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MASTERING PHOTOSHOP MADE EASY™

TEACHUCOMP, INC.®

...it's all about you

MASTERING PHOTOSHOP MADE EASY™

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INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Mastering Photoshop Made Easy™ tutorial. This tutorial introduces you to Adobe Photoshop, a popular image creation and editing software. It is designed to give a user with little to no knowledge of Photoshop the skills necessary to effectively use Photoshop. To that end, it is also an excellent tutorial for users familiar with Photoshop who want to fill-in the gaps in their knowledge.

Adobe Photoshop is an excellent program to learn, as you can use the skills, terms, and techniques you learn in this application in many other Adobe applications. For example, after learning this application, you will find it easier to learn an application like Adobe Illustrator.

This tutorial starts by introducing the student to the Photoshop environment. You then learn how to open Photoshop files in Camera Raw and in Photoshop.

After that, you learn about basic image editing and color settings. You then look at using Photoshop's painting tools and brushes. Next, you learn how to make pixel-based selections and apply fills, patterns, colors, strokes, and gradients to selections. You then learn about layers in Photoshop.

The next part of this tutorial focuses on using vector data in images, including text, paths, and shapes. The tutorial then shows you how to use more advanced tools for image correction and enhancement. You then examine using artboards and saving, printing, and exporting files in Photoshop. Finally, you learn how to find additional help in Photoshop.

The practice exercises in this manual use files included within the "Samples" folder in the tutorial product.

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CHAPTER 1-

GETTING ACQUAINTED WITH PHOTOSHOP

1.1- INTRODUCTION TO PHOTOSHOP

1.2- THE PHOTOSHOP HOME SCREEN

1.3- HOW TO CREATE A NEW DOCUMENT IN PHOTOSHOP

1.4- PHOTOSHOP WORKSPACE OVERVIEW

1.5- HOW TO OPEN A FILE IN PHOTOSHOP

1.6- HOW TO CLOSE A FILE IN PHOTOSHOP

1.7- HOW TO USE PANELS IN PHOTOSHOP

1.8- HOW TO USE THE DOCUMENT WINDOWS IN PHOTOSHOP

1.9- HOW TO CREATE AND CHANGE WORKSPACES IN PHOTOSHOP

1.10- HOW TO USE THE TOOLS PANEL IN PHOTOSHOP

1.11- HOW TO USE THE CONTEXTUAL TASK BAR IN PHOTOSHOP

GETTING ACQUAINTED WITH PHOTOSHOP

1.1- Introduction to Photoshop:

Adobe Photoshop is one of the most popular photo editing and raster graphic creation software applications available. Photoshop lets you create and edit digital art in ways you might never have imagined. You can remove flaws from existing photos, add text and shapes, apply image filters, and make many other digital changes to your image documents to produce high-quality, professional graphics.

Photoshop provides you with many tools to help you perfect your photos and digital art. Photographers may find the image editing features and filters most useful. Printers may use the color management and print settings the most. However you use it in your workflow, Photoshop has many tools, options, and plugins to support your digital creative work.

1.2- The Photoshop Home Screen:

When you first launch Photoshop, the Home screen appears. The Photoshop Home screen contains options for creating new files, opening existing files, and viewing help and tutorials. The Photoshop Home screen contains a menu at the left side of the screen from which you can select choices that then appear to the right. It also shows the standard Photoshop Menu Bar at the top of the screen, followed by a toolbar that shows cloud storage, search, and other options based on your Creative Cloud subscription.

The menu at the left side of the Photoshop Home screen shows buttons for “New file,” “Open,” “Home,” and “Learn.” To create a new Photoshop document, click the “New file” button to open the “New Document” window, which is discussed in a separate lesson. To open an existing file in Photoshop, click the “Open” button to launch either the “Open” dialog box or the “Open from Creative Cloud” window, which lets you open either local or Creative Cloud files. To show the default Home screen content to the right, click the “Home” button. To show a list of online tutorials you can view to the right, click the “Learn” button.

In the “Files” section below those buttons in the Home screen, you can click the “Your files,” “Shared with you,” “Lightroom photos,” and “Deleted” buttons to show associated Creative Cloud document content to the right. To show the Home screen again in Photoshop after opening a Photoshop file, click the “Home” button at the left end of the Options bar. To then return to the opened Photoshop file, click the left-pointing arrow that appears next to the Photoshop logo button in the bar above the Home screen.

To view your cloud storage and sync status in the Photoshop Home screen, hover your mouse pointer over the cloud icon in the bar above the Home screen. To search in the Photoshop Home screen, click the magnifying glass icon in the bar above the Home screen. Then type your search term into the field at the top of the screen and press the “Enter” key on your keyboard to show matching results in a list below it. You can click a result to open it. Alternatively, to exit the search, click the “Exit Search” button in the upper-left corner of the search screen.

1.3- How to Create a New Document in Photoshop:

To create a new document in Photoshop from the Home screen, click the “New file” button in the Home screen. Alternatively, to create a new document in Photoshop at any time, select “File| New...” from the Menu Bar. Doing either action then opens the “New Document” window in Photoshop. To create a new document from a preset in Photoshop, click the desired tab at the top of the “New Document” window to show its presets in the window. Then click to select the desired preset to use.

Alternatively, to create a custom document preset in Photoshop, enter the desired document details into the “Preset Details” pane at the right side of the “New Document” window. To enter the name of the

GETTING ACQUAINTED WITH PHOTOSHOP

1.3- How to Create a New File in Photoshop- (cont'd.):

new document, type its name into the name field at the top of the “Preset Details” pane. To set the width of the document, enter a number into the “Width” field and then select the desired units of measurement for that number from the adjacent drop-down. To set the height of the document, enter a number into the “Height” field. The height uses the same units of measurement you selected for the “Width” field. To change its orientation, click the desired orientation button under the “Orientation” setting. To include artboards, check the “Artboards” checkbox.

To set the document’s pixel resolution, type the desired pixel resolution into the “Resolution” field and then select either “Pixels/Inch” or “Pixels/Centimeter” from its adjacent drop-down to set the number of pixels per inch or per centimeter, as desired. To select the document’s color mode, select a choice from the “Color Mode” drop-down and set its bit depth from the adjacent drop-down.

To set the background color of the new document, select a choice from the “Background Contents” drop-down. To set a custom background color, select the “Custom” choice in the drop-down menu or click the color swatch to the right of the drop-down to open the “Color Picker” dialog box. Then click and drag in the rainbow-colored strip to set the color shown in the panel to its left. Then click into the panel to set the lightness or darkness of the chosen color. Then click the “OK” button after selecting the desired custom background color to return to the “New Document” window.

To collapse or expand the advanced document options, click the “Advanced Options” link in the “Preset Details” pane. When expanded, to set the color profile if you want to apply color management, select the desired choice from the “Color Profile” drop-down. Optionally, to select a pixel aspect ratio, select the desired choice from the “Pixel Aspect Ratio” drop-down.

