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RUN  
IN THE  
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QwikLearn Photoshop®

PART 7

TERRIFIC TYPE TECHNIQUES

Step-by-Step  
Instructions  
for  
WINDOWS

BY LINDA SATTGAST

# Terrific Type Techniques—Photoshop for Windows

## Lesson 7-01: Common “Type Traps”

Practice Image is in the QwikLearn Part 7 Lesson 1 Practice Folder.

Here are two common Type Traps you’re sure to encounter:

### Trap #1: Disappearing Type

**Problem:** You click on your document with the Type tool and begin to type, but no words appear. You can see the new type layer in the Layers panel and you can see the iBeam of the type flashing, but the type remains invisible. Even when you click on the check mark to commit the type you see no type on your document.

**Solution:** The type is there—it’s just hidden under another layer. Click and drag the type layer up in the stack of layers until you can see it. A type layer is always created above the currently selected layer in the Layers panel, so before you type, look at the Layers panel and click on the layer right below the place where you want your type to appear.

### Trap #2: Placing Type Over A 3D Item

The second Type Trap is placing type, a flat two dimensional item, over a three dimensional item. It will look odd and out of place. This is the most common mistake made by beginners and even more advanced Photoshop users.

You can tell if an object is 3D by whether or not it has a drop shadow, so avoid placing type over a 3D element or over the edge of a photo or paper mat that has a drop shadow.

You can place type within the boundaries of a photo or mat or on a background paper—just not over the edge of those items. That way the type will appear as though it’s printed on the photo or background paper.



## Lesson 7-02: Using Text Boxes For Type

Practice Images are in QwikLearn Part 7 Lesson 2 Practice Folder.

Here’s how to create a text box in Photoshop:

- Select the Type tool and open Tool Options to choose the font, size, color, and alignment for your type.
- If you click once on your document with the Type tool and begin to type, your text will not wrap automatically when you reach the end of your document.
- To get a text box that allows your type to wrap, click and drag on your document with the Type tool. You can make the text box any size you want, big or small, long or short.

- When you let go of the mouse you'll see the text box and the flashing iBeam of the Type tool at the beginning of the text box.
- Type whatever you want and when your type reaches the edge of the text box it will wrap to the next line.
- Click on the check mark to commit the type.
- To activate a text box click on it with the Type tool.
- To resize a text box click and drag from any of the text box handles.
- Click inside the text box and press Return to force a new line.
- If the text box isn't big enough to show all the type, the lower right handle will contain a plus sign, which disappears as soon as you adjust the text box or change the type size until all the type is showing.
- To change the type Alignment, in Tool Options click on a different Alignment.



Right  
justified  
text box

## Lesson 7-03: Type Resizing Shortcuts

Practice Image is in the QwikLearn Part 7 Lesson 3 Practice Folder.

Changing the size of type is something you'll do often, so here are five shortcuts you can use to quickly resize type, plus one more bonus type tip.

### Type Resizing Shortcut #1

- Highlight the type.
- In Tool Options click and drag on the size symbol, the big and little T.
- Drag left to make the type smaller and drag right to make the type larger.
- When it's the size you want, commit the type.

### Type Resizing Shortcut #2

- Highlight the type.
- To make the type larger press and hold Ctrl Shift and press the Greater Than key once to make the type a step larger. Each time you press the Greater Than key the type gets a step larger. If you want to go faster, press and hold the Greater Than key.
- To make the type smaller use the same shortcut but press the Lesser Than key instead.
- When it's the size you want, commit the type.

### Type Resizing Shortcut #3

- Click on the type with the Type tool to activate the type layer. You don't have to select all the type, though you can if you want to.
- Press and hold the Ctrl key to put a transform outline around the type.
- Click on a corner handle, add the Shift key, and drag to resize the type proportionately. You can make the type larger or smaller.
- When you're satisfied, let go of the mouse, then let go of the keyboard keys, and commit the type.

