LINKINGGAPS
DESIGN OPPORTUNITIES

Understanding the
TOP 10 Basic Tools
in Photoshop

Imagine you are drinking soup with a fork...

WHAT
do you think?

We can drink soup with a fork, it will only take long time! As long as we are patient, we can drink it even with a tiny pin!

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⤧ Move Tool

1. Move Tool

Shortcut key: v

✥

What is Move Tool?

Whenever you see this "**North, South, East, West**" directional icon, you know this is a **Move Tool.** It helps to move your image from 1 place to another.

When to use it?

Use **Move Tool** when you need to position an image or object. You can even use **Move Tool** to move your image from **one file to another** file.
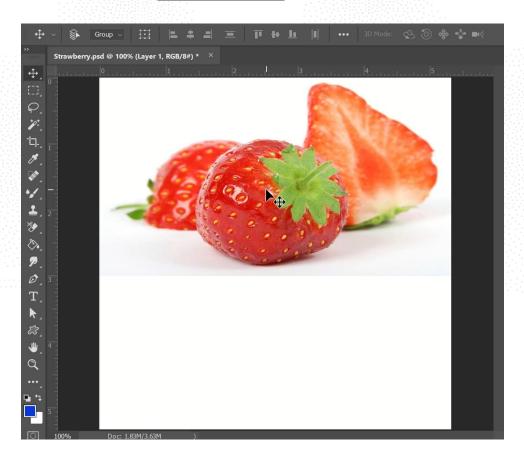
How to use it?

Select the **Move Tool.** Click on your image and drag to the position you want, or drag to a new file.

1. Move Tool

Shortcut key: v

How to use **Move Tool**

Selection Tools

3 different types of Selection Tools

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

(i)

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➡ **1st type of Selection Tool**

The **Marquee Tool** is the **most basic** of selection tools. This tool is used to draw selections based on **geometric** shapes such as rectangle, square, oval and circle.

2A. Marquee Tool

Shortcut key: m
OR **SHIFT** & **m** to change to different lasso

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What is <u>Rectangular Marquee</u>?

A **tool** used to draw **rectangular or square** selection.

When to use it?

When you need to select an image that is in the form of rectangular or square *eg. window, table, photo frame*

How to use it?

Select the **Rectangular Marquee Tool** and drag your mouse over the image.
*(To draw a **square**, press and hold **SHIFT** on your keyboard while dragging your mouse.)*

*NOTE:
To deselect or to get rid of the selection:
Go to the menu above, click **Select > Deselect** (Shortcut: **Ctrl D**)

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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Frame.jpg @ 50% (RGB/8#)

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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What is <u>Elliptical Marquee</u>?
A **tool** used to draw an **oval** or a **circle** selection.

When to use it?
When you need to select an image that is in the form of oval or circle *eg. clock, coin, egg*

How to use it?
Select the **Elliptical Marquee Tool** and drag your mouse over the image.
*(To draw a **circle**, press and hold **SHIFT** on your keyboard, and drag your mouse.)*

*NOTE:
To deselect or to get rid of the selection:
Go to the menu above, click **Select > Deselect** (Shortcut: **Ctrl D**)

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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How to use **Elliptical Marquee**

coin.psd @ 66.7% (To draw a circle selection, press and hold "SHIFT" on your keyb, RG...

To draw a circle selection, press and hold "SHIFT" on your keyboard while dragging the mouse.

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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What is Single Row Marquee?

A selection of **1-pixel-height** across the width of image.

When to use it?

This tool is not frequently used. It is usually used for small repairs such as a thin scratch or fold line on a picture.

How to use it?

Select the **Single Row Marquee** and then click on the image.

2A. Marquee Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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What is Single Column Marquee?

A selection of **1-pixel-width** across the height of image.

When to use it?

Similarly to the Single Row Marquee, this tool is not frequently used. It is usually used for small repairs such as a thin scratch or fold line on a picture.

How to use it?

Select the **Single Column Marquee** and then click on the image.

2A. Marquee Tool

Shortcut key: **m**

OR **SHIFT** & **m** to change to different lasso

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Short Video Clip:

How to use **Single Row/Column Marquee**

2B. Lasso Tool

Shortcut key: **m**
OR **SHIFT** & **m** to change to different lasso

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➡ **2nd** type of Selection Tool

The **Lasso Tool** is used for selections where there is **no** pre-defined shape. It gives you more freedom to create the shape you desire.

2B. Lasso Tool

Shortcut key: **L**

OR **SHIFT** & **L** to change different lasso

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What is Lasso Tool?

