

# PS

## Elements

### *Editing - 1*

## IMAGE FILE FORMATS / FILE EXTENSIONS

When saving a file, the name assigned to the file has two parts: the file *name* and the file *extension*. The file name is what the user names the file, and the file extension is determined either by the user or by the program that created the file. For example, a Microsoft Word file ends with the file extension **.doc** or **.docx**, a sound file might end with the file extension **.mp3** or **.wav**, or a video file could end with the extension **.avi** or **.wmv**. As with any other computer file, the file extension of an image indicates its format and, in many instances, the user can determine that format when saving.

### **PSD** - (Photoshop Document)

This is the default format for Adobe Photoshop files. Due to the popularity of Photoshop, this format is widely used, is supported by most graphic software, and is recognized as an industry standard. However, since PSD files do not support compression, they are often quite large.

### **GIF** - (Graphics Interchange Format)

This format is not suitable for photographs or any other images with continuous color. It does, however, support transparency, and it is suitable for Internet use. It is best used for simple images and animations.

### **PNG** - (Portable Network Graphics)

This format was created as an alternative to the GIF format, due to the latter's color limitations and patent license issues. PNG files support transparency and compression, and they are also suitable for the Internet.

### **JPG** - (Joint Photographic Experts Group)

This format compresses an image so that it takes up less file space, but the image will also suffer a loss in quality. As such, it is not suitable for archiving purposes, but it is ideal for transmitting and viewing images via the Internet.

### **BMP** - (Bitmap)

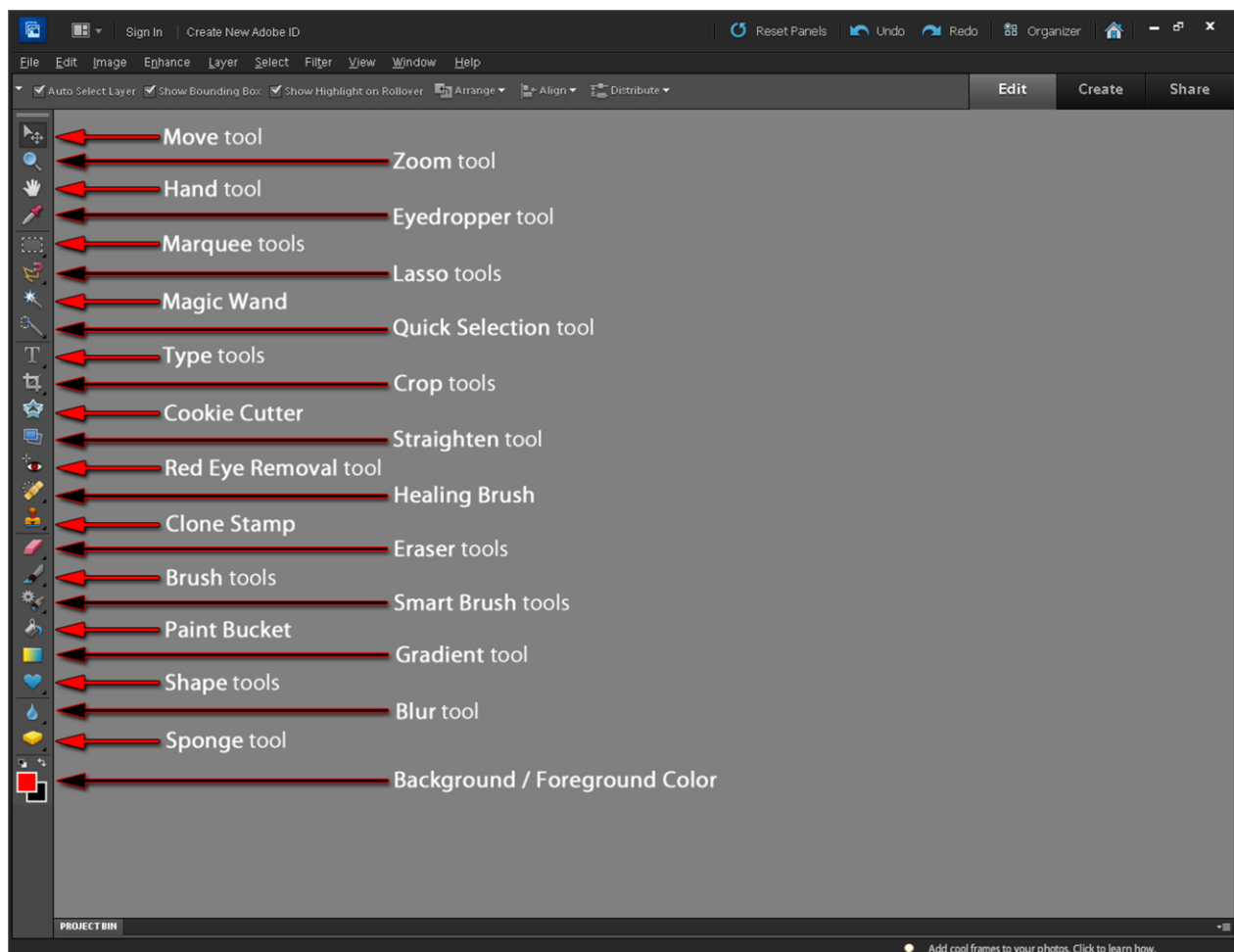
Images in this format are typically quite large, and they do not support compression or transparency. This format is not well-suited for the Internet, as it is only supported by Microsoft Internet Explorer.

## TIF - (Tagged Image File Format)

This is one of the oldest image file formats still in use. Originally created by the Aldus Company, the copyright is now held by Adobe Systems. The TIF format is widely supported by most graphic software applications, but TIF files only support layers in Adobe Photoshop.

**RAW** - (This term is not an acronym.) Raw refers to a native, proprietary file format that your digital camera may or may not use when capturing images. In this format, the files are not yet directly useable, much like a negative in film photography. (Think of a raw file as a digital negative.) This format offers the highest quality results in terms of color range and preserving the details of the subject (as opposed to photos taken in the **jpg** format). As such, the raw format is ideal for archiving your original photographs.