To save the new document as a new preset, if desired, click the button to the right of the document’s name towards the top of the “Preset Details” pane to change this section to show the “Save Document Preset” information. Then type the name for the custom document preset into the name field that appears and click the “Save Preset” button. Alternatively, to cancel saving the information as a new preset, click the “Cancel” button to return to the “New Document” window.

To create the new document in Photoshop after selecting a document preset or creating your own document preset, click the “Create” button in the “New Document” window. Alternatively, to cancel creating the new document, click the “Close” button, instead. After you create a new document in Photoshop, it then appears within the Photoshop workspace, where you can begin designing your new digital artwork.

1.4- Photoshop Workspace Overview:

After you create a new document or open an existing file in Photoshop, it appears as a tabbed document file within the Photoshop workspace. At the top of the Photoshop workspace is the Menu Bar. The Menu Bar in Photoshop lets you select commands to execute. To execute a command in the Menu Bar, click a command in the Menu Bar to show its drop-down menu of subcommands. Then click the subcommand to execute in the drop-down menu.

Subcommands followed by a right-pointing arrow let you roll over the subcommand to then show a side menu of choices from which you can click to select. Subcommands followed by an ellipsis mark mean that selecting that command will open a dialog box within which you must make additional selections to execute the command. Subcommands that have available keyboard shortcuts show those keyboard shortcuts to the right of the subcommand in the drop-down menus.

Below the Menu Bar in Photoshop is the Options bar. At the left end of the Options bar is the “Home” button, which you can click to view the Home screen in Photoshop. To the right of this button is the Options

GETTING ACQUAINTED WITH PHOTOSHOP

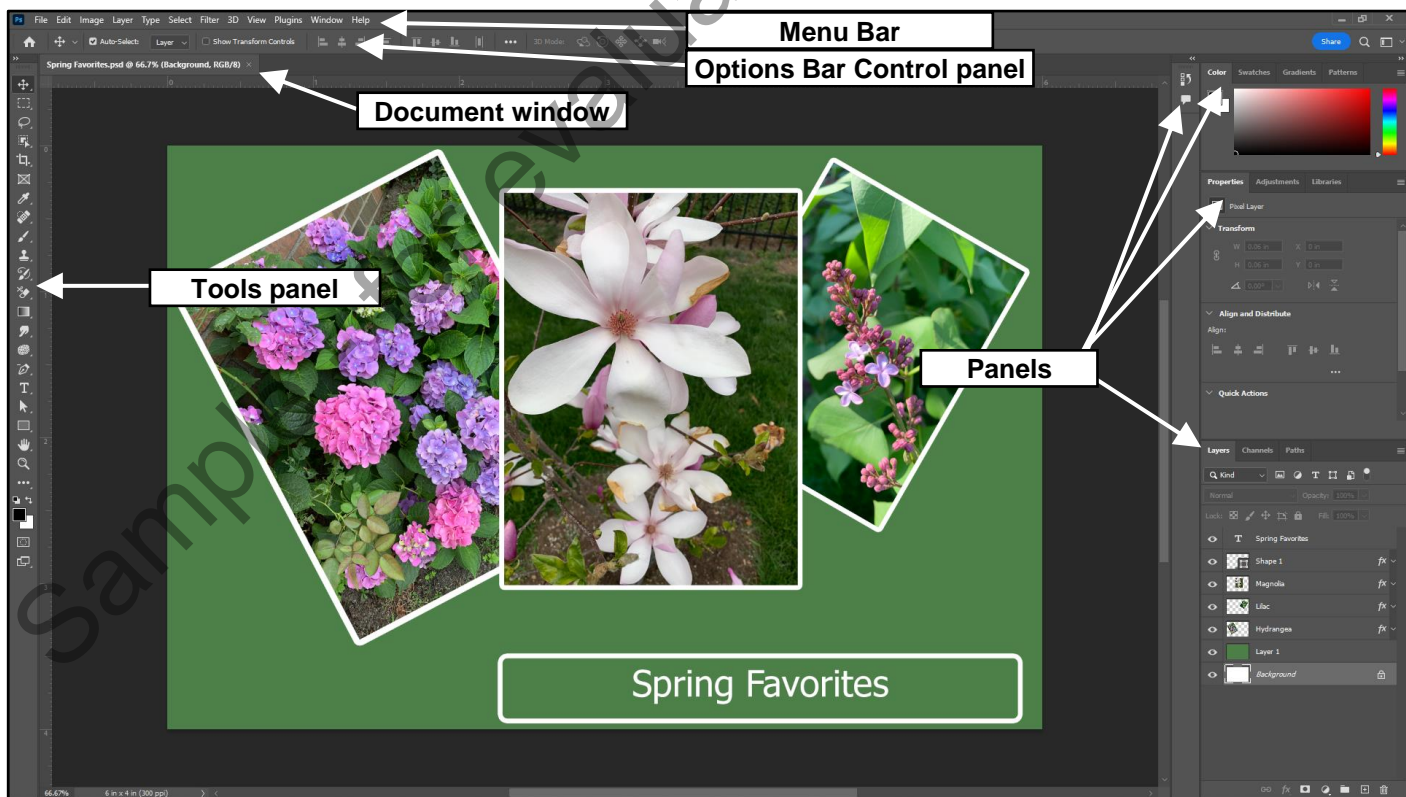
1.4- Photoshop Workspace Overview- (cont'd.):

bar Control panel, which shows the options for the currently-selected tool in Photoshop. At the far-right end of the Options bar are buttons that let you share the current content, search for help, and change the workspace layout.

At the left side of the Photoshop workspace is the Tools panel, which lists the available tools in Photoshop. To select a tool in Photoshop, click its button in the Tools panel. Tool buttons in the Tools panel that show a small triangle in their lower-right corner let you click and hold down on the button to show a side menu of possible alternative tools that share the same button in the Tools panel from which you can then select a choice. Towards the bottom of the Tools panel, you can also set the current background and foreground colors, edit the current image in quick mask mode, and change the screen mode. We will examine these tools later in the course.

To the right of the Tools panel are the opened, tabbed document windows in Photoshop. The document window shows the content of the current document on which you are working. The document windows appear as tabs that show the names of the opened document files above the document content. If working with multiple, opened files, you can click these tabs to switch between the opened files, as needed. To close an opened document window, click the small "x" button at the right end of its tab name.

At the far-right side of the Photoshop workspace are the panels that help you edit your document. The panels and how they are grouped and arranged can vary, based on your desired workspace layout. All the preceding content appears within the Photoshop application window, which lets you treat the Photoshop workspace as a single unit you can minimize, maximize or restore, and move, as needed, without disrupting the layout of the objects within the workspace.



GETTING ACQUAINTED WITH PHOTOSHOP

1.5- How to Open a File in Photoshop:

There are many ways to open a file in Photoshop, based on where the file to open is saved. To open a file in Photoshop, either click the “Open” button in the Photoshop Home screen or select “File| Open...” from the Menu Bar. Doing either action then launches either the “Open” dialog box or the “Open from Creative Cloud” window, depending on which one you last used to open a file in Photoshop. You use the “Open” system dialog box to open locally-saved files. Alternatively, you use the “Open from Creative Cloud” window to open files saved to Creative Cloud.

