

Adobe Photoshop CC Essentials Workshop outline

Learn to edit, retouch and apply special effects to images in this two-day introduction to Adobe Photoshop, the professional image manipulation software.

This document provides a guide to the topics that we aim to cover in the Essentials workshop. Each topic is broken down into individual outcomes and objectives. Each workshop will be tailored to the pace and interests of participants as it progresses, so the actual content may vary from this guide.

Getting started

Introducing Photoshop

Explain the purpose of Photoshop: discuss what Photoshop can help accomplish, and identify its boundaries.

Understanding digital artwork: bitmap/raster/pixel versus vector/line

Define the unique characteristics of bitmap/raster/pixel-based and vector/line-based artwork; discuss the advantages/disadvantages of each approach.

Understanding how Photoshop works with other software

Define Photoshop's place in the wider Adobe Creative Cloud collection of applications; consider its uses in various environments.

Finding your way around Photoshop

Navigate Photoshop's toolbars, panels, menus, keyboard shortcuts, workspaces and preferences.

Understanding key concepts

Define common concepts and behaviour shared by various Photoshop tools, including destructive/non-destructive editing; layers; brushes; selections.

Managing documents

Creating new documents

Create new documents containing a single canvas or multiple artboards.

Working with existing documents

Open or place existing artwork; navigate the browsing and organising functionality of Adobe Bridge CC; import images from a camera using Adobe Camera Raw.

Broad and covered a lot of the package's capabilities – a very helpful introduction

Friendly, helpful, informative

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Managing multiple documents	Work with multiple documents and different window arrangements.
Navigating documents	View sections of artwork in more detail using the Navigator panel, Zoom and Hand tools.
Using rulers, grids and guides	Show/hide rulers; change the units of measurement; configure grids and add/edit/remove guidelines for accurately aligning artwork elements.

Working with layers

Understanding how and why Photoshop uses layers	Explain what layers are and how they can be used.
Creating, duplicating, merging and deleting layers	Use the Layer menu and the Layers panel to create, duplicate, merge and delete layers.
Showing, hiding, locking and linking layers	Use the Layer menu and the Layers panel to toggle the visibility of layers, lock layers so they cannot be edited, and link separate layers together.
Organising and grouping layers	Use the Layers panel to rearrange, rename and group layers together.
Adding creative effects to layers	Use the Layers panel to vary the opacity of layers, alter the way different layers interact with each-other by changing blending modes, and add/edit layer styles and effects.
Working with Smart Objects	Make non-destructive edits to artwork components by converting layers to Smart Objects.

Educational,
interesting,
enjoyable

I have learnt a
huge amount
from this
workshop

Selecting and masking

Understanding selections	Describe how and why selections can be made, and why they are useful.
Making selections	Work with the Marquee, Lasso, Magic Wand and Quick Selection tools, and tools on the Select menu; recognise the characteristics of each.
Quick Masking	Create or edit selections using the Quick Mask tool.
Editing selections	Modify existing selections by adding, subtracting and intersecting; combine different selection tools to select different areas of artwork; use the tools on the Select menu.
Refining selections	Use the Select and Mask (Refine Edge) workspace to make fine adjustments to the edges of selections.
Understanding layer masks	Explain how layer masks work, and how they can be useful in showing/hiding areas of artwork; create, modify, disable, apply and delete layer masks.
Understanding clipping masks	Use clipping masks as another way to show/hide areas of artwork.
Saving/loading selections	Save selections in a way that allows them to be loaded again later.

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Moving, transforming and resizing

Moving areas of artwork	Use the Move tool to move, scale and rotate areas of artwork; use the Content-Aware Move tool to move areas of artwork and intelligently fill the void left behind.
Using the transform tools	Work with tools for reflecting, skewing and distorting areas of artwork.
Understanding resolution	Define terms like 'dots', 'pixels', 'dpi', 'ppi'; understand how the dimensions of a document relate to its quality when printed.
Resizing/scaling complete documents	Explain the difference between resizing and resampling; use both methods in the Image Size dialog.
Cropping artwork	Change the size, rotation and perspective of a document by discarding/hiding content at the edges of the canvas/artboard using the Crop tools.
Adjusting canvas and artboard sizes	Change the size of the underlying canvas/artboard without resizing the existing document content.
Content-aware scaling	Intelligently scale or distort artwork, whilst protecting the size and aspect ratio of key features.

