

# A BEGINNER'S GUIDE TO ADOBE PHOTOSHOP®

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## THE PHOTOSHOP TOOLBAR

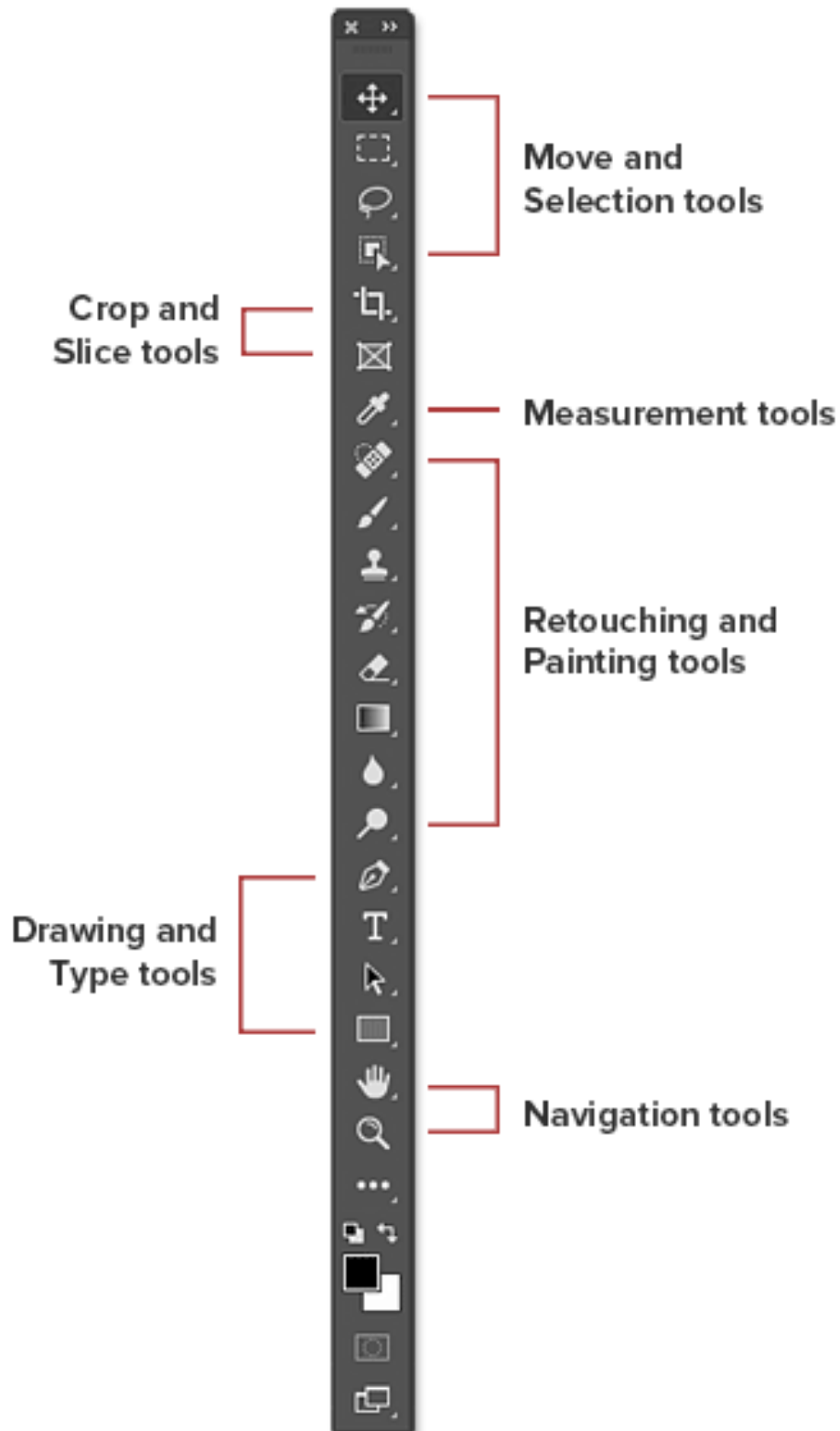
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The **Photoshop Toolbar** provides access to the many tools used while making edits to images or other documents. This guide provides a brief description of each Tool, options for customizing Toolbar contents, managing tool keyboard shortcuts, and so forth.

### THE TOOLBAR LAYOUT

*From top to bottom:* **Move** and **Selection** tools, **Crop** and **Slice** tools, **Measurement** tools, **Retouching** and **Painting** tools, **Drawing** and **Type** tools, and **Navigation** tools.

# Photoshop tools layout



*The default layout of the tools in the **Toolbar**.*

## The toolbar's hidden tools

A small **arrow** in the bottom right corner of a tool icon means that there are more tools hiding behind it in that same spot (nested):



Most of the spots in the toolbar hold more than one tool.

To view the nested tools, **click and hold** on the active tool icon, or **right-click** (Win) / **Control-click** (Mac) on the icon. A fly-out menu will open listing nested tools that are available. To choose one of the nested tools, click on its name in the list.

## The default tool

The tool that is initially displayed in each spot in the toolbar is known as the **default tool**. For example, the **Rectangular Marquee Tool** is the default tool for the second spot from the top. Photoshop will either display the default tool for a given spot, or the last tool you selected from that spot.



Each spot in the toolbar displays either the default tool or the last tool selected.

## **A summary of Photoshop's tools**

(as of **Photoshop 2022**, some are not available in earlier versions)

A brief description of what each tool is used for. An asterisk (\*) after a tool's name indicates a default tool, and the letter in parenthesis is the keyboard shortcut for that tool. To cycle through tools with the same keyboard shortcut, press and hold **Shift** as you press the letter.

## Move and Selection tools



**Move Tool \* ( V )** moves layers, selections and guides within a Photoshop document. Enable "Auto-Select" to automatically select the layer or group you click on.



**Artboard Tool ( V )** allows you to easily design multiple web or UX (user experience) layouts for different devices or screen sizes.



**Rectangular Marquee Tool \* ( M )** draws rectangular selection outlines. To draw a perfect square selection press and hold **Shift** as you drag.



**Elliptical Marquee Tool ( M )** draws elliptical selection outlines. Press and hold **Shift** to draw a perfect circle selection.



**Single Row Marquee Tool** selects a single row of pixels in the image, left to right.



**Single Column Marquee Tool** selects a single column of pixels, top to bottom.



**Lasso Tool \* ( L )** draws a freeform selection outline around an object.



**Polygonal Lasso Tool ( L )** draws a straight-edged polygonal selection outline around an object in the image by clicking for each point.



**Magnetic Lasso Tool ( L )** snaps the selection outline to the edges of the object as you move your mouse cursor around it.



