



PRACTICAL PHOTOSHOP 2020

LEVEL 1



PRACTICAL PHOTOSHOP 2020, LEVEL 1

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SAMPLE CHAPTERS

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"PRACTICAL PHOTOSHOP 2020 LEVEL 1".
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PRACTICAL PHOTOSHOP® 2020

LEVEL 1

DONALD LAIRD

Practical Photoshop® 2020, Level 1

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Donald Laird

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Practical Photoshop

Cotati, CA 94931

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WELCOME

The author of this book is a community college instructor who has taught Photoshop to thousands of students, both in traditional classrooms and online. In my 19+ years of teaching Photoshop, I have learned first hand from my students which Photoshop skills they feel are the most essential, and also which Photoshop techniques they find the most difficult to master.

The tutorials do not cover everything in Photoshop—instead I have tried to distill the important terms, skills, and techniques you will need to open, edit, create, save, and print Photoshop documents.

You will be able to download all the images used in this book from the Practical Photoshop site, <http://www.practicalphotoshop.com>. The student files are big—most of them are high resolution so that they will print nicely. They are royalty free. I hope you will enjoy working with them.

Thank you to the students, faculty, and staff of Santa Rosa Junior College who have been such enthusiastic Photoshop users, learners, and educators.

Special thanks to Kathy Thornley and Karen Horii for their most excellent editing assistance!

PRACTICAL PHOTOSHOP 2020, LEVEL 1[©]

TABLE OF CONTENTS • SUMMARY

OVERVIEW AND TUTORIAL GUIDELINES	1
TUTORIAL 1: PHOTOSHOP BASICS	9
TUTORIAL 2: FILES FOR PRINT AND WEB	33
TUTORIAL 3: SELECTION	47
TUTORIAL 4: LAYERS.....	77
TUTORIAL 5: LAYER CASE STUDIES	99
TUTORIAL 6: PAINTING	119
TUTORIAL 7: IMAGE SOURCES AND RESOLUTION	153
TUTORIAL 8: DESIGN PRINCIPLES & EFFECTIVE CROPPING.....	165
TUTORIAL 9: ADOBE® BRIDGE® + AUTOMATIONS	179
TUTORIAL 10: CORRECTING IMAGE TONALITY.....	207
TUTORIAL 11: ADJUSTING IMAGE COLORS.....	223
TUTORIAL 12: PAINTING WITH SPECIAL TOOLS	241
TUTORIAL 13: RESTORATION CASE STUDIES	261
TUTORIAL 14: FUN WITH FILTERS	271
TUTORIAL 15: PUTTING IT ALL TOGETHER	285
INDEX	301

PRACTICAL PHOTOSHOP 2020, LEVEL 1

TABLE OF CONTENTS

WELCOME	III
TABLE OF CONTENTS.....	C
OVERVIEW AND TUTORIAL GUIDELINES	1
Tutorial Guidelines	2
Using These Tutorials with Photoshop	2
The Photoshop Application.....	3
Hardware and Software Requirements	3
Setting up your Monitor for Photoshop	4
Adobe Photoshop 2020 Installation	5
A Few Tips Before You Begin.....	5
Activation & Deactivation.....	6
Checking for Free Updates	6
Adobe ID	6
Uninstalling Adobe Photoshop 2020	7
The Adobe Photoshop Settings File	7
To Restore the Default Adobe Photoshop Settings File	7
Download Tutorial Files	8
TUTORIAL 1: PHOTOSHOP BASICS.....	9
Objectives	9
The Photoshop Workspace	9
Guided Exercise 1.1: Navigate the Photoshop Workspace.....	9
Panel Manipulation & Customization.....	14
Dock Manipulation	15
Panel Controls.....	16
Panel Menus.....	16
Panel Manipulation.....	16
Free-float a Panel.....	16

Relocate a Panel Group.....	17
Relocate an Individual Panel.....	17
Document Navigation.....	17
Guided Exercise 1.2: Navigate a File with View Menu Commands	17
Guided Exercise 1.3: Use the Zoom Tool with Options.....	18
Guided Exercise 1.4: Use the Navigator Panel.....	19
Keyboard Shortcuts.....	21
Navigation Shortcuts	21
Context Menus.....	21
Restore Tool Defaults	21
Zoom with Context Menu.....	22
Your First Photoshop Project	22
Guided Exercise 1.5: Begin to “Carve” a Pumpkin, Photoshop Style.....	22
The History Panel	24
Guided Exercise 1.6: Use the History Panel to Undo Image Changes	25
History Panel Keyboard Shortcuts	27
The Layered Photoshop Document.....	27
Guided Exercise 1.7: Use Layers to Finish “Carving” the Pumpkin.....	27
Adobe Photoshop Help	30
Guided Exercise 1.8: Use Photoshop Help	30
On Your Own	31
Navigation Shortcuts	31
TUTORIAL 2: FILES FOR PRINT AND WEB.....	33
Objectives	33
Resolution.....	33
Monitor Resolution.....	33
Document Resolution.....	34
Printer Resolution.....	34
Setting up Documents for Print	34
Printing Photoshop Documents.....	36
Ink Jet Paper Quality and Image Longevity.....	36
Guided Exercise 2.1: Print Your Pumpkin.....	37
Beware of Scale to Fit Media	38

Saving Files for Fast Online Transmission.....	38
Guided Exercise 2.2: Save a Duplicate File for the Web Using Save for Web	39
Guided Exercise 2.3: Save a File for the Web Using Export As	42
JPEG Quality	43
Sharing your images.....	44
How Big is Your File?	44
On Your Own	45
Avoid the Most Common Save for Web Mistake.....	45
TUTORIAL 3: SELECTION	47
Objectives	47
Selection Principles.....	48
How Do You Select?.....	48
How Do You Deselect?	49
The Marquee Tools.....	49
The Rectangular Marquee Tool	49
The Elliptical Marquee Tool	49
Guided Exercise 3.1: Use the Rectangular & Elliptical Marquee Tools with the Move Tool	49
Modifying a Selection	52
The Magic Wand Tool.....	53
Tolerance	53
Anti-aliasing.....	53
Contiguous.....	54
Sample All Layers.....	54
Transforming Pixels and Selections	54
Guided Exercise 3.2 : Transform a Selection	54
The Lasso Tools.....	56
The Lasso Tool Cursors	56
The (Standard) Lasso Tool	56
The Polygonal Lasso Tool.....	56
The Magnetic Lasso Tool.....	56
Guided Exercise 3.3: Use the Lasso Tool	57
The Quick Selection Tool	59
Guided Exercise 3.4: Use The Quick Selection Tool	59

The Object Selection Tool	61
Guided Exercise 3.5: Use The Quick Selection Tool	61
Refining Selection Edges	62
Guided Exercise 3.6: Use Select and Mask on the Edges of the Sunflower Selection	62
Working with Selections	66
Hiding Selection Edges.....	66
The Precise or Crosshair Cursor	67
Shrinking Selections for Cleaner Edges.....	67
Refining Edge Suggestions	67
Experiment with More Selection Tools.....	68
Guided Exercise 3.7: Compare the Polygonal Lasso Tool with the Quick Selection Tool	68
Guided Exercise 3.8: Use the Magnetic Lasso Tool.....	70
Guided Exercise 3.9: Combining Selection Tools	71
Partly-Guided Exercise 3.10: Finishing the Critter.....	72
Copying and Pasting Selections	73
Partly-Guided Exercise 3.11: Enhancing the Critter.....	73
Automated Selection Commands	74
Guided Exercise 3.12: Select Subject vs. Select Focus Area.....	74
On Your Own	75

TUTORIAL 4: LAYERS.....77

Objectives	77
Layer Organization	77
The Background Layer	77
Pixel Layers	78
The Layers Panel	78
Stacking Order	78
Layer Components.....	79
The Active Layer	79
Layer Visibility.....	79
Layer Groups.....	79
Layers Panel Buttons.....	80
The Layers Panel Menu	80
Layer Filter Controls.....	80

Guided Exercise 4.1: Organizing Layers.....	80
Adding, Linking, & Removing Layers & Groups.....	82
Creating New Layers.....	82
Creating a Selection from a Layer.....	82
Creating a Layer from a Selection.....	82
Naming Layers	83
Linking Layers.....	83
To link two or more layers:	83
Grouping Layers.....	83
To make an empty group do one of the following:	84
To make a group that contains existing layers:	84
To remove layers from a group:	84
Deleting Unnecessary Layers and Groups.....	84
To delete the active layer:.....	84
To delete the active Layer Group:	85
Merging Layers	85
Guided Exercise 4.2: Layers Panel Manipulation.....	86
Layer Options.....	87
Layer Blend Modes	87
Guided Exercise 4.3: Layer Experimentation 1	88
The Pass Through Blend Mode.....	90
Layer Locking.....	90
Guided Exercise 4.4: Locking Layers	91
Layer Styles.....	92
The Styles Panel	94
To apply a style to a layer, or to every layer in a group:	94
Expanding and Contracting the Effects List	94
Turning Styles and Effects On and Off.....	94
Editing Styles	95
Opacity and Fill	95
On Your Own	95
Partially Guided Exercise 4.5: Working with Layer Styles.....	95
More Layers Practice	97

TUTORIAL 5: LAYER CASE STUDIES.....99

Objectives	99
Case Study 1: Type Tools and Type Layers	100
Guided Exercise 5.1: Make Type Layers	100
Editing Type Layers	102
Formatting Type Layers.....	102
Type Layer Options and Use	103
Partially Guided Exercise 5.2: Edit and Format Type Layers	103
Case Study 2: Build a Composite Image	105
Guided Exercise 5.3: Combine Three Images.....	105
The History Panel Revisited	109
Guided Exercise 5.4: Layer Stacking & Blending Experimentation	109
Guided Exercise 5.5: Use the History Panel to Select and Save States	110
Experiment On Your Own.....	110
Case Study 3: Redo the Tool Critter with Layers.....	111
Guided Exercise 5.6: Make a New Photoshop Document and Give It Critter Parts.....	111
Guided Exercise 5.7: Layers Panel Organization.....	114
Guided Exercise 5.8: Set Up a Template	115
Guided Exercise 5.9: Use the Template to Make a Composite Image	116
On Your Own	118

TUTORIAL 6: PAINTING 119

Objectives	119
Choosing Colors.....	120
Foreground Color or Background Color?	120
The Color Picker.....	120
Color Models.....	121
Web-Safe and Non Web-Safe Colors.....	121
The Swatches Panel	122
To sample a swatch color:	122
To add a swatch:	122
To delete a swatch:	122
Color Panel	123
Background Color Specifics	123

The Eyedropper Tool	123
Eyedropper Tool Options	124
Guided Exercise 6.1: Sample Colors	124
Brush Tool	125
The Tool Preset Picker (1).....	125
The Brush Preset Picker (2)	125
Shortcuts to Remember	127
The Brush Settings Panel (3).....	127
Painting Modes (4)	127
Guided Exercise 6.2: Apply Painting Modes	127
Opacity (5)	128
Flow (6)	128
Guided Exercise 6.3: Compare Opacity and Flow.....	128
Airbrush (7)	129
Guided Exercise 6.4: Use the Airbrush Setting	129
Smoothing (8) and Smoothing Options (9)	129
Guided Exercise 6.5: Compare Painting with Different Smoothing Settings	129
Brush Angle (10).....	130
Guided Exercise 6.6: Use the Brush Angle Setting.....	130
Symmetry (11)	131
Guided Exercise 6.7: Explore Brush Symmetry.....	131
Additional Painting Tools.....	133
Differentiating Between the Brush Tool and the Pencil Tool.....	133
The Eraser Tool.....	133
Fills and Strokes	134
Fill Tools	134
The Gradient Tool	134
Guided Exercise 6.8: Use The Gradient Tool.....	135
The Paint Bucket Tool	138
Guided Exercise 6.9: Use the Paint Bucket Tool.....	139
More Fill Techniques	139
The Fill Command	139
Filling with Layer Styles	140
Fill Layers	140

Make a Fill layer.....	140
Modifying Fill Layers	141
Guided Exercise 6.10: Fill with Layer Styles and a Fill layer	141
Adding a Stroke to an Image	144
The Stroke Command	144
Guided Exercise 6.11: Use the Edit > Stroke Command.....	144
Stroking with a Layer Style.....	146
Guided Exercise 6.12: Apply a Stroke Layer Style.....	146
Painting with a Variety of Tools, Options, and Commands.....	147
Guided Exercise 6.13: Painting a Cartoon.....	147
On Your Own	151

TUTORIAL 7: IMAGE SOURCES AND RESOLUTION153

Objectives	153
Copyright and Image Use Ethics	153
Watermarking.....	154
Image Sources.....	154
Public Image Sources.....	155
Free Images	155
Free Stock Photos.....	155
Google Image Search	155
Resolution Revisited	156
The Image Size Dialog Box.....	156
Resampling.....	157
Interpolation	158
Digital Cameras.....	158
Digital Camera Resolution	159
Guided Exercise 7.1: Resize a Digital Camera Image without Resampling	160
Guided Exercise 7.2: Resize a Digital Camera Image with Resample Checked	161
Guided Exercise 7.3: Resize Another Digital Camera Image with Resampling Checked	162
Scanning Photographs & Other Printed Materials.....	163
Troubleshooting Your Scanner Setup	163
To Scan Directly into Photoshop	163
On Your Own	164

TUTORIAL 8: DESIGN PRINCIPLES & EFFECTIVE CROPPING.....165

Objectives	165
Basic Design Principles.....	166
Line.....	166
Shape	166
Form	166
Texture.....	166
Emphasis/Focal Point	167
Unity/Harmony.....	167
Proximity.....	167
Alignment	167
Repetition.....	168
Contrast/Variety	168
Balance	168
Rhythm.....	168
Scale.....	169
Movement.....	169
Negative (White) Space	169
Gestalt	169
Photographic Design Principles	170
Framing	170
Emphasis	170
Angle of View.....	170
Rule of Thirds	170
Close-Ups.....	171
Balance	172
Contrast.....	172
Line and Shape.....	173
Tone and Sharpness	173
Arrangement	173
The Crop Tool	173
Aspect Ratio Presets Menu (1).....	173
Ratio (2)	174
Straighten Button (3).....	174

Overlay Options (4)	174
Crop Tool Options (5)	174
Delete Cropped Pixels (6)	175
Content-Aware (7)	175
Guided Exercise 8.1: Use the Crop Tool	175
Guided Exercise 8.2: Use the Crop Tool to Straighten and Crop an Image	176
On Your Own	177
Straightening Challenge	177
Crop Evaluation	177

TUTORIAL 9: ADOBE® BRIDGE® + AUTOMATIONS179

Objectives	179
Adobe® Bridge® Overview	180
Browsing in Bridge	180
The Tools Bar	181
Navigation Buttons	181
Get Photos from Camera	181
Refine	181
Camera Raw	182
Open in Camera Raw	182
Thumbnail Rotation	182
The Workspace Switcher	183
Quick Search	183
The Path Bar.....	183
Preview Quality	184
Rating Images.....	184
To Rate an Image from its Thumbnail:.....	184
To Rate a Group of Images with the Label Menu:.....	185
To Change the Rating of an Individual Image:	185
To Change the Rating of Multiple Images:.....	185
To Rate Selected Images with Keystrokes:.....	185
The Filter Items by Rating Menu	185
The Filter Panel.....	186
The Sort By Menu	186

