

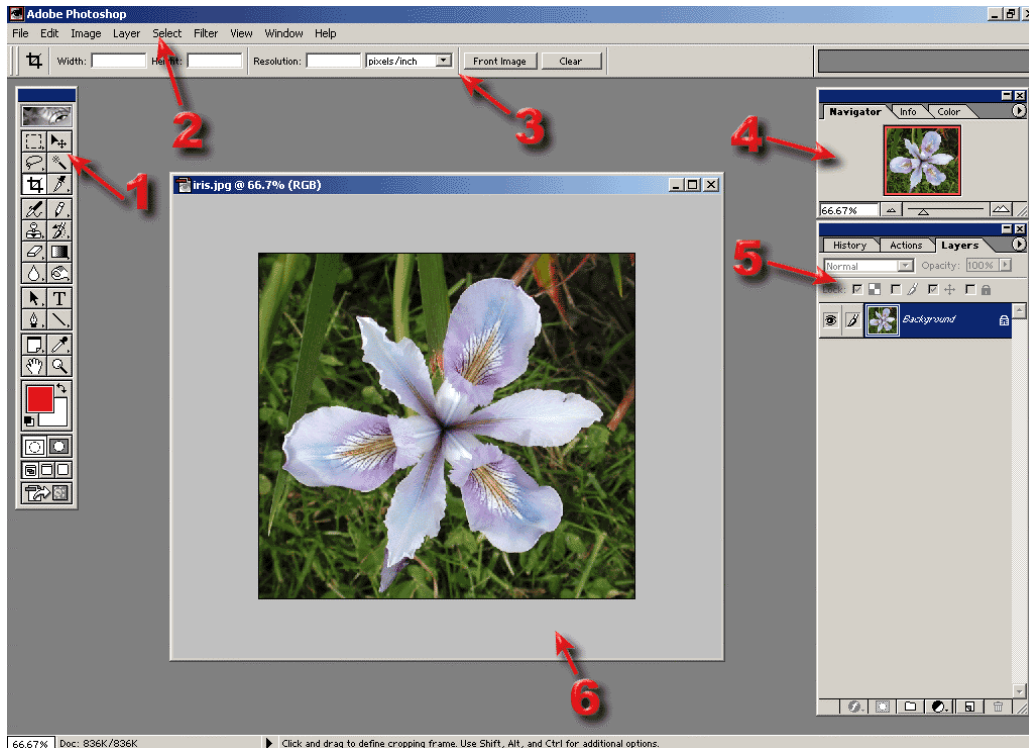
photoshop 7.0 basics

Workspace, magnify tool, selection tools, layers, cutting/copying/pasting, resizing



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Workspace:



- 1 Toolbox**, full of selection tools, brushes, erasers, and other tools
- 2 Menu Bar** with several layers of drop down menus & dialogues
- 3 Option Bar** are context sensitive and allow customization of tools
- 4 Navigator/Info/Color Palette** palettes allows zooming in and out, shows information about the cursor point and selection of colors
- 5 History/Actions/Layers** palettes allow multiple backward steps, automation of tasks and manipulation of layers
- 6 Image Window** window contains your image

Zoom tool: found on the **TOOLBOX**



Used to zoom in and out on the image

To increase:

- click on the **ZOOM** tool on the **TOOLBOX**
- click on the image

To decrease:

- click on the **ZOOM OUT** button on the **OPTIONS BAR**
- click on the image

Selection tools: found on the **TOOLBOX**



Used to select areas of the image



Rectangular Marquee

- click on the **RECTANGULAR MARQUEE** tool on the **TOOLBOX**
- click and drag diagonally inside the image window
- to select more than one rectangle at the time, hold down the **SHIFT** key while using tool



Elliptical Marquee

- click and hold on the **RECTANGULAR MARQUEE** tool on the **TOOLBOX**
- from the box that appears, select the **ELLIPTICAL MARQUEE** tool
- click and drag diagonally inside the image window
- to select more than one ellipsis at the time, hold down the **SHIFT** key while using tool



Lasso Tool

- click on the **LASSO** tool on the **TOOLBOX**
- click and drag to draw a selection until you get to the beginning and then release the mouse



