

Adobe Photoshop 7.0

What is Photoshop?

No, it is not for setting a shop of Photos. It is mainly a graphic program which allows you to work on graphics. which includes photos too. Changing the shape, colour, density. contrast of the graphic and what not even its originality, you can change everything. No doubt, it is among the best graphic program available in the market. Well. you can work with text too in it.

Starting Photoshop 7.0 is not difficult. It is similar to starting of other software, from Start menu. or its icon. Once started we can straightway go and learn about the menu commands.

Menu Commands

One look at these menu commands and you know what is where.

File menu

New

The New command lets you create a blank, untitled Photoshop image. You can also use this command to create a new image with the exact same pixel dimensions as an image or selection that has been copied to the Clipboard.

Open

It allows you to open an existing file from either the hard disk or other media attached to the computer, floppy drive, CD drive, etc. This also gives rise to a dialog box, from where you can select the file, which you want to open.

Browse

This command allows you to browse through files before opening them.

OpenAs

It allows you to open a file in another format.

Open Recent

It allows you to open a recently opened file.

Save

It saves the current Photoshop file.

SaveAs

It allows you to save the current file under a new name or overwrite the current file.

Save as Web

It allows you to save the current file as a Web page.

Revert

This command is used to restore the most recently saved version of your file deleting all changes made since the last time you save it.

Place

This command is used to place the text into the file.



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Import

This command is active only if you have the scanner attached your computer. This will help you in getting the scanned picture in the file.

Export

Using this command you can export the selected text of the publication into a document file in the format selected by you.

Automate

The Automate commands simplify complex tasks by combining them into one or more dialog boxes. Photoshop includes the following commands (third-party companies may provide additional commands as well):

- ❖ The Batch command lets you play an action on a folder of files and subfolders. If you have a digital camera or a scanner with a document feeder, you can also import and process multiple images with a single action. Your scanner or digital camera may need an acquire plug-in module that supports actions. (If the third-party plug-in wasn't written to import multiple documents at a time, it may not work during batch-processing or if used as part of an action.
- ❖ The PDF Presentation command lets you use a variety of images to create a a multipage document or slide show presentation. You can set options to maintain image quality in the PDF, specify security settings, and set the document to open automatically as a slide show.
- ❖ Create Droplets. Actions are the basis for creating droplets you must create the desired action in the Actions palette prior to creating a droplet.
- ❖ Conditional. Mode Change changes the color mode of a document to the mode you specify, based on the original mode of the document. By recording this command in an action, you can ensure that any actions that require an image to be in a specific color mode do not generate unwanted error messages.
- ❖ Contact Sheet produces a series of thumbnail previews on a single sheet from the files in the selected folder. Make sure that the images are closed before applying this command.
- ❖ The Crop and Straighten Photos command helps you make separate image files from multiple images in a single scan. For best results, you should keep an eighth of an inch between the images in your scan, and the background (typically the scanner bed) should be a uniform color with little "noise". Images with clearly delineated outlines work best with the Crop and Straighten Photos command.
- ❖ Fit Image fits the current image to the width and height you specify, without changing its aspect ratio. This will resample the image, changing the amount of data in the image.
- ❖ Multi-Page PDF to PSD converts each page of the PDF document you select to a separate Photoshop file.
- ❖ With the Picture Package command, you can place multiple copies of a source image on a single page, similar to the photo packages traditionally sold by portrait studios. You also have the option of placing different images on the same page. You can choose from a variety of size and placement options to customize your package layout.
- ❖ You use the Web Photo Gallery command to automatically generate a Web photo gallery from a set of images. A Web photo gallery is a Web site that features a home page with thumbnail images and gallery pages with full-size images. Each page contains links that allow visitors to navigate the site. For example, when a visitor clicks a thumbnail image on the home page, a gallery page with the associated full- size image loads.

