

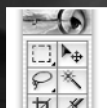
PHOTOSHOP WORKSPACE



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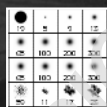
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Interface Overview

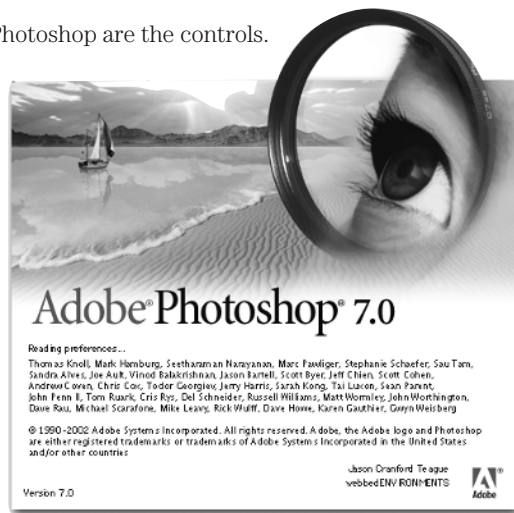
PHOTOSHOP 7 IS AVAILABLE FOR USE in three operating systems: Windows (various versions), Mac OS 9, and the new Mac OS X (pronounced “OS Ten”). Regardless of which operating system you happen to be using, Photoshop works much the same. There may be a few operating-system-specific buttons, controls (especially with printing), and even the occasional additional menu; but understanding Photoshop in Windows is the same as understanding Photoshop on the Mac.

The first thing you notice when you open Photoshop are the controls.

They are everywhere, allowing you to adjust just about anything you can possibly imagine in the images you edit. There are thousands of buttons, controls, menu options, and other objects, and each has a specific purpose. Learning all of these may seem a Herculean task, and mastering them nigh impossible. Yet all the controls in Photoshop follow a similar logic, and once you get the hang of a few controls, understanding the entire interface will quickly follow.

This chapter covers:

- 1.1 The Mac interface: OS X
- 1.2 The Mac interface: OS 9
- 1.3 The Windows interface
- 1.4 The document window
- 1.5 Interface objects



1.1 The Mac Interface: OS X

- ➡ 1.4 The Document Window
- ➡ 1.5 Interface Objects
- ➡ 2 Menus
- ➡ 3 The Toolbox
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Since standard Mac mice do not have a right button (as with PC mice), use Control-click whenever right mouse clicking is indicated. If your mouse does have a right mouse button, you can use either method.

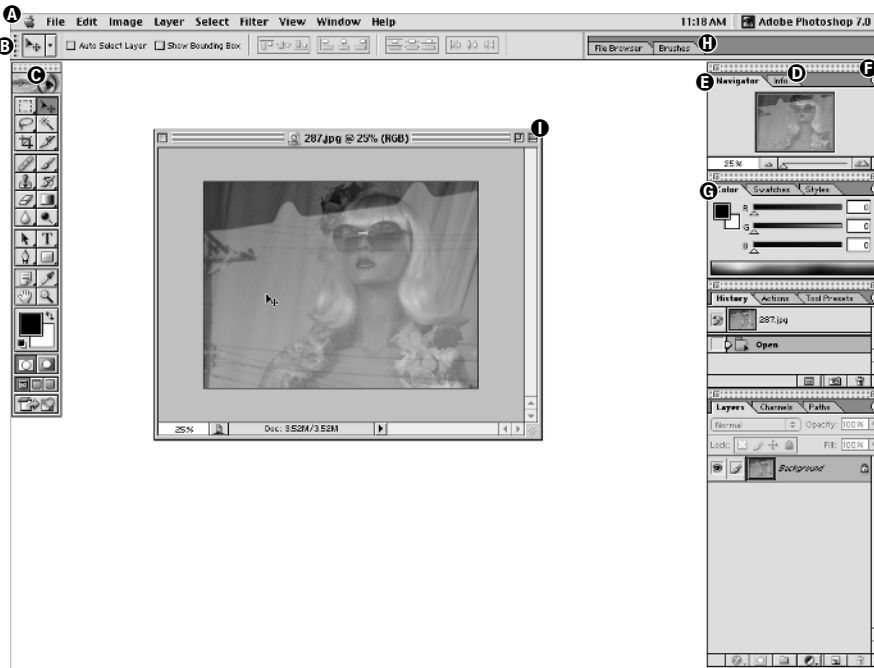
Although the OS X and OS 9 versions of Photoshop 7 are almost identical, there are a few key differences, not only in the general operating-system interface, but also with the addition of new menu options only available in OS X. Throughout, this book will highlight the differences between the operating systems when necessary.