Polygonal Lasso Tool

- click and hold on the **LASSO** tool on the **TOOLBOX**
- from the box that appears, select the **POLYGONAL LASSO** tool
- click multiple times until you get to the beginning to create a border for the area selected



Magnetic Lasso Tool

- click and hold on the **LASSO** tool on the **TOOLBOX**
- from the box that appears, select the **MAGNETIC LASSO** tool
- click on the edge of the object you want to select, then continue dragging/clicking around it
- to adjust sensitivity, go to the options bar and change width, edge contrast, and frequency



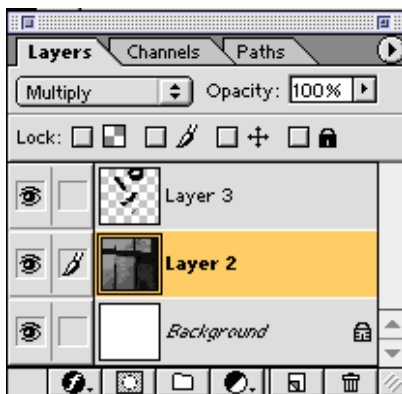
Magic Wand

- click the **MAGIC WAND** tool on the **TOOLBOX**
- type a number from 0-225 in **TOLERANCE** field on the **OPTIONS BAR**
- click area/color to be selected
- to select more than one area at the time, hold down the **SHIFT** key while using tool

Using Layers

- Layers work as several images, layered on top of one another. Each layer has pixels that can be independently edited.
- Most PhotoShop commands/tools work only on the layer you have selected.
- You can combine, duplicate, and hide layers in an image. You can also shuffle the order in which the layers are stacked.
- Layers can have transparent areas, so that you can see the layers underneath. When you cut or erase, the affected pixels become transparent. Also, you can change the opacity of a layer.
- You MUST save files as a .PSD or a .TIFF to continue to work with the images. These are large file formats. When you are completely done editing your image, you can FLATTEN the layers into a single layer and save the file as a .JPG, .BMP, and .GIF

The Layers Palette




-If you can't make additions to a layer you probably need to uncheck 'Preserve Transparency'.

-The Eyeball denotes that a layer is visible.


-A highlighted layer with a paintbrush is an active layer. It is the only layer that can be altered.

-At the bottom are the Effects Button, Layer Mask Button, Layers Folder Button, Adjustment Layers Button, New Layer button and the Delete Layer button.


To Create a Layer:

- click **WINDOWS**-> **LAYERS** to show the **LAYERS** palette
- click on the layer above which you want to add the new layer
- click on the **NEW LAYER** button 


To Hide a Layer:

- click **WINDOWS**-> **LAYERS** to show the **LAYERS** palette
- click a layer. click the **EYE** icon for the layer. 
- the layer and the **EYE** icon will be hidden.

To Duplicate a Layer


- click **WINDOWS**-> **LAYERS** to show the **LAYERS** palette
- click on the layer you want to copy and drag the layer to the **NEW LAYER** button 

To Delete a Layer

- click **WINDOWS**-> **LAYERS** to show the **LAYERS** palette
- click on the layer you want to delete. click on the **DELETE LAYER** button 

Moving/Copying/Pasting

Moving a Selection

- Make a selection with a selection tool
- use the **MOVE** tool  to move the selection to another part of the layer

