

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 toolbox.
- Set options for a selected tool using the tool options bar.
- Use various methods of zooming in and out on an image.
- Select, rearrange, and use palettes.
- Choose commands in palette and context menus.
- Open and use a palette docked in the palette well.
- 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. Before starting Adobe Photoshop, locate the Lesson01 folder on the *Adobe Photoshop CS3 Classroom in a Book* CD, and copy the folder into the Lessons folder that you created on your hard disk for these projects (or create it now). As you work on this lesson, you'll preserve the start files. If you need to restore the start files, copy them again from the *Adobe Photoshop CS3 Classroom in a Book* CD.

Starting to work in Adobe Photoshop

The Adobe Photoshop work area includes the command menus at the top of your screen and a variety of tools and palettes 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-in modules*.

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 into the program 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.

? For information on the kinds of files you can use with Adobe Photoshop CS3, see “About file formats” in Photoshop Help.

Starting Photoshop and opening a file

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

Note: Usually, you won't reset the defaults when you're on your own. However, while you're working in this book, you'll reset them each time so that what you see on-screen matches the descriptions in the lessons. See “Restoring default preferences” on page 6.

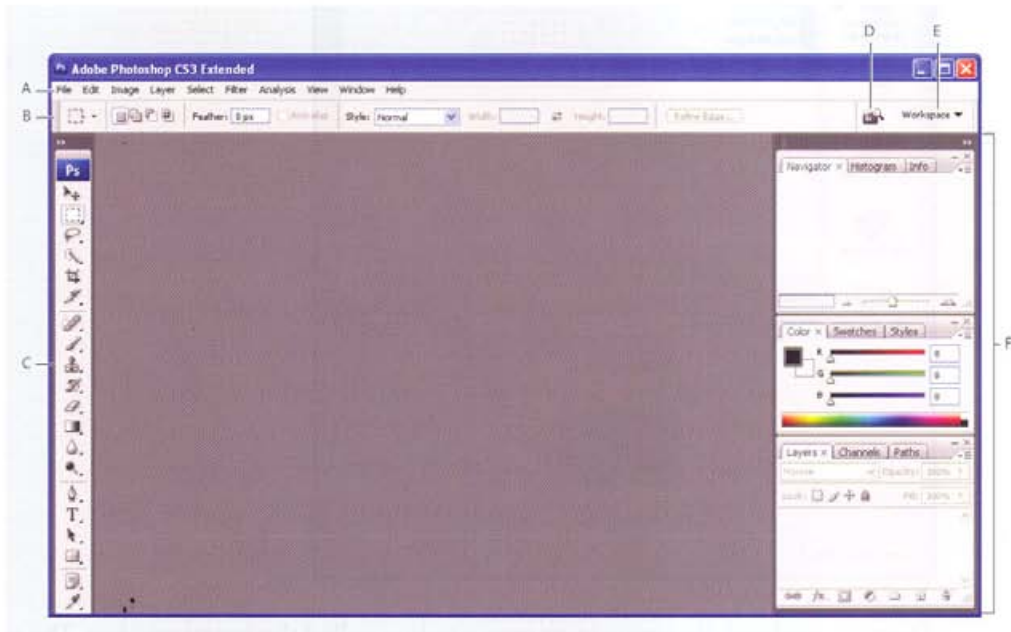
1 On the desktop, double-click the Adobe Photoshop icon to start Adobe Photoshop and then immediately hold down Ctrl+Alt+Shift (Windows) or Command+Option+Shift (Mac OS) to reset the default settings.

If you don't see the Photoshop icon on your desktop, choose Start > All Programs > Adobe Photoshop CS3 (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, and then click Close to close the Welcome Screen.

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

Note: The following illustration shows the Windows version of Photoshop. On Mac OS, the arrangement is the same, but operating system styles may vary.



A. Menu bar B. Tool options bar C. Toolbox D. Adobe Bridge button E. Palette well F. Floating palettes

The default work area in Photoshop consists of a menu bar at the top of the screen, a tool options bar below the menu bar, a floating toolbox on the left, floating palettes (also called panels), and one or more image windows, which are opened separately. This interface is the same one you'll see in Adobe Illustrator®, Adobe InDesign®, and Flash®—so learning how to use the tools and palettes in one application means that you'll know how to use them in the others.



Watch the *New UI QuickTime* movie to get a quick overview of the new CS3 interface. The movie is located on the Adobe Photoshop CS3 Classroom in a Book CD in *Movies/New UI.mov*. Double-click the movie file to open it; then click the Play button.

- 3 Choose File > Open, and navigate to the Lessons/Lesson01 folder that you copied to your hard drive from the *Adobe Photoshop CS3 Classroom in a Book* CD.
- 4 Select the 01A_End.psd file and click Open.



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 the different projects. In this end file, a collage of old currency and coins has been enhanced so that one coin appears spotlighted while the rest of the picture appears to be in shadow.

- 5 Choose File > Close, or click the close button on the title bar of the window in which the photograph appears. (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 CD again if you want a fresh start. This lesson has three start files.

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

- 1 Click the Go To Bridge button (📁) in the tool options bar.



 Watch the Bridge Intro QuickTime movie to get a quick overview of Adobe Bridge. The movie is located on the Adobe Photoshop CS3 Classroom in a Book CD in Movies/Bridge Intro.mov. Double-click the movie file to open it; then click the Play button.

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

Note: You can also open Adobe Bridge by choosing File > Browse.

- 2 From the Favorites panel in the upper left of Bridge, browse to the Lessons folder you copied from the CD onto your hard disk. The Lessons folder appears in the Content panel.
- 3 Drag the Lessons folder to the Favorite panel in the upper left corner of Bridge to add the folder to the list of favorites. (You can also select the folder and then choose File > Add To Favorites.) Adding files, folders, application icons, and other assets that you use often to the Favorites panel lets you quickly access the items.
- 4 In the Favorites panel, double-click the Lessons folder to open it; then double-click the Lesson01 folder.

Thumbnail previews of the folder contents appear in the center pane of Bridge.



5 Select the 01A_Start.psd file in the Contents pane and open the file by double-clicking its thumbnail, or use the Bridge menu bar and choose File > Open.

The 01A_Start.psd image opens in Photoshop.

Adobe Bridge is much more than a convenient visual interface for opening files. You'll have the chance to learn more about the many features and functions of Adobe Bridge in Lesson 13, "Working with Scientific Images."

Note: Leave Bridge open for the moment; you may 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 an 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 tool set.

Selecting and using a tool from the toolbox

The toolbox—the long, narrow palette on the far left side of the work area—contains selection tools, painting and editing tools, foreground- and background-color selection boxes, and viewing tools.

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

Note: For a complete list of the tools in the toolbox, see the toolbox overview on page 50.

- 1 Notice the toolbar that appears to the left of the image window as a single column. Click the double-arrow button just above the toolbox to toggle to a double-column view. Click the arrow again to return to a single-column toolbox and use your screen space more efficiently.



- 2 Examine the status bar at the bottom of the image window and notice the percentage listed on the far left end. This represents the current enlargement view of the image, or zoom level.



