



# Adobe Photoshop CC

Level 1



INFOCUS COURSEWARE

Product Code: INF1780

ISBN: 978-1-925526-46-2

## ❖ 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

155 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 10
- The Start Workspace
- Dark Versus Light Interface
- Opening an Existing File
- 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
- Closing a Document
- Photoshop CC Touch Guide

#### Your First Document

- Creating a New Document
- Customising and Saving Workspaces
- Understanding the Rulers and Ruler Tool
- Using Undo and the History Panel
- 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 Select and Mask Options
- 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
- 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
- Understanding the Brushes Panel
- Understanding the Brush Settings Panel
- Using the Brush Tool to Apply Colour
- Downloading Brushes
- Changing Brush Styles
- Creating a Custom Brush
- Using the Mixer Brush
- Understanding Stroke Smoothing
- Understanding Paint Symmetry

### 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
- Adding Paragraph Text
- Formatting Paragraph Text
- Warping Text
- Understanding Variable Fonts
- Drawing Paths for Text
- Creating Text on a Path
- 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



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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  
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  
Optimising Photos for the Web Part 2

## 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  
Using Photoshop Search  
Using the Learn Panel



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