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- Working with Layers and Masks
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**IN FULL COLOR!**

**Barbara Obermeier  
Ted Padova**



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**by Barbara Obermeier  
and Ted Padova**



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## *Dedications*

**Barbara Obermeier:** For Gary, Kylie, and Lucky, who constantly remind me of what's really important in life.

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# Contents at a Glance

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<b><i>Introduction</i></b> .....	<b>1</b>
<b><i>Book I: Introducing Elements</i></b> .....	<b>7</b>
Chapter 1: Examining the Elements Environment .....	9
Chapter 2: Getting to Know the Tools .....	33
Chapter 3: Viewing and Navigating Images .....	49
Chapter 4: Setting Your Preferences .....	63
<b><i>Book II: Elements Fundamentals</i></b> .....	<b>87</b>
Chapter 1: Acquiring, Saving, and Exporting Images .....	89
Chapter 2: Working in the Organizer .....	115
Chapter 3: Sorting and Organizing Files .....	133
Chapter 4: Working with iOS and Android Devices .....	159
<b><i>Book III: Image Essentials</i></b> .....	<b>173</b>
Chapter 1: Specifying Resolution and Changing Image Sizing .....	175
Chapter 2: Choosing Color Modes and File Formats .....	195
Chapter 3: Working with Camera Raw .....	215
Chapter 4: Using and Managing Color .....	231
Chapter 5: Time Travel — Undoing in Elements .....	251
<b><i>Book IV: Selections</i></b> .....	<b>257</b>
Chapter 1: Making Selections .....	259
Chapter 2: Modifying and Transforming Selections .....	281
<b><i>Book V: Painting, Drawing, and Typing</i></b> .....	<b>301</b>
Chapter 1: Painting and Drawing with Elements .....	303
Chapter 2: Filling and Stroking .....	323
Chapter 3: Working with Type .....	341
<b><i>Book VI: Working with Layers and Masks</i></b> .....	<b>363</b>
Chapter 1: Creating Layers .....	365
Chapter 2: Managing Layers .....	389
Chapter 3: Playing with Opacity and Blend Modes .....	405
Chapter 4: Cutting, Extracting, and Masking .....	417

<b><i>Book VII: Filters, Effects, Styles, and Distortions.....</i></b>	<b><i>433</i></b>
Chapter 1: Making Corrections and Having Fun with Filters .....	435
Chapter 2: Distorting with the Liquify Command.....	455
Chapter 3: Adding Pizzazz with Styles and Effects.....	463
<b><i>Book VIII: Retouching and Enhancing .....</i></b>	<b><i>475</i></b>
Chapter 1: Quick Image Makeovers .....	477
Chapter 2: Correcting Lighting, Color, and Clarity.....	507
Chapter 3: Compositing with Photomerge .....	539
Chapter 4: Getting Help in Guided Mode.....	555
<b><i>Book IX: Creating and Sharing with Elements .....</i></b>	<b><i>567</i></b>
Chapter 1: Creating Elements Projects .....	569
Chapter 2: Getting It Printed .....	591
Chapter 3: Sharing Projects with Others .....	611
<b><i>Index .....</i></b>	<b><i>623</i></b>

# Table of Contents

## *Introduction* ..... 1

About This Book .....	1
Book I: Introducing Elements .....	2
Book II: Elements Fundamentals .....	3
Book III: Image Essentials .....	3
Book IV: Selections .....	3
Book V: Painting, Drawing, and Typing.....	3
Book VI: Working with Layers and Masks.....	3
Book VII: Filters, Effects, Styles, and Distortions .....	4
Book VIII: Retouching and Enhancing .....	4
Book IX: Creating and Sharing with Elements .....	4
About the eCheat Sheet .....	4
Conventions Used in This Book.....	5
Icons Used in This Book .....	5
Where to Go from Here.....	6

## *Book 1: Introducing Elements*..... 7

### **Chapter 1: Examining the Elements Environment. . . . . 9**

Launching Elements .....	9
Opening the Organizer .....	11
Adding Images to the Organizer .....	14
Navigating the Different Modes .....	17
Visiting Full Photo Edit mode.....	17
Visiting Quick Photo Edit mode.....	18
Getting help with Guided Photo Edit mode.....	20
Comparing modes.....	20
Moving through the Menu Bar.....	21
Using Context Menus .....	23
Selecting Settings in the Options Bar.....	25
Playing with Panels .....	25
Getting choosy in the Favorites panel .....	26
Maximizing your editing environment .....	27
Resetting panels.....	27
Using the Project Bin.....	28
Getting Productive with Shortcuts.....	30
Finding Help When You Need It.....	31
Using the Help menu .....	31
Reading PDFs from the Installer DVD-ROM .....	32
Reading tooltips .....	32
Checking dialog boxes.....	32

<b>Chapter 2: Getting to Know the Tools . . . . .</b>	<b>33</b>
Examining the Tools Panel . . . . .	33
Using Selection Tools . . . . .	36
Using Drawing and Painting Tools . . . . .	40
Using Tools for Cloning and Healing . . . . .	42
Creating Text with Typographical Tools . . . . .	43
Using Focus and Toning Tools . . . . .	44
Creating Shapes . . . . .	45
Viewing, Navigating, and Sampling Tools . . . . .	45
Other Editing Tools . . . . .	46
Discovering the Automation Tools . . . . .	47
<b>Chapter 3: Viewing and Navigating Images . . . . .</b>	<b>49</b>
Looking at the Image Window . . . . .	49
Zooming In and Out of Image Windows . . . . .	53
Zooming with keyboard shortcuts . . . . .	53
Using the Zoom tool . . . . .	54
Moving with the Hand tool . . . . .	55
Cruising with the Navigator Panel . . . . .	56
Using the Grids and Guides . . . . .	57
Using the Info Panel . . . . .	58
Working with Your Content . . . . .	59
<b>Chapter 4: Setting Your Preferences . . . . .</b>	<b>63</b>
Understanding Preferences . . . . .	63
Setting Full Photo Edit Mode Preferences . . . . .	64
Setting General preferences . . . . .	65
Setting Saving Files preferences . . . . .	66
Setting Performance preferences . . . . .	67
Setting Display & Cursors preferences . . . . .	69
Setting Transparency preferences . . . . .	70
Setting Units & Rulers preferences . . . . .	71
Setting Guides & Grid preferences . . . . .	72
Setting Plug-Ins preferences . . . . .	73
Setting Type preferences . . . . .	73
Setting Up the Organizer Environment . . . . .	74
Setting General preferences . . . . .	75
Setting Files preferences . . . . .	76
Setting Editing preferences . . . . .	77
Setting Camera or Card Reader preferences . . . . .	78
Setting Scanner preferences (Windows only) . . . . .	80
Setting Date View preferences . . . . .	81
Setting Keyword Tags and Albums preferences . . . . .	81
Setting Sharing preferences . . . . .	82
Setting Adobe Partner Services preferences . . . . .	83
Setting Media-Analysis preferences . . . . .	84
Setting Backup and Synchronization Preferences . . . . .	85

**Book II: Elements Fundamentals..... 87**

**Chapter 1: Acquiring, Saving, and Exporting Images ..... 89**

- Organizing Your Photos..... 90
  - Dedicating photos to a single hard drive..... 90
  - Organizing a second hard drive..... 90
- Getting Images from Your Camera ..... 92
- Getting Images from Your Card Reader..... 92
- Scanning Images ..... 94
  - Preparing before you scan..... 94
  - Understanding image requirements..... 95
  - Using scanner plug-ins (Windows only) ..... 96
  - Scanning many photos at a time..... 98
- Phoning In Your Images ..... 98
- Getting Files from Folders ..... 99
- Using the File System ..... 100
- Opening an Image in Full Photo Edit Mode ..... 101
  - Using Open As ..... 102
  - Opening recently edited files ..... 102
  - Placing files ..... 102
- Creating a New Image..... 104
- Converting Clipboard Data to Images..... 105
- Saving Files ..... 106
  - Using the Save/Save As dialog box..... 107
  - Saving files for the web ..... 108
- Batch Processing Files ..... 108
  - Exporting files..... 108
  - Processing multiple files ..... 110
- Adding Pages..... 111
- Closing and Quitting..... 113

**Chapter 2: Working in the Organizer ..... 115**

- Cataloging Files ..... 115
  - Creating a new catalog ..... 116
  - Importing legacy catalogs..... 118
  - Switching catalogs ..... 118
- Viewing Images in the Organizer ..... 119
  - Understanding the Media Browser..... 119
  - Thumbnail view..... 120
  - Import Batch view..... 120
  - Folder Location view ..... 121
  - Date view..... 123
  - Viewing images in a slide show..... 124
  - Using the Timeline ..... 128
- Hiding Files That Get in the Way ..... 128
  - Stacking 'em up ..... 129
  - Managing stacks..... 129

Protecting Your Assets .....	131
Backing up your catalog.....	131
Backing up photos and files (Windows) .....	132
<b>Chapter 3: Sorting and Organizing Files. ....</b>	<b>133</b>
Sorting Images.....	133
Using sort commands.....	134
Sorting media types.....	134
Using Search Options.....	135
Searching by date .....	135
Searching for untagged items.....	136
Searching albums.....	136
Searching captions and notes .....	136
Searching by history.....	138
Searching metadata .....	139
Finding people.....	139
Organizing and Managing in the Organizer .....	143
Creating a new keyword tag .....	144
Working with keyword tags.....	146
Working with Smart Tags.....	148
Working with Image Properties .....	149
Using the Properties panel .....	149
Rating images .....	149
Creating Albums .....	150
Creating an album.....	151
Working with Smart Albums.....	153
Creating an Album Group .....	157
<b>Chapter 4: Working with iOS and Android Devices. ....</b>	<b>159</b>
Grabbing Media from Handheld Devices.....	160
Uploading Photos to Handheld Devices .....	161
Uploading iOS files using iTunes.....	161
Uploading a folder with Android .....	162
Using Watch Folders.....	162
Using PDF Readers with Devices .....	164
Using PDF viewers with iOS devices.....	165
Using PDF readers with Android devices .....	166
Making Creations for Devices .....	167
Creating slide shows for iOS devices .....	167
Creating slide shows for Android devices.....	170
Working with flipbooks (Windows).....	170
Using flipbooks with Android devices (Windows) .....	170
Converting video formats for iOS devices.....	171

**Book III: Image Essentials..... 173**

**Chapter 1: Specifying Resolution and Changing Image Sizing . . . . 175**

Examining Images Closely ..... 175

    Understanding resolution ..... 176

    Understanding image dimensions ..... 177

    Understanding camera megapixels ..... 178

    Looking at raster versus vector images ..... 178

Using the Image Size Command ..... 178

    Downsampling images ..... 179

    Upsampling images ..... 181

Using the Scale Command ..... 182

Choosing a Resolution for Print or Screen ..... 184

Changing the Canvas Size ..... 185

    Using the Canvas Size dialog box ..... 185

    Using the Crop tool ..... 186

Straightening Images ..... 191

    Using the Straighten tool ..... 191

    Using the Straighten menu commands ..... 192

    Using the Divide Scanned Photos Command ..... 192

**Chapter 2: Choosing Color Modes and File Formats . . . . . 195**

Selecting a Color Mode ..... 195

Converting Color Modes and Profiles ..... 196

    Converting to Bitmap mode ..... 196

    Converting to Grayscale mode ..... 198

    Converting to Indexed Color mode ..... 202

    Converting color profiles ..... 203

Using the Proper File Format ..... 204

    Using the Save/Save As dialog box ..... 204

    Understanding file formats ..... 206

    Saving files for the web ..... 210

Creating Versions ..... 213

**Chapter 3: Working with Camera Raw . . . . . 215**

Understanding Camera Raw ..... 215

    Processing Camera Raw files ..... 216

    Acquiring Camera Raw images ..... 217

    Opening non-raw images ..... 223

Making Adjustments in the Camera Raw Converter ..... 224

    Understanding the settings ..... 224

    Making adjustments ..... 226

Saving Your Edits ..... 229

<b>Chapter 4: Using and Managing Color</b> .....	<b>231</b>
Dealing with Foreground and Background Colors .....	231
Defining Color .....	232
Poking around the Color Picker .....	232
Grabbing color from the Color Swatches panel.....	235
Lifting and sampling color .....	238
Using Adobe Kuler.....	239
Getting started with Adobe Kuler .....	239
Exploring some color themes.....	240
Getting help .....	241
Searching for colors .....	241
Making changes to a theme .....	241
Grabbing colors from a photo.....	242
Getting Kuler colors into Elements.....	243
Understanding Color Management Essentials .....	244
Discovering color channels .....	244
Understanding bit depth.....	245
Calibrating your monitor .....	247
Establishing Your Color Settings.....	248
Understanding How Profiles Work .....	249
<b>Chapter 5: Time Travel — Undoing in Elements</b> .....	<b>251</b>
Undoing What’s Done with the Undo Command.....	251
Adjusting the number of available undos.....	252
Redoing edits.....	253
Reverting to What’s Saved .....	253
Working with the Almighty Undo History Panel.....	253
Viewing an image’s various states.....	254
Navigating through the history states .....	254
Deleting and clearing states .....	255
<b>Book IV: Selections</b> .....	<b>257</b>
<b>Chapter 1: Making Selections</b> .....	<b>259</b>
Defining Selections .....	259
Selecting a Rectangular or an Elliptical Area .....	260
Fine-tuning squares and circles .....	262
Using the Marquee options .....	263
Free-Form Selecting with the Lasso Tools.....	265
Using the Lasso tool.....	266
Selecting straight sides with the Polygonal Lasso tool.....	267
Hugging edges with the Magnetic Lasso tool.....	269
Performing Wand Wizardry.....	272
Talking about tolerance .....	272
Selecting with the Magic Wand tool .....	273

Painting with the Selection Brush .....	275
Saving Time with the Quick Selection Tool.....	277
Resizing Smartly with the Recompose Tool.....	279
<b>Chapter 2: Modifying and Transforming Selections .....</b>	<b>281</b>
Modifying Selections .....	282
Adding to a selection.....	282
Subtracting from a selection .....	283
Intersecting two selections.....	284
Avoiding Keyboard Collisions.....	284
Adding a perfectly square or circular selection .....	284
Deleting from an existing selection while drawing from the center out.....	285
Using the Select Menu.....	286
Selecting all or nothing .....	286
Reselecting a selection.....	286
Inversing a selection.....	287
Feathering a selection .....	287
Using the Modify commands.....	288
Applying the Grow and Similar commands .....	290
Saving and loading selections .....	290
Moving and Cloning Selections.....	291
Cloning .....	293
Moving the selection outline, but not the pixels .....	294
Transforming Pixels .....	294
 <b>Book V: Painting, Drawing, and Typing.....</b>	 <b>301</b>
<b>Chapter 1: Painting and Drawing with Elements .....</b>	<b>303</b>
Introducing the Pencil and Brush Tools.....	303
Drawing with the Pencil tool .....	304
Painting with the Brush tool.....	305
Getting artsy with the Impressionist Brush .....	309
Creating a custom brush.....	310
Creating Shapes .....	316
Drawing a shape.....	317
Drawing multiple shapes on a shape layer.....	319
Specifying Geometry options .....	320
Editing shapes .....	321
 <b>Chapter 2: Filling and Stroking .....</b>	 <b>323</b>
Filling a Selection with a Solid Color.....	323
Filling Options and Tips.....	325
Pouring with the Paint Bucket Tool .....	326
Stroking a Selection.....	328

Working with Multicolored Gradients .....	329
Applying a preset gradient to a selection.....	330
Customizing and editing gradients.....	332
Adding transparency to a gradient.....	336
Managing and Saving Gradients.....	337
Working with Patterns .....	337
Applying a preset pattern.....	338
Creating a new pattern.....	339

**Chapter 3: Working with Type .....**     **341**

Understanding Type Modes .....	341
Understanding Different Kinds of Type .....	342
Exploring the Type Tools .....	342
Entering Point Type.....	344
Entering Paragraph Type.....	345
Creating Path Type.....	346
Using the Text On Selection tool .....	346
Using the Text On Shape tool.....	347
Using the Text On Custom Path tool.....	348
Using the Options Bar .....	349
Editing Text .....	352
Rasterizing the Type Layer .....	353
Masking with Type .....	354
Stylizing and Warping Type .....	357
Playing with type opacity .....	358
Applying filters to type.....	358
Painting over type with color.....	358
Warping your type.....	360

***Book VI: Working with Layers and Masks.....***     **363**

**Chapter 1: Creating Layers .....**     **365**

Getting Familiar with Layers .....	365
Introducing Different Types of Layers .....	368
Working with image layers .....	368
Using adjustment layers.....	368
Taking advantage of fill layers.....	372
Making use of shape layers.....	374
Using type layers.....	375
Getting to Know the Layers Panel .....	376
Using the Layer and Select Menus .....	378
The Layer menu .....	378
The Select menu.....	379
Making Layers .....	380
Creating a new layer.....	380
Using Layer via Copy and Layer via Cut .....	381
Duplicating layers .....	381

Compositing with Multiple Images ..... 382  
 Copying and pasting images ..... 382  
 Dragging and dropping layers ..... 382  
 Using the Paste into Selection command ..... 384

**Chapter 2: Managing Layers. . . . . 389**

Viewing Layers ..... 389  
 Rearranging Layers ..... 390  
 Moving Layer Elements ..... 391  
 Transforming Layers ..... 392  
 Simplifying Layers ..... 393  
 Aligning and Distributing Layers ..... 397  
 Linking Layers ..... 399  
 Locking Layers ..... 399  
 Flattening and Merging Layers ..... 400  
     Merging layers ..... 401  
     Flattening layers ..... 402

**Chapter 3: Playing with Opacity and Blend Modes . . . . . 405**

Adjusting Layer Opacity ..... 405  
 Creatively Mixing with Blend Modes ..... 407  
     General Blend modes ..... 407  
     Blend modes that darken ..... 408  
     Blend modes that lighten ..... 409  
     Lighting Blend modes ..... 410  
     Blend modes that invert ..... 412  
     HSL color model Blend modes ..... 413

**Chapter 4: Cutting, Extracting, and Masking. . . . . 417**

Working with the Cookie Cutter Tool ..... 418  
 Using the Magic Extractor ..... 420  
 Selective Erasing with the Eraser Tools ..... 422  
     Using the Eraser tool ..... 423  
     Selecting and erasing by color ..... 424  
     Removing the background from an image ..... 425  
 Working with Layer Masks ..... 426  
 Creating Clipping Masks ..... 430

***Book VII: Filters, Effects, Styles, and Distortions ..... 433***

**Chapter 1: Making Corrections and Having Fun with Filters . . . . . 435**

Understanding Filter Basics ..... 435  
     Applying filters ..... 436  
     Corrective and destructive filters ..... 436  
     Single-step and multistep filters ..... 437  
     Reapplying a filter ..... 438

Fading a filter.....	438
Selectively applying a filter.....	439
Working in the Filter Gallery.....	440
Having Fun with Filters.....	442
Correcting camera distortion.....	442
The Facet filter.....	444
Getting artsy.....	445
Stroking your image.....	446
Distorting for fun.....	447
Getting noisy.....	447
Breaking your image into pieces.....	449
Rendering.....	450
Getting organic with the Sketch filters.....	451
Adding texture.....	452

**Chapter 2: Distorting with the Liquify Command . . . . . 455**

Exploring the Liquify Window.....	455
The distortion painting tools.....	456
The other tools.....	458
The Options Area.....	459
Distorting an Image with Liquify.....	459

**Chapter 3: Adding Pizzazz with Styles and Effects . . . . . 463**

Seeing What the Effects Panel Can Do.....	463
Enhancing with Photo Effects.....	464
Working with Layer Styles.....	465
Editing Layer Styles.....	468
Adding Graphics with the Content Panel.....	473

***Book VIII: Retouching and Enhancing..... 475***

**Chapter 1: Quick Image Makeovers . . . . . 477**

Applying One-Step Auto Fixes.....	477
Auto Smart Fix.....	478
Auto Levels.....	478
Auto Contrast.....	479
Auto Color Correction.....	480
Auto Sharpen.....	480
Auto Red Eye Fix.....	481
Using the Red Eye Removal tool.....	481
Editing with Quick Photo Edit Mode.....	482
Cloning with the Clone Stamp Tool.....	486
Performing Cosmetic Surgery with the Healing Brush Tool.....	488
Zeroing In with the Spot Healing Brush.....	491
Colorizing with the Color Replacement Tool.....	493
Lightening and Darkening with Dodge and Burn Tools.....	494

Turning Color Up or Down with the Sponge Tool .....	497
Smoothing with the Smudge Tool .....	498
Softening with the Blur Tool .....	500
Focusing with the Sharpen Tool .....	501

**Chapter 2: Correcting Lighting, Color, and Clarity . . . . . 507**

Understanding the Histogram Panel .....	508
Adjusting Lighting .....	510
Fixing lighting with Shadows/Highlights .....	510
Using Brightness/Contrast .....	512
Nailing proper contrast with Levels .....	512
Adjusting Color .....	515
Removing colorcasts automatically .....	515
Adjusting with Hue/Saturation .....	516
Eliminating color with Remove Color .....	518
Switching colors with Replace Color .....	518
Correcting with Color Curves .....	520
Adjusting skin tones .....	521
Defringing layers .....	522
Correcting with Color Variations .....	524
Adjusting color temperature with photo filters .....	526
Mapping your colors .....	527
Adjusting Clarity .....	528
Removing noise, artifacts, dust, and scratches .....	529
Blurring when you need to .....	530
Sharpening for better focus .....	532
Working Intelligently with the Smart Brush Tools .....	534
Using the Smart Brush .....	535
Getting accurate with the Detail Smart Brush .....	537

**Chapter 3: Compositing with Photomerge . . . . . 539**

Stitching a Scene with Photomerge Panorama .....	540
Getting the Best Shot with Photomerge Group Shot .....	544
Manipulating Image DNA with Photomerge Faces .....	545
Eliminating with Photomerge Scene Cleaner .....	548
Fixing Lighting with Photomerge Exposure .....	549
Blending Styles with Photomerge Style Match .....	552

**Chapter 4: Getting Help in Guided Mode . . . . . 555**

Understanding Guided Mode .....	555
Walking through Basic Edits .....	557
Advanced Edits .....	558
Finding Help with Color and Lighting .....	560
Changing Depth with Lens Effects .....	562
Enhancing with Photography Effects .....	563
Playing with Photos .....	565
Clicking to Play Automated Actions .....	565

**Book IX: Creating and Sharing with Elements ..... 567**

<b>Chapter 1: Creating Elements Projects. ....</b>	<b>569</b>
Getting a Handle on Creations .....	569
Creating a Photo Book .....	571
Getting in Touch with Greeting Cards .....	578
Making a Photo Calendar .....	579
Assembling a Photo Collage .....	580
Creating a Slide Show (Windows Only) .....	581
Working with Photo Prints .....	584
Printing to your desktop printer .....	585
Ordering prints online .....	584
Making Photo Stamps .....	586
Getting Organized with CD/DVD Labels .....	587
Creating a VCD with Menu (Windows) .....	587
Making a Flipbook (Windows) .....	588
Sharing Creations .....	589
<b>Chapter 2: Getting It Printed. ....</b>	<b>591</b>
Getting Images Ready for Printing .....	592
Setting Print Options .....	593
Printing from the Organizer .....	593
Printing from Full Photo Edit mode .....	597
Printing Multiple Images .....	598
Printing contact sheets .....	598
Printing picture packages .....	600
Printing with Color Profiles .....	602
Working with color printer profiles .....	602
Understanding how Elements uses color profiles .....	602
Printing to Inkjet Printers .....	603
Automatic profile selection for Epson printers .....	605
Selecting a printer profile .....	608
Using Online Printing Services .....	610
<b>Chapter 3: Sharing Projects with Others. ....</b>	<b>611</b>
Getting Familiar with the Elements Sharing Options .....	611
Getting a Grip on the Share Panel .....	614
Creating an Online Album .....	615
Creating an E-Mail Attachment .....	618
Sending Photo Mail (Windows) .....	619
Sharing Photos Online .....	621

# Introduction

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**P**hotoshop Elements 10 continues to evolve as a premier photo-editing application. What was once a low-end, consumer-grade product is now chock-full of features that appeal to everyone who uses a camera, a cell phone camera, or a tablet camera.

Elements shines on its own turf and is distinguished from Adobe Photoshop in many ways. Not only a program for improving image quality, Elements is a complex software application that offers you many different editing tools for designing a variety of photo creations and sharing your photos in a number of ways. Of course, it also gives you all the standard editing features you need for, say, controlling image brightness or working with color correction.

Why should you buy Elements (and, ultimately, this book)? The range of people who can benefit from using Elements is wide and includes a vast audience. Elements has something for everyone — from beginning image editors to intermediate users to amateurs and professionals with more advanced skills.

Elements is particularly valuable to anyone sharing photos on social networks. Because it offers so many tools and features for improving photos and making special creations, you can find use for a number of editing options.

Photoshop Elements grows with the times and supports new technologies with each release. Version 10 is no exception. We find support for the iPhone and iPad and other handheld devices as well as seamless integration with online services and social networks. If you're a Macintosh user, Photoshop Elements continues to offer more features for the Mac.

With many display options for your pictures — such as Facebook, Flickr, Twitter, web pages, handheld devices, and traditional print output — Elements has something to offer everyone regardless of where their photos are placed for others to admire. Think of this program as your creative companion for all your photo-editing work and for sharing your creations.

## About This Book

This book is our best effort to provide a comprehensive view of a wildly feature-rich program for both Windows and Macintosh users. There's a lot to Elements, and we try to offer you as much information as possible within

our limited amount of space. We begged for more pages, but alas, our publisher wants to get this book in your hands in full color and with an attractive price tag. Therefore, even though we may skip over a few topics, the pages ahead cover all you need to know about using Photoshop Elements for designing images for print, sharing, web hosting, versatile packaging, e-mailing, and more.

Photoshop Elements has something for just about everyone. We know that our audience is large, and that you may not use every tool, command, or method described in this book. Therefore, we include a lot of cross-references in the text, in case you want to jump around. You can go to just about any chapter and start reading; if a concept needs more explanation, we point you in the right direction for finding some background when it's necessary.

If you're new to a *For Dummies All-in-One*, be aware that a book in this series is several books in one. This work contains nine separate books covering distinct areas of Photoshop Elements. You can jump around in the book and investigate the areas that interest you most. Generally, you don't need to read through chapters in order before going to the chapter dealing with the tasks you're most interested in exploring.

Each of the nine books contains several chapters covering a particular category of editing images, sharing files, or making creations.

## ***Book 1: Introducing Elements***

We begin Book I by introducing you to Elements as it appears onscreen the first time you launch the program. The Elements Welcome screen permits you to enter several different workspaces.

We talk in Chapter 1 about changing workspaces, setting up your work environment, looking at tools and menus, discovering panels, using shortcuts, and getting help. In Chapter 2, we explore in depth the tools used in Full Photo Edit mode. We provide the basics for using the tools so that you have a clear understanding of what they do before delving into chapters where we use the tools to create a variety of results.

In Chapter 3, we look at navigation and viewing. We explore using the Navigator panel, changing views between workspaces, and zooming in and out of photos, and we cover all you need to know about the Image window when working in Full Photo Edit mode. In Chapter 4, we cover preference settings you use in the Organizer and Full Photo Edit mode for customizing your workspace. Every preference setting you can make in Photoshop Elements is covered in this chapter.

## ***Book II: Elements Fundamentals***

As the title of Book II implies, we talk about essential fundamentals in this minibook. Look for opening, closing, and saving files; using the Organizer workspace, available for both Windows and Macintosh users; acquiring images from digital cameras and scanners; and (in a whole lot of coverage) sorting and finding pictures. We also cover creating albums and keyword tags, creating new catalogs, and backing up photos. There's also a chapter that deals exclusively with cell phones and other handheld devices, particularly the Apple iPhone and iPad.

## ***Book III: Image Essentials***

In this minibook, we handle all you'd ever want to know about the characteristics of images. This minibook is *image-centric* — we cover many essential topics such as resolution, color modes, file formats, Camera Raw format, color management, and easy photo fixes.

## ***Book IV: Selections***

This important minibook gives you all the juicy details on, and techniques for, creating and modifying selections. You find out about each of the selection tools and how to modify, feather, save, and load selections, as well as refine edges.

## ***Book V: Painting, Drawing, and Typing***

If you want to know about the drawing and painting tools, this minibook's for you. We cover the Brush and Pencil tools along with the multifaceted Brushes panel. We also show you how to create vector shapes by using the shape tools and how to fill and stroke selections.

Head to Book V to find out how to create both gradients and patterns and, last but not least, become familiar with the type tools and how to use them to create and edit standard type, type on and in a path, and type with special effects.

## ***Book VI: Working with Layers and Masks***

Book VI gives you everything you need to work with layers and cutting, extracting, and masking to select elements on those layers. From the Cutter tool to the Magic Extractor and on to layer masking, we show you how to select difficult elements and creatively combine layers. We also talk about managing layers, playing with opacity, blend modes, and transforming and simplifying layers.

### ***Book VII: Filters, Effects, Styles, and Distortions***

We filled Book VII with tons of handy tips and techniques for using filters to correct images to make them sharper, blurrier, cleaner, or smoother — whatever fits your fancy. You also find out how to use filters to give your image a certain special effect, such as a deckle edge or water droplets. Finally, we introduce the Liquify command so that you can see the wonder of its distortion tools — and how they can turn your image into digital taffy.

### ***Book VIII: Retouching and Enhancing***

You find everything you need to know about color correction and color enhancement in Book VIII — getting rid of colorcasts, improving contrast and saturation, remapping, and replacing colors.

In addition, we include using the focus and toning tools to manually lighten, darken, smooth, soften, or sharpen areas of your image. You get to see how you can use the Clone Stamp tool, the Healing tools, and the Red Eye Removal tool to fix flaws and imperfections in your images, making them as good as new. We also show you the Color Replacement tool and how to replace your image's original color with the foreground color. Finally, you get some tidbits of info on how to composite images by following some easy steps.

### ***Book IX: Creating and Sharing with Elements***

The wonderful world of creations and sharing is the topic for this minibook. Elements provides you with some extraordinary creation opportunities, such as creating slide shows, photo books, calendars, greeting cards, flip-books, and more. We go into detail for each of these creation options. Not all files are destined for online viewing, so we cover the complex world of printing color images and getting color right with color profiles in this minibook, and then we move on to sharing projects using online services.

## ***About the eCheat Sheet***

We have a handy guide for you, and it's hosted online. You can download the Cheat Sheet file from [www.dummies.com/cheatsheet/photoshop/elements10aio](http://www.dummies.com/cheatsheet/photoshop/elements10aio).

## Conventions Used in This Book

Throughout this book, we point you to menus where you can find commands you need to access. A couple of things to remember are the references for where to go when we detail steps in a procedure. For accessing a menu command, you may see a sentence like this one:

Choose File⇨Get Photos and Videos⇨From Files and Folders.

When you see a command like this one mentioned, we're asking you to click the File menu to open the drop-down menu, click the menu command labeled Get Photos and Videos, and then choose the command From Files and Folders from the submenu that appears.

Another convention we use refers to context menus. A *context menu* jumps up at the cursor position and shows you a menu similar to the menu you select at the top of the Elements workspace. To open a context menu, click the right mouse button. For Mac users with a one-button mouse, press the Control key and click to open a context menu.

A third item relates to using keystrokes on your keyboard. When we mention that some keys need to be pressed on your keyboard, the text is described like this:

Press Ctrl+Alt+Shift+S (⌘+Option+Shift+S on the Mac).

In this case, you hold down the Control key, the Alt key, and the Shift key and then press the S key (or hold down the ⌘ key, Option key, and the Shift key, and then press the S key on the Mac). Then release all the keys at the same time.

## Icons Used in This Book

In the margins throughout this book are icons indicating that something important is stated in the respective text.



A Tip icon tells you about an alternative method for a procedure by giving you a shortcut or a workaround or another type of helpful information related to working on tasks in the section being discussed.

Pay particular attention when you see the Warning icon. This information informs you when you may experience a problem performing your work in Elements.



This icon is a heads-up for information you may want to commit to memory. Usually, the icon tells you about a shortcut for a repetitive task, where remembering a procedure can save you time.



Elements is a computer program, after all. No matter how hard we try to simplify our explanation of features, we can't entirely avoid technical information. If we think that a topic is complex, we use this icon to alert you that we're moving into a complex subject. You won't see many of these icons in this book because we try our best to bring the details to nontechnical terms.



This icon informs you that the item discussed is a new feature in Photoshop Elements 10.

## *Where to Go from Here*

Feel free to jump around and pay special attention to cross-referenced chapters, in case you get stuck on a concept. If you're new to image editing, you'll want to pick up some basics. Look over Books I and II to get a grip on images and the environment you work in with Elements.

When you need a little extra help, refer to Book I, Chapter 1, where we talk about using the online Help documents available in Elements.

We wish you much success and enjoyment in using Adobe Photoshop Elements 10, and it's our sincere wish that the pages ahead provide you with an informative and helpful view of the program.

# Book I

# Introducing Elements



**B**ecause we try to present every minibook as a standalone element so that you can move around and jump in at any chapter, a little foundation always makes understanding the big concepts a bit easier.

We start Book I with some essentials related to the Elements workspace, tell you how to launch the program, and offer you a description of many resources available to you.

If you're new to Elements, this minibook is your best starting place. Be sure to review Chapter 2, where we cover all the tools used in Full Photo Edit mode, and Chapter 4, where we talk about adjusting Preferences to customize your work environment.



# Chapter 1: Examining the Elements Environment

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## *In This Chapter*

- ✓ Starting up
- ✓ Opening the Organizer
- ✓ Adding media to the Organizer
- ✓ Setting up your workspaces
- ✓ Moving through the Menu bar and context menus
- ✓ Picking settings on the Options bar
- ✓ Playing around with panels and bins
- ✓ Shortening your steps
- ✓ Getting a helping hand

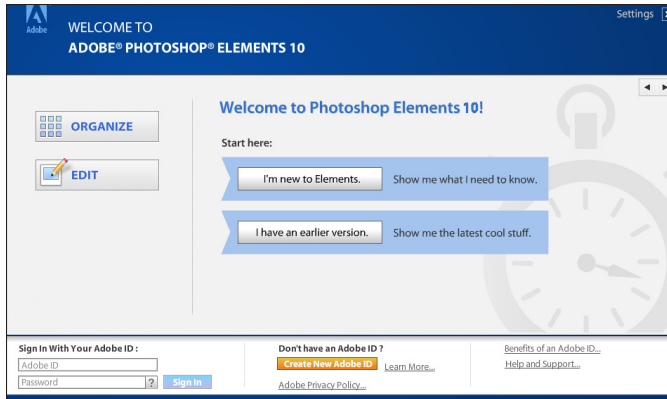
**P**hotoshop Elements 10 continues to evolve with new tools and features. Both Windows and Macintosh users also have the continued support for the Organizer and its file management, creation, and file sharing opportunities.

This chapter starts with some essential tasks to make your photo management and editing experiences an easy process. It may not be the most fun part of this book, but it's a critical first step for anyone new to Elements. Stay with us while we break down all the areas in the Photoshop Elements workspace where you can turn that photo of Aunt Gina into something that Whistler's mom would envy.



## *Launching Elements*

After running the installer from the Photoshop Elements DVD-ROM or downloading the program from the Adobe Store, double-click the program icon to launch Elements. When the program launches, you see the Adobe Photoshop Welcome screen, as shown in Figure 1-1.



**Figure 1-1:** The Photoshop Elements Welcome screen for Windows.

The left side of the Welcome screen has two buttons that take you to different windows where you can edit and manage your pictures. You also find a couple of icons located in the upper-right corner. The various options in the Organizer Welcome screen include

- ✓ **Organize:** Click the Organize button, and Elements opens the Organizer, the window where you take care of a plethora of file-management and -organization tasks. Among your other options, you can choose to load pictures in the Organizer window so that they're ready to use for all your projects. The Organizer is available to Macintosh users in Photoshop Elements 9 and above as well as to Windows users.
- ✓ **Edit:** Click the Edit button to open the Photoshop Elements Full Photo Edit mode, where you perform all the editing for your photos.
- ✓ **Create New Adobe ID:** If you don't have an Adobe ID, click the Create New Adobe ID button and sign up for an account. After creating an ID, you have access to storage space on the Adobe website for sharing photos.
- ✓ **Sign In With Your Adobe ID:** In the lower-left corner, you find Adobe ID and Password text boxes. After you have an Adobe ID, you can sign on to access Photoshop.com for storing and sharing photos.
- ✓ **Forward/Back:** Click the left and right arrows in the upper-right corner to scroll pages that offer tips and links to help sources.
- ✓ **Settings:** Click Settings to open the Adobe Photoshop Elements 10 preferences for the startup window. Here you can choose to show the window on startup, open only the Organizer, or open only the Editor. By default, the Welcome screen is set to always open when Elements is launched.

- ✓ **Close:** Click the X in the Welcome screen to close it. Closing the Welcome screen has no effect on the Editors or the Organizer. If either or all are open, they remain open when you close the Welcome screen.

After you sign in with an Adobe ID, the Welcome screen changes and provides you with some tutorial information on using common Elements tasks. You can toggle screen views by clicking the left and right arrows in the top-right corner, and you can find out more about many Elements 10 new features.

Every time you launch Photoshop Elements, the Welcome screen is the first item you see on your monitor. From the Welcome screen, you choose the kind of tasks you want to accomplish in a session. If you want to change from one window to another, for example, or change from the Organizer to Full Photo Edit mode, you can easily navigate workspaces after you open one editing environment, as we explain later in this chapter.



The window you see in Figure 1-1, along with any of the help information displayed there, may be slightly different from what you see on your monitor when you launch Elements. The Welcome screen appears in an Adobe Flash interface, and the window changes links and images at random. You can manually scroll through the images and the Help information by clicking the arrows in the top-right corner of the Welcome screen.

## Opening the Organizer

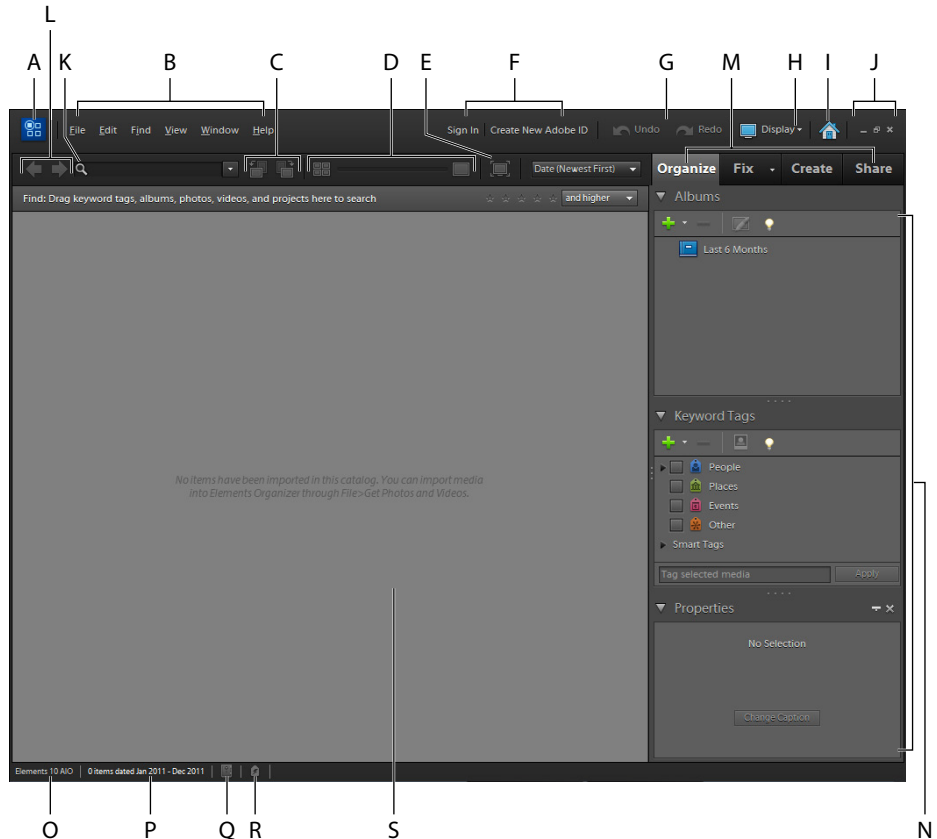
The Organizer is one of several workspaces available to you with Photoshop Elements. Unless you have an immediate task at hand for editing a photo in the Full Photo Edit workspace, the Organizer is often going to be your first workspace to visit. In the Organizer, you can manage photos and navigate to every other editing workspace Elements provides you.



If you use Photoshop Elements 9 or above on a Macintosh, you have the Photoshop Elements Organizer available to you with many features that have previously been available only on Windows. Many screenshots showing the Organizer in this book equally apply to both Windows and Macintosh users.

To open the Organizer, click the Organize button on the Welcome screen. When you install Elements and first open the Organizer, you see an empty screen, as shown in Figure 1-2.

## 12 Opening the Organizer



**Figure 1-2:** Upon your first launch of the Organizer, you see an empty workspace.

You can add photos to the Organizer window by using a variety of options we cover in Book II, Chapter 1. For now, we focus on looking at the Organizer tools and understanding how they work. Some of the more important tools in the Organizer include

- A. Elements Organizer:** On a Windows machine, clicking this button opens a menu where you can choose to close, minimize, and maximize the Organizer workspace. Clicking the button on the Mac does nothing. The icon represents the Organizer, and in other workspaces, such as the Editor, clicking the icon returns you to the Organizer window.
- B. Menu bar:** The menus contain all the commands you use in the Organizer workspace. On the Macintosh, the Menu bar is positioned above the Organizer icon instead of adjacent to it. Throughout this book, we talk about using menu commands.

- C. Rotate Left/Right:** You use these tools to rotate images displayed in the Organizer window.
- D. Adjust Size of Thumbnail:** Move the slider to change the size of thumbnail images appearing in the Media Browser. (See item S for more on the Media Browser.)
- E. Full Screen mode:** Select one or more photos in the Media Browser and click this button to view a slide show of the selected images in Full Screen mode. To escape Full Screen mode, press the Esc key.
- F. Log-In Name:** When you log in to Elements with your Adobe ID, your login name appears at the top of the window. Click your name, and you're prompted to supply your password. After you add it, you can view your account on Photoshop.com. If you aren't logged in, a button appears, offering an option to sign in.
- G. Undo/Redo:** You use these tools to undo and redo edits.
- H. Display:** Open the drop-down list, and you find an assortment of viewing options for images appearing in the Media Browser.
- I. Welcome screen:** Click this button to return to the Welcome screen.
- J. Features buttons:** The three buttons represented by tiny icons include, from left to right: Minimize, Restore, and Close (on the top right in Windows and on the top left on a Mac where they are Close, Minimize, and Zoom, from left to right). These buttons function the same as you find in almost all Windows or Mac applications.
- K. Search:** Type text in the text box to search for photos in the Organizer window.
- L. Forward/Back buttons.** You will routinely change views for photos appearing in the Media Browser. For example, double-clicking an image isolates the photo in the Media Browser. To return to the previous view where all thumbnail images appear in the Media Browser, click the left-pointing arrow. To move forward to the next view, click the right arrow.
- M. Panels:** The default view in the Panel Bin is the Organize view, where you see image thumbnails of your catalog in the Media Browser window. Additional panels include
- *Fix:* Click the down-pointing arrow to open a menu. From the menu options, you can open one of three editing workspaces. A fourth item involves launching Adobe Premiere Elements for editing videos if you have the program installed.
  - *Create:* Click the Create tab to make creations you can print or share online.
  - *Share:* Options in this panel provide you with many different opportunities to share photos and creations.

- N. Panel Bin:** The four tabs at the top of the Panel Bin open panels. The names of these panels are shown at the top of the bin. The panels offer a number of options for organizing files, editing photos, creating projects, and sharing photos.
- O. Catalog Name:** You can create many different catalogs of images and other media and choose what catalog you want to use. The current catalog in use is shown in the lower-left corner.
- P. Catalog Info:** To the right of the catalog name, you find some information related to the current open catalog. When you add photos to the Organizer, your photos are maintained in a catalog file. The information at the bottom of the Organizer window reports feedback on the number of items contained in the catalog and the date range for when the photos were taken.
- Q. Backup/Synchronization:** Click the icon to display a menu for commands related to backing up files and synchronizing them with your Photoshop.com online account.
- R. Auto Analyzer:** Click the icon to enable or disable the Auto Analyzer. The Media Analysis Preferences dialog box opens, and you can set options for auto analyzing photos in the Organizer. (See Chapter 4 of this minibook for more information on setting Auto Analyzer preferences.)
- S. Media Browser:** The main window in the Organizer is called the Media Browser. Here is where you find thumbnail images of photos added to your catalog and thumbnail icons representing PDF files, music files, and video files.

## *Adding Images to the Organizer*

To manage photos and apply edits, you need to load some photos into the default catalog that appears (empty, obviously) when you first launch Elements.

To add some photos to the default catalog, do the following:

### **1. Copy some photos to your hard drive.**

On the Macintosh, you're prompted immediately when you launch the Organizer the first time to add photos from your iPhoto library. If you have photos stored in iPhoto, click the Import button to add photos to a new catalog.

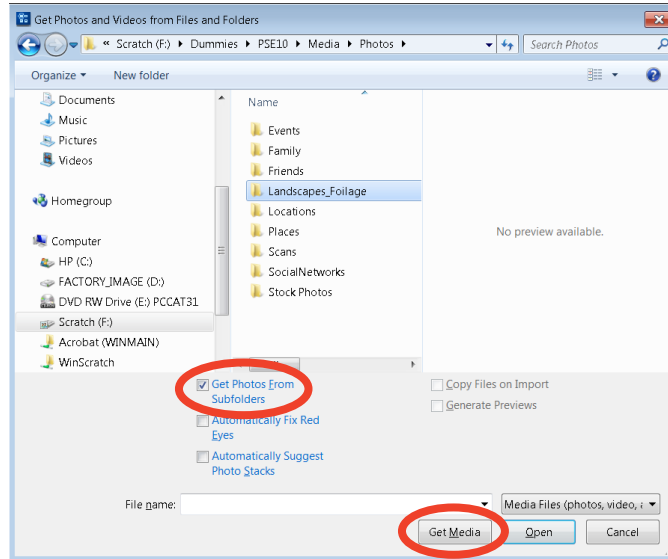
Make a new folder on your hard drive and name it My Photos or another descriptive name.

### **2. Launch Elements.**

Double-click the program icon or use the Start menu to open Elements. On the Mac, click the icon on the Dock or in LaunchPad.

3. Click the **Organize** button on the **Welcome** screen.
4. Choose **File** → **Get Photos and Videos** → **From Files and Folders**.

The Get Photos and Videos from Files and Folders dialog box opens, as shown in Figure 1-3.



**Figure 1-3:** You select photos to import in a catalog from the Get Photos and Videos from Files and Folders dialog box.

5. **Navigate your hard drive to locate the folder where you copied your photos and then select the photos to import.**

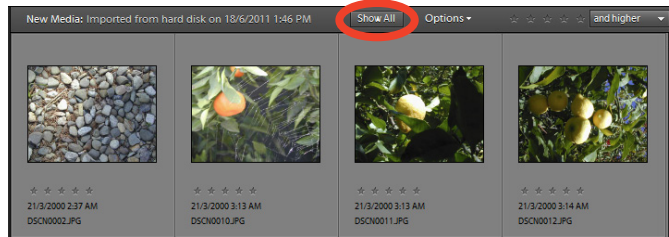
If you want to import all photos from a given folder, press **Ctrl+A** (⌘+A on the Mac). If you want to select individual photos, click a photo and press the **Ctrl** (⌘) key while clicking additional photos.

6. **Click the Get Media button to import the photos into your catalog.**

You have other options available in the Get Photos and Videos from Files and Folders dialog box. Select the Get Photos from Subfolders check box if you have subfolders containing images. Click the Get Media button and leave all other items at their defaults.

An alert dialog box opens, informing you that you need to click the Show All button if you want to see all photos in your catalog. This button appears at the top of the Organizer window, as shown in Figure 1-4.

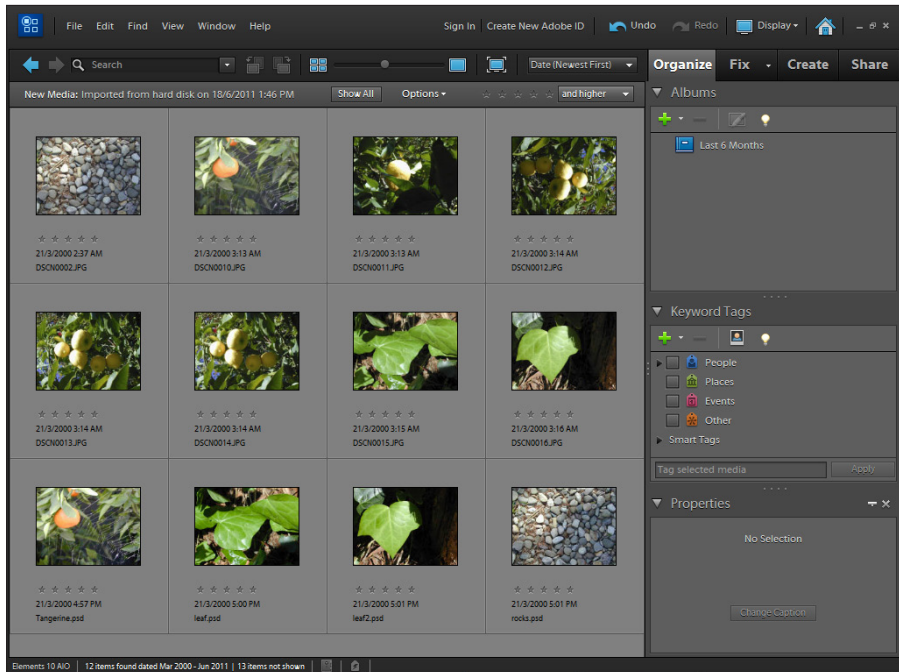
# 16 Adding Images to the Organizer



**Figure 1-4:** Click the Show All button above the image thumbnails to show all photos in your catalog.

7. Click OK in the alert dialog box.
8. View the photos in the Organizer.

As shown in Figure 1-5, photos appear in the Organizer window. Drag the scroll bar at the right side of the Organizer and the left of the Panel Bin to scroll through the images.



**Figure 1-5:** Photos are added to the default catalog.



Each time you add new photos to the Organizer, only the new photos are shown in the Media Browser. To see all the photos in your catalog, click the Show All button.

A number of file-management options are available in the Organizer for sorting images, tagging files with keywords, and creating albums of photos. We cover all you can do with file management in Book II, Chapter 2.

## Navigating the Different Modes

Elements provides you with three editing modes:

- ✓ **Full Photo Edit:** You have access to all tools and commands, which provides you with limitless opportunities for editing your pictures.
- ✓ **Quick Photo Edit:** Use this mode when you need to polish an image in terms of brightness, contrast, or color adjustment or other, similar editing tasks.
- ✓ **Guided Photo Edit:** This marvelous tool provides you step-by-step instructions to produce an editing result such as removing a colorcast or perfecting a portrait image.

After you have files loaded in the Organizer, you can easily open an image in an editing mode.

### Visiting Full Photo Edit mode

Assuming that you want to edit a picture, follow these steps to launch the Full Photo Edit mode workspace:

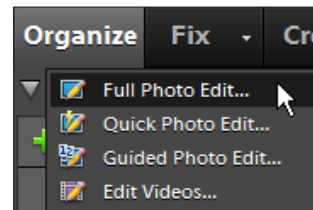
- 1. Click an image thumbnail in the Organizer.**

Following this step presumes you've added photos to the Organizer, as we describe earlier in this chapter.

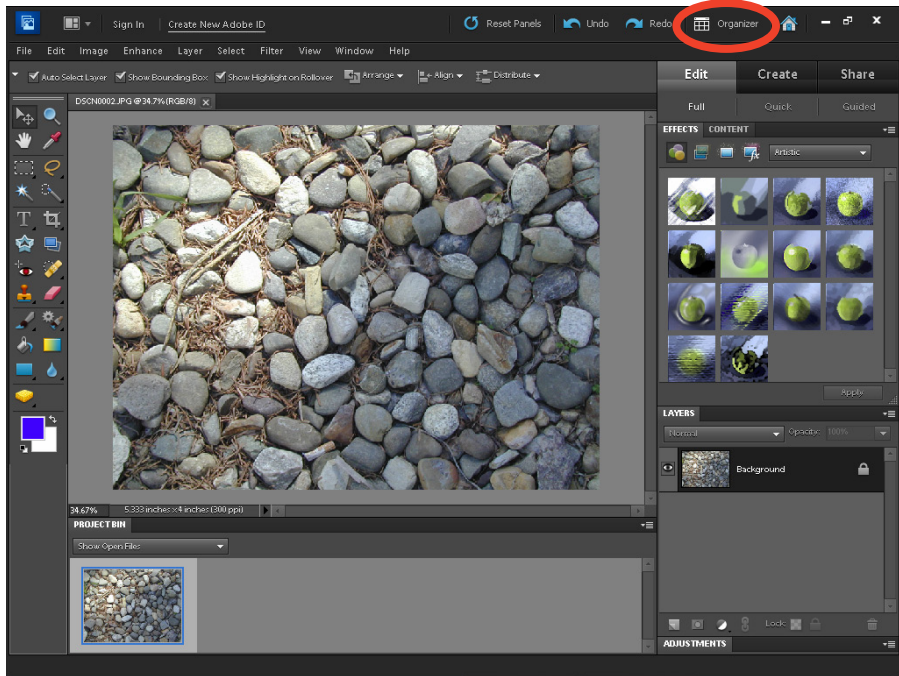
- 2. Open the Fix drop-down list in the Panel Bin and select Full Photo Edit.**

At the top of the Organizer window, you see the Fix drop-down list, shown in Figure 1-6. After you select the mode, the selected image appears in the Full Photo Edit workspace, as shown in Figure 1-7.

- 3. To return to the Organizer, click the Organizer button, shown in Figure 1-7.**



**Figure 1-6:** Select Full Photo Edit from the Fix drop-down list.



**Figure 1-7:** After you select Full Photo Edit from the Fix drop-down list, the file opens in the Full Photo Edit workspace. To return to the Organizer, click the Organizer button.

When you open a file from the Organizer or change to another workspace while the Organizer is open, you have two workspaces open in Elements. The second workspace (such as Full Photo Edit mode) opens while the Organizer remains open. When you toggle between modes, both modes remain open until you exit one mode or the other.

