



University Information  
Technology Services

# Photoshop CC 2018 Essential Skills

Adobe Photoshop Creative Cloud 2018

University Information Technology Services

Learning Technology, Training, Audiovisual and Outreach

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# University Information Technology Services

## Photoshop CC 2018 Essential Skills Adobe Photoshop Creative Cloud 2018

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## Introduction

Photoshop is the industry-standard photo editing program from Adobe. This booklet is designed to introduce you to the essential skills you need to get started using Photoshop. These instructions were created using Photoshop CC 2018 for Windows; the Mac OS X version is similar.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Recognize Photoshop terminology
- Locate tools, panels, bars, and windows in the workspace
- Learn how to crop, rotate, straighten, and adjust an image
- Discover non-destructive editing techniques using layers
- Create and edit text or shapes
- Repair images using various techniques
- Use the history panel to undo any changes made to the image
- Save files in different formats

# Important Terms


## Basic Terms

- *Pixel*: the smallest unit of a graphic; a tiny square of color.
- *Resolution*: the PPI (pixels per inch) of a graphic. 200 - 300 ppi is recommended for print, 72 ppi for web.
- *PPI*: Pixels per inch; see Resolution.
- *Crop*: Removing part of an image.
- *Resize*: Making an image smaller as a whole, without removing any part of the image.
- *Layer*: Photoshop files can include many *layers*; the layers stack together to create the final image. Use layers to keep control over the various parts of your graphic. Layers can be rearranged, modified, hidden, or deleted.

## File Formats

- *JPG*: A commonly-used file format for photos; does not support transparency.
- *BMP*: A commonly-used file format for photos; does not support transparency.
- *PNG*: A commonly-used file format for photos with transparency support.
- *PSD*: The file format for your editable Photoshop files.

## Fixing Mistakes

- *Undo*: Using the function **Edit → Undo** (or the keyboard shortcut **Ctrl-Z**) will undo your last step. You can only use Undo for the single most recent action in Photoshop.
- *Step Backward*: Using the function **Edit → Step Backward** will allow you to undo multiple actions in Photoshop.
- *History*:  Photoshop keeps a history of your 20 most recent edits. You can step back to any of these historical steps to undo your changes. *See page 22 for more information about History.*
- *Revert*: Revert changes your file back to the last saved version, undoing all changes made since the last time you saved, with the function **File → Revert**.

## Opening Photoshop

Follow these steps to launch the Photoshop program on your Windows PC:

1. Click the Windows **Start** button.
2. Navigate to and click **Adobe Photoshop CC 2018**.



# The Photoshop Landing Page

Upon opening Photoshop, you will be taken to the landing page. Here, you can view a list of recently opened files, create a new file, or open a file. The layout of the landing page is follows:

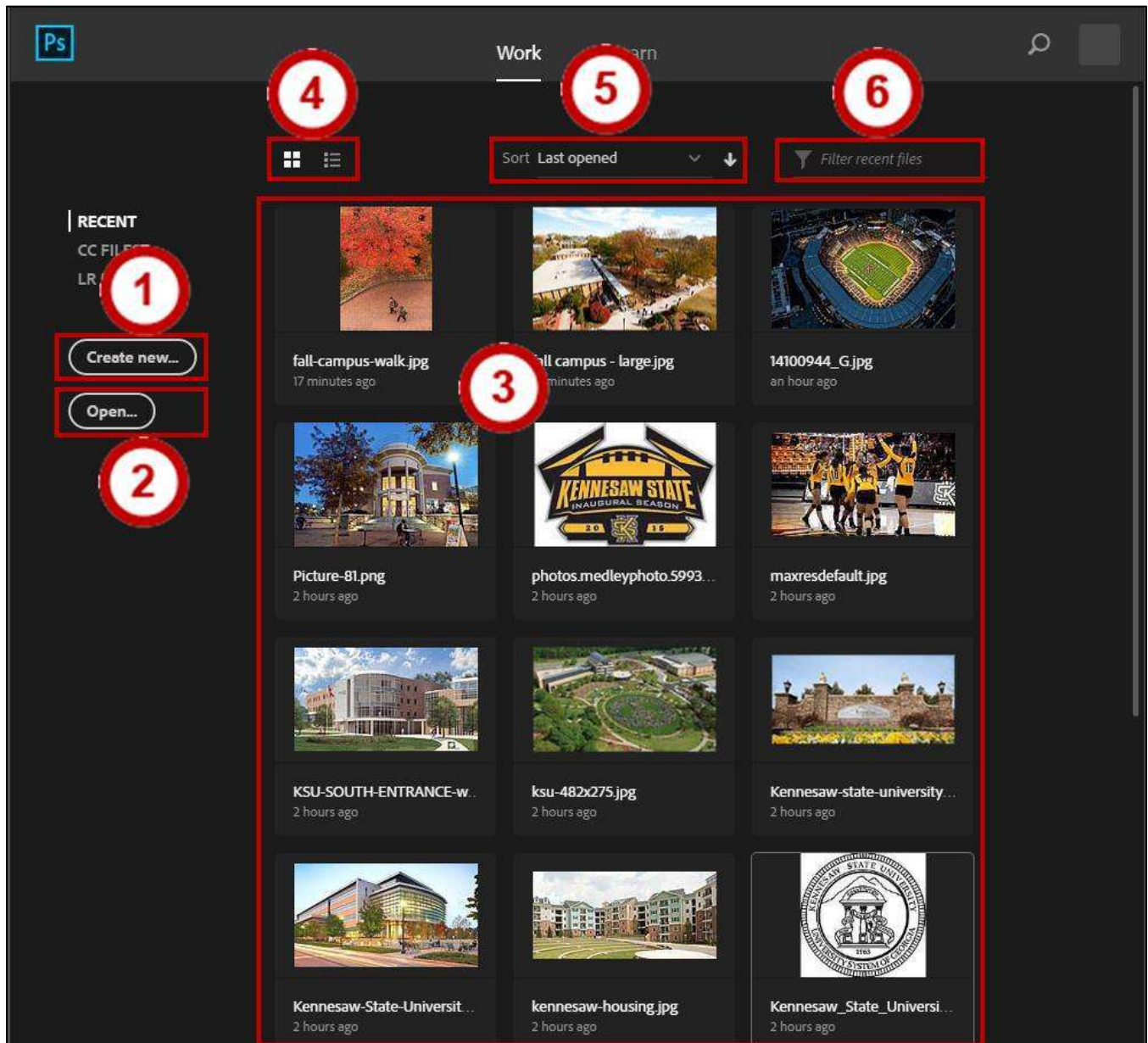


Figure 1 - Photoshop Landing Page

1. **Create New:** Create a new graphic (See Figure 1).
2. **Open:** Open an existing graphic (See Figure 1).
3. **View Recent:** View recently opened graphics (See Figure 1).
4. **View Type:** Toggle between grid view and list view (See Figure 1).
5. **Sort:** Sort the recently opened graphic list (See Figure 1).
6. **Filter recent files:** Filter recent graphic files (See Figure 1).

# Tools & Workspace

When you open a file in Photoshop, your workspace will be laid out in the default configuration, the *Essentials* workspace (See Figure 2).

