Your step-by-step guide to
getting the most out of your digital images

Full Color Throughout!

Photoshop® Elements 4 Just the Steps™ FOR DUMMIES®

Pick the task,
Find it fast,
Get it DONE!

Barbara Obermeier
Ted Padova

Photoshop® Elements 4 Just the Steps™ FOR DUMMIES®

by Barbara Obermeier
and Ted Padova

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Dedications

I would like to dedicate this book to Gary, Kylie, and Lucky.

—Barbara Obermeier

For Arnie

—Ted Padova

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Welcome to Adobe Photoshop Elements 4. This new version of Photoshop Elements has an abundant number of tools and commands to satisfy all your digital photo editing needs. Whether you're a novice, a serious amateur, or a professional photographer, *Photoshop Elements 4 Just the Steps For Dummies* has something for you.

About This Book

This book cuts all the fluff out of a computer book and takes you right to steps to produce an effect, task, or job. The book is not linear. However, in some cases you might need to move around a little to understand one concept before moving to another. Each series of steps is defined with headings to simplify your task of searching for a specific item and finding similar tasks related to a particular concept. Be certain to look back at the Table of Contents when you aren't certain where to find one task or another.

Whenever you want to get something done with this book, simply follow this method:

1. **Pick the task.** Glance over the Table of Contents to find a category you want to explore — something like working with layers, which we cover in Chapter 8.
2. **Find it fast.** This is easy because the chapters are designed with coverage of similar items within each chapter. Look over the headings listed in the Table of Contents to find a specific task within a given chapter.
3. **Get it done.** Mimic each step and look at the accompanying figures to help you thoroughly understand a given task.

Why You Need This Book

Adobe Photoshop Elements is a true bargain. Although you pay far less for Elements than its bigger sibling, Photoshop, you acquire a sophisticated program with many complex tools and methods for producing

Introduction

Conventions used in this book

- We use the ➪ symbol for menu commands. This tells you to follow the path to select a menu command. Something like Image➪Resize➪ Image Size instructs you to click the Image menu, move the cursor down to the Resize command, and choose Image Size from the Resize submenu. When you select this particular menu command, the Image Size dialog box opens.
- Web site addresses appear in a monospace type font to make them easy to identify. Type the URL in your Web browser Location bar exactly as you see the monospace type. For example: `www.dummies.com`
- To help clarify steps, some figures contain a circle or callout symbol. Look carefully at each figure to fully understand what we talk about in the text.

Look for this icon to find tips, notes, and special points of interest throughout the text.

results. The user documentation and help guides don't sufficiently describe all that you can do with the program. What's more, to find a specific solution, you might need to wade through a lot of text to describe a method you want to use in your workflow.

This book eliminates background descriptions and detailed text explanations and takes you directly to a series of steps to produce precisely what you want to do with a photo. It isn't a sit down seven-course meal; it's more like a fast food restaurant that satisfies your appetite for knowledge immediately.

How This Book Is Organized

This book is organized into five parts. The following sections introduce each one.

Part I: Acquiring and Organizing Images

The first thing you need to know about working in Photoshop Elements is how to get photos into your computer. This first section describes acquiring photos from a variety of sources including digital cameras, digital scanners, mobile phones, CD/DVD ROMs, and media storage devices. If you have a great number of photos you copy to your hard drive, you'll want to find out all the organization opportunities provided by Photoshop Elements that we cover in this part.

Part II: Fixing Photos

Just about any photo you acquire from any source requires you to enhance the images for brightness controls, color balance, removal of dust and scratches, and other anomalies you might find. Look to this part to discover the best way to make image enhancements.

Part III: Editing Techniques

Whether it be applying an effect, merging photos, adding some text to a photograph, or a host of other edits you want to apply to your photos, this part covers it all.

Part IV: Outputting Photos

You take a photo with a digital camera, scan a photo on your scanner, or acquire a photo from another source and make edits to the photo. When you finish editing an image, the next logical step is to show the image either on screen or in a print. This part covers preparing images for screen viewing in slide shows, on Web browsers, or with other screen viewers. This part also covers printing your files locally on your own desktop printer or prepping and sending them to a commercial photo lab printer.

Part V: Working with Creations

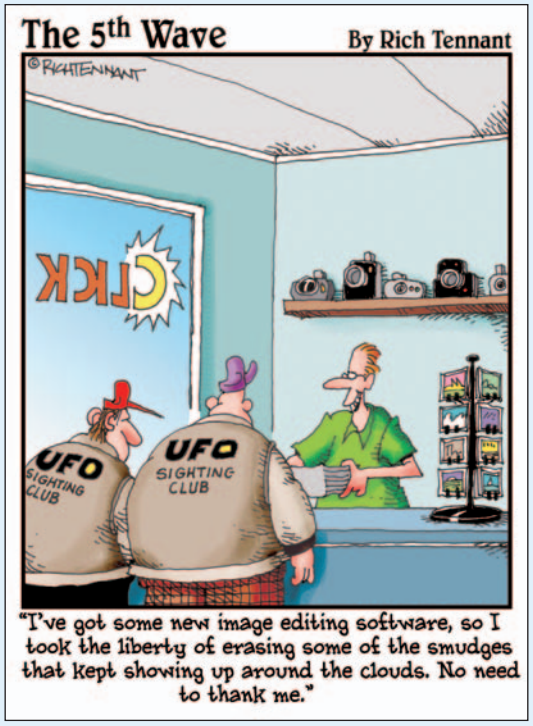
Photoshop Elements 4 is really two programs in one package: The original photo editor that was simply Photoshop Elements prior to version 3 and the former Adobe Photoshop Album program. Photoshop Album is fully integrated in Photoshop Elements 4, where you find tools and commands to help you create cards, calendars, slide shows, TV videodiscs, and more. This section covers all the marvelous features for assembling a number of different creations.

Get Ready To

Glance over the Table of Contents to locate the task you want to perform in Photoshop Elements. You don't need to grasp any background information. Just jump into the series of steps that defines a solution for a project you want to complete.

Part I

Acquiring and Organizing Images



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Getting Familiar with Photoshop Elements

Photoshop Elements is like having two programs in the same package: an image editor and an image organizer. Its many features can make moving around the program's workspaces a challenge until you get familiar with the user interface.

Throughout your work in Photoshop Elements, you will continually move among the workspaces. For editing your pictures, you can choose to open one of two editing workspaces. When you want to create projects and organize photos, you move to another workspace.

This chapter helps you become familiar with moving around the various workspaces that Elements provides and covers some basic methods for viewing your pictures in one of Elements' two editors. By getting a grasp on how to edit a picture and how to perform one of the organizing tasks, you will be able to work much faster and more efficiently. This chapter helps by giving you a solid understanding about how to begin your work in Photoshop Elements.

Chapter 1

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- Cascade Images 14
- Close All Windows 14

Start Up Photoshop Elements

1. After installing Photoshop Elements, a shortcut icon appears on your desktop. Double-click this icon (shown in Figure 1-1) to launch Photoshop Elements.
2. When you launch Photoshop Elements, you see the Welcome Screen, shown in Figure 1-2. From the Welcome Screen, you can navigate to one of several different workspaces. Here are the options available to you:
   - **Product Overview:** Click this button for information about Photoshop Elements.
   - **View and Organize Photos:** Click this button to open the Elements Organizer. The Organizer is the central navigation environment for Elements, and you can switch to any other workspace from the Organizer.
   - **Quickly Fix Photos:** Click this button to make some minor fixes on your photos and enhance the appearance. This workspace is known as the Quick Fix editing mode.
   - **Edit and Enhance Photos:** Click this button to take advantage of all Elements' editing features. This workspace is known as the Standard Edit mode.
   - **Make Photo Creation:** Click this button to open the Creation Setup wizard, where you can make photo albums, slideshows, greeting cards, and more.
   - **Start from Scratch:** Click this button if you want to create a new, blank document. When you create a new, blank document, it opens in the Standard Edit mode.
   - **Tutorials:** Click Tutorials to open a Web page that shows tutorials hosted by Adobe Systems.

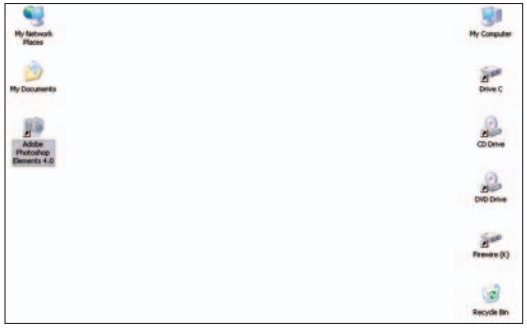

Figure 1-1: Double-click the Photoshop Elements icon

Alternatively, you can click the Start button in the Windows Taskbar and choose All Programs. From the All Programs submenu, choose Adobe Photoshop Elements 4.0.

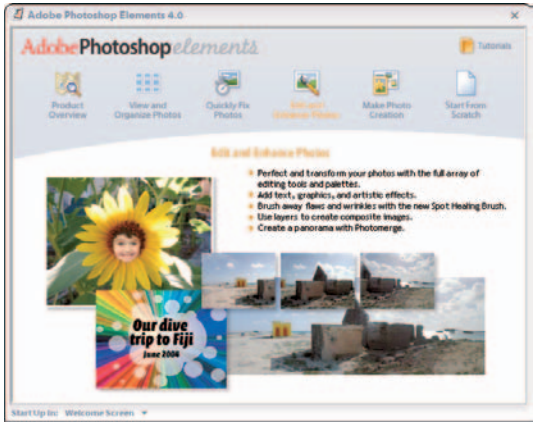

Figure 1-2: The Welcome Screen

Navigate the Workspaces

1. Launch Elements and click the View and Organize Photos button in the Welcome Screen.
2. The Organizer workspace opens, as shown in Figure 1-3. By default, you see pictures in the window. To change the thumbnail sizes of the images, move the slider in the lower-right corner of the window. Moving it left makes the thumbnails smaller; right makes them larger.
3. Click an image thumbnail in the Organizer window.
4. Choose Edit➪Go to Standard Edit. The selected image opens in the Standard Edit workspace, as shown in Figure 1-4. The image appears inside an Image window. All the editing tools are available in the Standard Edit mode. The Tools palette appears on the left side of the window, and the Palette Bin appears on the right side.
5. Return to the Organizer by clicking the Photo Browser button near the top of the program window. (The button resides on a row of buttons called the Shortcuts bar.)
6. Elements returns you to the Organizer workspace, where you can select other images for editing, sort images, and organize them.

Notice the Quick Fix button on the Shortcuts bar on the far-right side of the Standard Edit mode window. Click this button and you change your workspace to the Quick Fix workspace. In the Quick Fix workspace, you also have buttons for Standard Edit and Photo Browser that toggle your workspace views to the Standard Edit mode and the Organizer mode.

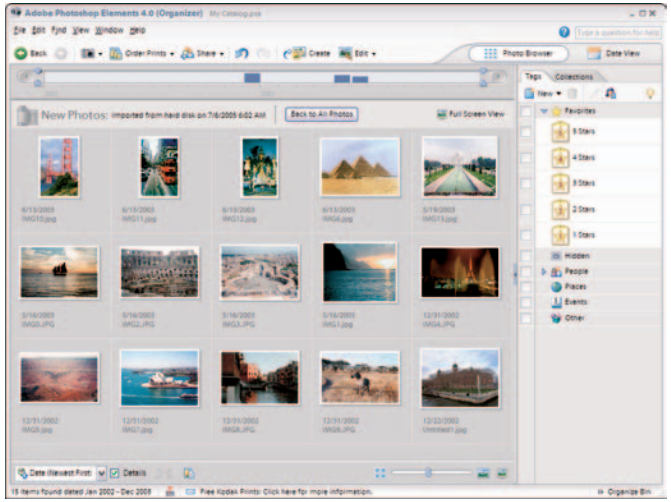

Figure 1-3: The Organizer workspace

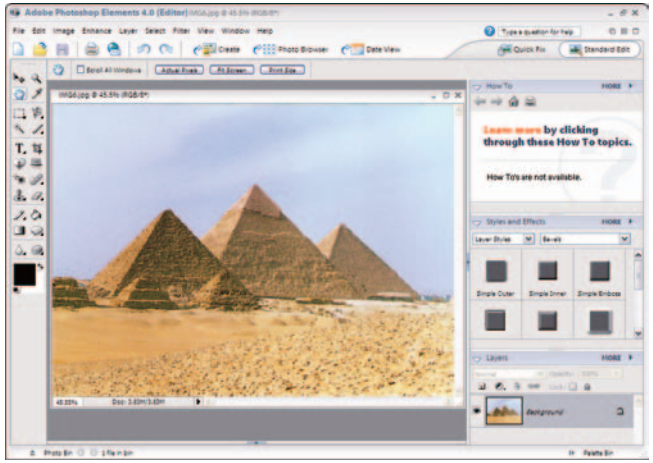

Figure 1-4: The Standard Edit workspace

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Open the Creation Setup Wizard

1. To organize your files in collections for greeting cards, photo albums, slideshows, and more, click the Create button in the Quick Fix, Standard Edit, or Organizer mode. The Creation Setup wizard opens, as shown in Figure 1-5. The default selection on the left is Slide Show.
2. View the options you have in the Creation Setup wizard. To select an option, click the icons on the left side of the first pane in the wizard.
3. As you click other icons, notice that the description below the center image changes to explain the selected creation, and as many as four icons appear, as shown in Figure 1-6. These icons represent different output options you have for the selected creation project. They include:
   - **Adobe PDF:** The creation supports converting the project to a PDF document.
   - **Printer:** The creation supports output to a printer.
   - **Sharing Service:** You can share your creation online with other users and order the finished document from online service centers.
   - **E-Mail:** The creation supports e-mailing the final document to other users.

The icons in the first pane of the Creation Setup wizard are informational only. They inform you of the services that the wizard supports. As you progress through the panes in the wizard and produce the final document, you see buttons to click for your output choice.

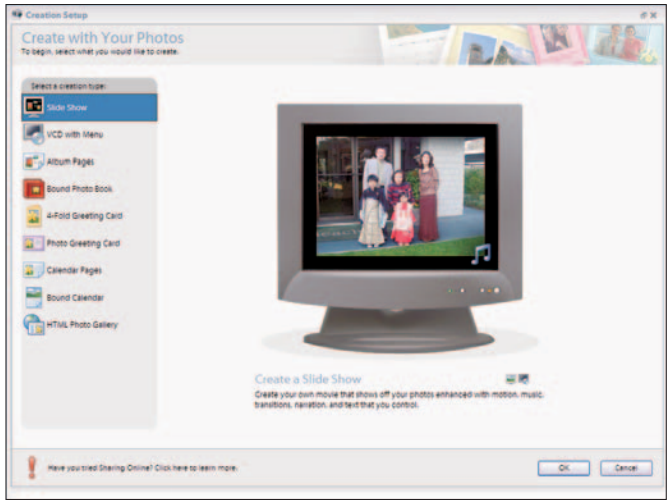

Figure 1-5: The Creation Setup wizard

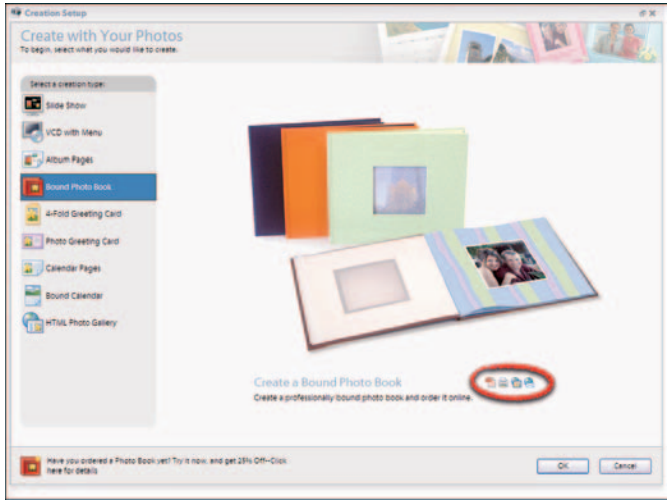

Figure 1-6: The output options appear as small icons in the wizard

Open a Photo

1. You can open individual photos in either Quick Fix or Standard Edit mode. To open a file for editing in either mode, choose File➪Open. Alternatively, you can click the Open button on the Shortcuts bar or press Ctrl+O.
2. In the Open dialog box that appears, navigate your hard drive and select a photo. If you place the cursor on a filename and pause a moment, a ToolTip appears to display the file attributes, as you see in Figure 1-7.
3. Click Open; the file opens in an Image window.

Notice that when you click a photo, an image thumbnail preview appears at the bottom of the Open dialog box, and the file size appears below the thumbnail.

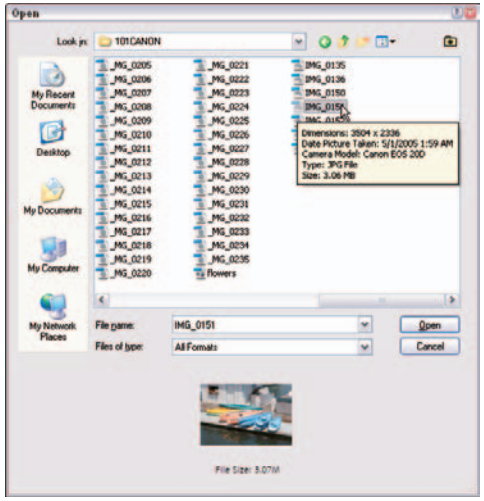

Figure 1-7: The file attributes appear in a ToolTip

Open Multiple Photos

1. Open either Quick Fix or Standard Edit mode by clicking the respective button in the Shortcuts bar.
2. Choose File➪Open. Alternatively, you can click the Open button on the Shortcuts bar or press Ctrl+O.
3. Select a file in the Open dialog box. To open multiple photos at once, hold down the Ctrl key and click to select the additional photos, as shown in Figure 1-8.

To select a group of photos in a contiguous list, click the first photo. Press Shift and select the last photo in the list. All photos between the first and last are selected.

When multiple photos are selected, no image preview appears in the Open dialog box. Additionally, the file sizes of the selected photos don't appear in the Open dialog box.

4. Click Open. All the selected photos open in separate Image windows.

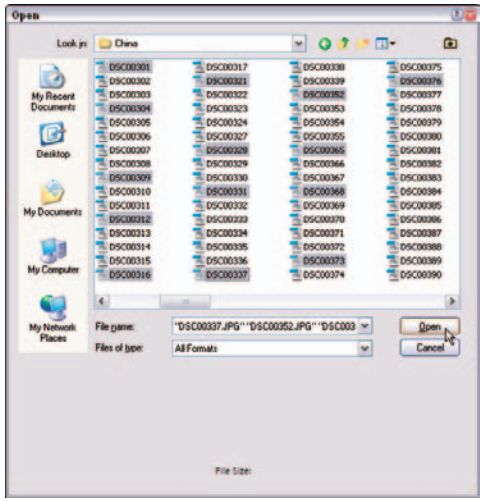

Figure 1-8: Ctrl+click to select multiple images

View Image Attributes

1. Open an image in Standard Edit mode.
2. View the top-left of the image title bar. You see information about the image, as shown in Figure 1-9. For the image in Figure 1-9, you see the following attributes:
   - **.JPG:** The filename extension tells you the file is saved in JPEG format.
   - **19.2%:** This figure informs you the current view is the percentage of actual size.
   - **RGB:** This item tells you the file is in RGB color mode.
   - **/8:** This item tells you the file is an 8-bit image.
3. In the lower-left corner of the Image window, the value in the Status Bar shows you the file size of the image opened in Elements (for example, 23.4MB) and the second number is the file size in an unflattened state such as when layers are present.

If you click the right-pointing arrow next to the file size, a pop-up menu appears. From this menu, you can choose additional information to display along with the file size.

Maximize the Image Window

1. In the title bar of the image window, click the square icon on the right (next to the X). The Image window maximizes, hiding the title bar, as shown in Figure 1-10.
2. To bring back the title bar and status bar, click the Cascade icon in the top-right corner of the Standard Edit workspace, as shown in Figure 1-10.

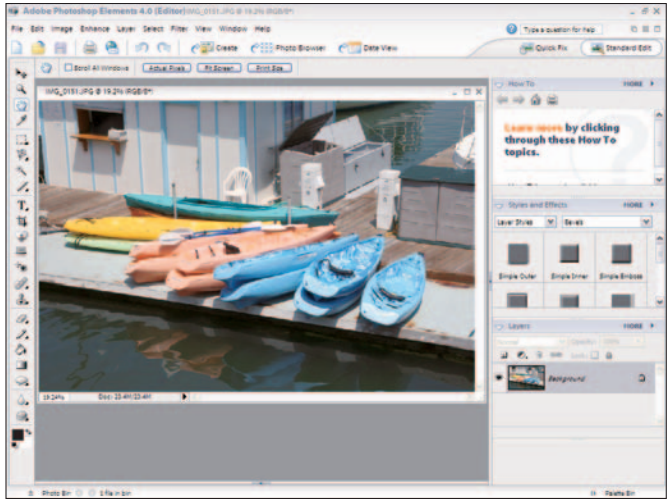

Figure 1-9: The Title Bar displays some of the document's properties

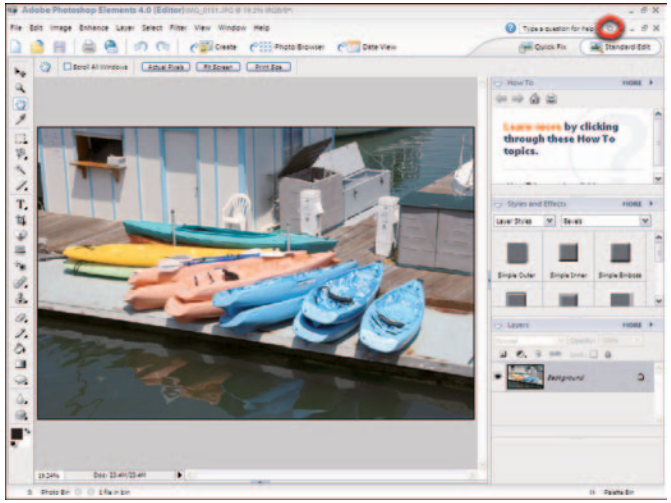

Figure 1-10: A maximized view

Zoom a View

1. You'll zoom in and out of a photo in all your Elements sessions, particularly when editing details. You can zoom in on an image in a number of ways. For beginners, click the Zoom tool in the Tools palette to select it, as shown in Figure 1-11.
2. Move the cursor to the Image window and click several times. The image zooms, as you can see in Figure 1-12.
3. Try other zoom commands that help you zoom in and out of images, too. The commands include the following:
   - **Zoom out:** Press the Alt key and click with the Zoom tool. Alternatively, press Ctrl+- (minus).
   - **Zoom in:** Press Ctrl++(plus).
   - **Actual Pixels:** Click the Actual Pixels button to zoom to an actual size. Or press Alt+Ctrl+0 (zero).
   - **Fit Screen:** Click the Fit Screen button to show the Image window as large as it can fit in the available work area. Alternately you can press Ctrl+0 (zero) to fit the entire image in the Image window.
   - **Print Size:** Click the Print Size button to zoom to the current printing resolution.
   - **Zoom percentage:** With the Zoom tool selected, the Options bar above the image shows the current zoom percentage. You can edit the number or select a new zoom value from a drop-down list.
   - **Rectangle marquee:** Click and drag the Zoom tool to create a rectangle marquee in the area you want to zoom into.

Remember the keyboard shortcuts Ctrl+- and Ctrl++ to zoom out and in, respectively. Press Ctrl+0 for a Fit Screen view and you'll soon move much faster when editing your pictures.

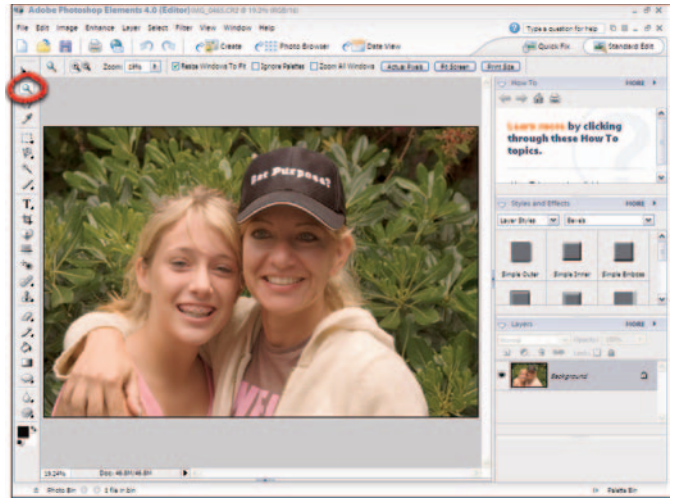

Figure 1-11: The Zoom tool in the Tools palette

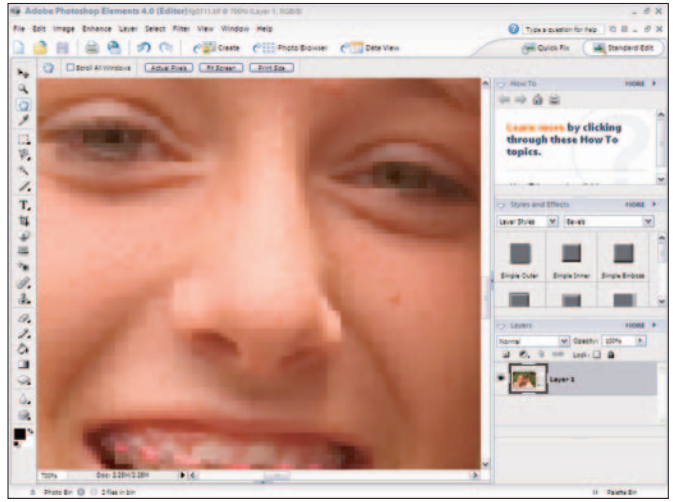

Figure 1-12: Click with the Zoom tool selected to zoom in

Use the Navigator Palette

1. Choose Window➪Navigator to open the Navigator palette.
2. In the Navigator palette, drag the slider to the right to zoom into the image, as shown in Figure 1-13. Alternatively, you can click the magnifying glasses to zoom out or in. Or type a zoom percentage in the box just below the Navigator tab.
3. Move the red rectangle around the Navigator palette's image area to change the zoom location.
4. Click the X in the palette's top-right corner to dismiss it.

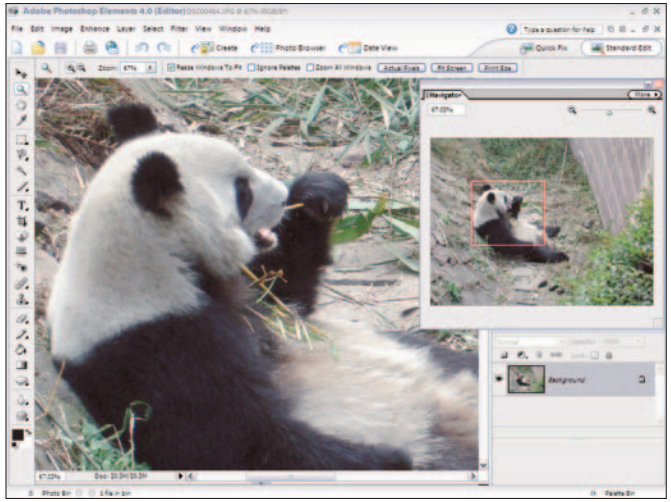

Figure 1-13: The Navigator palette

Show and Hide the Palette Bin

1. Choose Window➪Palette Bin. If the Palette Bin is open, selecting the menu command hides the bin, as shown in Figure 1-14.
2. Press Ctrl+0 to fit the image in the available window space. As you can see, hiding the Palette Bin provides much more space to see your picture in higher zoom views.
3. Choose Window➪Palette Bin when you want to open the palettes docked in the Palette Bin.

When your editing work doesn't require using a palette docked in the Palette Bin, be certain to keep the bin closed. You'll have much more room to edit your photos.

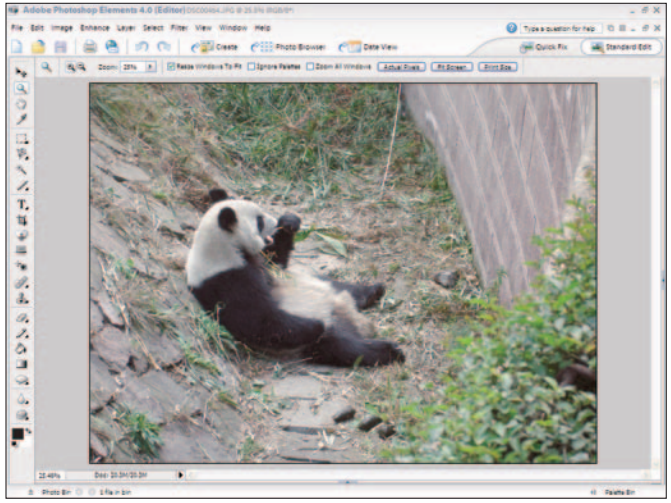

Figure 1-14: The Palette Bin is hidden

Use the Photo Bin

1. Click the Open button on the Shortcuts bar or press Ctrl+O.
2. In the resulting Open dialog box, Ctrl+click to select several photos.
3. Click Open.

When you open multiple files, each photo appears in a separate Image window. The windows are stacked when they open, and the default view shows only the last file opened in the foreground. As files are opened, the Window menu lists them by filename. You can select any file listed in the menu and bring it to the foreground.

4. If the Photo Bin isn't open, drag the separator bar up to open it, as shown in Figure 1-15. Alternatively, you can choose Window➪Photo Bin.
5. Click an image in the Photo Bin. The image is brought to the foreground.
6. Right-click in the Palette Bin to open a pop-up menu.
7. Choose Auto-Hide from the menu, as shown in Figure 1-16.
8. Move the cursor up to the image area. You'll notice the Photo Bin hides. Move the cursor down to the bottom of the Image window, and the Photo Bin reappears. You'll find the Auto-Hide feature very helpful when editing several images together in Elements.

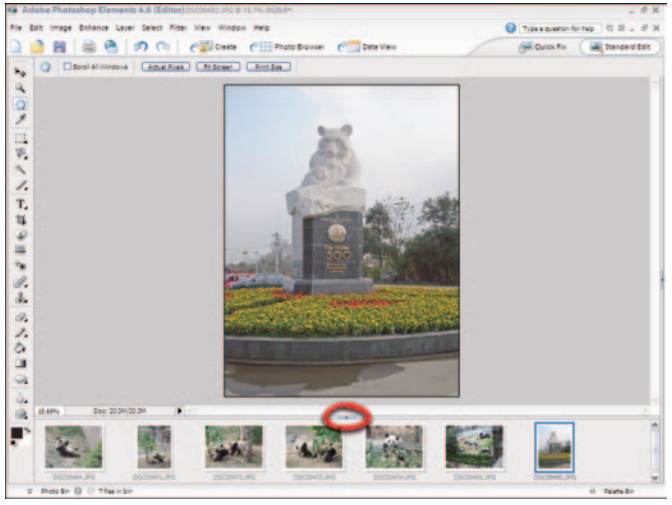

Figure 1-15: Drag the separator bar up to open the palette

Figure 1-16: Right-click and choose Auto-Hide

Tile Images

1. Open several images in Standard Edit mode. (See "Open Multiple Photos," earlier in this chapter).
2. Choose Window➪Images➪Tile. Elements evenly places the individual files around the workspace, as shown in Figure 1-17.

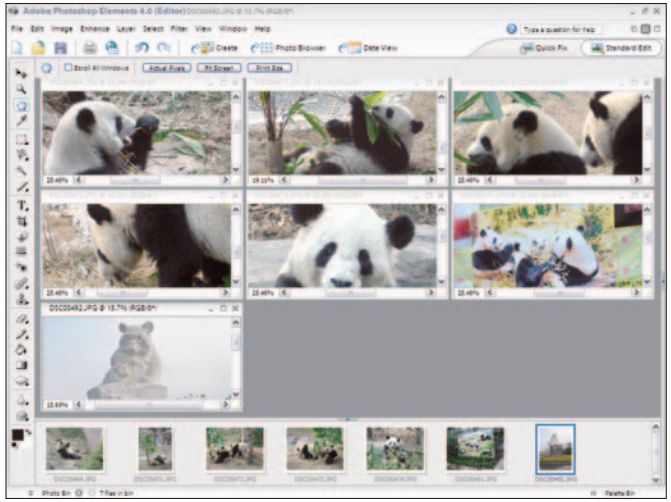

Figure 1-17: Tiled images

Move Images Inside Windows

1. Click the Hand tool in the Tools palette or press H.
2. Click and drag an image to show more image area. Note that you need to have images sized down and appearing with scroll bars, as shown in Figure 1-17, in order to move the image inside the window.

Cascade Images

1. Choose Window➪Images➪Cascade.
2. The Image windows appear in a cascading order, as shown in Figure 1-18.

Figure 1-18: Cascading Image windows

Close All Windows

1. Press Alt+Ctrl+W and all open windows close.

Acquiring Photos

You're likely to acquire pictures from one of three main sources. If you have a digital camera, you'll want to open photos that are stored on a media card. If you have a digital scanner, you'll want to scan pictures you get processed at a photo lab. If you receive files from other users, you'll want to copy the pictures to your hard drive and open them. Photoshop Elements supports all three of these methods for acquiring photos when you're working in either an editing mode or the Organizer.

The workspace you use dictates the options you have for acquiring images. If you work in an editing mode, you can open files in either editor (Standard Edit or Quick Edit). If you work in the Organizer, you acquire photos that are added to the Organizer catalog where you can see thumbnail previews of the acquired images.

This chapter explains how to get your photos from a variety of sources into Photoshop Elements.

Chapter 2

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Add Photos from Your Hard Drive to the Organizer

1. Open the Organizer by clicking View and Organize Photos in the Welcome Screen or by clicking the Photo Browser tool near the top of the program window.
2. Choose File➪Get Photos➪From Files and Folders to open the Get Photos from Files and Folders dialog box.
3. Navigate your hard drive and select the folder that contains files you want to import.
4. From the Files of Type drop-down list, shown in Figure 2-1, select the file types to import. Your choices include Media Files (photos, video, audio), PDF Files (`*.pdf`), and All Files (photos, video, sound, and PDFs).

You can see a file's type at a glace in the Organizer window. On an image thumbnail, a tiny filmstrip icon represents a video file. The speaker icon indicates a sound file. An Adobe Acrobat PDF icon indicates that the file is a PDF.

5. Select the Get Photos from Subfolders check box if you want to add photos in nested folders to the Organizer.
6. Click Get Photos, and the files are added to a new Organizer window, as shown in Figure 2-2.
7. Click Back to All Photos to see all photos in the Organizer. If you add more photos by using the From Files and Folders menu command, all the newly imported photos appear in a new Organizer window. When you click Back to All Photos, you see the newly imported photos in the same Organizer window as previously imported photos.

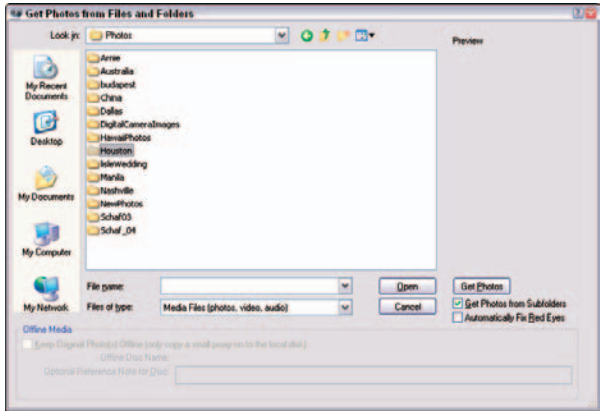


Figure 2-1: Importing files in the Organizer

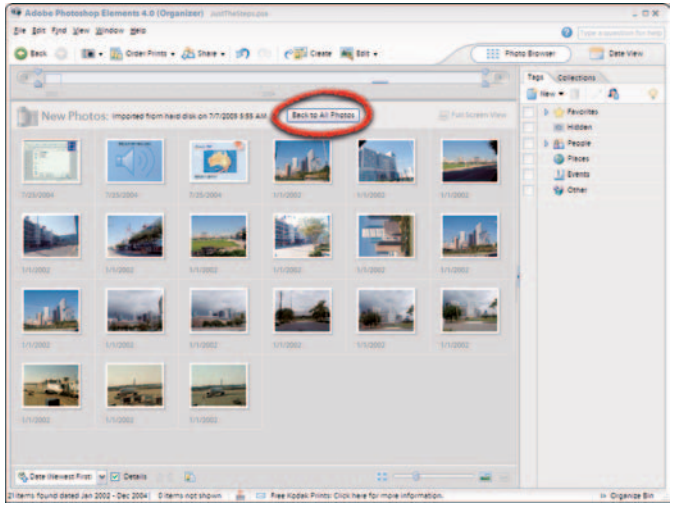


Figure 2-2: Click Back to All Photos to view newly imported photos

Scan a Photo

1. Be certain your scanner is properly configured according to the user guide that shipped with your scanner.
2. Open the Organizer and choose File➪Get Photos➪From Scanner. The Get Photos from Scanner dialog box appears, as shown in Figure 2-3.
3. Select your scanner from the Scanner drop-down list, and select a file format from the Save As drop-down list.
4. If you like, select the Automatically Fix Red Eyes check box and click OK to open your scanner program.

When you click OK and open your scanner, Photoshop Elements is no longer in control. You scanner program takes on the responsibility for scanning images, and most likely your scanner program won't match Figure 2-4. However, many of the controls discussed here are typically found on most scanners.

5. Select the output dimensions for your scan. Be certain the width and height are set properly for the desired output size.
6. Select a resolution that's appropriate for your output.

Generally, choose 72 ppi (pixels per inch) if you want to show the image on-screen or on the Web. Choose 300 ppi if you're printing using a desktop or commercial printer.

7. Preview the scan. Be certain the entire photo appears in the preview area. Most scanner programs support previewing.
8. Scan the photo. Click Scan, Acquire, OK, or a similar command, depending on your scanner software.
9. The scan opens in a new Organizer window. Click the Back to All Photos button to view your scan along with the other files in the Organizer window.

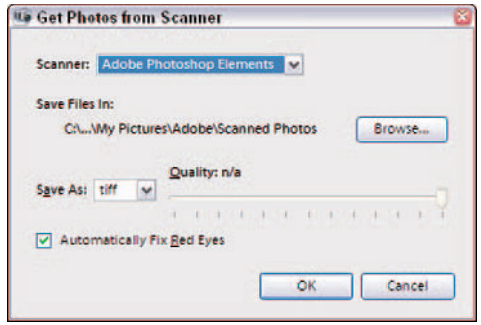


Figure 2-3: The Get Photos from Scanner dialog box

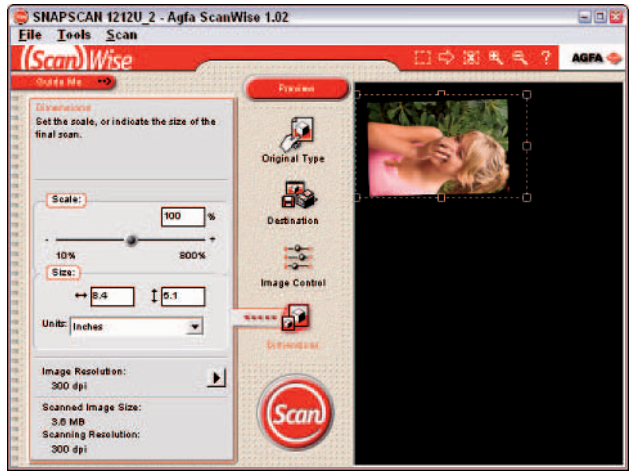


Figure 2-4: Preview a photo before completing the scan

Scan Multiple Photos

1. Arrange multiple photos on your scanner glass, as shown in Figure 2-5.

Ideally, try to keep the alignment of photos on your scanner as straight as possible. In this example, the photos are slightly rotated to illustrate the steps we outline here.

2. Choose File➪Get Photos➪From Scanner.
3. Select the size and resolution in your scanning software.
4. Click Preview to see how the images fit within the scan area. Make adjustments if some images are outside the scan area.
5. If your scanner has an option for selecting a destination, select Photoshop Elements. Otherwise, your scanner might save the file to your hard drive.
6. Scan the images. A new Untitled-1 document opens in Standard Edit mode if the destination was set to Photoshop Elements. If your scanner saved the file to your hard drive, click the Open button in either editing mode and open the saved file.
7. Choose Image➪Divide Scanned Photos. Elements magically divides the scanned photos into separate Image windows. The images are also straightened, as shown in Figure 2-6.

Figure 2-5: Preview a photo before completing the scan

Figure 2-6: The Divide Scanned Photos command divides and straightens photos

Corbis Digital Stock

Get Photos from an Online Sharing Service

1. Set up your sharing service from the Organizer by choosing Edit➪Preferences or pressing Ctrl+K.
2. Click Services in the left pane of the Preferences dialog box, as shown in Figure 2-7.
3. Items to adjust in the Services preferences include:
   - **Check for Services:** Leave the check boxes selected so Elements automatically checks your services.
   - **Location:** Click this button to select the location where you live and work.
   - **Settings:** Click the Update Creations button to update all services and make them accessible to you. Click Reset Accounts to save your account information.
4. Click OK in the Preferences dialog box then choose File➪Get Photos➪From Online Sharing Service.
5. Press the Share button in the Shortcuts bar and select Share Online. The Share Online wizard opens, and you order and share photos online. (See Chapter 16 for using the Share Online wizard).

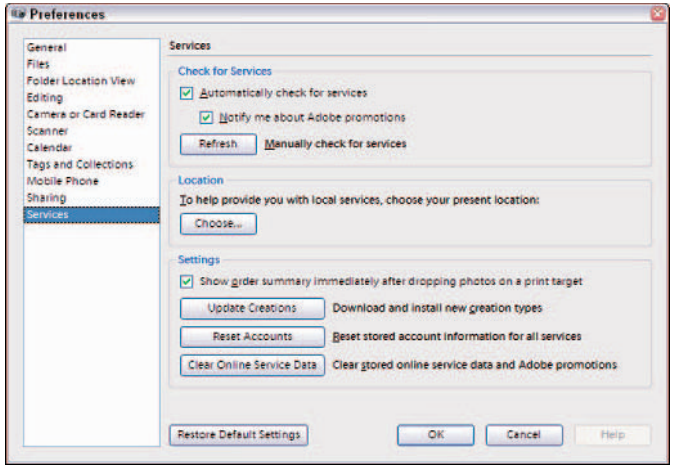


Figure 2-7: Making choices for the Sharing Services

To receive files from a service, you must have an account and files must be accessible to you. The first time you access the service, the service instructs you on how to set up an account and proceed.

Get Photos from Media Cards

1. Launch Elements and open the Organizer window.
2. Insert a media card into a slot in your PC if your computer has a slot to accommodate your type of media card. If you have a USB card reader, attach the USB cable to your computer and card reader and insert your media card. If you have neither a slot in your computer nor a card reader, attach a USB cable from your camera to your computer. (You can use any one of these methods.)
3. By default, Windows interrupts your procedure for acquiring images in Elements. When the Removable Disk dialog box appears, as shown in Figure 2-8, click Cancel.
4. From the Organizer, choose File➪Get Photos➪From Camera or Card Reader or press Ctrl+G.
5. In the Adobe Photoshop Elements — Photo Downloader, shown in Figure 2-9, select your media card or camera from the Get Photos From drop-down list.
6. Click the Browse button to locate a folder for the saved files. You can also create a folder within another folder.
7. To rename files, select the Rename Files to check box and type a base name in the text box. For example, you might want to change default digital camera files from names such as `IMG_001.jpg`, `IMG_002.jpg`, and so on to a more descriptive name. You might use an event, an assignment, or a location for a base name. For example, if you use a base name such as Egypt, Elements would name the files `Egypt001.jpg`, `Egypt002.jpg`, and so on.
8. Select the Automatically Fix Red Eyes check box if you want to use the auto-fix feature for photos you took indoors with flash.

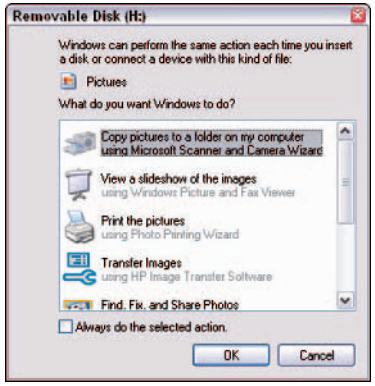


Figure 2-8: Click Cancel if you want to stay in Elements to manage your files

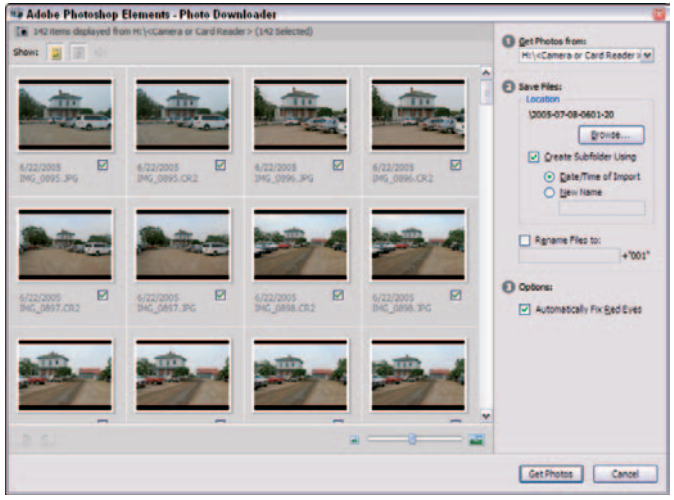


Figure 2-9: Select the photos you want to import and click Get Photos

9. Select the check boxes for the photos you want to import. To save all photos from the media card to your hard drive, press Ctrl+A to select all and then select any check box below a thumbnail preview. Elements adds check marks to all the photos.

10. Click Get Photos. Elements copies photos to your hard drive. You can watch the progress in the dialog box shown in Figure 2-10. Be patient and let Elements copy all the files.

11. After copying is complete, the Delete Files on Device dialog box opens. Click Yes if you want to remove the copied files from your media storage device. Otherwise, click No.

If you want to be certain you won't lose your data, keep the files on your media card and burn a CD from your desktop. After you copy the files to a CD, you can delete them from your media card. Later, after you rename files and organize them on your hard drive in Elements, you can create a backup CD from within Elements and toss away the first CD. Because CDs are so inexpensive, a little extra caution ensures that you won't lose data due to a hard drive failure.

12. When Elements finishes copying files, a new Organizer window opens, showing only the files copied to your hard drive, as shown in Figure 2-11.

13. If you want to delete any files, click a thumbnail image and press Delete.

Don't press the Backspace key when deleting files. Pressing Backspace moves the view back to the last view you opened in the Organizer.

14. To view all added photos as well as original photos in your Organizer, click the Back to All Photos button.

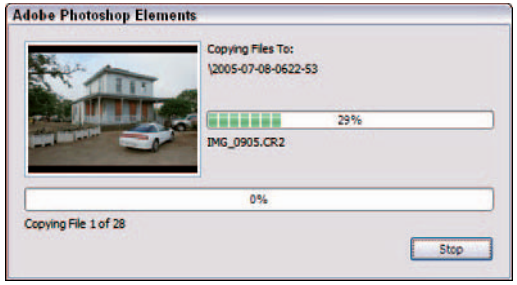


Figure 2-10: The progress report for copying files

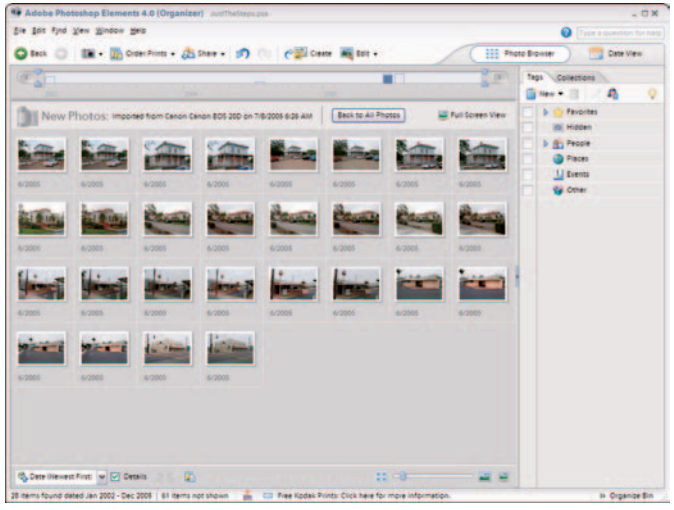


Figure 2-11: View your recent imports and original photos in the Organizer

Open Camera Raw Files

1. Select a file saved in Camera Raw format in the Organizer window.

Some medium-grade and all the higher-end cameras save files in both JPEG and Camera Raw. When shooting images with your digital camera, if you have a choice, use the Camera Raw format, which most often renders a better image than JPEG format.

If your camera shot both JPEG and Camera Raw and you aren't sure which file is the Camera Raw file, open the Properties palette, shown in Figure 2-11, by choosing Window➪Properties (or press Alt+Enter) and look at the selected image's filename. In Figure 2-12, the .CR2 extension indicates a Camera Raw file.

2. From the Edit drop-down list on the Shortcuts bar, select Quick Fix or Standard Edit mode, as shown in Figure 2-12. The Camera Raw window (an Elements plug-in) opens.
3. From the White Balance drop-down list, select the appropriate setting. For example, if you took the photo in daylight, select Daylight. A preview of the selected setting appears in the Camera Raw window, shown in Figure 2-13.

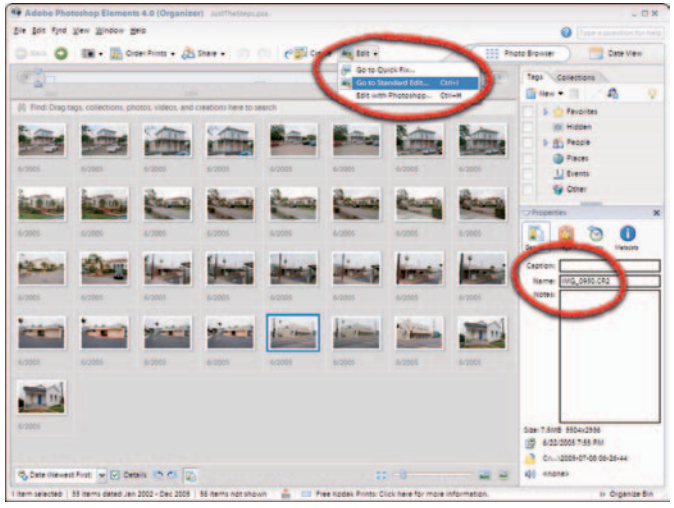


Figure 2-12: Select an editor from the Edit drop-down list

4. Also in the Camera Raw plug-in window (Figure 2-13), make other adjustments from the settings controls you have for Exposure, Shadows, Brightness, Contrast, and Saturation by moving the slider for each control. As you adjust each item, the preview shows you the results of the changes.

5. Click Open to open the file in the editor you want to use. When you click Open, the file is processed with the settings you made in the Camera Raw window.

The advantage of Camera Raw is that it captures and saves all possible data with the image. So if you shoot an image outdoors, you can process the image by selecting Shade, Cloudy, Daylight, or other White Balance option. Also, after you adjust an image, you can return to the Camera Raw image, select the Camera Raw Defaults option from the Settings drop-down list, and then process the image with different settings.

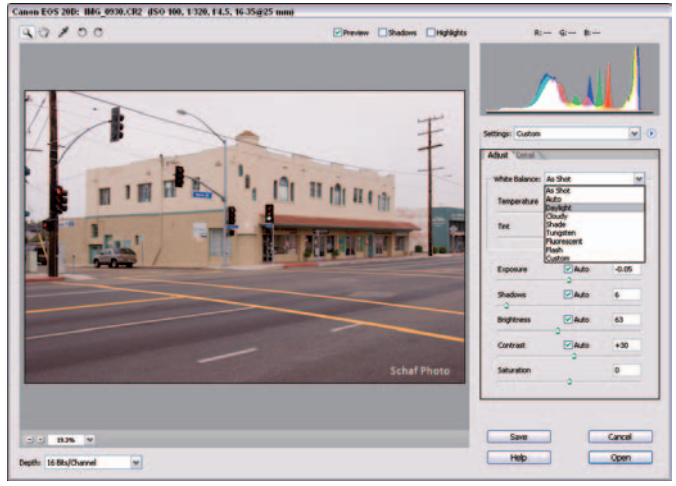


Figure 2-13: Make adjustments in the Camera Raw window

Get Photos from Mobile Phones

1. If you have a mobile phone that can take pictures, copy the photos to your computer, according to the phone manufacturer's recommendations.

Note that Elements does not support a direct link to your phone to copy files. You must first copy files from your phone to your computer.

2. Open the Organizer and choose File➪Get Photos➪From Mobile Phone. The Specify Mobile Phone Folder dialog box opens as shown in Figure 2-14.
3. Click Browse to identify the folder where your mobile phone pictures have been copied.
4. If you want to correct red eye, select the check box for Automatically Fix Red Eyes.
5. Click OK to import the mobile phone pictures in the Organizer.

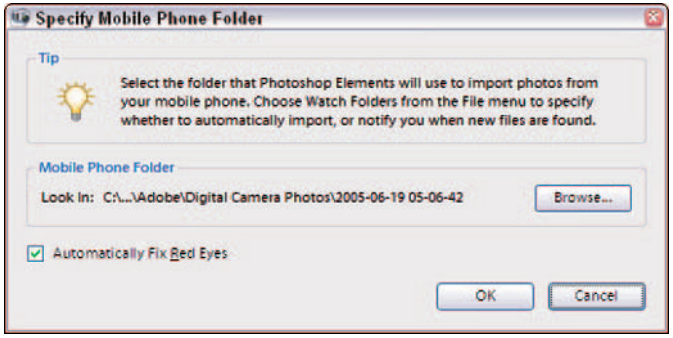


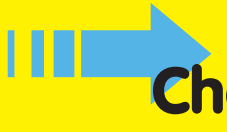
Figure 2-14: The Specify Mobile Phone Folder dialog box

Changing Image Attributes

Whatever edits you perform in Elements, you need to constantly be aware of image attributes. When you know specifics about your images (such as color mode, dimensions, image resolution, and so on) you can make edits and change image attributes to create quality images. Not knowing an image's attributes or changing attributes inappropriately can lead to degraded images of poor quality.

