



Beginner's Guide to Adobe® Photoshop® Elements 5.0

*This document describes how to edit and
enhance photos using Adobe® Photoshop® 5.0.*

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Beginner's Guide to Adobe® Photoshop® Elements 5.0

BEFORE YOU BEGIN

This guide has been written primarily to assist users wanting to edit and enhance their photos using the digital photo editing application Adobe Photoshop Elements 5.0. At the time of writing this application is currently only available on the public cluster PCs with scanners on level 0 of the J B Priestley Library.

If you have Adobe Photoshop Elements 5.0 installed on your own PC, you will be able to take full advantage of its extensive sharing and searching capabilities, which enable you to tag and organise all your photos into a catalogue. However, these features are not available on public cluster PCs and are not covered in this document.

ABOUT THIS GUIDE

This document assumes no previous knowledge of any graphical application and aims to introduce you to the Adobe Photoshop Elements interface and to show you how to use some of its tools.

As with most image editing and processing applications, Adobe Photoshop Elements has far too many features to be addressed in one document. After working through this guide, it is recommended that you refer to the extensive information available from the **Help** menu, for more specific assistance.

STARTING ADOBE PHOTOSHOP

1. To access Adobe Photoshop Elements, click on the **Start** button and then select in turn: **All Programs, Scan & OCR Utilities, Adobe Photoshop Elements 5.0.**

The Welcome screen offers the following options:

View and Organise Photos

– opens the Organiser workspace into which you can import, tag and organise your photos. (For those with Photoshop Elements installed on their own PC)

Quickly Fix Photos

- opens the Quick Fix workspace of the Editor. Contains many basic tools for photo correction and is ideal if you have no experience in digital imaging.



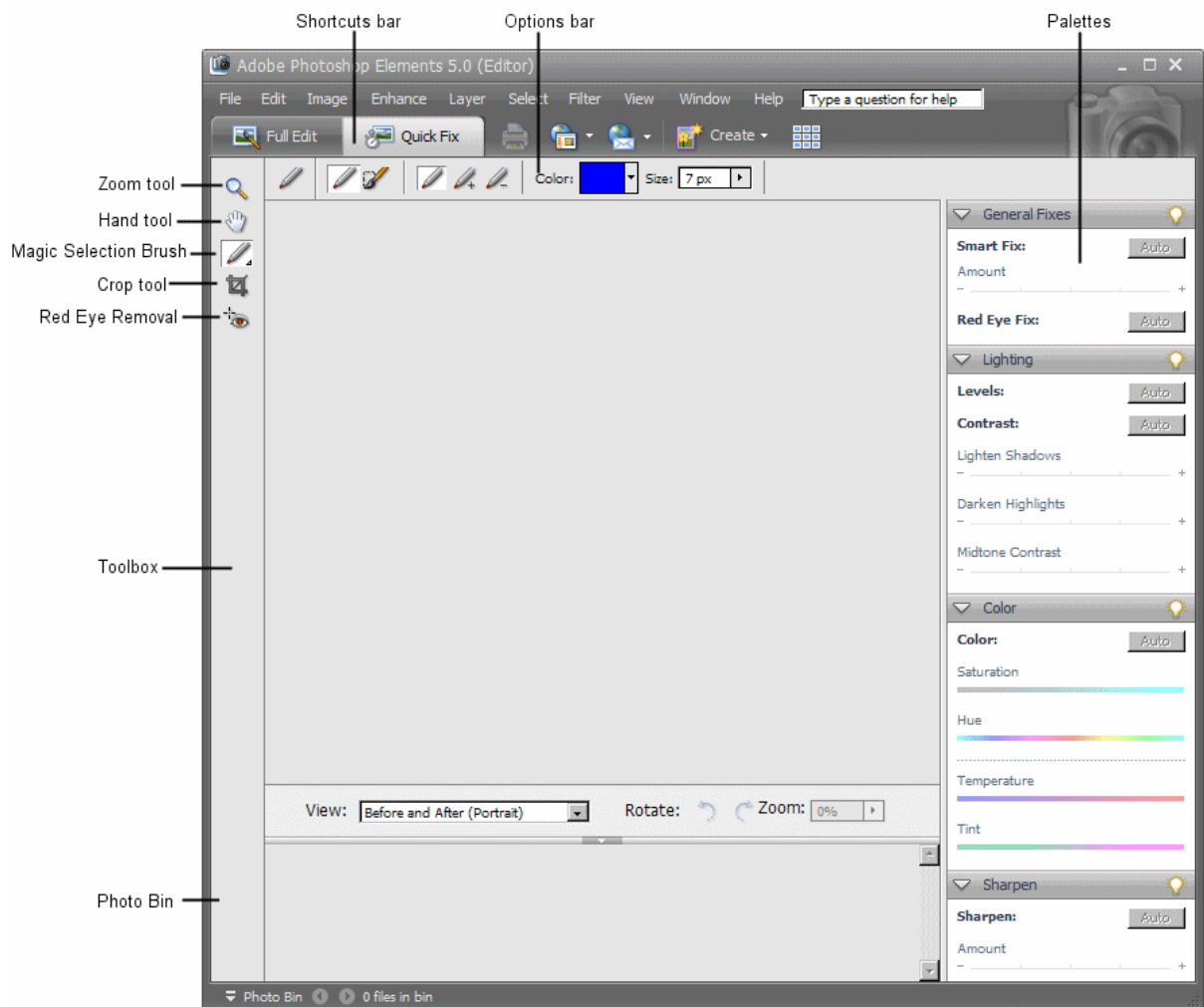
Edit and Enhance Photos – opens the Full Edit window which contains a complete range of advanced image correction tools for light and colour, selection, text and image defection.

Make Photo Creations – for showing off your photos in unique ways, eg creating greetings cards and slide shows.

2. Click on the **Quickly Fix Photos** icon to learn the basics of image editing.

EDITING A PHOTO IN THE QUICK FIX WORKSPACE

1. Observe the Tools and Palettes area in the Quick Fix workspace.



The palettes area on the right-hand side contains controls to change colour, lighting or enhance detail in a photo. These can be applied automatically by clicking on the Auto buttons, or in stages by dragging the sliders (which become visible when a photo is opened).

