

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 **Welcome** window
- ✓ learn how to adjust the colour theme applied to the interface
- ✓ 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 open an existing document.

# STARTING ADOBE PHOTOSHOP IN WINDOWS 8

Before you start to work with Photoshop you will need to know how to open the application. In **Windows 8** this is achieved by accessing the **Windows Start** screen, which will either be

displayed by default or accessible from the desktop. You can also choose to pin Photoshop to your desktop taskbar, making it easier to access in the future.

## Try This Yourself:

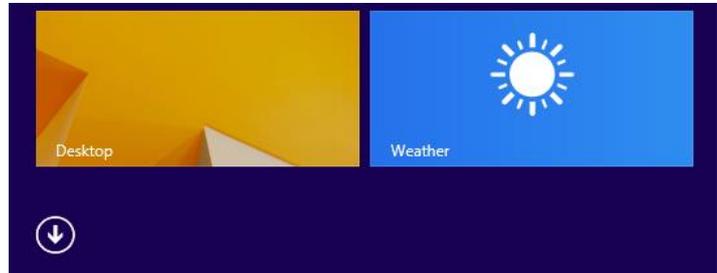
*Before you begin, ensure your computer is turned on and the Desktop is displayed...*

- 1 Click on the **Windows** icon in the taskbar at the bottom of the screen to display the **Start** screen
- 2 Move the mouse pointer to display the white **down arrow** icon in the bottom left corner of the **Start** screen
- 3 Click on the arrow to display the **Apps** view
- 4 Locate the **Adobe** apps, then click on **Adobe Photoshop CC 2014** to launch the application

*If you are not signed in to your Microsoft Account, you will be prompted to do this first...*

- 5 Sign in if necessary to launch Photoshop, then right-click on the Photoshop icon in the taskbar to display a menu and select **Pin this program to taskbar**

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



2



4



5

## For Your Reference...

To **start Photoshop**:

1. On the **Windows Start** screen, click on the white **down arrow** icon to display the **Apps** view
2. Click on **Adobe Photoshop CC 2014** to start the application

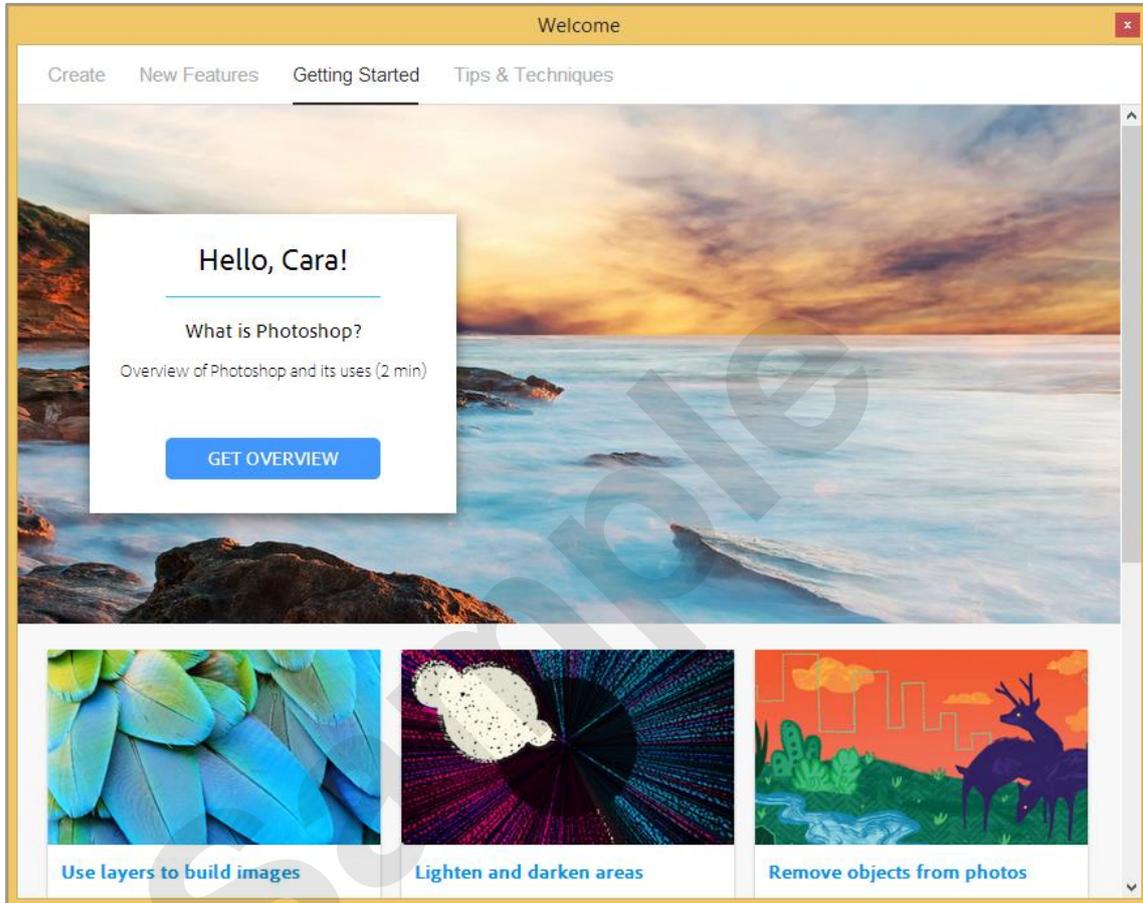
## Handy to Know...

