

# 1 GETTING TO KNOW THE WORK AREA

## Lesson overview

In this lesson, you'll learn how to do the following:

- Open Adobe Photoshop files.
- Select and use some of the tools in the Tools panel.
- Set options for a selected tool using the options bar.
- Use various methods to zoom in on and out from an image.
- Select, rearrange, and use panels.
- Choose commands in panel and context menus.
- Open and use a panel in the panel dock.
- Undo actions to correct mistakes or to make different choices.
- Customize the workspace.
- Find topics in Photoshop Help.



This lesson will take about 90 minutes to complete. Copy the Lesson01 folder into the Lessons folder that you created on your hard drive for these projects (or create it now), if you haven't already done so. As you work on this lesson, you'll preserve the start files. If you need to restore the start files, copy them from the *Adobe Photoshop CS6 Classroom in a Book DVD*.



As you work with Adobe Photoshop, you'll discover that you can often accomplish the same task in several ways. To make the best use of the extensive editing capabilities in Photoshop, you must first learn to navigate the work area.

## Starting to work in Adobe Photoshop

The Adobe Photoshop work area includes menus, toolbars, and panels that give you quick access to a variety of tools and options for editing and adding elements to your image. You can also add commands and filters to the menus by installing third-party software known as *plug-ins*.

Photoshop works with bitmapped, digitized images (that is, continuous-tone images that have been converted into a series of small squares, or picture elements, called *pixels*). You can also work with vector graphics, which are drawings made of smooth lines that retain their crispness when scaled. You can create original artwork in Photoshop, or you can import images from many sources, such as:

- Photographs from a digital camera
- Commercial CDs of digital images
- Scans of photographs, transparencies, negatives, graphics, or other documents
- Captured video images
- Artwork created in drawing programs

### Starting Photoshop and opening a file

To begin, you'll start Adobe Photoshop and reset the default preferences.

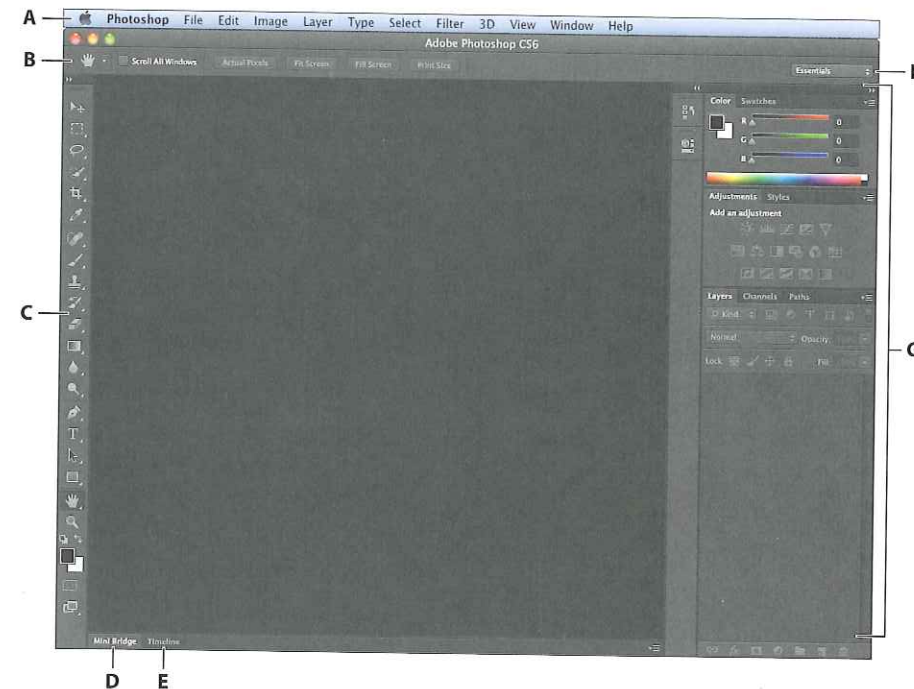
- 1 On the desktop, double-click the Adobe Photoshop icon to start Adobe Photoshop, and then immediately hold down Ctrl+Alt+Shift (Windows) or Command+Option+Shift (Mac OS) to reset the default settings.

If you don't see the Photoshop icon on your desktop, choose Start > All Programs > Adobe Photoshop CS6 (Windows) or look in either the Applications folder or the Dock (Mac OS).

- 2 When prompted, click Yes to confirm that you want to delete the Adobe Photoshop Settings file.

**Note:** Typically, you won't need to reset defaults when you're working on your own projects. However, you'll reset the preferences before working on each lesson in this book to ensure that what you see onscreen matches the descriptions in the lessons. For more information, see "Restoring default preferences" on page 4.

The Photoshop work area appears as shown in the following illustration.

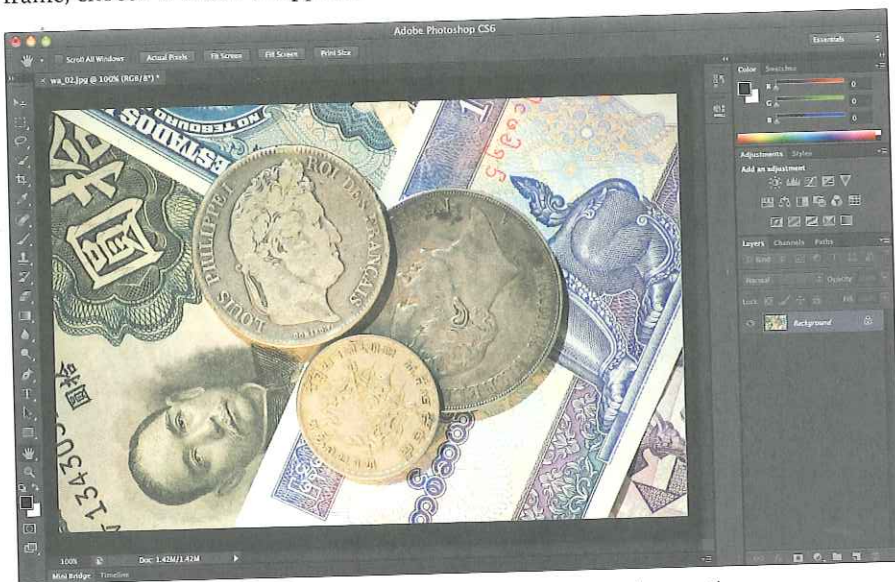


- A. Menu bar
- B. Options bar
- C. Tools panel
- D. Mini Bridge tab
- E. Timeline tab
- F. Workspaces menu
- G. Panels

**Note:** This illustration shows the Mac OS version of Photoshop. The arrangement is similar on Windows, but operating system styles may vary.

The default workspace in Photoshop consists of the menu bar and options bar at the top of the screen, the Tools panel on the left, and several open panels in the panel dock on the right. When you have documents open, one or more image windows also appear, and you can display them at the same time using the tabbed interface. The Photoshop user interface is very similar to the one in Adobe Illustrator®, Adobe InDesign®, and Adobe Flash®—so learning how to use the tools and panels in one application means that you'll know how to use them in the others.

There is one main difference between the Photoshop work area on Windows and that on Mac OS: On Mac OS, you can work with an application frame, which contains the Photoshop application's windows and panels within a frame that is distinct from other applications you may have open; only the menu bar is outside the application frame. The application frame is enabled by default; to disable the application frame, choose Window > Application Frame.

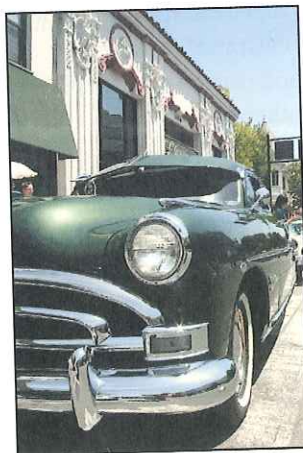


On Mac OS, the application frame keeps the image, panels, and menu bar together.

- 3 Choose File > Open, and navigate to the Lessons/Lesson01 folder that you copied to your hard drive from the *Adobe Photoshop CS6 Classroom in a Book* DVD.
- 4 Select the 01A\_End.psd file, and click Open. Click OK if you see the Embedded Profile Mismatch dialog box.

The 01A\_End.psd file opens in its own window, called the *image window*. The end files in this book show you what you are creating in each project. In this file, an image of a vintage car has been enhanced without overexposing the headlight.

- 5 Choose File > Close, or click the close button on the title bar of the image window. (Do not close Photoshop.)