The toolbox on left-hand side comprises the following five tools – Zoom, Hand, Magic Selection Brush, Crop, and Red Eye Removal. Whenever one is selected, further options applicable to it are displayed in the Options bar.

The shortcuts bar contains buttons for moving between common commands, eg printing, or moving to the Full Edit workspace.

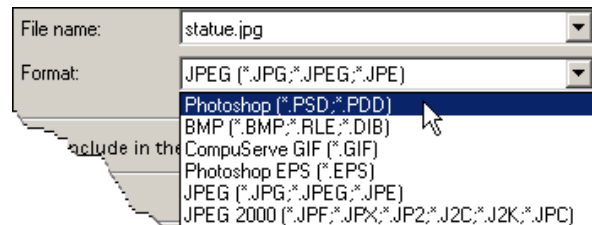
2. To open your photo, click on **File, Open** and navigate to the correct location. Select the file then click on **Open**.
3. Ensure **Before and After** is displayed in the View: box. Two copies of the image will then be displayed enabling you to compare any changes you make with the original.
4. If necessary click the Zoom arrow and either drag the slider, or type in a new value to adjust the magnification.

Saving the File

Before you start editing an image it is important to make a copy of the file and always work on that, as keeping the original intact means you can always revert to it should the unforeseen happen.

You should initially save your image as a Photoshop file (.PSD) as this preserves all the image data and doesn't compress the file. (If you frequently save a file in a format which compresses the data, eg JPEG, after time the image quality will be reduced.) When editing is complete, you can then save the file in the desired format, eg JPEG or GIF.

1. Click on the file menu and choose **Save As**.
2. In the format: box, click the down arrow and select **Photoshop (*.PSD;*.PDD)**
3. In the Save Options section, ensure the boxes for "Include in the Organizer" and "Save in Version Set with Original" are unselected.
4. Click on **Save**.



Correcting Colour

The General Fixes section on the right-hand side of the window contains the following photo fixing tools. These can be used on the whole image, or an area which you have specifically selected, eg with the Magic Selection Brush Tool.

Smart Fix - use the Auto button to automatically correct colour, and improve shadows and highlighted areas. If necessary drag the slider to vary the amount of adjustment.

Red Eye Fix - will automatically find and correct red eyes.

Levels – adjusts the overall contrast and may affect colours. Good for images which need more contrast and have a colour cast to them.

Contrast – use to adjust contrast without affecting the colour.

Lighten Shadows – will lighten darker areas, leaving highlights unaffected.

Darken Highlights – darkens lightest areas without affecting shadows.

Midtone Contrast – adjusts the contrast middle tonal values leaving extreme highlights and shadows untouched.

Color – use to improve colour and contrast.

Saturation – makes colours more vivid or muted.

Hue – changes all colours in an image.

Temperature – adds red or blue to warm up or cool down images.

Tint – makes colour more green or magenta. Use in conjunction with the temperature setting.




Sharpen – enhances the detail in an image.

Note: It is advisable to apply changes one at a time, review them and if the result is unsatisfactory, click the **Reset** button and try another. In most cases you will not need to use more than one Auto command per image. The Sharpen feature should always be the last command used.

1. To keep track of the original image, ensure the **Before and After** option is selected in the **View:** box.
2. Select one of the **Auto** buttons and observe the effect on the After: image.
3. If necessary drag the slider(s) to make further changes. The slider(s) can also be used independently of the Auto Buttons.

Zoom Tool


Use the Zoom tool to magnify an area.

1. In the Toolbox click on the **Zoom Tool**  button.
2. In the Options Bar, click the **Zoom In**  or **Zoom Out**  button, then click the area you want to magnify. Each click magnifies the image to the next preset percentage.

To magnify a specific area, ensure the **Zoom In** tool is selected, and then drag the tool over a particular area.

Hand Tool

The Hand tool works like the scroll bars, and lets you view areas outside the current window.


1. In the toolbox, click on the **Hand tool**. .
2. Hold down the left-mouse button on the image and drag to move it around in the preview window.

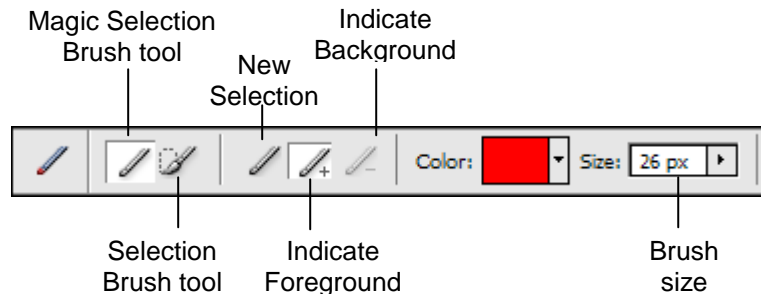
Magic Selection Brush Tool

If you want to change a particular area in a photo you can easily do this using the Magic Selection Brush. By selecting the specific area on which you want to work,

