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Photoshop Advanced: Workflow, Shortcuts, Adobe Libraries, Mock-ups

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Photoshop Workflow Optimization

- Introduction to essential workflow tips for improved productivity

- Techniques to resolve lag and enhance Photoshop performance

- Optimizing software behavior through preference settings

- Overview of critical Photoshop shortcuts for efficiency

- Utilizing Actions to automate repetitive tasks

- Improving project consistency with saved processes

- Gaining additional practical tips to streamline editing workflow

Speeding Up Photoshop

- **Common Performance Issues**
  Photoshop slows down on large files, especially on low-RAM or older hardware setups

- **Use of Purge Command**
  Accessing *Edit > Purge > All* to delete cache and history to free up memory and improve speed (note: undo history will be lost)

- **Memory Usage Settings**
  Adjusting memory allocation under *Edit > Preferences > Performance*; 70% usage is often optimal

- **Graphics Processor Configuration**
  Ensuring **Use Graphics Processor** is enabled when having a compatible GPU; checking and applying settings for better rendering performance

Advanced Settings & System Optimization

- **History & Cache Settings**
  Lower history states (20) reduce memory use; cache levels should match project size: small projects (2), large projects (4+)

- **Performance Presets**
  Using built-in presets (Web/UI, Default, Huge Pixel Dimensions) to quickly optimize settings for specific workflows

- **Clear System Temp Files (Windows)**
  Running %temp% via the Windows **Run** dialog to delete unused temporary files and recover system space

- **Hardware Recommendations**
  Upgrading RAM (at least 8–16 GB) and using SSD storage for significantly improved performance and load times

Photoshop Preferences Overview

- Photoshop Preferences consist of adjustable settings within the software

- Settings determine the behavior and appearance of the application

- Preferences are divided into multiple categories for organization

- General settings include default units, interface language, and auto-save options

- Interface preferences control theme, font size, and UI scaling

- Performance settings optimize memory usage and GPU acceleration

- Customization enhances user workflow and software efficiency

- Preferences influence both current and future editing sessions

Methods for Accessing Preferences

- Accessing **Preferences** via the Menu bar

- Windows users navigate through *Edit > Preferences*

- macOS users navigate through *Photoshop > Preferences*

- **Preferences window** contains grouped sections such as General, Interface, and Performance

- Settings are organized logically to facilitate user adjustments

- Changes often require an application restart to take full effect

- Certain preferences can be synced across devices via Adobe Creative Cloud

- Preferences reset can restore default settings when necessary

Synchronization & Management of Preferences

- Adobe Creative Cloud allows synchronization of select preferences
- **Syncing** enables consistent settings across multiple devices
- Preferences are saved automatically upon closing the software
- Manual resetting addresses errors or corrupted settings
- **Backing up** preferences is recommended before making extensive changes
- Proper management prevents conflicts during editing sessions
- Performance adjustments can be tailored based on hardware specifications
- Preference management contributes to stable and efficient operation

Functional Benefits of Preferences

- **Custom settings** enhance workflow speed and efficiency

- **Performance optimization** improves application responsiveness

- **Interface customization** increases visual comfort and usability

- **Auto-save** and **Recovery** options reduce risk of data loss

- **Language** and **Unit** settings support diverse user requirements

- **GPU** and **Cache** settings impact rendering and tool performance

- Personalized preferences facilitate specialized editing needs

- Mastery of preferences supports overall proficiency in Photoshop use

Introduction to Photoshop Shortcuts

- Photoshop contains hundreds of **keyboard shortcuts** for efficient workflow

- Shortcuts cover tools, layers, selections, views, and editing

- Tool shortcuts improve speed and reduce reliance on manual selection

- Mastery of shortcuts is essential for professional editing

- Keyboard shortcuts often repeat across similar tool categories

- Learning a few key patterns enables understanding of many shortcuts

- Modifier keys: **Shift**, **Ctrl**, **Alt** enable alternate commands

- Some shortcuts operate differently depending on OS: **Ctrl = Cmd** on Mac; **Alt = Option** on Mac; **Backspace = Delete** on Mac

- Demonstrating key tool-based shortcuts in a new A4 project file

Tool Selection Shortcuts

- *Move Tool* & *Artboard Tool*: Pressing V to activate

- *Brush Tool*: Pressing B; includes Pencil, Mixer Brush, Color Replacement

- *Crop Tool*: Pressing C; includes Slice and Perspective Crop Tools

- *Eraser Tool*: Pressing E to cycle through Eraser, Background Eraser, Magic Eraser

