

The Photoshop Elements Editing Workspace - shown is the document (image) window, ToolBox, Layer Palette, Hue/Saturation Adjustment Layer, additional palettes, such as Info, Navigator, Effects, etc. Across the top are Windows Menus. Along the bottom is the Options Bar.

USING THE LAYERS PALETTE

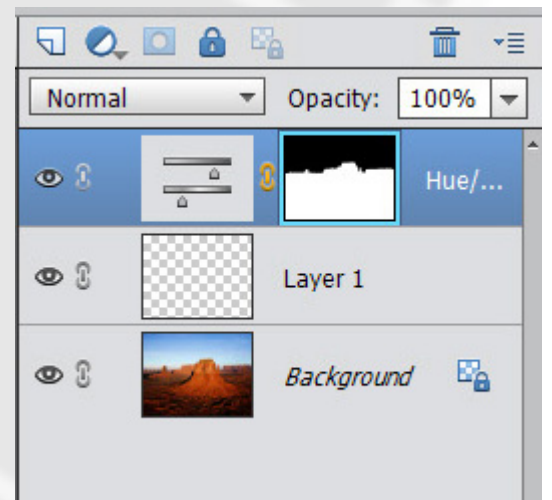
The Layers Palette Buttons (from left to right) - Create New Layer, Adjustment Layer, Trash Can, Link, Lock Pixels & Lock Layer.

Create new or duplicate layers to perform your retouching, sharpening and adjustments on. This enables you to leave your original image untouched and manipulate corrections later, if necessary.

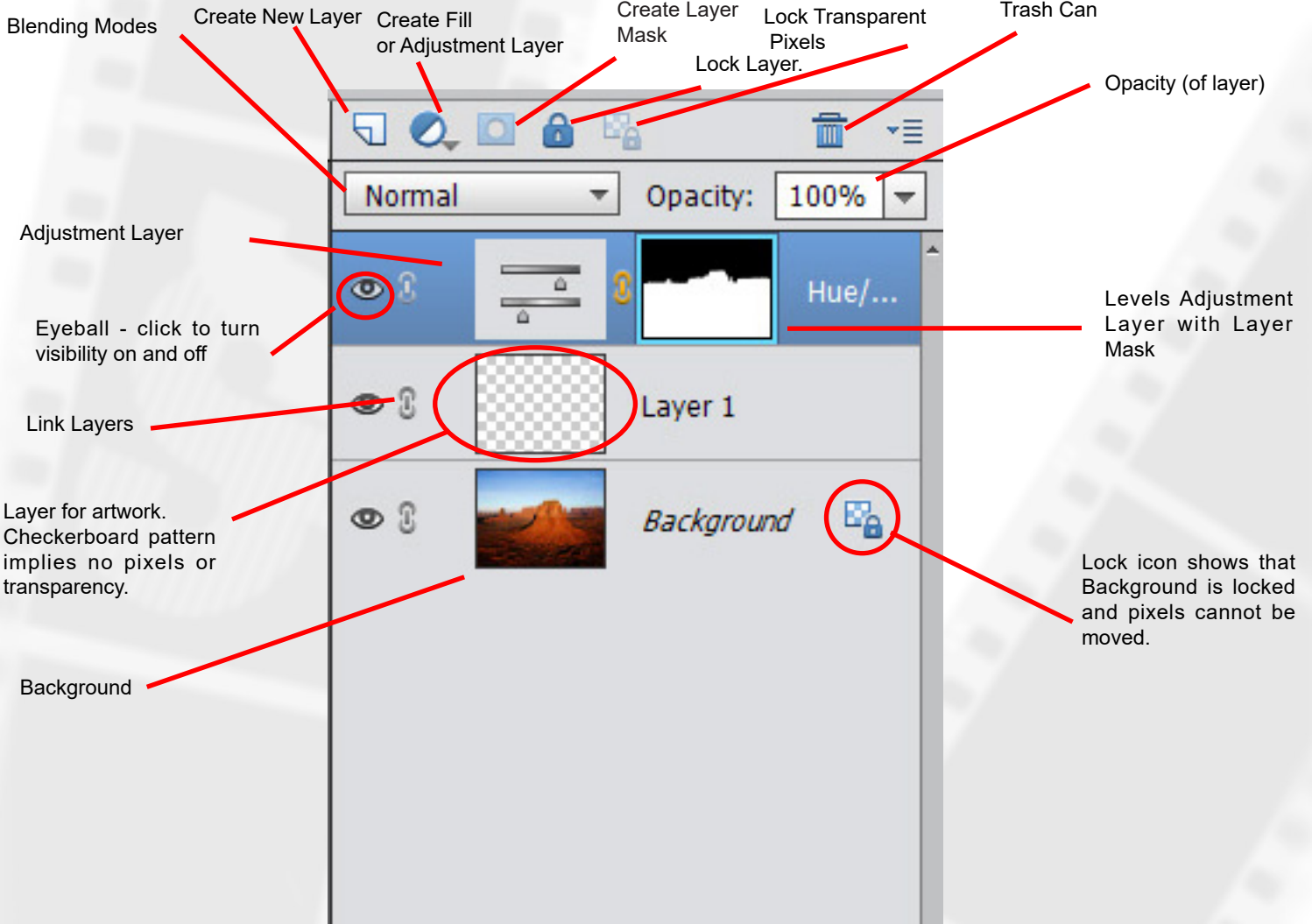
Blending Mode (shown here set to “Normal”) and Opacity adjustments allow for blending between layers.