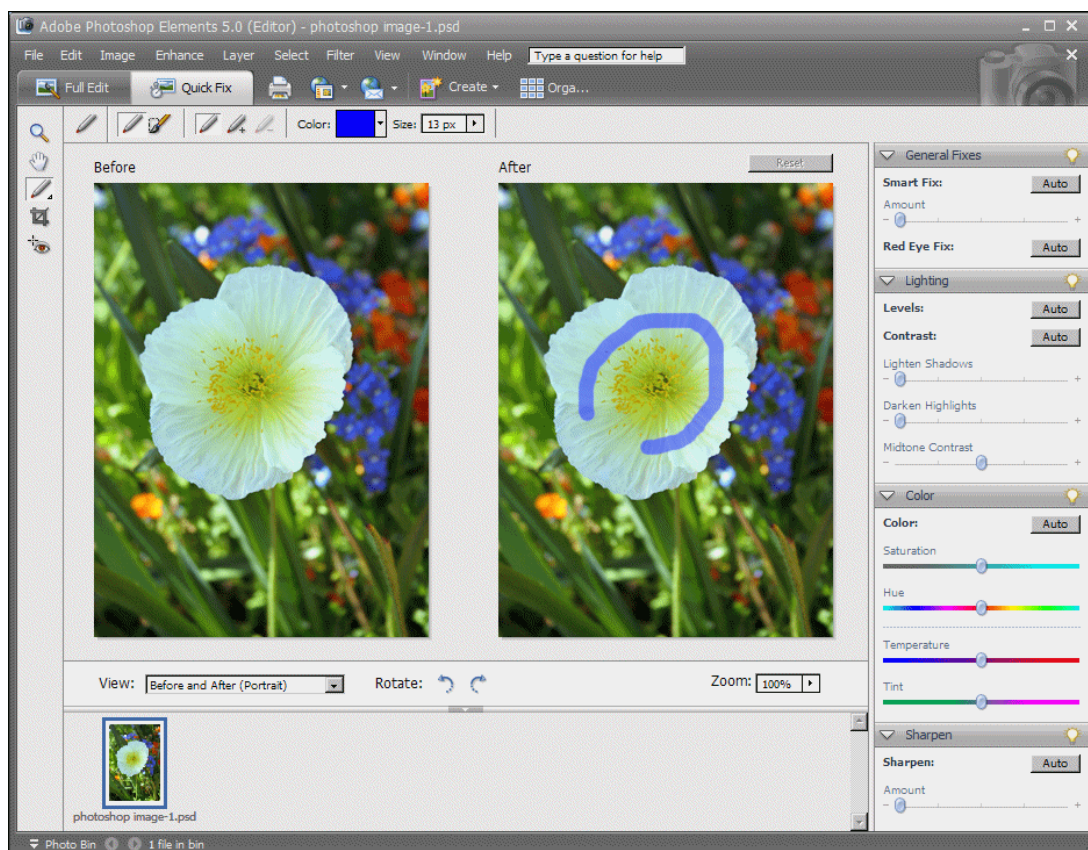
you can then apply special effects to it, or copy it for use elsewhere, without affecting the rest of the image.

The Magic Selection Brush Tool allows you to click or roughly draw over the area you want to select, and then, using the colours and textures beneath your strokes, select other areas with the same.

1. In the Toolbox, click the **Magic Selection Brush tool** . (If an Adobe Photoshop Elements message box appears, click on **OK**.)
2. Note the buttons in the Options bar.



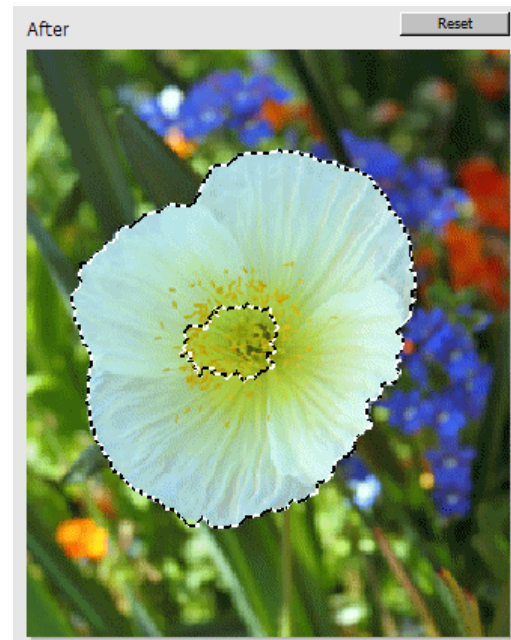
3. Depending on the area to be selected you may wish to use a larger or smaller brush. To do this, click the **Size:** arrow and drag the slider. The selection colour of the brush can also be changed if by choosing a new colour from the **Color** menu.
4. Ensure the **New selection** button is selected, then in the "After" photo, click or roughly draw over the area of the image you want to select.





5. After a few seconds Photoshop will generate a selection based on the colours and textures in the area you covered.

When an area is selected, it contains a marquee - a moving border of black and white dashes.

If the selected area is unsatisfactory, cancel the selection (press the CTRL+D keys together), then select a different brush size and try again.




Adding to or Removing from a Selection

1. If the current selection doesn't include as much information as desired, select the **Indicate Foreground** button  and click or drag over the new area to be included.
2. To remove unwanted content, use the **Indicate Background**  brush.
3. Having defined the selection, you can now use the controls on the right-hand side of the window to change the selected content by clicking the relevant Auto button, or dragging the slider.

Cropping

Use the Crop tool to select an area and then cut off unwanted areas.

1. In the Toolbox, click on the **Crop** tool  and note the choices in the Options bar.

By default No Restriction is selected, allowing the image to be resized as you wish. If you choose this method, the resolution of the cropped image will remain the same as the original.