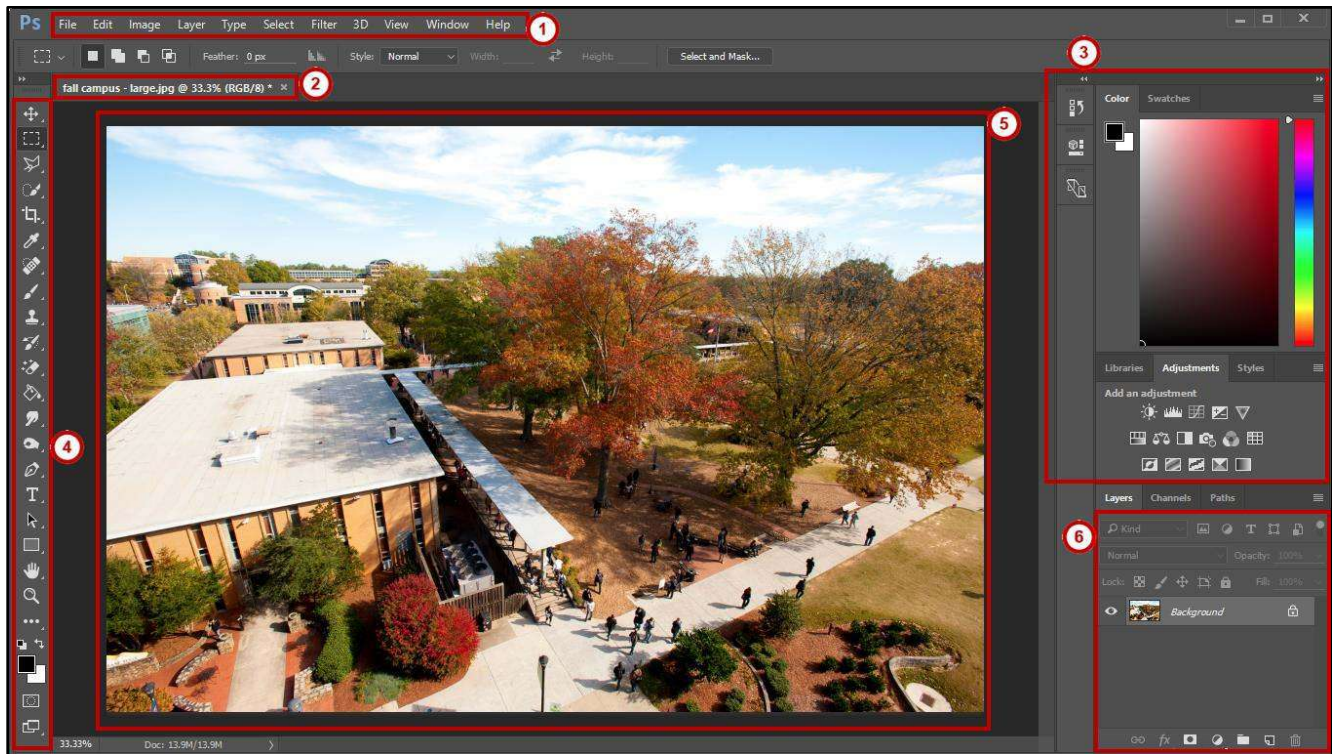



Figure 2 - Layout of Photoshop tools and Workspace

1. **Menu Bar:** File, Edit, etc. Photoshop functions (See Figure 2).
2. **Open Files:** You will have a tab for each file you have open (See Figure 2).
3. **Workspace area:** A workspace is the selection of Photoshop tools laid out on your screen for easy access. The default workspace is *Essentials* (See Figure 2).
4. **Tools panel:** Tools including move, select, type, and shapes. When you over over any tool, it provides a rich tool tip on how to use that tool (See Figure 2).
5. **Open image:** The open image appears here (See Figure 2).
6. **Layers Panel:** Here, you may create, edit, rearrange, and delete layers (See Figure 2).



## Cropping an Image

Use the cropping tool to remove the outer parts of an image.

1. Click the **Crop Tool** in the toolbar. 
2. Your cursor changes to the **Crop tool**.
3. Click and drag to draw a box around the portion of the image you want to *keep*.