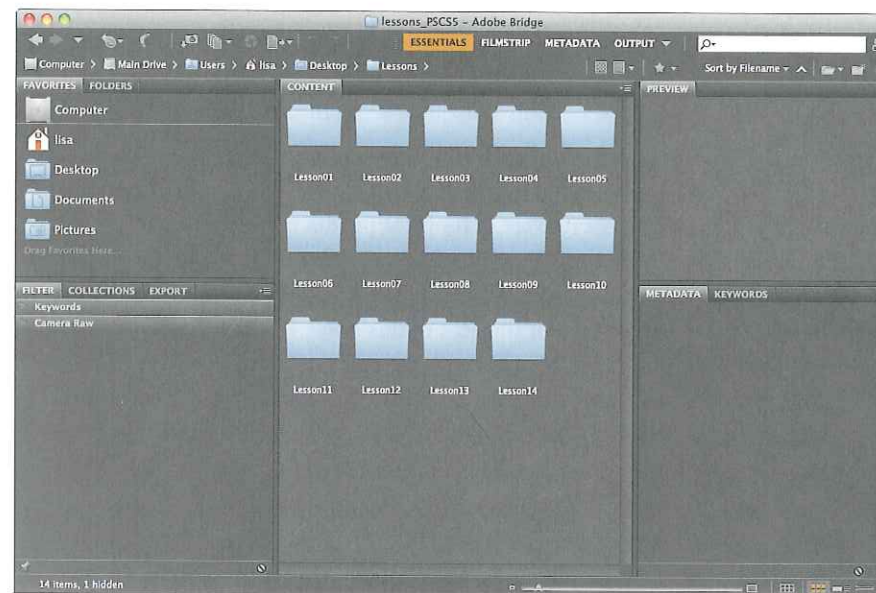
## Opening a file with Adobe Bridge

In this book, you'll work with different start files in each lesson. You may make copies of these files and save them under different names or locations, or you may work from the original start files and then copy them from the DVD again if you want a fresh start. This lesson includes three start files.

In the previous exercise, you used the Open command to open a file. Now you'll open another file using Adobe Bridge, a visual file browser that helps take the guesswork out of finding the image file that you need.

- 1 Choose File > Browse In Bridge. If you're prompted to enable the Photoshop extension in Bridge, click OK.

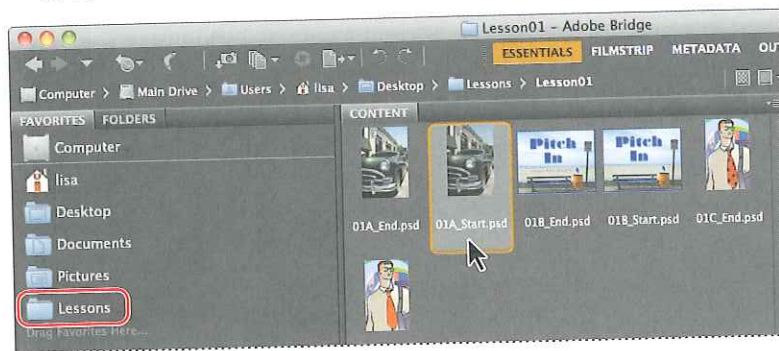
Adobe Bridge opens, displaying a collection of panels, menus, and buttons.



- 2 Select the Folders tab in the upper left corner, and then browse to the Lessons folder you copied from the DVD onto your hard disk. The Lessons folder appears in the Content panel.
- 3 Select the Lessons folder, and choose File > Add To Favorites. Adding files, folders, application icons, and other assets that you use often to the Favorites panel lets you access them quickly.
- 4 Select the Favorites tab to open the panel, and click the Lessons folder to open it. Then, in the Content panel, double-click the Lesson01 folder.

Thumbnail previews of the folder contents appear in the Content panel.

- 5 Double-click the 01A\_Start.psd thumbnail in the Content panel to open the file, or select the thumbnail and choose File > Open.



The 01A\_Start.psd image opens in Photoshop. Leave Bridge open; you'll use it to locate and open files later in this lesson.

## Using the tools

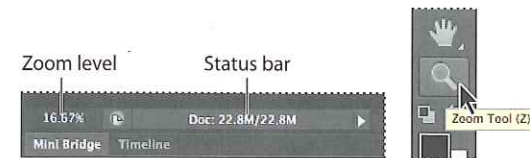
Photoshop provides an integrated set of tools for producing sophisticated graphics for print, web, and mobile viewing. We could easily fill the entire book with details on the wealth of Photoshop tools and tool configurations. While that would certainly be a useful reference, it's not the goal of this book. Instead, you'll start gaining experience by configuring and using a few tools on a sample project. Every lesson will introduce you to more tools and ways to use them. By the time you finish all the lessons in this book, you'll have a solid foundation for further explorations of the Photoshop toolset.

### Selecting and using a tool from the Tools panel

The Tools panel is the long, narrow panel on the far left side of the work area. It contains selection tools, painting and editing tools, foreground- and background-color selection boxes, and viewing tools.

You'll start by using the Zoom tool, which also appears in many other Adobe applications, including Illustrator, InDesign, and Acrobat.

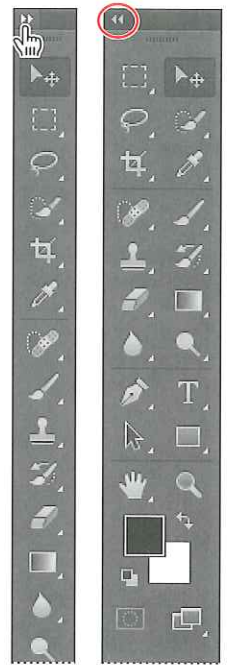
- 1 Click the double arrows just above the Tools panel to toggle to a double-column view. Click the arrow again to return to a single-column Tools panel and use your screen space more efficiently.
- 2 Examine the status bar at the bottom of the work area (Windows) or image window (Mac OS), and notice the percentage that appears on the far left. This represents the current enlargement view of the image, or zoom level.
- 3 Move the pointer over the Tools panel, and hover it over the magnifying-glass icon until a tool tip appears. The tool tip displays the tool's name (Zoom tool) and keyboard shortcut (Z).



- 4 Click the Zoom tool (Q) in the Tools panel, or press Z to select it.
- 5 Move the pointer over the image window. The pointer now looks like a tiny magnifying glass with a plus sign in the center of the glass (⌕).
- 6 Click anywhere in the image window.

The image enlarges to a preset percentage level, which replaces the previous value in the status bar. The location you clicked when you used the Zoom tool is centered in the enlarged view. If you click again, the zoom advances to the next preset level, up to a maximum of 3200%.

- 7 Hold down the Alt key (Windows) or Option key (Mac OS) so that the Zoom tool pointer appears with a minus sign in the center of the magnifying glass (Ⓜ), and then click anywhere in the image. Then release the Alt or Option key.



**Note:** For a complete list of the tools in the Tools panel, see the Tools panel overview at the end of this lesson.

**Note:** You can use other methods to zoom in and out. For example, when the Zoom tool is selected, you can select the Zoom In or Zoom Out mode on the options bar. You can choose View > Zoom In or View > Zoom Out. Or, you can type a new percentage in the status bar and press Enter or Return.

**Note:** Scrubby Zoom is available only if Use Graphics Processor is enabled in the Performance panel of the Photoshop Preferences dialog box. (Choose Edit > Preferences > Performance or Photoshop > Preferences > Performance to open the dialog box.)

Now the view zooms out to a lower preset magnification, so that you can see more of the image, but in less detail.

- 8 If Scrubby Zoom is selected in the options bar, click anywhere on the image and drag the Zoom tool to the right. The image enlarges. Drag the Zoom tool to the left to zoom out. When Scrubby Zoom is selected, you can drag the Zoom tool across the image to zoom in and out.
- 9 Deselect Scrubby Zoom in the options bar if it's selected. Then, using the Zoom tool, drag a rectangle to enclose the area of the image that includes the headlight.



The image enlarges so that the area you enclosed in your rectangle now fills the entire image window.

You have now used four methods with the Zoom tool to change the magnification in the image window: clicking, holding down a keyboard modifier while clicking, dragging to zoom in and out, and dragging to define a magnification area. Many of the other tools in the Tools panel can be used with keyboard combinations and options, as well. You'll have opportunities to use these techniques in various lessons in this book.

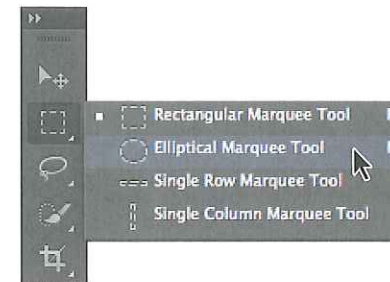
## Selecting and using a hidden tool

Photoshop has many tools you can use to edit image files, but you will probably work with only a few of them at a time. The Tools panel arranges some of the tools in groups, with only one tool shown for each group. The other tools in the group are hidden behind that tool.

