



Adobe Photoshop Guidebook - First 10 Skills

Kristian Kuhlman

# Adobe Photoshop Guidebook



First 10 Skills  
Great for Beginners

Kristian Kuhlman

# **The Adobe® Photoshop® Guidebook**

First 10 Skills  
Great for Beginners

Kristian Kuhlman

## **Dedication**

This book is dedicated to my brother and my sister.  
Thank you for always being there for your brother. I hope I can one day return  
the love and support you've shown me.



This work is copyrighted material

©KuhlmanPublishing

All rights reserved. No portion of this book may be reproduced in any form without written permission from the publisher, except as permitted by U.S. Copyright law. All images and text in this book have been used with permission from their original sources. Adobe® product screenshot(s) reprinted with permission from Adobe®. Our use of Adobe® products does not constitute endorsement nor support.

For permissions please contact us on our FB page:

<https://www.facebook.com/WritePublish/>

# Introduction

Thank you for purchasing the Adobe Photoshop Guidebook - First 10 Skills. This book was made specifically for new users who want a step-by-step approach of the first skills they need to start using this industry-standard, excellent photo-editing software.

Everyone knows what it means when you hear "that photo's been Photoshoped". Adobe Photoshop is the premiere software program serious users use when working with photographs and other graphic imagery.

Please be aware that we have not filled this book with extra editorial information. This book is strictly a tutorial book on how to do different techniques. We purposefully limited our text to include only the information you need to perform each technique(s).

So, where we say to add this or that specific information, you should know that you are totally free to add any data you want to experiment with and to make your learning more immersive.

We hope you enjoy this simple-to-follow beginners tutorial book.

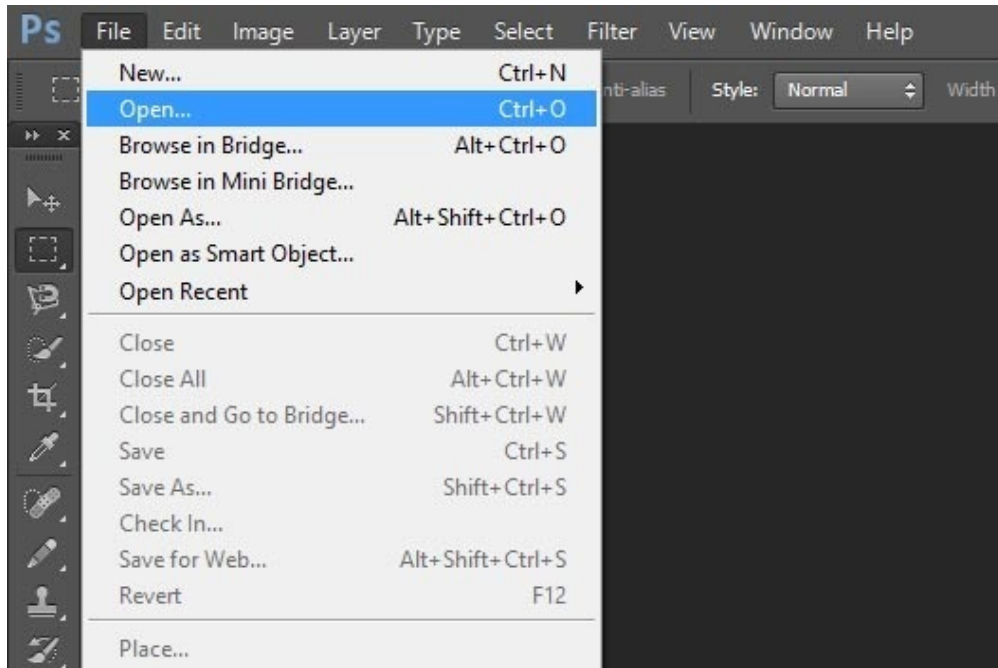
## The 10 Skills You Will Learn

- [1. HOW TO OPEN IMAGES ONTO PHOTOSHOP](#)
- [2. HOW TO MAKE SELECTIONS](#)
- [3. HOW THE ADOBE PHOTOSHOP USER INTERFACE IS ARRANGED AND HOW TO PERSONALIZE IT](#)
- [4. WHAT IS THE CROP TOOL AND HOW TO USE IT](#)
- [5. HOW TO REMOVE IMPERFECTIONS FROM A PHOTO](#)
- [6. WHAT ARE LAYER MASKS AND HOW TO USE THEM](#)
- [7. WHAT ARE ADJUSTMENT LAYERS AND HOW TO USE THEM](#)
- [8. HOW TO CHANGE THE BACKGROUND OF THE PHOTO](#)
- [9. HOW TO ADD TEXT TO AN IMAGE](#)
- [10. HOW TO EXPORT AN IMAGE FROM PHOTOSHOP](#)

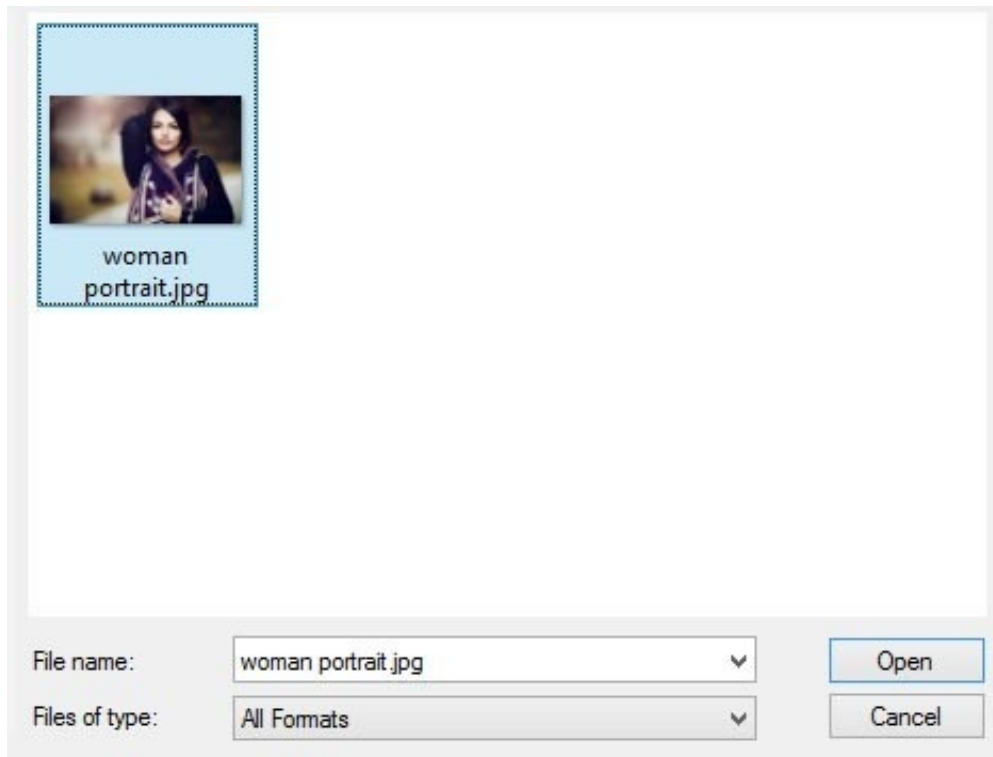
## 1. How to Open Images onto Photoshop®

In this tutorial, we will show you how to open images onto Photoshop.

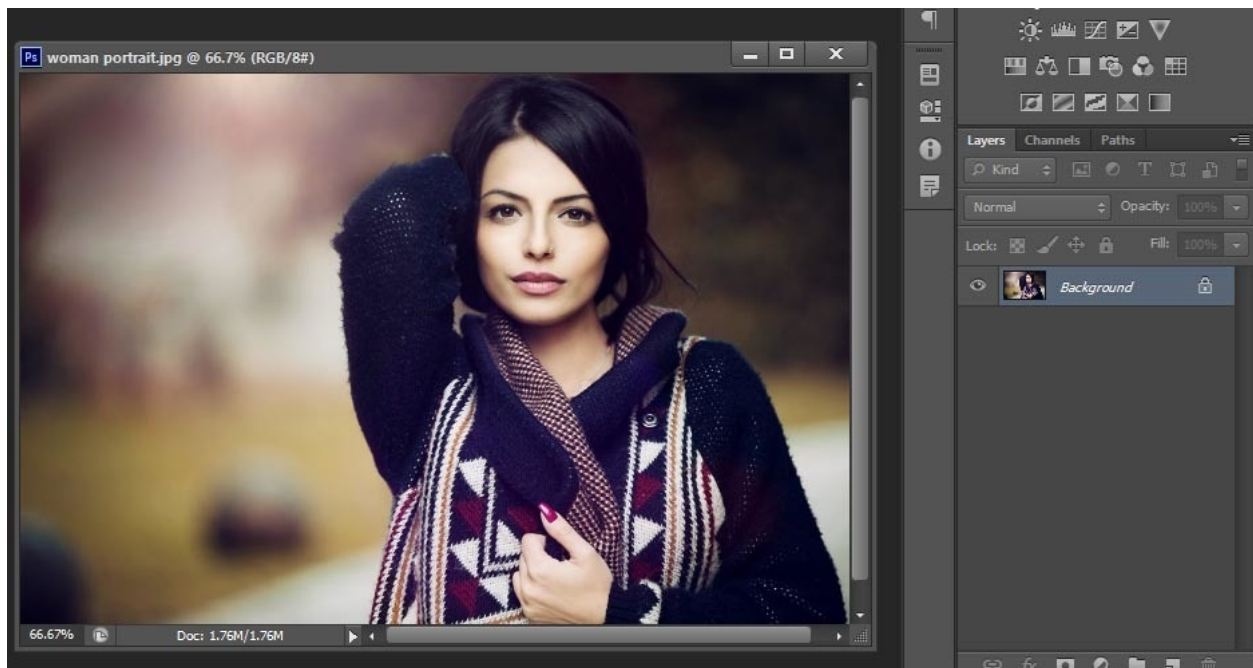
After opening Photoshop, go to **File** and **Open**.



A new window will appear for browsing and choosing a image to open (look of this window depends on your operating system). Choose the image you want to open, and click **Open**.

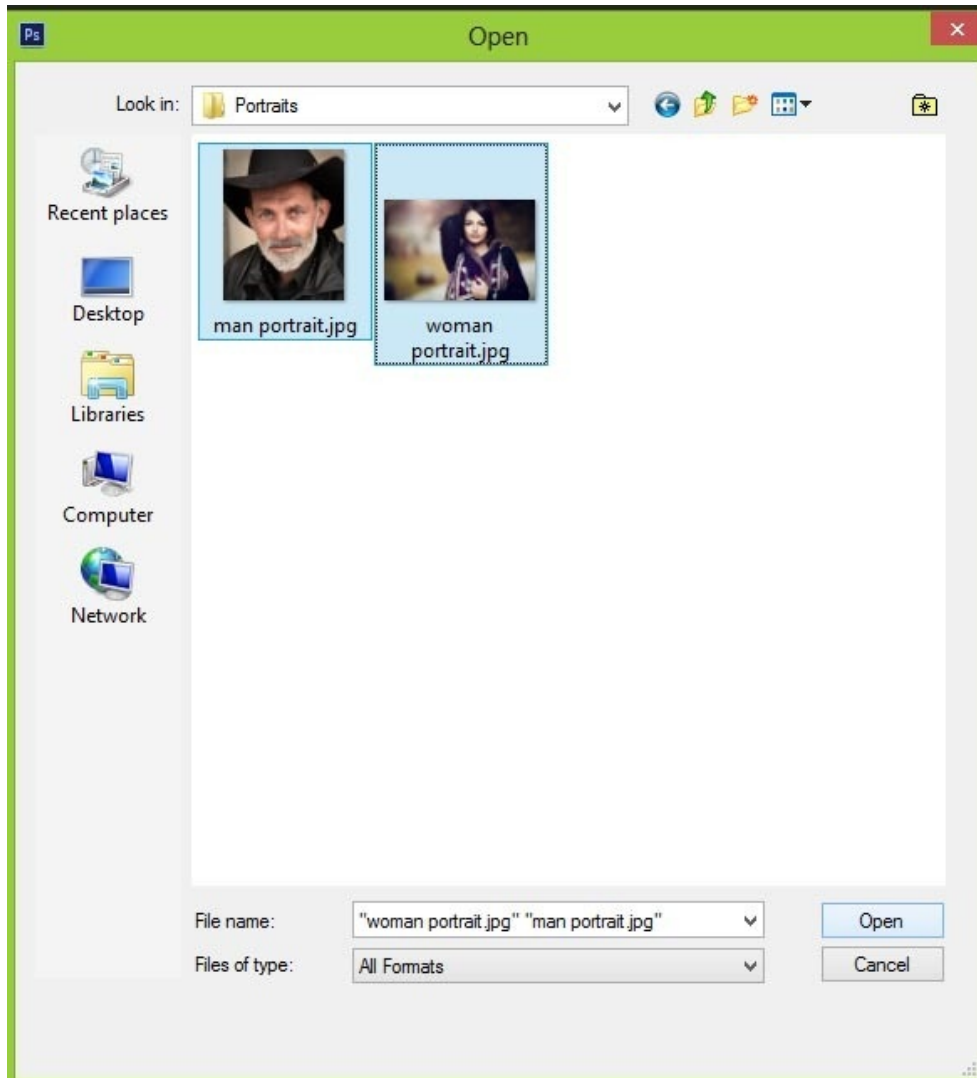


The image will now open and will appear as locked layer in the Layer Panel. Now you can adjust the window that is showing the image and move it where you want.

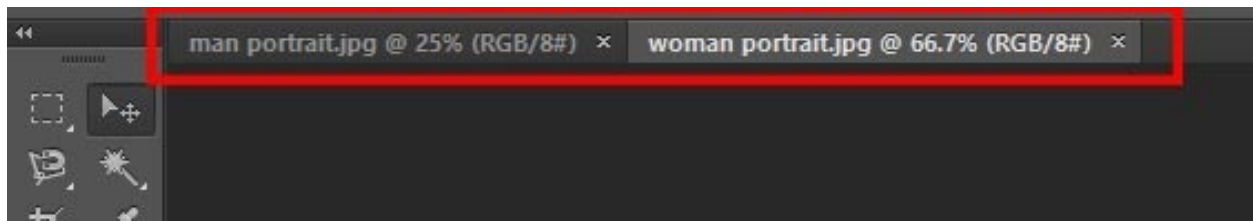




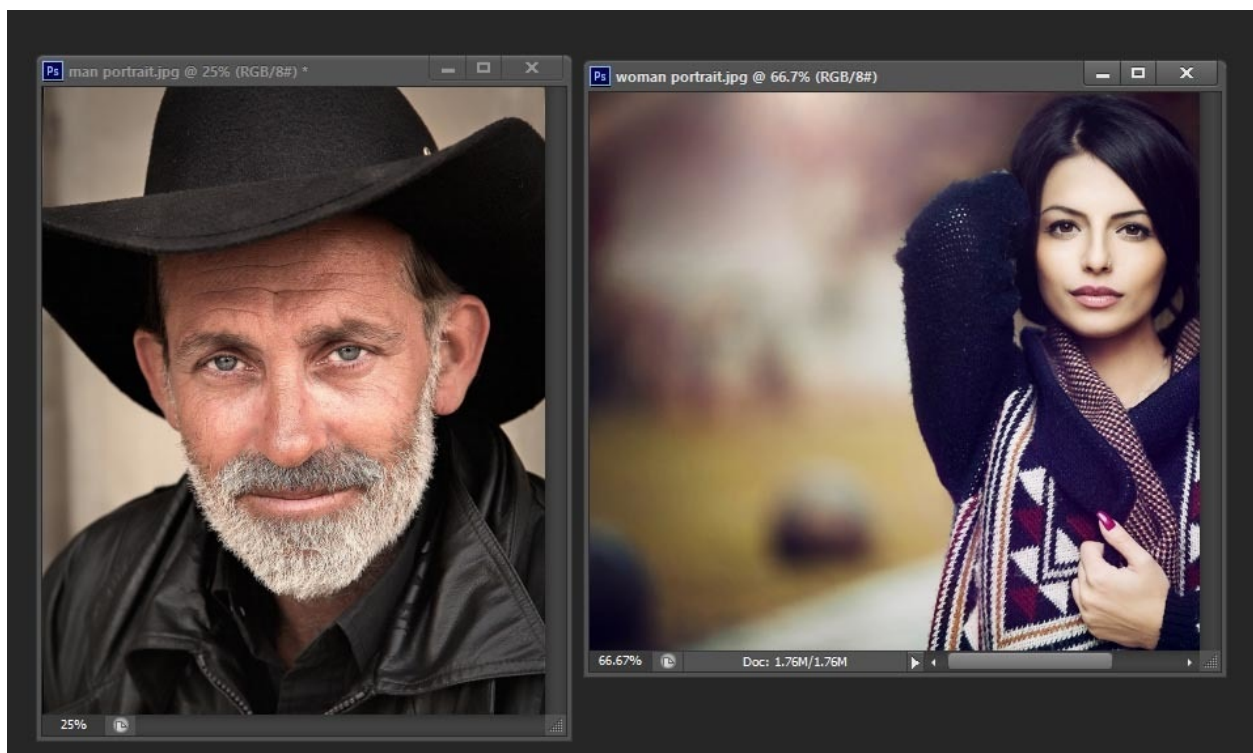
It is also possible to open multiple images onto Photoshop. For this demonstration, we will now open two images at the say time. Firstly, we will repeat the first previous step and go to **File** and then **Open**. This time, when the dialogue box opens we will hold the shift key and click on both images to select them. When both images are selected, we will click **Open**.



Now we will notice that both images are opened in Photoshop in their own separate windows. We can navigate through images by clicking their name in each window's title bar.

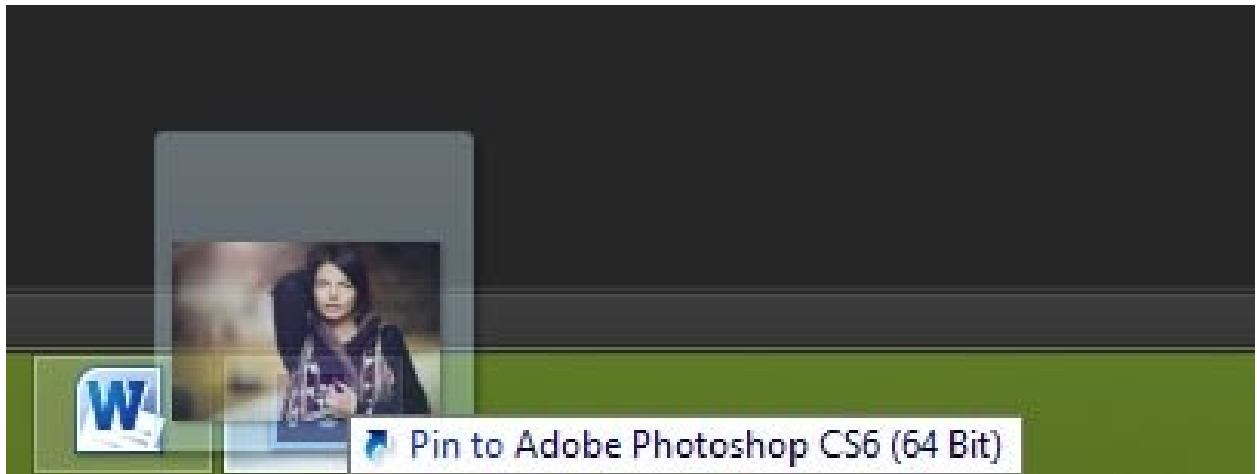



Of course, we can also move each of the windows so we can, for example, see both photos at the same time. However, to work on each photo, we will first have to click the window of the photo we want to work with.



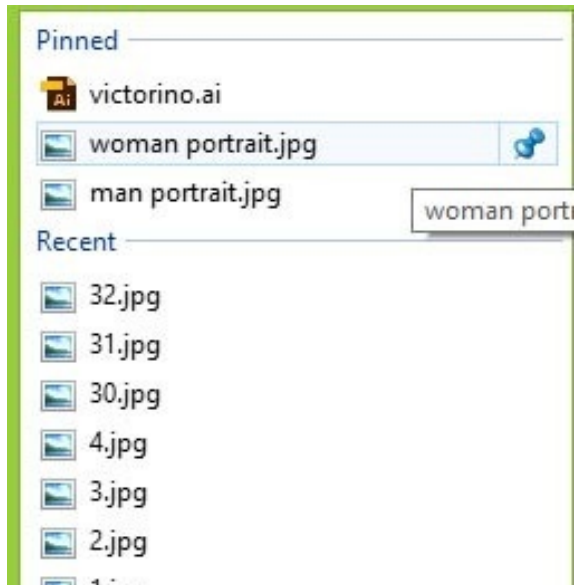
Another quick way to open a photograph is to click on it in file explorer or your Desktop and just drag it to a Photoshop icon. If Photoshop is already opened, our image will open inside. If Photoshop is not already running, it will open itself first and immediately open the image we dragged to it. Very practical!

When we drag the image to Photoshop icon when Photoshop is running, option **Pin to Adobe Photoshop** will appear. After we have done this, we can do the same with the other image.



 Pin to Adobe Photoshop CS6 (64 Bit)

Now, when we click the Photoshop icon in the taskbar, list of pinned items will appear. We can click on each item to open it.

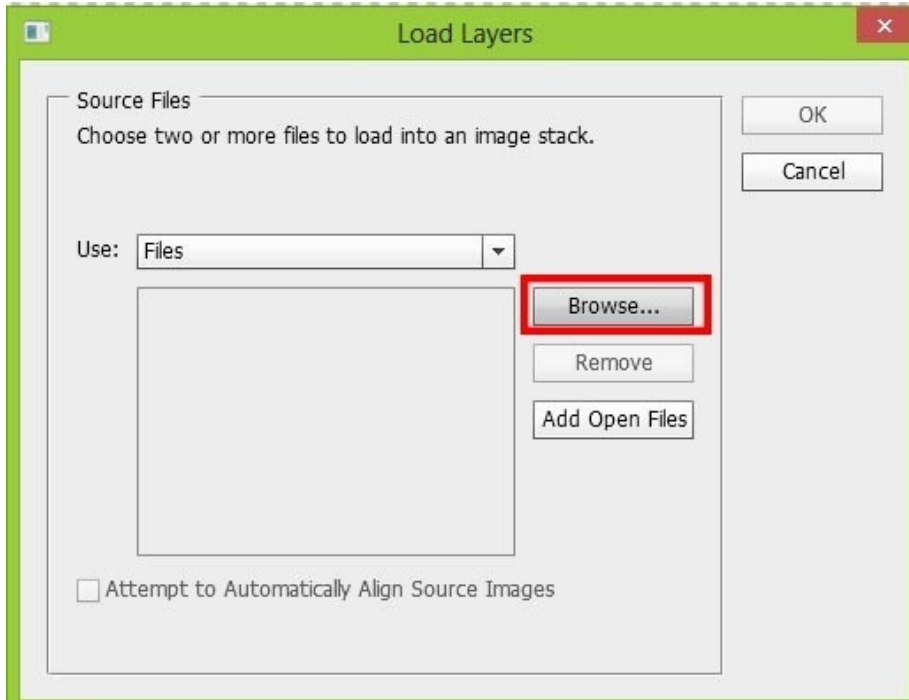


These items will now remain pinned until we unpin them, which is very useful if we close the images during editing and need them again.

