

Exploring the Photoshop Workspace

IN THIS CHAPTER

Getting acquainted with the workspace

Looking at the menus

Understanding and organizing panels

Getting familiar with the Toolbox

Using presets to save tool configurations

Configuring Photoshop preferences

Creating custom menus and shortcuts

The Photoshop CS6 workspace has had years to develop into a fine-tuned working environment, and with bigger monitors and faster processors, working in Photoshop has only become more fun. With all the space that larger display options give you, you can easily organize the panels, documents, and tools in the workspace to provide an efficient photo-editing environment.

With all its features, Photoshop can be a bit daunting at first. The purpose of this chapter is to familiarize you with the Photoshop workspace, how to navigate, find tools, customize settings, and set the environment so it works best for you.

Touring the Workspace

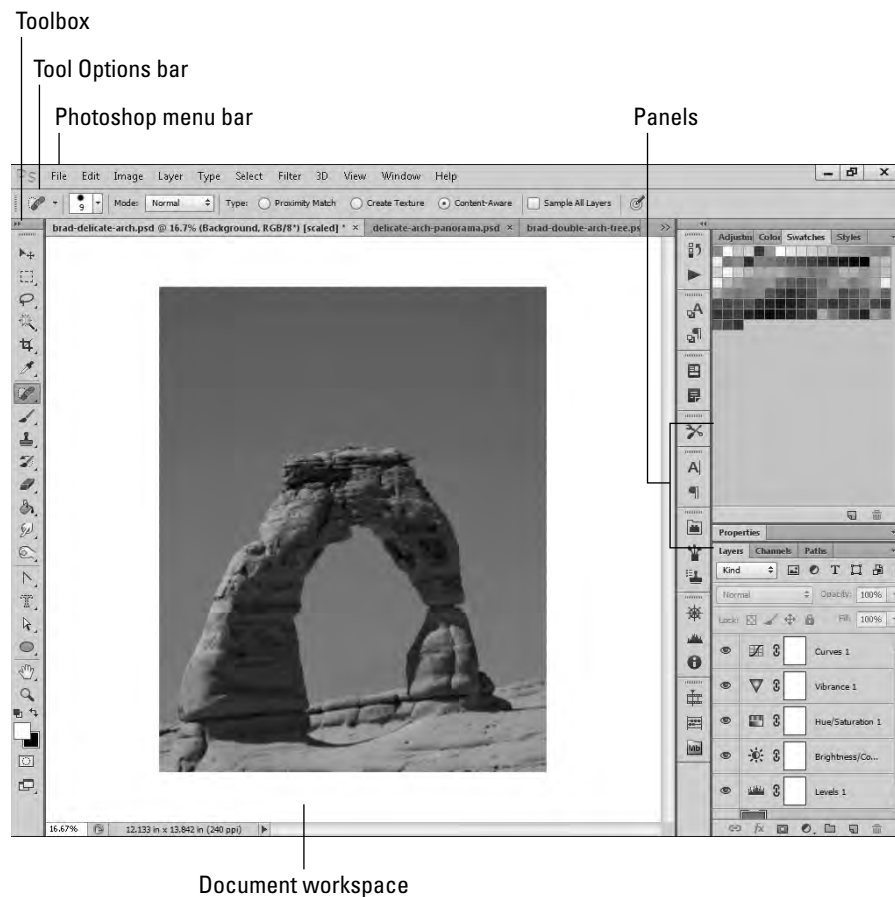
At first glance, the Photoshop workspace seems a little dreary, with a lot of gray, but that is misleading. With beautiful photographs (or other colorful graphics) in the work area and fascinating tools at your fingertips, you'll soon be addicted to the Photoshop playground. In fact, you may be glad that the background not only provides a good contrast to colorful files, but also is easy on the eyes.

Part I: Getting Started with Adobe Photoshop CS6

Therefore, without further ado, we give you the Photoshop workspace, as shown in Figure 2.1. There are four main components to the Photoshop workspace: the Photoshop menu bar, the document workspace, the Toolbox with option menus, and the panels. The following sections introduce you to each of these components, and later in this chapter, we'll explore them in more detail.

FIGURE 2.1

The Photoshop workspace features four main components.



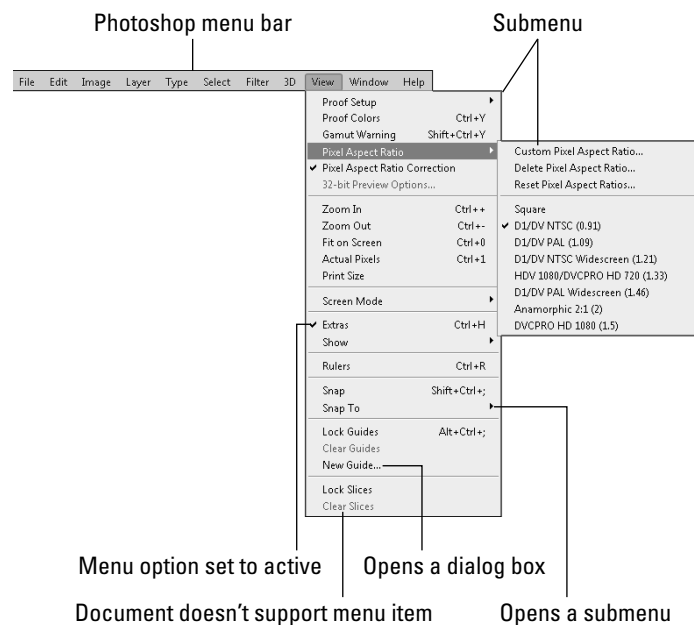
Cruising the Photoshop menu bar

The Photoshop menu bar, shown in Figure 2.2, houses sets of cascading menus that provide quick access to features, tools, and commands in Photoshop using only a few mouse clicks.

When you click a Photoshop menu bar item, a drop-down menu appears with several options. Each of these options performs different tasks such as opening dialog boxes to modify settings, performing image adjustments, or even opening additional submenus. These menus are a critical part of the Photoshop workspace because they are the only way to access certain features in Photoshop.

FIGURE 2.2

Features of the Photoshop menu bar



When navigating the menu bar in Photoshop, you need to understand the following basic points:

- If a menu item points to a submenu, there is an arrow to the right side, and if you hover over that item, the submenu pops up next to the open menu, as shown in Figure 2.2.
- If the menu item is only a setting, then a check mark appears when it is active, as shown in Figure 2.2. You can toggle the setting on and off by clicking the menu item.
- If the current document does not support the functionality of a menu item, then the menu item is grayed out, as shown in Figure 2.2. This means that the item is not active, and you cannot click it.
- If the menu item launches a dialog box, then an ellipsis (...) is displayed to the right, as shown in Figure 2.2.

Looking at the document workspace

The document workspace houses the documents (image files) that you are currently editing. You will use the document workspace extensively as you view and edit documents in Photoshop.

The document workspace is also home to the panels and Toolbox discussed later in this chapter. The workspace is large enough to give you the flexibility to expand your image to a larger size and keep your favorite panels open and docked as well.

NOTE

The screenshots in this book were taken at a screen resolution of 1024 x 768, which is a low resolution, especially if you have a larger screen. If your resolution is set higher, you have a larger work area than is shown here. If you set your resolution as high as 1920 x 1200 (which is what ours is usually set to), then you have enough space to expand your panels, tile your document windows, and generally make everything available to you at once. Of course, if your resolution is set lower than 1024 x 768, then your work area is smaller.

As you open image files, they appear in the center of the document workspace, and you have several options for viewing them. You can modify the view size and behavior, view specific information about a document, and arrange multiple documents in the view area.

Changing the view size of a document

Several ways exist to change the view size of a document in Photoshop to support the workflow that you are using. Changing the view size of a document is one of the most common tasks that you will perform in Photoshop, as you need to zoom in on an image to modify specific areas, enhance selections, and perform other tasks. You may also want to view the print size of an image, the actual screen size, or even fit the image to the screen so you can see all of it.

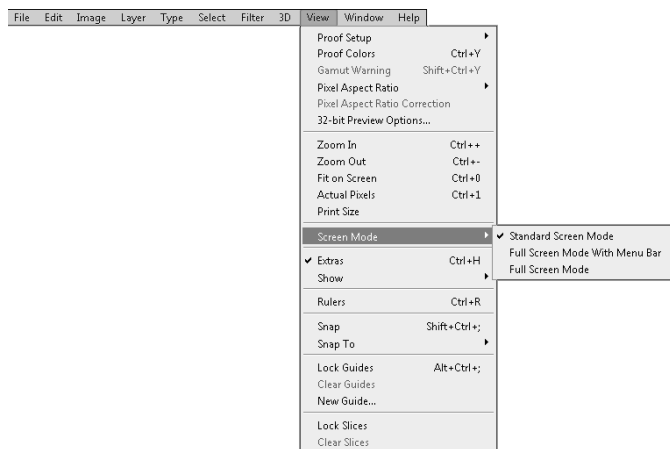
The View menu houses several different options to modify the view size of the document. When you click the View menu, as shown in Figure 2.3, you can choose the following options:

- **Zoom In.** Clicking this option, or press Ctrl+plus key/⌘+plus key, the image zooms up to the next zoom stop. The zoom stops are in various small increments such as .5%, .67%, 1%, 1.5% to large increments such as 100%, 200%, 300%, and so on.
- **Zoom Out.** Clicking this option, or press Ctrl+minus key/⌘+minus key, the image zooms out to the next zoom stop. The zoom stops are the same as for the Zoom In option.
- **Fit on Screen.** Clicking this option, you can see your entire image. This is your best option if you are working on your entire document (and not working with other files).
- **Actual Pixels.** Clicking this option, the pixels in the image match the pixels on the screen. Actual Pixels is the best option if you want to see the cleanest view of a specific area because no interpolation is necessary.

- **Print Size.** Clicking this option, Photoshop shows you how the document will look when printed.
- **Screen Mode.** Clicking this option, you can choose from Standard Screen mode, Full Screen mode with menu bar, and Full Screen mode.
 - **Standard Screen Mode.** This is the default mode, and it allows you to access other applications that are running.
 - **Full Screen Mode With Menu Bar.** This mode looks similar to Standard Screen mode, but you can't access other programs, for instance, through the Windows taskbar.
 - **Full Screen Mode.** This mode hides everything but the selected document so you can work without distractions. The Photoshop tools are still available to you; just hover over the tool you want to use and it appears, or press the Tab key to view all of your tools. Press Esc to return to Standard Screen mode.

FIGURE 2.3

You can change the way your image fits into the document workspace by using the View menu.



TIP

Don't use the zoom options in the View menu; you have several better options — the Zoom tool, the Magnify box, and the roller wheel on your mouse if you are using one — all of which are discussed later in this chapter.

In addition to the standard zoom stops, you can easily zoom in and out on the image, depending on your editing needs. Notice that at the bottom-left corner of the document window in Figure 2.4, there is a percentage representing the zoom value and the document information. You can change the size of your document by selecting the zoom value and typing a new percentage.

Part I: Getting Started with Adobe Photoshop CS6

Another way that you can change the magnification of an image is to select the Zoom tool in the Toolbox, and then click anywhere on the image and drag the mouse to the left or right. Dragging to the left decreases the size of the image, while dragging to the right increases it.

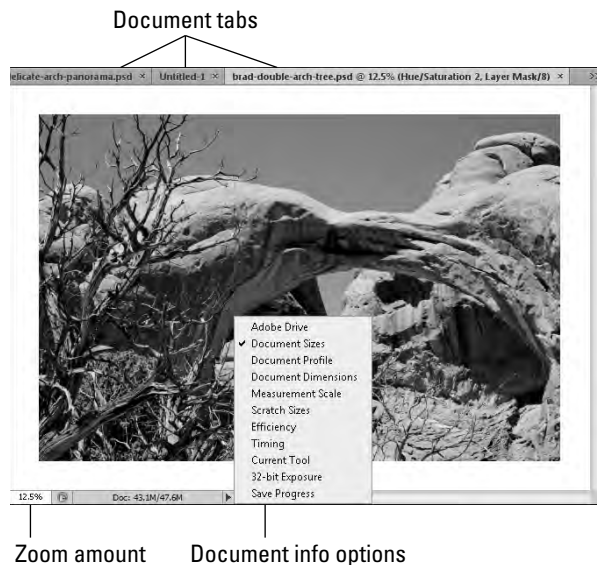
Viewing document information

Another useful feature in the document window is the information section at the bottom. By default, the document information displays the size of your file. Keep an eye on this as you begin to add multiple layers and effects to a document; you might be surprised by how these changes can increase the size of your document.

If you click the arrow next to the document information, a pop-up list opens, as shown in Figure 2.4 that gives you several options for the information display.

FIGURE 2.4

The information section of the document window can be very useful when you are editing images. The menu allows you to display several types of information.



You can choose to display the following options at the bottom of the document workspace:

- **Adobe Drive.** This option shows the location of the Adobe drive used as a scratch disk.
- **Document Sizes.** This option shows the size data of the image in the format of *"print size"/"actual size."* The print size represents the size of the image if it is in a flattened

state with no layers or additional channels. The actual size includes the additional space that the image takes to store the additional metadata such as channels and layers.

- **Document Profile.** This option displays the name of the color profile assigned to the document.
- **Document Dimensions.** This option displays the dimensions of the image in inches.
- **Measurement Scale.** This option shows the scale of the current zoom state of the document in pixels.
- **Scratch Sizes.** This option shows the scratch usage of the document in the format of *"memory used for this document"/"total scratch memory available."*

TIP

The scratch usage can have a major impact on how Photoshop performs. You should monitor the scratch usage when making complex adjustments to very large images.

- **Efficiency.** This option displays the percentage of time that Photoshop uses to actually perform operations instead of reading or writing to the scratch disk. If this value is below 100 percent, then Photoshop is using the scratch disk and therefore operations are slower.
- **Timing.** This option displays the amount of time Photoshop used to complete the last operation.
- **Current Tool.** This option shows the name of the currently selected tool.
- **32-bit Exposure.** This option provides a slider that allows you to easily adjust the preview image for viewing 32-bit HDR images on the monitor. The slider is only visible when you are working with a 32-bit document.
- **Save Progress.** This option opens a progress bar when you are saving an image. This is useful when you are saving large images in the background and you want to monitor the progress of the save operation.

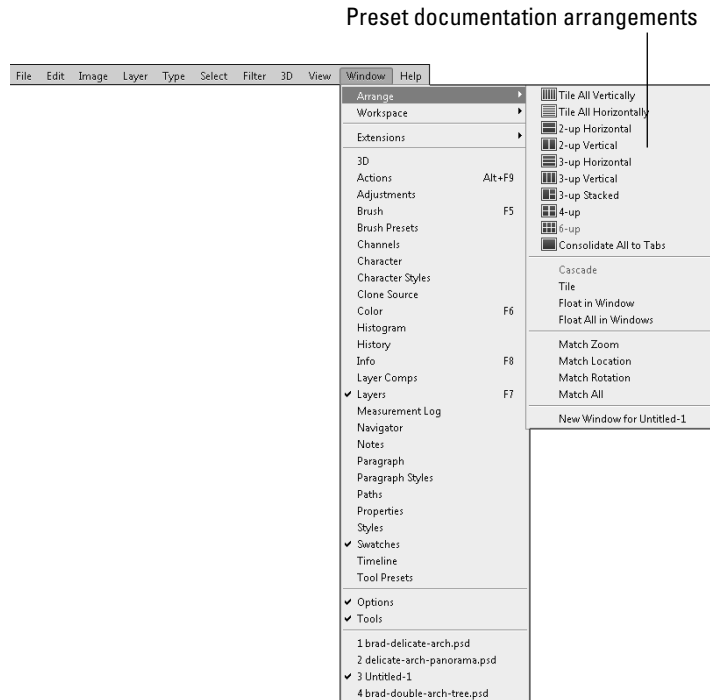
Arranging the view of multiple documents

When multiple documents are open in the document workspace, Photoshop provides tabs for each of them. These tabs display the document name, and you can access the document for editing by clicking its tab. Using the tabs is the most economical and organized way to have multiple files open, and you probably will prefer this option most of the time.

Other View options are also available when you have multiple documents open. To change how the document windows are organized, choose Window ⇨ Arrange from the Photoshop menu bar and then choose one of the options shown in Figure 2.5.

FIGURE 2.5

Using the Window ⇨ Arrange menu, you can easily change the layout of multiple documents in the document workspace.



