

PHOTOSHOP BASICS

Step 1: Open Photoshop

Step 2: File → New

Step 3: When dialogue box opens, name it *OutsideInside_your name*. Check to make sure you're working with inches, and set inches at 8.5W x 11H (portrait) or 11W X 8.5H (landscape). Leave the Resolution set at 72 pixels/inch. Then make sure you're working in RGB (Red, Green, Blue). Click *OK* and your new document should open.

Step 4: File → Save As → Save in: (select the location your teacher has told you to use) → Save

Step 5: File → Open → Find one of the pictures you saved and double click it. The image should open.

Step 6: Repeat to open two other pictures. If you have more than three pictures, you will need to repeat the process for all of the pictures you have.

Step 7: Notice that the image you are currently working with has a different colored bar at the top than the others—that's called the selected image. To change images, just click on a different image and you'll see that one becomes selected. Select your main image—*OutsideInside_your name*.

Step 8: View → Show Rulers

Step 9: Do the same for each picture to see about how big each picture is. You want to fit each of these pictures onto your main image and this may involve some resizing.

Step 10: To resize images, make sure you have the image selected that you want to work with, then:
Image → Image Size → Document Size
Change the dimensions in inches of the image. Use Constrain Proportions to make sure the image doesn't get stretched out wide or tall.

Step 11: Change the background color of your *OutsideInside* image.
Select the main image (which is still blank).
Make sure your *Move Tool* is selected.
On the *Set Foreground Color* button, double click the black box. When the Color Picker opens, click in the color bar in the center until the color spectrum you want is in the large box on the left. Click on the section of the large box that has the color you want. When you see the top color box on the right change to the color you want, click *OK*. You should now see this color in the *Select Foreground Color* box in the *Toolbar*.

Step 12: Select the *Paint Bucket Tool*. If you don't see this, find the *Gradient Tool*, left click and hold for a few seconds. The *Paint Bucket Tool* should appear and you can select it.

Step 13: Move the Paint Bucket over your main image and left click. The image should fill with the color you selected. Hold the *Ctrl* button down on your keyboard and hit the *S* key. This will save your image.

Step 14: Click on the first picture you want to paste into the main image. Select your *Select Tool*.

Step 15: Select → All

Step 16: Edit → Copy

Step 17: Select your main image.



Step 18: Edit → Paste

Step 19: Look at your Layers Panel. You should now see the background layer and Layer 1. Select your *Move Tool*. Right click on the box that says Layer 1. Left click on Layer Properties. Name this layer the same name you gave the picture you just pasted. Click OK.

Step 20: Repeat steps 14 through 19 for each of your other five pictures.

Step 21: Hold Ctrl down and hit the S key to save your image. (From now on, this will be written as Ctrl + S.)

Step 22: Now that you have all six images in your main image, you should see six layers on top of the background in your Layers Panel. To work with a layer, you have to have the appropriate tool selected and you have to have the appropriate layer selected.

Step 23: So, Select the Move Tool. Select one of your layers. In your main image, hold the left mouse button down and move it around. You should see the picture moving around the image. Try this with each of your pictures.

Step 24: Put the pictures in the order in which they will represent the outside and the inside of race identity.

Step 25: Select the Color Picker from the Select Foreground Color Box. Choose the color for the text you will add.

Step 26: Select the *Text Tool* and click in your main image under the first picture—your Statement. Type in the word *Statement:* and then the statement you are using. For example, for the demo inside, you see *Statement: What's on the inside*. You may not see your text yet. Select the text the same way you do in a Word document.

Step 27: Now, go up to the *Text Options Bar* at the top of your screen and set your font choices.

Step 28: To type the next set of text, you have to select a different tool, then reselect the *Text Tool*. Type in your six sets of text, one for each image (or if you have multiple texts, type them with the image you would like to have them appear with). Note that the layers with text are automatically renamed with the text you have entered.

Step 29: If you make a mistake with any layer, you can delete the layer by right clicking on it in the *Layers Panel*, then left clicking *Delete Layer*.

Step 30: Ctrl + S

Step 31: Close Photoshop and turn off your computer—you're finished!