

PROJECT: BIRTHDAY CARD DESIGN

As you work with Adobe Photoshop, you'll discover that you can often accomplish the same task in several ways. To make the best use of the extensive editing capabilities in Photoshop, you must first learn to navigate the work area.

Starting to work in Adobe Photoshop

The Adobe Photoshop work area includes menus, toolbars, and panels that give you quick access to a variety of tools and options for editing and adding elements to your image. You can also add commands and filters to the menus by installing third-party software known as *plug-ins*.

In Photoshop, you primarily work with bitmapped digital images: continuous-tone images that have been converted into a series of small squares, or picture elements, called *pixels*. You can also work with vector graphics, which are drawings made of smooth lines that retain their crispness when scaled. You can create original artwork in Photoshop, or you can import images from many sources, such as:

- Photographs from a digital camera or mobile phone
- Stock photography, such as images from the Adobe Stock service
- Scans of photographs, transparencies, negatives, graphics, or other documents
- Captured video clips
- Artwork created in drawing or painting programs

Starting Photoshop

To begin, you'll start Adobe Photoshop and reset the default preferences.

- 1 Click the Adobe Photoshop 2022 icon in your Start menu (Windows) or the Launchpad or Dock (macOS), and then simultaneously hold down Ctrl+Alt+Shift (Windows) or Command+Option+Shift (macOS) to reset the default settings.

If you don't see Adobe Photoshop 2022, type **Photoshop** into the search box in the taskbar (Windows) or in Spotlight (macOS), and when the Adobe Photoshop 2022 application icon appears, select it, and press Enter or Return.

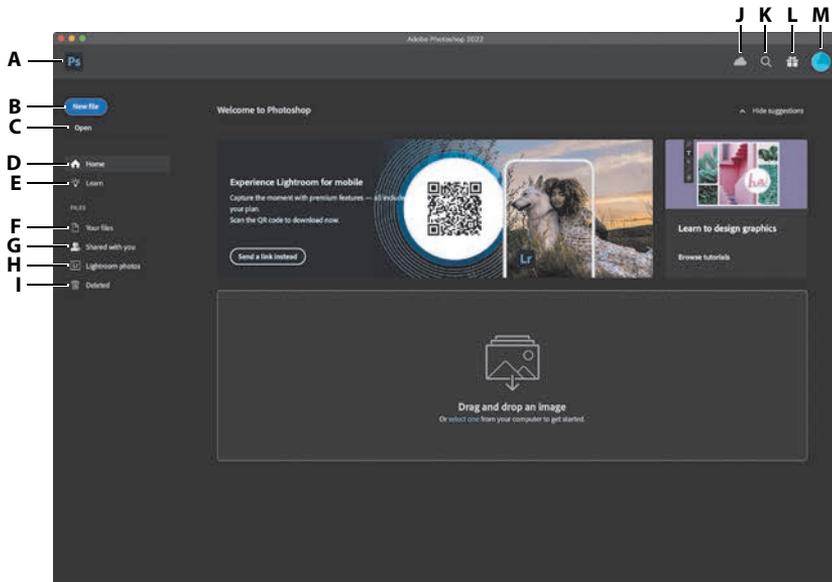
- 2 When prompted, click Yes to confirm that you want to delete the Adobe Photoshop Settings file.



● **Note:** Typically, you won't need to reset defaults when you're working on your own projects. However, you'll reset the preferences before working on most lessons in this book to ensure that what you see onscreen matches the descriptions in the lessons. For more information, see "Restoring default preferences" on page 5.

Using the Home screen

After starting Photoshop, the first thing you see is the Home screen, which gives you a number of ways to get started, as shown in the following illustration.



- A.** Switch to Photoshop workspace
- B.** Create new document
- C.** Open document
- D.** Home screen content and recently opened local documents
- E.** Learn tutorials
- F.** Cloud Documents you created on Windows, Mac, or iPad
- G.** Cloud Documents shared with you
- H.** Your photos in the Lightroom cloud
- I.** Deleted Cloud Documents
- J.** Cloud storage sync status
- K.** Search, Help, and Learn
- L.** What's New in Photoshop
- M.** Visit your Creative Cloud account in a web browser

On the left you see a list of view options:

- **Home** helps you use and learn about the current version and includes a tour. After you've opened at least one locally stored document, a Recent section of previously opened documents will appear at the bottom of the Home screen.
- **Learn** presents links to tutorials that open in Photoshop, where the Learn panel leads you through a lesson's steps using Photoshop itself.
- **Your Files** lists Photoshop Cloud Documents, including those you created on devices such as an iPad. You'll learn more about Cloud Documents in Chapter 3.
- **Shared with You** lists Cloud Documents that others have invited you to see by using the File > Invite command.
- **Lightroom Photos** lists images synced to your Creative Cloud account's Lightroom online photo storage (not Lightroom Classic local storage).
- **Deleted** lists Cloud Documents you've deleted, in case you change your mind and want to recover them (similar to the Recycle Bin or Trash on your computer desktop). This list includes Cloud Documents only, not files you deleted from Lightroom Photos or from your computer's local storage.

