TOSA
Your skills. Your advantage.

Tosa Skills Framework

Photoshop

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Overview

Introduction to Tosa Skills Framework

For Tosa Assessment and Certification

Tosa® (Test on Software Applications)

Tosa assessments and certifications determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate the professional Photoshop software skills of individuals (students, trainees, employees or jobseekers) in supporting their employment, professional, or academic objectives.

Tosa assessments employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, similar to the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. Tosa validates candidate proficiency in the most popular professional Photoshop software programs using a score on a scale from 1-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Photoshop domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa® levels	Corresponding Tosa® score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification failed - certificate of completion issued
Beginner	1 – 350	Certification failed - certificate of completion issued

Photoshop domains and subdomains

Interface, digital workspace and fundamentals	▪ Setting up and customizing Photoshop workspace environment ▪ Creating specific parameters ▪ Transferring files ▪ Customizing units using measurement and analysis tools
Geometry and image correction	▪ Transforming, putting to perspective and correcting distortion ▪ Using layers and Smart objects to perform non-destructive work ▪ Adjusting colors non-destructively ▪ Using the color palette and exporting with CMYK and RGB
Silhouetting, masks and photomontages	▪ Using layers, masks and generating transparency ▪ Correcting and decomposing layers
Graphic functions and effects, export and automatization	▪ Creating customized tools ▪ Using filters and Smart objects ▪ Combining and/or modifying effects or layers ▪ Creating actions, automated batches and creating scripts

About the Photoshop certification

The Tosa Photoshop Certification relies on a database of more than 150 questions. Two versions of the certification are available:

- **Without in-application questions**: the certification is composed of 35 questions and lasts 1 hour.
- **With in-application questions:** the certification is composed of 30 questions and lasts 1 hour.

The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 550 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 551 points or above earn the certification. They will receive a diploma by email within five (5) business days and are eligible to a Credly digital badge.

There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa Photoshop adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

Level 1 – Beginner User

Between 1 and 350 points

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Attaining the Beginner score defines little or limited knowledge of the Photoshop application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

Overview

Domains	Skills Assessed
Interface, Workspace and Fundamentals	• Creating a document • Opening and saving an image • Identifying palettes and menus as well as basic tools
Image Geometry and Corrections	• Cropping an image, changing its size • Changing the colorimetry of an image • Correcting the hue of an image • Correcting the brightness and contrast of an image • Transforming the image
Deep Etches, Masks and Photomontage	• Using the Magic wand to isolate part of a visual • Creating a mask to hide part of the visual (Mask mode) • Superimposing different visuals
Graphic Features and Effects, Export and Automation	• Applying simple effects: Blurring, Sharper, etc. • Identifying the document's colorimetric space • Saving the file in JPEG or PSD format

Level 2 – Basic User

Between 351 and 550 points

Prior to the acquisition of the skills of the Basic level, candidates will have mastered the skills of the Beginner level.

Interface, Workspace, and Fundamentals

Interface Knowledge

Candidates know how to start Photoshop, know the concept of image. They know the basic usage of the interface and know how to make the palettes they need appear via the Window menu.

Fundamentals

They know the concept of a pixel and common colorimetric modes (RGB and CMYK). Candidates know how to create, open, and save an image. They understand the possibilities and use of Photoshop in the framework of the graphic chain as well for the Web and for printing.

Image Geometry and Corrections

Image Geometry

Candidates know how to crop an image. They can change and transform the image by rotation, scale, and free transformation. They know how to change the work area (reassigning the size of an image). They can straighten an image using analysis tools such as the Ruler.

Image Corrections

At the Basic level, candidates know colorimetric modes like CMYK and RGB and their image resolutions. They know how to use adjustment layers such as brightness, contrast, and hue. They can use these same settings via the basic image menu such as saturation and hue, as well as exposure, without impacting the gradation of the image.

They can edit the visual with the mechanical editing tools (Eraser, Corrector, etc.).

Deep Etches, Masks and Photomontage

Photomontage

Candidates understand the basic concept of a layer. They know how to duplicate layers, organize them, and understands the use of the layer's palette especially with the grouping and linking functions. Candidates must be familiar with the concept of layers and understands the term mask in connection with layers. Candidates can manipulate parts of the visual to do initial Photomontage.