The **Lasso Tool** is a selection tool whereby you can draw freely.

When to use it?

When you want to make a selection on an image or object with undefined shape, or when you want to create an irregular shape.

How to use it?

Select the **Lasso Tool** and "draw" your desired shape by dragging the mouse.

> ***NOTE:**
> To complete your drawing selection, REMEMBER to click back on the small little point where you have started.
> In case it turns messy, press "ESC" on the top left of your keyboard and re-do it all over again.

2B. Lasso Tool

Shortcut key: **l**

OR **SHIFT** & **l** to change different lasso

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Cherry.jpg @ 50% (RGB/8#)

2B. Polygonal Lasso Tool

Shortcut key: **l**
OR **SHIFT** & **l** to change different lasso

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What is Polygonal Lasso Tool?

The **Polygonal Lasso Tool** is used to draw straight line selections.

When to use it?

When you need to create selection with straight lines such as *polygons, stars, triangles.*

How to use it?

Select the **Polygonal Lasso Tool.** Click on one point to start, release your mouse and move on to the 2nd point, you will see a straight line appearing. Next, click on the 2nd point. Repeat this steps until you reach the first point where you have started.

*NOTE:
In case it turns messy, press "ESC" on the top left of your keyboard and re-do it all over again.

2B. Polygonal Lasso **Tool**

Shortcut key: **l**

OR **SHIFT** & **l** to change different lasso

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How to use **Polygonal Lasso Tool**

2B. Magnetic Lasso Tool

Shortcut key: **l**

OR **SHIFT** & **l** to change different lasso

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What is Magnetic Lasso Tool?

The **Magnetic Lasso Tool** acts like a magnet. It gets attracted by the edges of an object automatically and therefore help to create the selection easily.

When to use it?

When you have irregular shapes or undefined shapes such as *roses, flowers, animals, human*. Make sure the background is clearly being distinguished from the object.

How to use it?

Select the **Magnetic Lasso Tool**. Click on your object to create the 1st point, release your mouse and just follow the edge of the object freely. For completion, click on the point where you have 1st started.

*NOTE:
In case it turns messy, press "ESC" on the top left of your keyboard and re-do it all over again.

2B. Magnetic Lasso Tool

Shortcut key: **l**

OR **SHIFT** & **l** to change different lasso

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Cherry.jpg @ 50% (RGB/8#)

2C. Quick Selection & Magic Wand Tool

Shortcut key: **w**

OR **SHIFT** & **w** to change to different lasso

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➡ **3rd type of Selection Tool**

Quick Selection and Magic Wand Tool are a type of selection that expands outward and automatically finds and follows **defined edges** in the image.

2C. Quick Selection Tool

Shortcut key: **w**

OR **SHIFT** & **w** to change to different lasso

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What is Quick Selection Tool?

Quick selection is the selection that expands outward and it automatically finds and follows **defined edges** in the image.

When to use it?

When you need to select an object quickly and easily. However, you must ensure there is similar color and tone.

How to use it?

Select **Quick Selection Tool,** drag your mouse outward to select more similar color and tone in an object.

2C. Quick Selection Tool

Shortcut key: **w**
OR **SHIFT** & **w** to change to different lasso

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2C. Magic Wand Tool

Shortcut key: **w**

OR **SHIFT** & **w** to change to different lasso

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(ii)

What is Magic Wand Tool?

The **Magic Wand Tool** selects pixels based on tone and color of an object.

When to use it?

When you need to select an object quickly and easily such as a *flower, butterfly.* However, make sure the background is clearly being distinguished from the object.

How to use it?

Click on **Magic Wand Selection Tool**. Click on your object to make selection. To expand more areas of selections, press and hold **SHIFT** on your keyboard and click on the areas with similar color and tone.

2C. Magic Wand Tool

Shortcut key: **w**

OR **SHIFT** & **w** to change to different lasso

(i)

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How to use **Magic Wand Tool**

Crop Tool

3. Crop Tool

Shortcut key: **c**
OR **SHIFT** & **c** to change different crop

(A)

(B)

3A. Crop Tool

Shortcut key: **c**
OR **SHIFT** & **c** to change different crop

What is Crop Tool?

Cropping is the process of removing unwanted portions in a photo.

When to use it?

When you need to focus on an object and discard the unnecessary area.

How to use it?

Select the **Crop Tool**. Click and drag over the object that you want to focus. Drag the **crop handles** at the side or corners, in or outwards to make adjustment.

You can also straighten the photo while cropping by following the edges of the image and then draw a virtual line.