## Type Resizing Shortcut #4

Use the regular Transform tool to resize the type. This is especially helpful if you're resizing more than one type layer.

- In the Layers panel select the type layer (or layers).
- Press Ctrl T to get a transform outline.
- Press Shift and click and drag from a corner handle to resize the type and maintain the original proportions.
- When you're satisfied, double click inside the outline or click on the check mark to commit the type.

## Type Resizing Shortcut #5

Change the size of all selected type layers in the Layers panel to the same size at the same time.

- Get the Type tool.
- Select two or more type layers in the Layers panel.
- Open the Size menu in Tool Options and choose a size. All the type layers will change to that size.

## How To Change Type Color

- With the Type tool highlight the type.
- Click on the Color Chip in Tool Options.
- Click on the Color Picker icon in the lower right corner.
- When the Color Picker comes up choose any color or sample a color from your photo. Then click OK.

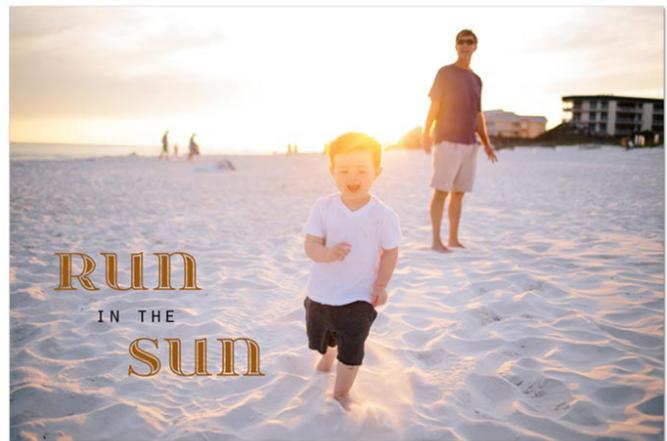
## How To Quickly Highlight Type

A quick way to highlight all the type on a type layer is to double click on the type thumbnail in the Layers panel.

Here's my final photo with the adjusted type.

### Credits

Fonts: itsadzoke501 and Orator Std



## Lesson 7-04: Tips For Easy Font Change

Practice Image is in the QwikLearn Part 7 Lesson 4 Practice Folder.

Here are some tips that will make choosing a font a lot easier.

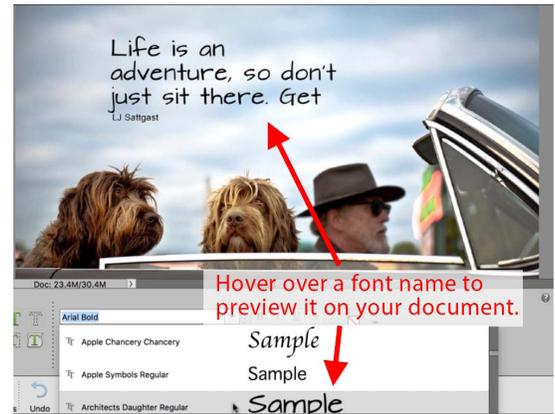
Note: The practice file called "on-the-road.psd" has two font layers that use the font Arial. If you don't have Arial on your computer you'll get a warning pop up. Just click OK and your computer will substitute a font you do have.

### Font Tip #1

- In the Layers panel activate the type layer you want to change by clicking on it. You don't need to activate the type itself, just the layer.
- Get the Type tool and in Tool Options open the font menu and choose a new font.
- If you don't know what font you want to use, you can hover your mouse over a font and the type on your document will change to that font giving you a chance to, in essence, try out the font before committing to it.
- When you find a font you like, click on it to select it.
- You can also simply highlight the font name in the Font field and press the up or down Arrow key to move to the next font.

- Once you've chosen a font, press Enter to commit the change.

Either of these methods is great for trying out various font options when you're not sure which font would look best.



