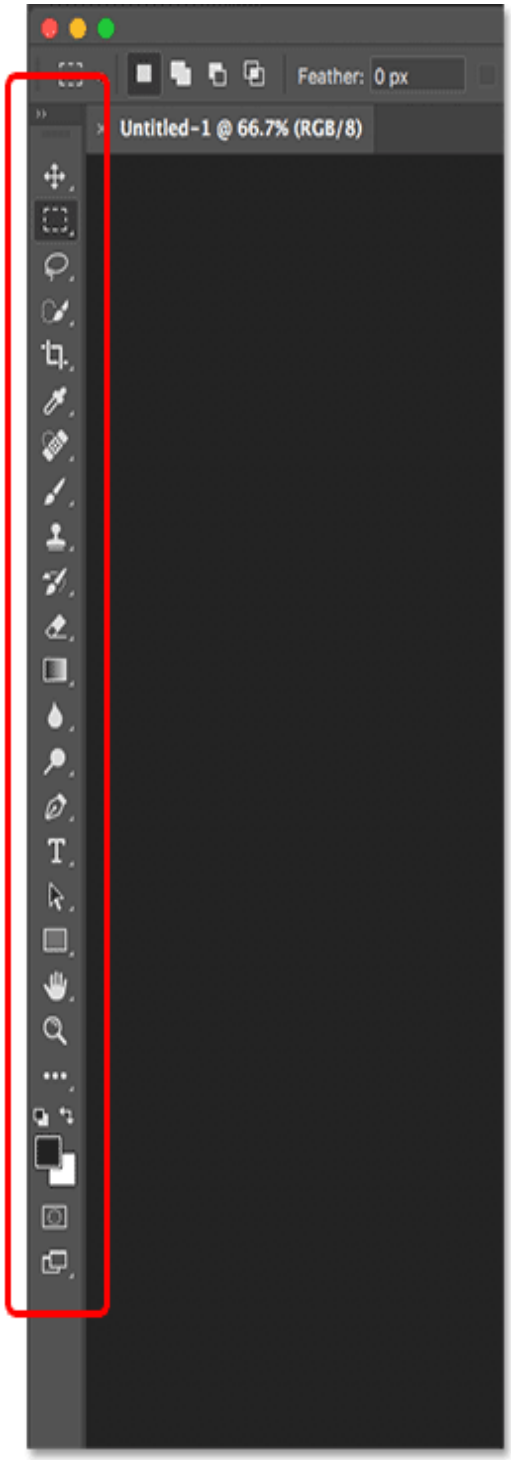
Photoshop

UNIT I

Photoshop Panels and Tools:

The Toolbar



The Toolbar in Photoshop.

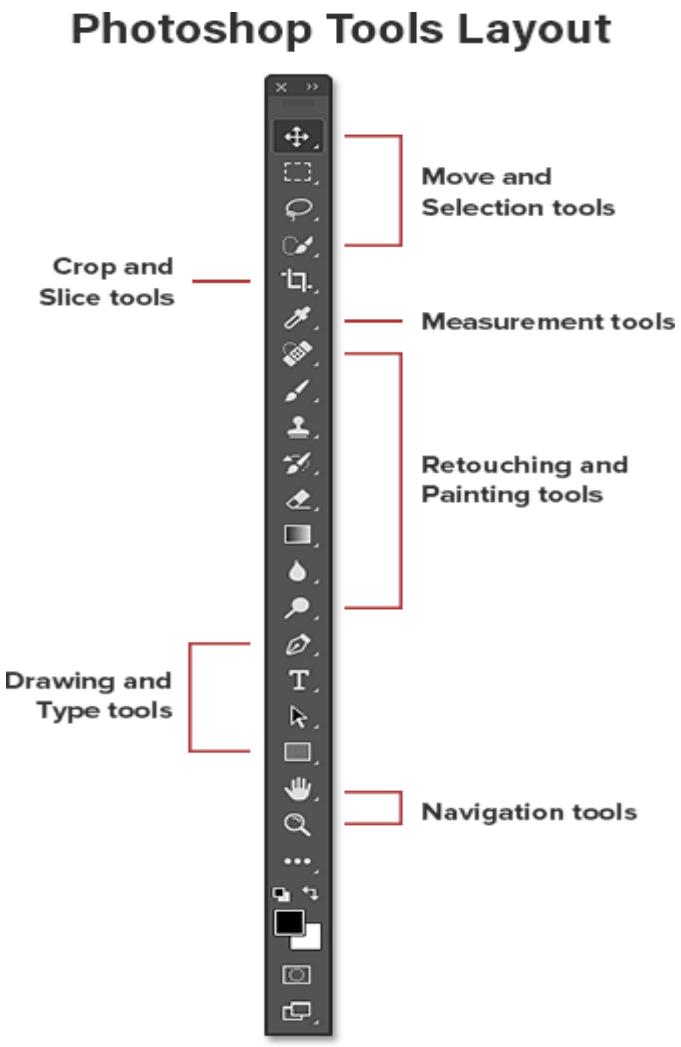
Single Or Double Column Toolbar

By default, the Toolbar appears as a long, single column. It can be expanded into a shorter, double column by clicking the **double arrows** icon at the top. Click the same icon again to return the Toolbar to a single column:

The Toolbar can be viewed as a single or double column.

