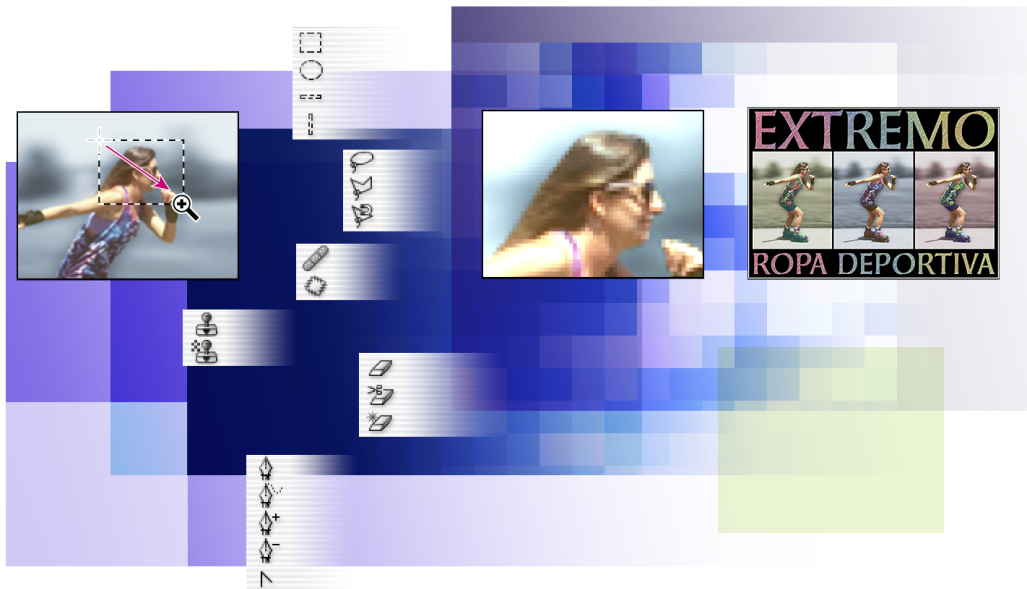


1 Getting to Know the Work Area



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 7.0 Classroom in a Book* CD, and copy the folder into the Lessons folder on 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 7.0 Classroom in a Book* CD.

Before beginning this lesson, restore the default application settings for Adobe Photoshop. See “Restoring default preferences” on page 5.

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 4.

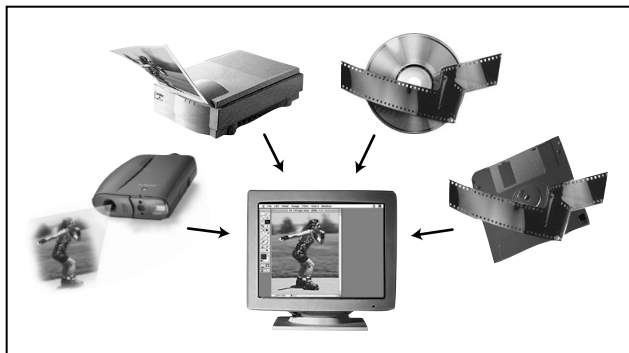
Starting Adobe Photoshop and opening files

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.

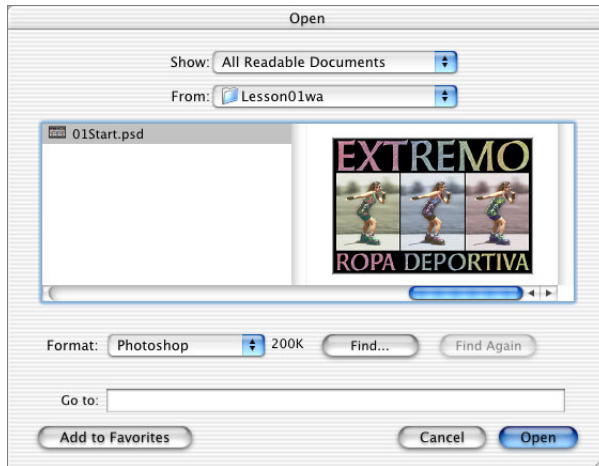
Both Photoshop and ImageReady work with bitmapped, digitized images (that is, continuous-tone images that have been converted into a series of small squares, or picture elements, called *pixels*). In Photoshop, you can also work with vector graphics, which are shapes made up of smooth lines that retain their crispness when scaled. In ImageReady, you can create moving elements, such as animations and rollovers, for on-screen viewing.

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 Adobe Photoshop 7.0 online Help.

