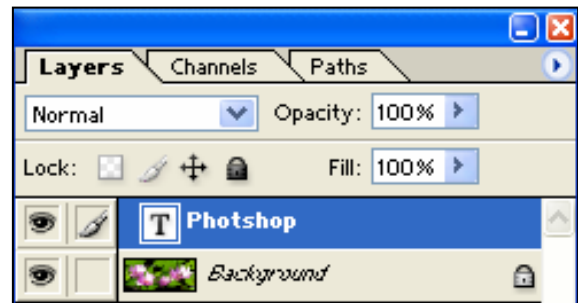


TIPS TRICKS^{AND} HOW TO...

Work with layers using Adobe Photoshop 7.0

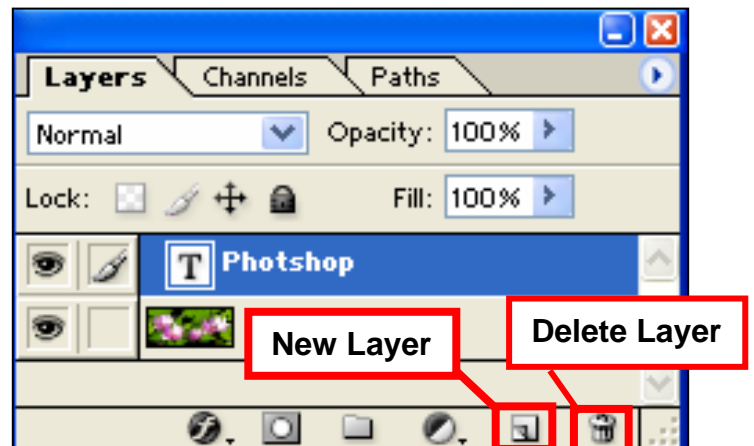
Layers Palette

The layers palette allows you to view all of the different layers your document is currently made of. The key to working with layers is to make sure the correct layer is selected or you will not get the desired results or changes. If your layers palette is not available on your screen, click **“Window”** from the menu bar and choose **“Layers.”**



New Layer

Creating a new layer is a great way to make changes without affecting your original picture. To add a new layer, select the new layer icon at the bottom of your layers palette.

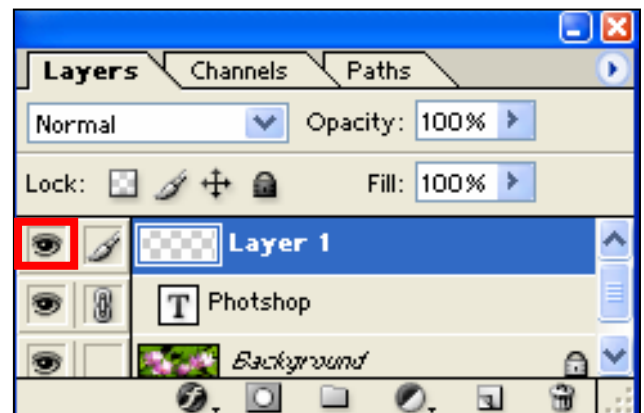


Delete Layer

To delete a layer, select the layer you wish to delete and then select the trash can icon on you layers palette.

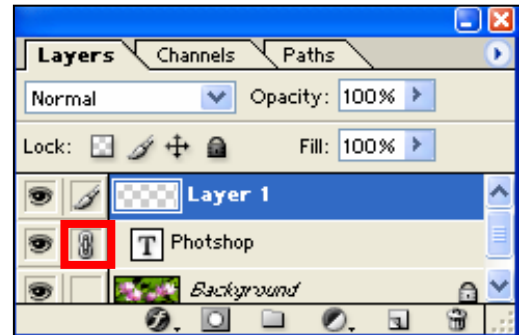
Hide Layers

To keep a layer in your palette, but hide it from view, select the layer you wish to hide and click on the “eye” icon next to the layer. To return that layer to view, click on the empty space next to the layer to bring back the “eye” icon.



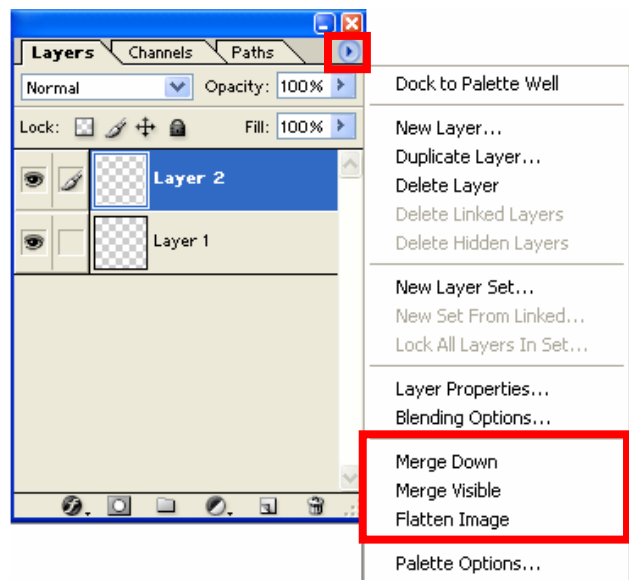
Link Layers

The layers palette also allows you to link layers together, so what you do to one layer also happens to the other. To do this, click on the first layer you want linked. Then click on the space next to the layer you would like linked. This will reveal a “chain” icon. You can link as many layers together as you would like.



Change Layer Order

To change the order of your layers, select the layer you would like moved and hold your mouse button down while you drag it to its new position in the layers palette.

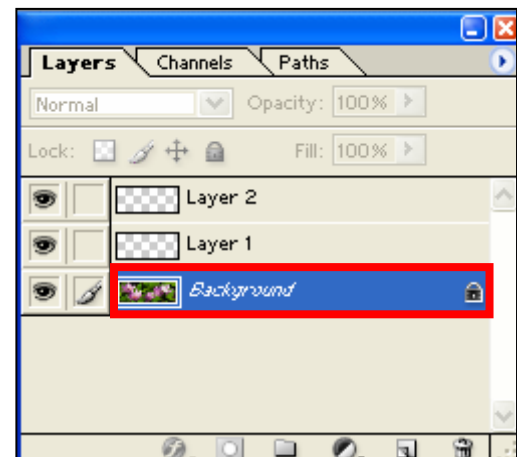


Merge Layers

To merge layers together, there are a few different methods you can use. The first method is to merge down. To do this, move the layers you would like merged so that they are next to each other in the layers palette. Select the top layer and then click on the dropdown arrow at the top of the layers box. Select “Merge Down.”

The second method to merge layers together is to use **Merge Visible**. This will merge all layers in your palette that are not hidden.

The **Flatten Image** method will flatten your entire document into one layer. Any hidden layers will be discarded. This should be the final thing you do to your image. You will no longer be able to adjust any layers.



Background Layer

The initial layer of your document is default set as your “Background” layer. This will not allow any adjustments to be made to that layer. To make changes to your background layer, double click the layer in the layers palette. This will bring up the “New Layer” dialog box. Name your layer and press “OK.” You can now make changes to the background. You will know that your layer is editable when the lock symbol is no longer showing next to the layer name.