- Instead of locating Photoshop in the **Apps** view, you can navigate to the **Start** screen and begin typing **Photoshop** to display the **Search** pane, then click on the application name when it appears in the list of search results.

# THE WELCOME EXPERIENCE

When you launch Photoshop the **Welcome** window displays by default. The function of this window is to help you discover and learn about the features available in Photoshop (and

Lightroom). The window is divided into four tabbed windows: **Create**, **New Features**, **Getting Started** and **Tips & Techniques**. By default the **Getting Started** tab is selected.



The **Welcome** window provides one central place for you to access various tools and information necessary for getting started with Photoshop. The tabbed options at the top of the window enable you to access Photoshop files, create new ones as well as look up help or information related to using the photography suite products (Photoshop and Lightroom).

**Create** – This tab displays recent files and allows you to open existing files or create new ones. A list of new file options such as **Photo Document**, **Web Document** or **Print Document** appear under **New**. Simply click on an option to create a new file.

**New Features** - Click on the **New Features** tab to display links to videos and information about features that are new to Photoshop. As new features are enhanced or added to Photoshop they are automatically listed here in chronological order.

**Getting Started** – Click on **Getting Started** for more general information on using the photography suite.

**Tips & Techniques** – This tab offers a selection of useful features that is designed to be personalised according to your usage of Photoshop.

If you don't want the **Welcome** window to display at start up you can click on **Don't Show Welcome Screen Again** at the bottom of the **Welcome** window so it displays a tick. If you wish to redisplay the **Welcome** screen at start up you can select **Edit > Preferences > General**, then select **Do Not Show Welcome Screen On Launch** so it appears *unticked*.

Alternatively, you can access the **Welcome** screen at any time from within Photoshop by selecting **Help > Welcome**.

# DARK VERSUS LIGHT INTERFACE

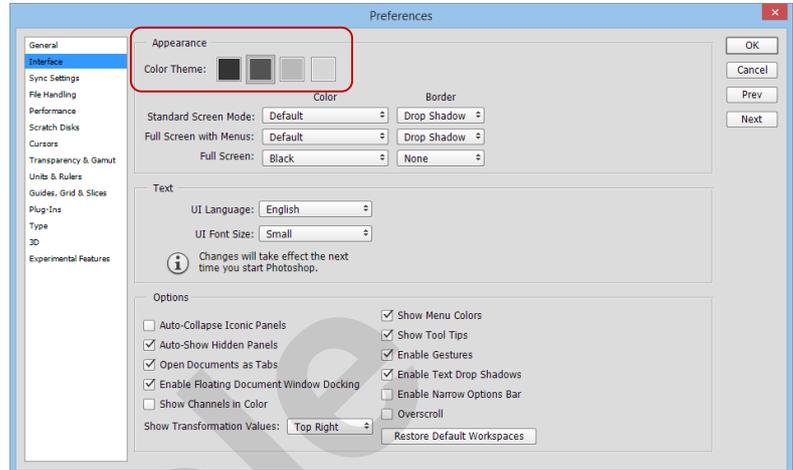
The default colour of the Photoshop interface is quite dark – a feature that was first introduced in the previous version of Photoshop. Adobe has chosen to apply a dark shade of grey to the entire

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.

