

# CHAPTER

# 1

## Getting Started



Are you interested in creating, modifying, combining, and optimizing digital images on your computer? This chapter introduces you to Adobe Photoshop, a popular software application for working with digital images.

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# Work with Images

Photoshop enables you to create, modify, combine, and optimize digital images. You can then save the images to print out or use online.



## Manipulate Photos

As its name suggests, Photoshop excels at editing digital photographs. You can use the program to make subtle changes, such as adjusting the color in a digital photo or scanned print, or you can use its elaborate filters to make your snapshots look like abstract art. See Chapter 7 for more about adjusting color and Chapter 10 for more about filters.



## Paint Pictures

Photoshop's painting features make it a formidable illustration tool as well as a photo editor. You can apply colors or patterns to your images with a variety of brush styles. See Chapter 6 for more about applying color. In addition, you can use the program's typographic tools to integrate stylized letters and words into your images. See Chapter 12 for more about type. You can also create geometric shapes, which are covered in Chapter 11.



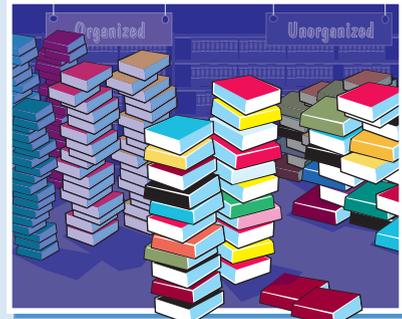
### Create a Digital Collage

You can combine different image elements in Photoshop. Your compositions can include photos, scanned art, text, and anything else you can save on your computer as a digital image. By placing elements in Photoshop onto separate layers, you can move, transform, and customize them independently of one another. See Chapter 8 for more about layers.



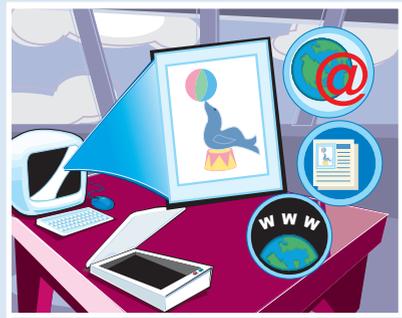
### Access and Organize Your Photos

Photoshop's Bridge interface offers an easy-to-use tool to access and preview images that are stored on your computer. See the section "Browse for an Image in Bridge" in this chapter. With Bridge, you can easily tag your images with descriptive information, such as where or when they were taken. You can then use that information to sort your photos. Photoshop also offers useful ways to keep your images organized after you have edited them. You can archive your images on contact sheets or display them in a Web photo gallery. See Chapter 13 for details.



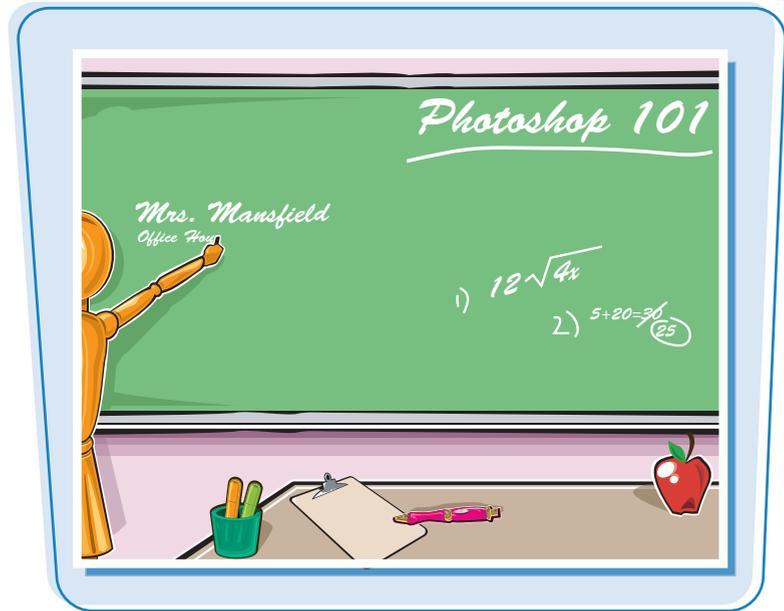
### Put Your Images to Work

After you edit your work, you can utilize your images in a variety of ways. Photoshop enables you to print your images, save them in a format suitable for placement on a Web page, or prepare them for use in a page-layout program. See Chapter 15 for more about printing. See Chapter 14 for more about saving images for the Web.



# Understanding Photoshop

Photoshop's tools let you move, color, stylize, and add text to your images. You can optimize photographs, or turn them into interesting works of art.



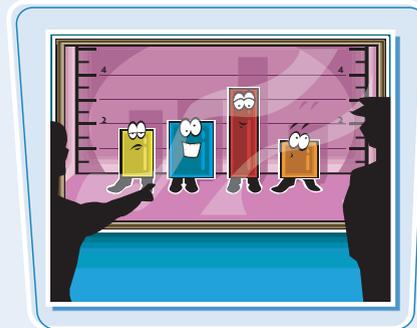
## Understanding Pixels

Digital images in Photoshop consist of tiny, solid-color squares called pixels. Photoshop works its magic by rearranging and recoloring these squares. If you zoom in close, you can see the pixels that make up your image. For more about the Zoom tool, see Chapter 2.



## Choose Your Pixels

To edit specific pixels in your image, you first must select them by using one of Photoshop's selection tools. You can make geometric selections using the Marquee, or free-form selections using the Lasso tool. See Chapter 4 for more about the selection tools. Photoshop also has a number of commands that help you select specific parts of your image, such as a certain color or range of colors. Other tools enable you to automatically remove objects in your photo from their backgrounds.



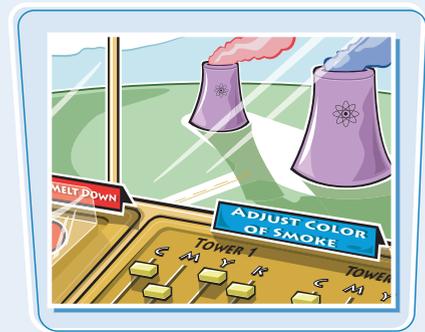
### Paint

After selecting your pixels, you can apply color to them by using Photoshop's Paintbrush, Airbrush, and Pencil tools. You can also fill your selections with solid or semitransparent colors, patterns, or pixels copied from another part of your image. Painting is covered in Chapter 6. Special painting tools help you seamlessly cover up objects in your image, or eliminate dust specks or tears from a scanned picture.



### Adjust Color

You can brighten, darken, and change the hue of colors in parts of your image with Photoshop's Dodge, Burn, and similar tools. Other commands display interactive dialog boxes that enable you to make wholesale color adjustments, so you can correct overly dark or light digital photographs. See Chapter 7 for details.



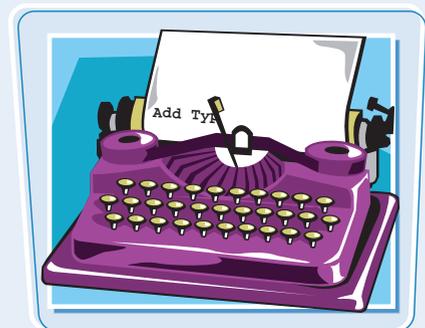
### Apply Styles and Filters

Photoshop's styles enable you to easily add drop shadows, frame borders, and other effects to your images. You can also perform complex color manipulations or distortions by using filters. Filters can make your image look like an impressionist painting, sharpen or blur your image, or distort your image in various ways. Chapters 9 and 10 cover effects and filters.



