

Introduction to Photoshop CS3

I. GETTING STARTED:

- To open a file, go to File > Open (shortcut: Apple + O), select your file, and click Open.
- To create a new image, go to File > New (shortcut: Apple + N).
- To change the view of your image, go to View > Screen Mode.

II. TOOLS & FEATURES:

- **The Zoom Tool** – This is the same as the Zoom tool feature in InDesign; select the Zoom tool from the Tool bar, drag it over a portion of the page, and release. (If you don't see the Tool bar, go to Window > Tools.)
- **The Crop Tool** – Select the crop tool and drag it over the portion of the photo you want to keep (you'll see that the rest of the image becomes shaded). Next, adjust the size of the crop box and double click the area inside the highlighted portion.
- **Adjust Image Size** – Go to Image > Image Size and adjust width and height and/or resolution. Make sure Constrain Proportions and Scale Image boxes are checked.
- **Layers** – To see the “Layers” tool box, go to Windows > Layers. You can keep adding layers by clicking on the small icon at the bottom of this box (to the left of the trash icon) or by going to Layer > New Layer. **Remember: Layers are key! Creating a PS image without layers will only lead to frustration later on. Be sure to add a layer **each time** you add a new element to your PS image.*

III. TIPS & SHORTCUTS

- **Increase/decrease tracking** – To increase or decrease the space between letters, hold down the Option key while using the forward and back arrows.
- **Tool bar options** – There are many hidden tools in the tool bar. Look for a tiny black triangle in the bottom right corner of the tools in the tool bar. Click on these tools while holding down the Option key to reveal the tools behind it.
- **Zoom In/Zoom Out** – Hold down Apple key and the + key (to zoom in) or the – key (to zoom out).
- **Color Fill** – To pull up the Color Fill box, just click on Shift and Delete.

IV. WHAT ELSE CAN PHOTOSHOP CS3 DO?

- **Black & white** – Instantly change your image from color to black & white by clicking on the channels tab at the bottom of the tool bar to the right of your screen. Or go to Image > Adjustments > Black & White.
- **CMYK vs. RGB** – Go to Image > Mode to change the color model of your image. (Note: CMYK is most commonly used for color printing and RGB is most commonly used for the web.) Always work in RGB; you can go to View > Proof Colors (shortcut: Apple + Y) to see how it'll look in CMYK.

- **Curves** – This new feature (under Image > Adjustments) completely adjusts the entire tonal range of the image, making it lighter or darker depending on where you drag the baseline or make the “curve”.
- **Distort your image**– Easily change the colors of your image by going to Image > Adjustments > Channel Mixer and adjusting the scales. You can also add additional features to your image by using the tools under the Filter tab (ex: Blur, Noise, Sharpen, etc.)
- **Navigator** – To navigate around your zoomed image, use the Navigator tab (in the tool bar menu to the right of your screen) and move the red box around with your cursor.
- **Proof Setup** – Allows you to see what your image will look like on a PC. Go to View > Proof Setup > Windows RGB.
- **Text effects** – You can easily give your text a polished-looking finish by highlighting the text layer and going to Layer > Layer Style. A shortcut is to click on the **fx** at the bottom of the Layers panel.
- **Transform Selection** – When using the rectangular marquee, go to Select > Transform Selection to manipulate the size and angle of the rectangle.
- **Vanishing Point** – Allows you to define a plane so that you can create a 3-D image from a 2-D image (ex: wrapping a 2-D CD label image around a 3-D CD-case image).