In addition to knowing image attributes, you need to make color decisions for the kind of output you want. You manage color in Photoshop Elements by embedding color profiles suited for screen/Web viewing and for color printing. You need to know what profiles to use for a specific output, how to embed color profiles in images, and how to finesse color profiles not supported by Elements so that you can make decisions for all your editing jobs.

In this chapter, you find out how to assess image attributes, change images from one color mode to another, and work with color profiles for various output results.



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Show More Image Attributes

1. Open an image in Standard Edit mode.
2. Click the right-pointing arrow in the bottom right corner of the Elements window to hide the Palette Bin (see Figure 3-1). With it hidden, you can see your images in more screen area.
3. Click the Fit Screen button below the Shortcuts bar. The image expands to fill the Image window.
4. In the lower-left corner of the Image window, click the right-pointing arrow on the status bar. A pop-up menu opens (see Figure 3-2). When you choose a menu item, information is reported on the status bar. Choose from the following:
   - **Document Sizes:** Shows you the file size as the file is opened in Elements.
   - **Document Profile:** Shows you the color profile used with the file.
   - **Document Dimensions:** Shows you the physical size in your default unit of measurement, such as inches.
   - **Scratch Sizes:** Shows two memory values. The value on the left represents the amount of memory currently being used to display all open images. The number on the right represents the total amount of RAM available for working on images.
   - **Efficiency:** Shows you the time Elements actually spends performing an operation.
   - **Timing:** Indicates the time it took to complete the last operation.
   - **Current Tool:** Shows the name of the current tool selected in the Tools palette.

Figure 3-1: Click the right-pointing arrow to hide the Palette Bin

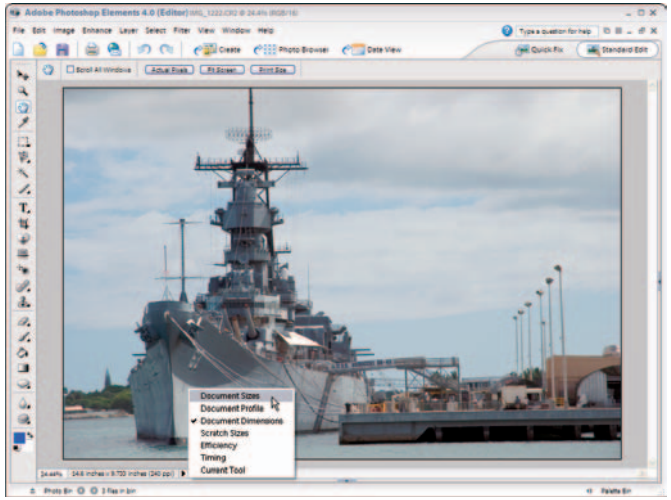

Figure 3-2: Click the right-pointing arrow in the Image window to open a menu

Resize an Image

1. In Standard Edit mode, open an image by locating a file on your hard drive, selecting it, and clicking Open.
2. Choose Image➪Resize➪Image Size to open the Image Size dialog box (see Figure 3-3).
3. Type a value in the Width, Height, or Resolution text box to change resolution and dimensions. Click OK.

Be certain the Resample Image check box is deselected. As you size up dimensions, the resolution drops. Conversely, as you increase resolution, the dimensions are sized down. To change resolution for a fixed size, select the Resample Image check box and type the desired resolution value. As a matter of practice, don't increase resolution with Resample Image selected. Doing so can produce degraded images.

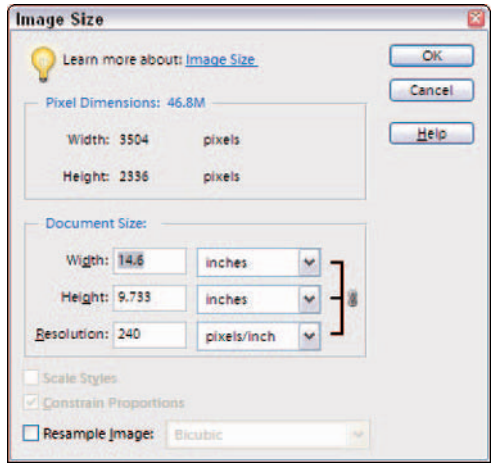

Figure 3-3: The Image Size dialog box

Change Canvas Size

1. Open an image in Standard Edit mode.
2. Choose Image➪Resize➪Canvas Size to open the Canvas Size dialog box.
3. Click an anchor square according to the way you want additional canvas added to the image (see Figure 3-4).
4. Enter Width and Height values and click OK. Elements adds more empty canvas area to the image.

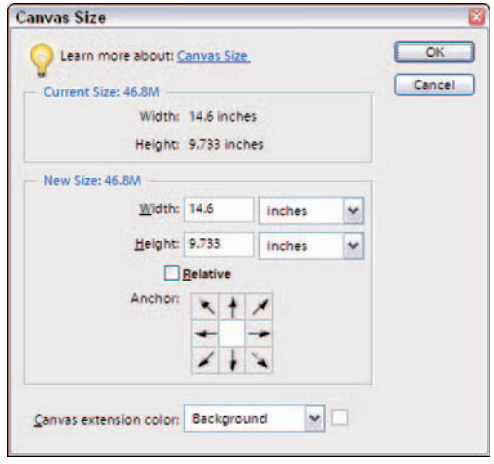

Figure 3-4: The Canvas Size dialog box

Change Image Bit Depth

1. Open a 16-bit image in Standard Edit mode.

Almost all high-end digital cameras, many medium-priced digital cameras, and almost all digital scanners can capture 16-bit images. A 16-bit image provides more image data and often captures highlights (the light areas) and shadows (the dark areas) better than lower-bit images. But when an image is in 16-bit mode, many editing features aren't available in Elements. To use many different menu commands, you need to change the image mode from a 16-bit image to an 8-bit image.

2. Click Layer to open the layers menu.
3. Notice the Layer menu commands are all grayed out (see Figure 3-5).

Layer commands are unavailable when you're working with 16-bit images. If the commands are accessible, you know your image is not 16-bit.

4. Click outside the menu to close it.
5. Choose Image➪Mode➪8 Bits/Channel to convert the image (see Figure 3-6). After converting the image, the Layer menu commands become available.

If the 8 Bits/Channel menu command is available, you're working on a 16-bit image. If the command is grayed out, the image is 8-bit.

Figure 3-5: The grayed-out Layer menu

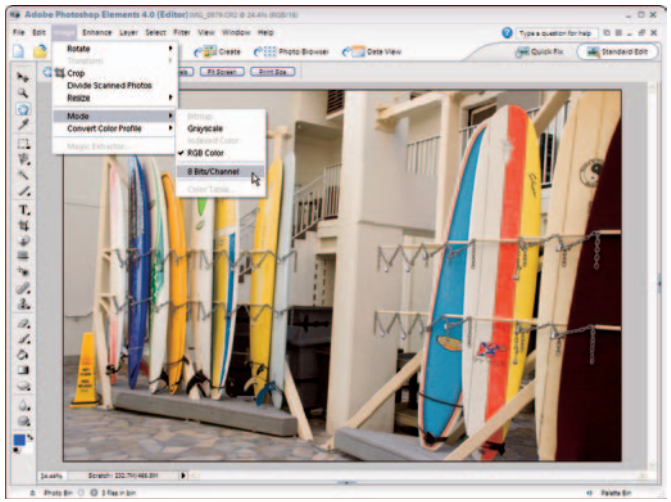

Figure 3-6: Convert from 16-bit to 8-bit

Convert to Grayscale

1. Open an RGB color image in Standard edit mode.
2. Convert to 8-bit mode if the image is a 16-bit image.
3. Choose Layer➪New Adjustment Layer➪Hue/Saturation.
4. Click OK in the New Layer dialog box, and the Hue/Saturation dialog box opens (see Figure 3-7).

Elements provides you a direct conversion from RGB color to grayscale by choosing Image➪Mode➪Grayscale. Using an adjustment layer often results in a slightly better image with a little more detail shown in shadow areas.

5. Click the Saturation slider and drag it to the far-left side of the dialog box to desaturate the image.
6. Click OK, and the image appears as a grayscale image (see Figure 3-8).

You can save the file after adding an adjustment layer and return to the color layer by hiding or deleting the adjustment layer. When the adjustment layer is shown, you can print the image as grayscale. Hiding the adjustment layer returns the view to the color image, and you can print the file as a color photo.

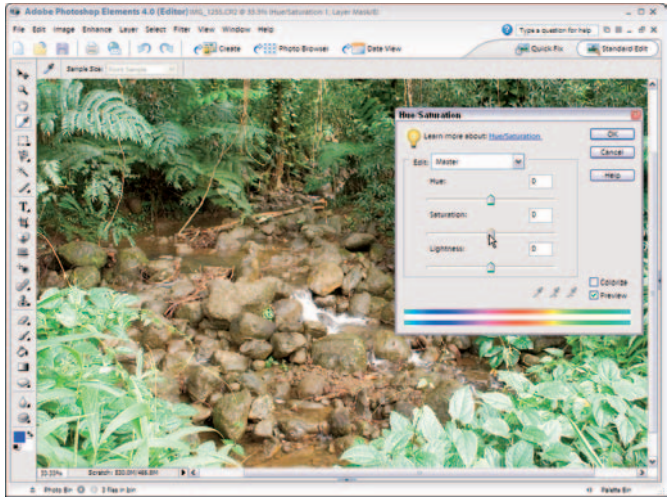

Figure 3-7: The Hue/Saturation dialog box

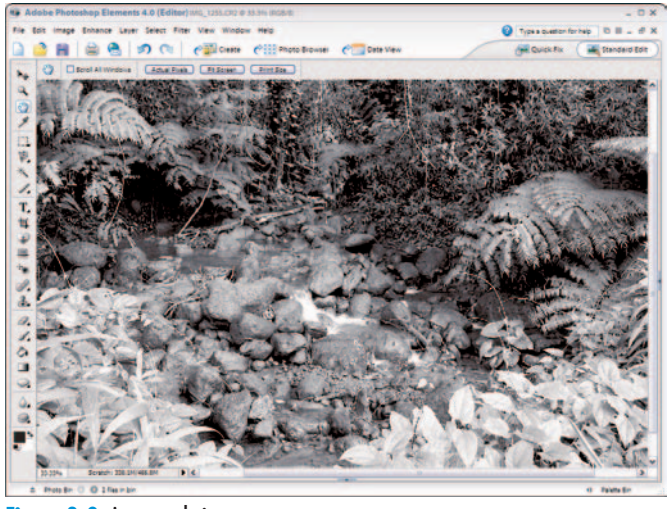

Figure 3-8: A grayscale image

Convert to Bitmap

1. Open an RGB image in Standard Edit mode.
2. Choose Image➪Mode➪Grayscale.

To convert to grayscale, you can use an adjustment layer instead, as we explain earlier in "Convert to Grayscale." If you do use an adjustment layer, you need to flatten the layers before proceeding with the steps we outline here.

3. Choose Image➪Mode➪Bitmap to open the Bitmap dialog box.
4. Select a method from the Use drop-down list (see Figure 3-9). Your choices are:
   - **50% Threshold:** This method takes all pixels above the 128 gray level and converts them to white. All pixels with gray values between 0 and 127 are converted to black. The result is strong black and white contrast.
   - **Pattern Dither:** This method converts a picture by organizing the gray levels into geometric configurations of black and white dots. The result appears like a pattern of dots.
   - **Diffusion Dither:** This conversion method creates a diffused appearance in the image. Because of the arrangement of the dots, the image appears almost grayscale, but the pixel values are only black and white.
5. Click OK to convert your image.

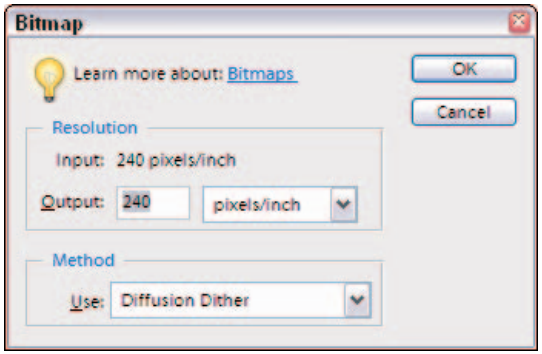

Figure 3-9: Select a method from the Use drop-down list

Note that the bitmap mode is not the same as the Bitmap (. bmp) file format. Bitmap mode is a color mode containing only two colors — black and white.

Colorize a Bitmap File

1. Open a Bitmap color mode file in Standard Edit mode or convert an image to bitmap mode.
2. Convert to RGB color by first choosing Image➪Mode➪Grayscale. Then choose Image➪Mode➪RGB Color.
3. Choose Layer➪New Adjustment Layer➪Hue/Saturation.
4. In the Hue/Saturation dialog box that appears, select the Colorize check box and be certain the Preview check box is selected (see Figure 3-10).
5. Move the Hue slider back and forth to create a color tint to your liking. You can also move the Saturation and Lightness sliders to create the look you desire.
6. Click OK and save the image.

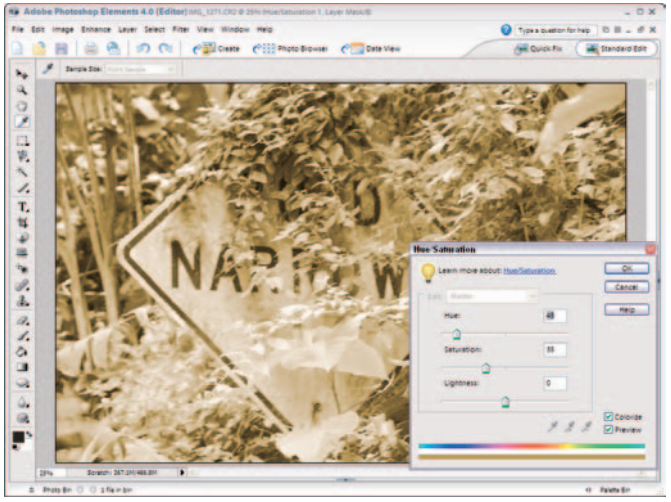

Figure 3-10: Add a color tint to the bitmap image

Convert an Image to Indexed Color

1. Open an RGB image in Standard Edit mode.

If you're working with a 16-bit image, you need to first convert it to 8-bit. In the Title bar at the top of the Image Window, Elements displays the current color mode and bit depth after the filename.

2. Choose Image➪Mode➪Indexed Color.
3. Select the Preview check box (see Figure 3-11) to see a dynamic preview of any setting you make in the Indexed Color dialog box. The preview helps you become more familiar with the number of options for indexed color conversions.
4. Select settings in the Indexed Color dialog box:
   - **Palette drop-down list:** Select from Web safe colors, platform system palettes, and more.
   - **Colors:** Type a fixed number of colors in the text box.
   - **Transparency:** For artwork that requires transparency, like a circular logo, select this check box, and the area outside the logo appears transparent.
   - **Dither:** When fewer colors are selected, adding dithering makes the color transitions appear smoother.
5. Click OK.
6. If you plan to print the file, choose Image➪Mode➪RGB (see Figure 3-12). If the file will appear online, choose File➪Save for Web.

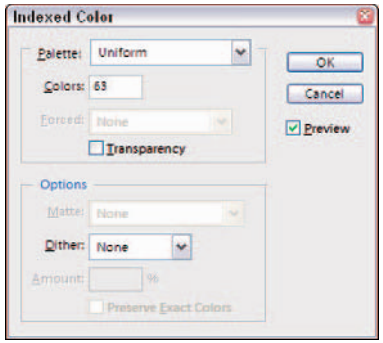

Figure 3-11: The Indexed Color dialog box

When preparing images for Web viewing, you typically save artwork as an indexed color image, whereas you should usually save photographs as JPEG files. In addition to preparing files for Web hosting, you can convert images to indexed color for some dramatic color effects (see Figure 3-12).

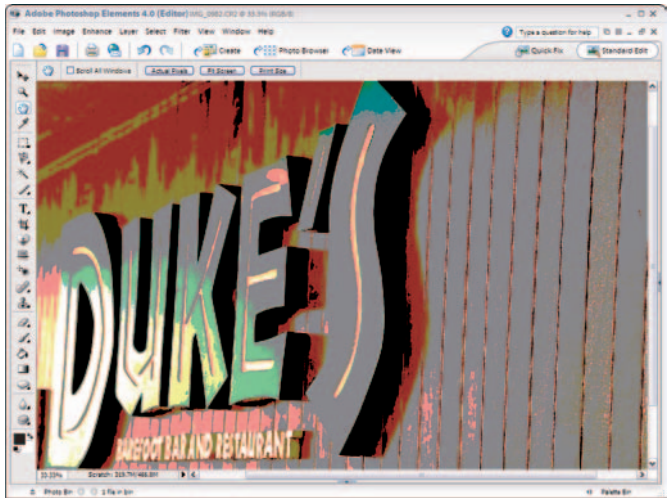

Figure 3-12: Convert to RGB color if you want to print the final file

Change Color Settings

1. Open Elements in Standard Edit mode and choose Edit➪Color Settings. The Color Settings dialog box (see Figure 3-13) offers choices for managing color. The No Color Management option turns off color management. You can select Always Optimize Colors for Computer Screens or Always Optimize for Printing if you prepare images for only one of those outputs. Selecting the Allow Me to Choose option tells Elements to give you a prompt, so you can choose screen views or print.

You can open the Color Settings dialog box from any editing mode. A file doesn't need to be open when you select the Color Settings command.

2. Select Allow Me to Choose and click OK in the Color Settings dialog box.

3. Click the Open tool on the Shortcuts bar and open a file that contains no embedded color profile (such as a file from a digital camera that you haven't yet opened in Elements). Before the image opens in Elements, the Missing Profile dialog box opens (see Figure 3-14).

4. Select the color profile you want to associate with your file. Select Optimize Colors For Computer Screen Display (use sRGB IEC61922-2.1) if you're outputting the file for screen and Web views. Select Optimize Colors For Print Output (use AdobeRGB) if you're printing the file.

When you select the option to optimize for screen views and save your file, the sRGB profile is embedded in the document. When you select the option to optimize for print output and save the file, the AdobeRGB (1998) profile is embedded in the document.

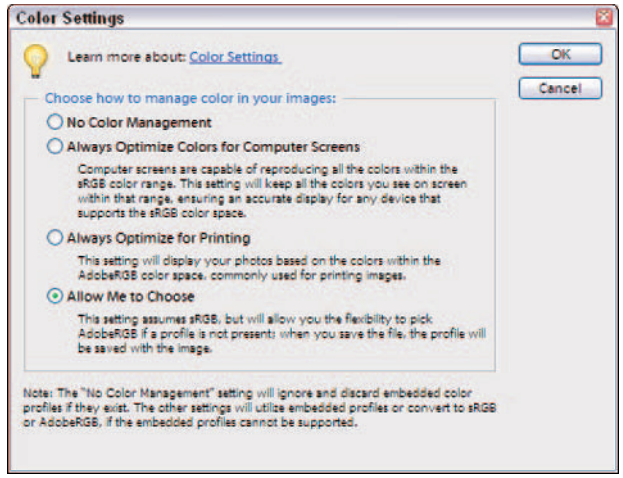

Figure 3-13: Select Allow Me to Choose and click OK

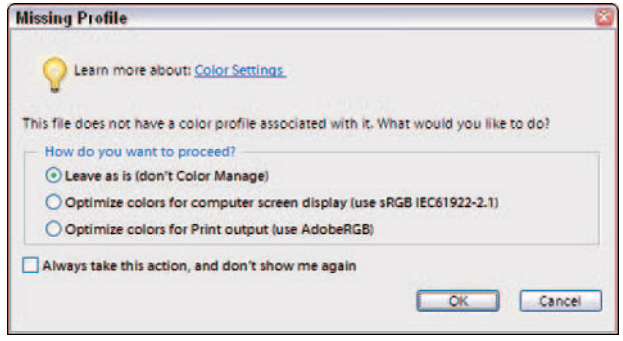

Figure 3-14: Managing color for screen or print output

Embed a Custom Color Profile for Print

1. Log on to your service provider's Web site and download a color profile for printing on your provider's equipment.

Many service providers, such as Costco and PhotoBox, offer color profiles online. Simply log on to the provider Web site and download the color profiles the provider uses with its equipment. As an example, we use a color profile from Costco here. For Costco profiles, go to `www.costco.com` and click the Photo Center link. Then create an account, log on, and click the Printer Profiles link. There, you can download the profiles for the paper types you want to use.

2. Copy the downloaded color profile to `C:/WINDOWS/system32/spool/drivers/color`, the folder where profiles are stored on your hard drive.
3. Open images you want to send to a service provider and make sure their color profiles are Adobe RGB. To convert their profiles, choose Image➪Convert Color Profile➪Apply Adobe RGB Profile (see Figure 3-15).
4. Save the files with the Adobe RGB (1998) profile as TIFF images by choosing TIFF from the Format drop-down list in the Save As dialog box.
5. Download a color profile conversion utility. For a free conversion utility to convert color profiles in TIFF images, go to `http://drycreekphoto.com/tools/profile_converter`.
6. Double-click the downloaded file, and the Dry Creek color profile converter is installed.
7. Launch the color profile converter. Choose Start➪Programs➪Dry Creek Photo➪Profile Converter➪ICC Profile Converter.
8. Select the source image(s) by clicking the ellipsis (. . .), as shown in Figure 3-16.

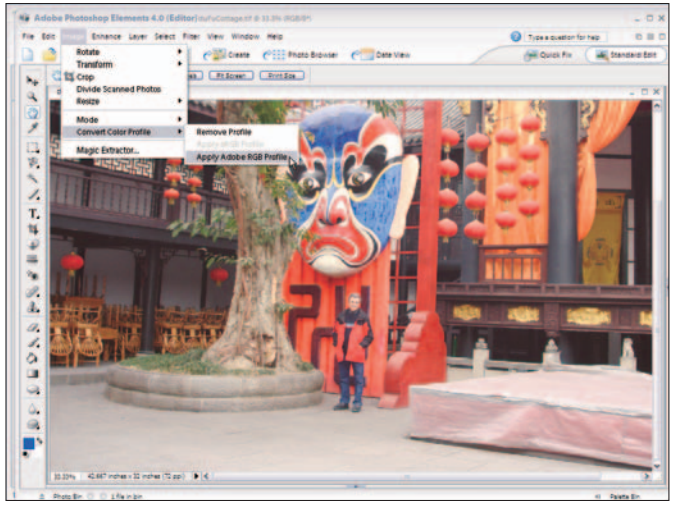

Figure 3-15: Converting the color to Adobe RGB

The Dry Creek Photo Web site contains information about color management and many custom profiles used for commercial printing devices.

9. Click the Source Color Profile ellipsis. In the Select Profile For Output dialog box, select Adobe RGB1998 and click OK.
10. Click the Destination Image ellipsis (Figure 3-16) and select a location for your converted files.
11. Click the Destination Color Profile ellipsis. From the Select Profile for Output dialog box, select the profile you downloaded from your photo service and click OK.
12. Back in the ICC Profile converter, select the Embed Profile in Image check box and click Convert. The converter processes your images and embeds the destination profiles.
13. Click Quit after completing the conversion process for all your images.
14. Open your converted images in Standard Edit mode.

Using the ICC Profile Converter requires you to save your source images in TIFF format. However, because many service centers require files saved in JPEG format, you need to save your files as JPEG while preserving the embedded color profiles.

15. Choose File➪Save As.
16. Select a target folder. The target folder name will appear in the Save In drop-down list.
17. Type a name for the saved file in the File Name text box.
18. Select JPEG (*.JPG, *.JPEG, *.JPE) from the Format drop-down list.
19. Make sure you leave the Color check box selected and click Save (see Figure 3-17).
20. In the JPEG Options dialog box that opens, move the Quality slider to the maximum 12 setting and click OK.

Figure 3-16: The ICC Profile Converter

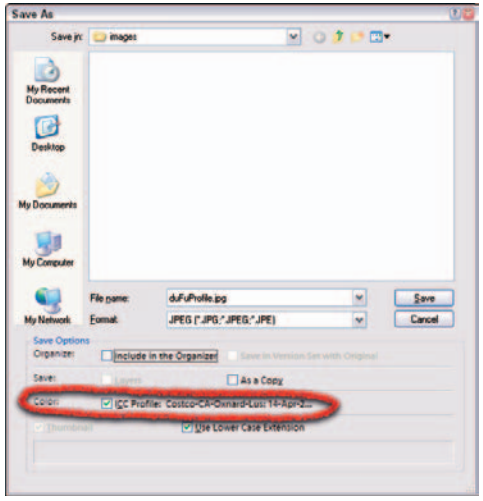

Figure 3-17: The Save As dialog box

Photoshop Elements offers only two color profiles you can embed in images (sRGB and AdobeRGB). However, when an image contains an embedded profile, you can retain the embedded profile as long as you leave the Color check box selected.

Remove a Color Profile

1. Open an image with an embedded color profile in Standard Edit Mode. To verify that the profile is embedded, click the right-pointing arrow on the Image window status bar and choose Document Profile from the menu options.
2. Choose Image➪Convert Color Profile➪Remove Profile (see Figure 3-18).
3. Choose File➪Save As. Be certain the Color check box is deselected so that the profile is removed. Provide a name and click Save.

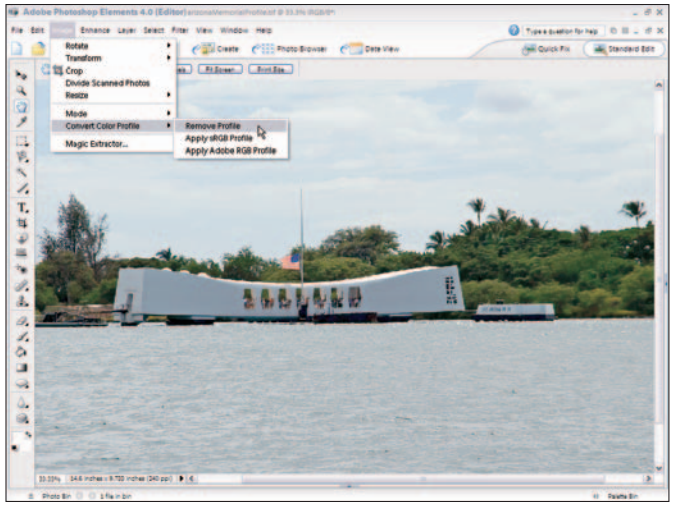

Figure 3-18: Removing an embedded profile

Save an Image with a Screen Color Profile

1. Choose Edit➪Color Settings to open the Color Settings dialog box.
2. Select the Always Optimize for Computer Screens option.
3. Open images you want to repurpose from print output to screen and/or Web viewing.
4. Choose File➪Save As.
5. Select the Color check box to embed the sRGB color profile (see Figure 3-19).

You can process images originally designed for print so that they're for screen or Web viewing in other ways, too. Choose Image➪Convert Color Profile➪Apply sRGB Profile and use the Save As command to embed the color profile. Or set your color settings for sRGB, open images, and save them with the sRGB color profile.

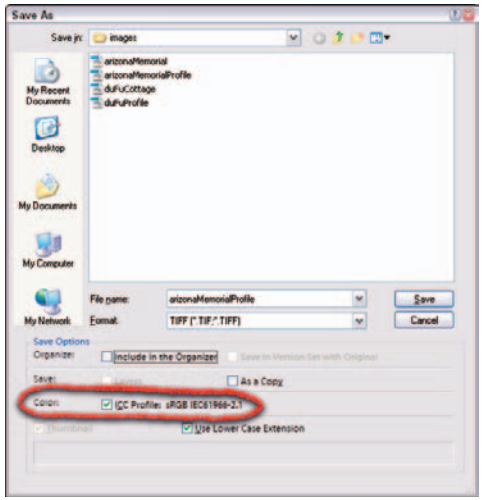

Figure 3-19: Embedding the sRGB color profile

Organizing Images

The Photoshop Elements Organizer is your central workplace. From the Organizer, you can quickly locate images stored on CD-ROMs, DVDs, memory cards, external hard drives, and your local computer hard drive.

After you add image thumbnails to the Organizer, you have many options for sorting, searching, and locating files by a number of different criteria. The more you know about how to manage all your files in the Organizer, the faster and more efficient you become in all your editing tasks.

In this chapter, you discover how to sort images, create different catalogs and collections, tag images, and how to find files by using collections, tags, and other search criteria.

Chapter 4

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Sort Images by Date

1. Open the Organizer to a catalog that contains images.
2. Choose View➪Arrangement➪Date (Oldest First), as shown in Figure 4-1.
3. Choose Window➪Organize Bin to close the bin. Alternatively, you can click the left arrow for the Organize Bin in the lower-right corner of the Organizer window.

By default, the Organize Bin on the right side of the Organizer window is open. This bin is helpful when organizing photos in Collections and adding tags to images for the purposes of sorting your photos. If you just want to view your photos according to date order, closing the bin provides more thumbnail viewing room in the Organizer window.

4. At the top of the Organize Bin, move the left slider toward the middle. The date range appears below the slider and across the Organizer window. As you move the slider, you narrow the date range, which hides thumbnail images that are outside that range.
5. Move the right slider toward the center of the date line.
6. Move the center slider to rest atop one of the vertical bars on the date line, as shown in Figure 4-2.

As you move the cursor across the dateline, a ToolTip reports the month that the image was shot. You can narrow your search for photos by dragging the end sliders and the center slider to view only photos taken within a given month and year.

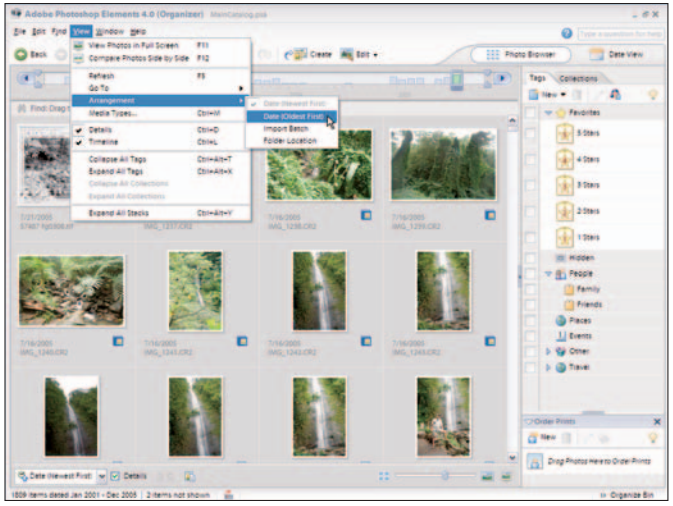

Figure 4-1: Sort the photos by ascending date

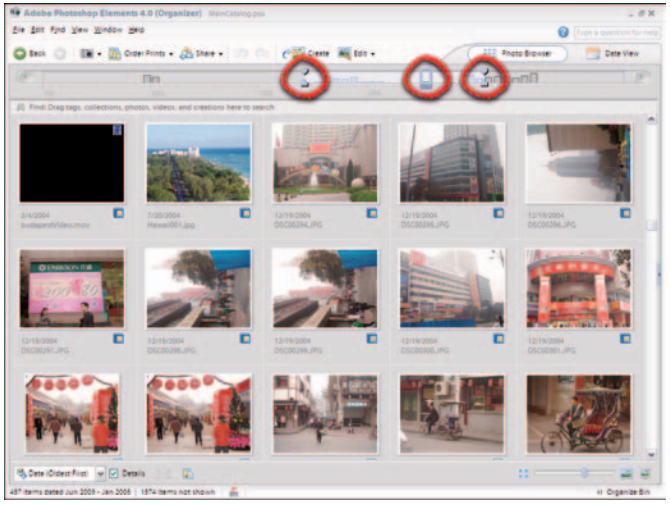

Figure 4-2: Put the center slider atop one of the vertical bars

Create a Catalog

1. Open the Organizer window.
2. Choose File➪Catalog. The Catalog dialog box opens, as shown in Figure 4-3, showing the following buttons:
   - Click **New** to create a new catalog.
   - Click **Open** to open one of your catalogs.
   - Click **Save As** to save a catalog to a different location or storage device, or to rename a catalog.
   - Click **Recover** to recover a corrupt catalog file that you can't open.
3. Click New to open the New Catalog dialog box, shown in Figure 4-4.
4. Type a name for your new catalog and click Save.

To save and open catalog files easily, save new catalogs to the same folder on your hard drive. Elements does this by default, saving catalogs in the Catalog folder. After you create a catalog, use the File➪Get Photos command to add photos to it.

5. Choose File➪Catalog.
6. Click Open in the Catalog dialog box.
7. Select My Catalog from the list of catalog files and click Open.

When you open the My Catalog file, the default catalog file that contains images you imported in Elements appears in the Organizer window.

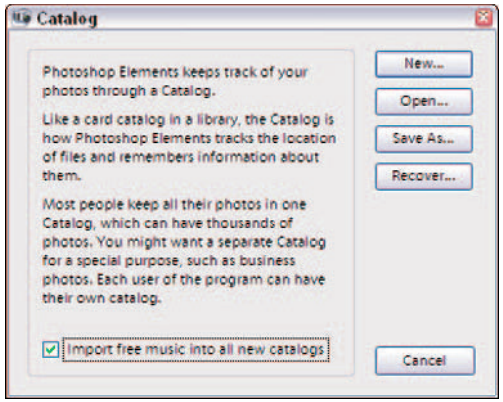

Figure 4-3: The Catalog dialog box

By default, Photoshop Elements puts all the files you acquire in the Organizer in one catalog file. As you import more files, the catalog grows, and the number of files in a single catalog can become overwhelming and hard to manage. As an alternative, you can create different catalogs to organize photos by dates, events, clients, or whatever category you choose. This makes finding individual photos much easier.

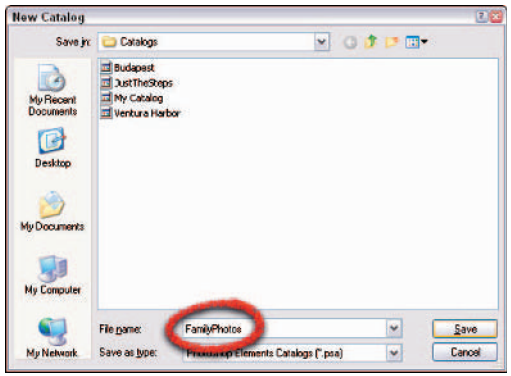

Figure 4-4: Name your catalog file and click Save

Create a Collection

1. Open the Organizer.
2. Choose Window➪Organize Bin if the Organize Bin isn't in view. Alternatively, you can click the left-pointing arrow in the lower-right corner of the Elements window to open the Organize Bin.
3. Click the Collections tab in the Organize Bin.
4. Click New on the Collections tab and select New Collection. The Create Collection dialog box, shown in Figure 4-5, opens.
5. Type a name for the collection and add a short description in the Note text box. Click OK to create the new collection.

You can nest collections in groups to create subsets of collection. After creating a collection, select its name from the Group drop-down list and add a new name. When you view the Collections palette, the subsets appear below the main group.

6. Select photos in the Organizer window and drag them on top of the newly created collection name in the Collections palette.

To select a range of photos, click a photo and then Shift+click the last photo in the range. For noncontiguous selections, hold down the Ctrl key while clicking each photo you want to select. To select all photos in the Organizer window, press Ctrl+A.

7. In the Collections palette, click the square next to the newly created collections as shown in Figure 4-6. This shows only the images that belong to that collection.

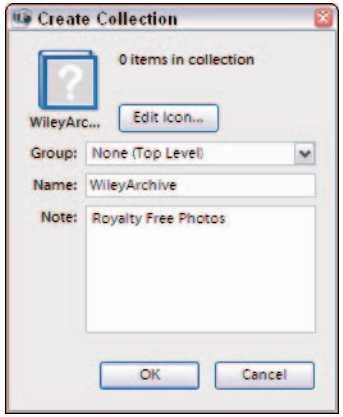

Figure 4-5: Creating a new collection

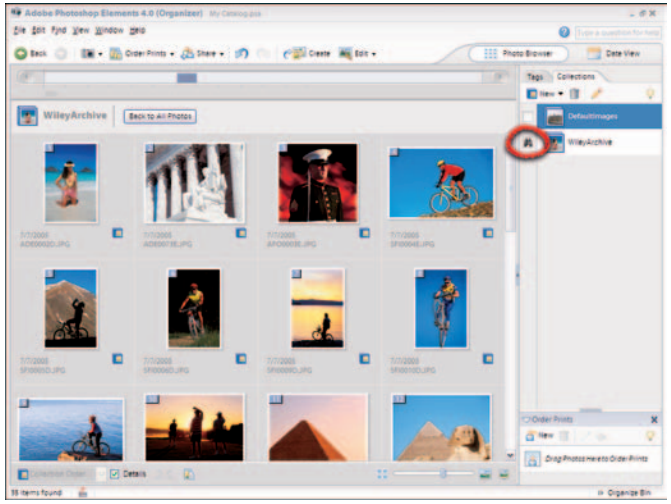

Figure 4-6: Click the square next to a collection name

Create a Tag

1. Open the Organizer.
2. Open the Organizer Bin and click the Tags tab.
3. Click New and select New Tag.
4. Select a Category from the Category drop-down list, add a name for the tag, and type a note to describe the tag (see Figure 4-7). Click OK to create the tag.

Elements provides a number of default tags in the Category drop-down list. If you want to create a new tag that isn't nested in any of the default tags, select Other. After creating new tags, you can nest additional tags below your custom tags.

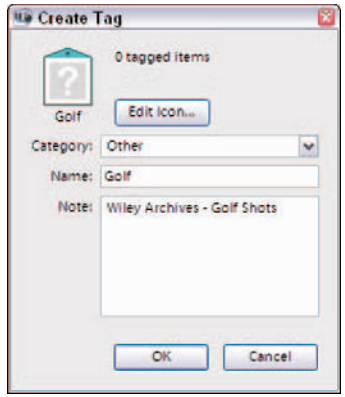

Figure 4-7: The Create Tag dialog box

Tag Images

1. Select an image or group of images in the Organizer window.
2. Drag the selected image(s) to a tag name in the Tags palette. Note that all selected images appear with a blue border around the thumbnails in the Organizer window (see Figure 4-8).
3. To view just the tagged images, click the square next to a tag name.

You can create catalogs of different events, occasions, image content, and so on, and then add collections to a catalog and add tags to images within collections. As an example, assume you photograph weddings as a profession or hobby. You might create a catalog for all weddings you shot in a given year. Within the catalog, you might create a collection for each wedding. Within a collection, you might create tags for photos taken during the bride dressing, the groom shots, the ceremony, the reception, and the finale. By using catalogs, collections, and tags, you can keep your images well organized.

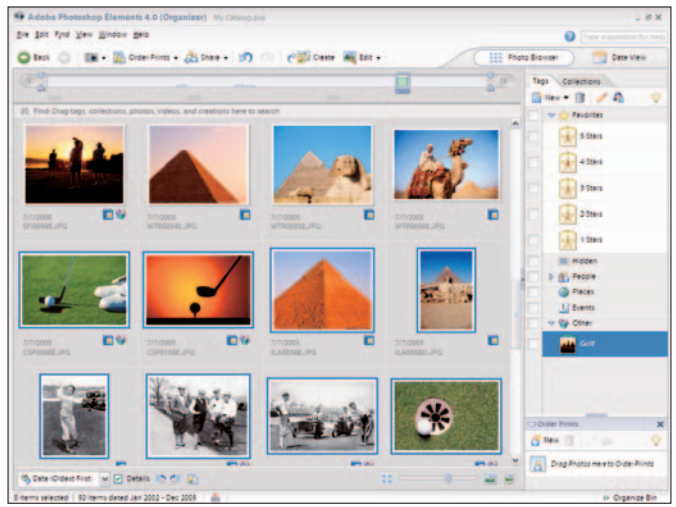

Figure 4-8: Selected images are highlighted with a blue square

Rank Photos with Stars

1. Open the Organize Bin (Window➪Organize Bin).
2. Click the Tags tab.
3. Select image thumbnails in the Organizer window that you want to rank with a star rank. Your choices range from 5 stars to 1 star.
4. Drag the images to a star rank in the Tags palette.
5. All thumbnails ranked with stars appear with a star and a rank number inside the star below each image thumbnail (see Figure 4-9). To view only the images within a given rank, click the square next to the corresponding star in the Tags palette.

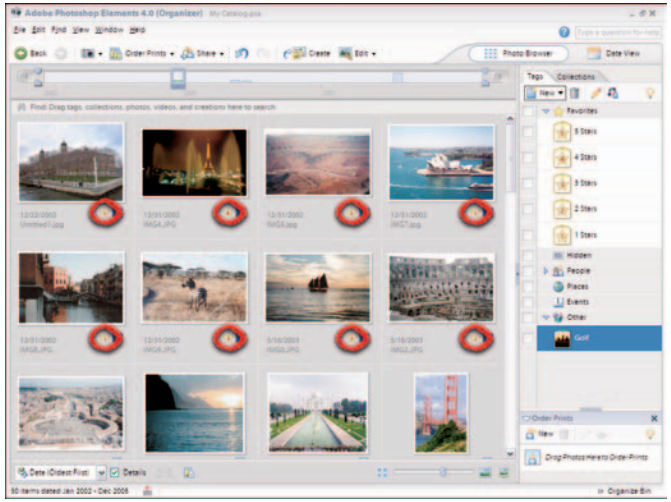

Figure 4-9: The stars and rank numbers appear below the image thumbnails

Remove Tags

1. Select one or more files that have tags you want to remove.
2. Right-click the mouse button in the Organizer window while the tagged photos are selected to open a contextual menu.
3. Choose Remove Tag from Selected Items➪[*category*]➪[*tag name*]. In the example shown in Figure 4-10, we remove a tag named Golf, created in the Other category.

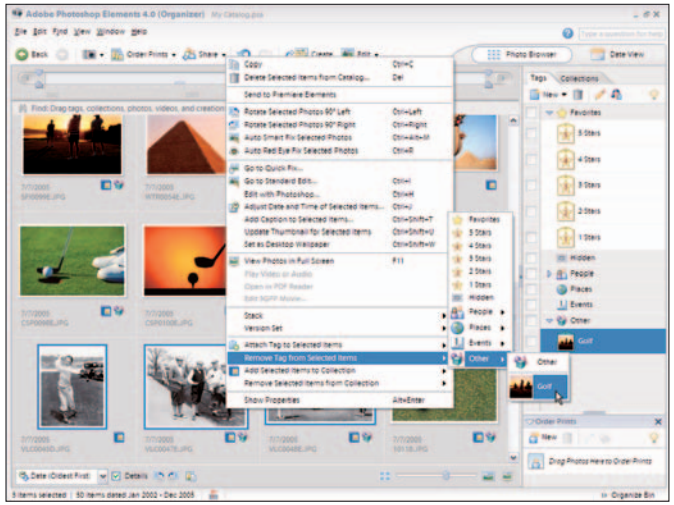

Figure 4-10: Removing the tag

Add Captions

1. Open the Organizer.
2. Double-click a thumbnail image in the Organizer window. The image appears by itself in the Organizer window.
3. Click the text box below the image and type a caption for the photo (see Figure 4-11).
4. Click Back to return to the main Organizer window.

Alternatively, you can add captions by selecting one or more image thumbnails in the Organizer and choosing Edit➪Add Caption. The Add Caption dialog box opens, and you can type the caption for the selected photo(s).

Find Files by Captions

1. Add captions to images in the Organizer (see the preceding section).
2. In the Organizer window, choose Find➪By Caption or Note.
3. Type the search criteria in the Find by Caption or Note dialog box (see Figure 4-12).
4. Select a match option. Your choices include:
   - **Match only the beginning of words in Captions and Notes** to find, for example, *shoe* but not *horseshoe*.
   - **Match any part of any word in Captions or Notes** to find both *shoe* and *horseshoe*.
5. Click OK and all the files that meet the search criteria are shown in a new Organizer window.

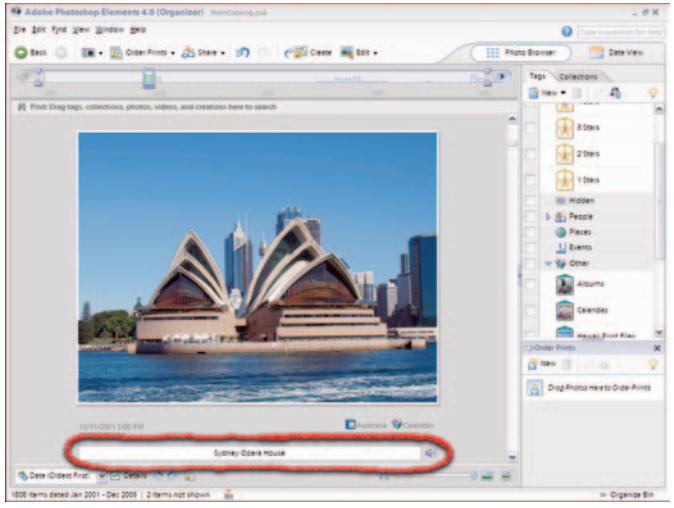

Figure 4-11: Type a caption for the photo

To add an audio caption, click the speaker icon to the right of the caption box (shown in Figure 4-11). The Select Audio File dialog box opens, and you can record an audio caption or select an audio file from your hard drive. If you elect to record a caption, you need a microphone that's properly configured to record sounds on your computer.

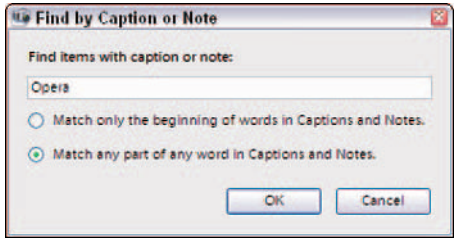

Figure 4-12: The Find by Caption or Note dialog box

Find Images by Media Type

1. In the Organizer window, choose Find➪By Media Type➪ [*the type of media you want to find*] (see Figure 4-13). You can choose to show only photos, video files, audio files, files with audio captions, creations (files you made with the Creation Setup wizard), or PDF files. After you choose the media type, the files appear in the Organizer window.

View PDF files with the free Adobe Reader software, which you can install from the Elements installer CD.

2. To return to all media types shown in the Organizer, click the Back to All Photos button.

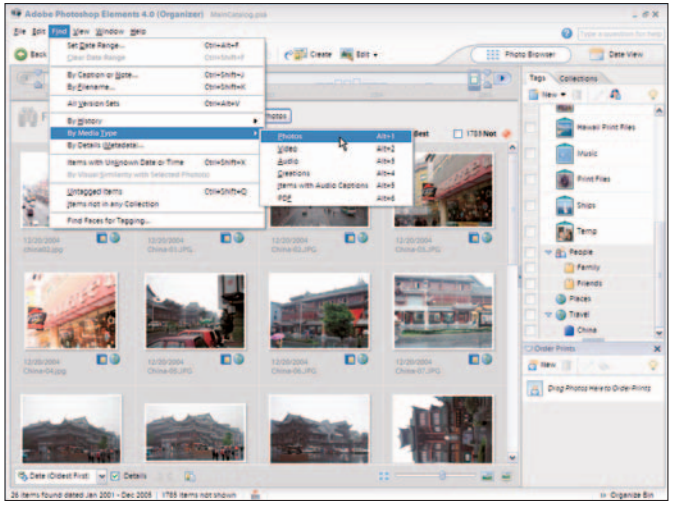

Figure 4-13: Select a media type from the By Media Type submenu

Find Images by Filename

1. Choose Find➪By Filename.
2. Type all or part of a filename in the Find by Filename dialog box (see Figure 4-14).
3. Click OK.
4. Elements shows the files that meet the search criteria in a new Organizer window. To return to all files, click the Back to All Photos button.

When you type part of a filename, the Organizer returns results where that text appears in a filename. For example, if you have three files copied from a digital camera and they are named P1010012, P1010013, and P1010014, and you type 0, all three files are shown in the Organizer. If you type 12, only the P1010012 file is shown.

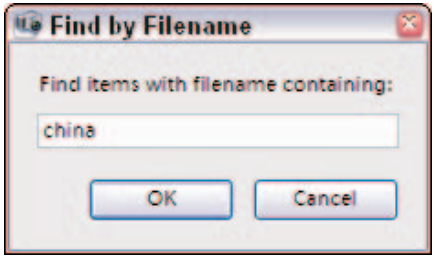

Figure 4-14: Search by filename

Find Faces

1. In the Organizer, choose Find➪Find Faces for Tagging.
2. The search results show all photos where a face appears somewhere in the photo (see Figure 4-15).
3. To tag the found files, press Ctrl+A to select All.
4. Drag one of the selected items to the People tag in the Tags palette or to a custom tag you created, and all the selected files are identified with the respective tag.

Note that finding faces takes a lot of processing time. You can find faces without tagging the files, but if you repeatedly use the command, you're best served by tagging the files and then selecting the tag to isolate the photos in an Organizer window. Showing the tagged files is much faster than using the Find Faces for Tagging command.

Figure 4-15: The results of finding faces

Use Other Find Criteria

1. In the Organizer, select other search criteria to find files. The choices in the Find menu (see Figure 4-16) include:
   - **By History:** Returns photos selected from criteria in a submenu for various date choices.
   - **Items with Unknown Date or Time**
   - **By Visual Similarity with Selected Photos:** Select multiple photos, and this command returns all photos with similar content.
   - **Untagged Items:** This option can be helpful to find photos you need to tag.
   - **Items Not in Any Collection**

When you click a photo in the new Organizer window that shows found faces, the large thumbnail in the lower-right corner of the Organizer window shows the entire photo, as you can see in Figure 4-15.

Figure 4-16: The Find menu options for sorting and finding files

Find Images by Using Metadata

1. In the Organizer, choose Find➪By Details (Metadata).

Document metadata contains information that your camera recorded during your photo shoot (as well as custom data you might add to a file), such as camera name, exposure, f-stop, file size, number of megapixels, and more. Most of the metadata in your photos is searchable.

2. In the Find by Details (Metadata) dialog box, select a search criterion from the Criteria drop-down list (see Figure 4-17).
3. Select a condition from options in the second drop-down list such as Contains, Is, Starts With, and so on.
4. Type a search criterion in the text box or select from a drop-down list if one appears.
5. Narrow the search by adding more criteria. Click the + (plus) symbol to the right of the text box to add a new line to the dialog box.
6. Select another criterion and a condition, and then type text to be searched.
7. Add additional lines to the dialog box when you want to select multiple criteria (see Figure 4-18) by clicking the + symbol.
8. Click Search, and documents that meet all the search criteria are shown in a new Organizer window.

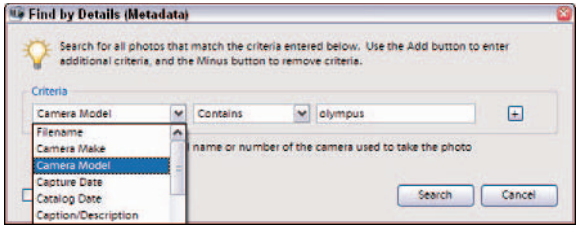

Figure 4-17: The Find by Details (Metadata) dialog box

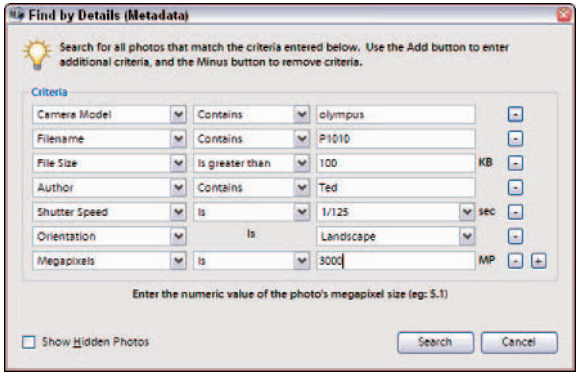

Figure 4-18: Click the + to add new lines for criteria

Saving and Undoing Edits

Many Elements features exist to help you wow your friends and loved ones with stunning photos and graphics. Saving and undoing are not among them. But whether you want to make simple automatic corrections or create composites layered with special effects, you won't get far if you don't know how to undo and save your edits.

That's not to say that Elements doesn't offer a variety of sophisticated features for undoing and saving. It does. You can do a simple undo or save, just as you can in almost any other application. The Undo History palette, however, lists all your edits in one handy, easy to see place, so you can travel back in an image's editing history. Similarly, you can do a simple save or experiment and compare different versions of an image by saving version sets. Elements also helps you with the very important task of backing up your photos and creations to help you prevent losing your data.

Chapter 5

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Undo Multiple Edits

1. In either Quick Fix or Standard Edit mode or in the Organizer, choose Edit➪Undo (see Figure 5-1), or click the Undo button on the Shortcuts bar.
2. Repeat Step 1 until you get the image to your desired state.
3. If you went too far in Step 2, choose Edit➪Redo or click the Redo button on the Shortcuts bar.
4. To cancel an undo or redo, simply hold down the Esc key until the progress stops.

Note that how many undos or redos you can muster will depend on your RAM. If you don't have enough, you may limit your ability to undo and redo.

