

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.

Work with Images	4
Understanding Photoshop	6
Start Photoshop on a PC	8
Start Photoshop on a Mac	9
The Photoshop Workspace	10
Find Images for Your Projects	11
Set Preferences	12
Save a Workspace	14
Get Help	16
Open an Image	18
Browse for an Image in Bridge	20
Sort and Filter Images in Bridge	22
Display a Slideshow in Bridge	24
Create a New Image	26
Exit Photoshop	27

Work with Images

Photoshop enables you to create, modify, combine, and optimize digital images. You can then save the images to print, share via e-mail, publish online, or view on a hand-held device, such as an iPod.



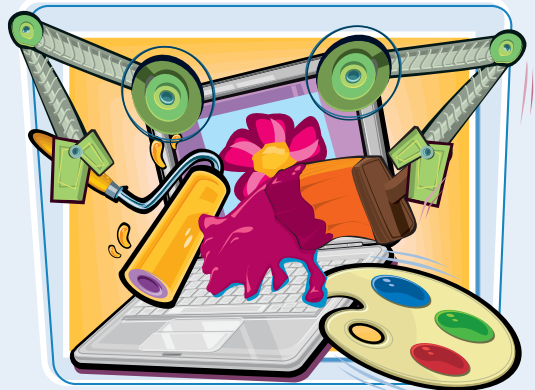
Manipulate Photos

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.



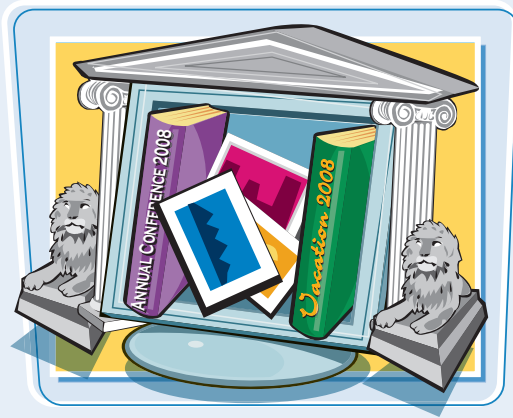
Paint Pictures

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, Organize, and Display 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 display your images after you edit them. You can display them as a group in a Web photo gallery or combine several sequential images into a single panorama. See Chapter 13 for details.

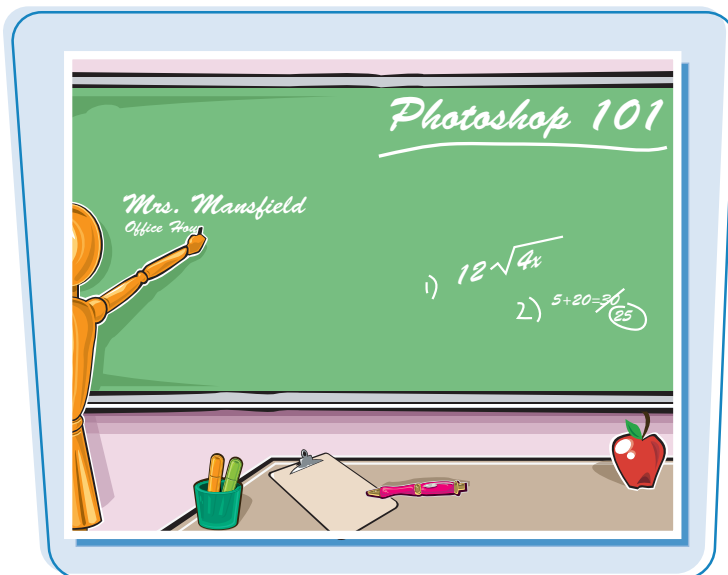
Put Your Images to Work

After you edit your work, you can utilize your images in a variety of ways. Photoshop lets you print your images, save them in a format suitable for placement on a Web page or e-mailing, or prepare them for use in a page-layout program. See Chapter 14 for more about saving images in different formats as well as printing them.



Understanding Photoshop

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



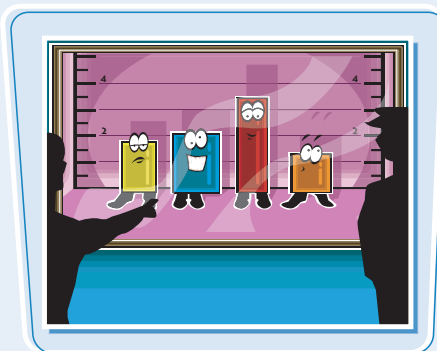
Understanding Pixels

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. Special brushes in Photoshop enable you to select objects in your image based on how the colors of those objects contrast with the background.



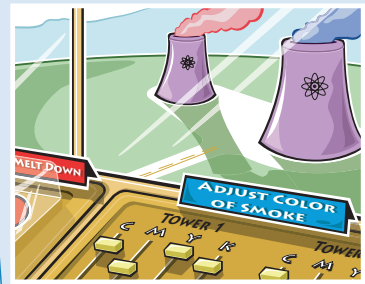
Paint

After selecting your pixels, you can apply color to them by using Photoshop's Brush, Airbrush, Paint Bucket, 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, tears, and other imperfections from a scanned picture.



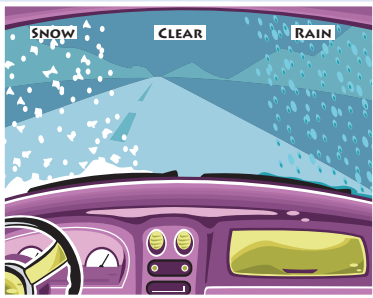
Adjust Color

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 let you 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 layer styles let you 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.



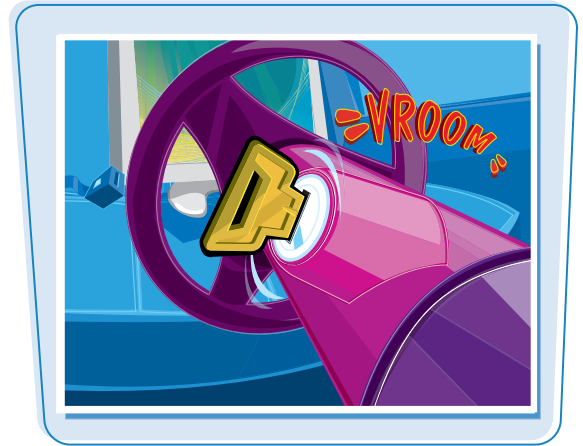
Add Type

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

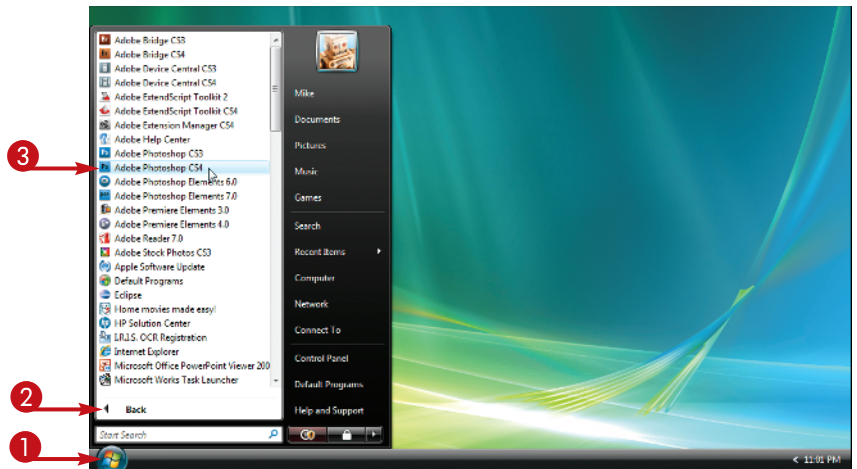
You can start Photoshop on a PC and begin creating and editing digital images.



Start Photoshop on a PC

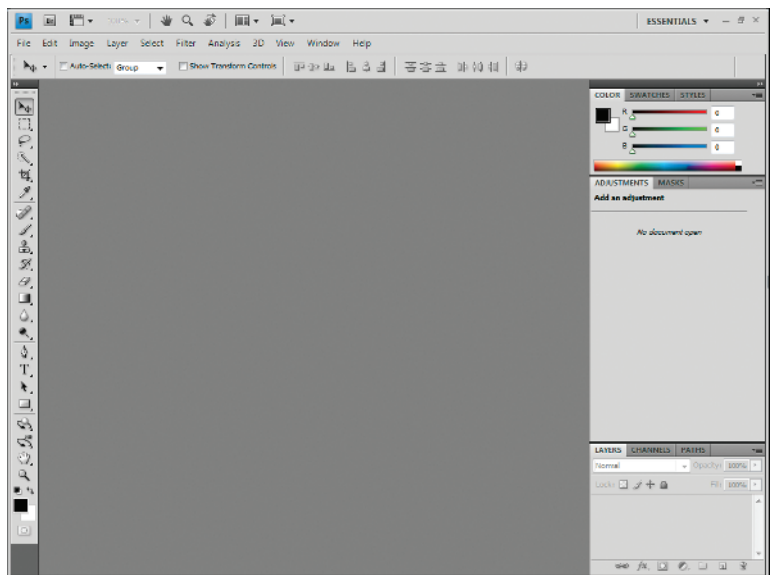
- 1 Click **Start**.
- 2 Click **All Programs (All Programs changes to Back)**.
- 3 Click **Adobe Photoshop CS4**.

