

# SAVE YOUR WORKSPACE

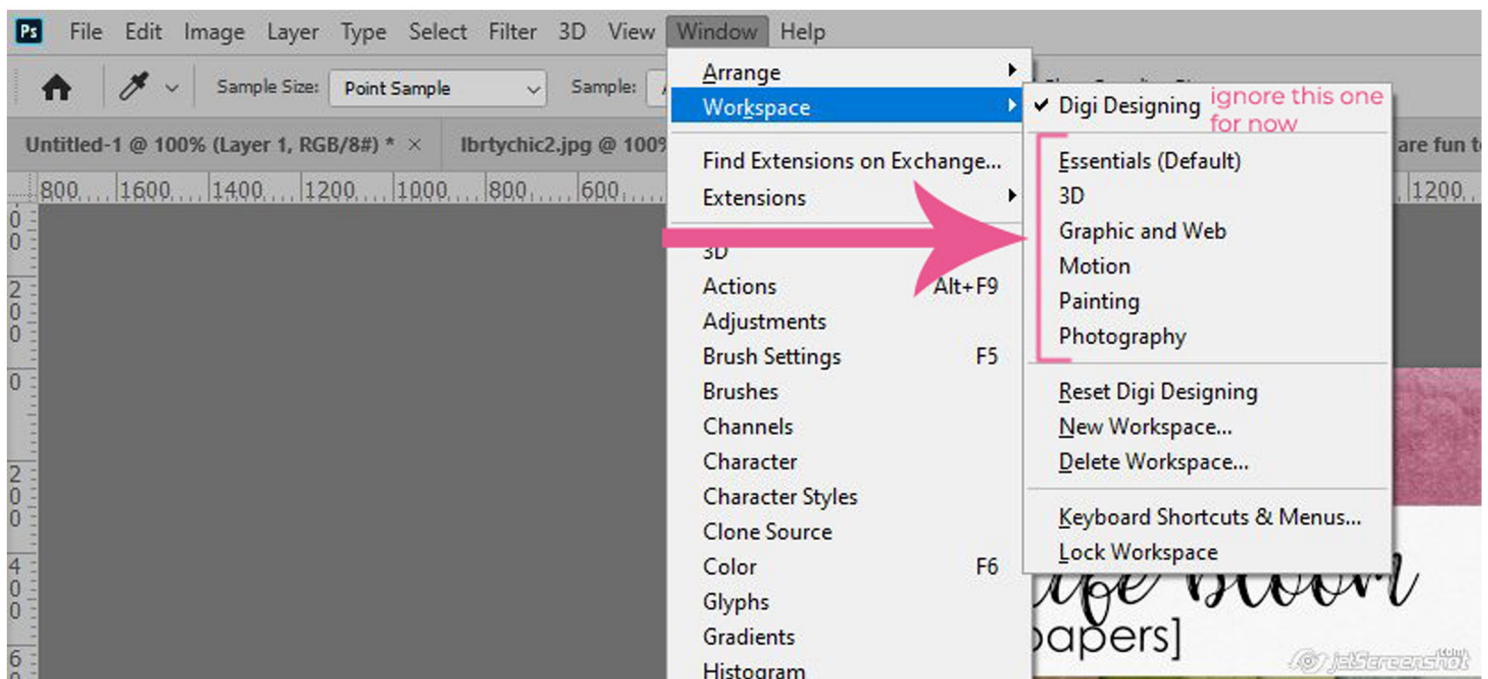


## FOR PS/PSE USERS

# SAVING YOUR WORKSPACE

Having a tidy space to work in makes us more productive, right? I've found that this fact applies to our jobs outside the home, cooking dinner, gardening...just about anything. If you're organized and have a tidy area to work in, it's much easier to get things done efficiently...and hey, here's a shocker. That applies to working with our graphics programs, too! So, today we'll talk about creating and saving your workspace in Adobe Photoshop.

Photoshop has set up some standard workspaces. You'll find them in the top options bar under Window/Workspace. As you can see, they have several workspaces set up for different types of users – the standard Adobe workspaces are those the arrow is pointing to inside the hot pink bracket. The Essentials Workspace is the default workspace. It's kind of the “one size fits all” workspace.



I have certain tools that I use ALL the time in designing. I want at my fingertips so that it keeps my workflow going. So, the Essentials Workspace didn't work for me. The Painting workspace was closer, but it tends to take up more room than I want to give my tools. That's the beauty of workspaces...you can create them just how you want them to be, fully expanded, collapsed, docked in different places. WHATEVER works for YOU!

I use a dual monitor system, with Photoshop on the right screen and Illustrator on the left. I like to keep as much of my screen real estate available for my actual files as possible. If I used the Painting Workspace, this is what my right (Photoshop) monitor would look like.