Following is a description of the multiple document arrangement:

- **Preset document arrangements.** These options automatically distribute the documents in the document work area based on a predefined arrangement of view panes. These arrangements are shown next to the menu item. Each open document takes up one pane. If there are fewer documents than panes in the arrangement, the arrangement option is inactive in the menu. If there are more documents than panes, then Photoshop places the extra documents as tabs in the top-left pane. Figure 2.6 shows the 3-up stacked arrangement. If the document is bigger than the pane, the scroll bars become active, allowing you to scroll around the image.

TIP

You can resize the view panes in a tiled or preset arrangement by dragging borders between the panes with the mouse. This allows you to customize your document workspace completely to support the files on which you are working.

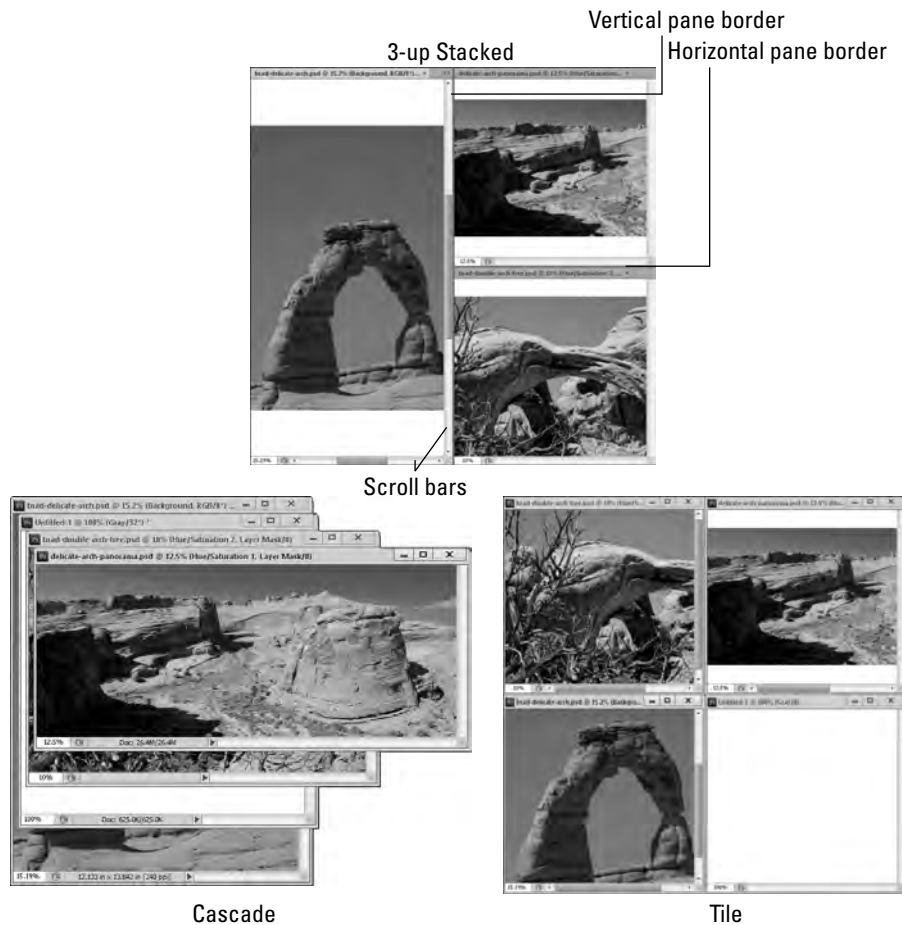
- **Consolidate All to Tabs.** This option docks all floating windows into the document workspace. This is great when you have so many windows open that navigating them is difficult. You can also consolidate windows to the document workspace or floating group by right-clicking the tab bar at the top and selecting Consolidate All to Here.

Chapter 2: Exploring the Photoshop Workspace

- **Cascade.** This option cascades your documents by showing the document windows in a cascade fashion from the upper-left corner to the lower-right corner of your document workspace. Figure 2.6 shows an example of a cascading document window.
- **Tile.** This option adjusts the size of all open document windows so you can view them together in the workspace. For example, if you are working with two or more documents at the same time, cloning areas of one into another, you probably want to tile your documents in the document workspace. Figure 2.6 shows an example of tiled documents that are in a floating state.

FIGURE 2.6

Examples of some of the multi-document layouts in Photoshop



- **Float in Window.** This option floats your documents, thereby releasing them from the document workspace or from a floating group to their own individual windows. When the document windows are floating, they are independent of the Photoshop interface, and you can use the standard operating system window controls on them. You can organize floating windows into groups by dragging one window on top of another window. When more than one document is in a floating group, their tabs are displayed at the top of the window. You can also float windows by grabbing the tab in the floating group or document workspace and dragging it out. You can add a floating document to a group or document workspace by dragging it into the tabs.
- **Float All in Windows.** This option causes all windows to float.

Tip

You can quickly cycle through open tabbed document windows by pressing the **Ctrl+Tab/⌘+`** hotkey sequence.

- **Match Zoom.** This option sets the zoom percentage of all open document windows to match the value of the active document window. This is useful when you are working with multiple images that eventually will be consolidated into a single document.
- **Match Location.** This option sets the center panning position of all open document windows to match the center position of the active document window. This is useful if you are working with multiple versions of the same image or a sequence of images and you want to quickly move to the same location in all windows for comparison.
- **Match Rotation.** This option sets the rotation angle of the image in all document windows to match the rotation angle of the image in the active document window.
- **Match All.** This option sets the zoom, center panning position, and rotation of all document windows to match the values of the active document window.

Understanding the Toolbox and tool options bar

The Toolbox provides easy access to all of the tools in Photoshop that require mouse or stylus interaction with the document. The Toolbox includes selection tools, painting tools, erasing tools, and much more, as shown in Figure 2.7. We discuss each of the tools available in the Toolbox later in this chapter.

The tool options bar, usually referred to as the “options bar” or the “tool menu,” sits below the Photoshop menu bar. The options in the tool menu change, depending on the tool you have selected in the Toolbox. Figure 2.7 shows the different options for the Move, Brush, and Type tools.

It is always smart to keep an eye on what is going on in the options bar. When you select a tool, the options are set to default values that are commonly used, but not necessarily the values you would use in a particular situation. After you change the options for any given tool, those options stay changed, even after you use other tools. The options bar is useful and important and you’ll see many examples throughout this book of different ways to set your options; and as you use Photoshop, you will soon become familiar with it.

FIGURE 2.7

The Toolbox provides access to the mouse and stylus tools. Each time you select a new tool, the tool options bar changes to reflect settings for the new tool.



Understanding panels

The panels in Photoshop are similar to mini-applications with their own windows, controls, and menus. You will rely heavily on the Photoshop panels to do most of the editing. Photoshop has many panels, each of which provides its own set of functionality.

Panels tend to take up quite a bit of space in the work area, so Photoshop provides different display states for them. These states are expanded, collapsed into an icon, or hidden. To hide or unhide a panel, select the panel from the Window menu. Figure 2.8 shows a collapsed panel group as well as an expanded panel group. To collapse the panel group, click the Collapse button. To expand a panel in a collapsed group, click its icon.

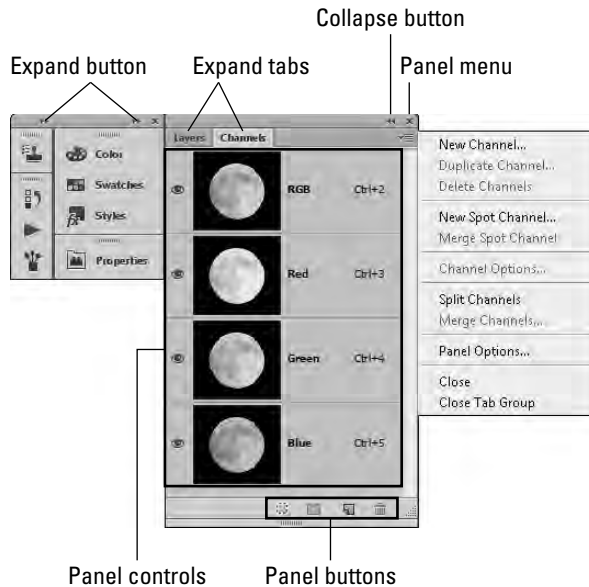
NOTE

You will typically only have a small number of panels that pertain to your open workflow. This makes finding the panels you need much easier.

A panel group is one or more panels that are connected to each other. To add a panel to a group, drag the panel or icon onto the group. To remove a panel from a group, drag the panel out of the group. Organizing panel groups is no different than organizing the items on your desktop. You can decide which panels go in which groups. The bottom line is, if you know where to find a panel, you can use it much faster.

FIGURE 2.8

Panel groups can be collapsed to icons to reduce their footprint on the workspace.



The panel groups have the following basic components, as shown in Figure 2.8:

- **Panel tabs.** These tabs are used to select which panel is visible in the group and to drag panels out of the group.
- **Collapse button.** This button collapses the panel to an icon to reduce the footprint in the work area.
- **Expand button.** This button expands a collapsed panel from an icon to provide access to the panel settings.
- **Panel controls.** This area contains the controls used by the panel to perform various tasks. Each panel has different settings.
- **Panel menu.** This menu pops out of a panel when you click the menu button in the top-right corner. The panel menus usually contain additional features that are not included in the main settings area. If you can't find something, it is probably in the panel.
- **Panel buttons.** These buttons are located at the bottom of a panel, and do things such as add or delete items or perform common tasks needed by the panel.

Another way to organize panel groups is to dock them either together or to the sides of the Photoshop workspace. You can dock panel groups by dragging the groups to the side or bottom of another group. You can dock them to the side of the workspace by dragging them until the mouse is on the workspace edge.

Using workspace presets

The workspace presets are quick ways to change the layout of the panels and tools in Photoshop, depending on the task you are performing. When you select a preset, the panel layouts are adjusted so you have easier access to the tools that are typically used for the selected task. You select a preset by choosing Window ⇨ Workspace from the Photoshop menu bar and selecting one of the options from the drop-down menu:

- **New in CS6.** This preset displays the panel icons for panels with new features in CS6, such as the new 3D tools, paintbrush, paragraph and character presets, and Mini-Bridge.
- **Essentials.** This preset gives you full access to the most commonly used panels in Photoshop, including the Navigation, Swatches, and Layers panels.
- **Design.** This preset displays the more common graphic design panels, such as the Swatches, Character, and Paragraph panels.
- **Painting.** This preset makes the paintbrush and brush presets readily available.
- **Photography.** This preset provides the Histogram and adjustment panels that make it easy to apply adjustments to photographs.
- **3D (Extended Only).** This preset displays the 3D, Mask, and Layers panels that are often used when working with 3D objects.
- **Motion (Extended Only).** This preset displays the Timeline panel and Clone Source panel, which are frequently used in animation.
- **Reset/New/Delete.** These presets take advantage of the fact that Photoshop remembers when you select a workspace preset and then adjust the panels, so you don't have to readjust them each time you start the application. The Reset option restores the currently selected workspace to the original settings, so you can start over with a fresh set of panels. The New option allows you to save the current panel layout as your own custom workspace. The new workspace then shows up in the list. The Delete option deletes the currently selected workspace preset.

Exploring the Photoshop Menu Bar

Now that you are familiar with the Photoshop workspace, you are ready to explore the Photoshop menu bar. The menus along with their keyboard shortcuts will provide you access to the majority of the features in Photoshop. Throughout the book, we will discuss most of the options contained in the Photoshop menu bar in more detail. In this section, we show you the primary purpose of each menu and highlight some of the menu options that might not be covered in other areas of the book.

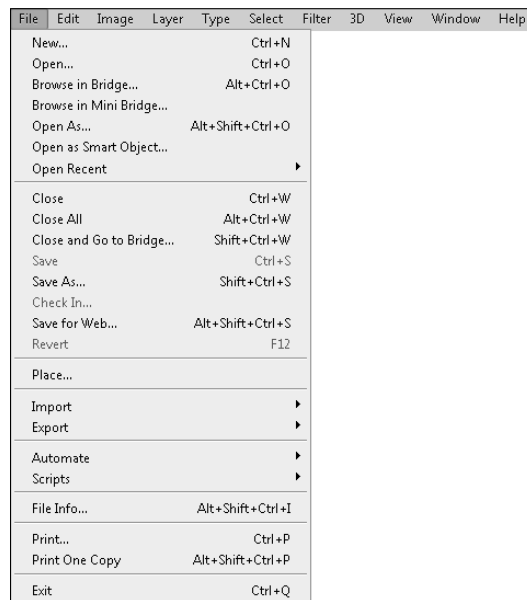
Using the File menu

The File menu has many of the options that you would expect, and many of them are self-explanatory. For the most part, all the options listed are different ways to open, save, or export your documents. The first task that you will be performing in Photoshop is opening or creating a document, so you will first need to become familiar with the File menu.

The options in the File menu, shown in Figure 2.9, are covered throughout the book: opening and saving files are covered in Chapter 3, exporting to the web and mobile devices are covered in Chapter 30, and batch operations on files are covered in Chapter 31.

FIGURE 2.9

The File menu in Photoshop provides several options to open, save, and export files.



Exploring the Edit menu

The Edit menu is a familiar menu found in most applications, with many recognizable options such as cut, copy, and paste as well as additional options that are specific to Photoshop. This menu is important for modifying the document and workspace settings.

Using the Edit menu, shown in Figure 2.10, you can step backward, undoing several of the most recent changes you made. Farther down the menu, you find the transformation edits, Content-Aware Scale and Puppet Warp among them; these are covered in Chapter 19. You learn about using color in Chapter 4 and color profiles in Chapter 29. Setting preferences and

using the menu and shortcut options to customize menu and shortcut behavior are covered later in this chapter.

NOTE

On Macs, the Preferences and Quit options are found under the Photoshop menu option on the left of the Photoshop menu bar.

FIGURE 2.10

The Edit menu in Photoshop provides several options to modify document and workspace settings.



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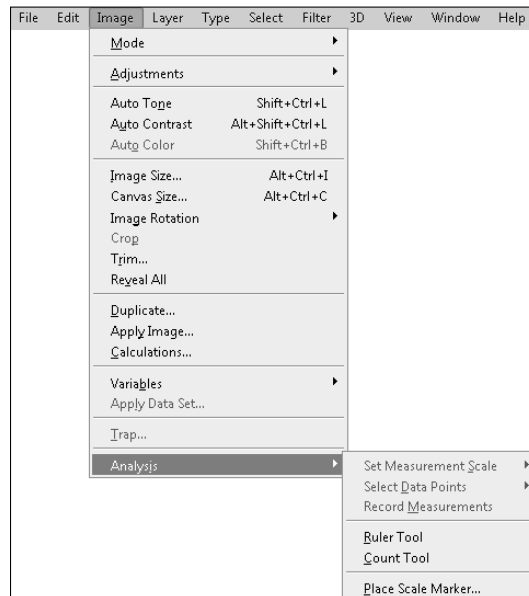
Using the Image menu

The Image menu is loaded with a lot of options for changing your image. Making changes to your image is different from making changes to your file, because these options actually affect the look of your image.

Among other things, the options in your Image menu, shown in Figure 2.11, allow you to change the color mode, and resize, rotate, or duplicate your image. Neatly tucked into the Image Adjustments submenu, you find some of the most powerful tools for correcting the color and lighting of your image; these are covered in Chapter 13. The Apply Image and Calculations options blend the channels of your image and are covered in Chapter 11. Image variables and data sets allow you to create multiple images with similar components by defining and replacing layers. These options are covered in more detail in Chapter 10.

FIGURE 2.11

The Image menu in Photoshop provides several adjustment options to modify images.



The Image menu also provides an important submenu, shown in Figure 2.11, titled Analysis. The Analysis submenu is all about measuring and, of course, analyzing areas in your document. You can customize the tools found here for your own use to measure, scale, and mark your images. You can choose from six menu options. We don't list them in the order they appear in the Analysis submenu because they make more sense in the order listed here.

Ruler Tool

The Ruler tool is simply a tool that allows you to drag from one area in your image to another and measure it. The measurement information is displayed in the Info panel. By default, the measurement is displayed in pixels. The Ruler tool plays an important role in the other options found in the Analysis submenu.

Count Tool

Selecting the Count tool and clicking your document leaves a number behind, in increments of one. This allows you to count and mark multiple items in your image. If you were trying to count a flock of birds, for instance, you would click each bird until they had all been marked. The last number placed would be the number of birds in the photo.