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



Photoshop starts.

Note: To learn how to open an image and start working, see "Open an Image" in this chapter.

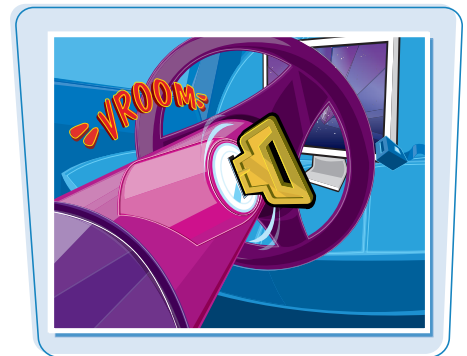


Start Photoshop on a Mac

Getting Started

chapter 1

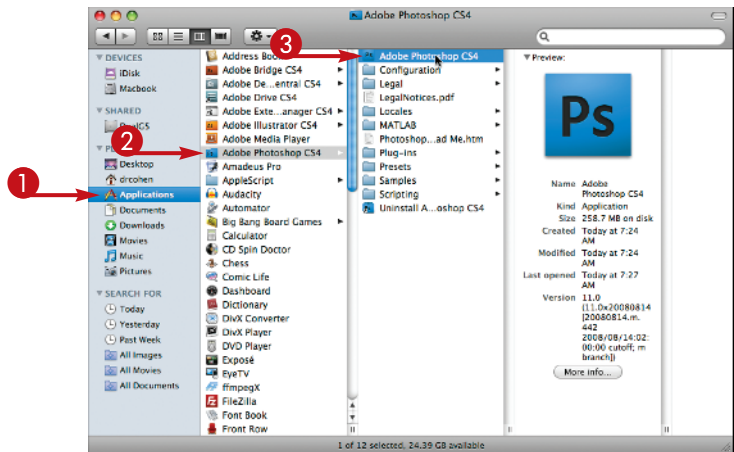
You can start Photoshop on a Mac and begin creating and editing digital images.



Start Photoshop on a Mac

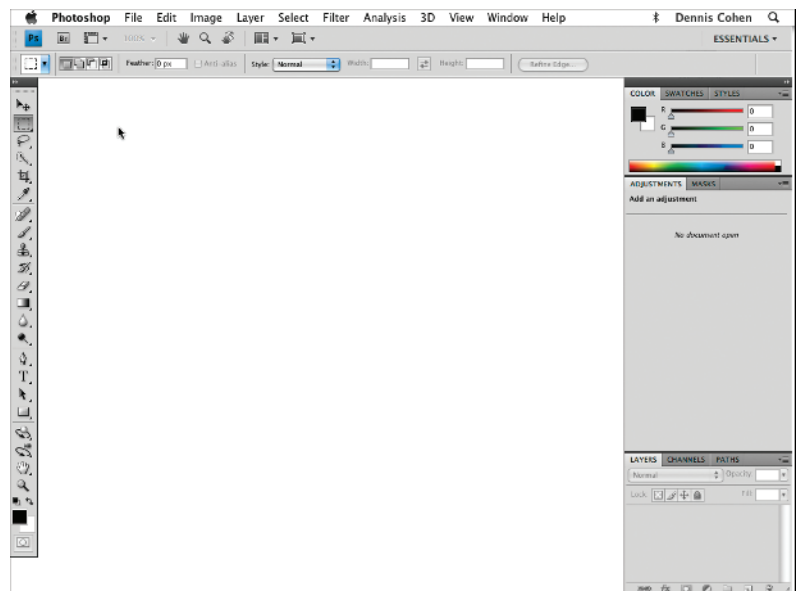
- 1 In the Finder, click **Applications**.
- 2 Click the Adobe Photoshop CS4 folder.
- 3 Double-click the Adobe Photoshop CS4 icon.

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



Photoshop starts.

Note: To learn how to open an image and start working, see “Open an Image” in this chapter.



The Photoshop Workspace

In Photoshop, you open your digital images in a main image window and use a combination of tools, menu commands, and panel-based features to edit the images.

Application bar

Displays menus that contain most of Photoshop's commands and functions. Special icon-based menus allow you to change the layout of the program. The application bar becomes a single row on wider monitor settings.

Options bar

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

Title tab

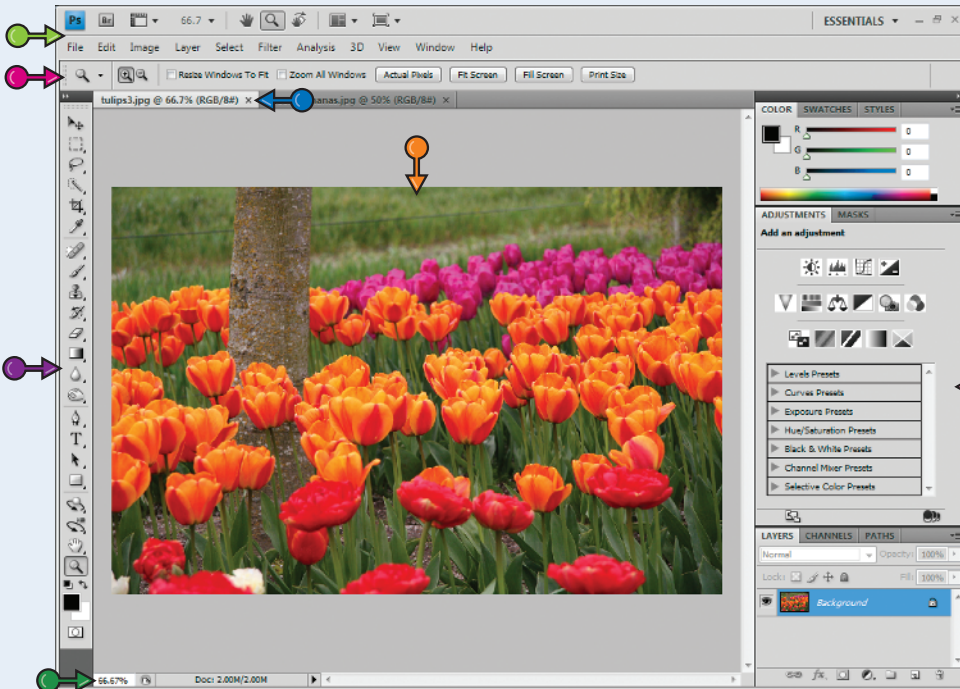
Displays the name, magnification, and color mode of an open image. You can switch between images by clicking their respective tabs.

Image window

Displays the images you open in Photoshop.

Panels

Small windows that give you access to common commands and resources. You can click the tabs and icons to display and hide panels.



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.

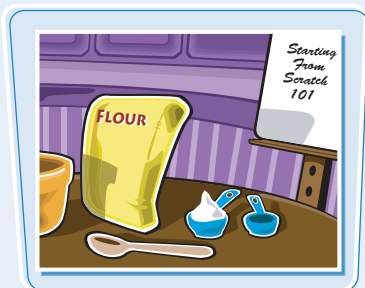
Status bar

Displays the magnification of the current image and the amount of computer memory that image is taking up.

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

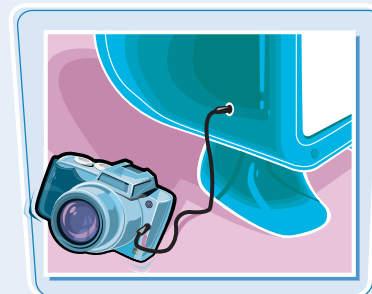
Start from Scratch

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" for more about opening a blank canvas.



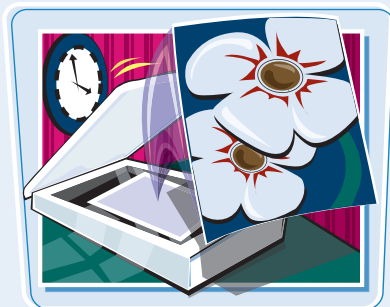
Digital Camera Photos

Digital cameras are a great way to get 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- or slide-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. To automatically separate photos that were scanned together as a single image, see Chapter 3.