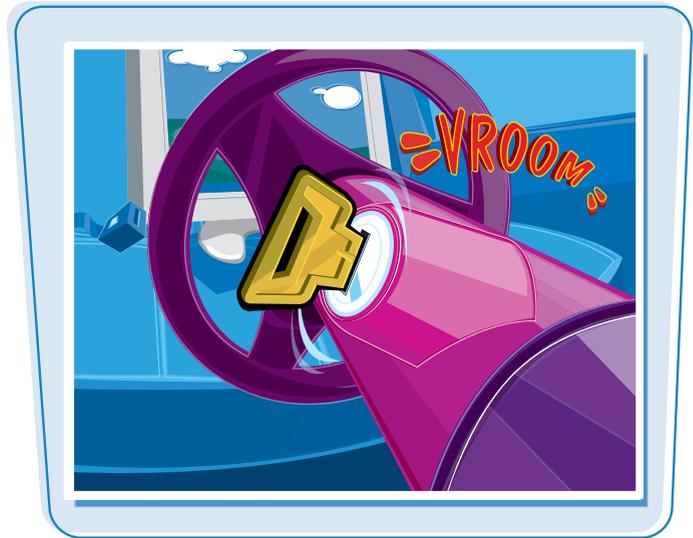
### Add Type

Photoshop's type tools make it easy to apply titles and labels to your images. You can combine these tools with the program's special effects commands to create warped, 3-D, or wildly colored type. You can find out more about type in Chapter 12.



# Start Photoshop on a PC

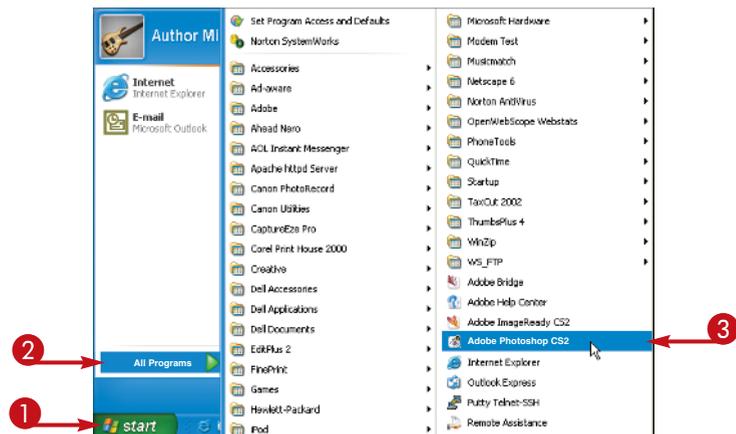
You can start Photoshop on a PC and begin creating and editing digital images.



## Start Photoshop on a PC

- 1 Click **start**.
- 2 Click **All Programs**.
- 3 Click **Adobe Photoshop CS2**.

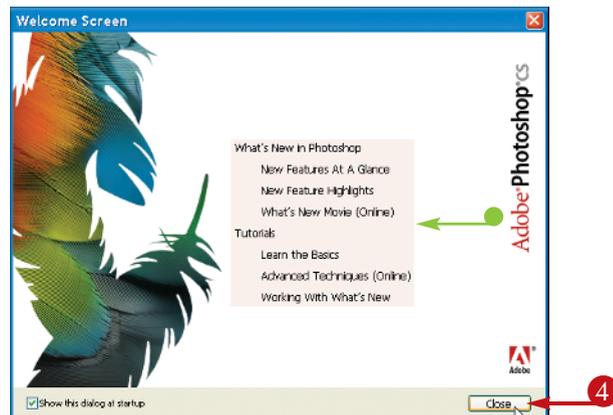
*Note: Your path to the Photoshop program may be different, depending on how you installed your software.*



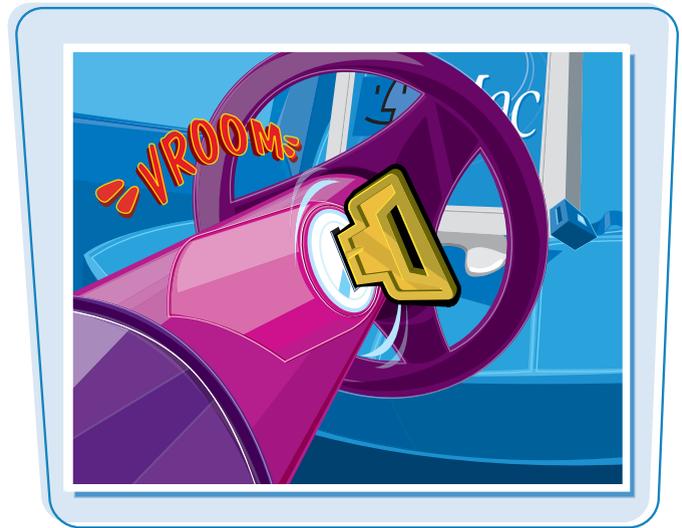
Photoshop starts.

A Welcome Screen window appears.

- You can click a subject to learn more about Photoshop.
- 4 Click **Close** to close the window and begin working with Photoshop.



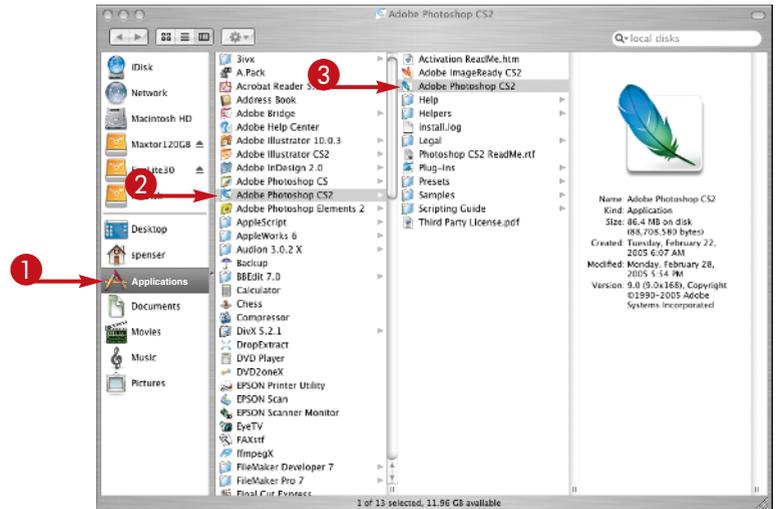
You can start Photoshop on a Macintosh and begin creating and editing digital images.



## Start Photoshop on a Mac

- 1 Click **Applications**.
- 2 Click the **Adobe Photoshop CS2** folder (📁).
- 3 Double-click the **Adobe Photoshop CS2** icon (📄).

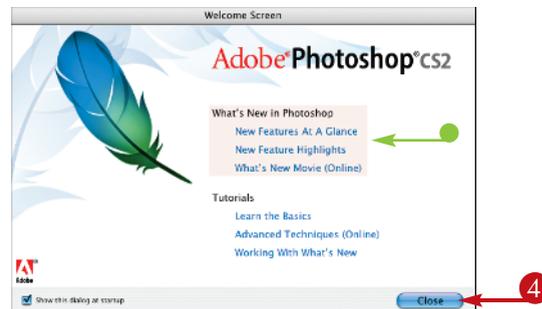
*Note: The exact location of the Adobe Photoshop icon may be different, depending on how you installed your software.*



Photoshop starts.

A Welcome Screen window opens.

- You can click a subject to learn more about Photoshop.
- 4 Click **Close** to close the window and begin working with Photoshop.



# The Photoshop Workspace

You can use a combination of tools, menu commands, and palette-based features to open and edit your digital images in Photoshop.

