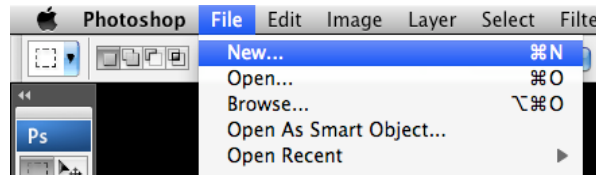


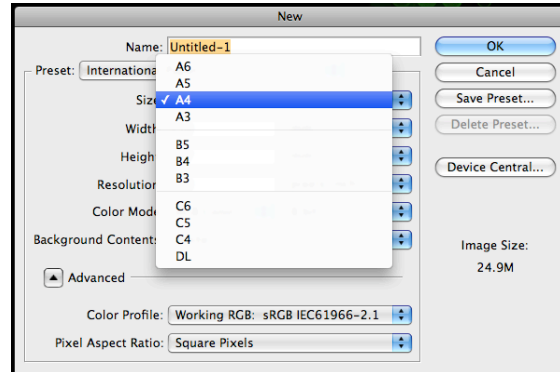
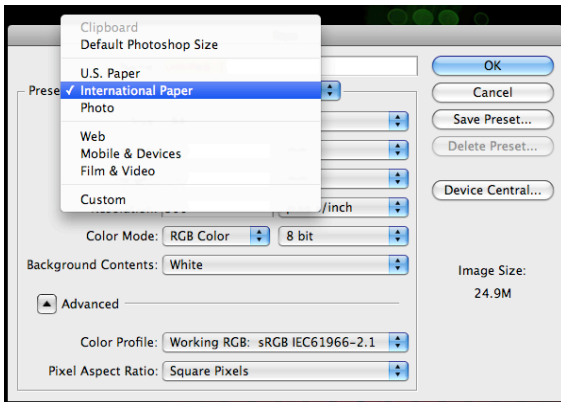
Photoshop Basics - Recap

As we have gone over quite a few tools we will review some of the things covered of the past weeks.

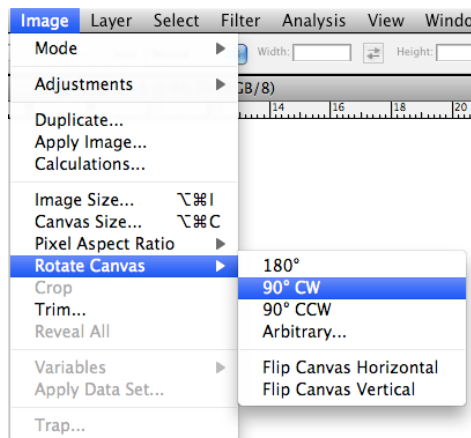
Creating a New document



Go to File > New



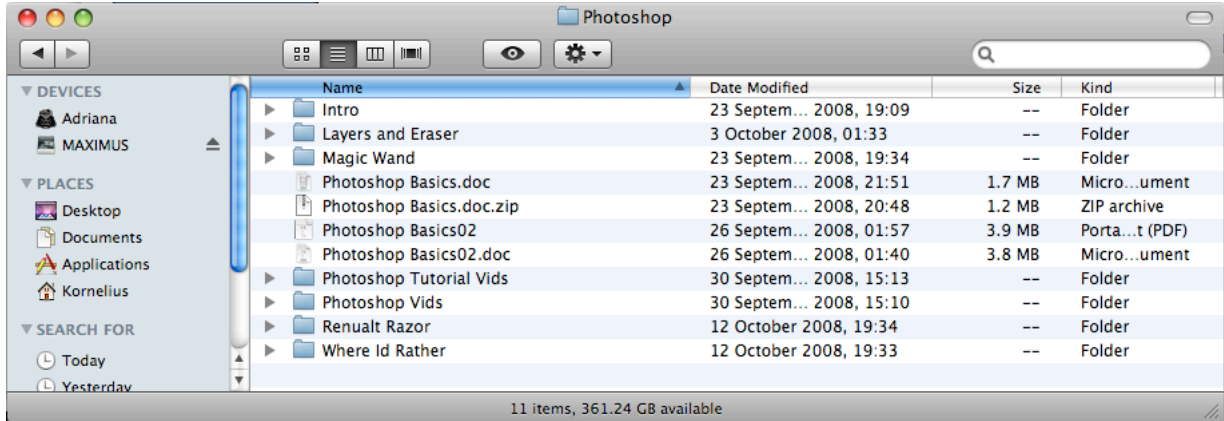
Now when the window appears, you can choose the settings depending on what kind of document you want to create, in this case we will create an **A4 document**. So click on **Preset > International Paper**, then click on **Size > A4**. Then we need to select the **Resolution** and turn it down to **100**, unless you are printing something like a magazine.



