



INTRODUCTION TO GRAPHICS

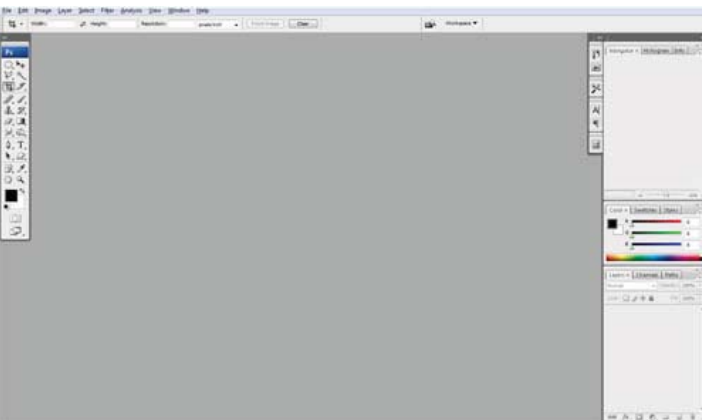
PHOTOSHOP WORKSPACE

Information Sheet No. 

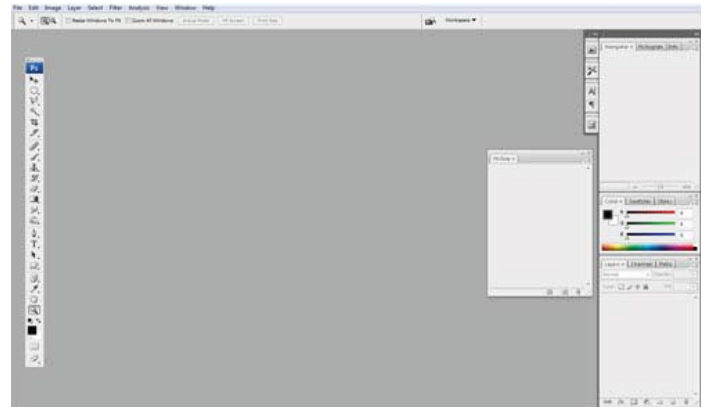
One of the many great features in Photoshop is your ability to control anything, you can configure your own shortcut keys, the way every panel looks and are placed. All this is called your workspace, the environment you work in, the great thing with Photoshop is you can save your workspace, down to every little detail. The specific place you have placed your toolbar, shortcut keys etc.

And that's what you will do in this information sheet. You will see how to save your own personalized workspace in Photoshop and how easy it is to load it again if you "misplaced" something.

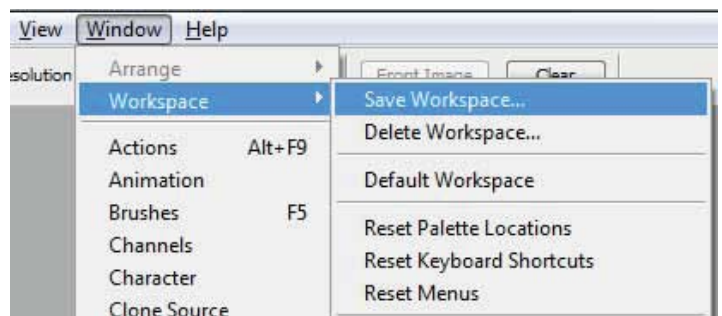
The default workspace is shown below with the standard Photoshop workspace settings.



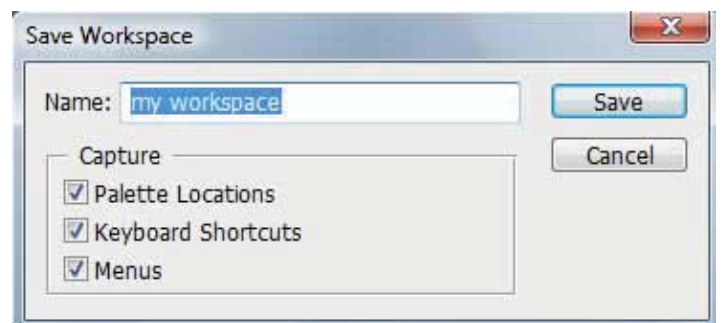
The way you set up our workspace is pretty simple, just re-arrange the position of some panels, undock the toolbar as shown next. Set up some new shortcuts to different stuff, etc. In this case the history panel is open, because it is used a lot. You can do anything to make your Photoshop daily life simpler.



