

Student project Nepal

Thahity, Kathmandu, Nepal

Phone No: 014228467

GRAPHIC DESIGN

Introduction

It is known as pictorial format of illustration, which may consists of several colors, according to this concepts the graphic is combination of Color, which will represent in a pictorial format. It is the logical creation of your own idea, which can be representing using the pictorial format, and in overall, the graphic design is known as combination of logical expression represents in pictorial format.

Color Mode

There are several color modes they are needed to the design you are going to develop. For example if you need more color combination then you need to choose CMYK or RGB, In addition, if you need only a black and white color then you can choose Gray Scale Color Mode. **RGB MODE, CMYK MODE, GRAY SCALE, BITMAP MODE**

Save/ save as image format

JPEG, GIF, PNG, TIFF, PDF

Adobe Illustrator 10

Getting started:

Adobe illustrator एउटा freehand drawing software हो। यसलाई ADOBE corporation, कम्पनिले software package को रुपमा बजार ल्याएको हो। यस बाट हामिलाई आवश्यक अनुसार create logos, free hand drawing, banner making, text edition, web template design, book cover design र अरु design बनाउन सक्छौं।

How do I open Adobe illustrator?

Steps:

1. Select start button
 2. Click on all Program.
- or
3. Click at run and on the box type “Illustrator” and hit ok
- After a while the adobe illustrator window will displays



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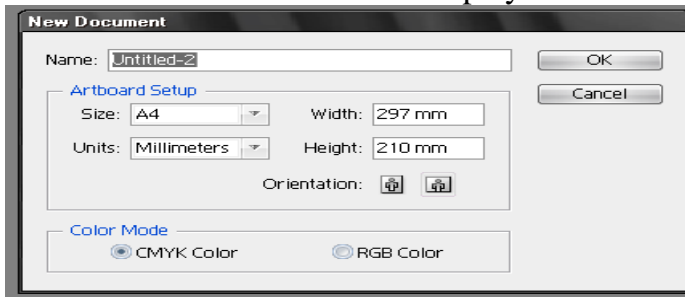
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Working with art area

Steps:

1. Click at file menu
2. Select New then a box displays



3. Change the following settings For example....
4. Name = your art name, art board set up size = select required size here e.g. 800* 600, unit = inch or any, width = 4 or your requirement, height = 3 or your requirement, orientation = portrait or land scape, color setup = any as you need e.g. CMYK and finally
5. Click ok to get art area.



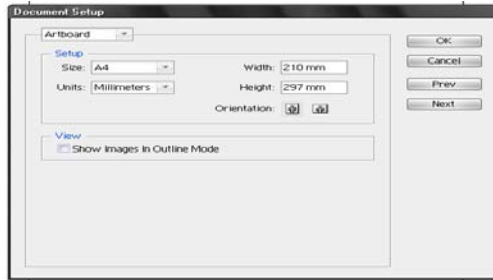
Creating Multiple Pages

1. Open Illustrator
2. Go to File menu or choose new, and define required height and width eg. Width=3" height=2", unit=inches and click Ok
3. After that click at File menu > Choose document set up and tick on (✓) Till full page and enter the following units,

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for example

10 pages => width=3X10=30 Height=2X10; i.e. 20 and click Ok.

4. Now you have 10 pages of 2X3 inches visiting card layout

5. Create a complete design on Page 1 and select press Ctrl+G (Group) and holding on Alt key and Selection Tool allow you to create a duplicate copy of some contest



Black Arrowhead (Selection tool)



black arrowhead tool लाई selection tool पनि भनिन्छ। यो tool को सहयोग बाट object लाई move गरि अर्को location लैजानसकिन्छ।

Example:

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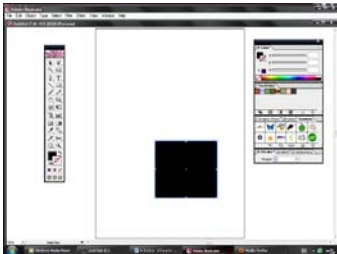
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Steps:

1. Draw a rectangular object



2. Select Selection tool, click on object and move it to required location and check the effect



This tool allows you to increase or decrease the selected object but it is not good way to use.

White Arrowhead (Direct selection tool)



The white arrowhead tool is known as direct selection tool and this tool allow you to change and object shape dragging from its anchor point.

Anchor point

it is a small tiny box, which occurs at the corner or middle portion of the object.

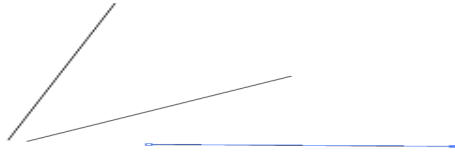
Steps:

1. Create a rectangular object
2. Choose direct selection tool and click exactly on the path (line) then a white tiny box occurs, which is known as anchor point
3. Click exactly on the anchor point and drag to require position to change its shape

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Magic Wand tool:



This tool allows you to active the current deselect object

Steps:

1. Firstly add some object
2. Then deselect it and then choose magic wand tool and click exactly on the object to make it active

Direct Select Lasso tool



This tool allows you to active the deselect anchor point so that you can change an object shape

Steps:

1. Add some object on art area
2. Then choose direct select lasso tool and click and drag across the object and check the effect

Pen tool:



This tool allows you to draw a straight line and, curve line

Straight line:

Steps:

1. Choose Pen tool

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2. Hold on Shift key and click once on the art area
3. Then click to another point holding on shift key and check the effect

Curve line:

Steps:

1. Choose Pen tool
2. And Click and Drag the pen tool, now you can see 3 anchor points
3. Just select the anchor point (not the middle one) then click and drag up/down to make a curve line

The central part of the anchor point is heart of the line that's why you are not allowed to click over there if you try to click and drag from there then there will be no line visible.

Add Anchor Point:

(The pen tool with + sign), this tool allows you to add anchor point on the selected object

Steps:

1. Draw any object
2. Choose add anchor point and click exactly on the path of object, to add more anchor (but do not click over the previous anchor point)
3. Then you can see a new anchor point is added over there.
4. This is to change and object shape by adding require anchor points

Subtract Anchor Point

(The pen tool with – sign), this tool allow you to remove the anchor point which is previously visible.

