

## Photoshop 7.0 Main Drop Down Menus

We've been through the setting up of preferences, colour balance, printing, toolbox and layers in previous workshops, so now it's time to work through the drop down menus, to make sure we understand what they're about.

This workshop is based on Photoshop 7.0 so some latitude will be necessary for those who are using Elements, or newer versions of Photoshop. Please shout if you need any clarification.

Many of the subjects we've covered in earlier workshops, so we'll skip through these. There are subjects which I have no intention of covering (the web based parts etc.) so they'll be described and left at that. These parts are for information only and are typed in 'plum'

First of all we'll look at the **'File'** menu.

The first section is for opening files:

**'New'** – speaks for itself – It's a new file. By clicking on this, a menu appears where you can name the file, select the size from the presets (A4 is useful, but you can choose whatever you like).

The resolution has 300 pixels per inch as the default and that's fine for most images, but can be changed if you wish.

The colour mode can be changed, but I'd recommend staying in RGB (you can always change it later). For the contents it's usual to stay with 'white' which gives the usual background colour.

Click OK and you're off.

**'Open'** again speaks for itself – A dialogue box opens at the last folder in the computer that was accessed from Photoshop, whether it was to open a file or save one to it. You can navigate to different folders using the dropdown menu controls at the top of the box. Simply double click the file you want to open.

**'Browse'** opens a file browser, which can also be used to find the file you want. Simply double click the file you want to open, or drag it into the working area.

**'Open As'** allows you to open a file in the format you wish to use – Not one I use – it's easy enough to save the opened document into the format you want to use, so why complicate matters?

**'Open Recent'** makes it easy to go back to a series of images you've been working on, without having to go through the file options. The number of recent files to be displayed in the dropdown list can be changed by choosing Edit > Preferences > File Handling and entering the desired number in the 'Recent File List Contains' text box.

The next section is for closing or saving a file

**‘Close’** speaks for itself – it closes the open image. If any changes have been made to it you’ll be asked if you want to save changes – it’s up to you. Clicking the cross in the top left of the image pane does the same thing.

**‘Save’** commits any changes you’ve made to the file in its opened location – there’s no going back after the file has been closed.

**‘Save As’** commits any changes you’ve made to the file into a new file which you’re prompted to name. The location of this new file stays in the folder it was originally opened from, unless you specify a new one. Changes are not made to the original file, so you can always go back to it again. Obviously this increases the number of files and therefore the memory being taken up with it.

**‘Save For Web’** is useful if you’re not sure which format to use when saving the file for the web. It provides 2 or 4 different views to choose from and the optimised one which can be saved for the web. You can use jpg / jpeg (joint photographic group) or gif (graphics interchange format) files for the web, which are quicker to open. If you want to go further into this option we could look at it later, but it’s not one I want to spend much time on just now.

**‘Revert’** returns the image to its original settings. It is included as a command in the history palette, so if required you can go back through the history to recover changes that were made prior to the revert command. Going back through the history palette instead of using revert will start rewriting history from that point.

**‘Place’** is used to place an object into a new layer of the image you’re working on. It’s fussy about the type of document which can be inserted – PDF files (stipulate which page), Adobe Illustrator and EPS (Encapsulated Post Script) files. It’s a bit limited in its use, but can be used to effect when making montages etc.

**‘Import’** pulls in images to use in Photoshop. The options are:

- PDF Image
- Annotations – they are imported from a PDF file which contains the annotations – they appear in the position they were saved in the source document. Is this useful, or what??
- Scanner – this is the one used most of all and opens the TWAIN programme for your scanner. Make sure you have the required settings for colour / resolution etc.
- WIA Support (Windows Image Acquisition)

**‘Export’** is used to send images or paths as follows:

- Paths to Illustrator – this allows Photoshop paths to be exported as Adobe Illustrator files. It makes it easier to work on files which are being used on both Photoshop and Illustrator. Selections in Photoshop must be converted to paths before exporting. We won’t be pursuing this any further.
- Zoom view – is used for sending high resolution images over the web. It needs Viewpoint Media Player and is quite complicated to use. Again, we won’t be pursuing this any further.

**‘Workgroup’** has several options which can be used to share a document with other users. It requires a specific type of server which allows several users to work on the document. We won’t be looking at this any further.