If needed, to switch to the “Open from Creative Cloud” window from the “Open” dialog box if it appears, click the “Open cloud documents” button within it. Alternatively, to switch to the “Open” dialog box from the “Open in Creative Cloud” window if it appears, click the “On your computer” button within it.

To use the “Open” dialog box to open a locally-saved file in Photoshop, navigate into the folder that contains the file to open. Then click it to select it. Like most Windows-based apps, if you need to select multiple local files to open, you can also click to select them while holding down either the “Ctrl” or “Shift” key to select multiple non-adjacent or adjacent files, respectively, if needed. Then click the “Open” button in the “Open” dialog box to open the selected file or files.

Alternatively, to use the “Open in Creative Cloud” window to open files saved in Creative Cloud in Photoshop, click either the “Your files” link at the left side of the window to show your saved files to the right or click the “Shared with you” link at the left side of the window to show Creative Cloud files shared with you to the right. Then click to select the file to open in the list at the right side of the window to immediately open it. Note that you can only open one Creative Cloud file at a time using this window.

Alternatively, to open Creative Cloud files from the Home screen in Photoshop, click the “Home” button at the left end of the Options bar to show the Home screen, if needed. Then click either the “Your files” or the “Shared with you” link at the left side of the Home screen to select the Creative Cloud photos to show to the right. Then click the file to open to the right. Alternatively, to select multiple Creative Cloud files to open, hover over a file to select and then click the checkbox that appears in its upper-left corner to mark it with a checkmark. Repeat this process to check the files to open. Then click the “Open” link that appears towards the upper-right corner of the list of files to open the selected Creative Cloud files in Photoshop.

Alternatively, to open a file in Photoshop from Adobe Bridge if you have that app installed, select “File| Browse in Bridge...” from the Menu Bar to open the Adobe Bridge app. Then navigate to the folder that contains the file to open in the “Folders” pane in Adobe Bridge and click it to select it and show its contents in the “Content” pane. Then double-click the file to open in the “Content” pane of Adobe Bridge to open it in Photoshop. You can then click the “X” button in the upper-right corner of the Adobe Bridge app to close it, if desired.

Alternatively, to open a recently-opened file in Photoshop, click “File” in the Menu Bar, roll over the “Open Recent” command, and then click to select the name of the recently-opened file to reopen in the side menu of choices that appears.

1.6- How to Close a File in Photoshop:

To close a file in Photoshop, click the small “x” button at the right end of the file’s name in the tab at the top of the document window. Alternatively, select “File| Close” from the Menu Bar. To close all opened files in Photoshop, instead, select “File| Close All” from the Menu Bar. Alternatively, to close all files in Photoshop except for the current file, select “File| Close Others” from the Menu Bar. Alternatively, to close the current file and then open Adobe Bridge, if desired, select “File| Close and Go to Bridge...” from the Menu Bar.

GETTING ACQUAINTED WITH PHOTOSHOP

1.7- How to Use Panels in Photoshop:

Panels in Photoshop contains the tools and settings you use to edit your document content. There are many panels in Photoshop. The panels in Photoshop are saved into an interface layout called a workspace, along with other interface tools. To turn the display of a panel on or off in Photoshop, click the “Window” command in the Menu Bar. Then click to select the name of the panel to show or hide in the third and fourth sections of the drop-down menu that appears. Panel names in these sections of the drop-down menu that show a checkmark to the left of their names are currently shown onscreen. Panel names without a checkmark do not appear onscreen. Clicking a name in the drop-down menu turns its display on or off.

Panels in Photoshop can appear docked within the panel docks at the right, left, or bottom sides of the Photoshop application window or appear floating over the document windows. Panels in Photoshop can also appear together with other panels in panel tab groups in those same locations.

To move a panel, click and drag its panel tab name and release it over the desired location in the application interface. To add a panel to a panel dock or into a panel tab group in Photoshop, click and drag the panel by its tab name until the desired drop zone location glows blue and then release it. To move and dock panel tab groups in Photoshop, click and drag the panel tab group by either the bar that appears above the group if the panel tab group is collapsed or click and drag it by the blank area to the side of the panel tab names in the panel tab group if the group is expanded.

To collapse the content of a single panel in Photoshop, double-click its tab name. To show it again, click its tab name. To collapse and expand all the panels in a dock in Photoshop, click the “Collapse to Icons” or “Expand Panels” buttons, which look like double right-pointing or left-pointing arrows in the upper-right or upper-left corners of the panel docks at the right or left sides of the screen, respectively. When a panel dock is collapsed, you can click the icons for its panels to show the panels to the side of the icons. You can then click the icons again to hide them. The “Collapse to Icons” or “Expand Panels” buttons also appear for panels in floating panel tab groups, which also let you expand and collapse those, if needed.

To switch between panels in an expanded panel tab group in Photoshop, click the tab name of the panel to view. To close a floating panel or panel tab group when it appears over the document windows in Photoshop, click the small “x” button in the upper-right corner of its panel or panel tab group. To close a docked panel in Photoshop, right-click its panel tab name and then select the “Close” command from the pop-up menu that appears. To close a panel tab group in Photoshop, right-click any panel tab name in the panel tab group and then select the “Close Tab Group” command from the pop-up menu that appears.

To view the panel options for a panel in Photoshop, click the panel tab name to make it active and then click the panel menu icon, which looks like three small stacked horizontal lines, in the upper-right corner of the panel to show a menu of panel options from which you can select. However, unlike most other panels, note that the Tools panel does not contain a panel options button.

To use the panels in Photoshop, click the buttons, drop-downs, and fields available in the panel to set values and make choices, as needed. Each panel contains different options. If desired, to perform math on existing numeric values within fields in panels that contain numeric values, click before or after the current value and then type your mathematical operators and values, as needed. Then press the “Enter” key on your keyboard. Alternatively, you can also simply select the current values to replace them with a new value you type or with a new mathematical expression you type, as desired.

To prevent accidentally moving panels in a workspace, you can lock your workspace. To toggle the lock workspace feature on or off in Photoshop, select “Window| Workspace| Lock workspace” from the Menu Bar. When enabled, this prevents you from moving panels in Photoshop. You can tell if this command is enabled or disabled by clicking the “Window” command in the Menu Bar, rolling over the “Workspace” command, and then looking at the “Lock workspace” command in the side menu that appears. If the command is checked, it is enabled. If unchecked, it is disabled.

GETTING ACQUAINTED WITH PHOTOSHOP

1.8- How to Use the Document Windows in Photoshop:

You can also arrange the document windows in Photoshop workspaces to suit your workflow needs. By default, document windows in Photoshop appear as named tabs that appear docked in the center of the application window. To switch between the opened tabbed document windows, click the name of the document window tab to view. To rearrange the order of the tabs from left to right, click and drag the tabbed document's tab to a new location in the tabbed document windows and then release it.

