

## LAYERS

1. To use layers you must be in FULL/EDIT mode
2. Open any photo by going to File > Open and selecting a photo. It will appear with a lock to keep you from overwriting your original photo.
3. Layers panel is on the far right. If it is not showing go to Windows on the Taskbar and click on "Layers Panel" to open it.
4. **Get in the habit that the FIRST thing you do is to make a duplicate layer by right-clicking on the layer and selecting duplicate layer. This is the layer you will be enhancing and adding other layers to it.**
5. To select a layer click on the "layer name". It will appear shaded which indicates it is active.
6. The "eyes" are there for you to make a layer visible (eye showing) or invisible (eye not showing)
7. To hide a layer click on the eye of that layer. The layer is now hidden and the eye is gone.
8. To display a layer click on space where eye was and it will reappear and your layer is open and visible again.
9. You can rearrange your layers by right clicking on the layer and dragging up or down as desired.
10. To adjust the interaction between layers, adjust the "Transparency" toggle.
11. On your image you can crop now or later, and you may want to adjust the contrast or color now. If you don't like it you can go to "Delete" in Edit on the task bar. You can do this with any changes you make to your image.
12. This is where layers comes in. Make changes on different layers in case you change your mind later. You can have as many layers as you want, but probably 8 or 9 at the most is recommended.
13. To see your image without the adjustment, just close the "eye" on your adjustment layer.
14. To close your image go to "File" on the toolbar and select "SAVE AS". If you choose "SAVE" you might lose your original photo and you don't ever want to to that.
15. Save as PDF file is you want to save and go back to work on later. This leaves all your layers visible when you open the file again. Save a JPEG when you are done with adjustments and this is your final look. JPEG will automatically merge all your layers together.

PRACTICE, PRACTICE, PRACTICE. And don't forget to use the GUIDED edit mode. Fun & fast!