- A Menu Bar** Click any of the menu headings to view a list of menu options.
- B Application Menu (Photoshop)** This menu option is available in Mac OS X to provide access to application-specific menu options such as About Photoshop and Preferences. This menu also gives you the ability to hide Photoshop or hide other applications.
- C Tool Options Bar** This part of the interface provides options for the currently selected tool.
- D Toolbox** Click to select a particular tool to use in the canvas.
- E Palettes** Through the Window menu, you can access 17 floating palettes that contain controls and options for the various tools and the canvas. A palette is distinguished by a tab with its name.
- F Close Palette** Click to close the current window. You'll have a chance to save changes if necessary.
- G Minimize/Restore Palette** Click to minimize the window so that just its title bar is showing.
- H Palette Group** You can group palettes together and then bring an individual palette to the front of a group by clicking its tab.
- I Palette Well** This space holds palettes for quick access. Simply drag and drop a palettes tab into the area to add it to the well.
- J Document Window** The document window displays the image currently being edited (also called the image window). Multiple document windows can be open at a given time, but only one is on top and can be edited.

1.2 The Mac Interface: OS 9

Although now available for OS X, Photoshop 7 is also available to OS 9 users, and it has just as much power as it does in OS X. However, it is important to distinguish between the two versions because of the major interface changes in OS X from OS 9. These changes become especially apparent when it's time to open, save, or print a document.



- A Menu Bar** Click any of the menu headings to view a list of menu options.
- B Tool Options Bar** This part of the interface provides options for the currently selected tool.
- C Toolbox** Click to select a particular tool to use in the canvas.
- D Palettes** Through the Window menu, you can access 17 floating palettes that contain controls and options for the various tools and the canvas. A tab with its name distinguishes a palette.
- E Close Palette** Click to close the current window. You'll have a chance to save changes if necessary.
- F Minimize/Restore Palette** Click to minimize the window so that just its title bar is showing.
- G Palette Group** You can group palettes together, and then you can bring an individual palette to the front of a group by clicking its tab.
- H Palette Well** This space holds palettes for quick access. To add a palette to the Well, simply drag and drop its tab into this area.
- I Document Window** The document window displays the image currently being edited (also called the image window). Multiple document windows can be open at a given time, but only one is on top and able to be edited.

