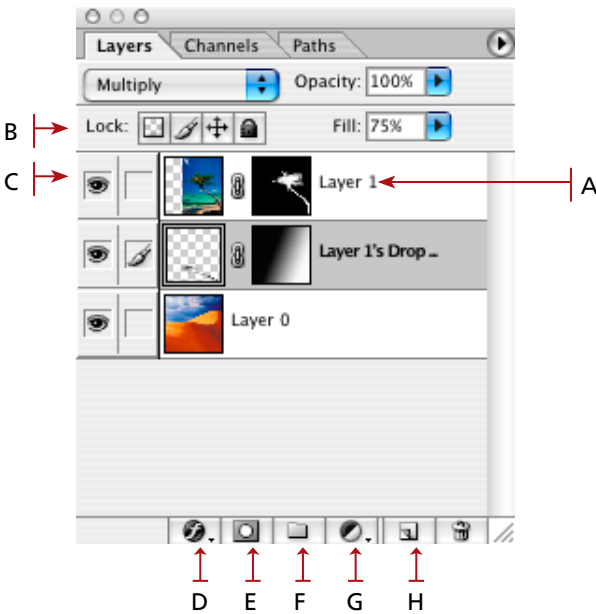




Layers



- A. **Layer Name:** Double click to change.
- B. **Layer Locks:** Each of these features locks something different on the layer
- C. **Hide Layer:** Toggle for visibility (on/off).
- D. **Layer Effects:** Add effects like drop shadows, etc.
- E. **Layer Masks:** Mask part of an image from a selection or by painting.
- F. **Layer Sets:** Create groups of layers.
- G. **Adjustment Layers:** Add levels, curves and more to a layer or set.
- H. **New Layer:** Make a new layer (above the selected by default).

Image Size

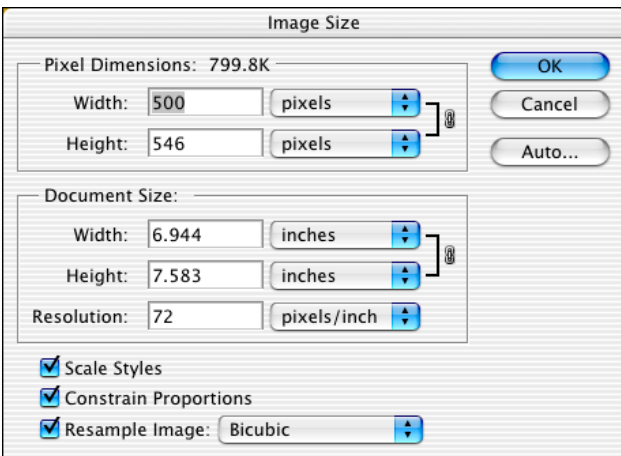


Image size is important to most of us. It determines the width and height (size) of an image vs. how many pixels are in an inch (or other measure).

There are two main ways to work in the **Image Size** dialog box: with resampling on and with resampling off. **Resampling** is the process of adding (**upsample**) or deleting (**downsample**) pixel information to maintain the same number of pixels in an inch (by default) as the image is resized (width and/ or height).

Keep resampling checked when you want to change the number of pixels in an image. Turn off resampling when you want to maintain the same number of pixels and allow the resolution (pixels per inch) to change.

For screen shots, resampling is usually not a good thing to keep checked

The formula is for file size determination:

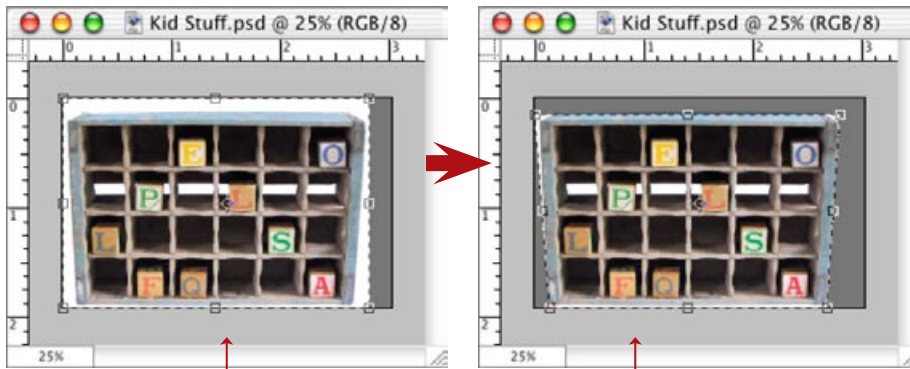
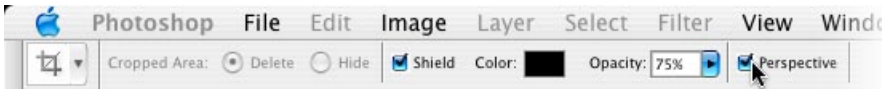
Resolution (2) x W x H x Bit depth ÷ 8,192

