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## **LEARNING ACTIVITY SHEET**

### **SPECIAL PROGRAM IN ICT 7&8**

### **DIGITAL MEDIA 7&8**

*First Quarter, Week 2*

Name of Learner: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level /Section: \_\_\_\_\_

## **Working the Panels**

### **BACKGROUND INFORMATION FOR LEARNERS**

Works we do in Photoshop involve the use of its panels. It is important to know more about these panels especially if you are new with Photoshop. Knowing how to manage your panels will make you maximize your workspace.



*Sample panel found in Photoshop (Color panel)*

Panels are found in a column on the right side of your Application Frame. It lets you work with commonly used features like colors, adjustments, layers, and so on. There are two panel columns by default. The main column on the right side and the secondary narrow column beside it on the left side.

Panels can be free floating on your screen, or it can be attached to the top, bottom, left, or right side of your screen. You can put panels together into groups, which you can then move around the application frame.



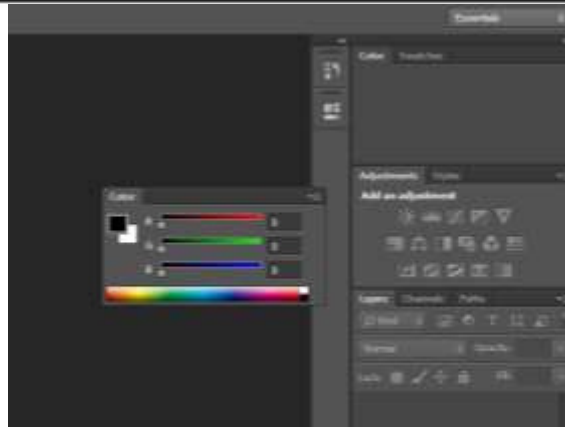
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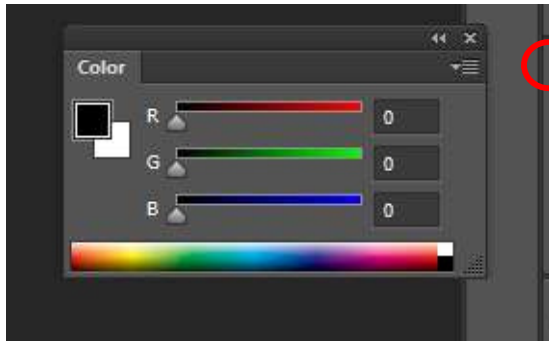
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*Sample floating panel (Color panel)*

Each panel contains its very own menu called a panel menu. It is located in its top-right corner and its icon looks like four little lines with a downward-pointing triangle.



*Click the panel menu (encircled on the left picture) to show other menus (picture at the right)*

Look at the right side of your screen and you will see that Photoshop starts with three docked panel groups. The Color and Swatches panels are the first group. The second group includes Adjustments and Styles and the third group are Layers, Channels, and Paths. If you want to use the panel, just activate it by clicking its tab.



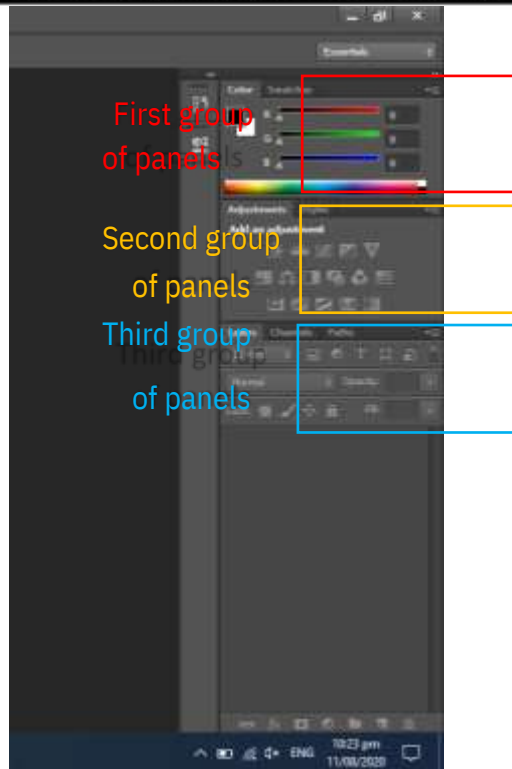
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Your panels are very flexible because you can collapse, expand, move, and resize them.

You can also swap them. Here are steps on how to do them:

- **Collapse or expand panels.** If panels are covering your editing space, you can shrink them both horizontally and vertically. To collapse a panel (horizontally), click the tiny double arrow in its top-right corner; click this same button again to expand the panel. To collapse a panel (vertically), just double-click the panel's tab to make it roll up like a window shade; single-click the tab to roll the panel back down.



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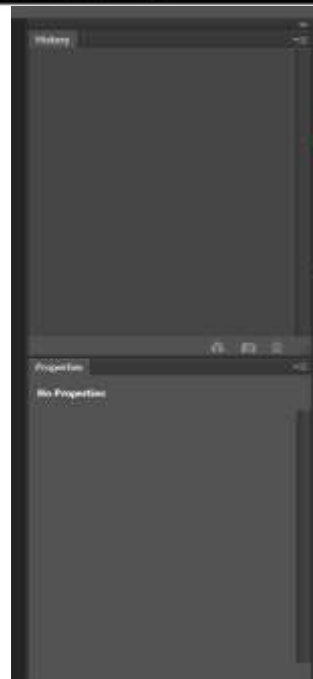