The Tools Layout

Let's look at how the Toolbar in Photoshop is organized. While it may seem like the tools are listed randomly, there's actually a logical order to it, with related tools grouped together. At the top, we have Photoshop's **Move and Selection** tools. Directly below them are the **Crop and Slice** tools. Below that are the **Measurement** tools, followed by Photoshop's many **Retouching and Painting** tools. Next are the **Drawing and Type** tools. And finally, near the bottom of the Toolbar, we find Photoshop's **Navigation** tools:



The tools layout in the Toolbar.

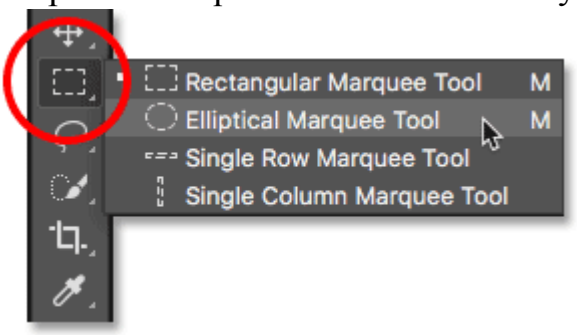
The Hidden Tools

Each tool in the Toolbar is represented by an icon, and there are many more tools available than what we see. A small **arrow** in the bottom right corner of a tool's icon means that there are additional tools hiding behind it in that same spot:

Most of the spots in the Toolbar contain more than one tool.

To view and access the additional tools, **click and hold** on the icon. Or, **right-click** (Win) / **Control-click** (Mac) on the icon. Either way displays a fly-out menu showing the other tools that are available. For example, if I click and hold on the **Rectangular Marquee Tool**'s icon, the fly-out menu tells me

that along with that tool, the **Elliptical Marquee Tool**, the **Single Row Marquee Tool** and the **Single Column Marquee Tool** are also nested in with it. To choose one of the additional tools, select it from the list. I'll choose the Elliptical Marquee Tool. We'll see why in a moment:



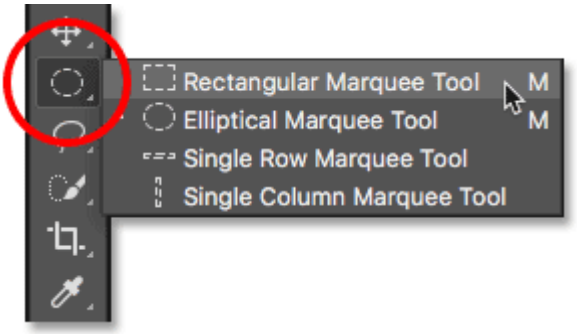
Choosing a hidden tool from the fly-out menu.

The Default Tool

The tool that's initially displayed in each spot in the Toolbar is known as the **default tool**. The Rectangular Marquee Tool is the default tool for the spot we're looking at here (second from the top). However, Photoshop won't always display the default tool. Instead, it will display the last tool that was selected. Notice that, after choosing the Elliptical Marquee Tool from the fly-out menu, the Rectangular Marquee Tool is no longer displayed in the Toolbar. The Elliptical Marquee Tool has taken its place:

Each spot in the Toolbar displays either the default tool or the last tool selected.

To select the Rectangular Marquee Tool at this point, I would need to either **click and hold**, or **right-click** (Win) / **Control-click** (Mac), on the Elliptical Marquee Tool's icon. Then, I could select the Rectangular Marquee Tool from the menu:

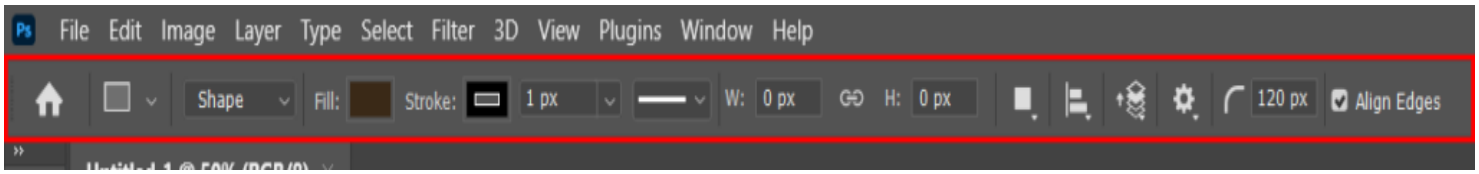


Selecting the Rectangular Marquee Tool from behind the Elliptical Marquee Tool.

Options Bar

What is the Options Bar?

