Photoshop CC

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Photoshop CC
First Edition

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LearnKey provides self-paced training courses and online learning solutions to education, government, business, and individuals world-wide. With dynamic video-based courseware and effective learning management systems, LearnKey provides expert instruction for popular computer software, technical certifications, and application development. LearnKey delivers content on the Web, by enterprise network, and on interactive CD-ROM. For a complete list of courses visit:

http://www.learnkey.com/

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Using this Workbook

Before starting any of the projects in this manual, please visit http://www.learnkey.com/admin/files/photoshopcc.zip and http://www.learnkey.com/admin/files/photoshopcc_project.zip and download the Photoshop CC Project Files that accompany this manual (you may need to scroll to the bottom of the page for the link).

The exercises in this manual serve as a companion to LearnKey's training and are organized by session to match the presented concepts. Within each session, exercises are arranged from easiest to most challenging. In the Introduction section of each session, you will find outlines of the training and sample lesson plans which will give you an overview of the training content and help you to structure your lessons. The following sections are included for each session of training:

Skills Assessment: The skills assessment will help you and your students to gauge their understanding of course topics prior to beginning any coursework. Each skill listed is tied directly to an exam objective. Understanding where your students feel less confident will aid you in planning and getting the most from the training.

Objective Mapping and Shoot File Links: The objective mapping provides a quick reference as to where in the training a specific certification exam objective is covered. The Files column lists the name of the Course Support files (Excel spreadsheets, Photoshop files, etc.) that are used and demonstrated during the training. The files will typically have a starting file containing all data necessary to begin the demonstrated skill, as well as a completed file which shows the final result.

Keyboard Shortcuts & Tips: The keyboard shortcuts and tips provide a reference of product-specific keyboard shortcuts and helpful hints to make working more efficient.

Short Answer and Matching: The short answer questions facilitate a recall of the basic training concepts to further aid in retention of the course topics and information in preparation for the training's Pre-Assessments, Post Tests, and MasterExam. The matching exercise provides additional learning reinforcement of terms and concepts found throughout the training in the courses' glossary.

Projects: The projects in this manual are organized by session to match the concepts presented in the LearnKey training. Each project is assigned a difficulty level of either beginner, intermediate, or advanced. Some projects will be noted as "beginner-intermediate" or other range. Within each session, projects are arranged from easiest to most challenging. Each project includes a description of the task as well as steps required for successful completion. Note that the steps may not indicate each required action but will provide the expectation of what is required, leaving the action to the student. References to the concepts demonstrated in the LearnKey training that are required for successful completion of the project are also included. Each project will also indicate the files and software used to complete the tasks. Some projects may only include a file named "ProjectTitle_End." Projects only including an end file typically begin with a new file which is indicated in the first step. The "ProjectTitle_End" file is included to illustrate a possible correct result. Other projects may include a file named "ProjectTitle_Start" or other files. Projects with a "ProjectTitle_Start" file begin with that file instead of a new file. "Start" files typically contain data required for the project pre-inserted to focus the project on concepts versus data entry.

Best Practices Using LearnKey's Online Training

LearnKey offers video-based training solutions which are flexible enough to accommodate the private student, as well as educational facilities and organizations.

Our course content is presented by top experts in their respective fields and provides clear and comprehensive information. The full line of LearnKey products have been extensively reviewed to meet superior standards of quality. The content in our courses has also been endorsed by organizations, such as Certiport, CompTIA®, Cisco, and Microsoft. However, it is the testimonials given by countless satisfied customers that truly set us apart as leaders in the information training world.

LearnKey experts are highly qualified professionals who offer years of job and project experience in their subjects. Each expert has been certified in the highest level available for their field of expertise. This provides the student with the knowledge necessary to also obtain top-level certifications in the field of their choice.

Our accomplished instructors have a rich understanding of the content they present. Effective teaching encompasses not only presenting the basic principles of a subject, but understanding and appreciating organization, real-world application, and links to other related disciplines. Each instructor represents the collective wisdom of their field and within our industry.

Our Instructional Technology

Each course is independently created, based on standard objectives provided by the manufacturer for which the course was developed.

We ensure that the subject matter is up-to-date and relevant. We examine the needs of each student and create training that is both interesting and effective. LearnKey training provides auditory, visual, and kinesthetic learning materials to fit diverse learning styles. The following are three levels of implementation:

Standard Training Model

The standard training model allows students to proceed through basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

Pre-assessment: The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing the student to focus on the specific subject matter he/she needs to improve most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.

Video training session: Each course of training is divided into sessions that are approximately two hours in length. Each session is divided into topics and subtopics.

Post test: The post test is used to determine the student's knowledge gained from interacting with the training. In taking the post test, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post test the first time it is taken, LearnKey would recommend the incorporation of external resources, such as the workbook and additional customized instructional material.

Intermediate Training Model

The intermediate training model offers students additional training materials and activities which allows for better retention, review, and interaction. This model includes not only the standard model material, but also includes the following toolset:

Study guides: Study guides are a list of questions missed which can help students recognize areas of weakness and necessary focus. They can be accessed from either the pre-assessment or post test.

Labs: Labs are interactive activities that simulate situations presented in the training. Step-by-step instructions and live demonstrations are provided.

Workbooks: Workbooks have a variety of activities, such as glossary puzzles, short answer questions, practice exams, research topics, and group and individual projects, which allow the student to study and apply concepts presented in the training.

Master Training Model

The master training model offers the student an additional opportunity to prepare for certification by further examining his/her knowledge. This model includes the materials used in the standard and intermediate models, as well as the MasterExam.

MasterExam: The MasterExam draws from a large pool of questions to provide a unique testing experience each time it is taken. LearnKey recommends a student take and pass the exam, with a score of 80 percent or higher, four times in order to prepare for certification testing. Study guides can also be accessed for the MasterExam.

Photoshop CC Introduction

LearnKey's new Photoshop CC course will introduce students to hundreds of new updates and features in the latest Photoshop update. Whether you are a graphic designer or a novice photographer you will learn how to edit photographs and images, or create logos and marketing pieces. LearnKey's Photoshop CC course will teach students what they need to know in order to effectively and easily prepare to test their skills through the ACA Visual Communication Certification exam.

Benefits:
- Learn about the hundreds of updates such as 3D exporting and printing, improved smart guides, and more!
- Learn and understand terminology for digital images
- Apply what you have learned with interactive labs, pre and post tests, and MasterExams

LearnKey

Skills Assessment

Instructions: Rate your skills on the following tasks from 1-5 (1 being needs improvement, 5 being excellent).

Skills	1	2	3	4	5
Identify the purpose, audience, and audience needs for preparing image(s).					
Demonstrate knowledge of standard copyright rules for images and image use.					
Demonstrate knowledge of project management tasks and responsibilities.					
Communicate with others (such as peers and clients) about design plans.					
Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.					
Demonstrate knowledge of design principles, elements, and image composition.					
Demonstrate knowledge of color correction using Photoshop CC.					
Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop CC.					
Identify elements of the Photoshop CC user interface and demonstrate knowledge of their functions.					
Demonstrate knowledge of layers and masks.					
Demonstrate knowledge of importing, exporting, organizing, and saving.					
Demonstrate knowledge of producing and reusing images.					
Demonstrate an understanding of and select the appropriate features and options required to implement a color management workflow.					
Demonstrate knowledge of working with selections.					
Transform images.					
Adjust or correct the tonal range, color, or distortions of an image.					
Demonstrate knowledge of retouching and blending images.					
Demonstrate knowledge of drawing and painting.					
Demonstrate knowledge of type.					
Demonstrate knowledge of filters.					
Demonstrate knowledge of preparing images for web, print, and video.					

Photoshop CC Time Tables

Session 1	Actual Time
Intro to Photoshop CC	00:05:12
The Capture	00:23:59
Open Files in Photoshop CC	00:06:18
Navigate Documents	00:08:40
Creating a New Document	00:09:20
Color Theory and Management	00:14:19
Understanding Image Formats	00:04:48
Total Time	01:12:36

Session 2	Actual Time
Resolution and Cropping	00:17:01
Evaluate Image	00:06:55
Basic Tonal Adjustments	00:26:20
Selections	00:28:05
Basic Retouching	00:10:12
Content-Aware	00:09:06
Total Time	01:37:39

Session 3	Actual Time
Understand Layers	00:10:20
Work with Layer Masks	00:11:45
Work with Type	00:22:33
Filters	00:30:12
Shape Tool and Pen Tool	01:03:38
Total Time	02:18:28

*****The actual time is calculated based on how long it will take to simply watch the video files.*
*****The total trianing time (inlcuding watching the videos, completing the labs, projects, and assessments) may double or even triple the actual time.*

Photoshop CC

Session 1 Fill-in-the-Blanks

Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Intro to Photoshop CC

1. Project requirements include the _____, audience, and the audience needs for image production. [Project Requirements]

The Capture

2. The Adobe _____ can automatically launch whenever a camera or card reader is connected. [Import Photos]

3. Metadata is information that is _____ into photo images. [Metadata]

4. The _____ feature in the Camera Raw dialog box can be used to bring out any deep colors in an image. [Functions of a Camera]

5. The _____ image format is an uncompressed format. [Scanning an Image]

6. The _____ bar changes depending on which tool is currently selected. [Photoshop Workspace]

7. In the Window menu you can use the _____ category to configure the image display. [Configure Image Display]

8. You can use the _____ panel to hover over an image and get color readings of the different portions of that image. [Panels]

9. You can use _____ panels to customize your workspace, however be careful that they do not cover your artwork. [Customize Workspace]

10. Keyboard shortcuts can be managed from the _____ menu. [Customize Keyboard]

Open Files in Photoshop CC

11. DNG is Adobe's digital negative format that comes from higher-end digital SLR cameras and is a/an _____ file format. [DNG Files]

12. The Mini Bridge panel can be accessed from the Window menu, _____, and then clicking Mini Bridge. [Using the Mini Bridge]

Navigate Documents

13. The _____ tool is used to zoom in and out on an image. [Navigate Documents]

14. If you click and hold your cursor on the _____ tool, you can access the rotate view tool. [Rotating the Canvas]

15. When using the _____ tool, you can use spring loaded tools which temporarily activate another tool. [Keyboard Shortcuts for Navigation]

Creating a New Document

16. U.S. Paper, International Paper, and _____ are print outputs for a document. [New Document Window]

17. In the View menu, you can click _____ to set a guide at an exact point. [Rulers and Guides]

18. To lock and unlock guides in Photoshop CC, open the _____ menu and click Lock Guides. [Lock and Unlock Guides]

19. The _____ category in the View menu allows you to align image documents to guides, grids, layers, slices, and document bounds. [Guide Properties and Using Grid]

Color Theory and Management

20. _____ will appear in the RGB color model when green and blue overlap. [Understanding RGB and CMYK]

21. A color _____ defines the range of colors within a color model. [Difference Between RGB and CMYK]

22. In Photoshop CC, all of your color modes can be found under the _____ menu in the Mode category. [Color Modes for Printing]

23. In the Color Settings menu, you can change your _____ engine and alter the rendering intent. [Color Settings]

24. In Photoshop CC the default _____ Colors keyboard shortcut is Cmd+Y. [Render Intent and Soft Proofing]

25. In Photoshop CC, you can assign and convert profiles from the _____ menu. [Assign Profile and Convert to Profile]

26. When you print documents from Photoshop CC, you can choose to let a printer or _____ manage your colors for the print job. [Color Management and Printer Setup]

Understanding Image Types

27. _____ and vector are the two primary graphic types used in Photoshop CC. [Graphic Types]

28. Vector formats include .ai, _____ , and to a lesser extent, .dwg. [Vector Formats]

29. JPEG, GIF, and _____ are raster-based formats that are used in the web-based production process. [Print Raster and Web Raster Formats]

30. The _____ specialty format is used in the medical industry. [Video Raster and Specialty Formats]

Create a Project Plan

Description:

Images can be used as powerful tools for presenting messages. Organizations use images to inform, educate, and advertise. It is the designer's job to match the client's design and create an image that will meet the employer's overall purpose. From start to finish, designing a project is a large task requiring careful planning and collaboration. If done correctly, designers will be able to capture the desired message and purpose of the image.

For this project, you will become familiar with the basic features and options found in Photoshop CC. You will define each term and how they relate to a Photoshop CC project. You will then use the knowledge you have gained from the terms to plan out a new project.

Steps for Completion:

1.   View the worksheet on the next page.
2.   Write a project plan for a portfolio including either a magazine cover, a collage, images used for a webpage, or images used for print advertising.

Reference:

LearnKey's Photoshop CC Training, Session 1:

       Intro to Photoshop CC: Project Requirements; Project Specifications

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

1.0 Setting Project Requirements

    1.1 Identify the purpose, audience, and audience needs for preparing image(s).

       1.1a Identify information that determines purpose, audience, and audience needs for image production.

Create a Project Plan Worksheet

Instructions: Answer the questions to write a project plan for a portfolio including either a magazine cover, a collage, images used for a webpage, or images used for print advertising.

1. Define your audience:

2. Define the needs of the audience:

3. Explain the purpose of the project:

4. Create a basic layout of how your chosen project will be put together:

Providing Feedback

Description:

An essential part of any project includes gathering feedback regarding the design. Using the suggestions of many people helps to see that it is free of flaws and mistakes that might have been missed.

For this group project, you will communicate with others (such as peers and clients) about design plans. Identify common problems and issues in project management.

Steps for Completion:

1. Using the project you have already designed, trade with someone else. Evaluate and give feedback to one another. Explain the methods used to create your project. Together, identify common problems and issues that arise when creating a Photoshop CC project. Discuss approaches that should be avoided with creating a project.

Reference:

LearnKey's Photoshop CC Training, Session 1:
> Intro to Photoshop CC: Project Requirements; Project Specifications

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

1.0 Setting Project Requirements

    1.1 Identify the purpose, audience, and audience needs for preparing image(s).

        1.1a Identify information that determines purpose, audience, and audience needs for image production.

Customize the Workspace

Description:

The workspace is your key to success in Photoshop CC. You need to know how to customize the workspace, keyboard shortcuts, and menus. In this project, you will display your ability to customize the Photoshop CC workspace and make it your own.

Steps for Completion:

1. Open the Tree.psd Course Support file in Photoshop CC.
2. Add the Info panel and make it a floating panel.
3. Add the Navigator panel and dock it by the Tools panel.
4. Create a new keyboard shortcut set titled: "My Shortcuts."
5. Accept the changes and save the keyboard shortcut set.
6. Change the Save option under the File menu to red text.
7. Uncheck the visibility on the Check In option in the file menu and save the new menu set. Title it "My Menus."
8. Title your new workspace "My Workspace" and check Keyboard Shortcuts and Menus, then save your workspace.
9. Save your work.
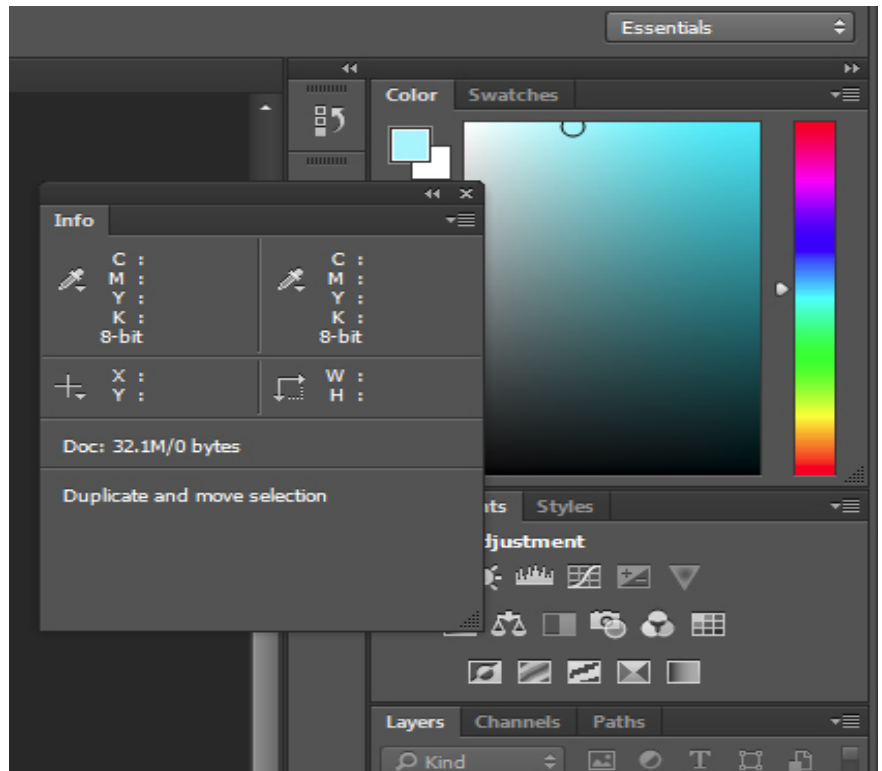
Reference:

LearnKey's Photoshop CC Training, Session 1:
    The Capture: Panels, Customize Workspace, Save Custom Workspace, Customize Keyboard, Customize Menus

Project File: Tree.psd

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Customize Menus

Description:
The menus at the top of the screen in Photoshop CC, though helpful, can be quite extensive. One way to customize your workspace is to colorize commands on those menu lists so they stand out. You want to do this to those commands you use more often and this way you will be able to find them faster amongst the other options.

For this project, you will choose three of your top utilized commands or options from the menus to colorize.

Steps for Completion:
1. Open Photoshop CC.
2. You will colorize a total of a three different options. To start, colorize the File>Save command, and then do the same to two additional menu options.
3. Click the Edit menu.
4. At the bottom of the Edit menu, click the Menus option.
5. In the Keyboard Shortcut and Menus dialog box, make sure the Menu For field is set to Application Menus.
6. If the File menu options are not already showing, click the triangle next to File to open its list options. Note: Simply collapse the File menu to navigate to other menus when colorizing your additional two options.
7. Locate the Save option and select it.
8. In the Color column, click None. Choose your preferred color.
9. Locate the two other options you have chosen to colorize and do the same for them. Note: Make sure at least one is on a different menu other than the File menu.
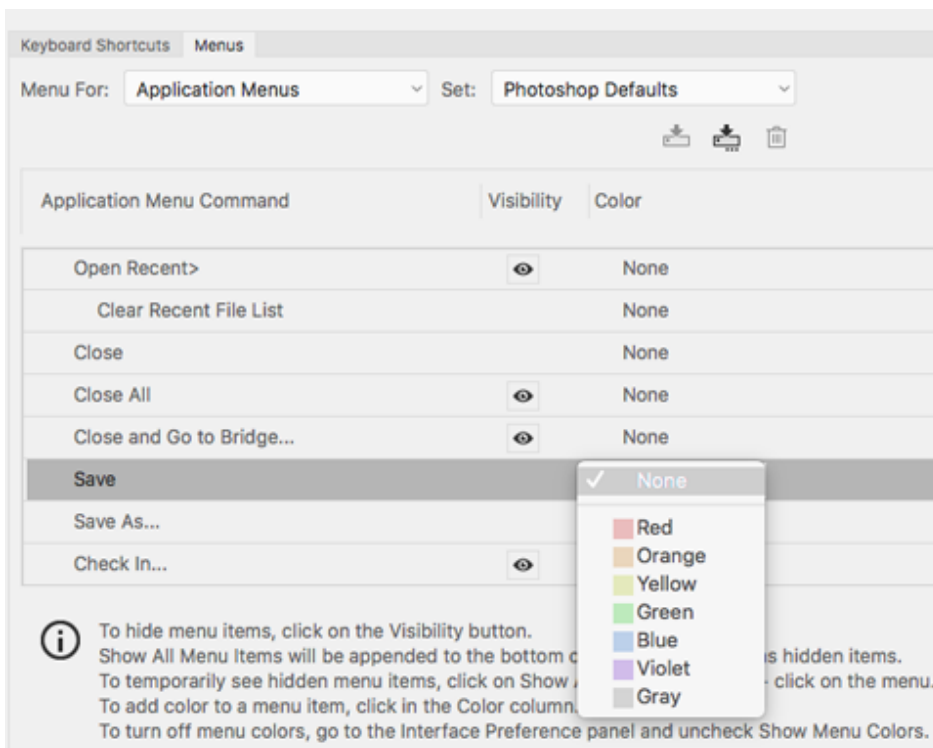
Reference:
LearnKey's Photoshop CC Training, Session 1:

The Capture: Import Photos; Metadata; Functions of a Camera; Scanning an Image; Scanned Images; Photoshop Workspace; Configure Image Display; Panels; Customize Workspace; Save Custom Workspace; Customize Keyboard; Customize Menus; Deleting Presets and Favorites

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC Ps

Objectives:

3.0 Understanding Adobe Photoshop

3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.