Organization Buttons	186
Putting Bridge to Work.....	186
Guided Exercise 9.1: Getting Started with Bridge.....	187
Additional Bridge Panels	192
The Keywords Panel	192
To Make a Sub Keyword:.....	192
To Make a New Keyword Set:	193
To Delete a Keyword or Set:.....	193
To Assign a Keyword to One or More Files:	193
To Remove a Keyword from One or More Files:.....	193
The Filter Panel.....	193
The Metadata Panel	194
Collections Panel	194
Bridge Workspaces.....	195
Automations	196
Cropping & Straightening Photographs.....	196
Guided Exercise 9.2: Use the Crop and Straighten Photos Command	196
Contact Sheets.....	197
Guided Exercise 9.3: Make a Contact Sheet with Contact Sheet II.....	197
PDF Presentation	199
Viewing PDF Slideshows.....	200
Guided Exercise 9.4: Make a PDF Slideshow	201
Photomerge	203
Guided Exercise 9.5: Use Photomerge to Make a Panorama	203
On Your Own	205

TUTORIAL 10: CORRECTING IMAGE TONALITY.....207

Objectives	208
Tonal Range.....	208
Guided Exercise 10.1: Use the Histogram Panel to Assess Image Tonality	210
The Image > Adjustments Menu	211
Brightness/Contrast	212
Guided Exercise 10.2: Use Brightness/Contrast to improve a Black and White Photograph ..	212
Avoid the Legacy Check box	213

Adjustment Layers and the Adjustments Panel	214
Using the Adjustments Panel	214
Guided Exercise 10.3: Make a Brightness/Contrast Adjustment Layer	215
Levels	216
Guided Exercise 10.4: Use Levels with the Auto Setting	216
Adjusting the Tonality of Color Images	218
Auto Color Correction Options	218
Guided Exercise 10.5: Use the Auto Color Correction Options	219
On Your Own	221

TUTORIAL 11: ADJUSTING IMAGE COLORS.....223

Objectives	223
Color Science.....	223
Color Casts	224
Color Casts and the Info Panel.....	224
The Info Panel.....	224
Guided Exercise 11.1: Identify and Correct a Color Cast.....	225
Balancing Colors with their Opposites	228
The Color Balance Adjustment	228
Guided Exercise 11.2: Use Color Balance to Further Correct a Color Cast	228
Guided Exercise 11.3: Apply a Color Balance Adjustment to a Multi-layered Document.....	229
Creating an Adjustment Layer with a Selection.....	231
Hue, Saturation, and Lightness.....	232
The Hue/Saturation Adjustment	232
Colorize.....	233
Guided Exercise 11.4: Hue/Saturation Experimentation.....	233
Guided Exercise 11.5: Use the Hue/Saturation Adjustment to Change the Color of an Object.....	234
Color Range.....	235
Guided Exercise 11.6: Color Range + Color Balance.....	236
Replace Color	237
Guided Exercise 11.7: Use Replace Color	237
On Your Own	239

TUTORIAL 12: PAINTING WITH SPECIAL TOOLS241

Objectives	241
The Clone Stamp Tool	241
Guided Exercise 12.1: Use the Clone Stamp Tool	242
Guided Exercise 12.2: Refine Clone Stamp Tool Usage	243
Content-Aware Technology	245
The Edit > Fill Command.....	245
Guided Exercise 12.3: Use Edit > Fill with Content-Aware	245
The Content-Aware Move Tool.....	246
Guided Exercise 12.4: Use the Content-Aware Move Tool	247
The Spot Healing Brush Tool	248
Guided Exercise 12.5: Use the Spot Healing Brush Tool	249
Guided Exercise 12.6: Use Content-Aware Heal and Fill to Remove Unwanted Image Elements	250
The Red Eye Tool	252
Guided Exercise 12.7: Use the Red Eye Tool	252
The History Brush Tool	253
Guided Exercise 12.8: Use the History Brush Tool	254
History Brush Tool Uses and Limitations	256
Guided Exercise 12.9: More History Brush Tool Experimentation.....	257
The Art History Brush Tool.....	257
Guided Exercise 12.10: Experiment with the Art History Brush Tool.....	258
On Your Own	259

TUTORIAL 13: RESTORATION CASE STUDIES..... 261

Objectives	261
Scanning Photographs for Restoration	261
Case Study 1: Repair an Aged & Damaged Color Photograph	262
Case Study 2: Repair An Aged Color Snapshot	264
Case Study 3: Restore and Colorize An Aged Black and White Photo	265
Sharpening Images	267
The High Pass Filter	268
Case Study 4: Sharpen an Image with the High Pass Filter.....	268
On Your Own	270

TUTORIAL 14: FUN WITH FILTERS.....271

Objectives	271
Filter Guidelines.....	271
The Filter Menu.....	272
The Clouds Filter	273
Guided Exercise 14.1: Use the Clouds Filter to Make a Replacement Sky.....	273
Guided Exercise 14.2: Use the Clouds Filter to Change the Color and Tone of an Image	275
Difference Clouds	275
Guided Exercise 14.3: Use the Difference Clouds Filter.....	276
Motion Blur	276
Guided Exercise 14.4: Use the Motion Blur Filter	276
Guided Exercise 14.5: Use the Motion Blur Filter to Soften a Distracting Background.....	278
The Lens Flare Filter	278
Guided Exercise 14.6: Use the Lens Flare Filter.....	278
The Liquify Filter	279
The Liquify Tools.....	280
Other Liquify Settings	281
Mask Options:.....	281
Brush Reconstruct Options:.....	281
Brush Tool Options:	281
View Options:	281
Load mesh options	282
Guided Exercise 14.7: Use the Liquify Filter to Modify a Boy's Portrait	282
On Your Own	284

TUTORIAL 15: PUTTING IT ALL TOGETHER.....285

Objectives	285
The Eraser Tools Revisited	285
The Eraser Tool.....	285
The Magic Eraser Tool.....	286
The Background Eraser Tool.....	286
Eraser Cautions.....	286
Guided Exercise 15.1: Use the Eraser Tools to Clean Up a Selection	287
Semi-Guided Exercise 15.2: Make a Custom Postcard	289

Guided Exercise 15.3: Use the Magic Eraser Tool.....	290
Guided Exercise 15.4: Use the Background Eraser Tool.....	291
On Your Own: Make a Sunflower Postcard	293
Patterns.....	293
To Define a Pattern by Selection:.....	294
Guided Exercise 15.5: Making Patterns	294
Preset Files	295
Guided Exercise 15.6: Exporting and Loading Presets	296
Semi-Guided Exercise 15.7: Use Presets to Make a Postcard	296
Where Do You Go From Here?.....	299
INDEX	301

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PRACTICAL PHOTOSHOP 2020, LEVEL 1[®]

OVERVIEW AND TUTORIAL GUIDELINES

Adobe Photoshop[®] is the industry standard software for image editing. It is both very powerful and very complex. As you learn to master its complexity, you will discover that Photoshop is a magical program that should come with a warning label:

Photoshop is too much fun. It will swallow your time.

I have been teaching Photoshop both in-person and online since 1996. Originally, our Photoshop students were predominantly graphics professionals who needed retraining in digital imaging both for printed publications and for the newly emerging World Wide Web. Now, with digital cameras and smart phones everywhere, Photoshop has become one of the most popular computer classes we teach. In addition to graphics professionals, my students range from high-school enrichment students, to website developers, and to hobbyists of all ages.

My students use Photoshop to:

- Adjust scanned or digital camera images for better screen display or printing. Photoshop lets you easily change the file format of images to use as email attachments, on web pages, or in printed documents such as brochures and newsletters.
- Edit photographs, especially those taken with a digital camera or digitized with a scanner. Photoshop becomes an electronic darkroom.

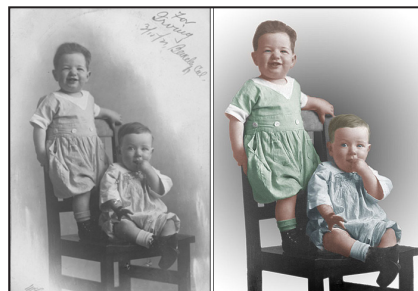
On the left, you can see the original digital photograph of the rotunda at the Los Angeles Natural History Museum, taken by Donald Laird. The right side shows the same photograph with a quick Photoshop edit.



- Restore old and/or damaged photographs.

The original 1921 photo, on the left, was scanned into Photoshop, restored, and colorized. You will learn to do this before the course is over.

- Modify images or start from scratch to create original artwork. Photoshop becomes an electronic playroom both for painting with pixels as well as for working with scalable objects like lines, shapes, and text.



Because Photoshop is so complex, there are often several ways to accomplish the same task. To avoid overwhelming you with these variations, we typically guide you through a single method and introduce additional methods and shortcuts later in the book.

TUTORIAL GUIDELINES

At the beginning of each tutorial you will find an **Objectives** section so you know what you will accomplish by completing the tutorial. There will also be a list of practice files for you to download to follow along with the guided exercises.

At the end of each tutorial you will find an **On Your Own** section where you can continue your study of Photoshop, or further develop skills or concepts introduced in the tutorial itself.

Graphics or computer terminology known as **KEY TERMS** are set off in bolded all caps when they are defined.

Computer menu commands and keystrokes are set off in **boldface** as are panels, bars, buttons, and other workspace elements.

USING THESE TUTORIALS WITH PHOTOSHOP

Photoshop menu commands often involve drilling down from a main menu to one or more submenus. We have used a greater-than sign (>) to show you the sequence to follow.

For example, **Image > Adjustments > Black & White** directs you to first click the **Image** menu, then the **Adjustments** submenu, and finally the **Black & White** command to turn a color photo into a black and white (grayscale) photo.

All Windows computers and modern Macintosh computers (except older laptops) use computer mice or trackpads with (at least) two mouse buttons. If your mouse has two or more buttons:

- **Click** means to press and release the left mouse button.
- **Right-click** means to press and release the right mouse button. If your computer only has a one button mouse or a single trackpad button, you will need to **CONTROL-CLICK** – press and hold the **control key** and then click the single button to simulate a right-click.
- **Drag** means to press the (left) mouse button and keep it down as you move the mouse.

- **Press** means to press one of the keys on the keyboard.

Photoshop often uses **MODIFIER KEYS** on the computer keyboard along with mouse clicks to extend the capabilities of those keys.

Windows typically uses the **ctrl**, **alt**, and/or **shift** keys.

Macintosh typically uses the **command** (⌘ or ⌘), **option**, **control**, and/or **shift** keys.

The **plus sign** (+) indicates when a modifier key is required. For example, you might **alt + click (Win)** or **option + click (Mac)** to perform a particular function.

When you use modifier keys, you are supposed to press the key(s) and click the mouse at the same time. Timing can be tricky. You may find it easier to first press the modifier key(s), then click or drag the mouse, and finally to release the mouse button before releasing the modifier key(s).

THE PHOTOSHOP APPLICATION

Adobe produces two image-editing applications: **ADOBE PHOTOSHOP ELEMENTS®** and the full **ADOBE PHOTOSHOP®**. **Photoshop Elements** is a less expensive, consumer-level graphics editing application. Elements is terrific for simple image editing, but does not have the range of capabilities as the full Photoshop application. Elements offers a good training ground for moving into the professional application, as both applications use similar working environments and approaches to image production and editing.

Adobe first acquired Photoshop in 1990. Since that time, there have been several improvements, or **UPGRADES**. The most current version of Photoshop, released in February 2020, is **Photoshop 2020**.

These tutorials are designed for **Photoshop 2020**—not for earlier versions of Photoshop or for **Photoshop Elements**.

HARDWARE AND SOFTWARE REQUIREMENTS

Photoshop works equally well with either Macintosh or Windows computer systems. Image editing requires lots of processing power, and Photoshop works much more swiftly on newer, faster computers. Before purchasing Photoshop, make sure that your computer hardware and software are adequate. To use Photoshop effectively, you will need a fast computer, a modern operating system, and enough RAM and hard disk space to manipulate your images as you edit and save them. And, of course, you will need the Photoshop application itself. Let's look at each of these requirements in more detail.

1. A fast, powerful computer with a current operating system:

Macintosh

- Multicore Intel processor with 64-bit support

- Mac OS v10.13 or newer
- 4 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system)

Windows

- Intel® or AMD processor with 64-bit support (2GHz or faster)
 - 3.1 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system)
 - Microsoft® Windows® 7 with Service Pack 1 (64-bit), or Windows® 10 (October 2018 update version 1809 or later)
2. Enough RAM (random access memory) and hard disk space to manipulate your images as you edit and save them.
- 2 GB of RAM is what Adobe says. In our experience, 8 GB of RAM should be the minimum, and more is better.
3. Additional requirements:
- 1280x800 display (1280x800 recommended) with 16-bit color and 512MB (2 GB recommended) of VRAM (video random access memory)
 - Graphics card: nVidia GeForce GTX 1050 or equivalent; nVidia GeForce GTX 1660 or Quadro T1000 is recommended
 - OpenGL 2.0–capable system
 - This software will not operate without activation. Broadband Internet connection and registration are required for software activation, membership validation, and access to online services. *Phone activation is not available.*

Additional system requirement information is available at <https://helpx.adobe.com/photoshop/system-requirements.html>

..... SETTING UP YOUR MONITOR FOR PHOTOSHOP

Computer monitors display patterns of colored square dots called **PIXELS**. Because those pixels are very small, we don't see them individually, but instead see the bigger "picture."

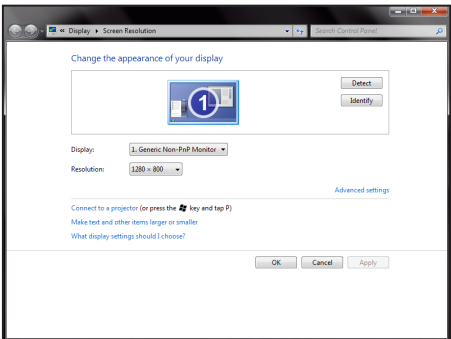
MONITOR RESOLUTION measures how many pixels fill the screen horizontally and vertically. **640 x 480** means that the monitor shows a grid of **640 pixels** across and **480 pixels** down. When you increase the monitor resolution, everything on the screen becomes smaller so you can fit more things on it. Photoshop uses many items

to help you edit images, and you will need to set your monitor resolution to at least **1200 x 800** pixels to see and use all those items.

COLOR DEPTH sets how many different colors your monitor can display. For most Photoshop images, your monitor should be set to **millions of colors** (also known as **24-bit color**) so that color images look like true photographs on your screen. Here is how to check your monitor resolution and change it if needed:

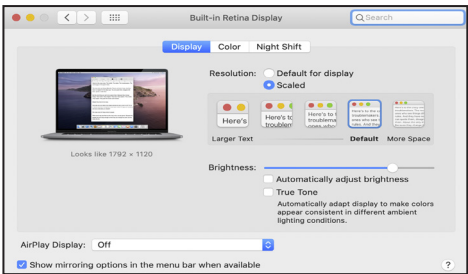
Windows

1. Close or minimize any open applications so that you can see your computer desktop.
2. **Right-click** a blank area on the desktop to reveal its context menu.
3. Choose **Screen Resolution** from that context menu to view the **Screen Resolution** dialog box.
4. **Screen resolution** should be **1024 x 768 pixels** or higher.
5. Click **OK** if settings were changed, otherwise click **Close**.



Macintosh

1. Choose **Apple (🍏) > System Preferences**.
2. Click **Displays**.
3. Click on the **Scaled** option to reveal display resolution options.
4. Choose an option which provides at least **1024 x 768 pixels** (1280x800 recommended).
5. Choose **System Preferences > Quit System Preferences**.



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ADOBE PHOTOSHOP 2020 INSTALLATION

Whether you install just **Photoshop 2020**, or the entire **Creative Cloud** collection, you will need to download the software from the Adobe website and follow the on-screen prompts to install the software.

