

# Photoshop Menu by Menu

Like most programs, Photoshop groups all its commands into menus. On a Mac, Photoshop's menus appear at the top of your screen in the OS X menu bar, and on a PC they live in the Photoshop's Application bar. Strap yourself in and hold on tight for a warp-speed tour of Photoshop's menus!

## Photoshop

This menu, which appears only in the Mac version of Photoshop, includes items like information about the program, preferences, and the Quit command.

**NOTE** On a PC, you can find the items in this menu in the File, Edit, and Help menus instead.

## About Photoshop

Select this item to see which version of Photoshop you're running and to learn the names of the folks who wrote the program.

## About Plug-In

This option shows info about all the different plug-ins installed in Photoshop, both the plug-ins that shipped with the program and any custom goodies you may have added.

## Preferences

You can check out Photoshop's preference settings by choosing this option (see page 28 in Chapter 1). On a PC, go to Edit → Preferences instead.

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## Services

Mac OS X includes a feature called Services that lets you do things like look up a word in the dictionary, send a chunk of text as an email message, summarize a passage of text, and so on. Any Service installed on your Mac shows up here. Photoshop, alas, doesn't support Mac OS X Services, so you can't take advantage of them when you're editing your images.

## Hide Photoshop

Hides all of Photoshop's menus, panels, and windows so you can work in other programs. (This is like minimizing the Photoshop window on a PC.) To show Photoshop again, click its icon in the Mac OS X Dock or use the  $\text{⌘}$ -Tab keyboard shortcut.

## Hide Others

Hides every program your computer is running *except* Photoshop.

## Show All

Reveals every program you may have hidden with the Hide command.

## Quit Photoshop

Closes your open images and exits Photoshop. On a PC, you can quit Photoshop by choosing File → Exit.

## File

The File menu is home to commands that let you open and close documents, import and export files, browse files in Adobe Bridge, print documents, and so on.

## New

Creates a new document (page 37 in Chapter 2).

## Open

Lets you pick an existing document to open (page 47 in Chapter 2).

## Browse in Bridge

Launches Adobe Bridge so you can look at images before you open them in Photoshop (see Appendix C).

## Open As Smart Object

Lets you open a file as a linked Smart Object in a new document (page 50 in Chapter 2).

## Open Recent

Displays a list of recently opened documents (page 50 in Chapter 2) so you can reopen them easily without digging through your hard drive.

## Share My Screen

Lets you share your computer's screen and your work with other people through Adobe's ConnectNow service. You can try out ConnectNow at [www.adobe.com/acom/connectnow](http://www.adobe.com/acom/connectnow).

## Device Central

Launches the Device Central CS4 program that comes with Photoshop CS4 (page 45 in Chapter 2).

## Close

Closes the current document.

## Close All

Closes every document you have open in Photoshop.

## Close and Go To Bridge

This option closes the current document and opens Bridge so you can browse for other images.

## Save

Saves the current document to your hard drive (page 45 in Chapter 2). If you've already saved the document, choosing this command overwrites the previous version. (You've been warned!) If you haven't saved the document before, choosing this command opens the Save As dialog box, explained next.

## Save As

Opens the Save As dialog box where you can save a copy of the current file with a new name or in a different file format (page 46 in Chapter 2).

## Check In

If you're using Version Cue (see the box on page 58 in Chapter 2) and have checked out some images to edit them, this option lets you check them back in so that other people using Version Cue can open them.

## Save for Web & Devices

Lets you save a copy of the current document in formats that work well with Web browsers and devices like smart phones (page 665 in Chapter 17).

## Revert

Wipes out any changes you've made to the current document and returns it to its last saved state (page 28 in Chapter 1).

## Place

Use this option to place an image or other Photoshop-supported file format as a Smart Object inside your current document (page 117 in Chapter 3). The artwork appears on its own layer, surrounded by a bounding box you can use for resizing.

## Import

When you choose this menu item, Photoshop opens *another* menu containing options for using a scanner to get a picture, drawing, or anything else off paper and into Photoshop (see the box on page 52 in Chapter 2 for more on scanning). Make sure you've installed your scanner software so Photoshop can communicate with your scanner (if the software isn't installed, you won't see it in the submenu). Here are the items in the Import submenu:

- **Variable Data Sets** let you import files that are filled with info Photoshop needs to make customized images based on a template file.
- **Video Frames to Layers** lets you open a movie file's frames as individual layers in a new document.
- **Anti-aliased PICT** (Mac only) opens .pict images made with old programs like MacDraw.
- **PICT Resource** (Mac only) opens a special kind of .pict image that stores its information in a part of a file called the *resource fork*. This file type predates Mac OS X by a long shot, so you probably won't come across it very often.
- **Notes** lets you import annotations into your image from PDF documents.
- **WIA Support** (PC only) imports images from WIA-compatible, or Windows Image Acquisition, digital cameras and scanners.