When you click the Search icon in the upper-right corner and enter text, Photoshop looks for matching content in the Learn tutorials about Photoshop, and in Adobe Stock images. When a document is open, the Search icon can also find specific

▶ **Tip:** To skip past the Home screen and go straight to the Photoshop application workspace, click the Photoshop icon in the upper-left corner.

▶ **Tip:** To manage files in the Deleted list, click the ellipsis (...) button next to a file, and choose Restore or Permanently Delete.

commands and tools in Photoshop and can find content in your cloud-synced Lightroom images. For example, enter “bird” to find your Lightroom cloud photos that contain birds.

The Home screen automatically hides when you open a document, which is what you’re going to do next. You can return to the Home screen by clicking the Home icon in the upper-left corner of the application window.

Open a document

Photoshop provides a number of ways to open documents. For this lesson, you’ll use the traditional Open command, which works like the Open command you’ve probably used in other applications.

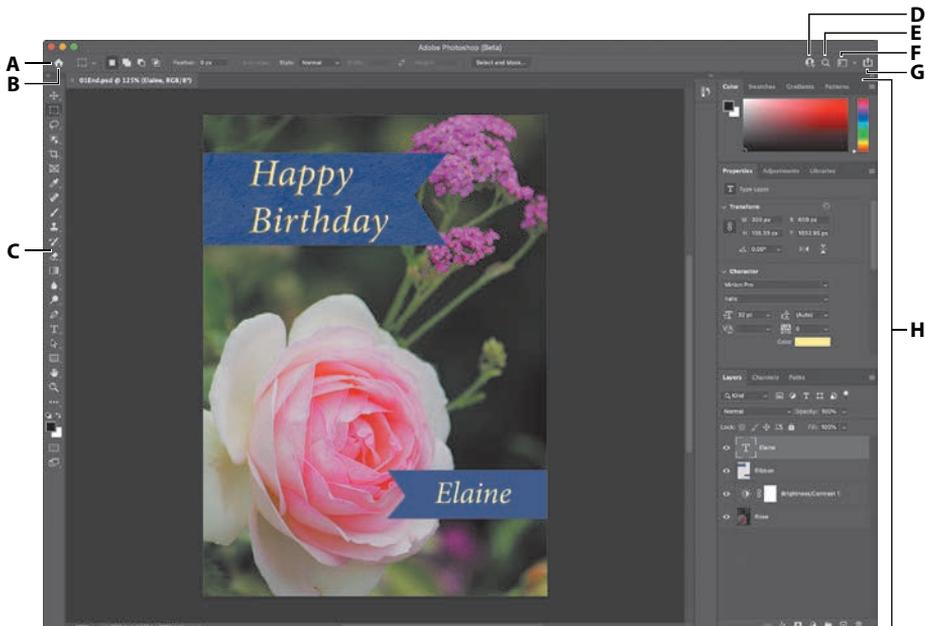
► **Tip:** If you drag and drop a compatible file anywhere on the Home screen, Photoshop will open it.

- 1 Choose File > Open. If a dialog box appears that says Cloud Documents at the top, click On Your Computer at the bottom of the dialog box.
- 2 Navigate to the Lessons/Lesson01 folder that you copied to your hard drive from the peachpit.com website. (If you haven’t downloaded the files, see “Accessing the lesson files and Web Edition” on page 4.)
- 3 Select the 01End.psd file, and click Open. Click OK if the Embedded Profile Mismatch dialog box appears, and click No if a message about updating text layers appears.

The 01End.psd file opens in its own window, in the default Photoshop workspace. The end files in this book show you what you are creating in each project. In this project, you’ll create a birthday card.

- A. Options bar
- B. Switch to Home screen
- C. Tools panel
- D. Invite to Edit button
- E. Search, Help, and Learn
- F. Workspaces menu
- G. Share an Image button
- H. Panels

● **Note:** This illustration shows the Mac version of Photoshop. The arrangement is similar on Windows, but operating system styles may vary.



