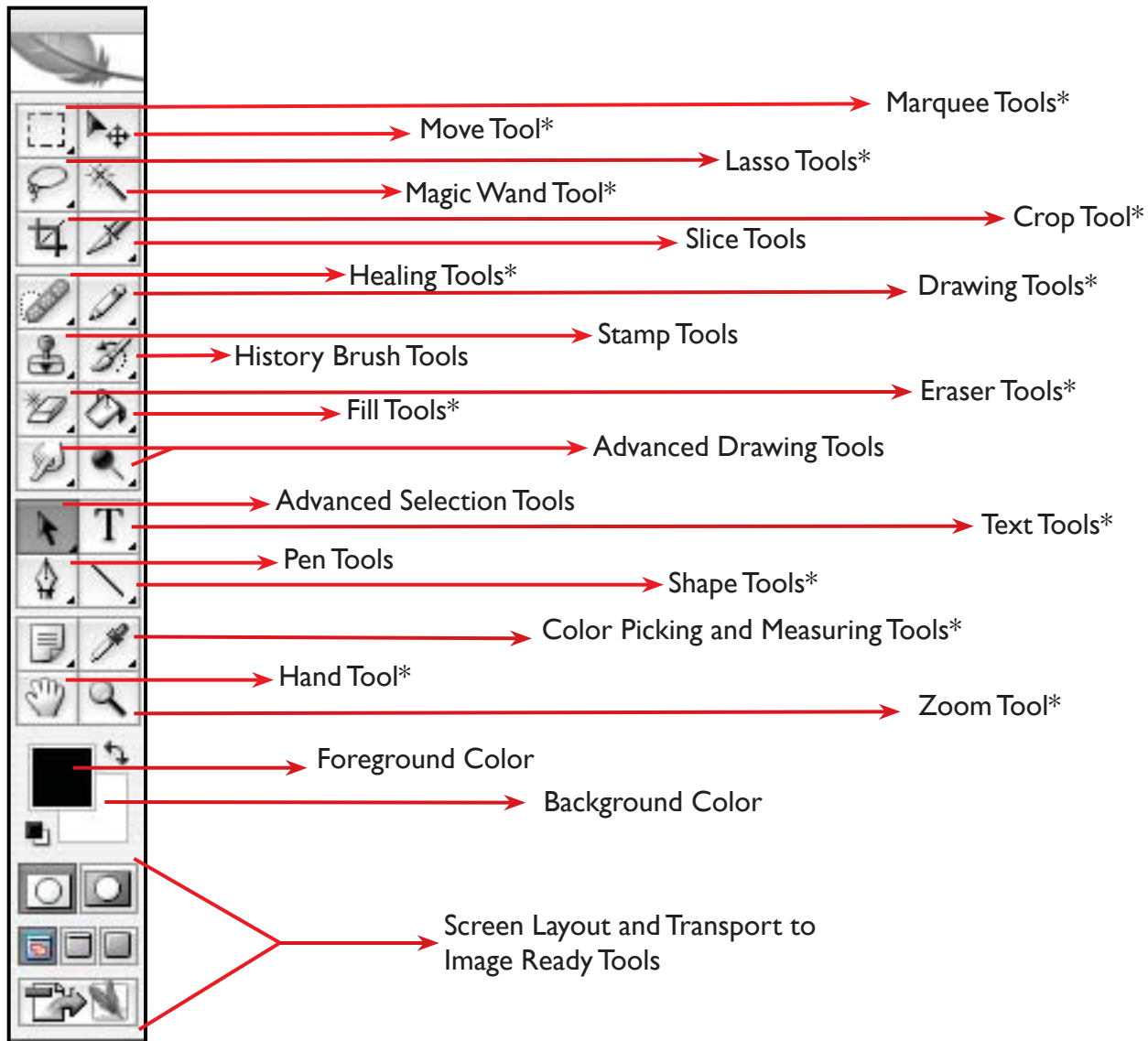



# INTRODUCTION TO PHOTOSHOP TOOLS

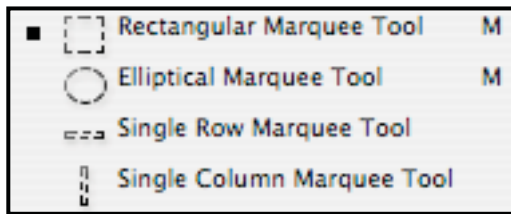
## The toolbox basics



Tools with little black arrows in their bottom right corner  indicate a tool group. Alternate tools can be selected by clicking and holding down the “top tool.” Items with \* next to their name will be detailed in depth in the following pages.

# The toolbox in detail

## Marquee Tools



The Marquee tool selects a section of the document based on the shape of the chosen tool.

*Tip: Holding down the shift key and making a new marquee will add to a current selection. Holding down option will take away. (There will be a little + or - by the tool that will let you know if you have one of these choices selected)*

## Move Tool



The Move tool moves items in the document, such as selections, layers, and guides.

## Lasso Tools



The Lasso tools allow you to select a section of the document either by freehand, polygonal, or magnetic selections.

