

How to create a new document

Often with Adobe Photoshop, you start working directly with an existing image. At other times, you might want to start with a blank document for a particular purpose, or need an exact set of specifications for your project. In this guide, you'll review two quick and easy ways to create new Photoshop documents. The first is to use a provided set of blank document presets and templates from the Start workspace. The second allows you to define an exact set of specifications for image dimensions, resolution, color type, size, and other details.

Creating a new document using presets

The Start workspace gives you quick access to your recent files, libraries, and presets. When you click the Create New button, the New Document dialog box opens and displays options for various blank document presets (Figure 1).

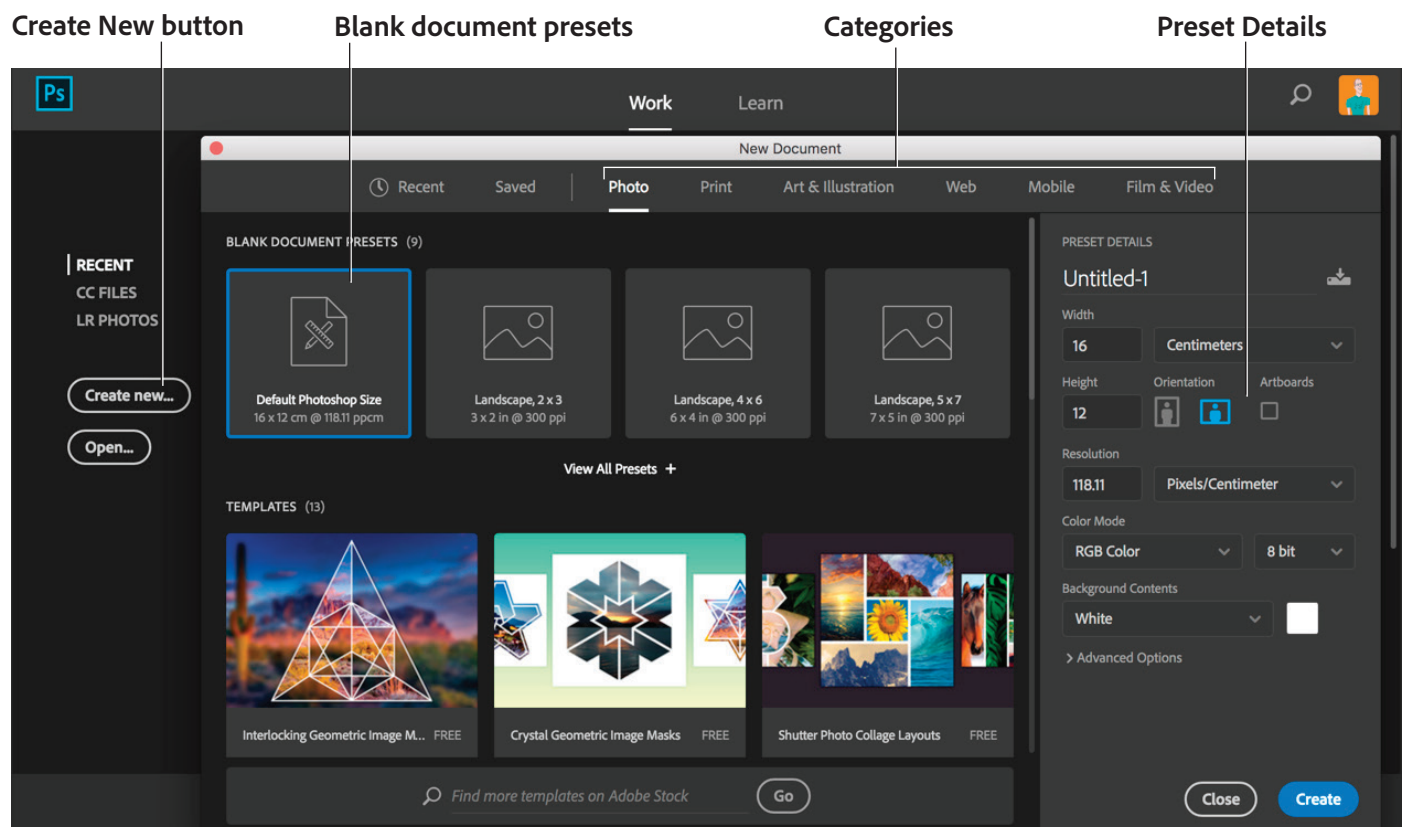


Figure 1 The Start workspace, with New Document dialog box

You can select a category preset for creating new documents. These are optimized for their intended uses including:

- *Photo*: Offers common photographic formats such as 4x6, 5x7, 8x10 for high-resolution images
- *Print*: Provides familiar print formats like letter, legal, tabloid, A4 and others in high-resolution
- *Art & Illustration*: Layouts for poster, postcard, square, and video formats in high-resolution
- *Web*: A list common desktop browser window sizes at web-optimized resolution
- *Mobile*: Provides for different device form factors such as iOS, Android, Surface phones and tablets
- *Film & Video*: Select from HDTV, HDV, DCI, NTSC and other video formats

Note: Web, Mobile, and Film & Video use Artboards for layout. Artboards makes it easy to design for websites or apps for multiple devices by giving you an infinite canvas on which you can create designs for different devices and screens. You can learn more about Artboards in the Photoshop guide *How to create multi-screen design comps*.

Before opening the presets, you can modify their settings using the Preset Details pane.

To create a new document using a preset:

1. Start Adobe Photoshop.

The Start workspace opens. If you've previously used Photoshop, your recent files will be shown.

2. Click on the **New** button.

The **New Document** dialog box opens (**Figure 1**).

3. In the **New Document** dialog, click the **Photo** category tab, and review the blank document presets.
4. Select the **Portrait, 8x10** option (**Figure 2**).

Note: You may have to click **View All Presets +** to show all the **Photo** presets.

(Optional) Change the settings for the selected preset in the **Preset Details** pane on the right of the **New Document** dialog box.

5. Click the **Create** button.

The blank document opens (**Figure 3**).

(Optional) If you need to confirm or change the preset settings after creating the new file, choose **Image > Image Size**.

The **Image Size** dialog box opens (**Figure 4**).

You can review the information and change specifications for the document including:

- Image size
- Dimensions by width and height
- Resolution

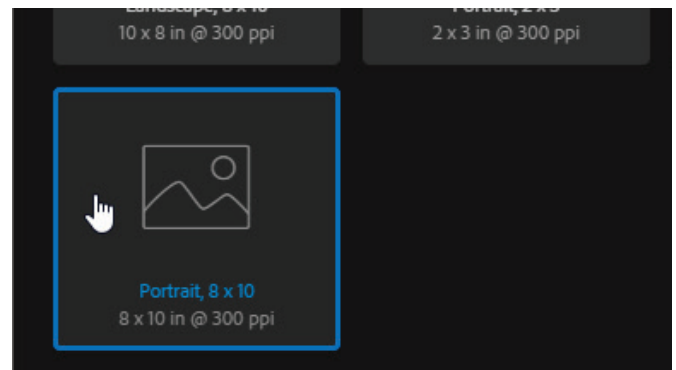


Figure 2 Photo Document preset

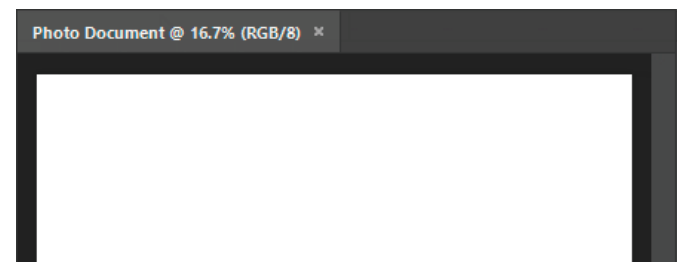


Figure 3 Blank document window

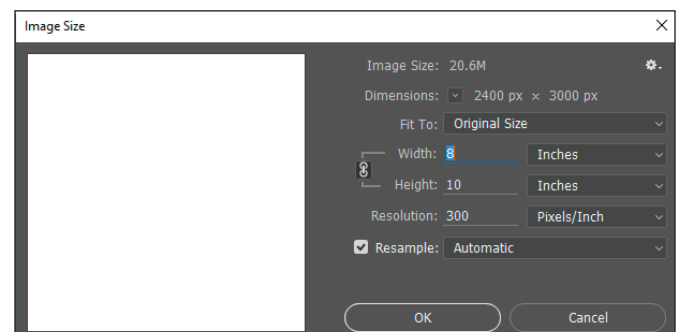


Figure 4 Image size dialog box

Click **OK** to close the **Image Size** dialog box.

