

Photoshop is an image-editing application that you can use to manipulate and enhance digital photographs and create original digital images and graphics.

Before you begin to use Photoshop to work with your digital assets, you must first become familiar with the fundamentals of the application. In this chapter you will learn about the essential components of the interface, such as the panels, menus and tools; discover how to set up the application to suit your personal needs; 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** from the desktop
- ✓ gain an understanding of the **Start** workspace
- ✓ learn how to adjust the colour theme applied to the interface
- ✓ learn how to open an existing file
- ✓ gain an overview of the **Photoshop CC** workspace
- ✓ gain an understanding of panels
- ✓ learn how to work with the panel dock
- ✓ learn how to work with 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
- ✓ learn how to reset the **Tools** panel
- ✓ gain an understanding of the **Options** bar
- ✓ learn how to close a document
- ✓ gain an understanding of touch gestures in **Photoshop**.

STARTING ADOBE PHOTOSHOP IN WINDOWS 10

Before you start to work with Photoshop you will need to know how to open the application. The first time you use Photoshop you will need to open it from the taskbar **Search...** bar or the

Start menu. You can then choose to pin Photoshop to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

Before you begin, ensure your computer is turned on and the Desktop is displayed...

- 1 Click on the **Windows** icon in the taskbar at the bottom of the screen to display the **Start** menu

- 2 If necessary, scroll down the apps list to display the **A** section

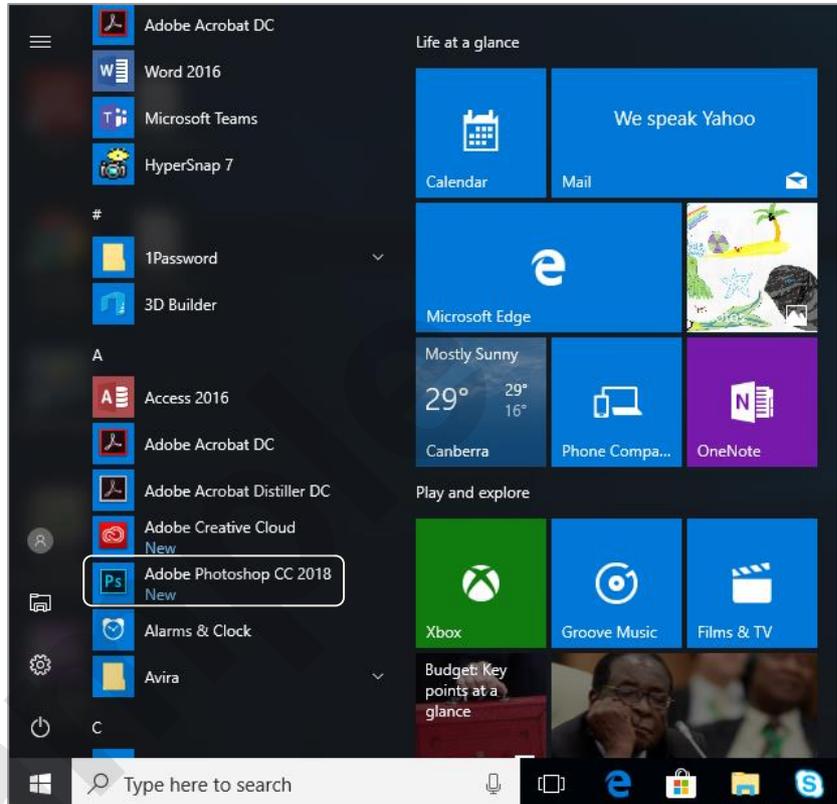
Any Adobe apps you have installed will be listed here...

- 3 Click on **Adobe Photoshop CC 2018** to start Photoshop

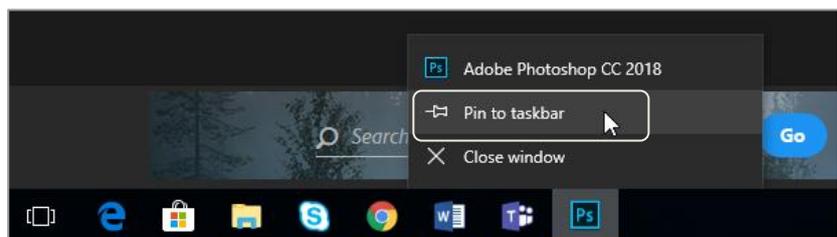
A loading screen will briefly display, and then Photoshop will open with the Start workspace displayed...

- 4 Right-click on the Photoshop icon in the taskbar to display a menu and select **Pin to taskbar**

You can now click on this icon to open Photoshop from the desktop. This icon will remain in the taskbar unless you remove it



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For Your Reference...

