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**PHOTOSHOP**

Lesson

**3**

Photoshop Fundamentals

# Photoshop Fundamentals

## How to Navigate your Document

**Zooming in and out** To zoom in and out on your Photoshop document, hold down the Command key (Ctrl on Win) and press the plus and minus keys to zoom in ( + ) and out ( - ). You can alternatively use the Zoom Tool (see screen shot), which can be found in the Tool Bar on the left side of the interface. Note that it's much more efficient to use the keyboard shortcuts. To zoom your image to 100% view, double-click on the icon for the Zoom Tool. This view will allow you to see all the fine details in your picture.



**Fit image to screen** To fit your image to the screen, you can either double-click on the Hand Tool icon (see screen shot) within the Tool Bar on the left or you can use the keyboard shortcut Command+0 (Ctrl+0 on Win).

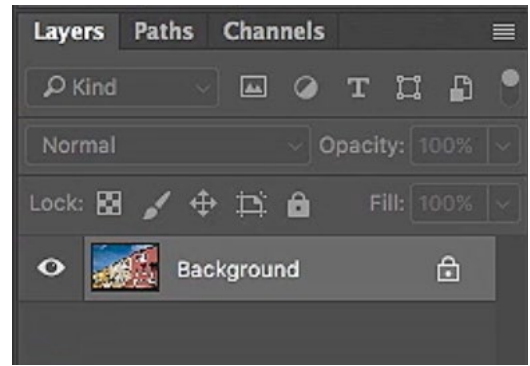


**Move around the screen** The universal method for moving around your document is to hold down the Space Bar while you click and drag with your mouse. This will temporarily activate the Hand Tool for as long as the Space Bar is held down. You can also use the Hand Tool (found in the Tool Bar), but you'll find that it's much more convenient and efficient to activate it quickly when needed by holding down the Space Bar.

## The Photoshop Interface

**The Tool Bar and the Options Bar** The Tool Bar on the left side of your screen contains all of the tools you will most commonly use in Photoshop. If the tool icon has a little triangle to the bottom right of it, that means that there are additional similar tools hidden beneath the visible icon. If you click and hold your mouse button on the icon, the list of additional tools will appear. When a tool is active, all of the settings pertaining to that tool will be visible in the Options Bar, which runs along the top of the interface, directly above the image window.

**The Layers Panel** On the right side of the interface, you'll find the Layers panel, which tells you what you're working on. If your document does not yet have layers, you'll just see the Background Layer, which is the layer that contains your image or blank canvas. If your image is made up of multiple layers, the Layers panel will be useful to see what layer you're working with and to switch between layers.



**The Layers panel**

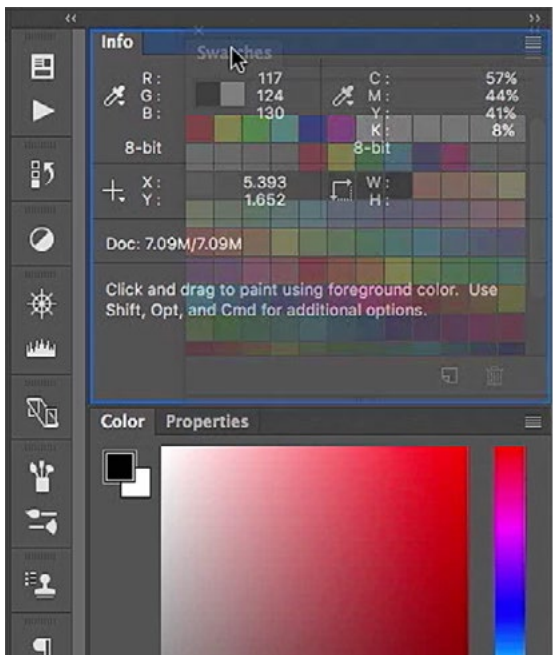
**Panels and how to manage them** In addition to the Layers panel, there are many other panels that can be found on the right side of the interface. Some may appear just as tabs, which means that they are collapsed. If you want to expand or collapse down one of the panels, double-click on the name of the panel. In newer versions of Photoshop, the actual tabs are larger than they were in previous versions. Personally, I'd prefer the tabs to be smaller in order to save screen space. To make the tabs smaller, you'll have to access the Preferences dialog via the Photoshop menu at the top of the screen (on Windows, you'll find it under the Edit menu.). In the Preferences dialog, choose the "Workspace" category and look for the check box titled "Large Tabs." Turn this check box off and click OK.



