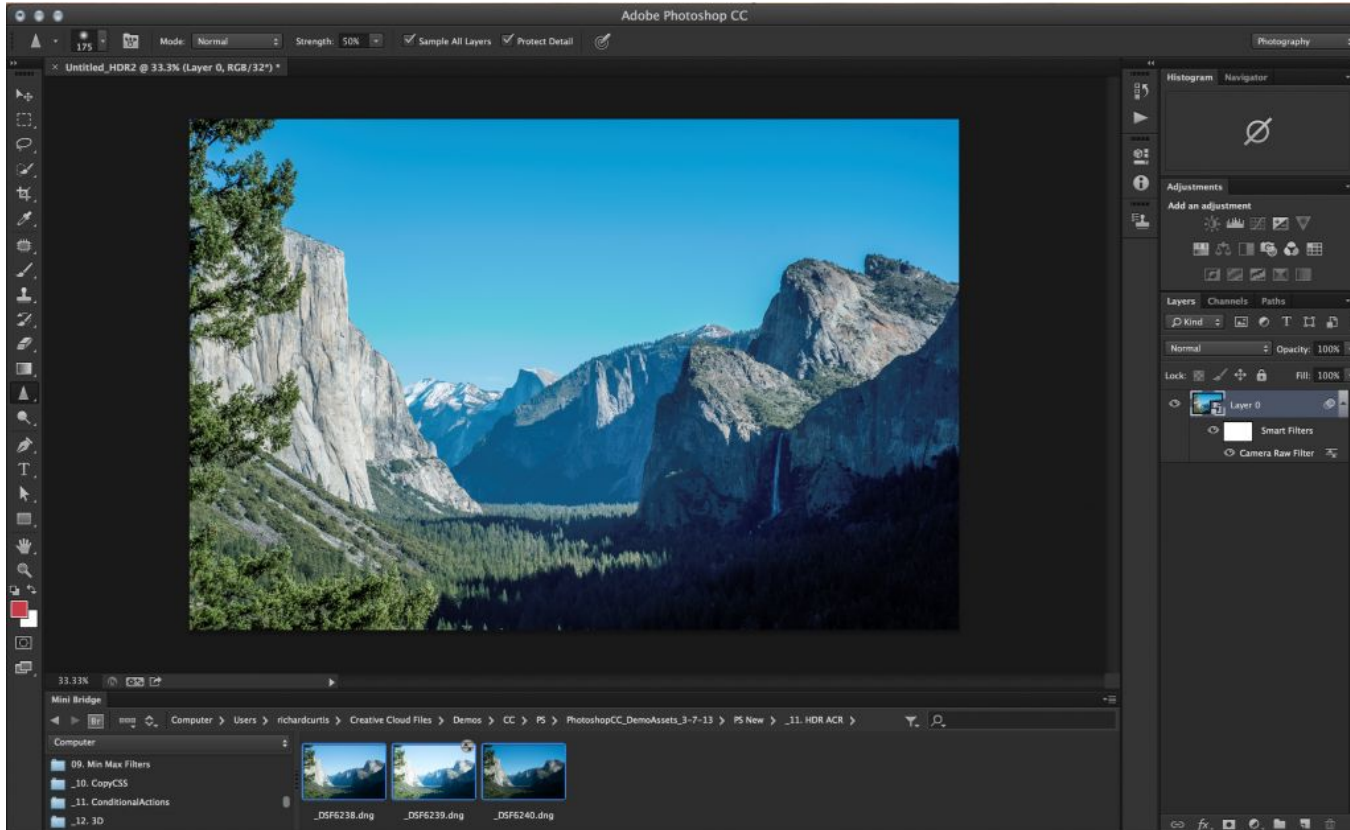
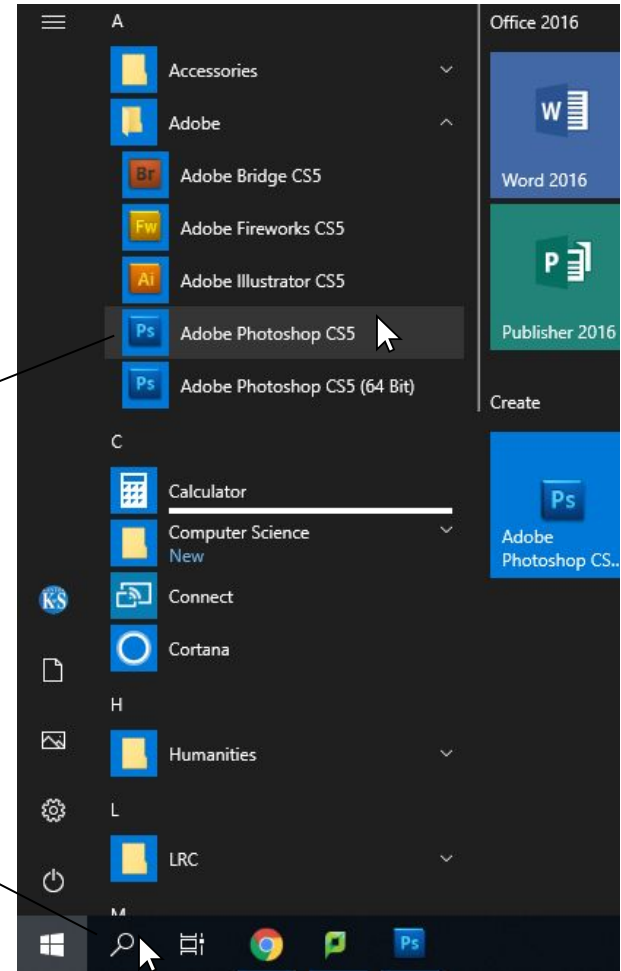


