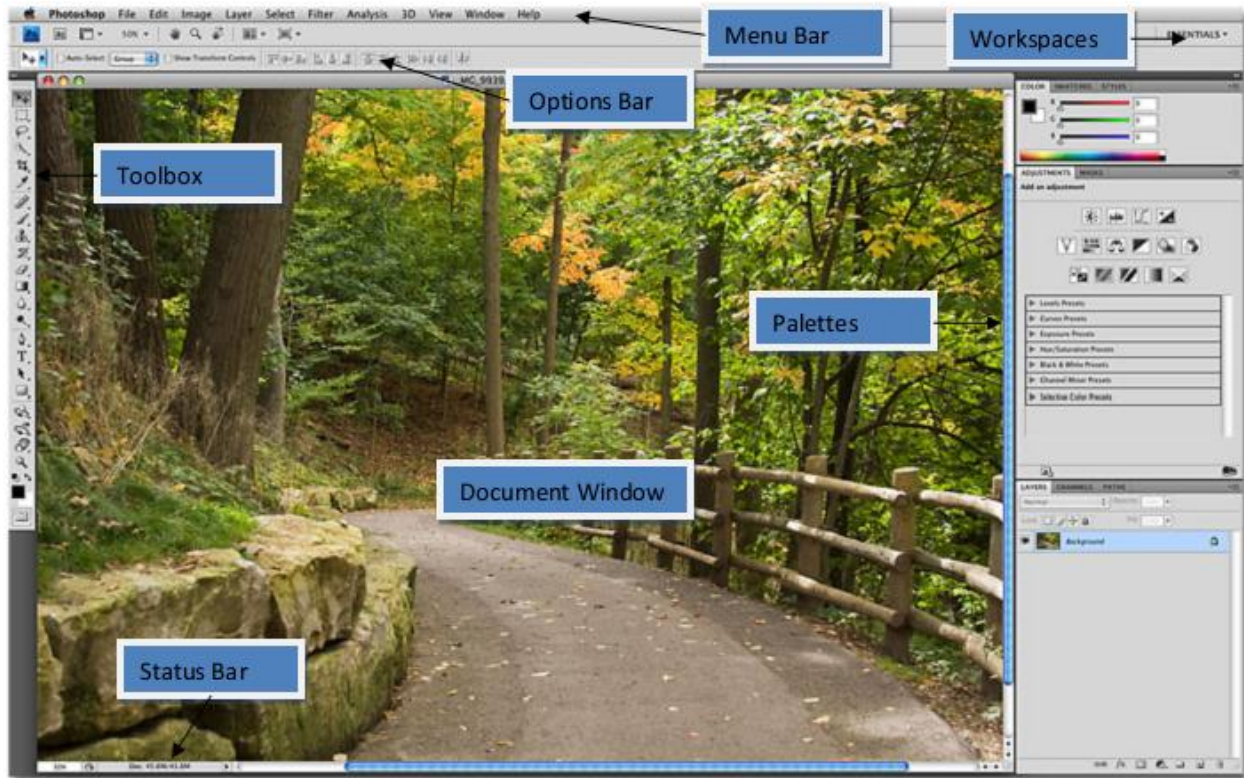# BASICS & INTERFACE

Palettes: Individual "panes" that hold information or options for working with your file, known as palettes (or panels), float on the right-hand side. Each palette is labelled with a tab, and can be minimized, closed, grouped with other palettes, or dragged in and out of a panel dock.

- In the panels, click on the Swatches tab. To the right of the tabs, you'll see a dropdown menu indicator. Click on close to make that panel invisible.

Workspaces: Workspaces allow us to set up different panel arrangements, menus and even keyboard shortcuts for different tasks. For example, you may want certain panels open when editing images and other panels open when painting with Photoshop's brushes or when working with type. The Essentials, Design and Painting buttons will change the workspace to the default view for each task.

- Select the Design Workspace from the Workspaces pull down menu. The panels will change automatically.

