GET THE SCOOP ON...

Creating your first Photoshop document ▪ Cropping,
resizing, and saving a digital photo for e-mail or Web ▪
Previewing and organizing images in Adobe Bridge ▪
Choosing the right color mode and resolution ▪ File
formats and their proper uses

Digging into the Photoshop Workspace

Congratulations on taking the Photoshop plunge. Photoshop is a powerful, multipurpose tool, not just for editing photos, but also for creating designs for print or the Web. Projects can range from simple fliers to large billboard signs. Throughout the book, we'll be trying out techniques for editing photos, creating designs for print or Web, and preparing files for professional printing. This chapter serves as a strong base for introducing you to the world of Photoshop. Even if you have some Photoshop experience under your belt, I encourage you to thumb through this chapter. I've covered some features, such as the Adobe Bridge file manager, that are new to Photoshop CS2.

Photoshop is a complex tool with a lot of moving parts with which you will become familiar. To handle all this different content, Photoshop allows you to create, open, and import all sorts of formats. You can export files in just as many formats to be used in other programs. The workspace of Photoshop is arranged much like what you'd find on a designer's or photographer's desk. This chapter gives you some easy assignments for getting acquainted with the Toolbox and menu items, and then introduces you to the rest of the objects in the Photoshop workspace. File formats are discussed, as well as the appropriate uses for them. You'll also be introduced to Adobe Bridge, a new file

browser application that comes with Photoshop. It's one of my favorite tools in Photoshop and is a lifesaver for digital photographers.

Exploring the Welcome Screen

The first time you launch Photoshop, the Welcome Screen appears, as shown in Figure 1.1, offering you a few options for introductions. The What's New section opens two PDF files with information on the latest features. The See it in Action link takes you to the Adobe Web site and a page with some great video clips demonstrating some of the most exciting new features. The movies are a great visual aid in introducing you to the newest tools and will help you get up to speed much faster.

Figure 1.1. The Photoshop CS2 Welcome Screen.

The Tutorials section has some basic-to-advanced tutorials. This chapter covers the basic tools for getting up to speed, but I recommend reading through the tutorials when you have some free time. They will strengthen your understanding of the tools and make your Photoshop experience that much more enjoyable.

By default, the Welcome Screen appears every time you launch Photoshop. You can disable the Welcome Screen by unchecking the Show this dialog at startup check box at the bottom of the screen. Don't worry; you can access it any time you want from inside Photoshop by choosing Help ⇨ Welcome Screen.

Maneuvering around your workspace

Time to remove the training wheels and get you up and running. I think the best way to learn is by doing. In this section, I'll step you through some exercises for trying out tools and menu items in Photoshop. I hope this accelerated approach doesn't frazzle your nerves. If at any point you are feeling a little edgy, put the hammer down, take a walk around the block, and start over. Photoshop has a lot of buttons, knobs, and switches; it might take you a little time to get used to them. Stick with it and you'll be a pro in no time.

Creating and editing your first file

Let's create a new file and try out some of Photoshop's tools. If your Welcome Screen is still visible, click the Close button and get started with the fun stuff! You need not worry if you don't understand everything you see; I'll explain things in more detail later on in the chapter.

To create a new file:

1. Launch Photoshop CS2 if it is not currently open.

2. Choose File ⇨ New or use the key command ⌘+N (Ctrl+N). The New window appears, as shown in Figure 1.2.
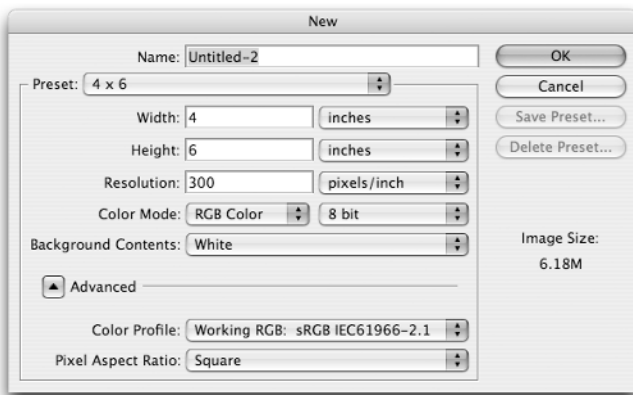

Figure 1.2. The New window with the 4 x 6 preset selected.

3. Choose Letter from the Preset drop-down list.

4. Make sure your resolution is set to 300 dpi, your Color Mode is RGB, and your Background Contents are white. Don't worry about the Advanced settings for now. The default settings are fine.

5. After you've defined the size, resolution, and color mode for your file, click OK. Your newly created file will appear in your Photoshop workspace.