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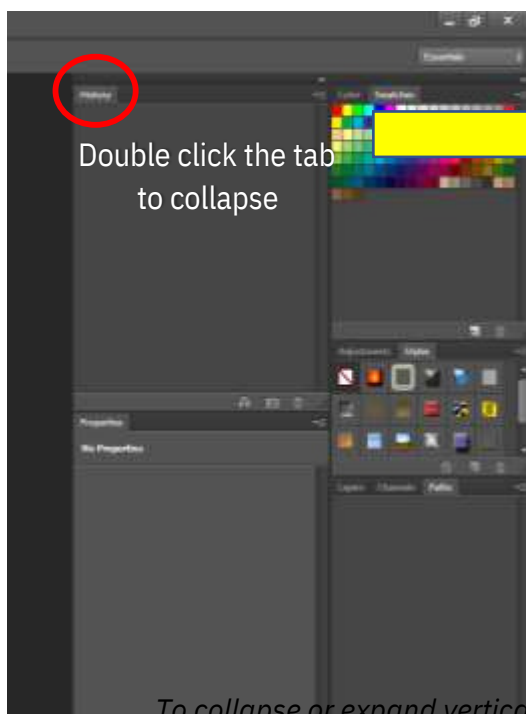
*To collapse or expand horizontally*



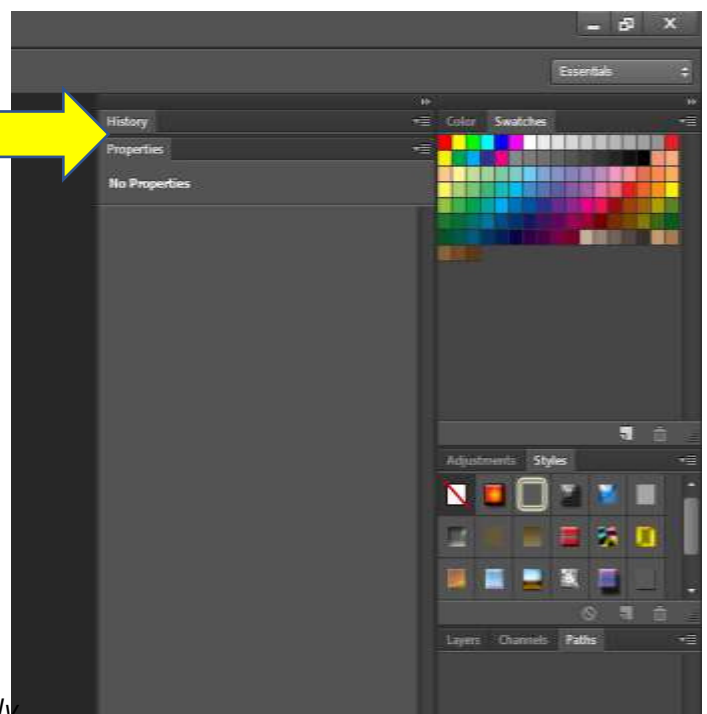
*Expand*



*Collapse*



Double click the tab  
to collapse



*To collapse or expand vertically*

*Collapse*



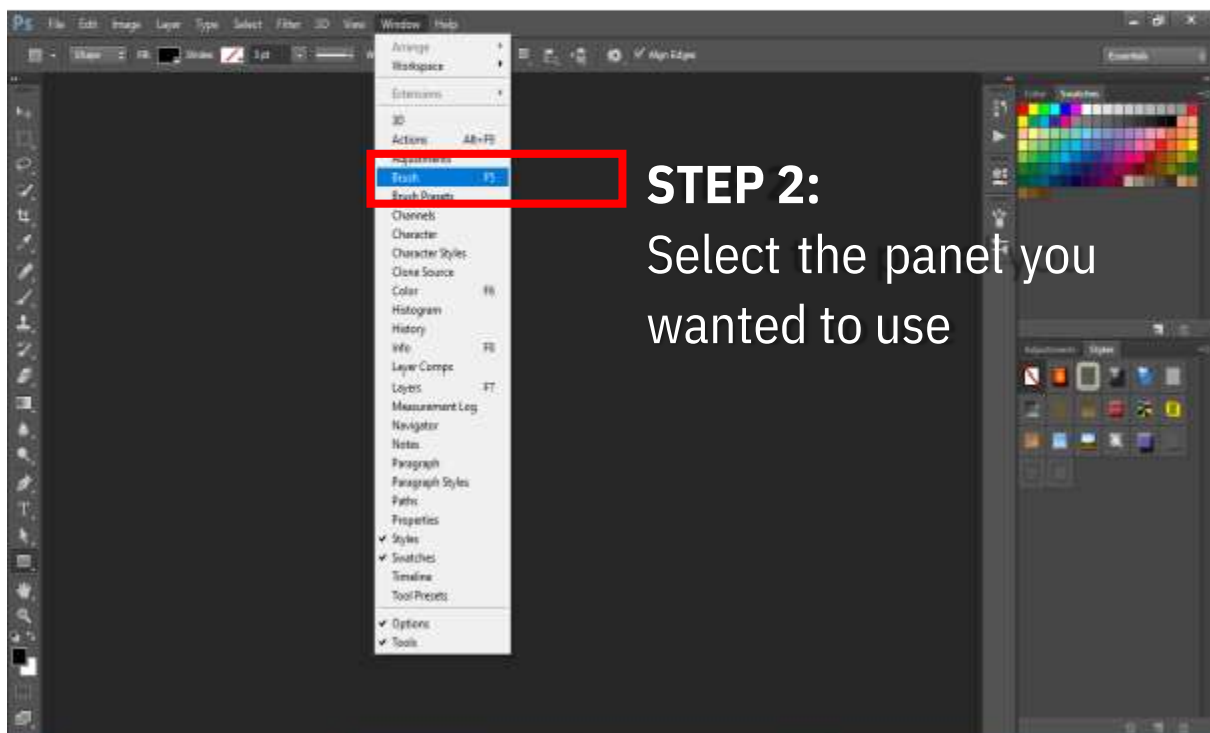
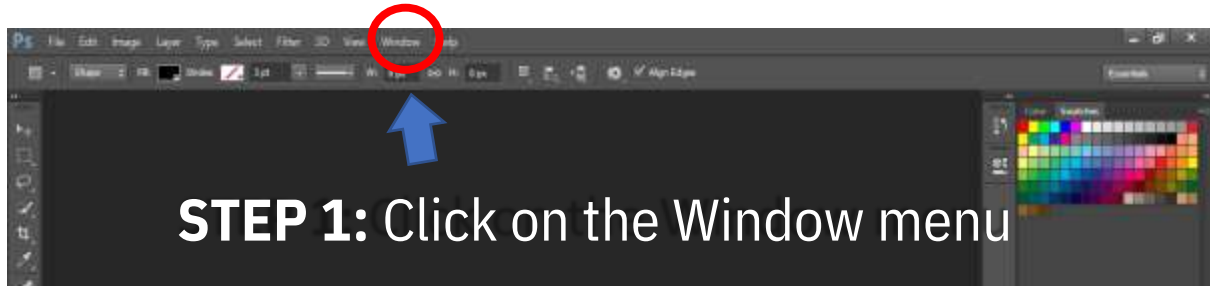
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- **Add and modify panel groups.** You can open more panels by opening the Window menu on the top portion of your application and then select the name of the panel that you want to open. The panel that you have selected will then appear in a column to the left of the secondary narrow column. A tiny button is added to its right that you can click to collapse it horizontally and vertically.



