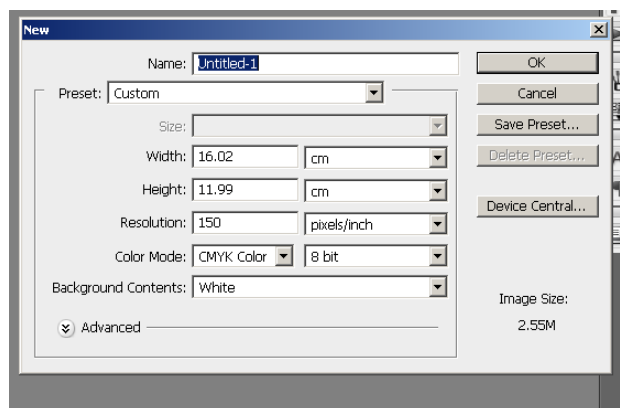


## Using Photoshop CS3

### Getting Started

1. To open Photoshop CS3 click start > programs > Adobe > Adobe Photoshop CS3 or click the icon on the desktop.
2. To create a new document click File > New
3. Create a name for the document
4. Set the page size and orientation or choose a present from the dropdown menu
5. For print work choose a resolution of 150-300. For web work choose 72.
6. Choose CMYK for print work and RGB for web work.



7. Choose a background colour or choose transparent

### Opening an Image or Photo from Disk

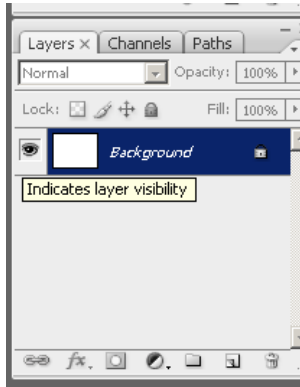
1. Choose File > Open and navigate to the image
2. Choose open
3. To save your work choose File > Save As and type the name of the file

### Layers

- Layers allow you to organise your work into separate layers that can be edited and viewed individually. This is a little like a collage where an example might be an image where you have the background on one layer, certain objects on another layer and lettering on another layer.
- Always rename your layers to something meaningful. Rename the background layer to something else too as the background is treated differently in Photoshop and you'll find you can't do certain things with it. To

do this, hold down CTRL and double click on the name of the layer in the layers panel. Rename it.

- You can turn layers on and off (make them visible and invisible) by clicking the eye next to each layer.



- You can also lock layers (prevent them from being altered) by clicking on either the chequered square (locks transparency), brush (locks image) or arrow (locks position).
- Layers can be dragged and stacked on top of each other. If you can't see an image in a layer – try dragging and reordering the stack or changing the transparency of the layer above it.
- Layers can also be deleted. Drag a layer to the trash can to delete it.
- You can link layers together. In the layers panel hold down CTRL and select multiple layers then choose the link icon which looks like a linked chain.

## Cropping

### *Using the Crop Tool*

Click on the crop tool from the toolbar



Select the area you wish to crop. You can also rotate the selected area by moving the cursor outside the selected area. It turns to a double headed arrow. Drag the arrow in the direction you wish to rotate.

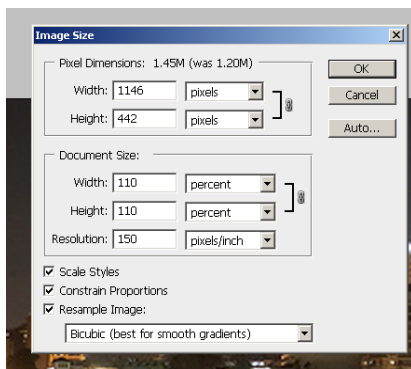
Once you're happy with the selection press the enter/return key on the keyboard

Note: You can choose Edit > Step Backward at any stage to undo.

## Resizing and Rotating

To resize a photo or scan without losing the quality of the image do the following:

1. Choose View > Rulers. You will be able to see the measurements of your image.
2. Choose Image > Image Size. Make sure Resample Image and Bicubic is selected
3. Change the document size to percent and type in the percentage i.e. 110% will increase by 10%. You may also want to change the resolution so it doesn't get pixelated when you resize it.



