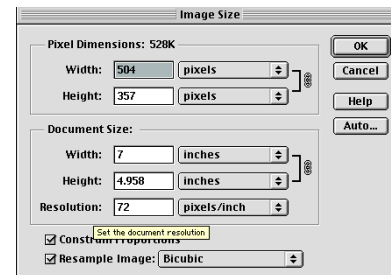
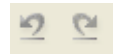



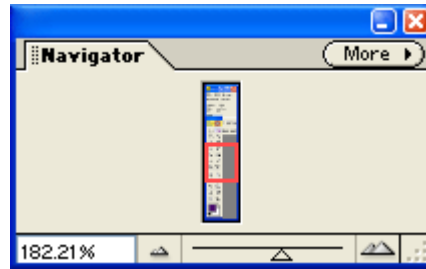
Introduction to Photoshop Elements

Basic Work with Images:

- Consider Output before inputting work on an image...
 - Image for the web?
 - Image for a screen? (computer screen or projected screen)
 - Image for email?
 - Image for printing? (regular district printers or photo quality printers)
- Opening an Image in PhotoShop:
 - **Open** PhotoShop
 - Click on **File** and select **Open**; navigate to desired image and click **Open**
- Using Palates
 - Click on desired palate in upper right hand corner of window; **click** and **drag** desired palate to appear as a floating palate
 - OR, click on **Window** on the **Menu Bar** and select appropriate palate
- Using **Undo** & **Redo** when needed
 - Click on **Undo** or **Redo** in the **Toolbar**, or
 - Use the **History** palette, click on **Window** and select **Undo History** palette, or
 - Click on **Edit** and select **Undo** (or Step Backward or Step Forward)
- Rotate image
 - Click on **Image** and select **Rotate**, and the desired rotation
- Resizing image (*actually changing the physical & file size of the image*)
 - Click on **Image**, choose **Resize** and select **Image Size**
 - Use **Document** size area; keep **Resolution** at **72** pixels/inch (for screen, web or print on regular printers)
 - Keep **Constrain Proportions**; change width or height to desired size and click **OK**
- Cropping
 - Click on **Crop** tool to select it
 - Place, then click and drag over rectangular area of image to be cropped
 - Double click inside the selected area to crop
- Enhancing features provide some changes to the image:
 - Click on **Enhance** on the **Menu Bar** and select one of these to use the auto feature:
 - Auto levels
 - Auto Contrast
 - Auto Color Corrections
 - Click on **Enhance** and select one of these for manual control, and adjust as desired:
 - **Adjust Color** to **Color Cast** and **Hue/Saturation**
 - **Adjust Brightness and Contrast**
 - To sharpen image, click on **Filter** and choose **Sharpen**, and make desired selection
 - To remove red eye, click on icon and follow directions
- Eraser Tool:
 - Click on **Eraser** tool; place over image, click and drag to erase

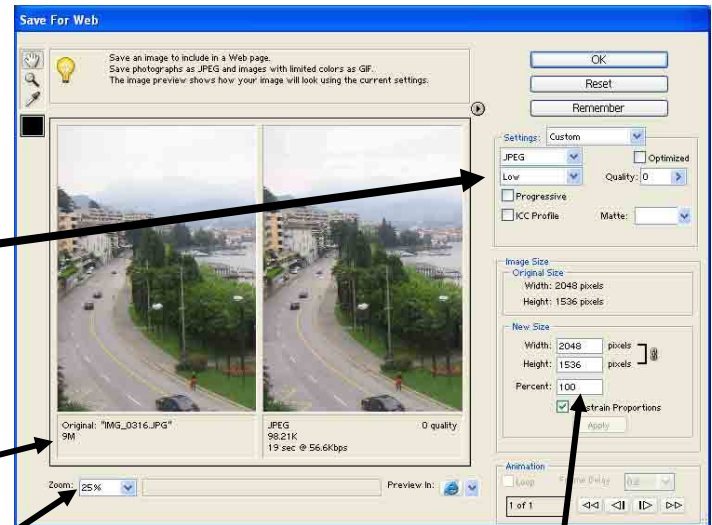
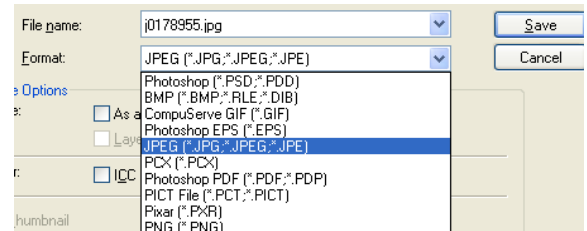


- Zoom in and out on desired area of image (*to view image up close; does not effect file size*)
 - Click on **Zoom** tool, and click on image to zoom in; hold down the **Alt** key and click in picture to zoom out  or,
 - Click on **Window** on the **Menu Bar** and select **Navigator**
 - Use sliding scale to zoom in and out of image
 - Click inside of **Red** box to navigate in the image