- 1 On the desktop, double-click the Adobe Photoshop icon to start Adobe Photoshop. If you do not see the Photoshop icon on your desktop, look for it on the Start/Programs/Adobe menu (Windows), in the Applications folder in the Finder (Mac OS 9 and Mac OS 10), or in the dock (Mac OS 10).
- 2 Choose File > Open, and open the file 01Start.psd from the Lessons/Lesson01 folder that you copied to your hard drive.



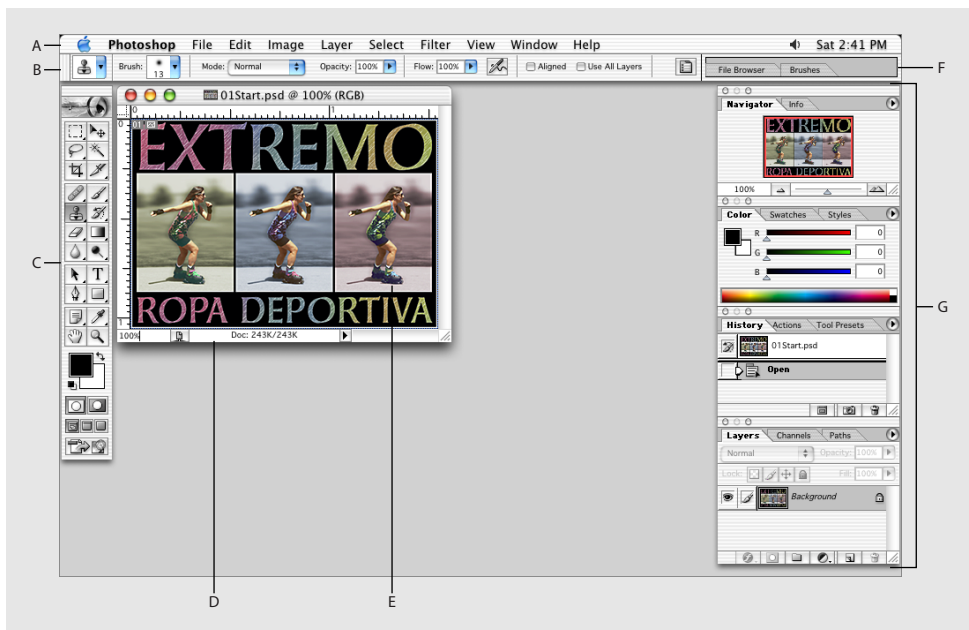
Using the tools

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.

Finding tools in the work area

The default 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, and one or more image windows, which you open separately. In Photoshop, the four default palette groups appear along the right of the work area. In ImageReady, additional palettes appear in the lower left part of the work area.

The tools are located in the toolbox but are also controlled by options you select in the tool options bar and, in some cases, in the various palettes.



A. Menu bar B. Tool options bar C. Toolbox D. Info bar E. Image window F. Palette well G. Palettes

Selecting tools in the toolbox

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.

1 To select a tool, click the tool in the toolbox, or you can press the tool's keyboard shortcut.

For example, to use the keyboard shortcut to select the zoom tool, press Z. Then, you can press M to switch back to the marquee tool. Selected tools remain active until you select a different tool.

If you don't know the keyboard shortcut for a tool, position the pointer over the tool until a tooltip appears, displaying the tool name and shortcut. 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.



