

# COREL DRAW

## INTRODUCTION

A person who was good at performing numerical calculations was called a human computer much before computers came into being. The use of mechanical calculating devices made his task less demanding. The use of punched paper cards to run jacquard looms came up around 1800. The development of transistors followed by microprocessors based on integrated circuits led to the size of the computers becoming smaller and its price also came down.

Designing with computers is called computer aided designing (CAD) and textile designing with computers is called computer aided textile designing (CATD).

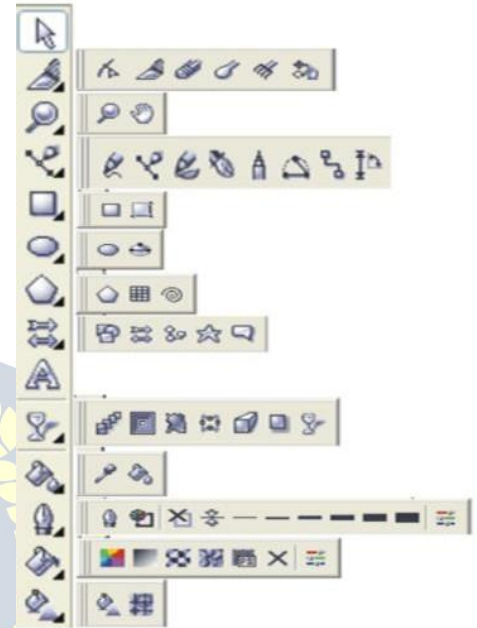
Designing with computers offers so many advantages that engineers, technologists, professionals and so many others make use of them in their everyday work. Some of the major advantages are:

- We can save a lot of time and labour.
- We can make designs with very great accuracy.
- We can make a number of colour combinations of one design in a very short-time period.
- We can make very complicated designs with different texture and colour effect very easily.

## A.TOOLBOX

1. **PickTool**-Through this tool all types of text and objects created on the page are selected and move after selecting the object
2. **ShapeTool(F10)** use the shape tool to make any type of design created on the page into another shape. After converting the shape or text to a curved one, you can use the options like delete and curve by right clicking the mouse.

3. **KnifeTool** Usesittocutanygraphicsinanyform.
4. **EraserTool(X)**Usesittoerasethegraphicandconverttocurvedtexton the page.
5. **SmudgeTool**Anygraphicandtextisusedtospread with the help of a brush.
6. **RoughenTool**Itisusedtogiveanyobjectathorny or toothed design.  
FreeTransformToolItisusedtotransformany shape into another angle.
7. **Virtual Segment Delete** Through this, we use to removeanygraphicfromthepageduringselection.
8. **ZoomTool(Z)**Weusethistoenlargethepage.After taking this tool,the parton which the draw will take place will zoom. You can also zoom in and zoom out by clicking itifyouclickthe leftmouse button,itwill zoom out If youclick the right button, it will zoom out
9. **HandTool(H)**Itisusedtomove(Resettlement)the pageas well as zoomin and out Double clicking the leftbuttonofthemousezoomsin(big)andtherightbuttonisdouclick to zoom out (small).
10. **FreeHand tool{F5}**throughthistoolyou candrawanytypeofflinedesign in any angle.
11. **BezierTool**Withthistool,you candesignanytypeofflinein differentways such as burning lamp, tree leaves and other shapes.
12. **Basics Shape** With the help of the basic shape, the rectangular triangle andallothershapesareusedtodraw.Tochangetheshapestyle,youcan draw by changing the shape by going to the Perfect shape option in the Properties bar.
13. **Artistic Media Tool(I}** By this tool Coral is used to draw the default shape and designindraw,inthisyoucanusedifferenttypesofBrushlike preset, sprayers, such as calligraphy, and other graphic etc.
14. **Pen Tool**Withthistool,youcancreateanytypeofdesigninanyangleandmake any shape with your mouse.
15. **PolylineTool**Thepolylinetoolisalsousedlikeapentoolandyoucanalsouseit like a free hand tool, both of which are given in the same tool.
16. **InteractiveConnectorTool**Throughthistool,2objectscreatedonthepageare



used to connect them together.

17. **Dimension Tool** Use it to measure any graphic created on the page. In this, we can measure the object of any angle.
18. **Smart Drawing Tool (S)** through this you can draw any type of line by drawing smooth line and straight line.
19. **Rectangle Tool (F6)** Rectangle tool is used to draw objects. Pressing the Ctrl button and drawing will make your object the same size from all four sides, to create exactly the right rectangle.
20. **3 Point Rectangle Tool** It is also used to draw a rectangular object (Rectangle) but first a straight line is drawn in it, after which your rectangle will be ready when the mouse is moved in the other direction.
21. **Ellipse Tool (F7)** It is used to draw circular shapes, with this you can make shapes like circles and ovals. Exactly (precisely) to draw Ellipse, pressing the Ctrl button and drawing will keep your object equal in size from all four sides.
22. **Graph Paper (D)** Graphs are used to place one or more tables on a page.
23. **Polygon Tool (Y)** by this, you can create polygons with different types of arms, if needed to reduce or increase the arm, you can set the number of point polygons in the property bar.
24. **Spiral Tool (A)** Used to draw the curved LINE through it
25. **Basic Shape** With the help of the basic shape, the rectangular, triangle and all other shapes are used to draw. To change the shape style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
26. **Arrow Shapes** Use the arrow shape to draw an object like arrow. To change the arrow style, you can change the shape and draw by going to the Perfect shape option in the Properties bar.
27. **Flowchart Shapes** With the help of flowchart, cylinders are used to draw shapes like triangles etc. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
28. **Star Shapes** Stars like shapes are used to draw. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
29. **Callout Shapes** With the help of its tool, it is used by any person to show things, it is used more in cartoons. You can also write information related to this shape. To change the style, you can draw by changing the shape by going to the Perfect shape option in the Properties bar.
30. **Text Tool (FB)** Use it to write any kind of text, after taking this tool you can write text even by drawing but after drawing you have to convert to

artistic text whose shortcut key is (Ctrl+FB). If you do not want to convert, after taking this tool, click anywhere on the page and start writing directly. Your text will already be converted. Font style or related settings will be found in the properties bar.

31. **Interactive Blend Tool** Through this tool, two objects on the page are used to blend together. You will find related settings in the Properties bar.
32. **Interactive Contour Tool** Through this option you use any type of circle and square to give a framing effect. You will find related settings in the Properties bar.
33. **Interactive Distortion Tool** Use any selected object to create an opposite design or shape. You will find related settings in the Properties bar.
34. **Interactive Drop Shadow** Used to apply shadow to any selected object or text. You will find related settings in the Properties bar.
35. **Interactive Envelope Tool** Used to extend and maintain any created shape or object in different types of angles. It works just like a Shape tool. If you select the shape on which you have used this tool and take the shape tool, you will still get the envelope tool.
36. **Interactive Extrude Tool** Use any object or text to make 3D, you will find related settings in the Properties bar.
37. **Interactive Transparency Tool** Used to make any color object transparent. You will find related settings in the Properties bar.
38. **Eye Drop Tool** With the help of this tool, we use to pick the color of some other object. Which can be filled in other objects with the help of paint bucket.
39. **Paint Bucket** With the help of the Eye Drop Tool, one or more objects use the captured color to fill in another object.
40. **Outline Tool (F12)** The outer lines of any object are used to thin or thicken and fill color, as well as setting the corner and line caps.
41. **Fill Tool (F11)** With this help, the selected text or object is used to fill the solid color.
42. **Fountain Color** With the help of this tool, we use double color for any text or object. Going into custom, you can fill many colors simultaneously in any object. If you want a pre-made color, you can select any color by going to the Presets option and you can also change the color as per your choice.
43. **Interactive Fill Tool** Through this tool, any type of color can be filled in any object, including fountain color, texture, uniform etc. Just like you get when

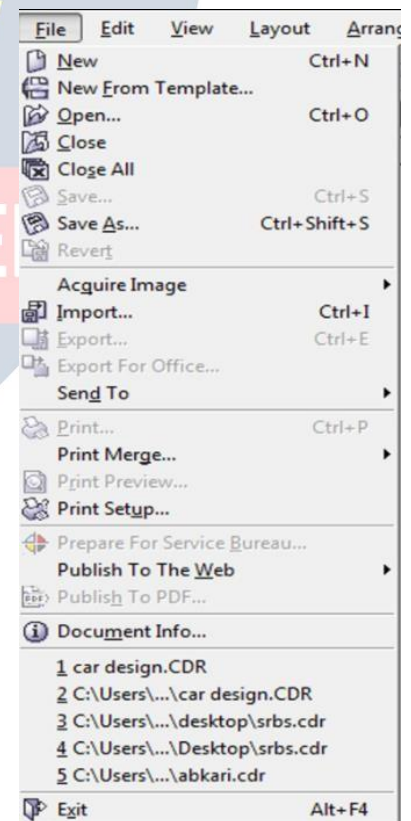


you open the fill tool, you will find it in the file type in the properties bar.

44. **Interactive Mesh Fill Tool** It is also used for coloring but in this the color is filled with the help of grids. To increase the grid reduction, we will customize the grid size in the Properties bar. In this, after applying the grid, you can click anywhere on the object to fill any color, which will be like a fountain, the only difference is that it has a grid and it is simple

## **B. FILE MENU**

1. **New** This option is used to get a new blank page.
2. **New From Template** Through this, we set to take the default template design which is already given to us in the Corel Draw by Corel Company.
3. **Open** This option is used to open a CDR file previously saved to a hard disk.
4. **Close** This option is used to close the active current page of Corel Draw.
5. **Close All** This option is used to close all open pages.
6. **Save** This option is used to save the Corel Draw file in the computer hard disk.
7. **Save As** Through this, we save the already saved document in a different name and can also be saved in any other format.
8. **Revert Through** this, after taking the file which we have already created, there is some mistake while editing, then use it again to make it like new.
9. **Acquire Image** With the help of a camera or scanner, ACQUIRE IMAGE is used to insert any type of image in Corel Draw.
10. **Import** Uses some kind of image and some other file to fetch in Corel Draw.
11. **Export** In this option, you can export your graphic into any other format.
12. **Export for Office** This option is used to export your graphics into png format and send it to MS Office.
13. **Send to** The files created through this option are used for any other Drive, Mail, Zipped file and fax.
14. **Prepare for service Bureau** This option is mostly used when sending a design created in Corel Draw from one server to another. It is used by people whose work is mostly to design and send online designs. In this, when you save the file, then you can save the pdf in addition to cdr and also which font you have used, this information is also saved. You can also

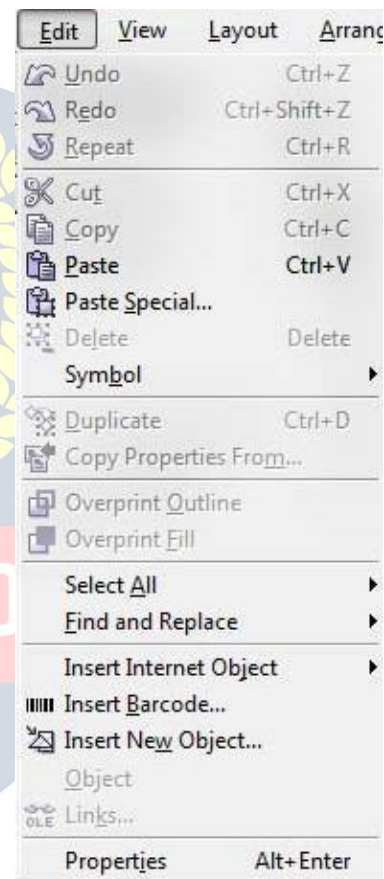


save the font if needed.