Always add a new layer for retouching. To rename the layer, double-click on the layer’s title and type your new name. Make sure layer is active (highlighted) before adding artwork.

Double-click the “header bar” of the palette to collapse it.



USING THE LAYERS PALETTE - (Can be accessed through the Windows menu)



Background (Remember, the Background Layer can be converted into a standard, editable layer simply by double-clicking on the icon in the Layers Palette.)

Blending Mode (shown here set to "Normal") and Opacity adjustments allow for blending between layers.

Create New Layer - click to add a new, transparent layer. This option gives you the ability to create an empty layer (no pixels) on which you can place your painting or retouching. Drag a layer to the Create New Layer button to duplicate an entire layer.

Adjustment Layer - this option allows you to create an adjustment, such as Levels, Hue/Saturation, etc. that are non-destructive and "editable" because they sit above your target layer on their own layer.

The Trash Can - drag icon in the Layers Palette to delete the layer.

Link Layers - select multiple layers in the Layers Palette, then click the Link Layers button to link. When linked, pixels within layers move in unison.

Always add a new layer for retouching. To rename the layer, double-click on the layer's title and type your new name. Make sure layer is active (highlighted) before adding artwork.

Toolbox overview

A View tools

- Zoom (Z)
- Hand (H)

B Select tools

- Move (V)
- Rectangular Marquee (M)
- Elliptical Marquee (M)
- Lasso (L)
- Magnetic Lasso (L)
- Polygonal Lasso (L)
- Quick Selection (A)
- Magic Wand (W)
- Selection Brush (A)

C Enhance tools

- Red Eye Removal (Y)
- Spot Healing Brush (J)
- Healing Brush (J)
- Smart Brush (F)
- Detail Smart Brush (F)
- Clone Stamp (S)
- Pattern Stamp (S)
- Blur (R)
- Sharpen (R)
- Smudge (R)
- Sponge (O)
- Dodge (O)
- Burn (O)

D Draw tools

- Brush (B)
- Impressionist Brush (B)
- Color Replacement (B)
- Eraser (E)
- Background Eraser (E)
- Magic Eraser (E)
- Paint Bucket (K)
- Eyedropper (I)
- Gradient (G)
- Pencil (N)

E Shape tools

- Rectangle (U)
- Rounded Rectangle (U)
- Ellipse (U)
- Polygon (U)
- Line (U)
- Custom Shape (U)

F Type tools

- Horizontal Type (T)
- Vertical Type (T)
- Horizontal Type Mask (T)
- Vertical Type Mask (T)

G Modify tools

- Crop (C)
- Cookie Cutter (Q)
- Straighten (P)
- Recompose (C+C)

THE TOOL BOX – Contains some of your basic tools for editing, selecting, cloning, retouching, etc. Here are some descriptions of the most commonly used tools.

ZOOM TOOL (Z) - Allows you to magnify or reduce visibility of your image. DOES NOT AFFECT PIXELS. (Ctrl + or -).

HAND TOOL (H) - Allows you to move the visible portions of your image. DOES NOT AFFECT PIXELS. (Spacebar).

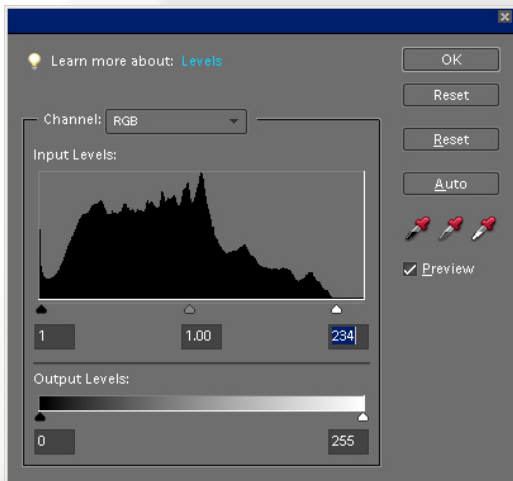
SELECTION TOOLS - Lasso, Magnetic & Polygonal Lasso, Magic Wand, Quick Selection & Selector Brush, Marquee Tools, etc. “Marching Ants” signify your selected areas. Selected areas are “live” or editable and can be manipulated and copied, while unselected areas are not editable.

TYPE TOOLS - Allow you to add text to your image in a new layer, then edit that text at a later time. Text can be formatted as needed with options for font, size, color, leading, tracking, paragraph options, etc. Also effects (Styles) can be applied to text for creative looks.

THE COLOR PICKER – Allows you to select a color, either from the Color Picker Window or from the image itself.