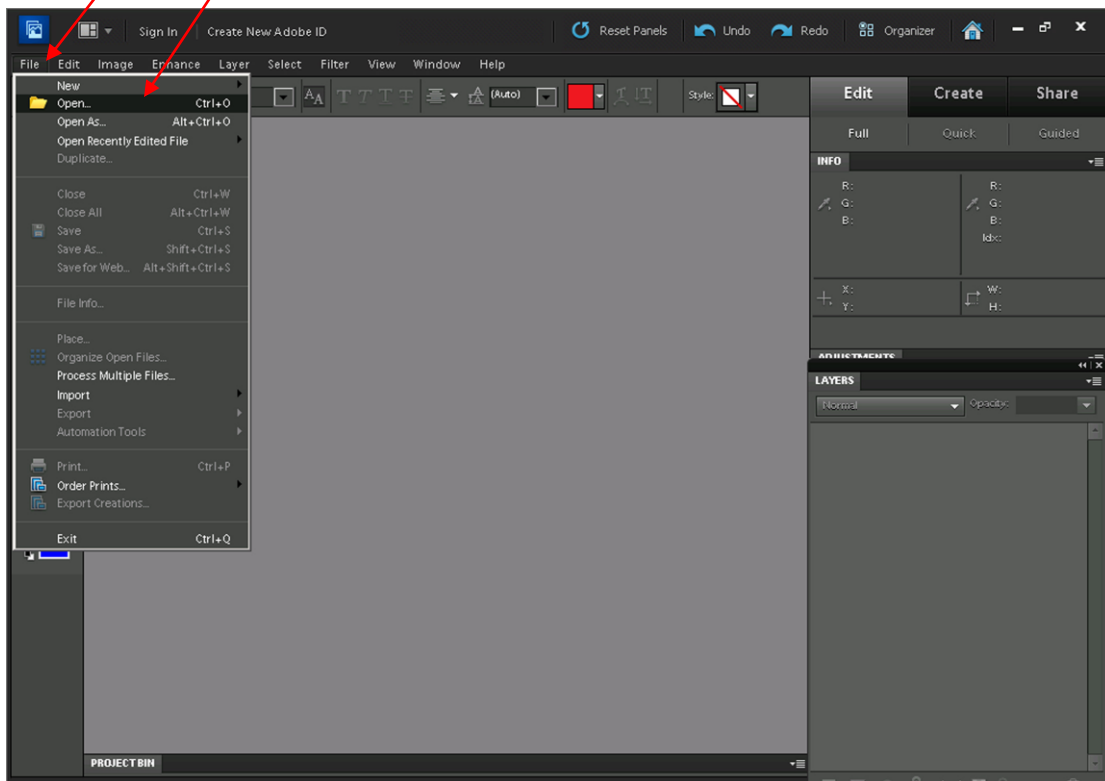
## PHOTOSHOP ELEMENTS TOOLS



## LAYERS

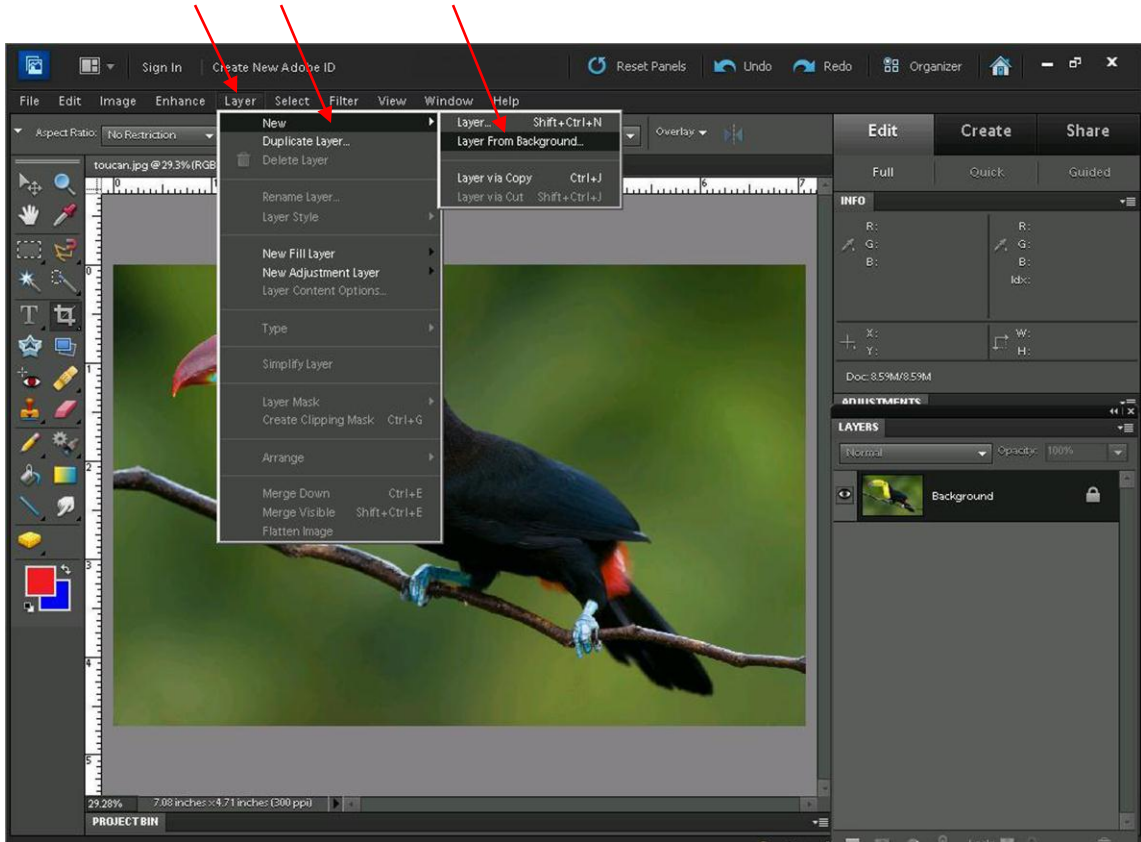
To get the most out of Photoshop Elements, you must become familiar with the concept of layers. Think of an image opened in Photoshop as being similar to an actual, physical photograph you hold in your hand. You're not holding several layers together at the same time to see the photo in your hand, nor are you looking at multiple layers to view the image in Photoshop. Photoshop considers this single layer as being a *background*, and each new layer you create will then sit on top of this background. However, to make changes to the background itself, you must first convert it to a layer.

Go to **File – Open** and select your image.

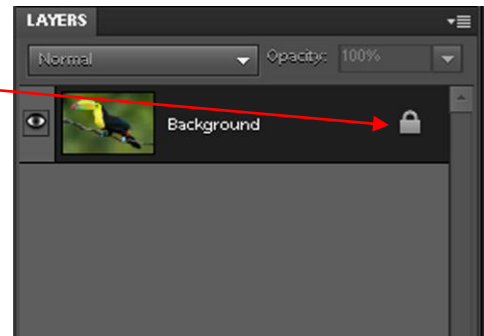


Once you have an image open, Photoshop initially refers to it as a **Background**. You can now convert this background into a **Layer**.

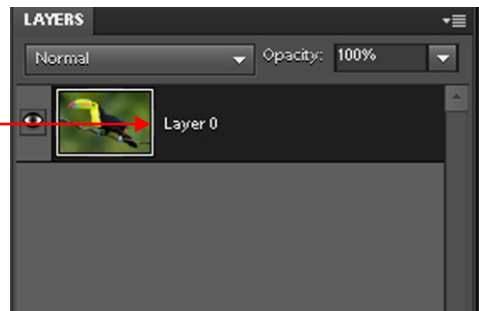
Go to **Layer – New – Layer from Background**.



You'll notice that the lock symbol in the Layers window as seen here...



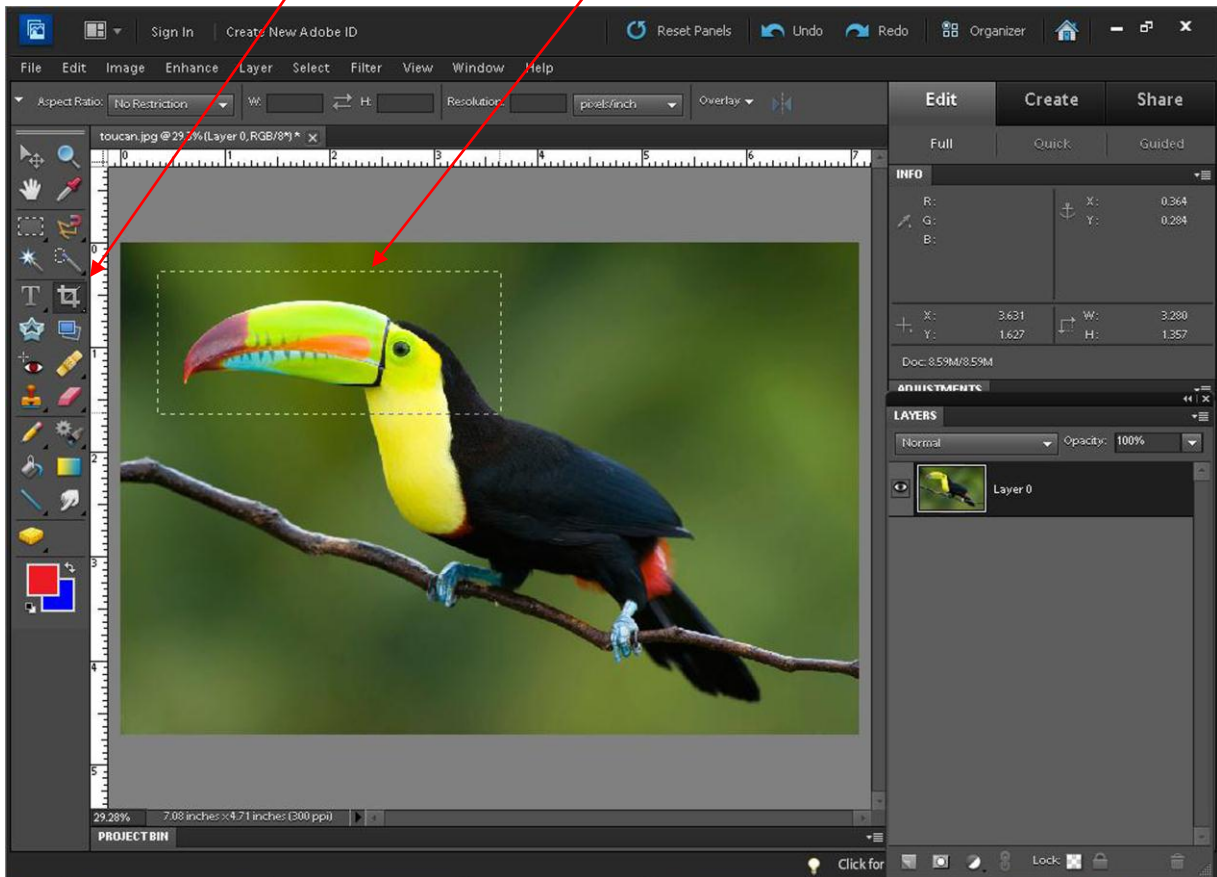
...has now disappeared. The background is now a layer, and has been assigned the name, Layer 0.



