

## 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.
- Understanding the Workspace.
- 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 Patch tool.
- Content-aware erase.
- The Clone Stamp tool.

### Adjusting images

- Changing Brightness and Contrast.
- Adjusting Hue and Saturation.
- The Color Balance command.

### Selections

- Using the marquee tool to select areas.
- Using the Quick Selection and Magic Wand. tools for colour based selections.
- Using the lasso tools for more complex selections.
- Refining 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

- Gaussian blur and other useful filters.
- Applying and modifying Layer Styles - drop. shadows, glows, bevel and emboss etc.

### Producing final images

- Choosing the correct file format for screen, web or print production.
- Ensuring best quality vs. file size.