**Object Selection Tool \* ( W )** lets you select an object by dragging a rough selection outline around it.



**Quick Selection Tool ( W )** selects an object by painting over it with a brush. Enable "Auto-Enhance" in the Options Bar for better quality selections.



**Magic Wand Tool ( W )** selects areas of similar color with a single click. The "Tolerance" value in the Options Bar sets the range of colors that will be selected.

## Crop and Slice tools



**Crop Tool \* ( C )** removes unwanted areas. Press and hold **Shift** as you drag to draw a square Crop area. Uncheck "Delete Cropped Pixels" in the Options Bar to retain the areas cropped (these areas are hidden but not deleted).



**Perspective Crop Tool ( C )** crops an image and fixes common distortion or perspective problems simultaneously.



**Slice Tool ( C )** divides an image or layout into smaller sections (slices) which can be exported and optimized separately.



**Slice Select Tool ( C )** selects individual slices created with the Slice Tool.



**Frame Tool \* ( K )** places images into rectangular or elliptical shapes.

## Measurement tools



**Eyedropper Tool \* ( I )** samples colors in an image. Increase "Sample Size" in the Options Bar for a better representation of the sampled area's color.



**3D Material Eyedropper Tool ( I )** samples material from a 3D model.



**Color Sampler Tool ( I )** displays color values for up to four selected (sampled) areas in an image. View the color information in Photoshop's Info panel.



**Ruler Tool ( I )** measures distances, locations and angles. Used to position images and elements exactly where you want them.



**Note Tool ( I )** attaches text-based notes to your document, either for yourself or for others working on the same project. Notes are saved as part of the .PSD file.



**Count Tool ( I )** manually or automatically counts the number of objects in an image, or in multiple selected areas in the image.

## Retouching and Painting tools



**Spot Healing Brush Tool \* ( J )** removes blemishes and other small problem areas in an image. Use a brush size slightly larger than the blemish for best results.



**Healing Brush Tool ( J )** repairs larger problem areas in an image by painting over them. Hold **Alt** (Win) / **Option** (Mac) and click to sample good texture, then paint over the problem area to repair it.



**Patch Tool ( J )** draws a freeform selection outline around a problem area. Then repairs it by dragging the selection outline over an area of good texture.



**Content-Aware Move Tool ( J )** selects and moves part of an image to a different area. Photoshop automatically fills in the hole in the original spot using elements from the surrounding areas.



**Red Eye Tool ( J )** removes common red eye problems (from camera flash).



**Brush Tool \* ( B )** paints customizable brush strokes on an image layer or on a layer mask. The Brush Tool is Photoshop's primary painting tool.



**Pencil Tool ( B )** paints hard-edge brush strokes only.



**Color Replacement Tool ( B )** replaces the color of an object with a new color.



**Mixer Brush Tool ( B )** simulates elements of real painting such as mixing and combining colors, and paint wetness.



**Clone Stamp Tool \* ( S )** samples pixels from one area of the image and paints them over pixels in another area.



**Pattern Stamp Tool ( S )** paints a pattern over the image.



**History Brush Tool \* ( Y )** paints a snapshot from an earlier step (history state) into the current version of the image. Choose the previous state from the History panel.



**Art History Brush Tool ( Y )** paints a snapshot from an earlier history state into the image, but does so using stylized brush strokes.



**Eraser Tool \* ( E )** permanently erases pixels on a layer. It can also be used to paint in a previous history state.



**Background Eraser Tool ( E )** erases areas of similar color in an image.



**Magic Eraser Tool ( E )** selects areas of similar color with a single click, then permanently deletes those areas.



**Gradient Tool \* ( G )** draws gradual blends between multiple colors. Use the **Gradient Editor** to create and customize gradients.



**Paint Bucket Tool ( G )** fills an area of similar color with your Foreground color or a pattern. The "Tolerance" value determines the range of colors that will be affected around the area where you clicked.



**3D Material Drop Tool ( G )** samples a material from one area and then drops it into another area of your model, mesh, or 3D layer.



**Blur Tool \*** blurs and softens areas you paint over with the tool.



**Sharpen Tool** sharpens areas you paint over.



**Smudge Tool** smudges and smears the areas you paint over. It can also be used to create a finger-painting effect.



**Dodge Tool \* ( O )** paints over areas in the image, lightens these areas.



**Burn Tool ( O )** paints over areas in the image, darkens these areas.



**Sponge Tool ( O )** increases or decreases color saturation in painted areas.

## Drawing and Type tools



**Pen Tool \* ( P )** draws extremely precise paths, vector shapes, or selections.



**Freeform Pen Tool ( P )** draws freehand paths or shapes with anchor points added to the path automatically as you draw.



**Curvature Pen Tool ( P )** is a simplified version of the Pen Tool.



**Add Anchor Point Tool** adds additional anchor points along a path.



**Delete Anchor Point Tool** removes existing anchor points along a path.



**Convert Point Tool** converts a smooth anchor point on a path to a corner point, or converts a corner point to a smooth point.



**Horizontal Type Tool \* ( T )** (also known as the **Type Tool**) adds standard horizontal type to your document.



**Vertical Type Tool ( T )** adds type vertically from top to bottom.



**Vertical Type Mask Tool ( T )** creates vertical type selection outlines.



**Horizontal Type Mask Tool ( T )** creates horizontal type selection outlines.



**Path Selection Tool \* ( A )** (the black arrow) selects and moves an entire path.



**Direct Selection Tool ( A )** (the white arrow) selects and moves an individual path segment, anchor point, or direction handle.



**Rectangle Tool \* ( U )** draws rectangular vector shapes, paths, or pixel shapes - with sharp or rounded corners. Press and hold **Shift** for a perfect square.



**Ellipse Tool ( U )** draws elliptical vector shapes, paths, or pixel shapes. Press and hold **Shift** for a perfect circle.





**Triangle Tool ( U )** draws triangle shapes. Hold **Shift** to draw an equilateral triangle, or use the **Radius** option to round the corners.



**Polygon Tool ( U )** draws polygonal shapes with any number of sides. Use the **Star Ratio** option to turn polygons into stars.



**Line Tool ( U )** draws straight lines or arrows. Use the **Stroke** color and weight to control the appearance of the line.



**Custom Shape Tool ( U )** places or draws shapes. Choose from a menu of hundreds of built-in shapes or create your own custom shape.

## Navigation tools



**Hand Tool \* ( H )** pans around the image on the screen to view different areas when zoomed in.



**Rotate View Tool ( R )** rotates the canvas so you can view and edit the image from different angles.



**Zoom Tool \* ( Z )** zooms in on a specific area. Press and hold **Alt** (Win) / **Option** (Mac) and click with the Zoom Tool to zoom out.