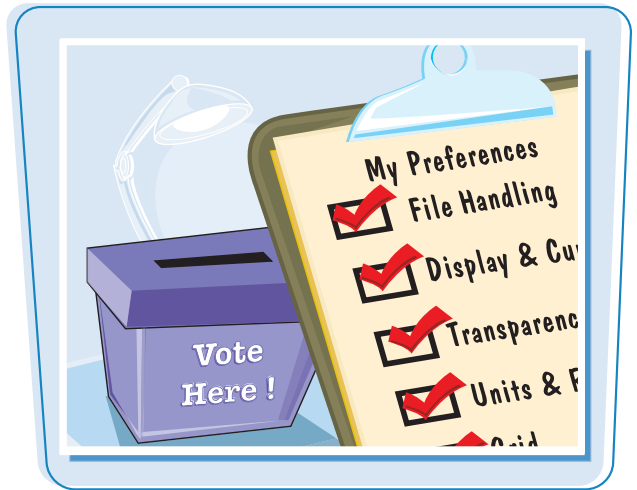
Affordable Online Photos

There are many Web sites that feature images that are in the public domain or are available for non-commercial use. Wikimedia Commons (<http://commons.wikimedia.org>) is one such site. If you have a little money to spend, you can license images from *microstock* Web sites, which are known for low-cost, downloadable images. iStockPhoto (www.istockphoto.com) is a popular microstock site.



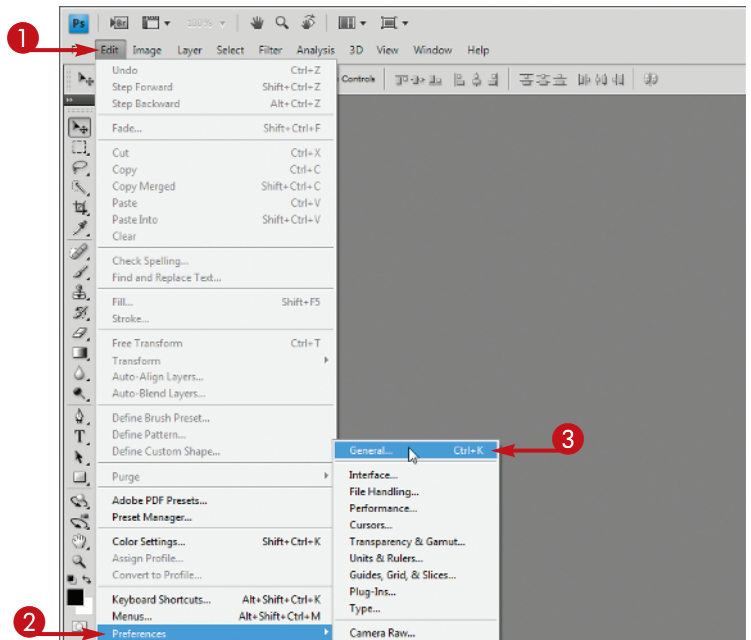
Set Preferences

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



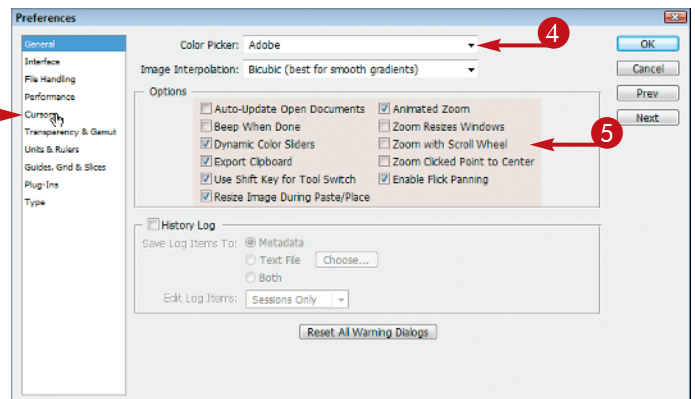
Set Preferences

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



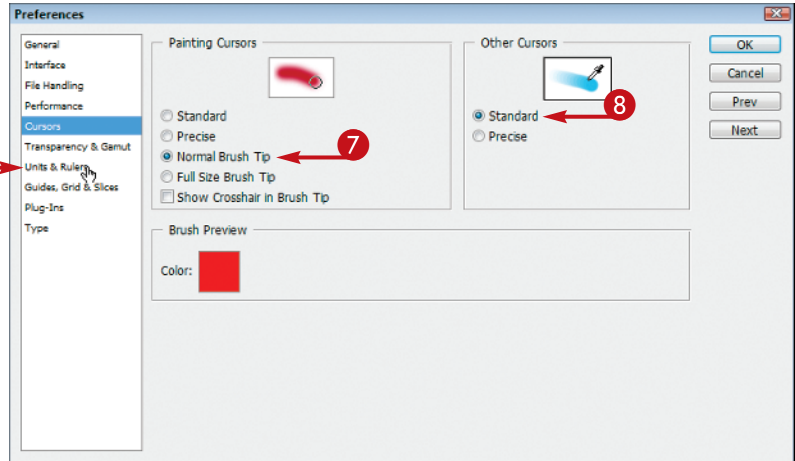
The Preferences dialog box appears and displays General options.

- 4 Click here to select which dialog box appears when you select a color.
- 5 Select the general options you want to use (☐ changes to ☑).
- 6 Click **Cursors**.



The Cursors Preferences options appear.

- 7 Select a cursor type to use for the painting tools – the Brush, Eraser, and others (☐ changes to ●).
- 8 Select a cursor type to use for the other tools (☐ changes to ●).
- 9 Click **Units & Rulers**.

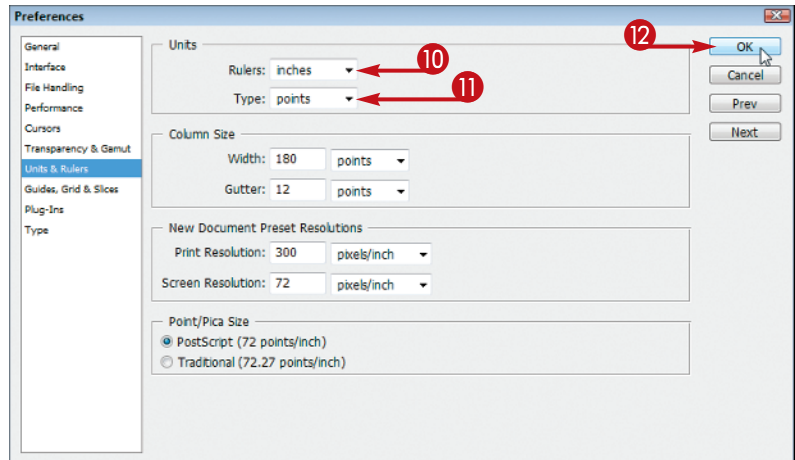


The Units & Rulers Preferences options appear.

- 10 Click here to select the units for the window rulers.

These units become the default units selected when you resize an image.

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



TIPS

What type of measurement units should I use in Photoshop?

You should use the units most applicable to the type of output you intend to produce. Pixel units are useful for Web imaging because monitor dimensions are measured in pixels. Inches, centimeters, and picas are useful for print because those are standards for working on paper. You can set this under the Units & Rulers preferences.



How can I change the number of operations saved in the History panel?

You can backtrack through your work using the History panel. To change the number of operations Photoshop remembers, click **Performance** in the Preferences window and change the History States value. Photoshop can remember as many as 1000 operations. The default is 20.



Save a Workspace

You can position the different Photoshop panels, define keyboard shortcuts, and customize your menus, then save the arrangement as a workspace. This can be helpful if you work on various types of Photoshop projects that require the use of different tools and commands.