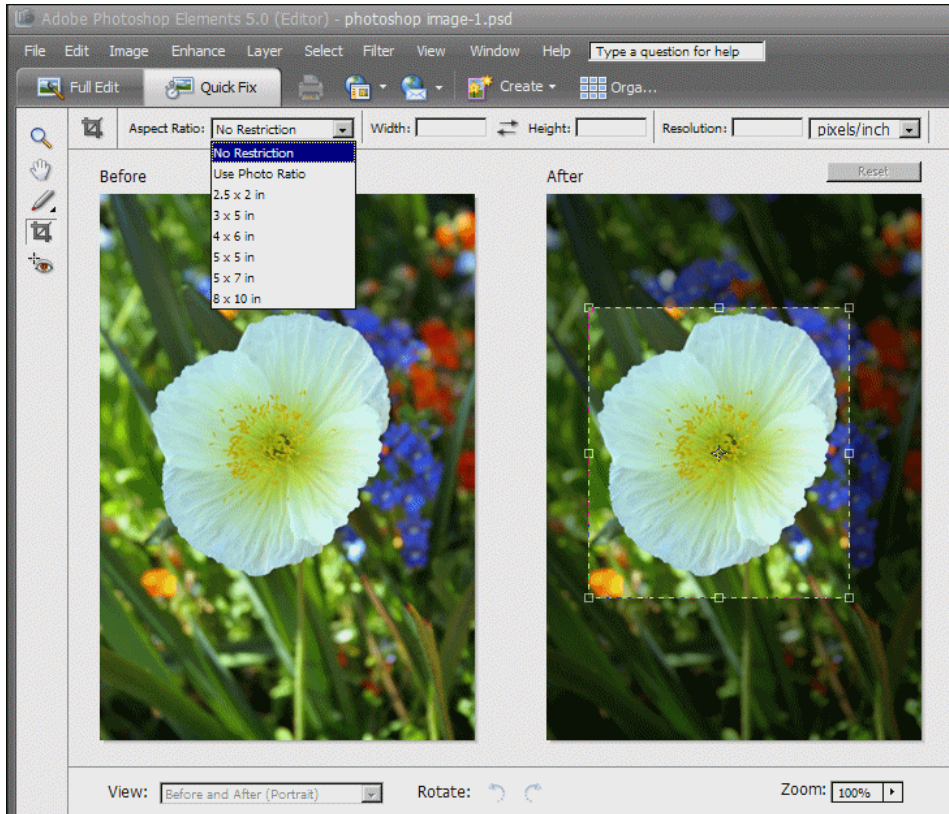
Note: to view the resolution of an image, click on the **Image, Resize, Image Size**. The current resolution is listed in the Document Size: section.

2. To crop to a specific size, click the **Aspect Ratio**: arrow on the Options bar and choose:

Use Photo Ratio – to keep the aspect ration of the image when cropped, or
A Preset size - the resolution will change to fit the preset.

Alternatively, enter specify values in the **Width** and **Height** boxes.


3. Drag the Crop tool over the area you want to keep, and release the mouse button. A marquee will surround the selected area.



4. If the selection is satisfactory, click on the **Commit** button at the edge of the marquee to accept or click the **Cancel** button to reject.

Red Eye Removal

Use this tool to correct red eye in a photo.

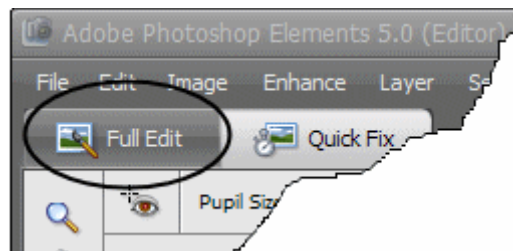
1. In the toolbox, click the **Red Eye Removal Tool**  button.
2. Move the pointer over the affected eye and click once.
3. If the result is unsatisfactory, click on the **Reset** button, and then make adjustments in the **Pupil Size** and/or **Darken Amount** boxes in the Options bar before clicking the red eye again.

EDITING A PHOTO IN THE FULL EDIT WORKSPACE

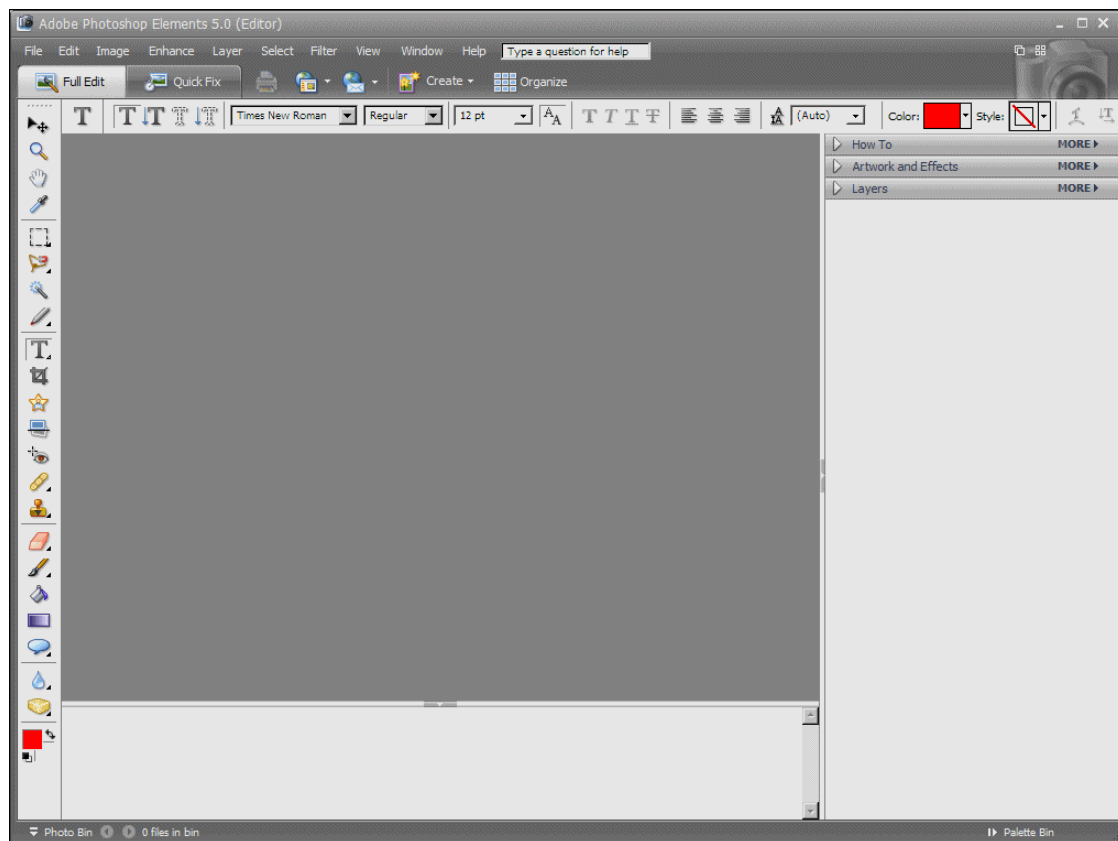
The Full Edit workspace contains more advanced tools to correct image defects, create special effects and enhance photos.

