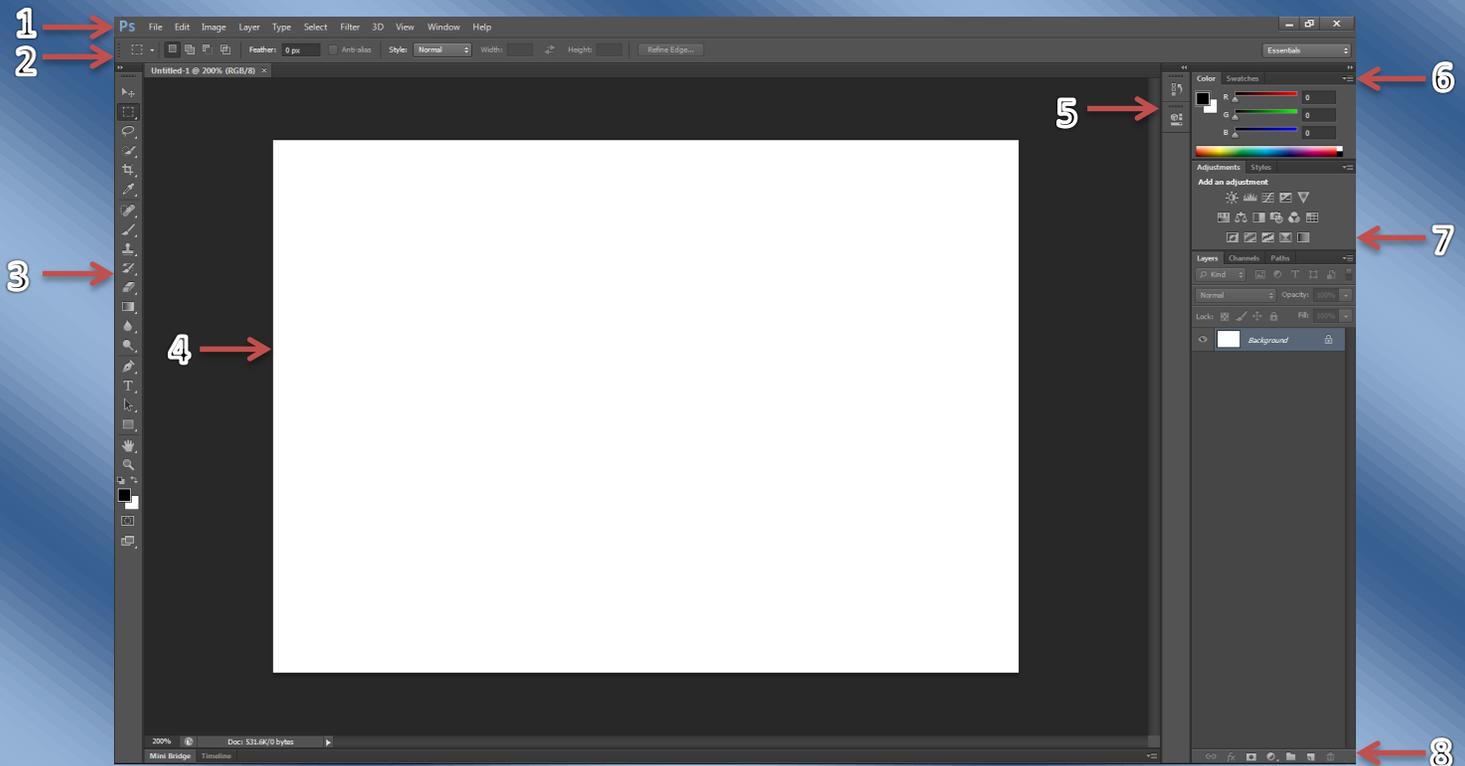


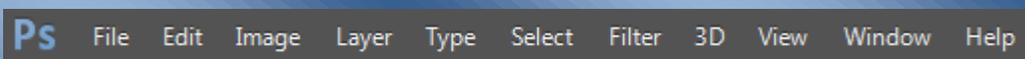
# Getting To Know The Basics Of Photoshop CS6 Extended (by Dacier C.)



## The Photoshop CS6 Extended Window

1. Menu Bar- Contains tools and window options
2. Options Bar- Contains options for the currently enabled tool (Options vary with each tool)
3. Tools Palette- Contains the tools needed to create and modify images
4. Document Window-Contains the currently enabled file or image
5. Collapsed Palettes Bar- Contains closed pallets to reduce clutter in the window.
6. Palette Dock- Helps manage the pallets open for the file or image
7. Palette- Helps monitor the changes made in the file or image
8. Layer Options Bar- Contains options that will modify or create new layers

## The Menu Bar



This Bar in the Photoshop window provides you with the tool needed to make changes and modification to the image /file and the window. Listed below are some of the functions provide in each of the Menu Bar tabs.