4x5 color photo scanned at 300 dpi:

$$300(2) \times 4 \times 5 \times 24 \div 8,192 = 5273 \text{ K}$$

Line Screen					
	65 lpi	85 lpi	100 lpi	133 lpi	150 lpi
Ratio	Scanning Resolution				
1.5:1	98 dpi	128 dpi	150 dpi	200 dpi	225 dpi
1.7:1	110 dpi	144 dpi	170 dpi	226 dpi	255 dpi
2:1	130 dpi	170 dpi	200 dpi	266 dpi	300 dpi

Perspective Cropping



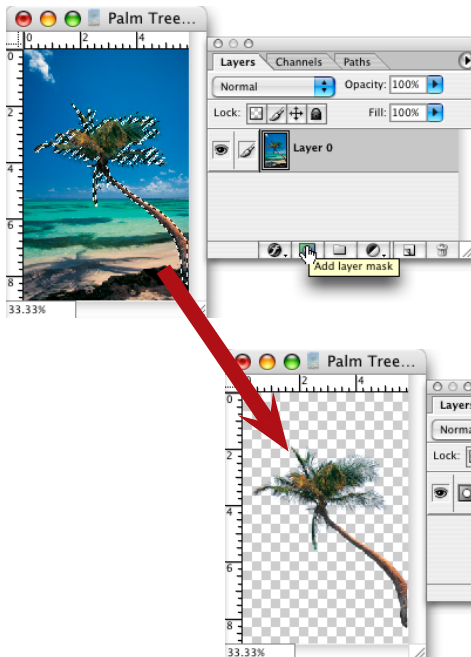
Make the initial crop selection

Turn on Perspective, then grab the corner points and align them with the edges of the object.

Perspective cropping is similar to regular cropping, except it will straighten images that are not in perspective.

1. Begin by cropping the image so that the crop surrounds the image area you want to keep.
2. Click the **Perspective** option in the **Control** palette.
3. With the **Move** tool, click and drag the corner points so that the sides of the crop area are parallel with the edges of the image.
4. Press **Enter** or **Return** to accept the crop and watch the image come into perspective.

Layer Masks



Layer Masks are a great way to hide parts of an image. They are usually created from a selection. That selection can be achieved in any number of ways. When the selection is created, click on the **Layer Mask** button at the bottom of the **Layers** palette.

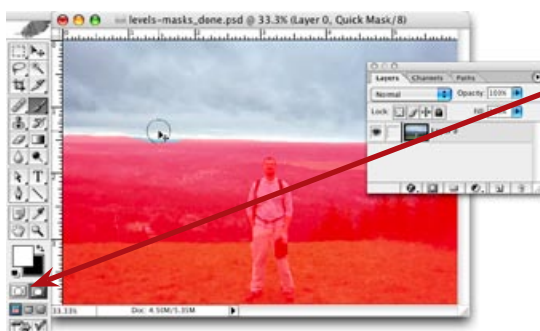
Layer masks have many uses and can be thrown away by being dragged to the trash can at the bottom of the **Layers** palette. When deleted, you are asked to apply the mask or delete the mask. Delete the mask to rid yourself of it and apply the mask to delete the mask as well as to delete the area that was hidden by the mask.

If you **right-click** (Windows) or **Ctrl-click** (Mac) on the mask in the Layers palette, you are faced with a contextual menu that includes the ability to temporarily disable the mask, delete the mask, and more.

To create a selection from a mask, **Alt-click** (Windows) or **Option-click** (Mac) on the mask itself in the Layers palette.

