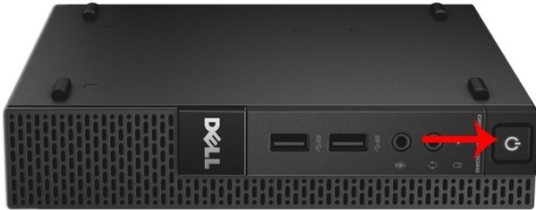


Photoshop Elements for Beginners

Week 1 of 5: Opening Files, Modes, Work Space, Cropping, Resolution & Adjusting Brightness

Instructor: Tom Ferguson

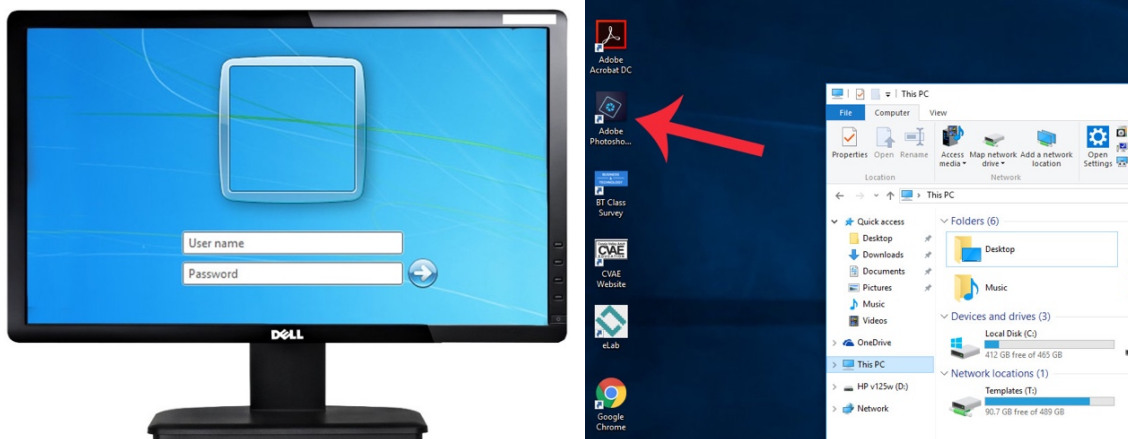
1) Starting computer (if needed): depress the square button of your processor box (not the monitor).



2) **Enter your username and password.** All computers in this room (10A) use the same username and password (both are case sensitive, **do not** use upper case):

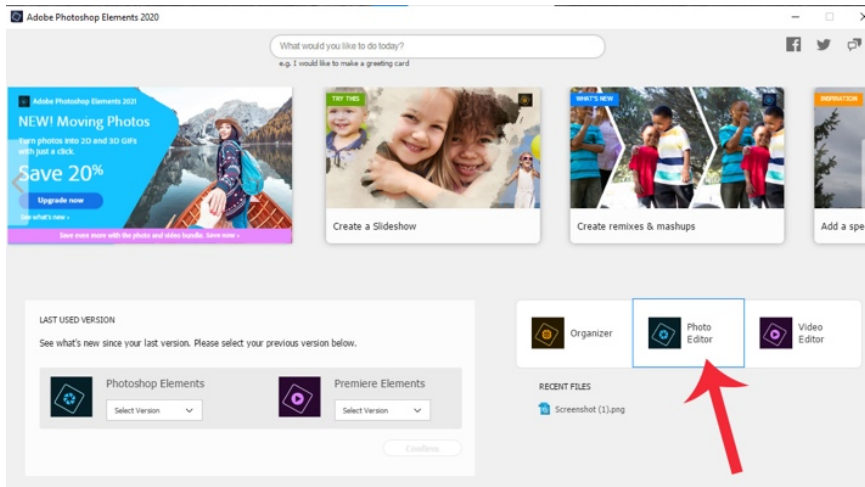
Username: photo

Password: photo123



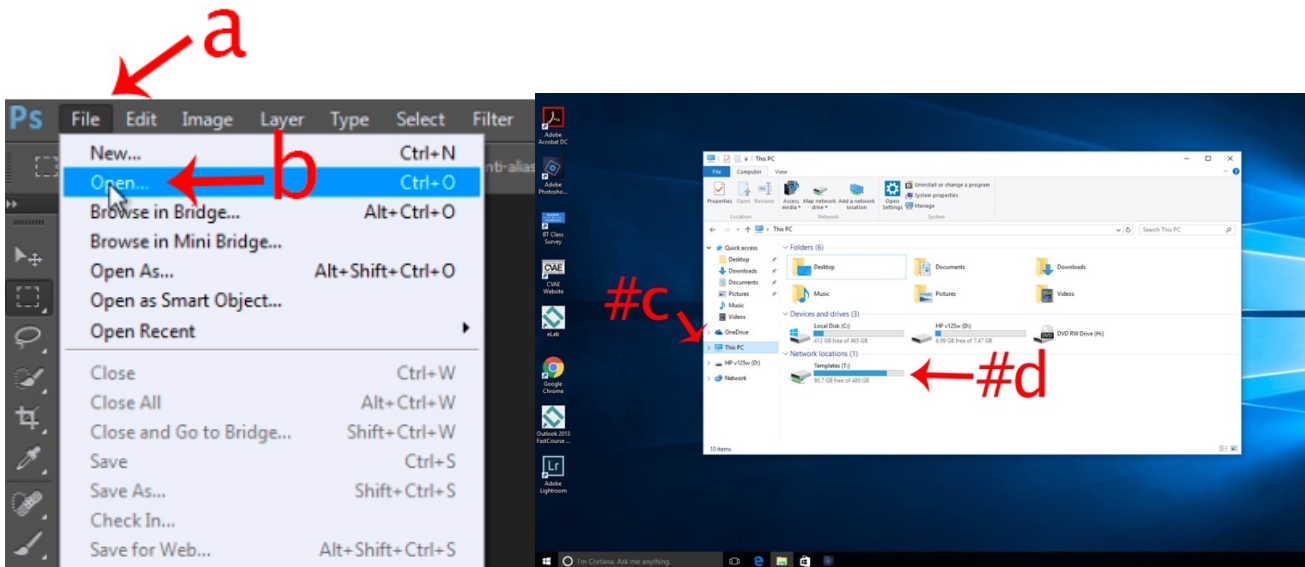
3) **Launch Elements.** Simply double click the shortcut. It may be in a different location than shown above. Otherwise, open start menu and then select “All Programs” and then select “Adobe Photoshop Elements.

At the Elements “Welcome” screen, select “Photo Editor”. Please note that much of this page is actually “advertising” from Adobe and will change from time to time.