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A FEW TIPS BEFORE YOU BEGIN

- If you are upgrading from a previous version of Photoshop, keep your serial number handy—you may need it to complete the software installation.
- If desired, uninstall and remove earlier versions of Photoshop and Bridge before you install Photoshop 2020.

You can run Photoshop 2020 on the same computer as earlier versions of Photoshop, Bridge, or Elements. However, those older versions take up valuable hard drive space, and you can get confused about which version of the software you have open. Unless you will need the older versions, remove them before you install Photoshop 2020.

Windows: Use the **Adobe Photoshop Uninstaller** in the **Add or Remove Programs** utility in Windows to remove Photoshop from the computer.

Macintosh: Use the uninstaller in the **Applications > Utilities > Adobe Installers** folder to uninstall older versions of Photoshop.

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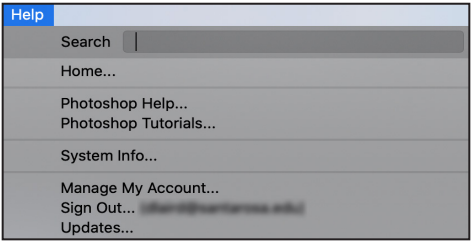
ACTIVATION & DEACTIVATION

Single-user licenses of Photoshop 2020 require that you activate the software online before using it for more than 30 days after its first use. According to Adobe, <http://helpx.adobe.com/x-productkb/policy-pricing/activation-deactivation-products.html>, this is a “simple, anonymous process.” A single-user license allows you to place Photoshop 2020 onto two computers —such as work and home, or a desktop and a laptop—with the assumption that you will use Photoshop on only one machine at a time.

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CHECKING FOR FREE UPDATES

Photoshop 2020 is quite complicated, and although Adobe works hard to make it perfect, problems sometimes arise. When Adobe fixes these problems, or adds features that were not included in the shipped software, **UPDATES** become available for download and installation.



1. Open Photoshop 2020.
2. Choose **Help > Updates** to go online to the **Adobe Application Manager** to check your computer and see if any updates are available.
3. If any updates are available, you will be instructed to download and install them.
You probably will not be able to do this if you are working in a computer lab or network.

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ADOBE ID

An **Adobe ID**, plus your password, gives you access to special membership benefits on Adobe.com. It is required to complete your software installation and essential for viewing special training and help features for Creative Cloud applications. For more information see: <http://helpx.adobe.com/x-productkb/policy-pricing/account-password-sign-faq.html>.

..... UNINSTALLING ADOBE PHOTOSHOP 2020

When you install your software, an uninstaller is placed in your system. In Windows, the **Add or Remove Programs** control panel should allow you to uninstall Photoshop. On the Mac, by default, the uninstaller is placed inside the **Adobe Photoshop 2020** folder.

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THE ADOBE PHOTOSHOP SETTINGS FILE

Application **PREFERENCES** are settings for window and panel locations, tools, dialog boxes, and color settings. Each time a tool, panel, or command setting is changed, Photoshop saves the new configurations in the **Adobe Photoshop Settings File** on the computer's hard disk.

Application **DEFAULTS** are the original settings created when the program was first installed. As you learn Photoshop, you may want to restore these defaults each time you launch the program so that your working environment is consistent, and it matches the environment described in these notes.

Occasionally, the **Adobe Photoshop Settings File** becomes corrupted, and Photoshop works very slowly or otherwise misbehaves. Restoring the **Adobe Photoshop Settings File** can often solve these problems.

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TO RESTORE THE DEFAULT ADOBE PHOTOSHOP SETTINGS FILE

1. Check to be sure that Photoshop is not already open; exit or quit the application if necessary.

If Photoshop is open, you will see its name on the Windows Taskbar, or its icon in the Mac OS X Dock with a symbol underneath it.

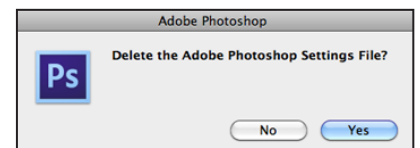
2. Locate the Photoshop application icon in the Start menu (Windows) or the Applications folder (Mac) on your hard drive.
3. Position your fingers just over the modifier keys, but do not press the keys. Capitalization matches the keyboards.

Windows : Ctrl+ Alt + Shift

Macintosh : command + option + shift. The **Command** key, lower right here, is the one with the Apple logo and the cloverleaf. The **fn** key shown here is only found on laptops and some Mac keyboards.



4. Start Photoshop and then immediately press the modifier keys and keep them pressed until you see this confirmation dialog box. If you don't see it, your keystroke timing was off. **Quit** or **Exit** Photoshop and try again.
5. Click **Yes** to delete the (old) **Adobe Photoshop Settings File** and replace it with the default settings file.



6. If you see a dialog box asking to configure your color settings, click **No** to retain the current color settings. You will not see the additional dialog box unless your color settings have been specified.

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DOWNLOAD TUTORIAL FILES

All the example and tutorial files used in this book can be downloaded at:

<http://www.practical-photoshop.com/pages/2020-level1.html>

PRACTICAL PHOTOSHOP 2020, LEVEL 1

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SAMPLE CHAPTERS

.....
THIS DOCUMENT IS A SAMPLE OF THE BOOK
"PRACTICAL PHOTOSHOP 2020 LEVEL 1".
.....

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TO PURCHASE THE ENTIRE BOOK, VISIT WWW.PRACTICALPHOTOSHOP.COM
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PRACTICAL PHOTOSHOP 2020, LEVEL 1

TUTORIAL 1: PHOTOSHOP BASICS

In this tutorial you will explore the Photoshop 2020 workspace, customize it to serve your needs, and use Photoshop to modify a photograph taken with a digital camera. The tutorial is broken up into step-by-step Guided Exercises interspersed with explanatory sections. As you work through this introductory tutorial, remember that Photoshop is a very complicated application that is best learned through repetition. The concepts and skills you learn here will be reinforced and expanded as you proceed through the tutorial series. ***Don't expect to master everything the first time through!!!***

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OBJECTIVES

- Identify the major regions of the Photoshop workspace and explain the function of each: **Menu** bar and **context menus**, **Options** bar, **Tools** panel, other panels, and document window(s).
 - Use the **Workspace Switcher** menu to use and change built-in workspaces.
 - Manipulate and customize panels.
 - Open and navigate a Photoshop document with menu commands, the **Zoom Tool**, the **Hand Tool**, and the **Navigator** panel.
 - Create a layered Photoshop document from a provided starting image.
 - Use the **Undo** commands and the **History** panel to reverse document changes.
 - Explore **Adobe Photoshop Help**, and use it to find out more about the tools in the **Tools** panel.
-

THE PHOTOSHOP WORKSPACE

A **WORKSPACE** consists of the panels, menus, and keyboard shortcuts that you use with Photoshop.

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GUIDED EXERCISE 1.1: NAVIGATE THE PHOTOSHOP WORKSPACE

In this guided exercise you will use Photoshop to open and work with **01-pumpkin.jpg** that you downloaded at the end of the Overview and Tutorial Guidelines chapter.

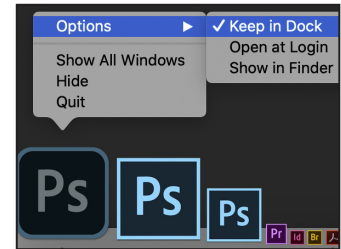
1. Open the **Adobe Photoshop 2020** application.

Windows 10

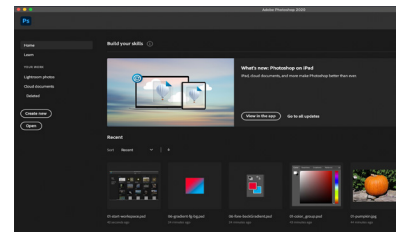
To launch Photoshop, choose **Start > All Programs > Adobe Photoshop 2020**.

Macintosh

- a. Locate the **Adobe Photoshop 2020 application icon**. By default it is inside the **Adobe Photoshop 2020 folder** inside the **Applications** folder on your startup hard drive.
- b. Double-click the **Photoshop 2020 application icon** to open Photoshop.
- c. Press the **Photoshop icon** in the **Dock** to reveal the **Dock Menu** and choose **Keep in Dock**. Now, even when you quit Photoshop, its icon will remain in the **Dock**. You simply click its **Dock** icon to open Photoshop.
- d. If desired, follow the same procedure to open **Adobe Bridge CC** and keep it in the **Dock** as well.



2. Once you open Photoshop, you will be shown the **Start** workspace. This gives you quick access to any recently-opened files, as well as quick ways to create new documents.

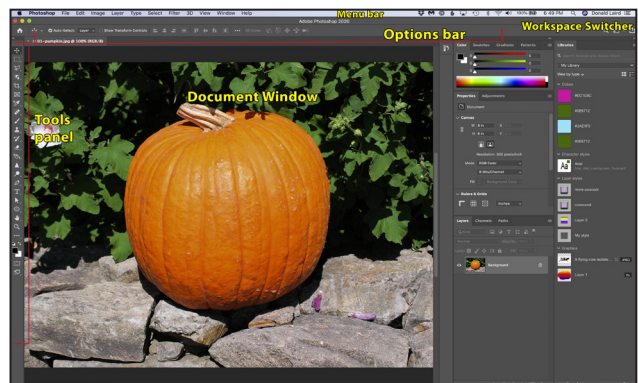


3. Open **01-pumpkin.jpg** in Photoshop:
 - a. Click the **Open** button in the Start workspace or choose **File > Open** to see the **Open** dialog box.
 - b. Navigate to **01-pumpkin.jpg** and click its name to select it.

This large file, taken with a digital camera, has enough pixels for a high-quality printout on an ink jet or color laser printer. The **JPEG** format shrinks down files when saved to disk to minimize the time it takes to download those files. The image is compressed to save disk space. It takes up less than 1 MB of disk space. When opened up in Photoshop, the image is uncompressed and takes up over 12 MB of memory.

- c. Click **Open** to open **01-pumpkin.jpg** inside its document window in Photoshop.
4. Locate the major landmarks of the Photoshop workspace:

- The **Application Frame**, always present in Windows as part of the operating system, surrounds all application components with a dark gray frame so that the entire workspace can be treated as a single unit. On the Mac you can view or hide the **Application Frame** from the bottom of the **Window** menu. By default, it is visible.
- The **Menu** bar at the top of the workspace provides a series of menus, each of which is an organized list of Photoshop commands.



- **Docks** are columns along the sides of the application or screen window that hold tools or panels.
- **Panels** are groupings that appear by default along the right edge of the workspace.
- The panel (**Tools**) docked by default to the left edge of the workspace contains the tools that you use to create and edit Photoshop images.
- The context-sensitive **Options** bar just beneath the **Menu** bar holds settings that are specific to the chosen or **ACTIVE** tool.
- Each open Photoshop document is contained within a **document window**.
- The **Workspace Switcher** lets you choose from predefined workspaces and configure your own custom workspaces, as you will do later in this tutorial.

5. Reset the **Essentials** workspace, all tools, and the default **Foreground** and **Background** colors.

NOTE: We are giving you the specifics here, but will not repeat these specifics for future guided exercises.

- To reset the **Essentials** workspace, choose **Essentials** from the **Workspace Switcher** menu if necessary and then choose **Reset Essentials** from the **Workspace Switcher** menu.
- To reset all tools to their defaults, **right-click** the icon of any tool at the left side of the **Options** bar and choose **Reset All Tools** from the context menu that appears.
- To reset colors to black and white, click the **default colors** button in the **Tools** panel **color picker**.

6. Observe how the **Options** bar contents change when you change the active tool from the **Hand Tool** to the **Zoom Tool**:

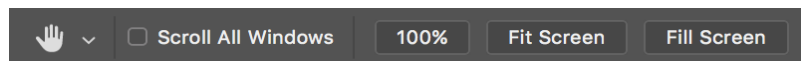
- Click the **Hand Tool** in the **Tools** panel to choose or **ACTIVATE** it.



When the entire image is too big to be visible in the document window, the **Hand Tool** moves or **PANS** the image to display hidden regions of it.

- Identify the icon of **Hand Tool** on the left edge of the **Options** bar, indicating that the **Hand Tool** is the active tool.

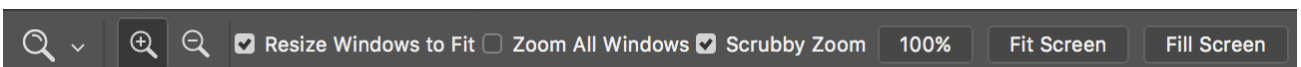
- Notice that the **Options** bar contains a check box, **Scroll All**



Windows, and three buttons: **100%**, **Fit Screen**, and **Fill Screen**. You will use these buttons later in this tutorial.

- Click the **Zoom Tool** in the **Tools** panel.

- The **Options** bar for the **Zoom Tool** contains similar check boxes and buttons to the **Hand Tool** with a few additional buttons and check boxes.



7. Use the **Workspace Switcher** on the far right end of the **Options** bar.

The **Workspace Switcher** remains in that location no matter what tool is chosen.



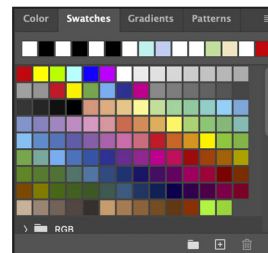
Photoshop 2020 ships with several preset workspaces. The default, **Essentials**, shows the most commonly-used panels, and hides those that you are less likely to use. Task-specific workspaces such as **Motion**, **Painting**, and **Photography** display the panels you are most likely to use when performing one of those tasks.

- a. To begin, the **Workspace Switcher** should have **Essentials checked**.

If it is set to a different workspace, click the **Workspace Switcher** to display the **Workspace** menu and choose **Essentials** from the top of the menu.

- b. Modify your workspace:

- 1) On the upper right side of the screen, click the **Swatches** panel tab to bring the **Swatches** panel forward.
- 2) Click other hidden panel tabs as desired to see what they contain.



- c. Choose a different workspace:

- 1) Choose the **Photography** workspace.
Notice that the panels shown on the right of the window have changed.
- 2) Choose the **Painting** workspace and see the panels change again.

- d. When you are done exploring, click the **Workspace Switcher** and choose **Essentials**. Click the **Workspace Switcher a second time and** choose **Reset Essentials** near the bottom of the menu to return the panes to their locations before you changed workspaces.

It was necessary to use the **Workspace Switcher** menu twice because the **Reset** _____ command only resets the currently chosen workspace.

TIP: Unless otherwise specified, periodically reset the **Essentials** workspace to keep your workspace consistent with the book.

8. Explore the **Menu** bar and identify the **Minimize**, **Close**, and **Maximize/Restore** buttons for your operating system.

WINDOWS: the **Minimize** button (1) reduces the entire Photoshop application to a Taskbar button, the **Maximize/Restore** button (2) toggles between having the Photoshop application cover the entire screen and appearing in a smaller window, and the **Close** button (3) exits Photoshop entirely.



MACINTOSH: the **Minimize** button (2) reduces the **Application Frame** to an icon on the **Dock**, the **Maximize/Restore** button (1) toggles between having the Photoshop application cover the entire screen and appearing in a smaller window, and the **Close** button (3) closes the active document window, but leaves the Photoshop application open.



On either system, after you minimize, simply click the minimized button on the **Taskbar** or **Dock** to reopen the **Application Frame**.

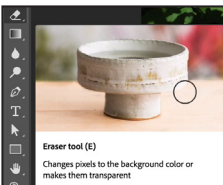
9. Manipulate the **Tools** panel:

- a. Locate the **Tools** panel, docked by default to the left edge of the **Application Frame**.