If you want to have a document which is landscape you can either type in the settings before hand or when the document has been created select from the menu bar **Image > Rotate Canvas > 90° CW**.

Organising Work

Before we start creating work in Photoshop, you should all get into the habit of creating a new folder to put the work in. PLEASE create a new folder within your own folder. For every little project you do have a new folder, so that by the end, everything is organized and easy to find. Also your desktop won't look a right mess!!!

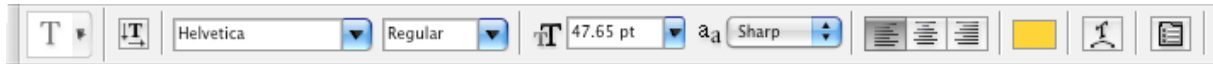


Importing Images

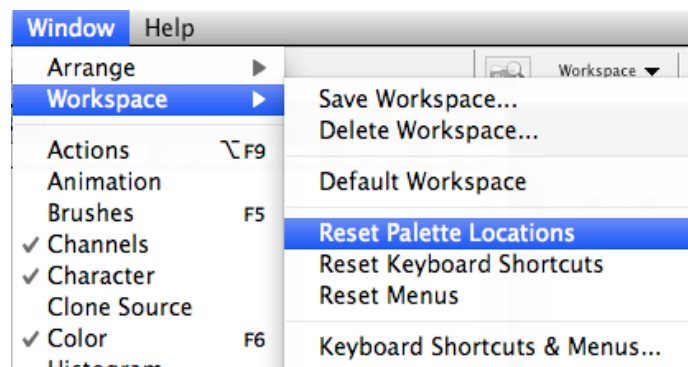
When doing so create a new Folder to put the images in. This way if you so happen to lose the work you will still have the original images!

Text Tool

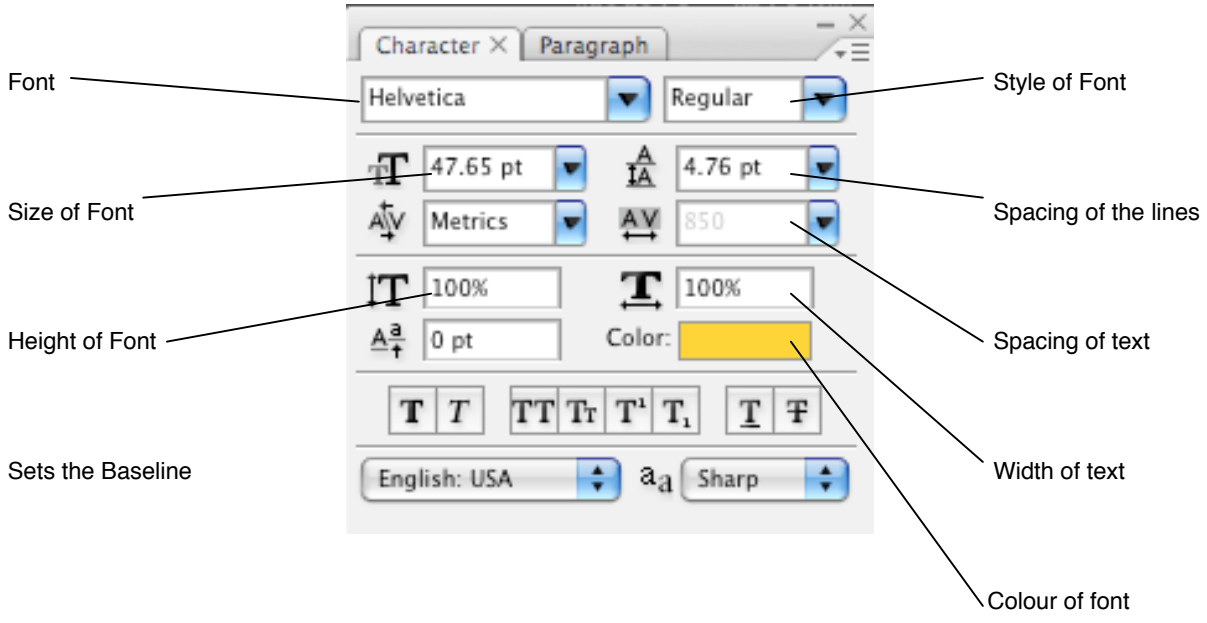
When you select the Text Tool and click on the document these settings will appear on the top bar.



