

## QSG-PS2021-manual



### Quick Start Guide for Adobe Photoshop 2021

#### Manual

Get in sync with your Digital Scrapper instructor right from the get go with our Quick Start Guide for Adobe Photoshop 2021.

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#### Start From the Beginning (optional)

- Press Ctrl K (Mac: Cmd K) to open Preferences.
- In the General tab, click Reset Preferences on Quit.

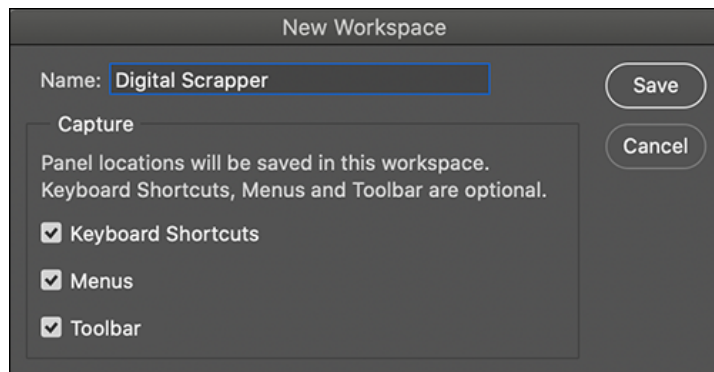
NOTE: Resetting Preferences will not remove previously installed styles or actions and it will not delete any saved workspaces.

- Click OK to the warning dialog.
- Click OK to close Preferences.
- Close Adobe Photoshop and relaunch.
- When you get to the Welcome Screen, click on the Photoshop icon in the upper-left corner.

#### Create a New Workspace (optional)

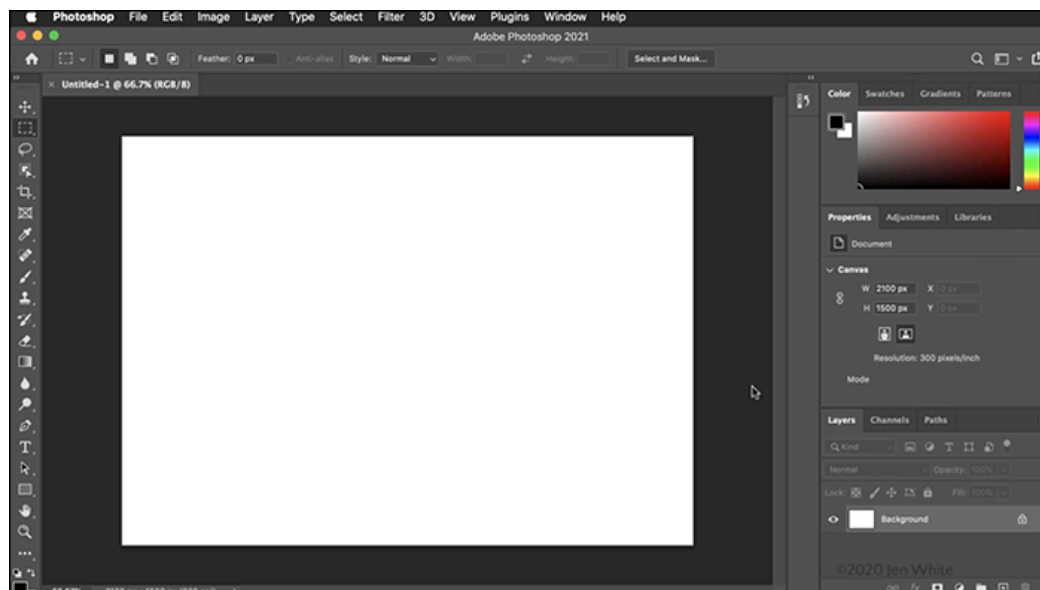
- In the Menu Bar, choose Window > Workspace > New Workspace.
- In the dialog box, name the workspace Digital Scrapper. Place a checkmark next to Keyboard Shortcuts, Menus, and Toolbar. Click Save.

Note: As you make changes to the new workspace, it will be automatically updated.