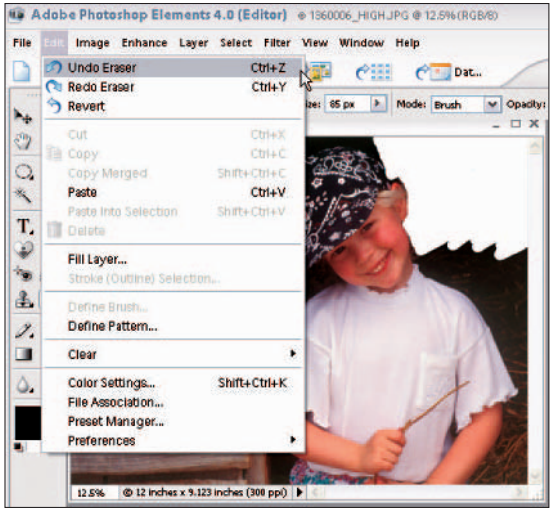

Figure 5-1: Elements allows you to easily undo your image edits

PhotoSpin

Use the Undo History Palette

1. In Standard Edit mode only, choose Window➪Undo History to bring up the Undo History palette, shown in Figure 5-2.
2. As you work, the operations and edits that changed pixels are recorded and saved, as states, in the Undo History palette.
3. To undo one or more edits, select your desired state in the palette. Your image then reverts back to how it looked after that edit.
4. You can then start working from that state. Note that all states *after* the state you chose in Step 3 are discarded as soon as you continue working.
5. To revert back to the original state of the image, select the thumbnail at the top of the palette.

The Undo History palette stores 50 history states by default. Older states (at the top of the palette) are deleted as you perform new operations. You can change the number of history states that Elements stores via the General Preferences. Be aware that, when you close your image, none of your states are saved.

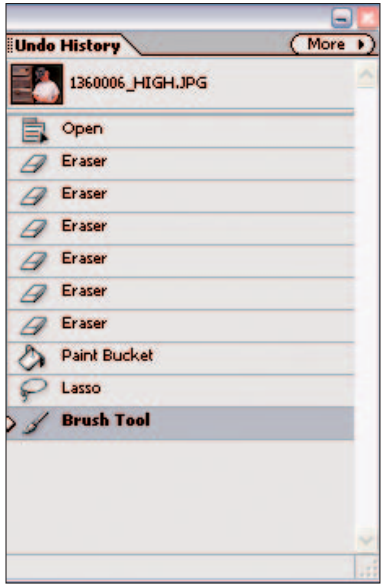

Figure 5-2: The Undo History palette

Save a File

1. In Quick Fix or Standard Edit mode, choose File➪Save or click Save on the Shortcuts bar. Or to save a file in another name, format, or location or with different options, choose File➪Save As to open the Save As dialog box (see Figure 5-3).
2. In the File Name box, give your file a moniker.
3. For Format, choose your desired file format.
4. Select the Include in Organizer check box if you want. This option is available for some file formats and, if selected, will include the saved file in your catalog so that it displays in the Photo Browser.
5. With the Include in Organizer check box selected, you can choose Save In Version Set with Original to save the file and then add it to a Version Set in the Photo Browser to keep versions of the image organized. (See the next section, "Save a Version Set.")
6. Select Layers to preserve layers in the image. If the option is unavailable for your chosen file format, a warning icon informs you that your layers will be flattened.
7. Select As a Copy to save a copy of the file in the same folder as the original. The original remains open.
8. Select ICC Profile to embed an ICC color profile in the image.
9. Select Thumbnail to include a thumbnail for the file. Note that to have this option available, you must select the Ask When Saving check box for Image Previews in Preferences.
10. Select Use Lower Case Extension to make the file extension all lowercase letters.
11. After designating your desired folder and drive location, click the Save button.

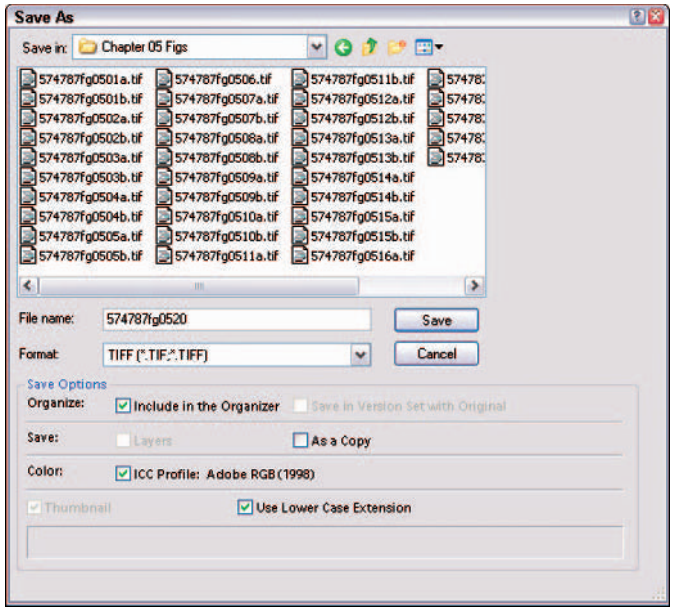

Figure 5-3: After a hard day of editing, be sure to save your masterpieces

Save a Version Set

1. Do either of the following steps:
   - Select a file in the Organizer. Choose Enhance➪Auto Smart Fix. Elements automatically puts the original photo and the edited copy together in a version set, as shown in Figure 5-4.
   - Edit a photo in Standard Edit or Quick Fix mode. Choose File➪Save As. Select the Save In Version Set with Original check box.

A version set contains the original photo and all its edited versions, as shown in Figure 5-5. Instead of being stored randomly throughout the Photo Browser, version sets keep the original and edited versions of an image together in a visual stack. This makes finding all iterations of an image a snap.

In the Organizer, you can delete individual photos from a version set by choosing Edit➪Version Set➪Remove Item(s) from Version Set. In turn, you can convert the version set to individual photos so that each image appears separately by choosing Edit➪Version Set➪Convert Version Set to Individual Items.

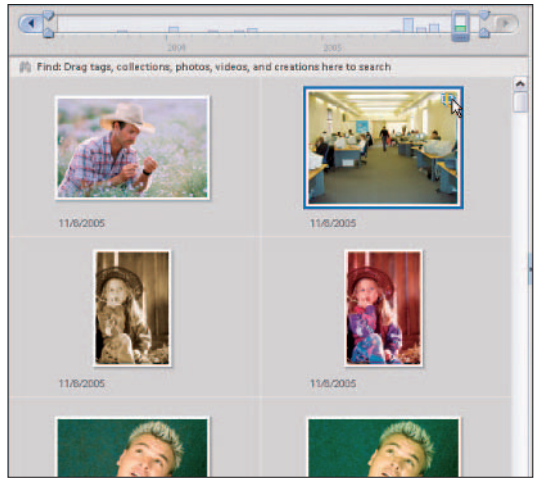

Figure 5-4: Version sets keep your original image and all its versions in a stack

Corbis Digital Stock, PhotoSpin

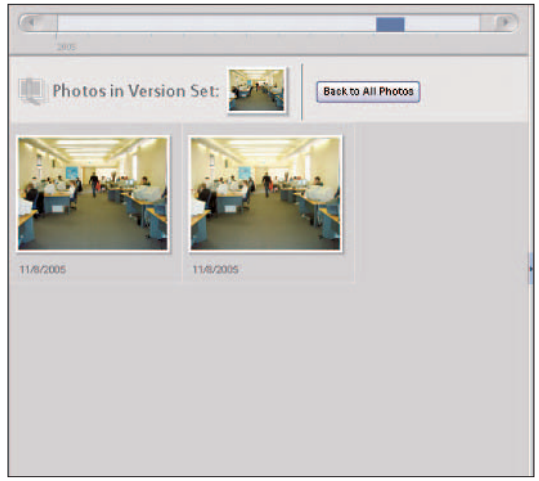

Figure 5-5: View each photo in the version set separately

Back Up Photos

1. Choose File➪Backup, and the Burn/Backup wizard opens (see Figure 5-6).
2. Select what you want to back up. Select **Copy/Move Files** to copy files or move files to a CD or DVD. Select **Backup the Catalog** to back up the catalog file only.
3. Click Next to advance to the next pane, where you select the type of backup you want. Select **Full Backup** when you want to create a completely new backup file or when backing up for the first time. Choose **Incremental Backup** to copy the catalog file and all the files you've updated since your last backup.
4. Click Next to go to the next pane, where you select your backup's destination (see Figure 5-7). Your options include:
   - **A CD or DVD writer:** If you use this option, insert a CD or DVD into your drive.
   - **Internal hard drive:** Select any drive letter you see to target the source for backing up your files.
   - **External hard drive:** Select the drive letter for an external drive attached to your computer.
5. Select a location if you're backing up to a hard drive. Click the Browse button and locate the folder where you want to back up your files.
6. Click the second Browse button if you're making an incremental backup to locate the original backup location.
7. Click Done and wait for the backup to complete before continuing in Elements.

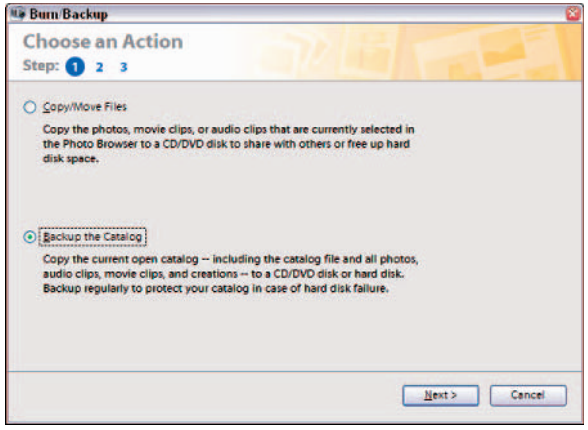

Figure 5-6: The Burn/Backup wizard

Make periodic backups of your work, and back up files to a CD, DVD, or external hard drive. This way, if you suffer a hard drive failure, your backup file won't be lost along with your original files.

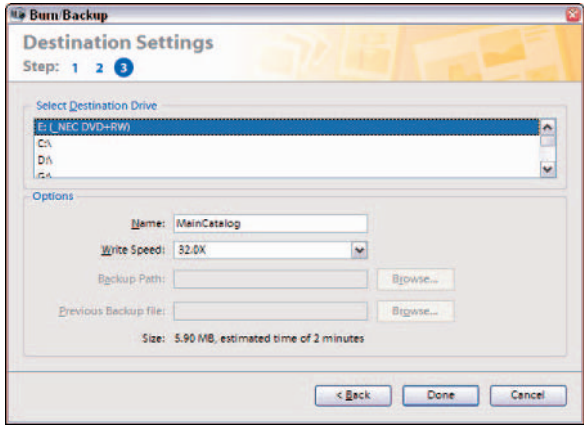

Figure 5-7: Select a destination for your backup

Restore Files from a Backup Copy

1. Insert the disc on which you backed up your files or be certain the drive where your backup files are located is connected to your computer.
2. Choose File➪Restore.
3. In the Restore dialog box, select the drive that contains your backup files in the Restore From area (see Figure 5-8).
4. Select the target location in the Restore Files and Catalog To area. Your options are:
   - **Original Location:** Click the Browse button in the Restore From area to restore files to the original location from which the files were copied or moved.
   - **New Location:** Click the Browse button in the Restore Files and Catalog To area to restore files to a new location on your hard drive.
5. Wait until the restoration is complete before you continue working in Elements.

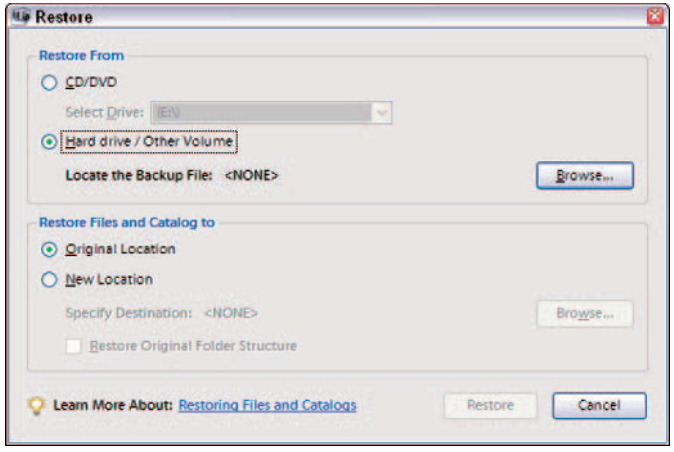

Figure 5-8: Select a target location for restoring files

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Fixing Photos

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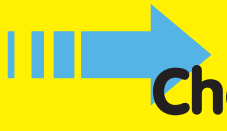
Quick Fixing Images

Being able to quickly fix your digital images is a much coveted feature of Elements and one you'll likely use often. Elements is chock full of tools and commands to take care of any color, contrast, and clarity problems. Don't worry. You don't have to be a digital imaging expert to use these tools. Tasks such as improving your image's contrast, correcting red eye, adjusting skin tones or fixing the highlight and shadow areas of your image are as easy as one or two mouse clicks.

In this chapter, you discover how to employ all the quick fixes to improve the quality of your digital photos. We start with the Auto Fixes and then move on to working in Quick Fix mode. If your image needs a little more help, we show you how to employ manual fixes, which provide you with more controls for fine-tuning your corrections.



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Improve Overall with Auto Smart Fix

1. Open a file in Quick Fix or Standard Edit mode or in the Organizer or Slide Show editor.

In the Organizer, you can apply the command to several images simultaneously.

2. Choose Enhance➪Auto Smart Fix. The lighting, shadow and highlight detail, and color balance should all be improved, as shown in Figure 6-1.

If this fix didn't improve your image to your liking, try the Adjust Smart Fix command, which we describe later in this chapter. This command is similar to the Auto Smart Fix, but provides you with sliders that let you control the amount of correction applied to the image. Or try applying fixes to just a selection in your image, which sometimes creates better results.

Fix Contrast with Auto Levels

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Auto Levels. The overall contrast of your image should be improved, with highlights appearing lighter and shadows appearing darker, as shown in Figure 6-2.

Occasionally Auto Levels will improve the contrast, but may, in turn, produce an unwanted colorcast (trace of color). Undo the command and try the Auto Contrast command instead. Still not working? Move onto the Levels command, which we explain later in this chapter.

Figure 6-1: Auto Smart Fix improves lighting, contrast, and color

Figure 6-2: Auto Levels improves the overall contrast of your image
Corbis Digital Stock

Adjust Contrast with Auto Contrast

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Auto Contrast. The overall contrast of your image should be improved without any adjustment to its color.

Although the Auto Contrast command might not do as good a job at fixing contrast as Auto Levels, it shouldn't introduce any color casts. The Auto Contrast command works especially well on hazy images, such as the one shown in Figure 6-3.

Remove Color Casts with Auto Color Correction

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Auto Color Correction.

You can use the Auto Color Correction command to remove a color cast or balance the color in an image, as shown in Figure 6-4. It can come in handy in correcting oversaturated or undersaturated colors in your photos as well.

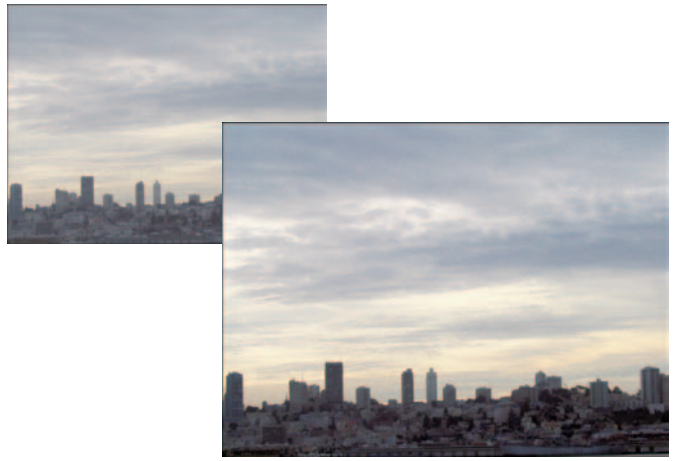

Figure 6-3: Auto Levels improves the contrast without adjusting color

Figure 6-4: Auto Color Correction helps to remove color casts

Edit with Quick Fix

1. Select one or more images in the Organizer and choose Edit➪Go to Quick Fix or click the Quick Fix button on the Shortcuts bar. If you are in Standard Edit mode, click the Quick Fix button in the top right of the application window. And if you're already in Quick Fix mode, just choose File➪Open and grab an image.
2. Select a preview option from the View drop-down list. Before and After is always a good choice (see Figure 6-5).
3. If necessary, crop your image by using the Crop tool in the Tools palette.
4. Click the Rotate Left or Rotate Right buttons to rotate your image in 90 degree increments, if necessary.
5. Got red eye? Use the Red Eye tool to remove the red from the eyes of your loved ones. Or click the Auto button under Red Eye Fix in the General Fixes palette on the right of the application window.
6. Additionally, click the Auto button to apply any needed automatic fixes, such as Auto Smart Fix, Auto Levels, Auto Contrast, and Auto Color. You can also find these commands under the Enhance menu.

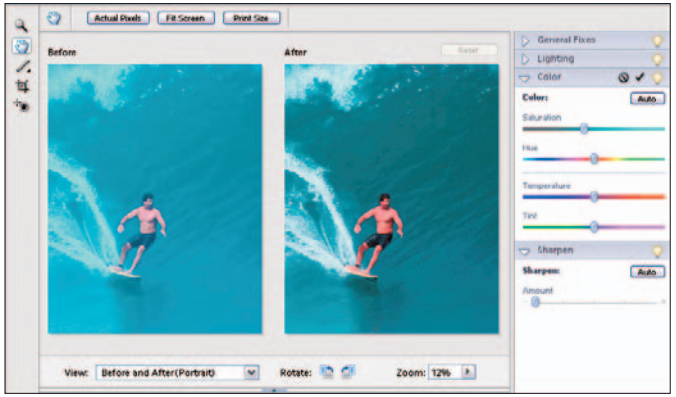

Figure 6-5: The before and after previews of your image
PhotoDisc/Getty Images

7. If the auto fixes weren't successful, try using the adjustment sliders for Smart Fix (under General Fixes), Contrast (under Lighting), and Color. Here is a brief description of each adjustment:
   - **Lighten Shadows:** Lightens the darker areas of an image.
   - **Darken Highlights:** Darkens the lighter areas of an image.
   - **Midtone Contrast:** Adjusts the contrast of the middle, or gray, values, as shown in Figure 6-6.
   - **Saturation:** Adjusts the richness of the colors.
   - **Hue:** Changes all colors, or hue, in the image.
   - **Temperature:** Makes the color warmer (red) or cooler (blue).
   - **Tint:** Makes the color more green or more magenta.
8. Sharpen your image by clicking the Auto button in the Sharpen palette. Or, for more control, manually drag the Amount slider.

Quick Fix mode is a slimmed down version of Standard Edit mode, providing the bare essentials in editing tools. You might find that it meets of all your editing needs and you never have to visit Standard Edit mode. Note that you can apply all these fixes to just selected portions of your image. Grab the Selection Brush or Magic Selection Brush tools to make your desired selections first.

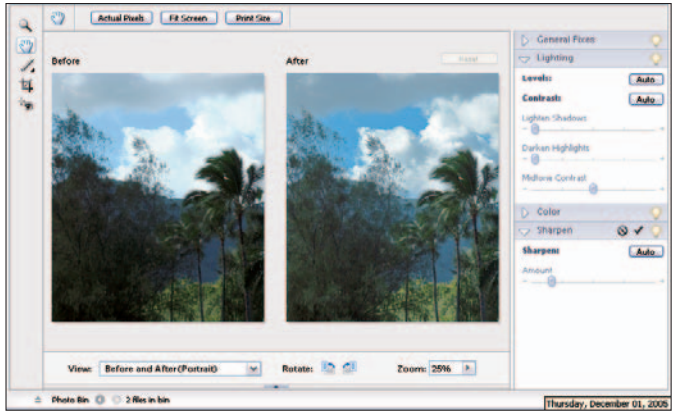

Figure 6-6: Easily fix contrast problems in Quick Fix mode

Erase Red Eye with Auto Red Eye Fix

1. Open a file in need of red eye correction (see Figure 6-7) in either Quick Fix or Standard Edit mode or in the Organizer or Slide Show editor. In the Organizer, you can apply this command to several images simultaneously.
2. Choose Enhance➪Auto Red Eye Fix, and your image looks more like the one shown in Figure 6-8.

Red eye occurs when a person or animal looks directly into the flash. Setting your digital camera to red-eye prevention mode should help to eliminate red-eye when you shoot. To eliminate red eye after the fact, use the new Auto Red Eye Fix, which is designed to automatically detect and eliminate red eye in an image. Occasionally, however, it doesn't do the job, and you'll have to break out the Red Eye Removal tool.

To correct yellow eyes in animals, break out the Color Replacement tool and paint with black.

Click with the Red Eye Removal Tool

1. Open a file in either Quick Fix or Standard Edit mode.
2. Select the Red Eye Removal tool from the Tools palette.
3. Click the red portion of the eye in your image to darken the pupil while retaining the tonal textures of the eye.
4. If you're dissatisfied with the results, adjust one or both of the following settings found on the Options bar:
   - **Pupil Size:** Use the slider to increase or decrease the size of the pupil.
   - **Darken Pupil:** Use the slider to darken or lighten the color of the pupil.

Figure 6-7: You can zap this red eye problem

Figure 6-8: Now the dog is less zombie-like

Adjust Smart Fix

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Smart Fix.
3. Select the Preview check box in the dialog box.
4. While keeping an eye on the preview, drag the Fix Amount slider to control the amount of correction applied.
5. When you're happy, click OK to apply the final adjustments and exit the dialog box. Figure 6-9 shows a corrected image.

Figure 6-9: The Adjust Smart Fix command at work

Adjust Shadows and Highlights

1. Open a file in Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Lighting➪Shadows/Highlights.
3. Select the Preview check box in the dialog box. Note that when the dialog box appears, the correction is automatically applied in your preview.
4. If you're dissatisfied with Element's automatic adjustment, move the sliders to further refine the amount of correction for your shadows, highlights, and midtones.
5. When you're happy, click OK to apply the final adjustments and exit the dialog box.

Figure 6-10: Results from the Shadows and Highlights adjustment
PhotoSpin

Try and coax out more detail in the dark and light areas of your image, as shown in Figure 6-10. If you feel that the midtones, or gray areas, in your image need more contrast, adjust those as well.

Adjust Brightness and Contrast

1. In either Quick Fix or Standard Edit mode, open a file that needs an overall adjustment in brightness and contrast (see Figure 6-11).
2. Choose Enhance➪Adjust Lighting➪Brightness/Contrast.
3. Select the Preview check box in the dialog box.
4. Adjust the brightness and/or contrast by moving the sliders to the right or left.
5. When you're happy, click OK to apply the final adjustments and exit the dialog box. Figure 6-12 shows an improved image.

The Brightness and Contrast command adjusts all the areas of your image equally. It doesn't take into account images that have good highlights and midtones and only need the shadows lightened, or vice versa. So although you might fix one problem, you might introduce a new problem that wasn't there before. If you want to use this adjustment, make a selection of your problem areas first. Or, better yet, use the more sophisticated Shadows/Highlights or Levels adjustments to correct contrast.

Figure 6-11: A sign in need of a brightness and contrast adjustment

Figure 6-12: The Brightness and Contrast adjustment helps this sign

Fix Contrast with the Levels Dialog Box

1. Open a file with difficult contrast problems in either Quick Fix or Standard Edit mode (see Figure 6-13).
2. Choose Enhance➪Adjust Lighting➪Levels. The Levels dialog box displays a histogram, which shows how the pixels of the image are distributed at each of the 256 available brightness levels.
3. Move the black triangle to the right to darken the shadows in the image. Move it to the left to lighten the shadows. You can also enter values of 0 to 255 in the Input Levels boxes.
4. Move the white triangle to the left to lighten the highlights in the image. Move it to the right to darken the highlights.
5. Move the gray triangle to the left to lighten the midtones in the image. Move it to the right to darken the midtones.
6. If you need to reduce the contrast in your image, adjust the sliders under Output Levels. Moving the black triangle to the right reduces contrast in the shadows and lightens the image. Moving the white triangle to the left reduces the contrast in the highlights and darkens the image.
7. When you're happy, click OK to apply the final adjustments and exit the dialog box.

Although a little more complex, the Levels adjustment is the true king in the realm of contrast adjustments. Know it, use it, and the contrast of your images will be much improved as a result, as shown in Figure 6-14.

Figure 6-13: This looks almost like a night shot, but it isn't

Figure 6-14: The Levels adjustment fixes a variety of contrast problems
PhotoSpin

Adjust Hue/Saturation

1. Open a file in either Quick Fix or Standard Edit mode. We opened the image of the young girl shown in Figure 6-15.
2. Choose Enhance➪Adjust Color➪Adjust Hue/Saturation.
3. Select the Preview check box in the dialog box.
4. Drag the slider for one or more of the following attributes to adjust the color:
   - **Hue:** Drag right to shift the colors clockwise around the color wheel. Drag left to shift colors counterclockwise.
   - **Saturation:** Drag right to increase the richness, or intensity, of the colors. Drag left to decrease it. Drag to the far left to create a grayscale appearance.
   - **Lightness:** Drag right to increase the brightness by adding white. Drag left to decrease it by adding black.
5. (Optional) Select the Colorize option to change the colors in your image to a single new color. Drag the Hue slider to set your desired color.
6. If you like the adjustment, click OK to apply the adjustments and exit the dialog box.

You can use the Colorize option to create tinted photos, such as the sepia effect shown in Figure 6-16. You can even make selections and apply a different tint to each selection. For more on selections, see Chapter 8.

The top color bar in the Hue/Saturation dialog box represents the colors in their original order on the color wheel. The bottom color bar shows the colors after your make your adjustments.

Figure 6-15: You can start with a color image

Figure 6-16: Create tinted images with the Hue/Saturation command

PhotoSpin

Fix Color with Remove Color Cast

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Color➪Remove Color Cast.
3. Click an area in your image that should be white, black, or neutral gray. The adjustment will affect the image differently depending on whether you select white, black, or gray. Experiment until you get the results you want. Figure 6-17 shows an example of an adjusted image.
4. If you like the adjustment, click OK to apply it and exit the dialog box.

If you muck up your image, simply click the Reset button to revert your photo back to its original condition. If you can't get rid of your color cast by using this command or the Auto Color command, try applying a photo filter, as we describe in Chapter 7.

Remove Color

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Color➪Remove Color. All color is eliminated from your image.

Note that you can also eliminate color from just a single layer or even just a selection to create an effect like the one shown in Figure 6-18. For more on selections, see Chapter 8. For more on layers, see Chapter 9. If, after stripping away the color, your image needs a boost in contrast, try applying the Auto Levels or Levels command, which we describe earlier in this chapter.

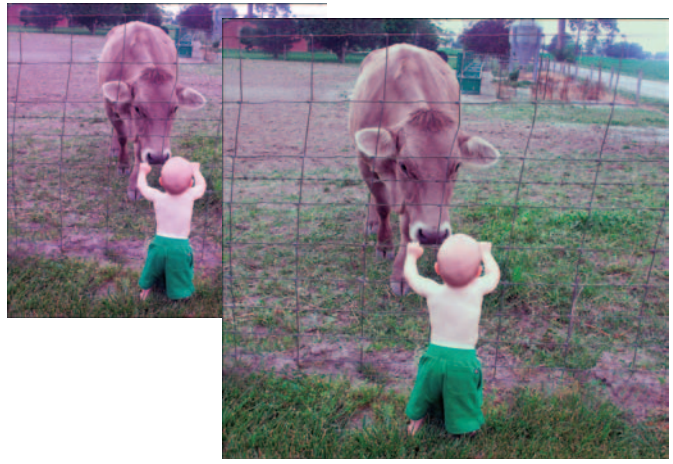

Figure 6-17: The Remove Color Cast command
PhotoSpin

Figure 6-18: Remove color from just a selected area
PhotoSpin

Replace Colors with Others

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Color➪Replace Color.
3. In the Replace Color dialog box, click the Preview button in the dialog box.
4. For your type of preview, choose either of the following:
   - **Selection:** Shows deselected areas in black, selected areas in white, and partially selected areas in shades of gray.
   - **Image:** Shows the image.
5. With the eyedropper cursor, click the colors you want to select either directly on the image itself or in the Preview thumbnail. We selected the red in the tomato, shown in Figure 6-19.
6. To add additional colors, Shift+click them or use the plus Eyedropper tool.
7. To delete colors, Alt+click them or use the minus Eyedropper tool.
8. To add colors similar to the ones you select, drag the Fuzziness slider to the right. To delete colors, drag the Fuzziness slider to the left.
9. Move the Hue slider to change the color in the selected areas.
10. Move the Saturation slider to change the richness of the color.
11. If you like the adjustment, click OK to apply the adjustments and exit the dialog box. Now the tomato is purple, as shown in Figure 6-20.

Figure 6-19: We start with a red tomato

Figure 6-20: We end with a purple tomato after using Replace Color
PhotoSpin

Adjust Color for Skin Tones

1. Open a file in Quick Fix or Standard Edit mode.
2. Do one or both of the following actions:
   - **Select a layer:** Select the layer that needs to have the skin tones adjusted. If you don't have any layers, your entire image will be adjusted. We selected the entire layer in Figure 6-21.
   - **Make a selection:** Select the areas of skin that you need to adjust. This is a good choice if you're satisfied with the color of everything on your layer (or in your image if it has no layers) except the skin tones.
3. Choose Enhance➪Adjust Color➪Adjust Color for Skin Tone.
4. Select the Preview check box in the dialog box.
5. Move your cursor over your image window and, with the eyedropper cursor, click the portion of the skin that needs to be adjusted.
6. If you're dissatisfied, click another area of the skin or adjust the following Skin and Ambient Light sliders:
   - **Tan:** Adds or removes brown in the skin.
   - **Blush:** Adds or removes red in the skin.
   - **Temperature:** Adjusts the overall color of skin, making it appear warmer (redder) or cooler (bluer).
7. If you like the adjustment, click OK to apply the adjustments and exit the dialog box. Figure 6-22 shows our corrected image.

Figure 6-21: This man's skin tones need help

Figure 6-22: Give a subject a digital facial with the Adjust for Skin Tone command

PhotoSpin

Adjust Color with Color Variations

1. Open a file in either Quick Fix or Standard Edit mode.
2. Choose Enhance➪Adjust Color➪Color Variations. The Color Variations dialog box appears, offering thumbnails of various color variations and a large Before and After adjustment thumbnail of your image.
3. Select your desired tonal range or color intensity, as follows:
   - **Shadows, Midtones, Highlights:** Adjusts the dark, middle or light areas in the image. Usually, correcting the Midtones greatly improves the color.
   - **Saturation:** Adjusts the intensity, or richness, of the colors.
4. Drag the Adjust Color slider to specify the amount of adjustment. Drag right to increase and left to decrease.
5. If you selected a tonal area in Step 3, adjust your color by clicking the Increase or Decrease (color) thumbnails. You might need to click more than once. Watch the After thumbnail. Remember to decrease the offending color.
6. If you selected Saturation in Step 3, click the Less Saturation or More Saturation buttons to decrease or increase it.
7. If you've mucked things up, click Undo (or the Before image). Color Variations graciously supports multiple levels of undo. To start over, click Reset Image. And to bail out completely, click Cancel.
8. When you attain your desired color, click OK to apply the adjustments and exit the dialog box. Figure 6-23 shows how we adjusted colors in the photo of the young girl.

Figure 6-23: The Color Variations command allows you to adjust the color

You can use Color Variations as a way to eliminate color casts in images, such as those old family photos that have faded and turned green. Remove Color Cast and Auto Color Correction, which we describe earlier in this chapter, can also help with this task.

Defringe to Remove Colored Halos

1. In Standard Edit mode, copy and paste a selection into a new or existing layer. Or drag and drop a selection onto a new document.
2. Choose Enhance➪Adjust Color➪Defringe Layer.
3. In the Defringe dialog box, enter a value for the number of pixels that need to be converted. Start with a value of 1 or 2. If that doesn't work, go for a higher number.
4. If you're happy with the defringing, click OK to apply the adjustment and exit the dialog box.

When compositing multiple images into a single document, you usually make selections and place them on layers. Sometimes when you pluck elements from their original backgrounds, the edges contain stray background-colored pixels, creating a colored halo. The Defringe command replaces the halo color with the color of neighboring pixels, as shown in Figure 6-24.

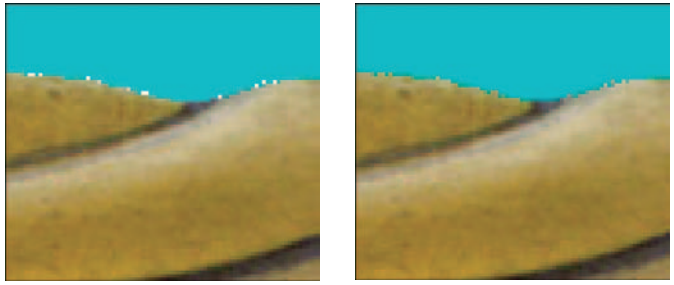

Figure 6-24: Eliminate background colored fringe, or halos, around your layers

Repairing Images

If we could be so lucky that every shot we took was perfect in every way, we might stroll by Elements with our elitist noses up in the air. But even the best photographers among us occasionally need a helping hand or two. Fortunately, Elements has multiple helping hands to assist you in your refining, retouching, and repairing tasks. Along with the steps provided in Chapter 10, you find plenty of tools and methods to take care of most of the common photographic problems, such as incorrect color, wrong orientation and scale, and crooked photos with distracting backgrounds and dust and scratches. In this chapter, you also find out how you can repair annoying little defects to further improve the quality of your precious images. From dodging and burning shadows and highlights to breaking out the Healing tools to zap blemishes and wrinkles, we give you the instructions on using an arsenal of repair tools.

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Crop an Image

1. Select the Crop tool from the Tools palette in either Standard Edit or Quick Fix mode.
2. Specify your Aspect Ratio option on the Options bar.
   - **No Restriction:** Enables you to freely crop the image as desired.
   - **Photo Ratio:** Retains the original aspect ratio of the image when you crop.
   - **Preset sizes:** Choose from a variety of common photo sizes.
   - **Width and Height:** Specify a desired final width and height.
3. Drag the portion of the image you want to retain and release your mouse button, as shown in Figure 7-1.
4. Adjust the cropping marquee by dragging the handles of the crop marquee bounding box.
5. Move the entire bounding box by positioning your mouse inside the marquee and dragging.
6. To rotate the bounding box, move your mouse outside the marquee until you see a curved arrow. Then drag with this cursor to rotate.
7. When the marquee marks the cropping just the way you want it, double-click inside the bounding box or click the green Commit button next to the marquee.

You can also crop an image by creating a selection with any of the selection tools and then choosing Image➪Crop command in either Standard Edit or Quick Fix mode.

Figure 7-1: Cropping your image is an easy way to improve a photo's composition

Be aware that when cropping an image, Elements retains the original resolution of the file, unless you specify otherwise in the Options bar. Therefore, in order to keep your image at the same resolution while eliminating portions of your photo, the program must resample the file. It is important that you have enough resolution so that the effects of the resampling aren't overly degrading. This is especially critical when choosing a larger preset size. See Chapter 3 for more information on resolution.

Straighten an Image

1. Open an image that isn't quite straight (see Figure 7-2) and select the Straighten tool from the Tools palette in Standard Edit mode only.
2. Specify your settings from the Canvas Options in the Options bar:
   - **Grow Canvas to Fit:** Rotates the image and increases the size of the canvas to fit the image area.
   - **Crop to Remove Background:** Trims background canvas outside the image area.
   - **Crop to Original Size:** Rotates your image without trimming any background canvas.
3. Select Rotate All Layers if applicable.
4. With the Straighten tool, draw a line in your image to represent the new straight edge. Elements then straightens your image, as shown in Figure 7-3. If you chose a cropping option in Step 2, the image is cropped as well.

You can also straighten your images using two commands under the Image menu, in either Standard Edit or Quick Fix mode. To automatically straighten an image without cropping, which leaves the canvas remaining around the image, choose Image➪Rotate➪Straighten Image. To automatically straighten and crop the image simultaneously, choose Image➪Rotate➪Straighten and Crop Image.

Figure 7-2: This horizon is crooked

Figure 7-3: Elements straightened the horizon

Divide Scanned Photos

1. Lay out multiple photos on your scanning bed and get one large scan. Be sure there is a clear separation between each of the photos, as shown in Figure 7-4
2. Choose Image➪Divide Scanned Photos in either Standard Edit or Quick Fix mode. Elements divides each image, straightens it, and then places each one in a separate file, as shown in Figure 7-5.

Rotate or Flip an Image

1. In either Standard Edit mode or Quick Fix mode, create your selection or select a layer in the Layers palette.
2. Choose Image➪Rotate.
3. Choose your desired command from the Rotate submenu:
   - **90 degrees Left, Layer 90 degrees Left, Selection 90 degrees Left:** Rotates 90 degrees counterclockwise.
   - **90 degrees Right, Layer 90 degrees Right, Selection 90 degrees Right:** Rotates 90 degrees clockwise.
   - **180 degrees, Layer 180 degrees, Selection 180 degrees:** Rotates 180 degrees.
   - **Custom:** Rotates per the values you enter in the Rotate Canvas dialog box for Angle and Direction.
   - **Flip Horizontal, Flip Layer Horizontal, and Flip Selection Horizontal:** Flips horizontally.
   - **Flip Vertical, Flip Layer Vertical, and Flip Selection Vertical:** Flips vertically.

Figure 7-4: Scan a group of photos

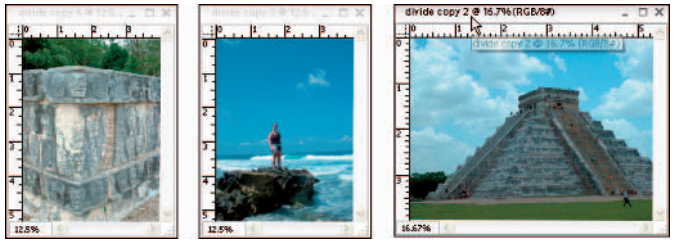

Figure 7-5: Elements automatically divides and straightens them

Freely Rotate a Layer or Selection

1. In either Standard Edit mode or Quick Fix mode, create your selection, or select a layer in the Layers palette, as shown in Figure 7-6.
2. Choose Image➪Rotate➪Free Rotate Layer or Selection.
3. If you want to change the orientation point around which the layer or selection rotates, click a square in the reference box on the Options bar.
4. Move the cursor outside the bounding box until it becomes a curved, two-headed arrow and drag in your desired direction. Or, you can enter a rotation value (between –180 and 180) in the angle degree text box in the Options bar.
5. Double-click inside the bounding box or click the Commit button to accept the rotation.

If your image contains only a background layer, you're prompted to convert your background layer into a regular layer in order to rotate it.

Figure 7-6: Correct the orientation of your image by rotating or flipping

Transform a Layer or Selection

1. In either Standard Edit or Quick Fix mode, create your selection, or select a layer in the Layers palette, as shown in Figure 7-7. You can also apply a transformation to multiple layers by linking the layers first.
2. Choose Image➪Free Transform.
3. Drag a corner handle to scale the layer or selection. Press Shift while dragging to constrain the proportions. You can also do any of the following:
   - Rotate by moving your mouse cursor just outside a corner handle until it turns into a curved arrow and then drag.
   - Distort, skew, or apply perspective to the contents. Just right-click and choose the desired command from the contextual menu.
   - Enter your transform values numerically in the Options bar.

If you want to apply just a single transformation, you can choose the individual Distort, Skew, or Perspective command from the Image➪Transform menu.

4. Double-click inside the bounding box or click the Commit button on the Options bar to accept the transformation.

Figure 7-7: Manipulate your layer or selection with the Free Transform command PhotoSpin

When the Move tool is selected, you can transform a layer without choosing a command. Select the Show Bounding Box option in the Options bar. Drag the handles of the bounding box to transform the layer or selection.

Remove Dust and Scratches

1. In Standard Edit mode, open an image with specks of dust or scratches (see Figure 7-8) and choose Filter➪ Noise➪Dust & Scratches.
2. Adjust the preview zoom by clicking the plus and minus buttons until your desired area is in view.
3. Specify your desired Radius by dragging the Radius slider or entering a value from 1 to 100 pixels. The Radius value determines the size of the area analyzed for dissimilar pixels. The higher the radius, the blurrier the effect.
4. Specify your desired Threshold by dragging the slider or entering a value of 0 to 255 levels. The Threshold value determines how much contrast between the pixels must be present before pixels are deleted. If you set the value to 0, Elements analyzes all pixels for dust and scratches. Figure 7-9 shows the results.

The Dust & Scratches filter hides dust and scratches — which fall into the general imaging category of "noise" — by looking for and changing dissimilar pixels. You can apply the filter to the whole image or to just the defective areas. Try to find a happy compromise between eliminating the noise and blurring the image.

Figure 7-8: This image has small flecks of dust
PhotoSpin

Figure 7-9: The Dust & Scratches filter gets rid of the pesky spots

Clone and Repair with the Clone Stamp

1. Select the Clone Stamp tool from the Tools palette in Standard Edit mode.
2. In the Options bar, choose a brush from the Brush Presets drop-down palette. If necessary, adjust the brush tip diameter with the Size slider.

Be sure to choose a brush that is appropriate for the element you're trying to clone or the flaw you're trying to retouch. Larger objects require a larger brush, and vice versa.

3. Choose a blend mode and opacity percentage from the Options bar. For most jobs, Normal works best.
4. Select or deselect the Aligned option. With Aligned selected, the source from which you're cloning moves as you move your cursor. If you want to clone continuously from the same source location, deselect Aligned.
5. Choose Sample All Layers to clone from all the visible layers. If left deselected, you clone only from the active layer.
6. Alt+click the portion of your image that you want to clone. This is your *source.*
7. Release the Alt key and click the area where you want your clone to appear. Or drag over the area you are repairing, if it's a bit larger than your brush.

Figure 7-10: Watch the crosshair when cloning to ensure your source is accurate
PhotoSpin

As you drag (in Step 7), Elements displays a crosshair icon along with your Clone Stamp cursor. The crosshair is your clone source, while the cursor is your clone destination. As you move the mouse, the crosshair moves as well, providing a reference to the area of your image that you're cloning from, as shown in Figure 7-10.

Zap Small Flaws with the Spot Healing Brush

1. Select the Spot Healing Brush tool from the Tools palette in Standard Edit mode.
2. In the Options bar, click the Brush Preset picker and select a desired diameter and hardness for your brush tip from the drop-down palette. Be sure to choose a brush that is a little larger than the flawed area you're fixing.
3. Choose a blend mode from the Options bar. For most jobs, Normal works best.
4. Choose a type from the Options bar:
   - **Proximity Match:** Samples and uses the pixels around the edge of the selection to fix the flaw.
   - **Create Texture:** Uses all the pixels in the selection to create a texture to repair the flaw.
5. Choose Sample All Layers to heal an image using all the visible layers. If left unselected, you heal from the active layer only.
6. Click or drag the area you want to fix.

The quick and easy Spot Healing Brush is great for small imperfections, such as the moles shown in Figure 7-11, which are removed in Figure 7-12. The Spot Healing Brush doesn't require you to specify a sampling source. It takes a sample from around the flawed area. For larger repairs, break out the Healing Brush and try out the next task.

Figure 7-11: You can eliminate small flaws in a split second
PhotoSpin

Figure 7-12: Thanks to the Spot Healing brush, the moles are gone

Retouch with the Healing Brush

1. Select the Healing Brush tool from the Tools palette in Standard Edit mode.
2. On the Options bar, click the Brush Preset picker and select a desired diameter and hardness for your brush tip from the drop-down palette. In addition, you can adjust the spacing, angle, and roundness of the brush tip.
3. Choose a blend mode in the Options bar. For most jobs, Normal works best.
4. Choose your Source in the Options bar: Sampled uses pixels from the image; Pattern uses pixels from a pattern chosen from the Pattern picker drop-down palette.
5. Select or deselect the Aligned option in the Options bar. When Aligned is selected, the source location of the healing moves when you move your cursor. When Aligned is deselected, the source pixels are applied from your initial sampling point every time.
6. Select Sample All Layers in the Options bar to heal an image using all visible layers. If deselected, you heal from the active layer only.
7. Find an area on your image that you want to use as your source to repair your flaw. Establish your sampling point by Alt+clicking that area.
8. Release the Alt key and then click or drag over your flawed area.

Using the appropriate brush size for the flaw you're repairing is important in creating a realistic result. We also recommend leaving Aligned selected (in Step 5) for most retouching jobs. Figure 7-13 shows the image before retouching, and Figure 7-14 shows the results.

Figure 7-13: You can turn back the clock
PhotoSpin

Figure 7-14: The Healing Brush covers up lines and blemishes

Burn Areas to Darken

1. Select the Burn tool from the Tools palette in Standard Edit mode.
2. In the Options bar, select a brush from the Brushes drop-down palette. Adjust the size of the brush tip, if desired.

Using a larger, softer brush spreads the burning effect over a larger area, which can result in a more natural blending with surrounding areas.

3. From the Range pop-up menu in the Options bar, choose Shadows, Midtones, or Highlights. Shadows darkens the shadows, or darker areas, of your image. Midtones darkens the grays, or middle tones. Highlights darkens the highlights, or lighter areas, as shown in Figure 7-15.
4. Choose how much correction to apply with each stroke by adjusting the Exposure setting in the Options bar. Start with a lower percentage to control the amount of darkening.
5. Brush over the areas you want to darken. If you go too far, use your Undo History palette to undo your strokes.

Dodge Areas to Lighten

1. In Standard Edit mode, select the Dodge tool.
2. Select a brush from the drop-down palette. Adjust the size of the brush tip, if desired.
3. From the Range pop-up menu in the Options bar, choose Shadows, Midtones, or Highlights.
4. Choose how much correction to apply by adjusting the Exposure setting. Start low to control the lightening.
5. Brush over the areas you want to lighten (see Figure 7-16). If you go too far, undo strokes in the Undo History palette.

Figure 7-15: Use the Burn tool to darken small areas

Exposure is similar to the Opacity setting you use with the regular Brush tool.

Figure 7-16: Use the Dodge tool to lighten small areas

Soften with the Smudge Tool

1. Select the Smudge tool from the Tools palette in Standard Edit mode.
2. In the Options bar, select a brush from the Brushes drop-down palette. Adjust the size of the brush tip if desired.
3. Choose a blend mode from the Mode pop-up menu.
4. Choose the strength of the smudge effect with the Strength slider or text box. The lower the value, the more subtle the effect.
5. Select Sample All Layers to smudge pixels from all the visible layers. If it's deselected, you affect only the active layer.
6. Select the Finger Painting option to smudge using the foreground color. Deselect this option to smudge the color directly under your cursor.
7. Brush over the areas you want to smudge.

The Smudge tool creates effects that range from a soft blur to a warp (compare Figure 7-17 to Figure 7-18). Because this tool can drastically alter your image, start with a very low strength value, unless you want that extreme look. If you go too far, use your Undo History palette.

Figure 7-17: Start with a simple rose
PhotoSpin

Figure 7-18: The Smudge tool can take an image from normal to warped in no time

Saturate or Desaturate an Image

1. Select the Sponge tool from the Tools palette in Standard Edit mode.
2. Select a brush from the Brushes drop-down palette. Adjust the size of the brush tip, if desired.
3. Choose either Desaturate or Saturate from the Mode pop-up menu to decrease or increase the richness or intensity of the color respectively.
4. Adjust the Flow slider or text box to set the speed with which the desaturation or saturation effect takes place.
5. Brush over the areas you wish to desaturate or saturate.

Use the Sponge tool to increase or decrease the intensity of color in selected areas only to draw attention to or from those areas, as shown in Figure 7-19.

Figure 7-19: Use the Sponge tool to increase or decrease the richness of the colors
PhotoSpin

Soften with the Blur Tool

1. In Standard Edit mode, select the Blur tool.
2. Select a brush from the Brushes drop-down palette. Adjust the size of the brush tip, if desired.
3. Choose a blend mode from the Mode pop-up menu.
4. Choose the strength of the blur effect with the Strength slider or text box. The lower the value, the more subtle the blur.
5. Choose Sample All Layers to affect all the visible layers. If deselected, you affect pixels from the active layer only.
6. Brush over the areas you want to blur.

The Blur tool can be used to soften a tiny flaw or smooth out a rough edge. You can also use the Blur tool for more creative effects, such as to blur portions of your image in order to emphasize a focal point, as we did in Figure 7-20.

Figure 7-20: Soften portions of your image with the Blur tool
PhotoSpin

Sharpen an Image

1. Select the Sharpen tool from the Tools palette in Standard Edit mode.
2. In the Options bar, select a brush from the Brushes drop-down palette. Adjust the size of the brush tip, if desired.
3. Choose a blend mode from the Mode pop-up menu.
4. Choose the strength of the sharpen effect with the Strength slider or text box. The lower the value, the more subtle the sharpening.
5. Select Sample All Layers to sharpen pixels from all the visible layers. If it's deselected, you affect pixels from the active layer only.
6. Brush over the areas you want to sharpen.

The Sharpen tool creates an illusion of increased focus by increasing the contrast among adjacent pixels. Be cautious not to oversharpen, as this can cause a grainy and noisy effect. Reserve the Sharpen tool for small areas, such as the eyes and mouth, as shown in Figure 7-21. For overall image sharpening, use the Unsharp Mask filter described in Chapter 12.

Figure 7-21: Sharpen small areas with the Sharpen tool
PhotoSpin

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Editing Techniques

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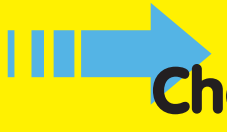
Making Selections

Aside from achieving correct color in Photoshop Elements, making selections is one of the most important skills you need to develop. Selections isolate areas of an image so that you can edit, clone, copy, adjust brightness and color, apply effects, and do almost any editing task to just that area. Unless you want to globally apply an edit to an entire image, making selections is likely to be part of every editing session you perform in Elements.

Unlike vector art programs, where you can click an object to select it, photographs are made up of pixels. To isolate a foreground item or a background in a photo, you need to surround all the pixels that comprise the item you want to select. Doing so isn't always an easy task, especially when the colors between items are similar in value. Fortunately, Photoshop Elements provides you many different tools and methods you can use to create accurate and precise selections. Knowing when to use one tool over another is an important consideration each time you go about selecting areas in an image. Additionally, you'll want to learn all the selection methods Photoshop Elements provides because many editing sessions require you to use several selection tools in combination to create precise selections.

In this chapter, you discover how to use many different selection tools and employ methods that help you make accurate selections.



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Make a Rectangular Selection

1. Open a file in Standard Edit mode.
2. Select the Rectangular Marquee tool in the Elements Tools palette or press M to select the tool.

You can create a selection and then add more to the selection by pressing Shift and dragging again with the Rectangular Marquee tool. By adding to selections, you can create angular shapes in addition to rectangles.

3. Click where you want to start a selection and drag diagonally down and right to the opposite corner (see Figure 8-1).

To draw from the center out, press Alt and drag with the tool. To create a perfect square selection, press Shift when you drag.

4. Release the mouse button, and a marquee (quite often referred to as *marching ants*) outlines your selection.
5. After you create a selection, here are some things you can do with it:
   - Crop to the selection by choosing Image➪Crop.
   - Adjust brightness and color in the selected area only, using the Image➪Enhance submenu commands.
   - Choose a filter from the Filter menu to apply an effect only to the selection.
   - Fill a selection with a color.
   - Choose Layer➪New➪Layer Via Copy or press Ctrl+J to create a new layer from the selection. The area outside the selection becomes transparent (see Figure 8-2).

Figure 8-1: A marquee outlines your selection
Corbis Digital Stock

Figure 8-2: You can copy selections to new layers
Corbis Digital Stock

Make an Elliptical Selection

1. Open a file in Standard Edit mode.
2. Click the Rectangular Marquee tool, hold down the mouse button, and from the pop-up menu, choose Elliptical Marquee Tool (see Figure 8-3). Or use the keyboard shortcut Shift+M.

All the keyboard shortcuts for selecting tools work the same way. Press the keyboard shortcut for a tool to select it. Press Shift plus the shortcut to select other tools hidden underneath a tool. The arrow in the lower-right indicates more tools are available. When a tool is selected, you can also select tools that were hidden under it from the Options bar.

3. Click and drag to create an elliptical marquee around the area you want to select. You might need to toggle back and forth between moving and sizing the marquee to create a perfect selection, like the one shown in Figure 8-4.
4. To move the marquee, hold down the spacebar and click and drag the marquee.
5. Size the Elliptical Marquee by releasing the spacebar and drag the mouse out or in to resize the selection.

The same options you have for Rectangular Marquee selections are also available to you with Elliptical Marquee selections.

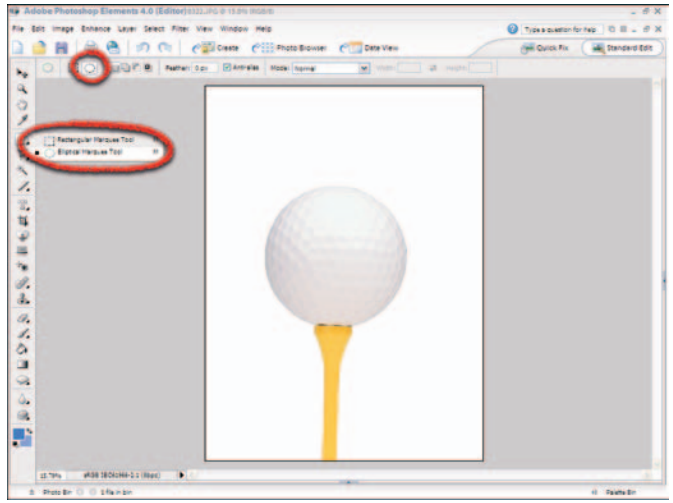


Figure 8-3: Choose Elliptical Marquee Tool
PhotoDisc

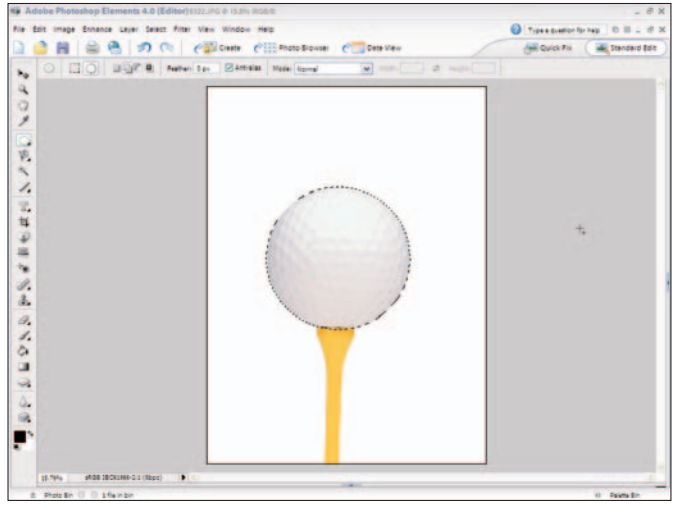


Figure 8-4: Creating a perfect selection

Make a Freeform Selection with the Lasso Tool

1. Open an image in Standard Edit mode.
2. Select the Lasso tool in the Tools palette. Or press L.
3. Drag the mouse around the area you want to select (trace the area), as shown in Figure 8-5.
4. Return to the point of origin and release the mouse button.
5. Zoom in on the selected area by pressing Ctrl++ (plus).