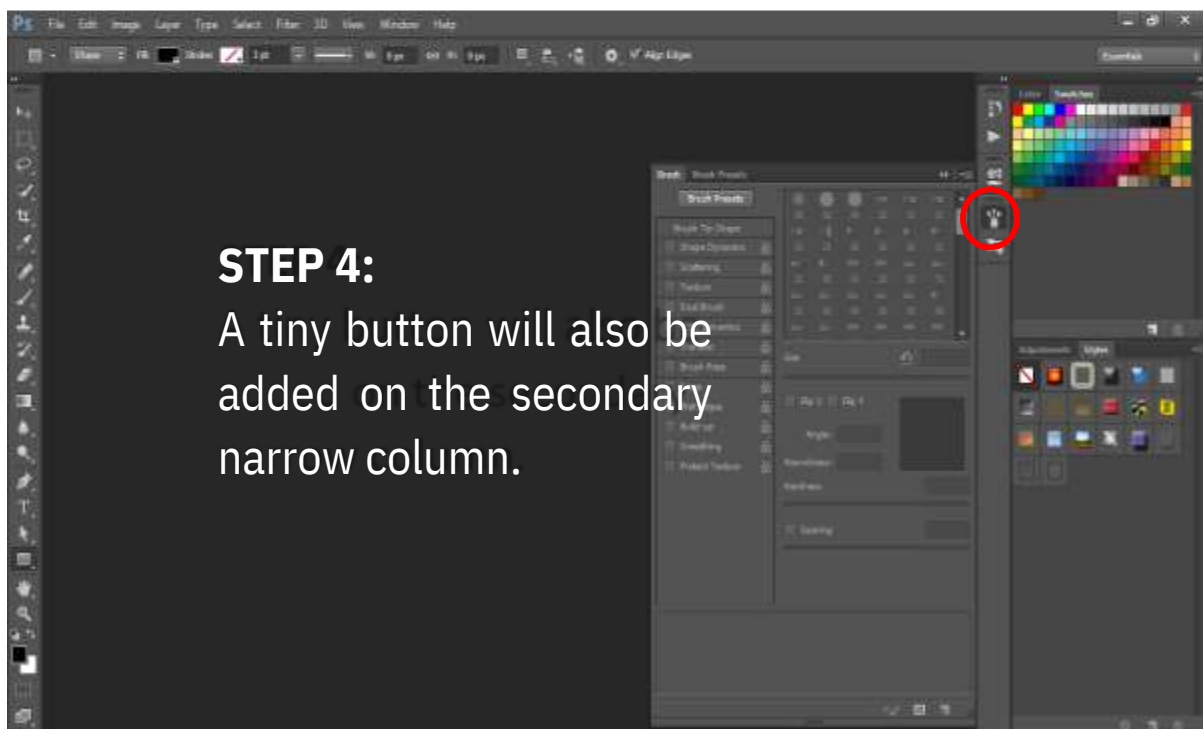
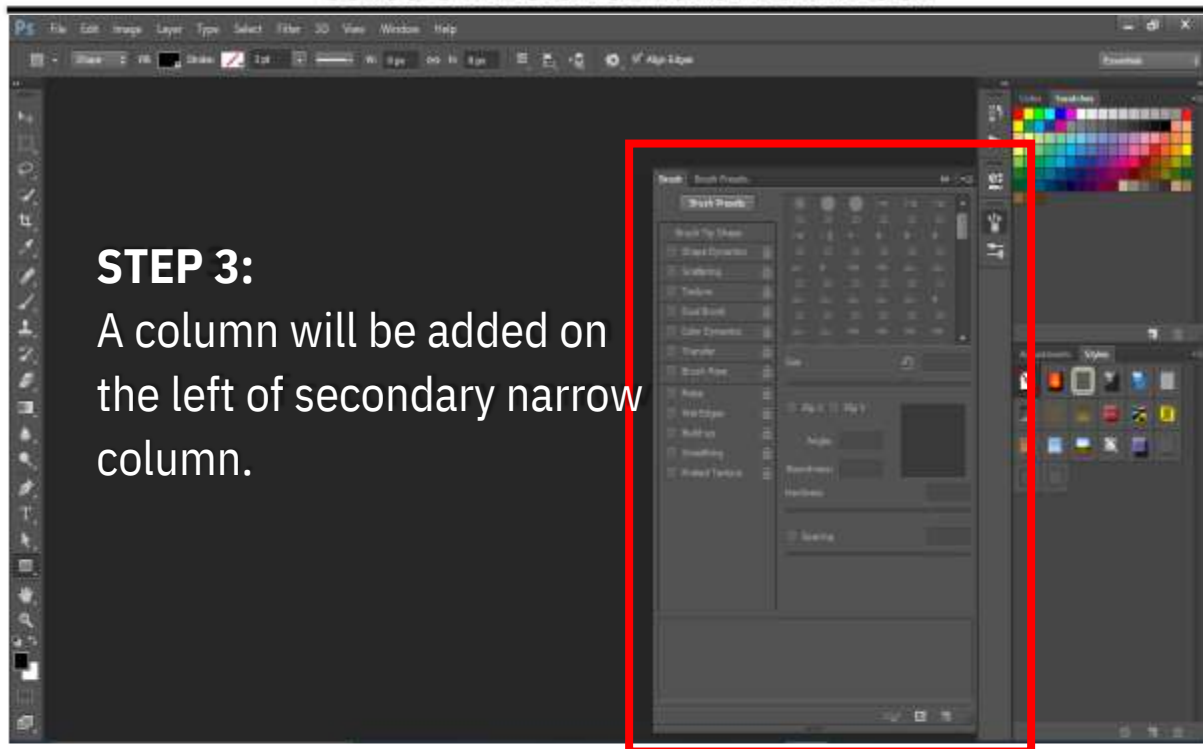
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- **Undock, redock, and close panels.** Your option bar is found on the top portion of the application frame by default. You can set this panel group freely anywhere on your



