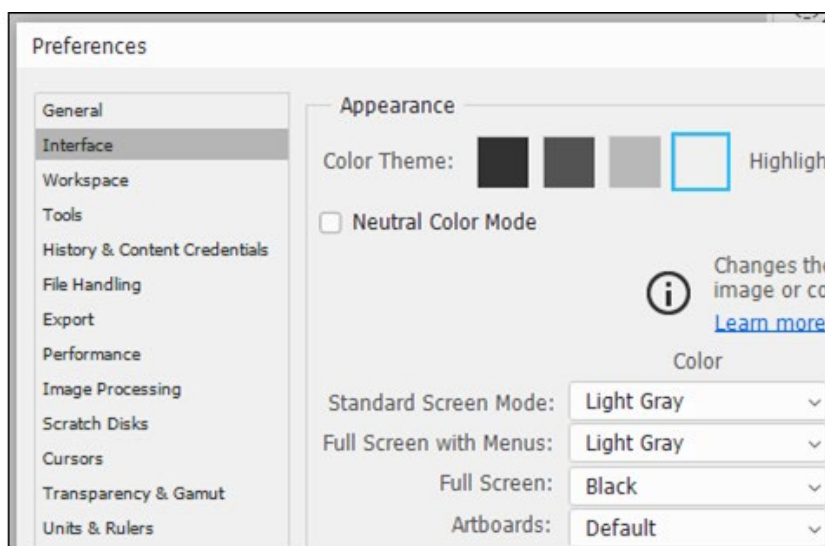


Activity 02 - Customizing the Photoshop Workspace

Scenario

You need to know how to use Photoshop to enhance your images. It is best to set up the workspace ahead of time so that you won't be wasting time opening and closing windows.

1. Change the color of the interface.
 - a. Go to **Edit** → **Preferences** → **Interface** to display the **Preferences** dialog box.
 - b. You may have to scroll down a bit to see the **Preferences** option.
 - c. In the **Preferences** dialog box, under **Appearance**, for both the **Standard Screen Mode** and **Full Screen with Menus** color lists, select **Light Gray** to change the background color, and then select **OK**.




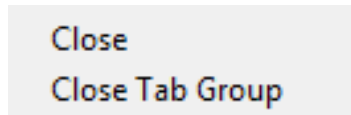
- d. Go back to **Bridge**, double-click the **girl with umbrella** image, and verify that the workspace background behind the image is **Light Gray**.
- e. Select **File** → **New** and, in the **New Document** dialog box, leave the default name and settings and select **Create**. You are creating a new image. Observe that even with a blank image, the interface background remains **Light Gray**.
- f. If necessary, in the **New Document** dialog box, select **Close**.
- g. Change the interface preference back to **Medium Gray**.

2. Display a new workspace preset.
 - a. On the far right of the **Options** bar, select the **Workspace Switcher** menu.
 - b. Select **Photography** and observe that the tools are now photograph-oriented.
 - c. Select the **Workspace Switcher** menu and select **Essentials** to return to that workspace. Observe that all the tools have changed back.
3. Rearrange, remove, and add panels from the **Essentials** workspace.
 - a. Observe that there are two stacked panel groups, on the right, under the **Workspace Switcher**. Ensure that the stacked panel group (with **Color**, **Swatches**, **Gradients**, and **Patterns** in one panel group, and **Properties**, **Adjustments**, and **Libraries** in the second panel group) is expanded, and the stacked panel group to the left is collapsed.

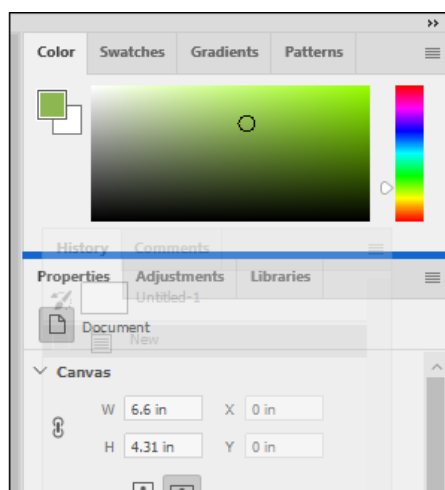


- If the stacked panel group on the left (with the **History** panel) is not collapsed by default, select the **Collapse** icon to collapse it.

- b. Above the collapsed panel, select the **Expand** icon to expand the stacked panel group. Observe that **History/Comments** group is now displayed.
- c. Select **Window → Styles**.
 - It opens below the **History/Comments** group.
- d. Drag the **Styles** panel to the right of the **Adjustments** tab to add the **Styles** tab next to the **Adjustments** tab.
- e. To the right of the **Color/Swatches/Gradients/Patterns** panel group, select the panel group menu icon  and, from the list, select **Close Tab Group**. Observe that the **Color/Swatches/Gradients/Patterns** panel group has closed.

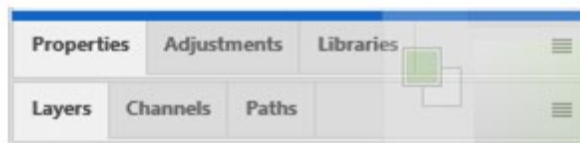


- f. Close the tab group that contains **Layers**.
- g. Select the **Workspace Switcher** panel drop-down menu again and then select **Reset Essentials**. Observe that the closed panel groups reappear and the stacked panel group with the **History** panel is collapsed.
- h. Expand the collapsed stacked panel group, then drag the **History** panel group to the right and down to place it between the **Color/Swatches/Gradients/Patterns** panel group and the **Properties/Adjustments/Libraries** panel group. As you drag, when you see a blue horizontal line appear between the **Color/Swatches** panel group and the **Learn/Libraries/Adjustments** panel group, release the mouse button.



- As you drag, observe that the panel you are dragging becomes really transparent. You may have to try this procedure a few times before you are successful.

- i. From the Photoshop **Application** bar, select **Window** → **Navigator** to display the **Navigator** and **Histogram** panel group where the **History** panel group used to be.
- j. On the panel group title bar, grab a blank part of the title bar to select the entire panel group.
- k. Drag the group to the right and place it above the **History** panel group. Make sure that both **Navigator** and **Histogram** have been moved as a group.
- l. In the **Color/Swatches/Gradients/Patterns** panel group, verify that the **Swatches** panel is active. If it is not, select it. Select the panel menu icon to reveal the **Swatches** menu.
- m. From the **Swatches** menu, select **Close**. Observe that this closes the **Swatches** panel but not the **Color**, **Gradients** or **Patterns** panels.
- n. Drag the **Color** panel group down and place it over the **Properties/Adjustments/Libraries** panel group. When the **Properties/Adjustments/Libraries** panel group is outlined in blue, release the mouse button to place the **Color** panel group next to the **Learn/Libraries/Adjustments** panel group.



4. Create a new workspace.
 - a. Select the **Workspace Switcher** drop-down menu and select **New Workspace**.
 - b. In the **Name** text box, type **My Workspace** and select **Save**.
 - c. Verify that the **Workspace Switcher** now has **My Workspace** as the current workspace.
5. Close all open files, but leave Photoshop open.