

Overview of Adobe Photoshop CS4 Extended workspace

In this guide, you'll learn how to open images in Adobe Photoshop CS4 Extended, create new Photoshop documents, navigate around the workspace, use basic pan and zoom tools, and create custom workspaces.

Starting to work in Adobe Photoshop

The Adobe Photoshop workspace includes 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*.

Photoshop works with bitmapped, digitized images (that is, continuous-tone images that have been converted into a series of small squares, or picture elements, called pixels). You can also work with vector graphics, which are drawings made of smooth lines that retain their crispness when scaled. You can create original artwork in Photoshop, and you can import images into the program from many sources, such as:

- Photographs from a digital camera
- Commercial CDs of digital 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 CS4, see “About file formats” in Photoshop Help.

Exploring the Photoshop workspace

You can customize the layout and functionality of the Photoshop workspace.

To open Photoshop and explore the workspace:

1. 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, choose Start > All Programs > Adobe Photoshop CS4 (Windows) or look in either the Applications folder or the Dock (Mac OS).

When prompted (**Figure 1**), click Yes to confirm that you want to delete the Adobe Photoshop Settings file, and then click Close to close the welcome screen. The Photoshop workspace appears as shown in the following illustration.

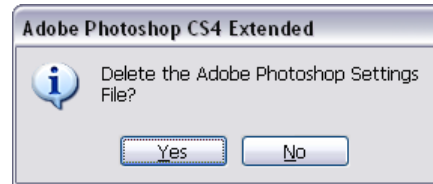


Figure 1 Click Yes to reset Photoshop Settings

2. The default workspace in Photoshop (**Figure 2**) displays an *Application bar* at the top of the screen. In the Application bar are the Photoshop application icon, the main menu (Windows only), application controls, View controls, and the Workspace Switcher. Below the Application bar is the options bar, with the Tools palette on the left, palettes (also called panels), and one or more document windows that are opened separately.

The *main menu* across the bottom of the Application bar organizes commands in individual menus.

The *Tools palette* contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped together.

The *Options bar* displays options for the currently selected tool.

The *document window* displays the file you're working on.

Palettes help you monitor and modify your work. An example is the Layers palette. Certain palettes are displayed by default, but you can add any palette by selecting it from the Window menu. Many palettes have menus with palette-specific options. You can group, stack, and dock palettes.