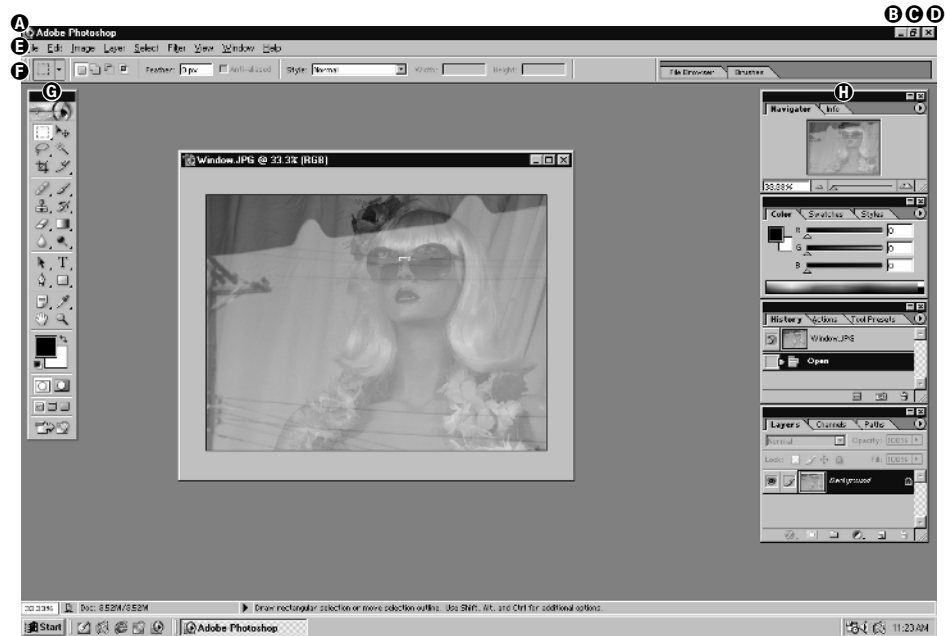
- ➔ 1.4 The Document Window
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In Mac OS 9, use the options in the application switcher (top right corner) to hide Photoshop or hide all other applications except Photoshop.

1.3 The Windows Interface

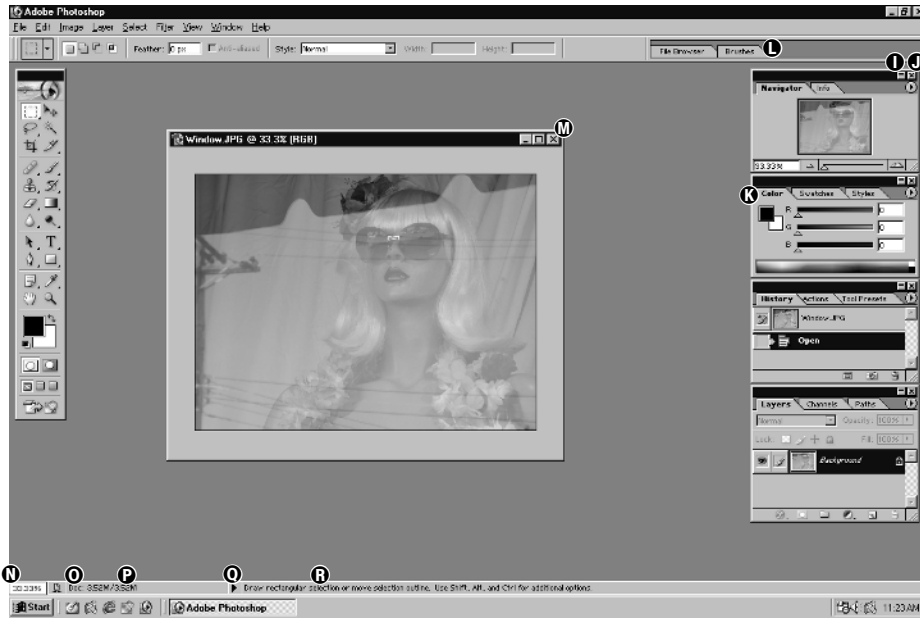
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Although the appearance of the Windows interface has undergone something of a metamorphosis from Windows Me to Windows XP, the basic structure remains unchanged. The primary differences between Photoshop on the Mac and Photoshop in Windows are the placement of the menu bar, the ability to enlarge the application to fill the entire window using the application buttons in the top right corner of the screen, and the placement of the status bar at the bottom of the application window (rather than in the document window).



- A Application Control Bar** Click to access a menu with options to restore, move, size, minimize, maximize, and close the application.
- B Minimize Application** Click to minimize Photoshop into the Windows Taskbar.
- C Maximize/Restore Application** Click to enlarge the application window to fill the entire screen. Click again to restore the application to window mode.
- D Close Application** Click to quit Photoshop. You will be prompted to save changes if necessary.
- E Menu Bar** Click a menu heading to view a list of menu options.
- F Tool Options Bar** This part of the interface provides options for the currently selected tool.
- G Toolbox** Click to select a particular tool to use in the canvas.
- H Palettes** Through the Window menu, you can access 17 floating palettes that contain controls and options for the various tools and the canvas. A tab with the palette name distinguishes a palette.