The more you can zoom in on an area, the more precisely you can draw a selection with the Lasso tool. When a selection is active, you can use the Ctrl++ and Ctrl+- shortcuts to zoom in and out of the image without disturbing the selection.

6. To add more to your selection, press Shift and hold the mouse button down as you trace additional area to add to your selection (see Figure 8-6). To remove part of the selection, press Alt and trace the selection area you want to remove.

When you press Shift with the Lasso tool selected, a plus (+) symbol appears next to the Lasso icon. Pressing Alt changes the plus symbol to a minus (-) symbol. As you polish a selection by using the Lasso tool and modifier keys, these symbols let you know whether you will add to or subtract from a selection.

7. Continue adding and deleting parts of the selection to create an accurate selection.

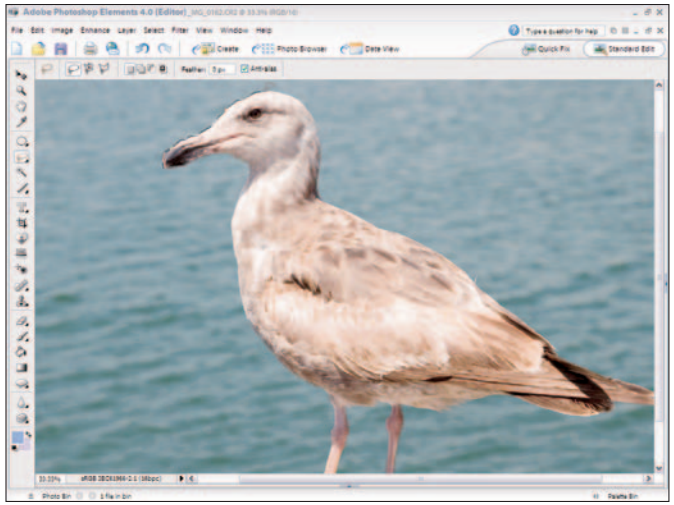


Figure 8-5: Select the Lasso tool and trace the area you want to select

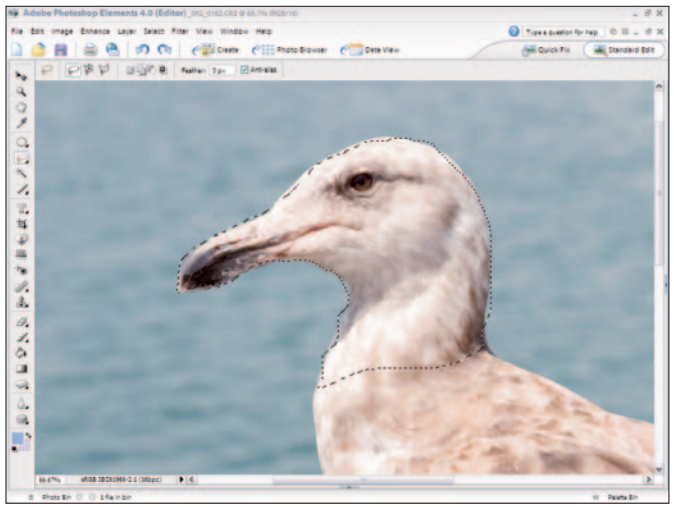


Figure 8-6: Press Shift to add to your selection

Make a Magnetic Lasso Selection

1. Open an image in Standard Edit mode.

The Magnetic Lasso tool works best when the area to be selected and the adjacent area contrast sharply. An example is a black silhouette against a light blue sky.

2. Click the Lasso tool in the Tools palette and hold the mouse button down to choose the Magnetic Lasso tool from the pop-up menu. Or press L and then press Shift+L.
3. Click along the edge of the area you want to select.
4. Release the mouse button and move the mouse along the area to be selected. The selection grabs a line between the contrasting areas (see Figure 8-7).
5. Click the mouse button at the end of the area to be selected, and Elements creates the selection.

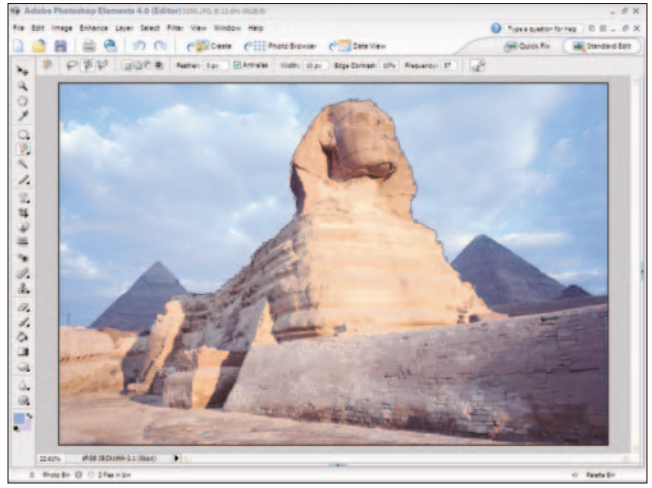


Figure 8-7: Move the mouse around the area you want to select
Corbis Digital Stock

Make a Polygon Lasso Selection

1. Open an image in Standard Edit mode and select the Polygon Lasso tool in the Tools palette.

The Polygon Lasso tool works best on images with straight lines.

2. Click at the beginning of the area you want to select.
3. After you click, move the mouse along a straight line.
4. Click to plot a point to change direction. After you click, move the mouse along another straight line (see Figure 8-8). Repeat this step for all the edges in your selection.
5. Click at the point of origin to complete the selection.

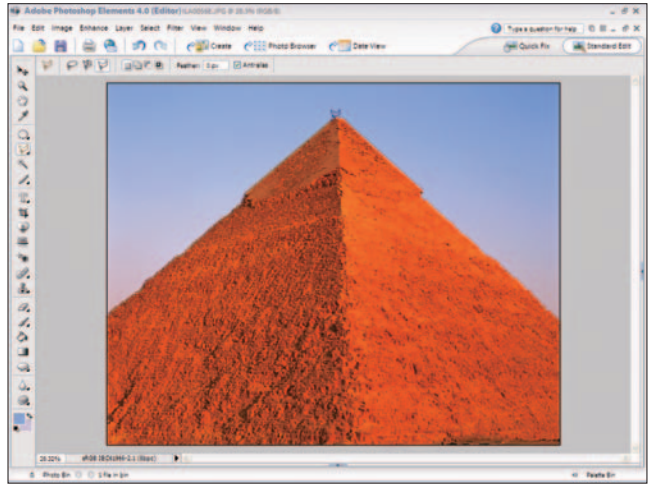


Figure 8-8: Click and then move the cursor along a path
Corbis Digital Stock

Make a Magic Wand Selection

1. Open an image in Standard Edit mode.
2. Select the Magic Wand tool in the Tools palette.

Use the Magic Wand for selections in images with tones that blend gradually or vary greatly. Magic Wand selections are also handy when you want to select similar tones in different areas of an image.

3. Set the tolerance level on the Options bar.

The *tolerance level* determines the range of tones selected when you click. A higher tolerance tells Elements to select more tones. As the number decreases, Elements selects fewer tones. If on your first attempt, the tool selects too much or too little color, change the Tolerance value on the Options bar and click again to create another selection.

4. Click in an area you want to select.
5. Press Shift and click to add more to your selection. Continue Shift+clicking to add more to the selected area (see Figure 8-9).
6. Choose Select➪Modify➪Expand.
7. Type a value in the Expand Selection dialog box (see Figure 8-10), such as 20 or 30, to expand the selection.
8. Choose Select➪Modify➪Contract.
9. Type the same value you used to expand the selection to bring the selection back to where you started.

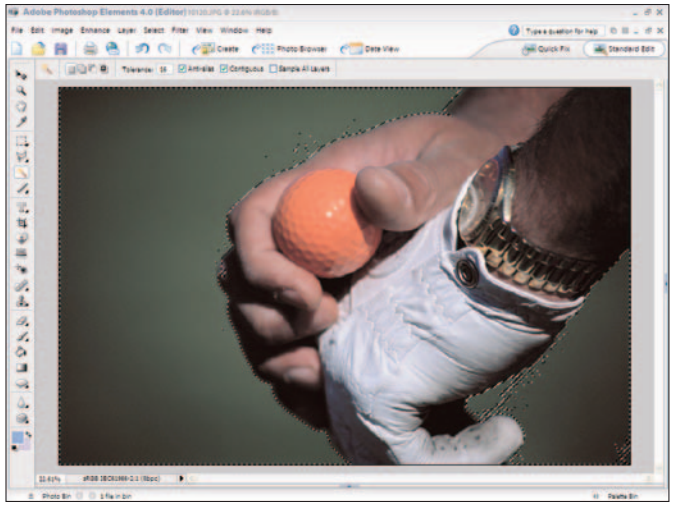


Figure 8-9: Shift+click to add more to the selection
PhotoDisc

If you have small areas within a selection, you can use the Expand command to expand your selection. The expanded selection captures the small areas that you didn't select with the Magic Wand tool. After expanding a selection, you can use the Contract command to bring the selection back to the original selection.

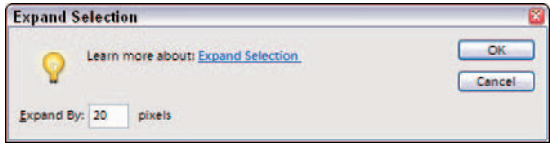


Figure 8-10: Expand a selection

Select Similar Content

1. Open an image in Standard Edit mode.
2. Click in an area of the image with the Magic Wand tool.
3. Choose Select➪Similar.
4. Choose Select➪Modify➪Expand or choose Select➪Modify➪Contract and choose Select➪Similar again to grab more pixels of similar tones in the image (see Figure 8-11).

Using the Similar feature helps select areas with similar tonal values spread all over an image.

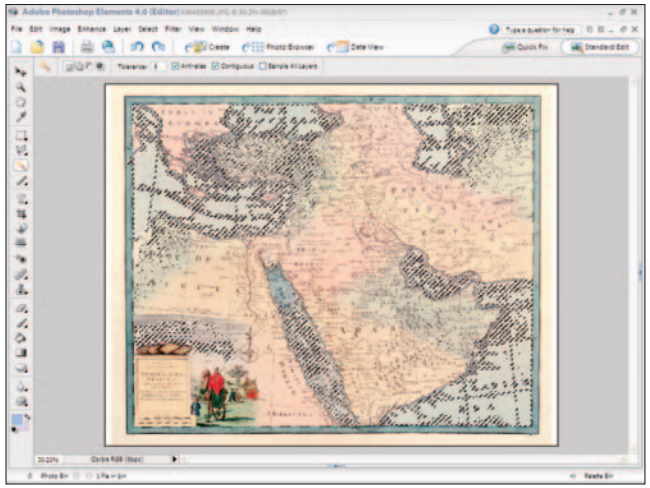


Figure 8-11: Select similar tones throughout an image
Corbis Digital Stock

Inverse a Selection

1. Open an image in Standard Edit mode.
2. Click the Magic Wand in an area where the pixels have similar tones such as the black area as shown in Figure 8-12.
3. Choose Select➪Inverse. In the example in Figure 8-12, the black area is deselected, and the background becomes selected.

Inversing a selection is helpful when you want to select an area of varying tones that borders another area with more similar tones. If it's easier to select an area with similar tones, use the Magic Wand tool to select the area, and then use the Inverse command to select the area with a larger tonal range.

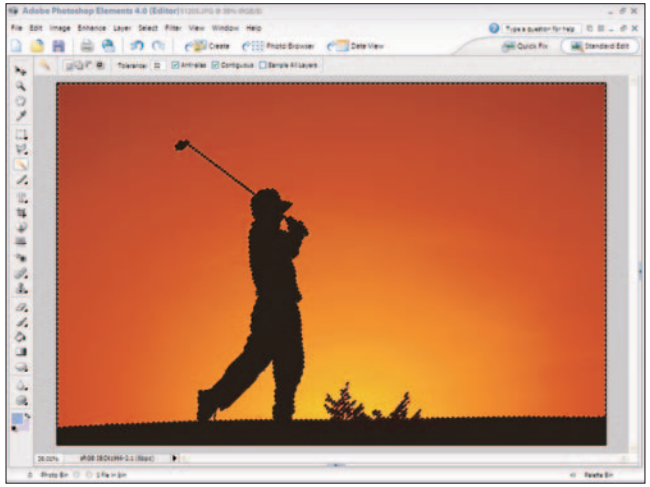


Figure 8-12: A selection inversed
PhotoDisc

Select with the Magic Selection Brush

1. Open an image in Standard Edit mode.
2. Select the Magic Selection Brush in the Tools palette or press F on your keyboard.
3. Set the brush attributes on the Options bar for color and brush size.

You have choices on the Options bar for New Selection, Indicate Foreground, and Indicate Background. Use New Selection to begin a selection. Use Indicate Foreground to add to a selection and Indicate Background to subtract from a selection.

4. Paint the area you want to select (see Figure 8-13).
5. Release the mouse button, and the painted area is selected.

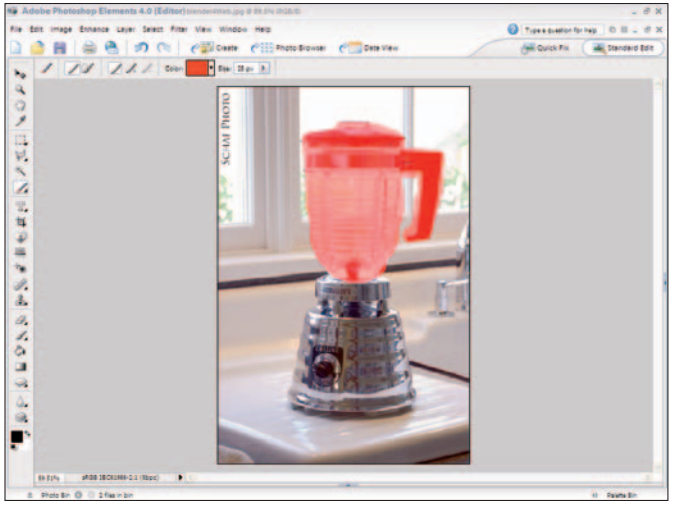


Figure 8-13: Paint the area you want to select with the Magic Selection Brush

Notice that you don't have to be precise to carefully select an image outline. The magic part of using this Magic Selection Brush is that Elements makes an accurate guess and tries to select all pixels within the tolerance range specified in the Options bar when the Magic Wand tool is selected.

Create a Mask with the Selection Brush

1. Open an image in Standard Edit mode.
2. Click the Magic Selection Brush in the Tools palette, and then select the Selection Brush from the pop-up toolbar. Or select the Selection Brush on the Options bar.
3. On the Options bar (see Figure 8-14), set the following options:
   - **Brush size:** The bigger the area, the bigger the brush you need.
   - **Mode:** Choose Mask from the drop-down list.
   - **Hardness:** Sets how hard or feathered the brush stroke is.
   - **Opacity:** Sets how transparent your mask is.
4. Paint a selection in the area you want to mask.

A mask is like a selection, but you paint the area you want to select. Use Mask mode when you want to paint an area that eventually becomes a selection. To create a selection marquee from your mask, choose Selection from the Mode drop-down list on the Options bar and paint the area you want to select.

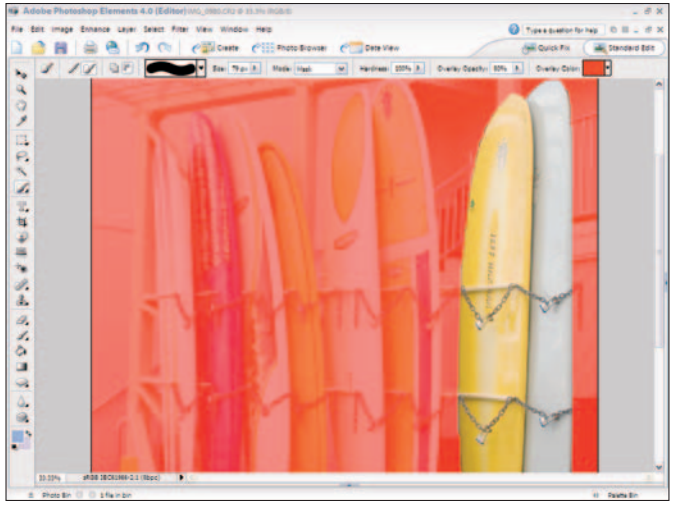


Figure 8-14: The painted area is masked from the unpainted area

Move a Selection

1. Open an image in Standard Edit mode.
2. Create a selection with any selection tool.
3. Be certain a selection tool is selected in the Tools palette and position the cursor inside the selection.
4. Click and drag to a new location; only the selection is moved (see Figure 8-15).

Feather a Selection

1. Open an image in Standard Edit mode.
2. Create a selection.
3. Choose Select➪Feather to open the Feather Selection dialog box.
4. Type a feather value in the text box.
5. Click OK, and the selection is feathered (see Figure 8-16).

In Figure 8-16, we created a rectangle selection with the Rectangle Marquee tool about one inch from the edges. Feathering the selection results in a gradient type of selection, so any changes you make to brightness values won't have an obvious hard edge. In Figure 8-16, we inversed the selection and adjusted Levels to darken the selected area to create a burned-edge effect. (See Chapter 5 for more information on adjusting Levels).

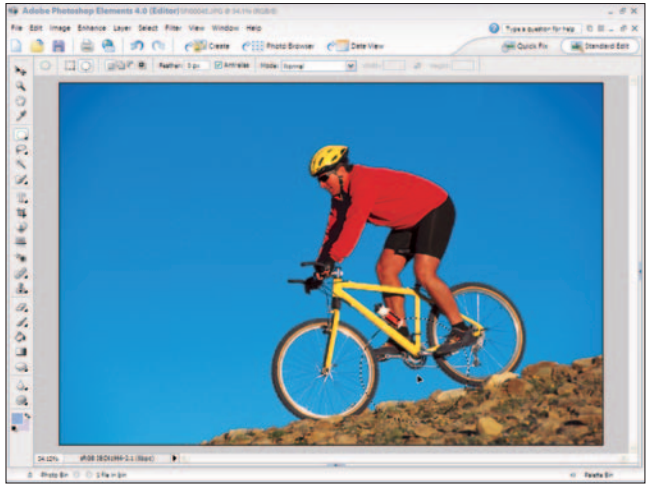


Figure 8-15: Click and drag a selection to a new location
Corbis Digital Stock

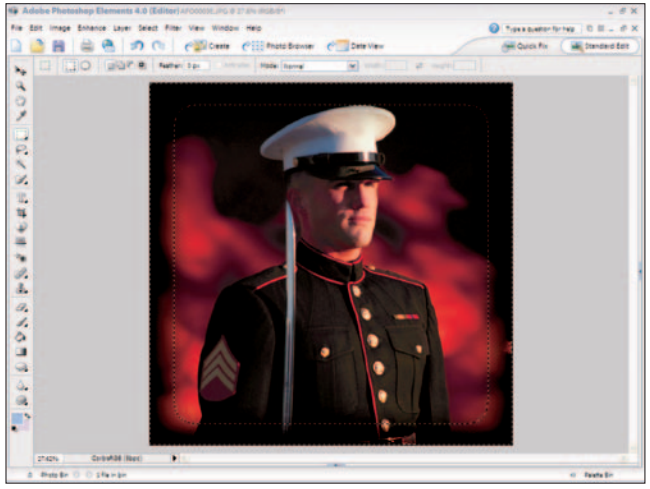


Figure 8-16: The selection is feathered
Corbis Digital Stock

Use the Magic Extractor

1. Open an image in Standard Edit mode.
2. Choose Image➪Magic Extractor.
3. Click the Foreground Brush tool (at the top of the tools, on the left side of the Magic Extractor window).
4. Paint the area you want to retain in the image. The painted area appears red by default (see Figure 8-17).
5. Click the Background Brush tool and paint the area you want to eliminate from the image. By default, this painted area appears blue.
6. To preview the results, click Preview.
7. To apply the extraction, click OK, and the final image appears on a new layer with the background area eliminated from the image (see Figure 8-18).

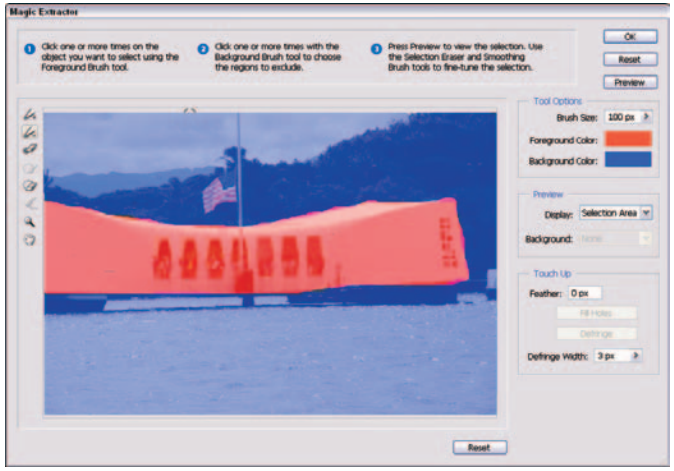


Figure 8-17: Paint the area you want to retain

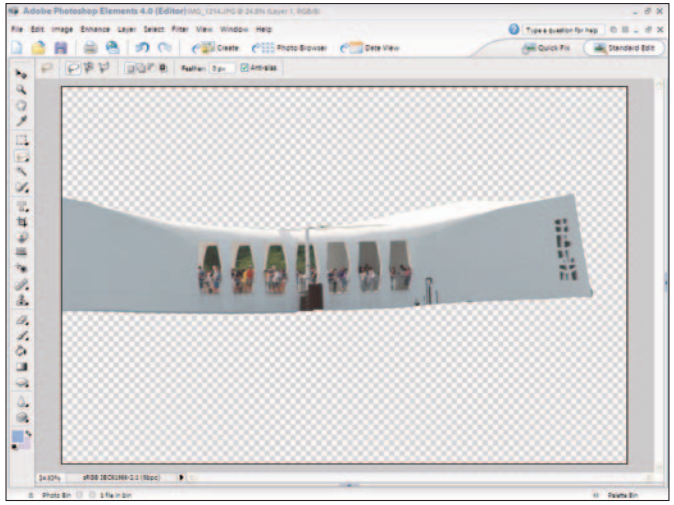


Figure 8-18: The background area is deleted

Cut Out with the Cookie Cutter

1. Open an image in Standard Edit mode.
2. Click the Cookie Cutter tool in the Tools palette.
3. Click the down-pointing arrow on the default heart shape on the Options bar to open a drop-down list.
4. Select a shape from the options choices (see Figure 8-19).

For each shape, you have Shape Options. Click the down-pointing arrow for Shape Options and select the options you want to use for your shape, such as constraining proportions, defining a size, and drawing from center.

5. Click the Cookie Cutter tool in the image window and draw the shape by clicking and dragging the mouse.
6. Release the mouse button.
7. Corner and edge handles appear on the shape. Drag the handles out or in to resize the shape to your liking (see Figure 8-20).
8. Press Enter to accept the shape and shape size.

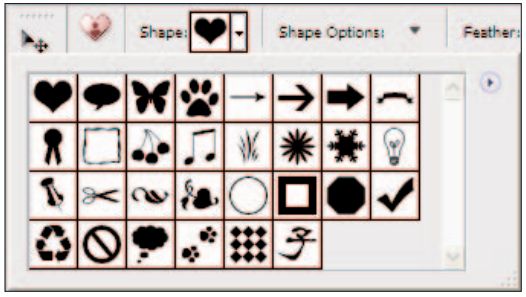


Figure 8-19: Select the shape of the cookie cutter you want to use

Figure 8-20: Click and drag handles to resize the shape

Save a Selection

1. Open an image in Standard Edit mode.
2. Create a selection by using any selection tool.
3. Choose Select➪Save Selection.
4. In the Save Selection dialog box, type a name for the selection in the Name text box (see Figure 8-21).

If you have a selection saved and you create a new selection, you can use the Operation choices (shown in Figure 8-21) to Add to a Selection, Subtract from a Selection, or Intersect with a Selection.

5. Click OK, and the selection is saved.

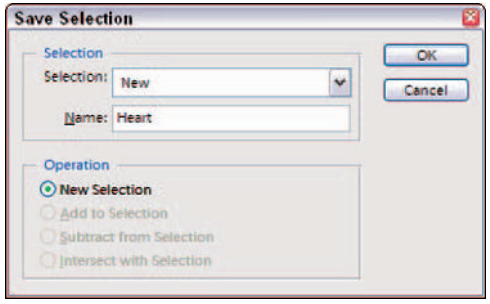


Figure 8-21: Type a name for the new saved selection and click OK

If you spend a lot of time creating a selection or you create several selections during an editing session, use the Select➪Save Selection command to save the selections you want to reuse. When you save your file, the selections are saved with the file, and you can load them in future editing sessions.

Load a Selection

1. Open an image in Standard Edit mode.
2. Create a selection and save it. Create additional selections and save each one.
3. Choose Select➪Load Selection.
4. In the Load Selection dialog box (see Figure 8-22), choose the selection you want to load from the Selection drop-down list and click OK.

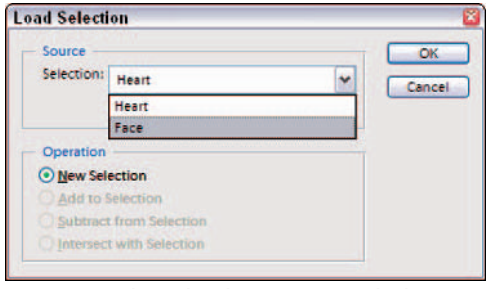


Figure 8-22: Choose the selection you want to load

Transform a Selection

1. Open an image in Standard Edit mode.
2. Create a selection by using any selection tool.
3. Choose Image➪Transform.
4. Choose a transformation option from the submenu (see Figure 8-23). Your options include:
   - **Free Transform:** Choose this option to freely enlarge or shrink your selection and its content.
   - **Skew:** Use this option to skew an image across a horizontal or vertical axis.
   - **Distort:** Use this option to distort the image.
   - **Perspective:** Use this option to change a perspective view.
5. After you select a transformation option, the selection appears with handles at the sides and corners of a rectangle surrounding the selection. Drag the handles to transform the selection and image therein. In Figure 8-24, we used the Perspective transformation and dragged the top-left and -right corner handles away from the image horizontally to change the perspective.
6. When the transformation appears as you like, press Enter.

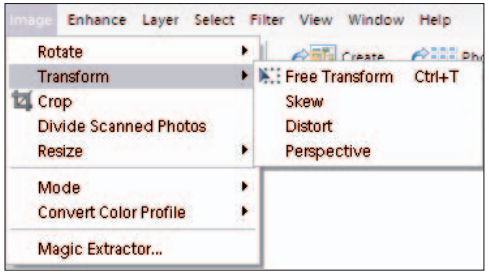


Figure 8-23: Choose a transformation option from the Transform submenu

If you move handles around and you don't like the results, press Esc to return the transformation to the original view.

Figure 8-24: Before and after views of using the Perspective transformation

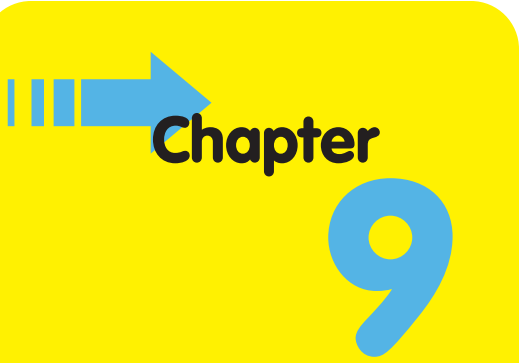
Getting Creative with Layers

It isn't mandatory that you delve into the world of layers, which you venture into via Standard Edit mode, but they can sure make your life a lot easier. The benefits of using layers are numerous. First of all, they offer a lot of flexibility. You can do things to layers that you can't do to a background, such as adjust the transparency. They are especially useful when creating composites from multiple images; put each of your images on a separate layer and you can edit each layer independently of the others.

Secondly, they give you more freedom to experiment. Duplicate your image to a layer and try out a certain technique. If things go awry, simply delete that layer. Your original image remains intact. They also offer you additional creative muscle. You can apply special effects such as layer effects and styles. You can also change the way the colors in your layers interact by applying various blend modes.

Finally, even if all you want to do is adjust color or contrast, you're better off using a special kind of layer called an *adjustment layer.* Adjustment layers offer endless editability and hover above your image and don't muck with the pixels at all.

This chapter gives you everything you need to know about layers. Give them a try. They'll make your digital imaging life more productive, not to mention more fun.



Get ready to . . .

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Convert a Background into a Layer

1. Choose Window➪Layers to display the Layers palette.
2. Double-click Background in the Layers palette (see Figure 9-1) or choose Layer➪New➪Layer from Background.
3. Name the layer or leave it with the default name of Layer 0. You can also specify additional layer options, if desired.
4. Click OK and your background transforms into a layer (see Figure 9-2).

Layers created from images are referred to as *regular layers* or *image layers*. There are also type layers, shape layers, adjustment layers, and fill layers. Adjustment and fill layers are described later in this chapter. Type layers are explained in Chapter 10. We cover shape layers in Chapter 11.

When you create a new file with background contents of white or a color, scan an image into Elements, or open a file from a CD or from a digital camera, you have a file with just a background. An image contains only one background, and you can't do much to it besides paint on it and make basic adjustments. When you create a new image with transparent background contents, the image is created with a single layer, not a background.

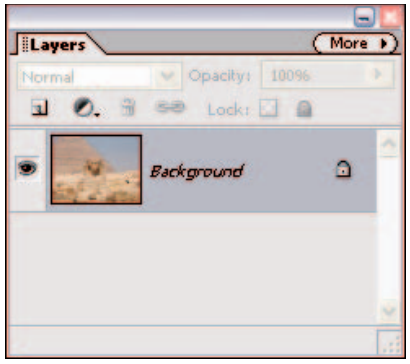

Figure 9-1: This image starts as a Background

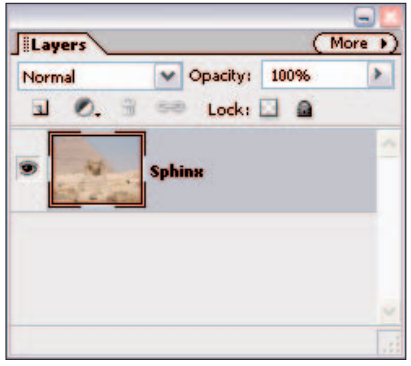

Figure 9-2: Convert a Background into a layer for added editing capability

Create a New Layer in an Existing File

1. Choose Window➪Layers to display the Layers palette.
2. Do one of the following:
   - Choose the Create a New Layer icon at the top of the Layers palette.
   - Choose New Layer from the Layers palette pop-up menu.
   - Choose Layer➪New➪Layer.
3. If you create a layer by using either menu command, name your layer, set options in the dialog box, and click OK.

Think of blank layers (see Figure 9-3) as digital sheets of acetate. You can layer graphics, photos, or type on different sheets. Any area without an image is transparent. You can stack the sheets one on top of the other to create a combined image, rearrange the sheets' order, and add or delete sheets.

Get Contents on a Layer

1. After you create a new layer, make a selection on the Background or on another layer. This selection can be in the same image or in another image. Note that you can choose Select➪All to select the whole Background or layer.
2. Choose Edit➪Copy or Edit➪Cut. Cut removes the selection and leaves a transparent hole (if it's a layer) or your background color (if it's a Background).
3. Select the blank layer in the Layers palette and choose Edit➪Paste. Your selection appears on the layer (see Figure 9-4).

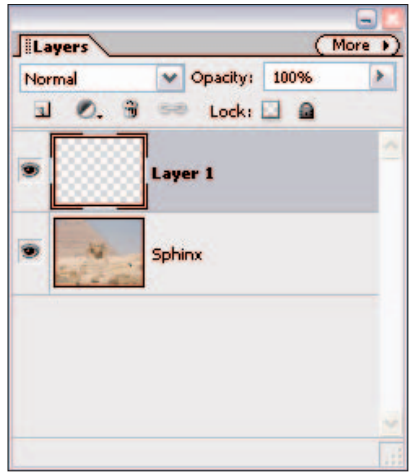

Figure 9-3: Layers enable you to create a composite image from multiple photos

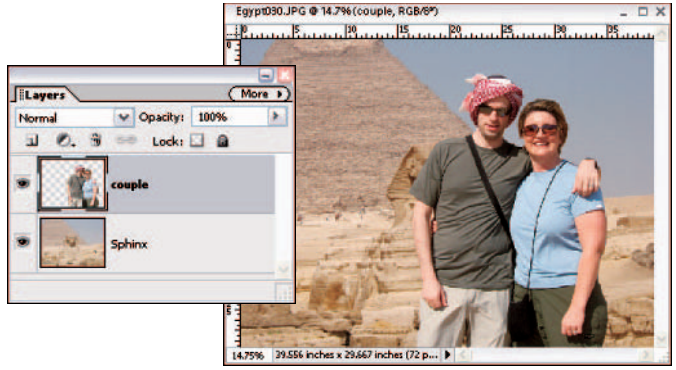

Figure 9-4: Copy and paste a selection onto a blank layer

You can also select a painting tool, such as the Brush or Pencil, and paint on the blank layer.

Create a Layer Using Layer via Copy and Layer via Cut Commands

1. Make a selection on a layer or Background within the same image only.
2. Choose Layer➪New➪Layer via Copy or Layer via Cut (see Figure 9-5). Remember that cutting removes the selection and leaves a hole.
3. Elements automatically creates a new layer and puts the copied or cut selection on the layer.

Drag and Drop a Layer between Files

1. In your source image, choose a layer in the Layers palette. If you want only a portion of the layer, make your desired selection.
2. Select the Move tool from the Tools palette.
3. Place your Move tool cursor somewhere within the selection marquee. Drag and drop the layer onto your destination image (see Figure 9-6).

Dragging and dropping layers is more efficient than copying and pasting because it bypasses the Clipboard. The Clipboard is a temporary storage area on your computer for copied or cut data. Storing data uses computer memory. Therefore, by keeping your Clipboard clear, Photoshop operates more efficiently.

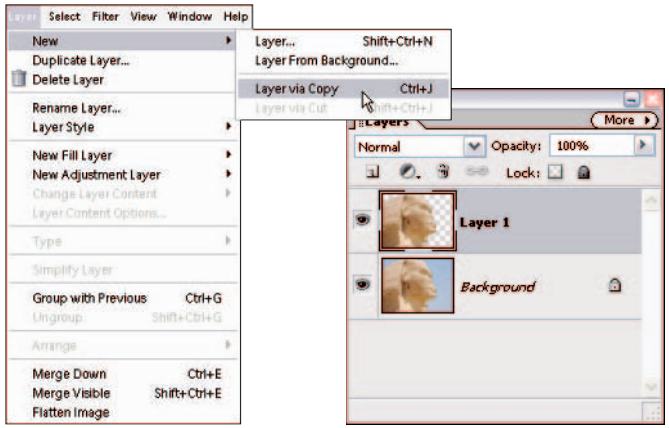

Figure 9-5: Copy and cut selections or layers to create new layers

Figure 9-6: Dragging and dropping layers efficiently bypasses your Clipboard

Duplicate an Existing Layer

1. Do one of the following:
   - Drag your desired layer to the Create a New Layer icon at the top of the Layers palette.
   - Choose Duplicate Layer from the palette's More pop-up menu.
   - Choose Layer➪Duplicate Layer.
2. If you use the menu methods, specify your layer name and other options (if desired) in the dialog box.

Duplicate a layer (see Figure 9-7) if you want to experiment with Elements but don't want to harm your original image. If you mess up, simply delete the duplicated layer.

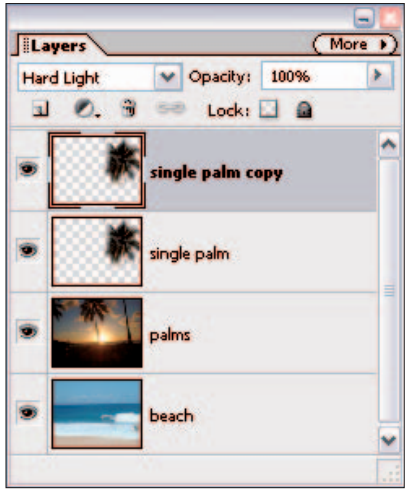

Figure 9-7: Duplicating layers makes it safe to experiment with Elements

Select a Layer

1. To select a layer, click its name or thumbnail in the Layers palette.
2. To select multiple, contiguous layers (see Figure 9-8), click your first layer and then Shift+click your last layer.
3. To select multiple, noncontiguous layers, click your first layer and then Ctrl+click your other desired layers.

To select the actual element on the layer, Ctrl+click the layer's thumbnail in the Layers palette. You will see a selection outline around the element.

To select all layers quickly, choose the new command Select➪All Layers. Another new command, Select➪Similar Layers, selects layers of similar type, such as all type layers, all adjustment layers, or all image layers.

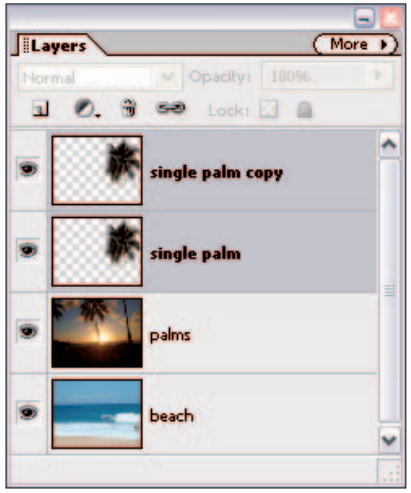

Figure 9-8: Select one or more layers in the Layers palette

Delete a Layer

1. Select the layer you want to delete.
2. Drag the layer to the trash icon at the top of the Layers palette (see Figure 9-9). You see the fist icon as you drag. Or you can simply click the trash icon instead.
3. Click OK in the dialog box to delete the layer.

View and Hide Layers

1. To hide a layer, click the eye icon just to the left of the layer thumbnail in the Layers palette (see Figure 9-10).
2. To redisplay the layer, click the blank box just to the left of the layer thumbnail in the Layers palette.
3. To hide all the layers but one, select your desired layer and Alt+click the eye icon for that layer. Redisplay all the layers by Alt+clicking the eye icon again.

Note that only visible layers will print. This can be useful if you have several versions of an image within the same document and want to print each version separately.

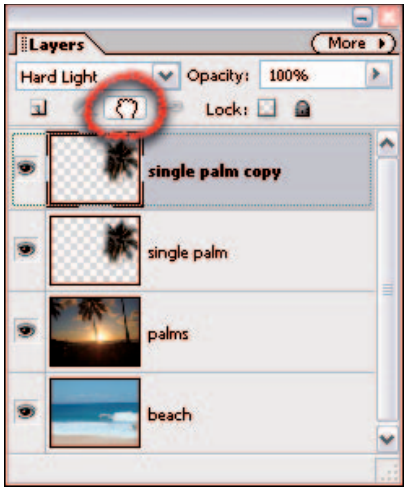

Figure 9-9: Delete a layer by dragging it to the trash icon

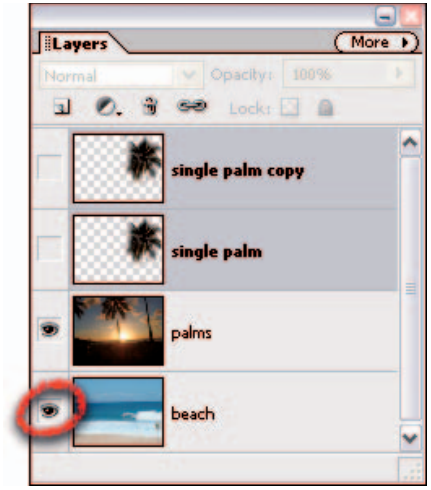

Figure 9-10: View and hide layers by clicking the eye icon in the Layers palette

Rearrange Layers

1. To move a layer to another position, drag it up or down in the Layers palette. As you drag, you see a fist icon (see Figure 9-11).
2. Release your mouse button when a highlighted line appears where you want to insert the layer.

You can also choose commands under the Layer➪Arrange submenu. Choose Bring to Front or Send to Back to send the layer to the very top or very bottom of the stack. Choose Bring Forward or Send Backward to move the layer one level up or down. The new Reverse command switches the order of two or more selected layers.

If your image contains a Background, that Background must remain the bottommost layer. If you need to move the Background, convert it to a layer first by double-clicking the name in the Layers palette. Enter a name for the layer and click OK.

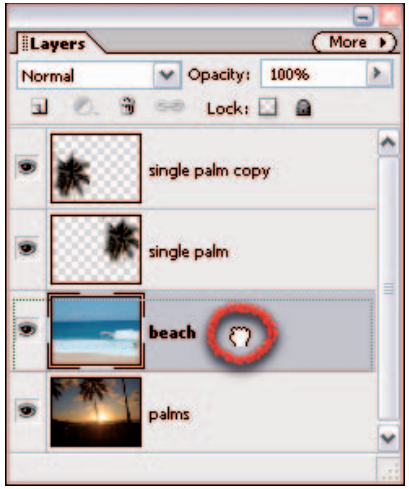

Figure 9-11: Rearrange the order of your layers by dragging them

Link Layers

1. In the Layers palette, click the first layer and then Ctrl+click all the other layers you want to link.
2. Click the Link Layers icon at the top of the Layers palette. A link icon appears to the right of the layer name (see Figure 9-12).
3. To remove the link, click the Link Layers icon again.

You can perform transformations and other commands to multiple layers by merely selecting them. If you want layers to stay grouped as a unit on a more extended basis, then linking them is the way to go.

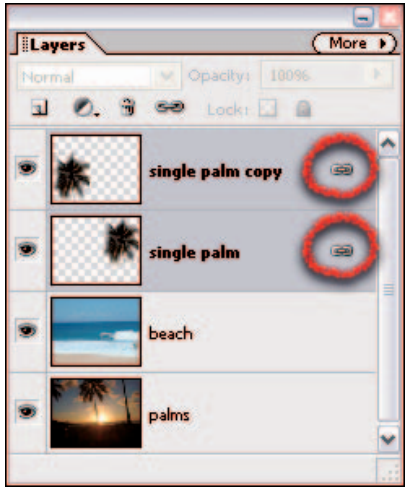

Figure 9-12: Link layers to group them as a unit temporarily

Lock Layers

1. Select your desired layer in the Layers palette.
2. To lock the transparent areas of a layer, click the checkerboard icon at the top of palette. This prevents you from painting or editing any transparent areas on the layer.
3. To lock everything on your layer, click the lock icon at the top of palette (see Figure 9-13). This prevents you from changing your layer in any way. You will not be able to move, transform, or paint on the layer.
4. To unlock the layer, simply click the icon again to toggle it off.

The Background is locked by default and cannot be unlocked until you convert the Background into a layer.

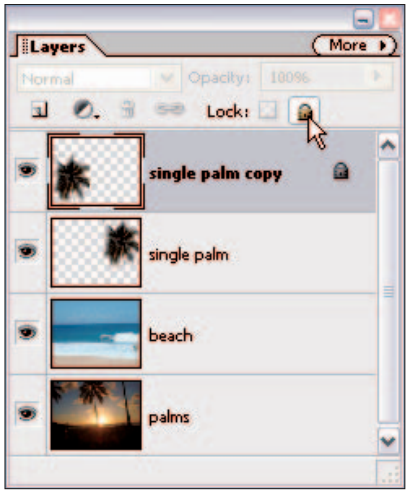

Figure 9-13: Lock layers to prevent editing

Rename Layers

1. Double-click the layer name in the Layers palette and enter the name directly, as shown in Figure 9-14.
2. Or, double-click the layer thumbnail in the Layers palette. The Layer Properties dialog box appears, allowing you to enter a new name.

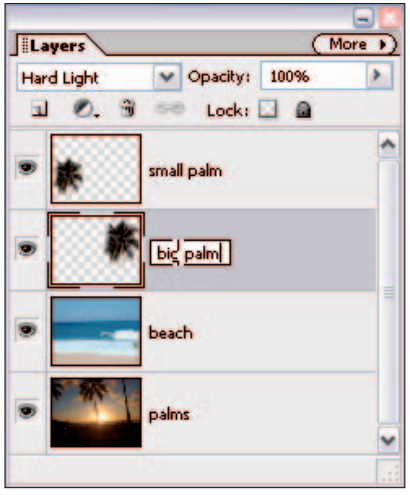

Figure 9-14: Rename Elements' default layer names to something more descriptive

Simplify Layers

1. Select your type, shape, or fill layer in the Layers palette (see Figure 9-15).
2. Choose Simplify Layer from the Layers palette pop-up menu or choose Layer➪Simplify Layer. If you chose a Shape layer in Step 1, you can also click Simplify in the Options bar.

The Simplify command converts a type layer, shape layer, or fill layer into a regular image layer. You would want to simplify a layer to apply a filter or to edit the layer with painting tools. Once simplified, the special qualities of the later are lost and it becomes "just pixels." For example, you can no longer edit text in type layers.

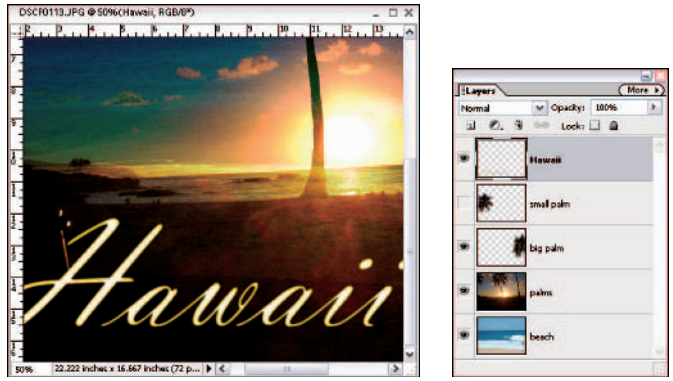

Figure 9-15: Simplify a type layer to apply a filter

Create a Clipping Group

1. Select the top layer of a pair of layers you want to group.
2. Choose Layer➪Group with Previous. You can also hold down the Alt key and click the line dividing the two layers in the Layers palette. Figure 9-16 shows a clipping group.
3. To remove a layer from the clipping group, select the layer in the Layers palette and choose Layer➪Ungroup. You can also hold down the Alt key and click the line dividing the two layers.
4. To ungroup all the layers in a clipping group, select the bottommost layer in the group or the layer immediately above the bottommost layer and choose Layer➪Ungroup.

In a clipping group, a group of layers is confined to the visible boundaries of the bottommost layer. You can group only successive layers.

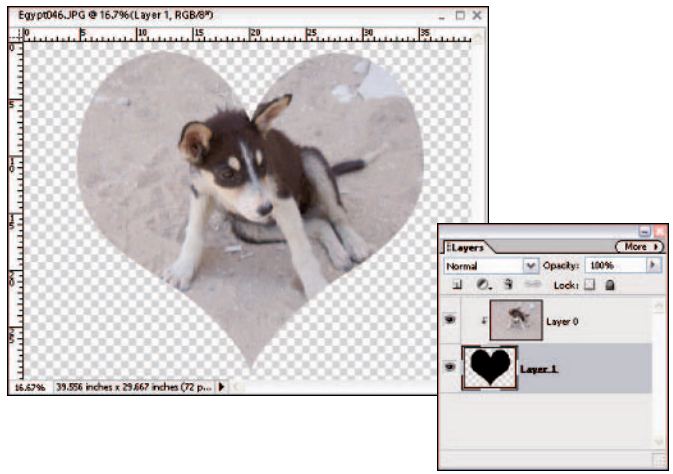

Figure 9-16: Clip an image layer to a shape below

Blend Layers with Blend Modes

1. Select your layer in the Layers palette.
2. Choose your desired blend mode from the blend mode pop-up menu in the Layers palette.

Elements has 23 different blend modes. By adjusting the blend modes, you change the way the colors on layers interact, as shown in Figure 9-17. When using painting tools, the blend modes affect the way the color of the paint interacts with the color on the layer to which it is applied. Blend modes do not directly affect the pixels of the layer and can be edited or removed without harming your image.

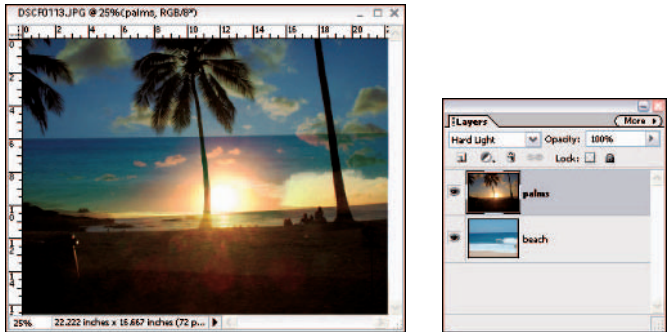

Figure 9-17: The Difference blend mode produces a negative effect

Create an Adjustment Layer

1. Open an image that needs color or contrast correction. If you have multiple layers, keep in mind that the adjustment layer affects only the layers below it.

An adjustment layer is a special type of layer used for adjusting color and contrast. With adjustment layers, you do not apply your corrections directly on the image. Instead, they hover above the image on their own layer, keeping your original image layers intact. Using an adjustment layer also enables you to edit or delete the adjustment at any time.

2. Click the Create Adjustment Layer icon at the top of the Layers palette (see Figure 9-18).
3. From the drop-down list, choose your desired adjustment.
4. Specify the options of your specific adjustment. For details on image adjustments, see Chapter 6.

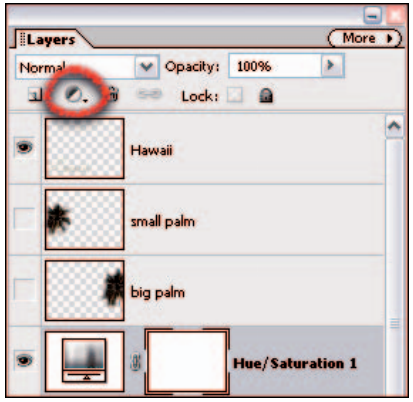

Figure 9-18: The Create Adjustment Layer icon

5. Click OK. The adjustment layer, with a corresponding layer mask, appears in the Layers palette, as shown in Figure 9-19.
6. If desired, you can adjust the Opacity and blend mode of the adjustment layer to reduce or change the effect of the adjustment, respectively. We left the default Opacity and blend mode, as shown in Figure 9-20.
7. To edit the adjustment layer, simply double-click the adjustment layer in the Layers palette or choose Layer➪Layer Content Options.
8. To switch to a different kind of adjustment, choose Layer➪Change Layer Content and select another type of adjustment.
9. To delete the adjustment layer, drag it to the trash icon in the Layers palette.

When you create an adjustment layer, you also create a layer mask at the same time. A layer mask is like a second sheet of acetate that enables you to selectively apply the adjustment to the layers below it when you paint on the mask with white, black, and various shades of gray. By default, the layer mask is white, which allows the adjustment to affect all the layers below. If you paint with black, those areas under the black will not be affected by the adjustment. If you paint with a shade of gray, those areas will be partially affected by the adjustment. Note that you can use the Brush, Pencil, and Gradient tools. If you have an active selection before you create an adjustment layer, the adjustment affects only the area within the selection marquee.

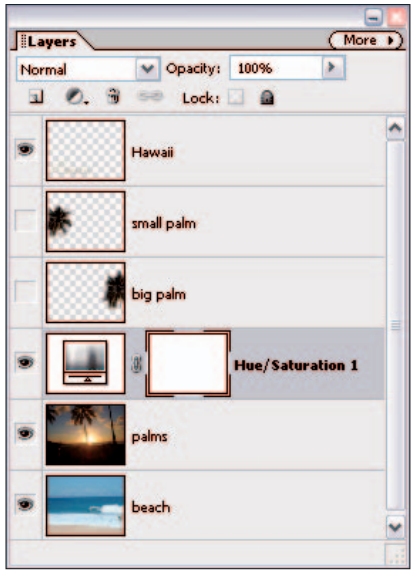

Figure 9-19: Adjustment layers don't affect the actual image pixels

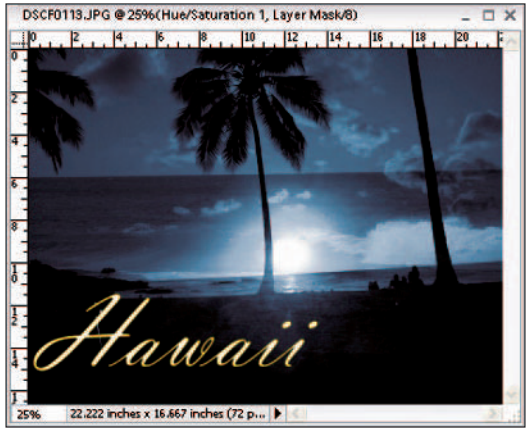

Figure 9-20: Change your image colors with adjustment layers

Create a Fill Layer

1. Open an image that would look good with a frame or border. You can also use a blank document.
2. Make a selection for your frame or border with the Rectangular Marquee tool. Remember, if you don't have a selection in your image, the fill layer will cover your entire image.
3. Click the Create Adjustment Layer icon in the Layers palette. From the drop-down list, choose a solid-color, gradient, or pattern fill.
4. Specify your options, depending on the fill type you chose in Step 3:
   - **Solid Color:** Choose your desired color from the Color Picker.
   - **Gradient:** Click the downward-pointing arrow to choose a preset gradient from the drop-down palette or click the gradient preview to display the Gradient Editor and create your own gradient.
   - **Pattern:** Choose a pattern from the drop-down palette. Enter a value to scale your pattern if necessary. Check Snap to Origin to position the origin of the pattern with the documents window. Choose the Link with Layer option to specify that the pattern moves with the fill layer if you move it.
5. Click OK. The fill layer, with a corresponding layer mask, appears in the Layers palette (see Figure 9-21).