Selections

At the Basic level, candidates know how to use the Magic wand and the Quick selection tools. They know how to change the selection via the Selection menu (Dilation, Contract, etc.) and use the Save the Selection function. They know the use of selections, their exploitations, as well as saving them in the form of layers.

Deep Etching and Masks

They use the merge mask and have knowledge of the vector mask. They can activate this function via the menu or the layers palette.

Candidates use the Pen tool to create simple outlines and transform them in the form of vector masks. They also know how to transform a selection into a vector outline. They know how to transform a work outline into a saved outline. In addition, they can create outlines that can be used by third-party software.

Graphic Features and Effects, Export, and Automation

Color Tools and Nuances

Basic level users know about color palette manipulation and creating a nuance.

At this level, candidates know how to use simple tools such as the Eraser, Pencil, Brush. They know how to change the size and hardness of these tools as well as the color used with them (foreground and background color). They can select a hue in the image and personalize it using the Colors palette and save it in the Swatches palette.

Filters

Candidates understand the use of certain filters to quickly edit an image, but also some more specific filters such as the Fluidity or Noise filter.

They can reproduce the last used filter, they know some shortcuts to optimize their work pace, such as with History, palette information, etc.

Layers

Candidates know how to create specific layers such as the text layer, change the attributes, and the color, but also use text editing functions.

They can also create blank layers and use the Shading tool or Paint pot. They know the function to fill a layer with the color present in the color selector. They can edit shading values with the Shading palette.

Candidates have good knowledge in merging options related to layers (but not yet the options for advanced merges). They know how to use layer styles.

Candidates can change the save format so that the image can be used on different media and/or natively editable or not (PSD, JPEG, TIFF), so that the structure can be changed.

Overview

Domains	Skills Assessed
Interface, Workspace and Fundamentals	**Interface** - Opening and saving the image - Identifying the palettes and menus as well as the basic tools - Configuring the palettes - Saving the workspace **Fundamentals** - Knowing the concept of a pixel, color and the graphic chain - Knowing the role of layers and color layers
Image Geometry and Corrections	**Geometry of the image** - Cropping an image, changing its size, transforming part of the image, distorting an image (simple mirror transformation, manual deformation) **Image Corrections** - Changing the hue, brightness, or contrast - Editing with the duplicate eraser - Editing with correctors (localized corrector, the tool part, retouching red eyes, etc.)
Deep Etches, Masks and Photomontage	**Photomontage** - Transforming a background layer, creating a layer - Duplicating a layer - Transforming a layer **Selections** - Selecting with the magic wand - Using the selection tools (lasso, rectangle, etc.), use quick selection - Isolating the result of the selection on a layer **Deep Etching and Masks** - Creating a mask from a selection - Deep etching part of the image - Saving the work outline

Graphic Features and Effects, Export and Automation	**Tools and Nuances** - Selecting a tool and a color - Using the color chart - Adjusting the setting of the Brush and Pencil tool (hardness, pressure, etc.) **Filters** - Using Blurring, Gaussian Blurring, Sharper, etc. **Layers** - Identifying the type of layer, the opacity of the layer and the depth - Using the layer merge mode - Using the organization of layers with groups and links

Level 3 – Productive User

Between 551 and 725 points

Prior to the acquisition of the skills of the Productive level, candidates will have mastered the skills of the Basic level.

Interface, Workspace, and Fundamentals

Workspace

Candidates can create presets for creating documents. They can use a library. They master shortcuts to develop in the workspace and change the work area using the software's window display modes.

Foundations

They know how to adjust the software preferences to work in the right colorimetric environment (unified profiles of Adobe Suite CC) and they can configure the color calibration process using ICC profiles. They master colorimetric modes (Lab, CMYK, RGB and TSL) and the type of document in relation to the image mode: Bitmap, Grayscale, Duotone, Indexed colors, and Multilayer.

While organizing their workspace, they understand the concept of document, resolution and editing a visual. The Productive level candidates know specific formats such as JPEG, TIFF, EPS, PSD, etc.

They know how to work with external visuals from both a scanner and a camera. They can use the RAW import functions. They have know-how regarding the image and its processing.

Business application: For example, for a communications manager, these skills allow them to work on and edit their own communications media (templates, brochures, leaflets, emailings, visuals, etc.) to adapt them to their needs and to develop promotional campaigns on different channels.

