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# PhotoShop Basics

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National Competency Standard (ICA05):  
CUVPHI08A Enhance, manipulate and output photo images



## Course Objectives

This course teaches how to use Adobe PhotoShop to scan, edit and format a wide range of images for publication either on paper or the Web.

## Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

## Duration

2 days.

## Course Outcomes

1. Identify the attributes of raster and vector graphics, customise the Photoshop environment, open and navigate within images in Photoshop and Adobe Bridge, and use Photoshop Help.
2. Use several selection tools to select image areas, and modify and manipulate selections.
3. Create layers; arrange and transform layers; create Type layers; and use opacity, layer blending modes, and layer styles to apply effects to layer contents.
4. Switch among Photoshop's image modes, adjust an image's hue and saturation, and use the Levels command to adjust image contrast.
5. Repair image defects, paint in an image, erase complex background areas, and apply filters to a layer or selection.
6. Determine an image's resolution and dimensions, resize images with and without resampling, and use the Crop tool and the Canvas Size command to change an image's canvas size.
7. Use the Save for Web & Devices command to save a copy of an image optimized for Web use; use the Save As command to save a copy of an image in a format for print use; and print single and multiple images on a page or export them to a PDF file intended for printing.

## Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

## Course Content

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### Getting Started

- File types
- The Photoshop environment
- Getting help

### Working with image selections

- Selection techniques
- Modifying selections

### Working with layers

- Creating layers
- Modifying layers
- Using Type layers
- Using layer effects

### Adjusting images

- Image modes
- Hue/Saturation adjustments
- Levels adjustments

### Retouching images

- Repairing image defects
- Painting
- Using the Background Eraser
- Using filters

### Resizing images

- Image resolution
- Image canvas size

### Preparing finished images

- Images for Web use
- Images for print use
- Outputting images