

CHAPTER 1

InFocus

WPL_H601

GETTING TO KNOW ADOBE PHOTOSHOP

Photoshop is an image-editing application that you can use to create, change and correct photographs and images.

Before you can begin to use Photoshop for working with your images, you must first get acquainted with some of the basics. You will learn about the basic components of the workspace, such as the palettes, menu and tools; discover how to set up the program to suit your personal needs; find out how to create new images and open images that you have scanned or taken with a digital camera; plus more.

In this session you will:

- ✓ learn how to start **Photoshop**
- ✓ learn how to change the shade of the interface
- ✓ gain an overview of the **Photoshop CS6** workspace
- ✓ gain an understanding of panels
- ✓ learn how to work with the panel dock
- ✓ learn how to work with the panels and panel groups
- ✓ gain an understanding of the different ways that you can work with panels and panel groups
- ✓ gain an understanding of the tools in the **Tools** panel
- ✓ learn how to work with the **Tools** panel
- ✓ gain an understanding of **Mini Bridge**
- ✓ learn how to set the options for a selected tool
- ✓ learn how to open an existing document
- ✓ learn how to create a new image
- ✓ learn how to use some basic features of the **Brush** tool
- ✓ learn how to select colours using the **Swatches** panel
- ✓ learn how to select a foreground colour from an open image
- ✓ learn how to undo and redo actions.

STARTING PHOTOSHOP

When you install Photoshop CS6, it will be added to the **All Programs** menu, under the heading **Adobe Photoshop CS6**. Once you have opened the application several times using this menu, the

Photoshop option will also appear at the top of the **Start** menu, providing an even quicker method for starting Photoshop. You can also open Photoshop by double-clicking on its desktop icon, if present.

Try This Yourself:

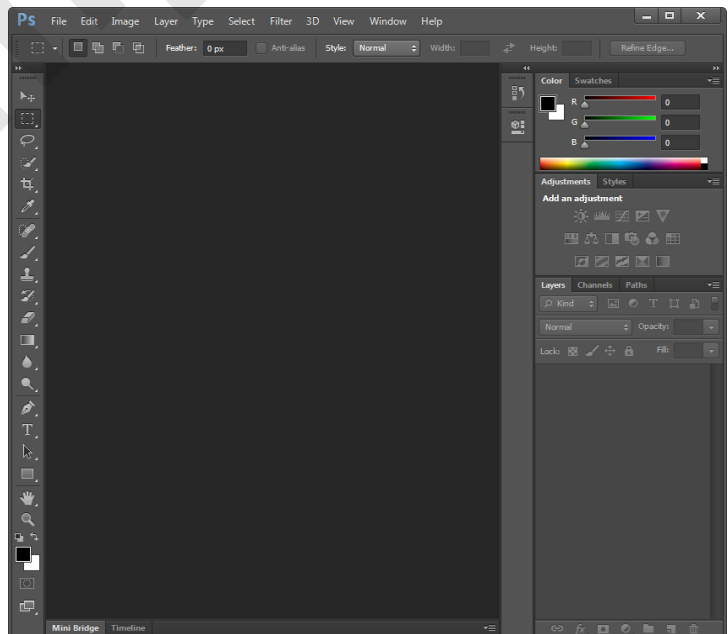
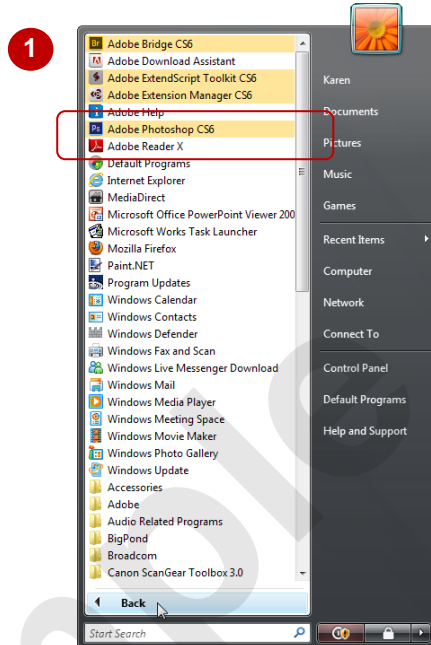
Before starting this exercise you MUST ensure that your computer is switched on...

- 1 Click on the Windows **Start** button, located in the bottom left corner of the screen, to display the **Start** menu, then select **All Programs** to display the submenu

Your menu may vary to the one shown. Here Photoshop has been installed independently of the rest of the Adobe Design Suite...

- 2 Select **Adobe Photoshop CS6** to display a blank Photoshop window

As you can see, the Photoshop CS6 interface of has been set to a much darker shade of grey than in previous versions. In the next exercise you will see how to change this back to a lighter shade



For Your Reference...

To **start Photoshop**:

1. Click on the Windows **[Start]** button
2. Select **All Programs > Adobe Photoshop CS6**

Handy to Know...

- When you use a program frequently, its icon will appear in the **Start** menu's first level. To ensure that Photoshop's icon always appears at the top of the **Start** menu, you can pin it there by clicking on **Start**, then right-clicking on the **Photoshop** option and selecting **Pin to Start Menu**.

DARK VERSUS LIGHT INTERFACE

A very obvious change to the new version of Adobe Photoshop can be seen in the **colour of the interface**. Adobe has chosen to apply a very dark shade of grey to the entire interface, making

the toolbars, menus and palettes appear almost recessed, effectively focussing your attention on the open document or image. It is possible to reset the colour to that used in previous versions.