See how much space that takes up on the right side? So, I chose to set up a workspace where all of my tools are all collapsed. Here's a screenshot with my Digi Designing Workspace:



Clean, accessible...and LOTS of SPACE! When I'm working in Photoshop, I have four panels that show on my left (Illustrator) screen, because I am using them ALL the time. Those four are my tools, layers panel, history panel and finally my info panel. I have docked my actions to my history panel, because I use actions a lot for things like trimming wordart files, saving png's, smoothing files, etc. I like not having to click on anything to see these tools, because well, I'm constantly using them! When I'm using brushes to create a paper, then I'll drag that panel off of the dock and leave it open all the time, or just access it from the toolbar sometimes...and then I reset my workspace. Again, that's the beauty of the way Adobe has created the tools.

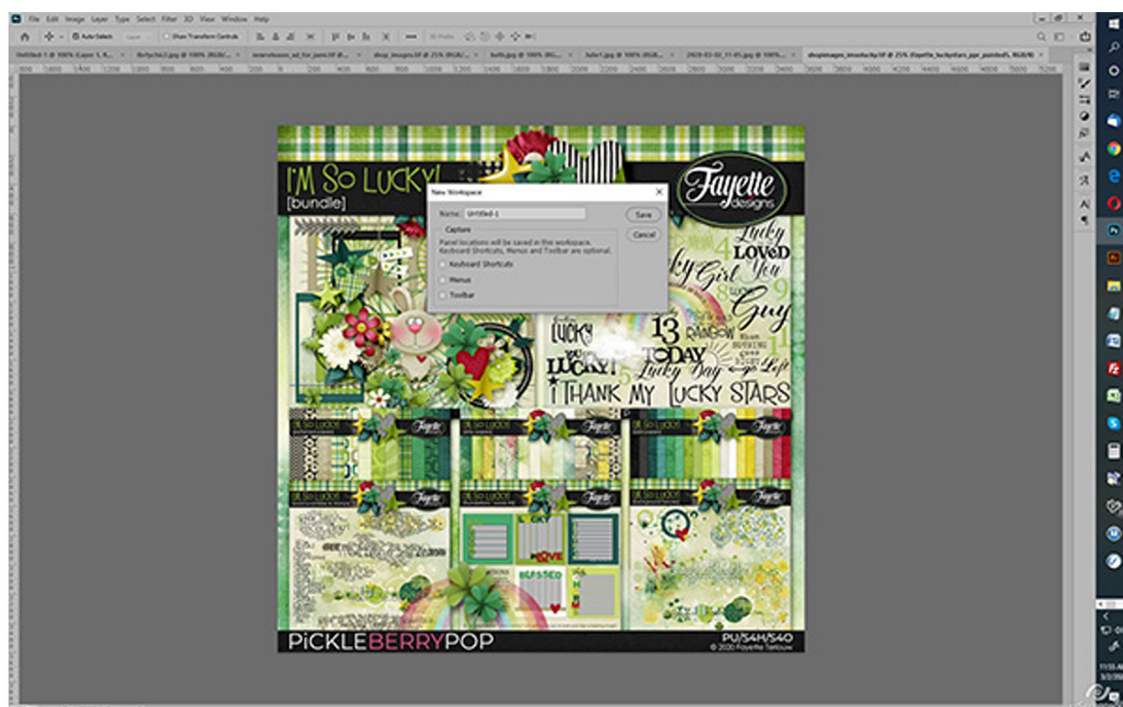


You can move them to the position that works for you, dock them or don't.... then reset it all. There's no RIGHT or WRONG way to arrange your tools.

What you can't see on the screenshot of my Digi Designing Workspace are those four tools/ panels that I mentioned before. They're on my other screen, but believe me, they're very accessible. You can see that I've given myself a LOT more room to work. I have plenty of room to drag a file out on top of another if I need to see how two papers are working together, or if an element sits well on a paper.

I know it might sound intimidating, but I have faith in you. Here are the basic steps to creating your customized workspace in Photoshop:

Decide which tools you want readily accessible while you're scrapping  
Open those tools/ panels by going to Window in the top options bar and click on the tool/panel you want to open  
Drag the tools around until you get a configuration you're happy with.  
You can collapse the tools, widen them, dock them in groups, put them on the left, on the right, dock certain tools together...so many possibilities!  
Once you're happy with your workspace, click on Window/Workspace/New Workspace, and it will pop up a window for you to give your workspace a name.  
Name your Workspace



If you find that you need to make some changes...just rearrange your tools and save your workspace again. EASY PEEZY.

If you're still a little nervous about it, here's a little video from Knowledge City that will walk you through creating and saving your own workspace.

<https://youtu.be/YaivjAPJkEO>





You can also customize your workspace if you're a Photoshop Elements User. To Customize your Workspace in PSE, follow these steps:

Select Window on the Menu bar to see Tools on the Left and Effect & Layers in the Panel Bin.

Simply check the items you want to see such as Tools, Panel Bin, Layers, Effects, etc. If you ever "lose" a tool or one of the other windows in the Panel Bin, click on Window in the menu bar to make sure you haven't accidentally unchecked it. See? It's pretty simple, isn't it. You just drag things around so that they work for you. Don't be afraid to move things around and see what works for your style of scrapping/designing.

If you're an Illustrator user, you can do the same thing with that program... arrange and save your own workspace! So, give it a try and see if it helps your scrapping! Enjoy!

