Using Photoshop Elements

Created By: Rick Williams
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Using Photoshop Elements

Tools and Interface

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Many of the tools in the tools palette have a tiny black triangle at the bottom right of the tool. To access the additional choices you must click and hold the mouse on the tool.
**Marquee Tool**-- The marquee tools draw rectangular and elliptical selection borders.

**Move Tool**-- The move tool lets you drag a pixel selection to a new location in the image. With the Info palette open, you can track the exact distance of the move.

**Lasso Tool**-- The lasso and polygonal lasso tools let you draw both straight-edged and freehand segments of a selection border. With the magnetic lasso tool, the selection border snaps to edges you drag over in the image.

**Magic Wand**-- The magic wand tool lets you select an area of similar colors (for example, a blue sky) without having to trace its outline. You specify the color range, or tolerance, for the magic wand tool's selection.

**Selection Brush**-- The selection brush tool lets you drag with a variety of soft-edged or hard-edged brushes to define selected areas. You can drag to either define the selected area or define a mask (unselected areas).

**Crop Tool**-- Cropping is the process of selecting and removing a portion of an image to create focus or strengthen its composition. You can crop an image using the crop tool or the Crop command. In addition, you can use the Straighten and Crop Image command to automatically correct a skewed image

**Shape Tool**-- The shape selection tool allows you to select shapes with one click. After you select a shape, you can move, resize, and rotate the shape.

**Text Tool**-- You can insert new text, change existing text, and delete text in type layers. If any styles are applied to a type layer, all text inherits the attributes of those styles.
Paint Bucket-- The paint bucket tool fills an area that is similar in color value to the pixels you click. You can fill an area with the foreground color or a pattern.

Gradient Tool-- The gradient tools create a gradual blend between multiple colors. You can choose from existing gradient fills or create your own.

Brush Tool-- The brush tool creates soft or hard strokes of color and can simulate airbrush techniques.

Pencil Tool-- The pencil tool creates hard-edged freehand lines.

Eraser Tool-- The eraser tool changes pixels in the image as you drag through them. If you're working on the Background layer or on a layer with locked transparency, erased pixels change to the background color; otherwise, erased pixels become transparent.

Red Eye Tool-- Red eye occurs in photos when light from a camera flash reflects off the back of a person's eye. You can easily remove red eye from an image using the red eye brush. You can also use the red eye brush to retouch other details in an image, such as dental braces. The red eye brush tool changes the hue of the area you paint without removing detail in the image.

Blur Tool-- The focus tools consist of the blur tool and the sharpen tool. The blur tool softens hard edges or areas in an image to reduce detail. The sharpen tool focuses soft edges to increase clarity.

Sharpen Tool-- The focus tools consist of the blur tool and the sharpen tool. The blur tool softens hard edges or areas in an image to reduce detail. The sharpen tool focuses soft edges to increase clarity.

Sponge Tool-- The sponge tool subtly changes the color saturation or vividness of an area. In Grayscale mode, the tool increases or decreases contrast by moving gray levels away from or toward the neutral gray.
Smudge Tool -- You can use the brush, pencil, pattern stamp, or smudge tool to paint color on an image. The impressionist brush and smudge tools can also paint using the existing colors in an image. The five tools create different effects: The smudge tool either smudges the existing colors in your image or smears new color through your image.

Dodge Tool -- The toning tools consist of the dodge tool and the burn tool. Used to lighten or darken areas of the image, the dodge and burn tools are based on a traditional photographer's technique for changing exposure on specific areas of a print. Photographers hold back light to lighten an area on the print (dodging) or increase the exposure to darken areas on a print (burning). You can use the dodge tool to bring out details in shadows and the burn tool to bring out details in highlights.

Burn Tool -- The toning tools consist of the dodge tool and the burn tool. Used to lighten or darken areas of the image, the dodge and burn tools are based on a traditional photographer's technique for changing exposure on specific areas of a print. Photographers hold back light to lighten an area on the print (dodging) or increase the exposure to darken areas on a print (burning). You can use the dodge tool to bring out details in shadows and the burn tool to bring out details in highlights.

Clone Tool -- The clone stamp tool takes a sample of an image, which you can then apply over another image or part of the same image. Each stroke of the tool paints on more of the sample. Cross hairs mark the original sampling point.