Now that you have a file to work with, let's take a tour of your workspace. After you've created your new file, your workspace looks something like Figure 1.3. Photoshop has many more floating palettes and toolboxes than you are probably used to. Don't panic! The three big pieces you should focus on for now are the Toolbox on the far left, the Document window where you'll be creating your artwork, and the Layers palette in the lower right side of the screen. These are your core tools, and you'll spend the majority of your time in them.
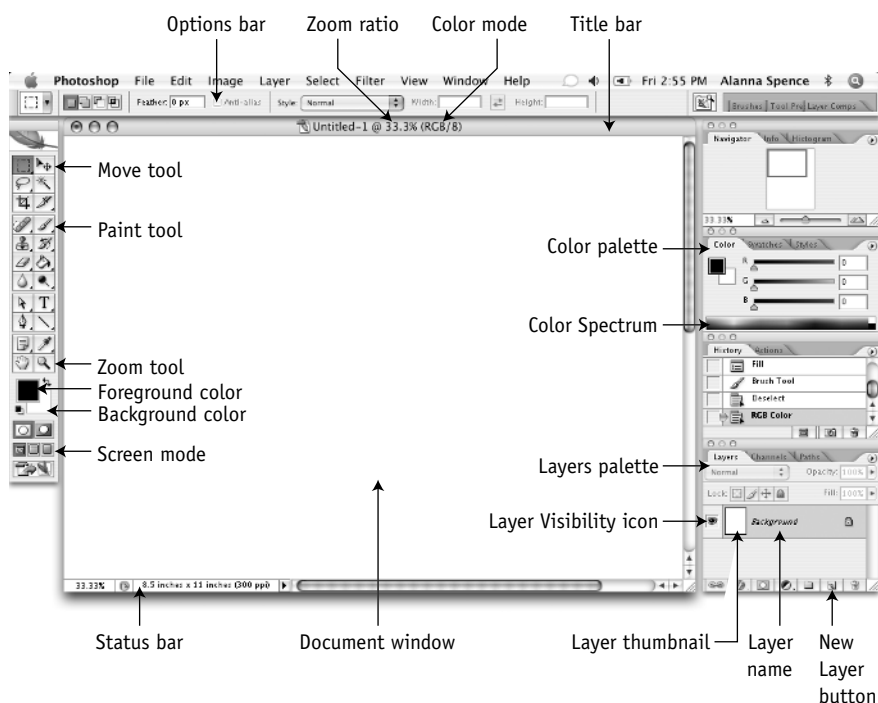

Figure 1.3. The Photoshop workspace with the Toolbox, Document window, and palettes.

The Toolbox on the left side of your screen acts like a real-world tool-box. It stores all the various drawing, selecting, and editing tools that you'll use to edit and paint images. The tools are semi-organized into sets of similar functions. Chapter 2 goes into more detail about what each tool does. For now, I just want you to get used to selecting and using tools. First, try painting something with the Brush tool. Don't worry about creating a masterpiece; just focus on learning about the options and controls.

You can try out the Brush tool by following these steps:

1. Create a new file if you don't currently have one open.

2. Click the Brush tool icon in the Toolbox on the left-hand side of your screen. It looks like a paintbrush and is in the second column, fourth tool down. A tool fly-out menu appears when you click it. Choose the Brush tool from the top of the list. Figure 1.4 shows the toolbox with the Brush tool highlighted.

3. Draw in your Document window by clicking and dragging your mouse around.

4. Click the Brush drop-down list in the Options bar. Each time you choose a new tool, the content in the Options bar changes to the options that pertain to the current tool.

5. Choose a new brush diameter by adjusting the slider or clicking another brush tip from the thumbnail list that you see in Figure 1.5. The numbers underneath each brush tip and in the Master Diameter value slider represent the pixel width of the brush.
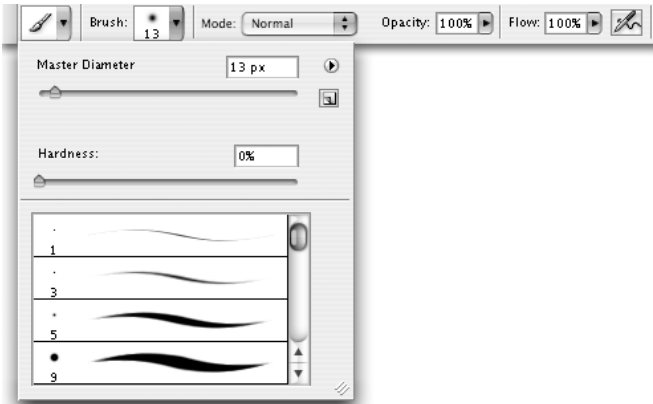
Figure 1.4. The Brush tool highlighted in the Toolbox.

Figure 1.5. The Brush fly-out menu in the Options bar.

   6. Choose a new foreground color by clicking anywhere in the Color
   Spectrum bar in the Color palette on the right-hand side of your
   workspace. The Color Spectrum is the rainbow-colored bar on the
   bottom of the Color palette.

   7. Try out your new brush size and color by clicking and dragging your
   mouse around the screen.

   8. Choose Edit ⇨ Undo to undo your last brush stroke. You can also
   use the key command ⌘+Z (Ctrl+Z).

   9. Step back through multiple edits by choosing Edit ⇨ Step Backwards
   a few times. You can also use the key command ⌘+Shift+Z
   (Ctrl+Shift+Z).

   Congratulations, you've just made your first marks. You are on your
way to becoming a master. Save your file so I can introduce you to many
of the file options in Photoshop.

Inside Scoop

Hover your mouse over tools to see their tool tips. Most tools have hot keys
assigned to them. Press the letter B to select the Brush tool.

