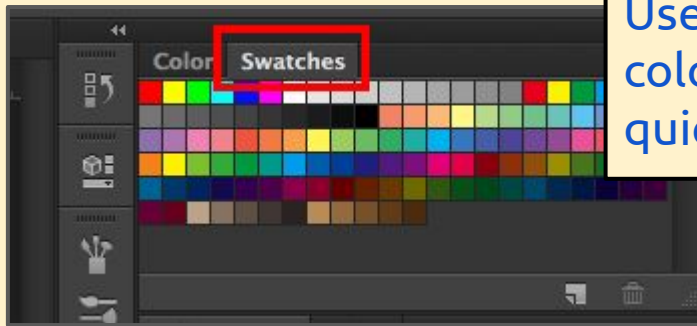


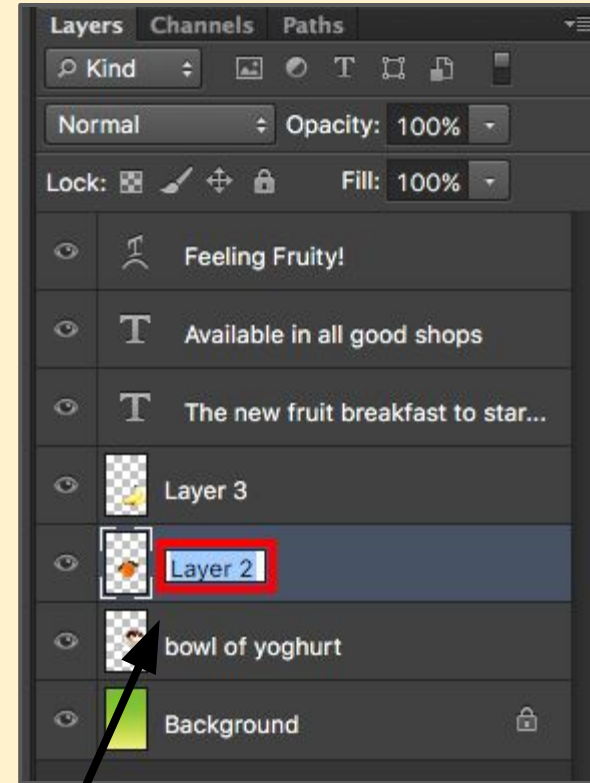
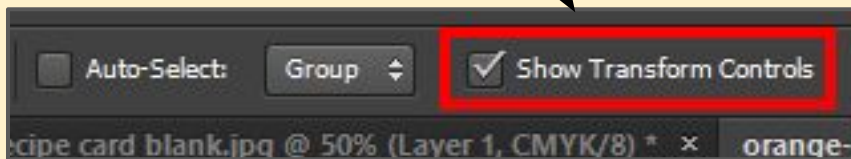
# Photoshop Skills - basics



Use swatches to change colours (top right) - it's quicker and easier



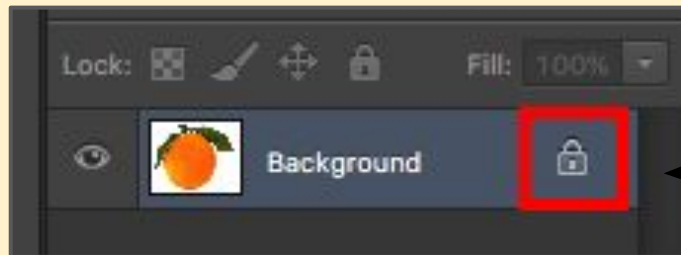
Use the move arrow at the top - and make sure **Show Transform Controls** is ticked



Organise your layers - you can double click a layer name to rename it to help keep track of what's what

# Transparency

Use the magic wand or quick selection tool to make backgrounds transparent



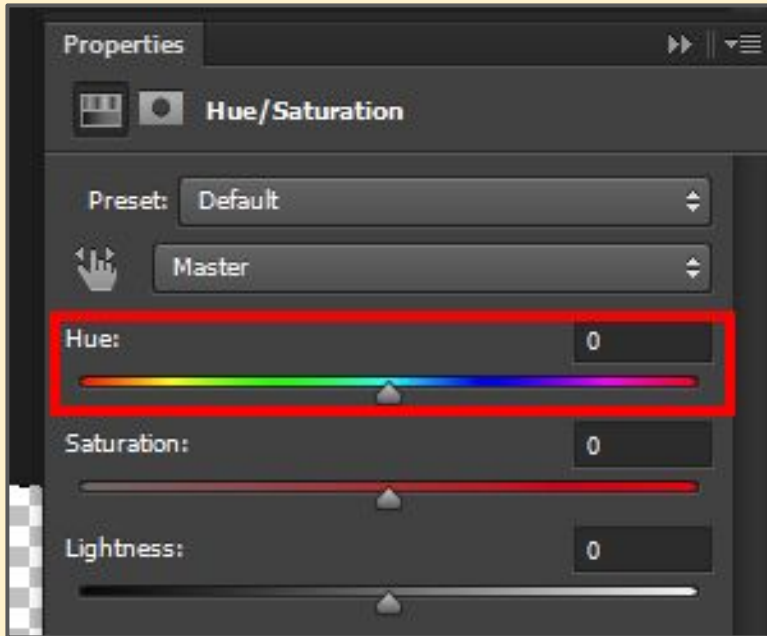
Double click the lock to unlock the layer so that you can do this

