

1 Getting to Know the Work Area



As you work with Adobe Photoshop and Adobe ImageReady, you'll discover that there is often more than one way to accomplish the same task. To make the best use of the extensive editing capabilities in these programs, you first must learn to navigate the work area.

In this lesson, you'll learn how to do the following:

- Open an Adobe Photoshop file.
- Select tools from the toolbox.
- Use viewing options to enlarge and reduce the display of an image.
- Work with palettes.
- Use online Help.

This lesson will take about 60 minutes to complete. The lesson is designed to be done in Adobe Photoshop, but information on using similar functionality in Adobe ImageReady is included where appropriate.

Before starting Adobe Photoshop, locate the Lesson01 folder on the *Adobe Photoshop 6.0 Classroom in a Book* CD, and copy the folder onto your hard drive. As you work on this lesson, you'll overwrite the start files. If you need to restore the start files, copy them from the *Adobe Photoshop Classroom in a Book* CD.

Before beginning this lesson, restore the default application settings for Adobe Photoshop. See “Restoring default preferences” on page 4.

Note: Windows users need to unlock the lesson files before using them. For more information, see “Copying the Classroom in a Book files” on page 3.

Starting Adobe Photoshop and opening files

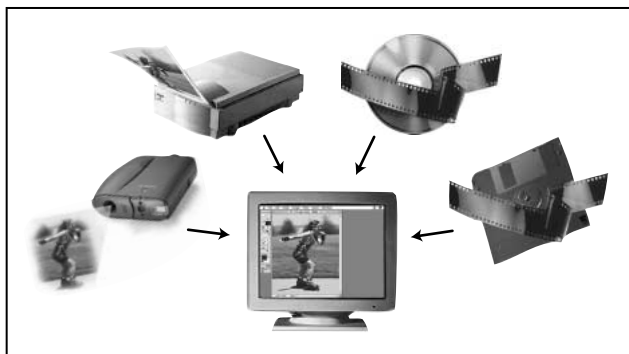
The Adobe Photoshop and Adobe ImageReady work areas include the command menus at the top of your screen and a variety of tools and palettes for editing and adding elements to your image. You can also add commands and filters to the menus by installing third-party software known as *plug-in modules*.


In this part of the lesson, you'll familiarize yourself with the Adobe Photoshop work area and open a file in Adobe Photoshop.

1 Double-click the Adobe Photoshop icon to start Adobe Photoshop.

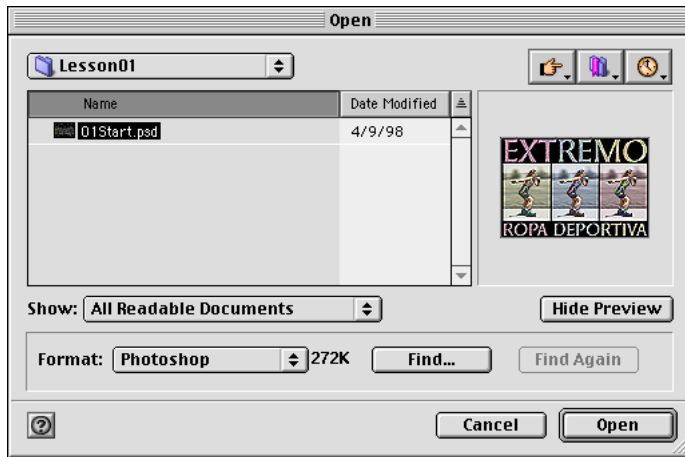
When you start Adobe Photoshop, the menu bar, the toolbox, the tool options bar, and four palette groups appear on the screen.

Both Photoshop and ImageReady work with bitmapped, digitized images (that is, continuous-tone images that have been converted into a series of small squares, or picture elements, called *pixels*). In Photoshop, you can also work with vector graphics, which are shapes made up of smooth lines that retain their crispness when scaled. You can create original artwork in both Photoshop and ImageReady, or you can bring images into the program by scanning a photograph, a transparency, a negative, or a graphic, by capturing a video image, or by importing artwork created in drawing programs. You can also import previously digitized images—such as those produced by a digital camera or by the Kodak® Photo CD process.



