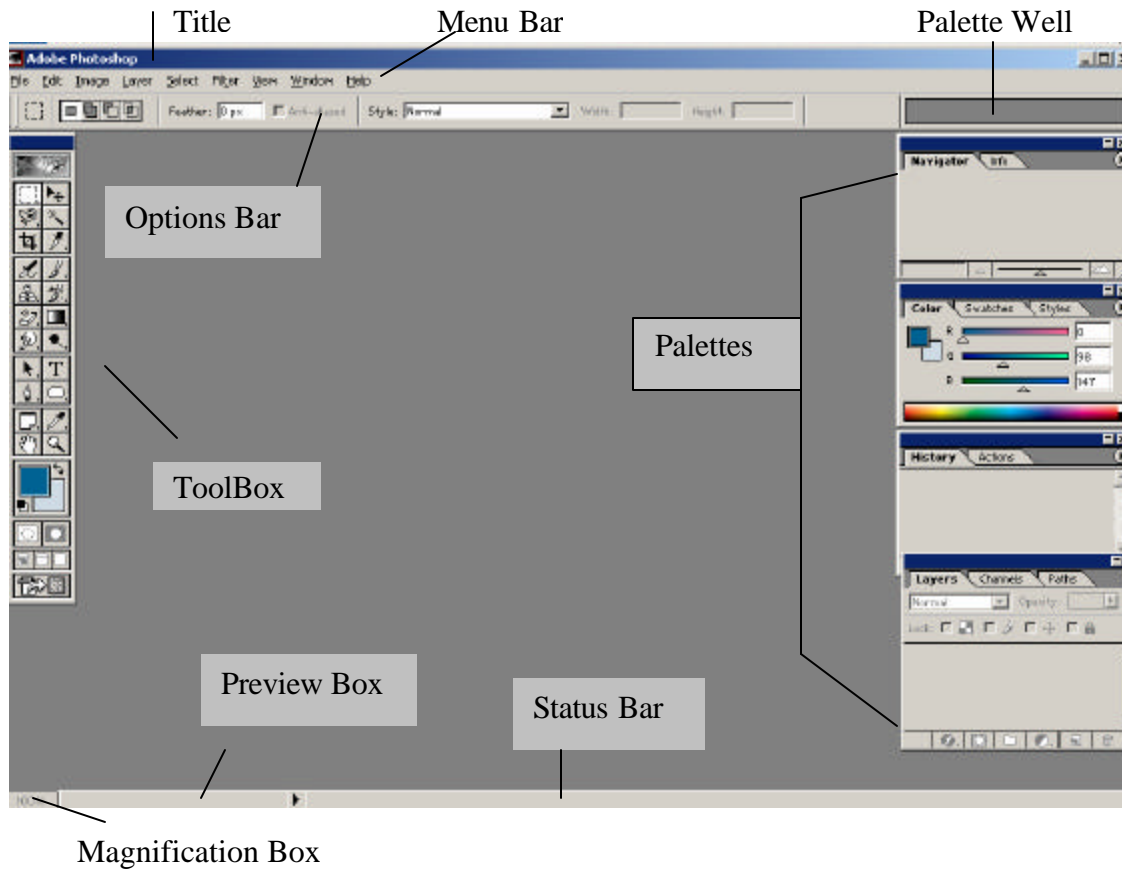


Photoshop 6.0

Photoshop is a graphics program and is used to design, create and modify images.
You can:

- Retouch an image
- Apply special effects
- Swap details between photos
- Introduce text and logos
- Create images from scratch

The Work Area

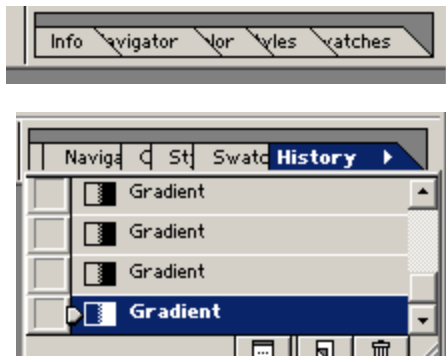


Options Bar



The Options Bar is located at the top of Photoshop screen below the Menu Bar. The fields in the Options Bar are context sensitive meaning that when a tool is selected from the toolbox the Options Bar will change to reflect options for the selected tool. Some new tools have been added to the Options Bar that were only accessible via keyboard shortcuts. For example, Add to a Selection or Remove from a Selection.