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- ❖ The Photomerge dialog box contains tools for manipulating the composition, a lightbox for storing source images that are not in use, a work area for assembling the composition, and options for viewing and editing the composition. You can also zoom in and out to better see the alignment of each file.

Scripts

This command has 4 different features of scripts which allow you to export layers to files, Layer Comps To Files, Layer Comps to PDF and Layer Comps to WPG. It also allows you to browse for more files.

File Info

Adobe Photoshop supports the information standard developed by the Newspaper Association of America (NAA) and the International Press Telecommunications Council (IPTC) to identify transmitted text and images. This standard includes entries for captions, keywords, categories, credits, and origins. The captions and keyword entries can also be searched by some third-party image browsers.

Page Setup

You can define here various options for your new photoshop file.

Print with Preview

You can change the various options by seeing the preview before printing.

Print

This gives rise to a dialog box, where you can set the options for printing the publication.

Print One Copy

You can print one copy of the image on the screen.

Jump to

This gives you the option to jump to another program your choice.

Exit

Closes your session with Photoshop.

EDIT MENU

Undo/Redo

This command is used to reverse the last action taken by you. However, you can't undo all the actions. If the action can be reversed, the command read Undo on the Edit menu and names the action such as Undo Pasting. If the action cannot be reversed the command is off and thus can be read as cannot Undo. After you have do undo, you can Redo too if it is allowed.

Step Forward

This command is used to move a step forward in the motion.

Step Backward

This command is used to trace back the step in the motion.

Fade

Allows the object to fade.

Cut

This command is used to cut the selected text or graphics from your file and keep it available for pasting it later to any other place in the same file or any other file or even any other software which supports the clipboard text.

Copy

This command is also used to copy the selected text or graphics from your file Free Transform and keep it available for pasting it later. Only difference it has from Cut Command is that it leaves the original text as it is whereas In the case of Cut the original text is lost. When you have more than one publication open, you can copy objects between publications without using the

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Clipboard. Select an object in one publication, drag it to position in the other publication window and release the mouse button to create a copy.

Copy Merged

This command makes a merged copy of all the visible layers in the selected area.

Paste

This command is used to place the selected text or graphics from clipboard, where the text using the above Cut or Copy command has been kept.

Paste Into

This command pastes a cut or copied selection inside another selection in the same image or different image. The source selection is pasted onto a new layer, and the destination selection border is converted into a layer mask.

Clear

This command is used to delete the current selection from your file without storing it in the Clipboard. This has the same effect as pressing Delete or Backspace.

Check Spelling

This is one of the new command of Photoshop and allows you to spell check the text in your drawings using the in-built dictionary.

Find and Replace Text

Another of the the new commands of Photoshop, which allows you to find particular text and replace it with another.

Fill

This command is used to fill foreground and background colour.

Stroke

Photoshop provides a variety of ways to fill a selection or a layer with colors, images, or patterns. You can also paint a border around a selection or a layer using the Stroke command. To increase the contrast between your image and the surrounding work canvas, you can fill the canvas with a specified color.

Free Transform

When an image is resampled, Adobe Photoshop uses an interpolation method to assign color values to any new pixels based on the color values of existing pixels in the image. The more sophisticated the method, the more quality and detail from the original image are preserved.

Transform

You can use rulers and guides to layout your work, and you can copy and move selections within an image and between applications. You can also transform objects using specific transformations or using the transform bounding box.

Define Brush Preset

You can define a brush setting here.

Define Pattern

The pattern you define here is repeated as tiles within the selection. Each new pattern replaces the current pattern. If you want to reuse patterns, save a file of swatches for defining patterns. You Can also use the pattern stamp tool to paint with a pattern.

Define Custom Shape

This command allows you to select a custom shape from the options bar.

Purge

The Purge command permanently clears from memory the operation. stored by the command or buffer, and cannot be undone. Use the Purge command when information held in memory is so large, Photoshop cannot perform the next operation.