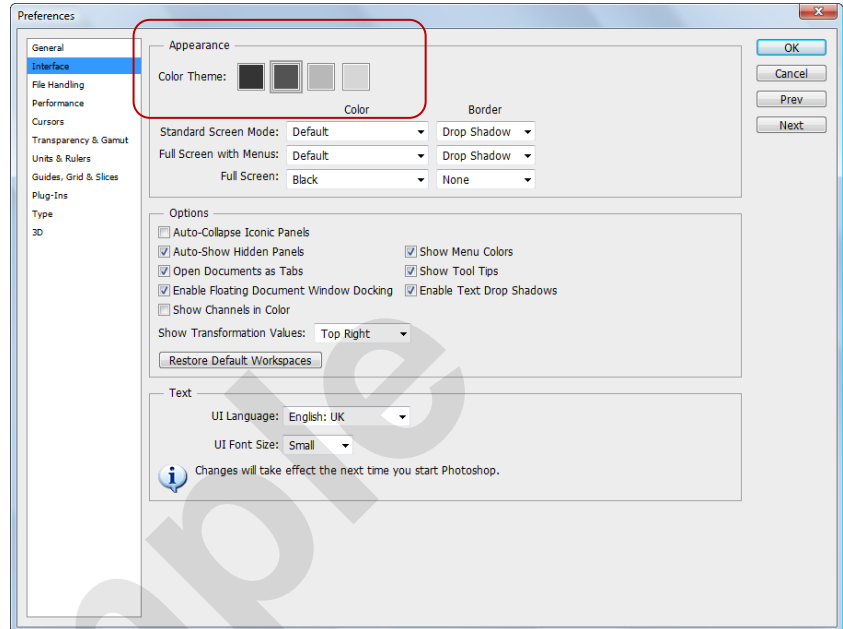
Try This Yourself:

Before starting this exercise you MUST ensure that Photoshop has started...

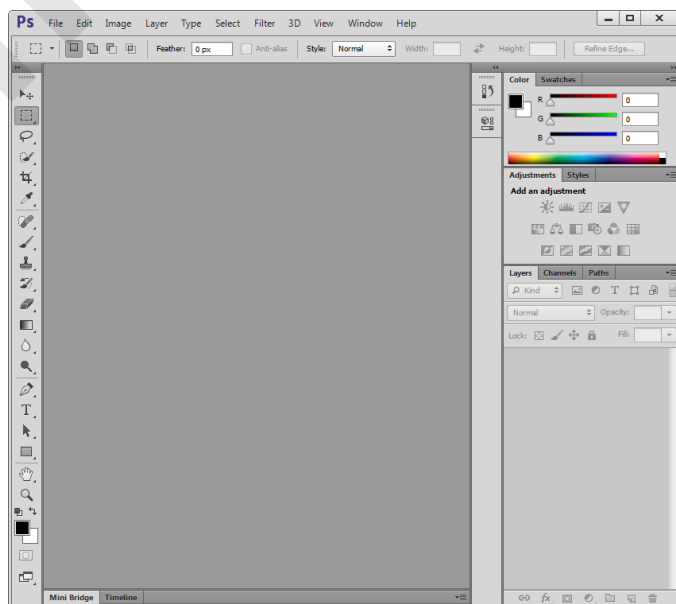
As the darker interface may not be as legible (particularly when printed) we will reset it to a lighter shade in this exercise for the rest of this manual...

- 1 Select **Edit > Preferences > Interface** to display the **Interface** options of the **Preferences** dialog box
- 2 Click on the fourth option for **Colour Theme** in **Appearance** to reset the colour
- 3 Click on **[OK]** to apply the changes

The text and icons are now displayed in black as opposed to white (when the colour scheme was dark grey).



1



3

For Your Reference...

To **switch the shade of the interface**:

1. Select **Edit > Preferences > Interface**
2. Click on an option in **Colour Theme** under **Appearance**
3. Click on **[OK]**

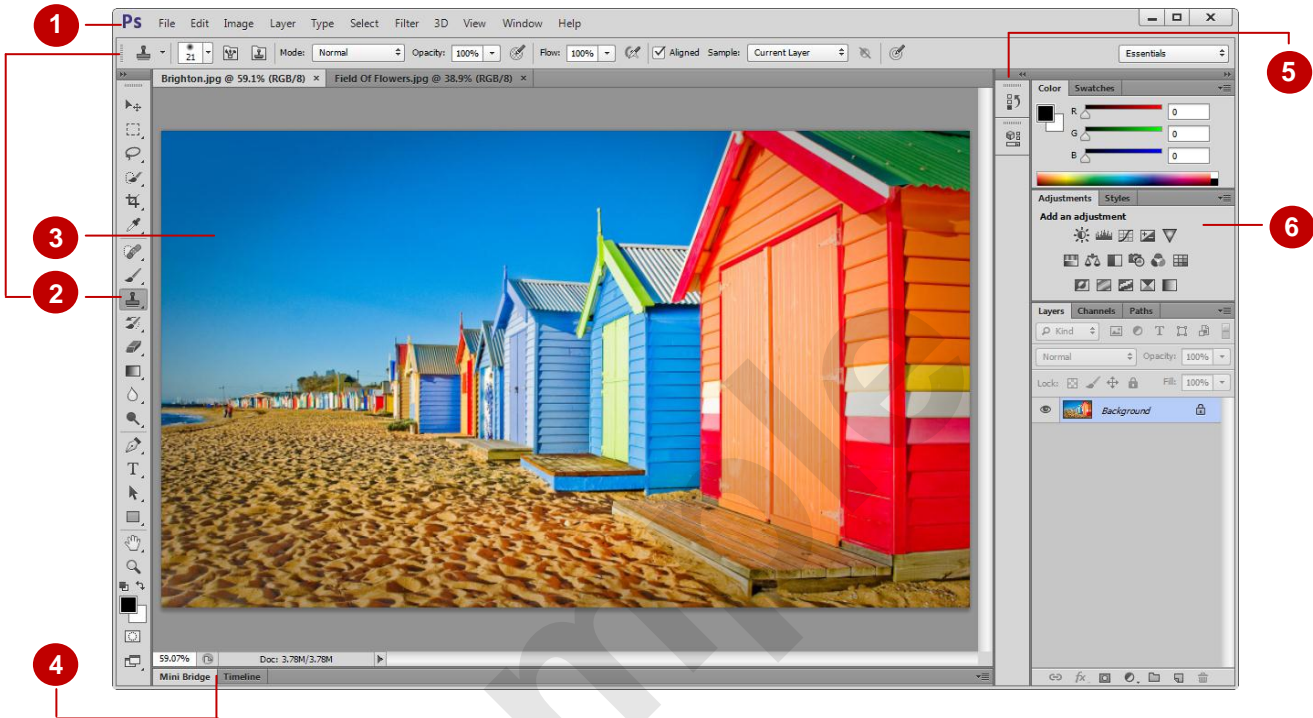
Handy to Know...