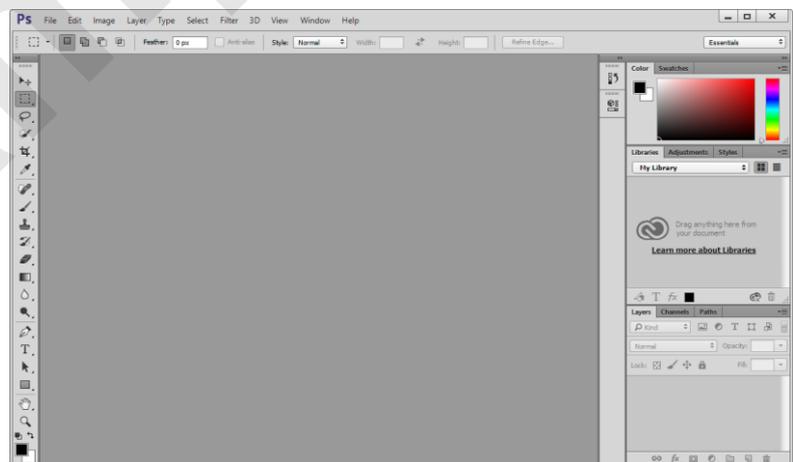
## Try This Yourself:

*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, press **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



3

## For Your Reference...

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

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

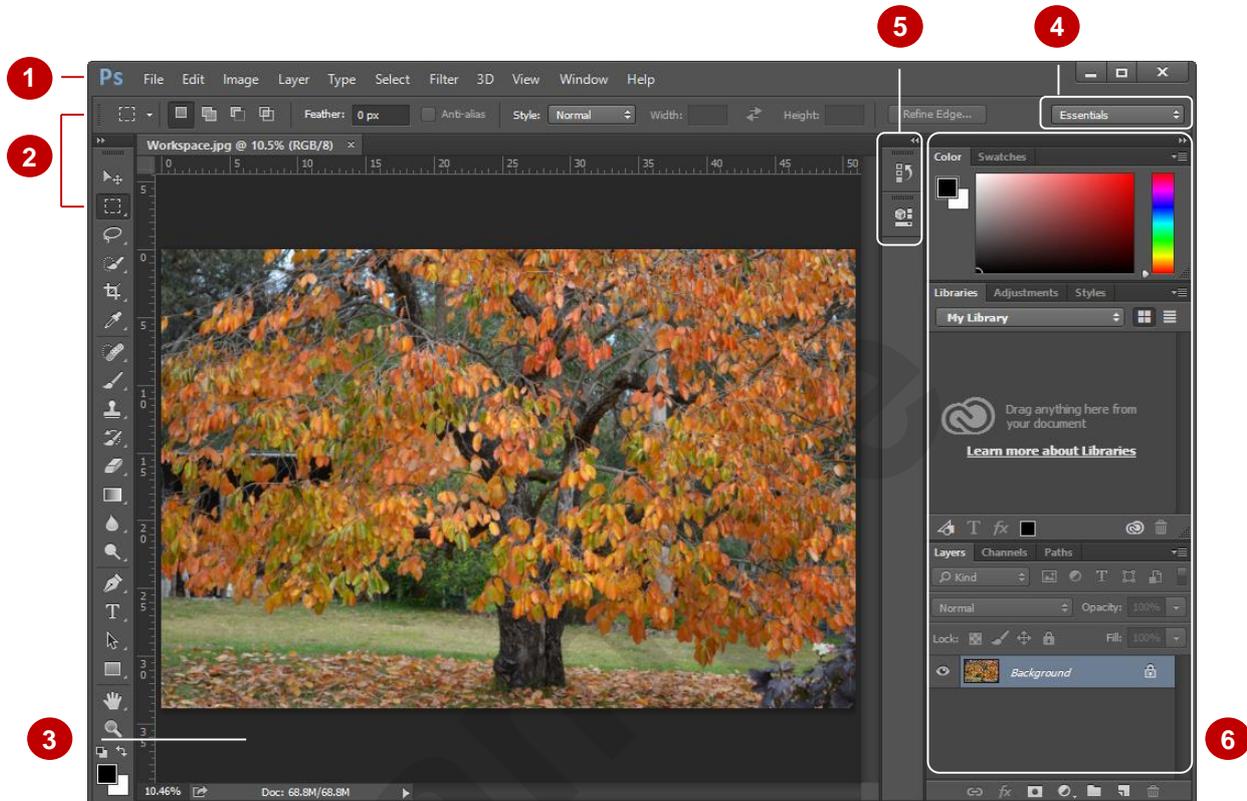
## Handy to Know...

- You can change the colour of the pasteboard 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.