15. **Publish to the Web** Used to publish any design in HTML or Flash file on internet.
16. **Publish to the PDF** It uses any type of graphic to create a PDF file.

## C. EDIT MENU

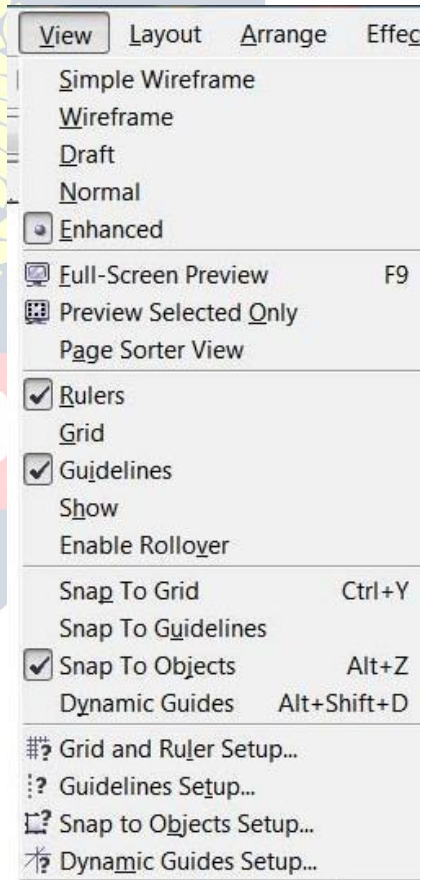
1. **Undo** uses this to do a step backwards.
2. **Redo** uses it to do a step forward, it only goes ahead when undo is high.
3. **Repeat** can repeat a task using it. You can also use Ctrl+R.
4. **Cut** is used to cut (transfer) any selected graphics or text.
5. **Copy** uses this to copy the selected text or a graphic.
6. **Paste** is used to paste cut or copied objects or text.
7. **Paste Special** paste properly or properly when objects or text copied from another software are pasted under Paste Special.
8. **Delete** is used to erase any selected text or guides.
9. **Symbol** uses any graphics on the page as symbols to be kept in a hard disk forever.
10. **Duplicate** used to copy any object.
11. **Copy Properties from** within any object created through it, the filtered color and the outline color are used to fill the same color on the other object.
12. **OverPrint out** It is mostly used to print outlines of any type of object accurately.
13. **OverPrint Fill** It is used to properly print the color filled in any object.
14. **Select All** use to select any text, object, guides, nudge through it.
15. **Find and Replace** use it to search for a graphic or text after converting.
16. **Insert Barcode** is used for inserting any type of barcode through it.
17. **Insert New Object** is used to draw files from any other software in CorelDraw and after creation.



18. **Object** When a PDF file is imported into Corel Draw then it shows the option. This option contains a link that will open from your PDF Acrobat or through software that will be installed in your computer.
19. **Links..**
20. **Properties** used to bring Docker through it which is related to the feel, outline, and link.

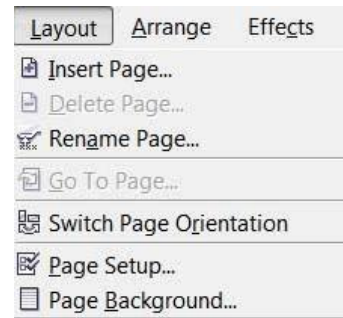
## D.VIEW

1. **Simple Wireframe/WireFrame** Used to display the outline of a graph drawn on any pixel
2. **Draft/Normal/Enhanced** Used to display any graph created on a pixel in actual form.
3. **FullScreen Preview (F9)** through this, all graphics created on the page are used to view in full screen mode.
4. **Preview Selected Only** Through this, we use only to view these selected object in full screen mode.
5. **Page Sorter View** Used to display all inserted pages in the same window.
6. **Rulers** It is used to hide and show the ruler.
7. **Grid** It is used to hide and show the grid.
8. **Guideline** it is used to hide and show the guideline.
9. **Show** In this, you will find options related to the page in which settings related to the border, bleed, printable area, etc. of the page will be found.
10. **Enable Rollover** Used to turn on rollover.
11. **Snap to Grid/Snap to Guidelines/Snap to Object/Dynamic Guides** It is used to turn all these options on and off. Its function is used to see its angle point while drawing any object. It only appears when an object or line is drawn.
12. **Grid and Ruler Setup/Guidelines Setup/Snap to Objects Setup/Dynamic Guides Setup** All these are used to change these settings.



## E.LAYOUT

1. **InsertPage** It is used to insert more than one page.
2. **Delete Page** Used to delete a page that has been inserted.
3. **Rename Page** By this, we use to rename a page and write the name of the page.
4. **GoToPage** Let's use it to go to a page. It is mostly used to visit a single page when there are more pages.
5. **SwitchPageOrientation** Using it, you can make the page Portrait or landscape.
6. **PageSetup** Using this option we can edit page sizes.



## F.ARRANGE

1. **Transformation** The position, size of any object can give the effect of angle and all other things, that is, it can set its rotation according to itself.
2. **Clear Transformation** Used to eradicate the effect applied with the help of transformation.
3. **Align and Distribute** Used to set any object from another object to the left, right, center, and other distributes.

If after selecting any two objects, what will work on pressing the button according to the image below is written in the left side.

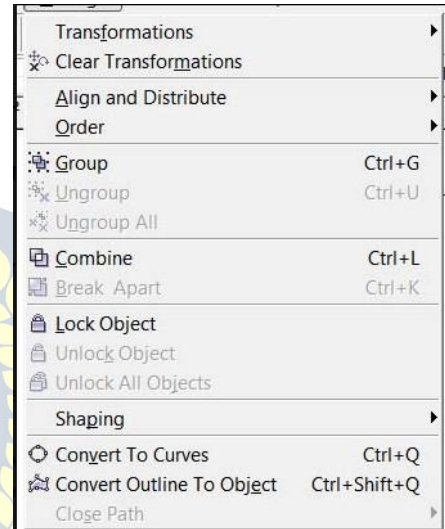
**Note-** If you want to use for an object, then first select the object you want to Align, then select these second object with the Shift button between which to Align, then use the shortcut keys.

Left	L
Right	R
Top	T
Bottom	B
Align Center Horizontally	E
Align Center Vertically	C

4. **Order** with the help of this option, you can set your selected object up and down and can be read in detail below-
  - **ToFront** Used to top the selected object from all the objects at once.



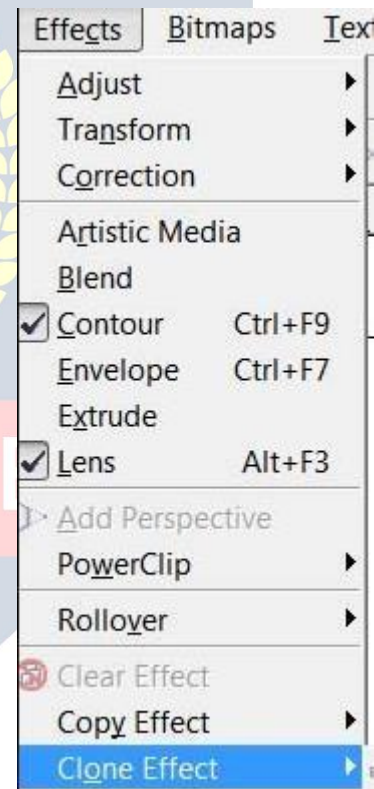
- **ToBack** Used to lower the selected object from all the objects at once.
- **Forward One** These selected object is used to top all the objects one by one.
- **Back One** Used to lower these selected object from all the objects one by one.
- **InFrontof** Use these selected object to move above any other object. As soon as you select this option, your cursor will become an arrow and your object will be above the object you click that arrow.
- **Behind** It is also like the in front of mentioned above but it is used to rear an object.
- **Reverse** Reverse means that like you have drawn 5 objects which have been drawn first, it will be at the bottom as soon as you select everyone and reverse it will just reverse.



5. **Combine** Used to combine one or more objects in parallel
6. **Break Apart** used to un-combine a combined object.
7. **Lock Object** Used to lock any object, it keeps that object in its place.
8. **Unlock** Used to unlock a locked object. You can also unlock it by pressing the right button of the mouse and clicking on the unlock option.
9. **Convert to Curve** after using rectangular, circle and all other objects to convert them to curve, it is used to create different design with shape tool.
10. **Convert Outline to object** After breaking the outline of any object, use the outline to use it as an object.
11. **Close Path** To make a drawn line a complete line, we use a closed path. So that the two ends of the line join together. Or you can also say that after drawing a single line, you can use it as an object

# G.EFFECT

1. **Adjust** jpg, jpeg, png, bmp and others use various types of effects on image files like contrast, enhanced, Tone Curve Colors balance Hue saturation
2. **Transform** In this also, color effects on any Png and JPG files are used to color the opposite.
  - **DeInterlace** (lets you remove lines from scanned or interlaced images) Sometimes while scanning an image, the effect starts coming like a lining, using the same line to remove it with the help of it, although more or less it becomes a mild mesh. You can set it according to the odd and even line.
  - **Invert** Use it to opposite the color of your image, you can also call it negative.
  - **Posterize** lets you reduce the number of tonal values in an image. Posterize removes gradations and creates larger areas of flat color.
3. **Correction** Used to reduce scratches and dust on any Bmp, Jpg, Png file.
4. **Artistic Media** Artistic media is used to set the brush, as soon as you take a shape, the artistic brush will immediately turn into Artistic and you will see the last used brush at the top as soon as you open it.
5. **Blend** Use of it has been told in the tool box itself, however, if you open from here, a docker will open in which you can blend according to the number of steps.
6. **Contour** Its use has also been mentioned in the toolbox, on opening it, the docker will open in which after selecting To Center, Inside, Outside, you write to keep the offset in inches, and other steps in it, the layer you need it is written as it is. If you want to use it without this docker, after selecting it from your tool box, after going to the property bar and setting a point, the object on which you drag it will come with a Framing Effect.
7. **Envelope** like Blend, Contour mentioned above, it will also open in this, after selecting any object you have to use it like a Shape tool, but if you are using Docker. Then you will get the option of Add New and Add Preset in which you can create your own shape with the help of Add New and using the pre-made shape with the help of Add Preset. Which the company keeps adding to it at the time of software development.



8. **Extrude** It has been told to you in the tool box that if you want to use from here, on opening, a docker will open in which after selecting the object or text, you can click on the edit button and apply the vanishing point by applying the 3D effect. And you can also see its preview. After applying all the effects, the effect is applied to the text or object.
9. **Lens** is used as a layer that shows the trailing object or text effect while any trailing object makes a difference. As soon as Frozen is clicked, it is copied and added to the layer above it. Which you can re-group and add you effect or any color. In this, you will get a lot of effects, whose name is- Brighten, Color [Add, Color Limit Custom Color Map, Fish Eye, Heat Map, Invert, Magnify, Tinted Gray Scale, Transparency, Wire Frame. Click here to see all the effects](#)
10. **Add Perspective** It is used on converted artistic text. By applying it on any shape, it feels like it is stuck. While using it, you will see four nudges in which you use to apply it according to the shape.
11. **Power Clip inside** It is used to place text or photos inside any shape. You can also drag it with the right button of the mouse, in this you will get the power clip inside which is used for most images. If you want to use any change in the image after applying it to reduce the size, then right-click on it, after editing the content, adjust the image and right-click again and click on Finish Editing. Or click on the power clipped image with Ctrl After editing, click on any empty part of the page with Ctrl
12. **Add Rollover** with this help, we use to add hyperlinks to any object. Which you have to use while staying in the coral draw. After applying it, you have to right-click and click on Jump to Hyperlink in Browser, which will open the hyperlink you have added to the Internet Explorer.
13. **Clear Effect** Used to remove the effect applied.
14. **Copy Effect/Clone Effect** With the help of these two, we use the effect to copy. It is used by taking a simple shape and if you select the shape with the effect applied and go to this option, then it will look like a head. Just like you have taken two objects and have written some text for both, give a Perspective effect on one while nothing on the other. Now you can click on the simple text and select that text by clicking on the perspective from the copy effect from the effect menu. If you click on the effect, as soon as you click, your simple text will also be changed to the same effect as before.