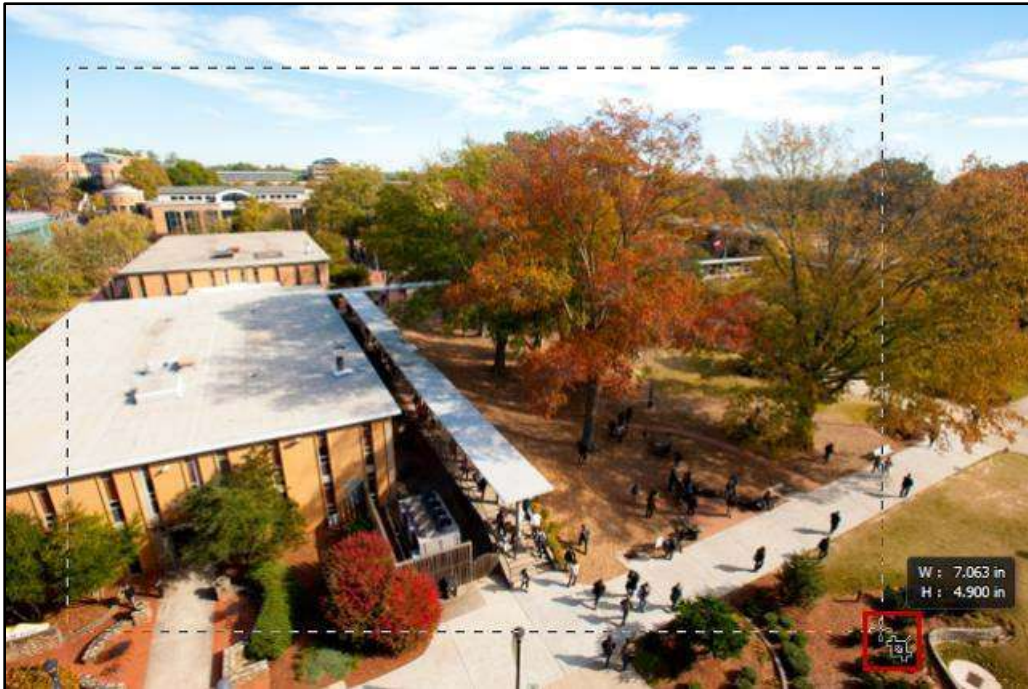


Figure 3 - Cropping an Image

4. Press **Enter** on your keyboard to complete the crop.

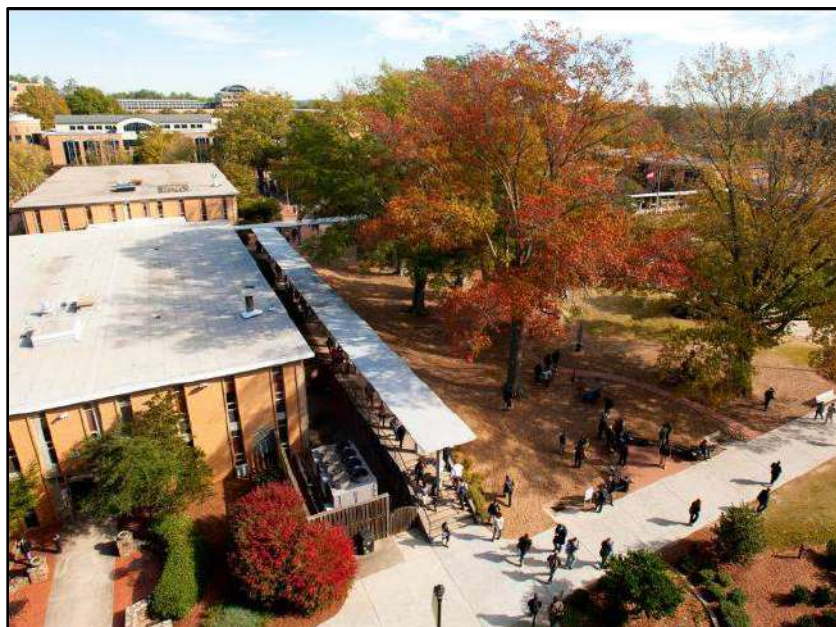


Figure 4 - Cropped Image

## Rotating an Image

Use image rotation to turn an image in the proper direction.

1. Click **Image**, located on the *Menu* bar (See Figure 5).
2. Click **Image Rotation** (See Figure 5).
3. Choose the needed rotation amount, e.g. **90° Clockwise** (See Figure 5).

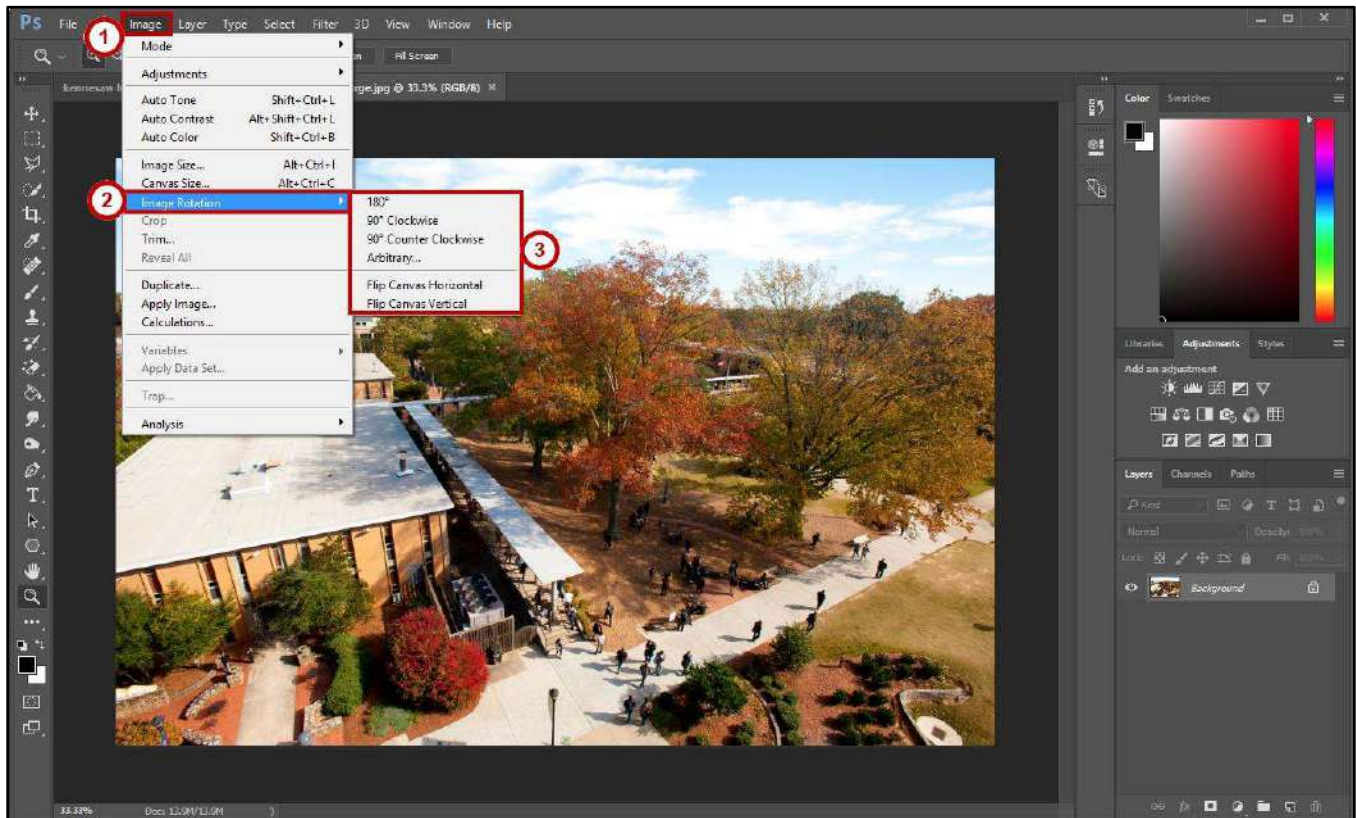


Figure 5 - Rotate an Image

## Straightening an Image

The straighten tool is incredibly useful in straightening otherwise crooked or tilted images. With this tool, you can select an area of the window that should be straight and from there, Photoshop will automatically straighten the photo.


1. Click the **Crop Tool** in the toolbar. 
2. On the top menu, click the **Straighten** button.



Figure 6 - Straighten Tool

3. Your cursor changes to the *Straighten Tool*. Using a guide from within your image that should be straight, click and drag to draw a *horizontal line*. Guides can include any horizons, edges of objects, or any other object that should be straight across the image.