# 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 Active Workspace** 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. **Layers**, **Channels**, **Paths** 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

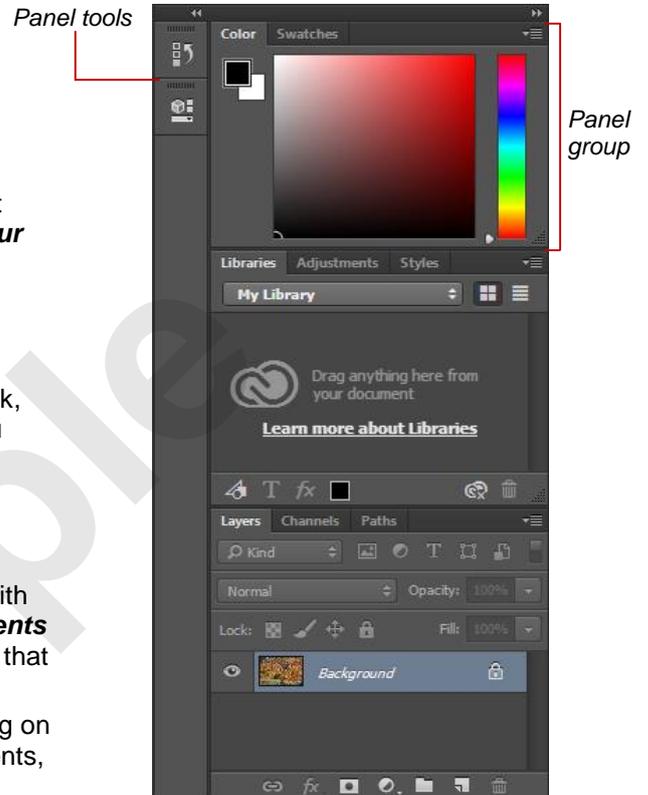
Much of the work you do in Photoshop will involve accessing panels and using panel options. The most commonly-used panels are accessed via the panel dock located by default

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**.



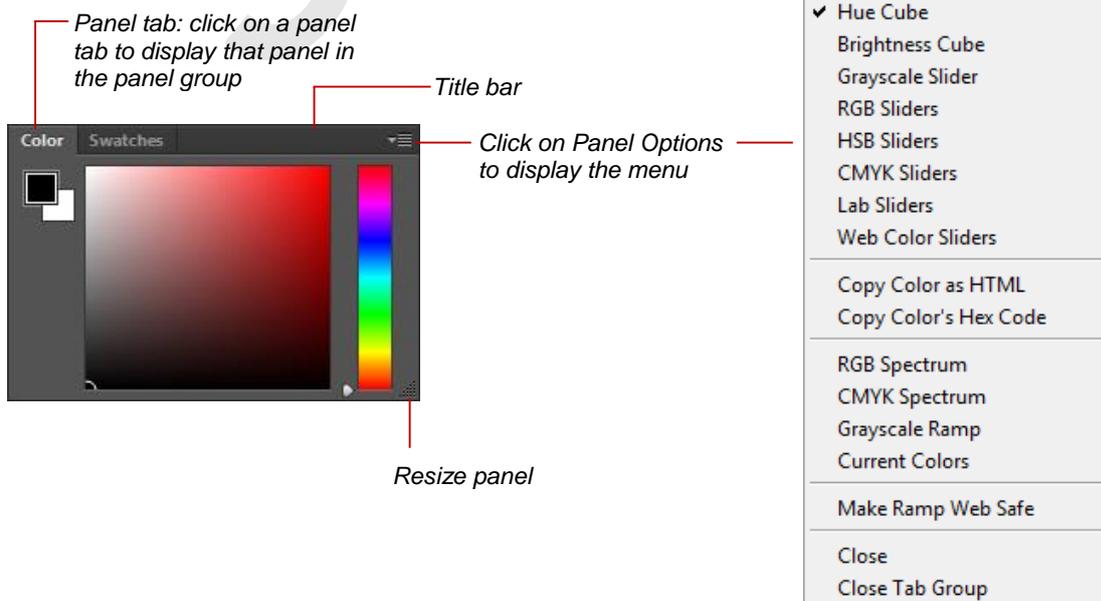
## The Window Menu

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.



# WORKING WITH THE PANEL DOCK

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

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

## Try This Yourself:

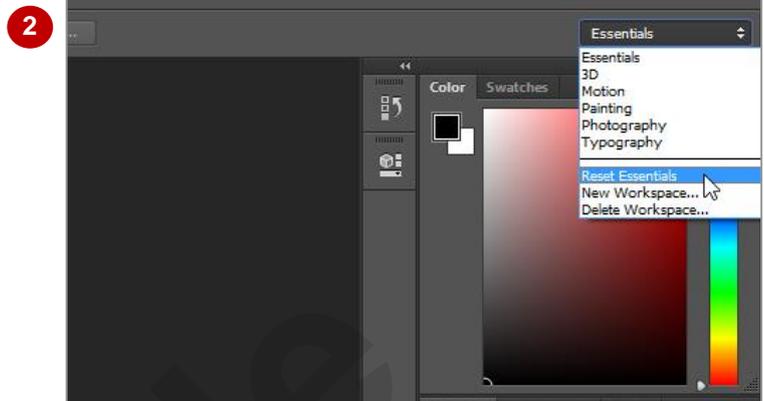
*Before starting this exercise ensure that Photoshop is open...*