## *Visiting Quick Photo Edit mode*

If you've worked in earlier versions of Elements, you know that the Organizer provides a direct link to Full Photo Edit mode, Quick Photo Edit mode, and Guided Photo Edit mode. Each of these modes is selected in the Fix drop-down menu in the Organizer Task Pane.

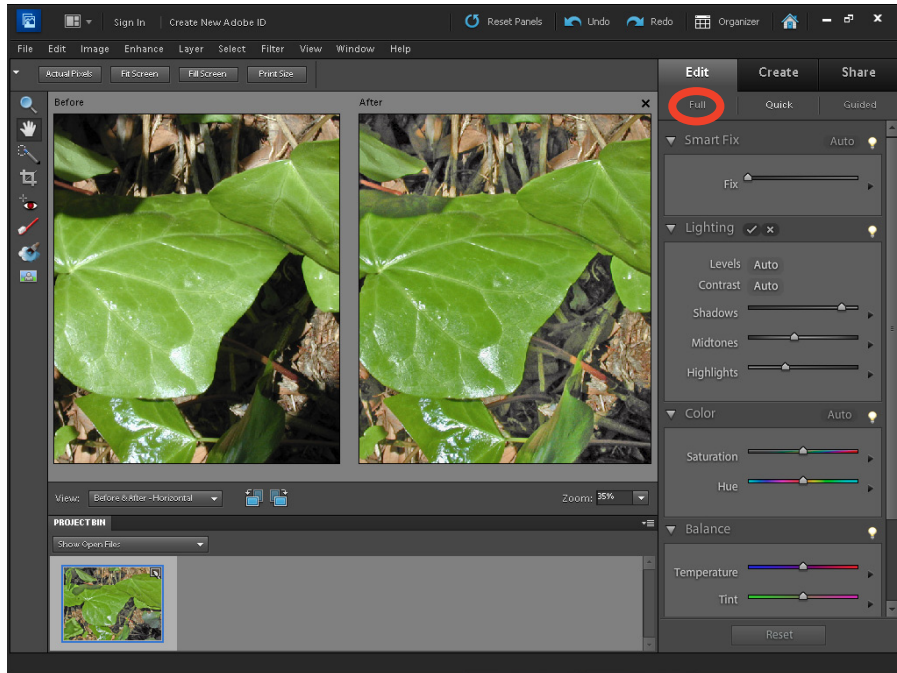
You can easily open Quick Photo Edit mode if you're already in Full Photo Edit mode. Click the Quick tab at the top of the Panel Bin. From Quick Photo Edit mode, you can return to Full Photo Edit mode by clicking Full, as shown in Figure 1-8.

## Quick switching between interfaces

Your operating system has a built-in Application Switcher. On Windows, press the Alt key and then the Tab key. Keep the Alt key depressed, release the Tab key, and click the application you want to use. On the Macintosh, press the  $\mathbb{C}$  key and then the Tab key. Keep the  $\mathbb{C}$  key depressed, release the Tab key, and click the application you want to use. You can also use the left and right arrows to move between applications in the Application Switcher. The following

figure shows the Application Switcher in Windows (left) and on Macintosh (right).

When you're using the Organizer and want to quickly open Full Photo Edit or you're using Full Photo Edit mode and want to switch to the Organizer, use the Application Switcher. If you need to open the Desktop view, use the Application Switcher to quickly change to the Desktop view. All the applications remain open, and you can toggle back and forth between programs.



**Figure 1-8:** While Elements is in Full Photo Edit mode, you can easily open Quick Photo Edit mode by clicking Quick at the top of the Panel Bin.

## Getting help with Guided Photo Edit mode

Although the Guided panel isn't entirely a separate mode, it changes the appearance of the Panel Bin to offer you help with many editing tasks. In either Full Photo Edit or Quick Photo Edit mode, click Guided at the top of the Panel Bin. You can also choose Guided Photo Edit from the Fix drop-down list in the Organizer. The Guided Photo Edit panel opens, as shown in Figure 1-9.

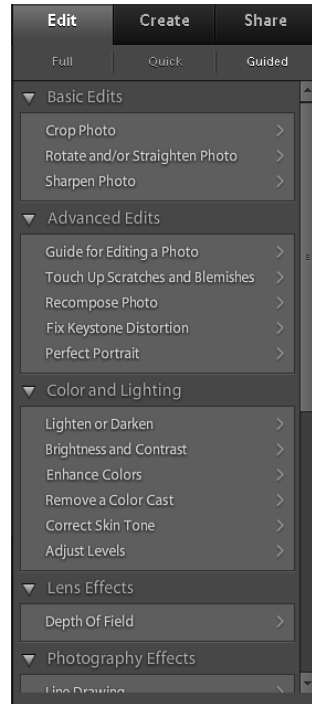
The panel lists topics for you to review when performing edits relative to a particular category. If you click a category item, the panel changes, displaying information tailored to that specific editing task as well as some options for performing a given edit. We clicked Crop Photo to open the Crop panel, as shown in Figure 1-10. From the Crop Box Size drop-down list, we chose No Restriction, which enables us to draw a free-form crop box anywhere on the photo. Additionally, we chose the new option in Photoshop Elements 10 for using the Rule of Thirds that displays a grid with nine rectangles — the centermost rectangle defines the area where people generally focus on the image.

One common item that appears with many different editing tasks is a mini toolbar. Whenever you see a toolbar like the one displayed in Figure 1-10, remember to click the check mark to accept your edits. Or, if needed, click the icon with a circle and diagonal line to dismiss the edits and return to the image's previous state.

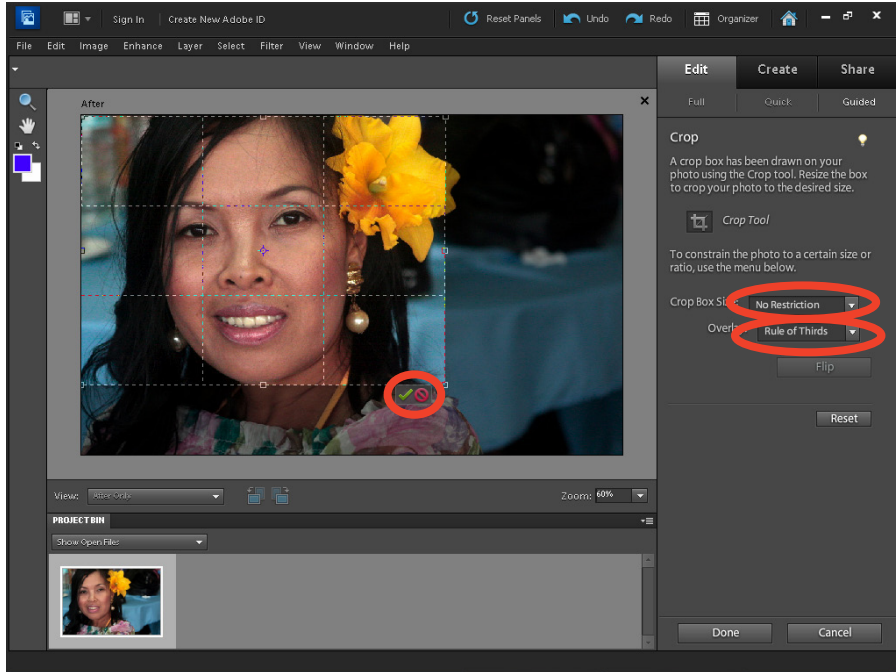
Click other items in the Guided panel and find helpful steps to guide you through a number of common image-editing tasks.

## Comparing modes

When you examine Figures 1-5, 1-7, and 1-8, you see various tools and panel options. Every mode is designed to help you with different tasks. In Figure 1-5, you see the Organizer, where you can manage files and easily work with projects and file sharing. In Full Photo Edit mode, shown in Figure 1-7, you have access to all the Elements editing tools and menu commands for enhancing your photos in limitless ways. In Quick Photo Edit mode, shown in Figure 1-8, you see the options for giving images a quick makeover.



**Figure 1-9:** Click Guided at the top of the Panel Bin.



**Figure 1-10:** The Crop panel offers an option for using the Rule of Thirds to help you easily target the area of interest in your photos.

In the following chapters of this minibook, we cover all the modes, the tools accessible in each mode, and all the menu commands accessible to you in each mode. Be sure that you understand how to toggle the modes to gain access to the tools you want to use.



In addition to the buttons at the top of the Organizer and those in the Panel Bin, in either editing mode you can easily navigate modes by using the taskbar (Windows) or the Dock (Mac). The taskbar (Dock) serves to open applications. Click an application to open the workspace you want. Likewise, you can use the Application Switcher as we explain earlier, in the sidebar “Quick switching between interfaces.”

## Moving through the Menu Bar

As with most programs on your computer, Elements offers you a number of drop-down menus with many different commands that invoke actions. Don’t bother to memorize all the menu commands. Instead, try to develop an understanding of the types of actions included in a given menu. A general understanding of the menus helps you find commands much faster.

First, take a look at the menus in the Organizer. Among the Organizer menus, you find

- ✔ **File:** In the File menu, as you might expect, you find commands to open and browse files on your hard drive. You also find a number of options for saving files, such as writing images to CD-ROMs and DVDs (Windows). Commands for managing catalogs, moving files, and printing images are also located in this menu.
- ✔ **Edit:** Many commands you're familiar with — copy, undo, delete, and so on — are located on the Edit menu. In the Organizer, you also find many options for sorting files as well as options for managing color. In addition, you find a number of quick-access commands for editing photos similar to options you find in Quick Photo Edit mode.
- ✔ **Find:** The Find menu is all about finding images on your computer. You have many choices for searching photos based on a wide range of criteria.
- ✔ **View:** The View menu handles commands related to viewing images in the Organizer window. You can choose the types of media to display in the Organizer, show and hide files, and show and hide certain data associated with files such as the filenames. Choices you make in this menu relate to the display of images in the Organizer.
- ✔ **Window:** The Window menu contains commands that display some items in the Organizer, such as the Timeline, where you can view photos according to date ranges. The Window menu also has commands for controlling the display of some panels in the Panel Bin, such as the Quick Share and Properties panels.
- ✔ **Help:** As you might expect, the Help menu contains menu commands that provide help when working in Elements. Certain Help commands open your default web browser and open Help web pages on the Adobe website.

Keep in mind that the Organizer is distinct from the two editing modes. The commands you find in the editing modes are, for the most part, quite different from the menu items found in the Organizer. Both the Quick Photo Edit and Full Photo Edit modes contain the following menus:

- ✔ **File:** You find file-opening and -saving options as well as printing commands on the File menu. The File menu also contains some options for combining images and batch-processing files.
- ✔ **Edit:** The Edit menu offers you a number of editing tasks, such as copy and paste, copy merge, paste into selections, set up files, and use patterns and brushes. You also find color-management options identical to the commands in the Organizer Edit menu.
- ✔ **Image:** The Image menu contains commands used for changing images, such as cropping and resizing photos, changing color modes, converting color profiles, and transforming images or selections. Notice that there

are no image corrections for brightness and color adjustments. These commands are on the Enhance menu.

- ✓ **Enhance:** The Enhance menu is all about working with images in terms of color and brightness corrections and altering their visual appearance.
- ✓ **Layer:** The Layer menu lets you work with layers and gives you access to the many tasks you can do with them.
- ✓ **Select:** You use the Select menu to create, modify, and use selections. One of the most frequent phases of an edit is creating a selection, and the Select menu provides a number of commands and tools to help you perfect your selection of image content.
- ✓ **Filter:** For artistic edits, take a look at the Filter menu and explore the many filter effects you can add to your pictures. You don't need to be a Photoshop Elements expert. The program makes it easy for you by keeping all filters in one place so that with a click of the mouse button, you can create some dazzling effects.
- ✓ **View:** Viewing options in the Editors relate to zooming in and out of photos, showing rulers and guides, and creating new windows.
- ✓ **Window:** The Window menu displays a list of panels that can be opened and closed. You also find a list of all open files in this menu, to a maximum number of windows you determine in the Elements preferences.
- ✓ **Help:** The Help menu contains an online Help document describing most of what you can do in Elements, Tutorials, logging on to a Photoshop Elements Forum, monitoring program updates, and the Inspiration Browser that's a Flash-based tutorial guide offering tips and techniques.

Why review a brief explanation of the menu items and the commands you find within the drop-down menus? For starters, the more you know about the tasks a menu is used for, the easier it is for you to locate commands without a struggle. If your task is to color-correct a photo, you know from the list we describe here that you open an Edit mode and visit the Enhance menu. If you want to stack photos and organize them, you know that you need to open the Organizer and open the Edit menu. After you get a feel for which commands are contained within the drop-down menus, you move much faster in all your Elements editing sessions.

## Using Context Menus

Context menus are found in just about every Adobe program. One of the helpful things about context menus is that if you want to perform an action using a menu command or tool, chances are good that you may find just what you're looking for on a context menu.

You open a context menu by right-clicking the mouse button (Windows or Mac) or Control-clicking (Mac). Depending on the tool you're using and the

mode you're working in, the menu commands change. For example, in Figure 1-11, we opened a context menu on a thumbnail image in the Organizer. As you can see in the figure, several of the menu commands that are available are similar to the menu commands you find in the top-level menu commands.

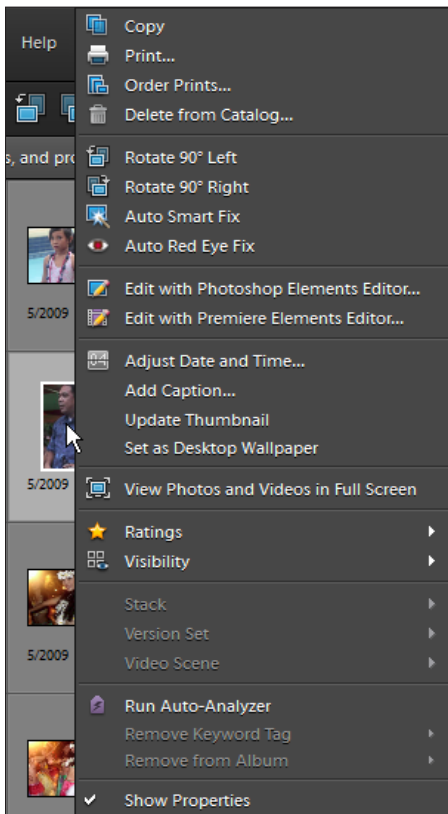


If you're a Mac user with a two-button mouse, you can right-click to open a context menu.

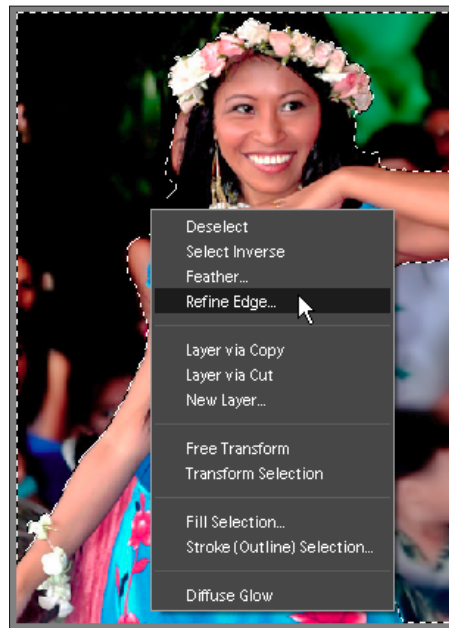
In Figure 1-12, we opened an image in Full Photo Edit mode and created a selection. If you right-click the mouse button, the context menu changes to reflect edits you can make relative to a selection.



When you change tools and editing modes, the context menus you open change the menu choices to reflect what you can do with the selected tool and the editing mode you're working in.



**Figure 1-11:** Context menus provide quick access to menu commands.

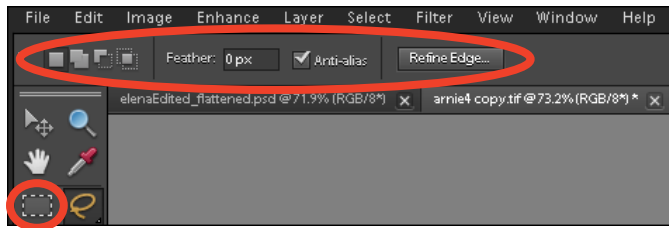


**Figure 1-12:** We created a selection in Full Photo Edit mode and opened a context menu.

## Selecting Settings in the Options Bar

A number of tools and options exist in several places in each mode. One area you frequently visit when you edit pictures is the Options bar. The *Options bar* provides several choices for every tool you select in Full Photo Edit mode. In Figure 1-13, we opened Full Photo Edit mode and clicked the Rectangular Marquee tool. The Options bar changes to reflect a number of choices you can use when working with this tool.

As you click different tools in the Tools panel, the Options bar changes to offer a number of choices for working with the selected tool.



**Figure 1-13:** Click the Rectangular Marquee tool, and the Options bar changes to display settings options you can use with the Rectangular Marquee tool.

## Playing with Panels

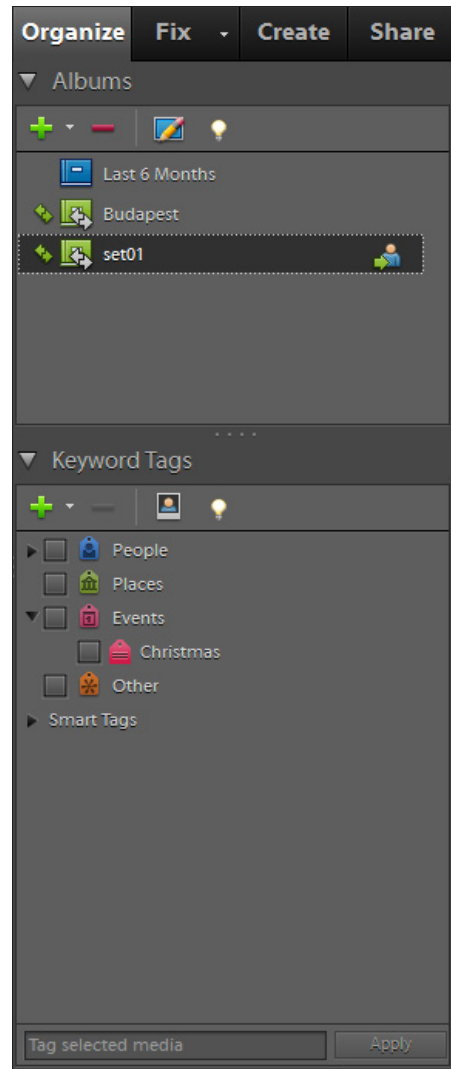
The Panel Bin contains many choices for editing files, assembling projects, and working with different tools. Each mode you visit (Organizer, Full, Quick, and Guided Photo Edit modes) supports panels and a variety of options from panel menus and tools. In Full Photo Edit mode, you see the default panels open, as shown in Figure 1-14.

At the top of the Panel Bin are tabs. In Full Photo Edit mode, the tabs are Edit, Create, and Share. Click a tab, and the panel options change. Below the tabs are also other buttons, tabs, and menus within individual panels that offer a vast array of editing possibilities. For example, in Figure 1-14, the Full Photo Edit panel shows the Effects and Layers panels. Adjacent to Effects, you find Content. Click Content, and another panel is displayed. In the Layers panel, you find several menus. Clicking the other panel buttons, such as Create and Share, changes the panels and options.

If you open the Organizer, you find different options in the Task Pane (similar to the Panel Bin), as shown in Figure 1-15. From this pane, you can easily open other editing modes, perform creation edits, or organize files using tags and keywords.



**Figure 1-14:** The default panel view in Full Photo Edit mode.



**Figure 1-15:** The Task Pane as it appears in the Organizer.

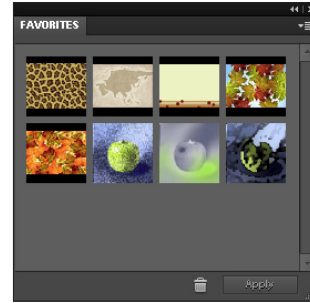
### *Getting choosy in the Favorites panel*

The Favorites panel is used for adding your favorite settings in Full Photo Edit mode, such as the filters you like to apply to images. By default, you don't see the Favorites panel open.

Open the panel by choosing Window⇨ Favorites. When you make the menu choice, the panel opens docked in the Panel Bin.



You can choose to keep the panel nested in the Panel Bin or move it out of the Panel Bin to create a floating panel. To undock the panel, click the title (in this case, Favorites) and drag the panel tab to the Media Browser. The panel is now a floating panel and can be moved around the Elements workspace. In Figure 1-16, you see the Favorites panel as a floating panel with some favorite filters added to it.



**Figure 1-16:** The Favorites panel, opened as a floating panel.

## Maximizing your editing environment

Earlier versions of Elements offered panel buttons that were used to collapse panels and provide you some more space in the Elements window for editing pictures. If you're looking for left and right chevrons to expand and collapse panels, you won't find them. Panel buttons vanished in Elements 9.

As an alternative to collapsing panels, you can hide them altogether to gain the maximum amount of editing real estate for editing your pictures. To hide the Panel Bin, choose Window⇨Panel Bin. You can also dismiss the Project Bin by choosing Window⇨Project Bin.

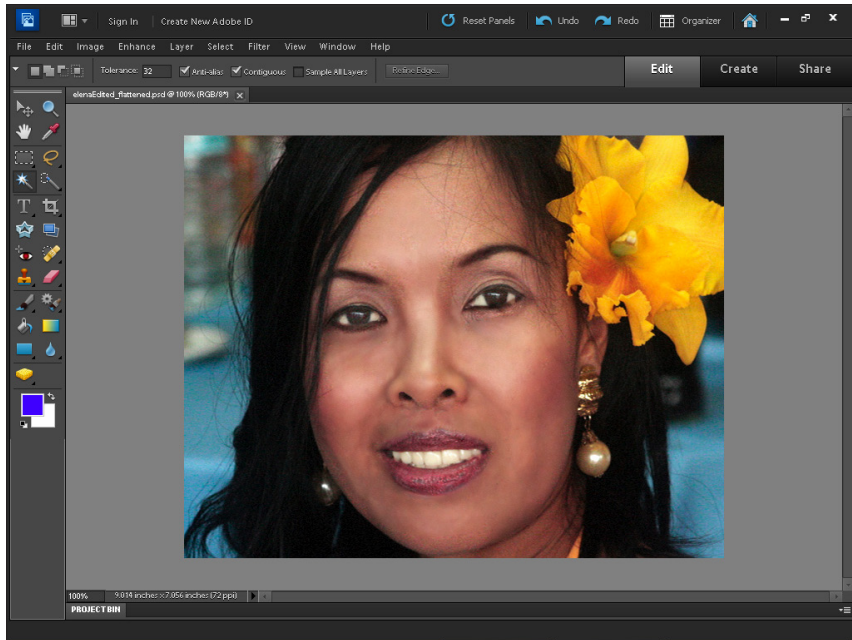
When both the panels are hidden, you have much more room for editing images in a larger Image window (as shown in Figure 1-17) while still being able to access the panels.

To return the bins to view, choose Window⇨Panel Bin or Window⇨Project Bin.

## Resetting panels

You can remove panels from the Panel Bin by clicking and dragging the panel tab where you see the name of the panel. You can scatter panels all over your Elements workspace.

If, after rearranging panels, you want to return to the default view, click the Reset Panels button at the top of the Elements window.



**Figure 1-17:** Choose Panel Bin or Project Bin from the Window menu to hide the panels.

## *Using the Project Bin*

You might have several images you want to edit in Elements. You might have some image data you want to copy from one image and paste into another image, or maybe you want to enhance a series of images so that the brightness and color appear consistent in several images taken in the same lighting conditions.

The photos are added to the Organizer, and you can easily see their thumbnail images in the Organizer window. But you don't want to continue returning to the Organizer to open one image or another in an editing mode.

Fortunately, Elements provides you with an easy way to load some images while in Full Photo Edit mode and display their thumbnails in the Project Bin, as shown in Figure 1-18.



**Figure 1-18:** Several images opened in Full Photo Edit mode appear in the Project Bin.

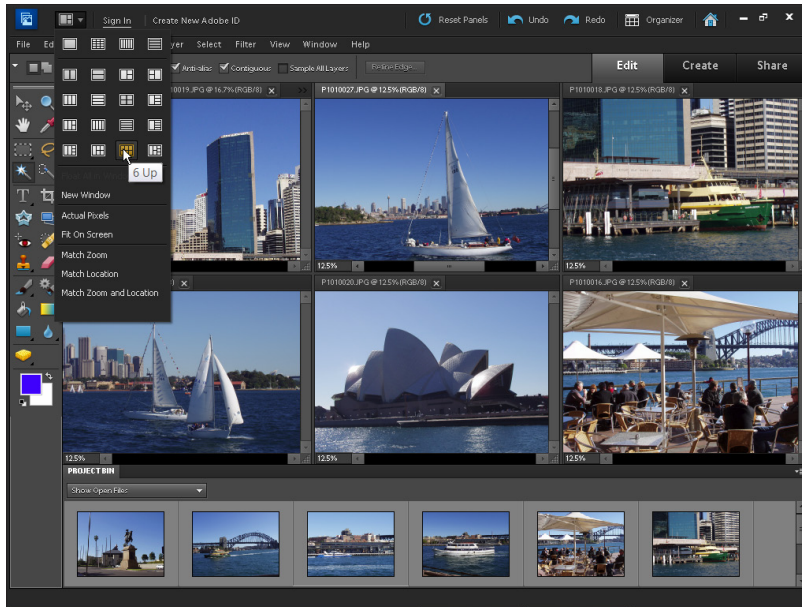
Additionally, notice the top of the Image window. All open files appear nested in the Image window with the filename displayed for each open image. You can close an image by clicking the X to the right of the filename.



You can change the behavior of windows in the preferences. Options exist for making the panels default as floating windows or tabbed in the Panel Bin. See Chapter 4 of this minibook for more on setting preferences.

You can easily access the images shown in the Project Bin by clicking the respective filenames above the Image window. You can also open several files in Full Photo Edit mode and create a project from the files, such as a calendar or photo book. What you see in the Project Bin are the files that are open in Full Photo Edit mode.

You can easily change the view for all open images by opening the Arrange drop-down menu and choosing an option, such as the 6 Up option we chose in Figure 1-19.



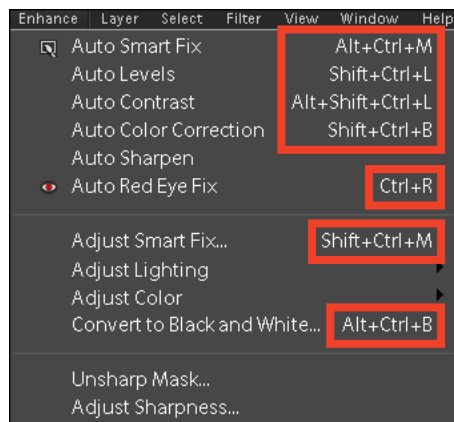
**Figure 1-19:** Choose an option from the Arrange drop-down menu to view files in different arrangements within the Image window.

## *Getting Productive with Shortcuts*

Every Adobe program supports keyboard shortcuts, and Elements makes use of many different keystroke actions that open menus and select various tools. As a matter of fact, the keystroke commands available to you are so numerous that you would spend considerable time committing them all to memory.

Fortunately, Elements provides you with many hints as you organize and work on your photos. The hints you find for using keyboard shortcuts are located in

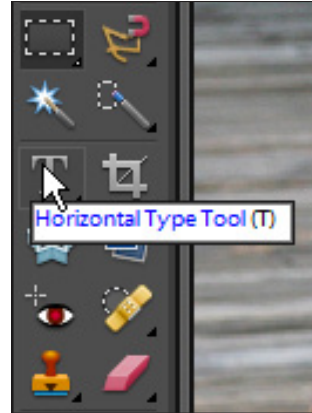
- **Menus:** When you open a menu and skim the commands, you find that many commands list a keyboard shortcut, as shown in Figure 1-20.



**Figure 1-20:** The items to the right of the menu commands display keyboard shortcuts.

Look at Figure 1-20. If you want to use Auto Smart Fix (the first menu item), press **Ctrl+Alt+M** (**⌘+Option+M** on the Mac) to invoke the menu command. Using the keyboard shortcut results in exactly the same action as selecting the menu command.

- ✓ **Tools:** When you move the cursor over a tool in the Tools panel, a pop-up tooltip opens, as shown in Figure 1-21. To the right of the tool name, you see a character within parentheses. Typing the character on your keyboard accesses the tool. For example, in the figure, you see the Horizontal Type tool below the selection arrow. The character in the tooltip is *T*. If you press *T* on your keyboard, the Horizontal Type tool is selected. You select each tool by typing individual characters on the keyboard. To scroll through tools in a given group, press the Shift key and strike the respective character. For example, to scroll through the Type tools, press *T* to access the Horizontal Type tool and press **Shift+T** to scroll through the different Type tools.



**Figure 1-21:** A tooltip displays the keyboard shortcut for the tool.



The best way to figure out keyboard shortcuts is to observe the menus and tools when you perform edits. For edits you use frequently, try to commit their keyboard shortcuts to memory. As you figure out more shortcuts, you'll find that working in Elements goes much faster.

## Finding Help When You Need It

We hope this book provides you with helpful information on using all the features you have available when working in Photoshop Elements. However, you don't have to page through the book for every edit you make.

For speedy access to readily available Help information or when you want to expand your knowledge of commands, tools, and procedures, you have several sources of Help information.

### Using the Help menu

The first place to explore for help is the Help menu. Open the Help menu, and you find a menu command to access the Photoshop Elements Help guide. The web-based Help guide is hosted on the Adobe website. You need an Internet connection in order to access the file.

After choosing Help⇨Photoshop Elements Help or pressing the F1 key (Windows) or Help key or Command+? (Mac), you can search for keywords. Press the Enter key after typing the words you want to search for, and the panel that Elements opens on the left lists areas where you can find answers. Double-click an item, and the right pane provides you with Help information.

## *Reading PDFs from the Installer DVD-ROM*

On the Installer DVD-ROM, you find several PDF documents. You need Adobe Reader installed on your computer to see these files. The Installer disc contains the Adobe Reader installer. Double-click the installer to install Adobe Reader. Then take some time to browse the contents of the DVD-ROM for PDF documents.



If you have an earlier version of Adobe Reader on a Windows computer and you want to install a newer version from the Elements DVD-ROM, you must first uninstall the earlier version of Adobe Reader before installing a newer version.

## *Reading tooltips*

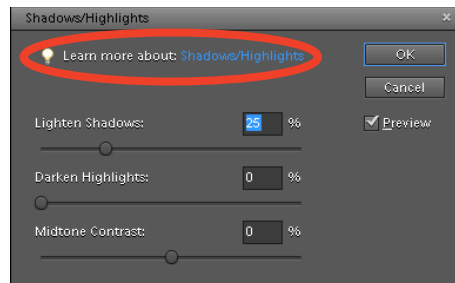
We cover tooltips earlier in this chapter, when we talk about keyboard shortcuts in Elements. As you place the cursor over tools and in panels, you can observe the tooltips. They contain helpful information concerning the types of edits you want to perform or notifications of actions that take place when you click an object or a command.

## *Checking dialog boxes*

When you open many different dialog boxes, you find some text adjacent to a light bulb icon, beginning with Learn More About and followed by blue text, as shown in Figure 1-22. Click the blue text, and the Adobe website opens to web pages where Help information is available.



Every time you see a light bulb icon appearing in a dialog box, you're one click away from Help information.



**Figure 1-22:** You can find links to Help information in dialog boxes.

# Chapter 2: Getting to Know the Tools

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## *In This Chapter*

- ✓ Looking at the Tools panel
- ✓ Understanding the tool groups
- ✓ Automating your image edits

You edit photos by using menu commands and tools. Elements knows that, so it provides you with a tool shed chock-full of tools to perform all sorts of editing tasks. These tasks include selecting image content areas, refining and sharpening photos, drawing and painting applications, adding text, and more.

In addition to using tools for manually changing the characteristics of a photo, you can use a number of different tools to magically automate tasks. In this chapter, you take a look at the Tools panel and all the tools at your disposal for modifying photos in many ways.

## *Examining the Tools Panel*

The Tools panel opens by default when you enter Full Photo Edit mode. As you may recall from Chapter 1 of this minibook, you can open Full Photo Edit mode directly from the Welcome screen by clicking the Edit button or by choosing Full Photo Edit in the Organizer Fix menu.

The tools you see in Figure 2-1 are listed by name and their keyboard shortcuts. If you press the key adjacent to a tool shown in Figure 2-1, you select its respective tool. See Chapter 1 in this minibook for more on keyboard shortcuts.

The tools in the Tools panel include the ones in the following list, from top to bottom (sort of). To get you into the habit of using keyboard shortcuts, we list the shortcut associated with each tool and describe what you can do with each one.



**V. Move:** Move either content within a selection or an entire image.

**Z. Zoom:** Click with this tool to zoom in on an image. Press the Alt (Option on the Mac) key when the tool is selected and click to zoom out.

**H. Hand:** Move an image around the Image window without changing the image position on the canvas. If you zoom in on a photo and see scroll bars on the right and left sides of the Image window, you can drag the image around the window to display hidden areas.

**I. Eyedropper:** Sample color in an image. Click anywhere in a photo, and the foreground color swatch changes to the sample taken with the Eyedropper tool. Press the Alt (Option) key and click the Eyedropper tool to sample color for the background color.



If you're using other marking tools such as Brush, Pencil, Blur, and so on, pressing Alt (Option) switches to the Eyedropper tool.

**M. Rectangular Marquee:** The Rectangular Marquee tool is one of many tools you can use to select part of an image.

**L. Lasso:** Another selection tool to select part of an image in a free-form manner.

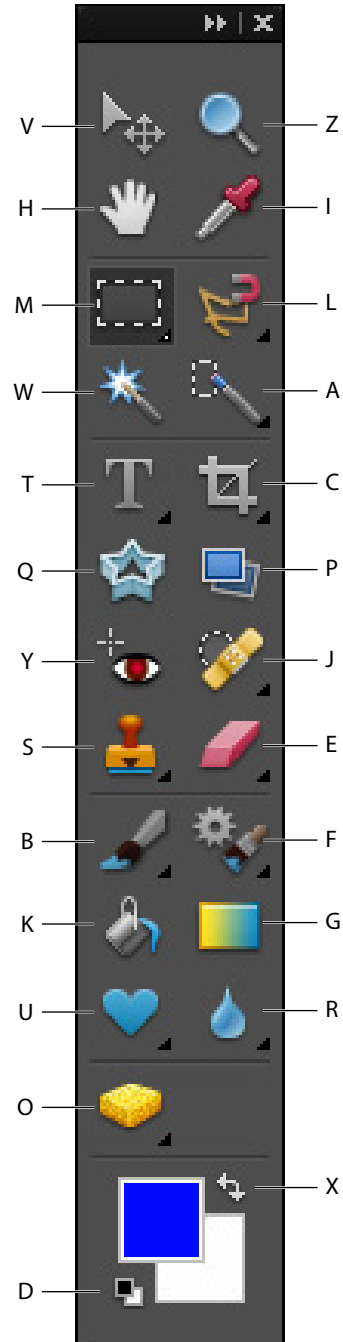
**W. Magic Wand:** Like the Eyedropper, the Magic Wand tool is used to sample color in an image, but you can then travel out from the sampled area to automatically select similar pixels in a contiguous or noncontiguous area. The contiguity is determined from choices you make on the Options bar.

**A. Quick Selection:** The Quick Selection tool is similar to the Magic Wand tool: You can click and drag to select part of an image.

**T. Horizontal Type:** Add text to a photo.

**C. Crop:** Crop images.

**Q. Cookie Cutter:** Create a mask so that the area outside the shape is removed from the photo.



**Figure 2-1:** The Tools panel.

- P. Straighten:** Straighten images — particularly useful for scanned images.
- Y. Red Eye Removal:** Remove red-eye from photos.
- J. Healing Brush:** Repair images by removing dust and scratches.
- S. Clone Stamp:** Clone an image area.
- E. Eraser:** Erase part of an image.
- B. Brush:** A number of brush tips are available for use with this tool, used to paint over a photo.
- F. Smart Brush:** You can use this tool, which is magical by design, to brighten or add contrast to areas you specify by “brushing over” the image.
- K. Paint Bucket:** Fill an area with a foreground color.
- G. Gradient:** Create gradients.
- U. Custom Shape:** Add different shapes to a photo.
- R. Blur:** Soften edges, particularly when you paste new image content into a photo and want to blur the edges of the pasted data slightly.
- O. Sponge:** Add or remove color saturation on a photo.
- X. Switch Foreground and Background Colors:** Switch the foreground and background colors.
- D. Default Foreground and Background Colors:** Return the foreground color to default black and the background color to default white.



Wherever you see a tiny right arrow on a tool, you find additional tools that open in a flyout menu. Pressing the same keyboard shortcut scrolls through the tools in the flyout menu.

Elements supports touch-screen capability on both Windows and Mac platforms. If you have a touch-screen monitor, or an iPad with a VNC (Virtual Network Computing) application, you can browse images in the Organizer by simply flicking with your fingers. What’s even cooler is that you can even retouch and enhance images by using all the tools in the Tools panel with your fingers. Mouse? We don’t need no stinkin’ mouse!

You can think of the tools in the Tools panel as part of individual categories. Knowing a little about the categories can help you decide where to look first when you want to make edits to a photo. The rest of this chapter discusses each tool in its category.

## *Using Selection Tools*

You use *selection tools* to create selections of pixels in a photo. Unlike the objects you find in programs such as Microsoft PowerPoint, graphics you import in Microsoft Word, or artwork you create in illustration programs such as Adobe Illustrator or CorelDraw, photos are composed of tiny pixels. In other programs where objects are available, you can just click the mouse button with the cursor placed on an object to select it. In Photoshop Elements, you surround pixels with a selection tool to select part of a photo.

Clicking an object is easy, but selecting pixels requires some careful steps. You must also use the best tool to make a given selection. You can easily run into problems when little contrast and color difference exists between the areas you want to select and the areas you want to remain unselected in a photo.

You can also use certain keyboard modifiers to manage selections when using a selection tool. Such modifiers include

- ✓ **Shift key:** If you select a geometric selection tool and then press the Shift key while dragging the mouse, shapes are constrained to a square or circle. Also, if you make a selection on a photo and then press the Shift key and drag a new selection, you get to add that selection to the one you've already made. If you have made a selection on a photo and don't use the Shift key when you create a new selection, the first area you chose becomes deselected by default.
- ✓ **Alt (Option on the Mac) key:** When you press the Alt (Option) key and drag a geometric selection tool, you draw the selection from the center outward. If you already have a selection and then press the Alt (Option) key and drag through the first selection, you remove that segment from the current selection.
- ✓ **Shift+Alt (Shift+Option on the Mac):** If you already have a selection drawn, pressing the Shift key and the Alt (Option) key while dragging through that selection creates a new selection at the intersection with the original selection.
- ✓ **Spacebar:** If you press the spacebar while you press the mouse button, you can move a selection to another area in a photo without changing the size of the selection.
- ✓ **Options bar:** Don't forget the Options bar above the Media Browser. When you click a selection tool, you find additional choices available by clicking one of the four icons in the top-left corner of the Options bar. Choose from Creating a New Selection, Add to a Selection, Subtract from a Selection, or Intersect with a Selection.

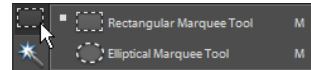
The following sections introduce you to the tools, and you find out details about how to create selections with them in Book IV.

## Geometric selection tools

The geometric selection tools include the Rectangular Marquee tool and the Elliptical Marquee tool. By default, the Rectangular Marquee tool appears “on top” in the Tools panel, whereas the Elliptical Marquee tool is hidden from view. So how do you find the hidden tool? Easy — do you notice the tiny arrow in the lower-right corner on several tools in the Tools panel? When you click and hold down the mouse button or right-click, a flyout menu opens, as shown in Figure 2-2. In the figure, we clicked and held the Rectangular Marquee tool to open the flyout menu where both the Rectangular Marquee tool and the Elliptical Marquee tool appear.



We talk about the keyboard shortcuts earlier in this chapter and mention that you can access the Rectangular Marquee tool from a shortcut by pressing the M key on your keyboard. If you press M and then press M again, you select the Elliptical Marquee tool. Continually pressing the M key toggles between the Rectangular Marquee and Elliptical Marquee tools.



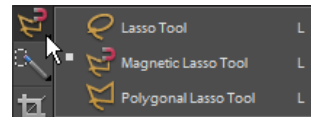
**Figure 2-2:** Click and hold down the mouse button on the tiny arrow on a tool to open a flyout menu.

Using geometric selection tools is straightforward. Click either the Rectangular Marquee tool or the Elliptical Marquee tool and drag on a photo to create a rectangle or elliptical shape.

## Lasso tools

Whereas the geometric selection tools restrict you to creating rectangles and elliptical shapes, the Lasso tools are used to create irregular selections — similar to freehand drawing with a pencil. The following three types of Lasso tools are shown in Figure 2-3:

- ✓ **Lasso:** Click this tool and draw on a photo in a free-form fashion to select pixels around irregular shapes.
- ✓ **Magnetic Lasso:** With this tool, you can click and drag around a shape, and Elements magically hugs the shape as you draw. If you have a foreground figure that you want to isolate from the background, you can drag this tool around the shape. Elements automatically refines the selection to grab the shape you’re selecting.



**Figure 2-3:** Click the tiny arrow on the Lasso tool to open the flyout menu where you find three Lasso tools.

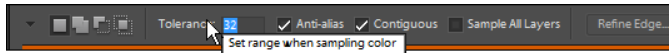
- ✓ **Polygonal Lasso:** This tool behaves like a Polygon tool that requires you to click and release the mouse button and then move the cursor to click in another area on the photo. As you continue clicking, the selection shape takes the form of a polygon.

## *Magic Wand tool*



The Magic Wand tool is truly magical. This tool performs a few different actions. For example, when you click the tool in an area of a blue sky, the area you click is sampled for the selected pixel value. Immediately following the mouse click, Elements travels outward in a contiguous area to find pixels of similar value and includes them in the selection.

To determine the amount of variance of the pixel values picked up by the Magic Wand tool, tweak the Tolerance value on the Options bar, as shown in Figure 2-4. You can change the value so that the Magic Wand tool selects a wider range of pixels (a higher number) or narrower range of pixels (a lower value).



**Figure 2-4:** You can change the Tolerance value to select a wider or narrower range of pixels.

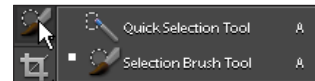


By default, the Tolerance value is set to 32, which means that the pixel you click produces a selection of 16 pixel values lower than the sample and 16 pixel values higher than the sample.

After you create a selection with the Magic Wand tool and you want to add another selection to the first selection, press the Shift key and click the Magic Wand tool in another area on the photo. If you grab too many pixels, you can press the Alt (Option) key and click the area you don't want selected. If you need to refine the selection, you can adjust the Tolerance value on the Options bar before clicking the mouse button each time you add to or subtract from a selection.

## *Quick Selection/Selection Brush tools*

The Quick Selection tool is similar to the Magic Wand tool. Click the tool in an area of a photo, and three check boxes on the Options bar permit you to start a new selection, add to the current selection, or subtract from the current selection.



If the Quick Selection tool is not visible in the Tools panel, click and hold down the mouse on the Selection Brush tool to open the toolbar as shown in Figure 2-5. You can then toggle between the two tools by clicking one or the other.

**Figure 2-5:** Click the tiny arrow to open the Quick Selection tool and find the Selection Brush tool.

In Figure 2-6, we used the Quick Selection tool and clicked a few times in the sky area of the photo to create the selection.



**Figure 2-6:** Click the Quick Selection tool in a few areas with similar pixel values to create a selection.



After you have a selection — regardless of the tool you used to create the selection — other edits you perform in Elements apply to only the active selection. If no selection appears on your photo, edits are made to the entire layer.

Using Figure 2-6 as an example, we left the contrast alone on all areas except the sky to demonstrate editing a selection. We used the Quick Selection tool to select just the sky area and adjusted the contrast to make the sky appear a little brighter and with more contrast, as shown in Figure 2-7.

## Selection Brush tool

Use the Selection Brush tool like a brush to change shapes and diameters and paint over an area in an image. The result is a selection. To find out more about the Selection Brush tool, see Book IV, Chapter 1.



**Figure 2-7:** After you create a selection, you can apply edits to just the selected area.

## *Using Drawing and Painting Tools*

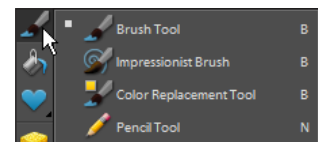
Drawing and painting tools provide you with a huge number of options for adding illustrations, paintings, and effects and modifying brightness and contrast in photos. Don't think of these tools strictly as tools you use to draw and paint. You can also use them for color correction, contrast adjustments, and other kinds of brightness enhancements. Check out the introduction to the tools here and flip to Book V to find steps to guide you through the process of using them.

### *Brush tools*

Several types of tools are tucked away in the Brush tools flyout menu. To view all tools nested there, click and hold down the mouse button on the Brush tool to open the flyout menu, as shown in Figure 2-8.

The tools that are available from the flyout menu are

- ✓ **Brush:** The Brush tool supports a number of different brush tips you can choose from the Options bar. You use the Brush tool as you would use a brush to apply paint to a canvas. You can paint within type selections, add color to selected areas, paint in selection channels, and more. For more information on selections, see Book IV, Chapter 1. For more on



**Figure 2-8:** The Brush tools.

type selections, see Book V, Chapter 3. For more on selection channels and selection masks, see Book VI, Chapter 4.

- ✓ **Impressionist Brush:** This tool is designed to paint over a photo to make it look like a masterpiece by Renoir or Matisse. You can set various options that change the brush stroke style. Styles are chosen from a drop-down list on the Options bar.
- ✓ **Color Replacement:** As its name suggests, you use this tool to paint over areas where you want to replace color.
- ✓ **Pencil:** Like an analog pencil, the Pencil tool enables you to draw pencil-type marks on a photo. Also, from the Options bar, you can choose from a large number of tips for the pencil drawing shapes.

## Smart Brush tools

These two tools, shown in Figure 2-9, are located on the Smart Brush flyout menu:

- ✓ **Smart Brush:** You can use the Smart Brush tool to paint large areas of common pixel values. When you drag across a sky or a section of greenery, for example, you can select the area and apply different hue changes from choices in a drop-down list from the Options bar.

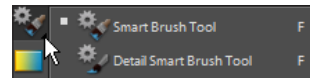


Figure 2-9: The Smart Brush tools.

- ✓ **Detail Smart Brush:** The Detail Smart Brush tool offers similar options to the Smart Brush tool, but you can continue to paint in the selected area, applying more hue changes to a given region.

## Eraser tools

Three Eraser tools appear on the flyout menu, as shown in Figure 2-10:

- ✓ **Eraser:** The Eraser tool paints a color on a photo if you're erasing on the Background layer. The current background color is used when you paint with this tool on the Background layer. If your photo appears on a layer, the Eraser tool behaves like a normal eraser, removing pixels as you drag across a photo.

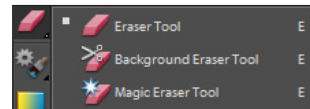


Figure 2-10: The Eraser tools.

- ✓ **Background Eraser:** When you open a photo in Full Photo Edit mode, the photo appears on a background. Certain objects and type are added in layers that appear above the background. Two things happen when

you make your first edit with this tool: The background is converted to a layer and, as you drag the cursor, the image data is removed from the layer.

- ✓ **Magic Eraser:** The Magic Eraser tool sort of combines the Quick Selection tool and the Eraser tool. When you click and draw on a background, the area where you click is selected just as with the Quick Selection tool. Also, the background is converted to a layer, and the selected area is removed from the photo.

### *Paint Bucket tool*



The Paint Bucket tool performs two separate actions when you click the tool in a photo. First it creates a selection similar to the one you create with the Magic Wand tool. After the selection is created, the foreground color fills the selected area.

### *Gradient tool*



You can use the Gradient tool to create a gradient on a layer or within a selected area. You have a number of choices for gradient colors from the Options bar, or you can add custom colors to create the gradient effect.

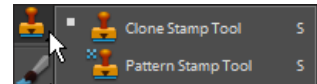
## *Using Tools for Cloning and Healing*

The cloning and healing tools are used for effects and when you need to clean up images. *Cloning* involves duplicating an image area to construct image content that wasn't in the original photo, whereas *healing* means (in an Elements context) removing dust, scratches, and imperfections in photos. Book VIII, Chapter 1 explains how to use these tools to fix problems in your images.

### *Cloning tools*

Cloning tools are designed to duplicate image areas. You can use them for artistic effects and for reconstructing, repairing, and enhancing photos. The two tools, as shown in Figure 2-11, are

- ✓ **Clone Stamp:** You use this tool by first sampling an area on a photo you want to clone. To sample, you place the cursor over the area to clone, press the Alt (Option) key, and then click the mouse button. You then move the cursor to an area where the clone image will appear and start painting with the cursor.



**Figure 2-11:** The Cloning tools.

- ✓ **Pattern Stamp:** Use the Pattern Stamp tool to apply a pattern you select from a list of available patterns from the Options bar. Select a pattern and paint with the cursor to apply the pattern to an area on a photo.

## Healing brushes

Healing brushes are designed for photo-repair tasks, such as removing dust and scratches. The two Healing Brush tools, as shown in Figure 2-12, are

- ✓ **Spot Healing Brush:** The Spot Healing Brush tool automatically samples neighboring pixels to correct image imperfections in one step. Unlike when you use the Healing Brush tool (described in the next bullet), you don't need to sample an area and then apply the brush strokes.
- ✓ **Healing Brush:** You use the Healing Brush tool by first pressing the Alt (Option) key and sampling an area you want to use as a source for the repair. Then move the cursor to a scratch or another imperfection and paint over the area.

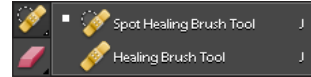


Figure 2-12: The Healing Brush tools.

## Creating Text with Typographical Tools

Elements offers you several tools for adding type to a photo. The tools, shown in Figure 2-13, are

- ✓ **Horizontal Type:** Click the cursor and type text horizontally. You can choose from various type attributes on the Options bar.
- ✓ **Vertical Type:** Use this tool to add type vertically on a photo.
- ✓ **Horizontal Type Mask:** The Type Mask tools create selection outlines of type as you type text using the tools. The Horizontal Type Mask tool creates an outline selection of text horizontally.
- ✓ **Vertical Type Mask:** Use this tool to create a selection mask vertically.
- ✓ **Text on Selection:** Click this tool and make a selection. After completing the selection, you add text to the selection path.
- ✓ **Text on Shape:** Click this tool and you can draw a shape (like a box). Move the cursor over the shape while the tool is still selected and add type to the shape. For example, add type around the sides of a box.
- ✓ **Text on Custom Path:** Click this tool and you free-form draw a line much like using a Pencil tool but the cursor appearance is like a Pen tool. After drawing a line, click the cursor on the line to add text along the path.

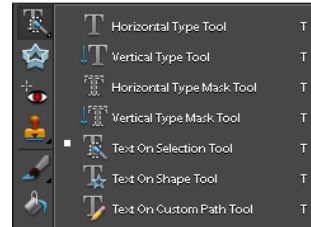


Figure 2-13: The Type tools.



Discover the tips and tricks of typography and how to more precisely use the three new Elements 10 Type tools in Book V, Chapter 3.

## *Using Focus and Toning Tools*

Use focus and toning tools to edit image brightness, contrast, and color. Several tools for making these adjustments are contained within the Tools panel. Book VIII, Chapter 1 explains how you use these tools to create your desired results.

### *Red Eye Removal tool*

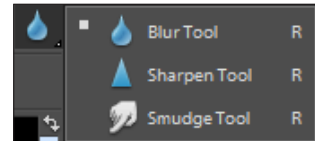


The Red Eye Removal tool is used to scrub over red-eye that frequently appears when taking pictures indoors with a flash.

### *Toning tools*

*Toning* tools are used to refine edges on pasted content of photos by softening edges, sharpening areas of a photo, and blending areas that might have been cloned or pasted into photos. The tools, as shown in Figure 2-14, are

- ✓ **Blur:** Scrub over an area to blur the pixels.
- ✓ **Sharpen:** Scrub over an area to sharpen it.
- ✓ **Smudge:** Scrub over an area to blend pixels.

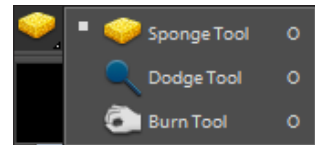


**Figure 2-14:** The Toning tools.

### *Focus tools*

You use *focus* tools for making edits similar to those traditionally used in photo darkrooms. The tools, shown in Figure 2-15, are

- ✓ **Sponge:** Use this tool to scrub over an area that you want to either saturate with more color or reduce saturation. The choices for saturation and desaturation are found on the Options bar.
- ✓ **Dodge:** The process of dodging in a traditional darkroom holds back light during a print exposure resulting in a lighter image. Use this tool to scrub over areas in a photo that you want to lighten.
- ✓ **Burn:** Burning has the opposite effect as dodging. Use this tool to darken image areas.



**Figure 2-15:** The Focus tools.

## Creating Shapes

Use shapes to add artistic elements to photos or to mask out areas in a photo. We explain using shapes in layers and masks in Book VI. Find out your options in the following sections.

### Cookie Cutter tool



The Cookie Cutter tool is used to mask out areas in a photo. When you click and drag this tool on a photo, the entire area outside the shape is eliminated from the layer. To change the Cookie Cutter shape, choose a different shape from the drop-down list on the Options bar.

### Shape tools

Shape tools, as shown in Figure 2-16, add different shape objects to photos.

This list describes what you can do with the Shape tools:

- ✓ **Rectangle:** Draw a rectangle.
- ✓ **Rounded Rectangle:** Draw rectangles with rounded corners.
- ✓ **Ellipse:** Draw elliptical shapes.
- ✓ **Polygon:** Draw polygonal shapes.
- ✓ **Line:** Draw lines.
- ✓ **Custom Shape:** Draw custom shapes from a choice of shapes identical to those available for the Cookie Cutter tool. Again, you make shape choices from a drop-down list on the Options bar.
- ✓ **Shape Selection:** After a shape has been drawn, it appears as an object on a photo. Move it by clicking and dragging with this tool.

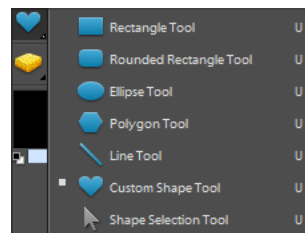


Figure 2-16: The Shape tools.

## Viewing, Navigating, and Sampling Tools

Some of the tools in Elements are useful for zooming in and out of photos, moving photos around the Image window, and sampling color.