A. Zoom level B. Status bar

Note: In Windows, the status bar may appear across the bottom of the work area.

3 Move the pointer over the toolbox and hover it over the magnifying-glass icon until a tooltip appears, identifying the tool by name and providing its keyboard shortcut.



4 Select the Zoom tool by either clicking the Zoom tool button (Q) in the toolbox or by pressing Z, the keyboard shortcut for the Zoom tool.

5 Move the pointer over the image window. Notice that it 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 becomes the center of the enlarged view. If you click again, the zoom advances to the next preset level, up to a maximum of 3200% on Windows and 1600% on the Macintosh.

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.

Now the view zooms out to a lower preset magnification. Examine the photograph and the coins in the center.

Note: You can zoom out other ways. For example, you can select the Zoom In (Q) or Zoom Out (Q) mode on the Zoom tool options bar. You can choose View > Zoom In or View > Zoom Out. Or, you can type a lower percentage in the status bar and press Enter or Return.

- 8 Using the Zoom tool, drag a rectangle to enclose the area of the image that includes the French coin that you will spotlight.

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



You have now tried three ways of using the Zoom tool to change the magnification in the image window: clicking, holding down a keyboard modifier while clicking, and dragging to define a magnification area. Many of the other tools in the toolbox can be used with keyboard combinations. You'll have opportunities to use these techniques in various lessons in this book.

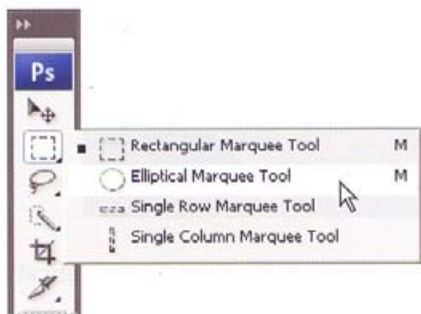
Selecting and using a hidden tool

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 toolbox 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 second tool from the top in the toolbox column until the tooltip appears, identifying it as the Rectangular Marquee tool (☐) with the keyboard shortcut M. Then 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 toolbox 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 so that it appears as cross hairs (⊕) and move it to the upper left side of the French coin.

- 4 Drag the pointer down and to the right to draw an ellipse around the coin 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 French coin.



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, which you'll learn a little later. There's more about making different kinds of selections and moving the selection contents in Lesson 4, "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 keyboard keys as you move the tool with the mouse. Some tools have modes that you choose in the tool options bar.

The next task is to make a fresh start at selecting the French coin. 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 toolbox, and 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 French coin.

- 3 Press Alt+Shift (Windows) or Option+Shift (Mac OS) and drag outward from the center of the coin until the circle completely encloses the coin.



- 4 Carefully release first the mouse button and then the keyboard keys.

If you are not 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.

Note: If you accidentally release one or both of the keys prematurely, the tool reverts to its normal behavior (unconstrained and drawing from the edge). If, however, you haven't yet released the mouse button, you can just press the keys down again, and the selection changes back. If you have released the mouse button, simply start again at Step 1.

- 5 In the toolbox, double-click the Zoom tool (🔍) to return to 100% view. If the entire image doesn't fit in the image window, then click the Fit Screen button in the tool options bar.

Notice that the selection remains active, even after you use the Zoom tool.

Applying a change to a selected area

In order to spotlight the selected coin, you'll want to darken the rest of the image, not the area inside the current selection. Normally, you change the area within the selection. To protect that area, you'll invert the selection, making the rest of the image active and preventing the change from affecting the one center coin.


1 Choose Select > Inverse.

Although the animated selection border around the French coin looks the same, notice that a similar border appears all around the edges of the image. Now the rest of the image is selected and can be edited, while the area within the circle is not selected and cannot be changed while the selection is active.



A. Selected (editable) area B. Unselected (protected) area

2 Choose Image > Adjustments > Curves.

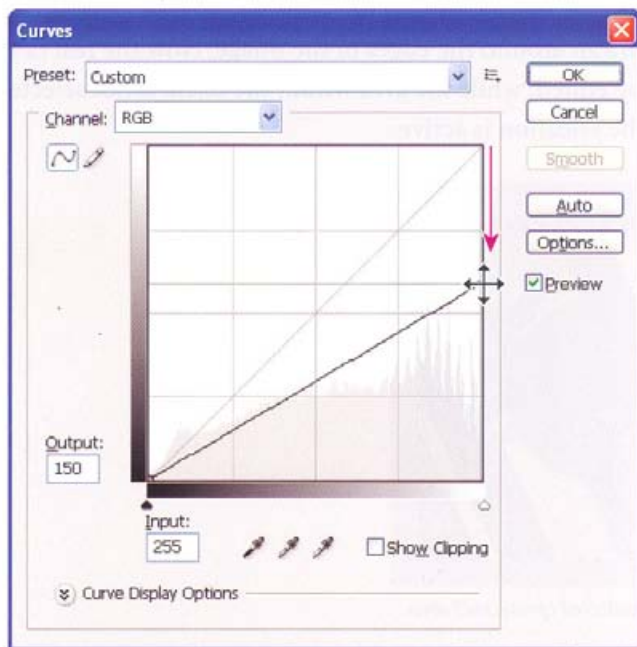
 The keyboard shortcut for this command, **Ctrl+M** (Windows) or **Command+M** (Mac OS) appears by the command name in the Adjustments submenu. In the future, you can just press that keyboard combination to open the Curves dialog box.

3 In the Curves dialog box, make sure that the Preview option is selected. If necessary, drag the dialog box to one side so that you can see most of the image window.

The Preview option shows the effect of your selections in the image window, so the picture changes as you adjust settings. This saves you from having to repeatedly open and close dialog boxes as you experiment with different options.

4 Drag the control point in the upper right corner of the graph straight down until the value shown in the Output option is approximately 150. (The Input value should remain unchanged.)

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



- 5 Examine the results in the image window and then adjust the Output value up or down until you are satisfied with the results.
- 6 Click **OK** to close the Curves dialog box.
- 7 Choose **Select > Deselect** to deselect your selection. The marquee disappears.
- 8 Do one of the following:
 - If you want to save your changes, choose **File > Save** and then choose **File > Close**.
 - If you want to revert to the unaltered version of the file, choose **File > Close** and click **No** when you are asked if you want to save your changes.
 - If you want to do both of the above, choose **File > Save As**, and then either rename the file or save it to a different folder on your computer, and click **OK**. Then choose **File > Close**.

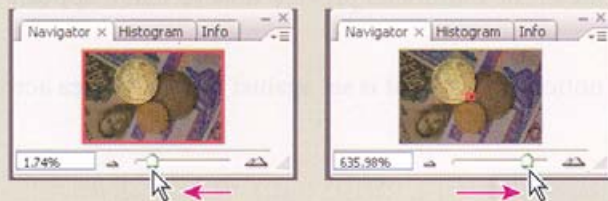
You don't have to deselect, because closing the file cancels the selection.