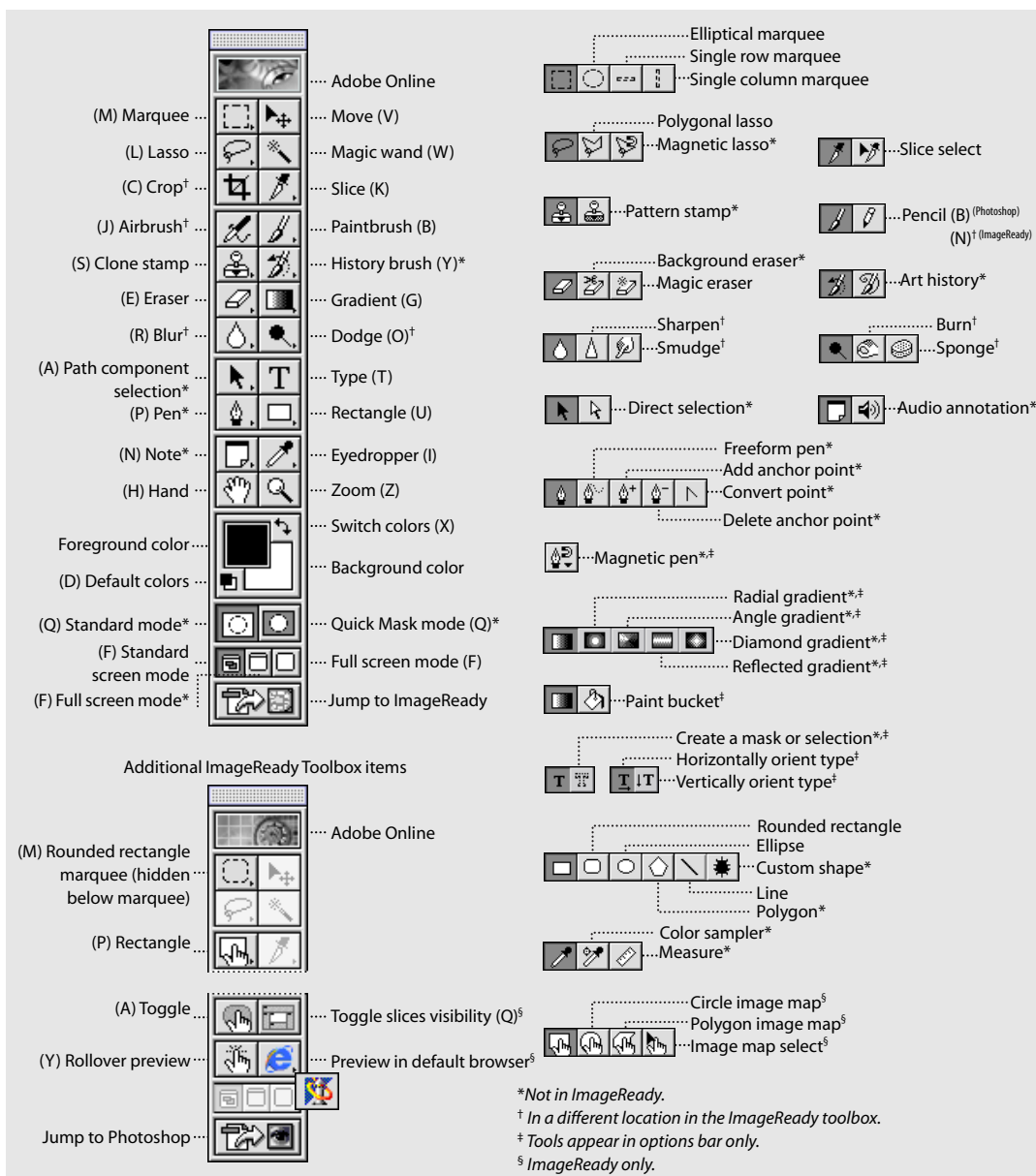
 For information on the kinds of files you can use with Adobe Photoshop, see “About file formats” in Photoshop 6.0 online Help.


- 2 Choose File > Open, and open the file 01Start.psd from the Lessons/Lesson01 folder that you copied to your hard drive.



Using the tools

The toolbox contains selection tools, painting and editing tools, foreground and background color selection boxes, and viewing tools. This section introduces the toolbox and shows you how to select tools. As you work through the lessons, you'll learn more about each tool's specific function.




 For an illustration of the tools, see figure 1-1 in the color section.

The work areas of Photoshop and ImageReady consist of a menu bar at the top of the work area, a floating toolbox on the left, a tool options bar below the menu bar, floating palettes on the right and bottom, and one or more document windows, which you open manually.

Together, Photoshop and ImageReady provide a consistent and integrated set of tools for producing sophisticated graphics for print and online viewing. ImageReady includes many tools that will already be familiar to users of Photoshop.

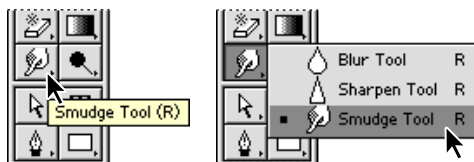
- 1 To select a tool, you can click the tool in the toolbox, or you can press the tool's keyboard shortcut. For example, you can press M to select a marquee tool from the keyboard. Selected tools remain active until you select a different tool.
- 2 If you don't know the keyboard shortcut for a tool, position the pointer over the tool until its name and shortcut are displayed.

