

Training Course Outline

# PHOTOSHOP ESSENTIAL

# TRAINING COURSE OUTLINE

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## COURSE DESCRIPTION

This course is centred on the manipulation of digital images through image preparation, image editing, and image creation. You will learn how to create a new image, crop, transform, retouch, paint, enhance, resize and add artistic touches. Selection methods and working with layers are also dealt with Audience.



### TARGET GROUP

Anyone need to use Photoshop to manipulate images or those wanting to know the basics with a view to using it with other application e.g. Pagemaker or InDesign.



### COURSE DURATION

Full Time: 2 Days (10.30am-5.30pm)



### LEARNING OUTCOME

By the end of the course, participants should be able to:

- Use tools/palettes effectively and understand the terminology
- Select image using a variety of ways and Crop and Transform them
- Resize images, change resolution, retouch and repair photos
- Understand and work with Layers, Masks and Channels
- Optimise graphics for printing and use with the web

## COURSE PRE-REQUISITES

No prior knowledge of Photoshop is assumed.

## CERTIFICATE

MTTC Certificate of Completion will be issued to participants with full attendance record upon completion of training.

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## COURSE CONTENT

### DAY 1

#### Essential

- The Photoshop Screen
- Getting to know the Tools & Palettes
- Using guides, grids and rules
- Navigation and Zoom shortcuts

#### Selections

- Why use Selections
- Creating selections using Marquee tools
- The Lasso tools
- The Magic Wand and Quick Selection tools
- Adding or Deleting from selections
- Controlling Tonal Values
- Creating Toned and Tinted Images
- Selecting by colour range
- Feathering selections
- Quick Mask mode

#### Re-Touching Techniques

- Custom colours
- Dodge and burn tools
- Crop and rotate artwork
- Sharpen and Blur filters
- Focus tools
- The Clone & Heal tools
- The Healing Brush tools
- The Colour Replace tool
- Red eye reduction
- Digital darkroom techniques
- Creating and editing gradients

#### Filters, Painting and Drawing

- Using Filters and Plug-ins
- Using the Unsharp Mask
- Cloning Images
- Using the Burn/Dodge/Sponge Tool
- Mixing and applying paint and fill colours
- Print and web safe colours
- Using the Airbrush, Pencil, Paintbrush and Eyedropper tools
- Using the Paint Bucket tool
- Drawing shapes
- Creating vector shape layers
- Polygon, line and custom shape tools
- The add, subtract, intersect commands
- Editing vector shapes using the pen tools
- Adding colours fills, gradients and patterns

### DAY 2

#### Working with Layers

- Creating and Viewing multiple layers
- Moving, scaling and rotating layers
- Linking & aligning layers
- Merging, Flattening and Savings layers
- Locking and protecting layers
- Layer group
- Applying and editing type
- Rasterizing shape and text layers
- Saving and flattening layered files

#### Merging Layers

- Applying transparency
- Basic layer blending modes
- Text layers
- Adjustment layers
- Special effects
- Drop shadows, glows and embossing
- Layer masks

#### Working with Text

- New Features
- Creating a Text Layer
- Text Paragraphs
- Adding Text Effects
- Painting Text
- Text anti-aliasing

#### Special Effects

- Using Photoshop filters
- Working with the Filter Gallery
- Fading the effects of filters

#### Saving Files

- File formats
- Choosing the right colour mode
- Adjusting resolution and image size
- Cropping or enlarging the canvas

#### Printing and Optimising Documents

- Colour modes, resolution & image size
- Printing from Photoshop
- Printing from other applications
- The save for web command
- Creating transparent GIF files