Eyedropper Tool The eyedropper tool samples color from an image to designate a new foreground or background color. You can sample from the active image or from another open image. (When you're using the eyedropper, you can click in another image without making it the active image.) You can even sample color anywhere on your computer screen including the desktop and within the application window.
Hand Tool-- If you have enlarged your image, you can navigate to bring another area of the image into view.

Zoom Tool-- You can magnify or reduce your view using various methods. The window’s title bar displays the zoom percentage (unless the window is too small for the display to fit), as does the status bar at the bottom of the window.

Foreground Color The toolbox displays a foreground color and a background color in two overlapping color boxes. Photoshop Elements uses the foreground color to paint, fill, and trace selections and shapes, and it uses the background color to create fills, such as gradient fills and fills in erased areas of the image background. The foreground and background colors are also used by some special effects filters.

Background Color The toolbox displays a foreground color and a background color in two overlapping color boxes. Photoshop Elements uses the foreground color to paint, fill, and trace selections and shapes, and it uses the background color to create fills, such as gradient fills and fills in erased areas of the image background. The foreground and background colors are also used by some special effects filters.
Starting Photoshop Elements

1. Click the mouse on the **sunflower icon** in the Dock. If there is no Photoshop Elements icon you will need to open the Applications folder and then open the Adobe Photoshop Elements folder.

2. The window shown below will appear. If you do not want this window to show on open uncheck the “Show this screen at startup” at the bottom of the page,

   ![Adobe Photoshop Elements 2.0](image)

   This opening window can be used for the following:
   - Create a new file (File Menu)
   - Browse for a file (File Menu)
   - Connect to a camera or scanner (File Menu--Click on File and then **Import**)
   - Open a Photoshop Elements tutorial (Help Menu)
Resizing an Image

Before doing the following you will need to download the Photoshop Elements file
folder from the Tech Lab Common Server.

Click on Go in the MenuBar and select Connect to Server...
Select or type in 168.99.106.253
Click on Connect
Name= student
Password= falcon

When the Tech Lab Common Server mounts on your desktop you will need to
drag the Photoshop Elements folder to the Documents folder.
Users>Student>Documents.

Open an image (Open Photoshop Elements)

1. Click and hold the mouse on File in the MenuBar>>select Open

2. Click the mouse on Documents in the Sidebar (left side of dialog box)
3. **Double Click the mouse on the PhotoshopElements Folder**

4. **Click the mouse on 8thPicnic26.jpg and then click Open (bottom of dialog box)**

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**Resizing the Image**

When the picture opens it will normally be 25 to 33% of its full size. The picture from the camera is a very large picture. The picture you have just opened has a width of 35.5" and a height of 26.6". It is 1.1 Mb. Reducing the size will bring it down to about 100 K.

When the picture opens it will be 25 to 33% of its full size.

1. **Click and hold the mouse on **Image** in the MenuBar. Pull down to **Resize** and slide the mouse over to **Image Size**...**
2. The picture size is shown in the dialog box that opens.
   Width=2560 pixels  Height=1920 pixels
   Width=35.556 inches  Height=26.667 inches (Document Size)

3. Highlight the 2560 in the Pixel Dimensions Width and type 640. Notice that it will automatically change the Height. (normally 480)
   The new Document Width is now 8.889” and Height is 6.667”

   Width = 8.889
   Height = 6.667

This process will reduce the overall size of the picture from over 1 Mb to approximately 100 K.

One important reason for resizing is that it reduces the overall hard drive memory storage requirement of your computer.
100 pictures times 1 Mb= 100 Mb of hard drive space needed for storage.
100 pictures time 100 K= 10,000 K or 10 Mb of hard drive space.
Enhancing a Picture
Photoshop Elements (or any image program) can be used to enhance or change a picture. The two most common methods of Enhancing a picture are by changing the Brightness/Contrast or the Levels.

1. Open the picture named 8thPicnic32a.jpg (use the same procedure as the one above).

2. Click the mouse on Enhance in the MenuBar. Pull the mouse down to Adjust Brightness and Contrast and slide over to Levels...
3. Use the sliders to adjust the picture. If after making adjustments you don’t like what you have done then click on Cancel and start over.

