

## Adobe Photoshop Elements

Learn to retouch your digital images using Adobe Photoshop Elements. This workshop is an introduction and not intended to go into depth on all the powerful tools. You'll become familiar with the menus, and practice some of the features. Learn to fix under or over-exposed pictures, cropping, and correct various imperfections.

### Two Applications in One

- ✓ **The Organizer**
- ✓ **The Editor**

### Two Types of Editors

- ✓ **Full Edit**
- ✓ **Quick Fix**

### Two Most Important Commands

- ✓ **Control+Z**     *Undo*
- ✓ **Escape**         *Deselect*

**Judy Rosella Edwards**

**judy@judyrosellaedwards.com**

**<http://www.judyrosellaedwards.com>**

## Basics

- A. Screen items
  1. Menus -- Text
  2. Shortcut Bar
    - a. toolbar with icon shortcuts to common commands
  3. Workspace button – full edit or quick fix
  4. Tools – more tools with Full Edit
  5. Options Bar – lets you choose brush SIZES, etc.
    - a. Changes depending on the tool you are using
  6. Palettes and the Palette Bin
    - a. more palettes with Full Edit
    - b. History Palette – default=50; max is 1000 history states
  7. Photo Bin

## The Process

1. Pick a Mode Menu: Image/Mode
  - a. Choose Indexed or RGB; RGB is for web
2. Save File Immediately
  - a. Save In (which folder)
  - b. File Name
  - c. File Format – depends on what you want to do with the file
    1. Decide this BEFORE you start to work.
    2. If you're not sure, make a COPY.
    3. RAW = the digital equivalent of a negative
    4. PNG = saving, restoring and re-saving a PNG image will not degrade its quality
  - d. "Include in the Organizer?"
  - e. Save as a) Layers or b) As a Copy
  - f. Color – ICC Profile (YES!)
    - Some browsers use ICC profiles for color correction.
    - If the original image contains transparency, select a Matte color that matches the background of your web page. Transparent areas in your original image are filled with the Matte color.
  - g. Thumbnail – for web
  - h. Use Lower Case Extension? (required by some web servers)

### Shortcut Bar

### Workspace

### Tools

### Options Bar

### Palettes

### Palette Bin

### History Palette

### Photo Bin

### Mode

RGB=web

### File Name

### File Format

JPG=web

### RAW

### PNG

### Organizer

### Layers

### ICC Profile

### Thumbnail

## The Process *Continued...*

3. File Info Menu: File/File Info
  - a. Make notes about what your photo is about, when and where you took it, etc.
4. Recently Edited Files Menu: File/Open Recently Edited File
  - a. Default is the 10 most recently edited files
  - b. Maximum is 30 Menu: Edit/Preferences/Saving Files

## File Info

## Recently Edited Files

## QUICK FIX METHOD

**File:** EstherGoltonToEdit.jpg

<http://www.esthergolton.com/>

### A. Tools (on left-hand side)

#### 1. Zoom Tool (magnifying glass)

- Zooming is the most important thing to know.
- Zoom FREQUENTLY.

#### a. Zoom Tool

#### b. Zoom Options (option bar and menu)

- 1) Zoom In
- 2) Zoom Out
- 3) Zoom %
- 4) Actual Pixels
- 5) Fit Screen
- 6) Print Size

#### c. View/Zoom menu

- *Same zoom options as the Options Bar plus...*
  - 1) Grid
    - Layout grid
    - Does not print
  - 2) Snap To
    - "Magnetic" tool for lining things up

#### PRACTICE

- ❖ Click on the magnifying glass
- ❖ Click on the Zoom %
- ❖ Click on Actual Pixels
- ❖ Click on Fit Screen
- ❖ Click on Print Size
- ❖ Turn Grid on

#### 2. Hand Tool – moves images

- use the hand tool to move around within zoomed image

#### a. Hand Tool Options Bar

- 1) Actual Pixels can move the image
- 2) Fit Screen image is stationary
- 3) Print Size can usually move the image

#### PRACTICE

- ❖ With image zoomed to Actual Pixels, use the hand tool to move the image within the image window