Congratulations! You've just finished your first Photoshop project. Although the Curves dialog box is actually one of the more sophisticated methods of altering an image, it isn't difficult to use, as you have seen. You will learn more about making adjustments to images in many other lessons in this book. Lessons 2, 3, and 7, 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 palette

The Navigator palette 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.

The slider under the image thumbnail in the Navigator palette enlarges the image when you drag it 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 also is an excellent way to verify which part of an image you're working on when you work at very high zoom levels.



Using the tool options bar and other palettes

You've already had some experience with the tool options bar. In the previous project, you saw that there are options in the tool options bar for the Zoom tool that change the view of the current image window. Now you will learn more about setting tool properties in the tool options bar, as well as using palettes and palette menus.

Previewing and opening another file

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

- 1 Click the Go To Bridge button (📁) in the tool options bar.
- 2 In the Bridge Favorites pane, open the Lessons/Lesson1 folder.
- 3 Select the 01B_End.psd file in the thumbnail preview area so that it appears in the Content panel.
- 4 Examine the image and notice the text that is set against the sandy area across the lower part of the image.



Beach photo: Amiana Stock Photography

- 5 Select the thumbnail for the 01B_Start.psd file and double-click to open it in Photoshop.

Setting tool properties in the tool options bar

With the 01B_Start.psd file open in Photoshop, you're ready to select the characteristics for the text and then to type your message.

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

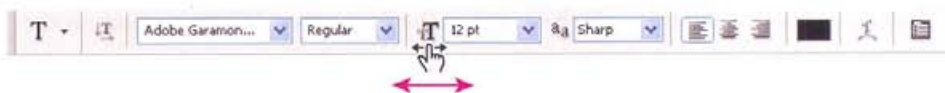
The buttons and menu in the tool options bar now relate to the Type tool.

- In the tool options bar, select a font you like from the first pop-up menu. (We used Adobe Garamond, but you can use another font if you prefer.)
- Specify 38 pt as 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.



You can place the pointer over the labels of most numeric settings in the tool options bar, in palettes, 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**.

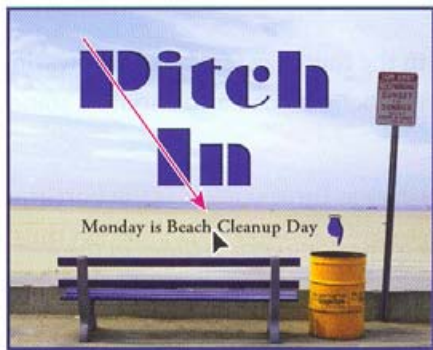


The text appears with the font and font-size formatting that you selected.

- In the toolbox, select the Move tool () at the top of the column on the right.

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.

- 6 Position the Move tool pointer over the text you typed and drag the text into the misty white rectangle near the bottom of the image, centering the text inside it.



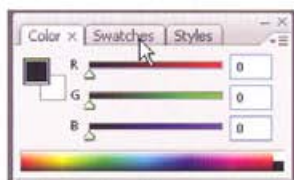
Using palettes and palette menus

The text color in your image is the same as the Foreground Color swatch in the toolbox, which is black by default. The text in the end-file example was a dark blue that coordinates nicely with the rest of the image. You'll color the text by selecting it and then choosing another color.

- 1 In the toolbox, select the Horizontal Type tool (T).
- 2 Drag the Horizontal Type tool across the text to select all the words.



- 3 In the Color palette group, click the Swatches tab to bring that palette forward.



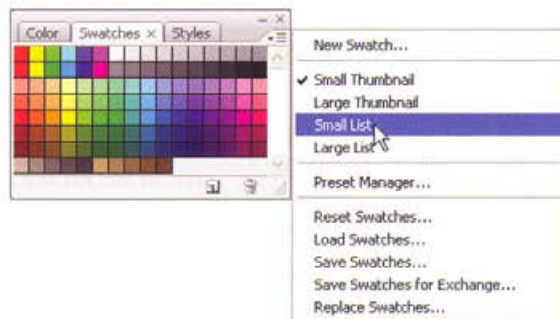
- 4 Select any swatch. The color you select appears in three places: as the Foreground Color in the toolbox, in the text color swatch in the tool options bar, and in the text you typed in the image window. (Select any other tool in the toolbox to deselect the text so that you can see the color applied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

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 palette display.

- 5 Select another tool in the toolbox, such as the Move tool ($\blacktriangleright+$) to deselect the Horizontal Type tool. Then, click the arrow (\odot) on the Swatches palette to open the palette menu, and choose the Small List command.



- 6 Select the Type tool and reselect the text, as you did in Steps 1 and 2.
- 7 In the Swatches palette, scroll down to near the bottom of the list to find the Light Violet Magenta swatch, and then select it.



Now the text appears in the lighter violet color.

- 8 Select the Hand tool (☞) to deselect the text. Then click the Default Foreground And Background Colors button (■) in the toolbox to make Black the foreground color.



Resetting the default colors does not change the color of the text, because the 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 item. You'd always perfectly anticipate how specific actions would bring your design ideas to life exactly as you imagined them. In a perfect world, 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. Our 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 features 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 5, "Layer Basics," and Lesson 10, "Advanced Layering."


Undoing a single action

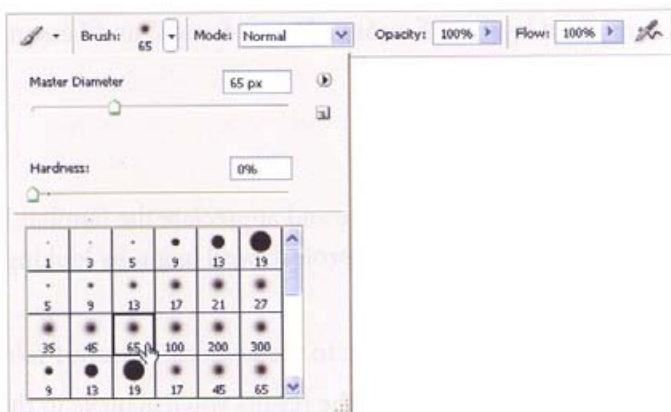
Even beginning computer users quickly learn to use and appreciate the familiar Undo command. As we will do each time we start a new project, we'll begin by looking at the final result.

- 1 Click the Go To Bridge button (📁) and navigate to the Lessons/Lesson01 folder.
- 2 Select the 01C_End.psd file so that you can see the results you'll achieve in this exercise. After you've studied it in the Preview panel, double-click the 01C_Start.psd file thumbnail to open it in Photoshop.
- 3 In the Layers palette select the Tie Designs layer.



Notice the listings in the Layers palette. 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 man's tie without worrying about any stray brush strokes disturbing the rest of the image. The Tie Designs layer is selected, because it's the layer you'll be editing now.

- 4 In the toolbox, select the Brush tool () , or press B to select it by its keyboard shortcut.
- 5 In the Brush tool options bar click the brush size to reveal the Brushes palette. Scroll down the list of brushes and select the Soft Round 65-pixel brush. (The name will appear as a tooltip 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.

- 6 Move the pointer over the image so that it appears as a circle with the diameter you selected in Step 5. 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.



