

# PHOTOSHOP

## CORE

THE TRAINING PROGRAM

**MORE INFO  
ON THIS TRAINING**



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## Training profile

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Although the training may include an introduction for beginners, its main task is to familiarize trainees with the Photoshop essential toolbox. It is about a set of universal skills and procedures, indispensable in everyday work always, regardless of the specific tasks performed.

All the material covered can be described as “a solid medium plus” level. We guarantee that the acquiring and practicing of the presented material will ensure competence, allowing you to cope with the duties in a professional graphic studio.

## Training objectives

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- For beginners: introduction to Ps basics
- For students with some experience: accelerated, yet solid review of the basics
- Next: a presentation of Ps tools, supported by appropriate exercises
- Training aims at familiarizing participants with Ps workshop and raising their skills in raster image editing to a level allowing of a self-sufficient work

Let us emphasize the flexibility of the course: a trainer chooses exercises accordingly to specific training objectives set by a student, who takes time to practice only exercises that are directly useful and advantageous. The training program is a *proposal*, well thought-out and proven in practice. We proceed on the premise, that a training should flexibly adjust to student’s needs, but never the other way around.

## Training duration

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The standard training lasts for 24 school hours. It is 3 days, 8 school hours each.

There is an option to shorten the course to 2 days (16 lesson hours), which is only suitable for people who already have had extended

contact with Adobe applications before. For beginners, a 2-day course means reducing the number of practical exercises, which disrupts the proper balance between theory and practice.

## What does „CORE” in the training’s name mean?

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TLDR: CORE = BEGINNER + INTERMEDIATE

A proficiency level of a training is commonly categorized as beginner, intermediate, advanced. Such division surely does apply in other fields of education, however in case of Adobe applications, we find it impractical, or even confusing.

The reason is very steep learning curve at the beginning of studying Adobe applications. Novices need to invest considerably large amount of time and effort to even begin operating on their own.

The concept of “steep learning curve” may be illustrated with an example of training to pilot an aircraft. A *set of skills* is needed there: knowledge of an airplane construction, geography, a meteorology, a structure of an atmosphere, etc.). Only merging those indispensable competences combines into flying a plane. It’s a necessity to master them altogether – You cannot take off a plane “partially”, “a little bit”.

In our experience, it is more profitable for participants to deliver the “Photoshop CORE” material as a whole and not to artificially divide it into “beginner” and “intermediate”. Before mentioned commonly used categorization (beginner – intermediate – advanced) might be compared to our offer in such a manner: in case of Photoshop, the “beginner” level does not exist at all, and our “Photoshop CORE” is adequate to “solid intermediate plus”.

The “CORE” in the training’s name refers to a hub, an crucial essence of tools, skills and procedures which must be mastered, regardless of the specific nature of performed tasks.

After participating in the “Photoshop CORE” training, at least 6 months are required for a new knowledge to settle in. After mastering the material presented in the “Photoshop CORE” training and having some real world practice, You might want to upgrade Your knowledge by taking the “Photoshop ADVANCE ↑” training.

## Prerequisite Skills

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During the training the proficiency in computer operation is necessary.

## Training language

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The training is offered both in English and in Polish.

## When the training is effective?

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### *Training succeeds:*

- if participants have a similar level of knowledge (very important)
- the group should be no more than 6-7 people
- when the students are relieved from other duties so they can focus only on learning

- very important: two displays; one showing the remote trainer's presentation, the second for the student's individual practice. More info on working with two monitors: [oxygrafia.com/online-training-technical-information](http://oxygrafia.com/online-training-technical-information)

### *Regarding videoconference online training:*

- The day before the training, we recommend testing the computer and software and downloading exercises so that the next morning everything is ready for work

### *After the training:*

- After completing the course, daily professional contact with Photoshop is necessary: work, practical tasks

## Further learning path

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- After completing „Photoshop CORE” at least 6 months are required for a new knowledge to settle in and intertwine into everyday's tasks. Next, the skills might be extended even further with “Photoshop ADVANCE ↑” training
- It would be worth considering to reinforce a graphics workshop by acquainting oneself with InDesign or Illustrator, depending on performed tasks
- Working extensively with photography, it is a good idea to organize your photos in Lightroom's library

## An introduction

- Brief presentation of Adobe Bridge browser
- The role and function of Photoshop in Adobe Creative Cloud environment
- Raster vs. vector digital graphics: traits, uses, pros and cons
- Ps preferences, essential settings
- Ps interface, configuration, convenient arrangement of tool pallets according to own needs, ergonomics of work
- Working with documents: create, open, close, save changes
- Efficient navigation in the active document, keyboard shortcuts
- Working with multiple documents, moving data among them
- Undoing operations, the History palette

