Adobe has always been known for consistent, easy-to-use interfaces across products, platforms, and versions. Photoshop CS2 and ImageReady CS2 are no exception. This chapter guides you through the basic components of the Photoshop CS2 and ImageReady CS2 interface and teaches you how to customize your workspace to suit your preferences and workflow.

This chapter begins with an overview of the main interface components: the Welcome Screen, the Toolbox, the Options bar, and the palettes. You’ll also learn how to customize the interface by docking and undocking palettes, saving custom workspaces, creating custom keyboard shortcuts, and customizing menu options.

You might be anxious to start in on some of the step-by-step exercises in later chapters, but you should review this chapter first to understand the key elements of the Photoshop CS2 and ImageReady CS2 interfaces.
The Welcome Screen

When you open Photoshop CS2 or ImageReady CS2 for the first time, you’ll see the Welcome Screen, which is designed to give you quick access to tutorials, tips and tricks, color management, and new feature information.

To view information from the Welcome Screen, click a text link (items in blue) and follow the instructions onscreen. **Note:** Some of the content is online, and you will need to have an active Internet connection to view the information.

If you close the Welcome Screen, you can reopen it by choosing **Help > Welcome Screen.**

If you do not want the Welcome Screen to appear each time you launch Photoshop CS2 or ImageReady CS2, uncheck the **Show this dialog at startup** option located in the lower-left corner of the Welcome Screen.
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**Interface Overview**

Photoshop CS2 and ImageReady CS2 are separate applications that ship together. Fortunately, from an interface perspective, you’re in for an easy learning curve because Photoshop CS2 and ImageReady CS2 share similar Toolboxes, palettes, and menu items, which are organized in the same logical way.

![Photoshop CS2 Interface Diagram]

*Photoshop CS2 interface*
ImageReady CS2 interface

When you first open Photoshop CS2 or ImageReady CS2, the Toolbox, Options bar, and key palettes are turned on by default. Even though different palettes are turned on in Photoshop CS2 and ImageReady CS2, you can see from first glance these programs share similar interfaces. If you know Photoshop CS2 already, you’ll have a huge advantage when learning ImageReady CS2.

Tip: Pressing the Tab key in Photoshop CS2 or ImageReady CS2 toggles the palettes on and off.
The Toolbox

The Toolboxes in Photoshop CS2 and ImageReady CS2 are vertical and are docked to the upper-left corner of the screen by default. In both programs, you can undock and move the Toolbox to any location onscreen. Many of the tools have an associated keyboard shortcut, which is listed in parentheses in the tooltip. You can access the tooltips by hovering your mouse over a tool, without clicking.

Toolbox Fly-Out Menus

When you see a small arrow on the lower-right corner of a tool in the Photoshop CS2 and ImageReady CS2 Toolboxes, it indicates hidden tools in fly-out menus. To show the hidden tools, click the arrow, and the additional tool choices will appear to the left or right side of the Toolbox.
Here is an example of a fly-out menu in Photoshop CS2. The small arrow on the lower-right corner of the tool indicates hidden tools reside in the associated fly-out menu. To access the fly-out menu, click the tool and hold down the mouse button until the fly-out menu appears. Keep holding down the mouse button, and move the cursor over the fly-out menu to make the tool selection. The letter on the right side of the fly-out menu is the keyboard shortcut for the tool.

The Options Bar

The Options bar contains settings for each tool in the Toolbox. The Options bar is context-sensitive, and it changes depending on which tool is selected in the Toolbox. By default, the Options bar is docked to the top of the screen, below the application menu. The Options bar works the same way in Photoshop CS2 and ImageReady CS2.

Here are two examples showing the Options bar. In the first example, the Move tool is selected in Photoshop CS2. In the second example, the Slice tool is selected in Photoshop CS2. Notice the contents of the Options bar are different for each tool.
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The Palettes

Photoshop CS2 and ImageReady CS2 let you manage the interface through a series of palettes. Each palette is identified by a tab in the upper-left corner. By default, the palettes are docked together in groups. To make a palette appear at the front of the group, click the palette’s tab. To help you customize your workspace so only the palettes you need are visible, Photoshop CS2 and ImageReady CS2 let you display each palette individually or as part of a group in any combination. You’ll learn how to customize palettes into groups later in this chapter.

Some of the palettes in ImageReady CS2 (not Photoshop CS2), such as the one shown in the illustration above, contain fixed drop-down panels so you can hide and show areas of the palette. This helps reduce the amount of space the palettes take up onscreen. You can expand or contract these panels by clicking the small arrow to the left of the palette name. To expand or contract all of the drop-down panels at once, hold down the **Cmd** (Mac) or **Ctrl** (Windows) key and click any of the arrows in the palette group.
Jumping Between Photoshop CS2 and ImageReady CS2

When you’re designing Web graphics, you’ll often need to go between Photoshop CS2 and ImageReady CS2 quickly. The Edit In button, located at the bottom of the Photoshop CS2 and ImageReady CS2 Toolbox, lets you switch quickly between the two programs.

