

Photoshop 1 The Tools

Part One- The Very Basics: There are many ways to do things in Photoshop!

- I. **Opening files-** *File > Open* is too much work, you can...
 - A. Ctrl + O > Navigate to the folder you want and select the file
 - B. Double-click in the empty gray field in the middle of the screen
- II. **Closing Files-** *File > Close* is too much work, you can...
 - A. Click the “X” on the tab above the image
 - B. Ctrl + W
- III. **Zoom shortcuts**
 - A. Z opens the zoom tool
 - B. Ctrl+0 or double-clicking the Hand tool zooms image to fit the screen
 - C. Ctrl+1 or double-clicking the Zoom too zooms image to full size
 - D. Ctrl + Space bar temporarily switches any tool to the zoom-in tool (this does not work with an active Type tool)
 - E. Alt + Space bar temporarily switches any tool to the zoom-out tool (this does not work with an active Type tool)
 - F. Ctrl and + Key zooms in
 - G. Ctrl and – Key zooms out
- IV. **Scrubby Zoom**

If the *Scrubby Zoom* box is checked in the option bar, click and drag to the right to zoom in and click and drag left to zoom out.
- V. **Standard Zoom**

If the *Scrubby Zoom* box is not checked in the option bar, clicking in place will zoom in. Using the zoom tool to draw a box around a part of the image will set the zoom so that the boxed area fits the screen.

Part Two-Selections and saving

- I. **Making Selections-** Selected areas will limit where tools will work.
 - A. Elliptical Marquee tool
 - 1. Holding Alt while dragging will center the selected area around the starting point
 - 2. Holding Shift will restrict the selection to a perfect circle
 - 3. Shift + Alt will combine the two effects

B. Rectangular Marquee tool

1. Holding Alt while dragging will center the selected area around the starting point
2. Holding Shift will restrict the selection to a perfect square
3. Shift + Alt will combine the two effects

II. Changing Selections

A. Inverting Selections

1. **Menu bar-** Select + Inverse
2. **Keyboard-** Ctrl + Shift + I

III. Saving Images

A. To save a new image

1. **Menu Bar-** File > Save As
2. **Keyboard-** Ctrl + Shift + S

B. To over-write the original

1. **Menu Bar-** File > Save
2. **Keyboard-** Ctrl + S

C. To close without saving

1. **Menu Bar-** File > Close
2. **Keyboard-** Ctrl + W
3. At “Save Changes?” dialogue box, click “No” or press N

D. To close the file and save changes

1. **Menu Bar-** File > Close
2. **Keyboard-** Ctrl + W
2. At “Save Changes?” dialogue box, click “Yes” or press “Y” or Enter

Part Three: Ways to “Navigate” or manage the view of an image

I. **The Hand Tool moves the whole image around when zoomed in too large to fit the screen**

- A. Click on the hand in the tool panel
- B. Press H
- C. Hold the space bar down and click and drag

II. **Scroll Bars move image up and down or side to side when zoomed in too large to fit the screen**

III. **Zoom Box-** As in Standard Zoom, Part One, section V. of this outline

IV. **The Navigator Panel navigates throughout the image when zoomed in too large to fit the screen, allows manual setting of zoom percentage, and maps your screen position in the image.**

Part Four: The magic of “Undo”

I. Undoing a single action

- A. **Menu Bar-** Edit > Undo
- B. **Keyboard-** Control “Z”

The Undo command will only undo the very last step you did. By undoing a second time, you will redo what you just undid. This is handy for toggling back and forth between the last two states of the image to make a comparison.

II. Undoing multiple actions

- A. **Menu Bar-** Edit > Step Backward
- B. **Keyboard-** Ctrl + Alt + Z
- C. In the History Panel, click on a prior state

By default, Photoshop retains the twenty most recent history states, you can change that number in the Preferences for Photoshop, but keep in mind, the more history states you retain, the more memory Photoshop will have to use to keep them there and that can slow down your computer.

Part Five: Using context menus

Context menus are often referred to as “Shortcut Menus” and are accessed by right-clicking within the image area

- A. Right-Click somewhere in the image area
- B. The Tool Options (If there are options for the tool in use) will appear
- C. Make your selection and press Enter or click anywhere else on the screen, outside of the image

The left and right bracket keys on the top row of the keyboard, just after the letter “P” can also be used to control the size and hardness of your brush tools. The left bracket makes the brush smaller; the right bracket makes it larger. To control hardness, hold the shift key and press the left bracket to soften edges or the right bracket to harden the edges.

Part Six: Panels and panel location

By grabbing the title bar of a panel group, you can move the group anywhere on the screen you want. You can dock the panel group on the side of the monitor or to an existing panel group or series of groups.

You can grab the tab of a particular panel and move it from one group to another, or move it out into the open, alone. A lone panel can be closed if you don't plan to use it for a while. A closed panel can be opened by clicking on Window on the menu bar and selecting the panel you want from the drop-down. (Some of the panels have keyboard shortcuts. You can assign keyboard shortcuts to any of them.) You can then position or group the panel wherever on the screen you want.

You can grab the corners of panel groups and resize them to whatever size is convenient for you.

The Tools Panel can be resized to tall and thin or short and wide, and can be moved anywhere on the screen, but cannot be grouped with other panels. The Options bar can be moved from its dock and placed elsewhere on the screen, but it cannot be docked anywhere else or grouped with other panels.

Photoshop users who have multiple monitors often move all of the panels and groups onto one monitor and leave just the image area on the main monitor to allow for a clean, un-cluttered working area.

Part Seven: Customizing your workspace

Once you have arranged your panels into a configuration that works for you, you can save that arrangement as your "Workspace." In the menu bar, click on Window > Workspace > New Workspace... and name it whatever you want. You can set up as many different workspaces as you like to accommodate different types of jobs. A button will appear on the Workspaces Menu for that workspace. There are already several workspaces built into Photoshop for you to choose from as well. If you start moving things around in a workspace and want to get them back to their default positions, just go to the menu bar and click on Window > Workspace > Reset...

You can also create your own keyboard shortcuts if find you prefer something not offered in the Photoshop keyboard shortcut defaults. Just go to the menu bar, click on Window > Workspace > Keyboard Shortcuts and Menus. From there select the Keyboard Shortcuts tab and navigate through the menu until you find the function you want and press the Function key you want to use for that shortcut and click “Accept.” Once you’ve set up the shortcuts to suit you, in that same dialogue, click “Summarize” and tell it where you want the info saved; and Photoshop will create an HTML file (a file that works like a web site) that lists all of your keyboard shortcuts so that you can view them in Internet Explorer, or Firefox or whatever your preferred browser may be.

Thomas Gartman
P.O. Box 351
Point Harbor, NC 27964
252-573-8648
info@gartmanbeachpix.com