Image Geometry and Corrections

Candidates can distinguish the technical editing and corrective part from artistic editing or photomontage.

Image Geometry

Candidates know how to straighten a visual (with the automated tool or with the Ruler tool).

Candidates have mastered the transformation tools, and more particularly manual transformation. They can demarcate an area of the visual to make specific corrections. Moving, copying, and locking layers are mastered.

Image Corrections

They understand the use of image adjustments but also the use of adjustment layers. In this regard, they use non-destructive adjustments using organizing layers (Curves, Levels, Brightness/Contrast, etc.).

Candidates can also use specific tools, such as the Density tools, but also the Sharpness, or even Sponge, tools.

Candidates can make "non-destructive" alterations by organizing their work with layers: they use adjustment layers while combining it with a structure of layers.

The use mechanical editing tools is understood and used efficiently: especially semi-automatic tools but also more specific tools.

Productive level candidates can use drawing tools to make alterations. The tool settings must be mastered without going too far into the adjustment of more advanced settings (these settings are in fact more useful in the context of using a graphic palette). However, candidates can adjust the tool settings in terms of hardness and also opacity.

Candidates can make an image match its gradation, the entry of black and white. In this regard, mastery of the graphic chain is relevant, and candidates know how to correct the image and finalize it.

Candidates can use the eraser using the advanced replication mode (source of the layer, alignment, etc.).

Business application: For example, for a communication manager, these skills allow them to edit and retouch images and photographs (image bank, photos taken internally, visuals, etc.) to modify or update communication media containing images (brochures, leaflets, emailings, templates, etc.) as part of the evolution of the company's offer or products.

Deep Etches, Masks and Photomontage

Deep Etching and Masks

Candidates know how to use the pen and therefore create one or more vector outlines in an advanced way and combine them. They can make the most of these outlines, save them, and transform them into vector masks, integrated with layers in the form of a selection. The outline is correctly carried out and the correct balance between the number of anchor points and the accuracy of the outline is respected. In a more artistic way, Candidates uses the shape layers and knows how to edit them.

Candidates uses specific layers (Filling layers and Shape layers) just as well as standard layers. They know how to combine and organize them to create more developed Photomontage but also to better understand specific requests.

Photomontage

Photomontage is performed using merge modes (Product, Overlay, Embedding, etc.) while using masks. Candidates can create merge masks from active selections but also from existing outlines. They can also edit these masks with the mask improvement tool.

Candidates use merge masks. They know how to use mask mode to isolate part of the image quickly. They organize a complete photomontage.

In some cases, a dynamic layer is used as well in the composition of layers.

Candidates don't use the most advanced features of merge mode; nevertheless, they use the special non-destructive feature of the dynamic layer.

Candidates use the Pen tool to create simple outlines and transform them in the form of vector masks. They also know how to transform a selection into a vector outline. They know how to transform a work outline into a saved outline. In addition, they can create outlines that can be used by third-party software.

Business application: For example, for a communications manager, these skills enable them to edit and retouch images and photographs (image bank, photos taken internally, visuals, etc.) to create or edit communications media (brochures, leaflets, emailings, templates, etc.).

Graphic Features and Effects, Export and Automation

Graphic Functions

Candidates use a wide variety of graphics functions (the drawing tools as well as brushes and pencils) without forgetting the tool shapes, but also specific functions such as the layers of text and dynamic objects.

For the drawing tools, predefined shapes are used with the development of more particular settings especially with the paint tools.

Text editing functions are used in detailed way with the implementation formatting paragraphs and characters.

Filters

Candidates know how to use combined filters with dynamic layers and have assimilated the non-destructive principle of their use well. Common filters are used and mastered. The use of the Noise, Blurring, Accentuation, Sharper filter are very well mastered. Less common filters are used for artistic effects such as the mosaic filter. Use of the technique of various high-pass filters to increase the sharpness of the image.

Layer styles

The effects commonly called layer styles are primarily used for artistic enrichment of the visual. Candidates can combine effects and create a more developed layer style. They know how to copy and paste this style or even integrate it with a style color chart or a library.

Formats

Candidates use different formats for saving the image file according to the usage medium desired. They use the Slice tool to prepare their visuals for the Web and choose the best format for saving the visual. They know the export function for the Web and the constraints of this medium.

They use simple automation functions such as the photo merge function. In the context of automation, they also know how to create simple action scripts using the palette provided.