A small triangle in the lower right corner of a button is your clue that other tools are available but hidden under that tool.

- 1 Position the pointer over the second tool from the top in the Tools panel until the tool tip appears. The tool tip identifies the Rectangular Marquee tool (⌘) with the keyboard shortcut M. Select that tool.
- 2 Select the Elliptical Marquee tool (⌘), which is hidden behind the Rectangular Marquee tool, using one of the following methods:

- Press and hold the mouse button over the Rectangular Marquee tool to open the pop-up list of hidden tools, and select the Elliptical Marquee tool.



- Alt-click (Windows) or Option-click (Mac OS) the tool button in the Tools panel to cycle through the hidden marquee tools until the Elliptical Marquee tool is selected.
- Press Shift+M, which switches between the Rectangular and Elliptical Marquee tools.

- 3 Move the pointer over the image window, to the upper left side of the headlight. When the Elliptical Marquee tool is selected, the pointer becomes cross-hairs (+).

- 4 Drag the pointer down and to the right to draw an ellipse around the headlight, and then release the mouse button.

An animated dashed line indicates that the area inside it is *selected*. When you select an area, it becomes the only editable area of the image. The area outside the selection is protected.

- 5 Move the pointer inside your elliptical selection so that the pointer appears as an arrow with a small rectangle (⌘).



- 6 Drag the selection so that it is accurately centered over the headlight.


When you drag the selection, only the selection border moves, not pixels in the image. When you want to move the pixels in the image, you'll need to use a different technique. You'll learn more about making different kinds of selections and moving the selection contents in Lesson 3, "Working with Selections."



## Using keyboard combinations with tool actions

Many tools can operate under certain constraints. You usually activate these modes by holding down specific keys as you move the tool with the mouse. Some tools have modes that you choose in the options bar.

The next task is to make a fresh start at selecting the headlight. This time, you'll use a keyboard combination that constrains the elliptical selection to a circle that you'll draw from the center outward instead of from the outside inward.

- 1 Make sure that the Elliptical Marquee tool () is still selected in the Tools panel, and then deactivate the current selection by doing one of the following:
  - In the image window, click anywhere outside the selected area.
  - Choose Select > Deselect.
  - Use the keyboard shortcut Ctrl+D (Windows) or Command+D (Mac OS).
- 2 Position the pointer in the center of the headlight.
- 3 Press Alt+Shift (Windows) or Option+Shift (Mac OS) and drag outward from the center of the headlight until the circle completely encloses the headlight. The Shift key constrains the ellipse to a perfect circle.
- 4 Carefully release first the mouse button and then the keyboard keys.



If you aren't satisfied with the selection circle, you can move it: Place the pointer inside the circle and drag, or click outside the selection circle to deselect it, and then try again.

- 5 Select the Zoom tool, and then click the Fit Screen button in the options bar so that you can see the entire image.

Notice that the selection remains active even after you change the view.

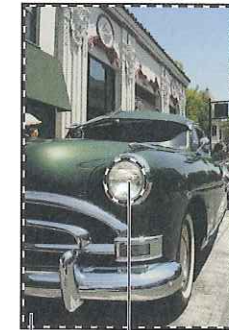
## Applying a change to a selected area

In most cases, you'd change the area within the selection. But in order to spotlight the headlight, you'll want to darken the rest of the image, not the area inside the current selection. To protect that area, you'll invert the selection, so that everything *but* the headlight is selected in the image.

- 1 Choose Select > Inverse.

Although the animated selection border around the headlight looks the same, notice that a similar border appears all around the edges of the image. Now everything in the image is selected except the area within the circle. The unselected area (the headlight) cannot be changed while the selection is active.

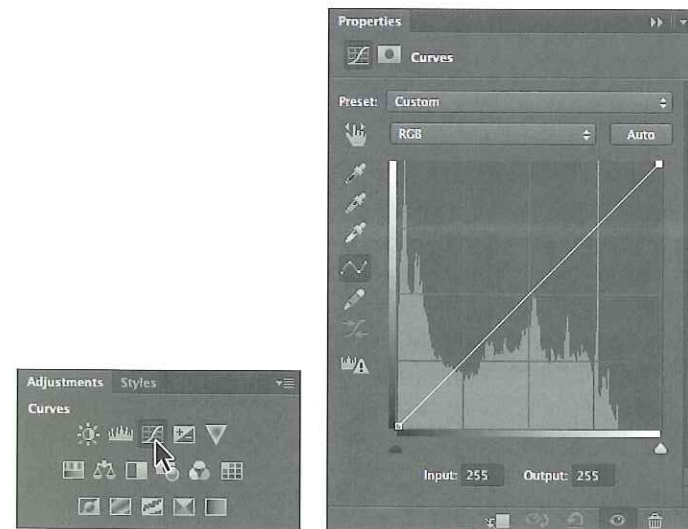
- 2 In the Adjustments panel, click the Curves icon to add a Curves adjustment layer. The Curves options appear in the Properties panel.



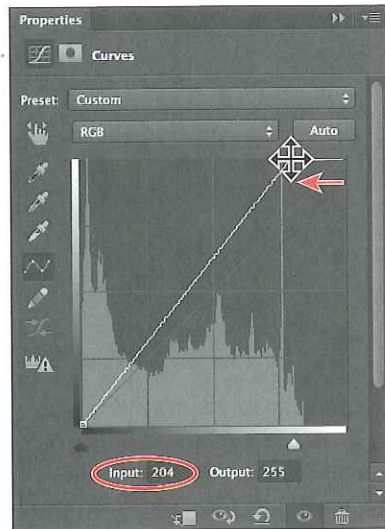
Selected (editable) area

Unselected (protected) area

**Tip:** The keyboard shortcut for this command, Ctrl+Shift+I (Windows) or Command+Shift+I (Mac OS), appears by the command name in the Select menu. In the future, you can just press that keyboard combination to invert a selection.



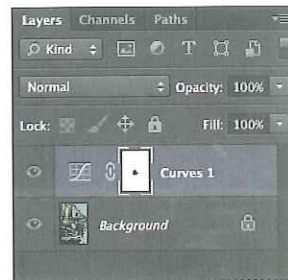
- 3 In the Properties panel, drag the control point in the upper right corner of the graph straight across to the left until the Input value is approximately 204. The Output value should remain 255. (If you don't see the Input and Output values, drag the triangle at the lower right corner of the Properties panel to extend the panel downward.)



As you drag, highlights are brightened in the selected area of the image.

- 4 Adjust the Input value up or down until you are satisfied with the results.
- 5 In the Layers panel, examine the Curves adjustment layer. (If the Layers panel isn't open, click its tab or choose Window > Layers.)

Adjustment layers let you make changes to your image, such as adjusting the brightness of the highlights in this car, without affecting the actual pixels. Because you've used an adjustment layer, you can always return to the original image by hiding or deleting the adjustment layer—and you can edit the adjustment layer at any time. You'll use adjustment layers in several lessons in this book.



- 6 Do one of the following:
  - To save your changes, choose File > Save, click OK if you see the Photoshop Format Options dialog box, and then choose File > Close.
  - To revert to the unaltered version of the file, choose File > Close, and click No or Don't Save when you're asked if you want to save your changes.

- To save changes without affecting the original file, choose File > Save As, rename the file or save it to a different folder, and click OK. Click OK in the Photoshop Format Options dialog box. Then choose File > Close.

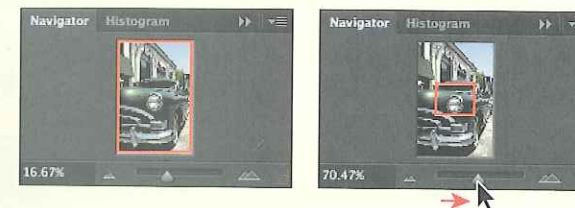
You don't have to deselect, because closing the file cancels the selection.

Congratulations! You've just finished your first Photoshop project. Although a Curves adjustment layer is actually one of the more sophisticated methods of altering an image, it isn't difficult to use, as you have seen. You'll learn more about making adjustments to images in many other lessons in this book. Lessons 2 and 6, in particular, address techniques like those used in classic darkroom work, such as adjusting for exposure, retouching, and correcting colors.

## Zooming and scrolling with the Navigator panel

The Navigator panel is another speedy way to make large changes in the zoom level, especially when the exact percentage of magnification is unimportant. It's also a great way to scroll around in an image, because the thumbnail shows you exactly what part of the image appears in the image window. To open the Navigator panel, choose Window > Navigator.