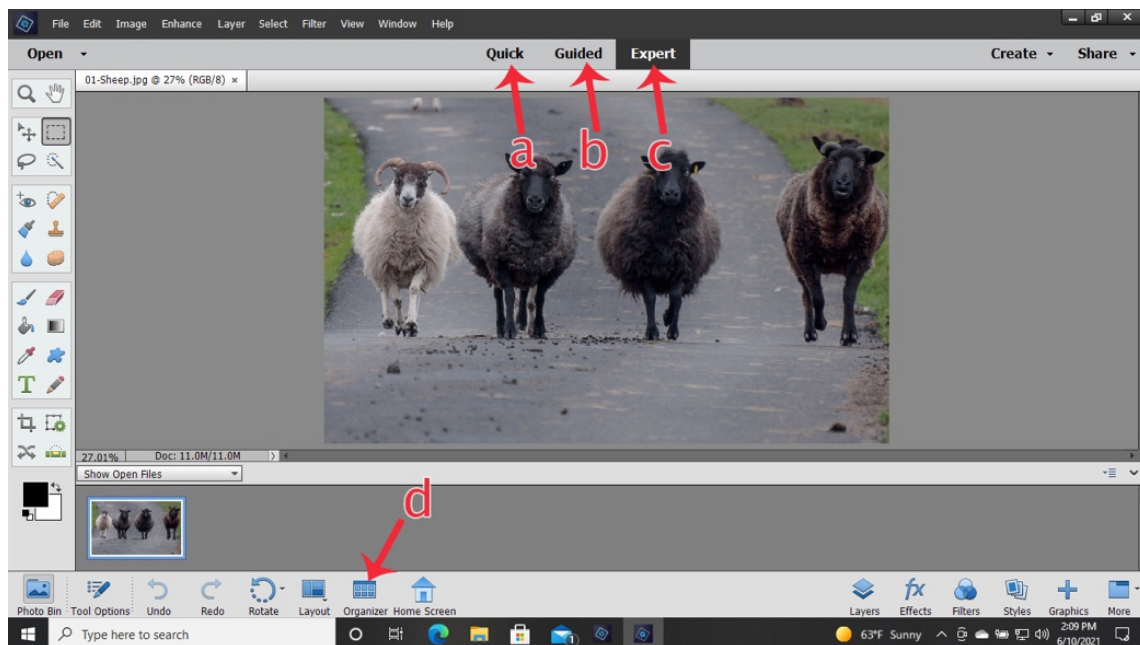
4) Opening an image

- Click the “File” menu at the top left of your screen.
- Click the “Open” command.
- Click “Desktop”.
- Click “Elements Class” Folder.
- Open the “Elements Class” Folder.
- Open (double click) the file “01-Sheep.jpg”.



5) Editing Modes

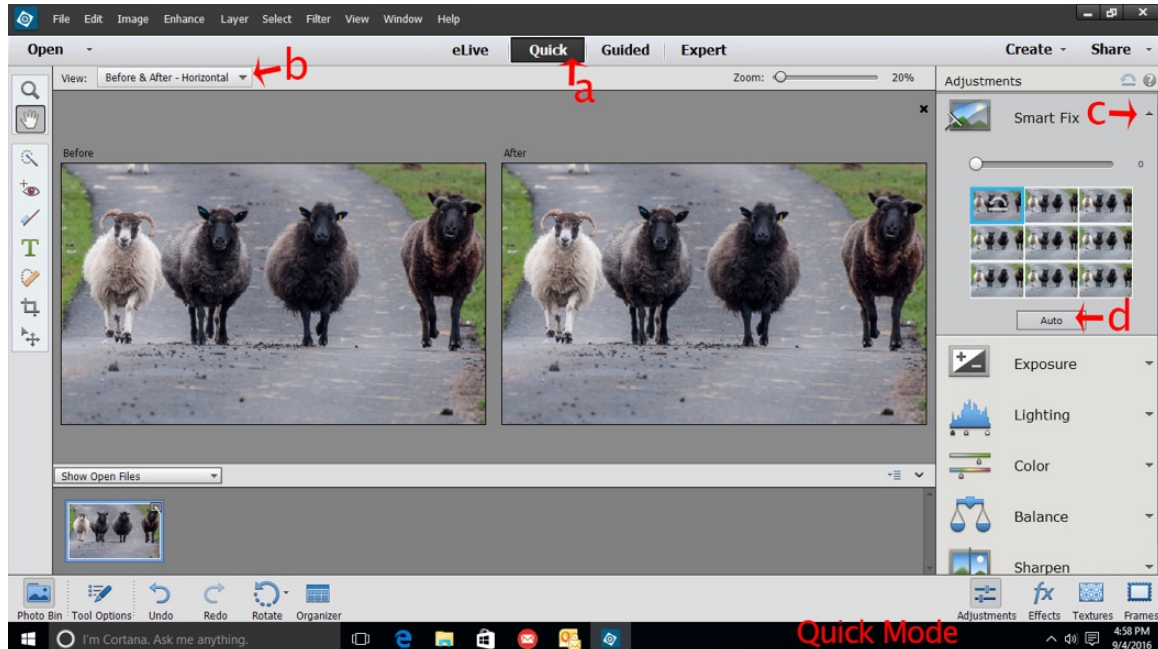
- Quick: Automatic with little control,
- Guided: Assistance with edits,
- Expert: Versatile with full controls,
- Organizer: Collections of images and group projects such as digital books,
- Select Quick (“a” in example below).



6) A very short tour of editing mode options:

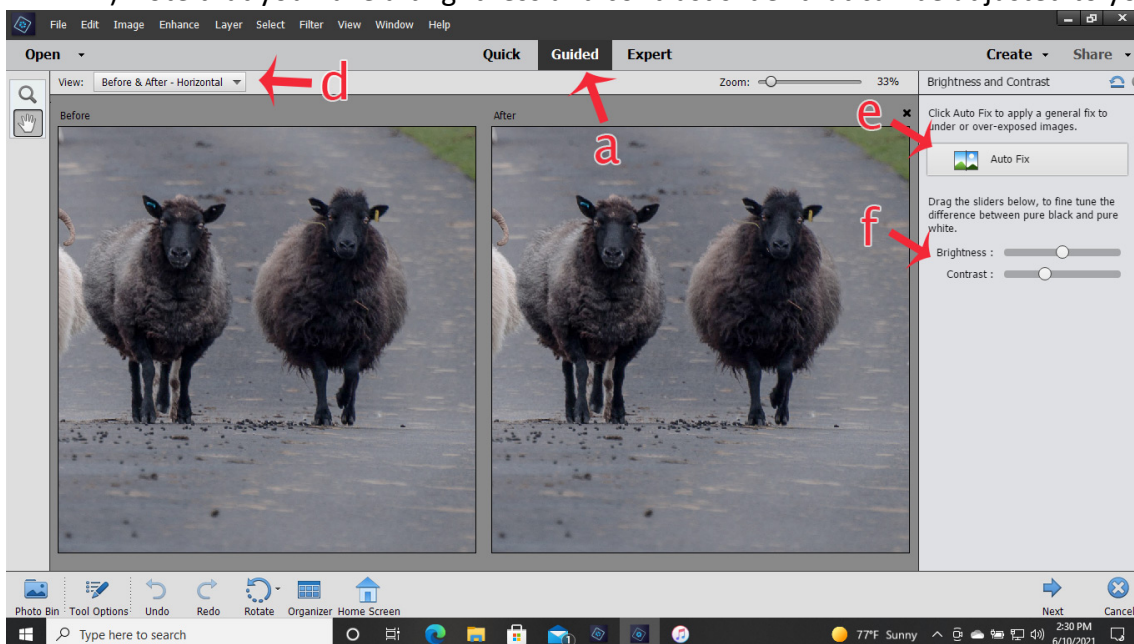
Quick (Automatic with little control)