**Grid**

**Snap**

### 3. Selection Tools

- Selection is for “collecting” part of your picture so you can edit it
- Usually you will Select All (Edit/Select All or Control+A)
- “Deselect” via Select/Deselect on menu or Control+D

#### a. Magic Selection Brush Tool – includes adjacent pixels

- 1) Options Bar
  - a. Foreground color
  - b. Size of area you are selecting

#### PRACTICE

- ❖ Select Esther's face
- ❖ Control+D to deselect

#### b. Selection Brush Tool – more precise; you pick pixels

- 2) Options Bar
  - a. Add To/Subtract From Selection since not adjacent
  - b. More brush choices
  - c. Brush size
  - d. Foreground or Mask
  - e. Hardness

#### PRACTICE

- ❖ Select Esther's face
- ❖ Control+D to deselect

### 4. Crop Tool

- For cutting off any of the four sides of a photo
- Permanently deletes that part of the photo
- Only works on an After view when both are displayed in Quick Fix

#### a. Options bar

- 1) Aspect Ratio – can crop to picture frame size
- 2) Width and Height
- 3) Resolution – 72 for web
- 4) Measurement – pixels, etc.

#### PRACTICE

- ❖ Select the Cropping tool
- ❖ Change Aspect Ratio to 4" X 6"
- ❖ Draw a rectangle
- ❖ Move the rectangle to best 4"x6" area of photo
- ❖ Enter

## Selection Tools

### Magic Selection Brush

### Selection Brush

### Crop Tool

## 5. Red-eye tool

- Best fix: warn subject about flash before taking picture!
- One option is Automatically Fix Red-Eye
- Can fix manually

**PRACTICE**

- ❖ Open Redeye.jpg
- ❖ Zoom in to 100%
- ❖ Click one time on the little boy's eyes
- ❖ Release mouse and red-eye is removed

## B. Bottom Of Window

## 1. Options Below Image

- View Before, After, Before & After (portrait/landscape)
- Rotate
- Zoom

## 2. Photo Bin – toggles on and off

- Shows thumbnails of each image you have open
  - Takes up space you might need for editing
  - OPTIONAL: Can toggle on/off at bottom of window
- List of open images
  - Number of Images – arrows cycle thru images

## C. Palettes

## 1. General Fixes palette

- Smart Fix Auto or Slider
  - Corrects color if your camera was not set correctly for the amount of light present

**PRACTICE**

- ❖ Select Esther's face with either brush selection tool
- ❖ Open the General Fixes palette
- ❖ Click on Smart Fix AUTO
- ❖ Move the Smart Fix SLIDER
- ❖ Close the General Fixes palette

- Red Eye Fix Auto
  - Can use this instead of the Red-Eye Auto Fix

**Red-Eye****Options****Photo Bin****Palettes****General Fix Palette  
Smart Fix****Red-Eye Fix AUTO**

## Lighting palette

- c. Levels Auto
- Adjusts the difference between dark and light
  - MAY effect color

**PRACTICE**

- ❖ Reselect Esther's face Select/Reselect
- ❖ Open the Lighting palette
- ❖ Click on Levels AUTO

- d. Contrast Auto
- Similar to level adjustment – but it does not effect color

**PRACTICE**

- ❖ Click on Contrast AUTO

- e. Lighten Shadows Slider
- lighten the darkest areas without affecting the highlights.
  - pure black areas are not affected.

**PRACTICE**

- ❖ Move the Lighten Shadows SLIDER

- f. Darken Highlights Slider
- darken the lightest areas without affecting the shadows.
  - pure white areas are not affected.

**PRACTICE**

- ❖ Move the Darken Highlights SLIDER
- ❖ Move the Midtone Contrast SLIDER
- ❖ Close the Lighting palette

- g. Midtone Contrast Slider
- adjust the contrast within the values that are about half way between pure white and pure black.
  - extreme highlights and shadows are not affected.

**PRACTICE**

- ❖ Move the Midtone Contrast SLIDER
- ❖ Close the Lighting palette

**Lighting Palette****Levels****Contrast****Lighten Shadows****Darken Highlights****Midtone Contrast**

## 2. Color palette

### a. Color

Auto

- adjust contrast & color by identifying shadows, midtones, and highlights in the image rather than in individual color channels.
- neutralizes the midtones.