## Menu Bar

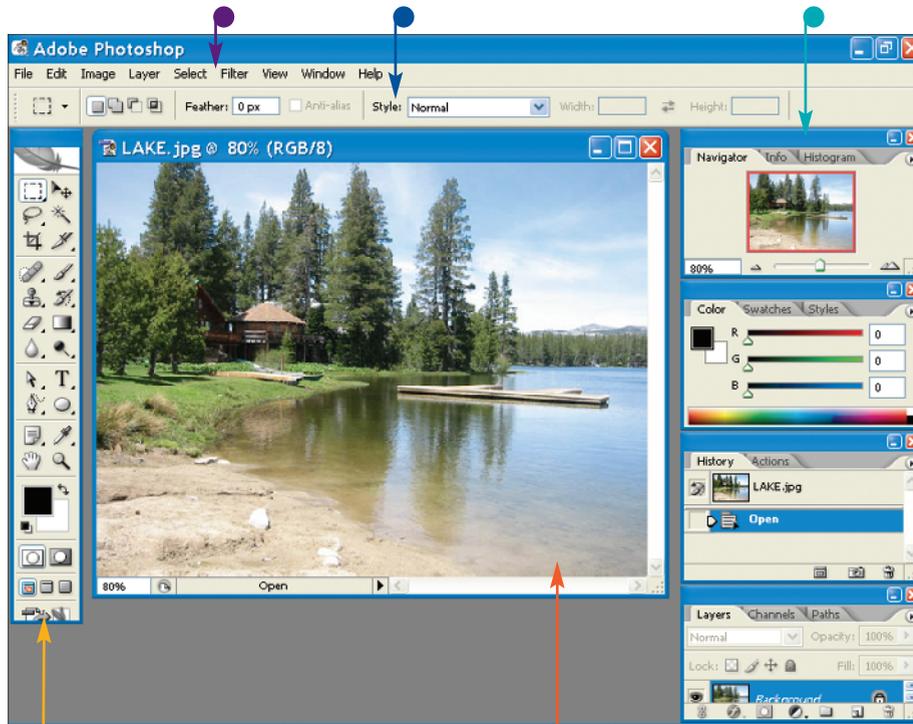
Displays the menus that contain most of Photoshop's commands.

## Options Bar

Displays controls that let you customize the selected tool in the toolbox.

## Palettes

Small, free-floating windows that give you access to common commands and resources.



## Toolbox

Displays a variety of icons, each one representing an image-editing tool. You click and drag inside your image to apply most of the tools. Also displays the current foreground and background colors.

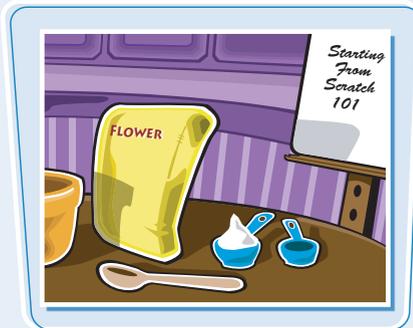
## Image Window

Contains each image you open in Photoshop.

You can get raw material to work with in Photoshop from a variety of sources.

## Start from Scratch

You can create your Photoshop image from scratch by opening a blank canvas in the image window. Then you can apply color and patterns with Photoshop's painting tools or cut and paste parts of other images to create a composite. See the section "Create a New Image" in this chapter for more about opening a blank canvas.



## Digital Camera Photos

Digital cameras are a great way to transfer digital images onto your computer. Most digital cameras save their images in JPEG or TIFF format, both of which you can open and edit in Photoshop. The program's color adjustment tools are great for correcting color and exposure flaws in digital camera images.



## Scanned Photos and Art

A scanner gives you an inexpensive way to convert existing paper-based content into digital form. You can scan photos and art into your computer, retouch and stylize them in Photoshop, and then output them to a color printer.



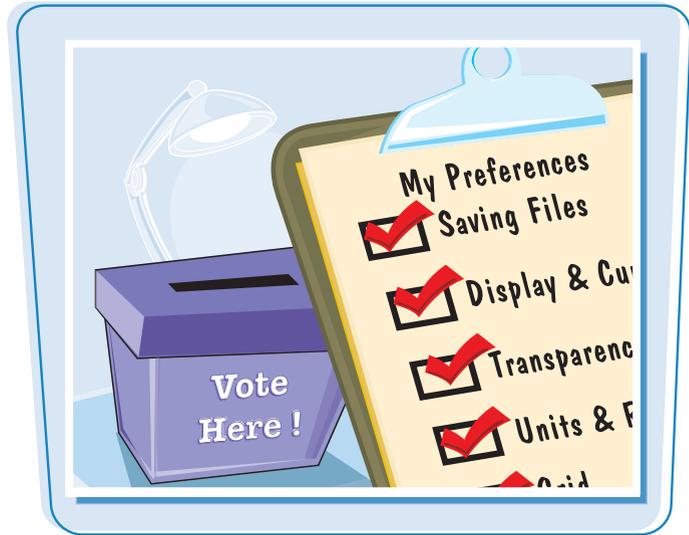
## Stock Photos

A new feature in Photoshop CS2 is the Adobe Stock Photos service. This online service enables you to browse a wide variety of photos — of people, animals, and objects as well as abstract designs — and purchase them for use in image projects. You can access the stock photo service through Adobe Bridge. See the other sections in this chapter for details about Adobe Bridge.



# Set Preferences

Photoshop's Preferences dialog boxes enable you to change default settings and customize how the program looks.

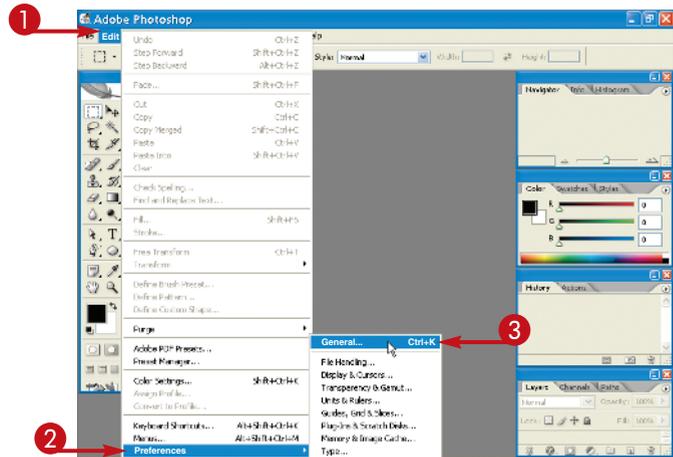


## Set Preferences

### OPEN THE PREFERENCES DIALOG BOX

- 1 Click **Edit (Photoshop)** on a Mac.
- 2 Click **Preferences**.
- 3 Click **General**.

The Preferences dialog box appears and displays General options.

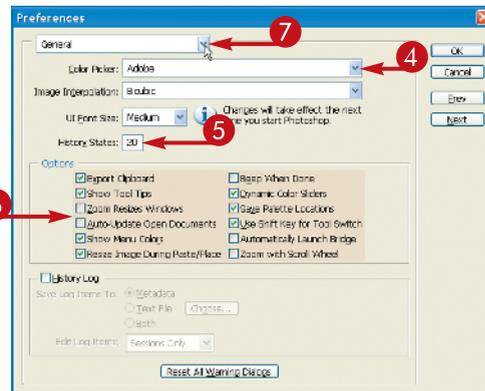


### SET GENERAL PREFERENCES

- 4 Click here to select which dialog box appears when you select a color.
- 5 Type the number of states to store in the History palette.

*Note:* See Chapter 2 for more about the History palette.

