

Using the tool options bar and other palettes

You've already had some experience with the tool options bar. In the previous project, you saw that there are options on the tool options bar for the Zoom tool that change the view of the current image window. Now we will learn more about setting tool properties on the tool options bar, as well as using the palettes and palette menus.

Previewing and opening another file

The next project involves a promotional postcard for a community project. First, let's preview the end file so we can see what we're aiming to do.

1. Click the Go to Bridge button on the tool options bar.
2. In the Bridge Folders palette, click the Project2 folder.
3. Select the 01End2.psd file in the thumbnail preview area so that it appears in the Preview palette.
4. Examine the image and notice the text that is set against the cloudlike area across the lower part of the image.
5. Select the thumbnail for the 01Start2.psd file and double click to open it in Photoshop.

Setting tool properties on the tool options bar

With the 01Start2.psd file open in your Photoshop, you're ready to select the characteristics for the text and then type your message.

1. In the toolbox, select the Horizontal Type tool (T).

The buttons and menu on the tool options bar now relate to the Type tool.

2. On the tool options bar, select a font you like from the first pop-up menu. (We used Adobe Garamond, but you can use another font if you prefer.)
3. Specify **12pt** as the font size. You can specify 12 points using the font-size pop-up on the menu, by typing directly into the font size box and pressing Enter (Windows) or return (Mac OS), or by scrubbing the font size menu label.
4. Click once anywhere on the left side of the image type Monday is Beach Cleanup Day.

The text appears with the font and font's size formatting that you selected.

5. In the toolbox, select the Move tool at the top of the column on the right.

Note: don't select the Move tool using the V keyboard shortcut, because you're in text-entry mode. Typing V will add the letter in your text image window.

6. Position the Move tool pointer over the text you typed and drag the text into the misty white rectangle near the bottom of the image, centering the text inside it.

Using palettes and palette menus

The text color in your image is the same as the Foreground swatch in the toolbox, which is black by default. The text in the end-file example was a dark blue that coordinates nicely with the rest of the image. You'll color the text by selecting it and then choosing another color.

1. In the Toolbox, select the Horizontal Type tool (T).
2. Drag the Horizontal Type tool across the text to select all the words.
3. In the Color palette group, click the Swatches tab to bring that palette forward.

4. Select any swatch, the color you select appears in three places: as the Foreground Color in the toolbox, in the text color swatch on the tool options bar, and in text you typed in the image window. (Select any other tool in the toolbox to deselect the text so you can see the color applied to it.)

Note: when you move the pointer over the swatches, it temporarily changes into an eyedropper, set the tip of the eyedropper on the swatch you want, then click to select it.) That's how easy it is to select a color, although there are other methods in the Photoshop. However, you'll use a specific color for this project, and it's easier to find it if you change the Swatches palette display.

5. Make sure that the Horizontal Type tool is not still selected. Click the arrow on the Swatches palette to open the palette menu, and choose the Small List command.
6. Select the type tool and reselect the text, as you did in steps 1 and 2.
7. In the swatches palette, scroll down to near the bottom of the list to find the Darker Cyan swatch, and then select it.

Now the text appears in the Darker Cyan color.

8. Select the hand tool to deselect the text. Then click the default foreground and background colors icon on the toolbox to make black the foreground color.

Resetting the default colors does not change the color of the text, because text is no longer selected.

9. you've finished the task, so close the file. You can either save it, close it without saving, or save it under a different name or location, as you did for your project 1 file. It's as simple as that – you've completed another project. Nice job!

Tutorial 1C

Undoing actions in Photoshop

In a perfect world, you'd never make a mistake. You'd never click the wrong item. You'd always perfectly anticipate how specific actions would bring your design ideas to life exactly as you imagined them. In a perfect world, you'd never have to backtrack.

For the real world, Photoshop gives you the power to step back and undo actions so that you can try other options. Our next project provides you with an opportunity to experiment freely, knowing that you can reverse the process.

This project also introduces you to layering, which is one of the fundamental and most powerful features in Photoshop. There are many kinds of Photoshop layers, some of which contain images, text, or solid colors, and others that simply interact with layers below them. The file for this next project has both kinds of layers. You don't have to understand layers to complete this project successfully, so don't worry about that right now. You'll learn more about layers in Lesson 6, "Layer Basics," and Lesson 11, "Advanced Layer Techniques."

Undoing a single action

Even beginning computer users quickly learn to use and appreciate the familiar undo command. As we will do each time we start a new project, we'll begin by looking at the final result.

