

To **create a new document** you choose **Menu >File >New**. This opens a window that requires some input:

- ◆ **Size**...We will use 8 inches by 11 inches
- ◆ **Background**...We will use white.
- ◆ **Resolution**...We will use 150.

**NOTE: Resolution specs**

Web Resolution = 72

Print resolution = 150 or 300

Film Resolution = 600

Rather than getting into a discussion on resolution, lets just use these settings, as they will work everywhere.

**Follow Along Steps:**

Okay, lets do this together

1. **Menu > File > New**
2. Put in a **Size** ( 8 inch by 11 inch)
3. **Background** is White
4. **Resolution** is 150 this time.

What good is an empty document if you don't know what to do next? No. We are going to learn how to put some content into it via Select/Copy/Paste.

## EXERCISE 4 SELECTING/COPYING/PASTING:

First lets reset the tools. This is done by clicking on a tool and resetting all tools in tool option bar directly below the menu bar.



Click and hold where indicated by the circle. This reveals a window...select **reset all tools** and click **OK**. This is done because a previous user could have set custom configurations that you do not desire. Next let's focus on a selection tool such as the Marquee Tool.

The **Marquee Tool** allows you to click and drag an area of an image, thus selecting it. Notice that the selected area is surrounded by the "Marching Ants" - a moving dotted line. This is the area that you can affect. This selected area can be affected in many ways, for now though, we just want to copy and paste it.

This works just like a word processor in the sense that you select an area, copy an area and then paste it to a destination. Notice that when you paste into another document, a new layer is created.

**TIP:** Another useful trick for copying/pasting is the **move tool**. Select a layer from one document and move it with the move tool to the other document. It will paste whatever was on that layer into the new document.