Business application: For example, for a communications manager, these skills allow them to import and export common file formats: GIF, JPEG, TIFF, PNG and thus be able to share more easily their communication supports to all their interlocutors.

Overview

Domains	Skills Assessed
Interface, Workspace and Fundamentals	**Workspace** - Identifying palettes - Editing and personalizing your interface - Creating and using presets - Using a library - Knowing the essential shortcuts **Fundamentals** - Using colorimetric profiles - Mastering colorimetric modes (RGB, CMYK). - Understanding resolution and sampling - Using a RAW file - Knowing the save formats (JPEG, TIFF, PSD, GIF, PNG, EPS, etc.)
Image Geometry and Corrections	**Geometry** - Using the cropping tools - Straightening an image - Changing the size, resolution, and sampling of an image **Image Corrections** - Changing the colorimetric appearance with colorimetric adjustments - Using adjustment layers (Curves, Levels, Brightness and Contrast, Hue, and Saturation, etc.) - Editing the color with the drawing tools (settings and merge mode of the drawing tool) - Using the most artistic adjustments (photo filter, black and white, etc.) - Using the eraser in advanced mode (using a specific replication source, softening its action)

Deep Etches, Masks and Photomontage	**Deep Etching and Masks** - Creating vector outlines, saving outlines - Combining outlines - Using predefined outlines - Transforming an outline into a selection or into a vector mask **Photomontage** - Using the layer options - Using the merge modes (organization and operation - Managing layer opacity - Performing operations with layers (move, group, merge, clipping mask, etc.) - Dragging and dropping a layer from one image to another
Graphic Features and Effects, Export and Automation	**Graphic Functions** - Using the drawing tools with the Brush and the Pencil, Shape, pass and orientation adjustments - Adjusting the pressure, density, and application mode - Saving shape adjustments **Filters** - Using common filters - Distinguishing the filter applied to a dynamic object (non-destructive filter) - Increasing the sharpness of an image with various high-pass filters **Layer styles** - Using layer effects or styles, drop shadow, bevel, contour, etc. - Overlaying styles - Copy and paste styles from one layer to another - Saving the style and adding to a library - Using preset styles **Formats** - Identifying the special features of formats - Applying the correct format according to the support

	Automation - Using actions already proposed - Using automation, such as photo merge

Level 4 - Advanced User

Between 726 and 875 points

Prior to the acquisition of the skills of the Advanced level, candidates will have mastered the skills of the Productive level.

Interface, Workspace, and Fundamentals

Interface

Candidates know how to configure their workspace and personalize it according to their needs. They use a library and presets to have a fast production flow. They know how to create specific settings using Photoshop's Preferences.

They know the structure of the preferences files and know how to retrieve and transfer them. They are also capable of completely personalizing their tools.

Fundamentals

The Advanced level requires a very complete understanding of the image and its construction both in terms of color and aesthetics. Candidates have a good knowledge of the software's keyboard shortcuts and palettes, including the History and the concept of a snapshot of the image. They also use the information palette and know how to customize it to suit their needs. In addition, they know how to use a non-linear history.

They know the switch between the RGB and CMYK color space and the preview according to the color space chosen (preview of colorimetric spaces).

They use the import function and the interpretation of the colorimetric profile of the imported image (Color Editing menu). They use the rules while personalizing the unit, but also by using markers. They know how to use a personalized unit and how to use the analysis tools.

Business application: For example, on a web designer profile, these skills allow them to optimize their workspace and thus their graphic design in compliance with marketing requirements and technical constraints defines the product specifications.

At this level, the candidate can train on the software.

Image Geometry and Corrections

Image Geometry

Both simple and complex transformations are mastered. Candidates also know how to use the framing in perspective tool. They can use the Scale based on content but also on the Puppet tool.

They can correct the distortion of an image with the manual transformation tool. For all these deformation tools, they use dynamic layers and objects to do non-destructive work.

Candidates use personalized deformations.

Image Corrections

Candidates can make the right adjustment choice according to the color correction desired. Their understanding of color enables them to deal with chromatic corrections. They understand the point of the relevant choice of the adjustment layer to obtain the most effective and non-destructive result.

They use the color palette to export nuances (ase or aco format). They can work with an overview of both CMYK and RGB while respecting a color profile.

