PHOTOSHOP

You will:

1. Learn about some of Photoshop’s Tools.
2. Learn how Layers work.
3. Learn how the Auto Adjustments in Photoshop work.
4. Learn how to adjust Colours.
5. Learn how to measure Colours.
7. Make Selections.
8. Create & Edit text.
9. Learn about Grids & Guides.
10. Create a composite.
INTRODUCTION

Why use Photoshop?

Like any good tool, it makes your work easier. Photoshop is designed to make simple adjustments to existing images or to prepare already satisfactory images for specific purposes.

Good Photoshop work is a combination of

1. Knowing what you want to do.
2. Knowing how to do it.
PHOTOSHOP TOOLS

You select a Tool by clicking on its icon in the Toolbox. The triangle, (▲), at the lower right of a Tool Icon indicates more Tools are hidden underneath. Positioning the pointer over a Tool displays a Tool Tip with the Tool's name and its matching keyboard shortcut.

A. Toolbox
B. Active Tool
C. Hidden Tools
D. Tool names
E. Tool shortcut
F. Hidden Tool triangle

TIPS: You can also select a Tool by pressing the appropriate shortcut key. For example, to select the Brush Tool, press ‘B’, or select the Zoom Tool by pressing ‘Z’. You can toggle between related Tools by holding Shift. For example, to rotate through the Brush Tools, hold Shift & keep pressing ‘B’.
IMAGE > ADJUSTMENTS

To describe how to find an item on a drop-down menu, standard practice is to;

1. Specify the heading, then;
2. Use a > symbol to describe something that is found in its drop-down menu, then;
3. Continue with repeated > symbols, until you get to where you need to be.

Here’s an example...

**Image > Adjustments > Levels**

![Image Adjustments Menu]

**TIPS:** The Adjustments drop-down menu is where the most commonly used adjustments can be found.

Notice the appropriate shortcut key presses are displayed next to their commands.
For example, pressing **Shift+Ctrl+B** brings up Auto-Color.
LAYERS

To illustrate how Layers work, we’ll use the following example.

OPEN “01_LAYER_EXAMPLE”
This is a multi-layered image. The bottom Layer, named BLANK, is empty of any information. Notice the checkerboard pattern. This default pattern can be changed but there is no need to, as it’s an excellent choice.

The symbol to the left of the Brush symbol is an eye, representing whether or not that particular Layer is visible.

Now;

1. Make the first 4 Layers (BLANK, BLUE, GREEN & RED) visible, one at a time, to see what changes occur.
2. Now, make all the Layers invisible.
3. Make the YELLOW Layer visible.
4. If you were to make the BLUE Layer visible, what will happen? Think about it, and then see if you’re right.

5. Next, make every Layer visible.
6. Select the SWANS Layer, by clicking once on the word SWANS.
7. Reduce the Opacity slider from 100% by clicking on the arrowhead to the right of 100%, and drag it to where you want it to be.
   As you can see, the Layer is fading and letting the other Layers show through.
8. Now, make the SWAN Layer invisible, and select the RED Layer.
9. What will happen if you start to fade the RED Layer? Think, then act, and see if you were right.

Place your mouse pointer over each of the icons on the bottom of the Layer Palette in turn and read the descriptions that appear as Tool Tips. Depending on your needs, you can either click on the icon to begin the process of altering the already selected Layer, or drag the appropriate Layer onto it.
AUTOMATIC IMAGE CORRECTION

Each Auto Command analyses the image, then automatically adjusts it accordingly.

**AUTO LEVELS** (now **AUTO TONE**) makes the darkest colour in each channel black and the lightest colour white. As it makes no attempt to preserve colours, the colour balance is almost always changed.

**AUTO CONTRAST** locates the darkest colour in an image and makes it as dark as it can be, without changing its colour. It then makes the lightest colour as light as possible, without changing its colour. The colour balance remains unchanged.

**AUTO COLOUR** deepens shadows and lightens highlights, like AUTO LEVELS. But where AUTO LEVELS may shift shadow and highlights from one colour to another, AUTO COLOUR tries to change them to neutral greys. Auto Color usually produces the best results.

COLOUR BALANCE

To adjust the colours in an image, you adjust their **Hue & Saturation**. Hue is the core colour, e.g. red, yellow, etc. Saturation measures the intensity of that colour.

**OPEN “02_FLAG”**

Try out these adjustment controls to see what effect they have.

*Image > Adjustments > Hue/Saturation*  
*Image > Adjustments > Color Balance*

COLOUR MEASUREMENT

The **Eyedropper** and **Color Sampler** Tool Sets in Photoshop assist you by giving definitive data about the colours and contrast in your images.

**OPEN “03_COLOURPICKER”**

To display the Info Palette, **Window > Info**, or press **F8**.