6. Choose **File > Save** if you wish to continue working with the file, otherwise choose **File > Close**.

Creating a new document using templates

Depending on your subscription status, you may be able to view and create a new document using various templates from Adobe Stock. If your subscription account type doesn't permit adding Creative Cloud Libraries and syncing Typekit fonts, then skip ahead to the [Create a new custom document](#) section

Templates provide inspiration and reusable elements for your documents. Templates are categorized into the same sets as document presets. You can download templates from Adobe Stock that include quality graphics, illustrations and synched fonts from Adobe Typekit right within Photoshop (**Figure 5**). You can then build on these templates to easily create documents that share common settings and design elements.

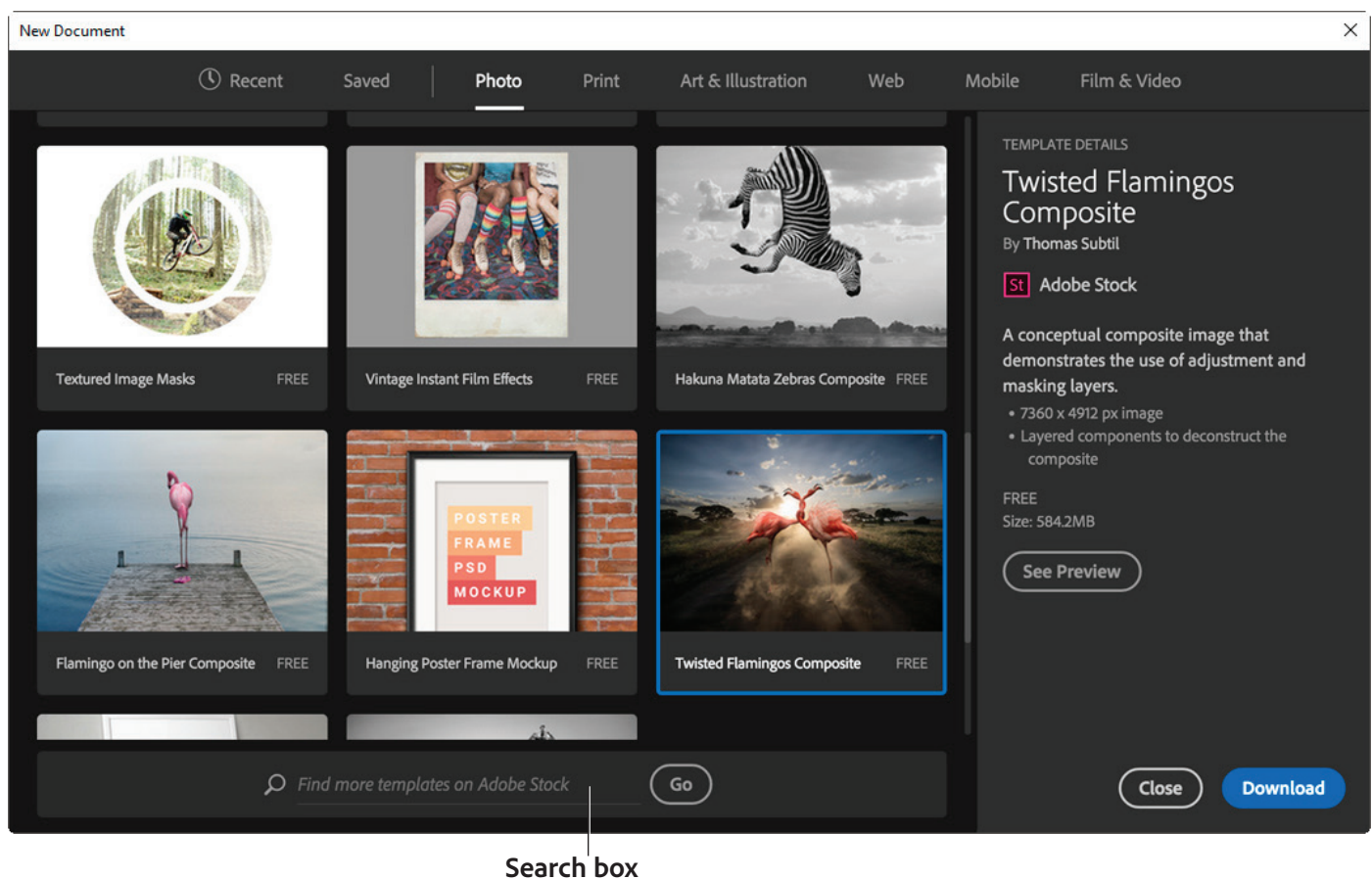


Figure 5 New Document dialog box with Photo Template options

Aside from the preselected templates from Adobe Stock, you can search for and download numerous other such templates directly from within the New Document dialog. While working in the New Document dialog, enter a search string in the *Find More Templates On Adobe Stock* box. Photoshop opens the Adobe Stock website in a new browser window for you to explore. Search for more templates and download the one that best meets your project's requirements.

To create a document using a template:

1. Click on the **New** button.
2. In the **New Document** dialog, click a category tab: **Photo**, **Print**, **Art & Illustration**, **Web**, **Mobile**, and **Film & Video**.
3. Select a template.
4. Click **See Preview** to view a preview of the template. A preview is an image representation of a template that you can review and decide if you want to license that template (**Figure 6**).