To add to the mask, click on it in the Layers palette to select it, then using your **Brush** tool, paint in the areas with **Black** in the foreground color. To delete from the mask, paint with **White** color in the foreground.

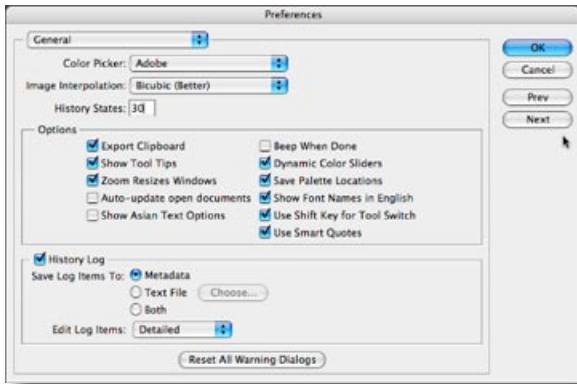
Quick Mask



Quick Mask is a way to make or edit selections by painting the selection with either black or white. When a selection has been made, click on the **Quick Mask** button towards the bottom of the **Toolbox** to enter Quick Mask mode. This mode will "hide" the areas outside of the selection with a ruby color.

Using the **Brush** tool, you can paint with **White** to add to the selection (increase the selection area), and paint with **Black** to remove from (decrease) the selection. The shortcut to enter Quick Mask mode is **Q**, which toggles the mode on and off.

Helpful Preferences

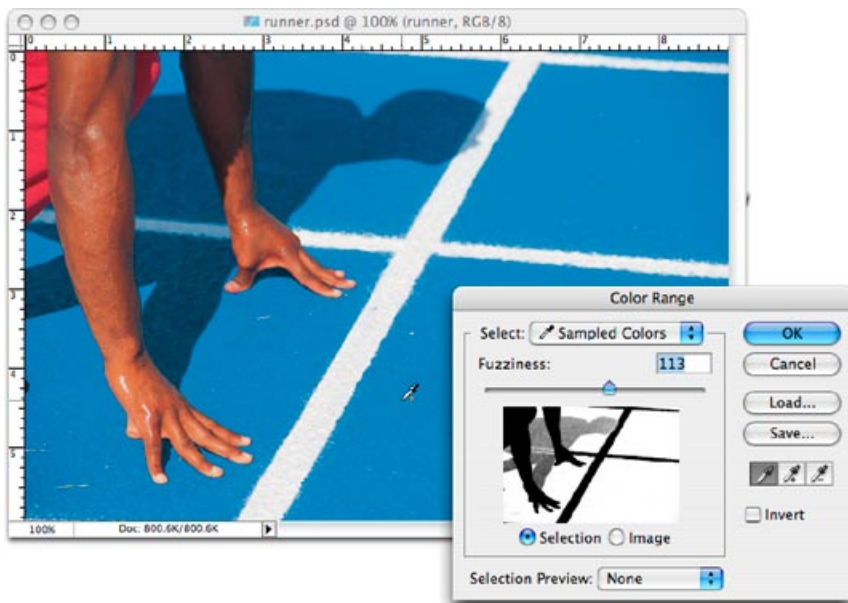


Choose **Edit > Preferences** on the (Windows) or **Photoshop > Preferences (Mac)**. At left is what we'll see. I want to point out a few of the better preferences for working in Photoshop.

The first are **History States**. You can set this up to a pretty high number, just consider that the more history states, the more memory Photoshop requires.

Also, take a look at the **History log**. In CS+ you can save a record of all of the changes to a doc in the metadata. This data can be accessed from the Document data by right-clicking on the image in the File Browser (CS) or Adobe Bridge (CS2).

Methods for Selection

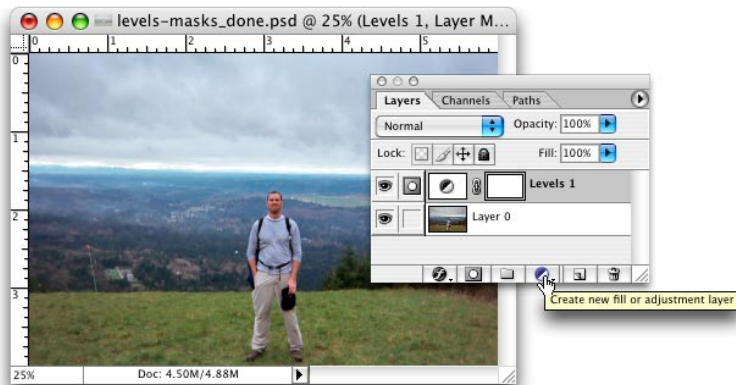


One of my favorite methods for selecting a color is by choosing **Select > Color Range**. This gives you the option of selecting either a sampled color range or one of the defined color channels (such as red).