## Font Tip #2

- To change the font of more than one type layer at the same time, in the Layers panel select two or more type layers by clicking on one and Ctrl clicking on another font layer or by Shift clicking to select a row of font layers.
- The Font menu will be blank if the selected type layers have different fonts.
- Choose a new font from the Font menu. You can hover over a font to see how it looks, or, if you know the name of the font, you can go directly to that font in the list of fonts and click on it, or you can type the name of a font into the font field. I typed the name "Gobold Regular."
- Press Enter to commit the type.

## Font Tip #3

- To change the font of a single word or phrase within a sentence, highlight the word or words you want to change and choose a new font. I used a font called "4990810 Regular."
- Click on the check mark to commit the type.

## Change Color Of Multiple Type Layers

To change the color of more than one type layer at the same time, select two or more layers in the Layers panel.

- Click on the color chip in Tool Options to bring up the Color Picker.
- Choose a new color. I sampled a color on the photo and clicked in the large box to fine tune the color.
- When you're satisfied click OK.

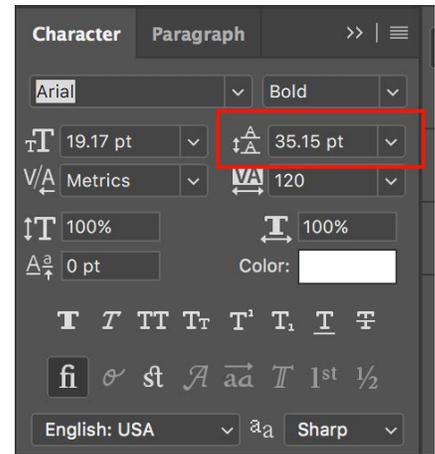


## Lesson 7-05: Adjust The Leading

Practice Image is in the QwikLearn Part 7 Lesson 5 Practice Folder.

The space between lines of type is called “leading.” Here’s how to change the leading:

- Open the Character panel. If you don’t see the Character panel in the Menu Bar choose Window > Character.
- In the Layers panel click on the type layer you want to adjust.
- Double click on the thumbnail of the type layer to highlight all the type.
- Click and drag on the Leading symbol in the Character panel. It’s the symbol with A over A and a vertical arrow.
- Dragging to the left makes the space between lines smaller.
- Dragging to the right makes the space between lines larger.



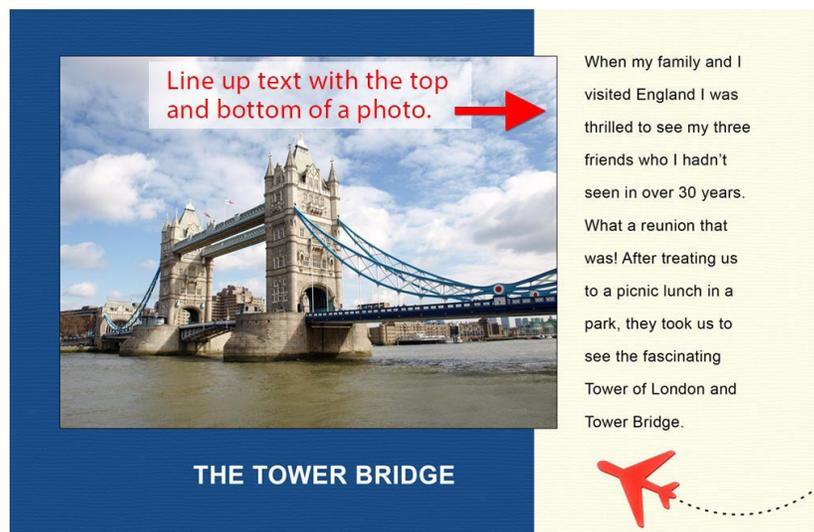
- To change the leading using a keyboard shortcut press the Alt key and press the up Arrow key to make the space smaller and the down Arrow key to make the space bigger.
- Keep adjusting up or down until you’re satisfied. Press Enter or click on the check mark to commit the change.
- If some of the type is hidden you’ll need to adjust the text box.



## Line Up Type With A Photo

If you want type to line up perfectly with the top and bottom of a photo or other object, use guides.

