

## Adobe Photoshop Introduction / Intermediate - 2 days

### Objectives

The Adobe Photoshop training course aims to enable delegates to be able to produce a broad range of images for use in documents including newsletters, product leaflets, adverts, posters and sales material. The course is also suited for the creation of on-screen and internet images.

### Pre-requisites

It is designed for anyone who contributes to a Web Site or company Intranet, or who needs to create graphics for any other multi-media presentations.

### Exercises

Photographs are provided for delegates to manipulate during the course to provide real examples of the techniques taught.

### Photoshop Orientation

- Starting Photoshop
- The Photoshop Workspace
- Working With The Palette Dock
- Working With Palettes And Palette Groups
- Palette Techniques
- About The Toolbox
- Working With The Options Bar
- Opening An Existing Document
- Creating A New Image
- Brush Tool Essentials
- Selecting Colours Using The Swatches Palette
- Undoing Actions
- Exiting Photoshop

### Navigating In Photoshop

- Understanding The Document Window
- Navigating With The Navigator Palette
- Navigating With The Hand And Zoom Tools
- Navigating With Keyboard Shortcuts
- Changing Screen Modes
- Working With Multiple Documents

### Tonal And Colour Corrections

- Understanding Tonality And Histogram Palette
- Using Levels To Improve Contrast
- Adjusting Levels Automatically
- Using Curves To Improve Contrast
- Opening Up Shadows
- Repairing Photos That Needed Fill Flash
- Repairing Photos With Too Much Flash
- Using Auto Colour
- Adjusting Colour Balance
- Painting The Sky Blue
- Desaturating Colours Selectively
- Changing Hues Selectively

### Retouching And Repairing Images

- Using The Clone Stamp Tool
- Removing Blemishes
- Removing Bags Under Eyes
- Reducing Freckles Or Acne
- Whitening Eyes
- Whitening Teeth
- Reducing Hot Spots
- Reducing Wrinkles
- Repairing Large Areas
- Removing Red Eye
- Changing Eye Colour
- Sharpening An Image

### Layer Basics

- Understanding Layers And The Layers Palette
- Creating New Layers
- Working With Layers
- Working With The Background Layer
- Changing Layer Stacking Order
- Changing Layer Opacity
- Creating A Simple Composite

### Digital Image Basics

- Understanding File Formats
- Understanding File Size
- Understanding Colour Mode
- Understanding Resizing And Resampling
- Resizing An Image For Printing
- Resampling An Image
- Cropping Images
- Cropping Images Without The Crop Tool
- Using The Crop Tool To Add A Border

### Transforming Images

- Flipping And Rotating Images
- Straightening Photos
- Straightening Scanned Images
- Correcting Perspective Problems
- Skewing And Rotating Images
- Warping Images

### Making Selections

- Using The Marquee Tools
- Working With Selections
- Using The Lasso And Polygonal Lasso Tools
- Using The Magic Wand Tool
- Using The Magnetic Lasso Tool
- Modifying Selections Using Quick Mask Mode
- Extracting Selections From The Background
- Cleaning Up Extractions

### Working With Layers

- About Layer Masks
- Filling Text With An Image
- Applying A Soft Focus Effect
- Applying A Blurred Lighting Vignette
- Applying A Focus Vignette Effect
- Using A Gradient Mask
- Converting A Colour Image To Greyscale
- Using Multiple Adjustment Layers
- Understanding Blending Modes
- Dodging And Burning With Overlay Blend Mode

### Text Essentials

- Adding Point Type
- Changing Text Colour
- Changing Text Size
- Editing Text
- Adding Paragraph Type
- Warping Text
- Adding Special Text Effects With Layer Styles
- Drawing Paths For Text
- Creating Text On A Path

### Printing And Saving Images

- Printing Single Images
- Using The Print Dialog Box
- Creating A Picture Package
- Creating A Web Photo Gallery
- Creating A Contact Sheet
- Saving Layered Files
- Saving Images In A New Format
- Understanding The Save For Web Dialog Box
- Optimising Photos For The Web Part
- Optimising Photos For The Web Part
- Creating A PDF Presentation