Record Measurements

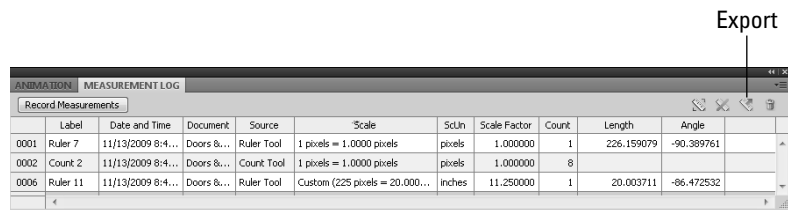
Clicking Record Measurements opens the Measurement Log panel on the bottom of your document window, as shown in Figure 2.12. As you create measurements, you click the Record Measurements button on the Measurement Log panel and the measurement details are recorded. Notice that the first measurement was taken by the Ruler tool, and the second measurement was taken by the Count tool.

You can also use the Measurement Log to export these measurements. Simply click the Export icon to export the measurements as a text file to any specified location. You can also access the Measurement Log menu by clicking the menu icon.



FIGURE 2.12

The Measurement Log panel allows you to record and display measurements you have taken within your document.



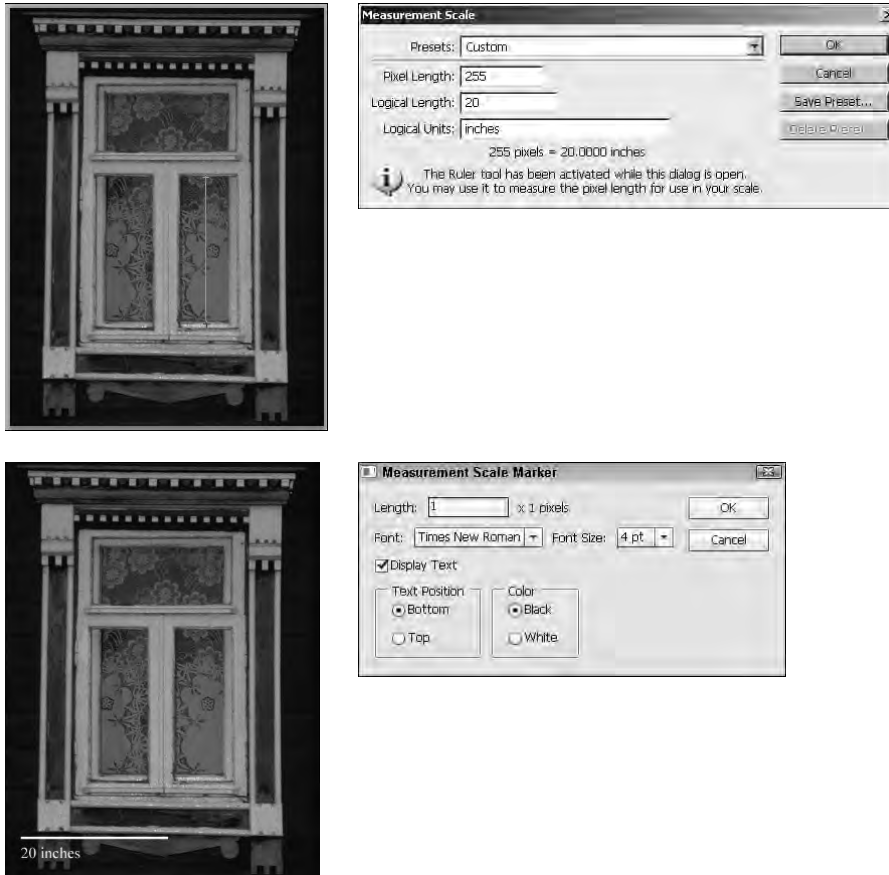
Set Measurement Scale

The measurement scale can be set to Default, which simply means that one pixel is equal to one pixel. If you choose the custom option, however, it allows you to translate a set number of pixels in your document to any other measurement you prefer.

For instance, in Figure 2.13, if you know the height of the bottom-right window pane is 20 inches, you can choose Analysis → Measurement Scale → Custom to open the Measurement Scale dialog box. The Measurement Scale dialog box automatically activates the Ruler tool so you can measure from the bottom of the window pane to the top. In the photo, this measurement is 225 pixels, shown as the pixel length in Figure 2.13. From here, you can enter any relative measurement that you choose — in this case, 20 inches. You could have just as easily entered 1 foot, 3 meters, or 7 girth units. You can save this measurement scale by clicking Save Preset and naming it.

FIGURE 2.13

Placing a scale marker in your image allows you to clearly see the scale of the image.



After closing the Measurement Scale dialog box, you can activate the Ruler tool and measure other areas of the photo. These measurements are recorded in the Measurement Log panel. Notice that the third measurement in Figure 2.13 was taken after the Measurement Scale was set. The scale indicates that 225 pixels = 20 inches; the scale unit is inches and the length is 20 (rounded up, of course).

Select Data Points

The Measurement Log shows data on each measurement you record. You can choose what data to keep and display by selecting specific data points. Choose Analysis ⇨ Select Data Points ⇨ Custom to display the Select Data Points dialog box. In this dialog box, you can dese-

lect the types of information that you don't want recorded. For instance, if you don't require date and time information, you can deselect the box next to Date and Time. Every measurement you take after this point no longer displays the date and time in the Measurement Log panel.

Place Scale Marker

You can place a scale marker in your image to denote scale. To place a scale marker, choose Place Scale Marker from the Analysis submenu to open the Measurement Scale dialog box, shown in Figure 2.13. You can choose the length of the scale by selecting more than one unit of measurement.

Refer to Figure 2.13, which shows a scale marker indicating that the unit of measurement represents the 20 inches that was set for the measurement scale. If you were to change the number from 1 to 2, your scale marker would appear twice as long and would be labeled 40 inches. You can also choose to display the text and what font and size that text will be. Finally, you have the choice to display the scale marker at the top or bottom of your document and in black or white.

Understanding the Layer menu

The Layer menu is built specifically for use with the Layers panel. Layers are an important part of working efficiently and non-destructively in Photoshop, and you want to learn all you can about how they work.

Layers allow you to make modifications to a document on a separate layer from the original pixels. This allows you to easily remove the changes, turn the changes off, or even stack different adjustments and reorder them. The Layer menu, shown in Figure 2.14, allows you to manage the layers in a document. Layers and the Layer menu are covered extensively in Chapter 10.

Examining the Type menu

The Type menu is built specifically for use with the Type tools. Using the Type menu gives you quick access to options such as opening the type panels, modifying size and orientation, and extruding type to 3D.

In addition, the Type menu, shown in Figure 2.15, allows you to modify type layers by rasterizing them, to convert them to shape layers, or to warp them. You can also specify which language to use for the fonts as long as the selected fonts support that language.

FIGURE 2.14

The Layer menu in Photoshop provides several options to control the behavior of layers.

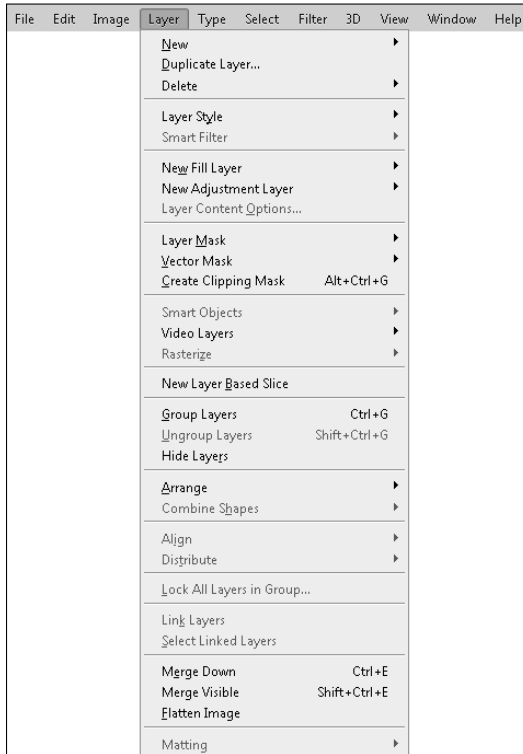
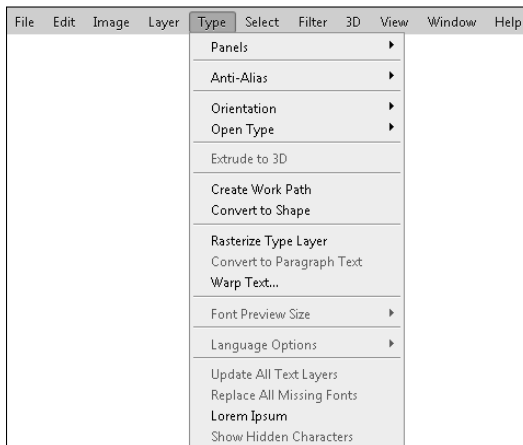


FIGURE 2.15

The Type menu in Photoshop provides several options to interact with text in your documents.



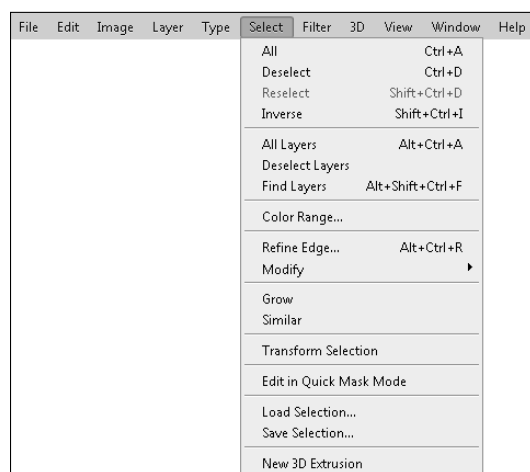
Using the Select menu

Although you might not have thought that an entire menu could be dedicated to selections, they are such an integral part of many workflows in Photoshop that a selection menu is critical. The selection tools are some of the most powerful in Photoshop. They allow you to create masks, cut precise areas out of an image, and edit only specific parts of the image.

The Select menu, shown in Figure 2.16, gives you control over the selections. For instance, you can use the Select menu to select everything or deselect everything. You can also use the selection tools to access dialog boxes to modify an existing selection. The Toolbox contains several selection tools, and they are covered, along with the Select menu, in Chapter 9.

FIGURE 2.16

The Select menu in Photoshop provides several options to manage selections.



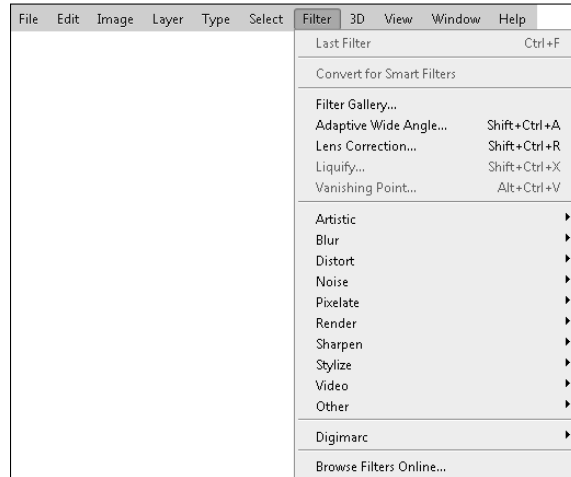
Exploring the Filter menu

Filters are placed over images to change their appearance. There are corrective filters such as Sharpen and Reduce Noise, and there are also special effects filters that can make your image look like it is being viewed through rippled glass or embossed into chrome. Filters are most definitely the fun side of Photoshop.

The Filter menu, shown in Figure 2.17, provides a list of several different filters that can be directly applied to an image. It also provides access to the Filter Gallery, which provides many more filters. You will learn more about filters and the Filter Gallery as well as how to use them and their menu options in Chapters 14 and 20.

FIGURE 2.17

The Filter menu in Photoshop provides several filtering options that can be applied to images.



Understanding the 3D menu

The 3D menu, only available in CS6 Extended, is packed full of goodies for helping you work in the 3D environment. The 3D environment allows you to bring in 3D models and use the powerful Photoshop tools to make incredible changes to their appearance.

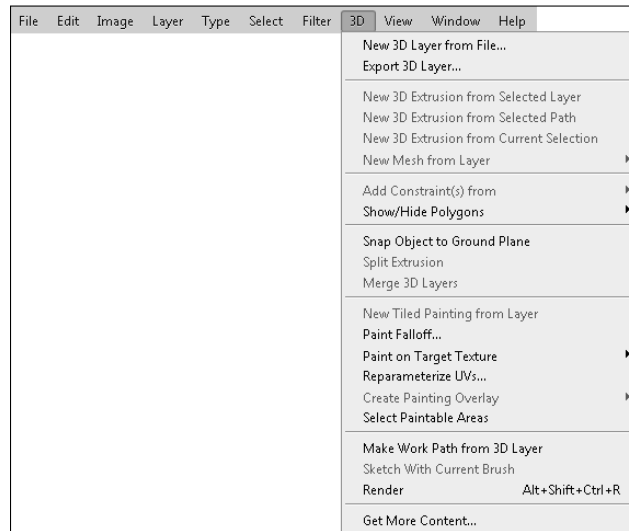
The 3D menu, shown in Figure 2.18, allows you to create and export 3D layers. It also provides access to several 3D utilities that allow you to perform tasks such as creating 3D extrusions and setting paint falloff. The 3D menu is covered in Chapter 22.

Using the View menu

The View menu functions as a catchall for everything that has to do with displaying documents in the Photoshop work area. Understanding this menu can be a great asset because it provides access to a plethora of tools, such as rulers and grids, that can enhance your workflow.

FIGURE 2.18

The 3D menu in Photoshop provides access to several 3D options and tools.



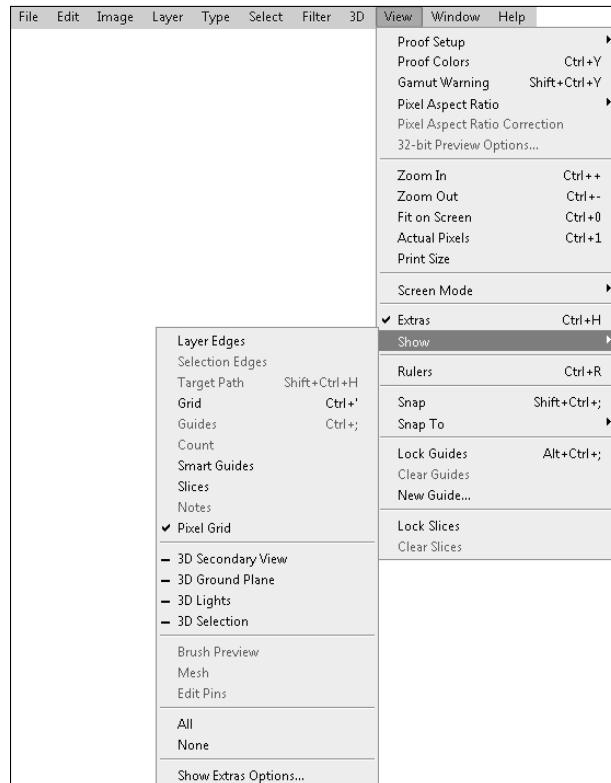
As shown in Figure 2.19, the View menu offers basic options for adjusting the view of your document, such as its size (fit screen, actual pixels, print size, and so on) and screen mode (full screen, full screen with menus, and standard screen) that we discussed earlier in this chapter.

Proof Options

The proof options let you soft-proof your documents before printing; these settings are covered in more detail in Chapter 29. Options for setting pixel aspect ratios are available as well; these settings are for use with video files and are covered in Chapter 25.

FIGURE 2.19

The View menu in Photoshop allows you to customize how documents are displayed in the Photoshop workspace.



Extras and Show

You may find it interesting that the Extras option allows you to see non-printing guides such as selections, bounding boxes, and grids. If you deselect the Extras option, any of these items that are visible in your document disappear.

