

# Photoshop Basics

1. Open Photoshop. Open a new file by going to File, New.
2. Create a new layer by going to Layer, New Layer, and click Okay in the next box. Notice that we are leaving the lowest layer empty. This makes changes later easier.
3. To place a picture on the new layer, go to File, Place, & choose a picture. You can resize the picture by dragging one of the “handles” on the sides or corners. You can move the picture by clicking and dragging it. When satisfied with the location, press the Enter (Return) key on your keyboard.
4. Repeat steps 2 and 3 above for each picture you want to use. It is best to put each picture and each bit of text on its own layer.
5. To add text, create a new layer (step 2 above) and then choose the Text Tool which is the big T on the toolbar. Click inside the workspace and begin typing. The text size, color, etc., can be changed at any time from the properties box.
6. Opacity means how much you can or cannot see through something. 100% opacity means you cannot see through something at all. 50% opacity would allow you to see through something but still see the original picture. To adjust the opacity of a picture or text, click on that layer and then adjust the opacity right above the Layers box.
7. To erase part of a picture, choose the layer it is on and then choose the Eraser tool from the toolbar. Now click and drag the eraser across the parts of the picture you want to erase.