- Select the New Workspace from the same menu and create your own workspace with the help of Window Menu. You can select the proper panels from this menu.
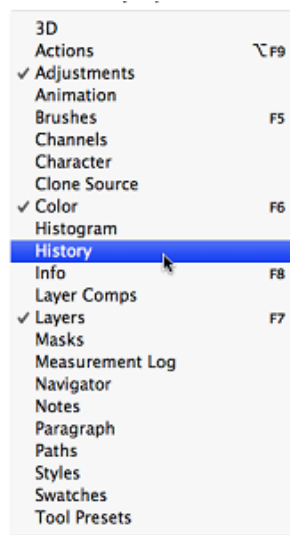

Menu Bar: You will probably already be familiar with the menu bar from other programs. This runs across the top of your Photoshop window and contains various menu options for Photoshop's tools.

Toolbox: By default, the toolbox sits to the left of your Photoshop window, and contains shortcuts of Photoshop tools.

Accessing The Hidden Tools: Whenever you see a tool in the Tools panel with a small arrow to the bottom right of the icon, it means there are additional tools behind it waiting to be selected, and if you click and hold your mouse button down on one of these tools, a fly-out menu will appear showing you the additional tools. For example, by clicking and holding on the Rectangular Marquee Tool at the top of the Tools panel, a fly-out menu appears giving me access

to the Elliptical Marquee Tool, the Single Row Marquee Tool and the Single Column Marquee Tool. Click and hold on some tools in the Tools panel to access additional tools behind it.
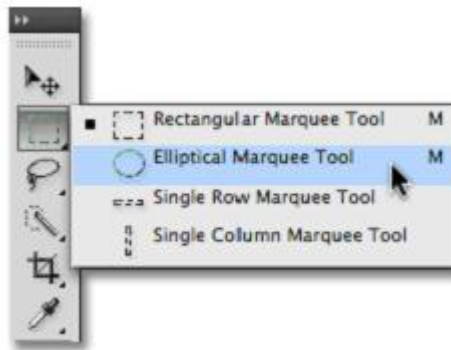

Options Bar: The options bar sits beneath the menu bar and holds contextualized options for different tools. Every tool has its own set of options which will always be available in the Options Bar. For example if you select the Move Tool the Options Bar changes to display options for the Move Tool. Here are some examples of different Tool's options.
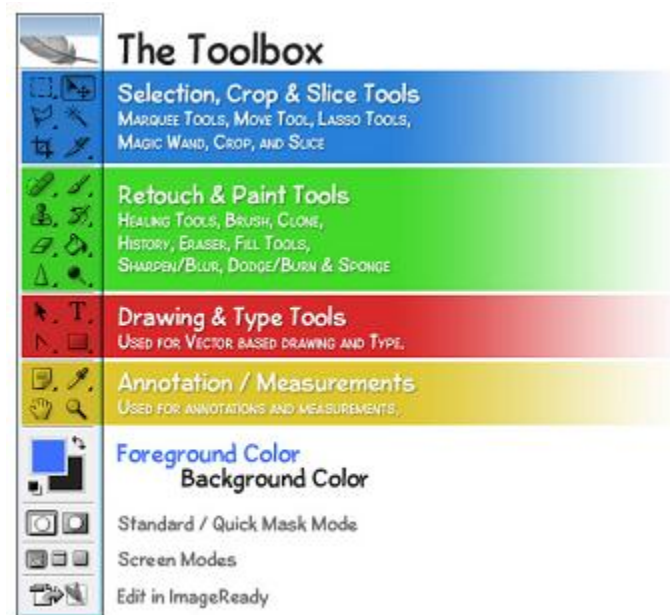
Crop Tool:
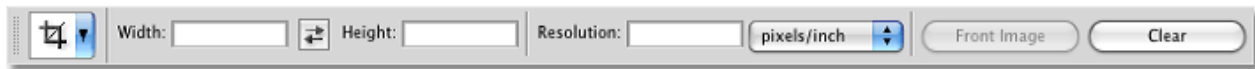
Move Tool:
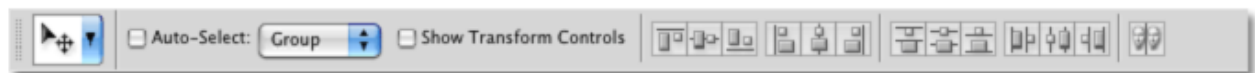
Toolbox is one of the most used components of the Photoshop. We will introduce some of the most frequently used tools found in the toolbox.