A Beginners Guide to Use Adobe Photoshop



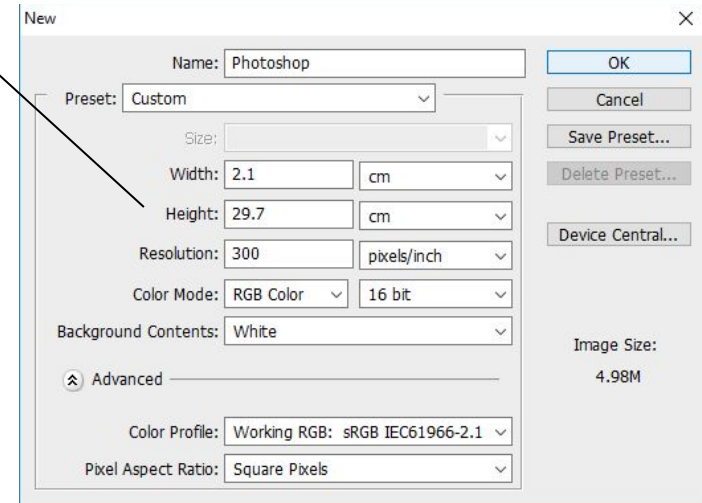
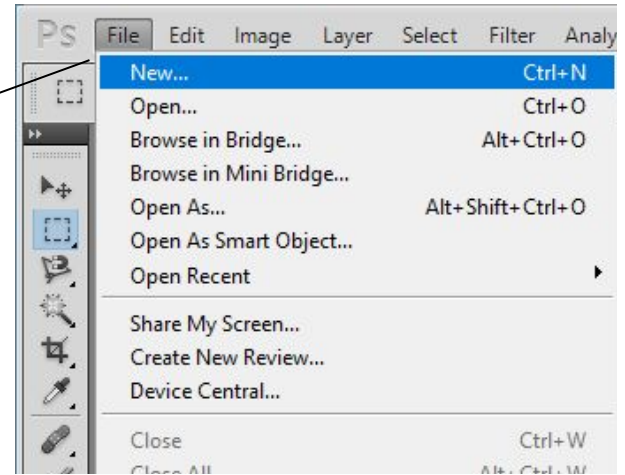
Step 1: Starting the Program

Before beginning to edit your piece you have to be able to open the program. To do this, you must go down to '**Start**' at the bottom left corner of your screen and at the top of the documents you will come across an '**Adobe**' section, you should then click on '**Adobe Photoshop CS5**' and this would start the application. If there aren't any folders, you can just search for it.



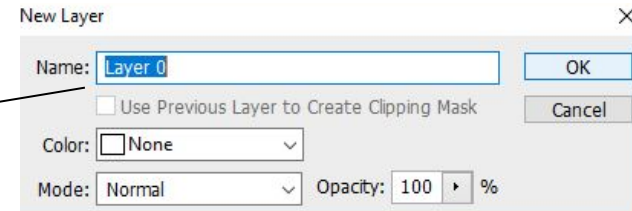
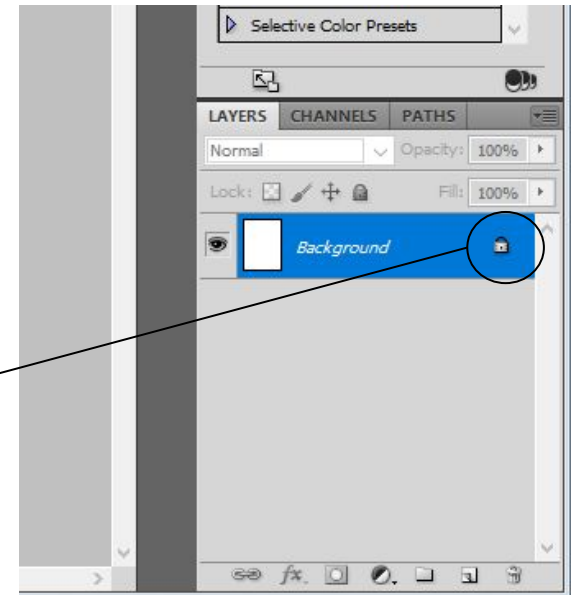
Step 2: Creating a New Project

Once on Photoshop, look to the top left hand corner of the screen and press **File, New** - to begin your new project. This should open up a box with further details about the page measurements. For an A4 advert, set the **Preset** to **International Paper** and the **Size** being **A4**. Enter the **Width** as **21cm** and **Height** as **29.7cm**. Make sure you change the measurements to Centimeters from Inches. Your resolution should be **300** and change the resolution units to pixels per inch. Check if the colour mode is **RGB Colour** and **16 bit**. Finally the **Background Colour** should be **white**. Once you are finished, press '**OK**'.



Step 3 Part 1 : Beginning your advert

- If you look to the bottom right corner you will see a section for layers titled Background.
- You'll have to unlock the premade layer to begin editing your page. The padlock sign next to background indicated it is partially locked.
- To unlock this layer, double click on this sign it will open up a box with further details.
- If you would like to rename this layer you can be deleting 'Layer 0' to a title of your choice.