Steps:

1. Draw any object
2. Then choose Subtract Anchor Point
3. And click exactly over the previous anchor point and check the effect

Convert Anchor Point tool:

This tool directly allows you to change an object shape as your requirements

Steps:

1. Draw a rectangular object
2. Choose convert anchor point tool and click and drag from the anchor point and check the effect

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Type tool



Normal type tool: default type tool

Steps:

1. Choose “T” tool and click once on art area and type your text
2. Or if you need to type your text with in a certain boundaries then first click and drag to define a fixed area and type your text after that

Area Type tool:

Allow you to type the text with in a given area

Steps:

1. Create a rectangular object
2. Choose area type tool and click once on the path of the object and type your text

Path Type tool:

Allow you to type the text with in a given path.

Steps:

1. Create a path using pen tool and draw a curve path
2. Then choose Path type tool and click once on path and type your text and check the effect

Vertical type tool:

Allow you to type vertical text in the art area

Steps:

1. Choose vertical type tool and
2. Then type your text

Vertical Area Type tool:

This tool is very similar with area type tool but it types vertically

Steps:

1. Create a rectangular object
2. Choose vertical area type tool and click exactly on the path of the object and type your text And check the effect

Vertical path type tool:

Allow you to type vertical path text within a given path

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Steps:

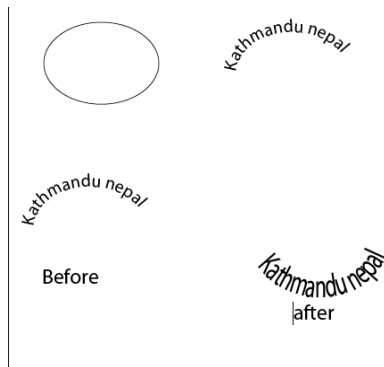
1. Create a path, using pen tool likely curve
2. Then choose vertical path type tool and click exactly on the path and type your text and check the effect

Type Effect:

Reverse path type effect.

Steps:

1. Choose Circle tool and draw a circle on art area
2. Then choose Path type tool and type “Kathmandu Nepal”
3. When finished choose Selection tool now you can see a thin mouse cursor sign before the text start area
4. Just double click on the cursor inside of the circle object
5. Now you will have the following effect



Creating outline color text

Steps;

1. Choose type tool and select font size = 72 and font style = impact
2. Now type “STUDENT”
3. Then on the color box choose fill color= None and Stroke color= any color

Now you will have outline color text

Creating Color full text

Steps:

1. Type GRAPHIC
2. Then select direct selection tool and right click on text and choose “create outlines”
3. Then on the tool box inside the scissor tool choose knife tool and divide the text as you see

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4. Now with the help of direct selection tool click once on the art area and then click on the divided portion and from the color box choose fill color = any do the same processes for rest of the others.

Perspective text:

Steps:

1. Type INFORMATION
2. Then create it outlines
3. And from the tool box choose free transform tool and select and drag from the corner do not release the mouse cursor and during the dragging process hold on shift key and ctrl key when the view point is changed first released the mouse and then keys.

Pattern Text

Steps:

1. Firstly type your text, e.g. Student Project Nepal
2. Now, go to window menu choose swatches, whether it is activated or not you can identify by selection that tool
3. After that select direct selection tool and click and drag the text to swatches box which allow you to make a new design patterns
4. Now create a rectangular object
5. And choose fill color and choose your own text pattern and check the effect

Lighting mode:

Steps:

1. Select that whole pattern box
2. Now go to window menu choose transparency and on the transparency box decrease the opacity to 50% and check the effect.

Creating the object pattern

Steps:

1. Firstly create 2 different object with reverse position with different color
2. Then choose alt key and selection

Color box:

The color box contains 2 different color effects

1. Stroke color = line color
2. Fill color= object fill color

There is none color just below the color picker field if you don't need color then you can choose that one

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Creating Logos

Steps:

Adobe illustrator allow you to change the text shape and size as your requirement that means it is text editing software and easy to create logos

1. Firstly Type “STUDENT”
2. Then convert it to an object right clicking on create outlines
3. Then with the help of Direct selection tool you can changes its shape according to your requirement by clicking on anchor point

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SPNCI LOGO

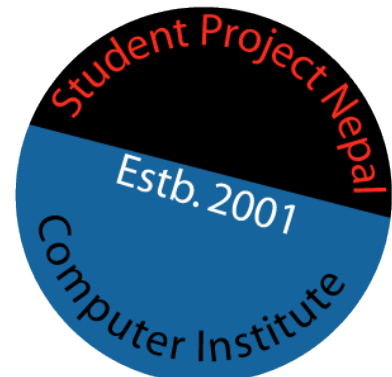
Steps:

1. Create a circle object holding on shift key
2. Then Press ctrl C and Ctrl F (copy and paste exactly over the previous object)
3. After that choose pen tool and draw a line across the object
4. Then go to object menu choose path and click divide object below
5. Now you will have 2 divided objects
6. Choose selection tool and select below object and choose fill color = any other
7. Then press Ctrl C and Ctrl F and change its fill color
8. Now select above object and choose fill color = any and press Ctrl C and Ctrl F
9. Now choose path type tool and click over the above divided object and type “Student Project Nepal” and select it
10. Now press Ctrl and T for text box
11. On the text box choose the last option and set it to – 25 to bring the text inside the object and change the color to White
12. Now Choose Path Type tool and click over the below object and type “Computer Institute” and
13. Choose selection tool and click over the cursor shown outside the text boundaries to bring the text below portion
14. Now Select that text and on the text properties box enter the numeric value to 15 and check the effect to bring the text inside the box
15. After that Just type “ Estb. 2001” and manage the text between the divided portion of an object. With white color

There are several reasons to create a duplicate copy of the circle object because if you didn't create a duplicate copy of the object then you will not allow viewing the fill color of the object

The reasons of entering – numeric value on the text properties box is to bring your text inside the box

So on you can create your logos as the requirements



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Clipping Mask:

Steps:

1. Open Illustrator
2. Then go to file menu choose place and place any image
3. Then on the tool box choose rounded rectangular object and draw over the image
4. After that select both image and click at object menu choose clipping mask and click at make and check the effect
5. And finally select the image and press Ctrl and G group

Line Segment tool:

Allow you to add line on art area

Steps:

1. Choose line segment tool and hold on shift key and drag on art area to draw a line
2. Or Choose line segment tool and click once on art area and define require angle and length and click ok

Arc Tool:

Allow you to add arc object on art area

Steps:

1. Choose arc tool and click once on art area and on the box enter require value e.g.
2. Length X axis = 2 in, length Y axis = 1 in, Type = opened, based along = X axis or Y axis and Slope = 90 and click ok
3. Or
4. Choose arc tool and hold on alt key and arrow up or down and check the effect

