INTRODUCTION
PHOTOSHOP CC
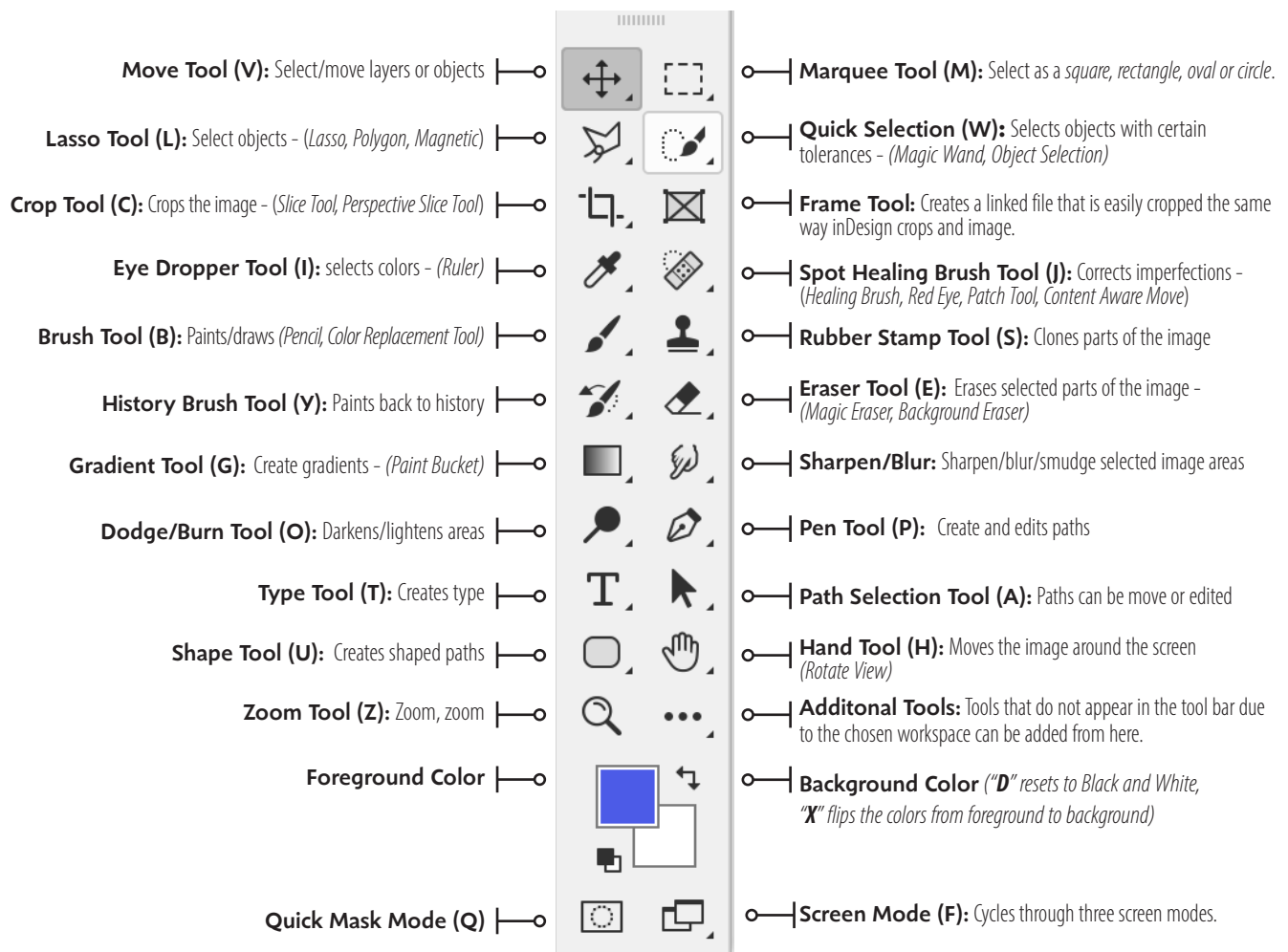## 2020

Start with the basics

Making your workflow faster and easier is always good, but taking the time to learn all the tips and tricks takes time. But once you learn these tips, tricks and shortcuts, you'll be efficient in creating, editing, color correcting and retouching documents in Photoshop.

