

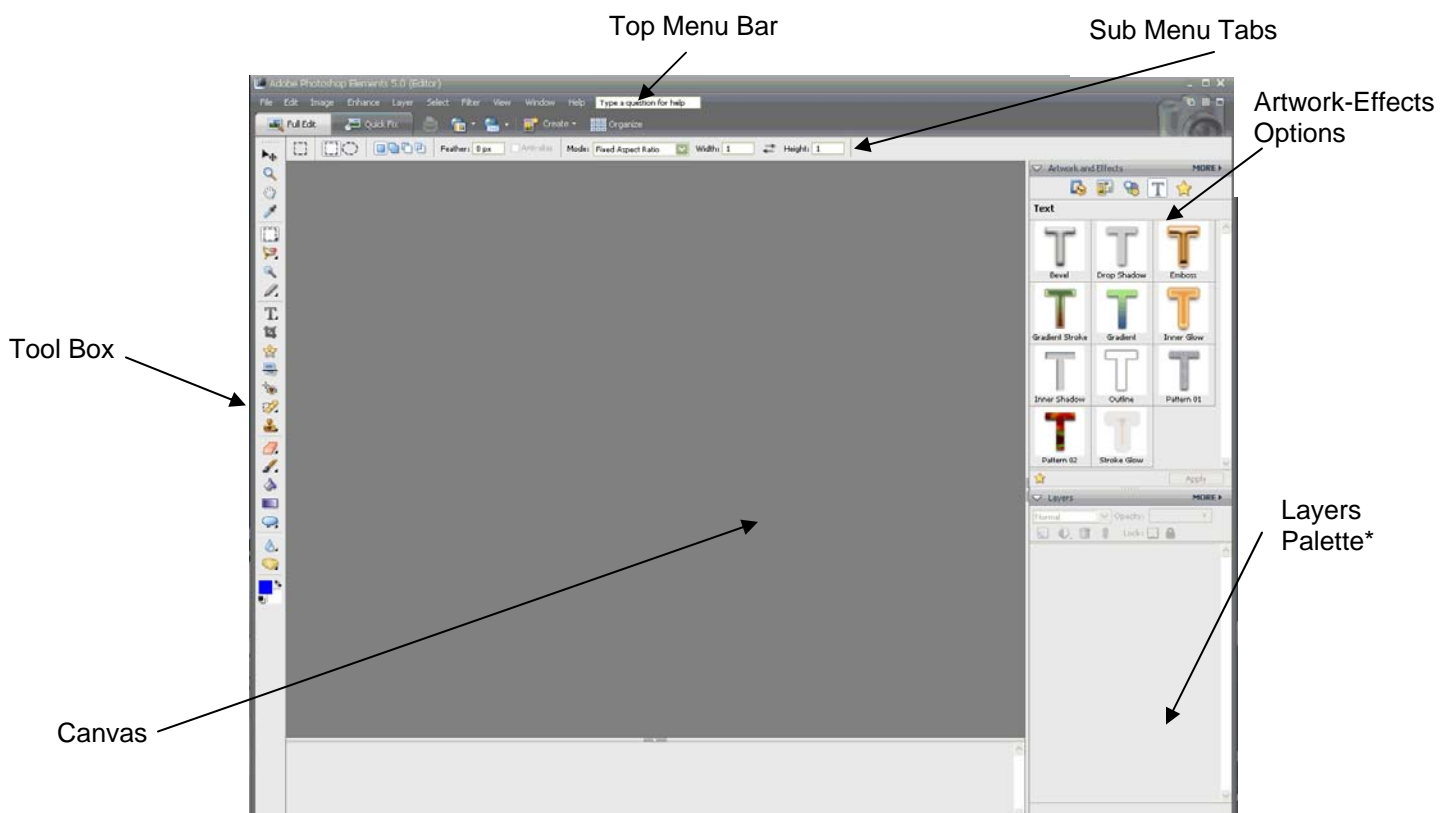
instructional support

Enhancing Teaching and Learning through Technology

Photoshop Elements 5.0

Photoshop Elements is a powerful image editing tool from Adobe®. This handout is designed to get you started on the most common image editing tasks. The best way to grasp the depth of this product is to use it. Take a **copy** of an image and set out to accomplish a specific task. Don't be afraid of ruining anything, if you are working on a copy, the original file is still unharmed. Any image from a digital camera, flatbed scanner or slide scanner can be used.