1.3 The Windows Interface *(Continued)*



- S Minimize/Restore Palette** Click to minimize the window so that just its title bar is showing.
- J Close Palette** Click to close the current window. You'll have a chance to save changes if necessary.
- K Palette Group** You can group palettes together, and then you can bring an individual palette to the front of a group by clicking its tab.
- L Palette Well** This space holds palettes for quick access. To add a palette to the well, drag and drop its tab into this area.
- M Document Window** This window displays the image currently being edited (also called the image window). Multiple document windows can be open at a given time, but only one is on top and able to be edited.
- N Image Magnification** This space display the current magnification of the canvas. Click and enter a new magnification.
- O Workgroup Options** Click to select Save or to check out the document to and from the work-group server.
- P Document Information** This space displays document information as chosen in the drop-down immediately to the right. Option/Alt-click to view width, height, channels, and resolution.
- Q Document Information Selection** Click to select the information displayed.
- R Action** Much like the Tool Tip, this area displays the action possible with the current tool.

1.4 The Document Window

- ➡ 6.1 Starting a New Image
- ➡ 6.5 Changing the Canvas Size
- ➡ 6.7 Navigating the Canvas
- ➡ 6.13 Saving and Closing an Image

Minimize window

 **M**
Ctrl **M**

Hide everything but the document windows

Option **Tab**
Alt **Tab**

Close front document window

 **W**
Ctrl **W**

You can have multiple document windows open at the same time and juggle these documents using the Window > Documents submenu. You can tile the open document windows in a variety of ways, or you can choose the document you want to work with and bring it to the front.

When you open an image or start a new image, it is placed in its own document window. The document window not only displays the image, allowing you to edit it in a variety of ways in the canvas, but also displays important information about the document and some controls for the image file.



- A Title Bar** Displays the filename, the magnification, and the color mode of the document in the window. Command/Ctrl-click to view saving path.
- B Close Window** Closes the current window giving you a chance to save changes if necessary.
- C Minimize Window** Minimizes the window to a small icon on the Dock (OS X) or a window shade (OS 9 and Windows).
- D Resize/Restore Window** Toggles the document window size between fitting to the canvas and the last size opened.

Note that in Windows, the Minimize, Resize/Restore, and Close icons occur in that order, left to right.

- E Image Mat** Surrounds the area around the canvas with a gray frame to the edge of the window. Shift-click in the image mat with the paint bucket to change the color to the selected foreground color.
- F Rulers** Displays the measurement of the image in selected units. Click and drag to set a guideline. Double-click to open Rulers & Units preferences.
- G Adjust Ruler Origin** Click and drag to adjust the origin point for the ruler in the display area. Double-click to reset the origin to the top left corner of the image.
- H Canvas** Edit the image in this work area. The canvas area in the document window depends on the dimensions, resolution, and magnification of the image. If the canvas is too large for the display area of the document window, scroll bars are added so that you can “move” the image around.
- I Mouse Pointer** Use to manipulate the image on the canvas with the chosen tool. Generally the mouse pointer is an arrow, but its appearances in the canvas and in certain palettes depend on the selected tool and the settings in the Display & Cursors preferences.
- J Slice Label** Displays the slice number and type.
- K Image Magnification** (Mac only) Displays the current magnification of the canvas. Click and enter a new magnification.
- L Workgroup Options** (Mac only) Click to check out (open) a document or check in (save) a document to a workgroup server once you are finished editing it.
- M Document Information** (Mac only) Displays document information as chosen in the dropdown. Option/Alt-click to view width, height, channels, and resolution.
- N Document Information Selection** (Mac only) Click to select the information displayed.