Selection Tools: You can use the selection tools to select certain areas of your document for editing. If you use a selection tool, only the area that's selected will be affected by any changes you make. You can "feather" selections (specify a fuzzy radius for them) using the Feather field in the options bar.
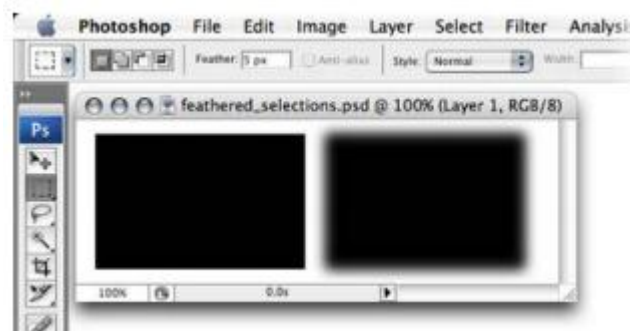
Marquee tools (M): are used to create rectangular or elliptical selections, including selections that are "single row" (one pixel tall, stretching across the entire width of the document) and "single column" (one pixel wide, stretching through the entire height of the document). To make single-row or single-column selections, click with the appropriate tool on the image area where you want to select a row or column.

Lasso Tools (L): You can use the Lasso tools (L) to create freeform selections. The Lasso Tool comes in three different forms:

Lasso Tool (L) – Click and drag the Lasso Tool to draw a selection area. Releasing the mouse button will close the selection by joining the start and end points with a straight line.

Polygonal Lasso Tool (L) – Click at different points to create vertices of a polygonal shape. Close the selection by moving your cursor to the beginning and clicking once, or pressing the Enter key.

Magnetic Lasso Tool (L) – If you think you need help with making your selection, try the Magnetic Lasso Tool. Photoshop will attempt to make a "smart" selection by following the edges of contrast and color difference. Click once near the "edge" of an object and follow around it — Photoshop will automatically lay down a path. You can also click as you follow the line to force points to be created on the path. Close the selection by pressing the Enter key or clicking at a point near the beginning of the selection.
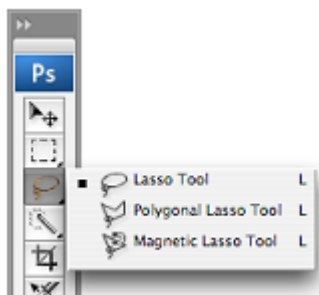
The Magic Wand Tool (W): selects areas of similar color. You can change the tolerance (how close the color values should be to the sampled color in order to be selected) of a Magic Wand selection, and choose whether you want the selection to be contiguous (pixels that are touching) or not (in which case, matching colors across the entire document will be selected).

The Move Tool (M): The Move Tool (V) moves a selected area or an entire layer. You can invoke the Move Tool temporarily when using most other tools by holding down the Ctrl key.

The Crop Tool (C): The Crop Tool (C) is used to trim images. Create a selection using the Crop Tool, then double-click the center of the selection, or press Enter, to crop the image to the size of the selection. To cancel without cropping, select another tool or press the Esc key.

Drawing and Painting Tools: Photoshop provides drawing and painting tools that allow you to create your own shapes and backgrounds.

The Brush Tool (B): Select is suitable for soft-edged painting or drawing. Draw strokes by clicking and dragging the mouse over the canvas. You can change the brush size and other settings in the options bar at the top of the window.

