



Photoshop: Introduction

Course objectives:

- Create a Photoshop project
- Working with Layers – Selecting and Editing
- Export Results

Student Training and Support

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Exercise materials can be found at...

<https://web.library.uq.edu.au/library-services/training/software-training-resources>

Expand Photoshop to locate the downloadable zip file.

Alternatively click the link below to directly download the zip file

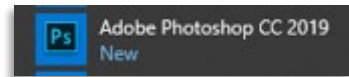
<https://web.library.uq.edu.au/files/104311/Photoshop%20Images.zip>

Getting Started

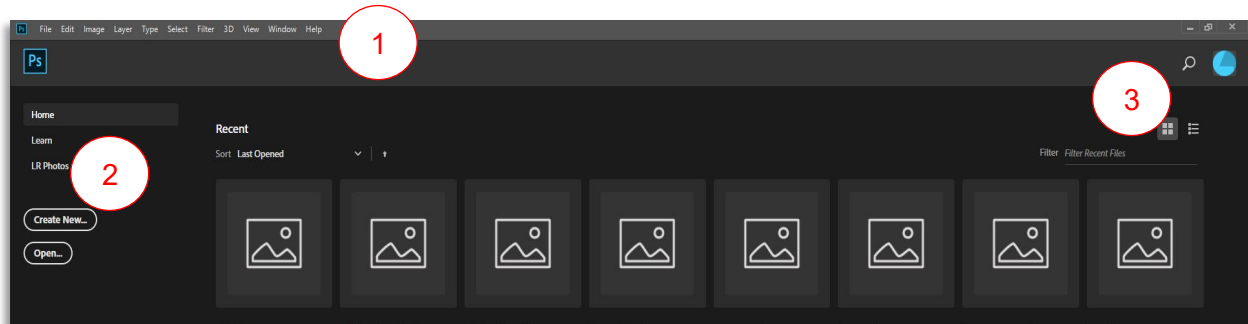
Exercise 1.

Accessing and Loading Photoshop

1. **Click** the Windows Icon/Start button in the bottom left corner
2. **Click** Adobe Photoshop CC



Home Screen



1. Menu bar

Navigation Pane

Home: Recent Files

2. Learn: Tutorials for using Photoshop

LR Photos: LightRoom Photos – A “slimmed down” version of Photoshop that allows you to post directly to Facebook, Flickr etc. – May not work(?)

3. View options – Thumbnails or List

Creating new documents

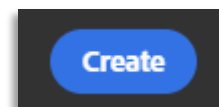
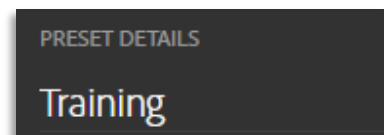
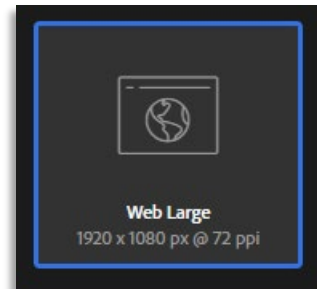
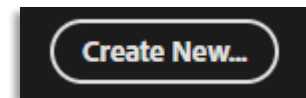
Exercise 2.

Creating documents

1. In the Navigator pane click **Create New**
2. Click **Web > Web Large** in the New Document window

Note: Choosing Web Large is suitable for screen work and allows you to rescale to a smaller size if necessary. This is a good choice if you are creating an image for posting to websites.

3. **Change** the Filename in the **Preset Details** pane e.g. Training
4. Check the **color mode** is **RGB**
5. **Accept** all other default settings
6. Click **Create** at the bottom of the New Document window screen



Some information on

File formats

There are 3 types of file in Photoshop.