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

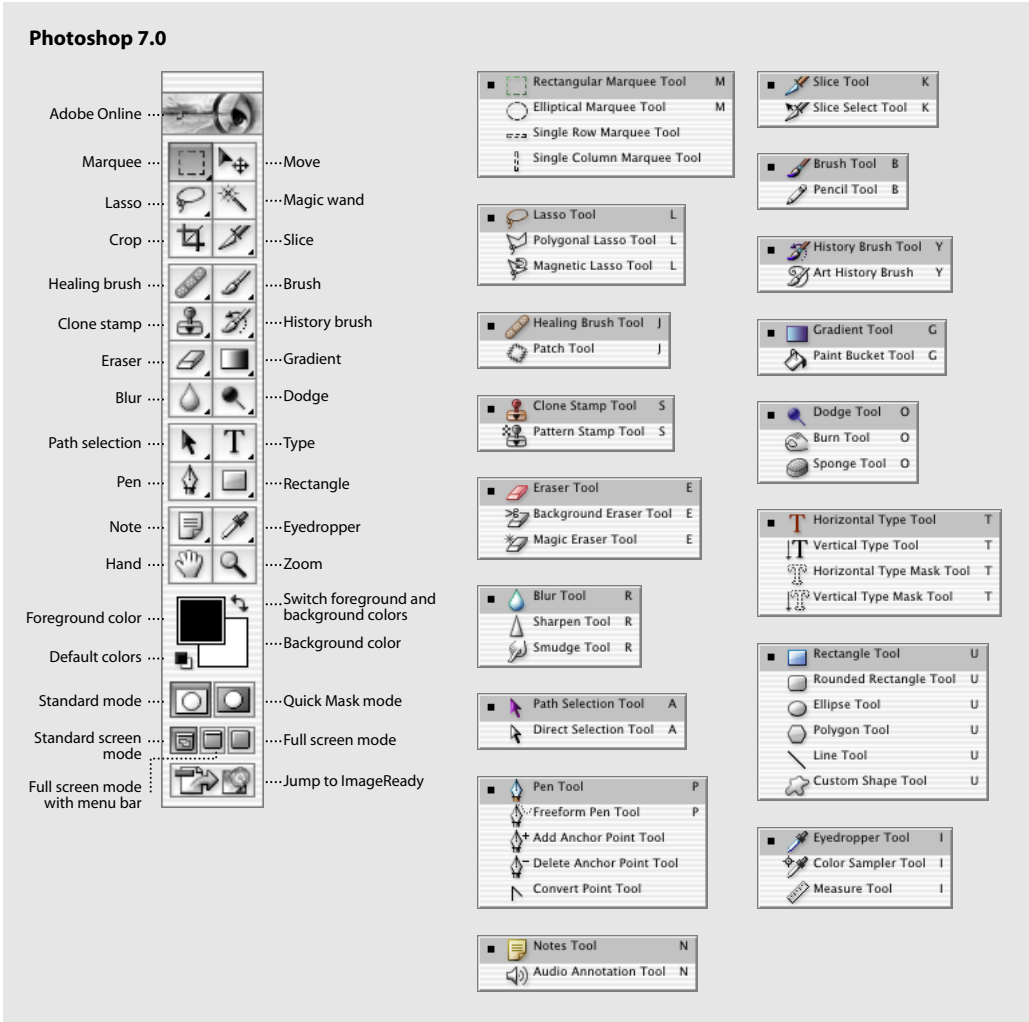
- *In Photoshop, press A for the selection tools; in ImageReady, press A to show or hide image maps.*
- *In Photoshop, press P for the pen tools; in ImageReady, press P for the image map tools.*
- *In Photoshop, press Q to switch between Quick Mask mode and Standard mode; in ImageReady, press Q to show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

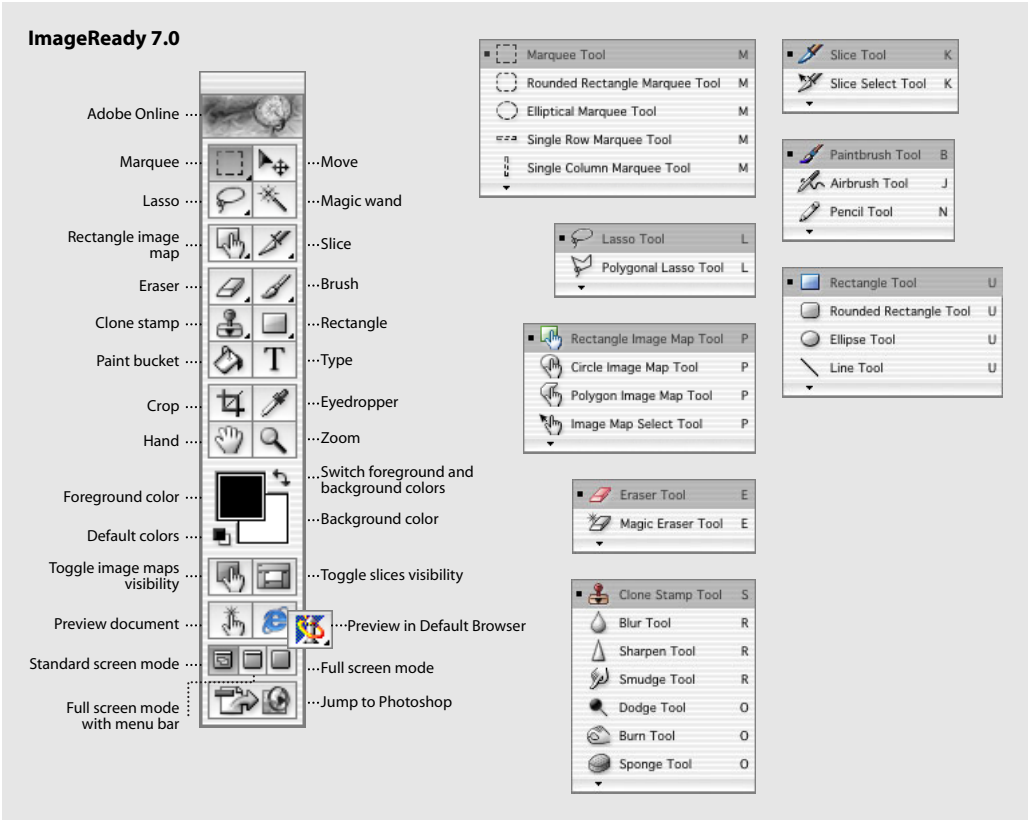
Some of the tool buttons in the toolbox include a small triangle at the bottom right corner, indicating the presence of additional tools hidden behind the selected tool.