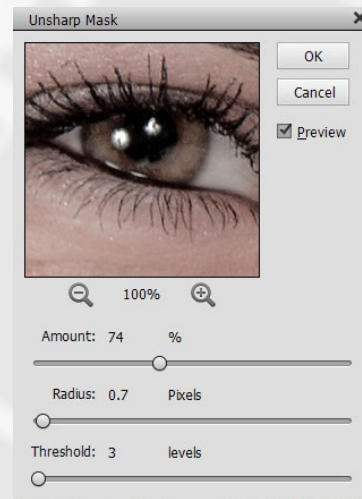
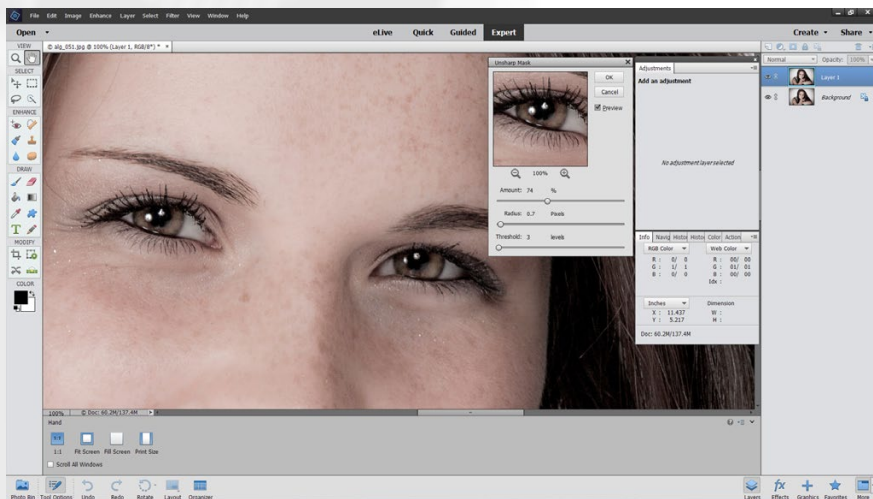
RETOUCHING TOOLS - Clone & Pattern Stamp, Healing & Spot Healing Brushes, (also Brush & other Painting Tools), etc. Use the Dodge Tool (lighten), Burn Tool (darken) and Sponge Tool (Saturate and Desaturate) for localized corrections.

USING LEVELS – (Enhance – Adjust Lighting – Levels) – or – (Ctrl-L) Color and contrast correction “the right way”. Using RGB sliders to carefully control color, highlights and shadows within your image.



Use the “Alt” key to determine clipping in the RGB channels and the composite channel. Use the eyedropper tools to set the black, white & gray points. Using an Adjustment Layer for Levels can save you headaches later.

UNSHARP MASK – (Enhance – Unsharp Mask...) – Use the Amount slider to control degree of sharpening. Remember to view your image at 100% to properly evaluate sharpening. Apply a mild sharpening first. Then apply your final sharpening to your finished image according to the final use.

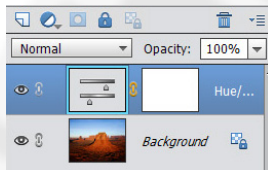


Create a duplicate layer to perform your sharpening tasks on. This enables you to go back to the original image to undo corrections.


HUE/SATURATION – (Ctrl - U) - Use the **HUE/SATURATION** adjustment to remove color casts and create special effects, such as sepia and tone effects, saturation, B&W, etc. within your image. Adjustments can be made to individual colors for sp fx and to remove color casts. Use the eyedropper tools to select color ranges.

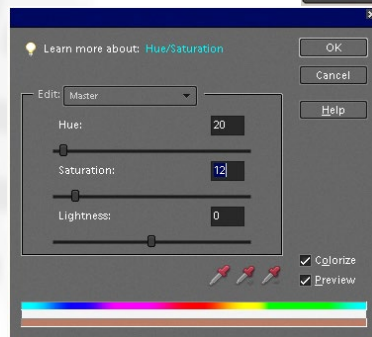
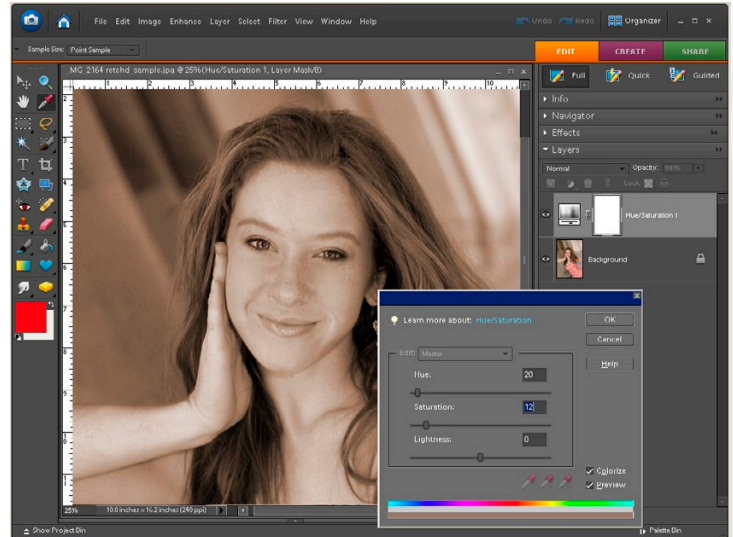


Using an **Adjustment Layer** for **HUE/SATURATION** can save you headaches later. Use **Adjustment Layers** whenever possible.