- Original Source material – untouched - .jpg the most common as it is the default format on mobile devices. RAW captured by digital cameras and some higher end mobile devices. RAW has many different file extensions depending on who the manufacturer is. DNG is the Adobe format.
- Working files – layered and retouched – usually saved as .psd
- Output files - .jpg or .png

Bit Depth and Colour modes

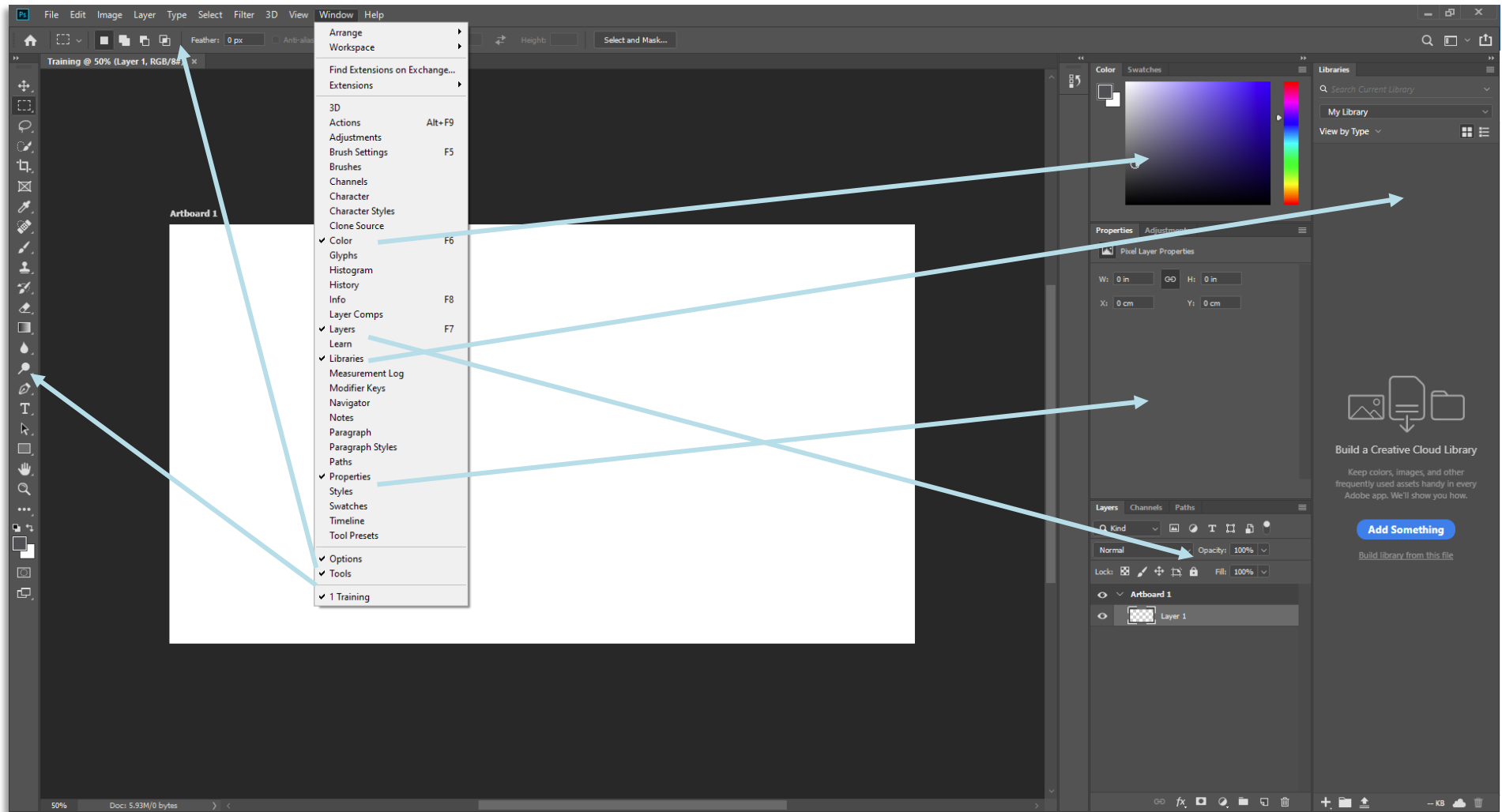
Images are made up of individual pixels.

A 6cm x 7cm image that is 1mb in size can have roughly 3 or 4 megapixels (3 or 4 million pixels).