1. Click the Go to Bridge button and navigate to the lessons/lesson01/project3 folder.
2. Select the 01End3.psd file so that you can see the results you'll achieve in this exercise. After you've studied it in the Preview pane, double click the 01start3.psd file thumbnail to open it in Photoshop

Notice that listings in the Layers palette. The Tie Designs layer is a clipping mask. A clipping mask works somewhat like a selection in that it restricts the area of the image that can be altered. With the clipping mask in place, you can paint a design over the man's tie without worrying about any stray brush strokes disturbing the rest of the image. The tie designs layer is selected, because it's the layer you'll be editing now.

3. In the toolbox, select the Brush tool, or press B to select it by its keyboard shortcut.
4. On the tool options bar, click the Brushes tab in the palette well to temporarily open the Brushes palette.
5. Scroll down the list of brushes and select the soft round 35-pixel brush. (the name will appear as a tool tip if you hover the pointer over a brush.)

If you want to try a different brush, that's Ok, but select a brush that's reasonable close to 35 pixels-preferable between 20 and 50 pixels.

6. Move the pointer over the image so that it appears as a circle with the diameter you selected in step 5. Then draw a stripe anywhere in the yellow tie. You don't have to worry about staying within the lines, because the brush won't paint anything outside the tie clipping mask

Ooops! Your stripe may be very nice, but the design calls for dots, so you'll need to remove the painted stripe.

7. Choose Edit > Undo Brush tool, or press Ctrl-Z or command-Z to undo the brush tool action.

The tie is again a solid yellow color, with no stripe.

Undoing multiple actions

The undo command reverses only one step. This is a practicality because Photoshop files can be very large, and maintaining multiple Undo steps can tie up a lot of memory, which tends to degrade performance. However, you can still step back through multiple actions using the History palette.

1. Using the same Brush tool settings, click once over the (un-stripped) yellow tie to create a soft dot.
2. Click several more times in different areas on the tie to create a pattern of dots.
3. Using the History palette tab, drag it from its palette group to a position next to the other palettes. Then, drag down the lower right corner of the History palette to expand it so that you can see more steps.(This isolating and resizing is only for convenience.)

The history palette records the recent actions you've performed in the image. The current state is selected at the bottom of the list

4. Click one of the earlier actions in the History palette, and examine the changes this causes in the image window: Several previous actions are undone.
5. In the image window, create a new dot on the tie with the Brush tool.

Notice that the history palette has removed the dimmed actions that had been listed after the selected history state and has added a new one.

6. Choose edit > Undo brush tool or press ctrl-Z or command-z to undo the dot you created in step 5.

Now the history palette restores the earlier listing of dimmed actions.

7. Select the state at the bottom of the History palette list.

The image is restored to the condition it was in when you finished step 2 of this exercise.

By default, the Photoshop History palette retains only the last 20 actions. This is also a compromise, striking balance between flexibility and performance. You can change the number of levels in the history palette by choosing Edit > preferences > General(windows) or Photoshop > Preferences > General(mac os) and typing a different number in the history states option.

You'll explore the history palette more in Lesson 4, "retouching and repairing."

Using a context menu

Context menus are short menus that are appropriate to specific elements in the work area. They are sometimes referred to as "right-click" or "shortcut" menus. Usually, the commands on a context menu are also available in some other area of the user interface, but using the context menu can save time.

1. If the brush tool is not still selected in the toolbox, select it now.
2. in the image window, right click or control-click anywhere in the image to open the brush tool context menu

Context menus vary with their context, of course, so what appears can be a menu of commands or a palette-like set of options, which is what happens in this case.

3. select a finer brush, such as the hard round 5-pixel brush. You may need to scroll up or down the list in the context menu to find the right brush.
4. in the image window, use the selected brush to create smaller dots on the tie.

Note: Clicking anywhere in the work area closes the context menu. If the tie area is hidden behind the Brush tool context menu, click another area or double-click your selection in the context menu to close it.

5. Place additional dots on the tie
6. As it suits you, use the undo command and the History palette to backtrack through your painting actions to correct mistakes or make different choices.

When you finish making changes to your tie design, give yourself a pat on the back because you've finished another project. You can choose file > save if you want to save your results, or file > save as if you want to save it in another location or with a different name, or you can close this file without saving.

More about palettes and palette locations

Photoshop palettes are powerful and varied. You rarely would have a project in which you needed to see all palettes simultaneously. That's why they're in palette groups and why the default configurations leave some palettes unopened.

The complete list of palettes appears on the window menu, with check marks by the name of the palettes that are open at the front of their palette groups. You can open a closed palette or close an open one by selecting the palette name on the window menu.

You can hide all palettes at once-including the tool option bar and toolbox- by pressing the Tab key. To reopen them, press Tab again.

You already used the palette well when you opened the Brushes palette for Project3. You can drag palettes to or from the palette well. This is convenient for bulky palettes or ones that you can use only occasionally but want to keep handy.