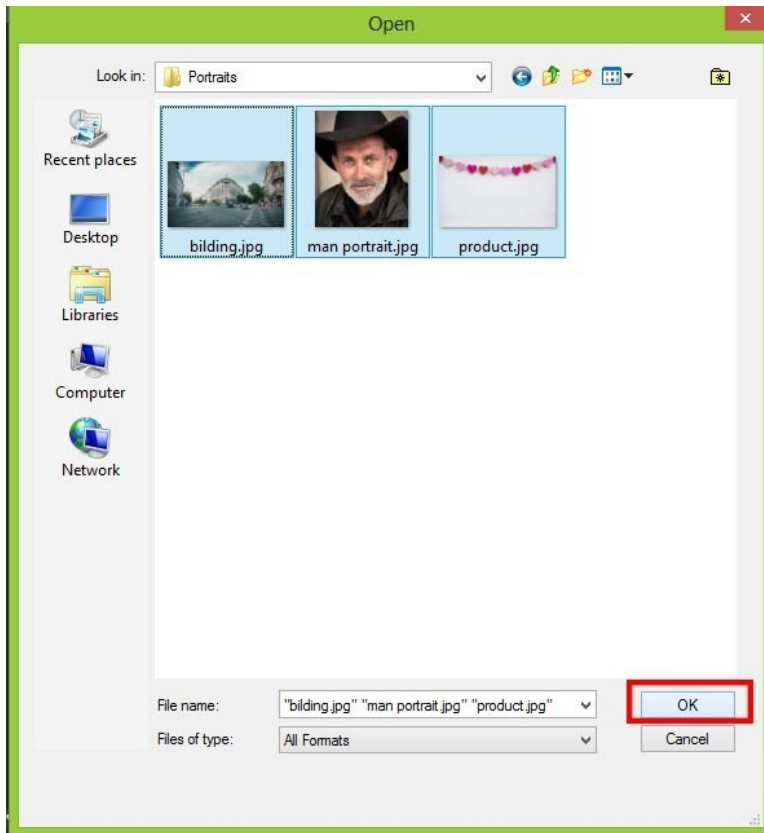
Other thing you might want to do is to open several photographs into one Photoshop document. This means we will want to add different **images as layers** in our current Photoshop document.

On the main menu, we will go to **File**, and **Scripts**, and finally **Load Files into Stack**.

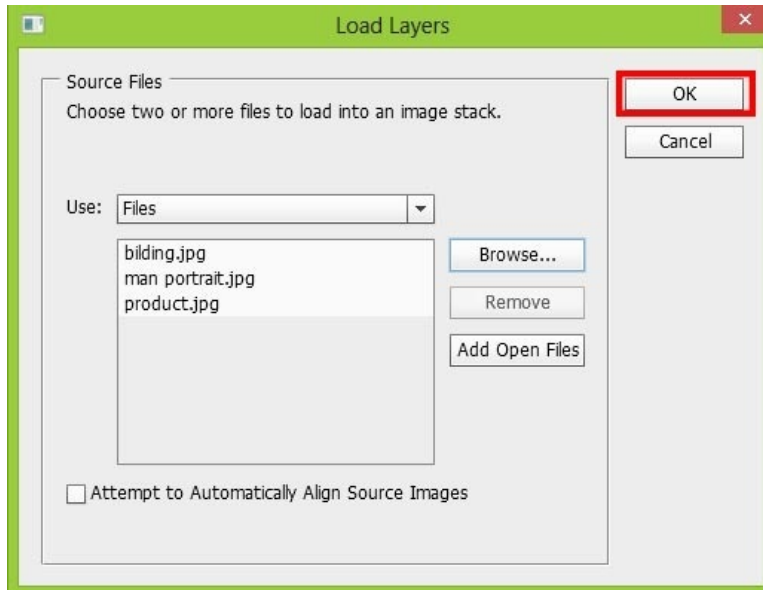
New window will open where we will have to click on **Browse** to choose our images.



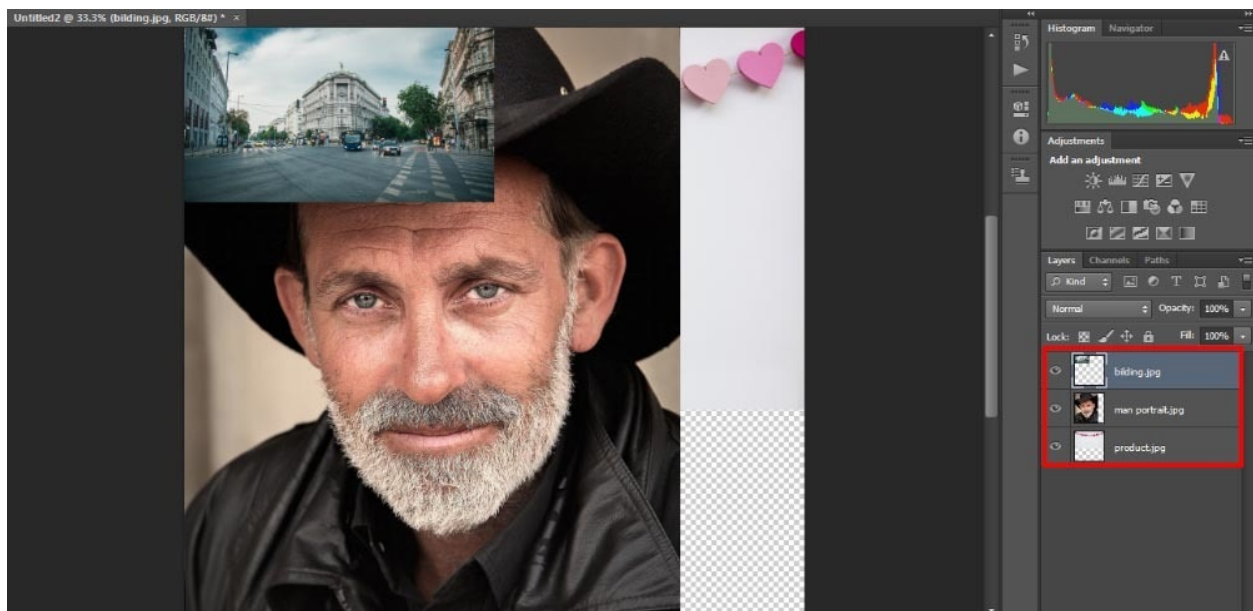
Now, let's choose image we want and click OK.



After this new window will open where will also click OK.



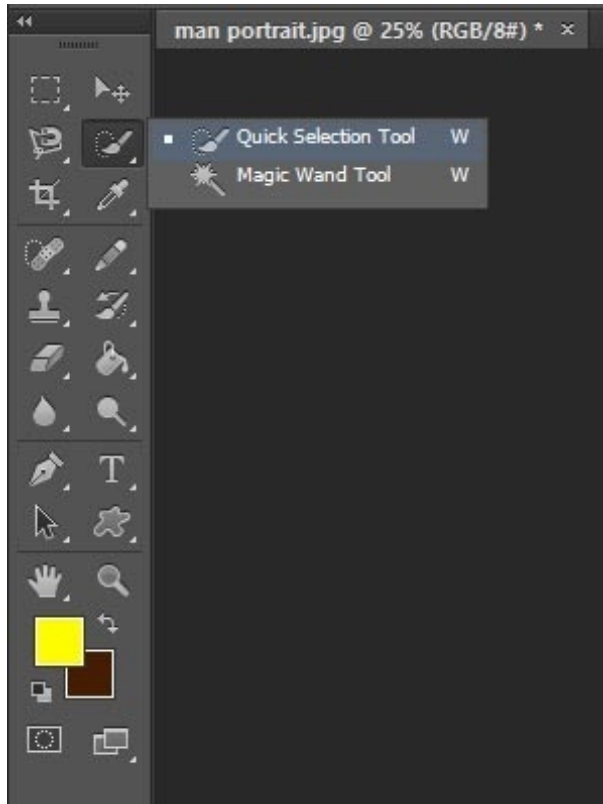
Now, new document will open with all images already added, with each image in a separate layer.



## 2. How to Make Selections

In this tutorial we will learn about various ways to make a selection. We will find our selection tools in our main tool bar, on the left side of the screen. First

one we are going to try is the quick selection tool.



After selecting the Quick Selection Tool, we can click on an area of the image to select it. We can continue clicking and drawing selection, until we have selected the part we need.



In this example, we wanted to select the hat, but we can see that selection also added a part of the head. We can remove selection from this area by holding ALT and clicking on area we want to deselect.





Now that we have corrected the selection, we can work on selected area as desired.

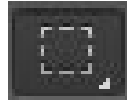
Now, we will select **Magic Wand Tool** .



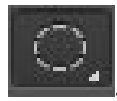
This time, our tool won't select the area based on shape, but on color and tone. By clicking on Magic Wand Tool and then clicking on the black-tone area in the image, all black-toned areas will get selected.



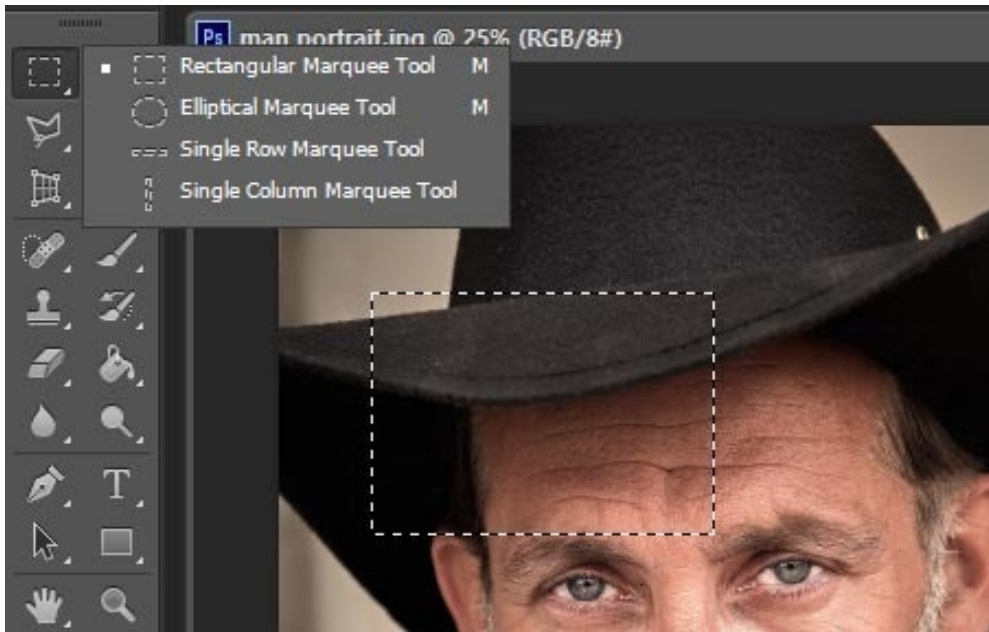
We can also use basic rectangular



or **Ellipse Selection Tool**,



However, these tools will give us less control over which specific area we want to select.



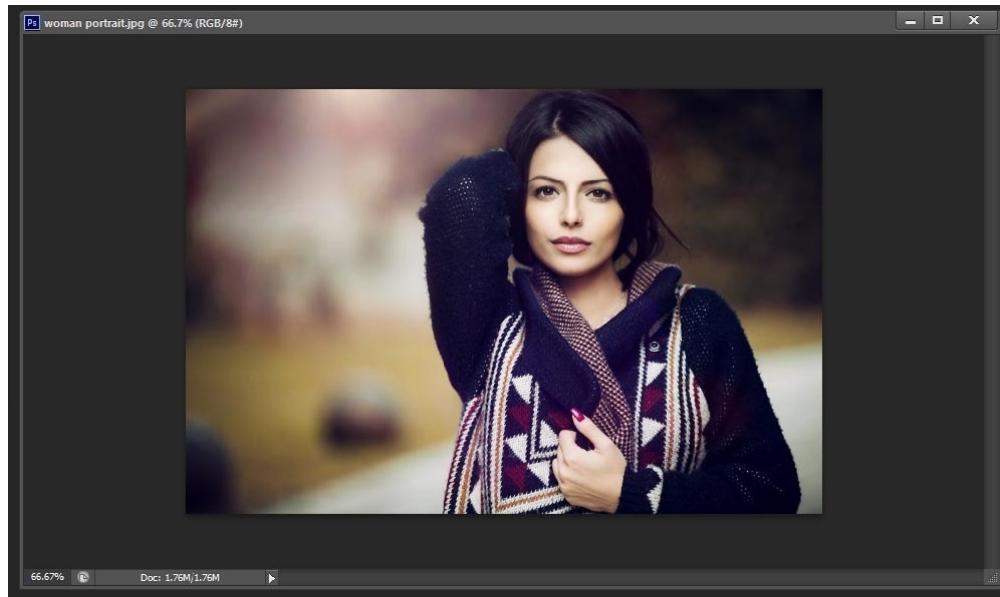
### 3. How the Adobe Photoshop User Interface is Arranged and How to Personalize It

Now, when we have our photo opened, it is a good time to show the Photoshop interface, and ways it can be personalized.

The most frequent part we will use, is the tool bar, which is originally set on the left edge of the screen. However, you can also move this tool bar to different place. Here we will find the most important editing tools, including, but not limited to, selection tools, move tool, brush tool, eraser, custom shape tool, zoom tool and others.



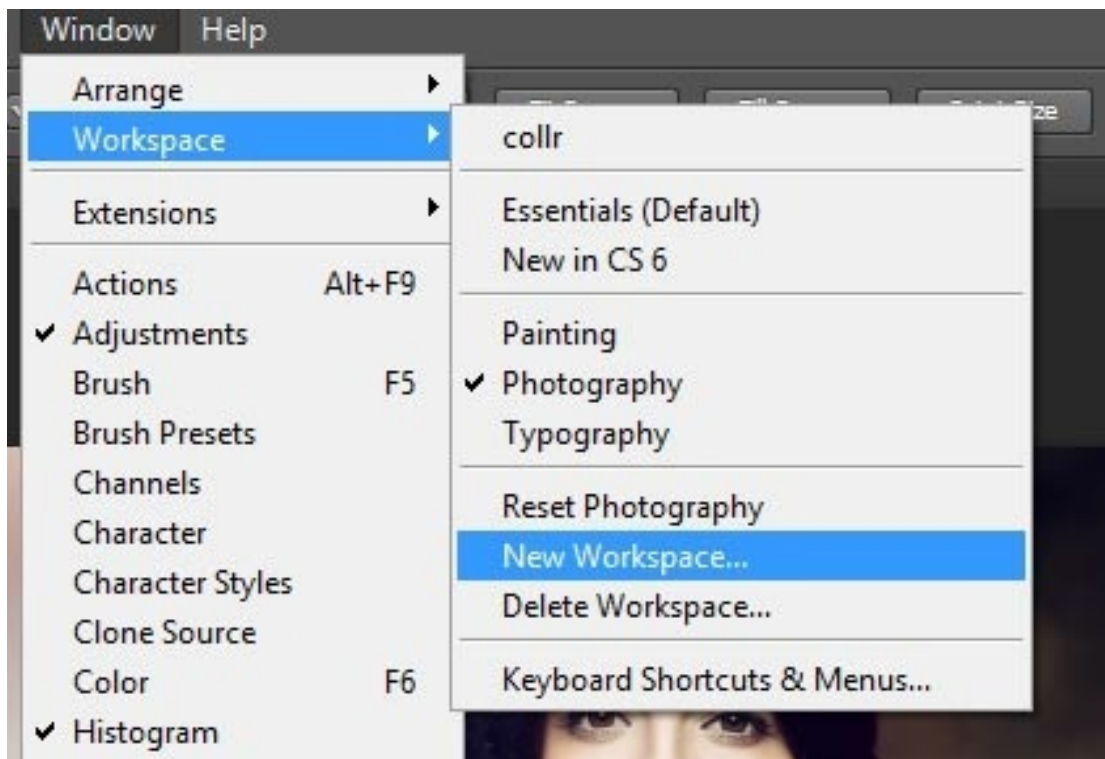
The largest part of display will originally be reserved for showing actual image. On the left from this largest and central part, you will find a tool bar (showed above).



On the right side of the screen, color, adjustment and layers panel will be set. This is also something we could move to other position if we wanted to. These three panels are also areas we will visit frequently during our editing.



Overall interface can also be controlled with selecting various workspaces. To choose different workspaces, go to **main menu** and **window** and then **workspace**. Photoshop already has few variants of different workspaces, depending on which part you will work the most during the editing: painting, photography, typography. You can also create your own workspace.



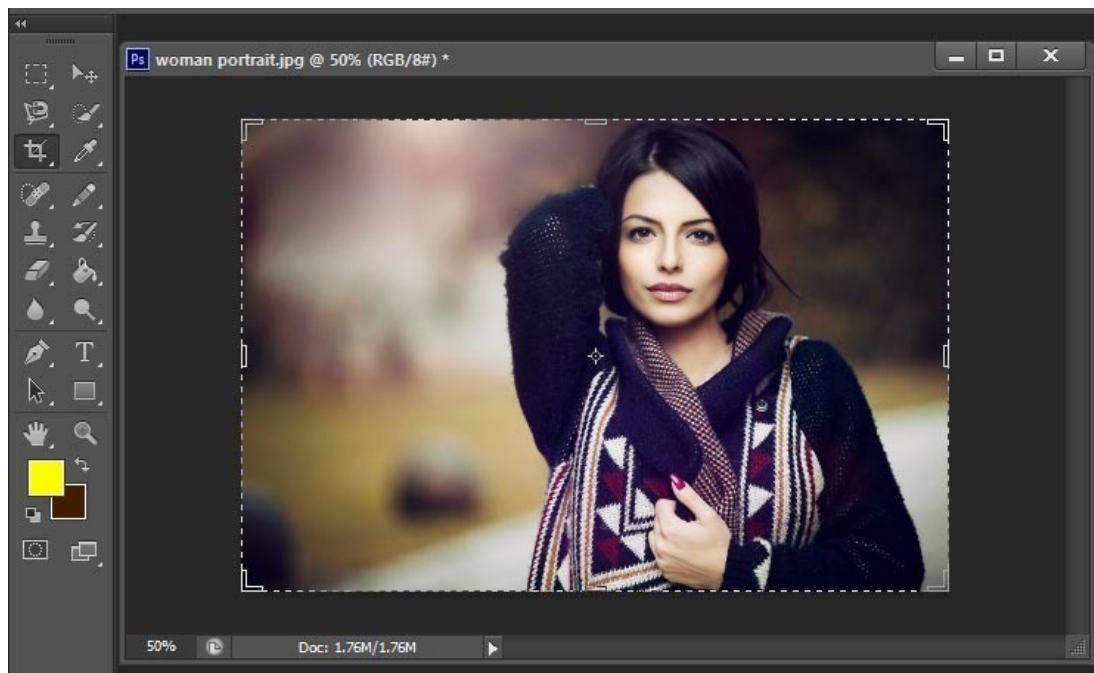
## 4. What is the Crop Tool and How to Use It

In this part of the tutorial, we will use the crop tool.



This is one of the tools you will use most frequently in your editing. The crop tool enables us to crop the part of the image we want, and leave the rest out of the final image. We can use this to crop out additional unnecessary details of the photograph, or to improve our composition (keep only part of an image that is most pleasing to the eye).

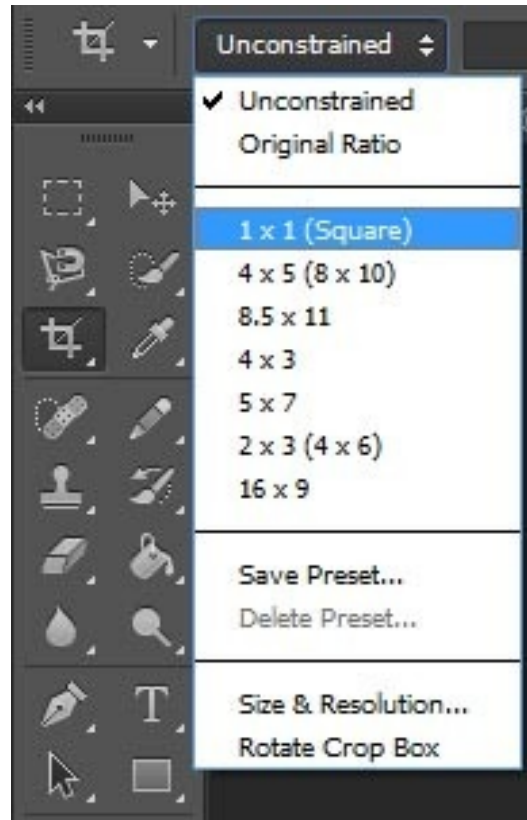
There are several ways of selecting crop tool. First is simply choosing the crop tool from the tool bar. After selecting the crop tool, you will now notice dashed lines around our photograph. Another way to activate the crop tool is pressing "c" on keyboard.



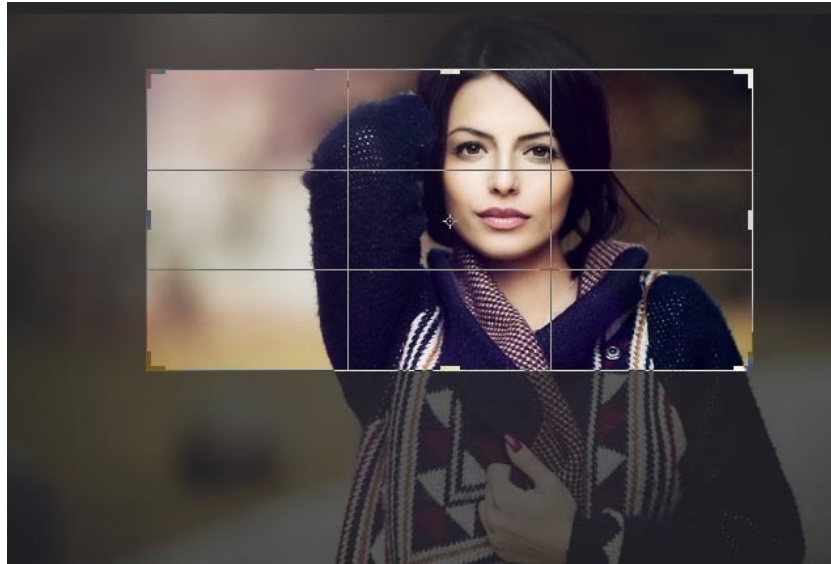
Another important aspect of the crop tool is choosing the constraint. After we



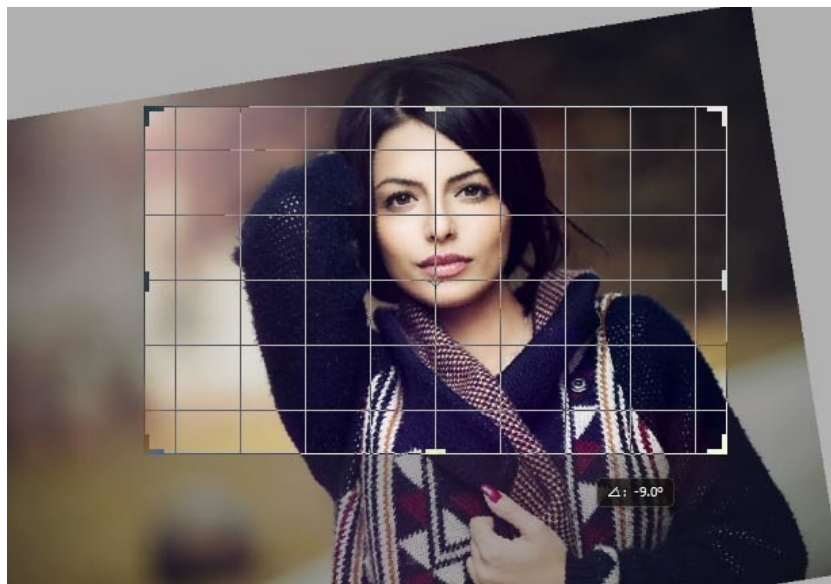
have selected the crop tool, we will be able to see different constraint options for our cropping that will appear below the main menu. We can also add a custom constraint.



