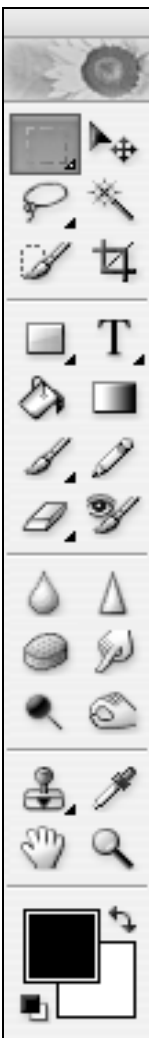


BASICS OF PHOTOSHOP ELEMENTS: Editing Images

Photoshop Elements is useful for editing images for use in regular documents or on web pages. This introduction will only look at a few basic features you'll use on a regular basis.

First, as you begin work with Photoshop Elements, learn the Edit > Undo command. Elements will remember the last action taken and if you don't like the results, you can undo it and try something else. Remember that it only remembers the very last action, not several back. To undo and action, either go under Edit > Undo or Command-Z is the shortcut.

First, look at the basic toolbar below:



The toolbar contains the following tools from top to bottom:

- Selection tool (labeled: Selection tool is used to select areas of the image, like for cropping.)
- Positioning tool (labeled: Positioning tool allows you to move objects around, like text.)
- Crop tool (labeled: Crop tool)
- Text tool (labeled: The text tool allows you to add text, like a title or caption, to the image.)
- Paintbucket (labeled: Paintbucket allows you to fill parts of the image with your choice of color.)
- Eraser (labeled: Eraser allows you to erase portions of the image.)
- Magnifying glass (labeled: The magnifying glass allows you to zoom in. To zoom back out, hold down the Option key and click on the magnifying glass again.)
- Color selection tool (labeled: The box in front shows the fill color, like for the paintbucket or text. To change the color, click on the box and a color wheel appears.)

The Menu Bar across the top has the following tabs with these basic commands that you may use often:

File	Edit	Image	Enhance	Filter	View	Window	Help
Open Save Save As Export Print	Cut Copy Paste	Rotate Crop Resize Adjust Mode	Adjust brightness and contrast	Apply various artistic effects	Zoom in Zoom out Rulers	Show and hide tools	Balloons Help contents Online help

EDIT AN IMAGE:

OPEN IMAGE: To open a file, go under *File > Open*, browse and locate the image, then click *Open*.

Image Enhance Lay

Duplicate Image...

Rotate ▶

Transform ▶

Crop

Resize ▶

Adjustments ▶

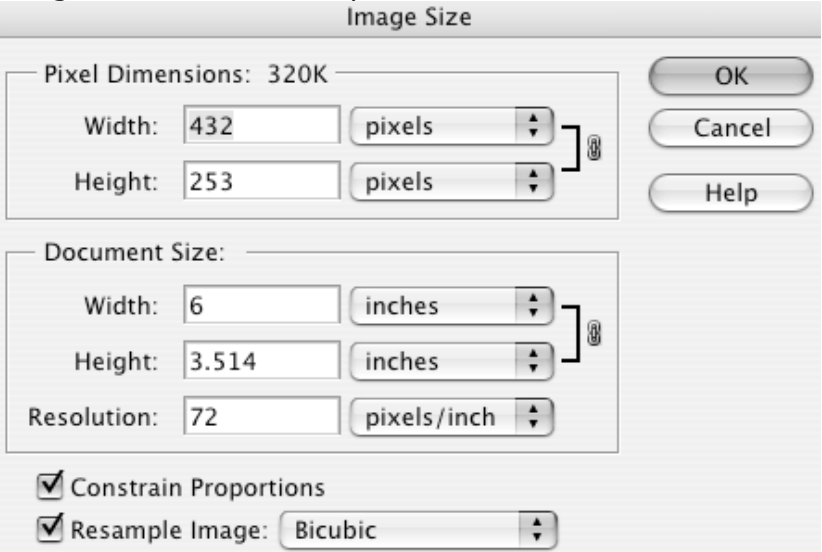
Histogram...

Mode ▶

You will use the **Image** menu (shown left) for many basic commands:

CROP:
Click on the Crop Tool. Select the part of the image you want to keep and then hit Enter/Return. You'll be left with what you selected.

RESIZE:
Next go under *Image > Resize > Image Size*. You'll see a dialog box like the one below. The current size of the image is shown in both pixels and inches.



Note that "Constrain Proportions" is checked so that the image doesn't skew when you change one dimension. *Resize your image.*

ZOOM IN & OUT: Use the *Magnifying Glass* to zoom in on the image. Then hold down the Option key and click on the *Magnifying Glass* again to zoom out again.