Adobe PDF Presets

Although the default PDF presets are based on best practices, you may discover that your

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workflow requires specialized PDF settings that aren't available using any of the built-in presets.

In this case, you can create and save your own custom presets for reuse in Photoshop or any product in the Adobe Creative Suite. In Photoshop, you can save the preset using the Adobe PDF Presets command or clicking the Save Preset button in the Save Adobe PDF dialog box.

Adobe PDF presets are saved as files with a .joboptions extension. This is useful, for example, if you want your vendor or printer to send you a .joboptions file with the Adobe PDF presets that work best with their workflow.

Preset Manager

This command allows you to preset a set of gradients to be used later and called.

Color Settings

The settings in these dialog boxes are used for the following:

- ❖ To convert images between standard color modes (such from RGB to CMYK).
- ❖ When opening an RGB, Grayscale, or CMYK file, to compare the file's color space to the color space defined in the appropriate Setup dialog box. If the two color spaces are not the same, you can convert the file.
- ❖ When viewing a file on-screen, to convert the file to the monitor's color space. This only affects the display, not the file—Photoshop assumes that the file's true color space is the one defined in the appropriate Setup dialog box.

Preferences

You can choose to set preference of various options as shown here.

Image menu

Mode

The modes available under Photoshop's this command are: Bitmap; Grayscale; Duotone; Indexed Color; RGB Color; CMYK Color; Lab Color; Multichannel; 8Bits/Channel; 16 Bits/Channel; Color Table; Assign Profile and Convert to Profile.

Adjustments

This command is used to adjust the various colours of your image. You will read more about them later. Various options available under this are shown here.

Duplicate

You can copy an entire image (including all layers, layer masks, and channels) into available memory without saving to disk by using the Duplicate command or by dragging and dropping.

Apply Image

The Apply Image command lets you blend one image's layer and channel (the source) with a layer and channel of the active image (the destination).

Calculations

The Calculations command lets you blend two individual channels from one or more source images. You can then apply the results to a new image or to a new channel or selection in the active image. You cannot apply the Calculations command to composite channels.

Image Size

When preparing images for online distribution (on a Web site, for example), it's useful to

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specify image size in terms of the pixel dimensions. Keep in mind that changing pixel dimensions affect not only the size of an image on-screen but also its image quality and its printed characteristics-either its printed dimensions or its image resolution.

Canvas Size

The Canvas Size command lets you add or remove work space around an existing image. You can crop an image by decreasing the canvas area. Added canvas appears in the same color or transparency as the background.

Rotate Canvas

The Rotate Canvas commands let you rotate or flip the entire image. It does not work on individual layers or parts of layers, paths or selection borders.

Crop

Photoshop provides two ways to crop an image:

- ❖ The image > Crop command discards the area outside of a rectangular selection and keeps the same resolution as the original.
- ❖ The crop tool lets you crop an image by dragging over the area you want to keep. The advantage of using the crop tool is that you can rotate and resample the area as you crop.

Trim

This command is used to discard a border area around the edge of the image, based on transparency or edge colour.

Reveal All

This command is used to reveal all images on the screen.

Trap

After you have converted the image to CMYK, you can adjust the color trap. Trap is the overlap needed to ensure that a slight misalignment or movement of the plates while printing does not affect the final appearance of the print job. If any distinctly different colors in your image touch, you may need to overprint them slightly to prevent tiny gaps from appearing when the image is printed. This technique is known as trapping. In most cases, your print shop will determine if trapping is needed and tell you what values to enter in the Trap dialog box.

Layer menu

New

This command creates a new layer which can be via Copy or Cut menu.

Duplicate Layer

This command duplicates the selected layer.

Delete

This command deletes the selected picture, layer, etc.

Layer Properties

The layer properties allow you to lock layers of an image so that they cannot be changed.

Layer Styles

When applying layer styles, you can specify a number of common options for each effect. Various options of the layer styles are on next few pages.