HOW TO DO A QUICK B&W, SEPIA & SELECTIVE COLOR:

1. File – Open
2. In Layers Palette, click on Adjustment Layer icon 
3. Select Hue/Saturation...
4. In Hue/Saturation dialog box, click “Colorize”, then use the following slider settings:
5. Hue 35, Saturation 15, Lightness 0 (Remember to check “Colorize”)
6. For selective color, use Brush Tool with black selected as your foreground color (in the Color Picker) and paint in the Hue/Saturation...Layer Mask where you want actual color to appear. Painting black acts to block the effect of the Adjustment Layer, which allows to actual color, in this instance, to show through.

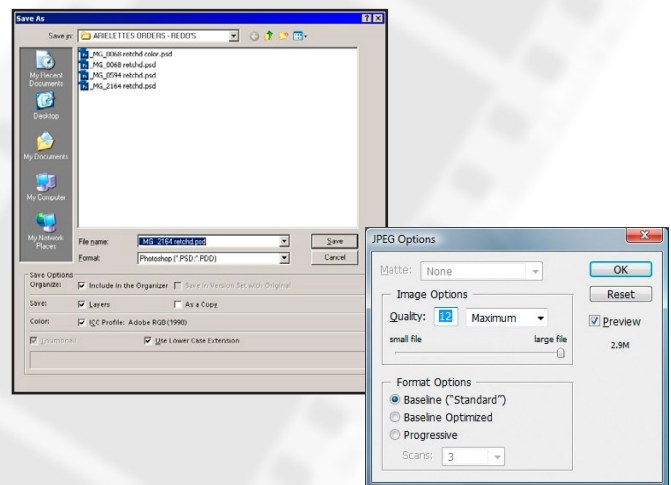


SAVING IMAGES

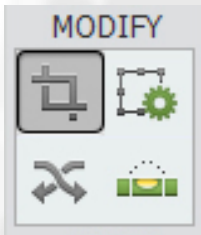
Use the “File – Save” or “File - Save As...” dialog

Different formats for different applications...

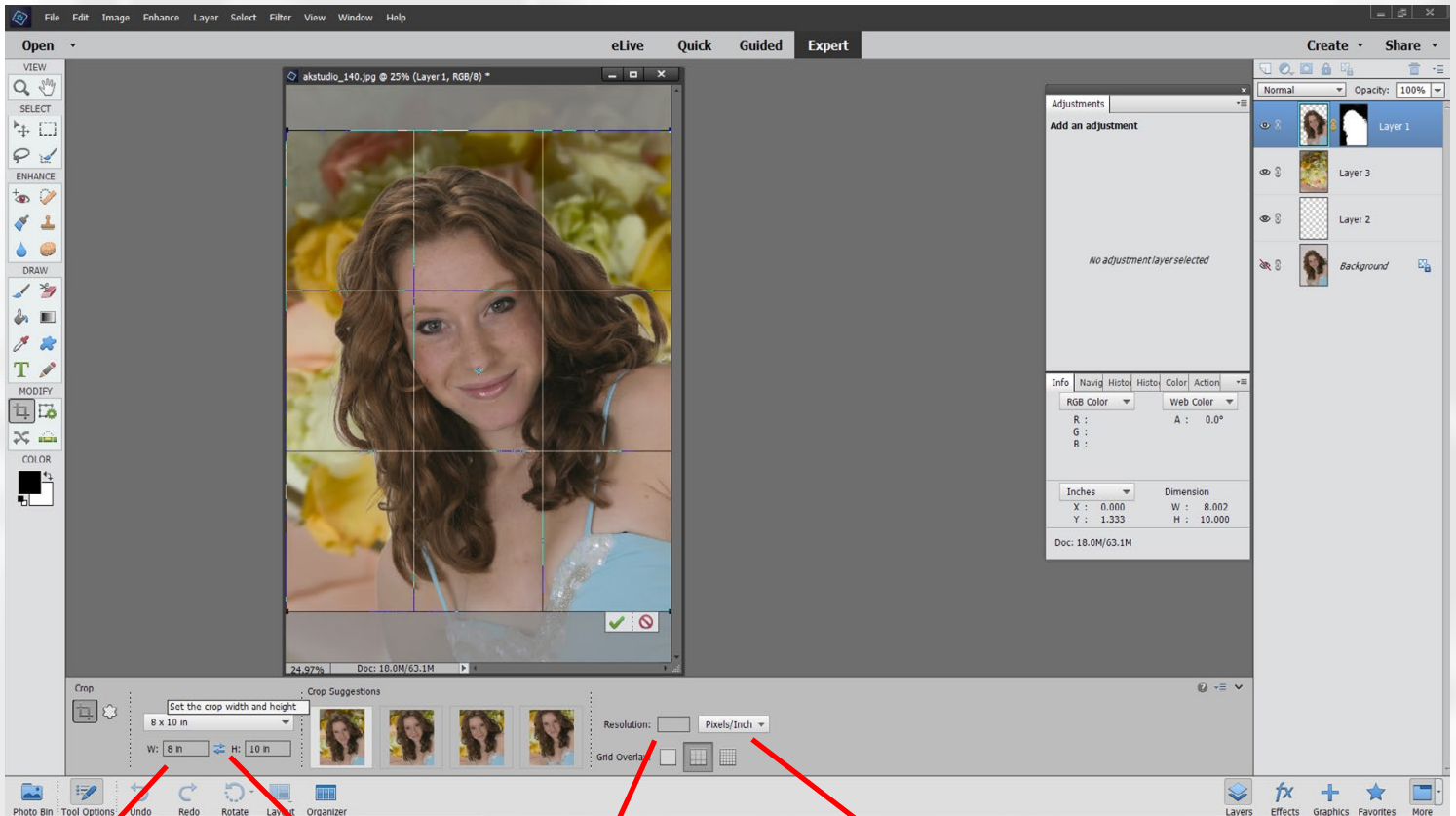
- PSD is Photoshop’s native format for saving files with layers
- TIF format for high res, high quality, little or no compression
- JPG Format for variable file size and quality using compression (most common)
- GIF Format is commonly used for images for the web