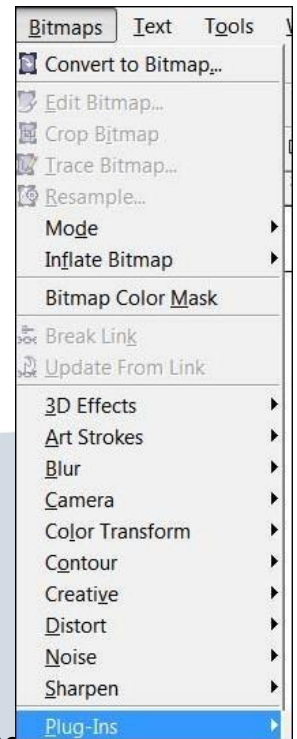
## **H. BITMAPS**

In this, after converting any graphic to bitmap, you can give many effects as in the image above. And yes it does not work until we convert a graphic. Either we

convert the graphic or take a jpg, png, bmp, image only then we can use all the effects of this menu.

**Note:- Use it by yourself so that you can understand its effect. Still giving some options here.**

1. **Convert to Bitmap** with its help, you can use any graphic created after converting it to a bitmap. And unless a graphic is converted to a bitmap, you cannot use the option of the Bitmaps menu
2. **Edit Bitmap** With this help, the converted bitmap is used to edit with the help of Corel Photo Paint.
3. **Crop Bitmap** with this help you can crop a bitmap picture.
4. **Trace Bitmap** With the help of this option, any image file is used to create a soft copy of Corel Draw by tracing the help image of Corel Trace software. After trace, you can make any changes in it.
5. **Resample** With the help of this option, any bitmap is used to increase the resolution of any image file. Note: Keep in mind that only the pixel will decrease and the image size will not increase.
6. **Mode** Use to set the mode in which you want to put your bitmap file.
7. **Inflate Bitmap** with its help, bitmaps are used to increase the pixels of the image.
8. **Bitmap Color Mask** with this help, we remove a single background and use it to make Transparent.



**Now you can use all the options after this by yourself because now the options with effects are left.**

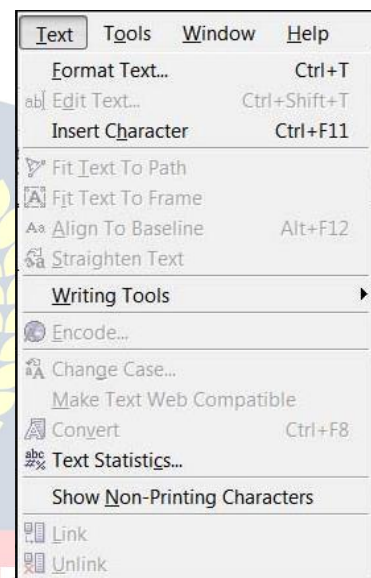
## VIDYAPITH ACADEMY

### I. TEXT

1. **Format Text** It is mostly used to create selected text or paragraphs in style and model.
2. **Edit Text** Use to edit certain letters or text in any text or paragraph written.
3. **Insert Character** Use any type of outline word or a symbol to insert.
4. **Fit Text to Path** It uses the object to place the converted text on any object on the object's outline, or drag and hold the text on the object with the right button of the mouse and then release the mouse, an option opens. In which you can apply text by selecting Fit Text to Path.
5. **Fit Text to Frame** any paragraph that are not converted to artistic are used to fit their text frame, which automatically sets the font size.
6. **Align to Baseline** any paragraph, word is used below the shape tool to set it in a line.



7. **Straighten Text** If any paragraph, word is slanted with the shape tool, then use it to straighten it.
8. **Writing tool** with the help of fit option, you use any paragraph to write it accurately and set the spelling as a whole.
9. **Encode** With the help of this option, you can use it to change the encoding of the typed text, but keep in mind that when you use this option, then you will select another font then there is little chance of changing the font style.
10. **Change Case** Through this option, you can change the case of written text in which Sentence case, lowercase, UPPERCASE, Title Case, TOGGLE CASE.
11. **Web text Compatible** When you select this option, you can change the text style in HTML to publish to the Web document.
12. **Convert to Artistic Text** Through this, the text written in the text frame is used to convert it into artistic text which you can then resize according to your own.
13. **Text Statistics** Through this option, you can see how many words have been written in your entire page, which font has been written from it, you can also see the artistic text in it.
14. **Show Non-Printing Character** Selecting any text and clicking on this option will show you the character that will not print, such as space and inter (change paragraph).
15. **Link \ Unlink** Use to convert and break one or more text boxes into a single box, or drag the text to another text box by pressing and dragging it with the right button of the mouse, then releasing the mouse will open an option in which you can keep the text according to yourself

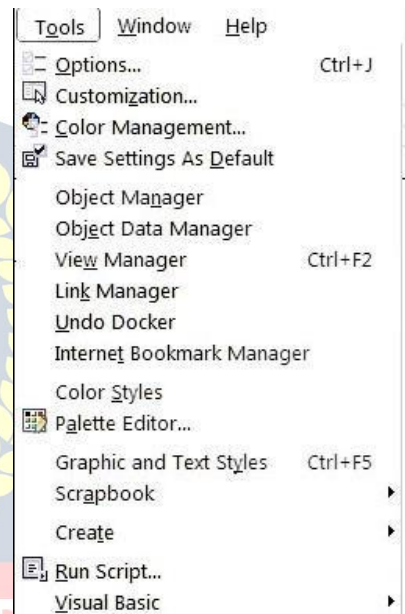


# J.TOOLS

1. **Options / Customization** Use these two to change the settings, commands, etc. in the software. And through this you can also assign your command to run from shortcut key.
2. **Color Management** Through this colors are managed and color can be selected according to the quality. RGB, HSB, CMYK are the main ones.
3. **Save Settings as Default** It is used to change the changed settings in the software as before.

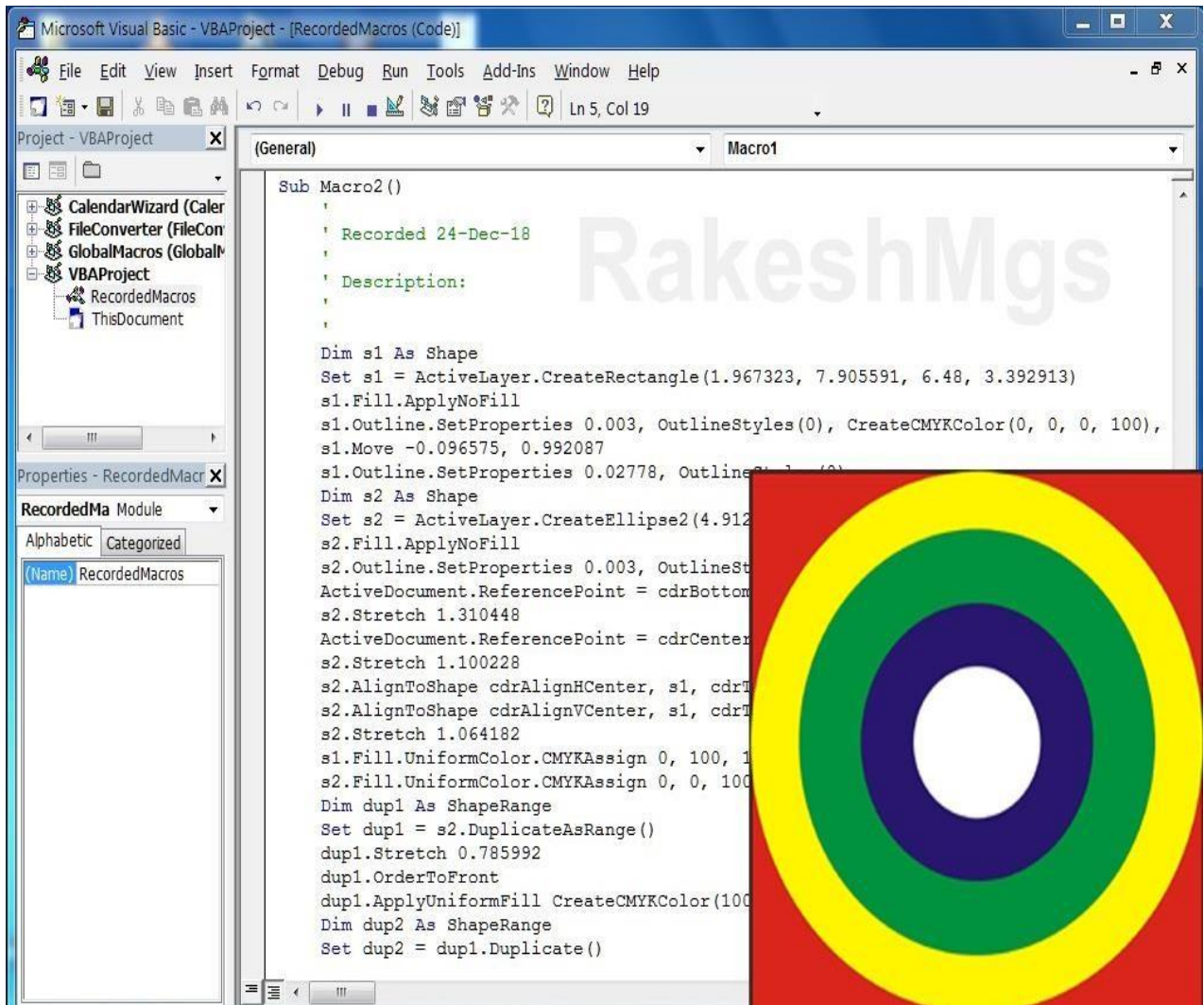
**Note Save Settings as default followed by 7 options which are Object Manager, Object Data Manager, View Manager, Link Manager, Undo Docker, Internet Bookmarks Manager, Color Style. All these are used to bring Docker. And after bringing Docker you can control the tools and settings.**

4. **Palette Editor** Through this, you use to change the color in Corel Draw and with this you can set the preset as well.
5. **Graphic and Text Styles** It is used for text style. In this, you have to apply the settings after selecting the text. Similarly, we can apply any object.
6. **Scrapbook** Through this, you use to insert any clipart and insert any clipart through the Internet.
7. **Create** Inside it you will find 3 options Arrow, Character, Pattern, all three are used separately. Arrow uses any shape drawn on the page through it to create an arrow. You have to use it in an arrow option in a straight line or smooth line. Character also has the same function as Arrow but it will only apply to the font you have created.
8. **Run Script** It is used for script code that is related to binary systems.
9. **Visual Basic** Visual Basic this is a small VBS software that is very useful, you also get it in MS Office. It is used in the Developer menu to record the current work, as soon as you start the record this VBA program. It will run and is recording the command you are doing, after all the work is done you have to stop by clicking the stop button again. If you want to run and then you have to go to play and



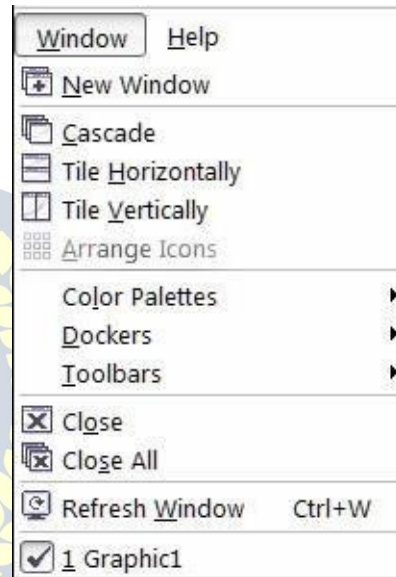
select your recorded macro and press the run button, as soon as you press the button your graphic will be created by taking a small load.