**‘Automate’** can be used to simplify some more complex operations. Photoshop supplies the following options, but you may find others in there that have been supplied by third-party companies:

- Conditional Mode Change – changes the colour mode of the image to one of your choice – particularly good for Duotone, where the colours can be specified to your wishes. These can also be recorded as an action, so consistency can be gained.
- Contact Sheet – used to produce a contact sheet of images from a specified location on your computer, showing thumbnail images on a single sheet. Very useful if you’re going to make an AV, or for sorting out an album etc.
- Fit Image – makes the current image fit the size you specify – note that the image is re-sampled, so the data will be changed.
- Multipage PDF to PSD – converts each page of a pdf document into a separate Photoshop file.
- Picture Package – places several copies of an image onto a single sheet, similar to the photo packages from traditional portrait studios. Various page sizes and layouts are available. Make sure you choose the correct resolution.
- **Web Photo Gallery generates a website from a set of images, complete with thumbnails. A nice toy.**

**‘File Info’** can be used to add information to / view information of an image:

- General – Lets you enter title, author, caption, copyright information, and the owner's URL. To display a copyright symbol in the title bar of the image window, choose Copyrighted Work in the Copyright Status menu.
- Keywords – Provides a way for some image browsers to categorize and search for an image. To add an entry to the keywords list, type in the text box, and click Add. To replace a keyword, select the word in the list, type its replacement, and click Replace. To delete a keyword, select the word, and click Delete.
- Categories – Lets you enter a three-letter Associated Press code. (Where available, the Associated Press regional registry maintains a list of categories.)
- Origin – Provides information on the history of the image.
- EXIF – Displays information imported from a digital camera, such as the date and time the picture was taken, resolution, ISO speed rating, f/stop, compression, and exposure time.

**‘Page Setup’** defines the paper size and orientation to be used – from the default printer sizes.

**‘Print With Preview’** does just that. It displays Photoshop's printing, output, and colour management options.

If you want to use a printer other than the default one, click on print to select the desired machine. Change the new printer’s preferences then click cancel to return to

the print preview screen – alterations to this machine’s settings may change the preview (if you’re changing from A4 to A3 etc.

The position and size of the image to be printed is self explanatory.

If you’re happy with the settings, click ‘print’ again, otherwise make further alterations as follows:

Not all printers allow all of the following options – Options not supported are dimmed. The **output** options are:

- Background – Lets you select a background colour to be printed on the page outside the image area.
- Border – Lets you print a black border around an image. Type in a number and choose a unit value to specify the width of the border.
- Bleed – Lets you print crop marks inside rather than outside the image. Use this option when you want to trim the image within the graphic. Type a number and choose a unit value to specify the width of the bleed.
- Screen – Lets you set the screen frequency and dot shape for each screen used in the printing process. (leave it on printer defaults unless you really know what you’re doing)
- Transfer - Lets you adjust the transfer functions, traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. This option is recognized only when you print directly from Photoshop. Again, leave the default settings unless you know what you’re doing.
- Interpolation – Reduces the jagged appearance of a low-resolution image by automatically resampling up while printing. However, resampling may reduce the sharpness of the image quality.
- Calibration Bars – Prints an 11-step grayscale, a transition in density from 0 to 100% in 10% increments. Note: Calibration bars, registration marks, crop marks, and labels will print only if the paper size is larger than the printed image dimensions.
- Registration Marks – Prints registration marks on the image (including bull's-eyes and star targets).
- Corner Crop Marks – Prints crop marks where the page is to be trimmed. You can print crop marks at the corners.
- Center Crop Marks – Prints crop marks where the page is to be trimmed. You can print crop marks at the centre of each edge.
- Caption – Prints any caption text entered in the File Info dialog box. Caption text always prints as 9-point Helvetica plain type.
- Labels – Prints the filename above the image.
- Emulsion Down – Makes type readable when the emulsion is down--that is, when the photosensitive layer on a piece of film or photographic paper is facing away from you. Normally, images printed on paper are printed with emulsion up, with type readable when the photosensitive layer faces you. Images printed on film are often printed with emulsion down.
- Negative a Prints an inverted version of the entire output including all masks and any background colour. Unlike the Invert command in the Image menu,

the Negative option converts the output, not the on-screen image, to a negative. If you print separations directly to film, you probably want a negative, although in many countries film positives are common.

**Colour management** allows changes to be made to the source and printer colour space.

**‘Print’** takes you straight to the print dialogue screen – as detailed in ‘Print with Preview’ above.

**‘Print one copy’** does just that, using the default printer at its default settings.

‘Jump to’ is inserted automatically, if Image Ready is installed on your computer. The file being worked on is transferred to Image Ready (and back to Photoshop if required) via a temp file for transferring changes.

That covers the ‘File’ dropdown menu for Photoshop 7.0. Your version may have more or less options, but this is a starting point. Next workshop we’ll look at the ‘Edit’ menu.