The Pencil Tool (B): is suitable for hard-edged drawing or painting and has similar options to the Brush Tool for setting its size, opacity, and more. The Pencil Tool is often used for drawing on, and editing individual pixels in, zoomed-in images.

The Eraser Tool (E): removes pixels from the canvas. You can choose between Pencil, Brush, or Block mode from the Mode drop-down menu in the options bar.

The Paint Bucket Tool (G): fills a selection with a flat color. To use the Paint Bucket Tool, click once in the area that you wish to fill. If the chosen area is not within a selection, the Paint Bucket Tool will fill all similarly-colored pixels within the vicinity of the clicked area.

The Gradient Tool (G): fills a selection with a blend of two or more colors, known as a gradient. You can easily create your own gradient, or use any of the present gradients available in Photoshop.

The Text Tool (T): Creates text layers. Just select the Text Tool, click on the canvas, and start typing! You can also click and drag to create a rectangular text area that will force text to wrap within its boundaries. You can change the font size, color, and other text properties using the options bar along the top of the window.

Shape Tools (U): You can create shapes simply by clicking and dragging Photoshop's Rectangle, Rounded Rectangle, Ellipse, Polygon, Line, and Custom Shape tools (U).

Selecting Color: Set foreground and background colors by clicking on the appropriate tile and choosing a color from the Color Picker, as demonstrated in the example below.

The Eyedropper Tool (I): lets you sample another color from your image, and set this as the foreground color. In fact, it's actually possible to sample colors from anywhere in your display and even from other applications outside of Photoshop. Simply click inside the document window and then drag the cursor to the color you wish to sample. Click to select that color.

Panel Management: By default, only a handful of panels are displayed on the screen to begin with, but you can access any of Photoshop's panels at any time simply by choosing the one you want from the Window menu up in the Menu Bar. A checkmark beside a panel's name means it's already open on the screen. Selecting a panel that's already open will close it.

