

# ADOBE PHOTOSHOP ESSENTIALS

## OVERVIEW

Adobe Photoshop is a professional image editing software containing a vast set of tools used by graphic artists, designers, and photographers for print and web.

## ELEMENTS OF PHOTOSHOP

- ★ **Layers** are a means of organizing and manipulating specific parts of an image. Layers allow for a specific part of an image to be altered without affecting or destroying other layers.
- ★ **Adjustments** are a set of operations that enable the user to alter an image. Basic adjustments can manipulate an image's hue and saturation, contrast, curves, and color balance. Levels allow you to stretch and squeeze the black and white values of a photo to maximize certain attributes, such as saturation and brightness.
- ★ **Selection** in Photoshop allows you to create a space in a project that travels between layers and can be used to mark, edit or create a specified layer. Selections are distinguished by a crawling dashed line.
- ★ **Brushes** are used for many tools (including the quick select tool, clone stamps, eraser). Brushes have 3 components: size, hardness, and a preset shape.
- ★ **RGB v. CMYK:** RGB is for digital media and CMYK is for print. Set this before you get started by locating Image > Mode.
- ★ **Type Tool** is used to insert text into an image using a text box.
- ★ **Color Picker Tool** is used to select color.
- ★ **Toolbar** contains the various tools available in Photoshop.

## SOFTWARE OPTIONS

<p><b>Adobe Photoshop</b> is a professional photo editing software featuring a full range of advanced editing tools with support for layers. (<i>\$20/month</i>)</p>
<p><b>Photoshop Elements</b> is a consumer grade version of Adobe Photoshop with most of the same editing tasks with support for layers. (<i>\$100 or less</i>)</p>
<p><b>Photos</b> is Apple's photo editing software featuring basic editing tools. (<i>free</i>)</p>
<p><b>Photo Editor</b> is Microsoft's photo editing software featuring basic editing tools. (<i>free</i>)</p>

**Paint.NET** features an intuitive and innovative user interface with support for layers, unlimited undo, special effects, and a wide variety of useful and powerful tools. (*free*)

**Gimp** can be used as a simple paint program, an expert-quality photo-retouching program, an online batch-processing system, or an image-format converter. (*free*)

**Canva** contains a set of tools and templates that you can use to create collages and graphics. (*free*)

## FILE FORMATS

**.PSD** is the default file format in Adobe Photoshop and will preserve layers for future editing. **.PNG** is useful for saving your finalized digital image without layers.

## ADOBE PHOTOSHOP TOOLBAR



**Move tool**- move selections

**Marquee tool**- make selections

**Lasso tool**- make freehand mouse selections

**Quick Select tool**- select a section automatically

**Crop tool**- crop an image

**Eyedropper tool**- select colors from images

**Spot healing tool**- blend surrounding pixels to remove image defects

**Brush tool**- basic tool for drawing a line

**Clone stamp tool**- copy a selected part and use it where you want

**History brush tool**- roll back actions within a brush

**Eraser tool**- remove parts of an image

**Paint Bucket tool**- fill a selection with color

**Blur tool**- blur parts of an image

**Burn tool**- darken/lighten tool

**Pen tool**- create vector paths

**Type tool**- type text

**Path Selection tool**- select/move parts of paths

**Shape tool**- create shapes

**Hand tool**- move the image around

**Zoom tool**- zoom in/out of an image

**Edit toolbar**

**Switch foreground and secondary color**

### NEED MORE HELP?

ITPL subscribes to **Lynda.com** and **Gale Courses**. Access these online resources at [indiantrailslibrary.org](http://indiantrailslibrary.org) > Research.

Book series such as the **Teach Yourself Visually** and **Simple Steps** can help get you started.