2 Select hidden tools in any of the following ways:

- Hold down the mouse button on a tool with a small triangle symbol (such as the rectangular marquee tool, which is the default tool selection) to open a pop-up menu of the additional hidden tools. Drag the pointer to the tool you want to use, and release the mouse button.
- Hold down Alt (Windows) or Option (Mac OS), and click the tool in the toolbox to toggle through the hidden tools in sequence until the tool you want to use is selected.
- Press Shift + the tool's keyboard shortcut repeatedly until the tool you want is selected.





For an overview of the tools that describes their functions, see figure 1-1 in the color section.

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 also dock it at the top or bottom of the screen.

The Photoshop tool options bar includes a palette well for storing palettes without closing them entirely. The palette well is available only when the work area is greater than 800 pixels x 600 pixels (a setting of at least 1024 x 768 is recommended).

The following steps demonstrate the interactions between the tools and the tool options bar.

- 1 To see options for a tool, select the tool (such as the rectangular marquee tool (□), which is selected by default) in the toolbox and then notice the display in the tool options bar.



Note: If the tool options bar does not appear, open the Window menu and make sure that the Options command has a check mark, or select it now to display the tool options bar.

- 2 Select a different tool in the toolbox, and notice how the tool option bar changes.

3 To move the tool options bar, drag the left edge of the tool options bar to a new location. In Photoshop, the left edge appears as a gripper bar when the tool options bar is docked under the menu bar or at the bottom of the work area.

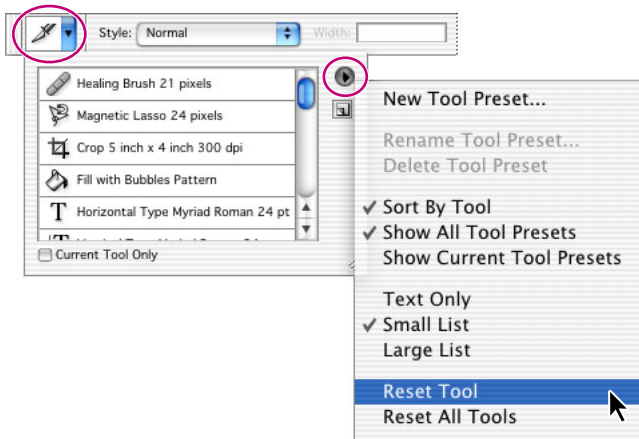
Note: In Photoshop (Windows, Mac OS 10) and ImageReady (all platforms), you can double-click the gripper bar at the left end of the tool options bar to collapse it, so that only the tool icon appears.



4 To dock the Photoshop tool options bar again under the menu bar or at the bottom of your screen, drag the tool options bar by its left edge until it snaps into position.

After you select options for a tool, those options remain selected until you change them again, even if you select other tools and work with them. You can easily reset your tool options back to the default settings.

5 To reapply default settings for a tool, click the tool in the tool options bar to open a pop-up palette, and then open the palette menu and choose Reset Tool. (Then click anywhere outside the pop-up palette to close it.)



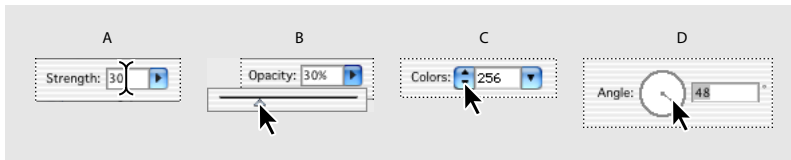
Notice that you can also choose Reset All Tools from that same palette menu to restore the default settings for all tools.

