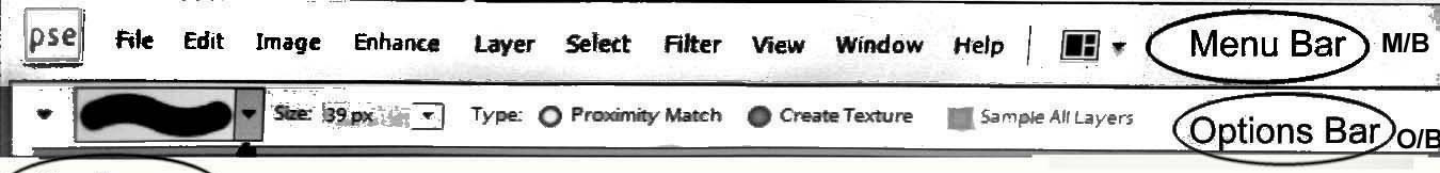
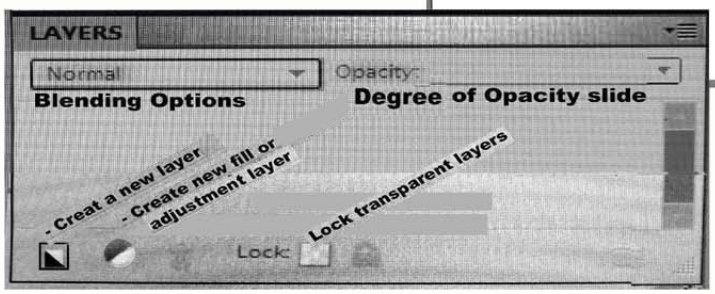


Toolbox

- **Menu Bar -** *Actions to take*
- **Options Bar -** *Choices*
  Depending on Tool being used
  - *Brush Size*
  - *Blending Type*
  - *Opacity (strength)*
- **Paletts -** *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 Eliptical - 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, seekes 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 effictively.
Color Swatches - Top is forground, 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.**