

Photoshop CC 2018

Appendix

Glossary

Term	Definition
Adjustment Panel	A panel featuring a quick way to add a specific type of layer that adjusts features like brightness, contrast, color, curves, saturation, and more.
Alignment	The justification in a composition of an object or text.
Aspect Ratio	The ratio of the width and height of an image.
Attribution CC	A Creative Commons license that allows others to use the artist's work, provided they credit the artist for the original work.
Attribution-NoDerivs CC	A Creative Commons license that allows others to use the artist's work, unaltered, in commercial and non-commercial uses, provided that the artist is credited.
Attribution-NonCommercial CC	A Creative Commons license that allows others to use the artist's work non-commercially and build upon the artist's work, provided that the artist is credited.
Attribution-NonCommercial-NoDerivs CC	A Creative Commons license that allows others to download and share the artist's work, provided that they give credit to the artist, do not alter the work, or use the work commercially.
Attribution-NonCommercial-ShareAlike CC	A Creative Commons license that allows others to use and build upon an artist's work non-commercially, provided they credit the artist and maintain the same licensing.
Attribution-ShareAlike CC	A Creative Commons license that is similar to the Attribution CC but includes the provision that any work created from the artist's original work must have the same license.
Balance	A setting that determines the intensities of the colors in an image, generally red, green, and blue.
Bit Depth	A bit number to indicate the color of a single pixel or the number of bits used for each color component of a single pixel.
Brush Panel	A panel which hosts options to select, modify, and create a brush.
Character Panel	A panel featuring text tool options.
CMYK	Cyan, magenta, yellow, black (CMYK) is a color mode for an image file and is the preferred mode for printing.
Color Theory	The collection of rules and guidelines for the use of color in art and design.
Contrast	A setting that determines the number of shades in an image.
Copyright	An original work whose creator has the sole license to create, copy, or distribute it.
Crop	A tool that enables cutting out a defined area of an image.
Derivative Work	Something that is created from or based on something that already exists.
Destructive Editing	The process of editing an image that will result in permanent changes.
Fair Use	Implies that parts of copyrighted works can be used without permission, only if the use is reasonable and doesn't adversely affect the profit that may be expected by the copyright owner.
Field of View	The elements visible when a photo or image is created.
Focal Point	The subject of a photo or image that an artist wants to bring attention to.
Form	A three-dimensional shape that is defined by light and shadows and has depth. Basic forms include sphere, cube, pyramid, and cylinder.
Framing	Composing a photo or image so that the subject is framed by other elements of the composition.
Harmony	A harmonious composition of an image and its balance, texture, space, form, color, line, and other elements.
Hex Color	A hexadecimal code that specifies a certain color.
History Panel	A panel that keeps track of and records all user actions within the program.

Term	Definition
Info Panel	A panel that displays general information about the image to include color, position, dimensions, and more.
Intellectual Property	An idea, process, or physical creation that comes from the work of the mind.
Layers Panel	A panel that displays layers and layer options.
Line	One of the most basic components in art. A line can be straight, rectilinear, curvilinear, and vary in thickness.
Metadata	Information embedded within a file that can contain details like exposure, aperture, creator, date created, and more.
Nondestructive Editing	The process of editing an image that preserves its original forms.
Options Bar	This bar displays context sensitive options, based off what tool is active.
Path	A line consisting of one or more straight or curved segments.
Print with Preview	A feature that allows the user to see a preview of the image prior to printing. In this dialog box, you also have the option to adjust the image size and scale relative to the selected paper size and orientation.
Properties Panel	A panel that displays properties of the document, more specifically, the layers that have vector objects, layer masks, or adjustment layers.
Proximity	Subjects or elements in an image or design that are close in relation.
Raster	An image created by a pattern of closely spaced rows of pixels.
Rasterize	The conversion of an image from a vector to a raster format.
Render	The process of generating an image from a 2-D or 3-D model. This is also referred to as modifying an image, artistically, through shading, texturing, and other modification options.
Repetition	The use of an element repeatedly.
Resample	Also known as scaling, this refers to the resizing of an image by reducing or increasing its number of pixels.
Resolution	The amount of detail in an image defined by the pixels per unit of measurement.
RGB	Red, green, blue (RGB) is a color mode for an image file and is the preferred mode for creating web and video content.
Rules of Thirds	The process of dividing up an image using two horizontal lines and two vertical lines to position the important elements in a scene along the lines or at the points where the lines meet.
Shape	A two-dimensional collection of lines. Basic shapes include circle, square, rectangle, and triangle.
Smart Object	A collection of layers that contain image data from a raster or vector image.
Space	The physical space element of a photo that is comprised of foreground, background, and midground.
Texture	The visual or tactile surface of an object.
Tools Panel	A panel in which all standard Photoshop tools can be found.
Typography	The use of text in a visual communication.
Vector	An image created by mathematical statements that are translated to place lines and shapes in a two-dimensional or three-dimensional area.
White Space	Also known as negative space, this is the area that exists around the elements of a composition.
Workspace	An option that has preset and user-defined work areas that have customized panels.
Workspace Switcher	An icon on the Options panel that allows the user to switch between workspaces quickly, as well as save, reset, and delete workspaces.