To save your new file, follow these steps:

1. Choose File ➾ Save As. A dialog box similar to the one you see in Figure 1.6 appears. Your dialog box may look a little different if you are on a Windows machine. If you are on a Mac, you can try clicking the Use Adobe Dialog button. These two dialog boxes have few differences, and this early in the game, it's merely a personal preference.
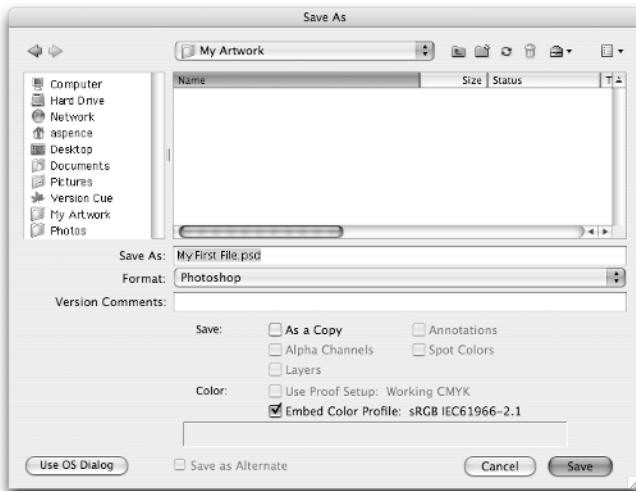

Figure 1.6. The Save As dialog box.

2. Make sure you choose Photoshop from the top of the Format drop-down menu. Don't get confused with the other Photoshop options like Photoshop PDF or Photoshop 2.0. You want the top option. Choosing the Photoshop format ensures that any Photoshop-only features such as layers, masks, and adjustment layers are saved along with your image. If you want to share your image with friends and want to save your image as a JPEG or PDF, always save a Photoshop (.psd) version first. Otherwise, you won't be able to edit most of your hard work.

3. Don't worry about the Color options just yet. The default probably has the Embed Color Profile check box checked. That's fine.

4. Find a nice place for your new file, give the file a name, and click Save just as you would in any other application.

From here on out, any changes you make to your file can be saved the old-fashioned way, by choosing File ➾ Save or using the key command ⌘+S (Ctrl+S).

> **Inside Scoop**
>
> The first time you save a file, you'll automatically be taken to the Save As dialog box, even if you choose File ⇨ Save.

Open, rotate, crop, and save a JPEG photo

I thought it would be a useful exercise to try out some of the menu items in Photoshop on a digital photo. I assume 99.9 percent of you will be working with JPEG photos from a digital camera at some point in your Photoshop explorations. In this next exercise you'll open a JPEG, rotate it to correct its orientation, resize and crop it, and then save a copy of it. Don't worry if you feel rushed. Chapter 13 is dedicated to the art of rotating, resizing, and cropping.

To Edit a digital photo for use on a Web site, follow these steps:

1. Open a JPEG file. If you can't find one on your machine, you can always download one from the Internet by right-clicking an image and saving it to your desktop.

2. Choose Image ⇨ Rotate Canvas ⇨ Rotate 90° CW. The CW stands for clockwise. CCW stands for counterclockwise. To enter your own rotation amount in degrees, choose Image ⇨ Rotate Canvas ⇨ Arbitrary and enter a value in the Angle field.

3. Select the Crop tool from the Toolbox. It is the third tool down on the left side and is shown highlighted in Figure 1.7.

How to Save an Image from a Web Site to Your Computer

Right-click an image on a Web page; a drop-down list of options appears. Each browser will have slightly different options. Choose either Save Image As, Save Image to Desktop, or Save Target As. Choose a place on your computer to download the image and click Save.

Respect people's copyright notices. Most people post copyright notices on the bottom of their Web sites, and you are sure to lose karma points by ignoring them. Just because you can download an image doesn't mean you have the right to use it as your own.
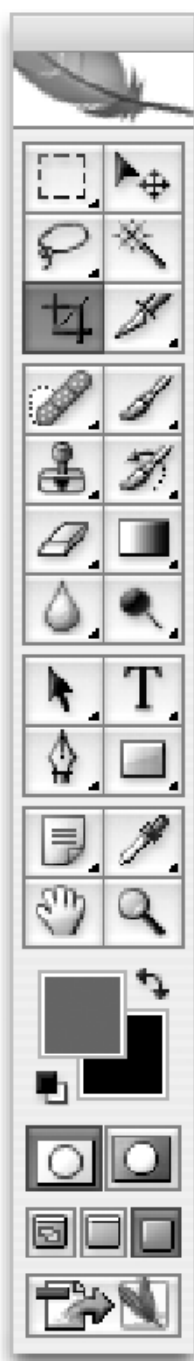
Figure 1.7. The Crop tool highlighted in the Toolbox.

4. Click and drag across your image to select an area to crop. The area outside the crop selection will appear slightly grayed out.

5. Adjust your crop area by clicking and dragging the little boxes on the sides of the crop selection.

6. Click the big check button on the top right of the Options bar to accept your selection and perform your crop. If you'd like to cancel the crop and start over, click the Cancel button, located to the right of the Accept button. It looks like a circle with a slash through it.