Helpful and methodical, and explained technical jargon clearly, with patience

Working with colour

Selecting colours	Use the various colour selection tools, including the Eyedropper tool, Color Picker, Color panel and Adobe Color service.
Working with colour swatches	Save and edit swatches for frequently-used colours; share swatches with other Photoshop documents and other Creative Cloud apps.
Creating areas of flat colour	Use the Paint Bucket tool and Solid Color fill layers to add areas of flat colour to artwork.
Creating and working with gradients	Use the Gradient tool and the Gradient fill layers to create, apply and modify colour blends.
Understanding colour models	Explain the differences between (and use-cases for) RGB, CMYK, Grayscale, Lab and Indexed colour modes.
Synchronising Creative Cloud's colour settings	Use Adobe Bridge CC to synchronise colour settings across all Creative Cloud applications.
Proofing colours	Simulate CMYK output of RGB documents by 'soft proofing'.

Friendly, helpful, informative

The teaching was clear and structured

Making adjustments to tone and colour

Making tonal adjustments	Examine and alter the tonal make-up Brightness/Contrast, Levels, Curves, Exposure and Vibrance adjustment tools.
Making colour adjustments	Examine and alter the range of colours in a piece of artwork using the Levels, Curves, Hue/Saturation and Color Balance adjustment tools.
Converting colour artwork to black and white	Use the Black & White adjustment and Desaturate tools.
Working with adjustment layers	Explain the advantages of using adjustment layers for non-destructive tone and colour adjustments; manage adjustment layers.

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Colour adjustments using the Camera RAW filter	Use the Camera Raw filter as an alternative means of making adjustments, and recognise the advantages/disadvantages of this approach.
Matching colours between documents	Harmonise the colours across two or more documents using the Match Color tool.

Working with shapes and text

Drawing regular and custom vector shapes	Draw regular and custom vector shapes using the shape tools.
Formatting shapes	Use the shape tools to modify vector shapes.
Adding text	Use the Type tool to add short, free-form pieces of text; longer pieces of text in contained areas; and text that follows custom shapes and paths.
Formatting text	Format text using the Character and Paragraph panels.

Really practical examples, clear instructions, sensitive to the pace of the group

Painting and erasing

Painting	Lay down colour with the Brush and Pencil tools; manipulate their settings for creative effect.
Simulating natural media effects	Simulate natural media colour blending with the Mixer Brush tool.
Replacing specific colours	Selectively alter colours with the Color Replacement tool.
Erasing artwork	Remove areas of artwork using the Eraser, Magic Eraser and Background Eraser tools
Defining custom brushes	Create new brush tips from specially-prepared artwork.

Useful, informal, undaunting

Retouching and repairing

Replacing one area of artwork with another	Use the Clone Stamp, Healing Brush and Patch tools to sample content from one area of artwork and paint or fill with it elsewhere.
Intelligently removing small blemishes	Use the Spot Healing Brush tool to fix small blemishes using Content-Aware technology.
Reducing red-eye	Use the Red Eye tool to reduce the effects of red-eye in flash photography.
Painting back previous artwork states	Paint back the content of a previous artwork state from the History panel; add artistic effects with the Art History Brush.
Lighten/darken particular areas of artwork	Use the Dodge and Burn tools to increase and decrease the exposure of particular areas of artwork.

Applying creative effects

Blurring artwork	Use the Blur tool; work with the range of blur filters and the Blur Gallery workspace.
Sharpening artwork	Explain the behaviour of the Sharpen tool and the Sharpen filters; work with the Smart Sharpen filter.
Distorting artwork	Push, pull and distort artwork with the Liquify tools.
Applying artistic effects	Experiment with artistic natural-media effects using the Filter Gallery.

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Working with Smart Filters

Explain the advantages of using Smart Filters and Smart Objects for making adjustable, non-destructive edits.

Saving and exporting

Saving/exporting for print

Save artwork in Photoshop's native file format (PSD) and other formats commonly used in print production, including TIFF, JPEG and PDF.

Saving/exporting for the web and other on-screen uses

Export artwork for on-screen use in common file formats, including GIF, JPEG and PNG.

It was very informative and the practice was interesting; the tutor knew a lot

Taking things further

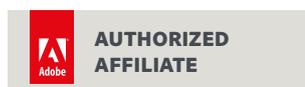
Exploring Photoshop's advanced features

Locate and explore Photoshop's advanced features, including those for automating repetitive tasks; creating panoramas; drawing with vectors; drawing in 3D; creating and editing animations and videos; etc.

Exploring other Creative Cloud applications

Identify other applications in the Adobe Creative Cloud collection that extend and complement Photoshop's functionality and open up more creative possibilities.

Adobe Photoshop CC is available on subscription from Adobe, either as a [single product](#) or as part of the [full Creative Cloud collection](#). Qualifying students and teachers are eligible for [up to 65% off](#) the standard subscription rates. Photoshop may be [evaluated for free](#) for seven days. See clockworksatellite.co.uk for more information.



This workshop is presented by **Clockwork Satellite**, a friendly design and technology studio based in south-west England. We're here to help you create and publish, in print and on screen. Email hello@clockworksatellite.co.uk or find us online to learn more.

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