

# Photoshop Elements Quick Reference

**Move Tool**- drags selected areas of the image

**Hand Tool**- Moves around image within an object. Is used with the zoom tool when you want to adjust the section of picture you want to look at.

**Marquee Tool**- Selects areas within a layer. It is capable of selecting an elliptical, square, single column, and single rows..

**Magic Wand**- Automatic selection tool for everything in the layer.

**Type tool**- Puts text in a picture.

**Cookie Cutter**- crops a photo in a shape you can choose. After you drag the shape in your photo you can move and resize the bounding box until you have just the area you like

**Heal Brush Tool**- Deletes the high contrast of a picture, used when retouching a photo. Hold down alt while clicking on the source and drag the mouse around the damaged picture to repair it.

**Pencil tool**- Draws a line.

**Brush tool**- creates soft or hard strokes of color and can simulate airbrush techniques.

**Gradient**- Applies a gradient of color or multiple colors to a photo.

**The Blur tool, Sharpen Tool, and Smudge Tool**- To use, drag over part of photo you want to edit. This tool is capable of blurring part of the image, undoing the blur with the sharpen tool, and slightly liquefying with the smudge tool.

**Zoom tool**- Zooms in on part of the picture for closer editing.

**Eyedropper tool**- Samples a color from the picture, color swatches, or the color picker.

**Lasso Tool**- Selects areas that can't be reached with the marquee.

**Selection Tool**- Makes selection in two ways, either by painting over an image in selection mode or painting over images not to be selected in mask mode.

**Cropping tool**- This tool changes the size of the image.

**Red Eye Removal Tool**- Removes Red Eye

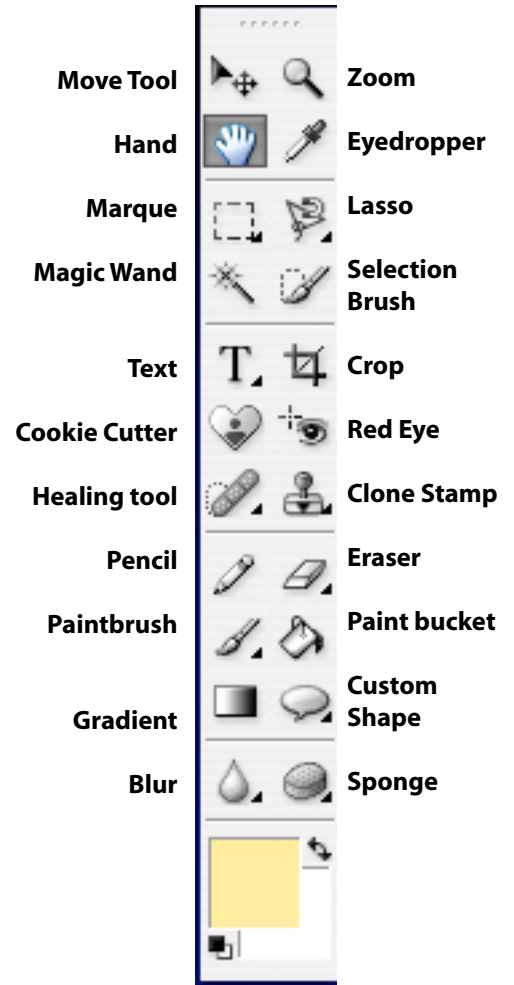
**Clone Stamp Tool**- Duplicates part of the image. Hold down alt while clicking to choose the part of the image which you want to duplicate. Drag the mouse over the damaged area. The pattern stamp tool can create and save a pattern you want to use over and over again.

**Eraser**- This can erase part of the photo in a certain layer, or everything in a certain area to make it white.

**Paint Bucket**- Makes an area one color.

**Custom Shape** -Creates shapes in the image.

**Sponge/Dodge/burn Tool**- Will desaturate, darken or lighten a part of an image.



# Basic Image Clean-Up

1. Since this black and white image was originally scanned in as a color file we'll first want to convert the image to grayscale. **Image > Mode > Grayscale**

2. The image looks a little "washed out." First manipulate the Levels to see if we can get a better balance. **Enhance > Auto Levels**. If Auto levels does not give you the look you want try adjusting the levels manually. **Enhance > Adjust Lighting**

3. Adjusting the levels should take care of most of your problems, but you may also need to adjust the contrast of the photo. **Enhance > Auto Contrast or Enhance > Adjust Lighting > Brightness/Contrast**.



Before



After



4. Now that the overall tone of the photo is looking better we'll want to do something about those damaged areas. The background is going to be much easier to clean up so let's start there. First choose a brush size from the pallet that is easiest for you to work with. You want to choose the smallest brush that will adequately cover most of your spots.

5. Take the clone stamp tool and move the cursor over a patch of background that is undamaged. Hold the **Option** or **Alt** key and click to define this as the source point. Now move the cursor over a damaged area of the photograph and click the mouse button again. The clone stamp has copied your source point over your damaged area. Be careful, since you're literally cloning one area of the photograph to another you may need to change your source point from time to time to compensate for variances in darkness and texture to get the best blend. Repeat this process until you have repaired the background of the photograph.

6. Now we'll want to work on the more detailed areas of the photo cleaning up the girl's face. For this we'll want to choose the healing brush tool. The healing brush is different from the clone stamp in that it duplicates only the texture of the source image and not the color. This makes it better for detail work. Use the healing brush just as you would the clone stamp to correct the spots on the girl's face.

7. This should about clean up the photo. Select the crop tool and crop the image as desired. Save your work appropriately.

Enhance	Layer	Select	Filter
Auto Smart Fix			⌘⇧M
Auto Levels			⇧⇧L
Auto Contrast			⌘⇧L
Auto Color Correction			⇧⇧B
Adjust Smart Fix...			⇧⇧M
Adjust Lighting			▶
Adjust Color			▶

# Focal Point in Color

1. Make any adjustments, or edits to the photo as necessary.

2. Click on the selection brush tool in the toolbox. Make sure it is set to "mask mode"

3. Choose a brush size (or a variety of brush sizes) to "paint" as precise mask over the portion of the image you want to keep in color. Work from the outside edge and work your way in. Adjust your brush size as necessary to get in every area.

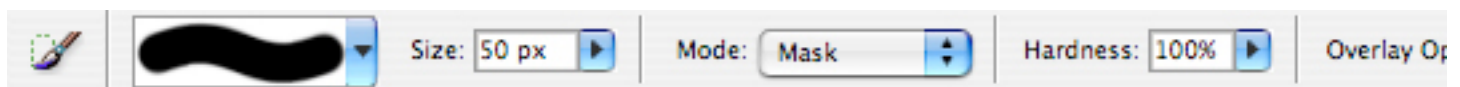


Before



After

4. Carefully, paint a red mask over your image. If you make a mistake, change from mask to selection mode and paint over the area you do not want selected to correct the error.

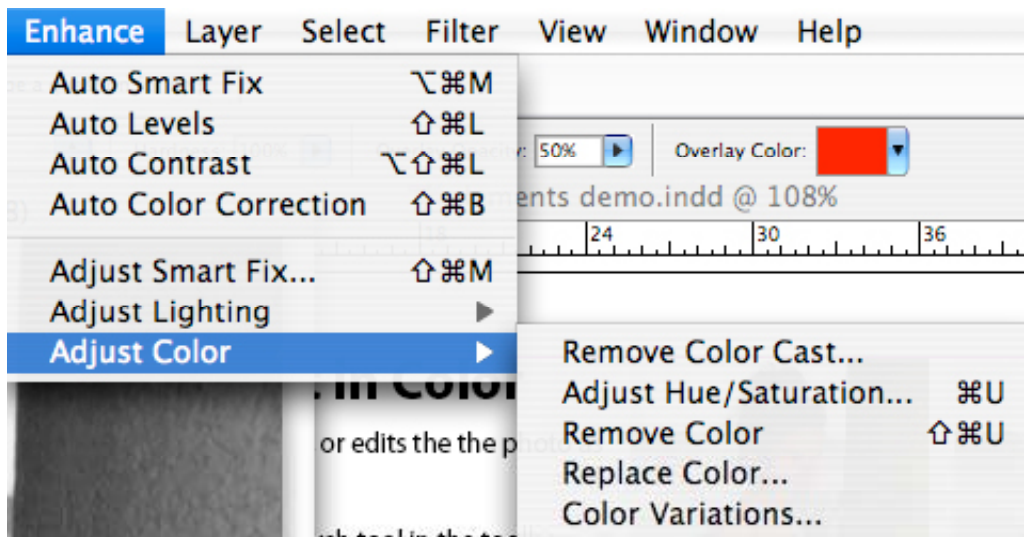


5. The area you are "painting" red is the deselected area so depending on how you painted your object you may need to select the inverse. It is typically easier to paint around the object you wish to select and then select the inverse. **Choose Select > Inverse.**

6. Once your mask is complete, and you have the appropriate area selected choose **Enhance > Adjust Color > Remove Color.**

7. You may need to do some color correction to the image to adjust any color cast in the skin tone of the subject and make the background neutral.

8. Save the image appropriately.

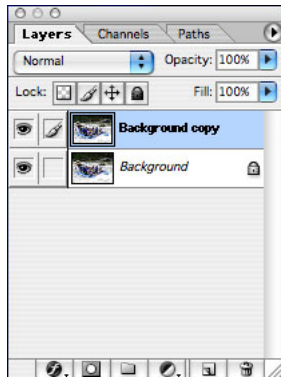


# Photo in Text

1. Make any adjustments, or edits to the photo as necessary.
2. Choose Window>Show Layers. Your image should be in the background layer. From the pop-up menu on the Layers Palette, choose Duplicate Layer (do not rename the layer). Click OK. Set the Foreground color in your toolbox to white.



Before



3. Click on the Background layer in the Layers palette and press Option-Delete (Mac) or Alt-Backspace (PC) to fill the background layer with white, or whatever other color you choose to have selected in your color pallet.



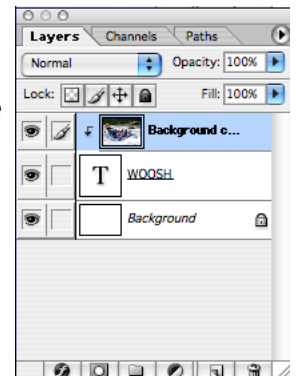
4. Click on the background copy in the layers palette. Select the type tool from the toolbox and type your text as you wish it appear. If your type formatting options don't pop up when you start to type, you'll need to show your Text Options box View>Character (Hint: big, bold fonts with shorter words seem to work best) Experiment with fonts, sizes and positions until you have the look you want, then click OK.

After

5. Now, we need to create a clipping group which will merge the image and the type together. In order for this to work we need to move the layer with the image above the layer with the type. In the Layers Palette click on the Background copy layer and drag it up to position it on top of the list of layers. Your type will no longer be visible, don't worry.

6. **Choose Layer>Group With Previous.** You should now see the image inside the type. To reposition your image within the letters of your headline, click and drag the image with the move tool.

7. Save the image appropriately.

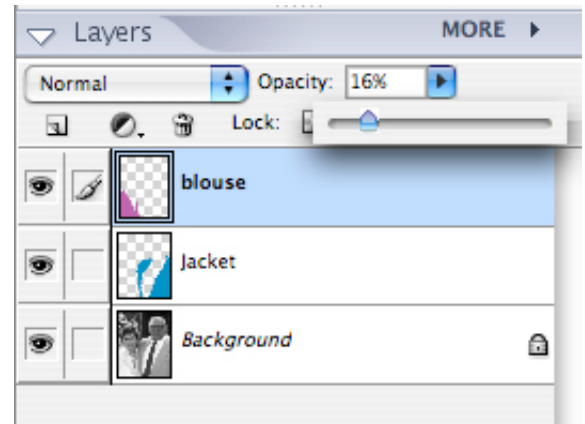


# Adding Color to a Photo

1. Make any adjustments, or edits the photo as necessary. Make sure the photo is converted to a color image by selecting RGB or CMYK color in Image > Mode> RGB Color. (Hint: It's usually best to work in RGB as computer monitors display RGB pixels. You should save your final photo in CMYK mode as most printers and presses print in CMYK.)

2. We'll need to create a several new layers for each color we're adding to this photos. Create a new layer by selecting **Layer > New > Layer..** Name the layer something appropriate and move it above the background layer. You'll want to set the transparency to something less than 100% so you'll be able to see the background image through the new layer.

3. While the new layer is selected, Use the selection brush, magnetic lasso and marquee tool as necessary to select just the area you want colorize. This can be a tedious process, try to be precise but remember you can easily fix minor mistakes layer.



4. Once you have the area you wish to colorize selected, choose an appropriate color from the color picker. Using the Paint Bucket, fill the selected portion with the selected color. Remember, this layer of color will be partially transparent to allow the detail from the original photo to show through. It's usually a good idea to select a color that's slightly brighter than your final product. Experiment with different shades of the color and the transparency of the layer until you have the color and tone you are looking for.

5. Using the transparency slider on the levels pallet, set the transparency to an appropriate layer, typically somewhere between 10-20%. Each layer can be different, go with what works best for that particular color.

6. While you have the color selected, you can use the paint bush and eraser tool to touch up any rough edges.

7. Repeat steps 2-6 until you have each section of your photo colorized. While you'll want to keep the original photo on the bottom most layer, you can re-arrange the individual colored layers as necessary.

# Type Treatments

## Neon Glow:

1. Open a new RGB document with White as your background color. Get the Type tool and create your type. Your type will appear on its own layer, but you'll need to merge this type with the Background layer. To do this, just press Command-E to merge your Type layer with the Background layer below it.



2. Go under the Filter menu, under Artistic, and choose Neon Glow. When the dialog box appears, you can determine the glow size and brightness, and click on the Color Swatch to choose the outer glow color. When you click OK, the filter fills the background with black, then creates a multi-color glow effect, radiating out from white, to the color you selected as your Glow Color. Click OK to complete the effect.

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## Desert Camo:

1. Open a new RGB file with a white background and enter some text. The color of the text doesn't matter, but we suggest using a bold, heavy typeface. We're going to add a desert camouflage pattern so we need heavy type so it shows up well within the text.



2. Click on the Create a New Layer icon at the bottom of the Layers palette to add a new, empty layer above the Type layer. Bring up the Color Picker by clicking on the Foreground Color Swatch and select a tan color. Click OK. Press **Option-Delete** to fill the Foreground with this color.

3. Now it's time to blend in with the scenery. With the tan layer active, go to **Filter>Artistic>Sponge**. Select Brush Size 2, Definition 10, and Smoothness 7 to add the basic desert camouflage pattern to the tan layer. Click OK. To smooth the random shapes in the pattern, go to **Filter>Noise>Median** and enter a value of 7.

4. To make the pattern show up within the text, make sure the newly camouflaged tan layer is active and create a layer clipping group: **Layer>Group with Previous** (Command-G). This groups it with the Type layer. (Note: The layer at the bottom of a clipping group determines the shape of the entire group.)

As a final touch, we added a Drop Shadow: Duplicate the text layer in black, and place it behind the main text layer just slightly misaligned with the camo type, this will create the effect of a shadow.