Another new feature that ties into the Options Bar is the Palette Well. The Palette Well is located on the right side of the Options Bar. The purpose of the Palette Well is to dock palettes that you use often. This new feature keeps the palettes out of the way, but ready for you to use.



All the visible tabs in the example on the left were drug over to the Palette Well individually. Once the tabs are located in the Palette Well just click on the tab and the palette will display.

Moving tabs to the Palette Well saves you space on your desktop.

Photoshop Preferences

Photoshop Preference settings are used to change or set general display options, file saving options, cursor options, transparency options and scratch disks options. The Preference settings are located under the Edit Menu. *Note: The Preference settings used to be located in the File Menu with earlier versions of Photoshop.*

Creating and Opening a Canvas

- To Open a file choose File, Open and select the file.
- To create a canvas choose File, New and select the dimensions for the new canvas.

Saving a Photoshop File

- To save a Photoshop file and preserve all layers, choose File, Save As, name the file, leave the .psd file extension and navigate to the drive and folder for storage.
- To save a file in a file format that is something other than .psd choose File, Save As and select the Format option from the file type and choose Save.

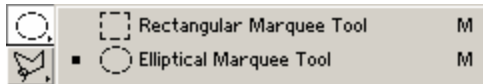
Note: It is always a good idea to save a copy of the original image before you edit it by choosing File, Save As, and select the Copy from the Save Options. **See the last page of this handout for various file types.**

The Toolbox

The Toolbox contains several different tools that can be used to edit or create images. Position the mouse cursor anywhere on the tool icon in the Toolbox and a yellow tool tip will appear displaying the name of the tool.

- To display the toolbox choose Window | Show Tools
- To hide the toolbox choose Window | Hide Tools
- To move the toolbox click in the Title bar of the toolbox and drag to a new location.

Selecting a Tool



Select a tool by clicking with the mouse on the tool icon in the Toolbox. A small triangle in the bottom right corner of the tool icon indicates additional options or

Hidden tools that can be chosen, aka fly-out menu.

Click with the mouse on a tool from the fly-out menu to select the tool. The shortcut key for the tool is located on the right-hand side of the tool. Press the Shift key + the shortcut key to switch between the tools.

Status Bar

The Status Bar sits at the bottom of the Photoshop window (when turned on). The Status bar provides information on current magnification and file size. The status bar will also display a brief instruction message on how to use the selected tool.

- To display the Status Bar choose Window, Show Status Bar
- To hide the Status Bar choose Window, Hide Status Bar
- File size information: The first value indicates the size if saved as a flattened file with no layer data; the second value indicates the size if saved with all layers and channels.
-

Screen Modes



An image can be viewed in three different screen modes in Photoshop. The screen mode buttons are located at the bottom of the Toolbox. Click on any one of the three buttons to change the mode.

- **Standard Screen Mode (left button)** displays the default window with a menu bar at the top and scroll bars on the sides.
- **Full Screen Mode with Menu Bar (center button)** displays a full screen window with a menu bar but no title bar or scroll bars.

Tip: To change the gray background that surrounds your image choose a foreground color and select the Paint Bucket tool from the toolbox. Shift-click with the mouse in the gray area surrounding your image and the color will change to match the foreground color.

- **Full Screen Mode (right button)** displays a full screen window with no title bar, menu bar, or scroll bars. Press the Tab key to toggle the palettes and toolbox off and on.

Tip: Press the F-key to switch between the different screen modes.

New View

At times you may want to look at the same image at different magnifications while editing it. You can open the same image in multiple windows and whatever changes you make in one window will apply to all windows open for that one particular image.

- Choose **View | New View**

Window Display Options for the Image

- Position the mouse cursor in the **Title** bar and drag the window to a new location.
- Choose **Window | Cascade** to display windows stacked and cascading from top left to bottom right of screen.
- Choose **Window | Tile** to display windows edge to edge.