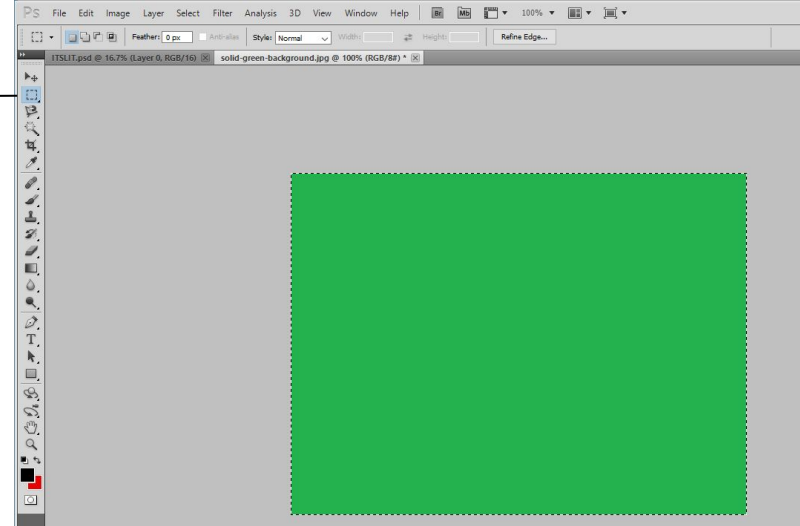
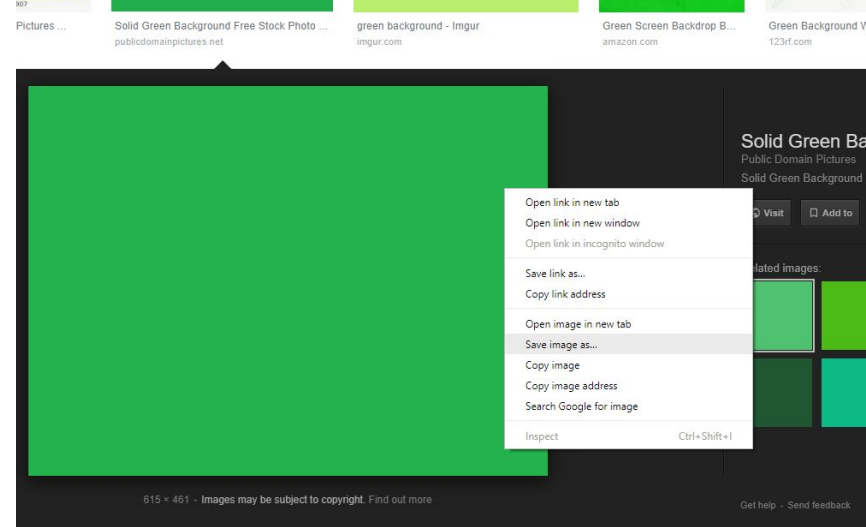
Step 3 Part 2 : Adding a Background Image

- To add a background image, go to google images and select a picture for your background, right click the picture, and save the image onto your pictures folder.

- When saved, return to Photoshop and go to **'File'** and **'Open'** to open up the image you have saved.

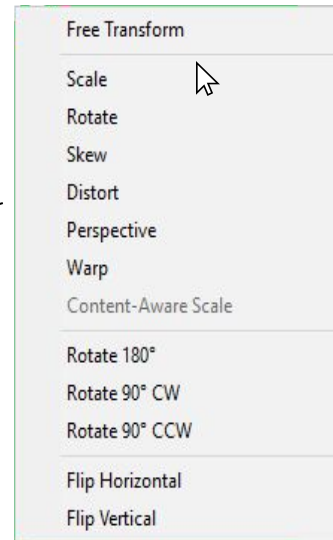
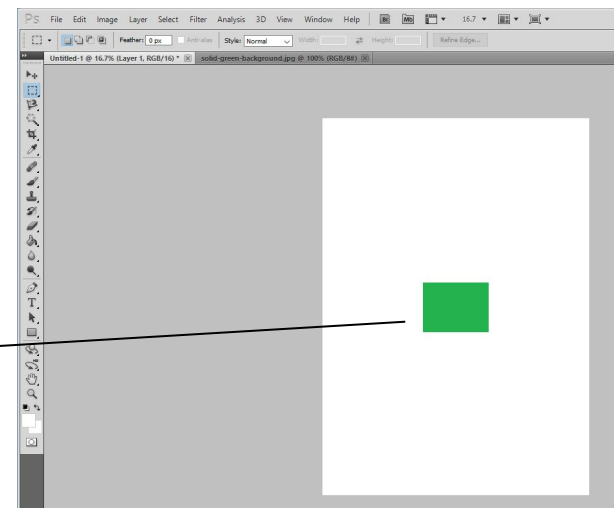
- If you look to the top left corner of the toolbar you will see a rectangular **marquee tool** which looks like this.

Click on the tool, and drag it out to select the whole image. Note: This tool is used to cut out a square, like my background image here. If you want to precisely cut out edges of your image, you'll have to use the lasso tool (see slide 9).



Step 3 Part 3 : Pasting your Background

- To paste your image on to your A4 page, go up to **'Edit'**, **'Copy'** and then back to your A4 page and click **'Edit'**, **'Copy'**.
- Your background will be pasted onto your page, but the image will be out of proportion. To control the image's dimensions, press **Ctrl + T** and this would allow you to control the image. To just enlarge your image, press and hold **shift** whilst dragging out your image. To warp your image, press and hold down on **Ctrl** whilst dragging the image.
- If you just want to resize the image, just use your mouse to drag the picture out to whatever extent you would like. Also if you would like to select different ways to resize your image, right click the image (After pressing **Ctrl + T**) and it will give you a range of different options to edit the positioning of your image.



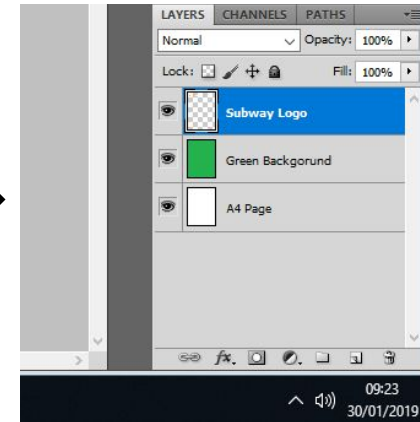
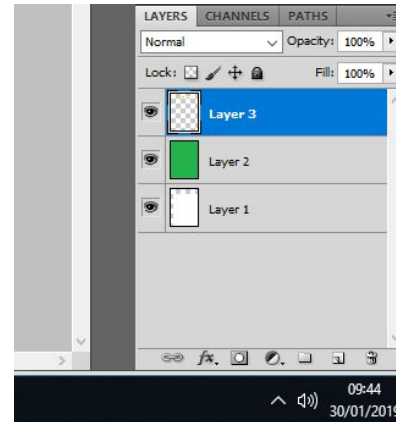
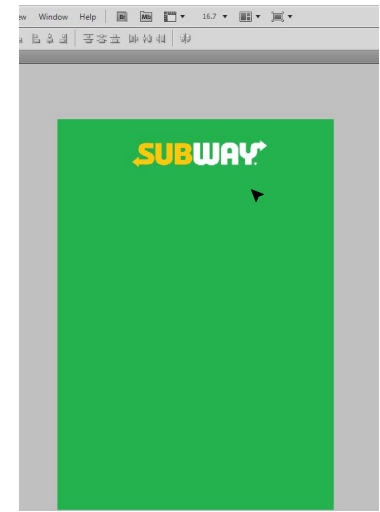
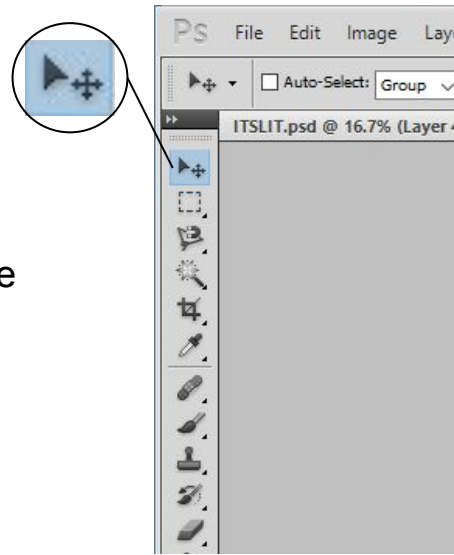
Step 4: Positioning

