

Open an image in Photoshop

- 1. File --> Open / Ctrl + O / Double Click in Gray color area or work area in photoshop.**
- 2. Open Dialogue box will be opened.**
- 3. Locate an Image --> click on OK.**

Duplicate an Image:

- 1. R.click on the Image title bar**
 - 2. choose Duplicate option**
- or**
Image --> Duplicate

Cropping an Image: Like Passport size Photo (W. 1.3 in & H. 1.7 in Resolution 200px)

- 1. click on crop tool**
- 2. type w and h in option bar as per requirement.**

Check image size and Resolution:

- 1. image --> Image size**

working with Canvas size:

- 1. image --> Canvas size**
- 2. check Relative check box, type w & H as 2 mm**
- 3. click on OK.**

Define Pattern:

- 1. Edit --> Define Pattern**
- 2. Type Pattern Name**
- 3. Click on OK Button.**

Creating New Document in Photoshop:

- 1. File --> New / Ctrl + N**
- 2. Select requiried Document or type your custom size from Preset**

Rotate Canvas:

- 1. Image --> Rotate Canvas --> 90cw/ 90ccw/ 180**
- 2. select 90cw**

Fill Pattern:

- 1. Edit --> Fill**
- 2. Fill Dialogue box will be opened.**
- 3. fill with Foreground / Background/Pattern**
- 4. we have to choose Pattern**
- 5. Select Defined Pattern from Patterns.**
- 6. Click on OK.**

Clear some portion of the image:

- 1. Select Rectangular marquee tool on the tool bar.**
- 2. Drag on the image where do you want to clear the image?**
- 3. Press Delete Key on the Keyboard.**

2nd class:

Creating Book Cover:

- 1. Create New document with Size A4 (color white)**
- 2. change background color to red**
- 3. image -->canvas size (1.5 Cm) to right side.**
- 4. Change background color to white**
- 5. image --> Canvas size (210 mm) Right**
- 6. click on Magic wand tool on the tool box.**
- 7. click on white color on the cover page**

1. inserting New layer

- layer --> new --> Layer or click on the create new layer icon on the layers pallet**
- 2. fill selected area with gradient color.**
 - 3. choose gradient tool from tool bar**
 - 4. drag on the selection**
 - 5. duplicate layer (R.click on the layer and choose Duplicate**

layer or Layer-->duplicate)

6. flip particular layer (edit --> Transforms --> Flip Vertical)

7. Deselect (Ctrl + D or Select --> Deselect)

working with type tool :

1. Click on the Type tool on the Tool box or press T

2. Select Font name, Size, Color from option bar.

3. Place the mouse pointer on the document and type something.

4. if you want to increase size of the Text press Ctrl + shift + > to decrease ctrl+shift+<

Working with Blending Option:

1. R.click on the Text Layer.

2. choose Blending Options.

3. Blending options window will be opened.

4. Select as per your requirement.

5. click on OK.

Transforming an image:

1. press Ctrl + T or Edit --> Free Transform

Working with Auto Shape:

1. Click on the Shape tool on the tool box

2. select shape layer and choose color on the options bar.

3. Drag on the document.

Group with Previous:

1. Place the image layer on the autoshape.

2. Press Ctrl + G or Layer --> Group with Previous

3rd Class:

working with Layers Menu:

1. Layer --> New --> Layer or Ctrl + shift+N or click on Create New Layer icon on the Layers pallet.

2. Edit -->stroke --> choose color and Inside click on OK.

3. Duplicating a Layer (Layer --> Duplicate or r.click on the Layer choose Duplicate)
4. Free Transform (Ctrl + T or Edit --> Free Transform)
5. Place the Mouse Pointer on the corner of the Selection
6. Press and hold the shit + Alt Key and Drag inside and press Enter.
7. layer -->Merge down
8. Select another Image --> press Ctrl + A to Select all and press Ctrl + C to copy the selected Area.
9. Click on Logo Document , Edit --> Paste Into.
10. To Delete layer: click on the layer from Layer pallet --> R.click and choose Delete or Layer --> Delete

working with Type tool:

1. Select Type tool from tool Box.
2. Click on the Document
3. select font name and size from Options bar.
4. Select the text --> click on Create Wrapped Text
5. wrapped text window will be opened.
6. Select Arc Style from the styles drop down menu.
7. Set as per our requirement.

working with Merge Visible:

1. layers --> Merge Visible

Save Photoshop Document:

1. Ctrl + S or File ---> Save
2. Type File Name, Choose file type to PNG.
3. Click on Save.