After applying the desired setting for constraint, we can hover over the corner of dashed rectangle that appeared when we chose the crop tool, and move it until we have the desired part of the image.

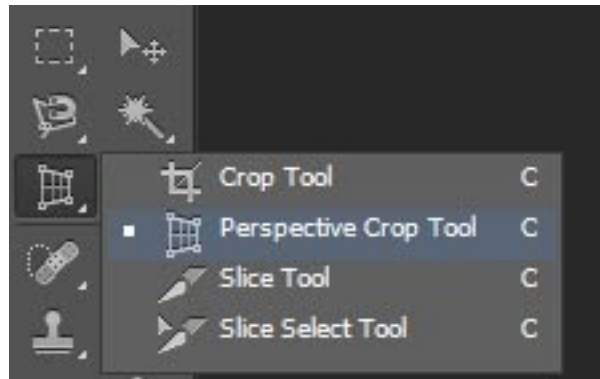


We can also rotate the current crop selection by hovering on the edges of the selection, and clicking and dragging on desired direction.



When we are finished, we can hit **enter** / **return** to crop the image.

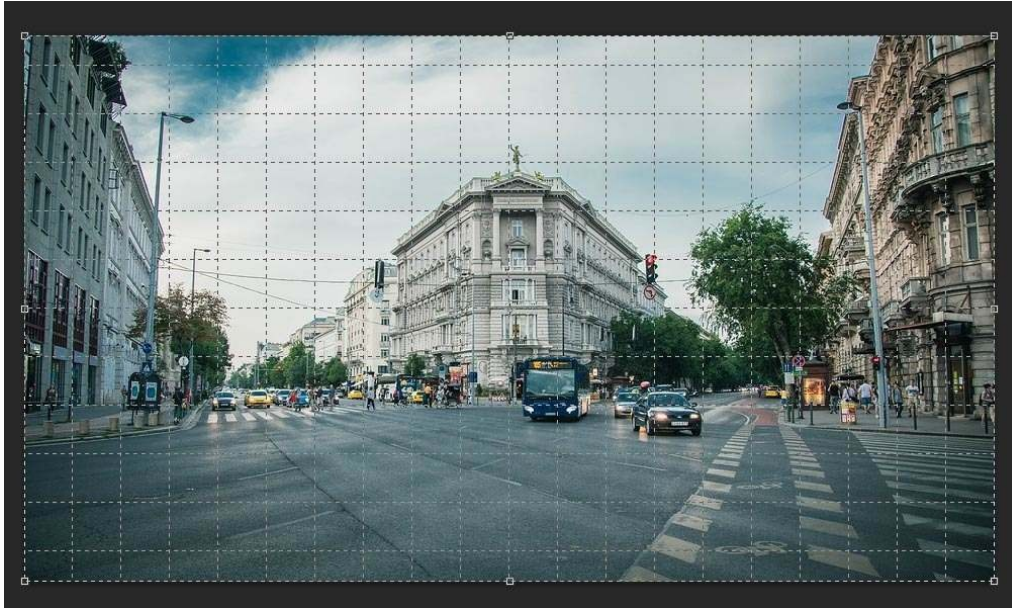
In the crop tool section, we can also select another tool, Perspective Crop Tool.



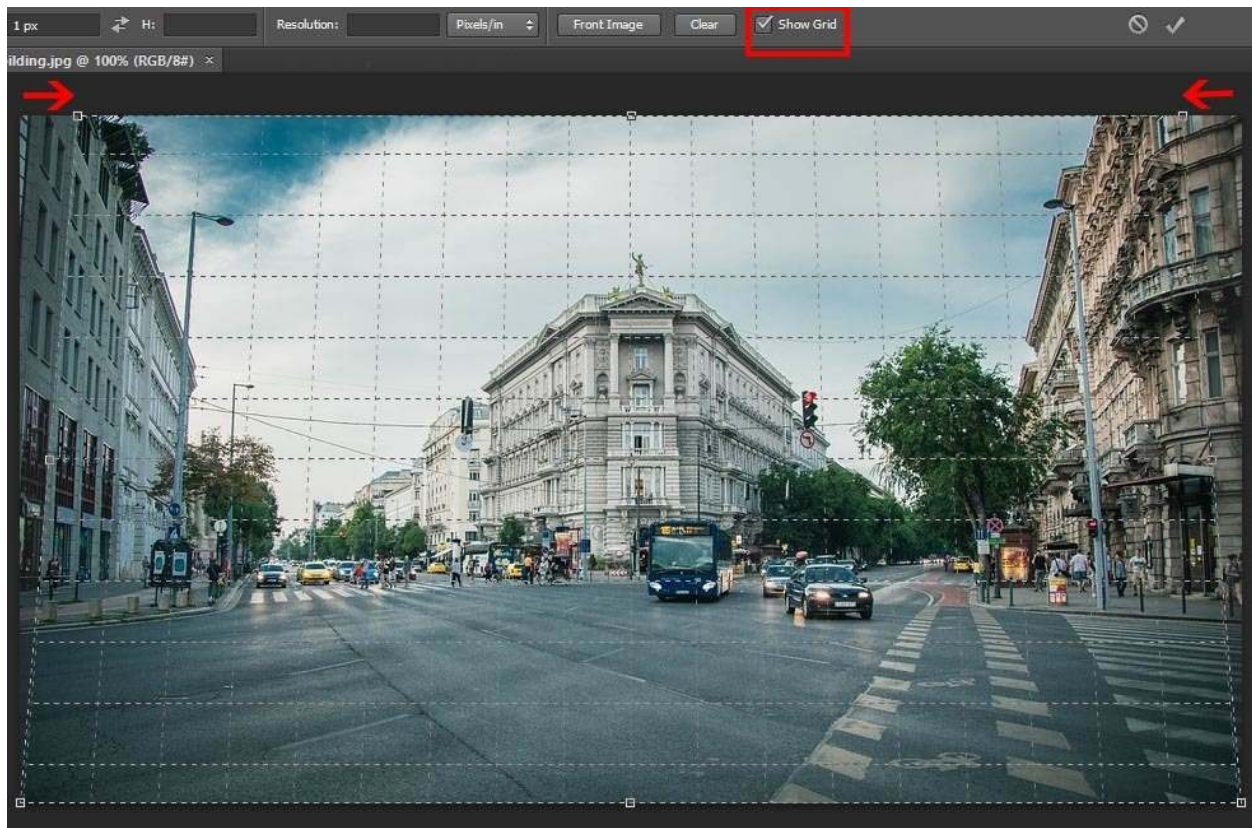
This tool has the same basic functionality of regular crop tool, only this time when we click and drag on the edge of the selection, rectangular shape of the selection will be transformed. This way we can change the perspective of the image.



Of course, when "playing" with perspective we must be very careful. Most of the time, perspective change of the image will deform the image, and it will be obvious something is wrong. To avoid this, we must **use Perspective Crop Tool properly** and with right adjustments. For demonstration, let's open a new image. In the center of the image we have a building. It is visible that the photograph is taken from below because of the current perspective. First thing we would do if we wanted to "fix" the perspective, is to select Perspective Crop Tool and put in on the edges of the whole photograph.



Now, drag the upper left and right corners of the tool towards the center. They should be moved equally. Make sure the Show grid below the main menu bar is checked. This way we can track and adjust perspective better because we have a visual help.

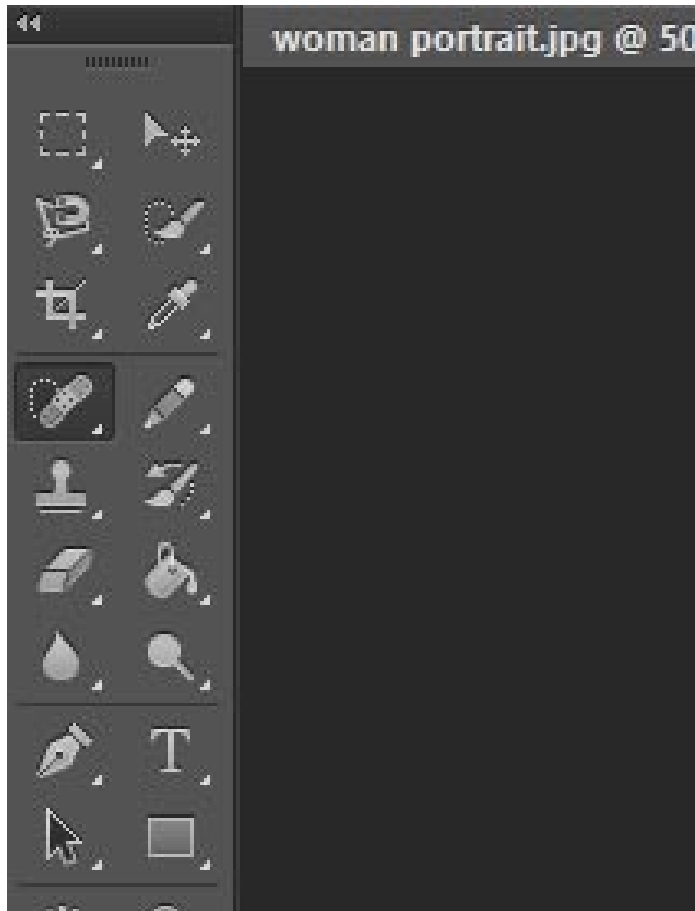


After we do this, we can hit enter (Win) / return (Mac) to apply the tool.

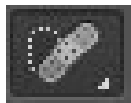


## 5. How to Remove Imperfections from a Photo

In this tutorial we will use most of the most common editing procedures on portrait shots, which is removing the imperfection from a face. Quickest way to treat spot imperfections is using the spot healing tool which can be found on our tool bar.



For the purpose of demonstration, we will use another portrait. After selection of the spot healing brush tool,



additional brush settings will appear below the main menu. Here we can choose right brush settings like size, pressure, hardness, spacing, and also choose

different settings for healing. Each of these settings behaves differently and it's up to us to choose whether we will use proximity match, create texture or content aware.

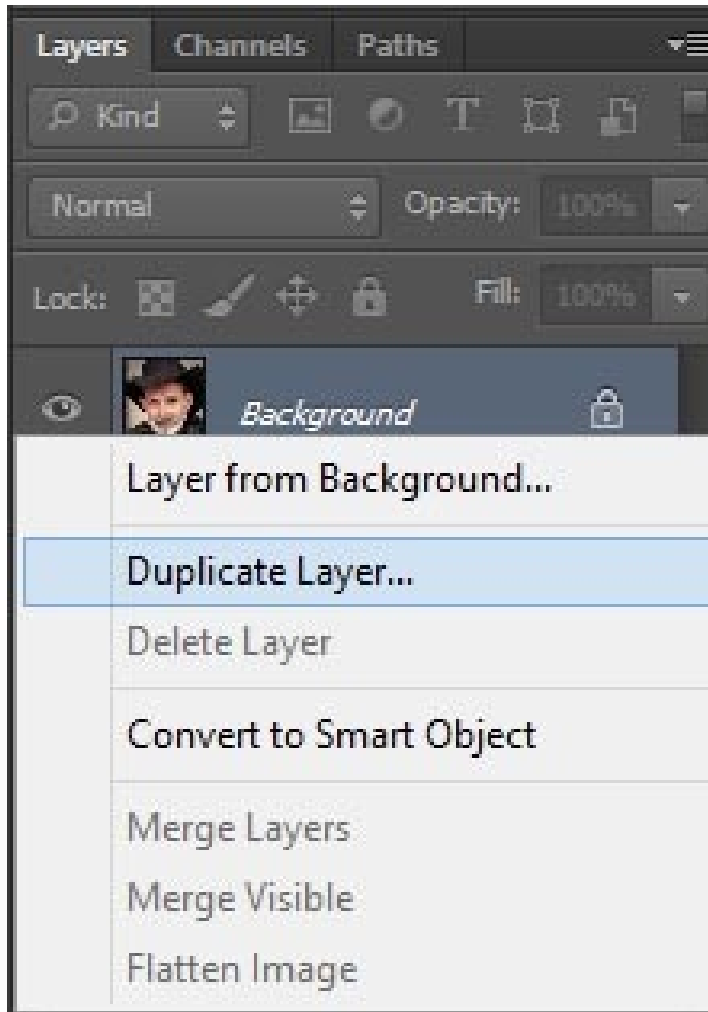


After we have selected the spot healing tool and all required settings, we can hover over the spot we want to "heal" and click on it. For this demonstration, we chose a spot below one of the eyes.

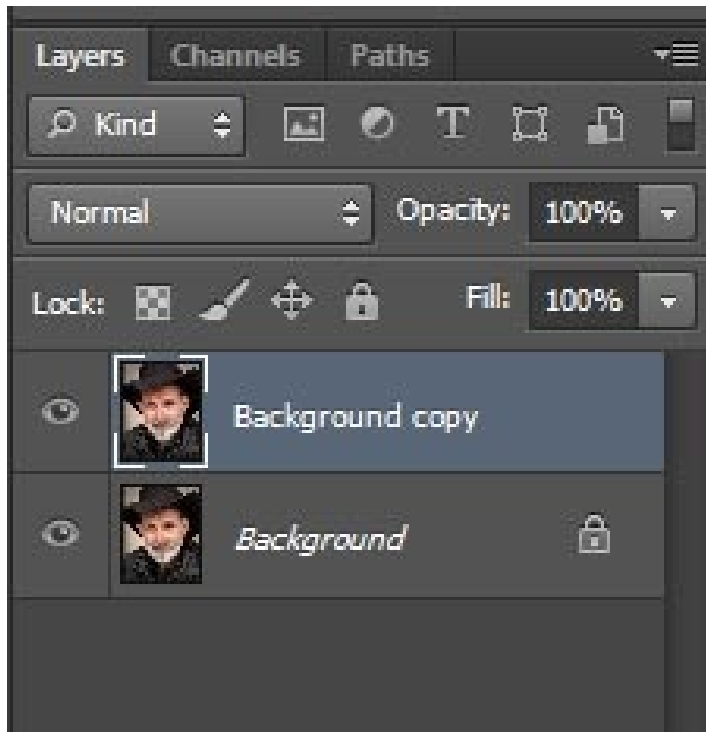


If we want to retouch the whole face we can do that by using additional duplicate layer of the photo, and applying specific filters on it. Firstly, let's create a new duplicate layer. On the layer panel that you we find on the right of the screen, right click on current later and choose duplicate layer.

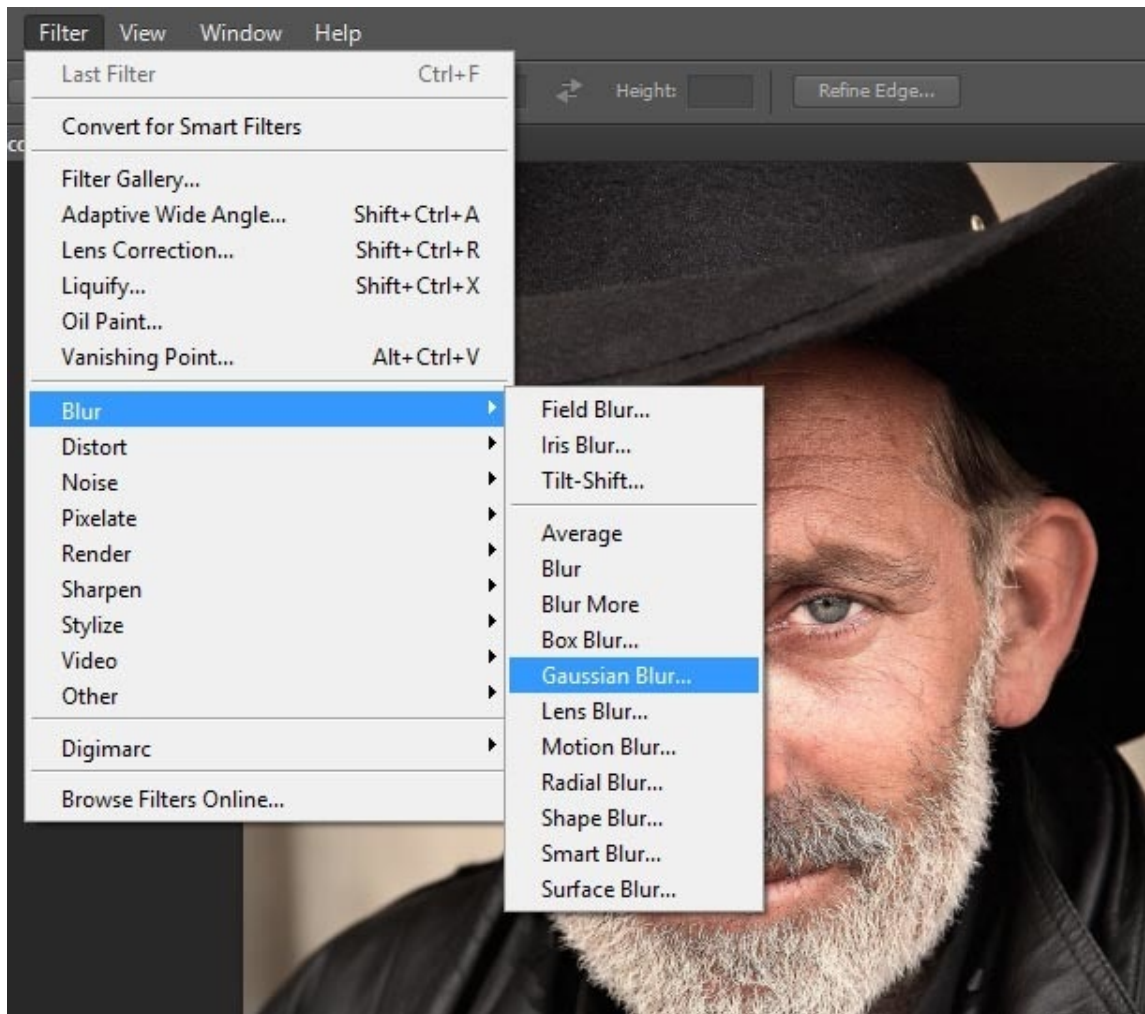




After a dialog box opens, and we click OK, our layer panel will look like this.



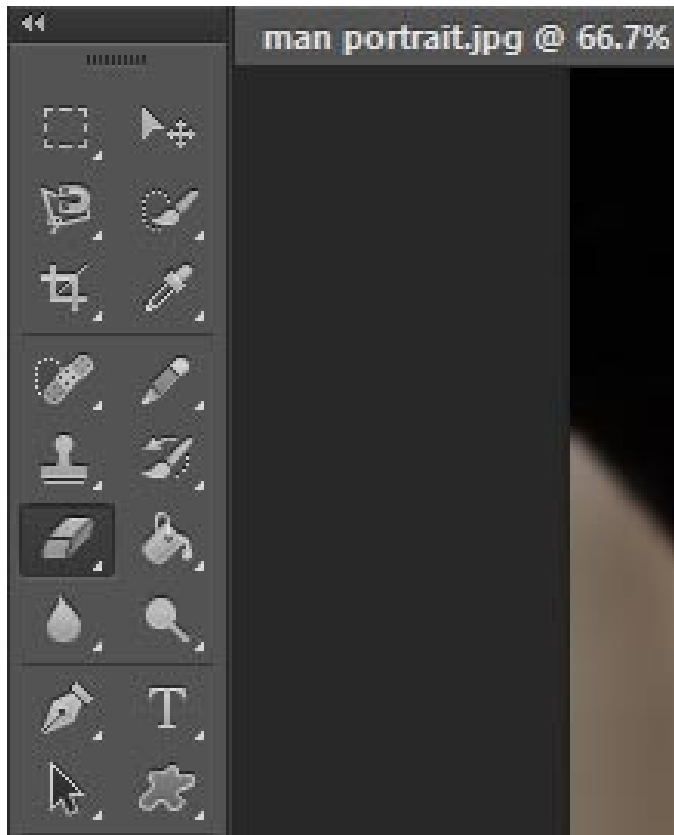
With copy of the layer selected, go to **Filter**, then **Blur** and finally **Gaussian blur**.



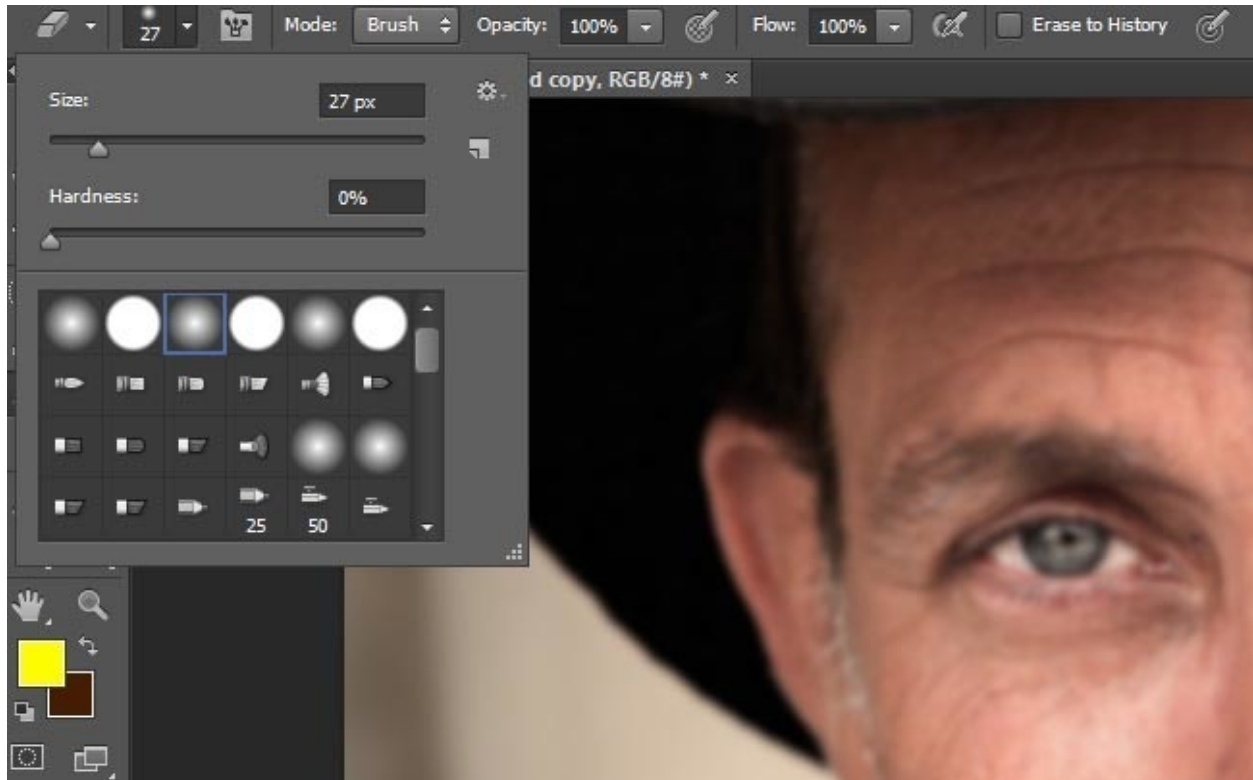
Choose some smaller radius value, for example around three.