Spiral tool:

Allow you to add spiral object on art area

Steps:

1. Choose spiral tool and click once on art area and
2. Define required value e.g. Radius =4 in, Decay = 80, segments = 900 and style = any and click ok
3. Or
4. Choose spiral tool and hold on alt key and arrow up and down and drag on art area when finished release the mouse and check the effect

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Rectangular Grid tool:

Allow you to add numbers of rows and columns table on art area

Steps:

1. Choose rectangular grid tool
2. Then click once on art area and on the box fill require value and click ok and check the effect
3. Or
4. Choose Rectangular grid tool and click and drag while holding on alt and arrow up and down key and when finished release the mouse

Polar Grid tool:

Allow you to add circular rows and column on the art area

Steps:

1. Choose polar grid tool
2. Click once on art area and on the property box enter require numbers and click ok
3. Or
4. Choose polar grid tool, click and drag while holding on alt and arrow up or down key and when finished release the mouse and check the effect

Flare tool:

Allow you to add flare (lighting effect) effect on art area

Steps:

1. Choose flare tool
2. Click once on art area and fill the require value on given field
3. Or
4. Click and drag once then from the middle part of the flare object drag it to the required portion and check the effect

Brush tool:

Allow you to draw a free hand art.

Steps:

1. Choose brush tool and click and drag as you need on art area
1. If you wish to continue the design from the previous art then click on the anchor point and continue your design.

Pencil tool:

Allow you to draw a free hand art using the pencil tool on art area

Steps:

2. Choose pencil tool and click and drag as you need on art area

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3. If you wish to continue the design from the previous art then click on the anchor point and continue your design.

Smooth tool:

Allow you to change your selected objects shape by clicking and dragging from the anchor point

Steps:

1. Draw a rectangular object
2. Choose smooth tool and double click on the tools and change the require settings and then click and drag from the anchor point to change its shape and check the effect

Erase tool:

Allow you to erase your free hand by clicking and dragging from the anchor point

Steps:

1. Draw a rectangular object
2. Choose erase tool and click and drag from the anchor point from both side of the object and check the effect.

Rectangle tool:

This tool allows us to create a rectangular object on art area.

There are two ways to create a rectangular

Steps

1. Select rectangular tool and click once on art area
2. Then a box displays
3. Enter required height and width
4. And then click on
5. Select rectangular tool
6. Hold on shift key then draw a rectangular object on art area
7. Do not release the shift key until the drawing process is completed

Rounded Rectangular

This tool allows us to create a rounded corner object on art area

Steps:

1. Select rounded rectangular tool and click once on art area
2. Then a box displays
3. Enter required height and width and for the round corner enter required radius
4. And then click ok
5. Select rounded rectangular tool

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6. Hold on shift key until the drawing process is completed

Circle tool

Allows us to draw a circular or oval object on art area.

Steps:

1. Select circle tool and click once on art area
2. Then a box displays
3. Enter required Height and width
4. And then click ok
5. Select circle tool
6. Hold on shift key then draw a circle object on art area

Do not release the shift key until the drawing process is completed or if you need oval object then do not hold shift key

Polygon tool:

This tool allows us to draw a polygon object on art area

Steps:

1. Select polygon tool and click once on art area
2. Then a box displays choose radius = numeric value and enter required sides
3. And when finished click ok and check the effect
4. Select polygon tool
5. Hold on Alt and arrow up or down while dragging the mouse key
6. When finished release your mouse and check the effect

Star tool

This tool allows us to draw a star object on current art area.

Steps:

1. Select star tool
2. Then draw a star on art area
3. During the dragging process hold on alt and arrow up or down
4. Do not release the mouse until all the requirements are fulfilled
5. Select star tool
6. Click once on art area
7. On the box entered radius 1 = 100 and radius 2 = 50 and points = 32
8. And click ok and check the effect

Rotate tool:

Through this tool you can rotate any object as your requirement

Steps:

1. Draw a line using brush tool
2. Select rotate tool and hold on alt key and click on art area
3. Then a box displays enter 25 degree on the angle box and click copy

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4. Now press Ctrl and D for several times and check the rotate effect

Reflect tool:

Allows us to reflect the selected image

Steps:

1. Go to file menu choose place
2. Then open any image from require location
3. Now select reflect tool and hold on alt key and click once on art area and on the box just click copy and check the changes

Twist tool:

Twist or change the object shape

Steps:

1. Draw an object e.g. rectangular
2. Choose twist tool and click and drag to rotate the object to the anti clockwise and check the effect.

Scale tool:

Allows us to change current object scale

Steps:

1. Draw an object e.g. rectangular
2. Then choose scale tool and hold on alt key and click exactly at the central part of the image
3. Now, choose uniform = 90 and click copy
4. After that press Ctrl and D for several times and check the effect

You can select the position of scale anywhere on the art area as your requirement

Shear tool:

Shear the object as our requirements

Steps:

1. Create a rectangular object
 2. Then, choose shear tool and hold on Alt key and click
 3. On the box enter require share angle e.g. 25 and click ok
- Then check the effect

Reshape tool:

Insert or ads an anchor point for reshaping an object

Steps:

1. Draw a rectangular object
2. Then, choose reshape tool and click exactly on path
3. Now with the help of direct selection tool you can change its shape

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Wrap Tool

Through this tool you can change the object shape as a wrap effect.

Steps:

1. Create a rectangular object
2. Then select wrap tool area (the object must be selected)
3. Click and drag from the required point to change it's shape

Twirl Tool

Twirl the object, as you like

Steps:

1. Select your object
2. Select Twirl Tool and click on the path to twirl it as you need
3. When finished release mouse

Purker Tool

Combines the different points in a same point

Steps:

1. Draw some objects at least two
2. Select the objects and select purker tool and click at once on the similar point of both objects and checkt the changes

Bloat Tool

Change the object shape in a circle or oval shape

Steps:

1. Create a small rectangular object
2. Select Bloat Tool and if you need to make it oval then hold on Alt key and click up/down, when finished click on the mid of the rectangular object and check the changes

Scallop Tool

This tool allows us to add the multiple points on selected objects

Steps:

1. Create a rectangular object
2. Select Scallop Tool and click on the path and check the changes

Note: you can change Scallop Tool size by holding on Alt key and clicking up and down

Wrinkle Tool

Through this tool we can add the wrinkle effect on the selected object or an image

Steps:

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1. Create an object

2. Select Wrinkle Tool and click on the required portion and check the effect

Note: Hold on Alt Key and drag up and down to increase or decrease it's size, for the image you must select the open from file menu not a place option

Symbol Spray Tool

Through this tool you can add the symbol as a spray effect to the required position

Steps:

1. Select Window menu choose Symbol

2. Then from the Symbol Pattern choose the required symbol and drag it to the art area

3. Then select Symbol Spray Tool and click on required portion to add and check the effect

Symbol Seizor Tool

Increases the symbol size

Steps:

1. Insert a Symbol

2. The select Symbol Seizor Tool

3. And click exactly on the selected symbol and check the changes

Symbol Strainer Tool

Inserts color or the symbol of the fill color or effect

Steps:

1. Insert a Symbol

2. Change a fill color and click at Symbol Strainer Tool and click on symbol and check the effect

Symbol Screener Tool

Make the image as a screen effect

Steps:

1. Insert a symbol

2. Then click at Symbol Screener Tool and click once on the symbol and check the effect

Symbol Staler Tool

Applies the symbol style

Steps:

1. Insert a Symbol

2. Choose Style=Any

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3. Then click at Symbol Staler Tool and click on the symbol and check the effect

Stacked Column Diagram

Through this tool you can add the column diagram for your data

Steps:

1. Select Stacked Column Diagram Tool then define the area for diagram on art area
2. Then select the Apply button (✓ sign) and choose ti's panel and check the effect
3. Do the same process for rest of the other chart type as your requirement

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Gradient Mess Tool

Inserts a gradient field for the selected object

Steps:

1. Create a rectangular object
2. Select Gradient Mess Tool
3. Then click on the rectangular where you need to add mesh
4. Then select Direct Selection Tool and click exactly on the mid of the object (not on the line)
5. Click Fill Color and fill it with required color from the color picker box

Gradient Tool

Allows you to add gradient color on the selected object

Steps:

1. Create a rectangular object
2. Select Gradient Tool and from the box choose required Gradient box color and if you need to increase its color field then click once on the path and choose required color and check the effect

So on if you need to remove the color then select the gradient object and from the gradient box click and drag the color pointer and drop down (to remove) and check the effect

Eyedropper Tool

Through this tool you can find out the color of the selected object

Steps:

1. Select File menu, open any image
2. Then select Eye Dropper Tool and click on the image and your color will occur at the fill color box

Paint Bucket Tool

Through this tool we can fill any color of the current object by clicking once on the required object

Steps:

1. Create a Rectangular Object
2. Fill it with Red Color
3. Create another rectangular object and fill it with blue
4. Then select the Paint Bucket Tool and select the red object and click once on the blue object or the central part and check the changes

Measure Tool

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Allows us to measure height and width of the current object

Steps:

1. Draw a Rectangular Object
2. Choose Measure Tool and click at the starting point of the top left to the top right to find out the length of the object it will show on the info button at the top of the windows
3. Then click and drag from top left to down and check the width of the given object

Note: This will be very effective to measure the required height and width of the given object

Blend Tool

Blending two objects as a pillar with required color

Steps:

1. Create two rectangular objects
2. Then manage the position of the current object up and down a bit far away from each other
3. Then select Blend Tool and exactly click at the central point of the selected object to blend it

Auto Trace Tool

Allows you to create a stature of the selected image

Steps:

1. Open an image
2. Then select Trace Tool and choose the required fill color
3. Then rub on the image until all the part are not completed
4. The finally deselect the original image and check the effect

Trace Tool

Steps:

1. Place Bitmap Image
2. Then double click on Trace Tool
3. Then a bar displays choose the following options

Type 2 Auto Tracing

Size reading 2pt Tracking 20/1000cm

Baseline shift 1pt

√ Type Area Select

Auto Trace Tolerance 2pt

Tracing Cap 0 pt

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If the trace box is not activated after the double click then choose Edit menu > Preferences and then select type and auto trading, then, Set the options by changing the numeric value and click at Ok.

4. Choose required fill color before you Trace
5. Then click on path line of Bitmap to trace it

Slice Tool

Through this tool we can preserve the hyperlink option on the selected object and also it divides the object according to the selection.

Steps:

1. Create any Object
2. Select Slice Tool and click and drag on the object
3. Then choose Object menu, choose Slice and click on Slice Option
4. Then on the option box enter the Url=Link page
5. Example: C:\Documents and settings\spn\desktop\your folder name\your page name
6. Choose Target=any example: Main (Open a link page in the new Window), _selft (Open the link page in the same window)
7. Choose Slice Type=image and click at Ok
8. After this, save your object as a web page through File menu
9. Then open the saved file then a hand object shown click once and check the effect

Scissor Tool

Release the object fills color and set only the outline color

Steps:

1. Create a rectangular object
2. Fill it with any color
3. Choose Scissor Tool and click exactly on the anchor option or point
4. Do the same process for the other anchor point and check the changes

Knife Tool

Divides the object as your requirement

Steps:

1. Draw a Rectangular Object
2. Choose Knife Tool and click and rag from one corner to another end of corner
3. Then choose Direct Selection Tool and click on the divide position and change it's color or outline and check the changes

Hand Tool

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Allows us to view the object in any position of art area by simply dragging to required position

Steps:

1. Draw any Object
2. Choose Hand Tool and drag the object to required position
3. It does not allow you to drag the object, it drags the whole art area

Page Tool

Inserts a logical page

Steps:

1. Select Page Tool and click on art area and check the logical page, it allows you to fix the document size when you need to print

Zoom Tool

Increase or decrease the current art size or works as a magnifier but the original layout is always 100%

Steps:

1. Choose Zoom Tool and click on Art Area and check the changes
2. Hold on Alt Key and click to decrease the Zoom size

Filter Menu

Some of the option from filter menu doesn't allow you to apply the effect on draw object. When these menus are D-Active then the menu options are for the bitmap images or images. So apply the effect on inserted images.

And some of the options are not active while image is already in art area then that effects are only for the draw object

Effect Menu

Applies effect for object, images and text. So before applying this effect you must select the required inserted object and choose any effect as your requirement.