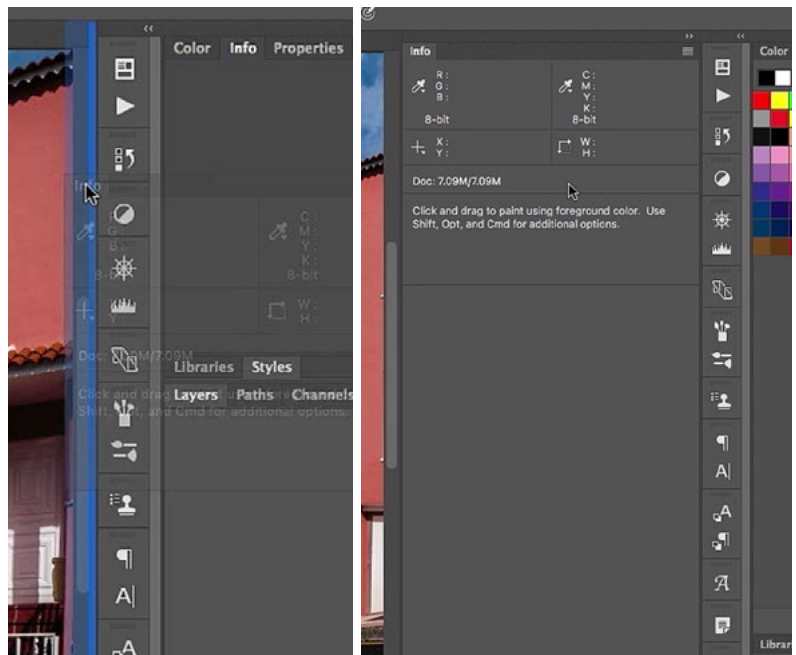
**Photoshop can display the names of your panels in large tabs (top) or small tabs (center). You can specify which you'd like within the Workspace category of the Preferences dialog.**

There are many different panels available to you in the Photoshop interface. If you ever can't find the one that you're looking for, it may not currently be visible in your interface. To make it appear, click on the Window menu at the top of the screen and choose the panel you need.

When you have multiple panels open on your screen, you'll notice that some of them are combined together. When they're grouped together, you can only see one at a time because clicking on one will hide the other[s]. You can move a panel by clicking on the tab name and dragging to a different location. If you drag to an open area of the screen, it will become an independent, floating panel. If you drag it over another panel or set of panels, you will see a blue highlight appear, which indicates where the panel will be docked when you let go of your mouse button. If you drag it over the vertical bar separating the panels and the image window, the bar will become highlighted and, if you let go of the mouse button here, the panel will become attached to it.



Here, I'm dragging the Swatches panel to reposition it. The blue highlight shows where the panel will be docked when I release the mouse button.



Here, I'm dragging the Info panel and hovering over the vertical line between the image and the panels (left). When I released the mouse button, the panel became docked on that line (right).

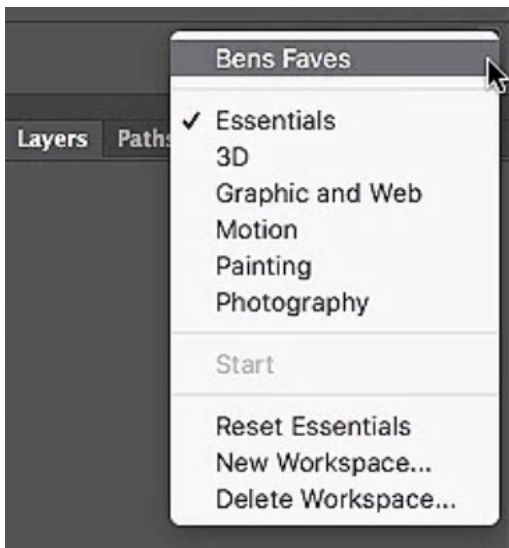
Once you have a lot of panels open on your screen, they're going to start to take up a lot of space. In the top right corner of each panel group, there is a little double arrow button (see screen shot). If you click on it, the group of panels will collapse down into little icons. Clicking on the icon will open the panel. Clicking on it again will hide the panel.