Due to the complexity of Photoshop, there will be many techniques covered, but these are not the only ways to achieve great results. There are many other resources on-line and in books that can help you along with your quest for deeper and more consistent knowledge of Photoshop.

This is the beginning of what Photoshop does, how the interface looks and functions as well as a basic knowledge of images, pixels, color and how to manage these for outstanding results.
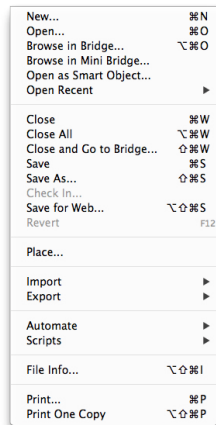
Tool Bar

A good way to start is to take a close-up look at the Tool bar and it's keyboard shortcuts. Access this under Window>Tools.
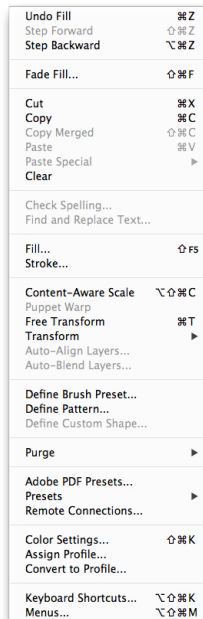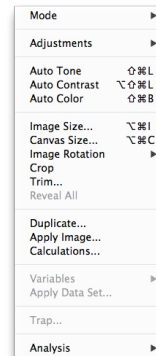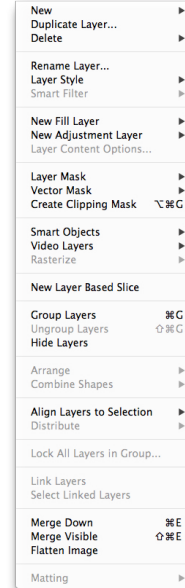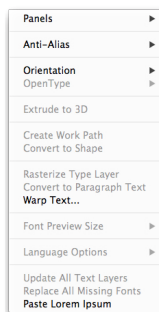
Move Tool (V): Select/move layers or objects

Lasso Tool (L): Select objects - (*Lasso, Polygon, Magnetic*)

Crop Tool (C): Crops the image - (*Slice Tool, Perspective Slice Tool*)

Eye Dropper Tool (I): selects colors - *(Ruler)*

Brush Tool (B): Paints/draws *(Pencil, Color Replacement Tool)*

History Brush Tool (Y): Paints back to history

Gradient Tool (G): Create gradients - *(Paint Bucket)*

Dodge/Burn Tool (O): Darkens/lightens areas

Type Tool (T): Creates type

Shape Tool (U): Creates shaped paths

Zoom Tool (Z): Zoom, zoom

Foreground Color

Quick Mask Mode (Q)

Marquee Tool (M): Select as a *square, rectangle, oval or circle*.

Quick Selection (W): Selects objects with certain tolerances - *(Magic Wand, Object Selection)*

Frame Tool: Creates a linked file that is easily cropped the same way inDesign crops and image.

Spot Healing Brush Tool (J): Corrects imperfections - (*Healing Brush, Red Eye, Patch Tool, Content Aware Move*)

Rubber Stamp Tool (S): Clones parts of the image

Eraser Tool (E): Erases selected parts of the image - *(Magic Eraser, Background Eraser)*

Sharpen/Blur: Sharpen/blur/smudge selected image areas

Pen Tool (P): Create and edits paths

Path Selection Tool (A): Paths can be move or edited

Hand Tool (H): Moves the image around the screen *(Rotate View)*

Additonal Tools: Tools that do not appear in the tool bar due to the chosen workspace can be added from here.