3.1b Demonstrate knowledge of how to organize and customize the workspace.

The Scanned Image

Description:

A scanner is a device you can use to create a digital image by scanning print objects. Your operating system will have built-in scanning software to assist with the process; however, depending on the make and model of your scanner, it may have its own specific software that provides even more options. In any case, it is important that you have a fundamental understanding of how a scanner works.

In this project, you will use a scanner to scan an image to your computer.

Steps for Completion:

1. Obtain an object to scan. For example, a photo, a math assignment, an ID card, etc.
2. Place the object face down in your scanner. If there is a marked area, make sure the object is not outside the lines so it will not be cut off.
3. Depending on your scanner, you may either start the scanning process from the scanner itself or using the installed software.
4. Often, you will have the option to select whether you are scanning an image or a document, what file format you want the scanned image to be in, the resolution, and the contrast.
5. It is helpful to click the Preview button before you scan (if this option is available in your software) to view a preliminary image of what your scanned object will look like. From here, you can further adjust the settings or go ahead and scan.
6. Select the location you would like to save the image to on your computer, and name the file.
7. Now, open Photoshop CC and use File>Open to open your scanned image and edit it.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> The Capture: Import Photos; Metadata; Functions of a Camera; Scanning an Image; Scanned Images; Photoshop Workspace; Configure Image Display; Panels; Customize Workspace; Save Custom Workspace; Customize Keyboard; Customize Menus; Deleting Presets and Favorites

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

   2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.

      2.5a Demonstrate knowledge of digital photography/cameras.

      2.5b Demonstrate knowledge of scanning.

   2.6 Understand key terminology of digital images.

      2.6a Demonstrate knowledge of key terminology of digital images.

From Digital Camera to Photoshop CC

Description:

To capture images in the first generation, use a digital camera. This way you can transfer them onto your computer using a smart card or USB cable, and then open and edit them in Photoshop CC. It is important to know how to retrieve images from your digital camera. There is an intermediary application called Adobe Bridge that comes with Photoshop CC, and Adobe Bridge lets you view all the folders on your computer. Using Adobe Bridge to store and import photos into Photoshop CC is very useful, and you will practice using Bridge.

In this project, you will use a digital camera provided by your instructor or one of your own and import photos into Adobe Bridge.

Steps for Completion:

1. First, connect your camera to your computer with its USB cable. Or, place the camera's memory card in the appropriate memory card slot if possible on your computer.
2. Open Photoshop CC.
3. From the File menu, click Browse in Bridge.
4. Once inside Bridge, navigate to the location you would like to save the images to, whether it's on the Desktop, in Documents or Pictures, etc. Create a new folder for the images in said location.
5. Now, import your images from the camera by File>Get Photos from Camera.
6. If it asks, decide whether you want Bridge's Photo Downloader to launch automatically whenever a camera or card reader is connected.
7. When Photo Downloader launches, locate your camera or memory card in the Source drop-down box.
8. Choose the location of the imported images.
9. Create subfolders or choose None.
10. Set it to rename your files based on shot date, for example, or select Do not rename files.
11. Check the box to have them open in Adobe Bridge.
12. Select the Get Media button.
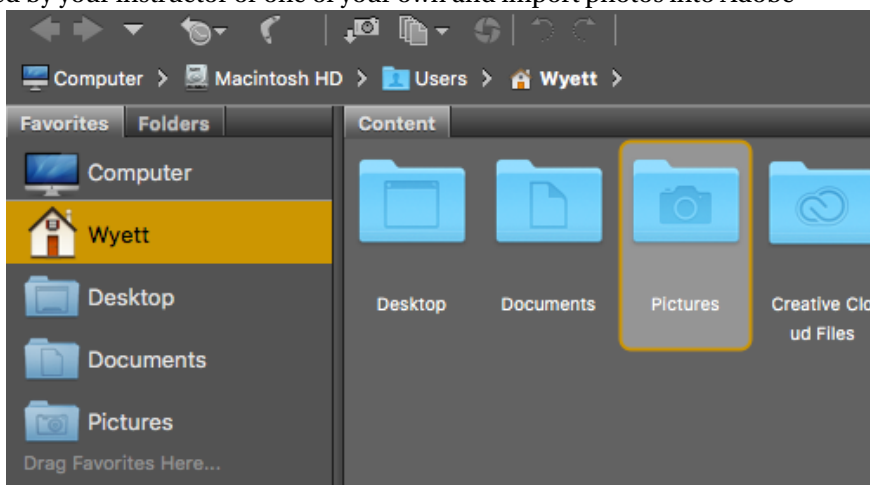
Reference:

LearnKey's Photoshop CC Training, Session 1:
Open Files in Photoshop CC: Open Files; DNG Files; Using the Mini Bridge

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

    2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.

        2.5a Demonstrate knowledge of digital photography/cameras.

3.0 Understanding Adobe Photoshop

    3.4 Demonstrate knowledge of producing and reusing images.

        3.4a Identify reasons for creating and reusing images.

        3.4b Identify techniques used to produce reusable images.

Camera Raw

Description:

When working with digital camera images in Photoshop CC, you have the option to work with camera raw images. Camera raw means you are working with an unprocessed image. You are essentially adjusting an image before it is processed and this provides flexibility.

In this project, you will work with a camera raw image.

Steps for Completion:

1. Open Photoshop CC.
2. Open one of the DNG images you imported in an earlier project.
3. Use the clipping warning in the histogram and the other features, such as exposure, contrast, clarity, vibrance, and saturation to adjust the image according to what you think looks best.
4. Open the image directly in Photoshop CC where you can make further adjustments.

Reference:

LearnKey's Photoshop CC Training, Session 1:
  Open Files in Photoshop CC: Open Files; DNG Files; Using the Mini Bridge

Project File: N/A

Difficulty: Advanced ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

  2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.

    2.5c Identify features of camera raw.

Importing, Exporting, Organizing, and Saving

Description:
It is important to understand how to import, export, organize, and save files in Photoshop CC.

This project will allow you to practice importing, exporting, organizing, and saving files for web, print, and video in Photoshop CC. You will open scanned images, digital camera images, camera raw files, and video files in Photoshop CC. You will then briefly describe how to optimize images for print and web.

Steps for Completion:
1. Open PHOTO1.jpg in Photoshop CC.
2. Make any changes desired to the image.
3. Save the image.
4. Export the image to Zoomify.
5. Scan an image.
6. Open the scanned image in Photoshop CC.
7. Using a digital camera, take two images.
8. Open one image as a JPG in Photoshop CC.
9. Open the other image as a camera raw image in Photoshop CC.
10. Take screen shots of each to demonstrate that you opened them in the correct format.

Reference:
LearnKey's Photoshop CC Training, Session 1:
   Open Files in Photoshop CC: Open Files; DNG Files; Using the Mini Bridge

Project File: PHOTO1.jpg

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

3.0 Understanding Adobe Photoshop

   3.3 Demonstrate knowledge of importing, exporting, organizing, and saving.
      3.3a Demonstrate knowledge of how to import, export, and save files.
      3.3c Demonstrate knowledge of how to optimize images for print and web.

Canvas and Rotate

Description:

Photoshop CC gives you the ability to change the canvas size and rotate and flip images. Using the tools available in Photoshop CC, open an image and make size changes, rotate, and flip the image. Capture screen shots of each change. Paste screenshots to a Word document and save the document.

Steps for Completion:

1.   Open an image in Photoshop CC.
2.   Select Canvas size.
3.   Change the Canvas size.
4.   Take a screen shot.
5.   Use the Image rotation to alter the image.
6.   Take a screen shot.
7.   Save your screen shots in a Word document.

Reference:

LearnKey's Photoshop CC Training, Session 1:
        Navigating Documents: Navigating within Documents; Rotating the Canvas; Keyboard Shortcuts for Navigation

Project File: Any .jpg image

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.3 Transform images.

        4.3a Demonstrate knowledge of how to change the canvas size.

        4.3b Demonstrate knowledge of how to rotate, flip, and straighten an image and how to rotate a canvas.
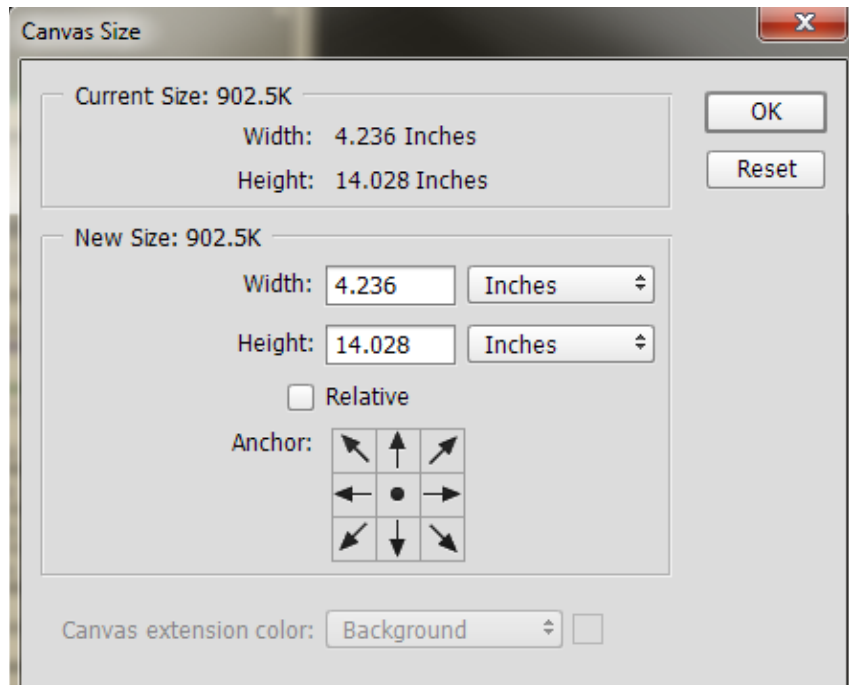
Creating Documents and Using Rulers and Guides

Description:

It does not get any more basic than creating a new document. Rulers and guides are used to help you manage your artwork so everything is always in order. In this project, you will learn how to create a new document. You will also learn how to activate rulers and guides and manage guide properties.

Steps for Completion:

1. Open Photoshop CC, then the File menu, and then click New.
2. Use Photo as the default preset and change the size to Landscape, 8 x 10, then click OK.
3. Open the View menu and click Rulers.
4. Right-click on one of the rulers and click Pixels.
5. Create one horizontal and one vertical guide by clicking and dragging the horizontal and vertical rulers.
6. Open the View menu and click New Guide.
7. Position the new guide at 500 and click OK.
8. Open the Photoshop menu and click Guides, Grids, & Slices.
9. Change the color of your guides to green and change the style to dashed lines.
10. Open the View menu and click Lock Guides.
11. Save your work.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Creating a New Document: Create New Document; New Document Window; Rulers and Guides; Lock and Unlock Guides

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.2 Use Photoshop CC guides and rulers.

        4.2a Demonstrate knowledge of how to show and hide rulers.

        4.2b Demonstrate knowledge of how to add and remove guides.

        4.2c Demonstrate knowledge of guide properties.

        4.2d Demonstrate knowledge of how to change the measurement unit on rulers.

Snap To It

Description:

Photoshop CC allows you to place an image within another image. The Snap To option allows users to align pictures more accurately within the other image. For this project, you will take two images and place one image within the other image using rulers, guides, and the Snap To tool.

Steps for Completion:

1. Open two images in Photoshop CC.
2. Open the screen in the 2-up vertical.
3. Drag horizontal and vertical rulers to a desired location.
4. Utilize the Snap To feature and make sure the Guides option is selected.
5. Place the second image inside the first image and snap it to the guides.
6. Save the new image.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Creating a New Document: Create New Document; New Document Window; Rulers and Guides; Lock and Unlock Guides; Guide Properties and Using Grid

Project File: N/A

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.2 Use Photoshop guides and rulers.

        4.2a Demonstrate knowledge of how to show and hide rulers.

        4.2b Demonstrate knowledge of how to add and remove guides.

        4.2c Demonstrate knowledge of guide properties.

        4.2d Demonstrate knowledge of how to change the measurement unit on rulers.

Color Management

Description:
Color management provides many benefits, like the fact that the colors in imported images appear as the creators of the images intended. You have more control over how colors are blended within your project. This includes everything from motion blur to anti-aliasing.

For this project, you will identify the meanings of terms associated with color management. You will then explain the purpose of different options in the Color Settings dialog box and explain the difference in effects of when a user chooses either the Edit > Assign Profile, or Edit > Convert to Profile commands. Last, you will explain functions of settings in the Color Management section of the Print dialog box.

Steps for Completion:
1. Use the worksheet on the next page.
2. In Part 1, define the terms associated with color management.
3. In Part 2, explain the difference in the way the following commands affect an image: Edit>Assign>Profile command or Edit>Convert to Profile.
4. In Part 3, define the purpose of the settings listed.

Reference:
LearnKey's Photoshop CC Training, Session 1:
> Color Theory and Management: Understanding RGB and CMYK; Difference between RGB and CMYK; Color Modes for Printing; Color Settings; Render Intent and Soft Proofing; Assign Profile and Convert to Profile; Color Management and Printer Setup

Project File: N/A

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:
2.0 Identifying Design Elements When Preparing Images

    2.4 Demonstrate knowledge of color correction using Photoshop.

        2.4e Demonstrate knowledge of how to assess color in images by using the Info panel, the Histogram panel, and color views.

3.0 Understanding Adobe Photoshop

    3.5 Demonstrate an understanding of and select the appropriate features and options required to implement a color management workflow.

        3.5a Given a term associated with color management, explain the meaning of that term.

        3.5b Given an option in the Color Settings dialog box, explain the purpose of that option.

        3.5c Explain the differences between, and how choosing either the Edit>Assign Profile or Edit>Convert to Profile commands affects an image.

Color Management Worksheet

Instructions: After watching Session 1, answer the questions according to the information presented by the instructor.

Part I. Define the terms associated with color management.

1. Soft Proof:

2. Color Gamut:

3. Color Spaces:

4. Rendering Intent:

Part II. Explain the difference in the way the following commands affect an image.

1. Edit>Assign>Profile:

2. Edit>Convert to Profile:

Part III. Define the purpose of the settings listed.

1. Printer Profile:

2. Color Handling:

3. Black Point Compensation:

Color Theory and Management

Description:

When it comes to Photoshop CC, you really have a lot of color modes, settings, and profiles to choose from. Understanding these principles will make you an expert with Photoshop CC. In this project, you will demonstrate your knowledge of color modes, settings, and profiles.

Steps for Completion:

1. Open the Sunset Cliffs.psd Course Support file and open the Image menu. Hover over Mode.
2. Cycle through the CMYK, RGB, and Grayscale color modes.
3. Open the Edit menu and click Color Settings.
4. Change the RGB setting from Preserve Embedded Profiles to Convert to Working RGB.
5. Click More Options and change the conversion engine to Apple CMM and the rendering intent to Perceptual.
6. Open the Edit menu and click Assign Profile.
7. Select a new profile in the Profile drop-down menu and click OK.
8. Open the Edit menu and click Convert to Profile.
9. Select a new profile in the Profile drop-down menu and click OK.
10. Open the File menu and click Revert to undo the conversion.
11. Save your work.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Color Theory and Management: Understanding RGB and CMYK; Difference between RGB and CMYK; Color Modes for Printing; Color Settings; Render Intent and Soft Proofing; Assign Profile and Convert to Profile; Color Management and Printer Setup

Project File: Sunset Cliffs.psd

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

    2.4 Demonstrate knowledge of color correction using Photoshop.

        2.4a Identify the differences between RGB and CMYK.

3.0 Understanding Adobe Photoshop

    3.5 Demonstrate an understanding of and select the appropriate features and options required to implement a color management workflow.

        3.5a Given a term associated with color management, explain the meaning of that term.

        3.5b Given an option in the Color Settings dialog box, explain the purpose of that option.

        3.5c Explain the differences between, and how choosing either the Edit > Assign Profile or Edit > Convert to Profile commands affects an image.

        3.5d Given a setting in the Color Management section of the Print dialog box, explain the purpose of that setting.

Managing Color Settings

Description:

Images can be optimized for many mediums. It is important for a designer to know which color settings to use in order to have a professional-looking product. The RGB color mode is typically used for web images and videos. The CMYK color mode is typically used for images that are to be printed.

For this project, you will change an image by using the Custom preset. Customize the image by setting the width and height. Then prepare the image so it will print in CMYK color with a resolution of 300 pixels. Finally, you will convert the image to grayscale.
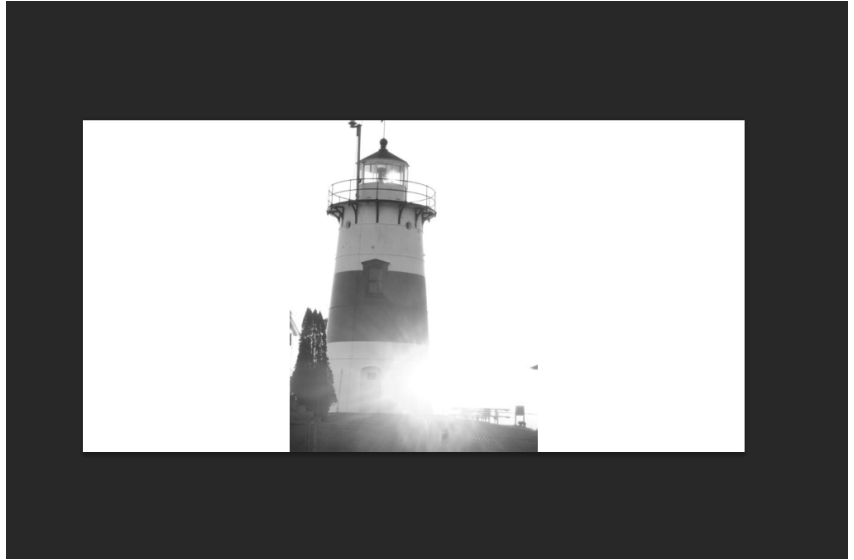
Steps for Completion:

1. Create a new project in Photoshop CC.
2. Use the Custom preset.
3. Set the width to eight inches and the height to four inches.
4. Make the color mode CMYK color.
5. Set the resolution to 300 pixels/inch.
6. Import the image Lighthouse.jpg.
7. Convert the image to grayscale.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Color Theory and Management: Understanding RGB and CMYK; Difference between RGB and CMYK; Color Modes for Printing; Color Settings; Render Intent and Soft Proofing; Assign Profile and Convert to Profile; Color Management and Printer Setup

Project File: Lighthouse.jpg

Difficulty: Beginner ●

Required Materials: Photoshop CC Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

   2.4 Demonstrate knowledge of color correction using Photoshop.

      2.4b Demonstrate knowledge of appropriate color settings for web, print, and video.