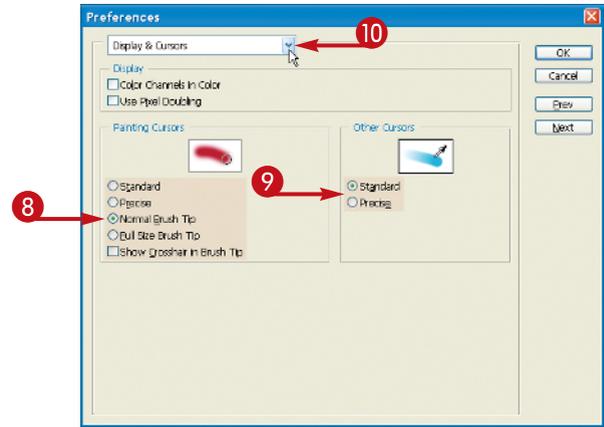
- 6 Click the interface options you want to use ( changes to ).
- 7 Click here and select **Display & Cursors**.



## SET DISPLAY AND CURSOR PREFERENCES

The Display & Cursors Preferences options appear.

- 8 Click a cursor type to use for the painting tools – the Paintbrush, Eraser, and others (○ changes to ●).
- 9 Click a cursor type to use for the other tools (○ changes to ●).
- 10 Click here and select **Units & Rulers**.

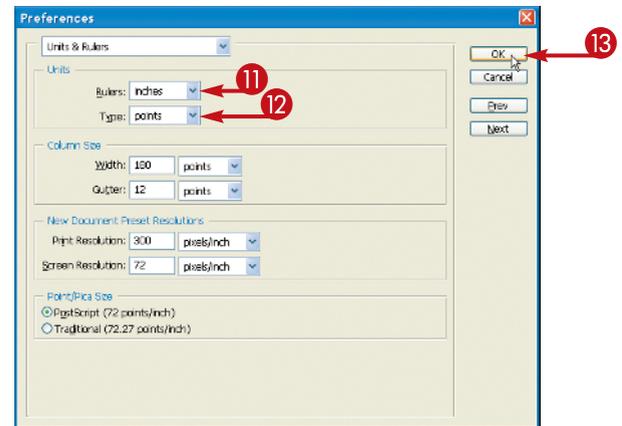


## SET UNIT AND RULER PREFERENCES

The Units & Rulers Preferences appear.

- 11 Click here to select the units for the window rulers.
- 12 Click here to select the default units for type.
- 13 Click **OK**.

Photoshop sets preferences to your specifications.



### TIP

#### What type of measurement units should I use in Photoshop?

Typically, you should use the units most applicable to the type of output you intend to use. Pixel units are useful for Web imaging because monitor dimensions are measured in pixels. Inches, centimeters, or picas are useful for print because those are standards for working on paper.



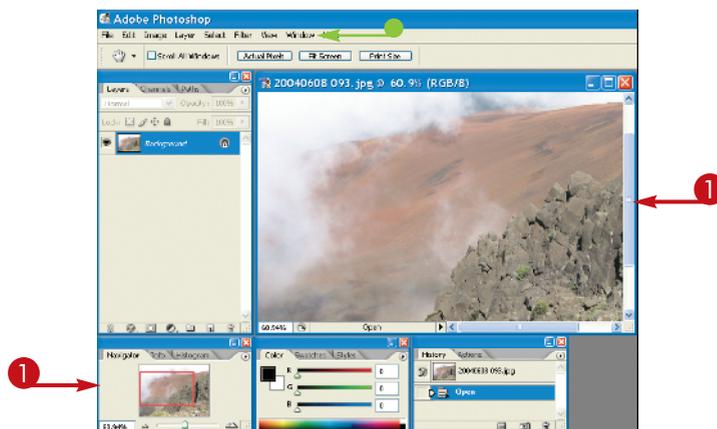
# Save a Workspace

You can position the different Photoshop palettes, define keyboard shortcuts, and customize your menus, then save the arrangement as a workspace. This is helpful when several people use Photoshop on the same computer.

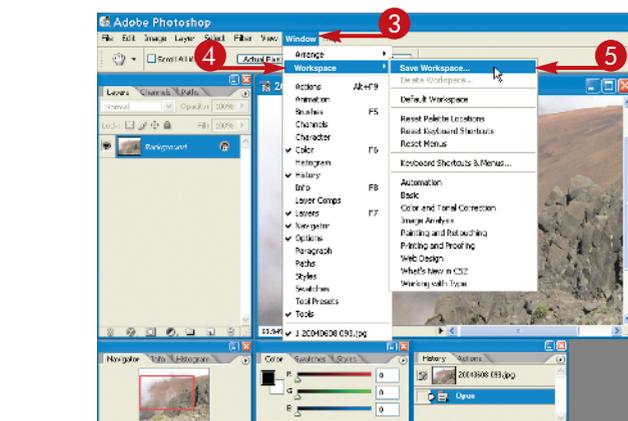


## Save a Workspace

- 1 Arrange the toolbox and palettes in the Photoshop interface.
- 2 Define any keyboard shortcuts or menus.
  - To define keyboard shortcuts and menus, click **Window**, click **Workspace**, and then click **Keyboard Shortcuts & Menus**.

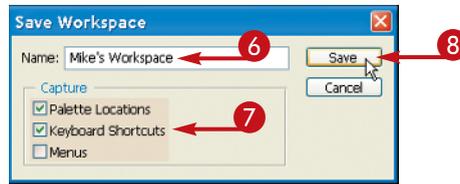


- 3 Click **Window**.
- 4 Click **Workspace**.
- 5 Click **Save Workspace**.



The Save Workspace dialog box appears.

- 6 Type a name for your workspace.
- 7 Click the interface elements you want to save ( changes to .
- 8 Click **Save**.



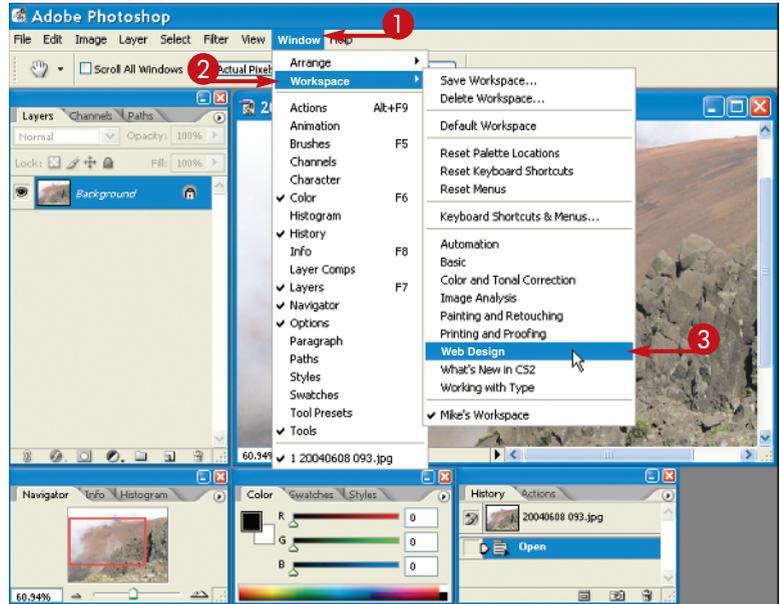
Photoshop saves the workspace.

### SELECT A WORKSPACE

- 1 Click **Window**.
- 2 Click **Workspace**.
- 3 Click a workspace.

Photoshop rearranges the workspace.

Photoshop comes with several predefined workspaces.