The Show submenu lets you customize which non-printing items are visible when Extras is selected in the View menu. The following is a list of some of the features that you can enable using the Show submenu (refer to Figure 2.19):

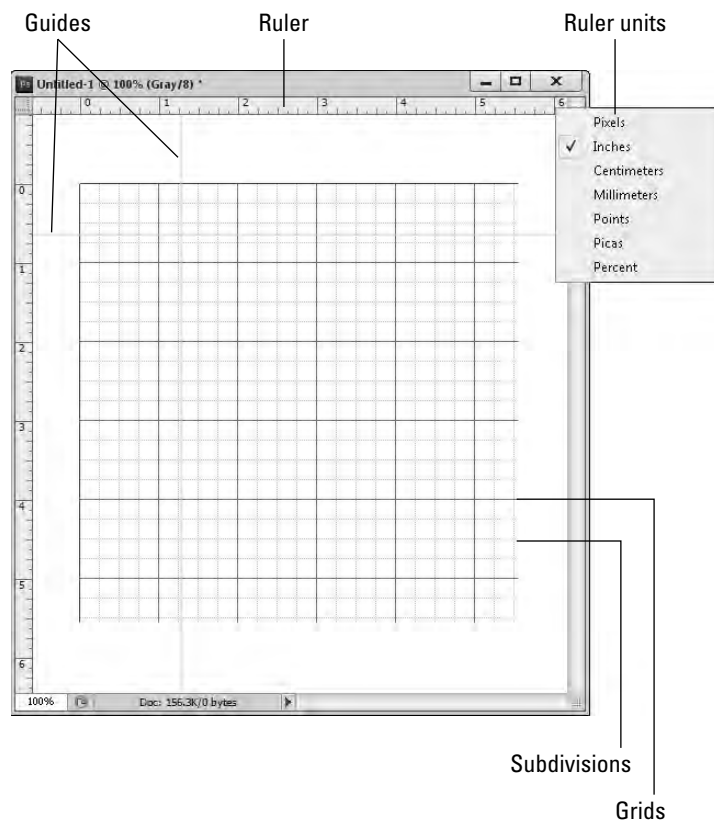
- **Layer Edges.** This option places a bounding box around the edge of the currently selected layer.
- **Selection Edges.** This option shows marching ants around the selection. This is on by default when you make a selection. However, you can toggle it on and off afterwards.

- **Target Path.** This option toggles displaying the target path on and off.
- **Grid.** This option places a mesh of vertical and horizontal lines, shown in Figure 2.20, that you can use to see the alignment and organization of objects more easily in your images. Photoshop also divides the grids into subdivisions of lines that are not as visible but are visible enough to be useful.

A great feature of Photoshop is that you can force items to be snapped to grids by choosing View ⇨ Snap To ⇨ Grid from the Photoshop menu bar. This option is useful when placing images, text, and shapes in a document. You can configure the number of grid lines, colors, and styles in the Preferences dialog box, discussed later in this chapter.

FIGURE 2.20

The guides, grids, and rulers features of Photoshop allow you to better organize and align objects in your images.



Part I: Getting Started with Adobe Photoshop CS6

- **Guides.** This option helps you with object placement and organization. Guides are vertical or horizontal lines that you can add to a document by choosing View⇨New Guide. You can force items to snap to guides by choosing View⇨Snap To⇨Guides from the Photoshop menu bar. The position of guides can be adjusted in the image by using the Move tool.

TIP

When you click and hold the mouse button on the ruler, the cursor changes to a guide adjustment cursor. You can quickly add guides to an image by clicking the ruler and dragging them into the document.

- **Smart Guides.** This option toggles the viewing of smart guides on and off.
- **Slices.** This option toggles the slice overlay on and off. Chapter 30 discusses slices in more detail as part of preparing images for the web.
- **Notes.** This option toggles the display of notes you have added to the document on and off.
- **Pixel Grid.** This option toggles the display of the pixel grid on and off.
- **3D elements.** These options toggle the display of some of the 3D elements on and off, such as cameras and lights. We discuss 3D in more detail in Chapters 22 through 24.
- **Brush Preview.** This option toggles the brush preview for the bristle and erodible tip brushes. These brush tips, as well as the preview, are discussed in Chapter 16.
- **Mesh.** This option toggles the display of the mesh on and off when using the Puppet Warp tool. We discuss the Puppet Warp tool in Chapter 19.
- **Edit Pins.** This option toggles the display of edit pins on and off when using the Puppet Warp tool. We discuss the Puppet Warp tool in Chapter 19.

Rulers

Select the Ruler option if you want rulers to appear in your document window. When rulers are enabled, a vertical ruler is displayed on the left and a horizontal ruler is displayed on the top of the document window (refer to Figure 2.20).

The rulers start at zero in the upper-left corner of your document and measure the actual print size of your document. You can change the rulers' unit of measure by right-clicking a ruler and selecting the unit from the shortcut menu. While you are moving the cursor over the documents, the exact placement of the cursor is noted in the ruler by a line that moves with the mouse.

Snap and Snap To

As you move things around in your work area, whether they are selections, panels, or objects, you can choose to have them *snap* to the guides or to other objects. For instance, as you customize your panels, they snap together so you can easily place them next to each other with no space between them and no overlaps.

The Snap To option lets you choose what elements your objects snap to: guides, grids, layers, and so on. The elements that have a check mark will draw objects you are moving like a magnet. If you want to place elements without the guides snapping them one way or the other, just deselect Snap in the View menu and you have full control.

New Guide, Lock Guides, and Clear Guides

The line under text and the bounding box around a placement in your document are guides that help you see and move these objects. You can make your own guides to help you with placement and alignment in your document. Choose View ⇨ New Guide, and select whether you want the guide to run vertically or horizontally and where you want it placed in your image. The New Guide dialog box asks you how many inches into your image you want the guide placed, so it's helpful to have the rulers on. You can also express the position of the guide as a percentage rather than a specific measurement.

You can lock these guides so you don't accidentally move them by choosing Lock Guides. You can also clear them out of the way entirely by choosing Clear Guides.

Lock Slices and Clear Slices

The Lock Slices option allows you to lock slices to prevent them from being altered, and the Clear Slices option allows you to clear the existing slices so you can easily clean them up. Chapter 30 discusses slices in more detail as part of preparing images for the web.

Exploring the Window menu

The Window menu is used for three main purposes in Photoshop: first, it provides access to the Arrange and Workspace submenus that we have already discussed in this chapter; second, it provides a list of the available panels that you can toggle on and off; and finally, it provides a list of open documents that you can use to select a specific document so that it becomes active.

One of the best and most common uses of the Window menu, shown in Figure 2.21, is to toggle panels on and off. The Window menu provides a comprehensive list of the panels that are available to you. From this menu, you can select the panels that you want to be visible. When a panel is visible, a check mark appears next to it. Selecting a visible panel hides the panel; selecting a hidden panel makes the panel visible. The different panels are discussed later in this chapter.

FIGURE 2.21

The Window menu in Photoshop allows you to configure the workspace by defining the arrangement of documents and specifying which panels are visible.



Using the Help menu

The Help menu contains information about the Photoshop version that you are currently running, as well as links to online help for Photoshop. You can also use the Help menu to see which plug-ins are installed.

NOTE

On a Mac, the About and Plug-in menu options are in the Photoshop menu item on the left of the Photoshop menu bar.

The Help menu, shown in Figure 2.22, contains web links to various sites that Adobe thinks might be of interest to you, such as the Photoshop Support Center and Photoshop Online. You can also use the Help menu to register, deactivate, and update your version of Photoshop. The two menu options worth noting are Photoshop Help and Deactivate.

FIGURE 2.22

The Help menu in Photoshop provides access to online help for Photoshop.



Photoshop Help

Photoshop Help is a great resource if you are stuck figuring something out. Click the Help link, and you are taken to the Photoshop Help website where you can browse through the Help contents, search the Adobe Help resources, or even view articles and threads from others who are looking for or offering help.

Deactivate

When you install Photoshop on your computer and activate it, Adobe keeps a record of it. After you have installed Photoshop twice using the single-user application, Adobe deactivates your product to prevent further use. This obviously keeps you from passing your copy of Photoshop to your friends, neighbors, and your cousin's boyfriend's sister-in-law.

The Help ⇨ Deactivate option allows you to deactivate the Photoshop license on the computer from which you run it. Upon deactivating, Photoshop will not load properly; however, you can then activate the license again on another computer or even on the same computer. The Deactivation screen prompts you with these three options:

- **Suspend Activation.** This disables the license on this computer, allowing you to run Photoshop on another computer or do an uninstall and reinstall of Photoshop. The license remains on the computer.
- **Deactivate Permanently.** This permanently removes the Photoshop license from this computer. You need to completely re-enter the license to add it back to that computer. Use this option if you want to permanently remove the license from the computer, for example, if you are selling it or need to do a complete system restore that would wipe out all data.
- **Cancel.** This cancels you out of deactivation without taking action. Photoshop still runs normally.

CAUTION

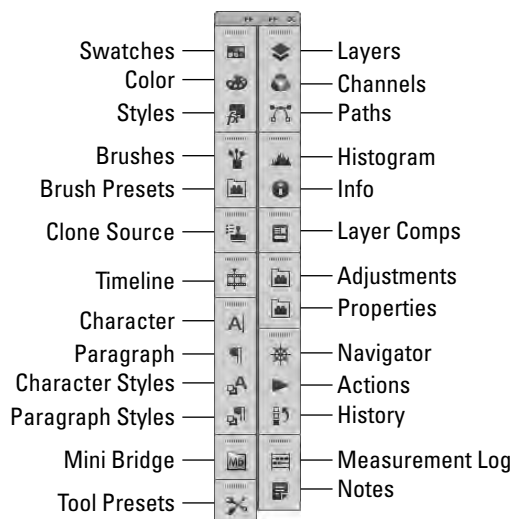
The Deactivate menu option is absolutely imperative for you to know if the Adobe anti-piracy policy lockout becomes a problem, or if you are restructuring your system or purchasing a new computer. In order to reinstall Photoshop on a new system, or if you need to replace the hard drive, you need to deactivate Photoshop. Go to the Help menu and choose Deactivate. Doing so allows you to activate your software the next time you install it.

Exploring Panels

The panels in Photoshop are mini-applications with their own windows, controls, and menus. You rely heavily on the Photoshop panels to do most of your editing. Photoshop has many panels, each of which provides its own set of functionality. The functionality of some panels is limited, while other panels are almost applications in their own right. We will discuss each of the panels in detail throughout the book as we cover the features that they are used for. The purpose of this section is to familiarize you with the panels that are available. Figure 2.23 shows the icons for each of the panels.

FIGURE 2.23

Photoshop provides several panels that each act as individual utilities. You can view these panels by selecting them from the Window menu or clicking their icons.



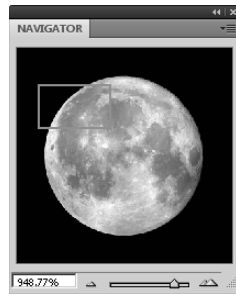
As a quick guide, the following list describes the icons for each of the panels and where they are covered in the book:

- **Swatches.** Provides a simple way to manage sets of colors that you use in different documents. See Chapter 4.
- **Color.** Allows you to quickly select any color in the possible ranges that Photoshop supports. See Chapter 4.
- **Styles.** Allows you to manage the style sets that can be applied by various tools when painting or applying filters. See Chapters 10 and 16.
- **Brushes.** Provides a robust interface that allows you to define different types of brush qualities and behaviors that are used by Brush tools. See Chapter 16.
- **Brush Presets.** Allows you to easily manage sets of brushes that can be used by the various Brush tools. See Chapter 16.
- **Clone Source.** Provides a dynamic interface to control the source used by the Clone tools to heal areas of photos and remove unwanted items. See Chapter 15.
- **Timeline (Extended only).** Provides a timeline-based utility that adds animation to images. See Chapter 26.
- **Character.** Provides options to quickly format character styles, fonts, and spacing of textual elements in images. See Chapter 18.
- **Paragraph.** Provides options to quickly format paragraph styles and spacing of textual elements in images. See Chapter 18.
- **Character Styles.** Allows you to create and save character style settings that enable you to keep text consistent between documents. See Chapter 18.
- **Paragraph Styles.** Allows you to create and save paragraph style settings that enable you to keep text consistent between documents. See Chapter 18.
- **Mini-Bridge.** Provides some of the functionality of Bridge that allows you to quickly select and organize image files. See Chapter 6.
- **Tool Presets.** Allows you to quickly view and select presets for the tool that is currently selected in the Toolbox.
- **Layers.** Allows you to select, create, edit, and manage layers. This is one of the panels you'll use most often. See Chapter 10.
- **Channels.** Allows you to view and manage each of the different color channels in an image as well as create additional channels such as alpha channels. See Chapter 11.
- **Paths.** Allows you to manage and use vector paths in images. See Chapter 17.
- **Histogram.** Provides a simple-to-understand view of the overall distribution of color and levels in an image. See Chapter 4.
- **Info.** Allows you to view color and other information about individual pixels in the image by hovering the mouse over them. See Chapter 4.
- **Layer Comps.** Allows you to easily create, manage, and view multiple versions of a layout in a single Photoshop file. See Chapter 10.
- **Adjustments.** Allows you to apply several adjustments to a layer in an image. See Chapters 10 and 13.

- **Properties.** Provides an additional interface with properties pertaining to other panels, such as adjustments. This has replaced the Masks panel where you create and control masks. See Chapter 10.
- **Navigator.** Provides a simple interface that allows you to quickly zoom in on areas of an image. The interface includes a slider control at the bottom that zooms in on the image. It also displays a miniature version of the image with a red rectangle that you can move to pan to a specific area of the image, as shown in Figure 2.24.
- **Actions.** Allows you to record and then reapply a series of commands that perform common tasks such as applying filter settings. See Chapter 5.
- **History.** Provides access to the history states of the document that are recorded each time you change the document. See Chapter 5.

FIGURE 2.24

The Navigator panel allows you to quickly zoom in on the image in the document window and then pan to specific locations.



- **Measurement Log.** Keeps track of measurements as discussed earlier in this chapter.
- **Notes.** Allows you to view and manage notes that you create with the Note tool. This is discussed later in this chapter.

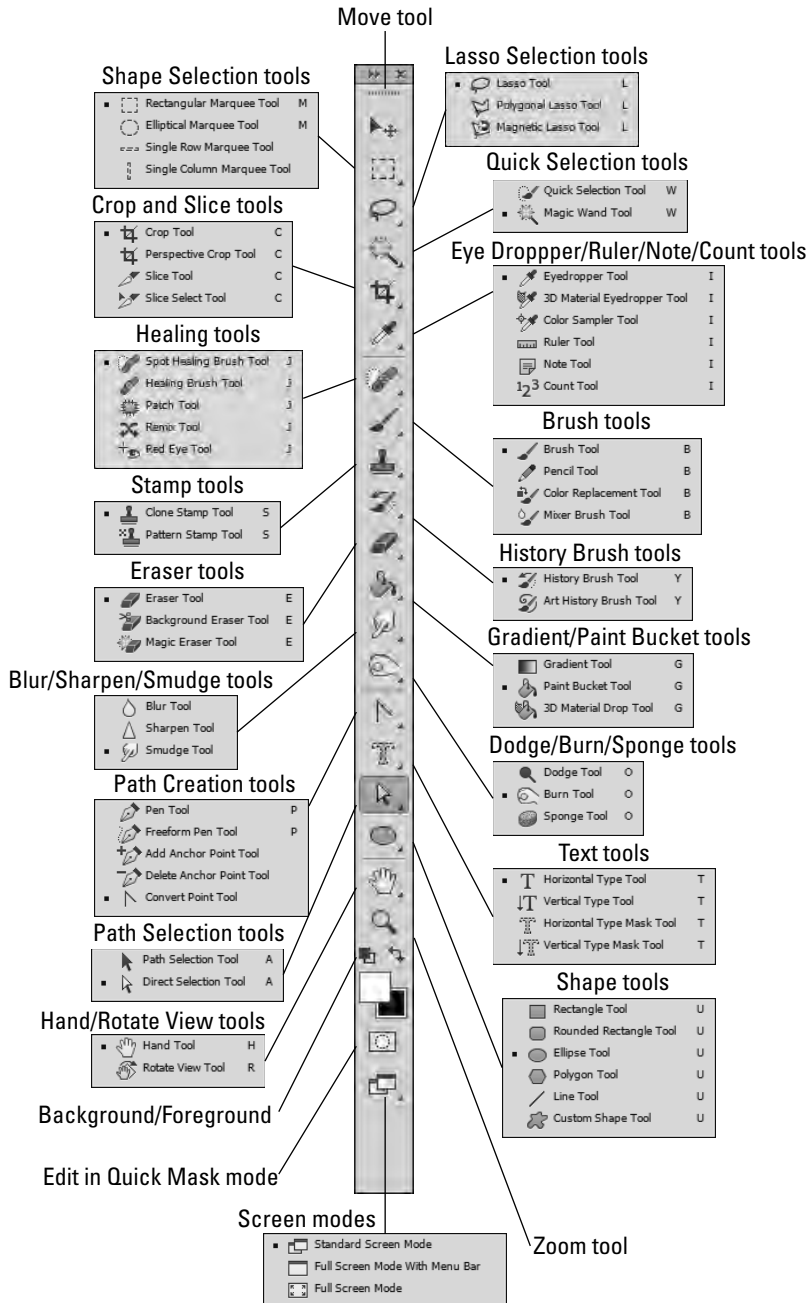
Understanding the Tools in the Toolbox

The Toolbox provides easy access to all the tools that you use to interact directly with pixels in the document window. To enable or disable the Toolbox, choose **Window ⇨ Tools** from the Photoshop menu bar.

