

LESSON 1: PERSONAL COLLAGE

Learning Objectives:

- Intro to workspace and interface
- Intro to tools, menus, options bar and panels
- Find digital images
- Save and organize digital images
- Edit, modify and transform images
- Layer images
- Add text
- Use Style effects
- Use Filter gallery
- **TIP:** CONTROL (Win) / COMMAND (Mac) – **CON/COM**
- **TIP:** Zoom In **CON/COM +**
- **TIP:** Zoom Out **CON/COM -**

Step 1 – Create a folder called PERSONAL COLLAGE. Find six to ten images. You can use free copyright sites as found on our website or you can go to Google, click on IMAGES, select SETTINGS, go to ADVANCED SEARCH, type in your topic (exp. Fish), select FILE TYPE and choose JPEG, then click ADVANCED SEARCH. You will see pictures that will mostly fit your needs. When you find a picture that you like, go to SAVE IMAGE AS and save it in your personal folder. Do this with all of the pictures you would like to use. Select pictures that create a theme.

Step 2 – Go to **PHOTOSHOP** and create a new document that is either portrait or landscape 8.5” x 11” with a resolution of 300 and CMYK (for printing) with a white background for now. Name your new file PERSONAL COLLAGE _your name.

Step 2 – Go to **FILE** and click **OPEN**. Find your folder and begin opening the images you selected. You don’t have to open all of them, a few at a time will be fine. As you open your images, you will see the names of your images in the file tabs above your document screen next to your new document.

Step 4 – You will now start dragging your images into your new document. To do this, go to one of your images, click the MOVE tool. Bring the cursor to the image, hold left click and drag your cursor to the new document tab above the document page. Once you reach the new document, don’t release your hold click. Keep holding and drag the cursor down onto the new blank document which should be open on your screen. When you release your left tab now, the image will appear in the new document.

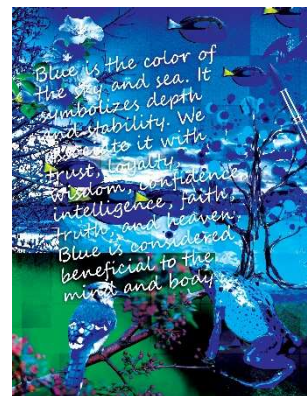
Step 5 – Your image will display a new layer in your layer panel above **background layer** called **layer 1**. Double click the name and rename your layer according to the image you have placed.

Step 6 – You can transform this image by either going to the Window Menu at the top of your screen, selecting **EDIT**, and choosing either **TRANSFORM** or **FREE TRANSFORM** (experiment with the many options you have) or an easier way to **FREE TRANSFORM** is to hit **CON/COM T** on your keyboard and

you will have the ability to enlarge, reduce, rotate, and skew (hold your **CON/COM** key) to resize your image. Use your **MOVE** tool to place the image on your document where you would like to see it.




Step 7 – Continue bringing photos into your collage. Be sure to name them in the layers panel and adjust their position with relation to other images by moving your layers above and below other layers.



Step 8 – Feel free to copy an image if you’d like more than one by going to the layer, clicking **CON/COM C** for copy and **CON/COM V** for paste. Every time you copy an item a new layer will appear which you will need to name and position.

Step 9 – Before dragging a picture into your document, consider removing its background by using one of the selection tools. An easy tool to use if your image is on a white or solid background is the **QUICK SELECTION** tool. Just click **SELECT SUBJECT** in the **OPTIONS** menu at the top, copy and drag it to your document.

Step 10 – Add text. Consider your theme and add a quote, a phrase, song lyrics, or any words that bring your ideas together. Play with fonts, sizes, colors, opacity, and see more options by clicking **LAYER STYLES**  below your layers panel. You can add drop shadows, outlines (stroke,) inner shadows, beveling, etc. Experiment and find what you like. Feel free to adjust your wording using **FREE TRANSFORM**. Save your work as a psd. If you would like to save your image for your phone or social media, save as a jpeg. (See demonstration.)

Step 11 – Any image can be transformed by playing with opacity, color adjustments, blending effects, or filters. Feel free to experiment with these effects. If you like any of the transformations you make, rename your work by adding V2 (version 2), V3 (version 3).