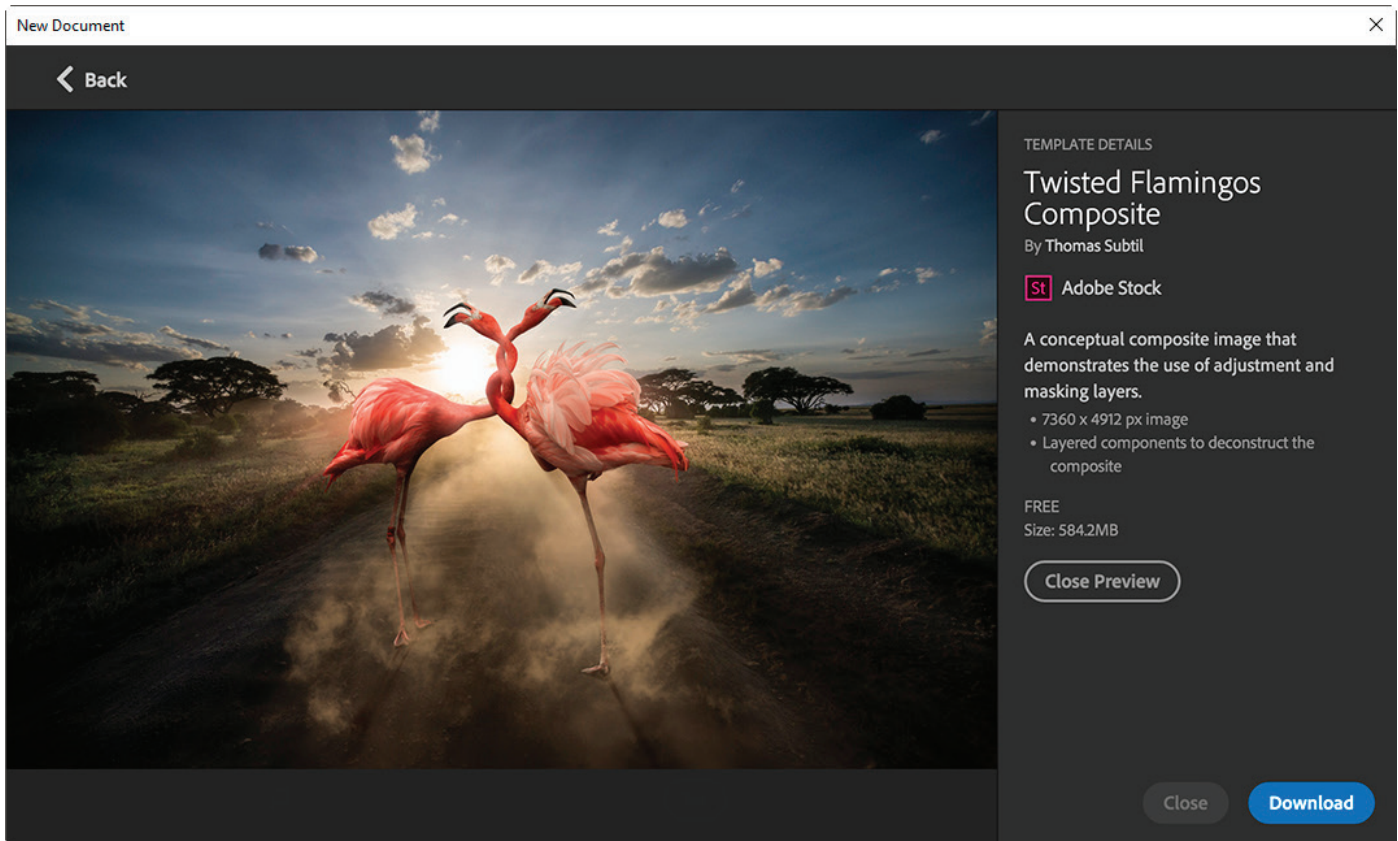


Figure 6 Preview of the template

Many of the selected templates are free for you to and use. These templates must be licensed through Photoshop or other CC desktop apps before you can download them. Other templates are available for purchase.

5. Click the **Download** button.

Photoshop prompts you to license the template from Adobe Stock and process the file (**Figure 7**). After the template has been licensed using asset entitlements or credits in your account, you can open it as a Photoshop document for you to work on.

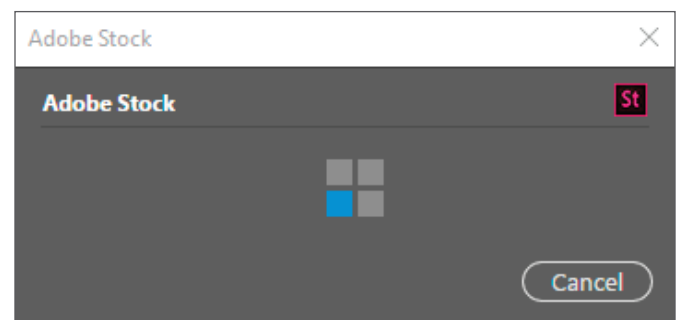


Figure 7 Template licensing in progress

- After the template has downloaded, click **Open**. While opening the template, if you're prompted to sync some fonts from Typekit, click **OK**.

You can now work with the open document in Photoshop just as you would work with any other .psd document.

Creating a new custom document

When you create a new custom document in Adobe Photoshop, you use the New Document dialog box to set options such as resolution, color type, and size. Your choices depend on the type of image you're creating and its intended purpose. Although you can change these options later, setting them right at the beginning is best. Sometimes changing the options later can affect the appearance of your image.

To create a new custom document:

- Choose **File > New**.

The New dialog box opens to the default **Recent** files tab (Figure 8).

- In the **Preset Details** pane, give the document a name, such as "Stars" (Figure 9)

- Set a **Width** and **Height** for the images.

You can change the measurement units to pixels, inches, cm or other units by clicking the menu to the right of the Width text box.

- Choose an **Orientation** for the image, and check the **Artboard** if you wish to use artboards. Visually, artboards serve as individual canvases within a document and can be helpful if you're laying out designs for different devices and screens.

- Enter a **Resolution** for the image.

For an image to be used on the web, 72 pixels/inch is suitable. If you plan to generate images for print, 300 pixels/inch is a good standard. (It's best to set the resolution at the highest you need. If you're planning to create an image for use in print and the web, use 300 ppi, which is what print requires.)

- Set **Color Mode** to **RGB Color**.

You can also work in **Grayscale** or **CMYK**.

You should generally select CMYK Color only if you know you are using an offset print vendor. Even if you choose RGB at this stage, you can convert the image to CMYK later before sending the image to the print vendor. Bit depth is the number of bits used to indicate the color of a single pixel, in a bitmapped image. Generally, higher bit equals better quality.

