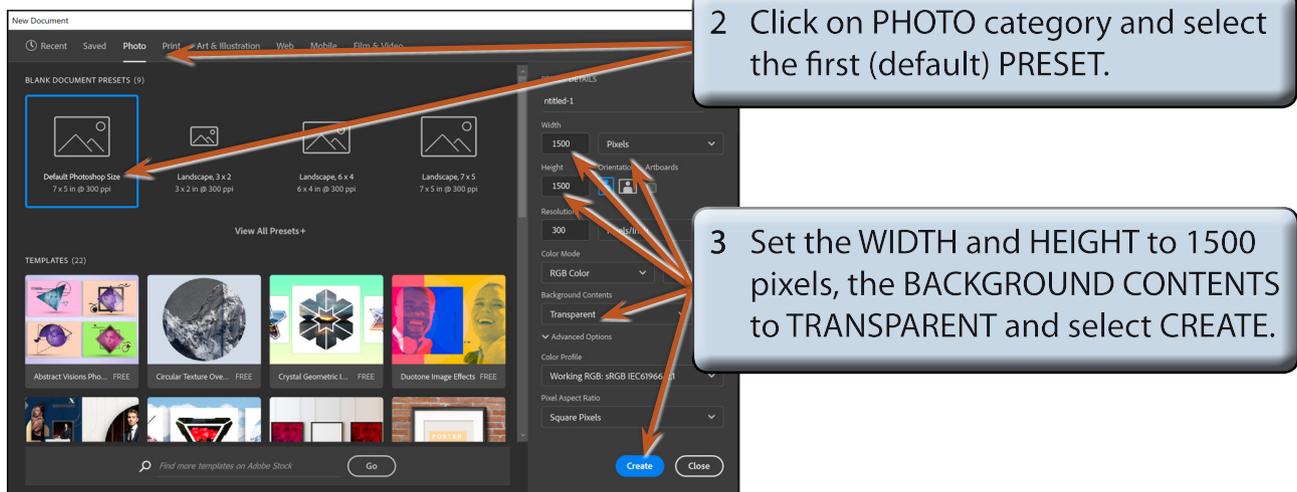
# Creating Clipping Masks

In this chapter you will use layers to create masks. Masks are covers that you place over things. In Photoshop you can show parts of photos or images through a clipping mask placed over the image.

## Creating a Transparent Layer

Layers can be set to have different types of backgrounds. One with a white background, one with a coloured background and another with a transparent (or clear) background. In this case a transparent layer will be used.

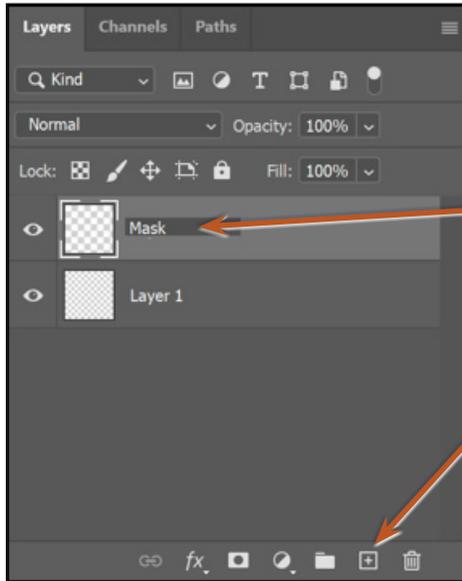
- 1 Load Photoshop or close the current files and select **NEW FILE** from the **WELCOME** screen or select **NEW** from the **FILE** menu.



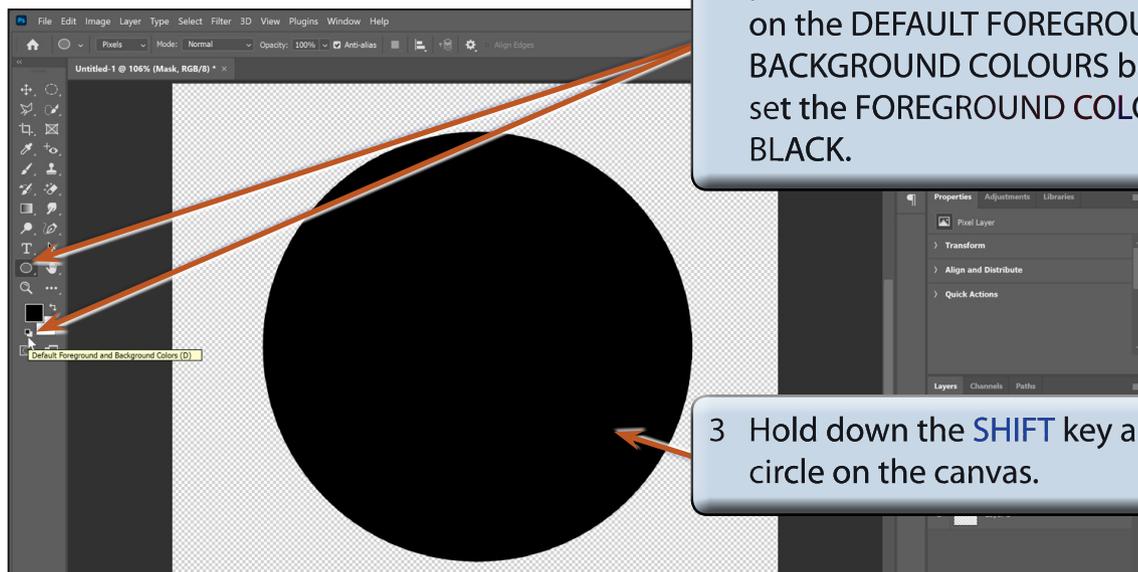
- 5 Press **CTRL+0** or **COMMAND+0** to set the view to **FIT ON SCREEN**.