To **start Photoshop**:

1. Click on the **Windows** icon in the taskbar to display the **Start** menu
2. Click on **Adobe Photoshop CC 2018** in the apps list to start the application

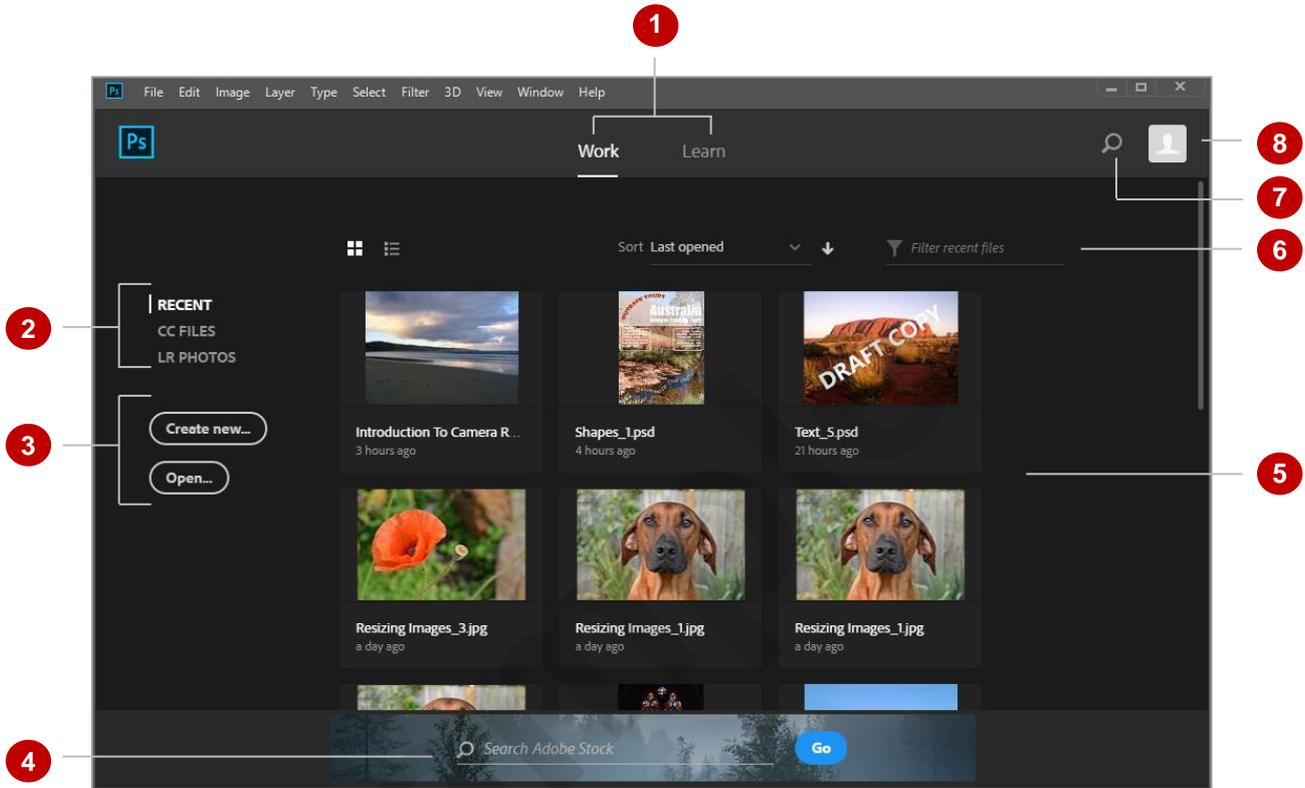
Handy to Know...

- Instead of locating Photoshop in the apps list, you can click in the taskbar **Search** bar and begin typing **Photoshop**, then click on the application name when it appears in the list of search results.

THE START WORKSPACE

When you launch Photoshop, the **Start** workspace is displayed by default. From this workspace you can choose to create something new, open an existing file you have already been

working on, or search for a file on Adobe Stock (if you have a subscription). You can also use the options on the **Learn** tab to get ideas and participate in tutorials.



- 1 When the **Work** tab is selected, as shown, Photoshop provides options for creating or opening files to work with. You can click on the **Learn** tab to display videos and tutorials that can help you learn to use Photoshop.
- 2 Click on **RECENT** to display files you have recently worked on, click on **CC FILES** to display files you have saved to your Creative Cloud, or click on **LR PHOTOS** to display photos from your Lightroom account (if you have one).
- 3 Click on **[Create new...]** to create a new Photoshop file, or click on **[Open...]** to open an existing file.
- 4 If you have an Adobe Stock subscription, you can type a keyword in the **Search Adobe Stock** bar and click on **[Go]** to find a stock photo to edit using Photoshop.
- 5 The main part of the workspace displays a gallery (or list) of the files you have recently opened, with the most recent at the top left by default. Click on a thumbnail to open that file. If you have not opened any files in Photoshop, this area will prompt you to create a new file.
- 6 Click on **Thumbnail view** to display your recent files as thumbnails (as shown) or click on **List view** to display them in a list. Click on the drop arrow for **Sort** and select an option to specify the order in which your recent files are displayed. Click in **Filter** and type a keyword (such as the title of a file) to specify which files are displayed.
- 7 Click on **Search** to display the **Search** screen, where you can search for Photoshop tools and features or help on how to use a specific aspect of Photoshop.
- 8 Click on the account icon to open a browser window with the **Adobe ID** page displayed. You can sign in using your Adobe account details and view information about your account and the applications that you use.