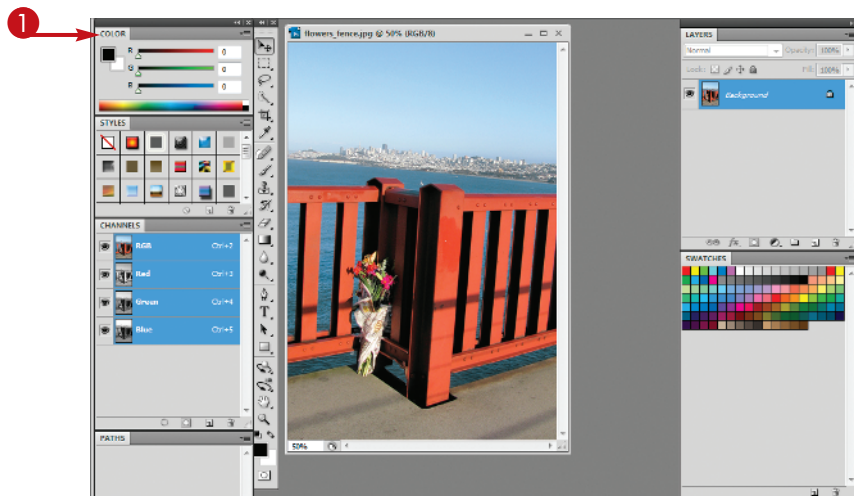


Save a Workspace

SAVE A WORKSPACE

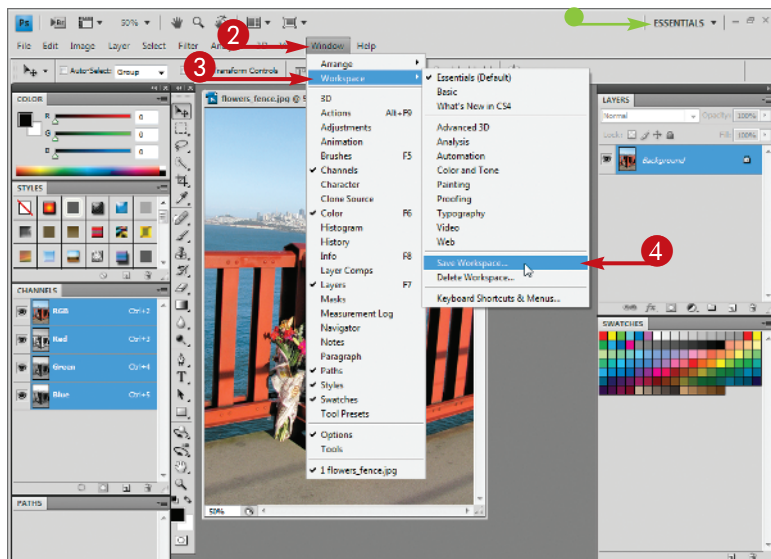
- 1 Arrange the toolbox and panels in the Photoshop interface.

To define keyboard shortcuts or customize menus, click **Edit** and then **Keyboard Shortcuts** or **Menus**.



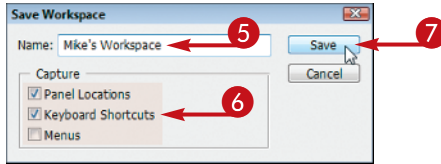
- 2 Click **Window**.
- 3 Click **Workspace**.
- 4 Click **Save Workspace**.

● You can also click the **Essentials** menu to save a workspace.



The Save Workspace dialog box appears.

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



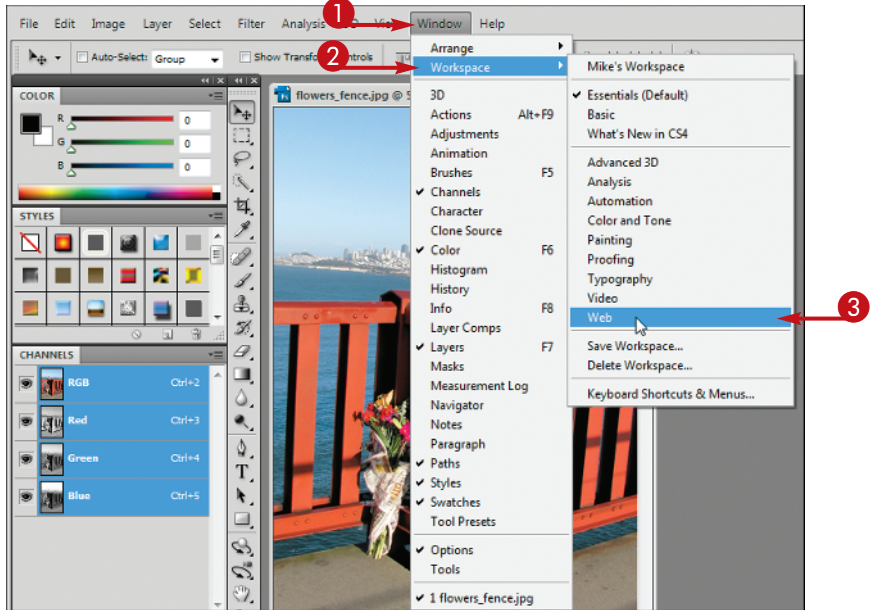
Photoshop saves the workspace.

SELECT A WORKSPACE

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

You can choose a workspace you have defined previously or only of Photoshop's predefined workspaces.

Photoshop rearranges the workspace.



TIP

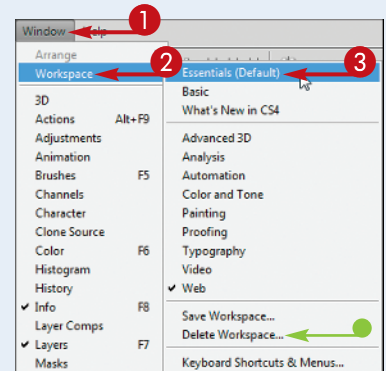
How do I return to the default workspace?

Follow these steps:

- 1 Click **Window**.
- 2 Click **Workspace**.
- 3 Click **Essentials (Default)**.

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

- You can click **Delete Workspace** to get rid of a workspace you have saved.



Get Help

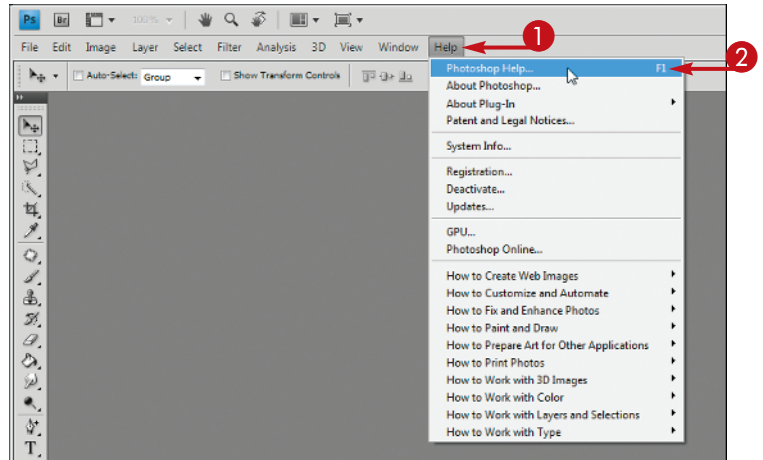
Photoshop comes with plenty of electronic documentation that you can access in case you ever need help.



Get Help

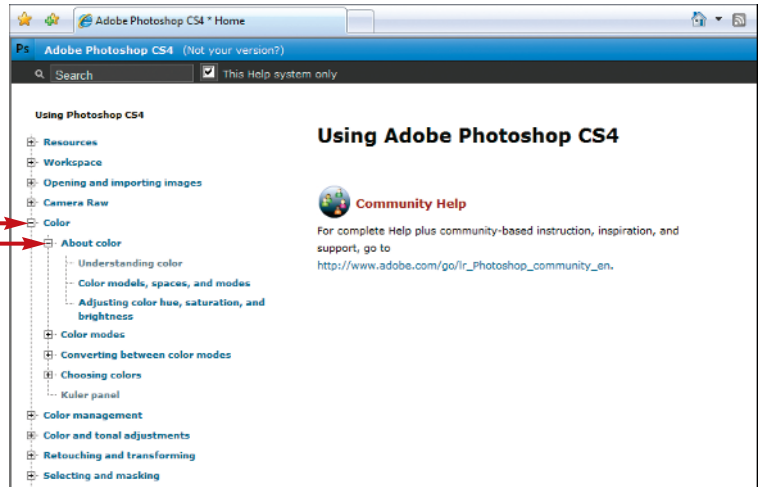
- 1 Click **Help**.
- 2 Click **Photoshop Help**.

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



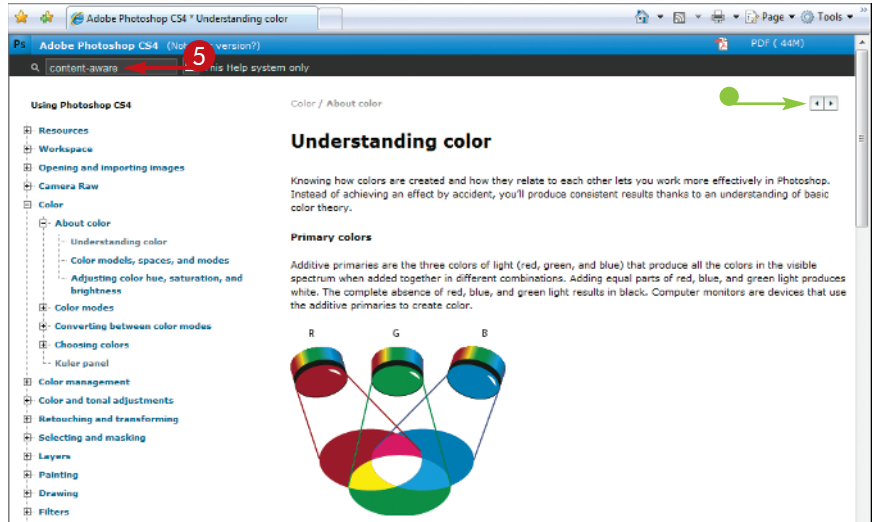
The Adobe Photoshop CS4 Web site opens in your computer's default Web browser.