To start the selection:

1. Choose the white eyedropper and in your image, sample the color you would like to select. This selects the color throughout the image, and allows you to adjust within a gray range, how much color is selected that is similar to the one you sampled.
2. Using the **Fuzziness** slider, you instruct Photoshop to select colors within a gray range. The smaller the number in fuzziness, the less colors that are similar to the sampled color is selected.

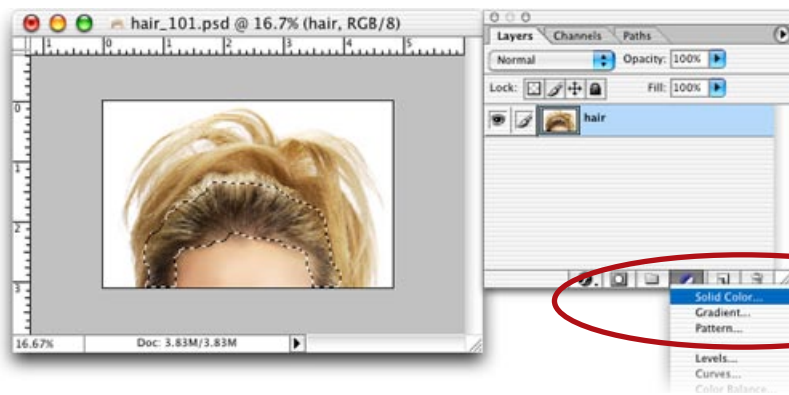
Adjustment Layers



Adjustment Layers are a great feature for making image adjustments (such as Levels or Curves) without committing to that change.

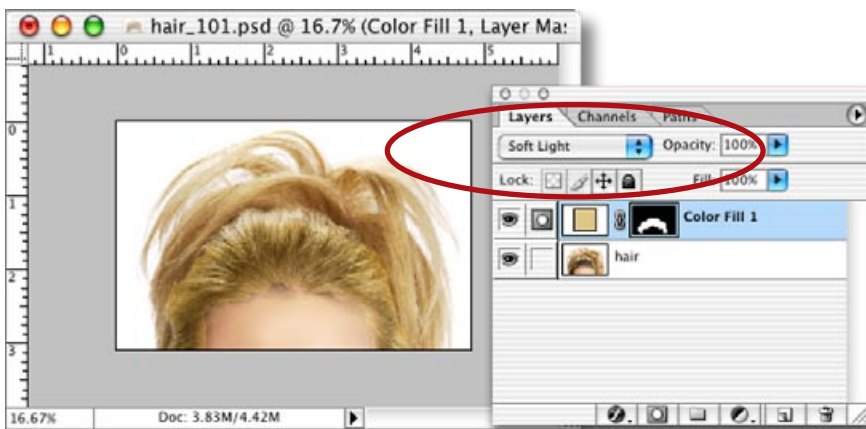
1. Select a Layer to apply the adjustment to.
2. From the bottom of the Layers palette, choose the **Adjustment Layer** button and a pop-up menu of all of the adjustments that can be performed with this method will appear.
3. The dialog box for the adjustment chosen (such as Levels) will appear. Make the adjustments and click OK to close the dialog.
4. An adjustment layer will appear above the selected layer. This adjustment layer applies to all layers beneath it. You can create a clipping group by selecting the adjustment layer and choosing **Layer > Create Clipping Group** to affect only the layer beneath.