When you have an open image and click the Edit In button, the same image reopens in the other program.

MOVIE | interface_tour.mov

To learn more about the Interface in Photoshop CS2 or ImageReady CS2, check out interface_tour.mov from the movies folder on the PCS2Web HOT CD-ROM.
Customizing Palette Locations

Photoshop CS2 and ImageReady CS2 let you reorganize your workspace by docking and undocking palettes individually, vertically, and in custom palette groups. You’ll find this technique helpful if you’re working with a unique combination of palettes and don’t want to crowd your workspace with palettes you don’t use.

1. In Photoshop CS2 or ImageReady CS2, make sure the Info palette is visible. If it’s not, choose Window > Info. Click and drag the Info palette tab to the center of your screen so it is floating on its own. Notice as you move the palette, a dotted line appears around the edges.

2. Make sure the Swatches palette is visible. If it’s not, choose Window > Swatches. Click and drag the Swatches palette tab to the bottom of the Info palette until you see a black line appear at the bottom of the Info palette.

The Info palette and the Swatches palette should now be docked together vertically. You will find it helpful to dock palettes vertically if you are using just a few palettes at a time or if you want to see all the contents of the palettes you have open. Next, you’ll learn how to group palettes into palette groups.
3. Make sure the **Layers** palette and **Layer Comps** palette are visible. If not, choose **Window > Layers** and **Window > Layer Comps**.

*Note:* In Photoshop CS2, the **Layer Comps** palette is docked inside the palette well by default. In ImageReady CS2, the **Layer Comps** palette is docked beside the **Optimize** palette by default.

4. Click and drag the **Layers** palette tab to the center of your screen so it is floating on its own.

![Layers Palette](image)

5. Click and drag the **Layer Comps** palette tab onto the **Layers** palette until you see a black line around the perimeter of the **Layers** palette.

*The **Layers** palette and **Layer Comps** palette should now be docked together in a palette group. You will find it useful to create palette groups when you're using just a few features, and you don't want to clutter your workspace with lots of individual palettes.*

6. Leave the palettes as they are so you're ready for the next exercise.
2. Saving Custom Palette Locations

After you customize the location of your palettes, you may want to save the custom palette configuration so you can use it again. Photoshop CS2 lets you save all of your open palettes, including those in the palette well, exactly where you’ve left them.

1. If you followed the last exercise, you should have the Info palette and Swatches palette docked vertically and the Layers palette and Layer Comps palette docked together in a palette group. If not, go back and complete Exercise 1.

2. Move the Info palette and Swatches palette and the Layers palette and Layer Comps palette so they appear as shown in the illustration above. Close any other open palettes by clicking the close button in the upper-left corner of the palette (Mac) or the upper-right corner of the palette (Windows).
3. Choose **Window > Workspace > Save Workspace**.

4. In the **Save Workspace** dialog box, type **Custom Workspace** in the **Name** field. Turn on the **Palette Locations** check box, but leave the **Keyboard Shortcuts** and **Menus** check boxes turned off. (You’ll learn about customizing keyboard shortcuts and menus later in this chapter.) Click **Save**.

5. Change things around as much as you like—open other palettes, reposition palettes, dock palettes into different palette groups, and so on.

6. Choose **Window > Workspace > Custom Workspace**. Your workspace will immediately return to the saved configuration. Very cool!

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**TIP | Returning Palettes to Default Settings**

After you have reorganized your palettes, you will often want to return them to the way they were organized when you first opened Photoshop CS2 or ImageReady CS2.

In Photoshop CS2, choose **Window > Workspace > Default Workspace**.

In ImageReady CS2, choose **Window > Workspace > Default Palette Locations**.
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Keyboard Shortcuts

Photoshop CS2 and ImageReady CS2 have keyboard shortcuts assigned to many common commands. The following two charts provide keyboard shortcuts to commonly used tools when designing Web graphics in Photoshop CS2 and ImageReady CS2.

