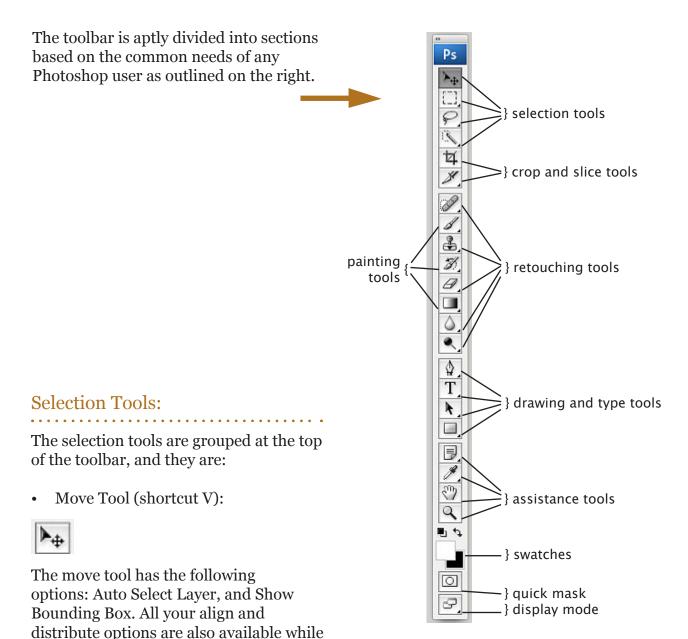
#### provided by EdShare

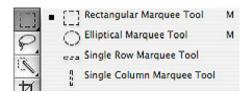






• The Marque Tool (shortcut: M):

having the move tool selected.



The Marque tool is comprised of the following tools: Rectangular Selection Tool, Elliptical Selection Tool, Single Row and Single Column selection tool. The options for this tools are Feathering (Feathering softens the selection edges by a number of pixels specified in the dialogue box) and Style. The Style can be "normal", where you click and drag to make a selection, Fixed Aspect Ratio, where you have a defined relationship between the height and width of you selection and lastly Fixed Size. For the Elliptical tool on more options is available: Anti alias.



• Lasso Tool (shortcut: L):

The Lasso tool has three tools: The freehand lasso tool (default), Polygonal Lasso Tool and the Magnetic Lasso Tool. All the lasso tools allow you turn on/off antialiasing, or adjust the feathering for softer edges. In addition the magnetic lasso has two more



options, edge contrast, which allow you to tune the intensity of the differentiation the magnitic makes between two colours, and frequency which adjusts how often the magnetic lasso places a node in the path.

• Magic Wand and Quick Selection (shortcut: W):

The Quick selection selects the area as you drag, the selection expands outward and automatically finds and follow defined edges in the image. You have three options in the options bar: new (default), add to, or subtract from.



The Magic wand calculates the area of influence by analyzing the colour values of adjacent pixels and grouping them based on the tolerance value. The value can be set in the options bar and is defined in pixels. There are 2 additional modes that can be set on the Magic Wand's options: "contiguous" and "use all layers". Contiguous will select adjacent pixels of the same colour tolerance.

# Crop and Slice Tools:

• Crop Tool (shortcut: C):

Use to crop and resample an image



Slice Tools (shortcut: K):

This tool has two modes, one for creating slices and another for selecting them. The create Slice Tool has the same options as the rectangular Marque Tool. The select Slice tool has the options of arranging the slices as well asdividing existing slices and a button to show and hice the automatically generated Slices.



Slices divide an image into smaller images that are reassembled on a web page using an HTML table or CSS layers. You export and optimize a sliced image using the Save For Web & Devices command. Photoshop saves each slice as a separate file.

Please note that this tool dates back to the old days of webdesign - where you would use Photoshop and Dreamweaver to create table-based layouts. Now however - this practice is no longer used

#### **Retouching Tools:**



Healing Tools (shortcut: J):

The Spot Healing Brush tool quickly removes blemishes and other imperfections in your photos. The Spot Healing Brush works similarly to the Healing Brush: it paints with sampled pixels from an image or pattern and matches the texture, lighting, transparency, and shading of the sampled pixels to the pixels being healed. Unlike the Healing Brush, the Spot Healing Brush



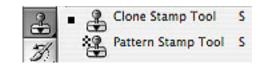
oesn't require you to specify a sample spot. The Spot Healing Brush automatically samples from around the retouched area.

The Healing Brush tool lets you correct imperfections, causing them to disappear into the surrounding image

The Red Eye tool removes red eye in flash photos of people or animals, and white or green reflections in flash photos of animals.

• Stamp Tools (shortcut: S):

The Clone Stamp tools is pretty self explanatory; by pressing ALT and clicking on the image you determine your original sample point. The sample point is based on distance from the sampled point to the destination



point. This means that wherever you release same location relative to the initial selection. The Clone Stamp tools is great for reproducing small parts of an image. The patter stamp tool work muck like a brush that paints patterns that can be user defined and created. This tool also has an "Impressionist" mode which takes the patterns and turns them into a more painterly texture, this tool can be useful for painting elements that have a lot of repetitions on it, like crowds, leafs, flowers, etc.

• Eraser Tool (shortcut: E):

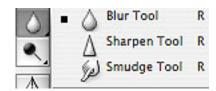
The Eraser tool needs no explanation, it does what it says, it erases. The Background Eraser tool has the ability to use brushes for their desired shape (as well as the Eraser Tool), however, this tool will attempt to remove what it considers to be the background colour



based on the settings and tolerance of the tool. The Magic Eraser tool works much like the magic wand but it instead of selecting it deletes the pixels that match the tolerance settings it is set to.