- Make sure you are in “Quick” edit mode (see #a below).
- Switch “View” to “Before & After – Horizontal” if needed (see #b below).
- Open the “Smart Fix” panel (near the top right).
- Click the “Auto” button in “Smart Fix”.
- Note that there are 9 thumbnails, you can select alternative quick fixes by clicking any of these.



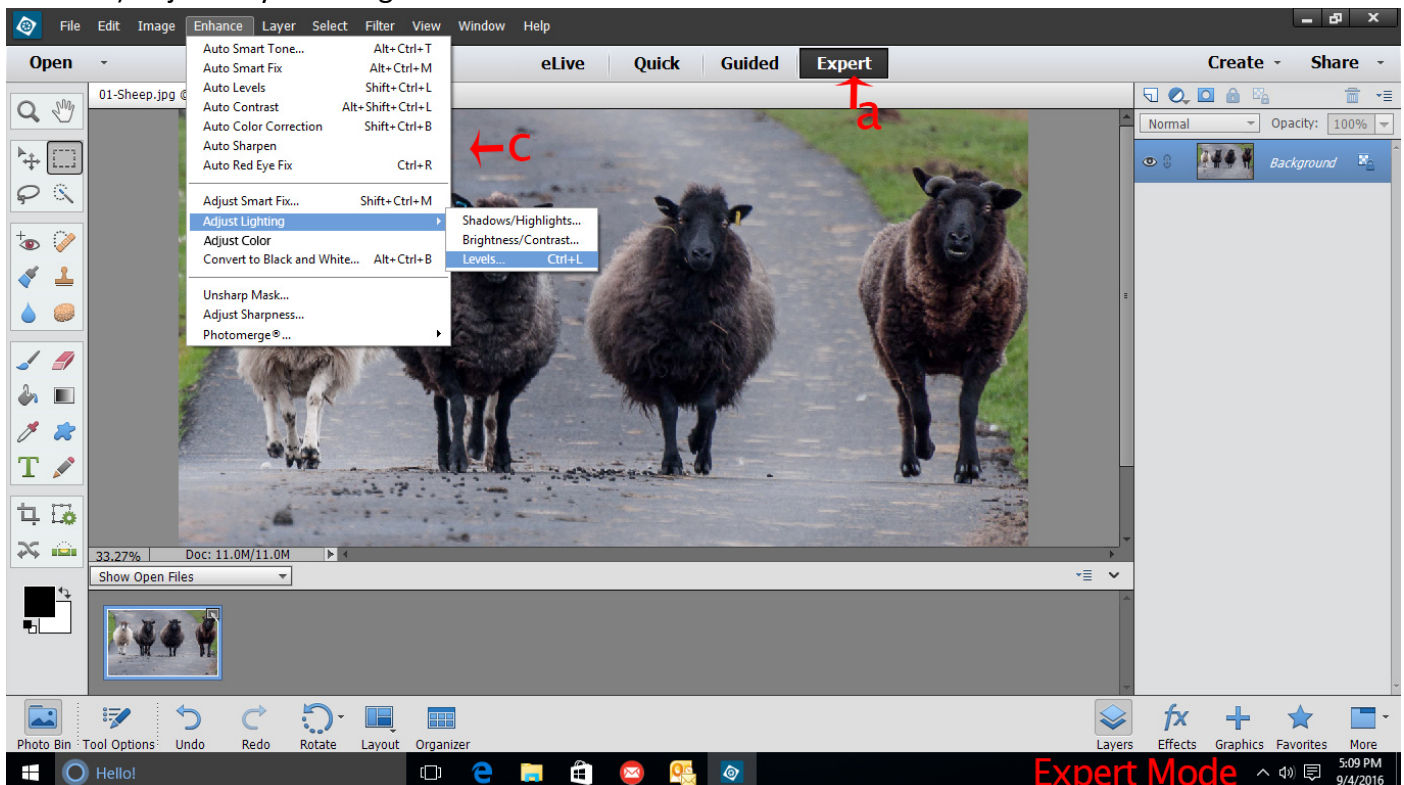
Guided (Assistance with edits)

- Make sure you are in “Guided” edit mode (see #a below).
- In the next screen select “Brightness and Contrast”.
- If needed, go to the “Edit” menu and click “Revert”. This removes the changes you made in “Quick”.
- Switch “View” to “Before & After – Horizontal” if needed.
- Click “Auto Fix” in the righthand column.
- Note that you have a brightness and contrast slider that can be adjusted to your liking.



Expert (Versatile with full controls)

- Make sure you are in “Expert” edit mode (see #a below).
- If needed, go to the “Edit” menu and click “Revert”. This removes the changes you made in “Guided”.
- Go to the “Enhance” menu and click “Adjust Lighting” And then “Levels”.
- Adjust to your liking.



7) OPTIONAL: Saving your work

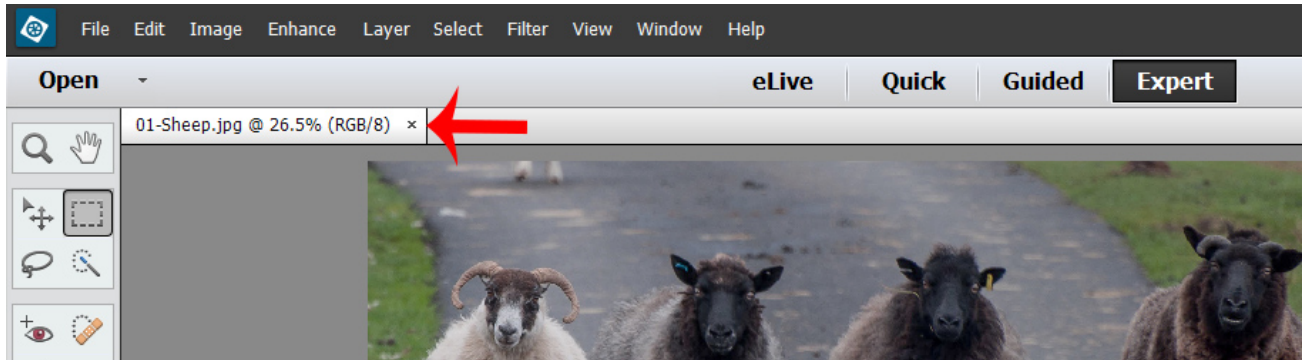
- You can NOT save any of your work to the school’s network or your computer’s desktop.
- If you want to save work done during class you will need to bring a “thumb drive” (aka USB stick).