Transparency

Applies spacing effect

Steps:

1. Insert any images
2. Choose transparency via Window menu
3. And decrease the capacity to 50% and check the Transparent effect

Pathfinder tool:

Through this tool we can edit with selected object for multipurpose, such as crop, combine, divide etc. To active the pathfinder tool Select window menu. Choose pathfinder

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Add to shape area:

Steps:

1. Create at least 2 object like below



2. Now select selection tool and select both object and on the pathfinder tool
3. Click add shape area and the result will be



Subtract with sub area:

Steps:

1. Create at least 2 objects like below



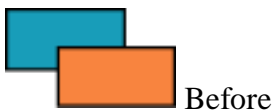
2. Now select selection tool and select both objects
3. Then choose subtract with sub area and the result will be



Intersect shape area:

Steps:

1. Create at least 2 objects like below



2. Then select selection tool and select both objects
3. After that choose intersect shape area and check the effect



Exclude overlapping shape area:

Steps:

1. Draw 2 objects

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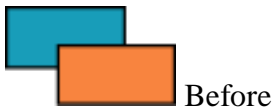
2. Then select both objects and choose Exclude and check the effect



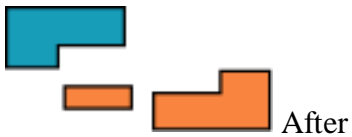
Divide:

Steps:

1. Draw at least 2 objects



2. Select both and choose divide
3. Choose direct selection tool and click once on outside the object
4. Now, separate each other from joint

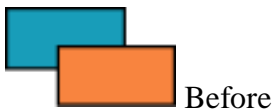


And check the effect

Trim:

Steps:

1. Draw 2 objects



2. Select both objects and choose Trim
3. And check the result



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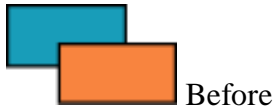
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Merge:

Steps:

1. Draw at least 2 objects



2. Select both object and Merge
3. Now, with the help of direct selection tool, separate each other and check the result



Crop:

Steps:

1. Draw 2 different objects



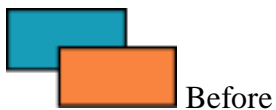
2. Now select both object and crop it
3. Then check the result



Minus Front:

Steps;

1. Draw 2 objects



2. Select both and choose Minus Front and check the effect



Outline:

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Steps:

1. Create 2 objects



2. Select both objects and choose outline and check the effect



Adobe Photoshop 7.0

Photoshop, now up to version 7.0, is the leading professional image-editing program, released by Adobe. Photoshop is useful for both creating and editing images to be used in print or online. Easy to use, but full of high-quality features, Photoshop is the best choice for any image manipulation job.

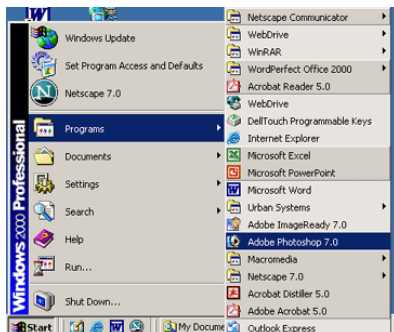
How to open Photoshop?

Steps:

1. Click on start menu.
2. Select on all program.
3. Choice Photoshop.

Or

4. Click on start button.
5. Click on run.
6. Type in "run" then press on ok button.
- 7.



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then we can see Photoshop windows display in your computer.

File Edit Image Layer Select Filter View Window Help

File - create new images, open pre-existing images, print, exit the program, etc.

Edit - undo, copy, paste, cut, preferences, basic image manipulation, etc.

Image - change the image or canvas size, rotate, adjust brightness & contrast, etc.

Layer - Create / delete layers, merge layers together, layer effects, etc.

Select - Adjust the selected area of your image

Filter - Apply filters and effects to your images

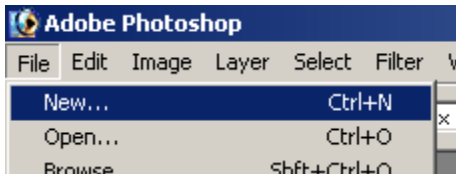
View - Zoom in and out of your images

Window - Open or close different windows within Photoshop

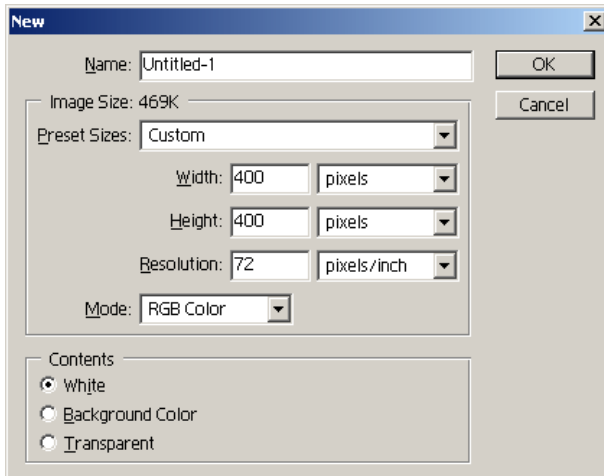
Creating a New Canvas / Image:

steps:

1. Go to the "File" menu.
2. select "New" (or press Carlen).



3. you can give your requirement.



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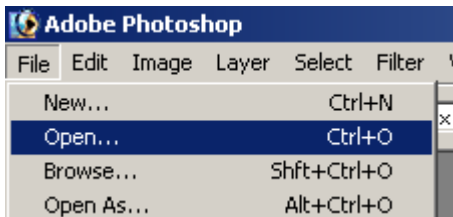
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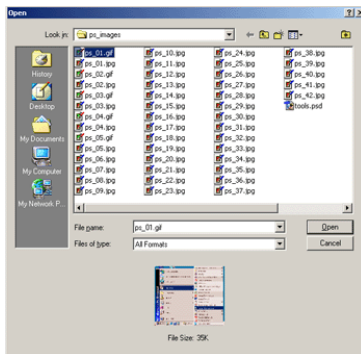
Opening a Pre-existing Image:

steps

1. Go to the "File" menu and select "Open" (or press Ctrl+O).



Find the image on your computer that you wish to edit, and click "Open." Your image will open in a new window within Photoshop.



Editing an Image:

Once you have an image created or opened, you can edit or draw on top of it with Photoshop's "Tools" window, which is the long, thin window that is automatically open on the left side. Here is a breakdown of all the tools contained on this bar:

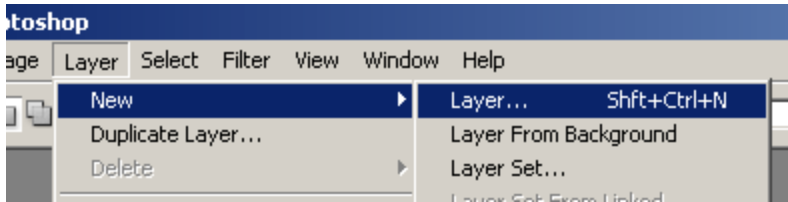
About in Layers:

One of Photoshop's most powerful features is the ability to create and use multiple layers within the same image. A layer is literally what it sounds like: one layer on top of another, all of which can be edited independently of each other and laid on top of or beneath one another, and then later combined to form a single, flat image. When you first create an image, you will be working with the "Background" layer. You cannot always use all effects on a background layer, so you may wish to start working directly with normal layers. To create a new layer, click the "Layer" menu, and pick "Layer" from the "New" menu (or click Shift+Ctrl+N).

