

Photoshop Basics Quick Reference Guide

Created By:

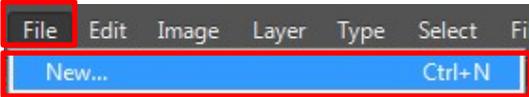
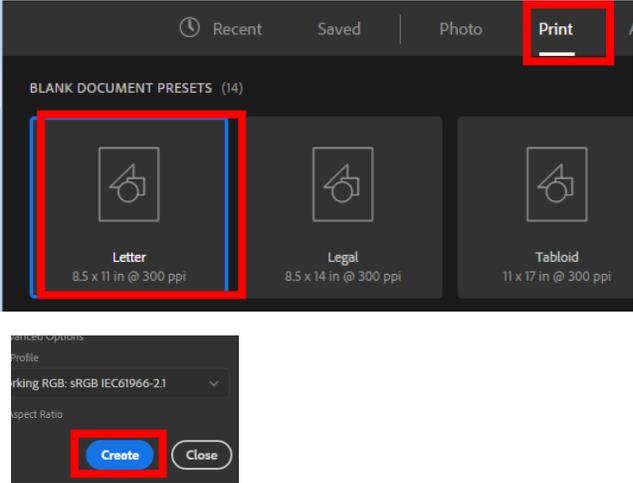
Jeremy Hardin

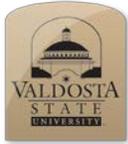
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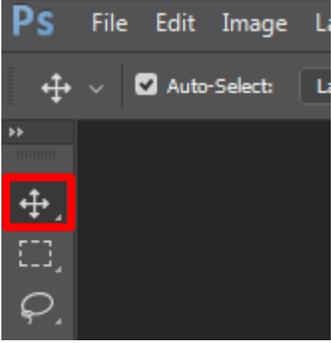
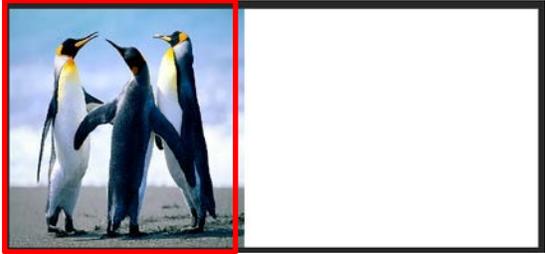
How to Open a Canvas

Steps	What You See
<p>The Canvas is the foundation to allow the user to layer images and texts</p>	
<p><u>Opening Adobe Photoshop</u></p> <p>Click: Start Menu</p> <p>Type: Photoshop in the search box</p> <p>Click: Adobe Photoshop CC</p>	
<p><u>Opening A New Canvas</u></p> <p>Go: To the top of the screen</p> <p>Click: File</p> <p>Click: New in the drop down menu</p>	
<p>Click: Print on the Top Tab</p> <p>Select: U.S paper</p> <p>Note: Width and Height will adjust to the preset value for U.S. paper which is 8.5 by 11</p> <p>Input: Width to 6 inches</p> <p>Input: Height to 2 inches</p> <p>Note: Preset value will change to custom</p> <p>Click: Create when finished with settings</p>	



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How to Use the Move Tool

Steps	What You See
<p>The move tool allows the user to simply move things on your canvas.</p>	
<p>Locating the Move Tool</p> <p>Locate the tool palette</p> <p>Note: The tool palette column is located along the left side of the screen</p> <p>Note: The move tool is the first icon on the tool palette and this icon appears as a mouse cursor.</p>	
<p>Using the Move Tool</p> <p>Click: on an object with your mouse and drag it to the desired location</p> <p>Release: the mouse button when you have reached your desired location</p>	