- You can also press **Shift + F2** to switch to the next brighter interface or press **Shift + F1** to switch backwards to a darker interface colour.
- You can right-click on the pasteboard area to select a different colour to apply to it.

THE PHOTOSHOP CS6 WORKSPACE

The default Photoshop CS6 workspace is dark grey and comprises several components including the **Menu bar**, **Options bar**, **Tools panel**, **Document tabs**, **Palette icons** and three

panel groups: Colour, Adjustments and Layers. Your workspace may look different to the example shown below as you can open, close and move the components as desired.



1 Menu bar

The **Menu bar** displays Photoshop's menu commands organised by task.

2 Options bar and Tools panel

The vertical **Tools panel** contains tools for creating and editing images. Once you have selected a tool (the **Clone Stamp** tool in the above example), all settings that can be controlled for the tool appear in the context-sensitive **Options bar**, which is located immediately above the document window. Some settings in the **Options Bar** (such as **Opacity**) are common to several tools, while other settings are specific to one tool.


3 Document window

When you open an image in Photoshop, it will open in its own tabbed **document window** that has its own **status bar**. In the above example, the first image is currently open, as you can see by its tab which is highlighted.

4 Mini Bridge & Timeline

Mini Bridge is a mini version of the Adobe Bridge application that opens within Photoshop letting you manage and open your images. **Timeline** enables you to edit video content.

5 Panel icons

By default, Photoshop provides access to two other handy features via the two icons: **History** and **Properties**. You can either open these features individually by clicking on the relevant icon or open both together in a new panel dock adjacent to the main panel dock by clicking on the Expand Panels tool .

6 Panels, Panel groups and the Panel dock

Photoshop has a number of small windows (called **panels**) which help you to monitor and work with the active image (e.g. you can choose colours, manage layers etc). By default, panels are grouped together with other related panels in **Panel groups**, where each panel's name is shown on a tab at the top of the group. The panel groups are docked in the area of the application known as the **panel dock**.

In the screen example above, we have shown only the panels that are open in the default **Essentials** workspace arrangement. Photoshop offers several other panels which you can open and close via the **Window** menu or the **Panel icons**.

UNDERSTANDING PANELS

Much of the work you do in Photoshop will involve accessing panels and using panel options to edit your images. The most commonly-used panels are accessed via the **panel dock** along

the right side of the document window. But you can also add and remove panels as required. Any panel can be displayed by selecting the panel name from the **Window** menu.

The Panel Dock

The **panel dock**, located along the right edge of the document window, contains some of the most commonly-used **panels** and **panel groups**. A panel group is a group of similar panels that appear together.

For example, looking at the panel dock for the default **Essentials** workspace (shown to the right), the **Colour** panel group comprises two panels: **Colour** and **Swatches**.

The Window Menu

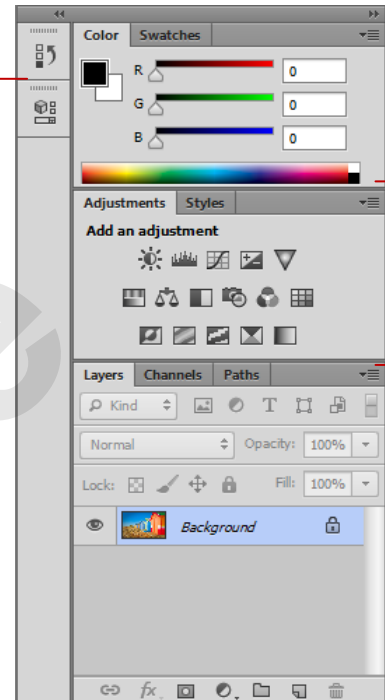
If you need to use a panel that is not in the **panel dock**, you can access it from the **Window** menu. When you select a panel name from the **Window** menu, the panel will appear immediately to the left of the panel dock.

The Anatomy Of A Panel

Each panel contains a range of options for editing your image in some way. For example, the **Adjustments** panel contains options for creating adjustment layers that will be applied to the image.

While the appearance of each panel differs depending on the options available, there are some common elements (as shown below) that you need to be aware of so you can work with panels and panel options effectively.

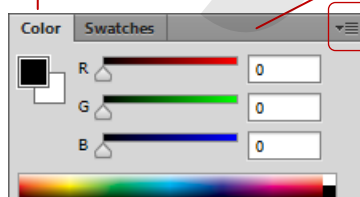
Panel tools



Panel group

Panel tab: click on a panel tab to display the panel in the panel group

Title Bar



Panel options menu

- Grayscale Slider
- ✓ RGB Sliders
- HSB Sliders
- CMYK Sliders
- Lab Sliders
- Web Color Sliders
- Copy Color as HTML
- Copy Color's Hex Code
- RGB Spectrum
- ✓ CMYK Spectrum
- Grayscale Ramp
- Current Colors
- Make Ramp Web Safe
- Close
- Close Tab Group

Show/Hide panel



Resize panel


WORKING WITH THE PANEL DOCK


The panel dock displays the panels that are currently open in Photoshop. You can alter the display of the **panel dock**. For example, to gain maximum workspace you can display the dock so

that only the panel icons are visible. Otherwise, you can change the dock to show the icons along with their names, and when space is not an issue, you can display the panels complete with their options.


