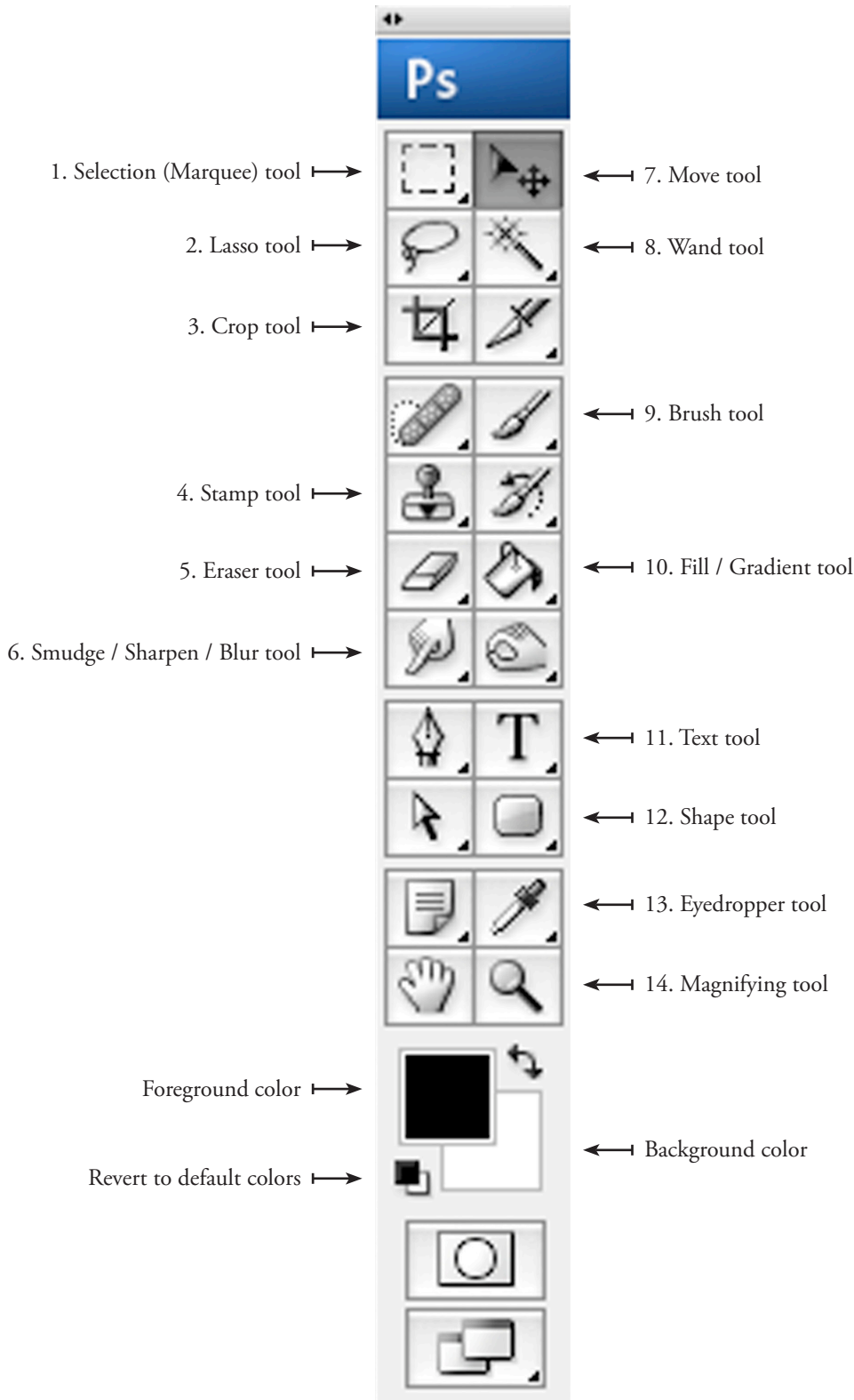


# PHOTOSHOP



## 1. Selection (Marquee) tool

Use the Selection (Marquee) tool to highlight specific areas of your page. Once highlighted, you can paint within the lines without worrying about damaging other parts of your document. The Selection tool has several different shapes.