### TIP

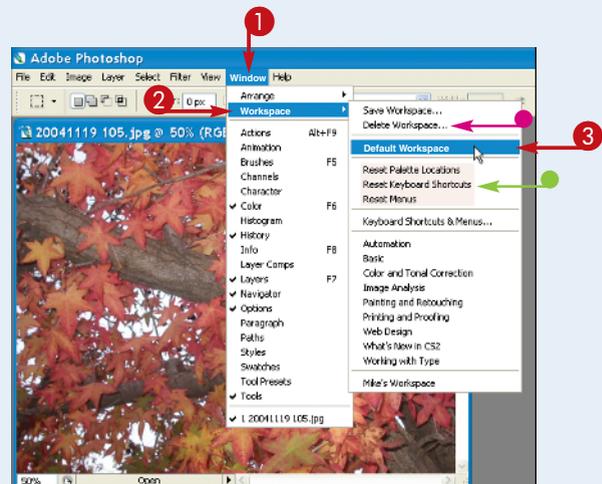
#### How do I return to the default workspace?

Follow these steps:

- 1 Click **Window**.
- 2 Click **Workspace**.
- 3 Click **Default Workspace**.

Photoshop returns you to the default setup, with the toolbox on the left side and palettes on the right.

- You can click **Reset** to reset the palettes, keyboard shortcuts, and menus.
- You can click **Delete Workspace** to get rid of a workspace you have saved.



Photoshop comes with plenty of electronic documentation that you can access in case you ever need help.

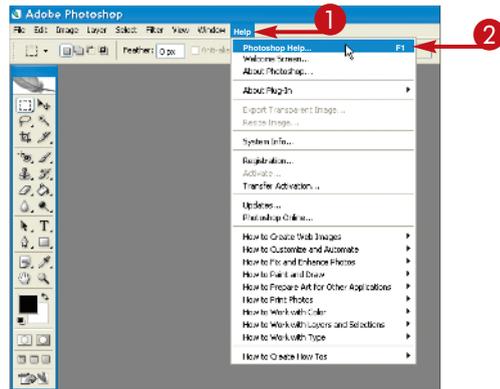


## Get Help

- 1 Click **Help**.
- 2 Click **Photoshop Help**.

You can also press **F1** (**⌘** + **/**) to access Photoshop Help.

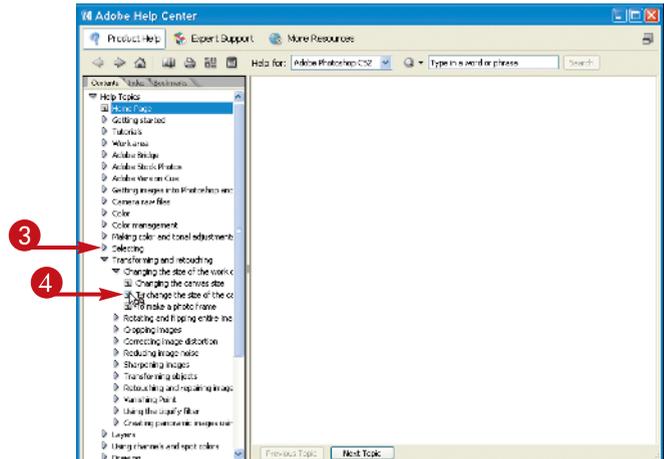
If an Adobe Expert Support dialog box appears, click **Done**.



Photoshop opens the Adobe Help Center window.

You can click a link in the main window pane to explore a general help topic.

- 3 Click the right arrow buttons (**▶**) (**▶** changes to **▼**) to explore a more specific topic.
- 4 Click the Document icon (**📄**) to view a topic.

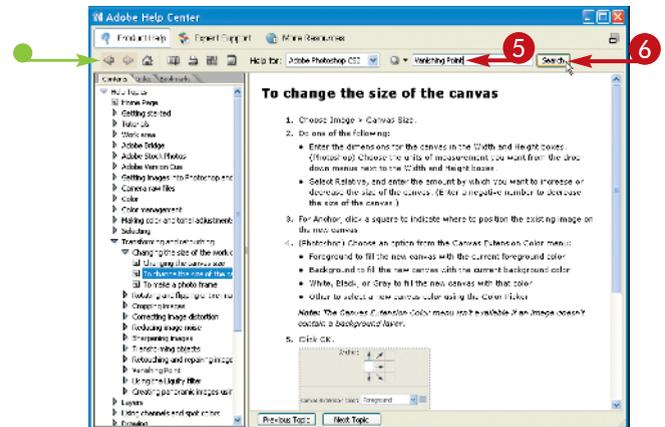


The topic appears in the main window pane.

- You can click the **Previous** and **Next** icons (← and →) to go to the previous or next topic in the help system.

5 Type a topic in the search box.

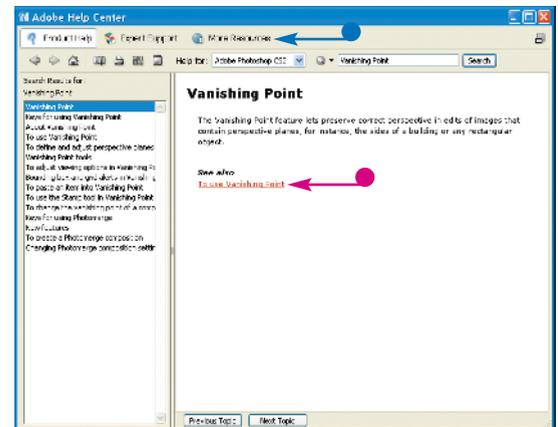
6 Click **Search**.



Relevant topics appear in the main window pane.

- You can click a topic to see the information.

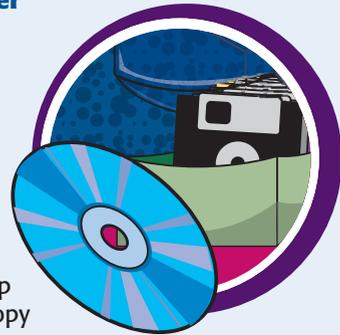
- You can click **More Resources** to view links to online help resources.



TIP

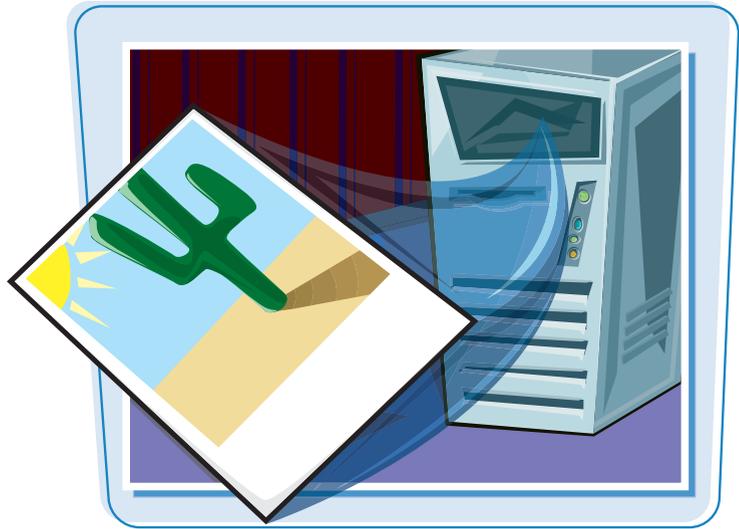
### How can I use my Photoshop software on another computer?

Photoshop CS2 requires you to activate your software before using it. Activation involves connecting to Adobe via the Internet to confirm that you have a legitimate copy of Photoshop and are not running the software on multiple computers. To move your copy of Photoshop to another computer, you need to transfer the activation by clicking **Help** and then **Transfer Activation** to bring up the Activation Transfer window. Transferring activation will disable the copy of Photoshop on your current computer and allow you to activate a copy of the same software on a different computer.



