

# CIT Training - Getting Started with Photoshop Elements 2.0

## Learning Objectives

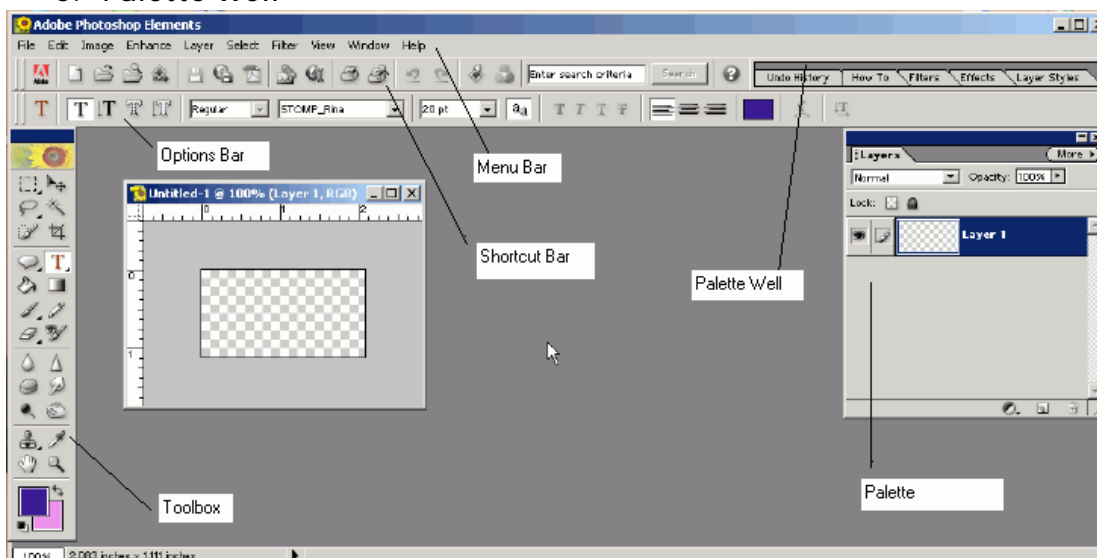
- Understand basic concepts of graphic editing tool
- Learn to use some basic tools for simple editing

## Topics to be covered:

- Interface Layout
- History Palette
- Resolution, Pixels, and Dimension
- Create and save files
- Image Optimization
- Output for print and for web
- Foreground/ Background Color
- Tools: Crop, Marquee, Move, Red Eye, Sharpen, Blur, Smudge, Sponge, Dodge, Burn, Hand, Magnify
- Rotate and resize Image
- Grayscale mode
- Enhance Images: Quick Fix, Auto Levels, Fill Flash, Color Variations
- Replace and Remove Color
- Create a web photo gallery

## The Photoshop Elements workspace consists of the following elements:

1. Menu bar
2. Shortcut Bar
3. Options Bar
4. Toolbox
5. Palettes
6. Palette Well



-----**Shortcuts**-----

Ctrl/Z-C: Press Ctrl and C at the same time on a PC, Press Z (Command) and C at the same time on a Mac

Right/Control-Click: PC users click with the right button of the mouse, Mac users press the Control button on your keyboard and click with the mouse button.

Control/Command-D to deselect  
Control/Command-Z to undo last change

Basic Concepts - Resolution theory, File formats

## **PART I : Resolution, Pixels and Dimension**

**Bitmap graphics** divide an image into grids which are individual squares called pixels. When you zoom in on the image, it becomes pixelated, and you can see the jagged edges. e.g. a photograph

**Vector graphics** describe lines and curves using points and mathematics and they can be viewed and scaled without any loss of details. e.g. fonts on your computer

**Resolution** Acceptable resolution for home printer is 150 dpi; for web is 72dpi; and for professional printing, asks the printer what they want.

### **NOTE:**

1. Changing the resolution of an image does not affect the number of pixels in it unless you resample the image.
2. DO NOT increase the number of pixels in an image.
3. Always duplicate the original image before edit. Edit the copy.
4. You should always crop your image BEFORE changing resolution.

### **Changing resolution**

1. **Image>Resize>Image size**
2. **Uncheck** the Resample Image box at the bottom to keep dimension.
3. Change the resolution (eg. To 72dpi from 150dpi)
4. The size of the image will change. (Your image will become twice bigger.)