ROTATE:

Also under Image is Rotate. You have several options, as shown at right. The Custom choice allows you to control the level of rotation. "Flip Horizontal" often is used to make sure that images on a page or a website look into the center rather than off the page.

Rotate your image.



90° Left
90° Right
180°
Custom...
Flip Horizontal
Flip Vertical

CHANGE MODE TO GRAYSCALE:

Under Image, go to Mode and the dialog box to the right appears. Here you can convert a color image to black & white (Grayscale). This is good to do for b/w documents, such as newsletters, so that the images will print well. When you choose the Grayscale option, you will be asked if you want to discard the color information. Click OK. (Remember that you can immediate Edit > Undo if for some reason you want the color back.)

Also note that, when it's time to save, it's a good idea to give the image a new name so that you still have the original.

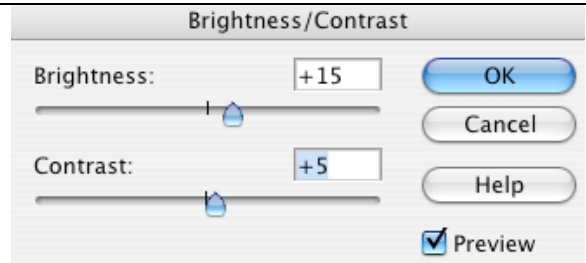
Change your image to Grayscale. Then go to Edit > Undo.



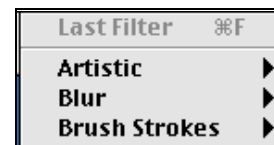
Bitmap...
Grayscale
Indexed Color...
✓ RGB Color

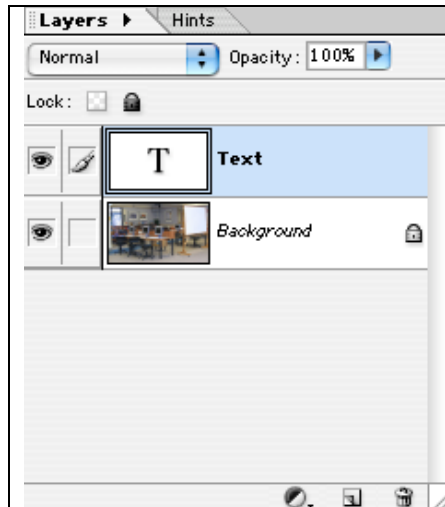
ADJUST: Under Image, go to Adjust > Brightness/Contrast. You will get a dialog box like the one shown at right. Use the arrows below the line to increase or decrease both the brightness and contrast. Note that when you brighten the image, you often will want to increase the contrast to keep the image crisp.

Adjust your image now.


**ADD FILTERS:**


Click on the Filter menu and you will see dozens of options for special effects. This is where you will use Edit > Undo often! Click on each filter option – eg, Artistic – and dozens of options appear. *Play with filters now.*





ADD TEXT: Text may be added on top of an image.

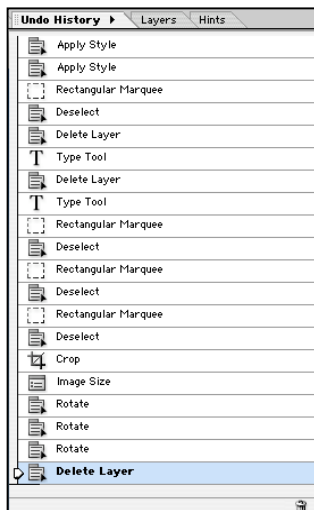
 Click the T in the toolbar, and then click on the image where you'd like to place the text. Select the font, size and style, type your text.

 Use the positioning tool – point, click and hold down – to move the text in to the exact place you want it.

NOTE: Photoshop works in layers. As long as you just crop, adjust, and resize an image, you will just have the one layer and nothing more to think about. However, if you add text, it is placed in a second layer over the original image. Look at the layers listed at left. The “background” is the original image. The layer marked Text is where the text is rendered.

When you do something to an image in Photoshop that adds layers, before you can save the newly edited image in a standard format (eg, for your webpage), you have to go under Layer > Flatten Image. This command actually takes all the layers and flattens them into one.

UNDO HISTORY:



In Elements, you can scroll back through the history of actions you have taken. Click on the Undo History tab and you'll see a list such as the one here. Use the arrow at left to scroll back through the image manipulations.

SAVE THE EDITED IMAGE:

When you have finished manipulating the image, go under File > Save as. There are many formats you can choose. If you are creating for Microsoft Office documents, use TIFF, JPEG, or GIF. If you are creating for the web, use JPEG for photographs and GIF for graphics (like clip art). When in doubt, use JPEG.