You can expand most of the tools in the Toolbox by pressing and holding the mouse button over them to reveal several other tools. Figure 2.25 shows the expanded menu of the Toolbox. From the expanded tool menu, you can select other tools. The icon of the currently selected tool is displayed in the Toolbox, and the cursor changes to reflect the current tool as well.

FIGURE 2.25

Photoshop provides several tool sets in the Toolbox, and you can expand the tool sets to reveal additional tools.



NOTE

As you select different tools in the Toolbox, the options bar changes to reflect specific options for these tools. The settings in the options bar define the behavior of the tool selected in the Toolbox and extend the tool's capabilities. When you change a tool's settings and then use other tools, the settings for that tool remain the same when you return to it.

Just as with panels, the tools in the Toolbox are covered in various sections throughout the book. The purpose of this section is to familiarize you with the organization of the Toolbox and what kinds of tools you can find there.

TIP

A great feature in Photoshop is the ability to quickly select and even temporarily switch tools on the fly. In many of the tool sets, you see a letter on the right side of the tools. Pressing that letter on the keyboard selects that tool set. Pressing and holding the Shift key while pressing the letter toggles through the different tools in the tool set. You can temporarily switch tools by pressing and holding the letter key for the tool while you use it, and when you release the key, Photoshop reverts to the original tool. For example, if you press and hold the V key when another tool is selected, Photoshop temporarily changes to the Move tool and you can move objects. When you are finished moving items, release the V key and the tool reverts to the original tool.

The following list briefly describes each of the tool sets in the Toolbox, as well as where you can find more information about them in this book:

- **Move tool.** This is the only tool that allows you to move items in the document window. It allows you to move several items, including guides, objects and shapes in shape layers, and text objects.
- **Shape Selection tools.** These tools allow you to quickly select areas of the document using rectangle, ellipse, row, and column shapes. See Chapter 9.
- **Lasso Selection tools.** These tools allow you to quickly select areas of the document by using the mouse to draw a lasso around them. See Chapter 9.
- **Quick Selection tools.** These tools can intelligently select areas of the document by detecting areas that are similar to those selected by the mouse. See Chapter 9.
- **Crop and Slice tools.** The Crop tool lets you select an area of the document to keep and remove the area around it. See Chapter 3. The Slice tools are used for creating clickable hot areas for web images. See Chapter 30.
- **Eye Dropper/Ruler/Note/Count tools.** This tool set is a catchall. The Eyedropper tool is used to select foreground colors directly from pixels in the image. See Chapter 4. The Ruler tool is used to measure areas in an image. The Note tool allows you to add notes to an image that help you retain information such as to-do editing lists with the image. The Count tool allows you to count and log items in the image, which can be useful if you are working with medical images. The Ruler, Note, and Count tools were discussed earlier in the menus section of this chapter.

- **Healing tools.** These tools provide quick ways to apply brush strokes that can heal areas of an image, from removing dust and scratches to removing red eye. See Chapter 15.
- **Brush tools.** These tools allow you to apply painting techniques to repair, enhance, and create images. See Chapter 16.
- **Stamp tools.** These tools include the Clone Stamp and Pattern Stamp. The Clone Stamp tool allows you to select an area of the image and then stamp or brush that area into other parts of the image or even other documents. See Chapter 15. The Pattern Stamp tool allows you to apply a style pattern to an image using brush strokes. See Chapter 16.
- **Eraser tools.** These tools allow you to quickly remove pixel data from an image. See Chapter 16.
- **History Brush tools.** These tools are used to repair and enhance areas of an image by painting data from previous editing states of the image. For example, you could change the image to grayscale and then use brush strokes to add color to specific areas. See Chapter 5.
- **Blur/Sharpen/Smudge tools.** The Blur and Sharpen tools allow you to use brush strokes to blur or sharpen specific areas of an image. The Smudge tool allows you to use brush strokes to smudge existing pixels into each other. See Chapter 16.
- **Gradient/Paint Bucket tools.** The Gradient tool allows you to paint a gradient pattern onto an image. The Paint Bucket tool allows you to apply a paint color to sections of an image. See Chapter 16.
- **Dodge/Burn/Sponge tools.** The Dodge and Burn tools allow you to use brush strokes to lighten or darken areas of an image. The Sponge tool allows you to use brush strokes to remove or add color saturation in areas of an image. See Chapter 16.
- **Path Creation tools.** These tools allow you to create vector paths by creating lines between anchor points. See Chapter 17.
- **Path Selection tools.** These tools allow you to select and manipulate vector paths by adjusting the anchor points. See Chapter 17.
- **Text tools.** These tools allow you to add textual elements to images. See Chapter 18.
- **Shape tools.** These tools enable you to create and manipulate simple geometric vector shapes and lines as well as custom vector shapes. See Chapter 17.
- **Hand/Rotate View tools.** The Hand tool enables you to grab onto the image and pan by dragging the mouse. This feature is available only when you are zoomed in on the image, but it's very useful for navigating around your image. The Rotate View tool allows you to rotate the canvas in the document window by dragging with the mouse. If you press and hold the Shift key while rotating the canvas, the rotation occurs in 15-degree increments. Rotating the canvas can be useful if you need to align elements in the image with the vertical or horizontal axis of the display screen for editing.
- **Zoom tool.** This tool allows you to use the mouse to drag a specific rectangle to zoom in on the image. You can also zoom in at 100-percent increments by simply clicking

the document with the mouse. You can zoom out at 100-percent increments by pressing and holding the Shift key while clicking the document. The options bar for the Zoom tool provides several buttons to resize the document view based on actual pixels, print size, and screen size.

If you have OpenGL Drawing enabled, then you can use the Scrubby Zoom option in the Zoom tool options bar. When you enable Scrubby Zoom, you can click and drag the mouse to the left and right on the image to zoom in and out.

- **Background/Foreground.** This section of the Toolbox allows you to see and modify the current background and foreground colors. The foreground color is used by several tools to paint onto the image. The background color is used by several tools when removing pixels from the image. See Chapter 4.

TIP

Pressing D on the keyboard resets the foreground and background colors to black and white, respectively. Pressing X on the keyboard swaps the foreground and background colors.

The foreground is represented by the front square, and the background by the back square. The color of each is changed by clicking the square to launch a color chooser. The two colors can be switched by clicking the curved line with arrows on each end. To revert to the default colors of black and white, click the small black-and-white icon.

- **Edit in Quick Mask mode.** This option toggles between Normal and Quick Mask mode. The Edit in Quick Mask mode option allows you to tweak selections using the Brush tool to paint the exact shape. See Chapter 9.
- **Screen Mode.** This option allows you to quickly toggle between Standard, Full Screen, and Full Screen with Menu Bar modes.

TIP

You can activate the Quick Mask mode by pressing Q on the keyboard whenever you have an active selection in the document.

Configuring Presets

As you become more familiar with the options that are available for different tool panels in Photoshop, you realize that it takes a while to optimize some tool settings and panels for what you need them to do. If you have to do that over and over, it can become time consuming. That's where presets come into play.

A *preset* is simply a collection of saved settings that you can easily reload to make a tool behave the exact same way each time the preset is used. Presets are organized into sets that can be loaded for each tool or panel and then easily selected. You will work with presets

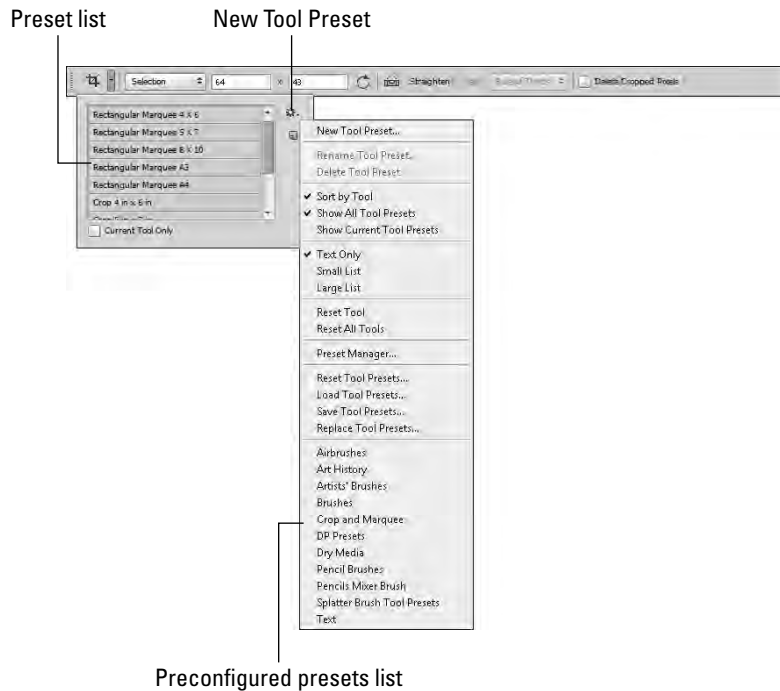
throughout the book, but this section is designed to familiarize you with what presets are and the tools that you use to select and manage them.

Selecting tool presets

The simplest way to select tool presets is from the Preset menu option found in every tool options bar, as shown in Figure 2.26. For the Crop tool, you see presets for each of the standard photo sizes. Selecting one of the presets configures the Crop tool to crop the image to the specific size without your having to change the settings manually.

FIGURE 2.26

The Presets option in the options bar allows you to quickly configure settings for the tool by selecting a preset from a list of tool configurations.



From the preset menu shown in Figure 2.26, you have the following options:

- **Preset list.** Displays a list of presets. When you select an item from the list, the options in the tool are set to the values that are stored in the preset.
- **Current Tool Only.** Displays only presets that pertain to the current tool when this box is checked.

- **New Tool Preset.** Enables you to store the current tool settings as a preset when you click this button. The new preset is displayed in the preset list.
- **Rename Tool Preset.** Allows you to change the display name of a tool preset so that you can refer to it more easily. You may end up adding several new presets, so you should keep the names specific.
- **Delete Tool Preset.** Removes the selected tool preset from the list.
- **Sort by Tool.** Sorts the preset list by tool rather than alphabetically when selected.
- **Show All Tool Presets.** Displays all available tool presets in the Preset list when checked. This is useful to switch between tools without selecting them from the Toolbox.
- **Show Current Tool Presets.** Displays the tool presets for only the currently active tool when checked. If you have a lot of tool presets, then you may want to check this item so that it is easier to find them.
- **Display options.** Allow you to display the list as text only, or to include small or large tool icons.
- **Reset Tool.** Resets the settings of the current tool to the default Photoshop values.
- **Reset All Tools.** Resets all tools to the default Photoshop values.
- **Preset Manager.** Launches the Preset Manager, which we will discuss in the next section.
- **Reset Tool Presets.** Resets the current list of tool presets to the stored values. This allows you to discard any changes you have made and go back to the last time you saved them.
- **Load Tool Presets.** Loads a set of tool presets that have previously been saved.
- **Save Tool Presets.** Saves the current tool presets to disk for later retrieval.
- **Replace Tool Presets.** Replaces the current tool presets with one that has been stored on disk.
- **Preconfigured Presets list.** Lists preconfigured presets. For example, the Airbrushes presets contain several brush tip presets for airbrushing and the Crop and Marquee presets contain several presets for the Crop tool.

NOTE

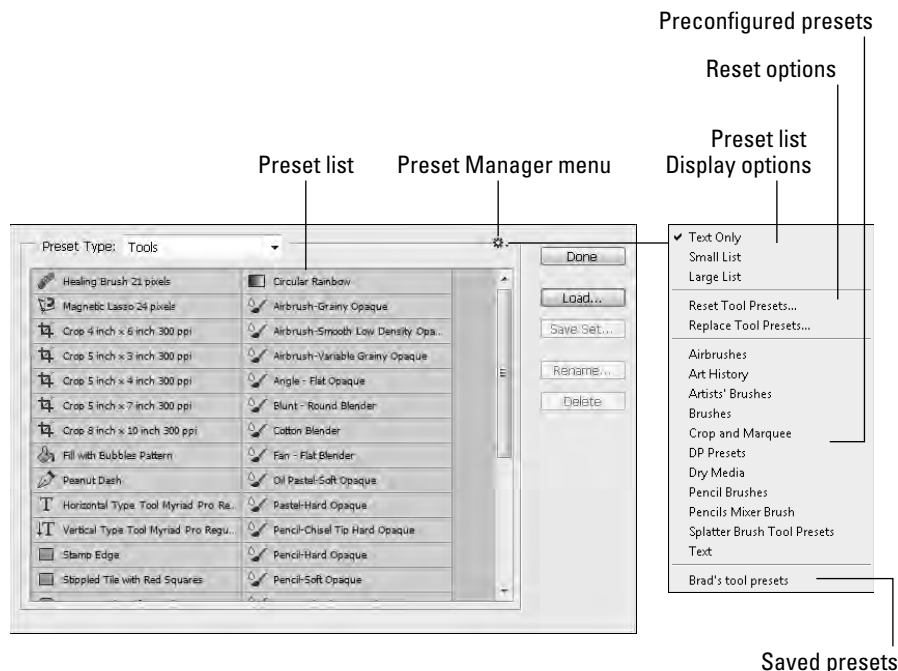
You can select presets from the Tool Presets panel. If you deselect the Current Tool Only option, the list in the tool options bar and in the Tool Presets panel displays all currently loaded presets instead of just those for the current tool. Selecting a preset switches to that tool with the appropriate settings.

Managing presets

Presets are organized into sets, and each set is saved as a separate file on the file system. The Preset Manager allows you to create, load, and manage the sets of tool presets. To access the Preset Manager, choose Edit ⇨ Preset Manager, or click the menu icon of the Preset list shown in Figure 2.27 and choose Preset Manager from the menu.

FIGURE 2.27

The Preset Manager allows you to load, save, and manage presets for Photoshop tools as well as other types of settings such as brushes, text, and colors.



The Preset Manager provides the Preset Type option that allows you to select the preset types. In addition to tool presets, you find presets for paintbrushes, color swatches, styles, and others. When you select a different type, the list of presets changes to reflect the presets for that type.

You can use the mouse to select presets from the list, including any new ones you have created, and then use the Save Set button to save the selected presets as a new set. To load additional presets, click the Load button. When you try to load a new set, you are prompted to add the set to the current list or to append the loaded set to the existing list.

Clicking the Preset Manager Menu button loads a menu similar to the one in Figure 2.27. The menu is different for each preset type, but they are all organized into the following sections:

- **List options.** This option defines how to display the presets. You can select text only, lists with icons, and different sizes of icons, depending on the preset type.
- **Reset/Replace options.** The Reset Tool Presets option resets the preset list for the selected preset type to the Photoshop default. This is a must when you begin

tweaking lists and appending sets. The Replace Tool Presets option allows you to load a preset list from a file on disk and replace the current preset list.

- **Preconfigured presets.** Photoshop provides several preconfigured presets that can be applied to the current set. The list of preconfigured presets is different for each preset type. When you select one of these sets, you are prompted to either replace the current list or append the new list to the current list.

Creating presets

When you make changes to a tool's settings in the options bar, Photoshop will remember those settings the next time you select the tool. At times, you will want to quickly toggle between different customized settings. The best way to handle this workflow is to create presets for each of the custom settings. Creating your own custom presets saves you valuable time adjusting settings that you use frequently.

Presets are created differently, depending on what type of preset you are creating.

Follow these steps to create a new tool preset:

1. **Select a tool from the Toolbox.**
2. **Adjust the settings in the options bar.**
3. **Open the Preset option for the tool (refer to Figure 2.27).**
4. **Click the New Preset button.**
5. **Enter the name that you want to use for the preset, and click OK.**

This permanently saves the preset in the Preset Manager until you delete it.