New Fill Layers

A new layer is added with the optional fill selected by you.

New Adjustment Layer

A new layer is added with the option selected by you. Various available options are: Levels, Curves, Color Balance, Brightness/Contrast, Hue/ Saturation, Selective Color, Channel Mixer, Gradient Map, Photo Filter, Invert, Threshold and Posterize.
Change Layer Content

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This command allows you to change the contents of a layer.

Layer Content Options

This command allows you to change the various options of a layer.

Layer Mask

When you finish creating a layer mask, you can either apply the mask and make the changes permanent or delete the mask without applying changes. Because layer masks are stored as alpha channels, applying and deleting layer masks can help reduce file size .

Vector Mask

A vector mask creates a sharp-edged shape on a layer and is useful any time you want to add a design element with clean, defined edges. Once you create a layer with a vector mask, you can apply one or more layer styles to it, edit them if needed, and instantly have a usable button, panel, or other Web design element.

Create Clipping Mask

You can use the content of a layer to mask the layers above it. The transparent pixels of the bottom or base layer mask out the content of layers above it that are part of a clipping mask. For example, you might have a shape on one layer, a texture on the overlying layer and some text on the topmost layer. If you define all three layers as part of a clipping mask, the texture and the text appear only through the shape on the base layer, and take on the opacity of the base layer.

Smart Objects

A Smart Object is a container in which you can embed raster or vector image data, for instance, from another Photoshop or Adobe Illustrator file. The embedded data retains all its original characteristics and remains fully editable. You can create a Smart Object in Photoshop by converting one or more layers. In addition you can paste or place the data in Photoshop from Illustrator. Smart Objects give you the flexibility to scale, rotate, and warp layers nondestructively in Photoshop. Once a Smart Object stores source data inside a Photoshop document, you can then work on a composite of that data in the image. When you want to modify the document (for example, scale it), Photoshop re-renders the composite data based on the source data.

Type

This command is used to create type in a layer.

Rasterize

This command is used to rasterize the image in the layer.

New Layer Based Slice

When you create a slice from a layer, the slice area encompasses all the pixel data in the layer. If you edit the layer's content, the slice area automatically adjusts to encompass the new pixels.

Group Layers

Layers are grouped together using this.

Ungroup Layers

Once grouped by the above command, you can ungroup them.

Hide Layers

You can hide a layer using this command.

Arrange

This command is used for the followings:

- ❖ Bring to Front to make the layer the topmost layer.
- ❖ Bring Forward to move the layer one level up in the stacking order.
- ❖ Send Backward to move the layer one level down in the stacking order.
- ❖ Send to Back to make the layer the bottommost layer in the image (except for the background).

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Align

This command is used for the followings:

- ❖ To align a single layer to a selection, make the layer active.
- ❖ To align multiple layers to a selection or to the active layer, link together two or more layers.
- ❖ To distribute multiple layers, link together three or more layers.
- ❖ Top to align the topmost pixel on the linked layers to the topmost pixel on the active layer or the topmost edge of the selection border.
- ❖ Vertical Center to align the vertical centermost pixel on the linked layers to the vertical centermost pixel on the active layer or the vertical center of the selection border.
- ❖ Bottom to align the bottommost pixel on the linked layers to the bottommost pixel on the active layer or the bottommost edge of the selection border.
- ❖ Left to align the leftmost pixel on the linked layers to the leftmost pixel on the active layer or the leftmost edge of the selection border.
- ❖ Horizontal Center to align the horizontal centermost pixel on the linked layers to the horizontal centermost pixel on the active layer or the horizontal center of the selection border.
- ❖ Right to align the rightmost pixel on the linked layers to the rightmost pixel on the active layer or the rightmost edge of the selection border.

Distribute

This command allows you to position the contents of linked layers at evenly spaced intervals.

Lock Layers

This command locks all the layers in the particular set.