By default, the **Tools** panel is one long skinny column.

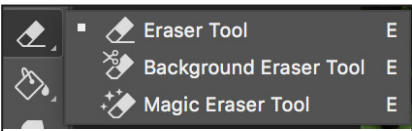
- b. View a **TOOL TIP**, a small box that contains information about the item your pointer hovers over. You will find tool tips throughout the Photoshop workspace. For tools, the tool tip includes a brief visual of the tool in action.

- 1) Without clicking, point the mouse to the tool with an eraser on it to show its tool tip.
- 2) The **Eraser Tool**'s tool tip is **Eraser Tool (E)**. The tool tip displays both the name of the tool and in parentheses its **KEYBOARD SHORTCUT**, the key you can type from the keyboard to choose that tool.



- c. Tools that contain a little triangle in their lower right corner hide other tools. Choose a tool hiding under the **Eraser Tool**.

- 1) Click and hold the pointer down on the **Eraser Tool** to reveal the menu of tools organized under it. The **Background Eraser Tool** and the **Magic Eraser Tool** hide under the **Eraser Tool**.



- 2) Drag down the list to highlight the **Background Eraser Tool** and release the pointer (mouse) button.

Now the **Background Eraser Tool** shows in the **Tools** panel, with the other eraser tools hidden beneath it.

- 3) Choose the (standard) **Eraser Tool** as you will not use the specialty erasers until the end of this course.

10. Examine the top of the document window, shown for each individual document open in Photoshop. By default, it contains an informational tab for each open document.

MAC	WINDOWS
× © 01-pumpkin.jpg @ 25% (RGB/8)	© 01-pumpkin.jpg @ 25% (RGB/8) ×

- The **Close Box (x)** to close the document window.
- The copyright symbol (©) if the image is copyrighted and the name of the file, **01_pumpkin.jpg** here.



- The zoom or magnification level @ **25%** indicates that only one quarter of the pixels are showing; the other three quarters of the pixels are hidden to allow you to view the entire document in the document window without scrolling.
- If a document has more than one layer, and a layer other than the **Background** layer is active, its name will also show at the end of the **Title** bar. Here we added **Layer 1** to the document, and **Layer 1** is active:

✖ © 01-pumpkin.jpg @ 25% (Layer 1, RGB/8) *

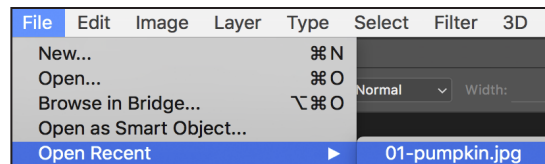
- The image mode, **RGB/8** in this document, indicates that this is an image that uses the **RGB** or red-green-blue image mode, with **8** bits to each color channel. (We won't cover 16 bit or bigger files in this course.)

11. Use the **Open Recent** command to close and reopen the pumpkin image:

- Click the **Close Box (x)** on the edge of the **01_pumpkin.jpg** tab. If you see a warning box asking to save the document, click **No** as you should not have made any changes.
- Choose **File > Open Recent** and choose **01_pumpkin.jpg**.

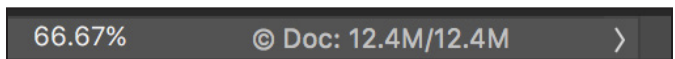
By default, Photoshop keeps track of the ten most recently opened documents.

(This feature may have been turned off if you work in a computer lab.)

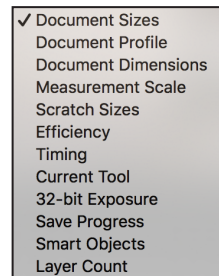


12. Examine the **Status** bar at the bottom of the document window.

From left to right, here is what you will see:



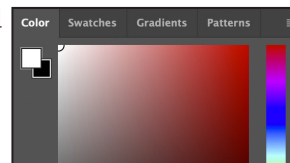
- Zoom level, 66.67%** here. To change the zoom level, highlight the number, type in a new zoom percentage like **50%**, and press **Enter** or **Return**.
- Status bar information, here Doc 12.4 M/12.4M.** This **Status** bar is set to show **Document Sizes**.
- Click the triangle to the right of the **Status** bar information to choose a different informational category from the **Status bar menu**.
- End up with **Document Sizes** showing (checked).



PANEL MANIPULATION & CUSTOMIZATION

Photoshop 2020 has 32 panels. Since you don't typically work with all these panels at once and since they would cover the entire screen if they were all visible and active at once, panels are either grouped in docks or accessible from the **Options** bar, depending on how a particular panel is used.

Each dock typically contains a column of **GROUPED** or clustered panels. In the **Essentials** workspace, for example, the **Color** panel, on top, is grouped with the **Swatches**, **Gradients**, and **Patterns** panels on the right side of the **Application Frame**.



To view a different panel in the group, click its name tab at the top of the panel. All the panels are listed alphabetically under the **Window** menu. Check marks indicate those panels that are at the front of their panel groups, such as the **Color**, **Layers**, and **Libraries** panels in the **Essentials** workspace. The **Window** menu also lists keyboard shortcuts for the most commonly used panels, such as **F7** to open the **Layers** panel.

You have already seen how the **Workspace** menu lets you choose from premade workspaces. Now let's view and use the docks and individual panels.

When expanded, panels can be shrunk or expanded horizontally or vertically, but the dock itself always remains in position, either anchored to the edge of the screen or to its neighboring dock.

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DOCK MANIPULATION



The top of each dock has double arrows to collapse or expand all its panels.

- Click the right double arrows to collapse that dock. The left double arrows re-expand the dock.
- If you want, you can shrink the width of the right dock in collapsed mode to hide the labels by dragging its left edge.

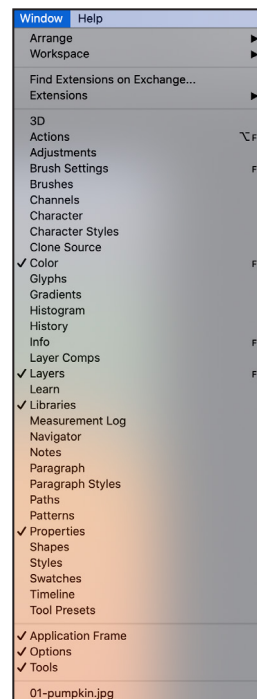
The **tab** key hides the panels and bars, but with a nice twist—they are spring loaded to reappear as you mouse over them:

- Press the **tab** key. Notice that all the panels including the **Tools** panel and the **Options** bar disappear, leaving more room to work on your document.
- Without pressing the mouse button, slowly move your pointer over the left edge of the screen or application window (Windows).

When you are in the correct spot, the **Tools** panel will appear so that you can pick a tool. Now move right, away from the **Tools** panel, and watch the **Tools** panel hide again.

- Repeat these steps, moving the pointer to the opposite (right) side of the screen to reveal the panel docks, and then move left to hide them again.
- Press the **tab** key again to reveal all the panels and bars.

Shift + tab toggles to hide and reveal only the right panel docks, but not the **Options** bar or **Tools** panel. With the narrow one-column **Tools** panel, and the **Options** bar always visible, but the panels hidden, you can see the



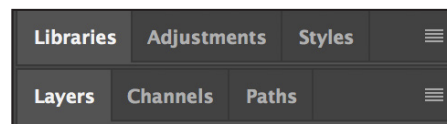
controls you use most often, keep most of the workspace available for document editing, and quickly reveal the panels when you need them.

PANEL CONTROLS

Individual panels can be grouped, rearranged, reduced to icons, floated, closed, and reopened.

Shrink and Expand

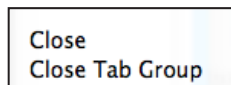
- If you double-click the tab of an expanded panel, the entire group will shrink to just its top tabs, dramatically reducing its size.
- Repeat the process to expand the panel group.



Close and Reopen

In previous versions of Photoshop, people were accidentally closing panels without meaning to, so in recent versions of Photoshop it has become a bit more complicated to close panels.

1. Each panel has a panel menu, accessed from the menu button in its upper right corner. (Alternately, you can right-click the tab).
2. From the bottom of each panel menu, choose **Close** to close just that panel, or **Close Tab Group** to close all the grouped tabs, such as the **Colors** and **Styles** group.



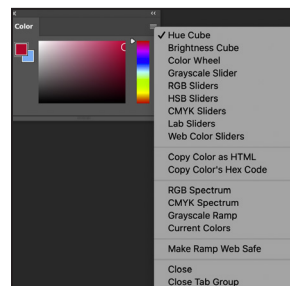
Alternately, you can choose a checked panel from the **Window** menu to close it. This will close the entire tab group and not just the single panel.

To reopen a panel and its default group, choose its name from the **Window** menu.

TIP: When we lose panels, we find it is much more efficient to use the **Workspace Switcher** to restore our workspace defaults than to start manually opening panels or groups.

PANEL MENUS

Each panel has a menu of commands that pertain to that particular panel. Sometimes these commands are found elsewhere as well, and at other times they are restricted to the panel menu. Here is the **Color Panel** menu, which can modify the **Color** panel's appearance.



PANEL MANIPULATION

There are many ways to change the appearance and location of individual panels in the docks.

FREE-FLOAT A PANEL

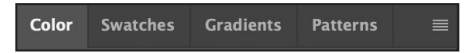
Sometimes you want to move a panel out of its dock, to float freely on top of the document window. To do this, drag a named panel such as the **Layers** panel by its tab or use the dark area at the top of the **Tools** panel to float the entire panel group.

- Position the tip of the pointer in between the **Close Box** and the **Expand** arrows (it's a small space) and drag the **Tools** panel out of its dock on top of the document window.
- Drag it back when you are done. A vertical blue line may appear as you approach the correct location.
- Release the pointer button to drop the **Tools** panel in place.

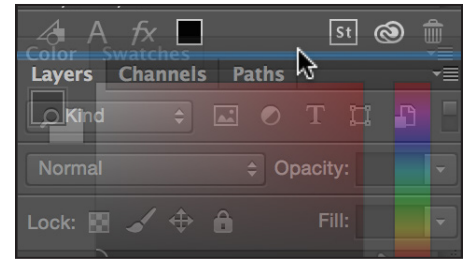


RELOCATE A PANEL GROUP

Panel groups, whether collapsed or expanded, have a gray region to the right of their tabs that can be used to move the entire panel group.



- Drag the **Color/Swatches/Gradients/Patterns** group by the bar to the right without releasing the mouse button. You will see a blue outline showing the outline of the panel.
- Without releasing the mouse button, drag the **Color/Swatches/Gradients/Patterns** group above the **Layers/Channels/Paths** group. As you drag, the panels blur. When you approach the correct location, a horizontal blue line will appear at the top of the dock.
- Release the mouse button to insert the **Color/Swatches** panel into its new location.
- NOTE: if you see a blue box instead of a blue line, that is the location to merge the panels in your panel group with the underlying panel group.



RELOCATE AN INDIVIDUAL PANEL

If you don't like the group a panel has been placed into in one of the preset workspaces, you can drag any panel by its button (collapsed) or its tab (expanded) into a different group.

- Drag the **Libraries** panel into the **Layers/Channels/Paths** group.
- If you don't like the new location, **Reset Essentials** from the **Workspace Switcher** menu to quickly put the **Libraries** panel back to its original position.

DOCUMENT NAVIGATION

The viewing size of a document appears in both the **document tab** and the **Status** bar of the active document. Changing the viewing size, or **ZOOM LEVEL**, does not change the dimensions or print size of an image—it just changes its screen display.

GUIDED EXERCISE 1.2: NAVIGATE A FILE WITH VIEW MENU COMMANDS

In this guided exercise you will experiment with various menu commands to change your document view.

1. Open **01-pumpkin.jpg** if it is not already open.

2. Examine the document magnification in the **Status** bar.

Large documents such as this one may have too many pixels to show up in your monitor, so Photoshop hides some of the pixels so that you can “see” the entire image.

Our document opened at **66.67%**. Depending on the size and setup of your monitor, your document may have a different percentage. **66.67%** means that the image is a two thirds of its actual size in both height and width, and you are viewing a lower-quality version of the actual document.

3. Choose **View > Zoom In**.

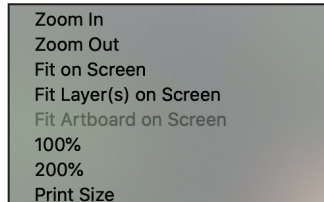
Notice that the pumpkin gets larger, but you can no longer see the entire image within the document window. Scroll bars appear on the sides of the document window to let you view the hidden parts of the document. The view magnification also changes, for us to **100%**, indicating the of the part of the image that is in the window.

4. Choose **View > 100%**. This command displays your document zoomed to **100%**.

At **100%** magnification, you can see every pixel in the part of the document that shows in the document window; no pixels are hidden. But you cannot see the entire document because it is too large for the window.

5. Experiment with the other **View** menu commands shown here.

Zoom In and **Zoom Out** let you increase and decrease magnification in set increments. If you prefer to work with keystrokes, you can zoom in and out by using the **command** key (Mac) or the **ctrl** key (Windows) along with the **plus** or **minus** keys. Each time you press the **plus** or **minus**, the zoom level increases or decreases accordingly.



Fit on Screen expands the document window to as large as can be shown on screen without being covered by panels.

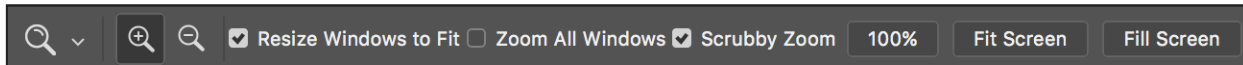
Fit Layer(s) on Screen changes the zoom level in order to fit the entire contents of the active layer(s).

Print Size shows the image in the approximate size it will print. It is not very accurate.

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GUIDED EXERCISE 1.3: USE THE ZOOM TOOL WITH OPTIONS

1. Click the **Zoom Tool**, near the bottom of the **Tools** panel, to activate it. It looks like a magnifying glass.
2. Locate the **Options** bar, just below the **Menu** bar at the top of the Photoshop window.



The far-left part of the **Options** bar always shows the **ACTIVE**, or currently-chosen, tool.

To its right are two buttons that allow you to either **ZOOM IN** (**plus cursor**) or **ZOOM OUT** (**minus cursor**) when you click using the **Zoom Tool**.

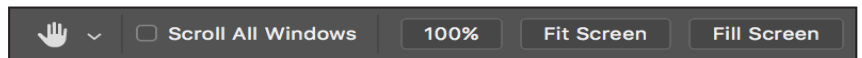
Each time you click the **Zoom Tool** with the **plus cursor** chosen, it is the same as choosing **View > Zoom In**; the **minus cursor** is the same as **View > Zoom Out**.

3. Click the check box to the left of **Resize Windows to Fit**, and then zoom in and out several times. Notice what happens to your document window.
 - When **Resize Windows to Fit** is checked, the document window will expand or contract as you zoom in or out.
 - When **Resize Window to Fit** is not checked, the document window remains a constant size.
4. In turn, click the **100%**, **Fit Screen**, and **Fill Screen** buttons. They function the same as the commands on the **View** menu that you have already used.
5. Use the **Scrubby Zoom** option:
 - a. With the **Zoom Tool** active, make sure that the **Scrubby Zoom** option is checked.
 - b. Press and drag inside the document window to the right to zoom in, focusing on the location where you are dragging.
 - c. Press and drag to the left to zoom out.
 - d. Uncheck the **Scrubby Zoom** option and repeat step 5 b.

When **Scrubby Zoom** is not checked, dragging makes a **SELECTION RECTANGLE**.