Try This Yourself:

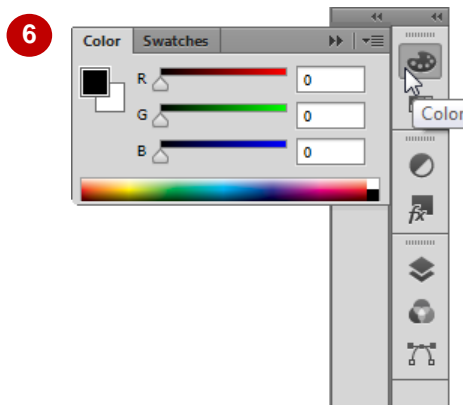
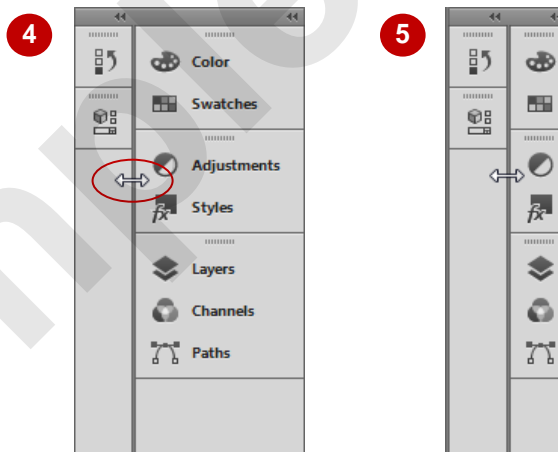
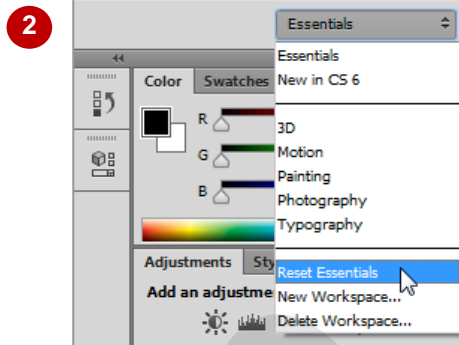
Before starting this exercise ensure that Photoshop is open...

- 1 Click on **[Essentials]** in the **Options** bar to ensure this workspace is currently open
- 2 Click on **[Essentials]** and select **Reset Essentials** to reset the workspace to the default settings
- 3 Click on **Collapse to Icons**  in the far right corner of the panel dock title bar

The three panel groups will collapse to icons with headings and the button will change to Expand Panels . You can also double-click on the title bar of the panel dock for the same effect.

Let's manually adjust the panel dock...

- 4 Move the mouse pointer over the left edge of the panel dock, as shown
- 5 Click and drag to the right to hide the panel names and leave only the icons visible
- 6 Click on the **Colour** panel icon to display the panel
- 7 Click on the **Colour** panel icon to hide the panel
- 8 Click on **Expand Panels**  to restore the panel dock



For Your Reference...

To **collapse** the **panel groups**:

1. Click on **Collapse to Icons** 

To **restore** the **panel groups**:

1. Click on **Expand Panels** 

To **manually adjust** the **panel dock**:

1. Click and drag the left edge of the dock

Handy to Know...

- Once you have manually adjusted the panel dock width, **Expand Panels** and **Collapse to Icons** will toggle between the expanded view and the manually adjusted view.
- Click on **[Essentials]** and select **New in CS6** to see the new features in this version.

WORKING WITH PANELS AND PANEL GROUPS

Rather than using Photoshop's default panel arrangement, you can alter the panels to suit your needs. For example, you can remove a panel from a group, regroup them with other

groups and move and resize groups. You can also dock panels below others so they can act as a combined panel. And, when you are happy with your arrangement, you can even save it.

Try This Yourself:

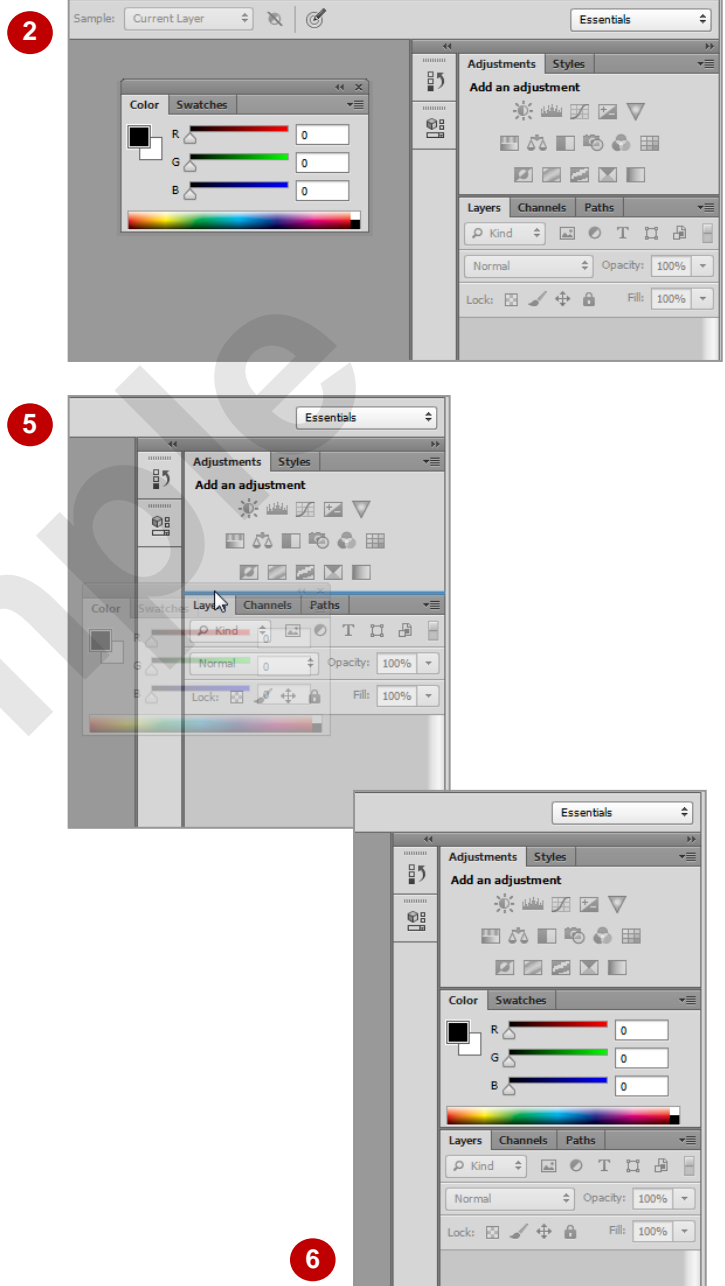
Before starting this exercise you MUST ensure Photoshop is open...