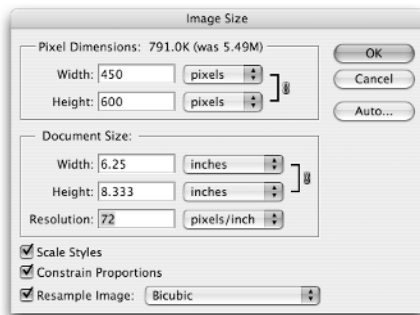7. Choose Image ⇨ Image Size. The Image Size dialog box appears, as shown in Figure 1.8.

Figure 1.8. The Image Size dialog box.

8. Change the Resolution to 72 pixels per inch. It's important that you do this step first. When you change the resolution, Photoshop automatically updates the pixel dimensions of your image. If you tried to change them first, you'd have to change them again anyway once you changed the resolution.

9. Change your width value. As long as you have the Constrain Proportions check box checked, the height value automatically updates. I think an image size of around 600×450 or 450×600 is a nice size for e-mailing photos to friends or as a largish image on a Web site. I'll leave it up to you.

10. Click OK to accept your settings and resize your image.

11. Choose File ⇨ Save As to open the Save As dialog box.

12. Give your newly resized image a name.

13. Choose JPEG from the Format drop-down list.

> **Inside Scoop**
>
> Are you confused about the differences between resizing and cropping? When you resize an image, you are changing the scale of your image. When you crop an image, you are trimming your image down by removing pixels from the outside edges of your image.

14. Click Save. The JPEG Options dialog box appears, as shown in Figure 1.9.
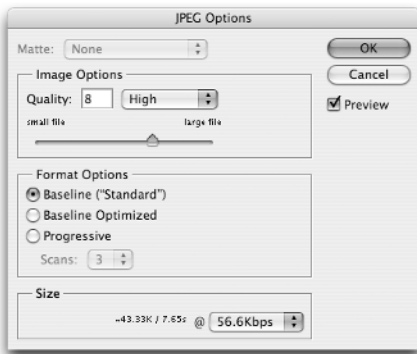

Figure 1.9. The JPEG Options dialog box.

15. Choose High from the Quality drop-down list. Find out more about JPEG quality settings in Chapter 20.

16. Click OK to save your image as a JPEG file.

Phew! You did it! I know that seemed like a lot of steps, but as you read through the book and become more familiar with Photoshop, you'll learn shortcuts and tricks for cutting down on the number of steps.

How the menu items are organized

As you get more and more familiar with Photoshop, you'll discover that there always seem to be multiple ways of doing things. Many of the tasks that can be done from the palettes are actually just shortcuts for tasks that can be done from the menu items. Some things, like rotating, resizing, and scaling, can be done only from the menu items. Following is a basic outline of where different tasks live within the menu items. Go

ahead and try some of them out. As you work your way through the book, most of them will be covered in various exercises. This list serves as a way of outlining all of the tasks that you can perform in Photoshop.

Here is a list of Photoshop menu items and the options associated with them:

- **File:** Menu items for opening; file browsing using Adobe Bridge; saving and printing; importing and exporting from files, scanners, or other hardware devices; automation tools; and reverting to last saved file version.

- **Edit:** Standard edit menu items such as edit, cut, copy, and paste; transform options for rotating, warping, and scaling selections; and menu items for editing workspace settings such as color management, tool presets, key commands, and menus.

- **Image:** Menu items for color modes, color correction options (see Figure 1.10), and resizing options; and menu items for image rotation, cropping, and trimming.

- **Layer:** Menu items for creating, duplicating, deleting, grouping, and aligning layers.

- **Select:** Options for selecting items, inverting selections, and feathering selections to soften edges. You can also load and save selections to the Paths palette.

- **Filter:** Lists all of the image filters, separated by category.

- **View:** Document view options including zoom, fit on screen, and actual print size; options to toggle layout controls such as rulers, grids, guides, and slices; and soft-proof options and gamut warnings (see Chapters 19 and 22).

Bright Idea!

If you lose your handy tear-out card of key commands, you can always find the key commands by looking at the menu items. Photoshop lists all of them to the right of the menu items.
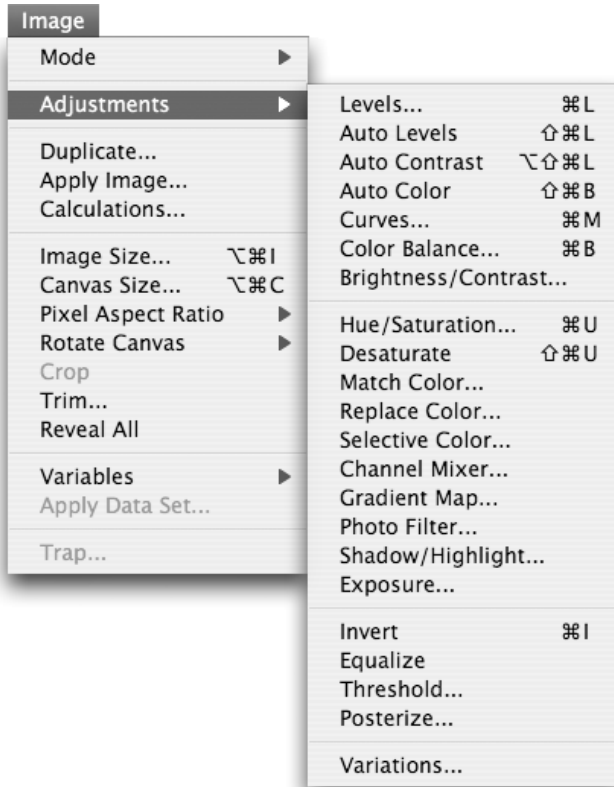
Figure 1.10. The Adjustments options for color correction under the Image menu item.