When you release the mouse, the region inside the selection rectangle zooms in dramatically.

- e. Click **Fit Screen** to view the entire image in the document window.
6. Navigate with the **Hand Tool**:
 - a. Choose the **Hand Tool**.
 - b. Click the **100%** button to zoom in to **100%** or actual size.
 - c. Place the pointer into the center of the document and drag to one side. Notice that the document moves inside the document window, as if you were adjusting a large picture within a smaller picture frame.
 - d. Click the **Fit Screen** button before continuing on to the next guided exercise.



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GUIDED EXERCISE 1.4: USE THE NAVIGATOR PANEL

When only a small portion of the image is visible, it is hard to tell where you are so you can make effective edits. Navigating a document with the hand tool, also called **PANNING**, can be much faster and more precise than using the document's horizontal and vertical scroll bars, especially for diagonal scrolling.

The **Navigator** panel, hidden by default in the **Essentials** workspace, provides a convenient way to navigate within a document because it always displays a thumbnail of the whole image to help you orient. In this guided exercise, you will show the **Navigator** panel and use it.

1. Choose **Window > Navigator** to show the **Navigator** panel. It appears expanded, grouped with the **Histogram** panel. The Navigator and Histogram panel icons also appear, docked to the left edge of the original dock on the right side of the screen.

The **Navigator** panel contains a small preview image, or **THUMBNAIL**, of the active document. In **Fit Screen** view, the entire thumbnail is surrounded by a red box, called the **PROXY**, that shows how much of the document is visible in the document window.



2. With the **Hand Tool** chosen, click the **100%** button in the **Options** bar.

The proxy shrinks to outline only a smaller part of the pumpkin image, that which is currently visible within the document window. The **Navigator** panel shows the zoom percentage of **100%** in its lower left corner.

3. Drag the vertical scroll bar up so that you can see the top of the image. Notice that the **Navigator** panel's proxy moves as you drag.
4. Drag the horizontal scroll bar to the right so you can see the upper right corner of the image. Now the proxy should be in the upper right corner of the **Navigator** panel's preview.
5. Choose the **Hand Tool** and drag it around in the document.

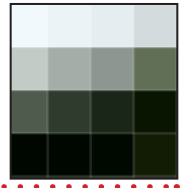
You can easily navigate diagonally with the **Hand Tool** and the **Navigator** panel's proxy updates your location in the document window.

6. Move the mouse pointer on top of the proxy in the **Navigator** panel. It changes to look like the **Hand** tool. **Drag** to change the proxy location on the Navigator thumbnail, which also changes the part of the document you see in the document window.
7. **Choose View > Zoom Out.**

An image's view magnification is sometimes called its **Zoom**. When you zoom out, you see a larger portion of the image in the document window, but Photoshop may need to hide some pixels

8. Click the **Zoom Out** button on the **Navigator** panel to make the zoom percentage decrease.
9. Click the **Zoom In** button on the **Navigator** panel to make the zoom percentage increase.
10. Drag the **Zoom Slider** all the way to the left. Notice that the document shrinks to **.11%** and it is virtually invisible. Zooming out this far is not very useful.
11. Slowly drag the **Zoom Slider** all the way to the right. As you drag, the zoom increases slowly. Typically, you will drag the **Zoom Slider** slowly to dynamically find the zoom percentage you need for the task at hand.

When you reach the right end of the **Zoom Slider**, you will have magnified the document to **12800%**. Now you can see the individual pixels that make up the document, but you see such a small part of the document that you may not be able to find the proxy in the **Navigator** thumbnail. Occasionally, you may use this view to edit individual pixels in a document.



KEYBOARD SHORTCUTS

KEYBOARD SHORTCUTS are quick ways to execute menu commands and to change application settings or options on the fly. Experienced Photoshop users learn keyboard shortcuts for commonly used commands to speed up their workflow.

Macintosh Laptop Users: Most modern computers use two button mice, but older Macintosh laptops still have only one button on their track pads. If you are using one of these laptops, you will need to press the **control** (or **ctrl**) key as you click to simulate the right click.

NAVIGATION SHORTCUTS

Learning to navigate around an image and quickly change its view size is an important skill. You want to become familiar with zooming and scrolling around an image, and keeping track of your document viewing magnification.

Practice these navigational shortcuts:

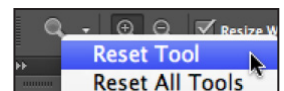
- Double click the **Zoom Tool** to change document view to **100%**.
- Double click the **Hand Tool** to change document view to **Fit on Screen**.
- Press the **space** bar (the biggest key on the keyboard) to temporarily change from any other tool to the **Hand Tool**. Drag to pan your image. When you release the **space** bar, you will return to whatever tool you were using before you panned.
- Look at the **Zoom Tool** cursor before you click it to see if it is set to **zoom in** (plus) or **zoom out** (minus). To temporarily reverse the zoom, **alt + click** (Windows) or **option + click** (Mac).
- If a tool other than the **Zoom Tool** is active, use **Command/Ctrl + Plus** to zoom in or **Command/Ctrl + Minus** to zoom out.

CONTEXT MENUS

If you **right-click** (two button mouse) or **ctrl + click** (Mac laptop trackpad) on a part of your document or workspace, its **CONTEXT MENU** of relevant commands will appear.

RESTORE TOOL DEFAULTS

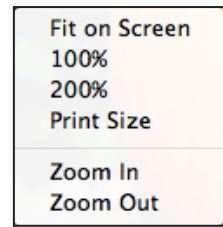
To set an individual tool's settings back to the defaults, **right-click** the tool icon in the far left end of the **Options** bar and choose **Reset Tool** from the context menu that appears.



To restore all tools to their default settings, right-click the icon of the chosen tool in the **Options** bar and choose **Reset All Tools** from the context menu that appears.

Zoom with Context Menu

You can also access context-sensitive menus of commands relevant to the current tool. For example, if you choose the **Zoom Tool** and then either **right-click** (two button mouse) or **ctrl + click** (one button mouse) on a part of your document or workspace, its **CONTEXT MENU** of relevant commands will appear. The **Hand Tool** provides only the top four options.



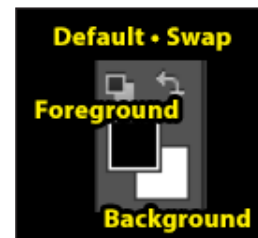
YOUR FIRST PHOTOSHOP PROJECT

A common problem with learning any new application is that, in the beginning, you look at a lot of “stuff” but don’t get to do anything fun. Since Photoshop is so much fun, we don’t want you to miss out. Here we will guide you through some exercises that let you have fun with Photoshop while you receive a very basic introduction to Photoshop painting and layer manipulation. Your goal is to experience just a little of what Photoshop can do, not to provide comprehensive coverage of each step you accomplish. As the course proceeds, we will return to each of these topics in more detail.

GUIDED EXERCISE 1.5: BEGIN TO “CARVE” A PUMPKIN, PHOTOSHOP STYLE

1. Open **01-pumpkin.jpg** image if necessary.
2. **Locate the Color Controls** near the bottom of the **Tools** panel. They are the solid colored squares shown here.

Many Photoshop tools use one or both of two user-defined colors, **Foreground** and **Background**. The big top left square shows the **FOREGROUND COLOR**; the big bottom right square shows the **BACKGROUND COLOR**.



What is the difference between the **Foreground** color and the **Background** color?

- Painting tools such as the **Brush Tool** and the **Pencil Tool** paint using the **Foreground** color.
- The **Eraser Tool** reveals the **Background** color when painting on the **Background** layer, the starting point for most Photoshop images
- The **Foreground** and **Background** colors are used together to make gradient fills, and for other special effects.
- The **swap** button which looks like a double arrow switches the **Foreground** and **Background** colors. If we clicked it with the default colors chosen, the **Foreground** color would become white and the **Background** color black.

- By default, the **Background** color is white and the **Foreground** color is black. In a moment you will choose or **SAMPLE** a new **Foreground** color. Clicking the **default** button would then restore the black and white default colors.

- Click the **Swatches** panel tab to bring it forward.

By default, the **Swatches** panel hides beneath the **Color** panel. Each box is a single-color **SWATCH**.

- Without pressing its button, move the mouse over the green swatch near the upper left corner of the **Swatches** panel.

The (mouse) pointer becomes a tiny eyedropper to signify that you can choose or sample that color, and a tool tip appears to tell you the color. Here we are sampling **RGB Green**.



- Click that green swatch to make it the **Foreground** color. Note the change in the **Color Controls** on the **Tools** panel.

- Restore all tools to their default settings:

- Right-click** the tool icon in the far left side of the **Options** bar.
- Choose **Reset All Tools** from the context menu that appears.
- Click **OK** in the dialog box that appears.

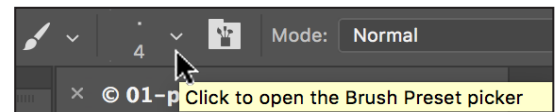
- Paint a nose on the pumpkin.

- Choose the **Brush Tool** and drag it in the center of the pumpkin to paint a short green line. Whoops! It's too thin.
- Choose **Edit > Undo Brush Tool** to remove the green line.



NOTE: Whenever you **Undo** in Photoshop, the **Undo** command includes the name of the last tool or command you used.

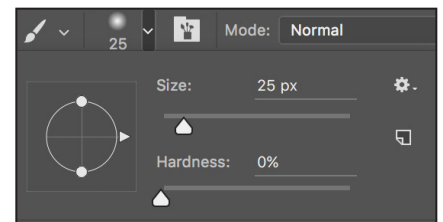
- In the **Options** bar, click the **Brush thumbnail** to display the **Brush Preset** picker.



- Drag the **Size** slider to the right, to increase the brush size to **25 px**.

- Drag the **Brush Tool** to paint a short green line in the center of the pumpkin.

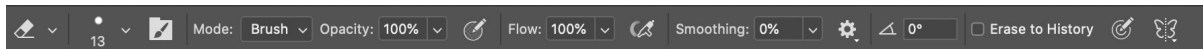
That's a better thickness.



- Paint two more lines to make a triangle. It could be the nose of a jack-o'-lantern, but it is too big.

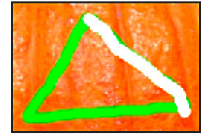


8. Attempt to erase the nose:
 - a. Click the **Eraser Tool** and examine its **Options** bar.



The **Eraser Tool**'s default settings are similar to the **Brush Tool**'s settings. An additional option, **Erase to History**, will not be covered in this course.

- b. Reapply steps 7c–d to change the **Eraser Tool** brush tip size to **25 px**.
 - c. Drag the **Eraser Tool** across one of the green lines to erase it. Whoops, more problems:



There are still traces of green on the edges of the white. More erasing could correct that problem, but, the line will still be white, not the pumpkin image you probably expected.

Look at the **Layers** panel and note that the pumpkin has one layer, named **Background**. When you paint directly on the Background and then use the **Eraser Tool**, you erase to the **Background** color (white by default) rather than restoring the original image.

9. Keep the pumpkin image open while you next read about the **History** panel, and then use the **History** panel to remove the green triangle to restore the original pumpkin.

THE HISTORY PANEL

When you need to undo just one step in Photoshop, you can choose **Edit > Undo** as we did earlier. Typically, however, if you discover a problem further down the road, like the wrong size nose on the pumpkin, **Undo only reverses the very last command or tool you used**.

When this happens, the Photoshop **History** panel comes to the rescue.

Every time you use a tool or command to edit your image, the **History** panel adds that particular version of the image to the bottom of the panel as a **HISTORY STATE**. The History panel lets you choose any one of these recent states to restore the image to the desired state — what the image looked like at that point in time. The **History** panel records only document-specific steps that change selections, pixels, or paths — not program-wide alterations such as a preference change or a change in document view. Program-wide alterations are not changes to the components of a particular image and so are not added to the **History** panel.

WARNING: The **History** panel is wonderful, but it has one major limitation: *History states are not saved with the document. When you close an image, its History states vanish.*

..... GUIDED EXERCISE 1.6: USE THE HISTORY PANEL TO UNDO IMAGE CHANGES

The **History** panel is invaluable for Photoshop work because it lets you go back up to 50 steps (by default) to recover from unwanted image edits. Try it.

1. Locate the **History** panel. In the **Essentials** workspace, it is minimized to a button, to the left of the **Color/Swatches/Gradients/Patterns** group.
2. Click the **History** panel button to expand it.

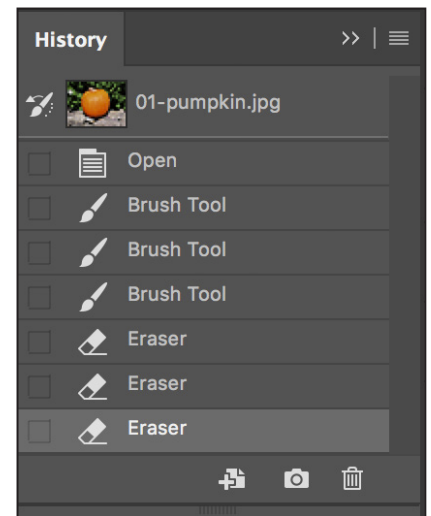


Towards the top of the **History** panel is a small thumbnail of the pumpkin image, with the **History states** listed beneath it. If the scroll bar on the right side of the panel is visible, it indicates that there are more states than you can see in the panel.

3. Drag the lower edge of the panel down to make it longer and to reveal all its **History states**, if needed.

Here you can see seven **History states**. The name Photoshop gives to each state is limited to the icon and the name of the tool used.

- **Snapshot:** The appearance of the document when first opened. This state shows the document thumbnail and its file name.
- **Open:** Opening the original document.
- **Brush Tool:** Painting the first green line.
- **Brush Tool:** Painting the second green line.
- **Brush Tool:** Painting the third green line.
- **Eraser (Tool):** Erasing part of a white line.
- **Eraser (Tool):** Erasing more of the white line.
- **Eraser (Tool):** Erasing still more of the white line. This state is highlighted to indicate that it is the state shown in the document window.



4. Click the **Brush Tool** state immediately above the top **Eraser** state.

When you click on a state, that activates it, and reveals the image in that state (moment in time) in the document window. The white eraser mark is now gone.

5. Click the **Open** state. Now the image returns to its original state before you painted on it.
6. Click the first **Eraser** state. The green triangle and white eraser line return.
7. Click the image thumbnail at the top of the **History** panel. Again the image returns to its original state before painting.

The image thumbnail is called a **SNAPSHOT**. Each snapshot is a temporarily-stored **History state**. Right now, the **01-pumpkin.jpg** and **Open** states are identical. That's because Photoshop automatically makes that first snapshot for you in case you need to get back to the original image.

By default the **History** panel can only record up to fifty states. When you make the fifty-first change to a document, the first state (**Open**) vanishes from the top of the list to make room for the most recent change at the bottom.

WARNING: Snapshots only remain with the document until you close the document window, or quit Photoshop. Don't expect to see them if you close your image and then reopen it.

- 8. Save a working copy of **01-pumpkin.jpg** in Photoshop (**PSD**) format to preserve the original and to give you more editing options. We used Mac screen shots here, but the steps are the same for Windows.
 - a. **Choose File > Save As** to reveal the **Save As** dialog box.
 - b. Set the location for the new version of the file. You can save it to a flash drive if working in a computer lab, or to the hard drive on your own computer.
 - c. Change the format from **.jpg** to **.psd**:

Click the arrow to the right of the **Format** box, and choose **Photoshop** from the top of the drop down list.