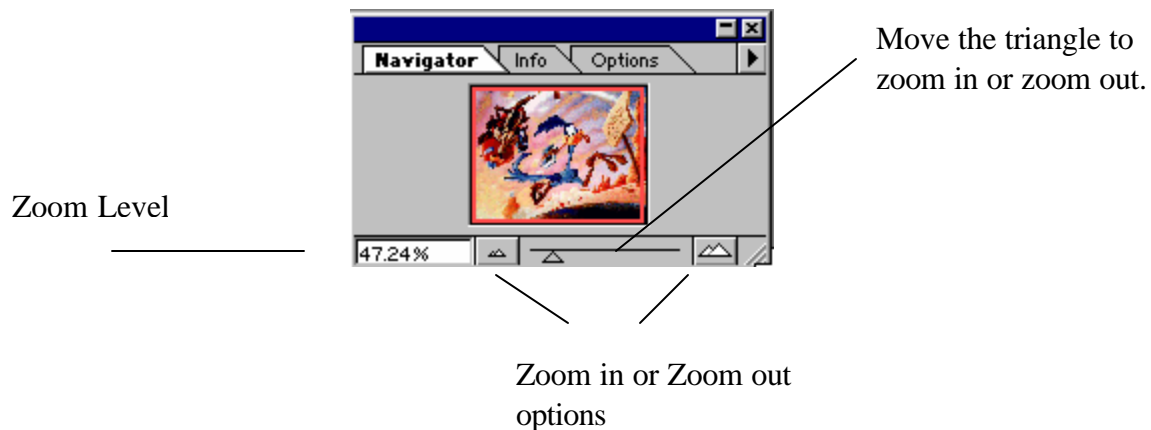
Closing windows

- Click in the window you want to close
- Choose **File | Close**
- To close all windows choose **Window | Close All**

Navigator Palette

The Navigator Palette is used to zoom in/out of a particular area of an image.

- Choose **Window | Show Navigator** to display the Navigator Palette
- Choose **Window | Hide Navigator** to hide the Navigator Palette



Zoom Tool

The Zoom tool is used to magnify and/or reduce a particular area of an image while editing. An image zoomed in at 100% displays how the image will appear in a browser. The percentage of the zoom level will display in the title bar of the image, the status bar of Photoshop and the Navigator Palette.

Different Ways to Use the Zoom Tool

- Zoom In on an image by selecting the Zoom tool from the toolbox and clicking on the image. Each click with the mouse will zoom in to the next preset zoom percentage.
- Select the Zoom In tool from the View Menu and the image will zoom in to the next preset zoom percentage.
- Access the shortcut key for Zoom In by pressing Ctrl and the + (plus) key.
- Users can switch to the Zoom tool while using any other tool in Photoshop by pressing and holding the Ctrl + Spacebar and at the same time clicking on the area of the image to be zoomed in.
- Zoom In or Zoom Out of an image by typing the zoom percentage in the Navigator Palette or the Status Bar.
- Reset the Zoom Level to 100% by double clicking with the mouse on the Zoom Tool in the toolbox.
- Reduce the zoom level one level at a time by selecting the Zoom Out from the View Menu.
- Reduce the zoom level by using the shortcut keys Ctrl and the – (minus) key. Press and hold the Ctrl key while pressing the – (minus) key repeatedly until you are at the preferred zoom level.
- Reduce the zoom level by selecting the Zoom tool from the toolbox and pressing the Alt key while clicking with the mouse on the image.

Navigating Around the Different Magnifications.

- Use the Scroll Bars on the image window.
- Navigate around the image by selecting the Hand tool from the toolbox and left-click with the mouse while dragging the Hand tool over the image.

Tip: Switch to the Hand tool while using a different tool by holding down the spacebar.

Creating Selections

Selecting an area of an image allows you to isolate an area of an image that you want to work with. A dotted selection border, also called a selection marquee, indicates a selected area on an image. The area outside the selection border is protected while you move, copy, paint, or apply special effects to the isolated area.

When using the Selection tools use the Options Bar (new to Photoshop 6.0) to add, remove and intersect selections of an image. The new Options Bar also has the Feathering tool readily available along with the anti-alias and Style Menu.