- You can save as a JPG file (small and easy to share), PSD (Photoshop native file, big, not sharable, no compression, accepts layers), TIFF (not used too much, big, no compression), PNG (mostly used on websites), GIF (not suggested for photography). When saving as JPG, higher number is better quality.

8) Over-view of workspace. Note: this will vary depending on your editing mode (#6 above) and your selected tool.

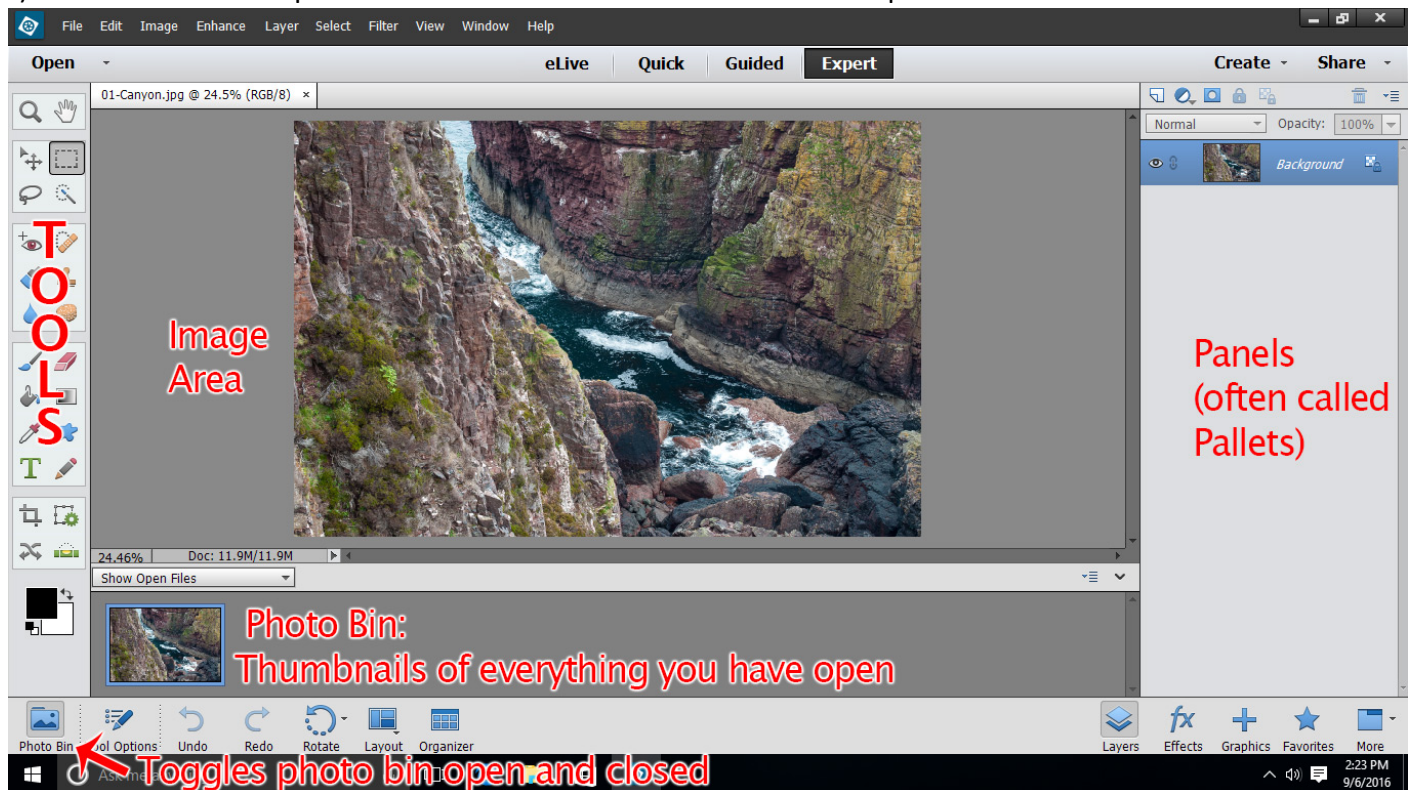
- a) Close the sheep image by clicking to “X” next to its filename.



- b) Open a new file by click the “File” menu at the top left of your screen (same steps as #5 above).
c) Click the “Open” command.
d) Navigate to the desktop and then your copied class files.
e) Open (double click) the file “01-Canyon.jpg”.
f) Make sure you are in the “Expert” mode (near top center of screen).