## Background Setup

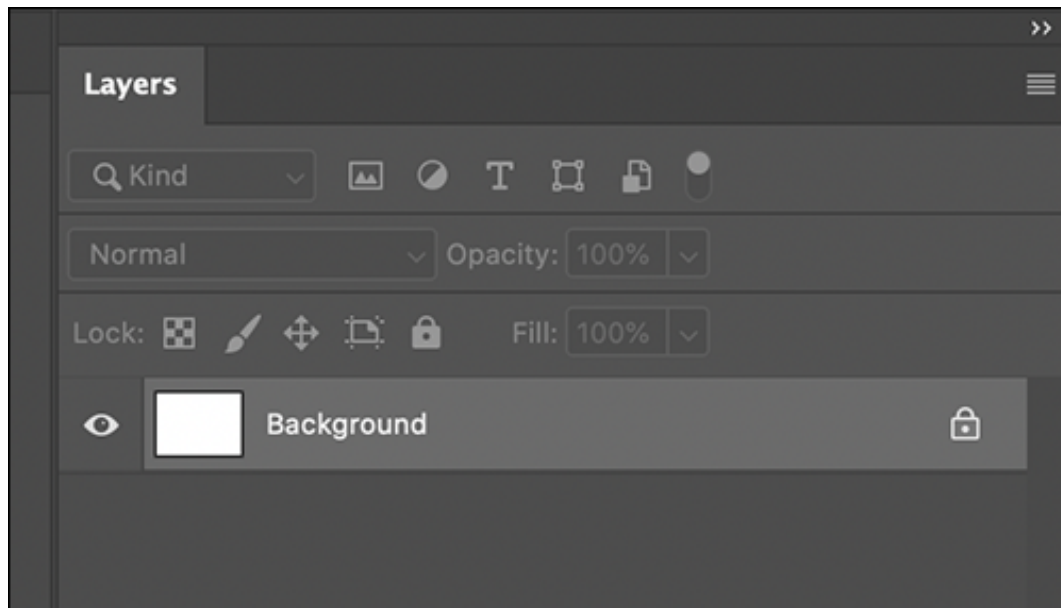
- In the Menu Bar, choose File > New. The settings of this file are irrelevant.
- In the dialog box, click Create.
- Right click (Mac: Ctrl click) on a gray area of the viewing area to get a menu and choose Default. If you don't see any gray area, Press Ctrl - (Mac: Cmd -) to zoom out.



## Close Panels

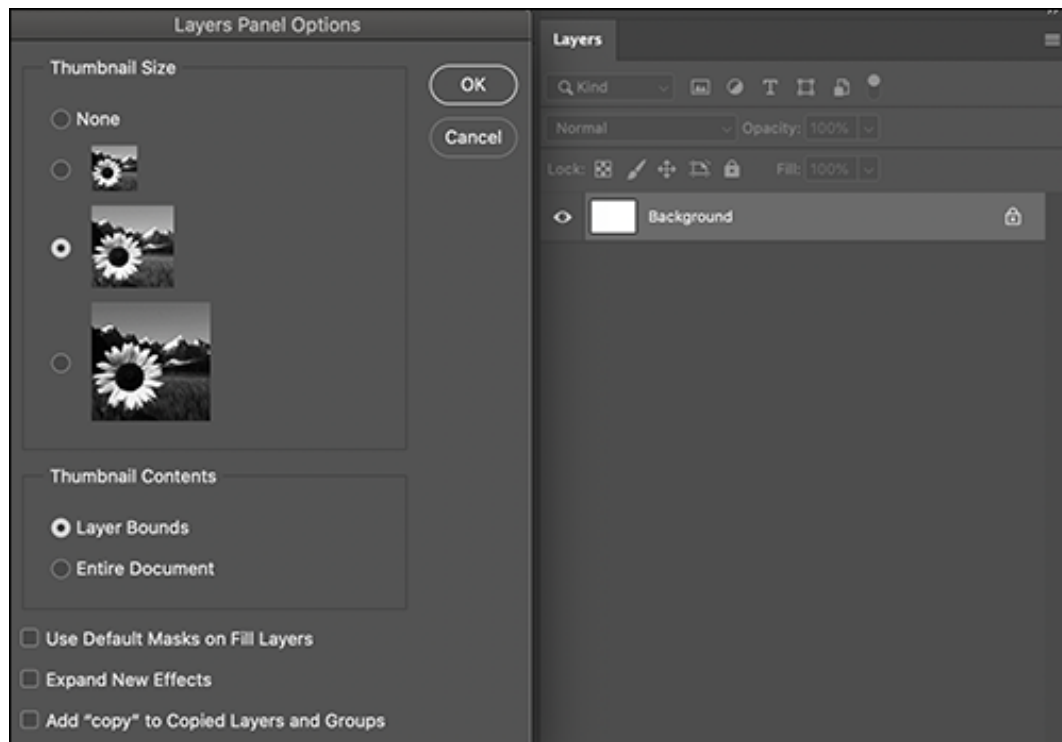
- Right click (Mac: Ctrl click) on the Color panel and choose Close Tab Group.
- Right click (Mac: Ctrl click) on the Properties panel and choose Close Tab Group.
- Right click (Mac: Ctrl click) on the Channels panel and choose Close.
- Right click (Mac: Ctrl click) on the Paths panel and choose Close.
- Right click (Mac: Ctrl click) on the History panel and choose Close.
- Click and drag the left edge of the Layers panel to make it wider.