- **Window:** Options for rearranging your workspace. The Window menu item lists all of the palettes available in Photoshop. Visible palettes have check marks next to them. To revert to the default workspace settings, choose Window ⇨ Workspace ⇨ Default Workspace. Lists all open documents. When you have multiple documents open, you can switch between documents by selecting a different document from the list.

- **Help:** Lists the menu items for viewing Help topics in the Adobe Help Center; gives you access to the Welcome Screen; and offers a list of How Tos, which take you to tutorials in the Help Center.

Resizing from the Document window

You can tell a few things about your file just by looking around the Document window. In Figure 1.11, I can tell the name of my file ReverieCat.jpg by looking at the title bar on the top of the document window. Next to the file name, you can see that the file is currently being viewed at 33.3% of its total size and it is in RGB 8-bit color mode. On the bottom of the Document window is a percentage field where you can enter a specific amount instead of using the Zoom tool. This field gives you more control; the Zoom tool can zoom only in 25-percent increments.

Figure 1.11 shows a Document window.

Figure 1.11. The Document window with the options pop-up list visible.

Hack

If you have one, you can use your mouse's scroll wheel to change the viewing percentage. You can click the percentage field on the bottom of the document window to highlight it; then just spin your scroll wheel up or down to change the value.

The black arrow on the bottom of your Document window opens a drop-down menu with the option to show different document information. Photoshop defaults this setting to Document Sizes, but Document Dimensions, the option currently selected in Figure 1.11, displays your document's dimensions in your preferred unit of measure. I think this comes in handy much more than knowing your file size. To find out which color profile you are using, switch to Document Profile.

Managing image files with Bridge

If you are a digital photographer, you will most likely be handling JPEG, DNG, or other common digital camera files. You are going to love Adobe Bridge. This side application comes installed with Photoshop and is a fantastic file-browsing program. Inside Bridge, you can preview image file contents from a number of formats and record metadata with your images so you can quickly find the photos you need. They've done a great job of creating a useful interface, so you should be able to start using it right away with few hiccups.

Bridge is an image file browser application similar to applications like iPhoto or Picasa. It shows you a preview of your images as you see in Figure 1.12, and offers some cool tools for rating and labeling your images. The Metadata panel in Bridge lets you add information such as descriptions, names, dates, places, and times to your file so you can find images quickly. If your images came from a digital camera, the metadata also shows you information about the camera and settings that were used when the photo was taken.

When it comes to talking about all the cool things about Bridge, I tend to yammer on. I cover Bridge extensively in Chapter 12. For now, here is a list of ten cool features worth mentioning about Bridge.

- Adjustable thumbnail size for images. Adjust the thumbnail size slider on the bottom of the screen.
- One-click image rotation. Rotate multiple images at once by Shift-clicking them.
- Keyword, rating, and labeling features for categorizing and tagging photos.
- Extensive metadata features for keeping detailed notes with your images. Makes searching for a particular image quick and painless.
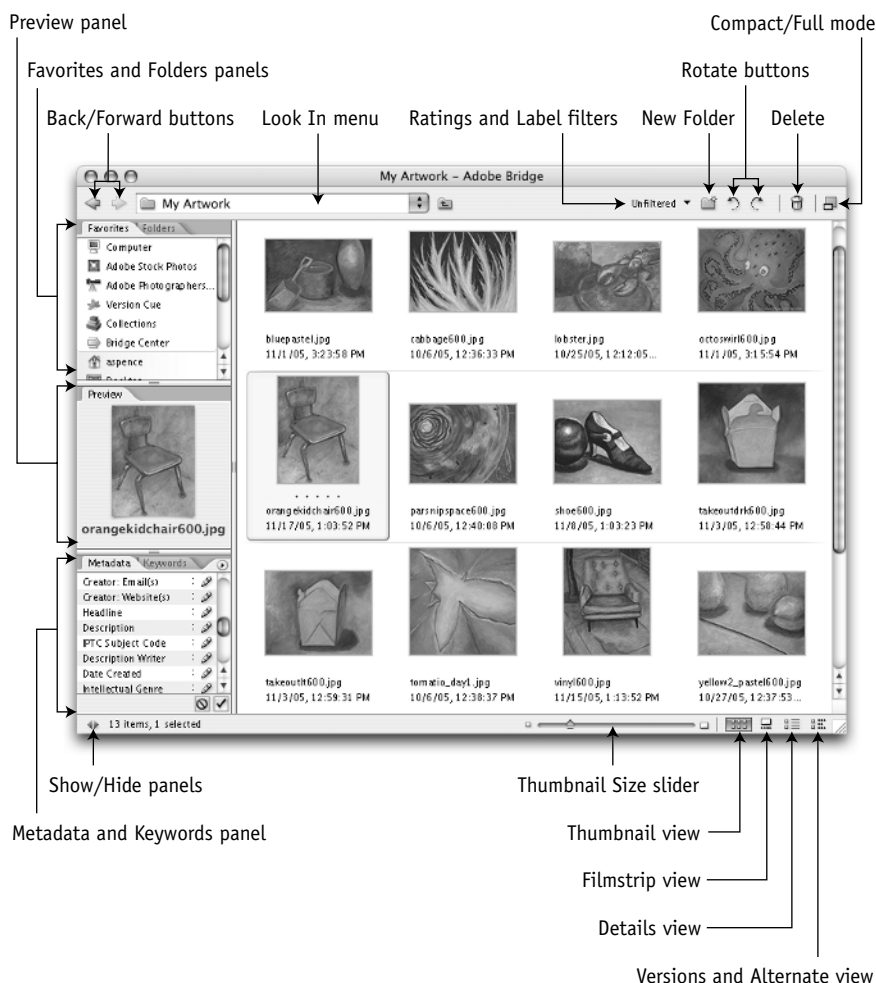
Preview panel