### **Changing number of pixels**

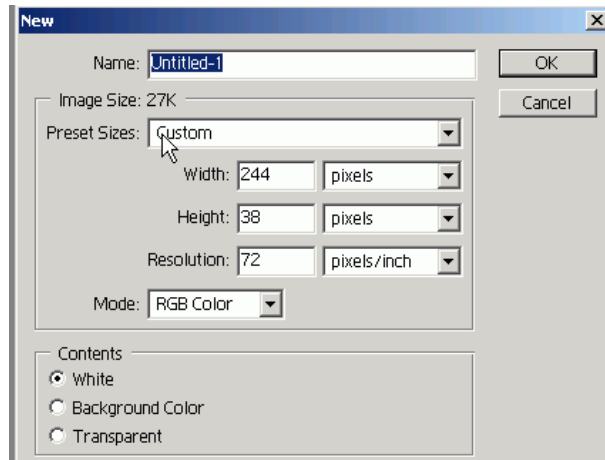
1. **Image>Resize>Image size**
2. **Check** the Resample Image box at the bottom.
3. Change the width value to a lower one (e.g. 50%)
4. Click on the pull-down menu to the right of the box marked 'pixels' and choose 'percent'.

- Click OK. (Your image will become half in size.)

## **PART II : Files and Tools**

### ***Create a new file***

- Choose File>New



White fills the background

Background Color uses the current background color in your Toolbox.

Transparent has no color background.


### ***Open Saved Images***

- Click once on the File Browser palette tab in the palette well. Double-click on an image to open image.
- Or, choose File>Open

### ***Saving File***

- Choose File>Save ... as a Photoshop native file format (.psd) to allow re-editing of the file in the future.
- Choose File>Save As ... for other file types.

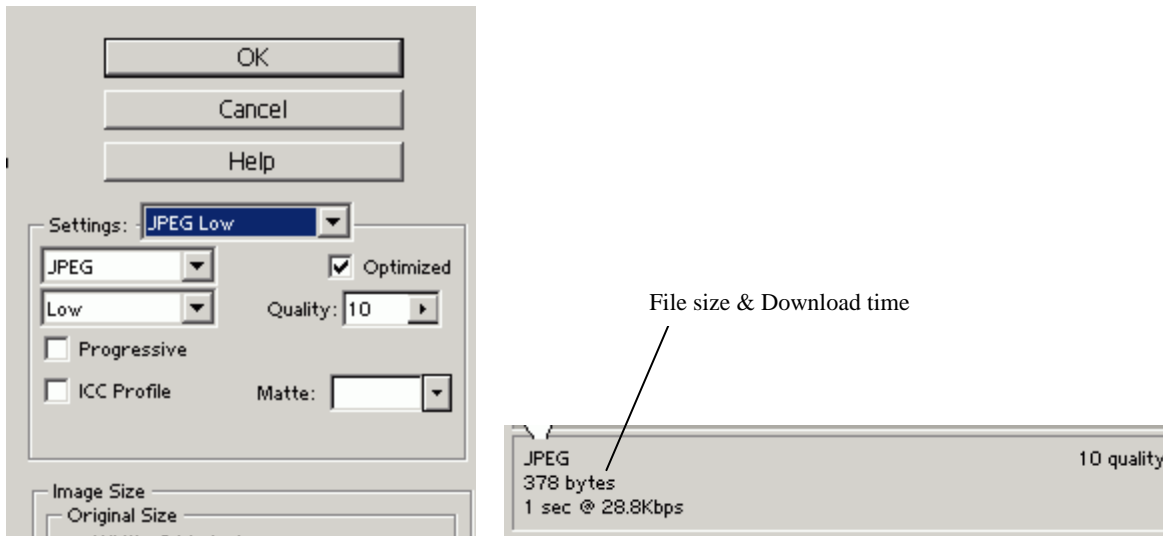
### ***Print File***

- Select the Print Preview button  from the Shortcut bar at the top of the screen.
- Click on Page Setup, choose your printer and adjust Properties.

### ***Web Output***

Optimize your image for web to allow smallest file size and fastest download time.