 *Photoshop and ImageReady use the same keyboard shortcut keys for corresponding keys, with the exceptions of A, P, Q, and Y:*

- *In Photoshop, press A for the selection tools; in ImageReady, press A to show or hide image maps.*
- *In Photoshop, press P for the pen tools; in ImageReady, press P for the image map tools.*
- *In Photoshop, press Q to switch between Quick Mask mode and Standard mode; in ImageReady, press Q to show or hide slices.*
- *In Photoshop, press Y for the history brush tools; in ImageReady, press Y for rollover preview.*

All keyboard shortcuts are also listed in the Quick Reference section of online Help. You'll learn how to use online Help later in this lesson.

Some of the tools in the toolbox display a small triangle at the bottom right corner, indicating the presence of additional hidden tools.



Name and
shortcut displayed

Hidden tools

3 Select hidden tools in any of the following ways:

- Click and hold down the mouse button on a tool that has additional hidden tools. Then drag to the desired tool, and release the mouse button.
- Hold down Alt (Windows) or Option (Mac OS), and click the tool in the toolbox. Each click selects the next hidden tool in the hidden tool sequence.
- Press Shift + the tool's keyboard shortcut repeatedly until the tool you want is selected.

Note: When you select a viewing tool to change the screen display of an image, you must return to the Standard screen mode to see the default work area displayed.



Standard
screen mode

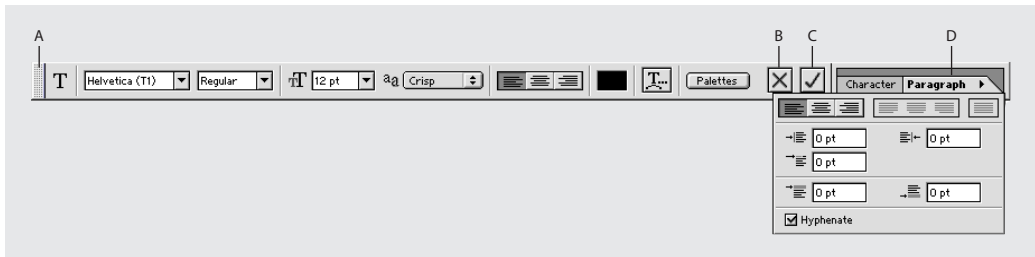
Using the tool options bar

Most tools have options that are displayed in the tool options bar. The tool options bar is context sensitive and changes as different tools are selected. Some settings in the tool options bar are common to several tools (such as painting modes and opacity), and some are specific to one tool (such as the Auto Erase setting for the pencil tool).

You can move the tool options bar anywhere in the work area. In Photoshop, you can dock it at the top or bottom of the screen.

The Photoshop tool options bar includes a palette well for storing other palettes, providing quick access to palettes such as Swatches and Actions that you reference briefly while using the application. The palette well is available only when using a screen resolution greater than 800 pixels x 600 pixels (a setting of at least 1024 x 768 is recommended).

- 1 Select a tool in the toolbox or choose Window > Show Options to display the tool options bar.



A. Title bar **B.** Click the Cancel button to discard your changes. **C.** Click the OK button to commit your changes. **D.** Click the tab to display the palette stored in the palette well.

Note: In Photoshop (Windows) and ImageReady (Windows and Mac), you can double-click the title bar at the left edge to collapse the tool options bar, showing only the tool icon.

- 2 Click the tool icon on the tool options bar, then choose Reset Tool or Reset All Tools from the context menu. This returns a tool or all tools to default settings.
- 3 Drag the title bar at the left edge of the options bar to move the tool options bar. In Photoshop, you can also grab the gripper bar at the left edge of the tool options bar. The gripper bar will appear only if the tool options bar is docked at the top or bottom of your screen.

Entering values

Some tool options bars and palettes contain options that let you enter values using any combination of sliders, angle controls, arrow buttons, and text boxes. As you do each lesson, whenever you're asked to enter a value, use one of the following methods.

To enter values, do one of the following:

- Type a value in the text box. To apply your entry, select a different option or text box in the palette, press Tab to go to a different text box in the palette, click the background in the composition, or press Enter or Return.

Note: For certain options, you can use numeric shortcuts for entering percentages. For instance, typing 1 enters 10%, 2 enters 20%, 3 enters 30%, and so on.

- Drag the slider to the desired value. Shift-drag to move the slider in increments of 10 units.
- Click the up arrow or down arrow button in the palette to increase or decrease the value.
- (Windows only) Click in the text field and then press the Up Arrow or Down Arrow key on the keyboard to increase or decrease the value.
- (Windows only) Use the mouse wheel to increase or decrease the value.
- Drag the angle control to the desired value. Shift-drag to change the angle in 15-degree increments.

To cancel values before you apply them, press the Escape key.

Viewing images

You can view your image at any magnification level from 0.25% (Photoshop) or 12.5% (ImageReady) to 1600%. Adobe Photoshop displays the percentage of an image's actual size in the title bar. When you use any of the viewing tools and commands, you affect the *display* of the image, not the image's dimensions or file size.