## 2. Lasso tool



**The Lasso tool:** Allows you to freehand a selection area.

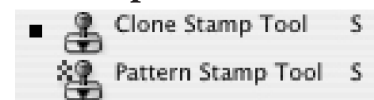
**Polygonal Lasso tool:** Allows you to draw straight lines to create a selection area.

**Magnetic Lasso tool:** Allows you to trace the edge of a complex image to create a selection area. It's "magnetic" because it tries to find the edges you're attempting to select. Very handy but semi-difficult to use.

## 3. Crop tool

Let's you trim unwanted portions off the outside edges of your document.

## 4. Stamp tool



**Clone stamp tool:** Let's you duplicate portions of an element. (Good for touching up photos.)

**Pattern stamp tool:** Allows you to paint with a pattern.

## 5. Eraser tool



**Eraser tool:** Eliminates part of a rasterized element.

**Background Eraser tool:** A “smart” tool that finds and eliminates the background of a given photo.  
*\*CAUTION\** This tool is too good to be true, but it does work in cases where the background is mostly solid and distinct from the foreground.

**Magic Eraser tool:** Allows to select a portion of your element (a color, for instance) and erase all similar portions.

## 6. Smudge ... tool



**Blur tool:** Used like a paint brush, it makes the painted area fuzzy.

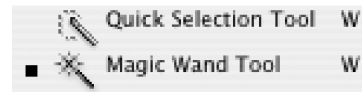
**Sharpen tool:** The exact opposite of the Blur tool, it unfuzzys parts of your element.

**Smudge tool:** Ever finger paint? Same concept.

## 7. Move tool

Use this tool to drag elements around your document. Also, when you make significant changes to an element, Photoshop sometimes requires that you click on the Move tool to “finalize” your changes.

## 8. Wand tool



**Quick Selection tool:** “Smart” tool that allows you to quickly “paint” a selection area. Works fairly well.

**Magic Wand tool:** Click once on the area you want to select and this tool will select the entire thing.  
*\*CAUTION\** Does not work well with complex, textured elements. Works very well with solid colors.

## 9. Brush tool

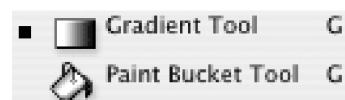


**Brush tool:** Allows you to paint on an element. Very effective tool considering the wide range of brushes you can use.

**Pencil tool:** Works like the brush, but it has hard edges.

**Color Replacement tool:** Allows you to select and replace a specific color in an element.

## 10. Fill / Gradient tool



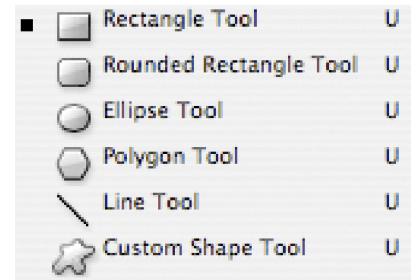
**Gradient tool:** A very simple way to draw a gradient across any rasterized element.

**Paint Bucket (Fill) tool:** Fills an area with the selected color.

## 11. Text tool

Allows you to place and edit text.

## 12. Shape tool



These options are pretty self explanatory. The Rectangle tool allows you place rectangle shapes, etc.

**The Custom Shape tool:** Provides a menu of pre-made shapes like a stop sign, money symbol, dog, Earth, etc.

*\*CAUTION\** I often find it easier to draw a skinny rectangle shape than mess with the Line tool. But you make think differently after trying it out.

## 13. Eyedropper tool

Allows you to select a specific color or style already present in your document.

## 14. Magnifying tool

Let's you zoom in and out of your document. (You may also zoom in and out by using Ctrl + and Ctrl - respectively.)

This tool also let's you fit the document to the window size, zoom to print size, and zoom to actual pixel size.

## Words of Wisdom for Working in Photoshop:

1. Save often. And make sure you're saving your original PSD (Photoshop file).
2. Once you rasterize a text, you'll no longer be able to edit it.
3. Always make a copy of your layers if you plan on making major edits.
4. It's a good idea to save a document under different names at different stages in your design process. That way if you make a huge mistake, you can always revert back to an older version.
5. Standard print resolution is 300 dpi. Standard web resolution is 72 dpi.