**Above: Clicking the little double-arrow button will collapse the open panel[s] into icons. Right: This is the icon view.**

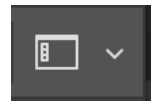


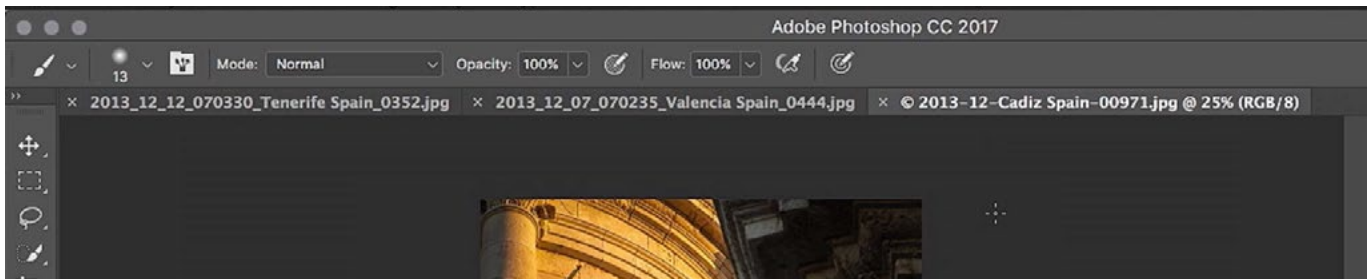
To completely close a panel, click on the little menu icon in the top right corner of the panel and choose Close. If you want to close all of the panels that are grouped together with the selected panel, then you would instead choose to Close Tab Group.



**The Workspace menu can be accessed by clicking the icon on the far right in the Options Bar. To save your current workspace settings, choose New Workspace.**

Once you've got your panels set up in a way you really like, you can save the workspace so that Photoshop will remember the positions of all the panels and tabs. To save the workspace, click on the little icon on the far right side of the Options Bar (see screen shot) and choose New Workspace from the menu that appears. You'll be prompted to give the new workspace a name and then click Save. After you've done this, you can always return to this workspace by clicking on the workspace icon and choosing it from the menu.



