
Syllabus

Bellevue Community College Department of Interior Design
Professional Practice II - INDES 181

Eric Phillips
Course Syllabus / Winter 2004

Professional Practice II:

An Interactive course of study centered on the presentation and communication of design ideas.

Students will gain a conceptual and physical understanding of how the research, presentation and communication of ideas play a key role in the design field. The objective is to evoke in students an enthusiasm and excitement for the discovery of personal, professional and project based presentation skills. Students will engage the subject matter as well as one another as a means of bringing each individual in touch with the 'real world' activity of selling ideas, talents and visions.

"You can not learn from experiences you are not having."
- Walt Disney

The course is based on the premise that the quality and content of presentation and personal marketing tools such as interview behaviors, resumes, cover letters, and portfolios have important parallels, as well as differences, in their abilities to promote and tell the story of the subject at hand. In an effort to assure that each student understands the power of the process and the product of presentations, active learning exercises will be used as enabling agents that empower students to develop their individual style of verbal and graphic skills.

Educational Goals:

Students successfully completing Professional Practice II will:

1. demonstrate an awareness and competency for a wide range of presentation and portfolio formats.
2. develop the skills required to produce and present design ideas in a way that promotes individual professionalism through interior design.
3. demonstrate the knowledge required to use basic digital presentation equipment and software such as PhotoShop, PageMaker and digital scanners.
4. develop a professional portfolio based on self-assessment and career objectives.
5. develop multiple marketing tools to support career strategies in order to present themselves to potential clients/employers, including: resumes, cover letters, personal information cards and portfolios.
6. document and assess professional potential, performance, and growth through the use of tools such as a portfolio of work examples.

Requirements:

Grades will be based on weekly assignments, class participation, mid-term presentation and a design portfolio. The weekly assignments will involve the collection and dissemination of information through both group and individual research activities. Attendance is mandatory. Class participation will be judged on individual student involvement within group and one on one discussion. The final portfolio document will be a comprehensive incorporation of weekly assignments, lectures, and active learning exercises.

Grade Evaluation:

Assignments	40% = 40 pts
Mid-Term Presentation	10% = 10 pts
Portfolio Design	50% = 50 pts
Total	100pts

A+	= 97-100pts
A	= 93 -96pts
A-	= 90-92pts
B+	= 87-89pts
B	= 83-86pts
B-	= 80-82pts
C+	= 77-79pts
C	= 73-76pts
C-	= 70-72pts
D+	= 67-69pts
D	= 63-66pts
D-	= 60-62pts
F	< 60pts

**It is recommended that each student keep a running record of their performance. Based on the format provided, students have the knowledge to evaluate their performance at any given point in the term.*

Assignments (40pts)

- A. Graphic Analysis and Vision Statement (10pts)
- B. Floor Plan and Key Plan (5pts)
- C. Resume and Cover Letter (10pts)
- D. Graphic Layout (5pts)
- E. Portfolio Audit / Layout (5pts)
- F. Draft Portfolio (5pts)

Mid-Term Presentations (10pts)

All presentations will be a performed as a group effort. Each team will be given an overall score. Each member on the team will receive the same score irrelevant of their individual performance during the presentation. "All for One and One for All."

Assignments:

Success in this course requires prompt completion of assignments in preparation for each class, and active participation in discussions, group work sessions and critiques. You will be given a series of assignments, which are to be completed in a professional manner. This is a class centered on the presentation and communication of ideas. Everything you bring to the classes 'collective table' speaks of whom you are and what you have to say.

Assignments are to be turned in at the beginning of the class on the due date given for each assignment. Each assignment must be completed in order to pass this class. Late work will be accepted up to one week late. All work turned in following the due date will be penalized 20%. Anyone failing to complete ALL assignments must repeat the course.

Office Hours: Available upon request. Phone: 206.223.5173 Email: ephillips@nbbj.com.

Bellevue Community College Department of Interior Design
Professional Practice II - INDES 181
 Course Topic Outline / Winter 2004

			Resume and Cover Letter	C
PS	What is a Design Portfolio Handout assignment (A)	January 13	Week 01	
PS	Technology Instruction Handout assignment (B)	January 20	Week 02	Graphic Analysis and Vision Statement A
PS	Getting Started Handout assignment (C) Handout Midterm assignment	January 27	Week 03	
PM	Technology Instruction Handout assignment (D)	February 3	Week 04	Floor Plan w/ Key Plan B
	Mid-Term Presentation	February 10	Week 05	
PM	Developing a Layout Handout assignment (E)	February 17	Week 06	Portfolio Layout & Audit D
	Graphic Design Lab Work Handout assignment (F)	February 24	Week 07	
	Graphic Design Lab Work	March 2	Week 08	Graphic Layout E
	Graphic Design Lab Work	March 9	Week 09	
	Graphic Design Lab Work	TBA	Week 10	Portfolio Draft F
				Additional class time added to accommodate 'snow day' - January 6, 2004. Exact day to be determined by class room availability.
	Final Presentation	March 16	Week 11	Final Portfolio