Note: Panels can be added at any time in the Windows Menu.



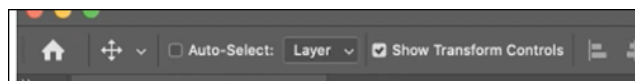
### Layers Panel

- In the Layers panel, click on the flyout menu and choose Panel Options.
- In the dialog box, set the Thumbnail Size to Medium, the Thumbnail Contents to Layer Bounds, and uncheck Use Default Masks, Expand New Effects, and Add “copy” to Copied Layers. Click OK.



## Move Tool Tool Options

- Get the Move tool.
- In the Tool Options, uncheck Auto Select and check Show Transform Controls.

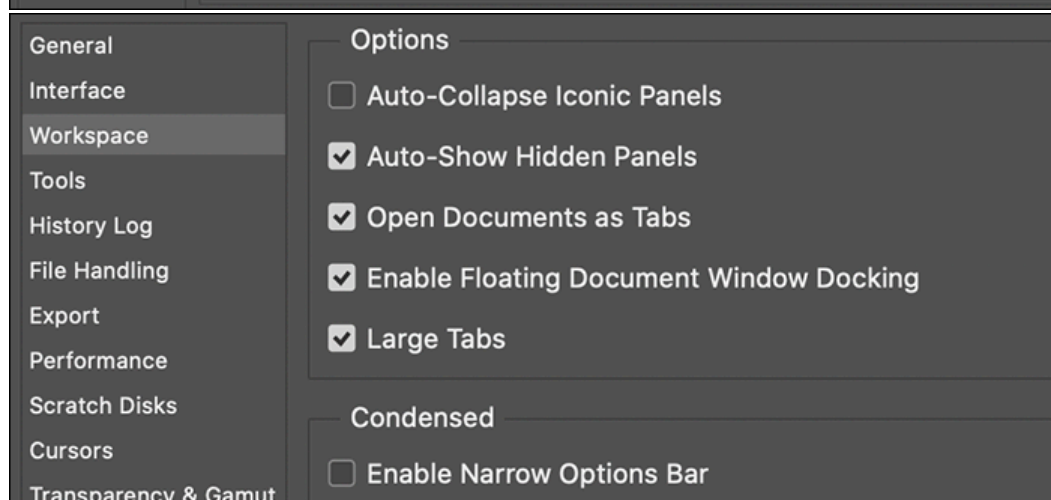
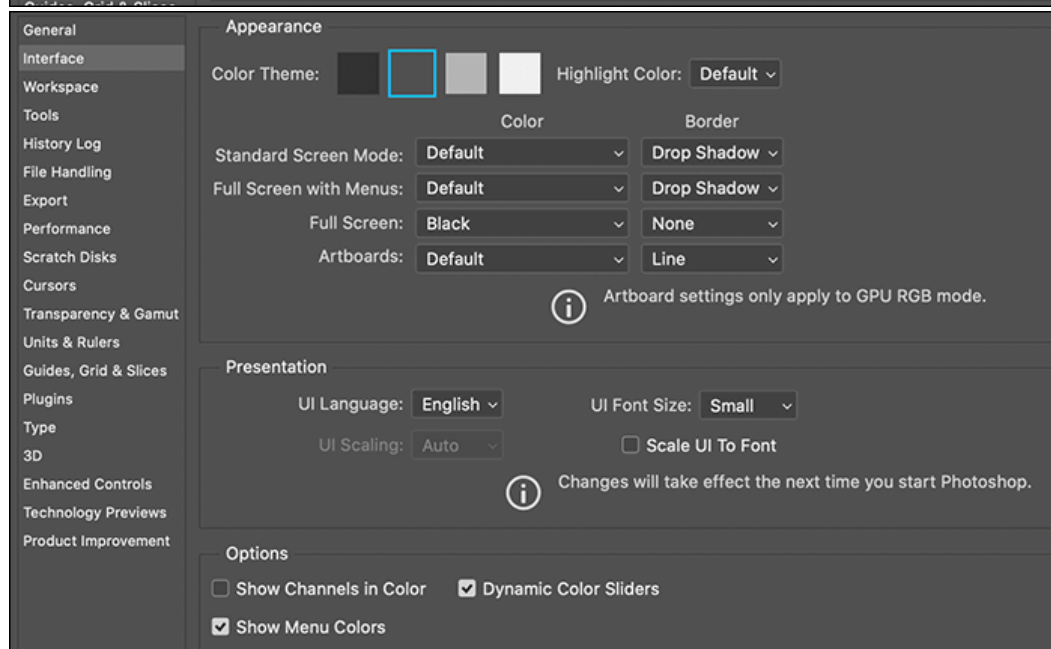
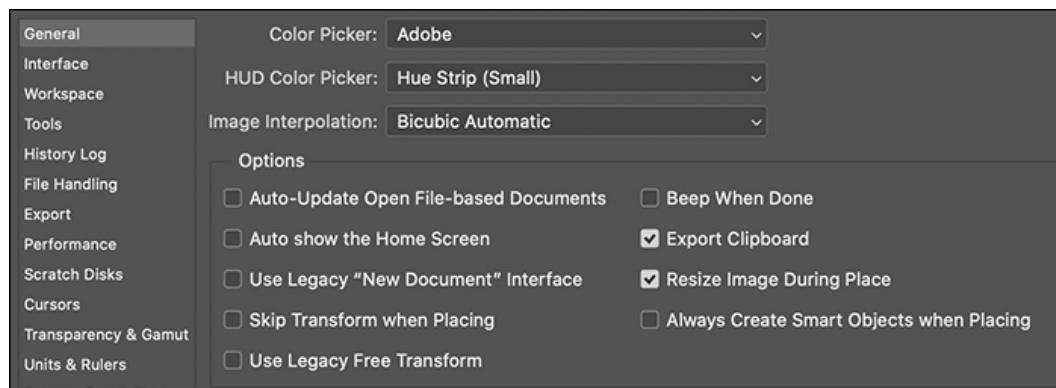


