

Create a New Layer

- From the LAYER menu, choose LAYER - NEW - LAYER
- or

- Click on the Create New Layer button at the bottom of the layers panel.

After creating the layer, name it if desired. Layers can be renamed later if desired by double clicking on their name.

Move or Delete a Layer

- Move a layer to a new relative location by clicking and dragging it within the layers panel.
- Delete a layer by clicking on the Delete Current Layer button on the layers panel. It looks like a trash can.

Hide or Show a Layer

- Click on the eye next to a layer to hide it.
- Click on the same box (which will be empty when the image is hidden) to show the layer again.

Duplicate a Layer (keyboard Command + J)

1. Select the desired layer.
2. From the LAYER menu, choose DUPLICATE LAYER.

TIP: Before modifying something in Photoshop create a duplicate layer, then hide the original (click on the eye). Then make changes to the copy. If you don't like the changes, delete the duplicate layer and repeat these steps.

Change Opacity of a Layer

A layer's overall opacity determines to what degree it obscures or reveals the layer beneath it. A layer with 1% opacity appears nearly transparent, whereas one with 100% opacity appears completely opaque.

Note: You cannot change the opacity of a background layer or a locked layer.

1. In the Layers panel, select one or more layers or groups.
2. Change the Opacity and Fill values. (If you selected a group, only Opacity is available.)

Sharpen an Image

If your image looks a little fuzzy, this can make it a little more crisp. Sharpening too much can distort your image by creating a white glow around your objects.

1. At the top of your screen, click on **Filter > Sharpen > Smart Sharpen**.
2. Select the Preview check box and click OK.

Remove Red Eye

1. In RGB Color mode, select the Red Eye tool . (The Red Eye tool is in the same group as the Spot Healing Brush tool  .)

2. Click in the red eye. If you are not satisfied with the result, undo the correction, set one or more of the following options in the options bar, and click the red eye again:

Pupil size: Increases or decreases the area affected by the Red Eye tool.

Darken Amount: Sets the darkness of the correction.

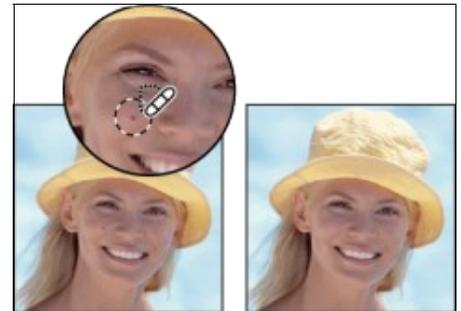
Crop an Image in Photoshop

1. Open the image you want to crop.
2. Click on the crop tool in the toolbar.
3. Click and drag on the image to define the part you want to KEEP. As a technique, click in the upper left corner first and then drag down, to the right.
4. Stretch the crop region "handles" (the boxes in the corners and on the sides of the selected area) as desired.
5. Press ENTER to crop the photo as selected.



Retouch with the Spot Healing Brush Tool

1. Select the Spot Healing Brush tool from the toolbox.
2. Choose a brush size in the options bar. A brush that is slightly larger than the area you want to fix works best so that you can cover the entire area with one click.
3. Select Sample All Layers in the options bar to sample data from all visible layers. Deselect Sample All Layers to sample only from the active layer.
4. Click the area you want to fix, or click and drag to smooth over imperfections in a larger area.

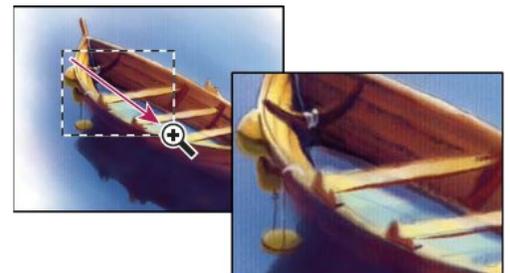


Clone Stamp Tool (keyboard S)

1. Open an image and select the Clone Stamp tool from the Tools panel.
2. Select a brush and change its size or hardness in the Brush Preset picker to better control the area that you're cloning.
3. Select the Blend Mode of your choice on the Options bar.
4. To make the clone more or less opaque, use the Opacity slider or text box on the Options bar.
5. Specify how fast the Clone Stamp tool applies the clone by adjusting the Flow Rate percentage.

Magnify a Specific Area (zoom in/out: command + or -)

1. Select the Zoom tool.
2. Drag over the part of the image that you want to magnify.



Create Adjustments Layer

To create an adjustment layer, click on Layer - New Adjustment Layer - Levels.

Or

While having the layer to be adjusted selected, click on the desired adjustment in the adjustments panel.

Place a File in Photoshop

1. Click File > Place
2. Select the file you want to place, and click Place.

Reposition a Selection

Position the pointer inside the bounding box of the placed artwork and drag, or in the options bar, enter a value for X to specify the distance between the center point of the placed artwork and the left edge of the image. Enter a value for Y to specify the distance between the center point of the placed artwork and the top edge of the image.

Transform a Selection (keyboard Command + t)

Drag one of the corner handles of the bounding box or enter values for W and H in the options bar. When dragging, hold down the Shift key to constrain proportions.

Rotate Selection

Position the pointer outside the bounding box (the pointer turns into a curved arrow) and drag, or enter a value (in degrees) for the Rotation option  in the options bar. The artwork rotates around the center point of the placed artwork. To adjust

the center point, drag it to a new location, or click a handle on the Center Point icon  in the options bar.

Note: If you hold **Shift** while rotating, the object will rotate 45 degrees at a time.

Additional Training Resources:

Downloading Adobe software for University owned faculty and staff computers:

<http://www.smu.edu/BusinessFinance/OIT/Services/Info/Adobe>

Adobe TV Learn Photoshop CS6:

<http://tv.adobe.com/show/learn-photoshop-cs6/>

Atomic Learning

Atomic Learning provides online software training using short video tutorials. There are over 30,000 tutorials available on more than 100 different software programs. All of the videos include audio and some offer closed captions

<http://www.smu.edu/BusinessFinance/OIT/Training/AtomicLearning>