Alternatively, you can also arrange document windows in Photoshop much like you arrange panels. You can group them together into tab groups that appear floating over the application window. To show a tabbed document window in Photoshop in its own floating document window, click and drag the tabbed document's tab away from the tabbed document title area and then release it into the desired location in the application window. Alternatively, select the window to activate it. Then select "Window| Arrange| Float in Window" from the Menu Bar to float the window in its own window. Alternatively, to float all opened document windows in their own cascading floating document windows, select "Window| Arrange| Float All in Windows" from the Menu Bar.

If you float the document windows in their own panes, you can also group them together into tabbed groups, much like panels. To group floating document windows, click and drag the tabbed title of a document window and drop it onto the document window with which to group it. Then release it when the destination document window's drop zone location glows blue. The documents then appear as tabs within a single floating window, and you can click each one's tab name to switch to it.

Conversely, to dock a floating tabbed document window in Photoshop, click and drag the tabbed document's tab towards the tabbed document title area until the center workspace area drop zone location glows blue and then release it. Alternatively, to dock all document windows back into separate named tabs in Photoshop, select "Window| Arrange| Consolidate All to Tabs" from the Menu Bar.

You can also tile and cascade opened document window in Photoshop. To tile opened document windows in Photoshop, select "Window| Arrange| Tile" from the Menu Bar. Alternatively, to cascade opened document windows in Photoshop, select "Window| Arrange| Cascade" from the Menu Bar. To select from different preset tiling layouts for opened windows in Photoshop, select "Window| Arrange" from the Menu Bar. Then select the desired preset tiled layout to apply from the choices shown at the top of the side menu of choices that then appears.

If using a tiled document window layout for multiple documents in Photoshop, you can change the zoom, document content location, and/or rotation of the content in the active tiled document window and then apply the same to the other tiled document windows. To do this, first adjust the zoom, document location shown onscreen, and/or rotation of the currently active tiled document window. Then select "Window| Arrange" from the Menu Bar. To then match only the magnification in the other tiles to the current tile, select the "Match Zoom" command. Alternatively, to only match the currently displayed document location in the other tiles, select the "Match Location" command. Alternatively, to only match the currently displayed document rotation in the other tiles, select the "Match Rotation" command. Alternatively, to match the currently displayed document's magnification, document location, and rotation in the other tiles, select the "Match All" command.

To open a copy of the current document window as a new window in Photoshop, which only duplicates the content shown in the window and does not create a duplicate of the file itself, select "Window| Arrange| New Window for (file name)," where (file name) is the name of the currently selected document window's file. Because the new document window is a different view of the same file, changes to the file's content you make in one window appear in both. However, the two separate document windows allow you to have separate window magnifications and can focus on two different locations in the same file, as needed.

GETTING ACQUAINTED WITH PHOTOSHOP

1.9- How to Create and Change Workspaces in Photoshop:

Photoshop provides you with a default workspace called the “Essentials” workspace. As mentioned earlier in this course, a workspace is a saved layout and arrangement of panels and other tools in the Photoshop interface. It can also optionally include saved layouts of keyboard shortcuts, menus, and the Tools panel, if you customize any of those. You can modify the workspaces in Photoshop, as desired. Photoshop provides you with several default workspace layouts you can apply and customize, as needed.

To select a different workspace in Photoshop, select “Window| Workspace” from the Menu Bar. Then select the name of the workspace to use from the first or second section of workspace layout choice names that then appears in the side menu. Alternatively, click the “Choose a Workspace” drop-down button at the right end of the Options bar. Then select the name of the workspace to use in the drop-down menu that appears.

To reset changes made to your selected workspace in Photoshop, if needed, select “Window| Workspace” from the Menu Bar. Then select the “Reset (workspace name)” command in the side menu that appears, where (workspace name) is the name of the current workspace. Alternatively, click the “Choose a Workspace” drop-down button at the right end of the Options bar. Then select the “Reset (workspace name)” command in the drop-down menu that appears, where (workspace name) is the name of the current workspace.

To save a new workspace in Photoshop, first customize the panels for the current workspace to show and arrange them in the layout you want to save as a new workspace. Then select “Window| Workspace| New Workspace...” from the Menu Bar to open the “New Workspace” dialog box. Alternatively, click the “Choose a Workspace” drop-down button at the right end of the Options bar. Then select the “New Workspace...” command in the drop-down menu that appears to opens the same “New Workspace” dialog box.

Next, type the name for the new workspace into the “Name” field in the “New Workspace” dialog box. The current panel layout is automatically saved with the workspace. If desired, to also save the current keyboard shortcuts, menus, and/or Tools panel toolbar, check the “Keyboard Shortcuts,” “Menus,” and/or “Toolbar” checkboxes. Then click the “Save” button to save the workspace. Alternatively, click the “Cancel” button to cancel saving it.

You can select and reset custom workspaces the same way you select and reset the preset workspaces in Photoshop. Custom workspaces appear in a new section at the top of the side menu that appears when you select “Window| Workspace” from the Menu Bar. They also appear at the top of the drop-down menu that appears when you click the “Choose a Workspace” drop-down button at the right end of the Options bar.

To delete a workspace in Photoshop, first select a different workspace than the one you want to delete to apply it. Then select “Window| Workspace| Delete Workspace...” from the Menu Bar to open the “Delete Workspace” dialog box. Alternatively, click the “Choose a Workspace” drop-down button at the right end of the Options bar. Then select the “Delete Workspace...” command in the drop-down menu that appears to opens the same “Delete Workspace” dialog box.

Then use the “Workspace” drop-down in the “Delete Workspace” dialog box to select the name of the workspace to delete. Note that you cannot delete the currently active workspace. After selecting the name of the workspace to delete, click the “Delete” button. Then click the “Yes” button in the confirmation dialog box to confirm its deletion.

GETTING ACQUAINTED WITH PHOTOSHOP

1.10- How to Use the Tools Panel in Photoshop:

The Tools panel in Photoshop appears at the left side of the application window, by default. However, you can dock the Tools panel to either the right or left sides of the application window or let it float over the document window area. Unlike most panels in Photoshop, however, you cannot dock the Tools panel at the bottom of the Photoshop application window or group it with other panels in panel tab groups.

To toggle the Tools panel in Photoshop between a one-column and two-column layout, click the double-pointer arrow button in the bar at the very top of the Tools panel. To select a tool in the Tools panel in Photoshop, click the desired tool's button to select it. To view the name of the button and the button's tool shortcut key in the Tools panel in Photoshop, hover your mouse pointer over the desired button to show this information in a screen tip. We will discuss the use of these tools in the context of their use in Photoshop throughout this course.

When you select a tool in Photoshop in the Tools panel, the options for the selected tool appear towards the left end of the Options bar in the Options bar Control panel section. You can then change these options to change the behavior of the selected tool. The options vary, based on the tool selected.