Other actions that you can use to arrange palettes include the following

- To move an entire palette group, drag the title bar to another location in the work area.
- To move a palette to another group, drag the palette tab into that palette group so that a black highlight appears inside the group, and then release the mouse button.
- To dock a palette in the palette well on the tool options bar, drag the palette tab into the palette well so that the palette well is highlighted.

Expanding and collapsing palettes

You can also resize a palette to see more or fewer of the available options it contains, either by dragging or clicking to toggle between preset sizes.

- To change the height of a palette, drag its lower right corner.
- To expand a palette to show as much as possible of its contents, click the minimize/maximize button or the zoom button. Click a second time to collapse the palette group.
- To collapse a palette group so that only the title bar and tabs are visible, double-click a palette tab or palette title bar. Double-click again to restore it to the expanded view.

Notice that the tabs for the various palettes in the palette group and the button for the palette menu remain visible after you collapse a palette.

Note: you cannot resize the color, character and paragraph palettes.

Special notes about the toolbox and tool options bar

The toolbox and the tool options bar share some characteristics with other palettes:

- You can drag the toolbox by its title bar to a different location in the work area. You can move the tool options bar to another location by dragging the grab bar at the far left end of the palette.
- You can hide the tool box and tool options bar.
- However, there are other palette features that are not available or do not apply to the toolbox or tool options bar:
- You cannot group the toolbox or tool options bar with other palettes.
- You cannot resize the toolbox or tool options bar.
- You cannot dock the toolbox in the palette well.
- The toolbox and tool options bar do not have palette menus.

Customizing the workspace

It's great that Photoshop offers so many ways to control the display and location of the tool options bar and its many palettes, but it can be time-consuming to drag palettes around the screen so that you can see some palettes for certain projects and other palettes for other projects. Luckily, Photoshop lets you customize your workspace, controlling what palettes, tool, and menus are available at any time. In fact, it comes with a few preset workspaces suitable for different types of workflows- tone and color correction, painting, and retouching, and so on. Let's experiment with them.

Note: if you closed 01start3.psd at the end of the previous exercise, open it- or open any other image file- to complete the following exercise.

1. Choose Window > workspace > color and tonal correction. If prompted, click yes to apply the workspace.

If you've been experimenting with opening, closing, and moving palettes, you'll notice that Photoshop lines up the floating palettes along the right edge of the workspace. Otherwise, it may appear that nothing changes in the workspace. As you're about to see, however, Photoshop has colored many of the menu commands that are commonly used for color and tonal corrections.

2. Click the window menu, and drag over the other menus to see that color and tonal-correction commands now appear orange.
3. Choose window > workspace > web design. If prompted, click Yes to apply the workspace.
4. Click the window menu, and drag over the other menus to see that web design-related commands now appear purple.

For times when presets don't suit your purposes, you can customize the workspace to your specific needs. Say, for example, that you do lots of web design, but no digital video work.

5. click the image menu and drag down to see the Pixel Aspect Ratio subcommands.

These subcommands include several DV formats that many print and web designers don't need to use.

6. Choose window > workspace > keyboard shortcuts & menus.

The keyboard shortcuts and menus dialog box lets you control availability of the application and palette menu commands, as well as create custom keyboard shortcuts for menus, palettes, and tools. For instance, you can hide commands that you use infrequently, or highlight commonly used commands to make them easier to see.

7. In the menus tab of the keyboard shortcuts and menus dialog box, choose Menu For: > Application menus.
8. Toggle open the image menu command by clicking its right-pointing triangle.

When it's open you will see the image menu commands and subcommands, including mode, adjustments, and duplicate.

9. Scroll down to pixel aspect ratio and click the eye icon to turn off visibility for all of the DV and video formats- there are eight of them, beginning with D1/DV NTSC(0.9) through Anamorphic 2:1(2).
10. Now scroll up to the image > mode > RGB command, and click None in the color column. Choose red from the pop-up menu.
11. Click Ok to close the keyboard shortcuts and menus dialog box.
12. Click the image menu command and scroll down: The image > mod > RGB command is not highlighted in red, and the DV and video formats are unavailable from pixel aspect ratio subcommand.

You can save this workspace by choosing window > workspace > save workspace. In the save workspace dialog box, give your workspace a name; make sure the menus, palette locations, and keyboard shortcuts boxes are checked; and then click save. Then, your custom workspace will be listed in the window > workspace submenu.

For now, however, return to the default workspace configuration.

13. Choose window > workspace > default workspace. When prompted, click don't save to not save changes to the menu file.

Jumping to adobe image ready

Adobe ImageReady is a companion application to Photoshop that lets you create moving elements, such as animations and rollovers, and other image content for Web and mobile authoring. ImageReady contains many tools that are familiar to Photoshop users and some that are unique. Because ImageReady is Web-focused, it automatically reduces high-resolution images to 72 dpi. So it's a good idea to always work on high-resolution content in Photoshop, but you can easily jump between the applications to access the unique features of each application, yet still maintain a streamlined workflow.