Experiment with the picture until you get it changed to your satisfaction.

![Levels Adjustment](image)

**Undoing**--the Edit Menu in the MenuBar contain two important commands:

**Undo**--this allows you to Undo your last Action

**Step Backward**--this allows you to step back several steps

![Edit Menu](image)

Another method of Undoing is to use the **Undo History** Palette

This Palette is found in the tabbed palettes at the top right of your screen. Click and hold the mouse on the Undo History Palette and separate it from the other tabbed palettes.
Click on which step you want to go back to. Clicking on Open takes you back to when you first Opened your image.

Using Brightness/Contrast

1. Click and hold the mouse on **Enhance** in the MenuBar and pull the mouse down to **Adjust Brightness/Contrast**. Slide over to **Brightness/Contrast**...

2. The **Brightness/Contrast** dialog box now opens.
Use the sliders to adjust the Brightness or Contrast or Both. Click OK when you have your picture adjusted to your satisfaction.

Remember: You can use the Undo, Step Backward commands or Undo History Palette to undo a change.

**Batch Resizing Pictures**

The Resize procedures found above work great if you have only a few pictures to resize. You will want to use the **Batch Resize** feature of Photoshop Elements if you have a large number of images.

1. Click and hold mouse on **File** in the **MenuBar** and select **Batch Processing**.

The Batch Processing dialog window will now open.
1. Click on the Source button and choose the folder that your pictures are in.
2. Click here and choose what type of file type you want.
3. Check the Convert Image Size and type
4. a width of 640
5. Set the Resolution to 72 dpi
6. Set your destination. This is where your resized images will be saved to.

When you click the Destination button you will choose where you want your images saved to. It will allow you to create a new folder--this allows you to retain your original pictures as well as your resized pictures.

Click on New Folder Button and then Name your new folder.
Removing Red Eye

Red-eye is caused when light enters the eye and bounces back to the camera from the red blood vessels in the retina.

The procedure shown below shows you how to eliminate red-eye in your pictures.

1. Open the picture named `redeye.jpg` (found in the Photoshop Elements folder that you transferred to the Documents folder).

2. Zoom in to 400%

   Use the Zoom Tool
   Select Zoom tool and then click the mouse on the picture until you see 400% (bottom left of the image).

   OR

   Highlight 100% and change it to 400% and hit return.

   Highlight 100%.......Type in 400% and hit return
3. Use the Move tool to locate the eyes (picture of a hand)

   *Click the mouse on the hand and then click and hold the mouse on the picture and move the picture until the eyes show.*

4. **Click the Red Eye Brush** in the Tools palette

5. **Choose a small brush from the options palette. (A size of 8 is about the right size)**

   *Click on the brush and move slider*  
   **Or**  
   *Type in 8*

6. **Make sure the Sampling pop-up menu is set to First Click and not to Current Color.**
7. Click the **Replacement** color patch. In the Color Picker palette, choose a nice dark green.

![Replacement Color Patch](image)

8. Click the mouse on the red part of each eye. Colors that match the target color are replaced with the new color.

![Choose a dark green](image)

9. To darken the eyes, select the Burn tool (from the tools palette), set a brush size, and drag over the area you wish to darken.

![Burn tool](image)
Creating a Vignette

A vignette is defined as: An illustration that has soft edges, often produced by using cutouts or masks.

Vignettes can be used in helping create a photo collage.

1. Transfer the vignette images file from the Tech Lab Common Server to the Pictures folder in the Student Folder.

   Click and hold on Go in the MenuBar and pull mouse down to Connect to Server...
The Tech Lab Common Server Address is 168.99.106.253

User Name is: Student  Password is : falcon

Click on Connect

Open the Users folder on your computer.
Open the Student Folder (in the Users folder)
Drag the vignette image folder from Tech Lab Common to the Pictures folder (in Student Folder).

You have now copied the vignette images to your computer. You will need these images to complete the next 2 tasks.

2. Open Photoshop Elements (the Sunflower Icon in the Dock)

Open IwoJima2.jpg--in the vignette images folder.

Click and hold on File in the MenuBar and select Open...
Navigate to the Pictures folder that is found in Users>Student>Pictures
Click on the vignette images folder and select IwoJima2.jpg

3. Select the elliptical marquee at the top of the tool bar. If the elliptical marquee does not show, click and hold on the marquee tool and select the elliptical marquee (round).