Favorites and Folders panels

Back/Forward buttons   Look In menu   Ratings and Label filters   New Folder   Delete

Compact/Full mode

Rotate buttons

Show/Hide panels

Metadata and Keywords panel

Thumbnail Size slider

Thumbnail view

Filmstrip view

Details view

Versions and Alternate view

Figure 1.12. Adobe Bridge in Thumbnails view.

- Quick access to the Camera Raw plug-in for adjusting Digital Negatives with .dng or .nef file extensions. See Chapter 12 for more details on Camera Raw.

- Open multiple files at once by Shift-clicking file thumbnails and choosing File ⇨ Open.

- Save your previous searches as collections. To revisit them later, click the Collections icon in the Favorites panel.

- Drag and drop files or folders from one place to another. Pressing and holding the Option (Alt) key while dragging and dropping creates new copies.

- You can use Bridge with or without Photoshop as a file manager. Create a Bridge shortcut on Windows machines or add Bridge to your Dashboard. You'll find the application in your Applications folder on a Mac or your Program Files on Windows in a folder called Adobe Bridge CS2.

- Instant slideshows. Browse to the folder you'd like to show. Select all of the images in the folder and choose View ⇨ Slide Show. To review the list of commands, press H on the keyboard. A menu appears, similar to Figure 1.13.

Figure 1.13. The Slideshow window in Bridge with a list of commands.

Watch Out!

Bridge takes a long time to launch. Save time by leaving it open once it's launched. Use the minimize buttons to hide it when you aren't using it.

Creating files to suit the job

Photoshop can create files from the very tiny to the very, very large. The New window, shown in Figure 1.14, has a complex array of options. The Presets menu gives you a list of commonly used file sizes, but it doesn't cover all bases. You can create your own custom file sizes, and if you know you'll be using that file size often, you can save your own custom presets to the list of standard ones.
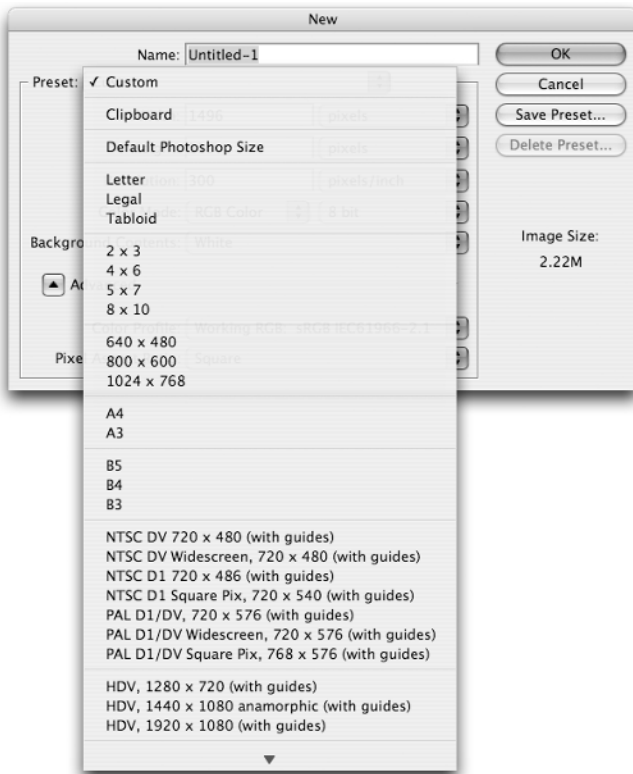

Figure 1.14. The New window and its array of options.

Unlike other programs, you have many decisions to make when creating a new file. You'll need to know not only the dimensions you want for your file, but also what color mode and resolution you want. You'll also need to decide if you want to start out with a solid background or a transparent document. There are also advanced color profiles to consider. This section covers these options and more.

