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# Photoshop CC



Presented By  
**LearnKey**<sup>®</sup>

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# Photoshop CC

First Edition



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# Session 1 Fill-in-the-Blanks

**Instructions:** While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

## Intro to Photoshop CC

1. Project requirements include the \_\_\_\_\_, audience, and the audience needs for image production. [Project Requirements]

## The Capture

2. The Adobe \_\_\_\_\_ can automatically launch whenever a camera or card reader is connected. [Import Photos]
3. Metadata is information that is \_\_\_\_\_ into photo images. [Metadata]
4. The \_\_\_\_\_ feature in the Camera Raw dialog box can be used to bring out any deep colors in an image. [Functions of a Camera]
5. The \_\_\_\_\_ image format is an uncompressed format. [Scanning an Image]
6. The \_\_\_\_\_ bar changes depending on which tool is currently selected. [Photoshop Workspace]
7. In the Window menu you can use the \_\_\_\_\_ category to configure the image display. [Configure Image Display]
8. You can use the \_\_\_\_\_ panel to hover over an image and get color readings of the different portions of that image. [Panels]
9. You can use \_\_\_\_\_ panels to customize your workspace, however be careful that they do not cover your artwork. [Customize Workspace]
10. Keyboard shortcuts can be managed from the \_\_\_\_\_ menu. [Customize Keyboard]

## Open Files in Photoshop CC

11. DNG is Adobe's digital negative format that comes from higher-end digital SLR cameras and is a/an \_\_\_\_\_ file format. [DNG Files]
12. The Mini Bridge panel can be accessed from the Window menu, \_\_\_\_\_, and then clicking Mini Bridge. [Using the Mini Bridge]

## Navigate Documents

13. The \_\_\_\_\_ tool is used to zoom in and out on an image. [Navigate Documents]
14. If you click and hold your cursor on the \_\_\_\_\_ tool, you can access the rotate view tool. [Rotating the Canvas]
15. When using the \_\_\_\_\_ tool, you can use spring loaded tools which temporarily activate another tool. [Keyboard Shortcuts for Navigation]

## Creating a New Document

16. U.S. Paper, International Paper, and \_\_\_\_\_ are print outputs for a document. [New Document Window]
17. In the View menu, you can click \_\_\_\_\_ to set a guide at an exact point. [Rulers and Guides]
18. To lock and unlock guides in Photoshop CC, open the \_\_\_\_\_ menu and click Lock Guides. [Lock and Unlock Guides]

19. The \_\_\_\_\_ category in the View menu allows you to align image documents to guides, grids, layers, slices, and document bounds. [Guide Properties and Using Grid]

## Color Theory and Management

20. \_\_\_\_\_ will appear in the RGB color model when green and blue overlap. [Understanding RGB and CMYK]
21. A color \_\_\_\_\_ defines the range of colors within a color model. [Difference Between RGB and CMYK]
22. In Photoshop CC, all of your color modes can be found under the \_\_\_\_\_ menu in the Mode category. [Color Modes for Printing]
23. In the Color Settings menu, you can change your \_\_\_\_\_ engine and alter the rendering intent. [Color Settings]
24. In Photoshop CC the default \_\_\_\_\_ Colors keyboard shortcut is Cmd+Y. [Render Intent and Soft Proofing]
25. In Photoshop CC, you can assign and convert profiles from the \_\_\_\_\_ menu. [Assign Profile and Convert to Profile]
26. When you print documents from Photoshop CC, you can choose to let a printer or \_\_\_\_\_ manage your colors for the print job. [Color Management and Printer Setup]

## Understanding Image Types

27. \_\_\_\_\_ and vector are the two primary graphic types used in Photoshop CC. [Graphic Types]
28. Vector formats include .ai, \_\_\_\_\_, and to a lesser extent, .dwg. [Vector Formats]
29. JPEG, GIF, and \_\_\_\_\_ are raster-based formats that are used in the web-based production process. [Print Raster and Web Raster Formats]
30. The \_\_\_\_\_ specialty format is used in the medical industry. [Video Raster and Specialty Formats]

# Create a Project Plan

## Description:

Images can be used as powerful tools for presenting messages. Organizations use images to inform, educate, and advertise. It is the designer's job to match the client's design and create an image that will meet the employer's overall purpose. From start to finish, designing a project is a large task requiring careful planning and collaboration. If done correctly, designers will be able to capture the desired message and purpose of the image.