- 3 Click a plus icon ([-] changes to [+] to see more specific topics.
- 4 Click a topic to view its information.



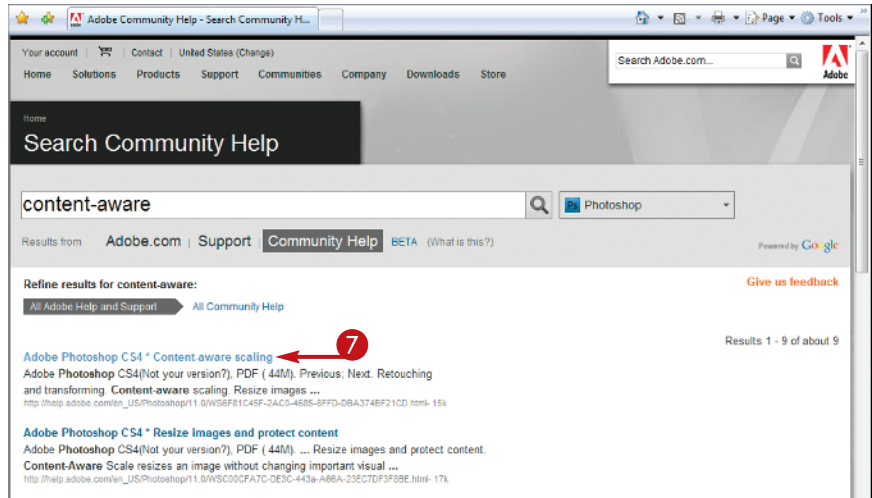
The topic appears in the browser.

- You can click the previous or next icon (◀ or ▶) to go to the previous or next topic in the help system.
- 5 Type a topic in the search box.
- 6 Press **Enter**.



An Adobe search results page appears with a list of relevant topics.

- 7 Click a topic to see the information.



TIP

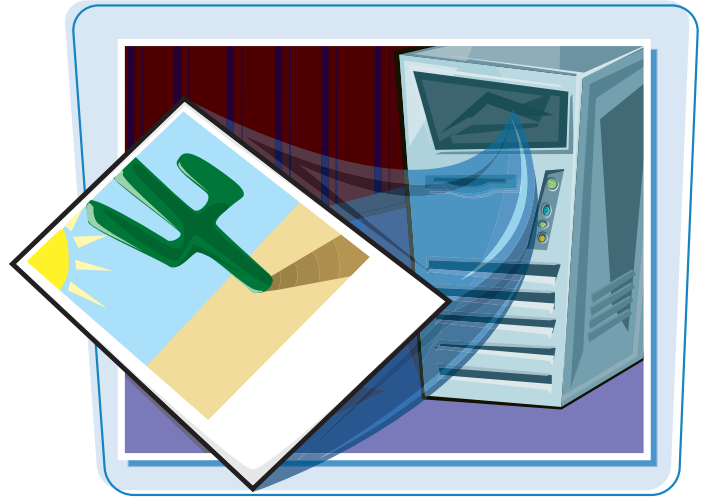
How can I use my Photoshop software on another computer?

Photoshop CS4 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 deactivate the software by clicking **Help** and then **Deactivate**. Transferring activation disables the copy of Photoshop on your current computer and allows you to activate a copy of the same software on a different computer after installing it.



Open an Image

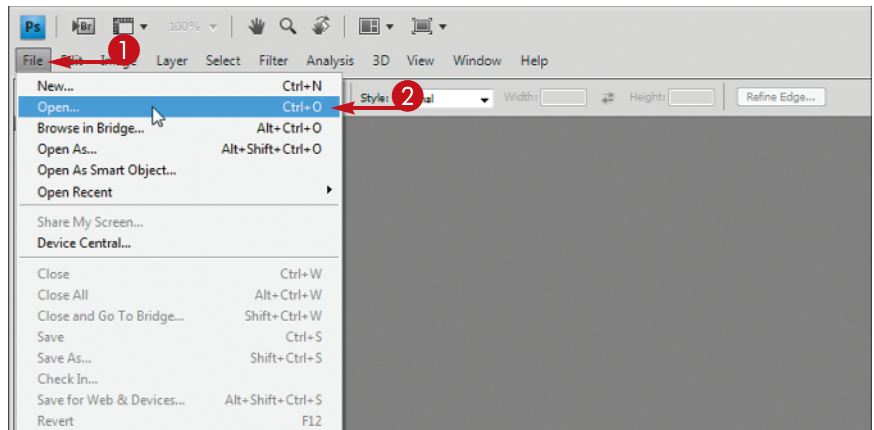
You can open an existing image file in Photoshop to modify it or use it in a project.



Open an Image

OPEN AN EXISTING IMAGE

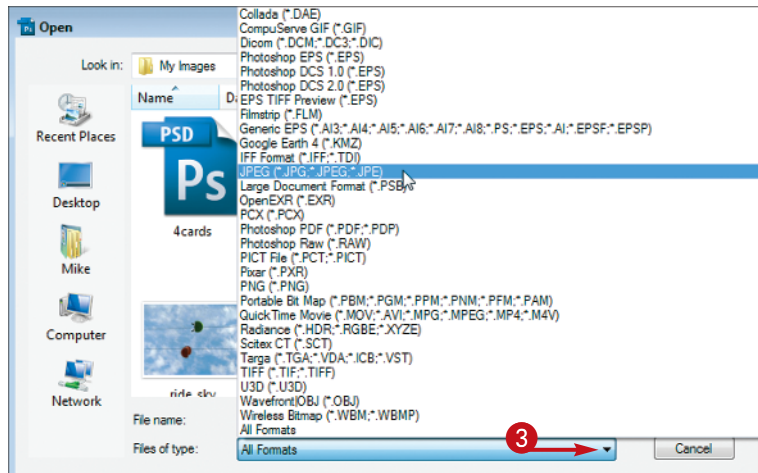
- 1 Click **File**.
- 2 Click **Open**.



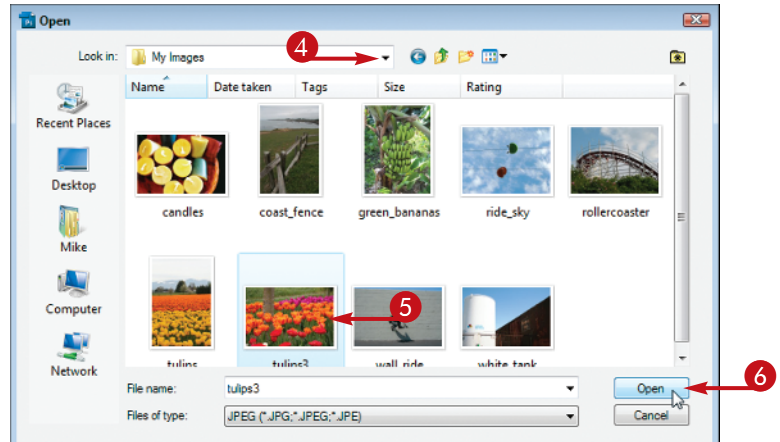
The Open dialog box appears.

- 3 Click here to choose the type of files to display in the window.

All Formats is the default, and displays all image and non-image formats.



- 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**.

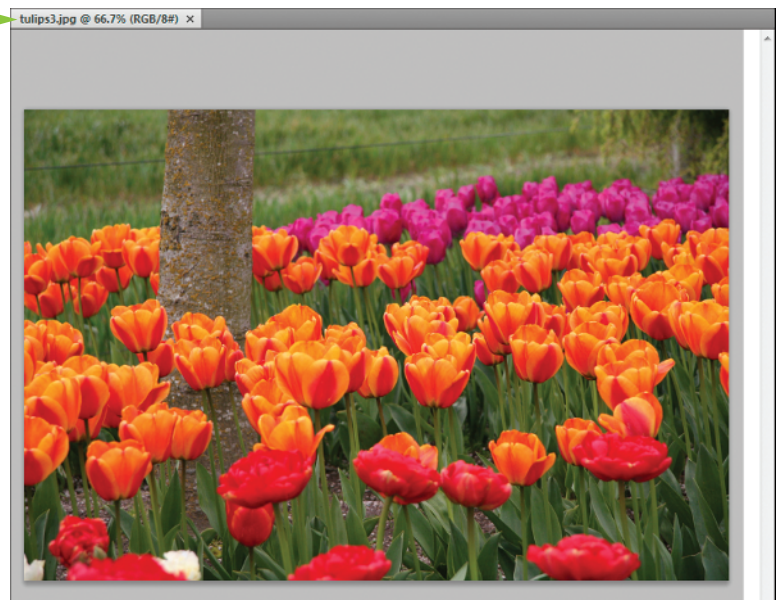


Photoshop opens the image in a window.

