Adobe Photoshop CC 2015
Part 1: The Basics

Spring 2016, Version 1

Table of Contents

Introduction

Adobe Photoshop CC 2015 is a photo editing program that pushes the boundaries of digital imaging and editing. While widely used by professional photographers as well as web and graphic designers, Photoshop can also provide a creative outlet for amateurs, enthusiasts, and artists alike. This handout covers the basics of Photoshop CC 2015 which includes maneuvering through the interface as well as editing, saving, and printing images. The lessons incorporate new features found in Photoshop CC 2015. However, many of the techniques can also be used in previous versions of Photoshop.

New Features of Photoshop

Adobe has added many new features to Photoshop CC, allowing you to go even further when editing photographs. Some of the new features of Photoshop CC are improved guides which let you quickly see the distance in pixels between objects so you can lay out content with precision, and the editable rounded rectangles which let you resize shapes, edit them, and re-edit them before or after they are created. The **Perspective Warp** feature lets you easily adjust perspectives in images. For more information, visit the Adobe Photoshop CC New Features page.

Downloading the Data Files

This handout includes sample data files that can be used to follow along the steps. If you plan to use the data files, download the following ZIP file to your computer and extract the files. It is recommended to save the data files on your desktop for easy access.

- Adobe Photoshop CC 2015 Part 1 Data Files

Starting Photoshop

The following steps cover how to start Photoshop CC 2015 using the computers in the ITS Training Program computer labs. The steps for starting the program on other computers may vary.

To start Photoshop CC 2015 in Windows 10:
1. Click the **Start** button, click **All apps**, and then click **Adobe Photoshop CC 2015**.

Opening Files in Photoshop

Photoshop works with digitized images which can come from a digital camera, a scanner, other drawing programs, or captured video stills. Once the desired digital image has been imported to a computer, you can open it in Photoshop for further viewing and editing.

To open a file in Photoshop:
1. Click the **File** menu, and then click **Open** (see Figure 1).
2. In the **Open** dialog box, navigate to the **Data Files** folder, select the **earth_and_moon.jpg** file, and then click the **Open** button.
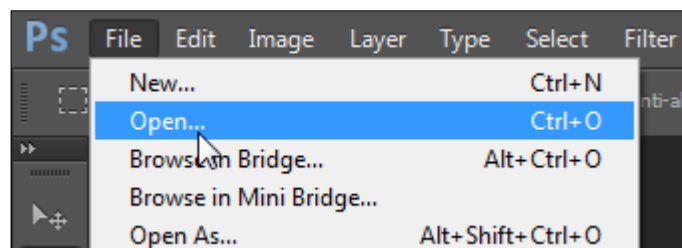3. Repeat steps 1 and 2 to open the **red_moon.jpg** file.

Figure 1 – File Menu When Selecting Open

Navigating through Photoshop

The best way to become familiar and comfortable with any workspace is to explore and practice. Furthermore, learning to maneuver through Photoshop CC 2015 will give you a head start when learning how to use other Adobe CC 2015 programs with a similar interface (e.g., InDesign, Illustrator, or Flash).