The slider under the image thumbnail in the Navigator panel enlarges the image when you drag to the right (toward the large mountain icon) and reduces it when you drag to the left.



The red rectangular outline represents the area of the image that appears in the image window. When you zoom in far enough that the image window shows only part of the image, you can drag the red outline around the thumbnail area to see other areas of the image. This is also an excellent way to verify which part of an image you're working on when you work at very high zoom levels.



## Using the options bar and other panels

You've already had some experience with the options bar. When you selected the Zoom tool in the previous project, you saw that the options bar contained options that change the view of the current image window. Now you'll learn more about setting tool properties in the options bar, as well as using panels and panel menus.

### Previewing and opening another file

The next project involves a promotional postcard for a community project. First, preview the end file to see what you're aiming to do.

- 1 Click the Mini Bridge tab at the bottom of the application window to open the Mini Bridge panel.

You can access many of the features of Adobe Bridge without leaving Photoshop. The Mini Bridge panel lets you browse, select, open, and import files while you're working with your image in Photoshop.

- 2 Choose Favorites from the pop-up menu on the left side of the panel. Then double-click the Lessons folder, and double-click the Lesson01 folder.
- 3 Select the 01B\_End.psd file in the Content area, and press the spacebar to see a full-screen preview of the image.



Notice the text that is set against the sandy area across the lower part of the image.

- 4 Press the spacebar again to return to the thumbnail view.



- 5 Double-click the 01B\_Start.psd file in the Content area to open it in Photoshop.
- 6 Double-click the Mini Bridge tab to hide the panel so you can see the image window clearly.

### Setting tool properties in the options bar

With the 01B\_Start.psd file open in Photoshop, you're ready to select the text properties and then to type your message.

- 1 In the Tools panel, select the Horizontal Type tool (T).

The buttons and menus in the options bar now relate to the Type tool.

- 2 In the options bar, select a font you like from the first pop-up menu. (We used Garamond, but you can use another font if you prefer.)
- 3 Specify **38 pt** for the font size.



You can specify 38 points by typing directly in the font-size text box and pressing Enter or Return, or by scrubbing the font-size menu label. You can also choose a standard font size from the font-size pop-up menu.

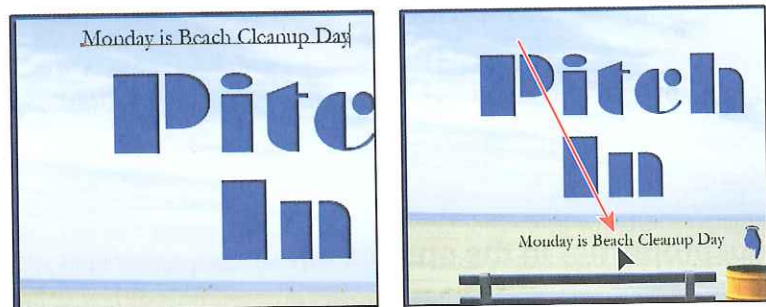
► **Tip:** You can place the pointer over the labels of most numeric settings in the tool options bar, in panels, and in dialog boxes in Photoshop to display a "scrubby slider." Dragging the pointing-finger slider to the right increases the value; dragging to the left decreases the value. Alt-dragging (Windows) or Option-dragging (Mac OS) changes the values in smaller increments; Shift-dragging changes them in larger increments.



- Click once anywhere on the left side of the image, and type **Monday is Beach Cleanup Day**.

The text appears with the font and font size that you selected.

- In the Tools panel, select the Move tool (⇧+). It's the first tool.
- Position the Move tool pointer over the text you typed, and drag the text onto the sand, centering it over the bench.



## Using panels and panel menus

The text color in your image is the same as the Foreground Color swatch in the Tools panel, which is black by default. The text in the end-file example was a magenta shade that made the text stand out. You'll color the text by selecting it and then choosing another color.

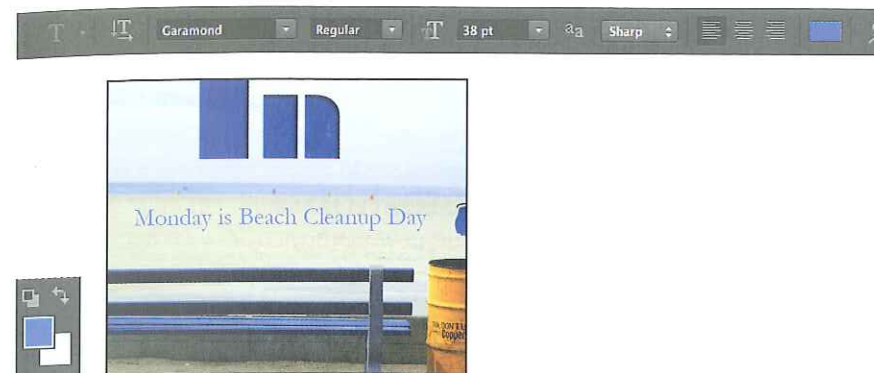
- In the Tools panel, select the Horizontal Type tool (T).
- Drag the Horizontal Type tool across the text to select all the words.
- Click the Swatches tab to bring that panel forward, if it's not already visible.
- Select any swatch.



The color you select appears in three places: as the Foreground Color in the Tools panel, in the text color swatch in the options bar, and in the text you selected in the image window. (Select any other tool in the Tools panel to deselect the text so that you can see the color applied to it.)

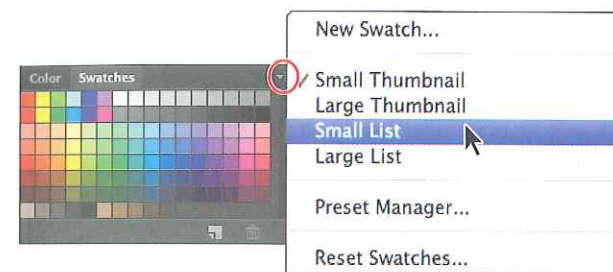
**Note:** Don't select the Move tool using the V keyboard shortcut, because you're in text-entry mode. Typing V will add the letter to your text in the image window.

**Note:** When you move the pointer over the swatches, it temporarily changes into an eyedropper. Set the tip of the eyedropper on the swatch you want, and click to select it.



That's how easy it is to select a color, although there are other methods in Photoshop. However, you'll use a specific color for this project, and it's easier to find it if you change the Swatches panel display.

- Select another tool in the Tools panel, such as the Move tool (⇧+), to deselect the Horizontal Type tool. Then, click the menu button (≡) on the Swatches panel to open the panel menu, and choose Small List.



- Select the Type tool and reselect the text, as you did in steps 1 and 2.
- In the Swatches panel, scroll about halfway down the list to find the Pastel Violet Magenta swatch, and then select it.

Now the text appears in the lighter violet color.



- Select the Hand tool (H) to deselect the text. Then click the Default Foreground And Background Colors button in the Tools panel to make Black the foreground color.



Resetting the default colors does not change the color of the text in the image, because that text is no longer selected.

- 9 You've finished the task, so close the file. You can either save it, close it without saving, or save it under a different name or location.

It's as simple as that—you've completed another project. Nice job!

## Undoing actions in Photoshop

In a perfect world, you'd never make a mistake. You'd never click the wrong object. You'd always perfectly anticipate how specific actions would bring your design ideas to life exactly as you imagined them. You'd never have to backtrack.

For the real world, Photoshop gives you the power to step back and undo actions so that you can try other options. The next project provides you with an opportunity to experiment freely, knowing that you can reverse the process.

This project also introduces you to layering, which is one of the fundamental and most powerful features in Photoshop. Photoshop includes many kinds of layers, some of which contain images, text, or solid colors, and others that simply interact with layers below them. The file for this next project has both kinds of layers. You don't have to understand layers to complete this project successfully, so don't worry about that right now. You'll learn more about layers in Lesson 4, "Layer Basics," and Lesson 9, "Advanced Compositing."

### Undoing a single action

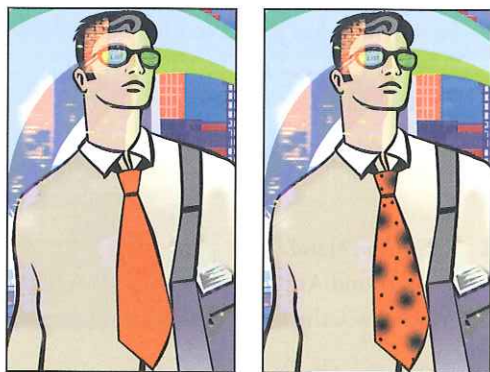
Even beginning computer users quickly come to appreciate the familiar Undo command. Once again, you'll begin this project by looking at the final result.