This is the Photoshop Move Tool located at the top right of the **Photoshop** Toolbox

The move tool allows you to move a section or entire layer. Click on the tool and simply drag the image whilst holding the image. Images can only be moved when this tool and your selected layer have been chosen.

However, if you have a collection of images on your A4 page, you'll have to select which layer you would like to edit. They are located at the bottom right corner of the screen.

Tip: It would be beneficial if you rename your layers, so you can easily select the preferred image. To do this, double click on '**Layer 1**' and this will allow you to change the name.

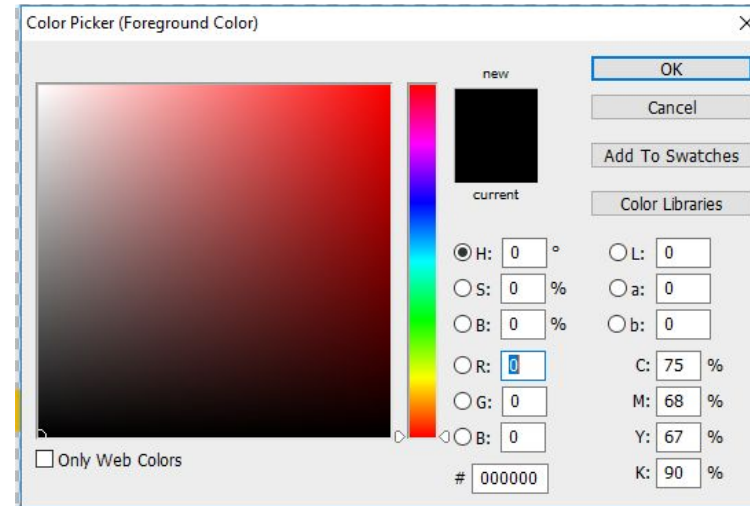
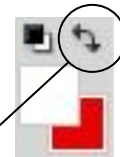
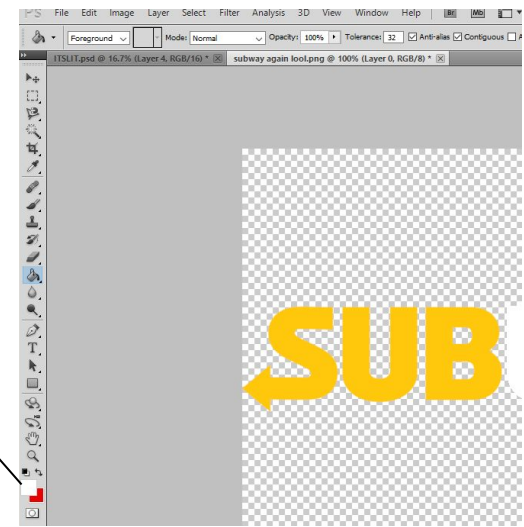
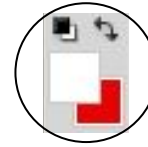


Step 5 : Colour , Paint Bucket and Gradient

Colour can also be used as a background instead of images. You can use the **'Paint Bucket'** and **'Gradient'** tools to explore colour in different ways.

The Colour Picker is located at the bottom of the tool box with the bigger box being the primary colour and the smaller box being the secondary colour. You can change these colours by simply clicking on the box.

This will take you to the **Colour Picker**, where you can choose your preferred colour and then pressing **'OK'** to change the colours. Also the little arrow next to the colour display allows you to switch the primary and secondary colour.

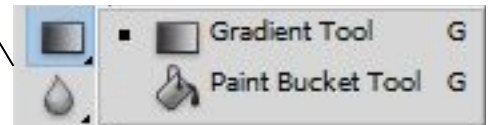
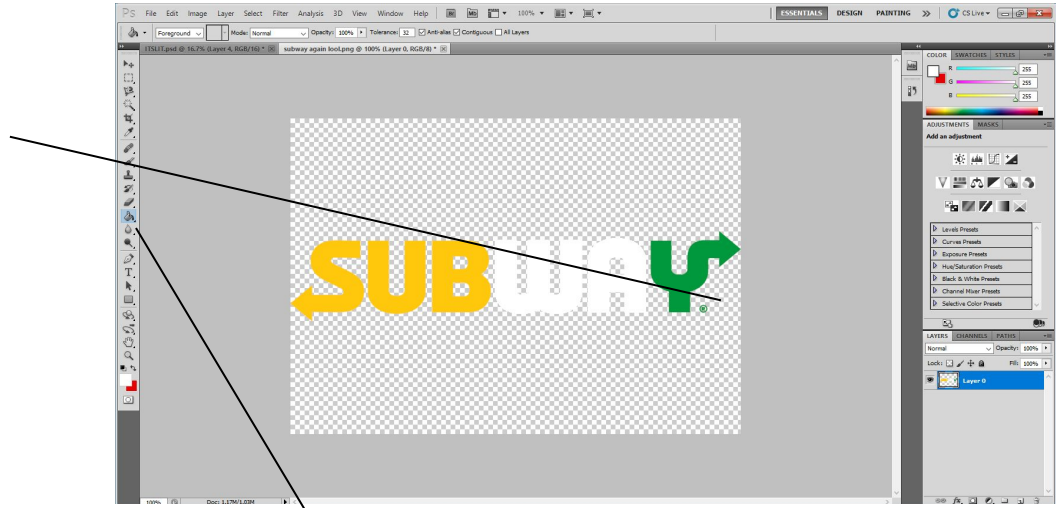