1.5 Interface Objects

Regardless of which operating system you are using to run Photoshop, several “widgets” are used in the interface. Although they look slightly different in the three operating systems, for the most part, they behave identically. To master this seemingly complex interface, you need to understand the basic nature of the various interface objects in Photoshop. When you then encounter an unfamiliar object, you’ll at least understand how it behaves if not exactly what it does.

The various controls are context specific. That is, when you use them to control something (color, percentage, size), you have to look at surrounding labels to see what the control is specifically affecting. Many controls (although not all) will have a brief text label in the general vicinity of the control, or you can use Tool Tips for a more detailed explanation.

One other important, but often overlooked, fact about the Photoshop interface has to do with text labels. Many interface objects will have a text label in close proximity to identify what the object is for. Often, clicking the text label will either select the object, or, in the case of form fields, select the content of the field, allowing you to start typing to replace it.

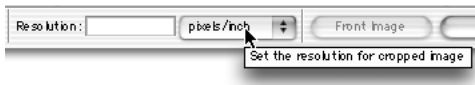


Text Label Text labels are used to identify the data field to its right (in this case width and height). Click the text label to quickly select the text in the field.

Tool Tip

Although not technically a control, Tool Tips are available with almost all controls in the Photoshop interface. Simply place your cursor over any control or control label in the interface and wait less than a second. A small yellow box appears, displaying a brief description of the control.

If you do not see the Tool Tip, open the Photoshop General preferences (Command/Ctrl-K) and check the Show Tool Tips option. If you still do not see the Tool Tip, this object may not have one. Try a different object.



Tool Tip Place the mouse pointer over an object, and a Tool Tip describing the object will appear within a second.

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Contextual menu



There are also two menus in each document window that will be discussed in Chapter 5.

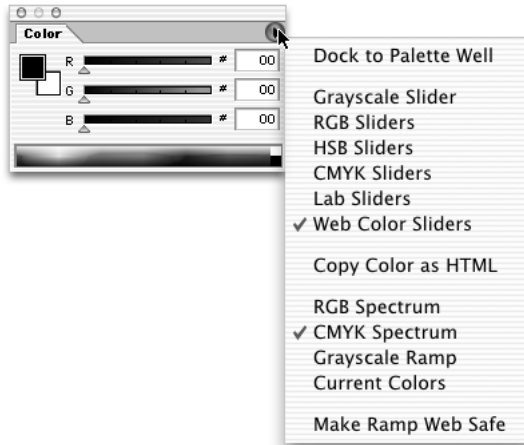
1.5 Interface Objects *(Continued)*

If you are looking for a quicker way to get something done, check to see if a menu option in the contextual menu will save you time.

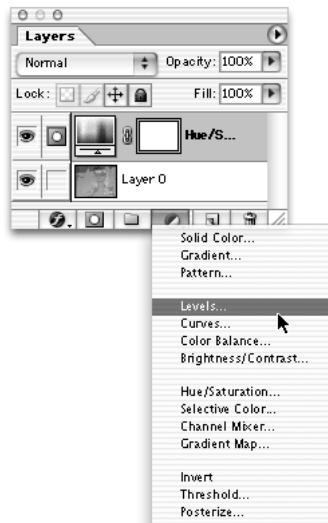
Often, selecting an option in one control changes the options available in another control.

Interface Menus

Although Photoshop comes well equipped with the menu bar across the top of the screen (Mac) or window (Windows), additional menus are available throughout the interface that fall into four basic categories: palette menus, footer menus, contextual menus, and dialog menus.

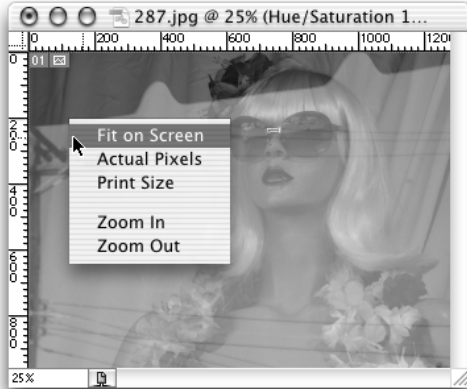


Palette Menu Click the circular arrow-head button in the top right corner of the palette or (when in the palette well) the arrowhead on the left side of the tab to open the palette menu. This menu contains palette-specific options as well as the Dock To Palette Well option. For example, the Color palette includes various options that you can use to choose how colors are set.