- *Pen Tool*: Pressing P; includes Curvature and Freeform Pen tools

- *Text Tool*: Pressing T to activate Horizontal or Vertical Type tools

- *Eyedropper Tool*: Pressing I to activate color sampling

- *Shape Tool*: Pressing U; includes Ellipse, Triangle, Polygon, Line, Custom

- *Clone Stamp Tool*: Pressing S to activate Clone Stamp Tool

Switching Between Similar Tools

- Photoshop allows cycling through tool variations using **Shift + [Key]**

- **Shift + V** switching between Move and Artboard Tools

- **Shift + B** cycling through Brush, Pencil, and Mixer Brush Tools

- This method applies across tool categories (Crop, Shape tools)

- Helps in avoiding manual selection via the toolbar

- Tool cycling works only if the option **Use Shift Key for Tool Switch** is enabled in Preferences

- Navigating to *Edit > Preferences > Tools* to check or enable this setting

Layer Management Shortcuts

- **Ctrl + J**: Duplicating selected layer for non-destructive editing
- **Ctrl + G**: Grouping layers to organize complex documents
- **Ctrl + Shift + G**: Ungrouping layers for flexibility
- **Ctrl + E**: Merging selected layer with the one below
- **Ctrl + Shift + E**: Merging all visible layers
- **Ctrl +] / Ctrl + [**: Moving layer up/down in stack
- **Ctrl + Shift +] / Ctrl + Shift + [**: Moving layer to top/bottom
- Layer shortcuts enable efficient document organization

Selections & Masking

- **Ctrl + A**: Selecting all pixels in active layer or canvas
- **Ctrl + D**: Deselecting current selection
- **Ctrl + Shift + I**: Inverting selection to modify alternate areas
- **Ctrl + Click** layer thumbnail: Selecting non-transparent pixels quickly
- **Ctrl + Alt + G**: Creating clipping mask for precise layer control
- **Ctrl + Shift + N**: Creating new layer dialog
- Selections are fundamental for targeted edits and masking

Editing & Painting

- **Alt + Backspace**: Filling selection with foreground color

- **Ctrl + Backspace**: Filling with background color

- **[** and **]**: Decreasing/increasing brush size for precision

- **Shift + [** / **]**: Adjusting brush hardness for soft or hard edges

- **Alt + Click:** Sampling clone source point for Clone Stamp Tool

- **Alt + Shift + Arrow Keys**: Offseting or rotating the clone source for advanced cloning

- These shortcuts facilitate fast, precise painting and retouching

Opacity & Blending Modes

- Layers must be selected for opacity and blending mode changes to apply
- V: Selecting *Move Tool* to enable layer shortcut functionality
- Pressing numbers (1–9): Sets opacity (1 = 10%, 4 = 40%)
- Double digits (55) giving exact opacity values (55%)
- Useful in quickly adjusting transparency without using sliders
- Using **Shift + +** to cycle forward through blending modes
- Using **Shift + –** to cycle backward through modes
- Allows rapid comparison of blend mode effects
- Helps avoid opening dropdown menus during workflow
- Aids in creative decision-making with visual feedback

View, Navigation, Undo & History

- **Ctrl + R**: Toggling rulers for precise alignment
- **Ctrl + + / Ctrl + -**: Zooming in and out on image
- **Ctrl + 0**: Fitting image to screen for overview
- Spacebar (hold): Temporary Hand Tool to pan canvas
- Rulers and zoom shortcuts enhance detailed work and layout control
- Efficient navigation reduces time lost in large documents
- **Ctrl + Z**: Undo/Redo last action for quick error correction
- **Ctrl + Alt + Z**: Stepping backward through history states
- **Ctrl + Shift + Z**: Stepping forward in history

Contextual Taskbar in Photoshop

- Dynamic toolbar offering options based on active tools, selections, or layers

- Enabling via *Window > Contextual Task Bar*; position can be reset or moved

- Initially suggests importing an image when canvas is empty

- Displays actions like **Select Subject**, **Remove Background**, **Transform** upon image insertion

- Offers **Flip Horizontal/Vertical**, **Done**, or **Cancel** after transformation

- Smart Objects restrict certain options (Fill); must rasterize for full access

- Selection tools trigger **Select and Mask** panel with refinement options

- Behavior changes depending on layer type: image, shape, smart object

- Intended to streamline workflow by surfacing context-relevant tools automatically

Actions in Photoshop

- Actions serve as automated sequences for repetitive image-editing tasks

- Accessing the **Actions panel** via *Window > Actions* or **Alt/Option + F9**

- Creating a new action set using the **folder icon**, functioning as a container

- Using the **Create New Action** button to initiate recording of a task sequence

- Parameters such as name, set, color, and optional shortcut are defined before recording

- With **Recording** enabled, Photoshop logs each command performed by the user

- Example: *Filter > Noise > Add Noise* applies noise as part of the recorded workflow

- Recording concludes with the **Stop** icon, saving the sequence for reuse

Advanced Actions – Dialogs & Complex Effects

- Executing stored actions by selecting the action and clicking the **Play** icon

