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Usually you use it to move a Layer around after it has been placed. Hold the [Shift] key to limit the movements to vertical/horizontal.  tool_basics3 **Polygon Lasso Tool (L)** Ok, this should be the Lasso Tool, but I use the Polygon Lasso a lot more often. Use this to draw selections in whatever shape you would like. To close the selection, either click on the beginning point (you’ll see the cursor change when you’re on it), or just double-click. When holding the [Ctrl] key, you’ll see the cursor change, and the next time you click, it will close your selection.  tool_basics4 **Magic Wand Tool (W)** Use this to select a color range. It will select the block of color, or transparency, based on wherever you click. In the Options Bar at the top, you can change the Tolerance to make your selections more/less precise.  tool_basics5 **Crop Tool (C)** The Crop Tool works similarly to the Rectangular Marquee tool (see above if you have no short-term memory). The difference is when you press the [Enter/Return] key, it crops your image to the size of the box. Any information that was on the outside of the box is now gone. Not permanently, you can still undo.  tool_basics6 **Slice Tool (K)** This is used mostly for building websites, or splitting up one image into smaller ones when saving out. It’s kind of an advanced tool, and since you’re in here for the basics, we’ll kind of skip over it. Kinda makes you mad I made you read all that for nothing, huh?  tool_basics7 **Healing Brush Tool (J)** This is a really useful tool. Mildly advanced. You can use this tool to repair scratches and specs and stuff like that on images. It works like the Brush tool (see below). You choose your cursor size, then holding the [Alt] key, you select a nice/clean area of your image. Let go of the [Alt] key and paint over the bad area. It basically copies the info from the first area to the second, in the form of the Brush tool. Only, at the end, it averages the information, so it blends.  tool_basics8 **Brush Tool (B)** This is one of the first tools ever. It’s what Photoshop is based off of. Well, not really, but it’s pretty basic. It paints one your image, in whatever color you have selected, and whatever size you have selected. There’s a lot of options for it, but this is basic, so you don’t get to learn them. Ha.  tool_basics9 **Clone Stamp Tool (S)** This is very similar to the Healing Brush Tool (see above). You use it the exact same way, except this tool doesn’t blend at the end. It’s a direct copy of the information from the first selected area to the second. When you learn to use both of these tools together in perfect harmony, you will be a Photoshop MASTA! Not really, it’s just less irritating.  tool_basics10 **History Brush Tool (H)** This tool works just like the Brush Tool (see above) except the information that it paints with is from the original state of your image. If you go Window>History, you can see the History Palette. The History Brush tool paints with the information from whatever History state is selected.  tool_basics11 **Eraser Tool (E)** This is the anti-Brush tool. It works like an eraser (duh) and erases whatever information wherever you click and drag it. If you’re on a Layer, it will erase the information transparent. If you are on the background layer, it erases with whatever secondary color you have selected.  tool_basics12 **Gradient Tool (G)** You can use this to make a gradiation of colors. Gradiation doesn’t appear to be a word, but it makes sense anyway. It creates a blending of your foreground color and background color when you click and drag it. Like a gradient.  tool_basics13 **Blur Tool (R)** The Blur tool is cool. It makes things blurry. Click and drag to make things blurry. The more you click and drag, the blurrier things get.  tool_basics14 **Dodge Tool (O)** This tool isn’t as crappy as the car brand. It’s actually used to lighten whatever area you use it on. As long as it is not absolute black. Absolute black won’t lighten.  tool_basics15 **Path Selection Tool (A)** You use this tool when working with paths. Since this is all about the basics, I won’t go into details. It’s related to the Pen Tool (see below) though.  tool_basics16 **Horizontal Type Tool (T)** It makes type. Or text. Or whatever you want to call it. You can click a single point, and start typing right away. Or you can click and drag to make a bounding box of where your text/type goes. There’s a lot of options for the Type Tool. Just play around, it’s fairly straight-forward.  