Single Pixel Movement

Select: The move tool in the tool palette

Select: The image you want to move from your layer palette

Use: The arrow keys to move the selection in 1-pixel increments

Note: The right arrow key moves the image 1 pixel at a time to the right



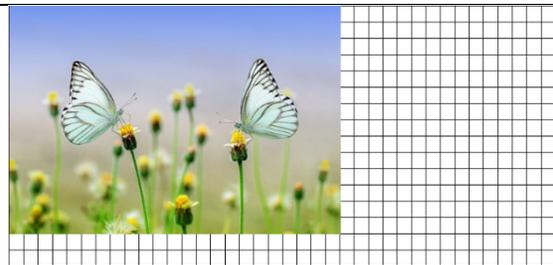
Multi-Pixel Movement

Select: The move tool in the tool palette

Select: The image you want to move from your layer palette

Hold: the Shift key and use the arrow keys to perform Multi-Pixel movements

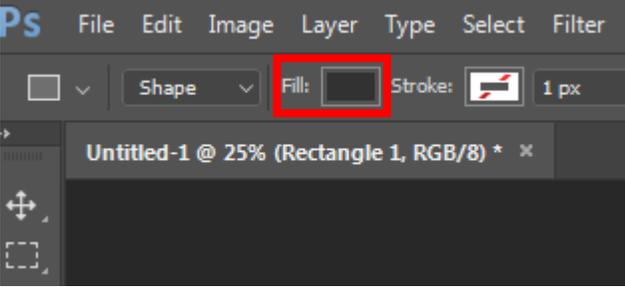
Note: This moves the selection in 10-pixel increments

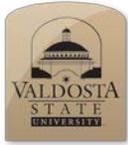




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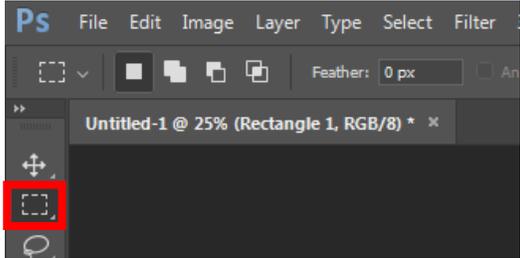
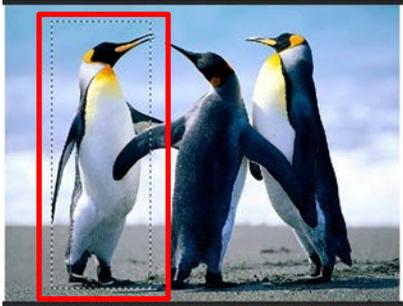
How to Use the Rectangle Tool

Steps	What You See
<p>The rectangle tool is an important tool, which allows users to create rectangular shapes.</p>	
<p><u>Locating the Rectangle Tool Icon</u></p> <p>Go: To the tool bar menu</p> <p>Note: the tool bar column located along the left side of the screen</p> <p>Select: the Rectangle tool</p> <p>Note: the rectangle tool appears as a “□” icon</p>	
<p><u>Creating the Rectangle</u></p> <p>Click + Drag: Mouse to create the rectangular shape</p> <p>Note: Cursor will change from pointer to crosshair</p>	
<p><u>To Adjust Color</u></p> <p>Go: To the menu bar for the Rectangle Tool</p> <p>Note: Menu bar is located at the top of the screen</p> <p>Choose: Fill to change the color of your shape</p>	



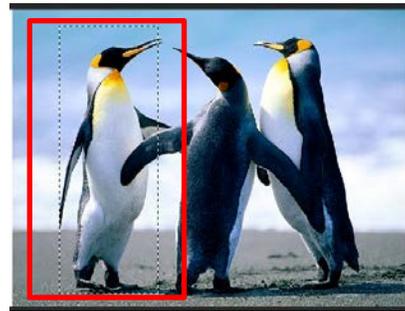
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How to Use the Marquee Tool