Marquee Tools



There are four Marquee tools to choose from: Rectangular Tool, Elliptical Tool, Single Row Tool and the Single Column Tool. The Single and Column Row tools are not used very often and will not be used in the class examples.

Begin the selection process by selecting the Marquee tool from the toolbox. Next, select the New Selection icon from the Options Bar to start a new selection. Last, select a Style for the selection from the Options Bar.

After all options have been turned on for the selection then left-click and drag the selection tool around the area of the image to be selected. Use the Add/Remove icons from the Option bar to modify the existing selection.

Tip: Remember to Feather your selection if you plan to copy and paste it into another canvas.

Tip: The Feathering options do not reset when making new selections.

Defining the Marquee Styles

Remember to specify a selection Style prior to making the actual selection. The different Styles are listed below:

Normal: Click and drag to make a normal selection.

Constrained Aspect Ratio: Use the Constrained Aspect Ratio to set a height-to-width ratio. Enter values (decimal values are valid) for the aspect ratio. For example, to draw a marquee twice as wide as it is high, enter 2 for the width and 1 for the height.

Fixed Size: The width and height selection are set and defined in pixels. Just click on the image and an area will be selected according to the fixed size.

Using the Marquee Tools

Rectangular Marquee Tool



Use the Rectangular Marquee tool to make a rectangular or square selection of an image. Hold the **Shift** key down while using the Rectangular Marquee tool to draw a square over the image.

Tip: Press the **Shift + M** keys to switch between the Rectangular and Elliptical Marquee Tool.

Tip: Hold the **Alt** key down while drawing a Rectangular or Elliptical selection and the selection process will start in the center and move outwards.

Remove the selection by choosing **Select | Deselect** or by using the shortcut keys Ctrl+D. Clicking outside the selected area of the image will also deselect the selected area of the image.

Elliptical Marquee Tool

The Elliptical marquee tool works similar to the Rectangular marquee tool except that it makes a circular selection rather than a rectangular or square selection. Hold the **Shift** key down while making the selection and the selection will be a perfect circle.

Lasso Tools



Use the lasso tools to create freeform selections.

Tip: Press the Shift+L shortcut keys to switch between all the available Lasso tools in the Lasso fly-out menu.

Lasso Tool



Use the Lasso tool to draw freehand around a portion of the image you want to select. Left-click the mouse and trace the area of the image you want to select.

Polygon Lasso Tool



The Polygon Lasso tool is similar to the Lasso tool where it lets you make a freehand selection of the image. However, the Polygon Lasso tool has an added feature where you can click on different points in your image to set corners. Setting corners while making selections is sometimes easier than trying to drag the mouse around multiple corners.

Magnetic Lasso Tool



Click once to set the start point of the Magnetic Lasso tool and move the mouse along the edge of the image that you want to select. No need to click and drag – just move the mouse. Double-click the mouse on starting point to close the selection.

Tip: The Feathering options do not reset when making new selections.

Magic Wand Tool



The Magic Wand tool selects pixels based on the brightness of the pixels. Set a tolerance between 0 and 255. A tolerance of 0 would select a small area (it is only selecting pixels with a brightness very close to where you clicked). A tolerance of 255 would be the similar to a Select All.

Tip: Press the Shift key and click with the mouse in an area of the image that you want to add to the first selection.

More Selecting Options

- Select all pixels on a layer within the canvas boundaries by choosing **Select All**, Ctrl+A, from the **Select Menu**.
- Deselect a selected area of an image by choosing **Deselect** from the **Select Menu**.

Tip: If you are using the rectangular marquee, elliptical marquee, or lasso tool, click anywhere outside the selected area to deselect.

- Reselect the most recent selection by choosing **Reselect** from the **Select Menu**.

Paint Tools

Selecting Foreground and Background Colors



The Foreground and Background color chips are located in the toolbox. The Foreground color chip is used to paint, fill selections, and stroke (add a border) areas of an image. The background color chip is used to make gradient colors and at times used as the background color when using the erase to background tool.

Tip: Some filters use foreground and background colors.