- Activate the photo layer so the guides will snap to the photo.
- If your rulers aren’t showing, in the Menu Bar choose View > Rulers.
- Also make sure View > Snap To > Layers is checked so the guides will snap to the sides of the photo.
- Click and drag a guide from the top ruler to the bottom of the photo, and it will snap to the photo.
- Click and drag another guide from the top ruler to the top of the photo.
- Activate the type layer and click and drag the top and bottom middle handles of the text box to line up with the guides.
- Adjust the side handles, if necessary.
- To adjust the leading so the type fits from top to bottom, use the keyboard shortcut. Press Alt and press the up or down Arrow key. Get the last line of type as close as you can to the bottom guide and commit the change.

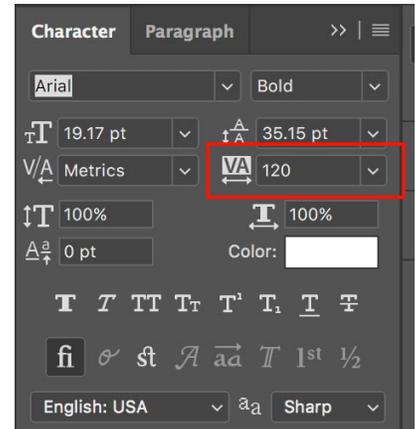


- Zoom in and use the Character panel to make any necessary adjustments. You can highlight the point size and make incremental changes until the type fits perfectly within the two guidelines.
- Press Enter or click on the check mark to commit the change.
- To get rid of the guides, in the Menu Bar choose View > Clear Guides.

## Adjust Tracking

Tracking is the space between letters. To change the tracking:

- Highlight the type. I highlighted the title.
- Open the Character panel and click and drag on the Tracking symbol, which has the letters VA and an arrow going sideways. Dragging to the left brings the letters closer together and dragging to the right takes them further apart.



- Alternately you can use the keyboard shortcut to adjust tracking.
- Press Alt and press the left Arrow key to remove space between letters.
- Press Alt and the right Arrow key to add space between letters.
- Keep adjusting until you're satisfied with the result.
- Press Enter or click on the check mark to commit the change.
- Most of the time the keyboard shortcut gets the job done, but occasionally the Character panel comes in handy for fine tuning.



## Credits

Paper and elements from World Travel by Laurie Ann  
Font: Arial

## Lesson 7-06: Justified Type

Practice Image is in the QwikLearn Part 7, Lesson 6 Practice Folder.

Learn how to make the type perfectly straight on both sides of a text box by using justified type.

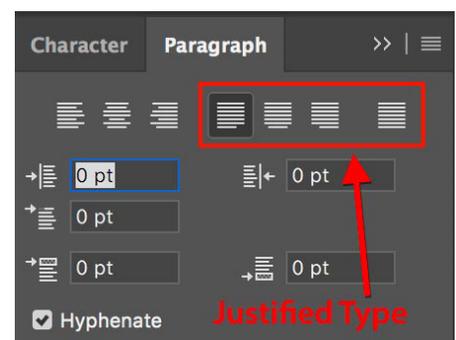
A left aligned text box makes the left side of the type align perfectly, but the right side has a variable length of line making the right side jagged. If you want both sides to be perfectly lined up you need justified type.

## Create Justified Type

There are two ways to turn a text box into justified type.

### Method 1: Paragraph Panel

- Open the Paragraph panel (Window > Paragraph) and click on a justified type icon.