### Eyedropper tool



The Eyedropper tool samples color and places the sample color in the Foreground color swatch. If you press the Alt (Option) key and click the Eyedropper tool, the sampled color is placed in the Background color swatch.

### Hand tool



Use the Hand tool to move a photo around the Image window.

### Zoom tool



Click the Zoom tool to zoom in on a photo. Press the Alt (Option) key to zoom out.

You find the same magnifying glass icon for the Zoom tool appearing in different dialog boxes. Whenever you see this tool icon, realize that in order to zoom out, you always need to press the Alt (Option) key and then click the photo.



When using any of the painting tools, pressing Alt (Option) shows you the Eyedropper tool. You can click to sample color; release the Alt (Option) key to return to the selected painting tool.

## Other Editing Tools

Some miscellaneous tools are contained in the Tools panel to perform additional edits.

### Move tool



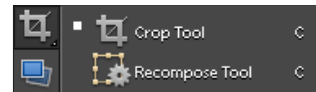
Click and drag with the Move tool to move the selection on the canvas. This tool is particularly helpful when moving layer content if you're creating layered files. If you press the Alt key (Option on the Mac) when you drag, you duplicate the content.

### Crop and Recompose tools

Use the Crop tool, shown in Figure 2-17, for cropping images.



In Elements 10, the Crop tool provides you with an Overlay menu on the Options bar. You can choose from overlay grids displaying a rule of thirds grid, a grid, a Golden Ratio grid, or no grid. You can also drag the Crop tool outside the image borders to add more canvas area to your photos. To find out more about using the new features for the Crop tool and understanding the grid choices, see Book III, Chapter 1.



**Figure 2-17:** The Crop and Recompose tools.

The Recompose tool is nested with the Crop tool. Click this tool and a Help window opens explaining how to use the tool. This tool is marvelous when you have large gaps between subjects and want to narrow the gaps to bring people closer together in a group shot.

## Straighten tool



Use the Straighten tool to straighten crooked images. This tool is especially useful for slightly tilted images.

## Discovering the Automation Tools

Elements offers you some one-click steps to improve your images. Although these automated tasks aren't *tools* per se, we list them here as tools to simplify the message. In reality, you use menu commands to automate certain refinements for your photos.

To observe the automation tools available to you, click the Enhance menu and look over the first set of commands, shown in Figure 2-18. If a menu command name begins with *Auto*, the command has something to do with an automated function.

The automated features you find in the Enhance menu are

- ✓ **Auto Smart Fix:** Use Auto Smart Fix to add more contrast, adjust brightness, and improve color by using only one menu choice.
- ✓ **Auto Levels:** The Levels adjustment is used to adjust image brightness. Elements takes a guess at the proper brightness level and automatically boosts the white and black points in your photos to render a more pure white and rich black.
- ✓ **Auto Contrast:** Use this command when contrast is flat and without any snap.
- ✓ **Auto Color Correction:** Auto Color Correction improves color in images by removing colorcasts.
- ✓ **Auto Sharpen:** Use the Auto Sharpen command to sharpen dull images.
- ✓ **Auto Red Eye Fix:** You use this tool to remove red-eye in photos. If you have a group shot taken with a flash, you can use this command to remove red-eye from all subjects.



**Figure 2-18:** Some automated tasks in Elements are listed as menu commands in the Enhance menu.



# Chapter 3: Viewing and Navigating Images

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## *In This Chapter*

- ✓ **Examining the Image window**
- ✓ **Changing zoom views**
- ✓ **Navigating images**
- ✓ **Seeing grids and guides**
- ✓ **Getting information from the Info panel**
- ✓ **Working with the Content panel**

One of the most important aspects of working with images in an Editor is navigation — knowing how to move around the image (as well as between images) and how to use tools and menu commands to help.

Many tools in Elements enable you to zoom in and out of images, acquire information about your photos, and examine them in detail. In this chapter, we talk about these tools and clue you in on the best methods to use for viewing files in an Editor.

## *Looking at the Image Window*

The first thing you need to know about examining an image is how to open it in the Image window. The Image window in Full Photo Edit mode is where your photos open, ready for editing. To open an image in Full Photo Edit mode, you have a few options available to you.

Like almost all programs, Elements supports choosing File⇨Open. When you use that menu command, a dialog box opens, enabling you to navigate your hard drive and select a photo. Click the Open button, and the photo opens in the Image window.

Another method for opening photos is to use the Organizer, where you select one or more photos you want to edit. Because we cover the essential



steps for using the Organizer in Book II, Chapter 2, we take a look here at opening a file from the Organizer in Full Photo Edit mode:

### 1. Open the Organizer.

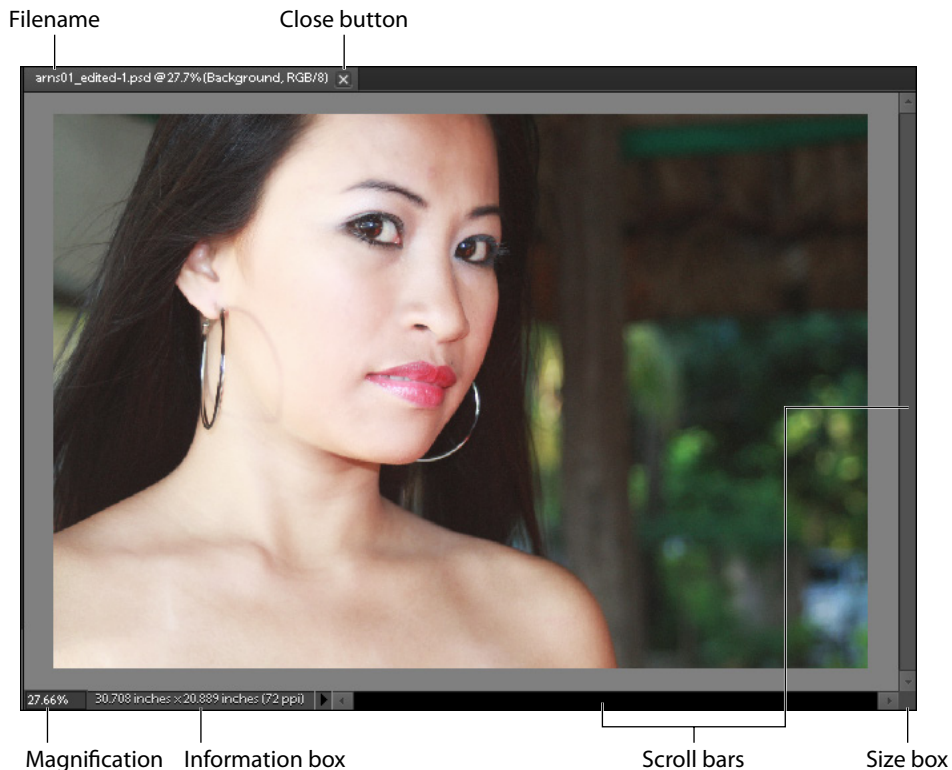
You can launch Photoshop Elements and click the Organize button on the Welcome screen to open the Organizer window; or, if you're in an edit mode now, click the Organizer button in the top-right corner of the Editor window.

### 2. Click a photo thumbnail in the Organizer window.

Following this step presumes that you have photos in the default catalog, as we explain in Chapter 1 of this minibook and elaborate more in Book II, Chapter 2.

### 3. Open the Fix drop-down menu and choose Full Photo Edit or press **Ctrl+I/⌘+I**.

The photo opens in the Image window, as shown in Figure 3-1.



**Figure 3-1:** The Image window.

Figure 3-1 highlights several important items when you view photos in the Image window:

- ✓ The **filename** appears in the top-left corner of the photo (above the center on the Mac). Double-check the name to be certain that the photo you want to edit is the correct image.
- ✓ **Scroll bars** become active when you zoom in on an image. You can click the scroll arrows, move the scroll bar, or grab the Hand tool in the Tools panel and then drag within the window to move the image.
- ✓ The **Magnification box** shows you at a glance how much you've zoomed in or out.
- ✓ The **Information box** shows you the readout for a particular tidbit of information. You can choose which information you want to see in this area by choosing an option from the pop-up menu, which we discuss later in this section.

When you're working on an image in Elements, you should know its physical image size, image resolution, and color mode. (We explain these terms in more detail in Book III, Chapters 1 and 2.) Regardless of which menu option you choose from the Information box, you can get a quick glimpse of these essential statistics by clicking the Information box, which displays a pop-up menu like the one shown in Figure 3-2.



Width: 2550 pixels (8.5 inches)  
Height: 1700 pixels (5.667 inches)  
Channels: 3 (RGB Color, 8bpc)  
Resolution: 300 pixels/inch

**Figure 3-2:** Click the readout on the Information box to see important information about your file.

- ✓ The **Size box** enables you to resize the window. Move the cursor to the box, and a diagonal line with two opposing arrows appears. When the cursor changes, drag in or out to size the window smaller or larger, respectively.

You can also resize the window by dragging any other corner in or out.

- ✓ You can click the **Close button** that appears as an X in Windows (top-right corner) or like a red button (upper-left corner on the Mac) to close the active Image window and keep Elements open. Alternatively, you can press **Ctrl+W** (**⌘+W** on the Mac) or choose **File→Close** to close the active window.

When you're familiar with the overall Image window, we want to introduce you to the Information box's other drop-down menu, in which you choose the type of information you want to view in the Information box. Click the right-pointing arrow (not the information in the box itself) to open the menu, as shown in Figure 3-3.

Here's the lowdown on the options you find on the drop-down menu:

- ✓ **Document Sizes:** Shows you the saved file size.
- ✓ **Document Profile:** Shows you the color profile used with the file. For more on color profiles, see Book III, Chapter 2.
- ✓ **Document Dimensions:** Shows you the physical size in the default unit of measure, such as inches. (Refer to Figure 3-3, in which the Document Dimensions option is selected.)
- ✓ **Scratch Sizes:** Displays the amount of memory on your hard drive that's consumed by all documents open in Elements. The *scratch space* is the extension of RAM created by a space on your hard drive. For example, *20M/200M* indicates that the open documents consume 20 megabytes (M) and that a total of 200 megabytes is available for Elements to edit your images. When you add more content to a file, such as new layers, the first number grows while the second number remains static.
- ✓ **Efficiency:** Indicates how many operations are being performed in RAM as opposed to using your scratch disk. When the number is 100 percent, you're working in RAM. When the number drops below 100 percent, you're using the scratch disk.  

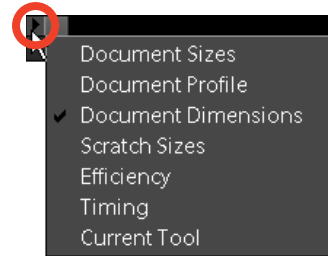
Continually working below 100 percent is a good indication that you need to buy more RAM to increase efficiency.
- ✓ **Timing:** Indicates the time it took to complete the last operation.
- ✓ **Current Tool:** Shows the name of the tool selected from the Tools panel.



Don't worry about trying to understand all these terms. The important thing to know is that you can visit the drop-down menu to change the items at will during your editing sessions.

The Image window is just one small part of the user interface in Elements. To get the full picture, imagine that when a photo opens in Full Photo Edit mode within the Elements window, you see the Image window contained within the workspace as a whole, where you have access to tools, panels, and menus to choose from a variety of editing options.

If you select multiple files in the Organizer and choose Full Photo Edit from the Editor drop-down menu, all photos open in the Image window. Clicking



**Figure 3-3:** From the drop-down menu in the Information box, you select commands that provide information about your file.

the filename in the Image window brings forward a photo so that you can edit it. In the workspace interface, you see an arrangement similar to the one in Figure 3-4 when a photo is opened in the Image window and several other open photos appear in the Project Bin. Note that in Figure 3-4 the Panel Bin is hidden. (To open the Panel Bin, choose Window⇨Panel Bin.)



**Figure 3-4:** One photo in the Image window with several open photos in the Project Bin.

## Zooming In and Out of Image Windows

Precision goes a long way toward making good edits on photos. When you're working carefully on image detail, zoom in on any part of a picture where you want to (carefully) apply some fine-tuning. Nothing looks worse than photos with obvious edits that were clumsily made.

### Zooming with keyboard shortcuts

For some quick zooms in and out of photos, you can use keyboard shortcuts.

Here are a few to keep in mind when you need to quickly change the zoom level:

- ✓ **Ctrl++ (⌘++ on the Mac):** Press the Ctrl (⌘) key and the plus (+) key and you zoom in on a photo. Keep pressing the same keys to continue zooming in. By default, when you press these keys, the photo and the Image window zoom together.
- ✓ **Ctrl+- (⌘+- on the Mac):** Press the Ctrl (⌘) key and the minus (-) key and you zoom out. Again, the Image window zooms along with the photo.
- ✓ **Ctrl+Alt++ (⌘+Option++ on the Mac):** Press both the Ctrl (⌘) and Alt (Option) keys and then press the plus (+) key. The photo zooms in, but the Image window stays fixed at one size.
- ✓ **Ctrl+Alt+- (⌘+Option+- on the Mac):** Press both the Ctrl (⌘) and Alt (Option) keys and then press the minus (-) key. The photo zooms out, but the Image window stays fixed at one size.
- ✓ **Ctrl+0 (⌘+0 on the Mac):** Press the Ctrl (⌘) key and then 0 (the zero key), and the photo zooms to fit the Image window.
- ✓ **Ctrl+spacebar (⌘+spacebar on the Mac):** This combination temporarily activates the Zoom In tool. For this shortcut to work on a Mac, you need to change the System Preferences and reallocate the Spotlight shortcut to another key combination.
- ✓ **Ctrl+Alt+spacebar (⌘+Option+spacebar on the Mac):** This combination temporarily activates the Zoom Out tool. You also need to reallocate the Spotlight shortcut on the Mac.

### *Using the Zoom tool*

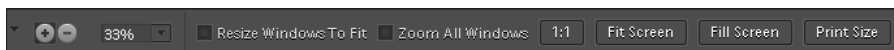


You can use the Zoom tool to zoom in and out of the Image window. You first click to select the Zoom tool in the Tools panel and then click the photo to zoom in. (To zoom out, press the Alt [Option] key when clicking the Zoom tool on the photo.)



While working on an image using another tool from the Tools panel, you can temporarily access the Zoom tool without clicking it in the Tools panel. Press Ctrl+spacebar (⌘+spacebar on the Mac), and the cursor changes to the Zoom In tool. To zoom out, press Ctrl+Alt+spacebar (⌘+Option+spacebar on the Mac). When you release the keys on the keyboard, you return to the tool last selected in the Tools panel.

When you select the Zoom tool in the Tools panel, the Options bar changes to reflect choices you can make when zooming views, as shown in Figure 3-5.



**Figure 3-5:** Click the Zoom tool, and the Options bar changes to provide more options when using the tool to zoom views.

The tools available in the Zoom tool Options bar are

- ✓ **+/-:** The plus and minus icons are for zooming in and out of a photo in the Image window. Click one of the icons to zoom in or out.
- ✓ **Percent readout:** You can change the number in the text box to zoom to a percentage size. Click the down-pointing arrow to open a drop-down list from which you can select from fixed zoom percentages.
- ✓ **Resize Windows to Fit:** When you select the check box, the zoom resizes the window to the size of the image or the maximum size of the window.
- ✓ **Zoom All Windows:** If you have multiple photos open in the Image window, all photos are zoomed together when you zoom views.
- ✓ **Actual Pixels:** The ratio is reported in this text box. When the photo is shown at 100 percent size, the ratio reads *1:1*. The ratio changes as you change zoom views.
- ✓ **Fit Screen:** Click the button, and the photo zooms to the maximum view to fit the Image window.
- ✓ **Fill Screen:** Click this button to zoom the image to the largest size that fits within the workspace.
- ✓ **Print Size:** Click this button, and the photo zooms to the size the file will be when it's printed.

## Moving with the Hand tool



When you zoom in to a size larger than the Image window can accommodate, scroll bars appear on the bottom and right sides of the photo. You can click and drag scroll bars to see more of the image area, or you can use the Hand tool to drag the image around the Image window.

While working with other tools from the Tools panel, you can temporarily access the Hand tool by pressing the spacebar. Press the spacebar and drag the image; then release the spacebar to return to the last tool selected in the Tools panel.

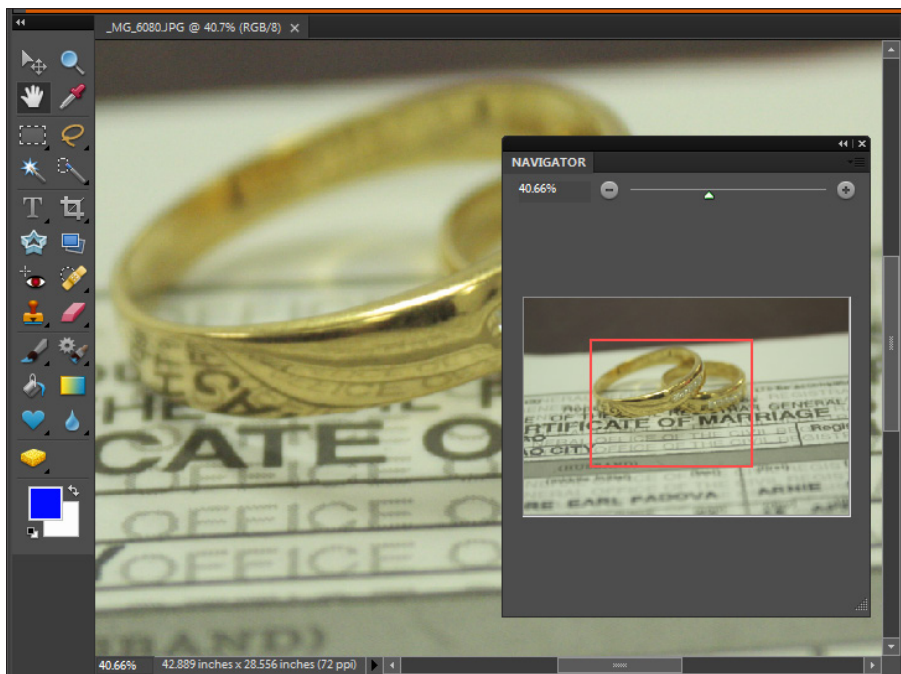


If you're typing text on an image, you can't use the spacebar to temporarily access the Hand tool. To move the Image window when you're typing text, click the Hand tool in the Tools panel and move the photo. Click the Type tool in the Tools panel, click in the text block you started, and continue typing.

## *Cruising with the Navigator Panel*

The Navigator panel is a handy tool to keep open when you need to zoom in and out of a photo while editing images. It allows you to zoom on a particular part of a photo while viewing a thumbnail preview of the entire image in the Navigator. You can do all your zooming in this panel — and you can keep it open during your editing session!

To open the Navigator panel, choose **Window** ⇧ **N**avigator. The panel opens in the Panel Bin, as shown in Figure 3-6.



**Figure 3-6:** The Navigator panel.

In the top-left corner, a readout displays the current zoom percentage. To the upper-right of the panel is a slider that you can move left to zoom out of a photo and right to zoom in on a photo. In the center of the panel, you see a view displaying the entire image and a red rectangle displaying the area corresponding to the zoom view in the Image window.

The rectangle in the center of the panel can be moved around the Navigator panel just as you use the Hand tool to move around an image. The lower-right corner is dragged out or in to size the panel larger or smaller, respectively.

Click the left chevron, and the panel collapses to a button to minimize the panel size.

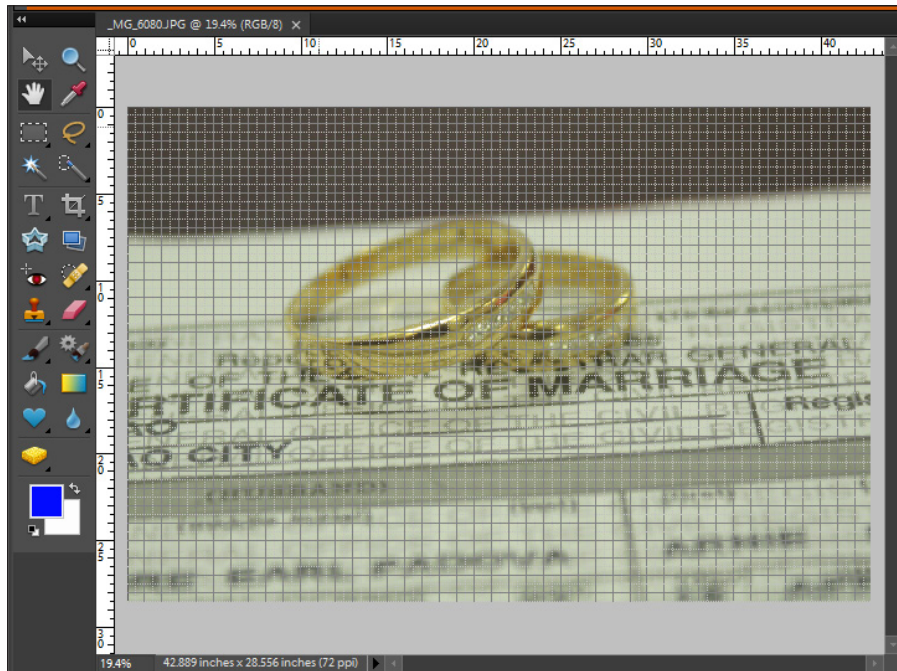


You can quickly resize the zoom area in the Navigator panel by pressing the Ctrl key (⌘ on the Mac) and drawing a rectangle around the area you want to zoom.

## Using the Grids and Guides

Grids and guides are helpful when you're adding text to photos, working with layers, or working with selections. You can align content to guidelines for precise alignment. In addition, you can display rulers along the left and top sides of a photo.

To view the grid and guidelines, choose View⇧Grid. A nonprinting grid appears in your photo, like the one shown in Figure 3-7. To display rulers, choose View⇧Rulers.



**Figure 3-7:** To show a grid and rulers, choose the appropriate options from the View menu.

To snap layers and objects to the grid and guides, choose View⇧Snap To. From the submenu, you can choose Guides and Grid. When the objects in your image are dragged, selected, or moved, they snap to the items you've selected in the Snap To submenu.

## Using the Info Panel

The Info panel provides some feedback related to the cursor position and color information as you move the cursor around a photo. In addition, you can quickly examine the file size and other document information in the panel.

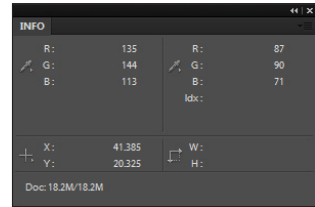


Figure 3-8: The Info panel.

To open the Info panel, choose Window⇧Info. It opens in the Panel Bin as shown in Figure 3-8.

Click the down-pointing arrow in the top-right corner of the panel to open the drop-down menu, as shown in Figure 3-9. Choose Panel Options from the menu, and the Info Panel Options dialog box opens, as shown in Figure 3-10. You can make some adjustments in it for the kind of information you want reported in the panel.

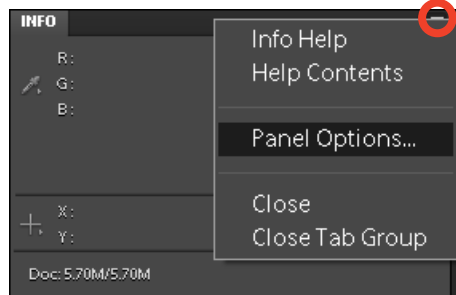


Figure 3-9: Click the down-pointing arrow to open the Info Panel Options dialog box.

The options you have available in the dialog box are

- ✓ **First Color Readout:** From the drop-down list, you can choose from Grayscale, RGB Color (the default), Web Color, and HSB (hue, saturation, and brightness) Color. The choice you make from the menu displays the values in the top-left quadrant (first readout) of the Info panel. See Book III, Chapter 2 for an explanation of color modes, such as Grayscale, RGB, and so on.
- ✓ **Second Color Readout:** The same choices appear from the drop-down list as you find for

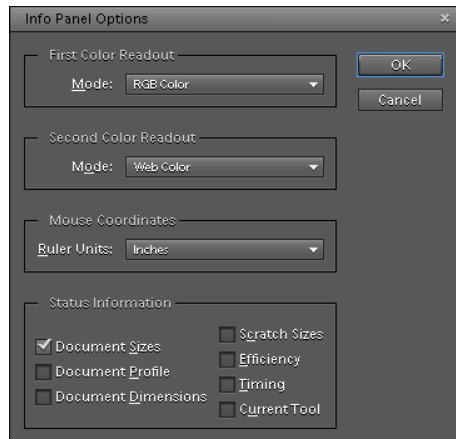


Figure 3-10: The Info Panel Options dialog box.

First Color Readout. These values are displayed in the top-right quadrant (second readout) of the Info panel.

- ✓ **Mouse Coordinates:** Choose from several different units of measure from the Ruler Units drop-down list.
- ✓ **Status Information:** Check the items you want displayed in the Info panel in the lower-left quadrant. By default, the Document Sizes readout appears. You can add all items to display them in the panel. This item mirrors the same choices you have in the Information box, which we discuss earlier in this chapter.



Many panels have drop-down menus and several options when working with tools in the panels. Look for the down-pointing arrow in the top-right corner of a floating panel or just below the right chevron in panels contained in the Panel Bin. When you see the arrow, click it to open the drop-down menu.

## Working with Your Content

The Content panel provides you with a wealth of opportunities to change backgrounds on images and add photo frames, graphics, text, and shapes. You have a number of choices for the types of items you want to add to a photo (see Figure 3-11), as well as a list of categories you can apply, such as backgrounds, frames, graphics, and shapes.

To see how this process works, assume that you want to use one of the backgrounds that Elements provides in the Content panel. Follow these steps to begin an editing session:

### 1. Create a new blank document.

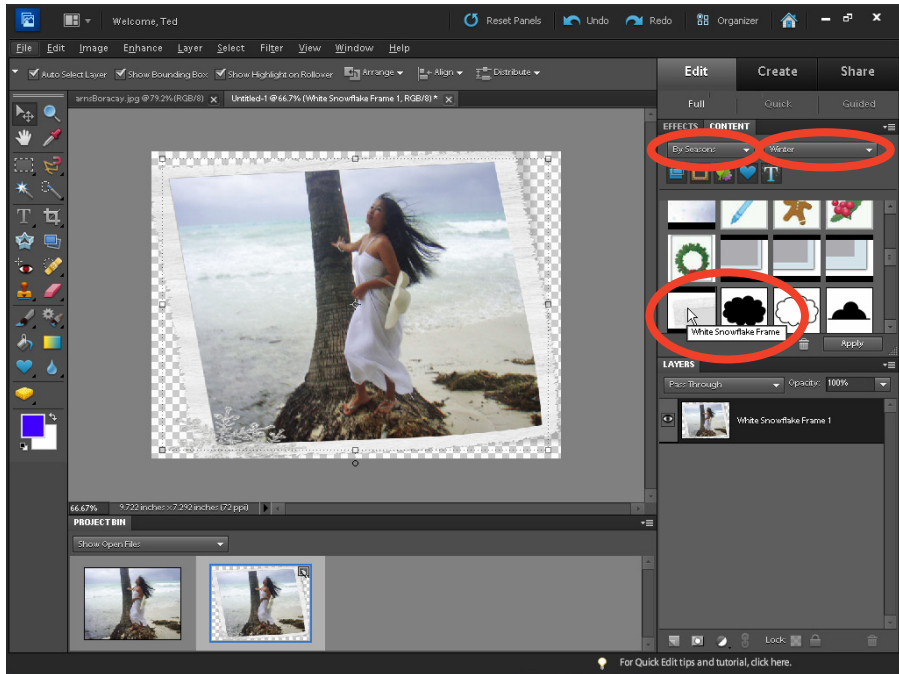
Open Full Photo Edit mode and choose File⇨New⇨Blank File.

### 2. Set the file attributes.

When the New dialog box opens, as shown in Figure 3-12, choose a width and height for the file size. In the example, we use 1024 x 768 pixels. If you specify pixels as the unit of measure you don't need to change the resolution in the Resolution text box. If you use another unit of measure such as inches or millimeters, choose a resolution by typing a value in the Resolution text box. Select RGB Color for the color mode and choose Transparent for the background.

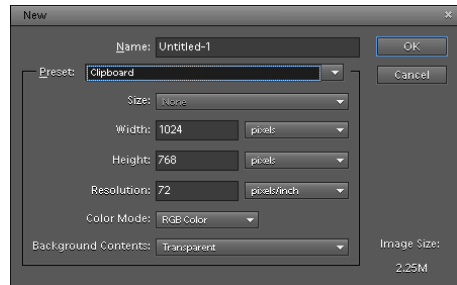


If you want a document set to a specific resolution — something like 300 ppi — don't use the Pixels unit of measure. Choose Inches, Millimeters, or Centimeters. Choosing the Pixels option has no relationship to the Resolution setting. The image will be set to 72 ppi regardless of the value you enter in the Resolution box.



**Figure 3-11:** You can apply a number of items as shapes, graphics, backgrounds, and frames.

3. Click OK in the New dialog box.
4. Open the Content panel.  
Choose Window⇨Content to open the panel.
5. From the first drop-down list in the Content panel, choose an option from the list. From the second drop-down list, select an option from the list.



**Figure 3-12:** The New dialog box.

As you change the options choices in the first list, the second list items also change. In Figure 3-13, we chose By Mood in the first list and Fun from the choices in the second list.

**6. Scroll the list of thumbnail images in the Content panel and click the item you want to use.**

In our example all the items within the Fun category appear as thumbnails in the Content panel.

**7. Click the Apply button in the lower-right corner of the Content panel.**

The new effect is applied to the image background.

When you have a background in place, you may want to copy and paste an image into your document, add text, create multiple layers of images that you organize into a design, or perform other tasks. To effectively add images to the background, you need to know a bit about working with layers (covered in Book VI, Chapter 1) and working with selection masks (covered in Book VI, Chapter 4).

Earlier in this chapter (refer to Figure 3-11), we add a photo to a background that we selected from the backgrounds in the Content panel. For this type of look, we needed to feather a selection for the foreground image after moving it to the background document. For more on selections and feathering selections, check out Book IV.



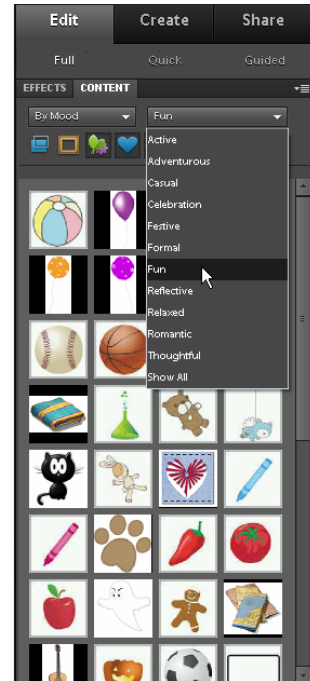
TIP

If you start with a photo open in Full Photo Edit mode and you want to apply a background, open the Layers panel and double-click the Background layer. Click OK in the dialog box that opens and prompts you to convert the background to a layer. For more information about working with layers, see Book VI.



REMEMBER

If you want to change a Content background, double-click a new background in the Content panel.



**Figure 3-13:** Choose from a variety of options available in both drop-down lists.



# Chapter 4: Setting Your Preferences

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## In This Chapter

- ✓ Understanding your preferences
- ✓ Adjusting the Full Photo Edit mode preferences
- ✓ Choosing Organizer preferences

The Photoshop Elements program accommodates a wide range of photographers who have a wide range of needs. Not every individual who works in the program is likely to work the same way or use the same tools consistently. When you think of all the creative options you have for editing photos and then consider your hardware advantages and limitations, you can begin to design a personal working environment.

Elements understands a user's need to tailor the program to fit specific needs. That's why it provides you with some methods for creating your personal work environment by using a set of preferences you can adjust to your personal work style.

## Understanding Preferences

A *preference setting* is an adjustment in the Preferences dialog box that has an effect on edits you make to pictures, on the behavior of tools and menus, and on the controls that affect Elements.

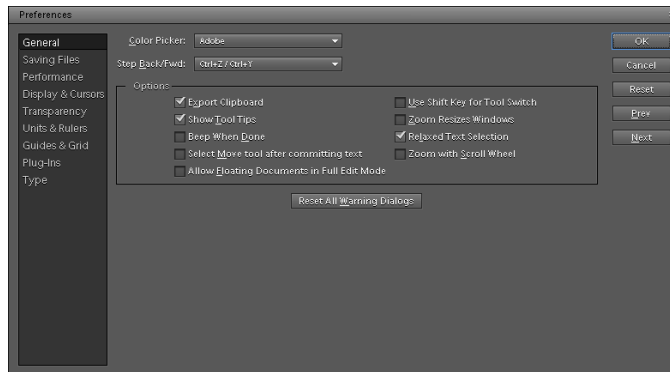
When you make a choice in a Preferences dialog box, the new setting takes effect after the adjustment is made, and it remains intact until you make a change in the Preferences dialog box. Most preferences adjustments you make are *dynamic*: The change in a setting takes place immediately after you click OK in the dialog box. In some cases, preference settings are *not dynamic*: You must quit Photoshop Elements and relaunch the program for the new setting to take effect.



Preferences are adjusted separately in different dialog boxes for the Editors and in another dialog box for the Organizer. Whether you use Photoshop Elements or any other computer program, review the preferences available to you when you first begin working with it. In Elements, you should review and understand all the preference options you have in Full Photo Edit mode and in the Organizer.

### *Setting Full Photo Edit Mode Preferences*

Preferences are all contained in the nine panes of the Preferences dialog box. By default, when you open Full Photo Edit mode and open the Preferences dialog box, the opening pane is the General pane. To open the Preferences dialog box, choose Edit⇨Preferences⇨General (Adobe Photoshop Elements Editor⇨Preferences⇨General on the Mac). Alternatively, press Ctrl+K (⌘+K on the Mac). Using either method opens the Preferences dialog box to the General pane, as shown in Figure 4-1.



**Figure 4-1:** The General pane in the Preferences dialog box.

Figure 4-1 shows items that are common to all preference panes. Here's a quick introduction to these items and how they work:

- ✓ **Panes list:** Elements lists all the different panes in the Preferences dialog box along the left side of the dialog box. Click an item in the list to make the respective pane open on the right side of the dialog box. In earlier versions of Elements, you used a drop-down list to select panes.
- ✓ **OK:** Click OK to accept any changes made in any pane.

- ✓ **Cancel:** Click Cancel to return to the settings that were in effect when you opened a pane. If you hold down the Alt key (Option on the Mac), the Cancel button changes to Reset, and clicking that button performs the same action as clicking the Reset button.
- ✓ **Reset:** If you change any settings, click OK. If you then change your mind, just click Reset. This action restores the settings that were in effect when you opened the Preferences dialog box.
- ✓ **Prev:** Switch to the previous pane.
- ✓ **Next:** Switch to the next pane. You can also press the Ctrl+1 through Ctrl+9 keys (⌘+1 through ⌘+9 keys on the Mac) to jump to another pane.

## Setting General preferences

The first pane you see when you open the Preferences dialog box is General preferences. (Refer to Figure 4-1.) In the General preferences pane on the right side of the dialog box, you see many check boxes that relate to a variety of behaviors for tools and the Elements user interface. The items in this pane (reading left to right) are

- ✓ **Color Picker:** From the menu list, you can choose the Adobe Color Picker or your system color picker.
- ✓ **Step Back/Fwd:** The default keyboard shortcut for stepping back is Ctrl+Z (⌘+Z). To step forward, the default is Ctrl+Y (⌘+Y). You can change the shortcuts by selecting other options from the drop-down list.
- ✓ **Export Clipboard:** When you copy image content in Elements to the Clipboard, you can make the content available for other applications by selecting this check box.
- ✓ **Show Tool Tips:** Select this check box to show tooltips.
- ✓ **Use Shift Key for Tool Switch:** When you press the M key, you activate the Rectangular Marquee tool. Press M again and you select the Elliptical Marquee tool. If this check box is selected, press the Shift key to switch tools while pressing the keystrokes.
- ✓ **Beep When Done:** Select this check box to play an audio sound when an edit is finished.
- ✓ **Zoom Resizes Windows:** When you zoom in on a picture, the photo zooms while the Image window remains fixed in size. If you want the window to zoom when the picture is zoomed, select this check box.
- ✓ **Select Move Tool after Committing Text:** When you type text, the Type tool is active when you complete your editing. If you want the Move tool selected after adding text, select this check box.

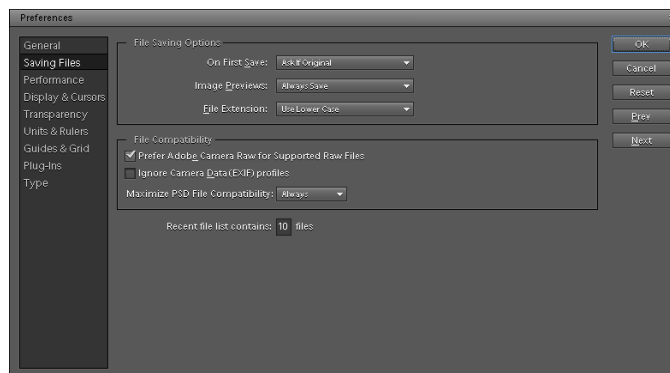
- ✓ **Relaxed Text Selection:** Clicking near some text selects the text.
- ✓ **Allow Floating Documents in Full Edit Mode:** By default, open photos in the Image window appear as a nested group with filenames and close buttons at the top of the window. You can choose to view documents in a more traditional Elements view in which multiple images appear as floating windows and you can arrange the photos within the Image window. When you select this check box and return to the Editor, click the Arrange icon to open a drop-down list and select the Float All Windows option. For more information on using the Arrange drop-down list, see Chapter 1 of this minibook.
- ✓ **Zoom with Scroll Wheel:** Select this check box if you have a mouse with a scroll wheel and want to zoom in and out when rotating the wheel.
- ✓ **Reset All Warning Dialogs:** A warning dialog box often has check boxes in it that, if selected, let you dismiss the dialog box, safe in the knowledge that you never again have to bother with that particular one. If, however, you change your mind and want the dialog box to pop up again, select this button to reset the dialog box to its default setting.



Notice there is no option for Saving Panel Locations as there was in earlier versions of Elements. In Elements 10, panel locations are saved by default.

## *Setting Saving Files preferences*

The Saving Files preferences, shown in Figure 4-2, relate to options available for saving files.



**Figure 4-2:** The Saving Files preferences.

The available settings are

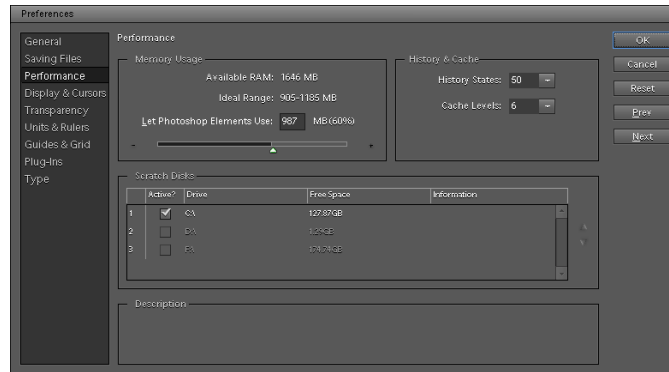
- ✓ **On First Save:** From this drop-down list, you can select Always Ask, Ask If Original, or Save Over Current File. These options apply to the first time you edit a photo. On the Mac, you have similar options, though the option names vary a bit.
- ✓ **Image Previews:** Image previews show you thumbnail previews of images. Adding a preview increases its file size. You can choose Never Save, Always Save, or Ask When Saving. On the Mac, you also have an assortment of check boxes that offer additional choices.
- ✓ **File Extension:** Filename extensions can be in upper- or lowercase. On the Mac, you find Append File Extension with choices for Always, Never, and Ask When Saving and a check box for Use Lower Case.
- ✓ **Prefer Adobe Camera Raw for Supported Raw Files:** For Camera Raw formats supported by Adobe Camera Raw, you can use Adobe Camera Raw as a default.
- ✓ **Ignore Camera Data (EXIF) Profiles:** Camera data can be added as meta-data for photos for cameras that save data. You can choose to keep the data or discard it.
- ✓ **Maximize PSD File Compatibility:** When you save files from Elements, you can save in a format compatible with Adobe Photoshop. For larger files, you may want to eliminate the compatibility to reduce the overall file size.
- ✓ **Recent File List Contains XX files:** The File⇨Open Recently Edited File submenu lists ten files by default. You can reduce the number of files appearing in the list (as low as 0) or increase the number (to a maximum of 30 files).

## Setting Performance preferences

Check out the Performance preferences pane, shown in Figure 4-3, for history states and memory settings, such as scratch disk settings. (See the “What’s a scratch disk?” sidebar in this chapter for more on scratch disks.)

The options are

- ✓ **Let Photoshop Elements Use:** This item specifies the amount of memory allocated to Elements. You can type values in the text box to change the memory allocation.
- ✓ **History States:** You can undo edits as many as 50 times, as defined in the History States text box by default. You can change this value to increase or reduce the number of times. The more you add to the text box, the more memory is required in Elements.



**Figure 4-3:** The Performance preferences pane.

- ✓ **Cache Levels:** Some operations you perform are cached in memory so that they can be quickly accessed again. You can edit the text box to increase or decrease the cache levels.
- ✓ **Scratch Disks:** If you have additional internal or external hard drives attached to your computer, you can extend the scratch disk space to external drives.



Don't use USB 1.1 external hard drives or other drives that have connections slower than USB 2.0 or FireWire. Using slower drives slows the performance of Elements.

## What's a scratch disk?

Assume that you have 100 megabytes (MB) of free RAM (your internal computer memory) and you want to work on a picture that consumes 200MB of hard drive space. Elements needs to load all 200MB of the file into RAM. Therefore, you need an auxiliary source of RAM in order for you to work on the image; Elements uses your hard drive. When a hard

drive is used as an extension of RAM, this source is a *scratch disk*.

If you have more than one hard drive connected to your computer, you can instruct Elements to use all hard drives, and you can select the order of the hard drives that Elements uses for your extension of RAM. All disks and media sources appear in a list as 1, 2, 3, 4, and so on.



If you have an opportunity to find an affordable USB 3.0 device, by all means use it; you'll notice great speed improvements when copying files and when scratch disks are necessary. (At the time we wrote this book, USB 3.0 had recently been released.) Note that you also need a USB 3.0 controller card. USB 3.0 is also backward compatible, so when you outfit your computer with a USB 3.0 controller card and USB 3.0 storage device, you can also use all your USB 2.0 devices (cameras, storage devices, and media cards, for example).

## Setting Display & Cursors preferences

The Display & Cursors preferences are shown in Figure 4-4. These choices offer options for how certain tool cursors are displayed and how to view the Crop tool when you're cropping images.

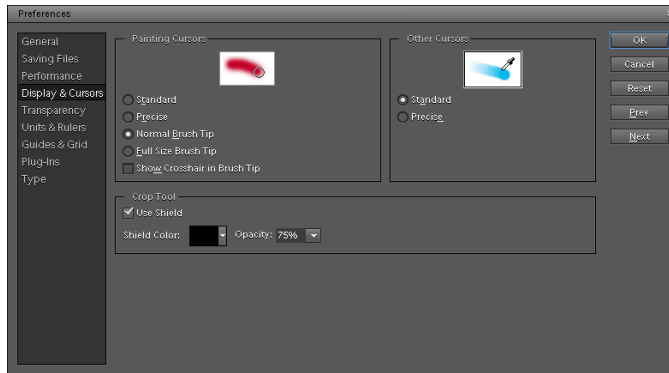


Figure 4-4: The Display & Cursors preferences.

Your choices are

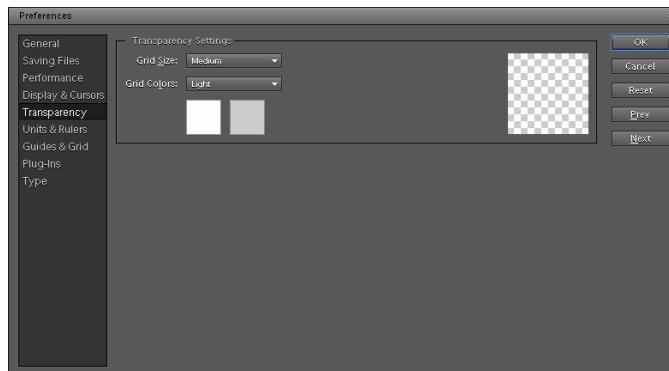
### ✓ **Painting Cursors:** Your choices include

- *Standard:* Shows a tool icon, such as the Lasso tool or the Brush tool, for when you edit an image
- *Precise:* Changes the tool cursor to a crosshair for precise markings
- *Normal Brush Tip:* Displays a 50 percent tip on a brush for the cursor shape
- *Full Size Brush Tip:* Shows the tool cursor at the full size of a brush tip
- *Show Crosshair in Brush Tip:* Shows the tool cursor with a crosshair inside the tip

- ✓ **Other Cursors:** Choose Standard to display an icon of the tool being used or Precise to display a crosshair for a more precise detail image of the cursor.
- ✓ **Crop Tool settings:** The following Crop Tool options are found in this section:
  - *Use Shield:* If you select this option and then use the Crop tool, the inside area defining the crop region shows the photo at the normal appearance, and the area outside the crop region appears with a shield, making it easier to see areas that will be eliminated and areas that will be retained when the photo is cropped.
  - *Shield Color:* You can change the color of the Crop tool shield by making choices in the drop-down color palette.
  - *Opacity:* The shield is semitransparent by default. You can change the opacity of the shield to make it more opaque or transparent by editing the text box or choosing options from the drop-down list.

## *Setting Transparency preferences*

The Transparency preferences are shown in Figure 4-5. Using these settings requires an understanding of how Elements represents transparency. Imagine painting a portrait on a piece of clear acetate. The area you paint is opaque, and the area surrounding the portrait is *transparent* — invisible, in other words. To display transparency in Elements, you need a method to make transparent areas visible. To accomplish that task, open the Transparency preferences and make choices for displaying transparency in your 2D Elements environment.



**Figure 4-5:** The Transparency preferences.

The settings available to you include

- ✓ **Grid Size:** The grid you see in the image in the top-right corner of the Transparency preferences pane displays the default settings for the grid size and color. You can change the grid size to None, Small, Medium, or Large.
- ✓ **Grid Colors:** From the drop-down list, you can choose from preset colors to display the transparency.
- ✓ **First transparency background color:** Click the swatch if you want to make a custom color choice for one set of the pattern squares.
- ✓ **Second transparency background color:** Click the second color swatch if you'd like to choose a custom color for the second set of pattern squares.



Any changes you make in the Transparency settings are dynamically updated in the large preview in the upper right.

## Setting Units & Rulers preferences

The Units & Rulers preferences, shown in Figure 4-6, let you specify settings for ruler units, column guides, and document preset resolutions.

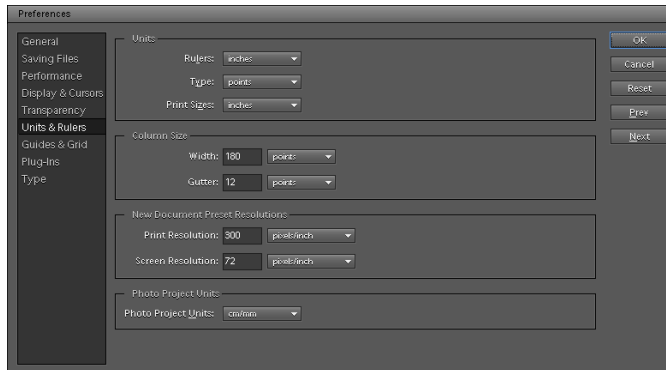


Figure 4-6: The Units & Rulers preferences.

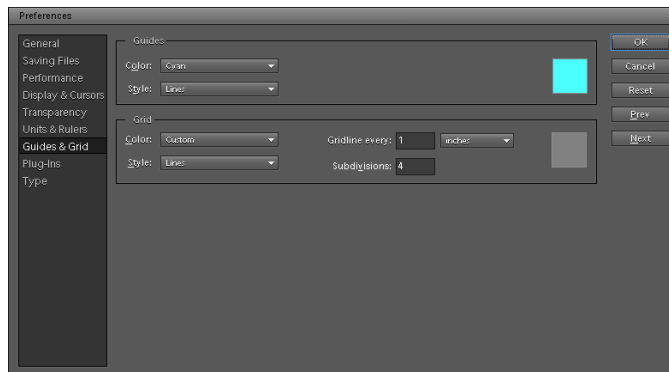
Your choices are

- ✓ **Rulers:** From the drop-down list, choose the unit of measure you want to use for your display.
- ✓ **Type:** From the drop-down list, choose the units you want to use when dealing with text.

- ✓ **Print Sizes:** From the drop-down list, choose the units you want to work with when printing photos.
- ✓ **Width:** You can set up columns to create a layout in Elements. This item deals with the width you want to specify for the column width.
- ✓ **Gutter:** The gutter is normally the space between columns in a publication. Define the amount of space you want to have appear between the columns when you add columns to a layout.
- ✓ **Print Resolution:** When you create a new document, the print resolution default is determined by this setting.
- ✓ **Screen Resolution:** A new document's screen resolution is determined by this setting.
- ✓ **Photo Project Units:** When creating projects such as photo calendars or photo books, you can specify units of measure for the book sizes from choices in the drop-down list.

### *Setting Guides & Grid preferences*

The Guides & Grid preferences, shown in Figure 4-7, offer options for guide colors and styles and for gridline color, divisions, and subdivisions. A *grid* shows you nonprinting horizontal and vertical lines. You use a grid to align objects and type and other elements. You can snap items to the gridlines to make object alignment much easier.



**Figure 4-7:** The Guides & Grid preferences.

Your choices for Guides & Grid preferences are

- ✓ **Color:** Guides & Grids are displayed with colored lines. You can change the line color by choosing Custom or a preset color from the drop-down lists.
- ✓ **Style:** Guides & Grid lines can be regular lines, dashed lines, or dots. Make your choice by choosing an option from the drop-down lists.
- ✓ **Gridline Every XX Inches:** Major guideline divisions can be spaced according to a value you type in the text box. The default is inches, but you can change the units to pixels, centimeters, millimeters, points, picas, or percent in the drop-down list to the right.
- ✓ **Subdivisions:** Between each major subdivision, you can define the number of subdivision lines by typing a value in the text box.

## Setting Plug-Ins preferences

The Plug-Ins preferences pane, shown in Figure 4-8, isn't much to look at. It contains a single option for selecting an additional plug-ins folder for storing third-party utilities to work with Elements. If you have third-party utilities, though, it's a great help. Just select the check box and click the Choose button to locate another folder for storing your third-party plug-ins.

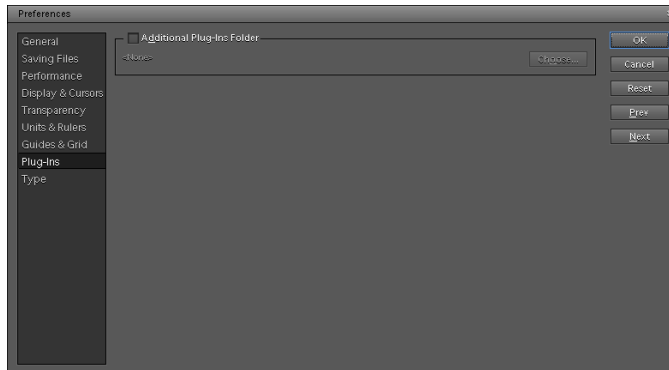
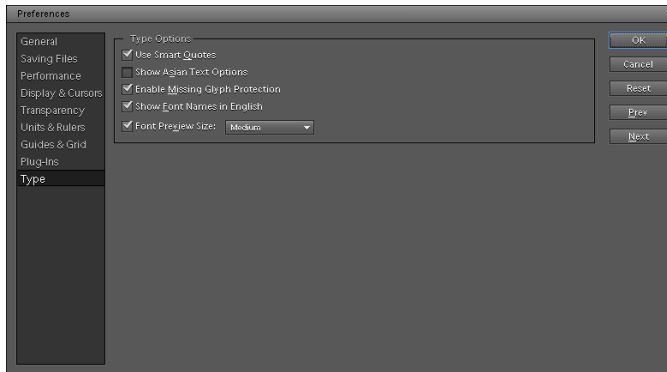


Figure 4-8: The Plug-Ins preferences.

## Setting Type preferences

The Type preferences, shown in Figure 4-9, provide options for setting text attributes. You have options for using different quote marks, showing Asian character options, showing font names in English, and previewing font sizes.



**Figure 4-9:** The Type preferences.

The full listing follows:

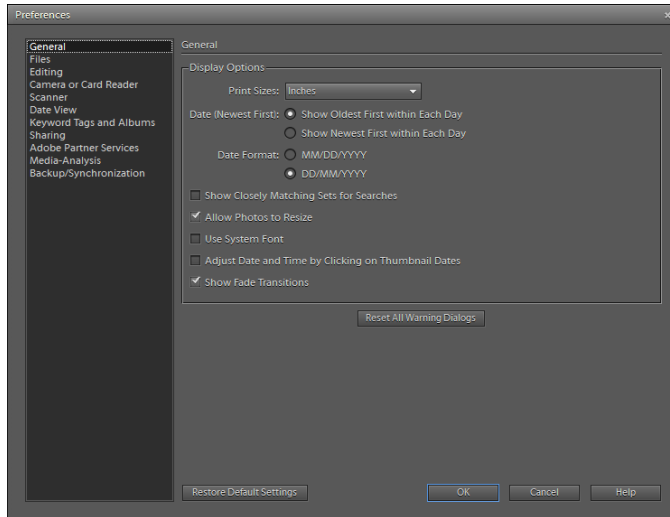
- ✓ **Use Smart Quotes:** So-called *smart quotes* — the typographically correct quotation marks found in most printed materials — are used instead of straight quotes when this option is selected.
- ✓ **Show Asian Text Options:** Options for text using Asian character sets are shown when this option is selected.
- ✓ **Enable Missing Glyph Protection:** Selecting this check box enables font substitution for missing characters within a given font.
- ✓ **Show Font Names in English:** Non-Roman fonts are shown with Roman font names when selected.
- ✓ **Font Preview Size:** Display font previews in the Type tool font menus for Small, Medium, Large, Extra Large, and Huge.

## *Setting Up the Organizer Environment*



A whole different set of preferences appears when you open the Organizer and choose Edit⇨Preferences or press Ctrl+K (⌘+K on the Mac). Initially, you may be confused because the dialog box that opens when you work in the Organizer is also named Preferences. However, a quick glance at the dialog box shows you a different set of Preferences choices.