DARK VERSUS LIGHT INTERFACE

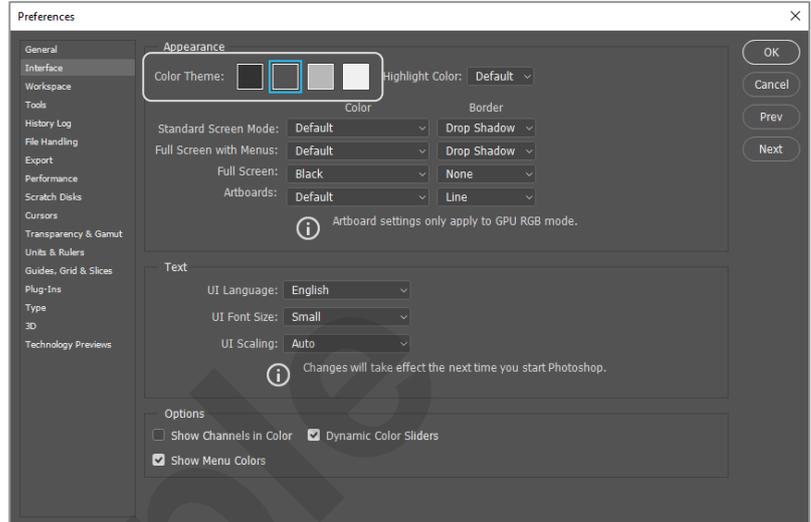
The default colour of the Photoshop interface is quite dark – a feature that was first introduced in the previous version of Photoshop. Adobe has chosen to apply a dark shade of grey to the entire

interface, making the toolbars, menus and panels appear almost recessed, effectively focussing your attention on the open image. It is possible to adjust the theme colour to a lighter shade.

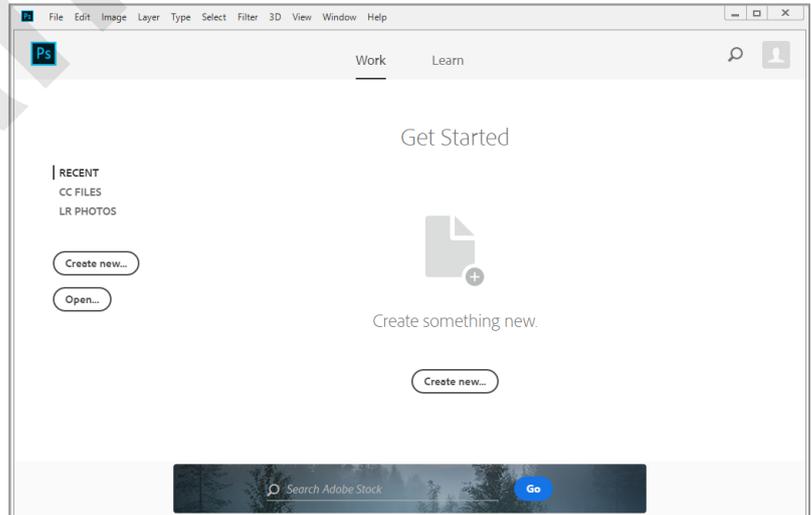
Try This Yourself:

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

- 1 Select **Edit > Preferences > Interface** to display the **Interface** options in the **Preferences** dialog box
- 2 Click on the lightest option in **Colour Theme** under **Appearance** to apply it
- 3 Click on **[OK]** to see the effect
Notice that the text and icons are now displayed in black as opposed to white. You can also use keyboard shortcuts to adjust the colour theme...
- 4 Press **Shift + F1** to switch to the next darker interface
- 5 Press **Shift + F2** to switch to the next lighter interface
- 6 Repeat step 4 until the darkest interface is selected
The interface should now be very dark grey. Let's reset the default interface colour...
- 7 Repeat step 1 to display the **Preferences** dialog box, then click on the second (dark grey) option in **Colour Theme** under **Appearance** to select it
- 8 Click on **[OK]** to apply the default colour theme



- 1 *Try: In the Preferences dialog box, to choose a Colour Theme using alternative indicator icons, hold down **Ctrl + Shift + Alt** and click on one of the Colour Theme patches (icons) to display either slices of toast or cups of coffee of variable strength*



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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 change the colour of the pasteboard (the background behind a document) independently of the rest of the interface. With an image open, right-click on the pasteboard area and select a grey, or click on **Select Custom Colour** to apply a colour other than the default greys.

OPENING AN EXISTING FILE

There are several ways in which you can open an existing image. You can use the options available on the **Get Started** screen, the **Open** dialog box which you can access via the **File** menu, or you

can use a keyboard shortcut. You can also open files using the **Open Recent** list on the **File** menu, or via **Adobe Bridge** (a separate application installed with Photoshop).

Try This Yourself:

Before starting this exercise ensure that Photoshop is open and the Get Started screen is displayed...