• Adjustment Tools (shortcut: R):

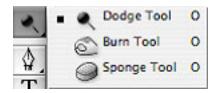
These are tools designed to allow you to selectively change the state of the pixels in the image by Blurring (fading pixels of the same colour outwards and blending them with adjacent pixels) Sharpening (adjusting the pixels contrast levels) and Smudging (blending pixels over the distance of a stroke with adjacent pixels).





• Photo Adjustment Tools (shortcut: O):

This group contains the Dodge Tool, Burn Tool and Sponge Tool. The Burn Tool allows you to take the high lights, shadows, or mind tones of an image and adjust their level of brightness (to darker); the Dodge Tools allows you to do the same thing but to the dark sections of the image (to lighter). These tools have their origins in

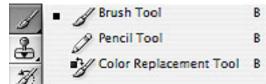


traditional photography where by adjusting the amount of light the film receives you can lighten the image (Dodge) or by adjusting the exposure you can generate greater shadows (Burn). The Sponge Tool used a grayscale model to increase or decrease the saturation of an area of the image.

## **Painting Tools:**

• Brush and Pencil Tools (shortcut: B):

The Brush and Pencil Tools make your basic painting tools, they both support the use of brushes, although you may find yourself using brushes more with the paint brush for softer edges.



The Color Replacement tool simplifies replacing specific colors in your image. You can paint over a targeted color with a corrective color. The Color Replacement tool doesn't work in images in Bitmap, Indexed, or Multichannel color modes.

• History Tools (shortcut: Y):

The History Brush allows you to take a snapshot from your history and repaint the image using pixels from it, this can be useful when you applied an effect to the image but you only need it appear in specific parts. The Art History brush



also uses a snapshot but unlike the History Brush this one allows you to paint using the snapshot as a sample allowing you to create a more artistic and stylized look for your paintings.

• Fill Tools (shortcut: G):

The fill tools allow you use a solid or a pattern to fill an area (Paint Bucket Tool) or use different types of gradients (Gradient Tool).



## **Drawing and Type Tools:**



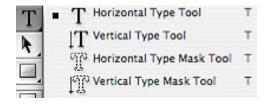
• Pen Tools (shortcut: P):

The standard Pen tool draws (create a path) with the greatest precision; the Freeform Pen tool draws paths as if you were drawing with pencil on paper, and the magnetic pen option lets you draw a path that snaps to the edges of defined areas in your image. You can use the pen tools in conjunction with the shape tools to create complex shapes.



• Text Tools (shortcut: T):

Allows you to place text in your Photoshop document. You can control de orientation from Horizontal to Vertical and the same applies to the Type mask tools which generate a selection using the text's shape. All of theses tools have a "Warp" option allowing you to bend the text to different degrees.



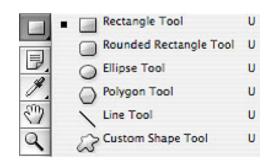
• Path Tools (shortcut: A):

The Path Selection tool move entire paths, and the Direct Selection Tool allows you to move specific nodes on the path.



Vector Shape Tools (shortcut: U):

This group allows you to create basic shapes quickly. You can choose to create them as paths or as vector shapes, which in Photoshop are solid layers with vector mask applied to them. You are also able to create and add your own shapes.



#### **Assistance Tools:**

• Notes Tool (shortcut: N):

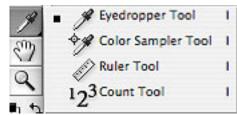
These tools allow you to leave text or audio notes for your Photoshop files. This is particularly handy if you are working on larger teams and need to give instructions with the file, or if you simply want to document anything at all about the project.







The Eyedropper Tool is your basic color picker, it samples the pixel and sets that as your foreground/background colour. The Color Sample Tool allows you to take up to four readings from different sections of the image. The sampled colors will appear on your info palette for later reference and you can use the ALT key to remove previous samples.



The measure tool is also very self explanatory, it allows you to draw line between sections of your canvas and measure the distances.

You can use the Count Tool to count objects in an image. To count objects manually, you click the image with the Count tool and Photoshop tracks the number of clicks. The count number is displayed on the item and in the Count Tool options bar

• Hand Tool (shortcut: H):

The Spacebar is your friend; this key is mapped to the Hand tool. The Hand tool allows you to navigate though your canvas/image. Double click on the icon's toolbar and the image will "fit on the screen".



• Zoom Tool (shortcut: Z):

Allows you to zoom in by clicking on the image and zooming out by holding ALT while clicking. Double click on the icon and the image will view as 100% or actual pixels.



#### Bottom of the Toolbar:

Swatches:

The Swatches allow you to reset the foreground and background colours to Black and White by selecting the little swatches on the bottom left; it allows you to swap them by clicking the arrows on the top right and it allows you set them individually to any colour by clicking on either one.



• Quick Mask (shortcut: Q):

To use Quick Mask mode, start with a selection and then add to or subtract from it to make the mask, then click on Quick Mask icon, colour differentiates the protected and unprotected areas. When you leave Quick Mask mode, the unprotected areas become a selection.



Display Modes (shortcut: F):

These button allow you to switch from Standard mode (default), Maximized Screen, Full Screen with menu bars and Full Screen (with black background).

9	Standard Screen Mode	F
	Maximized Screen Mode	F
	Full Screen Mode With Menu Bar	F
	Full Screen Mode	F