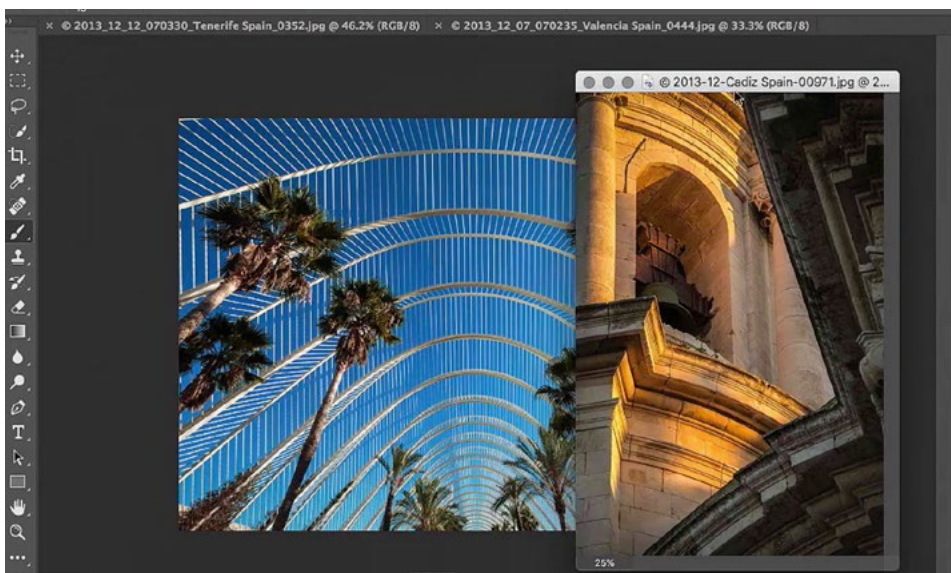


**When multiple documents are open in Photoshop, they will appear as tabs at the top of the image window.**

## Working with multiple documents in Photoshop

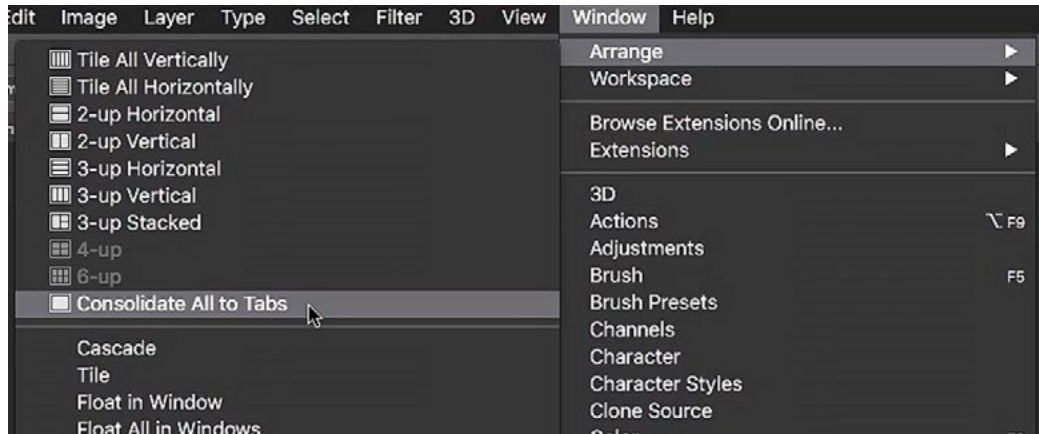
When you have more than one document open in Photoshop, they will appear as separate tabs directly above your image window (similar to a browser window with web site tabs). Click between the tabs to change which picture you're working on. Alternatively, you can click on the Window menu and scroll down to the bottom, where you will see a list of open documents. Simply click on the one you'd like to work on. To quickly cycle between all open documents, use the keyboard shortcut Ctrl+Tab.

If you don't want a document to appear in the tab view, you can click on the tab name and drag it outside of the tab bar. When you release the mouse button, it will become its own floating window. You can combine two floating windows together by dragging the top bar (that includes the document name) of one image over the top bar of the other image. When you release your mouse button, the two documents will be docked together in a tabbed format.



**Here, we dragged the tab for one of the documents outside of the tab bar and let go. It became its own free-floating image window.**

The open documents can also be arranged by going to the Window menu and choosing Arrange. This will give you a list of window positions as well as an option to Consolidate all to Tabs.

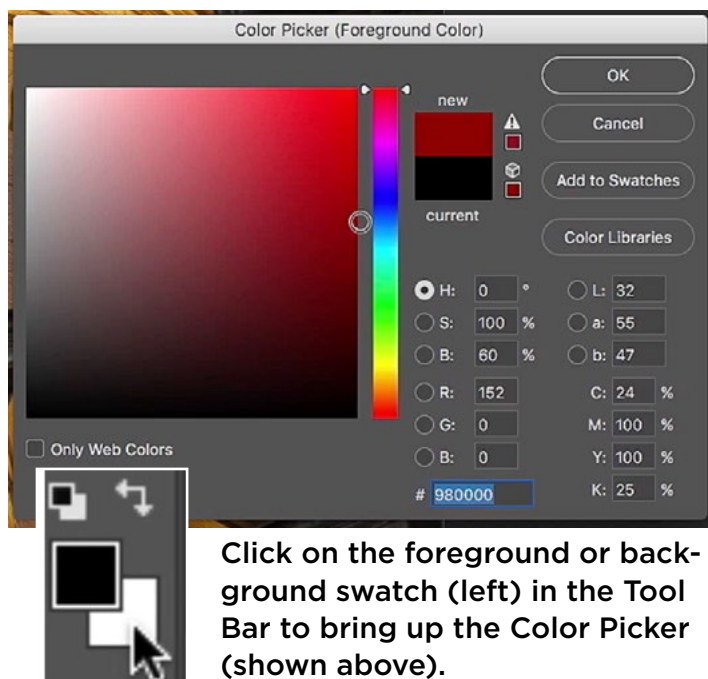


The open documents can be arranged in a variety of ways. You can choose how they will be arranged by going to the main menu and selecting Window > Arrange.