To access the Full Edit workspace from the Quick Fix screen, click the **Full Edit** button in the top-left corner.

(You can also access Full Edit directly from the Welcome Screen,



by clicking on the Edit and Enhance photos icon.)




The Full Edit window's toolbox is situated down the left-hand side. When a tool is selected, an Options bar is displayed above the workspace enabling you to make further choices.

The Photo Bin at the bottom of the workspace will display all open images.

On the right-hand side is the Palette bin; palettes help you to manage and modify your images and can be expanded or collapsed as necessary.

The How To Palette

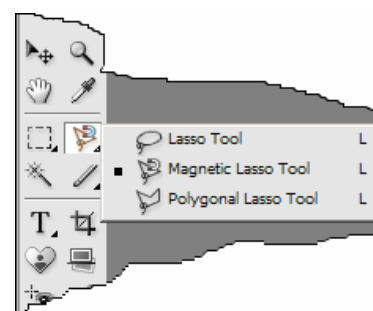
The How-to palette provides assistance for a variety of image-editing tasks. (If it does not appear in the Palette Bin, click on **Window, How To**, and drag it into a suitable position). Click a topic you are interested in to get relevant information.

Where applicable it will offer a **Do this for me** link, which you can click on and have Photoshop Elements carry out the task for you. To return to the How To topics at any time, click the Home  button in the palette.

Full Edit Toolbox

The Full Edit toolbox on the left-hand side of the workspace contains a wide range of tools.

1. Position the pointer over a tool to see a description of it. Most tools contain a link which will take you to the relevant help topic.



- For tools which contain a small triangle in the lower right corner, click and hold down the mouse on a tool to display further hidden tools.

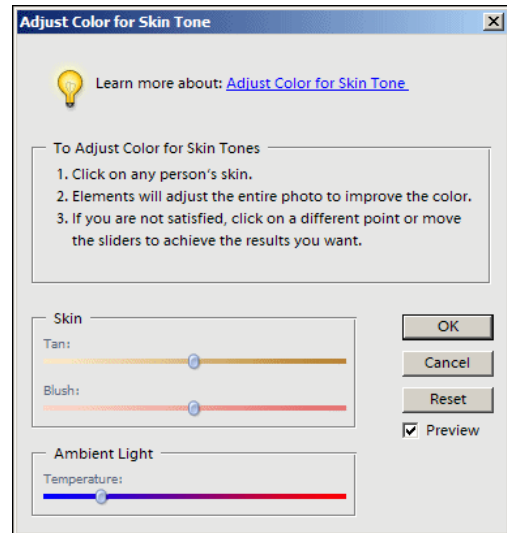
Skin Tone Adjustment

This feature enables you to click an area of a person's skin and automatically improve the tonal balance of it along with all the colours in the photo.

- Click on the Enhance menu and select Adjust Color, followed by Adjust Color for Skin Tone.


The Adjust Color for Skin Tone box will be displayed. (If this obstructs your view of the image, click and drag on the title bar to a new position.)

- In the image, click an area of the person's skin and observe the result.
- To further adjust the skin tone, drag the sliders in the **Skin** or **Ambient Light** boxes, or click on **Reset** to return to the original image.



Spot Healing Brush

The Spot Healing Brush is a quick way to remove blemishes or marks on a photo.

- Select the Spot Healing Brush  from the toolbox.
- On the Options bar, select a brush size.

Note: choosing a brush size slightly larger than the area to be changed generally works best.

- Select one of the following:

Proximity Match

(this uses pixels from around the edge of the selection to find a suitable area to use as a patch), or



Create Texture

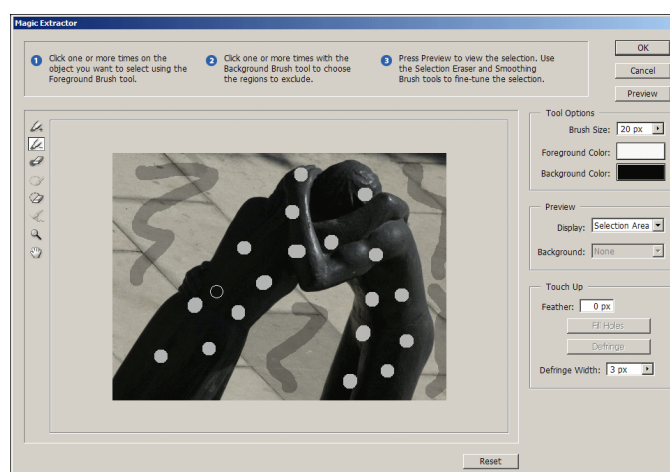
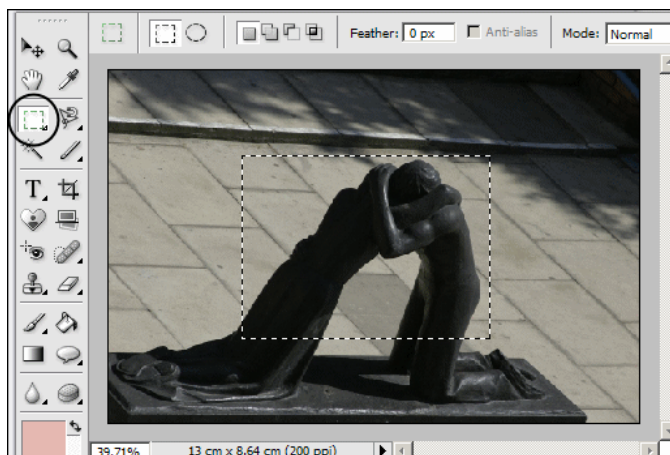
(uses all the pixels in the selection to create a texture with which to fill the area.)

If the result is unsatisfactory, click on the **Undo** button and try the other option, or choose a different brush size.

Magic Extractor Tool

This tool allows you to extract an object from a photo and use it elsewhere. By using different coloured dots to mark the foreground and background areas, you can control which part of the photo is selected for extraction.