- 1 In the **Options** bar, ensure the **Essentials** workspace is currently selected
- 2 Click on [**Essentials**] 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

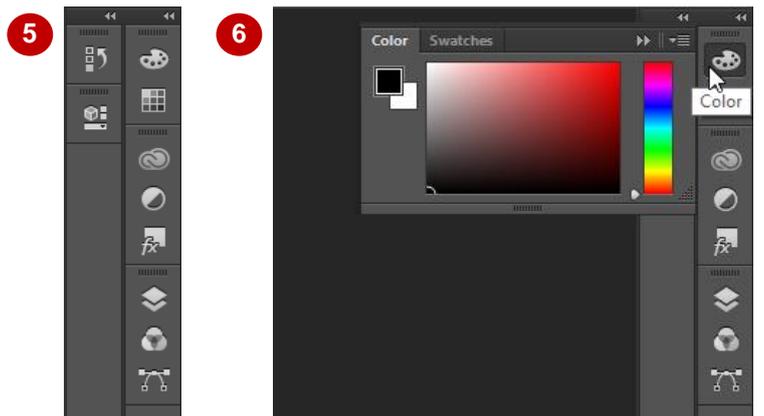
*The three panel groups now display icons with headings and the Collapse to Icons button changes to the Expand Panels icon. You can also double-click on the title bar of the panel dock for the same effect.*

*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**:

1. Click on **Collapse to Icons**

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

1. Click on **Expand Panels**

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

1. Click and drag the left edge of the dock

## Handy to Know...

- Once you have manually adjusted the panel dock width, **Expand Panels** and **Collapse to Icons** will toggle between the expanded view and the manually adjusted view.

# WORKING WITH PANELS AND PANEL GROUPS

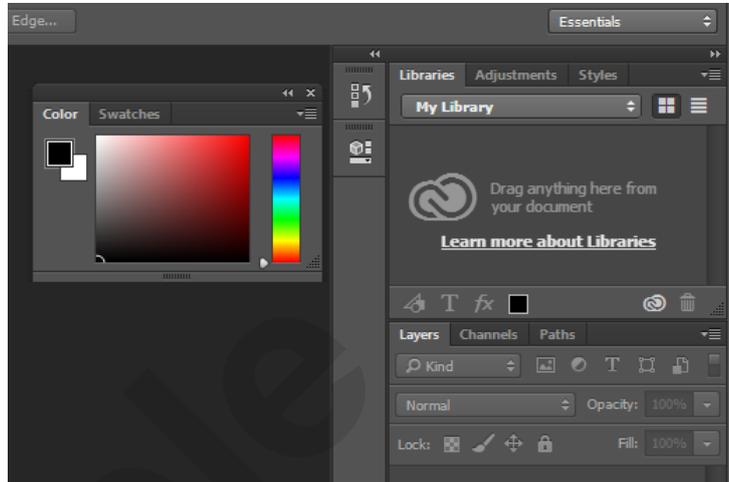
Rather than using Photoshop's default panel arrangement, you can alter the panels to suit your needs. For example, you can remove a panel from a group, regroup a panel with other

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.

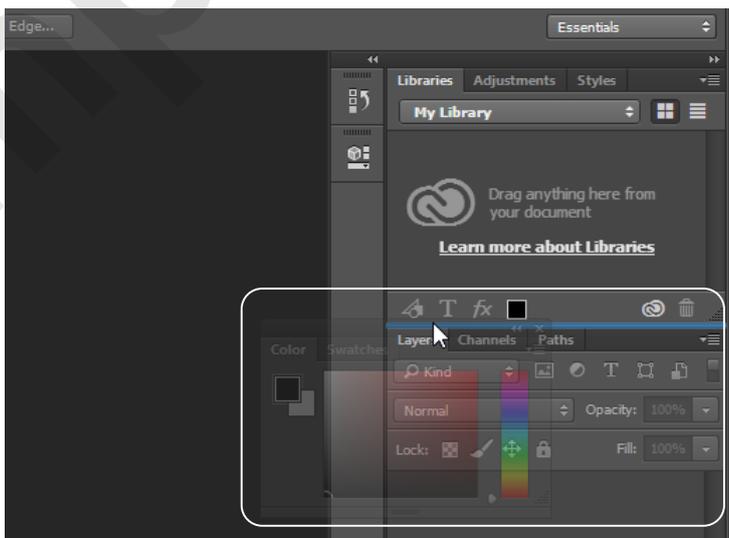
## Try This Yourself:

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

- 1 Click on **[Essentials]** 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 **Libraries** 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



2



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**:

1. Click and drag the group by the title bar

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

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

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

1. Click and drag the panel by the tab

## Handy to Know...

- When moving a panel over a 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

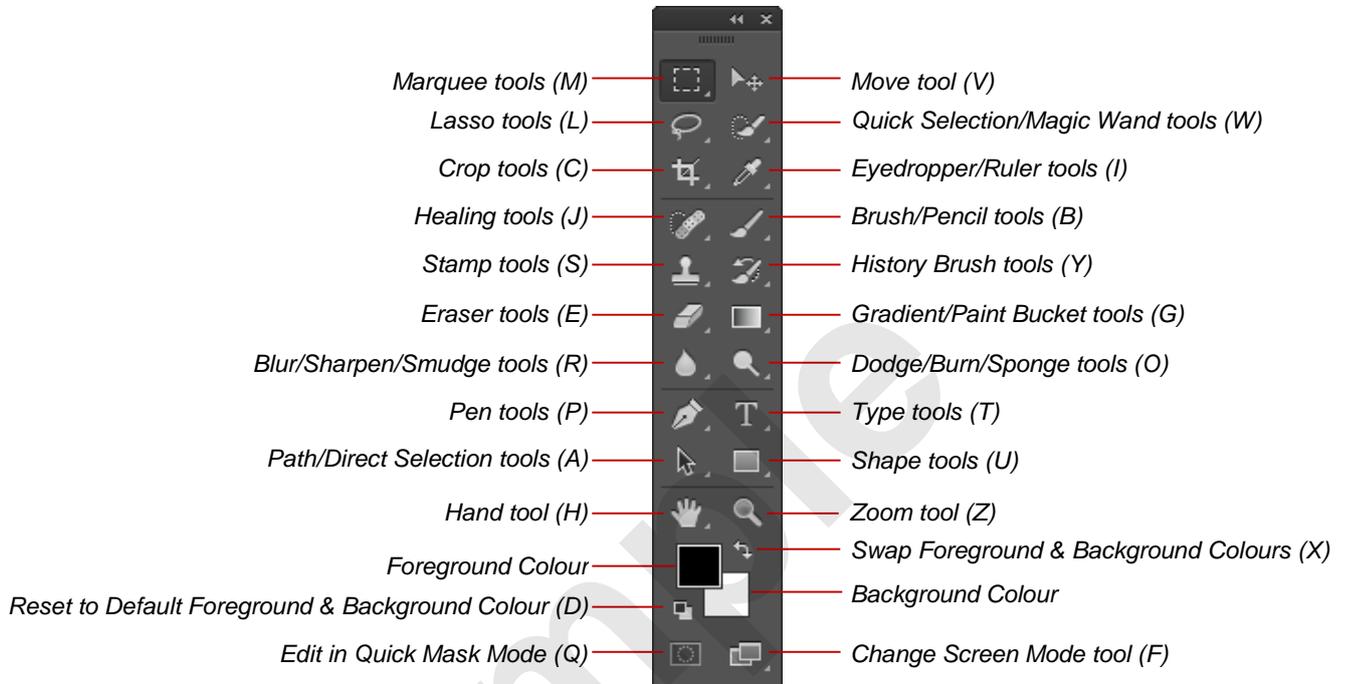
the group. Photoshop loads the **Colour**, **Libraries** and **Layers** panel groups by default. You can alter this arrangement in the following ways.