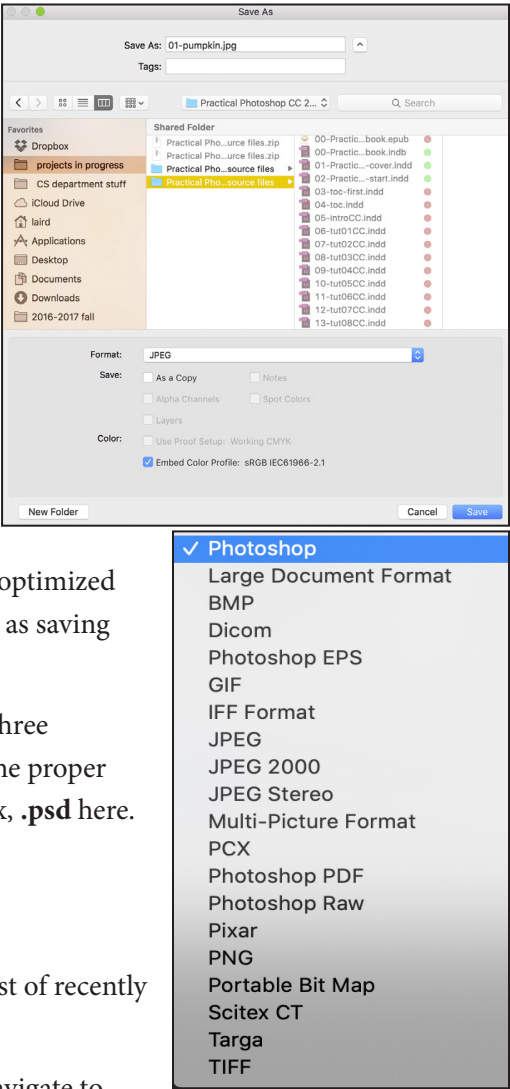
The **JPEG** format was used for fast downloading. **PSD** files are optimized for Photoshop work, and permit some important features, such as saving layered documents, that **JPEGs** cannot do.

- d. Change the filename to **pumpkin1**. Do not type the period or three character extension. Photoshop will change it for you, adding the proper extension for whatever format you designated in the format box, **.psd** here.
 - e. Click **Save** to save the document as **pumpkin1.psd**.
- 9. Choose **File > Close** to close the **pumpkin1.psd** image.

- 10. Choose **File > Open Recent** and choose **pumpkin1.psd** from the list of recently opened files.

In some computer labs, you will need to choose **File > Open** and navigate to your saved file.

- 11. Examine the **History** panel.



Note that the **History** panel now only displays the image snapshot and the **Open** history state. The other history states are gone—permanently. History states are stored in RAM, and not saved to disk with a document. When you close a document, if the computer freezes, or if you have a power failure, you lose your history states. For this reason, you should save your document frequently as you work on it. Each time you choose **File > Save** (**Command + S** on Mac, **Ctrl + S** on Windows), your current document state is stored on disk, and replaces the previously-saved version.

HISTORY PANEL KEYBOARD SHORTCUTS

Edit > Undo _____ (**Ctrl + Z** or **Command + Z**) reverses the last change or history state that you made to the image. Pressing it again steps you back one history state each time it is used.

Edit > Redo _____ (**Ctrl + Shift + Z** or **Command + Shift + Z**) is available just after an **Undo**. It restores the image to the way it was before the Undo. Pressing it again steps you forward one history state at a time.

THE LAYERED PHOTOSHOP DOCUMENT

You have already experienced the lack of editing flexibility that occurred when you tried to paint directly on top of the pumpkin pixels. Layers greatly simplify your image editing and provide some amazing special effects.

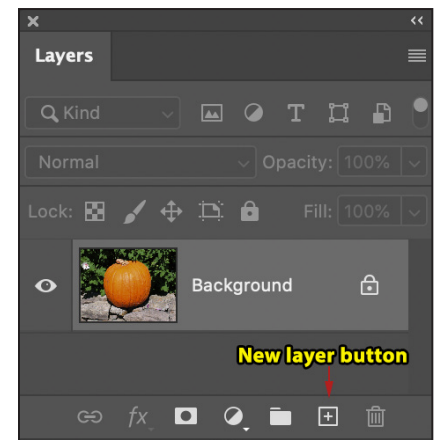
LAYERS isolate distinct parts of your image so that they can be individually viewed, positioned, or edited. Think of layers as a stack of clear plastic sheets containing image pixels and transparent areas. In the transparent areas you can see below to the layers underneath; where there is opaque imagery, you cannot.

The **Layers** panel shows the hierarchical organization of a document and lets you control the ways in which layers interact.

GUIDED EXERCISE 1.7: USE LAYERS TO FINISH “CARVING” THE PUMPKIN

1. Open **pumpkin1.psd** image if necessary.
2. In Guided Exercise 1.6 you expanded the **History** panel on top of the **Layers** panel. Reset the **Essentials** workspace to return your panels to their default locations so that you can see the entire **Layers** panel in the bottom group of Photoshop panes. If the **Layers** panel is collapsed, click its name tab to expand it.

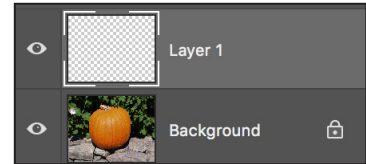
This document has one layer, named **Background**. This layer shows a thumbnail of its contents. Whenever you open an image that was taken with a digital camera, it opens as the **Background** layer.



The **Layers** panel has buttons along its bottom. Second from the right is the **New Layer** button. Click it to create a new, transparent layer named by default **Layer 1**. The new layer appears above the **Background** layer.

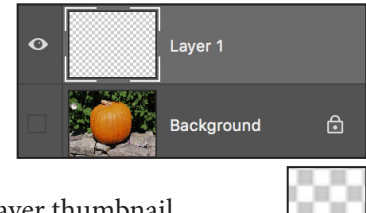
3. Notice that **Layer 1** is highlighted (lighter gray) and there is a decorative border around its thumbnail.

The highlight and the box are the two ways that Photoshop indicates in the **Layers** panel that **Layer 1** is the **ACTIVE LAYER**, the one that you can paint on. Each document can have only one active layer at a time.



4. Click the **eye** symbol to the left of the **Background** thumbnail. This turns off the visibility of the **Background** so you can see **Layer 1** all by itself. When a layer is not visible, or **HIDDEN**, its eye changes to a dark square.

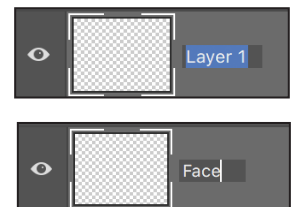
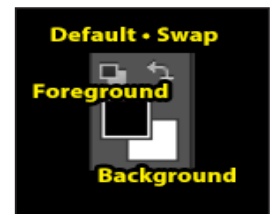
Now all you see is a gray checkerboard. When you view a layer other than the **Background** by itself, Photoshop represents transparent regions with this checkerboard pattern. Notice that the checkerboard is also shown in **Layer 1**'s layer thumbnail.



5. Click the **Background** eye again to make both layers visible.
6. Click the **Default** button in the color picker to restore the default colors—black for the **Foreground** color and white for the **Background** color.
7. Give **Layer 1** a more descriptive name:

TIP: it is essential to give layers meaningful names because complex Photoshop documents can have more layers than you can keep track of.

- a. Double-click the name **Layer 1** in the **Layers** panel to highlight its name.
- b. Type the word “**Face**” and press the **enter** or **return** key to change the default name, **Layer 1**, to a more descriptive name.



8. Paint your pumpkin's face on the **Face** layer:
 - a. Check one more time to be sure the **Face** layer is active (highlighted). If it isn't, click to the right of its name to activate it.
 - b. Choose the **Brush Tool**, and paint a face on the **Face** layer.

As you paint, make the brush tip bigger or smaller to suit your needs. Heavier, thicker lines will make your pumpkin look more carved once you finish the guided exercise.



You might get an idea from the jack-o'-lanterns shown here.



- c. If you mess up, you can either go back in **History**, or choose the **Eraser Tool** and erase what you don't like. On any layer but the **Background** layer, the **Eraser Tool** erases to transparent, not to the **Background** color.
 - d. When you finish painting your face, choose **File > Save** to update the document to include the **Face** layer.
 - e. Now look at the **History** panel. You should see many states that say **Brush Tool** or **Eraser**, but no **Save** state. That is because the **History** panel only records document alterations, and saving does not alter the image pixels you see on screen.
9. Use the **Layers** panel settings to make your painted face look like it is carved into the pumpkin.

Here you will just follow along step by step, but later in the course you will learn how to customize layer settings to achieve many special effects.

- a. With the Face layer active, choose **Layer > Layer Style > Bevel and Emboss** to open the **Layer Style dialog box**. This dialog box is so huge that you may need to drag it by its **Title** bar so that only the left side shows, and you can still see some of your painted face.
- b. In the **Structure** area of the **Layer Style** dialog box, change the settings to match the ones listed here.

Style: Inner Bevel

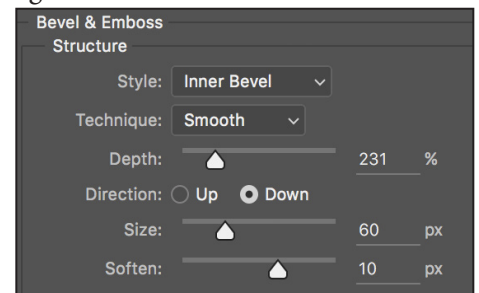
Technique: Smooth

Depth: 231%

Direction: Down

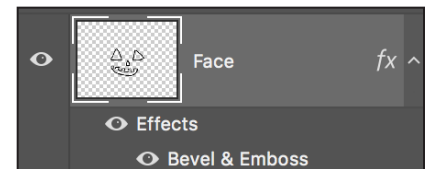
Size: 60

Soften: 10



10. Click **OK** to apply this layer style to the **Face** layer.

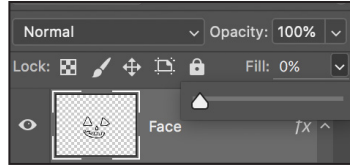
The **Face** layer now has a section named **Effects** and a further indent listing the name of the effect that was applied. Why is it called **Effects**? Because in Adobe terminology a **Layer Style** consists of one or more individual **Effects**.



The pumpkin looks more interesting than with the flat black paint, but it still does not look carved.

11. Use the **Fill** setting in the **Layers** panel to make the face look like it is carved into the pumpkin:
- a. Locate the **Fill** setting above the top layer of the **Layers** panel and its drop down triangle to the right of the word **Fill**.

- b. Press the triangle to reveal a slider where you can set the amount of **Fill**, from **0%** to **100%**.
- c. Drag the slider all the way to the left, until it reaches **0%**. Notice what happens—the **Bevel & Emboss** effect stays completely visible, but the black outline fades away making the pumpkin look carved.
- d. Drag the slider a little to the right to keep just a bit of the black, if you prefer.



12. Choose **File > Save** to save your work. Print if desired, following the instructions in the next tutorial.

ADOBE PHOTOSHOP HELP

Photoshop is a tremendously complex application, and it is difficult even for Photoshop “experts” to remember all the details. Fortunately, help is only a menu away. Let’s look at some of the available resources:

GUIDED EXERCISE 1.8: USE PHOTOSHOP HELP

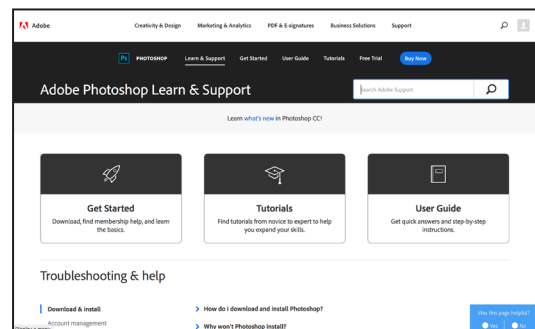
This guided exercise will give a brief introduction to using Adobe’s online help system. This site is constantly changing so what you see may differ from what we demonstrate here.

By distributing Help online, Adobe can keep improving application support, and add to Help files to keep them current.

1. Choose **Help > Photoshop Help**.

This launches your web browser, if needed, and takes you to the Photoshop Help starting page.

At the top of the page is a list of categories such as **Get Started**, **Tutorials**, and **User Guide**. When you click on one of the categories, the page jumps to the appropriate section. In addition, the Search box allows you to search for any terms.



2. Try out **Photoshop Help**:

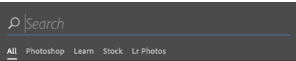
Sometimes you don’t know where to find what you are looking for, or don’t want to waste time drilling down the content topics. In either case, you can type a word or two of your question or topic into the search box at the top left side of the **Adobe Help** pages.

- a. Click in the **Search Box** near the top of the page.
- b. Enter ‘Tool Galleries’ and click on the magnifying glass icon.

- c. Click on the **Photoshop Tool Galleries** link from the results page. This takes you to a page that includes a very useful panel overview, showing how the tools are grouped by function with the names and keyboard shortcuts for each tool.
- d. Scroll down the page to see the **Tool Galleries** with full-color examples of how each tool works.

3. Search within Photoshop to find more information about a specific topic:

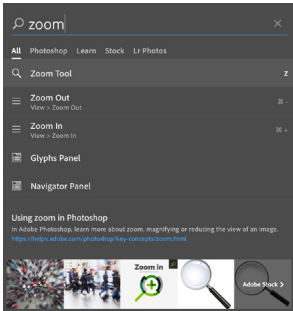
- a. Back in Photoshop, locate the **Search** (Magnifying Glass) icon at the right side of the Options bar, next to the Workspace Switcher, and click on it. The Search dialog box appears.



- b. Type **zoom** into the **Search** box.

You will see the results of your search underneath the search box. The results may include Photoshop commands, brief tutorials, and stock images relating to your search terms.

- c. Experiment with different search topics.



ON YOUR OWN

Photoshop requires a lot of zooming in and out.

NAVIGATION SHORTCUTS

Practice in order to become an efficient navigator:

- Show the **Navigator** panel and practice using it to navigate.
- Open your completed **pumpkin1.psd** and practice these navigational shortcuts with the pointer (mouse) and the keyboard until they become second nature.

TASK	POINTER (MOUSE)	KEYBOARD
Actual Pixels or 100%	Double click the Zoom Tool	Command/Ctrl + 1
Fit on Screen	Double click the Hand Tool	Command/Ctrl + 0
Pan your image	Press the space bar, then click and drag with your mouse	
Zoom in without the Zoom Tool		Command/Ctrl + plus sign (+)
Zoom out without the Zoom Tool		Command/Ctrl + minus sign (-)

PRACTICAL PHOTOSHOP 2020, LEVEL 1

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SAMPLE CHAPTERS

.....
THIS DOCUMENT IS A SAMPLE OF THE BOOK
"PRACTICAL PHOTOSHOP 2020 LEVEL 1".
.....

.....
TO PURCHASE THE ENTIRE BOOK, VISIT WWW.PRACTICALPHOTOSHOP.COM
.....

PRACTICAL PHOTOSHOP 2020, LEVEL 1

TUTORIAL 2: FILES FOR PRINT AND WEB

In this tutorial you will take a first look at preparing files to be printed, emailed for screen viewing, or displayed on the web.

OBJECTIVES

- Differentiate among monitor, document, and printer resolutions, and understand when to use each measurement.
- Distinguish between appropriate resolution for print and for web or email images.
- Print a Photoshop document by configuring the **Print** dialog box.
- Use the **Export As** and **Save for Web (Legacy)** commands to make a copy of the print-quality document for fast online transmission.