      2.4f Demonstrate knowledge of how to select the appropriate color modes for web, print, and video.

Digital Image Terminology

Description:

Digital imaging refers to the act of producing digital images or photographs, through the use of editing and computer image editing software. Digital imaging involves several activities, like the processing of the images as well as compression, printing, storage, and display. As a rule, cameras or other photographic devices are used to capture a physical scene and transform it into a digital image. The image can also be produced from an analog image.

This project is designed to help you become familiar with terms which are used when working with digital images in Photoshop CC.

Steps for Completion:

1. Use the worksheet on the next page.
2. Define each term.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Understanding Image Formats: Graphic Types; Vector Formats; Print Raster and Web Raster Formats; Video Raster and Specialty Formats; Microsoft

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

    2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.

        2.5a Demonstrate knowledge of digital photography/cameras.

        2.5b Demonstrate knowledge of scanning.

        2.5c Identify features of camera raw.

        2.5d Identify the differences between scanned images, digital camera images, and camera raw.

    2.6 Understand key terminology of digital images.

        2.6a Demonstrate knowledge of key terminology of digital images.

Digital Image Terminology Worksheet

Instructions: After watching Session 1, define each term according to the information presented by the instructor.

Term	Definition
Type	
Pixel	
Raster	
Vector	
Object	
Bitmap	
Render	
Path	
Resolution	

Image File Formats

Description:

The elements which determine the total number of pixels along an image's width and height are called pixel dimensions. Resolution is the caliber of detail in a bitmap image and is measured in pixels per inch (ppi). The more pixels per inch, the greater the resolution, and generally an image with a higher resolution produces a better printed image quality.

This project will allow you to exhibit your knowledge of image resolution, image size, and image file format for the web, video, and print. You will discover how image resolution can change once an image is manipulated. Then describe the difference between printed images and onscreen images; identify appropriate image formats for the web, video, photos, print, PowerPoint, or Word; explain the difference in measuring an image in pixels as opposed to inches; and explain image optimization with regard to preparing images for web, video, or print.

Steps for Completion:

1. Use the worksheet on the next page.
2. Define the terms: resampling, cropping, ppi, dpi, and line screen frequency as they relate to Photoshop CC.
3. Define the characteristics of printed images and onscreen images.
4. Identify the appropriate image format for web, video, photos, print, Microsoft PowerPoint, and Word.
5. Explain the difference in measuring an image in pixels as opposed to inches.
6. Write an explanation of how to optimize an image when preparing the image for web, video, or print.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Understanding Image Formats: Graphic Types; Vector Formats; Print Raster and Web Raster Formats; Video Raster and Specialty Formats; Microsoft

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

> 2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.
>> 2.1a Demonstrate knowledge of how image resolution can change once an image is manipulated.
>> 2.1d Identify the difference between image size measured in pixels and document size measured in inches.

Image File Formats Worksheet

Instructions: After watching Session 1, complete the short answer questions according to the information presented by the instructor.

1. Define the terms as they relate to Photoshop CC:

a. PPI:

d. Resampling:

b. DPI:

e. Line Screen:

c. Cropping:

2. Define the characteristics of printed images and onscreen images.

3. Identify the appropriate image formats for:

a. web:

d. photos:

b. print:

e. Microsoft Word:

c. videos:

f. Microsoft PowerPoint:

4. Explain the difference in measuring an image in pixels as opposed to inches.

5. Write an explanation on how to optimize an image when preparing the image for web, video, or print.

Print, Web, and Video

Description:

Another great feature of Photoshop CC is Mini Bridge. This option allows you to view and save images for various reasons. Images are used in three major areas: print, websites, and video.

For this project, you will use Mini Bridge to save three images to be used for print, web, or video. As you save each image, ensure that the image is suitable for the specific file type you are saving it as. For example, when saving an image for print it should probably be a vector image in case the end user wants a larger image.

Steps for Completion:

1. Open Mini Bridge.
2. Select the desired image.
3. Make any needed changes to be used for print.
4. Save the image for print.
5. Select another desired image.
6. Make any changes so the image can be used for a website.
7. Save the image for a website.
8. Select a third desired image.
9. Make any changes necessary so the image may be used in a video.
10. Save the image for a video.

Reference:

LearnKey's Photoshop CC Training, Session 1:

> Understanding Image Formats: Graphic Types; Vector Formats; Print Raster and Web Raster Formats; Video Raster and Specialty Formats; Microsoft

Project File: Any .jpg images

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

5.0 Publishing Digital Images by Using Adobe Photoshop

    5.1 Demonstrate knowledge of preparing images for web, print, and video.

        5.1a Demonstrate knowledge of the elements of web images that need to be checked or confirmed prior to publishing to the web.

        5.1b Demonstrate knowledge of creating a Web Photo Gallery.

        5.1c Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to print publishing.

        5.1d Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to publishing for use in videos.

Photoshop CC

Ps

Session 2

Session 2 Fill-in-the-Blanks

Instructions: While watching Session 2, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Resolution and Cropping

1. The Image Size dialog box gives the size in _____, as well as in inches. [Understanding Resolution and Cropping]

2. In the Canvas Size dialog box, the _____ at the bottom will determine how the canvas will grow. [Canvas Size]

3. You can crop your image by adjusting the _____ size. [Crop Image]

4. When you send the image to a printer, the image is measured in _____ per inch. [Image Resolution]

5. In the Image Size dialog box, when you choose Preserve Details, you do have the capability to reduce the _____. [Image Resolution]

6. If you want to commit a crop, you can click the checkmark, or you can hit the _____ key on your keyboard. [Crop]

7. In the _____ drop-down menu, you can choose to determine a certain size with a certain resolution, but you want to be careful because that will resample the image. [Resample Image]

Evaluate Image

8. The Histogram represents all the different _____ of the image. [What is a Histogram?]

9. When you _____ a histogram in the Histogram panel, it will show you the Level, Count, and Percentile. [Histogram Panel]

10. What is beneficial about the histogram on your camera, is that you can evaluate your _____ in the field. [Histogram on Camera]

Basic Tonal Adjustments

11. Auto Tone maximizes the _____ range of each channel to produce a more dramatic correction. [Auto Adjustment Options]

12. If you want to brighten the image, you can _____ the exposure. [Manual Tonal Adjustments]

13. If you open the Curve Display option, you can display the light or the _____ . [Levels and Curves]

14. The _____ option in the Auto Color Correction Options dialog box is what Auto Contrast performs. [Auto Color]

15. Photoshop CC has a number of advanced tonal adjustment tools that we can use for adjusting both tone and _____ in images. [Tonal Adjustments]

16. The Gradient _____ maps the tones in your image to the tones in the gradient of your choosing. [Gradient Map]

17. Posterize allows you to minimize the number of _____ in an image. [Posterize]

18. You may want to use the Localized Color Clusters if you're trying to _____ the color to a certain area of the photo. [Replace Color]

LearnKey

Selections

19. The purpose of a selection is to _____ a part of the image. [Create Basic Selections]

20. If you hold the _____ key in Windows, you can subtract from a selection. [Subtract, Transform Selection]

21. If you need to access a saved selection, you can go to Select, then Load Selection, and then choose the _____ you want to load. [Save, Fill Selection, Copy]

22. The Lasso tool is much better at _____ existing selections. [Selection Tools]

23. While using the Magic Wand, you can _____+click to add to a selection. [Magic Wand]

24. The Quick Selection tool utilizes a _____ tip. [Quick Selection Tool]

25. The Feather Selection _____ the edges. [Feather Selection Tool]

26. The Color Range dialog box allows you to _____ a specific color. [Color Range, Lasso Tool Selection]

Basic Retouching

27. One thing that we can do to _____ items and add items is to use the Clone Stamp tool. [Clone Stamp Tool]

28. The Healing Brush tool will pick up the _____ from your source area, but maintain the color in the destination. [Healing Brush Tool]

29. Instead of selecting a _____ and destination, I just click on the area. [Spot Healing Brush Tool]

30. The Dodge tool reduces the amount of exposure on an area, and, therefore, makes the section _____. [Blending Tools]

Content-Aware

31. You can turn the Caps Lock key on, and that will give you a more _____ curser. [Content-Aware Fill]

Resolution and Cropping

Description:

The aesthetics of an image can be improved though resolution and cropping techniques. Cropping an image is at the very foundation of enhancing a photo and adjusting objects. Once you become proficient at cropping an image, you will be better able to adjust the image.

Steps for Completion:

1. Open the Black Eyed Susan.psd Course Support file in Photoshop CC.
2. Use the Canvas Size dialog box to increase the width to eight inches and the height to seven inches with the anchor at the center of the image.
3. Select the Crop tool by clicking the Crop tool icon.
4. Decrease the size of the image by grabbing the handles on the image.
5. Clear the Delete Cropped Pixels option.
6. Change the grid type to a Triangle grid.
7. Re-sample the image to 4 x 5 in 300 ppi using the Ratio drop-down menu.
8. Commit your work.

Reference:

LearnKey's Photoshop CC Training, Session 2:

   Resolution and Cropping: Understand Resolution and Cropping; Canvas Size; Crop Image; Image Resolution; Crop; Resample Image; Straighten Image; Aspect Ratio; Fill and Rotate Canvas

Project File: Black Eyed Susan.psd

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

   2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.

      2.1a Demonstrate knowledge of how image resolution can change once an image is manipulated.

4.0 Manipulating Images by Using Adobe Photoshop

   4.3 Transform images.

      4.3a Demonstrate knowledge of how to change the canvas size.

      4.3f Identify the differences between resampling and cropping.

      4.3h Demonstrate knowledge of how to crop an image.

Using the Histogram Panel

Description:

Histograms are used to represent the colors found in an image. Images can be analyzed simply by looking at the histogram without even seeing the image. Shadows show up on the left of the histogram, and highlights show up on the right.

For this project, you will use the Histogram panel to apply AutoTone to an image.

Steps for Completion:

1. Open Lighthouse.jpg in Photoshop CC.
2. Open and expand the histogram panel.
3. Analyze the image's color properties according to the histogram.
4. Apply the AutoTone feature from under the Image tab.

Reference:

LearnKey's Photoshop CC Training, Session 2:
    Evaluate Image: What is a Histogram?; Histogram Panel;
Histogram on Camera

Project File: Lighthouse.jpg   **Ps**

Difficulty: Intermediate   ●

Required Materials: Photoshop CC

Objectives:

2.0 Identifying Design Elements When Preparing Images

   2.4 Demonstrate knowledge of color correction using Photoshop.

      2.4c Demonstrate knowledge of how to analyze and change the tonal range of an image by using a histogram.

      2.4d Demonstrate knowledge of how to interpret color in an image by using the Histogram panel.

      2.4e Demonstrate knowledge of how to assess color in images by using the Info panel, the Histogram panel, and color views.

Auto and Manual Adjustments

Description:

Adjusting tone and color in images in many different ways is one of the valuable strengths of Photoshop CC. Different settings allow you to correct and enhance images. Photoshop CC has the ability to utilize manual tonal adjustment techniques as well as auto controls.

For this project, you will demonstrate basic knowledge of many of the auto adjustment settings available in Photoshop CC as well as some manual techniques.

Steps for Completion:

1. Use the worksheet on the next page.
2. Complete the short answer questions about adjustment features.

Reference:

LearnKey's Photoshop CC Training, Session 2:

> Basic Tonal Adjustments: Auto Adjustment Options; Manual Tonal Adjustments; Levels and Curves; Auto Color; Tonal Adjustments; Gradient Map; Photo Filter; Posterize; Match Color; Replace Color; Selective Color; Black and White; Adjustment Layers; Grayscale, Hue/Saturation

Project File: N/A

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

    2.4 Demonstrate knowledge of color correction using Photoshop.

        2.4c Demonstrate knowledge of how to analyze and change the tonal range of an image by using a histogram.

4.0 Manipulating Images by Using Adobe Photoshop

    4.4 Adjust or correct the tonal range, color, or distortions of an image.

        4.4a Identify auto correction methods and tools that are used for adjusting tonal range.

        4.4b Identify adjustment menu tools that are used for adjusting tone.

        4.4c Identify advanced adjustment and correction tools and when to use them.

        4.4d Identify situations where using manual tonal adjustment is more appropriate than the auto controls.

        4.4f Demonstrate knowledge of how to adjust hue and saturation.

Auto and Manual Adjustments Worksheet

Instructions: After watching Session 2, complete the short answer questions about adjustment features according to the information presented by the instructor.

1. What is a histogram?

2. Discuss the differences between Auto Tone, Auto Contrast, and Auto Color.

    a. Auto Tone: c. Auto Color:

    b. Auto Contrast:

3. Explain the Levels feature and how it is used.

4. Identify situations where using manual tonal adjustment is more appropriate than the auto controls.

5. Explain why correcting an image is subjective.

6. Explain the Curves feature and how it is used.

7. What is Vibrance and how does it work?

8. What is Hue/Saturation and how does it work?

Image Adjustment

Description:

Photoshop CC gives you the ability to make changes to an image and to enhance the quality of the image by using Hue and Saturation, Color Balance, Vibrance, and Shadow/Highlights settings.

In this project, you will demonstrate your ability to enhance the quality of an image using the tools available in the Image menu and the Adjustment options. Open the image Babygirl2.jpg. As you can see, the image has some dark areas which obscure part of the face. Use the Image menu to make adjustments to the image to improve quality by using Hue/Saturation, Color Balance, Vibrance, and Shadow/Highlights. Use screen shots to show what changes you make to the image, and then save the image.

Steps for Completion:

1. Open Babygirl2.jpg in Photoshop CC.
2. Adjust the Hue/Saturation.
3. Take a screen shot of the Hue/Saturation window.
4. Adjust the Color Balance.
5. Take a screen shot of the Color Balance window.
6. Adjust the Vibrance.
7. Take a screen shot of the changes made.
8. Adjust the Shadow/Highlights.
9. Take a screen shot of the Shadow/Highlights window.
10. Save the changes to the image.

Reference:

LearnKey's Photoshop CC Training, Session 2:

Basic Tonal Adjustments: Auto Adjustment Options; Manual Tonal Adjustments; Levels and Curves; Auto Color; Tonal Adjustments; Gradient Map; Photo Filter; Posterize; Match Color; Replace Color; Selective Color; Black and White; Adjustment Layers; Grayscale, Hue/Saturation

Project File: Babygirl2.jpg

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.4 Adjust or correct the tonal range, color, or distortions of an image.

        4.4a Identify auto correction methods and tools that are used for adjusting tonal range.

        4.4b Identify adjustment menu tools that are used to adjusting tone.

        4.4e Demonstrate knowledge of how to match, mix, and replace color by using a specific set of tools.

        4.4 f Demonstrate knowledge of how to adjust hue and saturation.

        4.4g Demonstrate knowledge of how to enhance the visibility of a selected feature in an image, so the feature may be examined more accurately in medical or scientific research, architecture, or engineering.

        4.4i Demonstrate knowledge of how to apply tonal and color changes by using the Adjustment layers.
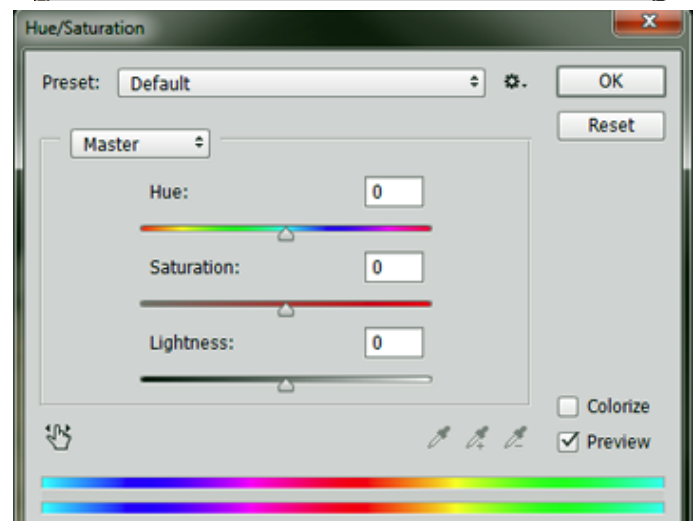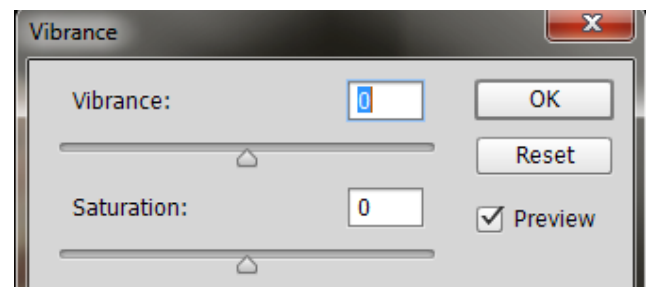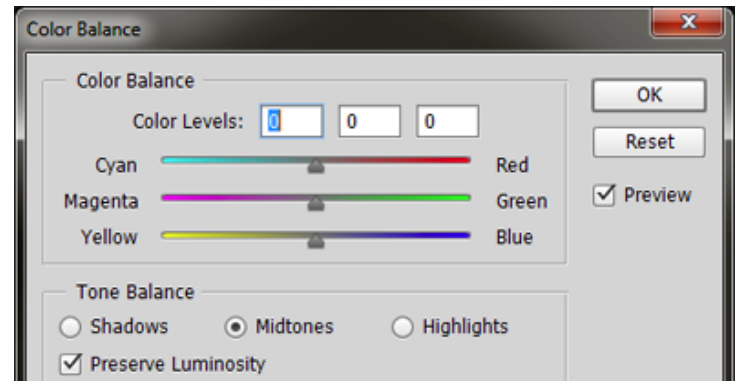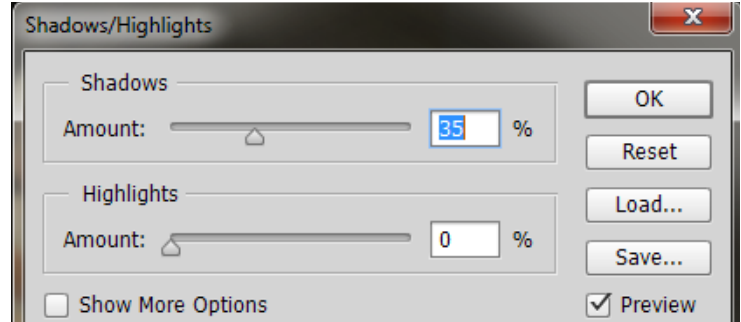
Tonal Adjustments

Description:

While having a good understanding of what the tones are in an image by viewing the histogram is important, you can also make adjustments to those tones using a number of different tools found in Photoshop CC. Some of the tools can be used to correct color and others to create different creative situations.

Use this project to discover some of the tools available for making some more controlled and advanced color adjustments inside of Photoshop CC.