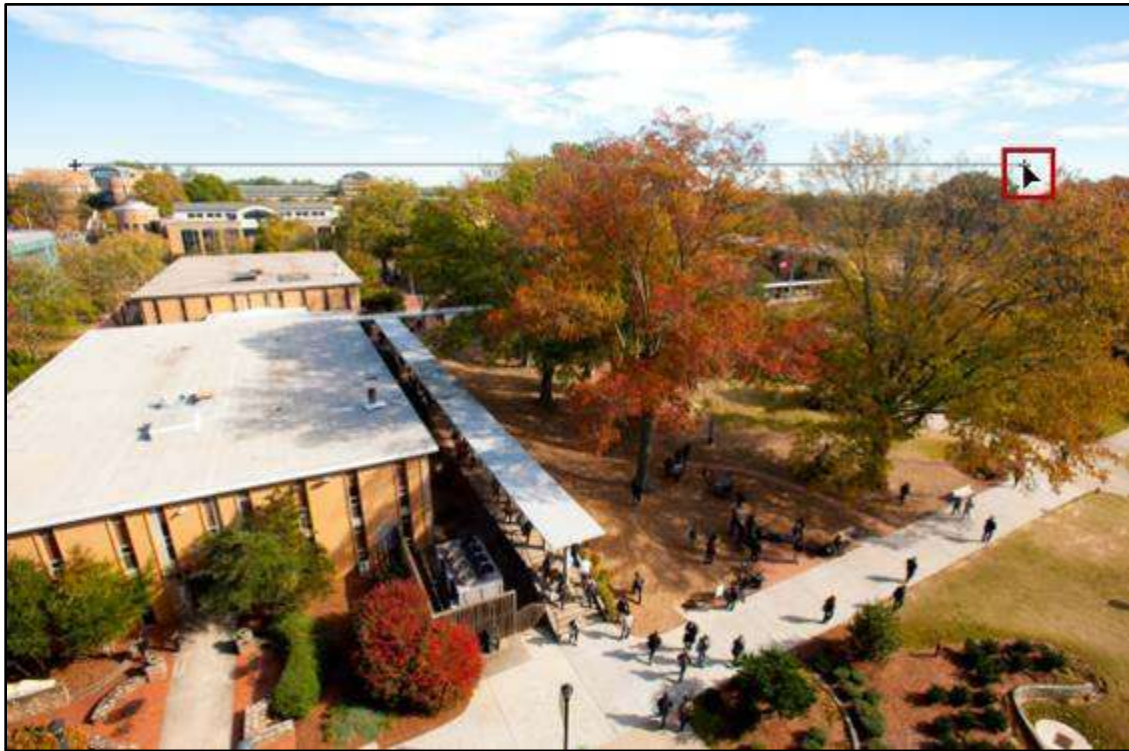


Figure 7 - Straightening an Image

4. If you are not happy with the results, simply press **Ctrl+Z** to Undo, then try again.

## Image Adjustments

Photoshop includes many tools for adjustments. Use the *Auto* adjustment options to quickly improve your images.

1. Click the **Image** menu in the top menu bar.
2. Click **Auto Tone**, **Auto Contrast**, or **Auto Color**.

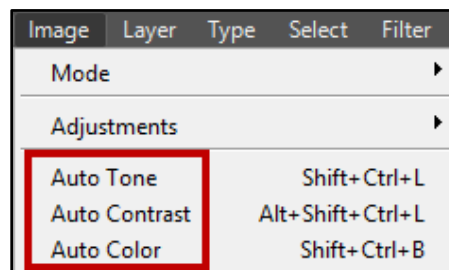


Figure 8 - Auto Adjustments

3. Photoshop adjusts the tone, contrast, or color of your image.

Use the many options in the *Image* → *Adjustments* menu to adjust your image appearance manually.

1. Click the **Image** menu in the top menu bar (See Figure 9).
2. Click **Adjustments** (See Figure 9).
3. Choose an adjustment type, such as **Brightness/Contrast** (See Figure 9).

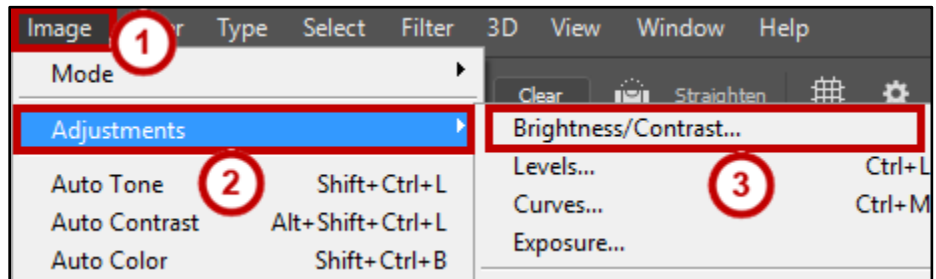


Figure 9 - Image Adjustments

4. Adjust your image using the options; in this example, brightness and contrast can be adjusted separately (See Figure 10).
5. Make sure the **Preview** box is checked to see a live preview of how the adjustments will affect your image (See Figure 10).

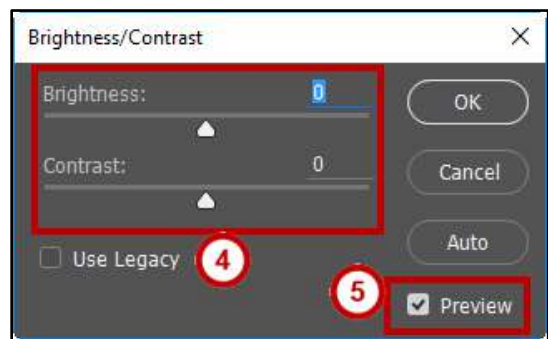


Figure 10 - Brightness/Contrast image Adjustments

6. Click the **OK** button to complete the adjustment.

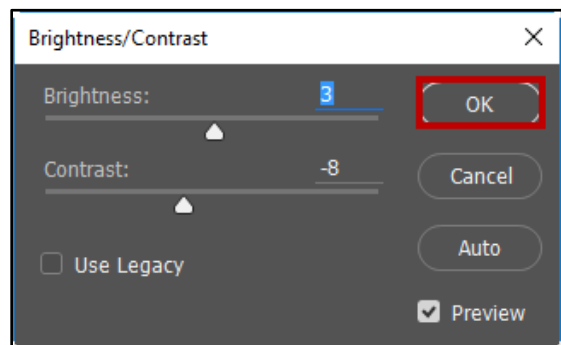


Figure 11 - Click OK

## Layers

Photoshop files can include many *layers*; the layers stack together to create the image. Use layers to keep control over the parts of your graphic. Layers can be rearranged, modified, hidden, or deleted.

### Background Layer

When you first open an image file, you will have a single layer: the **Background**.

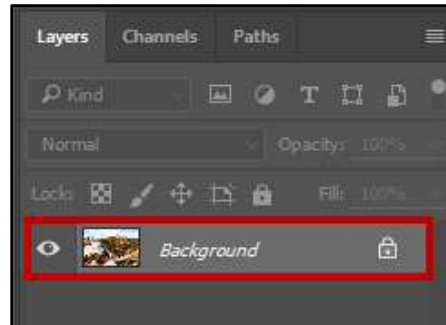


Figure 12 - Background Layer

**Note:** The background layer is locked, indicated by a lock icon. A locked layer cannot be edited.

### Duplicating the Background Layer

In order to work with your background layer *non-destructively* (maintaining an unedited version of the original image), you will need to duplicate your background layer before you begin working.

1. Right-click the **Background** layer in the *Layers* panel (See Figure 13).
2. Choose **Duplicate Layer** (See Figure 13).

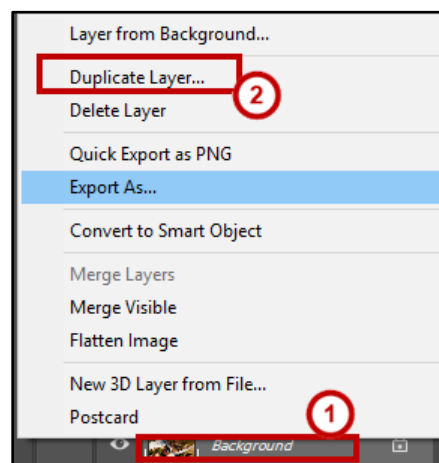


Figure 13 - Duplicate Layer

3. Click **OK** at the *Duplicate Layer* prompt. A new layer is created called *Background copy*. This layer is unlocked and can be edited. Your original Background layer is maintained behind the Background copy layer.

## Creating a New Layer

Create a new layer to add to your image file without permanently affecting your existing layers.