After you click OK, the filter will be applied. Now choose the eraser tool.



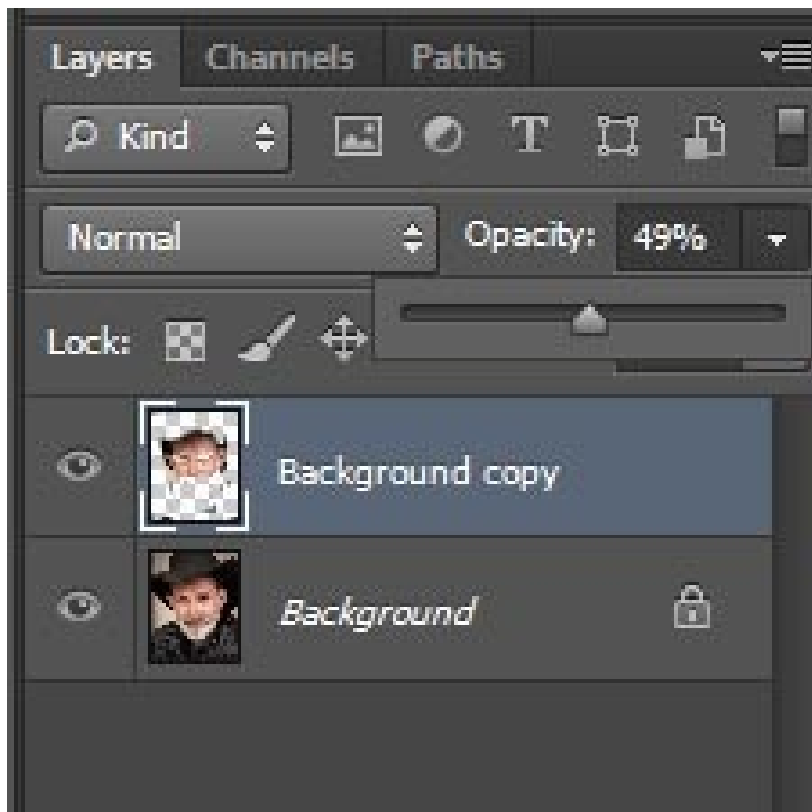
After selecting eraser tool, additional settings will appear below the main menu. It is good to choose brush without hard edges, like the one in the example. After we have selected all we need, we hover over the eyes and mouth of the person in portrait gently. We also want to do this with eyebrows and beard, as well as parts of the image around the portrait, because we don't want them to be blurred. We can change and adjust brush settings to better results. PLEASE NOTE: We must do it with copy of the main layer selected, not on the main layer.



After doing all this, we will notice that parts we used eraser tool on stand a bit too much from the rest.



This is where we want to reduce the opacity of the second layer, until the erased part doesn't stand out to much and it all blends in nicely. In example we used 49%. This will vary depending on the strength of initial blur, and also level you want to achieve.

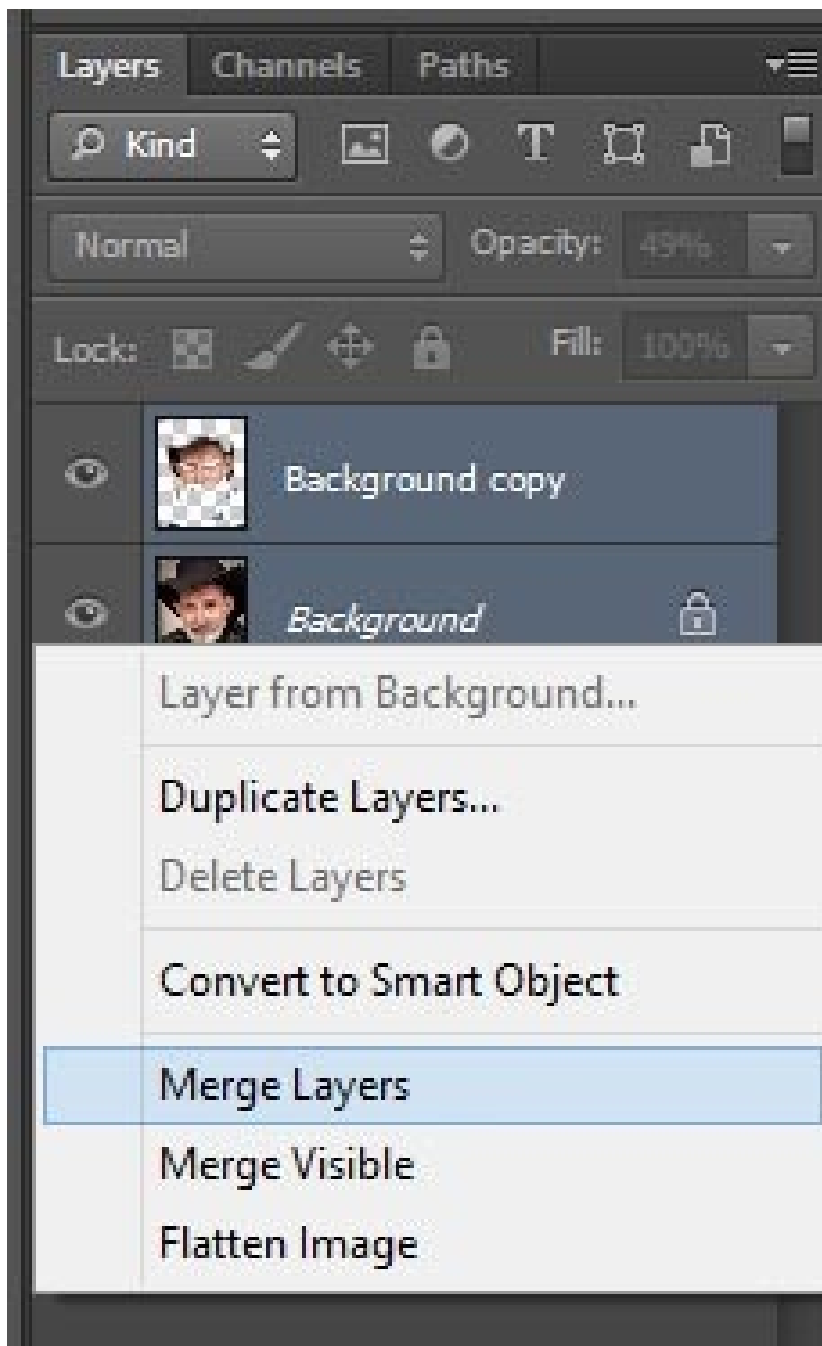


After this adjustment we will get the final result.





After this we will want to merge these two layers together. Select both layers, right click, and select **Merge layers**.

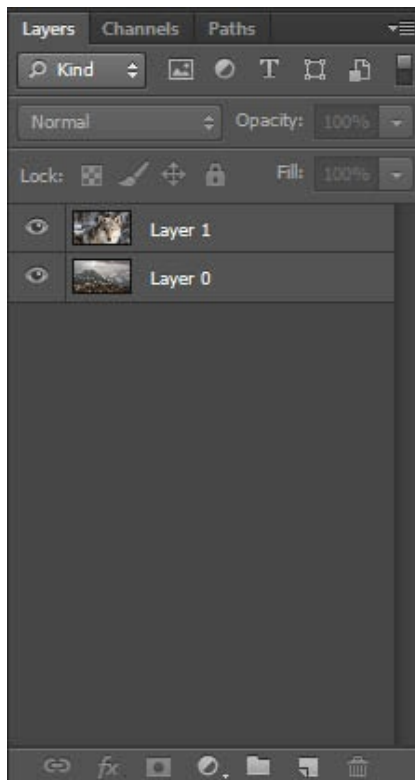


## 6. What are Layer Masks and How to Use Them

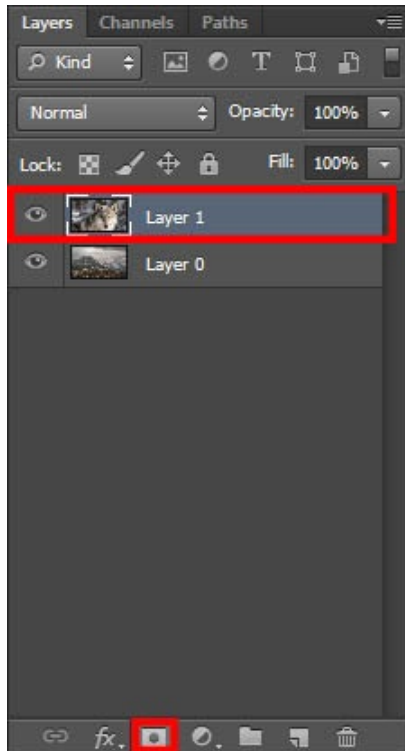
In this tutorial we will talk about layer masks, what are they and when and how to use them.

In most simple words, layer masks enable us to hide some parts of the layer, and make others transparent, so layer below can come through. This will be much more interesting with few examples, so let's do it!

First, let's open two images. We will have one image of nature, and one image of wolf.

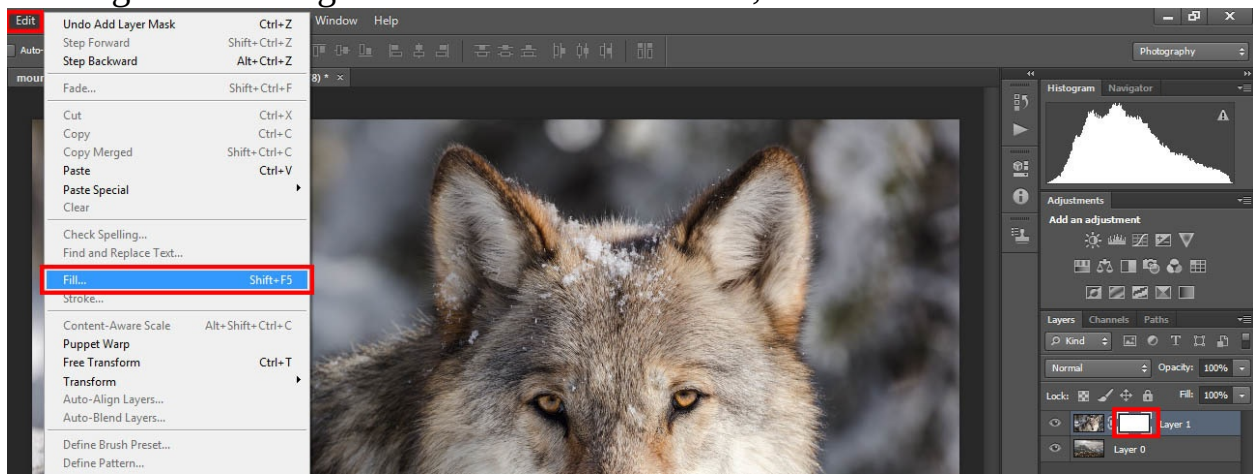


Now, we must select the layer we will want to put mask on. In this case it is Layer 1. Click on Layer 1 to select it, and then click on **Add layer mask** button you will find below.



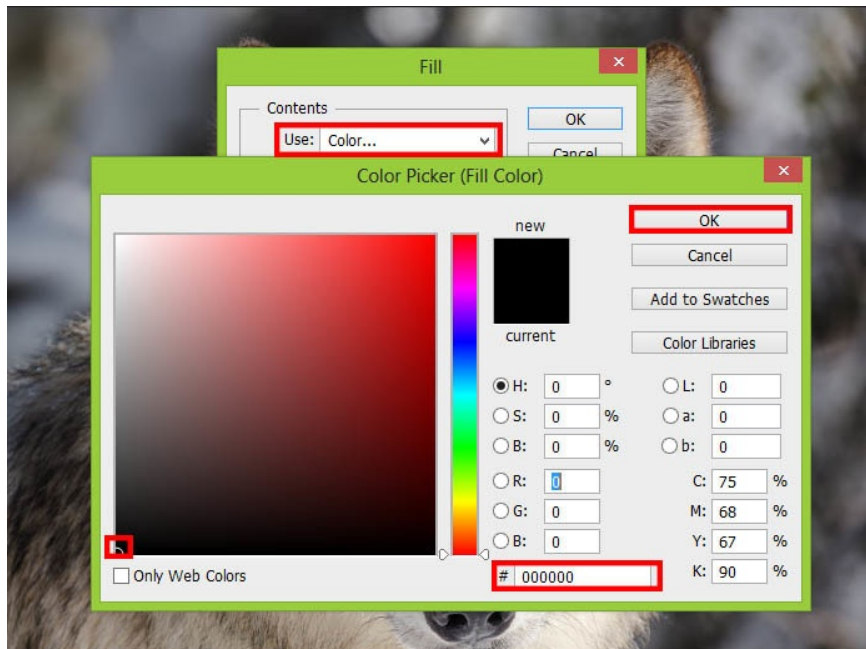
Now that we click on **Add layer mask** button, we will notice the change on our Layer panel as additional layer will appear right beside Layer one. This is our mask layer. But, nothing really changed. First, we must explain what mask layer contains and how it works. Mask layer is initially white. These white pixels allow the corresponding layer to pass through. Right now, all parts of corresponding layer (image of a wolf) are visible because attached layer mask is fully white.

Let's change the fill of layer mask. In layer panel, select the layer mask by clicking on it. Then go to **Edit** in the main menu, and choose **Fill**.

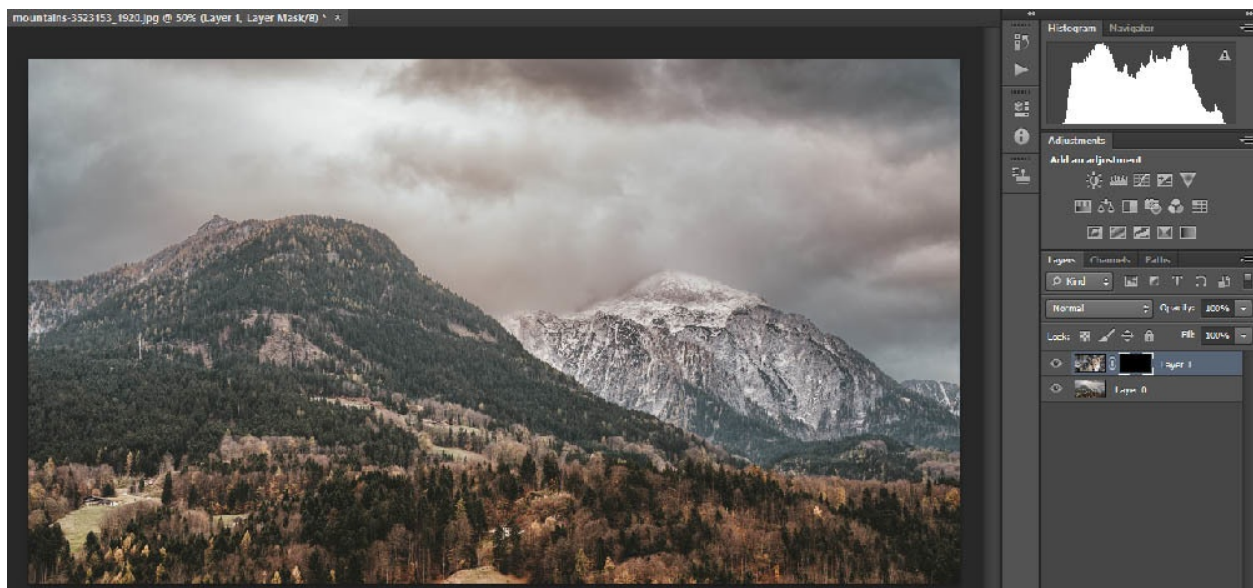


When new window appears, choose **Use: Color**, select black color and click on

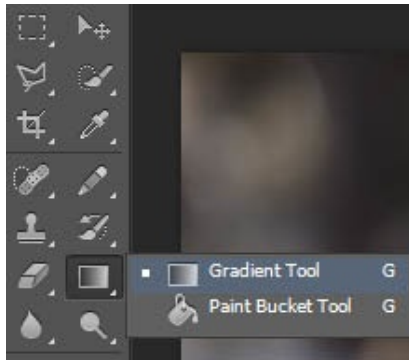
OK.



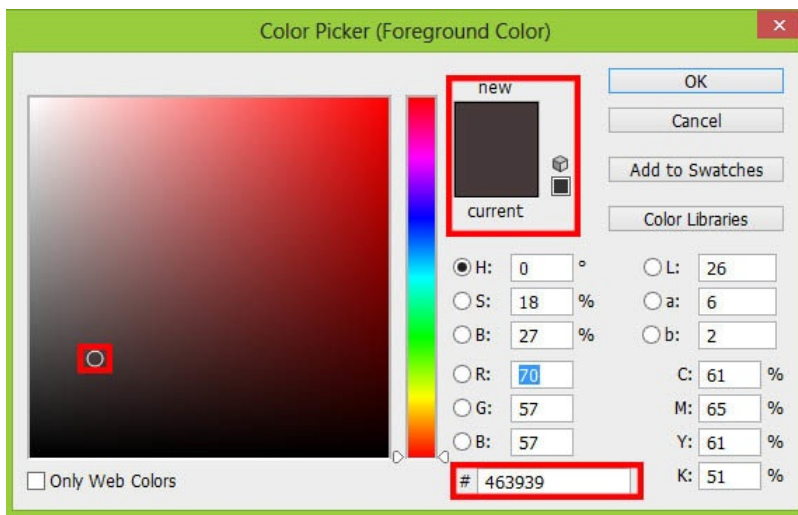
This time, we will notice the change. Image of the wolf will be entirely hidden, and we will only be able to see image of nature below.



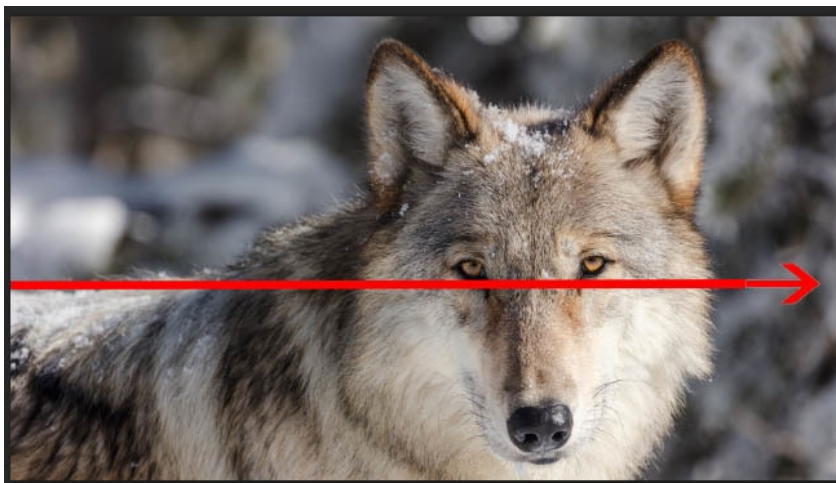
Let's switch back to white colored layer mask. To switch back fast, click **CTRL + alt + z** until your layer mask becomes white again. Now, in your main toolbar, select gradient tool.



Let's choose dark grey color for our gradient tool.



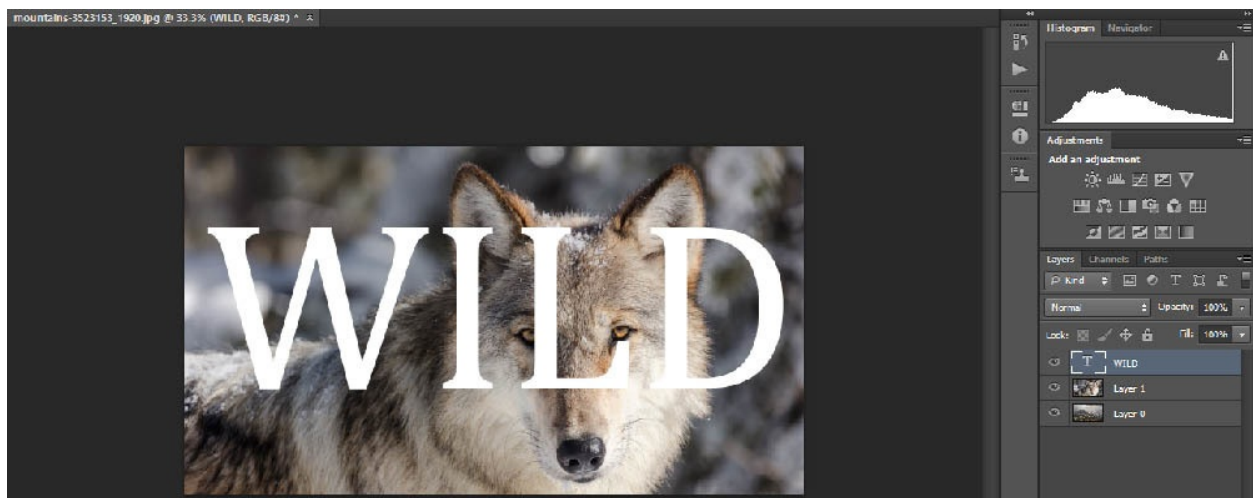
After this, click on your layer mask once to select it. Then drag the gradient tool across the whole image.



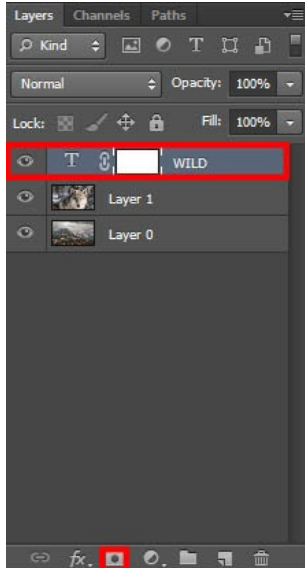
When we are finished, we will notice the changes and we will get the following result.