Steps	What You See
<p>The marquee tool is a selection tool which allows the user to copy or delete sections of a layer.</p>	
<p>Locating the Marquee Tool</p> <p>Locate the tool palette</p> <p>Note: The tool palette column is located along the left side of the screen</p> <p>Select: The Marquee Tool</p> <p>Note: The Marquee Tool appears as a dotted line in the shape of a rectangle</p>	 <p>The screenshot shows the Photoshop interface with the Marquee Tool (represented by a dotted rectangle icon) highlighted in red in the tool palette on the left side of the screen. The top menu bar includes File, Edit, Image, Layer, Type, Select, and Filter. The main workspace shows a dark background with a red box around the Marquee Tool icon.</p>
<p>Using the Marquee Tool</p> <p>Click: On an object with your mouse and drag the Marquee tool around the object you want selected</p> <p>Release: the mouse button when you are done making your selection</p>	 <p>The image shows three penguins standing on a beach. A red selection box with a dotted border is drawn around the first penguin on the left, indicating it has been selected using the Marquee Tool.</p>

Copying the Selection

Press: The control key (**Ctrl**) and **C** on the keyboard to copy the selected marquee image



Pasting the Selection

Press: The control key (**Ctrl**) and **V** key to paste selected marquee image

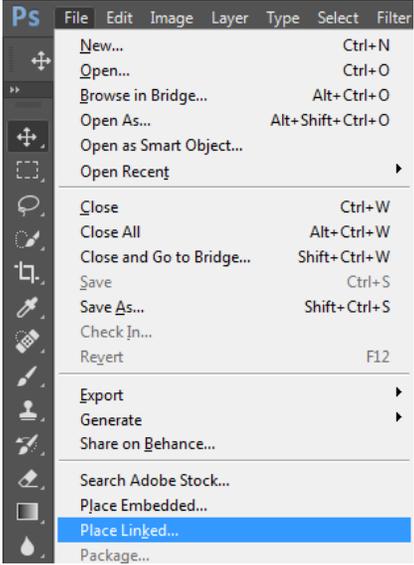
Note: A duplicate image is created of the selected area





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How to Insert an Image

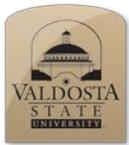
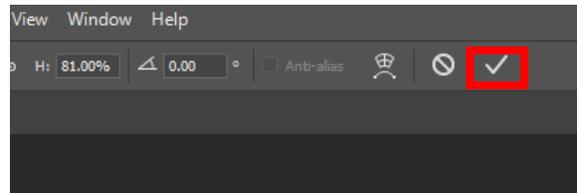
Steps	What You See
<p>Inserting an image option allows the user to place an image on the canvas for manipulation</p>	
<p>Inserting the Image</p> <p>Click: The file tab</p> <p>Select: Place Linked</p>	 <p>The screenshot shows the Photoshop File menu. The 'Place Linked...' option is highlighted in blue. Other visible options include New..., Open..., Browse in Bridge..., Open As..., Open as Smart Object..., Open Recent, Close, Close All, Close and Go to Bridge..., Save, Save As..., Check In..., Revert, Export, Generate, Share on Behance..., Search Adobe Stock..., Place Embedded..., and Package...</p>
<p>Selecting the Image</p> <p>Select: the image you are placing on the canvas</p> <p>Click: Place when you are finished with your selection</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Place'. The 'Look in:' path is 'Sample Pictures'. Several image thumbnails are displayed, including 'Chrysanthemum', 'Desert', 'Hydrangeas', 'Jellyfish', 'Koala', 'Lighthouse', 'Penguins', and 'Tulips'. The 'Penguins' thumbnail is selected. At the bottom, the 'File name:' field contains 'Penguins' and the 'Files of type:' dropdown is set to 'All Formats'. The 'Place' button is highlighted with a red box.</p>

To Confirm Place of Image

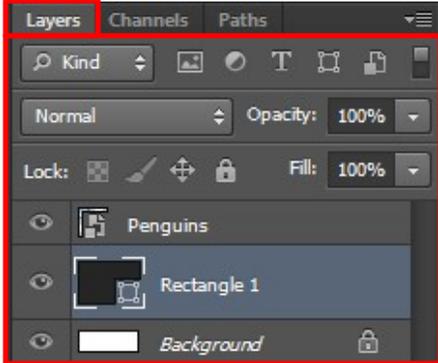
Click: On either corner on the image to adjust sizing of image