Select the Eyedropper Tool (I), and look at the Info Palette as you move the mouse about the image. You are getting the **RGB** values for whatever pixel you are over at that moment. If you left-click on the image, the **Foreground Color Swatch** changes to that colour.

From the South African flag, try to select;

1. The Yellow as the Foreground Colour.  
2. The Green as the Background Colour.

The **Color Sampler** Tool allows you to store colour values. Switch to this tool (it is grouped with the Eye Dropper. Remember, the triangle, (<>), at the lower right of a Tool Icon indicates more Tools are hidden underneath), then left-click on 4 different locations on the flag. The Sampler has retained this information and displays it for your use.
SELECTIONS:
MANUALLY SELECTING PARTS OF AN IMAGE

To make manual selections, you can use the Marquee Tool or the Lasso Tool.

OPEN “04_SELECTION_GRID”
To try them out;

1. Use one of the Selection Tools to make a selection.
2. Change to the Move Tool.
3. Move your selection to see what happens!
4. Adjust the Feathering, and then make a selection to see what happens when you move that selection.
5. Below, Feather = 0 pixels. Change its value by typing a new one.

TIP: When you change Tools, the possible adjustments change too. Obviously.

OPEN “05_RED_NOSE”
1. Draw a selection around the words “Mr. Bean’s Holiday”.
2. What will happen as you adjust the image?
3. Adjust the Hue & Saturation.
RESIZING

Resize the large, white M so that it fits inside the red box.

OPEN “06_Resize”

When the image is big, the corners will be out of the range of the screen. You can adjust for this in the bottom left corner of the image, by typing a new % size for **displaying** your work on that screen.

To resize any image or image component,

1. **Edit > Transform > Scale**
   
   **TIP:** The shortcut for **Edit > Transform > Scale** is **Ctrl+T**. This is an especially useful shortcut.
   
   **TIP:** Holding down **Shift** as you drag the corners will maintain the proportions, as you change the size.
   
   Holding down **Ctrl** as you drag the corners will allow you to distort perspective and shape, if that’s what you really want to do.

CREATING & EDITING TEXT

You simply create a text box, select your font, colour and size, and start typing!

To practice, create a New Image (**Ctrl+N**), and using the Type Tool, start typing...

Points to remember:

1. **Draw a box in the rough position and shape where you want to type.** This is easily adjusted later on, so place it quickly. Just do it.
2. **Photoshop automatically places this on its own Layer.**
3. **To close the box, click on a different Layer.**
4. **If you then draw another box, Photoshop again creates a new Layer.**
5. **To adjust text you’ve already typed, select the correct Layer, and then click within the original box (on the image itself), to reactivate that text Layer for editing.**

Once you can do this, there are some extra adjustments that you can make to your text.

1. **Rasterizing a text Layer means turning it into an image.** Only do this when your decisions about text font, size and colour are decided on, as you won’t be able to change it back to text. As it’s now an image, all the great image adjustment options you’ve been using can be used on your text Layer.
   
   This option becomes visible when you **Right-Click** on the Text Layer.
2. **Applying a Style to your text can really make it look special.**
3. **Do this by double-clicking on the Layer where you want to apply a Style.**
CREATING COMPOSITES

Usually, you will know from the very beginning of a project the exact sizes that your composite needs to be displayed at (screen sizes, print sizes). If you need multiple, differently-sized versions of the same image, Photoshop can accommodate you. If you don’t know, you can easily adjust it later on. To place everything neatly, there are various guides.

View > Show > Grid ...and a Grid appears!

Edit > Preferences > Guides, Grid & Slices...
Change the Grid settings to suit, usually directly related to the overall size of your image. You can import images, and as you do, they are automatically placed on their own Layer. You can resize, change colour, reshape, without affecting other parts of the overall image because they are on their own Layer.

GRAPHICAL ELEMENTS FOR VIDEO

Let’s create a graphical element for your video production.

OPEN “07_Graphic”

1. To guarantee that the graphic will appear exactly as you require, you should always export a still image from your video as a visual guide. For now, using “07_Graphic” will suffice.
2. Set up your Guides to match your output dimensions.
3. Image > Image Size... gives you the image’s dimensions (here; 480x294).
4. Edit > Preferences > Guides, Grid & Slices... allows you to adjust the Guides.
5. Select the Shape Tools, and access the hidden Custom Shapes Set.

6. Select a Custom Shape by clicking on the “down-arrow” to see them all, then click to select one.

7. The Tool-specific controls allow you to “Fill” & “Stroke” etc.
8. Output each composite as a .png file with a transparent background.
9. When you import files from the Internet (logos, etc.), try to find png files, as they may have transparent backgrounds, making compositing easier.

The .png file format supports transparency, and can be easily used for the graphical elements in your project video.