Foreground Color

The Foreground Color tool determines which color is used while using the paint tools. Change the Foreground Color by clicking the Foreground Color icon to display the Standard Color Picker dialog box. From the Standard Color Picker dialog box click on a color with the mouse pointer and choose OK.

Background Color

The Background color tools is used when erasing the background of the image or when you increase the size of the canvas by choosing Image, Canvas Size.

Color Picker Dialog Box

When viewing the Color Picker dialog Box the colors available to select from are located in the large square on the left side. Use the Vertical Gradient that is located in the middle of the dialog box to select the general color you want to use. The two color swatches located to the right of the Vertical Gradient display the selected color in top color swatch and the color previously chosen in the lower color swatch.




BEWARE of Out-of-Gamut and Non-Web-Safe Colors

Out-of-Gamut

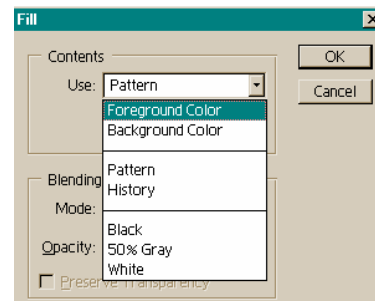
The out-of-gamut warning, a small triangle appearing to the right of the color swatches in the dialog box, signal that the color chosen is not reproducible in CMYK mode, which means it cannot be printed without shifting to a different color. Photoshop provides a sample of the color it will shift to in a square directly below the out-of-gamut warning triangle. Click on the small square to select the color or with the dialog box open have Photoshop display how the colors will look when printed by choosing View, Proof Colors.

 Swap the Foreground and Background colors by clicking the small curved doubled edged arrow located in the top-right corner of the Foreground and Background Color Control Box.

 Reset the Foreground and Background colors to their default color of black and white by clicking on the small icon located in the lower-left corner of the Foreground and Background Color Control Box.

Using the Fill Tool

One of several ways to use the **Fill** tool is to select it from the **Edit Menu**. Start by creating a selection on the canvas. Next, choose **Edit, Fill** and choose an option from the **Contents** area of the **Fill dialog box**. Photoshop will use the color in the Foreground and Background color chips when selecting Foreground or Background color from the Fill Dialog box.



Extra: Create a pattern and use it as a fill. Use the **Rectangular Marquee tool** to select a color or pattern you like on a canvas. Next, choose **Edit, Define as Pattern** and assign a name for the pattern. The Pattern you make will now be available to use from the Fill dialog box.

Paint Bucket

Tip: Photoshop 6 grouped the Paint Bucket with the Gradient Tool. 

The **Paint Bucket** tool is used to fill selected areas or an entire canvas with a fill color.

- Select the Paint Bucket tool from the toolbox.
- Click in the area where you want to use the fill color.
- Whatever color is displayed in the Foreground color box will be used to fill the selected area.
- To change the Fill Color click with the mouse on the Foreground Color icon in the toolbox and select a different color from the color picker dialog box. Choose **OK** when finished. To apply the Fill Color select the Paint Bucket from the toolbox and the Foreground Color will be applied to the selected area.

Painting With Gradients

Give your image a different look by applying a gradient style. Gradients can be applied to selections or to an entire layer. Select the Gradient tool from the toolbox and then select the gradient style from the Options Bar.



1.

- Select a color scheme for the gradient. There are two ways to select gradient colors:
 1. From the Option Bar select a preset color combination under the Gradient Picker.
 2. From the toolbox select a Foreground and Background color from the color picker.

- After the gradient style and gradient colors have been selected, position the cursor inside the image and left-click and drag across the image or canvas.