Note VBA is like a command which has a different code. The macro you record is recorded as a code as you can see in the image below.



## K.WINDOW

1. **New Window** It is used to use an existing page in two windows. By doing this, nothing is deleted from the page but both remain the same.
2. **Cascade/Tile horizontally/Tile Vertically**  
These three are used to view one or more Pages, in which you will get to see different previews of all three.
3. **Arrange Icons**
4. **Color Palettes** It is used to add or replace a color box.
5. **Dockers** Use to fetch and remove any Docker.
6. **Toolbars** Use any tool to fetch and hide. For this, you can also use this option by right clicking on the menu bar or status bar.
7. **Close** Use to close the currently opened page.
8. **Close All** It is used to close all the open pages in Corel Draw.
9. **Refresh Window** It is used to refresh the Corel Draw.





# PHOTOSHOP

## INTRODUCTION

Adobe Photoshop is a graphics-editing program. Photoshop is used for creating and editing images for printing and for web development. Photoshop is equipped with high-quality features which are easy to use. Many versions of Adobe applications are introduced by Adobe Systems Incorporated. Now Adobe Photoshop CS. Thus, Adobe Photoshop CS5 is the 12th major release of Adobe Photoshop.

## FEATURES

Photoshop is equipped with high-quality features and with help of these features we can enhance our images. For example, provide various filter effects which are applied with some clicks. Also provide blending modes which can help blend different layers. Photoshop uses more than one color model like RGB, Lab, CMYK, grayscale, binary bitmap, and duotone which can help in developing the images for printing and for web. Photoshop has the ability to read and write raster and vector image formats such as .EPS, .PNG, .GIF, and .JPEG. Photoshop has ties with other Adobe software for media editing, animation, and authoring. The advanced Adobe version also provides support to windows touch devices. A number of UI improvements make the Fill dialog more intuitive and easier to use.

## Elements of the Adobe Photoshop Workspace (Interface)

In Adobe Photoshop we can create and manipulate the documents and files using various elements, such as panels, bars, and windows. Any arrangement of these elements is called a workspace.

These elements also refer as Elements of Adobe Photoshop Interface. Following are the elements of Adobe Photoshop Workspace

1. The Menu Bar
2. The Options Bar
3. The Toolbar
4. The Palettes
5. The Document Window
6. The Active Image Area

### 1. MenuBar:-

The menu bar is organized into specific categories of tasks for example File, Edit, Image, Layers etc. Menus are probably the most familiar interface elements to a new Photoshop user. They contain all sorts of options

### 2. OptionBar:-

The options bar contains options for the specific tool we have selected in the toolbar. The options bar is located directly underneath the menu. Option bar is a useful tool when working with the different Photoshop tools... When you switch from one tool to another these options change

### 3. The Toolbar: -

Most important element of the Photoshop interface is the toolbar. It contains a bunch of icons that represent the different tools Photoshop offers to alter and create images. These include tools for selecting specific areas of images, changing the colors of the image, stretching, transforming, and erasing parts of an image, and many more.

### 4. The Palettes or Panes:-

The palettes allow us to modify and monitor what we are working on.

- The Navigator Palette

Used for navigating large images or navigating images when zoomed in. The Color Palette Allows us to select foreground and background colors. While we can also do this within the toolbar this palette offers greater options

- The History Palette

Allows us to reverse changes we have made to our image. It contains a list that is constantly updated of changes made inside the document.

The Layers Palette Allows you to work on a single canvas. Allows something to appear above and below others.

### 5. The Document Window:-

The window that contains the image we are working on.

### 6. The Active Image Area

## How we Customize the Workspaces in Adobe Photoshop?

In Adobe Photoshop we can create and manipulate the documents and files using various elements, such as panels, bars, and windows. Any arrangement of these elements is called a workspace in Photoshop when we work then if we want to

place the entire element in Photoshop interface then this process is called customization of photo shop interface.

**Step for Customization of Workspace:**

First of All arrange the different elements you can place any element anywhere you want with mouse dragging. And open or close any element from windows menu.

For this purpose open window menu and tick the element which you want to display.

**Saving the Work space:**

When everything is done and when you are happy with your custom arrangement, then simply go to Window Work space Save Work space, name it what you want and then it will remember the exact locations of where everything is so that you can switch to other created work spaces and reload whichever one you want

## **Adobe Photoshop Tools**

Following tools are used to edit an image in Adobe Photoshop

1. Marquee Tool:

Used for selecting areas of an image. This tool is used to draw selections based on geometric shapes. Specifically, the marquee tool allows you to draw rectangular and elliptical selections. To form the selection, simply click and drag the mouse.

2. Move Tool:

Used for moving an object to a different area of the canvas.

3. Lasso Tool:

Used for selecting areas of an image that may not necessarily be comprised of straight lines. To create a freeform selection, simply choose the lasso tool and click and drag on the canvas. The selection will follow your drag.

4. Magic Wand Tool:

Used for auto-selecting large areas of an image that is similar in color.

5. Crop Tool:

Used for reducing the image to a certain area

6. Slice Tool:

Used to slice an image into different sections; generally used for the creation of images for a web page design

7. Healing Brush Tool:

The Healing Brush tool allows you to fix image imperfections such as scratches, blemishes, etc. By sampling the surrounding area or using a predefined pattern you can blend the imperfections into the rest of the image.

8. Brush Tool:

Brush tool is used with the mouse to simply draw lines on your image, paint the

image with different shape

#### 9. Clone Stamp Tool:

Used to clone or copy one area of an image to another object. First we select the source by holding Alt and click an area of the image to copy, then click on a different area to copy it there.

#### 10. History Brush Tool:

The history brush uses a previous state or snapshot of an image. The tool makes a copy of the image as it was in a previous state, then uses the content of this copy to paint with.

#### 11. Eraser Tool:

This tool is used to erase certain areas of an image. Click on the eraser icon and then click on an area on the canvas and while holding the mouse button down, start dragging the cursor around the canvas. The area under the eraser will be deleted.

#### 12. Gradient Tool:

The gradient tool allows you to specify a gradient of color. Using it is fairly easy, you simply choose the gradient tool from the toolbox, click on the canvas and drag out an area to fill with the gradient.

#### 13. Blur Tool:

The blur tool unfocused image areas.

#### 14. Dodge Tool:

The Dodge tool lightens the areas of the image. The more you paint over an area with the Dodge tool, the lighter it becomes.

#### 15. Path Selection Tool:

Used to merge overlapping components into a single component.

#### 16. Type Tool:

Used to place text on an image.

#### 17. Pen Tool:

The first is the Pen Tool, you can use this tool to create a vector, there are handles present in every point you made, this handle is used to adjust a curve or change the position of the point.

#### 18. Rectangle Tool:

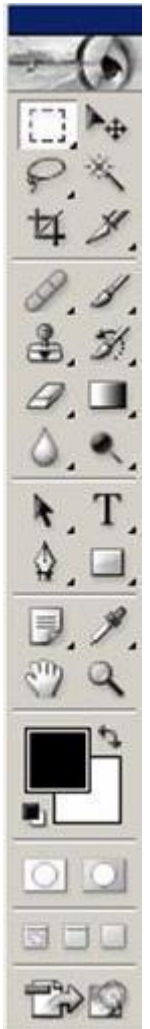
Used to draw rectangles and other polygons.

#### 19. Notes Tool:

Used to leave notes for yourself on your image.

#### 20. Eyedropper Tool:

The eyedropper tool is used to pick up a color value from the canvas. This is a very





useful tool because there will be many times when you want to switch colors while painting to a color already on your canvas and you do not want to go all the way through the color chooser dialog. In these cases, simply click on the eye dropper tool in the toolbox and click on the color you want to select inside the canvas. When you do so, your foreground color in your color boxes will change to the selected color.

21. Hand Tool:

Used to quickly view different areas of an image

22. Zoom Tool:

This tool is used to zoom in and out of an image. The zoom tool allows you to zoom in on the image to get a better idea of the actual pixel makeup of a section you are working on.

23. Foreground/Background Color:

Used to set the foreground (front) and background (back) colors of an image; can also be used to change the colors of text, etc. Click on the boxes to change the colors (a new window will appear).

24. Edit Modes:

Used to switch back and forth between modes

25. Switch Screen Modes:

Used to switch between full screen and standard screen modes

26. Jump to Image Ready:

Used to easily launch the Image Ready program

## **What is Layer and how we create new layer?**

One of Photoshop's most powerful features is the ability to create and use multiple layers within the same image.

A layer is simply one image stacked on top of another. You can see through transparent areas of a layer to the layers below.

Each layer is edited independently of each other. And then later combined to form a single, flat image when you first create an image, you will be working with the Background layer. You cannot always use all effects on a background layer, so you may wish to start working directly with normal layers.

Create New Layer:-

1- To create a new layer, follow the following steps

2- Click the Layer menu

3- Select New from the Layer menu (or click Shift+Ctrl+N).

4- In the new window that pops up, click OK.

5- You can also insert new layers from Layers, Channels, and Paths Palette.

- 6- For this purpose click on the New Layer icon from Layer Palette.
- 7- You will notice that Layer 1 is above Background in the window

## What are the Elements of Layers Palette?

In the layers window we can see the following options

### 1. Paintbrush Symbol:

This symbol (and the blue shading of the layer) notes the currently active layer

### 2. Show/Hide Layer:

When the eye icon is visible, the layer is displayed in your project. If the eye is clicked, then the layer is hidden but not deleted.

### 3. Link Icon:

Indicates if the layer is currently linked to another layer. When linked, layers act locked together (and will move with each other, accordingly), but still remain separate layers. Layers can be linked together by selecting one layer, and then clicking the boxes in the other layers to display the Link icon (number three on the above list and image)

### 4. Background:

The Background is technically not a layer, however, it can be edited. It is the bottom-most portion of the image

### 5. Layer:

Each layer has its own name (default is by numbering) Click a layer's name to edit on that layer.