1. In the Layers panel, select the **New Layer** icon.

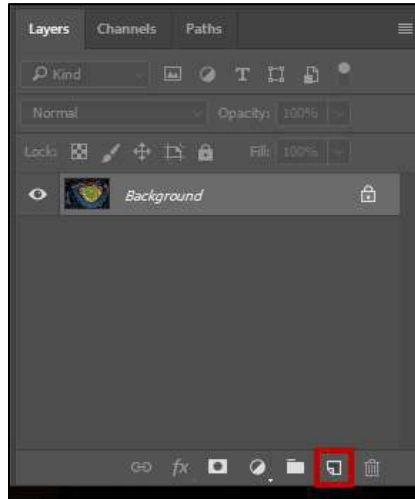


Figure 14 - Create a New Layer

2. A new transparent layer is created.

## Layer Opacity

Each layer has a variety of properties and possible effects. *Opacity* is one of those options, making the layer transparent. The following section describes how to adjust layer opacity:

1. Click the **layer** in the *Layers* panel.
2. Click the **arrow** next to *Opacity*, it is set to 100% by default (See Figure 15).
3. Drag the **slider** to the desired opacity (See Figure 15).

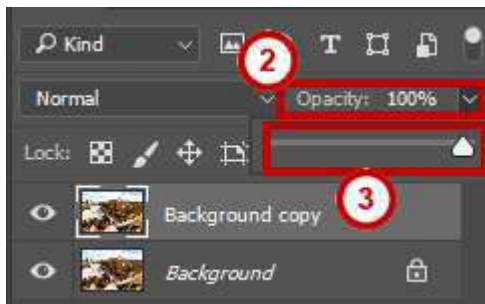
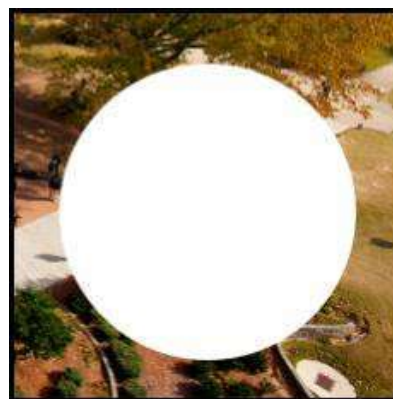


Figure 15 - Setting Layer Opacity



Before opacity change (100%)



After opacity change (45%)

**Note:** 100% is fully opaque and 0% is fully transparent.

## Deleting a Layer

You may quickly delete layers without affecting any other layers on your image. The following section explains how to delete a layer:

1. Click the **layer** that you wish to delete in the *Layers* panel.

2. Click the **Delete** icon, located on the bottom right side of the *Layers* panel.



## Adding Text to your Graphics

The following section describes how to use the *Type Tool* to add text to your graphics:

1. In the toolbar, select the **Type Tool**.



2. Above your image, the Type toolbar will appear.



Figure 16 - Selections for Text

3. Click the desired formatting for your text, including the **font**, **style** (e.g., bold or italic), **font size**, **alignment** (e.g., left or center), and **color**.

4. **Click** once within your image where you would like to enter your text.

5. Type the desired text.

6. Click the **check mark** next to the type toolbar to commit your changes, or use the keyboard shortcut **Ctrl+Enter**.

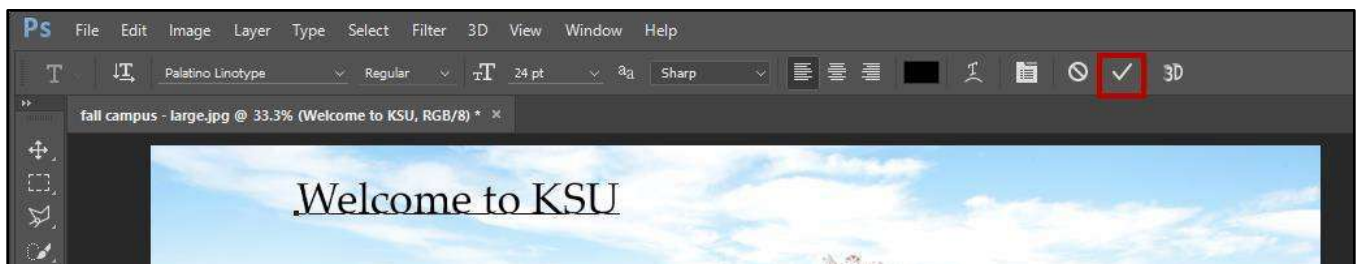



Figure 17 - Click the Check Mark

**Note:** When you create text with the *Type Tool*, a separate layer is automatically created for the text.

## Editing Text

The following section explains how to use the *Type Tool* to edit text that you have already entered in Photoshop:

1. In the toolbar, select the **Type Tool**. 
2. Click once within your existing text.
3. To make a formatting change, highlight all the text, and then make your changes within the Type toolbar above your image.

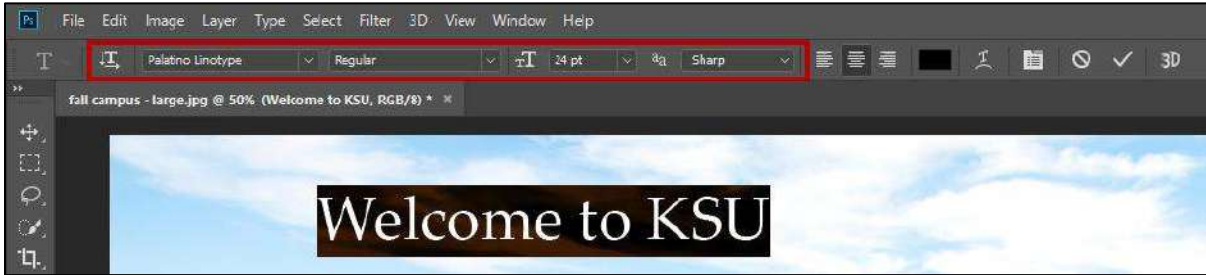


Figure 18 – Formatting Changes to Text

4. To make a change to the typed text: type or delete text as normal.
5. Click the **check mark** next to the Type toolbar to commit your changes, or use the keyboard shortcut **Ctrl+Enter**.

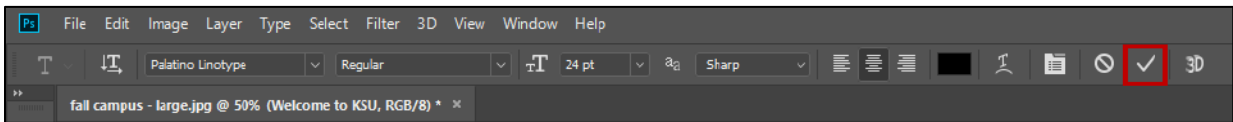



Figure 19 - Click the Check Mark

## Moving Text

Use the *Move Tool* to move text that you have already entered in Photoshop.