# Open an Image

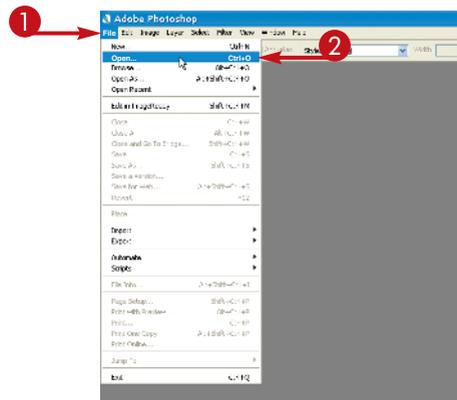
You can open an existing image file in Photoshop to modify it or use it in a project.



## Open an Image

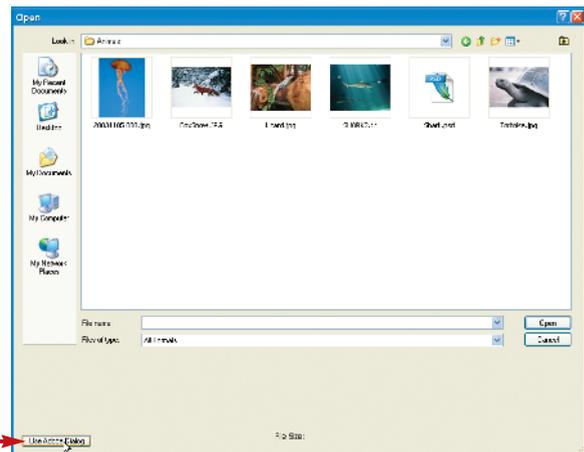
### OPEN AN EXISTING IMAGE

- 1 Click **File**.
- 2 Click **Open**.

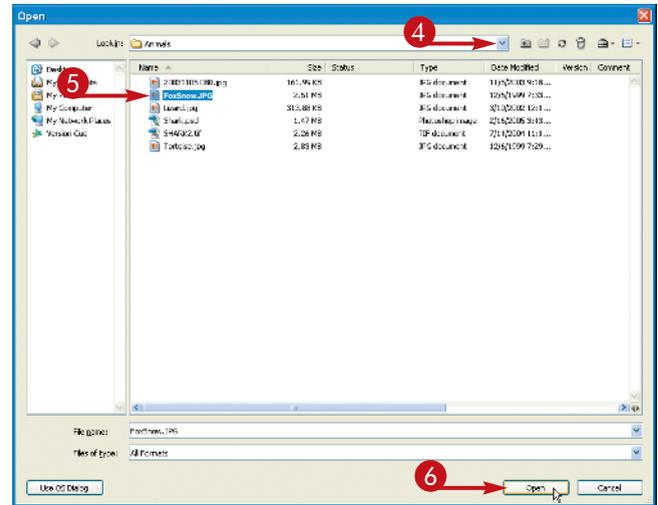


The Open dialog box appears.

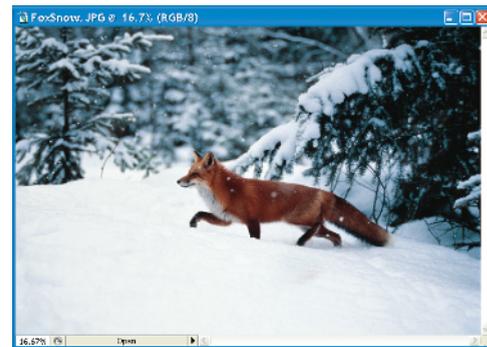
- 3 Click **Use Adobe Dialog**.
- Photoshop switches to a dialog box specific to Adobe applications.



- 4 Click here to browse to the folder that contains the image you want to open.
- 5 Click the image you want to open.
- 6 Click **Open**.



Photoshop opens the image in a new window.  
The file name appears in the title bar.



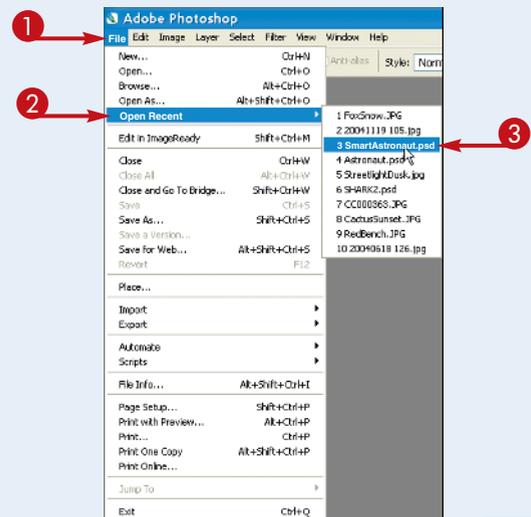
TIP

### How do I open a recently accessed image?

Photoshop keeps track of recently opened images under the File menu:

- 1 Click **File**.
  - 2 Click **Open Recent**.
- A list of recently opened files appears.
- 3 Click the image's file name.

Photoshop opens the image in a new window.



# Browse for an Image in Bridge

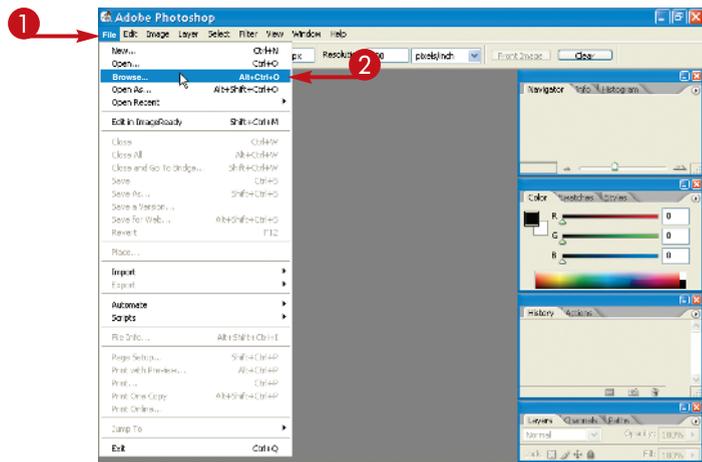
You can open an existing image file by using the Adobe Bridge file browser. Bridge offers a user-friendly way to find and open your images.

In Bridge, you can also add descriptive information to your images and sort them. See the sections that follow in this chapter for more information.



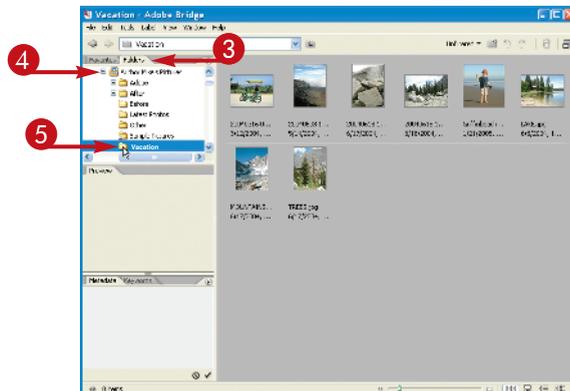
## Browse for an Image in Bridge

- 1 Click **File**.
- 2 Click **Browse**.



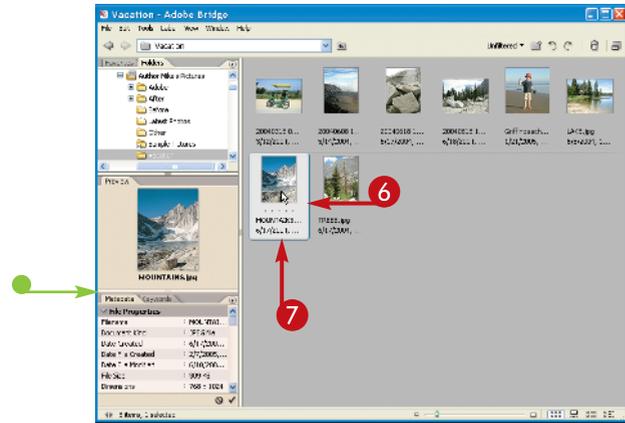
The Adobe Bridge file browser opens.