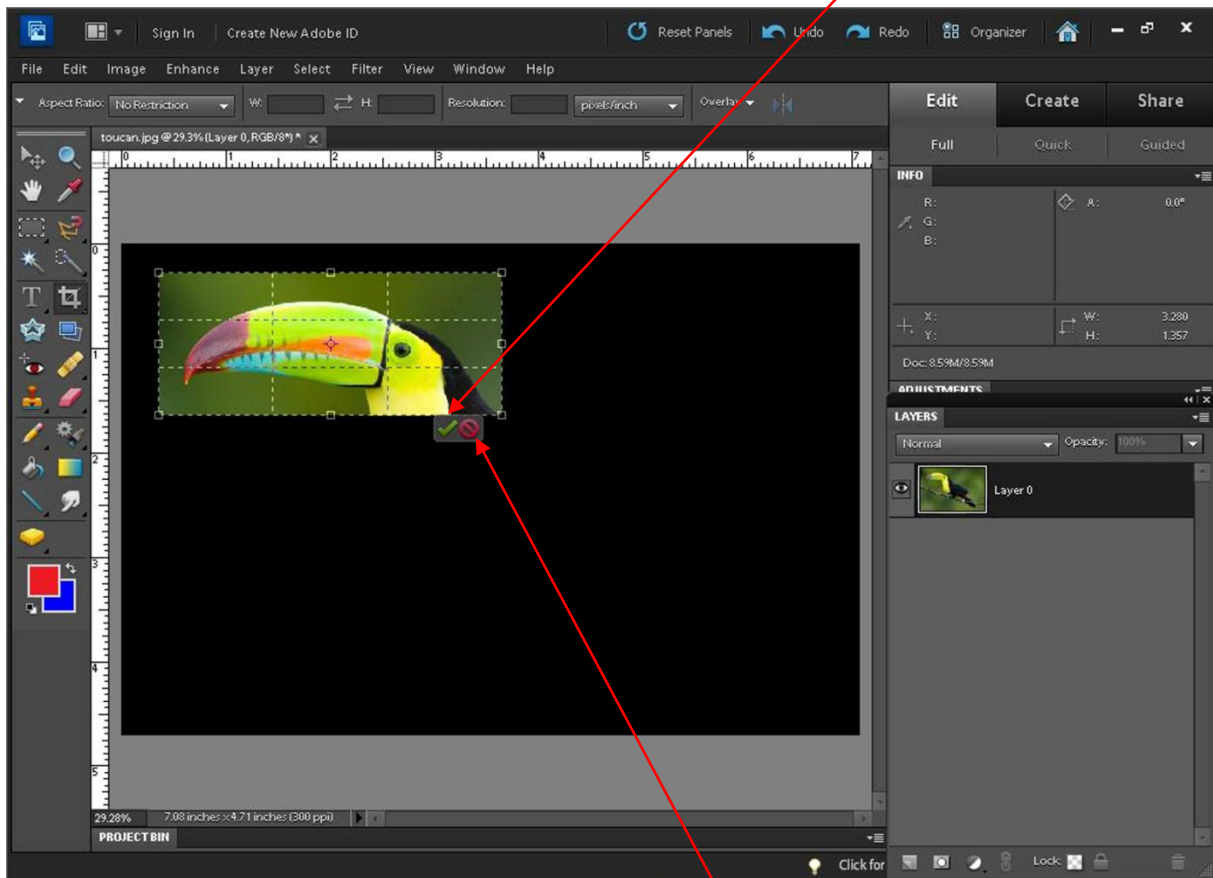
## CROPPING

First, select the **Cropping Tool**...

...then left-click and drag the outline to frame the part of the image you want to keep.



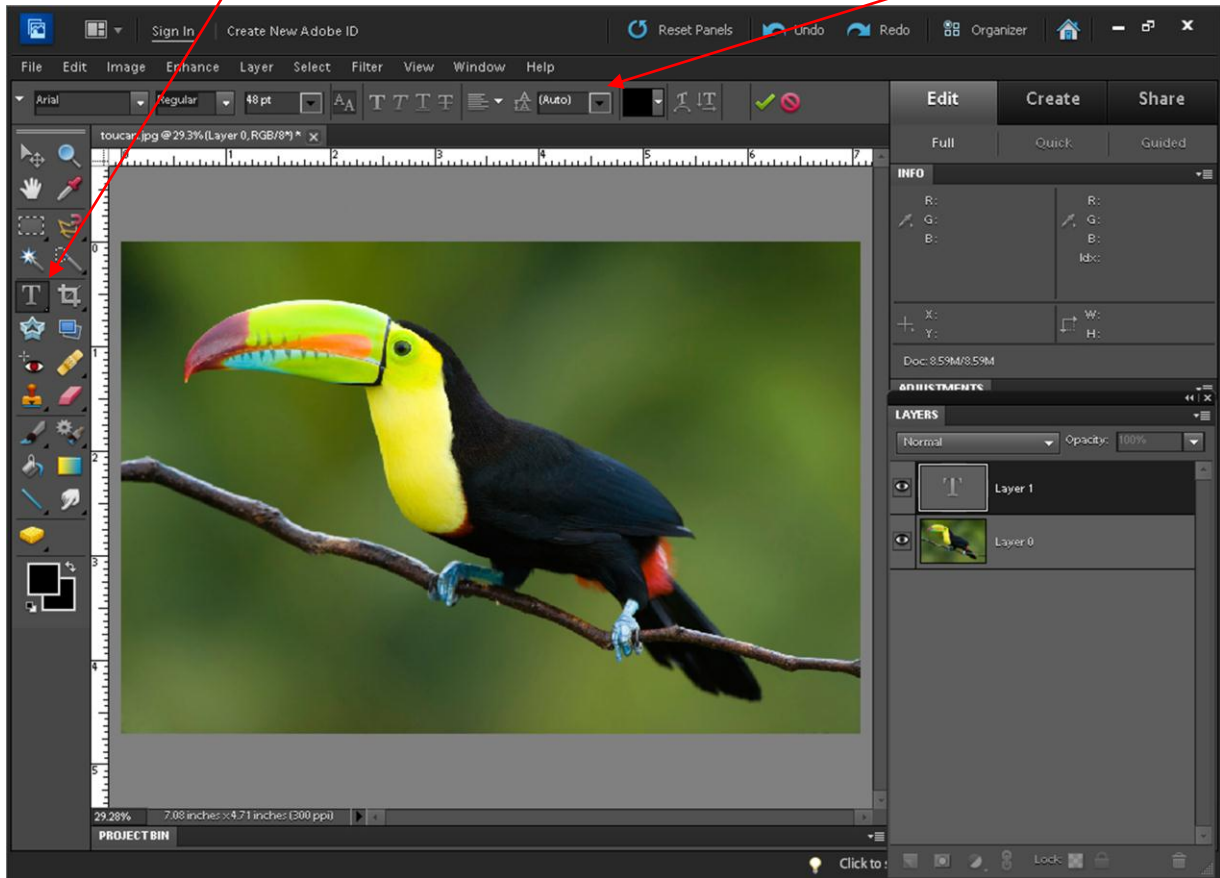
Release the left mouse button, and you will see how your image will look after cropping. If you are satisfied with the selection, click the green check symbol.



If you want to crop a different area, click the red circle symbol. The image will revert to its original state, and you can then crop a new area.

## ADDING TEXT

Adding text to an image helps to further demonstrate the concept of layers. The text will be a separate layer that sits on top of the background layer. To add text, first select the **Type Tool**. Notice that there are now different options along this bar.