The Photoshop Elements Desktop



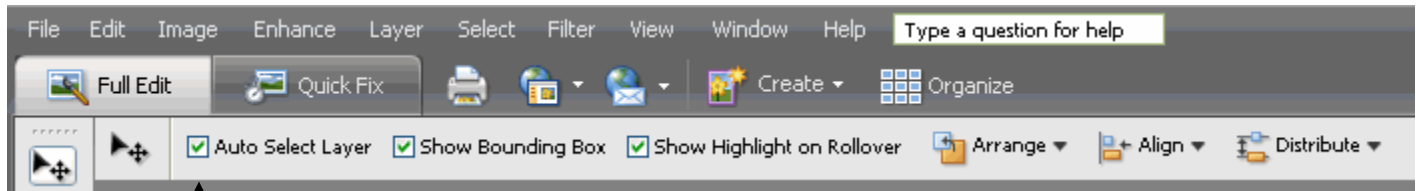
To Open an Image File

From the Top Menu Bar, select **File/Open**. Locate the file and double click the file name. Your image will open in it's original state in the **Canvas** area

Photoshop Desktop

Top Menu Bar

The best way to become familiar with any software is to explore the menu options. The more exposure you have, the better chance you have of remembering that you saw that tool, option, idea somewhere before. Usually after searching for something a couple times, you will have learned it.



Options Row: As you change tools in the toolbox, this row of the menu changes to offer options specific to the active tool.

Tool Box Menu

Explore all tools in the toolbox. Hover over each with the mouse pointer, the tool name will appear. If there is a small arrowhead in the lower right corner of a tool, this means it can be expanded by pressing and holding the left mouse key to see additional options. Here are 6 of the most commonly used tools.

1. Move Tool – Used for making selections and moving just about anything.

2. Magnifying Glass – Clicking an image when the magnifying tool is active will zoom in on the area of the image where you click. Right Click for a couple options that are commonly used.

3. Marquee Tool – Used for selecting areas or drawing rectangular or elliptical shapes. These selections can then be altered using other tools.


4. Lasso Tool – This tool allows for free form area selections. Try all three options. These selections can then be altered using other tools.

5. Text Tool – Click on the canvas, a new layer will be added to receive text.

6. Cropping Tool – Use this tool to crop an image. Draw your rectangular area by dragging from one corner of the image to the other. Use the square tabs on the outline to adjust boundaries of the image needed. Then select **Image/Crop** from the top menu bar.




Crop an Image

1. Select the crop tool ().
2. If you want to specify the size or resolution of the crop, enter the values in the Width, Height, or Resolution text boxes in the option bar.
3. Drag over the part of the image you want to keep. When you release the mouse button, the crop marquee appears as a bounding box with handles at the corners and sides. Non-selected area will be darkened.
4. Adjust the crop marquee:
 - To move the marquee to another position, place the pointer inside the bounding box, click and drag.

- To scale the marquee, drag a handle. To constrain the proportions, hold down Shift as you drag a corner handle.

5. Do one of the following to crop the image:

- Click the green in the lower right of your selection to accept or  to cancel.
- Double-click inside the crop marquee. *OR*
- Choose **Image > Crop**.

Resize an Image

To change the print dimensions and resolution of an image:

1 Choose **Image > Resize > Image Size**.

2 Change the image dimensions, image resolution, or both: Under **Document Size**, enter new values for the height

and width. You can adjust the resolution in this area as well.

Note: To maintain the current proportions of image width to image height, select **Constrain Proportions**.

This automatically adjusts the width as you change the height, and vice versa.