## Export

Choose this menu item to export your image as paths (page 497 in Chapter 13) so you can open them with Adobe Illustrator, export collected data (Photoshop CS4 Extended only), or export a sequence of images to video.

## Automate

As you learned in Chapter 18, you can automate the tasks you do over and over in Photoshop by saving them as actions. This menu item lists the built-in actions that come with Photoshop.

## Scripts

Scripts go hand in hand with Automation because they can both handle repetitive or complex tasks for you. Photoshop's built-in scripts (like the super handy Image Processor—see page 238 in Chapter 6) are listed here.

## File Info

Choose this item to see info (aka *metadata*) about the current document, including when the file was created, how big the image is, its name, copyright information, and so on. You can add and edit these details, too.

## Page Setup

Go here to choose your printer, paper size, page orientation, and so on *before* you print your document; Chapter 16 discusses this dialog box in great detail (page 625 in Chapter 16).

## Print

Selecting this item opens the humongous Print dialog box and lets you choose things like the number of copies, print quality, and which printer you want to use (see Chapter 16). After you get the settings just right, click Print to send your document to the printer.

## Print One Copy

Choose this option to make Photoshop send the current document to the printer you normally use *without* giving you a chance to change any settings first. Think of Print One Copy as a quick-and-dirty way to print an image without encountering a slew of dialog boxes.

**NOTE** On PCs, the File menu also includes the Exit command.

## Edit

In this menu you'll find the Copy and Paste commands, Transform options (page 245 in Chapter 6), and keyboard and menu shortcut settings, among other items. If you use a PC, you can also find Photoshop's preferences here.

## Undo

Make a mistake editing your image? Use this command to erase the last thing you did to your image (see page 24 in Chapter 1).

## Step Forward

If you backtrack through your image edits, you can move forward through them again by choosing this command (page 24 in Chapter 1).

## Step Backward

Step Backward works just like Undo, but you can use it to go back more than one step (see page 24 in Chapter 1).

## Fade

This command lets you change the strength (opacity) and blend mode (page 267 in Chapter 7) of the last image edit you made. It works on filters, image adjustments, and so on. You can learn more about it on page 426 in Chapter 11.

## Cut

Copies the selected item to your computer's memory and deletes the original.

## Copy

Copies the selected item to your computer's memory but leaves the original intact.

## Copy Merged

This command makes a merged copy of all the visible layers in a selected area. If you're editing a multi-layer document, this is a handy way to quickly consolidate and copy a certain part of the image—the area you've selected—onto a single layer, without having to select that area on each individual layer.

## Paste

Places objects you've copied to your computer's memory into the current document.

## Paste Into

This command lets you paste one selection into another. For example, if you copy a selection and then create a selection in *another* document, you can use this command to make Photoshop paste the contents of that first selection into the second one, complete with a layer mask.

## Clear

The Clear command deletes whatever you've selected from the active layer.

## Check Spelling

If you add text to your image, this command checks for spelling errors (see the box on page 553 in Chapter 14).

## Find and Replace Text

This command lets you find specific words or phrases in your document and replace them with different text if you like.

**Fill**

This command fills the selected area with the color of your choosing. If you haven't selected anything, it fills the whole layer instead.

**Stroke**

This command adds a colored stroke, or outline, to your current selection.

**Content-Aware Scale**

The Content-Aware Scaling feature lets you change the size of an image without distorting the important parts, like people—see page 242 in Chapter 6.

**Free Transform**

This command lets you scale, stretch, warp, distort, and rotate the selected object (see page 245 in Chapter 6).

**Transform**

Transform works like Free Transform but lets you change only one aspect of the selected object at a time. For example, you can rotate the object, but you can't scale it at the same time. See page 245 in Chapter 6 for more info.

**NOTE** The Free Transform and Transform features work on individual layers (as many as you've selected), not on your entire document.

**Auto-Align Layers**

This command makes it easy to create panoramas from a group of similar images. When you run this command, Photoshop looks for the common elements in each photo and aligns them automatically (see page 283 in Chapter 7).

**Auto-Blend Layers**

This option lets you combine the best parts of similar images into a single image; Photoshop creates all the necessary layer masks for you. Page 288 in Chapter 7 has the details.

**Define Brush Preset**

Choose this option to convert the selected object into a custom brush (page 488 in Chapter 12).

**Define Pattern**

This item makes a custom pattern out of your current selection (page 512 in Chapter 13).

## Define Custom Shape

This option turns the selected path or vector mask into a custom shape (page 494 in Chapter 13).

## Purge

This item lets you clear Photoshop's undo list, the items you've copied to your computer's memory, or the edits Photoshop is remembering as history states. You can also choose to clear all three at once.