- 1 Click the Mini Bridge tab to open the Mini Bridge panel again. It displays the contents of the Lesson01 folder.

- 2 Look at the thumbnails for the 01C\_End.psd file and the 01C\_Start.psd file. In the start file, the tie is solid; in the end file, it is patterned.

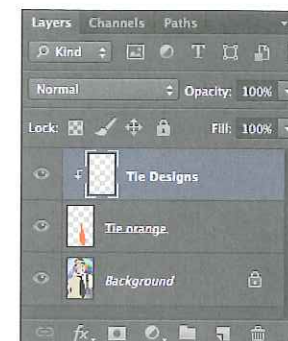
- 3 In the Content panel, double-click the 01C\_Start.psd file thumbnail to open it in Photoshop.

- 4 Double-click the Mini Bridge tab to close the panel.



- 5 In the Layers panel, select the Tie Designs layer.

Notice the arrow in the Tie Designs layer in the Layers panel. The Tie Designs layer is a *clipping mask*. A clipping mask works somewhat like a selection in that it restricts the area of the image that can be altered. With the clipping mask in place, you can paint a design over the tie without worrying about any stray brush strokes disturbing the rest of the image. You've selected the Tie Designs layer because it's the layer you'll be editing now.



- 6 In the Tools panel, select the Brush tool (✓), or press B to select it by its keyboard shortcut.

- 7 In the options bar, click the brush size to display brush options. Then, move the Size slider to 65 pixels. In the list of brushes, select the Soft Round Pressure Size brush. (The name will appear as a tool tip if you hover the pointer over a brush.)



If you want to try a different brush, that's OK, but select a brush that's reasonably close to 65 pixels—preferably between 45 and 75 pixels.

- 8 Move the pointer over the image so that it appears as a circle the same diameter as the brush. Then draw a stripe anywhere in the orange tie. You don't have to worry about staying within the lines, because the brush won't paint anything outside the tie clipping mask.

Oops! Your stripe may be very nice, but the design calls for dots, so you'll need to remove the stripe you just painted.

- 9 Choose Edit > Undo Brush Tool, or press Ctrl+Z (Windows) or Command+Z (Mac OS) to undo the Brush tool action.

The tie is again a solid orange color, with no stripe.



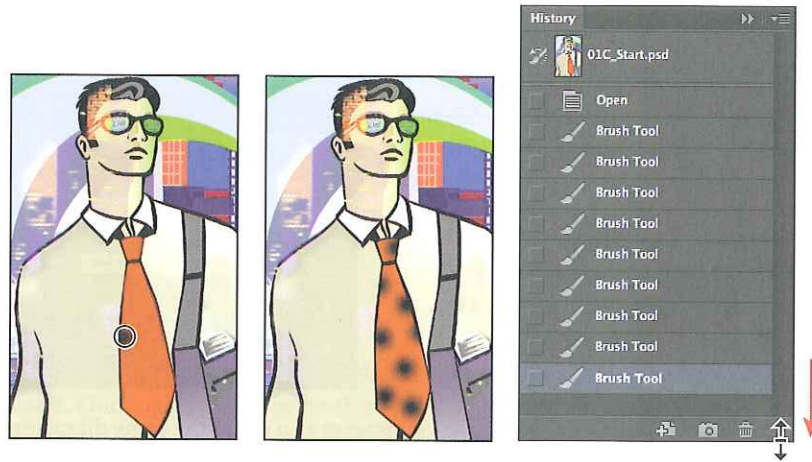
Illustration: Pamela Hobbs

**Note:** You'll get more experience with clipping masks in Lesson 6, "Masks and Channels" and Lesson 7, "Typographic Design."

## Undoing multiple actions

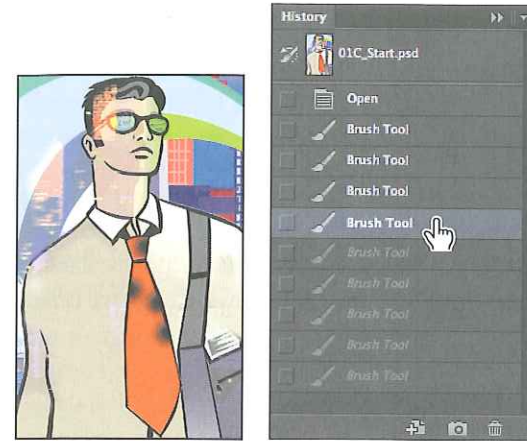
The Undo command reverses only one step. This is a practicality, because Photoshop files can be very large, and maintaining multiple Undo steps can tie up a lot of memory, which tends to degrade performance. You could use the Step Backward command to undo additional steps one at a time. However, it's faster and easier to step back through multiple actions using the History panel.

- 1 Using the same Brush tool settings, click once over the (unstriped) orange tie to create a soft dot.
- 2 Click several more times in different areas on the tie to create a pattern of dots.
- 3 Choose Window > History to open the History panel. Then drag a corner of the History panel to resize it so that you can see more steps.



The History panel records the recent actions you've performed in the image. The current state is selected, at the bottom of the list.

- 4 Click an earlier action in the History panel, and notice how the image changes. Several actions are undone.



- 5 In the image window, create a new dot on the tie with the Brush tool.



Notice that the History panel has removed the dimmed actions that were listed after the selected history state and has added a new one.

- 6 Choose Edit > Undo Brush Tool or press Ctrl+Z (Windows) or Command+Z (Mac OS) to undo the dot you created in step 5.

Now the History panel restores the earlier listing of dimmed actions.


- 7 Select the state at the bottom of the History panel list.

The image is restored to the condition it was in when you finished step 2 of this exercise.

By default, the Photoshop History panel retains only the last 20 actions. This is a compromise, striking a balance between flexibility and performance. You can change the number of levels in the History panel by choosing Edit > Preferences > Performance (Windows) or Photoshop > Preferences > Performance (Mac OS) and entering a different value for History States.

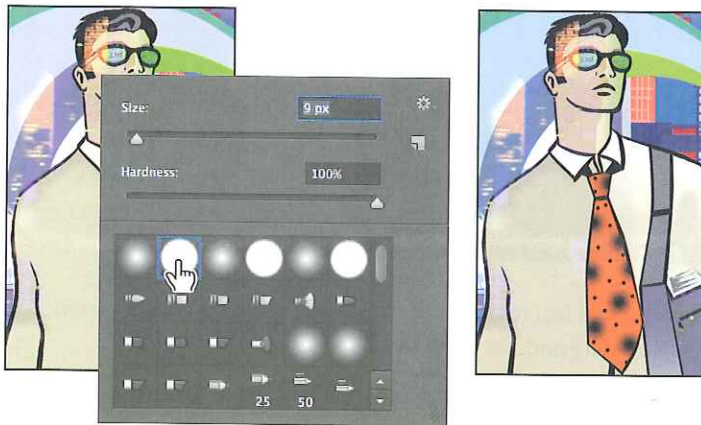
## Using a context menu

*Context menus* are short menus that contain commands and options appropriate to specific elements in the work area. They are sometimes referred to as “right-click” or “shortcut” menus. Usually, the commands on a context menu are also available in some other area of the user interface, but using the context menu can save time.

- 1 If the Brush tool () is not still selected in the Tools panel, select it now.
- 2 In the image window, right-click (Windows) or Control-click (Mac OS) anywhere in the image to open the Brush tool context menu.

Context menus vary with their context, of course, so what appears can be a menu of commands or a panel-like set of options, which is what happens in this case.

- 3 Select a finer brush, such as the Hard Round brush, and change the size to 9 pixels. You may need to scroll up or down the list in the context menu to find the right brush.
- 4 In the image window, use the selected brush to create smaller dots on the tie.



- 5 As it suits you, use the Undo command and the History panel to backtrack through your painting actions to correct mistakes or make different choices.
- 6 When you finish making changes to your tie design, choose File > Save if you want to save your results, choose File > Save As if you want to save the file in another location or with a different name, or close the file without saving.

Give yourself a pat on the back for finishing another project.

## More about panels and panel locations

Photoshop panels are powerful and varied. Rarely would you need to see all panels simultaneously. That’s why they’re in panel groups, and why the default configurations leave some panels unopened.