Creating document dimensions from the Presets menu

The presets menu has a long list of common document sizes from which you can choose. Many include standard photo sizes; letter, legal, and tabloid-size paper; A3 and A4 international paper sizes; and some standard screen sizes like 640×480, 600×800, and 1024×768 pixels. You can change the units of measure for width and height by selecting a new unit of measure from the drop-down menu on the right of each field. The Width and Height values can be in pixels, inches, centimeters, millimeters, points, picas, and columns. If you know you'll be using the same document size, click the Save Preset button to create your own preset in the New Document Preset dialog box, as shown in Figure 1.15.
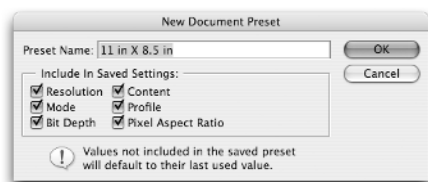

Figure 1.15. The New Document Preset dialog box for saving your document size presets.

Making big Photoshop files

Your documents can be quite large. You can create a document up to 1,000 inches (over 83 feet!) or 300,000 pixels. Before you go creating a gigantic piece of artwork, consider the amount of RAM and hard drive space you'd need to make a file that large. The maximum file size you can create in Photoshop is 4 gigabytes, but you'll need many times that amount in free hard drive space, and at the very least that amount in RAM to get any work done.

Photoshop uses free space on your hard drive, called a *scratch disk,* as virtual memory when working with large files. The New window tells you how large your file size will be depending on what settings you choose. If you try to create a document that is bigger than your available free space, it'll give you an error message telling you that your scratch disk is full. Photoshop won't let you create files too big for your RAM and hard drive to handle. If you need to go even bigger, you can use the new file format PSB for files larger than 2 GB.

> **Inside Scoop**
>
> Configure your scratch disk for multiple hard drives by choosing Photoshop ⇨ Preferences ⇨ Plug-ins & Scratch Disks.

Selecting a color mode for your project

The Color Mode drop-down menu in the New dialog box offers you five options. Choose RGB for images you plan to use for viewing on a computer screen, digital video, inkjet printing, or CD/DVD ROMs. If you are planning on printing to a high-end color printer or laser printer, or you plan to use your image in a page layout program such as Adobe InDesign, you'll want to use CMYK Color.

After you select a color mode, you'll want to avoid converting back and forth between color modes. Each time you do, you could lose color information. If you need to convert an RGB file to a CMYK file, Photoshop recommends that you do all your editing in RGB mode and then convert to CMYK as one of your last steps before printing. I go into detail about color modes in Chapter 3. Table 1.1 is a basic list of color modes and when to use them.

Table 1.1. Color modes and common uses

Color Mode	Description
Bitmap	Black and white only. Commonly used for line art or clip art.
Grayscale	Gives you 256 shades of gray. Used for scanning black-and-white photos.
RGB Color	Used for images that will be viewed on a computer monitor or printed on most inkjet printers. Web graphics use RGB Color Mode. When in doubt, use RGB color. You can always convert later.
CMYK Color	Used for professional and mid-range printing. Most color laser printers and some high-end inkjet printers use CMYK Color Mode.
Lab Color	The Luminance, or dark and light information, is separated from the color information. This mode is sometimes used for high-end printing and is gaining popularity among digital photographers.

Choosing the right resolution for the job

All Photoshop files are made up of pixels. Each pixel is a tiny square of solid color. Think of Photoshop files as maps of color squares, like a pointillist painting by Seurat. Figure 1.16 shows a photo of an orchid zoomed out at 33% of its actual size, and the same photo zoomed in at 1600%. The zoomed-in view is like a 1,600-percent-magnified view of our flower. What we see as orchids, Photoshop just sees as different colored pixels. The resolution of an image is the amount of dots per inch, or dpi, you assign to your file. The more dots, the more detail.

Figure 1.16. Comparing a zoomed-in image.

The two most used pixel settings are 300 dpi for most printing needs and 72 dpi for Web graphics. One of these two resolutions is probably all that most of you will ever need for digital photography or graphic design. Many inkjet printers now boast the ability to print photo-quality prints from files with 1200 dpi. Some professional printers, such as Linotronic printers, can print a document with up to 2540 dpi.

Determining what your final output will be is an important aspect when creating a new file. If you are planning to send a file to a professional

printer, ask them for guidelines. Most printing places are more than happy to help you set up your documents. If they can help you out before you send them files, it saves them enormous amounts of time and saves you from potential heartache and disaster. Some places that offer printing for business cards, postcards, and greeting cards often supply you with Photoshop templates and detailed guidelines.

If you are just creating images for your own use, stick with 72 dpi for Web and 300 dpi for print. If you think you might be using graphics for both print and Web, always go with the higher resolution of 300 dpi; you can always sample it down. Once you create a 72-dpi image, you won't be able to enlarge it without ending up with a terrible-looking image.

Adding a background color layer

This field gives you the option of choosing a white background, creating one using the background color you currently have selected in your background color swatch, or having a transparent background. The first two choices add a background layer to your document. The third creates a file with a regular transparent layer. You can always add a background layer later on to a file. Any layer can be converted to a background layer by choosing Layer ⇨ New ⇨ Background From Layer.

You'll see me constantly requesting that you convert your background layers into regular unlocked layers throughout the book. It's easy to do this. You can double-click the Background layer to open the New Layer dialog box. By simply renaming the Background layer, you convert it to a regular, unlocked layer. Since you'll be doing this throughout the exercises in this book, it's worth taking a minute to try it out.