## Method 2: Keyboard Shortcut

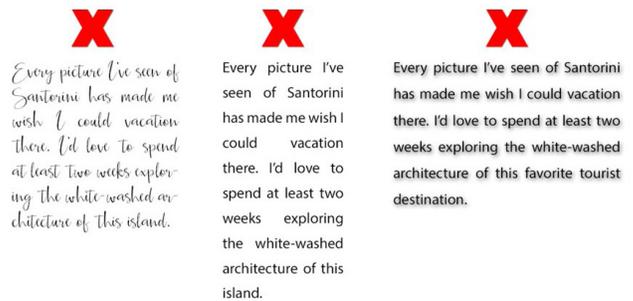
- In the Layers panel double click on the thumbnail of a type text box layer to highlight all the type.
- Press Ctrl Shift J (Mac: Cmd Shift J), and your text box will become justified.
- Press Enter or click on the check mark to commit the type.
- If you want to adjust the proportion of the text box, click on the type layer to activate it and click and drag from any handle to adjust the the text box.
- To commit the text press Enter or click on the check mark.

Left Aligned	Justified
Every picture I've seen of Santorini has made me wish I could vacation there. I'd love to spend at least two weeks exploring the white-washed architecture of this favorite tourist destination.	Every picture I've seen of Santorini has made me wish I could vacation there. I'd love to spend at least two weeks exploring the white-washed architecture of this favorite tourist destination.

## Justified Type No-No's

There are three things to avoid when creating justified type.

- Don't use a fancy flowing font. Keep the font standard, even utilitarian. You're creating a strict rectangle which goes better with conventional type.
- Don't make the text box too narrow. You'll end up with unsightly spaces between words.
- Don't add a drop shadow to your type. This is true of most type, but especially a block of text.



A simple, well-executed block of justified text can be a beautiful addition to your project, so use the Paragraph panel or keyboard shortcut and avoid the No-no's to enjoy the solid look of justified text. And if you ever want to change the alignment, you can do so at any time by clicking on a different alignment icon in Tool Options.

### Credit

Photo by Mikele Designer

## Lesson 7-07: Bold Justified Title

Practice Image is in the QwikLearn Part 7 Lesson 7 Practice Folder.

Create a bold justified title using multiple text layers.

### Type Your Title Lines

- Get the Type tool and choose a thick font like Arial Bold. Choose a large font size with left alignment and choose the color for your type. I used white because my photo had a dark background.
- This kind of title often works best if you use all caps, so press the caps lock key.
- On your document click to create a type layer and type your first word or words. I typed the word “WHOOO.” Click on the check mark to commit the type.
- To duplicate the type layer and place it below the original type layer, press Alt and click and drag down a copy of the type layer in the Layers panel, letting go of the mouse on the line just below the original type layer.



- To activate the type double click on the thumbnail of the new type layer.
- With the type still highlighted, press the Ctrl key to activate a transform outline around the type. Click inside the outline, add the Shift key to maintain a straight direction and drag down to the desired location below the original type layer.
- While the type is still active type the next line of your title. I typed the words “ARE YOU.” Press Enter to commit the type.
- Repeat this process until you have a complete title made up of one to three words per line.

## Set Two Guides

To justify your title use guides to help you make each line of the title the same width.

- Decide which word line will be your target width and activate that layer by clicking on it.
- If your rulers aren't showing, in the Menu Bar choose View > Rulers. Also make sure View > Snap to Layers is checked.
- Click and drag out a guide from the left ruler and place it at the end of your chosen word line.
- If necessary, zoom way in to double check that the guide lines up correctly with the right side of the word.
- Drag out another guide from the left ruler and place it at the beginning of the word line.



## Fit All Word Lines Inside The Guides

- Make sure the first word of each line is touching the left guide. If a line of type isn't touching the left guide get the Move tool, make sure Auto Select Layer is checked, and click on the type to make it the active layer. Use an Arrow key to move the type next to the guide.
- Select a line of type that needs to be resized by clicking on it with the Move tool.
- Press Ctrl T to get Transform options.
- Press Shift and click and drag from a corner handle to resize the type so the right side lines up with the right guide.
- Zoom in to make sure the type touches the right guide before clicking on the check mark to commit the transform.
- Repeat this with any other lines of type.



## Finishing Touches

The space between type layers will probably need adjusting.