Open the Organizer and press Ctrl+K (⌘+K on the Macintosh) to open the Preferences dialog box, as shown in Figure 4-10.



**Figure 4-10:** The Organizer General preferences.

Some buttons common to all panes in the Organizer Preferences dialog box are

- ✓ **Restore Default Settings:** This button appears in all panes in the Preferences dialog box. Click the button and all preferences return to defaults.
- ✓ **OK/Cancel:** Click OK to accept changes and Cancel to dismiss the dialog box without changing settings.
- ✓ **Help:** Click the Help button to get online Help information related to the preference options.

## Setting General preferences

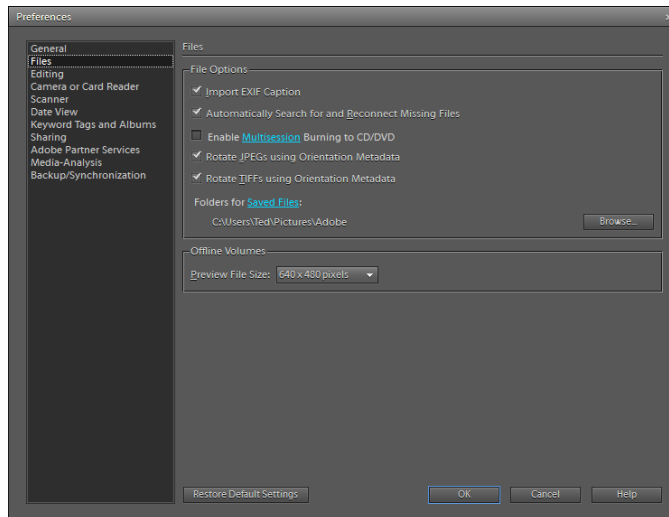
The General preferences affect a miscellaneous group of settings for the user interface and apply to files when you're using the Create panel. The options are

- ✓ **Print Sizes:** You can print photos directly from the Organizer without opening them in an edit mode (Windows). This setting is used for choosing a unit of measure for the print output.
- ✓ **Date (Newest First):** Choose from displaying images beginning with the oldest first or the newest first of the dates the photos were taken.

- ✓ **Date Format:** Choose between two different format types when displaying dates.
- ✓ **Show Closely Matching Sets for Searches:** This option displays sets that have close appearances to found results.
- ✓ **Allow Photos to Resize:** When selected, photos can be scaled over 100 percent.
- ✓ **Use System Font (Windows):** This option uses a current selected system font instead of an application font such as the default Arial font.
- ✓ **Adjust Date and Time by Clicking on Thumbnail Dates:** Click dates in the thumbnails to adjust them.
- ✓ **Show Fade Transitions:** This option displays fade transition effects in the Photo Browser.
- ✓ **Reset All Warning Dialogs:** This button resets all dialog boxes to their defaults.

## *Setting Files preferences*

The Files preferences, shown in Figure 4-11, offer options for managing file data, connecting to missing files, handling preview sizes, and choosing file and folder locations for saved files. On Windows, you find additional items such as prompting you to back up data and burning CD/DVDs.



**Figure 4-11:** The Files preferences.

The options in these preferences are

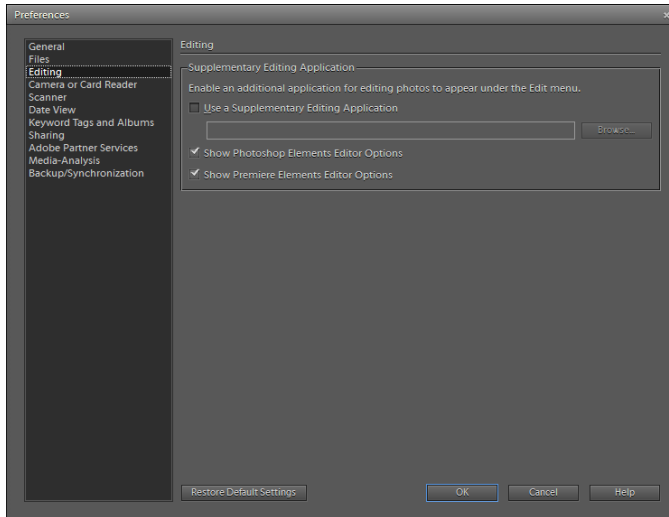
- ✓ **Import EXIF Caption:** If EXIF camera data is available and includes captions, choosing this option results in importing the captions when you're adding files to the Organizer.
- ✓ **Automatically Search for and Reconnect Missing Files:** If you move a file to another folder or rename the folder in Explorer, the Organizer loses the connection from the Organizer window to the file location. Selecting this check box results in an automatic search for missing files.
- ✓ **Enable Multisession Burning to CD/DVD (Windows):** This option enables multisession burns to discs supporting multisession burning.
- ✓ **Rotate JPEGs using Orientation Metadata:** If the metadata includes orientation defaults, selecting this option rotates JPEG images to the orientation matched in the metadata.
- ✓ **Rotate TIFFs using Orientation Metadata:** If the metadata includes orientation defaults, selecting this option rotates TIFF images to the orientation matched in the metadata.
- ✓ **Folders for Saved Files (Browse):** Click the Browse button to select a target folder for saved images.
- ✓ **Preview File Size:** From the drop-down list, you can select different preview resolutions. A preview is created when you double-click a photo in the Organizer.
- ✓ **Media Cache (Macintosh):** You can browse for a media cache, which permits you to quickly perform repetitive actions.

## Setting Editing preferences

You may have another editing application that has some features not found in Elements. Using the Editing preferences, shown in Figure 4-12, you can enable the other application to edit an image based on its file type.

Your options are

- ✓ **Use a Supplementary Editing Application:** Select the check box and click the Browse button to locate a supplemental editing application, such as Picasa or Adobe Photoshop.
- ✓ **Show Photoshop Elements Editor Options:** Shows options available for Photoshop Elements.
- ✓ **Show Premiere Elements Editor Options:** Shows options available for Premiere Elements.



**Figure 4-12:** The Editing preferences.

## *Setting Camera or Card Reader preferences*

The Camera or Card Reader preferences, shown in Figure 4-13, determine how you acquire images from digital cameras and media storage cards. Your computer may have a built-in card reader in which you can insert a media card, such as CompactFlash or Smart Media, or a USB card reader that supports a media card. You may have a cable that connects from your camera to a USB port on your computer. These preference options are used with media cards, camera connections, and download options.

The options are

- ✓ **Save Files In (Browse):** The directory where files are saved by default appears listed in the Camera or Card Reader preferences. Click the Browse button to choose another folder for the default location.
- ✓ **Automatically Fix Red Eyes:** As files are imported, red-eye removal is performed when the check box is enabled.
- ✓ **Automatically Suggest Photo Stacks (Windows):** Photos appearing similar in image content can be stacked to minimize the space in the Organizer window. When this check box is enabled, Organizer prompts you with suggestions for stacking the photos.

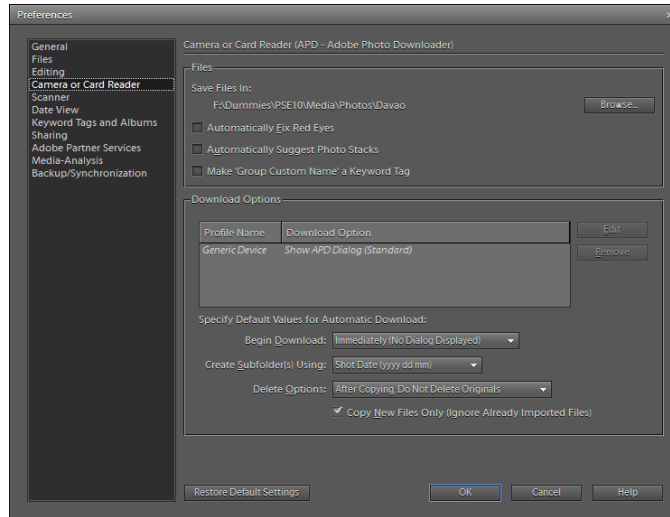
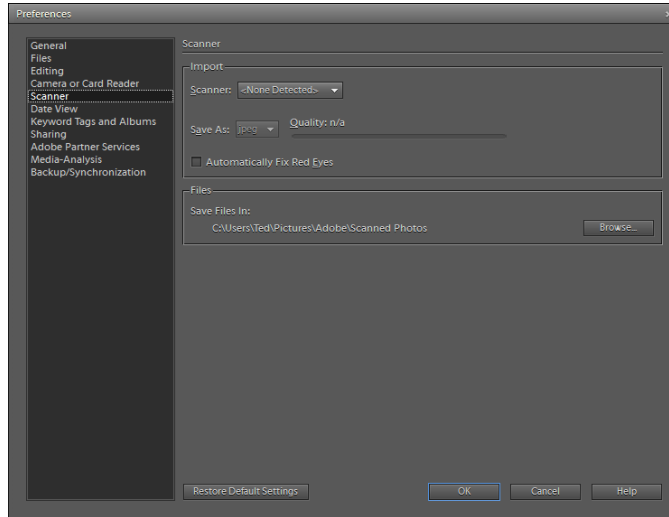


Figure 4-13: The Camera or Card Reader preferences.

- ✓ **Make 'Group Custom Name' a Keyword Tag:** For custom group names of photo collections, you can have a Keyword tag added to the Keyword Tags panel.
- ✓ **Download Options (Edit/Remove) (Windows):** Select the item listed in the list window and click the Edit button. You can choose from three different download options for the dialog box display when copying photos from cameras and card readers.
- ✓ **Begin Download (Windows):** Open the drop-down list and choose to download photos immediately or after several delay options.
- ✓ **Create Subfolder(s) Using (Windows):** Subfolders can be created automatically when copying photos to your hard drive based on several different date options for the folder names.
- ✓ **Delete Options (Windows):** Choose from several options to delete photos after copying to your hard drive.
- ✓ **Copy New Files Only (Ignore Already Imported Files) (Windows):** Keep this check box selected to avoid adding duplicate files when copying from a folder or device.

## *Setting Scanner preferences (Windows only)*

The Scanner preferences, shown in Figure 4-14, hold all the options you may want to set when scanning photos.



**Figure 4-14:** The Scanner preferences.

The options are

- ✓ **Scanner:** Select a scanner model from the drop-down list when you have multiple scanners attached to your computer.
- ✓ **Save As:** Select an image format for the saved scan (.jpeg, .tif, or .png).
- ✓ **Quality:** When saving files in JPEG format, choose compression options for the image quality.
- ✓ **Automatically Fix Red Eyes:** Automatic red-eye removal is performed on scanned images when the check box is enabled.
- ✓ **Browse:** Click the Browse button to choose a target folder for saved scans.

## Setting Date View preferences

The Date View preferences, shown in Figure 4-15, let you determine which dates you want to add to the date view calendar. You can choose from a variety of holiday dates or customize your own.

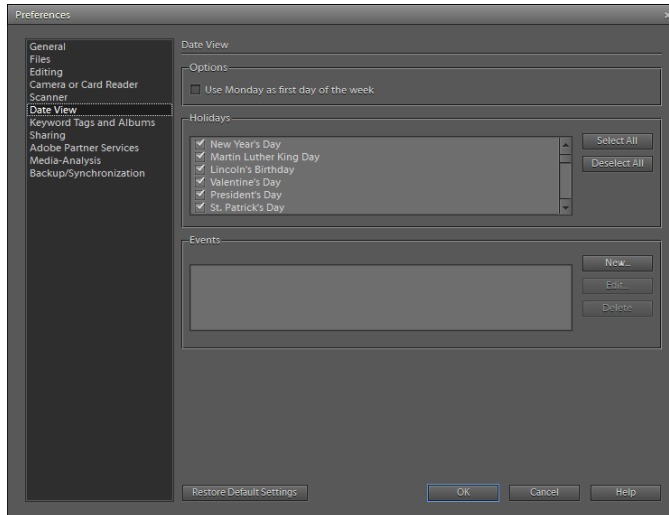


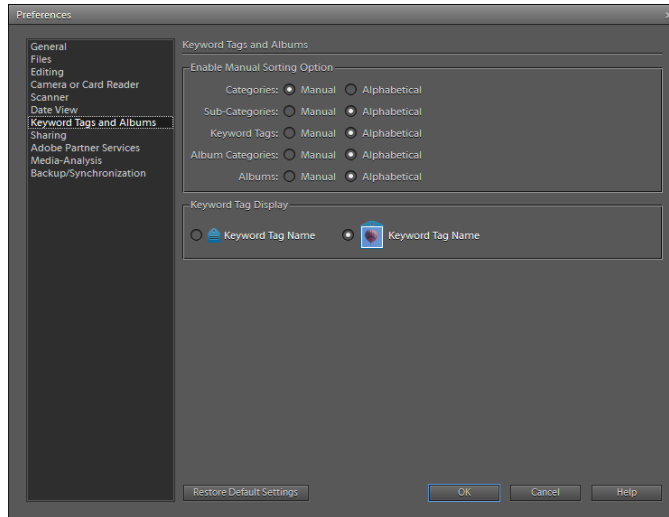
Figure 4-15: The Date View preferences.

The options are

- ✔ **Use Monday as the First Day of the Week:** Select this check box to use Monday as the first day of the week when viewing files in the Organizer in a date view.
- ✔ **Holidays:** A preset list of holidays appears in the list window.
- ✔ **Events (New/Edit/Delete):** Click the New button and you can add a custom holiday to the list in the list box — for example, your wedding anniversary, your child's birthday, Oktoberfest, or an annual Greek festival.

## Setting Keyword Tags and Albums preferences

The Keyword Tags and Albums preferences pane, shown in Figure 4-16, offers options for sorting tags and icon views for tags.



**Figure 4-16:** The Keyword Tags and Albums preferences.

The choices are

- ✓ **Enable Manual Sorting Option:** You see a list of items that can be sorted automatically or manually. Select the desired radio button for each item.
- ✓ **Keyword Tag Display:** Choose from one of two icons to be used for keyword names in the Keyword Tags panel.

## *Setting Sharing preferences*

The Sharing preferences, shown in Figure 4-17, relate to sharing files via e-mail. Options are available for setting an e-mail client. On Windows you can add captions to e-mailed files. The options are

- ✓ **Email Client:** Choose the e-mail program you want to use from the options in the drop-down list.
- ✓ **Write Email Captions to Catalog (Windows):** When using Photo Mail to e-mail images, you can write the captions in the e-mail message to return to the Organizer catalog.

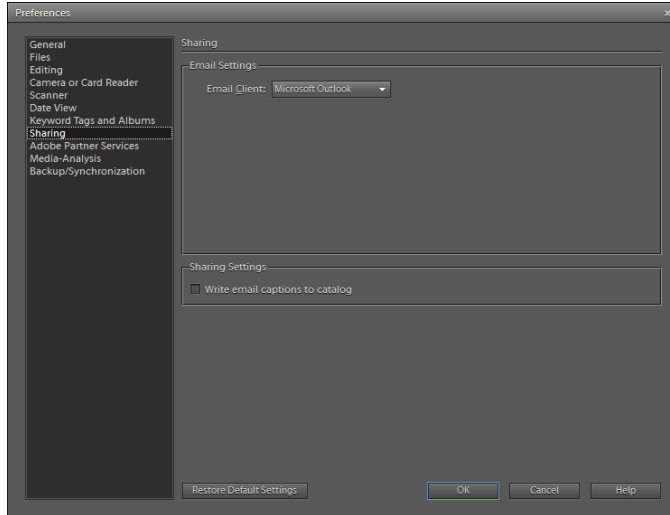


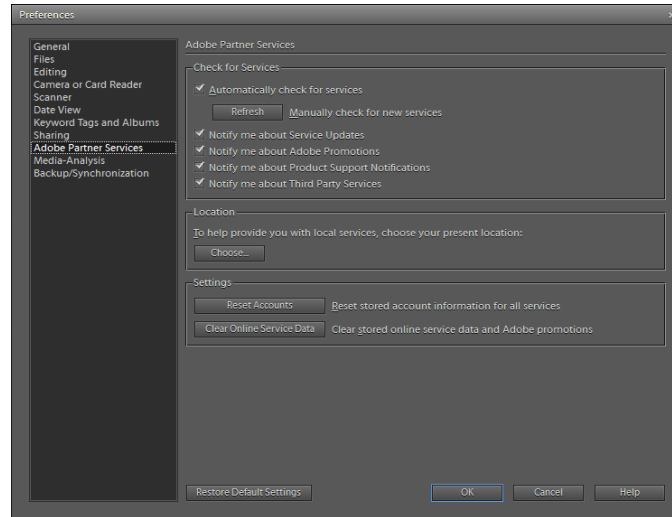
Figure 4-17: The Sharing preferences.

## Setting Adobe Partner Services preferences

The Adobe Partner Services preferences, shown in Figure 4-18, offer choices for handling program updates and online service orders. You can choose to check for program updates automatically or manually, choose options for printing and sharing images, and specify how to update creations, accounts, and more.

The options are

- ✓ **Automatically Check for Services:** Additional services are checked automatically. If you want to check services manually, deselect this item and click the Refresh button for manual checking.
- ✓ **Notify Me about Service Updates:** This item checks automatically for Photoshop Elements program updates.
- ✓ **Notify Me about Adobe Promotions:** You receive special promotions from Adobe if this option is selected.
- ✓ **Notify Me about Product Support Notifications:** Items related to product support are sent to you if this option is selected.



**Figure 4-18:** The Adobe Partner Services preferences.

- ✓ **Notify Me about Third Party Services:** You hear about third-party vendor products that work with Elements if this option is selected.
- ✓ **Location (Windows):** Click the Choose button and choose the country where you reside to check for specific services in a given locale.
- ✓ **Settings:** Click the Reset Accounts button to reset all accounts for online services. Click the Clear Online Service Data button to clear online configuration data.

## *Setting Media-Analysis preferences*

The Media-Analysis preferences provide options for the Auto Analyzer. Auto Analyzer automatically searches your catalog for photos according to the filter options you choose in the dialog box, as shown in Figure 4-19.

Select the filters you want to use for searching for photos meeting the respective criteria. For example, to isolate all photos with a blur, you can select the Blur check box. After you run the Auto Analyzer, the photos appear in the Organizer window, where you can tag them or remove them from the catalog.

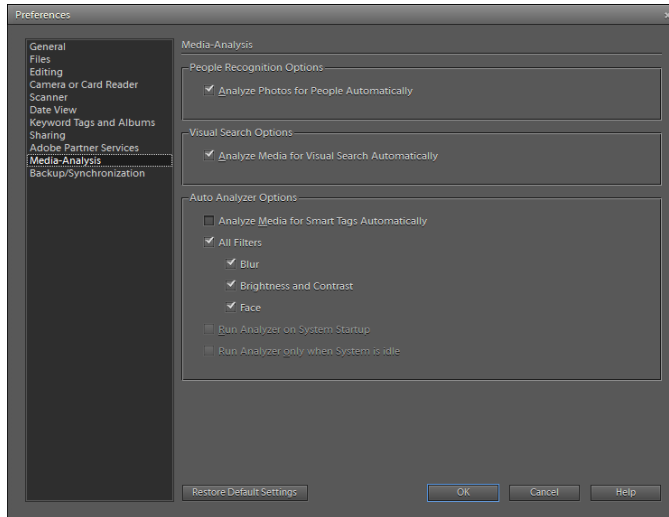


Figure 4-19: The Media-Analysis preferences.

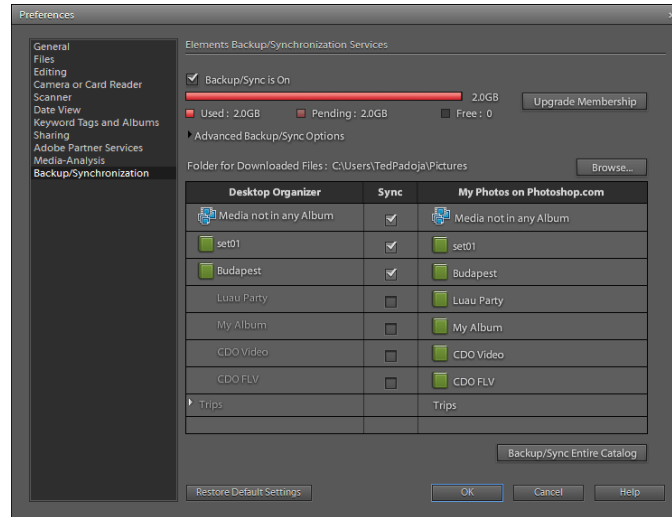


## Setting Backup and Synchronization Preferences

This option is used for controlling files and catalog backups and synchronizing files with Photoshop.com. Click Backup/Synchronization in the left pane. If the right pane appears empty, click OK, and the right pane appears as shown in Figure 4-20. If you're not signed in with your Adobe ID you're prompted to sign in.

The options are

- **Backup/Sync Is On:** Select the check box to turn auto backup and sync on or off.
- **Upgrade Membership:** You're limited to 2GB of storage space and services on Photoshop.com. If you want to increase storage space, click the Upgrade Membership button to apply for paid upgrade services.
- **Advanced Backup/Sync Options:** Click the right-pointing arrowhead to open advanced options so that you can set auto backup functions, set file deletion warnings, resolve conflicts, restrict backups to certain file sizes, and define the file types targeted for backup.



**Figure 4-20:** Backup and synchronization preferences.

- ✔ **Browse:** Click the Browse button to select a folder for downloaded images.
- ✔ **Sync column:** The table at the bottom of the dialog box provides choices for the files you want to sync. The Sync column is in the middle. Deselect any listed item to remove the sync function.
- ✔ **Backup/Sync Entire Catalog:** Click this item to back up your entire catalog without needing to select individual check boxes for syncing individual items in the table.

# Book II

## Elements

### Fundamentals

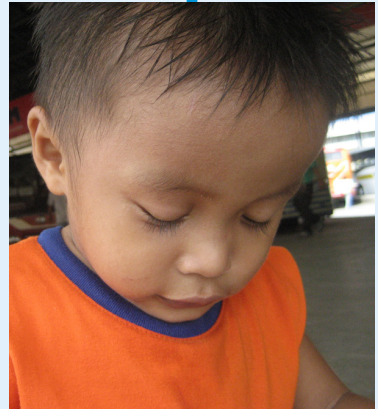
#### The 5<sup>th</sup> Wave By Rich Tennant



“That’s a lovely scanned image of your sister’s portrait. Now take it off the body of that pit viper before she comes in the room.”



**G**etting photos into Elements, as well as organizing and managing them, is the subject of this minibook. We start by talking about how to acquire photos from cameras, card readers, and scanners and how to use wizards to make the process easier. We talk in Chapter 2 about using the Organizer on Windows and the Macintosh and all the features the Organizer has for managing and editing your photos. In Chapter 3, we extend our discussion on the Organizer and talk about sorting and finding files. In Chapter 4, we cover handhelds and tablets for enthusiasts who want to show their pictures on these devices.



# Chapter 1: Acquiring, Saving, and Exporting Images

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## *In This Chapter*

- ✓ Organizing your hard drive
- ✓ Getting your images
- ✓ Scanning photos
- ✓ Getting photos from files and folders
- ✓ Using the file system
- ✓ Opening photos in an Editor
- ✓ Converting the Clipboard
- ✓ Saving your files
- ✓ Processing multiple images
- ✓ Adding new pages
- ✓ Closing and quitting in Elements

**A**fter you install Photoshop Elements, the first thing you want to do is open some photos. It stands to reason that, before you can jump into all the editing opportunities you have with the program, you need to have something to work with.

You may have digital camera photos still on a memory card, or you may have copied files to your computer. You may have a photo print you want to scan, or you may want to remove a photo from your cell phone. Regardless of where you have photos stored, you want to get them into Elements and start working on them.

In this chapter, we talk about getting your files into the Organizer and opening them in an Editor. After you have your files in one workspace or another, you have a number of options for sorting, finding, and arranging photos in the Organizer. First, however, we look at



acquiring images from a variety of sources and check out how to open them in an Editor. (Look over Book II, Chapter 2 if you just can't wait to find out more on working with the Organizer or Book II, Chapter 3 for getting photos from your phone and handheld devices.)

## *Organizing Your Photos*

In the early days of Photoshop Elements and Adobe Photoshop, circa early '90s, most photos were acquired from scanned prints, scanned slides, from some point-and-shoot cameras, and occasionally from images stored on CDs. These days, you can add volumes of photos from not only scanned images and CD/DVDs, but also digital cameras, cell phones, and tablets.

At this point in your digital life, you probably have more data stored on computers from photo and other media files than any other document types. Other media such as text documents, layouts, and spreadsheets can often be easily reproduced. Photos however, once lost, are gone forever.

### *Dedicating photos to a single hard drive*

If your photography is important to you and you have substantial numbers of images stored on a hard drive, it might be time to look at acquiring a dedicated hard drive just for your photos. With prices dropping on large drives of ½ to 2 terabytes, you can pick up an additional drive and attach the drive to your computer. Use the drive for storing your photos only and keep all other data away from the drive.

Photoshop Elements offers you some backup options to store images *in the cloud* (a remote server) on Photoshop.com. But the free service is limited to 2G of data. These days you can shoot 2G of photos in a single photo shoot. All the free services you find aren't going to provide you with enough storage space if you're a serious photographer.

For backup purposes, it might be best to purchase a second drive for your photos. Two 1-terabyte drives will serve you well for media storage and backup.

### *Organizing a second hard drive*

The Photoshop Elements Organizer is a marvelous tool for managing photos, as you'll discover in this minibook. But before you start working in Elements, it's a good idea to look at where you store photos on your hard drive.

We recommend creating folders in a hierarchical order with folder names that represent logical divisions for where and when photos were taken. It's your call for how you want to develop the hierarchy. You might want to create separate folders for each year and inside those folders divide the images into other folders for family, business, events, occasions, and so on. How you segregate the images is a personal choice. Just be certain you keep the organization consistent and logical for your personal needs.

When you get into the Organizer, you can use the marvelous viewing option for finding photos on a hard drive. From the Display drop-down menu in the Organizer, choose Folder Location, and the sidebar that opens shows you an Explorer-type view (Windows on the left) or Finder-type view (Macintosh on the right) in Figure 1-1.



**Figure 1-1:** The Folder Location view in the Organizer.

When you view files in Folder Location view, you see the organization you prepared on your hard drive. Notice the folders in Figure 1-1. Some of the folders have a blue card. This icon informs you that photos from the respective folders have been imported in the Organizer.

Don't worry now about how to use Folder Location view and navigate folders. We cover all that and more in Chapter 2 of this minibook. For now, think about how you want your folders on your hard drive organized and create a structure that you can understand so that you can easily copy photos to the newly created folders.

## *Getting Images from Your Camera*

When you work with Elements, you most frequently use one of two workspaces, as we describe in Book I, Chapter 1: the Organizer or the Editor. The Organizer is frequently your first stop for editing photos. Unless you have an image you want to edit in Full Photo Edit mode and, therefore, open it immediately in the Editor, your typical first step is to look over a collection of photos you've taken with a digital camera or imported using a scanner. Therefore, when we talk about getting images from your camera, we're pointing you to the Elements Organizer.

To load images from your camera in the Organizer window, you open the Organizer and use a cable connected to your camera and your computer. Most digital cameras come with USB cables that can connect to both camera and computer.

We don't, however, recommend uploading photos directly from your camera. If the camera battery is low, Elements stops the upload when the connection is lost. The best way to copy files to your computer (if your camera supports a memory card) is to insert the camera memory card and connect the card reader to your computer via a USB cable. After connecting the card reader to your computer, upload files from the card reader. (See the next section, "Getting Images from Your Card Reader.")

## *Getting Images from Your Card Reader*

Almost all cameras use memory cards to store photos. After shooting some images, you have a choice: You can grab those images directly from the camera and copy them to your computer via a USB or FireWire cable, or you can remove the memory card itself from the camera and place it in a card reader hooked up to your computer using one of the same cables, or in a direct slot on your computer if one exists.

Both methods — a direct hookup or a connection to a card reader — afford you an opportunity to load your photos in the Elements Organizer. To add photos to the Organizer from a card reader, do the following:

- 1. Hook up a card reader via a cable. Alternatively, if you have a built-in reader on your computer, you can insert the memory card in the reader.**

Use the cable supported by your card reader. When you connect your camera or card reader, the AutoPlay Wizard opens on a Windows PC or iPhoto opens on a Mac.

2. **Cancel the AutoPlay Wizard (Windows). If iPhoto or Image Capture opens on the Mac, close the application.**

Click Cancel in the wizard or choose iPhoto⇨Quit to proceed.



For Mac users, you can set Preferences in iPhoto to prevent iPhoto from being launched when you connect a camera or card reader. Open iPhoto and choose iPhoto⇨Preferences. On the General tab, select No Application from the Connecting Camera Opens drop-down list. Click the Advanced tab and deselect the Importing Item: Copy Items to iPhoto Library check box.

3. **Open the Organizer.**

Launch Photoshop Elements and click the Organize button on the Welcome screen.

4. **In the Organizer, choose File⇨Get Photos and Video⇨From Camera or Card Reader or press Ctrl+G (⌘+G on the Macintosh).**

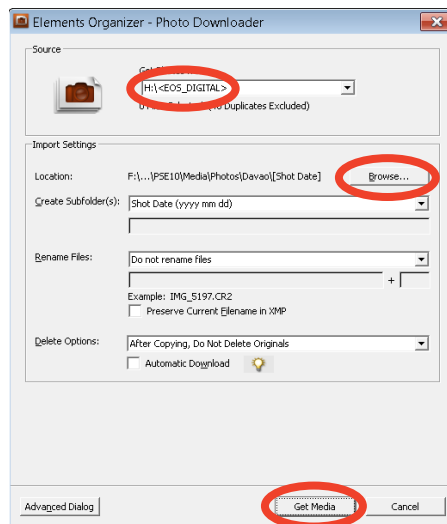
The first wizard you see when you choose the menu command is the Elements Organizer – Photo Downloader. This wizard opens when you choose to get photos from within the Organizer. At the top of the wizard, you find a drop-down list that displays your hard drive and a source, such as a camera or card reader, attached to your computer.

5. **In Windows, select a media source from the Get Photos and Videos From drop-down list, as shown in Figure 1-2. On the Mac, choose a source drive from the Source pop-up menu.**

6. **Click the Browse button in the Import Settings area and locate a folder where you want to copy your photos.**

If you followed our advice and created folders on a hard drive as we explained in the section “Organizing Your Photos,” locate the folder where you want to copy the files. If you need a new folder, you can make a new folder in the Browse dialog box.

After you choose a camera or card reader, the Downloader appears with the Get Media button active.



**Figure 1-2:** Choose a source from the Get Photos and Videos From drop-down list.

7. Click the Get Media button and leave the other settings at their defaults.
8. Wait for the Downloader to complete downloading all images before continuing.

A progress bar displays the download progress. If you have many photos on your memory card, it may take a little time to complete the download. Be patient and wait for the download to finish.

A dialog box opens when the download is complete. The download doesn't copy images to the Organizer.

9. To import the copied images into the Organizer, click OK.
10. View the results.

After the photos have been imported in the Organizer, you see thumbnail images for all the photos acquired from the memory card.

After the photos are added to the Organizer, you can edit the images in Full Photo Edit or Quick Photo Edit mode. See "Opening an Image in Full Photo Edit Mode," later in this chapter.



Each time you import photos in the Organizer, only the last import is visible as thumbnails. If you have other photos you previously imported and you want to see both the new import and the other files in the Organizer, click the Show All button at the top of the window.

## *Scanning Images*

Scanners connect through the same ports as cameras and card readers. Most of today's scanners use either USB or FireWire. Almost all low-end scanners sold now are USB devices.

Even the lowest-end scanners provide 16-bit scans that help you get a little more data in the shadows and highlights. Like a digital camera, a scanner's price is normally in proportion to its quality.

### *Preparing before you scan*

Just as you'd clean a lens on a digital camera and set various menu selections before clicking the shutter button, you should prepare a few things ahead of time before scanning:

- ✓ **Connect the scanner properly.** Make sure that you have all connections made to your computer according to the user manual that came with your scanner. If you just purchased a scanner, check for any lock bolts or tape and remove them according to the instructions.

- ✓ **Clean the scanner platen.** Use a lint-free cloth and some glass cleaner (applied to the cloth) to remove all dust and particles on the glass. The more dust particles you remove, the easier it is to edit your image in Elements.
- ✓ **Clean the source material.** Be certain that the print or film you want to scan is free of dust and spots.

If you have old negatives that are dirty or that have water spots or debris that you can't remove with a cloth and film cleaner, soak the film in *photo flo* (a liquid you can purchase at a photo retailer). Be certain that your hands are clean and then run the filmstrip between two fingers to remove the excess liquid. Turn on your shower full force with hot water only and hang film nearby to dry it. Remove the film when it's dry, and you should see a surprisingly clean filmstrip compared to your soiled original.

- ✓ **Get to know your scanner software.** When you scan in Elements, the software supplied with your scanner takes charge, and you use the options in this software before the image scan finally drops into an Elements Image window.
- ✓ **Prepare the artwork.** If you plan on scanning pages in a book or pamphlet, remove the pages or try to make photocopies so that the piece you scan lies flat on the scanner platen. Make sure that you observe copyright laws if you're scanning printed works. For faxes and photocopies, try to improve originals by recopying them on a photocopier by using darker settings.
- ✓ **Find the scanner's sweet spot.** Every scanner has an area where you can acquire the best scans. This area is often called the *sweet spot*. To find the scanner's sweet spot, scan a blank piece of paper. The sweet spot is the brightest area on the resultant scan. Other areas should be darker. The sweet spot is most often in the upper-left quadrant, the lower-right quadrant, or the middle of the page. Note the area and plan to place your source material within this area when scanning pictures.

## Understanding image requirements

All scanning software provides you with options for determining resolution and color mode before you start a new scan. You should decide what output you intend to use and scan originals at target resolutions designed to accommodate a given output. Here are some examples:

- ✓ **Scan the artwork or photo at the size and resolution for the final output.** If you have a 3-x-5 photo that needs to be 1.5 x 2.5 inches on a web page, scan the original with a 50-percent reduction in size at 72 ppi (pixels per inch). (See Book III, Chapter 1 for information about resizing images.)

- ✓ **Size images with the scanner software.** If you have a 4-x-6 photo that needs to be output for prepress and commercial printing at 8 x 12 inches, scan the photo at 4 x 6 inches at 600 ppi (enough to size to 200 percent for a 300 dpi [dots per inch] image).
- ✓ **Scan properly for line art.** *Line art* is 1-bit black and white only — something like a black-and-white illustration. When you print line art on laser printers or prepare files for commercial printing, the line-art resolution should match the device resolution. For example, printing to a 600 dpi laser printer requires 600 ppi for a 1-bit line-art image. When you're printing to an image setter at a print shop, or it's going directly to plate or press, the resolution should be 1200 dpi.
- ✓ **Scan grayscale images in color.** In some cases, it doesn't matter, but with some images and scanners, you can get better results by scanning in RGB (red, green, blue) color and converting to grayscale by using the Hue/Saturation dialog box or the Convert to Black and White dialog box, as we explain in Book III, Chapter 2.
- ✓ **Scan in high bit depths.** If your scanner is capable of scanning in 16 or 32 bit, by all means, scan at the higher bit depths to capture the most data. See Book III, Chapter 2 for more information about working with higher-bit images.

### Using scanner plug-ins (Windows only)

Generally, when you install your scanner software, a standalone application and a plug-in are installed to control the scanning process. *Plug-ins* are designed to work inside other software programs such as Photoshop Elements. When you're using the plug-in, you can stay right in Elements to do all your scanning. Here's how it works:

1. **After installing a new scanner and the accompanying software, launch Elements and then open the Organizer by clicking the Organize button on the Welcome screen.**  
  
Macintosh users need to use either iPhoto or the scanner software that is shipped with the scanner.
2. **From the Organizer, open the Preferences dialog box by pressing Ctrl+K.**
3. **Click Scanner in the left column and adjust the Scanner preferences, as we describe in Book I, Chapter 4.**

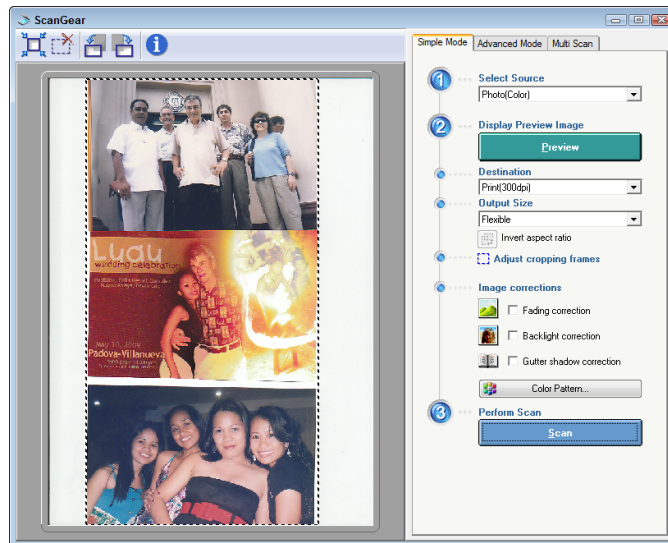
When the Preferences dialog box sees your scanner, you know that the connection is properly set up and you're ready to scan. Assuming all your connections are properly set up, here's how to complete your scan:



1. To open the scanner software from within Elements, choose File⇨Get Photos and Videos⇨From Scanner.

You must be in the Organizer window to access this menu command.

Elements may churn a bit, but eventually your scanner software appears atop the Organizer window, as shown in Figure 1-3. The window is the scanner software provided by your scanner manufacturer. (Your window looks different from the one in Figure 1-3 unless you use the same scanner we use.) Regardless of which software you use, you should have similar options for creating a preview; selecting resolution, color mode, and image size; scaling; and other options.



**Figure 1-3:** When you scan from within Elements, your scanner software loads on top of the Elements workspace.

2. Adjust the options according to your output requirements and the recommendations made by your scanner manufacturer.
3. When everything is ready to go, click the Scan button.

The final image drops into an Elements Image window.

If you're a Macintosh user, save your scans and then acquire the scans either via iPhoto or choose File⇨Get Photos and Videos⇨From Files and Folders.

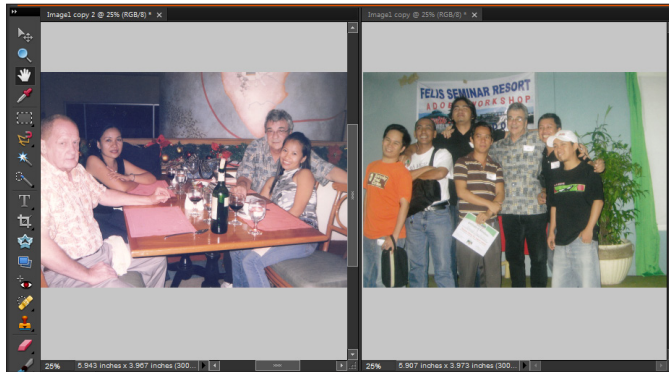
### Scanning many photos at a time

If you have several photos to scan, you can lay them out on the scanner platen and perform a single scan to acquire all images in one pass. Arrange the photos to scan on the glass and set up all the options in the scanner window for your intended output. When you scan multiple images, they form a single scan, as you can see in Figure 1-4.

After you scan multiple images, Elements makes it easy for you to separate each image into its own Image window, where you can save the images as separate files. Choose Image → Divide Scanned Photos to make Elements magically open each image in a separate window, as shown in Figure 1-5, while the original scan remains intact.



**Figure 1-4:** You can scan multiple images with one pass.



**Figure 1-5:** After you choose Image → Divide Scanned Photos, the scan is split into separate Image windows.

## Phoning In Your Images

You can acquire photos from phones and mobile devices easily with Elements. There’s quite a bit to cover related to working with mobile devices, Android devices, and iHardware (that is, iPhone, iPod, and iPad). We dedicate a complete chapter to covering many of your iExperiences in Book II, Chapter 4. If you’re an iOS or Android enthusiast, look to that chapter for more.

## Getting Files from Folders

The first half of this chapter covers several options you can use to copy files to your hard drive. Whether you've opened a folder from a media device or copied cell phone images to your computer, after they're on your computer's hard drive, you want to work with them in Elements.

To load files copied to your hard drive into the Organizer, do the following:

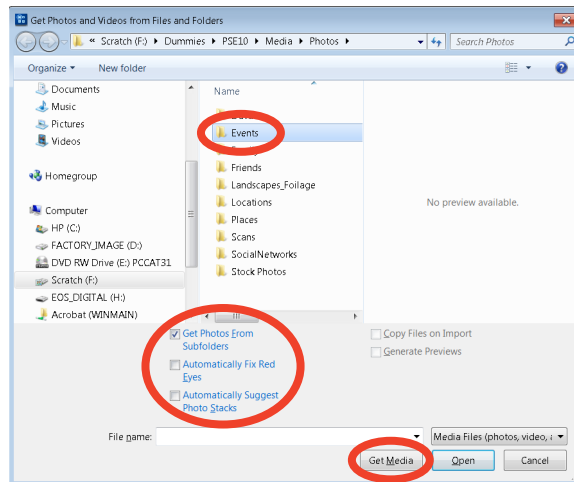
### 1. Copy files to a folder.

You can organize photos into separate folders on your hard drive, nest folders, or copy a bunch of photos to a single folder. When you use multiple folders, you repeat the steps here to import each folder's images into the Organizer. If you nest folders, you can get files from a parent folder and all subfolders. See the "Organizing Your Photos" section, earlier in this chapter.

### 2. Choose **File** → **Get Photos and Videos** → **From Files and Folders**.

You can import a single file or a collection of images with this command. When you choose the menu command, the Get Photos and Videos from Files and Folders dialog box opens, as shown in Figure 1-6.

### 3. Select images to import.



**Figure 1-6:** The Get Photos and Videos from Files and Folders dialog box.

If you want to import all photos within a given folder, click any file in the list and then press Ctrl+A (⌘+A on a Mac) to select all. Alternatively, you can click and Ctrl-click (⌘-click) to select files individually in a noncontiguous order or click and Shift-click to select photos in a contiguous order.

#### 4. Specify your Fix Red Eyes and Photo Stacks options.

We recommend leaving the other options such as fixing red-eye and suggesting photo stacks at the defaults where the check boxes are deselected. You have much better editing options in Elements, so don't use the automated features in the Get Photos and Videos from Files and Folders dialog box.

#### 5. Click the Get Media button.

Wait for Elements to complete the import process. Your photos appear in a new Organizer window, and you're ready to apply edits in either the Organizer or an Editor.



When you import photos, only those photos you imported are shown as thumbnails in the Organizer. To see all photos you imported from previous sessions as well as the new import, click the Show All button at the top of the Media Browser window.

## *Using the File System*

The file system is your desktop view where you can make folders and copy files to folders. If you follow our suggestion for organizing your hard drive as we explain at the beginning of this chapter in the section "Organizing Your Photos," you can copy files to folders from a card reader, CD/DVD, or some other device mounted on your computer and view the photos in the file system.

### Searching for files

The last option you have in the Get Photos and Videos submenu in the Organizer is the By Searching item. Choose File⇧Get Photos and Videos⇧By Searching and a search dialog box opens. You can choose to search the media sources available from the Look in drop-down menu.

Searching is limited to searching for photos. You don't have options for searching for file-names or camera data. Most often this option is the one you'll typically use less than the other submenu choices.



If you shoot an event such as a birthday party and you additionally shoot some nature photos, you may want the photos organized in separate folders. Organizing photos into separate folders may be easier using the file system.

If you want to copy files directly from a source, cancel out of any autoplay wizards and go to your desktop view. Open the source media and drag files to target folders on your hard drive.

## Opening an Image in Full Photo Edit Mode

You may have a single photo you want to edit without adding it to the Organizer. Perhaps you just want to apply some edits to an image you have on a media source or on your hard drive and then send it off via e-mail or share the photo using one of several supported sharing services.

If this is the case, you can bypass the Organizer and start in Full Photo Edit mode. To open an image in Full Photo Edit mode, do the following:

### 1. Launch Photoshop Elements.

If you open the Welcome screen, click the Edit button to open Full Photo Edit mode. If you're in the Organizer, open the Fix drop-down menu and choose Full Photo Edit to open the editor.

### 2. Choose File⇨Open.

### 3. (Optional) If you want to search for photos saved within a given format, open the All Formats drop-down list (Format pop-up menu on the Mac) and choose the format for a file you want to open.

Selecting a format narrows down a collection of photos so that only files saved within the selected format are displayed. For example, if you have Camera Raw, JPEG, and TIFF images in a folder and you want to open only a JPEG file, you can select JPEG (\*.JPG, \*.JPEG, \*.JPE) from the All Formats drop-down list (or JPEG from the Format pop-up menu [Mac]). Doing so displays only files saved in the format you choose.

If you're not sure what format the file you want to open is, leave the default choice from the menu at All Formats.



Macintosh users have an advantage here when searching for files. When you arrive at the Open dialog box (File⇨Open or ⌘+O), you can use the Mac OS search feature Spotlight in the upper-right corner of the Open dialog box. Of course you need to work with files that have been renamed. Using names such as `img_3012.jpg` won't be easy to remember.

4. **From the list of photo files displayed, click the photo you want to open.**
5. **Click the Open button in the Open dialog box.**

The file opens in Full Photo Edit mode.

### *Using Open As*

You may have a photo that was saved as a JPEG, TIFF, or some other format without a file extension or an incorrect file extension for the file type. You may not see the file listed in the Open dialog box, but you know it's there, and you know what format the file is. If this is the case, you can try to use the Open As command.

Choose File⇨Open As, and the Open As dialog box opens providing you the same options as the Open dialog box. Choose a format from the Open As drop-down list (the Format pop-up menu on the Mac) and click the file you want to open. Click Open and see whether it works. In some cases, Elements may not recognize the file if it's damaged. In other cases, you may be able to resurrect a damaged file.



One advantage to using the Open As command is opening images in Camera Raw. You can open any photo (JPEG, TIFF, and so on) in the Camera Raw converter even if your camera didn't originally capture the photo in Camera Raw. We cover all you want to know about Camera Raw and why this would be an advantage when editing photos in Book III, Chapter 3.

### *Opening recently edited files*

A quick way to open recently edited files is to choose File⇨Open Recently Edited File. The submenu lists these files. The number of files appearing in the submenu is determined in Preferences, as we explain in Book I, Chapter 4.

If the file you want to open appears on the submenu, click the filename in the list, and the file opens in Full Photo Edit mode.



The Recently Edited Files list also appears in the Organizer. If you want to open a recently edited image while in the Organizer workspace, choose File⇨Open Recently Edited File and select the file you want to open. The file opens in Full Photo Edit mode.

### *Placing files*

You may have a piece of artwork you want to add to a photo. The artwork can be of any file type you find for the supported formats that you can open

in Elements. Quite often you may find a vector art drawing or a PDF file that contains the artwork you want to import; however, you can use any of the supported formats for placing content on a photo.



Note that when you *place* an image, no matter what file format, it's inserted into your open file as a Smart Object. Smart Objects are essentially composed of two files, one inside the other, enabling the image's source data, whether pixel or vector based, to be embedded. Adobe uses the analogy of a new file, the *child*, which is embedded into the original file, the *parent*. What does this all mean to you? It means that you can repeatedly transform (size, skew, rotate) your image without losing any additional image quality because Elements uses your original source data to render the transformation. One caveat: With vector images you can size up and down repeatedly and never worry about losing quality. With raster images, however, you can safely resize repeatedly, but you don't want to size larger than your original dimensions or else you risk resampling or degradation.

To place content in Elements, use the Place command as follows:

- 1. Open a photo in Full Photo Edit mode.**

You must start with a file open in Full Photo Edit mode in order to use the Place command.

- 2. Choose File⇨Place.**

The Place dialog box opens. This dialog box has the same options you find in the Open dialog box.

- 3. Select a file to place.**

Your file can be an image format, EPS, Adobe Illustrator .AI or other type of vector format, or PDF or any other file type you see listed in the Files of Type drop-down list (Windows) or Format pop-up menu (Mac). Click the file you want to place.

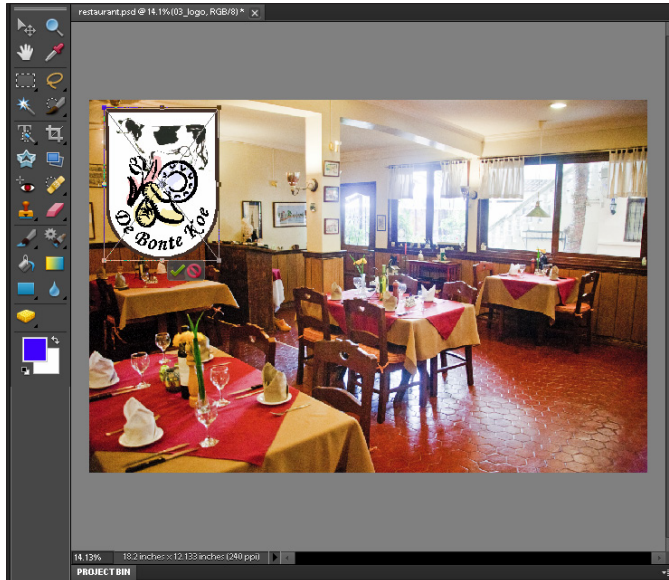
- 4. Click Place.**

When you place an image, you see handles around the image that can be used for sizing the image, as shown in Figure 1-7. Smart Objects always import into your file with a X over the image, which distinguishes them from regular images.

- 5. Size and position the image.**

If you import a vector art image or PDF file containing vector art, you can drag the corner handles out to size up the image without losing image quality. Press the Shift key when sizing the image to constrain proportions and press the Enter (Return) key to accept your resizing

edits. Click the image and move it to the desired position. (For more information on vector versus raster art and upsizing images, see Book III, Chapter 1.)



**Figure 1-7:** A placed image.

Once you press Return and commit your layer, the small black-and-white Smart Objects icon is in the bottom-right corner of your layer thumbnail in the Layers panel.



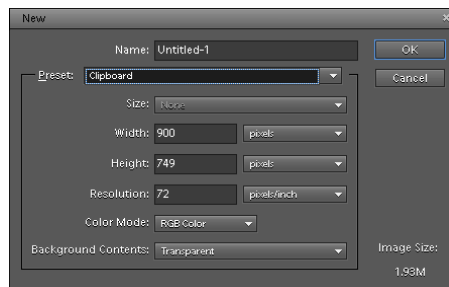
If you open a Camera Raw 16-bit image, you cannot place artwork on the photo. You must first convert the 16-bit image to an 8-bit image by choosing Image⇨Mode⇨8 Bits/Channel. For more on 8-bit and 16-bit images see Book III, Chapter 3.

## *Creating a New Image*

You may want to start with a fresh, new canvas where you can copy and paste content from other pictures, place objects, add shapes, and/or add text to create your own scene. To begin the process, you create a new image.

In either Full Photo Edit mode or the Organizer, choose File⇨New⇨Blank File. If you start in the Organizer, Elements switches workspaces from the Organizer to Full Photo Edit mode and the New dialog box opens, as shown in Figure 1-8.

The options you have here are covered thoroughly in Book III, Chapter 2. Look over that chapter for details on the options you have for creating new, blank files.



**Figure 1-8:** Choose File⇨New⇨Blank File to open the New dialog box from either the Organizer or Full Photo Edit mode.

Book II  
Chapter 1

Acquiring, Saving,  
and Exporting  
Images

## Converting Clipboard Data to Images

Whatever you copy to the Clipboard in Elements can be converted to an image. If you copy data from somewhere else — such as text in Office applications or objects in Office applications, illustration programs, and other types of applications — Elements can convert the data on the Clipboard to a new image.

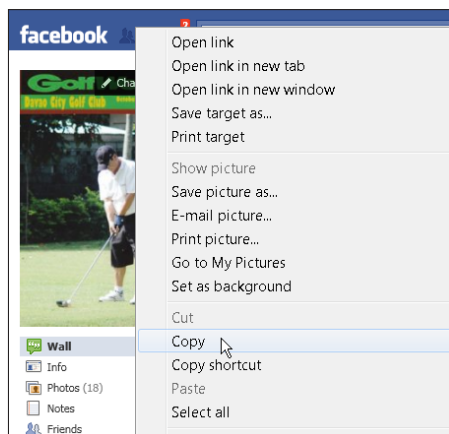
Take a look at when you might want to copy a photo and save it as a new image. Suppose that a family member posts a picture on Facebook or in another online album-sharing tool and you want to save the photo to your computer's hard drive. Follow these steps to copy a photo from a web page such as Facebook and create a new file that you can add to your Organizer catalog:

1. **Log on to your Facebook, Flickr, or MySpace (or another) website where you can freely use an image.**

Remember to observe copyright law when copying images online. You should have permission to use the images you copy.

2. **Right-click a photo to open a context menu. (Ctrl-click on the Macintosh with a one-button mouse.)**

3. **Choose Copy (Internet Explorer) or Copy Image (in Firefox or Safari), as shown in Figure 1-9.**



**Figure 1-9:** Open a context menu and choose Copy (Internet Explorer) or Copy Image (Firefox or Safari).

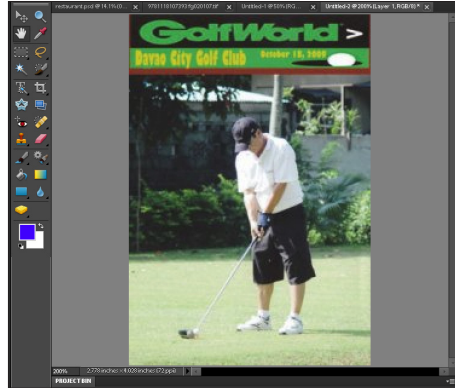
## 4. Open the Elements Organizer or Full Photo Edit mode.

You can select the same menu command in either the Organizer or an editor mode.

## 5. Choose **File** ⇨ **New** ⇨ **Image from Clipboard**.

The Clipboard contents appear in a new image window as shown in Figure 1-10.

Using the steps outlined here you can grab a bunch of images from a family member's online account without having to load images from a removable device or a media card.



**Figure 1-10:** Clipboard contents appear in a new image window.

## *Saving Files*

Photoshop Elements files can be saved in a variety of different formats. Some format types require you to convert a color mode before you can use the format. Therefore, a relationship exists between file formats and saving files. Additionally, bit depths in images also relate to the kinds of file formats you can use in saving files.

Before you go too far in Elements, you should really familiarize yourself with the file formats you use and the conversions you need to make to save in one format or another (as we explain in Book III, Chapters 1 and 2). If you do nothing to an image in terms of converting modes or changing bit depth, you can save a file after editing in the same format in which the file was opened. In many circumstances, you open an image and prepare it for some form of output, which requires more thought about the kind of file format you use in saving the file.



