

Photoshop Help Sheet



Open Photoshop

SELECTION TOOLS



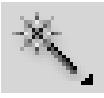
MOVE Tool = use this tool to move an item/object that is on its own layer



MARQUEE (pronounced mar-key) = use this tool to select part of an item to apply an effect. The black triangle in the right corner indicates there are “hidden” tools under this - just click and hold on it and the other options will fly out. The other options are different shapes.



LASSO = Use this to select objects that have an odd shape; hidden under this is the polygon lasso and the magnetic lasso. Polygon lasso keeps a straight line as you click. Magnetic lasso connects and follows the path of the same color where you first click.



MAGIC WAND = Use this to select a solid color of an area; hidden under this is the QUICK SELECT tool which will grab the colors as you click-hold-and-drag across an area.

NOTE: Tolerance = the smaller the number, the less it selects

ADDITIONAL EDITING TOOLS



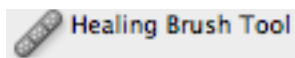
CROP Tool = use this to crop an image



EYE DROPPER Tool = use this to “dip” the color from an object to put that color in the color picker



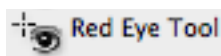
SPOT HEALING BRUSH = use this to “heal” areas that have an unbalanced or uneven tone. You must CLICK OPTION of the area that is “good” and then release and then with a stroke motion, go over with the mouse the area that needs to be corrected or evened out.



Healing Brush Tool = this tool is similar to the spot healing brush except you do not have the option to take a sample of an area, it just grabs an area near.



Patch Tool = the patch tool allows you to circle an area and then as you drag your mouse away, it will fill in that area with the image that the mouse is going on top. When releasing the mouse button it will blend.



Red Eye Tool = this tool will correct red eye in a photograph!



BRUSH TOOL = use this to “paint” color, strokes, symbols. Paint on a NEW LAYER!!!



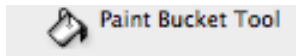
CLONE (RUBBER STAMP) TOOL = use this to “copy” objects from the photo by clicking OPTION on the item you want to copy and then clicking with the mouse where you want to “paste” the object by click-hold-and-dragging with the mouse.



ERASER TOOL = erase images to the background color



GRADIENT TOOL = creates a gradient of color based on the selection in the tool options bar (at the top). Remember to make a new layer FIRST and put your gradient on a layer by itself.



= this tool will “dump” paint into an area, whether on a new layer OR inside a selection made by “marching ants”



TYPE TOOL = this will add type on a new layer. Use the tool options bar at the top to select your fonts, type color, type size, etc.



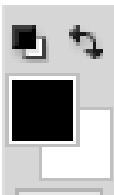
SHAPE TOOL = this will draw a shape on a new layer and that shape will be the color as the foreground color in the color picker.



HAND TOOL = this tool allows you to “pan” around your image when it’s zoomed in real close. You can also access this tool by the shortcut of pressing the space bar when you have any tool selected (except the type tool).



ZOOM TOOL = this tool will zoom in/out on your image when you click. Click-hold-drag around a part of the image to zoom in/out on that part specifically. The tool options bar has a PLUS + and a MINUS - tool, and depending which is selected will zoom in (+) or out (-).



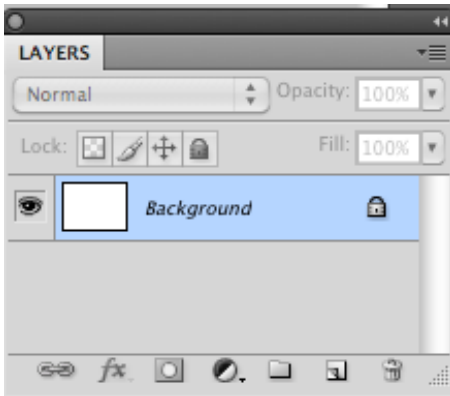
COLOR PICKER = Click the little boxes with the double-headed arrow and that will put your colors back to the default (black & white). The FOREGROUND color is the box on the top (black, in this picture); the BACKGROUND color is the box on the bottom (white, in this picture). To change your color, just click on the box you want to change and it will open the color picker options box.

PALETTES


All palettes can be opened under the WINDOW menu at the top.



= PALETTE MENU in the upper right corner. This gives you options for that palette specific.





LAYERS PALETTE = this palette is probably the most used palette.

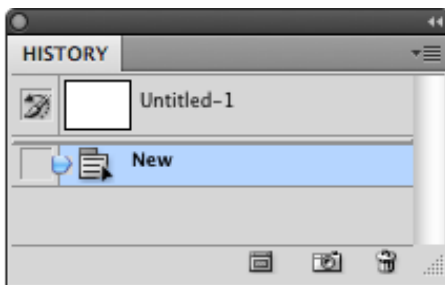
CREATE NEW LAYER by clicking the button at the bottom.  Always create a new layer for anything you do to your image! This gives you total control.

DELETE items on a layer by dragging the layer to the trash can in the bottom of the layers palette. 

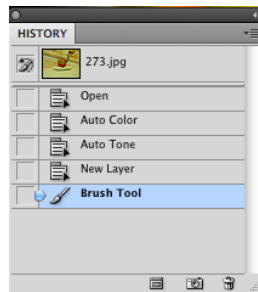
Add EFFECTS (like drop shadows, bevel, etc) by clicking the “fx” button in the bottom of the layers palette. 

BLENDING MODES allows you to combine two layers to blend together to create interesting effects. The blending mode will combine with the layer below it. 

OPACITY is also a blending technique. You can set the opacity of a layer to increase the transparency. 



HISTORY PALETTE = this palette will be your friend one day! It records every click of the mouse you make in Photoshop on your file and will allow you to go back and restore your image in case you make a mistake. This ONLY works as long as the document is open. If you make changes to your image, save it, and then close it the history is wiped clean. You cannot open it again and hope to restore it the way it originally was.



Sample History Palette with steps recorded.