CROPPING YOUR IMAGE WITH THE CROP TOOL



◀ The **Crop Tool** or use the keyboard shortcut (“C”) to select. Refer to the Options Palette at the top of the workspace to select available Crop Tool options and settings. Click and drag inside image to crop.



Set size in inches (ie. for print size) or pixels for resolution

Use the double arrows to reverse width & height

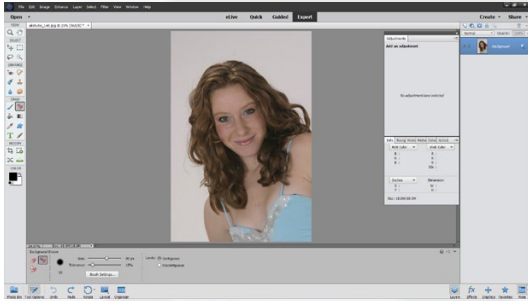
Set resolution to Specify units
resize “on the fly”

Cropping – Cropping is one one of the most important aspects of finishing an image. Whether cropping an image for print, placing a graphic on a web page, or just creating a final compositional correction, a proper crop can make or break your image.

To Use The Crop Tool:

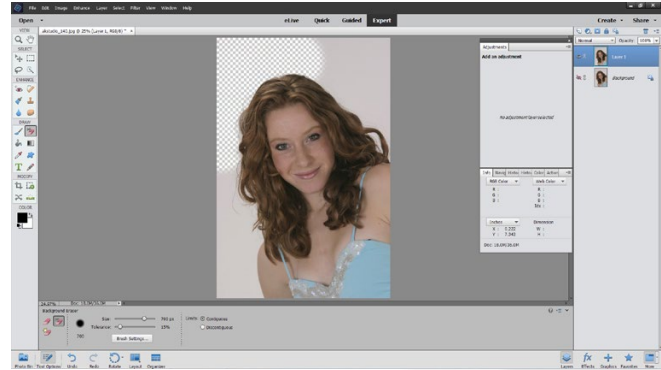
Select the Crop Tool, then click and drag. Set the crop dimensions for Width, Height or you can select a preset Aspect Ratio. Width and Height values are expressed in terms of inches (in) or pixels (px). Remember, setting Resolution will resize your image file by either “throwing pixels away” or interpolating up your file (by guessing where and how to add pixels). Remember, setting width & height values without values for resolution, will allow you to crop, while preserving all the available resolution (minus the image area cropped, of course.)

BACKGROUND REMOVAL & COMPOSITING



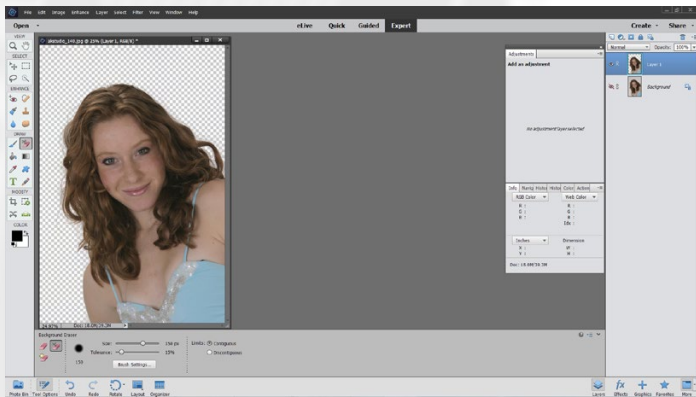
Open an image to be composited. We will call this file the **Main Subject Image**. (Simple, continuous-toned background are easiest to remove.) Copy the background layer by clicking and dragging to the New Layers button in the Layers Palette, or go to **Layer - Duplicate Layer...**

Select any number of Selection Tools to create a selection that outlines your subject. Then delete the background. For this exercise, we use the **Background Eraser Tool**.