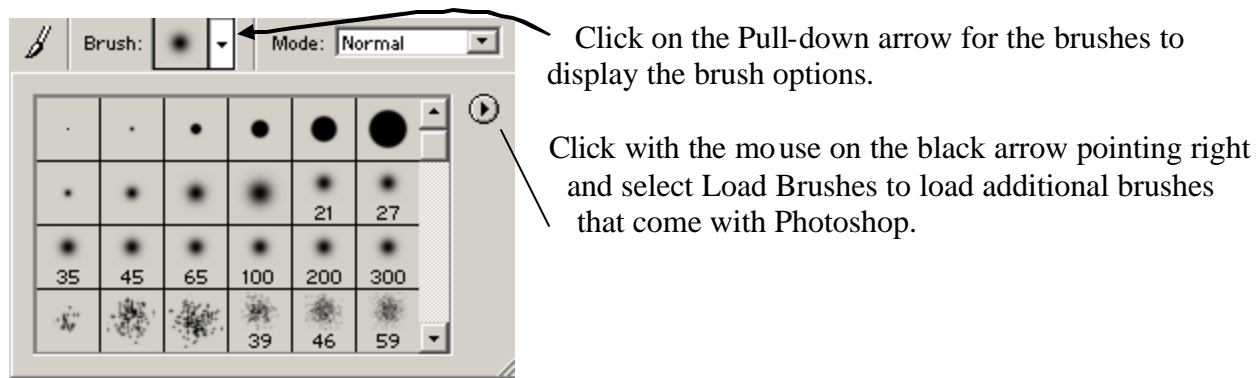
Using Brushes

The brushes in Photoshop aren't only used for painting. The brushes can be used for drawing and selecting as well. The Airbrush, paintbrush, pencil, line tool and eraser can all be used for drawing.

Available options for brushes include changes in the opacity, pressure, blend mode and some have fade and wet edges as available options.

Photoshop has preset brush sizes to select from while painting or drawing. Select the tool from the toolbox and choose a brush size and type from the Options Bar.

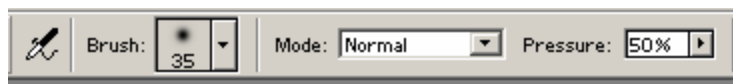
The Brushes Palette is now located in the Options Bar.



Tip: The Define Brush tool is now located under the **Edit Menu**. Use the **Rectangular Marquee** tool to make a selection and then choose **Edit, Define Brush**.

Airbrush Tool

The Airbrush is used to paint soft strokes on your image. Available options include Blend mode, Pressure, and Fade steps.



- Select the Airbrush Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the airbrush.
- From the Options Bar select the Pressure and Fade steps
- Select a brush from Options Bar
- Click and drag the cursor on the image to draw

Paintbrush Tool

The Paintbrush tool works similar to the Airbrush tool. A couple of different settings for the Paintbrush tool are the Opacity settings and the Wet Edges setting. Opacity settings at 100 percent display the color as a solid. As the Opacity setting is set at a lower percentage the color fades and become translucent. The Wet Edges setting applies more paint towards the edges of the drawing, leaving the center of the drawing more transparent.



- Select the paintbrush Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the Paintbrush.
- From the Options Bar select a setting for Opacity.
- Select the Wet Edges setting if necessary.
- Select a brush from the Options Bar.
- Click and drag the cursor on the image to paint.

Pencil Tool

Pencil paints a hard-edged line of any thickness. When using the Pencil tool only brushes with a hard edge can be selected from the brush options in the Options Bar. Available settings for the Pencil Tool include the Opacity and the Auto Erase feature. When the Auto Erase feature is selected draw over an existing line and the line will be erased.

The ***new*** short cut key for the pencil is “**b**”. Select the “**b**” key at any time while working in PhotoShop and the toolbox will switch to the **Pencil** tool.

Tip: Press the Shift key while using the Pencil tool to connect lines.

Using the Pencil Tool

Tip: The Pencil tool is located behind the Paintbrush tool in the toolbox.



- Select the Pencil Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the Pencil
- From the Pencil Options Palette select a setting for the Opacity
- Select a brush from the Brush Palette
- Click and drag the cursor on the image to paint

Another way to use the Pencil Tool

- Select the Pencil Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the Pencil
- From the Pencil Options Palette select a setting for the Opacity
- Select a brush from the Brush Palette
- Click once where you want the line to start
- Shift click where you want the line to end
- PhotoShop will insert a straight line between the two points.

Tip: Continue to Shift click if you want to attach more than one line

Line Tool

Use the **Line Tool** to draw a line. **Note:** The Line tool is located in a flyout menu under the Vector tools.