Bit Depth – the amount of information for each pixel in an image

- A bit depth of 1 gives a black and white image
- A bit depth of 8 allows each pixel to have up to 256 colours – perfect for web based images
- A bit depth of 16 allows each pixel to have up to 65 536 colours – considered high colour – large file sizes but maintains higher quality during post production

The Main Screen

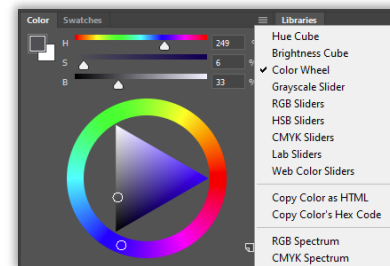


1. The **Main Screen** opens with **6 panes** or Tab Groups

See image on previous page

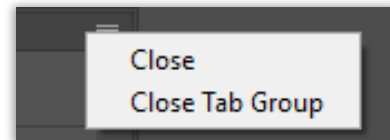
2. Click **Control** button (Top Right Corner) to see Tab Group options

e.g Color Tab Group > Control button > Color Wheel



3. Click **Close Tab Group** if the Panel is not required

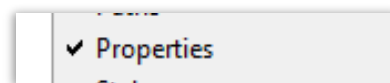
e.g Properties Tab Group > Control button > Close Tab Group



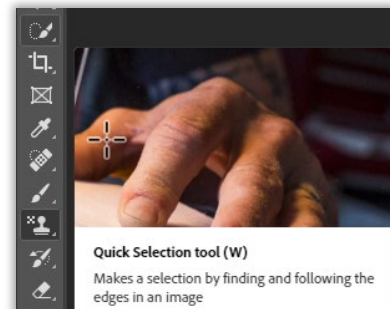
4. Click **Window** menu

5. Select **Properties**

Note: this will reopen the Properties Tab Group Panel



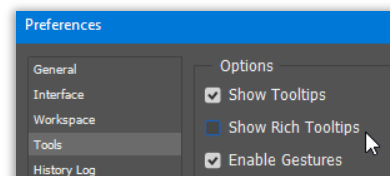
6. Hover over a tool on the Tools bar to see a **Rich Tooltip** which is short animated graphic of the tool



If you **do not wish to see** Rich Tooltips...

7. Select **Edit > Preferences > Tools**

8. Clear **Show Rich Tooltips**



9. **Selecting a tool** activates the **Options bar** at the top of the screen



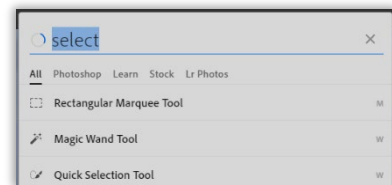
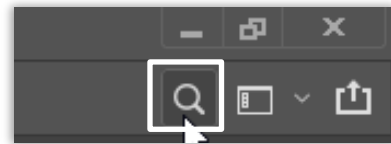
10. Select the **Quick Selection** tool

Note: the options bar at the top changes to Quick Selection Options



11. **Use Search** to locate help on all things photoshop

12. **Click** Magnifying glass (top right) or Ctrl + F

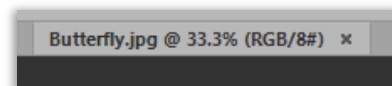


Exercise 3.

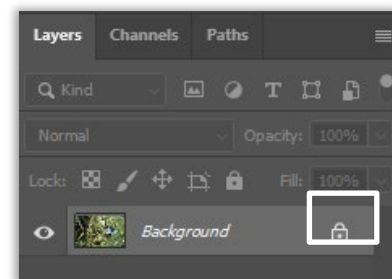
Zooming in and out of images

Open Butterfly.jpg

1. File > Open > Go to PhotoShop files > **Butterfly.jpg**



2. Click on the **Layer Lock** to unlock the background



3. Select the **zoom** tool or Press the Z on the keyboard

Note: Zoom options activate at the top of the screen



4. **Hover** the mouse over the area to zoom in on.

Note: The mouse will appear as a magnifier with a plus sign.