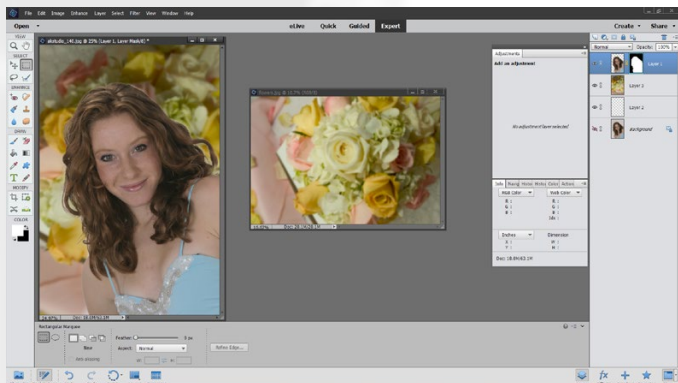
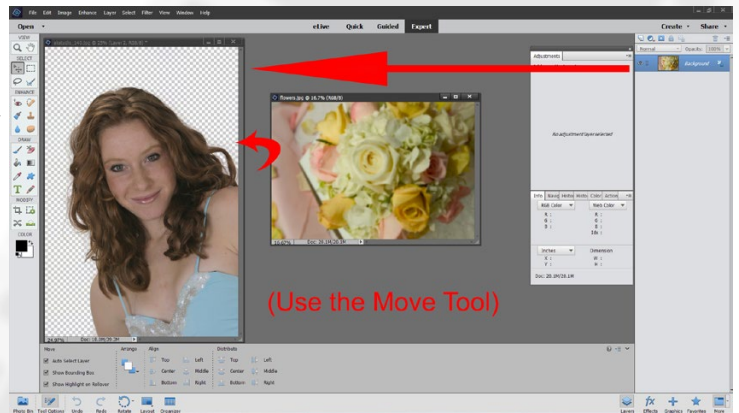


The tool pointer is a circle with a cross hair indicating the tool's hotspot. As you drag the pointer, pixels within the circle and of a similar color value as the pixel under the hotspot are erased. If the circle overlaps your foreground object, and it doesn't contain pixels similar to the hotspot pixel, the foreground object won't be erased. Keep the tool's hotspot off of areas that you don't want to erase. **Note:** If you select Background, it automatically becomes a layer when you use the Background Eraser.

Continue until the entire background is erased to transparency.

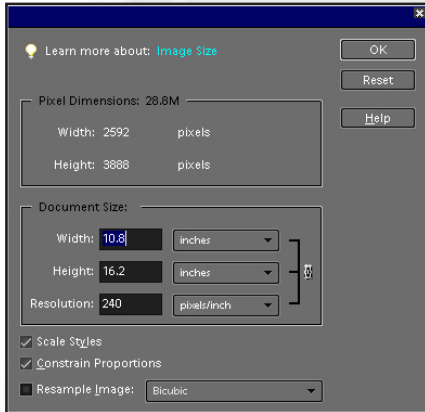


Open your new "background" to be composited with your main subject image. Using the Move Tool, click and drag from the new image file, or it's thumbnail in the layers Palette, into your **Main Subject Image**.



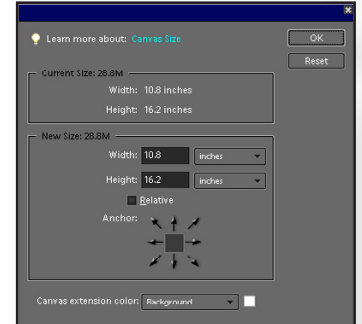
If the new layer falls on top of the main subject layer, simply go to the Layers Palette and click and drag the background layer under the main subject layer. Use the Move Tool to reposition, or Transform Tool (**Ctrl - T**) to transform, rotate, or scale. At this point, filters can be applied to individual layers, or Adjustment Layers can be added. Go to **File - Save As...** and save as a PSD file.

RESIZING FOR PRINT, WEB OR EMAIL:



◀ **The Image Menu** - image size (actual image physical dimensions) vs. canvas size (physical dimensions of the document containing the pixel image)

Canvas Size - This dialog allows you to adjust the size of the “canvas” the your image “sits” in. Increasing Canvas Size can add a border to your picture that becomes part of the image file. Therefore, Canvas Size affects pixel size of your document.

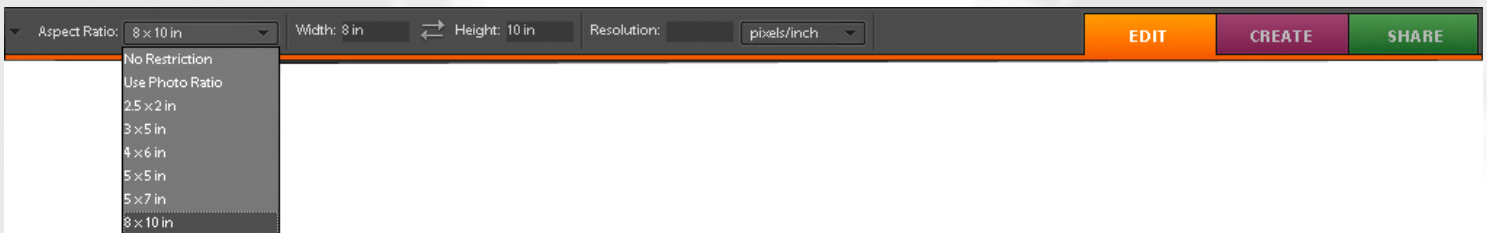


Common Sizes For Framing- 4x5, 5x7, 8x10, 11x14, 16x20, 20x24, etc.

Resampling vs. Resizing – Resizing typically refers to the physical dimensions of the image. When “resizing using the resampling” option, the physical dimensions can change, the actual pixel count of the file can change, or both.