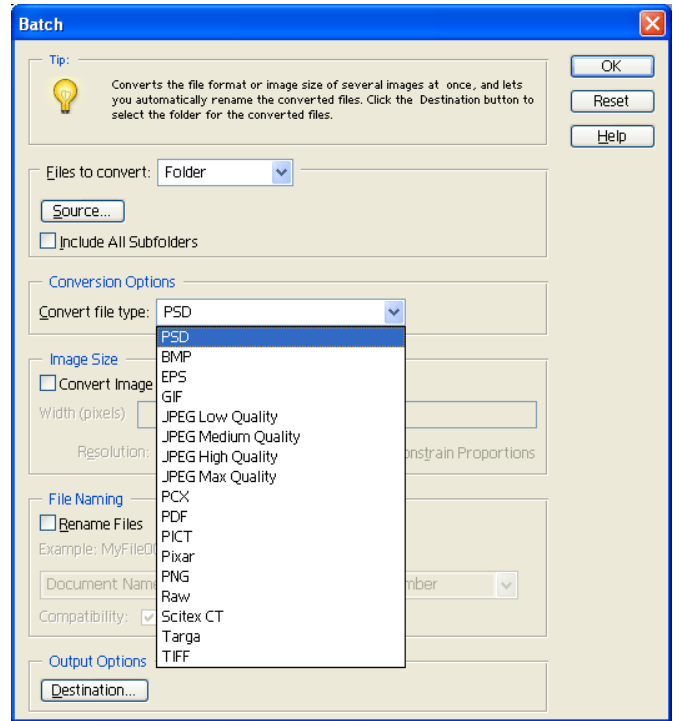


Saving....file management

- Saving an image...basic: (keep original image file unchanged and create another file to be used/alterd)
 - Click on **File** and select **Save As...**
 - Navigate to location for the image
 - Give image a file name using all low case with no spaces
 - Select file format: (most common formats)
 - **jpeg** or **jpg** for images with more than 250 color shades (i.e., photographs)
 - **gif** for images with less than 250 color shades (i.e., b/w and basic colors)
 - **PSD** for Photoshop images that retain all layers (i.e., images that are “works in progress” or for future reference)
 - Click **Save**
- Save for Web: process for saving images destined for web, regular printer and projection use
 - Click on **File** and select **Save for Web**; original and suggested “for web” version appears
 - Formats can be selected/changed: **.jpg .jpeg & .gif** formats
 - Formats can be changed to **Low**
 - Quality can be changed to a lower number; slider will appear to allow incremental change
 - File size appears below image; when settings are changed, file size is updated
 - Zoom in and out by clicking on % below images and selecting desired amount
 - Image size can be changed:
 - Change pixel number for width or height....proportionality will be maintained
 - Change in % number will change image size accordingly
 - Click **OK** when image is as desired
 - Navigate to where image file is to be placed
 - Give image file a name (possibly a unique name indicating its purpose); click **Save**




- Save for Web....resizing all images in a folder
 - Click on **File** and select **Batching Processing....**
 - Click on **Source** and select desired folder with images to be affected
 - Click on **Convert file type** and select desired file type
 - Click in box next to **Convert Image:**
 - set pixel numbers for width and height if desired
 - set resolution for all images
 - Click on **Destination** and navigate to desired location
 - Click **OK**, and new images will be created for all images in folder reflecting the settings given



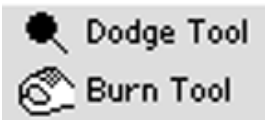

Selection Tools

- Marquee tool: a selection tool whose shape can be either rectangular or oval
 - Click on **Marquee** tool
 - Click and hold on the tool and select either a rectangular or oval shape
 - Click, **hold and drag** in image to select desired area
 - Click on **Add, Subtract** or **Intersect Selection** icon on toolbar to refine selection
- Lasso tool: a selection tool for more precise selections
 - Click and hold on **Lasso** tool to get options
 - Click on the **Lasso** (freehand), **Polygonal** (straight sides) tool on the toolbar
 - Place tool in image where desired, then click and drag around the desired area
 - To finish selection the tool must completely enclose a region, and then double click
 - Click on the **Lasso** tool and select **Magnetic Lasso** tool on toolbar
 - Hold tool over desired point in image to start selection and click; then drag along the area to be selected (the tool looks for similar pixels)
 - Click along the way to force the tool to select desired areas
 - To finish selection the tool must completely enclose a region (it must overlap where it started....and “dancing ants” will appear showing that enclosure has happened)
 - To revise an area that has been selected: (hint: first, enlarge the selected area)
 - To add a region to the selected area hold down the **Shift** key, click and move Magnetic Lasso through area that is to be added, and complete the circular region to select it; area will be added
 - To delete a region to the selected area hold down the **Alt** key, click and move Magnetic Lasso through area that is to be deleted, and complete the circular region to select it; the selected area will be deleted
 - Click on **Select** and choose **Inverse** which will make the area outside of the selected area active and changeable
 - Click on **Select** and choose **Deselect** to get rid of selected area and tool



