Ps

A Quick Run-Through Exercise for Beginners

- Create   - Open
- Edit   - Copy
- Paste   - Tools
- Layers   - Texts
- Save Files

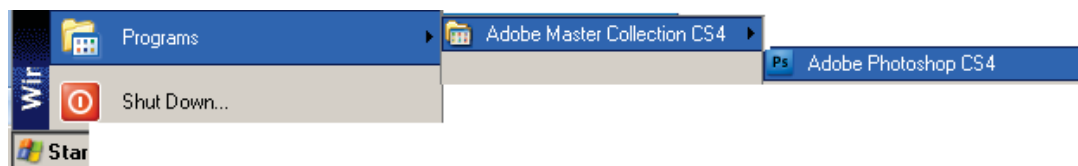Tutorial by Philemon Yalamu   http://www.artech.com.pg/

If you are new to **Adobe Photoshop**, this tutorial is for you. It is very basic and takes you through **10 steps** of understanding Photoshop as a beginner. In this Demonstration, I'm going to do a simple graphic composition using few of Adobe Photoshop's tools. I'll be focusing on Tools and Layers palettes and the version that I'm going to use in this demo is Adobe Photoshop CS4 on windows XP. You can use any version for this tutorial which will still work.

By the way, you need to have Adobe Photoshop to follow along with this tutorial. Go to *www.adobe.com* to get a trial version if you don't have any.

1   START PHOTOSHOP

There are a couple of ways you could use to start Adobe Photoshop. Two of the most common and simple for any first-timer to use are through the shortcut on the desktop or by using the ***programs*** menu from the ***start*** button.
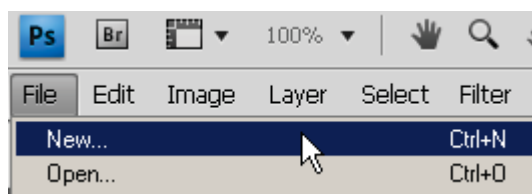
Start Photoshop through the programs menu   *use shortcut*
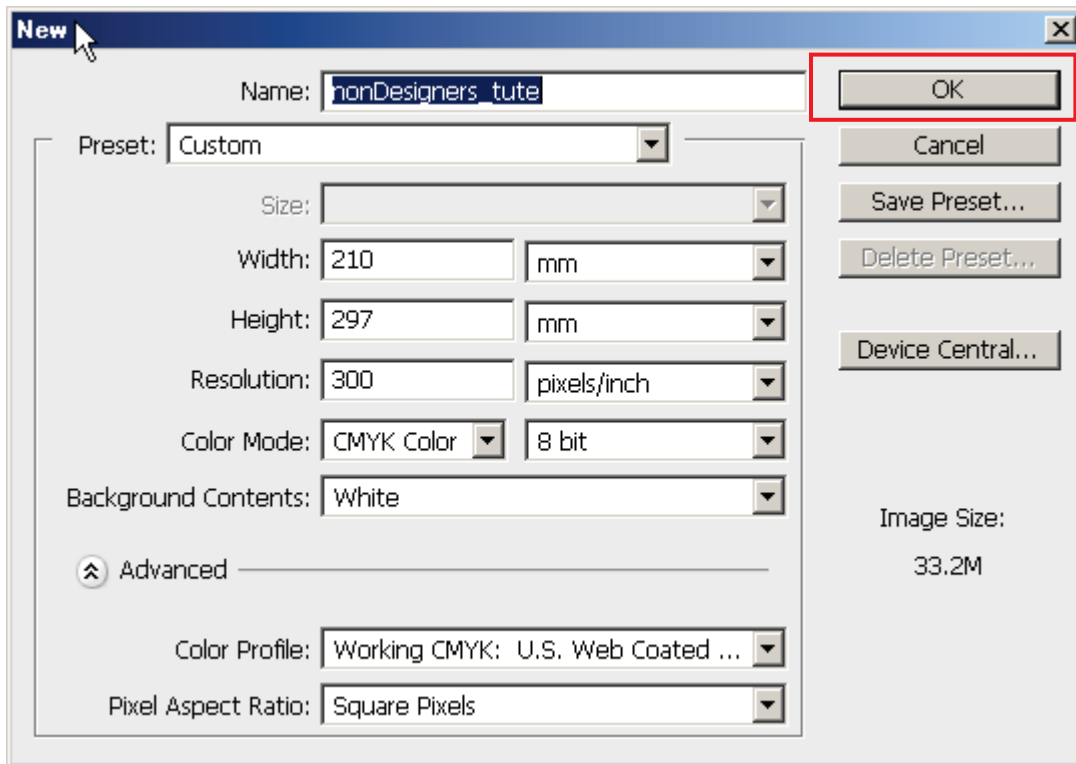
2   CREATE A NEW FILE

When Photoshop starts, the next thing you should to do is to create a new file. In Photoshop, you cannot start using the tools when there is no file or document open so you have to either start from an open file, or create an empty document and start from scratch. In most cases, you would want to start from scratch so that's what we're going to do next.

Create a New File using the *File Menu*. Go to **File > New**

You will get a pop-up dialogue. For this exercise, let's assume that we are going to work on an A4 size document so we will start by specifying this document size within this pop-up. Use the settings below to match yours.
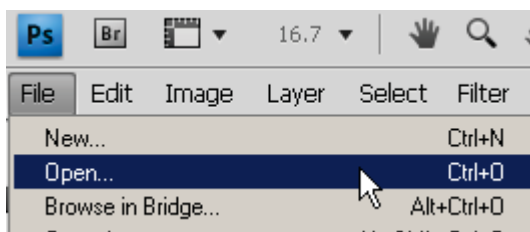