If you save in JPEG format, be aware that JPEG uses a *lossy* compression scheme, meaning that image data are tossed away with each save. Repeated saves from the same JPEG image degrades the image. After you open a JPEG file that was shot with your camera, save the file as PSD (Photoshop format). You can edit and save the file without losing data. When you need a final image in JPEG, use the Save As command and save in JPEG format. You can always return to the PSD file to edit more and then save again in JPEG format for output. To find out more about converting JPEG to other formats, see “Exporting files,” later in this chapter.

## Using the Save/Save As dialog box

In most any program, the Save (or Save As) dialog box is a familiar place where you make choices about the file to be saved. With Save As, you can save a copy of your image to edit and retain the original file.

To use the Save/Save As dialog box, choose File⇨Save for files to be saved the first time, or choose File⇨Save As for any file. Either command opens a dialog box for you.

The standard navigational tools you find in any Save dialog box appear in the Elements Save/Save As dialog box. Here are some standard options you find in the Elements Save/Save As dialog box:

- ✓ **Filename (Windows) or Save As (Mac):** This item is common to all Save dialog boxes. Type a name for your file in the text box.
- ✓ **Format:** From the drop-down list, select file formats. We explain the formats that Elements supports in Book III, Chapter 2.

A few options make the Photoshop Elements Save/Save As dialog box different from other Save dialog boxes you might be accustomed to using. The Save Options area in the Save As dialog box provides these choices:

- ✓ **Include in the Organizer:** If you want the file added to the Organizer, select this check box.
- ✓ **Save in Version Set with Original:** You can edit images and save a version of your image, but only in Quick Photo Edit mode. When you save the file from Quick Photo Edit mode, this check box is active. Select the box, and a version of the original is saved and appears in the Organizer.
- ✓ **Color:** Select the check box for the ICC (International Color Consortium) Profile. Depending on which profile you use, the option appears for sRGB or Adobe RGB (1998). When the check box is selected, the profile is embedded in the image. See Book III, Chapter 2 for more information on profiles.
- ✓ **Thumbnail (Windows):** If you save a file with a thumbnail, you can see a miniature representation of your image when viewing it in folders or on the desktop. If you select Ask When Saving in the Saving Files preferences, the check box can be enabled or disabled. If you're choosing an option for Never Save or Always Save in the Preferences dialog box, this check box is enabled or disabled for you and is grayed out. You need to return to the Preferences dialog box if you want to change the option. See Book I, Chapter 4 for help with preferences.

✓ **Use Lower Case Extension (Windows):** File extensions give you a clue to which file format was used when a file was saved. Elements automatically adds the extension to the filename for you. Your choices are to use uppercase or lowercase letters for the extension name. Select the Use Lower Case Extension check box for lowercase or deselect the check box if you want to use uppercase characters in the filename. Lowercase extensions are preferable when you work with images that are hosted on websites.

### *Saving files for the web*

You save files for web hosting in a different dialog box than you do when you're saving files for other output. Choose File⇨Save for Web; the Save for Web dialog box opens. In Book III, Chapter 2, we explain all you need to know about how to use the Save for Web dialog box.

## *Batch Processing Files*

Elements provides you with some automated features for processing batches of photos. You can export multiple files from one format to another file format, and you can export files changing file formats if you like. In addition, you have a limited number of other editing tasks you can automate.

The method you use and the features you want depend on whether you choose Export in the Organizer or Process Files in Full Photo Edit mode.

### *Exporting files*

When you open JPEG images and save back to a JPEG format, you're adding file compression to the saved images. JPEG is a *lossy* file format, which means that you lose image data when you save in this format. If you edit a JPEG image many times and save back to JPEG format each time, you continually lose more image data.

In some cases, you may want to convert multiple JPEG files to a file format that doesn't toss away data. You can use formats such as Photoshop PSD, PNG-24, or TIFF (without JPEG compression), and no data are thrown away when you save the file.

For a single instance when you want to convert a JPEG image to a PSD or TIFF image, you can open the file in Elements and choose File⇨Save As. From the Files of Type drop-down list (Windows) or Format pop-up menu (Mac), choose the desired format.

If you have multiple files and you want to convert the file type more efficiently, you can process a folder of files using a single command. To use a batch process to convert multiple files from one format to another (on Windows only), do the following:

- 1. Open the Organizer.**

You should have a collection of photos in the Organizer saved as JPEG or some other format that you want to convert to a newer format.

- 2. Select files in the Organizer you want to convert.**

Click a file and press Shift and click the last file in a group, or you can click and press Ctrl and click all the photos you want to convert.

- 3. Choose File → Export as New Files.**

The Export New Files dialog box opens, as shown in Figure 1-11.

- 4. Select a File Type option.**

If you're converting JPEG files, you might want to choose PSD for the file format. This format does not compress files.

- 5. Select a Size and Quality.**

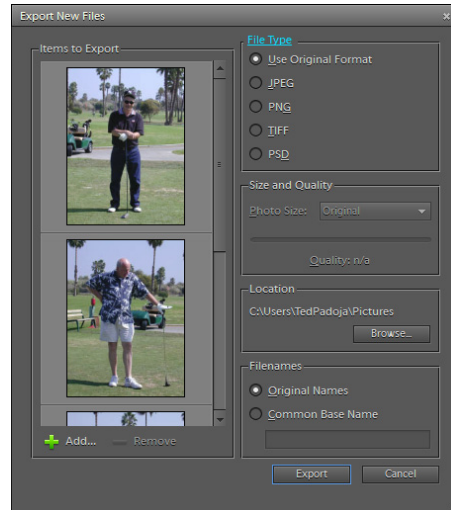
Select Original if you want to maintain the same image dimensions and resolution. If you want a different size for the saved images, make a choice from the Photo Size drop-down list.

- 6. Click the Browse button in the Location area.**

You can target a folder on your hard drive if you don't want to use the default folder shown in the Export New Files dialog box.

- 7. Select an option under Filenames.**

You can save the files to a new folder with the same names without overwriting the original files or save to the same folder adding a common base name. If you select the Common Base Name option, you can type a base name in the text box. Type something like **Hawaii**, for example, and the files are saved as `Hawaii001`, `Hawaii002`, and so on.



**Figure 1-11:** The Export New Files dialog box.

**8. Click the Add or Remove button to add more files or remove some from the list, respectively.**

If you want to add more files, click the Add plus (+) icon. You can scroll the list of thumbnails, and if you find photos you want to remove, click the respective photo and click the Remove minus (-) icon.

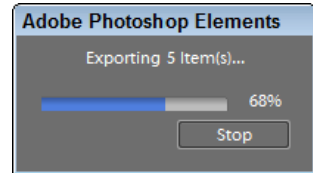
**9. Click the Export button.**

A progress bar appears, as shown in Figure 1-12. Wait for the progress to complete before moving on.

After the export progress finishes, the Exporting Files Complete dialog box opens.

**10. Click OK.**

The file export task is completed.



**Figure 1-12:** Wait for the progress bar to finish before moving on.

## *Processing multiple files*

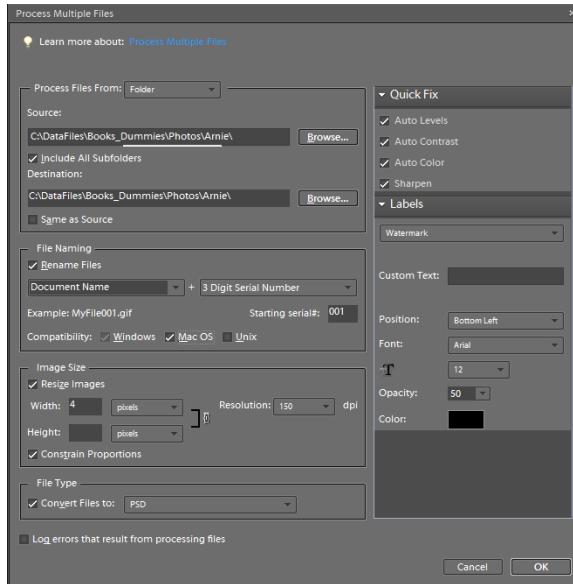
The Export as New Files command in the Organizer provides a batch process for converting file formats with a rather limited set of options. For much more power and the ability to make several enhancements to the new files saved, you can use the Process Multiple Files command in Full Photo Edit mode.

You need to switch from the Organizer to Full Photo Edit mode to take advantage of the additional features provided in the Process Multiple Files dialog box. In Full Photo Edit mode, choose File⇨Process Multiple Files to open the dialog box shown in Figure 1-13.

As shown in Figure 1-13, you have far more options available to you in the Process Multiple Files dialog box than you have in the Export New Files dialog box shown earlier. (Refer to Figure 1-11.)

Among the additional choices are

- ✓ **Image attributes:** In the left pane of the dialog box, you have all the attribute options you would have if you were exporting files. Make choices for file-naming conventions, locations for saved files, image size and resolution, and file formats.
- ✓ **Quick Photo Edit:** From the options shown in the Quick Photo Edit pane on the right, you can select the check boxes for the image enhancements you want to make. For a complete description of these items, see Book VIII, Chapter 1.
- ✓ **Labels:** You can apply watermarks, custom labels, and choose a variety of font attributes for text added to the new saved files.



**Figure 1-13:** The Process Multiple Files dialog box.

Select a folder of files or individually select files and make your choices in the Process Multiple Files dialog box and click OK. Your files are converted and saved to the target folder that you identify in the dialog box.

## Adding Pages

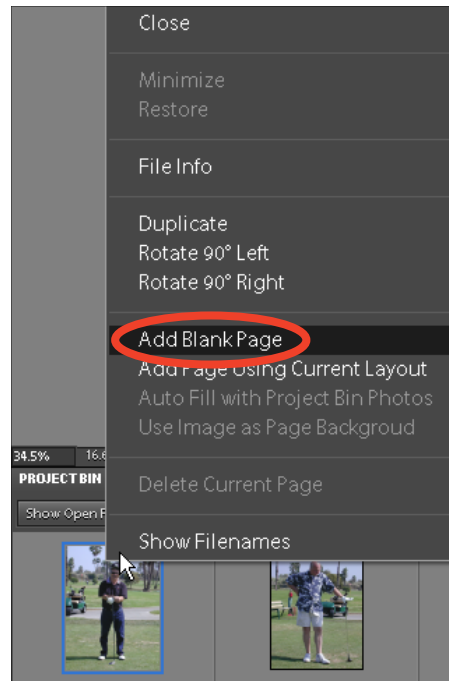
You can add pages to images for use when creating projects, such as slide shows. Any pages you add to a document can be blank, new pages of the exact same size and resolution as the current image or a duplicate of the current image added as an additional page.

To add new pages to a file, do the following:

1. **Open a photo in Full Photo Edit mode.**
2. **Right-click (Ctrl-click on the Mac) to open a context menu on the image thumbnail in the Project Bin and choose Add Blank Page, as shown in Figure 1-14.**

Alternatively, you can choose **Edit ⇧ Add Blank Page**.

The Add Blank Page menu command shown in Figure 1-14 adds a blank page to the current open document. If you want to copy the content in the file and duplicate it on a new page, choose **Add Page Using Current Layout** from either the Edit menu or the context menu.



**Figure 1-14:** Choose Add Blank Page from a context menu opened on a photo in the Project Bin.

An application alert dialog box opens, informing you that the file must be saved as a Photo Creation Project (PSE) file type.

**3. Click OK.**

Your new page is added.

**4. Save the file.**

Choose File⇨Save As, and the Save As dialog box defaults to a PSE file format. Locate a target folder and click Save.

Obviously, when adding new pages to an image and saving as a Photo Creation Project, you want to add content to the new page and perhaps more pages. Discover more about creating projects in Book IX, Chapter 1. For now, be aware that you can add additional pages to photos and that the files must be saved as PSE files in order to preserve the additional pages.

## Closing and Quitting

You should understand a few important details when closing files and quitting Elements. When you're in Full Photo Edit mode and have an image open in the Image window, you can close the image without quitting the Full Photo Edit mode workspace. Click the X button in the top-right corner of the Image window or the red button in the top-left corner (Mac), and the open file is closed.

If you click the X (red button) in the top-right corner of the Full Photo Edit mode workspace or choose Photoshop Elements⇨Quit on the Mac, you quit Full Photo Edit mode. Alternatively, you can press Ctrl+Q (⌘+Q on a Mac) or press Alt+F4 (Windows).

If you happen to have the Organizer and an Editor open and you quit one workspace, the other workspace remains open. For example, if the Organizer and Full Photo Edit mode are both open when you quit the Organizer, Full Photo Edit mode remains open and vice versa.

If you make an edit on a photo in Full Photo Edit mode and decide to quit Full Photo Edit mode, Elements prompts you to save the file before quitting.

If you have the Welcome screen open as well as the Organizer and an Editor, quitting both the Organizer and the Editor doesn't get you out of Elements. The Welcome screen remains open even though you've quit the workspaces.

To completely shut down Elements, take a look at the status bar (Windows) or the Dock (Mac). If you see one workspace open, click the respective item in the status bar (or Dock) and then choose File⇨Quit, click the Close button (Windows), or press Ctrl+Q (⌘+Q on the Mac).



## Chapter 2: Working in the Organizer

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### *In This Chapter*

- ✓ Working with catalogs
- ✓ Locating and viewing images
- ✓ Showing and hiding files
- ✓ Backing up files

**A**ny files loaded in Elements end up in the Organizer. Furthermore, when you add files to the Organizer, you have many options for managing files, sorting them, searching for files, tagging files with keywords, examining file properties, and using a host of different project-creation opportunities.

This chapter covers many types of viewing options you have when working in the Organizer. We devote creating albums and searching, finding, and tagging photos to Chapter 3 of this minibook.

### *Cataloging Files*

When you add files in the Organizer, they're contained within a catalog. You can have a single catalog showing thumbnail images of your media or several catalogs that contain media organized according to the events, time frames, or other organization criteria you want. If you have multiple users working on the same computer, you can create separate catalogs for each user.

After you add images to a catalog, the default Organizer view — the view you're most likely to use in all your Elements work sessions — looks a lot like a slide sorter. The Organizer provides an efficient way to access the photos you want to open in one of the editors. Just double-click a photo in the Organizer, and



you see the image fill an Organizer window. You can carefully examine the photo to be certain that it's the one you want and then just select an editor to use — whether from the Edit menu or from a context menu opened on a selected image and choose Edit with Photoshop Elements Editor, or by clicking the Fix button in the Panel Bin and choosing an editor from the drop-down menu.

In addition to the default view in the Organizer, you can examine your pictures one by one in a slide show or side by side to compare them.

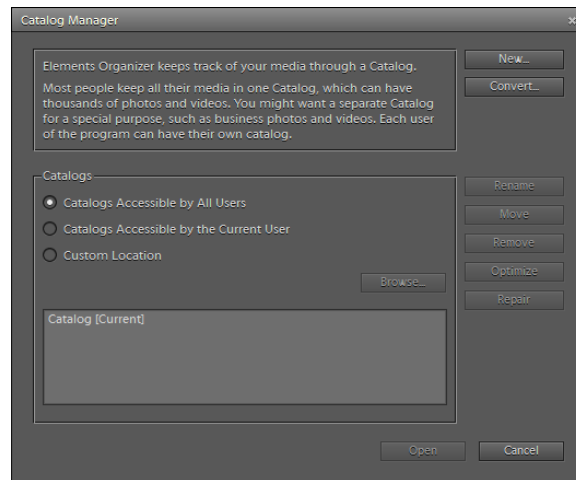
### *Creating a new catalog*

If you have lots of pictures — perhaps numbering in the hundreds or even thousands — you can still add each and every one of these photos to a single catalog. However, doing so slows down the performance in the Organizer and makes searching for photos a bit more difficult. A better option for dealing with large numbers of photos is to create separate catalogs.

You might have a number of photos that were taken at some event or special occasion and want to create a separate, new catalog to manage just those files. Here's how you go about creating a new catalog:

#### **1. In the Organizer, choose File⇨Catalog.**

The Catalog Manager opens, as shown in Figure 2-1.



**Figure 2-1:** Choose File⇨Catalog to open the Catalog Manager.

**2. In the Catalogs section of the Catalog Manager, choose an accessibility level (Windows).**

By default, your catalog is accessible to all users. If you have several log-ons for different users, all users can access the catalog.

On the Macintosh the catalog is always accessible to the current user. If multiple users access the same computer, the catalog files created by other users cannot be viewed by the current user. For multiple user access you need to create a shared folder or use an external hard drive for storing photos.



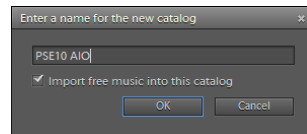
If you want to make the catalog accessible only to you and not to others logging on to your computer, select the Catalogs Accessible by the Current User radio button.

**3. Choose a location.**

If you don't change the settings, the catalog is saved to a default location. If you want to save the catalog to the folder of your choice, select the Custom Location radio button and click the Browse button to select a folder on your hard drive in which you want to store the catalog.

**4. Click the New button in the top-right corner of the Catalog Manager.**

The Enter a Name for the New Catalog dialog box opens, as shown in Figure 2-2.



**5. Type a name for your new catalog.**

If you want to import free music files for later use when creating slide shows, select the Import Free Music into This Catalog check box in the Enter a Name for the New Catalog dialog box.

**Figure 2-2:** Type a name for the new catalog and click OK.

**6. Click OK.**

You return to the Catalog Manager, and the new catalog is listed below your default catalog.

**7. Click OK in the Catalog Manager.**

The new catalog opens in the Organizer with an empty screen. From here, you can add photos by importing images, using any of the methods described in Book II, Chapter 1.



One Elements limitation is that it has no option for moving images between catalogs.



You can create multiple catalogs by following the same steps. To change a catalog, choose File⇨Catalog. In the Catalog Manager, click a catalog name and click Open. The newly selected catalog is now the default and is available in all Elements sessions until you change the catalog again.

You can use the same photo in different catalogs.

## *Importing legacy catalogs*

If you've used a previous version of Elements, you may want to convert an older catalog created in an earlier version of Elements to one that Elements 10 can recognize.

To convert a legacy catalog, follow these steps:

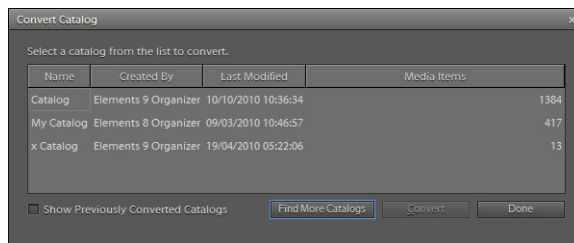
1. **Open the Catalog Manager by choosing File⇨Catalog.**
2. **Click the catalog you want to convert and then click the Convert button in the Catalog Manager to open the Convert Catalog dialog box.**
3. **Select the Show Previously Converted Catalogs check box.**

The list expands to display older catalogs, as shown in Figure 2-3.

Additionally, you can click the Find More Catalogs button and locate catalogs saved to your hard drive.

4. **Click the Done button.**

The catalogs are converted and displayed in the Catalog Manager.

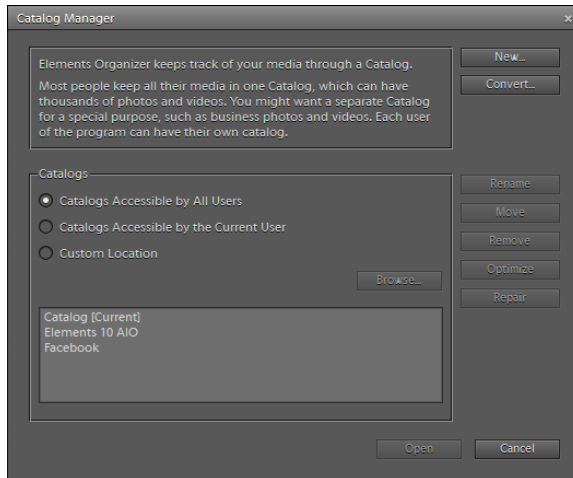


**Figure 2-3:** Select the Show Previously Converted Catalogs check box to expand the list.

## *Switching catalogs*

As you create new catalogs, you switch back and forth between catalogs to view photos in the Organizer. If you make a catalog active, of course, you see only the photos you've previously added to that particular catalog.

To switch catalogs, choose File⇨Catalog to open the Catalog Manager. From the list of catalogs that appears, click the catalog you want to open, as shown in Figure 2-4.



**Figure 2-4:** Click the catalog you want to open.

When the catalog you want to open is selected, click the Open button. The photos added to the catalog appear in the Organizer, and you're ready to edit those pictures.

## Viewing Images in the Organizer

The Organizer window shows you all files that have been added to a particular catalog. You can change the types of views you see in the Organizer to facilitate finding photos and managing them.

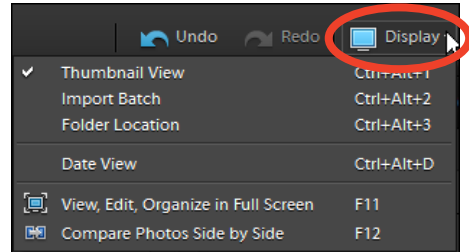
### Understanding the Media Browser

The central area in the Organizer where you see image previews of your photos is called the Media Browser. The Media Browser displays thumbnail images of photos and also displays icons for other file types such as PDFs, videos, and audio files.

When you import photos in the Organizer, a preview image is shown, but the actual file isn't imported. The Organizer keeps track of the locations of your files and creates links to the images. Therefore, the catalog doesn't get overburdened with the total file size for each image.

On Windows, if you move a photo to another folder on your hard drive, the link to the file is broken. When you click a thumbnail in the Media Browser where a photo has been moved to another location, Elements opens a dialog box and begins searching for the file. In the dialog box, you can click the Browse button and manually locate the file to reestablish the link.

A glance at the Display drop-down menu shows all the views available to you, as shown in Figure 2-5. We discuss each of these views in the following sections.



**Figure 2-5:** Click Display on the Menu bar to see the options for views in the Organizer.

### *Thumbnail view*

When you open the Organizer, the default view is a Thumbnail display. Your photos, videos, projects, audio files, and so on are shown as mini-images or icons in the Media Browser that can be adjusted to different sizes.

The icon on the left side of the slider (shown in Figure 2-6) takes you to a default view of small thumbnail images in the Media Browser. The icon on the far right shows you a single image in the Media Browser. Move the slider left to see thumbnails at smaller sizes; move it to the right to view thumbnails at larger sizes.

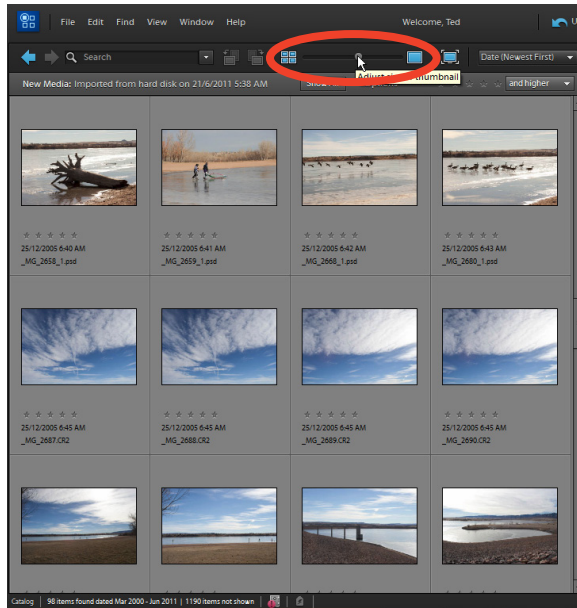
If you double-click a photo, the image thumbnail zooms into view as a single photo in the Media Browser. To return to a view where you see smaller thumbnails, click the icon to the left of the slider.



In the top-left corner of the Organizer window, you find left and right arrows. If you view a single file in the Media Browser, click the left arrow to view the image thumbnails.

### *Import Batch view*

Below the default option for Thumbnail View, you find Import Batch. (To get there, open the Display menu and then choose Import Batch, or press Ctrl+Alt+2 in Windows or ⌘+Option+2 on the Macintosh.) The display in the Organizer keeps the view set to thumbnails, but the order of your files changes to a date order (according to the date you imported the files with the Get Photos and Videos command, as we discuss in Book II, Chapter 1). This view can be helpful if you want to organize images according to the batch you imported on a given day.



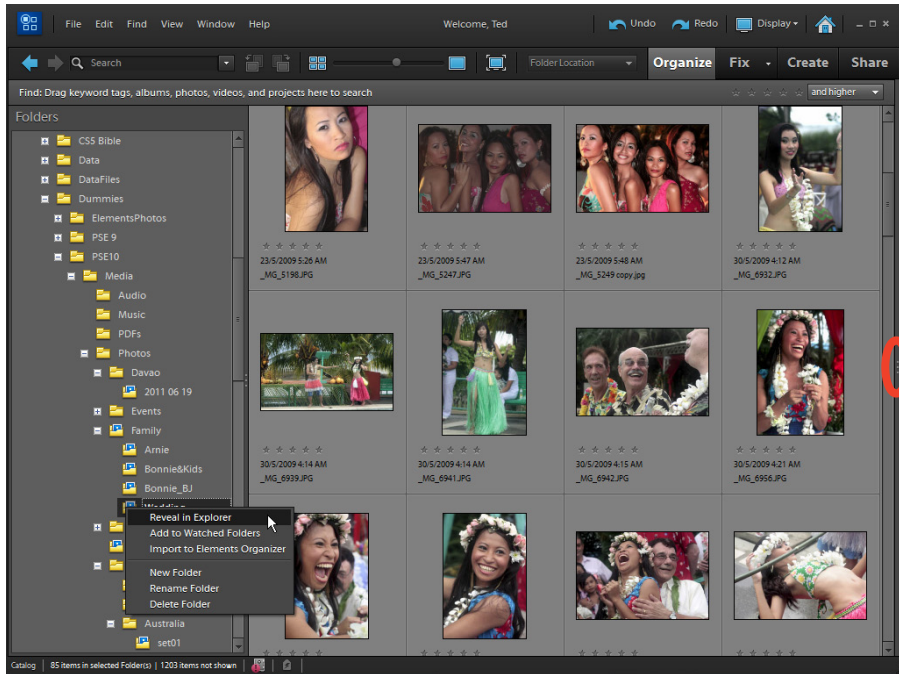
**Figure 2-6:** Move the slider to change the size of the thumbnails.

## Folder Location view

What's nifty about the Folder Location display is that you can peruse your hard drive for all files and folders while you remain in the Organizer window. If you organize a hard drive like we suggest in Book II, Chapter 1, you can easily view the folder structure on your hard drive from within the Organizer.

Just choose Folder Location from the Display menu or press **Ctrl+Alt+3** (**⌘+Option+3** on the Macintosh) to display an Explorer sidebar (similar view on the Mac) showing your hard drive(s), network locations, and offline media.

Choosing Folder Location changes the view to something approaching what you see in Figure 2-7. When you want to poke around in a folder, right-click and choose Reveal in Explorer (Reveal in Finder on Mac) from the context menu that appears. A Windows Explorer (Mac Finder) window opens on top of the Organizer window and shows you all the files contained in that folder.



**Figure 2-7:** Choose Folder Location from the Display menu and then right-click to open a context menu.



Take note of the folder icons in the Folder Location view. Those folders that show a blue card inform you that photos have been added to your catalog. You can easily see the photos in the Media Browser by selecting a folder with a blue card. All photos within the folder appear in the Organizer Media Browser.

When you find an image you want to edit, right-click the photo in the Media Browser and choose Edit with Photoshop Elements Editor. The image then opens in Full Photo Edit mode in Elements.

When you want more of the screen window dedicated to seeing the files in the Organizer, hide the Task Pane by clicking the separator bar. (Alternatively, you can choose Window⇨Hide Task Pane.) One click on the tiny three dots icon on the Separator bar hides the pane. Click the same icon on a collapsed pane to reopen that pane. (Alternatively, you can choose Window⇨Show Task Pane.) In Figure 2-7, you see the Organizer window with the Task Pane hidden, so that more thumbnail images appear in the Organizer window.

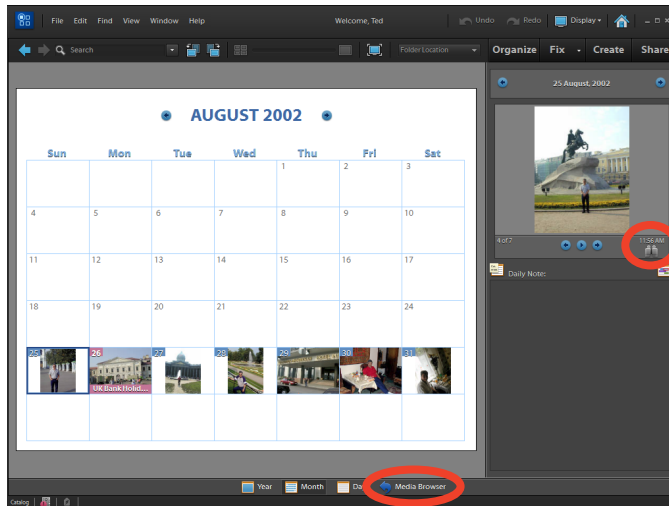


In the Organizer, the column on the right is referred to as the Task Pane. When you enter Full Photo Edit mode, the far right column is referred to as the Panel Bin.

## Date view

Choose Date View (Ctrl+Alt+D or ⌘+Option+D on the Macintosh) from the Display menu to change your Organizer window to a calendar showing you the dates on which your images were shot, scanned, or downloaded from another source. (See Figure 2-8.) The date information is derived from metadata recorded by your camera and imported with your images. (For more information on metadata, see Chapter 3 of this minibook.)

If you shoot many pictures on a given date, the images are stacked on the calendar for that date. In the Project Bin in Full Photo Edit mode, you find arrows to scroll the stacked images left or right. Notice that a number appears in the lower-left corner of the image thumbnail in view. In Figure 2-8, for example, the numbers appear as 4 of 7 — meaning that on August 25, 2002 (the date at the top of the thumbnail), seven photos were taken, and the current view is the fourth photo in the stacked order.



**Figure 2-8:** The Project Bin shows a thumbnail view of a photo with scroll arrows and numbers.

To return to the default Organizer thumbnail display, click the binoculars icon or press Ctrl+Alt+O (the letter O, not zero) or ⌘+Option+O on the Macintosh. Alternatively, you can choose Media Browser from the Display drop-down menu or click Media Browser below the calendar.

### *Viewing images in a slide show*

Are you ready for exciting viewing in Photoshop Elements? Using an alternative view of your Organizer files, you can see your pictures in a self-running slide show (in Full Screen view), complete with transition effects and background music. Full Screen view takes you to a slide show view. For the purposes of clarity, think of Full Screen view and viewing a slide show as the same thing. Full-screen viewing temporarily hides the Elements tools and menus, and gives you the most viewing area on your monitor to see your pictures.



Viewing files in Slide Show mode can be helpful for quickly previewing the files you want to edit for all kinds of output, as well as for previewing photos you might use in an exported slide show (which we explain in Book IX, Chapter 1).



In the Organizer on both Windows and the Macintosh, you can view images in the Organizer as a slide show for onscreen viewing. However, a slide show project where you can create a slide show and save it as a file, as we explain in Book IX, Chapter 1, is available only to Windows users.

### *Taking a quick view of the slide show*

To set up your slide show and/or enter Full Screen view, follow these steps:

- 1. Open the Organizer.**
- 2. Select images that you want to see in a slide show or use all the images in the Organizer for your slide show.**

If no images are selected when you enter Full Screen view, all photos in the Organizer window are shown in Full Screen view.

- 3. Choose Display⇨View Photos in Full Screen (or press the F11 key in Windows).**

You jump right into the Full Screen view with panels and tools displayed, as shown in Figure 2-9.

- 4. Click the arrow keys at the bottom of the screen to move forward and back through the slides. Click a slide, and the main window displays the slide.**



**Figure 2-9:** Pressing F11 takes you to Full Screen view.

You can also click the Toggle Film Strip icon (the first icon on the left at the bottom of the screen) to show a filmstrip on the right side of the screen displaying your slides (shown in Figure 2-9).

##### 5. Press the Esc key to return to the Organizer window.



You can also open Full Screen view by clicking the View, Edit, and Organize in Full Screen icon on the Shortcuts bar. Look for the monitor icon with a right arrow.

### *Working with the toolbar*

While in Full Screen view, you can play the slide show and move back and forth between slides. These options and more are available to you on the toolbar that opens when you first enter full-screen viewing. After the toolbar disappears, you can bring it back by simply moving the mouse.

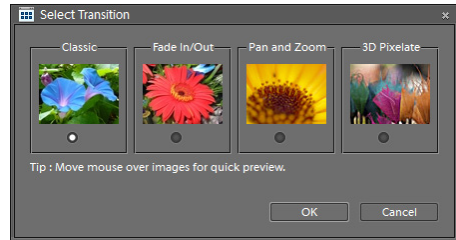
The toolbar, as shown in Figure 2-10, contains tools for the following:



Open Settings Panel

**Figure 2-10:** The Full Screen View toolbar.

- ✓ **Toggle Filmstrip:** Show/hide the filmstrip on the left side of the window.
- ✓ **Toggle Quick Edit panel:** Show/hide the Quick Edit panel.
- ✓ **Toggle Quick Organize panel:** Show/hide the Quick Organize panel.
- ✓ **Previous Photo:** Click the left arrow to open the previous photo.
- ✓ **Play/Pause:** Click to play or pause a slide show.
- ✓ **Next Photo:** Click the right arrow to advance to the next photo.
- ✓ **Open Settings panel:** Use this tool to change presentation options.
- ✓ **Transitions:** Click the Transitions tool, and the Select Transition dialog box opens, as shown in Figure 2-11. When you enter Full Screen view, this tool is selected. Four different transition effects are displayed in the dialog box. You can preview a transition effect by placing the cursor over one of the images. When you find an effect you like, click the image and click OK to change the transition.
- ✓ **Toggle Properties panel:** Click this tool to open the Properties dialog box, where property attributes are assigned.
- ✓ **X:** Click the X to close the toolbar.
- ✓ **Show all controls (right arrow):** Click the tiny right-pointing arrow at the far right side of the toolbar, and the toolbar expands to reveal some additional tools. Here you find a large display icon used for showing the Full Screen default view. The double monitors icon to the right is used to show two slides adjacent to each other in the slide show.



**Figure 2-11:** Click the Transitions tool and the Select Transition dialog box opens.



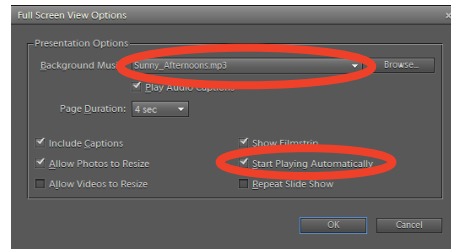
The main thing to keep in mind is that the Full Screen view is a temporary viewing option you have in Elements. It's not permanent. You use the view for a quick display method on your computer when you want to show off photos to family and friends. Find out about more permanent options for saving files as slide shows to share with others in Book IX, Chapter 1.

### *Setting Full Screen view preferences*

When you open photos in Full Screen view, the Preferences dialog box is not immediately shown, as was the case in earlier versions of Elements. You need to click the Open Settings Panel button on the toolbar (the icon that appears as a wrench). When you click the icon, the Full Screen View

Options dialog box opens. In addition to viewing images, you can also add sound to your slide show and set the slide show to play automatically when opened as shown in Figure 2-12.

The various adjustments you have available in the Full Screen View Options dialog box are detailed in Table 2-1.



**Figure 2-12:** The Full Screen View Options dialog box.

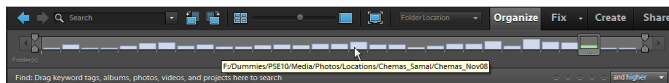
**Table 2-1** Using the Full Screen View Options Dialog Box

<i>Option</i>	<i>What You Can Do with It</i>
Background Music	Select a preinstalled sound file from the drop-down list or click the Browse button to locate sound files stored on your computer. The sound file formats you can use are .mp3, .wav, and .wma. Add sound files to the Organizer by choosing File→Get Photos→From Files and Folders and selecting sound files.
Play Audio Captions	Add audio captions to images. Select this check box to play these captions.
Page Duration	Specify the duration of each slide before the program advances to the next slide. The text box accepts durations ranging from 1 to 3600 seconds.
Include Captions	View text captions that you've added to images.
Allow Photos to Resize	View images at full-screen size. Make sure the resolution is sufficient before resizing the images. Image resolution is optimal at 72 ppi (pixels per inch) at 100-percent size.
Allow Videos to Resize	View video frames at full-screen size in the slide show. Be certain that the video supports a resolution sufficient to clearly see the video frames. When in doubt, test a movie clip in Full Screen view to see whether the quality is satisfactory.
Show Filmstrip	View a filmstrip along the right side of the window in Full Screen view. Click a thumbnail in the filmstrip to jump to the selected slide.
Start Playing Automatically	Put the slide show into Play mode automatically. If you don't select this check box, you must click a tool in Full Screen view to start the play manually.
Repeat Slide Show	Create a continuous loop. You can use this option for a self-running kiosk.

## Using the Timeline

When you choose Window⇧Timeline or press Ctrl+L (⌘+L on the Macintosh), the Timeline appears in the Organizer window. The Timeline begins with those images you added to a catalog at the earliest date and stretches across the Organizer window to the photos taken most recently.

You can narrow a search to examine photos within a given time frame by dragging the Timeline slider left or right. (See Figure 2-13.) You can also move two other sliders on the Timeline. By dragging the left-facing arrowheads to the right and the right-facing arrowheads to the left, you can narrow the number of thumbnail images that appear in the Organizer window.



**Figure 2-13:** Drag the slider to narrow the time frame.



When you move the two outside sliders toward each other, you hide image thumbnails appearing in the Organizer that are outside the dates on the Timeline relative to the slider positions. When you move the center slider, Elements displays the first photo on a given date with the date flashing below the respective image thumbnail.

## Hiding Files That Get in the Way

Elements offers a few ways to hide files so you can keep your images organized and easy to find.

With a simple menu command, you can mark selected files in the Organizer as *hidden*. You might have several files of the same subject and want to keep only one file visible in the Organizer window. However, you may not want to delete the other photos. You can hide files in the Organizer window — and show the hidden files later by using menu commands.

Select files you want to hide, and from either the Edit menu or a context menu, choose Visibility⇧Mark as Hidden. To see the files you marked as hidden, return to the same Visibility menu and choose Show Hidden. When you remove the check mark for Show Hidden, you hide the files. To toggle easily between showing and hiding files marked for hiding, choose View⇧Hidden Files. Selecting this menu command toggles between showing and hiding the files you marked for hiding.

The following sections explain how to hide files using stacks.

## Stacking 'em up

Think of *stacks* like a stack of cards that are face-up. You see only the front card, and all the other cards are hidden behind that card. Stacks work the same way. You hide one or more images behind a foreground image. At any time, you can sort the images or display all images in the stack in the Organizer window.

To create a stack, follow these steps:

- 1. In the Organizer, select several photos.**

You can select any number of photos. However, you can't stack audio or movie files.

- 2. Choose Edit⇨Stack⇨Stack Selected Photos.**

Elements stacks your photos. The first image you select remains in view in the Organizer window. In the upper-right area, an icon that looks like a stack of cards appears on the image thumbnail when you've stacked some images. When you double-click the photo to open the stack in the Organizer, you find the same icon in the top-right corner, as shown in Figure 2-14. You also see a label in the lower-right corner indicating that the front image is part of a stack. To see all images in the Stack, click the right-pointing arrow. To collapse the stack, click the left-pointing arrow that appears when a stack is expanded.

## Managing stacks

After you stack a group of images, you can use the Stack submenu commands to manage the photos. Click a stack to select it and then choose Edit⇨Stack. The submenu commands that are available are

- ✓ **Automatically Suggest Photo Stacks:** Choose this command to make Elements search the photos in the Organizer window for visually similar appearances. Photos that look similar are opened in a separate window, where you can select the photos you want to stack. Make a selection of two or more photos and then choose Stack Selected Photos from the same submenu.
- ✓ **Stack Selected Photos:** This command remains grayed out unless you have several photos selected to create a stack.
- ✓ **Unstack Photos:** Click a stack in the Organizer and choose this command to return all images to the Organizer window and eliminate the stack.
- ✓ **Expand Photos in Stack:** This command expands the stack to show all thumbnail images in the Organizer window.

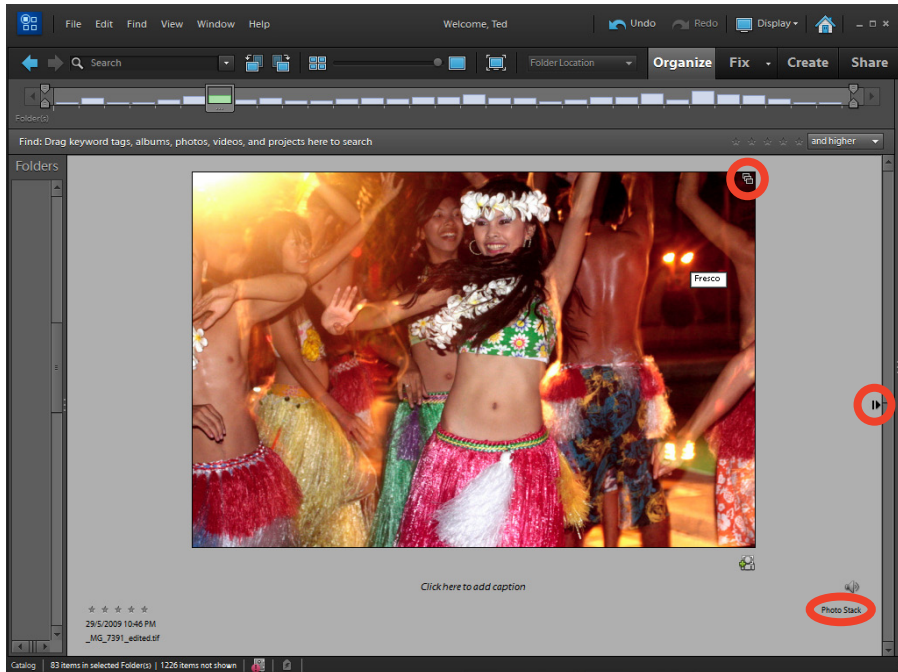


Photo courtesy Leah Valle. [www.13thwitch.com](http://www.13thwitch.com).

**Figure 2-14:** Viewing a stack in the Organizer.

✓ **Collapse Photos in Stack:** This command collapses a stack to show only the top photo in the Organizer window.

✓ **Flatten Stack:** After you stack some photos, this command becomes available. When you flatten a stack, the top-level photo is retained, and all other photos in the stack are deleted from the catalog.

Be careful with this command. All photos except for the top photo *really* are deleted from the catalog — although not from your hard drive.

✓ **Remove Photo from Stack:** Choosing this command removes the selected photo from the stack. It doesn't delete the photo from your catalog but merely moves it outside the stack.

✓ **Set As Top Photo:** Before accessing this command, you choose Expand Photos in Stack. If you don't like the topmost photo, select another and choose this menu command to move the selected photo to the top of the stack.



If you want to view all stacks in an Organizer window in expanded form, choose View→Expand All Stacks. Using this command, you don't have to select stacks individually in the Organizer before expanding them.



## Protecting Your Assets

Computer users often learn the hard way about the importance of backing up a hard drive — and the precious data that took a lot of time to create and edit. We can save you aggravation right now before you spend any more time editing your photos in Elements.

We authors are so paranoid when we're writing a book that we back up our chapters on multiple drives, CDs, and DVDs when we finish them. The standard rule is that if you spend sufficient time working on a project and it gets to the point at which redoing your work would be a major aggravation, it's time to back up your files.

### Backing up your catalog

When organizing your files, adding keyword tags and albums, and creating stacks and version sets, you want to back up the catalog file in case your catalog becomes corrupted.

Here's how you can use Elements to create a backup of your data:

- 1. On Windows, choose File⇨Backup Catalog to CD/DVD or Hard Drive to open the Backup Catalog to CD/DVD or Hard Drive Wizard. On the Macintosh, choose File⇨Backup to Hard Drive.**

This wizard has three panes (Window) or two panes (Macintosh) that Elements walks you through; it's a pretty painless way to back up your files.

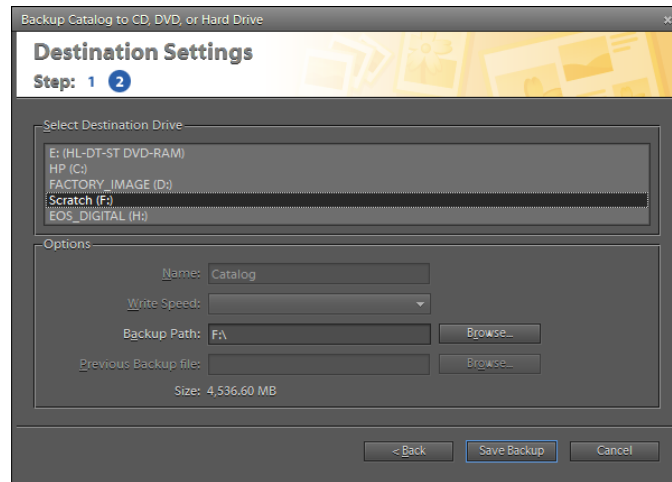
- 2. Choose a backup option.**

The first pane in the Burn/Backup Wizard offers two options:

- *Full Backup:* Select this radio button to perform your first backup or when you're writing files to a new media source.
- *Incremental Backup:* Use this option if you've already performed at least one backup and you want to update the backed-up files.

- 3. Click Next and select a target location for your backed-up files.**

Active drives, including CD/DVD drives attached to your computer (Windows), appear in the Select Destination Drive list, as shown in Figure 2-15. Select a drive, and Elements automatically assesses the write speed and identifies a previous backup file if one was created. The wizard also displays the total size of the files you've chosen to copy. This information is helpful so you know whether you need more than one CD or DVD to complete the backup.



**Figure 2-15:** You can choose your destination backup media in the wizard.

- 4. If you intend to copy files to your hard drive or to another hard drive attached to your computer, click the Browse button and identify the path.**

If you use a media source, such as a CD or DVD, Elements prompts you to insert a disc and readies the media for writing.

- 5. Click Done, and the backup commences.**

Be certain to not interrupt the backup. It might take some time, so just let Elements work away until you're notified that the backup is complete.



## *Backing up photos and files (Windows)*

With files stored all over your hard drive, manually copying files to a second hard drive, CD-ROM, or DVD would take quite a bit of time. Fortunately, Elements makes finding files to back up a breeze.

Choose File→Make a CD/DVD and then, in the dialog box that opens, click Yes to confirm the action. The Make a CD/DVD dialog box then opens. Select a hard drive or a CD/DVD drive, type a name for the backup folder, and click OK. Elements goes about copying all files shown in the Organizer window to your backup source.

# Chapter 3: Sorting and Organizing Files

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## *In This Chapter*

- ✓ **Sorting files**
- ✓ **Searching for photos**
- ✓ **Managing files with keyword tags**
- ✓ **Creating albums**

**I**n Book II, Chapter 2, we talk about creating catalogs and adding photos to the Organizer, and we show you several viewing options for examining photos in the Media Browser. When you have a catalog with many photos, you'll want to organize the photos so you can easily locate the pictures you want to share or use when making creations.

Fortunately, Photoshop Elements has a vast number of ways you can organize photos, such as creating keyword tags, creating albums, adding captions, giving photos star ratings, and more. Using many of the Organizer features for organizing your pictures helps you sort through large catalogs to find images you want to use in editing sessions.

In this chapter, we extend our discussion from Chapter 2 of this minibook on using the Organizer and talk about working with tools to help you isolate pictures into logical groups. We also cover many sorting options available in the Organizer to help you find images quickly in large catalogs.

## *Sorting Images*

Considering all the Photoshop Elements modes and workspaces you've become familiar with, you need a consistent starting place to handle all your editing tasks. Think of the Organizer as New York's Grand Central Station. From this central location, you can take the Long Island Railroad to any destination you desire. In

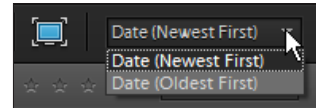


Elements terms, rather than head out to Port Washington, you travel to a specific editing mode. Rather than go to the Hamptons, you journey through all the creation areas. In short, the Organizer is the central depot on the Photoshop Elements map.

In addition to serving as a tool to navigate to other workspaces, the Organizer is a management tool you can use to organize, sort, search, and describe photos with identity information. In terms of sorting and organizing files, Elements provides many options; we cover them all in the following sections.

## Using sort commands

One quick way to sort images in the Organizer is to use the menu on the Shortcuts bar in the Organizer window for date sorting. The following two options are available to you, as shown in Figure 3-1:



**Figure 3-1:** You can sort files quickly in Date (Oldest First) or Date (Newest First) order.

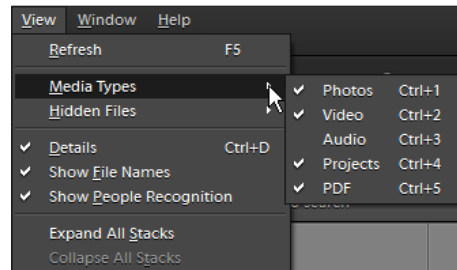
- ✓ **Date (Newest First):** Select this option to view images according to the date you took the photos, beginning with the most recent date.
- ✓ **Date (Oldest First):** This option displays photos in chronological order, starting with the oldest file.



You can also view files according to the Import Batch date and Folder Locations, as we mention in Chapter 2 of this minibook.

## Sorting media types

You can also sort photos according to media type. Elements supports viewing photos, video files, audio files, projects you create in Elements, and Adobe PDF files. To select different media types, choose View⇨Media Types, and when a submenu appears, choose one of the options it offers for viewing different media types (as shown in Figure 3-2). Select a menu item from the submenu to make all media types that match the menu command appear in the Organizer window.



**Figure 3-2:** You can sort files quickly according to media types.

## Using Search Options

The Organizer's Find menu is devoted entirely to searching for photos. From the Find menu, you can locate photos in albums, catalogs, and the Organizer window according to a variety of search criteria.

To use the commands on the Find menu, you need to have photos loaded in the Organizer window or create albums or catalogs. The categories described in the following sections can be searched in the Organizer.

### Searching by date

When you have a number of files in an Organizer window including photos shot on different dates, you can narrow your search to find photos — and all other types of files supported by Elements — through a date search.



Be careful: The date is taken from the camera metadata, and if a date isn't available from the camera data, the date is taken from the file's creation date. The creation date isn't likely to be the date you shot the photo.

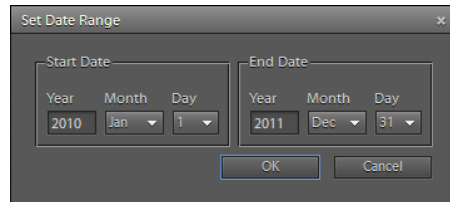
To search files by date, follow these steps:

1. **If you haven't yet added photos to your default catalog, open files in the Organizer by first choosing File⇨Get Photos and then choosing a submenu command for acquiring files. Select a target folder and click Get Media to import photos.**
2. **To select a date range, choose Find⇨Set Date Range.**

The Set Date Range dialog box (shown in Figure 3-3) opens.

3. **Specify the start and end dates.**

Type a year in the Start Date Year text box. Select the month and day from the Month and Day drop-down lists. Then fill in the text box and drop-down lists for the End Date.



**Figure 3-3:** Open the Set Date Range dialog box and specify the start and end dates.

4. **Click OK.**

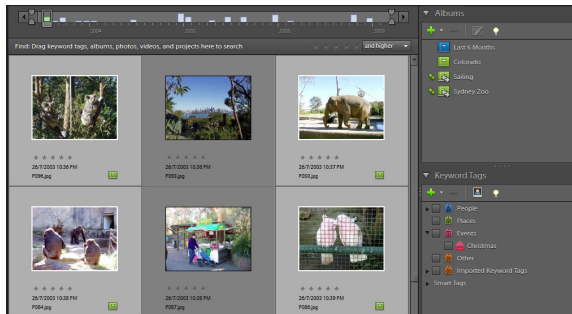
The thumbnails shown in the Organizer window include only files created within the specified date range.

## Searching for untagged items

You can tag files with a number of criteria, as we explain later in this chapter (in the section “Organizing and Managing in the Organizer”). When you add tags to images, you can sort files according to tag labels. We cover sorting by tag labels later in this chapter, too. For now, take a look at the Find menu and notice the Untagged Items command. If you want to add tags to certain items and want to show only the untagged files, choose Find→Untagged Items or press Ctrl+Shift+Q (⌘+Shift+Q). Elements displays all files without tags in the Organizer window.

## Searching albums

You can create albums (as we describe later in this chapter, in the section “Creating Albums”) and then select an album in the Albums panel (contained in the Organizer Task Pane), as shown in Figure 3-4. Selecting an album is like having a first level of sorting. You can then search by date or other sort options (discussed in the preceding and following sections) to narrow your choices.



**Figure 3-4:** Select an album and then use other search options to narrow your search.

## Searching captions and notes

When captions or notes are added to files, you can search for the caption name, contents of a note, or both. Before you can search for captions and notes, though, you have to add them to your images.

## Adding captions and notes

A way to identify your files beyond the tagging capabilities, which we discuss in the section “Organizing and Managing in the Organizer,” later in this chapter, is to add captions and notes. When you add a caption or note, you can

search captions or notes by choosing Find⇨By Caption or Note. Captions and notes are also helpful when you create different keyword tags — such as those for slide presentations and photo albums — by using the Create panel (as we explain in Book IX, Chapter 1).

Text captions are easy to create. Although you can select a thumbnail image in the Organizer window and choose Edit⇨Add Caption, a better way is to use the Properties panel. Just follow these steps:

1. **To open the Properties panel, select a thumbnail image in the Organizer, right-click it, and choose Show Properties from the context menu that appears.**

Alternatively, you can choose Window⇨Properties or press Alt+Enter/Option+Return. In either case, the Properties panel opens, as shown in Figure 3-5.

2. **Type a caption by adding text to the Caption text box.**
3. **Type text in the Notes area on the panel to add a note.**

That's all there is to it. You can also record audio notes about an image.



If the Properties panel opens as a floating panel on top of the Media Browser and you want to dock the panel in the Task Pane, click the T-shaped icon in the upper-right corner of the panel. When the cursor is placed over the icon, a tooltip reads `Dock to organizer pane`. Click the icon, and it joins the other panels in the Task Pane.