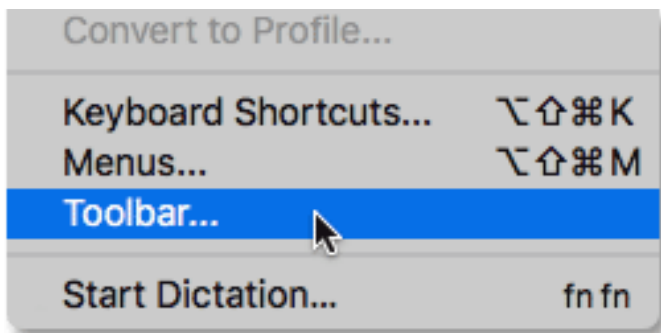
## CUSTOMIZING THE TOOLBAR

The **Toolbar** can be customized using the **Customize Toolbar** dialog box. You can hide unused Tools, change the order of the Tools, group or ungroup tools, etc.

Customized Toolbar layouts can be saved as **Presets** and loaded whenever needed. For example: one Toolbar layout can be customized for photo enhancements, another for web documents, and so forth.

### The Customize Toolbar Dialog Box

To open the **Customize Toolbar** dialog box go to the **Edit** menu in the Menu Bar along the top of the screen and choose **Toolbar**:



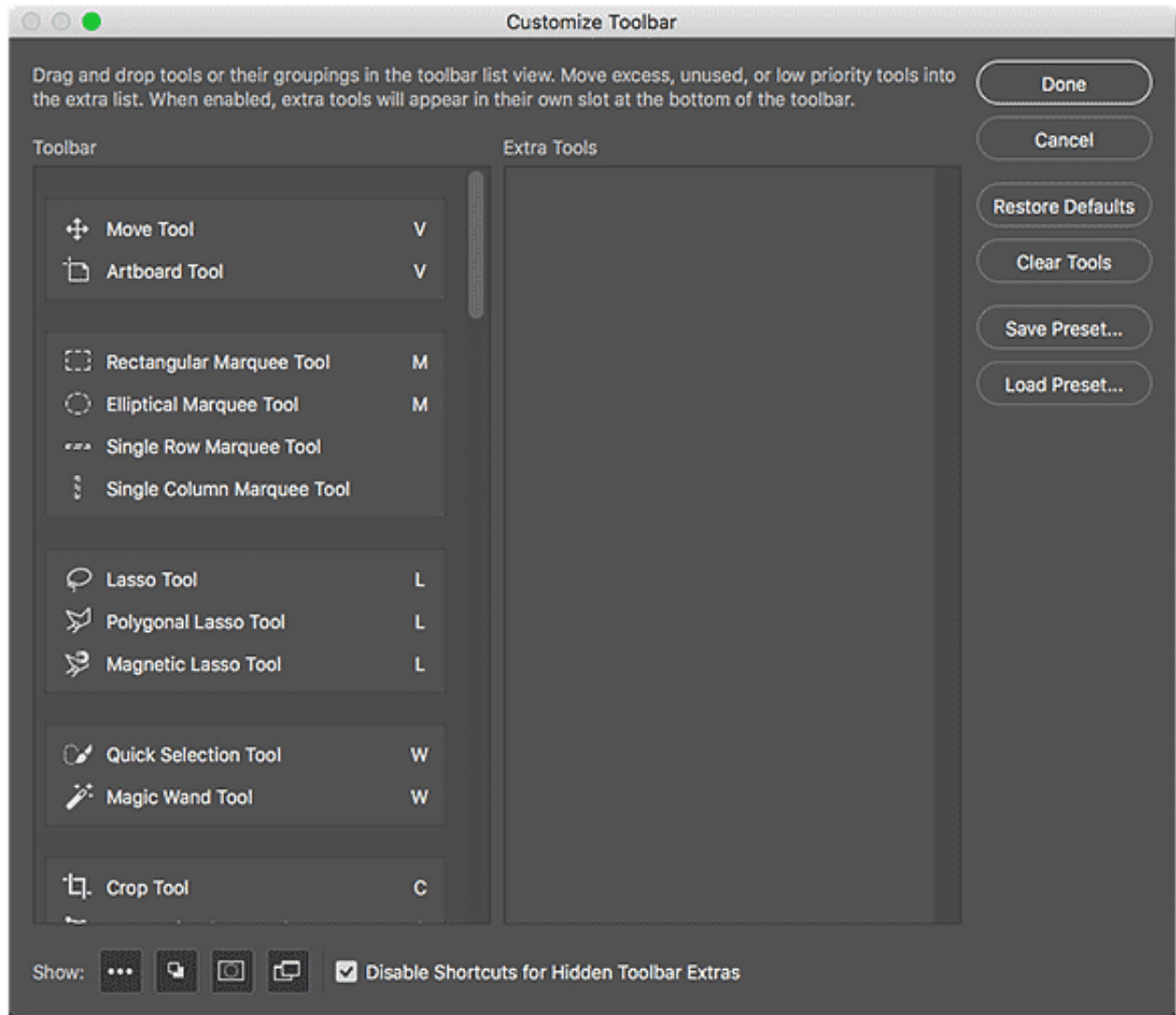
Going to **Edit > Toolbar**.

Or, **right-click** (Win) / **Control-click** (Mac) on the **Ellipsis icon** (the three dots) directly below the Zoom Tool in the Toolbar itself. Then, choose **Edit Toolbar** from the fly-out menu:



Right-clicking (Win) / Control-clicking (Mac) on the **Ellipsis icon** and choosing **Edit Toolbar**.

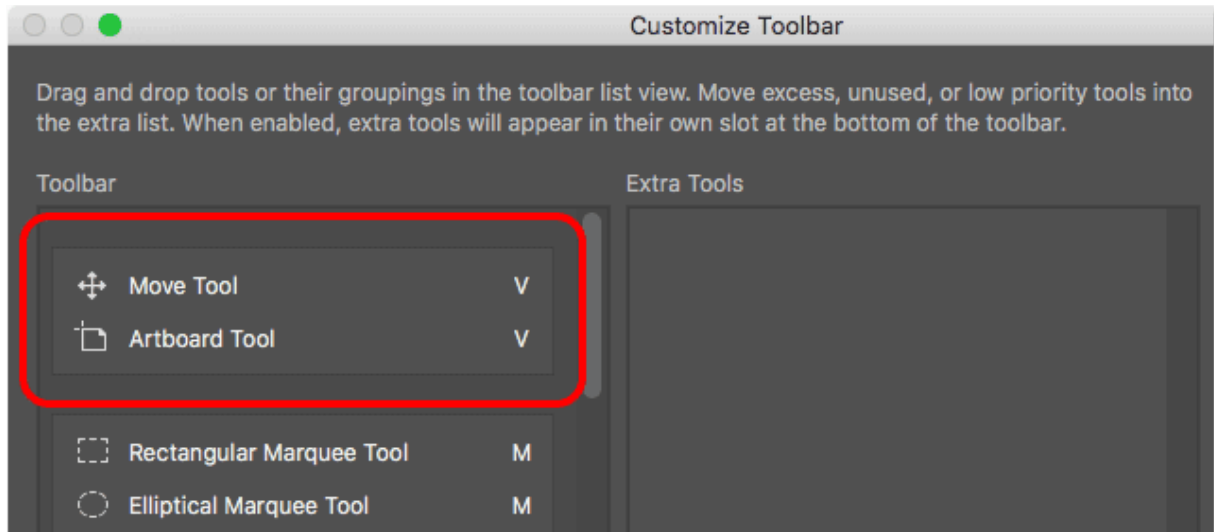
The **Customize Toolbar** dialog box has two columns. On the left is the main **Toolbar** column, containing the current Toolbar layout including the order in which the tools appear and their groupings. On the right is the **Extra Tools** column, with Tools that are hidden (more on this).