Once you get the above settings entered, click the **OK** button to accept the settings and return to the main Photoshop window. Your new document should now be created.
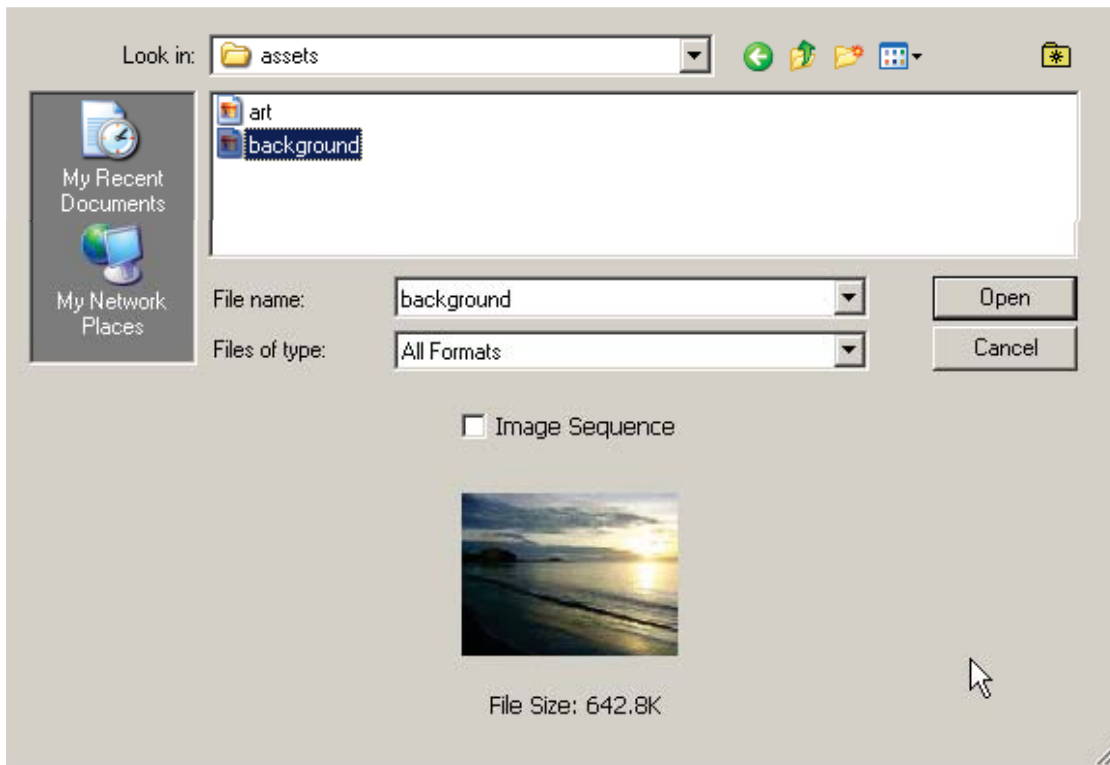
3   OPEN FILES [images]

Now let's open some files and bring them into Photoshop. We will then use those files later in the working document created in step 2 above.
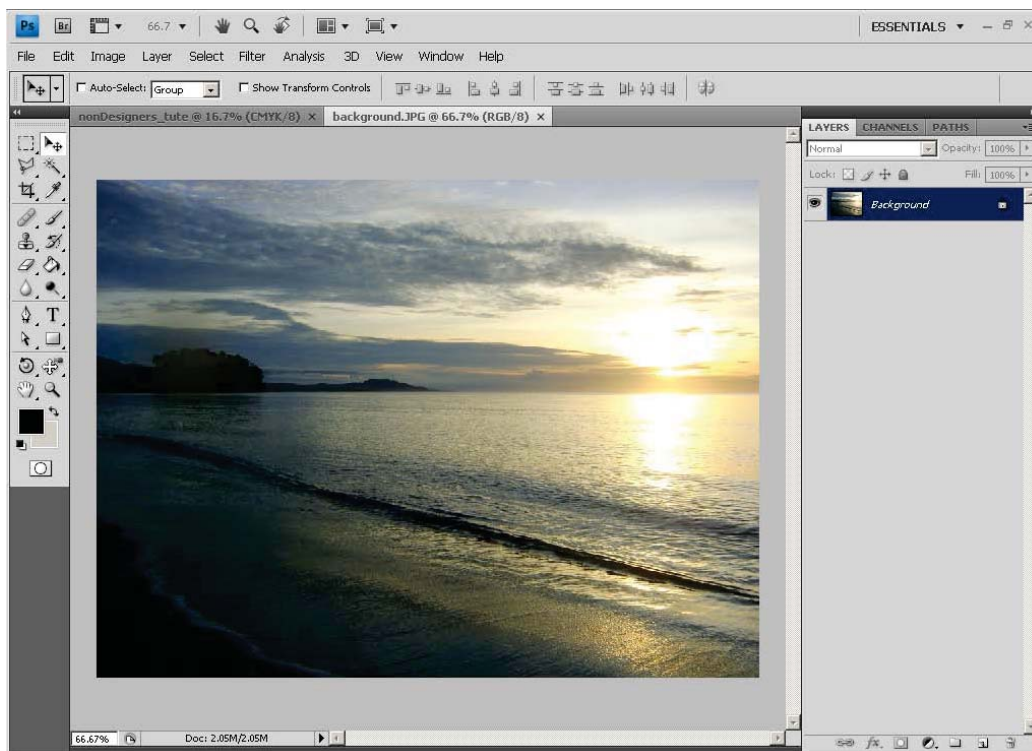
To bring documents or files into Adobe Photoshop, use the File menu. Go to **File > Open**

Locate where the image to be used is located (*background.jpg*), select it and click the **Open** button to bring it into Photoshop. (*If you purchase the CD, these images comes with it*)

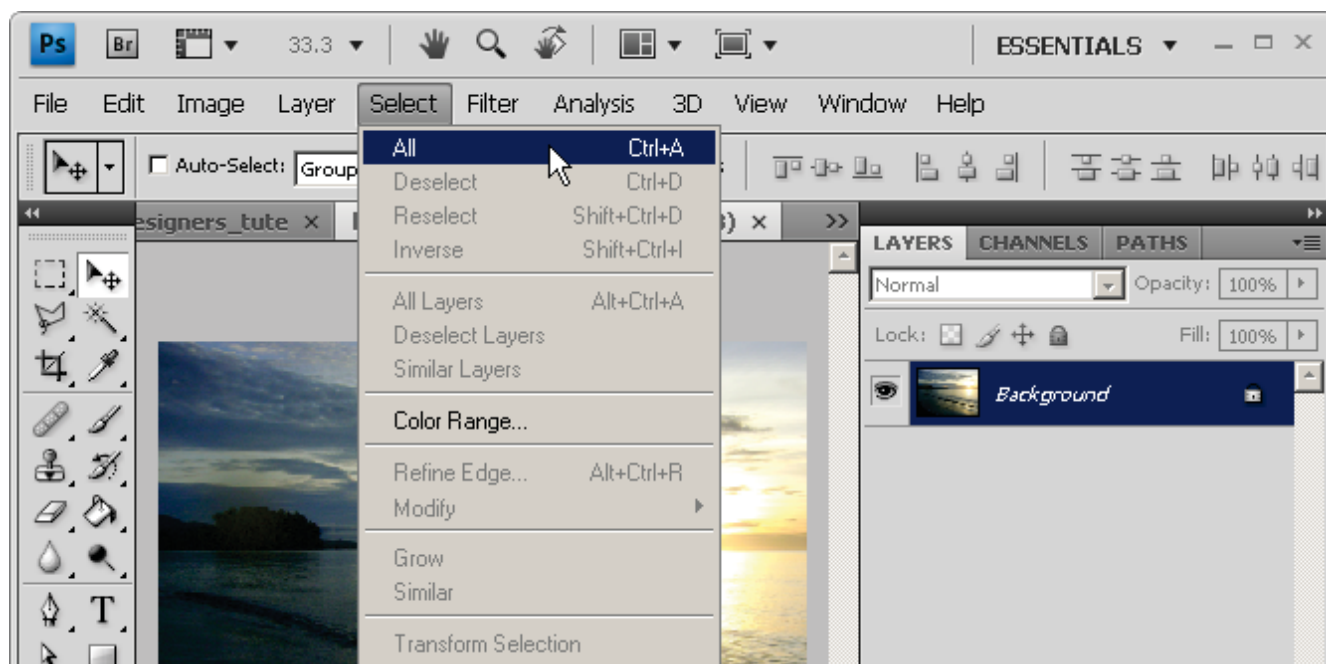Once you click the **Open** button, you should now see the document inside Photoshop.