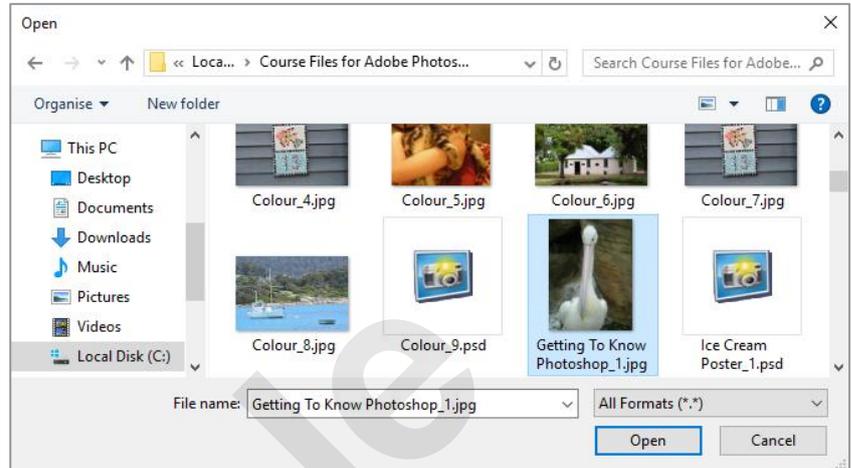
- 1 Click on **[Open...]** to display the **Open** dialog box

*You could also use the File menu or the keyboard shortcut **Ctrl + O**...*

- 2 Locate and double-click on the course files folder **Course Files for Adobe Photoshop CC 2018**

This is the folder where the student files are located...

- 3 Click on **Getting To Know Adobe Photoshop_1.jpg**
- 4 Click on **[Open]** to open the image in a document window



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For Your Reference...

To **open** an **existing file**:

1. Select **File > Open**
2. Locate the required folder and click on the file
3. Click on **[Open]**

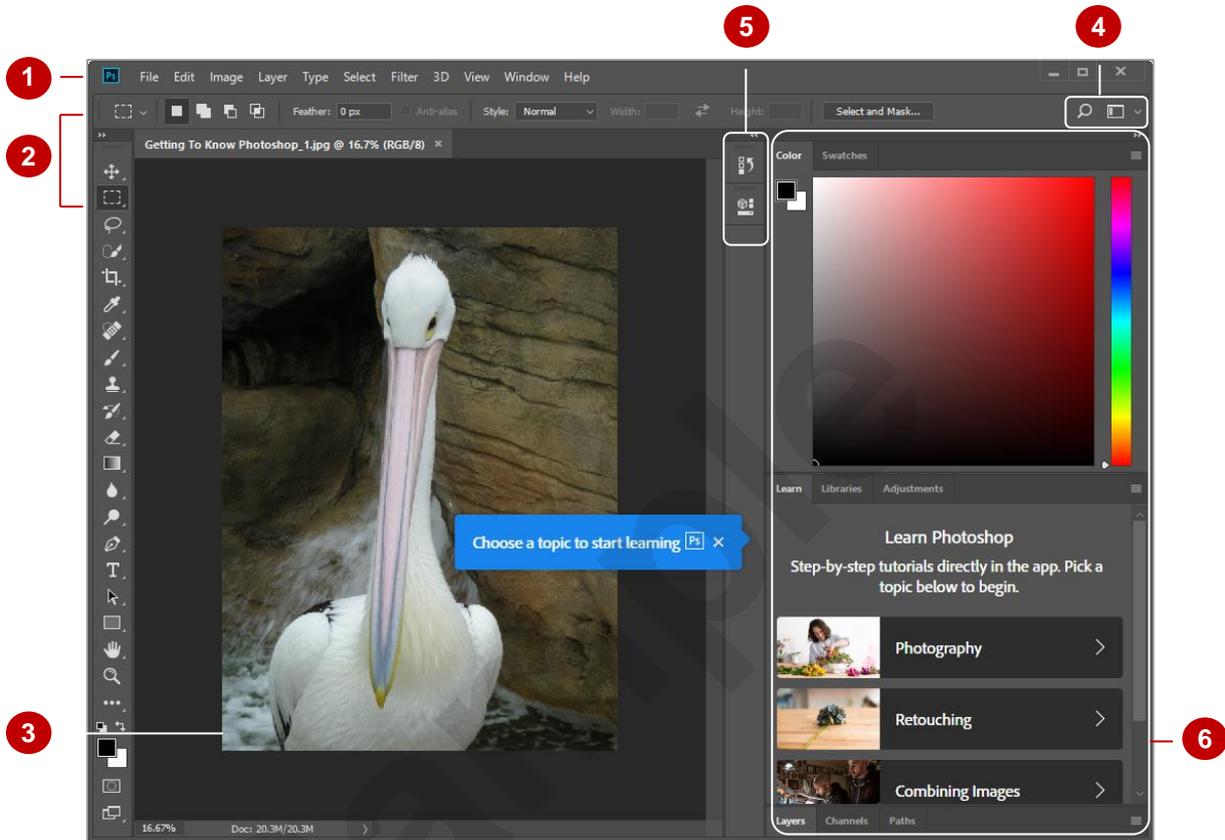
Handy to Know...

- The **Recent File** list, displayed in the **File** menu, can list up to the last 99 files opened in Photoshop. By default, Photoshop will display the last 20 files, but you can adjust this number by selecting **Edit > Preferences > File Handling** and changing the value in **Recent File List Contains**.

THE PHOTOSHOP CC WORKSPACE

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

panel groups: **Colour**, **Libraries** and; **Layers**. Your workspace may look different to the example shown below because you can open, close and move the components as required.



- 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 Search and Workspace Icons** You can display the **Search** pane by clicking on the **Search** icon, or display a different workspace by clicking on the **Workspace** icon. The default workspace is called **Essentials** and determines the display and arrangement of screen items. You can select from a list of alternative workspaces or create your own.
- 5 Panel tools** By default, Photoshop provides access to two other handy features via the 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 **Expand Panels** (the double arrow at the top right of the icons).
- 6 Panels, Panel groups and the Panel dock** Photoshop has a number of small windows called **panels** (e.g. **Learn**, **Libraries**, **Adjustments** as shown above) 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 many 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. The most commonly-used panels are accessed via the panel dock located by default

along the right side of the workspace. You can also display and hide panels as required. A panel can be displayed by selecting the panel name from the **Window** menu.

