

Photoshop Basic Quick Reference Guic

Photoshop Quick Reference Guide

How to Use the Move Tool

Steps	What You See
The move tool allows the user to simply move things on your canvas.	

Locating the Move Tool

Locate the tool palette

Note: The tool palette column is located along the left side of the screen

Note: The move tool is the first icon on the tool palette and this icon appears as a mouse cursor.

Single Pixel Movement

Select: The move tool in the tool palette

Select: The image you want to move from your layer palette


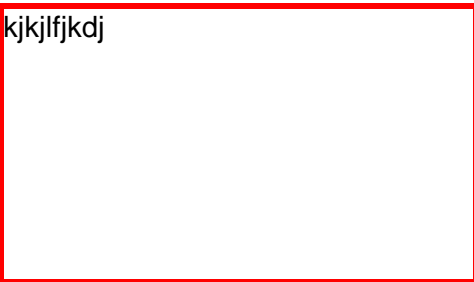
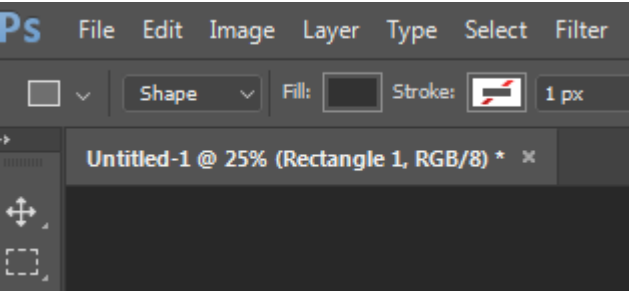
Use: The arrow keys to move the selection in 1 pixel increments

Note: The right arrow key moves the image 1 pixel at a time to the right

Multi-Pixel Movement

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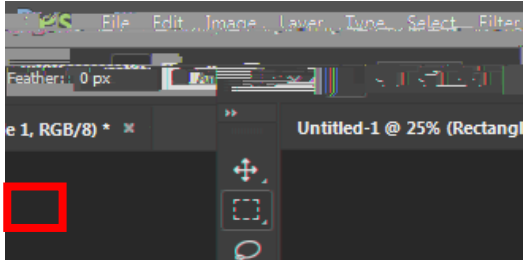

How to Use the Rectangle Tool


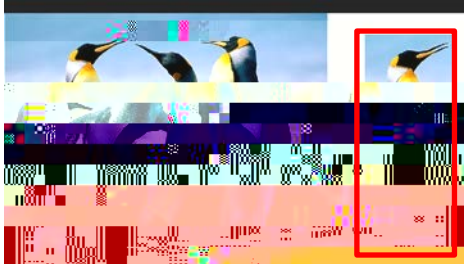
Steps	What You See
<p>The rectangle tool is an important tool, which allows users to create rectangular shapes.</p>	
<p><u>Locating the Rectangle Tool Icon</u></p> <p>Go: To the tool bar menu</p> <p>Note: the tool bar column located along the left side of the screen</p> <p>Select: the Rectangle tool</p> <p>Note: the rectangle tool appears as a “ ” icon</p>	
<p><u>Creating the Rectangle</u></p> <p>Click + Drag Mouse to create the rectangular shape</p> <p>Note: Cursor will change from pointer to crosshair</p>	
<p><u>To Adjust Color</u></p> <p>Go: To the menu bar for the Rectangle Tool</p> <p>Note: Menu bar is located at the top of the screen</p> <p>Choose: Fill to change the color of your shape</p>	



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How to Use the Marquee Tool

Steps	What You See
<p>The marquee tool is a selection tool which allows the user to copy or delete sections of a layer.</p>	
<p>Locating the Marquee Tool</p> <p>Locate the tool palette</p> <p>Note: The tool palette column is located along the left side of the screen</p> <p>Select: The Marquee Tool</p> <p>Note: The Marquee Tool appears as a dotted line in the shape of a rectangle</p>	
<p>Using the Marquee Tool</p> <p>Click: On an object with your mouse and drag the Marquee tool around the object you want selected</p> <p>Release: the mouse button when you are done making your selection</p>	

<p>Copying the Selection</p> <p>Press: The control key (Ctrl) and C on the keyboard to copy the selected marquee image</p>	
<p>Pasting the Selection</p> <p>Press: The control key (Ctrl) and V key to paste selected marquee image</p> <p>Note: A duplicate image is created of the selected area</p>	

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How to Insert an Image

Steps	What You See
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Inserting an image option allows the user to