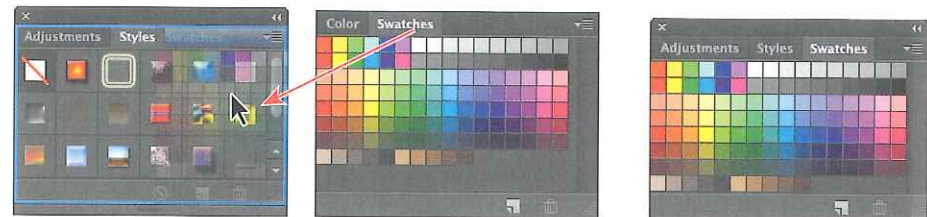
The complete list of panels appears in the Window menu, with check marks by the names of the panels that are open at the front of their panel groups. You can open a closed panel or close an open one by selecting the panel name in the Window menu.

You can hide all panels at once—including the options bar and Tools panel—by pressing the Tab key. To reopen them, press Tab again.

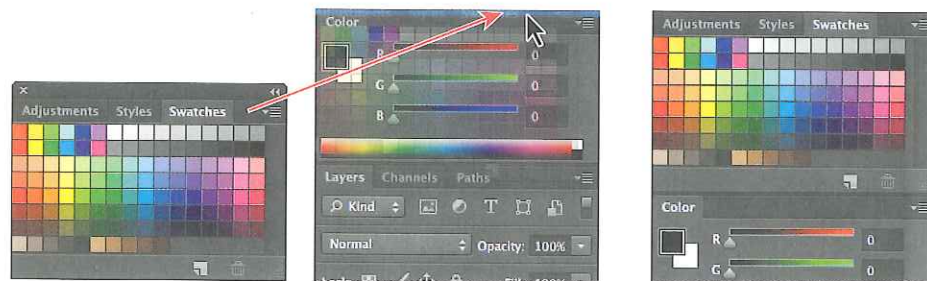
You already used panels in the panel dock when you used the Layers and Swatches panels. You can drag panels to or from the panel dock. This is convenient for bulky panels or ones that you use only occasionally but want to keep handy.

You can arrange panels in other ways, as well:

- To move an entire panel group, drag the title bar to another location in the work area.
- To move a panel to another group, drag the panel tab into that panel group so that a blue highlight appears inside the group, and then release the mouse button.



- To dock a panel or panel group, drag the title bar or panel tab onto the top of the dock.



- To undock a panel or panel group so that it becomes a floating panel or panel group, drag its title bar or panel tab away from the dock.

**Note:** When panels are hidden, a thin, semitransparent strip is visible at the edge of the document. Hovering the pointer over the strip displays its contents.

**Note:** Clicking anywhere in the work area closes the context menu. If the tie area is hidden behind the Brush tool context menu, click another area or double-click your selection in the context menu to close it.

## Expanding and collapsing panels

You can resize panels to use screen space more efficiently and to see fewer or more panel options, either by dragging or clicking to toggle between preset sizes:

- To collapse open panels to icons, click the double arrow in the title bar of the dock or panel group. To expand a panel, click its icon or the double arrow.



- To change the height of a panel, drag its lower right corner.
- To change the width of the dock, position the pointer on the left edge of the dock until it becomes a double-headed arrow, and then drag to the left to widen the dock, or to the right to narrow it.
- To resize a floating panel, move the pointer over the right, left, or bottom edge of the panel until it becomes a double-headed arrow, and then drag the edge in or out. You can also pull the lower right corner in or out.
- To collapse a panel group so that only the dock header bar and tabs are visible, double-click a panel tab or panel title bar. Double-click again to restore it to the expanded view. You can open the panel menu even when the panel is collapsed.



Notice that the tabs for the panels in the panel group and the button for the panel menu remain visible after you collapse a panel.

## Special notes about the Tools panel and options bar

The Tools panel and the options bar share some characteristics with other panels:

- You can drag the Tools panel by its title bar to a different location in the work area. You can move the options bar to another location by dragging the grab bar at the far left end of the panel.

- You can hide the Tools panel and options bar.

However, some panel features are not available or don't apply to the Tools panel or options bar:

- You cannot group the Tools panel or options bar with other panels.
- You cannot resize the Tools panel or options bar.
- You cannot stack the Tools panel or options bar in the panel dock.
- The Tools panel and options bar do not have panel menus.

## Customizing the workspace

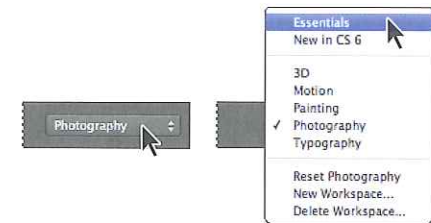
It's great that Photoshop offers so many ways to control the display and location of the options bar and its many panels, but it can be time-consuming to drag panels around the screen so that you can see some panels for certain projects and other panels for other projects. That's why Photoshop lets you customize your workspace, controlling which panels, tools, and menus are available at any time. In fact, it comes with a few preset workspaces suitable for different types of workflows—tone and color correction, painting and retouching, and so on. You'll experiment with them.

- 1 Choose Window > Workspace > Painting. If prompted, click Yes to apply the workspace.

If you've been experimenting with opening, closing, and moving panels, you'll notice that Photoshop closes some panels, opens others, and stacks them neatly in the dock along the right edge of the workspace.

- 2 Choose Window > Workspace > Photography. If prompted, click Yes to apply the workspace. Different panels appear in the dock.

- 3 Click the Workspace Switcher in the options bar, and choose Essentials. Photoshop returns to the default workspace, which is arranged as you left it. (To return the Essentials workspace to its original configuration, choose Reset Essentials from the Workspace Switcher menu.)



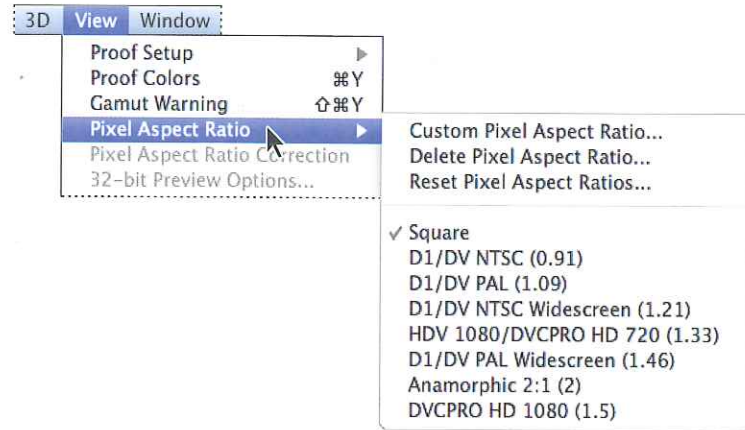
You can choose workspaces from the Window menu or from the pop-up menu in the options bar.

**Note:** If you closed 01C\_Start.psd at the end of the previous exercise, open it—or open any other image file—to complete the following exercise.

**Note:** You can collapse, but not resize, the Color, Character, and Paragraph panels.

For times when presets don't suit your purposes, you can customize the workspace to your specific needs. Say, for example, that you do lots of web design, but no digital video work. You can specify which menu items to display in the workspace.

- 4 Click the View menu, and choose Pixel Aspect Ratio to see the submenu.



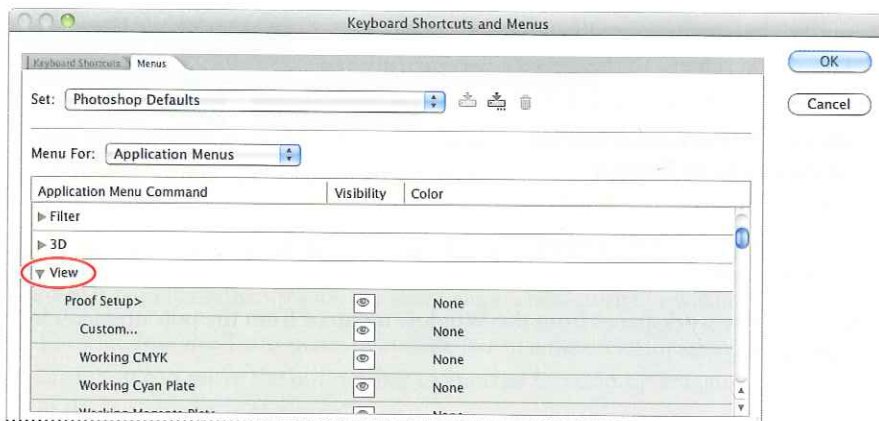
This submenu includes several DV formats that many print and web designers don't need to use.

- 5 Choose Window > Workspace > Keyboard Shortcuts And Menus.

The Keyboard Shortcuts And Menus dialog box lets you control which application and panel menu commands are available, as well as create custom keyboard shortcuts for menus, panels, and tools. You can hide commands that you use infrequently, or highlight commonly used commands to make them easier to see.