The Panel Dock

The **panel dock** is located along the right side of the workspace by default and contains some of the most commonly-used **panels** and **panel groups**. A panel group is a collection of related panels that appear grouped 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

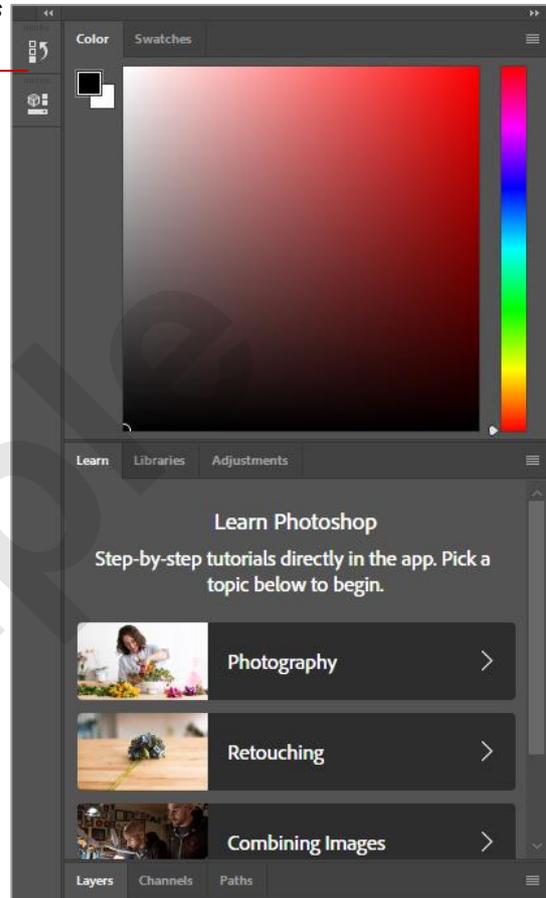
If you need to use a panel that is not in the panel dock, you can access it from the **Window** menu. When you select a panel from the **Window** menu, it will appear immediately to the left of the panel dock.

The Anatomy Of A Panel

Each panel contains a range of options for working with 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.

Panel tools

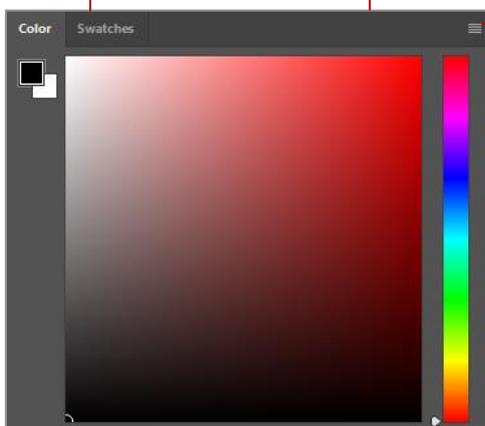


Panel group

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

Title bar

Click on Panel Options to display the menu



- ✓ Hue Cube
- Brightness Cube
- 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

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

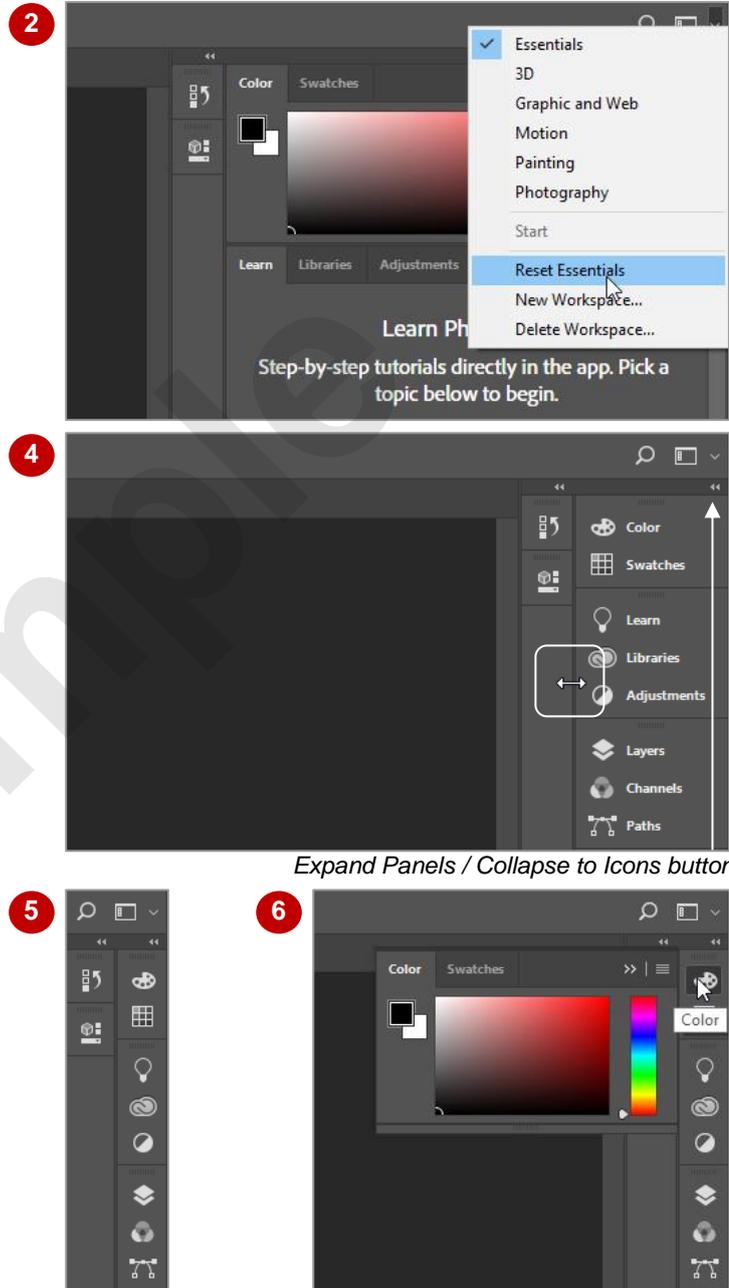
that only the panel icons are visible. Otherwise, you can change the dock to show the icons along with their names, and when space is not an issue, you can display the panels complete with their options.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Getting To Know Photoshop_1.jpg...*