Over-view

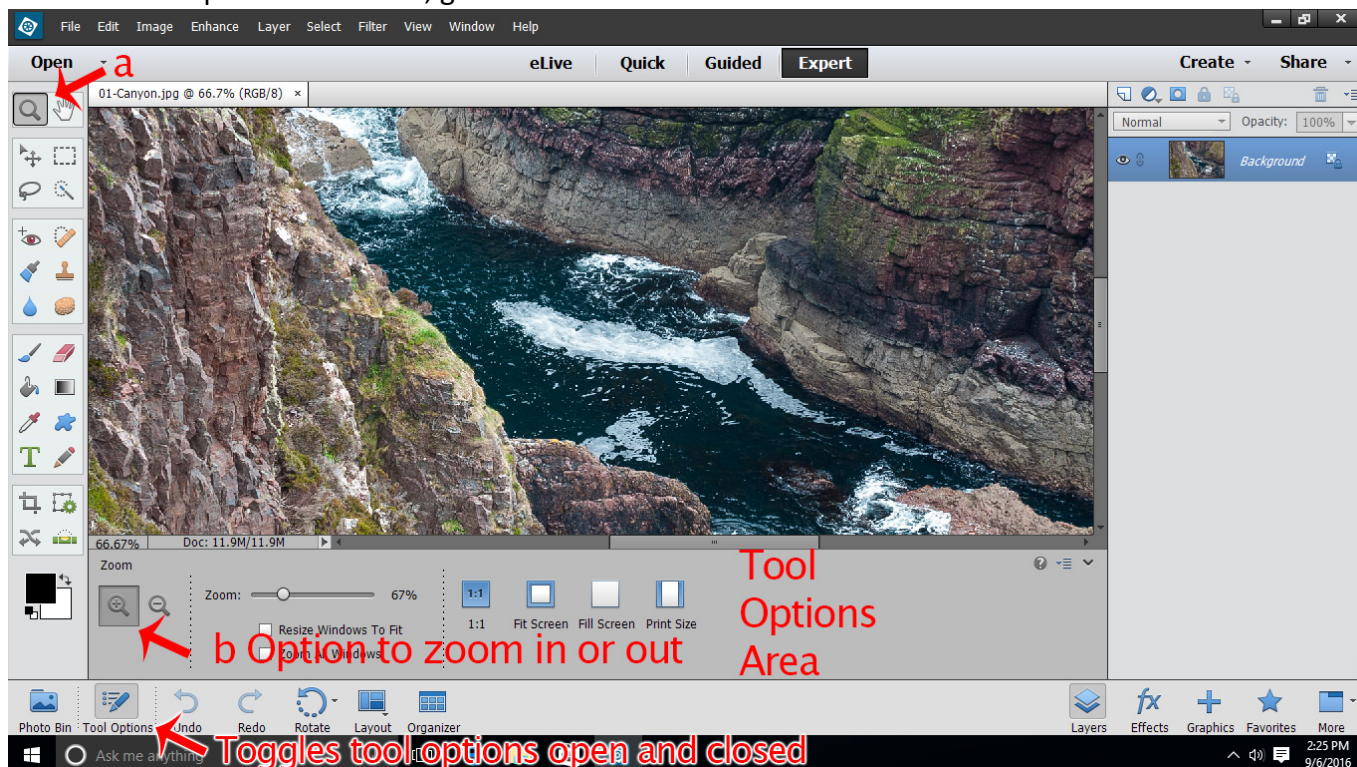
- a) You can use the “Photo Bin” button (lower left) to toggle the the Photo Bin area closed. This frees up more screen space for your image.
b) Use the “View Menu” and then “Fit on Screen” command to enlarge your screen images as large as possible while still seeing the entire image. You can also use the keyboard shortcut “Ctrl+Zero” to “Fit on screen” (Cmd+Zero on a Mac).
c) The “Panels” are optional and can be turned on and off in the top “Windows” menu.



Magnifying Glass

Used to visually enlarge part of an image to make it easier to see/work on it. Does NOT change or edit the actual file.

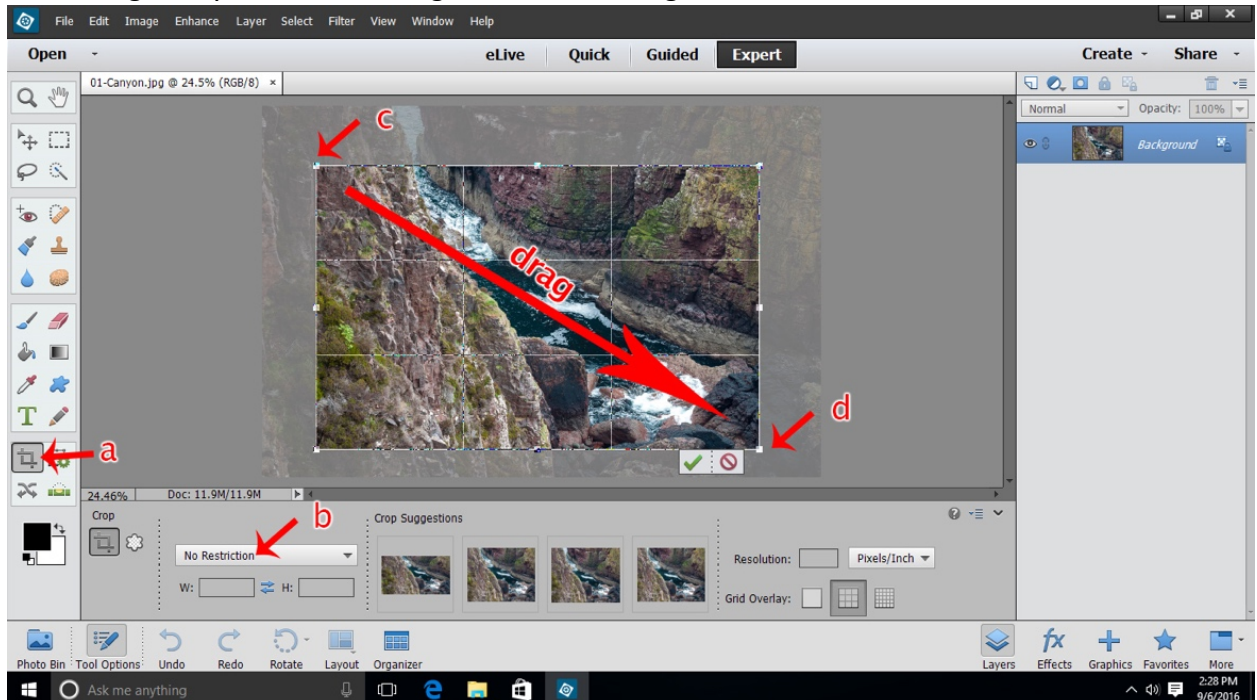
- Click the “Magnifying Glass” symbol in the tools area (top left) to make it the active tool.
- Make sure the tool options are set to “+” (plus).
- Click a few times on the image to see it enlarge.
- Set the tool options to “-” (minus).
- Click a few times on the image to see it reduce.
- You can use the “Tools Options” button (lower left) to toggle the the Tool Options area closed. This frees up more screen space for your image.
- You can also use the keyboard shortcut “z” (think of “Zoom”) to get the “+” magnifier and once active you can use the keyboard shortcut “Alt” to get the “-” magnifier (Option on a Mac).
- You can use the keyboard shortcut “Ctrl + Zero” (Cmd + Zero on Mac) at any time to return to the “see entire picture” view. Or, go to the “View” menu and select “Fit on Screen”.



9) Crop Tool (No Restrictions)

Used to “recompose” an image, by removing parts of the image that you don’t want. It WILL reduce your image size (number of megapixels). It is always best to get the image correct “in camera”.