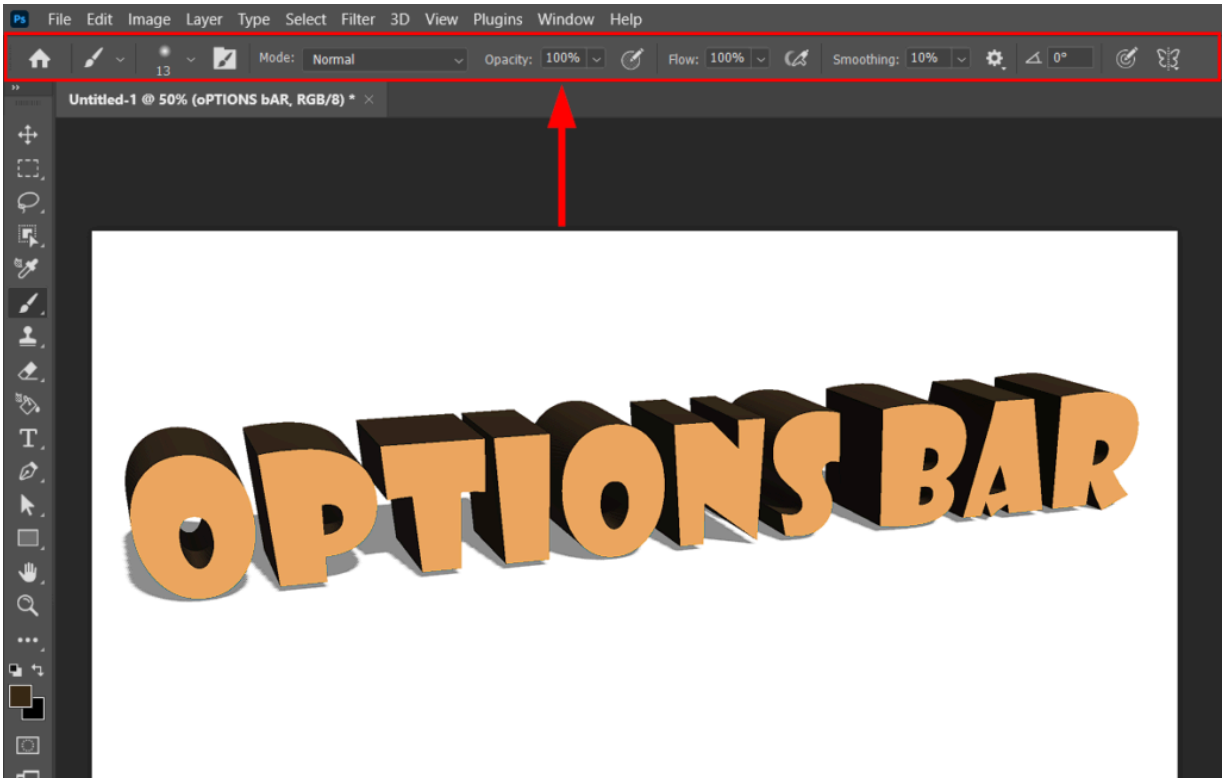
The Options Bar is a vital part of Photoshop as it controls and determines how every Photoshop tool operates. It includes the options and features that come with each tool in Photoshop. However, each tool has a different configuration; hence, the options bar will not appear the same with each tool. As you select a different tool, the contents of the options bar change depending on the selected tool.



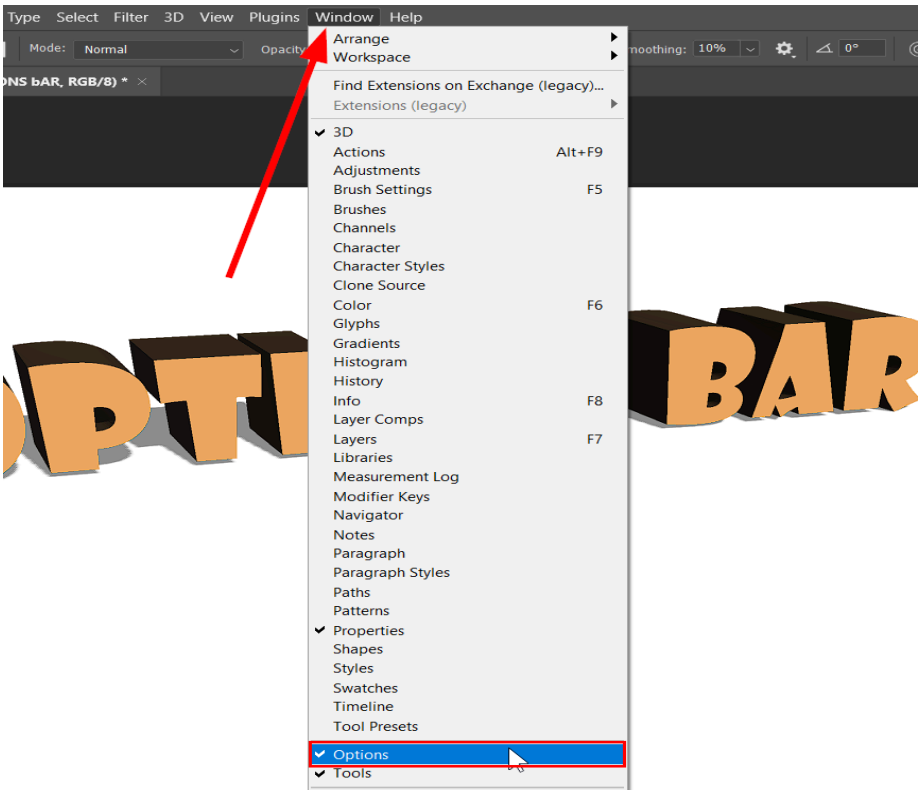
Where is the Options Bar?

The Options Bar is located above the document window, just below the Menu Bar. It's a horizontal bar containing options and settings for the selected tools.

Can't find the options bar? No worries! Just go to the **Window** menu on the overhead toolbar and select **Option** from the drop-down menu.



Sometimes it may happen that you cannot find the options bar. Out of the blue, it's just disappeared from the interface. Well, don't panic! It's not gone forever. You may have removed, hidden, or closed it by accident. Follow the same mentioned above to restore the **Options Bar**.