## Adobe PDF Presets

This item lets you manage, edit, and add groups of settings you can use when you make PDF versions of your images. You can learn more about the PDF format in Chapter 16.

## Preset Manager

You can manage groups of custom brushes, patterns, shapes, colors, and styles by selecting this menu item, which lets you edit or combine groups into new libraries and delete groups. Chapter 2 has the scoop on using the Preset Manager.

## Color Settings

This item brings up Photoshop's advanced color settings so you can control color management and device profiles (see Chapter 16).

## Assign Profile

This option is part of Photoshop's color-management system. From here, you can assign specific color profiles to individual documents or disable color management (see Chapter 16).

## Convert to Profile

This option lets you change your image's color-management profile (see Chapter 16).

## Keyboard Shortcuts

Choose this item to customize Photoshop's keyboard shortcuts, add your own, and save your personalized menu commands to share with other folks (see the box on page 31 in Chapter 1).

## Menus

Choose this option to see all of Photoshop's menus and tweak them if you like (see the box on page 31 in Chapter 1).

**NOTE** In the Windows version of Photoshop CS4, the Preferences option appears at the bottom of the Edit menu.

## Image

The Image menu groups together features for working with images and your canvas. You can resize documents, adjust Curves and Levels, duplicate images, and rotate images from here.

### Mode

This is where you change the current document's color mode (page 40 in Chapter 2) and bit depth (page 43 in Chapter 2). You can choose from Bitmap, Grayscale, Duotone, Indexed Color, RGB, CMYK, Lab, and Multichannel color modes (see Chapters 5 and 16) and 8-, 16-, and 32-bit images (see the box on page 43 in Chapter 2).

### Adjustments

From here you can change the colors and overall tonal quality of your image. Chapter 9 has more info.

### Auto Tone

This command analyzes the current image and tries to adjust its overall colors to make it look better. Flip to Chapter 9 if you want to learn more about fixing color in your images.

### Auto Contrast

This command adjusts the contrast between light and dark areas in your images so that highlights look brighter and shadows look darker. Check out Chapter 9 to learn more.

### Auto Color

Artificial lighting can skew the colors in your images, so use this command to shift them back so your image looks more natural. Chapter 9 has the skinny on adjusting colors.

### Image Size

This option lets you change your image's resolution and dimensions. This dialog box is discussed at length in Chapter 6.

## Canvas Size

Choose this option to change your document's dimensions without changing its file size or resolution. Use this option if you need more space in your document but don't want to resize the elements that are already there.

## Image Rotation

Use this item's options to rotate your image and canvas. You can choose one of the presets like 180° or "90° clockwise" or choose Arbitrary and enter the number of degrees you want to rotate your image.

## Crop

This command saves the area you've selected and deletes everything else, leaving you with an image that's only as big as the area you selected. See Chapter 6 for more on cropping.

## Trim

Like Crop, this command lets you cut an image down to size, but it doesn't delete the areas outside the remaining image (see page 215 in Chapter 6).

## Reveal All

This command shows you all the hidden elements in your image (page 207 in Chapter 6).

## Duplicate

This command makes a copy of your current document and lets you give the duplicated document a new name.

## Apply Image

The Apply Image command lets you combine a layer and channel from one document with a layer and channel from *another* document using the blend mode and opacity of your choice (see page 281 in Chapter 7).

## Calculations

This command works a lot like Apply Image, but instead of combining layers *and* channels, it combines only channels; see page 171 in Chapter 5 for more info.

## Variables

The Variables menu lets you designate areas of your document as placeholders for other images or text that Photoshop adds automatically from a specified data source (see the next item). This command lets you create powerful document templates that you can use to generate several versions of the same basic design (with

different images and/or text) automatically. See this book's Missing CD page at [www.missingmanuals.com](http://www.missingmanuals.com) for more about how this feature works.

### **Apply Data Set**

Once you've created a document template containing variables, you can choose this menu option to tell Photoshop where the variable data lives—the other images and/or text—so it can automatically create the various versions of your document.

### **Trap**

This command lets you set the *spread* of objects in your images, which controls how much colors overlap where they intersect. This setting is important in offset printing; you can learn more about printing your Photoshop images in Chapter 16.

## **Layer**

This menu has controls for working with your document layers. From here you can add and delete layers, create layer masks, and merge layers, among other things. Chapter 3 has the lowdown on layers.

### **New**

This command adds a layer or layer group to your image.

### **Duplicate Layer**

This option does just what its name implies: Makes a copy of the current layer.

### **Delete**

Choose this item when you want to delete a layer. You can also select a layer and press the Delete key (Backspace on a PC). This is new in Photoshop CS4.

### **Layer Properties**

This option lets you rename the current layer and assign it a color. It's a handy way to organize your ever-lengthening Layers panel (see page 69 in Chapter 3).