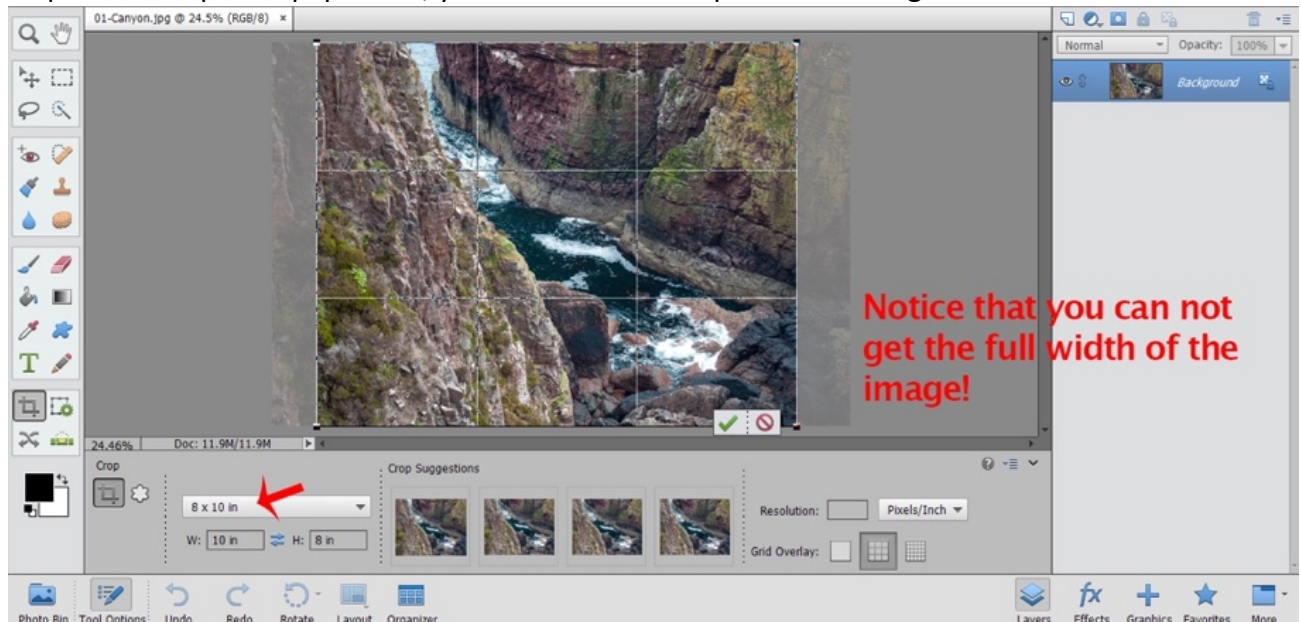
- 1) If needed, use the keyboard shortcut “Ctrl+Zero” to “Fit on screen” (Cmd+Zero on a Mac). For folks that don’t like keyboard shortcuts, go to the “View” menu and select “Fit on Screen”.
 - a) Click on the “Crop Tool” symbol in the tools area (middle left) to make it the active tool, or use the keyboard shortcut “c”.
 - b) If needed, set the “Tool Options” dropdown to “No Restrictions” (#b in image below).
 - c) If needed, click your escape key (“esc key, near top right of your keyboard) to delete a current crop.
 - d) Click on the top left of your desired image and hold the mouse button down, then drag to the bottom right of your desired image before releasing the mouse button.



- e) The dark/obscured area will be removed and the clear area will become your new file.
- f) Optional: if you want to “adjust” your crop you can use the mouse to move any of the square boxes on the outline. If you place your cursor outside of a corner, you can rotate the crop.
- g) To accept the crop, hit the green check mark or press enter on your keyboard. To reject the crop hit the red circle/line or the escape key.
- h) When saving an edited file, it is suggested to use “Save As” to avoid over-writing the original image.

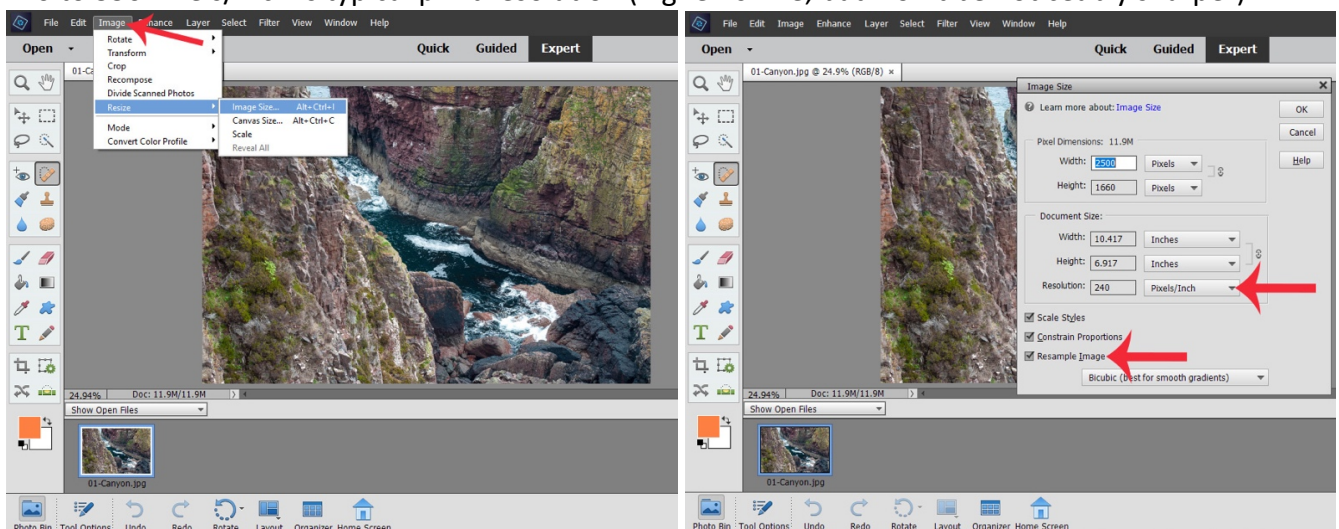
10) Crop Tool (Specific Paper Size)

Photo paper sizes in the USA are very “illogical”. Each USA paper size is a unique rectangle. A 4x6 print is 50% longer than it is tall. An 8x0 print is only 25% longer than it is tall. The 8x10 is a much “squarer” rectangle than a 4x6. Almost all of our camera’s sensors are the same shape as a 4x6 print (50% longer than it is tall). If you send a typical camera files to get an 8x10 prints, you **HAVE TO** lose part of the image. Often the printer will simply cut off part of both edges. By setting the crop tool to a specific paper size, you can decide what part of the image to lose!