tool_basics17 **Pen Tool (P)** I mentioned this tool above. It’s for creating paths, in which you would use the Path Selection Tool to select the path. Paths can be used in a few different ways, mostly to create clipping paths, or to create selections. You use the tool by clicking to add a point. If you click and drag, it will change the shape of your path, allowing you to bend and shape the path for accurate selections and such.  tool_basics18 **Rectangle Tool (U)** By default it draws a Shape Layer in the form of a rectangle. It fills the rectangle with whatever foreground color you have selected. It’s pretty complicated, don’t hurt yourself with this one.  tool_basics19 **Notes Tool (N)** Like post-it notes, but digital. You can use this tool to add small little note boxes to your image. These are useful if you’re very forgetful or if you’re sharing your Photoshop file with someone else. I’m pretty sure it only works with .PSD files.  tool_basics20 **Eyedropper Tool (I)** This tool works by changing your foreground color to whatever color you click on. Holding the [Alt] key will change your background color.  tool_basics21 **Hand Tool (T)** You can really make short work of your job with the Hand Tool. It’s for moving your entire image within a window. So if you’re zoomed in and your image area is larger than the window, you can use the Hand Tool to navigate around your image. Just click and drag. You can get to this tool at any time when using any other tool by pressing and holding the [Spacebar].  tool_basics22 **Zoom Tool (Z)** Pretty obvious what this tool does. It allows you to zoom into your image. Don’t be dumb, it doesn’t actually change the size of your image. Hold the [Alt] key to zoom out. Holding the [Shift] key will zoom all of the windows you have open at the same time. Double-click on the Zoom Tool in the palette to go back to 100% view.  tool_basics23 **BONUS!!** These are your color boxes. Foreground (in the front) and Background (in the back). Click on either one to bring up the color select dialog box. [FILE MENU IN ADOBE PHOTOSHOP 7.0](http://infotech-easy.blogspot.in/p/file-menu-in-adobe-photoshop-70.html) The first menu given in the menu bar of Adobe Photoshop 7.0 is **File Menu**. There can be seen twenty two options in this menu. Some of the commands or options given in the **File Menu (**e.g. **New**, **Open** and **Save** etc) are very commonly used by all the users of Photoshop while at the same time there can be found a good number of users especially the beginner ones, who gets tremendously confused whenever it comes to use some of the commands of Photoshop given in the same **File Menu**e.g. **Revert**, **Place**, **Import**, **Export**, **Automate** and **File Info** etc.   |  | | --- | | [The-first-menu-in-the-menu-bar-of-Adobe-Photoshop](http://4.bp.blogspot.com/-PJONSZ-F_7I/VLJeyZynKlI/AAAAAAAACkM/xsnPruIv8CY/s1600/file-menu.jpg) | | Different commands given in the file menu of Adobe Photoshop |    Here I am going to give a brief introduction of all these commands. Though, this introduction might not enough to explain the full functionality of all the commands but at the same time, having read this brief introduction, the beginners in the field can have a better idea of the causes of presence of these commands in the **File Menu**. NEW This option is used to create a new Photoshop document or file with PSD extension. Whenever this option is selected, there is opened a window or dialogue box named **New**. In that dialogue box or window there are found many options through which one can specify the **Size**, **Resolution**,**Color Mode** and **Content** for the new document.   |  | | --- | | [Create-a-new-PSD-file](http://4.bp.blogspot.com/-B3qUT6i01ec/VLJr85kZLnI/AAAAAAAACkc/QkvEV1DJg9U/s1600/New-dialogue-box.jpg) | | Dialogue box named New |  NAME BOXAT THE TOP OF THAT DIALOGUE BOX NAMED NEW, THERE CAN BE SEEN A BOX CALLED NAME. IN THAT BOX YOU CAN TYPE THE NAME OF THE PSD FILE WHICH IS GOING TO BE CREATED.  SIZE Right beneath the **Name**box there can be seen a drop down menu named **Preset Sizes**. If you don’t want to specify the width and the height of the document by yourself you can select any preset size according to your requirement out of the different options given in the drop down menu named **Preset Sizes**. But if you want to specify the size (width and height) of the document by yourself, you can ignore the drop down menu named **Preset Sizes**. If you type any values in the boxes named **Width** and **Height**given in the dialogue box named **New,**you will notice that the option named **Custom**will get selected all by itself out of the options given in the drop down menu named **Preset Sizes**. Further measurement unit for the image size can be specified in pixels (if you want to create any project for web ) , inches, centimeters and millimeters (if you want to create any project for printing), columns (if you want to create any image that is supposed to be fit inside any column given in any page). As far as Points and Picas are concerned, these two unit are basically used for the measurement of the lines of typed text. Generally, one Pica is considered equal to 12 Points