1. In the toolbar, select the **Move Tool**. 
2. In the Layers panel, click once to select your type layer.

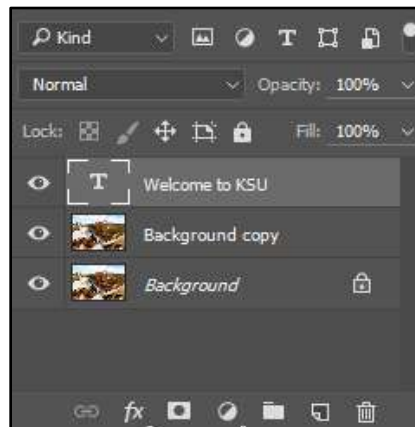


Figure 20 - Select a Type Layer



3. Click and drag the **text** placed in your graphic to move it.

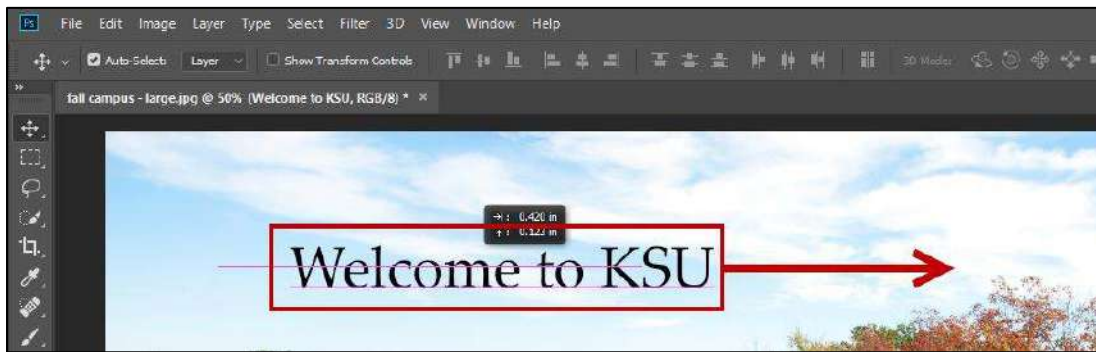




Figure 21 - Dragging Text

4. Use the keyboard arrows to make more precise adjustments.

## Adding a Shape


Photoshop includes 6 separate shape tools: rectangle, rounded rectangle, ellipse, polygon, line, and custom shape.

1. In the toolbar, click and hold the shape tool to choose the desired shape, e.g. the **Ellipse Tool**. 
2. Use the **foreground swatch** at the bottom of the toolbar to choose the color for your shape. 
3. Click and drag over your image to create the shape. Hold down the **Shift** key on your keyboard to create a perfect circle, straight line, or perfect square, if desired.

**Note:** Your shape appears over your image, automatically receiving its own layer.

## Moving a Shape

After creating a shape, you can move it to different areas of the canvas.

1. Click the **Move Tool** from the toolbar. 
2. Select your **shape layer** in the Layers panel.
3. Click and drag to move the position of your shape.

## Resizing a Shape

After creating a shape, you can still resize or transform it.

1. Click your preferred **shape layer** in the *Layers* panel.
2. Click **Edit** in the top menu.

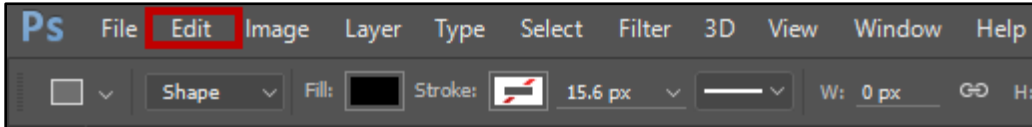


Figure 22 - Click Edit

3. Click **Free Transform**.

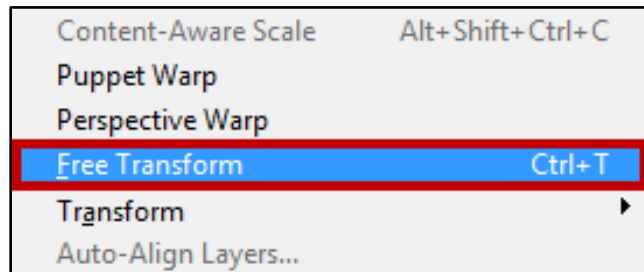


Figure 23 - Click Free Transform

**Note:** Alternatively, you may select your preferred shape layer and press **Ctrl+T** on your keyboard.

4. Resize/transform your shape, using the squares at the corners and sides of your shape.
5. Click the **check mark** in the top toolbar to commit your change.

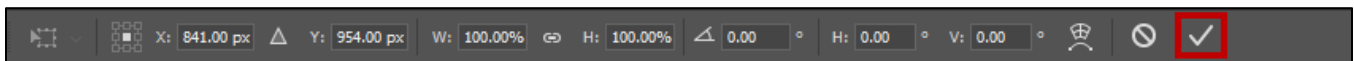


Figure 24 - Click the Check Mark

## Image Repair

Photoshop includes a variety of tools for repairing and modifying images, from repairing blemishes and red eye to removing elements from your images.

## Removing Red Eye

Red eye occurs in some photos due to flash photography, but it is easily repaired in Photoshop.

1. In the toolbar, click and hold the **Spot Healing Brush Tool** (See Figure 25).
2. From the menu that appears, choose the **Red Eye Tool** (See Figure 25).

