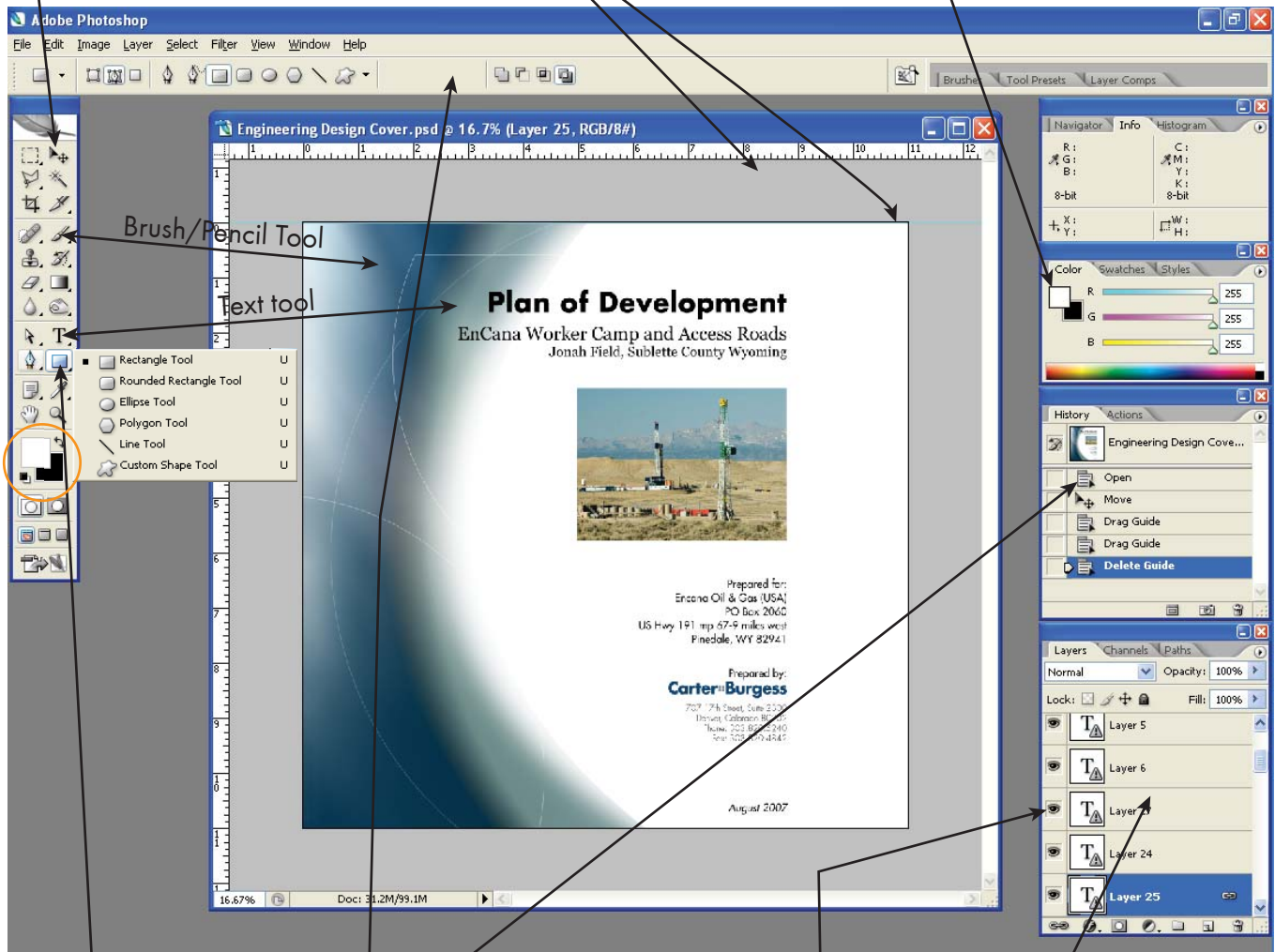


This is the move tool and is the tool you work with when you're moving text or images around on a page.

These lines are guides. They are non-printing guidelines which you can use along with the rulers to line things up. (To make the rulers show up, use Ctrl + R or View/Rulers. The rulers aren't always on by default.) You can hide or delete your guides and you can move them around with the move tool.

This is the color palette. You can select colors by clicking the color spectrum area at the bottom, by double clicking the black or white squares (which opens up a new palette that allows you to choose colors more precisely) or by manipulating the RGB values. Along with the orange circled portion of the tool palette, this is your main control for colors. The top color is foreground and the bottom one is background



This is the shape tool. You'll notice a lot of the tools have tiny black triangles in the corner. That means if you click and hold on them, a small palette will flyout that has other related tools on it. If you click and hold the rectangle on the shape tool, other shapes appear that you can make instead of just a rectangle.

The shape tools make shapes that you can choose to stroke or fill with color or mask out photographs with, and a lot more.

This is the history palette. Everything you do (including opening a file) is recorded here so that you can always go back to a previous state. you do this by clicking the state you want to go back to. It's like using Undo.

This is the context menu. The items in this menu change based on what tool you are currently using.

These are layers. You should name these so you can tell at a glance what's on each layer.

Whenever you start writing text, it automatically makes itself a new layer. If you bring in an image from somewhere else, it will automatically make a new layer. If you start drawing on top of things though, you need to make a new layer first. That way, you can always choose to delete the drawing without also deleting whatever else is on the layer.

The eyeballs show layer visibility. If the eyeball is showing, the layer is currently visible. Click the eyeball so that it disappears if you want to hide the layer. You can always turn it back on again by clicking the box where the eyeball goes.