File	New (Starting a new file ), Open (Opening a previous file), Save (Save file), and Print
Edit	Copy, Paste, Cut, and Transform
Image	Adjustments, Image Size, Canvas Size, and Image Rotation
Layer	New Layer, Duplicate Layer, Delete, Rename Layer, Merge Down, and Group layers
Type	Panels, Type Orientation, Font Preview Size, and Language Options
Select	All, Reselect, Deselect, Inverse and Color Range
Filter	Filter Gallery, Blur, Distort, Noise, Pixelate and other Filters
3D	New 3D Layer from File, New Mesh from Layer, and New Title Paint from Layer
View	Zoom In, Zoom Out, Fit to Screen, Actual Pixels, and Print Preview
Window	Arrange , Workspace (Palates), and Extensions
Help	Online Help, Support Center, and About Photoshop

*\*The option listed above are only some of the options available in each of the Menu Bar Tabs; there are more options that can be relevant to your specific file or image \**

## Starting a New File

Listed below are the steps needed to start a new file on Photoshop.

Step 1- Click on the “File” tab of the Menu Bar

Step 2- Click the option labeled “New..” A new and smaller window should appear after you click the option.

Step 3- Name the file or image

Step 4- Input the dimensions desired for the file or image in the boxes labeled “Width”, “Height”, and “Resolution.” Adjust the dimensions of the file or images by specifying the measuring unit, i.e. Pixels, inches, and centimeters

Step 5- Pick the desired “Background Contents” White, Background Color or Transparent.

Step 6- Click “OK” to finalize you adjustment(s) and begin working on the new file.

*\*The “New” file window will always pop up with default setting (s). These settings may or may not meet the desired specifications.\**

## Opening a file

Listed below are the steps needed to open file on Photoshop.

Step 1- Click on the “File” tab of the Menu Bar

Step 2- Click the option labeled “Open..” A new and smaller window should appear after you click the option.

Step 3- Find the file by locating the place where the file was saved or type in the name of the file in the box labeled “File name”

Step 4-Once you have selected your file click the button labeled “Open” and begin or resume you work.

## **Saving a file**

Listed below are the steps needed to save a file on Photoshop.

Step 1- Click on the “File” tab of the Menu Bar

Step 2- Click the option labeled “Save” or “Save As...” A new and smaller window should appear after you click the option.

Step 3- Select the place to which the file is to be saved to, i.e. the desktop, pictures, or a USB

Step 4-Once you have selected a place to save the file, name the file by entering the tile of the file by typing it in the box labeled “File name”

Step 5- Select a format to save the file such as a PDF, JPEG, or PSD. There are many more option located in the drop down box labeled “Format.”

Step 6- Once stratified with the settings, click the button labeled “Save” and either continue your work or exit the window.

**\*The William Paterson University Technology Consultants Program STRONGLY advise that you save the file/ image/document to multiple place like to the desktop, your email, an online drive, or USB. It is not guaranteed that the document that was just saved to the computer will remain there once you log off! Nor is it guaranteed that the program will automatically save the file upon every new modification. PLEASE SAVE YOUR FILE(S) MULTIPLE TIMES TO MULTIPLE PLACES! \***

## **Photoshop Tools Palette and Tools**

The tool palette in this program is located on the left hand side of the window, as specified in the image above. This palette allows the user to choose from an array of tool option that can because to create to modify an image. The tools located on the tool palette usually preform the general task of the tool or the lasted use specific task in the same session of use. To access a specific function of a tool simply right click the desired tool and selection a specific fiction from the drop down menu the will appear beside the tool.