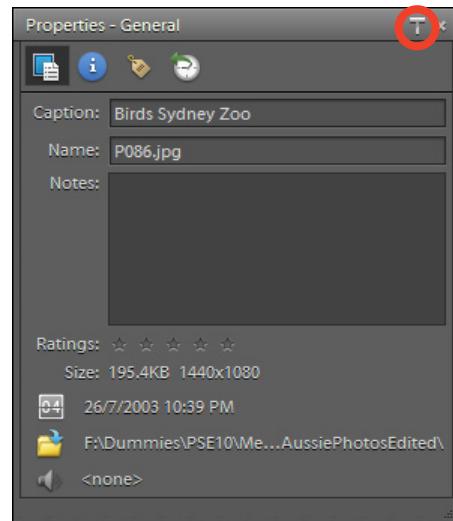


Figure 3-5: The Properties panel.

### Searching the captions and notes content

After you create captions and notes, you can search for the words contained in the descriptions.

To search for caption names and notes in your open catalog, follow these steps:

1. **Open the Organizer.**

You should have images in a catalog and have files identified with captions and notes.

## 2. Choose Find⇨By Caption or Note.

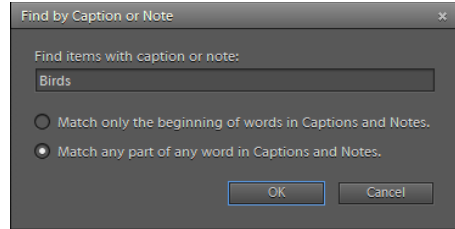
The Find by Caption or Note dialog box opens, as shown in Figure 3-6.

Options in the dialog box are as follows:

- *Find Items with Caption or Note:* In the text box, type the words you want to locate.
- *Match Only the Beginning of Words in Captions and Notes:* Select this radio button if you know that your caption or note begins with words that you type into the text box.
- *Match Any Part of Any Word in Captions or Notes:* Select this radio button if you're not sure whether the text typed in the box is used at the beginning of a caption or note, or whether it's contained in the caption's name or the note's text.

## 3. Click OK.

Your results appear in the Organizer window.



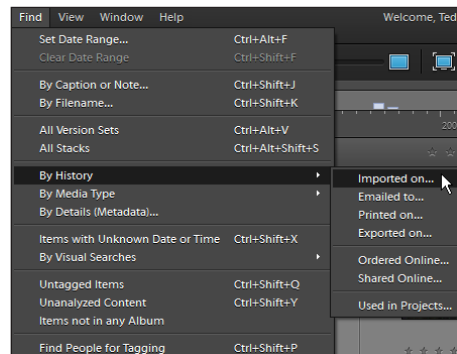
**Figure 3-6:** Choose Find⇨By Caption or Note to open the dialog box in which search criteria for captions and notes are specified.

## Searching by history

Elements keeps track of what you do with your photos, such as printing, e-mailing, sharing, and performing various other tasks. If you want to base a search for files on the file history, choose Find⇨By History, as shown in Figure 3-7. If you choose options from the By History submenu, you see files that meet your criteria by date.

Your options in the By History submenu include

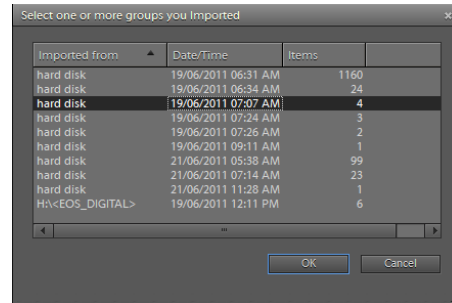
- ✓ **Imported On:** If you choose this option, you can select a date when files were imported into the current catalog. When you make this choice in the submenu, the dialog box that opens lets you select the import date and click OK.



**Figure 3-7:** Choose Find⇨By History to search files according to the editing history.

(All options in the submenu display a dialog box similar to Figure 3-8 when the respective menu command is chosen.)

- ✓ **E-Mailed To:** Choose this menu item, and the list in Figure 3-8 changes to reflect all the photos you e-mailed from within Elements.
- ✓ **Printed On:** This option displays all files printed in a date order for the print date and time.
- ✓ **Exported On:** This choice displays files that were exported from the current catalog.
- ✓ **Ordered Online:** This item displays files that were submitted to an online service.
- ✓ **Shared Online:** This choice displays files that were shared online.
- ✓ **Used in Projects:** This option displays files that were used in projects. See Book IX, Chapter 1 for details on all the types of projects you can create in Elements.



**Figure 3-8:** Choosing a By History submenu command displays a dialog box where you can select an item.

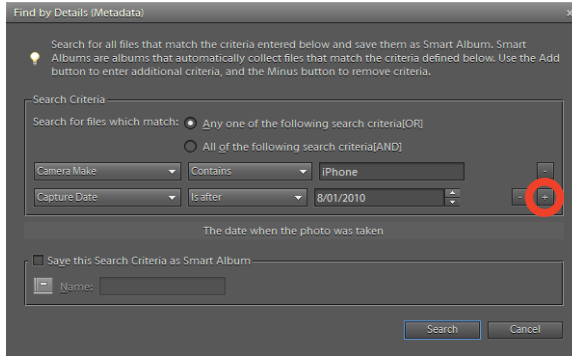
## Searching metadata

Metadata includes not only the information about your images that's supplied by digital cameras, but also the custom data you can add to a file. *Metadata* contains descriptions of the image, including such data as your camera name, the camera settings you used to take a picture, copyright information, and much more.

Searching metadata is easy. Just choose Find⇨By Details (Metadata) in the Organizer. The Find by Details (Metadata) dialog box opens. The first two columns in the dialog box offer a number of different choices for search criteria and for options based on the criteria. In the third column, you type search criteria into a text box to specify exactly what you want to search for. You can click the plus button to add new lines to your search criteria, as shown in Figure 3-9. Clicking the minus button deletes a line.

## Finding people

Elements provides a great, although not perfect, solution for identifying and labeling people. As people are identified, keyword tags are automatically added to the Keyword Tags panel. (See the later section “Organizing and Managing in the Organizer” to find out more about keyword tags.)



**Figure 3-9:** Choose Find⇄By Details (Metadata) in the Organizer to open the dialog box in which you specify metadata.

You should understand a few basic issues regarding finding people in the Organizer. Elements makes a decision as to whether a photo even contains a person. Full frontal photos are generally recognized by Elements as a photo with a person. Elements has more difficulty recognizing profile shots, people’s faces at angles, those people wearing hats, and harsh contrast along faces such as partial shadow and partial bright sunlight.

To work with people recognition in Elements, you first label people with names. Then you confirm some guesses Elements makes when it recognizes a person who has been labeled, you add more labels for unknowns, and you add labels to photos where Elements didn’t recognize a person in a photo. It sounds complicated, but look over each of the following sections to see how you can accomplish all of this.

### *Labeling photos*

Your first step in finding people in the Organizer is to first make sure that Show People Recognition is turned on. From the View menu in the Organizer, be certain that you see a check mark by the Show People Recognition menu item.

If you haven’t identified any people, Elements doesn’t know who the people are in the photos. Your next step is to add labels to people to introduce Elements to people in your photos.

To label people, do the following:

**1. In the Organizer, select some photos containing people.**

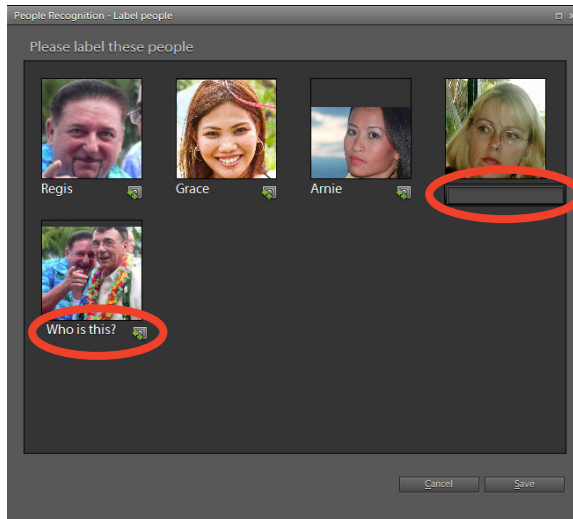
Be certain to select a small group (12 or fewer) in the Media Browser. Press the Ctrl/⌘ key and click photos to add them to a selected group. If you use people recognition on an entire catalog containing many photos, Elements will require some time to analyze all the files. It's best to start with a small group of selected photos.

**2. Choose Find ⇨ Find People for Tagging.**

Elements opens the People Recognition – Label People dialog box shown in Figure 3-10.

**3. Click the text Who Is This, type the name of the person in the photo, and press the Enter/Return key.**

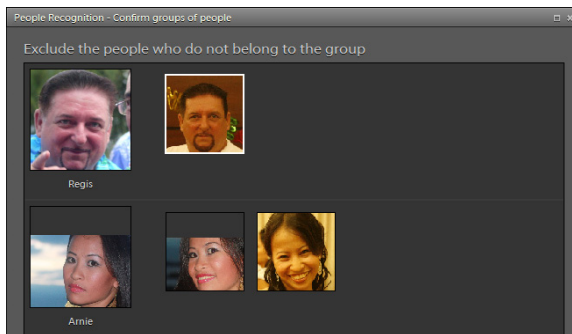
When you click the text Who Is This, a text box appears. Be certain to press the Enter/Return key (or click the green check mark) after typing a name to commit the label. If you type a name and then click the next photo, Elements doesn't retain the label.

**4. Click Save.**

**Figure 3-10:** Click Who Is This and type a name for the person in the photo. Then click the green check mark or press Enter/Return.

## *Confirming people*

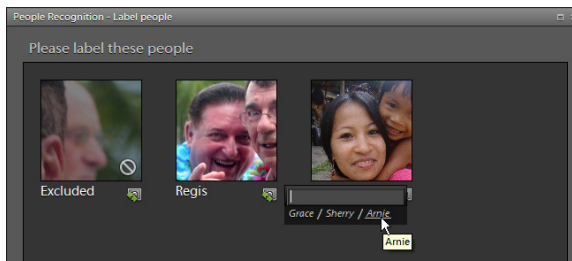
After you have people identified, Elements can make some guesses when it thinks some people match those whom you have previously identified. After you click Save in the People Recognition – Label People dialog box, a second dialog box opens, showing you some guesses Elements makes for identifying additional people. If all the guesses are correct, as shown in Figure 3-11, click Save. If you find a person who doesn't belong to a group, click the photo, and Elements eliminates the photo from the group.



**Figure 3-11:** If Elements is correct in assuming additional people belong to the same group, click Save.

## *Identifying additional people*

When you select additional people, Elements provides some suggestions if it thinks an individual has already been labeled. In Figure 3-12, you see names below the label text box. If the person is a match for a name listed, click the name, and Elements labels the photo for you. If the person is not a match to one of the suggested names, type a name in the label text box.



**Figure 3-12:** If Elements offers a suggestion that matches the name with the person in the photo, click the name.

### Labeling a single photo

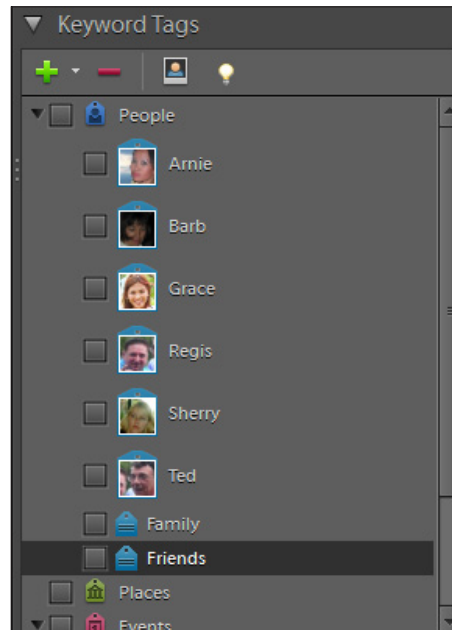
If you double-click a photo of a person to view it in the Media Browser as a single image, Elements displays a rectangle over a face. When you mouse over the rectangle, the Who Is This label appears. Type the name of the person and press Enter/Return, and Elements labels the photo.

If a person appears in a photo but Elements doesn't think any person is in the photo, no rectangle appears and no label can be added. If this occurs when you view a photo in the Media Browser, click the Add a Missing Person icon below and to the right of the image. A rectangle box opens, and you can move the box and size it around a face in the photo. Add a label and press Enter/Return, and the photo is labeled.

### Examining the tags

Each time you add a label to a new face, Elements automatically adds a keyword tag to the photo. In the Task Pane, you can see the keyword tags and the names of people you have labeled, as shown in Figure 3-13.

If you want to show only people you have labeled in the Media Browser, select the check box adjacent to the keyword tag name, and only the photos tagged with the respective names are shown in the Media Browser.



**Figure 3-13:** When faces are labeled, Elements automatically creates keyword tags.

## Organizing and Managing in the Organizer

Elements provides you with a great opportunity for organizing files in the form of keyword tags. After you acquire your images in the Organizer and sort them, you can add some permanent keyword tags according to the dates you took the pictures, the subject matter, or some other categorical arrangement.

In the Organizer window, two panels help you sort your pictures and keep them well organized. You use the Keyword Tags panel (which we talk about in the section “Working with keyword tags,” later in this chapter) to identify

individual images by using a limitless number of options for categorizing your pictures. In the Keyword Tags panel, you can create keyword tags and collection groups to neatly organize files.



Keyword tags are handy when you want to use the many different project options that we explain in Book IX, Chapter 1. You create a keyword tag from files stored in various folders on your hard drive and preview the images used in creations. You can, for example, select images to use when you're creating slide shows and photo albums. You can also use keyword tags to easily locate files you want to share with family and friends on Facebook, Friendster, or other social network site.

In the following sections, we discuss creating and managing keyword tags.

### *Creating a new keyword tag*

To create a new keyword tag and add the tag to photos, follow these steps:

#### **1. Open photos in the Organizer.**

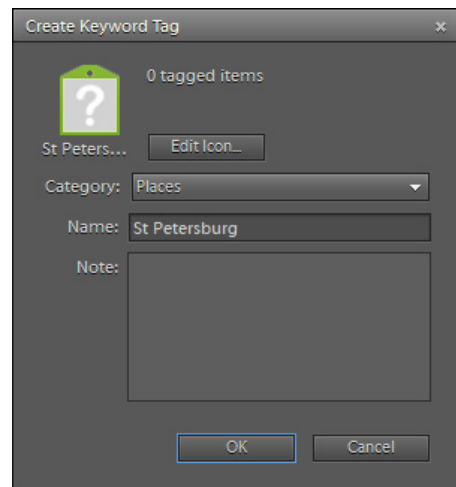
Open the Organizer window by clicking the Organizer button in an editing mode or by clicking the Organize button on the Welcome screen. Choose File⇨Get Photos and Videos⇨From Files and Folders. (Book II, Chapter 1 has the full story on copying photos to your hard drive.) Ignore this step if you already have a catalog populated with photos you want to tag.

#### **2. To create a new keyword tag, click the plus sign (+) icon in the Keyword Tags panel to open a drop-down menu and then choose New Keyword Tag.**

The Create Keyword Tag dialog box opens, as shown in Figure 3-14.

#### **3. Type a name for the tag in the Name text box and add a note to describe the keyword tag.**

You might use the location where you took the photos, the subject matter, or other descriptive information for the note.



**Figure 3-14:** The Create Keyword Tag dialog box.

**4. Click OK in the Create Keyword Tag dialog box.**

You return to the Organizer window.

**5. In the Organizer window, select the photos you want to give keyword tags.**

Click a photo and Shift-click another photo to select photos in a group. Click a photo and Ctrl-click (⌘-click on the Macintosh) different photos scattered around the Organizer window to select photos in a nonconsecutive order.

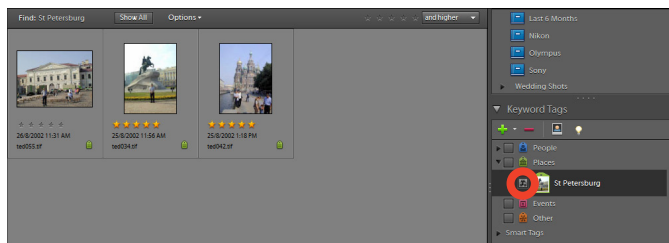
**6. To add a new keyword tag to a photo (or selection of photos), click one of the selected photos in the Organizer window and drag the photo thumbnail to the New Tag icon in the Keyword Tags panel.**

Alternatively, you can drag a tag from the Keyword Tags panel to the selected photos.

When you release the mouse button, the new keyword tags are added to the selected photos.

**7. Repeat Steps 3 through 6 to create keyword tags for all the images you want to organize.****8. To view one or more keyword tags, click the empty square adjacent to a keyword-tag icon to show the photos marked with that particular keyword-tag icon.**

When you click the empty square, an icon in the shape of a pair of binoculars appears inside the square, as shown in Figure 3-15. All photos matching the keyword tags are shown in the Organizer window.



**Figure 3-15:** A binocular icon appears when you click an empty square.



To return to viewing all photos in the Organizer, click the Show All button. Alternately you can click the binoculars icon in the Keyword Tags panel. The square returns to empty and turns off viewing the tagged files.

## *Working with keyword tags*

You can manage keyword tags easily by using the Keyword Tags panel. To access the major menu commands, either click the plus sign (+) icon in the Keyword Tags panel to call up the New drop-down menu or right-click a keyword tag on the Keyword Tags panel and make your choice from the context menu that appears.

The New drop-down menu offers you the following commands:

- ✓ **New Keyword Tag:** Create a new keyword tag, as we describe in the steps in the preceding section.
- ✓ **New Sub-Category:** A *subcategory* is a sort of nested bookmark. Create a subcategory by selecting New Sub-Category from the New menu; a dialog box opens, prompting you to type a name for the new subcategory. You also need to select the parent category in the Create Sub-Category dialog box. Alternately you can select a parent tag in the Keywords Tags panel and right-click to open a context menu. From the menu options, choose Create New Sub-Category in (*parent name*) category. Choosing this option automatically creates the subcategory below the parent tag.

As an example of how you might use keyword tags and subcategories, you might have a keyword tag named Uncle Joe's Wedding. Then, you might create subcategories for Bride's Dressing Room, Ceremony, Family Photos, and Reception, for example.

- ✓ **New Category:** Choose New Category from the New menu in the Keyword Tags panel to open a dialog box that prompts you to type a name for the new category. By default, you find predefined category names for People, Places, Events, and Other. If you want to add your own custom category, use this menu command.
- ✓ **From File:** If you export a keyword tag, the file is written as XML (eXtensible Markup Language). When you choose From File, you can import an XML file containing keyword tags as were added using the Save Keyword Tags to a File command.
- ✓ **Save Keyword Tags to a File:** You can save keyword tags to a file that can be retrieved with the From File command. This option is handy when you open a different catalog file and want to import the collection names created in one catalog file to another catalog file. (See the section on cataloging files in the preceding chapter.)
- ✓ **Collapse All Keyword Tags:** Keyword tags appear like bookmark lists that can be collapsed and expanded. An expanded list shows you all the subcategory keyword tags. Choose Collapse All Keyword Tags to collapse the list.
- ✓ **Expand All Keyword Tags:** This command expands a collapsed list.



When you create a new keyword tag, you see a large icon in the Keyword Tags panel. The default tags appear with small icons. You can access the items that appear below default tags by clicking the right-pointing arrow to expand the list.

Right-click a Keyword Tag name to make the following menu commands appear:

- ✓ **Change <keyword tag name> Keyword Tag to a Sub-Category:** Choose this menu command to change a specific keyword tag into a subcategory of keyword tags.
- ✓ **Edit <keyword tag name> Keyword Tag:** This menu command opens the Edit Keyword Tag dialog box. You can rename a keyword tag or change the note in this dialog box. Alternatively, you can click the Pencil tool on the Keyword Tags panel to open the same dialog box.
- ✓ **Delete <keyword tag name> Keyword Tag:** Select a keyword tag and then select this menu option to delete it. An alternative way to delete a keyword tag is to select the tag and then click the Trash icon in the panel.



Deleting a keyword tag doesn't delete files.

- ✓ **New Search Using <keyword tag name> Keyword Tag:** This command searches through a catalog and displays all the photos assigned a particular keyword tag in the Organizer window.
- ✓ **Add Photos with <keyword tag name> Keyword Tag to Search Results:** If you select one photo in the Organizer, the number is one. Selecting more than one photo changes the number to the total number of selected images. When you open a context menu, the selected images are added to the keyword tag at the place where the context menu opened.
- ✓ **Exclude Photos with <keyword tag name> Keyword Tag from Search Results:** Select photos in the Organizer window and choose this command to exclude the selected photos from the search.
- ✓ **Attach <keyword tag name> Keyword Tag to <n> Selected Items:** Select a file in the Organizer window and choose this command to attach the keyword tag to the file.



Keyword tags are saved automatically with the catalog you're working in. By default, Elements creates a catalog and auto-saves your work to it. If you happen to create another catalog (as we explain in the preceding chapter), your keyword tags disappear. Be aware of which catalog is open when you create keyword tags so you can later return to them.

## Working with Smart Tags

Smart Tags is a feature that puts the burden on Elements for sorting through photos and adding tags. You use the Smart Tags feature in conjunction with the Auto Analyzer in Media Preferences. For more on using Preferences, see Book I, Chapter 4.



By default, the Auto Analyzer is turned off. Using the Auto Analyzer with a large catalog of files can burden your system and slow down the performance of Elements, so it's best to keep it turned off in the Media Analysis Preferences pane.

When you look over the Keyword Tags panel and expand the Smart Tags category (as shown in Figure 3-16), you see several items related to video. The category Motion, for example, is a feature for analyzing video. You use this feature in conjunction with Adobe Premiere Elements. Other items in the Smart Tags group, such as Faces, High Contrast, In Focus, and more, are designed for working with still photos.

To add Smart Tags to Photos, follow these steps:

### 1. Select some photos in the Organizer.

Be careful to not select too many photos. If you select an entire catalog, Elements will take a long time to analyze all the photos.

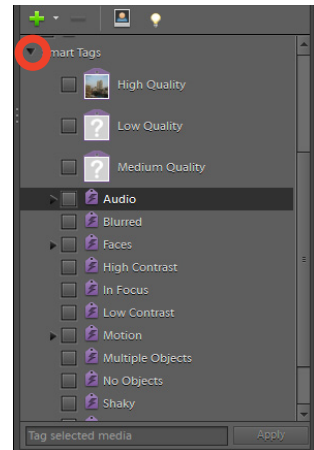
### 2. Choose **Edit** → **Run Auto Analyzer**.

Elements churns a bit and ultimately completes the analysis. The Auto Analyzer makes a best guess about what it thinks are properties for photos that match the list in the Smart Tags group in the Keyword Tags panel.

### 3. Examine the tags.

Elements does a good job at analyzing photos, but it's not perfect. You may find that some photos were tagged with faces when no faces appear, some were tagged as being blurred when the focus is fine, some were tagged with high contrast when the contrast is normal, and so on. To see whether tags are improperly assigned to photos, you need to examine the photos and observe the tags Elements assigned to them.

To see the tags assigned to a photo, right-click (⌘+click on a Macintosh with one-button mouse). A menu pops up, displaying all the tags assigned to the photo, as shown in Figure 3-17.



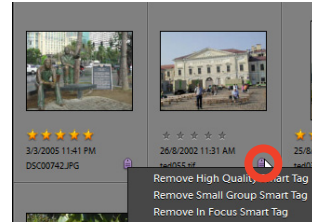
**Figure 3-16:** Click the right-pointing arrow to expand the Smart Tags group.

#### 4. Remove tags.

If you find tags assigned improperly, choose the Remove *Tag Name* item from the context menu shown in Figure 3-17.

#### 5. Sort images according to tags.

The purpose for creating Smart Tags is so you can easily display all images with the same tag information. You view tagged images just like when working with keyword tags. Click the square adjacent to a tag name in the Smart Tags list and those photos tagged with the item you check appear in the Media Browser. You can check multiple tags and see all photos that have at least one of the matching tags in the Media Browser.



**Figure 3-17:** Open a context menu on a Smart Tag to see all the tags assigned to a photo.

## Working with Image Properties

Image properties appear in the Properties panel. By default, the panel is closed. You open the panel from the Window menu by choosing Window⇨Properties.

### Using the Properties panel

We introduce the Properties panel earlier in this chapter (refer to Figure 3-5) when we talk about adding captions and notes. In addition to adding this information to images, the Properties panel offers information about your files, including

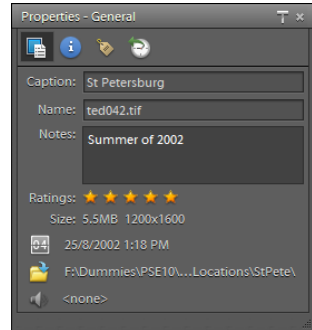
- ✓ **Rating files:** You can assign ratings to files, as we describe in the next section, “Rating images.”
- ✓ **Date:** The panel reports the date the picture was shot, a canvas was created, or a picture was scanned.
- ✓ **Directory path:** The panel displays the directory path for the file location on your hard drive.
- ✓ **Sound:** If the file contains a sound, the sound information is displayed.

### Rating images

You can rate photos in the Organizer by tagging images with one to five stars. You might give exceptional photos a five-star rating and poor photos with lighting and focus problems one star.

To give a file a star rating, open a context menu by right-clicking a photo and select Properties from that menu. The Properties⇨General panel, shown in Figure 3-18, opens. Click a star to rate the photo. Alternatively, you can click a photo, choose Edit⇨Ratings, and choose a star rating from the submenu that appears.

To return to a view in which all your photos are shown in the Organizer, including all photos you haven't rated, click the Show All button on the Shortcuts bar.



**Figure 3-18:** The Properties dialog box with a photo rated with five stars.



You might want to rate images with star ratings and then add all your images to an album. Within the album, you can still choose to view your pictures according to star ratings. The next section explains how to create albums.

## Creating Albums

With keyword tags, you can organize files into categories and subcategories. Doing so keeps your files neatly organized within a catalog. Elements offers additional organizing control in the Albums panel. You might want to organize an album for sharing photos with others on Photoshop.com, assemble an album that rates each photo from one to five stars, create a slide show, or just use the Albums panel to further segregate images within different categories.



Be aware that you have an Album panel in the Organizer Task Pane, and you have options in the Create panel for designing projects similar to (but not the same as) photo albums. To avoid confusion, Elements refers to the projects not as photo albums but as photo books and photo collages. The term *album* in Photoshop Elements nomenclature refers to a collection of images that aren't yet integrated into projects. You can use the Album panel to organize and help manage your photo files.



Think of a catalog as a parent item and keyword tags as its children.

Within keyword tags, you can use the sort options we talk about earlier in this chapter to sort files according to date. If you still have a number of files in an Organizer window that are hard to manage, you can create tags that form subcategories within the keyword tags. Additionally, you can create an album out of a number of photos within a given keyword tag. For example, you might have a huge number of photos taken on a European vacation.

Your catalog contains all the images taken on that trip. You can then create keyword tags for files according to the country visited. You then might rate the photos according to the best pictures you took on your trip. You could then assemble the highest-rated images in an album and later view them as a slide show or integrate them as part of a project, such as a photo book.

An album can also be useful for containing photos from a vacation, other events, and images with different keyword tags. In the following sections, we show you how to create an album from photos within different organization structures.

Albums can also act like temporary directories where you assemble a collection of photos to use in a project and then later trash the album (without deleting the photos). Albums serve you well for quick assembly of different projects. After you add photos to an album, you don't need to be concerned with searching through a catalog when assembling a project.

Albums are great tools for organizing images, but the real time-saver for you occurs when you're working with Smart Albums. Elements automatically adds photos to a Smart Album based on your criteria each time you import a new set of photos. After you use Smart Albums, as we discuss in the section "Creating a Smart Album," later in this chapter, you'll be hooked and find many uses to help streamline your work in the Organizer.

## Creating an album

In the section "Working with keyword tags," earlier in this chapter, we discuss how creating keyword tags and assigning tags to photos help you organize a collection of photos — and how subcategories help you divide a collection into more specific groups. With albums and star ratings, you can identify groups within a collection that you might want to print, share, or use in onscreen slide shows.

To create an album, follow these steps:

- 1. Click the Organize panel, click the plus sign (+) icon in the Albums panel, and choose New Album from the drop-down menu shown in Figure 3-19.**

The Albums panel expands to show the Album Details information.

- 2. Name the new album.**

Type a name for the album in the Album Name text box.

- 3. View the Backup/Synchronization Help.**

Click the light bulb to display the help information related to selecting the Backup/Synchronize check box. Selecting this check box protects your files by using backup services provided by Photoshop.com.



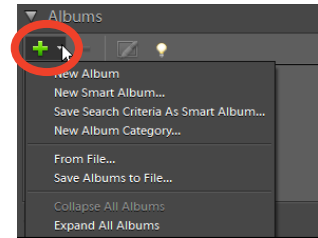
You can synchronize only one catalog with Photoshop.com.

4. **Click the help note to dismiss it from view.**
5. **Drag photos from the Organizer to the Items window in the Album Details panel.**

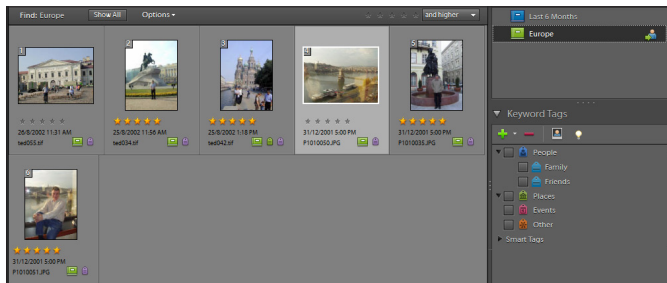
Alternatively, you can select photos in the Organizer and click the plus sign (+) icon in the Album Details panel to add them to the album.

6. **Click Done at the bottom of the panel.**

Your new album now appears listed in the Albums panel. Click the album name, and only those photos within the album are displayed in the Media Browser, as shown in Figure 3-20.



**Figure 3-19:** Click the plus sign (+) icon to open the drop-down menu and then choose New Album.



**Figure 3-20:** Click the album name, and the photos in the album are displayed in the Media Browser.

That's it! Your new album is created, and any photos you drag to the album in the future are added to it. You can isolate all the photos within a given album by clicking the album name in the Albums panel.



Creating multiple albums uses only a fraction of the memory required to duplicate photos for multiple purposes (such as printing, web hosting, sharing, and so on).

## *Adding and deleting photos from albums*

You can update albums routinely when you add more files to your catalog. To add photos to an existing album, look through the Media Browser, click the photos you want to add to an album, and drag the photos on top of the album name in the Albums panel.

To delete photos from an album, click an album in the Albums panel and click one or more photos you want to delete. Click the minus (–) icon in the Albums panel, and the files are deleted from the album.

### *Using an album as a slide sorter*

One benefit you have with albums that you don't find with other organizational features is the ability to sort and organize photos in the order you want them to appear.

To reorganize the order of photos appearing in an album, open an album by clicking an album name in the Albums panel. Click a photo and drag it to a new location. Release the mouse button when you see a division appear between photos where you want to place the selected image, and the order is changed.

## *Working with Smart Albums*

Smart Albums can help you automate some organization tasks in the Organizer. Before you create a Smart Album, it's best to determine the criteria you want to use to divide photos into different groups. The criteria you can use might include document metadata, star ratings, and/or keyword tags. (See the earlier sections in this chapter, "Searching metadata," "Rating images," and "Working with keyword tags," for more details.)

### *Defining the criteria*

First give some thought to the organizational structure you want to develop for your photos in the Media Browser. Assume for a moment that you have keyword tags for people. Any person in the Media Browser is identified as a person with a keyword tag. You can set up your albums with the following criteria:

- ✓ **Photos you'd like to share:** You want to share some of the photos in a Facebook album, some photos in a PDF slide show, and some photos you want some high-quality prints for a photo calendar. (For more on sharing photos, printing, and making calendars and slide shows, see Book IX.)
- ✓ **Photos you've taken with different cameras:** You've taken the photos with three different camera sources: a digital camera such as a Canon or Nikon quality digital SLR (single lens reflex), a cell phone, and a tablet such as an iPad 2 or a Galaxy Tab. Each of these devices is capable of taking photos. However, the quality of the images varies according to the device.
- ✓ **Photos that you've rated:** You have some very nice photos that you want to share and some not-so-nice photos that you don't really want to print or share.

Your criteria boils down to photos with keyword tags as people, photos taken with a particular device, and photos perhaps with a five-star rating.

### *Understanding Smart Albums*

Using the criteria you develop for making a Smart Album, the idea here is that each time you connect your cell phone to your computer, for example, and add photos to the Organizer, you add keyword tags to the photos for people, and you rate the best photos with a five-star rating.

If you created a Smart Album using the criteria, Elements automatically adds photos taken with the cell phone that are keyword tagged with people and have a five-star rating. You don't have to do anything as far as the album is concerned. It's all taken care of by Elements.

When you want to upload photos to Facebook, you can use photos from any album. Cell phone images and tablet images might serve as well as digital camera images. However, if you want to create a PDF slide show, you might find digital camera images better suited for larger images with higher resolutions. When it comes time to create a photo calendar, you might use only those photos taken with your digital camera.

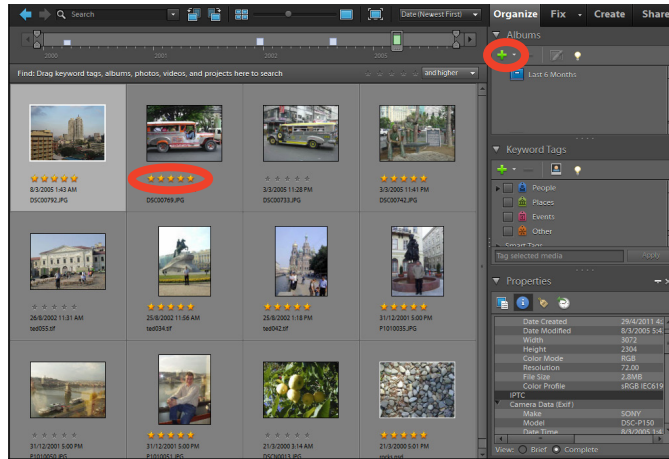
Of course you can define criteria from any number of other choices. You may want vintage photos that were scanned and tagged with different people, or you may want all events such as photos taken during holidays to appear in a single Smart Album. You may have vacations that you tag with different cities visited and want a Smart Album to use all vacation photos taken with the best cameras. The possibilities are endless.

### *Creating a Smart Album*

Now that you know the basic attributes for creating Smart Albums, it's time to walk through the steps to create one. To create a Smart Album, do the following:

#### **1. Identify the criteria.**

For these steps, we decided to create some Smart Albums for photos taken with different camera models. We'll add a star rating for photos we want to add to our albums and click the fifth star on some of the better photos in the Organizer. Essentially, we want to choose the best photos taken with a given camera. The remaining data we'll pick up from the file metadata. In Figure 3-21, we added star ratings to some photos in our catalog.



**Figure 3-21:** We clicked the 5th star on some photos in the Organizer.

2. **Select a photo and click the plus (+) symbol in the Albums panel. From the drop-down menu, choose New Smart Album.**

The New Smart Album dialog box shown in Figure 3-22 opens. Don't worry about selecting all photos in the Organizer that meet the same criteria. It's a Smart Album, and if you select only one photo, Elements adds all other photos with the same attributes to your album.

3. **Type a name for your new album in the Name text box.**
4. **Next to Search for Files Which Match, select the Boolean attribute.**

You can select Boolean OR that means any item you define for the criteria is added to the album. For example, if you choose star rating OR camera make, then all the star-rated photos of the same value are added to the album. Likewise, all the photos taken with the same camera are added regardless of the star rating value. OR simply means that only one of the criteria you define is needed for a photo to be added to the album.

What we want in our example is only photos taken with a given camera AND only photos with a five-star rating added to our Smart Album. Therefore we check the second radio button, All of the Following Search Criteria [AND], shown in Figure 3-22.

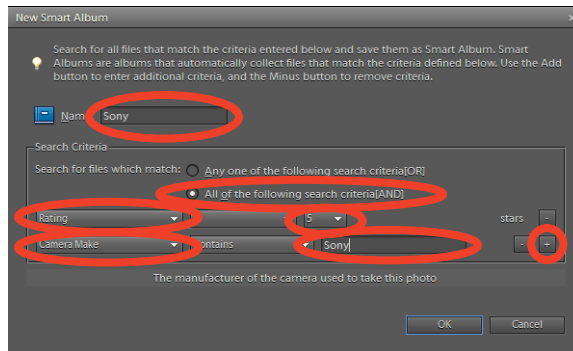
5. **Choose the first criterion.**

In our example, we want to include all photos that we tagged with a five-star rating. Hence, we selected Rating from the first drop-down list, as shown in Figure 3-22, and we selected Is as the next item, and we selected 5 from the drop-down list for the last item in the same line.

**6. Add another criterion.**

To add another criterion, we clicked the + (plus) symbol at the end of the first line. Notice that in Figure 3-22, the + (plus) symbol in the first row disappeared after we clicked it, and what remains is a – (minus) symbol. Clicking the – (minus) symbol deletes the line.

For the next criterion, we selected Camera Make from the first drop-down list and then selected Contains from the second drop-down list. Then we typed the name Sony as you see in Figure 3-22. If you want additional criteria, click the + (plus) symbol at the end of the second line.



**Figure 3-22:** Select criteria in the New Smart Album dialog box.

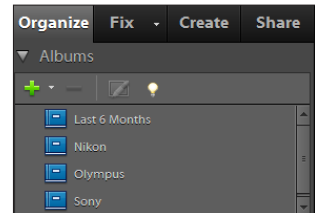
**7. Click OK.**

The new Smart Album is created and appears in the Albums panel.

**8. Create additional Smart Albums.**

In our example, we created two more Smart Albums. One is for five-star rated photos taken with a Nikon camera, and another is for an Olympus camera.

When you look at the Albums panel for our example, you see three Smart Albums (plus the Last 6 Months album), as shown in Figure 3-23. You can easily identify Smart Albums by their blue icons.



**Figure 3-23:** Smart Albums appear with blue icons in the Albums panel.

To test your Smart Album, click any photo that's defined with your criteria. Select the photo, and it's immediately added to the respective Smart Album. The photo is added to a Smart Album because it meets *all* of the criteria. Likewise, if you import new photos in your catalog that meet some of the criteria, the photos are automatically added to the Smart Album.

## Creating an Album Group

The Albums panel contains all the albums and Smart Albums you create in an organized list. By default, the albums are listed in alphabetical order. If you add many albums to the panel, the list can be long, making it difficult to find the album you want to use for a given editing session.

An *Album Group* is no more than a divider shown in the Albums panel. You don't add photos to the group. You nest albums within a group in a hierarchical order. To create an Album Group, follow these steps:

### 1. Create several albums.

To begin, you should have two or more albums added to the Albums panel. For example, suppose that you have many photos of a vacation trip to Hawaii. You want to divide the photos by images taken at a luau, a diving trip, a day on Waikiki Beach, or photos of other similar events that you want to group together. For each category — such as Luau, Diving, or Waikiki — you create a separate album.

### 2. Create an Album Group by clicking the New menu (the + sign) in the Albums panel and choosing New Album Group.

The Create Album Category dialog box (as shown in Figure 3-24) opens.

### 3. Type a name for the group in the Album Category Name text box.

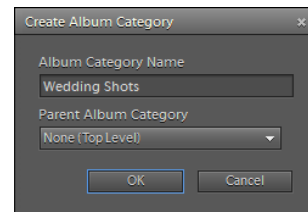
You also have an option to choose a parent group from a drop-down list so you can nest albums in a hierarchical order.

### 4. Click OK.

Your new Album Group is added to the Albums panel.

### 5. Click and drag an album onto the Album Group name in the Albums panel.

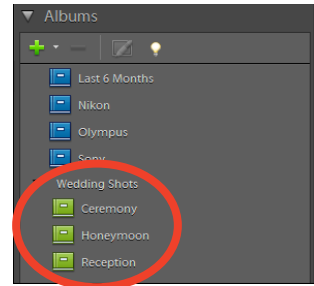
The albums you drag to the Album Group are nested within the group, as shown in Figure 3-25.



**Figure 3-24:** Type a name for your new Album Group in the Create Album Category dialog box.

Figure 3-25 shows an expanded Album Group, as denoted by the list (below Wedding Shots) and the disclosure triangle. To collapse a group, click the down-pointing arrow. The group names remain visible and provide you with more viewing space in the Albums panel, making it easier to scroll long lists.

As with keyword tags, you can save albums to an XML file, and you can load the files in the Albums panel. Open the New menu, where you find commands for Save Albums to File and From File. You can export an album to a file and then copy the file to another computer, making it easy to organize photos on several computers.



**Figure 3-25:** Albums are nested below an Album Group.

# Chapter 4: Working with iOS and Android Devices

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## *In This Chapter*

- ✓ Getting photos from handheld devices
- ✓ Uploading images to handheld devices
- ✓ Making creations for iPhone and iPad
- ✓ Reading PDF creations on the iPhone or iPad

**P**hoto-editing programs such as Adobe Photoshop Elements and Adobe Photoshop were originally designed for serving the needs of amateur and professional photographers for print output.

Through the past decade, a lot of people have shifted creative desires increasingly more from print to screen output. With a host of service providers such as Facebook, Flickr, Twitter, YouTube, and more, people are sharing photos and videos onscreen with the world.

Additionally, input devices have expanded. Serious photographers are still using digital cameras of assorted varieties, but increasing numbers of amateurs are pulling cell phones from their pockets to capture a moment. In addition, the display mechanism for showing off photos from local and online services is changing from desktop and laptop computers to cell phones and other handheld devices.

It stands to reason that Adobe Engineering is interested in serving the small device users in Photoshop Elements to make lives easier when viewing and sharing photos. In this chapter, we talk about getting photos from cell phones and tablet computers, and in particular, we talk about using the Apple iPhone and iPad as well as Android devices. You find out what you can do with Elements to show off photos and videos in a variety of ways on these devices.



## Grabbing Media from Handheld Devices

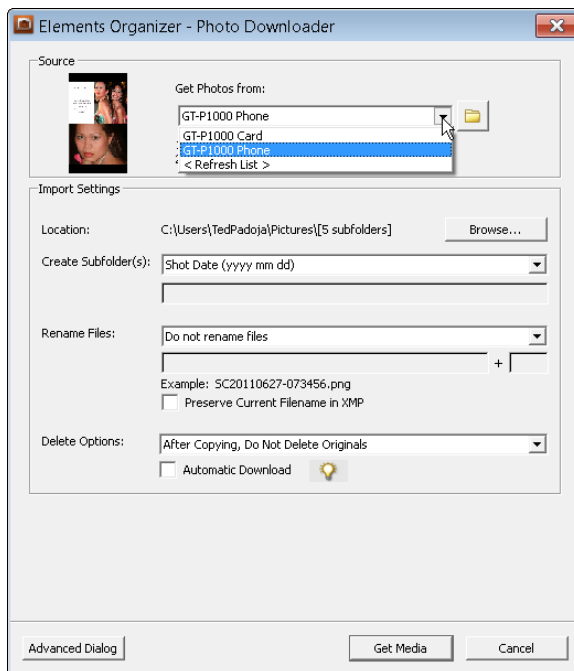
Cell phones offer various options for transferring media from the handheld device to your computer. You typically find connections for

- ✓ **USB:** Devices that support USB connections enable you to connect a cable through a USB port to your phone and your computer. With some devices, the computer sees the phone as an external media source, so you can drag photos from the device to a folder on your computer. In the Organizer, choose File⇨Get Photos and Videos⇨From Files and Folders or you can choose File⇨Get Photos and Videos⇨From Camera or Card Reader to load up the files in an Organizer catalog from a folder on your hard drive or directly from the media storage source.
- ✓ **Bluetooth:** Many handheld devices support Bluetooth, a type of wireless connection. A Bluetooth support application makes a device discoverable, enabling you to copy photos from your device to a folder on your computer. Both Windows 7 and the Macintosh operating systems support Bluetooth natively.
- ✓ **E-mail:** Although not a connection, e-mailing photos is available on many devices and used often for sharing photos.

The iPhone, iPad, and many Android devices use both USB connections and Bluetooth. These devices have two options for getting photos and videos to the Organizer. You first hook up the USB cable to your device and computer. For most devices, you can use either the File⇨Get Photos and Videos⇨From Files and Folders command or the File⇨Get Photos and Videos⇨From Camera or Card Reader command. When browsing a device with Bluetooth, you use the same menu commands for transferring files to the Organizer. Either option opens a dialog box where you can select photos and get the media downloaded to your computer.

In Figure 4-1, we hooked up a Samsung Galaxy Tab. After we mounted the device, we chose File⇨Get Photos and Videos⇨From Camera or Card Reader. The Photo Downloader recognizes both the internal memory and the memory card. On iPhone and iPad, you have only a single storage device: the internal memory card.

On the Macintosh, you can use the Apple iPhoto software to download photos and videos from iPhone or iPad. To exchange files back and forth between your device and your computer, you can use the Apple iTunes software on both Macintosh and Windows.



**Figure 4-1:** Choose Get Photos and Videos from Camera or Card Reader in the Organizer and the Photo Downloader opens when your device is attached to your computer.

## Uploading Photos to Handheld Devices

If you want to download a photo from your cell phone, make some edits in Elements, and send the edited photo back to a cell phone, you can upload images using the connection support for your phone on most devices. You need to check your device user manual to see whether it supports uploading images.

### Uploading iOS files using iTunes

For devices supporting file uploads, you use either a USB connection or Bluetooth. For cell phones other than iPhone, consult your cell phone user guide for making connections between your device and your computer.

When using iPhone or iPad, you upload photos to your device using Apple iTunes:

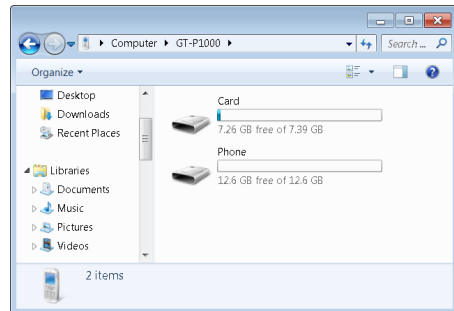
1. **In iTunes, select your device in the Source pane and click the Tab for the item respective to your upload. Choose File⇧Add File to Library.**
2. **After a file (or files) is loaded in iTunes, you then connect your device via a USB cable. Click the Device in the left pane.**
3. **Click either the Movies or Photos tab at the top of the iTunes window and then select the check boxes for the items you want to copy to your device.**
4. **Click the Sync button in the lower-left corner.**

The files are then added to your device.

On the iPad, you have a separate application for videos. Photos are uploaded to the Photo application, and videos are uploaded to the Video application.

### *Uploading a folder with Android*

Other devices such as Samsung Galaxy Tab are displayed in your file system after the device is mounted. You can treat the device like any hard drive or other media device. Simply drag photos from a folder on your hard drive to a folder on the device. Figure 4-2 shows a Galaxy Tab mounted, displaying both the internal memory card and the removable memory card. Either storage item can be opened where files can be copied to and from the items.

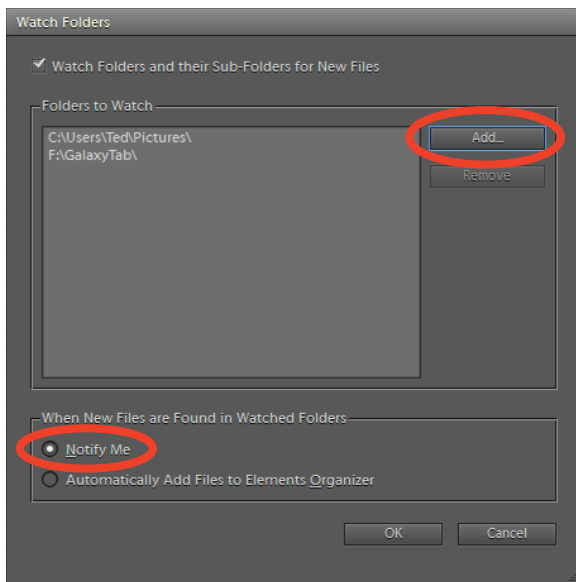


**Figure 4-2:** A Samsung Galaxy Tab showing both storage devices in the file system.

### *Using Watch Folders*

One easy way to get files into the Organizer window is to use Watch Folders. Watch Folders are folders that you can identify on your computer, and each time new photos are added to the Watch Folders, Elements prompts you to confirm adding the files from the folders to your Organizer Catalog.

To set up a Watch Folder, open the Organizer and choose File⇧Watch Folders. The Watch Folders dialog box opens, as shown in Figure 4-3. By default, your Pictures folder on your hard drive is already identified as a Watch Folder.

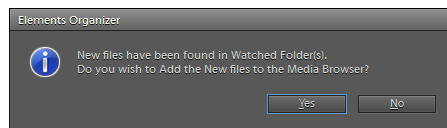


**Figure 4-3:** Choose File→Watch Folders in the Organizer to open the Watch Folders dialog box.

To identify a new Watch Folder, click the Add button. In the Browse for Folder dialog box that opens, locate a folder or make a new folder for adding photos. Each time you copy photos to any location shown in the Watch Folders dialog box, Elements sees the photos and either asks you whether you want to import them in your catalog or automatically adds the files to a catalog.

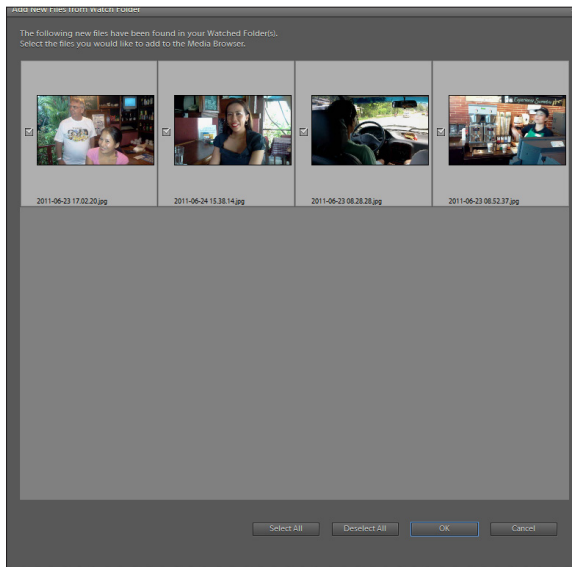
In the Watch Folders dialog box, you find radio button choices for either notifying you when new files are found in a Watch Folder or for Elements to automatically import photos each time new files are added to a Watch Folder. We recommend selecting the Notify Me radio button so you're always aware of when new files are added to your catalog.

After you copy photos and launch the Organizer, a dialog box opens, prompting you to confirm adding photos (if you chose Notify Me in the Watch Folders dialog box). Click Yes in the dialog box shown in Figure 4-4, and the Add New Files from Watch Folder dialog box opens.



**Figure 4-4:** Click Yes to import new files in your catalog from files added to a Watch Folder.

In the Add New Files from Watch Folder dialog box, you find thumbnail previews for the new files found in a Watch Folder. By default, all the check boxes are selected, as shown in Figure 4-5. You can deselect any photos you don't want to add. Click OK, and the files are added to your catalog.



**Figure 4-5:** Deselect any photos you don't want to add to the Organizer and click OK.



When you add photos in the Organizer, only those photos you added appear in the Media Browser. To see all photos, be sure to click the Show All button at the top of the Media Browser pane.

## *Using PDF Readers with Devices*

Whether you export images as slide shows, photos, or videos from Elements, a PDF reader can be helpful. Obviously, if you export a slide show to PDF, you need a PDF reader, but some PDF viewers also support other formats, such as movie file formats.

As of this writing, Adobe Systems has yet to develop a PDF reader for iOS devices. If you use an iPhone/iPod/iPad, you can use the built-in iOS support or acquire a third-party PDF reader. If you use an Android device, Adobe has

developed a free Adobe Reader that you can download to your device. For application downloads on Android devices, consult your device documentation.

## Using PDF viewers with iOS devices

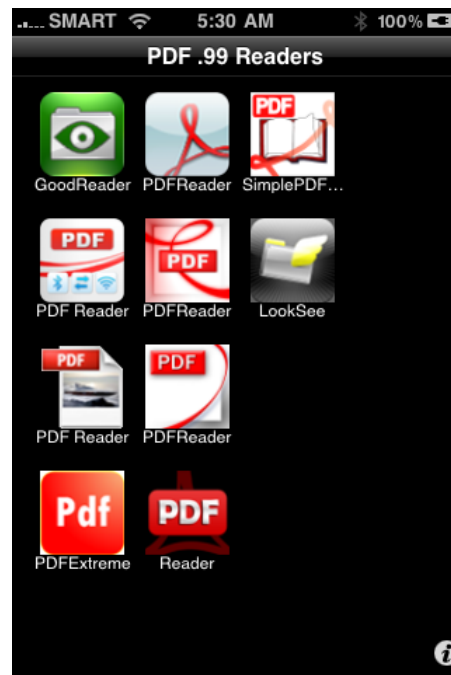
On iPhone and iPad, you can view folders of photos as a slide show automatically with the press of a button. You can also play music from your iPod library of songs as the slide shows are shown. iPhone and iPad remember that last tune you used when you viewed your slide show. The downside is that when you change the song to view other slide shows, the new music selection is used for all slide shows.

Elements is helpful when you want a complete slide show with embedded music that plays the same each time you open the slide show no matter what choices you have for a default music play. You can create new slide shows with different music backgrounds in Elements, and the music is specific to each slide show.

We could go into writing a review on the various PDF viewers you can acquire at the Apple App store for less than a dollar. (Some are shown in Figure 4-6.) To keep this simple, we suggest the one that we believe is the best PDF viewer for organizing documents, viewing PDF files, viewing slide show projects, viewing video, and sharing files on both iPhone and iPad.



**TIP** GoodReader by Good-iWare LTD (<http://goodreader.net>) is, in our opinion as of this writing, one of the best PDF viewers and provides you with many options for viewing your Elements creations. GoodReader is available for both iPhone and iPad and costs 99 cents — much less than some other PDF viewers you can find in the Apple App Store. In addition, you can also view PDFs natively in iOS when the files are added to your iBooks library.



**Figure 4-6:** Ten or more PDF viewer applications can be purchased for iPhone or iPad for 99 cents apiece.

GoodReader and many other PDF viewers use a web browser and Wi-Fi connection for file uploads. Follow these steps to upload files:

1. **Launch GoodReader on your iPhone or iPad and press the WiFi Transfer button in the lower-left area of the screen.**

Keep the window open on your device as you upload files.