Business application: For example, on a web designer profile, these skills allow them to retouch Internet pages, to choose the place of the photos, the size of the characters and the colors which will make the consultation pleasant for the user or to edit their models to illustrate the specifications of the product.

At this level, the candidate can train on the software.

Deep Etches, Masks and Photomontage

Masks

Deep etching is mastered, and the use of the outline obtained aligns to the needs of the shape layer, a vector mask, or even an external outline.

Candidates also use the Quick Selection tool and use the Select and Mask to improve the selection obtained (complex deep etches such as hair). Using layers, candidates use different masks and in particular the Clipping mask.

Photomontage

Candidates can edit layers. They identify the parts of the image to edit and then allocate them to specific layers.

In the Layers palette, candidates use the layers options such as Background opacity or overall opacity, but also the options available in the merge options. They can use the merge options according to groups with the deep or superficial modes. In addition, they can generate transparency information according to the RGB range or level of grey.

Business application: For example, on a web designer profile, these skills allow them to create and easily edit the graphic aspect of an Internet site (illustrations, animations, typography...) to answer the requests for modifications of his interlocutors in the respect of the marketing imperatives and the technical constraints.

At this level, the candidate can train on the software.

Graphic Features and Effects, Export and Automation

Graphic Functions

Candidates can use the Tool shape creation with options on the mouse (fade mode, step by step) or a graphic tablet. They generate their own designs to combine them with layer style effects.

The Advanced users can use and configure a graphic tablet to perform work on the image faster.

Filters

Candidates identify common filters and their features. They optimize their work using the filter on a dynamic object (non-destructive filter). They combine dynamic filters using dynamic objects and use mask filters on a dynamic object. They use specific filters such as photographic filters, galleries of blurring effects and objective correction.

Layer Styles

Candidates combine the layer effects or styles with masks. They work with the styles by changing the merge options of the layer. They understand the concept of collaborative work by proposing compositions of layers in their file.

Formats

Candidates use the most common formats in the context of graphic production. They master the choice of an appropriate format for a specific use while making the right choice between the colorimetric options, the weight of the file and the information to be retained in the image.

Automation

Candidates use actions already proposed. They create personalized actions and use automation batches to optimize their work.

Business application: For example, for a web designer, these skills allow them to customize Photoshop according to their needs and optimize his work time. Mastery of the export and automation functions also enables them to share, export and present their files to their numerous contacts (project manager, graphic designers, web integrators, art director, clients, etc.).

At this level, the candidate can train on the software.

Overview

Domains	Skills Assessed
Interface, Workspace and Fundamentals	**Interface** - Using palettes perfectly - Editing and personalizing the interface - Using a library - Creating and using presets - Using shortcuts for tools and common functions **Fundamentals** - Mastering the color profiles - Mastering the colorimetric modes (RGB, CMYK) and knowing how to configure the software in terms of color - Using resolution and sampling to optimize the weight of a file - Opening a RAW file and integrating it into a Photoshop file in a dynamic object - Creating files with a developed structure of layers and optimizing them with dynamic layers
Image Geometry and Corrections	**Image Geometry** - Using the cropping tools - Keeping the content of an image editable, despite cropping - Changing the size, resolution, and sampling of an image - Straightening an image by perspective distortion - Using personalized deformations **Image Corrections** - Changing the colorimetric appearance with colorimetric adjustments - Using layer styles to edit the colorimetric appearance of a visual - Using adjustment layers (Curves, Levels, Brightness and Contrast, Hue, and Saturation, etc.) - Editing the color with the drawing tools (settings and merge mode of the drawing tool)

Deep Etches, Masks and Photomontage	**Masks** - Creating vector outlines - Saving outlines - Combining outlines - Using predefined outlines - Using the vector mask property for gradual contours - Transforming an outline into a selection or into a vector mask - Editing a mask with the Mask improvement tool - Changing the gradual outline of a merge mask with the mask property - Managing mask expansion **Photomontage** - Mastering the merge modes (organization and operation) - Managing layer opacity - Performing operations with layers (move, group, merge, clipping mask, etc.) - Dragging and dropping a layer from one image to another - Embedding layers with dynamic objects - Replacing and editing the contents of a dynamic layer - Incorporating an external file (Illustrator, PDF, etc.)
Graphic Features and Effects, Export and Automation	**Graphic functions** - Using the tool shape creation with options on the mouse (fade mode, step by step) or a graphic tablet - Using the opacity and texture design in drawing tools - Using pressure, density, tilt and application mode thanks to the graphic tablet - Saving shape adjustments **Filters** - Using common filters - Distinguishing the filter applied to a dynamic object (non-destructive filter) - Using the filters library - Using the dynamic filters with dynamic objects - Using the filter mask on a dynamic object