These options control every aspect of the text that you add to your image:

- font
- font style
- font size
- bold / italicize / underline / strikethrough
- text color
- warping
- orientation

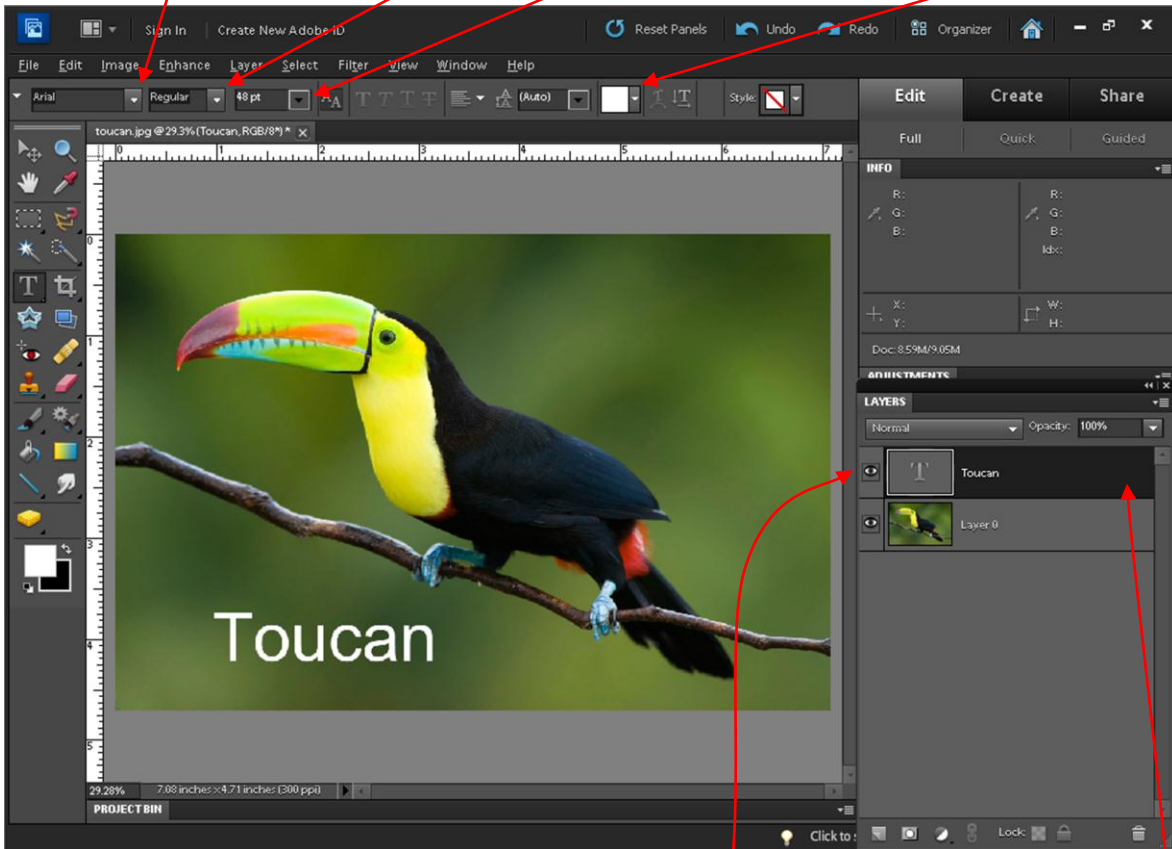


Select **font** here.

Select font **size** here.

Select font **style** here.

Select font **color** here.



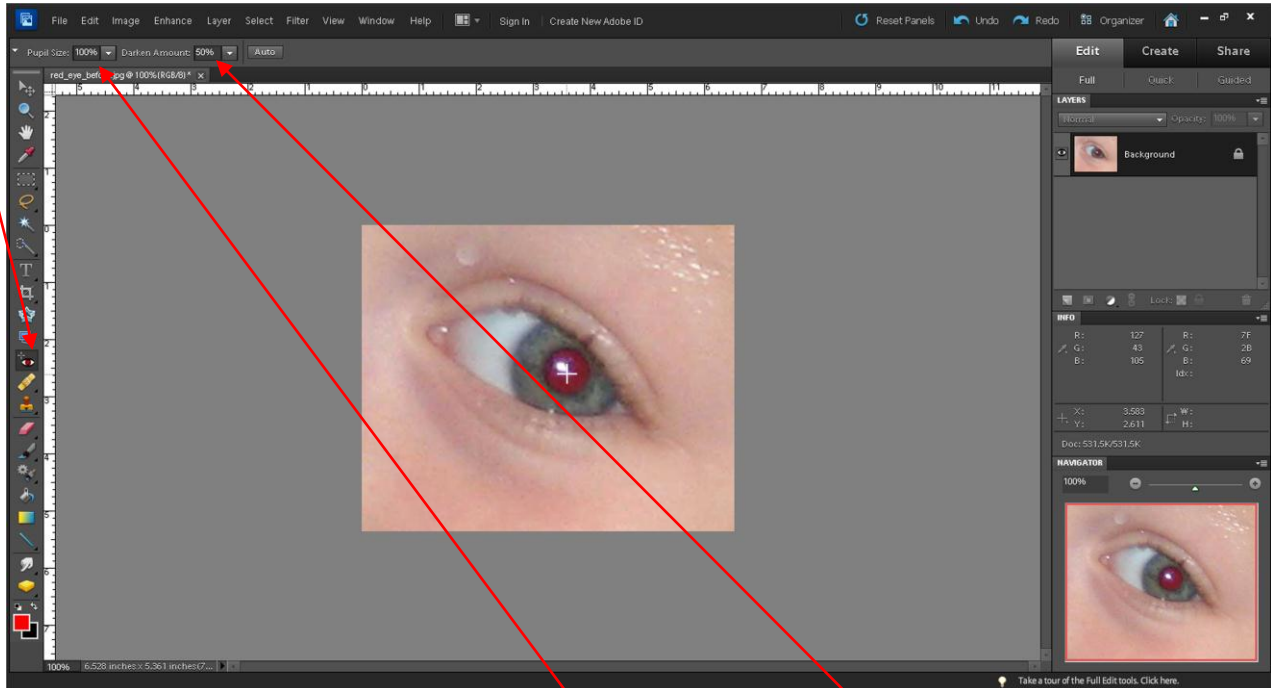
If you don't want a layer to be visible, but you don't want to delete it, you can change its visibility by clicking on the "eye" symbol.

In this example, the word "Toucan" has been added as a text layer:

- the font is Arial
- the style is Regular
- the size is 48 pt
- the color is white

## RED EYE REMOVAL

When taking pictures of people, you may often find that instead of normal-looking eyes, your subjects' eyes have a glowing red pupil. Most cameras have a "red eye reduction" flash setting to help minimize this effect but, if the camera fails to fix it, you can manually correct this by using the **Red Eye Removal Tool**.