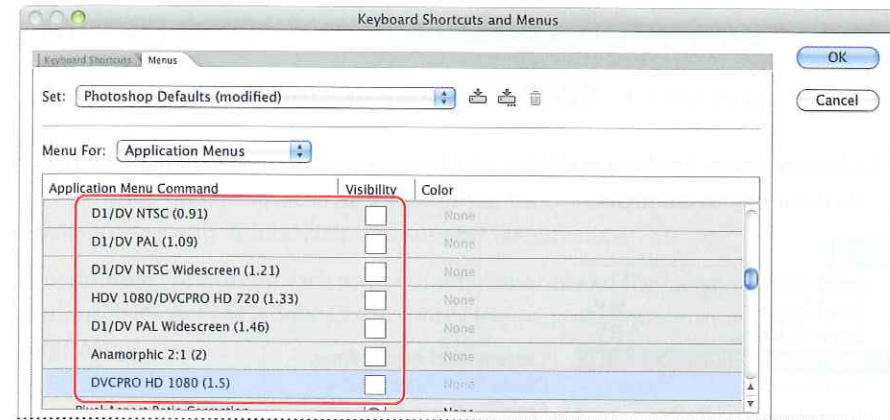
- 6 Click the Menus tab in the Keyboard Shortcuts And Menus dialog box, and then choose Application Menus from the Menu For pop-up menu.

- 7 Expand the View menu commands by clicking the triangle next to View.



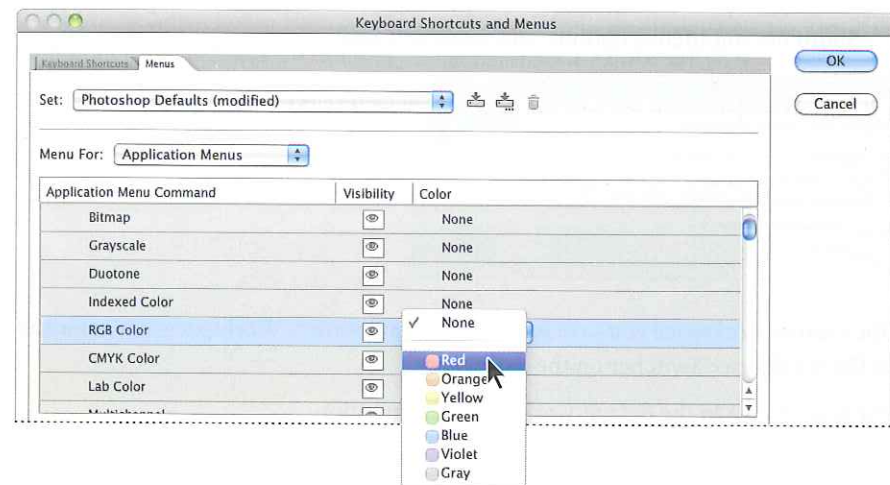
Photoshop displays the View menu commands and subcommands.

- 8 Scroll down to Pixel Aspect Ratio, and click the eye icon to turn off visibility for all of the DV and video formats—there are seven of them, beginning with D1/DV NTSC (0.91) and ending with DVCPRO HD 1080 (1.5). Photoshop removes them from the menu for this workspace.



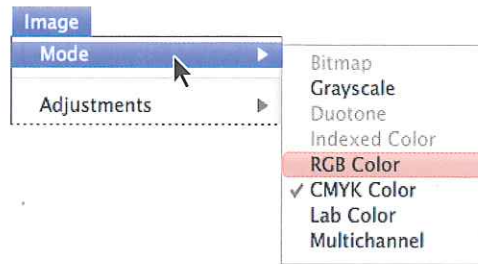
- 9 Expand the Image menu commands.

- 10 Scroll down to the Image > Mode > RGB Color command, and click None in the Color column. Choose Red from the pop-up menu to highlight this command in red.

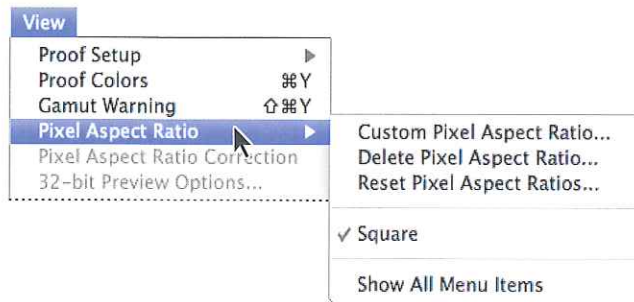


- 11 Click OK to close the Keyboard Shortcuts And Menus dialog box.

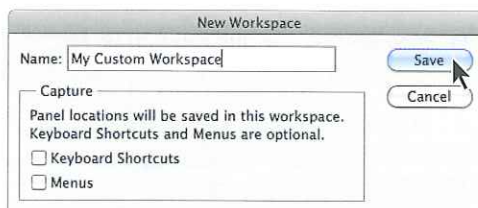
12 Choose Image > Mode. RGB Color is now highlighted in red.



13 Choose View > Pixel Aspect Ratio. The DV and video formats are no longer included in this submenu.



14 To save a workspace, choose Window > Workspace > New Workspace. In the New Workspace dialog box, give your workspace a name, select the Keyboard Shortcuts and Menus options, and then click Save.



**Note:** Selecting the Essentials workspace changes the panel configuration, but doesn't restore the menus to their defaults. You can do that now, or leave them altered. You'll reset defaults as you begin work on most lessons that follow.

The custom workspace you save is listed in the Window > Workspace submenu and in the Workspace Switcher on the options bar.

For now, return to the default workspace configuration.

15 Choose Essentials from the Workspace Switcher on the options bar. Don't save the changes in the current workspace.

Congratulations again. You've finished Lesson 1!

Now that you're acquainted with the basics of the Photoshop work area, you can begin learning how to create and edit images. Once you know the basics, you can complete the *Adobe Photoshop CS6 Classroom in a Book* lessons either in sequential order or according to the subjects you find most interesting.

## Finding resources for using Photoshop

For complete and up-to-date information about using Photoshop panels, tools, and other application features, visit the Adobe website. To search for information in Photoshop Help and support documents, as well as other websites relevant to Photoshop users, choose Help > Photoshop Help. You can narrow your search results to view only Adobe Help and support documents.

For additional resources, such as tips and techniques and the latest product information, check out the Adobe Community Help page at [community.adobe.com/help/main](http://community.adobe.com/help/main).

## Checking for updates

Adobe periodically provides updates to software. You can easily obtain these updates through Adobe Application Manager, as long as you have an active Internet connection.

- 1 In Photoshop, choose Help > Updates. Adobe Application Manager automatically checks for updates available for your Adobe software.
- 2 In the Adobe Application Manager dialog box, select the updates you want to install, and then click to install them.

**Note:** To set your preferences for future updates, click Preferences in the Adobe Application Manager. Select whether you want to be notified of updates, and which applications you want the Adobe Application Manager to check for. Click OK to accept the new settings.

## Changing interface settings

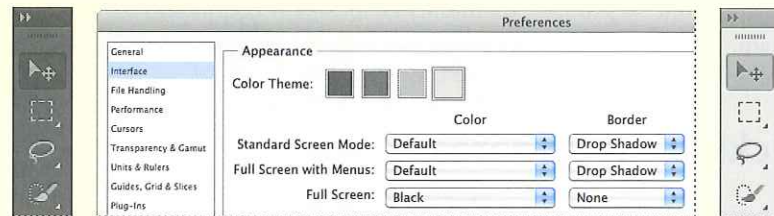
By default, the panels, dialog boxes, and background in Photoshop CS6 are dark. You can lighten the interface or make other changes in the Photoshop Preferences dialog box.

To make changes:

- 1 Choose Edit > Preferences > Interface (Windows) or Photoshop > Preferences > Interface (Mac OS).
- 2 Select a different color theme, or make other changes.

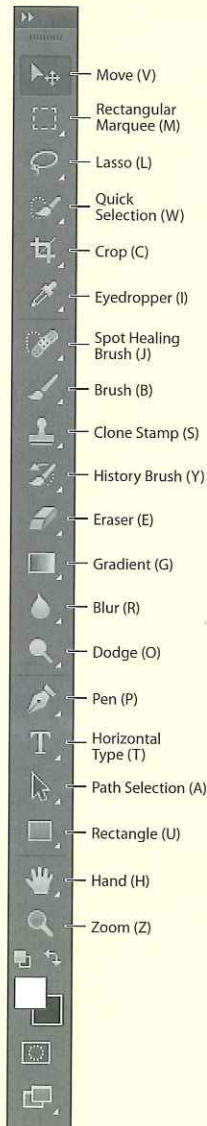
When you select a different theme, you can see the changes immediately. You can also select specific colors for different screen modes and change other interface settings in this dialog box.

