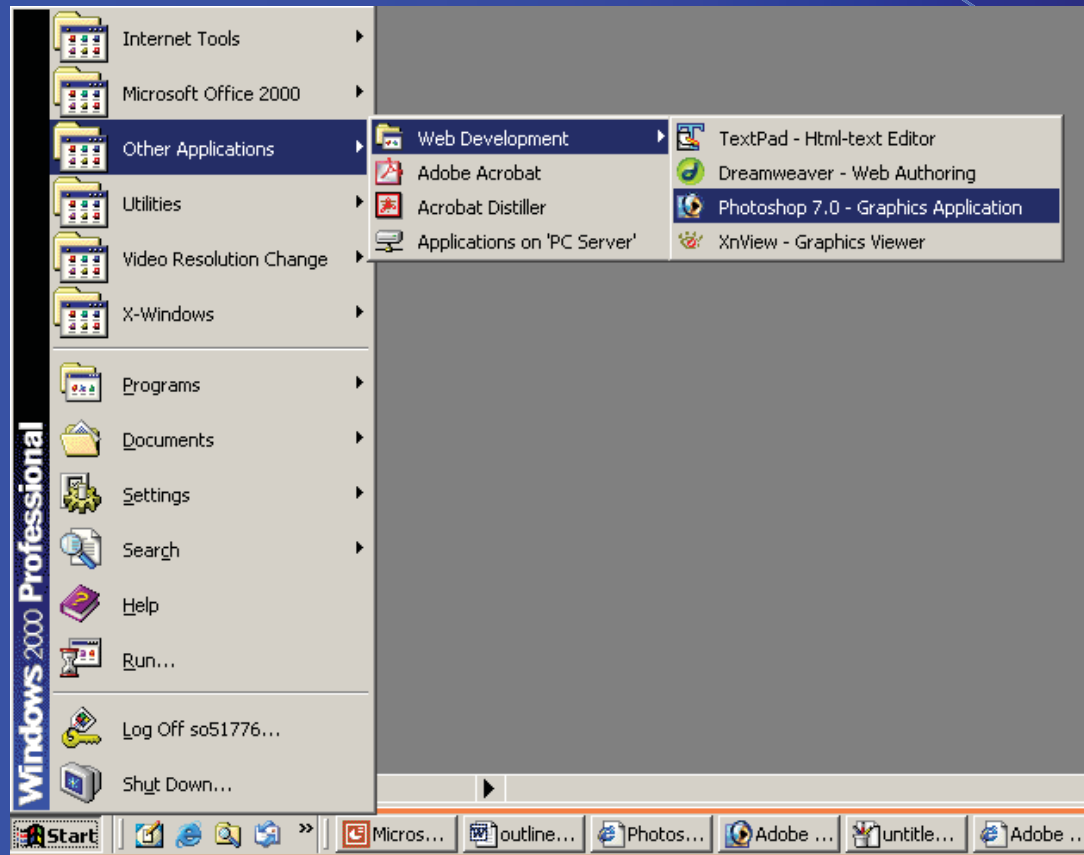




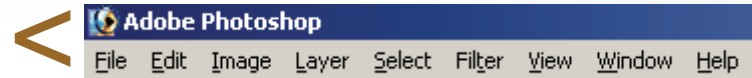
# How to get started?



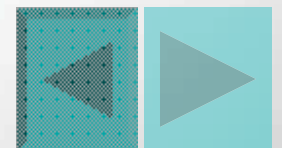
- Click "Start" >
- Find & click "Photoshop CC"