Illustration: Pamela Hobbs

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

7 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.

Note: You'll get more experience with clipping masks in Lesson 6, "Masks and Channels," Lesson 8, "Typographic Design," and in Lesson 10, "Advanced Layer Techniques."

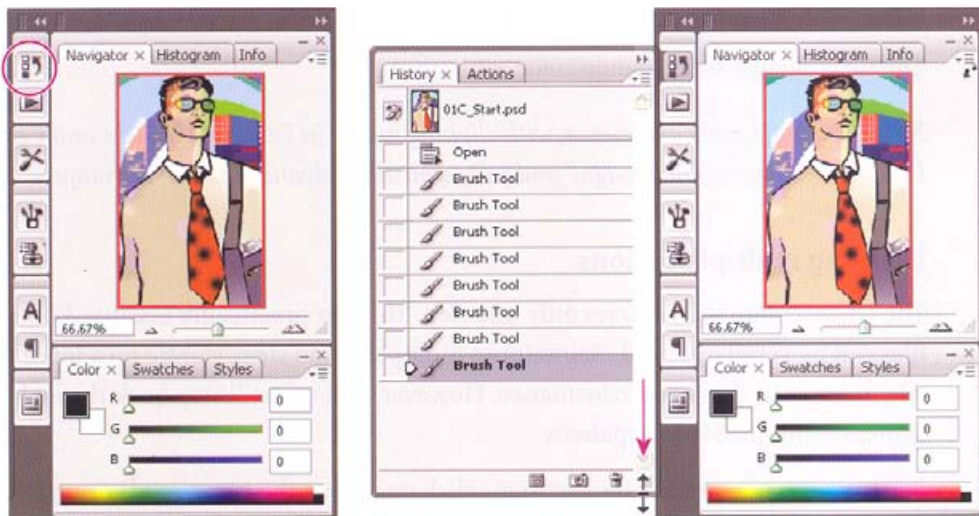
Undoing multiple actions

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. However, you can still step back through multiple actions using the History palette.

- 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.



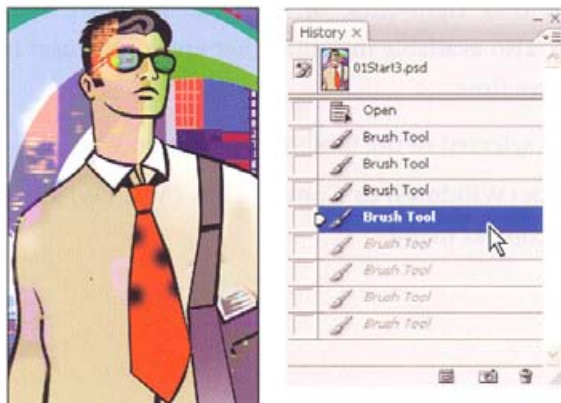
- 3 Click the History palette icon (📖) alongside the palette dock on the right side of the window. This expands the palette so that you can see its contents. Then drag a corner of the History palette to resize it so that you can see more steps.



You can also expand the History palette by clicking the minimize/maximize button on the palette title bar. This resizes the palette so that all the current history states are in view.

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

- 4** Click one of the earlier actions in the History palette, and examine the changes this causes in the image window: Several previous actions are undone.



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

Notice that the History palette has removed the dimmed actions that had been 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 palette restores the earlier listing of dimmed actions.

- 7** Select the state at the bottom of the History palette list.


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

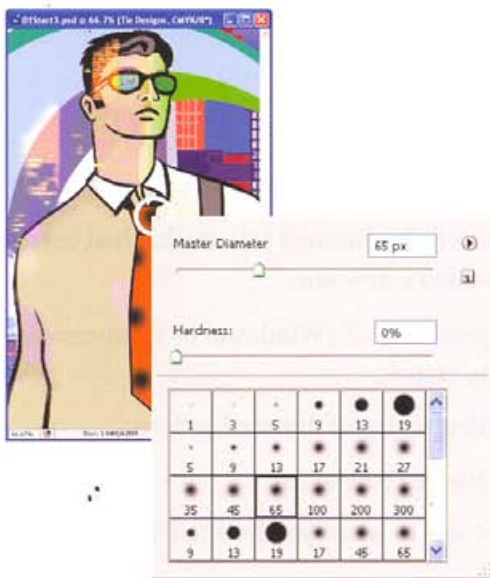
By default, the Photoshop History palette retains only the last 20 actions. This is also a compromise, striking a balance between flexibility and performance. You can change the number of levels in the History palette by choosing Edit > Preferences > Performance (Windows) or Photoshop > Preferences >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

You'll explore the History palette more in Lesson 3, "Retouching and Repairing."

Using a context menu

Context menus are short menus that are 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 toolbox, 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 palette-like set of options, which is what happens in this case.

- 3 Select a finer brush, such as the Hard Round 9-pixel brush. 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.

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.

- 5 Place additional dots on the tie.



- 6 As it suits you, use the Undo command and the History palette to backtrack through your painting actions to correct mistakes or make different choices.

When you finish making changes to your tie design, give yourself a pat on the back because you've finished another project. You can choose File > Save if you want to save your results, or File > Save As if you want to save it in another location or with a different name, or you can close the file without saving.

More about palettes and palette locations

Photoshop palettes are powerful and varied. You rarely would have a project in which you needed to see all palettes simultaneously. That's why they're in palette groups and why the default configurations leave some palettes unopened.

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

You can hide all palettes at once—including the tool options bar and toolbox—by pressing the Tab key. To reopen them, press Tab again.

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

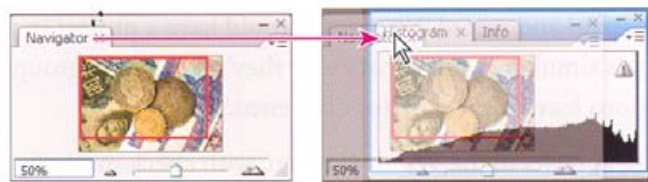
You already used the palette well when you opened the Brushes palette for 01C_Start.psd. You can drag palettes to or from the palette well. This is convenient for bulky palettes or ones that you use only occasionally but want to keep handy.

Other actions that you can use to arrange palettes include the following:

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



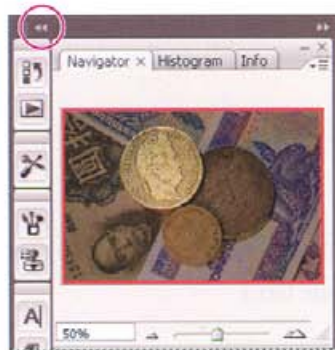
- To stack a palette in the palette well in the tool options bar, drag the palette tab into the palette well so that the palette well is highlighted.



Expanding and collapsing palettes

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

- To collapse open palettes to icons, click the right double-headed arrows in the gray dock above the palette group. To expand the palette, click the icon or the double-headed arrow.



- To change the height of a palette, drag its lower right corner.
- To change the width of a palette or palette group, position the pointer in the left corner above the palette or palette group; when a double-headed arrow appears, drag either left or right to widen or narrow the palette, respectively.
- To expand a palette to show as much as possible of its contents, click the minimize/maximize button. Click a second time to collapse the palette group.