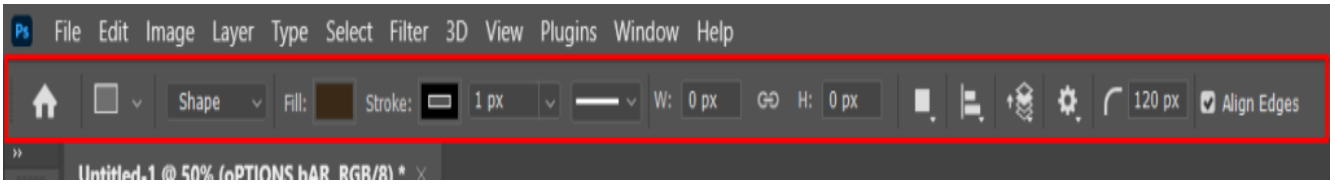
Repositioning the Options Bar

You can reposition the Options Bar if you want. There's a handle at the left edge of the options bar. Click and drag the handle to move the options bar and place it wherever you want.

Tools and Options Bar

The Options Bar is directly connected to tools as it adapts to the active tool. It generates specific settings and parameters to modify how the tool will behave. In short, the options bar is all about what a tool offers.

For example, when the Rectangle Tool is selected, the options bar will show options related to the adjustment of a rectangle. It enables you to select the fill, adjust the stroke width and type, set the height and width of the shape, and more.



How to Use the Options Bar

Working with the Options Bar is smooth and flexible. I'll explain it with examples here.

Step 1

First, select any tool you want from the left toolbar. For demonstration, I have selected the **Brush Tool** here.

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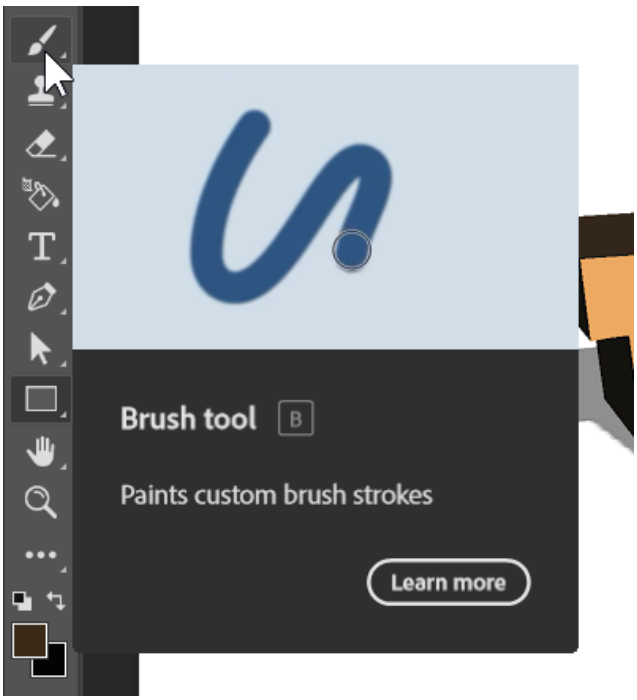
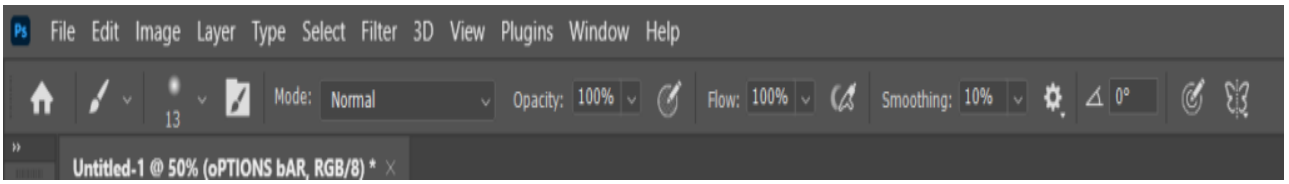


Step 2

You'll notice an instant change in the options bar as you select the Brush Tool. The Options Bar changes based on the tool you just selected, displaying all the relevant options and configurations.

After selecting the brush tool, the options you will see in the options bar are brush size, shape, settings, blending mode, opacity, brush flow, smoothing settings, brush angle, and symmetry options.



Step 3

Take your time to observe the settings in the options bar. Go through all of them and understand what each one does.

Step 4

Now interact with the options in the bar and adjust as needed. Adjust the brush size, and choose which blending mode you want to work with or which shape of brush you want. You can modify all the options associated with the active tool in the options bar.

The Menu Bar

The menu bar consists of 11 items: **File**, **Edit**, **Image**, **Layer**, **Select**, **Filter**, **Analysis**, **3D**, **View**, **Window**,