Step 5 Part 2 : Paint Bucket

To use the colours you have chosen, click the Paint Bucket icon located in the middle of the tool box.

Click on the layer you wish to colour in, and simply click on anything inside the A4 page and it will change colour. This image was originally yellow and green, i was able to use the tool to change the colour.

If you hold the paint bucket tool, you will see another tool called '**Gradient Tool**'. The following slide shows you how to use this tool.

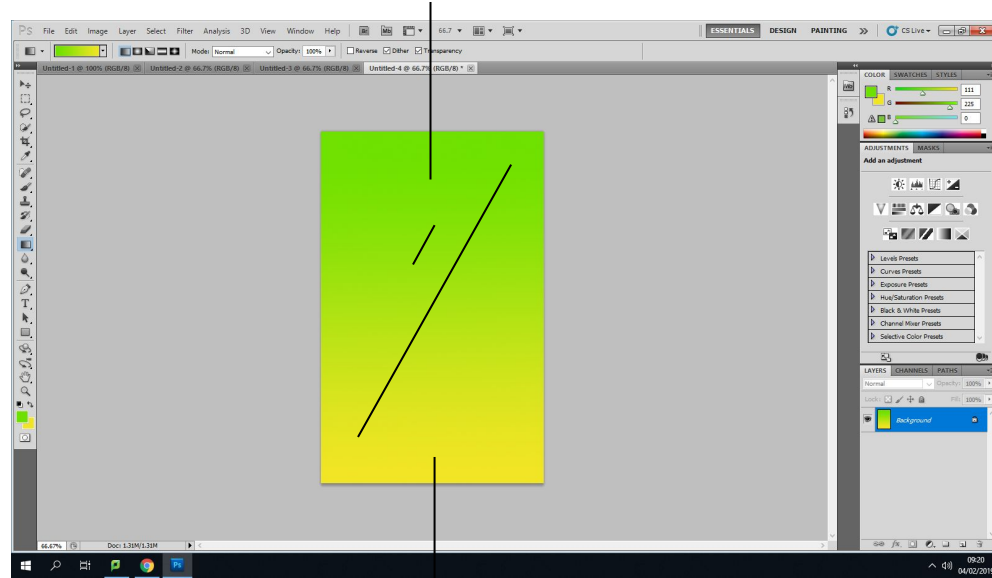


Step 5 Part 3 : Gradient

The Gradient tool allows you to mix both primary and secondary colours and create a gradient which fades one colour into the other.

To do this, click on the gradient tool. Once it has been selected, click on one corner of the page and drag the line to the other corner. This will create a diagonal gradient between the colors. The direction of the arrow impacts the direction of the gradient and the length of the arrow affects how faded in the colours are.

If the arrow is short, there will barely be a gradient between the colours.



The longer the arrow, the higher the gradient between the two colours.

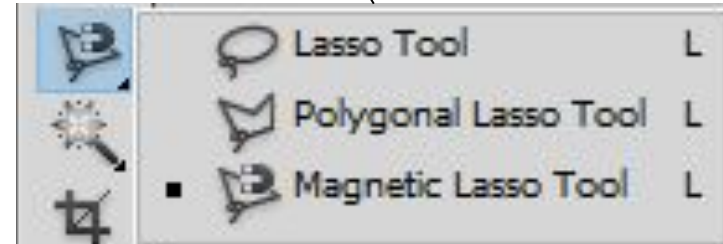
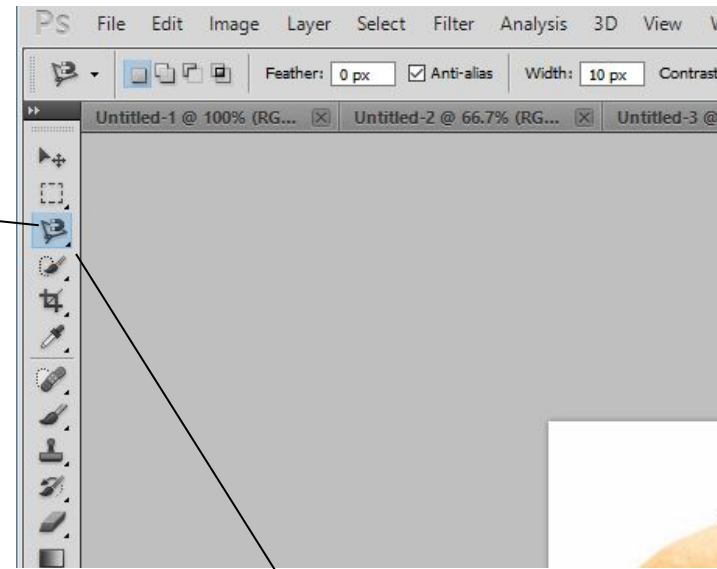
Step 6 : Lasso Tool

The lasso tool is used to draw freeform segments of a selection border. The tool is located at the top of the photoshop toolbox.

If you click and hold the lasso tool, there will be three different options on how to use the '**Lasso Tool**'. The first one is the original lasso tool . This enables you to draw freeform segments of you image freehand.

The next tool is the '**Polygonal Lasso Tool**'. This tool allows you to click on certain parts of your image and draw segments from one point to another.