The Customize Toolbar dialog box .

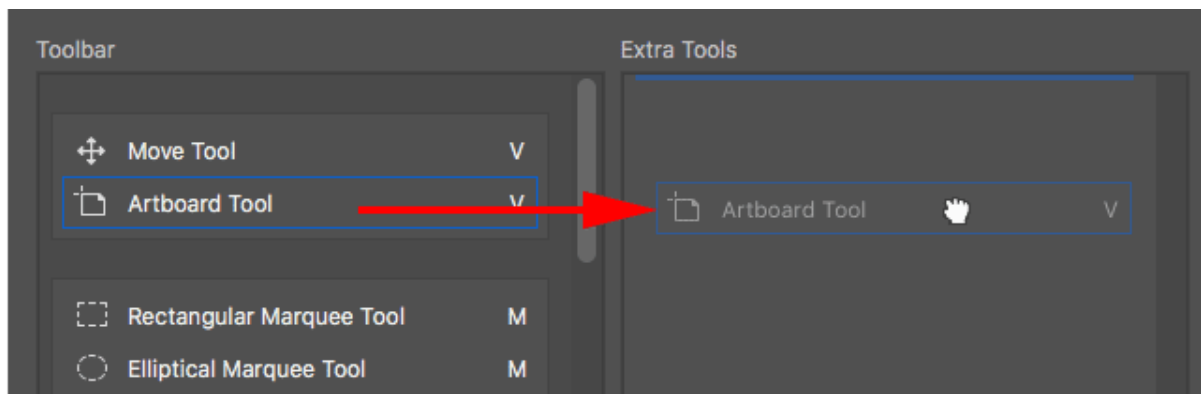
### Removing A Tool From The Toolbar

To remove a tool from the Toolbar, simply drag it into the **Extra Tools** column on the right. For example, in the screen shot below the **Move Tool** and the **Artboard Tool** are grouped together.



The Customize Toolbar dialog box showing the Move Tool and the Artboard Tool group.

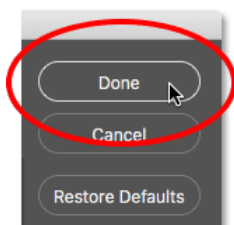
To remove the Artboard Tool from the Toolbar, click and hold on it in the Toolbar column and drag it into the Extra Tools column, then release the mouse button:



Dragging the Artboard Tool from the left column into the right column.

Now the Artboard Tool no longer appears in the Toolbar column on the left. It's now listed in the Extra Tools column on the right.

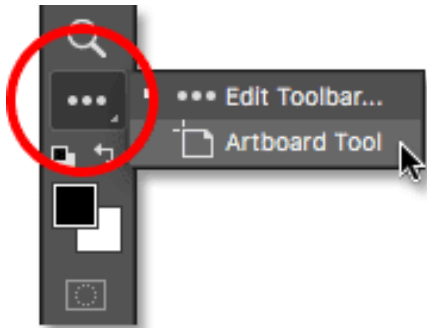
To accept the change and close out of the dialog box, click the **Done** button in the upper right:



Clicking the **Done** button saves any changes made to the Toolbar.

## Where To Find the Extra Tools

Tools that are removed from the main Toolbar are still available in the hidden **Extra Tools** area. To view the Extra Tools, **right-click** (Win) / **Control-click** (Mac) on the **Ellipsis icon** (three dots) in the Toolbar to open the fly-out menu. Or, **click and hold** on the Ellipsis icon for a moment and the fly-out menu will appear with all of the Extra Tools listed below the Edit Toolbar command.

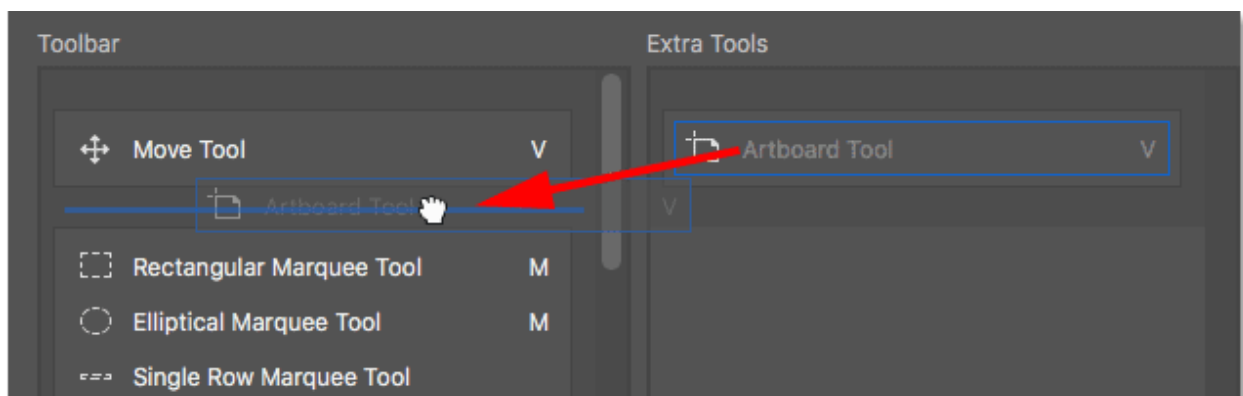


Extra tools are listed below the **Edit Toolbar** command.