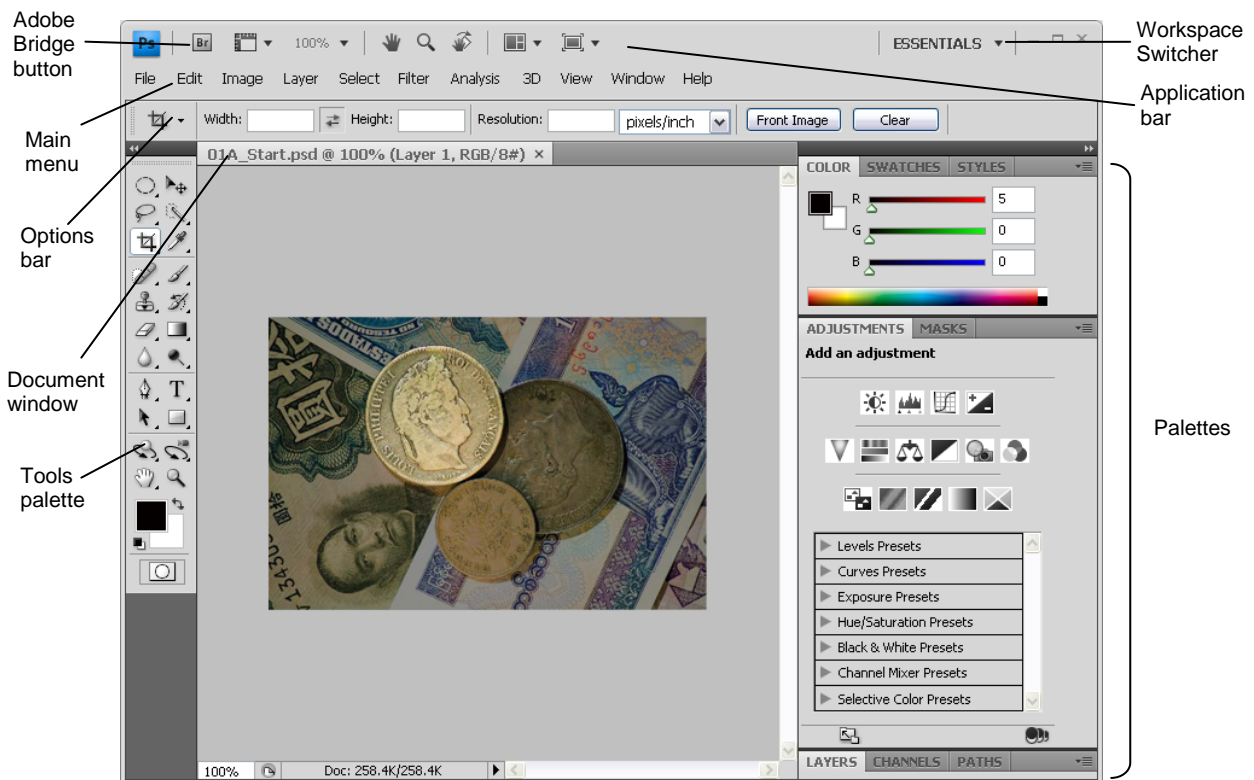


Figure 2 Adobe Photoshop CS4 interface

You can restore the default workspace at any time by choosing Window > Workspace > Essentials (Default) (Figure 3).

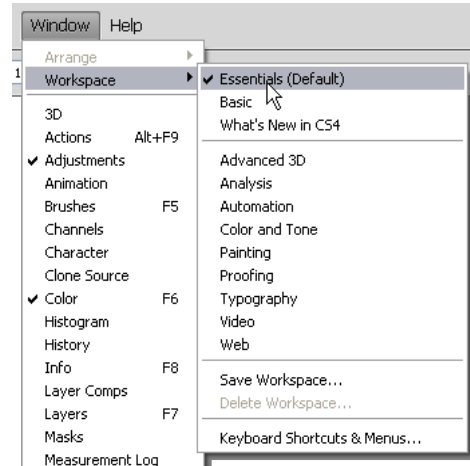


Figure 3 Selecting the default workspace

Customizing your workspace

You can save the current size and position of palettes as a named workspace and restore that workspace even if you move or close a palette. The names of saved workspaces appear in the Window > Workspace menu.

To customize the workspace:

1. To create a custom workspace, move and manipulate the interface layout in Photoshop (Figure 4).
2. Select Window > Workspace > Save Workspace (Figure 5).

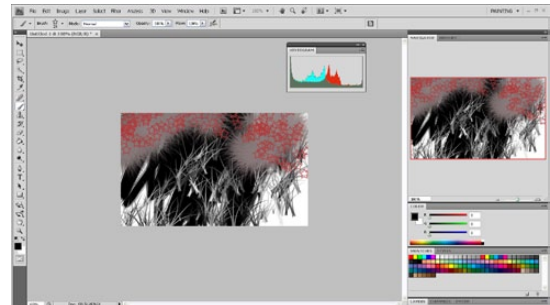


Figure 4 Custom interface layout

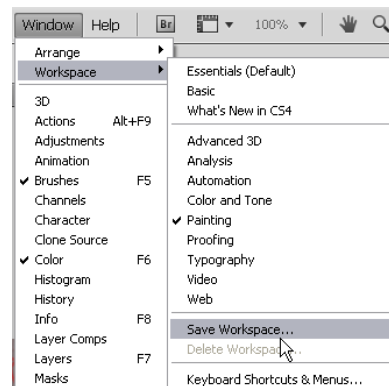


Figure 5 Saving the workspace

The Save Workspace dialog box appears (**Figure 6**).

3. Name your workspace and select the Capture options to save in the workspace (Panel or Palette Locations, Keyboard Shortcuts and Menus)
4. Click Save.
5. Choose Window > Workspace.

Your new workspace now appears at the top of the Workspace menu.

Your workspace is indicated in the upper-right corner of the interface. Even if you make changes, at any time you can return to the workspace you saved by reselecting it from the menu (**Figure 7**).

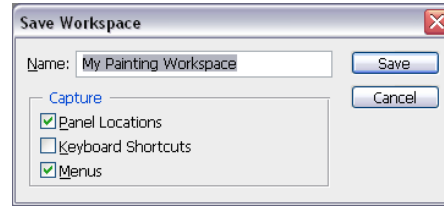


Figure 6 Save Workspace dialog box

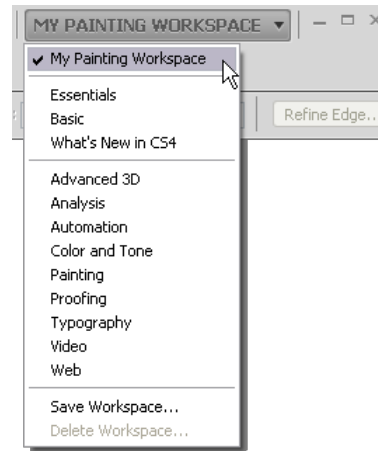


Figure 7 Reselecting a saved workspace

Opening a file in Photoshop

You can open files using the Open command and Open Recent command.

