ADOBE PHOTOSHOP CC TRAINING 2014

Instructors' Manual

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WELCOME

Welcome to the Adobe Photoshop CC Training. My name is Shannon Eighmey. I'll be working today with Cody Clark and Ruth Towne. We will each demonstrate an advanced feature of the program. I'll introduce Panorama; Cody will cover Perspective crop; and Ruth will demonstrate Black and White tint.

Today, each of us will demonstrate a task. When we work through it, please turn to face us. You will not be using your computer at this time.

You will have your own time to practice each skill. As you practice, instructors will be moving around the room. Please contact them if you need assistance.

All the photos you need will be in a file on your desktop.

Please open Photoshop so that we can begin.

PANORAMA

Capturing the full scope of what your eyes can see on camera is almost impossible. Once you know how to use the panorama feature of Adobe Photoshop CC, you'll be able to combine small photos, change the size, and create one large picture that captures everything your eye can see.

Combining your photos
The panorama feature is simple to use—all you really need is the pictures. For today, use the photos we provided on the desktop for you.

To combine photos
1. Open Photoshop if you haven't already.
2. Click **File.**
3. Select **Automate.**
4. Select **Photomerge.** On the left side of the dialog box, you are given the option to change the layout specifics, but today we will just be using the default.
5. Use the **Browse** button to import pictures from the desktop folder **Photoshop Training Files.**

[Shown on the screen]

6. Click **OK.**

Note: Photoshop will import each picture and fit them together automatically.

When you save your document, it will automatically be a **.psd** file so that you can keep working on your project. Photoshop also takes you back to your project so that you can keep working. You can also save your work without creating a new file.

1. Click the **File** tab.
2. Click **Save.**
3. Type Panorama_1 as the name.
4. Click **Save.**

If you want to save your document periodically without disrupting your work-flow (always a good idea), use the keyboard shortcut **Ctrl + S.**

Finishing Touches
There are two different ways to finish your photo from here. We'll use the crop tool first, because it should be pretty familiar to you.

To crop photos
1. Click the **Crop** tool.
2. Adjust the outline of your photo to remove jagged edges or random transparency.
3. Click the check mark to finish crop.

If you had to crop more of the photo than you wanted to, or if it just doesn't look as great as you hoped after cropping, there is an alternate method. The content aware feature in Adobe Photoshop CC will take colors and patterns and fill in the extra space with what it thinks would be there. Follow these steps to try it.

To use content aware

1. Click **Layout.**
2. Select **Flatten Image.** This will make all transparent border sections white and a part of the photo. What you see on the screen shows what the upper left corner of your photo should look like.

[Shown on the screen]

3. Click and hold the quick selection tool to get to the magic wand tool. Click the **Magic Wand** tool.

[Shown on the screen]

4. Select the unwanted white "borders" on the photo. To select more than one section at a time, hold down Shift while you click.
5. Click **Select.**
6. Go down to Modify and click **Expand.**
7. You can type in how many pixels you want to add to the selected sections. For today, type 5.

[Shown on the screen]

8. Click **OK.** This expands your selected section to include the pixels around it, so Photoshop can detect colors and patterns to use for the fill.
9. Click **Edit.**
10. Click **Fill.**

[Shown on the screen]

11. Change the dropdown bar from **Foreground Color** to **Content Aware.**

[Shown on the screen]

12. Make sure the Opacity is at 100%. Click **OK.**
13. Click **Select.**
14. Click **Deselect.**

Now try it on your own using the file "**panorama02**" from the same desktop folder as before.

[wait for students]

Now, please turn your attention to Cody Clark who will introduce the perspectice crop feature.

Ps PERSPECTIVE CROP

Using perspective crop

Taking photos is hard, and sometimes it's just impossible to get the pefect shot. Maybe you just can't fit all of a cathedral's towers and arches at a normal angle or maybe you could only grab a passing shot of the Mona Lisa. Regardless, as of CS6, Photoshop comes with a new feature that can easily turn your mediocre shots into professional-looking photographs. Go ahead and open Gallery painting. jpeg in Photoshop.

To use perspective crop

1. Click and hold the Crop icon ⛶ then select **Perspective Crop** .

Note: Photoshop will not automatically set the crop area.

To manually set the crop area

•   Click any corner of the image then drag the cursor the the opposite corner then let go realease.

Note: If no grid appears, make sure **Show Grid** is cheked in the Options Bar.

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Note: Perspective crop is only effective if the image as clear vertical lines

2. Click the top left corner of the crop box then drag it towards the right.
3. Release the mouse once the crop box is parallel to a vertical line in the image.

