

PHOTOSHOP WORKSPACE

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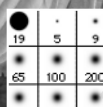
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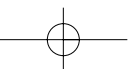
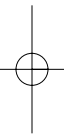
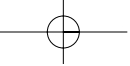
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Interface Overview

PHOTOSHOP CS IS AVAILABLE FOR Windows (2000 and XP) and for Mac OS X (version 10.2.4). 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), shortcut keys (of course), 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 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.



- 1.1 The Macintosh interface
- 1.2 The Windows interface
- 1.3 The document window
- 1.4 Interface objects

1.1 The Macintosh Interface

- 1.3 The Document Window
- 1.4 Interface Objects
- 2 Menus
- 3 Tools
- 4 Palettes

Hide all controls

Tab

Hide all controls
except Toolbox and
tool options bar

Option Tab

Since standard Mac mice do not have a right button (as do PC mice), use Control-click whenever right-clicking is indicated. If your mouse does have a right mouse button, you can use either method.

Photoshop CS is the first version of Photoshop that is *not* available for the “classic” versions of the Macintosh operating system. In fact, Photoshop CS is not compatible with early versions of the Mac OS X operating system. If you are using any version of the Mac operating system before 10.2.4, you will need to upgrade.

To run Photoshop CS on a Macintosh, your system will need to meet the following minimum requirements: Mac OS 10.2.4 or later; G3 or higher processor; 192 MB RAM, although 256 MB is recommended; 320 MB of available hard disk space; 1024×768 resolution monitor with 16-bit or better color; CD-ROM drive (for installation).



- A Menu bar** Click any of the menu headings to view a list of menu options.
- B Application menu (Photoshop)** This menu is available in Mac OS X to provide access to application-specific options such as About Photoshop and Preferences. Use can also use this menu to hide Photoshop or other applications.
- C Tool Options bar** This part of the interface provides options for the currently selected tool.
- D Toolbox** Click an icon 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 Palette group** You can group palettes and then bring an individual palette to the front of a group by clicking its tab.
- G Palette Well** This space holds palettes for quick access. Simply drag and drop a palette's tab into the area to add it to the well.
- H 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 Windows Interface

To run Photoshop CS on a Windows machine, you will need the following: Windows 2000 (Service Pack 3), Windows XP, or a later version of Windows; Pentium III or 4 processor (or equivalent) or higher; 192 MB RAM, although 256 MB is recommended; 280 MB of available hard disk space; 1024×768 resolution monitor with 16-bit or better color; CD-ROM drive (for installation)



- A Menu bar** Click a menu heading 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 the palette name distinguishes a palette.
- E Palette group** You can group palettes, and then you can bring an individual palette to the front of a group by clicking its tab.
- F Palette Well** This space holds palettes for quick access. To add a palette to the well, drag and drop its tab into this area.
- G 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.
- H Image magnification** This space displays the current magnification of the canvas. Click and enter a new magnification.
- I 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.
- J Document information selection** Click to select the information displayed.
- K Action** Much like the Tool Tip, this area displays the action possible with the current tool.

- 1.3 The Document Window
- 1.4 Interface Objects
- 2 Menus
- 3 Tools
- 4 Palettes








Hide all controls
[Tab]

Hide all controls
except Toolbox and
tool options bar
[Shift] [Tab]

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).

1.3 The Document Window


- ➡ 6.3 Creating a Blank Document
- ➡ 6.10 Saving Images
- ➡ 7.2 Changing the Canvas Size

- Minimize window (Windows only)
  M
- Close front document window
 W
Ctrl W
- Close all document windows
Option  W
Shift Ctrl W
- New document
 N
Ctrl N
- Open document
 O
Ctrl O
- Browse for document
Shift  O
- Open document as (Windows only)
Alt Ctrl O

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. Mac users can -click the title to view the saving path.
- B 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.
- C Rulers** Displays the measurement of the image in selected units. Click and drag to set a guideline. Double-click to open Rulers & Units preferences.
- D 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.
- E 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.
- F Image Magnification** (Mac only) Displays the current magnification of the canvas. Click and enter a new magnification.
- G Document Information** (Mac only) Displays document information as chosen in the drop-down. Option/Alt-click to view width, height, channels, and resolution.
- H Document Information Selection** (Mac only) Click to select the document information displayed in G.

1.4 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 two operating systems, for the most part, they behave identically.

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.



A text label is 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, a Tool Tip is 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.



Place the mouse pointer over an object to display a Tool Tip describing the object.

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.

- ➡ 2 Menus
- ➡ 3 Tools
- ➡ 4 Palettes

Hide all controls

Tab

Hide all controls except Toolbox and tool options bar

Option Tab

Shift Tab

Toggle between fields (when cursor is in field)

Tab

Contextual menu

Ctrl one-button

mouse click

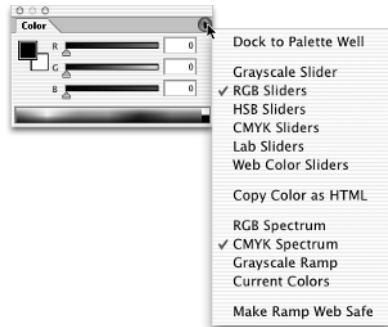
Left-click

1.4 Interface Objects *(Continued)*

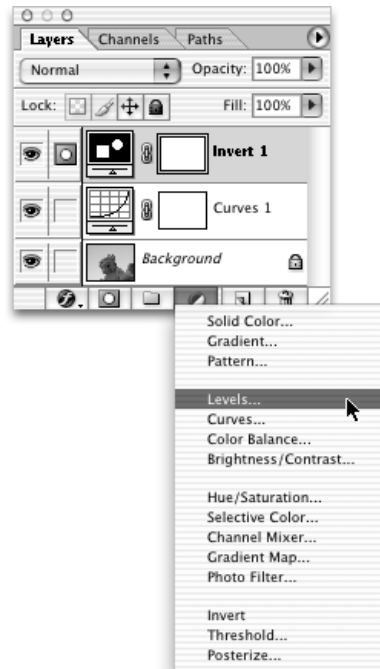
Text labels next to data fields can prove very useful. Double-click to select the value, click and slide to increase or decrease the value, and Shift-click and slide to increase or decrease the value by 10.

