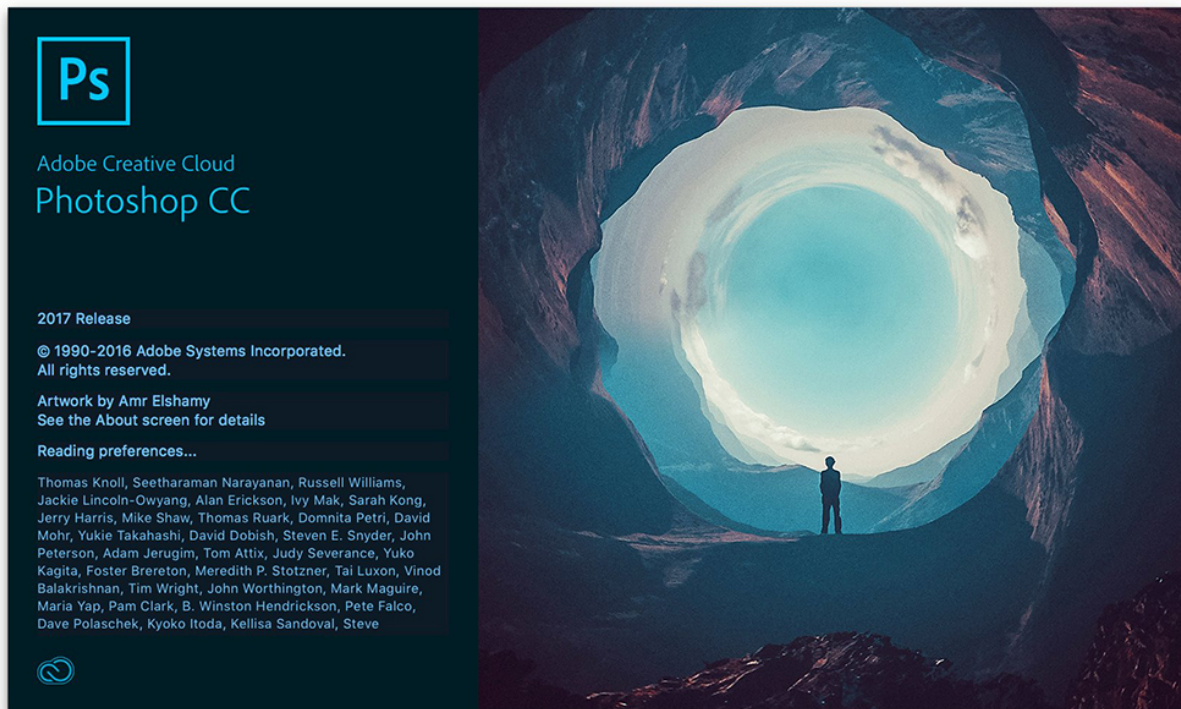


## Topic 2 - Opening Files in Photoshop

### Learning Outcomes

In this lesson, we will look at a basic introduction to Photoshop. We will look at how we open the program and how to open files on our hard drives and how we can create new documents. We will also look at some template options.



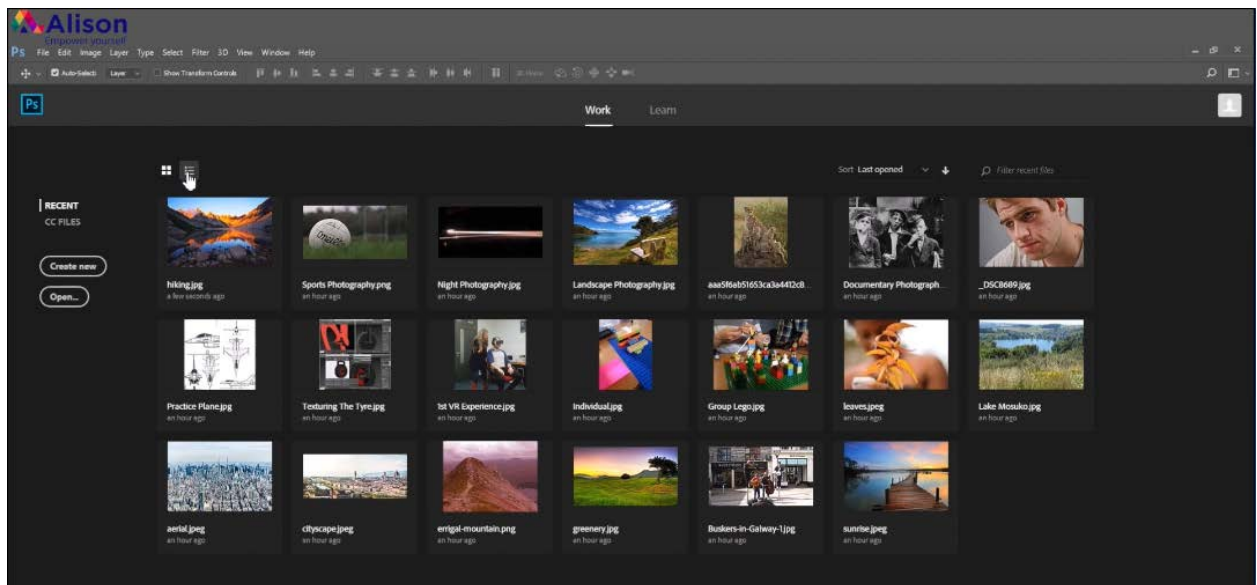
### Opening Photoshop

When you first open Photoshop, it displays a start screen to suggest the files that you will want to work with.