## How To Restore A Tool To The Main Toolbar

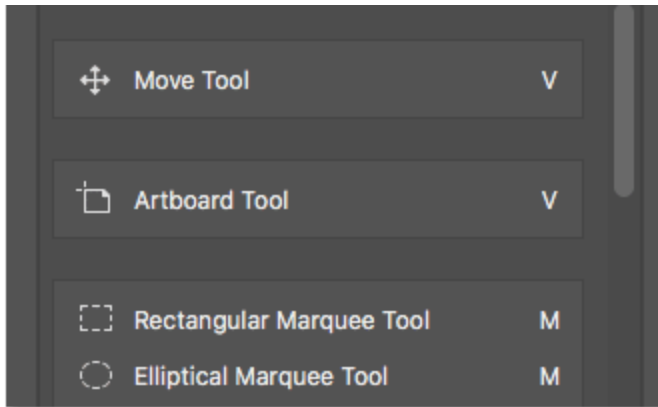
To restore a Tool, click and hold on it in the Extra Tools column on the right and drag it back into the main Toolbar column on the left. A **blue horizontal bar** appears below the little "grabby" hand cursor as the tool is dragged, indicating where the Tool will be dropped when you release the mouse button. Where you drop it is where it will appear in the Toolbar.

**Example:** dragging the Artboard Tool so that the blue horizontal bar appears between the Move Tool and the group that begins with the Rectangular Marquee Tool will place the Artboard Toll in that location on the main Toolbar when the mouse button is released.



Dragging the Artboard Tool below the Move Tool.

Dropping the Artboard Tool into that spot makes it an *independent tool* (more on this) rather than being part of any group:



The Artboard Tool now sits below, and separate from, the Move Tool.

### The Live Toolbar Preview

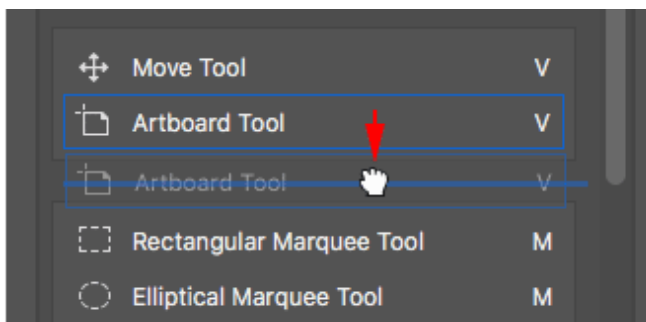
The Toolbar will update to show us a live preview of changes as they are made in the Customize Toolbar dialog box. Below, the Artboard Tool now sits below the Move Tool:



The Toolbar display updates as changes are made.

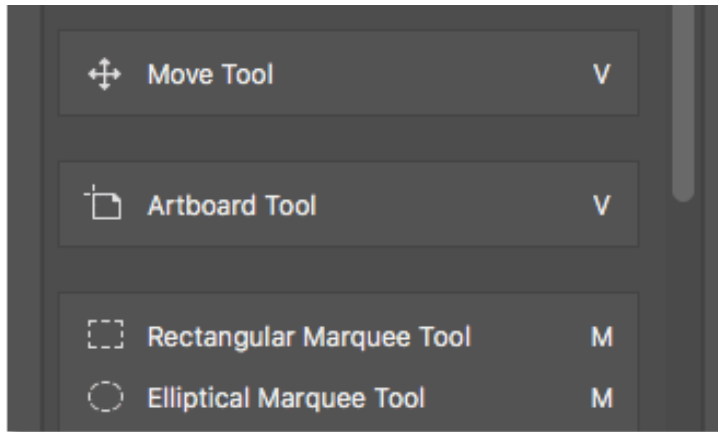
### Grouping and Ungroup Tools

Tools in either the main Toolbar column or the Extra Tools column can be moved, grouped, and ungrouped by dragging them to the desired location, including moving from one column to the other. **Example:** To ungroup the Artboard Tool, drag it downward until the blue horizontal bar appears below, and separate from, the Move Tool's box, then release the mouse button:



Dragging the **Artboard Tool** down and away from the **Move Tool**.

The Artboard Tool is no longer grouped with the Move Tool and they are displayed independently of each other:

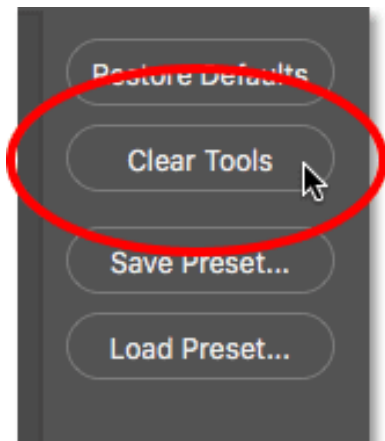


The two tools have been un-grouped.

The reverse, dragging the Artboard Tool up and into the Move Tool's box, will group them.

### Clear All Tools From The Toolbar

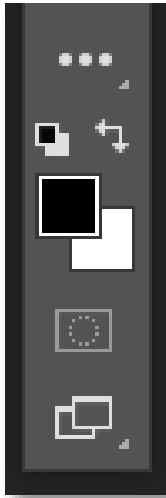
There is another **Customize Toolbar** option that can be used when you want to create a *very* streamlined Toolbar: clicking the **Clear Tools** button in the upper right of the dialog box moves ALL Tools into the Extra Tools column, allowing you to quickly restore only those few that you want to keep.



Clicking the **Clear Tools** button.

## Additional Toolbar Options

Below the tools, at the very bottom of the Toolbar, are a few more icons:

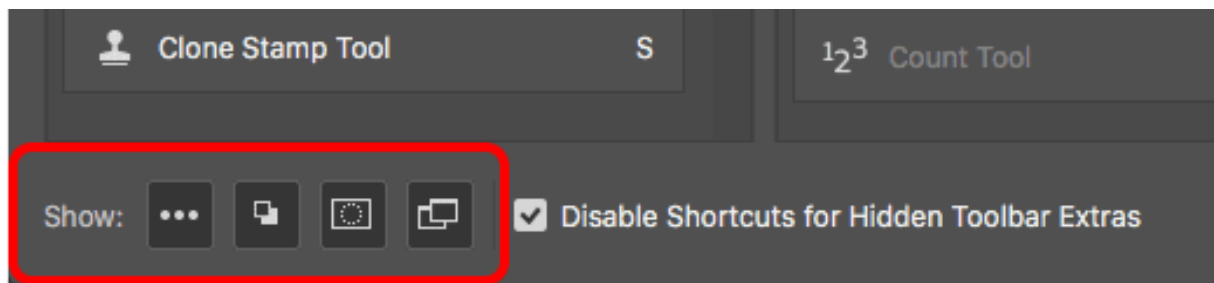


- The **Ellipsis** icon  
(Opens the *Edit Toolbar* command or displays *extra tools*)
- The **Foreground/Background Colors** icon
- The **Quick Mask Mode** icon
- The **Screen Mode** icon

The additional Toolbar options at the bottom of the Toolbar.

These icons can be hidden by clicking to deselect them at the bottom of the Customize Toolbar dialog box. To turn them back on, click on them again.