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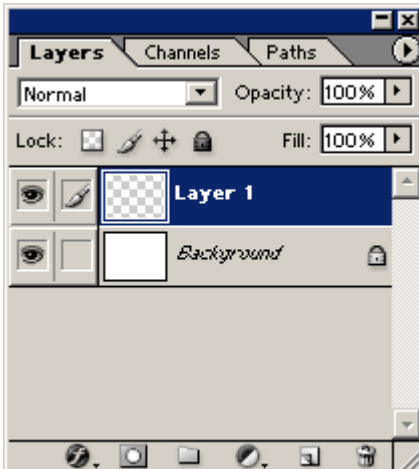
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In the new window that pops up, click "OK."

Now look down in the bottom-right of the screen to the lower-most window, which we haven't looked at yet. It will have three tabs on it: Layers, Channels, and Paths. We'll be staying on the main "Layers" tab, for now. It should look something like this:



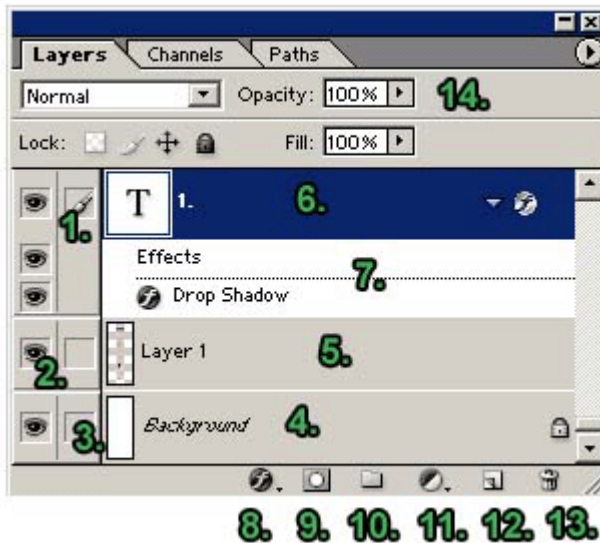
You will notice that "Layer 1" is above "Background" in the window. This means that anything that's on Layer 1 will take priority over anything in the Background layer. Things in the Background layer will be obscured by things in Layer 1. Why would you want to do this? You can switch back and forth between layers to move items independently of items in other layers, allowing you to lay things out exactly as you want.

So what are all these options in the layers window?

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1. Paintbrush Symbol - This symbol (and the blue shading of the layer) notes the currently active layer

2. Show / Hide Layer - When the eye icon is visible, the layer is displayed in your project. If the eye is clicked, then the layer is hidden but not deleted.

3. Link Icon - Indicates if the layer is currently linked to another layer. When linked, layers act "locked" together (and will move with each other, accordingly), but still remain separate layers. Layers can be linked together by selecting one layer, and then clicking the boxes in the other layers to display the "Link" icon (number three on the above list and image).

4. Background - The Background is technically not a layer, however, it can be edited. It is the bottom-most portion of the image.

5. Layer - Each layer has its own name (default is by numbering). Click a layer's name to edit on that layer.

6. Text Layer - Adding text creates a new text-specific layer.

7. Effects - When you add effects to a layer, a sub-menu appears with that layer listing the effect applied to it. Double-click an effect's name to bring up that effect's menu to make adjustments.

8. Add a Layer Style - By picking an option from this menu (such as Drop Shadow, Inner Glow, or Bevel and Emboss), you can apply special effects to a layer.

9. Add a Mask - Masks are used to hide pixels on a layer in order to view the rest of the image. Layer masks are either a black or white background color. The default color is white, which lets pixels be seen, while black hides pixels.

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10. Create a New Set - By making a new set, you can create a separate folder for layer storage.

11. Create New Fill or Adjustment Layer - The options in this menu allow you to change the color properties and dimensions of a layer. For example, you can make a layer lighter or darker, add a gradient (a blending of two colors), or invert the entire layer.

12. Create a New Layer - Clicking on this icon creates a new layer. You can name your layer in the text box that appears and position it in the palette.

13. Delete a Layer - Deletes the currently selected layer. You can also drag a layer to the trash.

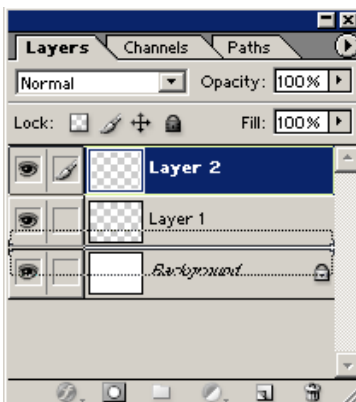
14. Opacity - Use this to adjust a layer's opacity (its transparency).

Some notes about layers:

- Layers can be repositioned in different orders in the Layers palette by clicking on a layer and dragging it to a new position in the palette. To make a layer appear on the top-most part of the image, drag it higher up on the list. Do the opposite to position a layer at the bottom-most area of an image.
- Only a selected layer can be edited. To select a layer, click on the layer name in the palette.
- You can only work with layers in a *.psd file (Photoshop's native format). If you want to modify a *.gif or *.jpg file (or any other type of image file) with layers, copy and paste that image into a new, blank Photoshop canvas.

Switching Back and Forth between Layers:

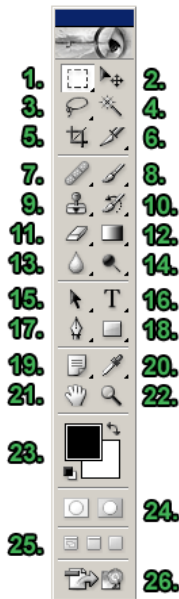
The layer that's selected under the "Layers" tab will be the one changes are made to when working on the canvas. If you wish to work on a different layer, click the name of that layer. Remember, if you want to bring a different layer to the front of the image, click and drag it above or below to where you want it.