Using the View menu

To enlarge or reduce the view of an image using the View menu, do one of the following:

- Choose View > Zoom In to enlarge the display of the image.
- Choose View > Zoom Out to reduce the view of the image.

Each time you choose a Zoom command, the view of the image is resized. The percentage at which the image is viewed is displayed in the Title bar and in the lower left corner of the document window.



View percentage

You can also use the View menu or hand tool to fit an image to your screen.

- 1 Choose View > Fit on Screen. The size of the image and the size of your monitor determine how large the image appears on-screen.
- 2 Double-click the zoom tool (🔍) to return to a 100% view.
- 3 Double-click the hand tool (🖱️) to fit the image on your screen.

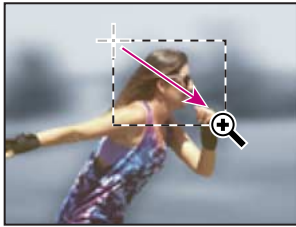
Using the zoom tool

In addition to the View commands, you can use the zoom tool to magnify and reduce the view of an image.

- 1 Select the zoom tool (🔍) and move the tool pointer onto the 01Start image. Notice that a plus sign appears at the center of the zoom tool.
- 2 Position the zoom tool over one of the skaters in the 01Start image, and click to magnify the image.
- 3 With the zoom tool selected and positioned in the image area, hold down Alt (Windows) or Option (Mac OS). A minus sign appears at the center of the zoom tool (🔍).
- 4 Click once; the magnification of the image is reduced by 100%.

You can also draw a marquee with the zoom tool to magnify a specific area of an image.

5 Draw a marquee around the head of one of the skaters using the zoom tool.



Area selected



Resulting view

The percentage at which the area is magnified is determined by the size of the marquee you draw with the zoom tool. (The smaller the marquee you draw, the larger the level of magnification.)

Note: You can draw a marquee with the zoom-in tool to enlarge the view of an image, but you cannot draw a marquee with the zoom-out tool to reduce the view of an image.

You can use the zoom tool to quickly return to a 100% view, regardless of the current magnification level.

6 Double-click the zoom tool to return the 01Start file to a 100% view.

Because the zoom tool is used frequently during the editing process to enlarge and reduce the view of an image, you can select it from the keyboard at any time without deselecting the active tool.

7 To select the zoom-in tool from the keyboard, hold down spacebar+Ctrl (Windows) or spacebar+Command (Mac OS). Zoom in on the desired area, and then release the keys.

8 To select the zoom-out tool from the keyboard, hold down spacebar+Alt (Windows) or spacebar+Option (Mac OS). Click the desired area to reduce the view of the image, and then release the keys.

Scrolling an image

You use the hand tool to scroll through an image that does not fit in the active window. If the image fits in the active window, the hand tool has no effect when you drag it in the image window.

1 Resize the image window to make it smaller than the image.

2 Select the hand tool. Then drag in the image window to bring another skater into view. As you drag, the image moves with the hand.

Like the zoom tool, you can select the hand tool from the keyboard without deselecting the active tool.

3 Select any tool but the hand tool.

4 Hold down the spacebar to select the hand tool from the keyboard. Drag to reposition the image. Then release the spacebar.

5 Double-click the zoom tool to return the image to 100% magnification.

Note: To return the window to its original size at 100% view, select *Resize Windows to Fit* in the zoom tool options bar, and then double-click the zoom tool.

Using the Navigator palette

The Photoshop Navigator palette lets you scroll an image at different magnification levels without scrolling or resizing an image in the image window. (ImageReady does not have a Navigator palette.)

1 If you don't see the Navigator palette, choose Window > Show Navigator to display it.

2 In the Navigator palette, drag the slider to the right to about 200% to magnify the view of the skater. As you drag the slider to increase the level of magnification, the red outline in the Navigator window decreases in size.

3 In the Navigator palette, position the pointer inside the red outline. The pointer becomes a hand.



Dragging slider to 200%



200% view of image



View in Navigator palette

- 4 Drag the hand to scroll to different parts of the image.

You can also draw a marquee in the Navigator palette to identify the area of the image you want to view.

- 5 With the pointer still positioned in the Navigator palette, hold down Ctrl (Windows) or Command (Mac OS), and draw a marquee over an area of the image. The smaller the marquee you draw, the greater the magnification level in the image window.

Using the Info bar

The Info bar is positioned at the lower left corner of the application window (Windows) or the document window (Mac OS). In Photoshop, you can choose from a pop-up menu to display information about a document's size, profile, scratch size, efficiency, timing, and current tool. In ImageReady, you can choose to display the original and optimized file size, optimized information, image dimensions, watermark strength, undo/redo status, original image in bytes, optimized image in bytes, the amount of optimized savings, and download times. You can also use the ImageReady Info bar to change the view of an image.