## Drawing the Mask Shape

The ELLIPSE TOOL will be used to draw a circle on the canvas. This will be filled and become a window (or mask) to view pictures through.



1 In the LAYERS panel click on the CREATE A NEW LAYER icon and call the new layer:  
Mask



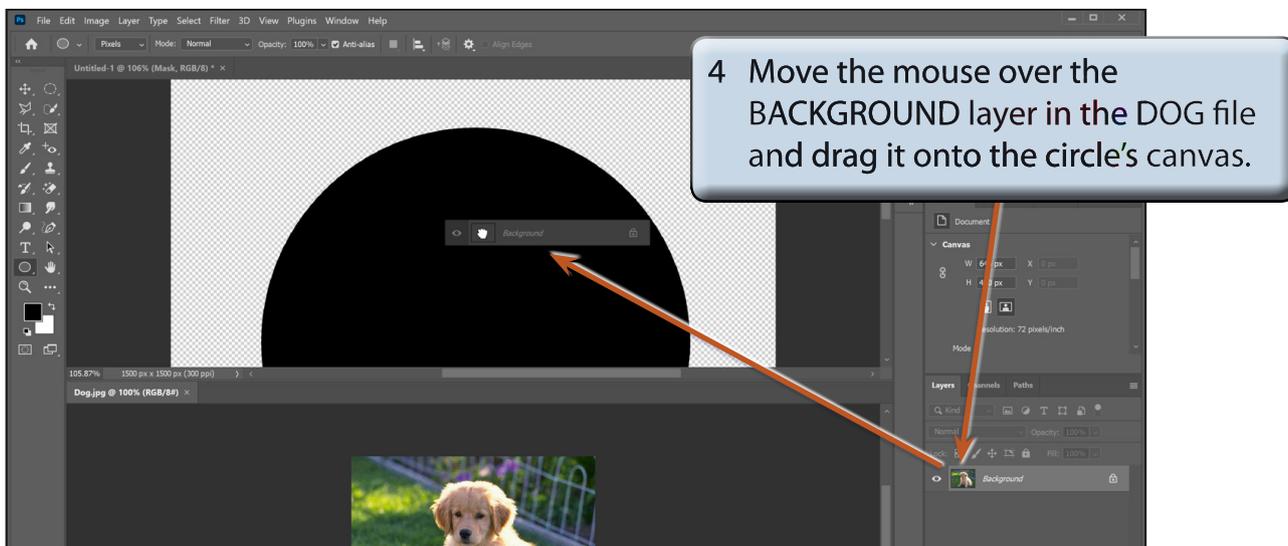
2 Set the SHAPES TOOL in the TOOLS panel to the ELLIPSE TOOL and click on the DEFAULT FOREGROUND AND BACKGROUND COLOURS button to set the FOREGROUND COLOUR to BLACK.

3 Hold down the **SHIFT** key and drag a circle on the canvas.

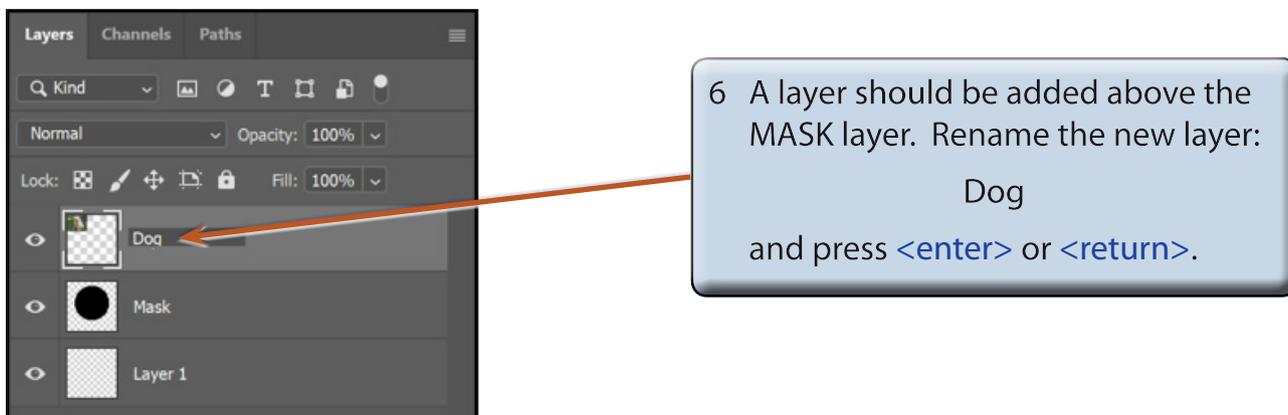
## Adding a Background File

A picture of a dog will be used as the background image.

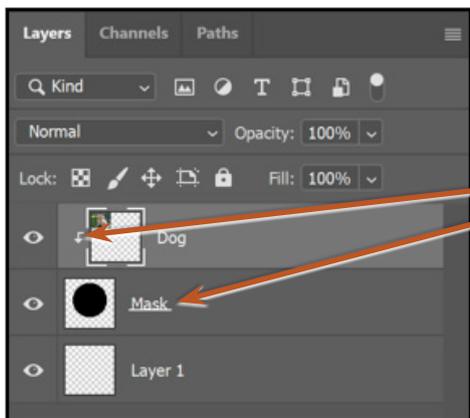
- 1 Display the FILE menu and select OPEN.
- 2 Access the PScC SUPPORT FILES, open the CHAPTER 10 folder and open the DOG file.
- 3 Display the WINDOW menu, highlight ARRANGE and select TILE ALL HORIZONTALLY to place the files above and below each other.



