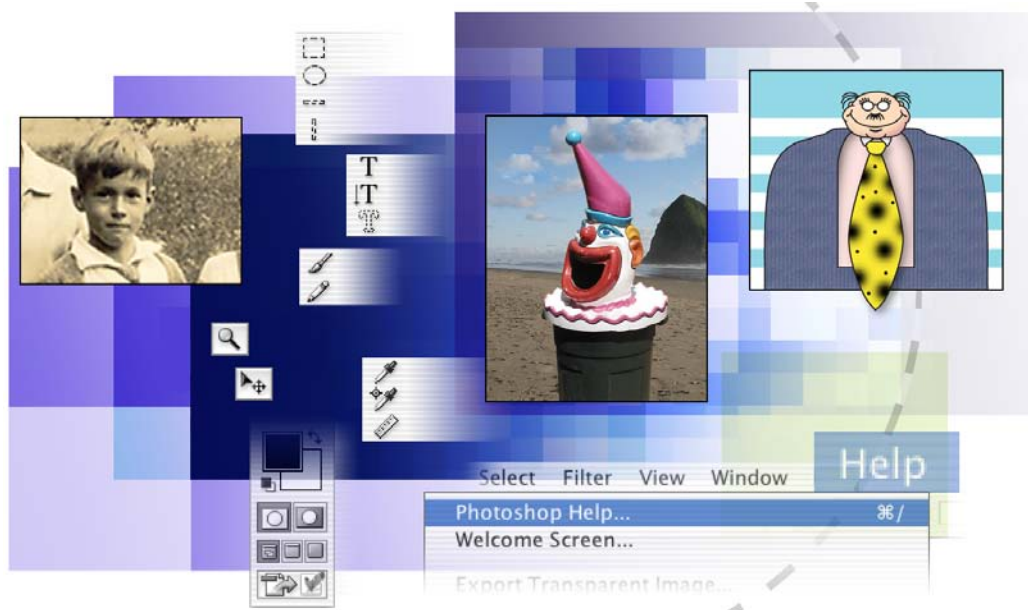


1 Getting to Know the Work Area



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 Adobe Photoshop files.
- Open, close, and use the File Browser to preview and select files.
- Select and use some of the tools in the toolbox.
- Set options for a selected tool, using the tool options bar.
- Use various methods of zooming in and out on an image.
- Select, rearrange, and use palettes.
- Select commands on palette menus and context menus.
- Open and use a palette docked in the palette well.
- Undo actions to correct mistakes or to make different choices.
- Jump from Photoshop to ImageReady.
- Find topics in Photoshop Help.
- Prepare your own How To topics and list them on the Photoshop Help menu.

This lesson will take about an hour to complete. The lesson is designed to be done in Adobe Photoshop. Most of this lesson could be done in Adobe ImageReady, but the File Browser is not available in ImageReady, so it's best to do this lesson in Photoshop.

Before starting Adobe Photoshop, locate the Lesson01 folder on the *Adobe Photoshop CS Classroom in a Book* CD, and copy the folder into the Lessons folder that you created on your hard disk for these projects (or create it now). As you work on this lesson, you'll overwrite the start files. If you need to restore the start files, copy them again from the *Adobe Photoshop CS Classroom in a Book* CD.

Note: Windows 2000 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 to work in Adobe Photoshop

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*.

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 drawings 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 import images into the program from many sources, such as:

- Photographs from a digital camera.
- Commercial CDs of previously digitized images.
- Scans of photographs, transparencies, negatives, graphics, or other documents.
- Captured video images.
- Artwork created in drawing programs.

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

Starting Photoshop and opening a file

To begin, you’ll start Adobe Photoshop and reset the default preferences.

Note: *Usually, you won’t reset the defaults when you’re on your own. However, while you’re working in this book, you’ll reset them each time, so that what you see on screen matches the descriptions in the lessons. See “Restoring default preferences” on page 4.*

1 On the desktop, double-click the Adobe Photoshop icon to start Adobe Photoshop and then immediately hold down Ctrl+Alt+Shift (Windows) or Command+Option+Shift (Mac OS) to reset the default settings.

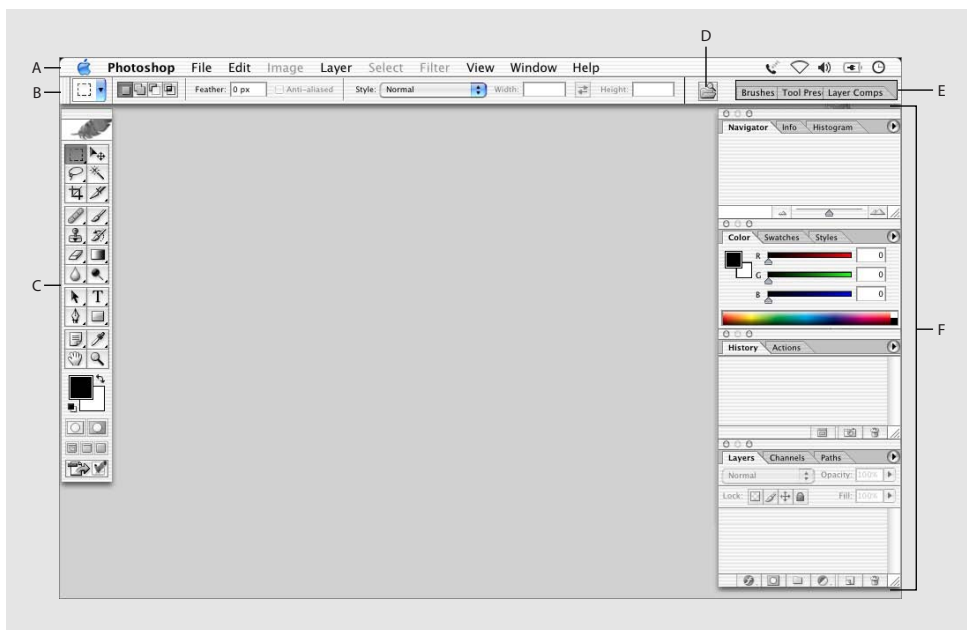
If you don’t see the Photoshop icon on your desktop, look in the Start/Programs/Adobe menu (Windows) or in either the Applications folder or the dock (Mac OS).

2 As the following three messages appear:

- Click Yes to confirm that you want to delete the Adobe Photoshop Settings File.
- Click No to close the message about configuring your color monitor settings.
- Click Close to close the Welcome Screen.

The Photoshop work area appears in the configuration shown in the illustration below.

Note: The illustration below shows the Mac OS version of Photoshop. On Windows, the arrangement is the same but some of the operating system styles are different.