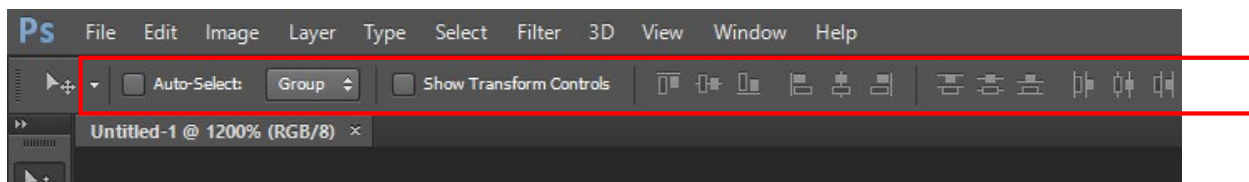
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screen. To do this, select the tab and pull it out of its group, and then move it anywhere on your application frame.

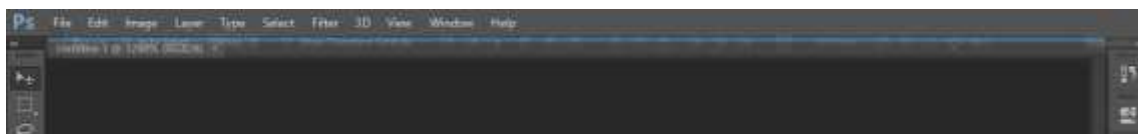


**STEP 1:** Drag the panel anywhere at the screen



**STEP 2:** After dragging, the panel will be detached from its original position

To dock the panel or panel group again, drag it back to the top portion of your screen.



When docking again, you will see a blue line indication that it can be dock to this place.

Docking and undocking of panel or panel groups is a way to make you work easily with Photoshop.

## CUSTOMIZING YOUR WORKSPACE

You can customize your workspace on Photoshop according to what you like.

Customization is about arranging tools and panels you needed the most. Saving your customize workspace can be found on the options bar's far right corner called **workspace menu**.

These are the preset workspaces in Photoshop:

1. **Essentials**. It is the default workspace on Photoshop. It includes panels that most of the people use.
2. **"New in CS6"** includes only new features.
3. **Motion** is for video editing. Yes, you can edit video on Photoshop.



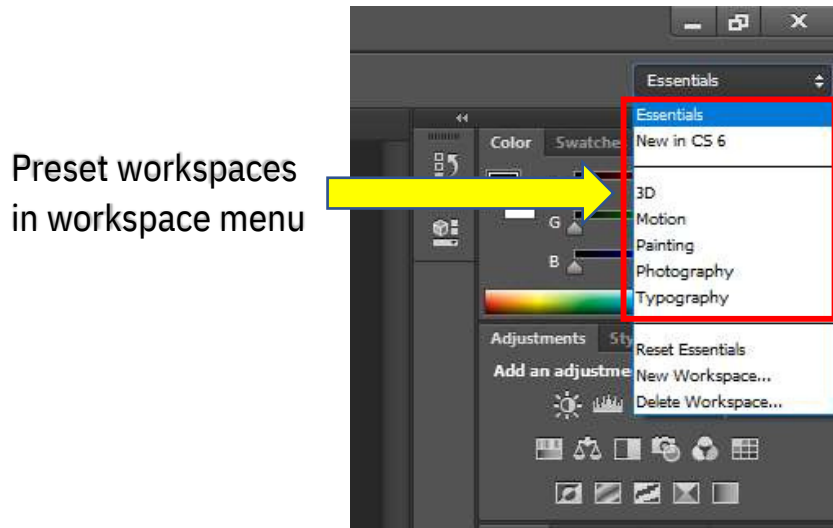
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4. **Painting** is for painting.
5. **Photography** is use if you are working mostly on photos.
6. **Typography** is use when working with text. To swap between these workspaces, just simply click one of these and Photoshop will do the arrangements.



*Clicking the Workspace Menu will show different workspaces.*

To save your own custom workspace, follow these steps:

STEP 1: Arrange things the way you wanted.

STEP 2: Go to the Workspace menu and select New Workspace.



STEP 3: A dialog box will appear on the screen and you can now name your customize workspace.

STEP 4: Click Save.