Click: The check mark icon to confirm placement

Note: Check mark icon is located above the canvas

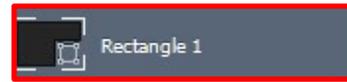


Photoshop Quick Reference Guide *How to Free Transform an Image*

Steps	What You See
<p>The Free Transform option allows the users to reshape, rotate, and move images</p>	
<p><u>How to Locate Layer Panel</u></p> <p>Go: To the layer panel</p> <p>Note: the Layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p>	 A screenshot of the Photoshop Layers panel. The panel is titled "Layers" and shows a list of layers: "Penguins", "Rectangle 1", and "Background". The "Penguins" layer is selected. The panel also shows options for "Kind", "Normal", "Opacity: 100%", "Lock", and "Fill: 100%". The entire panel is enclosed in a red rectangular border.

Selecting the Layer

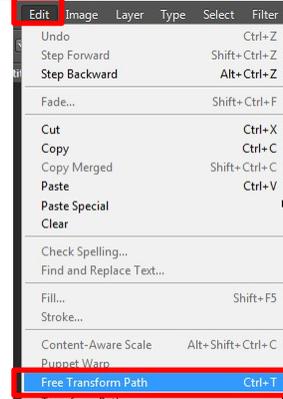
Select: the layer that has the image



Selecting Free Transform

Go: to the Edit drop menu along the menu bar on top of the screen

Select: Free Transform

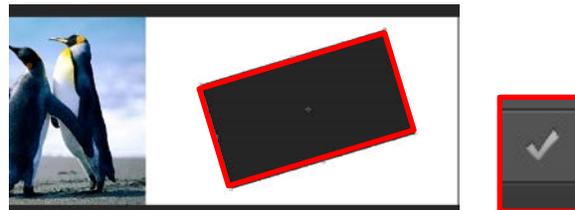


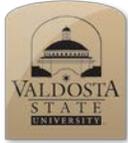
Free Transform Image

Select: The corner on the bounded box around the image

Drag: The corner to reshape the image

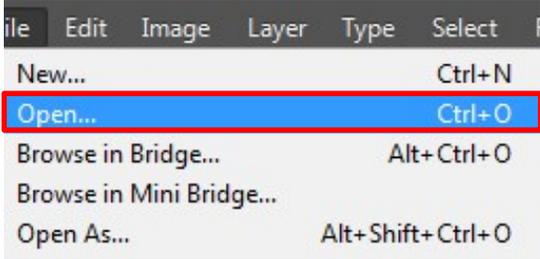
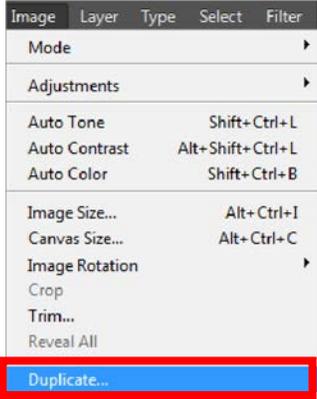
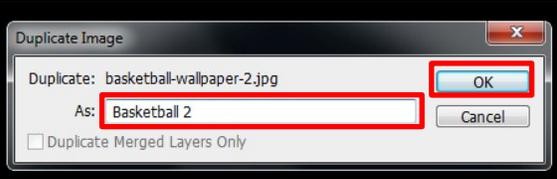
Click: The check mark above the canvas to finish