The default workspace in Photoshop consists of the menu bar and options bar at the top of the screen, the Tools panel on the left, and several open panels in the panel dock on the right. When you have documents open, one or more document windows also appear, and you can display them at the same time using the tabbed interface. The Photoshop user interface is similar to the one in Adobe Illustrator® and Adobe InDesign®, so learning how to use the tools and panels in one application makes it easier to learn and use the other applications.

There is one main difference between the Photoshop work area on Windows and that on the Mac: Windows always presents Photoshop in a contained window. On the Mac, you can choose whether to work with an *application frame*, which contains the Photoshop document windows and panels within a frame that is distinct from other applications you may have open; only the menu bar is outside the application frame. The application frame is enabled by default; to disable the application frame, choose Window > Application Frame, but note that the illustrations in this book are created with the application frame enabled.

- 4 Choose File > Close, or click the close button (the x next to the filename) on the tab of the document window. Do not close Photoshop, and don't save changes to the document. The filename is added to the Recent list on the Home screen.

● **Note:** The Share an Image button may not be available on Apple Silicon Macs at this time.

▶ **Tip:** When you open multiple documents in Photoshop, each is identified by a tab at the top of its document windows, similar to the tabbed windows in a web browser.

Using the tools

Photoshop provides an integrated set of tools for producing sophisticated graphics for print, web, and mobile viewing. We could easily fill the entire book with details about the wealth of Photoshop tools and tool configurations, but that's not the goal of this book. Instead, you'll gain experience by using a few important tools on a sample project. Every lesson will introduce you to more tools and ways to use them. By the time you finish all the lessons in this book, you'll have a solid foundation for exploring other parts of Photoshop.

Selecting and using a tool from the Tools panel

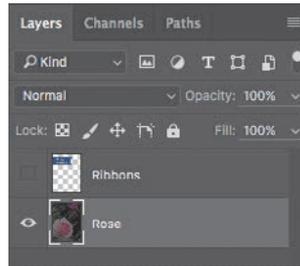
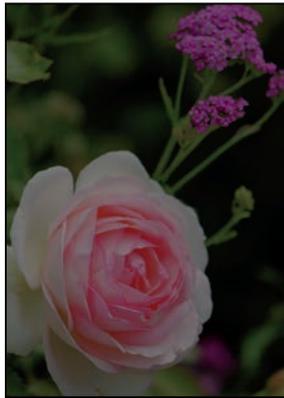
The Tools panel is the tall, narrow panel on the left side of the work area. It contains selection tools, painting and editing tools, foreground- and background-color selection boxes, and viewing tools.

You'll start by using the Zoom tool, which also appears in many other Adobe applications, including Illustrator, InDesign, and Acrobat.

- 1 Choose File > Open, navigate to the Lessons/Lesson01 folder, and double-click the 01Start.psd file to open it.

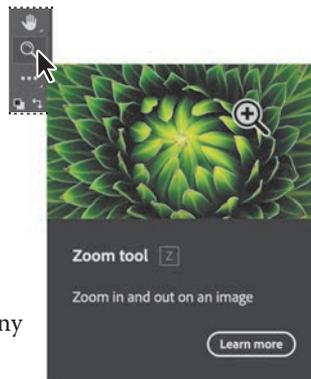
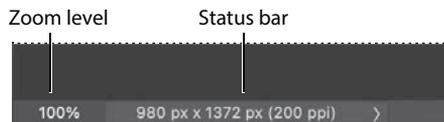
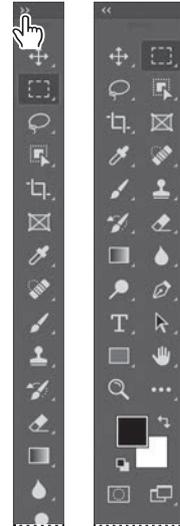
● **Note:** For a complete list of the tools in the Tools panel, see the appendix, "Tools panel overview."

The 01Start.psd file contains the background image and a ribbon graphic that you'll use to create the birthday card that you viewed in the end file.



► **Tip:** You can customize the Tools panel by arranging, removing, and adding tools. To do this, hold down the Edit Toolbar icon (•••) that appears after the Zoom tool, and choose Edit Toolbar.

- 2 Click the double arrows just above the Tools panel to toggle to a double-column view. Click the double arrows again to return to a single-column Tools panel and use your screen space more efficiently.
- 3 Examine the status bar at the bottom of the work area (Windows) or document window (macOS), and notice the percentage that appears on the far left. This represents the current enlargement view of the image, or zoom level.
- 4 Move the pointer over the Tools panel, and hover it over the magnifying-glass icon until a tool tip appears. The tool tip displays the tool's name (Zoom tool) and keyboard shortcut (Z).