5. **Click** to zoom in



6. Hold down **Alt** (Mouse will change to a magnifier with a minus sign) and **Click** to zoom out

7. Alternatively **click and hold** with your mouse.



Exercise 4.

Panning images

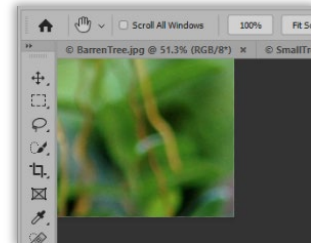
1. Select the **Hand Tool** on screen (shortcut key H)



2. Click and drag the images around the screen

Note: If you release the mouse while dragging the image will continue to move across the screen. This is called *Flick Panning*.

You can also hold the space bar while clicking and dragging for a temporary hand tool option.



Exercise 5.

Selection Techniques

a) Rectangular Marquee

On the **Tools** panel

1. Select the **Rectangular Marquee** tool (shortcut key M)



2. Click and drag to select the butterfly and pot

3. **Ctrl + D** to deselect

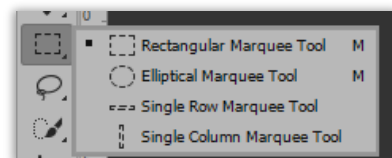
or

On the menu, **Select > Deselect**



On the Tools panel

4. Right Mouse Click Rectangular Marquee tool to see other Marquee selection choices



b) Freehand Lasso

1. Select the **Lasso** tool (for freehand selections) (shortcut key L)



2. Click and Drag around the outside of the butterfly
3. **(Optional)** Press the **caps lock** to change mouse pointer for easier selection.



c) Magnetic Lasso

On the Tools Panel

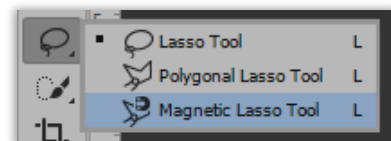
1. Right Click the Lasso tool
2. Select the **Magnetic Lasso** tool

Note: Shift + L to cycle through the Lasso tool options

3. Click once to activate tool
4. Move the mouse around the butterfly
5. **(Optional)** Press the **caps lock** to change mouse pointer for easier selection.

Note: The selection line tries to follow the butterfly outline. When the selection is complete, the mouse will revert to the original pointer.

6. Click to confirm selection



d) Quick Selection

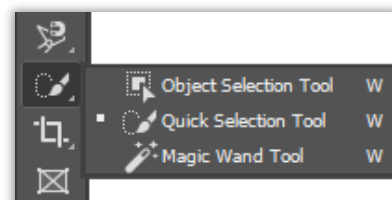
On the Tools Panel

1. Click the **Quick Selection** tool (shortcut key w)

2. Click and Drag inside the butterfly

Note: PhotoShop will attempt a selection. Incorrect selections can be adjusted using the **Alt** key while clicking and dragging with the mouse.

- To add to the selection: move inside the shape and push the line out
- To reduce a selection: move outside the shape and push the line in



Exercise 6.

Transforming

Transforming shapes allow you to resize and rotate

1. **Select** the butterfly using any of the previous selection methods

2. Go to the **Edit** menu

3. **Select Free Transform**

or

4. **Ctrl + T**

Note: A transform box appears around the butterfly



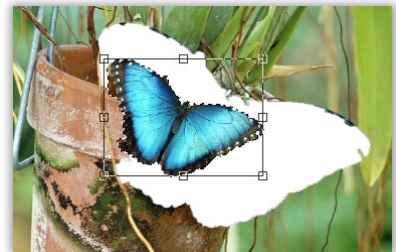
5. **Hover** over any of the corners

6. **Click and drag** outwards to make the butterfly bigger.



7. **Click and drag** towards the middle to make the butterfly smaller

Note: Notice how a smaller butterfly leaves an empty butterfly shaped space behind



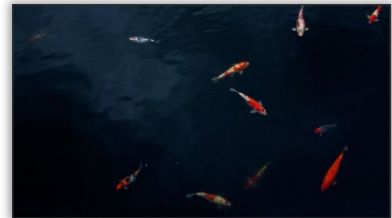
Working with Layers

Layers allow you to work with multiple images and objects in a document. Layers will allow you to move and align images, work with text and colours easily and efficiently

Exercise 7.