- Click and drag the type layers with the Move tool until you're satisfied with the spacing and use the Arrow keys to fine tune the distance between lines.
- To get rid of the guides in the Menu Bar choose View > Clear Guides.
- To resize your title, in the Layers panel select all your type layers by clicking on one and Shift clicking on the last one.
- Get the Transform tool, press Shift, and click and drag from a corner handle to make the title larger or smaller.

- You can also deliberately change the proportion of the type by clicking and dragging from a side handle. I made my type a little taller by dragging the top middle handle up a bit.
- When you're satisfied click on the check mark to commit the transform.



## Lesson 7-08: Introduction to Word Art

Practice Images are in the QwikLearn Part 7 Lesson 8 Practice Folder.

Here's my favorite formula to create simple, but effective, word art.

### Step 1: Create Or Find An Appropriate Quote

If you can't come up with your own quote, look online:

- Open your favorite browser.
- In the search field type the word "short quote" and then add a keyword for the subject you want, e.g. "flower" or "garden."
- Press Enter to see a list of sites with possible quotes.
- Pinterest is a great place to find quotes, but there are also sites devoted just to quotes.

I chose the quote "Wherever life plants you, bloom with grace."

### Step 2: Identify The Key Word(s) In The Quote

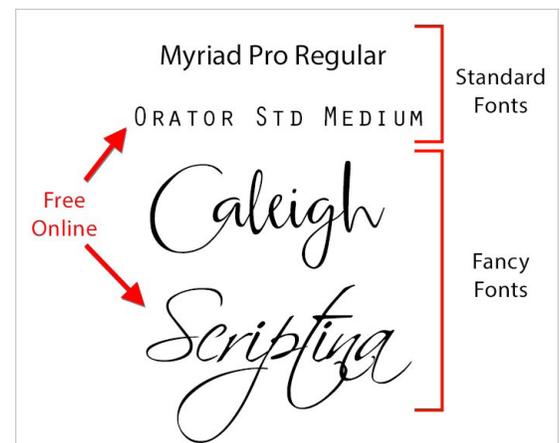
For my phrase I chose the word "Bloom."

### Step 3: Choose Two Contrasting Fonts

- Choose fonts that work well with your subject.
- Choose one standard font to use for the main quote.
- Choose a fancy font to use on the key word or words you chose in Step 2.

My two favorite standard fonts are Myriad Pro and Orator Std. For this project I used Orator Std, which is available to download free on the internet.

For my fancy font I chose Caleigh. This is a paid font, but you can find a free font like "Scriptina" online that would also work for this quote. Make sure that your fancy font matches the mood of your subject.



### Step 4: Combine The Fonts Artistically

Here's how to follow what I did in the video:

- Get the Type tool. In Tool Options select your standard font from the font menu and select a Size and Alignment.
- On your document click to start a new type layer and type the first phrase: "Wherever Life Plants You."

## Type Tip #1

When changing fonts click on your document with the Type tool to create a new type layer before changing the font. If you change the font first, it will simply change the font on the first type layer.

- After clicking on your document to activate a new type layer, change the font to your fancy font, and type the word “Bloom.”
- While the type is still active you can resize and move it by pressing the Ctrl key to activate a transform outline. Click on a corner handle and add the Shift key to resize proportionately. Click and drag inside the transform outline to move it.
- Click on the check mark to commit the type.

Sometimes all you have are two lines, but I had a third line that needed to be the same font as the first line.

## Type Tip #2

If you click to create a new type layer near a large existing type layer, Photoshop may simply activate the large existing type layer instead. To avoid this, either move your cursor further away or, better yet, press Shift as you click with the Type tool. This tells Photoshop that you want a new type layer.

Once the layer is created you can change the font and type the rest of your phrase, “With Grace.”



## Step 5: Add Finishing Touches (if any)

To change the color of the word Bloom:

- Make sure the Bloom type layer is the active layer in the Layers panel.
- Click on the Color Chip in Tool Options to get the Color Picker and choose a new color or sample a color in the image. I chose a soft white from the flower.
- Get the Move tool and finalize the placement of the text.

