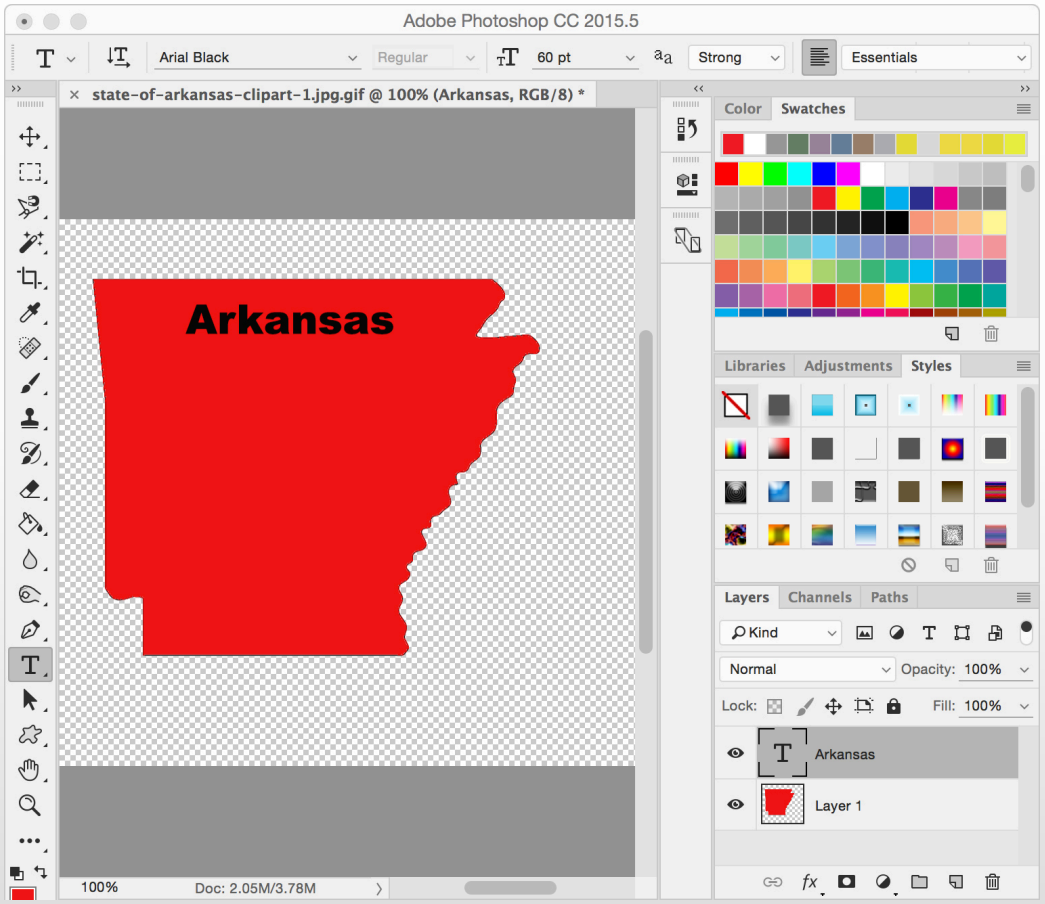
ExplorNet's

Digital Media

Objective 102.03
Compare and contrast digital graphics tools and their uses.

PANELS IN PHOTOSHOP WORKSPACE

- Options Bar
- Document Panel
- Tools Panel
- History Panel
- Color Panel
- Layers Panel
- Watch this video [Introduction to PhotoShop](#).

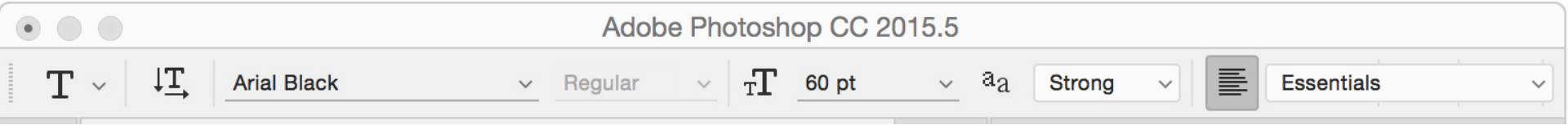


CUSTOMIZE WORKSPACE

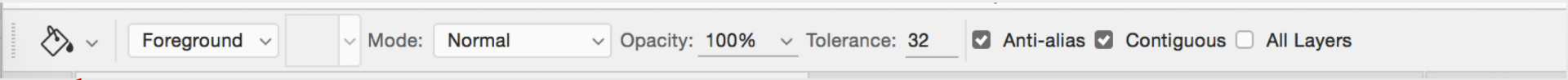
- Your Photoshop workspace can be changed to best meet your needs as a graphic editor.
  - Change document views
  - Rearrange/resize windows and panels
  - Add or remove tools on toolbar
  - Create and save custom workspace
- These same techniques can be used to customize other Adobe software.