	Layer styles - Combining layer effects or styles - Saving the style and adding to a library - Combining styles with the layer merge options - Creating predefined styles - Using compositions of layers to generate file versions **Formats** - Using a large format (PSB) - Applying the correct format according to the support - Using compositions of layers in an external tool **Automation** - Using actions already proposed - Creating personalized actions and using automation by batches to optimize your work - Using export for the Web and the specific 3D and video export tools

Level 5 – Expert User

Between 876 and 1000 points

Prior to the acquisition of the skills of the Expert level, candidates will have mastered the skills of the Advanced level.

Interface, Workspace, and Fundamentals

Interface

Candidates have very complete mastery of the software. They know how to configure their workspace and personalize it according to their needs. They use a library and presets to have a fast production flow (by using the Cloud). They know how to create specific settings using Photoshop's Preferences.

They know the structure of the preference files and how to retrieve and transfer them. They are also capable of completely personalizing their tools.

Fundamentals

Expert level requires a very complete culture of the image and its construction both in terms of color and aesthetics. Candidates have perfectly integrated the use of Photoshop and its use in their production process. They know the software's keyboard shortcuts and palettes, including the History (both linear and non-linear) and the concept of a snapshot of the image. They also use the information palette and know how to customize it to suit their needs.

They know how to edit and apply a profile to a visual. They use the import function and the interpretation of the colorimetric profile of the imported image (Color Editing menu). They use the rules while personalizing the unit, but also use markers. They know how to use a personalized unit and know how to use analysis and measuring tools.

Business application: For example, for a graphic designer, these skills allow them to perfectly set up their workspace and thus optimize their graphic design and creativity.

At this level, the candidate can train on this software.

Image Geometry and Corrections

Image Geometry

Both simple and complex transformations are mastered. Candidates also know how to use the framing in perspective tool. They have perfectly mastered the Scale based on content but also on the Puppet tool.

They can correct the distortion of an image with the manual transformation tool. For all these deformation tools, they use dynamic layers and objects to do non-destructive work.

Image Correction

Candidates make the right setting choice according to the color correction desired. Their understanding of color enables them to perfectly adjust chromatic corrections. They

understand the point of the relevant choice of the adjustment layer to obtain the most effective and non-destructive result.

They use the color palette and know how to export nuances (ase or aco format). They can work with an overview of both CMYK and RGB while respecting a color profile.

Business application: For example, for a graphic designer, these skills are useful for designing graphic identities and applying them to communication media and commercial documents (brochures, leaflets, flyers, decorations, product labels, posters, etc.).

At this level, the candidate can train on the software.

Deep Etches, Masks and Photomontage

Masks

Deep etching is mastered, and the use of the outline obtained is used according to the needs for the benefit of a shape layer, a vector mask or even external outline.

Using layers, candidates use different masks and in particular the Clipping mask. They have mastered the merge options to generate transparencies in a combined or simple way. They know the masking options related to the layer group perfectly.

Photomontage

Candidates have expert knowledge of editing with layers. They identify the parts of the image to edit and then allocate them to specific layers.

In the Layers palette, candidates use the layers options such as the background opacity or overall opacity, but also the options available in the merge options. Candidates can use the merge options according to groups with the deep or superficial modes. In addition, they can generate transparency information according to the RGB range or level of grey.

Business application: For example, for a graphic designer, these skills allow them to ensure the various stages of the creation of communication media and to rework them if necessary, at the request of their team or the client.

At this level, the candidate can train on the software.

Graphic Features and Effects, Export and Automation

Graphic Functions

Candidates can use the tool shape creation with options on the mouse (fade mode, step by step) or a graphic tablet. They generate their own designs to combine them with layer style effects. The Expert user configure the graphic tablet to perform work on the image efficiently.

Filters

Candidates are expert in filters and their features. They optimize their work using the filter on a dynamic object (non-destructive filter). They know how to use the filters gallery (organization and overlay). They have mastered the use of dynamic filters by using dynamic objects. They can use the filters mask on a dynamic object. They use specific filters such as photographic filters, galleries of blurring effects and objective correction. They use the leak point filter perfectly, RAW or Photographic filter perfectly well.