### Photoshop CS2 Shortcut Keys

<table>
<thead>
<tr>
<th>Command</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyedropper tool</td>
<td>I</td>
</tr>
<tr>
<td>Hand tool</td>
<td>H</td>
</tr>
<tr>
<td>Move tool</td>
<td>V</td>
</tr>
<tr>
<td>Slice tool and Slice Select tool</td>
<td>K</td>
</tr>
<tr>
<td>Switch Background and Foreground Colors</td>
<td>X</td>
</tr>
<tr>
<td>Type tool</td>
<td>T</td>
</tr>
<tr>
<td>Zoom tool</td>
<td>Z</td>
</tr>
</tbody>
</table>

### ImageReady CS2 Shortcut Keys

<table>
<thead>
<tr>
<th>Tool/Command</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slice tool</td>
<td>K</td>
</tr>
<tr>
<td>Slice Select tool</td>
<td>O</td>
</tr>
<tr>
<td>Toggle Slice Visibility</td>
<td>Q</td>
</tr>
<tr>
<td>Rectangle, Circle, and Polygon Image Map tools</td>
<td>P</td>
</tr>
<tr>
<td>Image Map Selection tool</td>
<td>J</td>
</tr>
<tr>
<td>Toggle Image Map Visibility</td>
<td>A</td>
</tr>
<tr>
<td>Preview Optimized Image</td>
<td>Y</td>
</tr>
<tr>
<td>Preview in Browser</td>
<td>Cmd+Option+P (Mac), Ctrl+Alt+P (Windows)</td>
</tr>
</tbody>
</table>
3. **Customizing Keyboard Shortcuts**

Photoshop CS2 lets you modify the default keyboard shortcuts or create your own custom sets of keyboard shortcuts. You can create custom keyboard shortcuts for menu items, tools, and palette commands. You can also save and print a complete list of the keyboard shortcuts you created.

1. Choose **Edit > Keyboard Shortcuts**.

   ![Keyboard Shortcuts dialog box]

   Notice the current keyboard shortcut set is **Photoshop Defaults**. To avoid overwriting the default set, you’ll create your own new set based on the current keyboard shortcuts before making any changes.

2. Click the **Create New Set** button. In the **Save** dialog box, name your keyboard shortcut set **web_workflow.kys** and keep the default save location. Click **Save**.

   ![Save keyboard shortcuts dialog box]

   Notice the current set is now **web_workflow**. Now you can begin to make changes without overwriting the default keyboard shortcuts.
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3. In the Shortcuts For pop-up menu, choose Application Menus. In the Application Menu Command list, click the arrow next to File to expand the contents of the File menu. Scroll down until you see Save for Web.

One of the commands you’re going to use frequently is File > Save for Web. By default, this command is assigned to Option+Shift+Cmd+S (Mac) or Alt+Shift+Ctrl+S (Windows), which are complicated shortcuts to use and difficult to remember. You’re going to change them to something simpler.

4. In the Application Menu Command list, click Save for Web to select it. Now you can edit the keyboard shortcut for this command.

5. Press the F5 key. You’ll see a warning message at the bottom of the Keyboard Shortcuts and Menus dialog box indicating the F5 key is currently used for Window > Brushes, which hides and displays the Brushes palette.
Because most of the available keyboard shortcuts are already being used by other commands in Photoshop CS2, you’ll have to make some compromises about which keyboard shortcuts to keep and which keyboard shortcuts you can live without. In this case, F5 launches the Brushes palette. Since you won’t be using the Brushes palette very often, you can reassign the F5 keyboard shortcut to the Save for Web command. Keep in mind this change will only affect the keyboard shortcuts in the web_workflow set. You can always return to the default keyboard shortcuts if you want to undo your changes.

6. Click Accept to assign F5 to the File > Save for Web command.

7. Click the Save button beside the Set pop-up menu to save the changes to the web_workflow keyboard shortcut set and click OK to close the Keyboard Shortcuts and Menus dialog box.

8. To test the new Save for Web keyboard shortcut, open javaco_tea.psd from the chap_02 folder you copied to your Desktop. Press F5.

The Save for Web dialog box opens using the customized keyboard shortcut you created.
9. Click **Cancel** to close the **Save for Web** dialog box. You’ll learn how to use the **Save for Web** feature in Chapter 7, “Optimizing Images.”

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**TIP | Saving and Printing Keyboard Shortcut Sets**

After you customize the keyboard shortcuts for menus, palette menus, and tools, you may want to save and print a comprehensive list of keyboard shortcuts for easy reference. Photoshop CS2 summarizes the data from keyboard shortcut sets into an HTML file you can save and print.

To save and print a keyboard shortcut set, choose **Edit > Keyboard Shortcuts**. In the **Keyboard Shortcuts and Menus** dialog box, choose the keyboard shortcut set you want to save or print from the **Set** pop-up menu. Click **Summarize**. Type the filename, and specify the location where you want to save the file. Click **Save**.

Photoshop CS2 will automatically launch your default Web browser and display a complete list of keyboard shortcuts. You can print this keyboard shortcut list by choosing **File > Print** in your Web browser.
Customizing Menus

Photoshop CS2 takes customizing the interface one step further by letting you customize the contents of the application menus and palette menus. Not only can you hide commands you don’t use, you can also add color to a menu command to make it more visible and easier to access.