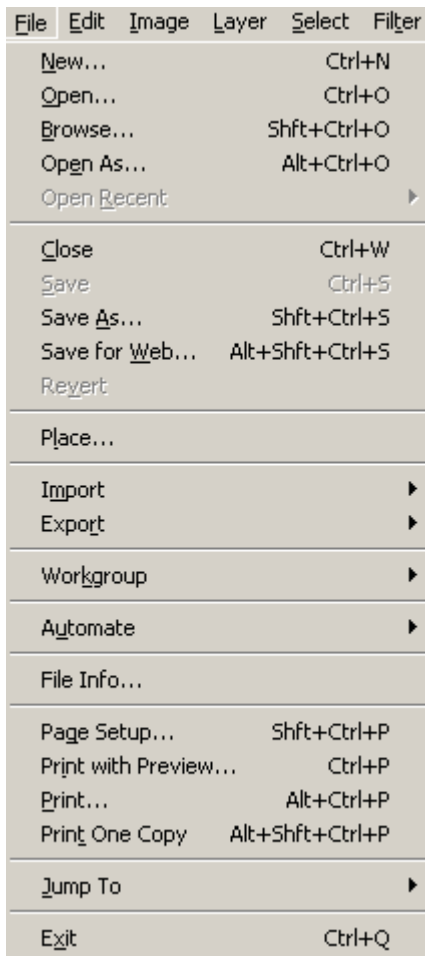
# Menu



1. File
2. Edit
3. Image
4. Layer
5. Filter
6. View
7. Windows



# 1. File



## ➤ Save, Save as, Save for web

- Save
- Save as: Save as a new filename
- Save for web: Save a image as a form of “\*.jpg” or “\*.gif” which is used for web image

## ➤ Import, Export

- Import: Bring another image into the canvas you are working
- Export: Sending the image you are working to other applications

## ➤ Print

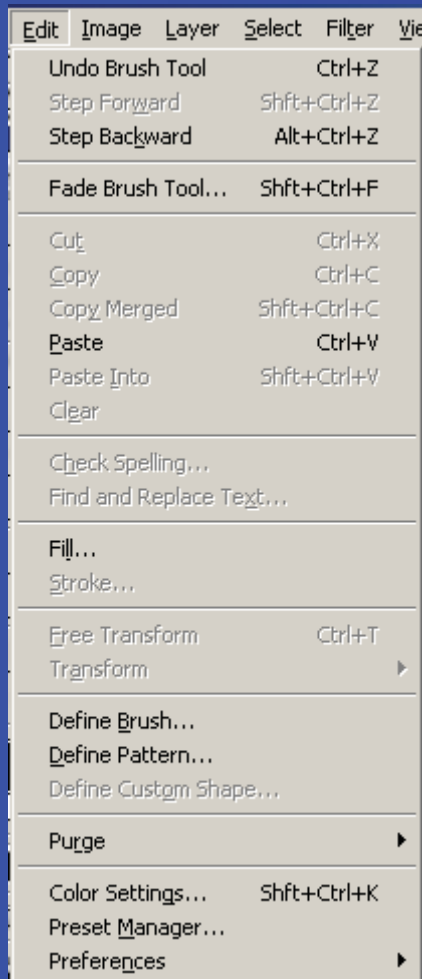


# LIST OF FILE FORMATS

File name extensions	Description
.PSD	Adobe photoshop uses photoshop document or PSD file format by default.
.JPEG	The joint photograph experts group(.jpeg; .jpg; .jpe) file name extension is used for digital photography.
.GIF	The graphics interchange format or GIF includes(.gif) file name extension is popularly used for creating webpage, elements,logs,etc.
.PNG	The portable Network Graphics or PNG (.png) format was designed as an alternative to GIF and JPEG formats.
.TIF	The tagged image file format or TIFF (.tif; .tiff)saves and preserves all of the original image data.
.PDF	The portable document format (PDF) file format is used to encapsulate the text, fonts,graphic and other information needed to display it.



## 2. Edit



### a. Undo, Step Forward/Backward

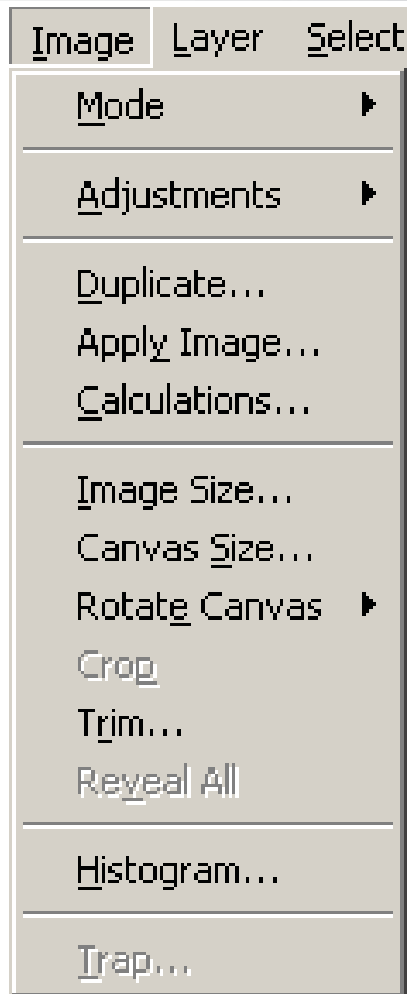
- Undo: Cancel the last work
- Step Forward: Move to the next stage which you did
- Step Backward: Move to the previous stage which you did