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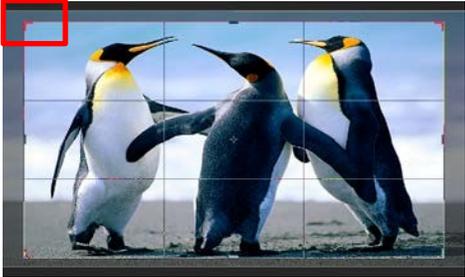
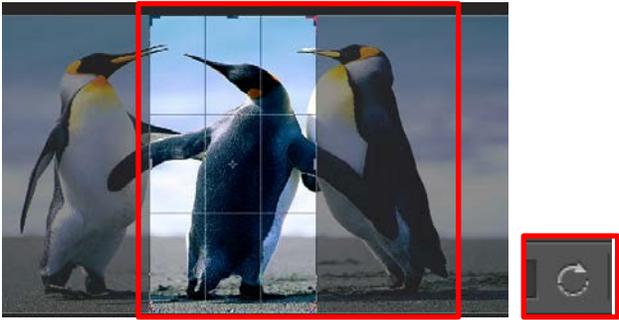
How to Duplicate an Image

Steps	What You See
<p>The duplication option allows the users to copy layers and edit the copied layers without destroy the original layer.</p>	
<p>Opening an Image</p> <p>Click: The file tab</p> <p>Note: The menu bar is located above the screen</p> <p>Select: Open option</p> <p>Select: the image you are opening</p>	
<p>Duplicating the Image</p> <p>Select: The image you are placing on the canvas</p> <p>Click: Image tab</p> <p>Select: Duplicate</p>	
<p>Edit Name for Duplicated Image</p> <p>Type: A name for the duplicate image</p> <p>Click: Ok when finished</p>	



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How to Use the Crop Tool

Steps	What You See
<p>The crop tool allows user to display only certain parts of the image to be seen.</p>	
<p>Selecting the Cropping tool</p> <p>Go: To the Tool palette</p> <p>Note: Tool panel is located along the left side of the screen</p> <p>Click: Cropping tool Icon</p> <p>Note: The Type Tool Icon appears as a Frame on the tool palette</p>	
<p>Using the Crop Box</p> <p>Drag: Crop box over the image you will be cropping</p> <p>Click: the crop box corners to adjust the size of the crop box</p>	
<p>Landscape or Portrait option</p> <p>Locate : Landscape or Portrait from the cropping option bar</p> <p>Note: The cropping option bar is located above the canvas</p> <p>Click: the Landscape or Portrait option to change the crop box view from Landscape to portrait or vice versa</p> <p>Note: the Landscape and Portrait Icon appears as a rotating arrow on the cropping option bar</p>	

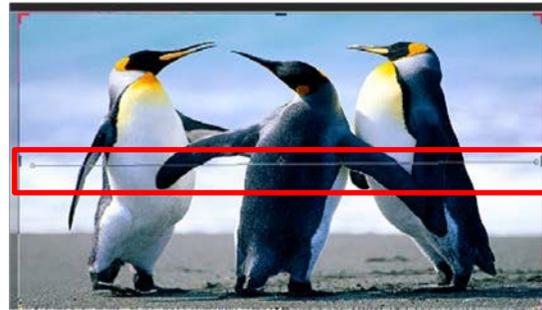
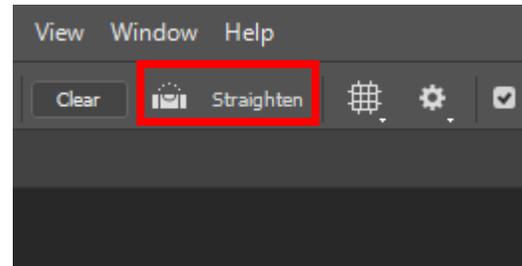
Straighten Option

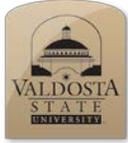
Select: The Straighten Icon from the cropping option bar that appears at the top of your screen after clicking on the Crop icon in the toolbar section