### 6. Effects:

When you add effects to a layer, a sub-menu appears with that layer listing the effect applied to it. Double-click an effect's name to bring up that effect's menu to make adjustments

### 7. Add a Layer Style:

By picking an option from this menu (such as Drop Shadow, Inner Glow, or Bevel and Emboss), you can apply special effects to a layer

### 8. Add a Mask:

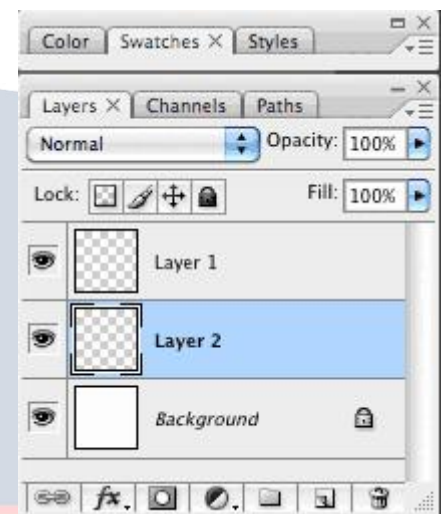
Masks are used to hide pixels on a layer in order to view the rest of the image. Layer masks are either a black or white background color

The default color is white, which lets pixels be seen, while black hides pixels

### 9. Create a New Set:

By making a new set, you can create a separate folder for layer storage

### 10. Create a New Fill or Adjustment Layer:



The options in this menu allow you to change the color properties and dimensions of a layer. For example, you can make a layer lighter or darker, add a gradient (a blending of two colors), or invert the entire layer.

#### 11. Create a New Layer:

Clicking on this icon creates a new layer you can name your layer in the text box that appears and position it in the palette.

#### 12. Delete a Layer:

Delete the currently selected layer you can also drag a layer to the trash.

#### 13. Opacity:

Use this to adjust a layer's opacity (its transparency).

## What is Transform in Photoshop?

In Photoshop, Transform is used to scale, rotate, skew, and just distort the perspective of any graphic you're working with in general.

### Scaling Graphics

One of the most basic transformations Photoshop is capable of is scaling a graphic. Scaling allows you to enlarge or shrink a graphic around a reference point.

To scale a graphic, we go to **Edit > Transform > Scale**.

A set of handles will appear around our selected elements in the document (such as layers, or shapes) by moving any one of these handles, we can adjust the size of the object. To apply the transformation, hit **Enter**.

### Constraining Proportions while Scaling

Often times, you'll find it necessary to constrain the proportions of your objects when scaling. This can easily be achieved by holding **Shift** while dragging a transformation handle. You can additionally scale from the center reference point by holding **Alt** or combine the two by holding **Shift** and **Alt** at the same time while scaling.

### Rotating Objects in Photoshop

To rotate an object in Photoshop

Go to **Edit > Transform > Rotate**.

Handles will appear as they did with a Scaling Transform, but instead of dragging one of these, go just outside of the object until you see a curved arrow rotate icon.

At this point, simply drag left or right to rotate the selected object. Once again, you must finish applying the transformation by pressing **Enter**.

You can rotate in 15 Degree Increments with this useful little shortcut. While you

re-rotating an object, simply hold down the **Shift** button. **Skew**,

**Distort**, and **Perspective Transformations**

The next 3 transformations are all similar, because they are all controlled by

dragging handles.

That is not to say that they are used to do the same thing, they simply all operate in the same manner. You can apply a Skew, Distort, or Perspective Transformation from Edit > Transform. Skew

Skew transformations slant objects either vertically or horizontally.

Distort: Distort transformations allow you to stretch an image in ANY direction freely

Perspective The Perspective transformation allows you to add perspective to an object

### **Free Transform:**

You can also use Free Transform from Edit menu. Or Pressing CTRL+T Key and perform all the above operation on same time.

## **What are Layer Styles?**

Layer styles are special effects that can be quickly and easily applied to individual layers in Photoshop to drastically change the appearance of something in very little time. They can be preset, customized, or even saved and used for later.

One of the useful properties of Layer Styles is their relationship to the layer contents. Since the style is actually a separate entity that is just linked to the layer, it will continually update itself as a layer's contents are edited or moved.

Furthermore, the effects can be easily adjusted after applying them, making them non-destructive in nature.

### **Using Layer Style Presets**

Photoshop comes packed with a good number of Layer Style Presets, all which are accessible through the Styles Palette (Window > Styles) To apply a Layer Style, select the Layer you'd like to work with in your document from the Layers Palette, and then select the Layer Style, which you would like to apply.

### **How we Undo the Previous Steps?**

Most operations can be undone if you make a mistake. Alternatively, you can restore all or part of an image to its last saved version. But available memory may limit your ability to use these options.

To undo the last operation: Choose Edit > Undo. We

can also use CTRL + Z command

By default if you want to undo more than one step then press CTRL+ALT+Z Key at a time.

### **History Palette for Undo:**

We can also use History palette for this purpose. The History palette lets you jump to any recent state of the image created during the current working session. Each



time you apply a change to an image, the new state of that image is added to the palette. For example, if you select, paint, and rotate part of an image, each of those states is listed separately in the palette. You can then select any of the states, and the image will revert to how it looked when that change was first applied. You can then work from that state.

### **To display the History palette:**

Choose Window > History, or click the History palette tab.

## **What is Revert and Purge command:**

Choose File > Revert.

When you Revert an image, you return the image to the last time it was saved. It means that when we apply Revert Command then All the steps Undo Automatically and Image become In The Initial State when its saved.

### **Purge Command:**

Purge command is used to free the buffer where previous action was stored. For this purpose we Choose Edit > Purge, and choose the item type or buffer you want to clear. If already empty, the item type or buffer is dimmed.

The Purge command permanently clears from memory the operation stored by the command or buffer; it cannot be undone. For example, choosing Edit > Purge > Histories deletes all history states from the History palette. Use the Purge command when the amount of information held in memory is so large that Photoshop's performance is noticeably diminished.

### **How we Linking Layers?**

In the layers palette, you can link different layers to each other. This will allow you to move them together (when you are on the 'V' move tool)

Just click on the layer you want to be on and then click on the link box and pick other layers in the palette to link to by simply clicking on their link box; this will link those layers to this layer. You can unlink by clicking the link box again. You can link fast by clicking and dragging down the entire row (you can also unlink this way).

## **Adobe Photoshop Navigation Tools**

Navigation in Photoshop is a very important aspect of retouching. It's important that we're able to quickly zoom in/out, move the canvas or compare the retouched part of an image with the original. The Zoom Tools and Hand tools are both navigation tools.

**Zoom Tool:** Zooming in on one particular area in an image is easy. Select the Zoom



Tool icon in the Tool Bar and use the mouse to select the area that you want to magnify and release the mouse button. Navigation is also done from navigator palette and also with shortcut keys through keyboard CTRL+ (+) for Zoom out and CTRL+(-) key for Zoom in. If we have a wheel mouse; rolling the wheel away from us allows us to zoom out, rolling the wheel towards us allows us to zoom in. Note sometimes you need to hold down the Alt key when you use the scroll wheel.

**Hand Tool:** If your image doesn't fit in your document window, then you have to select the Hand Tool in the toolbar and use your mouse to move your image by clicking and dragging it inside your document window. For this purpose select the hand tool and drag the image with the help of mouse. You can also use wheel mouse by rolling the wheel up down and CTRL + rolling wheel Left and Right

## How we Resize an Image in Adobe Photoshop?

If we want to adjust the height and width you can resize your image to any dimensions you wish. Select Image Size from the Image menu. The default in Photoshop is to keep image resizing at Constrain Proportions.  This means that if the height is changed, the width will be changed at the same ratio. This keeps your image looking approximately the same, only at different sizes. If you wish to change this, just un-click the Constrain Proportions  checkbox at the bottom of the Image Size window. You can change the image size either by pixels or percentages. Use either you wish to either enlarge or reduce the size of your image (keep in mind that enlarging images will reduce the quality)

## Adobe Photoshop Moving Tool

The move tool allows you to move a selection or entire layer by dragging it with your mouse or using your keyboard arrow keys. The move tool is located at the top right of the Photoshop Toolbox.

When the move tool is selected, click and drag anywhere in the image. By default, if an area is selected the selection will be moved, otherwise the whole layer will be moved.

See the options bar for more options

Alternatively, use your arrow keys to move the selection or layer in small increments.

Hold down the Shift key to move in larger increments.

## Adobe Photoshop Marquee Tools

The marquee tools are selection tools which allow you to select rectangles, ellipses and 1-pixel rows and columns. The marquee tools are located at the top left of the Photoshop Toolbox. Click and hold your mouse over the marquee tool to see the four options

### Rectangle Marquee

Make a rectangular selection. Hold the shift key down to constrain the selection to a square

### **Elliptical Marquee**

Make an elliptical selection. Hold the shift key down to constrain the selection to a circle.

### **Single Row Marquee**

Make a horizontal selection 1 pixel high.

### **Single Column Marquee**

Make a vertical selection 1 pixel wide.

### **How we select The Part of any image by Marquee Tools**

Open an Image

Select The Marquee Tools from Tool Box or click on toolbar and Press M.

Select any one tool from Rectangular Marquee Tool or Elliptical Marquee tool or any one which you want to need depending on your selection.

Note that a square is a special case of rectangle and a circle is a special case of ellipse. To get a square from a rectangular marquee or a circle from an elliptical marquee, simply press and hold the SHIFT key while you drag out your selection.

For anti-alias your selection, you can use the anti-alias checkbox or the feather checkbox or both. The feathering checkbox simply affords an extra degree of anti-aliasing.

## **Adobe Photoshop Magic Wand Tool**

The Magic Wand tool Used for auto selecting large areas of an image that is similar in color. The tool is located near the top of the Photoshop Toolbox.

When you click an area in an image with the magic wand, all areas which are a similar color are selected. You can specify various options to determine the exact selection.

### **Using the Magic Wand Tool**

Select the magic wand tool in the toolbox.

In the options bar, select a Tolerance value (0 to 255). This determines how closely to match colors - higher tolerance means a larger selection.

- i. Check Anti-aliased to define a smoothed edge to the selection.
- ii. Check Contiguous to select only areas, which are joined together.
- iii. Check Use All Layers to select areas from all layers.
- iv. Click the image in an area, which you want to select

Note: You can add and subtract to the selection by using your Shift and Alt keys, or clicking the selection buttons in the options bar.

# Adobe Photoshop Lasso Tools

Lasso Tool is used for selecting areas of an image that may not necessarily be comprised of straight lines. To create a freeform selection, simply choose the lasso tool and click and drag on the canvas. The selection will follow your drag. The lasso tools allow you to select precise areas of an image by drawing or tracing the selection outline.

There are three lasso tools available

## Simple Lasso Tool

This is a freehand selection tool. Click and hold your left mouse button on the image and draw your selection.

## Polygonal Lasso Tool

Similar to the lasso tool, except that instead of holding your mouse button down to draw, left-click on various points to create a selection with a series of straight edges. You can also hold down the Alt key (Windows) or Option key (MacOS) to draw freehand sections.

## Magnetic Lasso Tool

This is a very handy tool for selecting areas which have reasonably well-defined edges. Left-click at the starting point of your selection and simply move the mouse along the edge. "Fastening points" are automatically made at various points along the edges. Left-click at any time to add a fastening point manually.

## To Complete a Selection

To finish drawing a selection, either click on the selection starting point or double-click anywhere.

Use of Lasso Tool

1. Select the lasso tool in the toolbox and select Simple Lasso Tool.
2. Click and hold your left mouse button on the image and draw your selection and end at the start point.
3. Your selection is done.

Use of Polygonal Lasso Tool

1. Select the lasso tool in the toolbox and select Polygonal Lasso Tool.
2. Left-click at the starting point of your selection and simply move the mouse along straight edge.
3. By pressing Left-click at any time to add a fastening point and then simply move the straight line.
4. To finish drawing a selection, either click on the selection starting point or double-click anywhere.