Keyboard Shortcuts for Windows

Command	Shortcut
New	Ctrl+N
Open	Ctrl+O
Browse in Bridge	Shift+Ctrl+O
Open As	Alt+Shift+Ctrl+O
Close	Ctrl+W
Close All	Alt+Ctrl+W
Close and Go to Bridge	Shift+Ctrl+W
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save for Web	Alt+Shift+Ctrl+S
Revert	F12
File Info	Alt+Shift+Ctrl+I
Print	Ctrl+P
Print One Copy	Alt+Shift+Ctrl+P
Exit	Ctrl+Q
Undo/Redo	Ctrl+Z
Step Forward	Shift+Ctrl+Z
Step Backward	Alt+Ctrl+Z
Fade	Shift+Ctrl+F
Cut	Ctrl+X or F2
Copy	Ctrl+C or F3
Copy Merged	Shift+Ctrl+C
Paste	Ctrl+V or F4
Paste into Place	Shift+Ctrl+V
Paste Into	Alt+Shift+Ctrl+V
Free Transform	Ctrl+T
Transform Again	Shift+Ctrl+T
Color Settings	Shift+Ctrl+K
Keyboard Shortcuts	Alt+Shift+Ctrl+K
Preferences	Ctrl+K
Levels	Ctrl+L
Curves	Ctrl+M
Hue/Saturation	Ctrl+U
Color Balance	Ctrl+B
Black & White	Alt+Shift+Ctrl+B
Invert	Ctrl+I
Desaturate	Shift+Ctrl+U
Auto Tone	Shift+Ctrl+L
Auto Contrast	Alt+Shift+Ctrl+L
Auto Color	Shift+Ctrl+B
Image Size	Alt+Ctrl+I
Canvas Size	Alt+Ctrl+C
New Layer	Shift+Ctrl+N
New Layer via Copy	Ctrl+J

Command	Shortcut
New Layer via Cut	Shift+Ctrl+J
Group Layers	Ctrl+G
Ungroup Layers	Shift+Ctrl+G
Bring to Front	Shift+Ctrl+]
Bring Forward	Ctrl+]
Send Backward	Ctrl+[
Send to Back	Shift+Ctrl+[
Merge Layers	Ctrl+E
Merge Visible	Shift+Ctrl+E
Select All	Ctrl+A
Deselect	Ctrl+D
Reselect	Shift+Ctrl+D
Select Inverse	Shift+Ctrl+I
Select All Layers	Alt+Ctrl+A
Modify Feather	Shift+F6
Last Filter	Ctrl+F
Zoom In	Ctrl+Plus Sign (+)
Zoom Out	Ctrl+Hyphen (-)
Fit on Screen	Ctrl+0
Show Grid	Ctrl+Apostrophe (')
Show Guides	Ctrl+Semicolon (;)
Rulers	Ctrl+R
Snap	Shift+Ctrl+Semicolon (;)
Lock Guides	Alt+Ctrl+Semicolon (;)
Actions Window	F9
Brush Window	F5
Color Window	F6
Info Window	F8
Layers Window	F7
Photoshop Help	F1
Move Tool	V
Rectangle Marquee Tool	M
Lasso Tool	L
Quick Selection Tool	W
Eyedropper Tool	I
Crop Tool	C
Spot Healing Brush	J
Brush Tool	B
Clone Stamp Tool	S
History Brush Tool	Y
Eraser Tool	E
Gradient Tool	G
Rectangle Tool	U
Pen Tool	P