Note: You will need to move another corner before you have a parallel line

[Shown on the screen]

4. Repeat steps 2 and 3 untill all the corners create lines parallel to around the painting.

[Shown on the screen]

5.   Click the check mark on the **Options Bar** to apply the crop. You can also press **Enter** on your keyboard.

[Shown on the screen]

You may need to do some fine tuning with the regular crop tool. You now know how to use Photoshop to do a fancier version of cropping. Open the file **Besica.jpeg** and use what you've learned to touch up this photograph. Keep in mind that you don't always have to adjust every corner.

[wait for students]

Now, please turn your attention to Ruth Towne who will introduce black and white tint.

BLACK AND WHITE TINT

Thanks, Cody. As you know, my name is Ruth Towne. Today I'm going to demonstrate the Black and White Tint feature. If you know how to use this, you can combine black and white filters and regular color images. To begin, open **b_w_tint01.jpeg** from the photos on the desktop. Remember to turn and face me as I demonstrate.

Creating adjustment layers
I'll begin by setting up my document and creating an adjustment layer.

To create an adjustment layer
1. In the **Layers** panel, I'll right click the **Background** layer.
2. In the drop down menu, click **Duplicate Layer...**The **Duplicate Layer** dialog box will appear. It should match what you see on the screen.

[Shown on the screen]

3. Click **OK.** Now there are two layers: **Background** and **Background copy.**
4. In the **Adjustments** panel, click the ▭ button to create a **Black & White** adjustment layer. The **Properties** panel will appear and should match what you see on the screen.

[Shown on the screen]

5. In the **Properties** panel, I'll move the slider to adjust the colors.
6. I'm going to press the **Shift** key while I'll click both **Background copy** and the **Black and White 1** layers.
7. Right click **Background copy.**
8. In the drop down menu, click **Merge Layers**. I could also use the keyboard shortcut **Ctrl + E** to merge layers.

Separating the colors
Now that I have made and merged a black and white adjustment layer, I can separate the colors of my image. By separating the colors, I will be able to make a vintage filter effect.

To separate the colors
1. I'll click the **Black & White 1** layer.
2. Press **Q** to enter Quick Mask mode.

Note: To work in the vector mask, I'll need to set the background colors to foreground black and background white. The colors should match what you see on the screen.

[Shown on the screen]

•   If the colors are not correct, click the **Set background color** button to swap them.
3. In the **Palette** tool bar, click the **Brush** tool. I can also use the keyboard shortcut **B**.

4. In the **Options** bar, I'll set the opacity to 100%. At this point, the **Options** bar should match what you see on the screen.

[Shown on the screen]

5. Use the **Brush tool** to paint the area above the tree line. The areas which you hover over with the brush should turn red.

As I'm working with the image, I may want to adjust the brush size. By adjusting the brush size, I will be able to make clean lines in my image.

To adjust the brush size
1. In the **Options** bar, click the **Brush Preset** picker. A drop down menu will appear.
2. In the **Brush Preset** picker bar, move the slider to adjust the size of the brush.

If I want to change my brush size I can do one of the following:
• Press **[** left bracket to make the brush smaller.
• Press **]** right bracket to make the brush larger.
At this point, your project will resemble what you see on the screen.

[Shown on the screen]

Merging the layers
Now I can merge my layers. Merging layers helps to keep the layers panel organized so that you can work efficiently.

To merge layers
1. I'll press **Q** to leave **Quick Mask** mode. The portion of the image that you colored red will now be a direct selection.
2. On the **Menu** bar, I'll click **Select.** A drop down menu will appear.
3. In the drop down menu, click **Inverse** to invert the selection. I can also use the keyboard shortcut **Shift + Ctrl + I.**
4. Press **Ctrl + J** to make the selection its own layer.

Adjusting the color balance
Now that I have separated the layers, I can adjust the color balance. By adjusting the color balance, I will add the finishing touches to your vintage photo effect. As I adjust colors, I'll keep them subtle to achieve this goal.

To adjust the color balance
1. I'll click **Layer 1.**
2. In the **Adjustment** panel, click the button to change the color balance. The **Properties** panel will appear and should match what you see on the screen.

[Shown on the screen]

3. In the **Properties** panel, I'll click and drag a slider to adjust the color balance.
4. Press **Ctrl + E** to merge the layers.

5. Click the **Black and White 1** layer.
6. In the **Layers** panel, press the 🗑 button to delete the **Black and White 1** layer. The **Adobe Photoshop CC 2014** dialog box will appear. It should match what you see on the screen.

[Shown on the screen]

7. Click **Yes.**
8. Press the **Shift** key while you click both **Layer 1** and the **Background** layers.
9. Press **Ctrl + E** to merge the layers.

Complete the next portion of the training on your own so that you can practice the new tasks you learned. Begin by opening the **b_w_tint02.jpeg** file.

[wait for students]

Now that you have finished your training, you may take a short break before the next session.