and 6 Picas contribute in one Inch. RESOLUTION Right beneath the boxes named **Width** and **Height** there can be seen another box named **Resolution**. This box is used to specify the resolution of the image (PSD file that is about to be created). As I have already explained in the previous page that Photoshop is a **Raster Graphics Editor** and raster graphics are based on pixels. Pixels are small colorful dots and resolution of an image depends on how smaller and how closer these dots are. Generally, resolution equal to **72px/inch** is considered to be OK for the images which are made for the use in websites and presentations. If you want to print an image for any professional purpose, the suitable resolution cannot be less than **300px/inch**but in order to print an image for an ordinary purpose, resolution equal to **240px/inch** might be proved perfectly OK. MODE Right beneath the box under the head or **Resolution**, there can be seen a drop-down menu named **Mode**. This drop-down menu offers usually five options regarding the selection of **Color Mode** for the document. These options are :   * **RGB** is probably the most widely used color mode. As this color mode combines three primary colors (Red, Green and Blue ) with different ratios to generate a large number of colors so it is also referred as an additive color mode. Each color in this mode whether it be Red or Green or Blue is capable of generating **256**shades and total number of colors this mode can generate by combining all these shades is approximately**16,777,162**. This color mode is used in electronic devices e.g. Televisions, computer monitors and cell phones etc so this color mode is suitable for all the projects which are made for websites and presentations. This color mode is device dependent meaning devices’ ability to display colors might affect the colors of the images made by the use of RGB color mode. * **CMYK**color mode is used in printing so if you want to compose an image in Photoshop for printing purpose, this color mode should be your choice. * **Grayscale** color mode shows only black white and **254** shades of grey. As grayscale images are considerably (two-third) smaller in size than RGB images so this color mode should be preferred if smaller size of an image is more important than it’s colors. * **Lab color mode**is very rarely used by Photoshop users. This color mode deals with three channels which are referred as**L channel**, **A channel**and**B channel**. **L** stands for light while **A channel** deals with the information regarding different colors generated from the different combinations of green and red while the **B channel deals** with the information regarding the different colors generated from the different combinations of yellow and blue. Colors of the images made by the use of this color mode always remain intact in all operating systems. Unlike RGB color mode, Lab color mode is device independent. * **Bitmap color mode** shows only two colors which are black and white. This color mode considered to be important because images made by the use of this color mode are very smaller in size and take up very little space.  CONTENTS Like different color modes, Photoshop offers different **Content** styles for the document. Through selecting Content for the document we can decide how Photoshop document should look before being used. Photoshop 7.0 offers three choices regarding the document content.     * Content named**White** provides a pure white Photoshop document to work on. * Content named **Background Color**provides a Photoshop document of the same color that has been selected as background color in the window named Tools. * Content named **Transparent**  provides a totally transparent or colorless Photoshop document to work on.    OPEN The second command  given in the **File Menu** is referred as **Open**. This command is used to open a required image file in Photoshop. Whenever this option is selected, there is appeared a window named **Open**.   |  | | --- | | [open-required-image-file](http://4.bp.blogspot.com/-2m4TxRzgr5Q/VLNW6oncB7I/AAAAAAAACks/XcLVOvVBRko/s1600/open.jpg) | | Window named *Open* |   At the top of that window there can be seen a drop-down menu named **Look in**. This drop-down menu is used to select the current location of the required image file in the computer’s hard drive or in any external drive( CD, DVD or USB etc). Whenever any location is selected through this drop down-menu, all the folders and files located there appear in an instant in the same window right beneath the menu named **Look in**. But in the window named **Open**, that drop-down menu is not the only source to look for a file. On the right side of the window there can be seen a few icons (**Recent Places**, **Desktop**, **Libraries**, **Computer**, **Network**etc) through which we can easily navigate through the entire hard drive. Right beneath the **File Picker** area there can be seen two more drop-down menus referred as **File name** and **File type**. **File name** is used to select any file saved in the selected location by name while the menu named **File type**is used to select the format of the required file. BROWSE Browse is the third option that is given in the **File Menu**. This is an alternative option for searching and opening required image files in Photoshop. Whenever this option is selected, there is appeared a window named **File Brower** on the right side of the main Photoshop window.   |  | | --- | | [File-browser-in-Photoshop-7.0](http://1.bp.blogspot.com/-UITllDzJiL4/VLNbpvRqoTI/AAAAAAAACk4/qyLswjWh3t4/s1600/file-browser.jpg) | | Browse any image and see it's properties. |   Through this window we can not only search and open our required image files but at the same time, the same **File Browser** tells us all the main properties of the selected file e.g. **Orientation**, **X**and **YResolution**, **Pixel Dimension** and **Color Space** etc. By  single left mouse click you can select any image in **File Browser** to see it's properties in the properties pan while in order to open an image file through **File Browser** window you can double click on that image. OPEN RECENT This option helps to look for  recently modified files for further modification. Whenever you put the pointer of your mouse on **Open Recent** in the **File Menu**, there is opened a side menu that shows the **10** most recently modified files, out of those you can select and open your required file by clicking on it. CLOSE (CTRL + W) This option is used to close an open document in Photoshop. This option is very rarely used by Photoshop users. SAVE (CTRL + S) This option is used to save any document created or modified on Photoshop in any required format. As soon as this option is selected, there is appeared a window named **Save As**.  [Save-the-image-file-in-any-format](http://1.bp.blogspot.com/-UjSiIi_5nVM/VLPpRBQED1I/AAAAAAAAClI/9DrwIV5VUls/s1600/save.jpg)   |  | | --- | | Select the location and format for your file and save it. |   At the top of that window, there can be seen a drop-down menu named **Save in**. Through this menu you can select the location in hard drive where you want to save your recently created or modified image file. Further you can select the location for your file by clicking on any icon given on the left side of that window. Right below the image picker area in the window there can be seen a box called **File Name**. Through this box you can give a new name to your file by typing it in the box or by clicking on the arrow given on the right side of that box you can open a drop-down menu and out of the options given in that drop-down menu, you can select any existing file to replace it with the new one. Right beneath the box named **File Name** there can be seen a drop-down menu referred as **Format**. Through this drop-down menu you can select any format for your image file. Having specified the file name and the format just click the button named **Save** that can be seen right beside the box called **File Name** and your file will be saved in the selected location with the name and format specified by you. SAVE AS (CTRL + SHIFT + S) If you want to save an image file two or more than two times with two or more than two different names or formats you can use the option named **Save As**. SAVE FOR WEB (ALT + SHIFT + CTRL + S) This option is used to save any image file for the use in web. REVERT This option is used to remove all the changes made in any image by the use of Photoshop. PLACE This option is used to place any image with**EPS** **(Encapsulated Postscript)** format on any already opened Photoshop document without copying and pasting or dragging and dropping. IMPORT There are found three options in the side menu of **Import**.    |  | | --- | | [Import-command-in-Photoshop](http://1.bp.blogspot.com/-aR35RPkQcvI/VLP1V0dsWlI/AAAAAAAAClg/JaxDlca3lkM/s1600/import.jpg) | | Options given in the side menu of *Import* |  PDF IMAGE This option is used to import images from **PDF (Portable Document Format)**files in Photoshop. ANNOTATIONS This option is used to import both types of annotations (notes and audio annotations) from any Photoshop document that is saved in PDF format. WIA SUPPORT **WIA** stands for **Windows Image Acquisition**. This option is used to import images from certain scanner. Further,t his option can only be used if you have **Windows Me**or **Windows XP** or the other later versions of Windows installed in your computer. EXPORT In the side menu of the option named **Export** there can be see two options:    |  | | --- | | [Export-command-in-Photoshop](http://4.bp.blogspot.com/-ALFkpe75VvQ/VLQAfB-F8QI/AAAAAAAAClw/8XG9Klj7x4M/s1600/export.jpg) | | Side menu of the option named *Export* |  PATHS