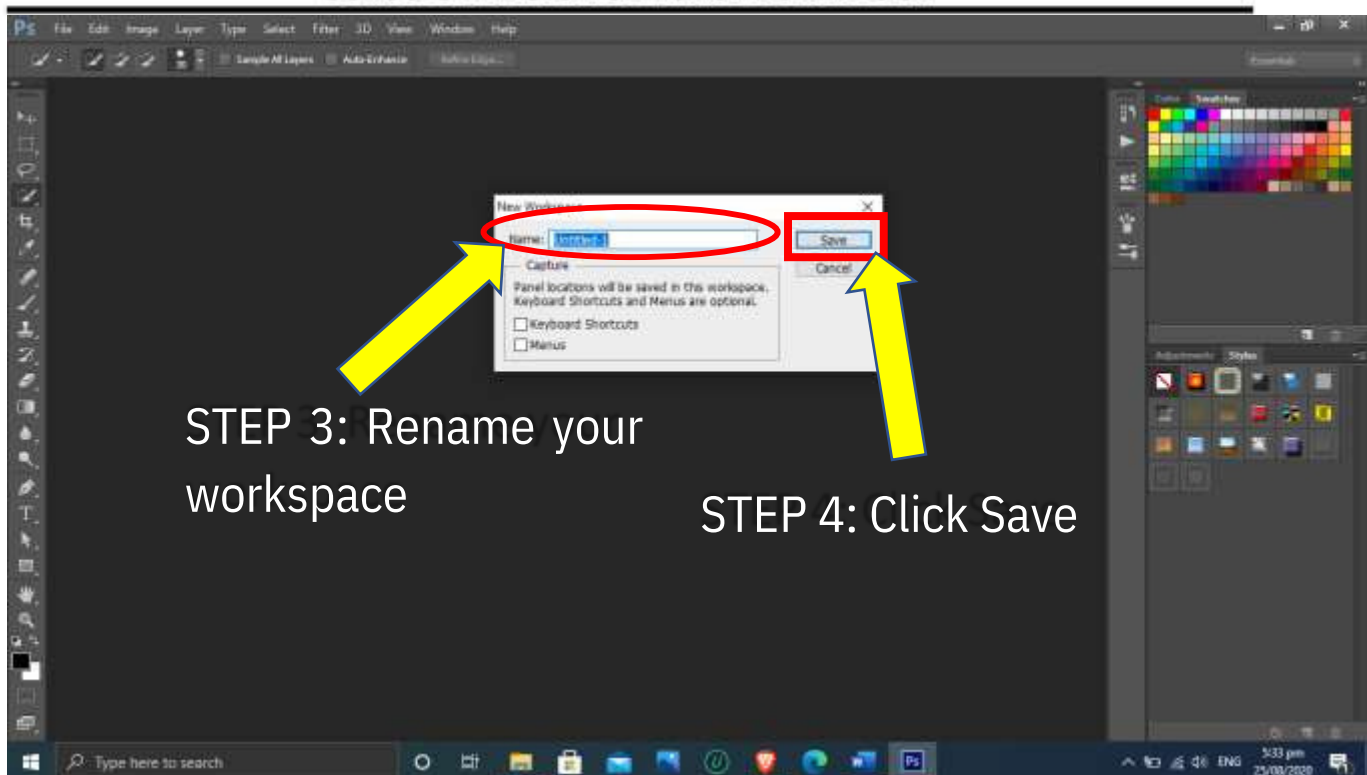
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STEP 3: Rename your workspace

STEP 4: Click Save

*Do not forget to name your customize workspace*

Sometimes you've created workspace that is not useful anymore. You can delete it from your workspace menu. Here are the steps:

STEP 1: Make sure you selected the workspace you want to use.



*Select another workspace except for the one you want to delete*



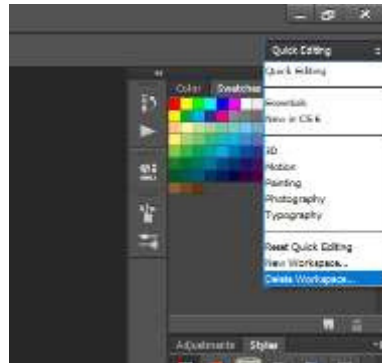
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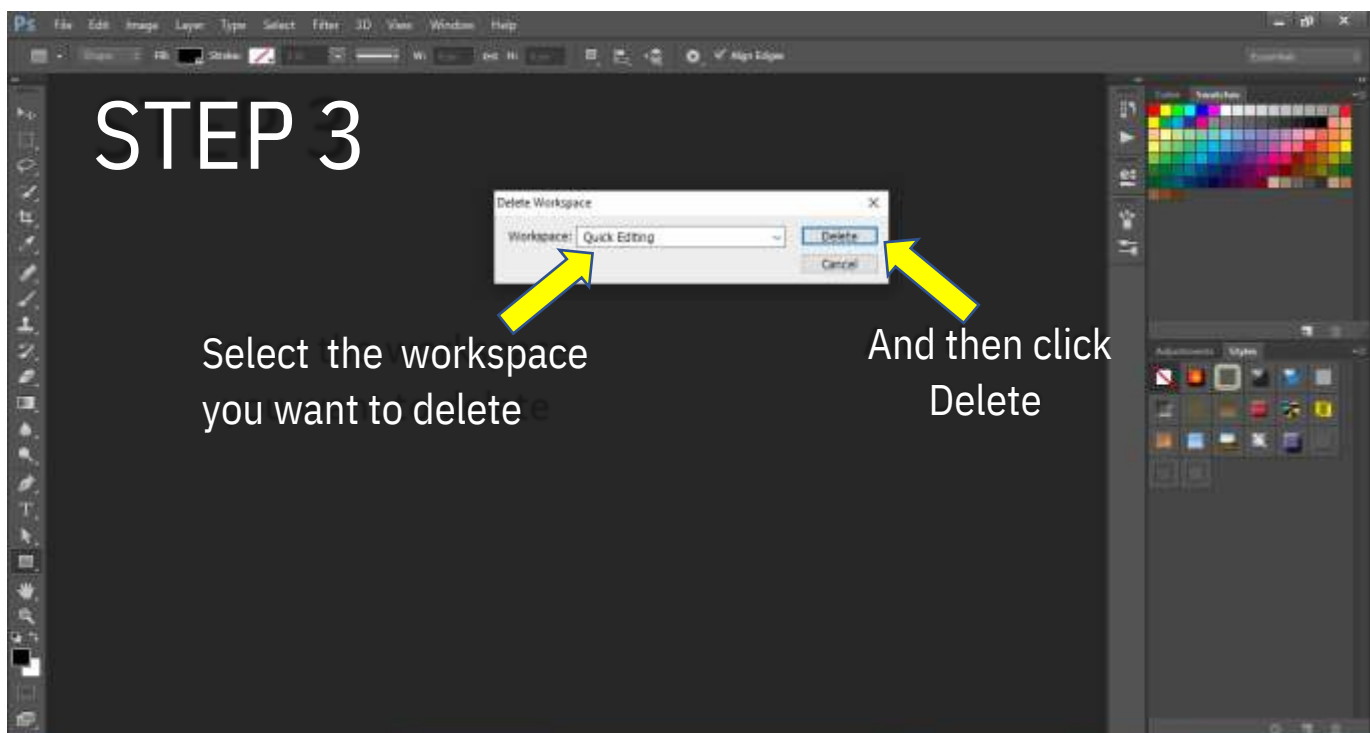
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STEP 2: Choose Delete Workspace from the Workspace menu.



