

## Photoshop Tips

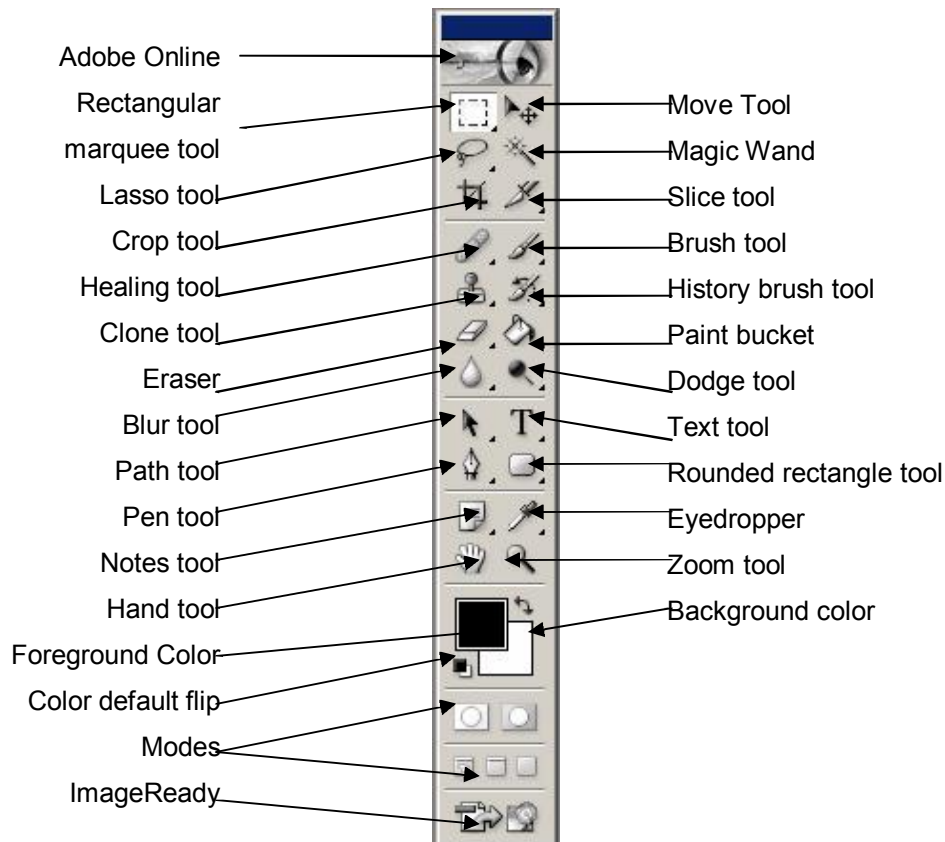
# The Photoshop Tool Bar



The Photoshop Tool Bar is the heart of the Photoshop image-editing program. Learning what the tools are and what they can do is one of the very first things that a new Photoshop user should do. This Tech Tip discusses the Tool Bar in Photoshop. However, it is applicable to the Tool Bars in earlier versions of the program. While more recent versions of the program have newer tools, many tools remain the same and the functions of others are similar.

### The Photoshop Tool Bar

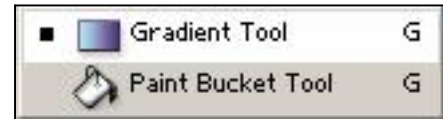
If the Tool Bar is not visible, **click** Window on the Menu bar at the top of the screen. A drop down menu will appear. Then **click** Tools and the Tool Bar will be displayed.

The Tool Bar is illustrated below. Note that the actual tools displayed will depend on the settings left by the last user. In most instances, clicking and holding on one of the buttons can access several tools. This illustration shows many of the typical tools.



Many of the buttons on the tool bar control more than one tool or different modes for the same tool. As an example, the Paint Bucket tool button  hides the button for the Gradient tool .


**Click** either the Paint Bucket button or the Gradient tool button, whichever is displayed. A pop out menu will appear. That menu is illustrated on the right.



**Select** either of the buttons. That button will now become active on the Tool Bar and you can now work with that tool.

**Experiment** with the other tool buttons and see what tools and modes are available.

### Special Buttons

The Photoshop Tool Bar has two special buttons that do not directly access tools. The first button is the Adobe Online button . If you click this button you will be connected to Adobe.com, assuming you have Internet access available.


The ImageReady button  starts the ImageReady program. ImageReady is a supplementary program that comes with later versions of Photoshop. It allows users to optimize images for Web use, create animated GIFs, and perform other specialized operations. When the ImageReady button is clicked, the currently active image in Photoshop will appear in the ImageReady workspace.


### Using Tools


To use any tool, simply click once on the appropriate button to select it. The tool will then become active and can be used in the Photoshop workspace. Many tools can be modified or adjusted depending on the task. The Photoshop Help or reference books will assist in perfecting good tool techniques and methods.


### Functions of Popular Tools


Because Photoshop has so many features, and because it can be highly complex, it is not possible to discuss every tool and option available in this document. However, descriptions of several of the most popular tools follow.


**Rectangular Marquee**  - This tool allows the user to select rectangular shaped areas within an image. The areas can then be copied or cut and then pasted into new layers. The tool also can become a bounding border for "pouring" color with the Paint Bucket or Gradient tools. Other marquee tools are available by clicking and holding the button.


**Move tool**  - The Move tool is used to move selected layers around. Clicking and holding the mouse button can adjust the positions of layer elements. This tool is also used to set and move Guide Lines.


**Lasso Tool**  - This tool is used to select parts of a layer for editing. There are other types of lassos available, including a Magnetic Lasso and Polygonal Lasso.


**Magic Wand**  - The Magic Wand is used to select portions of an image based on color. Sections of the same color are selected when the wand is touched on the desired color and the mouse is left clicked.


**Crop Tool**  - The Crop tool is an important tool for making adjustments to the overall size of an image. Using the Crop tool affects the size of the whole image, not just a single layer. This is a powerful tool and must be used carefully.


**Healing Tool**  - This is an especially helpful tool that is new starting in Photoshop. It is used to remove dust marks and scratches from photographs. The Patch tool is found at the same position on the Tool Bar, but is used to repair areas of a photograph that are larger than the typical scratch.


**Clone Tool**  - The Clone tool is used to copy portions of a layer from one area to another. It is similar to the Rubber Stamp tool found in earlier versions of Photoshop.


**Paint Bucket**  - This tool is used to "pour" areas of color onto a layer. It is especially useful when used with a marquee. The Gradient tool is found in the same location.

**Eraser**  - The Eraser is used to remove portions of a layer. Its size can be adjusted so that it can be used very delicately or quite grossly.

**Blur Tool**  - The Blur tool is used to selectively blur areas of a layer. The amount of blur can be controlled. It is especially handy when blending colors or objects.

**Text Tool**  - This is the tool that is used to add to an image and to edit existing text. Size, color, and other attributes of the text can be specified and adjusted.

**Eye Dropper**  - The Eye Dropper is used to select color. The color that is "picked up" by the Eye Dropper appears as the new foreground color.

**Zoom Tool**  - This is a very handy tool used to quickly zoom in or out of an image.