- 1 Click on **[Essentials]** and select **Reset Essentials**
- 2 Hover over the title bar of the **Colour** panel group, then click and drag the panel into the workspace

This removes the panel from the dock and floats it in the workspace...
- 3 Click on **Close**  for the **Colour** panel group to close it
- 4 Select **Window > Colour** to reopen the panel group

*You can also press the keyboard shortcut **[F6]** to open and close the Colour panel group...*
- 5 Drag the **Colour** panel group, by the title bar, over the dock until a blue line appears between the **Adjustments** and **Layers** panel groups
- 6 Release the mouse button to reposition the **Colour** panel group in the dock

You can also move a panel out of a group...
- 7 Drag the **Colour** panel by its tab into the workspace to create a new group
- 8 Drag and drop the panel onto the **Swatches** panel group to restore it



For Your Reference...

To **remove** a **panel group** from the **dock**:

1. Click and drag the group by the title bar

To **move** a **panel group** into the **dock**:

1. Click and drag the group by the title bar, using the blue line to position it in the dock

To **move** a **panel** into/out of a **panel group**:

1. Click and drag the panel by the tab







Handy to Know...

- When moving a panel over a group, the whole group becomes highlighted in blue to indicate the new position.
- To save the customised configuration of panel groups, click on **[Essentials]** and select **New Workspace**. Type a **Name** and click on **[Save]**.

PANEL TECHNIQUES

Photoshop provides **panels** to help you monitor and modify your images. By default, Photoshop stacks several panels together in panel groups, where each panel is shown in its own tab within

the group. Photoshop loads the **Colour**, **Adjustments** and **Layers** panel groups by default. You can alter this arrangement in the following ways.

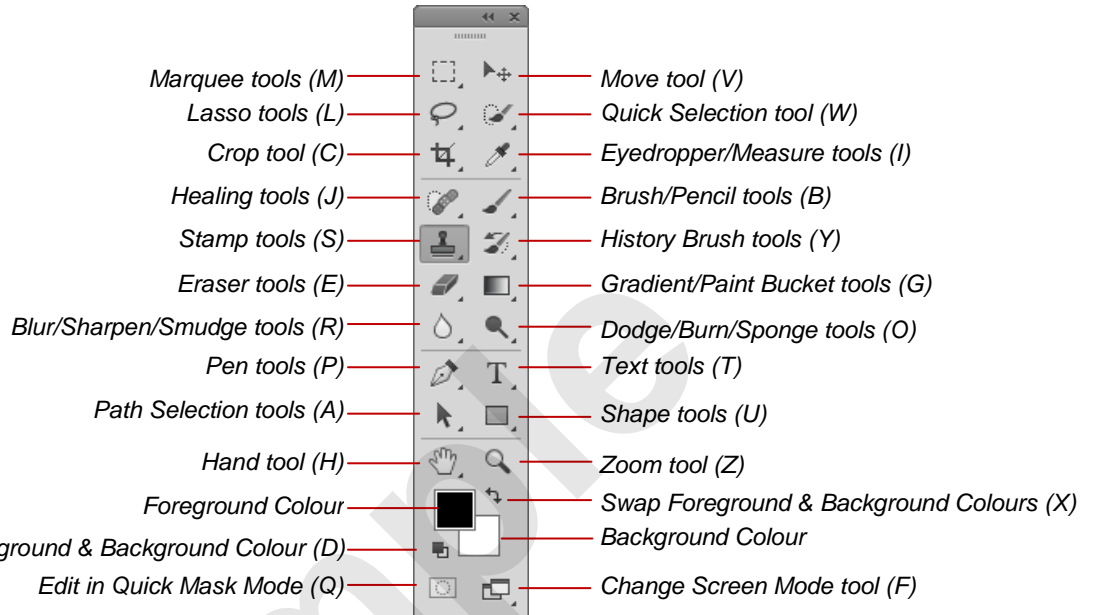
Open/Close panels and panel groups	All available panels are located in the Window menu – open panels are shown with a tick. You can open some panel groups using the defined keyboard shortcuts. You can close a panel or panel group by clicking on the Panel menu button  and selecting Close or Close Tab Group .
Hide/Show all panels	To temporarily hide all panel groups, press  . Press  to show them again. To hide all panel groups except the Tools panel and Options bar , press  +  .
Collapse a group of panels to their Titles only	Right-click on the grey area to the right of the tabs in a panel group and select Minimise – the panel tabs will remain visible. You can then click on the tab to open the panel and display the options.
Display a panel at the front of the panel group	Click on the respective panel's tab.
Move a panel group	Click and drag the grey bar to the right of the tabs in a panel group.
Resize a floating panel group	Click and drag a side or corner of the group to the required size. Note that if the first panel is the active panel in the panel group, you cannot resize the panel group. However, if any other panel is active in the same group, you can resize the panel group.
Move a panel out of a panel group	Click on a panel's tab and drag it out of the panel group. If you drag it onto the workspace, it will form a new panel group.
Move a panel into a different panel group	Click on the panel's tab and drag it into a new panel group.
Dock multiple panels together in a vertical configuration	<p>You can dock a panel beneath other panels in a panel group so that two (or more) panels are visible simultaneously. To do this, float the panel group and then drag the desired panel out of a panel group (either the same or different one) and dock it in the floating panel group when the blue line appears at the bottom of the group. Note that you cannot dock an entire panel group to another panel in the one action; you must drag each panel out and dock it at the bottom of the panel group one at a time.</p> <p>The advantages of docking panels together in a vertical configuration are:</p> <ul style="list-style-type: none"> • Multiple panels in a panel group are visible at the one time. • The panels can be moved and resized as one (because they are in the same panel group). • If you want to increase the size of the bottom panel, the panel immediately above it becomes shorter rather than being covered over, which is what happens when they are in individual panel groups.
Display Panel menu	Click on the panel menu icon  (top right corner of panel) to display a context-sensitive menu.
Display panels in their default locations and sizes	Click on the workspace name tool in the Options bar and select Reset Workspace Name .