Status Bar: The status bar displays the document file size by default. You can set the status bar to display different information, such as the document dimension in pixels, or the version number of the file. To do this, click on the arrow icon next to the status bar, select Show and choose the information you'd like to see.
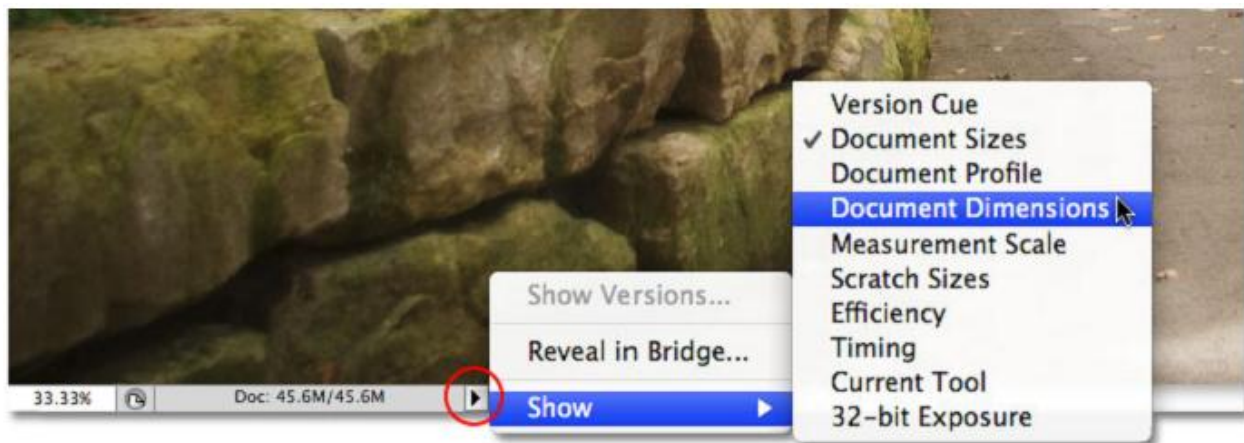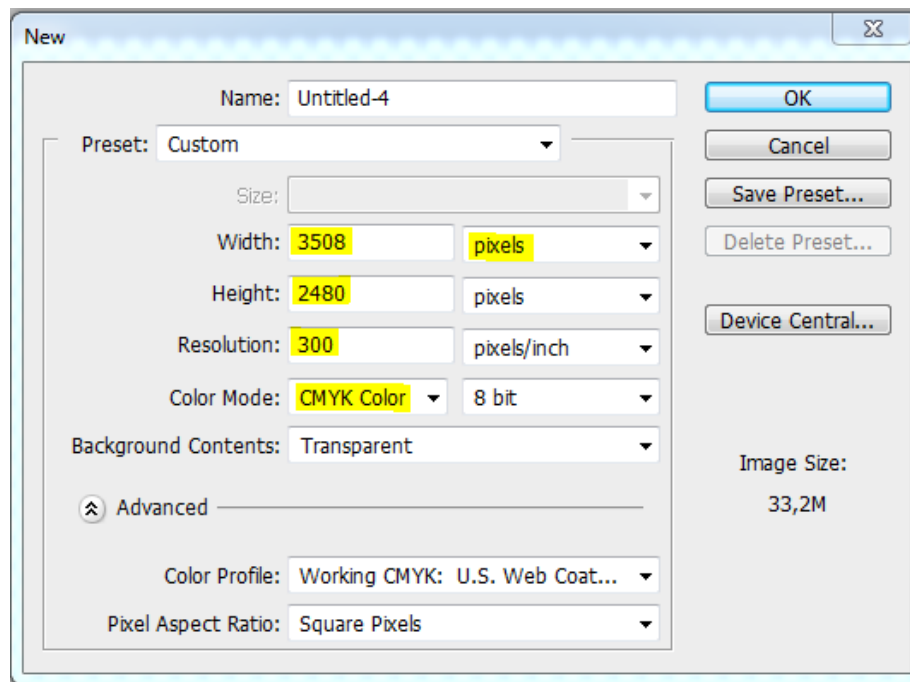
## PHOTOSHOP ACTIVITY-1

STEP-1:

- For this activity create a file starting with file size of **3508×2480** pixels which are appropriate values for landscape A4 paper. Change the Resolution to **300 dpi** and color mode to **CMYK** to make it suitable for printing.

- Our notepad paper will be white so we should begin by changing the documents background color. Set the foreground color as # **e9dfb8** and fill the whole document background with it.

STEP-2:

- Create a new layer and rename it as "paper".
- It's time to create the initial shape of our notepad. Choose the **Rectangular Marquee Tool** (or just press **M shortcut key**) and select
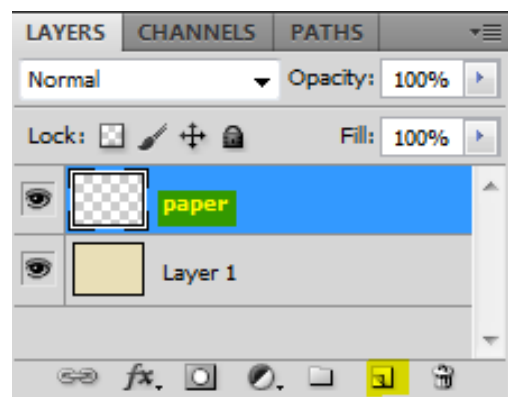
the **fixed size style** from the options menu. Use the **1500x2000** pixels for the width and height values respectively.

- Reset the foreground and background colors as black and white (or just press the **D shortcut key**).

- Fill the selection part with white color (simply use **Ctrl**+**Delete**) and go to select menu and click Deselect (**Ctrl+D** can be used for the same operation).