For this project, you will become familiar with the basic features and options found in Photoshop CC. You will define each term and how they relate to a Photoshop CC project. You will then use the knowledge you have gained from the terms to plan out a new project.

## Steps for Completion:

1. View the worksheet on the next page.
2. Write a project plan for a portfolio including either a magazine cover, a collage, images used for a webpage, or images used for print advertising.

## Reference:

LearnKey's Photoshop CC Training, Session 1:

Intro to Photoshop CC: Project Requirements; Project Specifications

**Project File:** N/A

**Difficulty:** Beginner ●

**Required Materials:** Photoshop CC Ps

## Objectives:

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1.0 Setting Project Requirements

1.1 Identify the purpose, audience, and audience needs for preparing image(s).

1.1a Identify information that determines purpose, audience, and audience needs for image production.

# Create a Project Plan Worksheet

**Instructions:** Answer the questions to write a project plan for a portfolio including either a magazine cover, a collage, images used for a webpage, or images used for print advertising.

1. Define your audience:

2. Define the needs of the audience:

3. Explain the purpose of the project:

4. Create a basic layout of how your chosen project will be put together:

Sample

# Providing Feedback

## Description:

An essential part of any project includes gathering feedback regarding the design. Using the suggestions of many people helps to see that it is free of flaws and mistakes that might have been missed.

For this group project, you will communicate with others (such as peers and clients) about design plans. Identify common problems and issues in project management.

## Steps for Completion:

1. Using the project you have already designed, trade with someone else. Evaluate and give feedback to one another. Explain the methods used to create your project. Together, identify common problems and issues that arise when creating a Photoshop CC project. Discuss approaches that should be avoided with creating a project.

## Reference:

LearnKey's Photoshop CC Training, Session 1:

Intro to Photoshop CC: Project Requirements; Project Specifications

**Project File:** N/A

**Difficulty:** Beginner ●

**Required Materials:** Photoshop CC Ps

## Objectives:

1.0 Setting Project Requirements

1.1 Identify the purpose, audience, and audience needs for preparing image(s).

1.1a Identify information that determines purpose, audience, and audience needs for image production.