2. **On your computer, open a web browser and type an IP address in the web browser address bar specified by the PDF Reader — similar to `http://xxx.xxx.xxx.xxx:8080`, where `x` is reported as a number.**

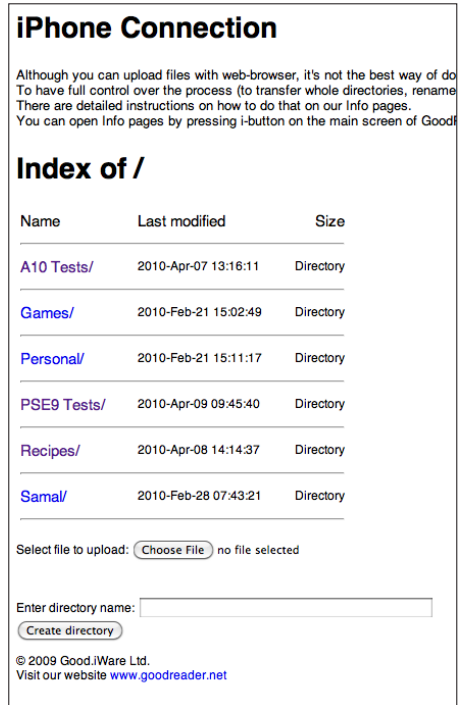
You use a web browser on your computer to transfer the files to an iDevice.

The IP address is reported back to you in the GoodReader screen, and the :8080 is added at the end of the address.

3. **Press the Return/Enter button on your computer when the address is added to the address bar in your browser.**
4. **Click the Choose File button to navigate your hard drive and locate the file you want to upload. (See Figure 4-7.)**
5. **Select a file and click Choose.**

The filename appears in the web browser window.

6. **To upload the file to the device, click the Upload button.**



**Figure 4-7:** Open your web browser and navigate to the address reported by GoodReader to establish a connection.

## *Using PDF readers with Android devices*

The Adobe PDF Reader for Android devices is a bit of a disappointment in the first release. We suspect that Adobe will eventually develop a more robust Adobe Reader for both iOS devices and Android devices.

What you can do presently is view PDF documents. However, any animation you create for PDF slide shows is not available. Figure 4-8 shows a screenshot of a PDF slide shown on a Galaxy Tab. To see the different slides, you need to swipe the screen. There's not much difference between viewing a PDF slide show and viewing photos in your Galaxy Tab Gallery.

## Making Creations for Devices

For making various creations in Elements, we refer you to the chapters with detailed steps for assembling the projects (Book IX). As you find in later chapters, several options are available to you for exporting your creations to the PDF format. When your creations are in PDF format, you need a PDF viewer to see them. What we're concerned with in this chapter is looking at how to prepare the final projects for viewing on iOS and Android devices. In some cases, you can use GoodReader on iOS as we explain in the preceding section, or you may need to employ other workarounds covered in the following sections.

### Creating slide shows for iOS devices

We talk about creating slide shows in Elements in Book IX, Chapter 1. Look over that chapter to find out how to create slide shows. For the moment, we want to focus on getting a slide show project on your iPhone or iPad.

Unfortunately, several creation and sharing options in Elements are limited to Windows users only, as we explain in Book IX, Chapter 1. Creating slide shows in Elements is handled a bit differently between Windows and the Macintosh.



**Figure 4-8:** Samsung Galaxy Tab and Adobe Reader display slide shows as single images.

- ✓ **Windows:** You can export a slide show as a movie file (.wmv) or a PDF file.
- ✓ **Macintosh:** You can export a slide show only to PDF. If you're a Macintosh user, you can use Adobe Premiere Elements if you want to export a slide show as a video file. You can always download the trial version of Premiere Elements and test it for 30 days to see whether this application works well with Elements for the kinds of creations you routinely make.

You have two viewing options when displaying Elements slide shows on an iOS device.



- ✓ **Slide show PDF:** The slide show is a single PDF file with multiple pages — one page for each photo. This option is like having a photo book where you turn the pages manually.

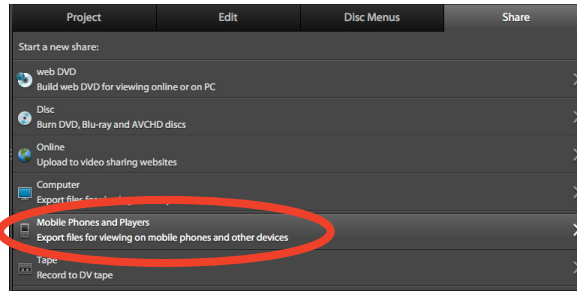
If you export to PDF with transitions as we explain in Book IX, Chapter 1, the transitions don't show up when you're viewing the file with a PDF reader on your iPhone or iPad.

- ✓ **Slide show movie:** To show off your slide show complete with auto page scrolling and transitions as they were applied when you created the slide show in Elements, you need to save the slide show as a movie file, with help from Adobe Premiere Elements. Premiere Elements is a companion product for Photoshop Elements, and you can purchase both applications together at a discounted price.

When you create a slide show in Elements, you can add audio to the project as we explain in Book IX, Chapter 1. If you create a slide show without audio, you also have an option in Premiere Elements to add audio to the project before exporting to a video format.

You assemble a project in Premiere Elements by getting media files in a similar fashion as you do in Photoshop Elements. What's important to know when exporting files for viewing on iPhone or iPad is that you need to be certain to export in the format appropriate for the device. In Premiere Elements, you have support for the iPhone/iPod (iPad can use the iPhone export option or one of six other options from the Widescreen and Standard categories), as shown in Figure 4-9.

For Mac users, Premiere Elements offers you support for importing individual photos that can be combined similar to the slide shows Windows users create in Elements. If you're an Android user, you can export movie formats such as .wmv, which you can view on Android systems.

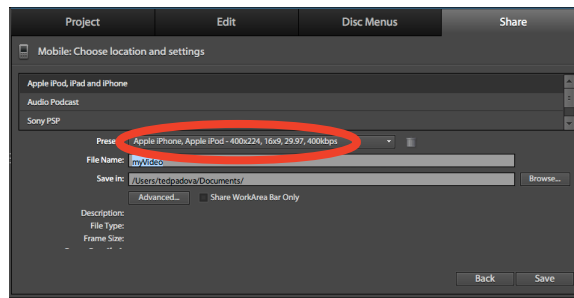


**Figure 4-9:** Premiere Elements supports an export format designed for iPhone or iPad.

Exporting to a format for iPhone or iPad is identical for both Windows and Macintosh users after you launch Premiere Elements. Follow these steps:

1. **Click the Mobile Phones and Players option when you're ready to export the project to a video file.**

The next screen you arrive at provides options for determining file location and quality settings, as shown in Figure 4-10.



**Figure 4-10:** From Premiere Elements, type a filename and choose a folder location to export the media file.

2. **Apply all the settings for your media file.**
3. **Click the Save button, and the file is saved in a format that displays well on your device.**



If you want to export a project from Premiere Elements for use on the iPad, you must use the same option as you do for the iPhone or one of the iPad presets. Using a format other than the Mobile Phones and Players option produces a poor-quality video.

4. After exporting the file, follow the steps in the earlier section “Using PDF viewers with iOS devices” to upload the file to a folder in the GoodReader directory.

After the upload completes, your file appears and plays exceptionally well, complete with transitions and audio, on your iPhone or iPad.

### *Creating slide shows for Android devices*

PDF slide shows appear as photos similar to viewing photos from a Gallery folder on Android devices. To view the slides, you need to swipe the screen. There’s not much difference than when viewing individual photos in your Gallery Folder.

Because the slide show is a PDF file, you need to view the slides in a PDF viewer. If you want to create albums of photos, you might consider using PDF slide shows and save them to memory cards. This method frees up space taken on your system storage space.

### *Working with flipbooks (Windows)*

We also talk about flipbooks in Book IX, Chapter 1. Like slide shows, flipbooks are limited to the Windows version of Elements.

Flipbooks are similar to slide shows in that you can combine several still photos and export to a video format. Flipbooks are limited to video and offer a quick, simple solution to create a slide show of several photos. When you export the file, you have an option for saving only in a video format.

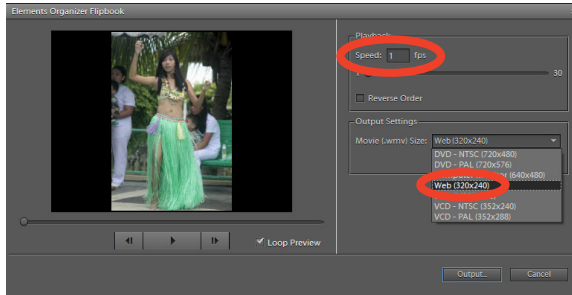
You can’t view the exported file from a flipbook creation directly on your iPhone or iPad without a little help from Premiere Elements. Similar to slide shows, you import the media into a Premiere Elements project. You can add audio to the project and export to the mobile device format similar to the way you export slide shows. After you export the flipbook file, upload the file to a GoodReader folder, and you’re ready to view the file on your iPhone or iPad.

### *Using flipbooks with Android devices (Windows)*

For creating simple animations to show off slides and viewing the slide show on an Android device, you only need to export the flipbook as a `.wmv` file. You don’t need to do any kind of file conversion. Android devices support viewing `.wmv` files natively.

Select photos in the Organizer and click the Create panel. Open the More menu and choose Flipbook to open the Elements Organizer Flipbooks dialog box.

When you create a flipbook in Elements, be certain to set the fps (Frames Per Second) option to 1 fps in the Speed Setting box in the Elements Organizer Flipbook dialog box. (See Figure 4-11.) If you leave the default setting at 15 fps, your slides scroll faster than you can see them.



**Figure 4-11:** Set the Speed to 1 fps for viewing slide shows.

You also have options for the file output size in the Elements Organizer Flipbooks dialog box. As a general rule for Android devices (both tablets and phones), use the Web (320x240) .wmv Movie Size. You won't see much difference than when using a 720x480 or 640x480 size, and the file size will be less than half of the larger options. Be certain to not use Email (160x120); this size displays the video pixelated and poor quality when viewed on tablets.

### Converting video formats for iOS devices

Videos are a simple matter of converting the file format to one acceptable for iPhone or iPad. Again you need a program such as Premiere Elements or a file-conversion utility to convert the video format to the mobile device format.

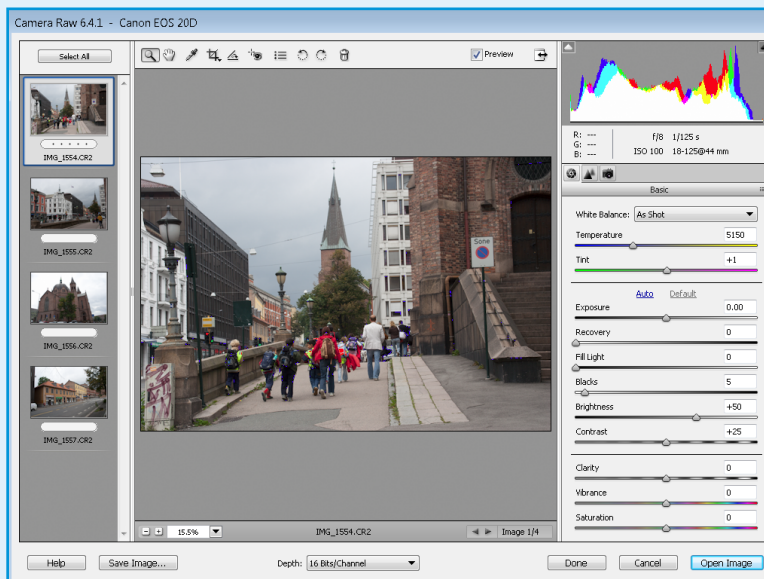
Adobe Premiere Elements can handle any creation exported as a .wmv file or QuickTime format. You can edit the video and audio in Premiere Elements and export to a format acceptable for your handheld device.

If you have other video formats such as an .avi file, iPad versions 3.2 and greater of the iPhone operating system support some AVI formats and Motion JPEG.



# Book III

# Image Essentials



**W**e start this minibook by covering all the attributes of image files. Our goal is to help you understand how to approach your editing tasks. In Chapter 2, we move on to talk about color modes and file formats. In Chapter 3, we cover all the things you need to know about working with Camera Raw files.

Be sure to look over Chapter 4 carefully. In it, we cover color management, an issue that will become critically important to you when you want to print files.

In Chapter 5, we move on to all the undo possibilities you have in Elements.



# Chapter 1: Specifying Resolution and Changing Image Sizing

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## *In This Chapter*

- ✓ Understanding image attributes
- ✓ Sizing images
- ✓ Scaling images
- ✓ Setting print and screen resolutions
- ✓ Changing the canvas size
- ✓ Straightening and dividing images

**W**hen you open a picture in Photoshop Elements, you're looking at a huge mass of pixels. These *pixels* are tiny, colored squares, and the number of pixels in a picture determines the picture's *resolution*. This relationship between pixels and resolution — important to understand in all your Elements work — relates to creating selections (as we explain in Book IV, Chapters 1 and 2), printing files (Book IX, Chapter 2), and sharing files (Book IX, Chapter 3).

This chapter explains some essential points about resolution and image sizes, especially in terms of the way these points affect how you end up modifying your images.

## *Examining Images Closely*

Files you open in Elements are composed of millions of tiny, square pixels. Each pixel has one, and only one, color value. The arrangement of the pixels of different shades and colors creates an illusion for your eyes when you're viewing an image onscreen. For example, you may have black and white pixels arranged in an order that creates the impression that you're looking at something gray — not at all those tiny black and white squares.

Just about everything you do in Elements has to do with changing pixels. You surround them with selection tools to select what appear to be objects in your image, you make pixels darker or lighter to change contrast and



brightness, you change the shades and tints of pixels for color correction, and you perform a host of other possible editing tasks.

We have another term to throw at you when talking about pixels and Elements files: Your pictures are *raster images*. When you have pixels, you have raster data. If you open a file in Elements that isn't made of pixels, Elements can *rasterize* the data. In other words, Elements can convert other data to pixels if the document wasn't originally composed of pixels.

In addition to raster data, you can find vector data, which we talk more about later in this chapter.



To use most of the tools and commands in Elements, you must be working on a raster image file. If your data isn't rasterized, many tools and commands are unavailable.

## Understanding resolution

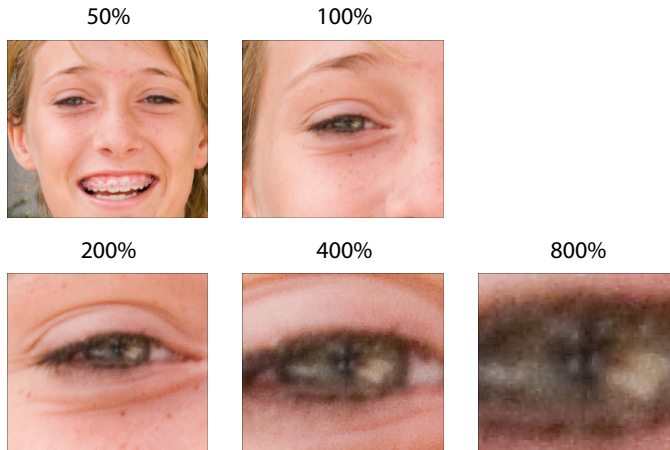
The number of pixels per inch (ppi) in a file determines its image resolution. If you have 72 pixels across a 1-inch horizontal line, your image resolution is 72 ppi. If you have 300 pixels in 1 inch, your image resolution is 300 ppi.



Image resolution is critical to properly outputting files in these instances:

- ✓ **When you print images:** If the resolution is too low, the image prints poorly. If the image resolution is too high, you waste time and memory processing all the data that needs to be sent to your printer.
- ✓ **When you show images onscreen:** Just as an image has an inherent resolution in its file, your computer monitor has an inherent — fixed — resolution at which it displays everything you see onscreen. Computer monitors display images at 72 ppi (or 85 or 96 ppi). With newer devices such as cell phones and tablets, image resolution rises significantly with different devices. What's important to know is that you can always best display photos on your computer monitor at a 72 ppi image size in a 100-percent view. On cell phones and tablets, you need to look over the device specifications to see what the optimum resolution is for each device.

As an example for viewing images on computer monitors, take a look at Figure 1-1: You see an image reduced to 50 percent and then at different zoom sizes. When the size changes, the resolution display on your monitor changes. When the size is 100 percent, you see the image in an optimum view. The 100-percent size represents the image displayed on your monitor at 72 ppi, regardless of the resolution of the file.



**Figure 1-1:** The same image, viewed at different zoom levels.

This relationship between the image resolution and viewing the image at different zoom levels is tricky but vital. If (for example) you grab an image off the web and zoom in on it, you may see a view like the 800-percent view shown in Figure 1-1. If you acquire a digital camera image, you may need to zoom out to a 16-percent view to fit the entire image into the Image window.

These displays vary so much because of image resolution. That image you grabbed off the web might be a 2-inch-square image at 72 ppi, and that digital camera image might be a 10-x-15-inch image at 240 ppi. You have to zoom in on the image if you want to fill the entire window with it — but when you zoom in, the resolution is lowered. The more you zoom in, the lower the resolution on your monitor.



When you zoom into or out of an image, you change the resolution as it appears on your monitor. *No resolution changes are made to the file.* The image resolution remains the same until you use one of the Elements tools to reduce or increase image resolution.

### ***Understanding image dimensions***

Image dimensions involve the physical size of your file. If the size is 4 x 5 inches, for example, the file can be one of any number of resolution values. After the file is open in Elements, you can change the dimensions of an image, the resolution, or both.

When you change only the dimensions of an image (not the number of pixels it contains), an inverse relationship exists between the physical size of your image and the resolution: As image size increases, resolution decreases. Conversely, when you reduce the image size, you raise resolution.

### *Understanding camera megapixels*

Digital-camera image resolution is measured in *megapixels* (millions of pixels) and is a factor in image size. If you have a 6-megapixel camera, the full-resolution images from your camera are about 3000 x 2000 pixels. The file size for a 6-megapixel image is about 5.7MB.

On the screen, the resolution of many digital camera images is 72 ppi (pixels per inch). Using the 6-megapixel image as an example, the resolution at 72 ppi produces an image that measures a little more than 41 x 27 inches. Regardless of whether your camera or cell phone takes pictures at 3, 5, or 8 megapixels or more, many images are captured at 72 ppi, but the dimensions vary according to the total number of pixels captured. With other cameras, you may find image resolutions like 230 ppi or some other variation. The higher resolutions typically produce images of smaller physical sizes.

### *Looking at raster versus vector images*

Elements supports working with vector data in addition to raster data. Whereas raster data carries with it a fixed resolution, vector objects are not resolution dependent. What does this mean, and more important, what advantages come from working with vector data?

A vector object might be a line of text or a shape you add to a photo from an assortment of vector shapes. When you size vector text and shapes in Elements, the resizing has no effect on resolution. In other words, you can make a line of text or a shape as large as you want, and when the photo is printed, the text and shapes print clearly without distortion. Text and shapes remain resolution independent until you flatten the layers. Then the shapes are converted to pixels and appear as raster images.

## *Using the Image Size Command*

When an image is too large, you need to reduce its resolution, physical size, or both. Or you might need a higher resolution to output an image at a larger size. This method of sizing — changing the size, as well as the number of pixels — is called *resampling* an image.



You can reduce resolution by sampling fewer pixels (*downsampling*) or raise resolution by adding more pixels to the sample (*upsampling*).



Use caution when you resample images; when you resample, you're either tossing away pixels or manufacturing new pixels — and *neither activity particularly benefits image quality*. We discuss the sampling details in the section “Upsampling images,” later in this chapter.

## Downsampling images

You can change an image's size and resolution in a couple different ways. One method involves cropping images. You can use the Crop tool with or without resampling images. (For more information on using the Crop tool, see “Using the Crop tool” later in this chapter.) Another method involves the Image Size dialog box, which you use in many of your editing sessions in Elements.

When you use the Image Size dialog box to size an image down, you are *downsampling* the image. Follow these steps to downsample an image in Elements:

### 1. Open a photo in Full Photo Edit mode.

Any photo you have handy can be used to follow the steps here.

### 2. Choose Image⇨Resize⇨Image Size.

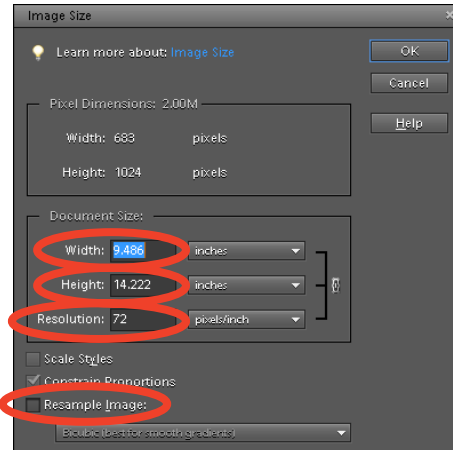
Alternatively, you press Ctrl+Alt+I (⌘+Option+I on a Mac). The Image Size dialog box opens, as shown in Figure 1-2.

The Pixel Dimensions area in the Image Size dialog box shows the file size (such as 18.2MB [megabytes]). This number is the amount of space the image takes up on your hard drive. The width and height values are fixed unless you select the Resample Image check box at the bottom of the dialog box.

### 3. In the Document Size area, redefine the dimensions and resolution.

Your options are

- **Width:** Type a value in the text box to resize the image's width; then, to implement the change, press Tab to move out of the field. From the drop-down list to the right of the text box, you can select a unit of



**Figure 1-2:** Choose Image⇨Resize⇨Image Size to open the Image Size dialog box.

measure: percent, inches, centimeters, millimeters, points, picas, or columns.

- *Height*: The Height options are the same as the Width options except there is no column setting. If you keep the sizing proportional — by selecting the Constrain Proportions check box — you typically edit either the Width or Height text box, but not both. When you alter either width or height, the resolution changes inversely.
- *Resolution*: Edit the text box to change resolution, and press the Tab key to change the value. When you edit resolution, the Width and Height values are changed inversely (if the Constrain Proportions check box is selected).

**4. If you're okay with resampling your image to get the desired size, select the Resample Image check box.**

With this check box selected, you can change dimensions and pixels at the same time, which results in reducing or increasing the number of pixels. When the check box is deselected, the values for dimensions are linked. Changing one value automatically changes the other values.

Before you resample your image, however, be sure to check out the following section.

**5. If you select the Resample Image check box, choose a resampling method as well as other resampling options.**

In the drop-down list, you find resampling-method choices. See Table 1-1 for details. The two check boxes above the Resample Image check box become active when you select the Resample Image check box. Here's what they do:

- *Scale Styles*: Elements has a Styles panel from which you can apply a variety of style effects to images. When you apply a style, such as a frame border, the border appears at a defined width. When you select the Scale Styles box and then resize the image, the Styles effect is also resized. Leaving the check box deselected keeps the style at the same size when the image is resized.
- *Constrain Proportions*: By default, this check box is selected; keep it that way unless you want to distort an image intentionally.

**6. When you're done selecting your options, click OK to resize your image.**

**Table 1-1 Resampling Methods**

<i>Method</i>	<i>What It Does</i>	<i>Best Uses</i>
Nearest Neighbor	This method is fastest, and the results produce a smaller file size.	This method is best used when you have large areas of the same color.
Bilinear	This method produces a medium-quality image.	You might use this option with grayscale images and line art.
Bicubic	This method is the default and provides a good-quality image.	Unless you find better results by using any of the other methods, leave the default at Bicubic.
Bicubic Smoother	This method improves on the Bicubic method, but you notice a little softening of the edges.	If sharpness isn't critical and you find Bicubic isn't quite doing the job, try this method. This method tends to work best if you have to upsample an image.
Bicubic Sharper	This method produces good-quality images and sharpens the results.	Downsample high-resolution images that need to be output to screen resolutions and web pages.



## Upsampling images

As a general rule, reducing resolution is okay, but increasing resolution isn't. If you need a higher-resolution image and you can go back to the original source (such as rescanning the image or reshooting a picture), try (if you can) to create a new file that has the resolution you want instead of resampling in Elements. Upsampling can severely degrade an image.

If you take a picture with a digital camera and want to add the picture to a web page, the image needs to be sampled at 72 ppi. In most cases, you visit the Image Size dialog box, select the Resample Image check box, add a width or height value, and type **72** in the Resolution text box. What you end up with is an image that looks great on your web page. In Figure 1-3, you can see an image that was downsampled in Elements from more than 14 inches horizontal width.



**Figure 1-3:** Downsampling images usually produces satisfactory results.



If you start with an image that was originally sampled for a web page and you want to print a large poster, you can forget about using Elements or any other image editor. Upsampling low-resolution images often turns them to mush, as shown in Figure 1-4.

You might wonder whether upsampling is useful for any purpose. In some cases, yes, you can upsample with satisfactory results. You can experience better results with higher resolutions of 300 ppi and more if the upsampling size isn't extraordinary. If all else fails, try applying a filter to a grainy, upsampled image to mask the problem. (Book VII, Chapter 1 has the details on filters.)



**Figure 1-4:** Upsampling low-resolution images often produces severely degraded results.



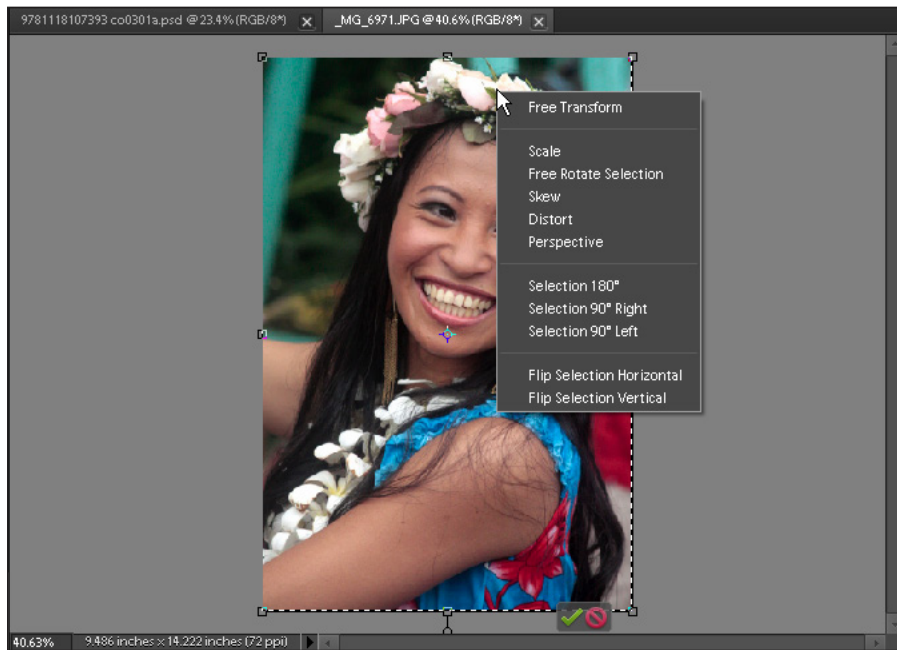
Some third-party tools do much better with upsampling images than the built-in sampling tools that Elements provides. For starters, take a look at OnOne Software's Genuine Fractals ([www.ononesoftware.com](http://www.ononesoftware.com)). When it's absolutely necessary to upsample images, you'll find favorable results using this product.

## Using the Scale Command

When you open a photo in Elements, the photo rests on an underlying layer called the *canvas*. The canvas and the photo are at a 1:1 ratio. In essence, the canvas is the physical size of your image. You can keep the canvas size fixed while upsizing or downsizing the photo image. To do so requires using the Transformation tools.

Choose Image⇨Transform⇨Free Transform or press Ctrl+T (⌘+T on a Mac), and you see a number of handles on the sides of the transformation rectangle. To scale a photo up or down, grab one of the four corner handles by clicking one and holding down the mouse button; then you can move the handle in or out to size the image down or up, respectively.

If you open a context menu after you've selected Free Transform, you find several transformation commands, as shown in Figure 1-5. Choose the Scale command to size an image up or down. As you drag the corner handles, the scaling is made while constraining proportions.

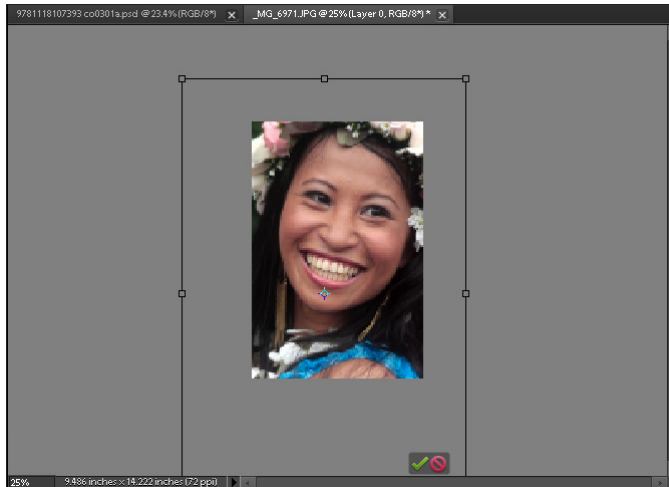


**Figure 1-5:** Press Ctrl+T (⌘+T) and open a context menu to choose from different transformation commands.

The end result of scaling images is the same as using the Image Size dialog box to upsample and downsample images. As you scale an image up, the image loses resolution. As you scale an image down, it gains resolution. Therefore, when scaling images up, be certain that the image resolution is sufficient to support the new size.

In Figure 1-6, we scaled up the image using the Scale command while maintaining the same canvas size.

For more on transformations, see Book IV, Chapter 2.



**Figure 1-6:** The results after scaling an image up.

## *Choosing a Resolution for Print or Screen*

The importance of resolution in your Elements work is paramount when printing files. Good ol' 72-ppi images can be forgiving, and you can get many of your large files scrunched down to 72 ppi for websites and slide shows. Printing images is another matter. Among the many different printing output devices, resolution requirements vary.

For your own desktop printer, plan to print a variety of test images at different resolutions and on different papers. You can quickly determine the best file attributes by running tests. When you send files to service centers, ask the technicians what file attributes work best with their equipment.

For a starting point, look over the recommended resolutions for various output devices listed in Table 1-2.

<b>Table 1-2 Resolutions and Printing</b>		
<i>Output Device</i>	<i>Optimum</i>	<i>Acceptable Resolution</i>
Desktop color inkjet & laser printers	300 ppi	180 ppi
Large-format inkjet printers	150 ppi	120 ppi
Professional photo lab printers	300 ppi	200 ppi
Desktop laser printers (black and white)	170 ppi	100 ppi
Magazine quality — offset press	300 ppi	225 ppi
Screen images (web, slide shows, video)	72 ppi	72 ppi

For more information on printing photos, see Book IX, Chapter 2.

## Changing the Canvas Size

When you scale images, you maintain the same canvas size. You might (for example) have a canvas size set up for printing a photo — say, 8 x 10 inches — and want to make an image a bit larger on the canvas. You might also add other images to create a photo collage and need to scale those added images up or down, again keeping the same canvas size.

For that matter, you might want to keep the image size the same but increase the canvas size to accommodate an area to include type, some content from the Content panel, or additional images.

You can also crop the canvas size with the Crop tool. The Crop tool is a more visual method for sizing the canvas.

### Using the Canvas Size dialog box

To increase the canvas size, choose Image⇨Resize⇨Canvas Size. The Canvas Size dialog box opens (as shown in Figure 1-7). In this dialog box, you have several options to control, such as

- ✓ **Current Size:** The display for the Current Size shows you what your original canvas size is when you open the dialog box.
- ✓ **Width:** Type the new width in the text box.
- ✓ **Height:** Type the new height in the text box.
- ✓ **Relative:** By default, the new size is absolute. Select this check box if you want the new size relative to the dimensions.
- ✓ **Anchor:** By default, the canvas is increased from the center out. For example, if you have a 3-x-3-inch canvas area and you increase the size to 5 x 5 inches, 1 inch of canvas is added to all four sides of the photo. By clicking an arrow in the Anchor area, you can size the canvas relative to the photo from the top-left corner, top, top-right corner, left side, right side, bottom-left corner, bottom, or bottom-right corner.

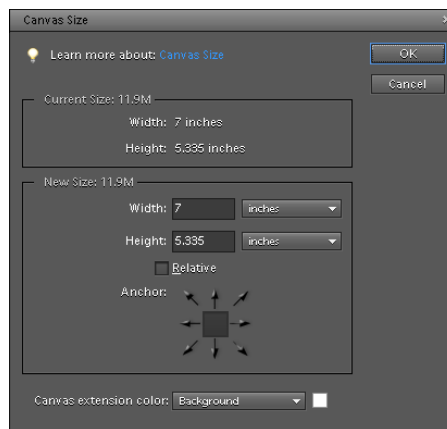
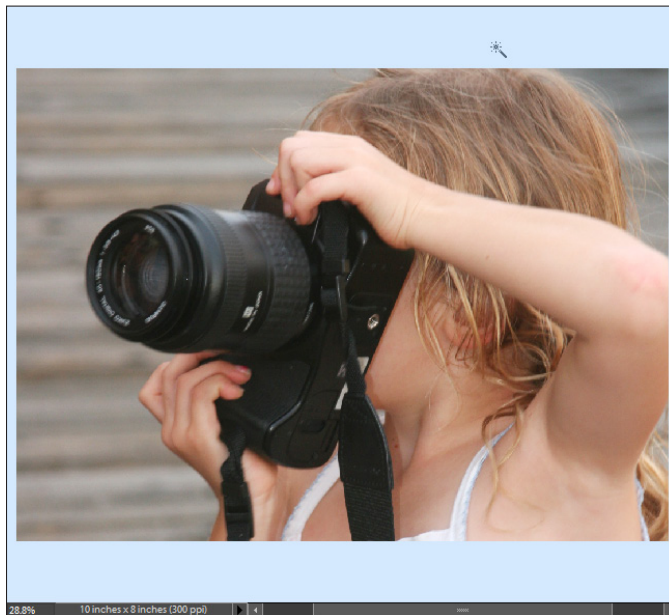


Figure 1-7: The Canvas Size dialog box.

- ✓ **Canvas Extension Color:** From the drop-down list, you can choose the current background, foreground, or some preset values for the color of the new canvas area. If you want a custom color, click the color swatch to the right of the drop-down list and make a new color selection from the pop-up color wheel.

In Figure 1-8, we added some canvas area to make the total size of the photo 8 x 10 inches. The new canvas color specified in the Tools panel is the same color as the background color.



**Figure 1-8:** A photo after new canvas area was added from the center out.

### *Using the Crop tool*

Now that we walked you through all the toggles you have available in the Canvas Size dialog box, we're going to tell you to forget it all! It's old school, and you can now take advantage of a more visual method for sizing the canvas.



### Sizing a canvas with the Crop tool

“I’ve always been able to trim a canvas with the Crop tool,” you say, “But can I really size up a canvas with the Crop tool?” Yes, you can! In Photoshop Elements 10, you can resize the canvas with new features added to the Crop tool. The Crop tool in Elements 10 is now capable of expanding the canvas size as well as trimming it.

To find out how to use the Crop tool to size up a canvas, follow these steps:

**1. Open an image in Full Photo Edit mode.**

Any image will do. Select an image in the Organizer and open the Fix menu. Choose Full Photo Edit to open the image in Full Photo Edit mode.



**2. Select the Crop tool.**

Press the C key to access the tool or click the tool in the Tools panel.

**3. Drag open a rectangle on the image and release the mouse button.**

You can drag out a small rectangle or one to fill the entire size of the image. The size of the rectangle doesn’t matter. Just be certain you see a rectangle with eight handles (squares) along the dashed lines.

**4. Drag the rectangle handles out beyond the image size similar to what you see in Figure 1-9.**

**5. Press the Enter/Return key or click the green check mark to commit the new canvas size.**

The canvas size is sized up to the rectangle boundaries.

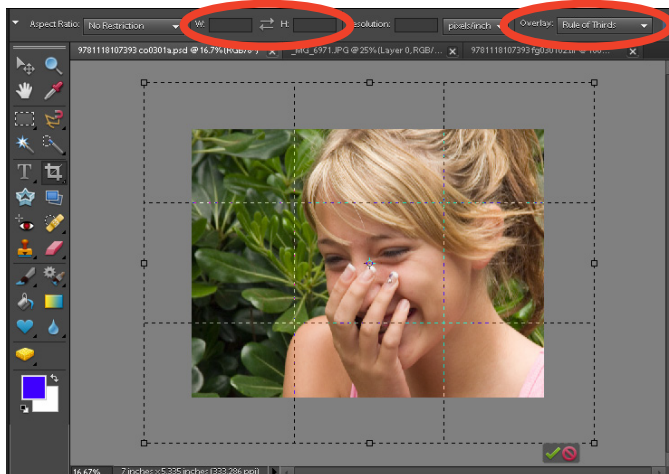


Figure 1-9: Drag the crop rectangle outside the image area.



What you see in Figure 1-9 is an overlay called the Rule of Thirds where the grid appears with equal divisions in nine quadrants. Theoretically, the centermost rectangle is the area where a viewer of your photo makes eye contact and should appear as the focal point for your photo.

In the Overlay drop-down menu, you see Rule of Thirds selected, as shown in Figure 1-9. You have other choices for overlays or using no overlay from the menu.



You can also use numerical values like you do in the Canvas Size dialog box. Type values for the Width and Height (also shown in Figure 1-9) and reshape the rectangle to include area outside the image or crop the image down in size while retaining a fixed width and height.

### *Using Golden Ratio*

Because we're talking about cropping images, you might want to look at some of the other options available to you using the Crop tool. As we said, you can make some choices in the Overlay drop-down list on the Options bar when you click the Crop tool in the Tools panel. In addition to the Rule of Thirds, three other choices are available:



✓ **None:** The first option in the Overlay drop-down list on the Options bar is None. Use this option when you want only the crop rectangle to appear.

✓ **Grid:** This option provides a grid with equal divisions within the crop boundary.

✓ **Golden Ratio:** Your final choice is Golden Ratio. Golden Ratio is based on what's known as the *Divine Proportional Spiral*, a guideline that the famous classical artists used to ensure that their paintings were pleasing to the eye.



When you choose Golden Ratio from the Overlay drop-down list, you see crop guides as they appear in Figure 1-10. You should understand some of the choices you have on the Options bar when using this tool. You have the following options:

✓ **Aspect Ratio:** The drop-down list on the far left side of the Options bar offers fixed choices for Aspect Ratio. When you select Golden Ratio, the Aspect Ratio changes to Custom. If you make a choice for another aspect ratio, the Golden Ratio Crop tool is not available.

- ✓ **Swap height and width:** When you drag the Crop tool for Golden Ratio, the default appears in landscape view (horizontal larger than vertical). If you want to change to a portrait crop, click the arrowheads.
- ✓ **Overlay drop-down list:** Make a choice for the Crop tool you want to use. In this example, we're talking about Golden Ratio.
- ✓ **Flip the Overlay:** Figure 1-10 shows the focal point (represented by the callout in the middle of the intersecting guides), appearing on the right side of the image. You can flip the crop guide so the focal point appears on the left side of the image. If you have a portrait guide (by clicking the arrowheads between W and H on the Options bar) and flip the overlay, you can choose between a top or bottom choice for the focal point.
- ✓ **Focal Point:** The focal point is where you want the most interesting area in your image. Do your best to drag the crop rectangle so the point amidst the intersecting guides rests atop the main area of interest. With portrait shots, the main area of interest might be a subject's eyes, for example.
- ✓ **Commit/Cancel:** As is common to most editing tasks in Elements, you click the green check mark to commit the edit or click the circle with diagonal line to cancel the crop definition.

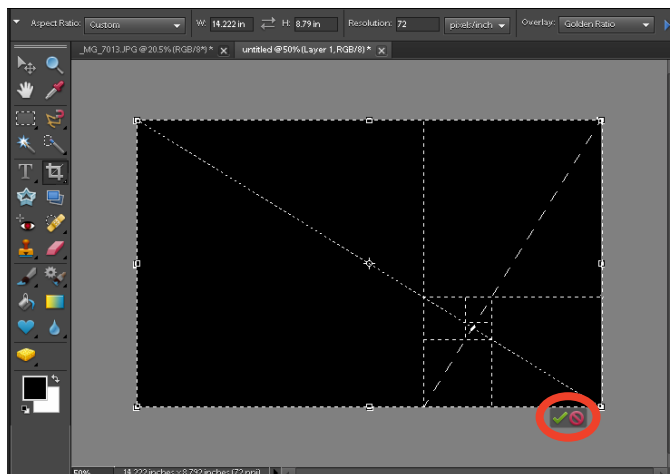


Figure 1-10: The crop guides as they appear using Golden Ratio.

In Figure 1-11, we used the Golden Ratio tool to produce the image shown in Figure 1-12.



**Figure 1-11:** Define the area to be cropped and click the green check mark.



**Figure 1-12:** The image as it appears after cropping.

## Straightening Images

Strive to capture a straight horizon in your photo. You don't want people to feel like the water is pouring right out of your frame in that shot of the beach or sailboat. Or, maybe when you scanned a photo, it wasn't quite centered in the middle of the scanning bed. No worries. Elements gives you several ways to straighten an image.

### Using the Straighten tool

This tool enables you to specify a new straight edge, and it then rotates the image accordingly. Here's how to use the Straighten tool:



- 1. In Full Photo Edit mode, select the Straighten tool from the Tools panel (or press the P key).**
- 2. Specify your desired setting from the Canvas Options on the Options bar.**

Here are your choices:

- *Grow or Shrink Canvas to Fit:* Rotates the image and increases or decreases the size of the canvas to fit the image area.
- *Crop to Remove Background:* Trims off background canvas outside the image area. This is helpful if you want to remove white areas that appear around an image when you scan it.
- *Crop to Original Size:* Rotates your image without trimming any background canvas.

- 3. (Optional) Select Rotate All Layers.**

If you want to rotate all layers in an image, select this option.

- 4. Using the Straighten tool, draw a line in your image to represent the new straight edge, as shown in Figure 1-13.**

Your image is then straightened and, if you chose either of the crop options in Step 2, also cropped.



**Figure 1-13:** Straighten your image.

### *Using the Straighten menu commands*

In addition to using the Straighten tool, you can straighten your images by using two commands on the Image menu, in either Full Photo Edit or Quick Photo Edit mode:

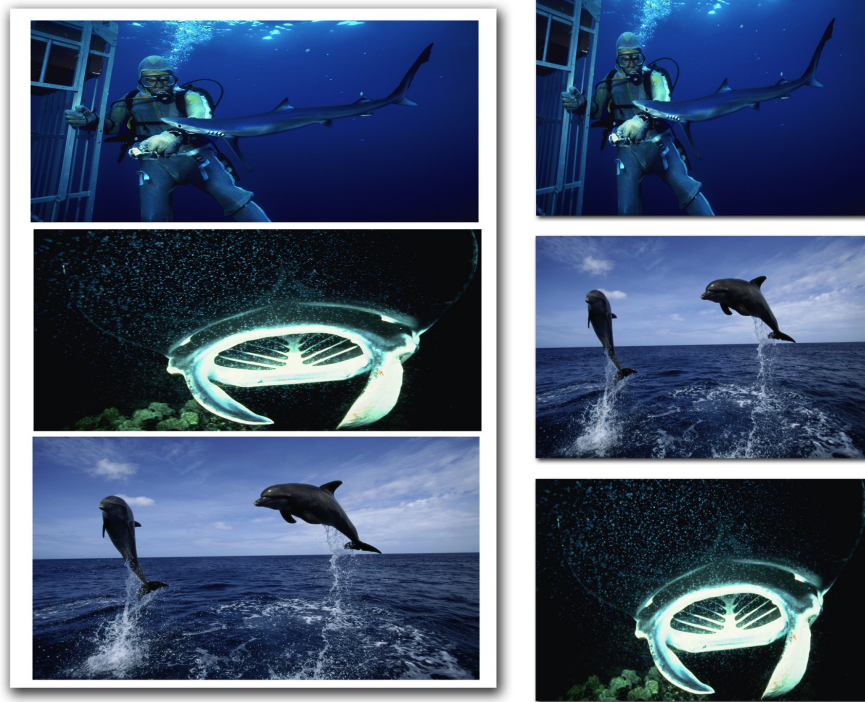
- ✓ **To automatically straighten an image without cropping:** Choose Image⇨Rotate⇨Straighten Image. This method of straightening leaves the canvas around the image.
- ✓ **To automatically straighten and crop the image simultaneously:** Choose Image⇨Rotate⇨Straighten and Crop Image.

### *Using the Divide Scanned Photos Command*

The Divide Scanned Photos command is fabulous if you want to save time by scanning multiple images initially into one document (and the command works on single images as well). This command is a real manual-labor time-saver, and we endorse it. Position all the photos you can on your scanning bed and get one initial scan. Just make sure that a clear separation exists between the images. Then choose Image⇨Divide Scanned Photos in either Full Photo Edit or Quick Photo Edit mode. Elements divides the images and places each one in a separate window (which you can then save as a separate file), as shown in Figure 1-14.



If you have images with a lot of white in them, such as snow, you should cover the scanner with a piece of dark paper to better delineate the boundaries of each image. Conversely, for scanners with a black background and scanning photos with a lot of black, cover the scanner with a piece of light paper.



Corbis Digital Stock

**Figure 1-14:** The Divide Scanned Photos command extracts and straightens images into separate files.



# Chapter 2: Choosing Color Modes and File Formats

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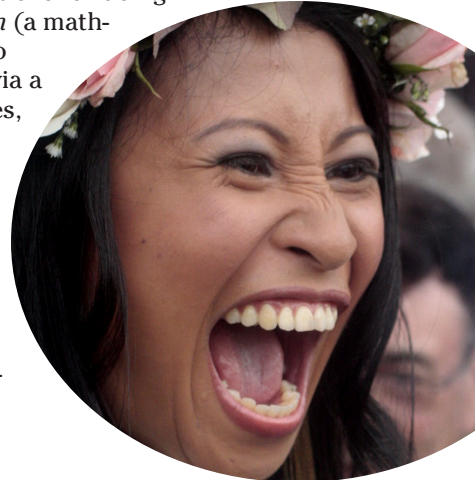
## *In This Chapter*

- ✓ Using color modes
- ✓ Converting images to different color modes
- ✓ Working with file formats
- ✓ Creating versions

**R**egardless of what output you prepare your files for, you have to consider color mode and file format. The most common color mode for photos taken with a digital camera is RGB; you use it to prepare color files for printing on your desktop color printer or for sending to photo-service centers.

You can also use color modes other than RGB (red, green, blue) — bitmap or grayscale, for example. If you start with an RGB color image and want to convert to a different color mode, you have menu options for doing precisely that. Photoshop Elements uses an *algorithm* (a mathematical formula) to convert pixels from one mode to another. In some cases, the conversion that's made via a menu command produces good results; in other cases, you can use some different options for converting modes.

In this chapter, we introduce the modes that are available in Elements and explain how to convert from RGB to the mode of your choice: bitmap, grayscale, or indexed color. File formats are also somewhat dependent on which color mode you choose for your files, so we tossed in a discussion about saving files in this chapter.



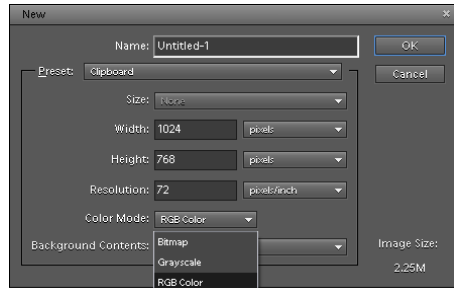
## *Selecting a Color Mode*

When you open an image from a digital camera or scan an image, the image file contains a color mode. Typically, digital camera images are in RGB color mode. When you scan documents and photos on a scanner, you can choose from among line art (bitmap mode), grayscale, or RGB color.



Another mode you may have heard of is CMYK. Although CMYK mode isn't available in Photoshop Elements, you should be aware of it and its uses. CMYK, commonly referred to as *process color*, contains percentages of cyan, magenta, yellow, and black colors. This mode is used for commercial printing and also on many desktop printers. If you design a magazine cover in Elements and send the file to a print shop, the file is ultimately converted to CMYK. Also note that most desktop printers use different ink sets within the CMYK color space.

If you start in Full Photo Edit mode and create a new blank document, you have a choice for defining the color mode of the new document. Choose File → New → Blank File, and the New dialog box opens, as shown in Figure 2-1. At the bottom of the dialog box, you make a choice for the color mode from the Color Mode drop-down list.



**Figure 2-1:** Define the color mode for a new blank document with the New dialog box.

When choosing a color mode, the options you have for importing images from digital camera shots, scanning images, and creating new documents are limited to the modes discussed thus far. To explore other modes or change a mode, you have to work with menu commands for converting color.

## *Converting Color Modes and Profiles*

The most common scenario for photographers and users of Photoshop Elements is to start out with an RGB color image. This color mode is the center of your mode universe — and from here, you can convert from RGB to other color modes.

### *Converting to Bitmap mode*

Bitmap mode is most commonly used in printing line art, such as black-and-white logos, illustrations, or black-and-white effects that you create from your RGB images. Also, you can scan your analog signature as a bitmap image and import it into other programs, such as Microsoft Office programs. If you're especially creative, you can combine bitmap images with RGB color to produce many interesting effects.



The Elements Bitmap mode isn't the same as the Windows BMP file format. In Elements, Bitmap mode is a color mode with only two color values — black and white. A Windows BMP file can be an image in RGB, Grayscale, or Bitmap color mode.



When you're working with color modes, keep in mind that when you combine images into single documents (as we explain throughout Book VI), you have to convert bitmap files to grayscale or color if you want to merge those images with an RGB image. If you convert to grayscale, Elements takes care of converting grayscale to RGB mode.

For an example of what happens when you combine grayscale and color images, look over Figure 2-2: The original RGB image was converted to a bitmap and then saved as a different file. The bitmap was converted to grayscale and dropped on top of the RGB image. Adjusting the opacity produced a grainy effect with desaturated color. (For more information on how to merge files, create layers, and blend the opacity of layers, see Book VI, Chapters 1 through 3.)

You can acquire Bitmap mode images directly in Elements when you scan images that are originally black and white — such as line art, logos, your signature, or a copy of a fax — in Bitmap mode. Additionally, you can convert your RGB color images to Bitmap mode.

Converting RGB color to bitmap is a two-step process. You first convert to grayscale and then convert from grayscale to bitmap. If you use the Bitmap menu command while in RGB color, Elements prompts you to convert to grayscale first.

To convert RGB mode to Bitmap mode, do the following:

1. **Open an image that you want to convert to Bitmap mode, using either Full Photo Edit or Quick Photo Edit mode.**
2. **Choose Image ⇨ Mode ⇨ Bitmap.**

If you start in RGB mode, Elements prompts you to convert to Grayscale mode.



**Figure 2-2:** Combining the same image from a bitmap file and an RGB file.

**3. Click OK.**

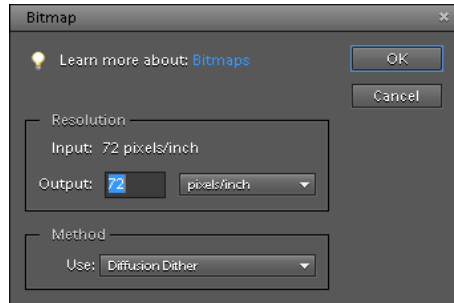
The Bitmap dialog box opens, providing options for selecting the output resolution and a conversion method.

**4. Select a resolution.**

By default, the Bitmap dialog box (as shown in Figure 2-3) displays the current resolution. You can edit the text box and type a new resolution value or accept the default.

**5. Under the Method heading, select one of the following settings from the Use drop-down list:**

- *50% Threshold*: This choice results in half the pixels turning white and the other half turning black. You see a piece of artwork that appears solid black and white.
- *Pattern Dither*: Dithering results in an illusion of gray pixels according to the placement of the blacks and whites. When using a pattern dither, the image is dithered according to a defined pattern.
- *Diffusion Dither*: This option results in the best view of a black-and-white photo where the dithering appears with grays as well as blacks and whites.



**Figure 2-3:** Type a resolution for your output; select a conversion method from the Use drop-down list.



For more about dithering color, see the “Converting to Indexed Color mode” section, later in this chapter. Look at Figure 2-4 to see a comparison of the different methods used in converting RGB images to bitmaps.

**6. Click OK to convert your image to Bitmap mode.**

## *Converting to Grayscale mode*

Grayscale images have black and white pixels and any one of 256 levels of gray. By converting an RGB image to grayscale, you can make it look like a black-and-white photo.



We talk about 256 gray levels in many chapters in this book. An RGB color image is divided into three separate channels (one for red, one for green, and one for blue). Each of these channels contains 256 levels of grays. Adjusting the levels of grays affects the brightness and color in your images. (Look over Book VIII, Chapter 2 to understand more about the gray levels and adjusting them in Photoshop Elements.)



**Figure 2-4:** RGB image converted to bitmap by using 50% Threshold, Pattern Dither, and Diffusion Dither.



You can convert an image to grayscale in one of three ways, but we're here to tell you that one of these methods isn't as good as the others. In other words, avoid converting to grayscale by choosing **Image** ⇨ **Mode** ⇨ **Grayscale**. When Elements performs this conversion, it removes all the color from the pixels, so you lose some precious data during the conversion. You can't regain this color after conversion. If you use the **Image** ⇨ **Mode** ⇨ **Grayscale** command sequence to convert an image to grayscale and then save the file and delete the original from your hard drive or memory card, the color image is lost forever. You can save a secondary file, but this method is confusing and requires more space on your hard drive.

As an alternative to using the menu command for converting images to grayscale, follow these steps:

1. **Open an RGB image in Elements.**
2. **Duplicate a layer.**

The default Project Bin contains the Layers panel. In this panel, you find a pop-up menu when you click the box in the upper-right corner. From the menu commands, choose Duplicate Layer. (For more information on working with layers, see Book VI, Chapter 1.) After duplicating the layer, you see a thumbnail of another layer in the Layers panel.

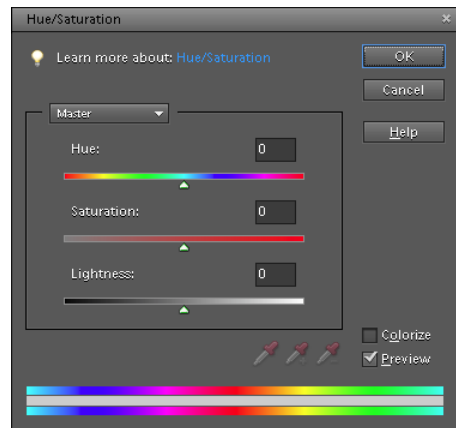
3. **Choose Enhance⇨Adjust Color⇨Adjust Hue/Saturation (alternatively, press Ctrl+U or ⌘+U on the Mac) to open the Hue/Saturation dialog box, as shown in Figure 2-5.**
4. **Drag the Saturation slider to the far left to desaturate the image and click OK.**

All color disappears, but the brightness values of all the pixels remain unaffected. (For more information on using the Hue/Saturation dialog box and the other Adjust Color commands, see Book VIII, Chapter 2.)