Tool buttons in the Tools panel in Photoshop that show a small triangle icon in their lower-right corner have hidden buttons within them from which you can also select to change the default button that then appears for that button's space in the Tools panel. To select from the hidden tools for a button in the Tools panel, click and hold down on the button until a side menu of other button choices appears. Then click to select the desired button from the side menu of choices to both activate the tool and show it as the new default tool in that button's location in the Tools panel. Alternatively, to cycle through the tools for a button in the Tools panel in Photoshop, hold down the "Shift" key on your keyboard and then repeatedly press the button's keyboard shortcut key.

At the bottom of the Tools panel in Photoshop, you also find the current background and foreground color choices, the "Default Background and Foreground Colors" button, the "Switch Foreground and Background Colors" button, the "Edit in Quick Mask Mode" button, and the "Change Screen Mode" button. These buttons all appear in a separate section below the tools and the "Edit Toolbar" button.

1.11- How to Use the Contextual Task Bar in Photoshop:

To show or hide the Contextual Task Bar in Photoshop 24.5 or later, select "Window| Contextual Task Bar" from the Menu Bar to toggle its display on or off. By default, the Contextual Task Bar appears floating at the bottom center of the document window. The Contextual Task Bar shows buttons for commands that you may want to perform in Photoshop, depending on the currently-selected content, like the currently-selected layer, for example. If no content is selected in the document window for which it can offer suggested workflow activities, then the Contextual Task Bar hides itself until an appropriate object is selected.

You can click the buttons that appear in the Contextual Task Bar to perform them on the currently-selected content, if desired. To move the Contextual Task Bar in Photoshop, click and drag it by the handle at its left end and then release it in the desired location.

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

THE PHOTOSHOP HOME SCREEN:

1. When you first launch Photoshop, the Home screen appears. The Photoshop Home screen contains options for creating new files, opening existing files, and viewing help and tutorials.
2. The Photoshop Home screen contains a menu at the left side of the screen from which you can select choices that then appear to the right.
3. It also shows the standard Photoshop Menu Bar at the top of the screen, followed by a toolbar that shows cloud storage, search, and other options based on your Creative Cloud subscription.
4. The menu at the left side of the Photoshop Home screen shows buttons for “New file,” “Open,” “Home,” and “Learn.”
5. **To create a new Photoshop document**, click the “New file” button to open the “New Document” window, which is discussed in a separate lesson.
6. **To open an existing file in Photoshop**, click the “Open” button to launch either the “Open” dialog box or the “Open from Creative Cloud” window, which lets you open either local or Creative Cloud files.
7. **To show the default Home screen content to the right**, click the “Home” button.
8. **To show a list of online tutorials you can view to the right**, click the “Learn” button.
9. In the “Files” section below those buttons in the Home screen, you can click the “Your files,” “Shared with you,” “Lightroom photos,” and “Deleted” buttons to show associated Creative Cloud document content to the right..
10. **To show the Home screen again in Photoshop after opening a Photoshop file**, click the “Home” button at the left end of the Options bar.
11. **To then return to the opened Photoshop file**, click the left-pointing arrow that appears next to the Photoshop logo button in the bar above the Home screen.
12. **To view your cloud storage and sync status in the Photoshop Home screen**, hover your mouse pointer over the cloud icon in the bar above the Home screen.
13. **To search in the Photoshop Home screen**, click the magnifying glass icon in the bar above the Home screen.
14. Then type your search term into the field at the top of the screen and press the “Enter” key on your keyboard to show matching results in a list below it.
15. You can click a result to open it.
16. **Alternatively, to exit the search**, click the “Exit Search” button in the upper-left corner of the search screen.

HOW TO CREATE A NEW DOCUMENT IN PHOTOSHOP:

1. **To create a new document in Photoshop from the Home screen**, click the “New file” button in the Home screen.
 2. **Alternatively, to create a new document in Photoshop at any time**, select “File| New...” from the Menu Bar.
 3. Doing either action then opens the “New Document” window in Photoshop.
 4. **To create a new document from a preset in Photoshop**, click the desired tab at the top of the “New Document” window to show its presets in the window.
 5. Then click to select the desired preset to use.
 6. **Alternatively, to create a custom document preset in Photoshop**, enter the desired document details into the “Preset Details” pane at the right side of the “New Document” window.
- (cont'd.)

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO CREATE A NEW DOCUMENT IN PHOTOSHOP- (CONT'D.):

7. **To enter the name of the new document**, type its name into the name field at the top of the “Preset Details” pane.
8. **To set the width of the document**, enter a number into the “Width” field and then select the desired units of measurement for that number from the adjacent drop-down.
9. **To set the height of the document**, enter a number into the “Height” field.
10. The height uses the same units of measurement you selected for the “Width” field.
11. **To change its orientation**, click the desired orientation button under the “Orientation” setting.
12. **To include artboards**, check the “Artboards” checkbox.
13. **To set the document’s pixel resolution**, type the desired pixel resolution into the “Resolution” field and then select either “Pixels/Inch” or “Pixels/Centimeter” from its adjacent drop-down to set the number of pixels per inch or per centimeter, as desired.
14. **To select the document’s color mode**, select a choice from the “Color Mode” drop-down and set its bit depth from the adjacent drop-down.
15. **To set the background color of the new document**, select a choice from the “Background Contents” drop-down.
16. **To set a custom background color**, select the “Custom” choice in the drop-down menu or click the color swatch to the right of the drop-down to open the “Color Picker” dialog box.
17. Then click and drag in the rainbow-colored strip to set the color shown in the panel to its left.
18. Then click into the panel to set the lightness or darkness of the chosen color.
19. Then click the “OK” button after selecting the desired custom background color to return to the “New Document” window.
20. **To collapse or expand the advanced document options**, click the “Advanced Options” link in the “Preset Details” pane.
21. **When expanded, to set the color profile if you want to apply color management**, select the desired choice from the “Color Profile” drop-down.
22. **Optionally, to select a pixel aspect ratio**, select the desired choice from the “Pixel Aspect Ratio” drop-down.
23. **To save the new document as a new preset, if desired**, click the button to the right of the document’s name towards the top of the “Preset Details” pane to change this section to show the “Save Document Preset” information.
24. Then type the name for the custom document preset into the name field that appears and click the “Save Preset” button.
25. **Alternatively, to cancel saving the information as a new preset**, click the “Cancel” button to return to the “New Document” window.
26. **To create the new document in Photoshop after selecting a document preset or creating your own document preset**, click the “Create” button in the “New Document” window.
27. **Alternatively, to cancel creating the new document**, click the “Close” button, instead.
28. After you create a new document in Photoshop, it then appears within the Photoshop workspace, where you can begin designing your new digital artwork.