- To collapse a palette group so that only the dock header bar and tabs are visible, double-click a palette tab or palette title bar. Double-click again to restore it to the expanded view. You can open the palette menu even when the palette is collapsed. Notice that the tabs for the various palettes in the palette group and the button for the palette menu remain visible after you collapse a palette.

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

Special notes about the toolbox and tool options bar

The toolbox and the tool options bar share some characteristics with the other palettes:

- You can drag the toolbox by its title bar to a different location in the work area. You can move the tool options bar to another location by dragging the grab bar at the far left end of the palette.
- You can hide the toolbox and tool options bar.

However, some palette features are not available or do not apply to the toolbox or tool options bar:

- You cannot group the toolbox or tool options bar with other palettes.
- You cannot resize the toolbox or tool options bar.
- You cannot stack the toolbox in the palette well. (The same is true for the tool options bar, because the palette well appears in the tool options bar.)
- The toolbox and tool options bar do not have palette menus.

Customizing the workspace

It's great that Photoshop offers so many ways to control the display and location of the tool options bar and its many palettes, but it can be time-consuming to drag palettes around the screen so that you can see some palettes for certain projects and other palettes for other projects. Luckily, Photoshop lets you customize your workspace, controlling what palettes, 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. Let's experiment with them.

***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.*

1 Choose Window > Workspace > Color And Tonal Correction. If prompted, click Yes to apply the workspace.

If you've been experimenting with opening, closing, and moving palettes, you'll notice that Photoshop stacks the floating palettes along the right edge of the workspace. Otherwise, it may appear that nothing changes in the workspace. As you're about to see, however, Photoshop has colored many of the menu commands that are commonly used for color and tonal corrections.

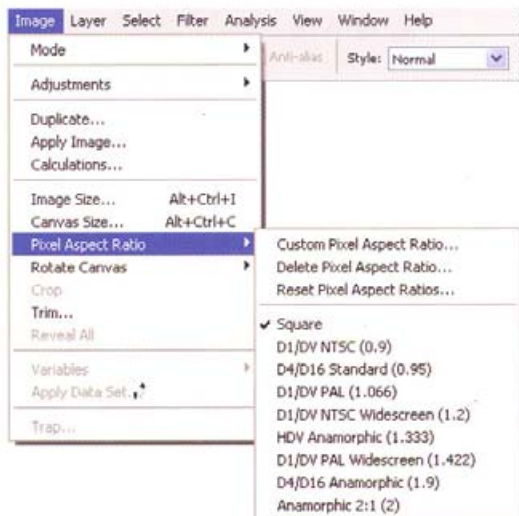
2 Click the Window menu, and drag over the other menus to see that color and tonal-correction commands now appear orange.

3 Choose Window > Workspace > Web Design. If prompted, click Yes to apply the workspace.

4 Click the Window menu, and drag over the other menus to see that Web design-related commands now appear purple.

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.

5 Click the Image menu and drag down to see the Pixel Aspect Ratio subcommands.

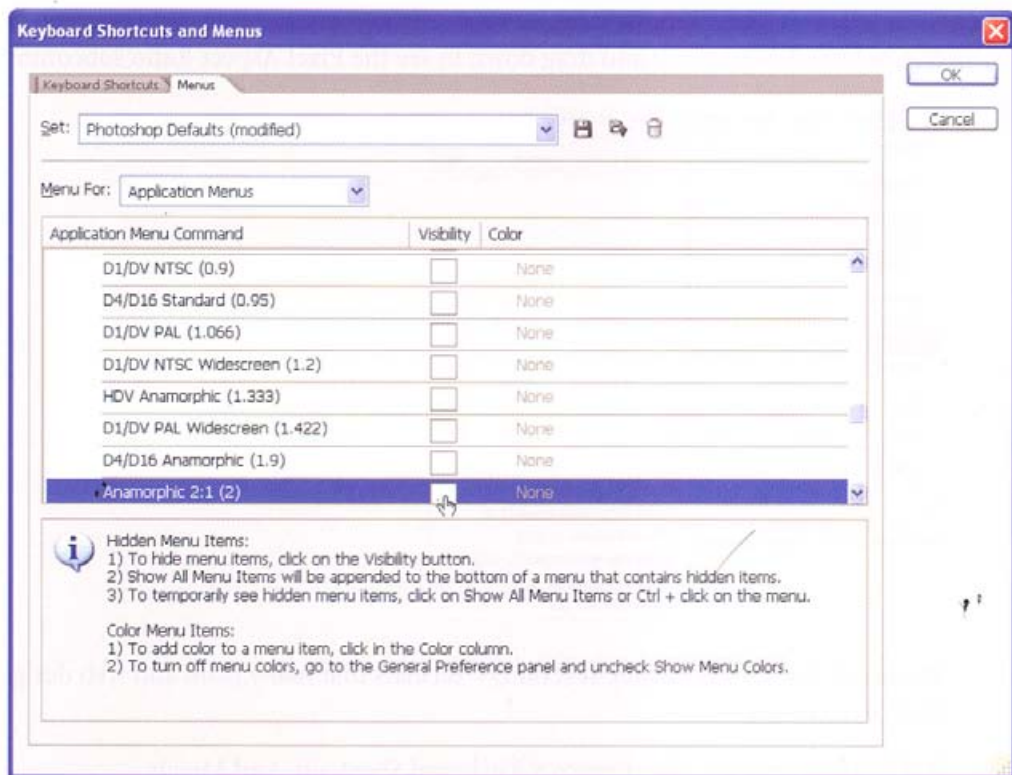


These subcommands include several DV formats that many print and web designers don't need to use.

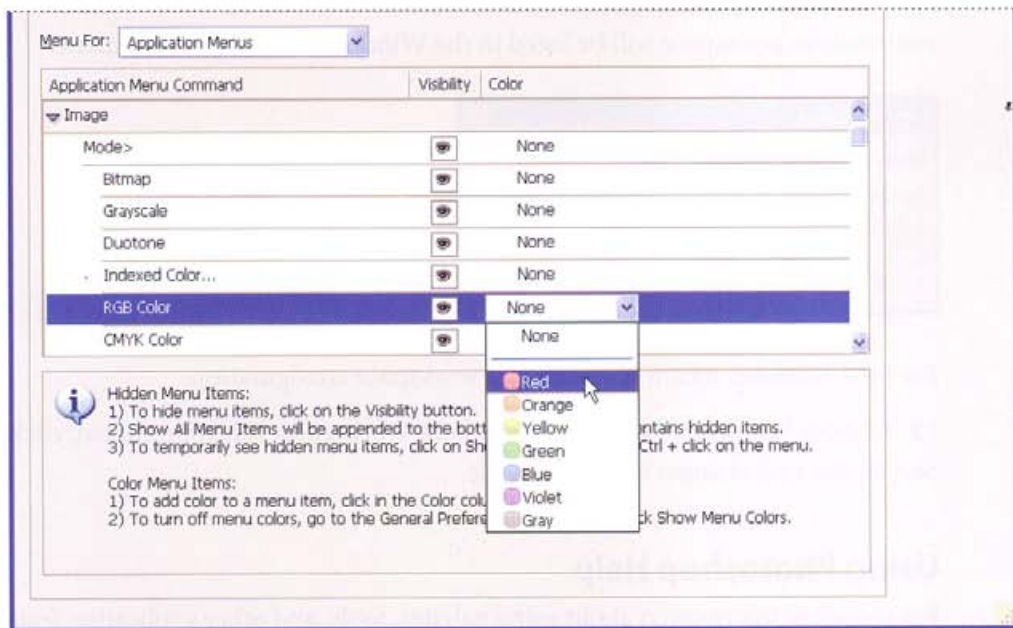
6 Choose Window > Workspace > Keyboard Shortcuts And Menus.