### b. Cut, Copy, Paste

- Cut: Get rid of a part which you select
- Copy: Copy a part you select
- Paste: Attach the part you copied



# 3. Image

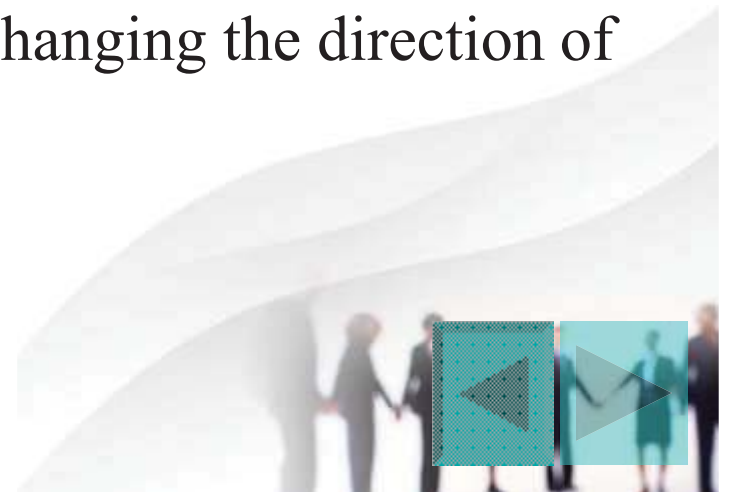


a. Mode: Select a type of color

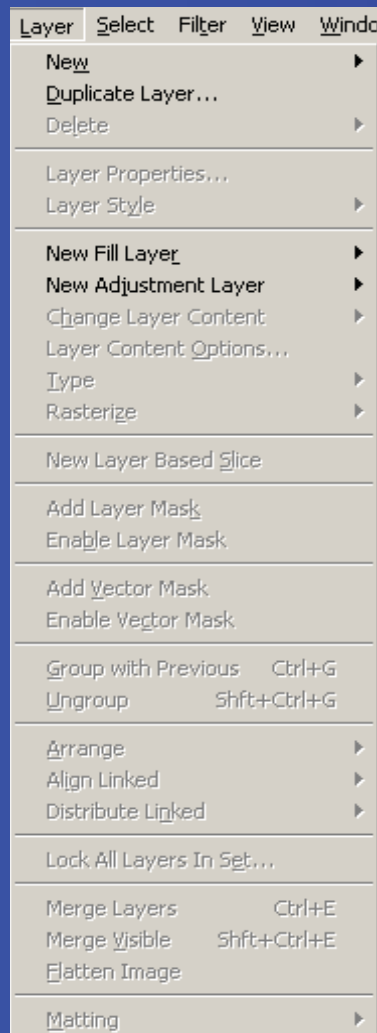
b. Image size, Canvas size

- Image size: Change the size of the image
- Canvas size: change the size of the canvas where you are working (Bottom of your image)