Press **delete** to delete the background  
Use **Ctrl+D** to **deselect** an area you have selected



Save images in **PNG** or **PSD** format to retain the transparency

# Recolouring



Use Hue/Saturation sliders to recolour:

**Layer > New adjustment layer > Hue/Saturation**

Recolour images first and then save them before using them in the final product

There are other options in New Adjustment Layer that you can experiment with - ASK FOR ADVICE

Save adjusted images as **JPG** or **PNG** format so that the layers collapse

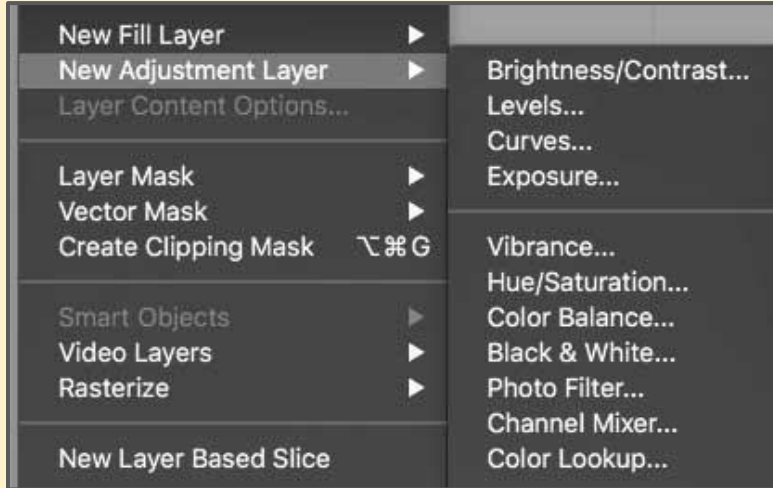
# Adjustment layers

Use adjustment layers to change brightness, vibrance, colour and so on.

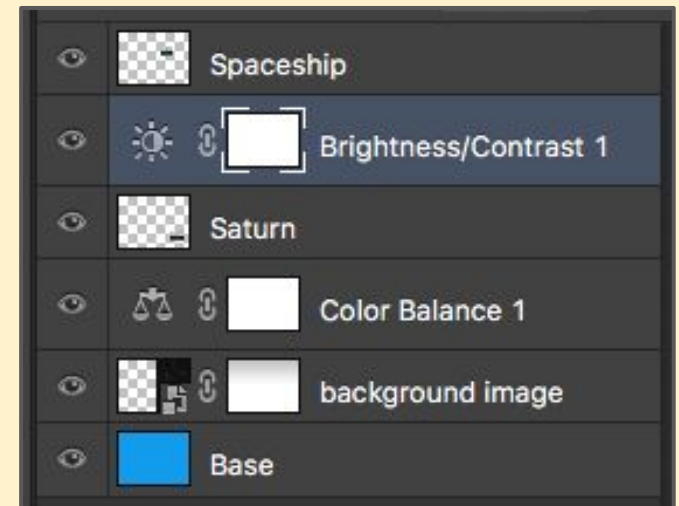
To add a layer:  
**Layer > New adjustment layer > choose your layer**

Layers to try:

- Brightness/contrast
- Vibrance
- Hue/Saturation
- Colour Balance
- Photo filter

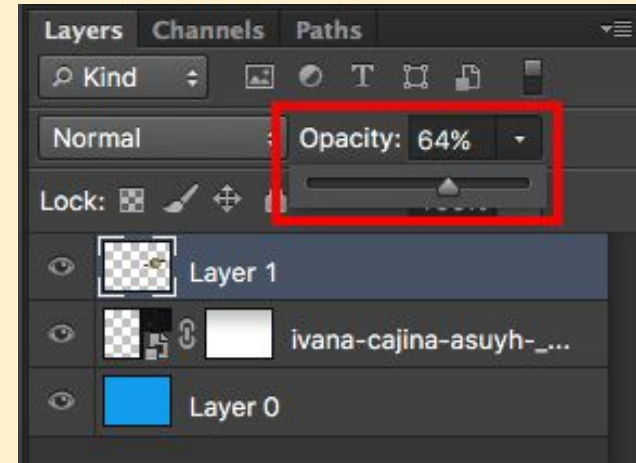


An adjustment layer effects everything below it in the layer stack (bottom right)