- 5 Close the DOG file by clicking on its CLOSE BOX or by selecting CLOSE from the FILE menu and press **CTRL+0** or **COMMAND+0** to resize the first file.

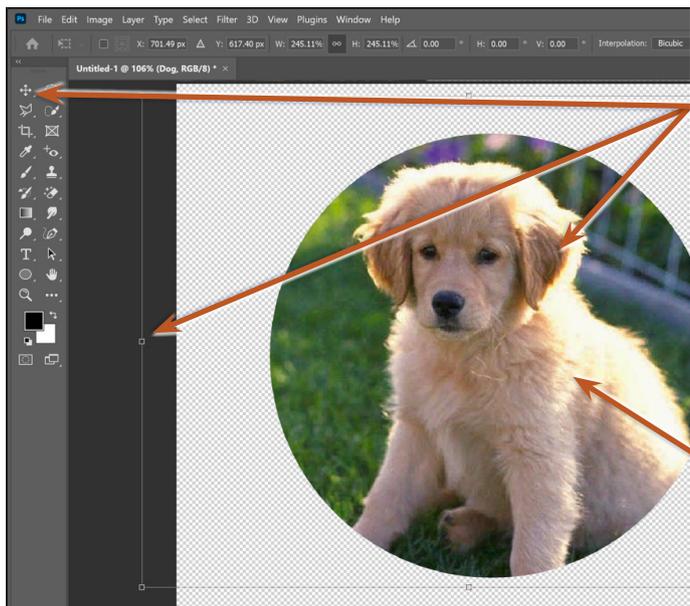


- 7 With the DOG layer selected in the LAYERS panel, display the LAYER menu and select CREATE CLIPPING MASK to combine the DOG layer with the MASK layer.



8 An arrow is added to the DOG layer and it is indented to indicate that it is combined with the MASK layer. The MASK layer label is underlined to indicate that it is the host layer.

**NOTE: You can also hold down the ALT or OPTION key and click on the border between the DOG and MASK layers to create the mask.**



9 Use the MOVE TOOL to move the dog into to circle then press **CTRL+T** or **COMMAND+T** to select FREE TRANSFORM and use the 'handles' to adjust the size of the dog.

10 You can now see part of the dog through the FOREGROUND layer. The background can only be seen where pixels have been drawn in the transparent layer.

- 11 Press **<enter>** or **<return>** to accept the transformation.

# Adjustment Layers

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Adjustment Layers are one of Photoshop's most valuable features. They allow you to adjust images without altering the original. Photoshop provides a large selection of Adjustment Layers. In this chapter you will look at the EXPOSURE layer, the LEVELS layer, the BRIGHTNESS/CONTRAST layer and the BLACK & WHITE layer.

## Exposure layers

One of the most common problems when taking a photo is incorrect exposure. Photos that are over-exposed have too much light in them. Photos that are under-exposed are too dark. An EXPOSURE layer allows you to minimize these effects.

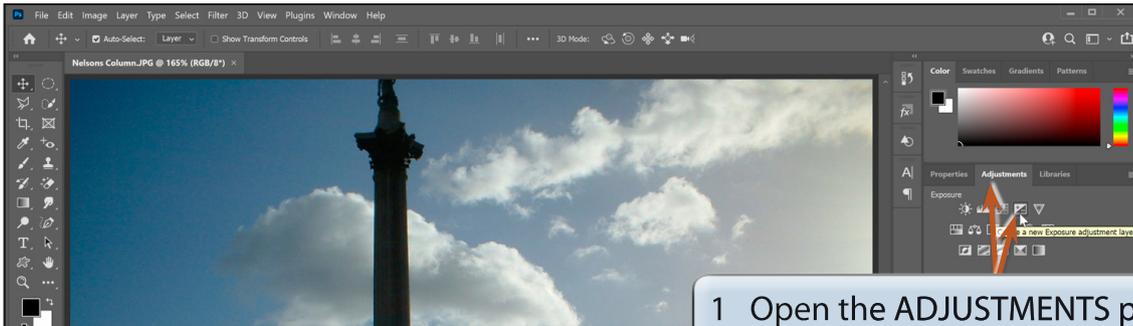
### A Loading the Sample Photo

A photo that is under-exposed has been prepared for you and it will need to be adjusted so that the buildings in it can be seen more clearly.

- 1 Load Photoshop or close the current file.
- 2 Select OPEN from the WELCOME screen or the FILE menu.
- 3 Access the PScC SUPPORT FILES, open the CHAPTER 11 folder and load the NELSON'S COLUMN file.
- 4 The photo is too dark to see the buildings clearly.
- 5 Press **CTRL+0** or **COMMAND+0** to set the view to FIT ON SCREEN.