Link Layers

You can link two or more layers or groups. Unlike multiple layers selected at the same time, linked layers retain their relationship until you unlink them. You can move, apply transformations, and create clipping masks from linked layers.

Select Linked Layers

Linked layers can be selected using this command.

Merge Layers

This command allows you to merge two or more layers.

Merge Visible

This command makes sure that the merged layers are visible.

Flatten Image

In a flattened image, all visible layers are merged into the background, greatly reducing file size. Flattening an image discards all hidden layers and fills the remaining transparent areas with white. In most cases, you won't want to flatten a file until you have finished editing individual layers.

Matting

When you move or paste an anti-aliased selection, some of the pixels surrounding the selection border are included with the selection. This can result in a fringe or halo around the edges of the pasted selection. These three Matting commands let you edit these unwanted edge pixels.

Select menu

All

This command selects all the items on the screen.

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Deselect or Reselect

This command deselects/reselcts the items already selected.

Reselect

You can reselect the items deselected above.

Inverse

The inverted command inverts the colours in an image. You might use this command to make a positive black-and-white image negative or to make a positive from a scanned black-and-white negative.

All Layers

The command allows you to select all layers.

Deselect Layers

The command deselects all the layers.

Similar Layers

The similar layers are selected.

Colour Range

The Color Range command selects a specified color or color subset within an existing selection or an entire image. If you want to replace a selection, be sure to deselect everything before applying this command.

Feather

You can define feathering for the marquee, lasso, polygon lasso, or magnetic lasso tool as you use the tool, or you can add feathering to an existing selection. Feathering effects become apparent when you move, cut, or copy the selection.

Modify

You can use the following Select commands to increase or decrease the pixels in an existing selection.

Grow

Grow and Similar commands are used to expand a selection to include areas similar in color.

Similar

Select the similar layers.

Transform Selection

The Free Transform command lets you use the Scale, Rotate, Skew, Distort, and Perspective commands without having to select them from the menu. To access the various transformation modes, you use different shortcut keys as you drag the handles of the transform bounding box.

Load Selection

When you have finished modifying an alpha channel or simply want to use a previously saved selection, you can load the selection into the image.

Save Selection

You create a new alpha channel as a mask. For example, you can create a gradient fill in a blank channel, and then use it as a mask. Or you can save a selection to either a new or existing channel.

Filter menu

Last Filter

This command allows you to call the last filter used.

Extract

The Extract command provides a sophisticated way to isolate a foreground object and erase its background on a layer. Even objects with wispy, intricate, or undefinable edges may be clipped from their backgrounds with a minimum of manual work.

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Liquify

Several tools in the Liquify dialog box distort the brush area when you hold down the mouse button or drag. The distortion is concentrated at the center of the brush area, and the effect intensifies as you hold down the mouse button or repeatedly drag over an area.

Pattern Maker

The Pattern Maker lets you create an infinite variety of patterns based on a selection or the contents of the Clipboard. Because the pattern is based on the pixels in a sample, it shares visual characteristics with the sample. For example, if you sample an image of grass, the Pattern Maker generates a tileable pattern that is different from the sample but still appears to be grass. You can generate multiple patterns from the same sample, and save pattern tiles as preset patterns for future use in Photoshop and ImageReady.

Artistic

Apply 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. Various options available under this command are: Coloured Pencil, Cutout, Dry Brush, Film Grain, Fresco, Neon Glow, Paint Daubs, Palette Knife, Plastic Wrap, Poster Edges, Rough Pastels, Smudge Stick, Sponge, Underpainting and Watercolor.

Blur

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. Various options available under this command are: Blur, Blur More, Gaussian Blur, Motion Blur, Radial Blur, Smart Blur.

Brush Strokes

Like the Artistic filters, the Brush Strokes 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 painterly effect. Various options available under this command are: Accented Edges, Angled Strokes, Crosshatch, Dark Strokes, Ink Outlines, Spatter, Sprayed Strokes and Sumi-e.