c. Rotate canvas: Changing the direction of your canvas



# 4. Layer



## a. New, Delete

- New: Create a new layer
- Delete: get rid of a layer you selected

## b. Arrange

- change the order of layers

## c. Merge

- Make layers into one layer



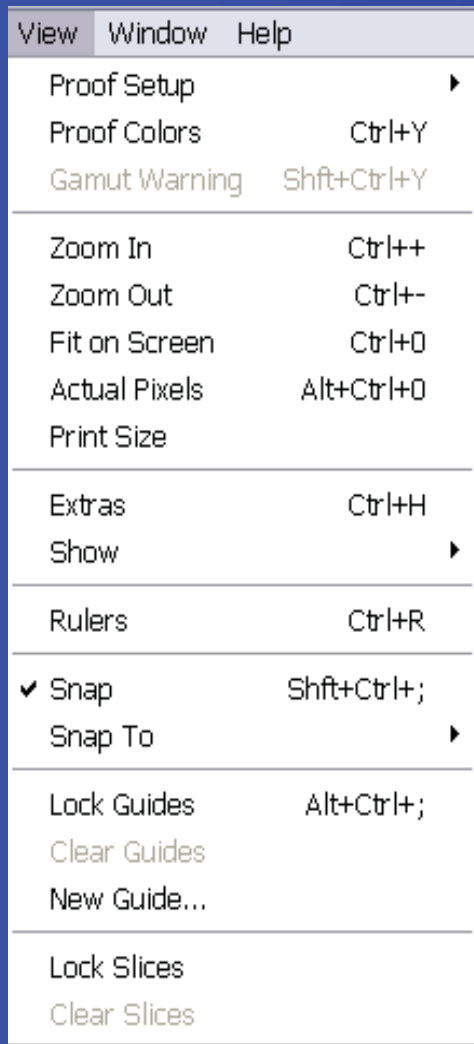
# 5. Filter



-Various Kinds of technical effects



# 6. View



## a. Zoom in/out

- Zoom in
- Zoom out

## b. Print size

- Help you to print only what you need

## c. Extras

- Showing horizontal and vertical lines by dividing into separate sectors



# 7. Windows



- The same function with "view" in other Windows applications such as MS-Office

→ You can select what you want to make visible on your page and what you don't want to make visible on your page



# D. Toolbar



1. Marquee, Lasso, Magic Wand, Crop

2. Move

3. Brush, gradient, paint bucket

4. Erase

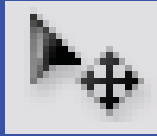
5. Clone Stamp, Pattern Stamp

6. Smudge, Dodge, Sponge

7. Text

8. Set Foreground/Background color

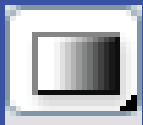




➤ Move : Move the image on a selected layer to other part of canvas you are working



➤ Brush: basic tools for drawing a line

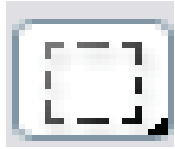


➤ Gradient: this help you to paint stage by stage with more than 2 colors



➤ Paint Bucket: fill out a cropped part with just one click of this tool

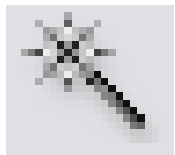




➤ Marquee: Select a part of an image you are working with arranged form such as rectangular and elliptical.



➤ Lasso: Draw selection paths freehand with a mouse  
- If you click and hold, you can change the tool so that you can draw polygons

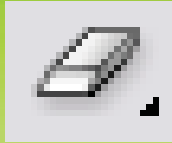


➤ Magic wand: select all the same-color or similarly colored adjacent pixels



➤ Crop: Crop the image  
- The selected area will be surrounded with a blinking dotted line





- Erase :Erase what you cropped or where you click with your mouse after selecting this tool



- Clone Stamp: copy a selected part and restore it where you want



- Pattern Stamp: this is nearly the same tool with clone stamp, but you can arrange the shape you cropped, and you can use it as a fixed shape

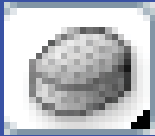




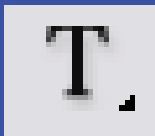
- Smudge: effect as such rubbing canvas with fingers



- Dodge: Make it bright the part where you scrub with this tool.

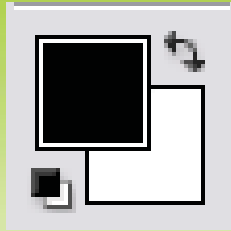


- Sponge: Saturate or desaturate selected part of an image.



- Text : Type in various characters





➤ Foreground color: the color of image what you draw with a drawing tool such as brush tool

➤ Background color: when you use the gradient tool, the color will be different from the foreground color.