Creating Layers in an Image

1. Go to **File** in the menu
2. Click on **Open**
3. Select the files **Pond.jpg** and **butterfly.jpg**



4. Go to **Butterfly.jpg**



5. Go to **Window** in the menu
6. Click on **Arrange**
7. Select **Tile all vertically**



On the Tools Panel

8. Click the **Quick Selection** tool
(shortcut key w)



9. **Select** the Butterfly

Hint: If the selection goes outside of the object being selected hold the **Alt** key to drag the selection back to the edge

10. Copy the selection (Ctrl + C)



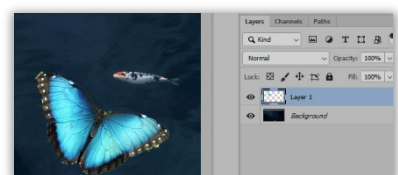
11. **Select the Move tool**
(Shortcut key V)



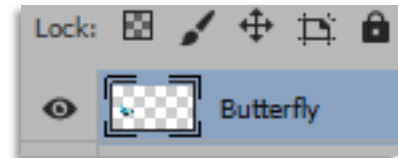
12. Go to **pond** image

13. **Paste** object

Note: Butterfly appears on the Pond image. A new Layer 1 appears above the Background layer in the Layers panel



14. Double click Layer 1 to rename to **Butterfly**
15. Press **Enter** key to confirm the name change

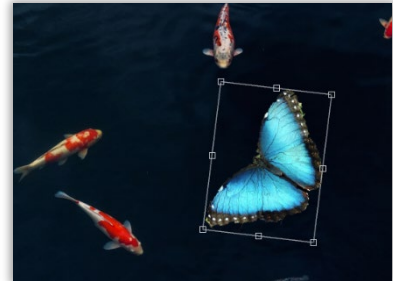


16. The butterfly can be moved anywhere on the pond image while the Butterfly layer is selected

Hint: Use Ctrl + T to enter Transform mode. Hover outside the corner to rotate the image as necessary.

17. Press enter to confirm changes

Note: Alternatively, use the Tick on the options bar at the top of the screen to confirm the transformation

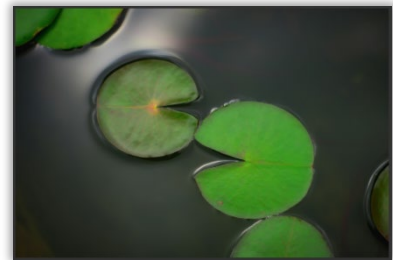


Exercise 8.

Layer Practice

a) Using Quick selection tool

1. Go to **File** in the menu
2. Click on **Open**
3. Select **Lily pads.jpg**



4. Go to **Window** in the menu
5. Click on **Arrange**
6. Select **Tile all vertically**

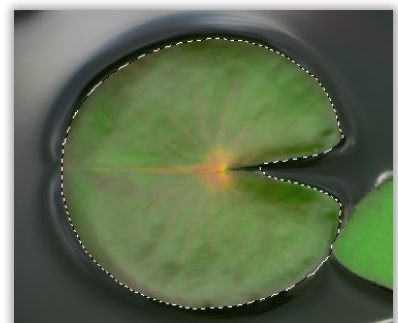


On the Tools Panel

7. Click the **Quick Selection** tool (shortcut key w)



8. Click inside a Lily Pad
9. **Copy** (Ctrl C)



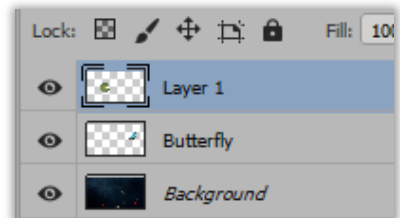
10. **Select the Move tool**
(Shortcut key V)