1. Before you get started, take a look at the contents of the Filter menu and the View menu. In this exercise, you’ll customize the contents of these menus. When you’re finished, choose Edit > Menus to open the Keyboard Shortcuts and Menus dialog box.

Like the keyboard shortcuts, the current menu set is set to Photoshop Defaults. To avoid overwriting the default set, you’ll create your own new set based on the current menus before making any changes.

2. Click the Create New Set button. In the Save dialog box, name your menu set web_workflow.mnu, and keep the default save location. Click Save.

Notice the current set is now web_workflow. Now you can begin to make changes without overwriting the default menus.

3. In the Menu For pop-up menu, choose Application Menus. Scroll down until you can see the Filter menu. Click the arrow next to the Filter menu so you can see the contents of the Filter menu. Click the Eye icon to turn off the visibility of the Artistic menu item.

Notice the visibility of the indented commands below Artistic turn off also. Because these items are fly-out menus, when you turn off the visibility of the main menu item, you also turn off the visibility of the options in the fly-out.
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4. Scroll down until you can see **Brush Strokes**. Turn off the visibility of the following filters inside the **Brush Strokes** fly-out menu: **Accented Edges**, **Crosshatch**, **Ink Outlines**, and **Splatter**.

5. Scroll down until you can see the **View** menu. Click the arrow next to the **View** menu so you can see the contents of the **View** menu. Scroll down until you can see **Smart Guides** and **Slices** in the **Show >** fly-out menu.

6. Click the word **None** in the **Color** column of the **Smart Guides** row. Choose **Orange** from the **Color** pop-up menu. Click the word **None** in the **Color** column of the **Slices** row and choose **Blue** from the **Color** pop-up menu.
7. Click **Save** to save the changes you made to the **web_workflow** menu set and click **OK** to close the dialog box.

8. To test the changes you made to the **Filter** menu and **View** menu, open **javaco_tea.psd** from the **chap_02** folder you copied to your **Desktop**. Choose **Filter**.

   *Notice the **Artistic** menu item and the contents of its fly-out menu no longer appear in the **Filter** menu.*

9. Choose **Filter > Brush Strokes**.

   *Notice the **Accented Edges**, **Crosshatch**, **Ink Outlines**, and **Splatter** menu items no longer appear in the fly-out menu.*

10. Choose **View > Show**.

   *Notice the **Smart Guides** menu command is highlighted in orange and the **Slices** menu command is highlighted in blue.*

Customizing and highlighting menu commands makes it quicker and easier to access the menu commands you need most when you’re working in Photoshop CS2.
5. Saving Custom Workspaces

In Exercise 2, you learned how to save custom palette configurations. New to Photoshop CS2, you can save entire workspaces, including palette locations, keyboard shortcuts, and menu commands—all in a single step!

1. Customize your palette configuration so it matches the illustration above. **Note:** If you’re not sure how to customize your palettes, refer to Exercise 1.

2. Choose **Edit > Keyboard Shortcuts.** In the **Set** pop-up menu, choose **web_workflow.** **Note:** If you don’t have **web_workflow** in your list, go back and complete Exercise 3.

3. In the **Keyboard Shortcuts and Menus** dialog box, click the **Menus** tab. Choose **web_workflow** from the **Set** pop-up menu. **Note:** If you don’t have **web_workflow** in your list, go back and complete Exercise 4.
4. Choose Window > Workspace > Save Workspace. In the Save Workspace dialog box, type Web Workflow in the Name field. Turn on the Palette Locations, Keyboard Shortcuts, and Menus check boxes. Click Save.

5. Change your palette locations—turn on new palettes, add or remove palettes from the palette well, and reposition palettes into new palette groups.

6. Choose Edit > Keyboard Shortcuts. Choose Photoshop Defaults from the Set pop-up menu. In the Keyboard Shortcuts and Menus dialog box, click the Menus tab. Choose Photoshop Defaults from the Set pop-up menu. Click OK.

Notice the menu commands no longer reflect the changes you made in Exercises 3 and 4.

7. Choose Window > Workspaces > Web Workflow.

Notice the palettes returned to the saved configuration. Check the contents of the File menu, the Filter menu, and the View menu and notice they reflect the changes you made in the web_workflow keyboard shortcut set and the web_workflow menu set. As you can see from this exercise, saving palette locations, keyboard shortcuts, and menus in a single step makes saving entire custom workspaces quick and easy!

MOVIE | custom_workspaces.mov

To learn more advanced techniques about customizing palettes, keyboard shortcuts, and menus, check out custom_workspaces.mov in the movies folder on the PCS2 HOT CD-ROM.

Congrats! You just finished the first chapter, and you now have an understanding of the main interface elements in Photoshop CS2 and ImageReady CS2. In the next chapter, you’ll learn how to organize your assets using Adobe Bridge—a new addition to Photoshop CS2 and the Adobe Creative Suite 2!