A “Graphic Analysis and Vision Statement”

Assignment:

Graphic Analysis

Bring into class an example of a magazine, book, hand-out, etc. that represents your personal aesthetic values for presentation and design. The sample should illustrate both your attitude toward design as well as the fundamental basis in which you will build your personal portfolio. Write a minimum of 200 words explaining your choice.

Vision Statement

Write a brief statement, maximum 300 words, that defines who you are as a designer and what your design attempts to represent. This is not a statement directed toward your portfolio. It is however, a statement directed toward your passion as a designer and in turn will help to define the overall attitude of your work.

ASSIGNMENT DUE WEEK 02

B “Floor Plan Rendering w/ Graphic Key”

Assignment:

Graphic Analysis

For this assignment you are asked to take an existing floor plan from a previous class and develop a digital, presentation quality rendering. The floor plan must be scanned or photographed into a graphic format and manipulated in PhotoShop to create the final product. In an effort to move forward toward your portfolio presentation you should select a project that you feel is strong enough to be included as a part of your professional portfolio.

The floor plan must accomplish the following goals:

1. Floor plan as a graphic image file (.tif or .jpeg images are acceptable)
2. Programmatic spaces defined by color separation.
3. Key Plan with programmatic description and color coordination.

Students are asked to extend design license toward overall presentation and format. This assignment is intended to broaden your abilities using several Photoshop and digital scanning tools while also allowing each student to work toward a portion of the final portfolio.

It is important to note that this assignment is yours to own. It is your work and in turn must help to define your message as a designer. The overall format and presentation has been left open for interpretation for that very reason. It is up to you to take on the basic program and develop it into something that both challenges your skills and maximizes your abilities to present your work.

ASSIGNMENT DUE WEEK 04

Bellevue Community College Department of Interior Design Professional Practice II

C “Marketing Tools”

Personal Marketing :

Developing the tools to get the job.

As a student at BCC you will be asked to participate, research and understand the scope of the design profession, develop the skills to practice as a design professional and to define your personal and professional goals. It is through this process that you will develop your personal marketing tools that directly address your personal ambitions as well as the wants and needs of your selected market focus.

In this weeks assignment you are asked to develop a personal cover letter and resume. This is an individual assignment due Week 05. The presentation of this material will be included as a part of a team (Mid-Term) presentation. The goal of the assignment/s is for you to not only focus on your individual resume but to simultaneously understand how your education, work experience, and personal interest help to support the dynamics of your team.

Assignment:

Develop a personal cover letter and resume that is addressed to the following company:

Company Name: Interplay Development

Company Address: Splace Tower, Suite 88
InterUrban Avenue
Seattle, WA 98104

President: Jennifer C. Robinson

Mission Statement: Interplay Development was established January 1, 2002 as a merger between the three largest development companies in the world. It is our aspiration to redefine the course of private development by collaborating closely with design firms in an attempt to actively participate the construction of cities, towns and communities around the world.

Market Focus: With a combined staff of experts in all fields of development, it is our contention that no field of design falls outside our interest, involvement or excitement.

Request for Qualifications:

In an effort to begin building strategic alliances, design firms from around the world are asked to submit company qualifications. Qualification should focus on team dynamic strengths as well as team members' education, work experience, design market focus, personal accomplishments, skills and vision.

Each team will be given 15 minutes to present their qualifications at the “November stockholders meeting.” Each presentation must:

- be a minimum of ten minutes / maximum fifteen minutes

- emphasize clarity of information while defining overall team interests, knowledge base and vision.
- include each team member as an integral part of overall team dynamic.
- excite and inspire the “stockholders” to invite your team to become their partner in the fight for great design.

RESUME SUBMITTAL DUE WEEK 05

TEAM PRESENTATION DUE WEEK 05

MT “Selling Ideas and Talents”

Presentation :

Understanding and advocating individual and team strengths.

As stated in Assignment C, the goal of the mid-term presentation is for you to not only focus on your individual talents and experiences but to simultaneously understand how your personal education, work experience, and interest help to support the dynamics of your team.

You must now use all the things you have learned over the past few weeks to compose a presentation that directly addresses a specific client. This assignment is a “real world” experience. In the field of design we are continually asked to perform in a similar venue. In turn, I cannot over emphasize the importance of the skills required to compose a presentation centered on method and content.