The Keyboard Shortcuts And Menus dialog box lets you control availability of the application and palette menu commands, as well as create custom keyboard shortcuts for menus, palettes, and tools. For instance, you can hide commands that you use infrequently, or highlight commonly used commands to make them easier to see.

- 7 In the Menus tab of the Keyboard Shortcuts And Menus dialog box, choose Menu For: > Application Menus.
- 8 Toggle open the Image menu command by clicking its right-pointing triangle. When it's open you will see the Image menu commands and subcommands, including Mode, Adjustments, and Duplicate.
- 9 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 eight of them, beginning with D1/DV NTSC (0.9) through Anamorphic 2:1 (2).

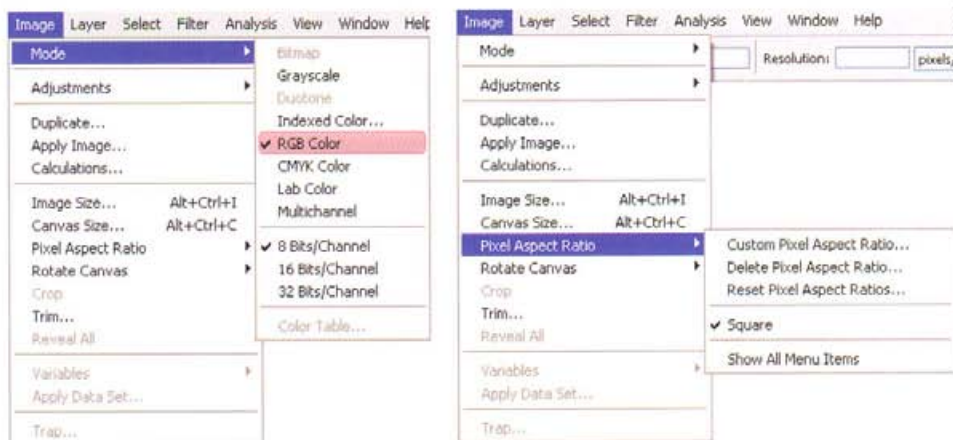


10 Now scroll up to the Image > Mode > RGB Color command, and click None in the Color column. Choose Red from the pop-up menu.

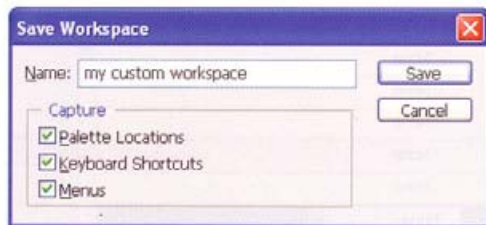


11 Click OK to close the Keyboard Shortcuts and Menus dialog box.

12 Click the Image menu command and scroll down: The Image > Mode > RGB Color command is now highlighted in red, and the DV and video formats are unavailable from the Pixel Aspect Ratio subcommand.



You can save this workspace by choosing Window > Workspace > Save Workspace. In the Save Workspace dialog box, give your workspace a name; make sure the Menus, Palette Locations, and Keyboard Shortcuts boxes are checked; and then click Save. Then, your custom workspace will be listed in the Window > Workspace submenu.



For now, however, return to the default workspace configuration.

13 Choose Window > Workspace > Default Workspace. When prompted, click Don't Save to not save changes to the menu file.

Using Photoshop Help

For complete information about using palettes, tools, and other application features, refer to Photoshop Help. Photoshop Help includes all the topics in the printed *Adobe Photoshop CS3 User Guide*, and more. It includes the complete list of keyboard shortcuts, how-to tips, tutorials, and explanations of Photoshop and Adobe Bridge concepts and feature descriptions.

Photoshop Help is easy to use, because you can look for topics in several ways:

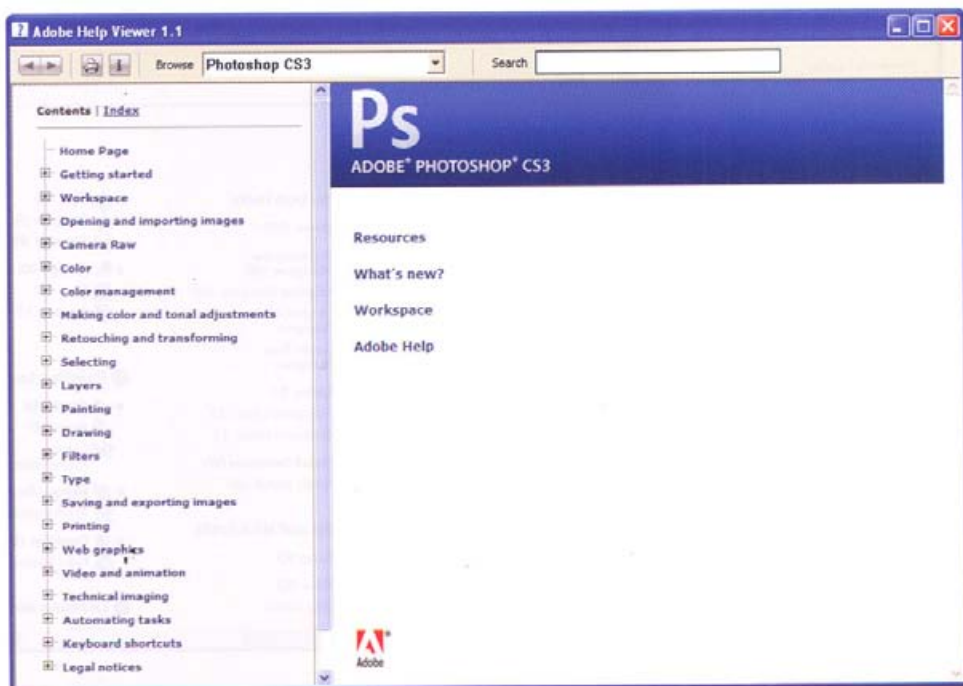
- Scanning the table of contents.
- Searching for keywords.
- Using the index.
- Jumping to related topics using text links.

First, you'll try looking for a topic using the Contents palette.

- 1 Choose Help > Photoshop Help.

Note: You can also open Photoshop Help by pressing F1 (Windows) or Command+/ (Mac OS).