**PRACTICE**

- ❖ Reselect Esther's face      Select/Reselect
- ❖ Open the Color palette
- ❖ Click on Levels AUTO

### b. Saturation

Slider

- makes colors either more vivid or more muted.

**PRACTICE**

- ❖ Move the Saturation slider

### c. Hue

Slider

- shifts all colors in an image.
- make small hue changes or changes to selected objects when you want to change the object's color.

**PRACTICE**

- ❖ Move the Hue slider

### d. Temperature

Slider

- makes colors warmer (red) or cooler (blue).
- use temperature to enhance sunsets or skin tones, or when the color balance set by your camera is wrong.
- use it BEFORE using tint.

**PRACTICE**

- ❖ Move the Temperature slider

### e. Tint

Slider

- makes color more green or magenta.
- use it to fine-tune colors AFTER correcting the Temperature.

**PRACTICE**

- ❖ Move the Tint slider

### B. Sharpen

Auto or Slider

- Zoom your preview to 100% to get a more accurate view of the amount of sharpening you are applying.
- Can sometimes improve a photo that you should have zoomed in on a little closer.

- Too much sharpening creates a grainy image. **PRACTICE**

- ❖ Click on Sharpen AUTO
- ❖ Move the Sharpen slider

## Color Palette

### Color

### Saturation

### Hue

### Temperature

### Tint

### Sharpen

# FULL EDIT METHOD

File: EstherGoltonToEdit.jpg

<http://www.esthergolton.com/>

## A. Navigation & Measurement Tools

### 1. Move Tool

- requires the layer be unlocked.
  - ✓ double-click on the Layer palette to the right.
- can move just a PIECE of an image (must first select with marquee)

### 2. Zoom Tool (magnifying glass)

### 3. Hand Tool – moves images

### 4. Eye-Dropper Tool

- can sample or select individual pixels

## B. Selection Tools

Allows you to select part of an image so you can copy it, etc.

### 1. Marquee Tool

#### a. Rectangular Marquee

- selects a rectangular part of an image.
- Options bar includes Add to Selection and Fixed Aspect Ratios

#### PRACTICE

- ❖ Select the Rectangular Marquee
- ❖ Draw a rectangle around Esther's face
- ❖ Copy Control+C or Edit/Copy
- ❖ Open a new file – notice the file size matches the rectangle size
- ❖ Paste Control+C or Edit/Paste

#### b. Elliptical Marquee – hidden tool

- selects an oval part of an image.

#### PRACTICE

- ❖ Select the Elliptical Marquee
- ❖ Draw an oval around Esther's face
- ❖ Click on the Rectangular Marquee on the Options Bar
- ❖ Click on Add to Selection on the Options Bar
- ❖ Copy Control+C or Edit/Copy
- ❖ Open a new file – notice the file size matches the rectangle size
- ❖ Paste Control+C or Edit/Paste

**Move Tool**

**Zoom Tool**

**Hand Tool**

**Eye-Dropper Tool**

**Marquee**

**Elliptical Marquee**

## 2. Lasso Tools

- select an irregular part of an image.

### a. Lasso

- selects a nearly elliptical part of an image.

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Lasso Tool
- ❖ Draw an oval around Esther's face

### b. Magnetic Lasso – hidden tool

- selects a very specific part of an image by wrapping itself around the outer edges of a shape.

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Magnetic Lasso Tool
- ❖ Trace Esther's face

### c. Polygonal Lasso – hidden tool

- selects an polygonal part of an image, based on “points” you create by clicking.

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Polygonal Lasso Tool
- ❖ Draw a shape around Esther's face by clicking

## 3. Magic Wand

- selects part of an image by selecting adjacent pixels

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Magic Wand Tool
- ❖ Click on Esther's sweater

## 4. Selection Brushes

- Magic Selection Brush – Quick Fix; – hidden tool
- Selection Brush – Quick Fix; – hidden tool

## Lasso

## Magnetic Lasso

## Polygonal Lasso

## Magic Wand

## Magic Selection Brush Selection Brush

## C. Type Tools

### 1. Horizontal Type

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Text Tool
- ❖ Type "Sing!" and make it a larger font, etc.