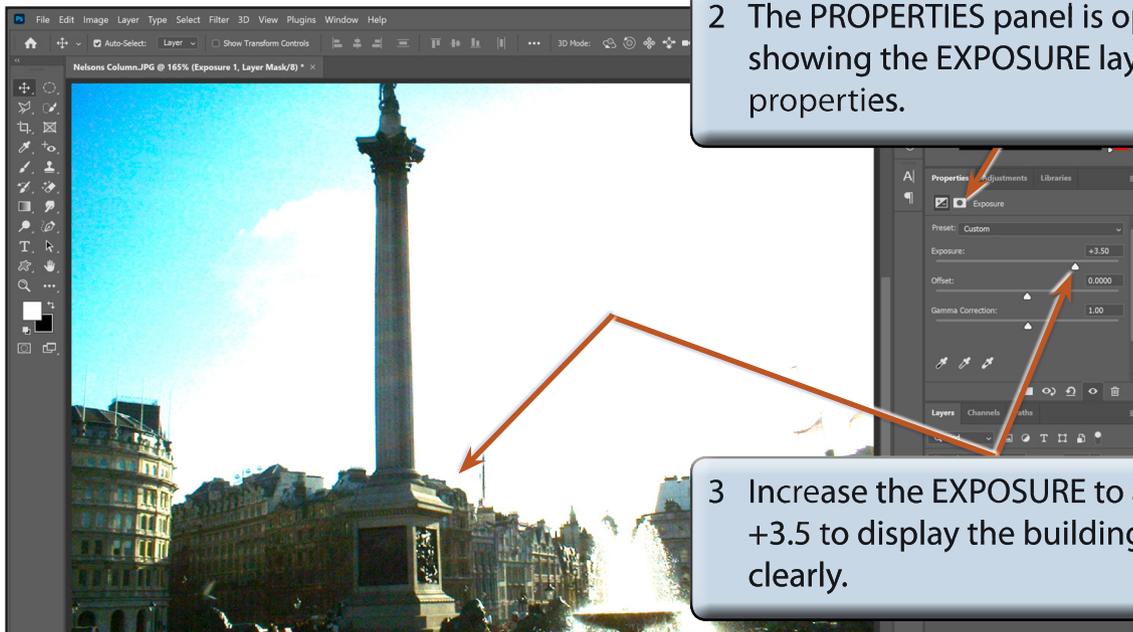
## B Inserting the Exposure Layer

The EXPOSURE LAYER is added on top of the background layer and it will not alter that layer in any way.



1 Open the ADJUSTMENTS panel in the PANEL GROUP and click on the CREATE A NEW EXPOSURE ADJUSTMENT LAYER icon.

**NOTE:** You can also insert an EXPOSURE LAYER by clicking on the CREATE A NEW FILL OR ADJUSTMENT LAYER icon at the base of the LAYERS panel and selecting EXPOSURE or by displaying the LAYER menu, highlighting NEW ADJUSTMENT LAYER and selecting EXPOSURE.

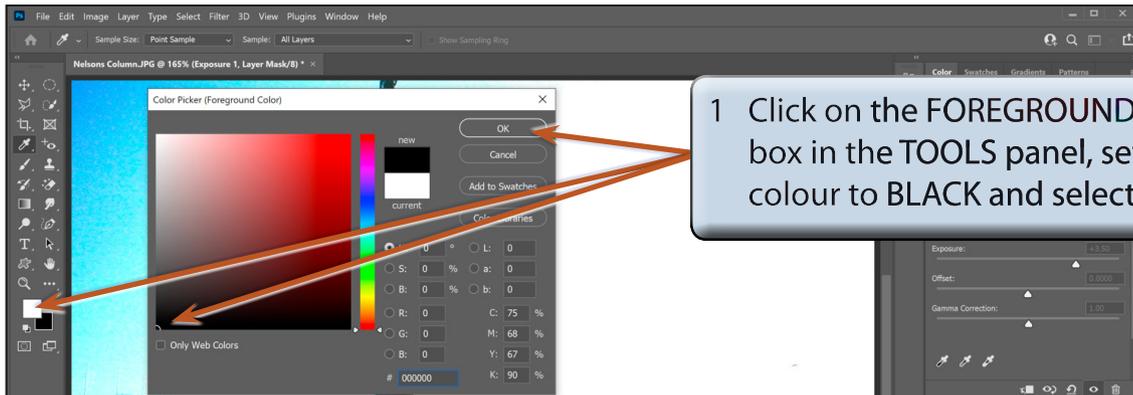


2 The PROPERTIES panel is opened showing the EXPOSURE layer properties.

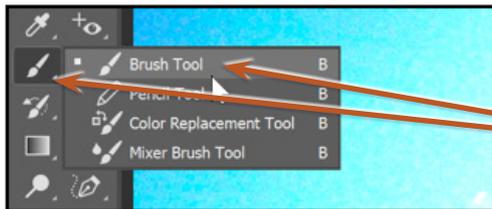
3 Increase the EXPOSURE to about +3.5 to display the buildings more clearly.

## C Displaying Part of the Background Layer

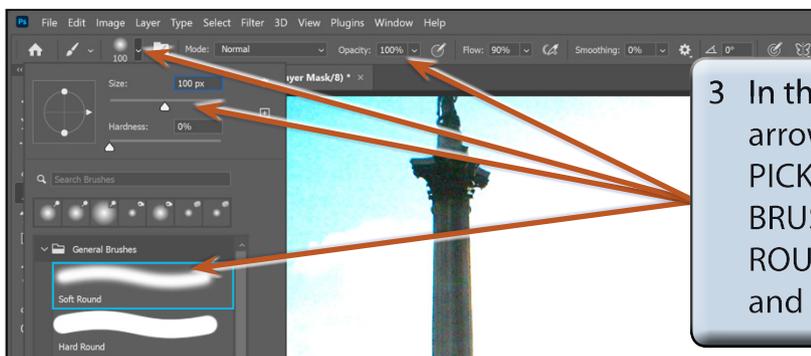
Unfortunately the sky and the fountain are now over exposed and do not look natural. When you create an EXPOSURE layer a MASK is included in the layer. This allows you to paint over parts of the background photo that have better exposure.



