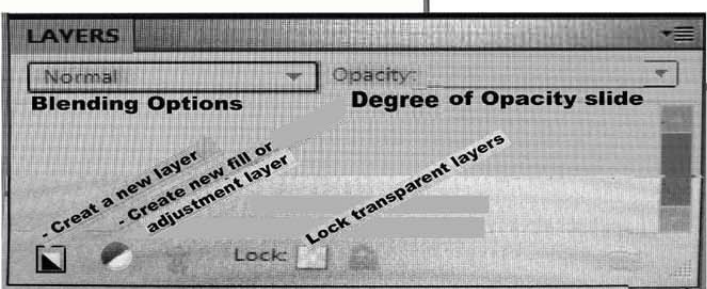


Toolbox



- **Menu Bar** - Actions to take
- **Options Bar** - Choices
  - Depending on Tool being used
    - Brush Size
    - Blending Type
    - Opacity (strength)
- **Palettes** - Shows work in Progress
  - Navigator - zoom in or out quickly
  - History - step back, keep track of actions
  - Layers - Work on separately, move back & forth

Double Click on Thumbnail photo in Project Bin to bring up to work on. Click/drag one image over second to combine photos, resulting in a second layer.



- **Project Bin** - Current photos being worked on but out of the way.

Project Bin

- M - Move** - Click/Drag selected section
- Z - Zoom** - Option Bar to zoom in or out
- H - Hand** - Hand to move or "Fit on Screen" - Option Bar
- I - Eyedropper** - To select colour from area of photo for swatches
- M - Marquee** - Selection tool - Rectangle or Elliptical - Option Bar- single, add to, subtract from \* Deselect with M
- L - Lasso** - Selection Tool - Regular - Click drag around selection, double click to enclose space
  - Polygonal - Click on points in line - Magnetic - Click/Drag, seeks edges
  - Options Bar, Single, add to, Subtract from. \* Must deselect to release (M-tool) for any selection tools, Double click to release and enclose shape - 'Marching Ants'
- W - Magic Wand** - Select tool by value - Tolerance degree determines range of value included - single selection, add to, subtract from
- T - Text** - regular keyboard font, size, type, colour. Must Merge layers on Menu Bar (down first, then flatten) when done
- J - Healing** - Alt/Click to capture portion of image. Move mouse to new area, Click, **Normal** will blend, **Replace** will be exact
- E - Erase** - Important for un-doing new additions to reveal portions of layers below, Option Bar - blending, opacity & size
- B - Brush** - Brush or Pencil - Options - blending, size, opacity choices
- G - Gradient** - Choose colours for swatches. Option Bar gives variety, blening, etc.
- R - Blur** - Sharpen - Smudge - Options Bar choices
- O - Sponge** - Sponge, saturation or desaturation, **Dodge** - lighten, **Burn** - darken.
  - Range of Dodge & Burn to change values of the light, medium or dark areas. Important to know to use this effectively.
- Color Swatches** - Top is foreground, Below is Background. Toogle arrows invert order.

When Tools don't respond . . .

- 1) Check that **deselect has been done after finished with select tools, M,L,W**. Double click on M, R. Click - choose De-select  
If M tool, deselect doesn't release, try Menu Bar > Select > Deselect
- 2) Check that you're working on the correct layer (darkened when in use) Eye icon indicates a layer is visible. Easy to forget
- 3) Step back & forth on Undo History Palette to find where you are, what you've just done.
- 4) If not important to keep layers separate, Merge Layers so you can work on all layers as one whole image.
- 5) Make a Background Copy by dragging thumbnail to lower left corner on Palette. You cannot alter first Background layer.
- 6) If Palettes, Tools, Project Bin, Option Bar are missing, go to Windows on Menu Bar and check to open again. Click/Drag to convenient locations.