

## Graphic Design Program

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# Photoshop Shortcuts Competencies

All shortcuts specific to Adobe Photoshop

## Competencies Section to label tools and screen areas

Label:

Options bar

Tool bar

Palettes

Palette well

Tools

Elliptical

Polygonal

Marquee

Magnetic Lasso

Magic wand

Move

Crop

Slice

Slice Selection

Healing Brush

Spot Healing Brush

Brush

Pencil

Clone Stamp

Eraser

Gradient

Blur

Sharpen

Smudge

Burn

Dodge

Sponge

Type

Pen

Rectangle Shape

Ellipse Shape

Eye dropper

Zoom

Foreground/Background Color

Swap Foreground/Background

Default Colors  
Quick Mask Mode  
Change Screen Mode  
Layer Styles  
Add Mask  
New Adjustment Layer  
Link Layers  
Lock Transparent Pixels  
Lock Image Pixels  
Lock Movement  
Lock All

# Photoshop Competencies

1. Explain Bitmap Images:  
(Images based on a map or screen of pixels. Each pixel has its own color identity.)
2. Explain Resolution: Where can you go to check an image's resolution?  
(Amount of pixels within an image. Mainly measured in ppi or dpi. High resolution is approx 300 dpi, medium 150, and low 72. Image > Image Size.)
3. Explain Vector Images:  
(Mathematical based graphics that draw resolution independent curves between points at velocities described by anchors and handles, sometimes called Bezier curves.)
4. What type of graphic is Photoshop best at manipulating?  
(Bitmap)
5. How will having a selection affect a filter application?  
(Filter gets applied directly to selection only)
6. How many pixels wide will a Single Row Marquee tool select?  
(tricky, as wide as your document is)
7. Explain how the magic wand tool works: How will a noncontiguous option change the selection?  
(Selects areas of similar color, depending on 256 tolerance levels. A noncontiguous option will select all areas of similar color across the document and not just within range of the pixel selected)
8. How do you change from freehand and straight-edge lasso segments mid-selection?  
(Hold Option to switch during a selection for greatest control)
9. What do the frequency and edge control controls do for the magnetic lasso tool?  
(Frequency puts down more fasteners more often, edge contrast defines a lasso's sensitivity to edges)
10. How do you add and subtract selection areas to an existing selection?  
(Hold shift to add, hold option to subtract)
11. How can you easily select everything within a single layer using only the Layers Palette?  
(Command-Click the layer's thumbnail image)
12. Describe 5 translation functions of the transform tool:  
(Move, rotate, scale, skew, distort, perspective, flip horizontal or vertical)
13. Describe anti-aliasing:  
(subtle gradients of color to "soften" jaggy pixel edges, especially along curves)
14. Explain Color Gamut and how color models vary. Be specific and include at least three models:  
(Gamut is a limit of color that can be reproduced by a specific device. Eyes have the largest gamut, light sources of color use combo of RGB and have a medium gamut, pigment sources use combo CMY +Black and have smallest gamut)
15. Describe how a color derived from a light color model may appear when printed?  
(Original RGB color will appear muddy and less vibrant once printed due to CMY gamut limits)
16. What types of devices use light color models? How about pigment color models?  
(TV, Monitors, Cell phones. Printers, paints, ink.)
17. Tell me everything you know about the HSB color model. Describe at least 3 points:  
(Hue, Sat., Brightness. Hue – Color name like blue or orange – measured in 360 degrees.  
Saturation – Strength or purity versus gray – measured in percentage with 0 being gray.  
Brightness – lightness or darkness of hue – measured in percentage with 0 being black)
18. Describe two different ways to select and use a color:  
(color picker tool, click color, apply with brush. Click on foreground/background color, color

- picker palette, type numerical values, apply with gradient.)
19. What are two common gamut warnings found within the Color Picker dialog box?  
(3D box icon – color is outside of web-safe gamut. Triangle icon – color is outside of CMYK gamut)
  20. Where do you click to modify the color, transition, style and opacity of a gradient?  
(gradient thumbnail in gradient options bar)
  21. Describe how to scan a document here in the Hedlund lab:  
(put item on scanner platen upside-down, Image capture> File > Import > Scanner Name, choose options for resolution, color mode, and effects, preview, scan, save file in Photoshop.)
  22. How will adjusting canvas size differ from adjusting image size?  
(Canvas size keeps the image at the same resolution, just adds/subtracts pixels around image boundaries)
  23. How do you set specific crop dimensions within the crop tool?  
(use the options bar to put in width, height, and resolution or choose a crop tool preset from the options bar drop down)
  24. Explain the difference between levels and curves?  
(levels will adjust contrast and brightness where curves will adjust overall hue, saturation, and brightness based on either RGB or CMYK color models.)
  25. Explain the relationship between CMY and RGB in the curves image adjustment?  
(If adjusting cyan you will be either adding or subtracting red. If adjusting magenta you will be either adding or subtracting green. If adjusting yellow you will be either adding or subtracting blue.)
  26. How does the clone-stamp tool work and what key do you use in conjunction with it?  
(It works by choosing a nearby sampling area of the image – hold option and click – and brushing over scratches, dust or other imperfections with a dynamic sample area replacement.)
  27. Explain how a layer style is beneficial over a filter?  
(layer styles are not permanent, can be removed, and further edited from the original. Filters are permanent and are limited in adjustments after applied)
  28. Describe what an erased section will look like on a background layer?  
(Rather than showing transparent, a background layer will show erased sections as whatever the background color is set to. This will not necessarily be white.)
  29. How do you create your own custom brush tip?  
(Make a selection, choose Edit >Define Brush Preset)
  30. What will happen to a work path if you continue to draw additional paths?  
(Work path is temporary, will be deleted once a new path is drawn.)
  31. What will happen to vector information saved in a Photoshop PDF if opened in Illustrator?  
(Vectors will be preserved and editable)
  32. How are layer masks beneficial over cutting and pasting desired pixels from a background?  
(layer masks are fast and easy to use, they preserve original data in case the desired pixels need to be adjusted, masks can be moved independently of the image for animations)
  33. How do quick masks work and how are they beneficial over regular selection methods?  
(Quick masks are an organic and intuitive way to “paint-out” an area you wish to select or deselect. Levels of transparency can be achieved with the quick mask selection that cannot with regular selection methods.)
  34. Describe four parts of the design process:  
(Start with an idea – this may include thumbnails, mind-mapping and looking through inspirational designs. Make a mock-up – a simple rendering of 1-3 ideas. Gather Content – searching for the right photos and elements and collecting them into a natives folder. Assemble Content – the final process of layout and design)