The last tool is the '**Magnetic Lasso Tool**'. This is the tool to use if you would like your cutout image to be precise and as accurate as possible. The following slide will show you how to use this tool as it is the easiest and most efficient tool to use.



Step 6 Part 2 : Magnetic Lasso

Firstly, save and open your new image. Click and hold the Lasso Tool and select Magnetic Lasso.

After this, click on the surface of your image and drag your mouse around the image. The slower you hover around it, the more accurate the cutout will be.

If there are points on the image that dont cut out properly, click the surfaces of the image you wish to cut out.

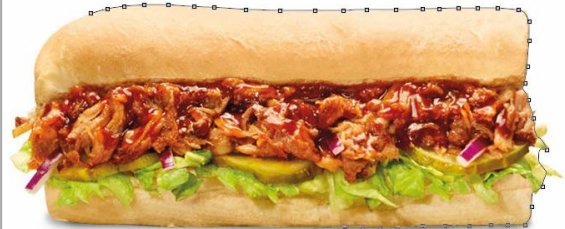
1



2



3

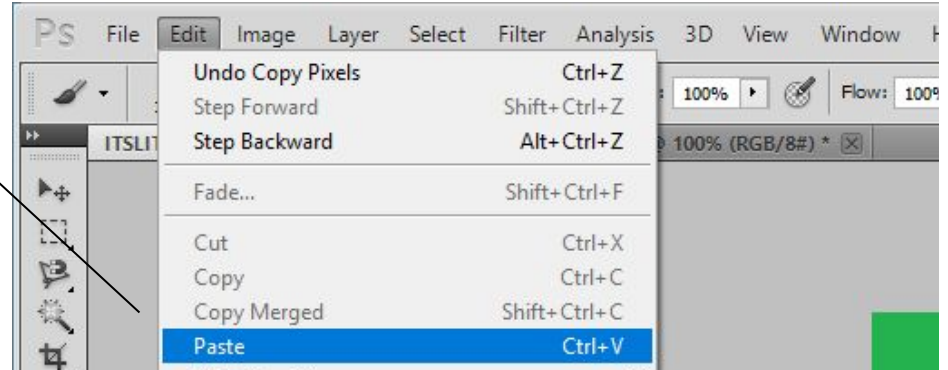
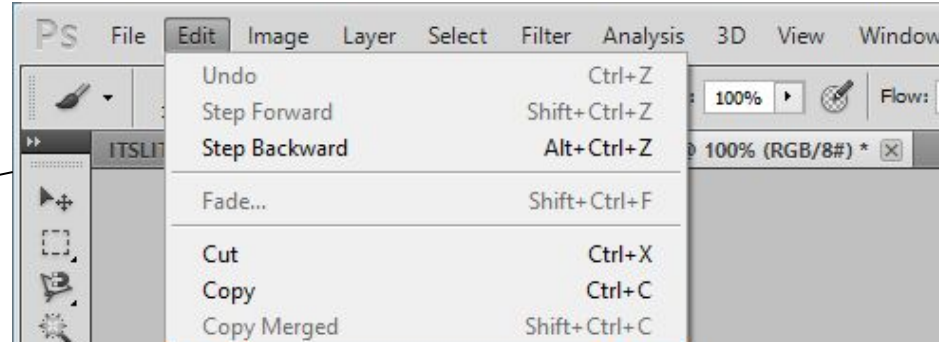


Step 6 Part 3 : Magnetic Lasso



Drag your mouse around the whole image and once you have match the point you have matched up to the point you have started press **'Enter'**. This will then highlight the whole of your selected image.

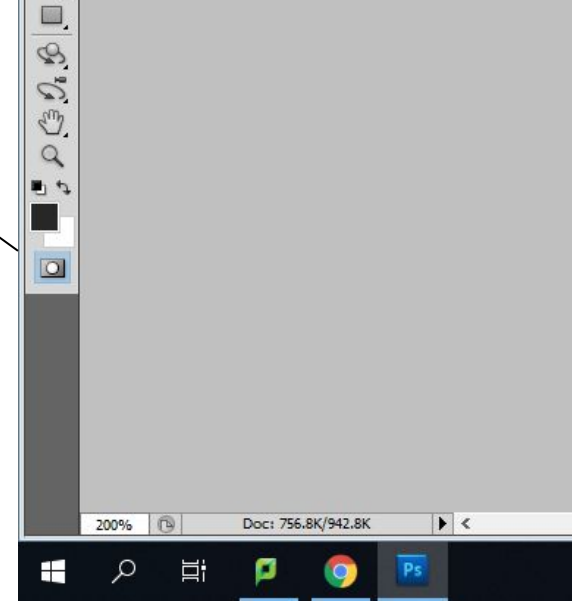
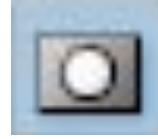
Once it is highlighted, go to **'File', 'Copy'** and then go back to your original magazine advert and go to **'File', 'Paste'**. The image will be pasted onto your advert, however it would be out of proportion. (See slide 6 on how position your new image).



Step 7 : Quick Mask Tool

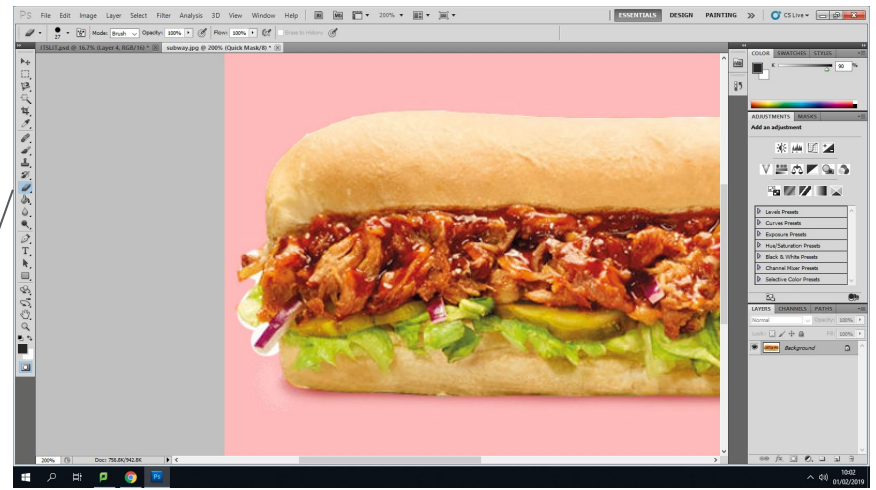
Before pasting your cutout image onto your advert, you can make your image much more precise and accurate with the use of the '**Quick Mask Tool**'.