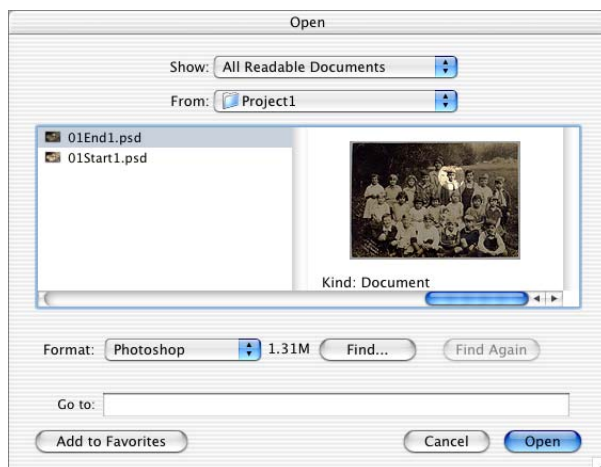
A. Menu bar B. Tool options bar C. Toolbox D. File Browser button E. Palette well F. Palettes

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

Note: Photoshop and ImageReady have many palettes in common, but some palettes are unique to one application or the other. You'll learn more about the different palettes in virtually every lesson in this book.

3 Choose File > Open, and navigate to the Lessons/Lesson01/Project1 folder that you copied to your hard drive from the *Adobe Photoshop CS Classroom in a Book* CD.

- 4 Select the 01End1.psd file and click Open.



The 01End1.psd file opens in its own window, called the *image window*. The End files in this book show you what you are aiming for in the different projects. In this End file, an old school photograph has been enhanced so that one student in the class appears spotlighted while the rest of the picture appears to be in shadow.

- 5 Choose File > Close, or click the close button on the title bar of the window in which the photograph appears. (Do not click the close button for Photoshop.)

Opening a file with the File Browser

You'll do your work in different start files within each lesson. You can make additional copies of these files and save them under different names or locations. Or, you can work in your original start files and then copy them again from the CD again if you want a fresh start. There are four different start files for this lesson, each of which is in its own Project folder.

In the previous procedure, you used the classic method of opening a file. Now you'll open another file using the File Browser, one of the Photoshop features that takes the guesswork out of finding the image file you need.

- 1 Click the File Browser button () on the tool options bar.

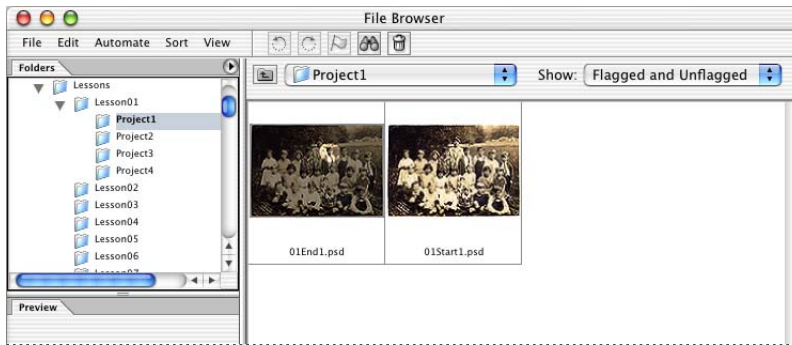


The File Browser opens, displaying a collection of palettes, menus, buttons, and panes.

Note: You can also open the File Browser by choosing *File > Browse*.

2 In the Folders palette within the File Browser, navigate to the Lessons/Lesson01 folder on your hard drive and select the Project1 folder nested within it.

When you select the Project1 folder, thumbnails of the folder contents appear in the right pane of the File Browser.



3 Select the 01Start1.psd file and open it in either of the following ways:

- Double-click the thumbnail for the 01Start1.psd file.
- Select the thumbnail for the 01Start1 file, and then, using the menu bar that is inside the File Browser, choose *File > Open*.

The image window for the 01Start1 file now appears in front of the File Browser.

4 Close the File Browser in any of the following ways:

- Click the close button on the File Browser title bar.
- Select the File Browser button on the tool options bar once to bring the File Browser forward and a second time to close it.
- Click the File Browser to bring it forward, and then choose *File > Close* on the main Photoshop menu bar.

The File Browser is much more than a convenient visual interface for opening files. You'll have the chance to learn more about the many features and functions of the File Browser in Lesson 2, "Using the File Browser."

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 are familiar to Photoshop users and some that are unique. Lessons 14–18 focus on ImageReady tools and features.

It could easily require an entire book to catalog details for the wealth of tools and tool configurations that are possible in Photoshop. While that would certainly be a useful reference, it's not the goal of this book. Instead, you'll start gaining experience by configuring and using a few tools on a sample project. Every lesson will introduce you to more tools and ways to use them. By the time you finish all the lessons in this book, you'll have a solid foundation for further explorations of the Photoshop tool set.

Selecting and using a tool from the toolbox

The toolbox—the long, narrow palette on the far left side of the work area—contains selection tools, painting and editing tools, foreground- and background-color selection boxes, and viewing tools.

You'll start by using the Zoom tool, which appears in many other applications, including Adobe products such as Acrobat, Illustrator, PageMaker, and InDesign.

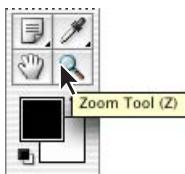
1 Examine the status bar at the bottom of the work area (Windows) or image window (Mac OS) and notice the percentage listed on the far left end. This represents the current enlargement view of the image, or zoom level.



A. Zoom level **B.** Status bar (Mac OS)

Note: In Windows, look for the status bar across the bottom of the Photoshop work area.

2 Move the pointer over the toolbox and let it hover over the small magnifying-glass button until a tooltip appears, identifying the tool by name and providing the keyboard shortcut for the tool.



3 Select the Zoom tool to make it active by doing either of the following:

- Click the Zoom tool button (🔍) in the toolbox
- Press Z, which is the keyboard shortcut for the Zoom tool.

4 Move the pointer over the image window. Notice that the pointer now looks like a tiny magnifying glass with a plus sign (+) in the center of the glass.

5 Click anywhere in the image window.

The image enlarges to a preset percentage level, which replaces the previous value in the status bar. The location you clicked when you used the Zoom tool becomes the center of the enlarged view. If you click again, the zoom advances to the next preset level, up to a maximum of 1600%.

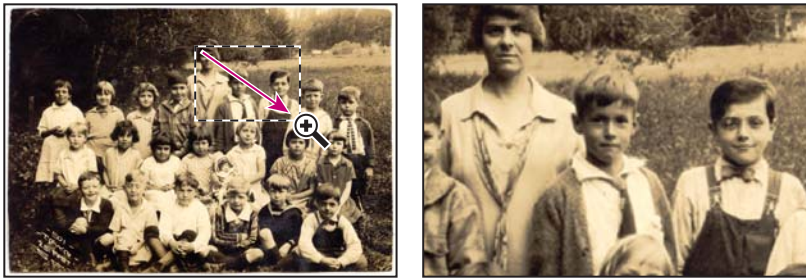
6 Hold down the Alt key (Windows) or Option key (Mac OS) so that the Zoom tool pointer appears with a minus sign (-) in the center of the magnifying glass, and then click anywhere in the image. Then release the Alt or Option key.