1 Click on the FOREGROUND COLOUR box in the TOOLS panel, set the colour to BLACK and select OK.

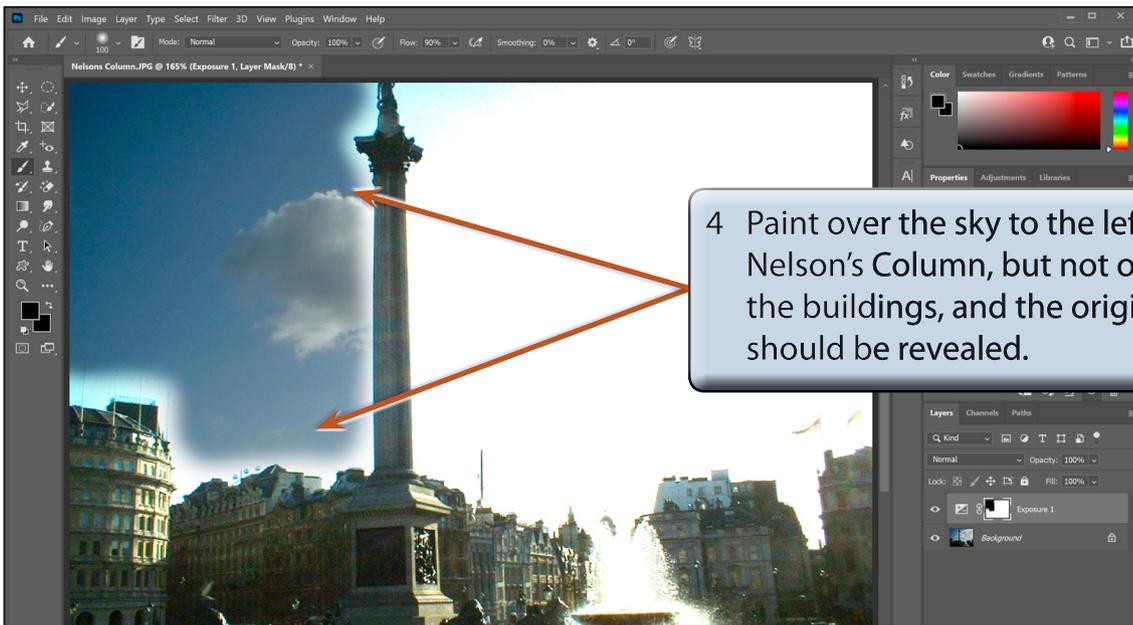


2 Select the BRUSH TOOL from the TOOLS panel.

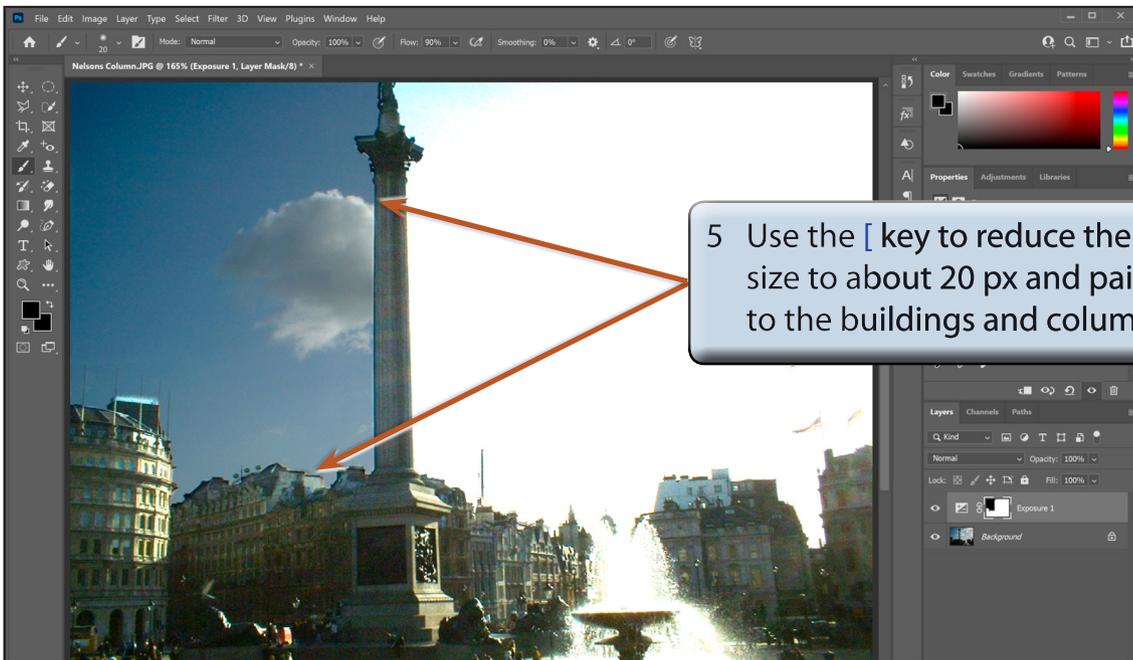


3 In the OPTIONS BAR click on the arrow next to the BRUSH PRESET PICKER box, expand the GENERAL BRUSHES folder, select the first SOFT ROUND brush, set the SIZE to 100 px and set the OPACITY to 100%.

**NOTE: A soft brush usually gives good results when painting over a layer mask.**



4 Paint over the sky to the left of Nelson's Column, but not over the buildings, and the original sky should be revealed.



5 Use the [ key to reduce the brush size to about 20 px and paint close to the buildings and column.

**NOTE: You can use UNDO if you make a mistake with the painting. You can also zoom in on the buildings to achieve more accurate results.**

# Colour Adjustments

When you want to professionally improve the colour of a photo, Photoshop provides numerous techniques such as the MATCH COLOUR TOOL, the VIBRANCE TOOL or the CURVES TOOL.