Note: the Straighten Icon appears as a pulse on the cropping option bar

Drag: the mouse across to display a straight line

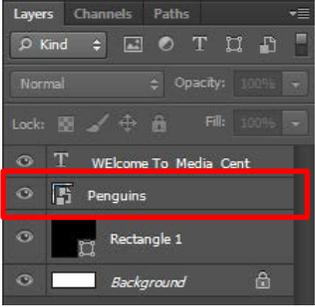
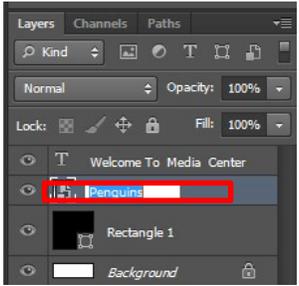
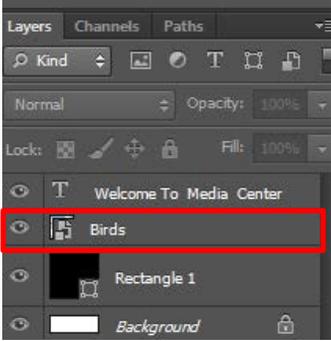
Click: the check mark to apply changes





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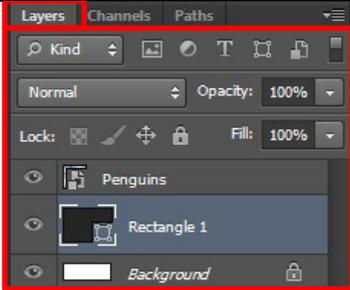
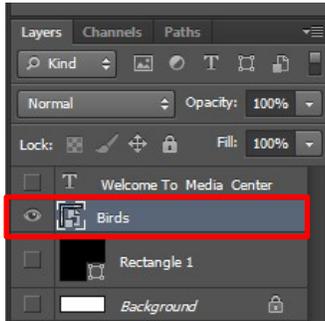
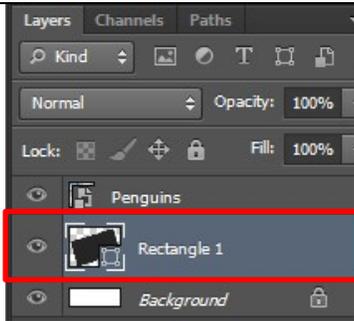
How to Rename a Layer

Steps	What You See
<p>The rename layer option allows users to change the name of a layer for better organization</p>	
<p>Locating the Layer Panel</p> <p>Go: to the layer panel</p> <p>Note: the Layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p>	 <p>The screenshot shows the Photoshop Layers panel on the right side of the screen. The 'Penguins' layer is selected and highlighted with a red rectangular box. Other layers visible include 'Welcome To Media Cent', 'Rectangle 1', and 'Background'.</p>
<p>Select Layer to be renamed</p> <p>Double Click: the layer name</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Penguins' layer name is highlighted with a red rectangular box, indicating it has been double-clicked for renaming.</p>
<p>Change layer name</p> <p>Type: The new name of the layer</p> <p>Press: The enter key for the layer to be renamed</p> <p>Note: Simply tap Tab key to move to the layer below, which makes it easier and faster to rename a large list of layers</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Birds' layer is selected and highlighted with a red rectangular box. Other layers visible include 'Welcome To Media Center', 'Rectangle 1', and 'Background'.</p>

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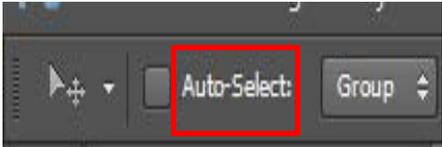
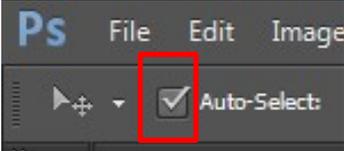
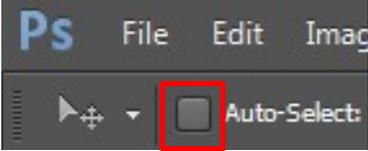
How to Conceal a Layers