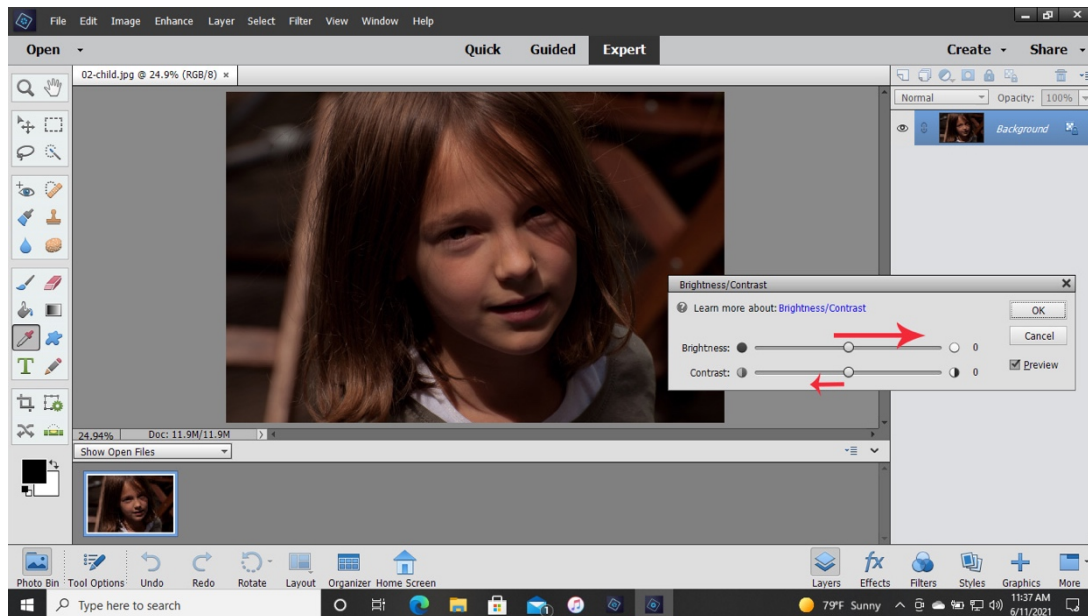
11) IMAGE RESOLUTION

With your cropped file still open, go to the “Image” menu and then “Resize” and then “Image Size”.
96 Pixels/Inch is typical web/screen resolution (72 Pixels/Inch is also OK)
240 to 350 Pixels/Inch is typical print resolution (higher is fine, but won’t be noticeably sharper)



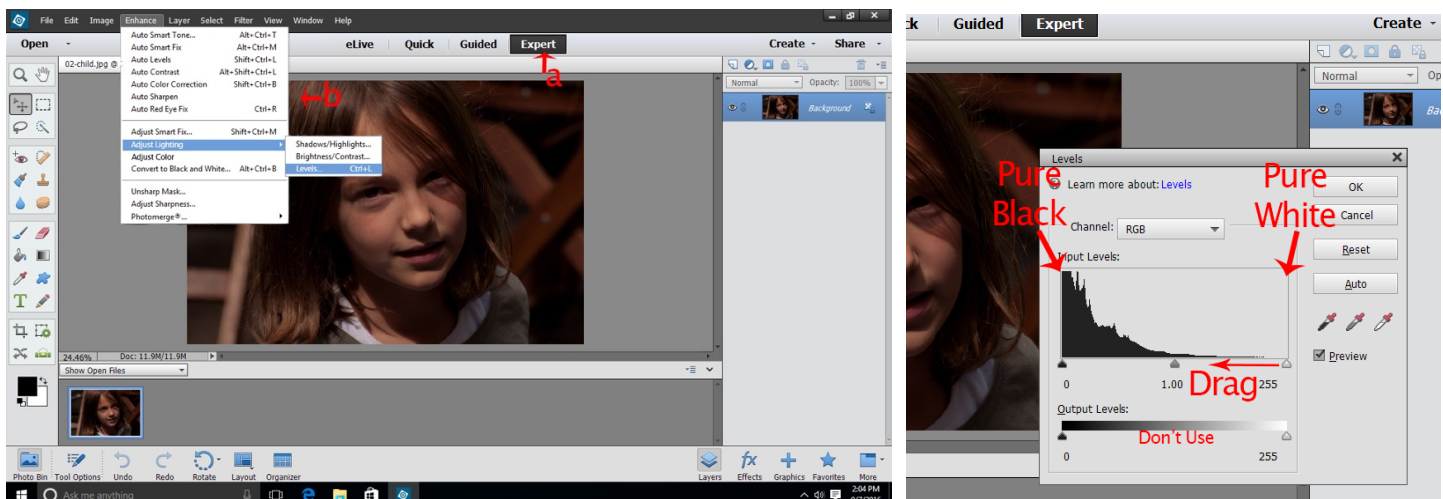
12) Adjusting image brightness, simple. Open file 01-child (do not close 01-Canyon). Go to the “Enhance” menu and click “Adjust Lighting” And then “Brightness/Contrast”.

Move the brightness slider to the right to increase brightness. Move the Contrast slider left to decrease contrast.



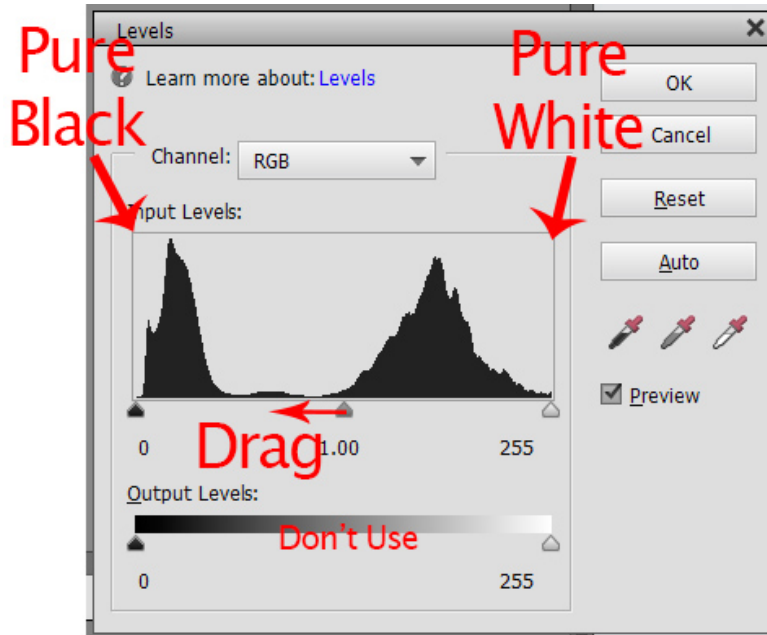
Open file 01-bright.jpg (do not close any files). Notice that there are now three open files in the Photo Bin. You can work on any of these by clicking the thumbnail. Click on 01-bright.jpg and use the brightness slider to darken the image.

13) Adjusting image brightness, flexible. Histograms, Levels and determining what your file needs. Select file 01-child in Photo Bin. Make sure you are still in “Expert” mode. Go to the “Edit” menu and click “Revert”. This removes the changes you made above. Go to the “Enhance” menu and click “Adjust Lighting” and then “Levels”.



Notice that there is little or no histogram on the right-hand side (gray to white). This is typical of an “underexposed” image. Move the white triangle (directly under the right side of the histogram) to the left.