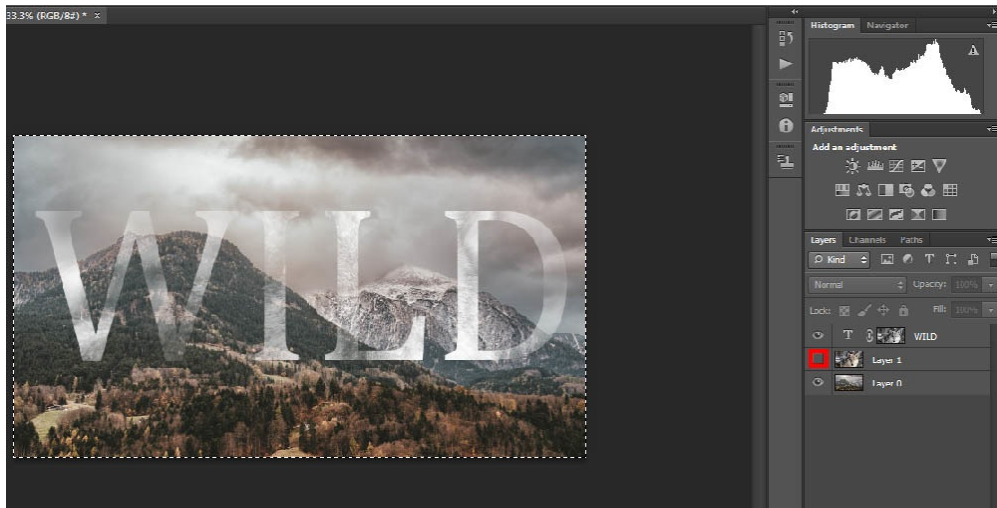
Now, let's have some more fun! This time, we will also play with text. With both images in their own layers, let's now write a text above the Layer 1 (Image of a wolf). For more information about using text tool, check our tutorial about [How to Add Text to an Image](#). We won't play too much with the text tool, as we will only choose the color, size and position it close to the center of the image.



Our text layer will now act as separate layer. While we have our text layer selected, click on Add layer mask button just like we did before.



Now, we could want to fill the text we just written with an image of the wolf. Layer mask can help us to just that! First, click on Layer 1 and press CTRL + a to copy the layer. After this, hold alt / option and click on our layer mask beside text layer. Now, press CTRL + v to copy the layer of the wolf. We can now hide the Layer 1 by clicking on eye icon next to it. What we will get is image of a wolf inside letters of the text we just wrote, and everything else will a background of nature



This will be even more noticeable if we change the image of nature with layer filled with black color. Than we will get the following image.





These were the basic principles of using layer masks. Layer masks are frequently used in editing and it's good to know how they work.

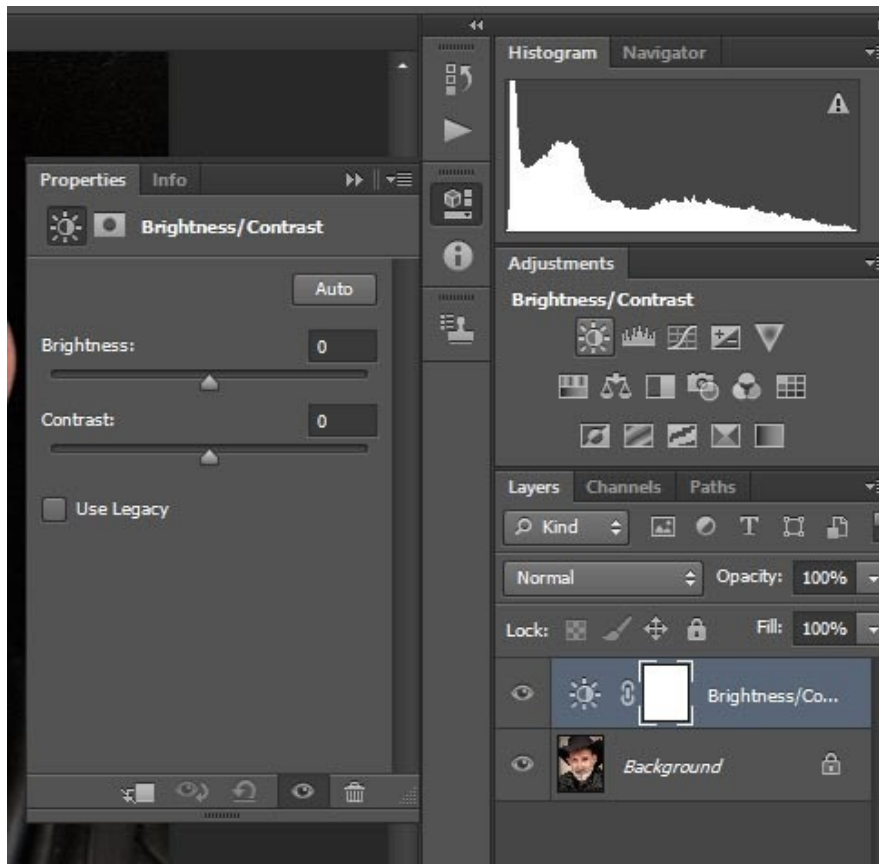
## 7. What are Adjustment Layers and How to Use Them

Adjustment Layers are separate layers with specific adjustments for the image.

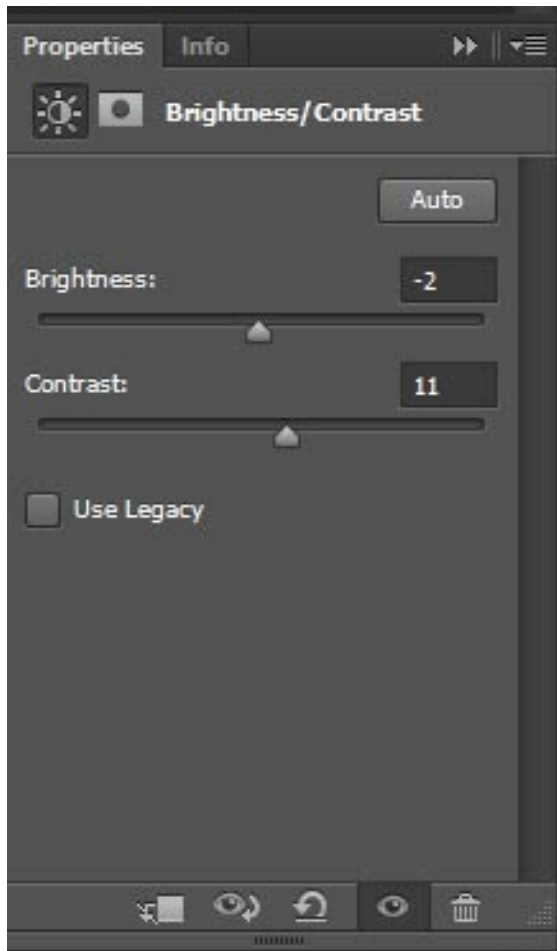
In the adjustment panel, above the layers panel, you will find most of basic adjustments you will need when editing an image. These include but not limited to brightness and contrast, levels, curves, exposure and so on.

For the demonstration, we will choose **Brightness/Contrast**.

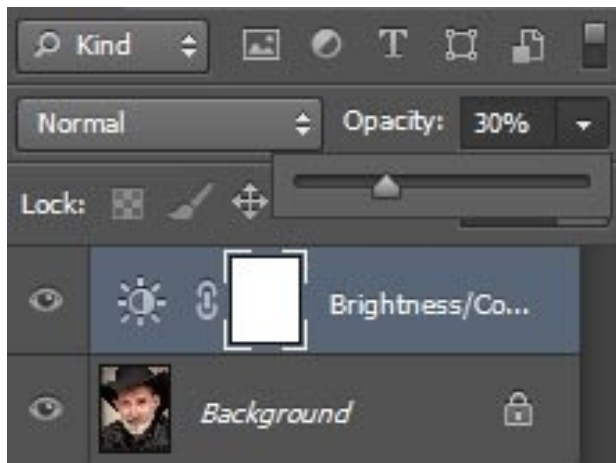
As soon as we choose this option, additional layer will appear above our main layer. This layer is called an adjustment layer, and it will keep all the Brightness/Contrast settings we apply to it, while still keeping the functionality of a layer, which means it can be moved above or below other layers, change opacity or blending options and others.



Now we will increase the Contrast, and decrease the Brightness a bit.



Now we could, for example, change the opacity of this adjustment layer and we could see the change. If we decrease the Opacity, we will notice the overall effect of Contrast / Brightness change we made is also decreasing.



Let's have one more example for better demonstration. Adjustment layers can be very helpful if, for example, we want to achieve pure white background in product photography. Mostly, no matter how well the initial scene for photographing was set up, background we get won't be pure white. So, let's open one product image.

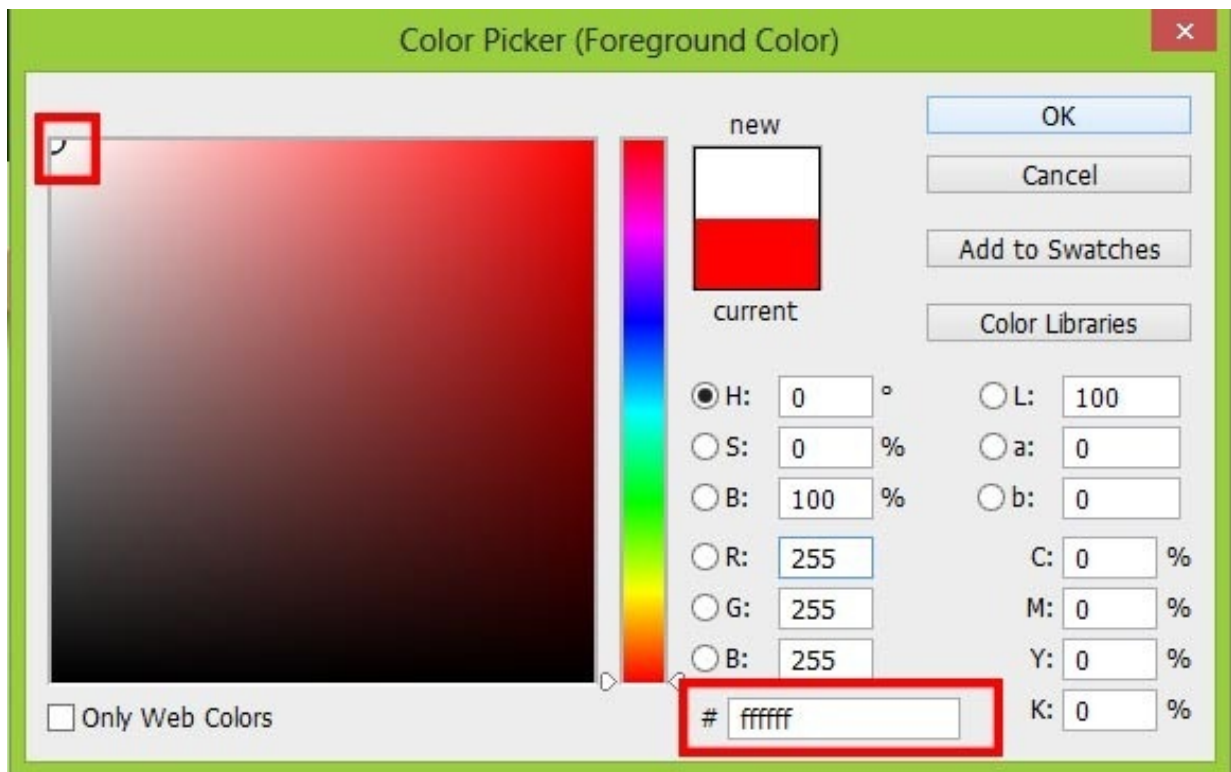


Here we have an image that, if we look at it, we might think the background is white. However, if we added a pure white filled rectangle to it, we could notice the big difference. Let's check the whiteness of this background more quickly - using brush tool. Just click on the brush tool on our main toolbar, and choose the first one. Adjust size so it's not bigger than the image we have just opened.

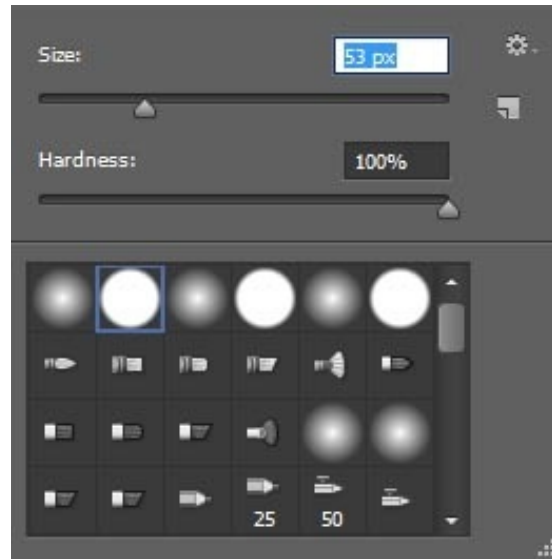
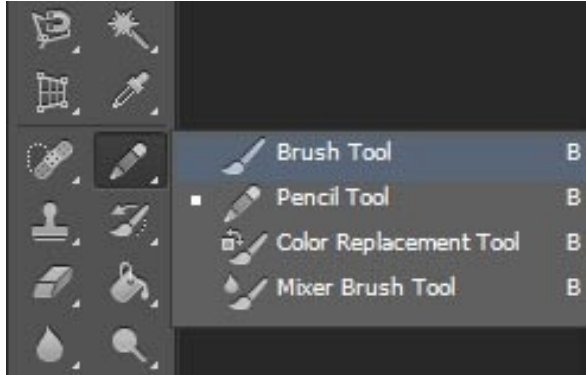
Choose the color. Click on the color on top to select primary color.



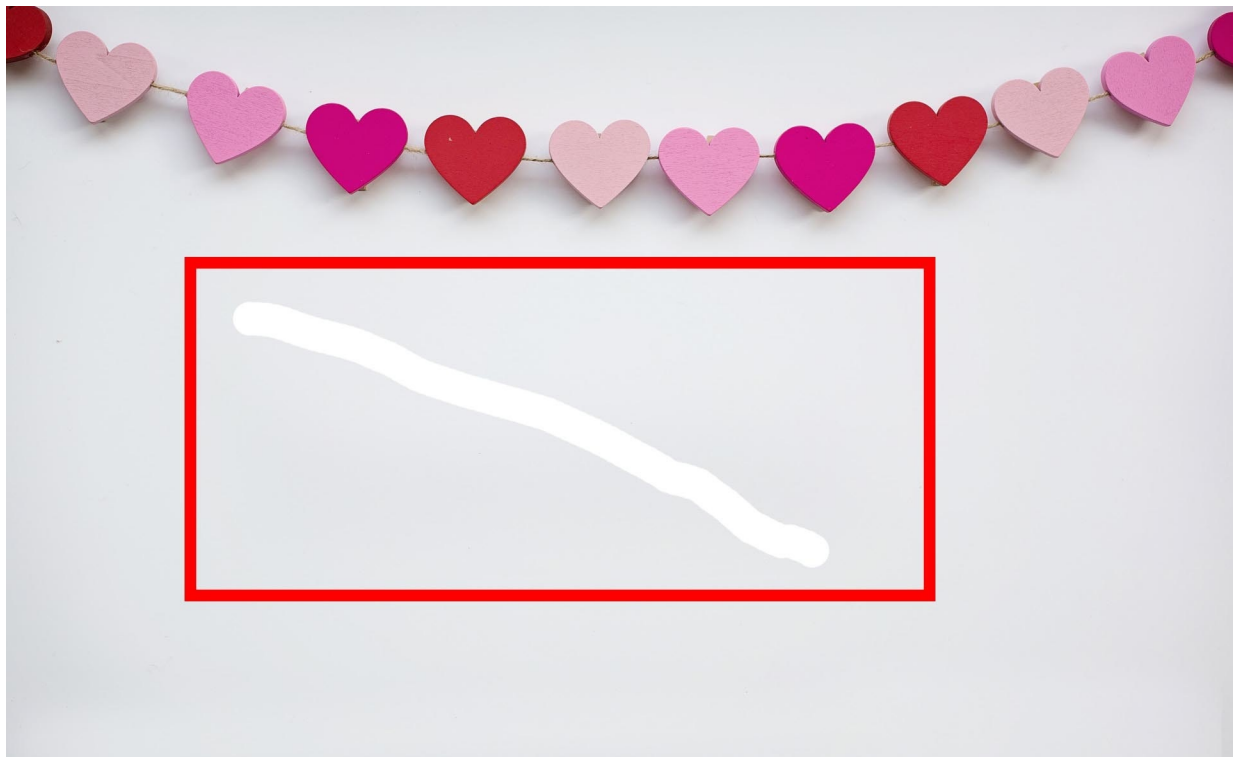
Choose pure white color and click OK. Pure white has a code of #ffffff.



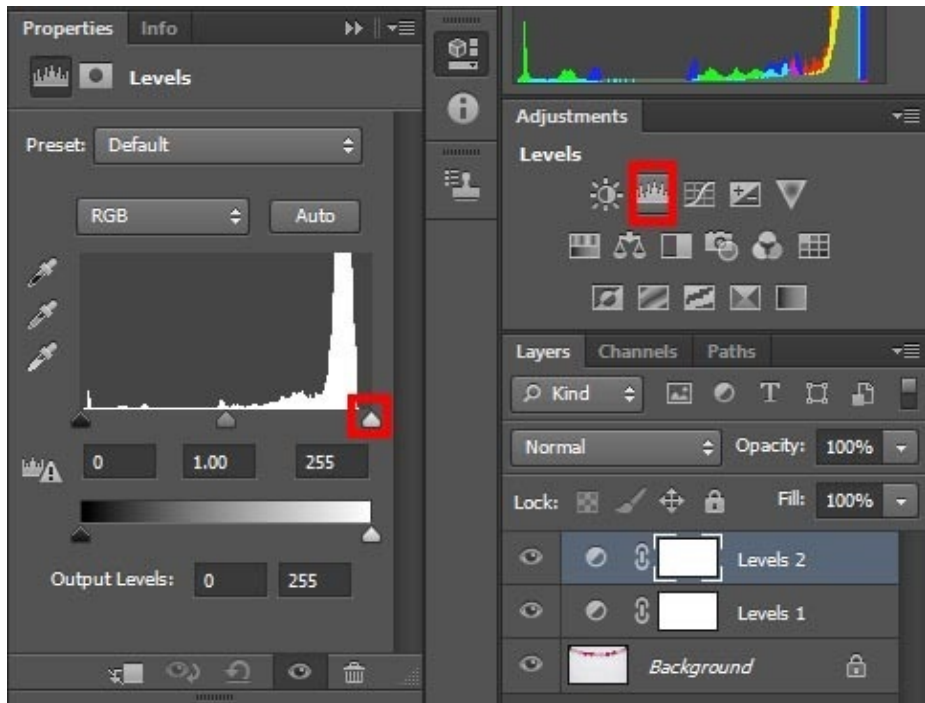
Now, choose the brush tool and adjust its size.



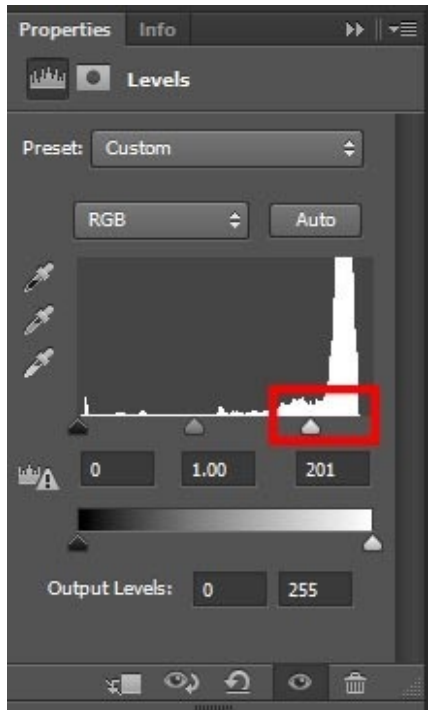
When we paint over the image with the brush we will see the difference.



Let's proceed to make background of this photograph pure white. Navigate to adjustment panel and choose Levels. Keep attention to far right slider in Levels setting window.



Now, move the slider towards left slowly, and watch the change on original image. When you reach desired level, stop sliding.

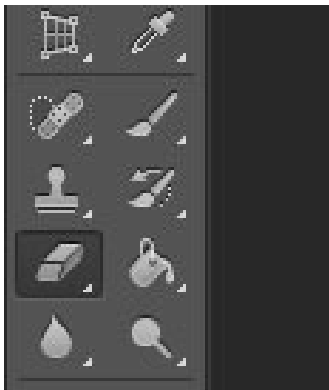


Now, we can take a look at the result.

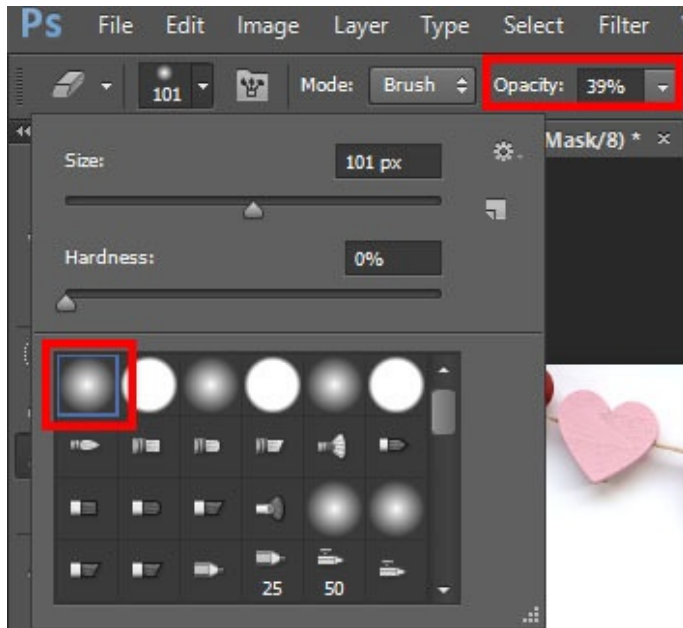




However, we will also notice that levels on the product (heart-shaped decoration) have also changed. We might choose to keep it this way if we want to, but if we wanted to change this, we could just erase the adjustment layer on parts where this object is present. Here it is recommended that we use a soft brush and reduce the strength. Firstly, while adjustment layer is selected, select the eraser tool.



Now, choose the above recommended settings for this tool. Let's choose the first soft brush and reduce the opacity to around 30%. This way, eraser won't be too strong to make a very rough contrast between applied and not applied area.



Now, carefully, while adjustment layer is selected, move over the heart shaped decorations. If needed, reduce the opacity of the brush. Also, it's important to choose the right size of the brush (not bigger than the object we want to delete above).