- 1 In the **Options** bar, ensure the **Essentials** workspace is currently selected
- 2 Click on the workspace icon and select **Reset Essentials** to reset the workspace to the default settings
- 3 Click on **Collapse to Icons** in the right corner of the panel dock
The three panel groups now display icons with headings and the Collapse to Icons button changes to the Expand Panels icon. 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 Point to the left edge of the panel dock, as shown
- 5 Click and drag to the right to hide the panel names, displaying only the icons
- 6 Click on the **Colour** panel icon to display the panel
- 7 Click on the **Colour** panel icon again to hide the panel
- 8 Click on **Expand Panels** to restore the panel dock



Expand Panels / Collapse to Icons button

For Your Reference...

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

- Click on **Collapse to Icons**

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

- Click on **Expand Panels**

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

- 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.

WORKING WITH PANELS AND PANEL GROUPS

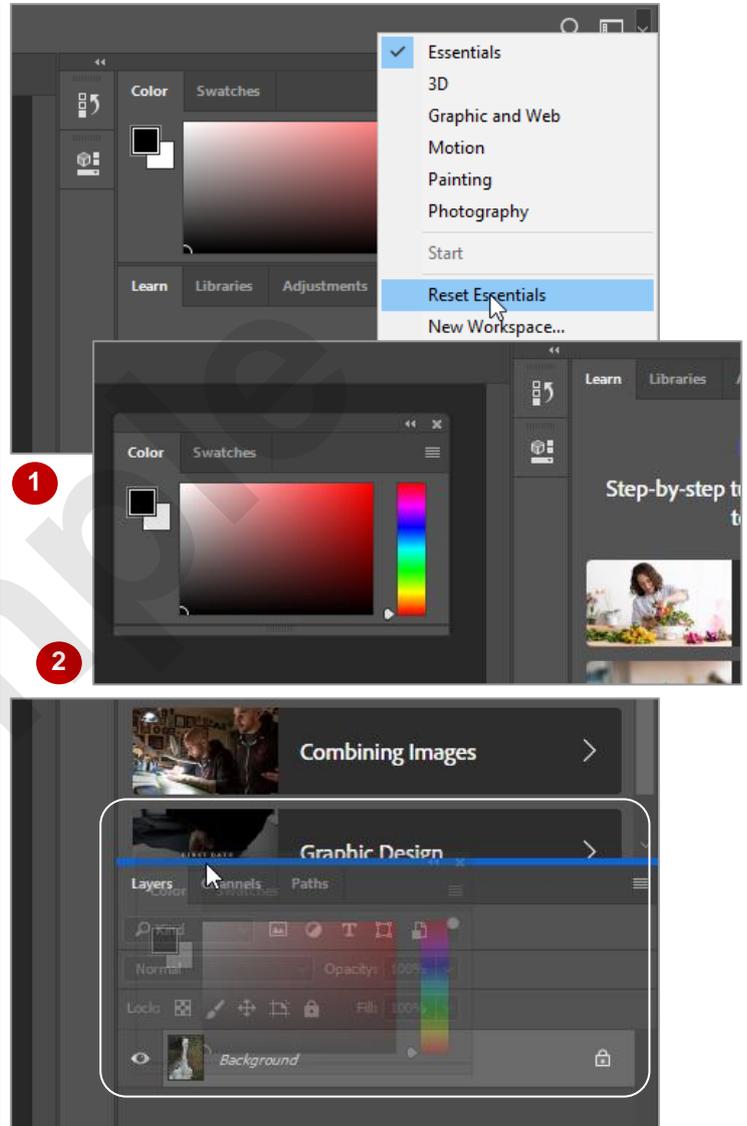
Rather than using Photoshop's default panel arrangement, you can alter the panels to suit your needs. For example, you can remove a panel from a group, regroup a panel with other

groups or 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 rearranged workspace, you can save it.

Try This Yourself:

Continue using the previous file with this exercise, or open the file *Getting To Know Photoshop_1.jpg*...