Let's click open and we're going to open up an existing document. Let's just pick this hiking jpeg and open it. You will quickly notice that when you select a file and then immediately close it, we can see that a thumbnail or icon of that recent file appears in this section.

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We're looking at this in the **grid view**, as this is Photoshop's default setting. You can also pick list view.



When I click the new button, along the top we see a number of different categories. We have a recent area and a saved area. Because we work on photographs, let's move over to photo. In this category, and when I select any of these other categories, we get blank document presets underneath them, like what we have here.

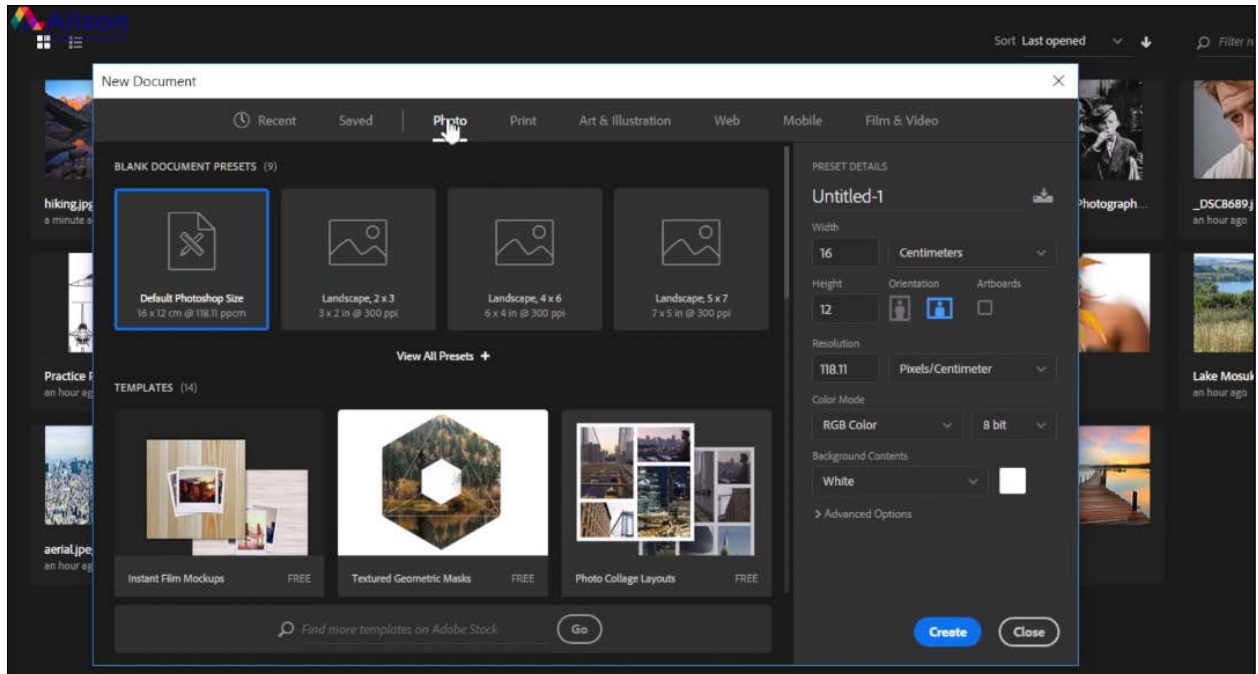
If you click view all **presets**, you see an additional set of presets. When you click on the presets, all of the details are listed over on the right-hand side of your screen. So, if you want to switch orientation, for example, you simply click this icon. You will also find that you can change these presets completely, if you wish to do so. Let's say we make a ten by ten document, you can just enter those values, and if you think that you will use this size document often, you might want to save it. So, let's just type in ten by ten, and then click on the save icon.

When we save this preset, you can see that it saved it in the saved category. If you click create, Photoshop will open a new document at that particular size. Let's just close this for now, but if we return to the new menu, we can see that not only is it in the recent area, but it's also in our saved area, and if you want to delete it, you simply



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click on the universal trashcan icon. Let's move back to the photo category so we can take a quick look at the various templates that we have in our catalogue.



Let's scroll down, and if we preferred to view one of these templates larger, we simply click on it and we immediately get information for that template. You will notice that, in this particular example, this is a free download. If we want to view it larger, we can click on the see preview button. If you decide that you'd like to work with this template, you must click download. Once the template has successfully downloaded, you simply click on open to open that template and you can begin working with it in Photoshop. When we close this file, and we return to the new section, we can see that our downloaded template is not only under the recent area, but also under the saved area.

Should you ever want to disable this **introductory screen**, you could go to edit menu, and then preferences, general. For Mac users, this is under the Photoshop menu, preferences and then general. This option here that you see with a tick beside it,



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reads: Show start workspace when no documents are open. This is the option that you would need to disable.

Like most of these settings when you change them, this change will only take effect the next time you start Photoshop. Considering this, if you really do want to deactivate it, you would need to quit Photoshop, and then relaunch the program. Personally, it's no harm to show this start workspace, and I would encourage you to leave it turned on. So, let's re-enable it and then click on the OK button.



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## What have we learned today? A Summary

Now, in this lesson, we have had a nice introduction to how we can create a new document and how we can work with our templates.

We've also demonstrated how we can open a document that already exists on our hard drive.

