

Photoshop CC Tasks—Windows

SELECTING

Selecting a Complete Graphic

1. Use **Select > Select All**.
2. Then **Copy** and **Paste** the selection.

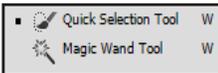
Selecting a Section of a Graphic

1. Use the *Marquee* tool to select part of a graphic. If this is a layered file, you must be in the layer you wish to copy.
2. If you wish to have soft edges, set feathering in the *Options* bar. The smaller the number, the harder the edges.
3. Use **Edit > Copy** or **Edit > Cut** to copy/cut the selection.
4. Then **Paste** it into the desired file and use the *Move* tool to move it where you wish.



Selecting by Color

1. Use the *Magic Wand* tool to select a color in your graphic.
2. Go to **Select > Similar** to select that color throughout the layer.
3. If you wish to select colors close to the selected color, set *Tolerance* in the *Options* bar. The smaller the number, the more narrow the selection range.
4. Use **Edit > Copy** or **Edit > Cut** to copy/cut the selection.
5. Then **Paste** it into the desired file and use the *Move* tool to move it where you wish.



Deselecting

Go to **Select > Deselect** to cancel the selection or use **Ctrl+D**. You must cancel a selection before you can use another type of tool (a non-selection tool).

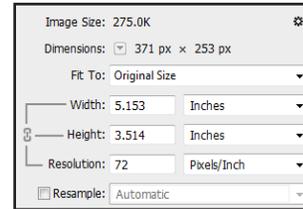
SIZING

Changing Image Size

1. From the **Image** menu, choose **Image Size**.
2. Keep *Width* and *Height* linked to *Constrain Proportions*.
3. Uncheck **Resample** to link *Resolution* to *Width* and *Height*.
4. Change the dimensions.
5. Click **OK** when done.

Changing Resolution

1. From the **Image** menu, choose **Image Size**.
2. Uncheck **Resample** to link *Resolution* to *Width* and *Height*.
3. Use **72** pixels per inch for computer graphics; **300** pixels per inch for printed pieces.
4. Click **OK** when done.



Changing Canvas Size

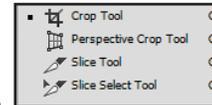
1. From the **Image** menu, choose **Canvas Size**.
2. Change the dimensions of your work area.
3. Indicate in the grid in which direction you want the canvas to adjust its size.
4. Click **OK** when done.

Changing Measuring Units

1. Go to **Edit > Preferences > Units & Rulers**.
2. Choose your preferred unit of measurement.
3. Click **OK** when done.

Cropping

1. Use the *Crop* tool to select a part of a graphic.
2. A grid appears over the selected portion, a mask over the unselected area. You can right-click and choose a specific size.
3. Press the **Enter** key to accept the crop or right-click and choose **Cancel** to cancel the crop.



ERASING

Erasing Parts of Layers and Images

Use the *Eraser* tool to erase parts of layers or images.

Erasing the Background

Using the *Background Eraser* tool, click and drag over image; release mouse button to apply.



Erasing by Color

Using the *Magic Eraser* tool, click on a color to erase all contiguous instances of it.

COLORS

Foreground and Background Colors

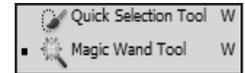
- To change the foreground color, click on your new foreground color with the *Eyedropper* tool.
- To change the background color, hold down the **Alt** key and select a new color using the *Eyedropper* tool.
- Or click in either the foreground or background swatch in the toolbar and a *Color Picker* window will open.



Changing Colors

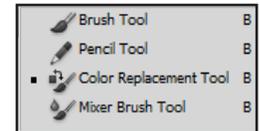
One Solid Color to Another

1. Using the *Magic Wand* tool, select the color or color range you wish to change.
2. To select all instances of that color within the layer, go to **Select > Similar**.
3. To fill with a new color, go to **Edit > Fill** and choose your color.



Tonal Variations

1. Set your new color as the foreground color.
2. Choose the *Color Replacement* tool and paint over the area you wish to change.
3. You can also use the *Magic Wand* to select an area, then use the *Color Replacement* tool to change only the selected area.



Variations

To make color and tonal adjustments, go to **Image > Adjustments > Variations**

LAYERS

Creating a Layer

When you **Paste** a graphic into a file, it automatically places it on a new layer. There are other ways to manually create a new blank layer.

- From the **Layer** menu, choose **New > Layer**.
- In the **Layers** panel, click on the dropdown arrow at upper right and choose **New Layer**.
- In the **Layers** panel, click the *Create a New Layer* button at the bottom.

Layers cont'd.

Ordering Layers

The order of the layers determines the position of each graphic.

- To move a layer back, drag that layer down in the panel.
- To bring a layer forward, drag it higher in the panel.

Deleting a Layer

You can delete a layer in several ways:

- Select the layer in the **Layers** panel and from the dropdown, choose **Delete Layer**.
- Right-click on a layer in the panel and choose **Delete Layer**.
- Drag a layer in the **Layers** panel to the Trash Can icon in the lower right of the panel.