To Confirm Place of Image

Click: On either corner on the image to adjust sizing of image

Click: The check mark icon to confirm placement



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How to Use the Crop Tool

Steps	What You See
<p>The crop tool allows user to display only certain parts of the image to be seen.</p>	
<p>Selecting the Cropping tool</p> <p>Go: To the Tool palette</p> <p>Note: Tool panel is located along the left side of the screen</p> <p>Click: Cropping tool Icon</p> <p>Note: The Type Tool Icon appears as a Frame on the tool palette</p>	
<p>Using the Crop Box</p> <p>Drag: Crop box over the image you will be cropping</p> <p>Click: the crop box corners to adjust the size of the crop box</p>	

Landscape or Portrait option

Locate : Landscape or Portrait from the cropping option bar

Note:

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How to Rename a Layer

Steps	What You See
The rename layer option allows users to change the name of a layer for better organization	
Locating the Layer Panel Go: to the layer panel Note: the Layer panel is located along the right side of the screen Select: the layer tab	
Select Layer to be renamed Double Clickthe layer name	
Change layer name Type:The new name of the layer Press:The enter key for the layer to be renamed Note: Simply tap Tab key to move to the layer below, which makes it easier and faster to rename a large list of layers	

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How to use Auto Select

Steps	What You See
<p>The Auto-Select option allows users to click on any selection and it will automatically highlight that specific layer.</p>	
<p>Locating the Auto-Select button</p> <p>Click:the move tool</p> <p>Note: The move tool is located on the tool panel along the left side of the screen</p> <p>Note: The move tool appears as a mouse pointer in the tool panel</p> <p>Select: The Auto-Select options</p> <p>Note: The Auto-Select option is located in the menu bar above the screen</p>	

Switching on Auto-Select

Check the box to enable the Auto Selection mode

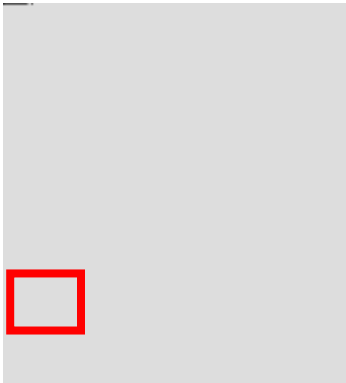
Click: on the image that you want to move

Note: When AutoSelect is enabled Photoshop will automatically select that layer you trying to grab



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How to Add a Textbox

Steps	What You See
<p>The type tool is used to create a textbox. This allows the user to create text within the layer</p>	
<p>Selecting The Type Tool Icon:</p> <p>Go: to the tool palette</p> <p>Note: Tool palette is located along the left side of the screen</p> <p>Select: Type Tool Icon</p> <p>Note: The Type Tool Icon appears as the Letter “T” on the Tool panel</p>	 A screenshot of the Photoshop tool palette, which is a vertical gray bar on the left side of the interface. The Type Tool icon, represented by a black letter 'T', is highlighted with a red square box.

Creating the Textbox:

Click: The part of your layer where you would like to add textbox

Drag: The mouse to create the textbox

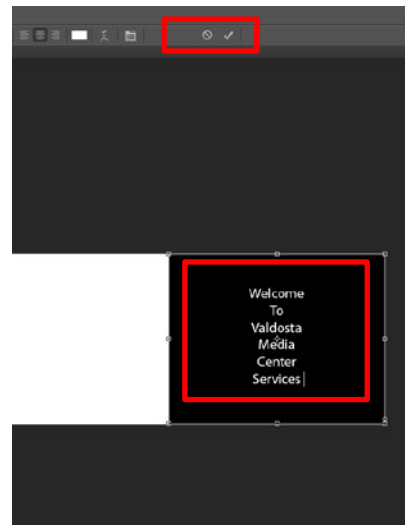
Click: on the corner of the textbox to adjust size



Typing in the Textbox

Type: Desired text within the textbox

Click: The check mark icon above the screen to finish





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How to Edit Text

Steps	What You See
<p>The Edit text options allows users to correct or retype any text within the layer</p>	
<p>Go: To the tool bar menu</p> <p>Note: The tool bar column located along the left side of the screen</p> <p>Select: The Textbox Tool Icon</p> <p>Note: The Type Tool Icon appears as the Letter “T” on the Toolbox Bar</p>	
<p>Go: to the layer panel</p> <p>Note: the Layer panel is located along the right side of the screen</p> <p>Select: the layer tab</p> <p>Select: the layer that displays the textbox</p>	
<p>Click inside the textbox</p> <p>Edit: the selected text</p> <p>Click : Move tool when finished editing your text</p>	