## Photoshop's painting tools

The Brush Tool can be found in the Tool Bar on the left side of the interface. The foreground and background color swatches are displayed at the very bottom of the Tool Bar and by default, black is the foreground color and white is the background color.

If you want to change either of those colors, click on the swatch and the Color Picker dialog will appear. Click on the vertical color bar to choose a color/hue and then use the large gradient box to choose the shade of your selected color. Click OK once you've chosen your color.



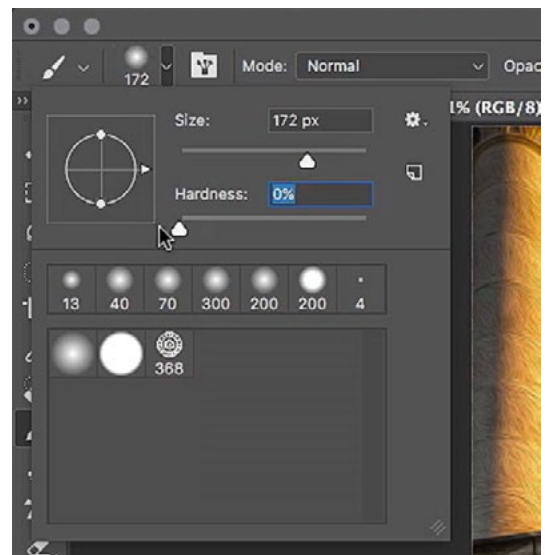
Click on the foreground or background swatch (left) in the Tool Bar to bring up the Color Picker (shown above).

To quickly reverse the foreground and background colors, click on the little double arrow icon above the foreground/background swatches in the Tool Bar.

**Reset colors to default settings** By default, black is the foreground color and white is the background color. If you would ever like to restore the swatches to their default settings, click on the little black and white swatch icon directly above the foreground/background swatches in the Tool Bar.

## Working with Brushes

**Changing brush size and hardness** After activating the Brush Tool (located in the Tool Bar on the left side of the interface), you will get several settings pertaining to it within the Options Bar, which runs along the top of the interface. On the left side of the Options Bar, there will be a preview of the brush with a little number under it. The number represents how wide the brush stroke will be in pixels. Click on this preview to access the brush menu, inside of which you can use sliders to set the size and hardness of the brush. If the hardness is at 100%, you will have a completely crisp-edged brush. If the hardness is turned all the way down, you will have a very soft-edged brush.

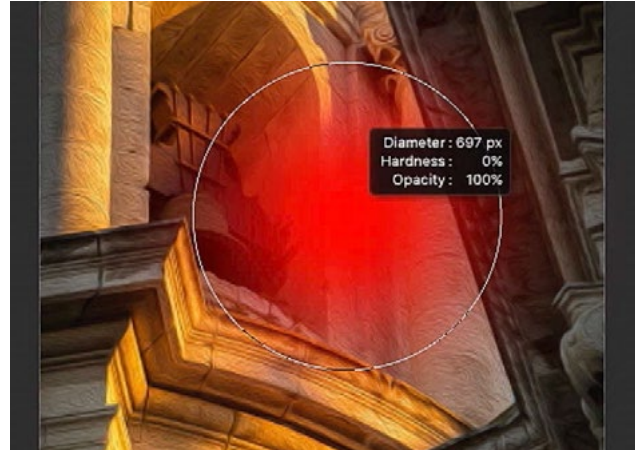


**With the Brush Tool active, the size and hardness settings can be accessed by clicking on the brush tip preview in the Options Bar.**

There are also keyboard shortcuts, which will allow you to quickly change the brush size and hardness without having to use a menu. To change the brush size, use the left and right bracket keys ( [ ] ). The right bracket key will make the brush larger and the left bracket key will make the brush smaller. To change the hardness of the brush, hold down the Shift key while clicking on the left or right bracket keys.