Changing the Opacity of a Layer *(not background)*

1. In the **Layers** panel, select a layer.
2. Use the **Opacity**: dropdown in the upper right of the panel.

Linking Layers

1. In the **Layers** panel, select the layers you wish to group (holding down the **Shift** key while you select them). **Note**: A locked background layer cannot be linked.
2. Right-click on any of these selected layers and choose **Link Layers**. You can then work with them as a group.

Merging Layers

From the **Layers** dropdown, choose **Merge Down**, **Merge Visible** or **Flatten Image**. This decreases file size but you no longer have access to individual layers. Some file types flatten the image when saving.

Adding Effects to Layers

1. Right-click on a layer and choose **Blending Options** (not available for locked background layers).
2. Clicking in the checkbox by each effect will select it for that layer.
3. Clicking on the name of the effect will select it and open the preferences for that effect.
4. Click **OK** to close the **Effects** dialog box.
5. Applied effects can be hidden by clicking on the **Effect's Eye** symbol in the **Layers** panel.

Transforming Layers

To **Resize**, **Rotate**, **Skew** or otherwise **Transform** a layer or part of a layer, use the Transform function (not available for locked background layers).

1. Select a layer in the **Layers** panel or use the **Marquee** tool to select part of a layer.
2. Go to **Edit > Free Transform** to do multiple transformations to the selection.
3. Go to **Edit > Transform** and pick your action to do a single transformation.
4. Click the **Enter** key to apply the transformation or **Esc** to cancel.

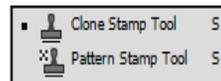
Hiding Layers

Clicking on the **Eye** symbol to the left of the layer name will hide the layer. Hidden layers will not print.

RESTORING/REVISING

Clone Stamp

1. Select the **Clone Stamp** tool and set the tool size in the **Options** bar. The larger the number, the more area you will change at a time.
2. Holding down **Alt** key, click in an area you wish to clone.
3. Release the **Alt** key, and click on or swipe over the pixels you want to change. Your clone marker will move as you move your cursor, so you may need to re-choose a new clone area.



Healing Brush

1. Select the **Healing Brush** tool and set the tool size in the **Options** bar. The larger the number, the more area you will heal at a time.
2. Holding down **Alt** key, click in an area you wish to copy/blend.
3. Release the **Alt** key and swipe over the pixels you want to heal. The area you marked will be copied into the area you are healing, and then they will blend together.



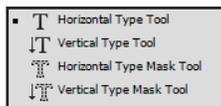
Spot Healing Brush

Wipe over spot to be healed with this tool and, when you release the mouse button, it blends with the surrounding area to heal the spot. No need to choose an area to copy.

TEXT

Adding Text

1. Select the **Text** tool and set font, font size, and font color in the **Options** bar.
2. Click where you want the text to be placed. A new layer to contain your text will be created.
3. Type your desired text.



Formatting Text

1. Go to **Window > Character** to open the **Character** panel (grouped with the **Paragraph** panel).
2. Select the appropriate layer.
3. Change kerning, leading, height and width of text as well as other characteristics from this panel.

Formatting Paragraphs

1. To designate text as paragraph text, right-click on text layer and choose **Convert to Paragraph Text**.
2. Set margins in the **Paragraph** panel.
3. When you click on the text with the **Text** tool, a bounding box will appear around the text. Use the handles to shape the size of the paragraph.

Changing Text

1. With the **Text** tool selected and with the **text layer** chosen in the **Layers** panel, use the tool to select the text.
2. Make your corrections.

Adding Effects to Text

1. In the **Layers** panel, on a text layer, choose **Blending Options** by right-clicking or from the **Layers** dropdown menu.
2. Choose effects you wish to apply, set the parameters and click **OK**.

Resizing Text

1. In the **Layers** panel, select the **text layer**.
2. Go to **Edit > Free Transform**. A box appears around the text.
3. Using the handles on the box, enlarge or reduce the size of the box as needed. Your text is resized based on the shaping of the box.
4. Drag the box to move the text.
5. Press the **Enter** key to accept the transformation.

SAVING

Saving for the Web

1. **File > Save for Web** (image must be flattened)
2. Choose a viewing tab, a file format and image size.
3. Click **Done** to save settings; click **Save** to save the settings.

File Types

- **JPEG** is the file format most used for photographs; you can set the level of compression to control the amount of loss of detail.
- **GIF** and **PNG** are the file formats most used for graphic elements for Web pages because of their very small file size.
- **PSD** are Photoshop Documents. *Always save a copy of your file as a Photoshop file.*
- **BMP** or bitmapped files are black and white and very small files.

Image Mode

- **Grayscale** images are in black and white and shades of gray, with no color.
- **Duotones** are grayscale images with one other color added to help produce shades of gray.
- **RGB** images are made up of red, green and blue dots and used primarily for screen viewing.
- **CMYK** images are made of layers of cyan, magenta, yellow and black and used primarily when the images will be printed.