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

PHOTOSHOP WORKSPACE OVERVIEW:

1. After you create a new document or open an existing file in Photoshop, it appears as a tabbed document file within the Photoshop workspace.
2. At the top of the Photoshop workspace is the **Menu Bar**. The Menu Bar in Photoshop lets you select commands to execute.
3. **To execute a command in the Menu Bar**, click a command in the Menu Bar to show its drop-down menu of subcommands.
4. Then click the subcommand to execute in the drop-down menu.
5. Subcommands followed by a right-pointing arrow let you roll over the subcommand to then show a side menu of choices from which you can click to select.
6. Subcommands followed by an ellipsis mark mean that selecting that command will open a dialog box within which you must make additional selections to execute the command.
7. Subcommands that have available keyboard shortcuts show those keyboard shortcuts to the right of the subcommand in the drop-down menus.
8. Below the Menu Bar in Photoshop is the **Options bar**.
9. At the left end of the Options bar is the “Home” button, which you can click to view the Home screen in Photoshop.
10. To the right of this button is the Options bar Control panel, which shows the options for the currently-selected tool in Photoshop.
11. At the far-right end of the Options bar are buttons that let you share the current content, search for help, and change the workspace layout.
12. At the left side of the Photoshop workspace is the **Tools panel**, which lists the available tools in Photoshop.
13. **To select a tool in Photoshop**, click its button in the Tools panel.
14. Tool buttons in the Tools panel that show a small triangle in their lower-right corner let you click and hold down on the button to show a side menu of possible alternative tools that share the same button in the Tools panel from which you can then select a choice.
15. Towards the bottom of the Tools panel, you can also set the current background and foreground colors, edit the current image in quick mask mode, and change the screen mode.
16. To the right of the Tools panel are the opened, tabbed document windows in Photoshop.
17. The **document window** shows the content of the current document on which you are working.
18. The document windows appear as tabs that show the names of the opened document files above the document content.
19. **To switch between the opened files if working with multiple, opened files**, you can click these tabs, as needed.
20. **To close an opened document window**, click the small “x” button at the right end of its tab name.
21. At the far-right side of the Photoshop workspace are the **panels** that help you edit your document.
22. The panels and how they are grouped and arranged can vary, based on your desired **workspace** layout.
23. All the preceding content appears within the Photoshop **application window**, which lets you treat the Photoshop workspace as a single unit you can minimize, maximize or restore, and move, as needed, without disrupting the layout of the objects within the workspace.

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO OPEN A FILE IN PHOTOSHOP:

1. **To open a file in Photoshop**, either click the “Open” button in the Photoshop Home screen or select “File| Open...” from the Menu Bar.
2. Doing either action then launches either the “Open” dialog box or the “Open from Creative Cloud” window, depending on which one you last used to open a file in Photoshop.
3. You use the “Open” system dialog box to open **locally-saved files**.
4. Alternatively, you use the “Open from Creative Cloud” window to open files **saved to Creative Cloud**.
5. **If needed, to switch to the “Open from Creative Cloud” window from the “Open” dialog box if it appears**, click the “Open cloud documents” button within it.
6. **Alternatively, to switch to the “Open” dialog box from the “Open in Creative Cloud” window if it appears**, click the “On your computer” button within it.
7. **To use the “Open” dialog box to open a locally-saved file in Photoshop**, navigate into the folder that contains the file to open.
8. Then click it to select it.
9. **If you need to select multiple local files to open**, you can also click to select them while holding down either the “Ctrl” or “Shift” key to select multiple non-adjacent or adjacent files, respectively.
10. Then click the “Open” button in the “Open” dialog box to open the selected file or files.
11. **Alternatively, to use the “Open in Creative Cloud” window to open files saved in Creative Cloud in Photoshop**, click either the “Your files” link at the left side of the window to show your saved files to the right or click the “Shared with you” link at the left side of the window to show Creative Cloud files shared with you to the right.
12. Then click to select the file to open in the list at the right side of the window to immediately open it. Note that you can only open one Creative Cloud file at a time using this window.
13. **Alternatively, to open Creative Cloud files from the Home screen in Photoshop**, click the “Home” button at the left end of the Options bar to show the Home screen, if needed.
14. Then click either the “Your files” or the “Shared with you” link at the left side of the Home screen to select the Creative Cloud photos to show to the right.
15. Then click the file to open to the right.
16. **Alternatively, to select multiple Creative Cloud files to open**, hover over a file to select and then click the checkbox that appears in its upper-left corner to mark it with a checkmark.
17. Repeat this process to check the files to open.
18. Then click the “Open” link that appears towards the upper-right corner of the list of files to open the selected Creative Cloud files in Photoshop.
19. **Alternatively, to open a file in Photoshop from Adobe Bridge if you have that app installed**, select “File| Browse in Bridge...” from the Menu Bar to open the Adobe Bridge app.
20. Then navigate to the folder that contains the file to open in the “Folders” pane in Adobe Bridge and click it to select it and show its contents in the “Content” pane.
21. Then double-click the file to open in the “Content” pane of Adobe Bridge to open it in Photoshop.
22. You can then click the “X” button in the upper-right corner of the Adobe Bridge app to close it, if desired.
23. **Alternatively, to open a recently-opened file in Photoshop**, click “File” in the Menu Bar, roll over the “Open Recent” command, and then click to select the name of the recently-opened file to reopen in the side menu of choices that appears.

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO CLOSE A FILE IN PHOTOSHOP:

1. **To close a file in Photoshop**, click the small “x” button at the right end of the file’s name in the tab at the top of the document window.
2. **Alternatively**, select “File| Close” from the Menu Bar.
3. **To close all opened files in Photoshop, instead**, select “File| Close All” from the Menu Bar.
4. **Alternatively, to close all files in Photoshop except for the current file**, select “File| Close Others” from the Menu Bar.
5. **Alternatively, to close the current file and then open Adobe Bridge, if desired**, select “File| Close and Go to Bridge...” from the Menu Bar.

HOW TO USE PANELS IN PHOTOSHOP:

1. Panels in Photoshop contains the tools and settings you use to edit your document content.
 2. The panels in Photoshop are saved into a layout called a workspace.
 3. **To turn the display of a panel on or off in Photoshop**, click the “Window” command in the Menu Bar.
 4. Then click to select the name of the panel to show or hide in the third and fourth sections of the drop-down menu that appears.
 5. Panel names in these sections of the drop-down menu that show a checkmark to the left of their names are currently shown onscreen. Panel names without a checkmark do not appear onscreen. Selecting the name of a panel in the drop-down menu toggles its onscreen display on or off.
 6. Panels in Photoshop can appear docked within the panel docks at the right, left, or bottom sides of the Photoshop application window or appear floating over the document windows.
 7. Panels in Photoshop can also appear together with other panels in panel tab groups in those same locations.
 8. **To move a panel**, click and drag its panel tab name and release it over the desired location in the application interface.
 9. **To add a panel to a panel dock or into a panel tab group in Photoshop**, click and drag the panel by its tab name until the desired drop zone location glows blue and then release it.
 10. **To move and dock panel tab groups in Photoshop**, click and drag the panel tab group by either the bar that appears above the group if the panel tab group is collapsed or click and drag it by the blank area to the side of the panel tab names in the panel tab group if the group is expanded.
 11. **To collapse the content of a single panel in Photoshop**, double-click its tab name.
 12. **To show it again**, click its tab name.
 13. **To collapse and expand all the panels in a dock in Photoshop**, click the “Collapse to Icons” or “Expand Panels” buttons, which look like double right-pointing or left-pointing arrows in the upper-right or upper-left corners of the panel docks at the right or left sides of the screen, respectively.
 14. **To show the panels when a panel dock is collapsed**, click the icons for its panels to show the panels to the side of the icons. You can then click the icons again to hide them.
 15. The “Collapse to Icons” or “Expand Panels” buttons also appear for panels in floating panel tab groups, which also let you expand and collapse those, if needed.
 16. **To switch between panels in an expanded panel tab group in Photoshop**, click the tab name of the panel to view.
 17. **To close a floating panel or panel tab group when it appears over the document windows in Photoshop**, click the small “x” button in the upper-right corner of its panel or panel tab group.
- (cont’d.)