4. In the **Feather Selection dialog box** (top of screen) type 20.

5. Click and hold the **Elliptical Marquee tool** on your picture and drag out an oval around what you want to include in your picture.
Drag an oval on your picture.

Click off of the oval in order to deselect it and start over.

6. Click and hold mouse on **Select** in the **MenuBar** and select **Inverse**.

7. Hit the **Delete Key** or Click on **Edit** in the **MenuBar** and select **Cut**.

8. Click and File in the **MenuBar** and select **Save As**...
   Give the picture a new name and click the **Save** button.
Note: If after hitting Delete your background color is not white you will need to undo your last command and then change the background color to white.

Repeat the above steps after changing background color to white.

Click the mouse on the background color and select white.

Creating A Collage

In the next section you will use vignettes to help you create a photo collage.

1. Open Photoshop Elements (Sunflower Icon in the Dock)

2. Click on File in the MenuBar and select New. The new document dialog window will now appear.
3. Use the settings shown in the picture in the dialog window.

   ![New document settings](image)

   Width = 8 inches  
   Height = 10 inches  
   Resolution = 72  
   Contents = Transparent

   **Click OK.**
   The new document will open at 66% of its full size. Change it to 100% by highlighting the 66% at the bottom left of the document and changing it to 100 and then hitting the return key.

4. **Click on File** and select **Save As...**
   Give your document a name

5. **Open all 19 pictures that are in the vignette images folder.**
   User>Student>Pictures>vignette images

   **Click the mouse on File** in the MenuBar and select **Open.**
   Navigate to the vignette image folder.
   **Click the mouse on the first image>>>hold down the shift key>>>click the mouse on the last image.** All of the images should now be highlighted.

   **Click the mouse on Open.** All 19 of the images should now start opening.
6. Select the Elliptical (oval) Marquee tool in the tools palette.

7. Set the feather amount to 8.

8. Use the Elliptical Marquee tool to select what you want to use from your first open picture.
   Click on Select in the MenuBar and choose Inverse.
   Hit the Delete Key
   Use the Elliptical Marquee tool to again select what you want to use in your collage.

9. Click on the Move Tool in the tools palette.

10. Click and hold the mouse on the selected part of your first image.
    Drag this selected part to your new blank image file (the one you created)
    Your vignette image will appear on your new blank image. You can drag it to any position on the page.
Click the close button of the picture you just used.

![Close Button](image)

Click on **Don’t Save**

![Don’t Save](image)

11. Repeat the above process for the pictures that you want to add to your collage.

**Working with the Collage**

You may find that you want some of your added images (layers) to be smaller. You can scale an added image by doing the following.

**Scaling an image**

1. Click on the image in your Collage that you want to scale.

2. Click and hold mouse on **Image** in the MenuBar and pull down to **Resize** and slide over and down to **Scale**.

   ![Image Menu](image)

   3. A scale dialog box will now appear in the Photoshop Elements menu work area (top of screen).
Click in the W (width) and type in a percentage. Click in the H (height) and type in the same percentage. You will have a distorted image if you do not use the same percentage.

Rearranging Layers
As you add images (layers) to your collage you will find that you might want an image above or below the image next to it. You can change the position of an image by using the Layers Menu.

You can use the layers palette to move the Gettysburg layer underneath the IwoJima layer.

1. On the right side--top--of your screen you should see Layers.

2. Click and hold the mouse on Layers and drag it down and away from the palette menu.
3. Click on a layer that you want to rearrange it it will be highlighted in the layers palette. Click and hold the mouse on the highlighted layer and move it up or down depending on where you want it.

![Image of layers palette]

Click and hold mouse on highlighted layer and move it up or down.

Completing Your Collage
After your collage is complete you will need to Flatten the image so that all of the layers are combined into one layer.

1. Save your collage with a **new name. File>>Save As** (This allows you to keep your image with its layers in case you might want to make changes at a later time)

2. Click and hold the mouse on More in the layers menu. Select Flatten Image.

![Image of layers menu]

Select Flatten Image
All of the layers will be flattened into a single background layer.

3. Your collage should now be complete.