Now the view zooms out to a lower preset magnification. Examine the photograph and decide which child you want to spotlight.

Note: There are other ways to zoom out. You can select the Zoom In (🔍) or Zoom Out (🔍) tool mode on the tool options bar for the Zoom tool. You can choose View > Zoom In or View > Zoom Out. Or, you can type a lower percentage in the status bar.

7 Using the Zoom tool, drag a rectangle to enclose the area of the image that includes the child you want to spotlight.

The image enlarges so that the area you enclosed in your rectangle fills the image window.



You have now tried out three different ways of using the Zoom tool to change the magnification in the image window: clicking, holding down a keyboard shortcut while clicking, and dragging to define a magnification area. Many of the other tools in the toolbox can be used with keyboard combinations. You'll have opportunities to use these techniques in various lessons in this book.

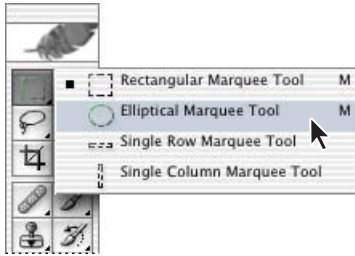
Selecting and using a hidden tool

Photoshop has many tools you can use to edit image files, but you will probably work with only a few of them at a time. The toolbox arranges some of the tools in groups, with only one tool shown for each group. The other tools in the group are hidden behind that tool.

A small triangle in the lower right corner of a button is your clue that other tools are available but hidden under that tool.

- 1 Position the pointer over the tool at the top of the left toolbox column until the tooltip appears, identifying it as the Rectangular Marquee tool (□) with the keyboard shortcut M. Then select that tool.
- 2 Select the Elliptical Marquee tool (○), which is hidden behind the Rectangular Marquee tool, using one of the following methods:

- Hold down the mouse button over the Rectangular Marquee tool to open the pop-up list of hidden tools, and select the Elliptical Marquee tool.



- Alt-click (Windows) or Option-click (Mac OS) the tool button in the toolbox to cycle through the hidden marquee tools until the Elliptical Marquee tool is selected.
- Press Shift+M, which switches back and forth between the Rectangular and Elliptical Marquee tools.

3 Move the pointer over the image window, so that the pointer appears as crosshairs (-|-) and move it to the upper left side of the child's head.

4 Drag the pointer down and to the right to draw an ellipse around the child and then release the mouse button.

An animated dashed line indicates that the area inside it is *selected*. When you select an area, it becomes the only editable area of the image. The area outside the selection is protected.



5 Move the pointer inside the elliptical selection you created, so that the pointer appears as an arrow with a small rectangle (↱).

- 6 Drag the selection so that it is accurately centered over the child.




When you drag the selection, only the selection border moves, not pixels in the image. When you want to move the pixels that make up the image, you'll need to use a different technique, which you'll learn a little later. There's more about making different kinds of selections and moving the selection contents in Lesson 4, "Working with Selections."

Using keyboard combinations with tool actions

Many tools can operate under certain constraints. You usually activate these modes by holding down specific keyboard keys as you move the tool with the mouse. Some tools have modes that you choose in the tool options bar.

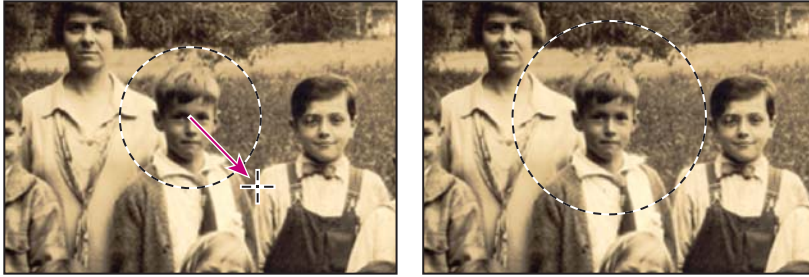
The next task is to make a fresh start at selecting the child. This time, you'll use a keyboard combination that constrains the elliptical selection to a perfect circle that you'll draw from the center outward instead of from the outside inward.

- 1 Make sure that the Elliptical Marquee tool () is still selected in the toolbox, and deactivate the current selection by doing one of the following:

- In the image window, click anywhere that is outside of the selected area.
- Choose **Select > Deselect**.
- Use the keyboard shortcut, **Ctrl+D** (Windows) or **Command+D** (Mac OS).

- 2 Position the pointer in the center of the child's face.

3 Hold down Alt+Shift (Windows) or Option+Shift (Mac OS) and drag outward from the center of the face until the circle completely encloses the child's face.



4 Carefully release first the mouse button and then the keyboard keys.

If you are not satisfied with the selection circle, you can move it: Place the pointer inside the circle and drag. Or, you can click outside the selection circle to deselect it, and then try again.

***Note:** If you accidentally release one or both of the keys prematurely, the tool reverts to its normal behavior (unconstrained and drawing from the edge). However, if you haven't yet released the mouse button, you can just press the keys down again, and the selection changes back. If you have released the mouse button, simply start again at Step 1.*

5 In the toolbox, double-click the Zoom tool (🔍) to return to 100% view. If the entire image doesn't fit in the image window, select the Fit In Screen button on the tool options bar.

Notice that the selection remains active, even after you use the Zoom tool.

Applying a change to a selected area

In order to spotlight the selected child, you'll want to darken the rest of the image, not the area inside the current selection. Since the area within the selection is protected from change, you'll reverse the selection, making the rest of the image active and preventing the change from affecting the one child's face.


1 Choose Select > Inverse.

Although the animated selection border around the child looks the same as it did before, notice that a similar border appears all around the edges of the image. Now the rest of the image is selected and can be edited, while the area within the circle is not selected and cannot be changed while the selection is active.



A. Selected area (editable) B. Unselected area (protected)

2 Choose Image > Adjustments > Curves.

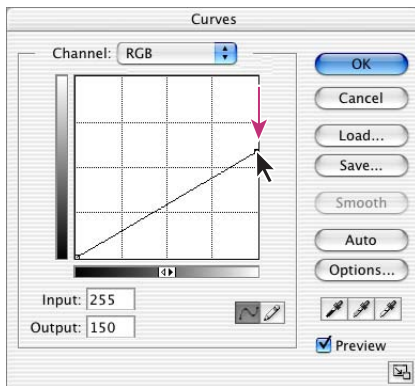
 The keyboard shortcut for this command, *Ctrl+M* (Windows) or *Command+M* (Mac OS) appears by the command name on the Adjustments submenu. In the future, you could just press that keyboard combination to open the Curves dialog box.


3 In the Curves dialog box, make sure that the Preview option is selected. If necessary, drag the Curves dialog box to one side so that you can see most of the image window.