Now it's your turn to try your hand at word art. I'd encourage you to use your own two font styles. Use your creativity to come up with something you love!



Fonts: Orator Std and **Caleigh**



Fonts: Orator Std and **Scriptina**

## Lesson 07-09: 7 Deadly Type Sins

There is no practice image for this lesson.

Your projects will look amateur if you use bad type design, so avoid these 7 deadly type sins:

### 1. Type over 3D objects

Type is a 2D object that, when printed, should be flat so don't place it over a three dimensional object—even if it's a digital 3D object. It's fine over an image that's supposed to be flat, but if an object on your project has a drop shadow, don't put type over it.

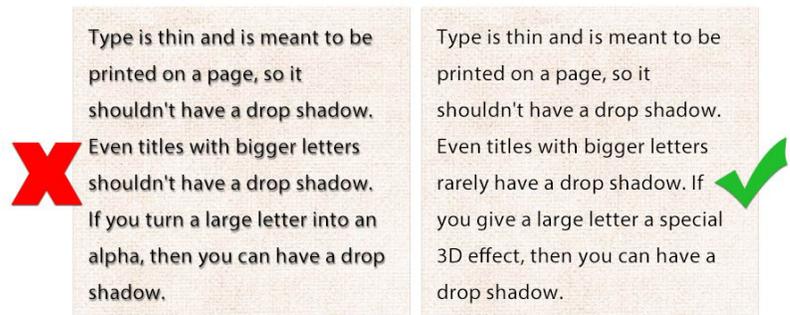
#### Credits

Photo: Pixabay.com  
Elements from Make A Wish by Kim Broedelet, Jubilee by OneLittleBird, and Boys And Toys by Digital Scrapper Designs  
Font: Onyx



### 2. Drop shadows on type

Type is a flat 2D object and is meant to be printed on a page, so it shouldn't have a drop shadow. You can get away with a drop shadow on titles that have larger thicker type, but if you look at printed type in newspapers, magazines, and billboards, you'll find that large type doesn't usually have a drop shadow.



Large specialty fonts, like alpha letters, often do have a drop shadow, so use your judgement, but journaling should never have a drop shadow.

#### Credits

Fonts: Myriad Pro and Abadi MT Condensed



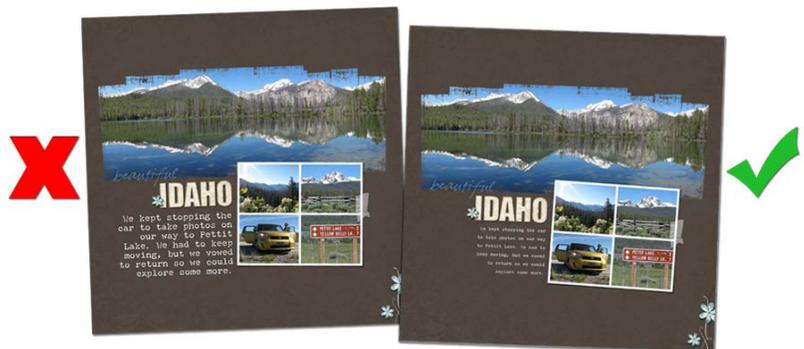
### 3. Large font size for journaling

When you view your project in a small size on a computer, it's tempting to use a large font size so you can read the journaling, but when it gets printed the type can look like large print for those who have poor eyesight.

With good journaling fonts, a 12 pt size is usually the correct size. If you post an image in a gallery online and want people to read the journaling, copy it into the description below the gallery image.