After all that, we can notice the difference. Heart shaped objects won't be "burned" as much as they were when Levels Adjustment Layer was above them. Note the difference in before (1) and after (2) image.



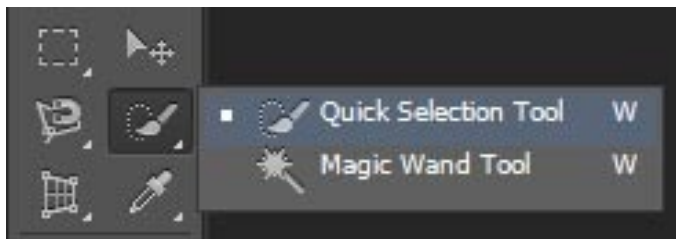
## 8. How to Change the Background of the Photo

Changing the background of the photo is also one of the common procedures in image manipulation. One of the broadest areas of use is product photography, however, we can also have the need of background change in other areas (additional isolation of subject or changing the background behind the subject to something else).

Let's have our first example. For demonstration, we will open a photograph of the smartphone. What we will want to do is to isolate the smartphone so it has white and/or transparent background.



We notice that smartphone's edges are white, and there is a good contrast between it and the background. Quick selection tool might just do pretty well in this situation. So, let's select the quick selection tool on our main tool bar.



Now, let's select the area around the smartphone. Remember, if the selection tool accidentally selects the part we didn't want for it to select, we can press and hold

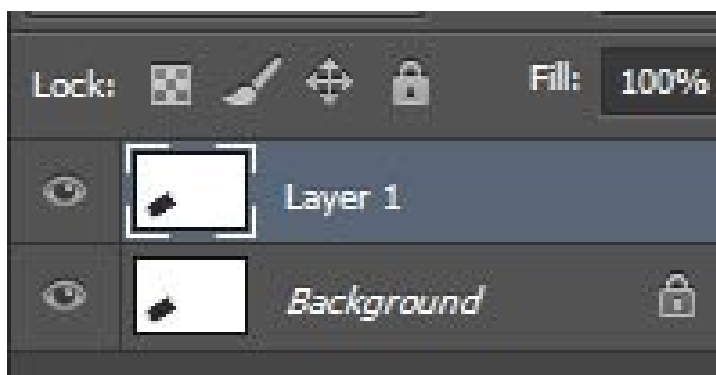
**alt** button and click on parts we want to remove selection from.

After we do this, we might notice the selection around our smartphone is not perfect.



We can see the cut was not perfect, but what is most important, all parts of the desired object are saved. All we need to do now, is remove the unwanted shadows around our object, so it doesn't stand out so much on a white background.

We can create a duplicate of the current layer we have by pressing CTRL + X. When we do it, we should select the duplicated layer to continue our work on it.



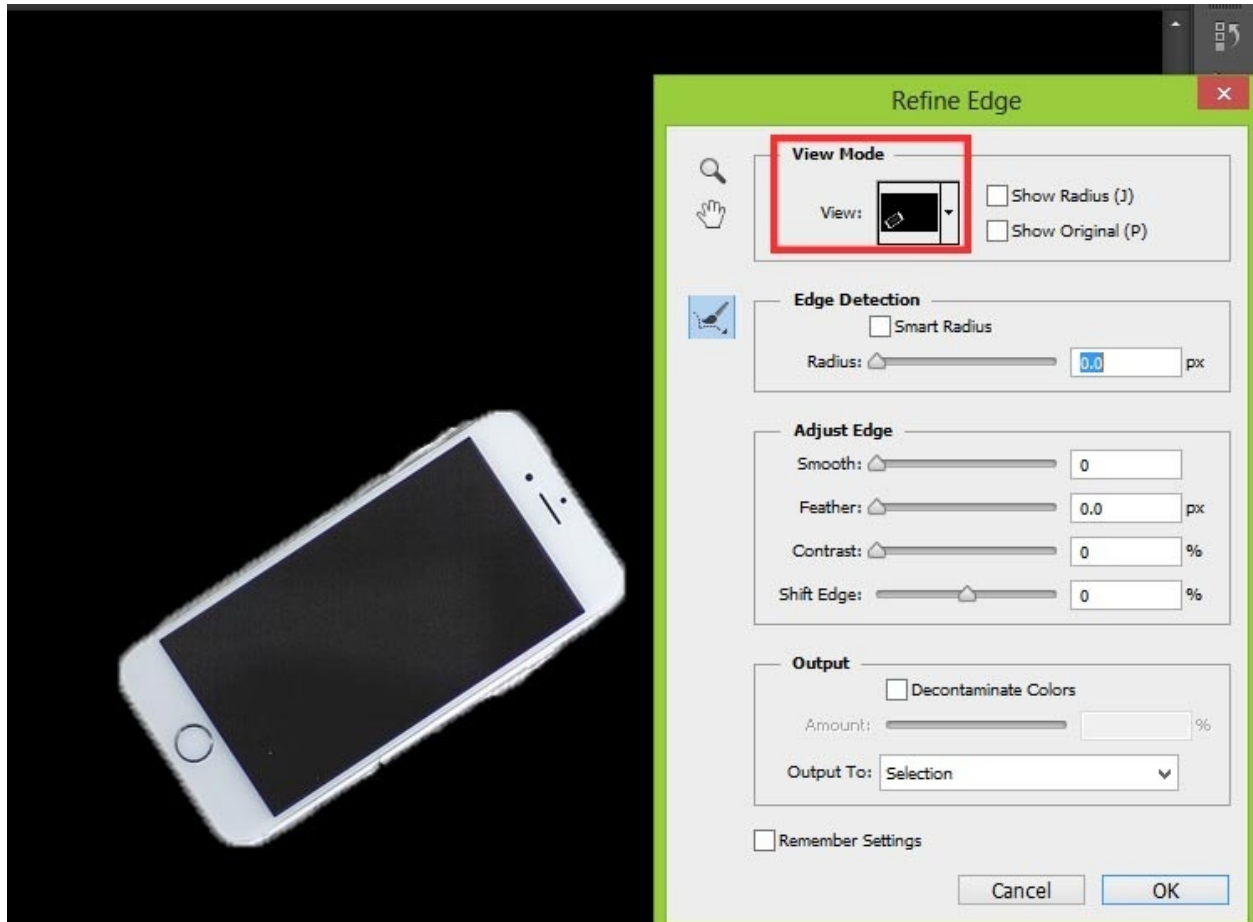
Let's use the quick selection tool again, and select the object (smartphone) only.



Now, click on Refine **Edge**.

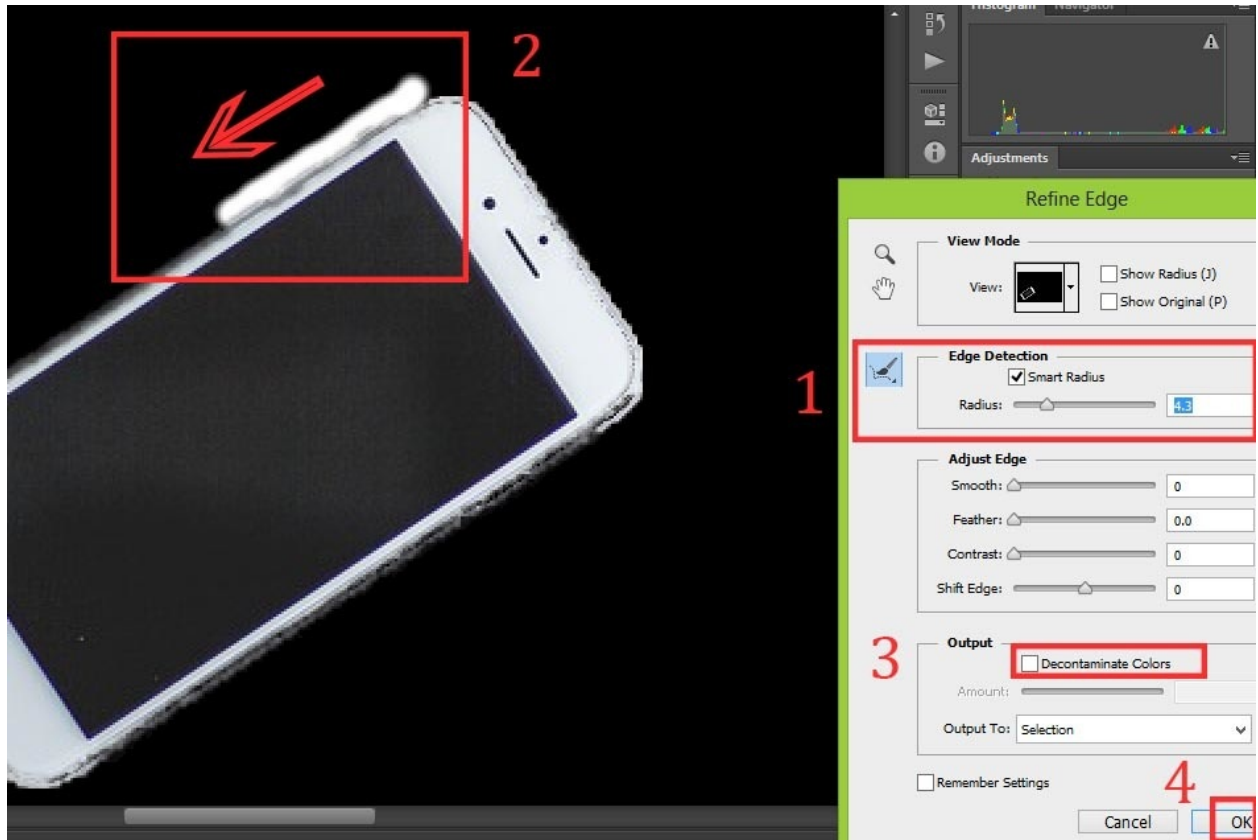


It would be good in this situation to choose view object on black, as it will give us the best insight into how edges look. If the phone was black, we could choose view object on white, for higher contrast.



Now, let's check **Smart Radius**, increase radius to around 2, and click on brush icon on the left edge of refine edge settings window (1). After this, make sure you have the right brush size, and slowly drag the brush along the edges (2). Before hitting OK, it is good that we check Decontaminate Colors (3). After this click OK (4).

You might need some adjusting of other settings such as Smooth, Feather, Contrast and Shift Edge. It is also recommended that you change view mode while working, to get better image of how it looks. This step might require some time and patience, but you can do it!

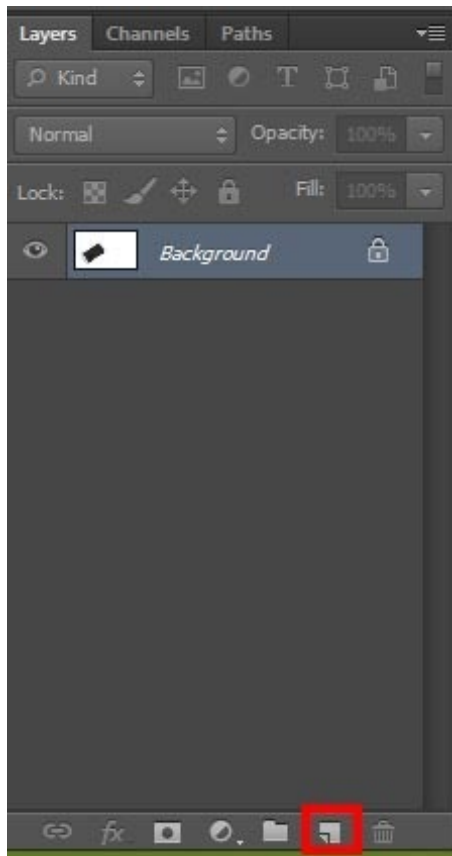




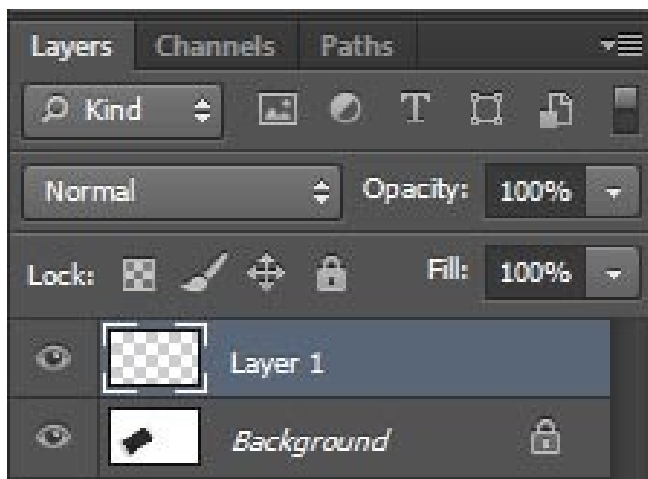
Now, let's talk about background change. Previous example we worked on ended up on white background. If we wanted transparent background, which we will need to add something else in the background later, we should remove the background and leave only object we want to isolate.



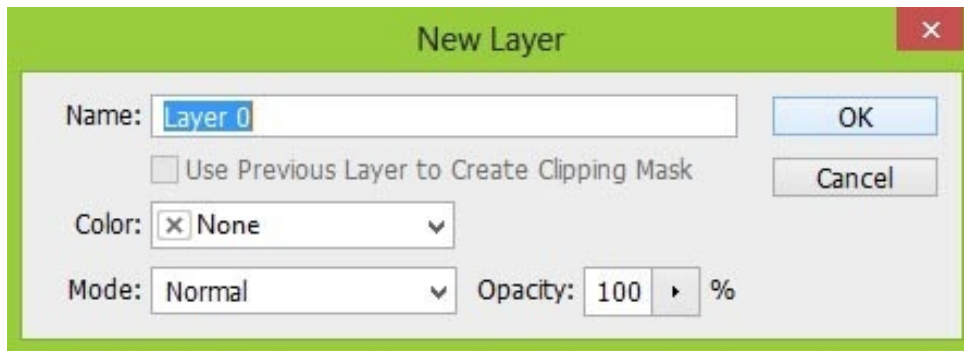
In our Layers panel, click on **Create New Layer**.



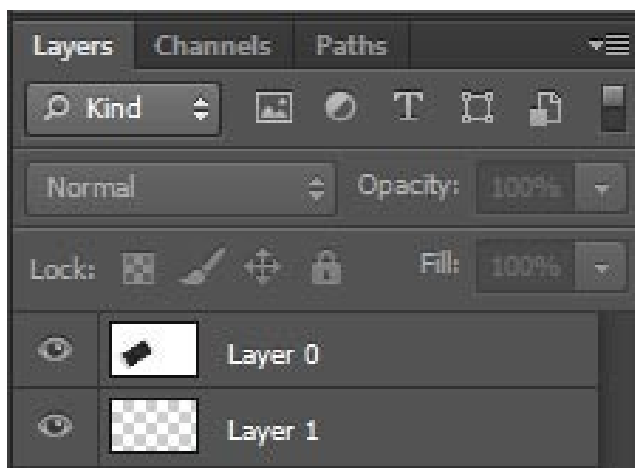
After we have done this, a new transparent layer will appear above our current image.



Now, let's drag our new transparent layer below our main layer. To do this, we will first need to unlock our main layer. Double click on main layer, and click OK when window appears.



Now, we will be able to put our new transparent layer below this one.



Now, let's select our transparent layer, and draw a large rectangular shape all over it, filled with green color.

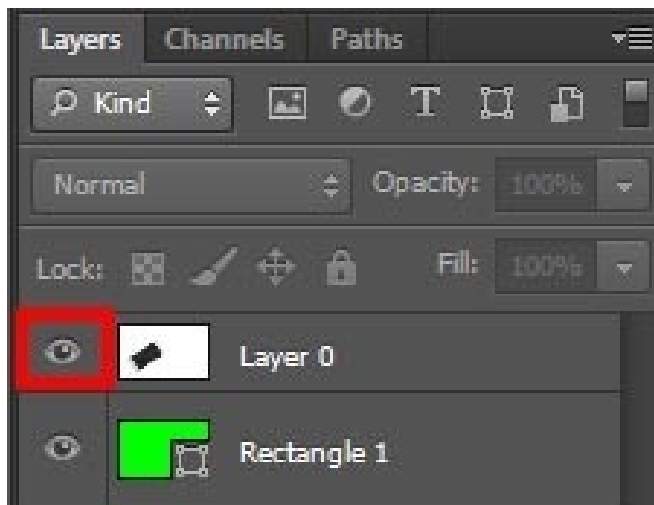
We will choose green because it doesn't appear anywhere else on the image. Click on draw shape tool on main tool bar, and choose rectangle.



In shape settings that will now appear below the main menu, choose green fill color and set stroke to none.



When we draw the rectangle, we will want to cover entire layer. Because our main image is above our layer we are drawing on, we might want to hide layer above temporarily, to see what we are working with. To do this, click on the eye icon on our main layer.

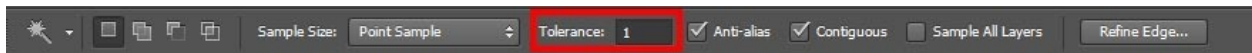


When we finish checking the second layer and see it's filled with green color, we can unhide the main layer.

Now, select the main layer, and select Magic Wand Tool.



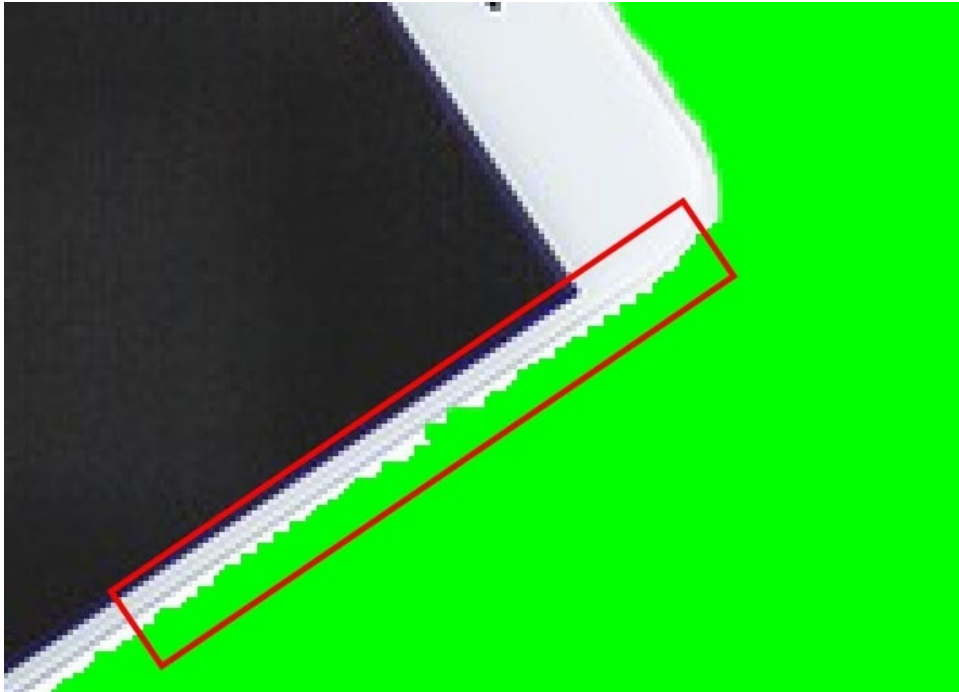
In Magic Wand Tool settings that will appear below the main menu, set Tolerance to 1.



While main layer is selected, click on white part of the image with Magic Wand Tool.



Now, press **CTRL + X** to cut the selected white part off. Now, we will see our object will be on green background (color from the layer below). To fix any remaining parts of white, keep Magic Wand Tool selected and click on the carefully until you remove all of them. It's handy to zoom the image so we can see more details. You can zoom in by pressing CTRL and + together.



After we do this properly, we should get the final image.



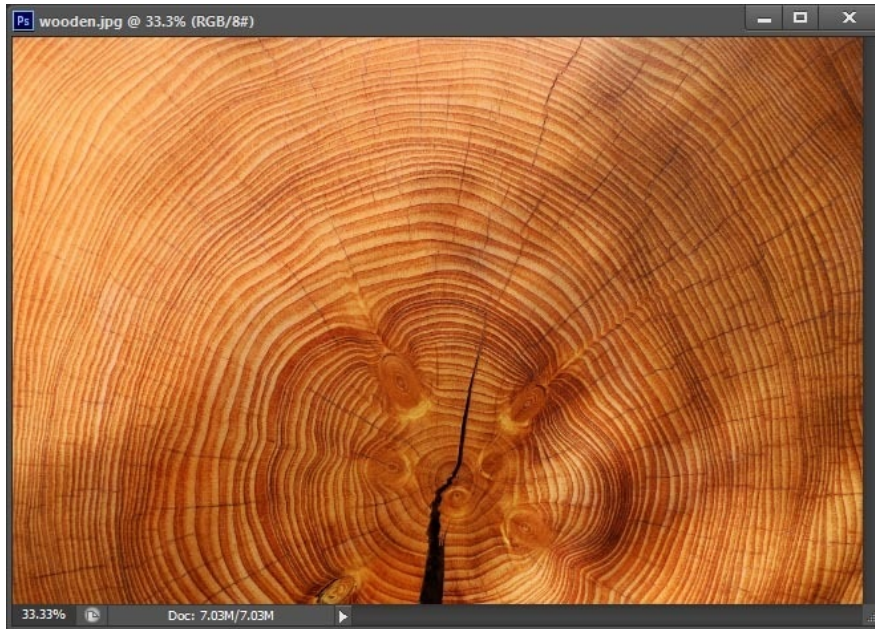
Now, we can hide the layer with green color. We will see the background is transparent.



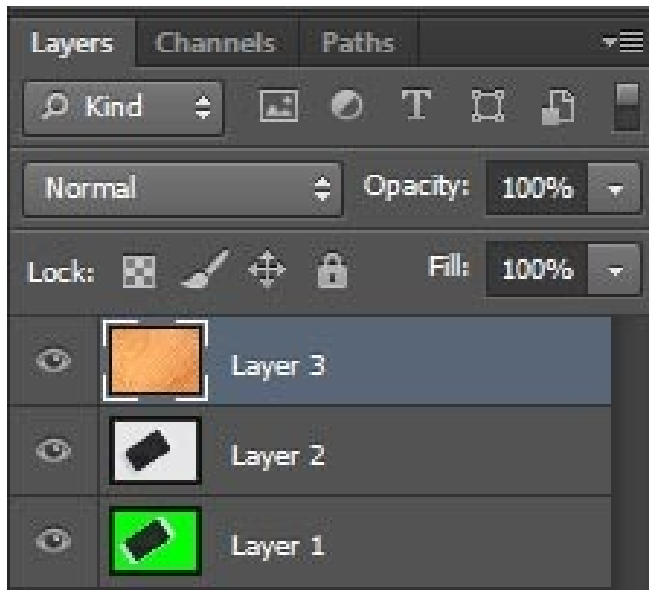
Now, whatever we add below this layer, will fill the transparent part of this

image. So, let's say we want to put smartphone on some wooden texture. (Remember, if we wanted to save our image as it is right now, with transparency included, we would save it to PNG or PSD format. You will find out more about in the chapter How to Export Images from Photoshop).