Blending Modes



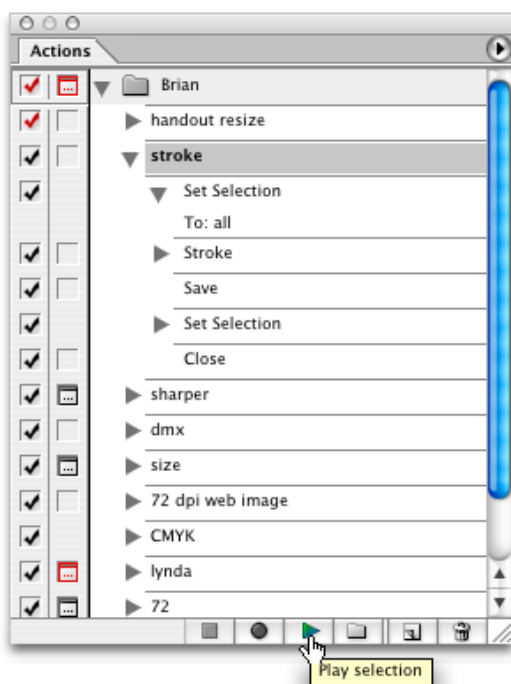
Blending Modes are very useful for creating effects that are simple to create. In this example a blending mode will be used to change the color of a models hair.

1. Make a selection from the image (in this example the darker roots of the models hair were selected using the Lasso tool).
2. In this example a **Solid Color Adjustment Layer** was created to fill the selection area with a lighter color than the models hair.



3. When the Colors Fill Layer was created, the layer was selected and the **Soft Light** blending mode was chosen. This will blend the color layer in with the models hair color. Opacity can be adjusted when using blending modes on layers as well as multiple blending mode layers.

Actions



Actions are where Photoshop's power lies. If you have a lot of redundant image tasks or have the same formatting to apply to many images, actions are a good bet.

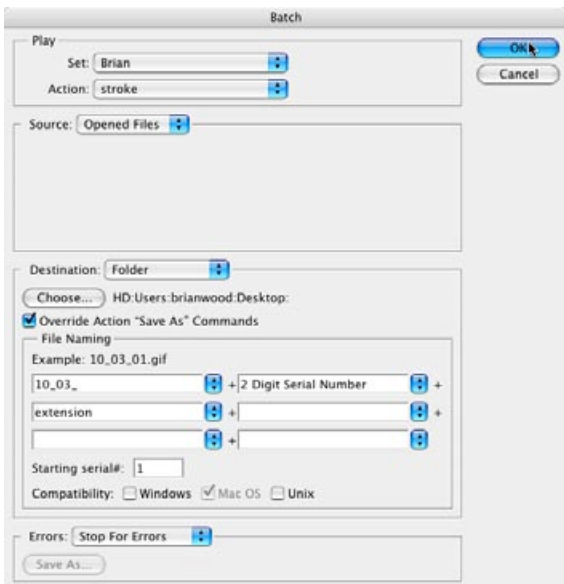
Photoshop actions are recorded steps similar to macros in programs like Microsoft Word. Photoshop comes with a series of actions that are found by choosing the Actions menu.

In the snapshot to the left, I have created a folder for all of my actions (called a set). This way all of the ones I create are kept together for easier organization.

To create an action for yourself, make sure that you test the steps on a willing image victim first. Then record those steps.

1. Create a new action by clicking on the **Create New Action** button at the bottom of the **Actions** palette. Name it and click **OK**.
2. As soon as you click **OK**, you begin recording. Run through the steps you wish to record, then click the **Stop** button at the bottom of the **Actions** palette.
3. You can play the action on other images by opening the image and pressing the **Play** button at the bottom of the **Actions** palette.

Batches and Droplets



After actions have been created, you can apply them in a number of ways. Two of the more popular are through Batch processing and Droplets. Batches happen as soon as you choose File > Automate > Batch, whereas Droplets are saved as a file and allow you to drag and drop images or folders on them to perform the actions at any time.

1. Choose File > Automate > Batch to run the action on a series of images right then, or choose File > Automate > Droplet to run it later and more than once.
2. The Batch and Droplet menus are very similar in appearance. The big difference is that the Batch dialog box asks you where the images are coming from and the Droplet dialog box doesn't.

Tip: In an action that is going to be run on images using a Batch or a Droplet needs to have a Save As command in it as a step if you want to control where the images are saved and what they are named as the batch or droplet is run.