- **Magic Wand tool:** this tool selects areas of common color 
 - Click on the **Magic Wand** tool
 - Click on a spot on an image, and all related, connected color pixels (of the same color) will be grouped/selected
 - Move wand to another area, hold down the **Shift** key and click to add to the selection
 - To subtract from the selection, move wand over area to be deselected, hold down the **Option** key and click; area will be deselected
- **Inverse selection:** to select area outside of the identified area
 - Click on **Select** and choose **Inverse**
- **Deselecting:** when selection is made and not desired
 - Click on **Select** and choose **Deselect**
- **Save Selection...** to save a particular selection for future use
 - Perform a selection
 - Click on **Select** and choose **Save Selection**
 - Give selection a name and click **OK**
 - To later use a saved selection, click on **Select** and choose **Load Selection**

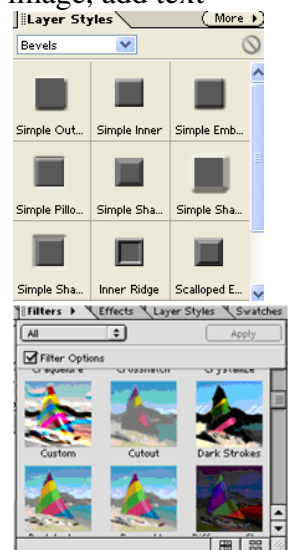
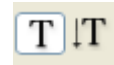
Working with a Selection: (defining a boundary within image)

- **Cut and Copy a selection**
 - Select area to be cut or copied
 - Click on **Edit** and select **Cut** to remove the selected part of the image
 - Click on **Edit** and select **Copy** to copy the selected part of the image
 - Then place cursor where the selection is to appear, click on **Edit**, select **Paste** and selection will appear
- **When cutting selections, use of feathering can be of benefit**
 - Before cutting selection, click on **Select** and choose **Feathering**
 - Enter desired number of pixels and click **OK** (the higher the number, the more blurring the edges)
- **Use selection as boundary for these tools/functions:** (though these tools/functions can be used with or without a selection being made)
 - **Dodge tool, and related settings:** tool lightens desired areas
 - Click on **Dodge** tool; select desired size, range and exposure
 - Click, hold and move around in desired area of image to lighten area
 - Hint: selecting an area will restrict effects to designated area
 - **Burn tool, and related settings:** tool darkens desired areas 
 - Click on **Burn** tool; select desired size, range and exposure
 - Click, hold and move around in desired area of image to darken
 - Hint: selecting an area will restrict effects to designated area
- **Modify an image** (altering the image by duplicating a part of the image elsewhere on the image to possibly hide that part of the image; using a selection can create a boundary for modifications)
 - Click on **Zoom** tool, put tool over area to be modified and click to make area enlarged
 - Click on **Clone Stamp Tool**
 - Place circle tool over specific area to be captured (change size of circle tool by selecting different size number in **Size** toolbar window) 
 - Hold down the **Alt** key and click to select that sample of color/texture/area
 - Move circle tool to where you want to stamp the selected color/texture/area and click; sample will be stamped there

- Another method of cloning....
 - Place circle tool over area to be cloned, hold down the **Alt** key and click to establish the sample area
 - Place circle tool over area to place sample, click, hold and drag around; the sample area will move with the circle tool

Special Effects

- Add text on top of image
 - Click on the **Text** tool; in the toolbar, choose the **T** with the down arrow for vertical text
 - Select the font, size, style and color for the text
 - Click in the image and begin to enter desired text
 - Click on the text tool with the down arrow to enter vertical text; click in image, add text
- Layer Styles (effects are only available when used with an active layer showing)
 - Click on **Window** and select **Layer Styles**; the styles options appear; click and hold on blue tab banner and drag from tab area so window will remain available
 - Click on a **Style** and view the effects
 - Click on the dropdown box and select additional grouping of styles; click on a style and view effects; effects can be accumulative
 - Click on image outside of selection to make Style effective
- Use Filters (filters are effect the entire image; have background layer selected)
 - Click on **Window** and select **Filters**; the filter options will appear
 - Double click on an effect; use slider to alter the intensity of the effect



Layers

- Layers (new layers are added whenever something is pasted or added to the image, i.e., text)
 - Click on **Window** and select **Layers** to see the Layer palate
 - The eyeball in layer palate shows/hides the layer; click on any layer to make it active