Next thing is to bring the file you just opened into the working document which is the document you created earlier. To do this, use the **Select, Copy, Paste** method.

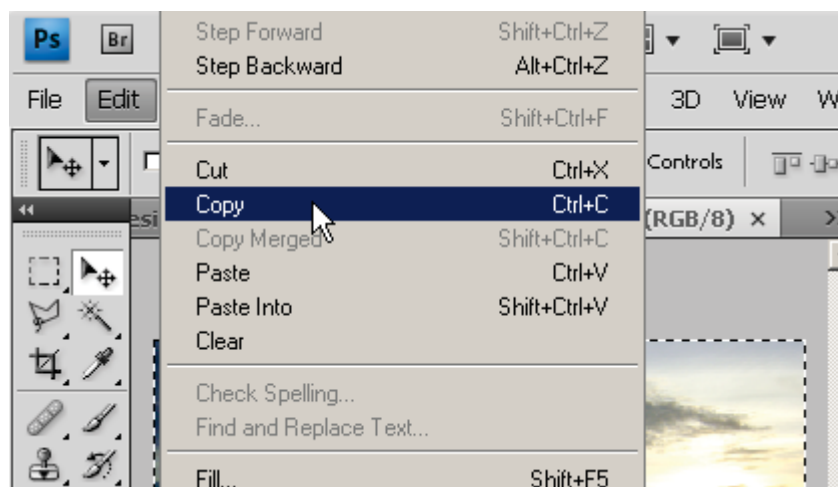<table>
<tr><td>4</td><td>COPY/ PASTE FILES</td></tr>
</table>

First, you have to select the entire image. To do this, you should choose the file you want to copy, go to the main menu and click; **Select > All**
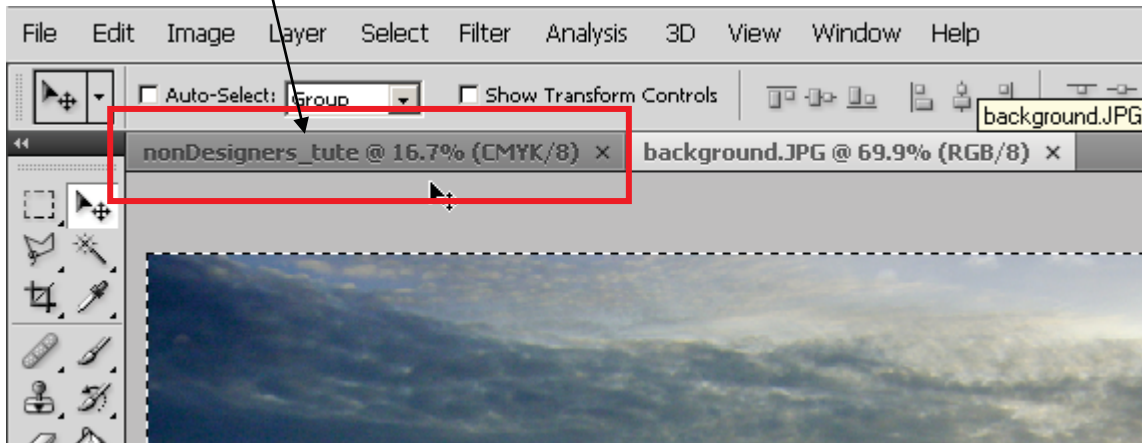

Once you go to the *Select Menu* and choose *All*, you would see a selection around the image in a form of dashed-lines. Now you're ready to copy. Use the Edit menu to copy the image. Go to **Edit > Copy**
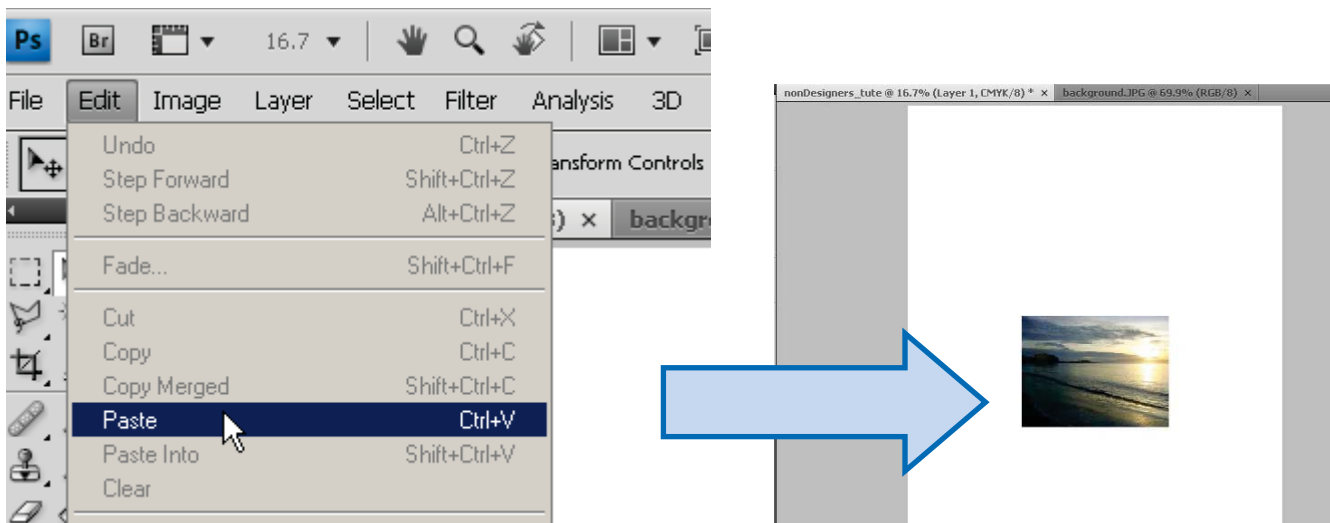
When you click **Copy**, the selected file is now stored in the clipboard (*in computers memory*) waiting for the next action. Usually, after every *Copy*, a *Paste* command is performed. To do this, again use the ***Edit Menu***.

But before you paste, you should first decide on where you would like to paste the copied file onto. For the case here, we are going to paste it in the document we created in step 2, which is the file called "***noneDesigners_tute***".

Click the **tab** next to the active document.
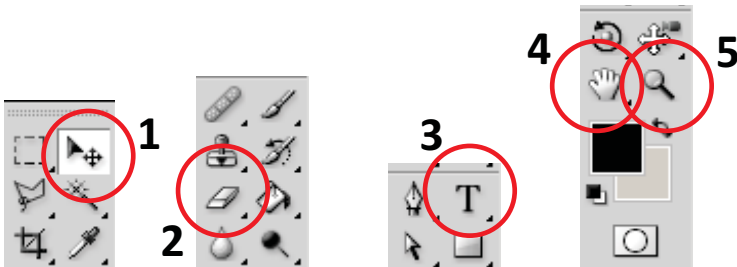

Go to **Edit > Paste**

Well, we now have our first image pasted onto the main working document. Go ahead and open the second image. ***Repeat Step 3*** (*Open Files [images]*) and follow the steps until you come to the step above.

You can now move onto the next step which introduces some useful tools to be used in the editing process of this tutorial.

Before we start editing, we must first look at some of the tools we are going to use. Adobe Photoshop has so many tools and each one of them does very specific tasks that are unique. For now, the tools we are going to use are included below;

TOOLS TO BE USED

1: Move Tool – To move objects/ Files

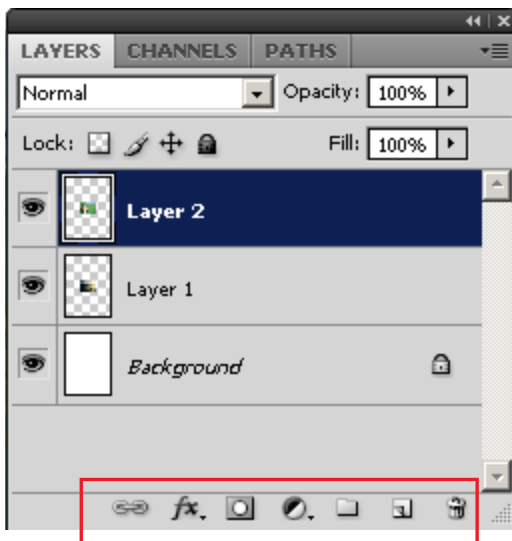**2:** Eraser Tool – To erase/ clean objects

3: Type Tool – To enter texts (*for typing texts*)

4: Hand Tool – To move around the workspace

5: Zoom Tool – To make the image come closer or go further

LOOKING AT LAYERS

Now, let's look at the Layers Palette.

After completing the processes above (*process 2 - 4*) and at least bringing two images into the working document, your layer structure should be similar to the one on the left.

At the bottom of the Layers Palette are some important icons. Each of them performs a different function. I am not going to explain each in this tutorial but as we proceed on, I would try to address them in the exercises for you to be familiar with.
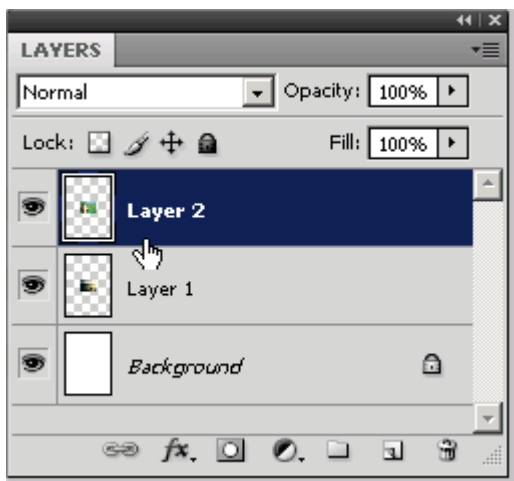
EDITING IMAGES

art   background

Well, now comes the moment we're all waiting for – the image editing part.

For this simple demonstration, we are going to edit using the two images we've opened in the previous steps. If you've used the files I supplied, instructions below should go well with them.
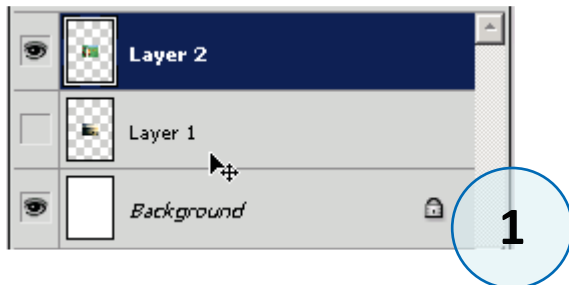
Now back to Photoshop, into the working document we've created earlier. Look at your layers palette; you should have a similar setup as the one below.
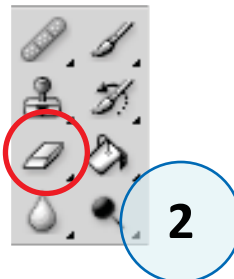
Select the top layer so we'll start editing the image. Our editing process would be to erase parts of this particular image. If you are using the image I supplied, this image is called '*Art*'.

Well before we start editing, we must first toggle off the visibility icon of the middle layer (*Layer 1*). It should look like the image below (*image 1*). Click the **Eraser tool** (*shortcut=E*); (*image 2*) and start clicking on the areas where you don't want. The Eraser tool acts like an eraser and removes any area where your mouse clicks.
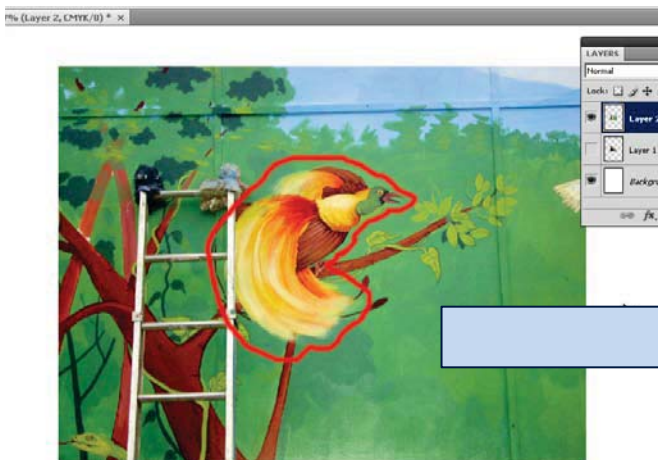
Confirm for the last time to make sure that the correct layer is selected (*top most layer*) and also the correct tool is selected (*Eraser Tool*) then start erasing.
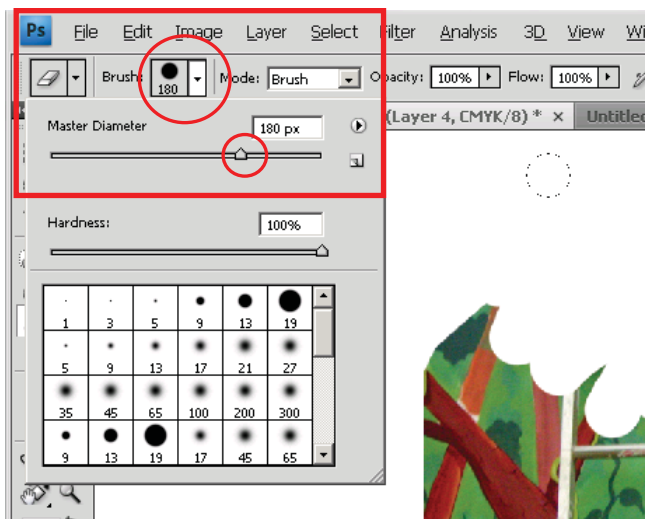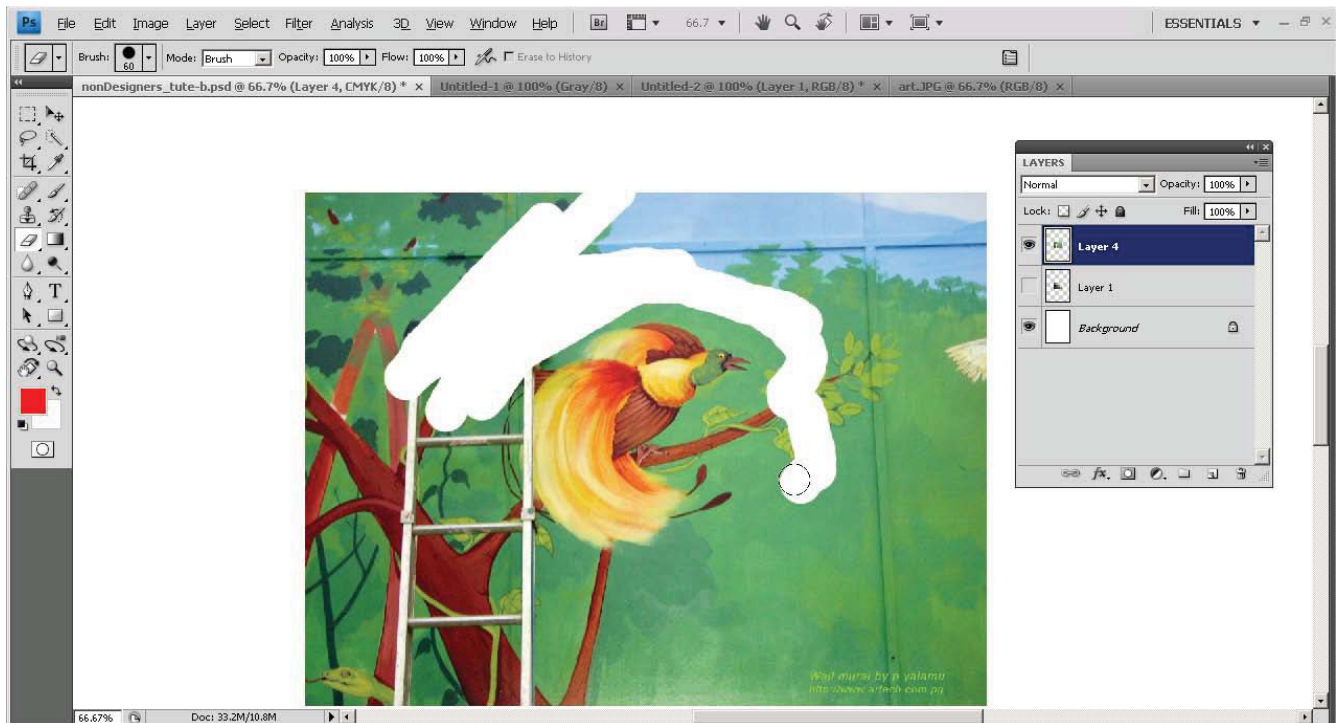

Toggle off layer 1

Eraser Tool

For this tutorial, we are going to remove the outer areas of the bird. I have highlighted the outer areas with red (*left image*) just to show you where we are going to erase. Once you erase all the background, you should have only the bird. (*image below*)
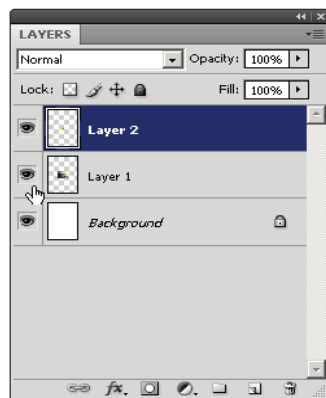
Start erasing with the Eraser Tool.

If the Eraser size is small, increase the diameter. Use the control at the top-left of your document (*image left*).

Continue to erase until you see the entire background removed. Only the bird should be left alone.

This is just a demo which you can use to apply to any image like your own or your friends and family photos, etc.. Feel free to use your creativity with this.
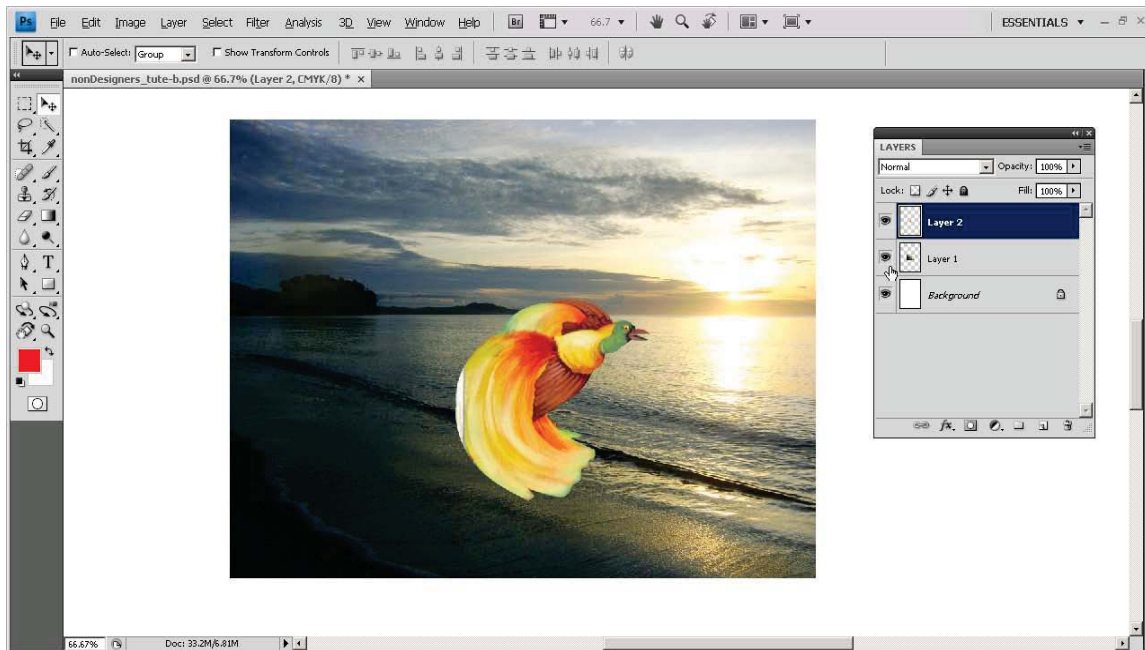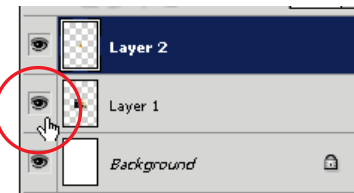

Toggle–on the second layer (*in this case, layer 1*). This is the background image we brought into Photoshop earlier and the layer we toggled off in the above step.

You should now see the background image showing and the bird should now be on a new background (*which is the second image*).

That's it, you've created a basic image editing (*cutting out background of an image*).

When you toggle-on (*image right*) the background image (*middle layer*), you should see something like the screenshot below. You can now see that the bird is placed on the background image. Switch to the Move tool (*shortcut=**V***) (*click on the **move tool***). Now, feel free to move the bird to where ever you want. Position it on a desired spot and we'll add text in the next step.

Before we add text, let's **zoom in** a bit. To do this, we'll use the Zoom Tool (*shortcut=**Z***) so go to the Tools Palette and click to select the zoom tool. *See image on the left*.

Once you get a closer view of the image, it's time now for you to add some text. Adding text is straight forward, you just need to choose the right tool for the job. The next step will show you how to add text.

| 8 | INSERTING TEXTS | Start by selecting the **Type Tool** (*shortcut=**T***) |

For this simple demonstration, we'll type the name of this bird, which is "KUMUL"; along with few other texts. It is very simple but will give you the basic idea of how to add text onto a Photoshop document. After adding texts, we will do further formatting to those texts.

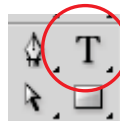The next page would guide you through the process of adding texts.

Confirm that you have already selected the **Type tool**. If you haven't, *press **T*** on your keyboard to select it.

Now, back onto your Photoshop document, click anywhere on the document to add the text. Like I said earlier, we are going to type the word KUMUL. Just type the word down after you click on the document (*image 1 left*). You will see that a new layer is now added in your layers palette. (*image 2 left*)

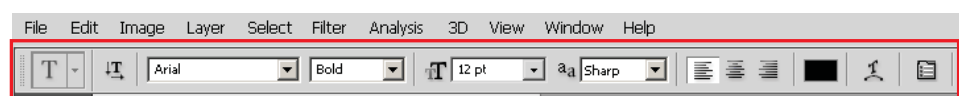**9   FORMATTING TEXTS**   Still on the Type tool, we are going to do some basic formatting.

To do formatting, you must first highlight the word. To highlight words, you click anywhere within the text KUMUL (**1**), then go to the **Select Menu** and select **All** (**2**). *You may also click and drag to highlight the word to select the entire word*.
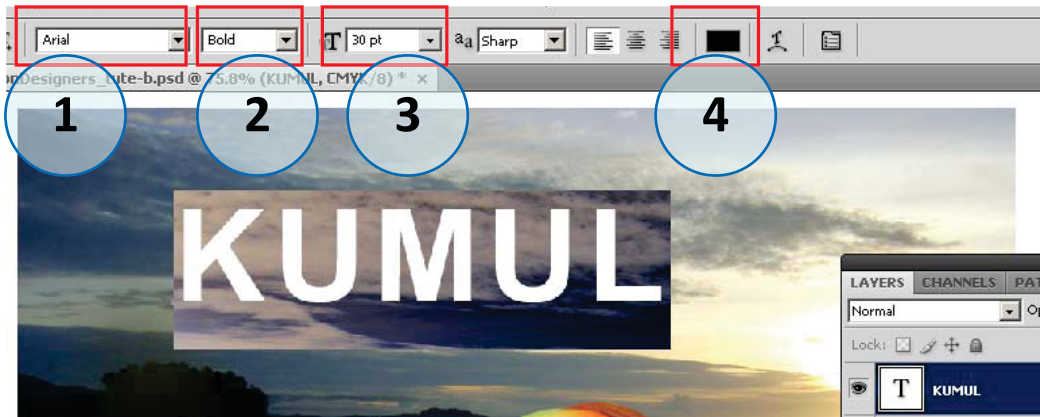

The action will select the entire text (*screenshot below left*).

Now you can use the options tab (*screenshot below*) at the bottom of the main menus to do necessary formatting.
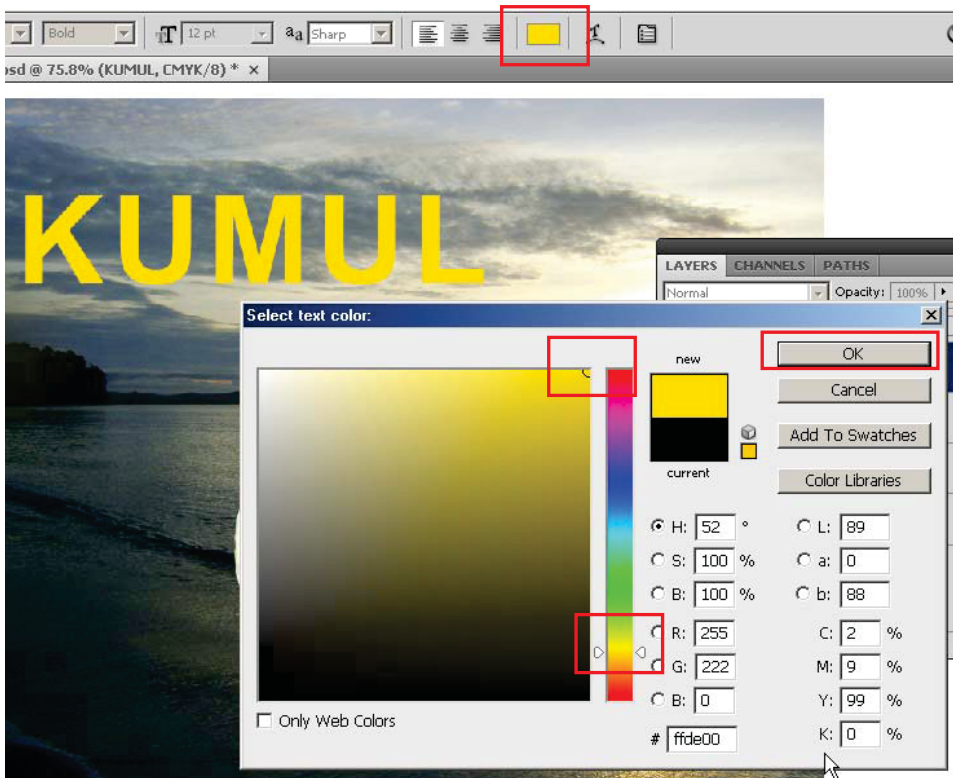
Go ahead and format your text appropriately. Choose a desired typeface (**1**), select the font style (**2**), adjust the size (**3**) and the text color (**4**). There are other options also available which you may want to explore into, feel free to do that.

With the text color, you have to click the icon (**4**), and from the pop-up color picker dialogue, choose the color you want to use, then click OK. See next few steps below.
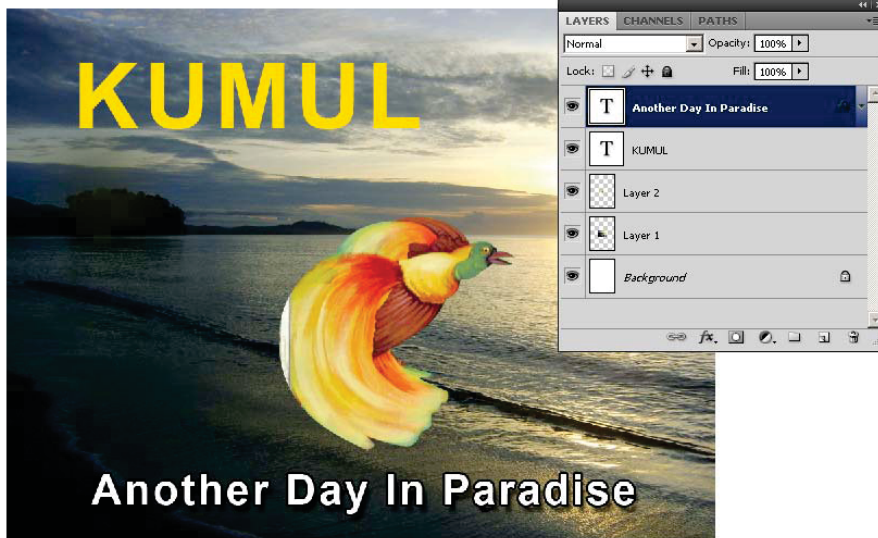
Specifying **Text color**.

Do not limit yourself with the amount of texts you enter. You can add more texts onto the document but most importantly, you should not overuse or add too much. Understand the purpose of why you want to create the design.

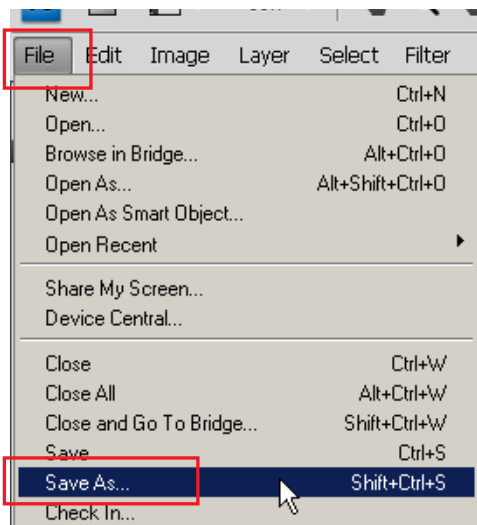Once you're satisfied with your formatting and the layout of your work, you should now save your work. Just like most of other computer program, the program will not automatically save you file, you should save it so that later you can re-edit its contents. Though other programs do have the automatic save function, it is safe to try save it yourself. The next step will take us through the file saving process.

Switch to the **Move Tool** (*shortcut*=**V**).

After you're satisfied with your work, save your file.

I have come up with this simple layout on the left. I edited and removed the background of the bird, added a main text, inserted few more lines of texts and now am ready to save the file.
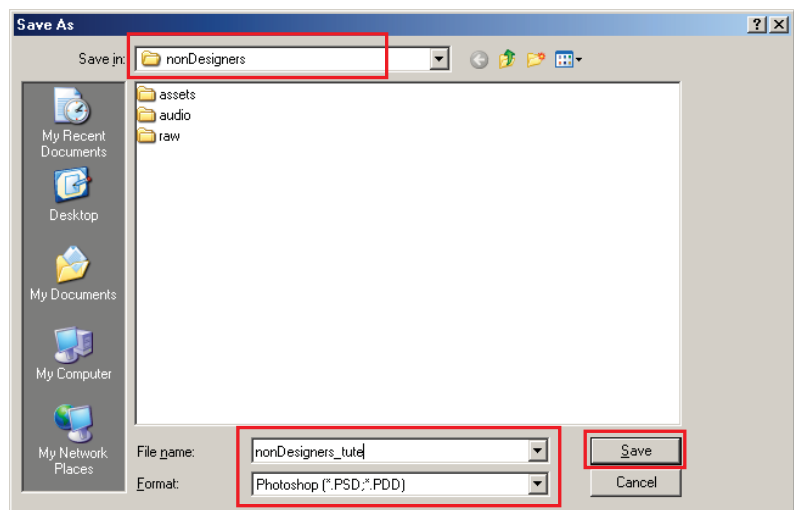
Use the *File Menu* to save your files. Go to **File > Save As** (*when saving new files*) or **File>Save** (*when saving existing files*).