HOW TO DO A QUICK CROP & RESIZE “ON THE FLY”:

1. File – Open
2. Select the Crop Tool (or “C” on the keyboard)
3. Fill in your Width and Height values in terms of inches (in) or pixels (px) or select preset
4. Draw your crop selection box within the image
5. Press “Enter” on the keyboard or the checkmark to accept your crop



RETOUCHING -

ADD NEW LAYERS FIRST!

Always add a new layer for retouching. To rename the layer, double-click on the layer’s title and type your new name. Make sure layer is active (highlighted) before adding artwork.

Spot Healing
(and Healing) Brush Tools ▼



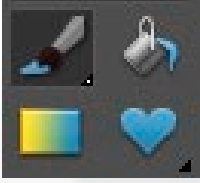
Clone Stamp ▶

THE CLONE STAMP - “Alt-click” to sample your source, then click and drag to retouch.

THE HEALING BRUSH TOOL - (“Alt-click” to sample) also matches the texture, lighting, transparency, and shading of the sampled pixels to the pixels being healed.

The **SPOT HEALING BRUSH** works similarly to the **Healing Brush**: it paints with sampled pixels from an image or pattern and matches the texture, lighting, transparency, and shading of the sampled pixels to the pixels being healed. Unlike the **Healing Brush**, the **Spot Healing Brush** doesn’t require you to specify a sample spot. The **Spot Healing Brush** automatically samples from around the retouched area.

HOW TO CREATE AND USE CUSTOM BRUSHES



◀ The **Brush Tool** or use the keyboard shortcut (“B”) to select. Refer to the Options Palette at the top of the workspace to select available Brush Tool options and settings.

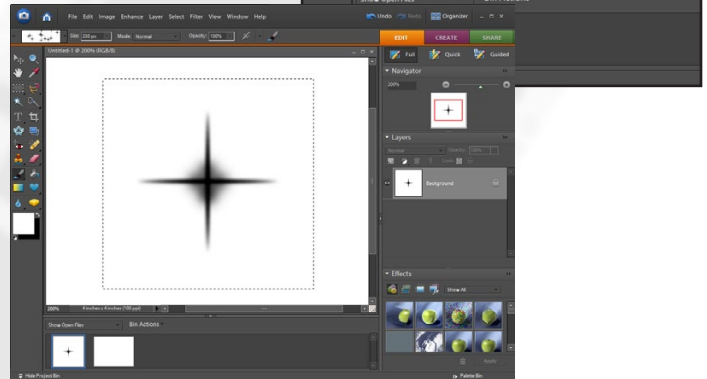
Labels in the image:

- Select Brush
- Set Brush Dialog
- Blending Modes
- AirBrush tool
- Brush Presets
- Define Brush

How To Create & Use A Custom Brush:

Create a graphic or open an image. Or, use the Rectangular Marquee Tool to create a selection and isolate a portion of the image or graphic. Go to Edit menu and select “Define Brush” or “Define Brush From Selection”. Name your new brush.

Click the Brush button to select a brush from the drop down box. Click the Brush Presets button and define your brush properties.



USING ADOBE CAMERA RAW - RAW file refers to the “unprocessed” image information that comes directly from the sensor. RAW formats typically require special software to convert the data into a manageable file format. Many of the camera settings, which were applied to the raw data during shooting can be applied or changed, at the users discretion during processing, including sharpening, white balance, saturation, tone and more. Also, because RAW has 12 bits (4096 levels of gray per channel) or 16 bits (65,536 levels of gray) of available data, you are able to extract shadow and highlight detail, which would have been lost in the 8 bits/channel (256 levels of gray) JPEG or TIFF format.

The screenshot shows the Adobe Camera Raw interface. At the top, a toolbar contains various tools: Crop Tool, Spot Removal, Red Eye Removal, Adjustment Brush, Graduated Filter, Preferences, Rotate, Targeted Adjust Tool, Straighten Tool, Color Sampler Tool, White Balance Tool, Hand Tool, and Zoom Tool. On the right side, there is a Histogram, Correction & Adjustment Dialogs, and EXIF Data. The main preview pane shows a photo of two young girls, with a crop tool overlay and vignetting. The Basic dialog box is open on the right, showing sliders for White Balance, Temperature, Tint, Exposure, Recovery, Fill Light, Blacks, Brightness, Contrast, Clarity, Vibrance, and Saturation. At the bottom, there are buttons for Save Image, Set color space, size, bit depth, etc., and Done Button.