Steps	What You See
<p>The conceal layer icon allows the user to hide or display certain layers</p>	
<p>How to Locate Layer Panel</p> <p>Go: To the layer panel</p> <p>Note: the layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p>	 <p>The screenshot shows the Photoshop Layers panel. A red box highlights the top section, including the 'Layers' tab, 'Kind' dropdown, and various icons. Below this, the layer list is visible, showing 'Penguins', 'Rectangle 1', and 'Background' layers, each with an eye icon to its left.</p>
<p>Conceal All Layers Except One</p> <p>Select: the layer you want to display</p> <p>Press and hold: Alt Key (PC) or Option key (MAC)</p> <p>Click: the eye icon</p> <p>Note: the eye icon appears as an open eye when images are visible and a gray box when an image is hidden</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Birds' layer is selected and highlighted in blue. A red box highlights the eye icon next to the 'Birds' layer, which is currently hidden (represented by a gray box).</p>
<p>Conceal Individual Layers</p> <p>Select: The layer you want concealed</p> <p>Click: The open eye icon to conceal the layer</p>	 <p>The screenshot shows the Photoshop Layers panel. The 'Rectangle 1' layer is selected and highlighted in blue. A red box highlights the eye icon next to the 'Rectangle 1' layer, which is currently visible (represented by an open eye).</p>

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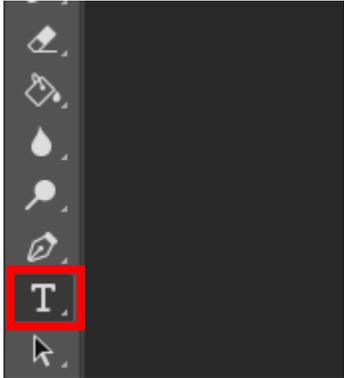
How to use Auto Select

Steps	What You See
<p>The Auto-Select option allows users to click on any selection and it will automatically highlight that specific layer.</p>	
<p>Locating the Auto-Select button</p> <p>Click: the move tool</p> <p>Note: The move tool is located on the tool panel along the left side of the screen</p> <p>Note: The move tool appears as a mouse pointer in the tool panel</p> <p>Select: The Auto-Select options</p> <p>Note: The Auto-Select option is located in the menu bar above the screen</p>	
<p>Switching on Auto-Select</p> <p>Check: the box to enable the Auto-Selection mode</p> <p>Click: on the image that you want to move</p> <p>Note: When Auto-Select is enabled Photoshop will automatically select that layer you trying to grab and move the image</p>	
<p>Switching off Auto-Select</p> <p>Uncheck: the box to disable the auto select mode</p> <p>Note: When Auto Select is disabled, you will have to manually scroll through layers to find the image you would like to move.</p>	



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How to Add a Textbox

Steps	What You See
<p>The type tool is used to create a textbox. This allows the user to create text within the layer</p>	
<p>Selecting The Type Tool Icon:</p> <p>Go: to the tool palette</p> <p>Note: Tool palette is located along the left side of the screen</p> <p>Select: Type Tool Icon</p> <p>Note: The Type Tool Icon appears as the Letter “T” on the Tool panel</p>	 A screenshot of the Photoshop tool palette, which is a vertical strip of icons on the left side of the interface. The icons include various tools like the selection tools, lasso, eraser, brush, and type tool. The type tool icon, which is a white letter 'T' on a dark background, is highlighted with a red rectangular box.

Creating the Textbox:

Click: The part of your layer where you would like to add textbox

Drag: The mouse to create the textbox

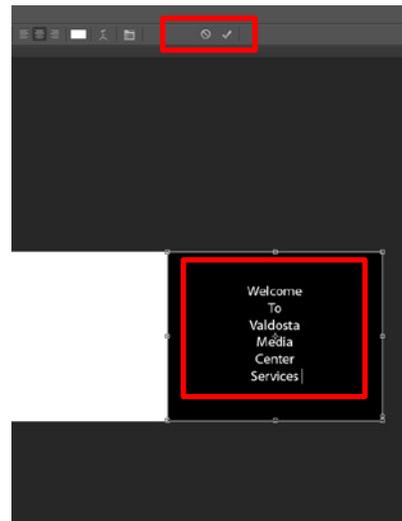
Click: on the corner of the textbox to adjust size