## Dimensions & settings of a document

- Dimensional units, color modes and their use
- The concept of image resolution: what is DPI?
- Relationship between pixel size and resolution, checking, setting, choosing resolution for specific applications
- Operations on a document (quick actions, “more or less”, or numerical, that is, precise)
  - cropping, enlarging
  - rotating
  - mirroring
  - scaling
- Enlarging the canvas size work by quickly generating missing areas by AI

## Essential tools for painting

- Efficient work with brushes: color, transparency, size, shape, softness + keyboard shortcuts
- Brush Settings palette, brush settings, overview of possibilities
- Built-in library of brushes and erasers
- Sampling and storing colors in your own library
- Drawing color vignettes (gradients)

## Layers

- The concept of a stack and the most important Ps palette: Layers
- Techniques for working with layers
- Maintaining order in complex work
- Concepts of transparency and opacity
- Clipping Mask
- Painting only over transparent pixels

## Raster layer masks

- Transparency of a layer vs. transparency of a given pixel
- Techniques of creating, editing and moving masks among layers
- One mask controlling the transparency of multiple layers
- Several independent masks jointly controlling the transparency of multiple layers
- Editing a mask with painting tools

## Adjustment layers

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- The concept of maximal artwork editability
- Working with Adj. Layers: types, handling, masking
- Readjustable color alteration in a given area (changing an eye color, putting on a lipstick)
- Using Adj. Layers to color and stylize texts

## Editing a fragment of a photo

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- Overview of tools for quick selection
- Automatic selection methods using AI
- Changing the shape of the selected portion of the photo: scaling, rotating, perspective, mirroring and more
- Transformations by grid (bending, blowing up, slimming, grimace, etc.)
- What are Smart Objects and how to use them?
- moving graphic elements among open works
- How to scale a photo non-proportionally while protecting the shape of the object that is the subject of the photo?

## Selections

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- The concept of selection strength represented as a grayscale image
- Overview of tools dedicated to building selections
  - use of painting tools (manual or automatic)
  - Quick Mask mode
  - artificial intelligence tools
  - vector paths

- Strategies for building selections, depending on the type of task
- Refining selections of complex shapes: hair, fur, leaves, etc.
- Modifications and transformations of selections
- Saving and loading selections as alpha channels
- Setting up a photographic studio and collaboration with a photoeditor, efficient organization of work on serial background removal of product photos

## Layer effects

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- Review of layer effects, useful appliances
- Transferring effects among layers
- Rendering an effect to a raster layer

## Photocorrection and retouch

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### fundamentals

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- Fast automatic contrast and color corrections
- How to analyze a Histogram?
- Enhancement of the contrast of the photo subject
- Controlled conversion to grayscale
- Changing the color of an object, tint correction, background replacement
- Sharpening techniques
- Quick and easy corrections in Camera Raw of a regular 8-bit photos
- Removal of scratches, tears, stains, pimples
- Skin softening

- Correcting facial features, a symmetry of cheeks, nose, chin, etc.
- Modeling a slender silhouette: slimming arms, thighs, forming breasts, bellyline

## **Working with text**

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- Typing and placing text
- Text attributes: typeface, size, alignment, color
- Decorations and effects: borders, shadows, transparency, etc.
- Text layer, creation, geometric transformations of text
- Bulk actions on larger amounts of text: paragraph and character styles
- Rendering text to vector shapes (aka: curves, outlines)
- Inserting a photo into the shape of large letters.

## **Generative techniques using AI**

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- Creation of a whole new graphic by the AI bot, background replacement
- Generating graphics based on entered text (text prompt) or a preset hand sketch
- Replacing selected parts of a photo (e.g., adding jewelry, changing the headwear)
- Changing facial expressions, changing the time of day, time of year in an outdoor photo
- Removing elements from a photo so that the AI generator completes the missing background behind the removed object
- Blurring the background (automatically generated depth of field map)

## **Adobe Capture**

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- Installing and operating Adobe Capture on a smartphone
- Using a smartphone to quickly transfer graphics to Ps via Adobe cloud libraries

## **Organizing the files on disk, export**

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### **to typesetting or to the Internet**

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- File formats used nowadays for image files
- Methods of organizing source, base and export materials in folders on disk
- Project versioning
- Using Ps artwork for further editing: for design in Illustrator and typesetting in InDesign.
- Compression and optimization of images, balance between quality and small size
- Icons for the Web: saving with transparency