Entering values

Some tool options bars, palettes, and dialog boxes contain options that you enter as values. There are various methods for entering values: 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 methods listed below. In many cases, you may have a choice of techniques that you can use to enter the value.

- Type a value in the text box. To apply your entry, do one of the following: 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.



A. Text Box B. Slider C. Up and Down arrows D. Angle control

- Drag the slider to change the value. In many cases, you must first click a down arrow button next to the text box to open the slider. If you shift-drag a slider, the values change in increments of 10 units.
- Click the up arrow and down arrow buttons to increase and decrease values.
- Drag an angle control to change the value. Shift-drag to change the angle in 15-degree increments.
- (Windows, Mac OS 10 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. Hold down Shift as you click an arrow key to change the value in increments of 10 units.
- (Windows only) Use the mouse wheel to increase or decrease the value.

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

Viewing images

You can view your image at any magnification level from 0.29% (Photoshop) or 12.5% (ImageReady) to 1600% of the image's actual size. Adobe Photoshop displays this percentage in the image window title bar. When you use any of the viewing tools and commands, you affect the *display* of the image, not the image 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 display of the image.
- Choose View > Fit on Screen. The size of the image and the size of your monitor determine how large the image appears on-screen.

Note: You can also double-click the hand tool (🖱️) in the toolbox to fit the image on your screen.

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 image window.



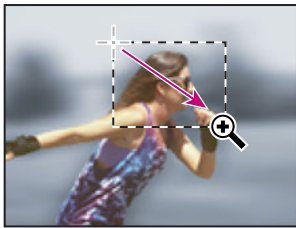
Using the zoom tool

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 skater images in the 01Start image, and click once to magnify the image to the next largest preset percentage.
- 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 to the next lower preset percentage.

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 will be.)

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 return quickly to a 100% view, regardless of the current magnification level.

- 6 In the toolbox, double-click the zoom tool button 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 Select another tool, such as the hand tool ()
- 8 Use the keyboard to temporarily select the zoom-in tool by holding down spacebar+Ctrl (Windows) or spacebar+Command (Mac OS). Click to zoom in on an area of the image, and then release the keys.
- 9 To select the zoom-out tool from the keyboard, hold down spacebar+Alt (Windows) or spacebar+Option (Mac OS). Click the image to reduce the magnification, 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 Drag the lower right corner of the image window inward to reduce the window size so that only part of the image fits in the window.
 - 2 Select the hand tool () and drag different directions in the image window to bring another skater into view. As you drag, the image moves with the hand tool pointer.
- 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 300% 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 drag the red outline to different parts of the image. In the image window, notice that the area of the image that is visible also changes as you drag in the Navigator palette.

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

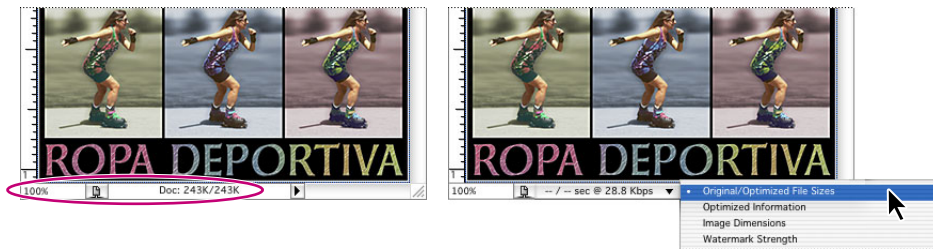
- 5 With the pointer still positioned in the Navigator palette, hold down Ctrl (Windows) or Command (Mac OS), and draw a marquee over an area of the image. The smaller the marquee you draw, the greater the magnification level in the image window will be.

Using the Info bar

In Photoshop, the Info bar is positioned at the lower border of the application window (Windows) or the lower border of the image window (Mac OS). This area displays the current magnification, an area for specific choices of information types, and context-sensitive information about the currently selected tool. In ImageReady, the Info bar appears at the lower border of the image window.

You can click an arrow button on the Info bar to open a pop-up menu of different categories of information. Your selection from the menu determines what kind of information appears next to that arrow on the Info bar.

Note: The pop-up menu on the Info bar is not available if the window is too small.



Photoshop Info bar

ImageReady Info bar

By default, the file size for the active image 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.

💡 In ImageReady, you can use the percentage pop-up menu in the Info bar to change the view of an image by a preset zoom percentage. For complete information on the ImageReady Info bar options, see “Looking at the Work Area” in ImageReady 7.0 online Help.