<b>Open/Close panels and panel groups</b>	All available panels are located in the <b>Window</b> 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 <b>Panel options menu</b> and selecting <b>Close</b> or <b>Close Tab Group</b> .
<b>Hide/Show all panels</b>	To hide/show all panel groups, <b>Tools</b> panel and <b>Options</b> bar, press <b>[Tab]</b> . To hide/show all panel groups, press <b>[Shift] + [Tab]</b> .
<b>Collapse a group of panels to their Titles only</b>	Right-click on the title bar (area to the right of the tabs) of a panel group and select <b>Minimise</b> – 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 <b>Expand Panel Group</b> to restore the panel group.
<b>Display a panel at the front of the panel group</b>	Click on the respective panel's tab.
<b>Move a panel group</b>	Click and drag the title bar of the panel group.
<b>Resize a floating panel group</b>	Click and drag a side or corner of the panel group to the required size.
<b>Move a panel out of a panel group</b>	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.
<b>Move a panel into a different panel group</b>	Click and drag the panel by its tab over a new panel group until a blue line highlights the entire group.
<b>Dock multiple panels together in a vertical configuration</b>	<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"> <li>• Multiple panels in a panel group are visible at the one time.</li> <li>• The panels can be moved and resized as one (because they are in the same panel group).</li> <li>• 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.</li> </ul>
<b>Display Panel options menu</b>	Click on the <b>Panel options menu</b> (top right corner of the panel or panel group) to display a context-sensitive menu.
<b>Reset panels to their default locations and sizes</b>	Click on the workspace name tool in the <b>Options bar</b> and select <b>Reset &lt;Workspace Name&gt;</b> .

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

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

# WORKING WITH THE TOOLS PANEL

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

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

## Try This Yourself:

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

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

*Most tools have a keyboard shortcut...*

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

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

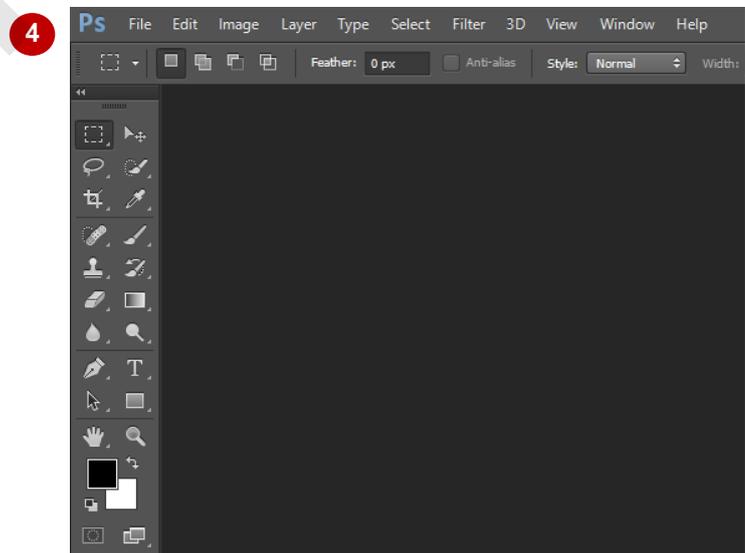
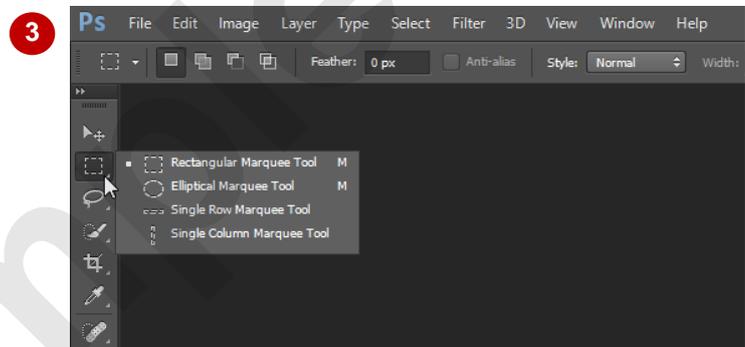
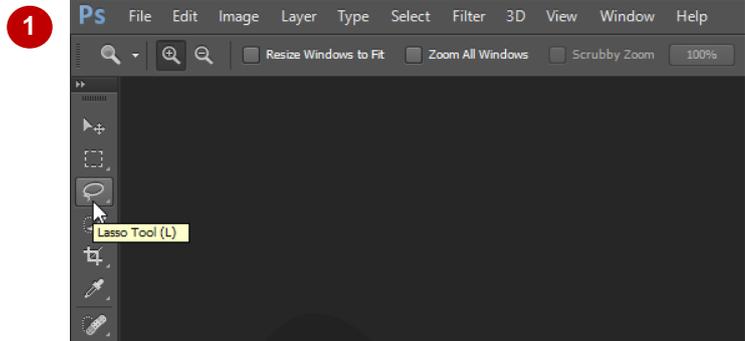
*Hidden tools are indicated by the triangle in the lower right corner of the tool. To select a hidden tool, simply click on it...*

- 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**:

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

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

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

## Handy to Know...

- The 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.

# RESETTING THE TOOLS PANEL

Only one tool in a group can be displayed at any one time, the others being hidden until they are selected. Therefore the active, or most recently active tool is the one that is displayed in the

**Tools** panel. Photoshop has a default arrangement of visible tools and in Photoshop CC you can reset the tools to the default arrangement.

