

1. Ways to create a new layer
 - a. File > New or Ctrl/Cmd N
In creating a new Canvas
 - if you choose Background Contents: White or Background Color, the bottommost area of the image will be the Background (which is really not a layer because it titled Background and locked.)
 - if you choose Contents: Transparent, the bottommost area will be an empty layer
 - b. Click on the new layer icon in the Layers palette
 - c. Choose New Layer from the Layer menu - Ctrl/Cmd Shift N
 - d. Pasting
 - e. Drag and drop a selection or a layer from another image
 - f. Click with the text tool
 - g. Drag a layer to the New Layer icon
2. Manipulating layers
 - a. Hiding/viewing layers
 - Use the Eye icon to hide or view layer (slide through them to turn on and off)
 - Hide all layers except one: Alt/Option click on the eyeball of the layer you wish to view
 - b. Rearranging layers
 - Drag the layer up or down as desired
 - Background cannot be moved unless it is renamed
 - c. Selecting layers
 - Ctrl/Cmd click on the layer thumbnail to select everything in that layer
 - Use Ctrl/Cmd and right click on specific section in the canvas to select that layer (or right click with the Move tool)
 - With the Move Tool active choose Auto Select from the tool options bar or Ctrl/Cmd click with the move tool
 - d. Renaming layers
 - Double click the layer name
 - To rename a layer, right click, and select Layer Properties or Alt/Opt double click on layer.
 - e. Duplicating layers
 - Drag layer to New Layer button or use popout menu
 - f. Transforming layers, select layer you want to work with, and use Edit/Transform - Ctrl/Cmd T
 - Scale, rotate, skew, distort, perspective will change this layer and any linked to it
 - g. Blending Mode – Layer Blending Mode Change - function of Photoshop that alters the behavior of a layer, allowing it to interact with the underlying image.
 - h. Opacity affects layer pixels and styles. Fill affects layer pixels but not the styles/effects.
 - i. To work with all layers with certain tools, select Sample All Layers in the tool's options
3. To move layers between images
 - a. Check Image > Image Size > dimensions and ppi of each image
 - b. Select and drag using move tool
 - c. Select a layer or the layer's name and drag it into another image
 - d. Drag to tab: Drag layer to tab of other canvas, drag down then release
 - e. Tips
 - Use Shift to center in the new image
 - Links layers or select multiple layers if you want to move several
4. Linking layers
 - a. Allows you to move and transform them simultaneously, keeping their alignment with each other.
 - b. Select multiple layers and click the Link icon.
5. Locking layers

- a. Transparency: you can edit only the pixels that are there
 - b. Pixels: locks that layer so nothing can be edited
 - c. Position:
 - d. Lock All
6. Layer styles
- a. With a layer selected, click on effects button at bottom of palette (or select Layer/Styles from menu
 - b. Places an "f" symbol on your layer; to edit effect, double click on symbol
 - c. You cannot apply effects to the locked Background Layer.
 - d. You can move layer styles between layers by dragging them.
 - e. Holding Alt/Opt while dragging a layer style to another layer will copy it.
 - f. You can copy and past layer styles through the layer options or by right clicking on the layer style and choosing "Copy Layer Style" and "Paste Layer Style".
7. Layer Features:
- a. Layer Groups
 - Creates folders in which you can organize your layers
 - Create a layer group by clicking on the Create A New Group button (looks like a folder) or go to your layer options and choose "New Group.."
 - Drag layer to layer set folder to include in folder
 - You can also select the layers you want to group and then choose Ctrl/Cmd G.
 - b. Coloring coding - Layer Properties
8. Preserving, merging, or flattening layers
- a. Only PSD and TIF supports layers and transparencies; others willing flatten your layers
 - b. Flatten Image merges layers into the bottommost displayed layer and discards hidden layers
 - c. Merge down merges the selected layer into the one below it
 - d. Merge visible merges layers into the bottommost displayed layer but keeps hidden layers

Always save your un-flattened file in PSD format!