

Getting started with Photoshop

Duration - 1 day

Aimed at anyone who wants to use Photoshop for tasks such as preparing graphics for the Web, for e-marketing or for presentations, this one day course cuts through the complexity, and teaches you the fundamental skills and techniques that will help you get the job done. This course will get you up and running quickly, enabling you to confidently edit and combine images from various sources, and to produce high quality, optimised files.

Requirements: None, other than a familiarity with the computer - saving and opening files etc.

General

- Creating and opening documents
- Organising windows
- Navigating around images
- Using the History palette

Image size, cropping and rotating

- Understanding pixels and resolution
- How to enlarge or reduce an image
- Cropping an image to a specific size
- Rotating and straightening images

Text

- Working with type layers
- Formatting text - colour, font, size etc.

Colour

- Understanding colour modes
- Creating and saving colours
- Sampling colours from an image
- Applying colours to text and other elements
- Using gradient fills

Retouching

- Using the Brushes palette
- The Healing brushes
- The Clone Stamp tool

Adjusting images

- Changing Brightness and Contrast
- Adjusting Hue, Vibrance and Saturation
- The Black and White command

Selections

- Using the marquee tool to select areas
- Using the magic wand tool for colour based selections
- Using the lasso tools for more complex selections
- Adding to and subtracting from selections
- Copying a selection to a new layer

Working with layers

- Combining images with layers
- Scaling, rotating and transforming layers
- Setting layer opacity
- Background removal and replacement

Filters and layer styles

- Using the Filter Gallery to combine filters
- Gaussian blur and other filters
- Applying and modifying Layer Styles - drop shadows, glows, bevel and emboss etc.

Producing web graphics

- Choosing the correct file format
- Ensuring best quality vs. file size
- How to edit downloaded web graphics

Recommended Further training

- Photoshop for the Web
- Photoshop Advanced Design Techniques
- Introduction to Dreamweaver
- Introduction to InDesign