6 Click **OK** to accept your changes.

To use the Brightness/Contrast command:

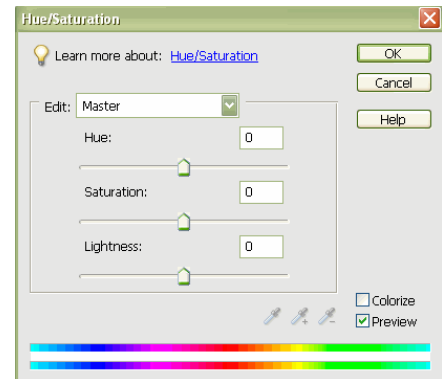
The Brightness/Contrast command lets you make simple adjustments to the tonal range of an image.

1. Choose **Enhance > Adjust Lighting > Brightness/Contrast**. (take notice of the other options under the **Enhance** option)
2. Drag the sliders to adjust the brightness and contrast.
3. Click **OK** to accept your changes.

Using the Hue/Saturation command

To use the Hue/Saturation tools:

- Choose **Enhance > Adjust Color > Adjust Hue/Saturation**.
- Experiment with the available tools to determine if you can improve poor color in your image.
- Click **OK**.

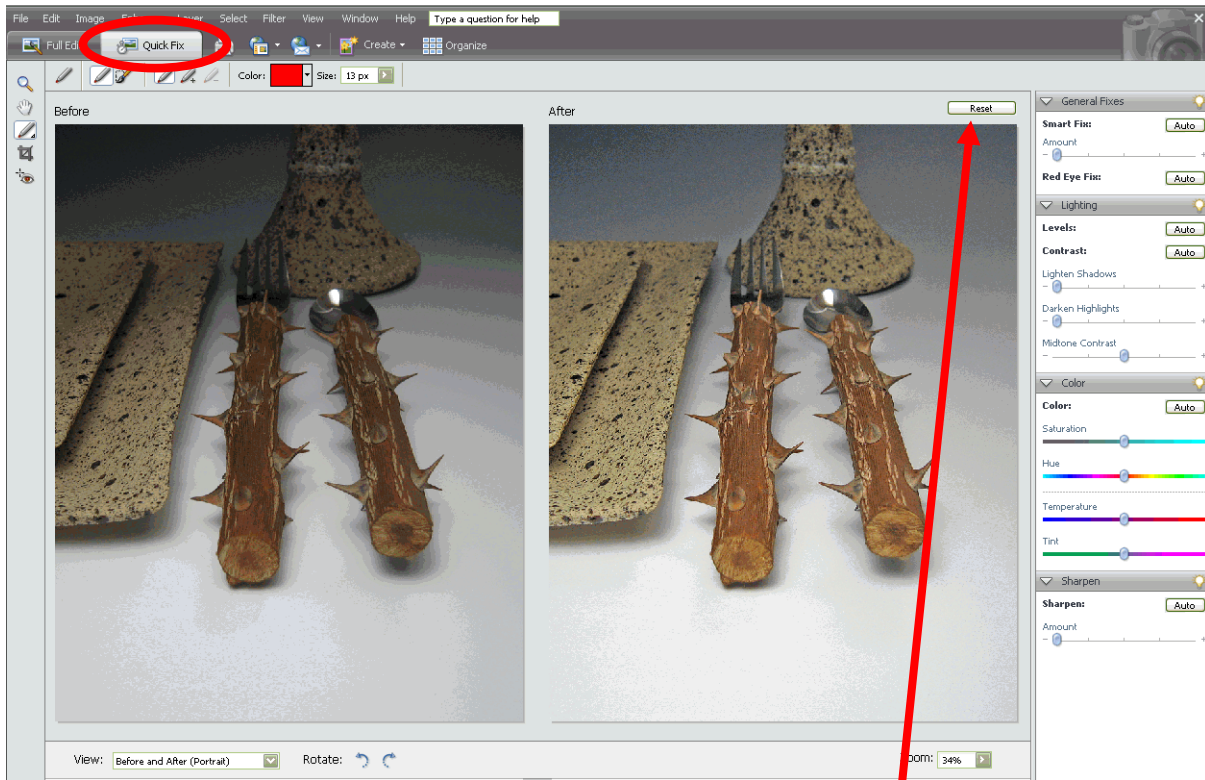


Rotate Image

Select **Image > Rotate** from the top menu bar. Make your selection in the pop-up window.