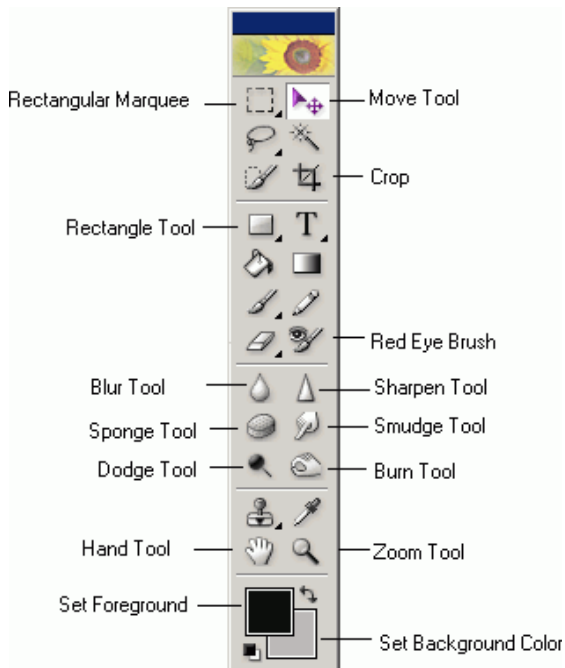
- GIF (.gif) is an 8-bit color format, displaying up to 256 colors. Use gifs for simple drawings like logos and text art. It allows transparency.
- JPEG (.jpeg or .jpg) is 24-bit color format with millions of colors. It uses compression algorithms to reduce the file size. The quality of images therefore degrades as they are compressed. Scanned photographs, and digital images can be saved in JPEG format for web publishing.




The bottom of each image displays information on file type, file size and download time. For photos, JPEG will probably be the best bet. Keep reducing your file size until you start to see a noticeable difference in quality.

1. Choose **File>Save for Web** if you intend to use the image on a webpage.
2. Set **zoom** to 100%.
3. Choose a **Setting** from the pull-down menu.
4. Adjust **Quality** if you wish.
5. Check the '**Progressive**' box so that information can be displayed as soon as the browser loads the image.
6. Click **OK** when you are happy with the result.
7. **Name** and save your file.

## Toolbar



## Crop Tool

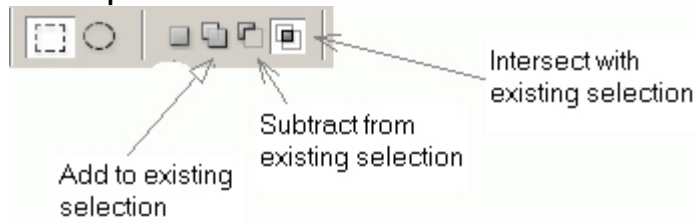
1. Select the Crop tool from the toolbar.
2. Click and drag to define cropping area. (You can further adjust the area by dragging the handlers.)
3. When you are done, click the tick  on the Options Bar to accept the changes.

## Rectangular & Elliptical Marquee Tool

These are 2 selection tools we can use to select pixels and make changes.

1. Select the Marquee Tool
2. Click and Drag your cursor over your image
3. Deselect by Ctrl+D

### Tool Options:



## Feathering

Feather:

This tool softens the edge of a selection. Choose a value for feathering to apply it.

## Move Tool



To move selected pixels to a new document.

1. First use the marquee tool to select part of your image
2. Select the Move tool, and press **Alt (Windows)** or **Option (Mac OS)** while dragging the selection you want to copy and move.

## Copying Selection

1. First use the marquee tool to select part of your image
2. Choose **Edit>Copy** or **(Ctrl/Command-C)**
3. **Edit>Paste** or **Ctrl/Command-V** to paste pixels into new document

## Zoom Tool

- zoom in - select the zoom in tool  on the option bar, and click inside the image.
- zoom out - select the zoom in tool  on the option bar, and click inside the image.
- Double-click the zoom tool to return to 100%.

## Hand Tool

Drag over image to view hidden areas of a large image.

## Shapes Creating Tools

### Foreground and background Color

- Click the switch icon top swap your foreground and background color.
- Click the bottom left icon to change the colors back to their default.

### Rectangle Tool

1. Select the rectangle tool.
2. Drag in your image to draw the rectangle.

### Rounded Rectangle Tool

1. Select the rounded rectangle tool.
2. Enter a value in the Radius text box in the options bar to determine the radius of the curved corners of the rounded rectangle.
3. Drag in your image to draw the rounded rectangle.