Assignment:

Prepare for the Mid-Term Presentation. Refer to Assignment C for cover letter, resume and presentation information / requirements.

MID-TERM PRESENTATION DUE WEEK 05

D “Portfolio Audit”

Assignment:

Audit and Preliminary Layout

In order to maximize the visual impact as well as the graphic clarity of information, design projects must be strategically selected for inclusion in a student portfolio. Each student must perform a rigorous exercise of selecting projects for their portfolio. It must be stated that all work selected must be the highest quality a student has to offer. Projects must also be selected as a means of defining personal strengths, interest, and talents. However, do not feel that everything you have ever worked on must be included.

Students will be graded on the clarity of ideas, the ability to articulate layout intentions, and the physical representation of a preliminary layout of each project to be included in the final portfolio. Refer to textbook pages noted in class for additional format, scope and audit process information.

In addition to the instruction noted in the textbook, each project to be included in the final submittal must be labeled as one of three following headings:

Focus:

Focus projects are the foundation of the portfolio. The focus project/s will typically at strategic points in the document – Beginning, Middle, End – and demand more physical space. A focus project must be able to stand on its own as a representation of your talents.

Primary:

Primary projects should be important projects that help to establish a cross section of overall talents and skills. The primary projects may not have the ability to be viewed independently but they must have a strong connection to the overall composition of the portfolio.

Support:

Support projects should be selected for their importance to the overall description of your abilities but may not have the graphic impact or design content to become primary or focus projects.

Students must be prepared to talk about layout decisions as they pertain to the preceding headings. What is the ‘rhythm’ of the book? How do you want it to read? How have you set up the focus projects? What is the role of the Support projects?

ASSIGNMENT DUE WEEK 06

E “Graphic Layout”

Assignment:

Project Layout

In Assignment D, each student analyzed past work, selected projects, defined importance (focus, primary, support) and developed a preliminary layout for the overall portfolio. Keeping the overall layout in mind, students must now switch gears and focus on the development of a specific project. Each student must now develop the graphic layout for a “Focus” project in its entirety. In turn, the assignment will seek to define the ‘language’ of the overall submittal.

Unless otherwise determined to be inappropriate, each “Focus” project must be a minimum of three pages. Students will be graded on visual quality, the ability to articulate and represent design ideas, text format, consistency and graphic clarity. Assignment D to be printed on the paper proposed for the final submittal.

ASSIGNMENT DUE WEEK 07

F “Portfolio Draft”

Assignment:

Final Draft

Each student must submit a draft ‘mock-up’ of the final submittal. It is highly recommended that students submit the draft at full scale using the appropriate paper and bindings. The draft will be used as a tool for design and layout critique as well as a tool for defining final modifications to be made prior to the final submittal.

Students should take note that it has been my experience that previous students who provide a firm foundation during the ‘mock-up’ phase have been able to fine tune their submittal and excel during the final presentation.

Students will be graded on design quality, visual appearance, clarity of ideas and the overall professionalism of the submittal.

ASSIGNMENT DUE WEEK 09

Support Materials

00 Text Book Material & Handouts

Text Book Material:

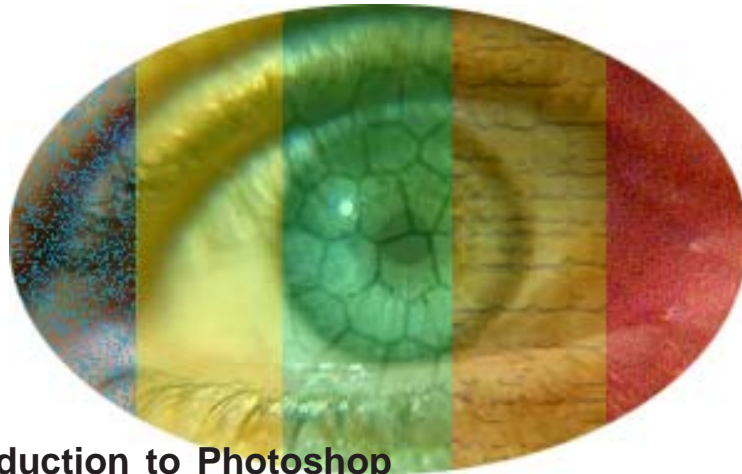
Portfolio Design, 2nd Edition by Harold Linton

The textbook will be used during class as additional support to class instruction. Textbooks may be purchased at the campus bookstore, local booksellers or online.