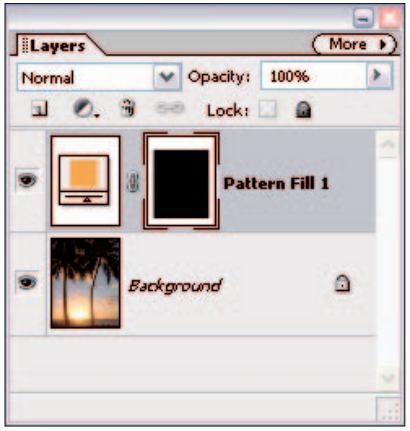

Figure 9-21: A fill layer with a mask in the Layers palette

6. If desired, you can adjust the Opacity and blend mode of the fill layer to reduce or change the effect of the fill, respectively.
7. To edit the fill layer, simply double-click the adjustment layer in the Layers palette or choose Layer➪ Layer Content Options.
8. To switch to a different kind of fill, choose Layer➪ Change Layer Content and select another type of fill.
9. To delete the fill layer, drag it to the trash icon in the Layers palette.

Fill layers allow you to add a layer of solid color, a gradient, or a pattern. We added a solid color to the border in Figure 9-22. Fill layers also include layer masks, which enable you to selectively show and hide portions of the fill layer by painting on the mask with black, white, and gray.

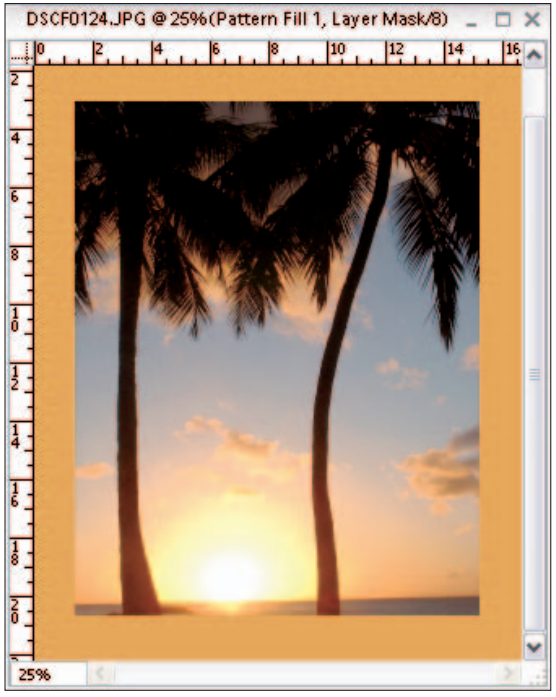

Figure 9-22: Use fill layers to create borders and frames

Apply a Layer Effect

1. Select your image layer or type layer in the Layers palette. If you are applying the effect to just a selection, make the selection before to applying the effect.
2. Choose Window➪Styles and Effects.
3. Choose Effects from the drop-down list at the top left of the palette.
4. Choose your desired category of effects from the drop-down list at the top right of the palette:
   - **All:** Shows all the effects.
   - **Frames:** Includes effects that enhance the edges of the layer or selection.
   - **Image Effects:** Includes a wide variety of effects to make your image appear as though it were snowing, made of lizard skin or neon tubes, or painted with oil pastels.
   - **Text Effects:** These effects enhance your type with shadows, spray paint, metal, or confetti. Note that when an effect is applied to type, it becomes *simplified* and looses its editability.
   - **Textures:** Includes textured effects such as bricks and rust.
5. In the Effects palette, double-click your desired effect or drag the effect onto the image. In Figure 9-23, we applied Quadrant Colors to the image.

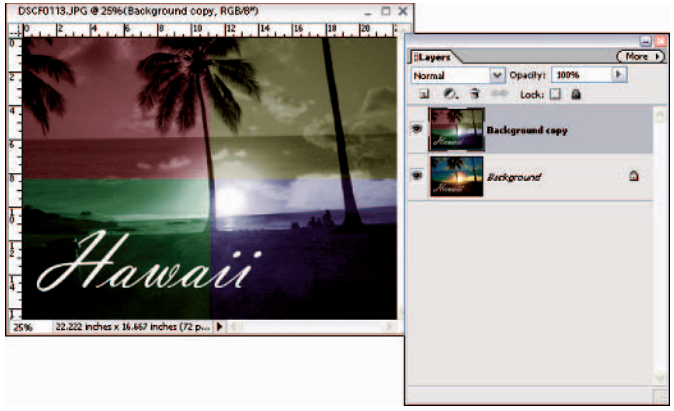

Figure 9-23: Add pizzazz to your layers by adding an effect

Specific effects can be applied to a selection, layer, or type. The names of those effects are followed by the label `(Selection)`, `(Layer)`, or `(Type)`. Be forewarned that some effects automatically create a duplicate of the selected layer, and other effects work only on flattened images. Unfortunately, you cannot preview how the effect will look on your image or type, nor do you have any options to specify.

Apply a Layer Style

1. Select your image or type layer in the Layers palette.
2. Choose Window➪Styles and Effects.
3. Choose Layer Styles from the drop-down list at the top left of the palette.
4. Choose your desired library of styles from the drop-down list at the top right of the palette:
   - **Bevels:** Adds a three-dimensional edge on the outside or inside edges of the layer. Emboss gives a raised or punched appearance. Adjust the lighting angle, shadow distance, size of the glow and bevel, and bevel direction. The Use Global Light option applies the same lighting angle for all styles, ensuring a consistent light source.
   - **Drop and Inner Shadows:** Choose from regular shadows or ones that include noise, neon, or outlines. Adjust the lighting angle and shadow distance.
   - **Outer and Inner Glows:** Adds a soft halo on the outside or inside edges of your layer. Adjust by changing lighting angle, shadow distance, and the size of the glow.
   - **Visibility:** Click Show, Hide, or Ghosted to either display, hide, or partially show the layer. The Layer Style remains fully displayed.
   - **Complex and others:** The remaining Layer Styles are a mix of different effects. You can customize all these Layer Styles by adjusting their various settings.
5. In the Layer Styles palette, double-click your desired effect or drag the effect onto the image. The style, with its default settings, is applied to the layer. You can apply multiple styles — one style from each library — to a single layer. Figure 9-24 shows the Rose Impressions style applied to our type.

Figure 9-24: Give depth to your layer by adding a layer style

To edit the style's settings, either double-click the florin in the Layers palette or choose Layer➪Layer Style➪Style Settings.

Unlike filters, Layer Styles don't permanently alter your layer's pixels. So you can edit or even delete them if you're dissatisfied with the results.

Merge Layers

1. Display only those layers you want to merge. Hide layers by clicking the eye icon in the Layers palette.
2. Choose Merge Visible from the Layers palette pop-up menu (see Figure 9-25) or from the Layer menu. All your visible layers are combined into a single layer.
3. If you change your mind, choose Edit➪Undo or use your Undo History palette.

You can also arrange the layers you want to merge adjacent to one another in the Layers palette. Select the top layer and choose Merge Down from the Layers palette pop-up menu or from the Layers menu. Merge Down merges your active layer with all the layers below it.

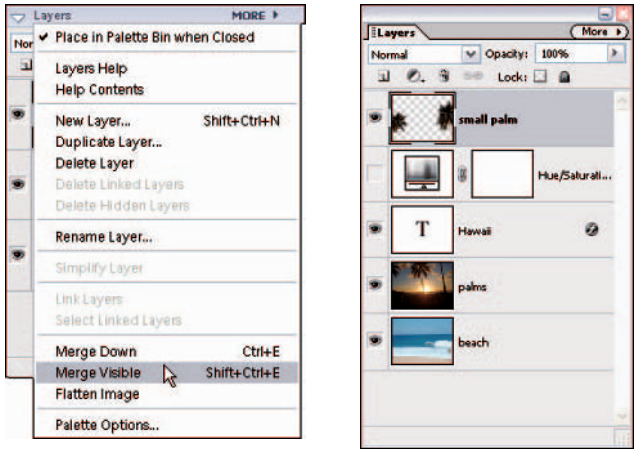

Figure 9-25: Merge layers

Flatten Layers

1. Ensure that all your desired layers are visible. Any hidden layers will be discarded.
2. Choose Flatten Image from the Layers palette pop-up menu or from the Layer menu. All your layers are combined into a single Background (see Figure 9-26).
3. If you change your mind, choose Edit➪Undo or use your Undo History palette.

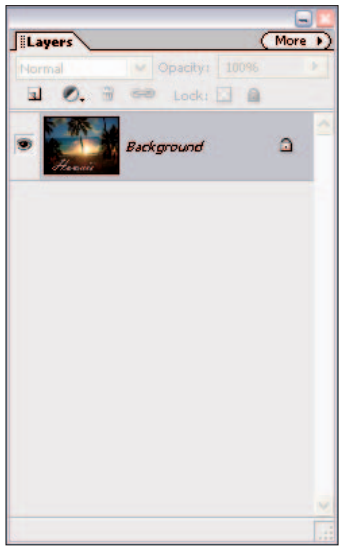

Figure 9-26: Flatten your layers into a single Background

Working with Type

Photoshop Elements provides several Type tools you can use to add text to your photos. Whether you want to describe the moment with a caption, create designs such as posters and flyers, or add some artistic type effects, Elements offers the tools and methods for you to embellish photos with text.

In this chapter, you find out how to use type tools, specify type attributes, and create some interesting type effects.

Chapter 10

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Create Horizontal Type

1. Open an image in Standard Edit mode.
2. Select the Type tool in the Tools palette or press T on your keyboard.
3. On the Options bar, click the down-pointing arrow on the Font menu to open the drop-down list (see Figure 10-1). By default, Times New Roman is the selected font.
4. Select a font from the Font menu.
5. Click the down arrow on the Font Size menu and select a point size.

Alternatively, you can change point sizes by typing a value in the Font Size text box. Elements supports sizes from 0.01 to 1296 points. To size type visually, you can select the Move tool and drag handles to stretch type. To proportionally stretch type, press Shift and drag any handle that appears on the selected type.

6. Choose a color for your text from the Color menu, also on the Options bar.
7. Move the cursor into the Image window and type a line of text.
8. Press Enter.

When you finish editing text, you need to press Enter in order to make other edits.

9. Select the Move tool in the Tools palette and drag the text to the desired position (see Figure 10-2).

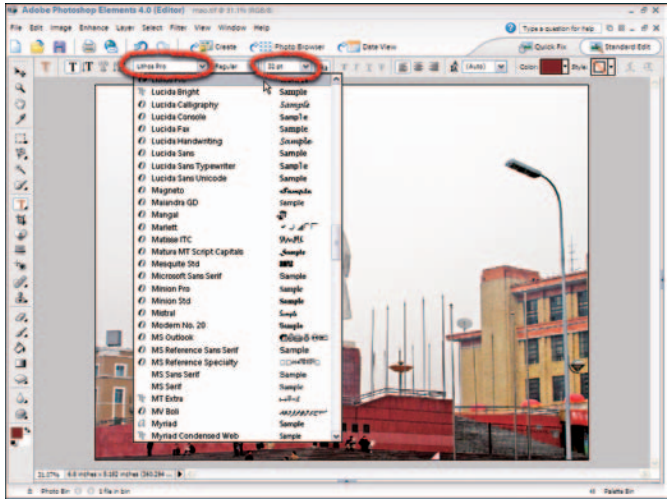

Figure 10-1: Open the Font menu and select a font

Figure 10-2: Move the text with the Move tool

Create Vertical Type

1. Open an image in Standard Edit mode.
2. Click the Horizontal Type tool in the Tools palette.
3. Click the Vertical Type tool on the Options bar.

When the Type tool is selected in the Tools palette, four Type tools appear on the Options bar. The tools are — from left to right — the Horizontal Type tool (the default tool), the Vertical Type tool, the Horizontal Type Mask tool, and the Vertical Type Mask tool. You can select the tools on the Options bar or press T on your keyboard and then press Shift+T to toggle through the tools.

4. Click the Type tool in the Image window and type the text you want to appear in the photo (see Figure 10-3).

Figure 10-3: Click the Vertical Type tool and type text on the photo

Change Type Formatting

1. Open an image in Standard Edit mode.
2. Type a line of horizontal or vertical type.
3. Triple-click the line of type to select all the type in the line.

Alternatively, you can click with the Type tool in a line of type and press Ctrl+A to select all the type.

4. Click the Bold and Italic icons on the Options bar. The type style changes to bold, italicized type (see Figure 10-4).
5. Press Enter to accept the edits and deselect the type.

The Options bar additionally contains tools for underline type, strikethrough type, paragraph alignment (left, right, centering of text), and leading (space between lines of text).

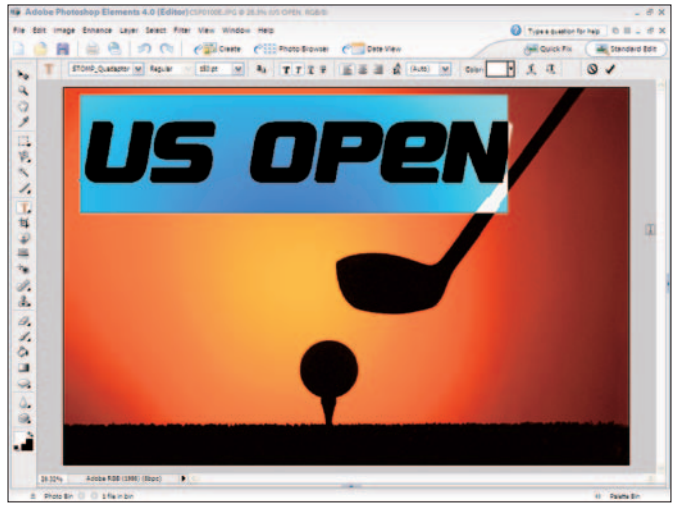

Figure 10-4: Select a line of type and click the Bold and Italic icons
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Create Paragraph Text

1. Open Standard Edit mode in Elements.
2. Choose File➪New➪Blank File to open the New dialog box. See Figure 10-5.
3. Type the dimensions for width and height. (In this example, we enter 7 inches in the Width text box and 5 inches in the Height text box.)
4. Type a resolution value. (In this example, we use 300 pixels per inch.)
5. Select a color mode and background color (see Chapter 3 for more information on changing color modes). (In this example, we use RGB Color mode and white for the background.)
6. Click OK to create a new blank document.
7. Select the Horizontal Type tool in the Tools palette.
8. Click and drag to draw a rectangle with the Horizontal Type tool.
9. Type a paragraph of text (see Figure 10-6).

Paragraph type wraps type to form paragraph lines. If you use point type (click and type), the text does not use word wrap.

10. Triple-click the text to select the paragraph.
11. Click the Anti-Aliased tool on the Options bar (see Figure 10-6).

Anti-aliased type appears smoother. You can click the Anti-Aliased tool adjacent to the Font Size drop-down list to toggle between jagged type and anti-aliased (smooth) type appearances.

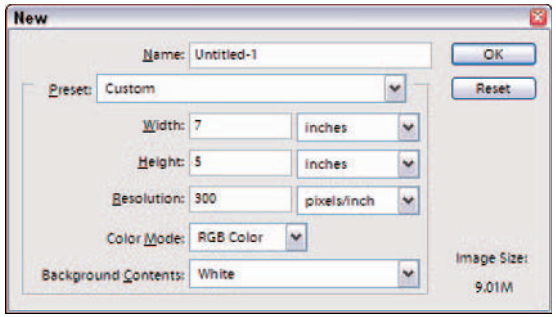

Figure 10-5: Create a new blank document

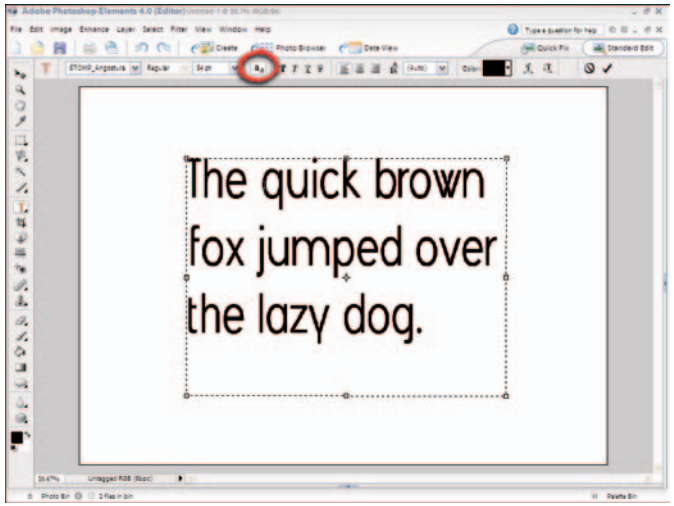

Figure 10-6: Click and drag open a rectangle and type a paragraph

Create a Type Mask

1. Open an image in Standard Edit mode.
2. Select the Type tool and then select the Horizontal Type Mask tool on the Options bar.
3. Select a font and point size from the Options bar.
4. Type a line of text (see Figure 10-7).
5. Press Enter, and the text appears as a marquee selection.
6. Select any selection tool in the Tools palette and move the selection to the desired position.
7. Choose Layer➪New➪Layer Via Copy.
8. Click the Palette Bin button in the lower-right corner of the window to show the palettes.
9. Click the eye icon next to Background in the Layers palette to hide the Background layer (see Figure 10-8).

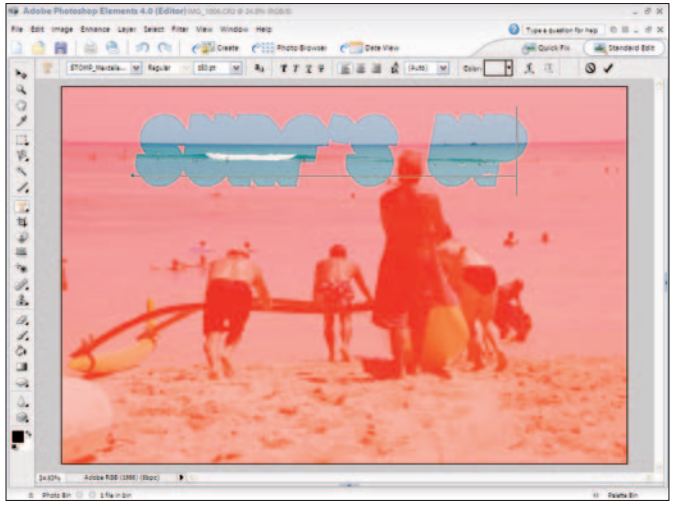

Figure 10-7: Select the Horizontal Type Mask tool and type your text

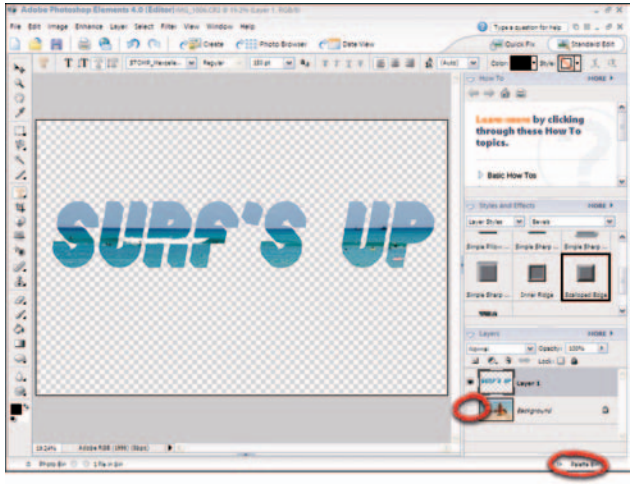

Figure 10-8: Click the eye icon to hide the Background layer

Rasterize Type

1. Open an image in Standard Edit mode.
2. Create type on the image by using either the Horizontal or Vertical Type tool.
3. Click the Palette Bin button in the lower-right corner of the Elements window to make the Palette Bin appear.
4. Right-click the Type layer to open a pop-up menu.
5. Choose Rasterize Type from the menu options as shown in Figure 10-9. (When you rasterize type, you change the type from editable text to pixels.)

To use many commands, such as Fill, Stroke, brightness adjustments, and more, you must first convert type layers from text objects to raster images by rasterizing the type layer.

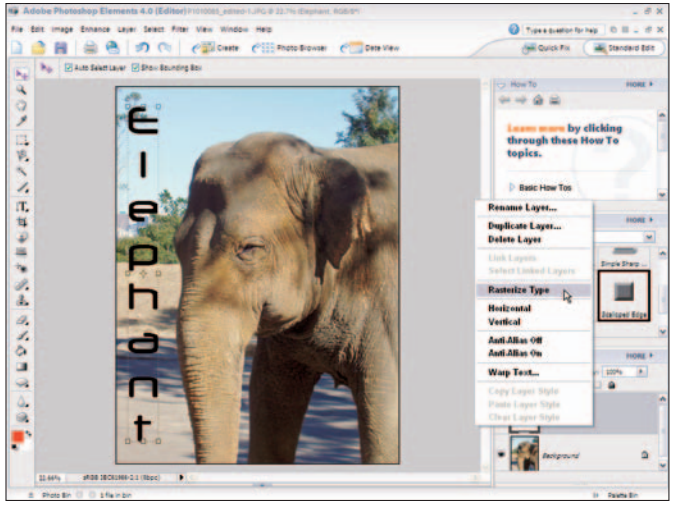

Figure 10-9: Choose Rasterize Type from the pop-up menu

Apply a Type Style

1. Create type on an image in Standard Edit mode.
2. Open the Palette Bin and select the type layer.
3. In the Styles and Effects palette, select Bevels from the drop-down list.
4. Click a Bevel style icon in the palette.
5. Select Drop Shadows from the drop-down list (see Figure 10-10).
6. Select a drop shadow from the icons in the palette.

You can apply a number of effects to type or to any Elements layer. Type doesn't need to be rasterized to apply effects, and you can edit text until it is rasterized. To become familiar with the different effects, experiment a little and apply different settings from choices available in both drop-down lists in the Styles and Effects palette.

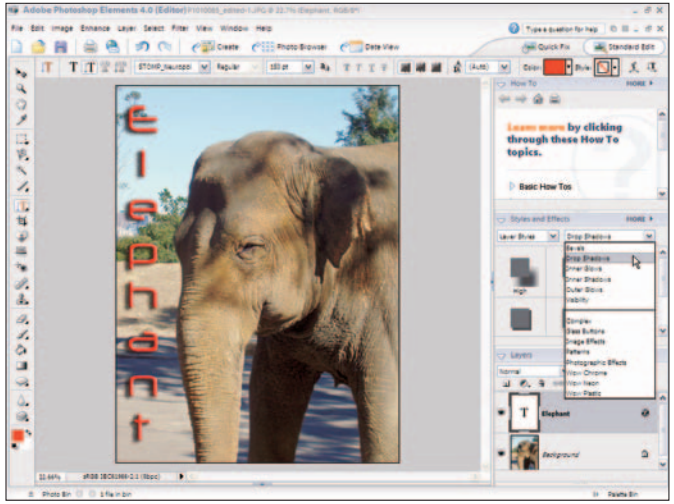

Figure 10-10: Select the type of effect you want to apply

Paste into Text

1. Open an image in Standard Edit mode.
2. Click the Marquee Rectangle tool and draw a marquee around the area you want to copy (see Figure 10-11).
3. Choose Edit➪Copy.
4. Create a new document by choosing File➪New➪ Blank File.
5. In the New dialog box, select Transparent for the Background Contents to create a layer.
6. Select the Horizontal Mask Type tool and type a word on the blank document.
7. Choose Edit➪Paste Into Selection.
8. Choose Image➪Transform➪Free Transformation. Alternatively, you can press Ctrl+T. (Transforming text enables you to stretch it, skew it, rotate it, and so on.)
9. Hold down the Shift key while dragging one of the corner handles to size the pasted data within the selection.
10. Move the cursor inside the selection and drag the pasted data around the selection to position it to your liking.
11. Open the Palette Bin and add any effects you desire. (In Figure 10-12, we added a bevel and shadow.)

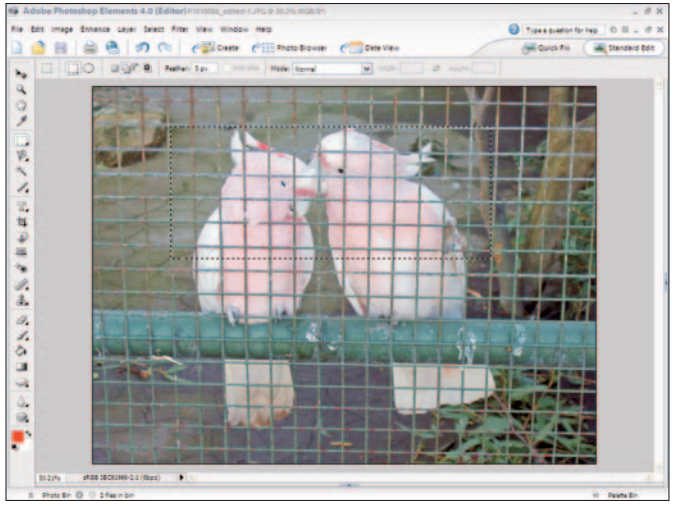

Figure 10-11: Select an area with the Rectangular Marquee tool

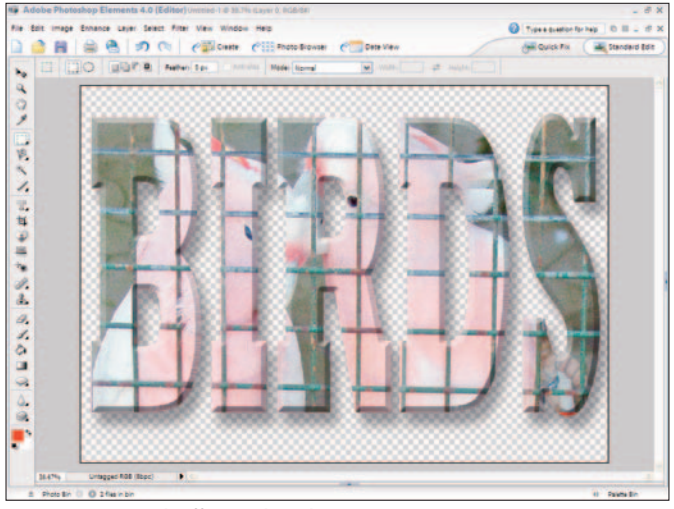

Figure 10-12: Apply effects as desired

Create Warped Type

1. Open an image in Standard Edit mode.
2. Select the Horizontal Type tool in the Tools palette.
3. Create a line of type in the image.
4. Click the Create Warped Text tool on the Options bar to open the Warp Text dialog box.

The Warped Text tool appears on the right side of the Options bar, where you see the letter T with an arc below it.

5. Select a Style option from the Style drop-down list (see Figure 10-13).
6. Click the title bar in the Warp Text dialog box and move the dialog box so you can see the text in the image window.
7. Adjust settings for the Bend, Horizontal, and Vertical Distortions by dragging the sliders left and right (see Figure 10-14).
8. The text in the image adjusts as you move the sliders in the Warp Text dialog box. Make adjustments to your liking and click OK to accept the changes.
9. Press Enter after dismissing the Warp Text dialog box.

The Warp Text dialog box provides a number of different Bend options. Experiment a little by changing the options and adjusting the sliders to dynamically view the results in the Image window. Note that warped text still remains editable.

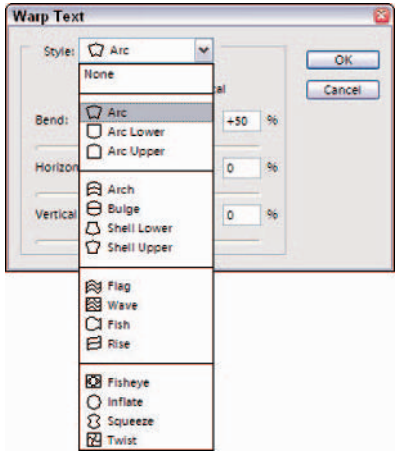

Figure 10-13: Select a Style option from the Style drop-down list

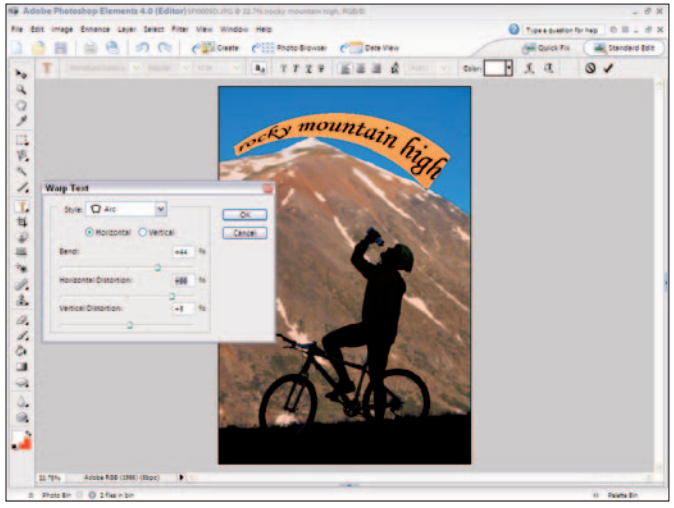

Figure 10-14: Adjust sliders to create the effect you want

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Drawing and Painting

Although Elements is a virtual wizard when it comes to organizing, sharing, and even repairing your images, it doesn't stop there. Elements is also a full-fledged drawing and painting program. If you're in a free-form mood, grab the Brush or Pencil tool, select a color, and take a swipe at the canvas. If you're feeling more restrained, the shape tools enable you to draw precise shapes of all sorts. If your artistic ability is somewhat lacking, it doesn't matter. Elements offers plenty of preset brushes and shapes that require only a couple clicks of the mouse to use.

This chapter gives you all you need to know about the world of drawing and painting. And practicing your artistic side offers an added bonus. Many of Elements' selection and editing tools (in Standard Edit mode) involve brush tips and the technique of painting. So what you do here, you can also use elsewhere in your digital imaging tasks.

Chapter 11

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Select a Foreground or Background Color

1. Click either the Foreground or Background color swatch at the bottom of the Tools palette (see Figure 11-1).
2. In the resulting Color Picker (see Figure 11-2), drag the color slider (or click in the color bar) to get close to the general color you want.
3. With the circle cursor, select the exact color you want by clicking in the color field on the left.
4. Click OK to exit the Color Picker.

Elements' default colors are a black foreground and a white background. To return to the default colors, press D. To switch the foreground and background colors, press X.

The numeric fields on the right side of the Color Picker box change according to the color you have selected. If you happen to know the values of your desired color, you can enter them in the text boxes. RGB values are based on brightness levels, from 0 (black) to 255 (white). You can also enter HSB (Hue, Saturation, Brightness) values or the hexadecimal formula for Web Safe colors.

Figure 11-1: Click the foreground or background color swatch

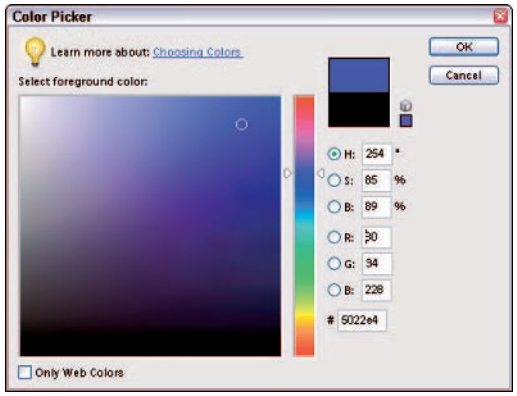

Figure 11-2: The Color Picker

Sample a Color with the Eyedropper Tool

1. Select the Eyedropper from the Tools palette.
2. Choose your desired size from the Sample Size pop-up menu on the Options bar. If you select Point Sample, the Eyedropper tool selects the color of just the single pixel you click. You can also average the colors of the pixels in a 3-x-3 or 5-x-5 pixel area.
3. Click the desired portion of any open image, even one that you aren't currently working on. The sampled color will become your new Foreground color. Alt+click in the image to sample a new Background color.
4. With the circle cursor, select the exact color you want by clicking in the color field on the left.

The Eyedropper tool is useful when you want to sample a color from an image and use it for text or a graphic such as a logo, border, or shape. In Figure 11-3, we used the Eyedropper to match the text color to the petals guests are tossing at the newlyweds.

Press Alt to temporarily access the Eyedropper tool when you're using the Brush, Pencil, Color Replacement, Gradient, Paint Bucket, Cookie Cutter, or Shape tools. Release Alt to return to your original tool.

Figure 11-3: The Eyedropper tool helps you match text color with your image

Select a Color from the Swatches Palette

1. Choose Window➪Color Swatches.
2. In the resulting Color Swatches palette, click the color you want to use as your foreground color. To select a background color, Ctrl+click. (You can have any tool active.)
3. To load other preset colors, select another preset swatch library from the Color Swatches palette drop-down list (see Figure 11-4).
4. To add a color to the Color Swatches palette, click the Create a New Color Swatch icon at the bottom of the palette (also shown in Figure 11-4). You can also simply click an empty spot in the Color Swatches palette. Name your swatch and click OK.
5. To delete a color, drag it to the trash icon at the bottom of the palette. Or Alt+click the swatch.

If you've added your own colors in the Color Swatches palette, you can save the palette for use later. Select Save Swatches from the More pop-up menu in the top-right corner of the palette. Save the palette in the default Color Swatches folder in the Presets folder in the Photoshop Elements 4.0 folder. To load a Color Swatches palette, choose Load Swatches from the More pop-up menu. Select your desired library from the Color Swatches folder. The new library is then added to your current library. You can replace your current swatch library by choosing Replace Swatches from the More pop-up menu and then choosing another library.

Figure 11-4: Select and store colors in the Swatches palette

Draw with the Pencil Tool

1. Select the Pencil tool from the Tools palette.
2. Specify your options on the Options bar:
   - Select your preset brush from the Brush drop-down palette.
   - Select a brush size by dragging the Size slider or entering a pixel value.
   - Select a blend mode to change the ways the colors interact.
   - Adjust the Opacity percentage by dragging the slider or entering a value. The lower the value you set, the more transparent your strokes will be.
   - Select the Auto Erase option to paint the background color over areas that contain the foreground color.
3. Click and drag to create a freeform line. To draw a straight line between two points, click and then Shift+click at a second point, and the line appears. Figure 11-5 shows a lion drawn with the Pencil tool.

You can find commands to Save, Rename, Display, Reset, and Load brushes and brush libraries under the pop-up menu on the Brush Preset Picker drop-down palette.

Figure 11-5: Draw curves or straight lines of varying widths with the Pencil tool

Paint with the Brush Tool

1. Select the Brush tool from the Tools palette.
2. On the Options bar, select your preset brush by clicking the arrow and selecting a brush from the Brush drop-down palette. This is just the first of many options you can set on the Options bar (see Figure 11-6).

You can find commands to Save, Rename, Display, Reset, and Load brushes and brush libraries under the pop-up menu on the Brush Preset Picker drop-down palette. Click the right-pointing arrow to reveal the commands.

3. Select a brush size by dragging the Size slider or entering a pixel value.
4. Select a blend mode to change the ways the colors interact.
5. Adjust the Opacity percentage by dragging the slider or entering a value. A lower value will make your strokes more transparent.
6. Click the Airbrush option to apply an airbrush effect. As you airbrush, keep in mind that the longer you hold down the mouse, the more paint pumps out of the tool.
7. If you're connected to a pressure-sensitive drawing tablet, adjust the Tablet Options. Check the settings you want the tablet to control, such as size and roundness. The harder you press with the stylus, the greater the effect.

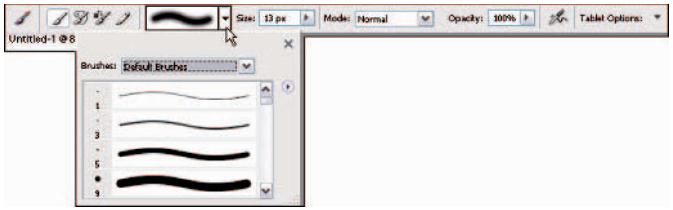

Figure 11-6: With the Brush tool selected, the Options bar is crowded with choices

8. Click the brush icon to the right of the More Options label to access the additional brush dynamics, which we explain in the following list and show in Figure 11-7. These options change as you apply your stroke:

   - **Spacing:** Controls the space between brush marks in a stroke. The higher the number, the more space between marks.
   - **Fade:** Specifies the number of increments before a brush stroke fades out to nothing. The lower the value, the quicker the stroke fades.
   - **Hue Jitter:** Controls the rate at which the stroke varies between the foreground and background colors, allowing you to create a multicolored brush. The higher the value, the more frequent the variation.
   - **Hardness:** Adjust the slider to make the brush stroke edge harder or softer. The higher the value, the harder the brush.
   - **Scatter:** Specifies the amount and position of brush marks in a stroke. The higher the value, the higher the number of brush marks and the farther apart they are.
   - **Angle:** If you've created a brush with an oval stroke by adjusting the roundness, this option controls the angle of that oval brush stroke.
   - **Roundness:** Determines whether your brush stroke creates more of a circle or an oval. A setting of 100% is circular. The lower the percentage, the more oblong your brush stroke becomes.
   - **Keep These Settings for All Brushes:** You can lock in these brush dynamics by selecting this option.

9. Click and drag with the mouse to create a freeform stroke. To draw a straight stroke, click where the line should start, and then Shift+click at a second point to draw a straight line between the points.

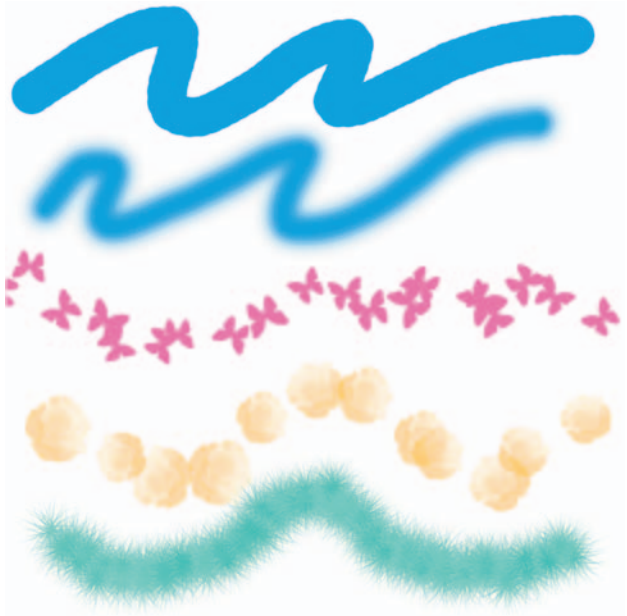

Figure 11-7: Create hard-edged and soft-feathered strokes with the Brush tool

Create a Custom Brush

1. With the Brush tool selected, choose a preset brush from the Brush drop-down palette on the Options bar.
2. Modify the brush to your liking by adjusting the options.
3. Choose Save Brush from the pop-up menu on the Brush drop-down palette.
4. Name the brush and click OK. The new brush shows up at the bottom of the Brush Preset Picker drop-down palette.

You can also create a custom brush from all or part of an image (see Figure 11-8). Simply select all or part of your image with any selection tool. Choose Edit⇨Define Brush or Edit⇨Define Brush from Selection. Name the brush and click OK. Note, however, that if you define a brush from a selection containing color, the brush won't retain the color, but instead will be grayscale.

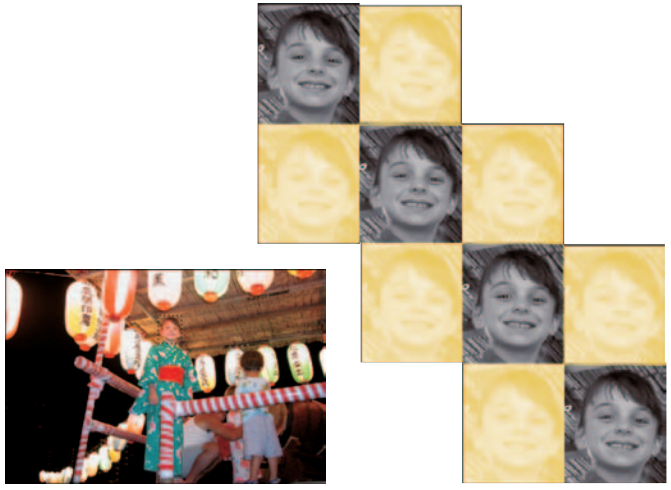

Figure 11-8: Create a custom brush from all or part of your image

Create a Painting with the Impressionist Brush

1. Select the Impressionist Brush from the Tools palette.

The Impressionist Brush tool enables you to give your image a painterly quality (see Figure 11-9). Copy your image to a new layer before you experiment. That way if you're not happy, you can delete the duplicate layer and return to your original image.

2. Set the brush options on the Options bar. (We explain the Brushes, Size, Mode, and Opacity earlier, in "Paint with the Brush Tool.") You can also find some unique options:

Figure 11-9: Turn your image into a painting with the Impressionist Brush
PhotoSpin

- **Style** offers brush stroke styles, such as dab and tight curl.
- Set the **Area** value larger, and it covers more area.
- **Tolerance** controls how similar color pixels must be before the brush stroke changes them.

3. Drag on your image and paint with your brush.

Fill a Selection with Color

1. On a new layer, create a selection by using any of Elements' selection tools or methods.
2. Choose Edit➪Fill Selection. Note that if you don't have an active selection, the command will say Fill Layer, and your entire layer is filled with color or a pattern.
3. In the dialog box, choose your desired fill from the Use pop-up menu. Select Foreground or Background color, Color, Black, 50% Gray, White, or Pattern. If you select Color, the Color Picker appears for you to set your desired color. If you select Pattern, choose your desired pattern from the Custom Pattern drop-down palette.
4. Select whether to Preserve Transparency. If you select this option, you fill only the portions of the selection that contain pixels. Although you can select Blend Modes and an Opacity percentage in the dialog box, we recommend making these setting adjustments on the layer in the Layer palette, because you have more editing flexibility.
5. Click OK to exit the dialog box and apply the fill to the selection, as shown in Figure 11-10.

Figure 11-10: Fill a selection or an entire layer with color or a pattern

If you can't quite get the element you want with the Brush or Pencil tool, try making a selection and filling it. Any selection you make can be filled, or stroked, with color. Filling adds a color or a pattern to the entire selection, whereas stroking applies color to just the selection border edge.

Bypass the Fill dialog box by using a handy keyboard shortcut. To fill with the foreground color, press Alt+Backspace. To fill with the background color, press Ctrl+Backspace.

Stroke or Outline a Selection with Color

1. Select a Foreground color.
2. Create a selection by using any of Elements' selection tools.
3. Choose Edit➪Stroke (Outline) Selection.
4. Specify your options in the dialog box. Many settings are the same as those in the Fill dialog box, which we explain in "Fill a Selection with Color." Unique options are as follows:
   - **Width:** Enter a width of 1 to 250 pixels for the stroke.
   - **Location:** Specify how Elements should apply the stroke: outside the selection, inside the selection, or centered on the selection. (For example, a centered 7-pixel stroke extends 3 pixels inside and 3 pixels outside the selection border.)
5. Click OK to apply the stroke. Figure 11-11 shows a frame created with a stroked selection. In Figure 11-12, the stroke outlines the dove.

Figure 11-11: Create a colored frame by stroking a selection
PhotoSpin

Figure 11-12: Strokes also outline more complicated shapes

Fill a Selection with the Paint Bucket Tool

1. Select the Paint Bucket tool from the Tools palette.
2. Specify your options on the Options bar. Many settings are the same as those found in the Fill dialog box, as we explain earlier in "Fill a Selection with Color." Unique options are as follows:
   - **Tolerance:** Specifies how similar in color a pixel must be before it is selected and then filled. The lower the value, the more similar the color must be.
   - **Anti-Alias:** Smooths the edges between the filled and unfilled areas.
   - **Contiguous:** Selects and fills only pixels that are touching within your selection. If deselected, pixels are selected and filled wherever they lie within your image.
   - **Use All Layers:** Select this option and Elements fills similar pixels on any visible layer. If deselected, Elements fills only on the active layer.
3. Click the area you want to select and fill. If things go awry, choose Edit➪Undo and try again. In Figure 11-13, we put our fill on a separate layer and set the Blend mode to Color so the tones of the apple would show through the color.

Figure 11-13: Select and fill a selection with the Paint Bucket tool
PhotoSpin

The Paint Bucket tool is a combination of the Magic Wand tool and the Fill command. The tool works by making a selection based on tolerance (similarly colored pixels) and fills that selection with a color and pattern. Reserve this tool for images with a limited number of colors.

Fill a Selection with a Preset Gradient

1. On a new layer, create the selection you want to fill with a gradient. If you don't have a selection, the gradient is applied to the entire layer or background.
2. Select the Gradient tool from the Tools palette.
3. On the Options bar, click the down-pointing arrow in the Gradient Picker drop-down palette and select a preset gradient. To access another preset library, choose it from the palette pop-up menu.
4. Select a gradient type by clicking one of the icons.
5. Select from the following additional options on the Options bar:
   - **Mode:** Changes how the color of the gradient interacts with the colors below it.
   - **Opacity:** Specifies how opaque or transparent the gradient is.
   - **Reverse:** Reverses the order in which the colors are applied.
   - **Dither:** Adds *noise,* or random information, to produce a smoother gradient that prints with less banding (strange stripes due to the printing limitations).
   - **Transparency:** If you deselect this option, any transparent areas in the gradient become opaque instead.
6. Position the gradient cursor at your desired starting point within your selection or layer.
7. Click and drag to your desired end point for the gradient and release the mouse button to apply the gradient (see Figure 11-14).

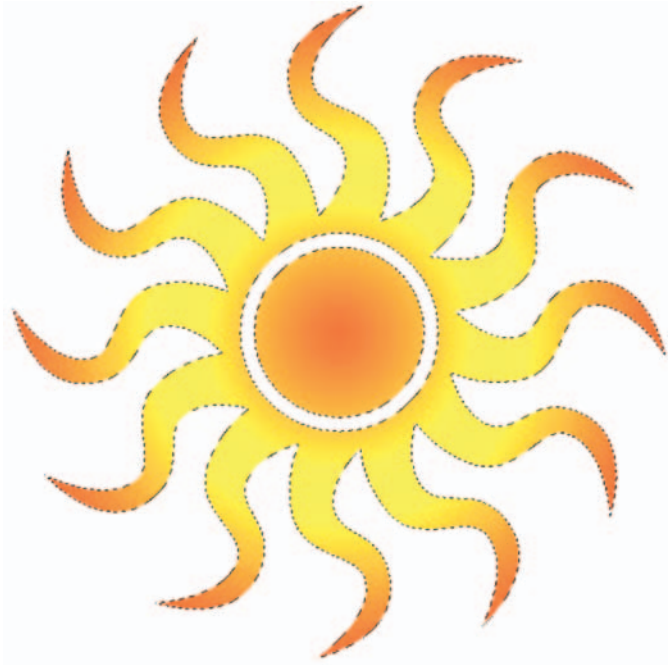

Figure 11-14: Fill a selection with one of five gradient types

Gradients are blends of two or more colors that gradually fade from one to another. The longer you drag in Step 7, the more subtle the transition between colors becomes. Shorter drags result in a more abrupt transition. To get a gradient at an increment of 45 degrees, press Shift and drag.

Create a Custom Noise Gradient

1. Select the Gradient tool from the Tools palette.
2. Click the Edit button on the Options bar.
3. In the Gradient Editor dialog box, pick an existing preset gradient to use as the basis for your new gradient. As you start to edit the preset gradient, the gradient name changes to Custom.
4. Choose the Noise gradient type from the pop-up menu.
5. Choose your preference for the following options:
   - Specify your desired color range under Color Model.
   - Adjust the Roughness to affect how smoothly one color transitions into another.
   - Choose Restrict Colors to avoid oversaturated colors.
   - Select Add Transparency to add transparency areas with the colors.
   - Finally, click the Randomize button to generate a new gradient.
6. Name your gradient and click the New button. Your custom Noise gradient is added to the Gradient Presets.

Noise gradients, like the one shown in Figure 11-15, contain random colors. Each and every time you create a noise gradient, the result is unique.

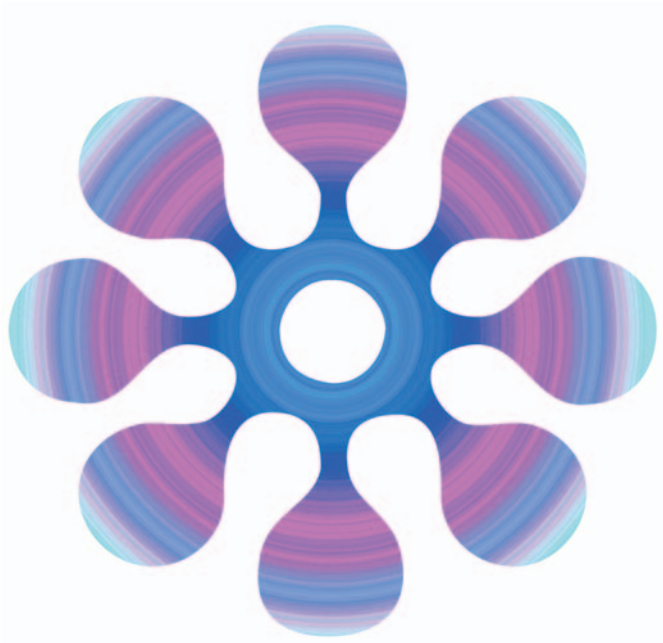

Figure 11-15: A custom Noise gradient

To save a gradient for future use, click the Save button in the Gradient Editor dialog box. You can save the current presets, along with your new custom gradient, under the same library name or under a new name. To load the library later, choose Load in the dialog box.

Create a Custom Solid Gradient

1. Select the Gradient tool from the Tools palette.
2. Click the Edit button on the Options bar.
3. In the Gradient Editor dialog box (see Figure 11-16), select an existing preset gradient to use as the basis for your new gradient.
4. Choose Solid from the Gradient Type pop-up menu. As you start to edit the preset gradient, the gradient name changes to Custom.
5. Adjust the Smoothness percentage to specify how smoothly one color blends into another.
6. Selecting the starting color by double-clicking the left color stop and selecting a color from the Color Picker.

You can also click the Color Swatch or choose Foreground, Background, or User Color from the Color pop-up menu. If you select color with the Foreground or Background options, when you change either of those colors, the color in the gradient changes automatically for gradients you made. When you open the Gradient Editor again, you can revert to your original foreground or background color by selecting the User Color option.

7. Define the ending color by clicking the right color stop and once again using the Color Picker.
8. Change the percentage of the amount of one color over another by moving the color stops to the left or right.
9. Drag the midpoint slider (diamond icon) to adjust where the colors mix 50-50.

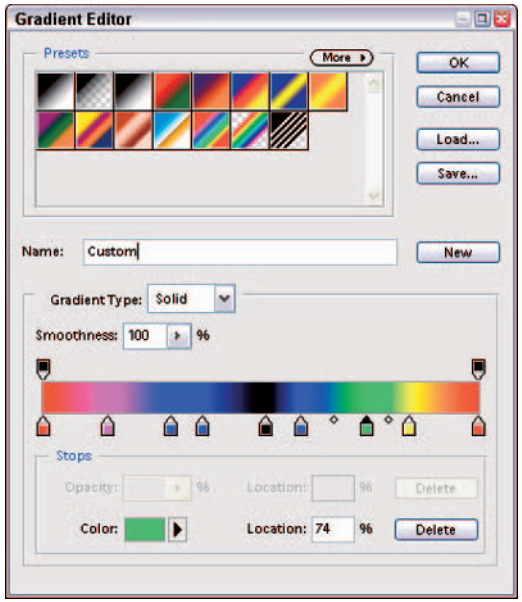

Figure 11-16: The Gradient Editor dialog box

10. To add another color, click below the gradient bar at the position you want to add the color. Then double-click the new stop that appears to define the new color.
11. To add transparency to your gradient, click above the gradient bar to add an opacity stop. Adjust the Opacity slider to specify the amount of transparency you want.
12. Drag the midpoint slider to adjust where the transparency mixes with the color.
13. To change an existing color, double-click the color stop as you did to define the color, and use the Color Picker to select the new color.
14. To delete a color or opacity stop, drag the color stop up or down off the gradient bar.
15. Name your gradient and click the New button. Your custom gradient is added to the Gradient Presets. Our custom solid gradient is shown in Figure 11-17.

To save a gradient for future use, click Save in the Gradient Editor dialog box. You can save the current presets, along with your new custom gradient, under the same library name or under a new name. To load the library later, select Load in the dialog box.