- Using the **Toggle Dialog On/Off** icon to enable manual adjustment during playback

- Actions with dialogs disabled proceed without interruption or customization

- Playback operates on the selected layer or image within the workspace

- Creating complex actions by combining filters and adjustment layers

- Using *Filter Gallery > Cutout* and **Gradient Fill Layers** for stylized results

- Recording multiple steps in one sequence to replicate intricate workflows

- Adjusting actions for varying image sizes by enabling dialog prompts

- Understanding that some Photoshop operations may not be recordable

Editing Multiple Images at Once

- Actions must include a save step to enable automation across multiple images

- Starting a new action: record > duplicate image > optionally rename layer

- Applying effects: Filter Gallery (Cutout), Noise (Add Noise), and Gradient Fill

- Saving the file using *File > Save As*, format set to JPEG, medium quality

- Batch folder setup: one folder for source images, another for processed output

- Initiating batch processing via *File > Automate > Batch* and selecting action

- Photoshop sequentially applies the recorded action and saves processed images

Workflow Tips & Optimization in Photoshop

- Learning practical tips to enhance the workflow and improving productivity through built-in functionalities

- The *Eyedropper Tool* allows sampling colors beyond the Photoshop canvas, including the interface and other applications

- External sampling requires the **Color Picker window** to be open and the mouse button held while dragging outside Photoshop

- The *Brush Tool's* default circular cursor indicates brush size and shape

- Activating **Caps Lock** replaces the brush cursor with a precision crosshair, affecting other tools like Clone Stamp and Healing Brush

- Cursor appearance is customizable via Preferences, allowing toggling between normal and precise modes

- Understanding cursor states improves control during detailed editing tasks

Toolbar Customization & Canvas Rotation

- The **Photoshop Toolbar** is fully customizable, accessible through the **Edit Toolbar option** in the three-dot menu

- Tools can be added, removed, or rearranged to suit specific workflow needs

- Custom toolbar presets can be saved and restored to maintain consistent setups

- The *Rotate View Tool* permits non-destructive canvas rotation for ergonomic brushwork

- **Canvas rotation** affects only the view, not the actual image orientation or pixel data

- **Reset View** returns the canvas to the default upright position quickly

- Rotation facilitates natural hand movement when working on curves or masking
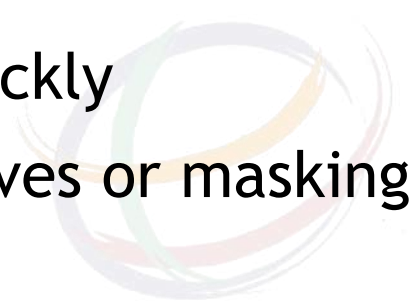
Advanced Navigation & Input Field Calculations

- Using the H key to activate a temporary zoom-out navigation window, allowing rapid repositioning of the canvas

- Reducing the number of manual zoom and pan actions in large, complex projects

- **Numeric input fields** in Photoshop accept arithmetic expressions (addition, subtraction, multiplication, division)

- **Calculations within fields** enable precise transformations without external calculators

- Immediate computation occurs upon confirming the input, streamlining size and position adjustments

- Applies to layer properties, transformations, and opacity settings

- Utilizing built-in math operations reduces human error in layout computations

History Panel & Snapshots

- Using the **History Panel** to maintain a sequential record of all editing steps during a session

- Reverting to any prior state by selecting the corresponding history entry

- **Temporary history sta**tes - reset when the document closes

- The maximum number of history states adjustable in Preferences

- Using **Snapshots** to create named, temporary copies of the document state for quick comparison

- Multiple snapshots coexisting, offering parallel workflow paths within a single session

- Effective use of history and snapshots supports experimentation and error correction

Fade Command for Effects

- The **Fade command** available immediately after applying filters or adjustments
- Located under *Edit > Fade [Last Command]*; allowing modification of the last effect's opacity and blending mode
- Fade enables subtle refinement without reapplying or undoing the effect
- Supports all standard blending modes used elsewhere in Photoshop layers
- The command applies only if invoked immediately following the filter or adjustment
- Useful for softening strong effects, such as blurs or sharpening
- Fade enhancs creative control and non-destructive editing capabilities
- Familiarity with the feature optimizes post-processing efficiency

Workflow - Best Practices

- **Color sampling** beyond Photoshop to ensure consistent palette usage across design elements

- **Cursor modes** to balance precision and usability during painting and retouching tasks

- **Toolbar customization** to tailor the interface for individual workflow preferences

- **Canvas rotation** and **quick navigation** to improve ergonomics and productivity

- **Arithmetic input** in fields to foster precise and error-free transformations

- **History** and **snapshots** to maintain a reversible, flexible editing environment