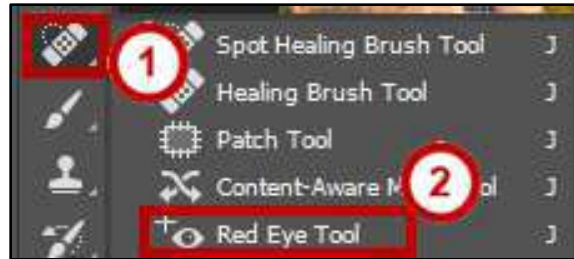


Figure 25 - Selecting the Red Eye Tool

**Note:** The **Red Eye Tool** is usually hidden behind the **Spot Healing Brush Tool**.

3. Double-click the **center of the red eye** to be repaired.

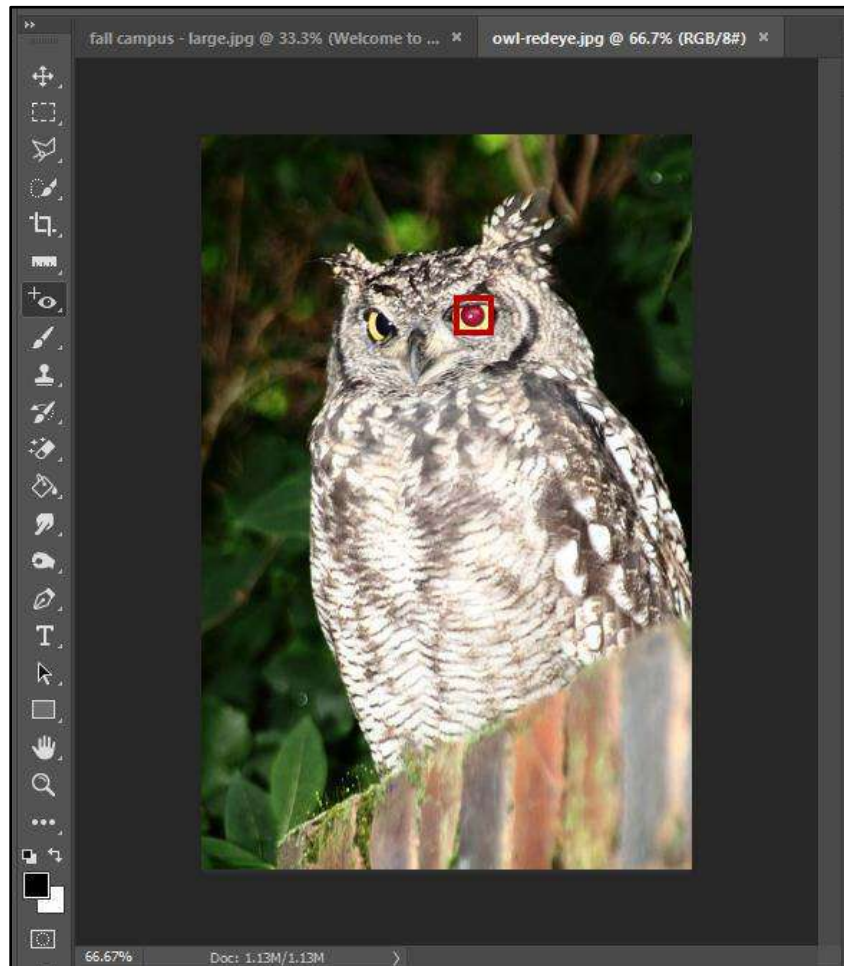


Figure 26 - Red Eye Repairs

## Removing Blemishes or Small Imperfections with the Spot Healing Brush

The spot healing brush allows you to quickly remove spots, blemishes or other small imperfections.


1. In the toolbar, choose the **Spot Healing Brush Tool**. 
2. Click and drag the brush over the **imperfection**; the area becomes shaded.




Figure 27 - Covering an Imperfection

3. Release the mouse button to reveal the repaired area.

## Removing Unwanted Elements with Content-Aware Fill

Before you can use *Content-Aware Fill*, you must first select the area of your image to remove. There are a variety of tools in Photoshop to make selections, including the Marquee tools, the Lasso tools, the Magic Wand tool, and the Quick Selection tool. This example uses the Rectangular Marquee tool.

1. Click the **Lasso Tool** from the toolbar. 
2. Click and drag to draw around the **object** you wish to remove.

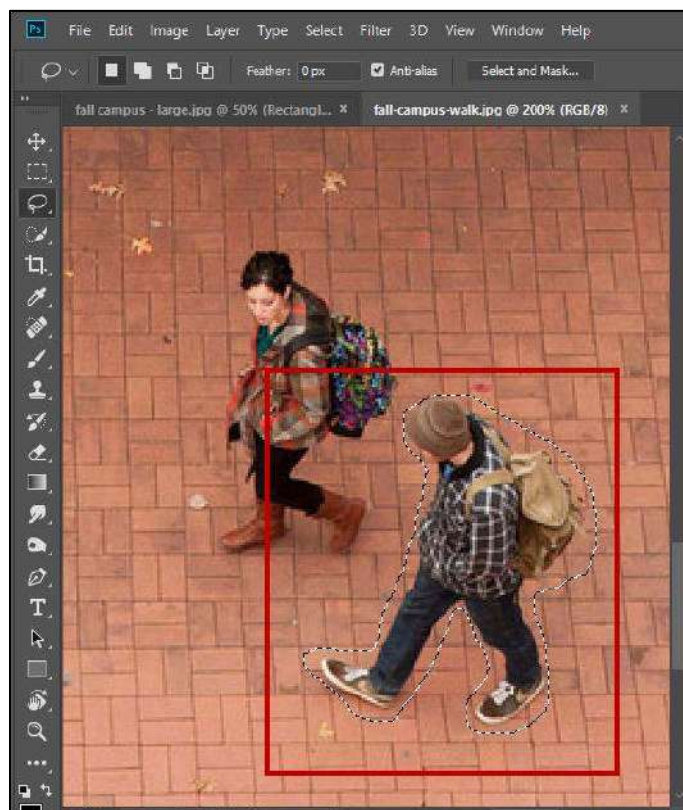


Figure 28 - Select the object you wish to remove

3. Click the **Edit** menu item.
4. Choose **Fill**.



Figure 29 - Content Aware Fill

5. The Fill menu appears. **Content-Aware** should be selected (See Figure 30).
6. Click **OK** (See Figure 30).

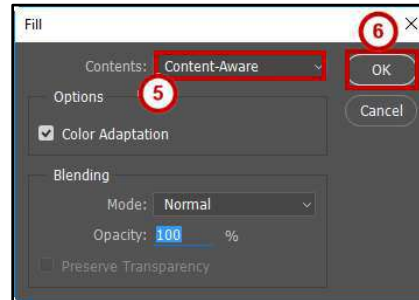


Figure 30 - Click OK

7. Your selected object will be removed.

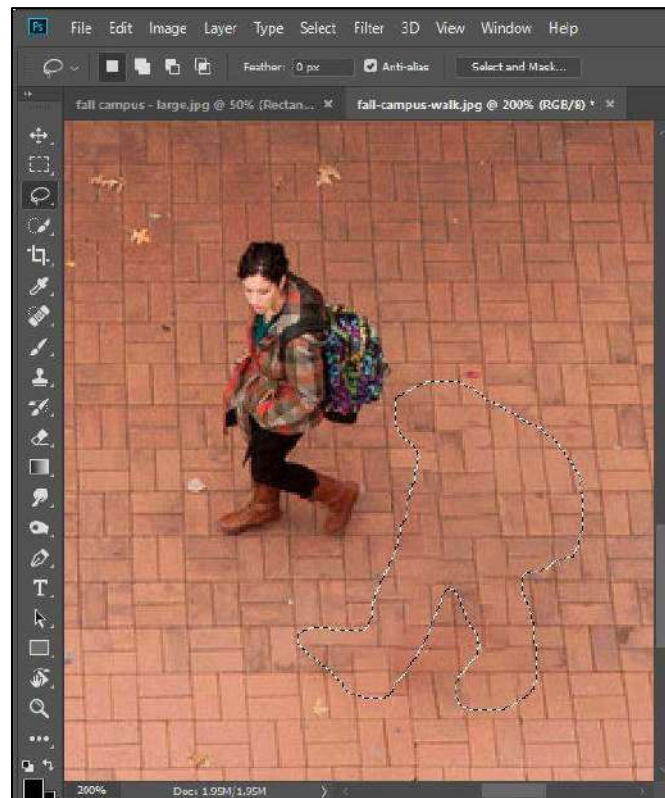


Figure 31 - Content Aware Fill

- To de-select the area you outlined with the elliptical marquee, choose **Select** in the top menu, and then click **Deselect**.

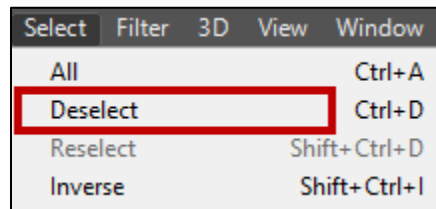


Figure 32 - Deselecting a region

## Using History to Reverse Steps

Photoshop's History panel keeps a record of the last 20 changes you have made in Photoshop. You can revert to any of these 20 steps.

- Click the **History** icon in the *Panels* area.