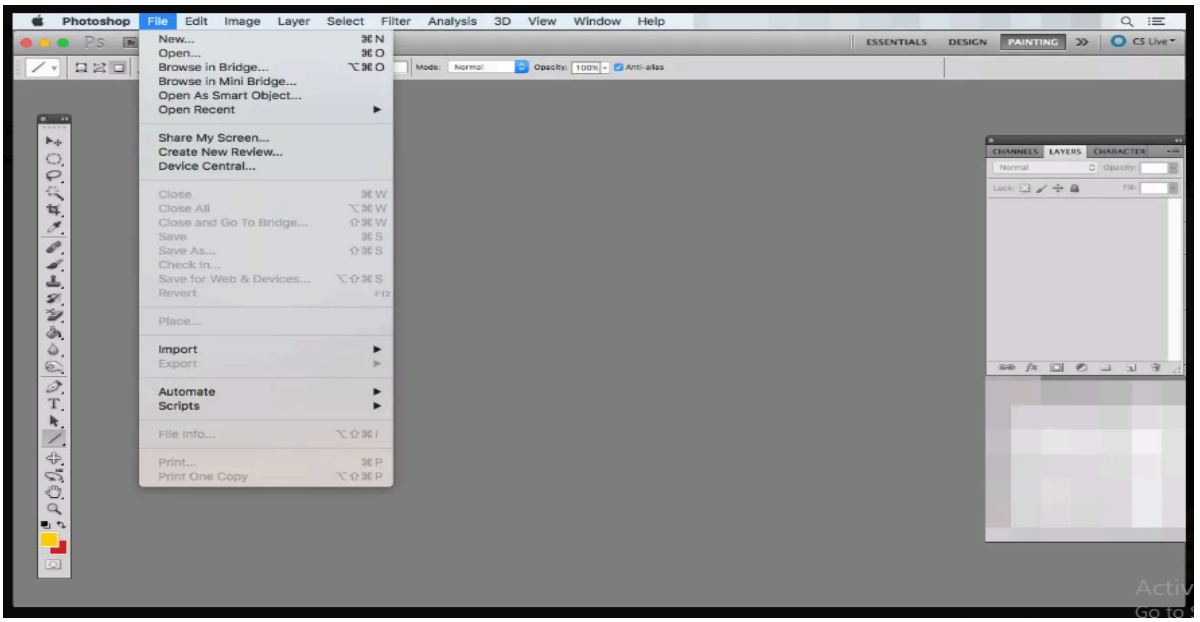
and **Help**. Each of those main menus has additional submenus for related options.

You can access most of what's available in the menu bar in other ways, too, like via keyboard shortcuts, right-click menus, or with separate menus located within other windows like Tools, Layers, Timeline, etc. For some options, however, you have to use the menu bar.

These instructions apply to Adobe Photoshop CS5 and later. Some menus and items may be different in other versions.

File

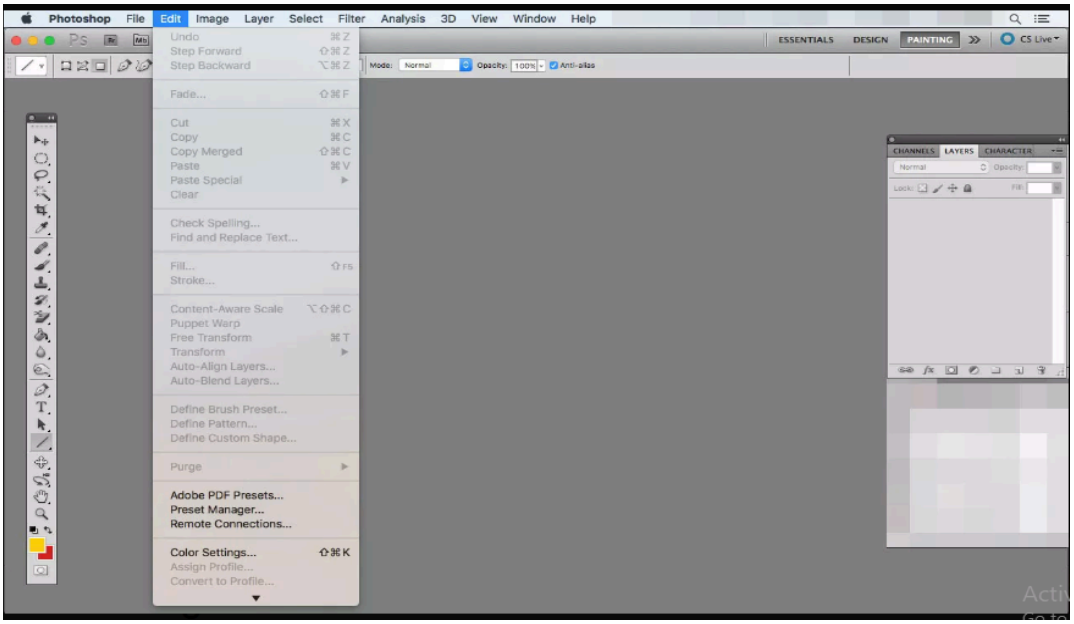
The File menu in Photoshop is much like the File menu in other programs. It's the primary method for making new files, opening existing ones, saving files, and printing.



Edit

With the Edit menu, you can modify objects on the canvas, menu items, shortcuts, and more.