Use of Magnetic

1. Select the lasso and select Magnetic
2. Left-click at the selection and simply along the edge.
3. "Fastening points" made at various edges. Left-click at fastening point manually
4. To finish drawing a selection, either click on the selection starting point or double-click anywhere.



Lasso Tool  
tool in the toolbox  
Lasso Tool.  
starting point of your  
move the mouse  
  
are automatically  
points along the  
any time to add a

## Adobe Photoshop Slice Tool

Used to slice an image into different sections; generally used for the creation of images for a web page design. The slice tool is located in the top section of the Photoshop Toolbox. There are two tools: Slice (which creates the slices) and Slice Select (which enables you to select and modify existing slices)

### How we slice the image with Slice Tools

Sliced images are commonly used for web design work, which sometimes requires images to be broken up in this way

Using the Slice and Slice Select Tools

1. Select the slice tool in the toolbox.
2. Click and drag over the area you wish to make into a slice.
3. Release the mouse button - Photoshop automatically creates the necessary number of slices, with the active slice highlighted
4. Using the slice select tool, you can move and resize slices by dragging inside a slice, or by dragging the handles.
5. To export these separate images, choose File > Save for Web from the Photoshop File menu.
6. When you save the file you will have the option to save the images and/or a new HTML page to contain the images.

## Adobe Photoshop Healing Brush Tool

The Healing Brush tool allows you to fix image imperfections such as scratches, blemishes, etc. By sampling the surrounding area or using a predefined pattern you can blend the imperfections into the rest of the image.

**Use of Healing Brush Tool** The healing brush tool is located in the Photoshop Toolbox, on the left side.

Use of Healing Brush Tool

1. Select the healing brush in the toolbox.
2. Check the settings in the options bar and adjust if necessary. Options include
3. Brush size
4. Blending mode
5. Source (Sampled from the image or pre-defined pattern)
6. Aligned
7. If you're using sampled mode, Alt-click an area near the imperfection to define the starting point (Select the sample which you want to mix on the spot)
8. Now click on the spot which you want to remove.
9. Done.

## Adobe Photoshop Patch Tool

The Patch tool is handy for repairing image flaws. Just like a spot on the image and cracks, colors, etc. To fix these problems first you define a selection that needs repairing. Then you drag the selection to a source area to make the repair.

1. Open an image in Photoshop (File > Open) and select the Patch tool or press (j key).
2. To make sure there are no current selections, choose Select > Deselect (CTRL+D) key.
3. Using the Patch tool, draw a marquee around the area to repair.
4. Click inside the selection and drag the selection to define the source for the repair.



## Adobe Photoshop Clone Stamp Tool

With the help of Clone Stamp we can Clone or copy one area of an image to another. The process involves setting a sampling point in the image which will be used as a reference to create a new cloned area. Select the Clone Stamp tool, then check the settings in the options bar. Make sure you have a brush size appropriate for the job.

The following settings are fairly typical

1. Aligned. If this option is selected, the new cloned image will be drawn continuously even if you release the mouse button while drawing if it is deselected, the clone will begin drawing from the sampling point each time you release the mouse and resume painting
2. Use All Layers if this option is selected, information will be used from all visible layers. Otherwise only the active layer will be used.

### How we clone The Image on other Place

1. Open the image
2. Hold down the Alt key the cursor will change to a target. Click the point you wish to use as a sampling point (Click on that point which you want to copy). This will be used as the reference point for cloning
3. Click and draw where you want the cloned image to appear
4. As you draw, a cross will appear on the original image while a corresponding circle appears where you are drawing

## Adobe Photoshop Eraser Tool

Photoshop's eraser tool can be found in the second group of icons in the toolbox. It has three variations Eraser, Background Eraser and Magic Eraser.

The eraser is basically a brush which erases pixels as you drag it across the image. Pixels are erased to transparency or the background color if the layer is locked.

When you select the eraser tool, you have various options available in the toolbar. Brush options include the size of the eraser, hardness of edges and various styles. Brush options are not available in block mode.

Mode: There are three options: Brush (soft edges) Pencil (hard edges)

Block (square brush size)

### **Opacity:**

100% opacity erases pixels completely, 0% does not erase at all. 50% is semi-transparent (or coloured). Opacity is not available in block mode.

Flow: Determines how quickly the eraser is applied by the brush. Lower settings produce a more subtle effect. Only available in brush mode.

Airbrush: Use the eraser as an airbrush. Only available in brush mode.

Erase to History: Erase to a saved state or snapshot of the image. To use this feature, click the left column in the history palette next to the desired state.

### **Background Eraser Tool**

The background eraser tool allows you to remove the background colour from an image or layer. When you click the image, the eraser samples the colour at the centre of the brush and erases this colour as you drag. Options in the toolbar allow

you to specify the type of erasure, colour tolerance and sampling method.



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### **Use of Background Eraser**

Open the image from which you want to delete the background colour. Click on Eraser tool and select the Background Eraser.

Now set the Sampling option from option bar: Continuous, Once, Sampling.

If you select continuous then when you click on target the colour for deletion is selected under the Background Eraser.

If you select once then when you click first time on target the colour for deletion is selected under the Background Eraser and remain until you click again.



## **MagicEraserTool**

The magic eraser tool erases all colours within a set tolerance. This is essentially the same as using the magic wand and hitting Delete. Using this tool you don't need to drag "just click once.

Use of Magic Eraser

1. Open the image
2. Select the Magic Eraser Tool from Eraser.
3. Now Set the Tolerance of colour from Option Bar. (Low tolerance delete the 100% match colour) 4- 4. Click on the colour which you want to delete.
5. Finish.

## **Adobe Photoshop Blur Tool**

The Blur Tool unfocused image areas. Blurring can be useful if some element of your image stands out too much, and you would like to soften it. If you want to blur a whole layer, or a large part of one, you will probably be better off using one of the Blur Filters.

Use of blur Eraser Open the image

Select The Part of image which you want to blur. Select the blur Tool from tool Bar.

Adjust the Strength of blur.

Paint the selected area of the image with blur tool. Finish.

If you want to blur whole image then don't select the image. Select the Filter Menu.

Select The Blur, and then select Simple blur or Gaussian blur (More Blur The image).

## **Adobe Photoshop Sharpen Tool**

The Sharpen tool increases the contrast among adjacent pixels to give the impression that things are sharper. Sharpening an image means making the edges of the objects more prominent

**Use of Sharpen**

Open the image

Select the Sharpen Tool from (blur, sharpen, smudge group) tool Bar. Adjust the Strength of Sharpen.

Paint the selected area of the image with sharpen tool. Finish.

If you want to sharpen whole image then select the Filter Menu.

Select The Sharpen, and then select Sharpen or Sharpen Edges

## Adobe Photoshop Smudge Tool

The smudge can be useful if you want to blur out the edges of photos. Smudge Tool spreads and mixes content of image areas.

Use of Smudge

Select the Smudge tool.

Choose brush size and style. Set the tool's strength.

Drag on the image

In the Options bar, you can also specify the effect's "Mode".

## Adobe Photoshop Pen Tool

The Pen Tool creates straight lined and smooth curved vector shapes and paths. Use of Pen

1. In the Toolbox, select the Pen Tool.
2. Choose a drawing mode from option bar. For example Shape Layer.
3. Click on the image to set the first anchor point.
4. Set another anchor point to add a segment.
5. You can add an anchor point.
6. You can also delete an anchor point.

## Adobe Photoshop History Brush Tool

History Brush is used to restore the image attribute from an earlier point in a picture's history. We say that History Brush Tool allows you to paint and reveal previous states of images

Use of History Brush

For example, if we delete any part of the image. Then select the History Brush Tool.

Choose brush size and style

Paint the area which is deleted in previous step. You can see that all the deleted part recovers.

## Adobe Photoshop Crop Tool

This tool is used for reducing the image to a certain area (cropping). In simple words, we say that Crop Tool cuts out a defined area of the image

**Use of Crop Tool**

Select the Crop Tool from toolbox.

Click on the image and draw a rectangle holding mouse's button pressed. When you release the button a bounding box appears

To apply crop press [Enter] key or right-click on the image and choose Crop from context menu.

### **Brush Tool and Pencil Tool**

Photoshop provides two tools for drawing (painting) directly to the image. The brush tool and the pencil tool. Both tools work basically the same way. Press left-click and drag your mouse in the image to draw. Painting uses the currently selected foreground colour.

## **Adobe Photoshop the Brush Tool**

The brush tool paints with smoothed edges. The options bar looks like this Settings.

1. Brush: The size of the brush.
2. Mode: The blending mode. For most work Normal will be the best option. Experiment with other modes to see what they do.
3. Opacity: Anything less than 100% will allow the underlying image to be seen.
4. Flow: Determines how quickly paint is applied. Lower setting produces lighter strokes.

### **The Airbrush Tool**

The airbrush option allows you to apply gradual tones to an image, like a traditional airbrush.

### **The Pencil Tool**

The pencil tool behaves much like the brush except that it has hard edges. The pencil tool options are the same as the brush tool, except there is no airbrush option

### **Paint Bucket Tool**

The paint bucket tool fills an area of an image based on colour similarity. Click anywhere in the image and the paint bucket will fill an area around the pixel you clicked.

The exact area filled is determined by how similar each adjoining pixel is to the pixel you clicked on. You can adjust this setting in the options toolbar by changing the tolerance value (make sure the paint bucket tool is selected first) A low tolerance means only very similar colours will be affected, a high tolerance means more pixels will be affected. The range is 0 (exact colour matches only) to 255 (all colours) Other settings in the options bar include

1. Fill: Foreground colour (i.e. the currently selected colour) or Pattern. If you select

- pattern, then the next drop-menu becomes active and you can choose a pattern to use.
2. Mode: The same "blending modes" found in many other tools, including normal, dissolve, lighten, darken, etc.
  3. Opacity: Set low to make the underlying image partially visible.
  4. Anti-alias: Makes smoother edges by blending gradually with adjoining pixels.
  5. Contiguous: When the contiguous checkbox is selected, only pixels that are connected to the original pixel are filled.

### **Gradient Tool**

Gradient tool allows you to fill a gradient (multi color effects) of color. Simply choose the gradient tool from the toolbox, click on the canvas and drag out an area to fill with the gradient. The larger the drag the more gradual the gradient will be. Pressing and holding the shift key will create perfectly aligned gradients.

#### **Use of Gradient Brush:**

1. Create a new blank layer.
2. Select the paint bucket tool and select Gradient tool or press G then shift+ G.
3. Click and drag a gradient path to fill the canvas with a gradient.
4. Finish

## **Adobe Photoshop Dodge Tool**

The Dodge tool lightens image areas. You can paint over an area with the Dodge tool, for making lighter the image or selected area.

#### **Use of Dodge Brush:**

1. In the Toolbox, select the Tool.
2. Choose brush size and hardness.
3. Set exposure (stroke strength)
4. Drag on the image
5. In the Options bar, you can choose also the tool's range: Shadows, Midtones or Highlights.

## **Adobe Photoshop Burn Tool**

The Burn tool is used for darkening image areas or whole image. You can paint over an area with the Burn tool, for increasing the darkness in the image or selected area. Use of Burn Brush

1. In the Toolbox, select the Burn tool.
2. Choose brush size and hardness.
3. Set exposure (stroke strength)
4. Drag on the image



5. On the Options bar you can choose also the tool's range Shadows, Midtones or Highlights.

## **Adobe Photoshop Type (Text) Tool**

The Type tool is used for adding text in an image. Type tools provide Horizontal Type tool, Vertical type tool, Horizontal Type Mask and Vertical Type Mask.