► **Tip:** To select the Zoom tool using a keyboard shortcut, press the Z key. Tool shortcuts are single-key (do not press modifier keys such as Ctrl or Command). If a tool has a keyboard shortcut, you'll see it in the pop-up tool tip.

- 5 Click the Zoom tool icon (Q) in the Tools panel to select it.
- 6 Move the pointer over the document window. The pointer now looks like a tiny magnifying glass with a plus sign in the center of the glass (Q).

- 7 Click anywhere in the document window.

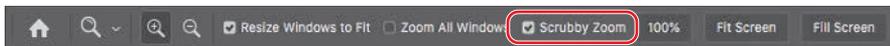


The image enlarges to a preset percentage level, which replaces the previous value in the status bar. If you click again, the zoom advances to the next preset level, up to a maximum of 12800%.

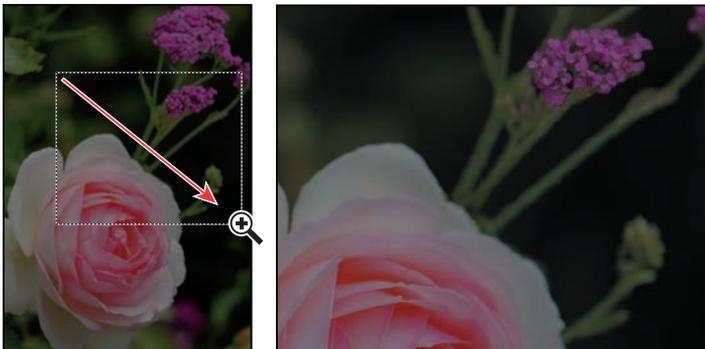
- 8 Hold down the Alt key (Windows) or Option key (macOS) so that the Zoom tool pointer appears with a minus sign in the center of the magnifying glass (⌕), and then click anywhere in the image. Then release the Alt or Option key.

Now the view zooms out to a lower preset magnification, so you can see more of the image, but in less detail.

- 9 If Scrubby Zoom is selected in the options bar, click anywhere on the image and drag the Zoom tool to the right. The image enlarges. Drag the Zoom tool to the left to zoom out.



- 10 Deselect Scrubby Zoom in the options bar if it's selected. Then, using the Zoom tool, drag a rectangle to enclose part of the rose blossom.



The image enlarges so that the area you enclosed in your rectangle now fills the entire document window.

Note: You can use other methods to zoom in and out. For example, when the Zoom tool is selected, you can select the Zoom In or Zoom Out mode on the options bar. You can choose View > Zoom In or View > Zoom Out. Or, you can type a new percentage in the status bar and press Enter or Return.

11 Click Fit Screen in the options bar to see the entire image again.

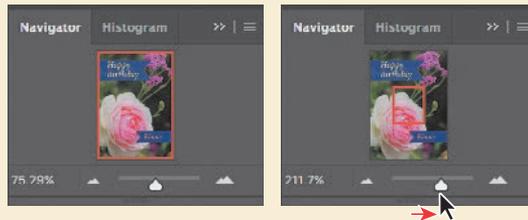


You have used the Zoom tool in four different ways to change the magnification in the document window: clicking, holding down a keyboard modifier while clicking, dragging to zoom in and out, and dragging to define a magnification area. You can customize the behavior of many tools by using options, keyboard combinations, and gestures (for example, clicking versus dragging). You'll have opportunities to use these techniques as you work through the lessons in this book.

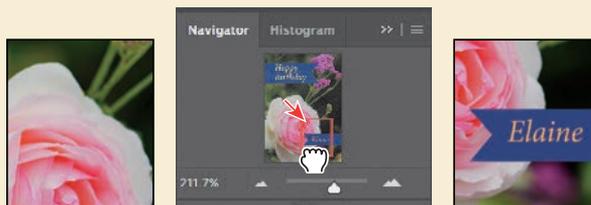
Zooming and scrolling with the Navigator panel

The Navigator panel (choose Window > Navigator to open it) is another speedy way to make large changes in the zoom level, especially when the exact percentage of magnification is unimportant. It's also a great way to scroll around in an image, because the thumbnail shows you exactly what part of the image appears in the document window.

The slider under the image thumbnail in the Navigator panel enlarges the image when you drag to the right (toward the large mountain icon) and reduces it when you drag to the left.



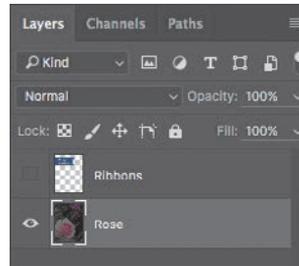
The red rectangular outline represents the area of the image that appears in the document window. When you zoom in far enough that the document window shows only part of the image, you can drag the red outline around the thumbnail area to see other areas of the image. This is also an excellent way to verify which part of an image you're working on when you work at very high zoom levels.