RESOLUTION

Resolution is a difficult concept to grasp. In nearly every class we teach, at every level, I get questions about resolution. Part of the problem is that the word **RESOLUTION** is used to measure different things. And, to make it worse, each item being measured has two kinds of measurements: a *quality* measurement and a *quantity* measurement. When measuring the **QUALITY** of an image, resolution specifies the number of pixels within a given area, (often given in pixels per inch or dots per inch), but resolution can also refer to the total **QUANTITY** of pixels in something — its absolute image dimensions.

MONITOR RESOLUTION

Let's begin with what we see on screen — **MONITOR RESOLUTION**. Monitors display patterns of colored pixels. Measured by quality, these displays are measured in **PIXELS PER INCH** or **PPI**. Monitor resolution can also refer to the physical properties of a monitor — how many total pixels it can display — its quantity. Monitor resolution determines how much of a Photoshop document can be seen when viewed at actual size (**100%**). Modern, adjustable monitors have adjustable resolution.

Some monitor numbers to keep in mind:

- The smallest computer monitor is typically **1024 pixels** wide and **768 pixels high (1024 x 768)**, a quantity measurement. Handheld devices may have even smaller resolution; the original iPhone had a screen resolution of **320 x 480**.
- Photoshop 2020 requires a screen resolution of at least **1200 x 800 pixels**.

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DOCUMENT RESOLUTION

DOCUMENT RESOLUTION is the absolute measurement of a document in pixels, with width being the first number and height the second. Thus a document that is **800 x 600** is **800 pixels** wide and **600 pixels** tall. This is the “quantity” form of resolution.

Each Photoshop document also has a resolution measurement in **PIXELS PER INCH**, or **PPI (ppi)**. This is the “quality” form of resolution. Web pages and multimedia projects typically use 72-96 ppi images both to keep file sizes down and to display properly on small or low-resolution screens that display from 72 to 96 pixels in each inch of the computer monitor.

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PRINTER RESOLUTION

PRINTER RESOLUTION describes how a document is set up for printing. Printers apply dots of ink or toner onto paper or other media. Printed images are measured in **DOTS PER INCH** or **DPI (dpi)**. Modern desktop printers, laser or ink jet, typically print somewhere in the range from 300 to 2400 dpi.

When an image is printed, each image pixel is represented with a dot of ink or toner. When an image is printed with enough dots, the human eye perceives discrete color changes as continuous, and the digital image looks like an analog photograph. Your brain blends the colors. The smaller the print dots, the higher the printer resolution setting. For instance, an image with a dpi of 150 will have smaller dots than an image set to 72 dpi. The higher the resolution, the higher quality the printout will be, up to the printer’s physical capabilities.

Printed documents use resolutions of 100 ppi and up. A 4 inch by 5 inch document with an image resolution of 100 ppi will have pixel dimensions of 400 x 500 pixels, while a 4 inch by 5 inch document with an image resolution of 300 ppi will have pixel dimensions of 1200 x 1500 pixels. The small number of pixels in web graphics (72 ppi) make them load quickly—ideal for screen work. However, these low resolution images print poorly because they don’t have enough pixels to provide the optimal number of dots for each inch of printed document.

What can be very confusing is that an image with a low resolution can look good on the screen if not zoomed in too close. You could work away on an image believing that you have a high quality image. Then, when you print it out, you are very disappointed because the large size of the printed dots makes the image look blocky or pixelated. The bottom line is that it takes a much higher resolution for an image to look good in print than it does on screen.

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SETTING UP DOCUMENTS FOR PRINT

Before you can set up a document for printing, you need to know the resolution of the printer you are using, known as your **OUTPUT PRINTER**. The best way to do that is to read the fine print on the manual that came with your printer, but that is not always easy to do. The Internet is also a good source for finding out more information about your printer. But, just in case you lost your manual or are printing in a computer lab, here are some guidelines:

- Some printers list two resolutions, such as the HP OfficeJet 8210 Color Printer:
Up to 2400 x 1200 optimized dots per inch (dpi) on HP Advanced Photo paper, from a 600 x 600 input dots per inch (dpi) source. You should use the lower resolution (600) to calculate your image resolution.
- Color laser printers are usually 600 dpi printers.
- Older color ink jet printers are 720 dpi printers
- Newer photo ink jet printers are at least 1200 dpi printers.
- Graphics applications such as Photoshop measure files in **pixels per inch (ppi)**, and the printer converts the **ppi** into **dots per inch (dpi)** when it prints the document.

Beginning graphics students tend to assume that if you have a 600 dpi printer, you should have at least one pixel in your image for every one of those dots. As we shall see, this is often not correct.

If you print an image that has only black and white pixels, and no shades of gray, your resolution should match that of the printer. In this case, the printer places only solid black dots onto the printout. But, if you print a photograph or graphic either in color or in shades of gray, the **PRINTER DRIVER** (the software that tells the printer how to work) performs its own special magic called **interpolation** to fill in transitional colors between each document pixel. In addition, it generally takes an average of 3 dots of color ink to make any given printed color. For this reason, these documents only need **ONE THIRD** the ppi of the output printer for high-quality results. If your document has a higher resolution than your printer needs, the document will take longer to print and it will be a larger file that will take longer to edit, but its quality will not be any better. So, what resolution should you choose?

This simple chart, with file sizes based on a document that is 4 x 6 inches, shows the relationship between resolution and file size, and gives some recommended printer-based resolutions.

PRINTER	BLACK DOTS ONLY	COLOR AND/OR GRAYSCALE DOTS
Color laser	600 ppi	200 ppi
File size	1.03 M	2.75 M
Older color ink jet	720 ppi	240 ppi
File size	1.48 M	3.96 M
Photo ink jet	1200 ppi	300 ppi
File size	4.12 M	6.18 M

Technically, following the “rule of one-third,” you should print your photo ink jet printouts at 400 dpi. However, since the human eye cannot see such small color transitions, in most cases your 400 ppi printout will not look any better than a 300 ppi printout, but your file will be much larger. For color and grayscale, think **one third**, up to around 300 ppi; for pure black and white think **one to one**.

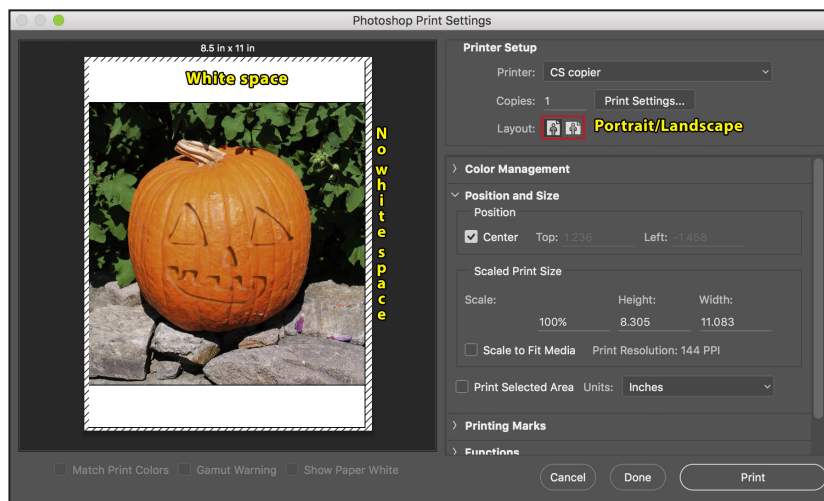
PRINTING PHOTOSHOP DOCUMENTS

When you first choose **File > Print**, you will see a huge dialog box with a thumbnail of your image on the left side, and a number of controls on the right. The dialog box can be enlarged if yours does not look exactly like ours.

The left side, or **PREVIEW AREA**, shows a thumbnail of how your image will print relative to a piece of paper.

The portion of the image that will print is called the **THUMBNAIL**. Some folks question whether it really is a “thumbnail” since it is so large. Adobe calls it a thumbnail because it is smaller than the actual printed document.

The largest box with diagonal black lines represents the full page of paper as set in the **Page Setup** dialog box (usually US Letter) and the smaller white box represents the printable area for your printer.



Printers need to grab the paper to pull it through the printing mechanism. They use a small amount on the top and sides, and a larger amount on the bottom of the paper. These areas, called **MARGINS**, typically will not print. The portion of the paper that can be printed is called the **PRINTABLE AREA**.

The **Print Settings** button can be used to view and change printer-specific settings such as print quality, paper type, and number of copies. After configuring your **Print Settings**, click **Save** to save the printer settings and return to Photoshop’s **Print** dialog box.

File > Print One Copy doesn’t bring up any dialog box at all— it just prints a copy of your image using the settings you used last time you printed an image.

INK JET PAPER QUALITY AND IMAGE LONGEVITY

As you learn Photoshop, you will probably print your work on an ink jet printer. Ink jet paper choice has a tremendous effect both on the quality of your original output and its longevity. Ink jet prints are sharper and brighter when printed on specially-made ink jet photo paper than on everyday copy paper. These specialty papers have a large amount of clay in them, and the clay keeps the print dots on top of the paper, so that those bright, crisp dots you worked so hard to create don’t get absorbed into the paper and become dull and blurry. If your printouts are not as nice as you’d like, often you may not need a new printer, but simply better paper.

Unless they are printed on special, long-lasting or **ARCHIVAL PAPER**, and stored away from light, moisture, heat, and ozone, your digital printouts will not last very long. Someone we know printed some photographs of

her new granddaughter using Epson Photo paper, and put them on her refrigerator, which does not receive any direct sunlight. Six weeks later, the photos were badly faded. By reading the following article on print permanence, she learned that if she had protected the photos behind glass, they would have lasted a lot longer: <http://tinyurl.com/9c2rf26>.

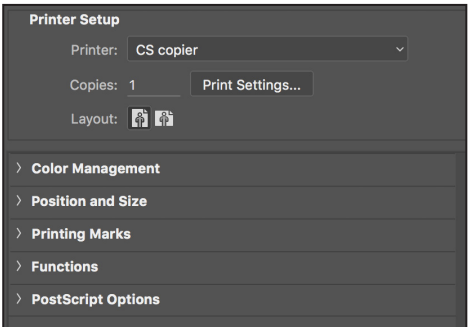
.....

GUIDED EXERCISE 2.1: PRINT YOUR PUMPKIN

In this guided exercise, you will use Photoshop's **Print** dialog box to set up your carved pumpkin document for high quality printing, and then print it. Over the years Adobe has added more and more individual settings to the **Print** dialog box, which is helpful for print professionals but can be very confusing for Photoshop beginners. In this guided exercise you will only be using the most basic print settings.

1. Open the **pumpkin1.psd** image if necessary.
2. Choose **File > Print** to open the **Print** dialog box.

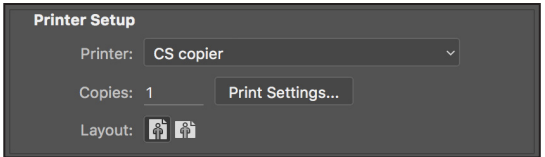
Notice that the **Print** dialog box has two panes: the left pane shows the preview of how the image will print and the right side gives a long list of settings, each of which can be expanded.



3. To simplify the **Print** dialog box, click the triangle to the left of each setting category underneath **Printer Setup** to collapse the five settings categories beneath it.

4. Configure your printer in the **Printer Setup** settings.

- a. The **Printer** drop-down menu has a list of all the printers connected to or available to your computer. Begin by choosing your desired printer from the **Printer** drop-down menu at the top of the dialog box.



- b. Look at the thumbnail. Notice that the document is too big for the paper. You can see white space on the top and bottom, but not on the sides of the thumbnail.



5. Click the **Landscape** orientation button in the **Layout** section of **Printer Setup** to change the default **Portrait** (tall), to **Landscape** (wide). The document now has white space all around the thumbnail.

Do not change any other settings in the **Print** dialog box unless you know how to use them. (These settings are for more advanced users.)

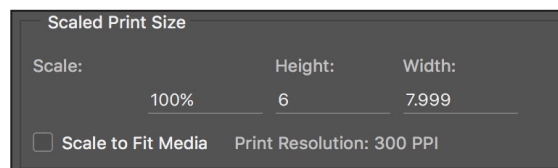
6. Click **Print** to print the document.



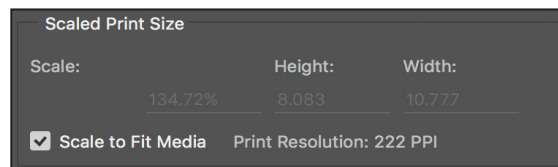
.....

BEWARE OF SCALE TO FIT MEDIA

In the center of the **Print** dialog box, you will find a section called **Position and Size**. Towards the bottom of the section, the **Print Resolution** for your image is specified. For **pumpkin1.psd**, your resolution should be **300 ppi** which is optimal for most modern printers. We set it up that way when we created the tutorial. The **Height** of the printed image will be 6 inches and the **Width** almost 8 inches. Thus when printed, the image will not cover the entire 8.5 x 11 inch page or even its printable area.



If you click the **Scale to Fit Media** check box, the image enlarges proportionately to cover the printable area of your paper, approximately 8 x 10 inches. But, to enlarge the document, Photoshop lowers the print resolution from **300 ppi** to **222 ppi** (**for our chosen printer**), thereby slightly reducing the quality of the printout. As the preview shows you, this image will still print pretty clearly (but not quite as well as if there were **300 ppi**).

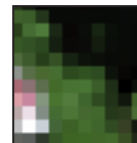


In the next section of the tutorial, you will resize a copy of the pumpkin image for fast web transmission. Because this low-resolution copy is only **72 ppi**, it will not have enough pixels to make a high-quality printout of the same size as the original. At **300 ppi**, it will only print at about 1.5 by 2 inches.

Moreover, if you click **Scale to Fit Media**, although the printout will be approximately 8 x 10 inches, its print resolution will only be **56 ppi**. This would look awful when printed.

The **Print** dialog box warns you by showing a very blocky or **PIXELATED** preview. That means your printout will be of very low quality.

The take home message? Use high quality images for print, and make low-quality smaller images for web and email since smaller images transmit much more quickly online.



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SAVING FILES FOR FAST ONLINE TRANSMISSION

Assuming that you are a Photoshop beginner, we pre-configured the pumpkin image for you so that it would print properly on an ink jet or color laser printer. This image has 300 pixels per each inch of the printed image; the image is 2400 pixels wide and 1800 pixels high. Saved to disk, it started out as a JPEG file at slightly less than 1 MB. When you opened it in Photoshop and changed it to PSD format, it expanded to 12.2 MB, and once the face layer was added, it became 24.7 MB. That is a fairly big file.

When you send a file over the Internet, either attached to an email message or uploaded to a web page, big files can cause three kinds of problems.

1. Big files take a long time for you to send (upload) and for the recipient to receive (download).

If you send someone a 24 mb file, it will take some time for the image to upload, as well as for the person on the other end to receive. The time it takes is dependent on the upload and download speeds of the Internet connections on both ends.

2. Big files can cause problems with a recipient's Internet Service Provider.

Each Internet Service Provider typically gives each client a small amount of space, often 20-50 MB, to store all your downloaded files. If someone sends you a 24 MB file, or a bunch of people send you 1 MB files, you can quickly run out of room, and your provider may stop serving you. If students send their instructor large files, that instructor's email capabilities may be turned off until the inappropriately big files are deleted.

3. Big files don't display well when included in web pages.

They take too long to become visible, and have more pixels than the width of the monitor can display. Your goal is to make files that can be viewed as an email attachment or in a web browser without scrolling. The smallest standard monitors are 800 pixels wide and 600 pixels high. Monitors, thus, are landscape (wider than they are tall). Even for folks with larger monitors, operating system and browser controls such as menus and scroll bars take some room on the screen. To allow for those controls, try to keep your web and emailed images to 800 pixels in their largest dimension unless an assignment specifies otherwise.