Now you will need to save the workspace settings you just made, so go to the top menu "window" -> workspace -> Save workspace.



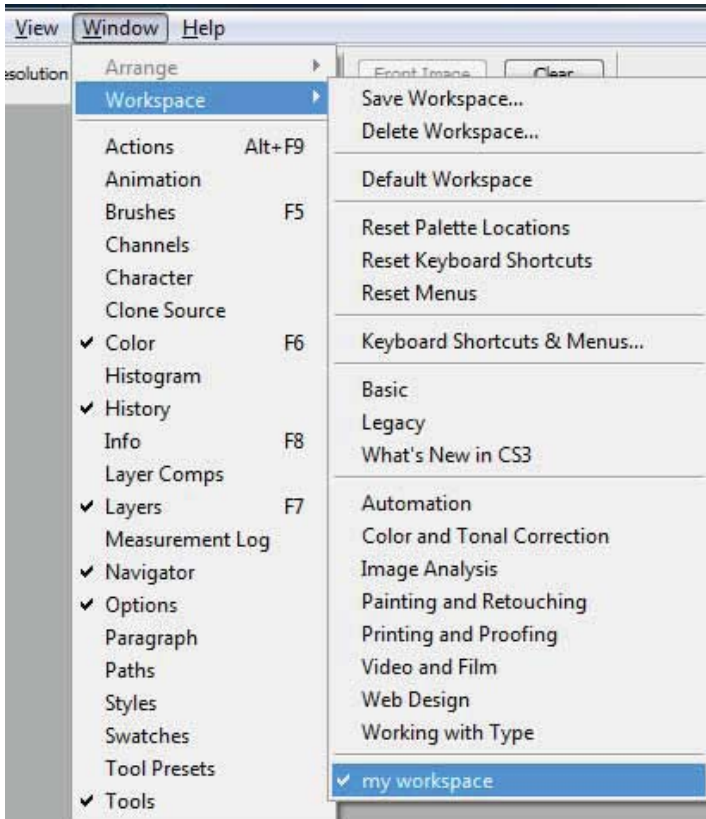
You will need to name it. Here it is simply called "my workspace"; all three checkboxes are selected so it also stores shortcut information etc.



Now try to close some panels and re-

arrange some stuff, then you will learn how easy it is to load your new settings back.

Just go to window -> workspace -> and locate the "my workspace" (or whatever you called yours) and click it. It takes a few seconds and you are back to your default personal Photoshop settings.



Now you are ready to go be creative with your own costimized Photoshop workspace

Adobe Photoshop and Adobe ImageReady give you an efficient work area and user interface to create and edit images for both print and the Web. However, different image editing tasks may demand a different work arrangement. With Photoshop, you can create task-specific workspaces—one to provide easy access to painting tools, for example, and another for photo retouching—and then save the arrangement to reuse any time.

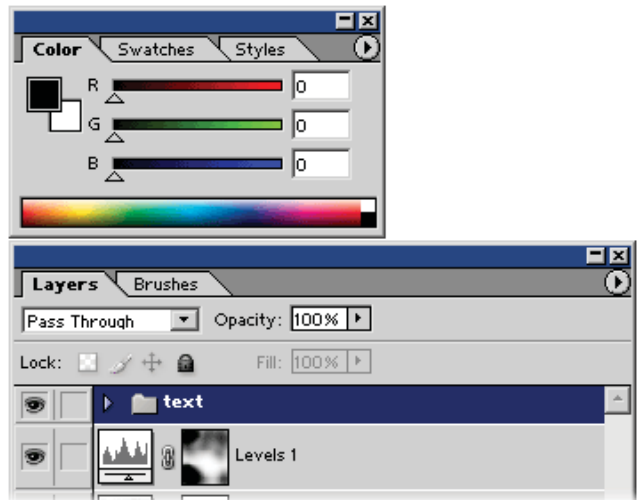
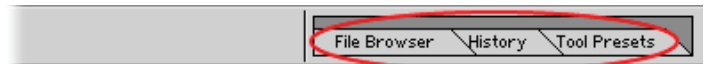
Customized workspaces are also a great option for shared computers. Simply select your workspace from the Window menu to restore the interface arrangement you prefer.



1. Arrange your palettes.

From the Window menu, choose the palettes you want to open and then arrange them in your work area.