Distort

Geometrically distort an image, creating 3-D or other reshaping effects. Note that these filters can be very memory intensive. This command has the following options: Diffuse Glow, Displace, Glass Ocean Ripple, Pinch, Polar Coordinates, Ripple, Shear, Spherize Twirl, Wave and ZigZag.

Noise

Add or remove noise, or pixels with randomly distributed color 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. This command has the following options: Add Noise, Despeckle, Dust & Scratches and Median.

Pixelate

Sharply define a selection by clumping pixels of similar color values in cells. This command has the following options: Color Halftone, Crystallize, Facet, Fragment, Mezzotint, Mosaic and Pointillize.

Render

Create 3-D shapes, cloud patterns, refraction patterns, and simulated light reflections in an image. You can also manipulate objects in 3-D space, create 3-D objects (cubes, spheres, and cylinders), and create texture fills from grayscale files to produce 3-D-like effects for lighting. This command has the following options: 3D Transform Clouds, Difference Clouds, Lens Flare, lighting Effects and Texture Fill.

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Sharpen

Focus blurry images by increasing the contrast of adjacent pixels. They include the Sharpen Edges and Unsharp Mask filters, which find and sharpen areas where significant color changes occur (such as at the edges). The Unsharp Mask filter is commonly used for high-end color correction. This command has the following options: Sharpen, Sharpen Edges, Sharpen More and Unsharp Mask.

Sketch

Add texture to images, often for a 3-D 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 color as they redraw the image. Various options under this command are: Bas Relief, Chalk & Charcoal, Charcoal, Chrome, Conte Crayon, Graphic Pen, Halftone Pattern, Note Paper, Photocopy, Plaster, Reticulation, Stamp, Torn Edges and Water Paper.

Stylize

Produce a painted or impressionistic effect on a selection by displacing pixels and by finding and heightening contrast in an image. After using filters like Find Edges and Trace Contour 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. Various options under this command are: Diffuse, Emboss, Extrude, Find Edges, Glowing Edges, Solarize, Tiles, Trace Contour and Wind.

Texture

Give images the appearance of depth or substance, or to add an organic look. Various options under this command are: Craquelure, Grain, Mosaic Tiles, Patchwork, Stained Glass and Texturizer.

Video

Include the NTSC (National Television Standards Committee) Colors filter, which restricts the gamut of colors to those acceptable for television reproduction, and the De-Interlace filter, which smooths moving images captured on video. This command has the following options: De-Interlace and NTSC Colors.

Other

Let you create your own filters, use filters to modify masks, offset a selection within an image, and make quick color adjustments. This command has the following options: Custom, DitherBox, High Pass, Maximum, Minimum and Offset.

Digimarc

Embed a digital watermark into an image to store copyright information. This command has the following options: Embed Watermark and Read Watermark.

View menu

Proof Setup

Select this command to choose the output display that you want to simulate:

Custom: To soft proof colours as displayed on a specific output device.

Working CYMK: To soft-proof colours using the current CYMK working space.

Working Cyan Plate, Working Magenta Plate, Working Yellow Plate, Working Black Plate, or Working CMY Plate: To soft-proof specific CYMK ink colour using the current CYMK working space.

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Windows RGB: To soft-proof colours using either a standard Windows monitor as the proof profile space that you want to simulate.

Monitor RGB: To soft-proof colours using your current monitor colour space as the proof profile space.

Simulate Paper: To preview the specific shade of white exhibited by the print medium.

Simulate Ink Black: To preview the amount of black pigment absorbed by the print medium.

Proof Colours

Use this command to toggle the soft-proof display on or off.

Gamut Warning

The gamut is the range of colors that can be displayed or printed in a color system. A color that can be displayed in RGB or HSB models may be out-of-gamut, and therefore unprintable, for your CMYK setting. Photoshop automatically brings all colors into gamut when you convert an image to CMYK. But you might want to identify the out-of-gamut colors in an image or correct them manually before converting to CMYK.