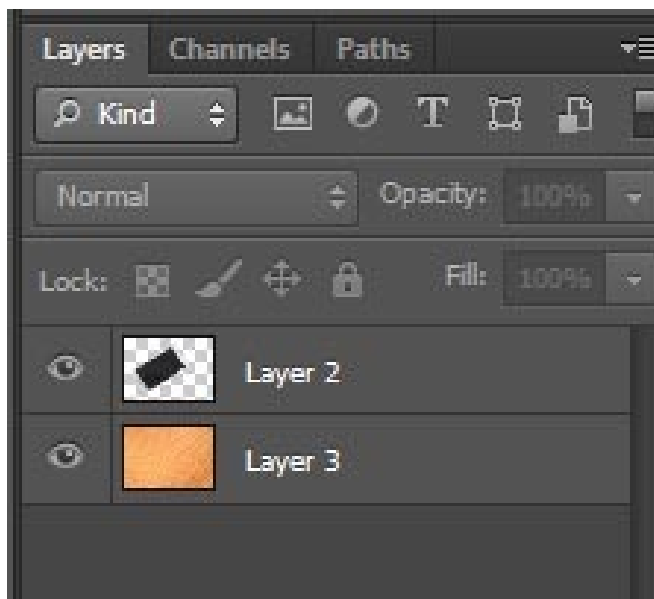
Let's now open our texture image.



While opened, press **CTRL + A** to select all, and **CTRL + C** to copy it. Then return to our smartphone image and press **CTRL + V** to paste. New layer with our texture will appear. At this point we can delete our green filled layer.



All we have to do now is to put the texture layer below our main image.



We will now get our final image.





## 9. How to Add Text to an Image

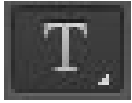
In this tutorial, we will learn how to add text to an image, and how to manipulate the text.

Adding text to an image is very simple, and also one of the most common tasks you will do in your editing. For this demonstration, we will use one portrait we already had in previous examples. For fun, let's imagine we are making some kind of poster or book cover.

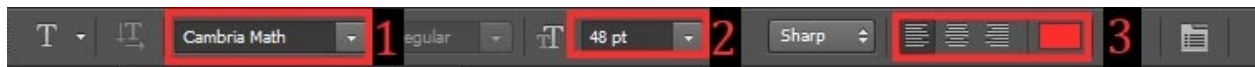
First, let's open the image.



For adding text, we will use **Type Tool**. We will once again find what we need in our main tool bar.

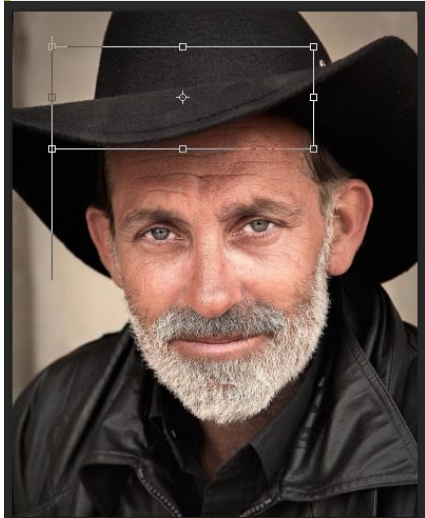
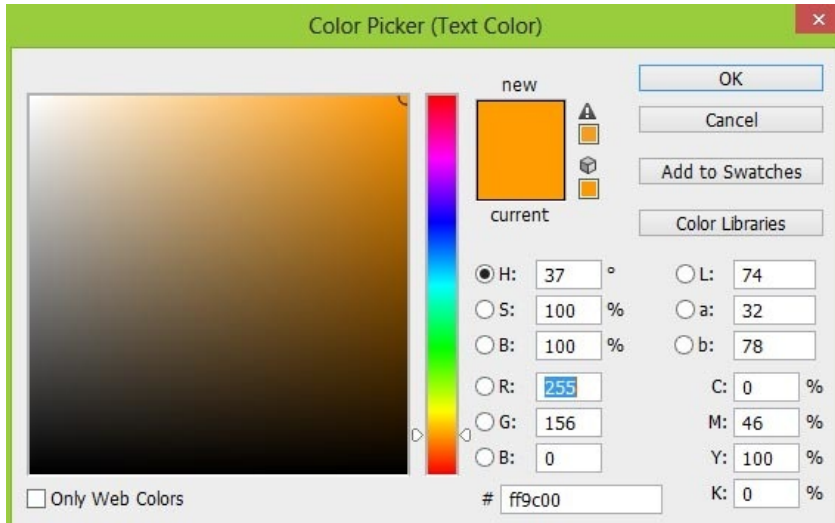


When we select the Type Tool, Type Tool settings will appear below the main menu. So, let's have a look at settings we will use the most.

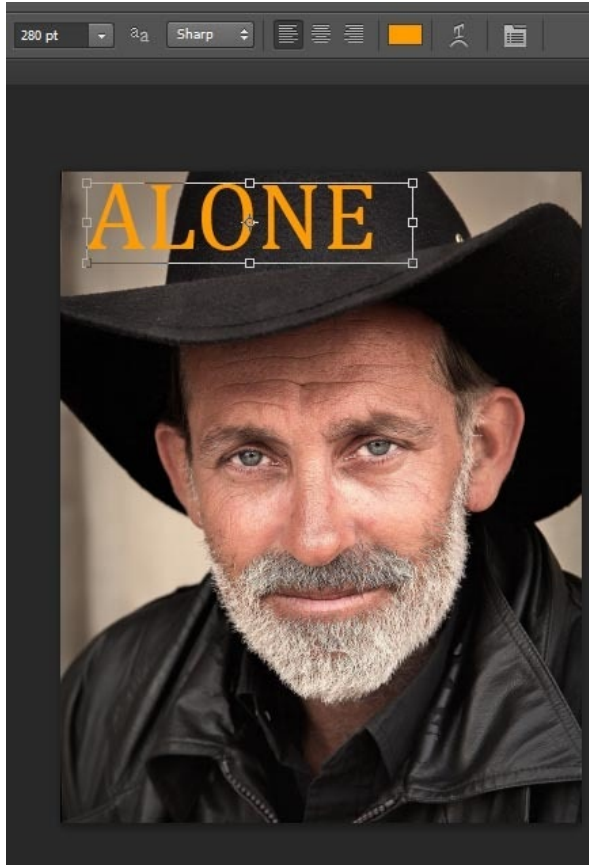


First, we want to choose the font type, and we can do that in first area with dropdown list (1). Name of the currently selected font will appear in the bar. Next important setting, is the font size. Number of current size setting will also appear in a bar with dropdown list (2). Now, take a look at area near the end of this settings bar (3). First three blocks represent the settings for text alignment (left, center and right), and lastly, we will see colored block that represents currently selected text color. Of course, to change the text color, we would have to click on this block and choose the color we want.

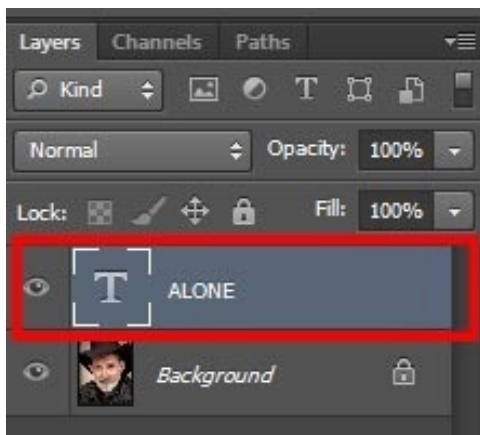
We can take a look at the photo we have opened, and think about which color does not appear on it. In this case, darker shade of orange might work, among other options. So, we click on a colored block, choose the right color, adjust the font size (this will of course vary having the size of an actual image in mind), and drag a type block on the image.



After this, we can start typing.



We have our first word that we will want to appear on top of the image. This will visually be a good location for it, since we have black and dark grey in the background. However, we might want to position this typed word a bit better. Make sure you have typed word selected. You will now find it in Layers panel.

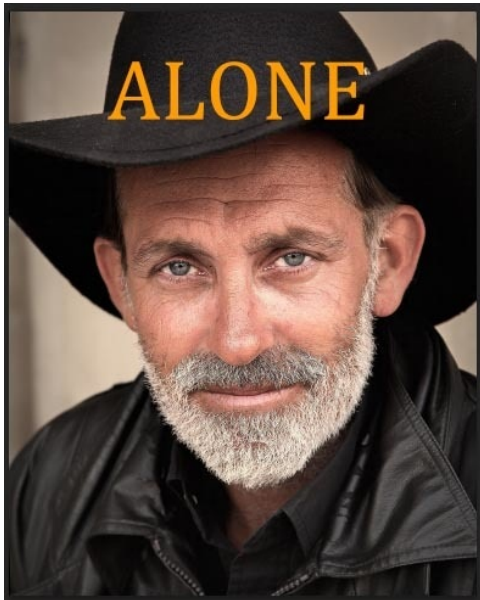


Let's say we want to have it in the center of the image. Click in Move tool in

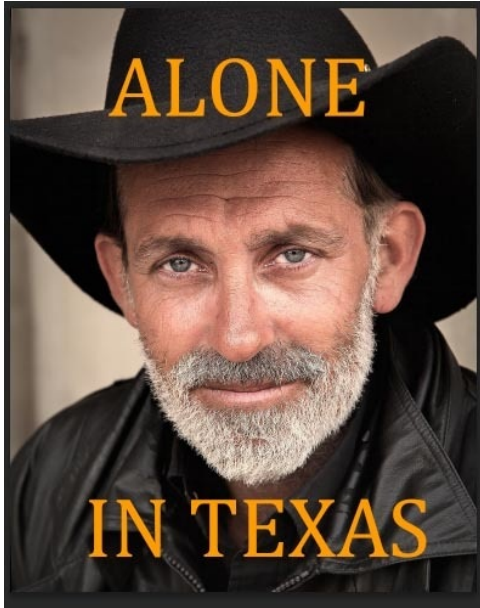
main tool bar.



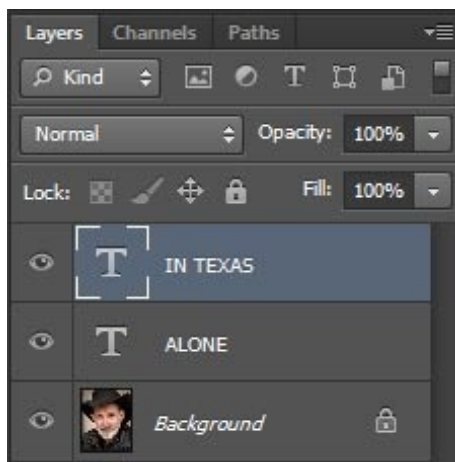
Now, while word we have written is selected in our Layer panel, click on it and drag it towards the center of the image.



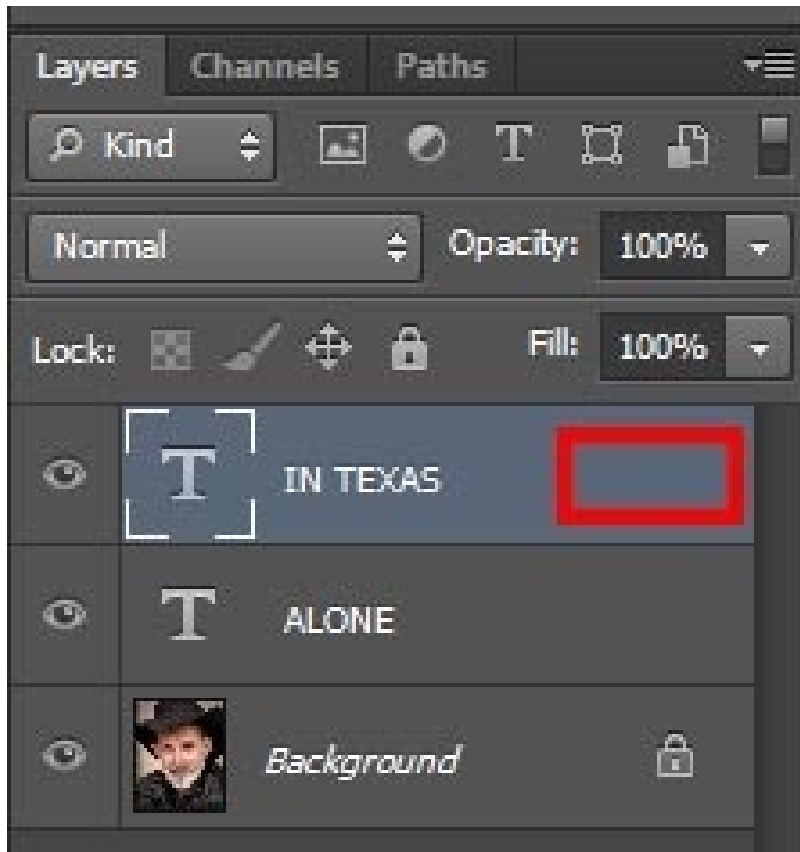
Let's add some more words in lower part of the image, using the same type tool settings. Repeat the whole step since selecting the Type Tool until positioning the word to desired location.



We can see there is pretty good contrast between the image and the text. Also, in the Layer Panel we will now notice two additional layers, one containing the first word, and other one containing the rest of the text.

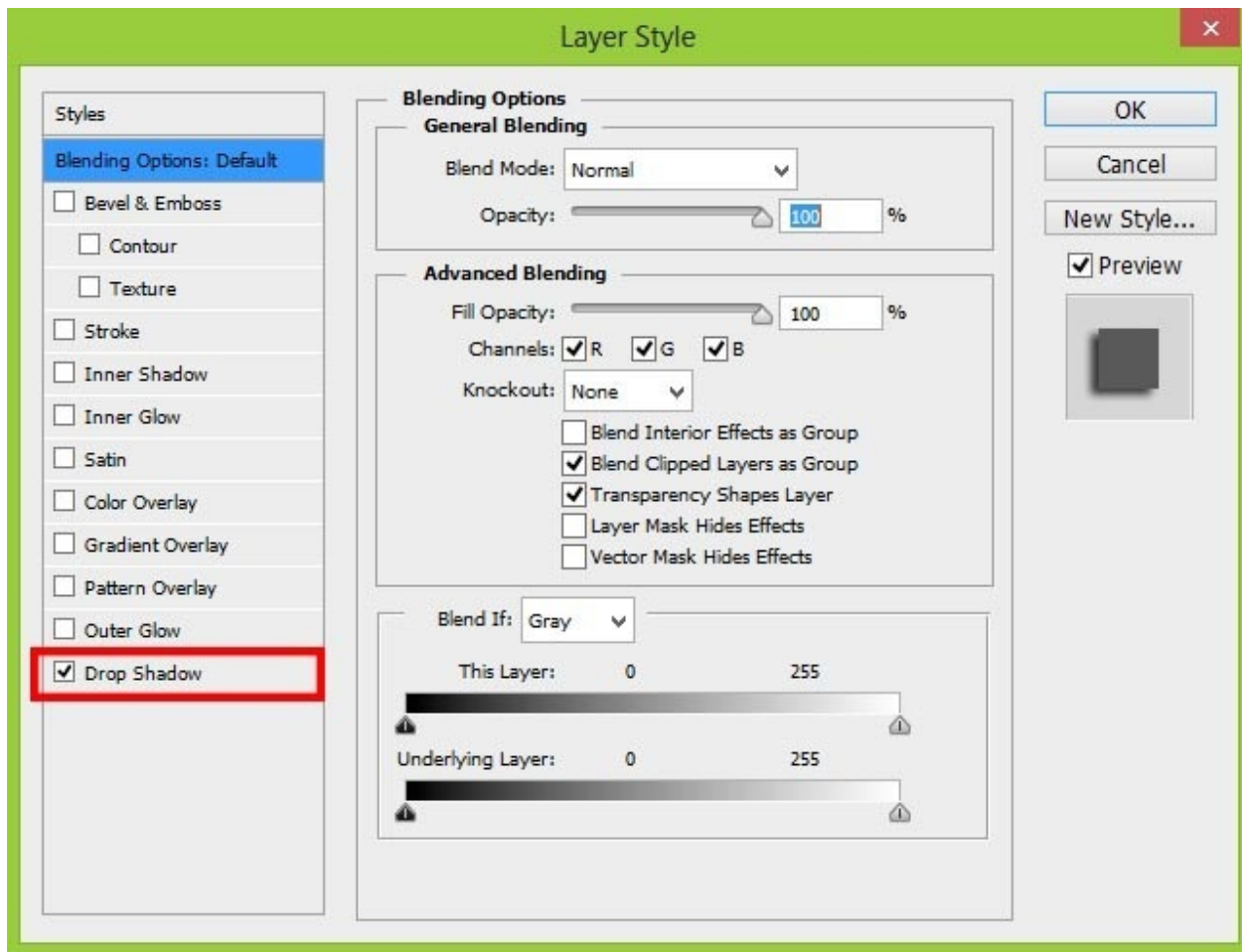


If we wanted to further increase the contrast between image and text, we could for example, add black outline to the text. Since the text we wrote now acts as and has all functionality of a layer, we could use this fact to get what we want. First, double click on already selected text ("IN TEXAS"). You should click the empty space after the name of the layer.



Layer settings will now open. In this new window, check Drop Shadow and click OK.



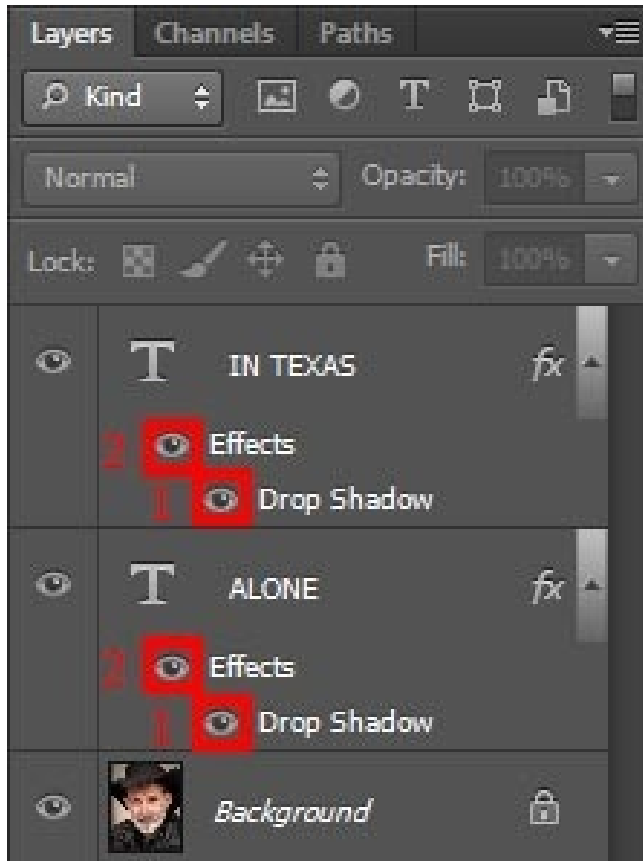


Do the same with other layer. After all this, we will notice the difference in how text appears on the image. This time, contrast between text and image is even better.

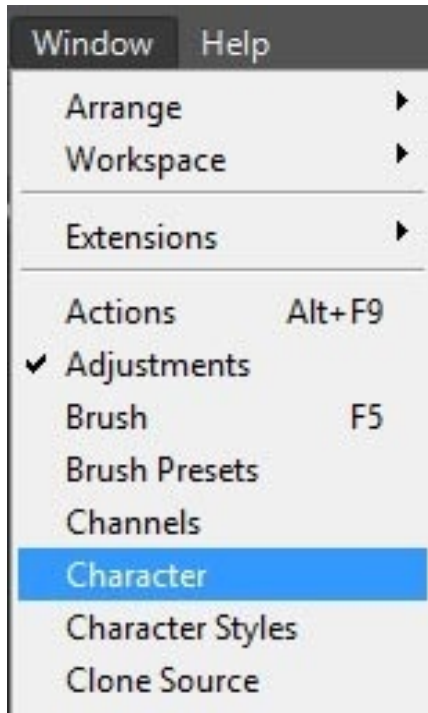


At this point we will notice additional sublayers below our text layer. These will correspond to effect we just applied by checking "drop shadow" previously.

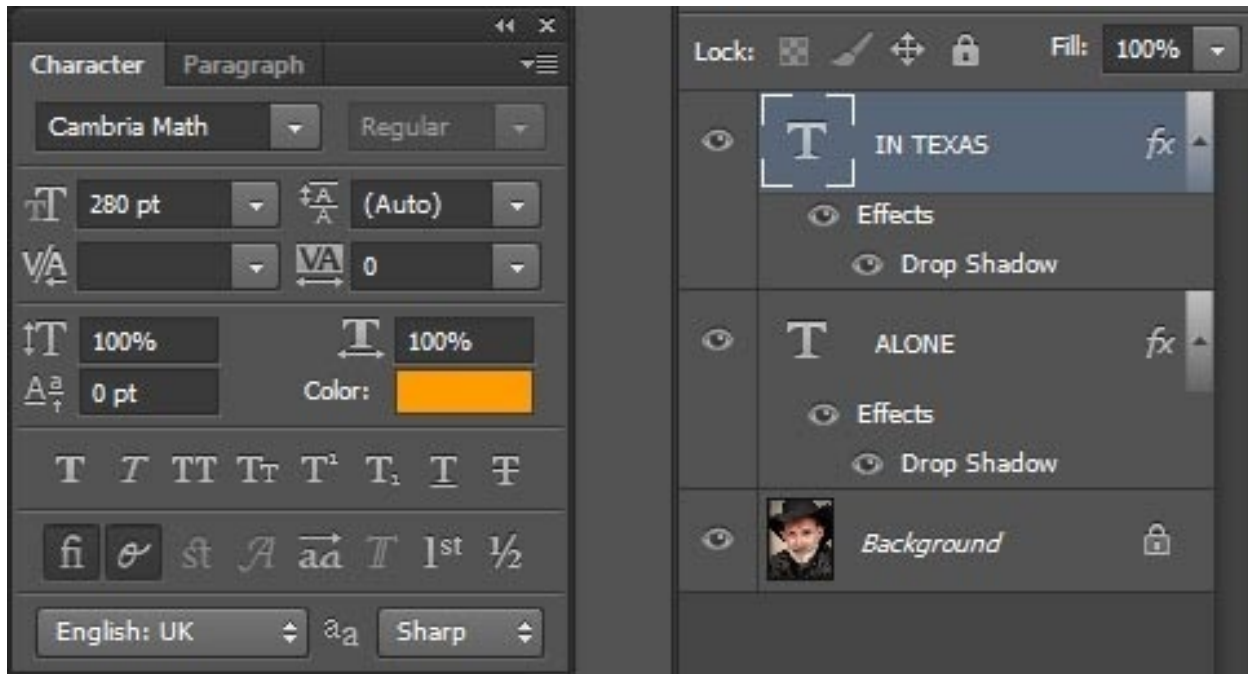
If we wanted to, we could hide the effect by clicking on the eye icon next to the name of the effect (1). In case we had more effects added and wanted to hide all of them, we could just click on the eye icon next to effects layer (2).