To open a file:

1. To open a file, choose File > Open and navigate to the location of your image.
2. Select your file and click Open.
The file opens in its own window, called the image window (**Figure 8**).
3. To close the image file, choose File > Close or click the close button on the title bar of the window in which the photograph appears. (Do not close Photoshop.)

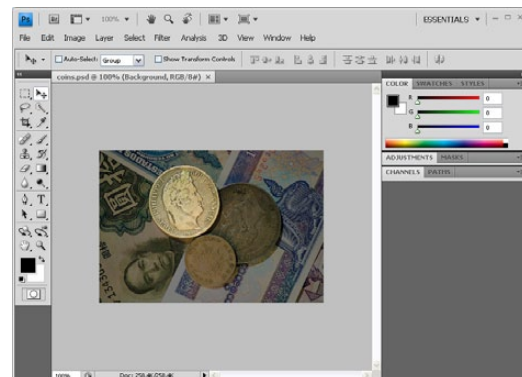


Figure 8 File open in the image window

How to open a file by using Adobe Bridge

You can also open a file by using Adobe Bridge, a visual file browser that helps take the guesswork out of finding the image file you need.

To open a file by using Adobe Bridge:

1. Click the Launch Bridge button in the Application bar (Figure 9).

Note: You can also open Adobe Bridge by choosing File > Browse in Bridge.

2. From the Favorites panel in the upper left section of Adobe Bridge (Figure 10), browse to the folder where you store your images.

Note: You can also select any folder and then choose File > Add To Favorites. Adding files, folders, application icons, and other assets you use often to the Favorites panel means you can quickly access those items.

3. In the Favorites panel, double-click the image folder to open it.

Thumbnail previews of the folder contents appear in the center pane of Adobe Bridge.

4. Select a file in the Content pane and open the file by double-clicking its thumbnail, or use the Adobe Bridge main menu and choose File > Open.

The image opens in Photoshop.



Figure 9 Launch Bridge button in the Application bar

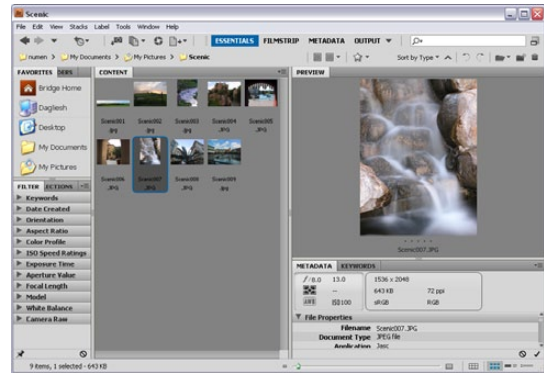


Figure 10 Adobe Bridge interface

Creating a new Photoshop document

You can create a new Photoshop document and define a document size, resolution, color mode and background contents.

To create a new Photoshop document:

1. Select File > New.

The New file dialog box appears, with options for your file (**Figure 11**).

2. Type a filename and values for the width and height of the canvas.
3. Type a value for Resolution.

For an image to be used on the web, 72 pixels/inch is suitable. For an image to be printed, use a higher resolution, from 300 to 1200 pixels/inch.

4. Choose a setting for Color Mode.

Color Mode determines which color method is used to display and print the image you're working on.

Photoshop bases its color modes on the color models that are useful for images used in publishing. Choose from RGB (Red, Green, Blue), CMYK (Cyan, Magenta, Yellow, Black), Lab Color (based on CIE L* a* b*), and Grayscale.

5. Choose a setting for Background Contents.

You can choose to use a white, transparent, or specific color background behind your image.

In the lower right corner, notice that the file size information changes as you adjust the settings for the new file.

6. Click OK.

The new file opens in the image window, ready to use (**Figure 12**). Be sure to save your file as you work in it.