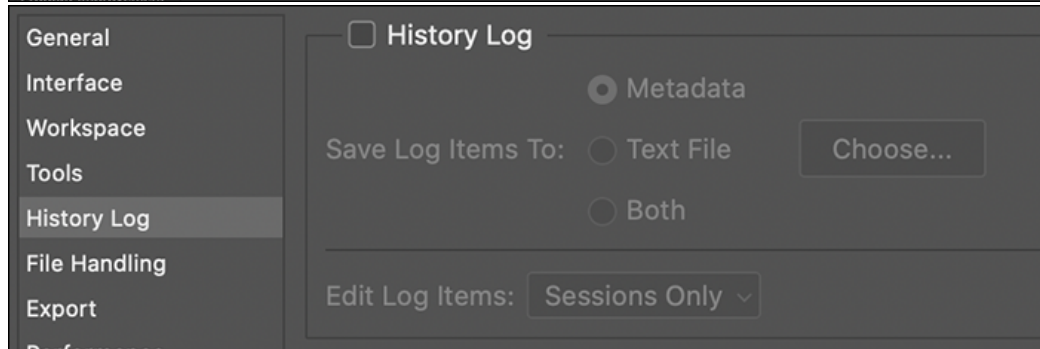
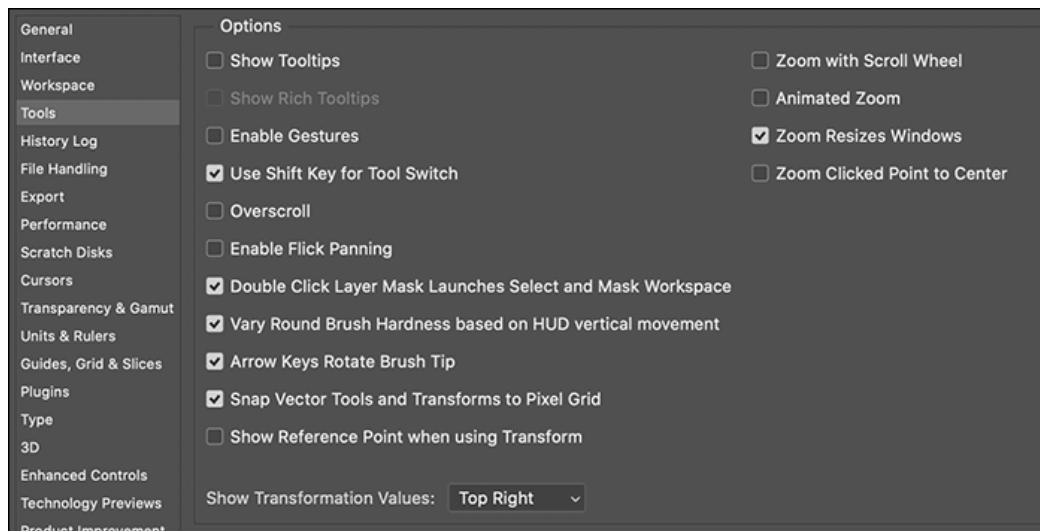
## Preferences

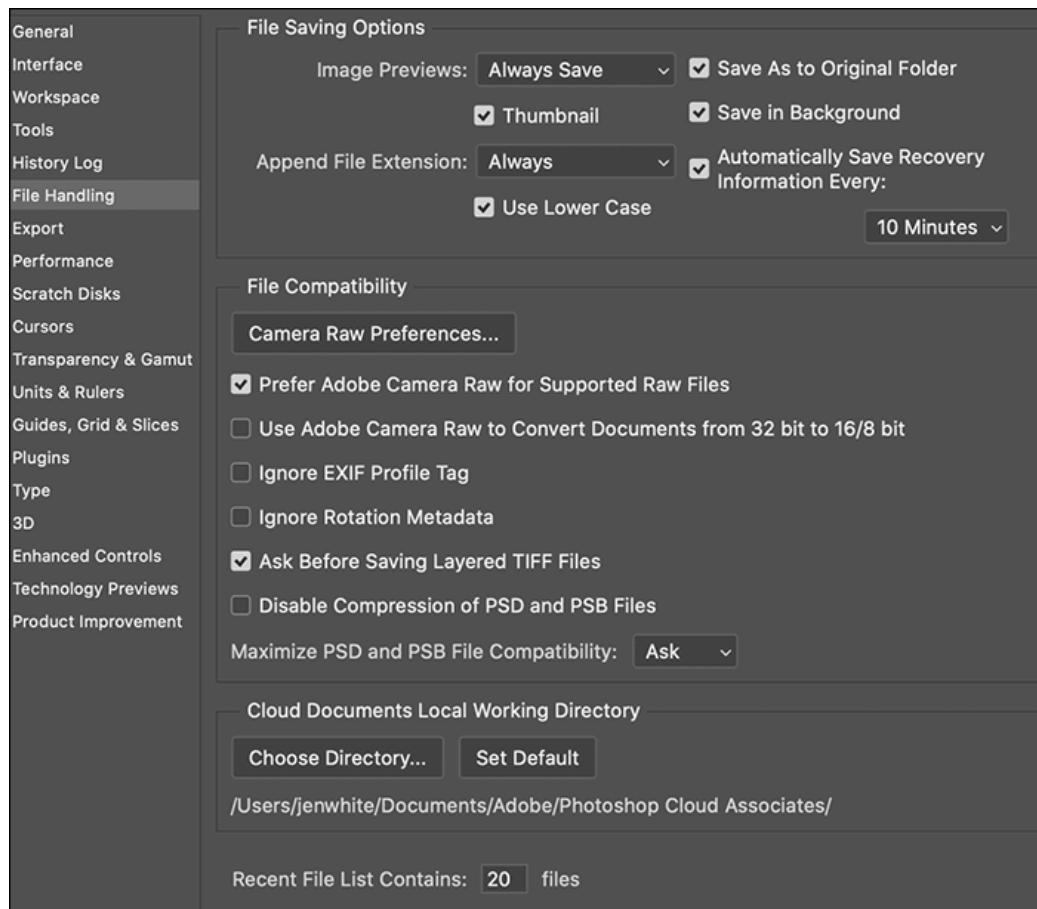
- Press Ctrl K (Mac: Cmd K) to open Preferences.
- In the General Tab, uncheck Always Create Smart Objects When Placing.
- (Optional) Uncheck Auto Show the Home Screen.
- In Tools, uncheck Enable Gestures, Enable Flick Panning, and Animated Zoom.