**Caution:** if you hide the **Ellipsis** icon from the Toolbar, you will only be able to access the Customize Toolbar dialog box, and to view the Extra Tools area, by going up to the **Edit** menu at the top of the screen and choosing **Toolbar**:



Click the icons along the bottom of the dialog box to show or hide these options in the Toolbar.

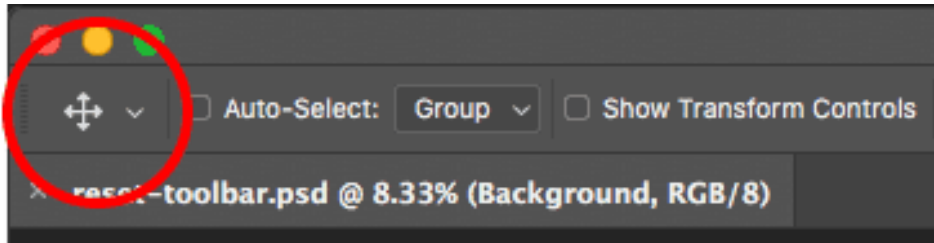
## Reset the Toolbar to Defaults

Photoshop always shows *the last tool that was selected*, which means a default tool may be hidden (nested). To use the default tool, you would need to **click and hold**, or **right-click** (Win) / **Control-click** (Mac), on the current tool and then choose the default tool from the fly-out menu.

An alternative is to reset the toolbar, returning all default tools to the top.

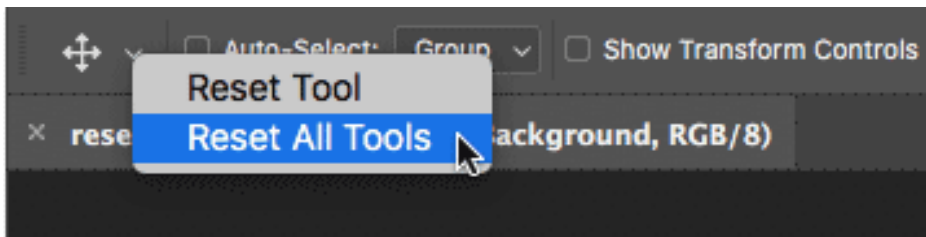


1. Select any default tool in the Toolbar (any will do, as long as it is a default).
2. Find the **Tool Presets Option** on the far left of the **Options Bar**, along the top of the screen. The Tool Presets Option doesn't have an icon of its own. Instead, it displays the icon of whichever tool is currently selected. In the screenshot below, it's the Move Tool:



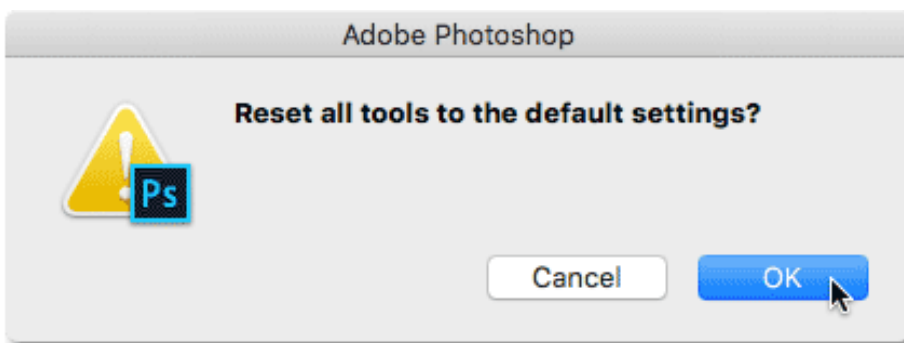
The Tool Presets option on the far left of the Options Bar.

3. To reset your Toolbar back to its default layout, **right-click** (Win) / **Control-click** (Mac) on the Tool Presets Option icon. Then choose **Reset All Tools** from the menu:



Choosing the "Reset All Tools" command.

4. Click OK to confirm that you want to reset the tools and the Toolbar:



Click OK to restore the default Toolbar and Tool Options settings.

The Toolbar is returned to its original layout, with all of the default tools visible and all tool options (available in the Options Bar) reset to the defaults.

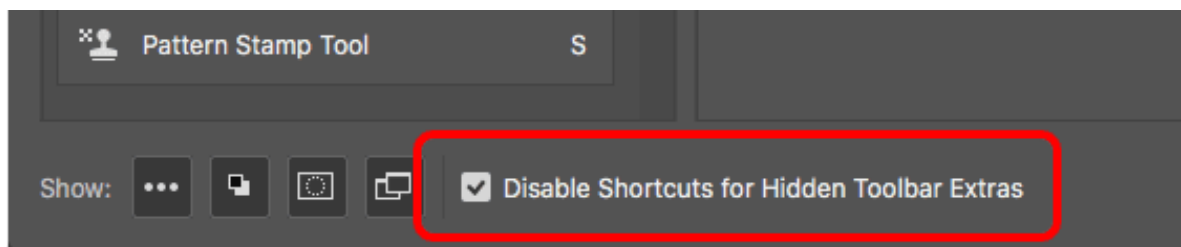
## SYNOPSIS: Managing Tools Using the Customize Toolbar Dialogue Box

- Any Tool that is not part of a group is an *independent* Tool.
- For a given Tool group the Tool at the top is the default tool for that group. Dragging a Tool to the top of a group makes that Tool the default.
- Dragging a Tool from the main Toolbar column to the Extra Tools column hides the Tool.
- Dragging a group of Tools to the Extra Tools column hides that group.
- Dragging a Tool into the box of another Tool groups those Tools.
- Dragging a grouped Tool outside of the group ungroups the Tool. It becomes an independent Tool if dropped outside of any group, but may be dropped into another group.
- The order of Tools can be changed by dragging independent Tools and/or Tool groups up or down the column, dropping them in the desired locations.

## MANAGING TOOLBAR KEYBOARD SHORTCUTS

### Disable Shortcuts for Hidden Toolbar Extras

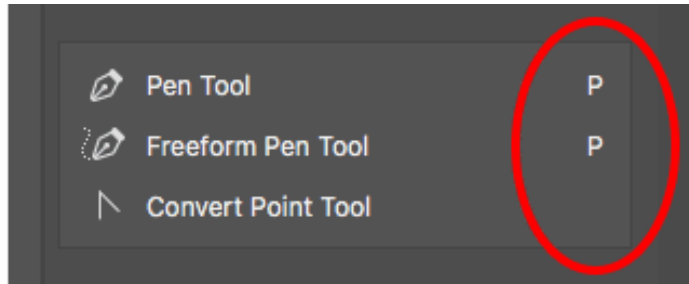
At the bottom of the Customize Toolbar dialog box is an option to **Disable Shortcuts for Hidden Toolbar Extras**. By default, it is selected (checked), meaning that Extra tools can only be selected directly from the Extra Tools area. If this option is un-checked the keyboard shortcuts will be active for all tools, regardless of whether they're in the main Toolbar or the Extra Tools section.