- 3 When you're satisfied with the changes, click OK.



## Tools panel overview

### Photoshop CS6 Tools panel



**The Move tool** moves selections, layers, and guides.



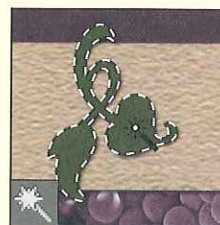
**The marquee tools** make rectangular, elliptical, single row, and single column selections.



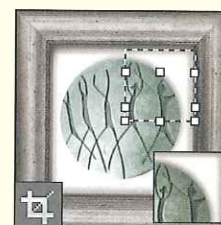
**The lasso tools** make free-hand, polygonal (straight-edged), and magnetic (snap-to) selections.



**The Quick Selection tool** lets you quickly "paint" a selection using an adjustable round brush tip.



**The Magic Wand tool** selects similarly colored areas.



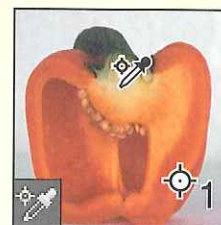
**The crop tools** trim, straighten, and change the perspective of images.



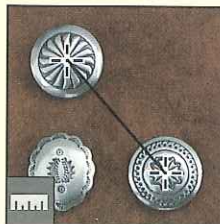
**The Eyedropper tool** samples colors in an image.



**The 3D Material Eyedropper tool** loads selected material from a 3D object.



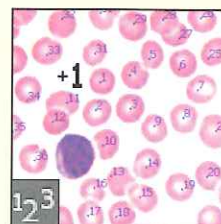
**The Color Sampler tool** samples up to four areas of the image.



**The Ruler tool** measures distances, locations, and angles.



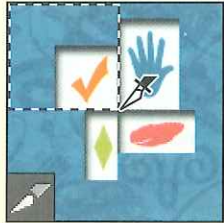
**The Note tool** makes notes that can be attached to an image.



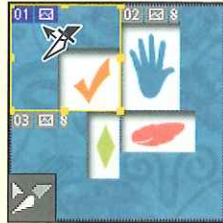
**The Count tool** counts objects in an image.



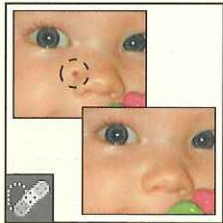
## Tools panel overview (continued)



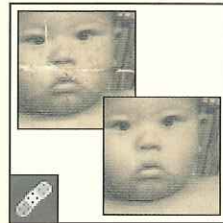
The **Slice tool** creates slices.



The **Slice Select tool** selects slices.



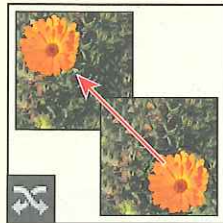
The **Spot Healing Brush tool** quickly removes blemishes and imperfections from photographs with a uniform background.



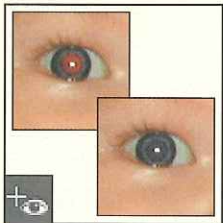
The **Healing Brush tool** paints with a sample or pattern to repair imperfections in an image.



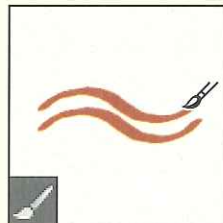
The **Patch tool** repairs imperfections in a selected area of an image using a sample or pattern.



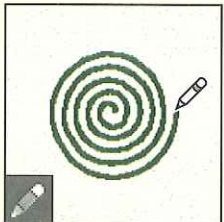
The **Content-Aware Move tool** recomposes and blends pixels to accommodate a moved object.



The **Red Eye tool** removes red eye in flash photos with one click.



The **Brush tool** paints brush strokes.



The **Pencil tool** paints hard-edged strokes.



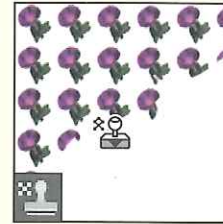
The **Color Replacement tool** substitutes one color for another.



The **Mixer Brush tool** blends sampled color with an existing color.



The **Clone Stamp tool** paints with a sample of an image.



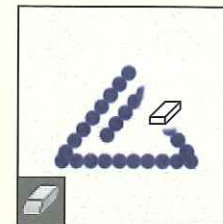
The **Pattern Stamp tool** paints with a part of an image as a pattern.



The **History Brush tool** paints a copy of the selected state or snapshot into the current image window.



The **Art History Brush tool** paints stylized strokes that simulate the look of different paint styles, using a selected state or snapshot.



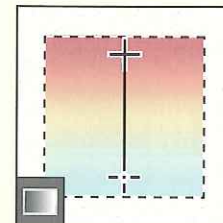
The **Eraser tool** erases pixels and restores parts of an image to a previously saved state.



The **Background Eraser tool** erases areas to transparency by dragging.



The **Magic Eraser tool** erases solid-colored areas to transparency with a single click.



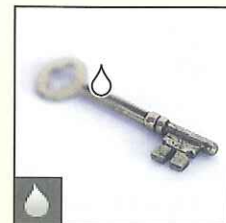
The **Gradient tool** creates straight-line, radial, angle, reflected, and diamond blends between colors.



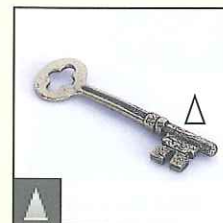
The **Paint Bucket tool** fills similarly colored areas with the foreground color.



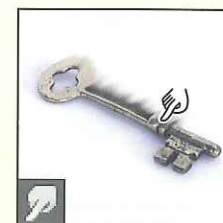
The **3D Material Drop tool** drops the material loaded in the 3D Material Eyedropper tool onto the targeted area of a 3D object.



The **Blur tool** blurs hard edges in an image.



The **Sharpen tool** sharpens soft edges in an image.



The **Smudge tool** smudges data in an image.

## Tools panel overview (continued)



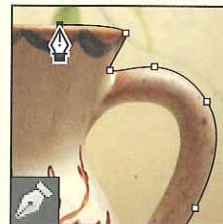
**The Dodge tool** lightens areas in an image.



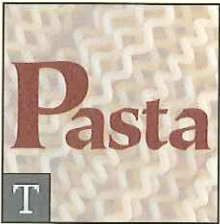
**The Burn tool** darkens areas in an image.



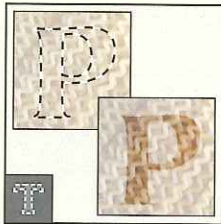
**The Sponge tool** changes the color saturation of an area.



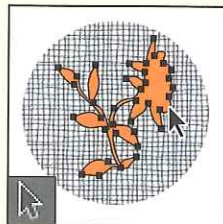
**The pen tools** draw smooth-edged paths.



**The type tools** create type on an image.



**The type mask tools** create a selection in the shape of type.



**The path selection tools** make shape or segment selections showing anchor points, direction lines, and direction points.



**The shape tools and Line tool** draw shapes and lines in a normal layer or shape layer.



**The Custom Shape tool** makes customized shapes selected from a custom shape list.



**The Hand tool** moves an image within its window.



**The Rotate View tool** nondestructively rotates the canvas.



**The Zoom tool** magnifies and reduces the view of an image.

## Review questions

- 1 Describe two types of images you can open in Photoshop.
- 2 How do you open image files using Adobe Bridge?
- 3 How do you select tools in Photoshop?
- 4 Describe two ways to change your view of an image.
- 5 What are two ways to get more information about Photoshop?

## Review answers

- 1 You can scan a photograph, transparency, negative, or graphic into the program; capture a digital video image; or import artwork created in a drawing program. You can also import digital photos.
- 2 Choose File > Browse In Bridge in Photoshop to jump to Bridge. Then, locate the image file you want to open, and double-click its thumbnail to open it in Photoshop.
- 3 Click a tool in the Tools panel, or press the tool's keyboard shortcut. A selected tool remains active until you select a different tool. To select a hidden tool, either use a keyboard shortcut to toggle through the tools, or hold down the mouse button on the tool in the Tools panel to open a pop-up menu of the hidden tools.
- 4 Choose commands from the View menu to zoom in on or out from an image, or to fit it onscreen, or use the zoom tools and click or drag over an image to enlarge or reduce the view. You can also use keyboard shortcuts or the Navigator panel to control the display of an image.
- 5 The Photoshop Help system includes full information about Photoshop features plus keyboard shortcuts, task-based topics, and illustrations. Photoshop also includes a link to the Adobe Systems Photoshop web page for additional information on services, products, and tips pertaining to Photoshop.