PHOTOSHOP: 1.1 INTERFACE AND TOOLS

Adobe Photoshop CC is a powerful tool that is used by photographers, designers, videographers, and 3D artists. It is used to enhance and manipulate photos and videos.

1. Workspace

Like other Adobe programs, you can set up your own workspace in Adobe Photoshop. The default workspace that we will be using in these instructions will be the Essentials Workspace. To choose this workspace, or explore other ones, go to Window > Workspace > Essentials (Default). Once you get used to Photoshop and its interface, you can change your workspace to suit your project whether that be 3D editing, Motion editing, Painting, Photography, or Typography. You can even create your own personalized Workspace. You can also change the workspace by dropping down the box located on the right upper corner of your program above the panels, and choosing the desired workspace.

2. Tools

Across the left side of the program is a toolbox. This is where all the tools are located that you will be using to edit and modify your artwork. You can view it as a one-column view as it is, or expand it to a two-column view by clicking the double arrows at the top.

You will notice a small triangle at the corner of most tools. Right-click or click and hold those tools to expand each tool category to display and choose specific tools.

When a tool is selected, the options for that tool will appear across the top of your program.
**Move Tool:** This tool is used to move things, like selected areas or layers, or to make adjustments. This is the general tool that should be selected when other tools are not.

**Selection Tools**

**Marque Tools:** Use this tool to make selections on your image, in a rectangular, elliptical, single row, or single column shape. Selecting a part of an image can allow you to make changes to only that part. You can also select part of the image, then select the move tool, and move that part of the image elsewhere, or delete it. Select **Shift** to make the shape the shape square instead of rectangle, or circle instead of ellipse. Select **Alt** to start from the center of the shape. Deselect by clicking outside of the selection, or by pressing “D” on your keyboard, or by right-clicking and selecting “Deselect”.

**Lasso Tools:** The Lasso Tools give you flexibility in what you select, allowing you to make your own shapes or select an area. The **Lasso Tool** allows you to draw a shape, the **Polygonal Lasso Tool** allows you to draw a shape using only straight lines, and the **Magnetic Lasso Tool** allows you to draw a shape but helps you distinguish between things and its background. This is helpful if you are trying to select the outline of a person or an object. Double click (or select “Command” on your keyboard then click) to close the selection. Deselect by clicking outside of the selection, by pressing “D” on your keyboard, or by right-clicking and selecting “Deselect”.

**Quick Selection Tool:** Quick Selection allows you to quickly select areas of similar color. If it selects areas you don’t want, hold the “Alt” key and click on the area you don’t want. Click and drag to extend the selection. Zoom in for more precision. To deselect a whole area, you can select the Lasso Tool, hold the “Alt” key, and draw around the area you want to deselect.
**Magic Wand Tool:** Use this tool to select a color range. It will select all wherever that color appears in your photos. In the Options Bar at the top, you can change the Tolerance to make your selections more or less precise.

**Crop Tools:** These tools cut out parts of your image. The part that is cut is gone unless you undo. The Crop Tool cuts your image keeping the rectangular shape, the Perspective Crop Tool cuts your image with different length sides. Each click creates a corner of your quadrilateral. The Slice Tool splits your image into smaller images, so that when you save it will save as several images.

**Eyedropper Tool:** This tool is used to pull a color out of a photo to use for text or other elements. Clicking anywhere will change the foreground color. To change the background color hold **Alt** on your keyboard.

**Color Sampler Tool:** This tool allows you to mark up to 4 color samples. You can see the levels in the info panel. Click and drag to move them around.

**Ruler Tool:** To view rulers in the preview area, go to View > Rulers. The ruler tool is used to make measurements in your photo. Click and drag to make a measurement and view the option bar to see the X (horizontal), Y (vertical), W(width), H(height) measurement. You can also use this tool to straighten your photo by making a line across the horizon and click on “Straighten Layer” in the options bar.

**Note Tool:** Use this tool to add notes to areas of images.

**Count Tool:** This is used to add numbers to your image by clicking on the image without adding text layers.

**Brush Tools**

**Spot Healing Brush Tool:** This tool is used to remove spot blemishes. Use the Option Bar to adjust the size, the harness, and the spacing, and to choose from other options.

**Healing Brush Tool:** While the Spot Healing Brush samples the area around where you click, the Healing Brush
Tool samples an area of your choice. After selecting this tool, hold “Alt/Option” on your keyboard and select the area that you want to sample, then let go of the key and select the spot you want to heal. This is similar to cloning an area.

**Patch Tool:** This tool is normally used to remove relatively large items in your photo from your image, like objects on the ground. Circle around the object, then drag it, it will then take from whatever is left or right of the image.

**Content Aware Move Tool:** This tool is used to move an object or a person in the photo elsewhere in the image. This tool is content aware meaning it will make it so that the move goes as unnoticed as possible. Draw around the object you want to move, leaving some space around it to make it easier on the program, and drag it to the new location. It will not only move the object to its new location, but make its old location look as natural as possible. Use the “structure” option in the Option Bar to specify how strict you want the tool to be with its blending.

**Red Eye:** This tool is used to fix red eyes often found in photos of people.

**Brush and Pencil Tool:** This tool paints on your image in whatever color you have selected. First start by selecting a color, either from your image, or from the Color Panel on the upper right side of your screen.

**Color Replacement Tool:** This tool changes the color of an object. First, select the color you want to change the object to, then paint over the object to change it to that color.

**Mixer Brush Tool:** The Mixer Brush allows you to paint like a real painter, choosing how wet you want your brush to be, and how much paint you want on it. These options are in the Option Bar.