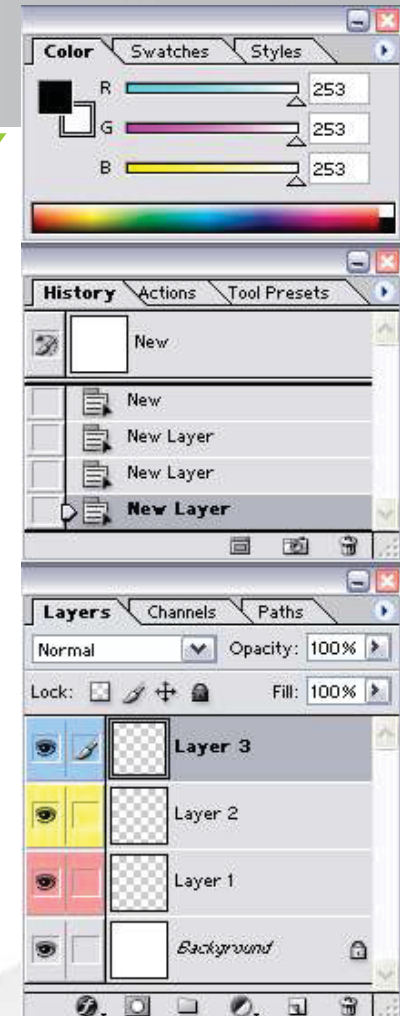


# Palette

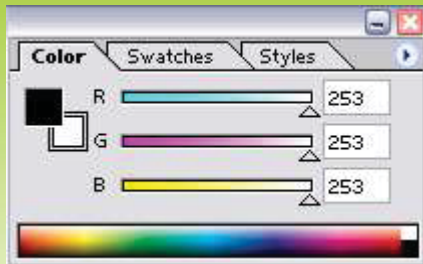
1. Color/Swatches/Styles Palette

2. History/Actions/Tool Preset Palette

3. Layers Palette



# 1. Color/Swatch/Styles Palette



- Color Palette: Mix the color (basically RGB colors) and select it for the foreground and background colors.

c.f) In case of another color type, you can choose it among the list of the pop-up menu



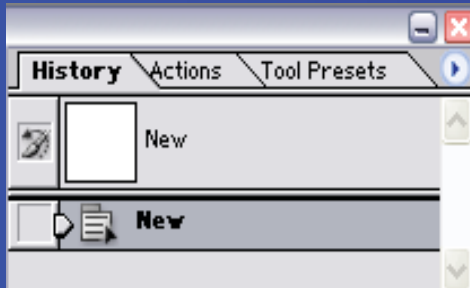
-You can choose colors among the samples of colors.



-You can choose a special effect of colors on the layer you selected, such as texts, buttons, and images



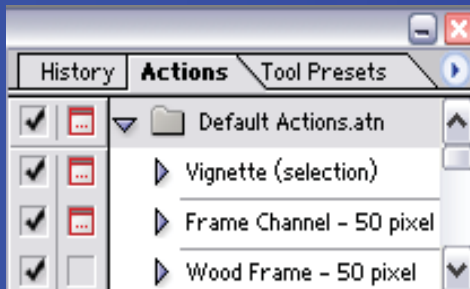
# History/Action/Tool preset Palette



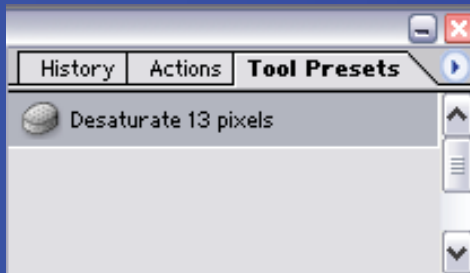
- History Palette: Photoshop automatically save the process of your works. (basically 20 steps prior to the current work)

c.f) change the number of steps it saves:

Edit > Preferences > General (History States)



- Actions Palette: Save basic technical effects and adjust it to more than one image



- Tool Preset Palette: Select the Brush which you made and saved.



### 3. Layers Palette

- Layer Palette: Separate each step of Works from others.
- By making layers and working different steps on each layer, you can make separate effects on each layer.