7. To save a file for the first time, select File > Save As from the main menu.

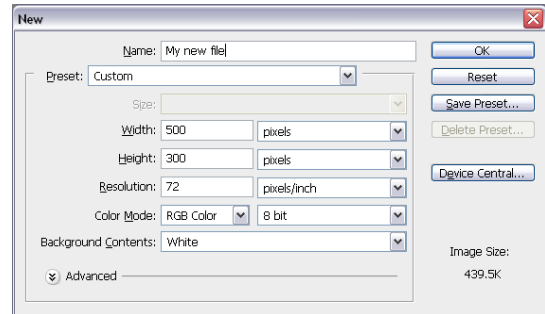


Figure 11 New file dialog box



Figure 12 New image window

Overview of the Tools palette

Photoshop provides an integrated set of tools with which you can produce sophisticated graphics for print, web, and mobile viewing (Figure 13). Some tools are arranged in groups, with only one tool shown for each group and the other tools in the group hidden behind that tool. A small triangle in the lower right corner of a tool icon is your clue to look for hidden tools. Select a hidden tool by clicking and holding down the small triangle.

A Selection tools

- Move (V)*
- Rectangular Marquee (M)
- Elliptical Marquee (M)
- Single Column Marquee
- Single Row Marquee
- Lasso (L)
- Polygonal Lasso (L)
- Magnetic Lasso (L)
- Quick Selection (W)
- Magic Wand (W)

B Crop, slice and measurement tools

- Crop (C)
- Slice (C)
- Slice Select (C)
- Eyedropper Tool (I)
- Color Sampler Tool (I)
- Ruler Tool (I)
- Note Tool (I)
- Count Tool (I)

C Retouching tools

- Spot Healing Brush (J)
- Healing Brush (J)
- Patch (J)
- Red Eye (J)

D Painting tools

- Clone Stamp (S)
- Pattern Stamp (S)
- Eraser (E)
- Background Eraser (E)
- Magic Eraser (E)
- Blur (R)
- Sharpen (R)
- Smudge (R)
- Dodge (O)
- Burn (O)
- Sponge (O)

E Drawing and type tools

- Pen (P)
- Freeform Pen (P)
- Add Anchor Point
- Delete Anchor Point
- Convert Anchor Point

F 3D and navigation tools

- Horizontal Type (T)
- Vertical Type (T)
- Horizontal Type Mask (T)
- Vertical Type Mask (T)
- Path Selection (A)
- Direct Selection (A)
- Rectangle (U)
- Rounded Rectangle (U)
- Ellipse (U)
- Polygon (U)
- Line (U)
- Custom Shape (U)
- 3D Rotate Tool (K)
- 3D Roll Tool (K)
- 3D Pan Tool (K)
- 3D Slide Tool (K)
- 3D Scale Tool (K)
- 3D Orbit Tool (N)
- 3D Roll View Tool (N)
- 3D Pan View Tool (N)
- 3D Walk View Tool (N)
- 3D Zoom Tool (N)
- Hand (H)
- Rotate View Tool (R)
- Zoom (Z)

■ Indicates default tool * Keyboard shortcuts appear in parenthesis † Extended only

Figure 13 Overview of Tools palette

The following section covers the Zoom tool. The process for selecting and using this tool is similar to that for the rest of the tools in the palette.

How to select and use the Zoom tool from the Tools palette

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

To use the Zoom tool:

1. Notice the Tools palette that appears to the left of the image window as a single column. Click the double-arrow button at the top of the Tools palette to toggle to a double-column view (**Figure 14**). Click the arrow again to return to a single-column palette that uses your screen space more efficiently.
2. Open an image, examine the status bar at the bottom of the image window, and notice the percentage listed on the left end (**Figure 15**).

This represents the current enlargement view, or zoom level of the image.

Note: In Windows, the status bar may appear across the bottom of the workspace.

3. Move the pointer over the Tools palette and hover over the magnifying-glass icon until a tool tip appears, identifying the tool by name and providing its keyboard shortcut (**Figure 16**).
4. Select the Zoom tool either by clicking the Zoom tool button in the Tools palette or by pressing Z, the keyboard shortcut for the Zoom tool.
5. Move the pointer over the image window. Notice that it now looks like a tiny magnifying glass with a plus sign in the center of the glass.



Figure 14 Tools palette



Figure 15 A. Zoom level B. Status bar

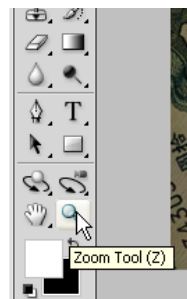


Figure 16 Hover over the tool to see the tool tip and keyboard shortcut.