TO ILLUSTRATOR Any drawing made by the use of **Pen Tool** is referred as path in the language of computer graphics. The option named Paths **To Illustrator** is used to export paths (drawings made by the use of **Pen Tool**) made on Photoshop document in the format of Adobe Illustrator. ZOOM VIEW This option is used to export images on **Zoom View** format. **Zoom View** is a format that makes it possible to deliver high resolution images on the web. Whenever any file is exported through this option Photoshop creates four items:     * · A files with **MTX** (Molecular Dynamics Hessian Matrix) format which contains the image that is going to be displayed on the web. * · A **HTML** file that is necessary for the installation of the **Viewpoint Media Player** (without the installation of **Viewpoint Media Player** no image of **MTX** format can be displayed). * · A folder containing **JavaScript** and **VBS** files. * · Another folder containing tiles which are used to display the image.  AUTOMATE Inside the side menu of the option named **Automate**, there can be seen eight options:   |  | | --- | | [batch-droplets-contact-sheet-picture-package-web-photo-gallery](http://2.bp.blogspot.com/-aSBqewroC8Y/VLSMBUZlj_I/AAAAAAAACmA/ZShA02UsdxA/s1600/automate.jpg) | | Option named Automate with  sub options |  BATCH This option allows us to apply single action on multiple images and that is how we can save a lot of time that may spent on the editing of different images separately.  CREATE DROPLET Through this option we can create droplets. Droplets are saved in the form of arrow shaped icons and through these droplets we can apply a single action upon multiple files through drag and drop without opening those image files in Photoshop. CONDITIONAL MODE CHANGE Through this option we can specify the conditions through which we can change the color mode for any image during the recording of an action. CONTACT SHEET II Through this option we can bring all the images from any specific folder on a single Photoshop document without copying and pasting or dragging and dropping or even opening the folder containing those images. FIT IMAGE This option is used to change the size of an image with perfect accuracy. For instance, you have a landscape or portrait image and you want to increase or decrease it’s size with perfect accuracy, all you need to do is to specify the same value in the boxes named Width and height given in the dialogue box named F**it Image**.   |  | | --- | | [Fit-Image-dialogue-box](http://1.bp.blogspot.com/-R9KTLf-WCgQ/VLSQC7eKESI/AAAAAAAACmM/AYwQe7eykkc/s1600/fit-image.jpg) | | Fit image dialogue box in Photoshop 7.0 |   This dialogue box is appeared whenever you select the option named **Fit Image** given in the side menu of **Automate**. Same width and height doesn't create square image in this case. It basically constrains the proportion of your landscape or portrait image so that the longest edge will have the same value and the shortest edge adjust itself accordingly. MULTI-PAGE PDF TO PSD This command is used to save multiple pages of a single PDF file in the form of multiple images with PSD extension. PICTURE PACKAGE This command is used to bring a single image many times on the same Photoshop document. Whenever this option is selected, there is appeared a dialogue box named **Picture Package**.Through the different options given in that dialogue box you can set the Page Size, Layout and Resolution etc for the Picture package. WEB PHOTO GALLERY This option is used to create an awesome web photo Gallery. FILE INFO This command helps us to embed our contact and copyright information with the images that is how anybody interested can know about the owner of the images. PAGE SETUP (CTRL + SHIFT + P) This command is used to set the**Size**, **Source** and **Orientation** for the page. PRINT WITH PREVIEW (CTRL + P) This command shows us how our document will look like after printing. Further through many options given in the window named **Print** (the window named **Print** appears when we select the command **Print with Preview** out of the different options given in the **File Menu**) we can set the **Position** of the image on the page, **Background Color**,**Border width**, existence or non-existence of **Registration Mark** , **Captions** and **Labels**etc. PRINT (ALT + CTRL + P) This command is used to print any selected file in as much copies as we need. PRINT ONE COPY (ALT + SHIFT + CTRL + P)  This command is used to print only one copy of any selected image file.  JUMP TO ADOBE IMAGE READY 7.0 (SHIFT + CTRL + M) Through this command we can jump from the window of Adobe Photoshop 7.0 to Adobe Image Ready 7.0. EXIT (CTRL +Q) This command is used to close opened Photoshop window. |  | |  | | |  | | |  | | |  | | |  | | | |  | | --- | |  | |  | |  | |  | |
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