### **Layer Style**

Go here to set the blending options for the current layer and to apply effects like drop shadows, glows, and gradient overlays. Page 69 in Chapter 3 has more about layer styles.

### **Smart Filter**

This option lets you delete or disable a Smart Filter mask. Chapter 15 has the scoop on using Smart Filters.

## **New Fill Layer**

Go here to create a layer and fill it with a solid color, transparent color, or gradient (see page 69 in Chapter 3).

## **New Adjustment Layer**

This option makes a new Adjustment layer so you can apply nondestructive changes to your images. Adjustment layers are defined on page 69 in Chapter 3, and they're used throughout Part 2 of this book.

## **Layer Content Options**

If you need to change an Adjustment layer's settings, you can choose this command, but it's a lot faster to simply double-click the Adjustment layer in your Layers panel.

## **Layer Mask**

From here you can show, hide, delete, and apply layer masks (page 69 in Chapter 3).

## **Vector Mask**

This option works much like Layer Mask item above, but it lets you work with vector-based objects (page 494 in Chapter 13) instead.

## **Create Clipping Mask**

This command converts a layer mask (page 69 in Chapter 3) into a clipping mask (page 69 in Chapter 3).

## **Smart Objects**

The Smart Objects option includes tools for working with Smart Objects—editing them, duplicating them, and so on. See page 69 in Chapter 3 to learn about Smart Objects.

## **Video Layers**

This item lets you add, remove, and paint video layers (page 69 in Chapter 3). If you have Photoshop CS4 Extended, you can also use this item's options to restore video frames, manage color, edit video and animation layers, and set when video layers appear in a timeline.

## **Type**

This option lets you convert text to a shape, warp text, and much more. Check out Chapter 14 to learn about using text in your images.

## Rasterize

This command converts text, vector-based objects, Smart Objects, shapes, 3D objects and video frames into raster-based objects. Chapter 2 explains the difference between raster and vector objects.

## New Layer Based Slice

This item adds slices for Web layouts to the currently selected layer based on its content; see Chapter 17 for details.

## Group Layers

Use this command to group selected layers together. The layers will appear in their own folder in the Layers panel (see page 69 in Chapter 3).

## Ungroup Layers

This command removes layers from a group and deletes the group (but doesn't delete the layers).

## Hide Layers

Use this command to hide layers or layer groups temporarily so you can see and work with objects in complex images. See page 69 in Chapter 3 for more info.

## Arrange

This item lets you change the order of layers and layer groups in your image.

## Align

This option lets you align objects that are on different layers. Page 69 in Chapter 3 has the scoop.

## Distribute

This item aligns the contents of three or more layers along the object's edges or center points (page 69 in Chapter 3).

## Lock All Layers in Group

This command lets you lock selected layers in a particular group so you don't accidentally edit or change them (page 69 in Chapter 3). If you select layers that aren't grouped, the menu item changes to "Lock Layers".

## Link Layers

Use this command to hook layers together so they move as if they were a single layer. You can still edit linked layers, and you can unlink them, too (see page x).

### **Select Linked Layers**

Choose a linked layer and then use this menu item to select the layers linked to it.

### **Merge Layers**

This command combines selected layers or layer groups into a single layer (page 69 in Chapter 3).

### **Merge Visible**

Use this command to blend all your image's visible layers into a single layer (page 69 in Chapter 3).

### **Flatten Image**

This command merges all your image's layers into the Background layer.

### **Matting**

This option removes the extra pixels surrounding an object's edge after you've selected it and isolated it from another larger image. After you apply matting, the item's edge should look cleaner and more natural. See Chapter 4 for more on making and editing selections.

## **Select**

The items in this menu let you grab layers, pick colors, use Quick Mask mode, and more.

### **All**

This command grabs everything on the current layer.

### **Deselect**

Use this command to get rid of the marching ants around a selection (see Chapter 4).

### **Reselect**

If you didn't mean to deselect a selection, use this command to get the selection back.

### **Inverse**

Choose this item if you select an area and want to flip-flop the selection to select the part that's *not* selected (page 124 in Chapter 4).

## All Layers

This option selects all the layers in your image so you don't have to choose them one at a time.

## Deselect Layers

Choose this option to let go of all of the layers in your document.

## Similar Layers

This item grabs all the layers in your document that are the same type, like Adjustment layers, Type layers, and so on.

## Color Range

Use this feature to grab all of the areas in your image that are similar in color to the current selection (see page 124 in Chapter 4).

## Refine Edge

This command lets you fine-tune the edges of whatever you've selected (page 124 in Chapter 4).

## Modify

This option lets you tweak the edge of your current selection by expanding or shrinking it, feathering it, grabbing just its border, or smoothing it. Page 124 in Chapter 4 has more info.