The Preview option shows the effect of your selections in the image window, so the picture changes as you adjust settings. This makes it unnecessary to repeatedly open and close a dialog box as you try out different options and refine them.

4 Drag the control point in the upper right corner of the graph straight down until the value shown in the Output option is approximately 150. (The Input value should remain unchanged.)

As you drag, the highlights are reduced in the selected area of the image.



 As soon as you click the control point, the Output value at the bottom of the page can be edited directly, so you can set the level by typing, or you can scrub to set it. To scrub, move the pointer over the label Output, so that it appears as a pointing finger with two tiny, horizontal arrows. Drag left over the label to reduce the value, or right to increase it. Scrubbing is now available for many numeric options in Photoshop and ImageReady, whether in the tool options bar, a palette, or a dialog box.

5 Examine the results in the image window, and then adjust the Output value up or down until you are satisfied with the results.

6 Click OK to close the Curves dialog box.

7 Do one of the following:

- If you want to save your changes, choose File > Save and then choose File > Close.
- If you want to revert to the unaltered version of the file, choose File > Close, and select No when you are asked if you want to save your changes
- If you want to do both of the above, choose File > Save As, and then either rename the file or save it to a different folder on your computer, and click OK. Then choose File > Close.

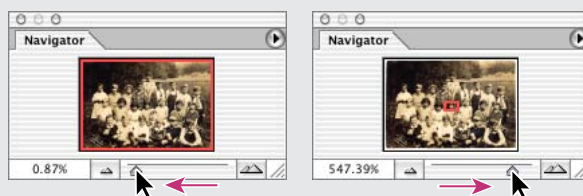
It's not necessary to deselect, because closing the file cancels the selection.

Congratulations! You've just finished your first Photoshop project. Although the Curves dialog box is actually one of the more sophisticated methods of altering an image, it isn't that difficult to use, as you have seen. You will learn more about making adjustments to images in many other lessons in this book. Lessons 3 and 7 especially address techniques that are comparable to those used in classic darkroom work, such as adjusting for exposure, retouching, and correcting colors.

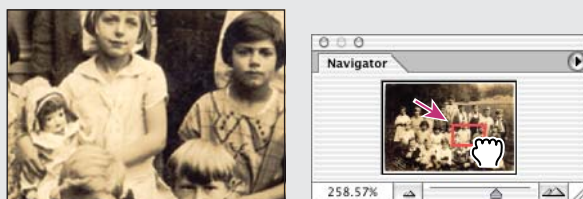
Try this: another way to zoom and scroll in the image window

The Navigator palette is another speedy method of making large changes in the zoom level, especially when the exact percentage of magnification is unimportant to you. It's also a great way to scroll around in an image, because the thumbnail shows you the context so you can tell exactly what part of the image appears in the image window.

The slider underneath the image thumbnail in the Navigator palette enlarges the image when you drag it to the right (toward the large mountain icon) and reduces it when you drag to the left.



The heavy red rectangle outline represents the area of the image that appears in the image window. When you are zoomed in far enough so that the image window shows only part of the image, you can drag the red outline around the thumbnail area to see other areas of the image. This also is an excellent way to verify which part of an image you're working on when you work at very high zoom levels.



Using the tool options bar and other palettes

Did you notice that you've already had some experience with the tool options bar? In the previous project, you saw that there are options on the tool options bar for the Zoom tool that change the view of the current image window. You also used the File Browser button that always appears on the tool options bar, regardless of which tool might be active.

Previewing and opening another file

The next project involves a promotional postcard for a community project. You'll use the File Browser again to preview the end file—which shows you what you're aiming to do—and to open the start file.

- 1 Select the File Browser button (📁) on the tool options bar to open the File Browser.
- 2 In the File Browser Folders palette, select the Lessons/Lesson01/Project2 folder.
- 3 Select the 01End2.psd file in the thumbnails pane so that it appears in the Preview palette.

Examine the image and notice the text that is set against the cloud-like area across the lower part of the image.



💡 You can drag the vertical bar that is between the thumbnails pane and the three palettes on the left to resize the areas. Drag it to the right to enlarge the image in the Preview palette to get a better look at the finished image. You can also drag the horizontal bars above and below the Preview palette to make it taller or shorter.

- 4 Select the thumbnail for the 01Start2.psd file and open it in Photoshop, either by double-clicking the thumbnail or by choosing File > Open on the File Browser menu bar.
- 5 Click the File Browser to bring it forward and then close it.

Setting tool properties on the tool options bar

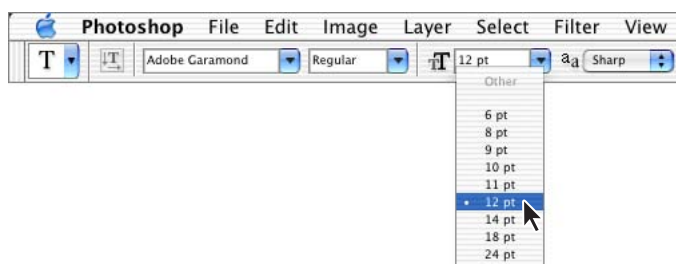
With the 01Start2.psd file open in Photoshop, you're now ready to select the characteristics for the text and then to type your message.

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

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

- 2 In the tool options bar, do the following:

- Select a font you like from the first pop-up menu. (We used Adobe Garamond, but you can use another font if you prefer.)
- Select **12 pt** as the font size. (You can select using the pop-up menu illustrated below, by typing directly in the font-size text box, or by scrubbing the font-size option label.)



- 3 Click once anywhere on the left side of the image and type **Monday is Beach Cleanup Day**.



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

- 4 In the toolbox, select the Move tool (↻) at the top of the column on the right.
- 5 Position the Move tool pointer over the text you typed and drag the text into the misty white rectangle near the bottom of the image, centering the text inside it.



Using palettes and palette menus

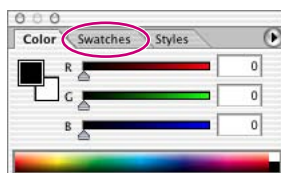
The text color in your image is the same as the Foreground Color swatch in the toolbox, which is black by default. The text in the End file example was colored a dark blue that coordinates nicely with the rest of the image. You'll color the text by selecting it and then selecting another color.

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

- 2 Drag the Type tool from one end of the text to the other to select all the words.

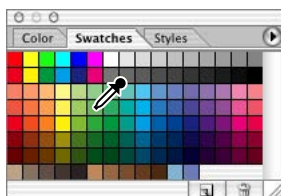


- 3 In the Color palette group, select the Swatches palette tab to bring it forward.