UNDERSTANDING THE TOOLS PANEL

All tools are kept in the **Tools panel**. You can select a tool by either clicking on it or pressing the shortcut key. While 24 tools are visible, more are hidden behind some tools. Grouped tools

have a small, black triangle in their bottom right corner. To access hidden tools, click and hold on the tool to display a list of the hidden tools or press **Shift** + the shortcut key to cycle through them.

Note: Regarding the grouped tools, the tool that appears in the **Tools panel** will be the last tool that you used in the group. For example, the Elliptical Marquee tool may appear where the Rectangular Marquee tool is shown here in this example.



Tool Name	Use
Marquee	Draws regular-shaped selections
Lasso	Draws irregular-shaped selections
Crop	Selects part of an image and discards the rest
Healing	Retouching tools (e.g. repair scratches and blemishes)
Stamp	Takes portion of image and duplicates it by painting it elsewhere on image
Eraser	Erases portion of image
Blur Sharpen	Softens pixels Increases detail
Path Selection	Selects and reshapes path segments
Pen	Draws straight lines and curves
Hand	Moves image within document window
Foreground Colour	Colour used for painting tools and for fill and stroke options in Edit menu
Edit in Quick Mask Mode	Creates a mask over a selection which can then be filled with paint tools

Tool Name	Use
Move	Moves layer content or selected object
Quick Selection	Selects objects by automatically following defined edges
Eyedropper Measure	Picks up colour from image which will become the foreground colour Calculates distance between two points
Brush Pencil	Paints colour onto image Draws hard-edged strokes
History	Paints a snapshot of a change made previously in current window
Gradient Paint Bucket	Paints blends of colour Fills area with foreground colour
Dodge Burn Sponge	Lightens an area Darkens an area Saturates or desaturates the colour
Text	Types text into image
Shape	Draws different shapes from presets
Zoom	Zooms in or use with Shift to zoom out
Background Colour	Colour that appears when you rub the Eraser tool over the image

WORKING WITH THE TOOLS PANEL

The **Tools** panel contains all of the tools you will need to create and work with images. The **Tools** panel, as with any panel in Photoshop, can be moved and resized to suit your needs. It can also


be **docked** or **floating** like other panels in Photoshop. Docked panels are positioned along the sides of the screen, while floating (undocked) panels can sit anywhere on-screen.


Try This Yourself:

Before starting this exercise you MUST ensure that Photoshop is open...



- 1 Hover over a tool in the **Tools** panel to display a **tool tip** showing the tool name and keyboard shortcut

Most tools have a keyboard shortcut...

- 2 Click on the **Rectangular Marquee** tool  or press **M** to make it active

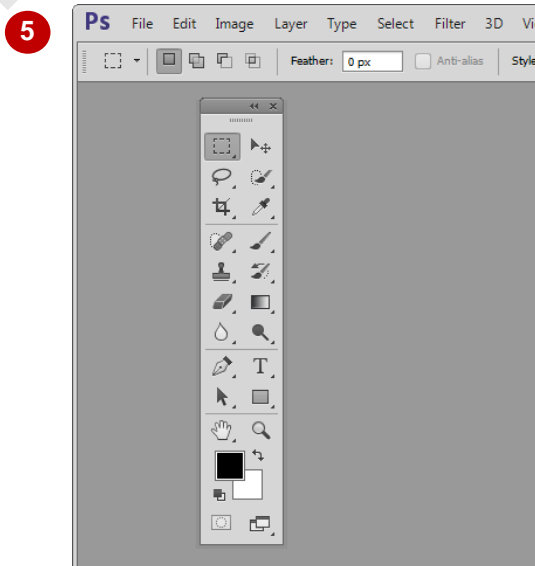
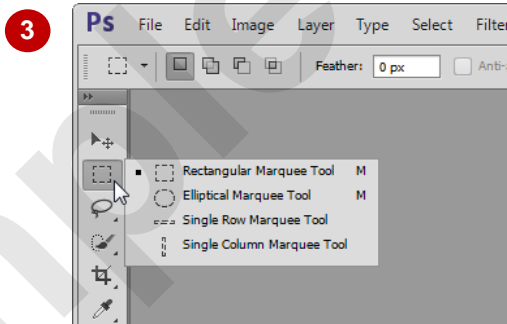
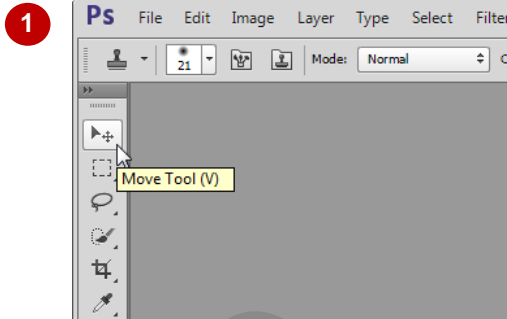
- 3 Click and hold the left mouse button on the **Rectangular Marquee** tool  to reveal a menu of additional tools