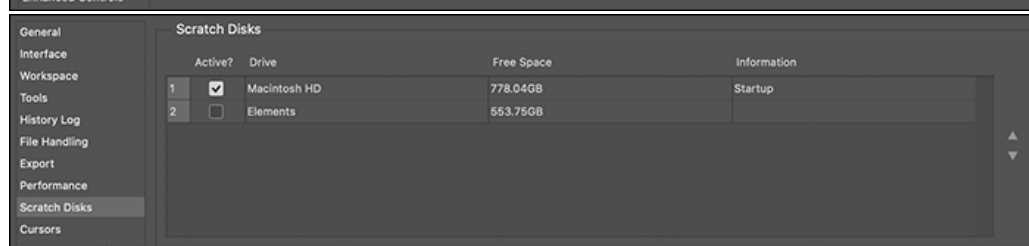
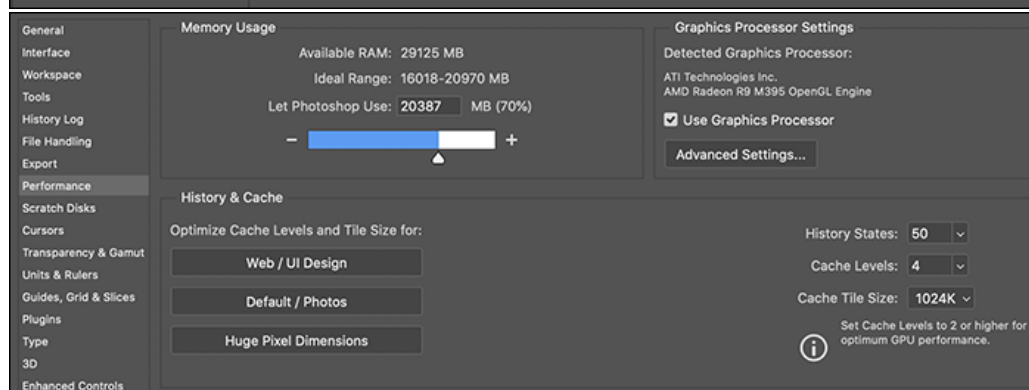
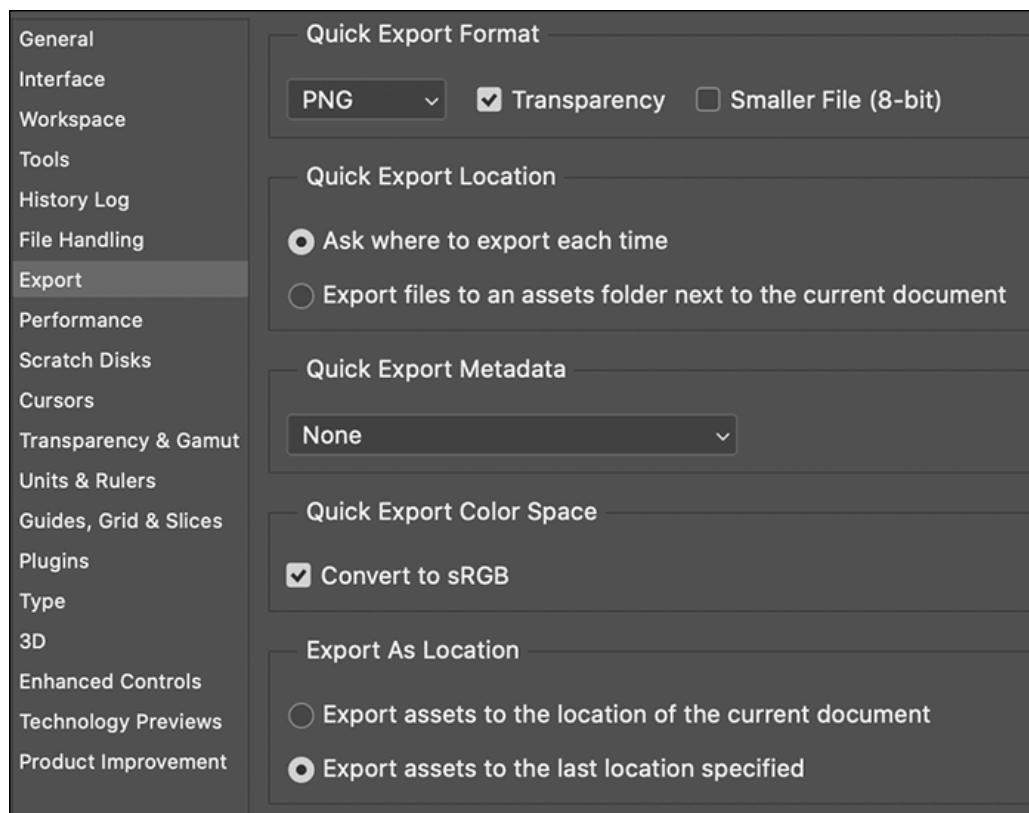
Note: When recording your instructor will disable Show Tooltips and Show Rich Tooltips to reduce distraction, but I recommend keeping it turned on while you are learning the program.