Brightening an image

One of the most common edits you're likely to make is to brighten an image taken with a digital camera or phone. You'll brighten this image by changing its brightness and contrast values.

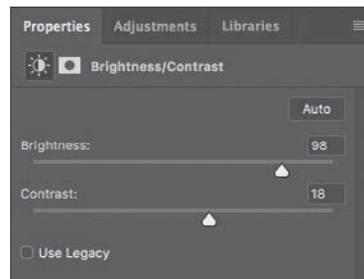
- 1 In the Layers panel, on the right side of the workspace, make sure the Rose layer is selected.
- 2 In the Adjustments panel (above the Layers panel in the panel dock), click the Brightness/Contrast icon (☀️) to add a Brightness/Contrast adjustment layer. The Properties panel opens, displaying the Brightness/Contrast settings.
- 3 In the Properties panel, move the Brightness slider to **98** and the Contrast slider to **18**.



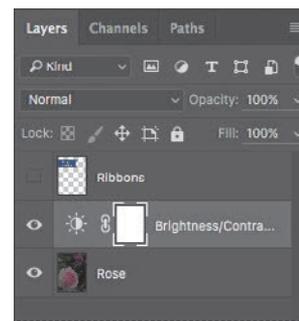
The image of the rose brightens.

In these lessons, we'll often instruct you to enter specific numbers in panels and dialog boxes to achieve particular effects. When you're working on your own projects, experiment with different values to see how they affect your image. There is no right or wrong setting; the values you should use depend on the results you want.

- 4 In the Layers panel, click the eye icon for the Brightness/Contrast adjustment layer to hide its effect, and then click the eye icon again to show the effect.



Adjustment layers let you make changes to your image, such as adjusting the brightness of the rose, without permanently altering the actual pixels. Because you've used an adjustment layer, you can always disable the edit by hiding or deleting the adjustment layer—and



you can edit the adjustment layer at any time. You'll use adjustment layers in several lessons in this book.

Layering is one of the fundamental and most powerful features in Photoshop. Photoshop includes many kinds of layers, some of which contain images, text, or solid colors, and others that simply interact with layers below them. You'll learn more about layers in Lesson 4, "Layer Basics," and throughout the book.

● **Note:** If Photoshop displays a dialog box telling you about the difference between saving to Cloud Documents and On Your Computer, click Save On Your Computer. You can also select Don't Show Again, but that setting will deselect after you reset Photoshop preferences.

- 5 Double-click the Properties panel tab to collapse it.
- 6 Choose File > Save As, name the file **01Working.psd**, and click OK or Save.
- 7 Click OK in the Photoshop Format Options dialog box.

Saving the file with a different name ensures that the original file (01Start.psd) remains unchanged. That way, you can return to it if you want to start over.

You've just completed your first task in Photoshop. Your image is bright and punchy and ready for a birthday card.

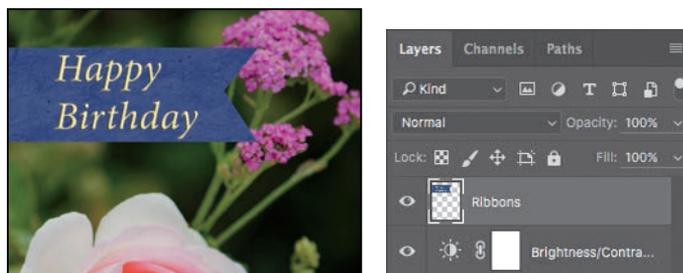
Sampling a color

● **Note:** When a layer mask is selected, the default foreground color is white, and the default background color is black. You'll learn more about layer masks in Chapter 6.

Photoshop uses a *foreground color* and *background color* when you paint on a layer. Most of the time you'll pay attention to the foreground color, such as the color loaded for a brush. By default, the foreground color is black and the background color is white. You can change the foreground and background colors in several ways. One way is to use the Eyedropper tool to sample a color from the image. You'll use the Eyedropper tool to sample the blue of one ribbon so that you can match that color when you create another ribbon.

First you'll display the Ribbons layer so you can see the color you want to sample.

- 1 In the Layers panel, click the Visibility column for the Ribbons layer to make the layer visible. When a layer is visible, an eye icon (👁) appears in that column.



A ribbon with "Happy Birthday" written on it appears in the document window.

- 2 Select the Ribbons layer in the Layers panel so that it's the active layer.

