

TOOLS

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	1	On the left side of the working area is the Tools palette (Figure):
	2	1. Move . Permits clicking, holding and dragging an item, on a layer, to a new position or resizing it.
	3	2. Zoom . Permits enlarging the view upon a smaller area by selecting the tool, left-clicking and dragging an area around the item you wish to view closeup.
	4	3. Hand . Permits moving the screen by left-clicking on a portion of it, holding and dragging in a direction. It is used when you have zoomed in on a area and want to see beyond the edge of that area without zooming again.
	5	4. Eyedropper . Used to select a color from a specific location.
	6	5. Rectangular Marquee . Used select an area in the form of a rectangle.
	7	6. Magnetic Lasso . Used to select items that are markedly different in color from surrounding backgrounds.
	8	7. Magic Wand . Use to select wide areas based upon the color of the area selected.
	9	8. Selection Brush . Use to paint in a selected area.
	10	9. Text . Used to type characters.
	11	10. Crop . Used to select an area to remain after removing all non-selected areas.
	12	11. Cookie Cutter . Crops a photo into a shape you can choose. After you drag the shape in your photo, you can move and resize the bounding box until you have just the area you'd like.
	13	12. Straighten . Used to straighten a slanted graphic usually as a result of scanning it.
	14	13. Redeye Removal . Used to remove redeye from photos.
	15	14. Spot Healing Brush . Quickly removes blemishes and other imperfections in your photos. You can either click once on a blemish, or click and drag to smooth away imperfections in an area.
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|  | 1 | 15. Clone. Paints with a sample of an image, which you can use to remove image imperfections or to paint over objects in your photo. |
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|  | 3 | 16. Eraser. Changes pixels in the image as you drag through them. If you're working on the Background layer or on a layer with locked transparency, erased pixels change to the background color; otherwise, erased pixels become transparent. Transparent pixels are indicated by the transparency grid. |
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|  | 5 | 17. Brush. Creates soft or hard strokes of color and can simulate airbrush techniques. |
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|  | 7 | 18. Paint Bucket. Fills an area that is similar in color value to the pixels you click. You can fill with the foreground color or a pattern. |
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|  | 9 | 19. Gradient. To fill part of the image, select the area with one of the selection tools; or, the gradient fill is applied to entire active layer. |
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|  | 11 | 20. Custom Shape. To draw lines, rectangles, rounded rectangles, polygons, ellipses, and custom shapes in an image. You can change the color of a shape by editing its fill layer and applying layer styles to it. The shape tools provide an easy way to create buttons, navigation bars, and other items used on Web-pages. Shapes are created in shape layers. A shape layer can contain a single shape or multiple shapes, depending on the shape area option you select. You can choose to have more than one shape in a layer. |
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|  | 13 | 21. Smudge. Softens hard edges or areas in an image to reduce detail. You can also use Blur filters for this purpose. |
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|  | 15 | 22. Sponge. Changes the color saturation or vividness of an area. In Grayscale mode, the tool increases or decreases contrast. |
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|  | 22 | 23. Foreground (upper left) & Background (lower right) colors. In the lower left is the Reset button  which causes the foreground to become black and the background to be white. In the upper right is the Swap button  which swaps the foreground and background colors. |
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