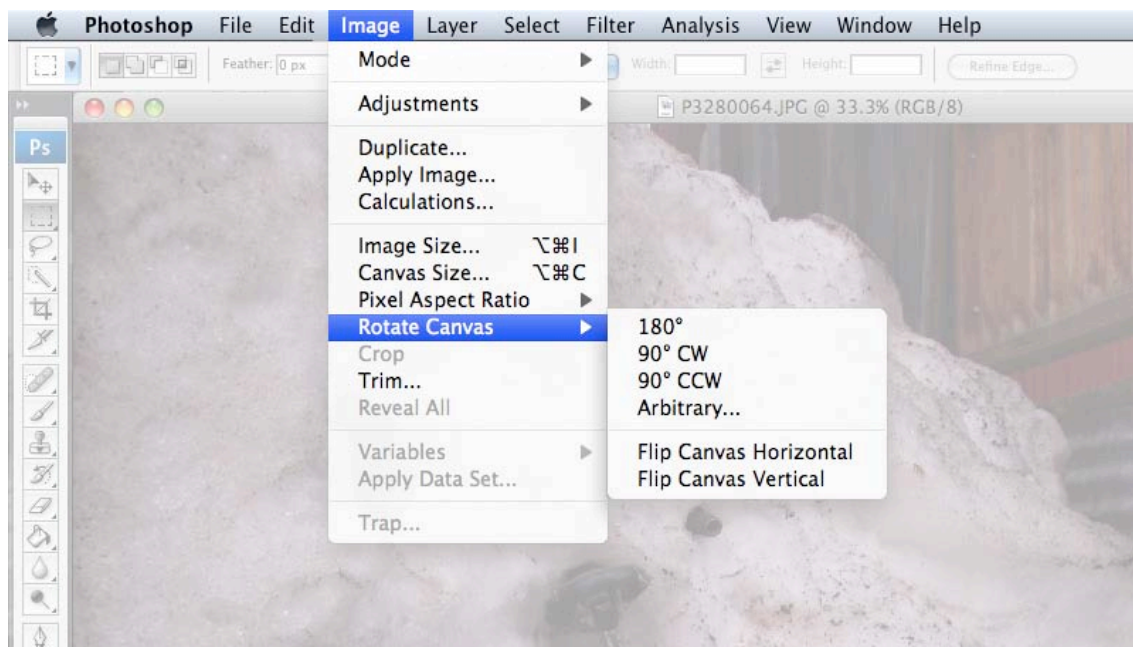


## 1. Introduction to Photoshop

### WORKSPACE

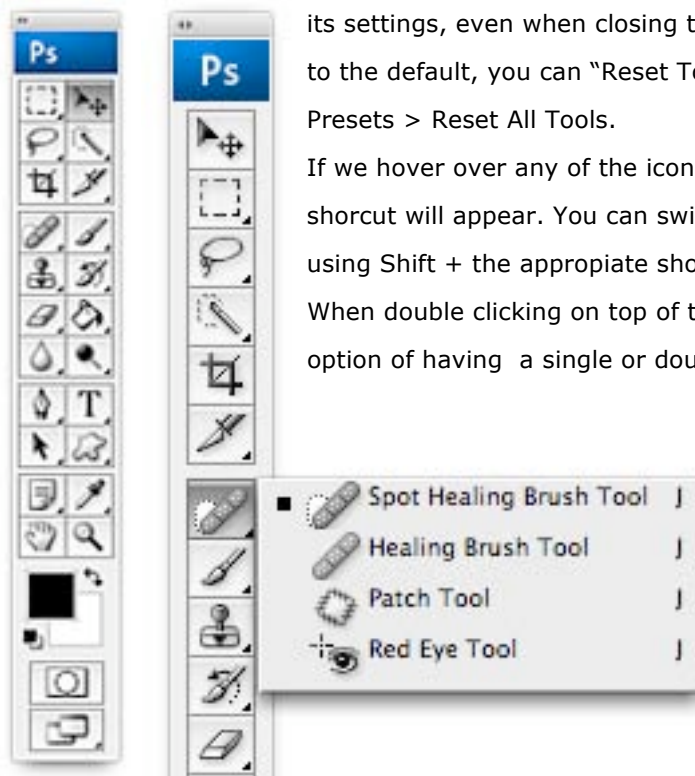
The **Photoshop Interface** consists of the Menu, Tools palette, Option bar, Image Window and Palettes.

· The **Menu** bar gives access to the main commands. Some commands which are followed by an "arrow" have submenus (as is shown in the image). Some commands which are followed by ellipses (...), will give you the option to open a new window. While others will apply the command right away. We can also access some of these commands by "shortcuts" that we will learn once we become more familiar with the software.



We can modify the menu, hiding some of the commands or adding a new color by going to Edit > Menus. (alt + shift + comm + M) This can be useful to make the menus simpler, highlighting the commands we use the most and so on.

· The **Tools palette** contains many of the tools we will be working with. Any of the tools can be selected by clicking on it. Some of these icons have a small arrow at the bottom right corner of the tool. This indicates that that particular tool has more options and by holding the mouse on the tool, it shows the different options. If we select and change one of them, Photoshop will remember



its settings, even when closing the program. If you want to go back to the default, you can “Reset Tool” by going to Window > Tool Presets > Reset All Tools.