Photoshop Info bar

ImageReady Info bar

By default, the image's file size appears in the Info bar. 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.

- 1 Position the pointer over the triangle in the Info bar and hold down the mouse button to display the pop-up menu.

In Photoshop, besides the file size, you can display the document profile, how efficiently Photoshop is operating and whether it's using the scratch disk (an Efficiency of less than 100%), the amount of time it took to complete the last operation, and the current tool.

 *In ImageReady, use the Info bar to change the view of an image by choosing a preset zoom percentage from the percentage pop-up menu in the Info bar. For complete information on the ImageReady Info bar options, see “Looking at the Work Area” in ImageReady 3.0 online Help.*

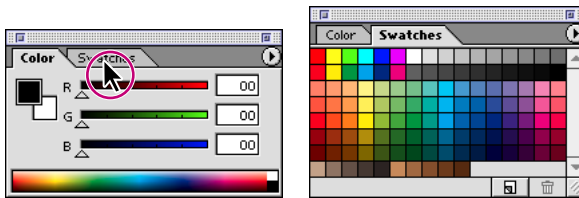
Working with palettes

Palettes help you monitor and modify images. By default, they appear in stacked groups. To show or hide a palette as you work, choose the appropriate Window > Show or Window > Hide command. Show displays the selected palette at the front of its group; Hide conceals the entire group.

Changing the palette display

You can reorganize your work space in various ways. Experiment with several techniques:

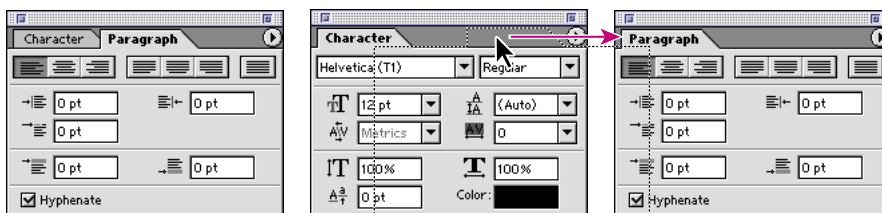
- To hide or display all open palettes and the toolbox, press Tab.
- To hide or display the palettes only, press Shift+Tab.
- To make a palette appear at the front of its group, click the palette's tab.



Click the Swatches tab to move it to the front.

- To move an entire palette group, drag its title bar.

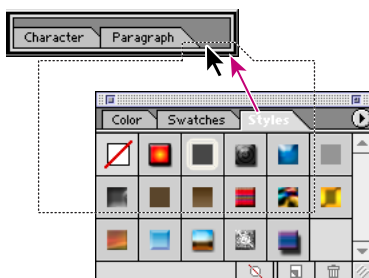
- To rearrange or separate a palette group, drag a palette's tab. Dragging a palette outside of an existing group creates a new group.



Palettes are grouped.

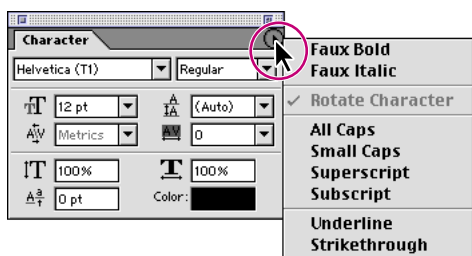
Click the palette tab, and drag the palette to separate it from the group.

- To move a palette to another group, drag the palette's tab to that group.
- To dock a palette in the Photoshop tool options bar, drag the desired palette's tab into the palette well so that the palette well is highlighted.

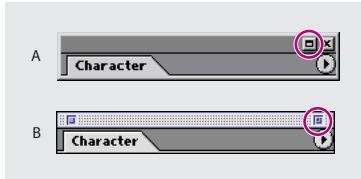


Note: *Palettes are considered hidden when stored in the tool options bar. Clicking on the title of a palette stored in the well shows the palette until you click outside the palette.*

- To display a palette menu, position the pointer on the triangle in the upper right corner of the palette, and hold down the mouse button.



- To change the height of a palette, drag its lower right corner. To return the palette to default size, click the minimize/maximize box (Windows) or the resize box (Mac OS) in the right corner of the title bar. (A second click collapses the palette group.) You cannot resize the Info, Color, Character, and Paragraph palettes in Photoshop, or the Optimize, Info, Color, Layer Options, Character, Paragraph, Slice, and Image Map palettes in ImageReady.



Click to collapse or expand the palette.
A. Windows B. Mac OS

- To collapse a group to palette titles only, Alt-click the minimize/maximize box (Windows) or click the resize box (Mac OS). Or double-click a palette's tab. You can still access the menu of a collapsed palette.