- 3 Click the **Folders** tab.
- 4 Click the plus button (+; ▾ on a Mac) to open folders on your computer (in Windows, + changes to -; on a Mac, ▾ changes to ▾).
- 5 Click a folder on your computer to browse.



The folders and files inside the folder appear.

- 6 Click an image.
- 7 A preview and information about the image appear.
- 7 Double-click the image file to open it.



The image opens.



## TIPS

### How do I add a rating or label to an image in Bridge?

In Bridge, click the image to select it, click **Label**, and then click a star rating or color label. You can apply a rating of from one to five stars, or one of five color labels. Applying ratings or labels to your images enables you to later sort them by rating or label in the Bridge interface. See the section “Sort and Filter Images in Bridge” for more information.



### How can I easily access my image folders in Bridge?

You can mark particular folders where you store your images as Favorites in Bridge. To mark a folder as a Favorite, select the folder in the left side of the Bridge window, click **File**, and then click **Add to Favorites**. After you have marked a folder as a Favorite, you can quickly access it by clicking  at the top of the Bridge interface. A menu appears displaying your Favorite folders as well as recently viewed folders.



# Sort and Filter Images in Bridge

You can sort your images by file name, date, file size, dimensions, and other characteristics in Bridge. This can be helpful when you are dealing with hundreds or thousands of images in a collection and need to find a particular image quickly.

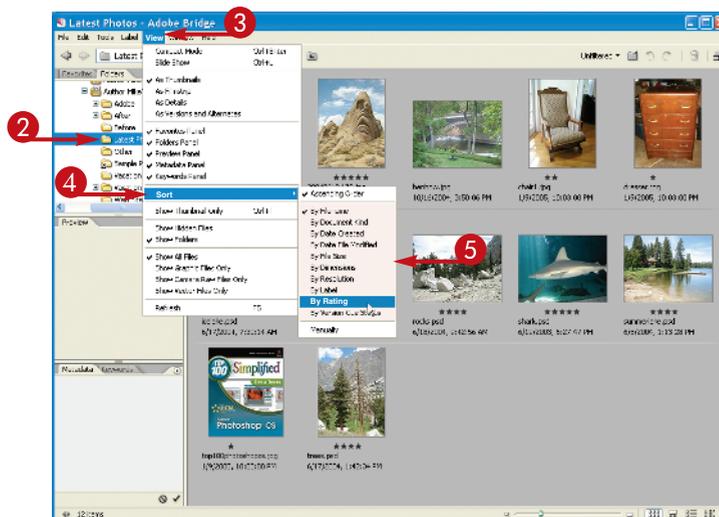
You can also filter the information displayed in Bridge, specifying that it only show images with a particular rating or label.



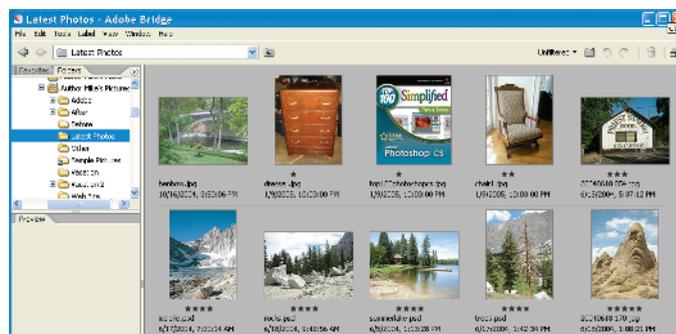
## Sort and Filter Images in Bridge

### SORT IMAGES

- 1 Open Adobe Bridge.
  - 2 Click a folder to display its contents.
- Note: For details on opening Bridge and selecting folders, see the section "Browse for an Image in Bridge."*
- 3 Click **View**.
  - 4 Click **Sort**.
  - 5 Click a characteristic by which to sort.



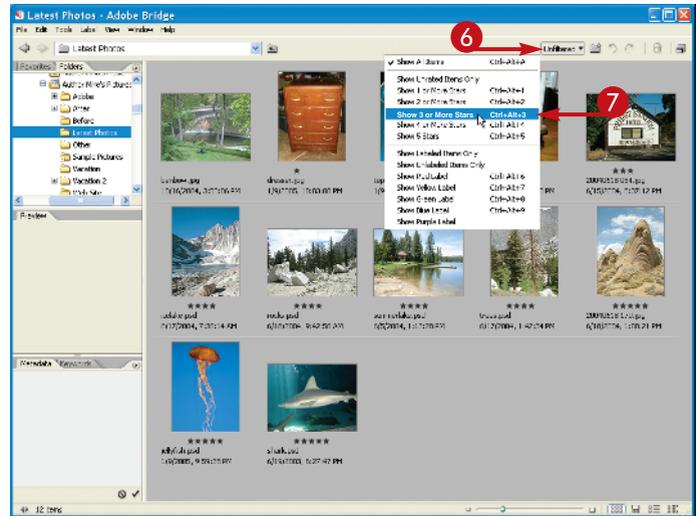
Bridge sorts the images.



## FILTER IMAGES

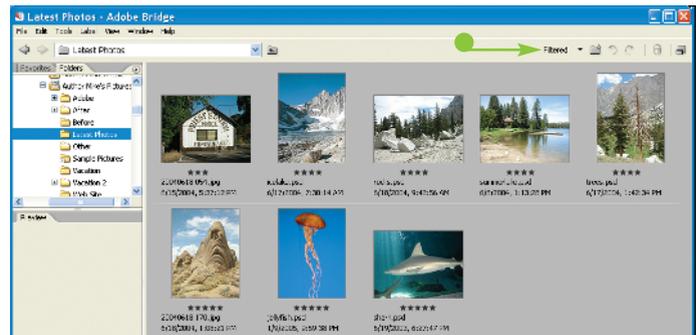
- 6 Click **Unfiltered**.
- 7 Click a rating or label by which to filter your images.

**Note:** For details about applying ratings and labels, see the section “Browse for an Image in Bridge.”



Bridge filters the images, hiding those that are not relevant.

- Unfiltered changes to Filtered.



## TIPS

### How can I hide folders and nonimage files in Bridge so that only images are displayed?

To hide folders, click **View** and then **Show Folders**. The check mark next to the Show Folders menu item disappears and Bridge hides the folders in the right side of the window. To hide nonimage files as well, click **View** and then **Show Graphic Files Only**.



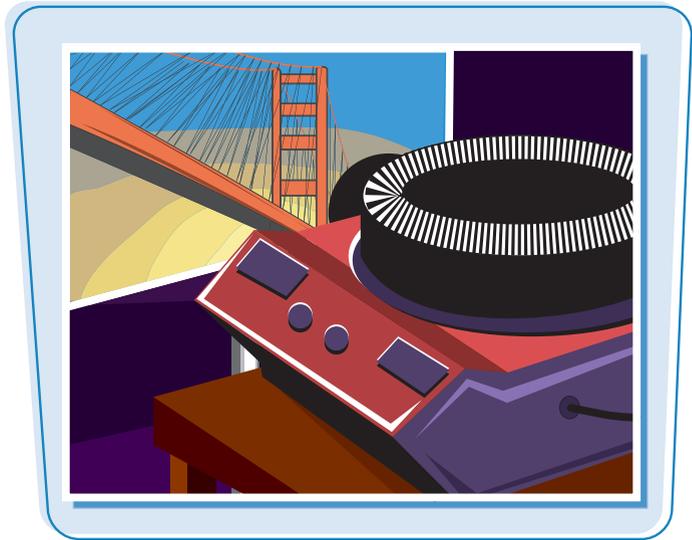
### What image-editing functions can I perform in Bridge?