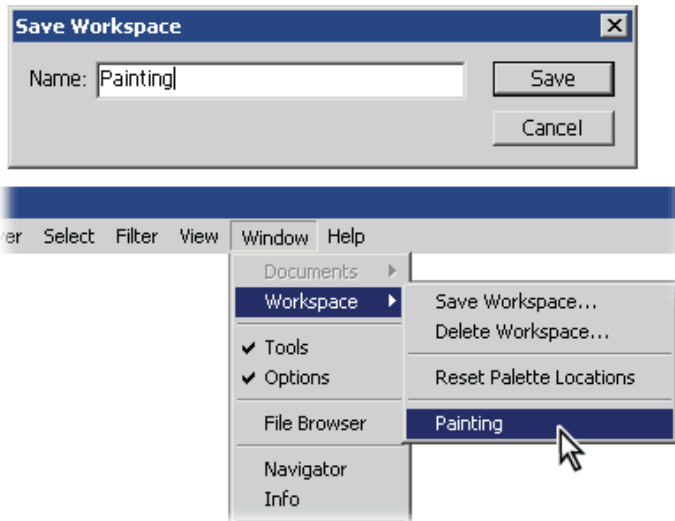
By default, palettes appear stacked together in groups. Drag the palette tab to move a palette to another group. You can also store palettes in the palette well in the options bar.



2. Save your custom workspace.

Choose Window > Workspace > Save Workspace to save your palette arrangement. (Be sure to give your custom workspace a useful name.) Now, when you choose Window > Workspace, your custom workspace appears in the Workspace submenu.

The positions of all open palettes and moveable dialog boxes are saved when you exit the application. To restore the default palette positions, choose Window > Workspace > Reset Palette Locations.



3. Set the screen display you want.

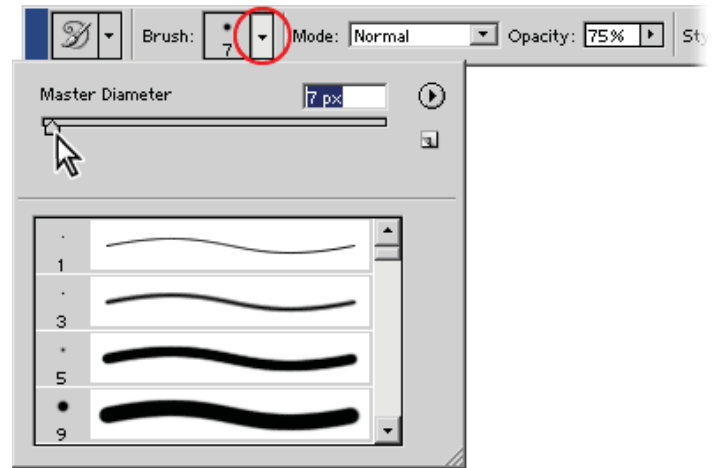
Click the screen buttons in the toolbox to select the view you want: full screen mode, full screen mode with menu bar, or standard screen mode (the default work area.)

To view your image without the distractions of palettes, toolbox, and tool options bar, press Tab. Press Tab again to restore the tools and palettes when you need to make edits.



4. Customize your tool settings.

Select a tool from the toolbox and adjust the options in the tool options bar. (To customize a brush tool, choose a brush from the Brushes palette or Brush Preset Picker, and then set the options you want in the tool options bar.)

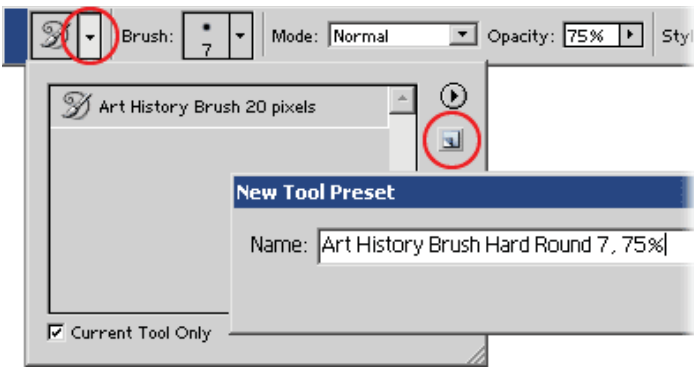


5. Save your custom tool settings.

Choose New Tool Preset from the Tool Presets palette menu or click the Create New Tool Preset button to save the settings as a custom tool preset. In the New Tool Preset dialog box, type a name for the new tool preset.