OPTIONS BAR

- Displays options for the currently selected tool.

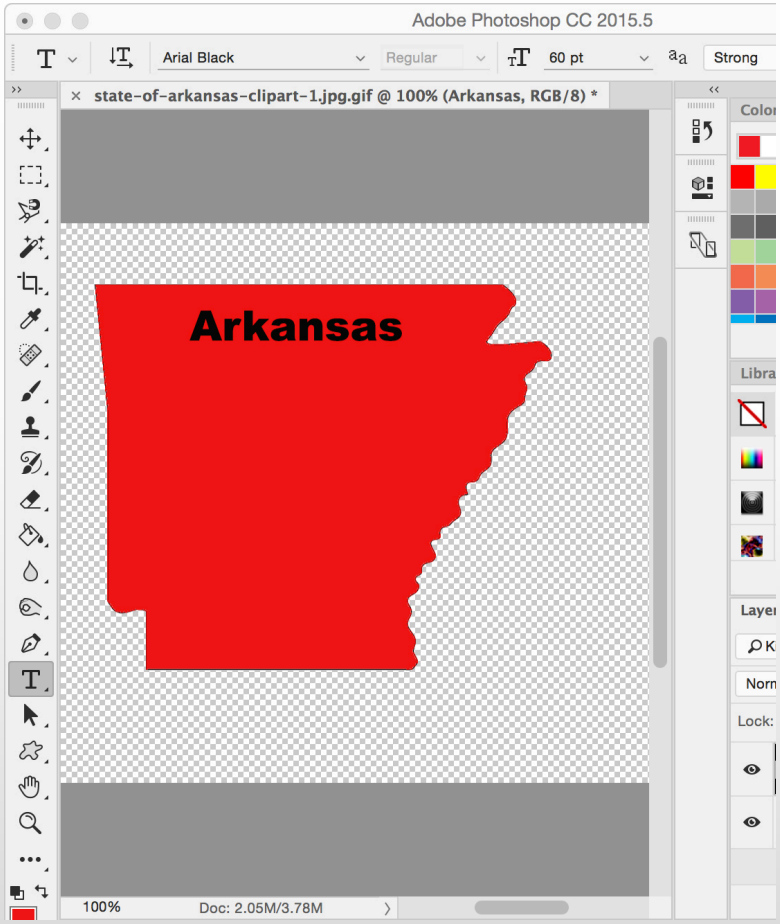


Options Bar with Type tool selected



Options Bar with Paint Bucket tool selected

DOCUMENT PANEL



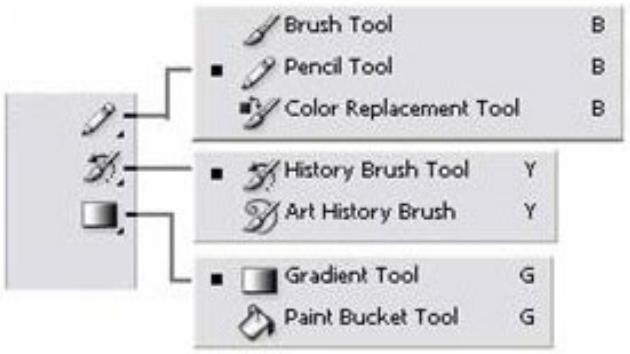
- Displays the file you're working on.
- Multiple graphic files can be opened and worked on.
- Grids and Rulers are measuring tools used to assist in the scaling, arranging, and spacing of design components.

NON-PRINTING DESIGN ELEMENTS

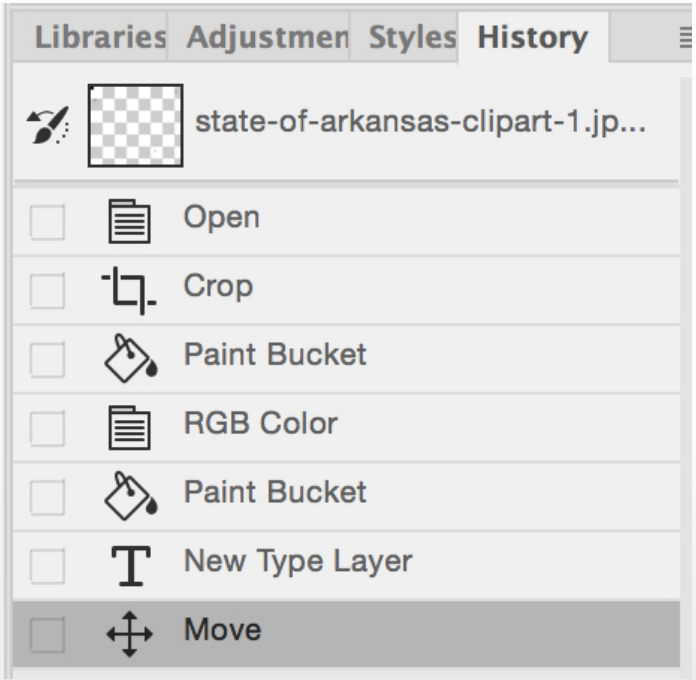
- Rulers help you accurately place and measure objects in an document.
- Grid appears behind your artwork and helps you align items on the canvas.
- Guides help you align text and graphic objects. You can create vertical or horizontal ruler guides.
- Smart Guides are temporary snap-to guides that appear when you move objects. They help you align, edit, and transform objects relative to other objects.