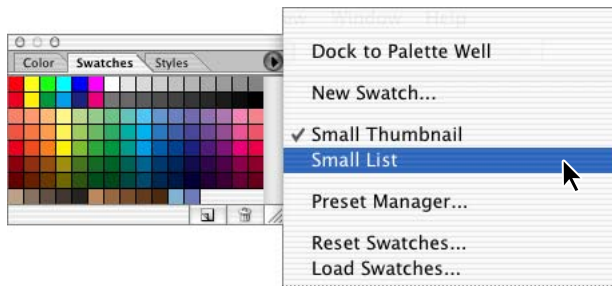
- 4 Select any swatch, so that the color appears in three places: in the Foreground Color in the toolbox, in the text color swatch on the tool options bar, and in the text you typed in the image window. (Select any other tool in the toolbox to deselect the text so that you can see the color applied to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

Note: When you move the pointer over the swatches, it temporarily changes into an eyedropper. Set the tip of the eyedropper on the swatch you want, and click to select it.



That's how easy it is to select a different color, although there are many other methods in Photoshop. However, you'll use a specific color for this project, and it's easier to find it if you change the Swatches palette display.

5 Make sure that the Type tool is not still selected. Click the arrow (▸) on the Swatches palette to open the palette menu, and choose the Small List command.



6 Select the Type tool and reselect the text, as you did in Steps 1 and 2.

7 In the Swatches palette, scroll down to near the bottom of the list of swatch colors to find the Darker Cyan swatch, and then select it.



Now the text appears in the Darker Cyan color.

8 Select the Hand tool (☞) to deselect the text. Then, click the Default Foreground And Background Colors icon (■) on the toolbox to make Black the active foreground color.



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

You can now close the file because you've finished the task. You can either save the file, close it without saving it, or save it under a different name or location, as you did for your Project1 file.

It's as simple as that—you've completed another project. Nice job!

Undoing actions in Photoshop


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

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

This project also introduces you to layering, which is one of the most fundamental and powerful features in Photoshop. There are many kinds of Photoshop layers, some of which contain images, text, or solid colors, and others that simply interact with layers below them. The file for this project has both kinds of layers. You don't really have to understand layers to complete this project successfully, so don't worry about that aspect of the project. You'll learn more about layers in Lesson 5, "Layer Basics," and Lesson 11, "Advanced Layer Techniques," with more about how to use one layer to control another one in Lesson 10, "Vector Masks, Paths, and Shapes."

Undoing a single action

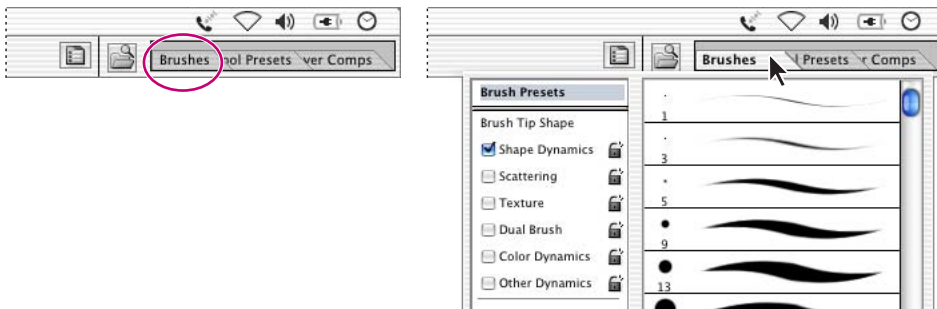
Even beginning computer users quickly learn to use and appreciate the familiar Undo command.

- 1 Select the File Browser button () on the tool options bar, and use the Folders palette to find and select the Lessons/Lesson01/Project3 folder.
- 2 In the thumbnails pane, select the 01End3.psd file so that you can see the results you'll achieve in this lesson. Then, select and double-click the 01Start3.psd file to open it in Photoshop. Close the File Browser.

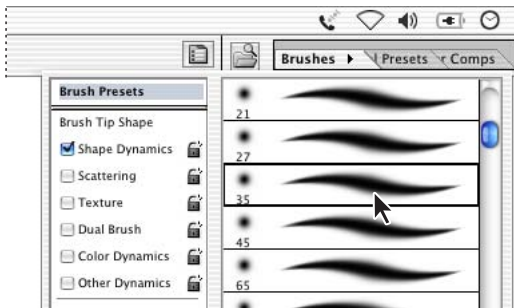
Notice the listings in the Layers palette. The layers structure includes a clipping mask, which works somewhat like a selection, restricting the area of the image that can be altered. With the clipping mask in place, you can paint a design over the man's tie without worrying about any stray brush strokes disturbing the rest of the image. The Tie Designs layer is selected, because it's the layer you'll be altering in this project.

3 In the toolbox, select the Brush tool (🖌), or press B to select it by its keyboard shortcut.

4 On the tool options bar, select the Brushes tab in the palette well to temporarily open the Brushes palette.

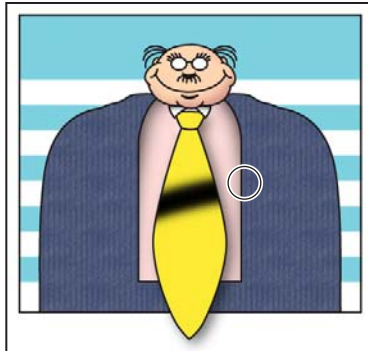


5 Scroll down the list of brushes and select the Soft Round 35-pixels brush. (The name will appear as a tooltip if you let the pointer hover over a brush.)



If you want to try a different brush, that's OK, but for this task select a brush that's reasonably close to 35 pixels—preferably in the range between 20 and 50 pixels.

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



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

7 Choose Edit > Undo Brush Tool, or press Ctrl+Z (Windows) or Command+Z (Mac OS) to undo the Brush tool action.

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

You'll get more experience with clipping masks when you do the project in Lesson 10, "Vector Masks, Paths, and Shapes" and Lesson 11, "Advanced Layer Techniques."

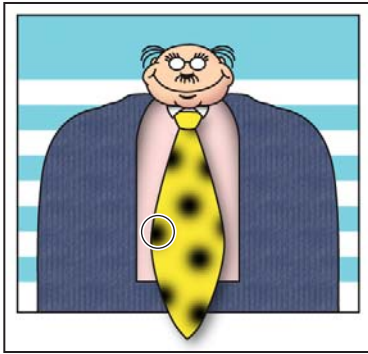
Undoing multiple actions (Photoshop)

The Photoshop Undo command reverses only one step. This is a practicality because Photoshop files can be very large, and maintaining multiple Undo steps can tie up a lot of memory, which tends to degrade performance.

