



# Adobe Photoshop CC

Level 1



INFOCUS COURSEWARE

Product Code: INF546

ISBN: 978-1-925298-10-9

## ❖ General Description

The skills and knowledge acquired in Adobe Photoshop CC - Level 1 are sufficient to be able to use and operate the software effectively.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- recognise and understand the fundamental aspects of **Photoshop**
- create your first **Photoshop** document
- navigate images
- understand the concepts of file formats, file size, colour modes and image resizing
- make effective selections in an image
- understand and work with layers and the **Layers** panel
- resize images using a variety of techniques
- understand how to select, use and work with colour.
- create and format text layers
- draw and format standard and custom shapes
- retouch and repair artefacts in images
- understand the process of saving in **Photoshop**
- understand printing and printing techniques
- use the **Help** menu and access online help resources

## ❖ Prerequisites

Adobe Photoshop CC - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

139 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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## Contents

### Getting to Know Adobe

#### Photoshop

- Starting Adobe Photoshop in Windows 8
- The Welcome Experience
- Dark Versus Light Interface
- The Photoshop CC Workspace
- Understanding Panels
- Working With the Panel Dock
- Working With Panels and Panel Groups
- Panel Techniques
- Understanding the Tools Panel
- Working With the Tools Panel
- Resetting the Tools Panel
- Understanding the Options Bar
- Opening an Existing File

#### Your First Document

- Creating a New Document
- Customising and Saving Workspaces
- Understanding the Rulers and Ruler Tool
- Understanding the Preferences Dialog Box
- Saving a Document

#### Navigating Images

- Understanding the Document Window
- Navigating With the Zoom Tool
- Navigating With the Hand Tool
- Navigating With the Navigator Panel
- Navigating With Keyboard Shortcuts
- Understanding Screen Modes
- Working With Tabbed Documents
- Arranging Multiple Documents
- Working With Multiple Documents

#### Digital Image Basics

- Understanding File Formats
- Understanding Image Size Versus Resolution
- Understanding File Size
- Understanding Colour Mode

#### Making Selections

- Using the Marquee Tools
- Understanding the Lasso Tools

- Using the Lasso Tool
- Using the Polygonal Lasso Tool
- Using the Magnetic Lasso Tool
- Using the Quick Selection Tool
- Using the Magic Wand Tool
- Growing a Selection
- Add to or Subtract From a Selection
- Saving a Selection
- Understanding the Refine Edge Dialog Box
- Refining Hard-Edged Selections
- Refining Soft-Edged Selections
- Selecting With Colour Range
- Moving and Copying Selections

#### Working With Layers

- Understanding Layers
- Understanding the Layers Panel
- Creating a New Layer
- Working With Layers
- Adding Images to Layers
- Working With Layers
- Working With the Background Layer
- Changing the Layer Stacking Order
- Changing Layer Opacity
- Transforming Layers
- Organising Layers Into Groups

#### Resizing Images

- Understanding Resizing and Resampling
- Resizing an Image for Printing
- Using the Print Dialog Box to Resize Images
- Resampling an Image for Email or Web
- Guidelines for Cropping Images
- Understanding the Crop Tool Options Bar
- Cropping Images
- Cropping Images to a Preset Size
- Applying a Non-Destructive Crop
- Using the Crop Tool to Add a Border

#### Colour

- Understanding Colour
- Colour Fundamentals
- Understanding the Colour Panel

- Applying Colour With the Colour Panel
- Selecting Colours Using the Swatches Panel
- Selecting Colours Using the Eyedropper
- Selecting Colours Using the Hue Cube
- Identifying a Colour
- Using the Brush Tool to Apply Colour
- Changing Brush Styles
- Creating a Custom Brush
- Using the Mixer Brush

#### Working With Text

- Understanding Vector Based Text
- Adding Point Text
- Changing Text Size
- Changing Text Colour
- Changing the Font Family
- Installing Typekit Fonts
- Editing Text
- Creating a Custom Path Frame
- Adding Text Inside a Custom Path
- Filling Text With an Image
- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Creating a Watermark

#### Shapes

- Drawing a Standard Shape
- Drawing a Custom Shape
- Arranging Shapes
- Drawing a Straight Line
- Selecting and Editing Shape Layers
- Understanding Guides
- Understanding Smart Guides
- Using Smart Guides to Position Shapes

#### Retouching and Repairing

- Understanding the Retouch and Repair Tools
- Removing Blemishes
- Reducing Wrinkles
- Removing Stray Hairs
- Whitening Teeth
- Intensifying Eye Colour



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Removing Red Eye  
Sculpting With Liquify  
Removing Unwanted Objects and  
Wires  
Moving Objects Using Content Aware  
Using the Clone Stamp Tool

## Saving

Understanding Saving  
Saving Layered Files  
Saving PSD Images in Another  
Format  
Understanding the Save for Web  
Dialog Box  
Optimising Photos for the Web Part 1

## Printing

Printing Single Images  
Understanding the Print Dialog Box  
Using the Print Dialog Box  
Understanding Printing Marks

## Getting Help

Understanding the Help Menu  
Investigating New Features  
Using Online Help  
Searching for Online Help  
Accessing Online Tutorials



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