- 3 Select the Eyedropper tool (👉) in the Tools panel.
- 4 Click the blue area in the Happy Birthday ribbon to sample a blue color.



● **Note:** If you have trouble finding the Eyedropper tool, click the Search icon near the top-right corner of the workspace, and type **eyedropper**. Click Eyedropper Tool in the search results; the tool will be selected in the Tools panel for you.

The foreground color changes in the Tools panel and the Color panel. Anything you paint will be this color until you change the foreground color again.

Working with tools and tool properties

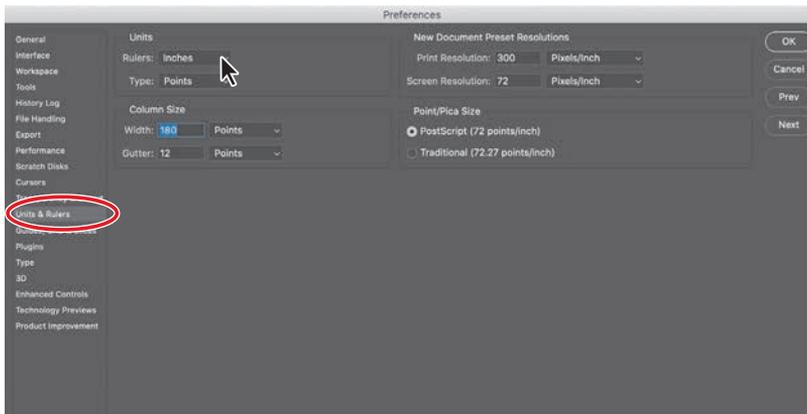
When you selected the Zoom tool in the previous exercise, you saw that the options bar provided ways for you to change the view of the current document window. Now you'll learn more about setting tool properties using context menus, the options bar, panels, and panel menus. You'll use all of these methods as you work with tools to add the second ribbon to your birthday card.

Setting the unit of measure

You can change the unit of measure you use to work in Photoshop. This greeting card will be printed, so you'll work in inches.

- 1 Choose Edit > Preferences > Units & Rulers (Windows) or Photoshop > Preferences > Units & Rulers (macOS).
- 2 In the Units section, choose Inches from the Rulers menu, and click OK.

▶ **Tip:** When rulers are displayed (View > Rulers), you can change the unit of measure by right-clicking (Windows) or Control-clicking (macOS) a ruler.



Using context menus

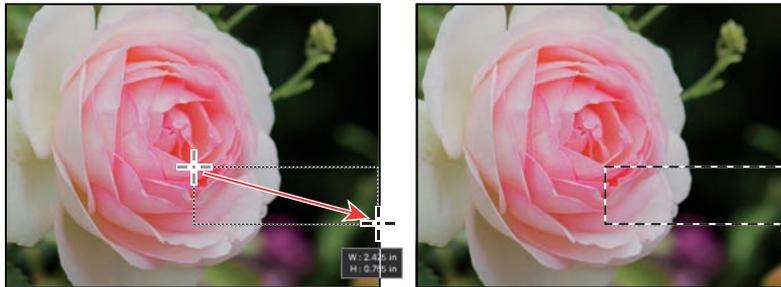
► **Tip:** A context menu is a type of shortcut, similar to a keyboard shortcut. Some prefer one or the other; others use both or neither. Over time, you'll learn which context menus and keyboard shortcuts save you the most time in your own work.

Unlike the menus that drop down from a menu bar, a *context menu* pops up under the pointer. It contains commands and options that may apply to the object under the pointer, or to the current selection or state of the document. Usually, the commands on a context menu are also available in the menu bar or panel menus, but a context menu can save time because it can display relevant commands where the pointer is, so you don't have to look through the menu bar. Context menus are sometimes called "right-click" or "shortcut" menus.

- 1 Change the view as needed (zoom or scroll) so that you can clearly see the lower third of the card.
- 2 Select the Rectangular Marquee tool (□) in the Tools panel.

The Rectangular Marquee tool selects rectangular areas. You'll learn more about selection tools in Lesson 3, "Working with Selections."

- 3 Drag the Rectangular Marquee tool to create a selection about 0.75 inches tall and 2.5 inches wide, ending at the right edge of the card. (See the illustration.) As you drag the tool, Photoshop displays the width and height of the selected area. It's okay if the size of your selection is a little different from ours.