Background Color (*"D"* resets to Black and White, *"X"* flips the colors from foreground to background)

Screen Mode (F): Cycles through three screen modes.

Photoshop

About Photoshop...
About Plug-In ▶
Preferences ▶

Services ▶

Hide Photoshop ⌃⌘H
Hide Others ⌥⌘H
Show All

Quit Photoshop ⌘Q

File

New... ⌘N
Open... ⌘O
Browse in Bridge... ⇧⌘O
Browse in Mini Bridge...
Open as Smart Object...
Open Recent ▶

Close ⌘W
Close All ⌥⌘W
Close and Go to Bridge... ⇧⌘W
Save ⌘S
Save As... ⇧⌘S
Check In...
Save for Web... ⌥⇧⌘S
Revert F12

Place...

Import ▶
Export ▶

Automate ▶
Scripts ▶

File Info... ⌥⌘I

Print... ⌘P
Print One Copy ⌥⇧⌘P

Edit

Undo Fill ⌘Z
Step Forward ⇧⌘Z
Step Backward ⌥⌘Z

Fade Fill... ⇧⌘F

Cut ⌘X
Copy ⌘C
Copy Merged ⇧⌘C
Paste ⌘V
Paste Special ▶
Clear

Check Spelling...
Find and Replace Text...

Fill... ⇧F5
Stroke...

Content-Aware Scale ⌥⇧⌘C
Puppet Warp
Free Transform ⌘T
Transform ▶
Auto-Align Layers...
Auto-Blend Layers...

Define Brush Preset...
Define Pattern...
Define Custom Shape...

Purge ▶

Adobe PDF Presets...
Presets ▶
Remote Connections...

Color Settings... ⇧⌘K
Assign Profile...
Convert to Profile...

Keyboard Shortcuts... ⌥⇧⌘K
Menus... ⌥⇧⌘M

Image

Mode ▶

Adjustments ▶

Auto Tone ⇧⌘L
Auto Contrast ⌥⇧⌘L
Auto Color ⇧⌘B

Image Size... ⌥⌘I
Canvas Size... ⌥⌘C
Image Rotation ▶
Crop
Trim...
Reveal All

Duplicate...
Apply Image...
Calculations...

Variables ▶
Apply Data Set...

Trap...

Analysis ▶

Layer

New ▶
Duplicate Layer... ▶
Delete ▶

Rename Layer...
Layer Style ▶
Smart Filter ▶

New Fill Layer ▶
New Adjustment Layer ▶
Layer Content Options...

Layer Mask ▶
Vector Mask ▶
Create Clipping Mask ⌥⌘G

Smart Objects ▶
Video Layers ▶
Rasterize ▶

New Layer Based Slice

Group Layers ⌘G
Ungroup Layers ⇧⌘G
Hide Layers

Arrange ▶
Combine Shapes ▶

Align Layers to Selection ▶
Distribute ▶

Lock All Layers in Group...

Link Layers
Select Linked Layers

Merge Down ⌘E
Merge Visible ⇧⌘E
Flatten Image

Matting ▶

Type

Panels ▶

Anti-Alias ▶

Orientation ▶
OpenType ▶

Extrude to 3D

Create Work Path
Convert to Shape

Rasterize Type Layer
Convert to Paragraph Text
Warp Text...

Font Preview Size ▶

Language Options ▶

Update All Text Layers
Replace All Missing Fonts
Paste Lorem Ipsum

Select

All ⌘A
Deselect ⌘D
Reselect ⇧⌘D
Inverse ⇧⌘I

All Layers ⌥⌘A
Deselect Layers
Find Layers ⌥⇧⌘F

Color Range...

Refine Mask... ⌥⌘R
Modify ▶

Grow
Similar

Transform Selection

Edit in Quick Mask Mode

Load Selection...
Save Selection...