Workspace Overview

The work area, or workspace, includes menus, toolbars, and panels that give you quick access to an array of tools and options for editing and manipulating images and graphics. The default workspace in Photoshop displays the **Menu** and **Options** bars at the top of the window, the **Tools** panel on the left side of the window, and several other panels on the right side of the window (see Figure 2).
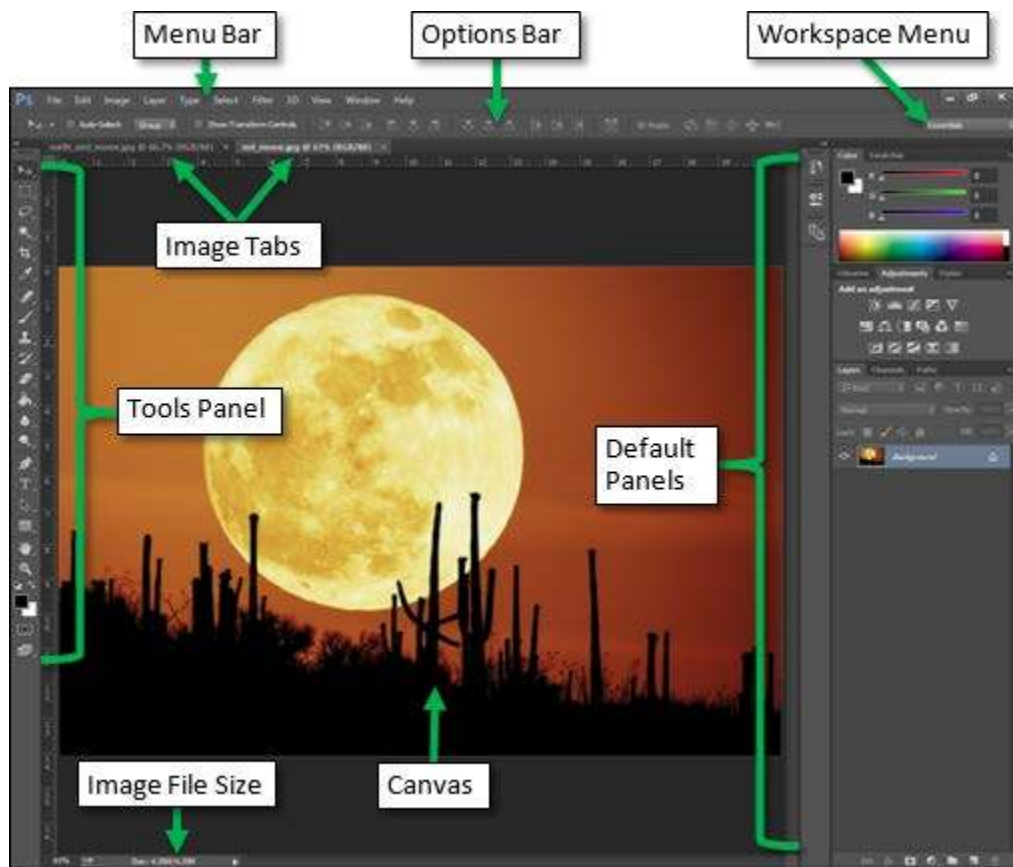

Figure 2 – Photoshop CC 2015 Default Workspace

Changing the Workspace

Not all projects utilize the same tools and panels. Therefore, Photoshop includes a number of preset workspace layouts which cater to certain types of projects, as well as the option to customize one's own workspace.

To select a preset workspace:
1. Click the **Window** menu, point to **Workspace**, and then click **Typography** (see Figure 3).

To return to the default workspace:
1. Click the **Window** menu, point to **Workspace**, and then click **Essentials (Default)** (see Figure 3).

NOTE: Another way to switch from one workspace to another is to use the **Workspace** menu located on the right side of the **Options** bar, above the default panels (see Figure 4).
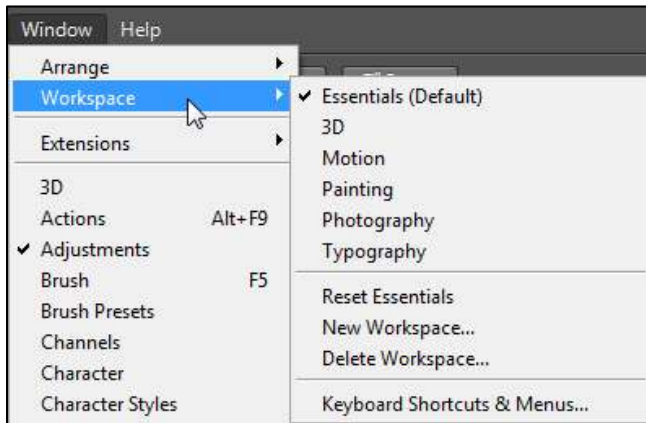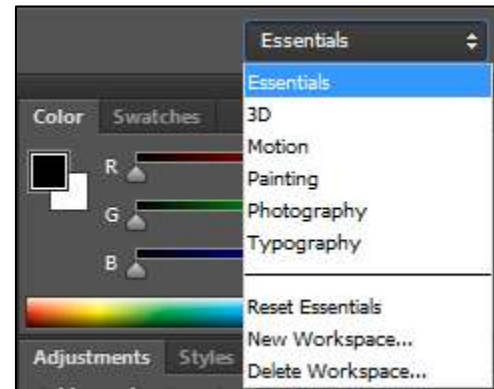

Figure 3 – Window Menu and Workspace Submenu

Figure 4 – Workspace Menu

To customize and save a workspace:

1. Use the **Window** menu to add and remove the desired panels. Resize and position the panels within the workspace as desired.