This tool allows you to pinpoint exactly every part of your image, and enables you to accurately cut out parts you don't wish to have in your image. This tool is located right at the bottom of the Photoshop Toolbox.



Step 7 Part 2 : Using the Quick Mask Tool

Firstly, click the 'Quick Mask Tool' and you will see some of your page highlighted in light red. Everything that is highlighted red is everything that is **not** selected in your cut out image.

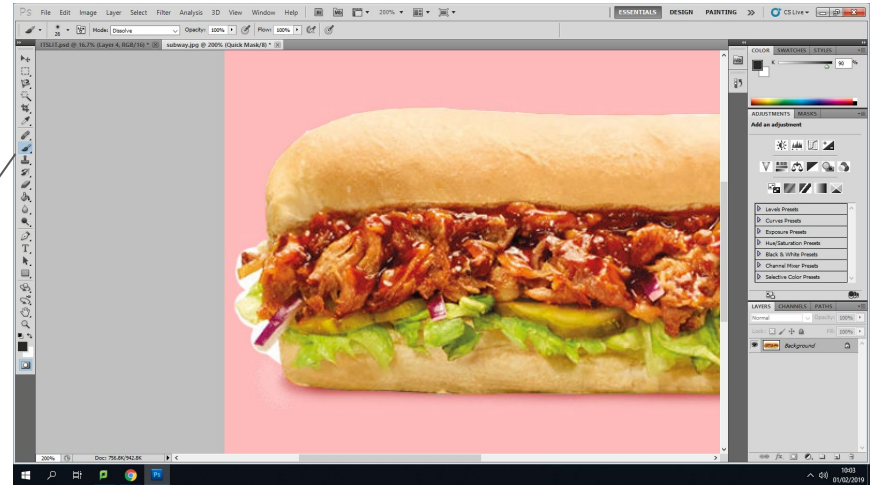


If there are parts of your image you feel that needs to be selected in the cutout, use the eraser tool to and highlight the areas you wish to include.

If there are unwanted parts in your cutout image, use the paintbrush tool to highlight these areas and they will be removed.



Once you have finished editing the image, click on the Quick Mask Tool again and your new selected/deleted parts will be featured in your cutout.

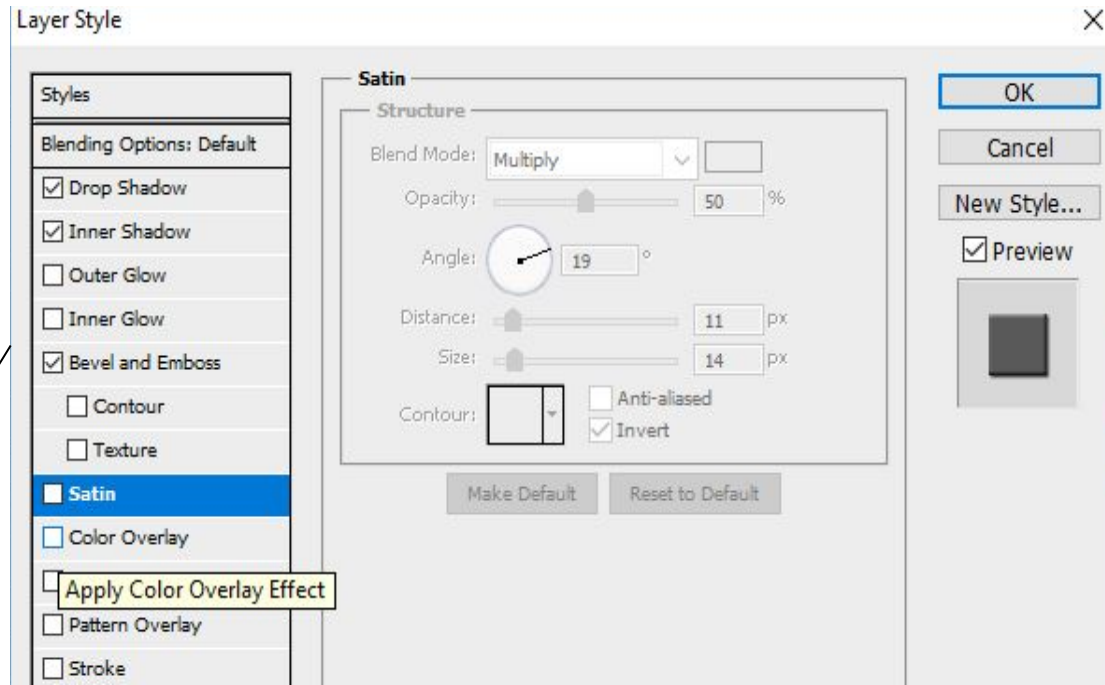
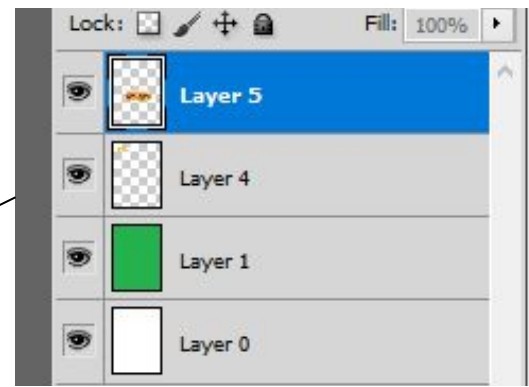


Step 8 : Layer Style

To make your layer or image stand out even more, there are certain styles and effects you can apply to make your advert even more realistic.