- The Lasso tool will close the selection will close automatically when the mouse is unclicked.
- The Polygonal Lasso tool and Magnetic Lasso tool need the ends of the selection to be joined for the section to become selected.

*Tip: The same adding and subtracting methods discussed with the marquee tool work with the lasso tool.*

## Magic Wand Tool



The Magic Wand tool selects areas of similar colors.

*Tip: The default setting will only select the same colors that are touching each other (contiguous). However, this can be changed with the options bar.*

## Crop Tool

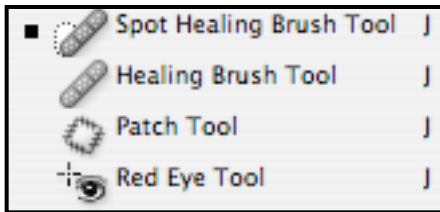


The Crop tool trims images.

*Tip: When using Crop, the area that will be removed will be in shadow. The area can be expanded or contracted by clicking and dragging on one of the 9 points of the box. Once an image has been cropped, the only way to retrieve the parts that were removed is to undo the crop.*

# The toolbox in detail

## Healing Tools



The Healing tools fix up issues in the document such as blemishes and red eye.

- The Spot Healing Brush removes blemishes and objects.
- The Red Eye tool removes the red reflection caused by a flash.

*Note: The Healing Brush tool and The Patch tool are a little tricky to work with, so they won't be covered in this handout.*

## Drawing Tools

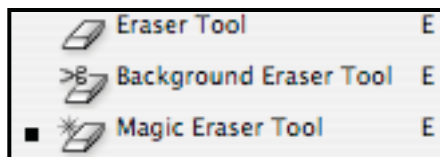


The Drawing tools let you draw in your document.

- The Brush tool paints brush strokes.
- The Pencil tool paints hard-edged strokes.
- The Color Replacement tool replaces a selected color with a new color.

*Tip: If you want to draw in a very specific place, with no spill-over, use the pencil instead of the brush.*

## Eraser Tools

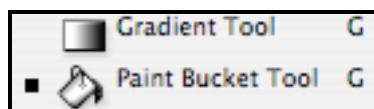


The Eraser tools erases pixels in the document.

- The Eraser tool will restore parts of an image to a previously saved state or will display the background color.
- The Background Eraser tool will turn the erased areas into a transparency.
- The Magic Eraser tool will erase everything of the same color into a transparency.

*Tip: Color selection for the Magic Eraser tool works the same as the Magic Wand tool.*

## Fill Tools



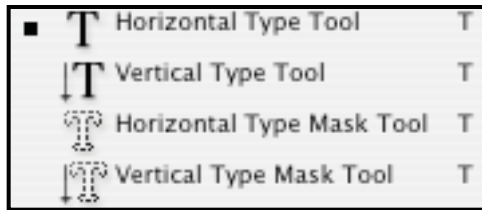
The Fill tools fill color into areas of the document.

- The Paint Bucket tool fills in areas of similar color with the foreground color.
- The Gradient Tool creates a smooth straight-line change from the foreground color to the background color.

*Tip: Color selection for the Paint Bucket tool works the same as the Magic Wand tool.*

# The toolbox in detail

## Text Tools

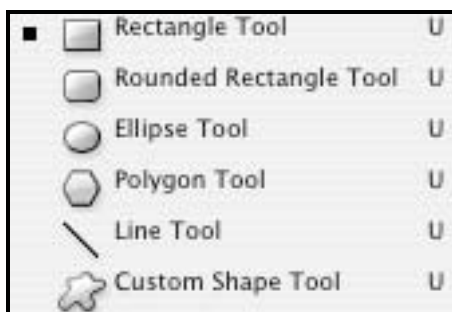


The Type tools add text to a document.

- The type tools create type on top of an image.
- The type mask tools make a selection of the document in the shape of type.

*Tip: Both types can be used to create text either horizontally or vertically.*

## Shape Tools

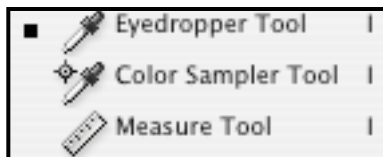


The Shape tools draw shapes and lines in a normal layer or a shape layer.

- The Shape tools will create a solid color shape of their type.
- The Line tool will create a solid color line.
- The Custom Shape tool makes customized shapes selected from a custom shape list.

*Tip: If you want to draw a rectangle or circle with a transparent center, it's easier to use the Custom Shape tool.*

## Color Picking and Measuring Tools



The Color Picking and Measuring tools do not actually change the document in any way.

- The Eyedropper tool changes the foreground color to the color that is clicked on.
- The Color Sampler tool is an advanced tool.
- The Measure tool measures the distance, location, and angle between two points in the document.

## Hand Tool



The Hand tool moves an image within its window.

*Tip: This is very useful when the image is naturally larger than the window or zoomed in.*

## Zoom Tool



The Zoom tool magnifies and reduces the view of an image.

*Tip: To zoom out instead of in hold down the option key. When this is done, the + will turn into a -.*