- The file name appears in a title tab.

You can specify that images open in floating windows instead of with tabs in the interface preferences.

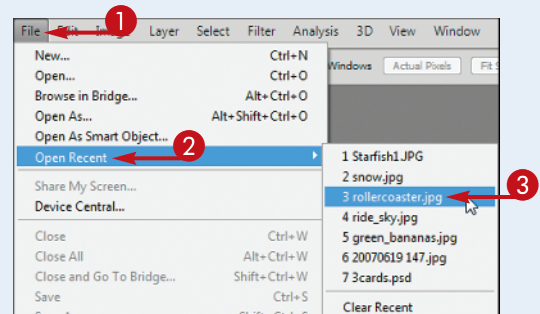
Note: For more about preferences, see “Set Preferences.”



TIP

How do I open a recently accessed image?

- 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.




Browse for an Image in Bridge

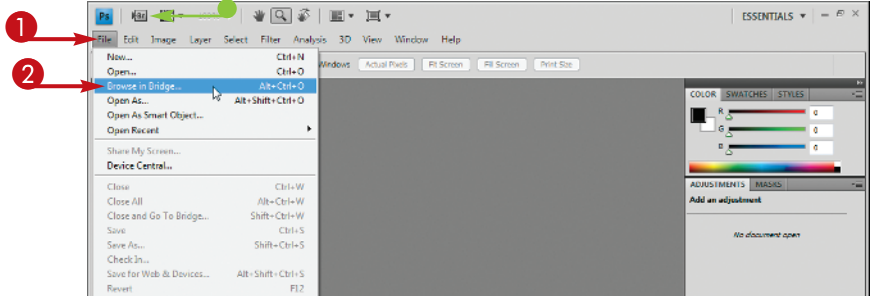
You can open an existing image file by using the Adobe Bridge file browser. Bridge offers a user-friendly way to find and open your images.

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






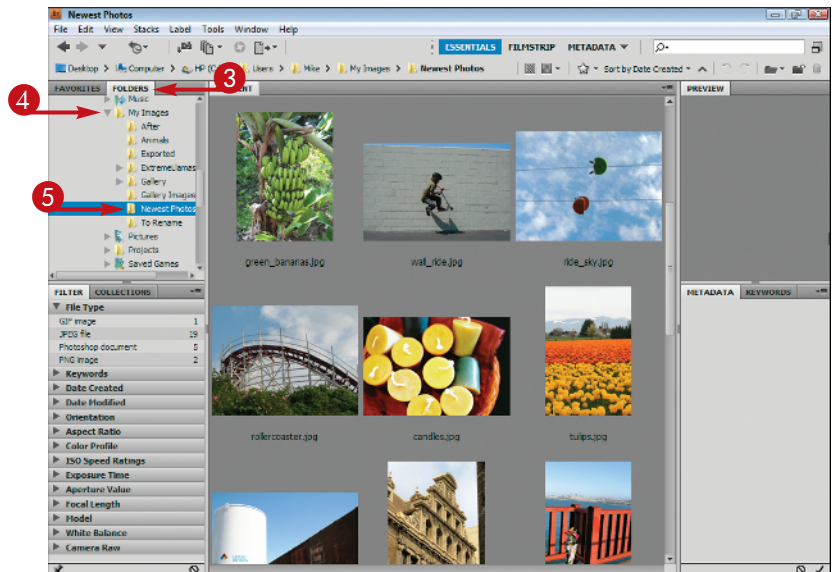
Browse for an Image in Bridge

- 1 Click **File**.
 - 2 Click **Browse in Bridge**.
- You can also click the **Launch Bridge** button .



The Adobe Bridge file browser opens.

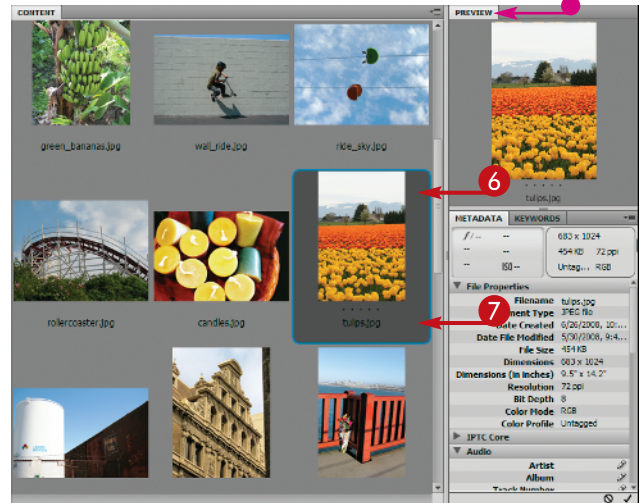
- 3 Click the **Folders** tab.
- 4 Click  to open folders on your computer ( changes to ).
- 5 Click a folder on your computer to browse.



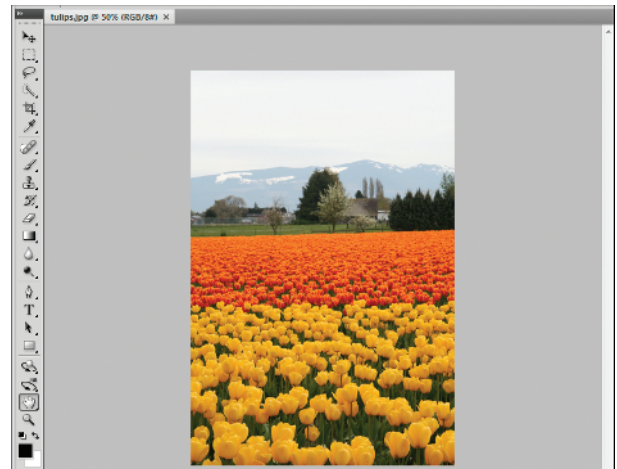
- 6 Click an image.
- A preview and information about the image appear.

In this example, the right panel has been widened slightly to show more image information.

- 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 a text label such as “approve” or “reject.” 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 access the Favorites list, click the Favorites tab in the top left corner of Bridge. To mark a folder as a Favorite, click the folder in the right side of the Bridge window and drag it to the Favorites list. A name and icon for that folder appears. You can remove a favorite by right-clicking it in the menu and selecting **Remove from Favorites**.

Sort and Filter Images in Bridge

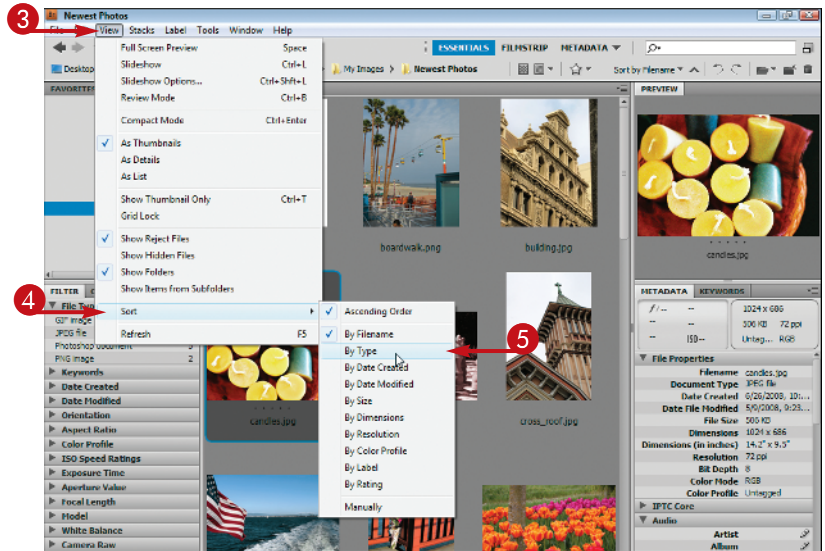
You can sort your images by file name, date, file size, dimensions, and other characteristics in Bridge. This can be helpful when you are dealing with hundreds or thousands of images in a collection and need to find a particular image quickly. You can also filter the information displayed in Bridge, specifying that it show only images with a particular rating or label.