STEP-3:

- In this step, we will create the holes and tear-lines at the top of the paper by using a combination of Elliptical Marquee Tool and Rectangular Marquee Tool simultaneously. Select the **Elliptical Marquee Tool** and draw a proper shape for holes then select **Rectangular Marquee Tool** and press **Shift** to integrate our selections. Our selection should be like this at the end of this operation.

- Press **Delete** for hole cleaning and repeat the process for all holes with the help of arrow keys until all the holes are made. Then press **Ctrl**+**D** to deselect.

STEP-4:

- Before we go any further, let's add a small shadow to the paper to give the document a bit of depth. Right click the **Paper Layer** in the layer palette and choose **Blending Options** from the menu to bring up the Layer Style dialog box.
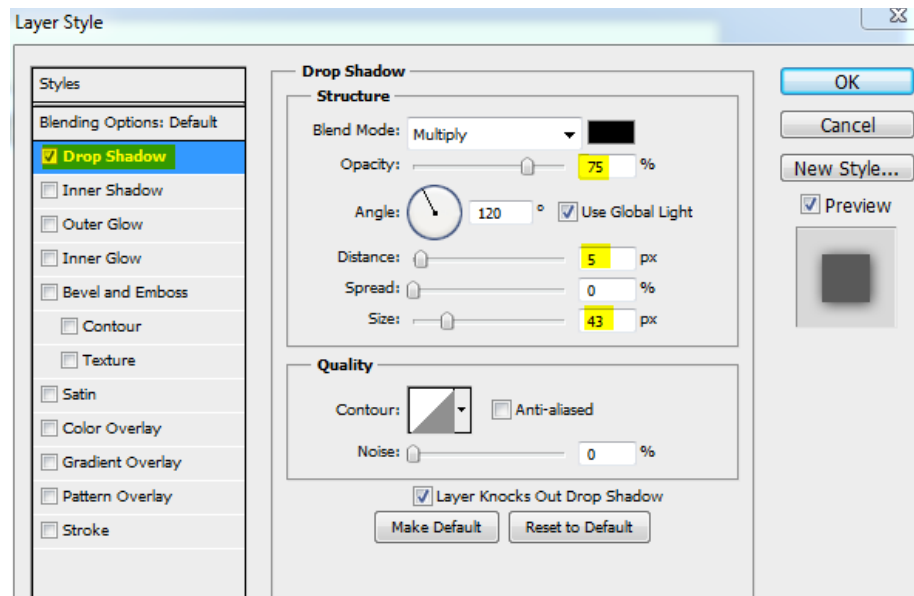
STEP-5:

- Create a new layer to add some lines to the paper and name it Lines.
- Click on the background color and change it as a nice blue like **#579ec2**.
- Select the **Single Row Marquee Tool**, click anywhere on the stage that you want to add your first line and press **Ctrl+Delete.** Repeat the process for all lines.

STEP-6:

- We will use mask to get rid of the swelling parts of our lines. For this operation choose **Create Clipping Mask** from the Layer Menu.
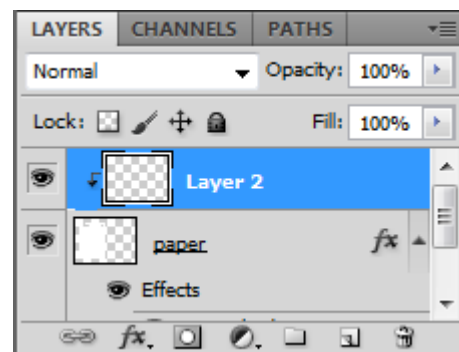
STEP-7:

- Chose the black and white colors for foreground and background respectively.
- Select the paper layer and add a Layer Mask by clicking the Add Layer Mask icon at the bottom of the layers palette.
- Select the Brush Tool and choose Chalk Brush and size 197 pixels and paint the some part of the paper with this tool. It should be like this one.
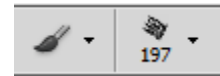
STEP-8:

- Add a text on your notepad (Mistral Font Type can be suitable).

- The final image should look like this one.