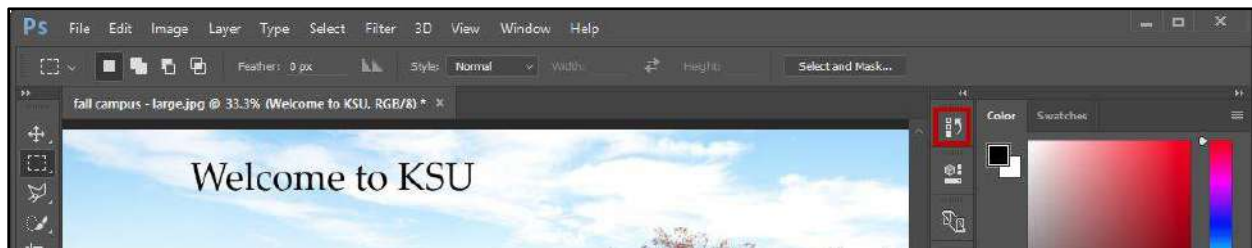


Figure 33 - Locating History in Photoshop panels.

- Your image *History* expands.
- Click any **step** in the list to revert your image to that state.

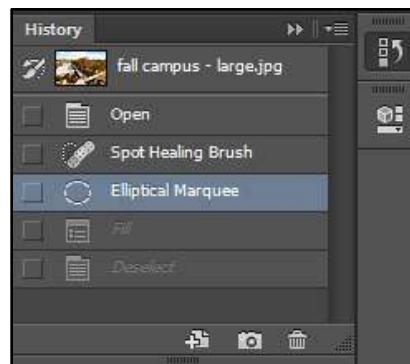


Figure 34 - Reverting to a Previous Step in History

**Note:** The history is reset when you close the file.

## Saving Files

The following sections explain how to save your Photoshop file and image files for print or web:

### Saving Your Photoshop File (PSD)

When working with an image in Photoshop, always save your work in Photoshop's native format, the PSD file format. The PSD file keeps all layers intact so you can edit your work later.

1. Click **File** in the menu bar.
2. Click **Save As**.
3. The *Save As* dialog box appears. Choose the location where you would like to save your file.
4. Name your file in the *File name* field.
5. In the *Save as type* drop-down, make sure **Photoshop (\*.PSD;\*.PDD)** is selected.

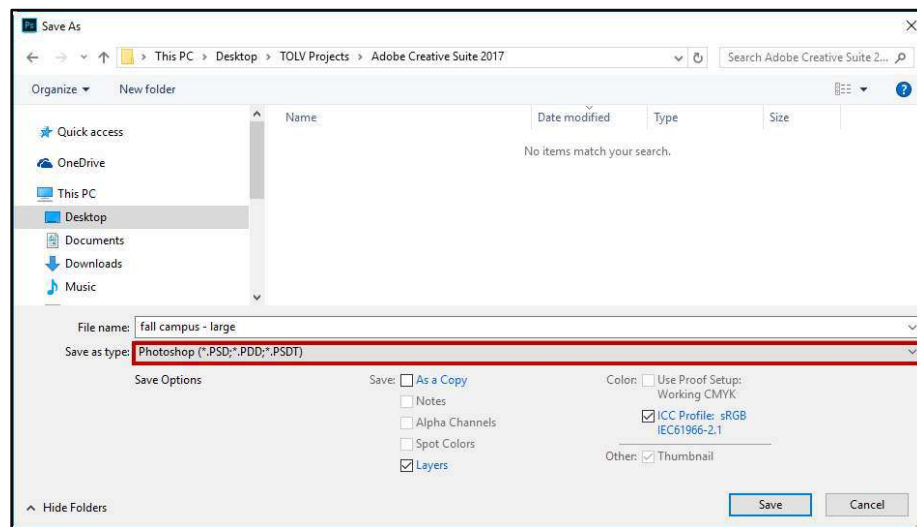


Figure 35 - Save as Photoshop File

6. Under *Save Options*, make sure **Layers** is checked.
7. Click the **Save** button.

### Saving Your File for Print

Print files should be saved at a high resolution. The recommended resolution is 300 ppi (pixels per inch). While a lower-resolution photo may look crisp on-screen, it will appear pixelated when printed. First, verify that your image file is at least 200 to 300 ppi:

1. Click the **Image** menu in the menu bar.
2. Click **Image Size**.

3. Verify that the resolution is between **200 – 300 pixels/inch**.

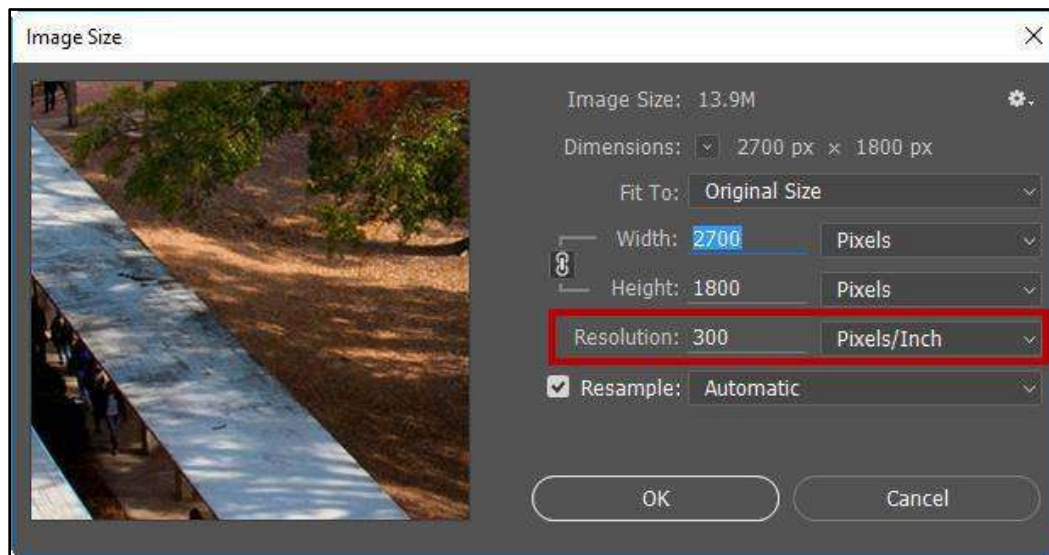


Figure 36 - Image Resolution

4. Click the **OK** button.

**Note:** For resolution less than 200 ppi, your file may not be suitable for print. See Adobe’s web page [Photoshop / Image size and resolution](#) for information. You may be able to increase resolution while decreasing size, as long as you maintain pixel dimensions equal to or smaller than the original.

After verifying your resolution, save a copy of the image:

1. Click the **File** menu.
2. Click **Save As**.
3. Choose the desired image file format in the **Save as type drop-down**, such as JPG, PNG, or BMP.
4. Choose the **location** where you would like to save your file.
5. Name your file.
6. Click the **Save** button.

## Resources

Adobe publishes many video tutorials on their site, called *Adobe TV*.

Visit <http://tv.adobe.com/product/photoshop/> to access Photoshop tutorial content from Adobe.

Adobe also publishes video tutorials to the Photoshop YouTube channel, available at <http://www.youtube.com/user/Photoshop>.



## **Additional Help**

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

### **KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu/faculty-staff/>

### **KSU Student Help Desk**

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu/students/>