Setting the positions of palettes and dialog boxes

The positions of all open palettes and movable dialog boxes are saved by default when you exit the program. Alternatively, you can always start with default palette positions or restore default positions at any time:

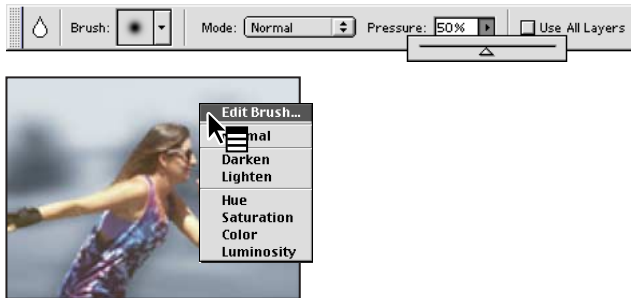
- To reset palettes to the default positions, choose Window > Reset Palette Locations (Photoshop), or choose Window > Arrange > Reset Palettes (ImageReady).
- To always start with the preset palette and dialog box positions, choose Edit > Preferences > General, and deselect Save Palette Locations. The change takes effect the next time you start Adobe Photoshop or Adobe ImageReady.

Using context menus

In addition to the menus at the top of your screen, context menus display commands relevant to the active tool, selection, or palette.

To display a context menu, position the pointer over the image or over an item in a palette and right-click (Windows) or Control-click (Mac OS).

Here we've used the blur tool (△). The Sample Size options are displayed in the blur tool's context menu. You can also access these same options using the tool options bar.



Using online Help

For complete information about using palettes, tools, and the application features, you can use online Help.

Adobe Photoshop and Adobe ImageReady each include complete documentation in online Help plus keyboard shortcuts, full-color galleries of examples, and more detailed information about some procedures.

Online Help is easy to use, because you can look for topics in several ways:

- Scanning a table of contents.
- Searching for keywords.
- Using an index.
- Jumping from topic to topic using related topic links.

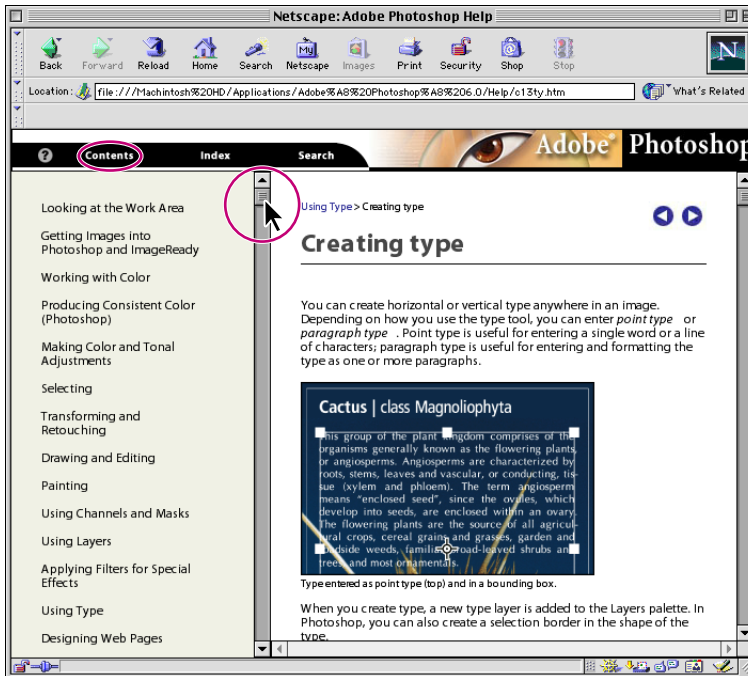
First you'll try looking for a topic using the Contents screen.

1 Display online Help:

- In Windows, press F1, or choose Help > Contents to display the Help Contents menu.
- In Mac OS, choose Help > Help Contents (Photoshop) or Help > Help Topics (ImageReady).

Your browser will launch if it is not already running. The topics for the Photoshop 6.0 online Help system (all of the information in the Photoshop 6.0 User Guide) appears in the left frame of your browser window.

