



Design Document: Making Holiday Cards with Photoshop

Class Description

Come and learn how to create your own cards with Photoshop Elements just in time for holiday greetings!

Curriculum Track

Software & Apps

Audience

Adults

Course Length

120 minutes

Training Method

Lecture/Demo and Instructor-led hands-on

Purpose

To teach the basics of Photoshop Elements via creating a holiday card.

Equipment Requirements

Instructor computer, participant computers, LCD projector, screen.

Software Requirements

Adobe Photoshop Elements 14 open on participant computers, set to "Expert" mode, and "Layers" toggled on. In case Photoshop is down—PowerPoint will be required.

Material Requirements

Pens or pencils, activity sheets, handouts, participant surveys, one example file, and one sample photo.

Learning Objectives

At the end of the session, learners will be able to:

- Identify five tools in the dashboard toolbar.
- Use the color picker and paint bucket tool to add color to their cards.

- Understand the concept of layers.
- Understand the difference between a project file (.PSD) and a finished file (.jpg).

Assessment Technique(s)

Successful completion of class activities (hands-on classes), Question and answer (lecture/demo)

Content Outline

Agenda (3 mins)

- Explanation of class format and handouts
- Goal is to learn Photoshop
- Finished product example
- Computer Training Room Quiet Lab hours
 - Mondays 9:00 am – 4:30 pm
 - Fridays 1:00 pm – 5:30 pm
 - Sundays 1:00 pm – 4:30 pm

Talking Points, Topics, and Activities (85 mins)

- Demonstrate opening Photoshop and creating a new file with the predetermined settings.
 - File > New > Blank File > Width 6", Height 4", Resolution 300 pixels/inch
- Explain width, height, and resolution.
 - Width is how wide the card is, height is how tall the card is, and resolution has to do with how sharp the images will appear.
- Explain concept of saving work early and often, and demonstrate how to save as a .PSD document using the File menu.
 - File > Save As > Save as type "Photoshop (*.PSD;*.PDD)"
- Discuss what a .PSD file is and how to use it.
 - A .PSD file stands for Photoshop Document and is an editable document. Saving a document as a .PSD ensures you can go back and make changes to it later on.

ACTIVITY: Have participants complete **Activity #1** on the *Activity Sheet*

- Point out that the Dashboard holds all the necessary tools to create cards.
- Point out the five specific tools the class will use: "Move" tool, "Paint Bucket", "Custom Shape" tool, "Text" tool, "Color Picker" and what each one does.
 - "Move" allows selection and repositioning of an object on the card.
 - "Paint Bucket" changes the background color of the card.
 - "Custom Shape" allows the addition of a shape to the card.
 - "Text" allows the addition of text.
 - "Color Picker" chooses the color the card will be.
- Demonstrate using the "Color Picker" tool to select a background color for the card.

- o Click on the "Color Picker" tool.
 - o Click on the blue part of the rainbow bar.
 - o Click on the portion of the blue area that is the desired color.
 - o Click "OK."
- Demonstrate using the "Paint Bucket" tool to apply the chosen background color.
 - o Click the "Paint Bucket."
 - o Click anywhere on the card to apply the color.
- Remind participants to save their work using Ctrl + S.

ACTIVITY: Have participants complete **Activity #2** on the *Activity Sheet*

- Demonstrate using the "Custom Shape" tool to insert shape(s) of participant's choice, including the copy-and-paste option to reuse the same shape and color.
 - o Click the "Custom Shape" tool.
 - o Click the white box at the bottom of the screen and choose "All Element Shapes."
 - o Choose a snowflake shape.
 - o Click on the box to the lower right of the snowflake box and change the color to white.
 - o Click and drag on the card to draw snowflakes.
- Explain concept of layers and how to manipulate them.
 - o ?
- Remind participants to save their work using Ctrl + S.