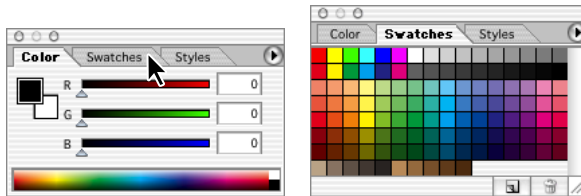
Working with palettes

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 > [palette name]. A checkmark by a palette name on the Window menu indicates that the palette is shown now in the front of its palette group. No checkmark means that the palette is either closed or hidden behind another palette in its palette group.

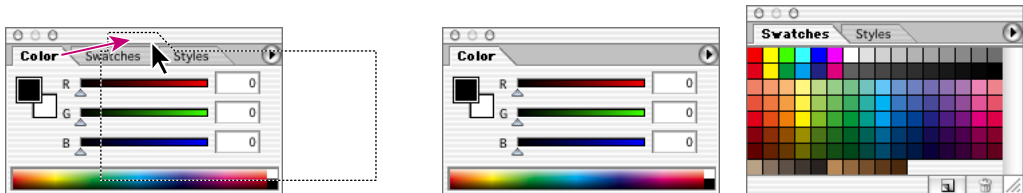
Changing the palette display

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

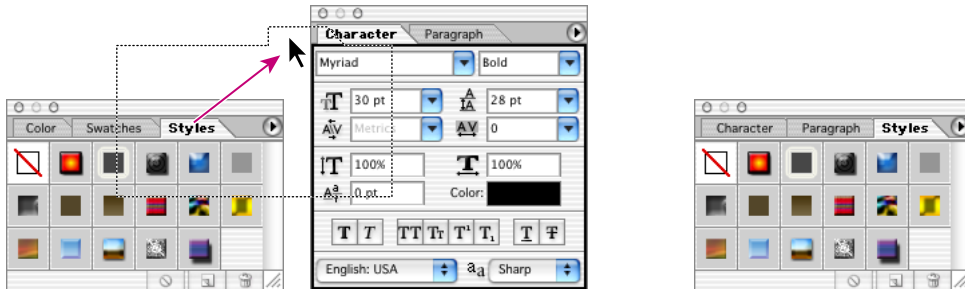
- To hide all open palettes, the toolbox, and the tool options bar, press Tab. Then press Tab again to reopen them.
- To hide or display the palettes only (but not change the toolbox or tool options bar displays), press Shift+Tab.
- To make a palette appear at the front of its group, click the palette tab.



- To move an entire palette group, drag the title bar to another location.
- To separate a palette from its palette group, drag the palette tab beyond the existing group.



- To move a palette to another group, drag the palette tab inside that palette group so that a black highlight appears inside the group, and then release the mouse button.



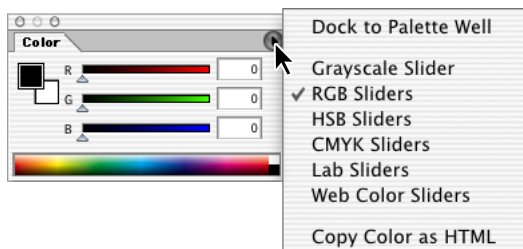
- To dock a palette in the palette well on the Photoshop tool options bar, drag the palette tab into the palette well so that the palette well is highlighted.

Note: Palettes are considered hidden when stored in the palette well. Clicking on the title of a palette stored in the well temporarily opens the palette until you click outside the palette or click the palette tab a second time.

Using palette menus

Most palettes (including pop-up palettes), pickers, and a few dialog boxes have attached menus with commands that affect the available options or related options for that palette or dialog box. These menus are sometimes referred to as *fly-out menus* because of the way they open out from the palettes. (However, this book consistently refers to these as *palette menus*.)

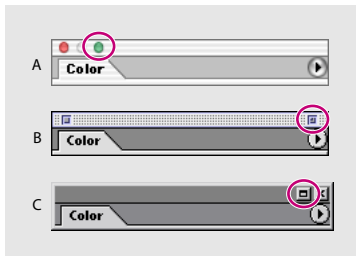
To display a palette menu, click the round arrow button in the upper right corner of the palette. You can then move the pointer to the command you want to choose.



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 by clicking to toggle between preset sizes.

- To change the height of a palette, drag its lower right corner.
- To return a resized palette to its default size, click the minimize/maximize box (Windows) or the resize box (Mac OS). (A second click collapses the palette group.)



A. Mac OS 10 B. Mac OS C. Windows

Note: 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.

- 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 tab.

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.