The Horizontal Type Tool creates and edits vector-based text in a separate layer. The Vertical Type Tool creates and edits vector-based text in a separate layer. The Horizontal Type Mask Tool creates type-shaped selections.

The Vertical Type Mask Tool creates type-shaped selections.

### **Use of Type Tool**

1. Select the Type tools (For Example Horizontal Type Tool)
2. On the Options bar, set the font options family (style), size, colour and anti-aliasing method.
3. Click on your image and type.
4. While you are typing, most of the other Photoshop functions are not available. When finished, click on any tool in the Toolbox or on a layer in the Layers palette to apply the typing and return to the standard editing mode.

## **Adobe Photoshop Shape Tool**

In Photoshop you can also work with shapes. Photoshop provides the Rectangle Tool, the Rounded Rectangle Tool, the Ellipse Tool, the Polygon Tool, and the Line Tool.

The Rectangle Tool creates rectangular shapes and paths (shape outlines).

The Rounded Rectangle Tool creates rectangular shapes and paths (shape outlines) with rounded corners.

The Ellipse Tool creates elliptical shapes and paths (shape outlines).

The Polygon Tool creates polygonal shapes and paths (shape outlines). The

Line Tool creates line shapes and paths (shape outlines).

The Custom Shape Tool creates versatile shapes and paths (shape outlines).

### **Use of Shapes Tool**

1. Select the shape tools (For Example Rectangle Tool)
2. Pressing and holding Left mouse button to draw a rectangle.

### **How to draw Custom Shape**

The Custom Shape Tool creates versatile shapes and paths (shape outlines):

1. Select the Custom Shape Tool.
2. In the Options bar, choose a drawing mode to create vector shape layers. Click Shape Layers button; to draw paths (shape outlines) click Paths button; to create

rasterized shapes in current layer click Fill pixels.

3. Select a shape on Custom Shape picker.

4. Click on next to button on the Options bar to set geometry options

5. Choose shape colour.

6. Hold left button and drag on the image

7. The selected shape draws on your image

## Adobe Photoshop Eyedropper Tool

The Eyedropper Tool defines the foreground or background colour. The Eyedropper tool is used to sample a colour from an image to use this colour further. It's practical as it facilitates colour selection, for example, an appropriate colour for the skin from another image

When you pick a colour with the Eyedropper tool, it appears as the foreground colour in the Toolbar. For the background hold the Alt-key while selecting the colour with the Eyedropper tool.

### Use of Eyedropper Tool

1. Select the Eyedropper Tool.

2. Click somewhere on your image to define the foreground colour.

3. Holding Alt and then click to set the background colour.

4. In the Options bar, you can change sample size (the Eyedropper's range) the "Point Sample" picks up the colour from the pixel you click on all the other samples read average values from larger areas.

## Adobe Photoshop Colour Sampler Tool

This tool is used for viewing the colour values in defined spots of your image. These values display in the Info palette window

### Use of Colour Sampler Tool

1. Select the Colour Sampler Tool.

2. Click somewhere on your image.

3. Sampler #1 appeared in Info palette shows the current values in your colour channels.

## Adobe Photoshop Measure Tool

The Measure Tool calculates distances and angles in the work area.

### Use of Measure Tool:

1- In the Toolbox, select the Measure Tool.

2- To calculate distance from one point in the work area to another, drag a line between the points

3- In the Info palette and in the Options bar, you can read the measuring line data.

# Adobe Photoshop Zoom Tool

The Zoom Tool magnifies or reduces the image view without changing the image data.

## Use of Zoom Tool

Select the Zoom Tool from toolbox.

Click on any area of your image to magnify it.

To reduce the view, click the "zoom out" button on the Options bar; then click on your image.

## Hand Tool

The Hand Tool is used to navigate an edited image, when it is not completely visible in its window.

Use of Hand Tool

Select the Hand Tool from toolbox.

Drag your image to bring the hidden areas into the view.

The 3 buttons on the Options bar allow you to choose one of 3 standard viewing modes - Actual Pixels, Fit on Screen or Print Size.

# Adobe Photoshop Notes Tool

When we want to add some notes with an image then we use the Notes Tool.

## Use of Notes Tool:

1. Select the Notes Tool from toolbox.
2. Drag on the image where you want to attach a note. A resizable window appears.
3. Type your text and close the note.
4. We set the author's name and set font options from the option bar.
5. We can also edit our notes, to edit a note, open it by double-click on it, and make your changes.
6. We can also hide or show our notes by pressing Ctrl+H shortcut or from pull-down menu. Click on View and then Show and then Annotations.
7. We can also delete our notes to delete a note, either click on notes and press Delete key.
8. If we want to delete all notes then click on "Clear All" button in the Options bar.

# Extraction in Adobe Photoshop

In Photoshop Extract command is used to delete the background from the object.

Extracting an object from the background usually in order to place it on another background or make the background transparent.

Extracting Images from their Background

1. Open the file.
2. Select Filter Menu and select Extract.
3. In appearing window select the highlight tool set the brush size and paint a thick line around the image. Make sure the pen overlaps both the feathers and background.
4. In Next step select the paint bucket and fill in the area you outline.
5. In next step click on the Preview button.
6. Select OK and you will be returned to Photoshop's main window and have a picture without background.

### **Option of Extract Window**

The Extraction window has several tools to help you refine your selection and view what the extracted image looks like on different colored backgrounds. The main controls you have are as follows

#### **1. Brush size:-**

This specifies the width of the highlighter, eraser, clean-up and edge touch up tools. If the edge is clearly defined make the size of the brush smaller, if the edge is fuzzy use a thicker highlight brush size.

Highlight Colour:

Highlight default colour is bright green, the colour can be changed to another colour if the subject you are extracting has green as part of it

#### **2. Fill:-**

Default colour is blue, this determines the area of the picture you want to keep

#### **3. Smart Highlighting:-**

Select this option if you are highlighting a well-defined edge, it helps keep the highlight on the edge and applies the highlight just wide enough to cover the edge regardless of the brush size. In theory this sounds great in practice it often does not seem to help significantly

#### **4. Extraction Options**

Textured Image:

Select this option if the foreground or background of your image contains a lot of texture.

Smooth:

Default is 0, enter a larger number if you want to increase the smoothness of the outline you drew. It's best to start with 0 or small value to avoid unwanted blurring of details.

Force Foreground:

Select this option if the object is especially intricate or lacks a clear interior. e.g. you



can try this feature on an image like grass or subject with lots of fine hair.

## 5. Touchup Extraction Tools

Cleanup Tool:

This tool is used to erase background traces in the extracted areas. The tool subtracts opacity and has an accumulative effect. You can also use this tool to fill in gaps in the extracted object. Hold down Alt "while dragging to add back opacity. Edge Touch up tool:

This tool sharpens edges and has an accumulative effect. If there is no clear edge, this tool adds opacity to the object or subtracts opacity from the background.

Note: Once you complete your extraction with the extract filter, you continue to clean up the image using the Background eraser and the history brush tools.

## What is Colour Space? What is RGB, CMYK Colour System?

The term colour space is interchangeable with the term colour mode. It's simply stating the colour value method you are using to work with your images from RGB, CMYK, and grey scale and alike.

Selecting Colour Mode

Go to Image Menu and Select Mode and then select the colour mode.

### RGB Colour:

RGB stands for Red, Green, and Blue. These are the colours displayed by your computer, and your TV. It is the combination of these three colours that provide you all the colours you see while watching movies online or a movie on your TV. **CMYK**

### Colour:

CMYK stands for the four colours of ink used by the printers. They are cyan, magenta, yellow, and black. The K, because B was already spoken for in the RGB colour space. CMYK is what designers use to send documents to professional printers from magazine, poster, and alike. It is the CMYK model that gives the term four colour printing its meaning.

### Grey Colour:

Greyscale colours display 256 values of grey. Greyscale is great to use when going for that classic vintage look or mixing part of a colour image with grey for emphasis on a part of an image.

## Adobe Photoshop Filter Effects in Photoshop

Photoshop provides built-in filter effects we can apply from the filter menu.

### Artistic Filter effect

Achieve a painterly or special effect for a fine arts or commercial project For example, use the Cutout filter for collages or type treatment. These filters replicate natural or traditional media effects. For more information about Artistic filters, see Artistic filters. For more on the Rough Pastels and Underpainting filters, see using texture and glass surface controls.

### **Blur Filter effect**

Soften a selection or an image. Blur filters are useful for retouching. They smooth transitions by averaging the pixels next to the hard edges of defined lines and shaded areas in an image. For more information about Blur filters, see Blur filters. Note: To apply a Blur filter to the edges of a layer, be sure to deselect the Preserve Transparency option in the Layers palette.

### **Brush Stroke Filter effect**

Like the Artistic filters, the Brush Stroke filters give a painterly or fine-arts look using different brush and ink stroke effects. Some of the filters add grain, paint, noise, edge detail, or texture to an image for a pointillist effect. For more information about Brush Stroke filters, see Brush Stroke filters.

### **Distort Filter effect**

Geometrically distort an image, creating 3D or other reshaping effects. Note that these filters can be very memory intensive. For more information about Distort filters, see Distort filters. For more about the Displace filter, see Defining undistorted areas. For more on Glass filter controls, see Using texture and glass surface controls.

### **Noise Filter effect**

Add or remove noise, or pixels with randomly distributed colour levels. This helps to blend a selection into the surrounding pixels. Noise filters can create unusual textures or remove problem areas, such as dust and scratches, from an image. The Add Noise filter can be used to reduce banding in feathered selections or graduated fills or to give a more realistic look to heavily retouched areas. For more information on Noise filters, see Noise filters (Photoshop).

### **Pixelate Filter effect**

Sharply define a selection by clumping pixels of similar colour values into cells. For more information on Pixelate filters, see Pixelate filters.

### **Render Filter effect**

Create 3D shapes, cloud patterns, refraction patterns, and simulated light reflections in an image. You can also manipulate objects in 3D space, create 3D objects (cubes, spheres, and cylinders), and create texture fills from grayscale files to produce 3D-like effects for lighting. For more information on the Render filters,

see Render filters. For information on the 3D Transform filter, see Transforming objects in three dimensions. When using the Clouds filter, generate a more stark cloud pattern by holding down Alt (Windows) or Option (Mac OS) as you choose Filter > Render > Clouds.

### **Sharpen Filter effect**

Focus blurry images by increasing the contrast of adjacent pixels. They include the Sharpen Edges (Photoshop) and Unsharp Mask filters, which find and sharpen areas where significant color changes occur (such as the edges). The Unsharp Mask filter is commonly used for high-end color correction. (See sharpening images) For more information on the Sharpen filters, see Sharpen filters.

### **Sketch Filter effect**

Add texture to images, often for a 3D effect. The filters also are useful for creating a fine-arts or hand-drawn look. Many of the Sketch filters use the foreground and background colour as they redraw the image for more information on Sketch filters, see Sketch filters. For information on the Cont © Crayon filter, see using texture and glass surface controls. For a truer effect, change the foreground colour to one of the common Cont © Crayon colours (black, sepia, sanguine) before applying the filter.