## Match Colour

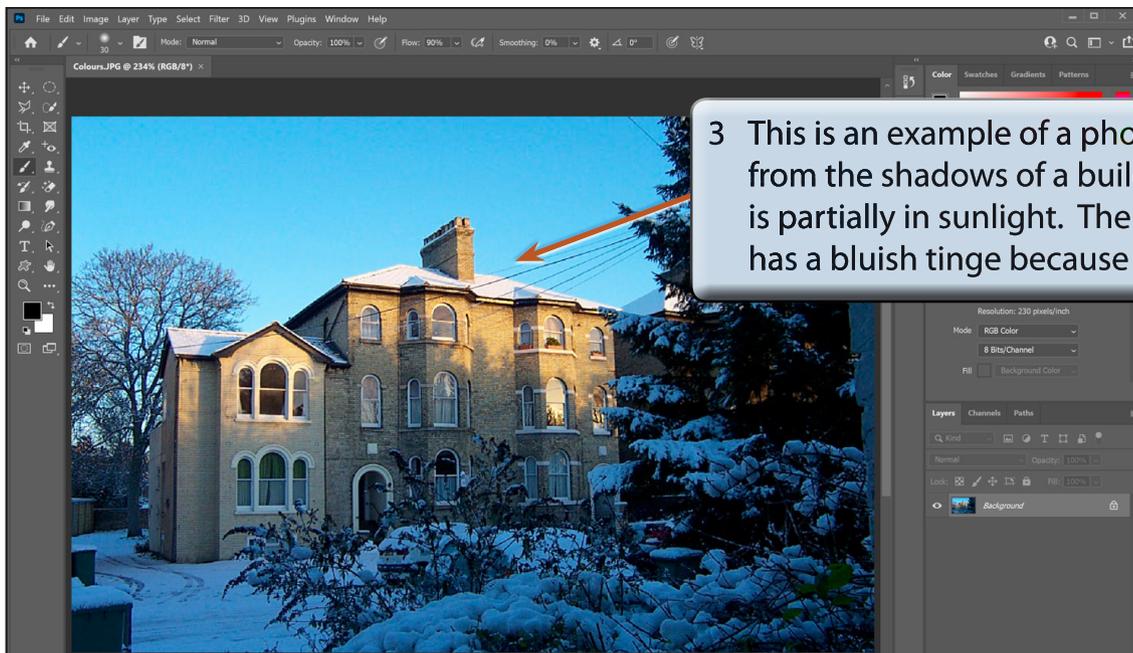
The MATCH COLOUR TOOL can be very effective when you want to quickly adjust the colours in a photo.

### A Loading the Sample Photo

- 1 Load Photoshop or close the current file and select OPEN from the WELCOME screen or FILE menu.
- 2 Access the PScC SUPPORT FILES, open the CHAPTER 12 folder, open the file:

Colours

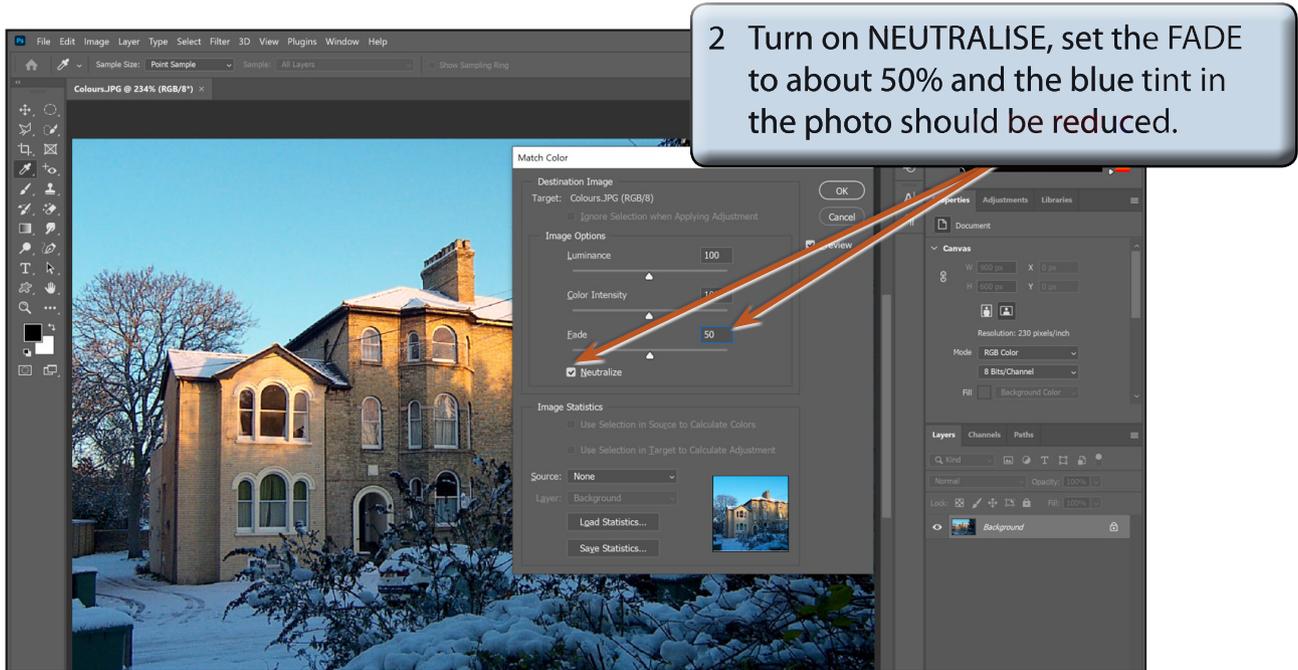
and set the view to FIT ON SCREEN (CTRL+0 or COMMAND+0).