- Select the Line Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the Line
- From the Line Options Palette select a setting for the Opacity and Weight (thickness of the line)
- Select a brush from the Brush Palette
- Click and drag the cursor on the image to paint

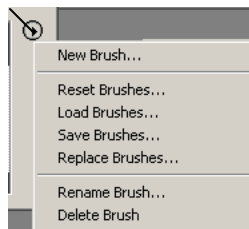
Drawing lines with Arrows

- Select the Line Tool from the toolbox
- Select the Foreground Color tool to open the color picker and select a color for the Line
- From the Options Bar select the Geometry Options menu and select Arrowheads. From the Arrowheads dialog box insert the Opacity, Weight (thickness of the line) and for arrows select whether you want an arrow at the start or end of a line or select both options if you want an arrow at the start and end of the line.
- Click and drag the cursor on the image to paint

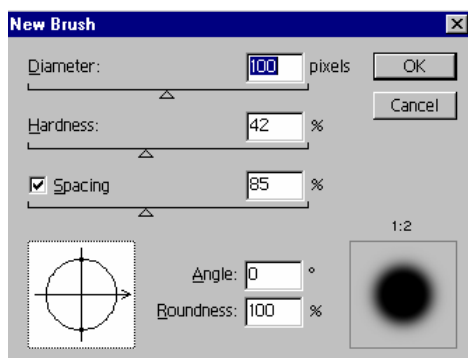
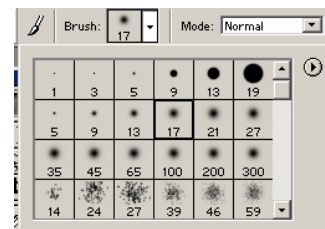


Creating a New Brush

Select a brush tool from the toolbox. From the Options Bar open the Brushes Palette.



Select the Brush Options and choose New Brush



Diameter: Determines the width of the brush shape. Value can range from 1 to 999 pixels.

Hardness: Determines the brush edge softness. Zero is the softest.

Spacing: When spacing exceeds 30% gaps or ridges begin to appear in the line that is being painted. The gaps or ridges will be as large as the pixel size of the brush.

The Stamp Tools



- Rubber Stamp Tool
- Pattern Stamp Tool

Rubber Stamp Tool



The rubber Stamp tool is great for removing imperfections such as dust and scratches, repairing defects and eliminating elements within the image. This tool can be used to copy one portion of an image over another

Aligned Option

This option keeps the cursor and the crosshairs relative to each other. When the Aligned option is left unchecked the Rubber Stamp repeats the cloning from the original location.

- Select the Rubber Stamp tool from the toolbox
- Select the area of the image you want to clone. Press the Alt key while you click on the area you want to clone.
- Select the Rubber Stamp tool from the toolbox
- Click and drag the mouse over the area of the image you want to replace.

Transform Objects

Use the Transform menu to scale, rotate, flip and distort part of an image. Select the area of the image that you want to transform and choose **Edit, Transform**. Double click on the image when finished transforming to close the transform box.

Pattern Stamp Tool



The Pattern Stamp tool is used to copy a pattern and apply it to a different image.

- Open the image with the pattern you want to copy
- Choose **Select | All**
- Choose **Edit | Define Pattern**

Selection tools are grayed out – they don't work for this. The **Select Menu** must be used.

- Open a new file: **File | New**
- Select the Pattern Stamp Tool
- Select a brush size from the Brush Palette
- Click and drag in the image. As you click and drag the mouse you will be painting the pattern.

Using the Type Tool



When the Type Tool is selected the Type Tool options are located in the Options Bar. An even better improvement with the Type Tool is the “good-bye” to the Type Tool dialog box. Text can be typed directly on the canvas now by selecting the Type Tool and typing the text.

New Feature!!! Warped Text



Creating Text

- Select the Type tool from the toolbox.
- Select a Type Tool Style.
- Click anywhere in the image to activate the Type tool and type your text.
- All options for the Type tool are located in the Options Bar.
- Select the Arrow when finished to deactivate the type tool.