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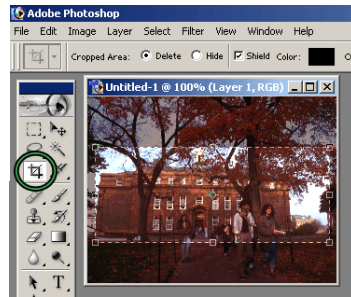
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Cropping an Image:

If an image is too large and you would like to cut it to just focus on one section of the image, you can "crop" it to that size and area. Select the "Crop" tool, and click and drag around the area you want.



You can resize the area (or rotate it) with the mouse by clicking any of the corners. When you're done, just click over to any other tool and a window will appear asking you if you'd like to crop the image. Click yes, and the image will be reduced to the area you've specified.

Resizing an Image:

If you don't want to crop your image (meaning you want the ENTIRE image, just at a smaller size), you can resize your image to any dimensions you wish. Select "Image Size" from the "Image" menu.

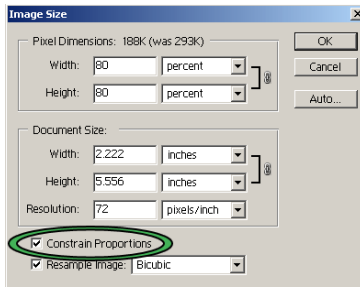


The default in Photoshop is to keep image resizing at "Constrain Proportions." This means that if the height is changed, the width will be changed at the same ratio. This keeps your image looking approximately the same, only at different sizes. If you wish to change this, just un-click the "Constrain Proportions" check box at the bottom of the "Image Size" window.

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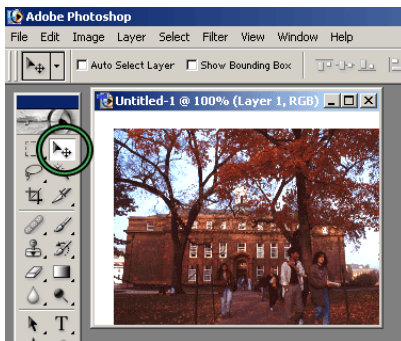
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You can change the image size either by pixels or percentages. Use either you wish to either enlarge or reduce the size of your image (keep in mind that enlarging images will reduce the quality).

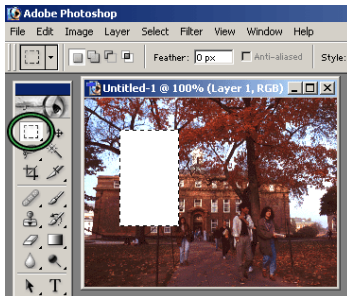
Moving an Image:

You can move an image to any area of the canvas you wish. Select the "Move" tool, and click and drag the image to any area of the canvas you wish.



Selecting / Deleting a Part of an Image:

Choose the "Marquee" tool, and click and drag around a part of an image. A rotating, dotted line will surround that area. To delete this section that you've selected, hit the "Delete" key on your keyboard.

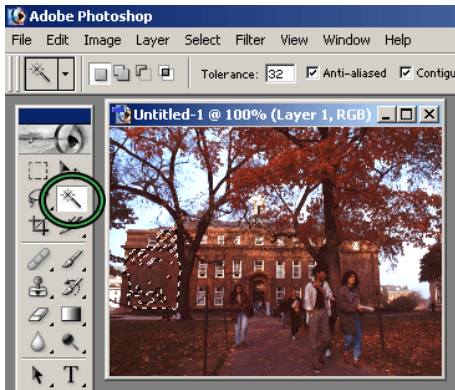


The "Magic Wand" can select a larger area of an image by grabbing similar looking pixels and grouping them together. Select the Magic Wand tool and click an area of an image. It will select a large portion of the area which you can move, delete, etc.

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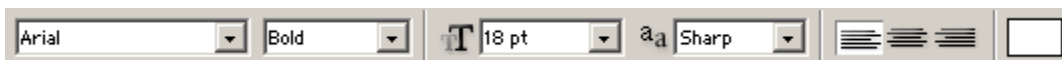


Adding Text:

Click the "Text" tool on the tool bar and click in your image where you'd like to add text.



The text will appear on top of the image, and it will be on its own new layer. You can change the font, style, size, anti-aliasing, and color of your text on the menu directly below the main Photoshop menu.



Altering Your Images:

Photoshop's most powerful aspect is its ability to edit and manipulate images easily and with professional quality. The second section of the tool menu contains tools that specifically help you to edit your images. When you click any of these tools, Photoshop's sub-main menu will change to reflect new options available to you. Most will look something like this, or very similar:



1. Name - The name of the tool you're using.

2. Brush Picker - Here you can select the diameter, hardness, and spacing of the brush / tool you are using.

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3. Mode - Effect mode

4. Opacity - The transparency of the tool's effects.

5. Flow - The flow rate of the stroke.

6. Airbrush - Click to enable airbrush capabilities with the tool.

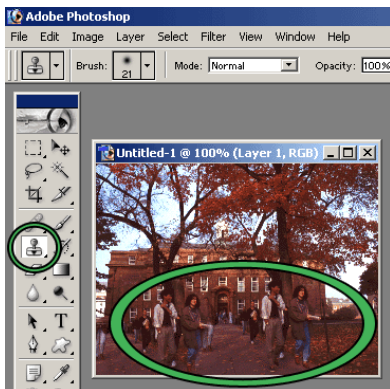
Brush / Pencil Tool

The Brush tool can be right-clicked to also show the Pencil tool as an option. Both are very simple tools that allow you to directly draw on top of an image. Select a color with the Foreground Color option on the tool bar, and select a brush size from the tool's sub-main menu, above. Click and drag across an image to draw on top of it.



Clone Tool

The Clone tool will copy pixels from one part of an image and copy them to a new part of the image. The Clone tool is most useful in situations such as removing blemishes from a face in a photograph, clearing a few clouds out of a bright blue sky, etc. Choose the Clone tool. Hold the "Alt" button on your keyboard, and click in an area of the image that you'd like to copy. Now click elsewhere in the image, and move the cursor around. The image will "clone" itself to that second area.



