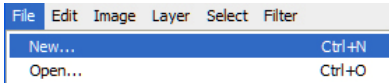


## WELCOME to Photoshop CS3!

### Creating & Opening Images

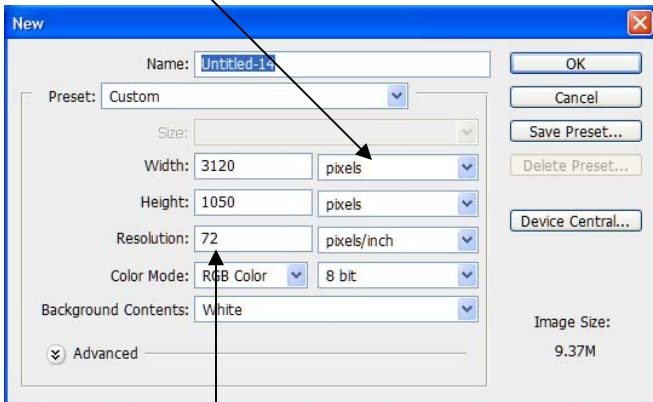
#### To open an image:

- Choose File > Open
- Browse for the file type. You can open most image file types in Photoshop, including: JPG/JPEG, GIF, TIFF, PSD (a Photoshop file), and PNG.



#### To create a new image:

- Choose File > New
- Provide a name for the image
- Choose the image's width and height (from the drop-down menu you can choose to define these elements by pixels, inches, or other metric values).



- Choose the resolution. For graphics to be used on a computer (the internet, for example), 72 is appropriate. For print graphics (flyers, posters, etc.), anywhere from 150 - 300 will do fine.
- Choose a Color Mode. RGB is a good standard, but you may consider using CMYK for images that will be sent to a printing service. Hit 'OK'.

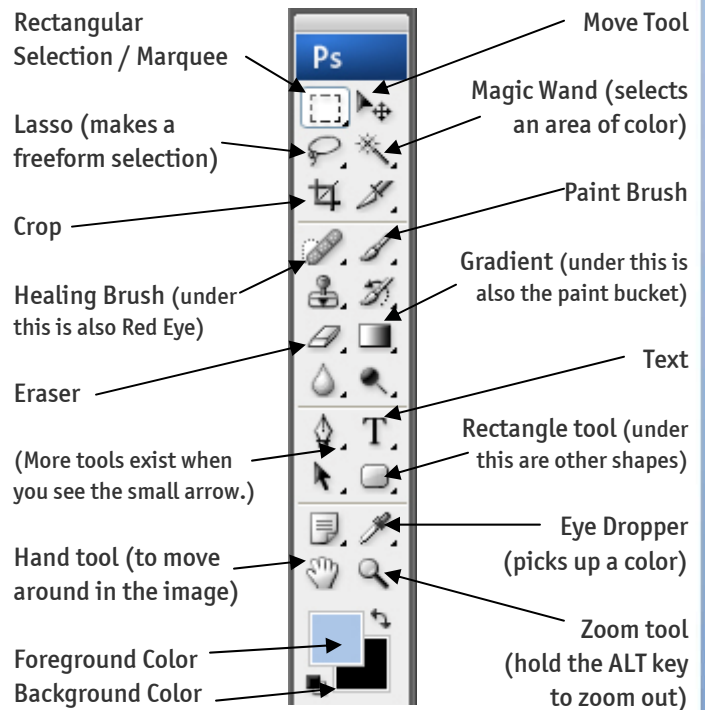
### Magnification & Image Size

When you have an image open it will appear in a canvas window like the one below. In the frame you can see the name of the image, the

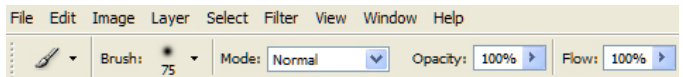


current magnification, and the minimize, maximize, & close buttons.

### The Toolbar



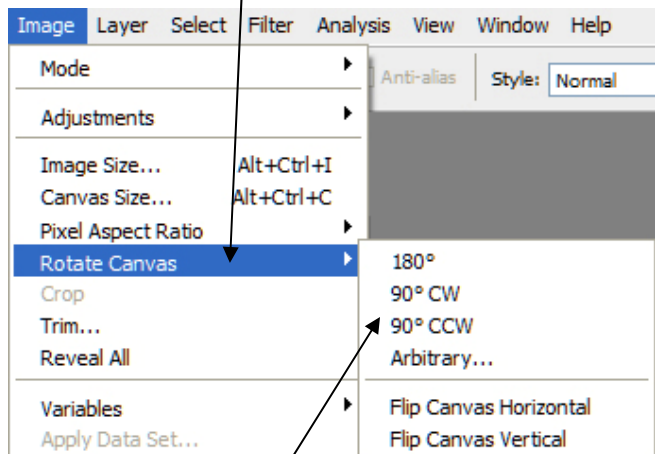
**NOTE:** Some tools from the tool menu, when clicked, have a sub-menu that appears under the title menu. In the example below, we see the submenu for the paintbrush tool. Here you can select the size and opacity of the brush, among other things.