The "Disable Shortcuts for Hidden Toolbar Extras" option.

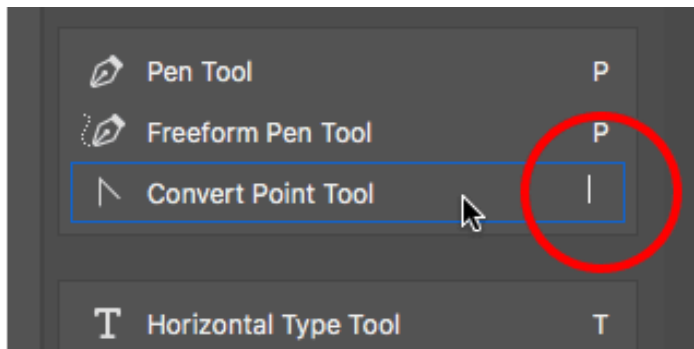
### Add, Delete, or Change Keyboard Shortcuts

Use the Customize Toolbar dialog box to add, delete, or change keyboard shortcuts. **Example:** the screenshot below shows a group made up of the Pen Tool, the Freeform Pen Tool, and the Convert Point Tool. The Pen Tool and the Freeform Pen Tool share the keyboard shortcut letter **P** while the Convert Point Tool has no keyboard shortcut at all:



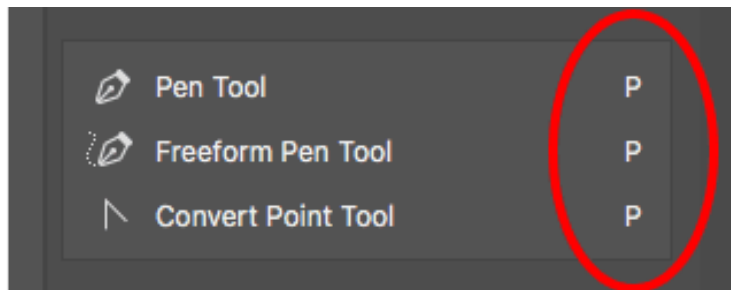
Two of the tools in the group share the same keyboard shortcut. One does not.

To add the letter **P** keyboard shortcut to the Convert Point Tool, click on the tool to select it. A little text cursor appears in the blank spot where the keyboard shortcut would normally be:



Selecting the tool to add a keyboard shortcut.

Press the letter **P** on the keyboard to set it as the new shortcut, then press **Enter** (Win) / **Return** (Mac) to accept the change. Now, all three tools in the group share the same shortcut:

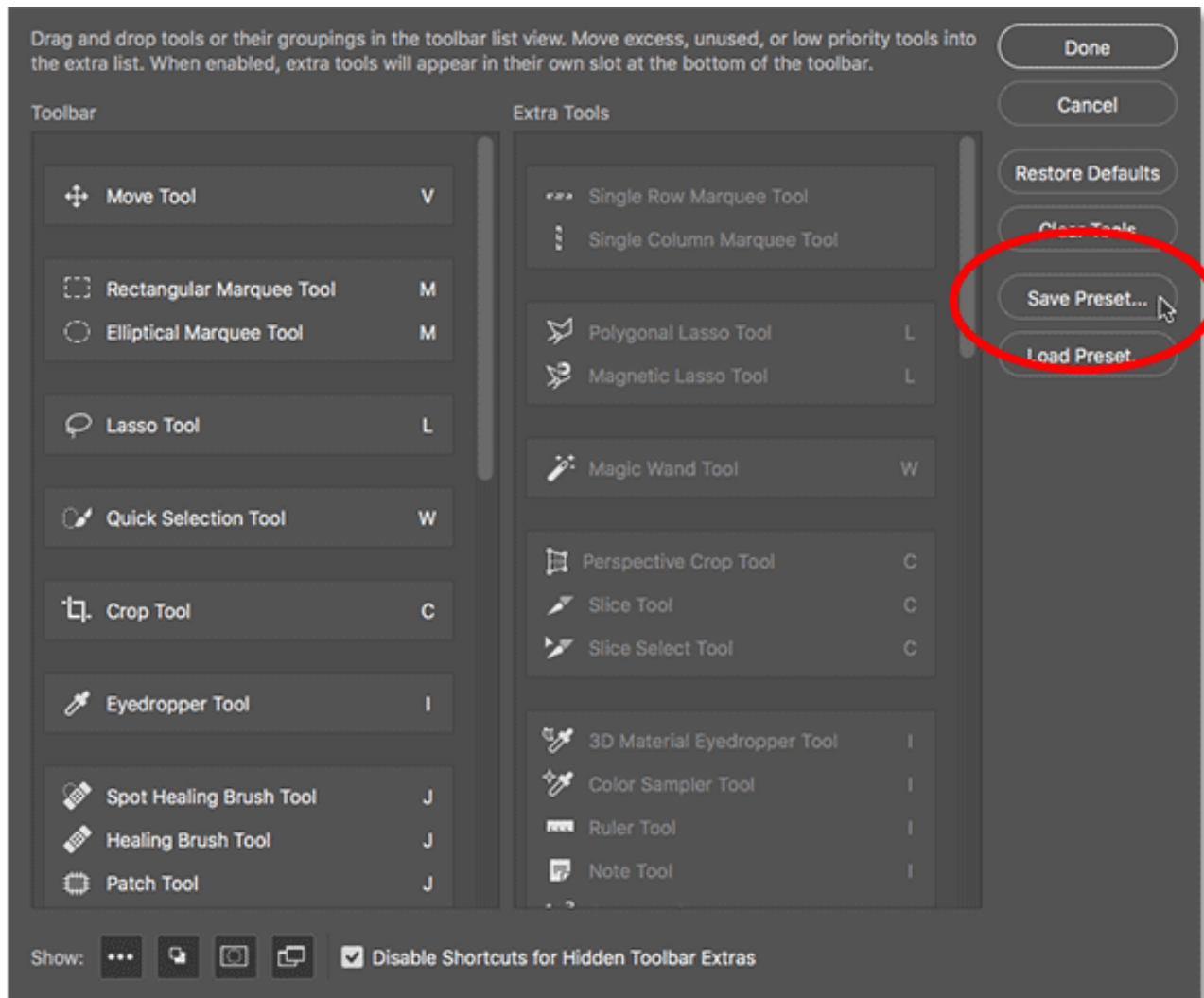


Choose the letter from your keyboard, then press **Enter** (Win) / **Return** (Mac).

The same method is used to add, delete, or change keyboard shortcuts for any given Tool.