Steps for Completion:

1. Open the Tractor.psd Course Support file.
2. Use the Replace Color dialog box to select the red colors in the image.
3. Increase the Fuzziness to include more red tones in the image.
4. Increase the saturation of the image to an appropriate level by using the Saturation slide in the Replace Color dialog box.
5. Use the Selective Color dialog box to select the red colors in the image.
6. Increase the Magenta in the image by using the Magenta slide in the Selective Color dialog box.
7. Use the Layers panel to create a black and white layer to the panel.
8. Posterize the image, and set the levels to 10.
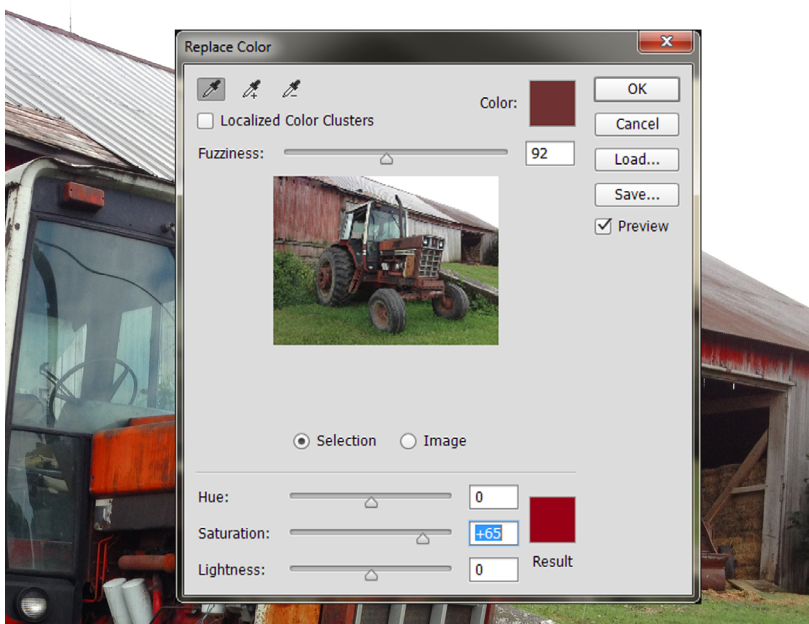
Reference:

LearnKey's Photoshop CC Training, Session 2:

> Basic Tonal Adjustments: Auto Adjustment Options; Manual Tonal Adjustments; Levels and Curves; Auto Color; Tonal Adjustments; Gradient Map; Photo Filter; Posterize; Match Color; Replace Color; Selective Color; Black and White; Adjustment Layers; Grayscale, Hue/Saturation

Project File: Tractor.psd

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.4 Adjust or correct the tonal range, color, or distortions of an image.

        4.4c Identify advanced adjustment and correction tools and when to use them.

        4.4e Demonstrate knowledge of how to match, mix, and replace color by using a specific set of tools.

        4.4f Demonstrate knowledge of how to adjust hue and saturation.

        4.4i Demonstrate knowledge of how to apply tonal and color changes by using Adjustment layers.

Selection Tools

Description:
Selections are a powerful way to control which areas of an image you want to affect or adjust. Photoshop CC has a large variety of tools to make changes to an image.

For this project, you will give a brief description of each of the different selection tools.

Steps for Completion:
1. Use the worksheet on the next page.
2. Describe the tools, where they can be found, and how each tool functions.

Reference:
LearnKey's Photoshop CC Training, Session 2:
> Selections: Create Basic Selections; Subtract, Transform Selection; Move Tool; Save, Fill Selection, Copy; Selection Tools; Magic Wand; Quick Selection Tool; Advanced Selections; Feather Selection Tool; Color Range, Lasso Tool Selection; Hue and Saturation Adjustments; Create a Layer Mask; Copy and Paste Selection; Truer Edge Technology; Refine Edge Tool; Adjustment Layers

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.1 Demonstrate knowledge of working with selections.

        4.1a Demonstrate knowledge of making selections using a variety of tools.

Selection Tools Worksheet

Instructions: After watching Session 2, describe the different Selection tools, where they can be found, and how each tool functions according to the information presented by the instructor.

1. Rectangular Marquee tool:

2. Elliptical Marquee tool:

3. Single Row Marquee and Single Column Marquee tools:

4. Lasso tool:

5. Quick Selection tool:

6. Magic Wand tool:

Selection Techniques

Description:

Photoshop CC has several different tools which help users make selections of different areas of an image.

This project will help you recognize which tools or methods were used to make modifications or selections to an image.

Steps for Completion:

1.   Use the worksheet on the next page.
2.   Explain which tools or methods were used on each of the images.

Reference:

LearnKey's Photoshop CC Training, Session 2:

>   Selections: Create Basic Selections; Subtract, Transform Selection; Move Tool; Save, Fill Selection, Copy; Selection Tools; Magic Wand; Quick Selection Tool; Advanced Selections; Feather Selection Tool; Color Range, Lasso Tool Selection; Hue and Saturation Adjustments; Create a Layer Mask; Copy and Paste Selection; Truer Edge Technology; Refine Edge Tool; Adjustment Layers

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.1 Demonstrate knowledge of working with selections.

      4.1a Demonstrate knowledge of making selections using a variety of tools.

Selection Techniques Worksheet

Instructions: After watching Session 2, explain which tools or methods were used on each of the four images according to the information presented by the instructor.

1.

Method(s) used:

2.
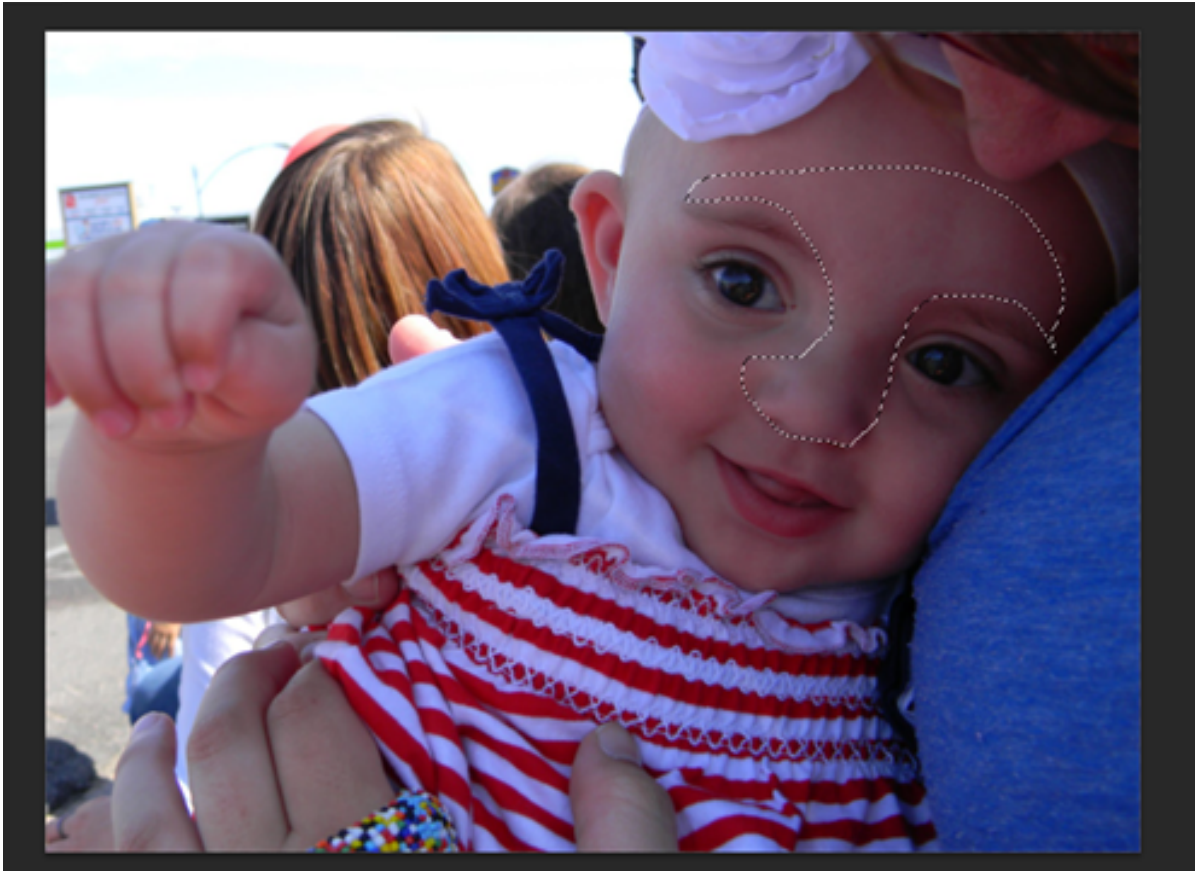
Method(s) used:

3.

Method(s) used:

4.

Method(s) used:

Saving Selections

Description:

Photoshop CC's powerful Selection tools are one of its key components. Selections can be as basic as a square or circle, or as complex as the leaves on a tree. Often when working with clients, the same image is used many times simply with subtle variations. Re-creating a complex selection can be time consuming. Saving selections can eliminate this wasted time. In this project, students will save and recall selections and then view the saved selection as a channel.

Steps for Completion:

1. Open the SavingSelections_start.psd file.
2. Using any of the various selection tools (Marquee tool(s), Lasso tool, Magic Wand tool, etc.) select an element of the photo (we chose to select the hammer).
3. Save the completed selection as "hammer."
4. Use Ctrl or Cmd+D to close the selection.
5. Load the saved selection from the Select menu.
6. Open the Channels palette to view the hammer channel.

Reference:

LearnKey's Photoshop CC Training, Session 2:

> Selections: Create Basic Selections; Subtract, Transform Selection; Move Tool; Save, Fill Selection, Copy; Selection Tools; Magic Wand; Quick Selection Tool; Advanced Selections; Feather Selection Tool; Color Range, Lasso Tool Selection; Hue and Saturation Adjustments; Create a Layer Mask; Copy and Paste Selection; Truer Edge Technology; Refine Edge Tool; Adjustment Layers

Project File: SavingSelections_start.psd, SavingSelections_end.psd

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.1 Demonstrate knowledge of working with selections.

      4.1a Demonstrate knowledge of making selections using a variety of tools.

![LearnKey]

Advanced Selection Techniques

Description:

Photoshop CC offers many advanced features for making selections, such as transforming selections, the Lasso tools, color-based selections, and Quick Mask Mode.

In this project, you will gain experience with various types of selections and selection tools.

Steps for Completion:

1. Open the image Selctions01.jpg in Photoshop CC.
2. Make a selection of the photo on the left using the Selection Marquee tool and transform the selection. Save the selection.
3. Make a selection of the photo on the right using the Polygonal Lasso tool. Save the selection.
4. Open the image Selections02.jpg.
5. Make a color-based selection of the round eyeball excluding the whites of the eye. Save the selection.
6. Open the image Selections03.jpg.
7. Make a selection of the Christmas tree and Santa Claus excluding the background using Quick Mask Mode. Save the selection.

Reference:

LearnKey's Photoshop CC Training, Session 2:

> Selections: Create Basic Selections; Subtract, Transform Selection; Move Tool; Save, Fill Selection, Copy; Selection Tools; Magic Wand; Quick Selection Tool; Advanced Selections; Feather Selection Tool; Color Range, Lasso Tool Selection; Hue and Saturation Adjustments; Create a Layer Mask; Copy and Paste Selection; Truer Edge Technology; Refine Edge Tool; Adjustment Layers

Project File: Selections01.jpg, Selections02.jpg, Selections03.jpg

Difficulty: Advanced ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.1 Demonstrate knowledge of working with selections.

        4.1a Demonstrate knowledge of making selections using a variety of tools.

        4.1b Demonstrate knowledge of saving, loading, and editing selections.

        4.1d Demonstrate knowledge of selection commands and how to modify selections.

        4.1e Identify when to use feathering and anti-aliasing when making selections.

        4.1f Identify tools that are used for selection.

        4.1g Demonstrate knowledge of how to make selections based on a color range.

    4.3 Transform images.

        4.3d Demonstrate knowledge of how to scale, rotate, or skew a selection.

Retouching and Blending

Description:
Photoshop CC offers users many options for retouching and blending images.

For this project, you will become familiar with a variety of different ways to correct flaws in photographs and manipulate photographic images.

Steps for Completion:
1. Open PHOTO4.JPG in Photoshop CC.
2. Use the Red Eye tool to correct any red eye flaws.
3. Use the Healing and Spot Healing Brushes to remove the veins on the head and remove some of the shine of the nose and above the left eyebrow.
4. Use the Clone tool to clone portions of the red rug to cover the green carpet, and remove the shadow in the top left corner.
5. Use the Patch tool to remove the brown leg (on the left) from the image.
6. Use the Sharpen tool to fix edges around the baby's head and along the rug and carpet line.
7. Save the image.

Reference:
LearnKey's Photoshop CC Training, Session 2:
    Basic Retouching: Clone Stamp Tool; Healing Brush Tool; Spot Healing Brush Tool; Blending Tools; Remove Red Eye

Project File: PHOTO4.JPG

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.5 Demonstrate knowledge of retouching and blending images.

      4.5a Demonstrate knowledge of retouching and blending images.

      4.5b Demonstrate knowledge of removing imperfections.

      4.5c Demonstrate knowledge of how to clone part of an image.

      4.5d Demonstrate knowledge of how to move or extend a selected object to a new location in the image.

      4.5e Demonstrate knowledge of how to sharpen an image.

Content-Aware Features

Description:

Over time, content-aware features have been added to Photoshop CC. Now in Photoshop CC, a feature called Content-Aware Move makes it even easier to move or remove parts of an image.

For this project, you will use Content-Aware Fill and the Content-Aware Move tool.

Steps for Completion:

1. Open the image ContentAware01.jpg in Photoshop CC.
2. First, remove the person from the image. Make a general selection around him using the Lasso tool. Then, press Shift+Backspace, or click Edit > Fill, and choose Content-Aware.
   a. Watch as Photoshop CC analyzes the section of the photo and automatically fills it for you.
3. Save the image as a JPEG named Content-Aware A, and close the original image, but do not save.
4. Open the original image, ContentAware01.jpg again.
5. This time, center the person closer to the middle of the image. Make a general selection around him using the Lasso tool again.
   a. Select the Content-Aware Move tool, under the Spot Healing Brush too.
   b. Click on the selection and drag it to the left until it is centered. Watch as Photoshop CC analyzes the image again and blends the selection into its new position.
6. Save the image as a JPEG named Content-Aware B.
7. Compare Content-Aware A and Content-Aware B to the original image.

Reference:

LearnKey's Photoshop CC Training, Session 2:
   Content-Aware: Content-Aware Features; Content-Aware Fill; Patch Tool; Content-Aware Move Tool

Project File: ContentAware01.jpg

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.5 Demonstrate knowledge of retouching and blending images.

      4.5d Demonstrate knowledge of how to move or extend a selected object to a new location in the image.

Photoshop CC

Ps
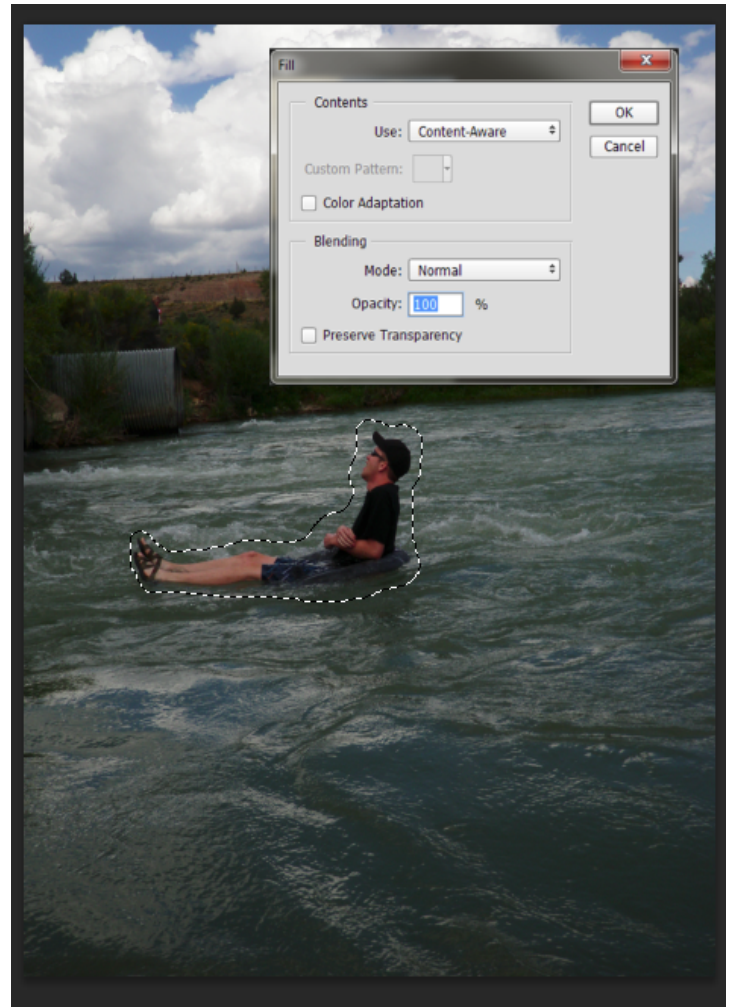
Session 3

Presented By

LearnKey®

Session 3 Fill-in-the-Blanks

Instructions: While watching Session 3, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Understand Layers

1. The _____ layer is unique, in that it cannot have any transparent pixels. [Flattened File]

2. The _____ button in the Layers panel is used to link layers together. [Link Layers]

3. The _____ feature in the Layers panel menu will merge any visible layers on a document. [Merge Layers, Delete, Drag and Drop]

Work with Layer Masks

4. Layer masks offer the ultimate in _____ editing in Photoshop CC. [Layer Masks]

5. A mask can be directly modified from the _____ dialog box. [Properties Panel, Vector Mask]

6. A _____ adjustment will allow a user to adjust the exposure of a refined selection in Photoshop CC. [Nondestructive Masks, Levels]

Work with Type

7. The horizontal and vertical type _____ tools allow users to type text that will be nondestructive. [Type Tools]

8. Kerning will adjust the space _____ two characters in a text area. [Kerning, Tracking, Leading, Type Layers]

9. The anti-alias menu controls how text is going to be _____ in Photoshop CC. [Anti-Aliasing]

10. The _____ panel contains a multilingual dictionary for language use in Photoshop CC. [Multilingual Dictionaries]

11. The blending mode drop-down menu is located in the _____ panel. [How Blending Modes Work]

12. The *fx* button in the Layers panel is used to apply layer_____ to an image. [Apply and Remove Layer Effects]

Filters

13. The Blur filters are located in the _____ menu. [Use Blur Filters]

14. With the Lens Correction filter, users can make corrections to geometric _____ , chromatic aberration, and vignette. [Use Seven Lens Correction]

15. In order to use the vanishing point filter, users must first establish a _____ plane. [Vanishing Point Filter]

16. The keyboard shortcut for duplicating layers in Photoshop CC on a Mac is Cmd+_____ . [Smart Objects and Smart Filters]

17. When a layer is converted to a smart object, the original image is _____ into the active Photoshop CC document. [Smart Objects]

18. An easy way to make a smart object is to utilize Place Embedded or Place _____ from the File menu. [Embedded Smart Object]

19. When it comes to layer masks, white reveals and _____ conceals. [Filter Gallery and Layer Masks]

Shape Tool and Pen Tool

20. The Pen tool can be used to create _____-based paths on an image document. [Create a Path]

21. To activate the heads up color picker tool, hold down the _____ key on Mac. [Create Shapes, Rounded Rectangle]

22. There are a lot of tools based on a brush, including the Clone Stamp tool, the _____ tool, and the Blur tool. [Paint Tools, Brush Tools]

23. In addition to basic brush tips, there are erodible and _____ brush tip options available in Photoshop CC. [Brush Tips]

24. Blending modes can be adjusted for brushes and _____ in Photoshop CC. [Blending Mode for Layers, Pencil Tool]

25. The job of the History Brush tool is to _____ from another point in the History panel. [History Panel and History Brush]

26. The Puppet Warp feature is found in the _____ menu. [Puppet Warp]

27. A _____ can be placed anywhere on a computer and executes an action whenever a file is dragged over it. [Batch Processing]

28. The auto blend feature is useful when combining the _____ levels of two similar images. [Auto-Blend Layers]

29. The first thing to consider when publishing an image is to find out if the image is going to web, _____ , or print. [Publish Digital Images]

30. The _____ feature in the Generate submenu of the File menu will automatically generate web assets for quick web development. [Automatic Asset Generation]

All About Layers

Description:

Layers are one of the primary components of working with images inside of Photoshop CC. By using layers you can divide up your files to make them much easier to edit. Layers also give you more control over how each object is used within your image.