Handouts:

Additional information will be provided during class to support specific individual topics. Students are asked to take note that a large percentage of the portfolio examples shown in class will be borrowed from local professionals. This condition typically allows for a one-time viewing and requires your active participation in the review and discussion of issues such as overall aesthetics, layout, visual clarity, size, proportion and content.

As we will discuss in class, the design portfolio is very sacred and many times is the one item that truly represents an individual's design passion and desires. In turn, students are asked to be extremely careful with all portfolio examples.



An Introduction to Photoshop

What is PhotoShop?

Getting to Know the Workspace

- Working With the Tool Box
 - Zoom Tool
 - Tool Types
- Palettes and Their Options
 - The Navigator Palette
 - How the Palettes Work
- Other Useful Tools

Using Selection Tools

- Selecting with the Marquee Tool
 - The Rectangular Marquee Tool
 - The Elliptical Marquee Tool
- Selecting with the Move Tool
- Selecting with the Magic Wand
- Selecting with the Lasso Tool
 - The Lasso Freehand Tool
 - The Magnetic Lasso Tool

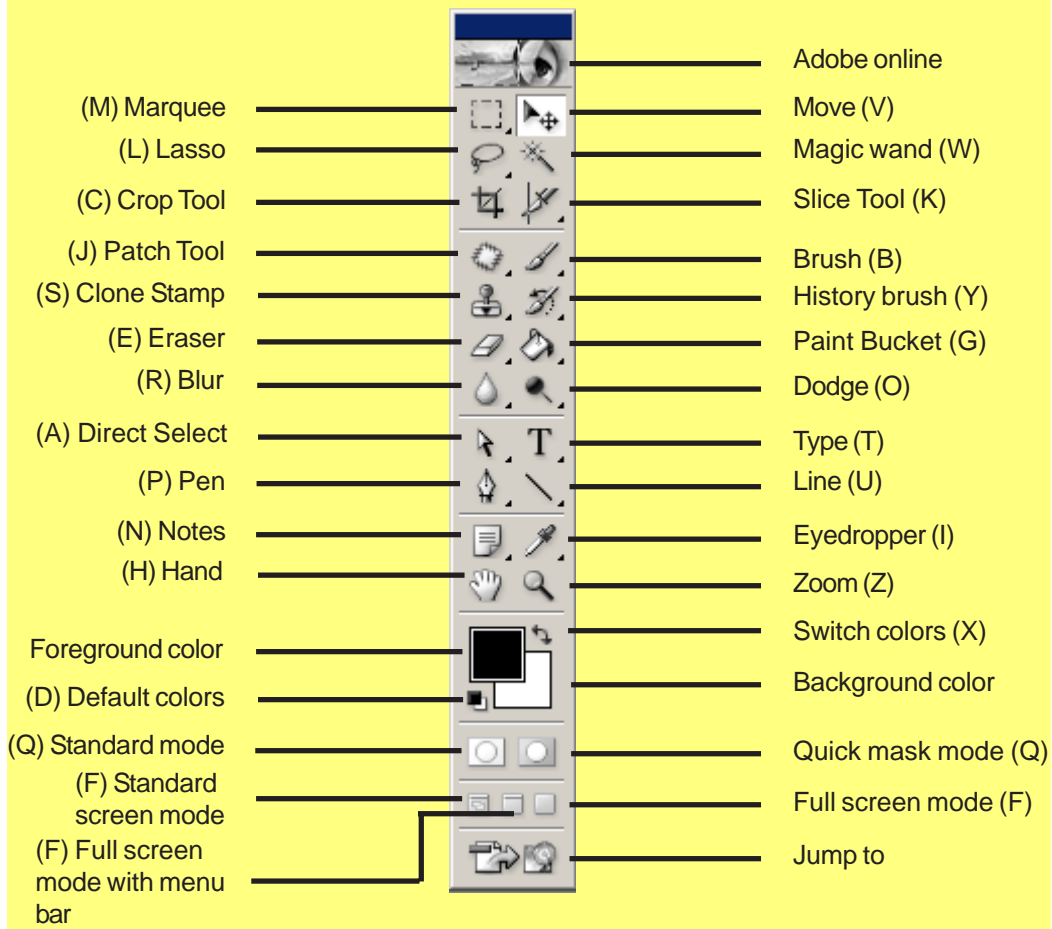
Layers, Layers, Layers

- Working with Layers
 - The Layers Palette
 - Creating New Layers
 - Deleting and Rearranging Layers
 - Text and Effects
- The History Palette

Saving Your Work

Tool Index

PHOTOSHOP 7 TOOL BOX



A vertical column of 20 light blue rounded rectangular boxes, each containing a horizontal line, intended for student answers.

What Is Photoshop?