Follow these steps to create a custom style preset:

1. **Select a layer that is not locked.**
2. **Select one of the options in the Add a Layer Style button at the bottom of the Layers panel to launch the Layer Style dialog box.**
3. **Adjust the options for each effect to be included in the preset.**
4. **Click the New Style button in the Layer Style dialog box, and name the preset.**

Follow these steps to create a custom brush or pattern preset:

1. **Select the pixels you want to use to create the brush or pattern.**
We discuss area selections in Chapter 9.
2. **Choose Edit ⇨ Define Brush Preset or Edit ⇨ Define Pattern from the Photoshop menu bar.**
3. **Name the brush or pattern and click OK.**
4. **Select the Brush tool if you are creating a custom brush preset.**
5. **Refine the brush or pattern by adjusting the settings in the Brushes panel.**

Follow these steps to create a custom shape preset:

1. **Create a path.**
2. **Select the path in the Paths panel.**
3. **Choose Edit ⇨ Define Custom Shape from the Photoshop menu bar.**
4. **Name the shape preset.**

Follow these steps to create a custom color swatch preset:

1. **Click the Foreground color in the Toolbox to launch a Color Picker.**
2. **Define the custom color.**
3. **Hover the mouse cursor over a blank area in the Swatches panel until the cursor changes to a paint bucket.**
4. **Click to add the color to the swatches.**

NOTE

When you save preset lists, the filename must be saved with the appropriate file extension. This actually makes the preset files easy to locate later when Photoshop searches the file system if you forget where you saved them. The default extensions are brushes (.abr), color swatches (.aco), contours (.sch), custom shapes (.csh), gradients (.grd), patterns (.pat), styles (.asl), and tools (.tpl).

Setting Preferences

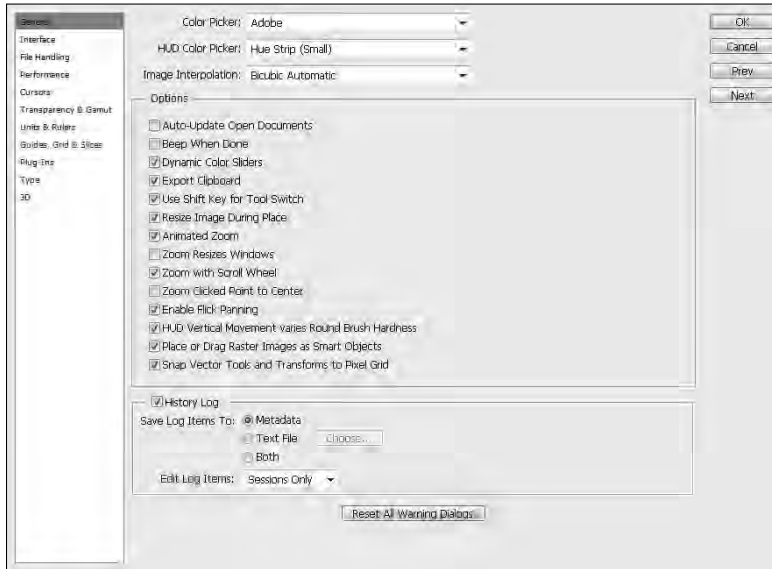
Setting the preferences allows you to work in a customized environment that feels comfortable to you. Whether you like to have cursors that are more precise or you want your rulers to show centimeters instead of inches, you can make a variety of changes using the Preferences dialog box.

The preferences are under the Edit menu, so choose Edit ⇨ Preferences ⇨ General on Windows and Photoshop ⇨ Preferences ⇨ General on the Mac to open the Preferences dialog box in the General pane, as shown in Figure 2.28. All the options available in the Preferences menu are also available in the left pane of the Preferences dialog box, with the exception of the Camera Raw preferences. Simply click one to display the pane you want.

Before you get started setting preferences, though, you'll probably want to know how to restore the Adobe presets, just in case. To restore all the settings to the Adobe Photoshop defaults, press and hold the Ctrl+Alt+Shift/⌘+Option+Shift keys while you open Photoshop. You are asked if you want to delete the current settings. You have a second option if you are running Mac OS: Open the Preferences folder inside the Library folder, and drag the CS settings to the trash. The folder is automatically re-created the next time Photoshop starts.

FIGURE 2.28

The Preferences dialog box allows you to customize many of the settings in Photoshop.



Before you get started setting preferences, though, you'll probably want to know how to restore the Adobe presets, just in case. To restore all the settings to the Adobe Photoshop defaults, press and hold the **Ctrl+Alt+Shift**/**⌘+Option+Shift** keys while you open Photoshop. You are asked if you want to delete the current settings. You have a second option if you are running Mac OS: Open the Preferences folder inside the Library folder, and drag the CS settings to the trash. The folder is automatically re-created the next time Photoshop starts.

NOTE

The Library folder in the user's home directory is hidden on the Mac, so you will need to hold down the Option key while clicking on the Go menu to have it appear in the menu.

Updating General preferences

The General preferences panel provides you with the ability to control different aspects of the Photoshop environment. This panel has several basic options that either apply to Photoshop as a whole or just don't fit well into any other menu. This is the place to start looking if you need to find a setting that doesn't directly apply to any of the other preferences panels. From the General preferences panel, you can set the following options:

- **Color Picker.** When Photoshop operations require you to choose a color, you choose a new background or foreground color using the color picker displayed in the Toolbox. You use a color picker to choose a color. A color picker usually takes the form of a color wheel or a color palette. The Adobe color picker appears by default, and in many cases it's the best choice; it was custom designed for Photoshop, after all. You also have the option to use the standard color picker for your operating system — Mac OS or Windows. For Macs, you will be able to choose from a variety of color pickers such as a wheel and spectrum. At some point, you may install plug-ins that give you additional color picker options. They also display in the Color Picker drop-down menu.
- **HUD Color Picker.** When you select this option, it allows you to define the style of color picker that is used by the HUD (Heads Up Display).
- **Image Interpolation.** When images are resized, transformed, or otherwise manipulated, pixels are added or taken away to make up the difference. This is called interpolation, and the method of interpolation determines not only the quality of the resulting image, but also the speed with which the image is processed. Figure 2.29 shows examples of an image of a rose enlarged five times using each method of interpolation. We zoomed in so the difference would be much more obvious.

NOTE

You can change the image interpolation in the Image Size dialog box. A menu includes all the options available. The option you set in the preferences becomes the default option in the Image Size dialog box.

- **Nearest Neighbor (preserves hard edges).** This option simply copies the pixels and creates identical pixels next to them. This is a much faster process, but for obvious reasons, it creates an image with jagged edges.
- **Bi-linear.** This option takes the four surrounding pixels and averages them to create a new pixel. This creates a softer look than the Nearest Neighbor option, resulting in a smoother image but at the sacrifice of sharpness.
- **Bicubic (best for smooth gradients).** This option goes one better than the Bi-linear option by using the eight surrounding pixels to create an average. It also creates more contrast between the pixels, restoring some sharpness to the image.
- **Bicubic Smoother (best for enlargement).** This option is designed to create the smoothest possible transition when enlarging an image. It reduces the jagged edges and overall “filled-in” look you get when pixels are created to fill in the gaps of an image.
- **Bicubic Sharper (best for reduction).** This option uses the Bicubic method of interpolation and adds a sharpening filter to further increase the sharpness of the pixels. This option is best for reducing the image size.

FIGURE 2.29

The image interpolation option affects the quality and look of the final image.



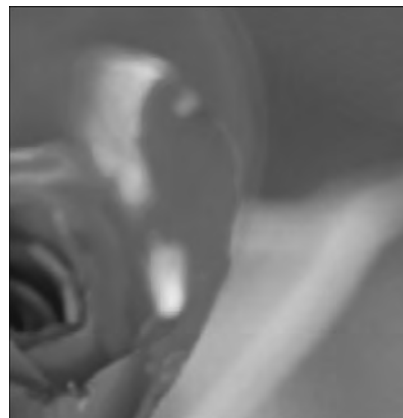
Nearest Neighbor



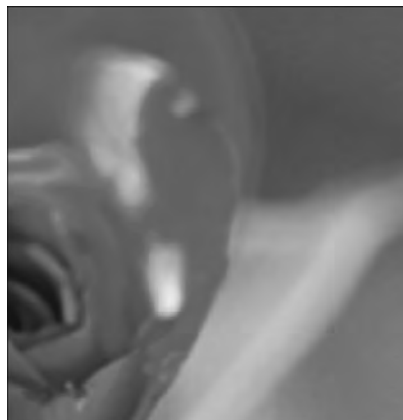
Bi-linear



Bicubic



Bicubic Smoother



Bicubic Sharper

NOTE

It should be obvious from reading about image interpolation that the more you manipulate an image, the more that image deteriorates. Although some changes are usually necessary to get the results you desire, be careful how many steps you take to create those changes. If you want to make an image smaller, for instance, and you reduce it more than you anticipated, don't just make the reduced image larger. Step backward and undo the first resize and then try reducing again. You may also want to check out some of the third-party plug-ins available on the Adobe Marketplace website for enlarging images.

- **Auto-Update Open Documents.** This option tells Photoshop to automatically check the hard disk for changes made to any open file, and to update the file to reflect the saved changes. The best time to use this option is when two or more collaborators are working on the same file and you want to keep up with the changes being made by others.
- **Beep When Done.** This option causes Photoshop to beep whenever it finishes an operation. This is useful if you are making less obvious changes and want to be sure the operation is finished, or you're performing more time-consuming operations and you want to walk away from your computer while they process.
- **Dynamic Color Sliders.** When you open the Adobe color picker, you use a color slider to change the range of colors visible in the color selection box. With Dynamic Color Sliders turned on, as you move the slider, the box changes color in real time. The only reason to turn off this option is if you are using a computer that was built sometime in the last millennium and it just can't handle the real-time change without slowing you down.
- **Export Clipboard.** This option allows you to copy or cut content from Photoshop and paste it into other applications by copying the Photoshop clipboard to the operating system's Clipboard.
- **Use Shift Key for Tool Switch.** This option allows you to switch tools by pressing the Shift key and the hotkey. If this option is turned off, pressing the hotkey more than once cycles through the available tools. The Toolbox includes "tool drawers," where one or more tools hide behind the visible icons in the Toolbox. Hotkeys also provide access to these tools.
- **Resize Image During Place.** This option resizes a placed image to fit the destination document into which you are pasting it. For instance, if you are placing a very large file into an open image that is much smaller, the document resizes to fit into the smaller canvas area. If this option is not turned on, the larger document may overlap the canvas area, hiding the entire image. Keep in mind that any resizing compromises the image quality and should be kept to a minimum if possible.
- **Animated Zoom.** This option allows you to continuously zoom with the Zoom tool by pressing and holding the left mouse button. It's a great way to control how far you want to zoom in (or out), but be warned: it can be a little slow with larger files.

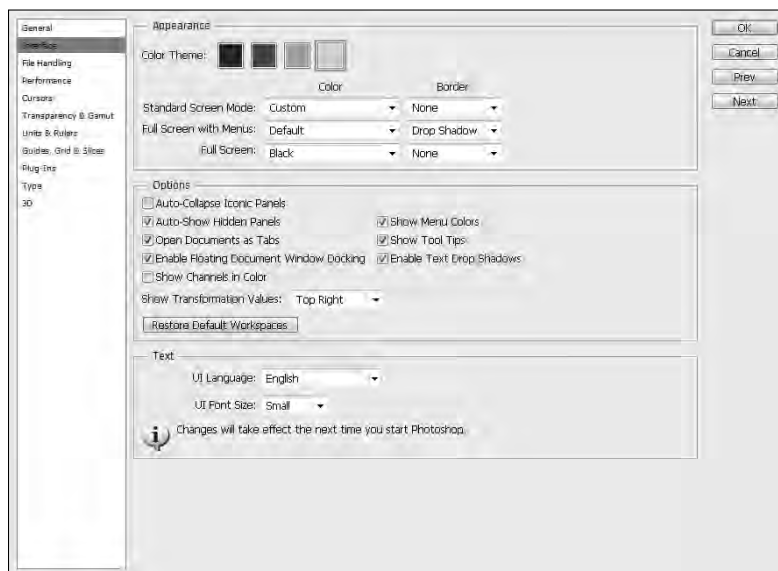
- **Zoom Resizes Windows.** This option works only if you are using floating windows for each of your documents. These windows are resized as your images are resized. This eliminates the white space around images that have been reduced and keeps the images that you've zoomed into in view, instead of hanging out of the edges of your window. If you use floating windows a lot, we suggest turning this option on.
- **Zoom with Scroll Wheel.** This is our personal favorite zoom preference. With this option activated, you can use the scroll wheel of your mouse, if it has one, to zoom in and out of the selected image. No looking around for the Zoom tool or trying to remember its hotkey; just use the scroll wheel, and you can take a closer look at that area of your image you are trying to get just right and then zoom right back out to fit it in the screen.
- **Zoom Point Clicked to Center.** This option extends the function of the Zoom tool. When you click an area of your image with the Zoom tool, it zooms into that area generally, but with the Zoom Point Clicked to Center option turned on, the area you click becomes the center of the zoomed image.
- **Enable Flick Panning.** This option enables you to pan smoothly around an image. You can use the Hand tool to click the document, drag quickly, and then release the mouse button, and the document continues to pan just as if you had flicked it.
- **HUD Vertical Movement varies Round Brush Hardness.** This option affects the Heads Up Display (HUD). When you select it, vertical movements in the HUD adjust the hardness of the Round Brush tip instead of the opacity.
- **Place or Drag Raster Images as Smart Objects.** This option allows you to drag and place raster images in layers. Photoshop does this by temporarily converting them to Smart Objects and then back to raster images. This option can use a lot of processing power, so you should enable it only if you are willing to sacrifice some computer speed.
- **Snap Vector Tools and Transforms to Pixel Grid.** This option automatically snaps edits done by vector tools and transforms to the pixel grid.
- **History Log.** This option lets you keep a log of what editing has been done to the file using the following settings:
 - **Save Log Items To.** This option lets you store the history as metadata inside the actual image file, as a separate text file, or both. Keeping a log as metadata makes the history data easy to transfer between systems, but it increases the size of the file, and you need to remove the history before distributing it to others.
 - **Edit Log Items.** This option allows you to specify how detailed the history is. The Sessions Only option records only the date and time you edit the file in Photoshop. The Concise option also records the text that appears in the History panel. The Detailed option also records the commands used to edit the file. Obviously, the more detailed the history, the more the file size grows.
- **Reset All Warning Dialogs.** This option enables any warning dialog boxes that have been disabled when you selected a warning dialog box's "Don't Show Again" option.

Arranging Interface preferences

The Interface preferences pane provides options for you to configure how the Photoshop workspace looks and performs. For example, you can specify colors and how panels behave. The Interface pane, shown in Figure 2.30, allows you to define the general look of the Photoshop interface, including windows, panels, and documents, using the following settings:

FIGURE 2.30

The Interface settings in the Preferences dialog box allow you to define the look and feel of the windows, documents, and panels in Photoshop.



- **Appearance.** These options define the general appearance of Photoshop by setting the following options:
 - **Color Theme.** Allows you to select from four different Dark UI color themes. Each of these themes will set the menu, option bar, panel and document window background colors to different levels of darkness. This is a great feature to quickly change the appearance to be darker if you prefer to work in a darker UI.
 - **Standard Screen Mode.** Allows you to define the background color and border of windows when working in the standard screen mode.
 - **Full Screen with Menus.** Allows you to define the background color and border of windows when working in the full screen with windows mode.
 - **Full Screen.** Allows you to define the background color and border of windows when working in the full screen mode.

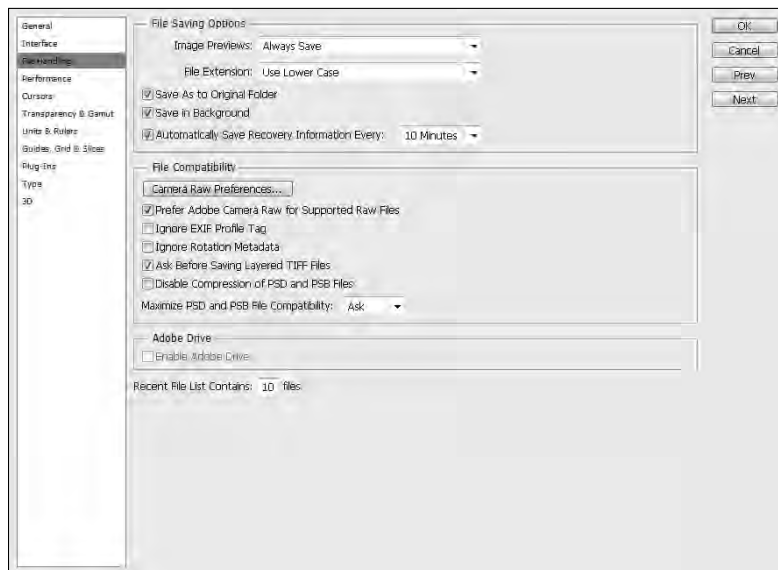
- **Panels & Documents.** When these options are selected, they define the behavior of panels and document windows using the following options:
 - **Auto-Collapse Iconic Panels.** When enabled, panels that are opened by clicking the panel icon close automatically when you click another panel or tool in the workspace.
 - **Auto-Show Hidden Panels.** When enabled, this reveals hidden panels on rollover.
 - **Open Documents as Tabs.** When enabled, files are opened in tabbed document windows that are docked to the document workspace. When disabled, files are opened in a floating document window.
 - **Enable Floating Document Window Docking.** When selected, you can dock floating document windows with each other to make floating document groups that can be controlled together.
 - **Show Channels in Color.** By default, channels are displayed in grayscale when you view them individually. Displaying the channels in color can give you a better perspective on the color, but it's not the best option when trying to determine tonal adjustments that need to be made to an individual channel. See Chapter 11.
 - **Show Transformation Values.** When you click the down-arrow, the list specifies where to display the contextual transformation value next to the cursor. You can specify never to turn them off or to display them at top right, top left, bottom right, or bottom left.
 - **Restore Default Workspaces.** When clicked, this button resets the workspace to the default settings. Photoshop keeps track of the panels that are opened and layout changes that you make to the current workspace. When you open the workspace again, the panels return to the way you left them.
 - **Show Menu Colors.** When selected, the colors that you define by choosing **Edit** ⇨ **Menus** or **Window** ⇨ **Workspace** ⇨ **Keyboard Shortcuts & Menus** ⇨ **Menus** are displayed in the menus. The ability to toggle this option on and off can be useful if the menu colors are distracting for some of your workflows.
 - **Show Tool Tips.** When selected, a textual description of tools, settings, windows, and panels is displayed when you hover the mouse over these items.
 - **Enable Text Drop Shadows.** When selected, text on panels has a drop shadow. This can make the interface look better.
- **User Interface Text option.** When selected, this allows you to set the language and font size used for the text in the Photoshop menus, tools, panels, and so on. You need to restart Photoshop after changing these settings.