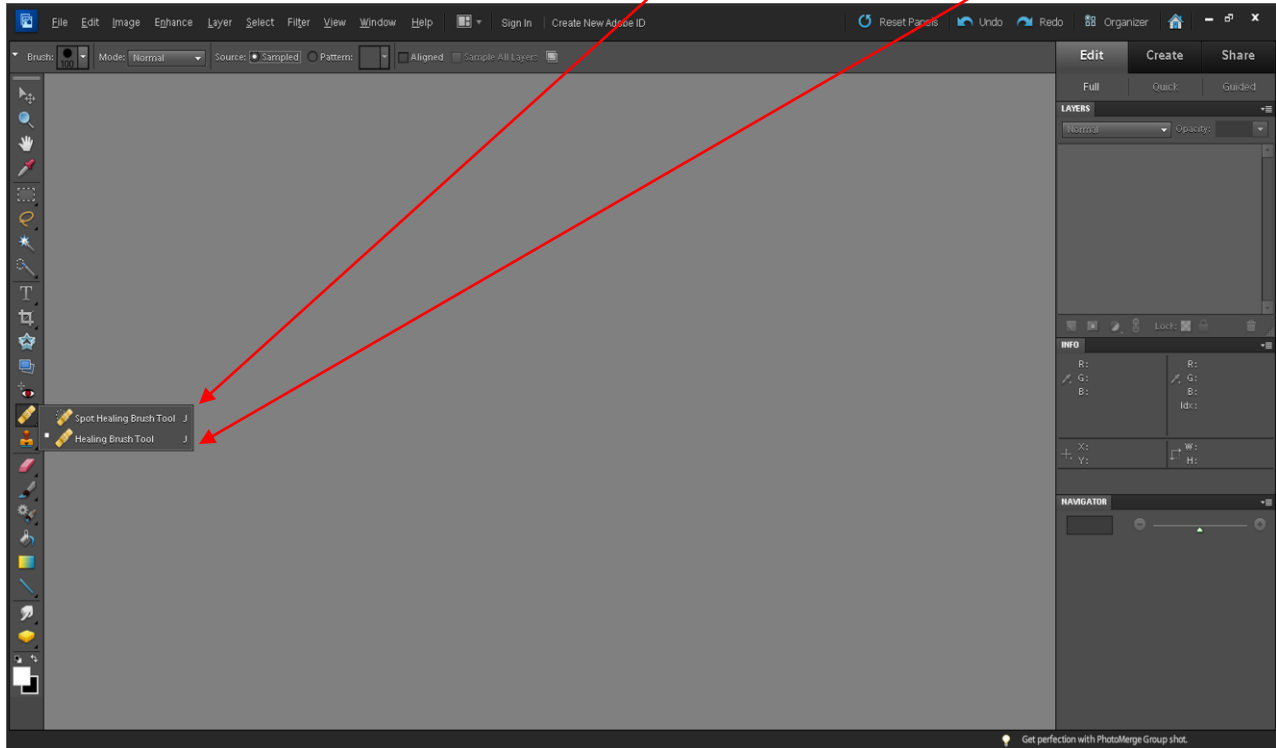
- After selecting the tool, adjust the *Pupil Size* and the *Darken Amount*.
- Position your cursor (white cross-hairs) in the center of the pupil and click once.
- The red color should disappear, leaving a normal-looking eye.



- If you're not happy with the result, you can always undo, change the *Pupil Size* and the *Darken Amount* settings, and try again.

## HEALING BRUSH TOOLS

There are two healing brush tools: the **Spot Healing Brush** and the **Healing Brush**.

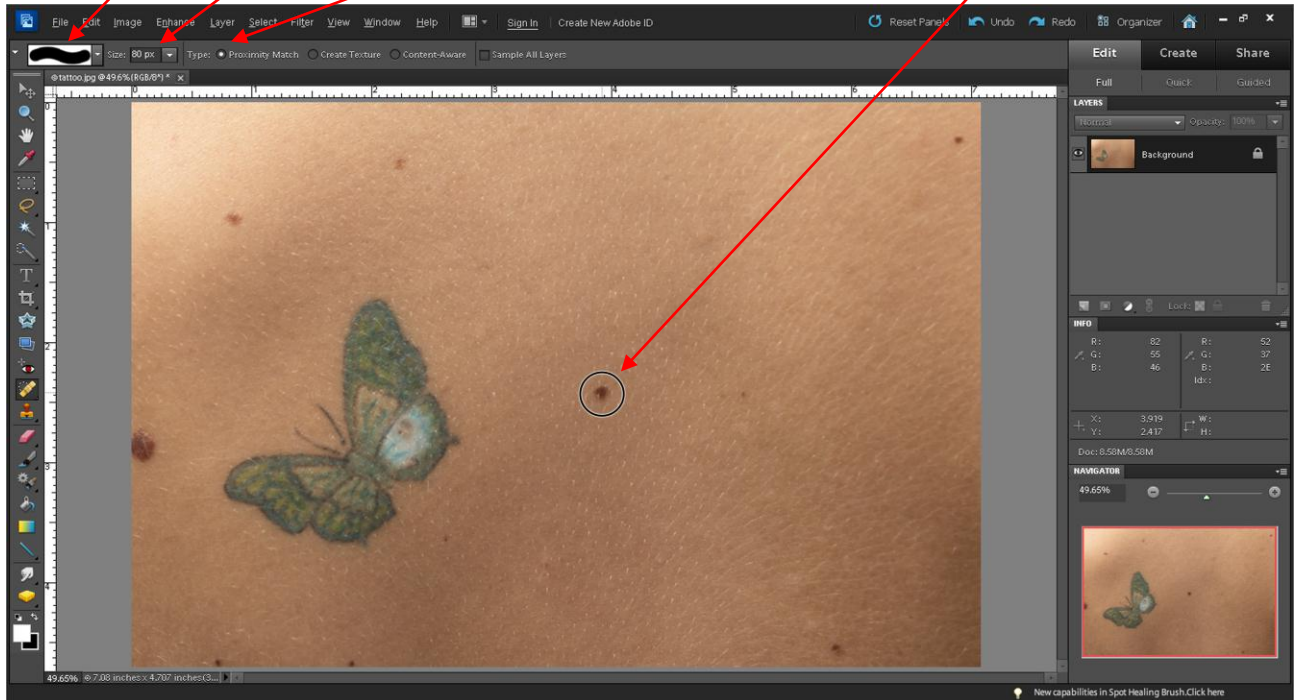


The **Spot Healing Brush** is typically used to quickly fix small imperfections, such as removing a mole or a freckle from your subject.

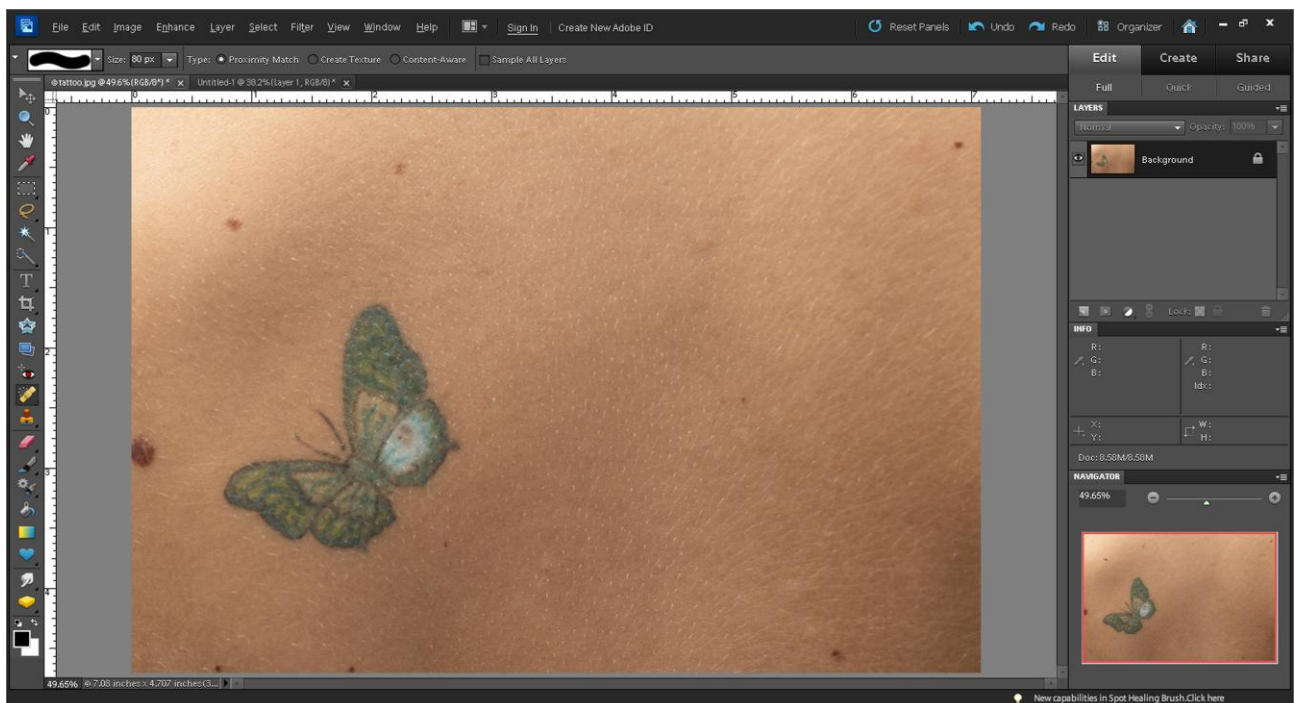
The **Healing Brush** is used to make larger corrections to an image.