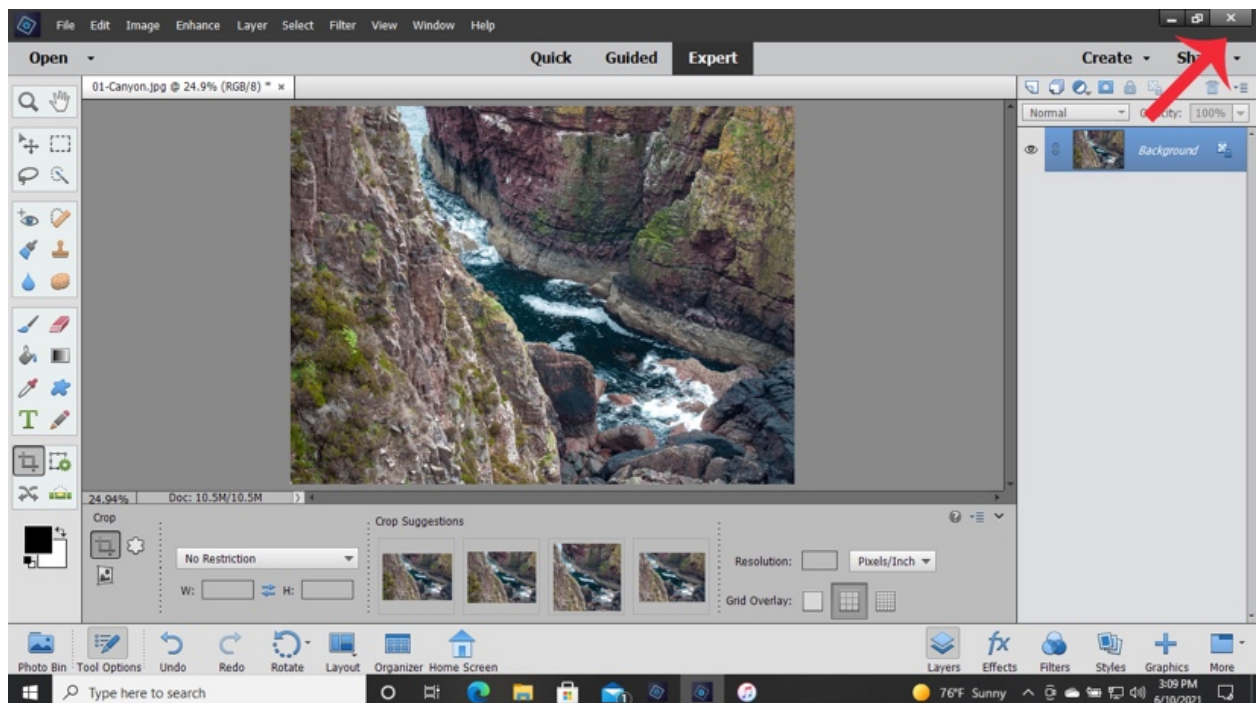
Close “01-child.jpg” by clicking to “X” next to its filename. Open file “01-dogs.jpg”. Go to the “Enhance” menu and click “Adjust Lighting” and then “Levels”.



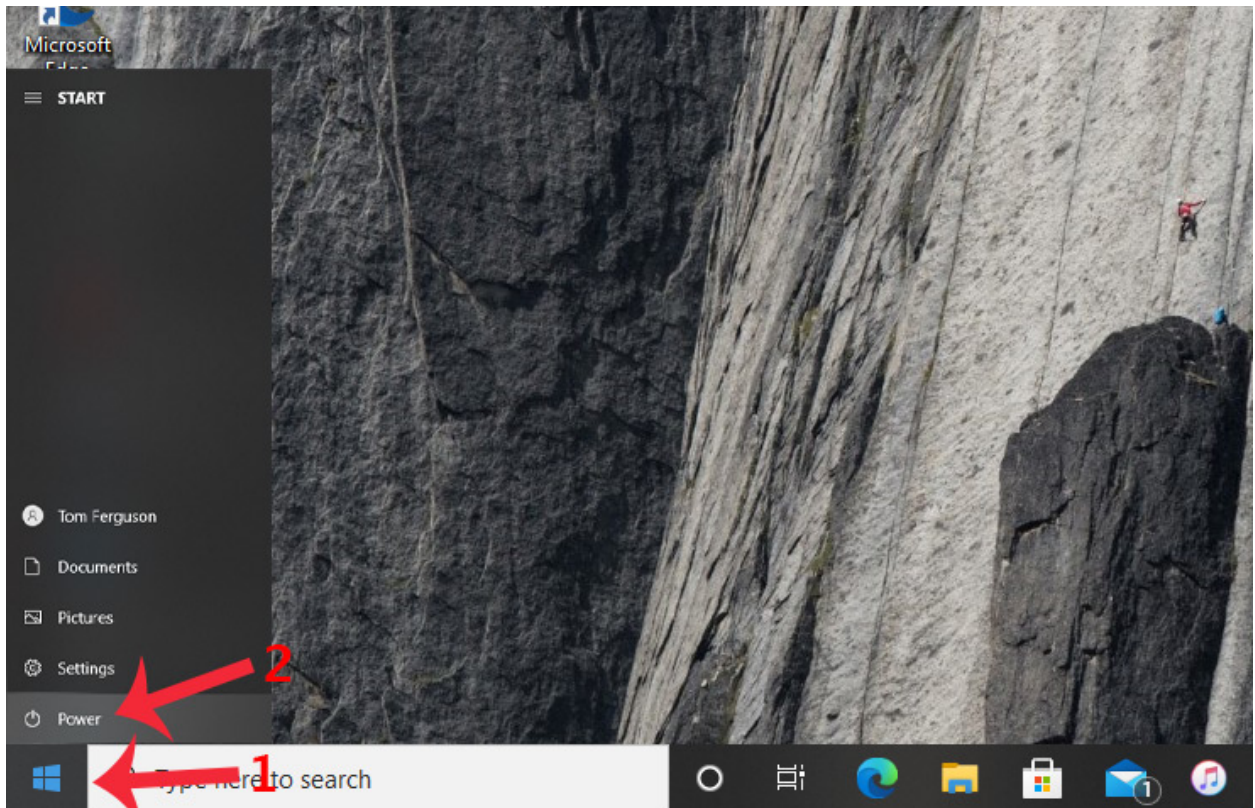
Notice that there is data in the histogram on both the right and left. This is typical of a “high contrast” image. Move the gray triangle (directly under the center of the histogram) to the left.

14) TURN OFF COMPUTERS

- a) Click the “X” in the top right of the Elements window. This closes the Elements program. **If asked to “Save” any image, select “No”. IMPORTANT, PLEASE DO NOT SAVE ANYTHING TO THE SCHOOL COMPUTERS!**



- b) You may need to click the “X” in the top right of the “Welcome” window as well.
- c) Click the “Windows” button in the bottom left of your screen (#1, next page).



d) Select “Power” and then “Shut Down”. That turns the computer off, please leave the monitor on.

HOMEWORK: Before and after print using crop / levels.