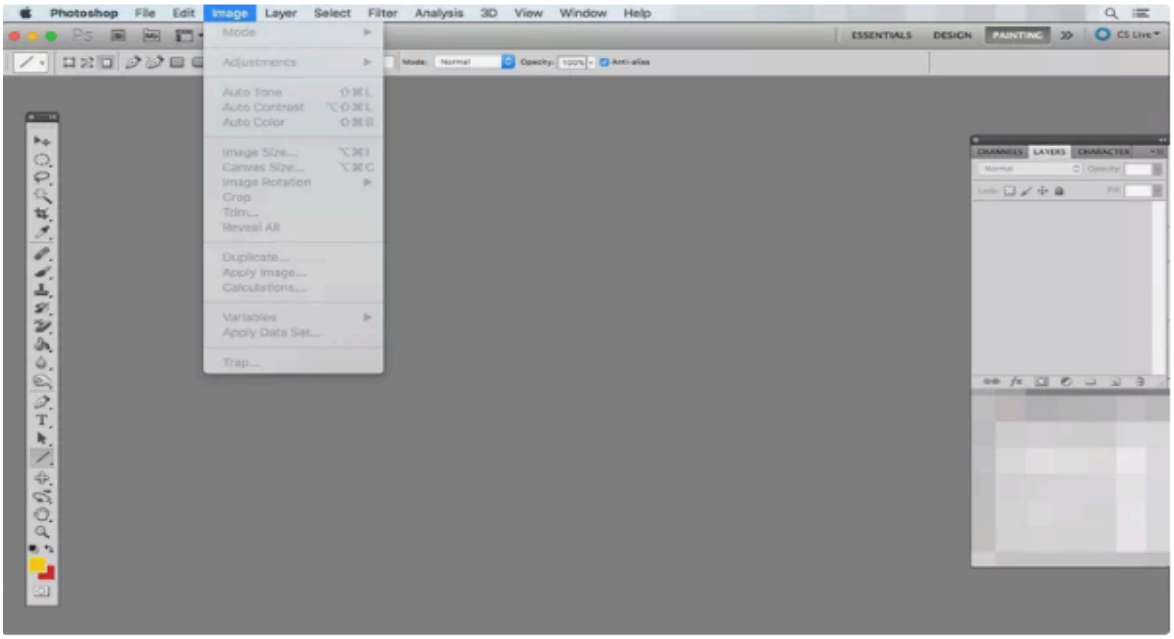
Also here are tools for transforming objects. If you have an image you want to warp, rotate, scale, distort, or flip, use the **Edit** > **Transform** submenu to find those options. The **Free Transform** tool is located here as well, letting you adjust the height, width, and orientation.



Image

Many options related to changing images in Photoshop are available under the **Image** menu. The first submenu let you change the **mode** of the whole canvas, between modes like RGB color, grayscale, CMYK color, multichannel, duotone, and more.

Crop and **Trim** are two other notable tools in this menu. The first resizes the canvas by manually selecting which areas should be deleted. The second is for automating the resize by removing transparent pixels (or pixels of a specific color) from any edge of the canvas.



Layer

The Layer menu is where you can create new layers, duplicate existing ones, delete and rename layers, and much more.

Other options in the Layer menu let you group and hide layers, lock layers, arrange layers behind or in front of other ones, link and merge layers, and flatten the image to automatically merge all the layers.

Filter

Adobe Photoshop filters are contained in the Filter menu. It's here that you can open **Filter Gallery** to preview artistic, brushstroke, distort, sketch, texture, and other built-in filters.

This menu also contains filters for blur, noise, pixelate, render, and sharpen. To save or load a custom Photoshop filter, go to **Filter** > **Other** > **Custom** and use the **Load** button to locate the ACF file, or the **Save** button to make a new ACF file.

Opening Files

To open files in **Adobe Photoshop**, follow these steps:

Method 1: Using "Open" Option

1. **Launch Photoshop** on your computer.
2. Click on **File** > **Open…** from the top menu.
3. Navigate to the folder where your file is located.
4. Select the file you want to open.

5. Click **Open**.

Method 2: Drag and Drop

1. Open Photoshop.
2. Locate your file in **File Explorer (Windows)** or **Finder (Mac)**.
3. Drag the file into the Photoshop workspace.
4. It will open automatically.

Method 3: Open As (For Specific Formats)

1. Go to **File** > **Open As**.
2. Choose the file you want to open.
3. Select the desired format from the drop-down list.
4. Click **Open**.

Method 4: Open Recent Files

1. Click **File** > **Open Recent**.
2. Select a previously opened file from the list.

Saving Your Work

To **save your work in Adobe Photoshop**, follow these steps:

1. Saving as a Photoshop File (PSD)
💾 **Use this format if you want to edit your file later.**

1. Click **File** > **Save As…**
2. Choose a location to save your file.
3. Enter a file name.
4. Select **Photoshop (.PSD)** as the format.
5. Click **Save**.

📌 **Tip:** PSD files retain layers and edits for future modifications.

2. Saving as an Image (JPEG, PNG, etc.)
📷 **Use this format if you need an image file for sharing or printing.**

1. Click **File** > **Export** > **Export As…**
2. Choose a format:
   - **JPEG** (For standard images)
   - **PNG** (For transparent backgrounds)
   - **TIFF** (For high-quality printing)
   - **GIF** (For animations)
3. Adjust the image size and quality.

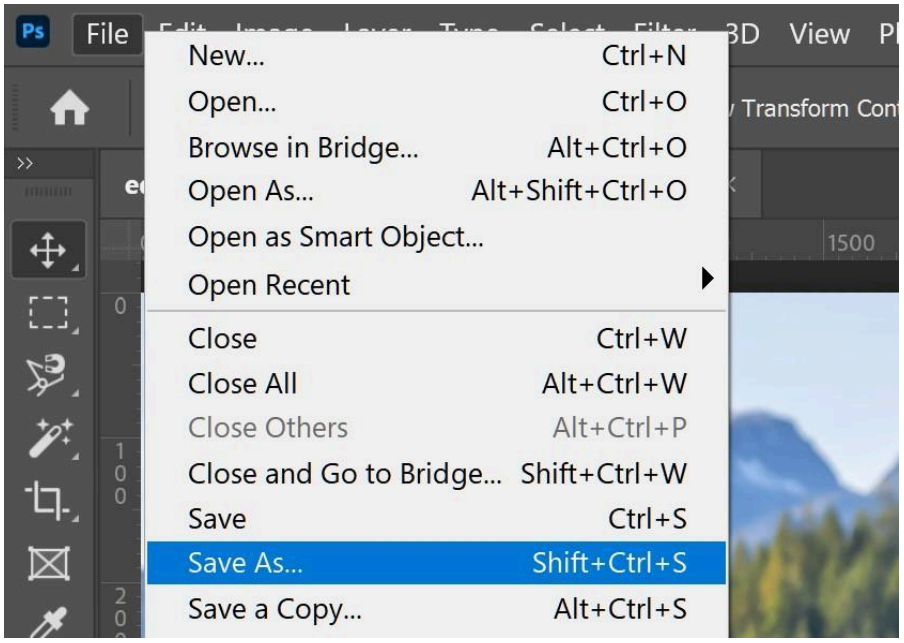
4. Click **Export** and select a save location.