With the next image, you can use the Spot Healing Brush to remove a freckle.

Select a *Brush*, a *Size*, and a *Type* of healing, and then position the cursor over the freckle.

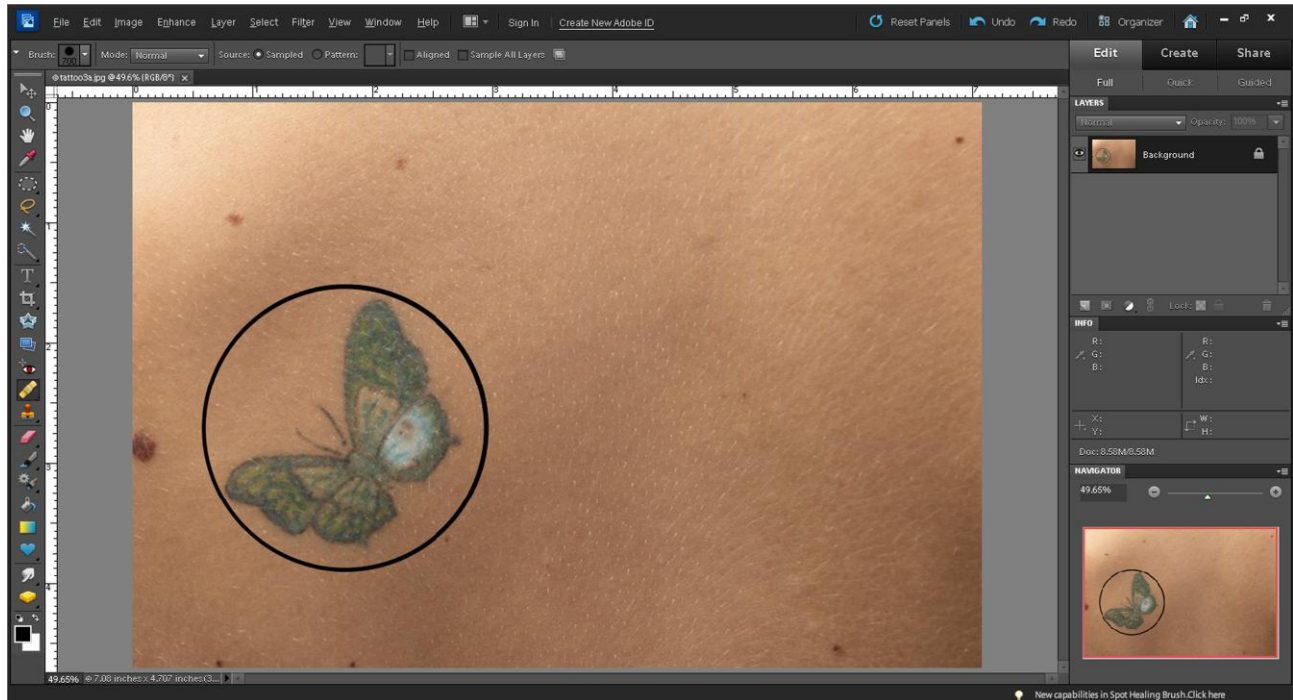


Click once, and the freckle disappears.

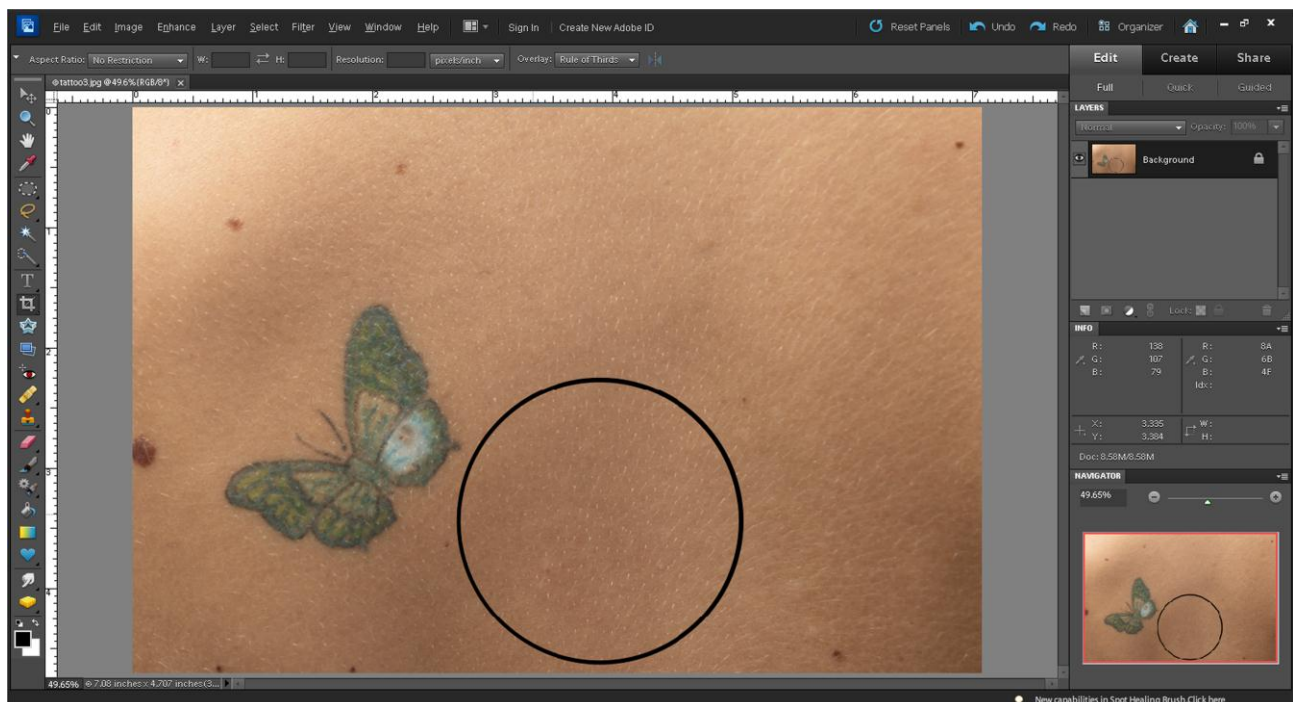


Next, you can use the Healing Brush to remove the tattoo.

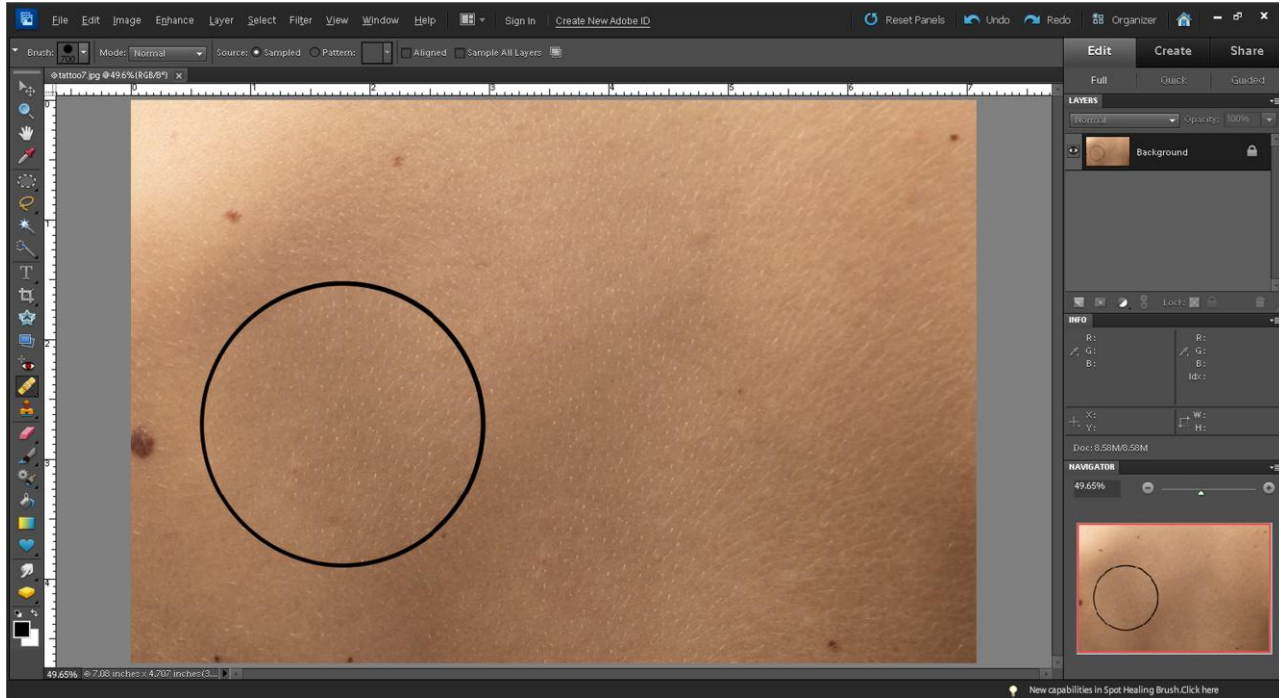
Select the Healing Brush, and adjust the brush size until the cursor completely surrounds the part of the image you want to correct.