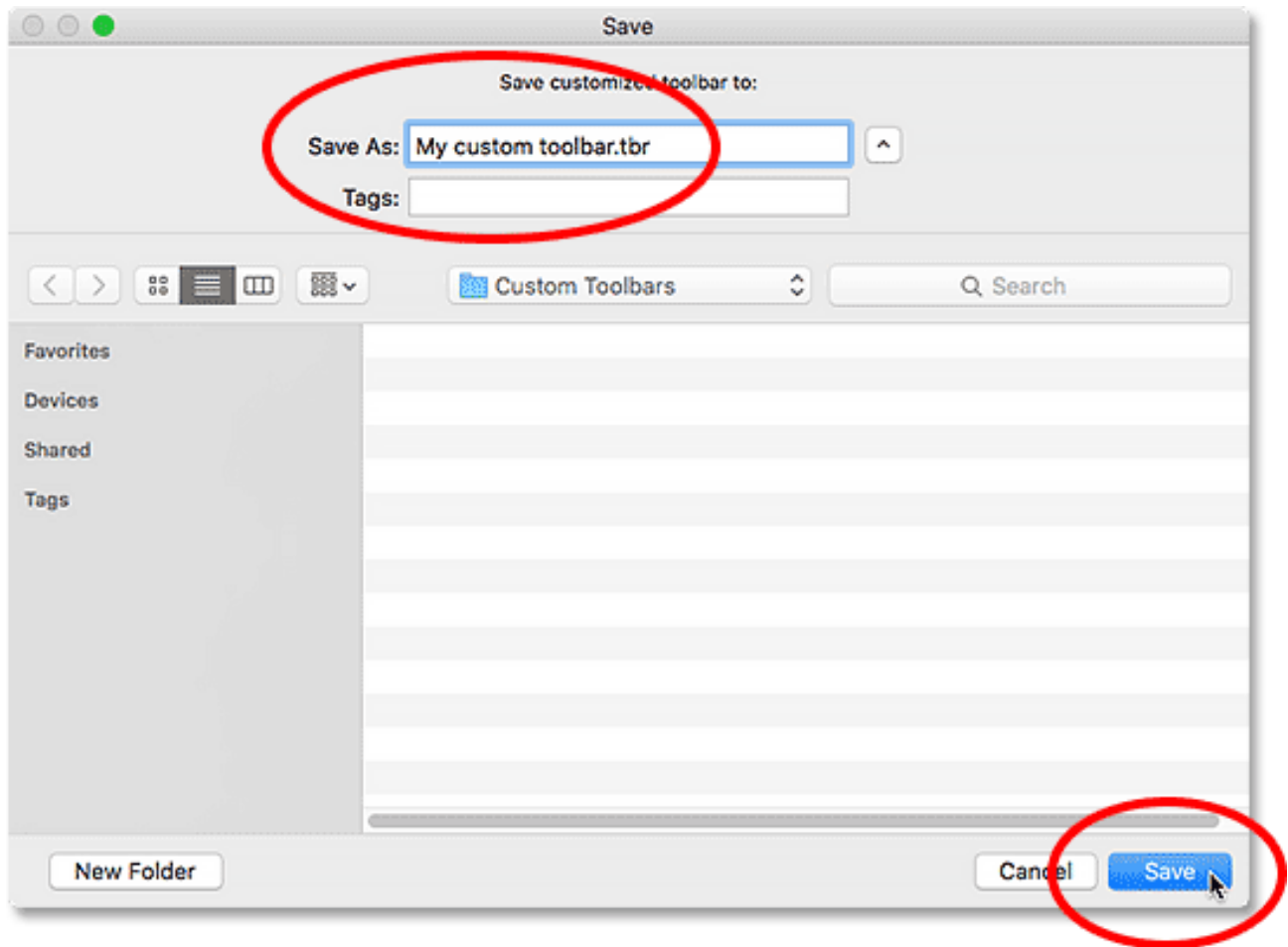
## Save Your Custom Toolbar Layout as a Preset

To save your custom Toolbar layout as a preset, click the **Save Preset** button:



Clicking the **Save Preset** button.

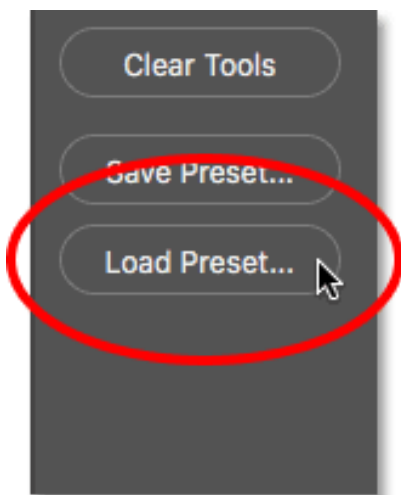
Enter a descriptive name, then click **Save**. You can save multiple Toolbar layouts as presets, each one customized for a specific task (like photo retouching, web design, and so on):



Naming and saving the preset.

### Load A Custom Toolbar Preset

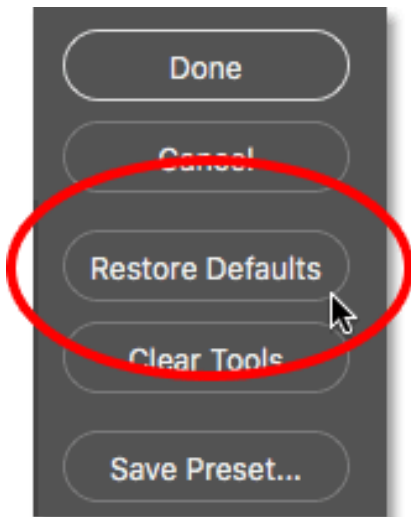
To load your Toolbar preset when you need it, click the **Load Preset** button:



The **Load Preset** button.

### Restore The Default Toolbar

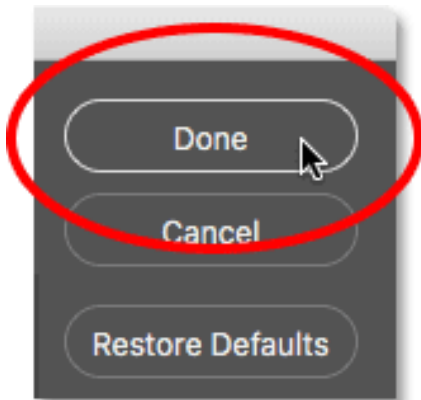
To revert back to Photoshop's original, default Toolbar layout, click the **Restore Defaults** button:



The **Restore Defaults** button.

### Close The Customize Toolbar Dialog Box

To close the Customize Toolbar dialog box and keep the changes you've made, click the **Done** button. To close without keeping your changes, click the **Cancel** button:



Clicking the **Done** button saves any changes made.