Footer Menu Click to view a list of options. The icons for footer menus come in all shapes and sizes and can be found at the bottoms of palettes in the interface. They are identified by a small arrowhead next to the icon pointing down. For example, the Layers palette includes a footer menu that you can use to quickly add adjustment layers.

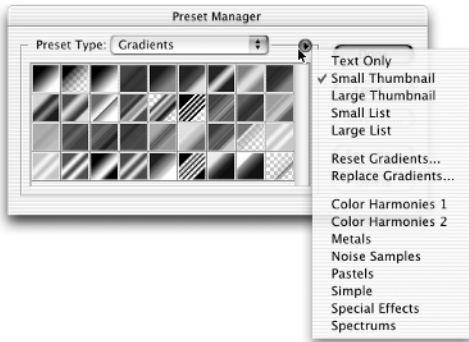
1.5 Interface Objects *(Continued)*



Contextual Menu Control/right-click anywhere in the document window, a palette, or a dialog window to open a contextual menu that contains options which affect the object being clicked. These options depend on what was clicked, where it was clicked, and the currently selected tool. For example, if you select the Zoom tool, clicking in the canvas displays a contextual menu that contains zooming options.

Most data fields have units associated with them (such as pixels, points, or a percentage). Photoshop usually inserts the unit or percent sign if you do not include it. However, some fields have select menus next to them to specify the unit used in the data field.

Generally, sliders work in “real time,” meaning that as you make a change, you see the effect of the change.



Dialog Menu Many dialog windows in Photoshop have one or more menus embedded in them. These menus generally provide window-specific options. Most of these menus are distinguished by an arrowhead in a circular button. For example, in the Preset Manager dialog, the menu provides ways to save and load gradient presets into the current list or to replace gradient presets in the current list.

Check Boxes

You use check boxes to select or deselect a particular option. A text label always immediately follows the check box.



Check Box Click the check box or the text label next to the check box to toggle the option on and off. For example, you can turn Auto-Select Layer on and off for the Move tool.

Radio Button

You use radio buttons to choose between two or more mutually exclusive options. Generally, though, a select menu is used for three or more options.

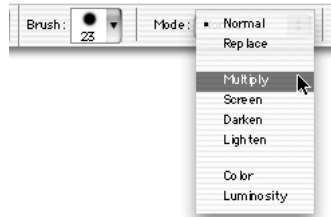


Radio Button Click the radio button or its text label to select that option. All radio buttons for related options are grouped together. For example, you can choose between using Sampled and Pattern for the Healing Brush tool. If you choose Pattern, the Pattern menu is activated.

1.5 Interface Objects *(Continued)*

Select Menu

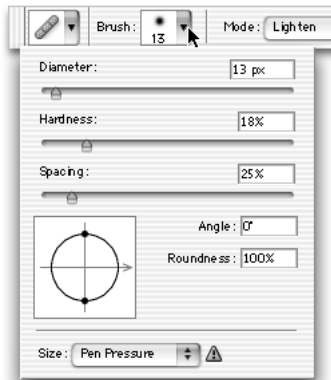
Like the Radio button, the select menu allows you to choose between two or more mutually exclusive options.



Select Menu Click the menu and then click again on the desired option or use the Up and Down arrow keys to navigate the list and press Enter to choose an option. For example, you can select the blending mode used by a paint brush.

Drop-Down Controls

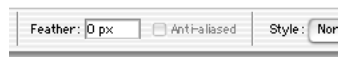
Some menus are not truly menus but a set of controls used to set additional options.