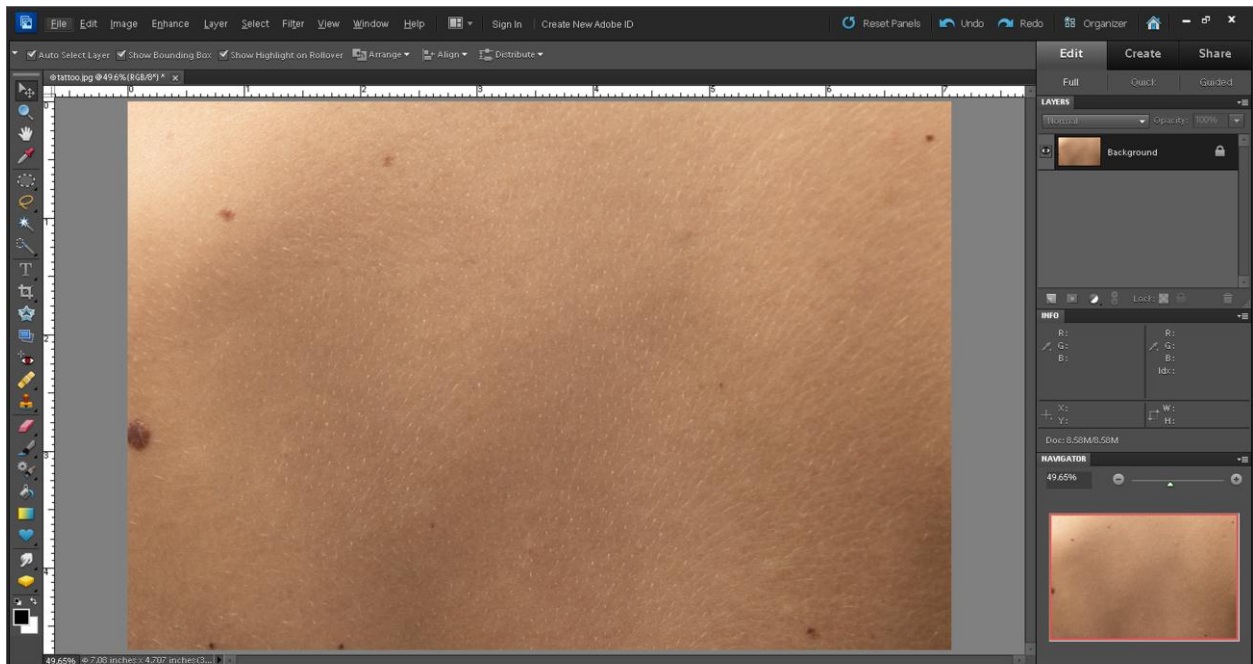
Position the cursor as close to the flaw as possible, hold down the Alt key, and left-click.



When you move the cursor, you will see that it has grabbed the selected portion of the image. Move the cursor over the tattoo until it is completely covered, and then left-click.

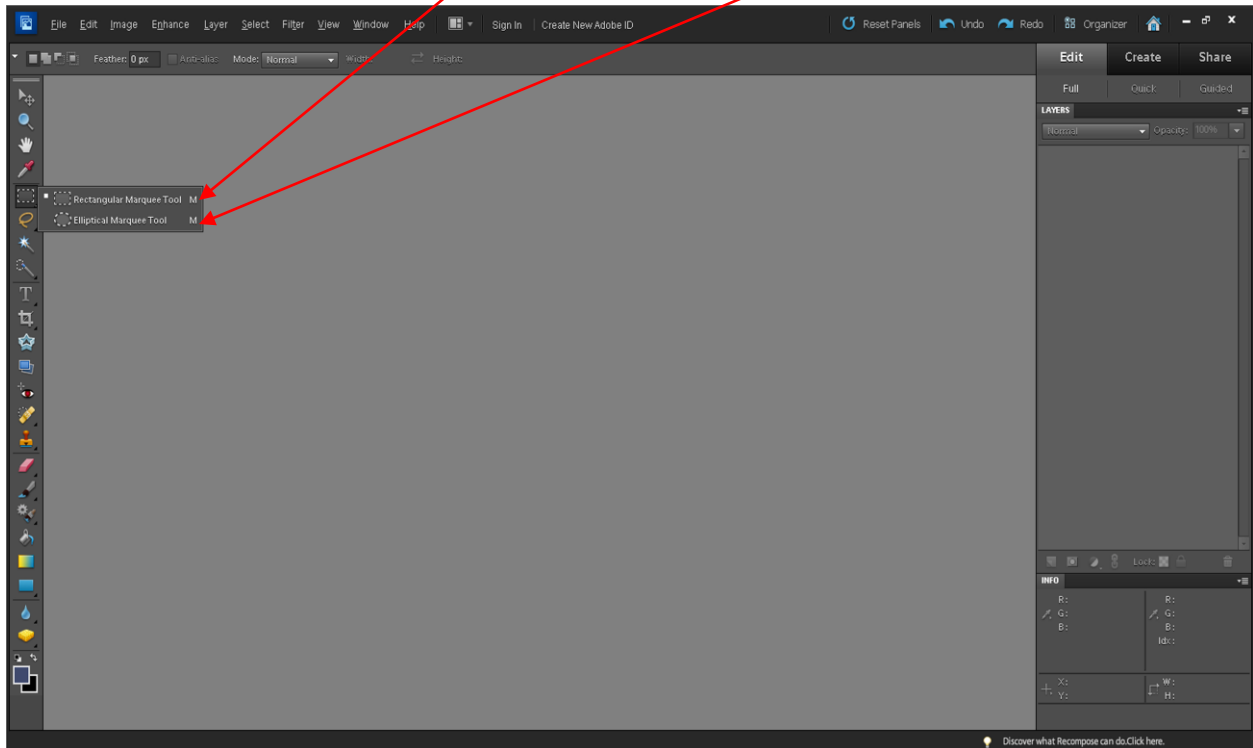


The tattoo disappears, and the selected portion of the image is blended into the surrounding area.