### Rotating the Canvas

#### To rotate the canvas:

- Go to Image > Rotate Canvas

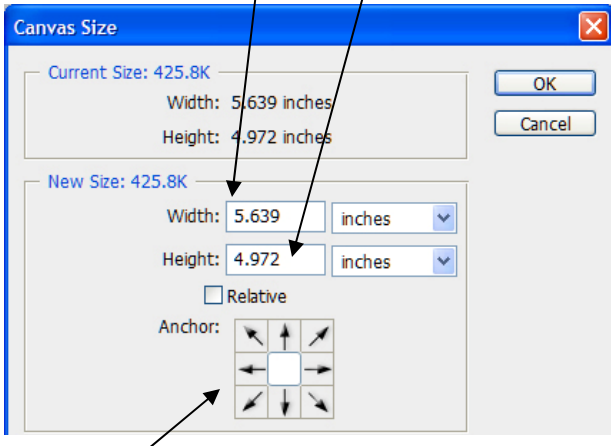


- Choose a degree of rotation, (choosing 'Arbitrary' allows for a very specific degree),
- Or choose to flip the entire canvas horizontally or vertically.

## Adjusting the Canvas Size

To adjust / crop the canvas size:

- Go to Image > Canvas Size **Alt+Ctrl+C**
- The following window will appear. Choose the new width and height.

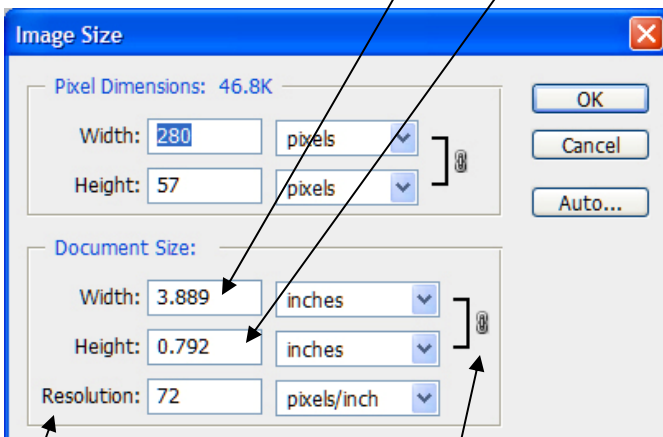


- Choose an anchor location to tell Photoshop where you want to crop from. For example, if you want the sides, top, and bottom to be cropped equally, choose the center square.
- **NOTE:** Making the canvas smaller will crop in from the edges. To resize the overall image, choose Image Size (see below).

## Adjusting the Image Size

To resize the image:

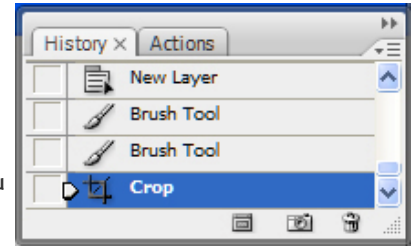
- Go to Image > Image Size.
- The following window will appear.
- Under 'Document Size', choose the width or height that you would like the image to be.



- If you adjust the width, the height will automatically adjust (and vice versa). To turn off this feature (of constraining proportions), click the link button.
- You can also adjust the resolution here to make the file larger or smaller in size / amount of pixels.
- Click OK to apply.

## History

By default in Photoshop, you only have the ability to 'undo' once. In the place of 'undo' there is the History window. The History window allows you to see a list of the steps you have taken on a particular image and move back to a previous state. Simply move up the list and click on a previous action. *The History is deleted when the image is closed.*



## The Layers Window

The Layer window

Layer Opacity

Type Layer

Show / Hide Icon

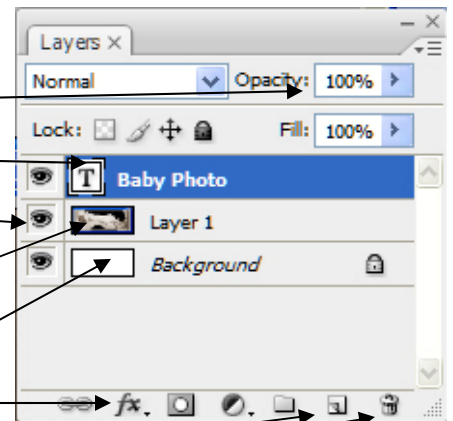
Normal Layer

Background Layer

Layer Effects

Create a new, blank layer

Delete a layer



## About the Layer Window Elements:

**Layer opacity:** Adjusts how transparent each layer is. 0 is completely transparent, 100 is completely opaque.

**Type Layer:** The same as an image layer, except this layer contains type that can be edited; (Change character, color, font or size)

**Show/Hide Icon:** If the eye is showing that layer is visible. Click on the eye and the layer will still be there but invisible until you click on the eye again.

**Background:** Always locked, cannot be moved or have layer effects applied to it. The little icon of the padlock on the right, indicates it is locked. Can be changed into a regular layer by simply double clicking on the thumbnail & clicking 'OK'.

**Layer Effects (Styles):** Special effects applied to your image layer. Noted by the little f. Multiple effects may be used at once.

**New Layer:** Click to add a new blank layer. Or drag an existing layer thumbnail to create a duplicate.

**Delete:** Will delete an entire layer. Either Drag the thumbnail to the icon or select the layer and click on the trash can.