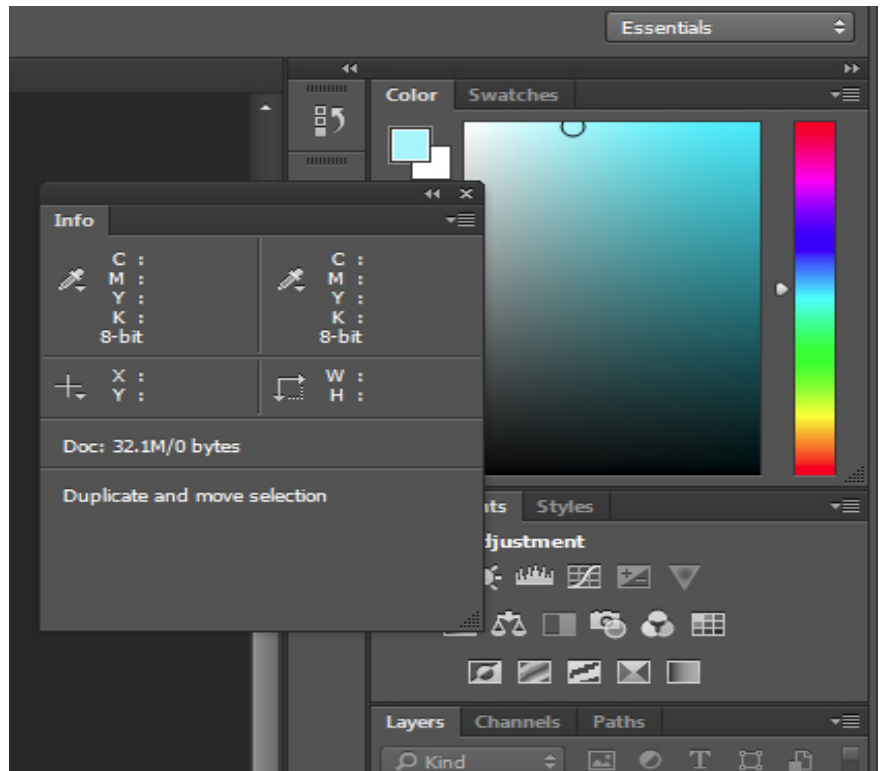
# Customize the Workspace

## Description:

The workspace is your key to success in Photoshop CC. You need to know how to customize the workspace, keyboard shortcuts, and menus. In this project, you will display your ability to customize the Photoshop CC workspace and make it your own.

## Steps for Completion:

1. Open the Tree.psd Course Support file in Photoshop CC.
2. Add the Info panel and make it a floating panel.
3. Add the Navigator panel and dock it by the Tools panel.
4. Create a new keyboard shortcut set titled: "My Shortcuts."
5. Accept the changes and save the keyboard shortcut set.
6. Change the Save option under the File menu to red text.
7. Uncheck the visibility on the Check In option in the file menu and save the new menu set. Title it "My Menus."
8. Title your new workspace "My Workspace" and check Keyboard Shortcuts and Menus, then save your workspace.
9. Save your work.



## Reference:

LearnKey's Photoshop CC Training, Session 1:

The Capture: Panels, Customize Workspace, Save Custom Workspace, Customize Keyboard, Customize Menus

**Project File:** Tree.psd

**Difficulty:** Beginner ●

**Required Materials:** Photoshop CC 

## Objectives:

3.0 Understanding Adobe Photoshop

- 3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.
  - 3.1b Demonstrate knowledge of how to organize and customize the workspace.
  - 3.1d Demonstrate knowledge of the functions of various panels.

# Customize Menus

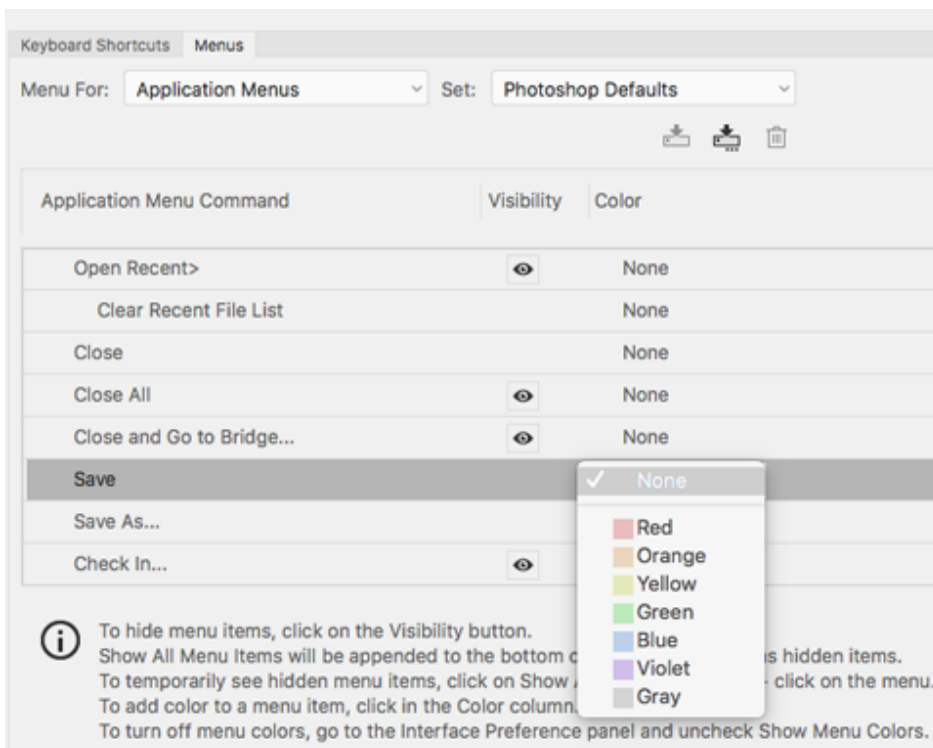
## Description:

The menus at the top of the screen in Photoshop CC, though helpful, can be quite extensive. One way to customize your workspace is to colorize commands on those menu lists so they stand out. You want to do this to those commands you use more often and this way you will be able to find them faster amongst the other options.

For this project, you will choose three of your top utilized commands or options from the menus to colorize.

## Steps for Completion:

1. Open Photoshop CC.
2. You will colorize a total of a three different options. To start, colorize the File>Save command, and then do the same to two additional menu options.
3. Click the Edit menu.
4. At the bottom of the Edit menu, click the Menu option.
5. In the Keyboard Shortcut and Menu dialog box, make sure the Menu For field is set to Application Menus.
6. If the File menu options are not already showing, click the triangle next to File to open its list options. Note: Simply collapse the File menu to navigate to other menus when colorizing your additional two options.
7. Locate the Save option and select it.
8. In the Color column, click None. Choose your preferred color.
9. Locate the two other options you have chosen to colorize and do the same for them. Note: Make sure at least one is on a different menu other than the File menu.



## Reference:

LearnKey's Photoshop CC Training, Session 1:

The Capture: Import Photos; Metadata; Functions of a Camera; Scanning an Image; Scanned Images; Photoshop Workspace; Configure Image Display; Panels; Customize Workspace; Save Custom Workspace; Customize Keyboard; Customize Menus; Deleting Presets and Favorites

**Project File:** N/A

**Difficulty:** Beginner ●

**Required Materials:** Photoshop CC Ps

### Objectives:

3.0 Understanding Adobe Photoshop

3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.

3.1b Demonstrate knowledge of how to organize and customize the workspace.

# The Scanned Image

## Description:

A scanner is a device you can use to create a digital image by scanning print objects. Your operating system will have built-in scanning software to assist with the process; however, depending on the make and model of your scanner, it may have its own specific software that provides even more options. In any case, it is important that you have a fundamental understanding of how a scanner works.

In this project, you will use a scanner to scan an image to your computer.

## Steps for Completion:

1. Obtain an object to scan. For example, a photo, a math assignment, an ID card, etc.
2. Place the object face down in your scanner. If there is a marked area, make sure the object is not outside the lines so it will not be cut off.
3. Depending on your scanner, you may either start the scanning process from the scanner itself or using the installed software.
4. Often, you will have the option to select whether you are scanning an image or a document, what file format you want the scanned image to be in, the resolution, and the contrast.
5. It is helpful to click the Preview button before you scan (if this option is available in your software) to view a preliminary image of what your scanned object will look like. From here, you can further adjust the settings or go ahead and scan.
6. Select the location you would like to save the image to on your computer, and name the file.
7. Now, open Photoshop CC and use File>Open to open your scanned image and edit it.

## Reference:

LearnKey's Photoshop CC Training, Session 1:

The Capture; Import Photos; Metadata; Functions of a Camera; Scanning an Image; Scanned Images; Photoshop Workspace; Configure Image Display; Panels; Customize Workspace; Save Custom Workspace; Customize Keyboard; Customize Menus; Deleting Presets and Favorites

**Project File:** N/A

**Difficulty:** Beginner ●

**Required Materials:** Photoshop CC 

## Objectives:

2.0 Identifying Design Elements When Preparing Images

- 2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.
  - 2.5a Demonstrate knowledge of digital photography/cameras.
  - 2.5b Demonstrate knowledge of scanning.
- 2.6 Understand key terminology of digital images.
  - 2.6a Demonstrate knowledge of key terminology of digital images.