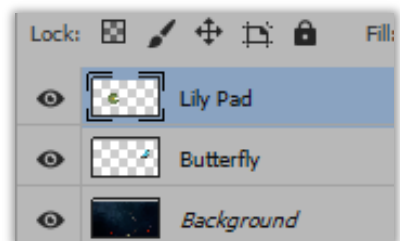
11. Go to **pond** image
12. **Paste** object



Note: Lily Pad appears on the Pond image. A new Layer 1 appears above the Background layer in the Layers panel

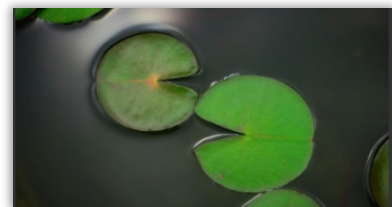


13. Double click **Layer 1** to rename to **Lily Pad**
14. Press **Enter** key to confirm the name change

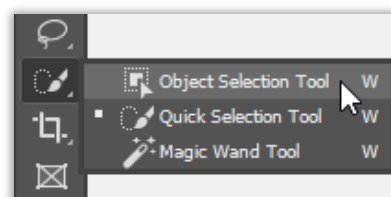


b) Using Object selection tool

1. Go to **Lilypad.jpg**



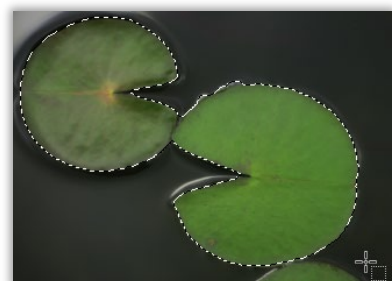
2. Go to **Object selection tool**



3. Click and drag across 2 lilypads

Note: The object selection tool will select objects in a region

4. **Copy** (Ctrl C)



5. Select the **Move** tool

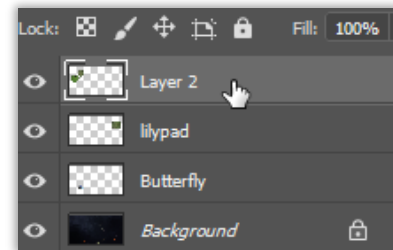


6. Go to **pond** image

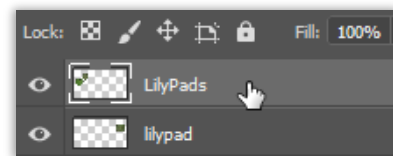
7. **Paste** object



Note: Lily Pads appear on the Pond image. A new Layer 2 appears in the Layers panel



8. Double click **Layer 2** to rename to **LilyPads**
9. Press **Enter** key to confirm the name change



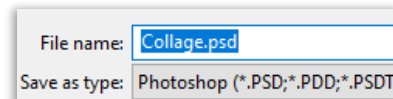
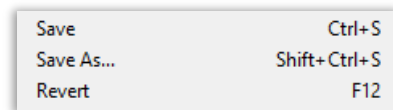
Exercise 9.

Saving your file

If you have not finished with your file and want to maintain the layers and quality save your file as a .psd file type. If you are finished and no longer need the layers you can save as a .jpg or .png

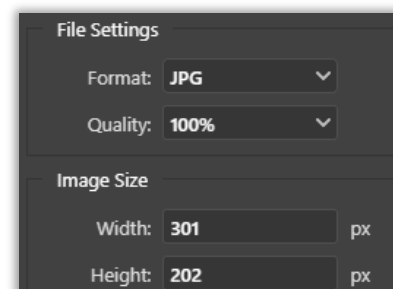
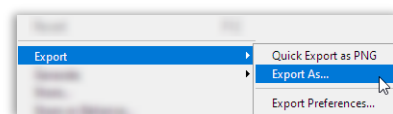
a) Save as a .PSD

1. Go to **File** in the menu
2. Click on **Export** as
3. Name your file e.g. Collage.psd
4. Click Save

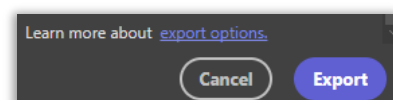


b) Save as an image format

1. Go to **File** in the menu
2. Click on **Export** as
3. Select **Export as...**
4. Confirm the export file settings:
 - a. format as JPG or PNG
 - b. Adjust dimensions **w=300 x h=200**



5. Click on the **Export** button



Editing Images

Exercise 10.