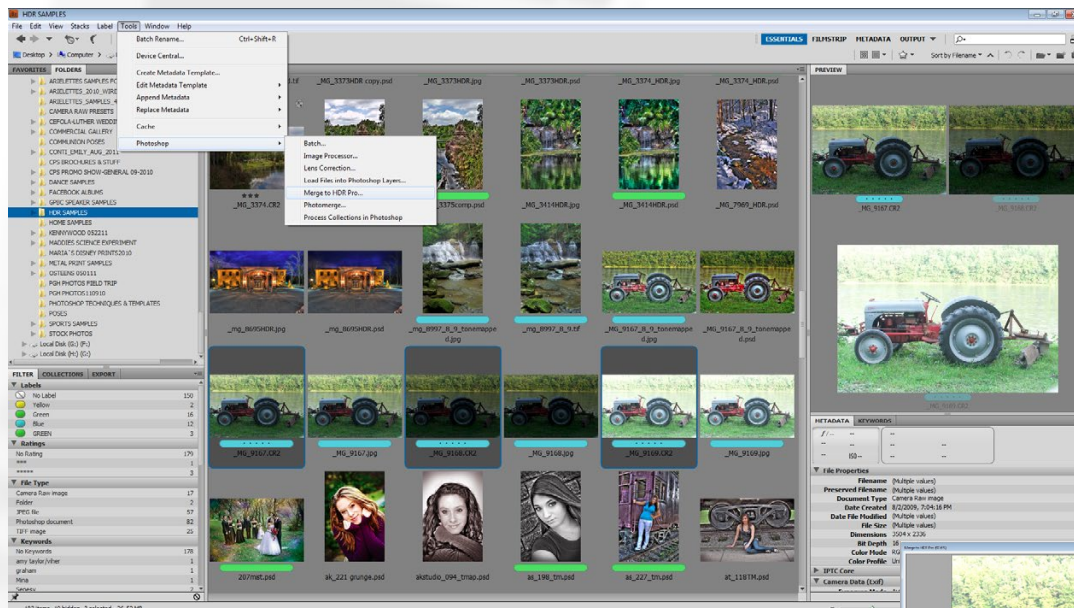
Targeted Adjust Tool
Straighten Tool
Color Sampler Tool
White Balance Tool
Hand Tool
Zoom Tool
Crop Tool
Spot Removal
Red Eye Removal
Adjustment Brush
Graduated Filter
Preferences
Rotate
Histogram
Correction & Adjustment Dialogs
EXIF Data
BASIC DIALOG - Controls for white balance, color, density and contrast
Preview Pane showing the Crop Tool with its resizing handles. Also shown is vignetting from the Lens Corrections dialog box.
Save Image Button - select format & select a folder to convert and save to.
Set color space, size, bit depth, etc.
Done Button - Save settings but do not convert

CORRECTION & ADJUSTMENT DIALOGS:

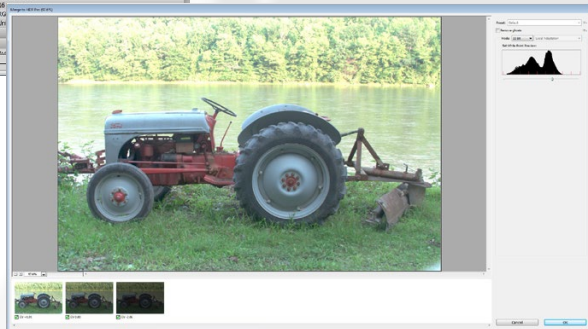
- Basic** - adjustments for Temperature, Tint, Exposure, Recovery, Fill, Blacks, Brightness, Contrast, Clarity, Vibrance & Saturation
- Tone Curve** - apply or load preset curve adjustments
- Detail** - this panel allows you to sharpen and reduce noise.
- HSL/Grayscale** - controls for Hue, Saturation and Luminance. Also allows grayscale conversions
- Split Toning** - Hue and Saturation adjustments for shadows and highlights
- Lens Corrections** - corrections & adjustments for Chromatic Abberation, Defringing and Vignetting.
- Camera Calibration** - load or create camera color profiles
- Presets** - load or save conversion settings
- Snapshots** - manage snapshots

USING THE “MERGE TO HDR PRO” OPTION IN BRIDGE & PS CS5

In Adobe Bridge CS5, begin by selecting the original RAW, JPG or TIF files to be merged. Go to “Tools” - “Photoshop” - “Merge to HDR Pro...”. Or in PS CS5, go to file - Automate - Merge to HDR Pro... (If prompted to use RAW images, ignore and hit OK).

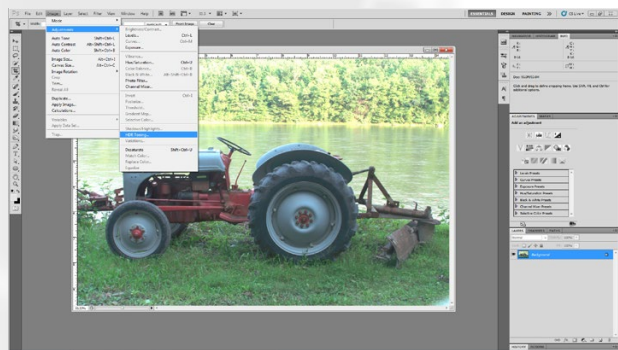


Photoshop will automatically open (from bridge) and merge the multiple images and create a preview image. For best quality, select “Mode - 32 bit”. To help remove ghosting from moving people, objects, etc., select “Remove ghosts”. Set the White Point Preview and hit “OK”.



After the file is complete, begin the tonemapping and editing in PS by going to Image - Adjustments - HDR Toning...

Use the sliders to edit the HDR image. (Use a combination of Radius, Strength and Detail to control halos.)



Continue editing the image in PS. The image can be saved as a PSD, TIF, or other file format, but the options are limited. Before sending out the image, convert from 32 bits to 8 bits by selecting “Image - Mode - 8 Bits/Channel.” Then you may save as JPG, or any other format.