- In Units & Rulers, set the Rulers to Inches.











General

Interface

Workspace

Tools

History Log

File Handling

Export

Performance

Scratch Disks

Cursors

Transparency & Gamut

Units & Rulers


Guides, Grid & Slices

Plugins

Type

3D

Painting Cursors



☐ Standard

☐ Precise


☒ Normal Brush Tip

☐ Full Size Brush Tip


☐ Show Crosshair in Brush Tip

☐ Show Only Crosshair While Painting

☐ Show Brush Leash While Smoothing

Brush Leash Color: 


Other Cursors



☒ Standard

☐ Precise

Brush Preview

Color: 

General

Interface

Workspace

Tools

History Log

File Handling

Export

Performance

Scratch Disks

Cursors

Transparency & Gamut


Units & Rulers

Transparency Settings


Grid Size: 

Medium


Grid Colors: 



Light



Gamut Warning

Color: 

Opacity: 

100

 %

General

Interface

Workspace

Tools

History Log

File Handling

Export

Performance

Scratch Disks

Cursors

Transparency & Gamut

Units & Rulers

Units

Rulers: 

Inches

Type: 

Points

Column Size

Width: 

180

Points

Gutter: 

12

Points

New Document Preset Resolutions

Print Resolution: 

300

Pixels/inch

Screen Resolution: 

72

Pixels/inch

Point/Pica Size

☒ PostScript (72 points/inch)

☐ Traditional (72.27 points/inch)

General

Interface

Workspace

Tools

History Log

File Handling

Export

Performance

Scratch Disks

Cursors

Transparency & Gamut

Units & Rulers

Guides, Grid & Slices

Plugins

Type

3D

Enhanced Controls

Technology Previews

Product Improvement

Guides

Canvas: 

Cyan

Artboard: 

Light Blue

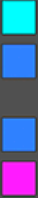
☐ Show Inactive Artboard Guides

Inactive Artboard: 

Light Blue

Smart Guides: 

Magenta



Grid

Color: 

Custom...


Gridline Every: 

1

Inches

Subdivisions: 

4



Slices

Line Color: 

Light Blue


☒ Show Slice Numbers

Path

Path Options: 

Default

1 px



Controls

Control Color: 

Default