Remove objects

Removing unwanted object from an image is straightforward with photoshop tools.

This is not a high definition image and may pixelate as it is magnified.

1. Open the file UQ GreatCourt.jpg

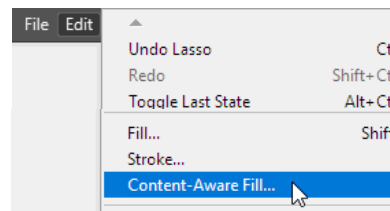
Note: Be aware, this is not a high definition image and will appear pixelated as it is magnified.



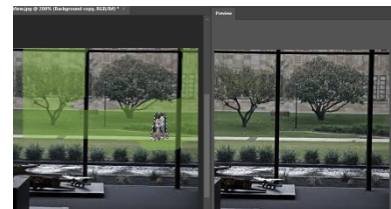
2. Press Ctrl z to Zoom and magnify the image
3. Select the **Lasso** tool in the Tools Panel
4. Trace around the people in the image



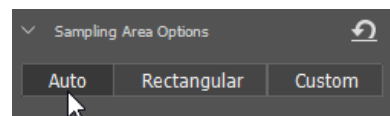
5. In the menu, Click **Edit**
6. Select **Content-Aware Fill...**



Note: A preview will display alongside the original image to reveal the filled area.



7. Ensure the sampling area selected is **Auto**



8. Click on **OK**
- Note:** The preview layer will display
9. Press **Ctrl D** to deselect



Tidy up image layer

Note: There may be shadows left behind from removing an object which can be cleaned up

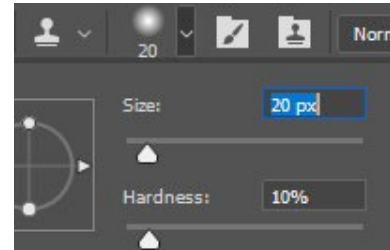
1. Click the **Clone stamp** tool

Note: This will copy pixels from an area of the image and paint on other areas.

2. Click the Brush button in the options toolbar

3. Adjust the size and hardness of the tool, if necessary

Note: the hardness refers to the edge of the clone. The lower the number the sharper the edge.



4. Hold **Alt** on the keyboard and **Click** the area you want to clone on screen



5. Move the mouse to the area to edit.

6. Click and drag the mouse over edit area

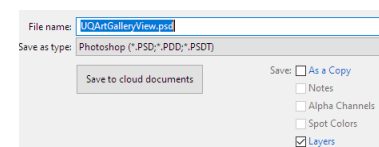


Note: The mouse will paint the formats at the plus sign in the circle. To reset the Clone area hold ALT and click. To clone the new area, click and drag the mouse.

7. Press **Ctrl D** to deselect

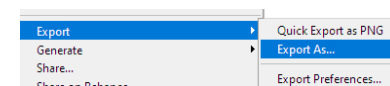


8. Save your project as a **.PSD**

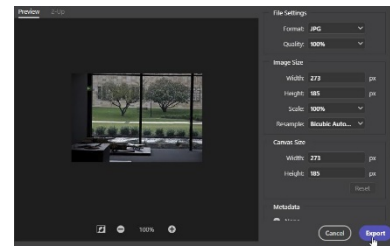


9. Export your image as a **.JPG**

Note: retain all default settings



10. Click on **Export**





Test your Skills

Exercise 11.

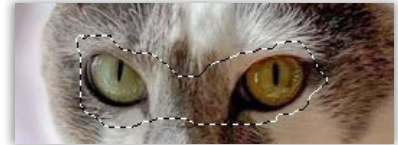
Eye Swap

One common Photoshop skill people like to practice is face and/or Eye swapping. It is a simple process with only 8 major steps.