## Grow

This command finds and grabs pixels that match the colors around the area you've selected. (The pixels have to be adjacent to your selection—see page 124 in Chapter 4.)

## Similar

Like the Grow command, this option finds all the pixels in your image that match the selected area's colors, but it finds similar-colored pixels anywhere in your image.

## Transform Selection

This command lets you resize the currently selected area with the handles of a bounding box (just like Free Transform). You can see it in action on page 124 in Chapter 4.

### **Edit in Quick Mask Mode**

This option temporarily covers your image with a red overlay, or mask, letting you create or fine-tune a selection visually (see page 124 in Chapter 4).

### **Load Selection**

This command lets you activate a selection you previously saved so you can use it again (see page 124 in Chapter 4).

### **Save Selection**

Use this option to save your selection for future use (page 124 in Chapter 4).

## **Filter**

This menu is packed with all kinds of effects you can apply to your images. It groups filters by type: Artistic, Blur, Sharpen, and so on. Chapter 15 covers filters in detail.

### **Last Filter**

This command applies the last filter you used—with the same settings—to the current layer or object.

### **Convert for Smart Filters**

Use this feature to convert a regular layer to a Smart Object so you can use Smart Filters (see page 587 in Chapter 15).

### **Filter Gallery**

Choose this option to see a preview of how your image will look if you apply various filters. It's available for several filter categories, and it's a good way to learn how those filters affect your image (see page 587 in Chapter 15).

### **Liquify**

This filter lets you push, pull, and move pixels in all sorts of ways (page 391 in Chapter 10).

### **Vanishing Point**

This filter helps you maintain your image's perspective while you paint, clone, or add other images to your original image. See page 587 in Chapter 15 for the scoop.

### **Artistic**

This category includes filters that make your images look like a painting or drawing (page 587 in Chapter 15).

## Blur

These filters change the focus in all or part of an image (page 587 in Chapter 15).

## Brush Strokes

The filters in this category make your image look like it was painted, penciled, or spray painted, among other effects; see page 587 in Chapter 15 for details.

## Distort

These filters create geometric patterns based on your image, including ripple, twirl, and zigzag effects (page 587 in Chapter 15).

## Noise

This category includes filters that can help smooth areas of your image that don't blend well, fix dust and scratches in photos, and remove graininess (page 587 in Chapter 15). You can also use these filters to *add* grain to give your image more texture and depth.

## Pixelate

The Pixelate filters convert images or selections into groups of geometric shapes and patterns (page 587 in Chapter 15).

## Render

These filters let you add cloud patterns, fiber patterns, and lens flares, and adjust your image's lighting (page 587 in Chapter 15).

## Sharpen

You can use filters in this category to make blurry or out-of-focus images appear more clear (Chapter 11).

## Sketch

These filters let you add artistic effects to make your images look like they were hand drawn with charcoal, conté crayons, graphic pens, and so on (page 587 in Chapter 15).

## Stylize

The Stylize filters do things like turn your images into collections of blocks or dots, or add a wind-blown look (page 587 in Chapter 15).

## Texture

These filters make your image look like it's on a textured surface like tiles or stained glass (page 587 in Chapter 15).

## Video

These filters let you deinterlace (smooth) images that you've grabbed from videos and restrict images to colors that display properly on televisions (NTSC-safe colors) in the United States.

## Other

This catch-all category includes options that let you build your own custom filters and adjust the size of a layer mask, among other things. Page 587 in Chapter 15 has more info.

## Digimarc

These filters let you add a watermark and copyright information to your images (see page 659 in Chapter 17).

## Browse Filters Online

This option fires up your Web browser and takes you to the Adobe Web site where you can browse and download even more filters.

## Analysis (Photoshop CS4 Extended Only)

This menu appears only in Photoshop CS4 Extended. It includes tools for analyzing data in scientific images, counting objects, setting data points, and recording measurements. Most folks don't need these tools, but they're really handy if you work in scientific research or forensic analysis. One resource for learning more about Photoshop's analysis features is *Photoshop CS3 Extended: Research Method and Workflows* available from *Lynda.com*.

### Set Measurement Scale

Use this option to tell Photoshop what scale to use when it counts. The default is one pixel equals one pixel, but you can change it to account for your image's scale. If, say, one micron in your image fills the space of 50 pixels, you can set Photoshop's scale to match.

### Select Data Points

Use this option to tell Photoshop what kind of info you want it to record when it counts. The program records all the data types you select in the Measurement log.

## **Record Measurements**

Choose this command to see the Measurement Log panel where Photoshop displays all the data it collects from your image.

## **Ruler Tool**

You can use this tool to measure items in your image (page 37 in Chapter 2). Click and drag across an object and its measurements appear in the Options bar and Info panel.

## **Count Tool**

This tool helps you tally up the number of items in your image. You can click objects to count them manually, or Photoshop can do its best to count them for you.