For this project, you will demonstrate a basic understanding of using layers in Photoshop CC.

Steps for Completion:

1. Use the worksheet on the next page.
2. Match each concept to its appropriate definition.

Reference:

LearnKey's Photoshop CC Training, Session 3:

Understand Layers: Flattened File; Layered File; Link Layers; Label Elements of Different Types; Merge Layers, Delete, Drag and Drop; Flatten Layer

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

3.0 Understanding Adobe Photoshop

    3.2 Demonstrate knowledge of layers and masks.

        3.2a Identify and label elements of the different types of layers.

        3.2d Demonstrate knowledge of how to edit layers.

        3.2e Demonstrate knowledge of how to create layer groups and links.

        3.2g Identify the differences between a layered file and a flattened file.

        3.2h Demonstrate knowledge of how to nest layers.

        3.2i Demonstrate knowledge of how to add, delete, hide, show, lock, unlock, merge, duplicate, filter, and rename layers.

All About Layers Worksheet

Instructions: After watching Session 3, match the concepts to their appropriate definitions according to the information presented by the instructor.

A. Click and drag over the eyeball icons
B. Smart object
C. Linked layers

D. Background layer
E. Drag and drop
F. Merged layers
G. Layered file

H. Layers
I. Grouped layers
J. Filter layers
K. Flattened file

1. _____ Layers nested into a folder.

2. _____ Layers that can be worked on simultaneously when this feature is applied.

3. _____ Multiple layers become one single layer and can no longer be edited individually.

4. _____ Once individual elements are now part of one composite image which is limited in ability to be edited.

5. _____ Contains multiple layers with maximum ability to be edited.

6. _____ Individual objects with a stacking order.

7. _____ To view layers by kind, effect, color, or attribute.

8. _____ A method of dropping a file into a PSD to create a new layer.

9. _____ Cannot have any transparent pixels.

10. _____ A file placed in Photoshop CC converts to this format which is useful for nondestructive image editing.

11. _____ To turn off visibility of multiple, consecutive layers.

Working with Layer Comps

Description:
Photoshop CC has numerous ways to create layers. The power of layers goes far beyond simple organization and
into the realm of creativity. In this project, students will work with new layers, adjustment layers, layer effects, layer styles, and layer comps.

Create at least two layer comps of variations of the man holding the coffee cup using various effects or adjustment layers.

Steps for Completion:
1. Open the WorkingLayers_start.psd file.
2. Use any of the various selection tools to select the man with the coffee cup, items in the background, the coffee cup, or other items in the photo.
3. Cut or copy the selection(s) to their own layers. You may wish to use saving selections, or layer copying techniques to speed your workflow.
4. Use adjustment layers, layer styles, or layer effects (or any combination of the three) to create a unique presentation of the photo.
5. Repeat steps 2-4 to create another version of the photo.
6. Save at least two different versions of the photo as layer comps.
7. Present the layer comps to an instructor or peer.

Reference:
LearnKey's Photoshop CC Training, Session 3:
> Understand Layers: Flattened File; Layered File; Link Layers; Label Elements of Different Types; Merge Layers, Delete, Drag and Drop; Flatten Layer

Project File: WorkingLayers_start.psd, WorkingLayers_end.psd

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

3.0 Understanding Adobe Photoshop

> 3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.
>> 3.1a Identify and label elements of the Photoshop interface.
>> 3.1e Demonstrate knowledge of the functions of the Properties panel.
>> 3.1f Demonstrate knowledge of non-destructive editing.

> 3.2 Demonstrate knowledge of layers and masks.
>> 3.2a Identify and label elements of the different types of layers.
>> 3.2d Demonstrate knowledge of how to edit layers.
>> 3.2f Demonstrate knowledge of how to flatten layers.
>> 3.2h Demonstrate knowledge of how to nest layers.
>> 3.2i Demonstrate knowledge of how to add, delete, hide, show, lock, unlock, merge, duplicate, filter, and rename layers.

Working with Layer Masks

Description:
Photoshop CC allows you to build artwork in layers. Layer masking allows you to hide or use as much of any one layer as you like.

For this project, you will use PHOTO3.JPG and create a layer mask around the boy so that you can make changes to the boy and the background separately. You will use the Refine Mask dialog box to make changes to the image. Feather the edges to make a nice divide. Change the color of the background by overlaying. Then create a Vector mask and a shape with drop shadow to customize the image.

Steps for Completion:
1. Open PHOTO3.JPG in Photoshop CC.
2. Create a duplicate layer.
3. Use the Quick Selection tool to select the boy.
4. Create a new layer mask.
5. Use the Refine Mask to feather the edges around the boy.
6. Place a solid color on the background.
7. Overlay the background with the solid color.
8. Change the Background layer to Layer 0.
9. Select all layers and create a new layer group.
10. Create a Vector mask to hide all.
11. Use the Custom Shape to insert a shape to show the boy's face.
12. Apply a drop shadow.
13. Add a white background.
14. Save your changes to the image.

Reference:
LearnKey's Photoshop CC Training, Session 3:
    Work with Layer Masks: Layer Masks; Properties Panel, Vector
Mask; Nondestructive Masks, Levels

Project File: PHOTO3.JPG

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

3.0 Understanding Adobe Photoshop

    3.2 Demonstrate knowledge of layers and masks.

        3.2b Demonstrate knowledge of masks and modes.

        3.2c Demonstrate knowledge of how to create masks.

        3.2d. Demonstrate knowledge of how to edit layers.

        3.2e Demonstrate knowledge of how to create layer groups and links.

        3.2i Demonstrate knowledge of how to add, delete, hide, show, lock, unlock, merge, duplicate, filter, and rename layers.

Typography Basics in Photoshop CC

Description:
Magazine publishers, editors, and creation directors recognize the significance of a cover image as both a newsstand persuasion for an impulse buy and as a brand. Consumer magazine newsstand sales are determined by what is shown on the cover, a fact that can mean the difference between a magazine's success or failure over time. The cover image and design support the brand, an essential recognition aspect because the average reader spends only three to five seconds looking at a magazine cover prior to deciding whether to buy that issue. Magazine covers not only offer information about what's inside a particular issue, they also provide significant cultural cues about trends.

In this project, you will design a magazine cover, paying particular attention to aspects such as interruptions, readability, and alignment. You will then implement an appropriate font size to different aspects of the cover, such as the title, story title lines, issue dates (etc). You will also demonstrate your knowledge of text placement for a variety of different situations. Develop a theme for the magazine (about yourself, sports, music, food, hobbies, etc.).

Steps for Completion:
1. Open a new canvas.
2. Develop a theme for a magazine.
3. Design a magazine cover and pay attention to interruptions, readability, and alignment.
4. Input appropriate font size. (Note: use a maximum of three different fonts and three different font sizes).
5. Fonts should be applied to a title, story title line, issue dates.
6. Ensure the colors are print safe.

Reference:
LearnKey's Photoshop CC Training, Session 3:

Work with Type: Type Tools; Character Panel, Options Bar; Kerning, Tracking, Leading, Type Layers; Layer Styles to Type; Anti-Aliasing; Fill and Opacity; Multilingual Dictionaries; Blending Mode; How Blending Modes Work; Blending Mode Options; Apply and Remove Layer Effects

Project File: N/A

Difficulty: Advanced ●

Required Materials: Photoshop CC Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

   2.3 Demonstrate knowledge of typography.

      2.3a Demonstrate knowledge of how background image can affect text.

      2.3c Identify an appropriate placement of text for a variety of situations.

4.0 Manipulating Images by Using Adobe Photoshop

   4.7 Demonstrate knowledge of type.

      4.7a Demonstrate knowledge of the functionality of each type panel option.

      4.7b Demonstrate knowledge of functionality of type tools.

      4.7c Demonstrate knowledge of the uses type layers.

      4.7d Demonstrate knowledge of how to edit type.

Using Type

Description:

Photoshop CC offers multiple options to edit and manipulate the appearance of type in an image.

For this project, you will demonstrate knowledge of various options regarding adding type (also called text) to an image.

Steps for Completion:

1. Open an image file that features multiple objects.
2. Add horizontal and vertical text to various objects, as both characters and paragraphs.
3. Edit the text to change the wording.
4. Experiment with various text options such as kerning, justification, alignment, and anti-aliasing.
5. Use the Horizontal Type Mask tool and/or Vertical Type Mask tool in order to create a selection in the shape of text and to show the background.

Reference:

LearnKey's Photoshop CC Training,

Session 3:

Work with Type: Type Tools; Character Panel, Options Bar; Kerning, Tracking, Leading, Type Layers; Layer Styles to Type; Anti-Aliasing; Fill and Opacity; Multilingual Dictionaries; Blending Mode; How Blending Modes Work; Blending Mode Options; Apply and Remove Layer Effects

Project File: N/A

Difficulty: Advanced ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.7 Demonstrate knowledge of type.

        4.7a Demonstrate knowledge of the functionality of each type panel option.

        4.7c Demonstrate knowledge of the uses type layers.

        4.7d Demonstrate knowledge of how to edit type.

Working with Type

Description:

Text in Photoshop CC is an important element to your artwork. Knowing how to utilize text will make you a versatile designer. In this project, you'll demonstrate your knowledge of adding text to an image, how to edit text, and how to add effects to text.

Steps for Completion:

1. Open the Type.psd Course Support file and select the Horizontal Type tool.
2. Create a text box and type "Photoshop CC."
3. Change the font of the text to Verdana.
4. Change the font color to white and align the text in the center of the text box.
5. Add a drop shadow effect to the text.
6. Save your progress.

Reference:

LearnKey's Photoshop CC Training, Session 3:

> Work with Type: Type Tools; Character Panel, Options Bar; Kerning, Tracking, Leading, Type Layers; Layer Styles to Type; Anti-Aliasing; Fill and Opacity; Multilingual Dictionaries; Blending Mode; How Blending Modes Work; Blending Mode Options; Apply and Remove Layer Effects

Project File: Type.psd

Difficulty: Intermediate ●

Required Materials: Photoshop CC Ps

Objectives:

2.0 Identifying Design Elements When Preparing Images

    2.3 Demonstrate knowledge of typography.

        2.3a Demonstrate knowledge of how background image can affect text.

        2.3b Identify an appropriate font size, type, and color for a variety of situations.

        2.3c Identify an appropriate placement of text for a variety of situations.

4.0 Manipulating Images Using Adobe Photoshop

    4.7 Demonstrate knowledge of type.

        4.7a Demonstrate knowledge of the functionality of each type panel option.

        4.7b Demonstrate knowledge of functionality of type tools.

        4.7c Demonstrate knowledge of the uses type layers.

        4.7d Demonstrate knowledge of how to edit type.

    4.8 Demonstrate knowledge of filters.

        4.8c Demonstrate knowledge of how to apply layer styles to type.

Using Filters

Description:

The Filter Gallery in Photoshop CC features a list of available filters, filter settings, as well as a preview window allowing users to test filter settings on an image before deciding which settings to apply.

For this project, you will demonstrate knowledge of a wide variety of options available in the Filter Gallery. You will apply different filters from each of the folder options and save each image. You will end with eight filtered images. There are several options in the Filter Gallery dialog box which allow you to make additional changes to the filter. Be sure to use the Brush Size, Definition, and Smoothness settings while implementing these filters. Then use the Filter menu to apply an Iris Blur filter. Change the image to match the provided screenshot.

Steps for Completion:

1. Open PHOTO2.JPG in Photoshop CC.
2. Open the Filter Gallery.
3. Open the Artistic folder.
4. Select the Sponge filter option.
5. Change the Definition to 6.
6. Change the Smoothness to 1.
7. Save the image.
8. Apply filters using Brush Stroke, Distort, Sketch, Stylize, and Texture.
9. Save each image.
10. Click the Filter menu.
11. Select Iris Blur.
12. Make changes using the mouse and the Blur Tools panel.

Reference:

LearnKey's Photoshop CC Training, Session 3:
Filters: Use Filters, Sharpen Tools, Unsharp Mask; Use Blur Filters; Use Filter Gallery; Use Seven Lens Correction; Additive Grain; Vanishing Point Filter; Smart Objects and Smart Filters; Free Transform; Smart Objects; Embedded Smart Object; Smart Filters; Filter Gallery and Layer Masks

Project File: PHOTO2.JPG

Difficulty: Beginner ●

Required Materials: Photoshop CC Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.8 Demonstrate knowledge of filters.

        4.8a Demonstrate knowledge of how to use the Filter Gallery.

        4.8d Demonstrate knowledge of using smart filters.

        4.8e Identify the appropriate filter to use for a variety of situations.

        4.8h Demonstrate knowledge of editing images using Blur filters.

More Filters

Description:

Filters are one of Photoshop CC's most powerful tools. They allow you to alter an image in artistic and useful ways. In this project you will demonstrate your knowledge of blur and sharpen filters. You will also utilize some of the filters from the Filter Gallery.

Steps for Completion:

1. Open the Shoreline.psd Course Support file and add an Unsharp Mask filter.
2. Sharpen the image by altering the Amount, Radius, and Threshold.
3. Select the Field Blur filter and place three widgets on the image.
4. Click and drag the widgets to different parts of the image and alter the filter strength.
5. Open the Filter Gallery and add a Film Grain filter from the Artistic section.
6. Click the New effect layer button and add a Mosaic Tiles filter from the Texture section.
7. Save your progress.

Reference:

LearnKey's Photoshop CC Training, Session 3:

> Filters: Use Filters, Sharpen Tools, Unsharp Mask; Use Blur Filters; Use Filter Gallery; Use Seven Lens Correction; Additive Grain; Vanishing Point Filter; Smart Objects and Smart Filters; Free Transform; Smart Objects; Embedded Smart Object; Smart Filters; Filter Gallery and Layer Masks

Project File: Shoreline.psd

Difficulty: Advanced ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images Using Adobe Photoshop

    4.5 Demonstrate knowledge of retouching and blending images.

        4.5e Demonstrate knowledge of how to sharpen an image.

    4.8 Demonstrate knowledge of filters.

        4.8a Demonstrate knowledge of how to use the Filter Gallery.

        4.8e Identify the appropriate filter to use for a variety of situations.

Smart Objects

Description:
Adding filters to layers in Photoshop CC is one way to add artistic or stylistic elements to your images. However, filters in Photoshop CC are referred to as "destructive" editing, meaning that the original layer is lost in favor of the new filtered layer. This can be problematic if you or your client decides that there needs to be a change that requires the original image. Smart Objects eliminate this problem.

For this project, choose one layer and create duplicate layers from it. Then convert one to a Smart Object; duplicate the Smart Object. Apply an artistic filter of your choice to both the copied layer and one of the Smart Object layers. Then edit the Smart Object to show that it affects both the filtered and non-filtered Smart Object layers. Finally, change the filter on the Smart Object and attempt to change the filter on the non-Smart Object duplicated layer.

Steps for Completion:
1. Open the SmartObjects_start.psd file.
2. Duplicate the "Sample" layer twice.
3. Convert one of the duplicated layers to a Smart Object.
4. Duplicate this layer.
5. Apply an artistic filter to one of the Smart Object layers and the duplicated Sample layer.
6. Edit the Smart Object to include text.
7. Change the filter on the Smart Object from one artistic filter to another. (Note: the end file has both of the filters on the Smart Object, but only one is shown—again, to illustrate the value of Smart Objects)
8. Attempt to do the same on the duplicated Sample layer.

Reference:
LearnKey's Photoshop CC Training, Session 3:

Filters: Use Filters, Sharpen Tools, Unsharp Mask; Use Blur Filters; Use Filter Gallery; Use Seven Lens Correction; Additive Grain; Vanishing Point Filter; Smart Objects and Smart Filters; Free Transform; Smart Objects; Embedded Smart Object; Smart Filters; Filter Gallery and Layer Masks

Project File: SmartObjects_start.psd, SmartObjects_end.psd

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

3.0 Understanding Adobe Photoshop

3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.

3.1e Demonstrate knowledge of the functions of the Properties panel.

3.2 Demonstrate knowledge of layers and masks.

3.2a Identify and label elements of the different types of layers.

3.4 Demonstrate knowledge of producing and reusing images.

3.4b Identify techniques used to produce reusable images.

4.0 Manipulating Images by Using Adobe Photoshop

4.3 Transform Images.

4.3e Demonstrate knowledge of how to reposition or warp image elements.

Keeping Things in Perspective

Description:

Photoshop CC provides powerful filters that you can use to add aesthetics to the images you are working on. One in specific is the Vanishing Point filter.

For this project, you will demonstrate basic knowledge of the Filter Gallery, the Vanishing Point filter, and the Perspective Crop and Clone Stamp tools.

Steps for Completion:

1. Use the worksheet on the next page.
2. Complete the short answer questions.

Reference:

LearnKey's Photoshop CC Training, Session 3:

      Filters: Use Filters, Sharpen Tools, Unsharp Mask; Use Blur Filters; Use Filter Gallery; Use Seven Lens Correction; Additive Grain; Vanishing Point Filter; Smart Objects and Smart Filters; Free Transform; Smart Objects; Embedded Smart Object; Smart Filters; Filter Gallery and Layer Masks

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.8 Demonstrate knowledge of filters.

        4.8a Demonstrate knowledge of how to use the Filter Gallery.

        4.8g Demonstrate knowledge of editing images using the vanishing point filter.

Keeping Things in Perspective Worksheet

Instructions: After watching Session 3, complete the short answer questions according to the information presented by the instructor.

1. Where is the Filter Gallery located in Photoshop CC?

2. In the Filter Gallery, only one filter may be applied at one time to an image. True or False? Please Explain.

3. Discuss the Vanishing Point filter, the Perspective Clone Stamp tool, and the Perspective Crop tool and how they work together in Photoshop CC. Give an example of when you would utilize this technique.

Using the Pen Tool

Description:
Photoshop CC provides multiple tools that can be used to draw vector-based shapes. These shapes are useful when you need to add elements to your designs. There are a few tools great for drawing shapes, such as the Rectangle tool, Rounded Rectangle tool, Ellipse tool, Polygon tool, Line tool, and Custom Shape tool. In addition, the Pen tool is the most powerful tool for drawing shapes from scratch. The more you practice using the Pen tool, the better you will get.

For this project, you will practice the silhouette technique by creating a path around an object in a photo to isolate it from the background.

Steps for Completion:
1. Create a new document in Photoshop CC that is 10 x 10 inches, 300 pixels per inch, and RGB Color.
2. Place the Lock.jpg image file in your new document.
3. Use the Pen tool to create a selection of the lock. (Note: the end goal is to have a silhouette of the lock without the key or background.)
4. With the Pen tool selected, change the Option Bar settings from Shape to Path.
5. Zoom in to 100% and begin the click-and-drag technique with the Pen tool to create a path around the lock that matches the curvature perfectly.
6. Pretend that the key is not there so as only to silhouette the lock.
7. Tips: Use the Alt key to shorten directional handles when necessary. Use the Ctrl key to activate the Direct Selection tool to edit or move anchor points along the way. When completing the path, hold down the Alt key as you connect to the initial anchor point to click and drag the last curve into place.

Reference:
LearnKey's Photoshop CC Training, Session 3:
> Shape Tool and Pen Tool: Draw Using Shape Tool and Pen Tool; Create a Path; Photoshop Path

Project File: Lock.jpg

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:
4.0 Manipulating Images by Using Adobe Photoshop
    4.6 Demonstrate knowledge of drawing and painting.
        4.6a Demonstrate knowledge of drawing by creating vector layers and paths.
        4.6b Demonstrate knowledge of how to edit a path.