3A. Crop Tool

Shortcut key: **c**

OR **SHIFT** & **c** to change different crop

How to use **Crop Tool**

3B. Perspective Crop Tool

Shortcut key: **c**

OR **SHIFT** & **c** to change different crop

What is Perspective Crop Tool?

Allows you to transform the **perspective** of an image.

When to use it?

When there is a *keystone* distortion, especially when an object is photographed from an angle rather than from a straight-on view.

How to use it?

Select the **Perspective Crop Tool**. Click from the top left corner of the photo and drag diagonally downward to the bottom right corner. After then, click on the corner of the points to make adjustments.

3B. Perspective Crop Tool

Shortcut key: **c**

OR **SHIFT** & **c** to change different crop

How to use **Perspective Crop Tool**

Eyedropper Tool

4. Eyedropper Tool

Shortcut key: **I**
OR **SHIFT** & **I** to change different Eyedropper

What is Eyedropper Tool?

To choose a color accurately from an image in order to use this color for other objects.

When to use it?

To get exact color code especially for corporate company logos, or for print and web *(eg. CMKY, RGB, #FFFFF)*, or to fill an object using this color.

How to use it?

Select the **Eyedropper Tool**. Click the color on your image that you want to use.

To view the exact color code, click on the **Foreground Color Picker** (2 square boxes below the tool)

4. Eyedropper Tool

Shortcut key: **I**

OR **SHIFT** & **I** to change different Eyedropper

Brush Tool

5. Brush Tool

Shortcut key: **b**
OR **SHIFT** & **b** to change Brush

What is Brush Tool?

It acts like a "**Painting**" or "**drawing**" tool with strokes, and is designed to replicate the feel of ink on canvas.

When to use it?

When you need to **fix flaws** and enhance your images or you may even create some **effects** for the background such as *spattering, ink, screen tones.*

How to use it?

Select the **Brush Tool.** Choose the type of Brush from the **Brush Options** above. Click and drag your mouse to paint your image.

5. Brush Tool

Shortcut key: **b**
OR **SHIFT** & **b** to change Brush

How to use **Brush Tool**

6. Clone Stamp Tool

Shortcut key: **s**

OR **SHIFT** & **s** to change Clone Stamp

What is Clone Stamp Tool?

Allows you to **duplicate** part of an image. It is used to retouch a group of pixels by copying and pasting them over to another group of pixels, so that the area will blend seamlessly with the rest of the image.

When to use it?

When you need to remove **unwanted objects** such as *freckles, wrinkles, photo-bombers.*

How to use it?

Select the **Clone Stamp Tool**.
To copy the group of pixels, position your cursor over the area that you want to "pick up". Press and hold **ALT** on your keyboard and click on the area.

To paste over your image, release ALT on your keyboard and move your cursor to the area that you want to clone. Click until you fill your image with the cloning.
(needs a lot of practice to get perfect cloning)

6. Clone Stamp Tool

Shortcut key: **s**

OR **SHIFT** & **s** to change Clone Stamp

How to use Clone Stamp Tool

7 Background Eraser Tool

7. Background Eraser Tool

Shortcut key: **e**

OR **SHIFT** & **e** to change Background Eraser

What is Background Eraser Tool?

To **erase** the background of an image.

When to use it?

When you need to remove **unwanted background** and replace it with some other background *eg. Showing a photo of you at a beautiful beach instead of your messy home.*

How to use it?

Select the **Eraser Tool**. Choose the brush size from the Brush Options above. Drag through the area you want to erase.

7. **Background Eraser Tool**

Shortcut key: **e**

OR **SHIFT** & **e** to change Background Eraser

How to use **Background Eraser Tool**

Gradient / Paint Bucket Tool

8. Gradient & Paint Bucket Tool

Shortcut key: **g**

OR **SHIFT** & **g** to change Gradient

(A)

(B)

8A. Gradient Tool

Shortcut key: **g**
OR **SHIFT** & **g** to change Gradient

What is Gradient Tool?

Is a gradual blend between 2 colors *(from light to dark, dark to light)* or even for multiple colors. It can be used to draw linear, radial, angular, reflected or diamond **gradients**.

When to use it?

Usually to replace boring background, to create **metallic effects** in text, create interesting **effects** overlay on photos.

How to use it?

(Ensure you have already chosen the right colours in your Foreground and Background Color Picker.)
Select the **Gradient Tool**. Click on your canvas and drag your mouse away from the starting point.