Saving tool and brush presets eliminates the need to manually replicate a particular brush or tool setting. Presets are stored in libraries and appear in the Tool Preset picker and Tool Presets palette: click the Tool Preset picker in the tool options bar to see a list of tool presets, or choose Window > Tool Presets to open the Tool Presets palette.

In the Tool Presets palette, make sure the Current Tool Only option is selected to view only the loaded presets for the active tool (otherwise, Photoshop displays presets for all tools). You can also choose Show Current Tool Presets from the Tool Presets palette menu or the Tool Preset picker menu.

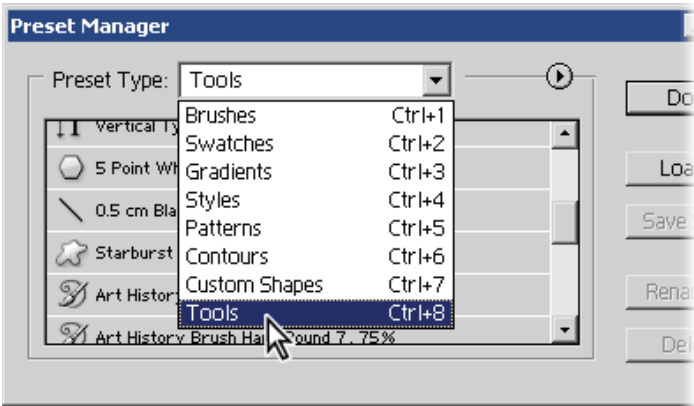


6. Manage your preset libraries with the Preset Manager.

To display the Preset Manager, choose Edit > Preset Manager. Choose an option from the Preset Type pop-up menu to switch between preset types. To add a library to the current list, click Load, select the library file you want to add, and click Load.

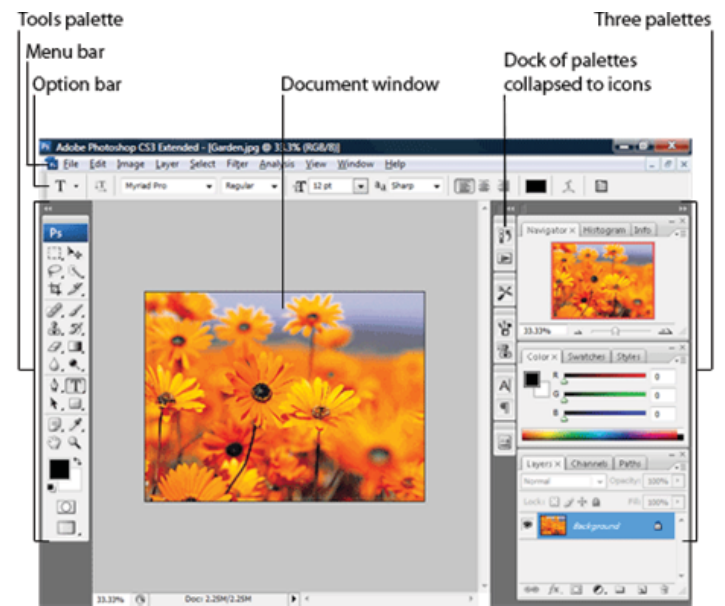
You can also choose a library file from the bottom of the palette menu. Click OK to replace the current list or Append to add the library to the current list.

The Preset Manager centralizes management of brushes, swatches, gradients, styles, patterns, contours, custom shapes, and preset tools. You can use the Preset Manager to change the current set of preset items and create new libraries. Once you load a library in the Preset Manager, you can access the library's items in every location where that type of preset is available, such as the options bar, the Styles palette, the Gradient Editor dialog box, and so on.



Workspace overview

When you launch Photoshop CS3, you'll see a workspace with many panels and buttons. You can customize the workspace to suit your own personal preference and tasks.



You can reset the workspace back to the default Photoshop workspace any time by choosing Window > Workspace > Default Workspace

The **menu bar** contains all the commands for Photoshop organized into menus. If you want to find a command, you'll be sure to find them under the menus in the menu bar.

The **document window** shows the image that is opened.

The **Tools** palette contains all the tools available for Photoshop. These tools can be used to do various tasks such as cropping images, painting, removing blemishes, etc. Related tools are grouped together indicated by the on the bottom right corner of the tool button.

The **options bar** displays the options for the selected tool. For example, if you selected the crop tool, the crop tool options will appear in the options bar.

The **pallets** display tools and information to help you work. There are many pallets you can add to your workspace that'll give you quick access to tools and information for your task. The pallets can be docked together or collapsed to save space.