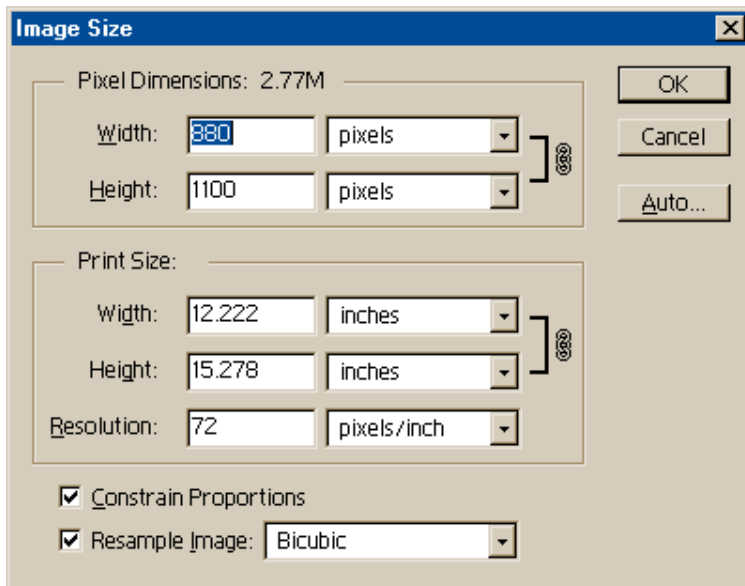
Copy and Paste a Selection

- make a selection with a selection tool
- Click **EDIT** -> **COPY** in the menu bar
- using a selection tool, select where you want to paste the copied element
- Click **EDIT** -> **PASTE** in the menu bar
- the image is copied onto a new layer that can be moved independently of the original image
- you can also copy selections from one image file to another one. Just copy in the old window and then paste in the new window

Delete a Selection

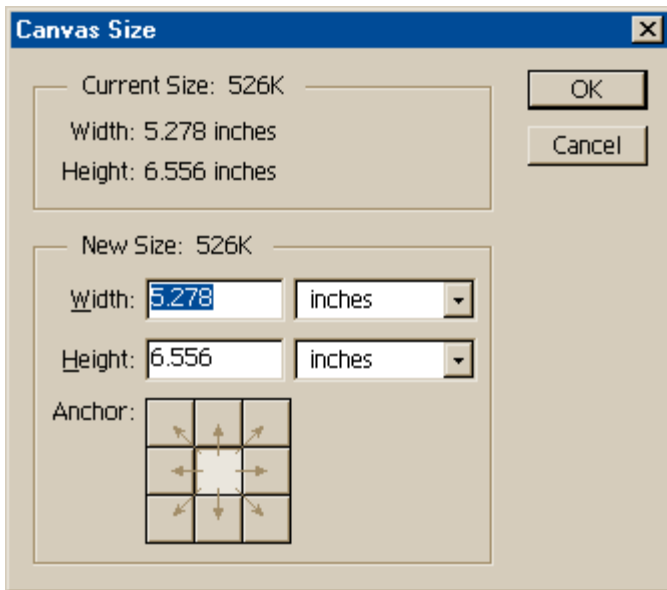
- make a selection with a selection tool
- press **DELETE** on the keyboard

RESIZING AN IMAGE/CANVAS/SELECTION



To Change Image Size

- click on **IMAGE**-> **IMAGE SIZE** on the menu bar
- the **IMAGE SIZE DIALOG BOX** opens, listing the current height, width, and resolution of the image
- type a size for a dimension. If you want it to stay the same proportion, make sure the **CONSTRAIN PROPORTIONS** box is checked. Enter the correct resolution.
- click **OK**



To Change Canvas Size

- click **IMAGE** -> **CANVAS SIZE** on the menu bar
- the **CANVAS SIZE DIALOG BOX** opens, listing the current height and width of the image
- type the new canvas dimensions
- modify the direction that the program changes the canvas size by selecting an anchor point
- click **OK**

To Change Selection Size

- make a selection with a selection tool
- click **EDIT** -> **TRANSFORM** -> **SCALE**
- click and drag a corner handle on the selection to scale on frthe horizontal and vertical axis

ROTATE/SKEW/DISTORT A SELECTION

To Rotate a Selection

- make a selection with a selection tool
- click **EDIT** -> **TRANSFORM** -> **ROTATE**
- click and drag a corner handle on the selection to rotate the selection

To Skew a Selection

- make a selection with a selection tool
- click **EDIT** -> **TRANSFORM** -> **SKEW**
- click and drag a corner handle on the selection to skew either the horizontal and vertical axis

To Distort a Selection

- make a selection with a selection tool
- click **EDIT** -> **TRANSFORM** -> **DISTORT**
- click and drag a corner handle on the selection to distort both the horizontal and vertical axis