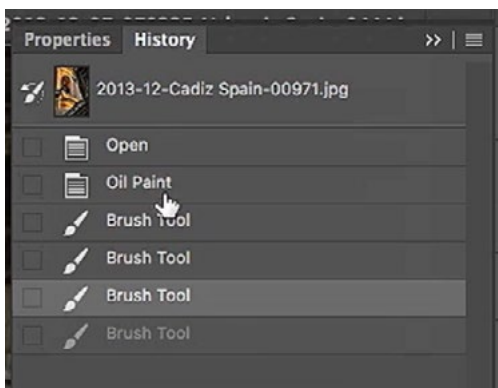
If you're using a Mac, you can also change the brush size and hardness by holding down the Control and Option keys while dragging with your mouse button. Dragging up will make the brush softer and dragging down will make the brush harder. If you drag to the right, you'll get a bigger brush and if you drag to the left, you'll get a smaller brush. If you're using Windows, you will do the same thing except you will hold down the right mouse button plus the Alt key instead of Ctrl+Option.



Here, we are holding down the Control and Option keys while dragging up and down with the mouse button to adjust the hardness of the brush.

## Undo & History

When using Photoshop, you will undoubtedly need to undo one or more steps at some point. To undo the last thing you did, you can go to the Edit menu and choose Undo. Alternatively, you can use the keyboard shortcut Command+Z (Ctrl+Z on Win). After using the undo command, if you go back to the Edit menu, you'll find that the menu option has changed to Redo. If you hit Command+Z (Ctrl+Z on Win) again, it will redo the last step. If you would like to undo more than one step, you will have to use the Step Backward command, which can also be found under the Edit menu or applied by using the keyboard shortcut Op-



Photoshop's History panel

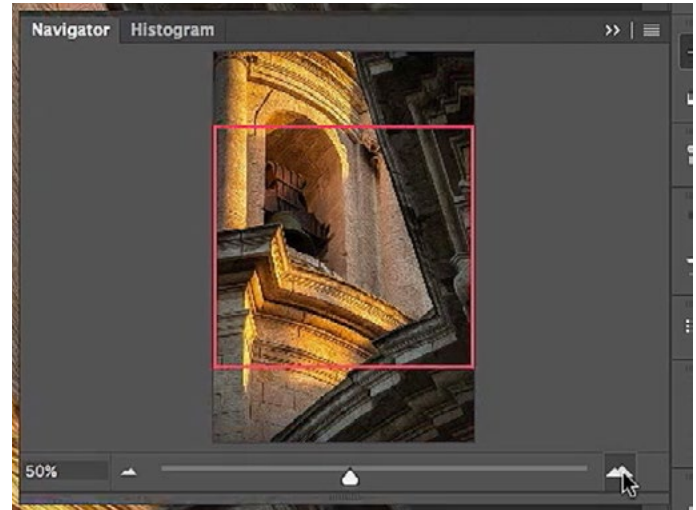
tion+Command+Z (Alt+Ctrl+Z on Win). You can use the Step Backward command multiple times to go backwards in your Photoshop history. If you accidentally use the command too many times, you can go back to the Edit menu and choose Step Forward.

When you use the Step Backward and Step Forward commands, Photoshop is looking at your history. You can view your history by opening the

History panel if it is not already open in your interface. You can find it under the Window menu at the top of the screen. This panel will show you a list of the individual steps you have taken in your document. You can click on the steps to return to a different state in your image.

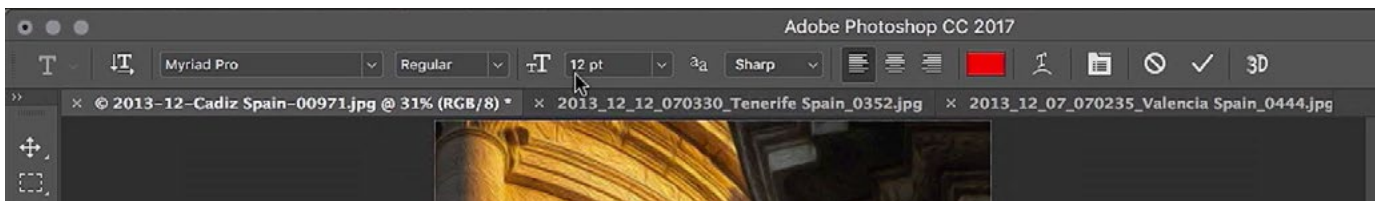
## Additional Useful Information

**The Navigator Panel** This panel gives you another way to move around your document and if it's not already open in your interface, you can access it by going to the main menu and choosing Window > Navigator. Within the Navigator panel, you will see a view of your image with a little slider beneath it. Dragging the slider left and right will zoom out and in on the image. You can also click on the little mountain icons at either end of the slider to zoom out and in on the image. When you zoom in, you will see a red box appear within the Navigator preview. This box shows what you're looking at in your main image window and you can drag the box around to reposition the view.