Open the files Rushmore.jpg and Cat.jpg

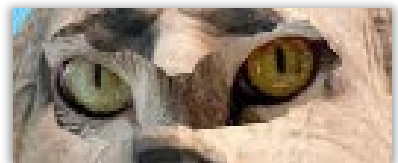
1. Select the eye shape you wish to copy. Note that similar tones will final blending more seamless
 - a. Select the file **Cat.jpg**
 - b. Select the **Lasso** tool in the Tools Panel
 - c. Trace around the eyes of the cat
 - d. **Ctrl + C** to copy the selected eyes

cat.jpg @ 100% (RGB/8#) x rushmore.jpg @ 100% (RGB/8#) x

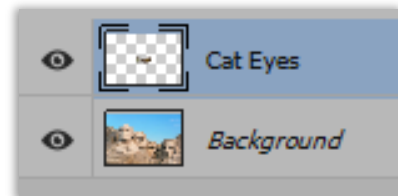


Paste the copied eyes into the Rushmore picture...

2. Go to the file **Rushmore.jpg**
3. **Ctrl + V** to paste the copied cats eyes.
4. Click the **Move** Tool in the Tools Panel



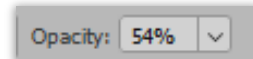
Note: The cats eyes will appear as Layer 1 in the Layers panel.
Rename as necessary e.g. Cat Eyes



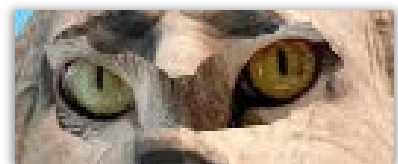
Position the eyes by....

1. Change the opacity of the Cat Eyes layer (e.g. 54%)

Note: This will allow you to see through the eyes to the Rushmore picture underneath

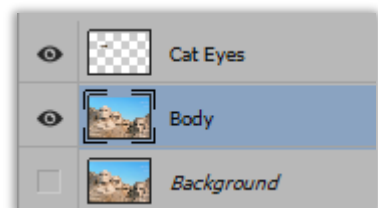


2. Press **Ctrl + T** to enter Transform mode.
3. Carefully **align, resize and rotate** the eyes to match the image underneath
4. Press the **Enter** key when you are happy with the positioning
5. Adjust the opacity of the eyes back to 100%



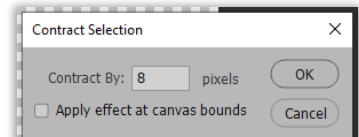
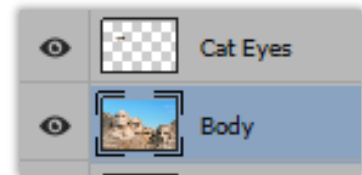
Create a copy of the background layer by...

1. Select the **Background** layer
2. **Ctrl + J** to create a duplicate layer
3. Rename the duplicate layer – **Body**
4. Click the **Visibility icon** to hide the Background layer



Create a Clipping Mask by...

1. **Ctrl + click the thumbnail** for the Cat Eyes layer
Note: This selects the eyes shape across all the layers but will not highlight the Cat Eyes layer.
2. Click the Visibility Eye icon to hide the Body layer and the Cat Eyes layer
3. In the menu go to **Select > Modify > Contract**
4. Enter 6 or 8 in the pixels section of the dialogue box
5. Click **OK**



Remove the original eyes from Rushmore by....

1. Click the **Visibility icon** to unhide the **Body** layer
2. Press **Delete** to remove the Eyes shape in the Body layer
3. Press **Ctrl +D** to deselect the Eyes shape
4. Click the **Visibility icon** to unhide the **Cats eye** layer



Blend the Eyes and Body layers together by....

1. **Shift + Click** on the **Eyes** layer (this should highlight both Eyes and Body layers)
2. In the menu click **Edit > Auto-Blend Layers**
3. In the dialogue box ensure **Panorama** is selected and the tick boxes for **Seamless Tones and Colors** and **Content Aware** are selected
4. Click **OK**
5. **Ctrl + D** to deselect the eye shape
6. Repeat as necessary