- 1 Click on the workspace icon and select **Reset Essentials** to rest the workspace to the default layout
- 2 Point to the title bar of the **Colour** panel group, then click and drag the panel into the workspace
The panel detaches from the dock and floats 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 **F6** to open and close the Colour panel group...*
- 5 Click and drag the **Colour** panel group by the title bar over the dock between the **Learn** and **Layers** panel groups so a blue line appears, as shown
- 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 Click and drag the **Colour** panel by its tab into the workspace and release the mouse to create a new group
- 8 Drag and drop the **Colour** panel onto the **Swatches** panel group to restore it



- 5 When the mouse is positioned between two panel groups, as shown, a blue horizontal line appears indicating that the panel will be placed between the groups (as a new group). If the mouse is positioned over a panel tab, a blue outline will appear around the group, indicating that the panel will be incorporated into that group.

For Your Reference...

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

- Click and drag the group by the title bar

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

- 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**:

- Click and drag the panel by the tab

Handy to Know...

- When moving a panel over a panel group, the panel is automatically added to the end of the panel tabs in the group. You can then click and drag the panel tab to adjust its position within the group.

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

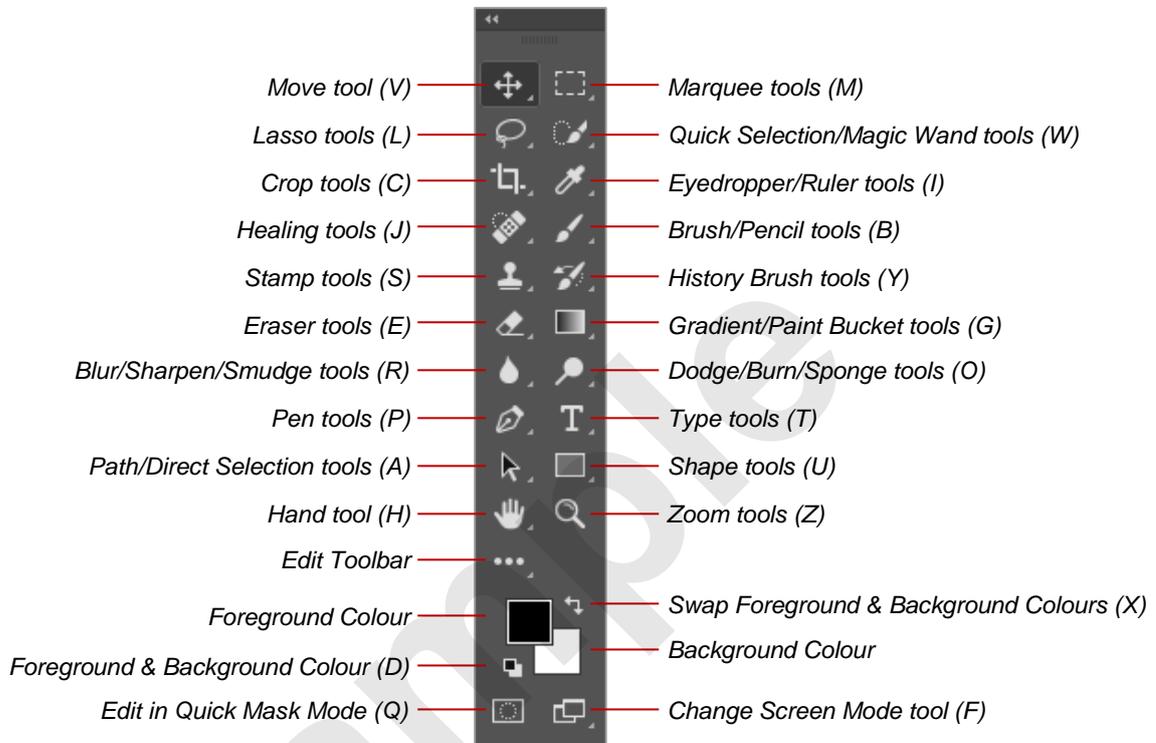
the group. Photoshop loads the **Colour**, **Libraries** and **Layers** panel groups by default. You can alter this arrangement in the following ways.

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 options menu and selecting Close or Close Tab Group .
Hide/Show all panels	To hide/show all panel groups, Tools panel and Options bar, press [Tab] . To hide/show all panel groups, press [Shift] + [Tab] .
Collapse a group of panels to their Titles only	Right-click on the title bar (area to the right of the tabs) of a panel group and select Minimise – only the panel tabs will remain visible. You can then click on the tab to open the panel and display the options. Right-click on the title bar and select Expand Panel Group to restore the panel group.
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 title bar of the panel group.
Resize a floating panel group	Click and drag a side or corner of the panel group to the required size.
Move a panel out of a panel group	Click and drag the panel by its tab, 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 and drag the panel by its tab over a new panel group until a blue line highlights the entire 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 options menu	Click on the Panel options menu (top right corner of the panel or panel group) to display a context-sensitive menu.
Reset panels to their default locations and sizes	Click on the workspace name tool in the Options bar and select Reset <Workspace Name> .