Adobe Photoshop is a powerful, industry-standard image editing program for designers who want to create sophisticated graphics for the web and for print.

Getting to Know the Workspace

Working With the Tool Box

Using the Tools

The tool box has selection tools, painting and editing tools, foreground and background color selection boxes, and viewing tools. There are many ways to select a tool. A couple of examples are to either click on the icon for the tool or type the short cut key, the letter in parenthesis next to the tool name, to active that particular tool. If you do not remember the short cut key, you can simple move the mouse over the tool and the name and short cut key will appear.

Some of the tools have other hidden tools associated with them. You will see a little arrow in the lower right side of the tool that indicates that tools has tools that are hidden from view. To see these tools you can click and hold the mouse button on the icon, which will



Hidden tools associated with the Marquee tool

show a pop up tool bar. Or you can hold the *Alt* key and click on the tool icon. Each click will cycle through the hidden tools. A final option is to hold the *Shift* key and click on the tool icon. This will also cycle through the tool options.

The Zoom Tool

Load an image into Photoshop. Click on the zoom icon to activate it and click on a part of the image to zoom in. If you hold on the *Alt* key, it changes the plus zoom to a minus zoom and you can then click on the image to zoom back out. You can also zoom in and out of an image by going to the View drop down menu and picking the type of zoom you wish to perform. Double clicking on the zoom icon brings the image size to 100%. Another way to zoom in on an image is to activate the zoom tool, then click and drag a marquee or a window in the image to zoom to. And finally you can use the zoom tool while having another tool activated. To zoom in hold the *Ctrl* key and click the *Spacebar*. To zoom out hold the *Ctrl* and *Alt* keys and click the *Spacebar*. Just a reminder, you can also active the zoom tool by typing the *Z* key instead of clicking on the icon.

Tool Types

Selection tools are the Marquee, Move, Lasso, Magic wand, and Eyedropper. Painting and editing tools are the Airbrush, Paintbrush, Rubber stamp, Histroy brush, Eraser, Pencil, Blur, Dodge, Pen, Type, Linear gradient, and Paint bucket. Foreground and background color selection boxes include the Switch colors and Default colors tools. Viewing tools include the Hand tool, Zoom, Standard and Quick mask modes, the different screen modes, and the measure tool. Let us now take a look at some of the other features of Photoshop.

Palettes and Their Options

Palettes are another set of powerful tools used in Photoshop. To hide or show the active palettes, hold down the *Shift* key and click on the *Tab* key. Under the Windows drop down menu is a list of the palettes. By clicking on the palette item you can either hide or show the palette. There are only 4 default palette windows. Inside those windows are tabs which also allows you to change which palette is active. The first palette is the Navigator palette.

The Navigator Palette

Make sure the Navigator palette is the active palette in the top palette window. You can zoom in and out of the picture with the slide bar at the bottom of the window. You will notice that the view area is enclosed in the red box in the palette. If you position the mouse pointer in that red box you will see it change to a hand. You can then drag your display view of the image around. You can also change your view size and location by holding the *Ctrl* key and dragging a marquee over the area that you want to view.



How the Palettes Work

Palettes contain information about the image and both information and options on the tools used on the image. In the upper right corner of the palette is an arrow which hides the options for the palette. If you click on the arrow those options will be displayed. Then you can change a setting for that palette. You can change the way the default palette windows look. You can drag individual palettes out into their own window and also drag palettes out into your own customized window. When you close Photoshop the layouts/changes to the palettes will be saved. To reset the palettes go to File, Preferences, General and click on the reset palettes button. You can also minimize or close a palette with the buttons in the upper right corner.

Other Useful Tools

There are other useful tools in Photoshop. In the lower left had corner of the image is the Photoshop info bar. This bar contains information on the image and the operation of Photoshop. It displays by default the image size in percentage and size both as a "flattened" image and with all layers/channels. We will discuss a flattened image and image layers under Using Layers section of the syllabus. The other information that can be displayed for an image is how efficient Photoshop is running, the amount of RAM being used, how long the download time is, and what the current active tool is.

Another useful tool is context menu made available by right clicking on the image. This menu changes depending on what tool, selection, or palette is active.

Adobe offers help online and online services. To get to help click on the Help drop down menu and go to help topics. By clicking on the eye icon on top of the tool box you can access the online services. Online services contain information from other users, from Adobe support, training, and other options for Photoshop.

And finally you can jump back and forth between Image Ready and Photoshop. Image Ready has many features similar to Photoshop but also has features designed specifically for HTML/web documentation creation. Image Ready is discussed in the "Photoshop for the Web" class. Now let us discuss how to use specific features in Photoshop.