### Ellipse Tool

1. Select the ellipse tool.
2. Drag in your image to draw the ellipse.

### Polygon Tool

1. Select the polygon tool.
2. In the options bar, enter the number of sides in your polygon in the Sides text box.
3. Drag in your image to draw the polygon.

### Line Tool

1. Select the line tool
2. In the options bar, enter a pixel width for the line in the Weight text box.
3. Drag in your image to draw the line.

### Custom Shape Tool


1. Select the custom shape tool.
2. In the options bar, select a shape from the Shape pop-up palette.
3. Drag in your image to draw the shape.

### Red Eye Tool

This tool corrects red eyes in photographs caused by the light of the camera's flash being reflected back from a person's eye.

1. Use the **Zoom tool** to magnify the eye area.
2. Select the **red eye brush**.
3. Choose a **brush and brush size** from the pop-up palette in the options bar.
4. Click **Default color** if you do not want to select another color.
5. Click once at the center of the red area.

## Sharpen and Blur Tools

Sharpen Tool  - to increase clarity by sharpening soft edges of the image.

Blur Tool  - to soften hard edges and

### Smudge Tool


The tool picks up color where the stroke begins and pushes it in the direction you drag.

### Sponge Tool

Changes the saturation of an image.

### Dodge and Burn Tools

Correct images where there's only a certain area that is too light or too dark.

Dodge  - Lightens up areas.

Burn  - Darken areas.

### Rotate and Flipping Images

- Choose Image>Rotate

### Transform Images

- Choose Image>Transform

Free transformation - change size and rotate marquee

Skew - change shape by moving the sides

Distort - pull corners out and in to alter shape

Perspective - change shape by pulling in adjacent corners

### RGB Mode

RGB model is used by computer monitors to display colors. It is also the default mode for Photoshop images.

- Choose Image>Mode>RGB (16.7 colors on screen)

### Grayscale Mode

- Choose Image>Mode>Grayscale (256 shades of gray)

## PART III. Enhance Images

### Enhance> Quick Fix

- The advantage of using the Quick Fix dialog is that you can compare your original image (the one without changes) against a preview of the same image with the adjustments you've made.
- Refer to the Tip section
  - **Brightness** lets you adjust the photo's contrast, tonal range, and brightness. It can also help you to quickly fix overexposed or underexposed areas.
  - **Color Correction** lets you adjust the saturation and color (ie. the hue) in your photo. It also helps you to automatically correct a color cast.
  - **Focus** lets you sharpen or blur your photo.
  - **Rotate** lets you flip your image horizontally, vertically, or rotate your image by 90- or 180-degree angles.

### Enhance> Auto Levels

- The Levels dialog box shown here allows you to correct the tonal range and color balance of an image by adjusting the intensity levels of the image's shadows, midtones, and highlights.

### Enhance> Adjust Lighting> Fill Flash

- Used when pictures are taken in bright light and shadows are so dark or when lighting is too dim and shadows too dark that they show little detail.

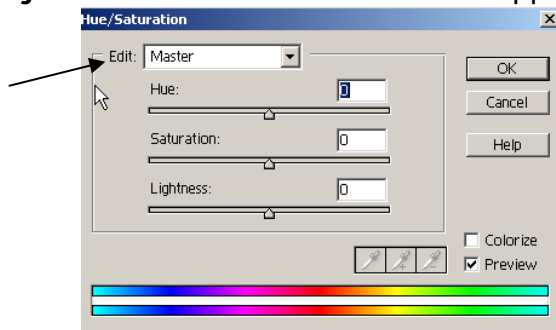
### Enhance> Adjust Color> Color Variations

- Midtones, Shadows, or Highlights will allow you to adjust the dark, middle, or light areas.
- Saturation will allow you to change the vividness of color in the image.

## Color

### Hue/Saturation/Lightness

Hue is color. Saturation is the intensity of a color. Lightness is the tone of the image. You can shift colors by specifying a color from the **EDIT** drop-down menu in **Adjust>Color>Hue/Saturation** and apply different intensity and brightness.



### Remove Color

- Enhance>Adjust color>Remove Color

### Replace Color

- Enhance>Adjust Color>Replace Color

### Web Gallery

- File>Create Web Photo Gallery