### **Stylize Filter effect**

Produce a painted or impressionistic effect on a selection by displacing pixels and by finding and heightening contrast in an image. After using filters such as Find Edges and Trace Contour (Photoshop) that highlight edges, you can apply the Invert command to outline the edges of a color image with colored lines or to outline the edges of a grayscale image with white lines. (See Using the Invert command) For more information on Stylize filters, see Stylize filters.

### **Texture Filter effect**

Give images the appearance of depth or substance, or add an organic look.

### **Video Filter effect**

Include the NTSC (National Television Standards Committee) Colour filter, which restricts the gamut of colours to those acceptable for television reproduction, and the De-Interlace filter, which smooths moving images captured on video. For more information on Video filters, see Video filters.

### **Other Filter effect**

Let you create your own filters, use filters to modify masks, offset a selection within an image, and make quick colour adjustments. For more information about other filters, see other filters. For more on the Offset filter, see defining undistorted areas.

## **Digimarc Filter effect**

Embed a digital watermark into an image to store copyright information. For more information about Digimarc filters, see Digimarc filters.

To Preview and Apply a Filter Effect

To apply a filter to an area of a layer, select that area.

To apply a filter to the entire layer, leave the image unselected. Choose a filter from the sub menus in the Filter menu.

If a dialog box appears, enter values or select options

If the dialog box contains a preview window, use the following methods to preview the effect

If the dialog box contains sliders, hold down Alt (Windows) while dragging a slider to see a real-time preview (real-time rendering) of the effect.

Click in the image window to center a specific area of the image in the preview window

Convert an Image to Black and White

## **Adobe Photoshop Using the Desaturate command**

The Desaturate command converts a colour image to a grayscale image in the same colour mode. For example, it assigns equal red, green, and blue values to each pixel in an RGB image to make it appear grayscale. The lightness value of each pixel does not change. To use the Desaturate command:

Choose Image menu and select Adjustments and select Desaturate. Or

Press CTRL + Shift + U Key

## **Adjusting Auto Colour Settings**

Some time when digital photo have an issues of over or under-exposure, incorrect white-balance and hue problems. Then Photoshop includes a lot of ways to correct these problems.

### **Auto Colour:**

If an image seem too warm (too orange) or too cool (too blue) this generally mean that the white balance is off. You can use the "Auto Colour" feature to adjust this automatically. With the file open, click Image > Adjustments > Auto Colour. Photoshop will try to adjust the white balance to natural levels.

### **Auto Contrast**

In images with very little variation between light and dark areas the auto-contrast feature will either enhance or smooth out these differences to make a better picture overall

Image > Adjustments > Auto Contrast



# Merge Layers and Flatten Image

## Merge Layers

Layers are a great tool that you can use while working with Adobe Photoshop, but only if you use them the right way. Too many layers can cause disorganization, increased file size, and can slow down Photoshop. There is an option in Photoshop called merge layers, which allows you to merge two or more layers together to help keep you organized and working smoothly.

1. Start Adobe Photoshop and start a new blank Photoshop document
2. Create two new layers in addition to your background by selecting the "New" option from the "Layer" menu. Then, select "New." You should now have your background and two other layers.
3. Link your two new layers together by clicking the empty box to the right of the eye icon on your Layers palette for each of the layers. You should see each chain link appear in the empty boxes. The layers are linked together now. If you move one layer, the other layer will now move along with it.
4. Merge the two layers together by selecting the "Layer" menu and then "Merge Layers." The two layers are now merged together. You should notice the two layers are just one layer in the Layers palette.

**Flatten Image** Adobe Photoshop creates layers when working with an image. You can use these layers to manage and enhance the image by changing the background, highlighting portions of the image, or combining two images to create a new one. When the project is complete, flatten the image to combine all the changes into one image; this reduces the overall file size. Fortunately, Photoshop makes this an easy process.

1. Save your original image. Always save your original images so that you can use it again later.
2. Open the Layers palette. If it's not already open, by clicking "Windows" on the menu bar at the top of the screen. Scroll down and select "Layers."
3. Click on "Layer" in the menu at the top of the page. Scroll down and select "Flatten Image." All the layers will combine into one layer. Alternatively, click on the symbol in the top right corner of the Layers palette and select "Flatten Image." In Photoshop CS, the symbol looks like a white circle with a right-pointing arrow; in other versions, like a down-arrow with five lines next to it.
4. Save the image as a JPEG, BMP, PNG, EPS, GIF, or any other format, depending on your preference.

**Flatten image** flattens all layers into a flat image file and **Merge layers** allows you to select certain layers and only merges them, leaving the other layers intact.

# Blending Modes in Adobe Photoshop

Blend modes in digital image editing are used to determine how two Layers are blended (Mix) into each other. The default blend mode in most applications is simply to hide the lower layer with whatever is present in the top layer. However, as each pixel has a numerical representation, a large number of ways to blend two layers is possible. Note that the top layer is not necessarily called a "layer" in the application. It may be applied with a painting or editing tool. There is a different blending mode available in Photoshop.

## Basic Modes

### 1. Normal:

Normal edit or paint each pixel to make it the result colour. Basically, we aren't getting any kind of effect here since both of our images are fully opaque. We're just seeing the image on the upper layer. This is the default mode for every new layer.

### 2. Dissolve:

The dissolve mode takes random pixels from both layers. With high opacity, most pixels are taken from the top layer. With low opacity most pixels are taken from the bottom layer. No anti-aliasing is used with this blend mode, so the pictures may look grainy and harsh.

### 3. Screen:

With Screen blend mode the values of the pixels in the two layers are negated, multiplied, and then negated again. This is in some way the opposite of multiply. The result is a brighter picture.

### 4. Overlay:

Overlay combines multiply and Screen blend modes. Light parts of the picture become lighter and dark parts become darker. An overlay with the same picture looks like an S-curve.

### 5. Soft Light:

This is a softer version of Overlay. Applying pure black or white does not result in pure black or

### 6. Hard Light:

Hard Light combines multiply and Screen blend modes. Equivalent to Overlay, but with the bottom and top images swapped. Divide this blend mode simply divides pixel values of one layer with the other.

### 7. Addition:

This blend mode simply adds pixel values of one layer with the other. In case of values above 255 (in the case of RGB), white is displayed.

#### 8. Subtract:

This blend mode simply subtracts pixel values of one layer with the other. In case of negative values, black is displayed

#### 9. Difference:

Difference subtracts the top layer from the bottom layer or the other way round, to always get a positive value. Blending with black produces no change, as values for all colours are 0. (The RGB value for black is 0,0,0) Blending with white inverts the picture

One of the main utilities for this is during the editing process, when it can be used to verify alignment of pictures with similar content. Exclusion is a very similar blend mode with lower contrast.

#### 10. Darken:

Only Darken takes the darkest value for each pixel from each layer.

#### 11. Lighten:

Only Lighten takes the lightest pixel from each layer.

#### 12. Colour:

Colour creates a result colour with the luminance of the base colour and the hue and saturation of the blend colour. This preserves the gray levels in the image and is useful for colouring monochrome images and for tinting colour images.

#### 13. Luminosity:

Luminosity creates a result colour with the hue and saturation of the base colour and the luminance of the blend colour. This mode creates the inverse effect of Colour mode.

## **Saving Images for the Web in Adobe Photoshop?**

The internet is probably one of the largest mediums for distributing art, graphics, and photographs nowadays, making it very important to have some basic knowledge on saving media for the web. Essentially, saving for the web is a balancing act. You must balance the quality of the graphic and the file size of the media to suit your personal needs. In a place where speed is important, you may need to sacrifice some quality of a graphic. Where quality is important, you may need to sacrifice some speed. This lesson aims to show you ways in which you can balance these two factors, and at the same time produce terrific image quality. Process of saving the image for web

Adobe Photoshop has a great way to optimize images for the web. In Photoshop, go to File > Save For Web, or click Ctrl+Alt + Shift + S

A new box will popup with all of these settings for saving and optimizing an image for the web:

1. Choose a file format
2. Choose an image size at which to save your image
3. Choose a quality level for jpg or number of colours for gif
4. Choose a location for your file on your drive.

If you want to make a transparent picture then select the transparent checkbox ON. And select gif file format. The usual preferred file type of photographs is JPEG, which is named after its creators, the "Joint Photographic Experts Group"

Changing Measurement Unit and Ruler in Photoshop  
Do one of the following:

1. Double-click a ruler.
2. OR Choose Edit > Preferences > Units & Rulers, or right-click the ruler and then choose a new unit from the context menu.
3. For Rulers, choose a unit of measurement
4. Note: Changing the units on the Info panel automatically changes the units on the rulers.
5. For Point/Pica Size, choose from the following options
6. Postscript (72 points per inch) Sets a unit size compatible for printing to a Postscript device.
7. Traditional Uses 72.27 points per inch, as traditionally used in printing
8. Click OK

## Create Swatches in Photoshop

If you have an image with the colours you want to use, you can use the eyedropper tool to select colours from your image, then add them to the swatch palette and make a custom swatch collection one colour at a time. If that sounds time-consuming to you, you'll be glad to know that you can create a custom swatch collection from the colours in an existing image. The following process creates the custom colour swatches.

1. Open the image, which has some colour in Photoshop. Make a copy choose Image > Duplicate
2. To reduce the number of colours in the image down to 256, choose Image > Mode > Indexed. If your image is in CMYK mode, you'll need to convert it to RGB and then Indexed. A dialog box opens up with options for converting your image to Indexed Colour. Choose Local (Perceptual) in the Palette drop-down box.
3. Now choose Image > Mode > Colour Table to view it and the colours selected from your image
4. Now you can save the table click on Save button on the Colour Table dialog box and then save it into Photoshop > Presets > Colour Swatches folder.



5. To load up your palette with your new swatches, open the Swatches palette and from the drop down menu in the top right corner choose Replace Swatches. Browse to the folder where you saved your colour table and open up the new palette. Palettes can be saved as .ASE, .ACT or .ACO so make sure you are searching for the file format that you saved your swatches in.

## **Create a Custom Brush in Photoshop**

In Adobe Photoshop there are many types of preset brushes and their sizes but Adobe also provides a facility that we can create our own custom type of brush. The following procedure is used for this purpose.

1. First of all create a new document.
2. Now select the Brush Tool from the Tools palette.
3. Select any preset brush for example Small Round Brush.
4. Make sure the foreground colour is set to black.
5. Now paint the brush strokes inside the document (in that way which type of brush you want).
6. Now click on Edit menu and choose Define Brush Preset.
7. In the next step give the name to the brush and click on OK.
8. The new brush is now created and added in the brush list.
9. You can select your own custom type and then use it.

## **Create an Action in Photoshop**

When we perform some set of instructions in Photoshop again and again in the same way then this is the best way that we create an action to store the set of instructions and call back when you need. In an action the steps you perform are recorded and we can use these steps again by pressing one single key in the future. Now we discuss how an Action is created in Photoshop.

Proceed following steps one by one:

1. Open a file in Photoshop.
2. Click on the Action Tab in the History Panes.
3. At the top right of the Actions box or palette, there is an arrow. Click here to open more options and select New Action.
4. Name your Action and assign a Function Key.
5. Your recording will start; you can stop recording by clicking on the stop button in the Action panes.
6. Now perform some steps. I am going to set the brightness of my image after setting the brightness; click on the stop button (you can perform many sets of instructions).
7. How we use These Actions.

8. Now close everything and don't save this image.
9. Open again this image in previous condition and click on action form History Panes.
10. Select your action from list and click on play button (you can also press your function key which you specify at the time of recording.)
11. You can see the brightness of your image automatically adjust.