Using Selection Tools

Selecting with the Marquee Tool

The Marquee tool has several options. We will first discuss the most common rectangular tool and then we will discuss the other tool options.

The Rectangular Marquee Tool

By default the rectangular marquee tool is the active tool when using this selection tool. Drag a marquee window in your image with the mouse. You can drag the window to a new location by placing the pointer in the window and holding the left mouse button down. If you are still not happy with the marquee window you can go to the Select drop down menu and choose Deselect. This will allow you to create a new marquee window. Whatever you select in the marquee menu can be copied or cut and pasted into a new image or a new image layer. We will discuss layers later in class.

The Elliptical Marquee Tool

This tool is used to create both circular and elliptical selections. While using the marquee tool you can adjust the area you started to select by holding down the *Spacebar* while dragging a marquee window open.

The Crop Tool

With the crop tool you can pick an area of the image that you want to keep and discard the rest of the image. Active the crop tool and drag a marquee window on the image. You can adjust the window by placing the mouse inside the window and holding the left mouse button. You can also adjust the size of the window by dragging one of the handles. When you have the area you want press the *Enter* key and the image will be cropped.

Selecting with the Move Tool

The move tool allows you to move the location of objects in an image as well as move a marquee selection of an image. If you use the move tool on a marquee selection, Photoshop will cut the selection and paste it where you move it to. If you wish to move an object or selection without changing the original image, hold down the *Alt* key while using the move tool. This will make a copy of the selection/object and move it. You can also restrict the copy movement to either horizontal or vertical movement by holding down both the *Shift* key and *Alt* key at the same time. To just nudge a selection/object, put the move arrow over the selection and use the *Arrow* keys to move it 1 pixel at a time. Hold down the *Shift* key and use the *Arrow* key to move the selection 10 pixels at a time. To better align an object or selection you can hide the selection window by going to the View drop down window and clicking on Hide Edges. You can go to View again and pick Show Edges to see the selection again. If you have another tool active and you wish to move a selection you can hold the *Ctrl* key to switch to the move tool without changing the active tool.

Selecting with the Magic Wand

Select the magic wand tool by double clicking on it. This will activate the tool and its associated palette. The magic wand's palette allows you to set the Tolerance of the tool. The default value of 32 indicates that the wand




will select 32 similar lighter tone and 32 similar darker tone colors to the color you select. This tool allows you to select a color tone and delete, change, or move it.

Selecting with the Lasso Tool

The Lasso Freehand Tool

The lasso selection tool allows you to make a selection that needs both freehand and straight lines. So if the object you are trying to select has both curved edges and straight edges, this is the tool to use. You simply start selecting with the lasso in the freehand areas, then when you come to the straight areas you hold down the *Alt* key and release the mouse button. Still holding down the *Alt* key, you then select the ends of the straight lines by clicking them with the mouse. To go back to freehand selecting hold down the mouse button on the point where the freehand area begins again and release the *Alt* key. Then drag the mouse along the freehand area edge. To finish the selection release the mouse button.

You may have noticed that when you held down the *Alt* key the selection tool icon  changed from the lasso to a polygon lasso and then change back to the lasso when you release the *Alt* key. The polygon lasso is used when making a selection which has straight lines.

The Magnetic Lasso Tool

Activate the magnetic lasso tool. Click on the start point of the selection/object in the image. Then drag the mouse along the edge you wish to select. You will notice that the tool automatically creates fastening points on the edge of the object you are selecting. You can click the mouse to pick fasten points as well. If you think that the tool is not picking the edge you want, you can hit the delete key to back up one or more fasten points. When you are close to finishing the selection you can double click the mouse button to signal to the tool to return to the start point and close the selection.

Tips:

You can add and subtract to a selection with any of the selection tools by holding down the *Shift* key while making a selection to add and holding down the *Alt* key while making a selection to subtract.

You can also transform a selection by going to the Edit drop down menu and selecting Free Transform. This allows you to rotate a selection. Again going to the Edit drop down menu and selecting Transform, you can flip a selection and transform the selection with other options.

And you can combine different selection tools. For example, you can make a selection with the marquee tool and then add or subtract parts with the magic wand.