Drawing

Description:

In this project, you will demonstrate knowledge of a variety of techniques used in drawing, including various tools and options. This project can look as pretty or as disorganized as you want, but most of all be creative in what you are doing.

Steps for Completion:

1. Open a new document with the default Photoshop CC size and a white background.
2. Change the width and height to create a square.
3. Change resolution to 300 pixels per inch.
4. Use the Rectangle tool to create a rectangle and use the Shift key to create a square.
5. Change the Rectangle tool to the Ellipse tool.
6. Draw a circle using the Shift key.
7. Change to the Polygon tool.
8. Draw a five-sided polygon.
9. Change the number of sides and draw another polygon.
10. Change to the Custom Shape tool.
11. Select and create a custom shape.
12. Use the Pencil tool to add free form shapes.
13. Use the Pen tool to create a unique shape.
14. Save the canvas to your Photoshop CC folder.
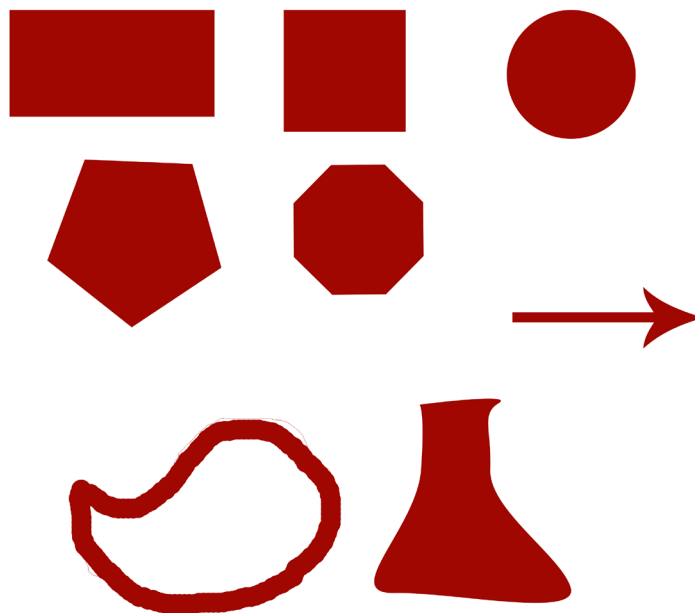
Reference:

LearnKey's Photoshop CC Training, Session 3:

Shape Tool and Pen Tool: Draw Using Shape Tool and Pen Tool; Create a Path; Photoshop Path; Create Shapes, Rounded Rectangle; Custom Shapes, Preset Shapes; Blending Mode for Layers, Pencil Tool

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.6 Demonstrate knowledge of drawing and painting.

        4.6a Demonstrate knowledge of drawing and creating vector layers and paths.

        4.6c Identify tools that are used for painting.

        4.6d Identify tools that are used for drawing, or creating shapes.

        4.6e Identify the purpose of an option from the Brushes panel.

        4.6f Demonstrate knowledge of color blending.

LearnKey

Painting

Description:

Using the Brush tool comes with various options, like colors, brush sizes, and brush shapes. In this project you will demonstrate knowledge of a variety of techniques used in painting, including various tools and options.

Steps for Completion:

1. Open a new canvas.
2. Use the Brush tool and the different brush types to create a picture.
3. Use the on-screen color picker to select different brush colors.
4. Use the Mixer Brush to define multiple colors on a single brush tip and then mix and blend them into the other colors on the canvas.

Reference:

LearnKey's Photoshop CC Training, Session 3:

> Shape Tool and Pen Tool: Paint Tools, Brush Tools; Brush Tips; Brush Presets; Color Blending Tools; Blending Mode for Layers, Pencil Tool; Mixer Brush; History Panel and History Brush; Puppet Warp

Project File: N/A

Difficulty: Advanced ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.6 Demonstrate knowledge of drawing and painting.

   4.6a Demonstrate knowledge of drawing and creating vector layers and paths.

   4.6c Identify tools that are used for painting.

   4.6d Identify tools that are used for drawing, or creating shapes.

   4.6e Identify the purpose of an option from the Brushes panel.

   4.6f Demonstrate knowledge of color blending.

Paint and Brush Tools

Description:

Paint and brush tools are some of the most basic tools you'll ever use in Photoshop CC. In this project you will demonstrate your knowledge of various paint tools and basic blending modes.

Steps for Completion:

1. Open the Black Eyed Susan.psd Course Support file, select the eraser tool and make a stroke on the image.
2. Select the brush tool, select an erodible brush tip and make a stroke on the image.
3. Desaturate the image from the Image menu and change the blending mode to Screen.
4. Decrease the size of your brush tool and paint one of the larger flower petals a yellow color.
5. Change the blending mode to Overlay and paint another petal.
6. Save your progress.

Reference:

LearnKey's Photoshop CC Training, Session 3:

> Shape Tool and Pen Tool: Paint Tools, Brush Tools; Brush Tips; Brush Presets; Color Blending Tools; Blending Mode for Layers, Pencil Tool; Mixer Brush; History Panel and History Brush; Puppet Warp

Project File: Black Eyed Susan.psd

Difficulty: Advanced ●

Required Materials: Photoshop CC Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.6 Demonstrate knowledge of drawing and painting.

      4.6c Identify tools that are used for painting.

      4.6e Identify the purpose of an option from the Brushes panel.

      4.6f Demonstrate knowledge of color blending.

Custom Brushes

Description:
Digital painting, whether from scratch or used as an enhancement to an existing image, is another one of Photoshop CC's powerful tools.

For this project, you will create a new file and experiment with the various brush types, brush sets, and brush modes. You will then create a custom brush.

Steps for Completion:
1. Open a new document that is at least 500 x 400 pixels, 72 dpi, with a white background. (File > New)
2. Spend some time experimenting with the various brush capabilities. Open the other brush sets and use them to get a feel for what digital painting in Photoshop CC has to offer.
3. Be sure to try the brush modes on a variety of brush styles; you might be surprised at the differences each mode brings out.
4. Create a new custom brush and then try it out in your document.

Reference:
LearnKey's Photoshop CC Training, Session 3:

> Shape Tool and Pen Tool: Paint Tools, Brush Tools; Brush Tips; Brush Presets; Color Blending Tools; Blending Mode for Layers, Pencil Tool; Mixer Brush; History Panel and History Brush; Puppet Warp

Project File: N/A

Difficulty: Intermediate ●

Required Materials: Photoshop CC   Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

> 4.6 Demonstrate knowledge of drawing and painting.

>> 4.6a Demonstrate knowledge of drawing and creating vector layers and paths.

>> 4.6c Identify tools that are used for painting.

>> 4.6d Identify tools that are used for drawing, or creating shapes.

>> 4.6e Identify the purpose of an option from the Brushes panel.

>> 4.6f Demonstrate knowledge of color blending.

Puppet Warp

Description:

Photoshop CC allows users to change parts of an image by using the Puppet Warp tool. This tool can move objects or parts of an image to different areas while still being attached to other parts of the image.

In this project, you will use the Puppet Warp tool by opening Babygirl.jpg and rasterizing the image. Using the Lasso tool, select the baby's arm. Then create a new layer. Select Puppet Warp from the Edit menu. Place four pin points: one on the hand, two near the elbow, and one on the shoulder. Use the pin on the hand to move the hand as desired. Save the image.

Steps for Completion:

1. Open Babygirl.jpg in Photoshop CC.
2. Rasterize the image.
3. Use the Lasso tool to select the baby's arm.
4. Create a new layer with the selection on it with the shortcut Ctrt/Cmd+J.
5. In the selected area, use the Puppet Warp tool.
6. Place pin points: one on the hand, two near the elbow, and one on the shoulder.
7. Use the pin on the hand to move the hand.
8. Save changes to the image.

Reference:

LearnKey's Photoshop CC Training,

Session 3:

Shape Tool and Pen Tool: Paint Tools, Brush Tools; Brush Tips; Brush Presets; Color Blending Tools; Blending Mode for Layers, Pencil Tool; Mixer Brush; History Panel and History Brush; Puppet Warp

Project File: Babygirl.jpg

Difficulty: Intermediate ●

Required Materials: Photoshop CC Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

    4.3 Transform images.

        4.3e Demonstrate knowledge of how to reposition or warp image elements.

Photoshop CC Actions

Description:
Whether you're working in a production environment, or just trying to save as much time as possible, Photoshop CC provides some ways that you can automate things so you're not spending time doing it manually. For example, you have the ability to create actions, which are ways you can record things you are doing and save it to replay the process on other files. The Actions panel has many prebuilt actions, or you can create your own. In addition, you may also create a droplet, which is another way to apply actions.

For this project, you will record a series of actions in Photoshop CC that can be played again in other files.

Steps for Completion:
1. Open an image in Photoshop CC. You can use one of your own, or use one from a previous project.
2. Create an action that converts the image to black and white and applies a vignette.
   a. Open the Actions panel from the Window menu.
   b. Collapse the Default Actions folder to make more room.
   c. Create a new folder named Sample Actions.
   d. Click the new actions button and name your action BW Vignette.
   e. Click the Record button.
   f. In the Adjustments panel, click the Black and White adjustment to apply it to your image.
   g. Make any changes to the adjustment layer settings that you want.
   h. In the Layers panel, click Flatten Image from the pop-out menu.
   i. From the Filter menu, click the Lens Correction option.
   j. Under Custom, adjust the Vignette slider bar to create a dark vignette around the edges of the photo. Click the OK button to close out of the dialog box.
   k. Back in the Actions panel, click the Stop button to finish recording the action.
3. Now that you have recorded your BW Vignette action, revert to the original photo from the File menu, Revert.
4. From here, select the BW Vignette action in the Actions panel, and click the Play button. Watch as those steps are applied to your photo automatically.

Reference:
LearnKey's Photoshop CC Training, Session 3:
   Shape Tool and Pen Tool: Batch Processing

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC Ps

Objectives:

4.0 Manipulating Images by Using Adobe Photoshop

   4.1 Demonstrate knowledge of working with selections.

      4.1j Demonstrate knowledge of batch-processing techniques.

Merge to HDR

Description:

The Merge to HDR feature in Photoshop CC is a great way to composite images. Compositing images is taking elements from three or more images and creating one single image. For example, if you have three images that all have different parts underexposed and overexposed as well as parts in detail, the composite image will take the details from all three and create a new image.

For this project, you will write a brief paper explaining the Merge to HDR feature.

Steps for Completion:

1. Use the worksheet on the next page.
2. Write a brief paper explaining the Merge to HDR process.

Reference:

LearnKey's Photoshop CC Training, Session 3:

Shape Tool and Pen Tool: Batch Processing; Auto-Align Layers; Auto-Blend Layers; 32-Bit Merge to HDR; Publish Digital Images

Project File: N/A

Difficulty: Intermediate

Required Materials: Photoshop CC

Objectives:

2.0 Identifying Design Elements When Preparing Images

  2.4 Demonstrate knowledge of color correction using Photoshop.

    2.4h Demonstrate knowledge of 32-bit HDR imaging.

4.0 Manipulating Images by Using Adobe Photoshop

  4.1 Demonstrate knowledge of working with selections.

    4.1i Demonstrate knowledge of how to composite images.

    4.1j Demonstrate knowledge of batch-processing techniques.

Merge to HDR Worksheet

Instructions: After watching Session 3, Complete the short essay according to the information presented by the instructor.

1. When it comes to compositing images, Merge to HDR is a powerful feature. Write a short essay discussing how this feature works.

Web Gallery

Description:

Adobe Bridge can be used to create a web gallery and a PDF file of selected images. The PDF file allows users to show others the image. The web gallery is used to have images ready to be used in a website.

For this project, you will use the Adobe Bridge to create a web gallery and a PDF file of a collection. This collection may be useful in future Adobe courses. You will need a server to upload images. If no server is available, save your work to a folder or a cloud server. Use Adobe Bridge to create a New Collection. This collection should have a minimum of five images. Using the Output option, select the images and then create a PDF and a web gallery. To maintain consistency and to easily find your work, name files something that you will be able to find quickly.

Steps for Completion:

1. In Photoshop CC, navigate to Browse in Bridge.
2. Select Collections.
3. Create a New Collection.
4. Rename the collection.
5. Place desired images in the collection.
6. Select Output.
7. Click the PDF button.
8. Select images.
9. Modify the document to show desired information.
10. Save and Preview PDF.
11. Click the Web Gallery button.
12. Select images.
13. Choose a template.
14. Preview in a browser.
15. Insert a Site Title.
16. Insert contact information.
17. Create a Header.
18. Insert a Gallery Name.
19. Insert server information and username and password.
20. Click the Upload button.

Reference:

LearnKey's Photoshop CC Training, Session 3:

> Shape Tool and Pen Tool: Publish Digital Images; Publish to Web; Publish for use in Videos; Web Photo Gallery; Automatic Asset Generation; Real Time Image Generation

Project File: N/A

Difficulty: Beginner ●

Required Materials: Photoshop CC   Ps

Objectives:

5.0 Publishing Digital Images by Using Adobe Photoshop

   5.1 Demonstrate knowledge of preparing images for web, print, and video.

      5.1a Demonstrate knowledge of the elements of web images that need to be checked or confirmed prior to publishing.to the web.

      5.1b Demonstrate knowledge of creating a Web Photo Gallery.

      5.1c Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to print publishing.

Photoshop CC

Ps

Master Project

Photoshop CC Master Project

Description:

Now that you have completed all of LearnKey's Photoshop CC training, it is time to apply all of that information into one major project. This project is divided into three parts. Throughout these parts you will choose a topic, create a project plan which includes using your images on a web page, for print, and create a cover for your topic. You will use the Adobe Bridge to organize your images and create metadata for web use.

For Part 1, you will choose your topic, create your project plan, and using a digital camera take 25 images based on your topic. Open your images in Adobe Bridge. Separate your images into two collections and create metadata for each image. In Part 2, you will take one group from Adobe Bridge and begin to make changes to them so the images can be used on the web. To conclude, in Part 3, you will make changes to the second group from Adobe Bridge and prepare each image to be printed for advertisement for your website. Finally, you will create a cover for your portfolio. After you have created the cover you will put together the portfolio with the cover as an introduction. Then select your 10 favorite images to use for your website and your print projects. These you will print off as part of your portfolio.

Part 1

Description:

In this section you will begin by choosing a topic. When you decide on the topic you will need to determine an audience and the purpose you want to accomplish as well as set goals for the project. Take 25 pictures using a digital camera. Then use Adobe Bridge to organize your images.

Steps for Completion:

1. Choose a topic.
2. Create a project plan by determining an audience and purpose.
3. Using a digital camera, take 25 pictures.
4. Open images in Adobe Bridge.
5. Create two new collections: one group specifically for web use and one group specifically for print use.
6. In each group add metadata to each image.
7. Include a copyright statement and a specific name for each.
8. Include your name in the metadata.

Part 2

Description:

From one of your groups import each image into Photoshop CC. You will need to use the full gamut of the tools and galleries provided to make modifications to each image. These images will need to be ready for use on a website.

Steps for Completion:

1. Customize your workspace by moving and adding panels.
2. Insert the Navigation and Histogram panels.
3. Colorize the menus that you use the most often.
4. Create a new set using the Keyboard Shortcuts and Menus dialog box.
5. Add a customized keyboard shortcut to Place.
6. Use images from the group you created in Adobe Bridge for web use.
7. Add auto tone to half of the group.
8. Using the appropriate tools, touch up each image. This would include fixing the image using the Red Eye tool, Clone Stamp tool, Spot Healing Brush, Healing Brush, Patch tool, or the Content-Aware Move.
9. Combine two or three images into one image using overlay and the Snap To options and guidelines. Draw an object on the image. Then make the object be able to contain type. Use the Type tool to place a title or description of each image.
10. Using three images pick the focus of the image. Separate the focus from the background. Change the background color. Create a layer group. Overlay an object to cut out everything but what the object covers. Create a drop shadow.
11. Using two images and the Puppet Warp tool move a portion of the images to a new a position.
12. Use the filter option to add various filters to three different images.
13. Open four images in Camera raw and use the histogram panel to make changes to images that may be too bright, make shadows more defined, or make other color adjustments.
14. Create a blank white canvas.
15. Use the Pen tool and the Brush tool to draw a picture which relates to you. This will be the back page of your portfolio.
16. Merge three images using the HDR feature from Adobe Bridge.
17. Create and save a new action that changes an image to black and white and applies a vignette.

Part 3

Description:

For this final section, you will save your chosen images so that they can be printed and placed on the web. Print out your 10 favorite images to be used in a portfolio. Have the images range from 5 x 6 to 8.5 x 11. Export another five of your favorite images to Zoomify to be viewed on the web. Create a cover for your portfolio. The cover should include a title, with some of your favorite images names on them with the page number, similar to a magazine cover.

Steps for Completion:

1. Save images in RGB or CMYK.
2. Print edited images and print the original images.
3. Print the 10 images that you designed specifically for print. Have varying print sizes, but make sure that the images do not exceed the size of 8.5 x 11.
4. Print the 10 images that you designed for web use as they would have appeared on the website.
5. Export five images to Zoomify.
6. Create a cover page for your portfolio. This should look similar to a magazine cover with a title, a sub menu with a few names of images and their page number.
7. Make sure that the portfolio contains the links to Zoomify so that the images can be viewed.
8. Put together the portfolio and have each printed photo with a side-by-side of the original to show changes to the image.

Required Materials: Photoshop CC   Ps

Photoshop CC

Appendix

Photoshop CC Lesson Plans

Each lesson plan is approximately 30 minutes and includes video training, fill-in-the-blanks, labs, projects, tests, as well as the course support files to follow along with the expert. There is also a note section for customizable lesson plans and extra notes. By adhering to the lesson plan, it will take approximately four weeks to complete the course. Approximately 24 hours of time training with an additional 6-12 hours if the Master Level lesson plans are also completed.