## MARQUEE TOOLS

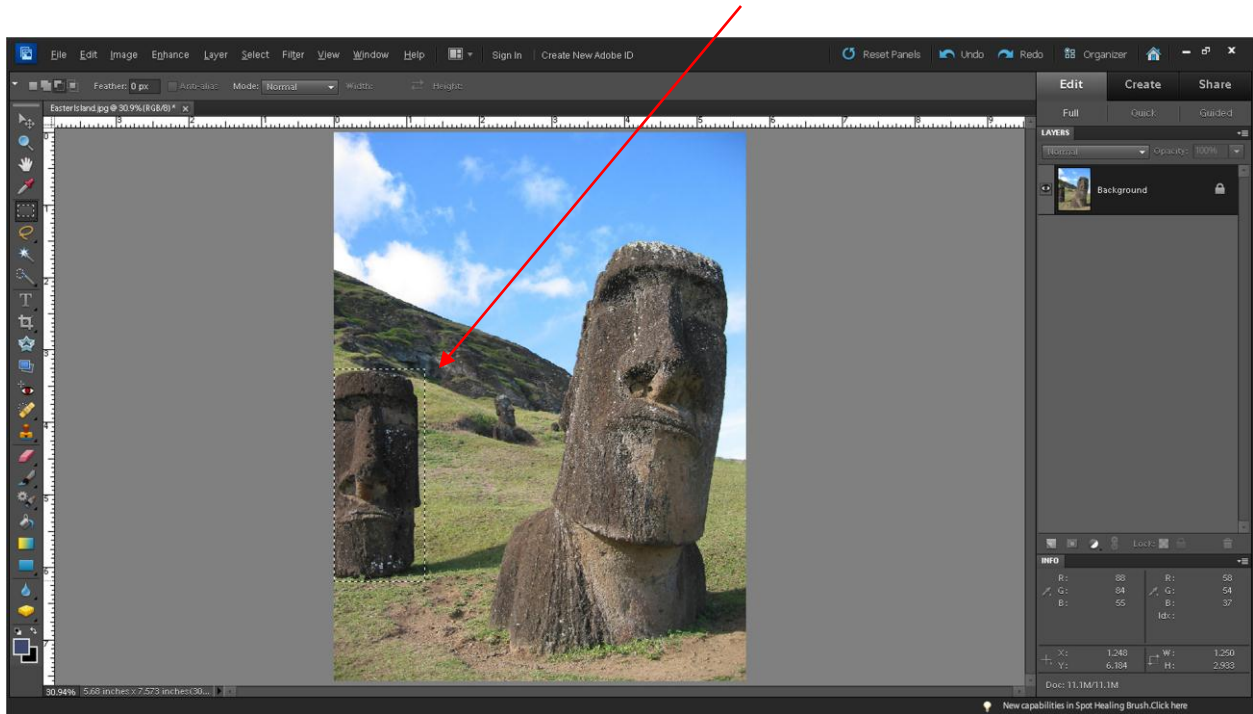
There are two marquee tools: the **Rectangular Marquee** and the **Elliptical Marquee**.



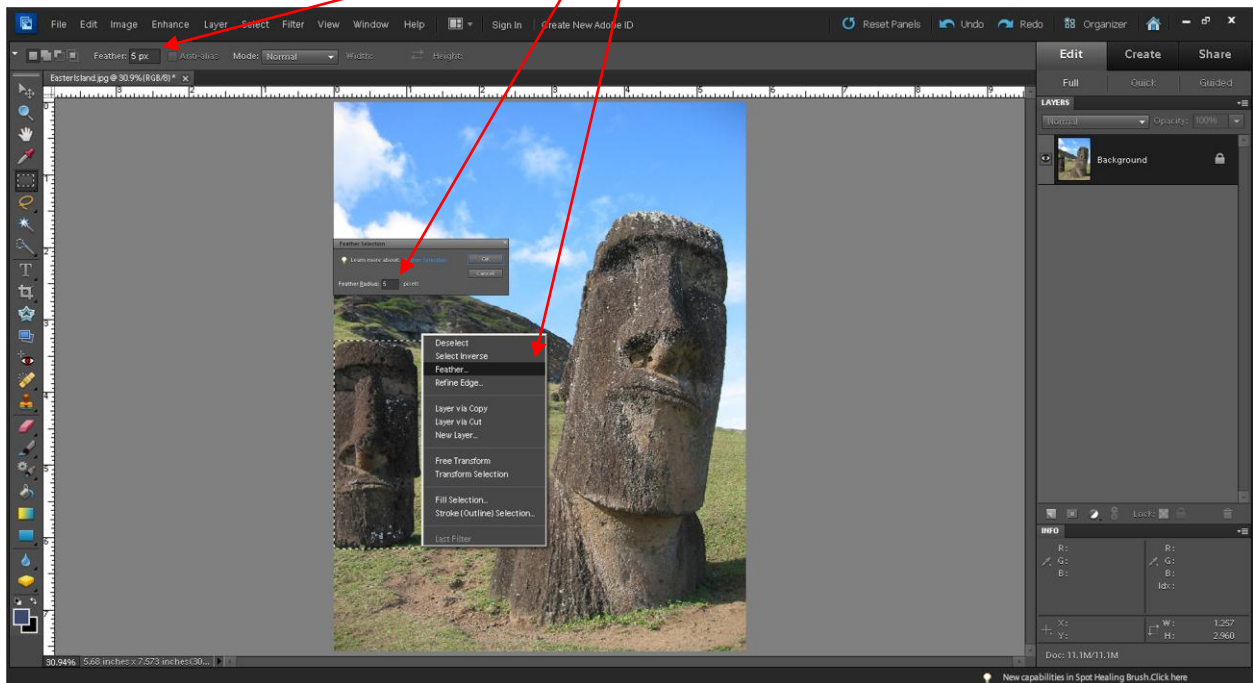
The Marquee Tools allow you to select specific areas of an image, which you can then cut, and/or copy and paste. You can also feather the edges of your selection from 1 to 250 pixels. This gives you the option of creating softer edges for your selection before cutting or copying. The only difference between the two tools is the shape of the selection.

To apply the marquee tool, position the cursor (crosshairs) near the part of the image you want to copy or cut. Left-click and drag the cursor across the desired part of the image. You will see a dotted line surround the desired area, and this will change size and dimension as you drag the cursor. When you are satisfied with the selected area, right-click to display the menu of options. At this point you can feather the selection, copy, or cut. When completed, you will have created another layer. In the following example, the Rectangular Marquee Tool is used to make the selection, a feathering of 5 pixels is applied, and the selection is copied.

1. Click and drag the cursor to outline the desired area.

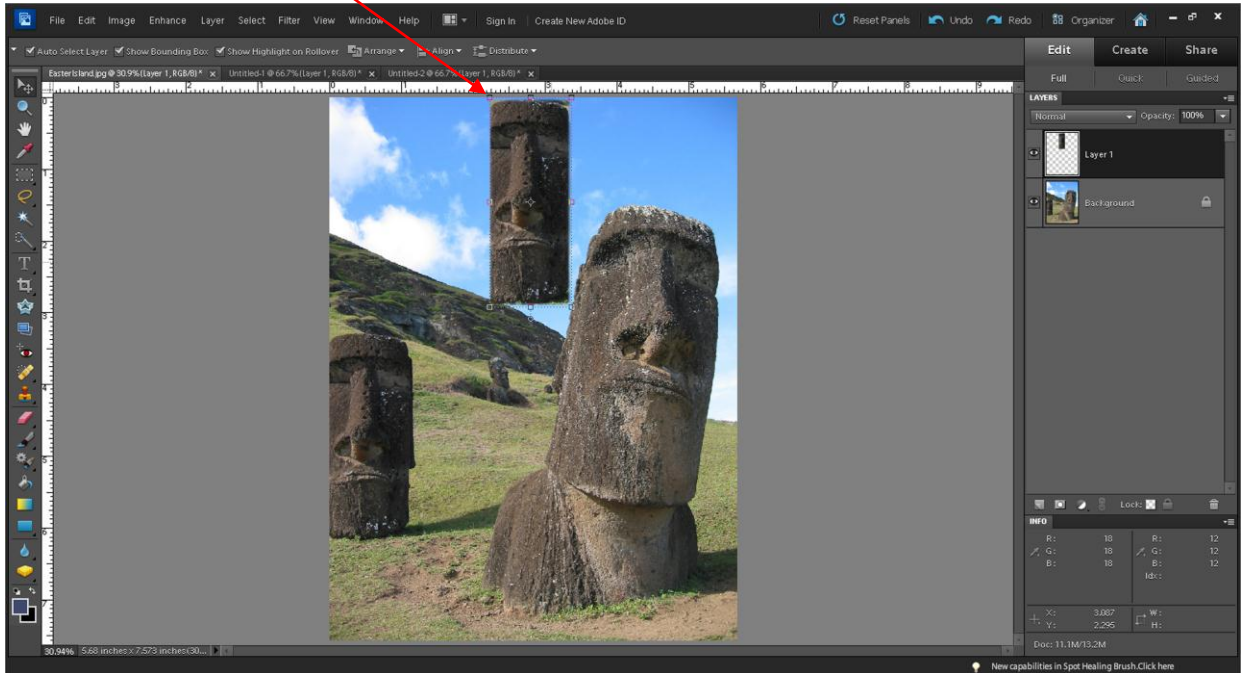


2. Right-click and feather the selection to 5 pixels.





3. Left-click and drag your new layer anywhere you like.



The Elliptical Marquee works in the exact same way as the Rectangular Marquee. The only difference is that the selection area is round, as seen here:

