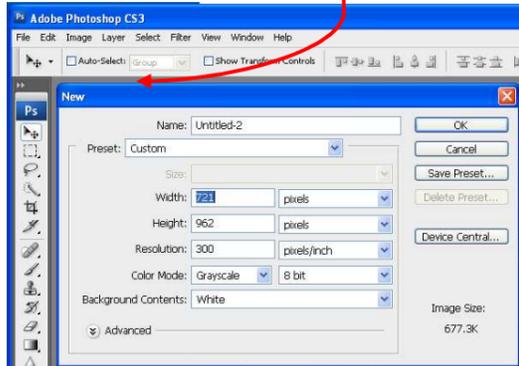




Adobe Photoshop Knowledge Organiser

Opening a Photoshop file

Open Adobe Photoshop CS3. A box will appear that looks like this.....



Choose a **Name** for your work, then change the **Preset** to "International Paper" then select your preferred size – A5, A4 etc.

Saving your work

Saving in Photoshop format (**.psd**) will retain layers, type, and other editable Photoshop properties. It's best to save your image in PSD format while you're still working on it.

Select: **File > Save**

Saving in **JPEG** (.jpg) format will save as a standard image file that can be shared, opened by other programs due to its smaller file size. Saving your design as a JPEG (.jpg) will flatten layers.

Select: **File > Save As** then select '**JPEG**' from the format drop down box.

When you're finished editing, save a copy in both of these formats.

Layers

A **layer** is the term used to describe the different levels at which you can place an object or image file. You can stack, merge or **define layers** when creating a digital image.

In the Layers panel, click the eye icon to the left of a layer to hide its content. Click again in the same spot to reveal the content. This is a useful way to remind yourself what's on a particular layer.

A layer must be selected in order to make changes to it.

Made a mistake?

- To **undo** the last thing you did, choose Edit > Undo
- To **redo** the last thing you did, choose Edit > Redo
- To undo multiple steps select a step in the **History** panel.

Keyboard shortcuts:

Ctrl T Free Transform
Ctrl + Zoom in
Ctrl - Zoom out
Ctrl C Copy
Ctrl V Paste
Ctrl O Open
Ctrl New file
Ctrl J New layer (via copy)

Transform

The Free **Transform** command (**Ctrl T**) lets you apply transformations in one continuous operation.

- Scale
- Rotate
- Skew
- Distort
- Perspective
- Warp

Shift Key

When using the transform tool to resize an object, by holding down the shift key, it will make sure your resizing will not skew or stretch your object into strange proportions.

This function also applies to any shape you create. If you want to draw a circle using the Marquee tool, hold down the shift key while drawing your circle and it will keep perfect proportions.

Print screen

Use the Print Screen key to capture a snapshot of images, pages or windows on your computer screen.

Once you have pressed Print screen you can then paste the screenshot into a word document. This is a great tool to use to record the process of your work.