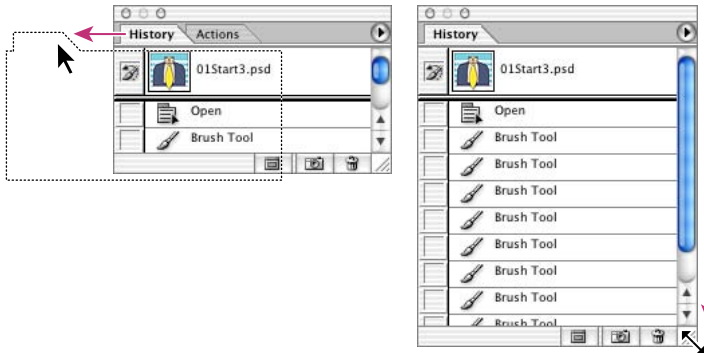
However, you can still step back through multiple actions, thanks to the History palette.


1 Using the same Brush tool settings, click once over the (unstriped) yellow tie to create a soft dot.

- 2 Click several more times in different areas on the tie to create a pattern of dots.



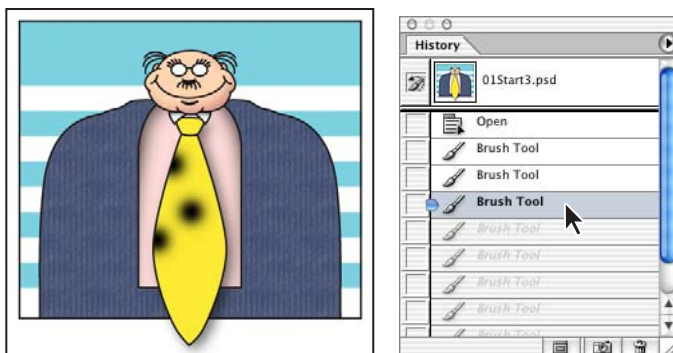
- 3 Using the History palette tab, drag it from its palette group to a position next to the other palettes. Then, drag down the lower right corner of the History palette to expand it so that you can see more steps. (This isolating and resizing is only for convenience.)



 You can also expand the History palette by clicking the minimize/maximize button (Windows) or the green zoom button (Mac OS) on the palette title bar. This resizes the palette so that all the current history states are in view.

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

- 4 Click one of the earlier actions in the History palette, and examine the changes this causes in the image window: Several previous actions are undone.



- 5 In the image window, create a new dot on the tie with the brush tool.

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

- 6 Choose Edit > Undo Brush Tool or press Ctrl+Z (Windows) or Command+Z (Mac OS) to undo the dot you created in Step 5.

Now the History palette fills in with the earlier listing of dimmed actions.

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

Now the image is restored to the condition it was in when you finished Step 2 of this procedure.

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

You'll explore the History palette more in Lesson 7, "Retouching and Repairing."


About the ImageReady Undo command

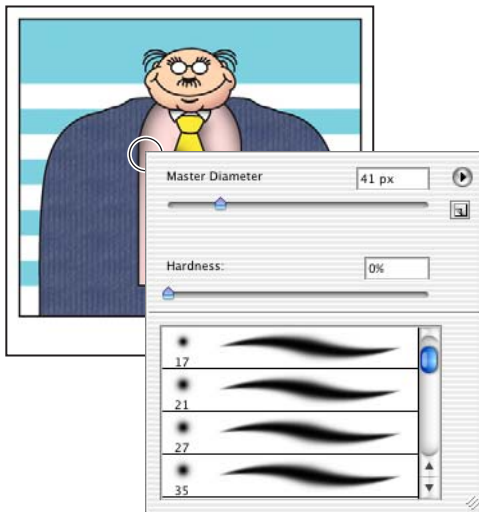
ImageReady has multiple levels of Undo. You can reverse your most recent actions by selecting the Undo command or pressing Ctrl+Z (Windows) or Command+Z (Mac OS) repeatedly. You reinstate actions that you've undone by choosing Edit > Redo <tool>, or pressing Ctrl+Shift+Z (Windows) or Command+Shift+Z (Mac OS).

The default number of Undo steps available in ImageReady is 32. You can change that number by choosing Edit > Preferences > General (Windows) or Photoshop > Preferences > General (Mac OS) and typing a different number in the Undo Levels option. Type a higher number to make it possible to step back more than 32 actions, or type a lower number for better performance.

Using a context menu

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

- 1 If the Brush tool () is not still selected in the toolbox, select it now.
- 2 In the image window, right-click (Windows) or Control-click (Mac OS) anywhere in the image to open the Brush tool context menu.



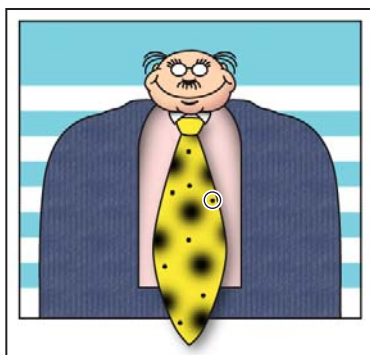
Context menus vary with their context, of course, so what appears can be a menu of commands or a palette-like set of options, which is what happens in this case.

3 Select a finer brush, such as the Hard Round 5 pixels brush. You may need to scroll up or down the list in the context menu to find the right brush.

4 In the image window, use the selected brush to create smaller dots on the tie.

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

5 Place additional dots on the tie.



6 As it suits you, use the Undo command and the History palette to backtrack through your painting actions to correct mistakes or make different choices.

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

More about palettes and palette locations

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

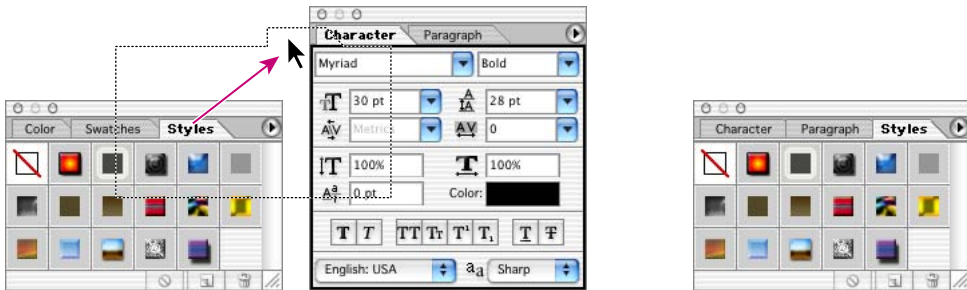
The complete list of palettes appears on the Window menu, with check marks appearing by the names of the palettes that are currently open at the front of their palette groups. You can open a closed palette or close an open one by selecting the palette name on the Window menu.

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

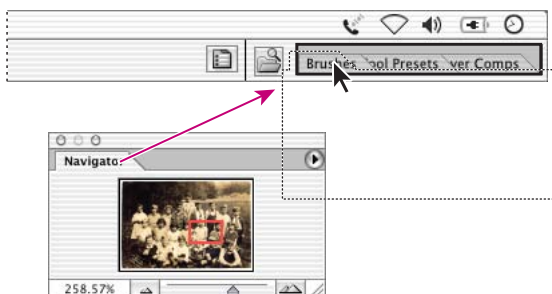
You've already used the palette well when you opened the Brushes palette for Project3. You can drag palettes to or from the palette well. This is especially handy for bulky palettes or ones that you use only occasionally but want to keep handy.