📌 **Tip:** PNG supports transparency, while JPEG does not.

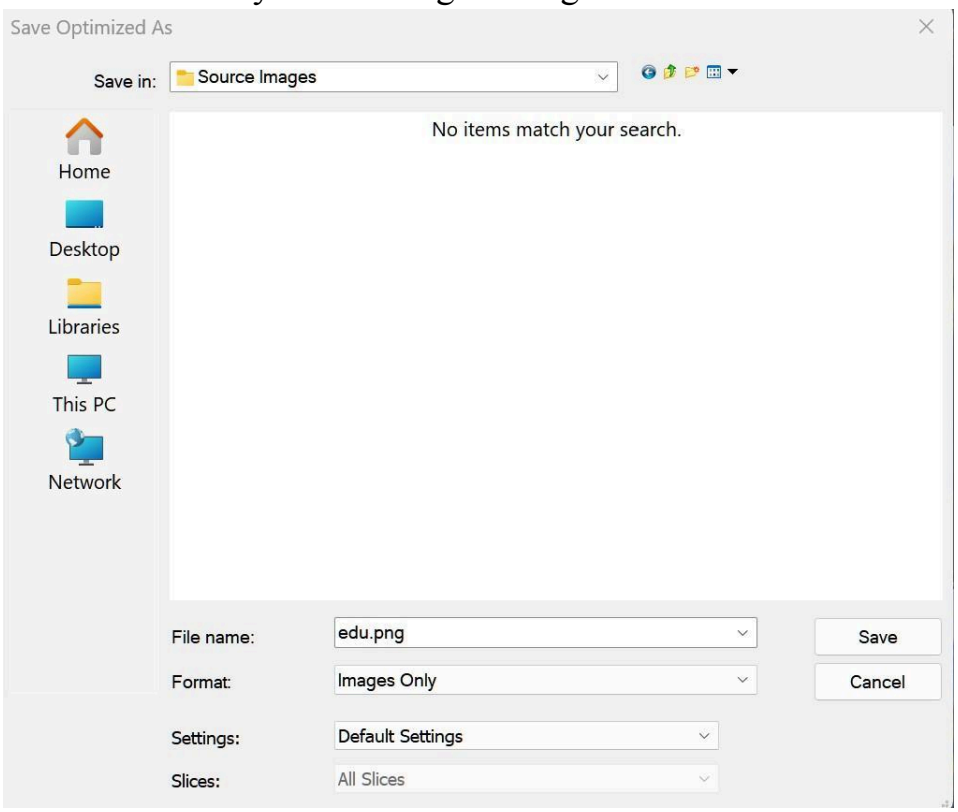
Using Save As

You'll use the **Save As** command to save files in the PSD format, as well as other common formats like JPEG and PNG.

1. With the image open in Photoshop, select **File > Save As**.



lick **Save**. A new dialog box will appear. Type the desired **file name** and choose a **location** for the file, then click **Save**. You'll want to use a new file name to avoid accidentally overwriting the original file.



Choosing A File Format

Graphics file formats differ in the way they represent image data (as pixels or vectors), and support different compression techniques and Photoshop features. To preserve all Photoshop features (layers, effects, masks, and so on), save a copy of your image in Photoshop format (PSD).

Like most file formats, PSD supports files up to 2 GB in size. For files larger than 2 GB, save in Large Document Format (PSB), Photoshop Raw (flattened image only), TIFF (up to 4 GB), or DICOM format.

The standard bit depth for images is 8 bits per channel. To achieve greater dynamic range with 16- or 32-bit images, use the following formats:

Formats for 16-bit images (requires Save A Copy command)

Photoshop, Large Document Format (PSB), Cineon, DICOM, IFF, JPEG 2000, Photoshop PDF, Photoshop Raw, PNG, Portable Bit Map, and TIFF.

Note:

The Save **For Web** & Devices command automatically converts 16-bit images to 8-bit.

Formats for 32-bit images (requires Save As command)

Photoshop, Large Document Format (PSB), OpenEXR, Portable Bitmap, Radiance, and TIFF.

Supported file formats in Photoshop

File Types	Format	Supported File Formats
Audio formats	**import**	AAC M2A M4A MP2 MP3
Video formats	**import**	.264 3GP

	3GPP AVC AVI F4V FLV MOV (*QuickTime*) MPE MPEG-1 MPEG-4 MPEG-2 if a decoder is installed (for example, with an Adobe video app) MTS MXF R3D TS VOB
Video export formats	DPX MOV (QuickTime) MP4 JPEG2000 (QuickTime)
Graphic file formats	WebP BMP Cineon CompuServe GIF DICOM HEIF/HEIC IFF format JPEG JPEG2000 Large Document Format PSB OpenEXR PCX Photoshop 2.0 (*Mac only*) Photoshop DCS 1.0

	Photoshop DCS 2.0 Photoshop EPS Photoshop PDF Photoshop PSD Photoshop Raw PICT (*read only*) PICT Resource (*Mac only; can open only*) Pixar PNG Portable Bit Map Radiance Scitex CT Targa TIFF Wireless Bitmap
3D-related formats	3D Studio (*import only*) DAE (Collada) Flash 3D (*export only*) JPS (JPEG Stereo) KMZ (Google Earth 4) MPO (Multi-Picture format) U3D Wavefront OBJ

File Formats

Common File Formats in Photoshop

Adobe Photoshop supports multiple file formats for different purposes. Below are the most commonly used formats:

1. Photoshop Document (PSD) 📂

- **Best for:** Editing and preserving layers.
- **Supports:** Layers, masks, smart objects, and transparency.
- **Use case:** Save your project in **PSD** if you plan to edit it later.