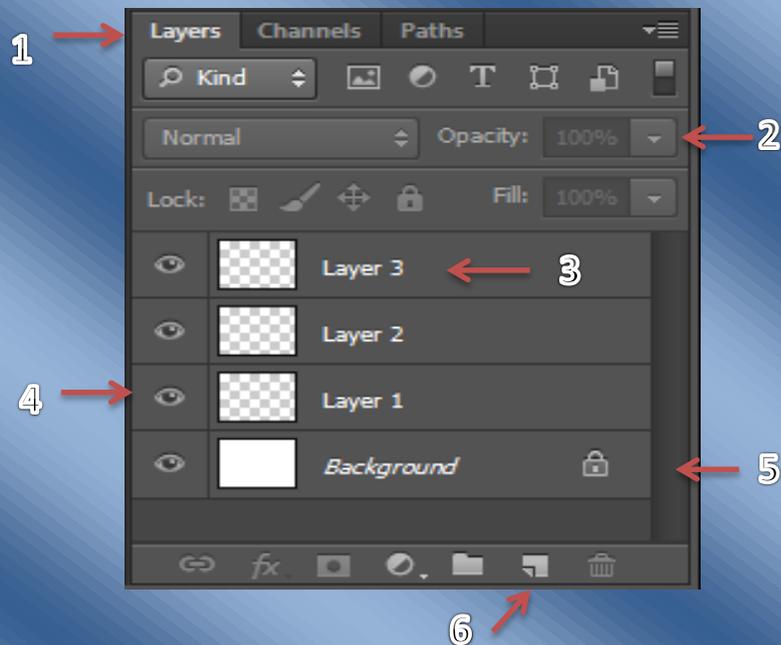
Listed below are the tools located in the tool palette, an image of the tool, functions of that tools, and a brief description of the tool functions.

-  Move- Allows the user to move selected elements around the selected layer
-  Rectangle Marquee-Allows the user to select rectangular shaped sections area of the layer in the image
-  Lasso- allows the user to draw freeform section borders within the image
-  Magic Wand – Allows the user to select sections of an image based on color
-  Crop- Allows the user to alter an image by excluding desired parts
-  Eye Dropper- Allows the user to sample or select a specific color within an image
-  Spot healing Brush-Allows the user to quickly repair small imperfections in an image
-  Brush- Allows the user to paint different kinds of brush strokes of the foreground color.
-  Clone Stamp-Allows the user to copy portions of the of the image
-  History Brush- Allows the user to draw/paint with sample data from the image

-  Eraser- Allows the user to erase desired pixels in an image
-  Gradient- Allows the user to fill a desired space with the gradient of the color or pattern of choice
-  Blur- Allows the user to blur or soften desired sections of the image
-  Dodge- Allows the user to lighten desired parts of the image
-  Pen- Allows the user to create complex shapes and create paths
-  Horizontal Text-Allows the user to horizontally type on the layer or image
-  Path Selection- Allows the user to select a path to use other tools
-  Rectangle- allows the user to create rectangles of different sizes
-  Hand- allows to user to drag/ move images in the window
-  Zoom-Allows the user to increase or decrease the size of the view of the file.
-  Set Foreground Color/Set Background Color- allows the user to select or change the colors for the foreground and background

## Photoshop Layers

Layers are the possible building blocks of an image. You are able to adjust specific trait of an image in the layer that there were created in. Layer functions reside the Layer Palette on the right side of the Photoshop Window. Below is a diagram of the basic functions of the Layer Palette.



1. Layer Palette- Contains layer function and options
2. Opacity- controls the transparency of the layer
3. Layer Name- The name of the layer that has been created
4. Visibility Icon-Clicking on the icon will allow the layer to become visible or invisible
5. Layer lock- Forbids changes or alteration to a layer
6. Layer Bar- Contains functions will link, connect, group, create a new, and delete layers

## Starting a New Layer

Listed below are the steps needed to starting a new layer on Photoshop.

Step 1- Click on the “New Layer” icon  to open a new layer

Step 2- Label the layer by double clicking on the desired label and then type the desired name in the box

## Starting a New Group

Some Images may require more layer to get the job done. To reduce the clutter of too many layers, the user can simply open a group. The Layers can be placed in the group and still keep their individual properties. Listed below are the steps needed to starting a new layer on Photoshop.

Step 1- Click on the “New Group” icon  to open a New Group

Step 2- Label the group by double clicking on the desired label and then type the desired name in the box

**\*Grouping the layers is not the same as Merging the layers\***

## Deleting Layers

Listed below are the steps needed to delete a layer on Photoshop.

Step 1- Drag the layer to the “trash can” icon  to delete layer OR....

Step 2- Double click on the layers and select the “Delete Layer” given in the drop down menu.

## Filters

One very impressive and important feature in the CS6 Photoshop program are the amount of filters and filter options. To access the filters “right” click over the word “Filter” located in the Menu Bar. Then the user has the option to preview the filters of their choice by selecting “Filter Gallery” or by selecting a specific filter given in the dropdown menu.

**For furthered information on CS6 Photoshop check out the sites listed below**

- <http://tv.adobe.com/show/understanding-adobe-photoshop-cs6/>
- <https://gra617.expressions.syr.edu/wp-content/uploads/2012/07/PhotoshopTools.pdf>
- <http://www.nobledesktop.com/shortcuts/photoshopcs6/pc/>