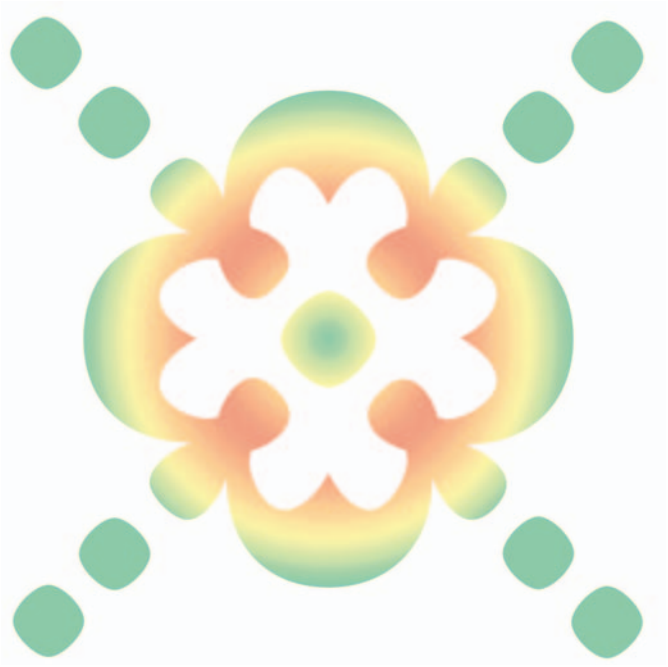

Figure 11-17: Create a custom gradient when presets won't do the job

Apply a Preset Pattern

1. Create a new layer and make your desired selection on that layer. If you don't have an active selection, your pattern will fill the entire layer.
2. Choose Edit➪Fill Selection or Fill Layer and choose Pattern from the Use pop-up menu.
3. Click the down-pointing arrow on the Custom Pattern drop-down palette and select a pattern. You can choose another preset library by clicking the palette pop-up menu and selecting a library.
4. Select any other fill options you want to apply, such as Mode, Opacity, or Preserve Transparency, which we describe in the earlier section, "Fill a Selection with Color."
5. Click OK to fill the layer or selection with the pattern. For example, Figure 11-18 shows flower selections filled with patterns.

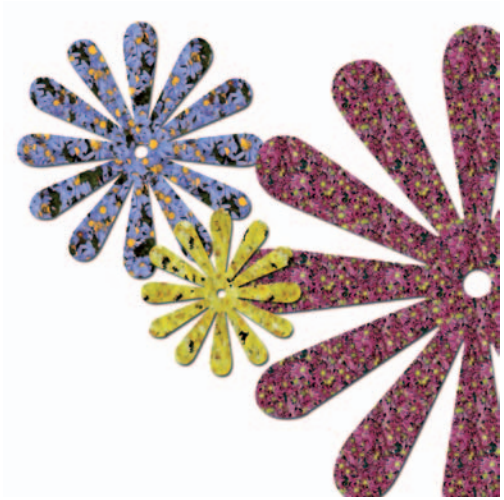

Figure 11-18: Fill a selection with one of Element's many preset patterns

Create a Custom Pattern

1. Open an image that contains an area you want to use as your pattern. We chose the image shown in Figure 11-19.
2. Select the Rectangular Marquee tool from the Tools palette.
3. On the Options bar, set your Feather radius to 0.
4. Select the area of the image you want to use for a pattern. If you don't have an active selection, Elements uses your entire layer as the pattern.
5. Choose Edit➪Define Pattern from Selection or Define Pattern.
6. Give your pattern a name and click OK. Your pattern is saved into the Pattern drop-down palette. Put your pattern to use with the Fill command or the Pattern Stamp tool, as we did in Figure 11-20.

You can also scan your signature and create a pattern from it. Use it with the Pattern Stamp tool to sign all your Elements creations.

Figure 11-19: Start with an image
PhotoSpin

Figure 11-20: Use a portion of an image to create a custom pattern

Create a Shape

1. Select your desired shape tool from the Tools palette:
   - **Rectangle and Ellipse:** Hold down Shift while dragging to produce a square or circle; hold down Alt to draw the shape from the center outward.
   - **Rounded Rectangle:** Works like the regular Rectangle but with the addition of a radius value used to round off the corners of the rectangle.
   - **Polygon:** Creates a polygon with a specified number of sides, from 3 to 100.
   - **Line:** Draw a line with a width from 1 to 1,000 pixels. You can also add arrowheads at either end.
   - **Custom:** Choose from numerous presets, such as the shamrock in Figure 11-21. Hold down Shift to constrain proportions or Alt to draw from the center out.
2. Select your desired color from the Color drop-down palette on the Options bar. Click the More Colors button to go to the Color Picker for additional colors.
3. (Optional) Select a style from the Style drop-down palette to add a special effect to your shape.
4. Click the down-pointing arrow just to the right of the Shape tools to specify your geometry options. Geometry options help define how your shapes look. The following options are accessible, depending on the chosen shape:
   - **Unconstrained:** Draw a rectangle at any size or shape.
   - **Square:** Constrain the shape to a perfect square.
   - **Fixed Size:** Set fixed sizes with width and height values.
   - **Proportional:** Define a rectangle's proportion (such as 2W and 1H for a rectangle twice as wide as it is high).

Figure 11-21: Elements offers a variety of tools to create vector shapes

When you create a shape in Elements, you're creating a vector-based element. Vector shapes are created via a mathematical formula instead of by square pixels. The shapes are comprised of paths, which are made up of lines, curves, and anchor points. Because vector shapes are math-based, you can resize them without any loss of quality. Shapes reside on a shape layer.

- **From Center:** Draw from the center out.
- **Snap to Pixels:** Aligns the shape to pixels on-screen.
- **Radius:** For Rounded Rectangles or the Smooth Corners option, enter the circle radius for rounding the corners.
- **Smooth Corners:** Round off the corners.
- **Star:** Create a star-shaped polygon.
- **Indent Sides By:** Determine the amount the sides indent inward.
- **Smooth Indents:** Round the inner corners of indented sides.
- **Sides:** Specify the number of sides for your polygon or the number of points for your star.
- **Start/End:** Put an arrowhead at the beginning or end of the line.
- **Width/Length/Concavity:** Specify the width, length, and shape of the arrowheads.
- **Defined Proportions:** Draw a shape based on the original proportions you used when you created it.
- **Defined Size:** Draw a shape based on its original size when you created it.

5. If you select the Custom Shape tool in Step 1, click the down-pointing arrow to access the drop-down shapes palette and select your desired shape, as shown in Figure 11-22. Access more preset shape libraries by using to the pop-up menu at the top of the palette.
6. Drag on your canvas to draw your shape. The shape appears on its own shape layer.

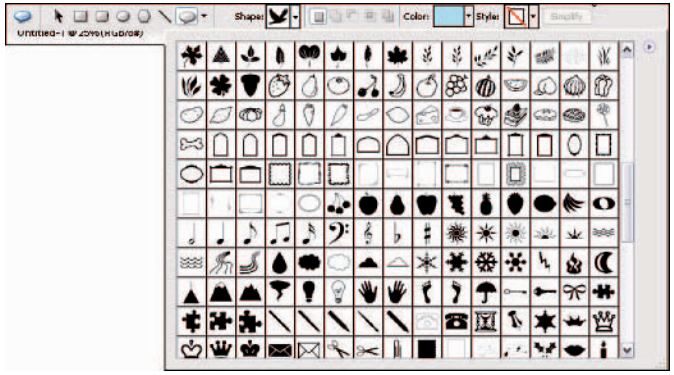

Figure 11-22: Elements offers libraries full of preset shapes

To add or delete shapes to your shape layer, press the Shift and Alt keys, respectively. You can also select your desired state button in the center of the Options bar to add, subtract, intersect, or exclude shape areas.

Edit Shapes

1. To select the shape, choose the Shape Selection tool from the Tools palette and click the shape.
2. To move a single shape, choose the Shape Selection tool from the Tools palette. Drag the shape to a new location. To move all the shapes on a layer, choose the Move tool and drag the shapes to a new location.
3. To delete a shape, select it with the Shape Selection tool and press Delete.
4. To transform the shape, select it, choose Image➪ Transform Shape, and select your desired transformation.
5. To change the color of your shape, double-click the thumbnail of the shape layer in the Layers palette. In the Color Picker, select a new color.
6. To clone a shape, press Alt and move the shape with the Move tool, as shown in Figure 11-23. We also transformed and changed the color of the cloned shape.

Figure 11-23: Elements enables you to easily edit your shapes

Applying Filters

The Filters menu in Photoshop Elements hosts a variety of menu commands that enable you to apply fine art effects to your images and distort them in many different ways. The Filters menu offers you some essential tools for improving your photographs.

If you know nothing about image editing, you can open a photo in Standard Edit mode, select a filter, and wow your friends and family with dazzling effects. Filters are fun, easy to use, and produce spectacular results.

Also on the Filter menu, you find some essential tools for improving your images, such as the sharpening filters, the photo filter, a filter to remove dust and scratches, options for changing lighting in a photo, and more.

In this chapter, you find out how to use filters and apply the effects to photos.

Chapter 12

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Apply Artistic Effects to an Image

1. Open an image in Standard Edit mode.
2. Choose Filter➪Artistic and choose a filter from the Artistic submenu (see Figure 12-1). In this example, we used Colored Pencil.
3. Adjust the filter options in the Colored Pencil dialog box.

Depending on what filter you select from the Artistic submenu, the name of the dialog box changes to reflect the name of the selected filter. Many of the filters use three sliders, as shown in Figure 12-2, to adjust the filter attributes.

4. Change the image view by clicking the down arrow in the lower-left corner of the filter dialog box and selecting a view. In this example, we selected the Fit in View option (see Figure 12-2).

Fit in View shows the entire image in the preview area. You can choose any of the menu options shown in Figure 12-2 or edit the text box where you see the zoom percentage in the lower-left corner of the dialog box. To incrementally zoom in or out, click the + (plus) and – (minus) buttons in the bottom-left corner.

5. Click OK when the image displays the view you want, and the filter is applied to the image.

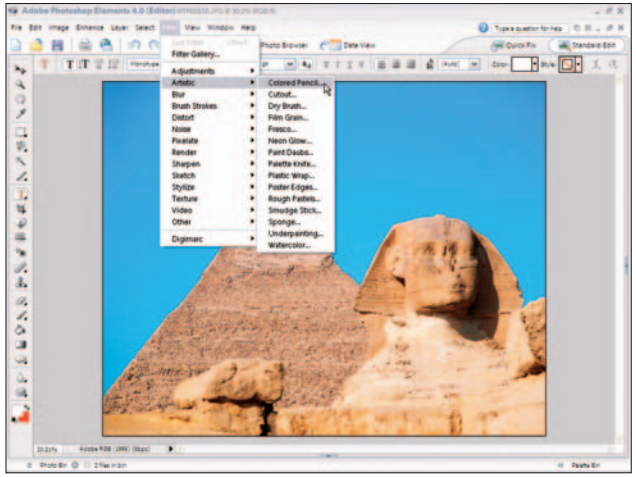


Figure 12-1: Choose a filter from the Artistic submenu
Corbis Digital Stock

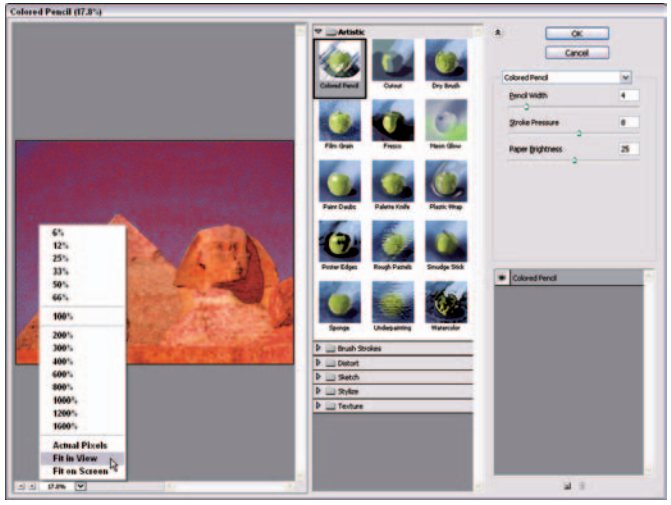


Figure 12-2: Select a zoom view from the pop-up menu options
Corbis Digital Stock

Apply Multiple Filters to an Image

1. Open an image in Standard Edit mode.
2. Select Filter➪Brush Strokes and choose a Brush Stroke filter from the submenu.

Brush Stoke filters offer a number of filter effects similar to those found in the Artistic group. Select any Brush Stroke filter to apply to your image.

3. Click the New Effect Layer icon (the icon adjacent to the trash icon) in the lower-right corner of the Brush Strokes dialog box.

When you click the New Effect Layer icon, the current selected filter is duplicated and appears listed in the lower-right quadrant of the dialog box. The eye icons indicate that the filter effect is applied to the image. Click the eye icon and the effect is turned off. When you click the New Effect Layer icon, additional layers are added so that you can apply multiple filters to the same image.

4. Select the Brush Strokes filter in the list and click another effect shown in the image previews (see Figure 12-3).
5. Add additional effects as desired by first clicking the New Effect Layer icon and then selecting the filter you want to apply.

Note that a number of filter groups are nested below the current group of thumbnail images. Click the right-pointing arrow on any group to expand the group, and you can select other filters to combine effects.

6. Click OK to apply the multiple filter effects.

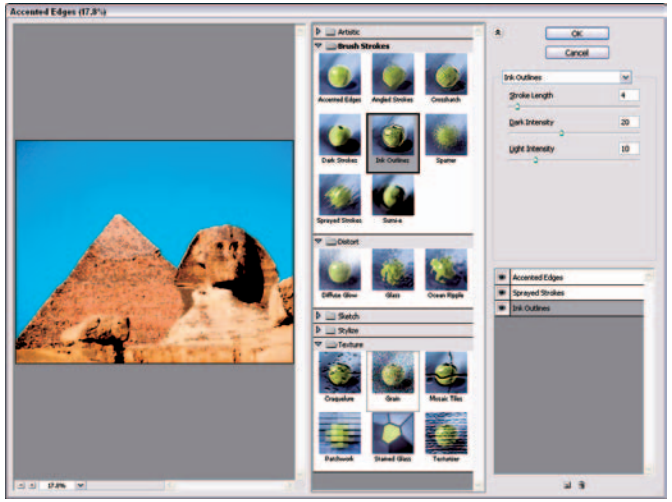


Figure 12-3: Appling multiple filter effects to the same image
Corbis Digital Stock

Reapply the Same Filters to an Image

1. Apply one or more filter effects to an image (see the preceding section) and click OK in the Filter Gallery.
2. Choose Filter➪Filter Gallery (see Figure 12-4) or press Ctrl+F. Elements adds the same effect to the image again.

The first Filter Gallery menu command reapplies the same set of filter effects to an image. Clicking the second Filter Gallery command opens the Filter Gallery dialog box, where you can select filters to apply to your image. This option opens the dialog box shown earlier in Figure 12-2, except all groups are collapsed.

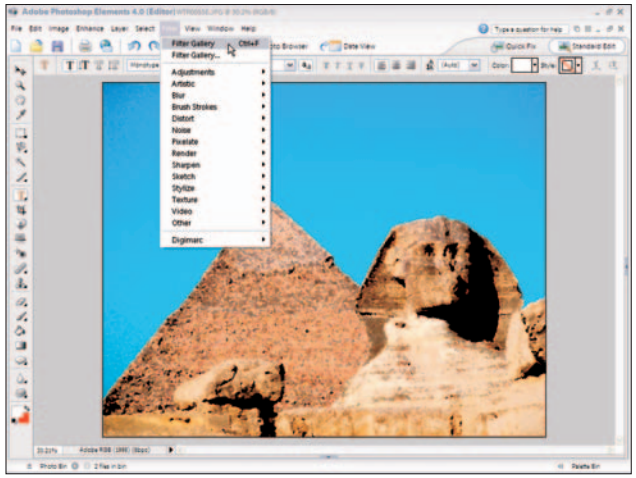


Figure 12-4: Reapply a filter by using the last filter settings
Corbis Digital Stock

Apply a Texture Filter

1. Open an image in Standard Edit mode.
2. Choose Filter➪Texture and choose a texture filter from the submenu that appears. In this example, we use the Mosaic Tiles filter.
3. Adjust the sliders to create the effect you want in the Texture Filter dialog box (see Figure 12-5).
4. Click OK to apply the filter effect.

Figure 12-5: Adjust sliders to create an effect with a Texture filter
Corbis Digital Stock

Create a Custom Texture

1. Open an image in Standard Edit mode.
2. Choose Filter and select a filter option from the Filter submenus (refer to Figure 12-1).

You can also use an image edited in Elements by using various enhancement tools for editing brightness. Try to create an image with strong contrast and use image content that you can easily convert to a texture type of appearance.

3. Make adjustments for contrast and effects that produce strong contrast in an image by moving sliders left and right on the right side if the dialog box. In this example, we use the Chrome filter from the Sketch group.
4. Click OK if you're using the Filter Gallery.
5. Choose File➪Save As and choose Photoshop (*.PSD, *.PDD) for the format. Click Save to save the file.
6. Close the file by clicking Close (X) in the top-right corner of the Image window. Or just press Ctrl+W.
7. Open an image to which you want to apply a custom texture in Standard Edit mode.
8. Choose Filter➪Texture➪Texturizer.
9. Click the right-pointing arrow next to the Texture drop-down list in the Texturizer dialog box and select Load Texture (see Figure 12-6).
10. The Load Texture dialog box opens on top of the Texturizer dialog box. Navigate your folders and locate the file you saved in Step 5.
11. Select the saved Photoshop file and click Open.
12. Adjust the sliders to create the effect you want.
13. Click OK to apply the custom texture (see Figure 12-7).

Figure 12-6: Click the right-pointing arrow and select Load Texture

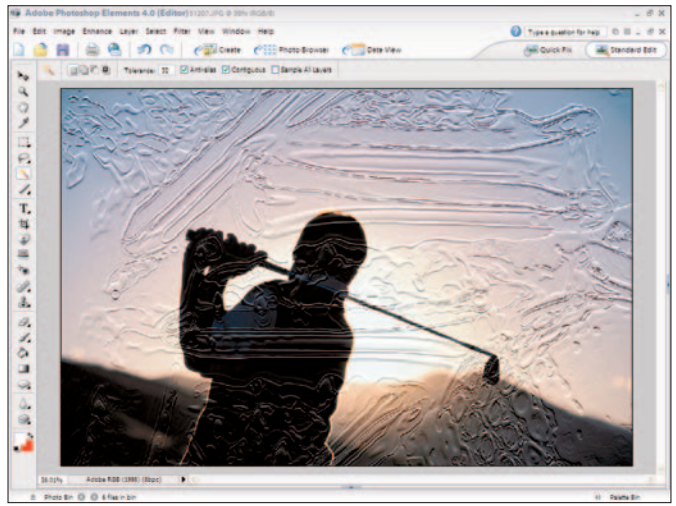


Figure 12-7: The final image with the custom texture added

PhotoDisc

Apply a Motion Blur Filter

1. Open an image in Standard Edit mode.
2. Select an area in the photo where you want to apply a blur to illustrate a motion effect.
3. Choose Filter➪Blur➪Motion Blur.

You can apply Blur filters to an entire image or to a selected area. When you select one of the Blur filters from the Filter menu, the dialog boxes are unique to each filter and don't use the Filter Gallery.

4. In the Motion Blur dialog box, click the – (minus) symbol to zoom out the image preview.
5. Place the cursor on the image preview, and the cursor changes to a Hand tool. Click and drag the image around the window to see the area you want to blur (see Figure 12-8).
6. Drag the Distance slider to expand the blur (see Figure 12-8).

As you move the Distance slider, the preview updates dynamically in the dialog box. Be certain to create the effect you want before clicking OK.

7. Click OK, and the blur effect is applied to the image (see Figure 12-9).

For a smooth transition between the blurred area you create with the Motion Blur filter and the area not blurred, create a feathered selection. Start by selecting the area you want to blur. Then choose Select➪Feather and add a feather value in the Feather Selection dialog box.

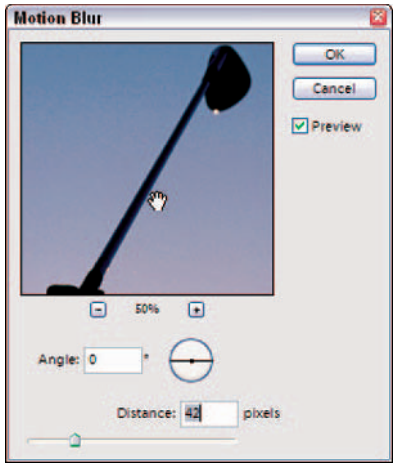


Figure 12-8: Drag the image around to see the area you want to blur
PhotoDisc

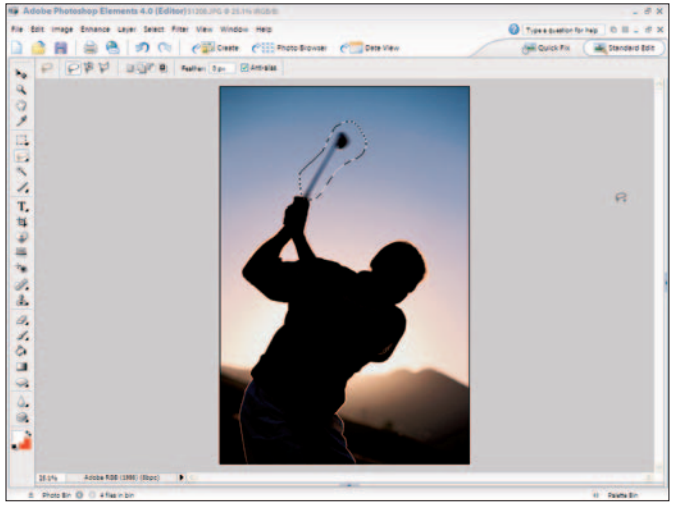


Figure 12-9: The motion blur is applied to the image

Apply a Gaussian Blur Filter

1. Open an image in Standard Edit mode.
2. Create a text layer and duplicate the layer (see Chapter 10 for more information on adding text to documents).
3. Fill the background text layer with black and the foreground text layer with white.
4. Rasterize the black text by right-clicking the layer in the Layers palette and choosing Rasterize Type from the pop-up menu that appears.
5. Select the black text and choose Filter➪Blur➪Gaussian Blur to open the Gaussian Blur dialog box (see Figure 12-10).

Most image editors commonly use the Gaussian Blur filter. Inasmuch as you can create drop shadow effects with the Styles and Effects palette, you might have occasion to create your own custom drop shadows and to apply a blur amount by using the Gaussian Blur filter. Blurring text for drop shadows is just one of many ways you'll find the Gaussian Blur filter helpful.

6. Position the cursor inside the preview area and drag the image around the window until the text appears in the preview area.
7. Adjust the slider or type a blur amount in the text box to create the effect you want.
8. Click OK, and the blur is applied to the selection, layer, or image you targeted for blurring (see Figure 12-11).

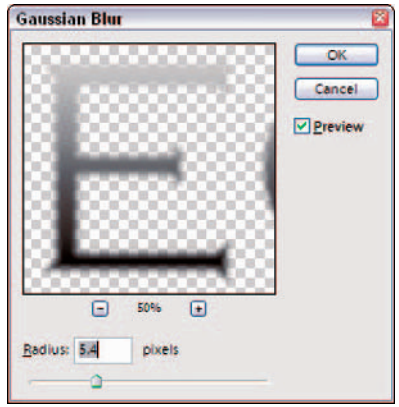


Figure 12-10: The Gaussian Blur dialog box
PhotoDisc

Figure 12-11: The blur is applied to the image

Sharpen an Image with Unsharp Mask

1. Open an image in Standard Edit mode.
2. Choose Filter➪Sharpen➪Unsharp Mask.

Several sharpen filters are available in the Sharpen group. The best choice you have for sharpening images is the Unsharp Mask filter. This filter is one you'll very commonly use in each Elements editing session. Whether you edit digital camera images or scanned photos, almost all images require some sharpening to improve crispness in the photo.

3. In the Unsharp Mask dialog box (see Figure 12-12), you have options for
   - **Amount:** Depending on the resolution of your image, enter an amount that does not produce an over-sharpened appearance. For 300 ppi (pixel per inch) images, use an amount of 200.
   - **Radius:** Divide the resolution by the Amount to determine the Radius value. For a 300 ppi image with an Amount of 200, the radius would be 1.5.
   - **Tolerance:** The lower the Tolerance setting, the more sharpening is applied to the image. For general photography, use a Tolerance of 4. For portraits, use a Tolerance of 7 or 8.

Note that the values suggested here are starting points for sharpening images. Much depends on the content of your photos and the resolution. Experiment by changing values and observing results. Over-sharpening is easy to see on your monitor and you'll notice image degradation when applying too much sharpening. If you over-sharpen an image, revert to the last save and try again with a lower amount and radius.

4. Click OK, and the image is sharpened. In Figure 12-13 you can see an image before and after sharpening.

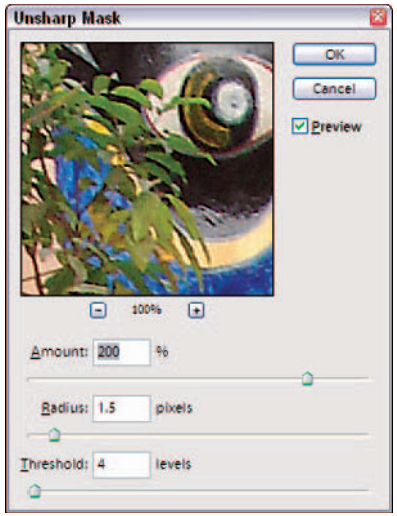


Figure 12-12: The Unsharp Mask dialog box
Corbis Digital Stock

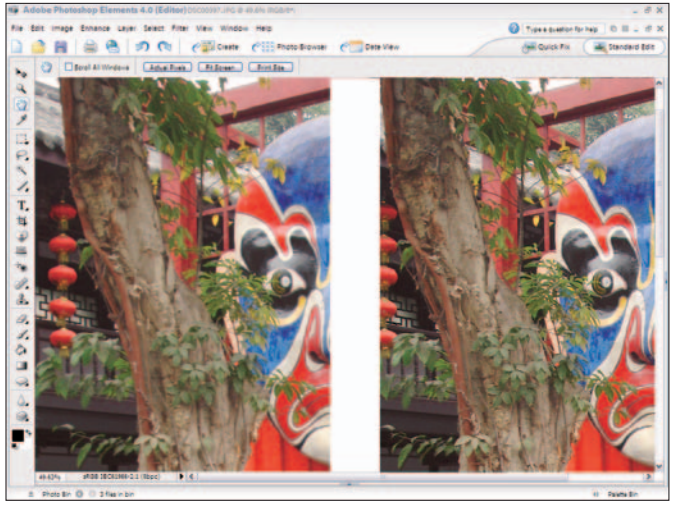


Figure 12-13: Before (left) and after (right) using the Unsharp Mask filter

Use Photo Filters

1. Open an image in Standard Edit mode.
2. Choose Filter➪Adjustments➪Photo Filter.

The Photo Filter dialog box enables you to create effects similar to those you can create with camera lens filters that control lighting. You can take images with cool tones and warm them up by using the warming filters. You can also take warm image tones and create a cooler-looking image by using the cooling filters. Create sepia toning, bring out clouds in an image, or add a tint to an image by making selections from the Filter drop-down list.

3. Select a filter from the Filter drop-down list (see Figure 12-14).
4. Move the Density slider left or right to apply less or more of the selected filter effect.
5. Select the Preserve Luminosity check box to maintain the image brightness.
6. Select the Preview check box to show a preview in the Image window according to the choices you make (see Figure 12-15).
7. Deselect the Preview check box to show the image before the filter effects are applied.
8. When you're satisfied with the effect, click OK. The filter is applied to your image.

You can select a portion of your image and apply the filter to a selected area. For example, if you want to warm up some clouds or background area, make a selection and then choose Filter➪Adjustments➪Photo Filter. The filter effects that you adjust in the Photo Filter dialog box are applied to the selected area only.

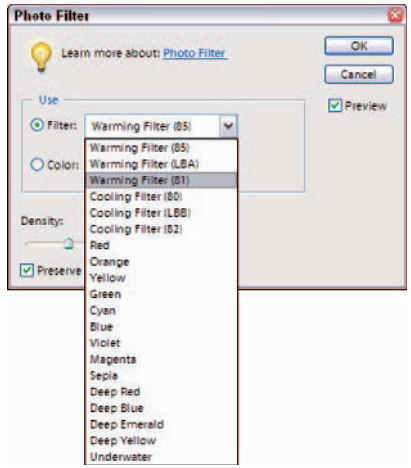


Figure 12-14: The Photo Filter dialog box

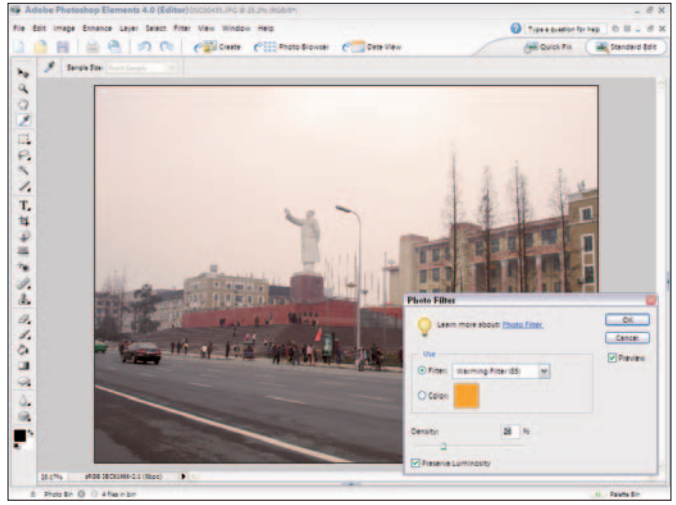
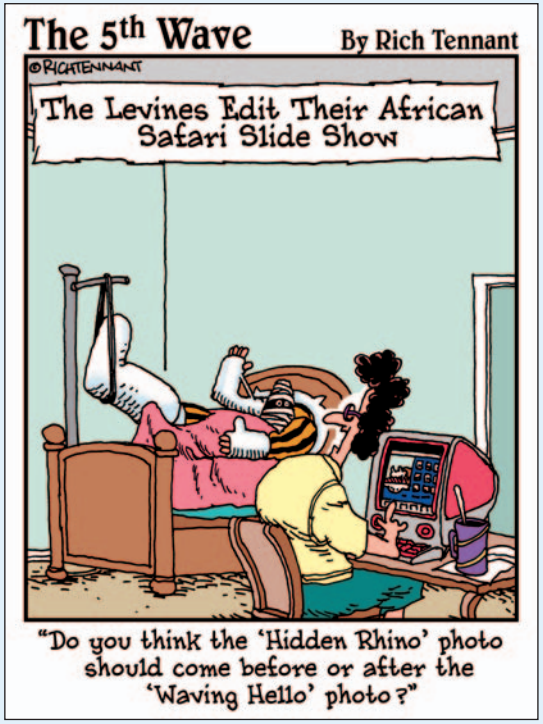


Figure 12-15: Preview changes you make in the Photo Filter dialog box

Part IV
Outputting Photos



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Preparing Images for Screen Viewing

Chapter 13

Whatever edits you make to an image, your first task is to determine the output. When you edit images for screen viewing, the image requirements for resolution and dimensions can be substantially different than when editing images you intend to print.

When it comes time to save your files, you need to know which file formats to use. For Web graphics, you have two choices: JPEG and GIF. For other screen views, you need to be certain that the image file format is compatible with the program you intend to use to display the photos on-screen.

In addition to preparing static images for screen viewing, Photoshop Elements also offers you some options for saving files with animated effects.

In this chapter, we show you how to save files for Web hosting and how to take a sneak preview at files you prepare for animation.

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Save a JPEG Image for the Web

1. Open an image in Standard Edit mode.
2. Choose Image➪Resize➪Image Size to open the Image Size dialog box shown in Figure 13-1.

When you prepare an image for Web hosting, size and sample the image to a 100-percent size at 72 ppi (pixels per inch). Web browsers can display images only at 72 ppi. If you save a photo at 144 ppi, the Web browser doubles the size of the image, thereby reducing the resolution to 72 ppi.

3. Select the Resample Image check box and edit the Width or Height value for a size you want displayed on a Web page. Change the Resolution to 72 and click OK.

Don't increase resolution by using the Image Size dialog box. If your file is too small, you need to go back to an original image, reshoot the photo, or rescan the image. Upsizing images can degrade them with obvious distortion.

4. Choose File➪Save for Web.

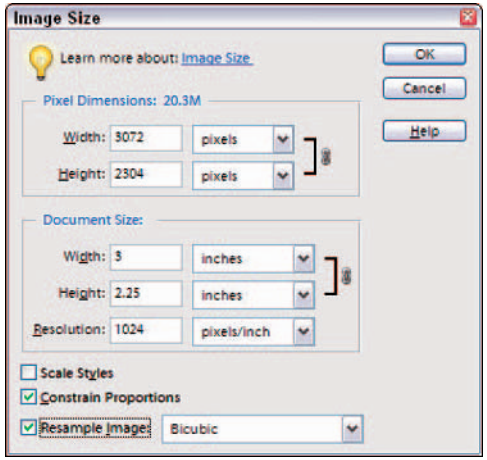

Figure 13-1: Edit the dimensions and resolution for Web viewing

5. In the Save For Web dialog box (see Figure 13-2), make choices for the exported file. Among the choices you need to make are:

   - **Format:** Click the down arrow on the drop-down list below Preset and select JPEG for the file format.
   - **Quality:** Open the next drop-down list below the file format selection and choose a Quality. In this example, we selected Medium. As you make Quality choices, you can see the results in the right preview image in the Save For Web dialog box. Your objective is to get the best image quality with the smallest file size. If you can lower Quality without showing image degradation, use the lower settings and the file will be smaller.
   - **Observe the download time:** Below the image preview in the right pane, you can see how long the image takes to download from the Web to a computer with a 28.8 baud modem. Most users today will have higher speed connections, so if the amount of time doesn't appear extraordinary (10 minutes or more), you can be assured the file size isn't going to overburden a user viewing your Web page.

6. Click OK, and the Save Optimized As dialog box opens, as shown in Figure 13-3. Navigate to the folder you want to use for your Web images, type a name for the file in the File Name text box, and click Save.

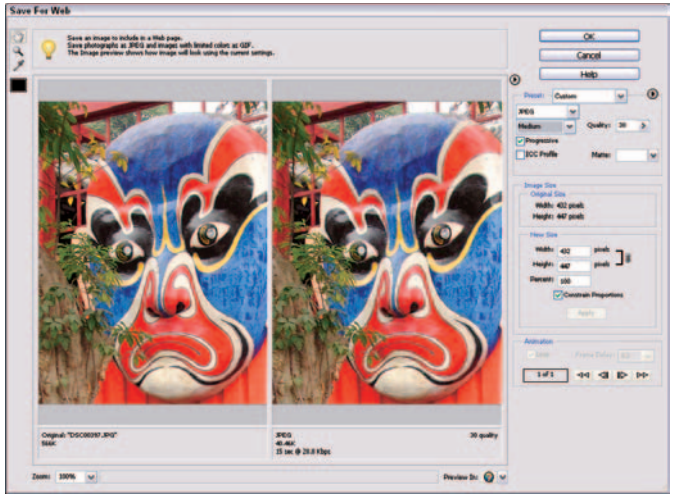

Figure 13-2: Set the format and quality and check the download time

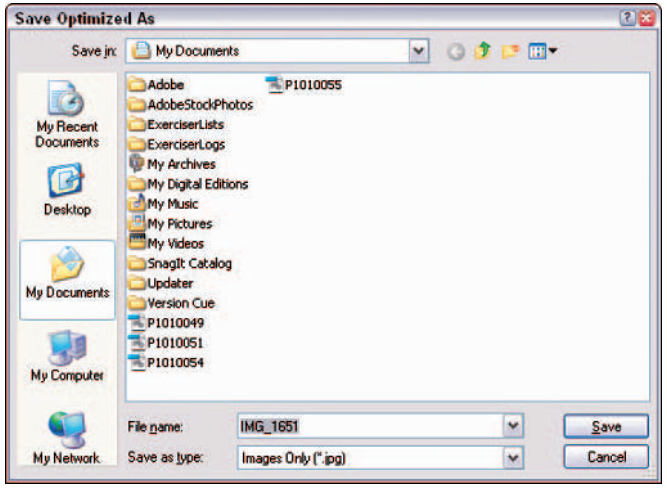

Figure 13-3: Locate a folder and type a filename

Save a GIF Image for the Web

1. Open an image in Standard Edit mode.
2. Open the Image Size dialog box and set the dimensions and resolution for optimum Web viewing (see Chapter 3 for more on changing image sizes).
3. Choose File➪Save For Web.
4. Make adjustments for saving a GIF format in the Save For Web dialog box (see Figure 13-4). Your choices include:
   - **Format:** Select GIF for the file format.
   - **Colors:** Select the number of colors from options in the Color drop-down list or type a value in the Colors text box. The range of values is from 1 to 256. As you reduce the number of colors, Elements *dithers* the image to simulate color transitions. As the preview in the right panel reflects your chosen settings, increase the number of colors if the dithering is so strong that it degrades the image appearance.
   - **Transparency:** Select the Transparency check box if you have a file that contains transparency and you want to preserve the transparent areas.
   - **Check the download time:** Below the image preview in the right pane, you can see how long the image takes to download from the Web to a computer with a 28.8 baud modem. Be certain the download time is satisfactory.
5. Click OK, and the Save Optimized As dialog box opens.
6. Locate the folder where you want to save your image and type a name in the File Name text box.
7. Click Save, and the file is saved in GIF format.

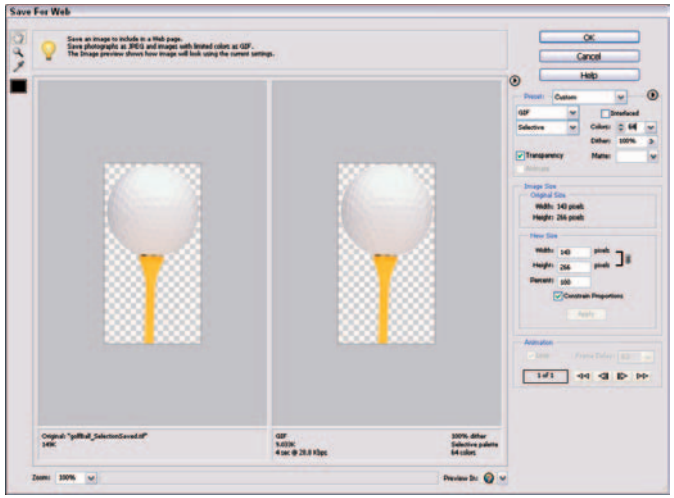

Figure 13-4: The Save For Web dialog box

GIF format is best used with files that have a lot of common color or very few colors. Continuous tone photographs with a wide range of colors are best saved as JPEG. GIF is advantageous when fewer colors are saved with the image. Saving files with fewer colors results in smaller file sizes, and smaller files download more quickly from the Web to a user's computer.

Create an Animated GIF Image

1. Open Elements in Standard Edit mode and create a new document with the Background Contents set to Transparent.

You can also use an image rather than create new content.

2. Draw an icon or type a character on the new layer. In this example, we used a type character.
3. In the Layers palette, right-click the first layer and choose Duplicate Layer from the pop-up menu that appears.
4. Choose Image➪Transform➪Free Transform. When the handles appear around the text character or icon, press Shift and drag the handle to rotate the graphic 45 degrees.

When you place the cursor outside a selected object by using the Free Transform command, the cursor appears as an arc with two opposing arrows. As you drag the mouse, the object rotates. When you press Shift as you drag, the object snaps to fixed rotations at 45 degree increments.

5. Continue duplicating layers and rotating objects to create an appearance similar to Figure 13-5.
6. Choose File➪Save for Web to open the Save For Web dialog box (see Figure 13-6).
7. Select GIF for the file format and select the Animate check box.
8. Set the Frame Delay by selecting options from the drop-down list or type a value in the text box.
9. Click the Selects Next Frame button.
10. When you assign the attributes and the preview appears correct, click OK to save the file as an animated GIF.

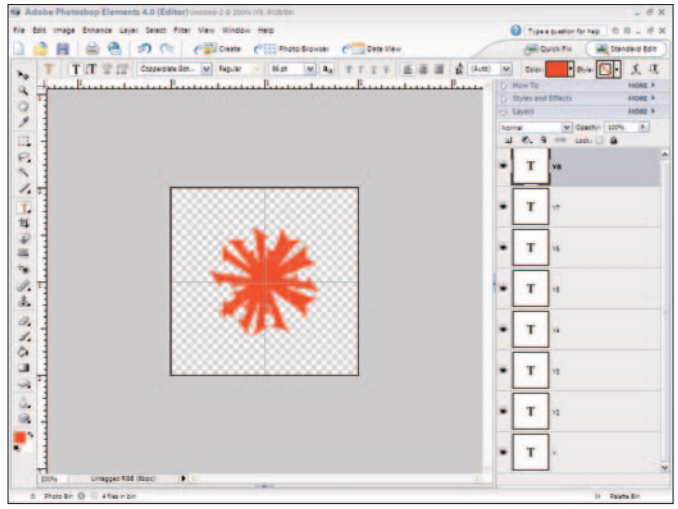

Figure 13-5: Create multiple layers with rotated objects

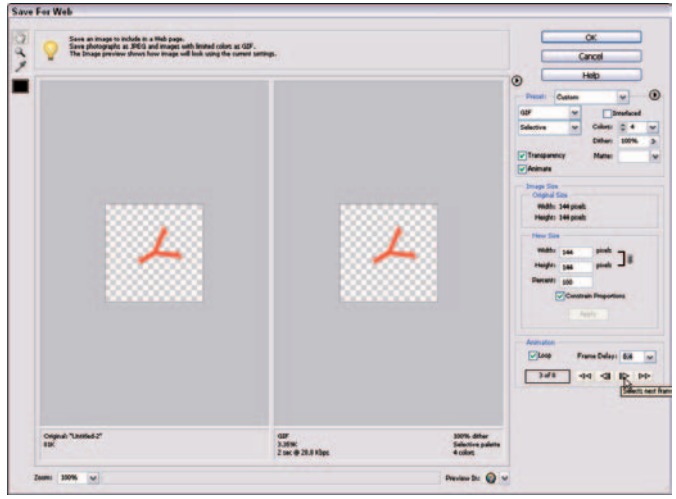

Figure 13-6: Adjust settings and save the file as an animated GIF

View a Slide Show in the Organizer

1. Open the Organizer.
2. Open each image you want to view in a slide show and optimize the size for full-screen viewing. The images should all be 72 ppi and large enough for viewing without zooming higher than a 100-percent size. Use the Image➪Resize Image command to set the dimensions and the resolution.
3. In the Organizer window, select the images you want to display as a slide show (see Figure 13-7).

To select a range of contiguous images, click the first image thumbnail in the Organizer window, hold down the Shift key, and then click the last image in a group. For a selection of noncontiguous images, hold down Ctrl and click each image thumbnail you want to include in your selection.

4. Choose View➪View Photos in Full Screen or press F11 to open the Full Screen View Options dialog box (see Figure 13-8).
5. Set options in the Full Screen View Options dialog box for
   - **Background Music:** To play music during the slideshow, select an option from the drop-down list or click the Browse button to locate a sound file on your hard drive.
   - **Page Duration:** Set the time for slide duration from the drop-down list or type a value in the text box.
   - **Other options:** Select the check box for each option you want to use. Select the Filmstrip check box to include individual thumbnail images on filmstrip in Full Screen mode.

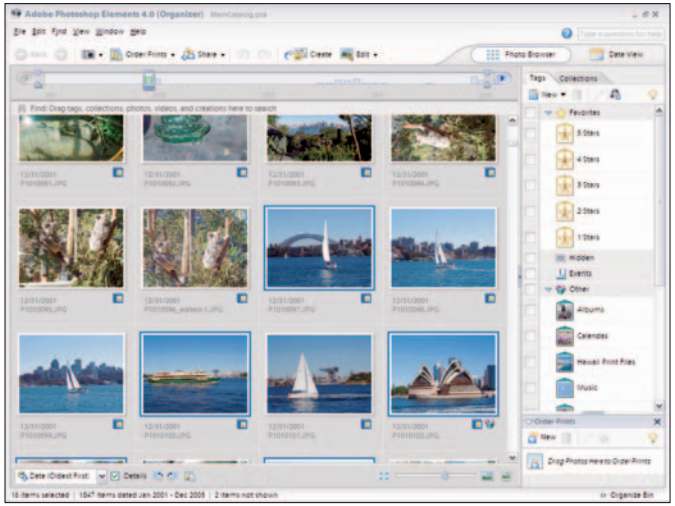

Figure 13-7: Click the thumbnail images you want to use in your slide show

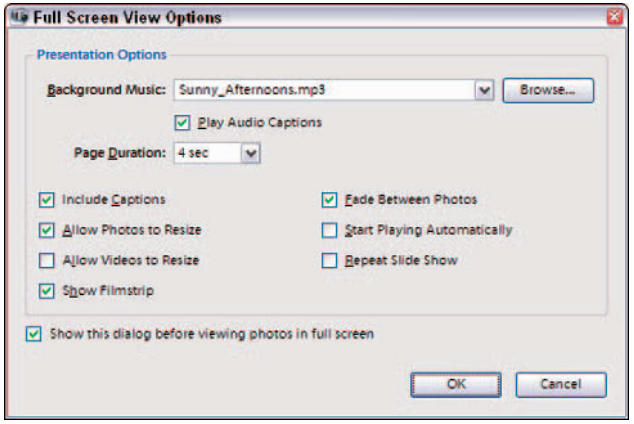

Figure 13-8: Set the Full Screen View Options and click OK

6. Click OK.
7. Tweak the slide show by doing the following:
   - Click the play button in the toolbar on the top-left corner of the Full Screen preview (see Figure 13-9).
   - Click a slide in the Filmstrip and click the trash icon to delete any unwanted slides from your slide show.
   - Click Create Slide Show to move to the next dialog box.
8. Click OK in the next dialog box to accept defaults, and the Slide Editor (see Figure 13-10) opens.
9. Choose options in the Slide Editor for:
   - **Save Project:** Click this button to save the slide show without actually exporting to a slide show. When you save the project, you can come back to it later to export to a slide show.
   - **Output:** Click this button to export to a slide show.
   - **Blank Slide:** Click this button to add a blank slide where you can create a title screen.
   - **Add Text:** Click this button to add text to a title screen or to any slide.
   - **Preveiw the slide show:** Click the play button at the bottom of the current preview image to see a preview before exporting to a slide show.

Figure 13-9: Preview the slide show in Full Screen mode

Figure 13-10: Make choices in the Slide Show Editor

Printing Images

Printing your photos is an inevitable task you'll perform routinely in Photoshop Elements. Whether you print your photos on your own desktop color printer or prepare files for output at professional photo labs, the preparation of your images is the same. Among some important considerations for producing good-quality prints are file optimization, correct color balance, and using appropriate color printer profiles.

In this chapter, we cover all the steps needed to print photos to your own desktop color printer and how to handle color profiling for output at commercial photo labs.

Chapter 14

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Set Up a Color Printer Profile

1. Open either the Organizer or Standard Edit mode.
2. Choose Edit➪Color Settings.
3. Select the Always Optimize for Printing radio button (see Figure 14-1).

Unless you know that your printer requires another color profile, you can use the default Adobe RGB (1998) color profile for most printing. In some cases, you'll want to use a custom color profile, or you might use a photo center whose lab equipment performs best when using the sRGB color profile. The equipment or the photo lab you use dictates these variances. When you select the radio button for Always Optimize for Printing, the printer uses the Adobe RGB color profile. Selecting the Always Optimize Colors for Computer Screens radio button embeds the sRGB color profile in your document.

4. Open a file in Standard Edit mode.
5. Choose File➪Save As.
6. Type a filename in the File Name text box.
7. Select the check box for ICC Profile: Adobe RGB (1998) (see Figure 14-2).
8. Select TIFF (*.TIF, *.TIFF) from the Format drop-down list.

If you save files for output at photo labs, be certain to ask the lab what profile to use and what file format to select. Many photo labs might prefer sRGB for the color profile and they might want you to submit JPEG format.

9. Click Save, and the file is saved with the Adobe RGB profile embedded in the document.

If you switch back and forth between screen images and photos for output to a printer, you can select the Allow Me to Choose option in the Color Settings dialog box. When you open files, you can choose a suitable profile to use to convert color.

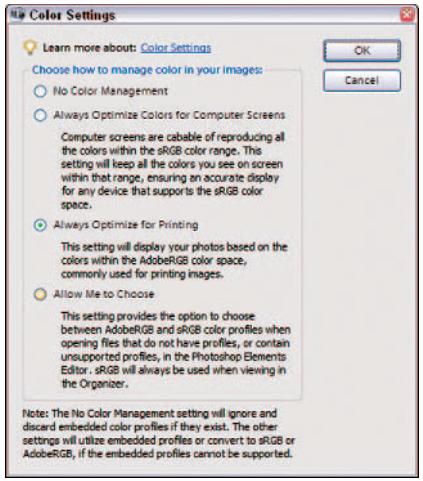


Figure 14-1: Select Always Optimize for Printing in the Color Settings dialog box

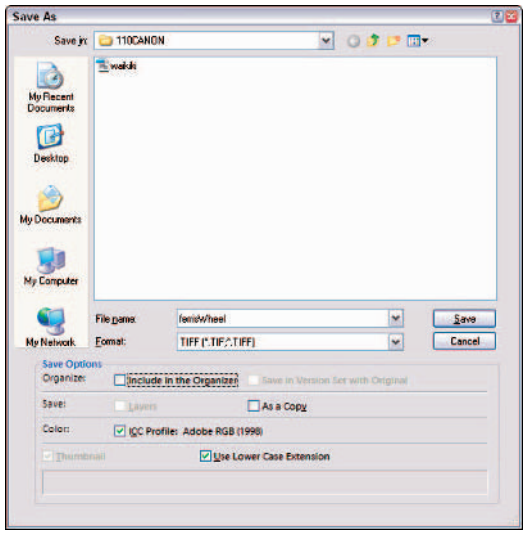


Figure 14-2: Select the ICC Profile: Adobe RGB (1998) check box

Adjust Printer Properties

1. Open an image in Standard Edit mode.
2. Choose File➪Page Setup.
3. Click Printer in the Page Setup dialog box.

Be certain your desktop printer is connected to your computer or network and properly configured according to recommendations from your printer manufacturer.

4. Select the printer you want to use from the Name drop-down list (see Figure 14-3).
5. Click Properties to open the Properties dialog box, where you set attributes for your selected printer.
6. Select a photo quality if one appears in the Properties dialog box for your printer. In this example, we used an Epson Stylus C82 printer (see Figure 14-4).
7. Select a paper type.

Many color printers let you select a paper type, such as Plain Paper, Photo Quality Ink Jet, Matte, Glossy, Canvas, and so on. Always make the proper paper selection. If you select the wrong paper type, your print might have noticeable problems, such as poor color saturation, colors out of balance, inks bleeding, and so on.

8. Select an orientation (Portrait for vertical prints or Landscape for horizontal prints).
9. Make other adjustments as needed for your particular printer and click OK.

You have to set printer properties before you actually print your document. If you follow the steps here, you can now move to the Print dialog box and print your document. As an alternative to visiting the Page Setup dialog box, you can instead open print properties in the Print dialog box by clicking the Properties button.

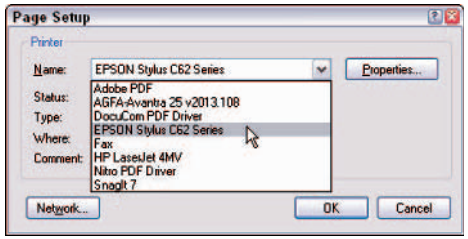


Figure 14-3: Select the printer from the Name drop-down list

Figure 14-4: Select the paper type (if available) in the Properties dialog box

Print a Photo

1. Open an image in Standard Edit or Quick Fix mode. Alternatively, select an image thumbnail in the Organizer.
2. Choose File➪Print.

You can print files from either editing mode or from the Organizer.

3. Click Page Setup in the Print dialog box.
4. Click Printer to open the Page Setup dialog box.
5. Click the Properties button in the Page Setup dialog box and set the printer properties for your desired output.

You can open the Page Setup dialog box from the File menu or from the Print dialog box.

6. Click OK in the Properties dialog box to return to the Print Preview dialog box (see Figure 14-5).
7. Select a Print Size and click Print to print the photo.

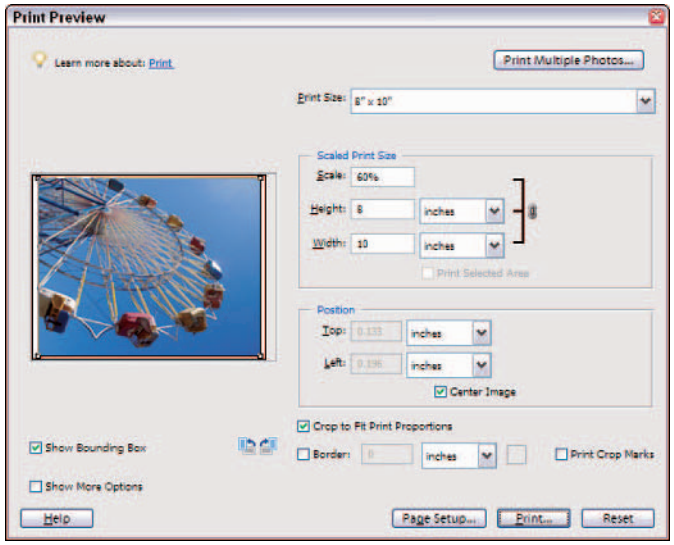


Figure 14-5: Set the print attributes and click Print

Print Multiple Photos

1. Open the Organizer and select a photo you want to print by clicking it. Then press Ctrl+click to select additional photos.
2. Choose File➪Print, and the Print Selected Photos dialog box opens (see Figure 14-6).

Your selected photos appear in a list on the left side of the Print Selected Photos dialog box. Click a photo and click the – (minus) button if you want to remove an image from the list of images to print. Click the + (plus) button if you want to add more images to the list.

3. Click Page Setup and set the printer properties.
4. Select a printer from the Select Printer drop-down list.
5. Select Individual Prints from the Select Type of Print drop-down list.
6. Select the paper size from the Select Print Size and Options drop-down list.

For oversized images, select Fit on Page from the Select Print Size and Options drop-down list. This fits a photo on a selected paper size.