Pixel Aspect Ratio Correction

The preset file sizes in the Preset menu of the New file dialog let you create images at a size and pixel aspect ratio to compensate for scaling when incorporated into video. The presets also create a document with nonprinting guides that delineate the action safe and title safe areas of the image. Using the preset file sizes, you can produce images for specific video systems NTSC, PAL, or HDTV.

32-bit Preview Options

Use this option when required to preview the object in 32-bit environment.

Zoom In

Select the zoom tool, and click the area you want to magnify. Each click magnifies the image to the next preset percentage, centering the display around the point you click. At maximum magnification, the center of the zoom tool appears empty.

Zoom Out

Select the zoom tool. Hold down Alt (Windows) or Option (Mac OS) to activate the zoom-out tool, and click the area of the image you want to reduce. Each click reduces the view to the previous preset percentage.

Fit on Screen

These options scale both the view and the window size to match the monitor size.

Actual Pixels

This command displays the image at 100%.

Print Size

The magnification of the image is adjusted to display its approximate printed size, as specified in the Print Size section of the Image Size dialog box.

Screen Mode

The blending mode specified in the options bar controls how pixels in the image are affected by a painting or editing tool. It's helpful to think in terms of the following colors when visualizing a blending mode's effect:

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Extras: This command allows you to show all images on the screen.

Show: From here you can select the various options to be seen on the screen.

Rules: Shows or hides rulers on the screen.

Snap: This command snaps the various guides on the screen.

Snap To: From the sub-menu you can select the various guides which you want to snap to.

Lock Guides: This command locks all the column and ruler guides so that you cannot move them accidentally.

Clear Guides: This command clears all guides from the screen.

New Guide: This command allows you to have a new guide on the screen.

Lock Slices: Using this command you can lock the various slices on the screen.

Clear Slices: The above locked slices can be unlocked using this command.

Window menu

Arrange: It has the following commands under it.

Cascade: This command opens another window of the current image.

Tile: Using this command you can see on the screen more than one image.

Arrange Icons: This command arranges icons on the screen

Close All: This command closes all the open windows.

New Window: This command opens a new window of the screen image.

Workspace: This command allows you to save the current workspace.

Actions: Hides/Shows the Actions dialog box on the screen.

Brushes: Hides/Shows the brushes dialog box on the screen.

Channels: Hides/Shows the Channels dialog box on the screen.

Character: Hides/Shows the Character dialog box on the screen.

Colour: Hides/Shows the Color dialog box on the screen.

Histogram: Hides/Shows the Histogram dialog box on the screen.

History: Hides/Shows the History dialog box on the screen.

Info: Hides/Shows the Info dialog box on the screen.

Layer Comps: Hides/Shows the Layer Comps dialog box on the screen.

Layers: Hides/Shows the Layers dialog box on the screen.

Navigator: Hides/Shows the Navigator dialog box on the screen.

Options: Hides/Shows the various options on the screen.

Paragraph: Hides/Shows the Paragraph dialog box on the screen.

Paths: Hides/Shows the Paths dialog box on the screen.

Styles: Hides/Shows the Styles dialog box on the screen.

Swatches: Hides/Shows the Swatches dialog box on the screen.

Tools Presets: Hides/Shows the Tools Presets dialog box on the screen.

Tools: Hides/Shows the tools dialog box on the screen.

List of open files: Shows the open files.

Help menu

Photoshop Help: Shows the Photoshop Help on the screen.

Welcome Screen: Shows the Welcome Screen.

About Photoshop

Shows the copyright page of photoshop.