- 4 The MATCH COLOUR TOOL can be used to reduce this effect.

## B Using the Match Colour Dialogue Box

- 1 Display the IMAGE menu, highlight ADJUSTMENTS and select MATCH COLOUR to open the MATCH COLOUR dialogue box.



- NOTE:**
- i You can turn off the PREVIEW box to look at the original photo to see the improvement, then turn the PREVIEW back on.
  - ii You can turn NEUTRALISE off and try adjusting the LUMINATION and COLOUR INTENSITY if you want to adjust the photo manually.

- 3 Select OK and use SAVE AS from the FILE menu to save the photo in your STORAGE folder as a PHOTOSHOP file under the file name:

Match Colour

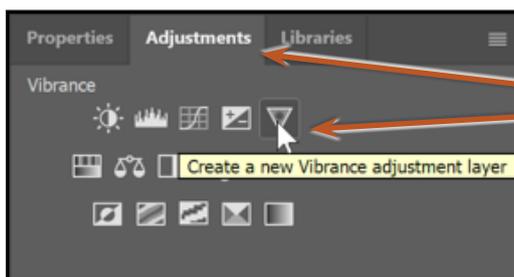
## The Vibrance Tool

You can insert a VIBRANCE layer which adjusts the saturation of the colours so that the less saturated colours are increased more than the colours that are more saturated.

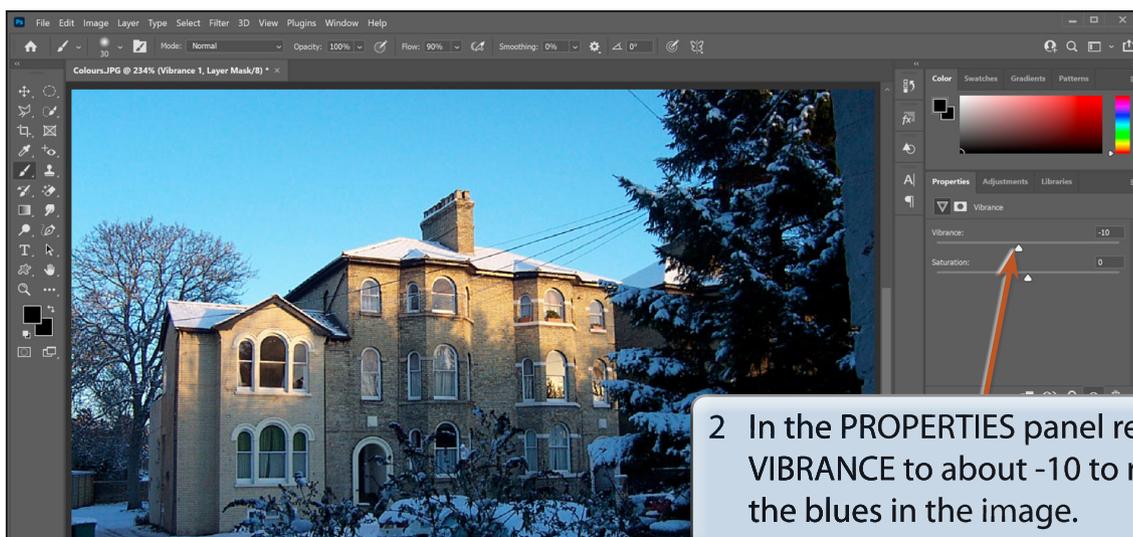
### A Loading the Sample Photo

- 1 Close the MATCH COLOUR file and select OPEN from the WELCOME screen or FILE menu.
- 2 Access the PScC SUPPORT FILES, open the CHAPTER 12 folder, re-open the file:  
Colours  
and set the view to FIT ON SCREEN (CTRL+0 or COMMAND+0).

### B Using the Vibrance Layer



- 1 Expand the ADJUSTMENTS panel and click on the CREATE A NEW VIBRANCE ADJUSTMENT LAYER icon.



- 2 In the PROPERTIES panel reduce the VIBRANCE to about -10 to reduce the blues in the image.

- NOTE:**
- i You can turn off the view of the VIBRANCE layer in the LAYERS panel to see the effect that it has, then turn the VIBRANCE layer back on.
  - ii Applying a VIBRANCE layer can be very effective in softening skin tones. You might like to try this on the PORTRAIT image from Chapter 11.

- 3 Use SAVE AS from the FILE menu to save the image in your STORAGE folder as:  
Vibrance Layer

## The Curves Tool

The MATCH COLOUR TOOL does a good job of adjusting the colours in a photo. However, for professional results usually the CURVES TOOL is more accurate.

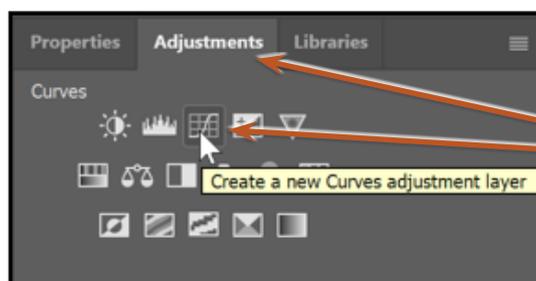
### A Loading the Sample Photo

- 1 Close the VIBRANCE LAYER file and select OPEN from the WELCOME screen or FILE menu.
- 2 Access the PScC SUPPORT FILES, open the CHAPTER 12 folder, re-open the file:  
Colours

and set the view to FIT ON SCREEN ([CTRL+0](#) or [COMMAND+0](#)).

