Opening a Photoshop file

Open Adobe Photoshop CS3. A box will appear that looks like this....
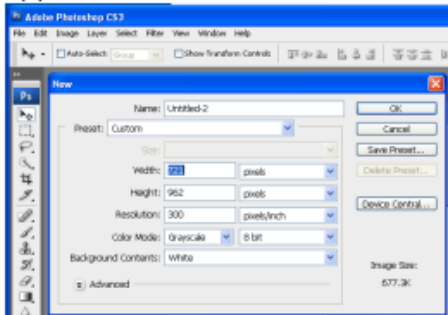
Choose a **Name** for your work, then change the **Preset** to "International Paper" then select your preferred size – A5, A4 etc.

Saving your work

Saving in Photoshop format **(.psd)** will retain layers, type, and other editable Photoshop properties. It's best to save your image in PSD format while you're still working on it.

Select: **File > Save**

Saving in **JPEG** (.jpg) format will save as a standard image file that can be shared, opened by other programs due to its smaller file size. Saving your design as a JPEG (.jpg) will flatten layers.

Select: **File > Save As** then

select '**JPEG**' from the format drop down box.

When you're finished editing, save a copy in both of these formats.

Made a mistake?

- To **undo** the last thing you did, choose Edit > Undo
- To **redo** the last thing you did, choose Edit > Redo
- To undo multiple steps select a step in the **History** panel.

Transform

The Free **Transform** command **(Ctrl T)** lets you apply transformations in one continuous operation.

- Scale
- Rotate
- Skew / Distort
- Perspective
- Warp

The Toolbox

Selection, Crop & Slice Tools
Marquee Tools, Move Tool, Lasso Tools, Magic Wand, Crop, and Slice

Retouch & Paint Tools
Healing Tools, Brush, Clone, History, Eraser, Fill Tools, Sharpen/Blur, Dodge/Burn & Sponge

Drawing & Type Tools
Used for Vector based drawing and Type.

Annotation / Measurements
Used for annotations and measurements.

Foreground Color
Background Color

Keyboard shortcuts:

Ctrl T Free Transform
Ctrl +Zoom in
Ctrl - Zoom out
Ctrl C   Copy

Keyboard shortcuts:

Ctrl V   Paste
Ctrl O   Open
Ctrl   New file
Ctrl J   New layer
(via copy)