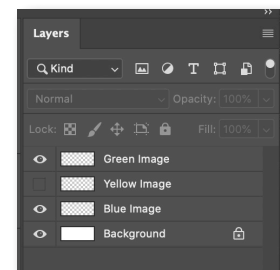# Key Features and Tools in Adobe Photoshop

Basics of Interface

- To save your Photoshop document as an editable file, save it as a .psd. Remember to checkmark layers to maintain editability. You can also "save as" to keep multiple versions. File, Export for final images.
- Use File, Revert to take images back to their original state.
- Cmd-Z (Mac) or Ctrl-Z (Pc) is undo.
- The checkmark that appears at the top of the screen means to accept changes.
- Tools appear on the left sidebar. Hover over each for a description. When clicked on, each tool prompts a new options bar at the top of the screen. Click and hold tools to reveal more options.

Using Layers

The use of layers helps you maintain edit control. Order of layers matters; change the order by click and drag, click on a layer to edit it specifically, click the eye icon next to layers to turn them on and off from view.

- Place embedded creates new layers when inserting another image. This is a great way to create a collage.
- Background layers can be converted to a regular layer by clicking the lock.

- Layer history shows what you have done to the layer
- Name your layers to remain organized
- Any layer can be made into a background layer: make a new layer, edit, fill, white, then layer, new background from the layer. You can also use the gradient tool to create a background with more interest.
- You can delete the background layer and just use multiple unlocked layers.
- Adjustment layers allow you to add a layer with an effect, such as Black and White, without making a permanent change to your image.

Edit, Free Transform

Change the size of an image within a layer by dragging the corner. Dragging the corner will change the proportions. Hold down shift to maintain proportions. SelectEdit, Transform for other options.

Removing Objects In An Image

- Use the Lasso tool to select an object freestyle, selecting some surrounding area
.- Select: Edit, Content-Aware Fill

- Remove stray marks by using the Spot Healing Brush or use the Clone Stamp tool to fill in blanks with a sample from the image.
- If an object you are trying to remove is small, use the spot healing brush to remove it. It reads the surrounding areas and replaces them with that.

Selection Tools

Quick Selection selects objects as you drag and the Lasso selects what you trace as you click and drag around an object.
- Add to a selection in Options bar or Subtract from Selection until you get the area you want
- You can make specific adjustments to selections for effects, color changes, etc.
- Select and Mask opens up a new workspace, it allows you to remove parts of selection, so does Add Layer Mask to a Layer. Paint white to reveal and black to conceal.

- Select, Deselect Cmd-D when done. Or press the checkmark / enter
- Use Quick Selection tool (plus and minus) to take a section out of one photo and copy it to another photo, add layer mask to selection removed.

Additional Tools

Move: Click and drag to move the selected object or layer.

Shape: Allows you to utilize preset and custom made shapes.

Type: Makes a type layer for text. Make more text layers using shift-click.

Brush: Fills pixels with custom brushstrokes. Adjust size, opacity, color, and edges. Adjust brush size quickly with bracket keys.

Color: Hexadecimal color options to set background and foreground color.

Blend Photos: Place embedded, change from normal to overlay in blending options of the Layers window.

Filter: Filter Gallery, apply a filter, change controls, add new filter at bottom right menu. These are permanent change to your image.

Adjusting Photos: Select, Image, Adjustments. Use (Cmd-L or Ctrl-L) to adjust levels on all images. Select "auto" or choose options like Hue and Saturation for color effects.

Blur Image: Use a Smart Filter (non-permanent), Convert for Smart Filter.

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