



## INTRODUCTION TO PHOTOSHOP

**COURSE DURATION:** 2 days (recommended) or Day 1 only

**Day 1** demystifies the tools, techniques and terminology of Photoshop, allowing new and existing practitioners to edit photos efficiently and with an understanding of the processes involved.

**Day 2** gives access to the more creative side of Photoshop and helps practitioners to develop a greater range of skills for editing existing photos and for creating images from scratch, improving workflow and developing expertise.

### PRE-REQUISITES

Experience of using other applications. This is not appropriate as a 'first program'. Completion of Day 1 or existing knowledge of the topics covered in that course ensures that delegates optimise the benefits of their training.

### COURSE OUTLINE

#### Day 1

##### The Photoshop environment

- The Photoshop interface
- Using the Navigator panel
- The Zoom and Hand tools
- Using the History Panel and multiple undo

##### The characteristics of a Photoshop file

- Pixels and paint programs
- Image resolution, dimensions and file size
- Resizing vs resampling
- The uses of CMYK and RGB colour modes
- Making colour mode conversions
- Cropping and rotating artwork
- Saving and exporting files for web and print

##### Correcting an image

- Understanding image Histograms
- Levels command
- Adjusting colour balance
- Adjusting hue and saturation

##### Defining selections

- Quick Selection techniques
- Using the marquee and lasso tools
- When to use the magic wand and the quick selection tools
- Selection techniques using the quick mask
- When to deselect the Contiguous option
- Modifying and transforming selection shape
- Feathering selections
- Saving and loading selections

##### Working with layers

- Auto-selecting layers
- Working with a multi-layered image
- Using layer opacity and blends
- Moving, scaling and rotating layers
- Linking layers
- Locking and protecting layers
- Merging and flattening layers
- Adding layer effects

##### Working with the Text tool

- Exploring the uses of text
- Adjusting character attributes
- Text effects

##### Exploring colour

- Mixing and adding solid colours
- Using the Fill and Stroke commands and tools
- Using the Eyedropper tool
- Changing the Canvas Size

##### Saving files

- Understanding file formats
- Exploring the limitation of native Photoshop files
- Using Tiff saving format
- Saving for the web as JPEG and GIF files

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### CREATIVITY AND EFFICIENCY

During Office Hours: 020 8979 8977, Out of Office Hours: Marie, 0789 444 0662,  
Skype: marie.photoshop Email: [info@londoncreativetraining.co.uk](mailto:info@londoncreativetraining.co.uk)





## INTRODUCTION TO PHOTOSHOP

### Day 2

#### The Photoshop workspace

- Selecting different workspaces
- Customising your own workspace
- Arranging images menu
- Working with tabbed windows
- Using guides, grids and rules
- Understanding the History Palette
- Setting Undo controls
- Creating Snapshots
- The History Brush

#### Fixing Photos

- Dodge and burn tools
- Sharpen and Blur filters
- Focus tools
- Painting, drawing and erasing tools
- Techniques for selecting and removing backgrounds
- The Clone and Heal tools
- Correcting Red Eye

#### Using colours and gradients

- Mixing paint and fill colours
- Understanding colour channels and modes
- RGB, CMYK and web safe colours
- Adding gradient fills
- The Pencil and Paintbrush tools

#### Layers – beyond the basics

- Adding vector shape and text layers
- Using polygons, lines and custom shapes
- Adding drop shadows
- Glow and emboss treatments
- Organising layers
- Creating Layer groups
- Using layer masks
- Creating Adjustment Layers
- Using layer compositions

#### Special effects with filters

- Exploring Photoshop filters
- Working with the Filter Gallery
- Desaturate and colourise for monotone and duotone effects
- Fading the effects of filters
- Using the Liquify command

#### Printing and optimising documents

- Printing from Photoshop
- Saving a document as a pdf

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