4. Click OK

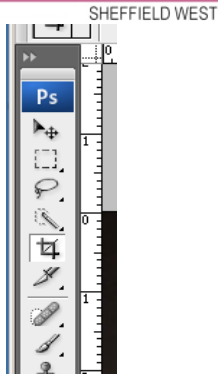
## Importing Images into your work

If you have a background you may want to crop and paste other images / photos / selected areas of your art work into it, collage style. This is how I do this:

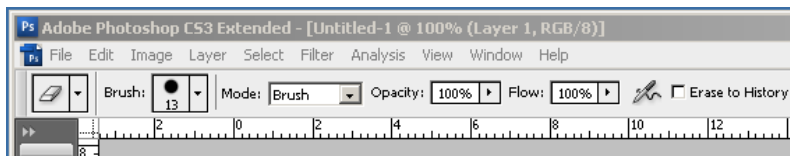
1. Have your first layer open.
2. Choose File > Open to open the image you want to crop and paste onto the background layer.

### *Using the lasso tool*

1. Use the lasso tool to cut out the part of the image you require. The lasso tool is useful for selecting an irregular area.



2. Select around the required area you want to keep.
3. Choose Select > Inverse
4. Choose Edit > Cut
5. Navigate to your background (minimise the current image and maximise the original canvas)
6. Choose Edit > Paste
7. If the edges of the image aren't quite right you can use the eraser to remove them.
8. Choose the Eraser from the Tools menu
9. Change the brush size to a size that is suitable and erase around the edges.



The image that you pasted in will sit in a separate layer to your background.

### ***Using Select***

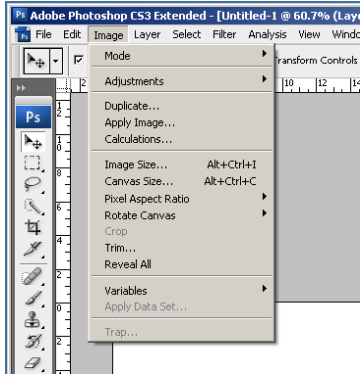
1. Either click Select > All or use the marquee tool to select the area you want to import
2. Navigate to your background (minimise the current image and maximise the original canvas)
3. Choose Edit > Copy

The image that you pasted in will sit in a separate layer to your background.

## Copying / Duplicating Images

To make multiple copies of an image you can use the duplicate tool.

With the image selected choose Image > Duplicate



You will be prompted for a name for this new layer/image. This will create a duplicate on a new layer each time you do this. Don't worry about this for now. The layers can be merged or linked later.

## Merging Layers

Choose Select > all Layers

Choose Layer > Merge Layers

## Filters

1. To apply a filter to one layer, select the layer OR to apply to more than one layer merge the layers or choose Filter > Convert for Smart filters
2. Choose Filter > Filter Gallery
3. Select the filter, change the settings and choose OK

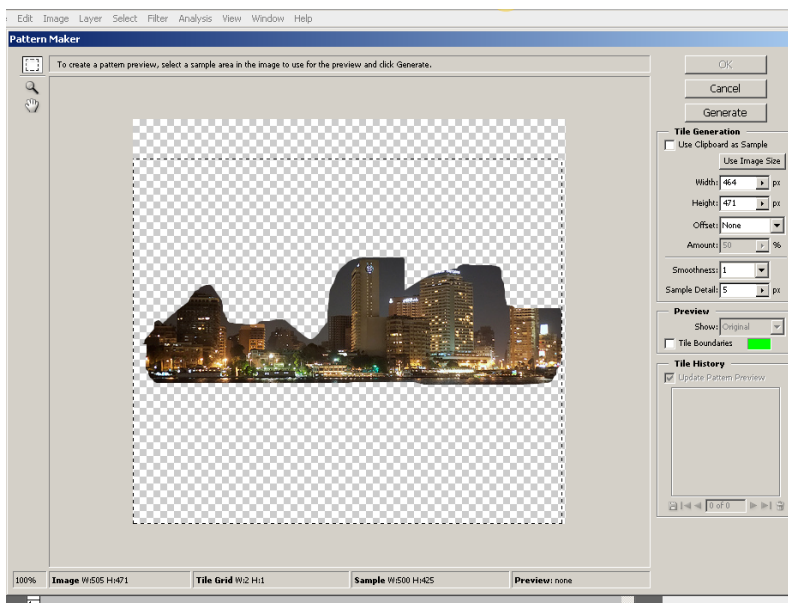
## Adjusting Colour

1. To adjust the colour choose Image > Adjustments > Levels
2. The black triangle underneath the diagram in the dialog box is for shadows, the grey triangle for mid tones and white for highlights.
3. You can select either RGB, Red, Green or Blue from the Channels drop down menu. This indicates whether changes affect only one colour or all.