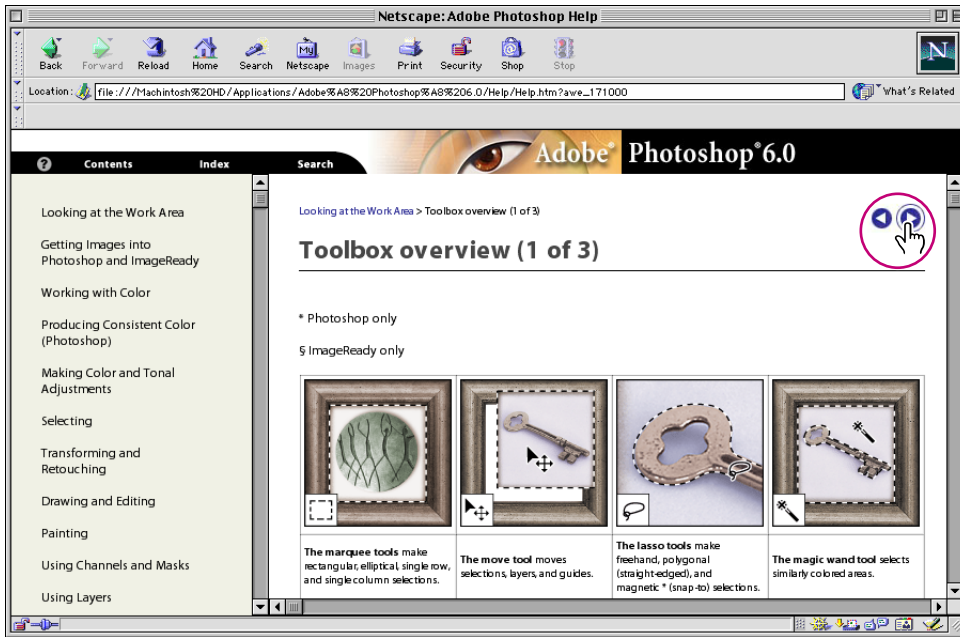
2 Drag the scroll bar or click the arrows for the left frame to navigate through the Help contents. The contents are organized in a hierarchy of topics, much like the chapters of a book.



3 Position the pointer on Looking at the Work Area, and click to display its contents in the right window frame.

4 Locate the *Toolbox overview* topic, and click to display it. An illustration of the tools with brief descriptions appears.

The online Help system is interactive. You can click any text *link* to jump to another topic. Whenever you move the mouse pointer over a link or a hotspot, the mouse pointer changes to a pointing-finger icon.



Using keywords, links, and the index

If you can't find the topic you are interested in by scanning the Contents page, then you can try searching using a keyword.

1 Click Search in the black tab area at the top of the Photoshop online Help window.

A search text box appears in the left frame.

2 Type a keyword in the text box and click the Search button. A list of topics based on your keyword search is displayed. If desired, click some of the links to go to the related topics.

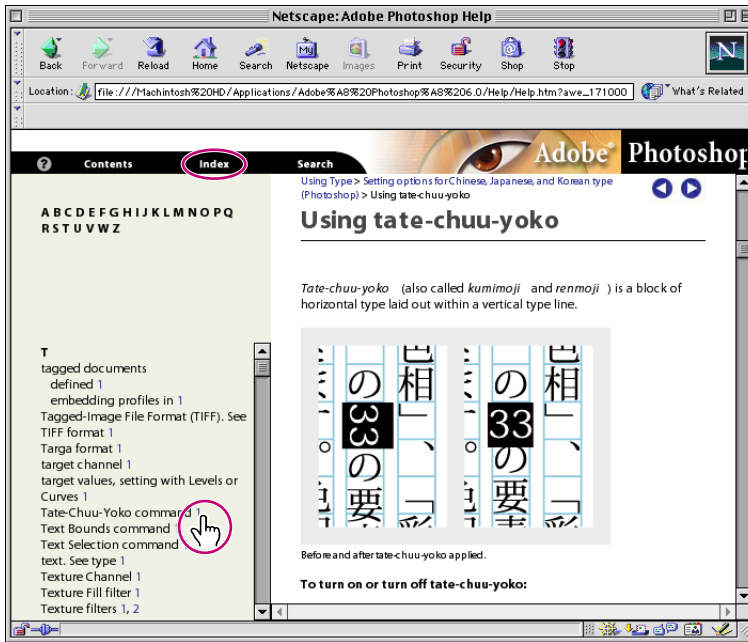
You can also search for a topic using the index.

3 Click Index in the black tab area at the top of the Photoshop online Help window. A list of alphabetical letters displays in the left frame.

4 Click one of the letters to display index entries.

These entries appear alphabetically by topic and subtopic, like the index of a book.

5 Click the page number next to an entry to go to the corresponding topic page.




6 When you have finished browsing, click the Close box to close the Photoshop online Help window, or quit your browser application.

Using Adobe online services

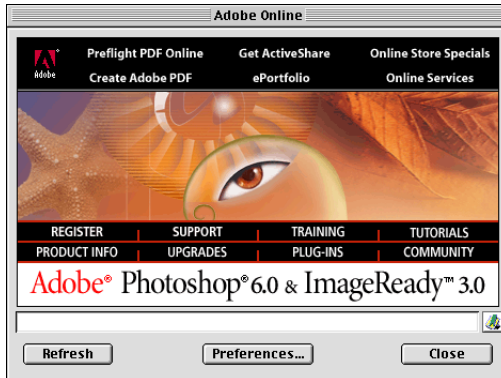
Another way to get information on Adobe Photoshop or on related Adobe products is to use the Adobe online services. If you have an Internet connection and a Web browser installed on your system, you can access the U.S. Adobe Systems Web site (at www.adobe.com) for information on services, products, and tips pertaining to Photoshop.