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Photoshop 7.0

How to prepare Passport Size Photo through Batch and Action Command:

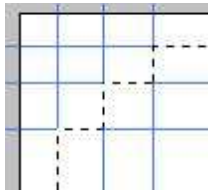
1. Prepare 2 no. of Folder that is **Source** and **Destination**.
2. Store few photos in Source Folder.
3. Open Photoshop and active Action Palette from Windows menu.
4. Clear all Action by using “>>” button on Action Palette.
5. Click on **create New Action** button form Action Palette.
6. Use “Control+O” to choose one photo from **Source folder**.
7. Right click on the image’s title bar for Duplicate the active photo then close the original image.
8. Click on Crop (C) option and set Width-3.5 cm, Height- 4.5cm, Resolution-300 pixel/Inch.
9. Use Control+A to select all image then go to Edit menu for Stroke command.
10. Go to image menu for use Adjustments oprion.
11. Save the photo file in **Destination folder** in JPG format. then close the active Photo file.
12. Go to Action palette and click on Stop button.
13. Go to file menu ----> Automate ----> Batch and set **Source** and **Destination** folder.
14. Tick “**Override action**”**Open command**” option in Sourse and Destination area.
15. Press OK button.
16. Minimize photoshop and go to estination place view all edited passport photo and also complete the task.

How to prepare Automatic Passport Size Photo through the use Action Command and shortcut key:

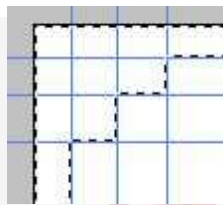


Photo frame - Development Trick:

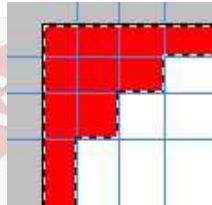
1. Open Photoshop and create a A4 image file.
2. Go to Window menu and active Navigator, Layer and Style palette.
3. Go to View menu and active Ruler.
4. Zoom the image and add 3 no. of ruler guides in each side of image file by drag and drop process.
5. Use rectangular marquee tool (M) with “Add to Selection” option from option bar and select 1st ruler guide area.
6. Create frame type design by using “Subtract the Selection” tool from option bar. (Pic 1)
7. Use “Shift + Ctrl + I” for inverse the selection area. (Pic 2)



Pic 1



Pic 2



Pic 3



Pic 4

8. Insert foreground color in the selected area by using Paint bucket tool (Pic 3)
9. Now clear ruler guides from View menu.
10. Use Ctrl + J to create New “Layer via copy” option then hide the background from layer palette.
11. Insert a new JPG file then change the layers order that means 1st layer one and then 2nd layer.
12. Use Style palette for decorate the Border. (Pic 4)

Visiting Card Design - Development Trick:

1. Open Photoshop and create new Image file with width : 90mm, Height : 50mm, resolution : 200px
2. Zoom the Image file as per needs.
3. Active ruler (Ctrl +R) and add blank area in an image area through Ruler guides in all sides and center area. (Img 1)
4. Use pen tool around bottom rectangle guides area and at the time last click, hold the left mouse button and drag it as per your needs.(Img 2)
5. Use “Convert point tool” and add point then use Alt key abd drag as change the line design. (Img 3)
6. Go to Layer palette and double click on Lock icon then press ok for unlock the background to chage layer 0.
7. Use “Ctrl + Enter” to select the area.
8. Use “Ctrl + J” to create a new layer (Layer menu --> Layer Style)
9. Use Gradient tools for color or design and use angle as 180 degree.(Img 4)
10. Use “Ctrl + T” for resize, if necessary.
11. Use “Ctrl + J” two times for create 2 copy of the design and select the “Layer 1 copy” and enlarge the size (Ctrl + T) then reverse the gradient tool. (Img 5)
12. Again Select layer 1 and change the shape (Ctrl +T).(Img 6)
13. Select Layer 0 and select guides area by using Marquee tool then use “Ctrl +J”.
15. Use gradient and stroke tools for coloring the inner area , color the border of the selected area.(Img 7)
16. Use Ctrl + Shift + E to merge all Layers and clear ruler guides from view

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