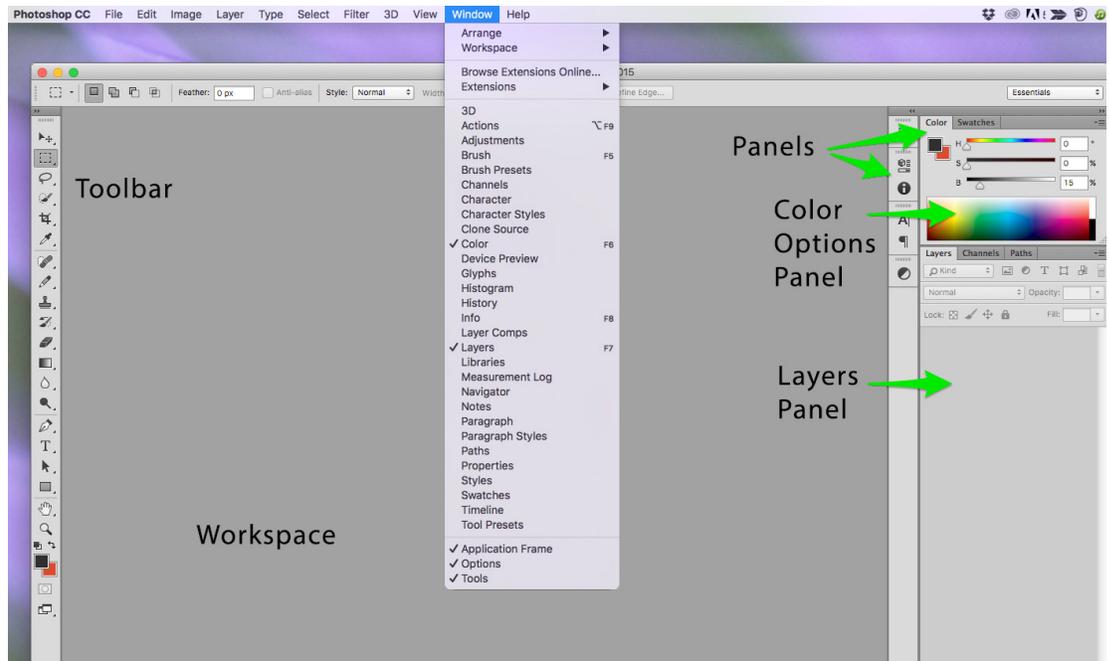# Photoshop Tools and Panels

TOOL SETTINGS

Photoshop has the toolbar on the left of the workspace and panels on the right.

THE TOOLBAR

The list below describes a few of the many tools in the toolbar. We will use these tools to edit banner images.
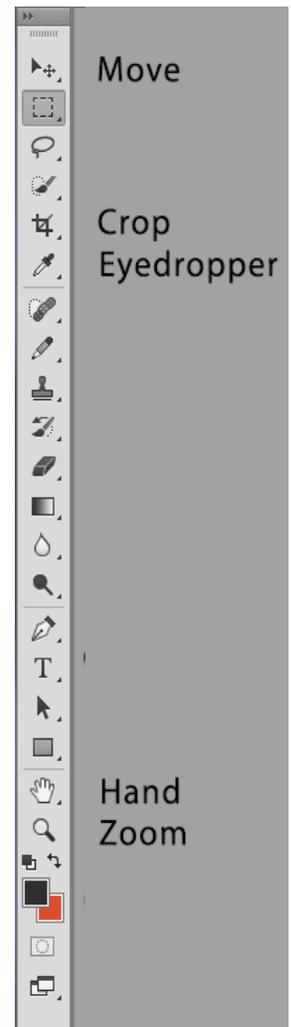
Move Tool - The move tool allows you to move a selection or entire layer by dragging it with your mouse or using your keyboard arrows keys. The move tool is located at the top right of the Photoshop Toolbox. When the move tool is selected, click and drag anywhere in the image. You can deselect another tool by clicking on the move tool.