Channels



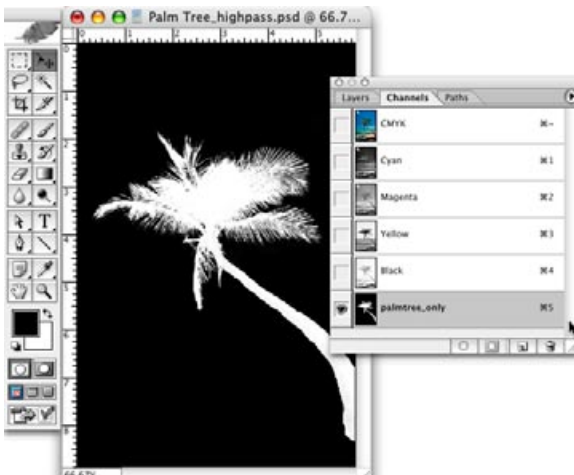
There are three types of channels in Photoshop: Spot, color, and Alpha. Color mode channels are the most common. They are like photo negatives because they store information about where color is used in each color channel (such as Cyan from CMYK).

Alpha channels are also widely used for many purposes. Their main reason for being is to save selections.

Spot channels are less frequently used because they contain information about where spot colors are used in a document. When spot channels are used in a file, the file is saved, most of the time, as a DCS EPS (or some variation) to preserve the spot color information.

Alpha channels can be made in several ways:

1. When a selection is made with one of the selection methods or tools, that selection can be saved as an alpha channel for later use. With the selection on the image, choose **Select > Save Selection**.
2. Another method for creating an alpha channel is to duplicate a color channel (such as Yellow in the example at left). By duplicating the channel, you can rename it and edit the selection area with several methods, including brushing in black or white with the **Brush** tool.



Shortcut	Windows	Mac	
Text	Align left, center, or right	Horizontal type tool + Control + Shift + L, C, or R	Horizontal type tool + Command + Shift + L, C, or R
	Align top, center, or bottom	Vertical type tool + Control + Shift + L, C, or R	Vertical type tool + Command + Shift + L, C, or R
	Return to default font style	Control + Shift + Y	Command + Shift + Y
Selections	Reposition marquee while selecting	Any marquee tool (except single column and single row) + spacebar-drag	Any marquee tool (except single column and single row) + spacebar-drag
	Add to, or intersect a selection	Any selection tool + Shift-drag	Any selection tool + Shift-drag
	Subtract from a selection	Any selection tool + Alt-drag	Any selection tool + Option-drag
	Intersect a selection	Any selection tool + Shift-Alt-drag	Any selection tool + Shift-Option-drag
	Constrain marquee to square or circle (if no other selections are active)	Shift-drag	Shift-drag
	Draw marquee from center (if no other selections are active)	Alt-drag	Option-drag
	Constrain shape and draw marquee from center	Shift + Alt-drag	Shift + Option-drag
Layers	Load layer transparency as a selection	Control-click layer thumbnail	Command-click layer thumbnail
	Select all layers	Control + Alt + A	Command + Option + A
	Merge visible layers	Control + Shift + E	Command + Shift + E
	Create new empty layer with dialog	Alt-click New Layer button	Option-click New Layer button
	Create new layer below target layer	Control-click New Layer button	Command-click New Layer button
	Select top layer	Alt + . (period)	Option + . (period)
	Select bottom layer	Alt + , (comma)	Option + , (comma)
	Move target layer down/up	Control + [or]	Command + [or]
	Merge down	Control + E	Command + E
General	Cycles through open documents	Control + Tab	Control + Tab
	Toggle slices visibility	Q	Q
	Preview document	Y	Y
	Fit image in window	Double-click Hand tool	Double-click Hand tool
	Magnify 100%	Double-click zoom tool	Double-click zoom tool
	Toggle between Standard mode and Quick mask mode*	Q	Q
	Toggle between Standard screen mode, Full screen mode, and Full screen mode with menu bar	F	F
	Switch to Hand tool (when not in text-edit mode)	Spacebar	Spacebar
	Switch to Zoom In tool	Control + Spacebar	Command + Spacebar
	Switch to Zoom Out tool	Alt + Spacebar	Option + Spacebar
	Move zoom marquee while dragging with the zoom tool	Spacebar-drag	Spacebar-drag