   NOTE: A check mark next to a panel name on the **Window** menu indicates that the panel is open. Selecting a panel name with a check mark closes that panel; selecting a panel name without a check mark opens that panel.

2. Click the **Window** menu, point to **Workspace**, and then click **New Workspace** (see Figure 3).
3. In the **New Workspace** dialog box, in the **Name** box, type the desired name for the custom workspace (e.g., Workspace1) (see Figure 5).
4. Select the **Keyboard Shortcuts** and **Menus** check boxes.
5. Click the **Save** button. The new **Workspace** is displayed at the top of the **Workspace** menu (see Figure 6).
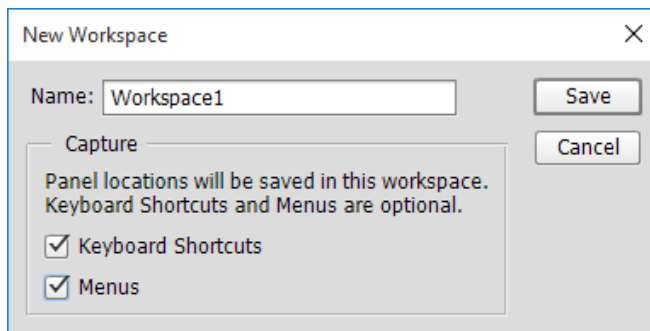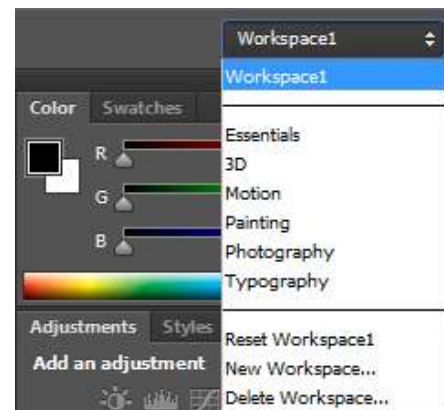

Figure 5 – New Workspace Dialog Box

Figure 6 – Workspace Menu with a Custom Workspace

To delete a custom workspace:

1. Click the **Workspace** menu, and then click **Essentials** (see Figure 6).

   NOTE: A workspace cannot be deleted if it is the active workspace.

2. Click the **Workspace** menu again, and then click **Delete Workspace**.
3. In the **Delete Workspace** dialog box, click the **Workspace** arrow and select the workspace that you want to delete (e.g., Workspace1).
4. Click the **Delete** button. A confirmation dialog box opens.
5. Click the **Yes** button to proceed.
6. Click the **Workspace** menu to verify that the custom workspace has been deleted and is no longer listed on the menu.

Changing the Screen Mode

When previewing an image, it helps to have a different background and to remove the workspace altogether. By default, Photoshop opens in **Standard Screen Mode**.

To change the screen mode:
1. Click the **View** menu, point to **Screen Mode**, and then click **Full Screen Mode**.
2. In the **Message** dialog box, click the **Full Screen** button (see Figure 7). The image is displayed in **Full Screen Mode**, with only a black background (see Figure 8).
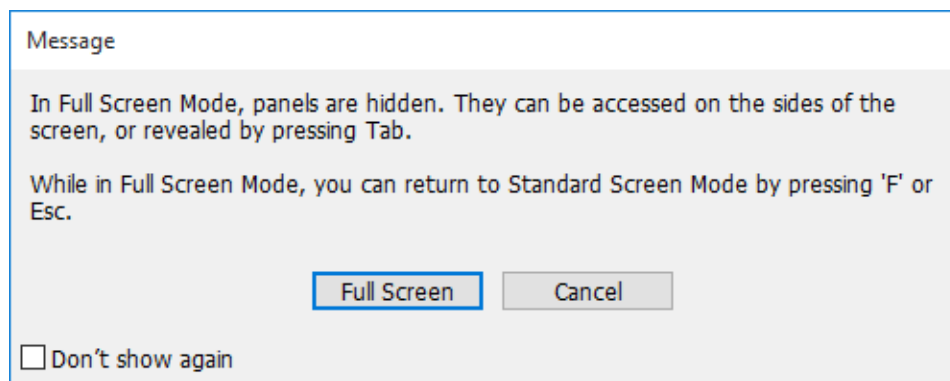

Figure 7 – Message Dialog Box

Figure 8 – Full Screen Mode

3. Press the **Esc** key to return to **Standard Screen Mode**.

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