Typing in the Textbox

Type: Desired text within the textbox

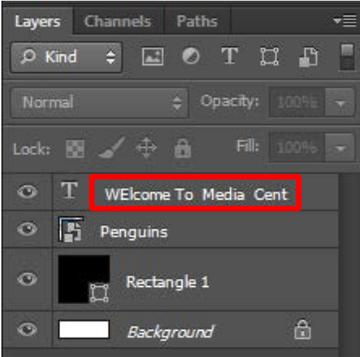
Click: The check mark icon above the screen to finish





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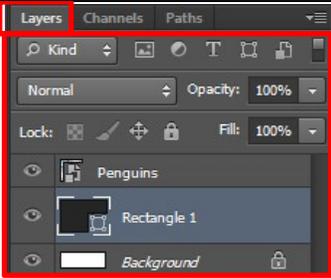
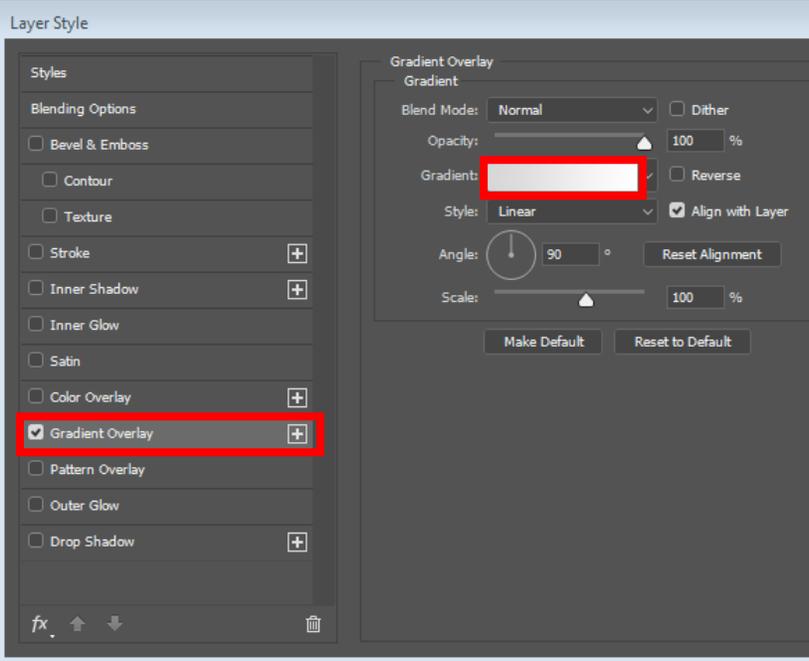
How to Edit Text

Steps	What You See
<p>The Edit text options allows users to correct or retype any text within the layer</p>	
<p>Go: To the tool bar menu</p> <p>Note: The tool bar column located along the left side of the screen</p> <p>Select: The Textbox Tool Icon</p> <p>Note: The Type Tool Icon appears as the Letter “T” on the Toolbox Bar</p>	
<p>Go: to the layer panel</p> <p>Note: the Layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p> <p>Select: the layer that displays the textbox</p>	
<p>Click: inside the textbox</p> <p>Edit: the selected text</p> <p>Click : Move tool when finished editing your text</p>	



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How to Customize Gradient

Steps	What You See
<p>The customize gradient option allows user to blend two or more colors</p>	
<p>How to Locate Layer Panel</p> <p>Go: To the layer panel</p> <p>Note: the Layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p>	
<p>Selecting Gradient Overlay</p> <p>Right Click: The layer which displays your rectangular shape</p> <p>Select : Blending options</p> <p>Select: Gradient Overlay</p> <p>Double Click: Gradient title box</p>	

Gradient Editor

Select: a preset gradient to edit

Select : A Color Stop

Drag: Color Stop to change the range of the color

Click : Color to change the existing color

Click: Ok when finish selecting color change

Click: Ok when you are finish customizing your gradient