Because the file we created is a new file, we are going to use the **Save As** option. Afterward, when you do additional changes, you can use the **Save** option to save the file.

When you click the **Save As** option, you get a pop-up **Save As** dialogue. Locate where you want to save the file and click **SAVE**.

　　　　NOTE: It's always better to save your file(s) into a location easy to access.

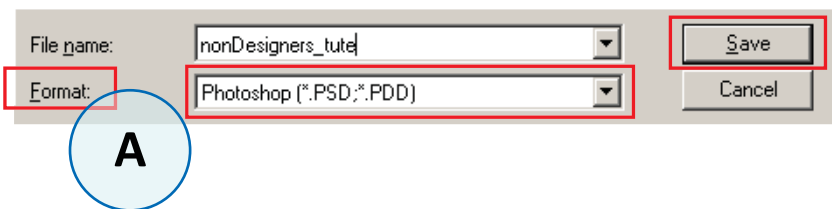There are different formats to choose from when saving your files. I will not talk about all of them however focus on the two commonly used formats, the uncompressed (*.psd*) and the compressed (*.jpeg*) versions.
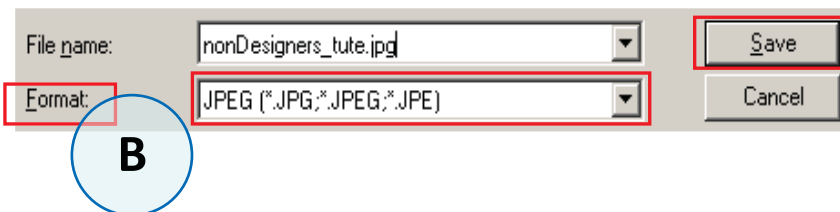
Save your files using the two formats, .PSD and .JPEG.

From the pop-up **Save As** dialogue specified in previous step, click the drop-down menu under format and look for the two formats. Each time save a different version using each of the formats. For instance, when saving the un-compressed version, choose the **.PSD** (**A**) format under format option and click **Save**. Likewise, to save the compressed version, choose **JPEG** (**B**) from the drop-down menu under format and click **Save**.
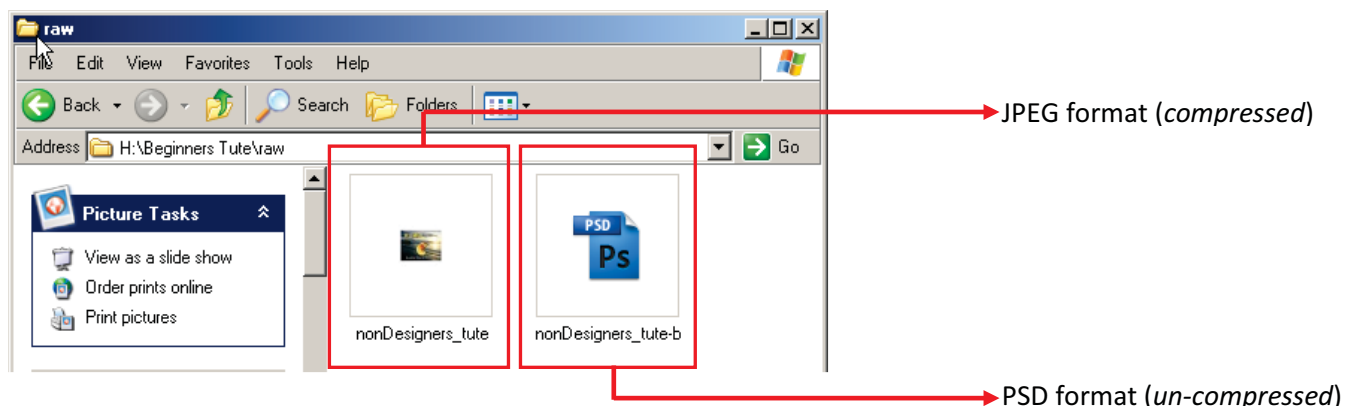
UN-COMPRESSED FORMAT [*Photoshop Raw/ Native Format*]

COMPRESSED FORMAT

If you navigate to where you saved the two files, you should see icons & thumbnails of the two formats.

JPEG format (*compressed*)

PSD format (*un-compressed*)

That brings us to the end of this tutorial and I hope you've learnt few tips on using Adobe Photoshop. You can further elaborate more with the edited images or bring in your own images into Photoshop and go through the same process of editing. In fact, you don't need to go through it step by step but rather use the idea to come up with some of our own creative pieces. I'll be glad to see what you create.

In the next step, I'm going to give few tips to help you move on further.

11   OTHER USEFUL TIPS

Whether you're a designer or non-designer, learning the common Photoshop shortcut is essential as it would help speed up your work. There are tones of other sites that provide shortcuts as well as there are some common shortcuts I've posted in my blog *http://pyalamu.blogspot.com/*

Adobe Photoshop is a very powerful photo editing software. You can do almost anything with this great application. Just by using the ten steps above, you can come up with professional looking graphics that any professional editor would come up with.

Adobe Photoshop is a digital master's tool and how you use it is up to you however use it in the right way to help you learn more.

FINAL WORDS:

The tutorial is meant to help those who have fair knowledge on computing and are interested to learn basic Photoshop editing. Some terms used in the tutorial are not meant for the totally new or computer illiterate persons.

As always, if you find the tutorial helpful and most importantly if you learn something new, I would like to hear from you. Please send me an email to *artechpng@gmail.com* to share your views and comments or you can also send me testimonials to put up under testimonials page of *http://www.artech.com.pg*/

NOTE: This tutorial covers only part of the entire Photoshop-non designer's basics training. If you purchase the CD that comes with it, you should get the detailed version presented in video, step by step demonstrating this, plus other tools and functions. Video tutorial can only be downloaded based on request. If you want a copy, visit *http://www.artech.com.pg/* under contacts; get the address and send us your request using the email & phone.   *Copyright © 2013, ArTech*

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