Setting File Handling preferences

You can use the File Handling preferences to configure options for saving files, such as background saves, auto recovery, and file compatibility. The File Handling preferences pane, shown in Figure 2.31, provides the following settings to define behavior when saving files:

FIGURE 2.31

The File Handling settings in the Preferences dialog box allow you to configure options such as compatibility settings for when you save files.



- **File Saving Options.** These options control the following behavior when saving files:
 - **Image Previews.** This option controls whether to save the preview thumbnail data to a file when you save the image. Options are Never Save, Always Save, or Ask When Saving.
 - **File Extension.** This option specifies to save the extension in uppercase or lowercase format.
 - **Save As to Original Folder.** This option causes Photoshop to default to the original folder the file was opened from when you choose File ⇨ Save As.
 - **Save in Background.** This option saves images in the background rather than asking you to wait. This can be extremely useful when you are trying to work with large images. You can save them and go back to working on them while Photoshop works on saving them.
 - **Automatically Save Recovery Information Every.** This option saves recovery information necessary to restore files in case a serious computer problem forces Photoshop to shut down. This is a great feature, but it also affects performance while the current file recovery data is being saved, especially if you have several files open. If Photoshop or your computer does crash, the files that were open will be opened again with 'recovery' in the filename, and you have the option of saving any work that was lost before the last recovery save. The default interval is 10 minutes; however, you can change this value to suit your needs.

- **File Compatibility.** These options provide the following settings for file compatibility when saving files:
 - **Camera Raw Preferences.** This button launches a dialog box where you can set Camera Raw preferences. See Chapter 7 for more information about Camera Raw settings.
 - **Prefer Adobe Camera Raw for Supported Raw Files.** This option causes Camera Raw files to be opened by Adobe Camera Raw instead of other applications, including Photoshop.
 - **Ignore EXIF Profile Tag.** This option can help you to determine whether your camera has faulty color data. EXIF information is data about a photo that is embedded by a digital camera when the photo is taken. Cameras typically embed color profile data with the image to help ensure color correctness. However, if the camera has faulty color data, the image may not look as good as it should.



If your photos aren't looking quite right, select this option and see if they look better. If not, you may need to deselect this option for images taken with that camera. You may also try assigning a different color profile to the image, as discussed in Chapter 29.

- **Ask Before Saving Layered TIFF Files.** This option prompts you before layers are saved in a TIFF file to make certain you don't want to flatten the file. We recommend keeping the TIFF layers since it is the best way to keep the file in a very editable state with the full range of data. However, saving layers in the TIFF file may result in a much larger file size, and some applications that support TIFFs do not support layers. Keep this setting on, just as a reminder when saving TIFF files.
- **Disable Compression of PSD and PSB Files.** This option disables Photoshop from compressing PSD or PSB files. This increases the compatibility and slightly improves quality in certain settings; however, it also increases the size of the file on disk.
- **Maximize PSD and PSB File Compatibility.** This option controls whether Photoshop tries to maximize the PSD compatibility between older versions of Photoshop when you save an image. Options are Never, Always, or Ask. Maximizing compatibility is good, but it comes at the cost of greater file size. This preference defaults to Ask, but if you know that you will never use an older version of Photoshop, disabling it saves you an extra mouse click.
- **Enable Adobe Drive.** This option enables Adobe Version Cue through Adobe Drive, which manages file versions when multiple people need to work on the same files. Version Cue can track changes to a file as different people work on it. This option should be enabled only if you are using Version Cue.
- **Recent File List Contains.** This option specifies the number of files to show in the File ⇨ Open Recent File list. You may want to change this option based on the type of project that you are working on.

Adjusting Performance preferences

The Performance preferences pane in Photoshop provides options that allow you to configure settings that can help it perform better. Photoshop is a very memory- and disk-intensive application and as such, the better you adjust the performance, the faster it can perform complex operations such as Puppet Warp and Liquify. There are several settings that you can adjust in Photoshop, such as scratch disks, memory usage, and graphics processing, to improve its performance. The Performance preferences pane, shown in Figure 2.32, provides the following settings to improve some of the Photoshop features that are performance-intensive:

FIGURE 2.32

The Performance settings in the Preferences dialog box allow you to limit Photoshop so it does not consume resources on your system.



- Memory Usage.** This section defines how much system memory Photoshop is allowed to consume. It displays the current system memory and gives a suggested range. The slider and text box define the maximum amount of RAM Photoshop is allowed to use. Processing images is very CPU- and RAM-intensive. The more RAM you allow Photoshop to consume, the faster it performs; however, less memory is available for other applications.

CAUTION

Allowing Photoshop to consume too much memory can lead to extremely poor system performance that affects all applications, even Photoshop. This is one case where more is not necessarily better.

- Scratch Disks.** This section displays a list of devices that you can select for scratch disks. Photoshop uses scratch disks to cache data not currently being used when it is processing data that requires more memory than the system has available.

TIP

You get the best performance when working with Photoshop if you use three separate disk drives to store the Photoshop application, scratch data, and image files. This is because the disks can be seeking the three types of data at the same time. Keep in mind that putting 3 USB disks on the same hub will create a bottleneck that will actually degrade performance in some cases.

- **History & Cache.** This section defines settings for document caching and history retention that can improve how Photoshop performs. You have the following choices:
 - **Optimize buttons.** These three buttons optimize the cache for documents that are Tall and Thin, the Default size, or Big and Flat. These options take into account your computer hardware and current system settings.
 - **History States.** This option specifies the number of history states to cache. These history states are accessible from the History panel, as described in Chapter 5. A higher number gives you more states that you can use to backtrack changes but consumes more memory.
 - **Cache Levels.** This option allows you to define the behavior of the cache. Caching improves performance by storing lower-resolution versions of the image to display in the document window. This allows for much faster rendering by Photoshop. A setting of 1 essentially disables caching because the full image size is stored in the cache. This gives you a more accurate view of the image but results in slower rendering times. Increasing the cache number stores more low-resolution versions of the image, which improves performance while sacrificing rendering quality in Photoshop. You need to restart Photoshop for changes to the cache to take effect.
 - **Cache Tile Size.** This option specifies the number of bytes that Photoshop stores or processes at once. Typically, the rule is to use a larger tile size when working with larger images and a smaller tile size when working with smaller images or images with a lot of layers. You need to restart Photoshop for changes to the Cache Tile Size to take effect.
- **Graphics Processor Settings.** This section contains the Use Graphics Processor option, which allows you to enable or disable OpenGL drawing by your video adapter. OpenGL drawing uses the processor on your graphics adapter to render images. Using the video adapter to draw can significantly improve performance in many of the Photoshop features such as the Zoom, 3D, and Paint tools. Enabling OpenGL also enables several advanced features in Photoshop, such as the rotate view, bird's-eye zooming, pixel grid, and flick to scroll.

Clicking the Advanced Settings button loads the Advanced Graphics Processor Settings dialog box, shown in Figure 2.32, that allows you to choose from the following drawing modes for OpenGL:

- **Basic mode.** This mode uses the smallest amount of GPU memory and has the least impact on other applications running OpenGL features on the system. However, it can result in slowness in some areas of Photoshop that are GPU-intensive, such as 3D.

- **Normal mode.** This mode uses the greatest amount of GPU memory and enables additional OpenGL features, but may cause visual defects on some GPUs.
- **Advanced mode.** This mode uses the same amount of memory as Normal mode but enables even more OpenGL features that can improve performance and enhance some of the Photoshop rendering features such as zoom animation. This mode may also cause visual defects on some GPUs and interfere with other applications using the GPU.
- **Use Graphics Processor to Accelerate Computation.** This option improves the performance-heavy processing operations such as the Puppet Warp preview.
- **Use OpenCL.** This option turns on the OpenCL processing to improve performance if it is supported by the graphics adapter.
- **Anti-alias Guides and Paths.** This option causes Photoshop to anti-alias guides and paths, which makes them render more cleanly on screen. However, this also slightly impacts performance.
- **30 Bit Display.** This option increases the color fidelity on the monitor to 30 bits if it is supported.

Configuring Cursors preferences

One of the most important tools in Photoshop is the cursor. The cursor tells you where you are in the document, which in turn allows you to make precise edits and selections. The Cursor preferences allow you to configure the cursors to best fit your needs. The Cursors preferences pane, shown in Figure 2.33, provides the following settings to define the appearance and size of mouse or stylus cursors:

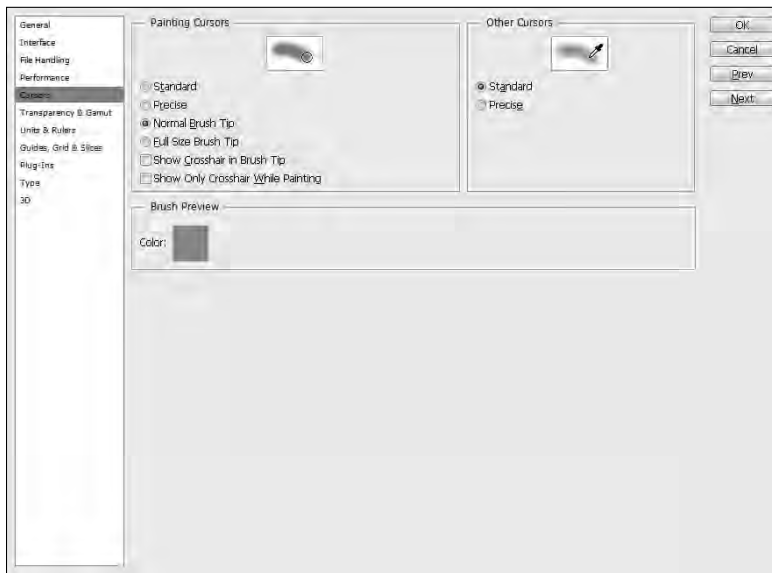
- **Painting Cursors.** This section defines the appearance and size of the cursor used with painting tools such as the brush. You can choose from these options:
 - **Standard.** This looks like the painting tool icon.
 - **Precise.** This displays a crosshair, which is much better for seeing the exact center of the brush stroke.
 - **Normal Brush Tip.** This creates a circle the size of the paint stroke, not taking into account any feathering caused by brush settings. This option is better for seeing the immediate area that will be affected by the brush stroke.
 - **Full Size Brush Tip.** This creates a circle that is the full pixel size of the paint stroke, including any feathered edges. This option is better for seeing the full area that will be affected by the brush stroke.
 - **Show Crosshair in Brush Tip.** This displays a crosshair in the center of the Normal and Full Size Brush tips.
 - **Show Only Crosshairs While Painting.** This changes from the Normal Brush Tip or Full Size Brush Tip to the Crosshair Tip when you are dragging the mouse. This allows you to see the size of the brush better before using the precision tip.

Part I: Getting Started with Adobe Photoshop CS6

- **Other Cursors.** This section defines the brush tip cursor used for tools other than the painting tool.
- **Brush Preview.** This section allows you to use a color chooser to define the color that is used for the brush editing preview.

FIGURE 2.33

The Cursors settings in the Preferences dialog box allow you to set the size and appearance of cursors when working with the Photoshop tools.

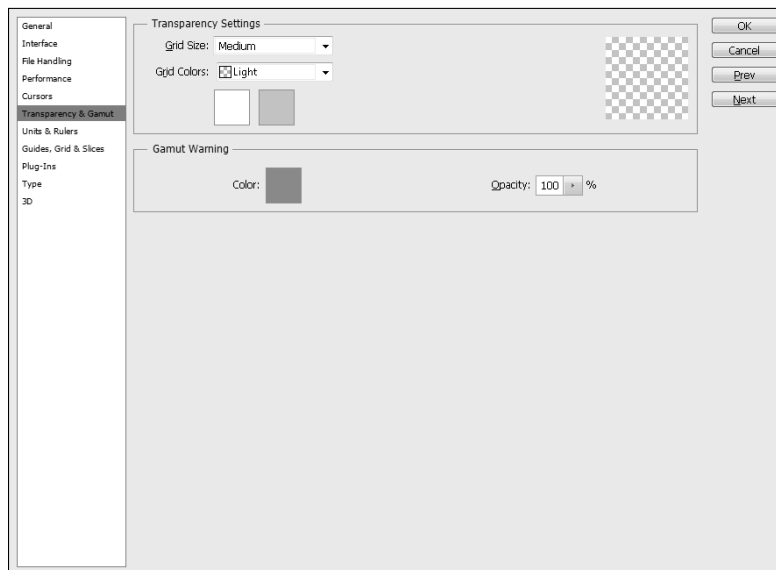


Setting Transparency & Gamut preferences

The Transparency & Gamut preferences pane is used to configure how transparent pixels appear in the document workspace. This allows you to distinguish transparent pixels from the background color. This pane, shown in Figure 2.34, provides the following settings to define the appearance of the transparency grid and gamut warning:

FIGURE 2.34

The Transparency & Gamut settings in the Preferences dialog box allow you to define the appearance of the transparency grid and gamut warning.



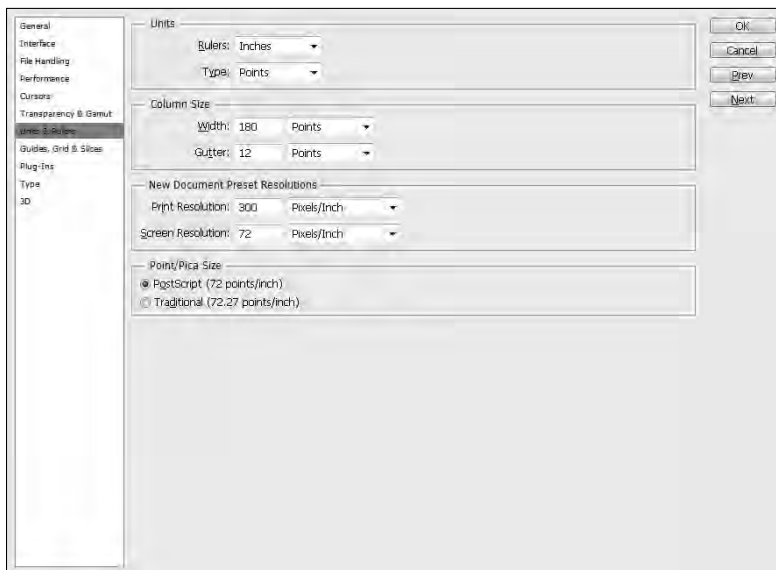
- **Transparency Settings.** This section allows you to set the size and colors of the grid used to denote transparent pixels in an image. The Grid Size options are None, Small, Medium, and Large. The Grid Colors setting provides several predefined color sets, or you can select Custom to choose your own set of colors for the grid. Typically, you have no reason to adjust the transparency colors unless you have a pattern that is similar in the image you are editing.
- **Gamut Warning.** This section allows you to specify the color used to warn you when a color is out of range for a specified color profile — for example, when you choose View ⇨ Gamut Warning or are previewing inside the Print dialog box (File ⇨ Print). The Opacity setting defines how transparent or opaque the gamut warning is when displayed. Reducing the opacity allows you to more easily see the image behind the gamut warning.