The Adobe Help Viewer opens. The topics for the Help content appear in the left pane of the floating window.



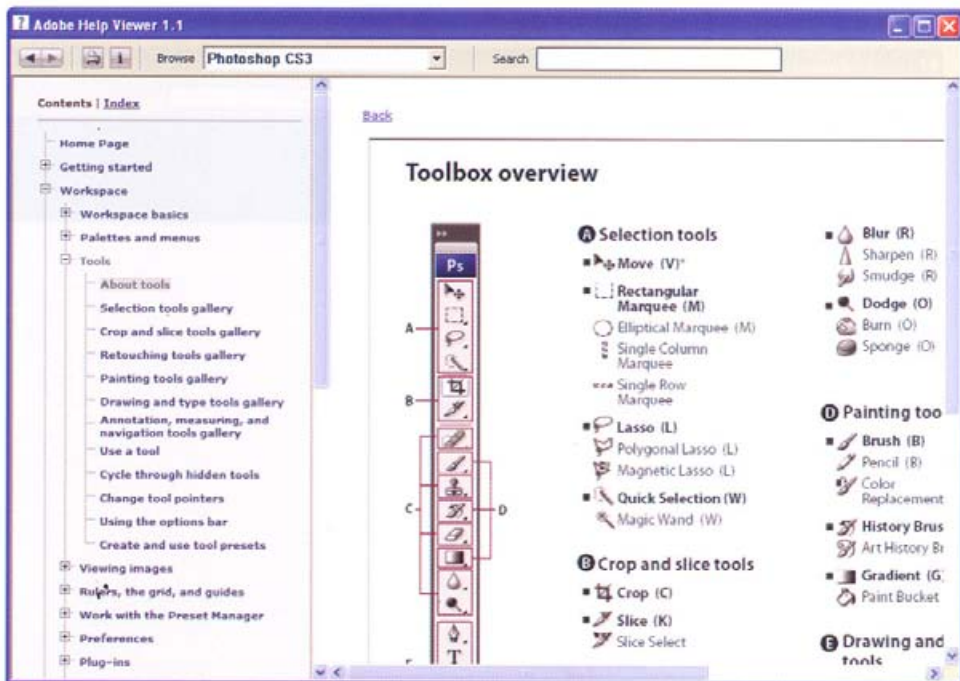
- 2 In the Contents section of the left pane of the Help window, scroll down to skim through the Help contents. They are organized in topics, like the chapters of a book.

- 3 Near the top of the list of topics, click the plus sign (+) to toggle open the topic Workspace, and then toggle open the Tools topic.

- 4 Click the entry "About Tools" to select and view that topic. Click the "View full size graphic" to display an illustration, with each tool called out by name.

Some Help Center entries include links to related topics. Links appear as blue, underlined text. When you position the mouse pointer over a link, the pointer changes to a pointing-finger icon (☞) and the text turns red. You can click any text link to jump to that related topic.

5 Scroll down (if necessary) to Related Information and click the Selection tools gallery text link.

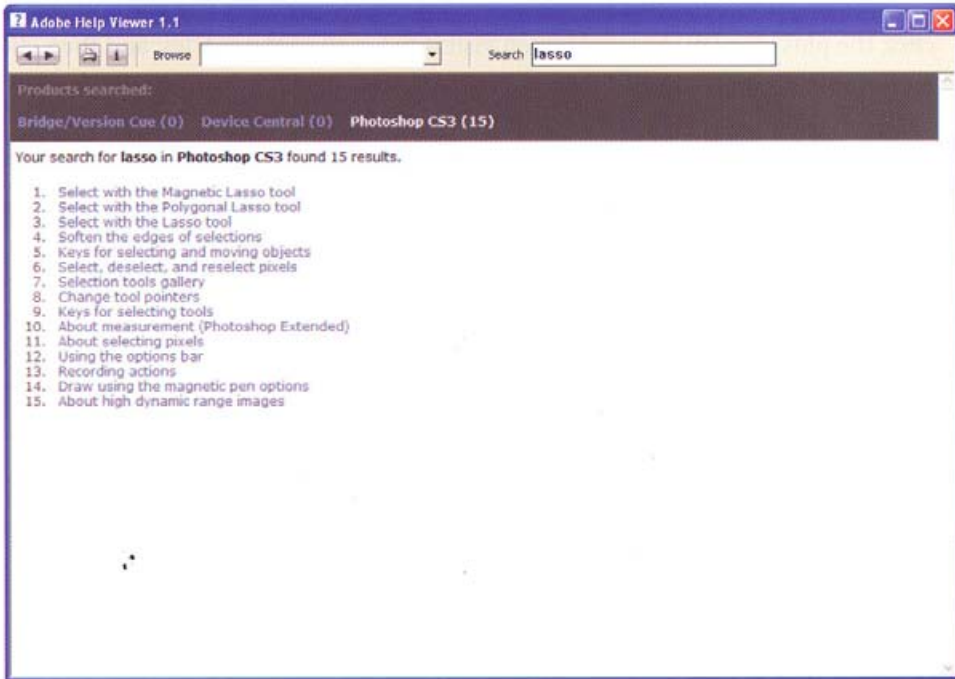


6 Click Next one or two more times to see information the rest of the tools.

Using Help Viewer keywords, links, and index

If you can't find the topic you're interested in by skimming the Contents page, you can try searching on a keyword.

- 1 At the top of the window, click Search.
- 2 Type a keyword in the search text box, such as **lasso**, and press Enter or Return. A list of topics appears. To view any of these topics, click the topic name.

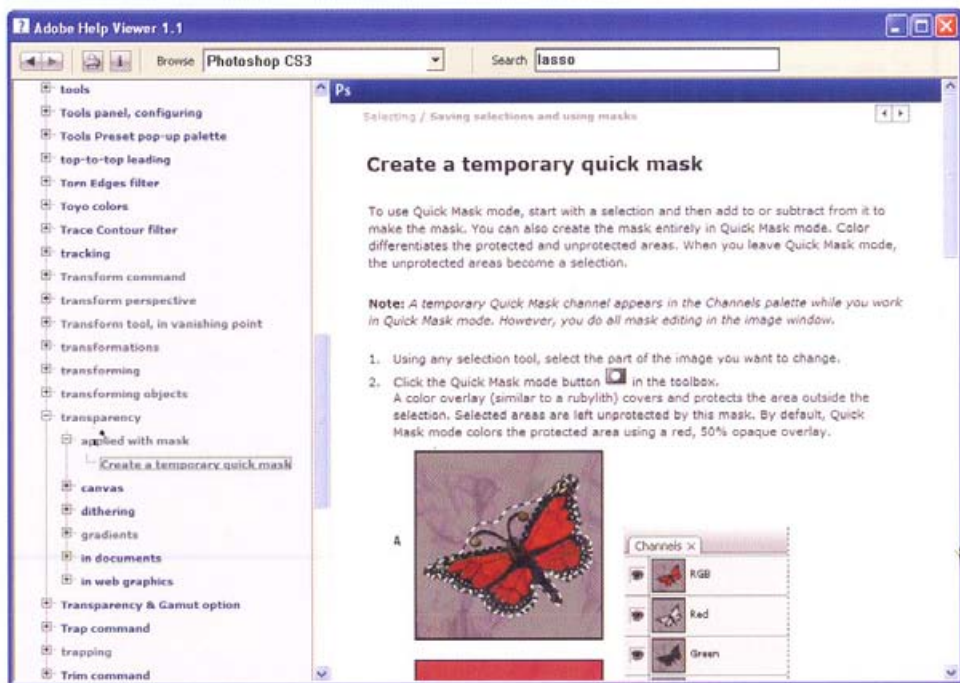


You can also search for a topic using the index.