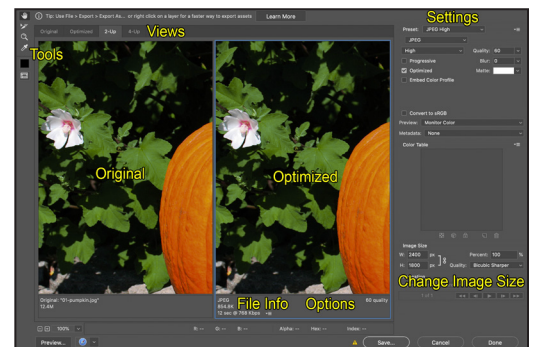
..... GUIDED EXERCISE 2.2: SAVE A DUPLICATE FILE FOR THE WEB USING SAVE FOR WEB

Photoshop has two commands which can be used to save a web or email-ready copy of your image without modifying your original source image. This copy is known as an **OPTIMIZED** version of the file. In this guided exercise you will save a web copy of your finished pumpkin image using the older **Save for Web (Legacy)** command. You'll use the newer **Export As** command in the next guided exercise.

1. Open **pumpkin1.psd** image if necessary.
2. Choose **File > Export > Save for Web (Legacy)**.

Save for Web opens this huge dialog box. Be sure to click the **2-up** tab in the **Views** section to show both the original and optimized versions. The active view tab is identified by the highlighted tab in the upper left region of the dialog box. Also make sure to choose **JPEG High** in the **Preset** section.

- **Original** shows only the original file.
- **Optimized**, the default, shows only the preview of the web file with its current optimization settings (shown on the right side of the dialog box).



- **2-Up** splits the image into two panes, either side by side or top and bottom depending on the pixel dimensions of the original file. The left or top preview shows the original file, and the right or bottom view shows the optimized view for easy comparison.
- **4-Up** displays four versions of the image. The upper left image is the original. The activated pane is indicated by the colored line (Mac) or box (Win) around its preview.

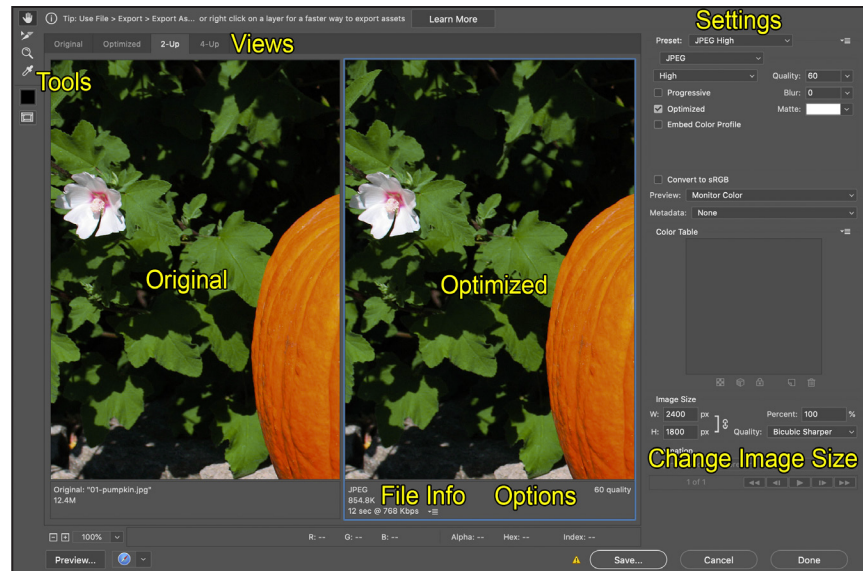
You can click any other panel to activate it. When you change the optimizations settings on the right side of the dialog box, those settings only affect the activated version.

3. Choose the **2-up** view, if it is not already chosen.
4. Identify the other major regions of the **Save for Web** dialog box:
 - a. The **Tools** are in the upper left corner of the dialog box with the **Hand Tool** chosen by default. You will only use the **Hand Tool** and the **Zoom Tool** in this course.

When a document is too large for the whole image to fit in its preview, only its upper left corner appears in the preview panel. It is difficult to tell the quality of your web optimization in the dark leaf corner of this image. You can use the **Hand Tool** to move about in the image to an area with more detail.

When you drag the **Hand Tool** in one pane, the views in all the other panes also move, so that your preview regions stay comparable.

- b. The **Settings** region is used to adjust the optimized web file format settings to get a decent quality image with the smallest file size.
- c. The **Change Image Size** region lets you lower the total number of pixels in your web copy so that it will load more quickly and look better on a web page. We call this process “putting an image on a pixel diet.”
- d. Underneath each preview is information about that version of the image. With the default settings, this image will be in **GIF** format, be reduced from the original **12.4 M** (the size of the file without layers) to **1.8 M**, and that on a broadband network (768 kb/s) it will take 26 seconds to receive. (NOTE: your file and speed numbers may differ slightly from ours.)

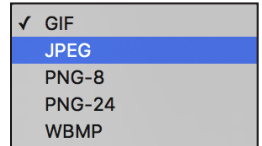


5. Change the file format of the web copy from **GIF** to **JPEG**, if needed:

The default **GIF** format works well for images with just a few colors, like logos and type, that contain up to 256 colors, but not for photos. The **Color Table** just above the **Change Image Size** region shows what those colors will be.

- a. Be sure the **Optimized** panel is the active one.
- b. In the **Settings** region change **GIF** to **JPEG** in the drop down menu just below **Preset**.

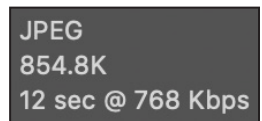
The **Color Table** grays out because the **JPEG** file format (extension **.jpg**) supports millions of colors, not just 256, so it is better than **GIF** for preserving colors and detail in photographs and other continuous tone images.



The **JPEG** format also reduces the file size of most photographs more efficiently than does the **GIF** format.

- c. Check the file size at the bottom of the optimized preview.

The **JPEG** is less than half the size of the **GIF**. With the default quality of 60, the web copy will load in 12 seconds.



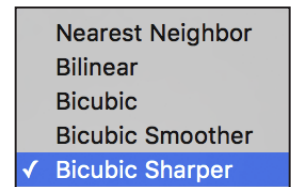
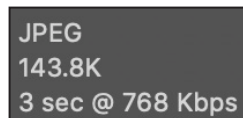
This transmission time is better, but the image is still too big for fast Web transmission. Studies show that viewers tend to navigate off of Web pages that take more than 30 seconds to load the entire page. This one image would take nearly half that, so let's try to reduce it a little more.

6. Reduce the number of pixels in the web copy of the image to reduce its file size. (This image is so big that you can't even see the pumpkin in the **Save for Web** preview window.)
 - a. Locate the **Image Size** section near the bottom of the right side of the dialog box.
 - b. Change whichever dimension is larger, **W(idth)** here, to **800 pixels** and then press the **Tab** key to move the cursor to the next box.

When you type in the new width and press **Tab**, the **H(eight)** recalculates to keep the image proportional, and the preview changes on screen. This image will become 25% of its original size when the new size is applied, and you will now be able to see the jack-o'-lantern.

7. Choose the **Quality** Photoshop should use to change the **Image Size**. **Bicubic Sharper**, shown here, will usually give the best results when you shrink an image.

8. Check your file size at the bottom of the optimization preview.
- With fewer pixels it loads much more quickly.



9. Leave the other settings in the dialog box alone, as they are for more advanced users.

10. Save the file:

- a. Click **Save** to save the web copy of your image using your chosen settings.

In the **Save Optimized As** dialog box that pops up next, notice that the image is already appended with **.jpg**, the three character extension for **JPEG** files.

Name your file, making sure you are saving the file in the correct location by using the top drop down menu.

- b. Click **Save**.

When you name files for web or email use, it is recommended that you keep the names short (under 10 characters) and do not use spaces or punctuation in the file names.

The web-sized copy, in **JPEG** format, will be saved to the place you designated, and the original unchanged document will be left open. Remember, the **JPEG** format will degrade the image quality, so always keep an original copy.

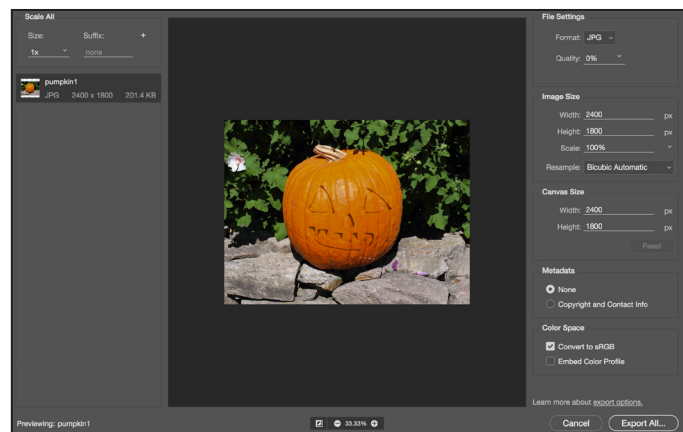
.....
GUIDED EXERCISE 2.3: SAVE A FILE FOR THE WEB USING EXPORT AS

1. Open **pumpkin1.psd** image if necessary.
2. Choose **File > Export > Export As**.

Export As opens a huge dialog box.

3. Identify the major regions of the **Export As** dialog box:

- a. The central pane of the dialog contains the image Thumbnail.
- b. The **File Settings** section in the upper-right is used to choose the file format for the exported image.
- c. The **Image Size** section lets you change the number of pixels in the exported image.
- d. The left-hand pane and Canvas Size section will not be addressed in this course.



4. Reduce the number of pixels in the exported image to decrease its file size:
 - a. Locate the **Image Size** section in the right side of the dialog box.
 - b. Change whichever dimension is larger, **Width** here, to **800 pixels** and then press the **Tab** key to move the cursor to the next box.

When you type in the new width and press **Tab**, the **Height** recalculates to keep the image proportional, and the preview changes on screen. Alternately, you can choose a Scale percentage (such as 25%) from the pop-up menu in the Image Size section.

5. Set the **Resample** option Photoshop should use to change the **Image Size** to **Bicubic Sharper**.
6. Check the file size, shown to the left of the thumbnail. With fewer pixels it is much smaller — ours is only 587.8 K.
7. Save the file:
 - a. Click **Export** to save the copy of your image using your chosen settings.

In the **Export** dialog box that pops up next, notice that the image is already appended with **.jpg**, the three character extension for **JPEG** files.

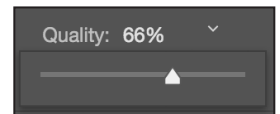
Name your file.

- b. Click **Export**.

The web-sized copy, in **JPEG** format, will be saved to the place you designated, and the original unchanged .psd document will be left open.

JPEG QUALITY

You can also change the size of an image by adjusting the **JPEG Quality** in either **Save for Web** or **Export As**. JPEG Quality is the amount that the image is compressed by approximating its color transitions mathematically rather than using the actual image pixels.

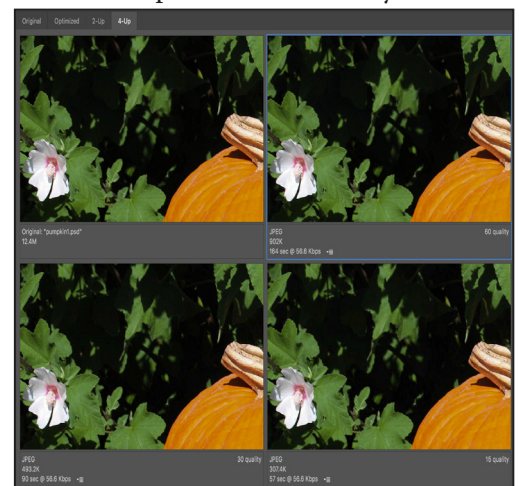


The extent to which the image distorts depends upon the color transitions of the original image, and are most noticeable with abrupt color changes. The distortion is called **JPEG ARTIFACTING**.

If you change your view in **Save for Web (Legacy)** from **2 up** to **4 up**, the additional previews will show your image with increasingly strong amounts of **JPEG artifacting**, and also decreasing file sizes (trading off file size for quality).

The **JPEG** artifacting becomes more apparent if you raise the default **100%** view to **400%** at the bottom of the dialog box.

In our experience, for images that are about 800 pixels in their larger dimension, adjusting the **Quality** until the file is between **150KB** and **250KB** will give a professional quality web file that still loads quickly.



In most cases, if saving images for web viewing, you should avoid **Maximum Quality**. This setting is designed to compress big, print sized files, to send to commercial print houses for publication—not for web work.

SHARING YOUR IMAGES

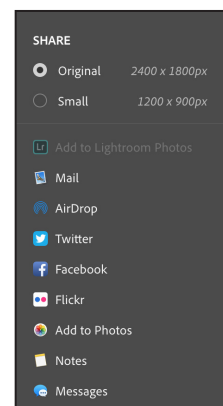
Photoshop gives you the ability to share your images directly from within the program. You access the **Share** command in one of two ways:

- Choosing **File > Share**
- Clicking on the Share icon on the far right of the Options bar.



Either method brings up the Share dialog box. This dialog looks different, depending on your operating system. Shown here is the MacOS version.

The Share dialog allows you to send your image to another person or to a chosen social media site. The available sites will depend on the configuration of your operating system.



The command gives you the option to automatically reduce the pixel dimensions of the sent file, or send the original image. Choosing any of the share methods brings up additional options, specific to that particular method.

HOW BIG IS YOUR FILE?

The **SIZE** of an image can have two different values:

- **DIMENSION SIZE:** the size an image would print out (inches for the US English version of Photoshop)
- **FILE SIZE:** the space an image takes up on a hard drive or disk in bytes, kilobytes, or megabytes

A **BIT** is the smallest unit of information on a computer. A **BYTE** is made up of 8 bits. A **KILOBYTE (K or KB)** is roughly 1,000 bytes (1,024) and a **MEGABYTE (M or MB)** is 1,024 kilobytes.

When you compress an image to send by email or put up on the web, you need a small file that will download quickly. Usually, you will be looking at kilobytes (K or KB) unless the image is extremely small, then it will be in bytes. Images that are 1 MB or more are generally considered too large for web pages or emailing. We recommend that you try to keep all course files you send on the web to under 300 KB unless otherwise specified.

If you want to check the size of a file after you create it, view its **Properties** (Win) or **Get Info** (Mac) from the Desktop. When you open a **JPEG** file in Photoshop, it temporarily expands for editing. Thus a **JPEG** file of less than 100 K will show in Photoshop as being several times larger.

ON YOUR OWN

We're going to cover these settings again because it is such a common problem for Photoshop users.

AVOID THE MOST COMMON SAVE FOR WEB MISTAKE

Examine these settings. Although this image was placed on a pixel diet to reduce its overall pixel dimensions, its **JPEG** compression setting of **100 quality** is not enough and its file size of **327.4K** is too large for web and email attachments.



Follow this strategy to avoid this common mistake:

1. Reduce the number of pixels in the **Image Size** section of the **Save for Web (Legacy)** or **Export As** dialog box.
2. Check the file size of your image.
3. Gradually reduce the quality of the image until it is small enough to meet your web or email size guidelines.

Another problem we often see is that folks apply too much **JPEG** compression, assuming that it is best to make the smallest file possible. As you can see from a couple of pages back, at a **Quality** of **15**, the pumpkin image quality greatly suffers with too much compression. It's a balancing act: small file size for quick transmission vs. maintaining image quality.

PRACTICAL PHOTOSHOP 2020, LEVEL 1

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SAMPLE CHAPTERS

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