## **Place Scale Marker**

Use this tool to add a symbol to your image so people can tell what scale it's in. Be sure to set your measurement scale, as noted above, if you're using the scale marker.

## **3D (Photoshop CS4 Extended Only)**

This menu is another Photoshop CS4 Extended-only feature (see the box on page 69 in Chapter 3). It includes tools for working with 3D images (like rendering and painting on 3D objects). If you want to learn more about CS4's new 3D capabilities, check out Chad Perkin's *Adobe Photoshop CS3 Extended for 3D and Video* (Adobe Press, 2007).

### **New Layer from 3D File**

This option lets you open a 3D object as a new layer in your current document.

### **New 3D Postcard From Layer**

Use this option to apply 2-D layers to 3D planes that Photoshop calls postcards. Postcards can be used inside other 3D objects.

### **New Shape From Layer**

This feature lets you wrap a 2-D image around a 3D shape. Photoshop CS4 Extended comes with a bunch of built-in shapes, including cones, spheres, donuts.

### **New Mesh From Grayscale**

This option changes black-and-white images into surface maps for 3D objects. Think of a surface map as a skin you can wrap around a 3D object.

## **New Volume From Layers**

Choose this option to make a new 3D volume for 3D models. A volume is a shape that represents part of a 3D object.

## **Render Settings**

Go here to adjust what your 3D object's surfaces will look like, what types of edges it will have, its volume styles, and its stereo image settings.

## **Auto-Hide Layers For Performance**

If Photoshop runs slowly when you work in 3D files, select this item to make the program automatically hide layers you aren't working with, which can help speed things up.

## **Hide Nearest Surface**

This command temporarily hides parts of surface models (the outer skin of a 3D object) that are inside or touching the area you've selected so you can see deeper into 3D shapes.

## **Only Hide Enclosed Polygons**

This option works with the Hide Nearest Surface option to make Photoshop hide only surfaces that are fully enclosed by the selected area on the 3D object.

## **Invert Visible Surfaces**

Choose this option to hide the currently visible surfaces and show the hidden ones.

## **Reveal All Surfaces**

Select this item to see all your 3D model's surfaces.

## **3D Paint Mode**

Use the items listed here to control how paint you've added to your 3D object interacts with light.

## **Select Paintable Areas**

Use this option to figure out which parts of your 3D object you can paint.

## **Create UV Overlays**

This option lets you map points on 2-D texture maps to your 3D models for lighting effects. The points you map on the 2-D object line up with points on the 3D object to make sure that the texture sits properly on the model.

## **New Tiled Painting**

This option lets you convert a 2-D image into a nine-square by nine-square tiled painting that you can apply to 3D objects. It lies atop the object in a repeating grid so that you can't see the painting's edges. (Tiled paintings can free up memory and make your computer run faster when you're working with 3D objects, since Photoshop has to load the grid only once and then apply it many times.)

## **Paint Falloff**

Choose this option to set how much paint gets applied to curved surfaces that bend away from your point of view.

## **Reparameterize**

If you change the shape of a 3D object after you apply a texture to it, your texture may look distorted. This option remaps the texture to remove surface buckles and bends from a model that's been modified.

## **Merge 3D Layers**

Go here to blend two 3D layers so that both objects appear on a single layer. Both objects remain editable, but if one is substantially larger than the other, the smaller one may look like it's embedded inside the bigger one.

## **Export 3D Layer**

Use this option to make a new file that's compatible with programs like Collada, Wavefront/OBJ, and Google Earth or with the .u3d file format.

## **Render for Final Output**

From here you can make a high-quality version of your 3D object that you can use in animations, in print, or on the Web.

## **Rasterize**

This option converts your 3D object to a flat, 2-D image.

## **Browse 3D Content Online**

Choose this item to point your Web browser to the Adobe Web site where you can download third-party add-ons designed to extend Photoshop's 3D capabilities.

## **View**

This menu gives you all sorts of different ways of looking at your images, from zooming in or out to adding guides and rulers (see Chapter 2 for more document-viewing options).

## Proof Setup

Use the items in this submenu to create a *proof* (a sample version of your image that simulates what the finished piece will look like). You can simulate how your image's colors will look on a Mac or a PC monitor or in another color mode—even how a color-blind person would see them. This preview process, called *soft proofing*, is discussed in more detail in Chapter 16.

## Proof Colors

This option turns soft proofing on or off (see page 615 in Chapter 16).

## Gamut Warning

Turn this feature on to make Photoshop highlight areas of your image that fall outside of the safe color range, or gamut, for the color mode you're working in.

## Pixel Aspect Ratio

This item lets you change the shape of your image's pixels for specific projects. See page 37 in Chapter 2 to learn more about pixel shapes.