1. If appropriate, use the rectangular or oval marquee tool to define the area which will appear in the Magic Extractor window.
2. Click on the Image menu and choose **Magic Extractor**.
3. In the Magic Extractor window, select the **Foreground Brush tool**  and then click to mark the area you want to retain – by default this will show as red spots.
4. To define the area which will be excluded, click on the **Background Brush tool**  and mark the area – this will be marked in blue.



Note: If either the foreground or background contains varied colours or textures, "dragging" with the brush may produce better results.

5. Click the **Preview** button to see the results. If necessary use the following tools to fine tune the selected area:

Point Eraser – to remove foreground or background dots.

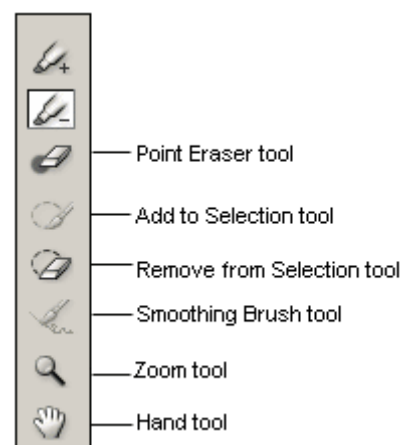
Add to Selection – click or drag over area you want to add.

Remove from Selection – to subtract dots.

Smoothing Brush – drag over area to be removed.

Zoom – click in the image to magnify; hold down ALT and click to zoom out.

Hand – use to navigate around the photo.



6. Alternatively, to remove all marks, click on the **Reset** button to start again.
7. To accept all the changes, click on **OK**.



Back in the editor window, the image is still selected but all the excluded areas have been removed. You can now copy it for use elsewhere.

Note: After doing this click on the Undo button to ensure the original photo remains the same.

The Defringe Command

When you make a selection and paste it elsewhere, some of the pixels surrounding the selection border may be included in the selection. This can create a halo or fringe effect around the pasted object.

When the Defringe command is used, it replaces the colour of the halo (fringe) pixels with the colour of pixels nearby which contain pure colours.

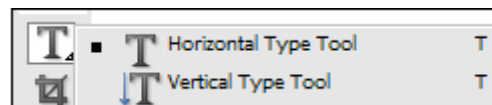
Note: the Defringe command will only work if the object is on a "Layer". To check this, click on the Layers tab in the Palette Bin. If the object is on the Background, click on the **Layer** menu, select **New**, followed by **Layer from Background**.

1. On the Enhance menu select **Adjust Color** followed by **Defringe Layer**.
2. The Defringe dialog box will prompt you to enter the number of pixels to be replaced – generally 1 or 2 is adequate.
3. Click on **OK**.

Adding Text

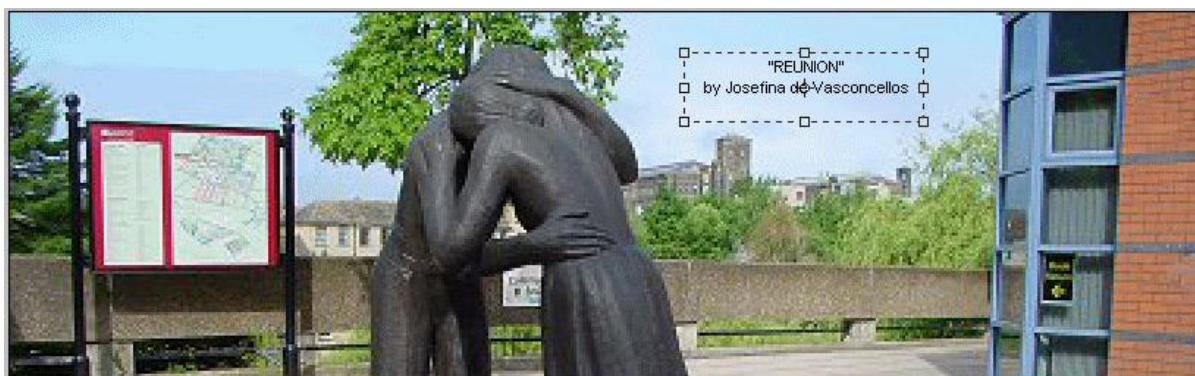
Vertical or horizontal text can be added to a photo either as a single line or as paragraph text. Single line text shrinks or grows as it is edited and doesn't wrap to the next line. Paragraph text wraps within the boundaries when you create a text box.

1. To add text, select the **Horizontal** or **Vertical Type Tool**.



2. To create a single line of text, click in the image where the text is to be positioned; to create paragraph text, click and drag to create a box.
3. Before typing the text, select the relevant font, size, colour etc from the Options bar. (Note: selecting the "anti-aliased" button makes text smoother.)

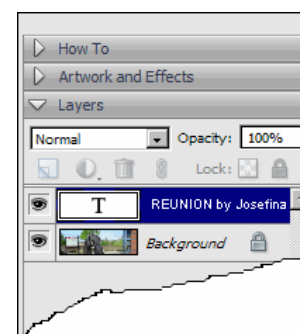
4. Type in the text and if this is acceptable, click on the **Commit** button on the options toolbar. If the result was unsatisfactory, click on the **Cancel** button and try again.






5. Observe the Layer palette on the right-hand side of the window.

Text is automatically entered in a "type" layer which appears about the background layer containing the image. This means it can be manipulated without affecting the underlying photo.

If you need to change the text at any time, you need to ensure that the type layer is selected.

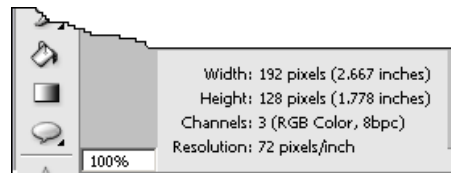


6. To reposition the text use the Marquee tool  to first select it.
7. Select the Move tool , then click and drag inside the selection to move the text to the new position.
8. Press ESC, then click outside the text to deselect it.

Note: To delete a layer containing the text, select it in the layer palette and then click the Delete Layer  icon on the Palette Options bar.