**Clone Stamp Tool:** This is similar to the Healing Brush Tool, but it does it blend. This is used to make a direct copy of the information from the first selected area to the second. Click “Alt” on your keyboard to select an area, then paint on the new location where you want to paste that area.

**Pattern Stamp Tool:** This allows you to paint a selected area, but with a pattern selected in the Option Bar.
**History Brush Tool:** This tool works like the brush tool, but it paints not a color, but the original state of your image. It erases whatever changes have made in the area you are painting. You can also go to the history panel (see below) to select an edit that you have made, and only erase that change rather than every change you have made.

**Art History Brush Tool:** Like the History Brush tool, the Art History Brush tool uses a specified history state or snapshot as the source data. However, it uses that data along with the options you have set in the Options Bar to create different colors and artistic styles.

**Eraser Tool:** This tool is a brush that erases whatever information you paint on. If you are editing on the background layer, it will erase to white (the default color, you can change that). If you are editing on a layer, it will only erase information on that layer, making the layer behind it visible.

**Background Eraser Tool:** This tool is a color eraser. It samples colors as you drag the tool over them and erases only those colors, leaving all other colors untouched. So if you have a person in front of a solid backdrop, you can use this tool to erase the backdrop. See the Options Bar for more options.

**Magic Eraser Tool:** This tool automatically erases areas in your image with similar color to the area you clicked on. You can adjust the tolerance level in the Options Bar.

**Gradient Tool:** This tool creates a blending of your foreground color and background color when you click and drag it. This is used to create a background rather than touch up a photo.

**Paint Bucket Tool:** This tool fills the area of similar color with the selected color.

**3D Material Drop Tool:** Use this tool to easily load and drop materials for 3d creations.
Blur Tool: Select and drag this tool to make the applied area blurry. Use the Options Bar to adjust the level of blurriness.

Sharpen Tool: Select and drag this tool to make the applied area sharper. Use the Options Bar to adjust the level of sharpness.

Smudge Tool: Select and drag this tool to smudge the applied area. Use the Options Bar to adjust the strength of the tool.

Dodge Tool: This tool is used to lighten the applied area.

Burn Tool: This tool is used to darken the applied area.

Sponge Tool: This is used to take away or add color to the photo (saturate or desaturate). Use the Options Bar to specify.

Paths and Text Tools:

Pen Tool: This tool is used to create a linear and curved path or selection. To create a path for typing, make sure you select “Shape” instead of “Path” in the option bar.

Freeform Pen Tool: This tool is used to create freeform paths.

Add Anchor Point Tool: Paths made by pen tools have anchor points that change the direction and shape of the path. This tool is to add an anchor point for a more precise path.

Delete Anchor Point: This is used to delete the anchor points.

Convert Point Tool: This is used to make an anchor point go the opposite direction.

Horizontal Type Tool: This tool is used to add horizontal text. After selecting this tool, click on the area on the frame where you would like your text to go, then you can type and continue with the other features to stylize the text.

Vertical Type Tool: The Vertical Type Tool is similar to the regular type tool, but rather than regular horizontal text, this allows you to type vertically.
Horizontal and Vertical Type Mask Tool: These tools allow you to turn your text into an active selection allowing you to make changes to the text.

Path Selection Tool: After using the pen or shape tools to create a path for your text, you can use this tool to move the path. Use the shift key to keep its position vertically/horizontally, but change it horizontally/vertically. Use the Alt key to make a duplicate of the path.

Direct Selection Tool: This tool is used to manipulate and change the selected path by dragging the anchor points.

Shape Tools: This tool is to create text paths in a shape.

Hand Tool: This tool is used to move your entire image within a window. If you have zoomed in, you can use this tool to navigate. This tool does not affect your actual image, only what is displayed in the program.

Rotate View Tool: This tool rotates the display of your image without affecting the actual image that will be exported.

Zoom Tool: This tool is used to zoom in and out of your image. It is set to zoom in, hold the “Alt” key on your keyboard to zoom out.
3. Panels

You will notice on the right side of your screen are some panels. We will go over each very briefly.

**Color and Swatches:** The color and swatches panels will allow you to choose from every color possible. This is used in conjunction with a lot of tools introduced earlier including the Brush and Paint tools, eyedropper, and more.

![Color and Swatches Panel](image1)

**Adjustments:** This is where you will find most of the adjustments used for touch up of your photos. This includes Brightness & Contrast, and more.

![Adjustments Panel](image2)

**Styles:** These styles are preset effects that can applied to a layer's content. For example, if you add a drop shadow effect to a layer, any text added to that layer will have that drop shadow effect. You can always download new styles online and add them to your collection.

![Styles Panel](image3)
Layers: Layers are a useful aspect to Photoshop editing. You use layers for many tasks like adding text, or creating a transparent overlay, making adjustments, and more. This allows you to make changes to your final image without destructing the original photo. Selecting or deselecting the eye next to each layer enables or disables the information in that layer. You can adjust the order of the layers, lock a layer, or change the opacity and more.

Channels: Channels are grayscale images that store different types of information like color information channels, alpha channels, and spot color channels. Selecting or deselecting the eye next to each channel enables or disables the information in that channel.

Paths: The Paths panel displays all the paths you have created using the pen or shape tools.

History: The history tab displays every change that has been made to your image. You can undo changes by deleting that change, or by selecting the checkbox next to it and using the history brush to erase only parts of that information. You can also take a snapshot of the state of your image and keep it for later to go back to.
**Properties**: The properties panel shows the properties of different layers when changes or adjustments have been applied to them.