Using Units & Rulers preferences

The Units & Rulers preferences pane enables Photoshop to be versatile in representing measurements of rulers, text, and images. For example, you may want to use inches when editing one image and centimeters in another, or you may want to measure your text in millimeters instead of points. The Units & Rulers preferences pane, shown in Figure 2.35, provides the following settings to define the units, column sizes, document resolution, and point size to use in Photoshop:

FIGURE 2.35

The Units & Rulers settings in the Preferences dialog box allow you to define the units, column sizes, document resolution, and point size.



- **Units.** This section allows you to control the units used by the rulers and with type. The Rulers option specifies the units used for rulers and measurements in Photoshop. The Type option specifies the units for all the settings used by the Type tools as well as the Character and Paragraph panels.
The options are pixels, inches, centimeters, millimeters, points, picas, and percent (where percent is in relation to the size of the image). When working in a print workflow, using inches or picas is best. When working in a web workflow, using pixels is typically best.
- **Column Size.** This section is useful if you are preparing an image or multiple images that can be broken into columns. Several Photoshop dialog boxes use column width as a unit of measurement, including the New, Image Size, and Canvas Size dialog boxes. The columns in those dialog boxes are based on the Column Size settings.
- **New Document Preset Resolutions.** This section allows you to specify the default print and screen resolutions used when creating a new document with the File⇨New command from the Photoshop menu bar. Keep in mind that the screen resolution is important for images that are viewed on a computer, such as web images, but print resolution determines the print quality and size of the printed image.

- **Point/Pica Size.** This section allows you to set the number of points and picas in an inch. The PostScript method defines a pica as about 1/6 inch and a point as about 1/72 inch. Applications from years ago used a different system where there were 6.06 picas per inch and 72.27 points per inch. You should choose the Postscript setting unless you have a specific reason for using the traditional method.

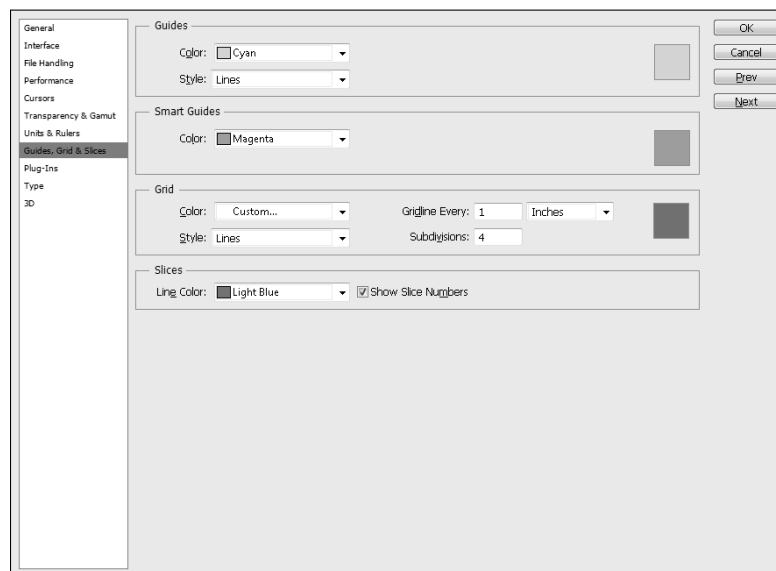
Adjusting Guides, Grid, and Slices preferences

The Guides, Grid, and Slices preferences pane allows you to configure the color and look of guides, grids, and slices. Depending on the colors in the document you are working on, you may want to change the color of these lines to be more visible. Also, depending on how precise you would like to be in your image, you may want to make the grid spacing larger or smaller, especially if you are using the Snap to Grid feature. The Guides, Grid, and Slices preferences pane, shown in Figure 2.36, provides the following settings to define the color, line style, and arrangement used when displaying guides, grids, and slice bounding boxes in the document window:

2

FIGURE 2.36

The Guides, Grid, and Slices settings in the Preferences dialog box allow you to define the color, line style, and arrangement used to display guides, gridlines, and slice bounding boxes in document windows.



- **Guides.** This section allows you to set the color and line style for guides. You can choose any color from the menu or select Custom to launch a color chooser that lets you select any color Photoshop can display. You typically want to set the guide color to something that has a high contrast with the colors in the image so that you can see it better. You can also choose to make the guide a dashed or solid line.
- **Smart Guides.** This section allows you to set the color of the smart guides only. Smart guides are the lines that temporarily appear around the pixels on a layer when you move items. Smart guides are great at helping you align the content of one layer with the content of another layer.
- **Grid.** This section allows you to set the color and line style used when displaying the grid. You want to select a color that contrasts well with the image and also contrasts with the color of the guides so you can easily distinguish the lines from each other. You can also set the spacing between grid lines and the number of subdivisions to include between grid lines. Subdivisions show up as less apparent lines.
- **Slices.** This section allows you to specify the color of slice bounding boxes and whether to display the slice number when displaying the slice.



For more information about slices, see Chapter 30.

Configuring Plug-ins preferences

Plug-ins are a very useful feature of Photoshop, allowing you to extend the product beyond its original programming. The Plug-ins preferences pane allows you to configure options that control the behavior of these plug-ins. The plug-ins preferences are discussed in Appendix B, along with several of the plug-ins that are available to add functionality to Photoshop.

Setting Type preferences

The Type preferences pane provides options to control the appearance and behavior of the type tools. You can use these options to do things such as enabling smart quotes that cannot be enabled in the type tools. The Type preferences pane, shown in Figure 2.37, provides the following settings to define behaviors such as using smart quotes and substituting fonts when adding text to images:

- **Use Smart Quotes.** When enabled, Photoshop scans through the text, detects the starting and ending quotation marks, and automatically converts them to quotes that curve toward the text inside the quotes. You may not want this option enabled if you are using text that contains a lot of single quotes — for example, using double quotes to signify inches and a single quote to signify feet.

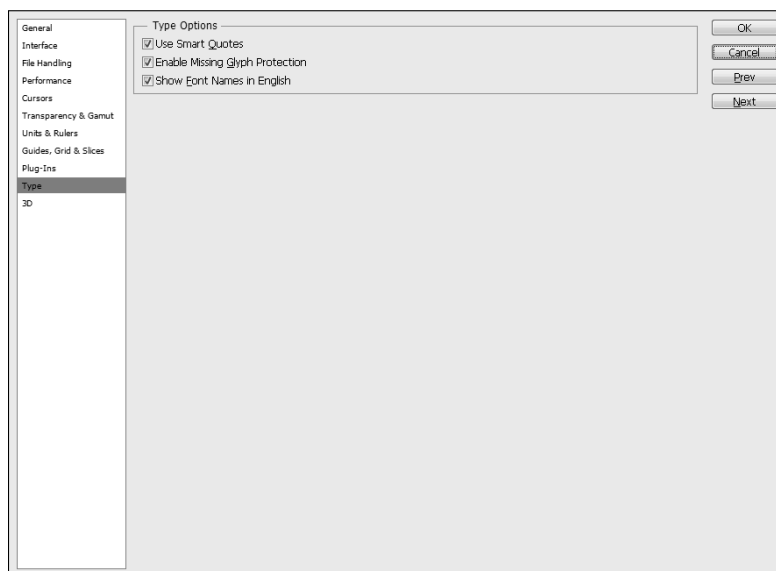


For more information about fonts, glyphs, and adding text to images, see Chapter 18.

- **Enable Missing Glyph Protection.** When enabled, Photoshop automatically makes font substitutions for any missing glyphs that appear in the text, but not in the selected font. This option can be important if you are keeping text as a vector layer and transferring the file between machines. When loaded on the second machine, if the font is not present, Photoshop automatically makes a font substitution. If this option is disabled, Photoshop prompts you first.
- **Show Font Names in English.** When enabled, the names of fonts in the font list always appear in English, even if you are working with different language fonts.

FIGURE 2.37

The Type settings in the Preferences dialog box allow you to define behaviors such as using smart quotes and substituting fonts when adding text to images.



Adjusting 3D preferences

The 3D preferences pane in Photoshop Extended allows you to configure several features of the 3D tools. You can use these preference settings to enhance performance, improve object rendering, and define the look and feel of many of the 3D controls. The concepts surrounding 3D preferences are tightly coupled with the 3D chapters in this book. Therefore, we included a description of the 3D preferences in Chapter 22. Refer to that chapter for information about setting 3D preferences.

Customizing Shortcuts and Menus

Photoshop provides a tremendous amount of power by including a lot of features. Unfortunately, that means Photoshop also had to include a lot of menus. With the sheer number of menus and tools that Photoshop has to offer, you can quickly find yourself spending more time finding tools than using them. The solution to that problem is to customize your menus and to use keyboard shortcuts.

TIP

You can create and name several customized shortcuts or menu sets. You may want to create different sets for the type of editing you are doing and then load the set that best matches your workflow.

Customizing menus

Photoshop allows you to customize the menus in two ways: you can hide menu items that you do not intend to use, or you can color code menu items to make them easier to find. To customize the Photoshop menu bar, select Edit ⇨ Menus from the Photoshop menu bar to display the Menus tab of the Keyboard Shortcuts and Menus dialog box, shown in Figure 2.38.

From the Menus tab, you can use the following options to create and manage customized menu sets:

- **Set.** This option allows you to select the default menu set or a saved menu set from the drop-down list. The Save Set icon next to the Set list allows you to save changes to the currently selected set. The New Set icon allows you to save the current menu configuration as a new set that is displayed in the Set list. The Delete Set icon removes the currently selected set from the list.

To create a new custom menu, first make all adjustments to the menus, then click the New Set icon, and finally name the set. You can then reload that set any time you like.

- **Menu For.** This option allows you to choose whether you want to edit the application menus or the panel menus. When you change this option, either the application or panel menus are displayed, depending on which option you choose.
- **Menu list.** This list displays a selection of menus that can be adjusted. You can expand and collapse a menu in the list by clicking the triangle next to the menu name. When the menu is expanded, you can customize each menu option by doing the following:
 - **Change visibility.** You can use the mouse to toggle the eye icon to hide or show the menu item in Photoshop. Figure 2.38 shows that the Background option is hidden while the others are visible.
 - **Change color.** You can change the color used for the background of the menu item. This allows you to color code certain menu types or highlight important menu items so you can more easily find them. To change the color, select a color from the drop-down menu shown in Figure 2.38.

FIGURE 2.38

The Keyboard Shortcuts and Menu dialog box allows you to create custom menus that hide unwanted items and display important items in organized colors.



2

Customizing shortcuts

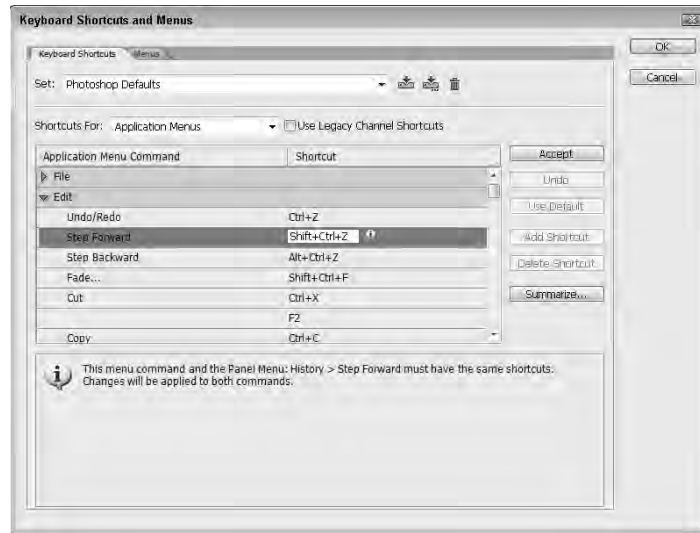
One of the best ways to speed up your workflow in Photoshop is by using keyboard shortcuts. Keyboard shortcuts allow you to use a key sequence to quickly perform tasks, select tools, and open panels. Throughout this book, we include the important keyboard shortcuts when describing various tools. If you take the time to learn and use these shortcuts, you will be more efficient at using Photoshop.

CAUTION
 You should be careful not to use system wide shortcut combinations or shortcuts that are in use with other programs that you plan to use while you are using Photoshop. This can cause conflicts that result in confusion and mistakes.

Photoshop also allows you to customize the keyboard shortcuts. To customize keyboard shortcuts in Photoshop, choose Edit ⇨ Keyboard Shortcuts from the Photoshop menu bar to display the Keyboard Shortcuts tab of the Keyboard Shortcuts and Menu dialog box, shown in Figure 2.39.

FIGURE 2.39

The Keyboard Shortcuts and Menus dialog box allows you to customize the keyboard shortcuts that you use to perform common tasks in Photoshop.



From the Keyboard Shortcuts tab, you can use the following options to create customized keyboard shortcut sets:

- **Set.** This option allows you to select the default shortcut set or a saved shortcut set from the drop-down list. As with the customizing menus, the Save Set icon next to the Set list allows you to save changes to the currently selected set. The New Set icon allows you to save the current keyboard shortcuts as a new set that is displayed in the Set list. The Delete Set icon removes the currently selected set from the list.

To create a new custom shortcut set, make all adjustments to the shortcuts, click the New Set icon, and name the set. You can then reload that set any time you like.

- **Shortcuts For.** This option allows you to select whether to edit the shortcuts for application menus, panel menus, or tools. When you change this option, the list below changes to reflect the option you choose.
- **Use Legacy Channel Shortcuts.** This option changes the channel switching shortcuts back to the pre-CS4 form for users who are familiar with those options.
- **Item list.** This list displays a selection of shortcuts for the type selected in the Shortcuts For option. You can expand and collapse items in the list by clicking the triangle next to the item name.

To change or add a shortcut to an item, click in the Shortcut column of that item. A text box appears with a cursor. When you type a key sequence into the text box, that key sequence is added to the text box. Figure 2.39 shows an example of the text box and key sequence for the Open menu item. To apply the key sequence as a shortcut, click the Accept button. To undo the change you made, click the Undo button. To revert to the Photoshop default, click the Use Default button.

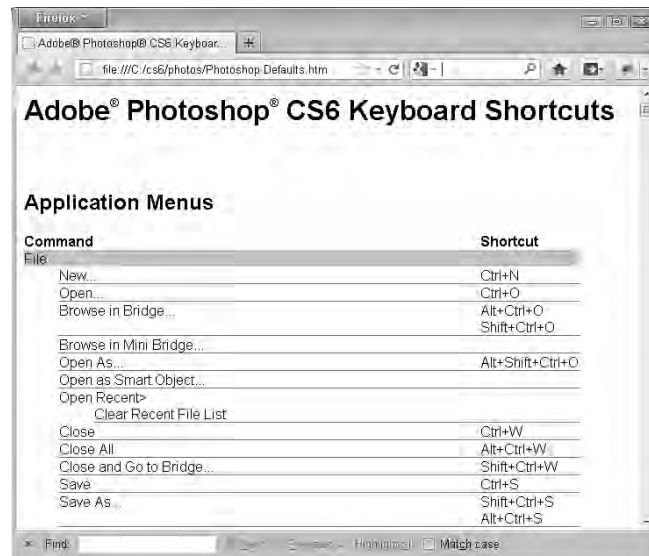
- **Add Shortcut.** This button adds an additional shortcut to the item so it has two shortcuts. This may help if you are accustomed to different shortcuts from other applications.
- **Delete Shortcut.** This button removes the selected shortcut from the item.
- **Summarize.** This button launches a dialog box that allows you to select a location to store an HTML summary of the keyboard shortcuts. After the file is saved, the summary is automatically displayed in your default web browser, as shown in Figure 2.40. This is a good way to review the settings that you made.



Appendix A contains tables that provide a quick reference to the most commonly used keyboard shortcuts.

FIGURE 2.40

The Summarize option of the Keyboard Shortcuts and Menus dialog box generates a viewable HTML document that displays the current keyboard shortcuts.



Summary

This chapter discussed the Photoshop workspace, including the document windows, menus, panels, tools, and preferences. Photoshop provides a lot of power, and if you learn how to configure and use the workspace, you can be more efficient and have much more fun.

Photoshop provides an intuitive interface in most areas and some powerful features, such as grouping document windows and customizing menus, that enable you to speed up your workflow.

In this chapter, you learned the following:

- How to organize and arrange document windows
- What's in all those menus
- How to use grids, rulers, and guidelines
- All about the tools in the Toolbox and where they are covered in this book
- How to organize panels
- How to create keyboard shortcuts to make Photoshop easier to use
- How to create and save tool presets so that you can easily configure tools for later use