Session 1 [Approximately 8 hours total]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 1 Pre-Assessment	

Lesson 2	Intro to Photoshop CC	Project Requirements Project Specifications	1.0 Setting Project Requirements
			1.1 Identify the purpose, audience, and audience needs for preparing images.
			  1.1a Identify information that determines purpose, audience, and audience needs for image production.
			1.2 Demonstrate knowledge of standard copyright rules for images and image use.
			  1.2a Use copyright terms correctly, such as copyrighted, fair use doctrine, intellectual property, and derivative works.
			  1.2b Identify when permission must be obtained to use copyrighted material.
			  1.2c Identify methods used to indicate that images are copyrighted.
			1.3 Demonstrate knowledge of project management tasks and responsibilities.
			  1.3a Identify items that might appear on a project plan.
			  1.3b Identify phases that might appear on a project plan.
			  1.3c Identify deliverables that might be produced during the project.
			  1.3d Identify common problems and issues in project management.
			1.4 Communicate with others (such as peers and clients) about design plans.
			  1.4a Demonstrate knowledge of techniques for gathering feedback on design plans from others (such as peers and clients).
				Watch Session 1: Intro to Photoshop CC [5 minutes]
				
				Fill-in-the-Blanks Session 1: Question 1
				
				Session 1 Project 1: Create a Project Plan
				
				Session 1 Project 2: Providing Feedback	

Lesson	Topic	Subtopic	Objectives	Activity	Notes

Lesson 3	The Capture	Import Photos
		Metadata
		Functions of a Camera
		Scanning an Image
		Scanned Images
		Photoshop Workspace
		Configure Image Display
		Panels
		Customize Workspace
		Save Custom Workspace
		Customize Keyboard
		Customize Menus
		Deleting Presets and Favorites
			2.0 Identifying Design Elements When Preparing Images
			   2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.
			      2.5a Demonstrate knowledge of digital photography/cameras.
			      2.5b Demonstrate knowledge of scanning.
			      2.5d Identify the differences between scanned images, digital camera images, and camera raw.
			   2.6 Understand key terminology of digital images.
			      2.6a Demonstrate knowledge of key terminology of digital images.
			3.0 Understanding Adobe Photoshop
			   3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.
			      3.1a Identify and label elements of the Photoshop interface.
			      3.1b Demonstrate knowledge of how to organize and customize the workspace.
			      3.1c Demonstrate knowledge of the functions of tools on the Tools panel.
			      3.1d Demonstrate knowledge of the functions of various panels.
			   3.3 Demonstrate knowledge of importing, exporting, organizing, and saving.
			      3.3b Demonstrate knowledge of how to open scanned images, digital camera images, camera raw images, and video files in Photoshop.
				Watch Session 1: The Capture [24 minutes]
				
				Fill-in-the-Blanks Session 1: Questions 2-10	

Lesson 4	The Capture	See Lesson 3	See Lesson 3	Session 1 Project 3: Customize the Workspace Session 1 Project 4: Customize Menus	
Lesson 5	The Capture	See Lesson 3	See Lesson 3	Session 1 Project 5: The Scanned Image Session 1 Lab 1: Importing Images Session 1 Lab 2: Using the Camera Raw Dialog Box	

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 6	The Capture	See Lesson 3	See Lesson 3	Session 1 Lab 3: Scanning an Image Session 1 Lab 4: Configure the Image Display Session 1 Lab 5: Adding Panels Session 1 Lab 6: The Navigator Panel Session 1 Lab 7: Save the Workspace	

Lesson 7	Open Files in Photoshop CC	Open Files
		DNG Files
		Using the Mini Bridge
			2.0 Identifying Design Elements When Preparing Images
			    2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.
			        2.5a Demonstrate knowledge of digital photography/cameras.
			        2.5c Identify features of camera raw.
			3.0 Understanding Adobe Photoshop
			    3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.
			        3.1b Demonstrate knowledge of how to organize and customize the workspace.
			        3.1g Demonstrate knowledge of navigating images, rotating the canvas, and using pan and zoom.
			    3.3 Demonstrate knowledge of importing, exporting, organizing, and saving.
			        3.3a Demonstrate knowledge of how to import, export, and save files.
			        3.3b Demonstrate knowledge of how to open scanned images, digital camera images, camera raw images, and video files in Photoshop.
			        3.3c Demonstrate knowledge of how to optimize images for print and web.
			    3.4 Demonstrate knowledge of producing and reusing images.
			        3.4a Identify reasons for creating and reusing images.
			        3.4b Identify techniques used to produce reusable images.
				See next page for activities	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 7 continued	Open Files in Photoshop CC	Open Files DNG Files Using the Mini Bridge	4.0 Manipulating Images by Using Adobe Photoshop 4.2 Use Photoshop guides and rulers. 4.2a Demonstrate knowledge of how to show and hide rulers. 4.2b Demonstrate knowledge of how to add and remove guides. 4.2c Demonstrate knowledge of guide properties.	Watch Session 1: Open Files in Photoshop CC [6 minutes] Fill-in-the-Blanks Session 1: Questions 11-12 Session 1 Project 6: From Digital Camera to Photoshop CC Session 2 Project 7: Importing, Exporting, Organizing, and Saving Session 2 Project 8: Camera Raw	
Lesson 8	Navigate Documents	Navigating within Documents Rotating the Canvas Keyboard Shortcuts for Navigation	3.0 Understanding Adobe Photoshop 3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions. 3.1a Identify and label elements of the Photoshop interface. 3.1b Demonstrate knowledge of how to organize and customize the workspace. 3.1c Demonstrate knowledge of the functions of tools on the Tools panel. 3.1g Demonstrate knowledge of navigating images, rotating the canvas, and using pan and zoom. 4.0 Manipulating Images by Using Adobe Photoshop 4.3 Transform images. 4.3a Demonstrate knowledge of how to change the canvas size. 4.3b Demonstrate knowledge of how to rotate, flip, and straighten an image and how to rotate a canvas.	Watch Session 1: Navigate Documents [9 minutes] Fill-in-the-Blanks Session 1: Questions 13-15 Session 1 Project 8: Canvas and Rotate	
Lesson 9	Creating a New Document	Create New Document New Document Window Rulers and Guides Lock and Unlock Guides Guide Properties and Using Grid	4.0 Manipulating Images by Using Adobe Photoshop 4.2 Use Photoshop guides and rulers. 4.2a Demonstrate knowledge of how to show and hide rulers. 4.2b Demonstrate knowledge of how to add and remove guides. 4.2c Demonstrate knowledge of guide properties. 4.2d Demonstrate knowledge of how to change the measurement unit on rulers.	Watch Session 1: Creating a New Document [9 minutes] Fill-in-the-Blanks Session 1: Questions 16-19 Session 1 Lab 8: Activate Rulers Session 1 Lab 9: Add a Guide	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 10	Creating a New Document	See Lesson 9	See Lesson 9	Session 1 Project 9: Creating Documents and Using Rulers and Guides Session 1 Project 10: Snap To It	

Lesson 11	Color Theory and Management	Understanding RGB and CMYK
		Difference between RGB and CMYK
		Color Modes for Printing
		Color Settings
		Render Intent and Soft Proofing
		Assign Profile and Convert to Profile
		Color Management and Printer Setup
			2.0 Identifying Design Elements When Preparing Images
			    2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.
			        2.1b Demonstrate knowledge of differences between printed images and onscreen images.
			    2.4 Demonstrate knowledge of color correction using Photoshop.
			        2.4a Identify the differences between RGB and CMYK.
			        2.4b Demonstrate knowledge of appropriate color settings for web, print, and video.
			        2.4e Demonstrate knowledge of how to assess color in images by using the Info panel, the Histogram panel, and color views.
			        2.4f Demonstrate knowledge of how to select the appropriate color modes for web, print, and video.
			3.0 Understanding Adobe Photoshop
			    3.5 Demonstrate an understanding of and select the appropriate features and options required to implement a color management workflow.
			        3.5a Given a term associated with color management, explain the meaning of that term.
			        3.5b Given an option in the Color Settings dialog box, explain the purpose of that option.
			        3.5c Explain the differences between, and how choosing either the Edit>Assign Profile or Edit>Convert to Profile commands affects an image.
				Watch Session 1: Color Theory and Management [14 minutes]
				
				Fill-in-the-Blanks Session 1: Questions 20-26
				
				Session 1 Lab 10: Convert to Profile
				
				Session 1 Project 11: Color Management	

Lesson 12	Color Theory and Management	See Lesson 11	See Lesson 11	Session 1 Project 12: Color Theory and Management Session 1 Project 13: Managing Color Settings	

Lesson	Topic	Subtopic	Objectives	Activities	Notes
Lesson 13	Understanding Image Formats	Graphic Types Vector Formats Print Raster and Web Raster Formats Video Raster and Specialty Formats Microsoft	2.0 Identifying Design Elements When Preparing Images 2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print. 2.1a Demonstrate knowledge of how image resolution can change once an image is manipulated. 2.1d Identify the difference between image size measured in pixels and document size measured in inches. 2.4 Demonstrate knowledge of color correction using Photoshop. 2.4a Identify the differences between RGB and CMYK. 2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop. 2.5a Demonstrate knowledge of digital photography/cameras. 2.5b Demonstrate knowledge of scanning. 2.5c Identify features of camera raw. 2.5d Identify the differences between scanned images, digital camera images, and camera raw. 2.6 Understand key terminology of digital images. 2.6a Demonstrate knowledge of key terminology of digital images. 5.0 Publishing Digital Images by Using Adobe Photoshop 5.1 Demonstrate knowledge of preparing images for web, print, and video. 5.1a Demonstrate knowledge of the elements of web images that need to be checked or confirmed prior to publishing to the web. 5.1b Demonstrate knowledge of creating a Web Photo Gallery. 5.1c Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to print publishing. 5.1d Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to publishing for use in videos.	Watch Session 1: Understanding Image Formats [5 minutes] Fill-in-the-Blanks Session 1: Questions 27-30 Session 1 Project 14: Digital Image Terminology Session 1 Project 15: Image File Formats Session 1 Project 16: Print, Web, and Video	
Lesson 14	Understanding Image Formats	See Lesson 13	See Lesson 13	Session 1 Project 16: Print, Web, and Video Review and discuss Photoshop CC Session 1	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 15				Photoshop CC Session 1 Post Assessment	

Session 1 Notes

Session 2 [Approximately 7 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 2 Pre-Assessment	
Lesson 2	Resolution and Cropping	Understand Resolution and Cropping Canvas Size Crop Image Image Resolution Crop Resample Image Straighten Image Aspect Ratio Fill and Rotate Canvas	2.0 Identifying Design Elements When Preparing Images 2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print. 2.1a Demonstrate knowledge of how image resolution can change once an image is manipulated. 2.2 Demonstrate knowledge of design principles, elements, and image composition. 2.2a Demonstrate knowledge of image composition and principles. 2.6 Understand key terminology of digital images. 2.6a Demonstrate knowledge of key terminology of digital images. 4.0 Manipulating Images by Using Adobe Photoshop 4.3 Transform images. 4.3a Demonstrate knowledge of how to change the canvas size. 4.3f Identify the differences between resampling and cropping. 4.3h Demonstrate knowledge of how to crop an image. 5.0 Publishing Digital Images by Using Adobe Photoshop 5.1 Demonstrate knowledge of preparing images for web, print, and video. 5.1c Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to print publishing.	Watch Session 2: Resolution and Cropping [17 minutes] Fill-in-the-Blanks Session 2: Questions 1-7 Session 2 Lab 1: Rule of Thirds Grid	
Lesson 3	Resolution and Cropping	See Lesson 2	See Lesson 2	Session 2 Lab 2: Using the Straighten Tool Session 2 Lab 3: Flipping Images Session 2 Project 1: Resolution and Cropping	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 4	Evaluate Images	What is a Histogram? Histogram Panel Histogram on Camera	2.0 Identifying Design Elements When Preparing Images 　2.4 Demonstrate knowledge of color correction using Photoshop. 　　2.4c Demonstrate knowledge of how to analyze and change the tonal range of an image by using a histogram. 　　2.4d Demonstrate knowledge of how to interpret color in an image by using the Histogram panel. 　　2.4e Demonstrate knowledge of how to assess color in images by using the Info panel, the Histogram panel, and color views.	Watch Session 2: Evaluate Images [7 minutes] Fill-in-the-Blanks Session 2: Questions 8-10 Session 2 Lab 4: View RGB Channel Session 2 Project 2: Using the Histogram Panel	
Lesson 5	Basic Tonal Adjustments	Auto Adjustment Options Manual Tonal Adjustments Levels and Curves Auto Color Tonal Adjustments Gradient Map Photo Filter Posterize Match Color Replace Color Selective Color Black and White Adjustment Layers Grayscale, Hue/ Saturation	2.0 Identifying Design Elements When Preparing Images 　2.4 Demonstrate knowledge of color correction using Photoshop. 　　2.4c Demonstrate knowledge of how to analyze and change the tonal range of an image by using a histogram. 4.0 Manipulating Images by Using Adobe Photoshop 　4.4 Adjust or correct the tonal range, color, or distortions of an image. 　　4.4a Identify auto correction methods and tools that are used for adjusting tonal range. 　　4.4b Identify adjustment menu tools that are used for adjusting tone. 　　4.4c Identify advanced adjustment and correction tools and when to use them. 　　4.4d Identify situations where using manual tonal adjustment is more appropriate than the auto controls. 　　4.4e Demonstrate knowledge of how to match, mix, and replace color by using a specific set of tools. 　　4.4f Demonstrate knowledge of how to adjust hue and saturation. 　　4.4g Demonstrate knowledge of how to enhance the visibility of a selected feature in an image, so the feature may be examined more accurately in medical or scientific research, architecture, or engineering. 　　4.4h Demonstrate knowledge of how to convert a color image to black and white. 　　4.4i Demonstrate knowledge of how to apply tonal and color changes by using the Adjustment layers.	Watch Session 2: Basic Tonal Adjustments [26 minutes] Fill-in-the-Blanks Session 2: Questions 11-18	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 6	Basic Tonal Adjustments	See Lesson 5	See Lesson 5	Session 2 Lab 5: Using the Curves Dialog Box Session 2 Lab 6: Changing Channel Session 2 Lab 7: Using the Gradient Map Dialog Box Session 2 Lab 8: Using the Selective Color Dialog Box Session 2 Lab 9: Using Grayscale Session 2 Project 3: Auto Manual Adjustments	
Lesson 7	Basic Tonal Adjustments	See Lesson 5	See Lesson 5	Session 2 Project 4: Image Adjustment Session 2 Project 5: Tonal Adjustments	

Lesson 8	Selections	Create Basic Selections
		Subtract, Transform Selection
		Move Tool
		Save, Fill Selection, Copy
		Selection Tools
		Magic Wand
		Quick Selection Tool
		Advanced Selections
		Feather Selection Tool
		Color Range, Lasso Tool Selection
		Hue and Saturation Adjustments
		Create a Layer Mask
		Copy and Paste Selection
		Truer Edge Technology
		Refine Edge Tool
		Adjustment Layers
			3.0 Understanding Adobe Photoshop
			   3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.
			      3.1e Demonstrate knowledge of the functions of the Properties panel.
			      3.1f Demonstrate knowledge of non-destructive editing.
			4.0 Manipulating Images by Using Adobe Photoshop
			   4.1 Demonstrate knowledge of working with selections.
			      4.1a Demonstrate knowledge of making selections using a variety of tools.
			      4.1b Demonstrate knowledge of saving, loading, and editing selections.
			      4.1c Demonstrate knowledge of moving, copying, and pasting selections.
			      4.1d Demonstrate knowledge of selection commands and how to modify selections.
			      4.1e Identify when to use feathering and anti-aliasing when making selections.
			      4.1f Identify tools that are used for selection.
			      4.1g Demonstrate knowledge of how to make selections based on a color range.
			      4.1h Identify the methods or commands for undoing a selection.
			   4.3 Transform images.
			      4.3d Demonstrate knowledge of how to scale, rotate, or skew a selection.
			   4.4 Adjust or correct the tonal range, color, or distortions of an image.
			      4.4f Demonstrate knowledge of how to adjust hue and saturation.
			      4.4i Demonstrate knowledge of how to apply tonal and color changes by using Adjustment layers.
				Watch Session 2: Selections [28 minutes]
				
				Fill-in-the-Blank Session 2: Questions: 19-26	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 9	Selections	See Lesson 8	See Lesson 8	Session 2 Lab 10: Marquee Selection Tools Session 2 Lab 11: Create a Layer Mask Session 2 Project 6: Selection Tools Session 2 Project 7: Selection Techniques	
Lesson 10	Selections	See Lesson 8	See Lesson 8	Session 2 Project 8: Saving Selections Session 2 Project 9: Advanced Selection Techniques	

Lesson 11	Basic Retouching	Clone Stamp Tool
		Healing Brush Tool
		Spot Healing Brush Tool
		Blending Tools
		Remove Red Eye
			4.0 Manipulating Images by Using Adobe Photoshop
			  4.5 Demonstrate knowledge of retouching and blending images.
			    4.5a Demonstrate knowledge of retouching and blending images.
			    4.5b Demonstrate knowledge of removing imperfections.
			    4.5c Demonstrate knowledge of how to clone part of an image.
			    4.5d Demonstrate knowledge of how to move or extend a selected object to a new location in the image.
			    4.5e Demonstrate knowledge of how to sharpen an image.
				Watch Session 2: Basic Retouching [10 minutes]
				
				Fill-in-the-Blank Session 2: Questions: 27-30
				
				Session 2 Project 10: Retouching and Blending	

Lesson 12	Content-Aware	Content-Aware Features
		Content-Aware Fill
		Patch Tool
		Content-Aware Move Tool
			4.0 Manipulating Images by Using Adobe Photoshop
			  4.5 Demonstrate knowledge of retouching and blending images.
			    4.5a Demonstrate knowledge of how to remove red eye.
			    4.5b Demonstrate knowledge of removing imperfections.
			    4.5c Demonstrate knowledge of how to clone part of an image.
			    4.5d Demonstrate knowledge of how to move or extend a selected object to a new location in the image.
			    4.5e Demonstrate knowledge of how to sharpen an image.
			    4.5f Demonstrate knowledge of how to "remove" an object from an image.
			    4.5g Identify that blending determines how the pixels on a layer interact with the pixels on the layers below.
			    4.5h Demonstrate knowledge of how to use blending tools.
			    4.5i Demonstrate knowledge of opacity and fill.
			    4.5j Demonstrate knowledge of when to use various blending mode options.
				Watch Session 2: Content-Aware [9 minutes]
				
				Fill-in-the-Blank Session 2: Questions: 31
				
				Session 2 Project 11: Content-Aware Features	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 13				Review and discuss Photoshop CC Session 2	
Lesson 14				Photoshop CC Session 2 Post Assessment	

Session 2 Notes

Session 3 [Approximately 11 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 3 Pre-Assessment	
Lesson 2	Understand Layers	Flattened File Layered File Link Layers Label Elements of Different Types Merge Layers, Delete, Drag and Drop Flatten Layer	3.0 Understanding Adobe Photoshop 3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions. 3.1a Identify and label elements of the Photoshop interface. 3.1e Demonstrate knowledge of the functions of the Properties panel. 3.1f Demonstrate knowledge of non-destructive editing. 3.2 Demonstrate knowledge of layers and masks. 3.2a Identify and label elements of the different types of layers. 3.2d Demonstrate knowledge of how to edit layers. 3.2e Demonstrate knowledge of how to create layer groups and links. 3.2f Demonstrate knowledge of how to flatten layers. 3.2g Identify the differences between a layered file and a flattened file. 3.2h Demonstrate knowledge of how to nest layers. 3.2i Demonstrate knowledge of how to add, delete, hide, show, lock, unlock, merge, duplicate, filter, and rename layers.	Watch Session 3: Understand Layers [10 minutes] Fill-in-the-Blank Session 3: Questions 1-3 Session 3 Lab 1: Link and Nest Layers Session 3 Lab 2: Merge and Delete Layers Session 3 Project 1: All About Layers	
Lesson 3	Understand Layers	See Lesson 2	See Lesson 2	Session 3 Project 2: Working with Layer Comps	
Lesson 4	Work with Layer Masks	Layer Masks Properties Panel, Vector Mask Nondestructive Masks, Levels	3.0 Understanding Adobe Photoshop 3.2 Demonstrate knowledge of layers and masks. 3.2a Identify and label elements of the different types of layers. 3.2b Demonstrate knowledge of masks and modes. 3.2c Demonstrate knowledge of how to create masks. 4.0 Manipulating Images by Using Adobe Photoshop 4.8 Demonstrate knowledge of filters. 4.8f Demonstrate knowledge of Smart Objects and Smart Filters and how they enable nondestructive editing.	Watch Session 3: Work with Layer Masks [12 minutes] Fill-in-the-Blank Session 3: Questions 4-6 Session 3 Lab 3: To Refine an Edge Session 3 Project 3: Working with Layer Masks	