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO USE PANELS IN PHOTOSHOP- (CONT'D.):

18. **To close a docked panel in Photoshop**, right-click its panel tab name and then select the “Close” command from the pop-up menu that appears.
19. **To close a panel tab group in Photoshop**, right-click any panel tab name in the panel tab group and then select the “Close Tab Group” command from the pop-up menu that appears.
20. **To view the panel options for a panel in Photoshop**, click the panel tab name to make it active and then click the panel menu icon, which looks like three small stacked horizontal lines, in the upper-right corner of the panel to show a menu of panel options from which you can select.
21. However, unlike most other panels, note that the Tools panel does not contain a panel options button.
22. **To use the panels in Photoshop**, click the buttons, drop-downs, and fields available in the panel to set values and make choices, as needed. Each panel contains different options.
23. **If desired, to perform math on existing numeric values within fields in panels that contain numeric values**, click before or after the current value and then type your mathematical operators and values, as needed.
24. Then press the “Enter” key on your keyboard.
25. **Alternatively**, you can also simply select the current values to replace them with a new value you type or with a new mathematical expression you type, as desired.
26. **To toggle the lock workspace feature on or off in Photoshop to prevent moving panels in the workspace**, select “Window| Workspace| Lock workspace” from the Menu Bar.
27. You can tell if this command is enabled or disabled by clicking the “Window” command in the Menu Bar, rolling over the “Workspace” command, and then looking at the “Lock workspace” command in the side menu that appears. If the command is checked, it is enabled. If unchecked, it is disabled.

HOW TO USE THE DOCUMENT WINDOWS IN PHOTOSHOP:

1. By default, document windows in Photoshop appear as named tabs that appear docked in the center of the application window.
 2. **To switch between the opened tabbed document windows**, click the name of the document window tab to view.
 3. **To rearrange the order of the tabs from left to right**, click and drag the tabbed document’s tab to a new location in the tabbed document windows and then release it.
 4. **To show a tabbed document window in Photoshop in its own floating document window**, click and drag the tabbed document’s tab away from the tabbed document title area and then release it into the desired location in the application window.
 5. **Alternatively**, select the window to activate it and then select “Window| Arrange| Float in Window” from the Menu Bar to float the window in its own window.
 6. **Alternatively, to float all opened document windows in their own cascading floating document windows**, select “Window| Arrange| Float All in Windows” from the Menu Bar.
 7. **To group floating document windows**, click and drag the tabbed title of a document window and drop it onto the document window with which to group it.
 8. Then release it when the destination document window’s drop zone location glows blue.
 9. The documents then appear as tabs within a single floating window, and you can click each one’s tab name to switch to it.
- (cont’d.)

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO USE THE DOCUMENT WINDOWS IN PHOTOSHOP- (CONT'D.):

10. **Conversely, to dock a floating tabbed document window in Photoshop**, click and drag the tabbed document's tab towards the tabbed document title area until the center workspace area drop zone location glows blue and then release it.
11. **Alternatively, to dock all document windows back into separate named tabs in Photoshop**, select "Window| Arrange| Consolidate All to Tabs" from the Menu Bar.
12. **To tile opened document windows in Photoshop**, select "Window| Arrange| Tile" from the Menu Bar.
13. **Alternatively, to cascade opened document windows in Photoshop**, select "Window| Arrange| Cascade" from the Menu Bar.
14. **To select from different preset tiling layouts for opened windows in Photoshop**, select "Window| Arrange" from the Menu Bar.
15. Then select the desired preset tiled layout to apply from the choices shown at the top of the side menu of choices that then appears.
16. **To change the zoom, document content location, and/or rotation of the content in the active tiled document window and then apply the same to the other tiled document windows if using a tiled document window layout for multiple documents in Photoshop**, first adjust the zoom, document location shown onscreen, and/or rotation of the currently active tiled document window.
17. Then select "Window| Arrange" from the Menu Bar.
18. **To then match only the magnification in the other tiles to the current tile**, select the "Match Zoom" command.
19. **Alternatively, to only match the currently displayed document location in the other tiles**, select the "Match Location" command.
20. **Alternatively, to only match the currently displayed document rotation in the other tiles**, select the "Match Rotation" command.
21. **Alternatively, to match the currently displayed document's magnification, document location, and rotation in the other tiles**, select the "Match All" command.
22. **To open a copy of the current document window as a new window in Photoshop, which only duplicates the content shown in the window and does not create a duplicate of the file itself**, select "Window| Arrange| New Window for (file name)," where (file name) is the name of the currently selected document window's file.

HOW TO CREATE AND CHANGE WORKSPACES IN PHOTOSHOP:

1. **To select a different workspace in Photoshop**, select "Window| Workspace" from the Menu Bar.
2. Then select the name of the workspace to use from the first or second section of workspace layout choice names that then appears in the side menu.
3. **Alternatively**, click the "Choose a Workspace" drop-down button at the right end of the Options bar.
4. Then select the name of the workspace to use in the drop-down menu that appears.
5. **To reset changes made to your selected workspace in Photoshop, if needed**, select "Window| Workspace" from the Menu Bar.
6. Then select the "Reset (workspace name)" command in the side menu that appears, where (workspace name) is the name of the current workspace.
7. **Alternatively**, click the "Choose a Workspace" drop-down button at the right end of the Options bar.
(cont'd.)