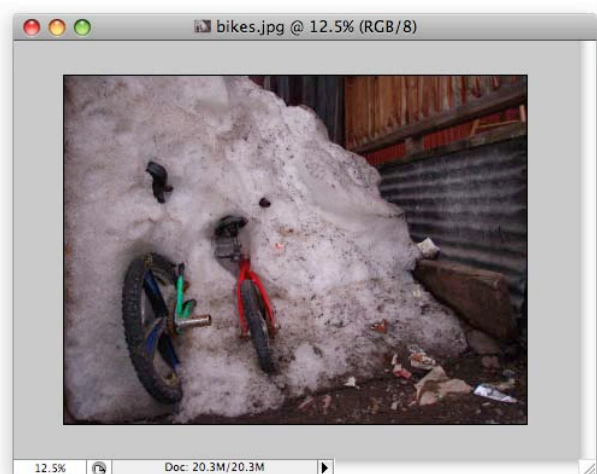
If we hover over any of the icons, the name of the tool and the shortcut will appear. You can switch between the hidden tools by using Shift + the appropriate shortcut. (Shift + E for the Eraser tool). When double clicking on top of the toolbar, this will give you the option of having a single or double bar.

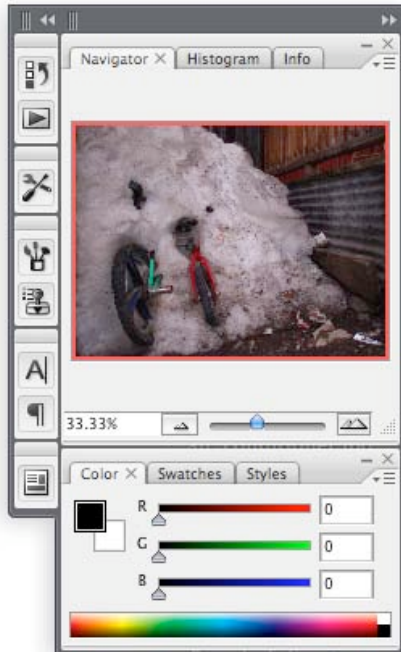
- The **Option bar** shows the specifications that the tool we are selecting at that moment has. It can be pulled and moved around in the workspace if you prefer by selecting the far left rectangle of the toolbar.



- When opening an image, at the top of the **Image Window**, we can see the name, the magnification size and the color of the document we have opened. At the bottom, we can also see the magnification and the size of the document.

To see the image at its best quality, the magnification size should be at visible numbers (70%) otherwise the image might look sketchy.





· The **Pallettes** provide important information and control over the image. We can arrange them in different ways depending of the project we are working on and move them around the screen. You can save the workspace if you want to use it for other projects (Window > Workspace > Save Workspace) or go back to the default (Window > Workspace > Essentials (Default)).

By pressing the title bar, the pallettes can be collapsed or expanded. To find a palette, you just need to go to "Window" to find them all. The ones that are marked are the ones that are being shown.

Clicking on the "Tab" key will hide or unhide the pallettes and toolbox. Pressing Shift + Tab, all the floating pallettes will disappear except for the Tools. If we hover on the right side of the screen, the palette will appear again and will disappear when not using it.

There are two kinds of palettes in Photoshop:

- **Application Palettes:** stay in the program. (adding a new 'Color')
- **Document Palettes:** change with our document. (adding a new 'Layer')

### NAVIGATION

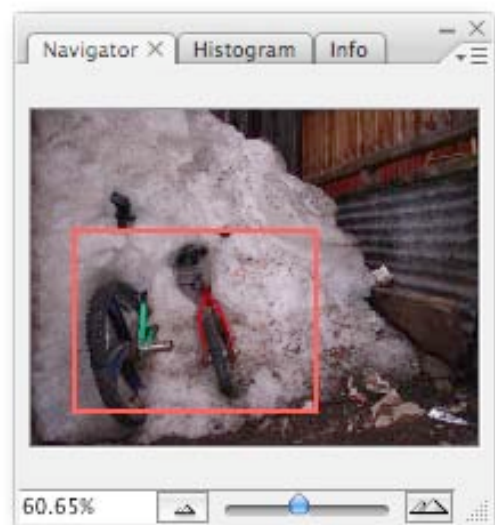
To access quickly some part of the image, you can use the **Navigator Tool**. The red rectangle that appears when zooming in, is what we see on the screen.

You can also use the scroll bar to move around the image or use the space bar: Hold the space bar (a hand will appear), click the left button and drag.

If we want to zoom in while working with another tool, it is not necessary to change it, you can use:

Command + Spacebar → zoom in (the zoom in icon will appear)

Alt/option + Spacebar → zoom out (the zoom out icon will appear)



Other shortcuts:

Command + + → zoom in

Command + - → zoom out

Command + 0 → to fit screen

When you have more than one document opened, you can view the different documents by going to "Window".

You will see all the names at the bottom of the page.

To organize them, go to Window > Orange > Cascade/  
Tile Horizontally/Tile Vertically

Ctrl + Tab → to change from one document to another

When the screen begins to look too busy, using the different screen modes will simplify the view so you can focus on one document. Using the shortcut "F" and clicking different times will show you the different modes. Pressing on "Tab" as mentioned earlier, will hide the palettes and Tools from the view.