7. Click Print to print the selected photos.

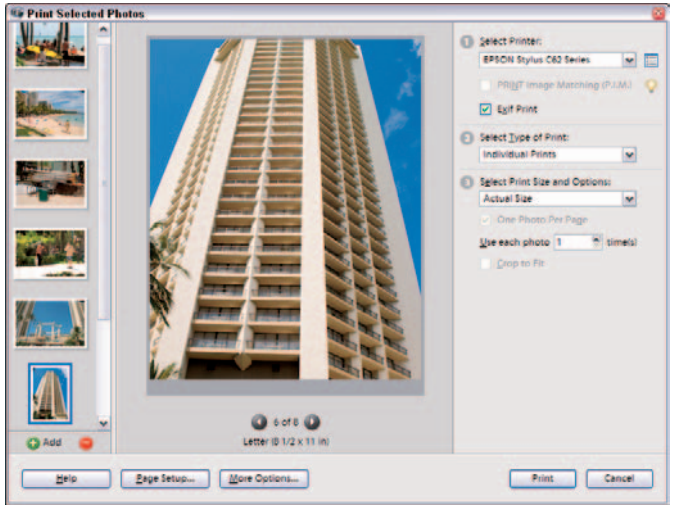


Figure 14-6: Select the attributes and click Print to print multiple photos

Print a Contact Sheet

1. Open the Organizer and select several photos you want to print.
2. Choose File➪Print and the Print Selected Photos dialog box opens.
3. Click Page Setup and set the printer properties.
4. Select a printer from the Select Printer drop-down list.
5. Select Contact Sheet from the Select Type of Print drop-down list (see Figure 14-7).
6. Select the number of columns you want to appear on the contact sheet by typing a value from 1 to 9 in the Columns text box.

As you increase the number of columns, Elements reduces the contact image sizes.

7. Select the check boxes for the label items you want to appear on the contact sheet.
8. Click Print to print the contact sheet(s).

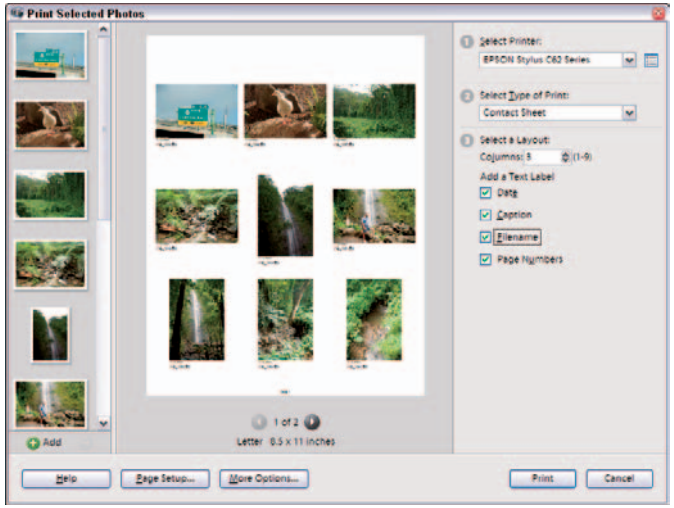


Figure 14-7: Select the number of columns to appear

Print a Picture Package

1. Open the Organizer and select several photos you want to print.

You can print a Picture Package by using only one photo. If you intend to print only one photo, you can select the Print command from the Organizer or either editing mode.

2. Choose File➪Print and the Print Selected Photos dialog box opens.
3. Click Page Setup and set the printer properties.
4. Select a printer from the Select Printer drop-down list.
5. Select Picture Package from the Select Type of Print drop-down list (see Figure 14-8).
6. Select a layout from the Select a Layout drop-down list.
7. Open the Select a Frame drop-down list and select a picture frame if you want one to appear around the photos. Select None if you don't want a picture frame.

If you want each selected photo to appear on individual pages at different print sizes, select the Fill Page With First Photo check box.

8. Click Print to print your picture packages.

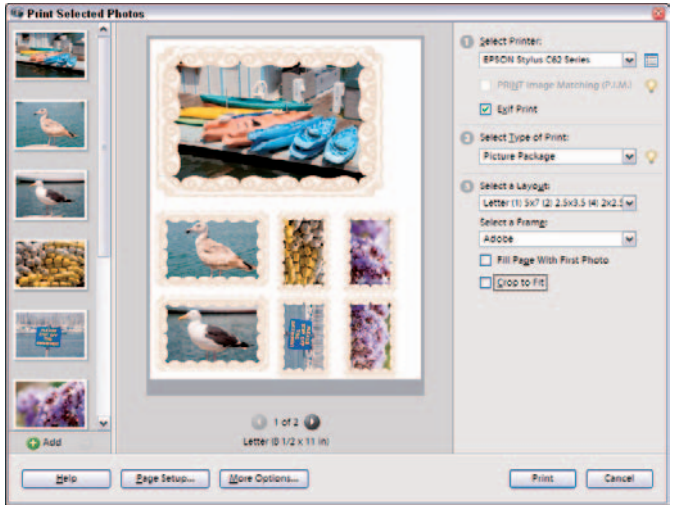


Figure 14-8: Set the print attributes and click Print

Order Prints Online

1. Open the Organizer and select photos for ordering prints online.

Be certain to size your images to a 1:1 ratio for the print size at 300 ppi (pixels per inch). Save your photos as JPEG with the maximum quality settings.

2. Choose File➪Order Prints from the Organizer.

Kodak Easy Share provides online print services. You can order online photos and have them delivered to your door.

3. Log in when the Kodak Easy Share wizard opens. If you have an account, log in by typing your e-mail address and password (see Figure 14-9). If you don't have an account, click Sign Up Now and follow the steps to create a new account.
4. Click the Login button to advance to the next step in the wizard (see Figure 14-10).
5. Type the number of prints you want for each size you're ordering.
6. Click the + (plus) button to add more photos to your order.
7. Review the Order Summary to be certain you have all the prints you want ordered.
8. Click Next to advance to the next step in the wizard.

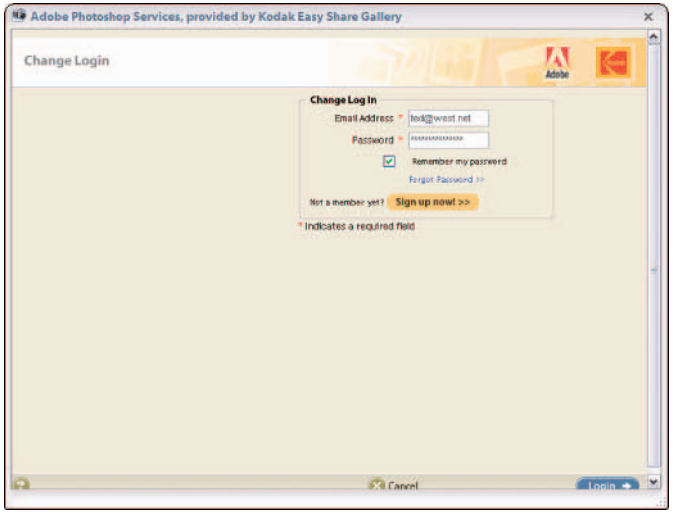


Figure 14-9: Log in or create a new account with Kodak Easy Share

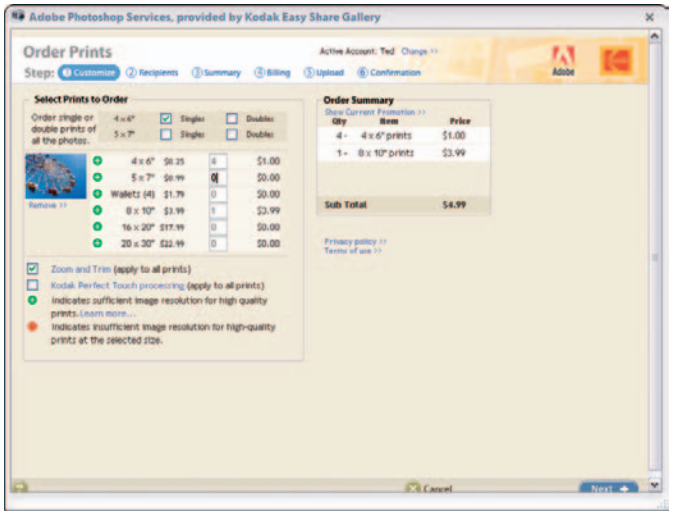


Figure 14-10: Enter print quantities and review the Order Summary

9. Add addresses for all recipients in the Recipients pane in the wizard (see Figure 14-11). If you're the only recipient, be certain a check mark appears next to your name. If you want to add other recipients, click the Import addresses button and add addresses for all the recipients.
10. Review the order to be certain that you're ordering prints for all the correct recipients.
11. Click Next to advance to the next step.
12. Select a shipping method (see Figure 14-12) from the Ship Via drop-down list.
13. Type the coupon ID if you have an order coupon.
14. Click Next to advance to the next pane in the wizard.
15. Follow directions for billing and shipping information in the pane.
16. Click Next, and in the next pane, upload your photos by following the directions in the pane.
17. Confirm your order and finish the order process.

After placing your order, you and your recipients will receive your prints via the ship method you select in the Summary pane.

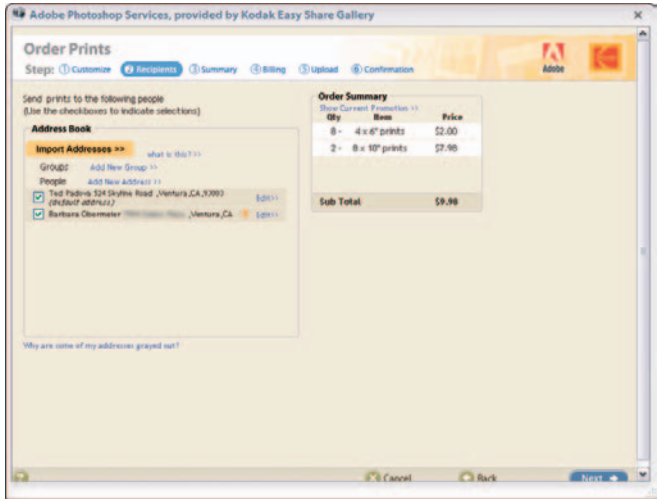


Figure 14-11: Click Import Addresses to add recipients

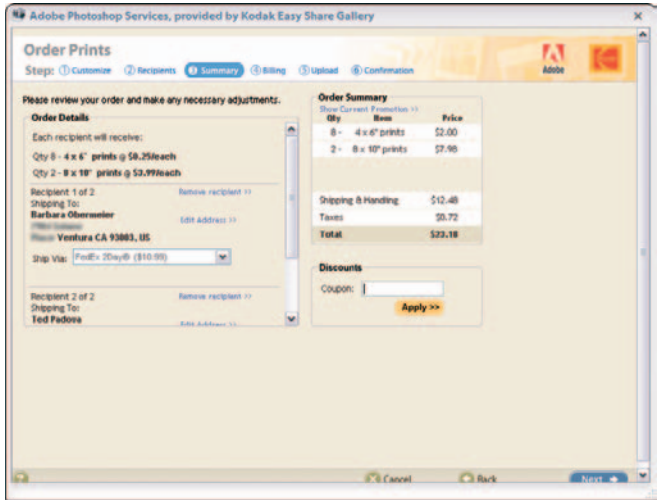
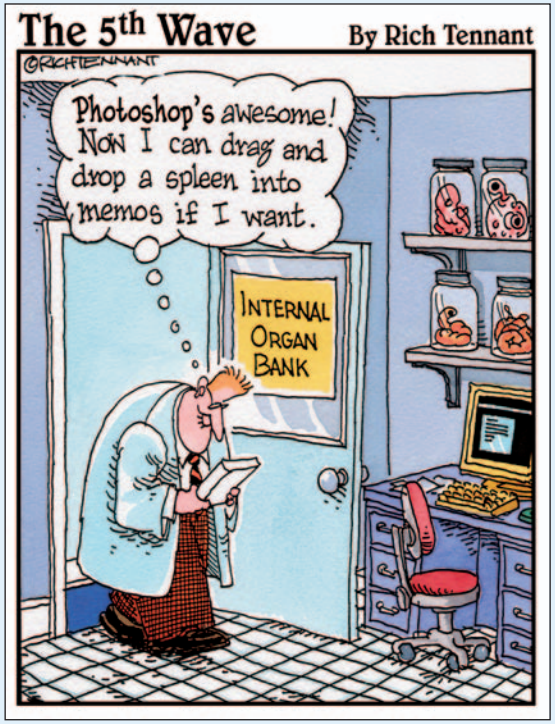


Figure 14-12: Select a shipping method and click Next

Part V
Working with Creations



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Making Creations

Using the current version of Photoshop Elements is like having two programs in one package: a popular editing program (offering Quick Fix and Standard Edit modes) and Photoshop Album, a program formerly distributed by Adobe.

The integration of the Photoshop Album tools and features means you have a number of different options when you want to use images creatively:

- Assemble slide shows for screen views (adding sound and video if you like)
- Burn your creations to CD/DVD ROMs
- Create calendars, greeting cards, and video discs

This chapter covers the main creation options available in Photoshop Elements.

Chapter 15

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Create a Slide Show Project

1. Open the Organizer and select photos you want to add to a slide show.
2. Click the Create button in the Shortcuts bar.
3. On the left side of the Creation Setup window, click Slide Show, and then in the lower-right, click OK to open the Slide Show Editor.
4. Click Add Blank Slide in the Shortcuts bar.
5. Click the blank slide in the Photo Bin at the bottom of the Slide Show Editor window.
6. Click the Background Color swatch to open the Color Picker (see Figure 15-1).
7. Click a color you want to appear as a background color for your introduction slide.

In the Color Picker, you can change the color hue by dragging the slider to the right of the large color swatch. You can also type numeric values in the R, G, and B text boxes to define a specific color if the values are known. For creating colors that fall within a Web safe color palette, check the Only Web Colors box.

8. Click the Graphics button in the Slide Show Editor (Figure 15-1).
9. Browse the Backgrounds by dragging the scroll bar in the Backgrounds palette.

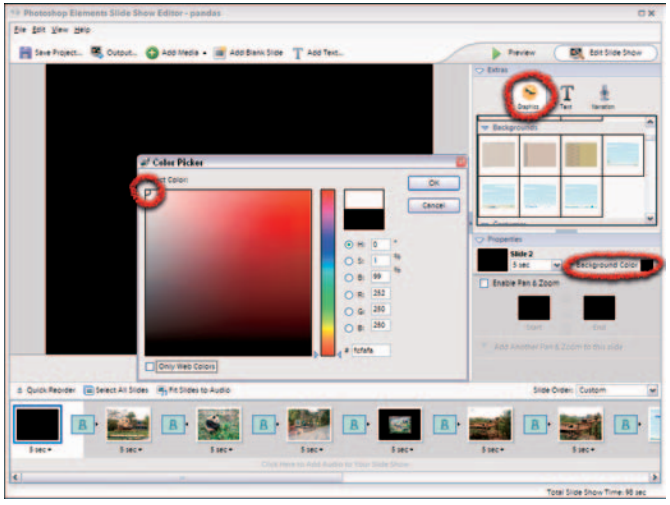

Figure 15-1: Click Background Color to open the Color Picker

When you click Slide Show in the Creation Setup window, two icons appear in the lower-right, which tell you the type of output the Slide Show creation supports. The first icon indicates you can output the slide show for screen viewing. The second icon indicates you can burn the slide show to a CD. With other creations such as Bound Photo Books and Bound Calendars, you can additionally output to a PDF file, print to a printer, order a copy online, or share your creation via e-mail. To understand what the icons represent, hover the cursor over an icon, and a ToolTip shows a short explanation.

10. To add a background, drag a background design from the Backgrounds palette to the slide in the preview area. To be certain the background is added and centered, double-click the design in the background area.
11. Click the Text icon in the Extras palette.
12. In the Text palette (see Figure 15-2), select a text style and drag it to the blank slide, where a new background appears.
13. Double-click the default text where you see *Your text here*.
14. Type the text you want to add to the title slide in the Edit Text dialog box (see Figure 15-3).
15. Set type attributes in the Properties palette. Your choices include the following:
    - **Font:** Select a font from the drop-down menu (below the Edit Text button).
    - **Point size:** Select a font size or type a size in the text box (to the right of the font drop-down menu).
    - **Color:** Click the color swatch to open the Color Picker, where you choose a font color.
    - **Opacity:** Select a value from the menu or type a value.
    - **Paragraph alignment:** Below the color swatch, choose a left-, center-, or right-justified paragraph.
    - **Type style:** Click the icons for any of four type styles (bold, italic, underline, and strikethrough).
    - **Drop shadow:** Click the button (next to the type-style options) to add a drop shadow. Click the drop-shadow color swatch to change the color of the drop shadow.
16. Click OK and then click Save Project in the Shortcuts bar.
17. Type a name for the project and click Save. The project is saved and added to the Organizer.

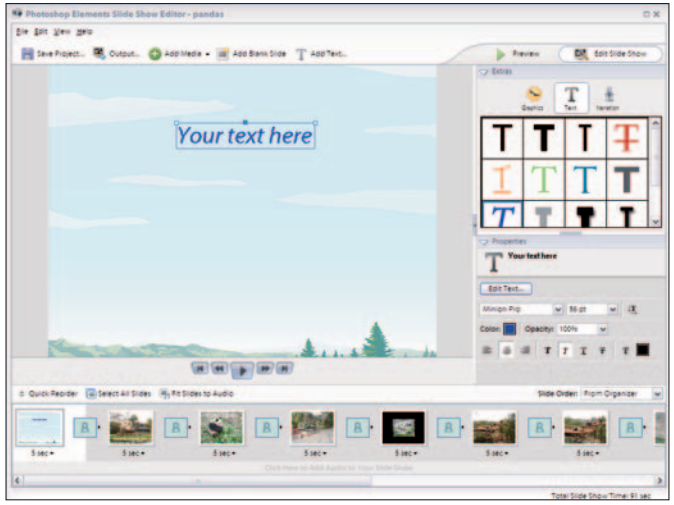

Figure 15-2: Dragging a character to the preview window

Figure 15-3: Typing text in the Text Edit dialog box

Output a Slide Show to PDF

1. Double-click a creation thumbnail in the Organizer.

A preview thumbnail of the first slide in a slide show project appears in the Organizer. When you want to reopen the project, double-click the preview thumbnail in the Organizer and the project is opened in the Slide Editor.

2. Click Output in the Shortcuts bar.
3. Select Save As a File in the Slide Show Output window (see Figure 15-4).
4. Click the PDF File (.pdf) radio button.
5. Select a slide size from the Slide Size drop-down menu.
6. Check the boxes for the following:
   - **Loop:** Plays a continuous loop.
   - **Manual Advance:** Check this box to advance slides by clicking the mouse.
   - **View Slide Show After Saving:** Check this box to show the slide show in an Acrobat Viewer.
7. Click OK to output the slide show as a PDF document.

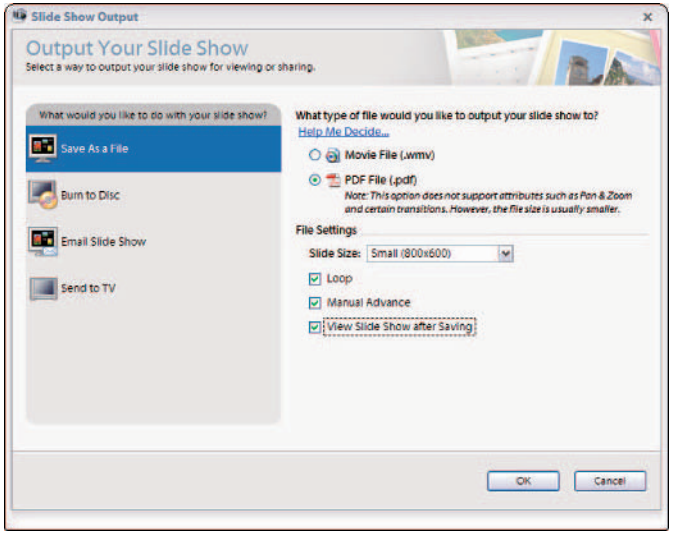

Figure 15-4: Select PDF File (.pdf) and click OK to create a PDF document

PDF (Portable Document Format) files require an Acrobat viewer to open the documents. The free Adobe Reader software is available on your Adobe Photoshop Elements installer CD-ROM. Make sure to install Adobe Reader before attempting to view a PDF document.

View a PDF Slide Show

1. Double-click a PDF slide show in the Organizer, and the slide show opens in Full Screen mode in Adobe Reader.
2. To cancel out of Full Screen Mode, press the Esc key.
3. Click the Left and Right Arrows on the Status Bar to move forward and back to preview your slides (see Figure 15-5).
4. Return to Full Screen mode by choosing View➪ Full Screen or pressing Ctrl+L.
5. Press the Right Arrow key on your keyboard to advance slides. Note that no navigation tools are visible while in Full Screen mode (see Figure 15-6).

If you elect to not use Manual Advance when exporting a PDF slide show from Elements, the slides scroll automatically. When Loop is selected, the slide show automatically scrolls all slides and begins again, showing slides in an indefinite loop.

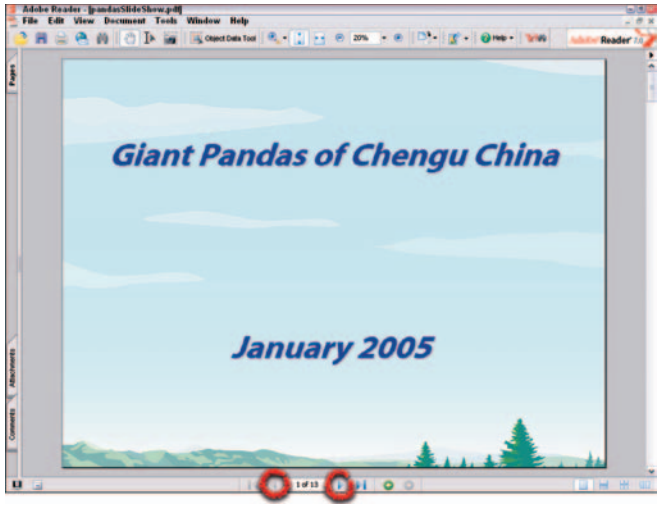

Figure 15-5: Scroll through the pages to preview them

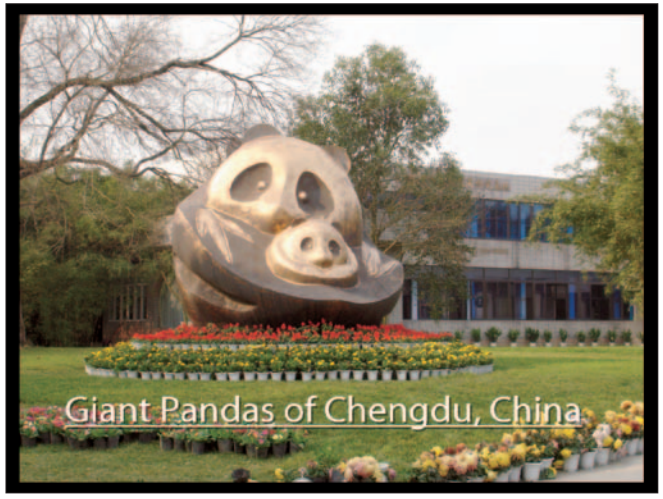

Figure 15-6: Press the left and right arrow keys to move among the slides

Change Slides and Transitions

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. Click Quick Reorder in the lower-left corner.
3. Drag slides in the window to reorder them.

When in Quick Reorder mode, you can freely move slides around the window. To change the thumbnail sizes, move the slider in the Options bar left and right.

4. To add a transition, click the right-pointing arrow on a transition, and choose a transition from the menu (see Figure 15-7).

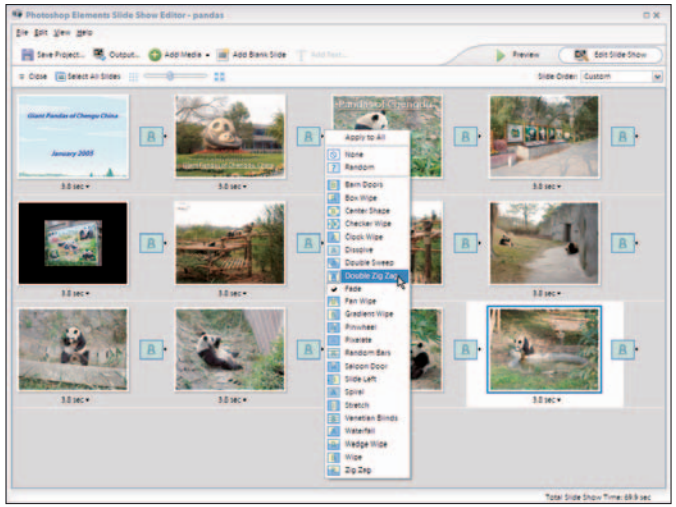

Figure 15-7: Drag slides to reorder them; select transitions from the drop-down list

Add Media to a Slide Show

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. Click Add Media in the Shortcuts bar (see Figure 15-8).
3. Choose one of the following from the drop-down menu:
   - Choose **Photos and Videos from Organizer** to add a media file available in the Organizer.
   - Choose **Photos and Videos from Folder** to browse your hard drive and add a video file to the selected slide.
   - Choose **Audio from Organizer** to add a sound file available in the Organizer to the slide show.
   - Choose **Audio from Folder** to browse your hard drive.

You can add both video clips and sound files to the Organizer by choosing File➪Get Photos➪From Files and Folders.

Figure 15-8: Use the Add Media drop-down menu to import video or sound

Fit Slides to an Audio File

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. Click Add Media and select Audio from Folder.
3. Select a sound file to import.
4. Click Fit Slides to Audio in the Slide Editor (see Figure 15-9).

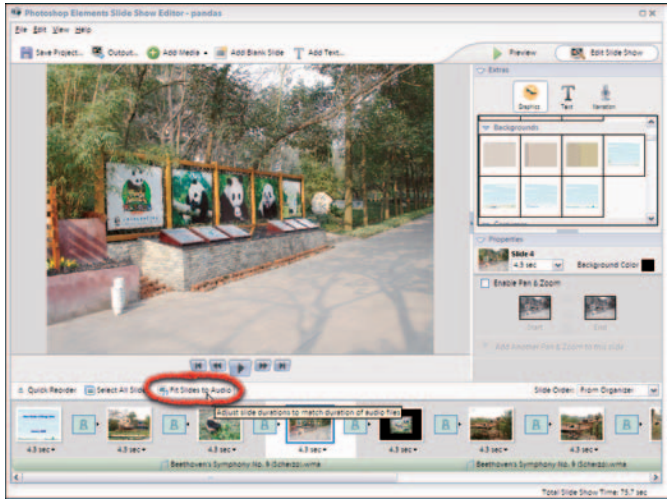

Figure 15-9: Click Fit Slides to Audio to match slide-display time to the audio

Record Sounds as Audio Captions

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. In the Photo Bin, select the slide to which you want to add a recorded sound.
3. Click Narration in the Extras palette.
4. Check the Save As an Audio Caption box.
5. Click the Record button and record a sound, using a properly configured microphone attached to your computer. Click the button again to stop the recording (see Figure 15-10). This adds an audio caption to the slide (replacing an existing caption).

To import a sound instead, click the folder icon in the Extras palette and select Browse. Locate a sound file on your hard drive and import the file. The sound is added to the currently selected slide as an audio caption.

6. Click Save Project to update the edited project file.

To delete audio captions, click Narration and then the Trash icon. Select Delete This Narration.

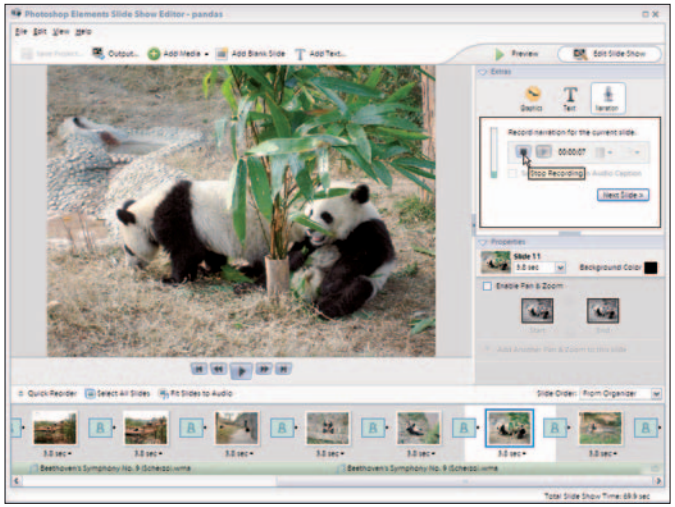

Figure 15-10: Record an audio caption for a slide

Export a Slide Show to a Movie File

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. Add sound files and background music to your presentation (if desired).
3. Click Output in the Shortcuts bar.
4. Select Movie File (.wmv).
5. From the Slide Size drop-down menu (see Figure 15-11), select a slide size format from the menu options.

You can choose Slide Size options for output in different slide sizes according to screen resolution, and options for writing to video CDs or DVDs. For video CDs and DVDs in North America, Central America, and Japan, use NTSC. For video CDs and DVDs outside these areas, use PAL.

6. Click OK, and the Save As dialog box opens.
7. Type a name for the video file in the File Name text box (see Figure 15-12).
8. Use the navigation tools in the Save As dialog box to save to a different folder if so desired. My Videos is the default.
9. Click Save to export to a video file. Close the Slide Show editor, and the file is added the Organizer.

Files exported from the Slide Show Editor are written in Microsoft .wmv (Windows Media) format — and these files cannot be edited with Adobe Photoshop Elements. If you purchase Elements with Adobe Premiere Elements as a bundle (or you purchase Adobe Premiere Elements separately), you can edit the video. Edited video from Premiere Elements can be saved and imported in other slide shows created with Photoshop Elements.

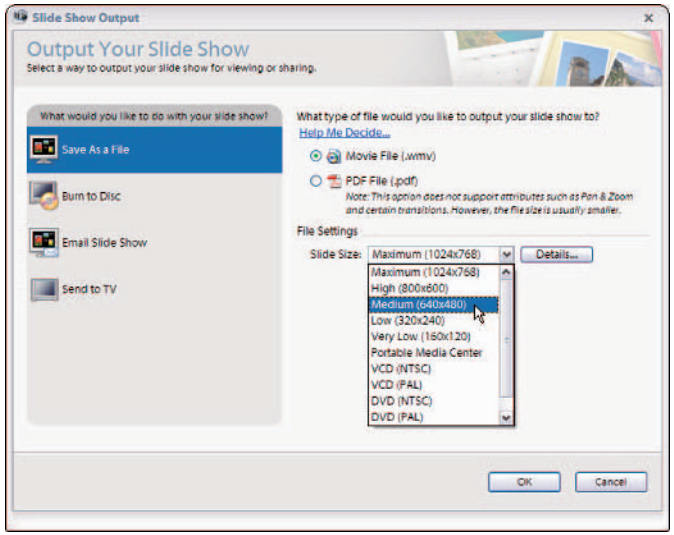

Figure 15-11: Select a slide size or format and click OK

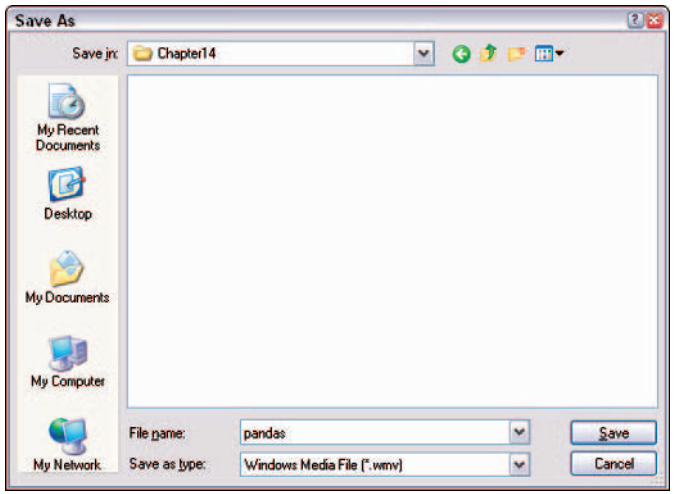

Figure 15-12: Exporting to a video file

Preview a Movie File

1. Export a slide show to a movie file, and double-click the video file in the Organizer (see Figure 15-13).
2. Click the Play button (see Figure 15-14). Adjust the sound using the slider next to the speaker icon.
3. Click the X in the top-right corner to close the window after playing the file.

Any problems with the slide advances and sound are easily noticeable when the movie is played. If you encounter any skips or jumps where the playback is not smooth, you need to rewrite the movie file from the Slide Show Editor. If such a condition happens, try to optimize your hard drive or try writing the file to another drive.

After you determine that the movie file plays correctly, you can write the file to a CD or DVD. To write a file to disc from the Organizer, select the file in the Organizer window and choose File➪Burn. Follow the steps in the Burn/Backup wizard.

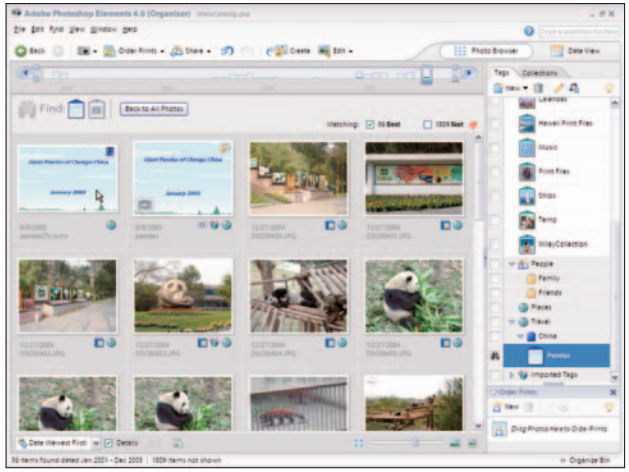

Figure 15-13: Double-click the movie file in the Organizer to play the movie

Figure 15-14: Check that your movie plays correctly

Burn a CD of a Slide Show

1. In the Organizer, double-click a slide show to open it in the Slide Show Editor.
2. Click Output in the Shortcuts bar.
3. Select Burn to Disc in the Slide Show Output dialog box (see Figure 15-15).
4. Select from the following options:
   - **VCD (lower quality; works on TV or Computer).** Select this option to burn a CD videodisc. The CD can be played on your computer's CD-ROM, DVD-ROM, or a DVD player attached to your TV set.
   - **DVD (higher quality; works on TV or Computer).** Select this option to burn a DVD. The DVD can be played on a computer using a DVD-ROM drive or a DVD player attached to your TV set. For devices in North America, Central America, and Japan, select NTSC. In all other areas, select PAL.
   - **Include additional slide shows I've made on this disc.** Check this box to add slide shows to your CD or DVD.

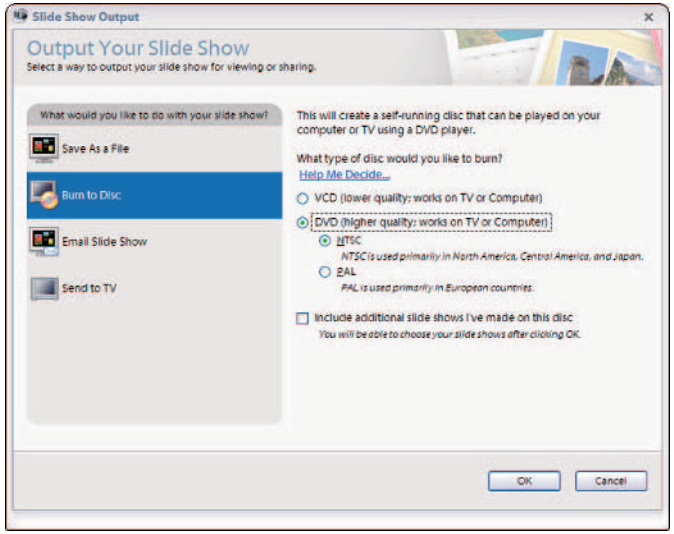

Figure 15-15: Click Burn to Disc in the Slide Show Output dialog box; select an output option

5. Click OK to open the Burn dialog box (see Figure 15-16).
6. If more than one drive is attached to your computer, select which drive you want to use to burn your disc. If you have only a single drive available, you see only one option in the Select Destination Drive area.
7. Select either NTSC or PAL for the format if writing a DVD.
8. Select a drive speed from the Select Drive Speed drop-down menu. To use the default, choose AUTO from the menu.
9. Click OK to burn your disc.

After you click OK, the Status bar in the Progress area displays the burn progress. Burning a disc demands a lot of computer resources; let it continue until completed *before* you do anything else on your computer. Burning DVDs takes longer; the progress bar will move very slowly. Be patient and let the job finish before moving on.

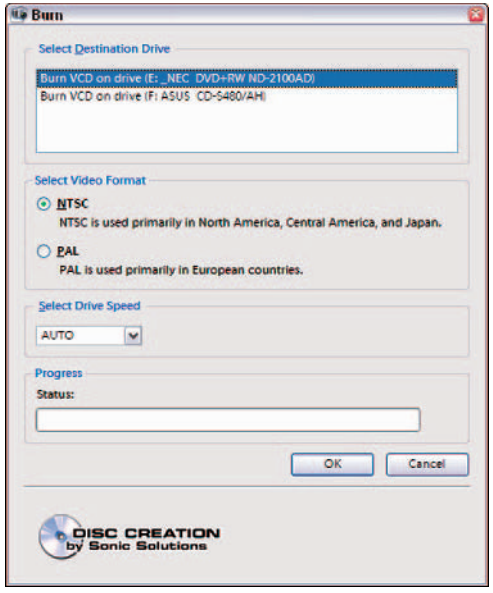

Figure 15-16: Select attributes in the Burn dialog box and click OK to burn the disc

Create a TV-Safe Template

1. In Standard Edit mode, choose File➪New➪Blank File. The New dialog box opens (see Figure 15-17).
2. Set the width to 8 inches and the height to 6 inches (this size is twice the 4:3 ratio).

Viewing slides on TV sets requires you to create slides that match the TV set you're using. For standard TV sets, the screen has a 4:3 ratio (1.33 aspect ratio). For wide-screen TVs, the ratio is 16:9 (1.78 aspect ratio).

3. Set the resolution to 72 and the color mode to RGB color.
4. Select Transparent from the Background Contents drop-down menu.
5. Click OK and the new document is created on a layer with transparency.
6. Press Ctrl+A to select All.
7. Choose Edit➪Stroke (Outline) Selection.
8. Set the Width to 1 pixel, select black for the color, and click OK in the Stroke dialog box.

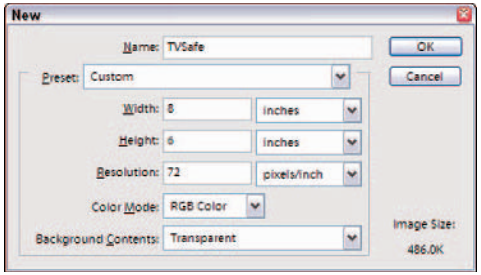

Figure 15-17: Create a new blank file for use as a TV-safe template

9. Choose Image➪Resize➪Canvas Size.

Create a border around the document to avoid clipping the image and to ensure that any text added to slides is clearly visible on a TV screen. The border represents the *unsafe area* (not TV-safe, that is — not in view on a TV monitor). The border helps you judge the distance between the edge of the TV monitor and the objects (such as text) you want to add to your slides. When adding text, try to provide ample space away from the outside border so the text doesn't crowd the edge of the screen.

10. Type 10 inches for the Width and 7.5 inches for the Height. Then click the center square and click OK (see Figure 15-18).

11. In the Tools palette, click the small color swatches below the Set Foreground Color tool to set the foreground color to the default black.

12. Select the Paint Bucket tool and click between the stroke and the outside edge to fill that area with black (see Figure 15-19).

13. Choose File➪Save As. Type **TVsafe** (or a name of your liking) for the filename and select Photoshop (*.PSD, *.PDD) for the file format.

14. In the Save As dialog box, select the Layers check box and the Include in the Organizer check box. Click Save.

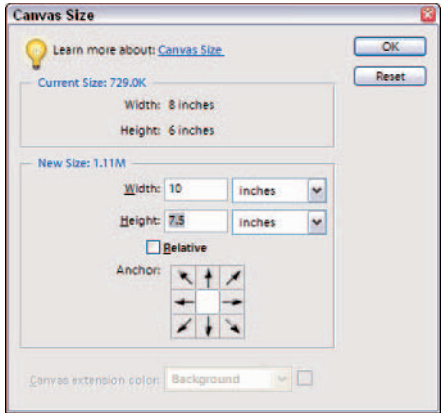

Figure 15-18: Adjust the canvas size

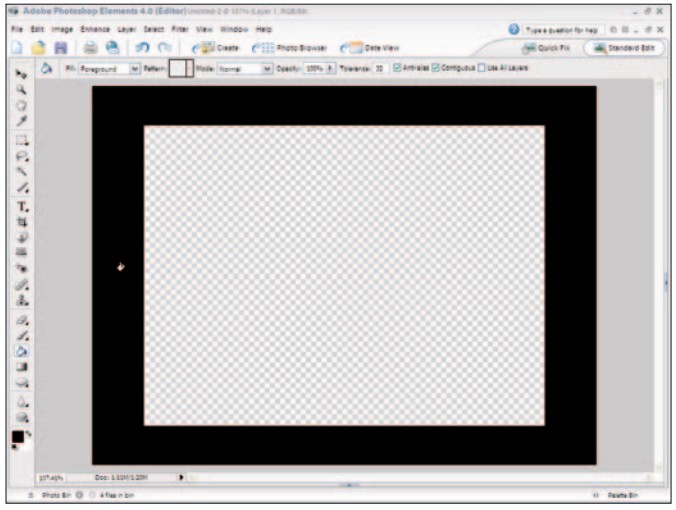

Figure 15-19: Fill between the stroke and the outside edge

Drop Images into a TV-Safe Template

1. Open the TV-safe template.
2. Click the Open tool and open an image you want to use for a slide presentation to be viewed on a TV screen.
3. Choose Window➪Images➪Cascade to show both images in the Image area in Standard Edit mode.
4. Press Ctrl+– (minus) to zoom out of the selected image. Click the other image and zoom out. Zoom out until you can comfortably see both images.
5. Select the Move tool in the image file and drag the image to the TV-safe template.
6. In the Layers palette, place the image layer just below the template layer (see Figure 15-20).

If your image is too large, press Ctrl+T and drag the handles toward the center to reduce image size. If your image is too small, try to find an original image with a higher resolution before you make it bigger. Sizing up degrades image quality.

7. Click More in the Layers palette to open the Palette menu, and then choose Flatten Layers.
8. Choose File➪Save As and save the file as a new file name to prevent overwriting the template file.

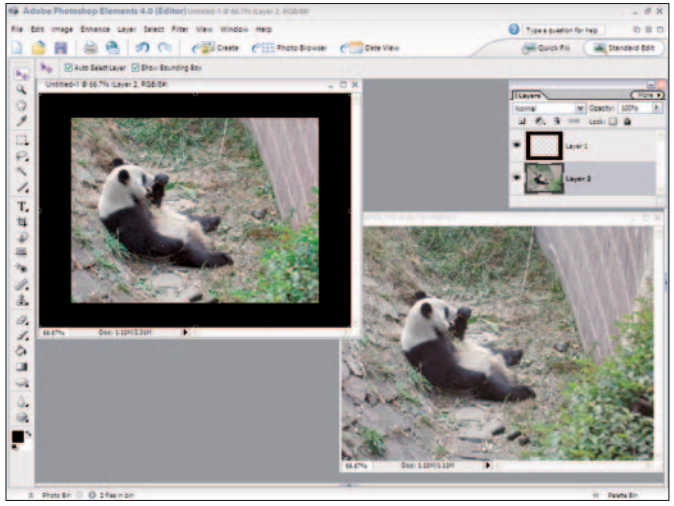

Figure 15-20: Drag the image to the template file

You can lock the template file at your computer's Desktop. Right-click the file in Desktop view and select Properties from a context menu. In the Properties dialog box, click the General tab and check the box for Read-only. The file is locked after checking Read-only and prevents you from overwriting the file.

Output a Slide Show for TV Viewing

1. Open a project in the Slide Show Editor.

When exporting files for TV viewing, be certain to use a TV-safe template and create all your slides at the size appropriate for the TV size. All files should be appropriately sized before creating the slide show.

2. Click Output in the Shortcuts bar to open the Slide Show Output window.
3. Type a name for the file in the Name text box (see Figure 15-21).
4. Choose a setting from the Settings drop-down menu. Standard Definition uses a 4:3 image size with an aspect ratio of 1:33. Widescreen Standard/Enhanced Definition uses a 16:9 image size with a 1.78 aspect ratio. Select an NTSC option for TVs in North America, Central America, or Japan. Choose PAL for TVs elsewhere in the world.
5. Click Details and double-check the settings (see Figure 15-22). Click OK when you're done.
6. Click OK in the Slide Show Output Window to begin exporting the file.

As the file is written to disk using settings from the Slide Show Output window, a progress dialog box opens. Depending on the size of your slide show and the content, the file export can take quite a bit of time. Be sure to wait until the progress dialog box disappears before you continue using your computer.

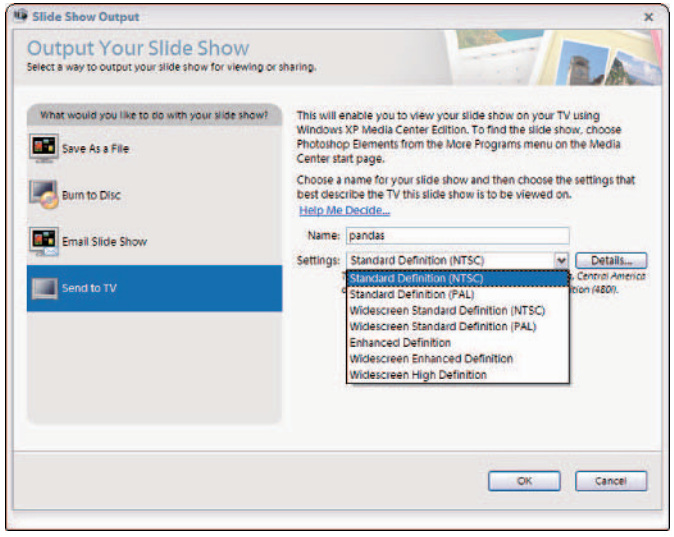

Figure 15-21: Select the format and size for your TV output file

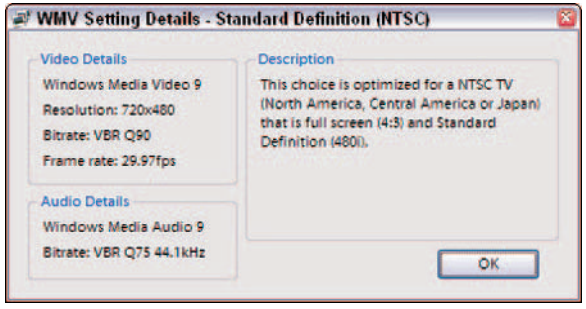

Figure 15-22: Check the settings

Create Photo Album Pages

1. Start a project by organizing photos in the Organizer and tagging the images you want to add to a photo album.

Album Pages are designed for creating a photo album you want to print or share in a PDF or e-mail. You can create a custom album using one of many different preset album designs. As you take more pictures, you can add new photos to your album and give them all a consistent appearance when they're displayed.

2. Select the tag for the photos so only the images you want to use in the photo album are shown in the Organizer window.
3. Click the Create button in the Shortcuts bar.
4. In the Creation Setup window, click Album Pages on the left. Click OK in the bottom-right to open the Creation Setup wizard (see Figure 15-23).
5. Select a style for your Album Pages in the pane on the right.
6. At the bottom of the wizard, select the check boxes for the options you want to include, and type the number of photos you want to show on each page.
7. Click Next Step to advance to the next pane (see Figure 15-24), where you arrange your photos.
8. To remove an unwanted photo from your Album Pages, click the photo and click Remove Photo.
9. To add photos, click Add Photos. When the Add Photos dialog box opens, you can select photos in a collection or from the entire catalog. When you click the check box beside each photo you want to add to your Album Pages, they appear in the Arrange Your Photos pane.

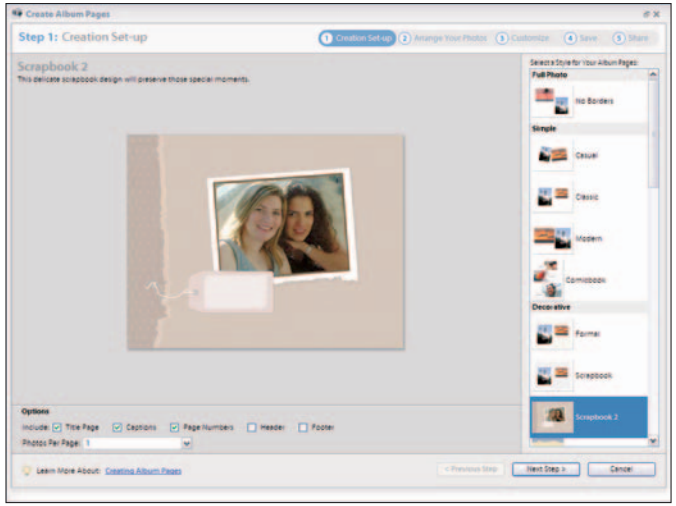

Figure 15-23: Click Album Pages in the Creation Setup window to open the wizard

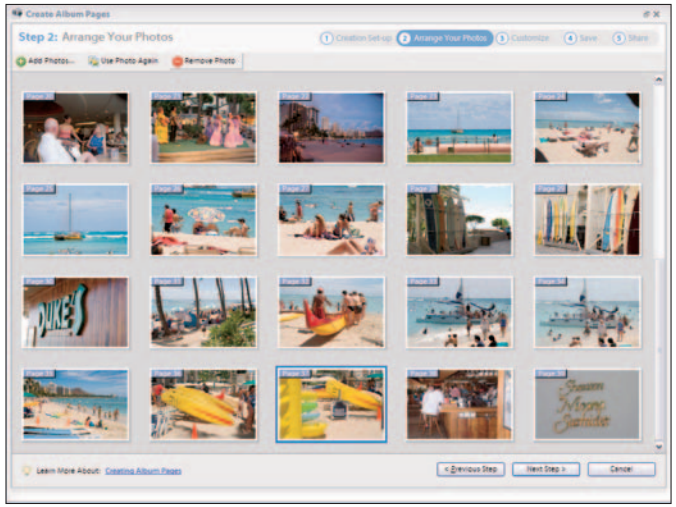

Figure 15-24: Click Next Step to advance to the next pane

10. To arrange photos, click and drag them around the pane. When you're happy with the order, click Next Step.
11. Double-click the text that appears to open the Title dialog box (see Figure 15-25).
12. Type the text you want for the album title.
13. Select options for the font, font style, and size. You can also set the paragraph justification. Click the T character with two lines and arrows to set type horizontally or vertically. Click the color swatch to open the Color Picker to change text color. Click Done in the dialog box when you're ready.
14. Click Next Step to move to the next pane (see Figure 15-26).
15. Type a filename for your project file. Or check the Use Title for Name box if you want the filename and the album title to be the same name.

The file you save as a project can be reopened later where you can modify Album Pages or add Album Pages. Double-clicking the filename opens the project in the Creation Set-Up wizard.

16. Check the box labeled *Show these photos in my Photo Browser when finished* if you want all the photos used in your Album Pages to appear in the Organizer window.

If you plan your work and tag only the photos you've decided to use for Album Pages, you don't need to add the photos to the Organizer.

17. Click Save to advance to the next pane, where you specify the type of output you want.

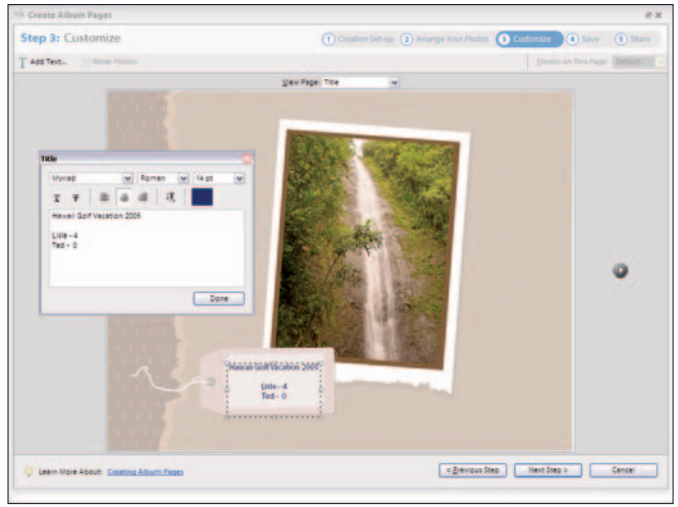

Figure 15-25: Add a title for your photo album

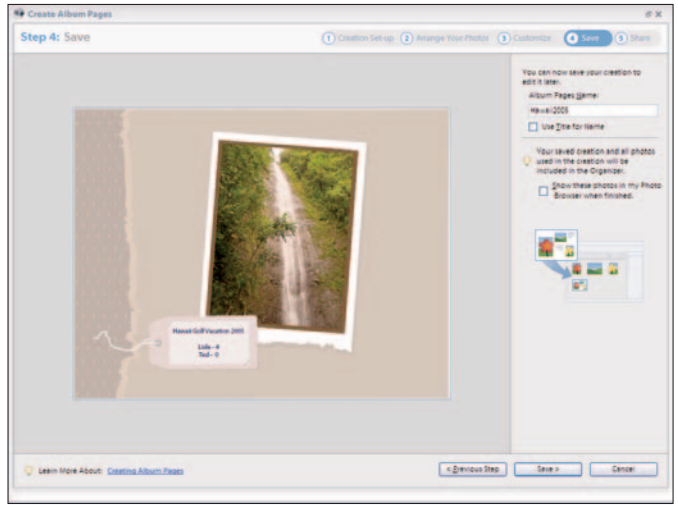

Figure 15-26: Give your project file a name

18. Select one of these output options (see Figure 15-27):
    - **Create PDF:** Saves the file as a PDF file.
    - **Print:** Opens the Print dialog box, where you can print your Album Pages on your local desktop printer.
    - **E-mail:** Creates a PDF file and attaches it to a new message in your default e-mail program.

