Introduction to Photoshop

Introduction

This document has been designed to get you started in using Adobe Photoshop, but there is far more to this tool than could possibly be covered in this tutorial. For additional information on and assistance with using Photoshop, please contact IRT (Instruction and Research Technology) at http://www.wpunj.edu/irt and/or at 973-720-2659.

What is Photoshop?

Photoshop is an image editing software from Adobe, Inc. that allows you to create, modify, and print digital images. While most users' image editing needs are limited to the resizing and perhaps cropping of images, Photoshop is a robust tool that also allows for more advanced manipulation of digital images.

Where Can I Find and Use Photoshop?

Faculty members needing to use Photoshop are always welcome to visit the Center for Instruction and Research Technology, room 113 of the Atrium.

Opening an Image Document

1. In the File Menu, click File → Open… (or press Ctrl+ O)
2. Navigate to the file you wish to open and click once to highlight it.
3. Click Open in the Open Dialogue window

Selection Tools

The below tools allow you to select specific parts of an image to be edited. This, for example, will let you sharpen (or blur) part of an image without modifying the rest of it. It can also be useful for removing unwanted portions or elements from an image. For each of the tools we look at, we will include an image of the icon you'll need to click to activate it.

These selection tools include:

Marquee Tool – This allows you to select parts of an image to be edited by dragging your mouse to draw a shape over the area you wish to work with.

To use the Marquee Tool, click and hold the left button on the icon.

1. Select a Marquee tool
   - - Rectangle marquee to make a rectangular selection.
   - - Elliptical marquee to make an elliptical selection.
   - - Single row or single column marquee to define the border as a 1-pixel-wide row or column
2. Apply the desired effect.

Lasso Tool – More flexible than the Marquee tool, this allows more control over the area you wish to work with by letting you draw any shape you wish, free-hand, in making your selection.

To use the Lasso Tool, click and hold the left button of mouse on the icon.

1. Select the lasso tool.
2. Drag to draw a freehand selection border.
3. To erase recently drawn segments, hold down the Delete key until you've erased the fastening points for the desired segment.
3. To close the selection border, release the mouse without holding down Alt.

Polygonal Lasso Tool – Offering more flexibility than the Marquee tool but easier use than the Lasso tool, this tool lets you draw selection-area shapes that can be formed entirely by straight lines.

To use the Polygonal Lasso Tool, select the second icon from the option

1. Click in the image to set the starting point.
2. To draw a straight segment, position the pointer where you want the first straight segment to end, and click. Continue clicking to set endpoints for subsequent segments.
3. To erase recently drawn straight segments, press the Delete key.
4. Close the selection border, Position the polygonal lasso tool pointer over the starting point (a closed circle appears next to the pointer), and click.

Magnetic Lasso Tool – This tool lets you move your mouse around part of in an image as it automatically snaps onto clearly defined edges in that part of the image.

To use the Magnetic Lasso Tool, select the icon from among the selection options.

1. Click in the image to set the first fastening point. Fastening points anchor the selection border in place.
2. To close the border, drag back over the starting point and click.

Magnetic Lasso Tool – This tool allows you to select an object appearing as part of an image in cases where it is consistently colored throughout that object.

To use the Magic Wand Tool, click on its icon to select it and then click on a consistently-colored portion of your image to automatically select that portion in its entirety..

Layers and History

As you work with and add continue to add elements to your image, each of these elements occupies a “layer” of that image. This allows you to more easily select and modify picture elements, even in cases where they overlap one another.

To display the Layers palette, if it’s been hidden, click Window → Layers in the File menu.

To revert to a previous state of an image, do any of the following:

1. Click the name of the state.
2. Drag the slider at the left of the state up or down to a different state.
3. Choose Step Forward or Step Backward from the palette menu or the Edit menu to move to the next or previous state.

Typing Tool

The typing tool can be used to add text elements to an image.

To use the Typing Tool,

1. Select the horizontal type tool or the vertical type tool
2. Drag diagonally to define a bounding box for the type.
3. Enter the characters you want. Press Enter on the main keyboard to begin a new paragraph. If you enter more type than can fit in the bounding box, the overflow icon appears on the bounding box.
4. If desired, resize, rotate, or skew the bounding box.

Drawing Tools

The drawing tools can be used to add shapes to an image.

To create a new shape layer,

1. Select a shape tool or a pen tool, and click the Shape Layers button in the options bar.
2. To apply a style to the shape layer, select a preset style from the Style pop-up menu.
3. To change the color of the shape layer, click the color swatch in the options bar and choose a color.
4. Set additional tool-specific options, and draw a shape.

To set tool-specific options,

1. Select the rectangle tool, rounded rectangle tool, ellipse tool, polygon tool, line tool, or custom shape tool.
2. Set tool options in the options bar, noting that the available options vary by tool.

To draw with the pen tool,

1. Select the pen tool.
2. To add an anchor point when you click a line segment and delete an anchor point when you click it, select Auto Add/Delete in the options bar.
3. Position the pen pointer where you want to begin to draw, and click to define the first anchor point.
4. Click or drag to set anchor points for additional segments. Complete the path

Painting Tools

The painting tools can be used to add and modify colors in an image.

To use the paintbrush tool, pencil tool, or airbrush tool,

1. Specify a foreground color.
2. Select the paintbrush tool, pencil tool, or airbrush tool.
   - Choose a preset brush.
   - Specify a blending mode.
   - For the paintbrush tool and pencil tool, specify a level of opacity.
   - For the airbrush tool, specify a paint flow level.
   - For the pencil tool, select Auto Erase to paint the background color over areas containing the foreground color.
3. Do one or more of the following:
   - Drag in the image to paint.
   - To draw a straight line, click a starting point in the image. Then hold down the Shift key, and click an ending point.
   - When using the brush tool as an airbrush, hold down the mouse button without dragging to add more of that color.

Filters

Filters are effects that can be added to all or part of an image. These can include sharpening, blurring, mosaic, and many other effects.

To preview and apply a filter:

1. To apply a filter to an area of a layer, select that area.
   (To apply a filter to the entire layer, leave the image unselected.)
2. Choose a filter from the submenus in the Filter menu. In this session select Stylize Emboss.
3. Click OK in the dialog box that pops up.

Saving the Image Document

There are several ways of saving image documents.

- Select File → Save
- Select File → Save As [Allowing to name the document and specify its location]
- Select File → Save for Web [Providing an optimizing option window]

File Formats:

- .PSD – The Photoshop format which preserves layers
- .JPG – A format that is used for graphics on the Web
- .GIF – A format for Web graphics but bet for text