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO CREATE AND CHANGE WORKSPACES IN PHOTOSHOP- (CONT'D.):

8. Then select the “Reset (workspace name)” command in the drop-down menu that appears, where (workspace name) is the name of the current workspace.
9. **To save a new workspace in Photoshop**, first customize the panels for the current workspace to show and arrange them in the layout you want to save as a new workspace.
10. Then select “Window| Workspace| New Workspace...” from the Menu Bar to open the “New Workspace” dialog box.
11. **Alternatively**, click the “Choose a Workspace” drop-down button at the right end of the Options bar.
12. Then select the “New Workspace...” command in the drop-down menu that appears to opens the same “New Workspace” dialog box.
13. Next, type the name for the new workspace into the “Name” field in the “New Workspace” dialog box.
14. The current panel layout is automatically saved with the workspace.
15. **If desired, to also save the current keyboard shortcuts, menus, and/or Tools panel toolbar**, check the “Keyboard Shortcuts,” “Menus,” and/or “Toolbar” checkboxes.
16. Then click the “Save” button to save the workspace.
17. **Alternatively**, click the “Cancel” button to cancel saving it.
18. You can select and reset custom workspaces the same way you select and reset the preset workspaces in Photoshop.
19. Custom workspaces appear in a new section at the top of the side menu that appears when you select “Window| Workspace” from the Menu Bar. They also appear at the top of the drop-down menu that appears when you click the “Choose a Workspace” drop-down button at the right end of the Options bar.
20. **To delete a workspace in Photoshop**, first select a different workspace than the one you want to delete to apply it.
21. Then select “Window| Workspace| Delete Workspace...” from the Menu Bar to open the “Delete Workspace” dialog box.
22. **Alternatively**, click the “Choose a Workspace” drop-down button at the right end of the Options bar.
23. Then select the “Delete Workspace...” command in the drop-down menu that appears to opens the same “Delete Workspace” dialog box.
24. Then use the “Workspace” drop-down in the “Delete Workspace” dialog box to select the name of the workspace to delete. Note that you cannot delete the currently active workspace.
25. After selecting the name of the workspace to delete, click the “Delete” button.
26. Then click the “Yes” button in the confirmation dialog box to confirm its deletion.

HOW TO USE THE TOOLS PANEL IN PHOTOSHOP:

1. The Tools panel in Photoshop appears at the left side of the application window, by default.
2. However, you can dock the Tools panel to either the right or left sides of the application window or let it float over the document window area.
3. Unlike most panels in Photoshop, however, you cannot dock the Tools panel at the bottom of the Photoshop application window or group it with other panels in panel tab groups.
4. **To toggle the Tools panel in Photoshop between a one-column and two-column layout**, click the double-pointer arrow button in the bar at the very top of the Tools panel.
5. **To select a tool in the Tools panel in Photoshop**, click the desired tool’s button to select it.
(cont’d.)

ACTIONS-

GETTING ACQUAINTED WITH PHOTOSHOP

HOW TO USE THE TOOLS PANEL IN PHOTOSHOP- (CONT'D.):

6. **To view the name of the button and the button's tool shortcut key in the Tools panel in Photoshop**, hover your mouse pointer over the desired button to show this information in a screen tip.
7. When you select a tool in Photoshop in the Tools panel, the options for the selected tool appear towards the left end of the Options bar in the Options bar Control panel section.
8. You can then change these options to change the behavior of the selected tool. The options vary, based on the tool selected.
9. Tool buttons in the Tools panel in Photoshop that show a small triangle icon in their lower-right corner have hidden buttons within them from which you can also select to change the default button that then appears for that button's space in the Tools panel.
10. **To select from the hidden tools for a button in the Tools panel**, click and hold down on the button until a side menu of other button choices appears.
11. Then click to select the desired button from the side menu of choices to both activate the tool and show it as the new default tool in that button's location in the Tools panel.
12. **Alternatively, to cycle through the tools for a button in the Tools panel in Photoshop**, hold down the "Shift" key on your keyboard and then repeatedly press the button's keyboard shortcut key.
13. At the bottom of the Tools panel in Photoshop, you also find the current background and foreground color choices, the "Default Background and Foreground Colors" button, the "Switch Foreground and Background Colors" button, the "Edit in Quick Mask Mode" button, and the "Change Screen Mode" button. These buttons all appear in a separate section below the tools and the "Edit Toolbar" button.

HOW TO USE THE CONTEXTUAL TASK BAR IN PHOTOSHOP:

1. **To show or hide the Contextual Task Bar in Photoshop 24.5 or later**, select "Window| Contextual Task Bar" from the Menu Bar to toggle its display on or off.
2. By default, the Contextual Task Bar appears floating at the bottom center of the document window.
3. The Contextual Task Bar shows buttons for commands that you may want to perform in Photoshop, depending on the currently-selected content, like the currently-selected layer, for example.
4. **If no content is selected in the document window for which it can offer suggested workflow activities, then the Contextual Task Bar hides itself until an appropriate object is selected.**
5. You can click the buttons that appear in the Contextual Task Bar to perform them on the currently-selected content, if desired.
6. **To move the Contextual Task Bar in Photoshop**, click and drag it by the handle at its left end and then release it in the desired location.

EXERCISES-

GETTING ACQUAINTED WITH PHOTOSHOP

Purpose:

To create a new document in Photoshop and learn about the Photoshop workspace.

Exercises:

1. Open the Photoshop application.
2. In the Home screen of Photoshop, click the “New file” button to open the “New Document” dialog box.
3. Click to select the “Photo” tab at the top of the “New Document” dialog box to view the new document presets.
4. Click to select the “Default Photoshop Size” preset in the “Blank Document Presets” section on the “Photo” tab.
5. Then click the “Create” button in the “New Document” dialog box to create a new blank document in Photoshop.
6. To switch to the “Essentials” workspace in Photoshop, if needed, select “Window| Workspace| Essentials” from the Menu Bar.
7. Note the location of the Tools panel at the left side of the application window, the new document tab within the center of the window, and the panel docks that appear at the right side of the screen.
8. To switch to the “Photography” workspace, select “Window| Workspace| Photography” from the Menu Bar.
9. Notice the changes to the panels that appear at the right side of the application window in Photoshop after selecting the new workspace.
10. To return to the “Essentials” workspace, select “Window| Workspace| Essentials” from the Menu Bar.
11. Click the “Patterns” panel’s tab at the right side of the application window to show the contents of the “Patterns” panel.
12. Then click the “Color” panel in the same panel tab group to show the content of the “Color” panel again.
13. To collapse the dock within which this panel tab group appears, click the “Collapse to Icons” double right-pointing arrows in the upper-right corner of the panel dock.
14. You should now see three separate panel tab groups appear as icons and labels within this dock. From top to bottom, they are “Color/Swatches/Gradients/Patterns,” “Properties/Adjustments/Libraries,” and “Layers/Channels/Paths.” Note the small dotted bar that appears at the top of each panel tab group when it is collapsed in the dock. This is where you would click and drag to move the collapsed panel tab group, if desired.
15. Click the icon for the “Color” panel in the collapsed dock to show the “Color” panel to the side of its icon in the dock.
16. Click the same button again to hide the display of the “Color” panel.
17. To expand the dock within which these panel tab groups appear again, click the “Expand Panels” double left-pointing arrows in the upper-right corner of the collapsed panel dock.
18. Click to select the “Move tool” at the top of the Tools panel at the left side of the application window.
19. Move your mouse pointer back over the document window to see the mouse pointer icon for the Move tool when the tool is activated.
20. Click and hold down on the “Move tool” button in the Tools panel toolbar to show a side menu of other tool choices appear. You should see the “Move Tool” and “Artboard Tools” choices in a side menu.
21. Click to select the “Move Tool” in the side menu.
22. To close the Photoshop document, select “File| Close” from the Menu Bar.
23. To exit Photoshop, if desired, select “File| Exit” from the Menu Bar.