Displaying the Image Size

In the Full Edit Workspace, hold down the mouse on the information box beneath the image. This will display the width and height (both in pixels and unit of measurement) and the resolution.



Viewing the Print Size

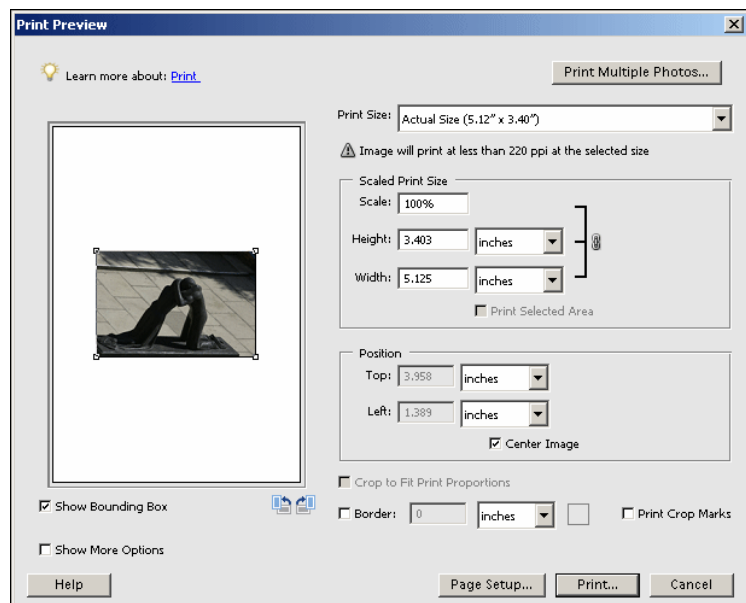
To get an idea of the print size, select the **Hand** or **Zoom** tool, and then click the **Print Size** button in the Options bar. The image will then be displayed at the size it will be printed.

Note: Your monitor's size and resolution can affect the on-screen print size.

PRINTING

You can print photos one at a time from either the Quick Fix or Full Edit Workspace.

1. With the relevant photo open, click on the **Print** button in the shortcuts bar, to display the Print Preview dialog box.
2. Click on the **Page Setup** button and ensure the correct paper size and orientation are selected.



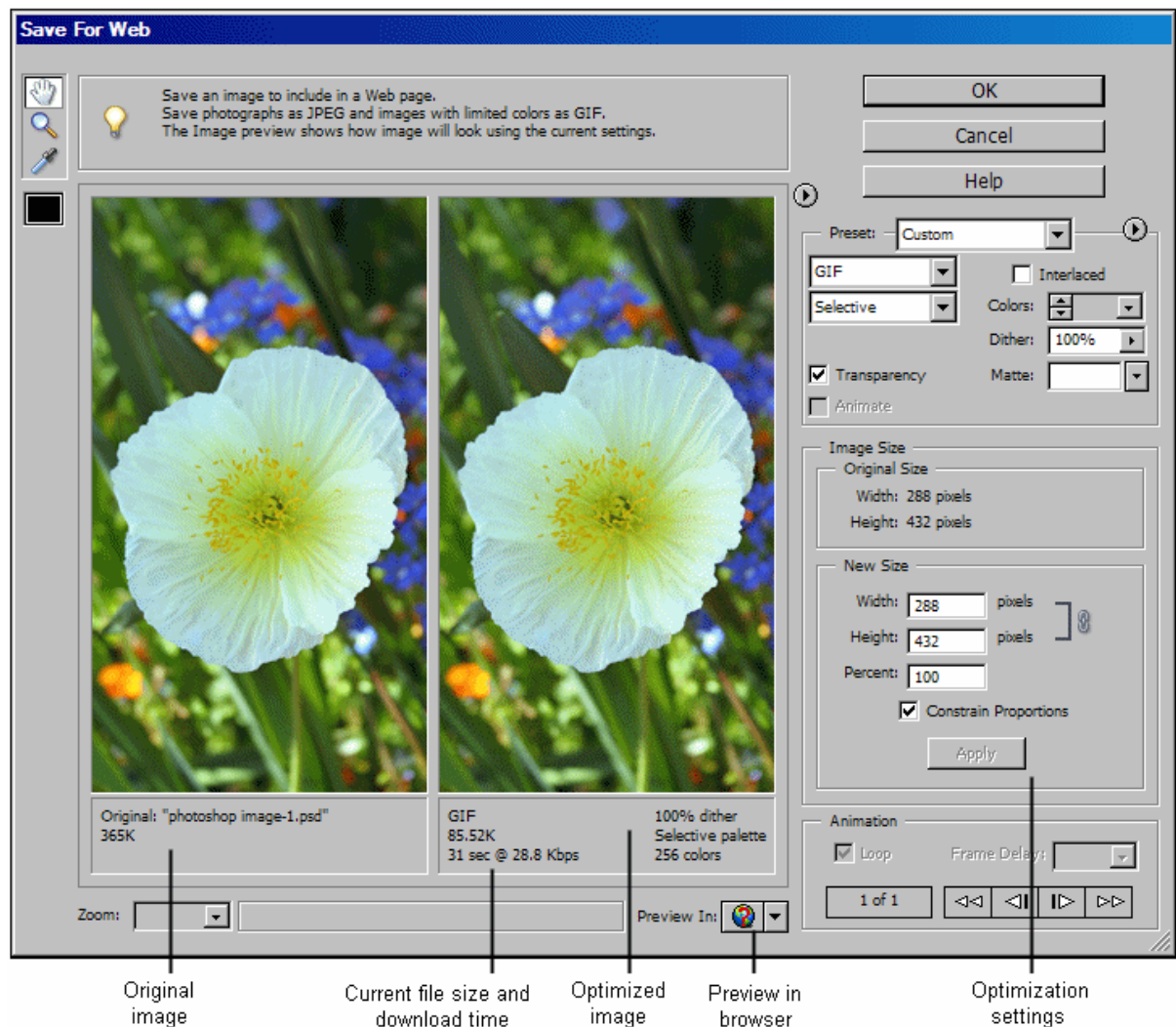
3. In the Page Setup dialog box, click on the **Printer** button. Select the correct printer, then in the same window click on the **Properties** button to set up the colour option (if desired).
4. Click **OK** repeatedly to return to the Print Preview box.
5. Observe the Print Size box which specifies the size of the printed image. To choose an alternative size, click the arrow and choose from the list of Preset sizes. Alternatively select Custom size, and then enter new sizes in the Scaled Print Size area.