## Try This Yourself:

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

- 1 In the **Tools** panel, click and hold on **Blur** to display the other available tools in this tool group, then click on **Smudge** to select it

*The Smudge tool will now appear in the Tools panel rather than the Blur tool...*

- 2 Repeat step 1 to change **Dodge** to **Sponge**, **Brush** to **Pencil** and **Rectangle** to **Line**

*Before resetting the Tools panel, you need to select a tool that has not changed...*

- 3 Click on **Rectangular Marquee** to select it

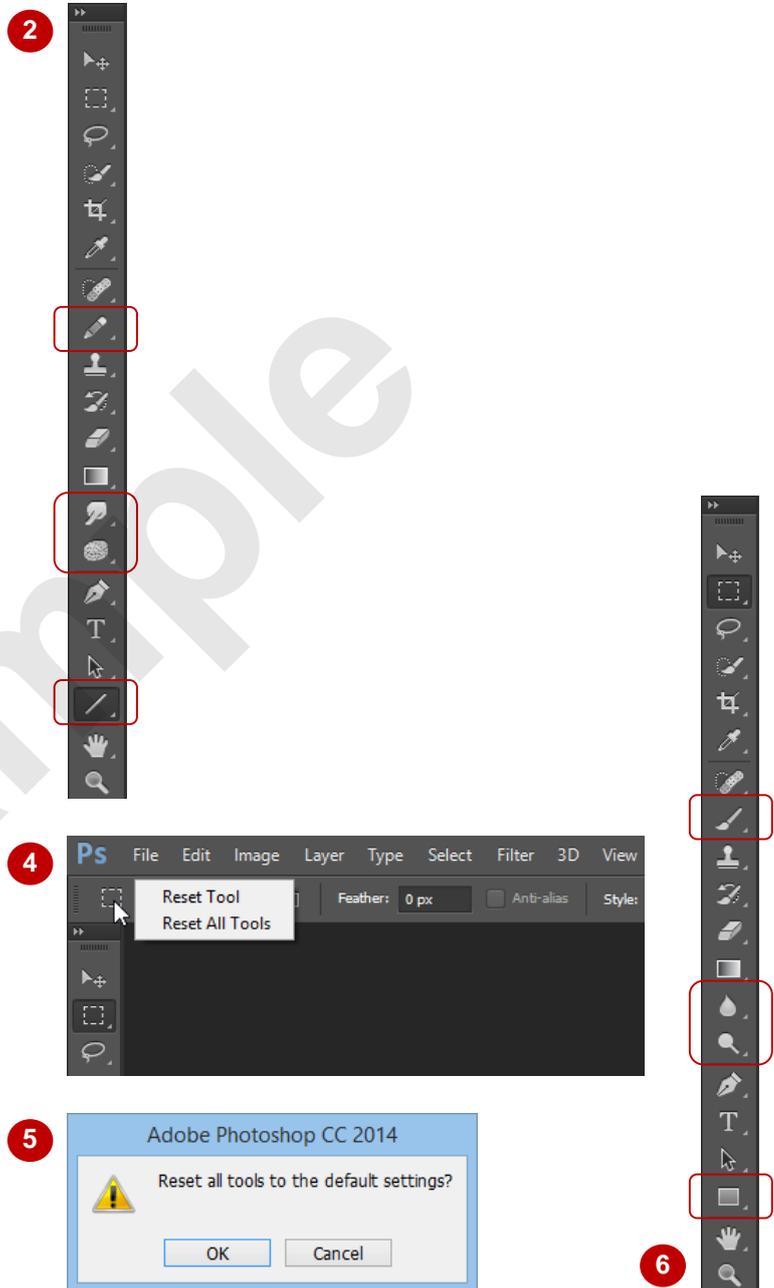
- 4 In the **Options** bar, right-click on the first tool to display a menu of options

*These options enable you to reset the settings in the Options bar for the current tool and to reset the entire Tools panel...*

- 5 Select **Reset All Tools**

*A dialog box will appear asking you to confirm your intentions...*

- 6 Click on **[OK]** to reset all the tools in the **Tools** panel



## For Your Reference...

To **reset** the **Tools panel**:

1. In the **Tools** panel, click on a tool that has not been changed
2. In the **Options** bar, right-click on the first tool
3. Select **Reset All Tools**
4. Click on **[OK]**

## Handy to Know...

- In previous versions of Photoshop, the **Reset Tool** and **Reset All Tools** options were available but selecting them only reset the **Option** bar settings for the current tool, not the tools in the **Tools** panel.