- a. Vertical Type – hidden tool
- b. Horizontal Type Mask – hidden tool
- c. Vertical Type Mask – hidden tool

## D. Crop Tools

### 1. Crop Tool – Quick Fix

### 2. Cookie Cutter Tool

- Useful for creating graphic shapes; great for scrapbooking!

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Cookie Cutter Tool
- ❖ Choose the Heart shape from the Option Bar
- ❖ Create a Heart over Esther's face; adjust the size and position

### 3. Straighten

- Useful for creating graphic shapes; great for scrapbooking!

#### PRACTICE

- ❖ Deselect all areas
- ❖ Select the Straighten Tool
- ❖ Draw either a Vertical or Horizontal line
- ❖ Image straightens itself automatically

## Horizontal Type

## Vertical Type

## Horizontal Type Mask

## Vertical Type Mask

## Crop Tools

## Cookie Cutter Tool

## Straighten Tool

## Retouching Tools

**PHOTOSHOPPING!**

1. Red- Eye Removal – Quick Fix; – hidden tool

2. Healing Brush Tools

a. Spot Healing Brush

**PRACTICE**

- ❖ Deselect all areas
- ❖ Select the Spot Healing Brush Tool
- ❖ Click on a spot on Esther's face to remove a blemish

b. Healing Brush – hidden tool

- SAMPLE what you want the healed area to look like
- Then brush that sample across the imperfection

**PRACTICE**

- ❖ Deselect all areas
- ❖ Select the Healing Brush Tool
- ❖ **ALT**+Click on a perfect spot on Esther's face
- ❖ Brush the tool across her laughlines

3. Stamp Tools

a. Clone Stamp

b. Pattern Stamp – hidden tool

4. Eraser Tools

a. Eraser -- removes color and leaves white

b. Background Eraser – hidden tool; removes color and leaves background

c. Magic Eraser – hidden tool; removes adjacent colors and leaves background

5. Blur/Sharpen/Smudge Tools

a. Blur – blurs pixels

b. Sharpen – hidden tool; sharpens pixels; can get grainy

c. Smudge – hidden tool; similar to smudge

6. Sponge/Dodge/Burn Tools

a. Sponge Tool – alters color saturation of an area

b. Dodge Tool – hidden tool; brings out details in shadows

c. Burn – hidden tool; brings out details in highlights

## Retouching Tools

## Red-Eye Removal

## Healing Brushes

## Spot Healing Brush

## Healing Brush

## Stamp Tools

## Clone Stamp

## Pattern Stamp

## Eraser Tool

## Eraser

## Background Eraser

## Magic Eraser

## Blur Tool

## Sharpen Tool

## Smudge Tool

## Sponge Tool

## Dodge Tool

## Burn Tool

## E. Painting & Drawing Tools

### 1. Brush

- a. Pencil – hidden tool
- b. Impressionist Brush – hidden tool
- c. Color Replacement – hidden tool; replaces color with another

#### PRACTICE

- ❖ Use the Magic Wand to select Esther's sweater
- ❖ Use the Eye-Dropper Tool to select a blue from the neon sign
- ❖ Select the Color Replacement Tool
- ❖ Apply the Blue to Esther's red sweater; it turns blue

2. Paint Bucket – generally used with drawn images; replaces color with a solid color

#### PRACTICE

- ❖ Use the Magic Wand to select Esther's sweater
- ❖ Brush the tool across Esther's face

3. Gradient– generally used with drawn images; replaces color with a gradiated color range

## F. Shape Tools

- Similar to Cookie Cutter tool except the Shape Tool adds a shape in FRONT of the image instead of removing part of your photo

1. Rectangle – hidden tool
2. Rounded Rectangle – hidden tool
3. Ellipse – hidden tool
4. Polygon – hidden tool
5. Line – hidden tool
6. Custom Shape
7. Shape Selection – hidden tool

### Brush Tools

### Pencil Tool

### Impressionist Brush

### Color Replacement

### Paint Bucket

### Gradient

### Shape Tools