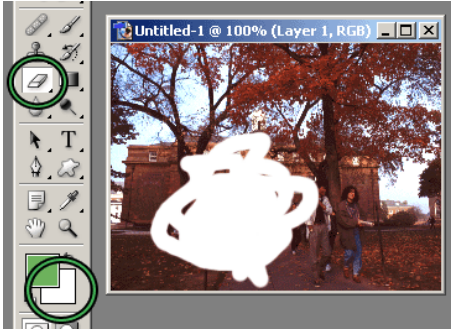
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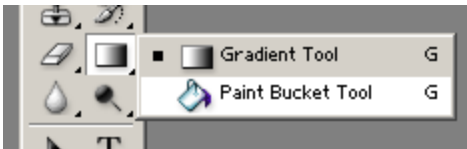
Eraser Tool

The eraser simply deletes sections of an image. Click the Eraser tool, and click and drag around your image. The eraser will "erase" the image to what's set as the Background color.



Gradient / Paint Bucket Tool

The Gradient tool can be used on its own, or right-clicked to also select the Paint Bucket tool.



A gradient is a horizontal fading of colors, most commonly used in the creation of banners for web pages. Select the Gradient tool, and go to the sub-main menu for a drop-down of available gradients. The default is the most common.



Once you've selected which gradient you wish (and a color in the Foreground color tool), just click and drag across your image. The direction you drag (left to right, right to left, etc.) determines the flow of the gradient.

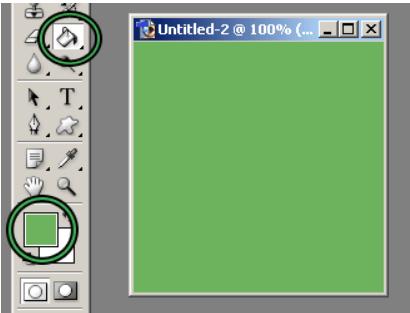
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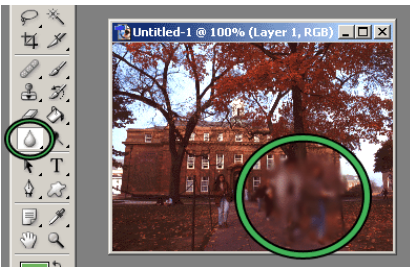


The Paint Bucket lets you fill in a large section with the same color. Select the Paint Bucket by right-clicking the Gradient tool, and click in an area of your image. It will fill with the color selected as the Foreground color.



Blur Tool

The Blur tool is useful for covering up small distortions in an image by blending the surrounding pixels together. To blur something, select the Blur tool, and click and drag around the area you wish to blur.



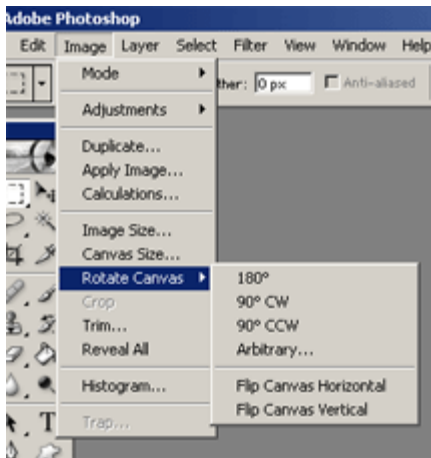
Rotating an Image:

You can rotate and flip your image in any direction you wish. In the "Rotate Canvas" list under the "Image" menu, there's a wide variety of options to choose from.

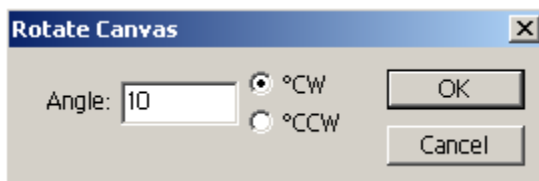
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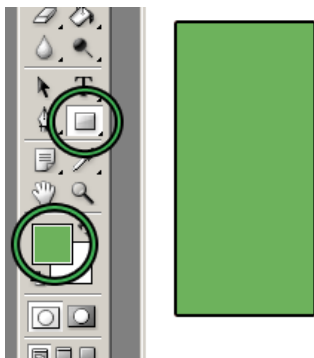


If you select "Arbitrary" for a rotation, a new window will appear asking you for the direction (clockwise or counter-clockwise) and the degree of the rotation.



Drawing Shapes:

While Photoshop's main power is in manipulation of images, it's also possible to draw your own (as seen with the pencil and pen tools). The Rectangle tool (and all of its sub-tools) allows you to draw shapes on a canvas. To draw a simple rectangle, pick a Foreground color (which will be the fill color for the shape), select the Rectangle tool, and click and drag on the canvas until it's the size you wish.



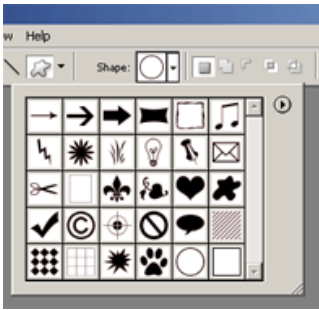
Note that drawing a shape will create a new layer.

You can draw a wide variety of shapes with the Rectangle tool and its sub-tools, including the Custom Shape Tool, which gives you even more options. Select the Custom Shapes Tool (by right-clicking the Rectangle tool), and look through your options in the drop-down box from the sub-main menu.

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Your choices include word bubbles, arrows, and even shapes that don't fill themselves in with a color.

Eyedropper Tool:

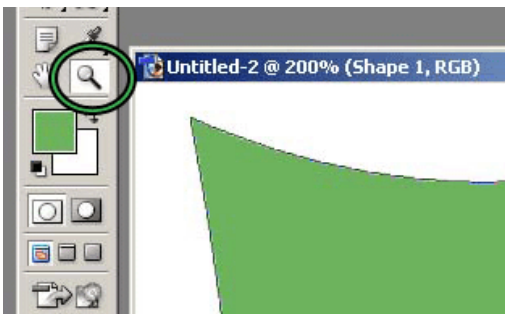
When working with images, you may find that you want to reselect a color you've used, but aren't sure exactly what color it is. You can use the Eyedropper tool to reselect that exact color for you. Select the Eyedropper tool, and click anywhere on an image that has the color you want to select.



The Foreground color will change itself to the color you've selected.

Zoom Tool:

If you find that you need to zoom in or out of your image for any reason (for example, to be more precise in deleting areas), you can use the Zoom tool. Click the Zoom tool (it looks like a magnifying glass). If you click once on your image, it will zoom to double its size (100% to 200%, and so on).



If you right-click, you can select the "Zoom Out," which will reduce its size. Note that this doesn't actually change the size of the image. It simply changes your view of the image on the canvas.

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Thank You

Coming soon.....

**Computer hardware & Networking
book**