This tool has other tools hidden behind it – this is shown by the black triangle in the lower right corner of the tool. To select a hidden tool, simply click on it...

- 4 Click on the double arrow  in the **Tools** panel title bar to view the tools in two columns, then click on the double arrow  again to view the **Tools** panel in a single column

- 5 Drag the **Tools** panel by its title bar into the screen to float it

- 6 Drag the **Tools** panel title bar to the very left of the screen; when a blue line appears along the left side of the screen, release the mouse to dock the panel in its original position



For Your Reference...

To **select** a **tool** in the **Tools** panel:

1. Click on the desired tool or press the keyboard shortcut

To **select** a **hidden tool**:

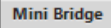
1. Click and hold on the tool to display a menu and click on the desired tool

Handy to Know...

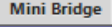
- The main tools hidden behind a particular grouped tool have the same keyboard shortcut. By pressing **Shift** + the keyboard shortcut, the grouped tools will appear in turn in the **Tools** panel. For example, press **Shift** + **M** to alternate the **Rectangular Marquee** and **Elliptical Marquee** tools.

UNDERSTANDING MINI BRIDGE

Mini Bridge is a mini version of Adobe Bridge, located within Photoshop that you can use to browse, manage and access your images. You can launch Mini Bridge by either clicking on the

Mini Bridge tab  at the bottom of the screen or you can launch it from the **File** menu.



Browsing Files in Mini Bridge




You can browse images on your computer through Mini Bridge. After clicking on the **Mini Bridge** tab  at the bottom of the screen, you will need to click on **[Launch Bridge]** to start Adobe Bridge CS6 in the background (which is required, as Mini Bridge is powered by Adobe Bridge). You will then see two areas (or **pods**) in the Mini Bridge panel; one for navigating and one to display contents – which you can see in the example below.

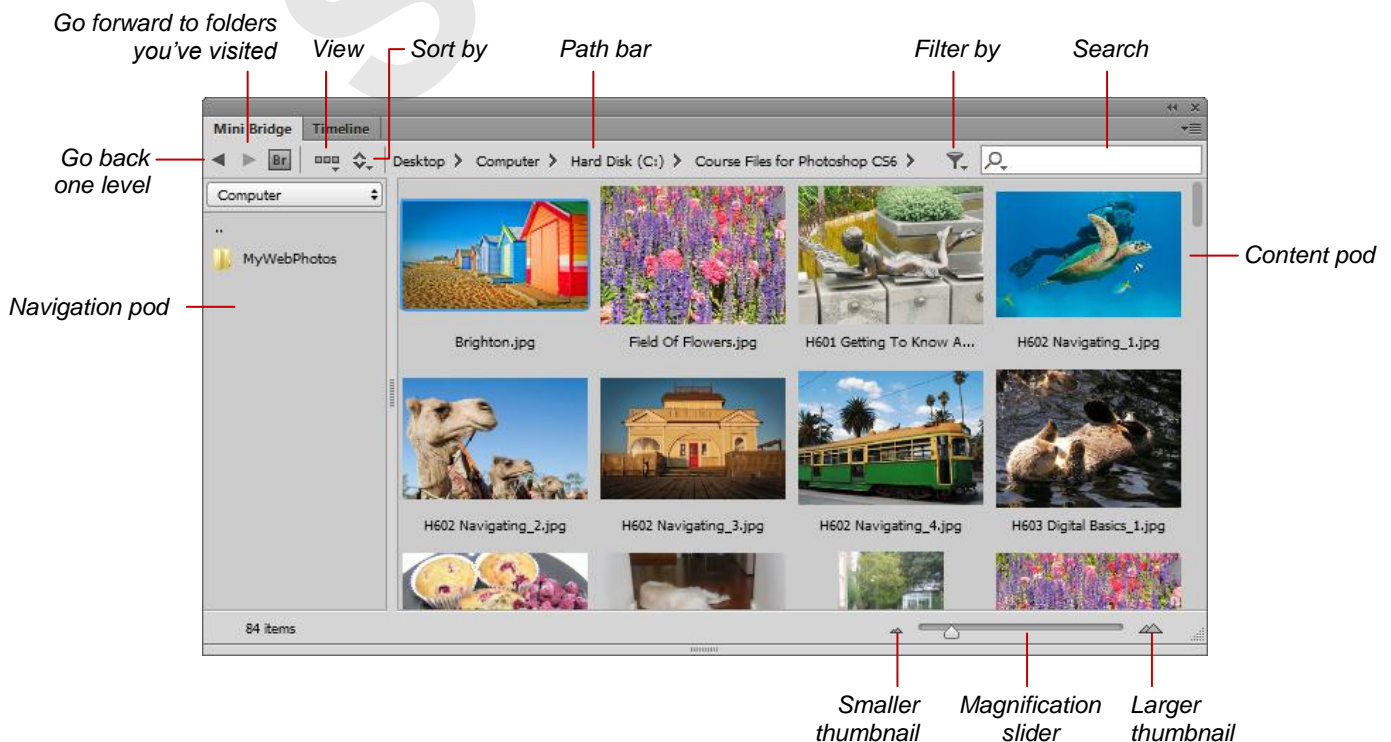
To find a file on your computer, click on the desired folder (or subfolder) location in the left side in the **Navigation** pane (also called the **Navigation Pod**). Once you have opened the desired folder in the **Navigation** pane, thumbnail previews of its images will display in the **Content** pane.