To convert a locked Background layer to a regular unlocked layer, follow these steps:

1. Open a JPEG file.
2. In the Layers palette, double-click the thumbnail or layer name to open the New Layer dialog box.

Bright Idea!

Kill two birds with one stone. Drag your Background layer onto the Create New Layer icon to make an unlocked copy of your photo and save the Background as a backup.

The Font Smoothing Warning Message on a Mac

If you are using Photoshop on an Apple Macintosh computer, you may run into a warning message when you first launch the application. The warning message reads:

For the Photoshop UI to display correctly, open System Preferences, click Appearance, and turn off text smoothing for font sizes 8 and smaller.

The Mac OS sets its default font size for text smoothing to 12. This gives the User Interface for all of your menu items and file-names a crisp, easy-to-read look. Photoshop, however, relies on font smoothing to preview fonts properly. This dialog box is asking you to change your font smoothing settings from a font size of 12 to a font size of 8. By complying, you'll get a more accurate preview of what your text will look like when it's printed. I recommend that you do change your font smoothing settings, but you don't have to. You can click the Don't Show Again check box in the warning message and Photoshop will never bother you again.

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   3. Rename your layer to whatever you want. Most of the time, I just leave the default name of Layer 0.

   4. Click OK.

You'll notice the lock icon has disappeared, your layer name is no longer in italics, and your layer name has changed. That's all there is to it. I know this doesn't make a whole lot of sense. It's just one of those funky things you have to get used to. Maybe Photoshop will come up with a creative solution to this in future releases.

Saving to different file formats

If you snuck a peak at the Format drop-down list in the Save As dialog box, you might feel a little overwhelmed with all of the file format choices presented to you. Along with the Photoshop PSD format, you can choose TIFF, JPEG, EPS, Targa, and a handful of other options. The full list of options is shown in Figure 1.17.
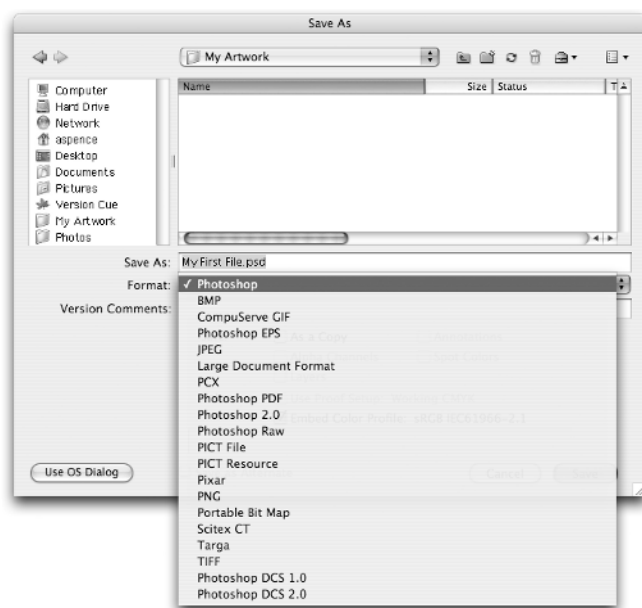
Figure 1.17. The Save As dialog box and format options.

Photoshop allows you to save files in several different types of formats for use in other applications. Formats such as TIFF and EPS are universal formats that can be imported into most image-editing programs such as Illustrator and InDesign. Table 1.2 shows you a list of commonly used file formats. The Photoshop format can handle files of up to 2 GB. PSB, or Large Document Format, is a new file format with Photoshop CS2 that supports files larger than 2 GB.

Table 1.2. Common file formats and their uses

File Type	Full Name	Description
PSD	Photoshop Document	This and PSB are the only formats that save all of Photoshop's features such as layers and styles.
JPEG	Joint Photographic Experts Group	Most commonly used for displaying photographic images on the Web. Compresses data to decrease file size.

Table 1.2. *continued*

File Type	Full Name	Description
TIFF	Tagged Image File Format	A high-quality file format for exchanging images between different applications and operating systems. Most graphics and page layout programs support TIFF. Best with photos with no text.
EPS	Encapsulated PostScript	A multipurpose, high-resolution file format that can be opened by most graphics and page layout programs. Can store vector information and is great with images that combine text and shapes.
PDF	Portable Document Format	A very portable file format that is viewable with Adobe Acrobat Reader, a free document-viewing application that comes standard on most computers and is downloadable from the Web.

Saving your designs as PDF format is a great way to share high-resolution design comps with clients who may not have Photoshop. If you'll be using Photoshop-generated documents in page layout programs like InDesign or other image-editing programs, save photographic images as TIFF and designs with both graphics and text as EPS.

Just the facts

- Access hidden tools by clicking a tool to display its fly-out menu.
- Always save a copy of your file in Photoshop PSD format to retain all of the layers and options for future editing.
- Resize your image by first changing the resolution and then adjusting the width or height values.
- Preview and organize your images using Adobe Bridge through File ⇨ Browse.
- Choose the right color mode and resolution for the job.
- Save Photoshop files as TIFF or EPS files to use in other programs.

Watch Out!

Changing a file's extension doesn't mean you are converting the file to that file type. Don't use the Rename feature to convert file types! Instead, use a batch process, covered in Chapter 23.