New 3D Extrusion

Filter

Last Filter ⌘F

Convert for Smart Filters

Filter Gallery...
Adaptive Wide Angle... ⇧⌘A
Lens Correction... ⇧⌘R
Liquify... ⇧⌘X
Oil Paint...
Vanishing Point... ⌥⌘V

Blur ▶
Distort ▶
Noise ▶
Pixelate ▶
Render ▶
Sharpen ▶
Stylize ▶
Video ▶
Other ▶

Digimarc ▶

Browse Filters Online...

View

Proof Setup ▶
Proof Colors ⌘Y
Gamut Warning ⇧⌘Y
Pixel Aspect Ratio ▶
Pixel Aspect Ratio Correction
32-bit Preview Options...

Zoom In ⌘+
Zoom Out ⌘−
Fit on Screen ⌘0
Actual Pixels ⌘1
Print Size

Screen Mode ▶

✓ Extras ⌘H
Show ▶

✓ Rulers ⌘R

✓ Snap ⇧⌘;
Snap To ▶

Lock Guides ⌥⌘;
Clear Guides
New Guide...

Lock Slices
Clear Slices

Window

Arrange ▶
Workspace ▶

Extensions ▶

3D
Actions ⌥F9
Adjustments
Brush F5
Brush Presets
Channels
Character
Character Styles
Clone Source
✓ Color F6
Histogram
History
Info F8
Layer Comps
✓ Layers F7
Measurement Log
Navigator
Notes
Paragraph
Paragraph Styles
Paths
Properties
Styles
Swatches
Timeline
Tool Presets

Application Frame
✓ Options
✓ Tools

✓ Untitled-1

Help

Search

Photoshop Help... ⌘/
Patent and Legal Notices...

System Info...

Product Registration...
Deactivate...
Updates...

GPU...
Photoshop Online...

Adobe Product Improvement Program...

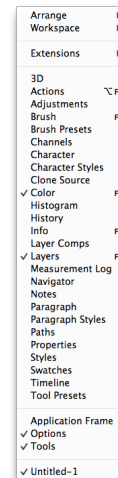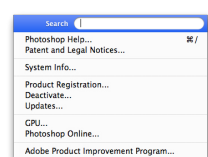## Menus

Shown is a list of the menus in Photoshop CS6. Differences between the Mac and PC platforms are minimal, with the main difference being the PC lacks the InDesign stand alone menu and incorporates those menus items in the File and Edit Menus.
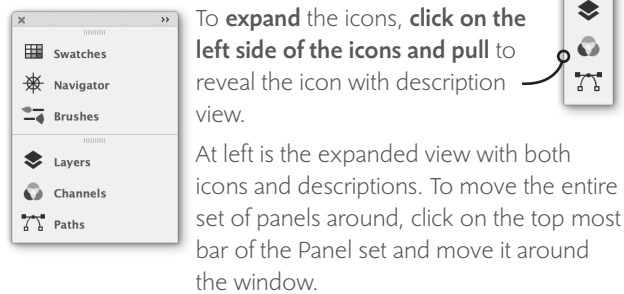
Next to many of the menu items are their related shortcuts for moving faster. On the Mac, those modifier keys are the **OPTION** ⌥, **COMMAND** ⌘ and **SHIFT** ⇧. On the PC the OPTION = ALT and COMMAND = CONTROL.
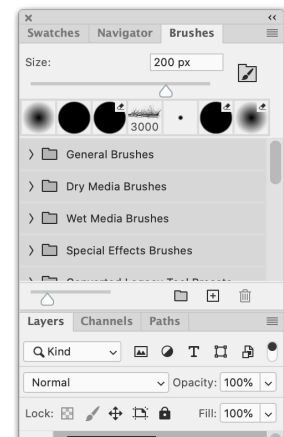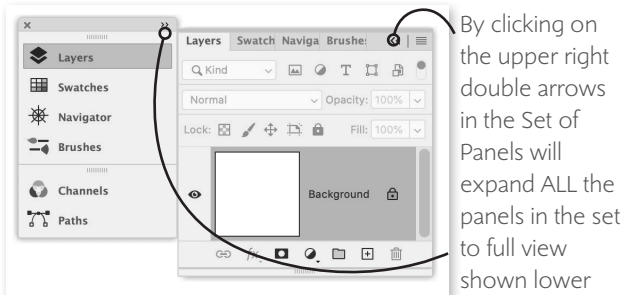
Panels (Palettes)

Photoshop Panels (called Palettes in older versions… but they are all the same) are all accessed under the Windows Menu.