## Pixel Aspect Ratio Correction

Turn this feature on when you're working with pixels that aren't square so your images don't look stretched when you view them on your computer monitor.

## 32-bit Preview Options

Because the dynamic range in 32-bit HDR images (see the box on page 341 in Chapter 9) is greater than the color range most monitors can display, this option compensates for washed-out highlights and overly dark shadows.

## Zoom In

This command works like a magnifying glass, increasing your image's magnification level (see page 37 in Chapter 2).

## Zoom Out

This command decreases your image's magnification level.

## Fit on Screen

This option resizes the current image and the window it's in to fill your monitor's screen (see page 37 in Chapter 2).

## Actual Pixels

Select this option to see your image at its actual size.

## Print Size

This item changes the size of your image to show how big or small it will be when you print it. See Chapters 6 and 16 for more on resizing images for printing.

## Screen Mode

This submenu lets you choose how you want to view your images. Page 11 in Chapter 1 shows you your options.

## Extras

With this option turned on, you can add alignment helpers like guides and grids to your images. If you use one of these features, Photoshop will automatically turn on Extras for you. Page 37 in Chapter 2 has the details.

## Show

This submenu lists the extra items you can display and use while you're editing your images: guides, layer edges, notes, and more.

## Rulers

This command shows or hides the horizontal and vertical rulers that run along the document window's left and top edges (see page 37 in Chapter 2).

## Snap

Choose this item to turn snapping on or off. (Snapping lets you align objects with guides and other items, as page 37 in Chapter 2 explains.)

## Snap To

Here's where you choose which items objects will snap to: guides, grids, layers, slices, document bounds, or all of those things.

## Lock Guides

This command prevents you from accidentally moving guides you've added to your images. If you've already locked your guides, use this command to unlock them.

## Clear Guides

Choose this option to get rid of all the guides you've added to the current document.

## New Guide

This option lets you add vertical and horizontal guides to your image.

## Lock Slices

Choose this item to keep slices (Chapter 17) where they are.

## Clear Slices

Removes all the slices from the current image.

## Window

Use this menu to change what you see in Photoshop; it lets you arrange your open documents, view or hide panels, and so on.

## Arrange

This submenu has commands for organizing your open document windows. From here, you can do things like open and close panels, set the same magnification level across all your documents, minimize windows, and bring all your documents in front of other windows.

## Workspace

The items in this submenu rearrange Photoshop's panels, menus, and tools to make it easier to perform certain tasks like painting or working with text. Page 11 in Chapter 1 explains workspaces and why you may want to use them.

## Extensions

Look here for a list of the Photoshop extensions installed on your machine, like the new color-scheme generator, Kuler (page 449 in Chapter 12).

## 3D

Choose this item to make Photoshop display the 3D panel.

**NOTE** The 3D panel is included only with Photoshop CS4 Extended, so you won't see this menu item if you have the standard version of the program.

## Actions

Choose this option to open the Actions panel, where you can see a list of the actions that came with Photoshop, along with those you've created yourself. You can also use this panel to manage your actions, as explained in Chapter 18.

## Adjustments

New in Photoshop CS4, this panel lets you add Adjustment layers that you can use to tweak your image's color and lighting nondestructively. This panel is shown on page 300 in Chapter 8, and it's used throughout Part 2 of this book.

## Animation

When you select this item, Photoshop displays the animation timeline and editing panel. Check out page 659 in Chapter 17 for more on working with animations.

## Brushes

This panel lets you select and edit Photoshop's built-in brushes, as well as brushes you've created yourself. Chapter 12 teaches you more than you ever wanted to know about the Brushes panel.

## Channels

This panel shows the different color channels contained in your document. Check out Chapter 5 for the skinny on channels.

## Character

The Character panel is where you can find all sorts of settings for working with text. See Chapter 14 to learn all about it.

## Clone Source

This panel groups together settings for using the Clone tools (see page 254 in Chapter 7).

## Color

Use this panel to view and change your foreground and background colors (page 11 in Chapter 1).

## Histogram

This panel includes a graph (called a histogram) that shows you information about the pixels in your image. Turn to page 341 in Chapter 9 to learn how to read histograms.

## History

The History panel displays a timeline of the edits you've made to the current document. This panel also shows what the image looked like last time you saved it and lets you restore your image to any previous state. See page 11 in Chapter 1 for details.

## Info

This panel includes info about where your cursor is, the color of the pixels it's hovering over, and the size of your current selection (if you have one). Page 11 in Chapter 1 has more about this panel.

## Layer Comps

Use this panel to view and organize groups of layers you can use to show different versions of your image in a single document (see page 69 in Chapter 3).

## Layers

You can add, delete, and organize your document's layers from this panel. Chapter 3 is all about layers.

## Masks

You can use this panel to add or edit a layer mask. It's new in Photoshop CS4 and it's discussed on page 69 in Chapter 3.