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

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



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

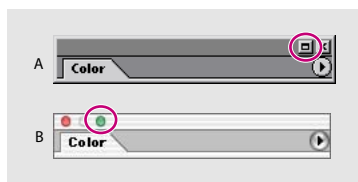


Note: In Photoshop CS, the File Browser is a full-fledged window, not a palette, and cannot be docked in the palette well.

Expanding and collapsing palettes

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

- To change the height of a palette, drag its lower right corner.
- To expand a palette to show as much as possible of its contents, click the minimize/maximize button (Windows) or the zoom button (Mac OS). (A second click collapses the palette group.)



A. Windows B. Mac OS

- To collapse a palette group so that only the title bar and tabs are visible, double-click a palette tab or the palette title bar. Double-click again to restore it to the expanded view.
- (ImageReady) To toggle through expansions of palettes with a double-arrow icon (↔) on the tab, click that icon.

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

Note: You cannot resize the individual Info, Color, Character, and Paragraph palettes in Photoshop, or the Optimize, Info, Color, Layer Options, Character, Paragraph, Slice, and Image Map palettes in ImageReady.

Special notes about the toolbox and tool options bar

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

- You can drag the toolbox by its title bar to a different location in the work area. You can move the tool options bar to another location by dragging the grab bar at the far left end of the palette.
- You can hide the toolbox and tool options bar.

However, there are other palette features that are not available or do not apply to the toolbox or tool options bar:


- You cannot group the toolbox or tool options bar with other palettes.
- You cannot resize the toolbox or tool options bar.
- You cannot dock the toolbox in the palette well. (Obviously, the same is true for the tool options bar because the palette well appears within the tool options bar.)
- The toolbox and tool options bar do not have palette menus.


Jumping to ImageReady

Now you'll switch to ImageReady. Jumping between the applications is an easy way to access the unique features of each application—especially when you're preparing Web graphics—yet still maintain a streamlined workflow.

Note: ImageReady is Web-oriented, so it automatically reduces high resolution images to 72 dpi. If you need to maintain a higher resolution, always use Photoshop.

1 Switch to ImageReady by doing one of the following:

- To open ImageReady without resetting its preferences, select the Jump To ImageReady button () in the Photoshop toolbox. If the ImageReady Welcome Screen appears, click Close.

- To reset the preferences and open ImageReady, hold down Ctrl+Alt+Shift (Windows) or Command+Option+Shift (Mac OS), and then select the Jump To ImageReady button () in the Photoshop toolbox. When asked if you want to delete the preferences, select Yes. When the ImageReady Welcome Screen appears, select Close.

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

2 In ImageReady, click the Jump To Photoshop button () in the toolbox to return to Photoshop.

Each time an image in Photoshop or ImageReady is updated with changes made in a jumped-to application, a single history state is added to the Photoshop or ImageReady History palette. You'll learn more about how to use the History palette later; see "About snapshots and History palette states" on page 231 of this book.

Note: You can do all the projects in this lesson again in ImageReady instead of Photoshop, but if so you should be aware of a few differences. The most important of these is that the File Browser is available only in Photoshop. Other differences between Photoshop and ImageReady that affect this lesson are: (Project 1) you must use the Hue/Saturation command and reduce the Lightness slider to darken the image instead of the Curves command; (Project 2) the Small List option is not available on the Swatches palette menu; (Project 3) you must use the pop-up palette on the tool options bar to select a brush size (there is no Brushes palette in ImageReady).

Using Photoshop Help

For complete information about using palettes, tools, and other application features, refer to Photoshop Help. Help includes all the topics in the printed *Adobe Photoshop CS User Guide* and more information that is not in the print version.

Adobe Photoshop Help (which contains all ImageReady Help topics, and vice versa) includes the complete list of keyboard shortcuts, how-to tips, tutorials, explanations of Photoshop and ImageReady concepts, feature descriptions, and more.

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

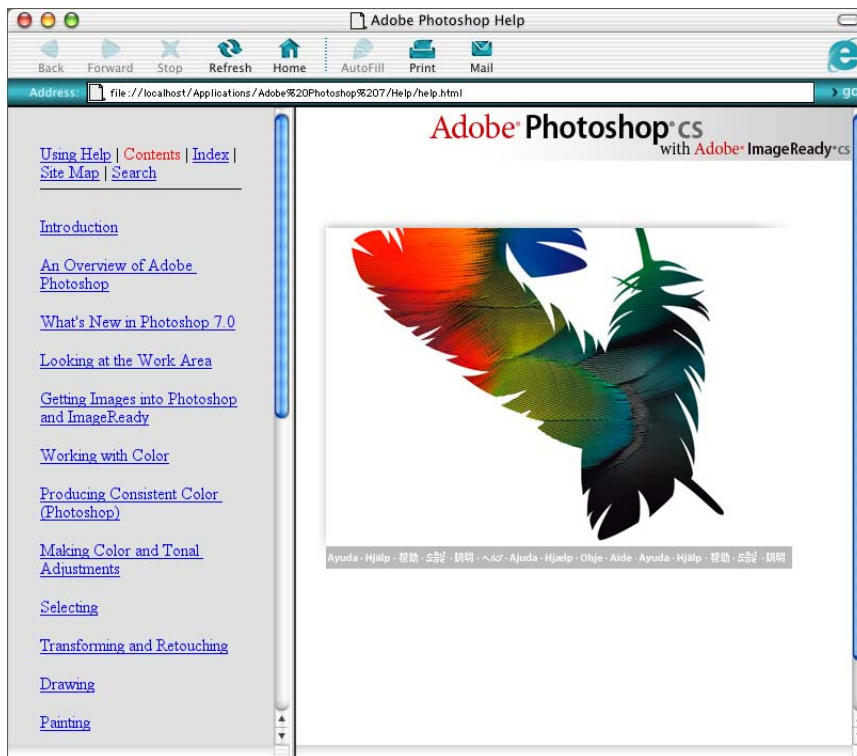
- Scanning the table of contents.
- Searching for keywords.
- Using the index.
- Jumping from topic to topic using related topic links.

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

1 Choose Help > Photoshop Help (Photoshop) or Help > ImageReady Help (ImageReady).

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

Your default Web browser opens. The topics for the Help system appear in the left frame of the Web browser window.



- 2 In the left frame of the Help window, scroll down to skim through the Help contents. The contents are organized in topics, 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, which consists of a list of specific topics.
 - 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.
 - 6 On the left side of the topic, either at the top or the bottom, click the word Next to advance to the next topic: *Toolbox overview (2 of 3)*.
- The 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 (☞).
- 7 Click the name of one of the tools to open the linked topic about that tool. (The name of the tool appears in color and underlined in the Toolbox overview topic, indicating that it is linked to another page.)