# Photoshop CC Lesson Plans

Each lesson plan is approximately 30 minutes and includes video training, fill-in-the-blanks, labs, projects, tests, as well as the course support files to follow along with the expert. There is also a note section for customizable lesson plans and extra notes. By adhering to the lesson plan, it will take approximately four weeks to complete the course. Approximately 24 hours of time training with an additional 6-12 hours if the Master Level lesson plans are also completed.

## Session 1 [Approximately 8 hours total]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 1 Pre-Assessment	
Lesson 2	Intro to Photoshop CC	Project Requirements Project Specifications	<p>1.0 Setting Project Requirements</p> <p>1.1 Identify the purpose, audience, and audience needs for preparing images.</p> <p>1.1a Identify information that determines purpose, audience, and audience needs for image production.</p> <p>1.2 Demonstrate knowledge of standard copyright rules for images and image use.</p> <p>1.2a Use copyright terms correctly, such as copyrighted, fair use doctrine, intellectual property, and derivative works.</p> <p>1.2b Identify when permission must be obtained to use copyrighted material.</p> <p>1.2c Identify methods used to indicate that images are copyrighted.</p> <p>1.3 Demonstrate knowledge of project management tasks and responsibilities.</p> <p>1.3a Identify items that might appear on a project plan.</p> <p>1.3b Identify phases that might appear on a project plan.</p> <p>1.3c Identify deliverables that might be produced during the project.</p> <p>1.3d Identify common problems and issues in project management.</p> <p>1.4 Communicate with others (such as peers and clients) about design plans.</p> <p>1.4a Demonstrate knowledge of techniques for gathering feedback on design plans from others (such as peers and clients).</p>	<p>Watch Session 1: Intro to Photoshop CC [5 minutes]</p> <p>Fill-in-the-Blanks Session 1: Question 1</p> <p>Session 1 Project 1: Create a Project Plan</p> <p>Session 1 Project 2: Providing Feedback</p>	

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 3	The Capture	Import Photos Metadata Functions of a Camera Scanning an Image Scanned Images Photoshop Workspace Configure Image Display Panels Customize Workspace Save Custom Workspace Customize Keyboard Customize Menus Deleting Presets and Favorites	2.0 Identifying Design Elements When Preparing Images 2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop. 2.5a Demonstrate knowledge of digital photography/cameras. 2.5b Demonstrate knowledge of scanning. 2.5d Identify the differences between scanned images, digital camera images, and camera raw. 2.6 Understand key terminology of digital images. 2.6a Demonstrate knowledge of key terminology of digital images. 3.0 Understanding Adobe Photoshop 3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions. 3.1a Identify and label elements of the Photoshop interface. 3.1b Demonstrate knowledge of how to organize and customize the workspace. 3.1c Demonstrate knowledge of the functions of tools on the Tools panel. 3.1d Demonstrate knowledge of the functions of various panels. 3.3 Demonstrate knowledge of importing, exporting, organizing, and saving. 3.3b Demonstrate knowledge of how to open scanned images, digital camera images, camera raw images, and video files in Photoshop.	Watch Session 1: The Capture [24 minutes]  Fill-in-the-Blanks Session 1: Questions 2-10	
Lesson 4	The Capture	See Lesson 3	See Lesson 3	Session 1 Project 3: Customize the Workspace  Session 1 Project 4: Customize Menus	
Lesson 5	The Capture	See Lesson 3	See Lesson 3	Session 1 Project 5: The Scanned Image  Session 1 Lab 1: Importing Images  Session 1 Lab 2: Using the Camera Raw Dialog Box	