## Measurement Log

This is where you can see data collected by the Count tool. This panel is available only in Photoshop CS4 Extended, so you won't see it if you have the standard version of the program.

## Navigator

This panel lets you change how much you're zoomed in on your image and which part of the image you're viewing (see page 37 in Chapter 2).

## Notes

You can view, edit, and delete notes from this panel (see "Move and Selection Tools" in Appendix E).

## Paragraph

This panel lets you control the paragraph-wide settings for text in your documents (see page 530 in Chapter 14).

## Paths

You can keep track of all the paths in your image using this panel. You can also use it to change the stacking order of the paths as well as add and delete them. See Chapter 13 for more on paths.

## Styles

You can use this panel to apply Photoshop's built-in styles to your images (page 69 in Chapter 3), as well as to create and save your own custom styles.

## Swatches

Here's where you can view and pick colors from libraries of color chips. Photoshop includes a long list of popular libraries including several Pantone, Toyo, and Trumatch color groups.

## Tool Presets

If you regularly use the same settings with a particular tool, use this panel to save them as a preset so you can use them again later. You can learn more about presets in Chapter 1.

## Application Frame

Mac users can choose this item to turn Photoshop CS4's new Application Frame (page 11 in Chapter 1) on or off.

## Application Bar

Mac users can show or hide Photoshop's Application bar (page 11 in Chapter 1) by selecting this item.

**NOTE** The Application Frame and Application bar menu items don't appear in the Windows version of Photoshop.

## Options

This menu item shows or hides the Options bar (page 11 in Chapter 1).

## Tools

Choose this option to show or hide the Tools panel (page 11 in Chapter 1). You'll work with this panel all the time, so you'll probably want to leave it visible.

## Open Documents

The bottom portion of the Window menu doesn't actually have a label, but it's where Photoshop lists all the documents you have open (they're listed alphabetically).

## Help

If you don't know how to do something in Photoshop, you may find the answer in this menu. It includes a link to Adobe's online help system, several tutorials, and options for activating and deactivating your copy of Photoshop (see "Using the Uninstaller" in Appendix A). You need an active Internet connection to use almost every item in this menu.

**NOTE** In the Windows version of Photoshop CS4, this menu also includes the About Photoshop and About Plug-In items described in the box on page 711 in Chapter 19.

## Photoshop Help

Here's where you can access Photoshop's online help system (see page 729 in Appendix B), but you need an active Internet connection.

## Patent and Legal Notices

Yes, Adobe dedicated a menu item to Photoshop's laundry list of patents and other legal info. It's fun reading if you're into that kind of thing.

## System Info

When you select this item, Photoshop generates a report that lists facts like which OpenGL components your video card supports (page 37 in Chapter 2), which version of Photoshop you're using, and which plug-ins you've installed.

## Registration

Use this item to register your copy of Photoshop CS4 with Adobe (see "Checking for Updates" in Appendix A).

## Activate/Deactivate

The name of this item depends on whether you've activated your copy of Photoshop. If you haven't, it's called Activate; if you have, it's Deactivate. "Checking for Updates" in Appendix A has info about activating and deactivating Photoshop.

## Updates

Choose this option to make Photoshop check for updates (see "Checking for Updates" in Appendix A).

## GPU

This item, whose name stands for "Graphic Processor Unit," takes you to an Adobe Web page with info about Photoshop, graphics cards, and OpenGL (page 37 in Chapter 2).

## Photoshop Online

Select this item to open your Web browser and head to Adobe's main Photoshop Web page. From here, you can visit the online Photoshop forums, hunt for add-ons like extra filters and actions, and check out other Adobe products.

## How to Create Web Images

Choose one of the options listed here to see info about making rollovers, optimizing images, and saving pictures to email.

## How to Customize and Automate

This is where you can learn about automating tasks, making tool presets, and managing windows and panels.

## How to Fix and Enhance Photos

These items show you how to improve your photos by cropping, making frames, fixing red eye, and so on.

**How to Paint and Draw**

This submenu includes tips on working with brushes, the Pen tool, and custom shapes.

**How to Prepare Art for Other Applications**

This item includes information about prepping a file for programs like Adobe Acrobat and Adobe Illustrator.

**How to Print Photos**

Here's where Adobe offers up its suggestions on printing images.

**How to Work with 3D Images**

This submenu gives you a taste of the cool stuff you can do with 3D objects in Photoshop CS4 Extended.

**How to Work with Color**

Select this item to see Adobe's how-tos on converting images to black and white and replacing colors in your images.

**How to Work with Layers and Selections**

This submenu includes tips on aligning objects, working with Quick Masks, and cutting objects from photos.

**How to Work with Type**

These type-related options have information about adding drop shadows to text, changing fonts across layers, and filling type with images.