Using the Help system keywords, links, and index

If you can’t find the topic you’re interested in by skimming the Contents page, you can try searching for a keyword.

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

A search text box appears in the left pane.

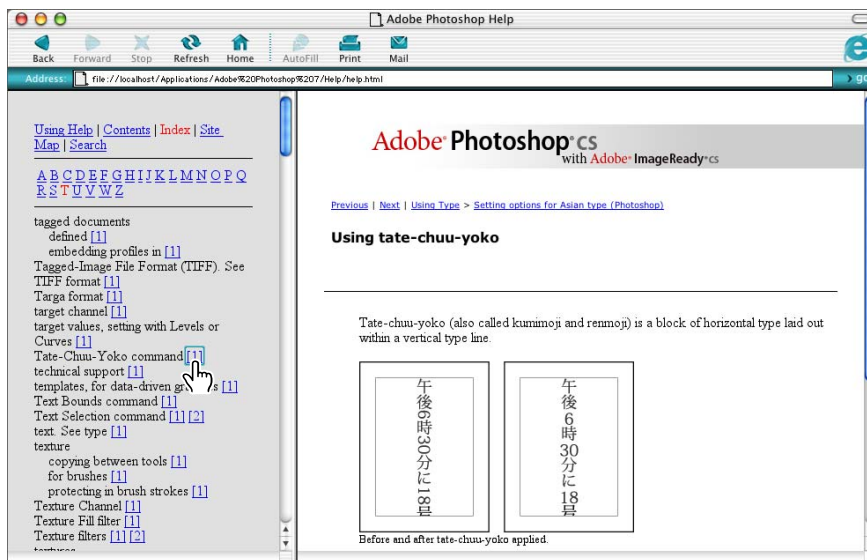
- 2 Type a keyword in the text box, such as **lasso**, and click the Search button. After a brief pause, a list of topics appears below the text box in the left pane. To see any of these topics, click the topic name.

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. You can scroll down the list to see more entries that begin with the letter “T.”

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.)



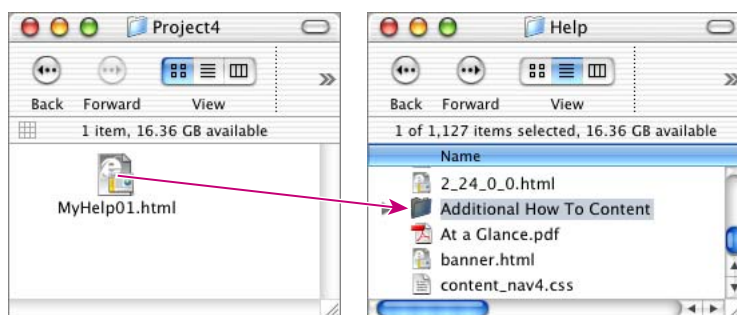
6 When you have finished browsing, quit the browser to close Photoshop Help.

Creating custom Help topics

You can create your own Help topics for Adobe Photoshop CS and ImageReady CS. Your custom topics appear at the bottom of the Photoshop and ImageReady Help menus. This offers an easy solution for sharing information with your work group about department procedures, standards, policies, references, or techniques, because you can distribute your custom Help topics for others to add to their Photoshop CS application. If you customize your Photoshop or ImageReady keyboard shortcuts, a special Help topic listing those key combinations might be a perfect use for this feature.

Your custom Help topics can be any HTML page, either on your own computer, on your local network, or on the Internet. To create your own pages, you need a Web authoring application, such as Adobe GoLive, or a knowledge of HTML code. For this lesson, you don't need to concern yourself with that because a topic has been created for you.

- 1 On the desktop for your operating system, open the Lessons/Lesson01/Project4 folder and select the MyHelp01.html file.
- 2 Drag the MyHelp01.html file into the Additional How To Content folder, which is located in the Programs/Adobe/Photoshop CS/Help folder (Windows) or the Applications/Adobe/Photoshop CS/Help folder (Mac OS). (Scroll down to find it.)



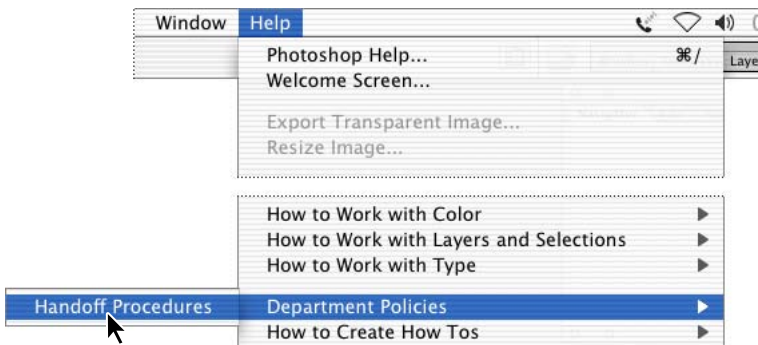
- 3 Start any text-editing application, such as NotePad or WordPad (Windows), TextEdit (Mac OS), or another word-processing application.
- 4 Choose File > Open,.
- 5 In the Open dialog box, do the following:
 - Go to the Additional How To Content folder (located as described in Step 2).
 - (Windows only) In the Files Of Type pop-up menu, select All Files.
 - Select the Add_001.howto file.
 - Click Open.

6 Place the cursor at the end of the existing text, press Enter (Windows) or Return (Mac OS) to start a new paragraph and type (including the quotation marks, as shown):
“Department Policies” “Handoff Procedures” MyHelp01.html



7 Choose File > Save, and then quit your text-editing application.

When you restart Photoshop, your custom category (submenu) and topic appear on the Help menu. You can choose the Handoff Procedures topic to open the file in your Web browser.





The text that you added to the Add_001.howto file determines the submenu (the Department Policies category) that appears on the Help menu. The topic title (Handoff Procedures) appears on the Department Policies submenu.

You can define more categories and add more topics to them by typing new entries in the Add_001.howto file. You can also customize your Help menu with commands that point to an Internet Web page or an HTML page on your local network, as long as you include the complete path to the page in the .howto file.


When you create new topics, you can use the template provided in the Additional How To Content folder. This template uses graphic elements included in Photoshop Help that give your topics a consistent look. See Photoshop Help for more information.

Using Adobe online services

Another way to get information about Adobe Photoshop or other 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.

- 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) or Photoshop > Preferences > Adobe Online (Mac OS) 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 Web 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 pages 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.

Congratulations again; you've finished Lesson 1.

Now that you're acquainted with the basics of the Photoshop CS work area, you're ready to explore more about the File Browser feature or to jump ahead and begin learning how to create and edit images. Once you know the basics, you can do the *Adobe Photoshop CS Classroom in a Book* lessons either in sequential order or according 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 Help, with all the information in the *Adobe Photoshop CS 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 CS also contains 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.