- The **Fade command** to add non-destructive effect refinement options

- Integrating these features advances efficient, professional Photoshop workflows

Recording & Exporting Workflow Steps

- Photoshop can automatically record and export detailed step-by-step tutorials

- Enable the feature via *Edit > Preferences > History & Content Credentials* (or **Ctrl/Cmd + K**)

- Activating **History Log** and selecting **Output to Text File**

- Choosing the file save location and log detail level

- All editing actions (placing images, cropping, adjustments) recorded in the log

- Recorded log includes layer names, crop dimensions, and applied effects

- The **log file** can be edited or organized further for clarity

- Using the feature for sharing or archiving detailed editing workflows

Info Bar & Document Details Panel

- **Info Bar** showing comprehensive file details when clicked and held

- Displaying width, height, color channels, and resolution

- Allowing toggling between different information views: Document Size, Profile, Dimensions, etc.

- Showing GPU mode status and measurement scale (1 pixel = 1 pixel)

- Scratching sizes reflect Photoshop's memory usage and efficiency during operations

- Decreasing of Efficiency indicator if system slows under heavy tasks

- Timing shows how long operations take; increasing with project complexity

- Current tool info dynamically updates to show selected tool name and type

PDF Presentations & Fun Customization Features

- Generating multi-page PDF presentations from image files via
  File > Automate > PDF Presentation

- Allowing users to add multiple images, set background color, font size, and slide timing

- Randomizing or selecting transition effects for slide changes

- The exported PDF plays automatically with timed slide changes

- Toolbar customization: Holding and clicking buttons with Shift reveals fun icons

- Toggling interface color themes via keyboard shortcuts (**Shift + Alt/Cmd + Click**)

- UI customizations do not affect functionality but add playful elements

- Resetting customizations possible with additional keyboard and mouse commands

Introduction to Adobe Libraries

- **Adobe Libr**aries store assets for sharing and reuse across multiple Adobe applications (Photoshop, Illustrator, After Effects, Premiere Pro, InDesign, etc.)

- Activating Libraries panel via *Window > Libraries* in Photoshop

- Libraries can include images, colors, text styles, brushes, and presets

- Creating new libraries by clicking the "**+**" icon and naming them

- Adding assets by drag-and-drop or using the panel's add options

- Assets sync automatically across Photoshop, Illustrator, Premiere Pro, etc.

- Linked assets update automatically when edited in their source app

- Embedded assets are independent copies, not linked to the library

Managing Assets in Libraries

- Dragging images into libraries to store and reuse across projects

- Renaming assets by double-clicking their names in the panel

- Colors can be saved to libraries for consistent branding and easily sampled with the *Eyedropper Tool*

- Text styles, including character and paragraph styles, can be saved to libraries and reused across projects

- Storing adjustment layers like Lookup Tables and Curves for reuse

- Using **Alt/Option + Drag** to add embedded (unlinked) assets

- Linked assets show a cloud icon; embedded assets do not

- Assets can be deleted or renamed within libraries for an organized workflow

- Libraries enhance cross-application efficiency and brand consistency

Finding Similar Images & Extracting Patterns

- Using Libraries to find **similar images** via *right-click > Find Similar*

- Photoshop searches **Adobe Stock** for visually similar images

- Similar images appear with watermarks unless purchased via subscription

- Adding images to libraries at low resolution to test usage and composition

- **Extract From Image** allows creation of patterns and scalable designs

- Adjusting scale, rotation, and pattern types for versatile backgrounds

- Converting images into **vector shapes** directly within Libraries

- Extracting color themes and gradients from images to enrich asset libraries

Advanced Library Features & Collaboration

- Adding color modes such as Color, Grayscale, Muted, Deep, Bright, and Dark to Libraries

- Importing color themes from *color.adobe.com* for trend-based palettes

- Using Libraries seamlessly across Adobe apps (Photoshop, Illustrator) with synced assets

- Creating and applying patterns and vector shapes across projects

- Exporting libraries as files to save or transfer asset collections

- Sharing libraries by inviting collaborators or generating shareable links

- Collaborators can view and add library assets via **Adobe CC app** or web

- Libraries optimize workflow by centralizing reusable creative assets across software

Mock-ups in Photoshop

- **Mock-ups** present design concepts to clients in a polished, realistic way

- Help in visualizing how designs appear on various media: print, packaging…

- *OnBlast.com* - a popular free resource for downloading diverse mock-ups

- Coming as Photoshop files with smart object layers for easy design insertion

- Using mock-ups by opening the smart object, placing the design, saving, and it updates automatically

- Enabling clients to accurately anticipate the final appearance of the design prior to physical production

- Mock-up types encompass logos, billboards, packaging, digital interfaces…

- Advanced practice includes the creation of custom mockups, offering complete control over layered composition and design customization

Questions & Answers Homework

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