*Click Delete Workspace*

STEP 3: A dialog box will pop-up and you may now select the workspace that you want to delete and then click the Delete button.



*A dialogue box will appear and then select on the dropdown the workspace you want to delete.*

STEP 4: Photoshop will ask you if you really want to delete it and if you select “Yes”, the workspace will be deleted from the workspace menu.



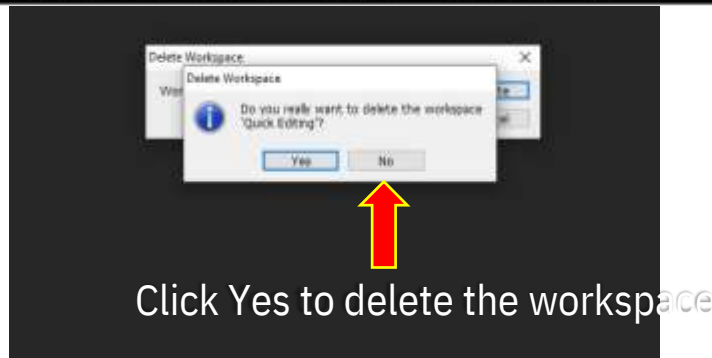
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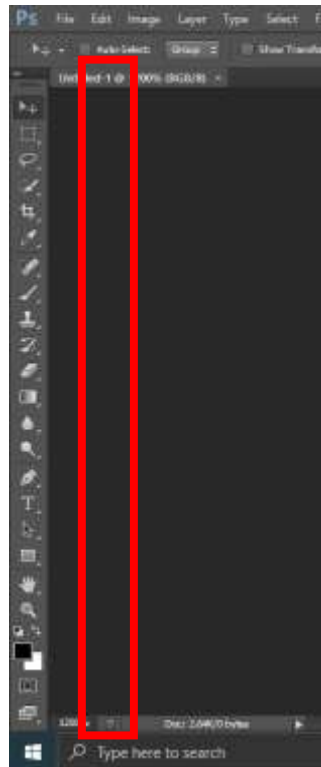


*A dialogue box will again appear asking if you really want to delete the workspace*

## THE TOOLS PANEL

The Tools panel is where you can find all of Photoshop's editing tools. It is included in all built-in workspaces. You cannot work on Photoshop without this panel.

By default, when you launch Photoshop, you can find the tools panel on the left side of the screen. You can also undock this panel anywhere on the screen. Aside from that, a keyboard shortcut is set for each toolset so you can easily work on.



*The tools panels are located on the left side of the application frame*



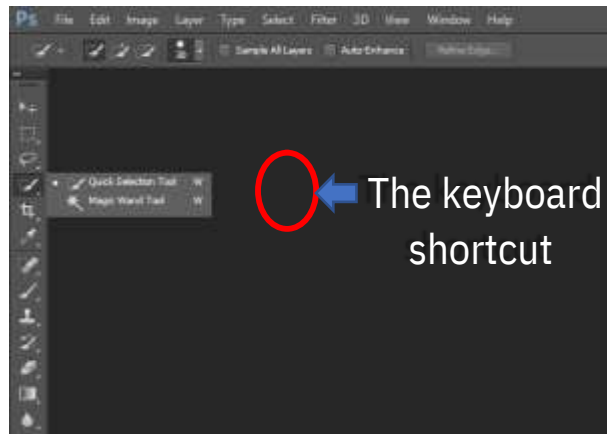
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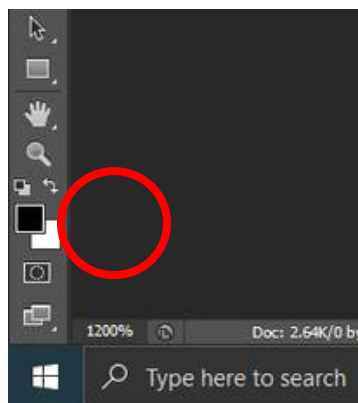
To expand a toolset, just click and hold the left button of the mouse over the tool or just right click using your mouse. Once you expanded a toolset, you will see the name of the tool and the corresponding keyboard shortcut on the right.



These shortcuts are timesaver for your tasks in Photoshop. To access a tool hidden deep within a toolset (without clicking the active tool to show the toolset), add the Shift key to the tool's shortcut key, and you'll cycle through all the tools in that toolset. For example, to select the Magic Wand tool, press Shift-W repeatedly until that tool appears in the Tools panel.

***Foreground and Background Color Chips***

Photoshop can handle millions of colors, but the foreground and background color chips on the panel can let you work two at a time. This can be found on square color chip at the bottom of the Tools panel.