Setting the positions of palettes and dialog boxes

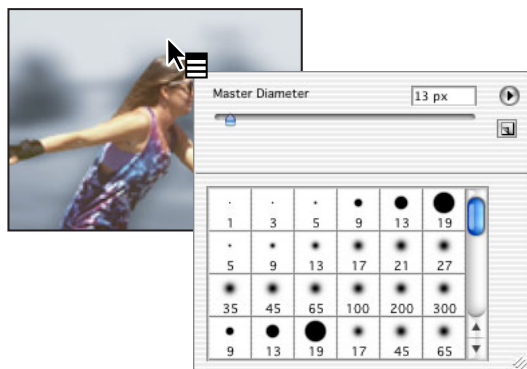
The positions of all open palettes and movable dialog boxes are saved by default when you exit the program. However, you can always start with default palette positions or restore default positions at any time:

- To reset palettes to the default positions, choose Window > Workspace > Reset Palette Locations.
- To always start with the preset palette and dialog box positions, choose Edit > Preferences > General (Windows, Mac OS 9) or Photoshop > Preferences > General (Mac OS 10), and deselect the Save Palette Locations check box. 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).
- To try this out, select the eyedropper tool () , move it over the image window, and right-click or Control-click. A context menu appears, showing options you can set for the eyedropper tool, including a palette menu with additional options. You can also access these options by clicking the Brush option arrow in the tool options bar.



Using online Help

For complete information about using palettes, tools, and the application features, you can use online Help. Photoshop Help includes all the same topics and information as in the printed *Adobe Photoshop 7.0 User Guide*.

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:

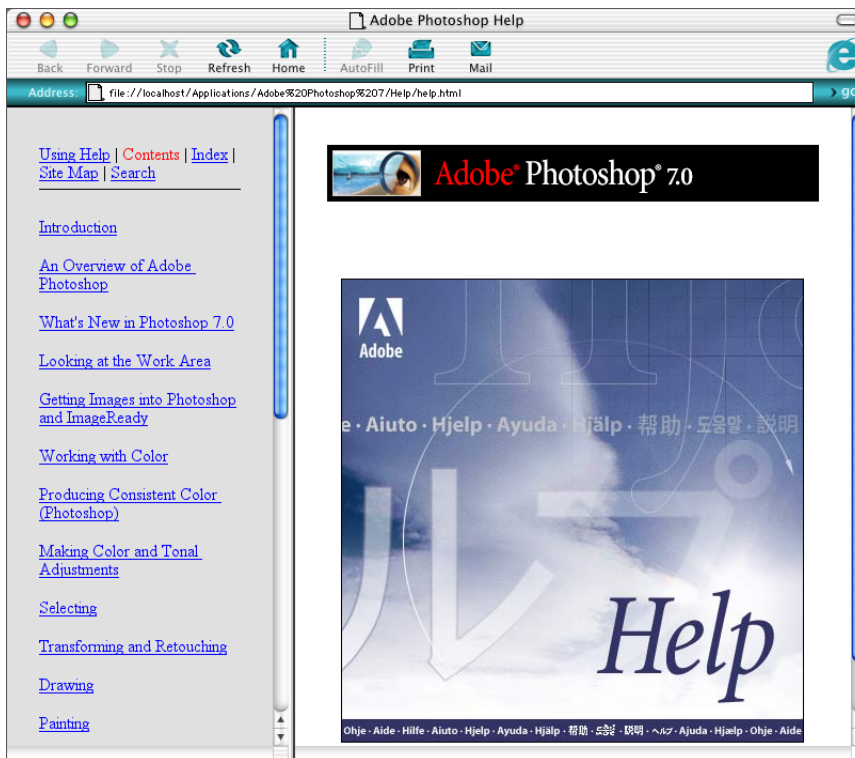
- Scanning a table of contents.
- Searching for keywords.
- Using an index.
- Jumping from topic to topic using related topic links.

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

1 Display online Help, choose Help > Photoshop Help (Photoshop) or Help > ImageReady Help (ImageReady).

Note: In Windows, you can also open Photoshop Help by pressing F1.

Your browser opens. The topics for the Photoshop 7.0 online Help system appear in the left frame of your browser window.



2 In the left frame of the Help window, scroll down to skim through the Help contents. The contents are organized in a hierarchy of topics, just like the chapters of a book.

3 Near the top of the list of topics in the left pane, click *Looking at the Work Area*. The “Looking at the Work Area” Help topic appears in the right pane.