To apply these effects, go down to the bottom right corner where you will see the layers. You can choose which layer you would like to work on by double clicking the small A4 icon next to the 'Layer' sign.

This opens up a section of effects you can choose to apply onto your layer. You are able to drag the box and place it next to your image so it helps you see what each style does to your layer.

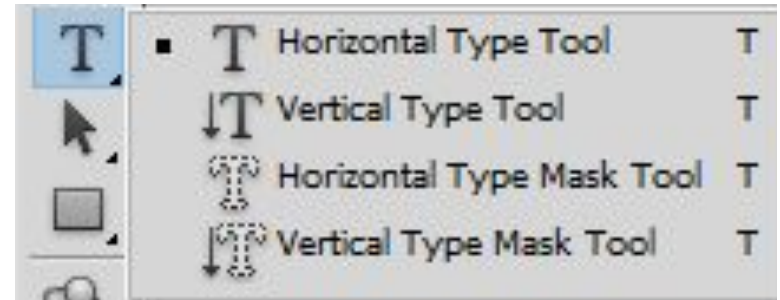
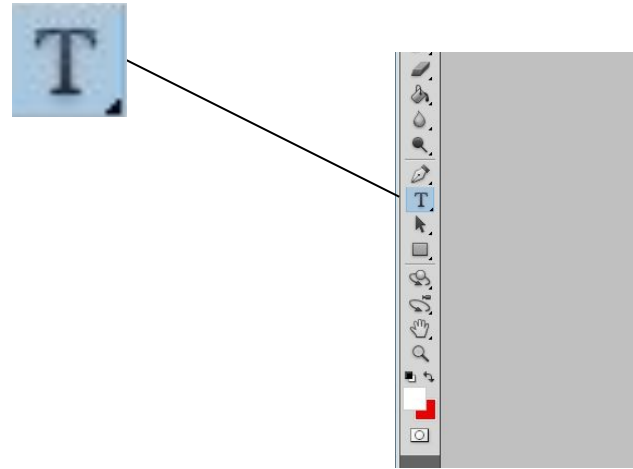


Step 9 : Text Box

If you would like to add some text to your advert, you can use the Text Box Tool and this is located near the bottom of the photoshop Toolbox.

If you click and hold this tool, you will see four different styles of text you can apply to your advert.

However the main two you can use is the '**Horizontal Type Tool**' and the '**Vertical Type Tool**'. As the tool says, they are both text boxes but one enables you to write horizontally and the other vertically.



Step 9 Part 2 : Using the Text Box

Firstly, choose your style of text to use for your advert and drag out a rectangle/square to add your text. The size of your square is the space your text will be fitted in so if you have a lot to write, make sure the size of your square is bigger.'

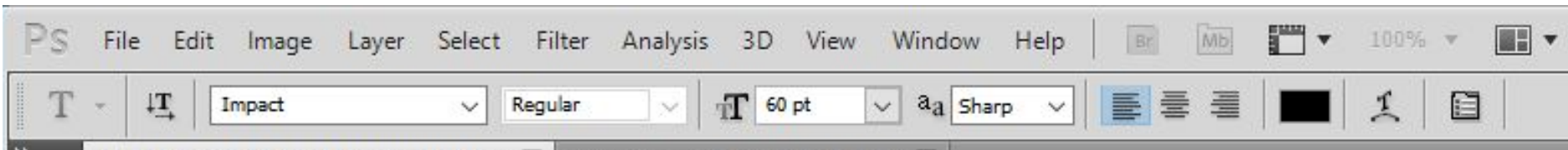
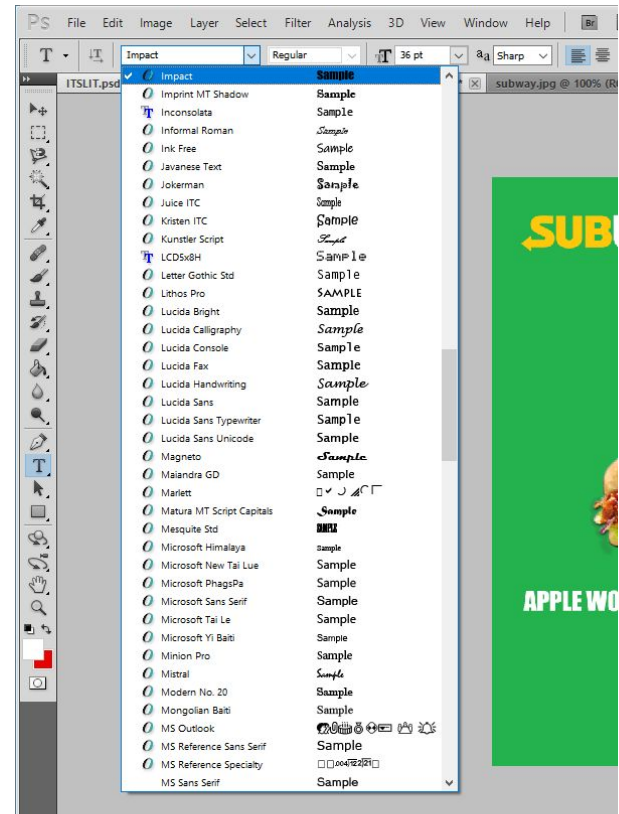
Once you have finished your text, press Enter and using the photoshop move tool you can edit the positioning of your text.



Step 10 : Font and Size

To change the font of your text, click inside your text and press Ctrl + A and this will select all of your text.

From here if you look to the top top of your page you will see a section where it allows you to change the font and size. From here, there are a lot of different fonts you can choose from and various sizes for your advert. To change the colour of your advert go down to your colour picker, choose a colour and use the paint bucket to fill in the letters with your new colours individually.



The End

If you follow these steps thoroughly, you should have made an advert of your own. If you add a lot of images to your advert, simply follow steps 3 to 4.

This was a beginners guide into creating and producing an A4 sized advert.