Quick Fix

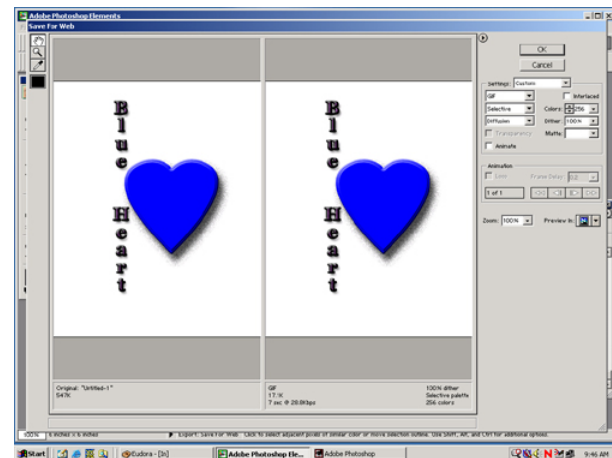
From the top menu bar select the **Quick Fix** tab



This tool provides a “before and after” view of the image. Use the tools available on the right to adjust color, contrast, sharpness as well as an automatic “smart fix”. You can always press the **Reset** button to go back to your original.

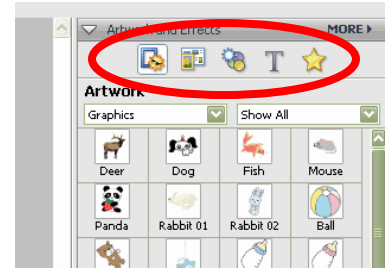
Save for Web (reduce file size)

1. Select **File > Save for Web** from the uppermost menu.
2. A screen will appear with two views of your image. The one on the left is the original with the file size displayed in the lower left corner. The right image displays the selected degree of compression (optimization) applied. This is very handy for *SEEING* just how small you can push file size before the image begins to degrade. For the internet, smaller file size is best. For PowerPoint size is important but not critical. Extremely large image files will slow down the presentation.
3. You can adjust the options on the right until you achieve the file smaller file size without losing too much clarity.



Artwork and Effects

Photoshop Elements has more to offer than simple cropping, color adjusting and optimization. Creativity is only limited by your own imagination. Below are additional features in Photoshop Elements you can explore. Located on the right side of the work area you will find a vast number of predefined effects you can apply to any project.



Artwork – you will find *backgrounds, graphics, borders, frames and shapes*. You just need to explore!!

Themes – Exploring this area will open your eyes to many possibilities.

Special Effects - Here you will find predefined effects in categories like *Layer Styles, Filters, and Photo Effects*. To experience the great number of effects, open an image and just try them.

Text – Apply predefined settings to any text in your project.

Swatches – *Windows > Color* - Offers a drop down color palette of your basic colors.

History – *Windows > Undo History* - This tab reveals tasks you have done recently. If you want to go back in time, you can. Click on the task you want to go back to and your work is rejuvenated.

A word about Layers and History

Layers are like stacked, transparent sheets of glass on which you can paint images. You can see through the transparent areas of a layer to the layers below. You can work on each layer independently, experimenting to create the effect you want.

Layers are organized in the Layers palette (to view select **Window > Layers** from the top menu). It's a good idea to keep this palette visible whenever you're working in Photoshop Elements. With one glance, you can see the active layer (the selected layer that you are editing).

The Undo History palette (Window > Undo History) lets you jump to any recent state of the image created during the current work session. Each time you apply a change to pixels in an image, the new state of that image is added to the Undo History palette. This option allows you to try ideas without the fear of not remembering how to "undo" it.