Layers, Layers, Layers

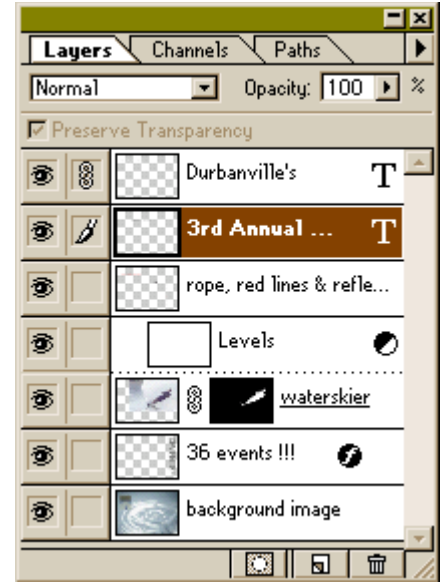
One of the most powerful tools in Photoshop is the Layers Palette. Every Photoshop file contains one or more layers. When creating a new file you start off with just one layer, the background layer. Then you can add, subtract, manipulate, or make changes to new layers. All additional layers added start out transparent until you add artwork. In conjunction with layers, we will discuss the History palette. Now onto working with layers.

Working with Layers


Photoshop lets you create up to 100 layers in an image. However, creating that many layers takes up memory and most likely your computer will limit the number of layers in the image. Working with layers is like working with acetate. Each layer is its own piece of acetate that can be by itself or layered on top of other layers to form the entire image. To the right is a sample layers palette.

The Layers Palette


All the layers visible in the image have the  eye icon in the far left column. To make a layer not appear in the image click on the eye icon. The active layer or the layer you are working on is the layer highlighted. In our sample it is the second layer from the top named "3rd Annual..". You will also see a paint brush  in the second column from the left that indicates what layer is active. You can click on any of the boxes in the second column to link a layer  to another layer so that you can move and transform both at the same time. You can also see that there is a thumbnail image for each layer to help you identify what the layer is.



Creating New Layers


When you open a file, unless it is a psd file, the image will only have the one background layer. There are a couple of ways to create new layers. Go to the Layer drop down menu. If you select the New menu, you will find the new layer option. You can also use Layer via Copy option which will copy the background layer. You can open a second image and move it into the first image. Photoshop will insert the second image on a new layer in the first image. And you can click on the create new layer button  in the layer palette. Also when you insert text, a new layer is created and has the **T** symbol in the layers palette to indicate that it is text. To name a layer you can double click on the layer to bring up the layer options dialog box or you can right click on the layer and select the layer options or you can select layer options in the Layer drop down menu. In the options box you can also set the "Opacity" of the layer. By reducing the Opacity of a layer you allow other layers to show through it. You can also select the Opacity of a layer by activating the layer and changing the Opacity number in the Layers palette.

Deleting and Rearranging Layers

To delete a layer, activate the layer and then you can click on the Layer drop down menu and select delete layer. You can right click on the layer and select delete layer. Or you can drag the layer into the garbage can  icon on the palette to delete it.

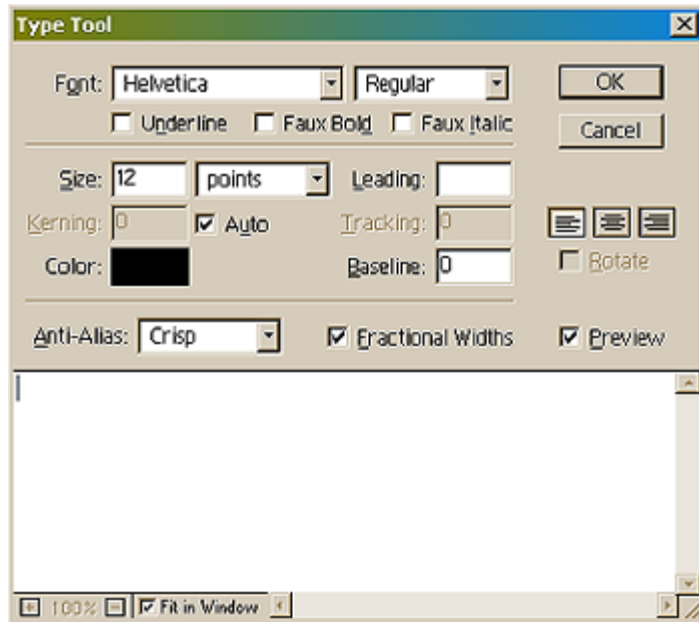
To rearrange layers, you click on the layer, hold the mouse button and move the layer up or down to the position you want it to be in. The background layer cannot be moved.

Text and Effects

Select the Type tool in the Tool Box.  Then click on the image. This will bring up the Type Tool dialog box shown on the next page. And this will create a new layer for the image. The Type Tool dialog box allows you to select the font, style, color, size, and alignment of the text and displays a section to type the text in. Once you click on the OK button the text will show

in the image. Now that you have created a text layer you can apply effects to that layer or any other layer.