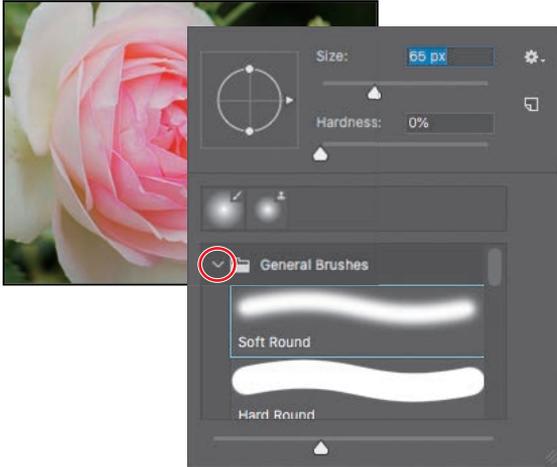
A selection border is indicated by a dashed line called a *selection marquee* (also called *marching ants*), which is animated so that you can see it more easily.

- 4 Select the Brush tool (🖌) in the Tools panel.
- 5 In the document window, right-click (Windows) or Control-click (macOS) anywhere in the image to open the Brush tool context menu.

Context menus usually show a list of commands, but in this case, it's a pop-up panel with options for the Brush tool.

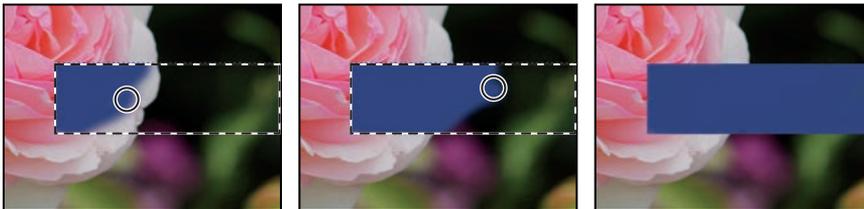
- 6 Click the arrow next to the General Brushes preset group (folder) to expand it, select the first brush (Soft Round), and change the size to **65** pixels.

- 7 Press Enter or Return to close the context menu.



► **Tip:** You can also close a context menu by clicking outside it. Be careful when you click so that you don't paint an unwanted stroke or accidentally change a setting or selection.

- 8 Make sure the Ribbons layer is still selected in the Layers panel; then drag the Brush tool across the selected area until it's fully painted blue. Don't worry about staying within the selection; you can't affect anything outside the selection as you paint.
- 9 When the bar is colored in, choose Select > Deselect so that nothing is selected.



The selection is gone, but the blue bar remains on the Ribbons layer.

Selecting and using a hidden tool

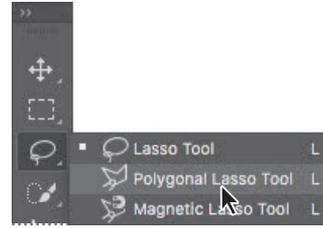
To save space on your screen, the Tools panel arranges some of the tools in groups, with only one tool shown for each group. The other tools in the group are hidden behind that tool. A small triangle in the lower-right corner of a button is your clue that other tools are available but hidden under that tool.

You'll use the Polygonal Lasso tool to remove a triangular notch from the color bar so that it matches the ribbon at the top of the card.

- 1 Position the pointer over the third tool from the top in the Tools panel until the tool tip appears. The tool tip identifies the Lasso tool (Ⓔ), with the keyboard shortcut L.

2 Select the Polygonal Lasso tool (🔗), which is hidden behind the Lasso tool, using one of the following methods:

- Press and hold the mouse button over the Lasso tool to open the pop-up list of hidden tools, and select the Polygonal Lasso tool.
- Alt-click (Windows) or Option-click (macOS) the tool button in the Tools panel to cycle through the hidden tools until the Polygonal Lasso tool is selected.
- Press Shift+L, which cycles between the tools in the group (the Lasso, Polygonal Lasso, and Magnetic Lasso tools).



With the Lasso tool, you can draw free-form selections; the Polygonal Lasso tool makes it easier to draw straight-edged sections of a selection border. You'll learn more about selection tools, making selections, and adjusting the selection contents in Lesson 3, “Working with Selections.”

- 3 Move the pointer over the left edge of the blue color bar that you just painted. Click just to the left of the upper-left corner of the bar to start your selection. You should begin your selection just outside the colored area.
- 4 Move the cursor to the right a little more than $\frac{1}{4}$ inch, and click about halfway between the top and bottom of the bar. You're creating the first side of the triangle. It doesn't need to be perfect.
- 5 Click just to the left of the bottom-left corner of the bar to create the second side of the triangle.
- 6 Click the point where you started to finish the triangle.



● **Note:** If the selected area is not deleted when you press the Delete key, make sure the Ribbons layer is selected in the Layers panel, and try again.

- 7 Press the Delete key on your keyboard to delete the selected area from the colored bar, creating a notch for your ribbon.

