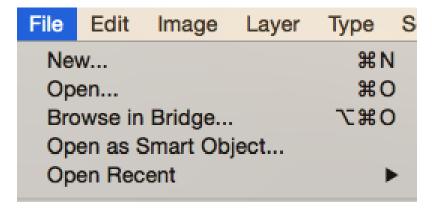
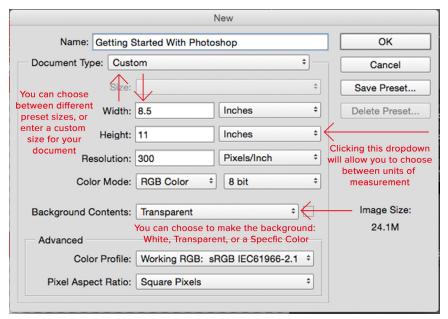
ADOBE PHOTOSHOP



To create a blank canvas, click **File** > **New**

To edit an existing file or image, click **File > Open** and select your file

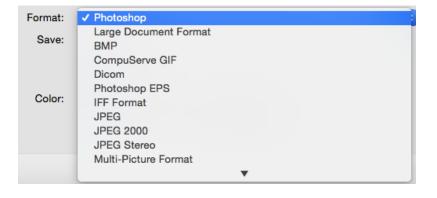


After clicking New, this menu will appear. Here you can choose the settings for your file.

Upon finalizing your settings, click **Ok**.

If you plan to **print** your document, make sure you set the Resolution to **300** Pixels/Inch.

If your image will only be used on the **web**, choose **72** Pixels/



To save your document, click **File** > **Save As**

Your format should depend on your file type. Here's a few common ones:

Photoshop - Preserves layers

JPEG - Good for photographs

PNG - Preserves transparencies

PDF - Creates an Adobe PDF



Information continued on back...

TOOL CHEAT SHEET