Customising Mini Bridge

You can resize the **Mini Bridge** panel like other panels. For instance, you may like to make the panel larger by dragging the top border of the panel. As you make it larger, the thumbnails will increase in size. You can make the **Content** pane larger or smaller by dragging the border between the **Content** and **Navigation** panes. The scroll bar at the bottom of the **Contents** pane lets you move through the images.

If you drag the Mini Bridge up by the panel's title bar, you can create a floating panel. This panel will display a **Small thumbnail** tool , **Large thumbnail** tool  and a slider that both enable you to adjust the size of the thumbnails. To dock a floating Mini Bridge panel, drag it by the title bar to the bottom of the Photoshop window until a blue line indicates its position.

You can change the appearance of the thumbnail images. For example, you can alter the size of the thumbnails by dragging the slider at the bottom of the panel. You can customise the view of the **Content** pane using the options in the **View** tool , such as hiding the file names by selecting **Show > Thumbnail Only**. Alternatively, you can control the order in which the files are arranged using the options in the **Sort by** tool . Use the options in the **Filter** tool  to restrict the files displayed in the **Contents** pane.




WORKING WITH THE OPTIONS BAR

Photoshop has assigned default settings to all tools in the **Tools** panel and these will display in the **Options bar** when you first select a tool. If you want to use different settings to those shown



in the **Options bar**, you must type or select new values in the fields before using the tool. The next time you select that tool, the settings that you last used will appear in the **Options bar**.

Try This Yourself:

Before starting this exercise you MUST ensure that Photoshop is open...

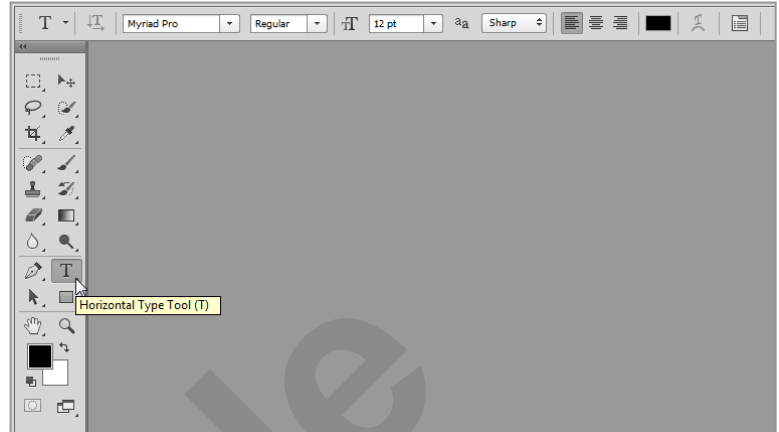
- 1 In the **Tools** panel, click on the **Horizontal Type** tool  (or press **Shift** + **T** until selected) to display the default settings in the **Options bar**

Let's assume that you want Arial, Regular, 18pt, yellow text...

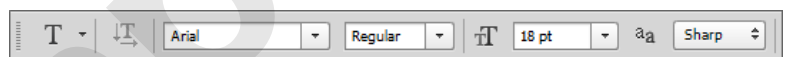
- 2 Click on the drop arrow  for **Set the font family**, then scroll up and click on **Arial**
- 3 Ensure that **Regular** appears in **Set the font style**
- 4 Click on the drop arrow  for **Set the font size** and click on **18 pt**
- 5 Open the **Swatches** panel by clicking on the **Swatches** tab in the **Colour** panel group, then click on **RGB Yellow** as shown

This colour will now display as the Foreground colour in the Options bar and the Tools panel.

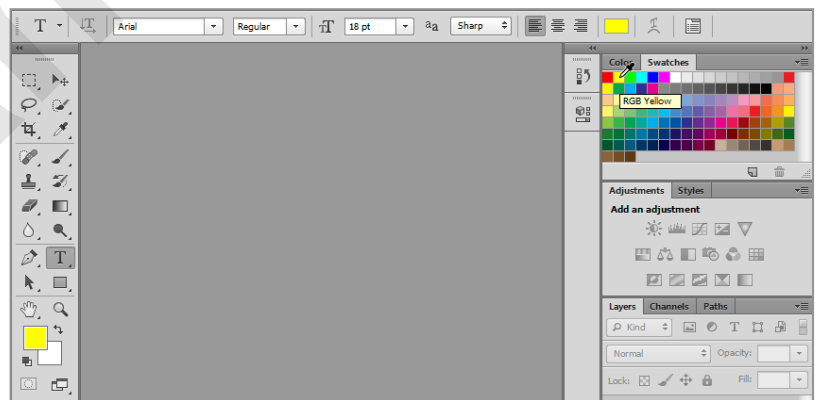
If you had an image open, you would now be ready to click and type the text



1



4




5

For Your Reference...

To **set options** for a **tool** in the **Options bar**:

1. Click on the tool in the **Tools** panel
2. Change the settings, as required, in the **Options bar**

Handy to Know...

- To display the default settings in the **Options bar** for the selected tool, right-click on the tool's icon at the very left of the **Options bar** and select **Reset Tool** or **Reset All Tools**.
- To use preset options for a tool, click on the drop arrow  for the tool in the **Options bar** and select the desired preset from the picker.