- 8 Choose Select > Deselect to deselect the area you deleted.



Note: The Select menu contains Deselect and Deselect Layers commands; be mindful of which one you need to choose.

The ribbon is ready. Now you can add a name to your birthday card.

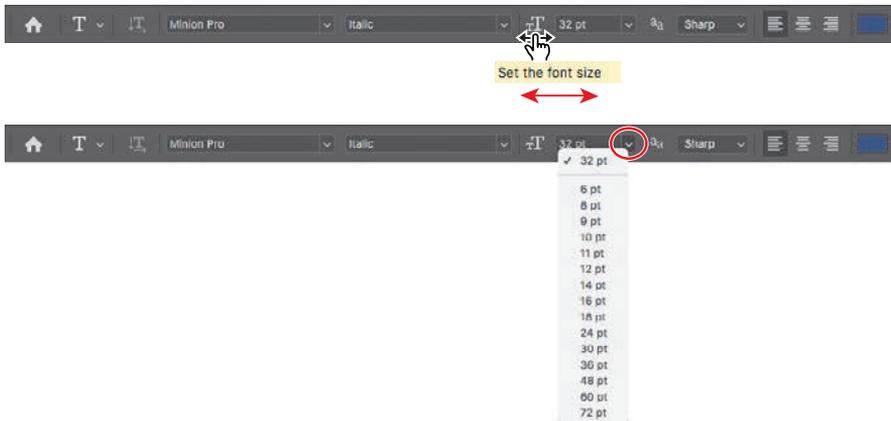
Setting tool properties in the options bar

Next, you'll use the options bar to select the text properties and then type the name.

- 1 In the Tools panel, select the Horizontal Type tool (T).

The buttons and menus in the options bar now relate to the Type tool.

- 2 In the options bar, select a font you like from the first pop-up menu. (We used Minion Pro Italic, but you can use another font if you prefer.)
- 3 Specify **32 pt** for the font size.

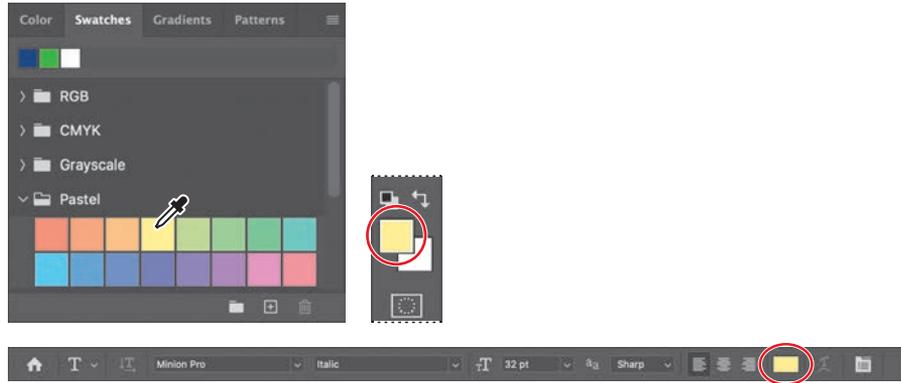


Tip: You can position the pointer over the labels of most numeric settings in the tool options bar, in panels, and in dialog boxes in Photoshop to display a “scrubby slider.” Dragging the pointing-finger slider to the right increases the value; dragging to the left decreases the value. Shift-dragging changes it by ten points

You can specify 32 points by typing directly in the font-size text box and pressing Enter or Return or by *scrubbing* the font-size menu label (see the tip in the margin). You can also choose a standard font size from the font-size pop-up menu.

- 4 Click the Swatches tab to bring that panel forward, if it's not already visible, then click the triangle next to the Pastel preset group to expand it, and select any light-colored swatch. (We chose Pastel Yellow.)

► **Tip:** When you move the pointer over the swatches, it temporarily changes into an eyedropper. Position the tip of the eyedropper over the swatch you want, and click to select it.



The color you select appears in two places: as the Foreground Color in the Tools panel and in the text color swatch in the options bar. The Swatches panel is one easy way to select a color; later you'll learn other ways to select a color in Photoshop.

- 5 Click the Horizontal Type tool once anywhere on the left side of the colored bar. "Lorem Ipsum" placeholder text appears as a sample of the current type specifications. It's selected by default so that you can immediately type over it.
- 6 Type a name; we typed Elaine. It replaces the placeholder text. Don't worry if the text isn't positioned well; you'll correct that later.



- 7 Click the check mark icon in the options bar (✓) to commit the text.



While the pastel yellow looks OK, you'll now use a specific color that matches the text in the other ribbon. It's easier to find it if you change the Swatches panel display.