TOOLS PANEL

- Contains tools for creating and editing images, artwork, page elements.
- Related tools are grouped together.
- A small triangle at the lower right of the tool icon signals the presence of hidden tools.



HISTORY PANEL



- Watch this video on the History Panel.

- Each time you apply a change to an image, the new state of that image is added to the panel.
- Jump to any recent state of the image created during the current working session.

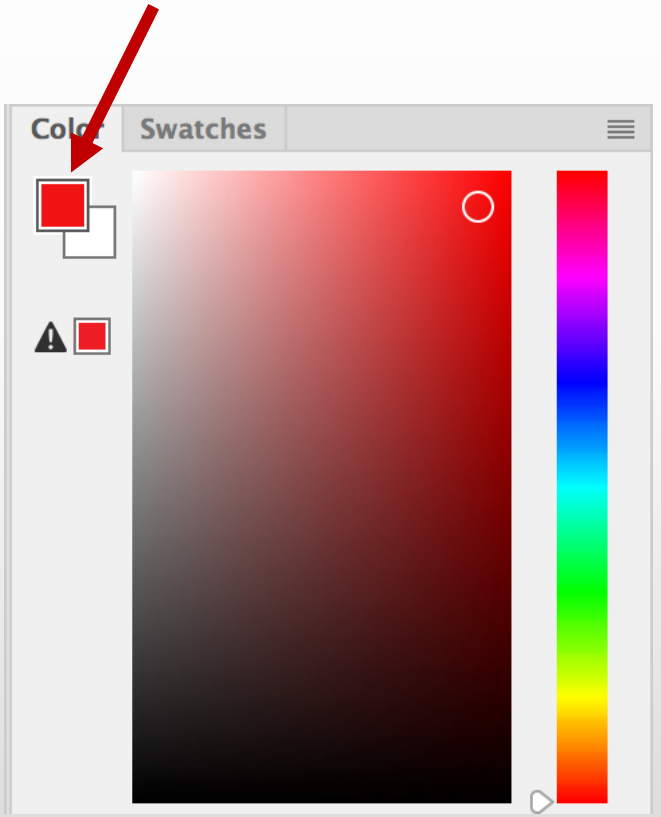
QUESTIONS TO CONSIDER

- How are the tools organized within the Tools panel? How do you locate hidden tools?
- When preparing a new graphic, when would a grid be used in comparison to guides?
- Explain when the History panel would be useful to a design team?

COLOR PANEL

- Displays the color values for the current foreground and background colors.
- Using the sliders, you can edit the foreground and background colors using different color models.

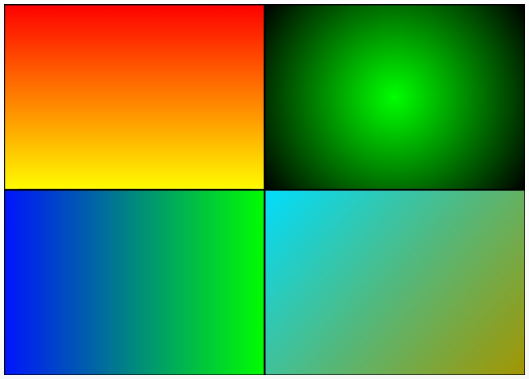
Foreground color is top square and background color is bottom square.

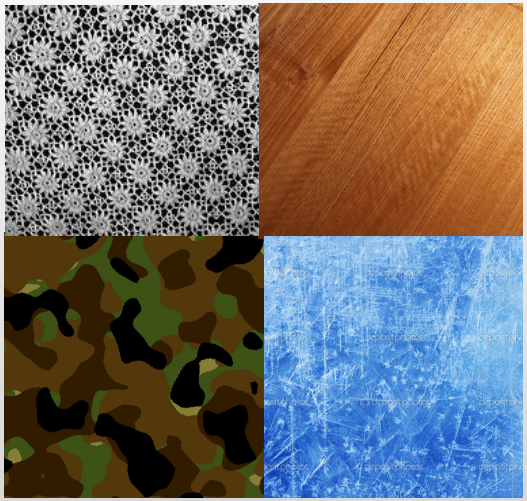


SWATCHES

- Use the Swatches panel to control colors, gradients, and patterns.
- Can also create tints in the Swatches panel.

COLOR EDITING TERMS





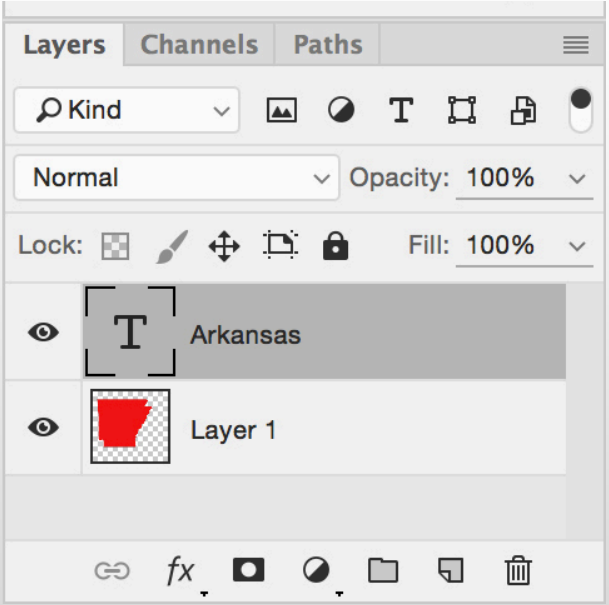
- Gradient
  - A gradual change of color within a design component.
- Pattern
  - A repeated decorative design.
- Eyedropper
  - Used to pick up a color value from the image and sets it as the foreground color.

QUESTIONS TO CONSIDER

- How are the foreground and background colors applied when selected in the color panel?
- Why would you use a gradient versus a solid color swatch?
- Describe some techniques to match color swatches exactly.

LAYERS PANEL

Introduction to Layers Video



- Lists all layers, layer groups, and layer effects in an image.
- Can show and hide layers, create new layers, and work with groups of layers.
- Layering - separating components of a design individually or into groups in order to make adjustments specific to the layer.

STACKING ORDER

- The stacking order can be changed by moving the layer in the Layers Panel.
- Or by using Arrange and:
  - Send to Back
  - Send Backward
  - Send to Front
  - Send Forward

LINKED IMAGES

They remain independent of the new file.

- Pros
  - Keeps documents relatively small.
  - Allows you to edit your linked images in another application and the edits will automatically be applied to the linked image within your document.
- Cons
  - Moving or deleting folders/files, can lead to unlinked images.
  - Anytime you send the file containing the link to someone else, you have to make sure to send the linked images as well.

EMBEDDED IMAGES

Are actually contained within the new document at full resolution.

- Pros
  - Self sufficient document – You do not have to worry about images unlinking.
- Cons
  - Can result in large document sizes.
  - Have to reimport images after editing them in outside applications.

QUESTIONS TO CONSIDER

- Why would you embed vs link graphics?

GRAPHIC EDITING TERMS

- Cropping
  - Eliminating unwanted parts of a graphic.
- Scaling
  - Changing a graphic's size dimensions (height and width).

TYPES OF EDITING

Destructive Editing

- Changes the original photo in a way that cannot be reversed after saving and closing; i.e. cropping, deleting a selection.

Non-Destructive Editing

- Makes changes to the original photo that can always be reversed; i.e. masking.

PHOTOSHOP PHOTO EDITING

- Retouching
  - Removing unwanted elements and/or blemishes from a photo to enhance the visual quality.
- Adjusting Levels
  - Changing highlights, shadows, and mid-tones of a photo.
- Exposure
  - The amount of light in a photo; under-exposed is not enough light, while over-exposed is too much light.

PHOTOSHOP PHOTO EDITING

Sharpness

- The property of a photo that describes the clarity of detail.

Contrast

- The amount of separation between the darkest areas of a photo and the brightest areas; adding contrast causes a photo to look more defined.

PHOTOSHOP PHOTO EDITING

- Smart Object
  - Preserve an image's source content with all its original characteristics, enabling you to perform nondestructive editing to the layer.
  - Graphics can be embedded as Smart Objects or converted.
- Color Correction
  - Adjusting the color values of a graphic to make them appear more realistic or to meet the desired effect (ex: red eye correction or changing tint).

QUESTIONS TO CONSIDER

- Explain how photos can be enhanced or changed.
- Why would you choose to use only non-destructive editing techniques?
- What are examples of non-destructive editing techniques?

FILTERS

- Preset effects applied to entire graphic used to quickly adjust a graphic's appearance.

LAYER STYLES

- Preset effects applied to graphics and/or text within a layer that add depth and dimension.