

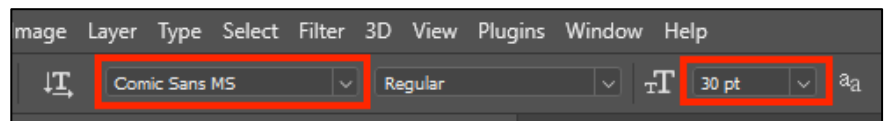
Making a Word Balloon

You need to be working on a Photoshop image for this. The image needs to be the right size – otherwise you can't judge the size of text needed

Step 1: Add the Text

1. Choose the **Text Tool** from the left toolbar and **drag out a text box**
Don't worry about the writing in the textbox. That's just placeholder text and will disappear

2. At the **top**, change the typeface to something like



Comic Sans

3. The **text size** you use depends on the PPI of your image:

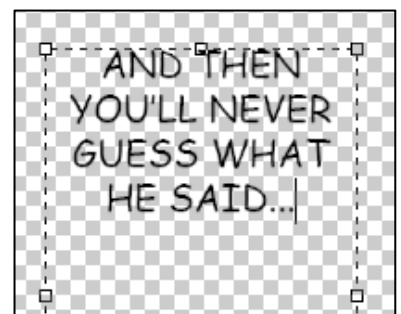
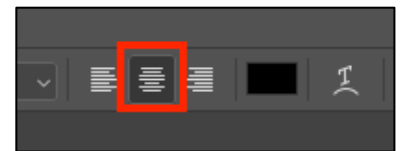
- on a **300ppi** image, use text size **between 6 and 8**
- on a **72ppi** image, use text size **between 18 and 36**

4. **IMPORTANT: Centre** the text

5. Type your words

6. **IMPORTANT:** use UPPER CASE. Probably

7. **Resize** the textbox until you get something that looks about right

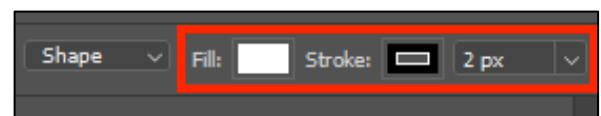


Step 2: Add an Ellipse

8. Find the **Rectangle Tool** on the **left toolbar**

9. **Click and hold** the tool and choose the **Ellipse Tool**

10. **At the top**, make sure the **Fill colour** is **white** and the **Stroke colour** is **black**



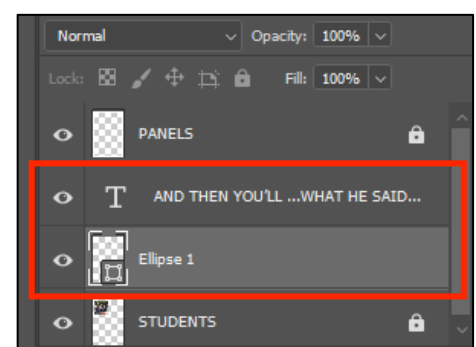
11. Draw an Ellipse that's about the right size and shape to act as the balloon

12. **At the top**, change the **weight** of the stroke to be a bit thicker – try **3-5 px**

13. **IMPORTANT:** Swap to the **Move Tool** at the **top** of the **left toolbar**

14. **Drag** the Ellipse layer **underneath** the Text layer in the **layer stack** at the **bottom right** of the screen

15. If you've ended up with too many text or ellipse layers, this is the time to delete them

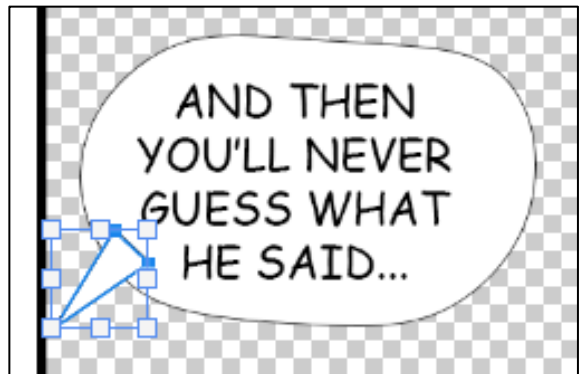


Step 3: Tweak the Shape

16. With the **Move Tool** selected, **hold down Control** on the keyboard and resize the ellipse. This gives you a bit more control over the shape of the word balloon
17. Move the text around if you need to – you'll need to be on the Text layer and be using the **Move Tool**

Step 4: Add the Tail

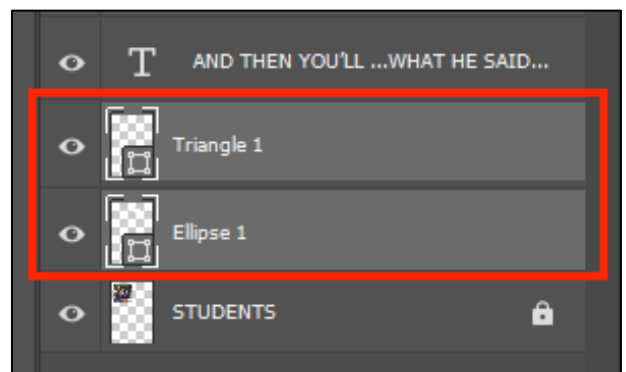
18. Switch from the Ellipse Tool to the **Triangle Tool** – click and hold on the **left toolbar**
19. Draw a **long, quite thin triangle** – the colours and stroke should be the same as your ellipse was
20. **Rotate** the triangle – **hover** just outside one of the corners and a rotate option should become available
21. Move it into place to act as the tail



Step 5: Merge some shapes

The triangle is its own shape, so the borders don't work yet

22. Hold down **SHIFT** and click to select both the **Ellipse** and the **Triangle** layer in the **Layer Stack**
23. Click **Layer > Merge Shapes** (careful – make sure you Merge **Shapes**)
This creates a single shape
24. Once you're happy with your text layer, merge the text and shape layers – **Layer > Merge Layers** this time
25. Now drag the word balloon into place



Adding captions and narrations

This just uses a rectangle instead of an ellipse. Make sure text is **left aligned**