### B Inserting the Curves Layer

The CURVES TOOL can be applied from its Adjustment layer or by selecting it from ADJUSTMENTS within the IMAGE menu.



- 1 Expand the ADJUSTMENTS panel and click on the CREATE A NEW CURVES ADJUSTMENT LAYER icon.

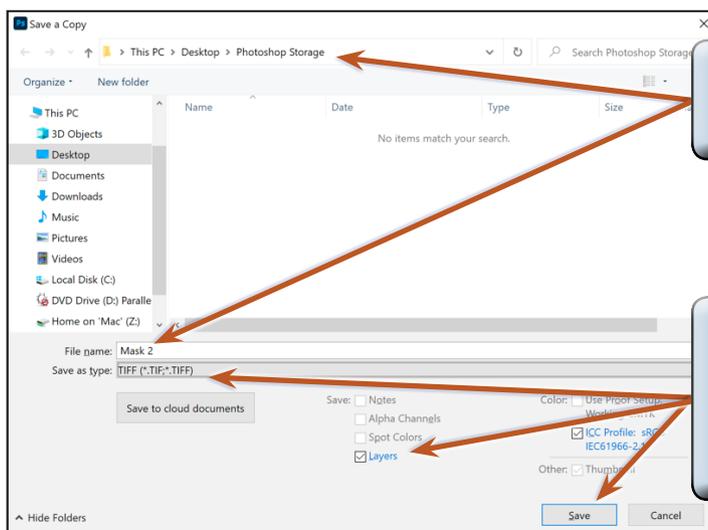
## Saving Files

Photoshop provides a number of different formats and ways to save files. You have already saved files in the Photoshop format, but you can save copies of files or save files in compressed formats such as the JPEG or PNG formats. You can also save canvas sizes that you regularly use.

### Saving a Copy of a File

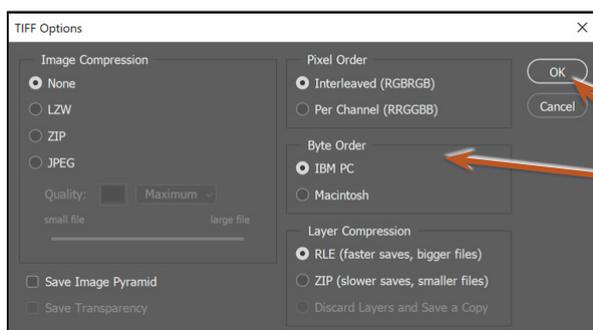
Sometimes it is useful to save a copy of a file so that the file can be used in another program such as Adobe InDesign. By saving a copy of the file you can turn off the layers to reduce the size of the file.

- 1 Load Photoshop or close the current files, open the MASK2 file from your STORAGE folder and set the view to FIT ON SCREEN.
- 2 Display the FILE menu, select SAVE A COPY followed by CLOUD or COMPUTER.



3 Access your STORAGE folder and set the FILE NAME to MASK 2.

4 Set the SAVE AS TYPE (or FORMAT) box to TIFF which is a high quality format, check that the LAYERS box is turned on and select SAVE.



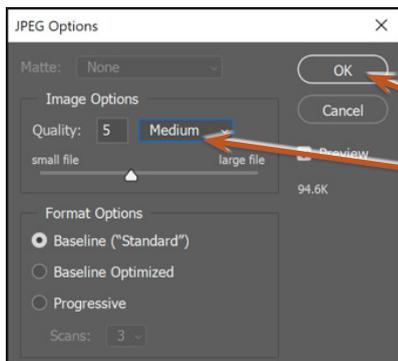
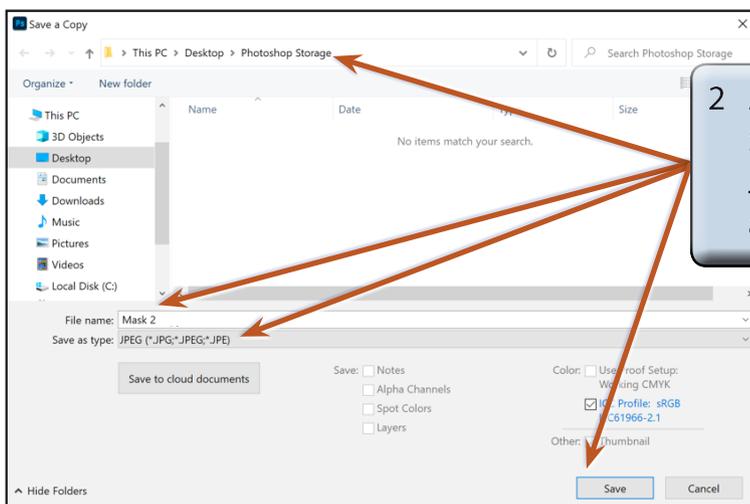
5 You are able to adjust the TIFF format settings if needed. In this case select OK to save the file.

- 6 Select OK to the FILE SIZE warning and the file is saved in your STORAGE folder, but the original file with its layers remains open.

## Saving as a JPEG Format

When you wish to save an image in a compressed format, the JPEG (Joint Photographic Enhancement Group) format is a commonly used format that is ideal for adding images to web pages, for e-mail or for importing files into other programs.

- 1 The MASK2 file should be open. Display the FILE menu, select SAVE A COPY followed by CLOUD or COMPUTER.



**NOTE:** The more compression that you apply to an image the lower the quality the saved image has.