

# Photoshop® 2020 Introduction

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## Quick Reference Guide

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### The Photoshop Environment



### File Management

#### Opening and Closing Files

Upon startup, Photoshop displays the "Start Workspace," providing a single, convenient location to create new files or open existing ones.

1. **To open an existing file**, click the "Open" button in the Start Workspace, or select "File|Open" from the Menu Bar, locate and select the file, and click "Open."
2. **To open a recent file**, click the thumbnail in the Start Workspace, or, select "File|Open Recent" from the Menu Bar and select the file from the list.
3. **To close a file**, select "File|Close" from the Menu Bar. **To close all open files**, select "File|Close All" instead. Photoshop will prompt you to save any un-saved changes.

#### Creating New Files

PSD (Photoshop Document) is the default format that Photoshop uses to save data. A .PSD file is a layered image file, preserving different elements of an image in their own layers for non-destructive editing. When an image is opened in Photoshop, the image becomes the background layer. Many edits create new layers which can be adjusted without affecting the other layers. New documents are created as .PSD files, where the background is a blank canvas.

1. Click the "Create new" button in the Start Workspace, or select "File|New" from the Menu Bar.
2. **To use a preset**, select a preset category at the top of the "New Document" window ("Photo," "Print," etc.) and select the preset in the window below.
3. **To create a document with custom settings, or to adjust the settings of a preset**, make desired changes in the "Preset Details" panel on the right:

**Width and Height:** Sets canvas size.

**Orientation:** Portrait or Landscape canvas.

**Resolution:** 72 pixels/inch=screen content, 300=print.

**Color Mode:** RGB for screen display, CMYK for print.

**Background Contents:** Set background color or set to transparency.

4. Enter a document name (just above "Width").

5. Click the "Create" button.

#### Using Artboards

Adapt web and app designs for different devices and screen sizes. Artboards enable the creation of multiple versions of a design within a single document file. Artboards show as grouped layers in the Layers Panel.

1. **To create a new artboard document**, select "Artboards" in the "New Document" window when creating a new file.
2. **To create a new artboard**, select "Layer|New|Artboard" from the Menu Bar, enter a name, select an artboard preset, enter size, and click "OK."
3. **To expand/collapse the artboard's layer group**, click the arrow.
4. **To delete an artboard**, select it in the Layers Panel, click the "Delete" button in the panel.

#### Saving Files

**To overwrite a file that has already been saved**, select "File|Save" from the Menu Bar.

**To save a file for the first time or to save it as a different file type, or with a different name:**

1. Select "File|Save As..." from the Menu Bar.
2. Navigate to the location where you want to save.
3. Type a name in the "File name" text box.
4. Select a file type from the "Save as type" (Windows) or "Format" (Mac) drop-down (Note: .PSD files must be opened with an application such as Photoshop).
5. Click the "Save" button.

### Photoshop Basics

#### Using the Tools Panel

The Tools Panel is a floating toolbar that hovers over the workspace at the left, by default. It contains the tools to select and edit images. When a tool is selected, its associated options appear in the Options Bar. Most buttons activate more than one tool, noted by a small white triangle in the lower-right corner of the button. The button displays the tool most recently used from its available tools.

1. **To activate a visible tool**, click it in the Tools Panel.
2. **To display and select a button's other tools**, click and hold the button, then select the tool from the menu that appears.
3. Select the tool's options in the Options Bar.

#### Using Other Panels

Panels allow you to select which layer of a file to edit, make adjustments, select colors, and other activities.

1. **To hide or display a panel**, select "Window" from the Menu Bar and check (display) or un-check (hide) the panel name.
2. **To collapse or expand a panel**, click the double arrow at the right end of the panel's title bar.
3. **To move a panel**, click and drag its title bar.
4. **To reset a panel's workspace**, select "Window|Workspace|Reset (Name)" from the Menu Bar.

#### Adjusting Image Magnification

1. Click the "Zoom" tool in the Tools Panel.
2. **To zoom in**, click the image. **To zoom out**, hold down the "Alt" key (Windows) or the "Option" key (Mac) while clicking.
3. **To quickly zoom to 100%**, select "View|100%" from the Menu Bar, or, double-click the "Zoom" tool in the Tools Panel.
4. **To display the entire canvas within the window**, select "View|Fit on Screen" from the Menu Bar, or, double-click the "Hand" tool in the Tools Panel.
5. **To zoom to a specific magnification**, enter a value at the far-left end of the Status Bar, and press the "Enter" (Windows) or "Return" (Mac) key.

#### Moving the Canvas

Use the "Hand" tool to move the canvas within the window when the entire image cannot be seen.

1. Click the "Hand" tool in the Tools Panel. **To temporarily switch to the Hand tool if another tool is selected**, hold down the spacebar.
2. **To move the canvas**, click and drag it.

#### Moving Part of an Image

1. **To move a selected part of an image**, make a selection using one of the selection tools (see "Making Selections").
2. Click the "Move" tool in the Tools Panel.
3. Click and drag the element or selection.

#### Undoing Mistakes

**To undo a single mistake before saving**, select "Edit|Undo (Action name)" from the Menu Bar. **To step back through a series of steps**, repeat as desired.

**To redo a single action**, select "Edit|Redo (Action name)." **To step forward through steps**, repeat as desired. **To toggle between the last two states**, select "Edit|Toggle Last State" from the Menu Bar. **To revert to the last saved version of a file**, select "File|Revert" from the Menu Bar.

**To undo actions with the History Panel:**

1. **To display the History Panel**, select "Window|History" from the Menu Bar. Actions are listed in the panel with the most recent action at the bottom.
2. Scroll to the desired action in the list and click it.
3. **To permanently delete an action**, select it, click the "Delete" button, and choose "Yes" to confirm.
4. **To partially undo or redo**, click the box to the left of the desired history level. The "History Brush" icon appears in the box. Click the "History Brush" tool in the Tools Panel and make brush selections. Click and drag on the part of the image to change.
5. **To create a snapshot of the image in its current state**, select the action and click the "Create a new snapshot" button. The snapshot appears in the panel.

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## **Table of Contents Adobe Reference Guide**

1. Understanding the eBook Adobe Reference Guide
  - The Rise of Digital Reading Adobe Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Adobe Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Adobe Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Adobe Reference Guide
  - Personalized Recommendations
  - Adobe Reference Guide User Reviews and Ratings
  - Adobe Reference Guide and Bestseller Lists
5. Accessing Adobe Reference Guide Free and Paid eBooks
  - Adobe Reference Guide Public Domain eBooks
  - Adobe Reference Guide eBook Subscription Services
  - Adobe Reference Guide Budget-Friendly Options

6. Navigating Adobe Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Adobe Reference Guide Compatibility with Devices
  - Adobe Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Adobe Reference Guide
  - Highlighting and Note-Taking Adobe Reference Guide
  - Interactive Elements Adobe Reference Guide
8. Staying Engaged with Adobe Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Adobe Reference Guide
9. Balancing eBooks and Physical Books Adobe Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Adobe Reference Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Adobe Reference Guide
  - Setting Reading Goals Adobe Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Adobe Reference Guide
  - Fact-Checking eBook Content of Adobe Reference Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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