Using the PDF option before you output your files is a useful practice. You can preview the final result in Adobe Reader to make sure your pages have the design and order you prefer. After previewing the PDF document, you can choose to print or e-mail the PDF from Adobe Reader, or you can open the project from the Organizer and print or e-mail the Album Pages.

19. Click Done.

If you don't want to output the file using one of the options that the wizard offers you in Step 5, click Done — and the project is saved to your hard drive. You can reopen the project and output the file later.

20. If you choose to output the file to PDF, the Export PDF As dialog box opens. Select a target folder for your PDF file, type a file name, and click Save. The file is saved as PDF.

21. After the file is saved as PDF, a dialog box opens, asking if you want to view the file. Click Yes.

22. Preview the document in Adobe Reader, scrolling pages by using the tools in the Status Bar (see Figure 15-28) or by pressing the right and left arrow keys (which scroll forward and backward respectively).

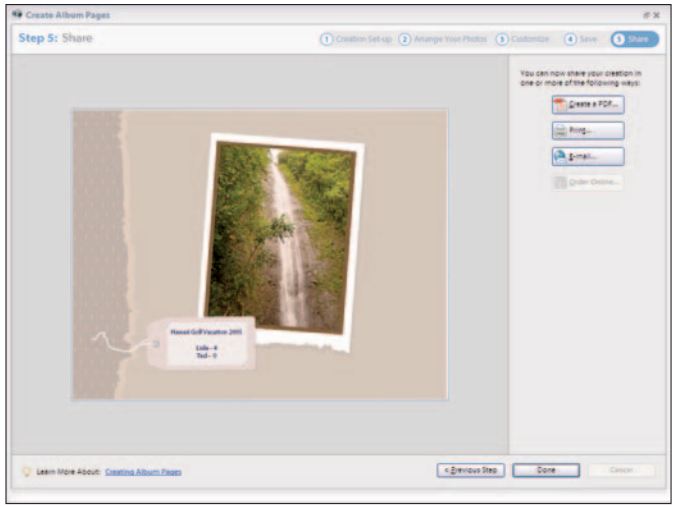

Figure 15-27: Choose an output option

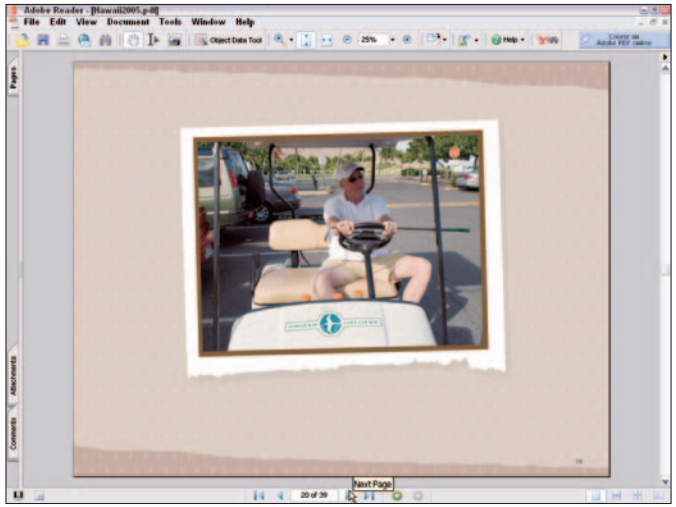

Figure 15-28: Preview a PDF in Adobe Reader

Create a 4-Fold Greeting Card

1. Select an image in the Organizer window.
2. Click Create in the Shortcuts bar.
3. Select 4-Fold Greeting Card in the Creation Setup window. The Creation Set-Up wizard opens.
4. Select a style from the templates in the scrollable panel at right, and then click Next Step.
5. If you want to change the photo, click the Add Photos button and replace the photo. When the photo shown is the one you want to use, click Next Step.

You can use only one photo in a greeting card.

6. Double-click the text, type your greeting message, select the font, font style, font color, and paragraph alignment, and click Done when the text on the page appears as you like (see Figure 15-29). Click Next Step to advance to the next pane.
7. Type a file name for your greeting-card project and click Save.
8. Choose an output option: create a PDF file, print the file, or e-mail the file.
9. If you click Create a PDF, then type a name for the PDF file in the Export PDF As dialog box.
10. Click Yes after the file has been exported to PDF to preview the file as a PDF (see Figure 15-30).

When you print out the file, fold the hard copy twice to create the final card.

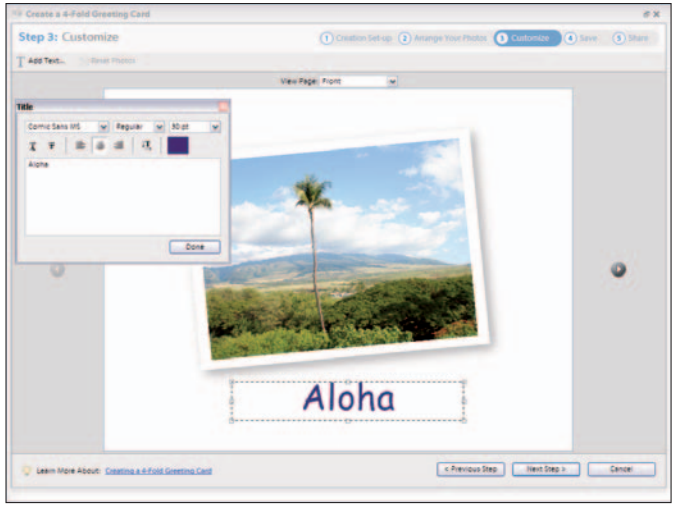

Figure 15-29: Specify the photo and then click Next Step

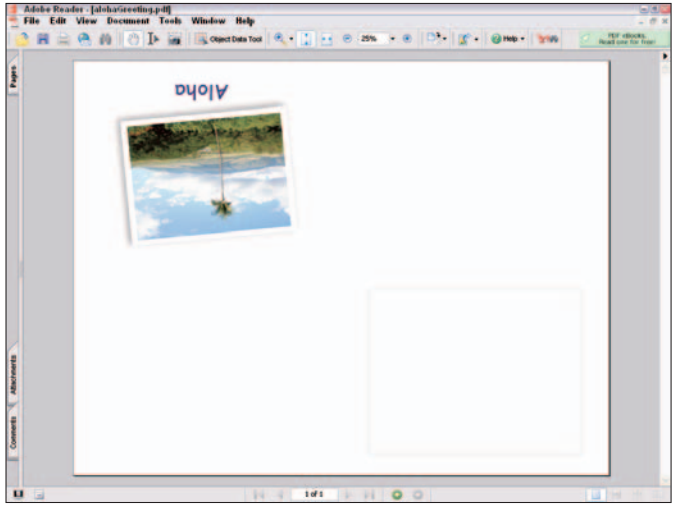

Figure 15-30: Preview the PDF to see how the 4-Fold Greeting Card will look

Create Calendar Pages

1. Select 13 images in the Organizer.

Calendars use a total of 13 images: one for the cover and 12 others for the months of the year. You can specify a duplicate image (or images) while in the Creation Set-Up wizard to use a duplicate image for your title page; if you want all months to have unique photos, be sure to select at least 12 images and duplicate just one of them for the cover (you specify that when you reach Step 1 in the Creation Set-Up wizard).

2. Click Create in the Shortcuts bar.
3. Select Calendar Pages in the Creation Setup window. The Creation Setup wizard opens.
4. Select a style in the scrollable panel on the right.
5. Select the Starting and Ending months and year in the Options at the bottom (see Figure 15-31).
6. If you want a title and captions to appear on your calendar, check the boxes in the Options area.

You add text for a text caption in the Organizer by choosing Window➪Properties. In the Properties palette, add text to the Captions text box; then check the Captions check box in the Creation Set-Up wizard to show the finished captions for your photos.

7. Click Next Step to begin arranging photos to match particular months.
8. Click and drag photos around the window to order them.
9. If you see a Caution symbol, the photo isn't big enough and doesn't have sufficient resolution to view on-screen or to print. To fix the photo, right-click and select Remove Photo (see Figure 15-32). Then click Add Photos to replace it with a different photo.

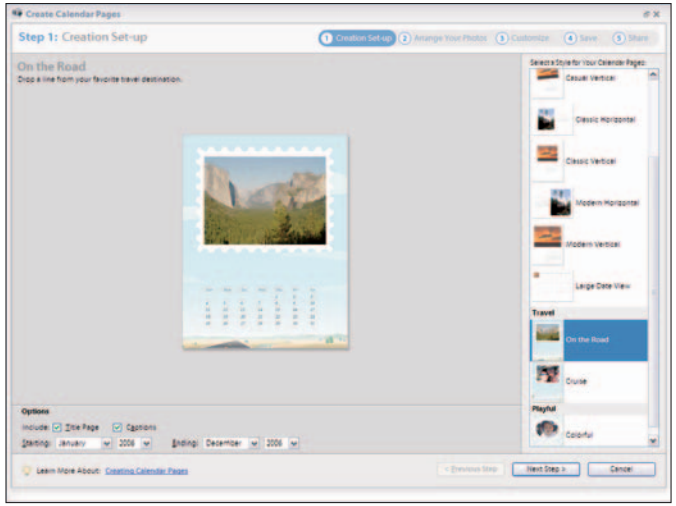

Figure 15-31: Select beginning and ending dates and the options for your calendar

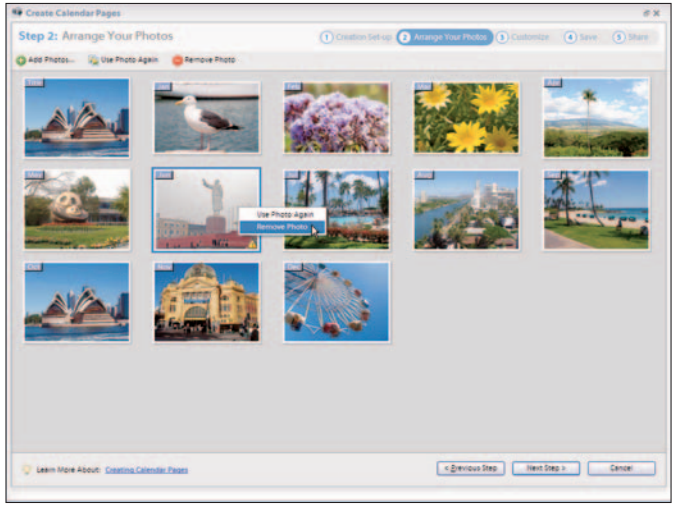

Figure 15-32: If you see a Caution symbol, select Remove Photo from the context menu

10. To use a photo for both the cover and for a calendar month, select the photo and click Use Photo Again. Be sure to drag the cover photo to the first position in the Arrange Photos pane. When the photo appears in the first position, you'll see Title appear in the top-left corner of the thumbnail image. The remaining photos appear with their respective months in the top-left corner of the thumbnail images.
11. Click Next Step.
12. Preview your calendar by clicking the left and right arrows in the Customize pane (see Figure 15-33).

To jump to any month you want to preview, select it in the View Page drop-down menu.

13. Click Next Step to advance to Step 4.
14. Type a name for your file and click Save.
15. Click Next Step and select an output option in the final pane. You can save the calendar as a PDF, print it out, or e-mail it (see Figure 15-34).
16. Click Done to dismiss the Creation Set-Up wizard and return to the Organizer.

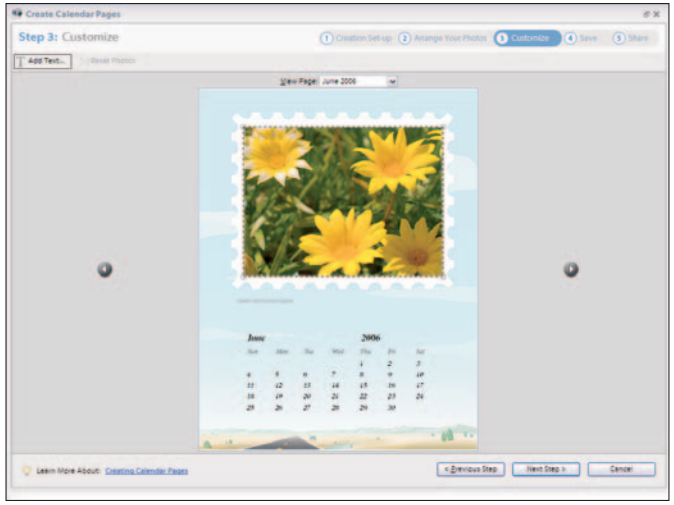

Figure 15-33: Preview individual months from the View Page drop-down menu

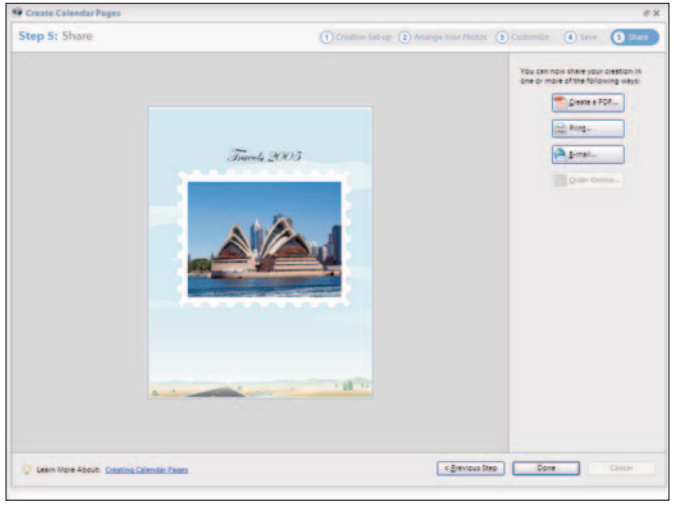

Figure 15-34: Select an Output option and click Done to return to the Organizer

Create a Photo Greeting Card

1. Select an image in the Organizer window.
2. Click Create in the Shortcuts bar.
3. Select Photo Greeting Card in the Creation Setup window. The Creation Set-Up wizard opens.
4. Select a style from the templates at right, and click Next Step. In the Arrange Photos pane, your selected photo appears.
5. If you want to change the photo, click Add Photos and replace the photo. If you're happy with the photo, click Next Step.
6. Double-click the text boxes and type your greeting messages.
7. Click the photo and four handles appear at the corners of the image. Drag the handles in or out to resize the image within the template area (see Figure 15-35).

The image appears with a transparent border to guide horizontal alignment. Try to keep the guide sized to the edge of the area defined for the photo placement, as you see in Figure 15-35.

8. Click Next Step.
9. Type a name for your file and click Save.
10. Click Next Step and select an output option in the final pane (see Figure 15-36). Your can output your greeting card by saving it as a PDF, printing it out, or e-mailing it.
11. Click Done to dismiss the Creation Set-Up wizard and return to the Organizer.

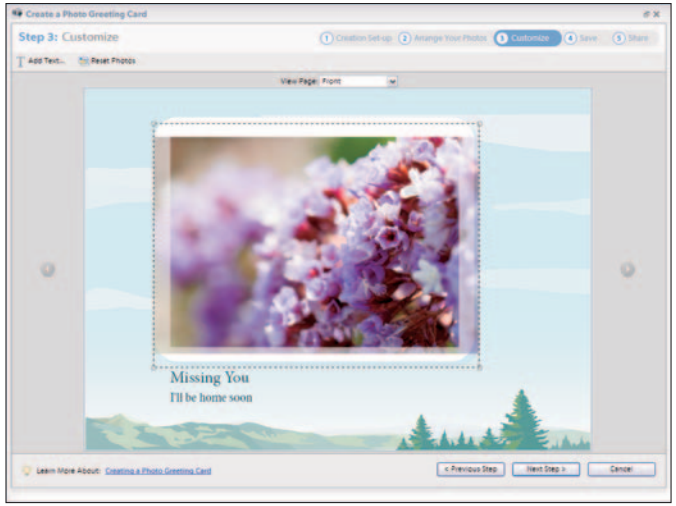

Figure 15-35: Click the image and drag the handles to resize the photo

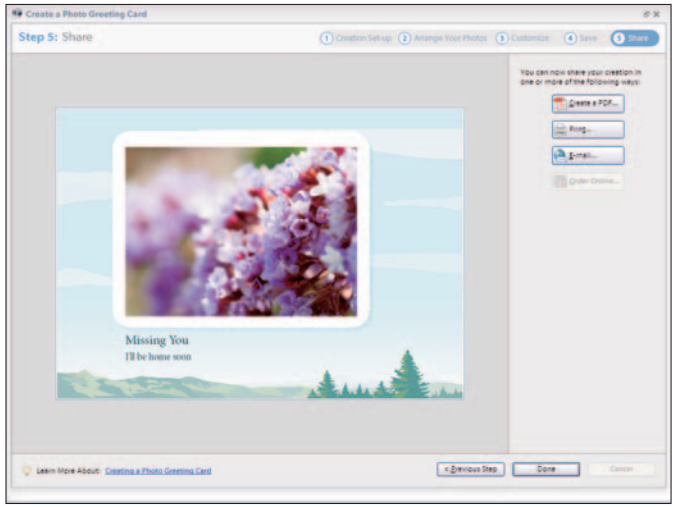

Figure 15-36: Choose an Output option and click Done to return to the Organizer

Sharing Images

In Chapter 15, we cover making creations. You can export the creations you make in a number of ways for your own personal use and for sharing with others. You can e-mail or ship creations to family and friends, order projects online, and assemble creations for hosting on Web sites.

In this chapter, we cover the different options that Photoshop Elements offers you for distributing files to other users.

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E-Mail a Photo Attachment

1. Open the Organizer and choose Edit➪Preferences➪General or press Ctrl+K to open the Preferences dialog box.
2. Click Sharing in the left pane.
3. Select an e-mail program from the E-Mail Client drop-down list or, if your client isn't listed, select Save to Hard Disk and Attach File(s) Yourself (see Figure 16-1). Click OK.

After you select the Save to Hard Disk and Attach File(s) Yourself option, you can select E-Mail in the Organizer, and your default e-mail program automatically launches. From there, you need to attach a photo the way you attach any other file to an e-mail message.

4. Back in the Organizer window, select a thumbnail.
5. Choose File➪Attach to E-Mail to open the Attach Selected Items to E-Mail dialog box (see Figure 16-2).

You can also e-mail files while in Quick Fix or Standard Edit mode. In either editing mode, choose File➪Attach to E-Mail to open the same Attach Selected Items to E-Mail dialog box that appears when you e-mail from the Organizer.

6. From the Format drop-down list, select Individual Attachments to send the files as individual photos.
7. Select the Convert Photos to JPEGs check box to compress the files. Compressing files requires less time to send and retrieve the e-mail.
8. Select a size from the Maximum Photo Size drop-down list and adjust the Quality slider to reduce file size.

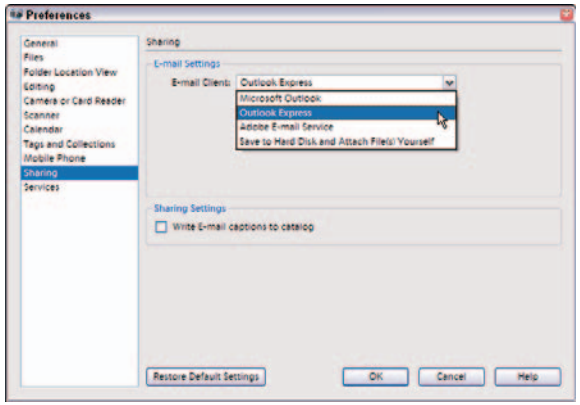

Figure 16-1: The Preferences dialog box

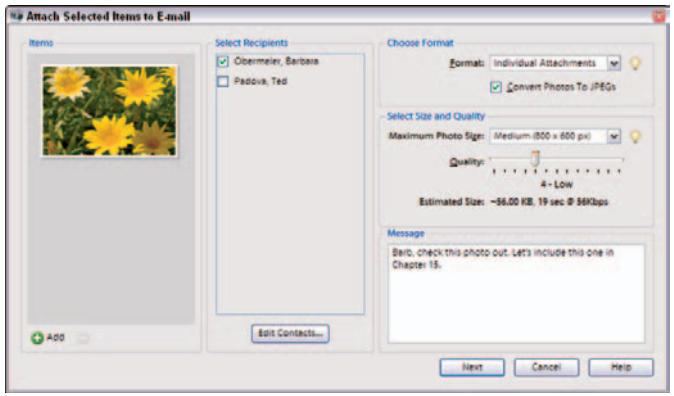

Figure 16-2: The Attach Selected Items to E-Mail dialog box

9. Select recipients by selecting the check boxes.
10. Add more contacts if your list is empty or the recipients you want to use aren't listed in the Attach Selected Items to E-Mail dialog box. To add contacts, click the Edit Contacts button.
11. The Contact Book opens (see Figure 16-3). Click New Contact on the Options bar in the Contact Book.
12. Add contact information in the New Contact dialog box and Click OK.
13. Back in the Contact Book, click OK to return to the Attach Selected Items to E-Mail dialog box.
14. If you added new contacts, the contacts appear in the Select Recipients list. Be sure to select the recipients you want to mail your photos to.
15. In the Message window, type a message that you want to appear in the e-mail.
16. Click Next, and your e-mail program is launched. If you selected a supported e-mail program in the Sharing Preferences, the file(s) is attached to a new e-mail (see Figure 16-4).
17. Review the message and file attachment names, and click Send after you confirm that everything is correct. The message and attachments travel to your recipient(s).

The default message supplied by Elements includes an advertisement for your recipient to view information on acquiring Photoshop Elements. If the link is bothersome to you, you can delete the text.

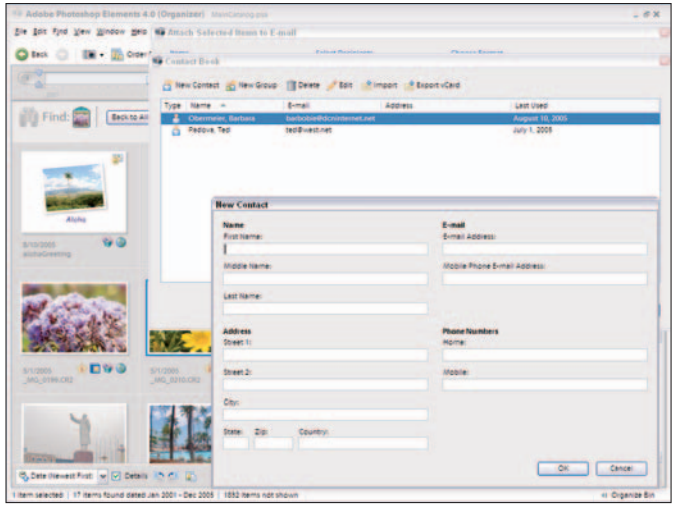

Figure 16-3: Adding a new contact

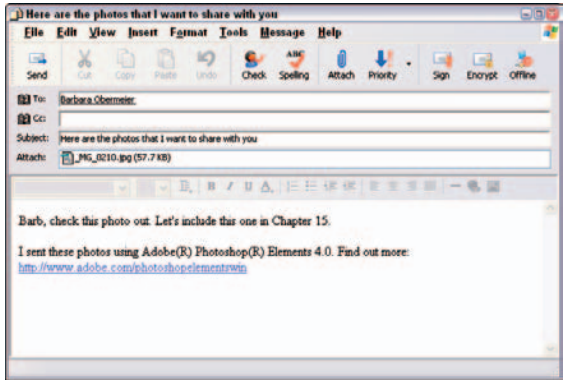

Figure 16-4: Your photos are attached to an e-mail

E-Mail a Photo Mail (HTML) File

1. Open the Organizer and select one or more photos you want to e-mail.
2. Choose File➪E-Mail to open the Attach Selected Items to E-Mail dialog box.
3. Select the check boxes for the recipients you want to send the photos to and select Photo Mail (HTML) from the Format drop-down list. Type a message in the message window.
4. Click Next in the Attach Selected Items to E-Mail dialog box to open the Stationery and Layouts Wizard (see Figure 16-5).
5. Select a template in the left pane. In this example, we clicked the Sports & Hobbies category to open the group and then selected Golf.
6. Click Next to open the Customize the Layout pane.
7. Make changes according to the layout you want. First select the size for the photos and a layout for how you want them to appear, such as number of columns and rows. Additionally, you can set the attributes for Text by using the palettes on the left side of the wizard window.
8. If you need to edit text, double-click the headline and caption to edit the text.
9. Click Next, and the design is magically added to your e-mail program in a new message window (see Figure 16-6).
10. Initiate a send in your e-mail program, and the file is e-mailed to the recipient(s).

Figure 16-5: The Stationery and Layouts Wizard
Corbis Digital Stock

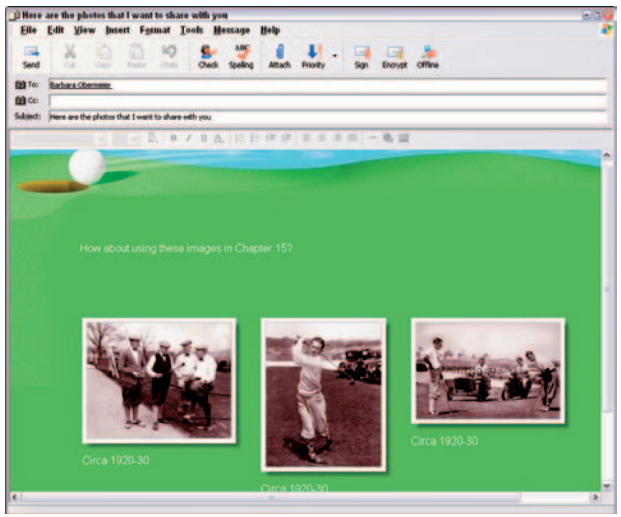

Figure 16-6: The final design in a new message window
Corbis Digital Stock

E-Mail a Slide Show

1. Open a slide show project or create a new slide show.

Double-click a slide show page thumbnail in the Organizer, and the file opens in the Slide Show Editor.

2. Click Output in the Slide Show Editor.
3. Select Email Slide Show in the Slide Show Output window (see Figure 16-7).
4. Select a slide size from the Slide Size drop-down list.
5. Select the check boxes for the options you want for the slide show play.
6. Click OK to export the slide show to a PDF file.

Elements converts slide show files to PDF files before exporting them. Elements then attaches the PDF file to a new message window in your e-mail program.

7. The Save As dialog box opens. Type a name for the PDF slide show and select a folder to save the file.
8. Click Save, and Elements builds the PDF. When Elements converts the file to a PDF, the Attach to E-Mail window opens.
9. Select recipients in the Attach to E-Mail window, type a message for the e-mail message window, and click Next to launch your e-mail program and attach the PDF document.
10. Verify the information in a new e-mail and make sure the file is attached (see Figure 16-8). Initiate a send, and the program e-mails the file to your selected recipient(s).

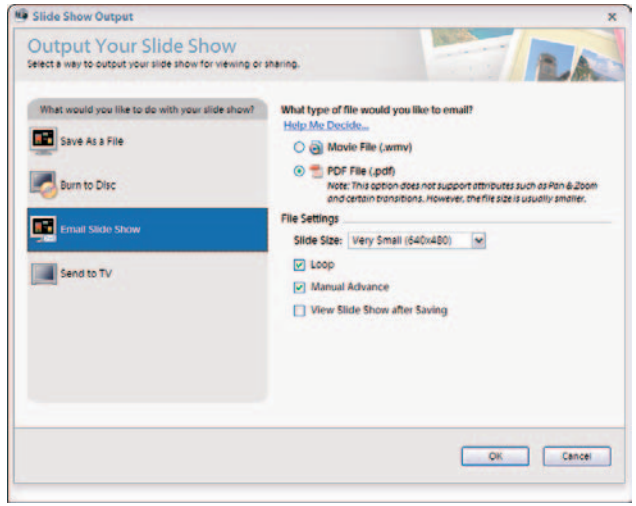

Figure 16-7: Select Email Slide Show in the Slide Show Output window

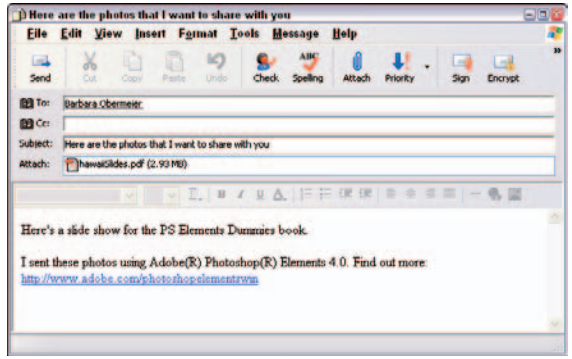

Figure 16-8: Verify all the information and send your e-mail

If your PDF is larger than 1MB, Elements opens a warning dialog box. Click OK to proceed if you want to send files larger than 1MB.

Order Prints Online for Others

1. In the Organizer, select the photos for your print order.
2. Click Order Prints on the Shortcuts bar.
3. Log in to the Kodak Easy Share Gallery with your e-mail address and password. If you don't have an account, click Sign Up Now and follow the steps to create an account.
4. The order wizard opens at the first step (see Figure 16-9). Type the number of prints you want in the boxes for the various sizes. If you're ordering prints from more than two originals, scroll the Select Prints to Order area to fill in the boxes.

Each print size is identified with a + (plus) or a – (minus) symbol. A plus symbol indicates that the image has sufficient resolution for the respective print size. A minus symbol indicates that the image doesn't have sufficient resolution to print a quality image.

5. Review your order information and click Next.
6. Select the check boxes for all people you want to send prints to (see Figure 16-10). To add more recipients, click Add New Address and fill in the contact information. To organize the recipients in a group, click Add New Group. In the Manage Groups window, create a group and add addresses. Click Next when you're done.
7. Select a shipping option and apply any discount coupons you have. Click Next.
8. Add your billing and payment info and click Next.
9. Upload the images to the service and click Next.
10. Confirm you order, and your prints are made and shipped to you and all the recipients you selected.

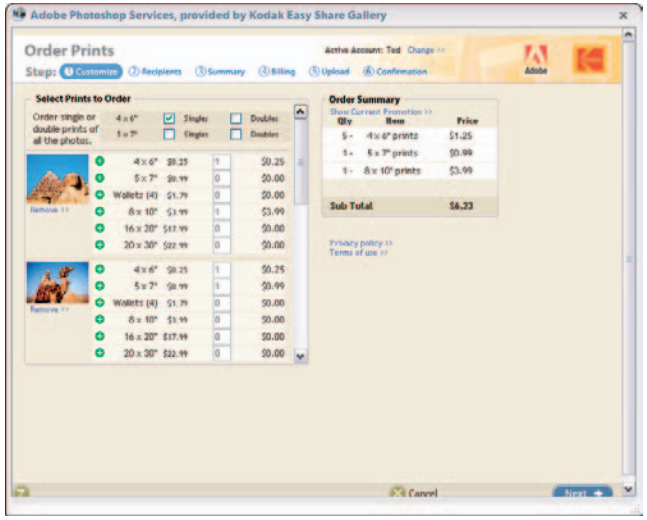

Figure 16-9: The Kodak Easy Share Gallery

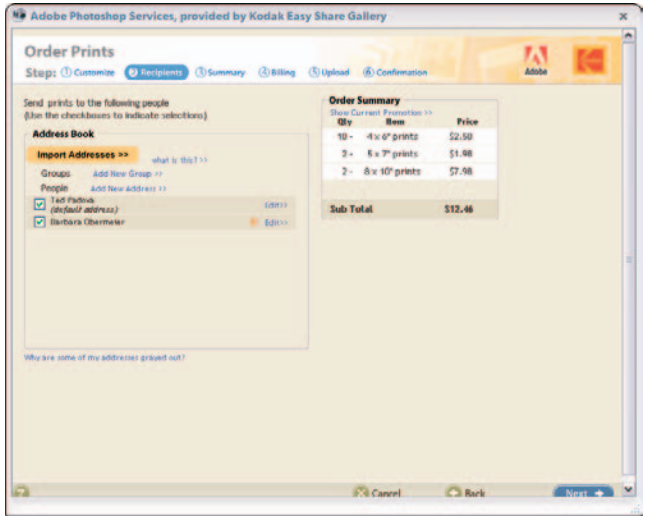

Figure 16-10: Select recipients and follow the remaining steps

Order a Bound Photo Album Online

1. Select the photos in the Organizer that you want to use for a bound photo book.
2. Click Create on the Shortcuts bar to open the Creation Setup wizard.
3. Select Bound Photo Book in the Creation Setup wizard that appears. The Create a Bound Photo Book wizard opens (see Figure 16-11).
4. Select a style for the bound photo book and click Next Step.
5. Arrange your photos. Drag the photo you want to use for the book cover to the first position in the image previews. The word Title appears on the image in the top-left corner. Click Next Step.
6. Preview the title page. Double-click the text to edit the book title and select font attributes in the Title dialog box. Click the arrows on either side of the preview image to scroll through the pages for a quick page preview. Click Next Step when you're done.
7. Type a filename for your bound photo book and click Save to arrive at the final step.

When you click Save, Elements exports your project as a PDF document. The PDF file is sent to the service for printing.

8. Click Order Online to open the Kodak Easy Share Gallery (see Figure 16-12).
9. Follow the online instructions to order your bound photo album and identify recipients and shipping options.

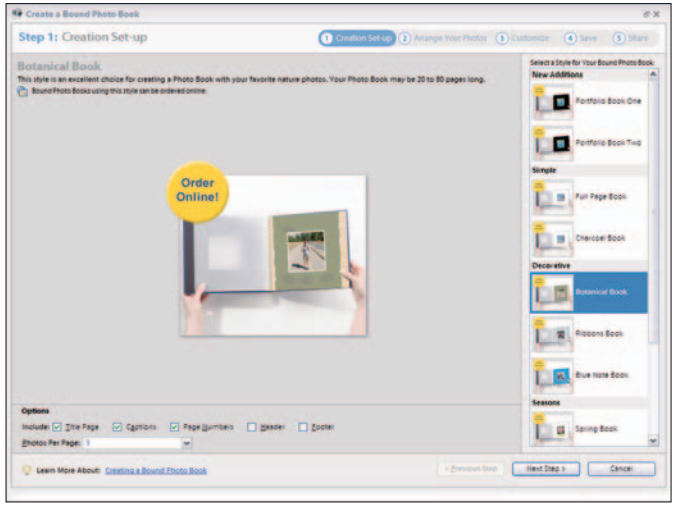

Figure 16-11: Select a style for the bound photo book

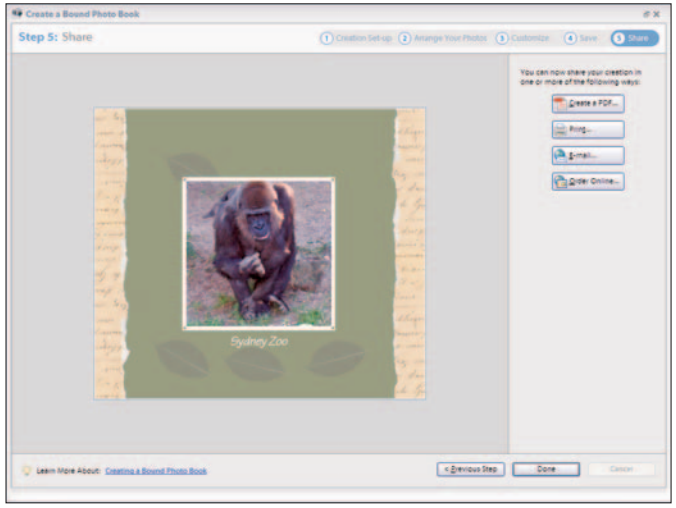

Figure 16-12: Click Order Online to open the Kodak Easy Share Gallery

Order a Bound Calendar Online

1. Select 13 photos in the Organizer that you want to use for a bound calendar.
2. Click Create on the Shortcuts bar.
3. Select Bound Calendar in the Creation Setup wizard to open the Create a Bound Calendar wizard (see Figure 16-13).
4. Select a template for the calendar and click Next Step.
5. Arrange your photos. Drag the photo you want to use for the calendar title page to the first position in the image previews. The word Title appears on the image in the top-left corner. Click Next Step when you're ready.

If you want the photo on the title page to appear on a given month, select 12 photos in the Organizer. In Step 2 in the Create Bound Calendar wizard, click the photo you want to duplicate and click the Use Photo Again button.

6. Preview the title page and the calendar months. Double-click the text to edit captions for each month. Click the arrows on either side of the preview image to scroll through the pages for a quick page preview (see Figure 16-14). Click Next Step when you're ready.
7. Type a filename for your bound calendar and click Save.

When you click Save, Elements exports your project as a PDF document. Elements sends the PDF file to the service for printing.

8. Click Order Online to open the Kodak Easy Share Gallery.
9. Follow the online instructions to order your bound calendar and identify recipients and shipping options.

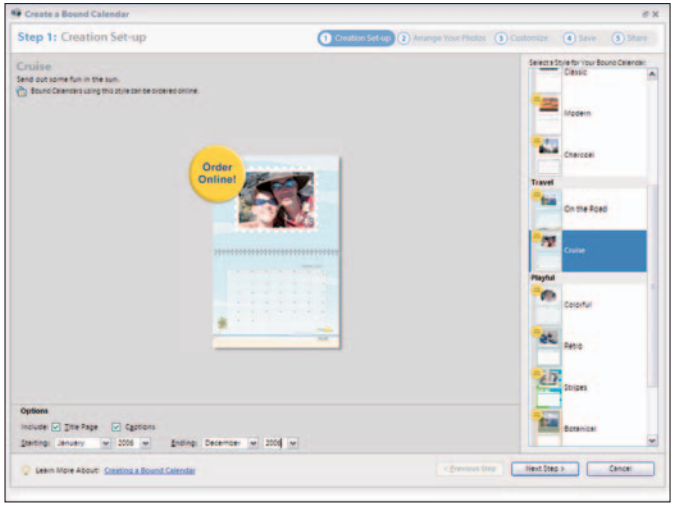

Figure 16-13: Select a template for the bound calendar
Corbis Digital Stock

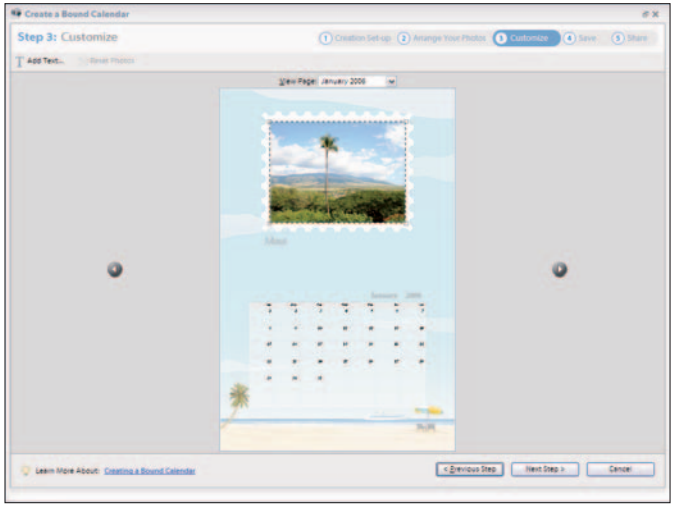

Figure 16-14: Change captions by double-clicking the text below each image

Share Photos Online

1. Select photos in the Organizer that you want to share online.
2. On the Shortcuts bar, select Share Online from the Share drop-down list. The Kodak Easy Share Gallery Share Online wizard opens (see Figure 16-15).
3. Select the recipients you want to see your images. Add a Subject and Message in the Message area.
4. If you want members to sign in to view your photos, select the check box beside the Message area. Click Next, and Elements automatically uploads your files.
5. In the final step, confirm your order.

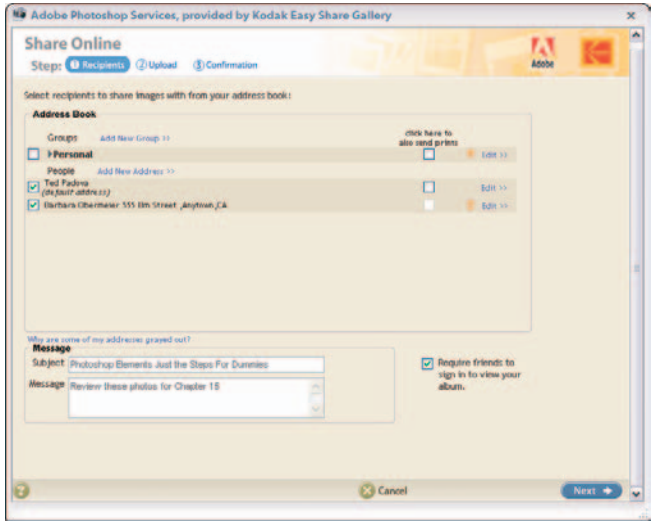

Figure 16-15: Upload images to share with other users

Download Images to a Palm PDA

1. Open the Organizer and select an image or a PDF document.
2. On the Shortcuts bar, select Send to Palm OS Handheld from the Share drop-down list.
3. Sending files to a Palm PDA requires you to have Adobe Reader for Palm installed on your handheld device. If you don't have Adobe Reader for Palm OS version 3.0 or higher, click Download in the dialog box that opens (see Figure 16-16).
4. After downloading and installing Adobe Reader for Palm OS, use the Adobe software to download your PDF file to your handheld device.

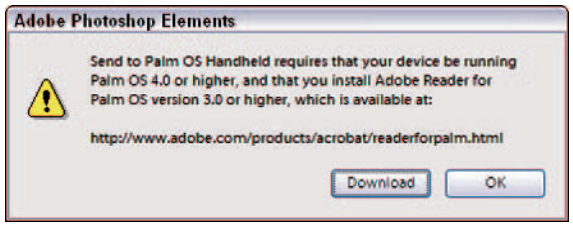

Figure 16-16: Download the free Adobe Reader for Palm OS software

Photoshop Elements doesn't handle the actual downloading of your images. When you install Adobe Reader for Palm OS, a download utility is also installed. You need to hot synch your PDA with your computer and use the Adobe downloader to prepare the file and download to your PDA.

Create an HTML Photo Gallery

1. In the Organizer, select the photos that you want to use as a photo gallery for a Web page.

The HTML Photo Gallery feature in Elements performs several tasks. From the photos you select, Elements creates thumbnail images and prepares a Web page where the images are assembled in a design you select from template options. The thumbnail images on the main Web page are linked to individual pages where larger photos appear, respective to the thumbnail you click on the main page. Elements does all the Web page creation for you from the HTML Photo Gallery wizard.

2. Click Create on the Shortcuts bar.
3. Select HTML Photo Gallery to open the Adobe HTML Photo Gallery wizard (see Figure 16-17).
4. From the Gallery Style drop-down list, select a style for your Web pages.
5. Type a title and an e-mail address and set font attributes on the Banner tab.
6. Select a folder for your images and Web pages by clicking the Browse button to identify a folder or create a new folder. Type a name for your site folder that will be nested inside the selected folder.

When naming folders for uploading to serves, be certain to use short names without using special characters, such as !@#$. Some Web servers may not accept special characters.

7. Click the Thumbnails tab and adjust the size of the thumbnails you want to appear on the main Web page.

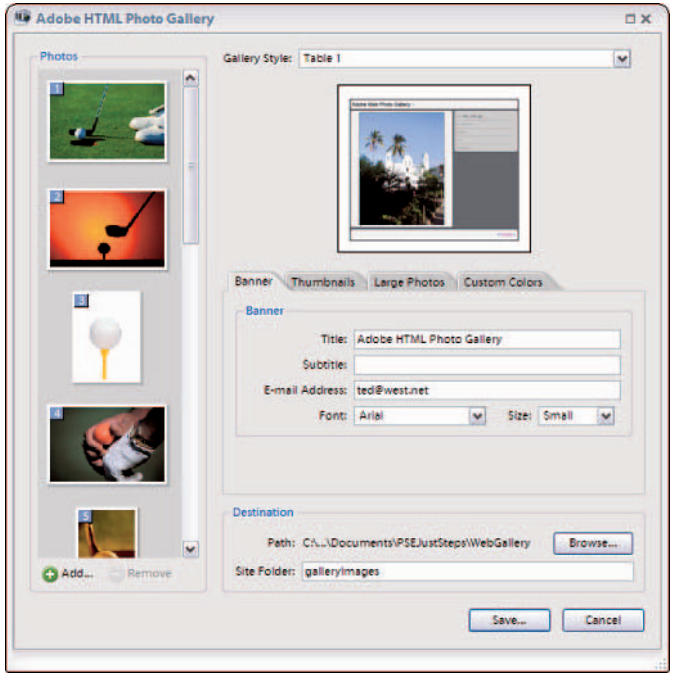

Figure 16-17: The Adobe HTML Photo Gallery wizard

8. Click Large Photos to adjust the size of the images that appear on the link destination pages.
9. Click Custom Colors to change the Web page background color and text colors.
10. Click Save to export the resized images and the HTML documents.

When you click Save, Elements saves HTML files and new image files optimized for Web viewing and custom sizes according to choices you made for Thumbnails and Large Photos. The main Web page where the mini thumbnails appear is saved as `index.html`. When uploading the files, be certain to copy all files and folders and keep the directory paths the same. In other words, keep all files in the folders where Elements created them and upload the files and folders to your Web site.

11. Open your Web browser to preview the HTML files.
12. Choose File➪Open in your Web browser and navigate to the folder containing your Web Photo Gallery. Select `index.html` and click Open.
13. Click a thumbnail in the index file and you should see a larger image on a separate Web page open in your Web browser (see Figure 16-18).
14. If the design appears as you like, upload all files to your Web site using an ftp client you use to upload any file to your Web site.

In Figure 16-18, two Web pages illustrate the thumbnail concept. When you click a thumbnail on your index file, the linked file opens in the same browser window. To return to the index page, click the Back button in your browser.

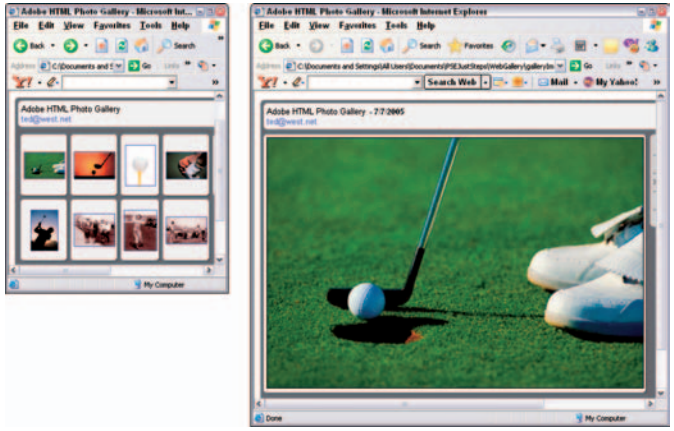

Figure 16-18: Click an image thumbnail to see a lager image

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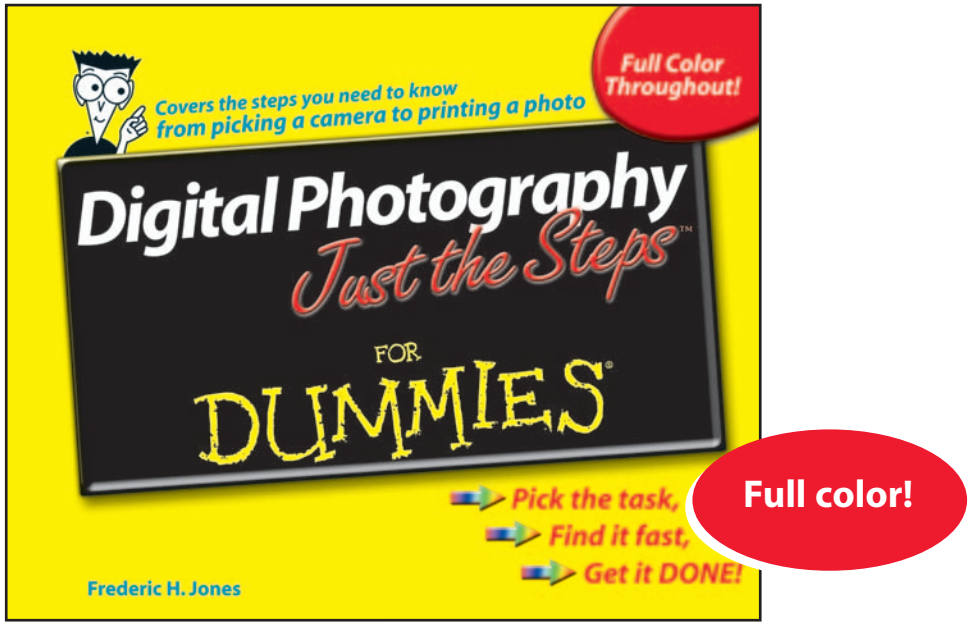

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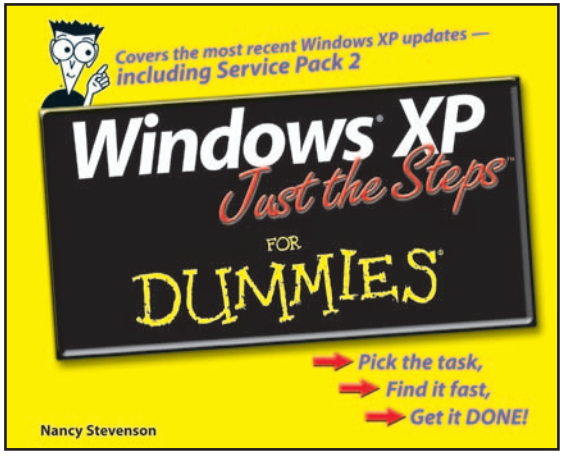

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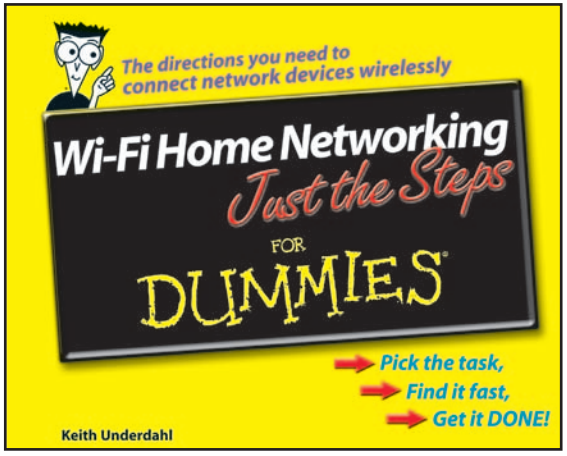

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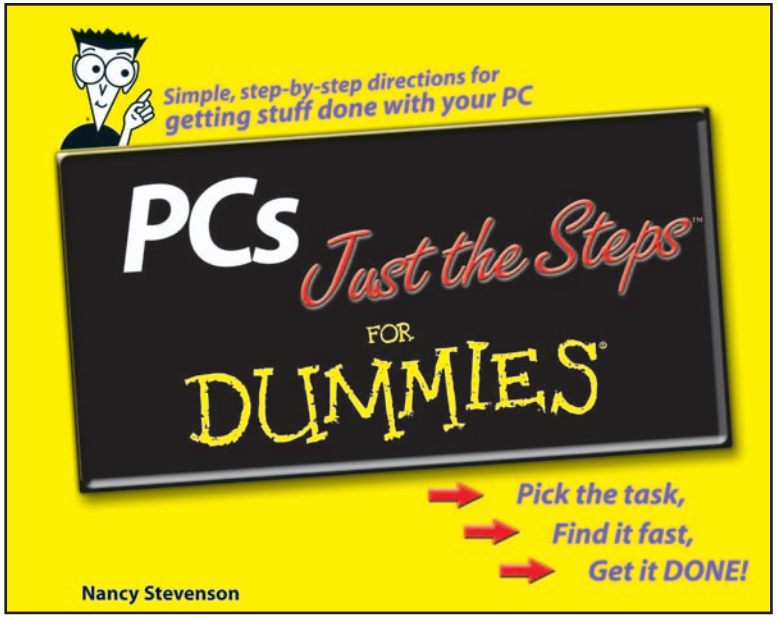

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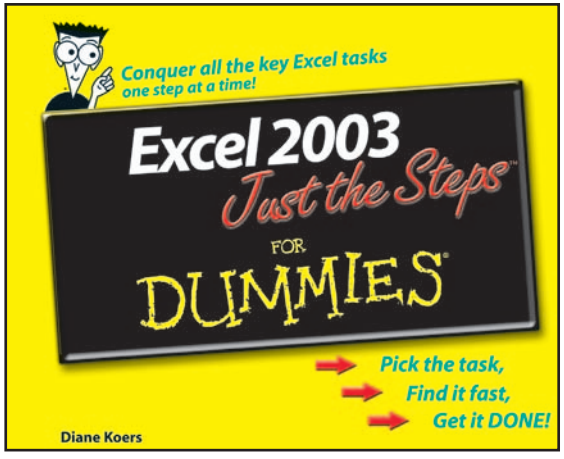

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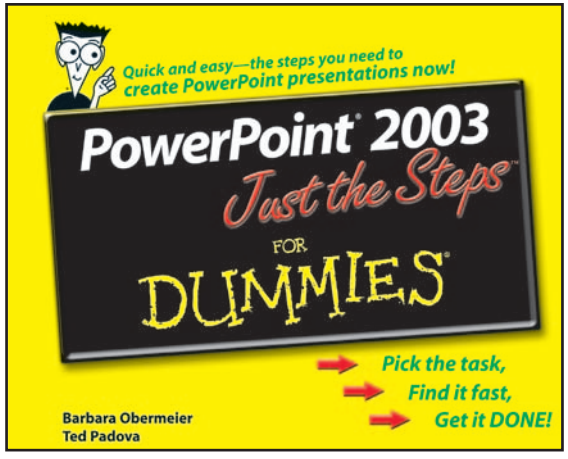

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