1. Switch to ImageReady by clicking the Edit in ImageReady button in the Photoshop toolbox. If the ImageReady Welcome Screen appears, click close.

Note: To reset preferences as you open ImageReady, hold down ctrl-alt-shift or command-option-shift when you click the edit in ImageReady button. When asked if you want to delete the preferences, click Yes.

You can jump between Photoshop and ImageReady to transfer an image between the two applications for editing without closing or exiting the originating application. Also, you can jump from ImageReady to other graphics-editing applications and HTML-editing applications you may have installed on your system. For more information on jumping to other applications from ImageReady, see Photoshop help.

2. In ImageReady, click the Edit in Photoshop button in the toolbox to return to Photoshop.

Each time an image in Photoshop or ImageReady is updated with changes made in a jumped-to application, a single history state is added to the Photoshop or ImageReady History palette. You'll learn more about how to use the History palette later; see "About snapshots and History palette states" on page 118 of this book.

You'll learn about creating web-ready content in ImageReady in Lessons 13, 14 and 15

Using Photoshop help

For complete information about using palettes, tool and other application features, refer to Photoshop help. Photoshop help includes all the topics in the printed *Adobe Photoshop C32 User Guide*, and more. It includes the complete list of keyboard shortcuts, how-to

tips, tutorials and explanations of Photoshop, ImageReady, and Bridge concepts and feature descriptions.

Photoshop Help is easy to use, because you can look for topics in several ways.

- Scanning the table of contents
- Searching for keywords
- Using the index
- Jumping to related topics using text links.

First, you'll try looking for a topic using the Contents palette.

1. Choose Help> Photoshop Help.

The Adobe Help Center opens. The topics for the Help content appear in the left pane of the floating window.

2. In the contents tab of the left pane of the Help window, scroll down to skim through the Help contents. They are organized in topics, like the chapters of a book.
3. Depending on your platform, do one of the following:
 - Windows: Near the top of the list of topics, click the right-pointing triangle to toggle open the topic work area, and then toggle open the tools topic.
 - Mac OS: near the top of the list of topics click the right-pointing triangle to toggle open the topic Looking at the work area, and then toggle open the Using tools topic.
4. Click about tools and the toolbox to select and view that topic. Links appear as red, underlined text. The mouse pointer changes to a pointing-finger icon when positioned over a link. You can click any text link to jump to that related topic.
5. Scroll down and depending on your platform, do one of the following:
 - Windows: click the selection tools gallery text link.
 - Mac OS: click the toolbox overview text link
6. Click next topic one or two more times to see information the rest of the tools.

Using help center keywords, links and index

If you can't find the topic you're interested in by skimming the contents page, you can try searching on a keyword.

1. At the top of the window, type a keyword in the search text box, such as Lasso, and click the search button. A list of topics appears in the left pane. To view any of these topics, click the topic name.
2. Click a letter, such as "T" to display index entries for that letter.

3. Click an entry to open the topic about that entry. If there is more than one entry for a topic, click the triangle to toggle open visibility for all the entries and then click the entry that you want to read.
4. When you have finished browsing, choose Adobe help center > close or adobe help center > quit adobe help center to close Photoshop help.

Using Adobe online services

Another way to get information about Adobe Photoshop and to stay abreast of updates is to use adobe online services. If you have an internet connection and a web browser installed on your system, you can access the adobe systems web site for information on Photoshop and other adobe products. You can also be notified automatically when updates are available.

1. In Photoshop, choose Help > Photoshop online, or click the icon at the top of the tool box.

Your default web browser launches and displays the Photoshop product page on the U.S. adobe systems web site. You can explore the site and find such information as tips and techniques, galleries of artwork by Adobe designers and artists around the world, the latest product information, and troubleshooting and technical information. Or, you can learn about other adobe products and news.

Now, you'll return to Photoshop and set it up so that you can automatically receive software updates.

2. Close your browser
3. Return to Photoshop and choose help > updates. In the adobe updater dialog box that appears, click the preferences button.
4. In the adobe updater preferences dialog box, check the box "Automatically check for updates every month." Then, decide whether you want updates to be downloaded automatically, or whether you want to be alerted before updates are downloaded.

If you choose to not automatically check for updates every month, you can still manually go to Adobe's web site and check for Photoshop updates.

5. Click Ok to save your changes.

Congratulations you have finished Lesson 1!

Now that you're acquainted with the basics of the Photoshop work area, you can explore more about the Adobe Bridge visual file browser, or jump ahead and begin learning how to create and edit images. Once you know the basics, you can complete the Adobe Photoshop CS2 classroom in a book lessons either in sequential order, or according to the subject that most interests you.