Even more Panel features that can be more daunting than Photoshop itself. The trick is getting the Panels to snap, window shade fly out and display like you want them to. Here's how.

One view the Panels can be in is the **Icon View**. All the Panels are collapsed into icons to save space. Click on the icon and the Panel will fly-out revealing the full panel to access its functions and options.

To **expand** the icons, **click on the left side of the icons and pull** to reveal the icon with description view.

At left is the expanded view with both icons and descriptions. To move the entire set of panels around, click on the top most bar of the Panel set and move it around the window.

Click on any of the icons or descriptions and the panel will fly-out as shown below left. To collapse the panels back to the condensed view, click on the double arrows in upper-right of the Panels.

By clicking on the upper right double arrows in the Set of Panels will expand ALL the panels in the set to full view shown lower left. Click on the double arrow again and it will collapse back to the Panel set with the icon and description view.

Panels can also be nested or sitting alone on the desktop not nested in sets. To remove a Panel from a set, **click on the NAME of the Panel in the Panel Tab** and pull away from the layer set or nest.

To nest multiple Panels into a set, repeat the step above and drag the Panel next to the name on the tab of the Panel you want to nest them into.

Panels can also be snapped together top and bottom or left and right. To Snap the Panels, click on the name on the Tab and drag the Panel next to another Panel or below/above a Panel.

To **close a set of Panels**, click the circle in the upper left of the set.

To access Panel specific command and options, click on the icon ☰ on the upper right of the Panel.
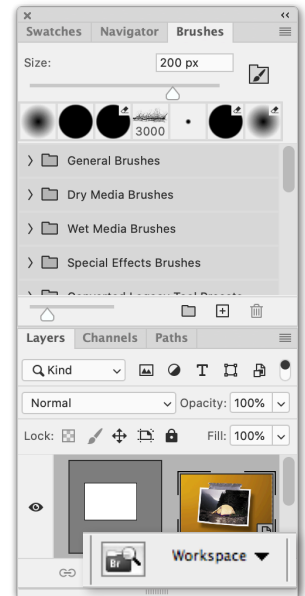
Workspaces

In Photoshop. you can save the location of your panels, your custom key board shortcuts and menu customization by using Workspaces. Access Workspaces under the Windows Menu. Name your workspace and save it for later access.
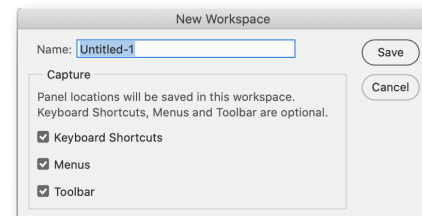
Preferences

Preferences for Tools, Menus, Keyboard Shortcuts or Workspace Defaults can be set for your preferences.

Under the Edit menu, choose Keyboard Shortcuts or Menu…

Keyboard shortcuts can be created or edited and saved in a Workspace as well as menu customizing. By customizing menus, you can remove menu items you don't use or color code menu items for faster access.
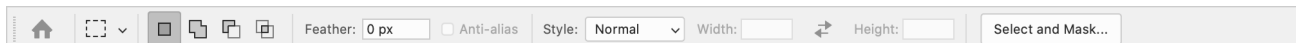
Control Bars

Each Tool that is selected in the Tool Bar has a Control Bar related to it and its function. These Control Bar settings can be numerous and deliver a mind boggling array of settings, preferences and drop down menus. Here is a partial list of options for the associated Tool.

