



tips & tricks — photoshop

workspace

For better workflow - you can save your workspace to show different palette layouts for different projects and also reset the palette locations to the initial defaults, if required.

Save Workspace...

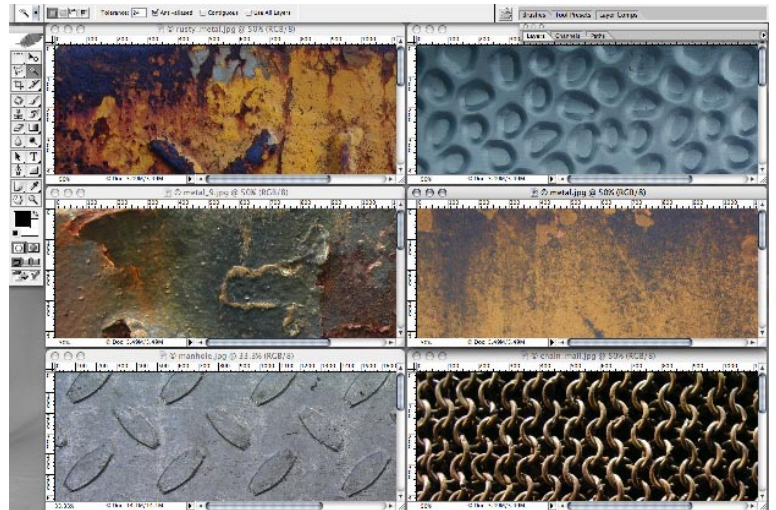
Delete Workspace...

Reset Palette Locations

- arrange your palettes to suit your needs
- top menu › window › workspace
- name the current setting, giving it clear, indicative expression
- save the current workspace set up

working with multiple documents

When working with several images at the same time - while choosing the appropriate visual for a specific design scheme for example - you can easily view all open documents at once by tiling the windows. As the image will automatically be stacked on top of each other - it could take some time to arrange them all to next to each other without overlapping - instead:



- open the selected images
- top menu › window › arrange › tile

While working with stacked windows - you can cycle through all open windows quite quickly by

- hold down the 'ctrl' key (for both MAC and PC) and press the 'tab' key as often as required

Once you are finished with selecting or editing your images - you can again save time. Instead of closing them one by one - use the shortcut by holding down 'alt' ('option' for PC) key while clicking the window's closing button or simply use the keyboard shortcut:

- 'command' ('ctrl' for PC) + 'alt' ('option' for PC) + 'W'

undo & history

If you need to revert to a previous step - you can either use the history palette - or use the 'undo' command. While editing photographs, for example, you might use the clone tool to touch up an image - repeating the 'undo' command will allow you to go back and forth between the 2 steps to compare your result with the previous version.

to undo the last step:

- ➔ hold down the 'command' ('ctrl' for PC) key and press 'Z' to return to the current step - repeat the above.

to perform multiple undos:

- ➔ hold down the 'command' ('ctrl' for PC) and the 'alt' ('option' for PC) key and press 'Z'
- ➔ repeat as required

to redo the previous undos:

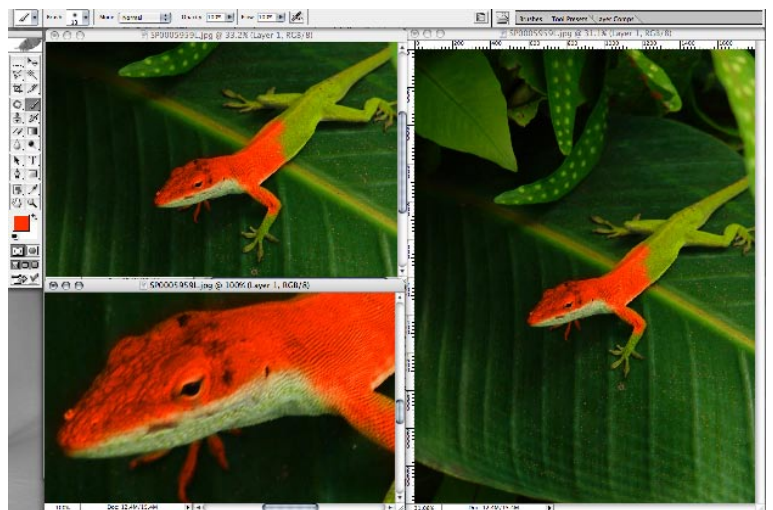
- ➔ hold down the 'command' ('ctrl' for PC) and the 'shift' (for both MAC and PC) key and press 'Z'
- ➔ repeat as required

The number of steps available is the same as the number of history states which can be set in the general preferences. Be aware that the higher the number of history steps - the more memory Photoshop will require.

same image – several windows

When doing detail work on any image you will frequently need to zoom in and out to make sure that any changes you are making are giving the desired result. When zoomed in closely - your edit might no longer blend into the overall image or give you an unexpected result as you can lose track of the overall image.

To avoid mistakes and speed up your workflow - open the current file up in several windows which can then display the same image in different view states, zoomed in and in actual size - all windows will be updated to reflect your newly made changes - allowing you to check your results as you work.



- ➔ top menu › window › arrange › new window (with the current file's name listed)

hiding selections

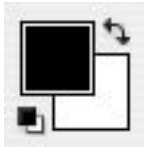
At time you will find that the so-called 'marching ants' - the photoshop selection edges - make it hard to preview your edits as they make the entire image 'move' or hard to see.

To hide these from view

hold down the 'command' ('ctrl' for PC) key and press 'H'

to show the selection again - repeat the above

tool tips



to reset colours to default Black/White – press 'D'

to switch colour – press 'X'

to edit colour - double-click and choose from colour picker



to quickly pick a colour from the image – press 'I' and click on your chosen colour – the chosen colour will become the foreground colour

to make the chosen colour the background colour - hold down the 'alt' ('option' for PC) key while clicking the mouse on the selected area of the image



to choose the move tool – press 'V'

once move tool is selected you can also use the arrow keys on your keyboard to move the selected element