6. Click anywhere in the image window.

The image zooms in according 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 3200% (Windows) or 1600% (Mac OS).

7. 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.

8. Using the Zoom tool, drag a rectangle to enclose an area of the image (**Figure 17**).

The image enlarges so that the area you selected now fills the entire image window.

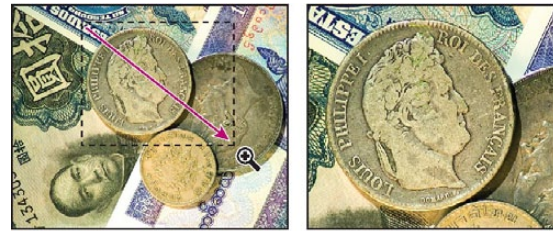


Figure 17 Using the Zoom tool to enlarge an area of an image

How to scroll around an image with the Hand tool

The Hand tool moves an image within its window. This is useful if you want to see a part of the image that is currently out of view.

To use the Hand tool:

1. Open an image and zoom in until scroll bars appear on the image window (**Figure 18**).
2. Select the Hand tool from the Tools palette (**Figure 19**). You can also press Shift+H.
3. Using the Hand tool, drag to scroll around and view different parts of the image (**Figure 20**).

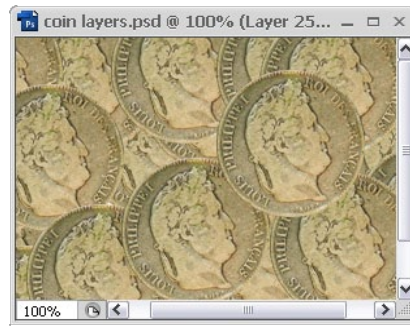


Figure 18 Image window with scroll bars



Figure 19 Selecting the Hand tool



Figure 20 Moving the canvas with the Hand tool

How to rotate an image

When you use images imported from a camera, they may not open with the orientation you prefer. You can use the Image Rotation commands to rotate or flip an entire image. The commands do not work on individual layers or parts of layers, paths, or selection borders. To rotate a selection or layer, use the Transform or Free Transform commands.

To rotate an image:

1. Choose Image > Image Rotation and then choose one of the following commands from the submenu (**Figure 21**):
 - 180° Rotates the image by a half-turn.
 - 90° CW Rotates the image clockwise by a quarter-turn.
 - 90° CCW Rotates the image counterclockwise by a quarter-turn.
 - *Arbitrary* Rotates the image by the angle you specify. If you choose this option, enter an angle between -359.99 and 359.99 in the angle text box. Select CW or CCW to rotate clockwise or counterclockwise.
2. Click OK.

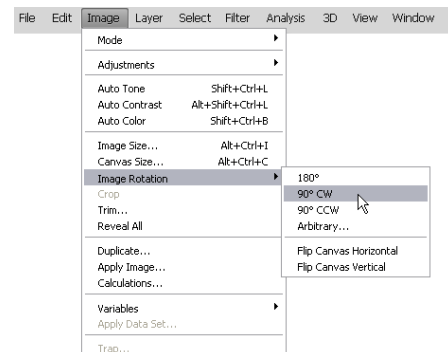


Figure 21 Rotating an image

Using the Navigator palette

Panning or zooming an image in the Navigator palette is another quick way to make large changes in the zoom level, especially when the exact percentage of magnification is unimportant. It's also a great way to scroll around in an image, because the thumbnail shows you exactly what part of the image appears in the image window.

To use the Navigator palette:

1. Choose Window > Navigator to display the Navigator palette.
2. Locate the slider under the image thumbnail in the Navigator palette and drag it to the right.

The image in the image window enlarges (**Figure 22**).

3. Now drag the slider to the left and reduce the scale of the image in the image window.

Note: The red rectangular outline represents the portion of the image that appears in the image window (**Figure 23**). When you zoom in far enough that the image window shows only part of the image, you can drag the red outline to pan around other areas of the thumbnail 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.

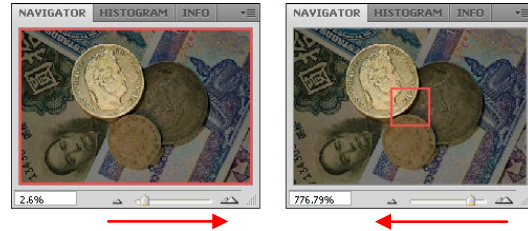


Figure 22 Using the slider to zoom in or out



Figure 23 Red rectangular outline in the Navigator palette