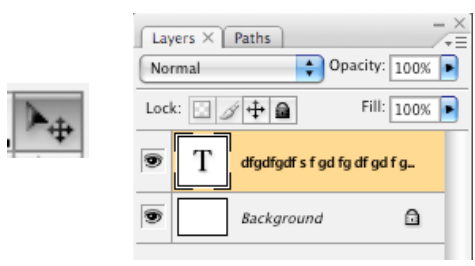
There should also be a palette to the right of the screen. If not you can reset the palettes so that it comes back.



To reset the palettes head to the menu bar and select Window > Workspace > Reset Palette Locations. This should re-organise the layout.



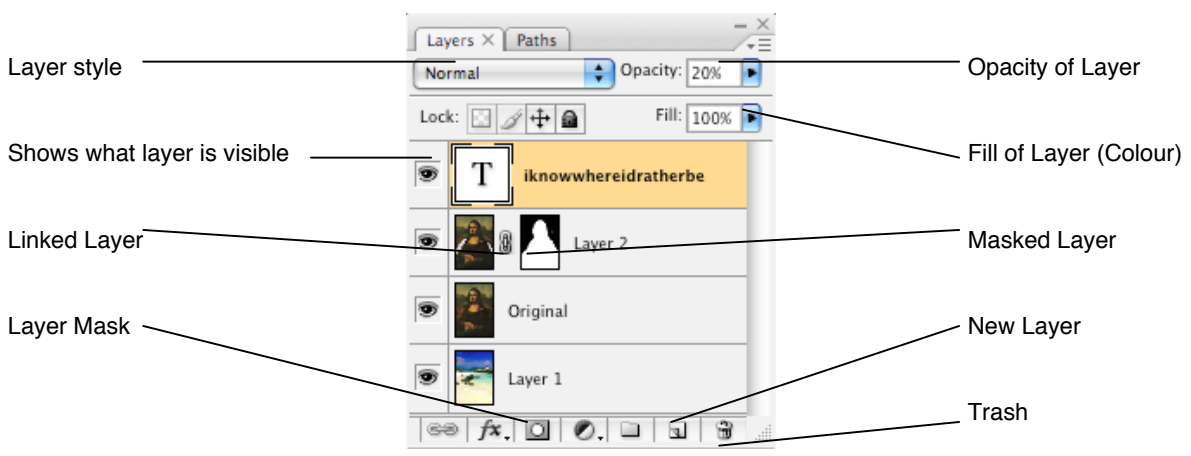
If you want to move text you need to select the Move Tool, make sure you have the text layer selected and then move the text!



If you want to edit the text after you've moved it you need to reselect Type tool and double click on top of the text.

Layers

Some of you still get confused by the layers. Here's a breakdown:

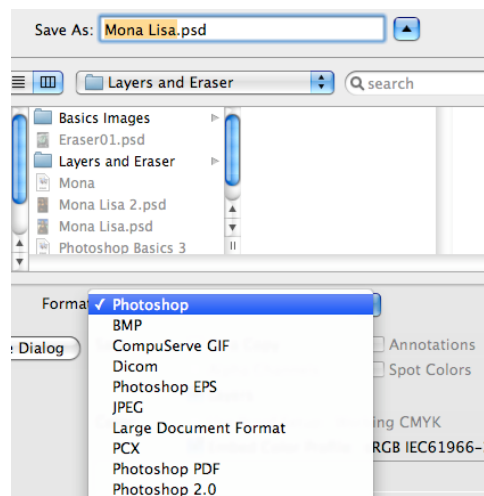


Sometimes the reason why a layer is not moving is because you may not have already selected. So make sure you select before you move!

Sometimes you cannot even move a layer or even select something to move. 9 times out of 10 it is because you haven't pressed **Enter**, as you may have accidentally transformed the image.

Saving Work

Sometimes a computer crashes. Even a Mac! So it would be a good idea to constantly **Save**. When you think you have come to a pivotal point **Save!** It's also a good idea if you're making different variations of your work to change the file number accordingly. So if you are working on the Mona Lisa by then time you are finished you may have numerous files ranging from **Mona Lisa 01.psd** to **Mona Lisa 05.psd**. This way you go back to an earlier version if need be. To save go to **File > Save**. To save and new version of your work go to **File > Save As**.



There are different ways you can save your work. When you select **Save As** you can select the format of the document. For example if you want to re-edit in Photoshop you would need to save as a Photoshop File. If you were wanting to use the document/image online or just wanted to send it to someone you could save it as a **JPEG**, but bare in mind if you save it as a **JPEG** you will not be able to edit the document unless you have previously saved it as a Photoshop file!