

Overview

This course is centred on the manipulation of digital images through image preparation, image editing, and image creation. You will learn how to create a new image, crop, transform, retouch, paint, enhance, resize and add artistic touches. Selection methods and working with layers are also dealt with.

Audience
Anyone needing to use Photoshop to manipulate images or those wanting to know the basics with a view to using it with other applications e.g. Pagemaker or InDesign.

Course Objectives

At the end of this course, delegates will be able to:

- Use tools/palettes effectively and understand the terminology
- Select images using a variety of ways and Crop and Transform them
- Resize images, change resolution, retouch and repair photos
- Understand and work with Layers, Masks and Channels
- Optimise graphics for printing and use with the web

Prerequisites

No prior knowledge of Photoshop is assumed.

Course Contents

COURSE DURATION

Full Time: 2 Days

COURSE CONTENT

Day 1

Essentials

- The Photoshop Screen
- Getting to know the Tools & Palettes

- Using guides, grids and rulers
- Navigation and Zoom shortcuts

Selections

- Why use Selections?
- Creating selections using Marquee tools
- The Lasso tools
- The Magic Wand and Quick Selection tools
- Adding or Deleting from selections
- Saving and Loading selections
- Controlling Tonal Values
- Creating Toned and Tinted Images
- Selecting by colour range
- Feathering selections
- Quick Mask mode

Correcting an Image

- Using the Histogram palette
- Fixing colour with variations
- Using Levels and Curves to fix tone & contrast
- Colour balance and variations
- Hue and saturation controls
- The Vibrance command

Re-Touching Techniques

- Custom colours
- Dodge and burn tools
- Crop and rotate artwork
- Sharpen and Blur filters
- Focus tools
- The Clone & Heal tools
- The Healing Brush tools
- The Colour Replace tool
- Red eye reduction
- Digital darkroom techniques
- Creating and editing gradients

Filters, Painting and Drawing

- Using Filters and Plug-ins
- Using the Unsharp Mask
- Cloning Images
- Using the Burn/Dodge/Sponge Tool
- Mixing and applying paint and fill colours
- Print and web safe colours
- Using the Airbrush, Pencil, Paintbrush and Eyedropper tools
- Using the Paint Bucket tool
- Drawing shapes
- Creating vector shape layers
- Polygon, line and custom shape tools
- The add, subtract, intersect commands
- Editing vector shapes using the pen tools
- Adding colour fills, gradients and patterns

Day 2

Working with Layers

- Creating and Viewing multiple Layers
- Moving, scaling and rotating layers
- Linking & aligning Layers
- Merging, Flattening and Saving Layers
- Locking and protecting layers
- Layer groups
- Applying and editing type
- Rasterizing shape and text layers
- Saving and flattening layered files

Merging layers

- Applying transparency
- Basic layer blending modes
- Text layers

- Adjustment layers
- Special effects
- Drop shadows, glows and embossing

- Layer masks

Working with Text

- New Features
- Creating a Text Layer
- Text Paragraphs
- Adding Text Effects
- Painting Text
- Text anti-aliasing

Special Effects

- Using Photoshop filters
- Working with the Filter Gallery
- Fading the effects of filters

Saving Files

- File formats
- Choosing the right colour mode
- Adjusting resolution and image size
- Cropping or enlarging the canvas

Printing and Optimising Documents

- Colour modes, resolution & image size
- Printing from Photoshop
- Printing from other applications
- The Save for web command
- Creating transparent GIF files