Sort and Filter Images in Bridge

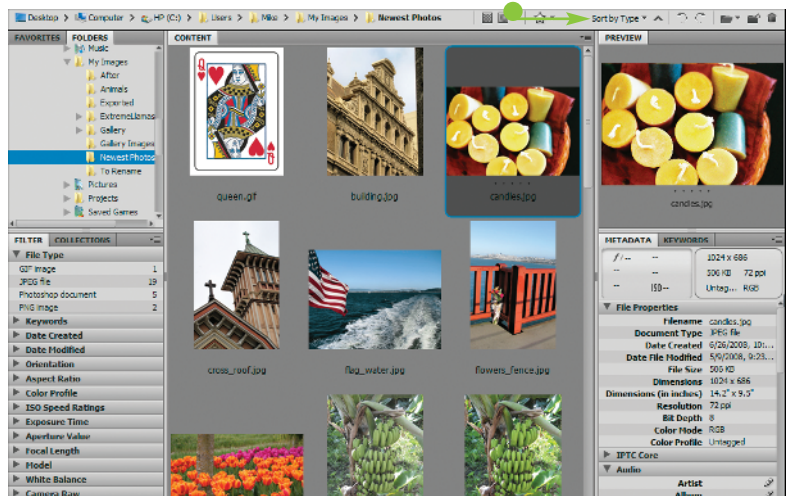
SORT IMAGES

- 1 Open Adobe Bridge.
 - 2 Click a folder to display its contents.
- Note: For details, see the section “Browse for an Image in Bridge.”*
- 3 Click **View**.
 - 4 Click **Sort**.
 - 5 Click a category by which to sort.



Bridge sorts the images.

- You can also sort images using the Sort by menu.

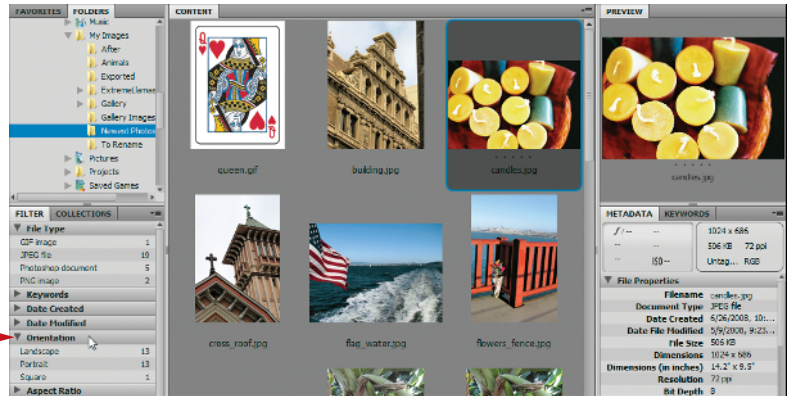


FILTER IMAGES

- 1 Click a category by which to filter your images (the icon changes to ).

Photoshop displays filter options for the category.

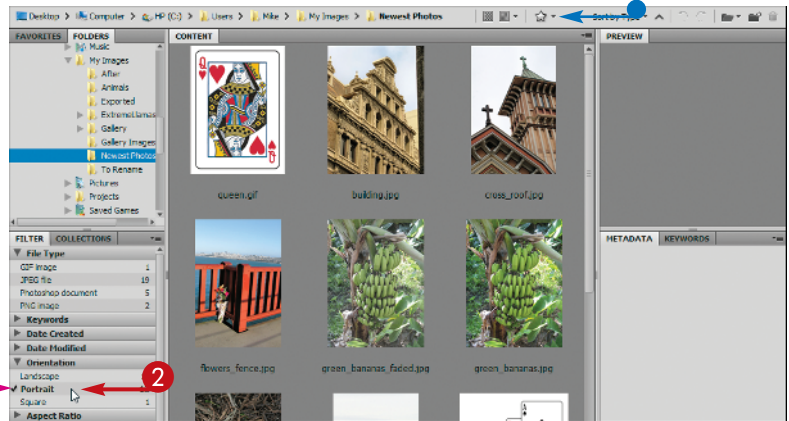
Note: For details about applying ratings, labels, and other categories, see the section “Browse for an Image in Bridge.”



- 2 Click a filter option.

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

- A check mark appears next to the clicked filter option.
- You can filter by a rating by clicking **Filter Items by Rating** (.






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**.



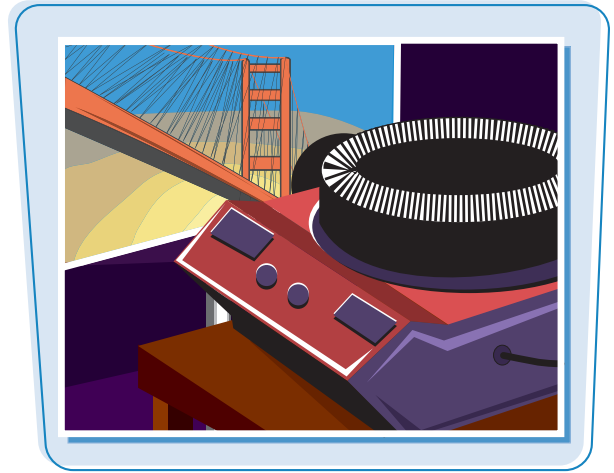
What image-editing functions can I perform in Bridge?

You can rotate images 90 degrees by clicking  (rotate counterclockwise) or  (rotate clockwise). You can delete images by selecting them and clicking . To perform more-complex editing, you can return to Photoshop by clicking **File** and then **Return to Adobe Photoshop CS3**.



Display a Slideshow in Bridge

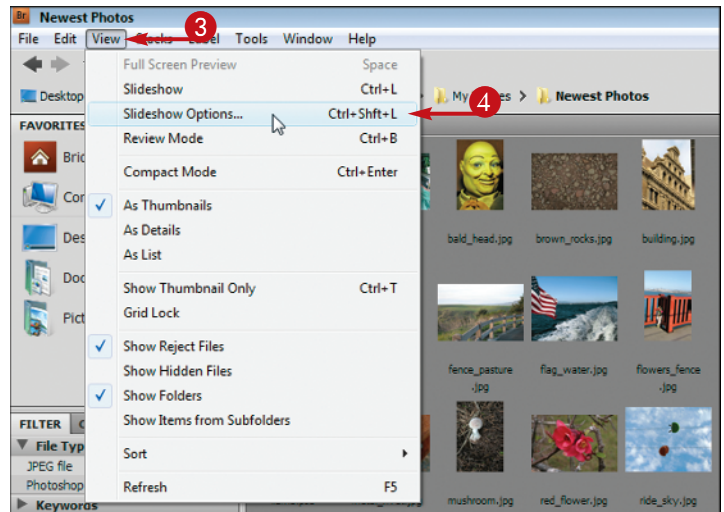
You can view a set of images in a folder as a slideshow in Adobe Bridge. You can control the cycling of the slideshow images using keyboard commands.



Display a Slideshow in Bridge

- 1 Open Adobe Bridge.
- 2 Click a folder containing the slideshow images.
- 3 Click **View**.
- 4 Click **Slideshow Options**.

Note: For details, see the section “Browse for an Image in Bridge.”

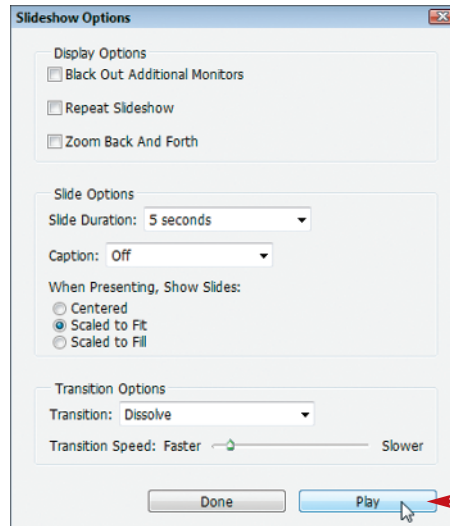


The Slideshow Options window appears.

You can specify the duration between slides, alignment, and other settings.

- 5 Click **Play** to open the first slide.

Note: On a Mac, the position of the Play and Done buttons are reversed in the Slideshow Options window.