Crop Tool - With an image open, click on the crop tool to open the cropping function. You can do a free form crop without constraints or you can choose the control bar in the upper frame of the workspace to select a cropping area with specific proportions. In this version of Photoshop, the cropping tool can crop in a non-destructive manner so that no pixels are permanently removed from the image.

Eyedropper Tool - The Eyedropper tool samples color to designate a new foreground or background color. You can sample from the active image or from anywhere else on the screen.

Hand Tool - The hand tool allows you to move to different parts of an image without needing to use the workspace scroll bars.
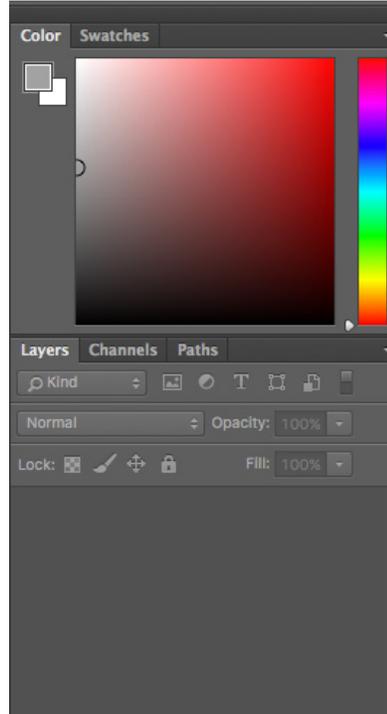
Zoom Tool - To zoom in on an image, either click with the zoom tool to magnify, or drag with the zoom tool, marqueeing the area you wish to zoom into. An image can be viewed anywhere between 0.5% and 1600% magnification. A plus icon will appear inside the magnifying glass icon. To zoom out, hold down Option/Alt and click (the plus sign is now replaced with a minus sign).

PANEL SETTINGS

The right edge of the workspace contains panels. The panel set on the far right should contain:

- Color Options panel
- Layers panel.

The narrow panel set next to the workspace should contain:
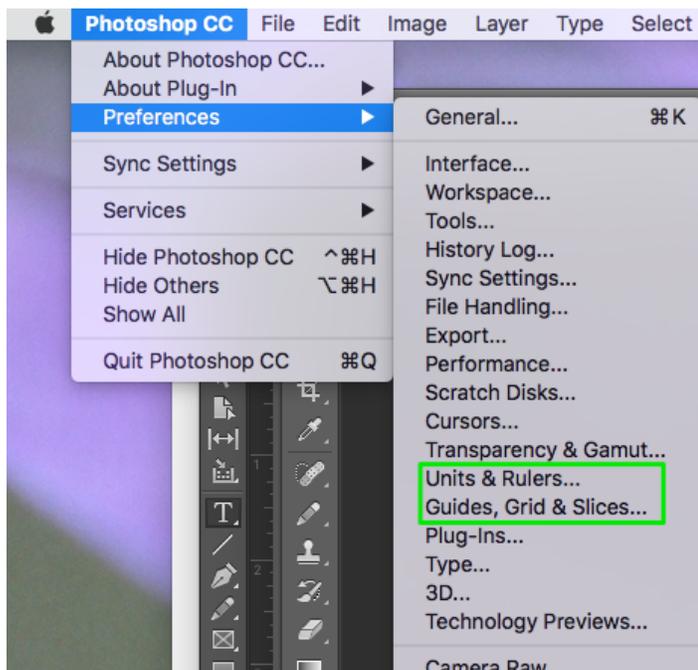
- History panel
- Adjustments panel

It may contain other panels as well. If one of these panels is missing, go to the Window drop-down in the main menu. If the panel already has a check next to it, then it is already open.

If not, click on the panel name and it will open in the workspace. You can then drag it to the appropriate spot among the other panels. A blue line will appear to let you know that the panel is now part of the panel set and you can let it click in place.

PREFERENCE SETTINGS

To access the Preferences Settings go to the top menu and open the drop-down list under Photoshop CC. Select Preferences, and then Units & Rulers in the sub-menu that appears.

In the Units & Rulers, make sure the Rulers are set to Pixels in the drop-down list.