Note: You can also choose Image > Adjustments > Levels

## Patterns

1. Copy a layer and select the copy (In the layers panel drag the layer to the create new layer icon)
2. Choose Filter > Pattern Maker
3. Use the marquee tool to select part or all of the image

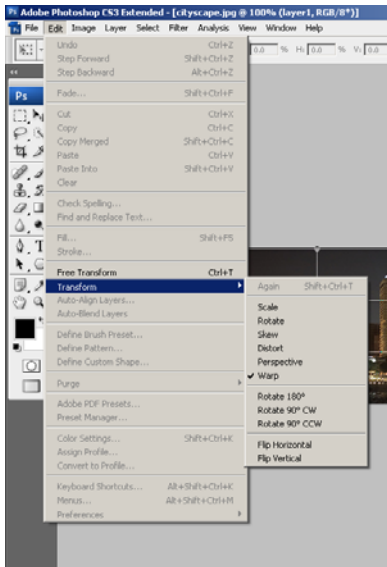


4. Change the width and height of the tile selection and other settings.
5. Click Generate and you will see a preview
6. Click OK when you're happy with it or change the settings and generate again

## Warp

1. Select your layer (make sure if it is background that you rename it)

## 2. Choose Edit > Transform > Warp



## 3. Drag the handles to warp the image

## 4. Press Enter when you're happy with it

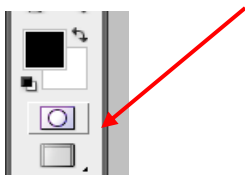
## Masks

Masks are useful for hiding portions of a layer and reveal portions below. It's useful for combining multiple photos into a single image or for making colour and tone corrections.

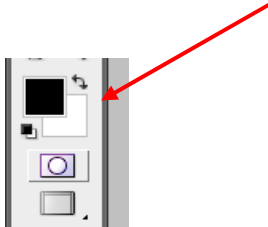
- A layer mask is created with the painting or selection tools.
- Vector masks are created with the pen or shape tools. They create a sharp edged mask.

## To Create a Quick Mask

1. Select a layer (there needs to be more than one layer to use a mask)
2. Click on Edit in Quick Mask Mode

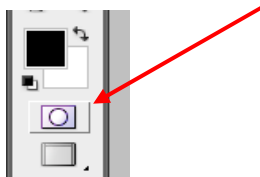


3. Choose a tool such as the brush tool and paint out the selection you want to make a mask (you can use painting tools to create a layer mask and pen/shape tools to create a vector mask). The selected layer appears grey in the layers palette.
4. The mask appears red. To deselect any mistakes, click the Swap Background and Foreground colours (so that the foreground is white)



To reveal the image below you use white  
 To cover the image below you use black  
 Gray partially adds to the mask

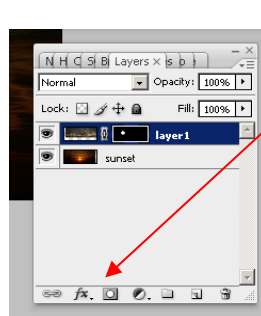
5. In the channels palette you will see a new channel called Quick Mask. This is temporary so we need to save it.
6. Click the Edit in Standard Mode button to see the selected masked area.



7. In the Channels palette, click the Add Layers mask to turn the selected area into a Layer mask. Double click it to rename it. Choose Select > Deselect

### Applying the Mask

1. Select the layer
2. Choose Select > Load Selection (Select the mask channel, invert to reverse the selection and OK)
3. At the bottom of the Layers palette click the Add Layer mask button



4. Click on the Add a Layer Mask tool in the Layers Palette. To hide the layer beneath click on the mask layer and press alt. Note: unlink the mask, you can move the image beneath the mask to reposition it.