By default, the image will be centred on the page. To change this, clear the Center Image box, and then type in new values in the Top and Left boxes.

6. Click on **Print**.

SAVING IMAGES FOR THE WEB OR EMAIL

When you want to publish images on the web, or transmit them via email, you should ensure they are optimised. Optimising is the process of compressing an image and setting specific display options to keep the file size as small as possible (and therefore reducing download time) while preserving the colours and image details.



1. With the image open, click on **File, Save for Web**.
2. If necessary adjust the Zoom.
3. Note the current file size, and estimated download time in the optimized image window. As you make changes, this information will alter.
4. Click on the arrow next to the **Preset:** box and observe the available formats:
 - JPEG** Ideal for displaying photos on the Web; it supports 24-bit colour so can display up to 16 million colours. Uses a "lossy" compression technique that degrades the image.
 - PNG-24** Good for photos but can create large files. Only use instead of JPEG if the image contains transparency. Supports 24-bit colour

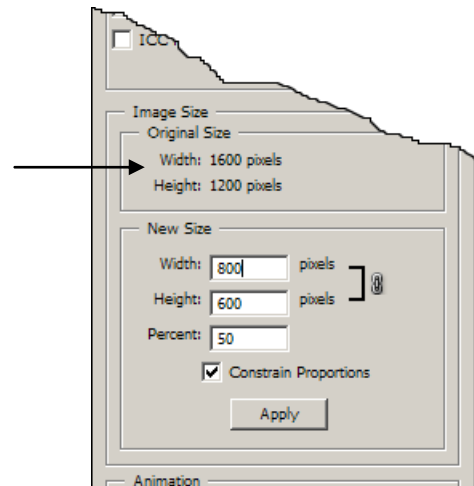
so can display up to 16 million colours. Uses lossless compression (ie does not degrade the image on saving, or restoring).

GIF Best for low colour images such as logos, cartoons, drawings and text as it renders the image in 256 colours. Supports background transparency. Uses lossless compression.

PNG-8 Alternative to GIF but not as widely known; displays up to 256 colours. Uses lossless compression.


5. For Web photos select one of the JPEG options. (The higher the quality the more detail will be preserved, however the file size will increase significantly.)
6. Select the **Progressive** option. This will display the image first at a low resolution which becomes sharper as the image downloads.
7. In the Image Size section, note the Original Size **Width: and Height:** settings.
8. Consider the monitor on which your picture(s) will be viewed; the screen resolution of many monitors is 1024 x 768 pixels or less.

Some browsers can automatically resize an image to fit the window; however, for those that don't, anyone viewing an image with a resolution larger than the monitor will need to scroll to see the whole image.



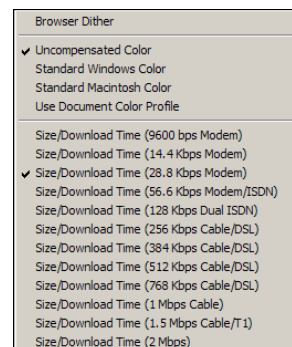
9. To overcome this, select the **Constrain Proportions** box (to keep width and height proportional), and then under New Size enter a value in the **Width:** box. (The **Height:** will adjust accordingly.)
10. Click on **Apply**.
11. To preview the optimised image in your web browser, click on the **Preview In:** button.
12. If satisfactory close your browser and save the file with a new name. If the result was unacceptable, try a different JPEG setting.

Viewing the Estimated Download Time

1. To check the estimated download time for different speed modems click on the Preview Menu arrow  to the left of the Help button.
2. Choose the appropriate download speed from the resulting shortcut menu.

The download time beneath the image will adjust accordingly.

3. If it seems too long, try different optimising settings or change the image size as described in the previous section.



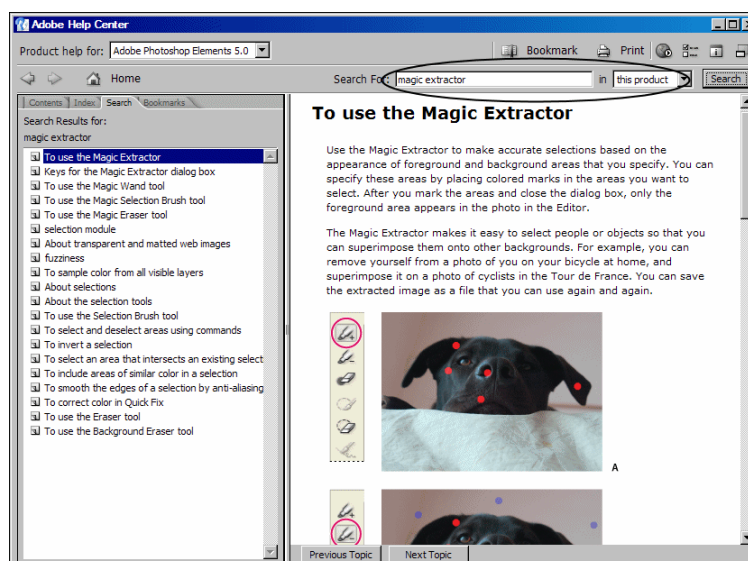
FURTHER INFORMATION


1. For further assistance on any feature in Adobe PhotoShop, click on the **Help** button and select **Photoshop Elements Help**.

2. In the Adobe Help Centre window, use the **Search For:** box to type in the item on which you need help.

3. Ensure **this product** is selected and then click on **Search**.

4. Browse through the Search Results in the left-hand pane, and then click the relevant article.



Note: to keep the Help window visible at all times, click on the Compact View icon  in the top-right hand corner.