2. Photoshop Big Document (PSB) 🖼️

- **Best for:** Large images (over 2 GB).
- **Supports:** Everything a PSD file does but with a larger size limit.
- **Use case:** Ideal for **high-resolution** images and **large projects**.

3. JPEG (JPG) 📷

- **Best for:** Web, social media, and general images.
- **Supports:** Compression, but **does not** support transparency.
- **Use case:** Use **JPEG** for **small file sizes** with **good quality**.

4. PNG 🏞️

- **Best for:** Images with transparent backgrounds.
- **Supports:** Transparency and lossless compression.
- **Use case:** Use **PNG** for **logos, icons, and web graphics**.

5. TIFF (TIF) 🖨️

- **Best for:** High-quality printing.
- **Supports:** Lossless compression and multiple layers.
- **Use case:** Use **TIFF** for **professional printing and publishing**.

6. GIF 🎞️

- **Best for:** Simple animations and web graphics.
- **Supports:** Transparency and animations.
- **Use case:** Use **GIF** for **animated images on websites**.

7. PDF 📄

- **Best for:** Documents and presentations.
- **Supports:** Vector and raster graphics.
- **Use case:** Use **PDF** for **print-ready files and document sharing**.

8. BMP 🖼️

- **Best for:** Windows-based images.
- **Supports:** High-quality images with no compression.
- **Use case:** Used in **Windows-based applications**.

9. EPS (Encapsulated PostScript) ✏️

- **Best for:** Vector graphics and printing.
- **Supports:** Both vector and raster elements.
- **Use case:** Used in **logos, illustrations, and professional printing**.

1. Opening Photoshop and Creating a New Document

Open Adobe Photoshop on your computer.

Click on File > New… (Shortcut: Ctrl + N (Windows) / Cmd + N (Mac)).

The New Document window will appear.

2. Understanding New Document Settings

When creating a new document, you need to adjust the following settings:

A. Name Your Document

Enter a name for your project to keep files organized.

B. Choose a Preset

Photoshop provides presets for Web, Print, Mobile, Film & Video, and Art & Illustration.

C. Set the Canvas Size

Width & Height: Choose dimensions in pixels, inches, cm, etc.

Web/Digital: Use pixels (e.g., 1920x1080 for HD).

Print: Use inches/cm with a high resolution (e.g., 8.5x11 inches for A4).

D. Resolution

72 DPI for web/digital projects.

300 DPI for high-quality print projects.

E. Color Mode

RGB (Red, Green, Blue) – for digital images.

CMYK (Cyan, Magenta, Yellow, Black) – for printing.

Grayscale – for black-and-white images.

F. Background Contents

White: Default background color.

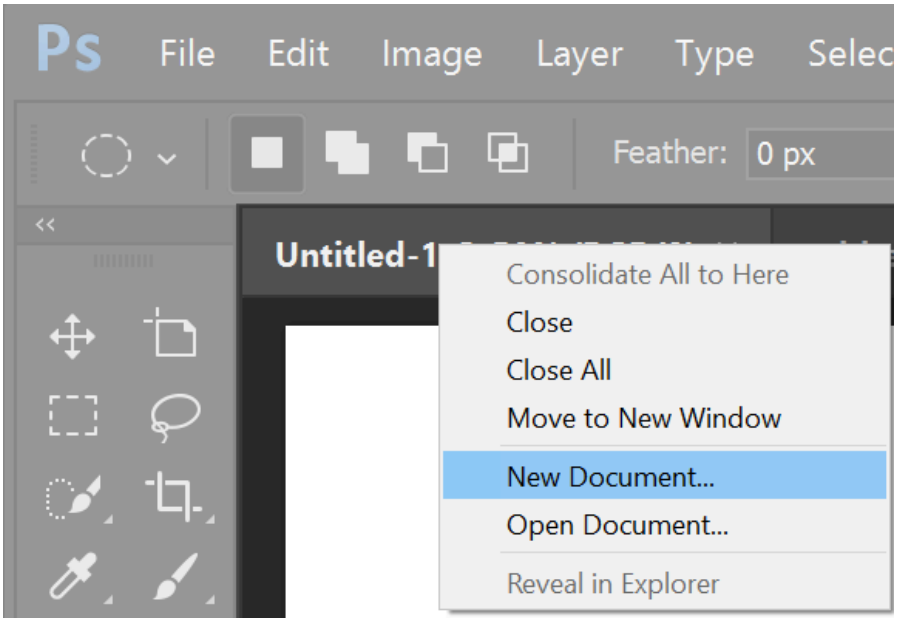
Black: Black background.

Transparent: No background (useful for PNG images).

3. Creating the Document

After selecting your settings, click Create.

A blank canvas will open, ready for design work



- opening the presets, you can modify their settings.