35. Describe snapping:  
(snap allows precise layout by pulling elements as you move them near to guides, grids, document edges, and other layer elements)
36. How do you use guides?  
(Guides are pulled directly from the rulers. They help in layout and grid principles.)
37. Where can you see a list of filters and thumbnails of what each filter does?  
(Filter Gallery)
38. Describe the benefits of digital printing over mechanical “offset” printing?  
(Digital printing can be printed directly from a file, quick turn-around, short-run projects, and targeted marketing campaigns)
39. Describe the benefits of mechanical “offset” printing over digital printing?  
(Quality, spot colors, detailed varnishes and coatings, lower cost on higher quantities)
40. Describe the “offset” printing process:  
(files colors are made into film separations (sometimes skipped), separations burned to metal plates (halftone dots) that pick up colors and laid onto paper in four or more processes – usually towers on a press that put color down in sequence.)
41. Why is PDF such a popular printing file?  
(Cross platform, embedded natives like fonts and hi-res images, pre-flattened artwork, high compatibility)
42. What are three areas of to consider when “going to Print” and describe each?  
(Color – Color management workflows to get a fair match between screen and paper.  
Resolution – get information from printer on DPI or LPI necessary for job. Format – File format to provide printer – will most likely ask for PDF, TIFF, or working files.)
43. Why is it important to follow a color management workflow?  
(Ensures that the best possible match between colors on difference devices. This makes sure that what you see on screen will closely match what goes on paper or is visible on other screens)
44. Explain LPI and it’s relationship to DPI:  
(Lines per Inch is a screen of halftone dots and different frequencies, angles and dot sizes. Higher LPI creates smaller and tighter dots good for glossy magazines and slick brochures. Lower LPI creates larger and rougher dots good for course papers and newspapers. LPI is generally 1.5 to 2 times smaller in relationship to DPI.)
45. What file formats are best for bitmaps and what are best for vectors?  
(TIFF, PSD, JPEG, GIF, PNG are best for bitmaps. EPS, AI, PDF, SVG, SWF are best for vector)
46. What is a good image compression for the Tagged Image File Format?  
(LZW or none)
47. What important printer marks can be added to a document through the Print with Preview command?  
(Edge and Center Crop marks, Registrations marks, etc)
48. Why is image optimization important for the web?  
(the smaller the images, the faster the page will download)
49. What are three areas to consider in web optimization and describe each?  
(Format – File type and compression best for the style of graphic. Color – type of color reduction algorithm to use. Size – overall image file-size and document-dimensions.)
50. Describe the lossy image compression technique and name a few file formats that use it:  
(lossy will literally discard image data in favor of file size. It may find a patch of like color and discard some of the differences in that patch. JPEG and GIF both use lossy.)
51. Describe the lossless image compression technique and name a few file formats that use it:

(Lossless will keep data in favor of more efficient compression techniques. Image quality does not suffer, but file size is not reduced as much. PNG and SVG use lossless compression.)

52. What are four bitmap, web-graphic file-formats and describe pros and cons of each:  
(GIF – pros: works best with solid areas of color, small file-size, widely supported, animated, transparency, cons: 256 colors, lossy compression, not good for photographs. JPEG – pros: best for photographs, millions of colors, well supported, small file size, can be interlaced, cons: lossy compression, no transparency, no animation. PNG-8 – Pros: same as GIF, but smallest lossless file compression, cons: same as GIF, but not as widely supported, not animated. PNG-24 – Pros: millions of colors, perfect for photographs, preserve sharp details, lossless compression, multi-level transparency. Cons: large file sizes, not as widely supported on web, no animation.)
53. Name and describe three color reduction algorithms within the Dynamic category:  
(Preceptual – Gives priority to colors the human eye has greater sensitivity to. Selective – Gives priority to broad areas of color from the web-safe gamut. Adaptive – Gives priority to dominant colors in the image.)
54. What is a good way to know how long a page will take to download at certain speeds?  
(Use the Save for Web, or Save Optimized As dialog boxes that explain the files-size to download-speed relationship.)
55. Content-Aware Fill:  
(Understand image manipulation and techniques in how to remove pixels)
56. Puppet Warp:  
(How to precisely warp or stretch graphics, text, or image elements to create unique new looks for your designs in Photoshop)
57. Camera Raw:  
(Explain and demonstrate how to remove image noise while preserving color and detail)
58. New media management tools  
(Demonstrate the use of Adobe Mini Bridge panel)  
(Demonstrate effective batch process to maximize workflow)
59. Brush tools enhancements  
(Demonstrate how to use and why to use the mixer brush)
60. Repoussé technology.  
(Understand the capabilities and use of Repoussé technology: twist, rotate, extrude bevel, inflate and use of Phostohop basic texture to apply to 3D object)