Select the layer you want to apply an effect to. Then go to the Layer drop down menu and click on the Effects option. Then click on an effect. Most effects have their own dialog box the opens up with the options for that effect. Almost all the effects will work on text. On other layer types, some effects will work but not all. It depends on what the layer is and the effect. There is a preview option in the dialog



boxes that should allow you to see how the effect modifies the layer in the image. You can then select “OK” or “Cancel” to accept or reject the effect. Once you have added an effect to a layer the Layers palette places this symbol on the layer.

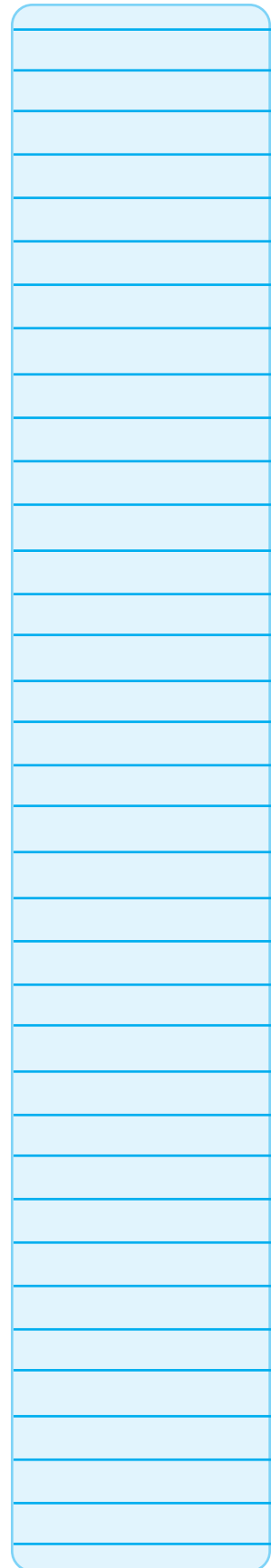
The History Palette

If you are working in Photoshop and make a mistake or wish to undo something you can go to the Edit drop down menu and select undo. This will only go back once. To go back further you need to use the History palette. The History palette, show to the right, contains a history of commands and operations you have done with an image, called *States*. The bottom state is the last command/action you performed. By selecting another state you can preview what the image looked like at that time. As soon as you start operations again anything after the state you select will be deleted. You can also right click on a state to delete it. Any thing under that state will be deleted as well. This palette allows you to make changes, see what happens, and if you don't like them, delete them and go back to the image you started with or go back to a state of the image that you liked and continue to work with your image. Once your are finished with your creation or image modifications you will need to save your new image.





















Saving Your Work

There are several options for saving the images in Photoshop. Only saving the image to a psd or pdd format will the layers created in Photoshop be kept. All other formats will “flatten” the image placing all layers into the background layer. If your image is a photograph, save in a jpeg format. If your image is a line drawing or is transparent, save in a gif format. If your image is to be used in other graphic applications, save in a tif/tiff or eps format. There are several other formats you can save to in Photoshop. To access the format list go to File, Save a Copy, and then pick the format you wish to save in.



This concludes the Introduction to Photoshop class. Below is a list of tool icons with a brief description of the list. There is also a list of short-cut keys on the Intranet under Technologies, Service & Support, Resources.

Tool Index

-  Rectangular Marquee tool used for making rectangular, elliptical, or single row selections and cropping.
-  Lasso tool used for choosing the polygonal, magnetic or regular lasso selection tool.
-  Airbrush tool used for painting. Imitates a commercial airbrush.
-  Rubber Stamp tool used for painting with copied image data. Includes a pattern stamp which is used for painting with patterns.
-  Eraser tool used for removing portions of images. Includes background eraser which erases the color on which you first click, and magic eraser which erases to transparency on the active layer.
-  Blur tool used for retouching, hardens or softens the edges of an image. Includes the sharpen tool to increase contrast of an image, and smudge tool - does the opposite.
-  Pen tool used for creating and editing paths. Includes freeform pen for drawing vector lines and shapes, and magnetic pen which snaps to distinct edges as you drag along the outline of an object.
-  Measure tool used for distance, angle and location information of objects in image.
-  Bucket tool used add or change the color in a selection, background, or layer.
-  Hand tool used to move the image around in any direction.
-  Foreground color tool used for choosing both the foreground and background colors.
-  Default colors tool restores the Foreground color tool settings.
-  Standard/Quick mask mode tool converts a selection into a mask that can be edited with any of the painting tools.
-  Screen mode tool used for selecting the viewing screen mode.
-  Jump used to switch between ImageReady and PhotoShop.
-  Move tool used to move contents of selections or layers.
-  Magic wand tool selects all pixels that are the same color as the one clicked on.
-  Paintbrush tool used for painting foreground, background and soft lines.