Drop-Down Click the drop-down control, make adjustments, and then click anywhere outside the control or press Enter to close it. For example, some brushes allow you to set various options to define the brush.

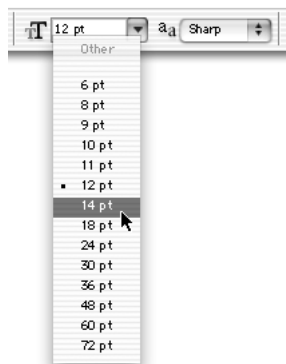
Data Fields

You use data fields to enter numbers in control options. Data fields can be combined with Select menus so that you can either enter a value directly or click the menu arrow (on the right side) to select an option. In addition, some data fields are accompanied by a slider control, which is helpful when a wide range of values is possible or when you need to quickly change the value for comparison purposes.



Data Field Click in the data field to insert the cursor and begin to type. You can also double-click in the field or click the field's text label to select the entire field and begin typing to erase the current value and replace it with a new value. For example, you can enter the number of pixels to feather a selection.

1.5 Interface Objects *(Continued)*



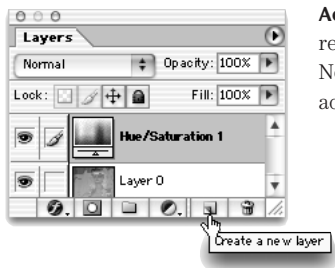
Data Field with Drop-Down Click in the data field to enter a value directly, click the drop-down arrow (on the right) to choose a value from the list. For example, you can enter the font size directly in the field or select it from a list in the drop-down. Some drop-downs allow you to adjust a slider or use the left and right arrow keys to change the value.



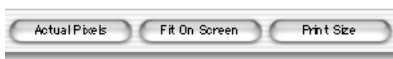
Slider Click and drag the slider to the left or right to change the value in the data field. You can also click the slider line to move the slider to that point. Sliders are sometimes next to the data field but can also be included as a drop-down. For example, the Navigator palette has a slider at the bottom of the window that controls the magnification of the image (the field is to the left).

Buttons

A wide variety of buttons are used in the Photoshop interface.



Action Button Click to perform a specific action. Click again to repeat the action. For example, every time you click the Create A New Layer button in the Layers palette, a new blank layer is added to the image.



Text Button Click to perform a specific action. Click again to repeat the action. These buttons are similar to the action buttons, but do not use an icon to represent functionality. For example, in the Zoom Tool Options bar, three text buttons allow you to magnify the image for a variety of purposes.



Select Button Click to select a single option from a group of related options, much like a radio button. However, rather than using a text label, select buttons use icons to indicate what they do. The various options are usually touching each other. For example, text allows you to select one of three justifications: left, center, or right.

1.5 Interface Objects *(Continued)*



Select Button with Drop-Down Click the drop-down menu on the right side of a select button group to view additional control or a menu of options. The menu is context sensitive to the button selected in the group. For example, if you select the Line Draw tool, the drop-down provides additional options for using that tool.



Toggle Button Click to turn an option on (highlighted) or off, much like a check box. However, rather than using text labels, toggle buttons use icons to indicate what they do. For example, the Airbrush button allows you to turn Airbrush mode on or off for the selected brush.

Color Squares

You can select two general colors for use while working: Foreground and Background. However, any time you see a color square in the interface (a small rectangle or a square of color), you can double-click it to open the Color Picker. This is true virtually anywhere you see color, not only in the toolbar and Color Palette, but also in the Text Options bar and the Gradient Editor.



Color Swatch Double-click to open the Color Picker. For example, click the annotation color square to select the highlight color for a note.

Toggles

Several palettes, most notably the Layers palette, include one or more columns on the left side of a list of elements (layers, history states, channels) that allow you to toggle a specific option about that list element.



Toggle Click in the square next to the list item to toggle an option on or off for that item. Some toggles work like radio buttons, meaning that only one list item can have that option at a time. For example, you can select only one history state at a time to be used for the history brush.