*The foreground and background color found at the bottom of the Tools panel.*



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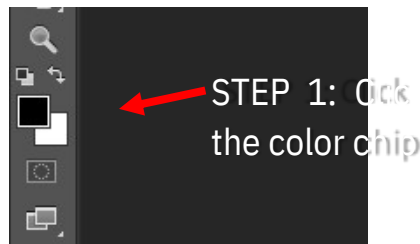




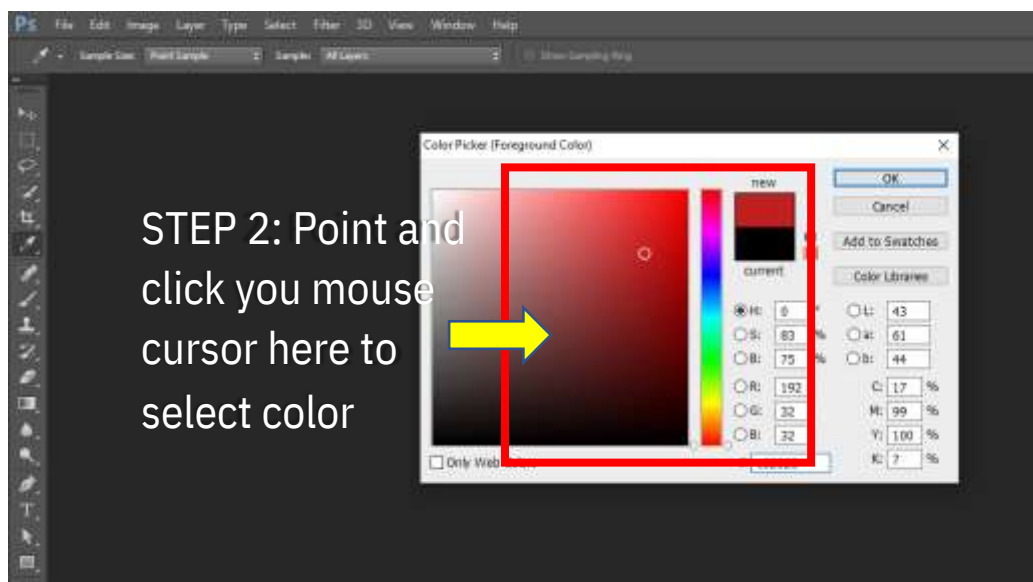
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Photoshop uses your foreground color when you paint or fill something with color. To change either color do the following:

STEP 1: Click the color chip.

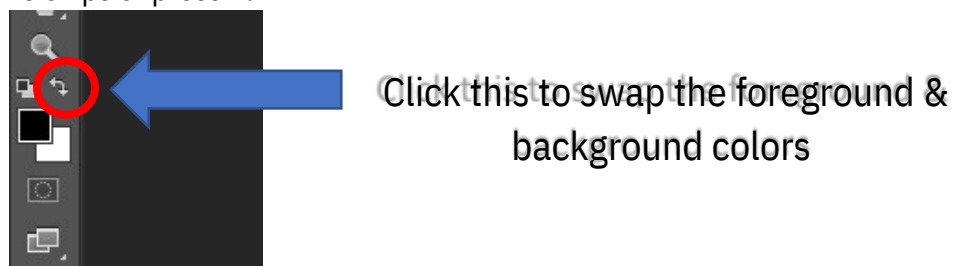


STEP 2: Color picker will be shown, select the color you want to use.



*Color picker will be shown for you to select the color that you want to use.*

To swap your foreground and background colors, click the curved, double-headed arrow just above the two chips or press X.



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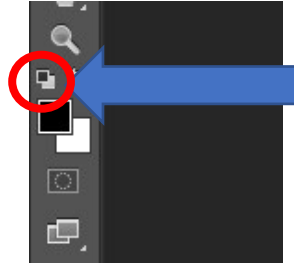






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To set both color chips to their factory-fresh setting of black and white, click the tiny chips to their upper left or press D (on the keyboard).

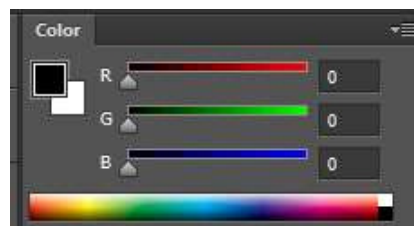


Click this to bring back the default foreground & background colors

### **Common Panels**

As mentioned earlier, when you first launch Photoshop, the program uses the Essentials workspace, which includes several useful panels. Here's a quick rundown of why Adobe considers these panels "essential":

- **Color.** Includes your current foreground and background color chips.



- **Swatches.** The Swatches panel holds miniature samples of colors, giving you easy access to them for use in painting or coloring images.



- **Adjustments.** This panel lets you create Adjustment layers.

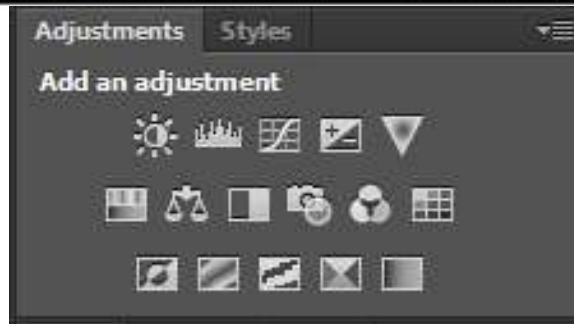


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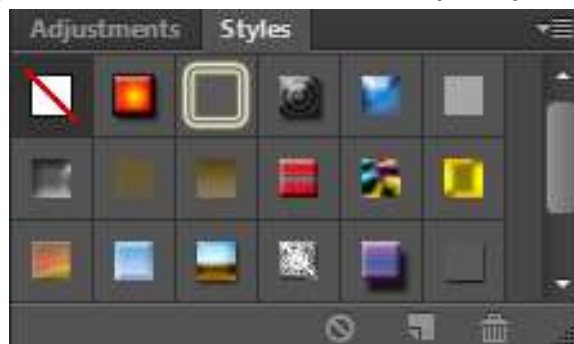




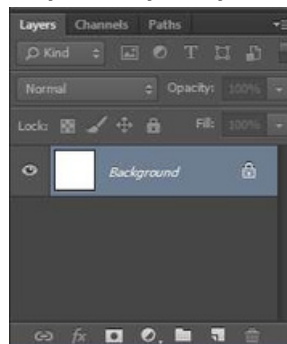
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•**Styles.** Styles are special effects created with a variety of layer styles.



•**Layers.** It adjusts the size, capacity and layer styles.



•**Channels.** They edit the individual colors of the image.