You may try different outcome by dragging your mouse in different directions, in short or long distance.
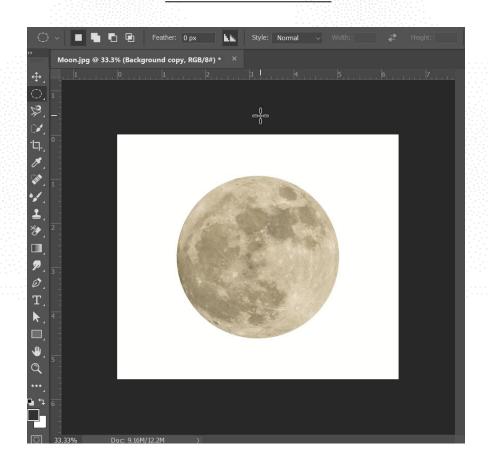
8A. Gradient Tool

Shortcut key: **g**
OR **SHIFT** & **g** to change Gradient

8B. Paint Bucket Tool

Shortcut key: **g**
OR **SHIFT** & **g** to change Gradient

What is Paint Bucket Tool?
Fills an area of an image with color, just like a house paint.

When to use it?
When you want to fill the selected area *(of an object/image)* with a **solid (one) color** or when you want to fill a background color.

How to use it?
Choose **a foreground color** from the Color Picker. Select the **Paint Bucket Tool** . Click on the area where you want to fill with color.
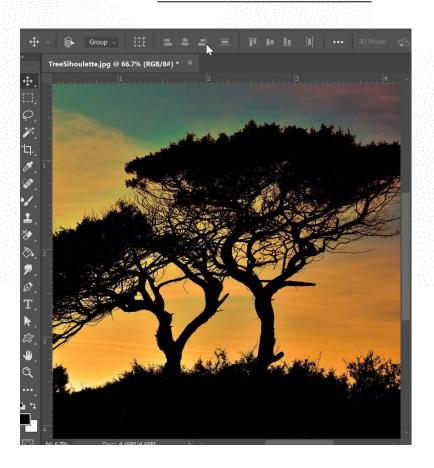
8B. Paint Bucket Tool

Shortcut key: **g**
OR **SHIFT** & **g** to change Gradient

How to use **Paint Bucket Tool**

Text Tool

9. Type Tool

Shortcut key: **t**
OR **SHIFT** & **t** to change Type

T

What is Type Tool?

Allows you to type **text** to your image.

When to use it?

You can use **text** on a variety of projects such as adding it to your images to create a poster, holiday card or invitation. You can also change the style, color and size of a text.

How to use it?

Select the **Type Tool**. Click on your image and drag diagonally to create a text box. *(This is to ensure that long sentences will not flow out of the canvas)*. As usual, type in your text and edit your colors and size from the **Text Options** above.

9. Type Tool

Shortcut key: **t**
OR **SHIFT** & **t** to change Type

T

★ Shapes Tool

10. Shape Tool

Shortcut key: **u**
OR **SHIFT** & **u** to change Shapes

What is Shapes Tool?

Allows you to create **graphic shapes** in the form of a filled layer with a vector mask, a solid fill, or as a path outline.

When to use it?

When you need to draw rectangles, rounded rectangles, circles, ovals, multisided polygons, stars, straight lines, arrows and the most fanciful type which is the **custom shapes**.

How to use it?

Select the **Shape Tool**. Choose your preferred shape. Click and drag the shape over your canvas.
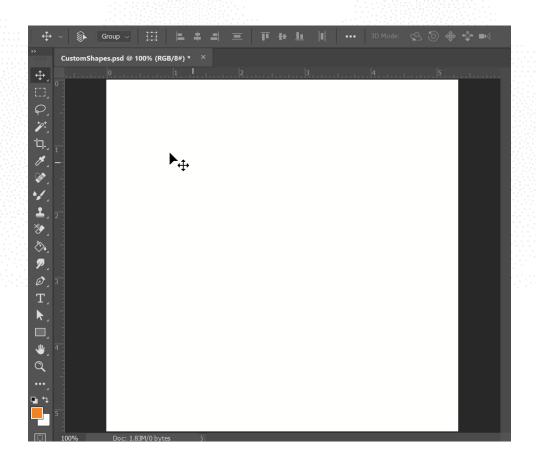
10. Shape Tool

Shortcut key: U
OR SHIFT & U to change Shapes

How to use **Shape Tool**

Thank you for your time.

Hope you have an enjoyable and pleasure learning journey.
Feel free to provide us with feedback so that we can made further improvements
for a good learning experience.

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