Adobe Online provides access to up-to-the-minute information about services, products, and tips for using Adobe products.

1 In Photoshop or ImageReady, choose Help > Adobe Online, or click the icon () at the top of the toolbox.

2 Do any of the following:

- Select Refresh to make sure you have the latest version of the Adobe Online window and its buttons, as well as the latest bookmarks. It is important to refresh the screen so that the current options are available for you to choose from.



- Select Preferences to specify connection options. General preferences affect how Adobe Online interacts with all Adobe products installed on your system, and Application preferences affect how Adobe Online interacts with Photoshop and ImageReady. To see an explanation of each preference option, click Setup and follow the prompts. You also can set up an automatic refresh using the Update Options.

Note: You can also set Adobe Online preferences by choosing *Edit > Preferences > Adobe Online*.


3 If you selected Preferences in step 2, select configuration options in the Adobe Online Preferences dialog box and then click OK:

- Select Use System Default Internet Settings (Windows) or Use Internet Config settings (Mac OS) to use the Internet configuration currently used by your system, or enter new proxy and port settings for ImageReady to use.
- In the Update Options dialog box, select refresh and download options for updating Adobe Online.

When you set up Adobe Online to connect to your Web browser, Adobe can either notify you whenever new information is available or automatically download that information to your hard disk. If you choose not to use the Adobe automatic download feature, you can still view and download new files whenever they are available from within the Adobe Online window.

4 Click any button in the Adobe Online window to open the Web page to which the button is linked.


You can easily find information specifically on Photoshop and ImageReady—including 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.

5 Click the bookmark button () in the Adobe Online dialog box to view Web pages related to Photoshop and Adobe. These bookmarks are automatically updated as new Web sites become available.

6 Click Close to return to Photoshop or ImageReady.

Jumping to ImageReady

Now you'll switch to ImageReady. Jumping between the applications lets you use the full feature sets of both applications when preparing graphics for the Web or other purposes, yet still maintain a streamlined workflow. Jumping to another application also saves you from having to close the file in Photoshop and reopen it in the other application.

1 In Photoshop, click the Jump To ImageReady button ()

The 01Start.psd file opens in ImageReady.

You can jump between Photoshop and ImageReady to transfer an image between the two applications for editing, without closing or exiting the originating application. In addition, you can jump from ImageReady to other graphics-editing applications and HTML-editing applications installed on your system. For more information on jumping to other applications in ImageReady, see Photoshop 6.0 online Help.

2 Select Jump To, or choose File > Jump To > Adobe Photoshop 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 can undo the update in Photoshop or ImageReady as you would with other states in the History palette. For more information, see “Correcting your work” on page 91 in Lesson 4 of this book.

3 Close the file.

You’re ready to begin learning how to create and edit images.

Making colors consistent between Photoshop and ImageReady

Although ImageReady 3.0 is capable of reading most profiles in Photoshop files, the RGB color display could vary between Photoshop and ImageReady. If a Photoshop file has a profile embedded, the Use Embedded Color Profile preview option communicates with Photoshop’s color management system.

To adjust RGB color display in ImageReady to match color display in Photoshop:

Choose View > Preview > Use Embedded Color Profile.

ImageReady’s Use Embedded Color Profile feature is available only if the Photoshop file has a profile embedded.

–From Adobe Photoshop 6.0 online Help

Review questions

- 1 Describe two ways to change your view of an image.
- 2 How do you select tools in Photoshop or ImageReady?
- 3 What are two ways to get more information about Photoshop and ImageReady?
- 4 Describe two ways to create images in Photoshop and ImageReady.
- 5 How do you switch between Photoshop and ImageReady?

Review answers

- 1 You can choose commands from the View menu to zoom in or out of an image, or to fit it to your screen; you can also use the zoom tools and click or drag over an image to enlarge or reduce the view. In addition, you can use keyboard shortcuts to magnify or reduce the display of an image. You can also use the Navigator palette to scroll an image or change its magnification without using the image window.
- 2 To select a tool, you can select the tool in the toolbox, or you can press the tool's keyboard shortcut. For example, you can press M to select a marquee tool. A selected tool remains active until you select a different tool.
- 3 Adobe Photoshop contains online Help, with all the information in the Photoshop 6.0 User Guide, plus keyboard shortcuts and some additional information and full-color illustrations. Photoshop also includes a link to the Adobe Systems home page for additional information on services, products, and tips pertaining to Photoshop. ImageReady 3.0 also contains online Help and a link to the Adobe home page.
- 4 You can create original artwork in Adobe Photoshop or ImageReady, or you can get images into the program by scanning a photograph, a transparency, a negative, or a graphic; by capturing a video image; or by importing artwork created in drawing programs. You can also import previously digitized images—such as those produced by a digital camera or by the Kodak Photo CD process.
- 5 You can click the Jump To button in the toolbox or choose File > Jump To to switch between Photoshop and ImageReady.