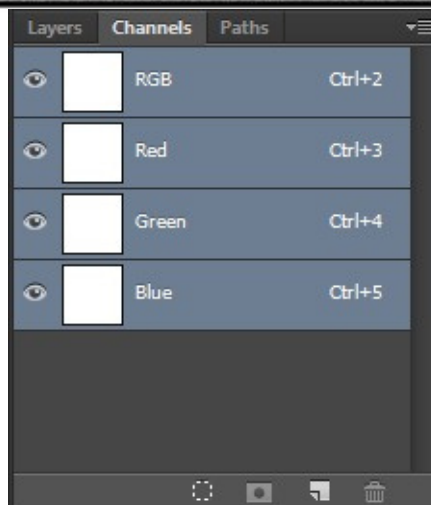
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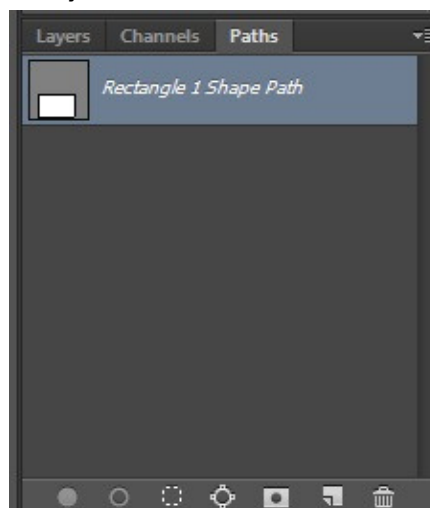


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- **Paths.** Paths are the outlines you make with the Pen and shape tools.



- **History.** It tracks the things you do in the image.

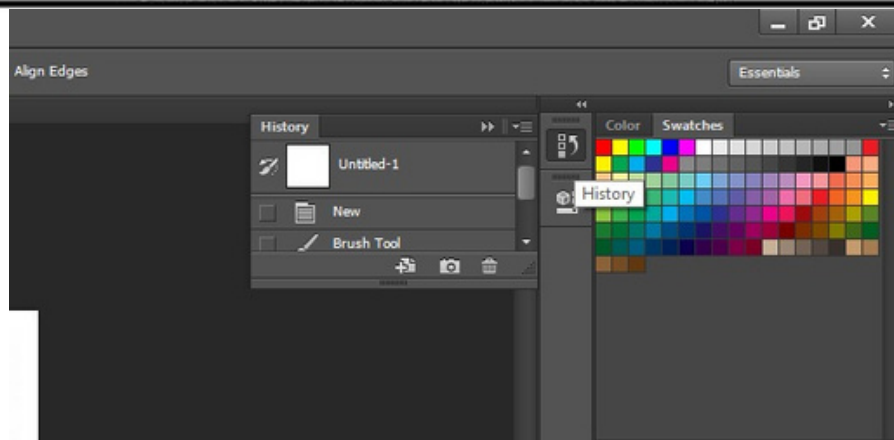


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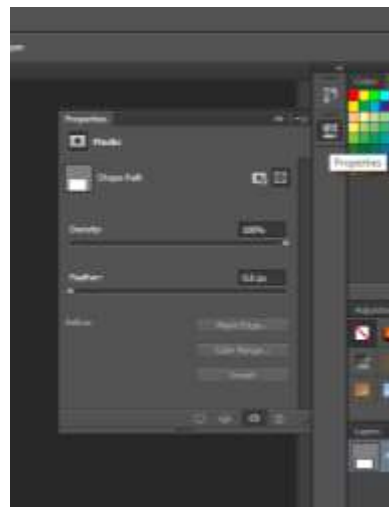




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- **Properties.** It gives you one-stop access to all the settings in an Adjustment layer and preset menus. This panel also lets you create and fine-tune layer masks.



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## LEARNING COMPETENCY

Explore, examine and identify the functions of different panels in Adobe Photoshop.

## ACTIVITIES

### ACTIVITY 1

**Directions:** Match the functions at Column A to the panels at Column B. Write your answer on the space before the number.

#### COLUMN A

#### COLUMN B

- \_\_\_\_\_ 1. Holds miniature samples of colors, giving you easy  
A. Color  
access to them for use in painting or colorizing images.  
B. Swatches
- \_\_\_\_\_ 2. Special effects created with a variety of layer styles.  
C. Adjustments
- \_\_\_\_\_ 3. Extremely powerful, and you can use them to edit the  
individual colors in an image, which is helpful in sharpening  
D. Styles  
images, creating selections
- \_\_\_\_\_ 4. It is like your very own time machine: It tracks nearly  
everything you do to your image. E. Layers
- \_\_\_\_\_ 5. Let you pick a new color for either chip without opening  
G. Paths  
the Color Picker.
- \_\_\_\_\_ 6. Instead of making color and brightness changes to your  
original image, you can use this to make these changes on a  
separate layer, giving you all kinds of editing flexibility and  
keeping your original image out of harm's way. I. Properties
- \_\_\_\_\_ 7. Let you work with images as if they were a stack of  
transparencies, so you can create one image from many.
- \_\_\_\_\_ 8. The outlines you make with the Pen and shape tools.
- \_\_\_\_\_ 9. It gives you one-stop access to all the settings in an  
Adjustment layer and their preset menus.



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## ACTIVITY 2

**Directions:** Get your mobile phone and take a video doing the following activities. Explain briefly how to do the following in Photoshop:

1. Expand or Collapse the panels
2. Add and modify panel groups
3. Undock, redock and close the panels
4. Create customize workspace

### RUBRIC SCORING FOR ACTIVITY 2

*The maximum number of scores per item is 3 points*

- 3 points - Able to explain the details clearly of the steps in the video.
- 2 points – Can show the steps and little explanation in the video
- 1 point – Can only show the steps in the video



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It is important to know and to be familiar with the functions of the Photoshop panels. A beginner must learn how to use each panel as well as how to manage it to be able to work easily and comfortably with the Application Frame. Better output in Photoshop comes with a comfortable workspace in Photoshop.

## REFERENCES

- ☐ <https://www.photoshopessentials.com/basics/managing-panels-in-photoshop-cs6/>
- ☐ Photoshop CS6 “The missing manual” by Lesa Snider (www.it-ebooks.info)

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