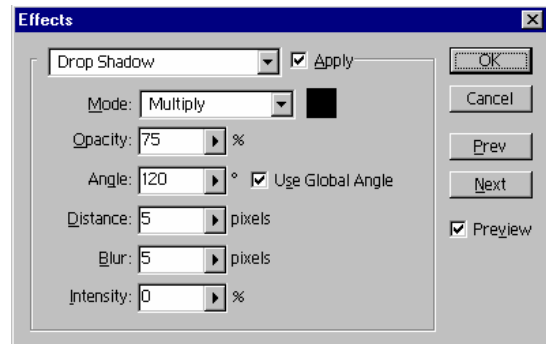


Applying Layer Effects to Type

Use any or all of the five built in layer effects. These layer effects aren't designed specifically for Text, but they work great.

From the Menu choose **Layers | Layer Styles**

Press the PREV and NEXT button to page through the available options.



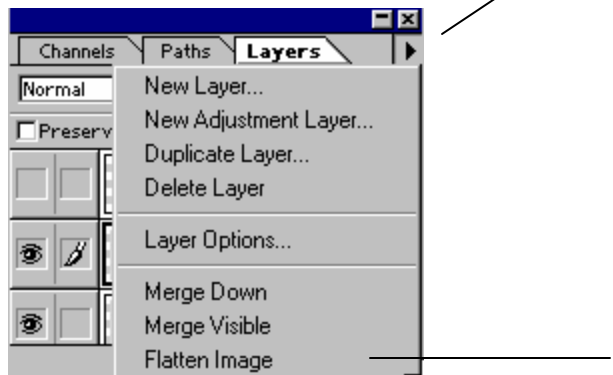
Saving Files

Photoshop is capable of saving files to many different formats. Choose the Save option from the File menu and Photoshop will save the file as a PSD file. To save your file in a format other than PSD use the Save As option from the File menu and select the file type from the Save As pull down menu.

If the image you create in Photoshop includes layers and channels the only choice available to save the image is the PSD format. If you want to save the file in a non-PSD format then the layers must be flattened.

Flatten an Image

Be sure the Layer's tab is active. Click on the black arrow to the right of the Layers tab. Select Flatten Image from the Layers menu.



Note: another option would be to select the Save As Copy feature from the File menu. Photoshop will automatically flatten all layers when using the Save As Copy feature and saving the document in a format other than PSD.

Inserting Your Image Into Another Application

Once your image has been saved in a file other than PSD it can be inserted as a picture in your favorite application.

Common File Types

<p>PSD Photoshop</p>	<p>A Photoshop file which preserves all layers, masks, channels, and selection you created.</p>
<p>BMP Bitmap</p>	<p>File format native to Windows. An Uncompressed file format that stores the pixels and their color information.</p> <p>Bitmapped graphics are typical of paint programs, which treat images as collections of dots rather than as shapes.</p>
<p>PCX PC Format</p>	<p>A graphical file format that compresses its image data with RLE-type compression, used by early versions of Windows Paintbrush.</p> <p>PCX files are compressed, and are smaller than BMP</p>
<p>EPS Encapsulated PostScript</p>	<p>A PostScript file format that can be used as an independent entity. The EPS image must be incorporated into the PostScript output of an application such as a desktop publisher. Many high-quality clip-art packages consist of such images.</p> <p>A good choice for transferring files between CorelDRAW and Photoshop. Photoshop can't read CDR files, but it can read EPS files. You can export a CDR file in EPS and then open the file in Photoshop.</p>
<p>TIFF Tagged Image File Format</p>	<p>A good cross-platform format that uses LZW compression.</p> <p>A standard file format commonly used for scanning, storage, and interchange of gray-scale graphic images. TIFF may be the only format available for older programs (such as older versions of MacPaint), but most modern programs are able to save images in a variety of other formats, such as GIF or JPEG.</p>
<p>JPEG Joint Photographic Experts Group</p>	<p>JPEG's are a good choice for photographs and images with smooth gradient or blends. JPEG trades off compression against loss; it can achieve a compression ratio of 100:1 with significant loss and possibly 20:1 with little noticeable loss.</p>
<p>GIF Graphical Interchange Format</p>	<p>A graphics file format developed by CompuServe and used for transmitting raster images on the Internet. An image may contain up to 256 colors, including a transparent color. The size of the file depends on the number of colors actually used. The LZW compression method is used to reduce the file size still further.</p>