#### Credits

Design by Linda Sattgast  
Paper and flowers: A Legacy of Love by Kristin Cronin-Barrows  
Photo Mask: Boys And Toys by Digital Scrapper Designs  
Tape: Family Together by Lauren Grier  
Alpha title letters: Love You Always by Amanda Rockwell  
Fonts: Pea Olson (beautiful), P22 Typewriter (journaling), Aphrodite Slim Ornaments (corner flourish)



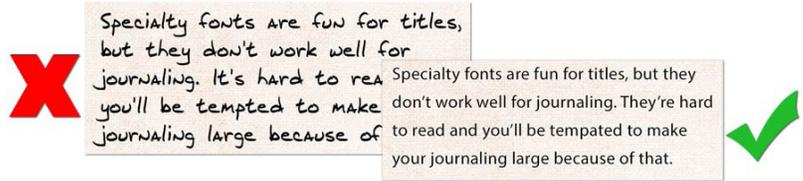
## 4. Specialty fonts for journaling

Specialty fonts are fun for titles, but they don't work well for journaling. A specialty font is hard to read in a journaling block, and you'll be tempted to make your journaling large because of that. (See Type Sin #3.)

Instead use a san-serif font like Myriad Pro or a serif font like Bookman Old Style or a similar font.

### Credits

Fonts: j.d. and Myriad Pro

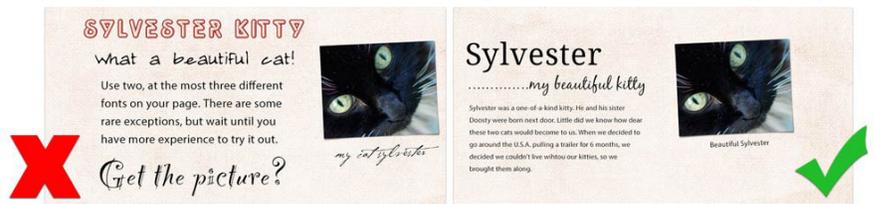


## 5. Using too many font styles

Use two, at the most three different fonts on your page. There are some rare exceptions, but wait until you have more experience to try it out. I recommend a maximum of 3 fonts for your journaling.

### Credits

Fonts: Neon Lights, Almagro, Myriad Pro, Party LET, and P22 Cezanne  
Fixed version: Droid Serif, Black Jack, Myriad Pro



## 6. Arbitrarily Tipping Titles

Unless the whole layout or design is tipped keep type perfectly horizontal. This rule does not apply to type that is under a photo and slanted to match the angle of the photo. In that case, you can tip the type to match, but when it comes to titles, use horizontal type.

### Credits

Droid Serif, Black Jack, Myriad Pro



## 7. Using Vertical Type

Yes, there's a Vertical Type tool, but don't use it! In some cases you can rotate type 90°. This works especially well for a date or small phrase along the edge of a photo. Larger titles, like the one you see here can look good rotated 90° but even so, most of the time you'll want to stick with good old boring, but elegant, horizontal type.

### Credits

Vertical Type: Impact  
Rotated Type: Arcon



### General Credits

Opening Photo Pixabay.com  
Type: Impact, Onyx, and Myriad Pro  
Stamp from Photographie by Joanne Brisebois  
Flourish from Sweet Comforts by SMJ Designs  
Background paper from Being Me by Eva Kipler and Classic Lines Yutetide by Susie Roberts  
Image: ql-pse-07-09-manual-03

## Lesson 07-10: Part 7 Project—Terrific Type

Practice Images are in the QwikLearn Part 7 Lesson 10 Practice Folder.

Congratulations! You finished Part 7 and you're ready for a fun project! This project is simple because I want you to focus more on type than on anything else.

I provided two papers and one photo for this project, but feel free to use images from other lessons. Take everything you've learned up to this point, but especially what you've learned about Type, and put it to use creating a Terrific Type project.

### Here are the Project Guidelines:

- Find a photo of your own that has a story behind it. If you don't have a photo of your own, use the photo I provided and simply make up a story to go along with it.
- Use your photo and one or more of the papers provided in your downloads to create an image.
- As a minimum use the Type tool to create a title and a journaling text box.
- Be sure not to commit any of the deadly type sins!

That's it. Have fun, and no fair peeking to see what I did until you finish your project!

### Credits

Photo by Julia Caesar

Paper from Christmas Wishes by Kristin Cronin-Barrow