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 arrowhead 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.

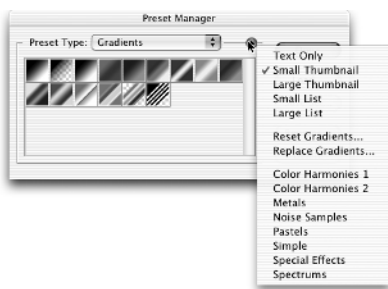


Footer Menu Click to view a list of options. The icons for footer menus come in all shapes and sizes and can be found at the bottoms of palettes in the interface. They are identified by a small arrowhead next to the icon pointing down. For example, the Layers palette includes a Footer menu that you can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

1.4 Interface Objects *(Continued)*



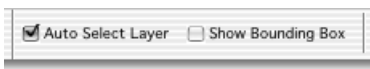
Contextual Menu Control/right-click anywhere in the document window, a palette, or a dialog window to open a contextual menu that contains options which affect the object being clicked. These options depend on what was clicked, where it was clicked, and the currently selected tool. For example, if you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



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.

Selection Controls

Photoshop uses check boxes, radio buttons, menus, and palettes to let you make choices. Check boxes represent on/off decisions; radio buttons let you choose between two or more mutually exclusive options. Generally, a select menu is used for three or more options.



Check Box You use check boxes to select or deselect a particular option. A text label always immediately follows the check box. Click the check box or text label to toggle the option on and off. For example, you can turn Auto-Select Layer on and off for the Move tool.

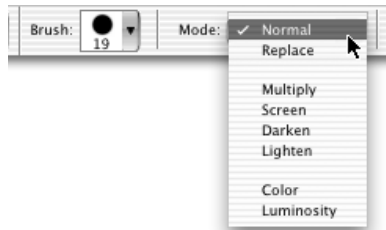


Radio Button Click the radio button or its text label to select that option. All radio buttons for related options are grouped together. For example, you can choose between using Sampled and Pattern for the Healing Brush tool. Choosing Pattern activates the Pattern menu.

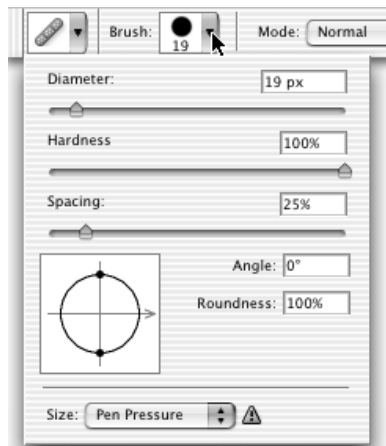
If you are looking for a quicker way to get something done, check to see if an option in the contextual menu will save you time.

1.4 Interface Objects *(Continued)*

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



Select Menu Like the radio button, the select menu allows you to choose between two or more mutually exclusive options. Click the menu and then click the desired option again or use the Up and Down arrow keys to navigate the list, and then press Enter to choose an option. For example, you can select the blending mode used by a Brush tool.



Drop-Down Some menus are not truly menus but a set of controls used to set additional options. 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, located in the tool options bar or in palettes, allow you to click in the field and then type the number directly from the keyboard, click in the field and use the arrow keys to increase or decrease values, or click the text label and slide left or right to increase or decrease the value.

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 field to edit its content; double click in the field or click the field's label to select its content; click on the label and move left or right to adjust the value, using a conceptual slider as shown in the image. For example, you can enter the number of pixels to feather a selection.

1.4 Interface Objects *(Continued)*



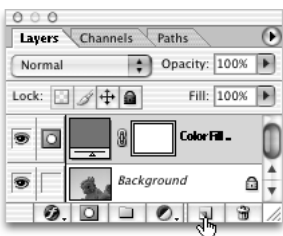
Data Field with Drop-Down Click in the data field to enter a value directly, click the drop-down arrow (on the right) to choose a value from the list, or use the slider. For example, you can use the slider to set the opacity, or you can select a font size directly from a list in the drop-down.



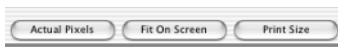
Slider Click and drag the slider to the left or right to change the value in the data field. You can also click the slider line to move the slider to that point. Sliders are sometimes next to the data field but can also be included as a drop-down. For example, the Navigator palette has a slider at the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

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.

1.4 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 controls 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

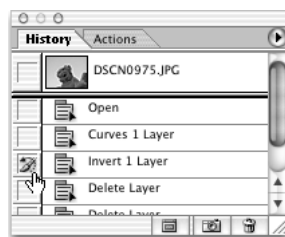
You can select two general colors for use while working: foreground and background. However, any time you see a color square in the interface (a small rectangle or a square of color), you can double-click it to open the Color Picker. This is true virtually anywhere you see color, not only in the Toolbox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



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.



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 tool.