Move Tool Options

Selection Tool Options
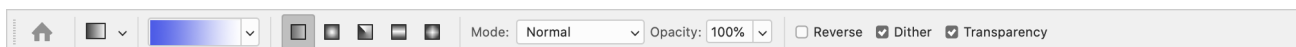
Quick Selection Tool Options
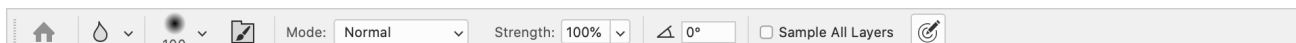
Crop Tool Options

Clone Stamp Tool Options

Eraser Tool Options

Brush Tool Options

Gradient Tool Options

Sharpen/Blur Tool Options

Pen Tool Options

Type Tool Options

Guides

Guides can be pulled from the rulers on the top and left side of a document. To show the rulers, choose View>Rulers (**COMMAND + R**).

Guides can be turned on and off (**COMMAND + ;**), locked so they cannot move or cleared.

To remove a single guide, click on the guide with the Move Tool and drag it off the document towards the ruler that it was pulled from. To remove several guides in a document, choose View>Guides>Clear Guides.

To set a Guide in a specific location, choose View>Guides, New Guide…

Snap To allows the selection or object to snap to a guide or grid. To activate Snap, choose View> Snap (SHIFT+COMMAND+;). To set the item you want to Snap To, choose Snap To…
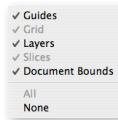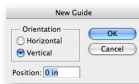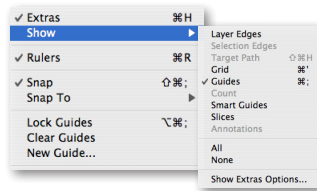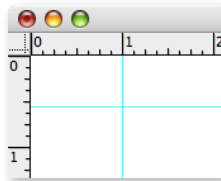
Views

The Zoom Tool

Use the Zoom Tool (hit Z on your keyboard) to zoom in on the page (hit **OPTION** and the + inside the Zoom tool turns into a - and you can zoom out). But if you use the **SPACEBAR + COMMAND** it will turn into the Zoom Tool (no matter what tool you are currently using).

People like to use the Zoom Tool to click and click and click to zoom in. Or just drag over the area with the Zoom Tool to zoom in and it will fit the defined area to the window.

- Use the Zoom Tool (**Z**) or Choose View>Zoom In, Zoom Out, Fit On Screen, Actual Pixels or Print Size
- **COMMAND +**   Zooms in
- **COMMAND –** Zooms out
- **COMMAND + 0**   Fits in Window
- To Zoom at 100%, **double click the Zoom Tool**
- To Fit to Window, **double click the Hand Tool**
- Use the Control Bar Buttons
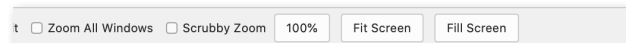
Scroll Zoom

If your mouse has a scroll wheel, try **OPTION + SCROLL** to zoom in and out. Try it!

The Hand Tool

Sure, you can use the Hand Tool (just hit H on your keyboard) to move around the page. But if you use the **SPACEBAR** it will turn into the Hand Tool (no matter what tool you are currently using). This works all the time with this exception… when you are editing type. Hit the spacebar then and you just add spaces, but use the **OPTION** key and it turns into the Hand Tool.

Oh… you can also double click on the Hand Tool in the tool bar and it will fit the page to the window.

Everything Disappeared?

You were just working, hit a key and all but the document is left open, what gives? Hit the TAB key and all the panels and palettes come back.

Scrubby Zoom

A new feature ion CS5 is Scrubby Zoom, found in the Control Bar when you have the Zoom Tool active. Pick a spot on the document, click and drag over it like you would using the zoom tool, the difference is as you drag you'll get closer to the area you want to zoom in on.
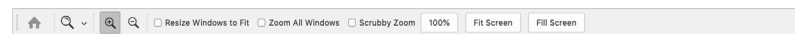
Screen Modes

Screen Modes allow viewing of files with a black background, gray background or within a floating window. (**F**) cycles through these Screen Modes or the icons at the bottom of the Tool Palette.