4 In the right pane, click *Using the toolbox* to open that topic.

5 Near the bottom of the “Using the toolbox” topic, click *Toolbox overview (1 of 3)* to open that topic. An illustration of various tools appears with brief descriptions of each tool.

The online Help topics are 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 the Help system keywords, links, and the index

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

1 At the top of the left pane, click the word *Search*.

A search text box appears in the left pane.

2 Type a keyword in the text box, such as **lasso**, and click the Search button. After a brief pause, a list of topics based on your keyword search appears below the text box in the left pane. To see any of these topics, click the topic name.

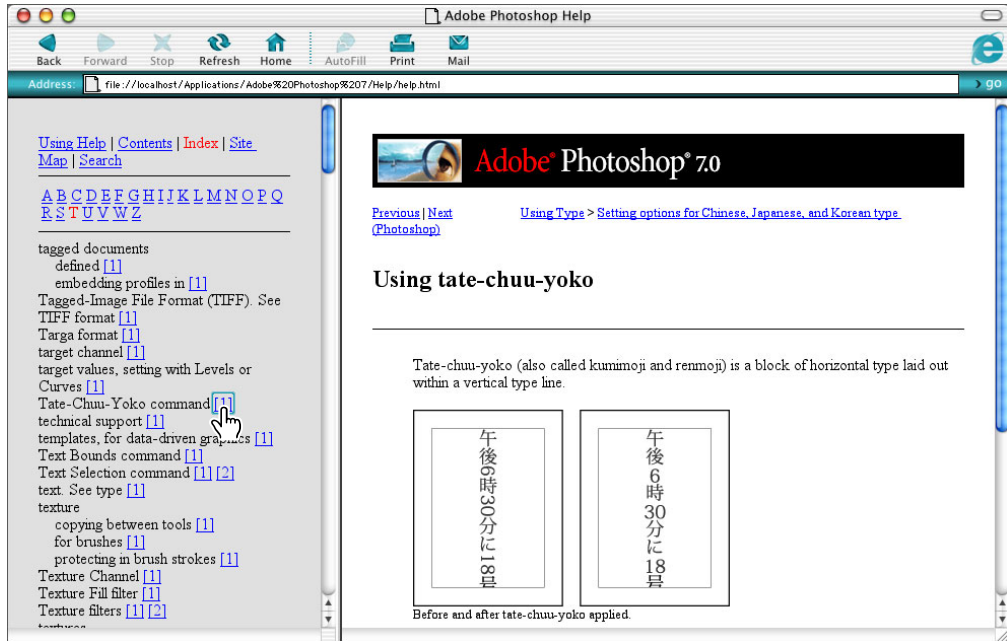
You can also search for a topic using the index.

3 At the top of the left pane, click the word *Index*. An alphabetical list of letters appears across the top of the left pane, followed by the listings for the letter A.

4 Click another letter, such as T, to display index entries for that letter.

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

5 Click the number [1] next to an entry to open the first topic about that entry. (If there is more than one number, clicking the number [2] or [3] opens a second or third topic about the same entry.)



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 (www.adobe.com) for information on services, products, and tips pertaining to Photoshop.

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

- 1 In Photoshop or ImageReady, choose Help > Adobe Online, or click the icon () (Photoshop) or () (ImageReady) at the top of the toolbox.
- 2 Choose Edit > Preferences > Adobe Online (Windows, Mac OS 9) or Photoshop > Preferences > Adobe Online (Mac OS 10) and enter the preferences you want to use, including settings in the Update Options pop-up menu 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.

- 3 If you use Netscape as your browser, 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.
- 4 Click Close to return to Photoshop or ImageReady.

Using Adobe Online, you can 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.

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.

- 1 In the Photoshop toolbox, 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 7.0 online Help.

- 2 In ImageReady, click the Jump To Photoshop button () in the toolbox to return to Photoshop, or choose File > Jump To > Adobe Photoshop 7.0.

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 203 of this book.

- 3 Close the file.

Now that you're acquainted with the basics of the Photoshop 7.0 work area, you're ready to explore the new File Browser feature or to begin learning how to create and edit images. Once you know the basics, you can do the *Adobe Photoshop 7.0 Classroom in a Book* lessons in sequential order or you can jump ahead to the subject matter that most interests you.

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. A selected tool remains active until you select a different tool. To select a hidden tool, you can use either a combination keyboard shortcut to toggle through the tools or you can hold down the mouse button on the tool in the toolbox to open a pop-up menu of the hidden tools.
- 3 Adobe Photoshop contains online Help, with all the information in the *Adobe Photoshop 7.0 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 7.0 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.