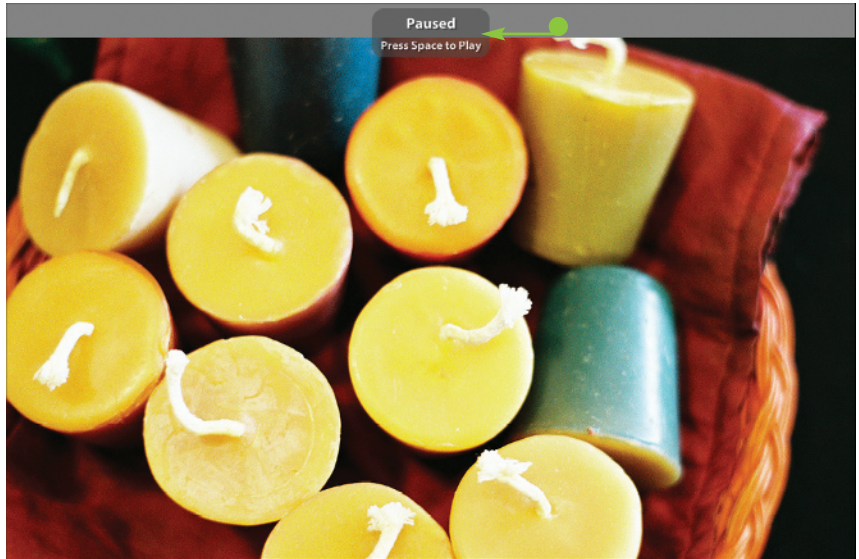
Bridge starts the slideshow and cycles through the photos in the selected folder.

- You can press **Spacebar** to pause and resume the slideshow.

The sort order in Bridge determines the order of the photos.

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

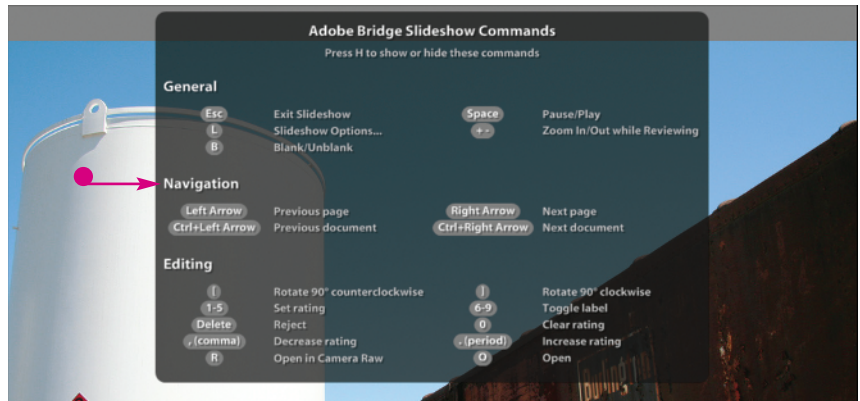
- Press **H**.



- Bridge displays the slideshow keyboard commands.

- Press **Esc**.

The slideshow ends.



TIP

How can I group similar images in Bridge?

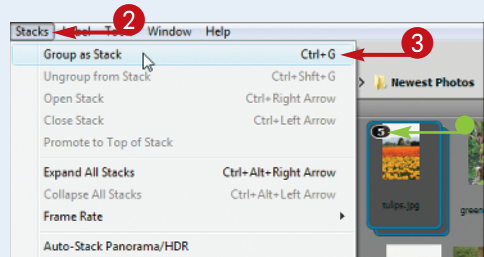
You can group similar images together in Bridge, and free up screen space, by creating a stack.

- Select the images you want to stack.
- Click **Stacks**.
- Click **Group as Stack**.

Bridge creates a single thumbnail for the stack and displays the number of images in the stack.

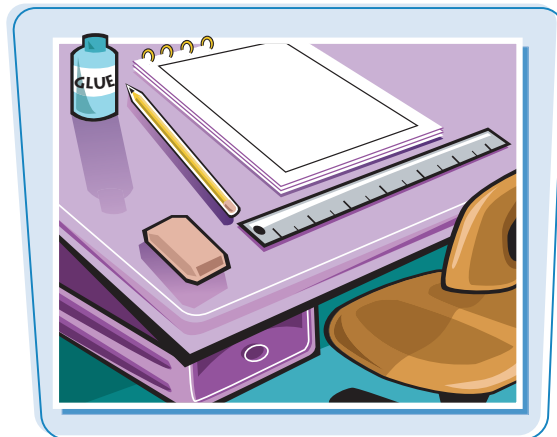
- You can click the number to reveal the stacked images.

Note: You can select the stack, click **Stacks**, and then click **Ungroup from Stack** to ungroup the images.



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.

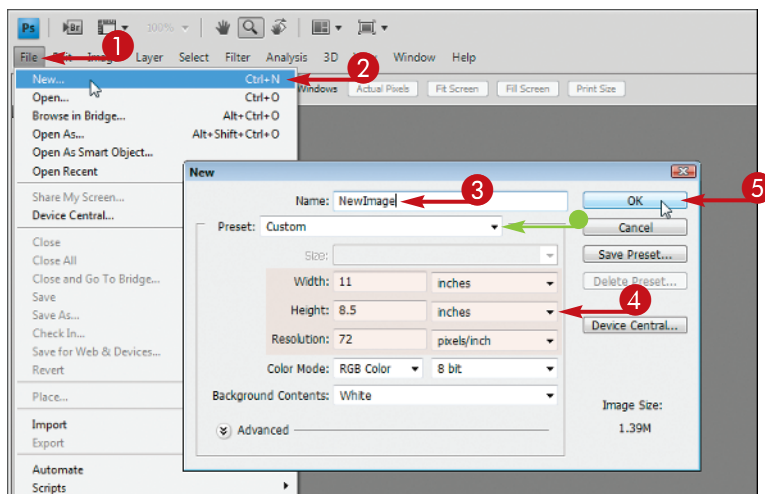
3 Type a name for the new image.

● You can click here to select a preset image size.

4 Type the dimensions and resolution you want.

Note: For more about dimensions and resolution, see Chapter 3.

5 Click **OK**.

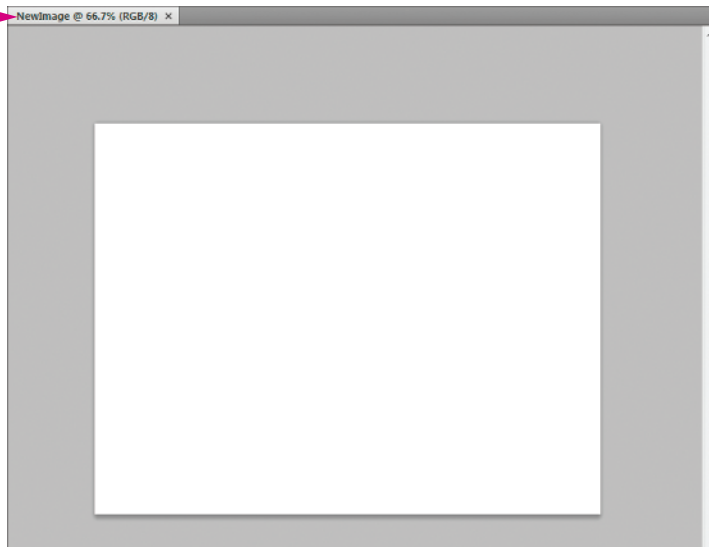


Photoshop creates a new image window at the specified dimensions.

● The image name appears in the title tab.

6 Use Photoshop's tools and commands to create your image.

Note: To learn how to save your image, see Chapter 14.



You can exit Photoshop after you finish using the application.



Exit Photoshop

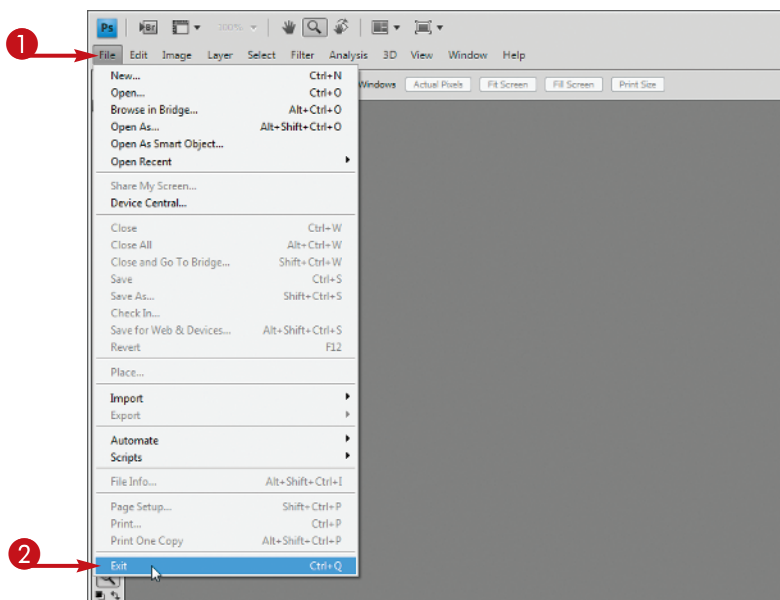
EXIT PHOTOSHOP ON A PC

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

Photoshop closes.

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

Note: See Chapter 14 to learn how to save image files.



EXIT PHOTOSHOP ON A MAC

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

Photoshop closes.

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

Note: See Chapter 14 to learn how to save image files.