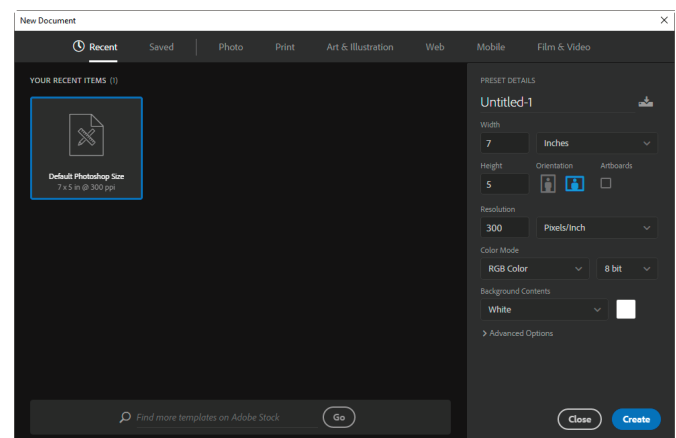


Figure 8 New Photoshop document dialog box

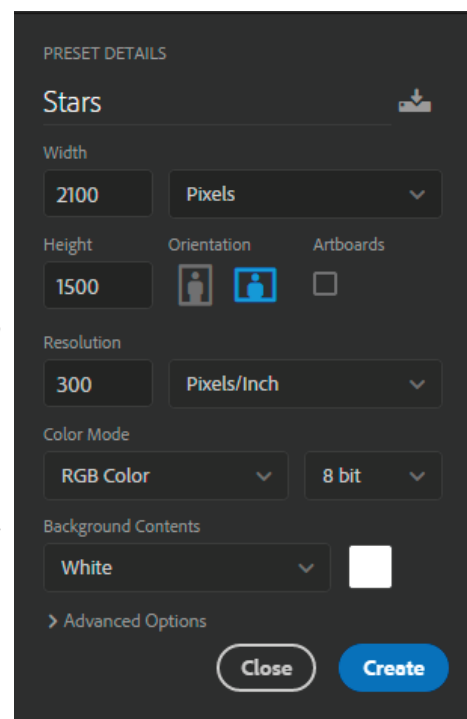


Figure 9 Preset Details

7. Set a background color in the **Background Contents** menu (you can change this setting later):
 - *White*: fills the background with white, the default background color.
 - *Background Color*: fills the background with the current background color.
 - *Transparent*: makes the background transparent (it appears as a gray checkerboard). This option is useful when you want to create an image for transfer into another background. For example, you might want to create a circular logo with a transparent background so you could later place the logo on a colored background
8. Click **Create**.

The new file opens in the document window, ready to use (**Figure 10**).

Be sure to save your file as you work on it.

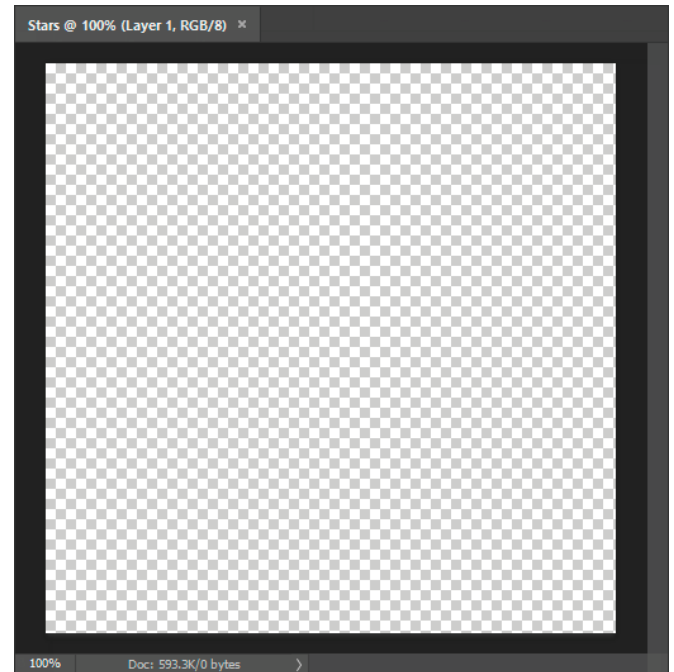


Figure 10 New Document window

For more information

Get instant access to free courses, workshops, & teaching materials and connect with the creative education community on the Adobe Education Exchange: <https://edex.adobe.com/>.



Adobe

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Adobe and the Adobe logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2018 Adobe Systems Incorporated. All rights reserved.

This work is licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 Unported License.