GRAPHIC DESIGN: LEVEL 1 • 3rd Quarter • Photoshop Certification

RUBRIC / CHECKLIST

***KEEP THIS DOCUMENT IN THE GDI-3rdQTR FOLDER and in your HARD COPY FOLDER***

FOLDERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 25 Points

1. Make a NEW FOLDER for the New Term / Semester: GDI – 3rd Quarter  
   *Put this Folder in your 562 . . .*
2. Make a Folder to go inside that Labeled: Photoshop How To  
   *Put this Folder inside the GDI – 3rd QTR Folder*
3. Make 2 more Folders labeled PSDs and JPGs  
   *These 2 Folders go inside the Photoshop How To’s Folder*

PHOTOSHOP HOW TO EXERCISES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 25 Points

1. Open <msbabkiesclass.com> > Click on Graphic Design I > Click on PHOTOSHOP HOW TOs
2. Click on the Photoshop How To Project PDF File – I will add one per week as we go along.  
   *Photoshop How To #1: Retouching Tools*
3. Follow the Directions written out for you in the PDF –   
   *There are up to 4 Exercises per PDF*
4. Save each Exercise in 2 Ways:   
   *A) as a PSD - Photoshop Document – Editable if needed – Keep the PSD for future changes  
   B) as a JPG – Un-editable Proof – Send this to Babkie for Grade*

*A) SAVING as a PSD* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 25 Points

*File > “Save As” > Choose “Photoshop”  
 Put this file in the PSD Folder. You can make changes if necessary*

*B) SAVING as a JPG* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 25 Points

*Choose “Layers” at the Top of the Screen, above the page.   
 Choose “Flatten Image”*

*File > “Save As” > Choose “JPEG”  
 Put this File in the JPGs Folder  
 Send this File to Babkie for the Grade*

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*TOTAL POINTS for each How To Exercise: 100 Points*

*Babkie 1/2014*