# Fading and gradients

To simply fade an image on a layer,, select the layer and change the **Opacity value** to a lower number

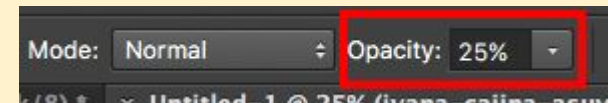


You can also fade an image on a gradient so that it gradually becomes transparent:

1. Add a layer mask to the layer you want to fade:  
**Layer > Layer Mask > Reveal All**

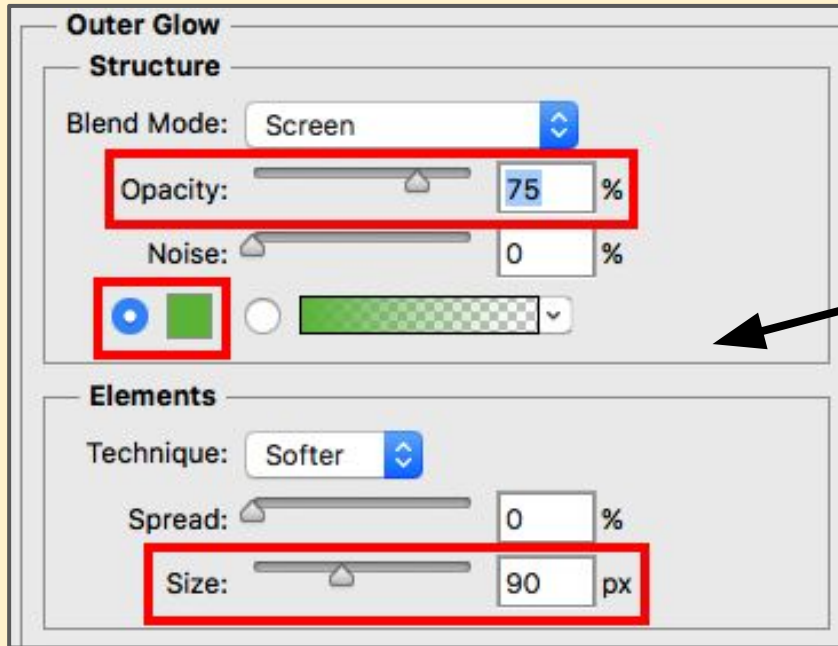


2. Then use the **gradient tool**:
  - set the Opacity (at the top) to about 25% (experiment)
  - drag down from the top of the image to fade from the top



Fading images can make it easier to add text or other information on top

# Glow and other effects



Add a glow around an image:  
**Layer > Layer Style > Outer Glow**

Then experiment - you will need to  
change the size slider to fit



There are a range of other Layer  
Styles you can apply to images.  
These can be done on the finished  
product

**Double click** the Layer  
Style in the Layer area to  
edit it

# Text

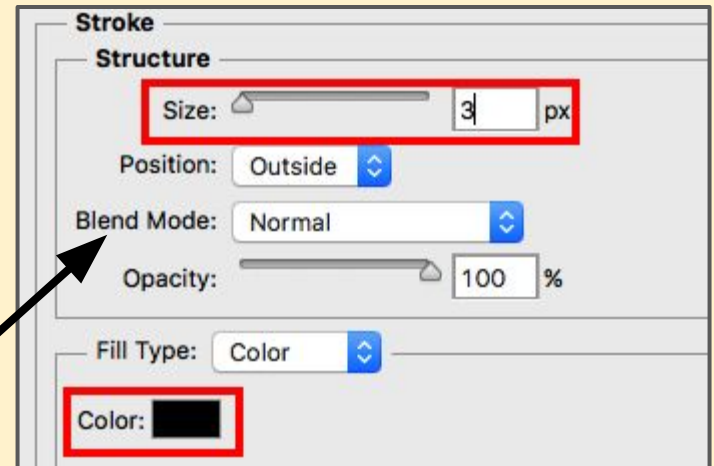


Make sure you choose sensible fonts to match the product and your designs  
Use **Bold** to add emphasis and thickness



Text warp can be useful

Try Layer > Layer Style > Stroke  
to add lines around text to make it stand out



To rotate text (for a spine): first select the text using the **move arrow** and tick **Show Transform Controls** at the top  
Then: **Edit > Transform > Rotate 90 CW**