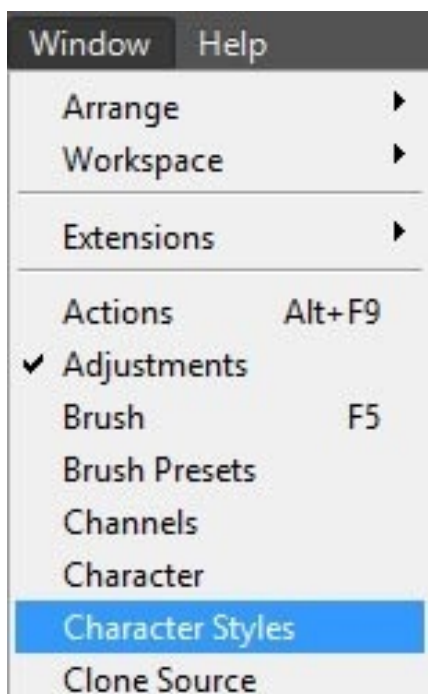
We can also use additional Character and Character Style settings. First, select one of the text layers like we did in previous examples. Now, on main menu go to **Window**, and click **Character**.



Now we will be able to see additional window in our workspace.

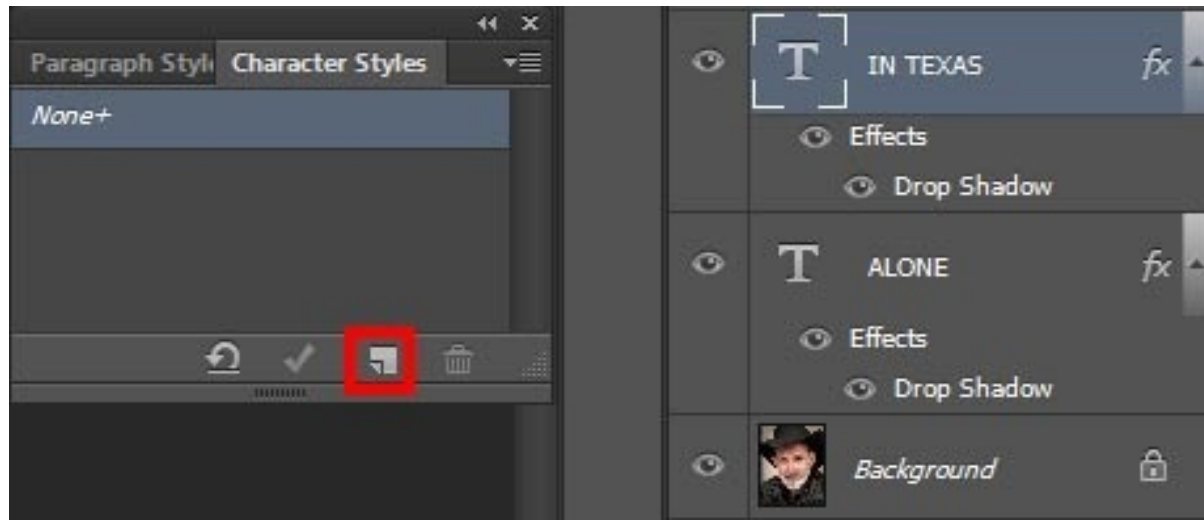


We also can adjust additional settings for Character Styles. Click on **Window**, and this time choose **Character Styles**.

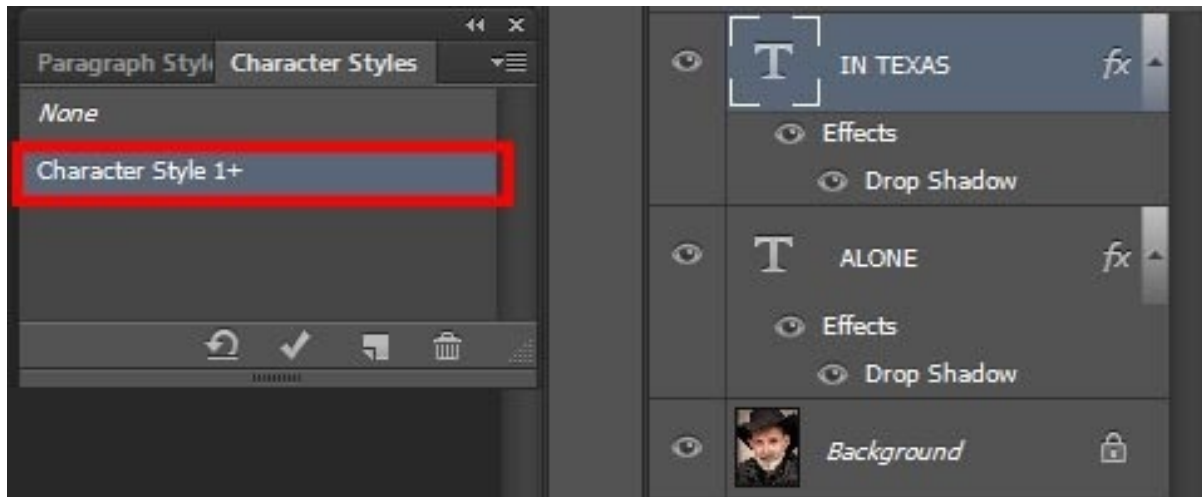


Same as before, we will now have new window in our workspace, this time with Character Styles settings. As we don't have any predefined Character Styles, we could make one by clicking on icon in lower right corner, next to the delete

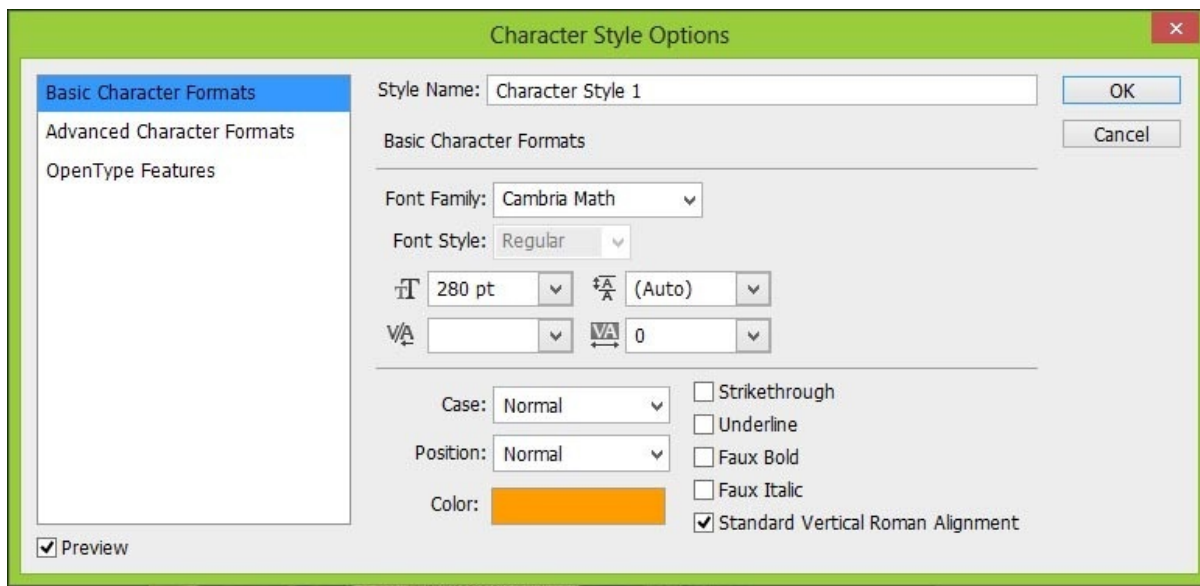
icon.



After you do this, new **Character Style** bar will appear.



When you click on it, additional settings window will appear.



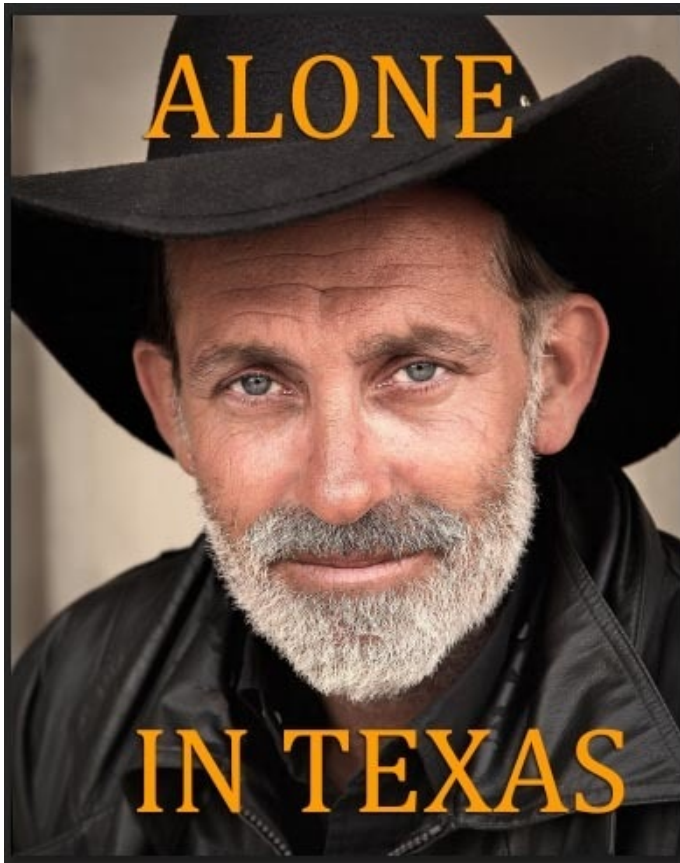
This way we can save time to apply same font settings to different text layers. Every time we would need to apply settings in Character Style 1 from the example above, all we have to do would be to click on desired text layer and, in Character Styles panel, click on Character Style 1.

## 10. How to Export an Image from Photoshop

In this tutorial, we will do one final basic step in image editing - exporting the final image.

It is very important that we know about all possible formats and when to use each of them. For basic introduction of this option, let's talk about exporting to **JPG, PNG and PSD files**, which are most common options you will have to work with most of the time.

We will start with the poster we created previously for fun.

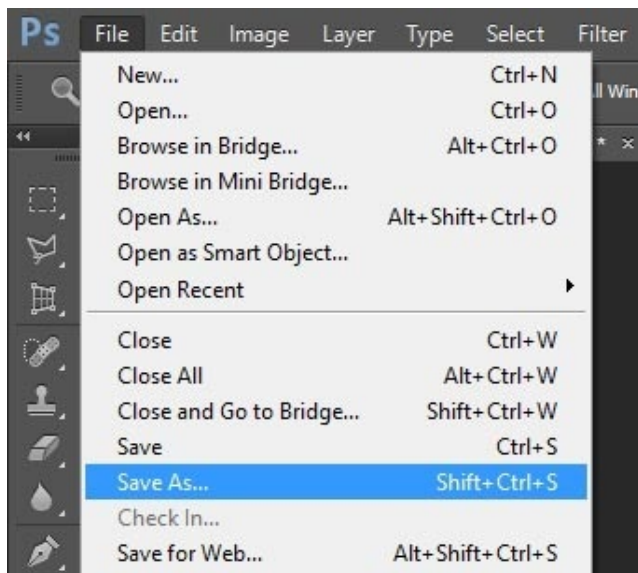


First, when creating visual materials, it is always a good idea to have a version of the project saved in PSD (Photoshop Document) format. This way, we will keep all the layers and all settings we have applied, and it will be much easier to make corrections or changes later on.



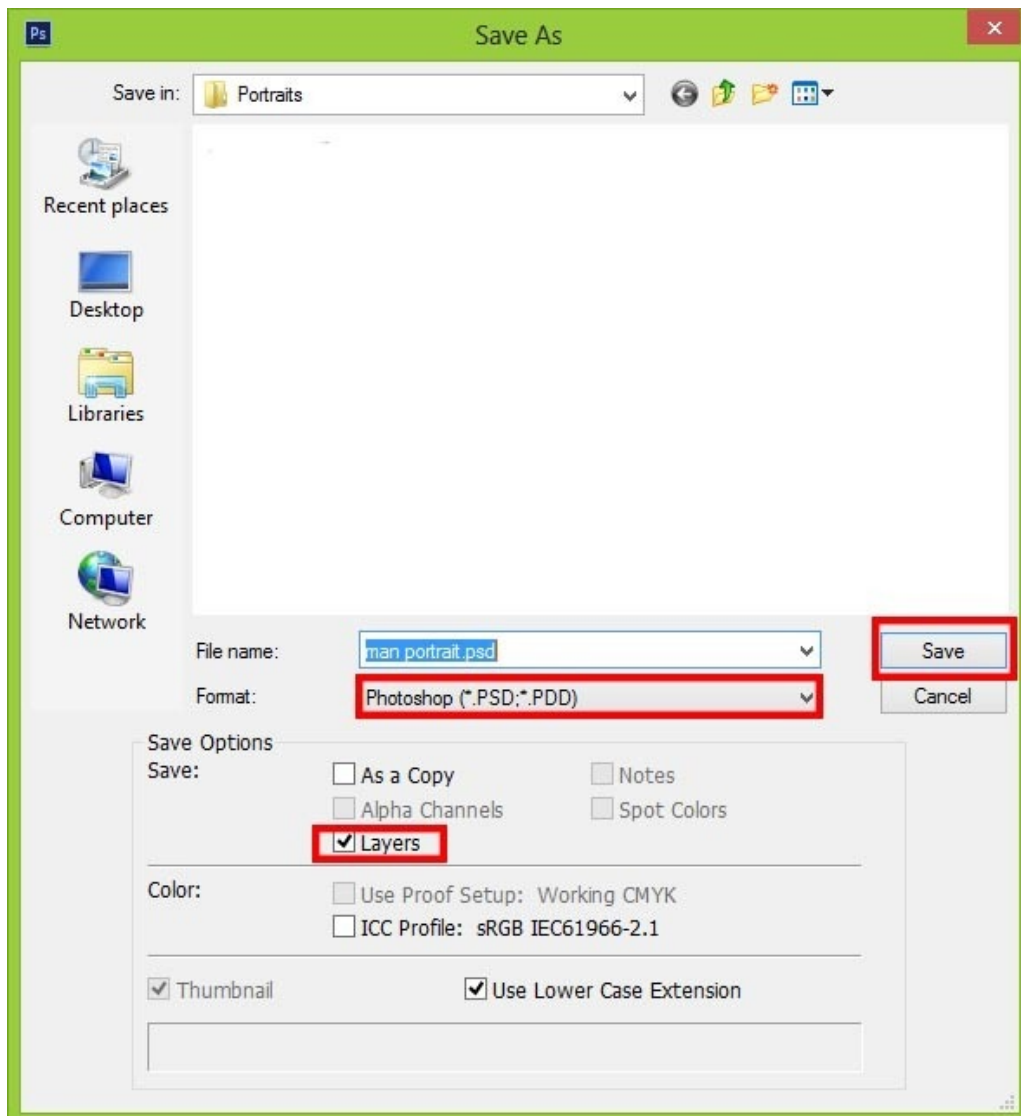
Imagine your client or boss (or yourself) wasn't satisfied with this title, and wanted it to say: "Alone in New York". This example of course is a minor change one, but during the real production workflow, you might encounter much bigger changes. If you had a PSD file saved when it comes to this, all you would have to do is to open it, click on text layer that contains "In Texas" and change it to "In New York". However, if you wouldn't have your PSD file with you, you would have to make everything all over again, or lose much time covering the lower text and adding new text layer later.

With that being said, **let's save the poster we have to a PSD file.** In the main menu go to **File** and **Save As**.

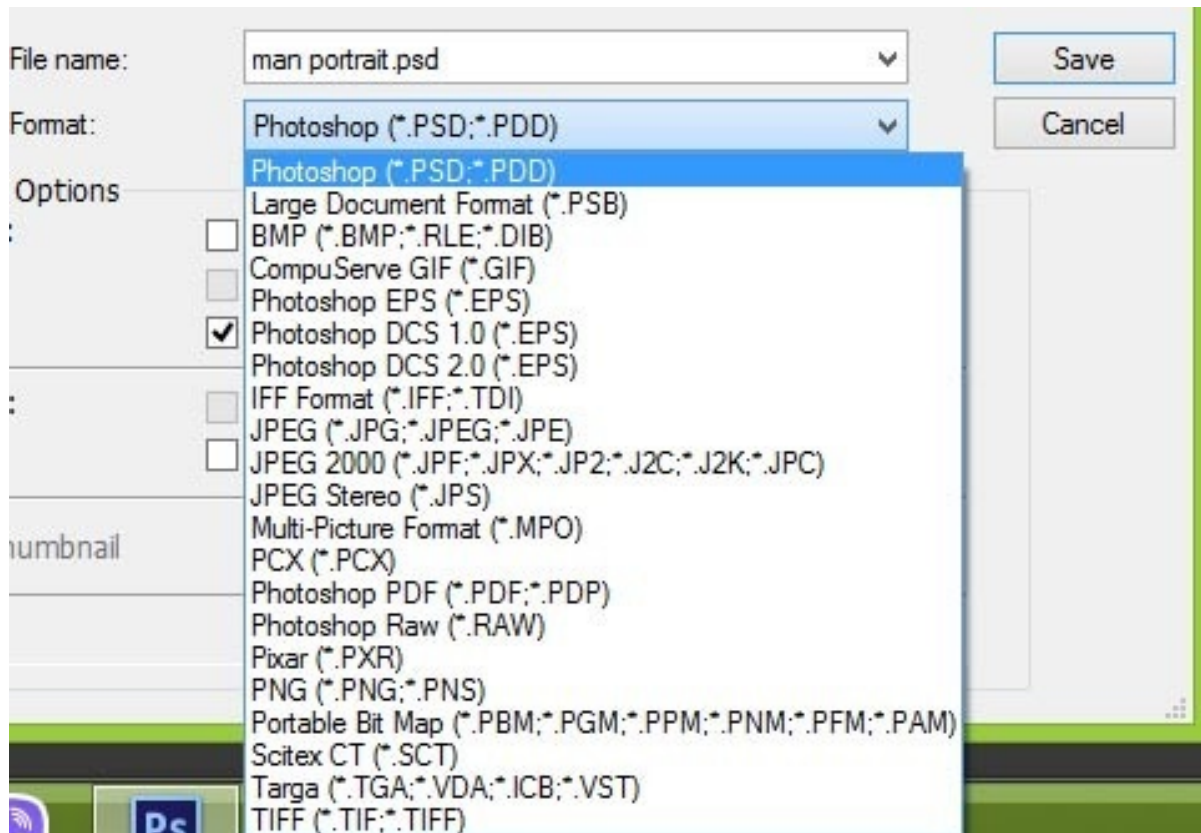


When new window opens, in format section choose PSD file. Make sure that you also check Layers.

After all this, click **Save**.



This process is the same for any format, of course having in mind the change in format choice. Even though we will explain four most common used formats, let's just have a visual look at all formats available.

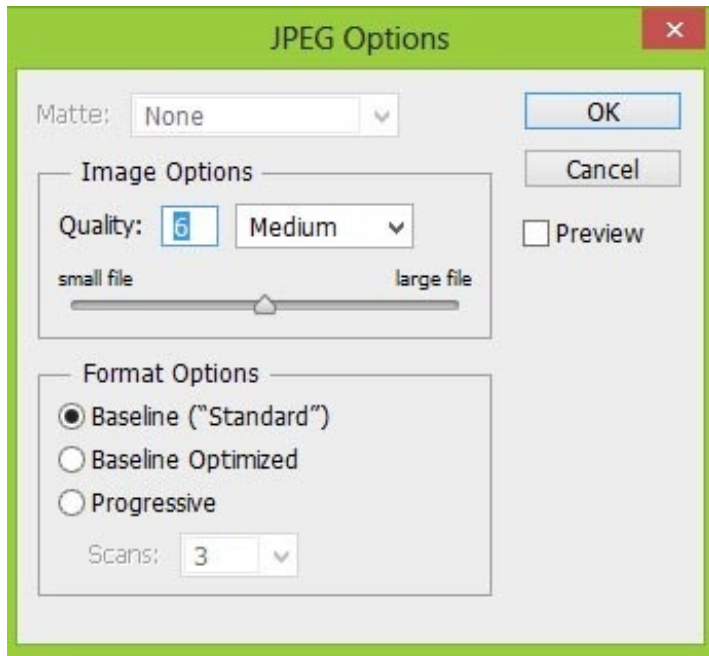


### **When to choose JPG / JPEG (acronym of Joint Photographic Experts Group)**

You will want to use JPG in most photo editing / retouching cases. JPG is also widely use format on the Web when it comes to photographs (not web graphics). However, you have to have different compression levels in mind, as in its essence, JPG is compressed format. For use on the web, photograph should be more than few hundred kb (kilobytes).

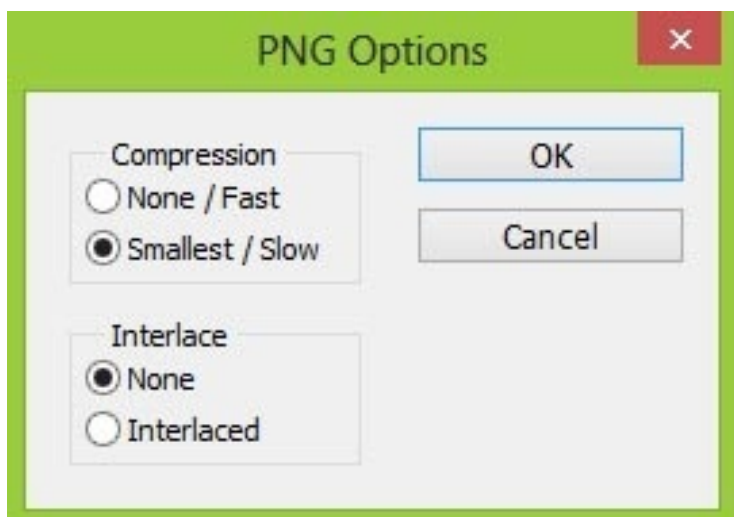
When saving in the JPG format, additional window will appear where we can slide to adjust the final quality of the image. You should remember that JPG is a lossy format, meaning lower the quality, higher the compression which decreases overall image quality. It is best to find the "golden middle" in quality and size,

but this will also depend on what we want to do with image (will it be used for web or print, or for archiving).



### When to choose PNG (Portable Network Graphics)

PNG is format that supports lossless format compression. Although it also can be used for photographs, PNG is most widely used for web graphics. One of its main characteristic is transparency. That is the reason while, for example, logos on web pages are in this particular format.



PNG format lets us reduce the size of the image, while keeping the quality intact. Only downside is, when we choose **smallest / slow compression**, it will take a bit longer than it would if we had chosen **none / fast**. If we chose that we don't want to interlaced image, image will load progressively (from upper part to bottom). Interlaced image will load iteratively, meaning the whole image will load immediately, but will take several layers of it until it appears in full quality.

You now know the basics of editing in Adobe Photoshop. Happy photoshopping!