You can rotate images 90 degrees by clicking the **Rotate 90° counterclockwise** icon (⌘) or the **Rotate 90° clockwise** icon (⌚). You can delete images by selecting them and then clicking the **Trash** icon (🗑️). To perform more complex editing, you can return to Photoshop by clicking **File** and then **Return to Adobe Photoshop CS2**.



# Display a Slide Show in Bridge

You can view a set of images in a folder as a slide show in Adobe Bridge. You can control the cycling of the slide show images using keyboard commands.



## Display a Slide Show in Bridge

- 1 Open Adobe Bridge.

**Note:** For more on opening Adobe Bridge, see the section “Sort and Filter Images in Bridge.”

- 2 Click a folder containing the slide show images.

You can also ⌘-click in the main window pane to select the images that you want to display in the slide show.

**Note:** For details on opening the Bridge and selecting folders, see the section “Browse for an Image in Bridge.”

- 3 Click **View**.
- 4 Click **Slide Show**.
- 5 Press **Spacebar**.



Bridge cycles through the photos in the selected folder.

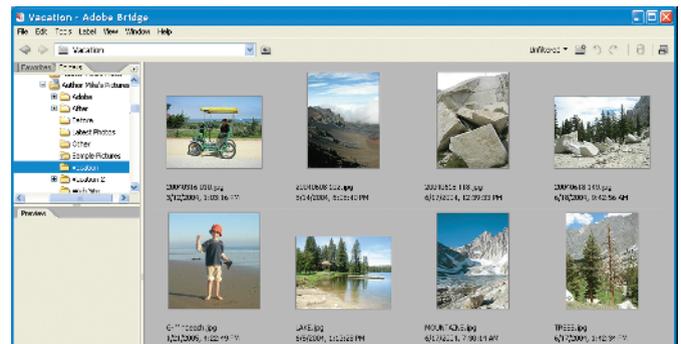
The order of the photos is determined by the sort order in Bridge.

**Note:** See the section “Sort and Filter Images in Bridge” for details.

- 6 Press **H**.
- 7 Press **Esc**.



The slide show ends.



## TIPS

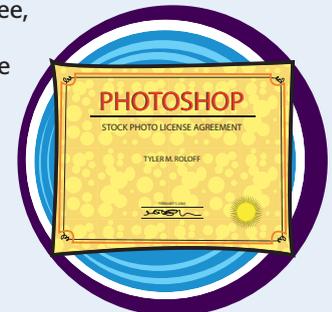
### How can I access stock photos in Bridge?

You can purchase stock photos from Adobe through the Adobe Bridge interface and use those photos in your projects. To access photos in Bridge, click the **Favorites** tab and then click **Adobe Stock Photos**. The main Adobe Stock Photos page appears. You can search for stock photos by keyword or browse stock photos by category. The service allows you to download low-resolution “comp” versions of photos to try out free for 30 days.



### How am I allowed to use stock photos purchased from Adobe?

Images that you purchase through Adobe’s stock photo service may be used on a “royalty-free” basis. This means you pay a single licensing fee, which varies based on the resolution of the image. The royalty-free license grants you the right to use that image multiple times in a variety of ways, including for advertising, on product merchandise, and on Web sites. For details, see the license agreement on the stock photo pages.



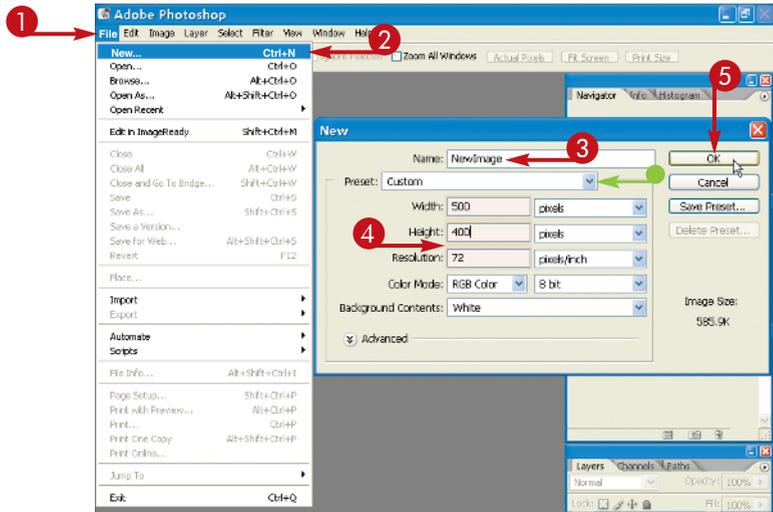
# Create a New Image

You can start a Photoshop project by creating a blank image.



## Create a New Image

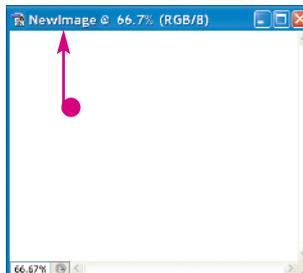
- 1 Click **File**.
- 2 Click **New**.  
The New dialog box appears.
- 3 Type a name for the new image.
  - You can click here to select a preset image size.
- 4 Type the dimensions and resolution you want.
- 5 Click **OK**.



Photoshop creates a new image window at the specified dimensions.

- The file name appears in the title bar.
- 6 Use Photoshop's tools and commands to create your image.

**Note:** See the following chapters for more on using the Photoshop tools and commands. To save your image, see Chapter 14.



You can exit Photoshop after you finish using the application.



## Exit Photoshop

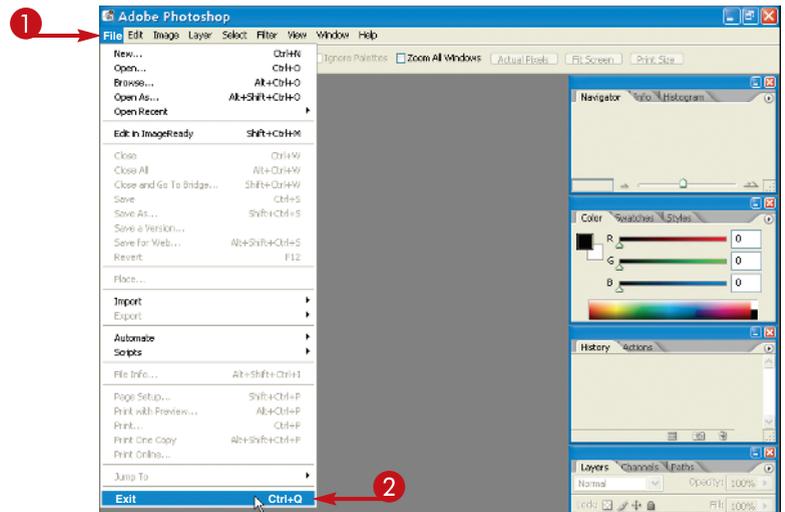
### EXIT PHOTOSHOP ON A PC

- 1 Click **File**.
- 2 Click **Exit**.

Photoshop exits.

Before exiting, Photoshop alerts you to any open images that have unsaved changes so you can save them.

**Note:** See Chapter 14 to save image files.



### EXIT PHOTOSHOP ON A MAC

- 1 Click **Photoshop**.
- 2 Click **Quit Photoshop**.

Photoshop exits.

Before exiting, Photoshop alerts you to any open images that have unsaved changes so you can save them.

**Note:** See Chapter 14 to save image files.