- 3 In the left pane, click the Index (“i”) button to display the Index contents. An alphabetical list of letters appears in the left pane.
- 4 Click a letter, such as “T,” to display index entries for that letter.

Index entries appear alphabetically by topic and subtopic, like the index of a book. You can scroll down the list to see all the entries that begin with the letter “T.”

- 5 Click an entry to open the topic about that entry. If a topic has more than one entry, click the plus sign (+) to toggle open visibility for all of the entries, and then click the entry that you want to read.



- 6 When you have finished browsing, click the close button at the top of the Adobe Help Viewer, or choose Adobe Help Viewer > Quit Adobe Help Center (Mac OS) to close Photoshop Help.

Using Adobe online services

Another way to get information about Adobe Photoshop and to stay abreast of updates is to use Adobe online services. If you have an Internet connection and a web browser installed on your system, you can access the Adobe Systems website (www.adobe.com) for information on Photoshop and other Adobe products. You can also be notified automatically when updates are available.

1 In Photoshop, choose Help > Photoshop Online.

Your default web browser launches and displays the Photoshop product page on the U.S. Adobe Systems website. You can explore the site and find such information as tips and techniques, galleries of artwork by Adobe designers and artists around the world, the latest product information, and troubleshooting and technical information. Or, you can learn about other Adobe products and news.

Now, you'll return to Photoshop and set it up so that you can automatically receive software updates.

2 Close your browser.

3 Return to Photoshop, and choose Help > Updates. In the Adobe Updater dialog box that appears, click the Preferences button.

4 In the Adobe Updater Preferences dialog box, select the option, "Automatically Check For Updates Every Month." Then, decide whether you want updates to be downloaded automatically, or whether you want to be alerted before updates are downloaded.

If you choose to not automatically check for updates every month, you can still manually go to the Adobe website (as in Step 1) and check for Photoshop updates.

5 Click OK to save your changes.

Congratulations again; you've finished Lesson 1.

Now that you're acquainted with the basics of the Photoshop work area, you can explore more about the Adobe Bridge visual file browser, or jump ahead and begin learning how to create and edit images. Once you know the basics, you can complete the *Adobe Photoshop CS3 Classroom in a Book* lessons either in sequential order, or according to the subject that most interests you.

Toolbox overview



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



The Move tool moves selections, layers, and guides.



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 tool trims images.



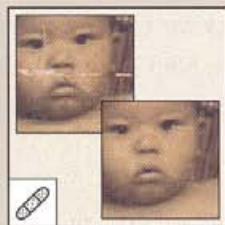
The Slice tool creates slices.



The Slice Select tool selects slices.



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



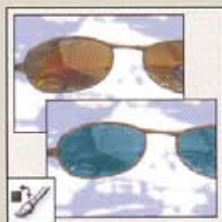
The Healing Brush tool paints with a sample or pattern to repair imperfections in an image.



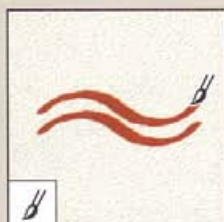
The Patch tool repairs imperfections in a selected area of an image using a sample or pattern.



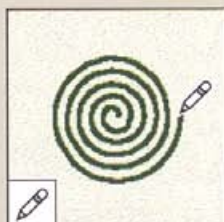
The Red Eye tool removes red-eye in flash photos with one click.



The Color Replacement tool substitutes one color for another.



The Brush tool paints brush strokes.



The Pencil tool paints hard-edged strokes.



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



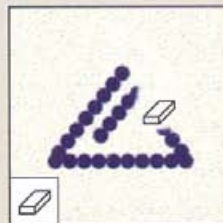
The Pattern Stamp tool paints with a part of an image as a pattern.



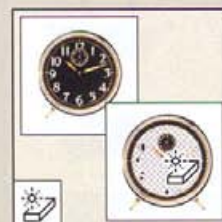
The History Brush tool paints a copy of the selected state or snapshot into the current image window.



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



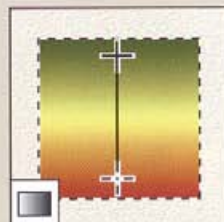
The Eraser tool erases pixels and restores parts of an image to a previously saved state.



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



The Background Eraser tool erases areas to transparency by dragging.



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.

Toolbox overview (continued)



The Blur tool blurs hard edges in an image.



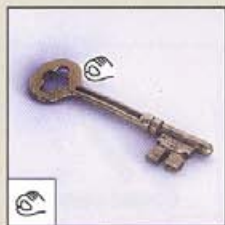
The Sharpen tool sharpens soft edges in an image.



The Smudge tool smudges data in an image.



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.



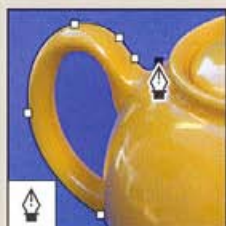
The path selection tools make shape or segment selections showing anchor points, direction lines, and direction points.



The type tools create type on an image.



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



The pen tools draw smooth-edged paths.



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 annotations tools make notes and audio annotations that can be attached to an image.



The Ruler tool measures distances, locations, and angles.



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



The Eyedropper tool samples colors in an image.



The Hand tool moves an image within its window.



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



Photoshop CS3 Toolbar

- Move (V)
- Rectangular Marquee (M)
- Lasso (L)
- Magic Wand (W)
- Crop (C)
- Slice (K)
- Spot Healing Brush (J)
- Brush (B)
- Clone Stamp (S)
- History Brush (Y)
- Eraser (E)
- Gradient (G)
- Blur (R)
- Dodge (O)
- Pen (P)
- Horizontal Type (T)
- Path Selection (A)
- Rectangle (U)
- Notes (N)
- Ruler (I)
- Hand (H)
- Zoom (Z)

Review

▶ 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 Click the Go To Bridge button in the Photoshop tool options bar to jump to Bridge; locate the image file you want to open, and double-click its thumbnail to open it in Photoshop.
- 3 Click a tool in the toolbox, or press the tool's keyboard shortcut. A selected tool remains active until you select a different tool. To select a hidden tool, use either a keyboard shortcut to toggle through the tools, or hold down the mouse button on the tool in the toolbox to open a pop-up menu of the hidden tools.
- 4 Choose commands from the View menu to zoom in or out of an image, or to fit it on-screen; 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 palette to control the display of an image.
- 5 The Photoshop Help system includes all the information in the *Adobe Photoshop CS3 User Guide* 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.