**Photoshop's Navigator panel**

**The Text Tool** The text tool can be found in the Tool Bar on the left side of the interface and when it's active, you can click within your picture and start typing. The color of the text will match your foreground color. If you want to change the size, color, font, etc. of any text you've already typed in, you will first have



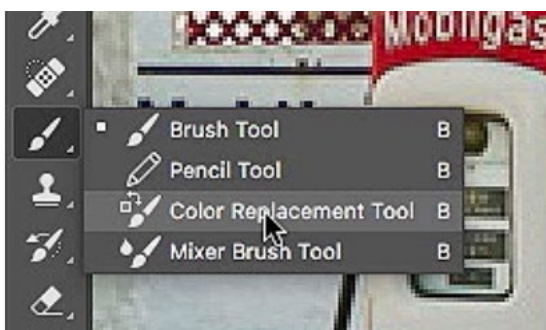
**The Text Tool is active, and you can see all of the settings pertaining to the tool within the Options Bar above the image window.**

to make sure the text is selected, or highlighted. To select all of the text, you can use the keyboard shortcut Command+A (Ctrl+A on Win). When the text is selected, you can use the settings in the Options Bar above the image window to change the properties of the text. To quickly change the size of selected text, hover your cursor over the T icon to the left of the text size field. Your cursor will change to a double-pointing arrow indicating that you can click and drag left and right to change the size of the text.



**With the text selected, we can change the size by clicking to the left of the point size field in the Options Bar and dragging left and right.**

When text is selected, it will become highlighted and you will not be able to accurately see the color of the text. If you'd like to temporarily hide the highlight, you can use the keyboard shortcut Command+H (Ctrl+H on Win). This is the Hide Extras command and, even though you can no longer see that the text is highlighted, it will still be selected. This Hide Extras command will be useful in other areas of Photoshop as well. You can also find it in the main menu by choosing View > Extras.



**To access the Color Replacement Tool, click and hold your mouse button on the Brush Tool icon. A pop-up menu will appear with the different tools available.**

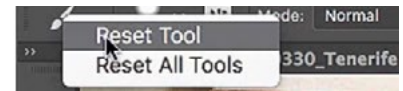
**Color Replacement Tool** This is a fun brush tool that can be used to change the color of an object. The object will have to be relatively colorful and have a well-defined shape. The Color Replacement Tool is hidden behind the Brush Tool in the Tool Bar. You will have to click and hold your mouse button on the Brush Tool icon in order to access the menu containing the Color Replacement Tool. When the tool is active, set your foreground color to the color you'd like to apply and then paint

over the object you'd like to recolor, making sure that the crosshair in the center of the brush stays within the color you're trying to change. The tool is going to look at the color that's directly under the crosshair and change that color to your selected color only in the area that is targeted with the brush.



The Color Replacement Tool is being used to change the color of this gas pump. We're making sure to keep the crosshair of the brush over only the color we want to change.

**Tool troubleshooting** If you ever find that a tool isn't working in the way you expect it to, you can reset the tool back to its default settings. To do this, right-click on the tool icon at the far left side of the Options Bar and choose Reset Tool from the little menu that appears.



Reset an active tool by right-clicking on the tool icon in the Options Bar.

**Tool Menus** Within the Tool Bar, you will see that some tool icons have little arrows to the bottom right of them. This indicates that there are additional tools hidden there. Click and hold with your mouse button on the tool's icon to access a pop-up menu containing the additional tools.

**Menu items with additional settings** In Photoshop's main menu, you'll see that some of the menu items have a little ellipses (...) next to the name. This indicates that you'll be asked for additional settings when you choose that menu option.