



University Information
Technology Services

Photoshop CS5.1

Photoshop Essential Skills

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Photoshop is the industry-standard photo editing program from Adobe. This booklet is designed to introduce you to the essential skills you need to get started using Photoshop. These instructions were created using Photoshop CS5.1 for Windows; the Mac OS X version is similar.

Opening Photoshop

Follow these steps to launch the Photoshop program on your Windows PC.

1. Click the Windows **Start** button.
2. Click **All Programs**.
3. Scroll down and click the folder **Adobe Master Collection CS5.5**.
4. Click **Adobe Photoshop CS5.1**.



Opening a File

Follow these steps to open an image file after you have opened the Photoshop program.

1. Click the **File** menu at the far left of the Photoshop menu bar.
2. Click **Open...**
3. Browse to an image file on your computer and select it.
4. Click the **Open** button.

Important Terms


Basic Terms for Digital Graphics

- *Pixel*: the smallest unit of a graphic; a tiny square of color.
- *Resolution*: the PPI (pixels per inch) of a graphic. 300 ppi is recommended for print, 72 ppi for web.
- *Raster*: a type of graphic made of pixels; photographs are raster graphics.
- *PPI*: Pixels per inch; see Resolution.
- *Crop*: Removing part of an image.
- *Resize*: Making an image smaller as a whole, without removing any part of the image.
- *Layer*: Photoshop files can include many *layers*; the layers stack together to create the final image. Use layers to keep control over the various parts of your graphic. Layers can be rearranged, modified, hidden, or deleted.

File Formats

- *JPG*: A commonly-used file format for photos; does *not* support transparency.
- *BMP*: A commonly-used file format for photos; does *not* support transparency.
- *PNG*: A commonly-used file format for photos with transparency support.
- *PSD*: The file format for your editable Photoshop files.

“Oops!”

- *Undo*: Using the function **Edit → Undo** (or the keyboard shortcut Ctrl-Z) will undo your last step. You can only use *Undo* for the single most recent action in Photoshop.
- *History*:  Photoshop keeps a *history* of your 20 most recent edits. You can step back to any of these historical steps to undo your changes. *See page 17 for more information about History.*
- *Revert*: Revert changes your file back to the last saved version, undoing all changes made since the last time you saved, with the function **File → Revert**.

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