UNDERSTANDING THE TOOLS PANEL

There are twenty-four tools visible in the **Tools** panel, but there are actually more tools in total – some are just hidden in **tool groups**. Tools in the **Tools** panel that contain groups tools have a

small triangle in the bottom right corner. Simply click and hold on the visible tool in the **Tools** panel to display 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	Tool Name	Use
Move	Moves layer content or selected object	Marquee	Draws regular-shaped selections
Lasso	Draws irregular-shaped selections	Quick Selection	Selects objects by automatically following defined edges
Crop	Selects part of an image and discards the rest	Eyedropper	Picks up colour from image which will become the foreground colour
Healing	Retouching tools (e.g. repair scratches and blemishes)	Measure	Calculates distance between two points
Stamp	Takes portion of image and duplicates it by painting it elsewhere on image	Brush Pencil	Paints colour onto image Draws hard-edged strokes
Eraser	Erases portion of image	History	Paints a snapshot of a change made previously in current window
Blur Sharpen	Softens pixels Increases detail	Gradient Paint Bucket	Paints blends of colour Fills area with foreground colour
Pen tools	Draws paths	Dodge Burn Sponge	Lightens an area Darkens an area Saturates or desaturates the colour
Path Selection	Selects and reshapes path segments	Text	Types text into image
Hand	Moves image within document window	Shape	Draws different shapes from presets
Edit Toolbar	Allows you to customise the toolbar by grouping tools you use together	Zoom	Zooms in or use with Shift to zoom out
Background Colour	Colour that appears when you rub the Eraser tool over the image	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

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 in the workspace.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Getting To Know Photoshop_1.jpg...*

- 1 Reset the **Essentials** workspace, then point to a tool in the **Tools** panel to display a **rich tool tip** showing the tool name, the keyboard shortcut, and a graphic showing what the tool does

Most tools have a keyboard shortcut...

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

- 3 Click and hold on **Rectangular Marquee** to reveal a menu of additional tools

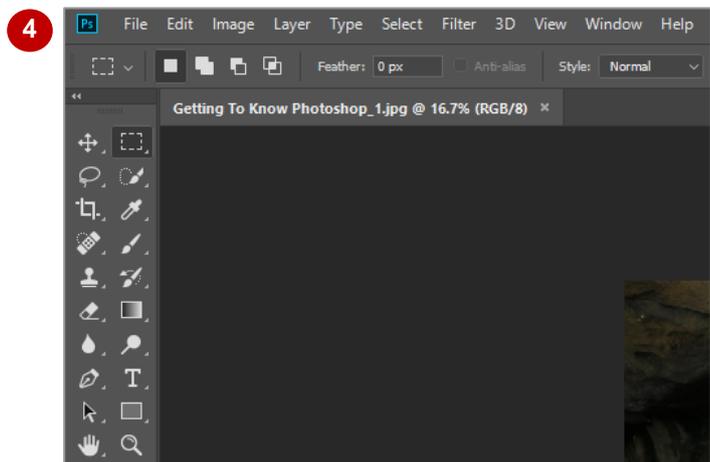
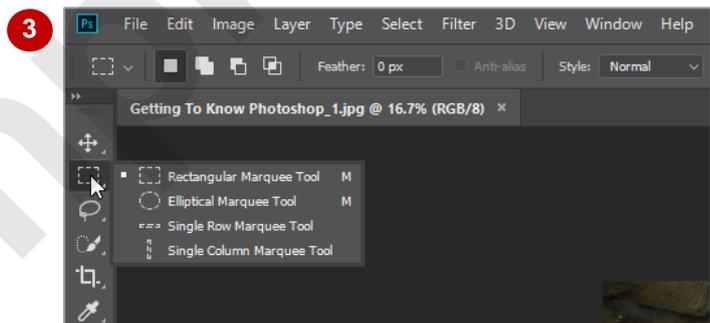
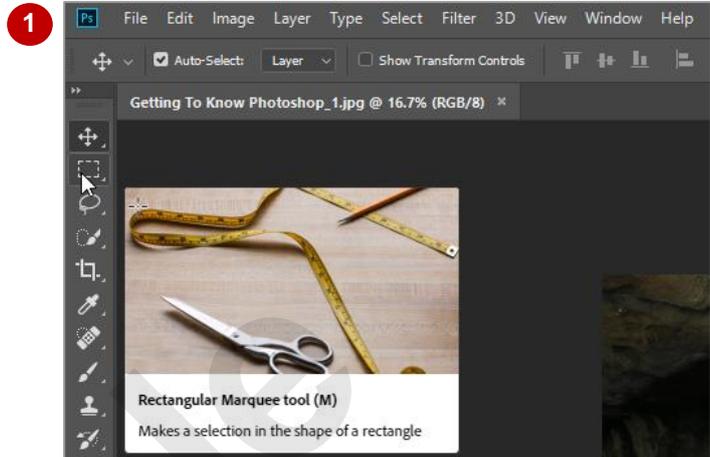
Hidden tools are indicated by the triangle in the lower right corner of the tool. To select a hidden tool, simply click on it...

- 4 Click on the double arrow in the **Tools** panel title bar to view the tools in two columns

- 5 Drag the **Tools** panel by its title bar onto 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 re-dock the panel

- 7 Click on the double arrow in the **Tools** panel title bar to view the tools in one column



For Your Reference...

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

- Click on the required tool or press the keyboard shortcut

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

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

Handy to Know...

- The 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 switch between the **Rectangular Marquee** and **Elliptical Marquee** tools.