

# B1 DIGITAL SKILLS WORKSHOP

## Graphic Representation with Adobe Photoshop and Illustrator

### 1. Light, Shadow + Things, Analysis

1. File Setup and Interface
2. Importing and Processing Scanned Images
3. Navigation
4. Tools and Workflow
5. Saving
6. Illustrator Tools

#### 1. File Setup & Interface

- Units
- Resolution
- Rulers
- Artboard
- Menus / Toolbars

#### 2. Importing and Processing Scanned Images

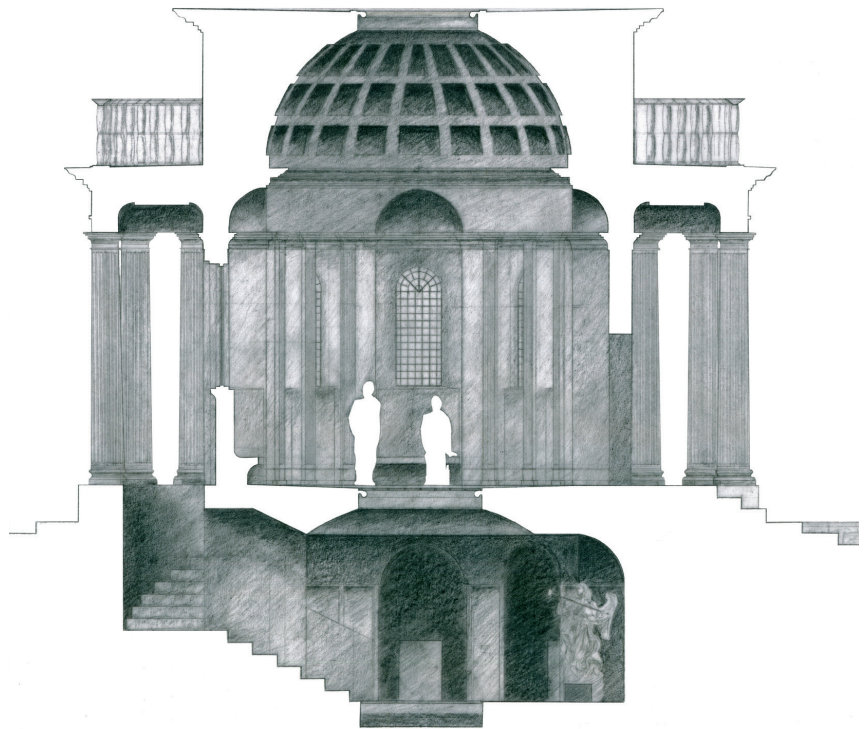
- Import
- Rasterizing
- Levels (ctrl + L)
- Brightness/Contrast

#### 3. Navigation

- Trackpad vs Mouse
- Navigator
- Zoom (alt + scroll wheel)
- Pan (spacebar + LMB)

#### 4. Tools and Workflow

- Marquee (M)
- Lasso (L)
- Removing Selection (alt)
- Adding Selection (shift)
- Undo (ctrl + alt + z)
- Creating Layers (shift + ctrl + n)
- Layer Management
- Magic Wand (W)
- Paint Bucket (G)



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## 4. Tools and Workflow Cont'd

- Colour Picker (i)
- Layer Blend Options
- Layer Properties (Visibility, Opacity)
- Transform (ctrl + T)
- Scale / Uniform Scale
- Rotate
- Copy (alt)
- Flip
- Select by Colour Range
- Gradients (G)
- Refine Edge
- Masking Region (Q)
- Eraser (E)
- Layer Blend Options
- Hue/Saturation (ctrl + U)
- Invert Selection (ctrl + shift + I)
- Overlay

## 5. Saving

- TIFF Format

## 6. Illustrator Tools

- Pen
- Compound Path
- Anchors
- Clipping Mask
- Stroke



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## Keyboard Shortcuts

### 1. Navigation

Pan (spacebar + LMB)  
Zoom ( alt + scroll wheel)

### 2. Selection

Lasso (L)  
Marquee Box (M)  
Magic Wand (W)  
Quick Mask (Q)  
Invert Selection (ctrl + shift + i)  
Remove Selection (alt)  
Add Selection (shift)

### 3. Tools

Paint Bucket (G)  
Gradient (G)  
Eraser (E)  
Levels (ctrl + L)  
Hue/Saturation (ctrl + U)  
Copy (alt)  
Transform (ctrl + T)

### 4. System Commands

Save (ctrl + S)  
Undo (ctrl + z)  
Multiple undo (ctrl + alt + z)