Commented [CRP1]: I don't have a good explanation for this

ACTIVITY: Have participants complete **Activity #3** on the *Activity Sheet*

- Explain to participants we have provided sample photo "family_pic.jpg" for this class.
- Demonstrate inserting photo files into Photoshop.
 - o File > Place > Classroom > Teacher > "family_pic.jpg" > Place
- Point out change in cursor's appearance—it is now a move tool and click-and-dragging will move the picture.
- Point out the green check box and the red circle at the lower right of the photo to save the changes.
- Demonstrate click-and-drag method to resize the photograph.
 - o Click and drag one of the nodules on the photograph's corners until the picture is the desired size.
 - o Click the green check mark to accept the changes.
- Explain simple photo edition options available via expert mode.
 - o ?
- Remind participants to save their work using Ctrl + S.

Commented [CRP2]: Is this the correct file path for the instructor?

Commented [CRP3]: I don't have a good explanation for this

ACTIVITY: Have participants complete **Activity #4** on the *Activity Sheet*

- Demonstrate using the “Custom Shape” tool to insert a rectangle shape slightly larger than the photograph to create a frame around the picture.
 - Click the “Custom Shape” tool.
 - Click on the blue rectangle at the bottom of the screen.
 - Click on the box to the upper right of the shape choices to change the desired color of the frame.
 - Hold the mouse slightly outside the picture and draw a box slightly larger than the image itself.
- Demonstrate re-ordering layers using the click-and-drag method (picture should be on top of shape).
 - Click and drag the layer with the picture on it to the top of the pile on the right side of the screen.
- Remind participants to save their work using Ctrl + S.

ACTIVITY: Have participants complete **Activity #5—Part A** on the *Activity Sheet*

- Demonstrate using the “Text” tool to add a message to the card.
 - Click on the “Text” tool.
 - Draw a text box in the desired location on the card.
 - Use the “Size” option on the bottom of the screen to change the text size.
 - Use the “Color” option on the bottom of the screen to change the color of the text.
- Point out the text is now a new layer.
- Using the same rectangle tool, demonstrate creating a frame/background for the text.
 - Click the “Custom Shape” tool.
 - Click on the blue rectangle at the bottom of the screen.
 - Click on the box to the upper right of the shape choices to change the desired color of the frame.
 - Hold the mouse slightly outside the text box and draw a box slightly larger than the text box itself.
- Demonstrate re-ordering layers using the click-and-drag method (picture should be on top of shape).
 - Click and drag the layer with the picture on it to the top of the pile on the right side of the screen.
- Demonstrate resizing the frames/backgrounds as necessary.
- Remind participants to save their work using Ctrl + S.

Commented [CRP4]: I can't think of a good explanation on how to actually do this

ACTIVITY: Have participants complete **Activity #5—Part B** on the *Activity Sheet*

- Explain second file type (.jpg) is one that can be printed, can be added to Facebook—cannot be edited.
- Demonstrate creating a printable file using “save as” and create a .jpg file.
 - File > “Save As” > Save as type “JPEG (*.JPG;*.JPEG;*.JPE)”
- Explain instructors will be available to assist with e-mailing the .jpg file to yourself.
- Remind participants to save their work using Ctrl + S.

Commented [CRP5]: If we are just using the sample photo, I don't think participants will want a .jpg file. If we are doing this, I think we should offer to mail them the .PSD instead, so they can insert their own photos into it and continue to make changes.

ACTIVITY: Have participants complete **Activity #6** on the *Activity Sheet*

Wrap Up/Closing (2 mins)

- Ask if there are questions and answer any that were “parked” during the session.
- Highlight the upcoming technology classes and share the types of topics that will be covered.
- Remind participants about open lab hours and encourage them to bring a USB drive to save their work.
 - Mondays 9:00 am – 4:30 pm
 - Fridays 1:00 pm – 5:30 pm
 - Sundays 1:00 pm – 4:30 pm
- Explain one-on-one appointment options for review or to learn more about Photoshop.
- Thank participants for coming and ask them to complete the class survey before leaving.