Objectives

Photoshop CC 2018 Objectives				
Domain 1 Working in the Design Industry	Domain 2 Project Setup and Interface	Domain 3 Organizing Documents	Domain 4 Creating and Modifying Document Elements	Domain 5 Publishing Digital Media
1.1 Identify the purpose, audience, and audience needs for preparing images 1.1a Determine whether content is relevant to the purpose, audience, and audience needs	2.1 Create a document with the appropriate settings for web, print, and video 2.1a Set appropriate document settings for printed and onscreen images 2.1b Create a new document preset for reuse for specific project needs	3.1 Use layers to manage design elements 3.1a Use the Layers panel to modify layers 3.1b Manage layers in a complex project 3.1c Work with multiple layers 3.1d Flatten and merge layers 3.1e Recognize the different types of layers in the Layers panel	4 Creating and Modifying Visual Elements 4.1 Use core tools and features to create visual elements 4.1a Create images using a variety of tools 4.1b Modify and edit vector images using a variety of vector tools	5.1 Prepare images for export to web, print, and video 5.1a Check document for errors and project specifications
1.2 Communicate with colleagues and clients about design plans 1.2a Demonstrate knowledge of techniques for communicating about design plans with peers and clients 1.2b Demonstrate knowledge of basic project management concepts	2.2 Navigate, organize, and customize the application workspace 2.2a Identify and manipulate elements of the Photoshop interface 2.2b Organize and customize the workspace 2.2c Configure application preferences	3.2 Modify layer visibility using opacity, blending modes, and masks 3.2a Adjust a layer's opacity, blending mode, and fill opacity 3.2b Create, apply, and manipulate masks	4.2 Add and manipulate text using appropriate typographic settings 4.2a Use type tools to add typography to a design 4.2b Adjust character settings in a design 4.2c Adjust paragraph settings in a design 4.2d Convert text to graphics	5.2 Export or save digital images to various file formats 5.2a Save in the native file format for Photoshop (.psd) 5.2b Save in appropriate image formats for print or screen 5.2c Export project elements
1.3 Determine the type of copyright, permissions, and licensing required to use specific content 1.3a Identify legal and ethical considerations for using third-party content, such as copyright, permissions, and licensing 1.3b Identify when and how to obtain permission to use images of people and locations	2.3 Use non-printing design tools in the interface to aid in design or workflow 2.3a Navigate a document 2.3b Use rulers 2.3c Use guides and grids	3.3 Understand the difference between destructive and nondestructive editing 3.3a Nondestructive editing: Smart Objects, Smart Filters, and adjustment layers 3.3b Destructive editing: painting, adjustments, erasing, and rasterizing	4.3 Make, manage, and manipulate selections 4.3a Make selections using a variety of tools 4.3b Modify and refine selections using various methods 4.3c Save and load selections	
1.4 Demonstrate knowledge of key terminology related to digital images 1.4a Demonstrate knowledge of digital image terminology 1.4b Demonstrate knowledge of how color is created in digital images	2.4 Import assets into a project 2.4a Open or import images from various devices 2.4b Place assets in a Photoshop document 2.4c Use the Adobe Camera Raw interface to process images		4.4 Transform digital graphics and media 4.4a Modify the canvas or artboards 4.4b Rotate, flip, and modify individual layers, objects, selections, groups, or graphical elements	
1.5 Demonstrate knowledge of basic design principles and best practices employed in the design industry 1.5a Communicate visually using the elements and principles of design and common design techniques 1.5b Identify and use common typographic adjustments to create contrast, hierarchy, and enhance readability/legibility 1.5c Demonstrate knowledge of common photographic/cinematic composition terms and principles	2.5 Manage colors, swatches, and gradients 2.5a Set the active foreground and background color 2.5b Create and customize gradients 2.5c Create and edit swatches		4.5 Use basic reconstructing and retouching techniques to manipulate digital graphics and media 4.5a Apply basic auto-correction methods and tools 4.5b Use various tools to repair and reconstruct images 4.5c Evaluate or adjust appearance of objects, selections, or layers using various tools 4.5d Apply photographic changes to images using tools and adjustments	
	2.6 Manage brushes, symbols, styles, and patterns 2.6a Open and browse libraries of included brushes, symbols, graphic styles, and patterns 2.6b Create and edit brushes, symbols, styles, and patterns		4.6 Modify the appearance of design elements by using filters and styles 4.6a Use filters to modify images destructively or nondestructively 4.6b Apply, modify, copy, and remove layer styles 4.6c Create, manage, and save custom layer styles	