Layer Styles

Candidates fully combine layer effects or styles with masks. They work with the styles changing the advance merge options of the layer. They have mastered the concept of collaborative work by proposing compositions of layers in their file.

Formats

Candidates have in-depth knowledge of the formats widely used in the context of graphic production. They master the choice of an appropriate format for a specific use while making the right choice between the colorimetric options, the weight of the file and the information to be retained in the image.

Automation

Candidates use actions already available. They create personalized actions and use automation batches to optimize their work. They can create their own scripts. They can create Droplets and integrate them in a production flow. They know Photoshop's automations perfectly well.

Business application: For example, on a graphic designer profile, these skills allow them to intervene on the different stages of the realization of a graphic project namely the creation, the execution, the printing, and the manufacturing in order to analyze and express an idea by the image.

At this level, the candidate can train on the software.

Overview

Domains	Skills Assessed
Interface, Workspace and Fundamentals	**Interface** - Editing and personalizing the interface - Creating and using presets - Knowing the shortcuts for tools and common functions - Transferring software preferences to another machine via Adobe Cloud or manually **Fundamentals** - Mastering colorimetric profiles and knowing how to configure profiles in Photoshop - Mastering colorimetric modes (RGB, CMYK) - Using resolution and sampling to optimize the weight of a file - Using a RAW file and integrating it into a Photoshop file in a dynamic object - Mastering the save formats (JPEG, TIFF, PSD, GIF, PNG, EPS, etc.) - Creating files with a developed structure of layers and optimizing these with dynamic layers.
Image Geometry and Corrections	**Image Geometry** - Using the cropping tools - Keeping the content of an image editable, despite cropping - Changing the size, resolution, and sampling of an image - Using personalized deformations - Using deformation in perspective - Mastering the Puppet tool and editing the visual - Mastering the Scale tool based on content **Image Corrections** - Changing the colorimetric appearance with colorimetric adjustments - Using layer styles to edit the colorimetric appearance of a visual - Mastering all the adjustment layers and using them for artistic edits

	• Creating and using presets • Editing the color with the drawing tools (settings and merge mode of the drawing tool) • Editing a visual in 3D
Deep Etches, Masks and Photomontage	**Masks** • Creating vector outlines, saving outlines • Combining outlines • Using predefined outlines by means of vector shapes • Using the vector mask property for gradual contours • Transforming an outline into a selection or into a vector mask • Editing a mask with the mask improvement tool • Changing the gradual outline of a merge mask with the mask property • Managing mask expansions • Mastering the transfer of a layer to a mask • Knowing the concept of Alpha layer • Mastering working in mask mode **Photomontage** • Managing layer opacity (background and support) • Using merge modes (organization and operation) • Performing operations with layers (move, group, merge, clipping mask, etc.) • Dragging and dropping a layer from one image to another and controlling its positioning • Embedding layers with dynamic objects • Embedding an external file (Illustrator, PDF, etc.) via a link
Graphic Features and Effects, Export and Automation	**Graphic Functions** • Using the tool shape creation with options on the mouse (fade mode, step by step) or a graphic tablet • Using the opacity and texture design in drawing tools • Using the pressure, density, tilt, and application mode with the graphic tablet • Saving the tool shape settings • Creating a 3D database with the Leak point filter • Creating and mastering the 3D layer

	- Using the Editing palette and preparing video content - Using the editing window to prepare a GIF animation **Filters** - Using the filters and the gallery of filters (combination of filters) - Mastering the filter applied to a dynamic object (non-destructive filter) - Using the filters library - Using the filters mask on a dynamic object - Using the leak point filter - Using the Fluidity filter **Layer styles** - Combining layer effects or styles - Saving the style and adding to a library - Combining styles with the layer merge options - Using compositions of layers to generate file versions - Using and creating predefined styles - Optimizing and mastering the layer options combined with styles **Formats** - Mastering image formats of the graphic change and their features - Using a large format, PSB - Applying the correct format according to the support - Using compositions of layers in an external tool **Automation** - Using actions already proposed - Creating personalized actions and using automation by batch to optimize work - Using scripts - Creating and using Droplets - Using export for the Web and the specific 3D and video export tools

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