Lesson	Topic	Subtopic	Objective	Activity	Notes

Lesson 5	Work with Type	Type Tools
		Character Panel, Options Bar
		Kerning, Tracking, Leading, Type Layers
		Layer Styles to Type
		Anti-Aliasing
		Fill and Opacity
		Multilingual Dictionaries
		Blending Mode
		How Blending Modes Work
		Blending Mode Options
		Apply and Remove Layer Effects
			2.0 Identifying Design Elements When Preparing Images
			    2.3 Demonstrate knowledge of typography.
			      2.3a Demonstrate knowledge of how background image can affect text.
			      2.3b Identify an appropriate font size, type, and color for a variety of situations.
			      2.3c Identify an appropriate placement of text for a variety of situations.
			4.0 Manipulating Images by Using Adobe Photoshop
			    4.7 Demonstrate knowledge of type.
			      4.7a Demonstrate knowledge of the functionality of each type panel option.
			      4.7b Demonstrate knowledge of functionality of type tools.
			      4.7c Demonstrate knowledge of the uses type layers.
			      4.7d Demonstrate knowledge of how to edit type.
			    4.8 Demonstrate knowledge of filters.
			      4.8b Demonstrate knowledge of how to apply and remove layer effects or layer styles.
			      4.8c Demonstrate knowledge of how to apply layer styles to type.
				Watch Session 3: Work with Type [23 minutes]
				
				Fill-in-the-Blanks Session 3: Questions 7-12
				
				Session 3 Lab 4: Editing Text
				
				Session 3 Lab 5: Add a Layer Effect
				
				Session 3 Lab 6: Working with Blending Modes	

Lesson 6	Working with Type	See Lesson 5	See Lesson 5	Session 3 Project 4: Typography Basics in Photoshop CC	
Lesson 7	Working with Type	See Lesson 5	See Lesson 5	Session 3 Project 5: Using Type Session 3 Project 6: Working with Type	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 8	Filters	Use Filters, Sharpen Tools, Unsharp Mask Use Blur Filters Use Filter Gallery Use Seven Lens Correction Additive Grain Vanishing Point Filter Smart Objects and Smart Filters Free Transform Smart Objects Embedded Smart Object Smart Filters Filter Gallery and Layer Masks	3.0 Understanding Adobe Photoshop 　3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions. 　　3.1e Demonstrate knowledge of the functions of the Properties panel. 　　3.1f Demonstrate knowledge of non-destructive editing. 　3.2 Demonstrate knowledge of layers and masks. 　　3.2a Identify and label elements of the different types of layers. 　3.4 Demonstrate knowledge of producing and reusing images. 　　3.4b Identify techniques used to produce reusable images. 4.0 Manipulating Images by Using Adobe Photoshop 　4.3 Transform Images. 　　4.3e Demonstrate knowledge of how to reposition or warp image elements. 　4.8 Demonstrate knowledge of filters. 　　4.8a Demonstrate knowledge of how to use the Filter Gallery. 　　4.8b Demonstrate knowledge of how to apply and remove layer effects or layer styles. 　　4.8c Demonstrate knowledge of how to apply layer styles to type. 　　4.8d Demonstrate knowledge of using smart filters. 　　4.8e Identify the appropriate filter to use for a variety of situations. 　　4.8f Demonstrate knowledge of Smart Objects and Smart Filters and how they enable nondestructive editing. 　　4.8g Demonstrate knowledge of editing images using the vanishing point filter. 　　4.8h Demonstrate knowledge of editing images using Blur filters.	Watch Session 3: Filters [30 minutes] Fill-in-the-Blanks Session 3: Questions 13-19	
Lesson 9	Filters	See Lesson 8	See Lesson 8	Session 3 Lab 7: Add a Smart Filter Session 3 Project 7: Using Filters Session 3 Project 8: More Filters	
Lesson 10	Filters	See Lesson 8	See Lesson 8	Session 3 Project 9: Smart Objects Session 3 Project 10: Keeping Things in Perspective	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 11	Shape Tool and Pen Tool	Draw Using Shape Tool and Pen Tool Create a Path Photoshop Path Create Shapes, Rounded Rectangle Custom Shapes, Preset Shapes Paint Tools, Brush Tools Brush Tips Brush Presets	4.0 Manipulating Images by Using Adobe Photoshop 4.3 Transform images. 4.3e Demonstrate knowledge of how to reposition or warp image elements. 4.6 Demonstrate knowledge of drawing and painting. 4.6a Demonstrate knowledge of drawing by creating vector layers and paths. 4.6b Demonstrate knowledge of how to edit a path. 4.6c Identify tools that are used for painting. 4.6d Identify tools that are used for drawing, or creating shapes. 4.6e Identify the purpose of an option from the Brushes panel.	Watch Session 3: Shape Tool and Pen Tool: Draw Using Shape Tool and Pen Tool- Bush Presets [21 minutes] Fill-in-the-Blanks Session 3: Questions 20-23 Session 3 Lab 8: Make a Custom Shape Session 3 Lab 9: Create a Brush Preset	
Lesson 12	Shape Tool and Pen Tool continued	Color Blending Tools Blending Mode for Layers, Pencil Tool Mixer Brush History Panel and History Brush Puppet Warp Batch Processing	4.0 Manipulating Images by Using Adobe Photoshop 4.1 Demonstrate knowledge of working with selections. 4.1i Demonstrate knowledge of how to composite images. 4.1j Demonstrate knowledge of batch-processing techniques. 4.3 Transform images. 4.3e Demonstrate knowledge of how to reposition or warp image elements. 4.6 Demonstrate knowledge of drawing and painting. 4.6c Identify tools that are used for painting. 4.6f Demonstrate knowledge of color blending.	Watch Session 3: Shape Tool and Pen Tool: Color Blending Tools- Batch Processing [22 minutes] Fill-in-the-Blanks Session 3: Questions 24-27 Session 3 Lab 10: Add Puppet Warp Session 3 Lab 11: Set up an Action Session 3 Lab 12: Create a Batch	

Lesson	Topic	Subtopic	Objective	Activity	Notes

Lesson 13	Shape Tool and Pen Tool continued	Auto-Align Layers
		Auto-Blend Layers
		32-Bit Merge to HDR
		Publish Digital Images
		Publish to Web
		Publish for Use in Videos
		Web Photo Gallery
		Automatic Asset Generation
		Real Time Image Generation
			2.0 Identifying Design Elements When Preparing Images
			   2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.
			     2.1e Demonstrate knowledge of image optimization with regards to preparing images for web, video, or print.
			   2.4 Demonstrate knowledge of color correction using Photoshop.
			     2.4h Demonstrate knowledge of 32-bit HDR imaging.
			3.0 Understanding Adobe Photoshop
			   3.3 Demonstrate knowledge of importing, exporting, organizing, and saving.
			     3.3a Demonstrate knowledge of how to import, export, and save files.
			     3.3c Demonstrate knowledge of how to optimize images for print and web.
			4.0 Manipulating Images by Using Adobe Photoshop
			   4.1 Demonstrate knowledge of working with selections.
			     4.1i Demonstrate knowledge of how to composite images.
			5.0 Publishing Digital Images by Using Adobe Photoshop
			   5.1 Demonstrate knowledge of preparing images for web, print, and video.
			     5.1a Demonstrate knowledge of the elements of web images that need to be checked or confirmed prior to publishing to the web
			     5.1b Demonstrate knowledge of creating a Web Photo Gallery.
			     5.1c Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to print publishing.
			     5.1d Demonstrate knowledge of the elements of images that need to be checked or confirmed prior to publishing for use in videos.
				Watch Session 3: Shape Tool and Pen Tool: Auto-Align Layers- Real Time Image Generation [23 minutes]
				
				Fill-in-the-Blanks Session 3: Questions 28-30
				
				Session 3 Lab 13: Use Photoshop Layers
				
				Session 3 Lab 14: Auto-Align Image Layers
				
				Session 3 Lab 15: Create a Web Gallery	

Lesson 14	Shape Tool and Pen Tool	See Lessons 11 and 12	See Lessons 11 and 12	Session 3 Project 11: Using the Pen Tool Session 3 Project 12: Drawing	
Lesson 15	Shape Tool and Pen Tool	See Lessons 11 and 12	See Lessons 11 and 12	Session 3 Project 15: Custom Brushes Session 3 Project 16: Puppet Warp	
Lesson 16	Shape Tool and Pen Tool	See Lesson 12	See Lesson 12	Session 3 Project 13: Painting	

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 17	Shape Tool and Pen Tool	See Lesson 12	See Lesson 12	Session 3 Project 19: Web Gallery	
Lesson 18	Shape Tool and Pen Tool	See Lessons 12	See Lesson 12	Session 3 Project 14: Paint and Brush Tools	
Lesson 19	Shape Tool and Pen Tool	See Lesson 12 and 13	See Lesson 12 and 13	Session 3 Project 17: Photoshop Actions Session 3 Project 18: Merge to HDR	
Lesson 20				Review and discuss Photoshop CC Session 3	
Lesson 21				Photoshop CC Session 3 Post Assessment	

Session 3 Notes

Master Level Lesson Plans [Approximately 6-12 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1	Entire Course	Entire Course	All Objectives	Photoshop CC Master Project	
Lesson 2	Entire Course	Entire Course	All Objectives	Photoshop CC Master Project	
Lesson 3	Entire Course	Entire Course	All Objectives	Photoshop CC Master Project	
Lesson 4	Entire Course	Entire Course	All Objectives	Photoshop CC Master Project	
Lesson 5	Entire Course	Entire Course	All Objectives	Photoshop CC Master Project	
Lesson 6	Entire Course	Entire Course	All Objectives	MasterExam	
Lesson 7	Entire Course	Entire Course	All Objectives	MasterExam	

Notes

Photoshop CC Session 1 Outline

Intro to Photoshop CC
　　Project Requirements
　　Project Specifications

The Capture
　　Import Photos
　　Metadata
　　Functions of a Camera
　　Scanning an Image
　　Scanned Images
　　Photoshop Workspace
　　Configure Image Display
　　Panels
　　Customize Workspace
　　Save Custom Workspace
　　Customize Keyboard
　　Customize Menus
　　Deleting Presets and Favorites

Open Files in Photoshop CC
　　Open Files
　　DNG Files
　　Using the Mini Bridge

Navigate Documents
　　Navigating within Documents
　　Rotating the Canvas
　　Keyboard Shortcuts for Navigation

Creating a New Document
　　Create New Document
　　New Document Window
　　Rulers and Guides
　　Lock and Unlock Guides
　　Guide Properties and Using Grid

Color Theory and Management
　　Understanding RGB and CMYK
　　Difference between RGB and CMYK
　　Color Modes for Printing
　　Color Settings
　　Render Intent and Soft Proofing
　　Assign Profile and Convert to Profile
　　Color Management and Printer Setup

Understanding Image Formats
　　Graphic Types
　　Vector Formats
　　Print Raster and Web Raster Formats
　　Video Raster and Specialty Formats
　　Microsoft
　　Smart Filters
　　Filter Gallery and Layer Masks

Photoshop CC Session 2 Outline

Resolution and Cropping

- Understand Resolution and Cropping
- Canvas Size
- Crop Image
- Image Resolution
- Crop
- Resample Image
- Straighten Image
- Aspect Ratio
- Fill and Rotate Canvas

Evaluate Image

- What is a Histogram?
- Histogram Panel
- Histogram on Camera

Basic Tonal Adjustments

- Auto Adjustment Options
- Manual Tonal Adjustments
- Levels and Curves
- Auto Color
- Tonal Adjustments
- Gradient Map
- Photo Filter
- Posterize
- Match Color
- Replace Color
- Selective Color
- Black and White
- Adjustment Layers
- Grayscale, Hue/Saturation

Selections

- Create Basic Selections
- Subtract, Transform Selection
- Move Tool
- Save, Fill Selection, Copy
- Selection Tools
- Magic Wand
- Quick Selection Tool
- Advanced Selections
- Feather Selecton Tool
- Color Range, Lasso Tool Selection
- Hue and Saturation Adjustments
- Create a Layer Mask
- Copy and Paste Selection
- Truer Edge Technology
- Refine Edge Tool
- Adjustment Layers

Basic Retouching

- Clone Stamp Tool
- Healing Brush Tool
- Spot Healing Brush Tool
- Blending Tools
- Remove Red Eye

Content-Aware

- Content-Aware Features
- Content-Aware Fill
- Patch Tool
- Content-Aware Move Tool

Ps

Photoshop CC Session 3 Outline

Understand Layers

Flattened File
Layered File
Link Layers
Label Elements of Different Types
Merge Layers, Delete, Drag and Drop
Flatten Layer

Work with Layer Masks

Layer Masks
Properties Panel, Vector Mask
Nondestructive Masks, Levels

Work with Type

Type Tools
Character Panel, Options Bar
Kerning, Tracking, Leading, Type Layers
Layer Styles to Type
Anti-Aliasing
Fill and Opacity
Multilingual Dictionaries
Blending Mode
How Blending Modes Work
Blending Mode Options
Apply and Remove Layer Effects

Filters

Use Filters, Sharpen Tools, Unsharp Mask
Use Blur Filters
Use Filter Gallery
Use Seven Lens Correction
Additive Grain
Vanishing Point Filter
Smart Objects and Smart Filters
Free Transform
Smart Objects
Embedded Smart Object

Shape Tool and Pen Tool

Draw Using Shape Tool and Pen Tool
Create a Path
Photoshop Path
Create Shapes, Rounded Rectangle
Custom Shapes, Preset Shapes
Paint Tools, Brush Tools
Brush Tips
Brush Presets
Color Blending Tools
Blending Mode for Layers, Pencil Tool
Mixer Brush
History Panel and History Brush
Puppet Warp
Batch Processing
Auto-Align Layers
Auto-Blend Layers
32-Bit Merge to HDR
Publish Digital Images
Publish to Web
Publish for Use in Videos
Web Photo Gallery
Automatic Asset Generation
Real Time Image Generation

Shortcut Keys

Command	Key Combination
New	Ctrl+N
Open	Ctrl+O
Browse in Bridge	Shift+Ctrl+O
Open As	Alt+Shift+Ctrl+O
Close	Ctrl+W
Close All	Alt+Ctrl+W
Close and Go to Bridge	Shift+Ctrl+W
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save for Web	Alt+Shift+Ctrl+S
Revert	F12
File Info	Alt+Shift+Ctrl+I
Print	Ctrl+P
Print One Copy	Alt+Shift+Ctrl+P
Exit	Ctrl+Q
Undo/Redo	Ctrl+Z
Step Forward	Shift+Ctrl+Z
Step Backward	Alt+Ctrl+Z
Fade	Shift+Ctrl+F
Cut	Ctrl+X or F2
Copy	Ctrl+C or F3
Copy Merged	Shift+Ctrl+C
Paste	Ctrl+V or F4
Paste into Place	Shift+Ctrl+V
Paste Into	Alt+Shift+Ctrl+V
Free Transform	Ctrl+T
Transform Again	Shift+Ctrl+T
Color Settings	Shift+Ctrl+K
Keyboard Shortcuts	Alt+Shift+Ctrl+K
Preferences	Ctrl+K
Levels	Ctrl+L
Curves	Ctrl+M
Hue/Saturation	Ctrl+U
Color Balance	Ctrl+B
Black & White	Alt+Shift+Ctrl+B
Invert	Ctrl+I
Desaturate	Shift+Ctrl+U
Auto Tone	Shift+Ctrl+L
Auto Contrast	Alt+Shift+Ctrl+L
Auto Color	Shift+Ctrl+B
Image Size	Alt+Ctrl+I
Canvas Size	Alt+Ctrl+C
New Layer	Shift+Ctrl+N
New Layer via Copy	Ctrl+J

Command	Key Combination
New Layer via Cut	Shift+Ctrl+J
Group Layers	Ctrl+G
Ungroup Layers	Shift+Ctrl+G
Bring to Front	Shift+Ctrl+]
Bring Forward	Ctrl+]
Send Backward	Ctrl+[
Send to Back	Shift+Ctrl+[
Merge Layers	Ctrl+E
Merge Visible	Shift+Ctrl+E
Select All	Ctrl+A
Deselect	Ctrl+D
Reselect	Shift+Ctrl+D
Select Inverse	Shift+Ctrl+I
Select All Layers	Alt+Ctrl+A
Modify Feather	Shift+F6
Last Filter	Ctrl+F
Zoom In	Ctrl+Plus Sign (+)
Zoom Out	Ctrl+Hyphen (-)
Fit on Screen	Ctrl+0
Show Grid	Ctrl+Apostrophe (')
Show Guides	Ctrl+Semicolon (;)
Rulers	Ctrl+R
Snap	Shift+Ctrl+Semicolon (;)
Lock Guides	Alt+Ctrl+Semicolon (;)
Actons Window	F9
Brush Window	F5
Color Window	F6
Info Window	F8
Layers Window	F7
Photoshop Help	F1
Move Tool	V
Rectangle Marquee Tool	M
Lasso Tool	L
Quick Selection Tool	W
Eyedropper Tool	I
Crop Tool	C
Spot Healing Brush	J
Brush Tool	B
Clone Stamp Tool	S
History Brush Tool	Y
Eraser Tool	E
Gradient Tool	G
Rectangle Tool	U
Pen Tool	P

Shortcut Keys for Mac

Command	Key Combination
New	Cmd+N
Open	Cmd+O
Browse in Bridge	Opt+Cmd+O or Shift+Cmd+O
Close	Cmd+W
Close All	Opt+Cmd+W
Close and Go to Bridge	Shift+Cmd+W
Save	Cmd+S
Save As	Shift+Cmd+S or Opt+Cmd+S
Save for Web	Opt+Shift+Cmd+S
Revert	F12
File Info	Opt+Shift+Cmd+I
Print	Cmd+P
Print One Copy	Opt+Shift+Cmd+P
Quit Photoshop	Cmd+Q
Undo/Redo	Cmd+Z or F1
Step Forward	Shift+Cmd+Z
Step Backward	Opt+Cmd+Z
Fade	Shift+Cmd+F
Cut	Cmd+X or F2
Copy	Cmd+C or F3
Copy Merged	Shift+Cmd+C
Paste	Cmd+V or F4
Paste in Place	Shift+Cmd+V
Paste Into	Opt+Shift+Cmd+V
Free Transform	Cmd+T
Transform Again	Shift+Cmd+T
Color Settings	Shift+Cmd+K
Keyboard Shortcuts	Opt+Shift+Cmd+K
Preferences	Cmd+K
Levels	Cmd+L
Curves	Cmd+M
Hue/Saturation	Cmd+U
Color Balance	Cmd+B
Black & White	Opt+Shift+Cmd+B
Invert	Cmd+I
Desaturate	Shift+Cmd+U
Auto Tone	Shift+Cmd+L
Auto Contrast	Opt+Shift+Cmd+L
Auto Color	Shift+Cmd+B
Image Size	Opt+Cmd+I
Canvas Size	Opt+Cmd+C
New Layer	Shift+Cmd+N
New Layer via Copy	Cmd+J
New Layer via Cut	Shift+Cmd+J

Command	Key Combination
Create/Release Clipping Mask	Opt+Cmd+G
Group Layers	Cmd+G
Ungroup Layers	Shift+Cmd+G
Bring to Front	Shift+Cmd+]
Bring Forward	Cmd+]
Send Backward	Cmd+[
Send to Back	Shift+Cmd+[
Merge Layers	Cmd+E
Merge Visible	Shift+Cmd+E
Select All	Cmd+A
Deselect	Cmd+D
Reselect	Shift+Cmd+D
Select Inverse	Shift+Cmd+I or Shift+F7
Select All Layers	Opt+Cmd+A
Modify Feather	Shift+F6
Last Filter	Cmd+F
Zoom In	Cmd+Plus Sign (+) or
Zoom Out	Cmd+Hyphen (-)
Fit on Screen	Cmd+0
Show Grid	Cmd+Apostrophe (')
Show Guides	Cmd+Semicolon (;)
Rulers	Cmd+R
Snap	Shift+Cmd+Semicolon (;)
Lock Guides	Opt+Cmd+Semicolon (;)
Actions Window	Opt+F9
Brush Window	F5
Color Window	F6
Info Window	F8
Layers Window	F7
Photoshop Help	Cmd+/ or Shift+Cmd+/
Move Tool	V
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Lasso Tool	L
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History Brush Tool	Y
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Photoshop CC

First Edition