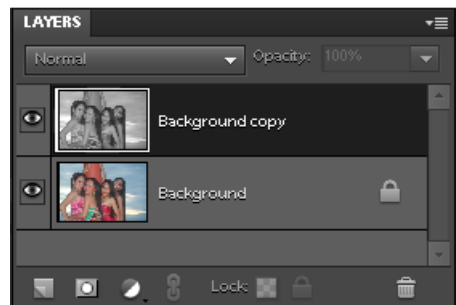
5. **Turn off the color layer by clicking the Eye icon.**

In the Layers panel, you see two layers, as shown in Figure 2-6. You don't need to turn off the color layer to print the file in grayscale, but turning it off can help you remember which color layer you used the last time you printed or exported the file.

Following the steps just given provides you with a file that contains both RGB and grayscale. If you want to print the color layer, you can turn off the grayscale layer. If you need to exchange files with graphic designers, you can send the layered



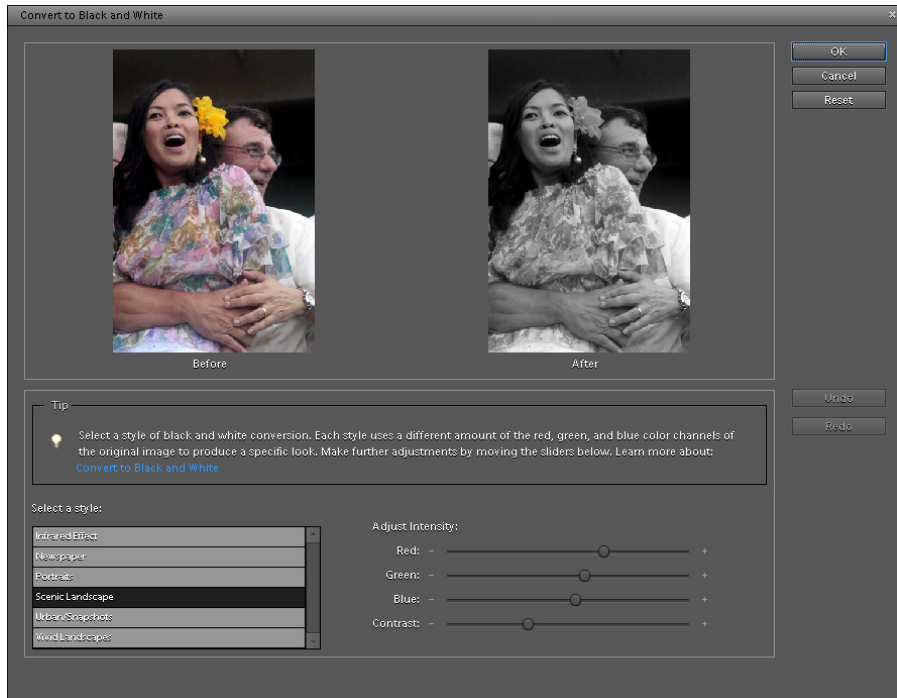
**Figure 2-5:** In the Hue/Saturation dialog box, move the Saturation slider to the far left to eliminate color.



**Figure 2-6:** The Layers panel shows the grayscale and color layers. Click the Eye icon to turn layers on or off.

file, and then the design professional can use both the color image and the grayscale image.

Another choice you have for converting color to black-and-white photos is to use the Convert to Black and White dialog box. Choose Enhance → Convert to Black and White in either Full Photo Edit mode or Quick Photo Edit mode, and you see the Convert to Black and White dialog box shown in Figure 2-7.



**Figure 2-7:** The Convert to Black and White dialog box.

This dialog box contains many controls for adjusting brightness and contrast in images that you convert to grayscale. You can select from preset options in the Select a Style list. As you move the sliders in the Adjust Intensity area, you can see a dynamic preview displayed in the After thumbnail area.



If you want to keep your original RGB image in the same file as the grayscale version, duplicate the background by right-clicking a layer in the Layers panel and choosing Duplicate Layer from the context menu. Alternatively, you can drag a layer to the Create New Layer icon at the bottom-left corner in the Layers panel. Then click the background and choose Enhance → Convert to Black and White. The conversion is applied only to the background, leaving the copied layer in the original color mode.

### *Converting to Indexed Color mode*

Indexed color is a mode you use occasionally with web graphics, such as saving in GIF format or PNG-8. When saving indexed-color images, you can often create smaller file sizes than using RGB. These are ideal for using in website designs.

RGB images in 24-bit color (8 bits per channel) can render colors from a palette of 16.7 million colors. An indexed color image is an 8-bit image with only a single channel. The total number of colors you get with indexed color can be no more than 256. When you convert RGB images to indexed color, you can choose to *dither* the color, which displays the image with a dithered effect much like the effect you see with bitmapped images. This dithering effect makes the file appear as though it has more than 256 colors, and the transition between colors appears smoother than it would if no dithering were applied.

On occasion, indexed-color images have an advantage over RGB images when you're hosting the images on web servers: The fewer colors in a file, the smaller the file size and the faster the image loads. When you prepare images for web hosting, you can choose to use indexed color or RGB color. Whether you choose one over the other really depends on the quality of the image as it appears on your monitor. If you have some photos that you want to show on web pages, you should use RGB images and save them in a format appropriate for web hosting, as we explain in the section "Saving files for the web," later in this chapter.

If you have files composed of artwork, such as logos, illustrations, and drawings, you may find that the appearance of images using indexed colors is no different from the same images as RGB. If that's the case, you can keep the indexed-color image and use it for your web pages.

To convert RGB images to indexed color, choose Image⇨Mode⇨Indexed Color; the Indexed Color dialog box opens. Various options are available to you; fortunately, you can preview the results while you make choices. Get in and poke around. You can see the options applied in the Image window.

### Converting color profiles

Because we're talking about color conversions in this chapter, we also cover a little bit about color profiles (and converting color profiles) here. But for a more thorough discussion of color profiles, jump to Chapter 4 of this minibook.

Some image files contain embedded color profiles; an example is the one shown later in this chapter, in Figure 2-8, where the embedded profile is shown in the Save As dialog box.

Photoshop Elements can embed either one of two different color profiles in a photo: Adobe RGB and sRGB. The Adobe RGB profile uses a slightly larger color gamut (more available colors) than sRGB. Some printing devices work best when converting sRGB color to the printer's color. Other printers offer better support for Adobe RGB. (This is a nutshell view of color profiling for printing. For more detailed information, see Book IX, Chapter 2.)

If you want to print the file to a printer, you might want to convert the color profile. To do so, you choose Image⇨Convert Color Profile and then make a choice from the submenu. Your options are

- ✓ **Remove Profile:** Choosing this option removes the color profile from the image.
- ✓ **Convert to sRGB Profile:** This choice applies the sRGB profile to the image.
- ✓ **Convert to Adobe RGB:** This option applies the Adobe RGB color profile to the image.

Choosing one of these options either removes a color profile or converts to the selected color profile. When you save your file, you have the option to embed the profile in the image.

## *Using the Proper File Format*

As you edit your image files, be sure you save frequently to update the work performed in your editing sessions. Continue saving as your work progresses to avoid data loss.

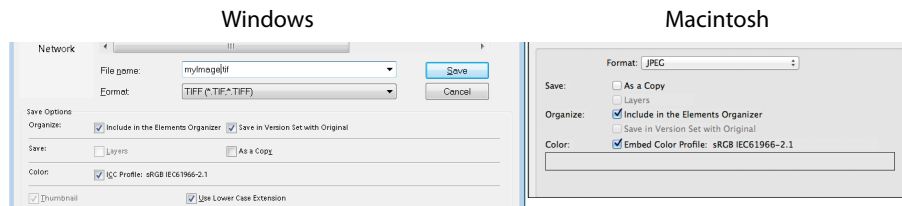
You can save Photoshop Elements files in a variety of formats. Some format types support only certain color modes, so you may need to convert a color mode before you can save in those formats. Put another way, a relationship exists between the color modes present in files and saving those files in formats that support those color modes. Additionally, an image's bit depth may also limit the kinds of file formats you can use when saving files. (See Chapter 4 in this minibook for more information about bit depth.)

Before you go too far in Elements, become familiar with file formats and the conversions necessary to save in one format or another. If you don't convert an image's modes or change its bit depth, you can save an edited file in the same format in which you opened it. Often, however, if you open an image and prepare it for some form of output, you have to give more thought to the kind of file format you should use when saving the file.

### *Using the Save/Save As dialog box*

In almost any program, the Save (or Save As) dialog box is a familiar place where you make some choices about the file to be saved. With Save As, you can save a duplicate copy of your image or save a modified copy and retain the original file.

To use the Save (or Save As) dialog box, choose File⇨Save for files to be saved the first time, or choose File⇨Save As for any file, and a dialog box opens. In Figure 2-8, you can see the save options you have available on Windows (left) and Macintosh (right).



**Figure 2-8:** The Save As dialog box.

The standard navigational tools you find in any Save dialog box appear in the Elements Save/Save As dialog box. Here are some standard options you find in the Elements Save/Save As dialog box:

- ✔ **File Name (Save As on the Mac):** This item is common to all Save dialog boxes. Type a name for your file in the text box.
- ✔ **Format:** From the drop-down list, you select file formats. We explain the formats supported by Elements in the section “Understanding file formats,” later in this chapter.

A few options make the Photoshop Elements Save/Save As dialog box different from other Save dialog boxes that you might be accustomed to using. The Save Options area in the Save As dialog box provides these choices:

- ✔ **Include in the Elements Organizer:** If you want the file added to the Organizer, select this check box. (For more information about using the Organizer, see Book II, Chapter 2.)
- ✔ **Save in Version Set with Original:** You can edit images and save a version of your image, but only in Quick Photo Edit mode. When you save the file from Quick Photo Edit mode, this check box is active. Select the box to save a version of the original, which appears in the Organizer. The “Creating Versions” section later in this chapter introduces version sets.
- ✔ **Layers:** Select this check box if you have a file with layers and want to preserve the layers. This option is available only for PSD, TIFF, PDF, and PSE file formats.
- ✔ **As a Copy:** Select this check box to save a copy of the file without overwriting the original.
- ✔ **Color:** Select the check box for ICC (International Color Consortium) Profile. Depending on which profile you’re using, the option appears for sRGB or Adobe RGB (1998). When the check box is selected, the profile is embedded in the image. (See “Converting Color Modes and Profiles,” earlier in this chapter.)
- ✔ **Thumbnail (Windows):** If you save a file with a thumbnail, you can see a miniature representation of your image when viewing it in folders or on the desktop. If you select Ask When Saving in the Saving Files preferences, the check box can be enabled or disabled. If you select an option for Always Save or Never Save in the Preferences dialog box, this box is enabled or disabled (and grayed out). You have to return to the Preferences dialog box if you want to change the option. Flip to Book I, Chapter 4 for help with preferences.

- ✓ **Use Lower Case Extension (Windows):** File extensions give you a clue to which file format a file was saved in. Elements automatically adds the extension to the filename for you. Your choices are to use uppercase or lowercase letters for the extension name. Select the check box for Use Lower Case Extension for lowercase; deselect the check box if you want to use uppercase characters in the filename. By default, you should always use lowercase extensions. Lowercase is required for some uses such as web hosting images.

## Understanding file formats

When you save files from Elements, you pick a file format in the Format drop-down list found in both the Save and Save As dialog boxes.



When you choose from the different format options, keep the following information in mind:

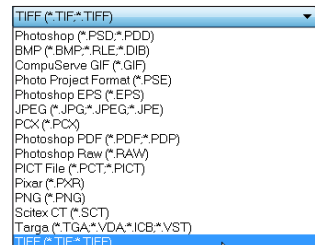
- ✓ **File formats are especially important when you exchange files with other users.** Each format has a purpose, and other programs can accept or reject files depending on the format you choose.
- ✓ **Whether you can select one format or another for saving a file depends on the color mode, the bit depth, and whether layers are present.** If a format isn't present in the Format drop-down list when you attempt to save a file, return to one of the edit modes and perform an edit, such as changing a color mode or flattening layers, in order to save the file in your chosen format.

Figure 2-9 shows a number of different file formats you can use. However, in practicality, you're likely to use only a few on a routine basis. We talk about the most essential formats in this chapter. If you want to find out more about those formats we don't discuss here, consult the Elements Help files.

In the following sections, we explain formats you're likely to use most.

### Photoshop (\*.PSD, \*.PDD)

This format is the native file format for both Photoshop and Photoshop Elements. The format supports saving all color modes and bit depths, and you can preserve layers. Use this format when you want to save in a native format or exchange files with Photoshop users. Also use it for saving files that you want to return to for more editing. When you save layers, any text you add to layers can be edited when you return to the file. (See Book V, Chapter 3 for more information on adding text to an image.)



**Figure 2-9:** Open the Format drop-down list in either the Save or Save As dialog box to make the formats supported by Elements appear.

### ***BMP (\*.BMP, \*.RLE, \*.DIB)***

The term *bitmap* can be a little confusing. You have both a file format type that's bitmap and a color mode that's also bitmap. Don't confuse the two. The bitmap *format* supports saving in all color modes and in all bit depths. The Bitmap *color mode*, which we cover in the section "Converting to Bitmap mode," earlier in this chapter, is 1-bit black-and-white only.

Use the bitmap format when you want to add images to system resources, such as wallpaper for your desktop (Windows). Bitmap is also used with many application programs. If you can't import images in other program documents, try to save them as BMP files.

### ***CompuServe GIF (\*.GIF)***

GIF is a format used with web graphics. Although you have the format available in the Save As dialog box, use the Save for Web command we explain later in the section "Saving files for the web" when saving images in GIF format.

### ***Photo Project Format (\*.PSE)***

Use this option when you create a project and want to save the file as a project. See Book IX, Chapter 1 for more on creating projects in Elements.

### ***JPEG (\*.JPG, \*.JPEG, \*.JPE)***

JPEG (Joint Photographic Experts Group) is perhaps the most common file format now in use. JPEG files are used with e-mail attachments and by many photo labs for printing files. You can view this file type in a JPEG viewer or directly in a web browser. Just about every program capable of importing images supports the JPEG format. Creative professionals wouldn't dream of using the JPEG format in design layouts, but everyone else uses the format for all kinds of documents.



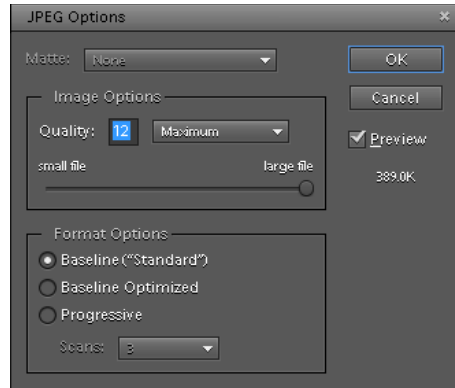
You need to exercise some caution when you're using the JPEG format. JPEG files are compressed to reduce file size. You can scrunch an image of several megabytes into a few hundred kilobytes. When you save a file with JPEG compression, you experience data loss. You might not see this on your monitor, or on photo prints if you're using low compression while preserving higher quality. However, when you save with maximum compression, more pixels are tossed away, and you definitely notice image degradation.



Every time you save, open, and resave images in JPEG format, the image degrades more. When you submit JPEG images to photo labs for printing your pictures, keep saving in Photoshop PSD file format until you're ready to save the final image. Save that one in JPEG format — only when you want to save the final file for printing — and use a low compression with high quality.

When you select JPEG for the format and click Save, the JPEG Options dialog box opens, as shown in Figure 2-10. You choose the amount of compression by typing a value in the Quality text box or by moving the slider below the Quality text box. The acceptable ranges are from 0 to 12 — 0 is the lowest quality and highest compression, and 12 is the highest quality with the least compression.

Notice that you also have choices in the Format Options section of the JPEG Options dialog box. The Progressive option creates a *progressive* JPEG file commonly used with web browsers: While the file downloads from a website, the image first appears in a low-quality view and then shows higher-resolution views as the download proceeds; the image appears at full resolution when it's completely downloaded in your browser window.



**Figure 2-10:** When saving in JPEG format, choose the amount of compression you want to apply to the saved image.

### **Photoshop PDF (\*.PDF, \*.PDP)**

Adobe PDF (Portable Document Format) is designed to maintain document integrity when exchanging files between computers. PDF is one of the most popular formats and can be viewed in the free Adobe Reader program available for installation on your Elements DVD Installer or by downloading it from the Adobe website.

PDF is everywhere in Elements. When you jump into Organize mode and create slide presentations, cards, and calendars, for example, you can export your documents as PDF files. When you save in Photoshop PDF format, you can preserve layers and text. Text is recognizable in Adobe Reader (or other Acrobat viewers) and can be searched by using the Reader's Find and Search tools.

PDF files can be printed, hosted on websites, and exchanged with users of Windows, Macintosh, Unix, and Linux. All in all, this format is well suited for all the files you create in Elements that contain text, layers, and transparency. It is also ideal when you want to exchange files with users who don't have Elements or Photoshop.

### **PNG (\*.PNG)**

PNG (Portable Network Graphics) is another format used with web pages. PNG supports all color modes, 24-bit images, and transparency. One disadvantage of using PNG is that color profiles can't be embedded in the images, as they can be with JPEG. An advantage, however, is that PNG supports transparency. Rather than make a choice for PNG here in the Save As dialog box, use the Save for Web command we explain later in the section "Saving files for the web."

### **TIFF (\*.TIF, \*.TIFF)**

TIFF (Tagged Image File Format) is the most common format used by graphic designers. TIFF is generally used for importing images in professional layout programs, such as Adobe InDesign and Adobe PageMaker. Commercial photo labs and print shops use equipment that supports downloading TIFF files directly to their devices. (**Note:** Direct downloads are used in lieu of opening a Print dialog box.)

Inasmuch as creative professionals have used TIFF for so long, a better choice for designers using a program such as Adobe InDesign is saving in the native Photoshop PSD file format. A creative professional need only save one file in native format; no need to save the same file in both native and TIFF formats.

Those who prefer to work in TIFF format should know that TIFF, along with Photoshop PSD and Photoshop PDF, supports saving layered files and works in all color modes. When you save in TIFF format, you can also compress files in several different compression schemes. Compression with TIFF files doesn't lose data unless you choose a JPEG compression.

When you select TIFF for the format and click Save in the Save/Save As dialog box, the TIFF Options dialog box opens, as shown in Figure 2-11.

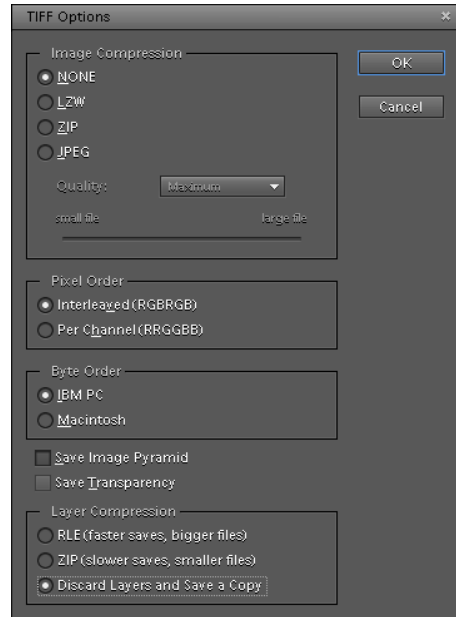
In the Image Compression area, you have these choices:

- ✓ **NONE:** Selecting this option results in no compression. You use this option when sending files to professionals who are creating layouts in programs such as Adobe InDesign.

Don't use any of the compression schemes in the following bullets for printing files to commercial printing devices.



- ✓ **LZW:** This lossless compression scheme results in much lower file sizes without destroying data.
- ✓ **ZIP:** ZIP is also a lossless compression scheme. You can favor ZIP compression over LZW when you have large areas of the same color in an image.
- ✓ **JPEG:** JPEG is lossy — the tradeoff is that losing some data from the image results in the smallest file sizes. Saving a file you created in some other format as a JPEG image has the same result as when you apply JPEG compression to files saved in the JPEG format: some data loss.



**Figure 2-11:** Choose TIFF from the Format drop-down list and click Save to open the TIFF Options dialog box.

## *Saving files for the web*

You save files for web hosting in a special dialog box — the Save for Web dialog box. It offers other options than the dialog boxes you use to save files for other output. You can use the Save for Web dialog box to optimize files, but before you open it — in fact, before you even save a file, set the physical size and resolution of the image. Choose Image⇨Resize⇨Image Size. In the dialog box that appears, you can adjust the dimensions and resolution. For web graphics, choose a resolution such as 72 ppi and downsample the image if necessary. (For more about downsampling, see Book III, Chapter 1.)

After your image is resized, choose File⇨Save for Web or press Ctrl+Alt+Shift+S (⌘+Option+Shift+S on the Mac) to open the Save for Web dialog box, as shown in Figure 2-12. As you can see, you have a lot of things to control in this dialog box. The settings are

- A. Hand tool:** When you are zoomed in on the Preview, use the Hand tool to move the image around the Preview area.
- B. Zoom tool:** Click the Zoom tool on one preview image to zoom in on both previews. Press the Alt (Option) key to zoom out.
- C. Eyedropper tool:** Sample a color in the image shown in the Preview area.

- D. Eyedropper Color:** This choice contains the current sampled color. Whatever color you sample can be used for the Matte.
- E. Previews:** The first image displays the original image. The second preview displays a preview for how the file will look when saved. Notice, in Figure 2-12, the area of transparency in the top-left corner of the Original file preview. The second preview displays the transparent area as white. The file format is JPEG, which does not support transparency; hence the output preview displays the currently selected background color. You can change the color by sampling a color with the Eyedropper tool. You can choose a new Matte color by opening the Matte drop-down list and selecting Use Eyedropper Color.
- F. Preview menu:** This option displays the output preview.
- G. Presets (Named Optimized Settings):** A number of presets are available from the drop-down list.
- H. Optimize to File Size:** Choose a preset or make custom settings and click this menu item. The file is optimized according to the settings chosen in the Save for Web dialog box.

**I. File Format:**

*GIF/Color reduction algorithm:* When you choose GIF as the file format, the drop-down list below the GIF choice provides several options for color-reduction algorithms. Changes you make are reflected in the output preview. Choose the item that appears best in the preview.

- *Interlaced:* Select the Interlaced check box for progressive downloads of images.
- *Colors:* The number of colors in GIF files can be reduced, which also reduces the file size and download time. The choices you make are reflected in the output preview image.
- *Dither:* Dithering simulates color transitions. You can choose from several dithering options, and the results of your choices are shown in the output preview image.
- *Transparency:* Select this check box if you want to preserve transparency. All formats except JPEG support transparency.
- *Animate:* For animated GIFs, select this check box.

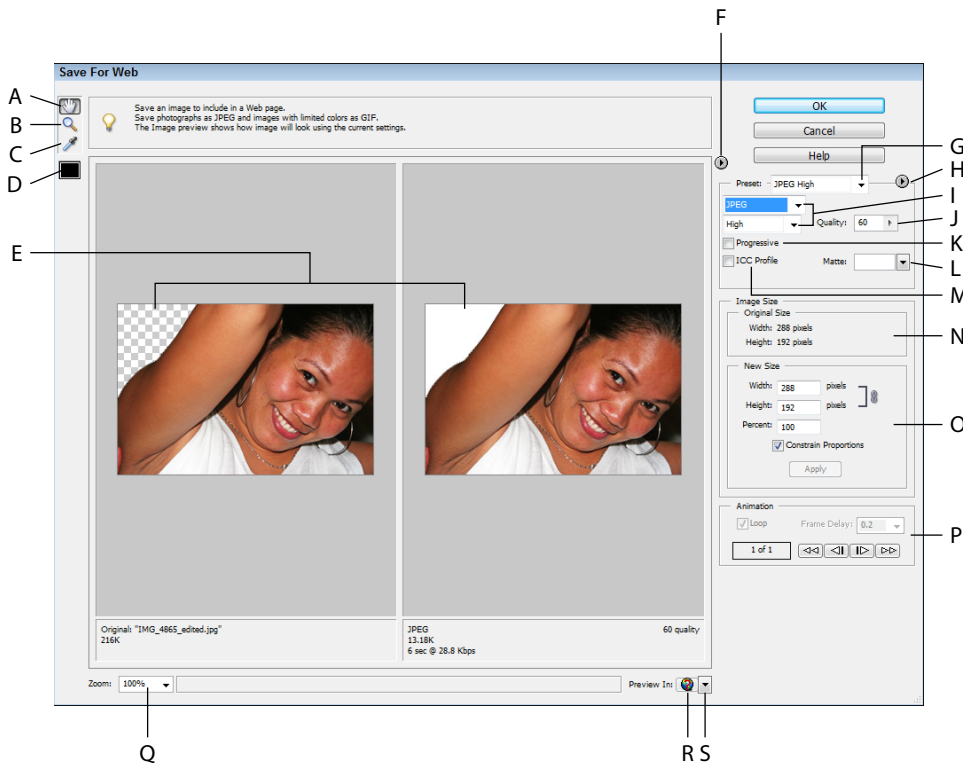
*JPEG/Compression quality:* Choose JPEG and choose a compression quality from the drop-down list that appears below the JPEG choice.

*PNG-8:* This option supports all the same choices available for GIF images except Interlaced and Animate.

*PNG-24:* This choice supports all the same choices available for GIF images except Animate.

- J. Quality (JPEG only):** Choose a quality setting for the compression applied to JPEG images.

- K. Progressive (JPEG only):** This option allows progressive downloads.
- L. Matte (All formats):** Choose a Matte color for images having transparency if you want a color to replace the transparent areas.
- M. ICC Profile (JPEG only):** Select this check box to embed a color profile.
- N. Image Size:** This area of the dialog box displays the original dimensions of the file.
- O. New Size:** This area of the dialog box permits you to change the original dimensions of the image.
- P. Animation:** This option is available only with animated GIFs. You can preview the animation and set the frame rate.
- Q. Zoom level:** This choice displays the current zoom level.
- R. Default web browser for preview:** Click the icon, and the image opens in your default web browser.
- S. Select Browser menu:** You can choose another web browser from this drop-down list to preview your images.



**Figure 2-12:** The Save for Web dialog box.

This is a brief review of the options you have available in the Save for Web dialog box. For examples related to using the options, see Book IX, Chapter 3.

## Creating Versions

*Versions* are similar to stacks we talk about in Book II, Chapter 2, but you create versions from only one file. You might make some edits in an original image, and saving with a *version set* permits you to save the original plus the edited version in the same file. We include versions in this chapter because you create version sets in the Full Photo Edit mode and not the Organizer.

You can edit an image and save both the edited version and the original as a version set. You can make additional edits in either of these editing modes and save them to a version set. To create a version set, follow these steps:

- 1. Select an image by clicking it in the Organizer window.**
- 2. Apply an edit.**

For example, right in the Organizer, you can correct some brightness problems in your image. Choose Edit⇨Auto Smart Fix to adjust contrast and brightness. See Book VIII, Chapter 2 for more details on adjusting contrast and brightness.

- 3. View the items in the version set by clicking the image in the Organizer and choosing Edit⇨Version Set⇨Expand Items in Version Set.**

Elements automatically creates a version set for you when you apply the Auto Smart Fix to the file. A new Organizer window opens and shows two thumbnail images — one representing the original image and the other representing the edited version.

- 4. To open the original in Full Photo Edit mode, select the original image and then select Full Photo Edit from the Display drop-down list on the Organizer Menu bar.**
- 5. Edit the image in Full Photo Edit mode.**

You can choose from many different menu commands to edit the image. For example, change the color mode to Indexed Color by choosing Image⇨Mode⇨Indexed Color.

- 6. Save a version by choosing File⇨Save As.**
- 7. In the Save Options area of the Save As dialog box, select the Include in the Organizer and Save in Version Set with Original check boxes.**
- 8. Click Save.**

The edit made in Full Photo Edit mode is saved as another version in your version set.

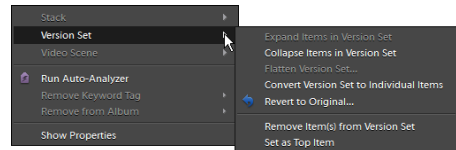


When you have a version set, you can open the Edit⇨Version Set submenu and choose menu commands that are similar to the commands available with stacks.

After you create a version set, you find additional submenu commands you can use to manage the version set. Choose Edit⇨Version Set, or open a context menu on a version set and then choose Version Set. The submenu, as shown in Figure 2-13, opens.

Items listed in the Version Set submenu are

- ✓ **Expand Items in Version Set:** Click a version set and choose this menu command to expand the items in the version set.
- ✓ **Collapse Items in Version Set:** When items are expanded, you can return them to a collapsed view by selecting this command.
- ✓ **Flatten Version Set:** Be careful here. If you choose this command, you lose all items in the version set except the top image.
- ✓ **Convert Version Set to Individual Items:** This command removes items from the version set and adds each version as a separate image to the Organizer window.
- ✓ **Revert to Original:** This command deletes the version set and returns you to the original, unedited version of the file.
- ✓ **Remove Item(s) from Version Set:** This option removes any selected item (or items) from a version set.
- ✓ **Set as Top Item:** When viewing an expanded version set, click one of the images and choose this item to move it to the top.



**Figure 2-13:** Opening a submenu for a version set.

# Chapter 3: Working with Camera Raw

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## In This Chapter

- ✓ Getting familiar with Camera Raw
- ✓ Understanding the Camera Raw settings
- ✓ Making adjustments in the raw converter
- ✓ Saving files

**W**hen you work with digital photos in Elements, the file format of your images is an important point to consider. You choose this format before you take pictures, and the format carries over to your computer when you pull images off your camera.

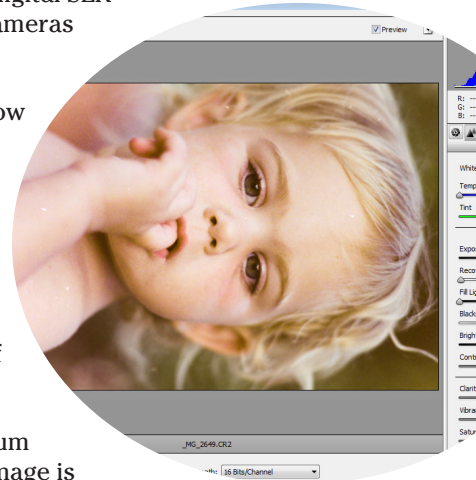
The most common file formats that digital cameras offer are JPEG, TIFF, and Camera Raw. Some cameras offer other options, but these formats are the most common. Low-cost, point-and-shoot cameras offer you only the JPEG format. The more expensive cameras, including the digital SLR types, offer you both JPEG and Camera Raw; some cameras offer JPEG and/or TIFF, and Camera Raw.

This chapter aims to give you an understanding of how to work with Camera Raw files.

## Understanding Camera Raw

Cameras that produce JPEG images process images with JPEG compression *before* saving them. It's as though your camera performs a darkroom method of film processing when the shot is taken.

The Camera Raw format provides you with an optimum image for editing in Elements. When a Camera Raw image is saved to a media source, all the information that the sensor captured is saved with the file; you process the images *after* you open them. (See the “Acquiring Camera Raw images” section, later in this chapter, to find out about opening Camera Raw images.)



For example, you can open a Camera Raw image and, before the image opens in Elements, you can adjust temperature, exposure, and a bunch of other settings — in effect, processing the photo after the shot was taken.

You can return to the original Camera Raw file and change the temperature or exposure (for example) to open the file with different settings to see how they affect the image. Just as chemical temperature and development time affect analog film processing, similar options affect post-processing Camera Raw images. The difference between analog film and Camera Raw is that after the analog film is processed, you can't change the processing attributes. With Camera Raw, you can go back and post-process the image 100 times or more — and change the processing attributes each time.

Camera Raw also supports higher bit-depth images than JPEG files do. In Book III, Chapter 4, we talk about 8-bit and 16-bit images, including advantages of using 16-bit images. Camera Raw files typically produce these higher bit-depth images that give you more flexibility when editing brightness, contrast, and color.



If you have a choice between just JPEG and both JPEG and Camera Raw, always choose the latter. You have much more editing control over your images — and ultimately, you get better results.

### *Processing Camera Raw files*

Camera Raw images enable you to post-process your pictures. When you take a picture with a digital camera in Camera Raw format, the camera's sensor records as much information as it can. When you open a Camera Raw file in Elements, *you* decide what part of that data is opened as a new image.

If you don't have a camera capable of capturing Camera Raw images, you aren't left out. Any photo you've saved in JPEG or TIFF format can also open in the Camera Raw converter. You don't have the same file attributes as you do with Camera Raw images — these images won't have all the data captured by your camera's sensor because the images will already be post processed — but you do have access to all the image correction controls that authentic Camera Raw files have.

In regard to processing Camera Raw files, suppose your camera is set for exposure in tungsten lighting. (Tungsten flash photography is common in studios.) If you take this camera outside in daylight and shoot an image without changing the settings, all your images appear with a blue cast because tungsten lighting requires a cooler color temperature than daylight.

If you acquire images that are saved in JPEG format, you have to do a lot of color correction after the image opens in Elements. If you shoot the image in Camera Raw format, you just process the image with a warmer temperature

(consistent with conditions when the shot was taken), and your color correction in Elements happens in a fraction of the time it takes to fix a file opened without using the Camera Raw converter. Fortunately, you can also change temperature for JPEG and TIFF files if you open them in the Camera Raw converter.

Post-processing Camera Raw images requires a plug-in that's installed with Photoshop Elements. When you open a Camera Raw image, the Camera Raw plug-in takes over and provides you with a huge set of options for post-processing the image before you open it in one of the Elements Editors.



Each camera developer uses a different flavor of Camera Raw; some developers use different Camera Raw formats in different models in their product line. Although Adobe tries to keep up with all the various Camera Raw formats, you may find a camera using a format not supported by the Camera Raw plug-in. Be sure to check for updates online for Photoshop Elements. As new developments occur, Adobe makes an effort to update plug-ins to support newer formats.

## Acquiring Camera Raw images

If you read through Chapters 1 and 2 in Book II, you know how to acquire images from your camera and copy them to your hard drive. We don't bother going through those steps again; we just assume that you have some Camera Raw images on your hard drive. That's where you want them anyway. Opening files from your hard drive is much faster than working off media cards.

To open a Camera Raw image, follow these steps:

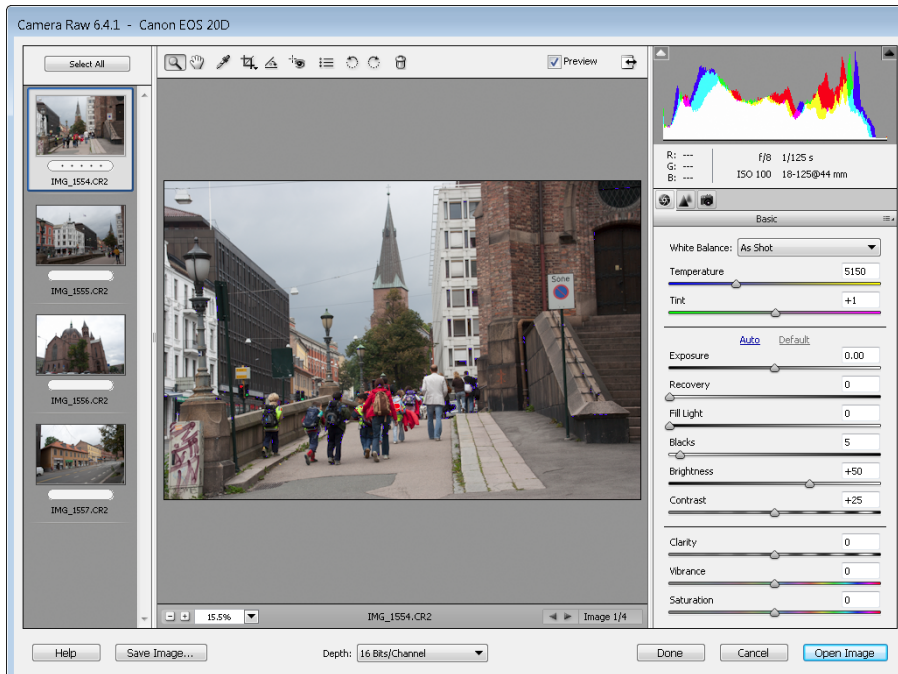
- 1. From within Elements, open the image by pressing Ctrl+O (⌘+O on the Mac) and selecting it in the Open dialog box.**

If you want to select several images in a row, click the first image, hold down the Shift key, and then click the last image. If you want to select several nonadjacent images, Ctrl-click (⌘-click) each image.

As an alternative, if you imported images from a media card to your hard drive via the Organizer and have Camera Raw images in the Organizer window, select an image and open the Fix drop-down menu in the Task Pane. Choose Full Photo Edit from the menu or press Ctrl+I (⌘+I) to open the Camera Raw file in the Camera Raw converter.

- 2. Click Open in the Open dialog box.**

If you're selecting multiple images, the images appear on the left side of the Camera Raw converter. You see a filmstrip-type display when opening multiple files, as shown in Figure 3-1.



**Figure 3-1:** When opening multiple files, each image is displayed in a column on the left side of the Camera Raw converter.

As shown in Figure 3-1, you can use a vast number of options to post-process your image before you drop it into Elements. This window is like a digital darkroom, where you can process the film and see what you're doing to the image before you accept the changes.

### **3. Choose from the options to post-process your images.**

If you have your monitor properly calibrated (as we explain in Book III, Chapter 4), all the adjustments you make for Camera Raw format are dynamically updated in the Image preview. Don't be shy. Poke around and adjust settings to see the results in the Preview area. The more you play with the settings, the more you find out about how to get the best out of Camera Raw.

The Camera Raw window has a large number of settings, as the following list describes; mark this section to refer to when you work with Camera Raw images:

✓ **Tools:** Nine tools appear in the window:

- *Zoom:* This tool zooms in and out of the Image preview.
- *Hand:* This option moves the image around, just as it does in the Elements Image window.
- *Eyedropper:* This samples color in the image.
- *Crop tool:* Draw a marquee with the Crop tool and make your color and brightness adjustments. The adjustments are applied only to the area defined by the Crop tool. When you click Open Image, the photo opens, cropped to the area you marked with the Crop tool.
- *Straighten tool:* The Straighten tool enables you to draw a horizontal axis to straighten a crooked photo.
- *Red Eye Removal:* Click the Red Eye Removal tool to remove red-eye caused by flash lighting.
- *Open Preferences dialog box (Ctrl+K [⌘+K]):* Click this tool to open the Camera Raw Preferences dialog box, where you can make choices for saving image settings, change default image settings, and use the Adobe Digital Negative (DNG) format.
- *Rotate Left:* Used to rotate the image counterclockwise.
- *Rotate Right:* The last tool below the Title bar is used to rotate the image clockwise.

✓ **Preview:** Select the check box to show dynamic previews of your edits.

✓ **Shadow/Highlight Clipping:** The Shadow and Highlight buttons above the histogram (denoted by the up-pointing arrows shown above the histogram at the top of the adjustments pane) show clipping in the *shadows* (dark areas of the image) and *highlights* (light areas of the image). *Clipping* means that, in a certain area, the image has lost data (and, ultimately, detail), and you don't want clipping to appear in your pictures. When you make adjustments with these two check boxes selected, shadow clipping is shown in blue, and highlight clipping is shown in red in the Image preview. Take a look at Figure 3-2, in which we exaggerate clipping to show how the Clipping preview appears.

✓ **Histogram:** This graph displays all three channels (red, green, and blue) in an image simultaneously. The histogram changes when you change other options in the Camera Raw window.



**Figure 3-2:** Shadow clipping appears in blue, and highlight clipping appears in red.

The histogram graphs how pixels in an image are distributed. The distribution includes the number of pixels at each color-intensity level (one of the 256 levels, which you can find out about in Book VIII, Chapter 2).

If images have pixels concentrated in the shadows, you see the histogram skewed to the left. Conversely, images with pixels concentrated in the highlights reveal a histogram skewed to the right.



As you grow more familiar with histograms, eventually a quick glance at a histogram will suggest adjustments to make to improve an image.

- ✓ **RGB values:** These values appear below the histogram. When you first open an image, you don't see any values in the RGB area. Click the Zoom tool, the Hand tool, or the Eyedropper tool and move the cursor over the Image preview. When you move any of these tools around the image, the RGB values corresponding to the point below the cursor are reported in this area.

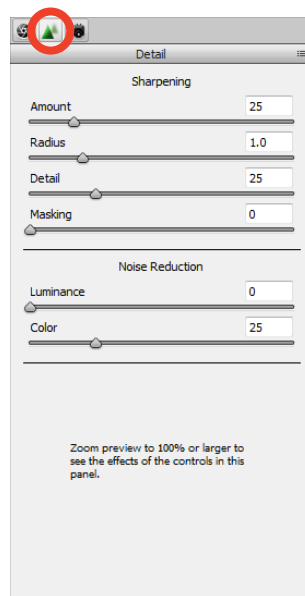
- ✓ **Detail icons:** The three icons change the pane below the Histogram from Basic (refer to Figure 3-1) to Detail (as shown in Figure 3-3), where you apply sharpening and noise reduction, or to Camera Calibration, where you can select a camera profile.

- ✓ **Settings (pop-up menu):** This pop-up menu opens when you click the small icon on the far right of the Basic tab. From this menu, you have choices for applying settings to the open image. If you change any setting, the menu option changes to *Custom*.



If you've made setting choices on a Camera Raw image and want to return to the shot as it was taken by the camera, open the image and select Reset Camera Raw Defaults.

- **Previous Conversion:** This selection is handy if you have a collection of images that all require the same settings. After adjusting the first image, open additional images and select Previous Conversion. The Camera Raw plug-in applies the last settings you made to a Camera Raw image to the currently open file.
- **Sharpening images:** You can choose to sharpen images in the Camera Raw window or in Elements. Try to avoid sharpening here; instead, use the sharpening tools in Elements (as we explain in Book VIII, Chapter 1).



**Figure 3-3:** Clicking the Triangle icon below the histogram opens the Detail tab, where you can adjust sharpness and reduce noise.

- **Noise Reduction:** Includes options for adjusting the brightness and color. You've probably seen images with a lot of noise; in extreme cases, the pictures look like they were printed on sandpaper. Noise in an image is okay if that's an effect you want to apply intentionally. If you want a smooth-looking image, however, you have to eliminate any noise introduced by the camera. Luminance Smoothing reduces grayscale noise. The next setting is Color Noise Reduction, which is used to reduce color noise.

✔ **White Balance:** You use White Balance settings (available on the Basic tab — the leftmost icon below the histogram; refer to Figure 3-1) to adjust the color balance of an image to reflect the lighting conditions under which the shot was originally taken. Remember that the sensor in a digital camera is capable of capturing the entire range of white balance that the sensor can see. You choose your settings not necessarily on the basis of what you see, but rather to match the white balance of the shot you took. Therefore, if you set up your camera to take pictures under one set of lighting conditions and then move to another set of lighting conditions but forget to change the settings, you can let the Camera Raw plug-in correct for the difference in white balance; that's because the sensor picked up the entire range, and the necessary data is contained in the file.

In Figure 3-4, you can see a picture taken with the camera set for tungsten lighting, but the shot was taken outdoors in daylight. By changing the White Balance setting in the Camera Raw dialog box, you can see how different settings affect the image color.

- ✔ **Temperature:** If one of the preset White Balance options doesn't quite do the job, move the Basic tab's Temperature slider or edit the text box to settle on values between one white balance choice and another. Use this item to fine-tune the white balance.
- ✔ **Tint:** Tint is another fine-tuning adjustment affected by white balance. This slider and text box (again, found on the Basic tab) are used to correct any green or magenta tints in a photo.
- ✔ **Brightness adjustments:** Several adjustment sliders and text boxes in the Basic pane help you control the image brightness and tonal range. Notice the Exposure setting. This item lets you correct photos taken at the wrong exposure. In analog darkrooms, you might ask technicians to *push* or *pull* film during processing, which results in (respectively) longer or shorter processing times. Changing exposure times compensates for under- and overexposing film. A nice advantage of using Camera Raw is that you can change the exposure for one image and then later open the original raw image and change to a different exposure value. Analog film can't be reprocessed, but by using Camera Raw, you can reprocess repeatedly.



**Figure 3-4:** Changing the White Balance setting can dramatically change the image color.

Other options for the brightness and tonal controls are similar to the choices you have in the Elements Full Photo Edit mode. (For more information on these adjustments, see Book VIII, Chapter 2.)

- ✓ **Cancel/Reset:** When you open the Camera Raw window, the button you see by default is Cancel. Press the Alt (Option on a Mac) key, and the button changes to Reset. If you want to scrub all the settings you made and start over, press the Alt (Option) key and click Reset.
- ✓ **Open Image/Open Copy:** This single button has two purposes:
  - *Open Image:* This button is the default. Click Open after you choose all your settings to process the photo and open it in Elements.
  - *Open Copy:* Press the Alt (Option) key, and the button changes to Open Copy. Click Open Copy to open a copy of the raw image in Elements.

- ✓ **Done:** Clicking Done doesn't open the image in Full Photo Edit mode. You click Done after changing the settings; the new settings then become the new defaults for your raw image. You can clear the defaults by opening the flyout menu (top-right corner) and selecting Reset Camera Raw Defaults.
- ✓ **Zoom:** In this drop-down list (located in the bottom-left area of the Raw Camera plug-in window), you can choose from several zoom presets. You can also edit the text box, click the minus (–) button to zoom out, or click the plus (+) button to zoom in. Using any option from the menu zooms the Image preview.
- ✓ **Help:** Clicking the Help button opens a Help document to assist you in understanding more about Camera Raw.
- ✓ **Save Image:** Click the Save Image button to open the Save Options dialog box, where you can rename the image to save a copy and make choices for saving in the Adobe Digital Negative (DNG) format.
- ✓ **Depth:** If your camera is capable of shooting higher bit depths, they're listed here. If you want to convert to 8-bit images for printing, you can select the option from the drop-down list.

All we can hope to provide in this book is a simple cursory view for using Camera Raw. Several books have been written exclusively covering the Camera Raw format and how to open files in the Camera Raw plug-in window. For a more detailed look at using Camera Raw, see *Color Management for Digital Photographers For Dummies*, by Ted Padova and Don Mason.

## Opening non-raw images

Camera Raw files always open in the raw converter when you use one of the methods we've described for opening files such as from the Organizer or choosing File⇨Open. Elements recognizes raw files and defaults to open the file in the raw converter.

However, as we claim earlier in this chapter in the section "Processing Camera Raw files," you can use the raw converter to work with any photo on your computer saved as JPEG, TIF, or other formats that weren't originally saved as Camera Raw. In Full Photo Edit mode, choose Open As⇨Camera Raw. The file opens in the raw converter, where you can make adjustments before opening in Full Photo Edit mode.



You might use this method to open files that need temperature adjustments before attempting to edit the photos in Full Photo Edit mode.

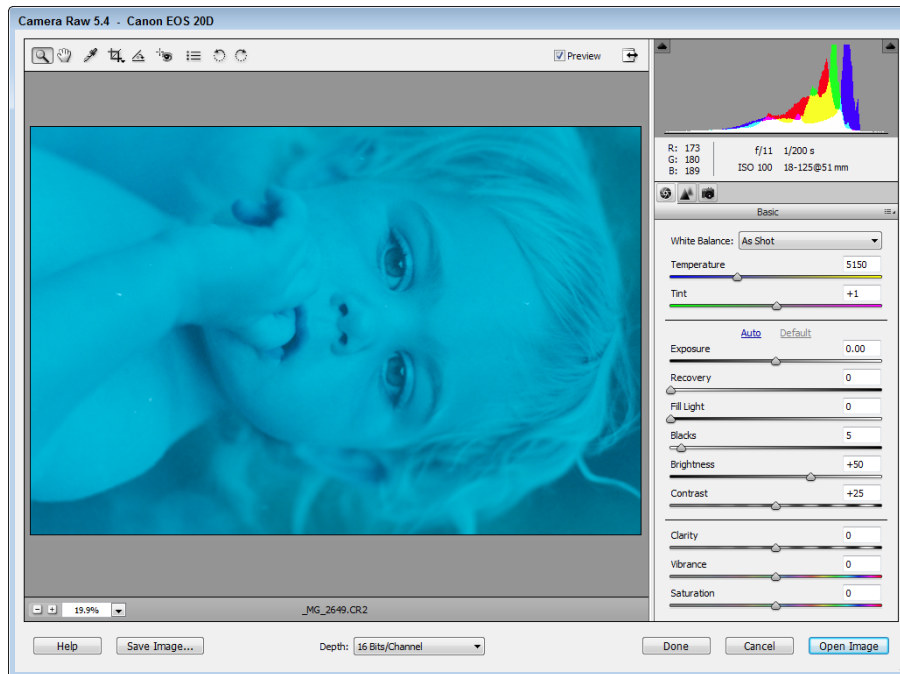
## *Making Adjustments in the Camera Raw Converter*

Your first step in converting Camera Raw files is to understand the settings you have in the raw converter. Having a general knowledge of what the settings do gets you started, but there's nothing like having a little practice with the settings and viewing your results.

### *Understanding the settings*

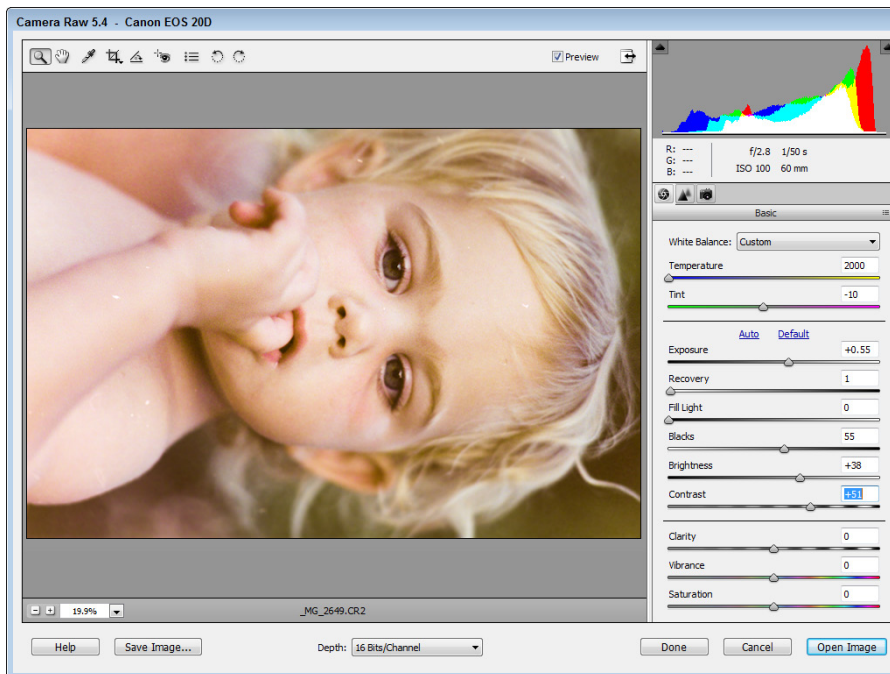
The idea behind using the raw converter is that you want to get the tonal range and brightness values set to an optimum before opening the image in Elements. You'll find your editing tasks, such as adjusting color and brightness, much easier in Elements if your image starts somewhere in the ballpark of a good tonal range.

Take Figure 3-5 as an example. This Camera Raw file was opened in the Camera Raw dialog box. The image's white balance is way off the scale, the contrast is poor, the saturation is poor, and the photo needs a lot of adjusting to bring it within an acceptable range of color and contrast.



**Figure 3-5:** A poor-quality photo opened in the raw converter.

The first step to perform is to adjust the white balance. We moved the Temperature slider to the far left to bring the white balance into a proper setting. We then made some adjustments for the Exposure, Brightness, Contrast, Clarity, and Saturation, as shown in Figure 3-6.



**Figure 3-6:** Making adjustments in the raw converter.

Your clue for making proper adjustments is the histogram. While you move the sliders, you want to try to get an even tonal range across the histogram without clipping the image (showing spikes on either end). Compare the histogram in Figure 3-5 with the one shown in Figure 3-6.

More important than the color balance is the data you find in the histogram about the tonal range. You can make adjustments for brightness and color after you open the image in Elements.

After we made our adjustments in the raw converter, we clicked Open, and the photo opened in the Image window in Full Photo Edit mode, as shown in Figure 3-7. From here, all we need are a few adjustments using the Shadow/Highlight dialog box, the Levels dialog box, and the Hue/Saturation dialog box. (See Book VIII, Chapter 2 for information on using these image-enhancement settings.)

### *Making adjustments*

Okay, so now you have all this background information regarding descriptions of all the settings options available to you in the Camera Raw converter. The question now becomes, “How do I use these settings on my images?”



**Figure 3-7:** The file opened in Full Photo Edit mode.

To answer the question, follow these steps to make adjustments:

**1. Open an image in the raw converter.**

Either use a Camera Raw file or choose File⇨Open As and open a JPEG or TIFF file. In the Open As drop-down list from within the Open As dialog box, choose Camera Raw. (A long list of files supported follows the Camera Raw option.)

**2. Turn on Shadow and Highlight Clipping.**

Click the up-pointing arrows above the histogram in the right pane of the Camera Raw converter (refer to Figure 3-1). Clicking the arrows turns on the clipping views.

The raw converter displays settings controls in a precise order for making adjustments. You begin at the top of the pane and work down. After finishing adjustments in the Basic pane, you next visit the Detail pane.

**3. Select an option from the White Balance drop-down list.**

For most images, just choose Auto. If you have a radical shift in white balance such as the one shown in Figure 3-5, then make a choice for another temperature setting that brings the image into an acceptable white balance. For the most part, just choose Auto for images that don't have a radical shift in white balance.

**4. Move the Exposure slider to bring the overall exposure into an acceptable setting.**

You visually examine the photo, looking for an overall brightness without too much regard for the shadow and highlight clipping. You can recover the detail later. But realize that you will need to return to this slider after making other adjustments.

**5. Move the Recovery slider to the right.**

Typically, moving the Exposure slider results in clipping shadow and highlight data. The Recovery slider picks up the detail in the shadows and highlights. Move the slider as far as you can go to reduce as much clipping as you can.

**6. Make decisions for clipping.**

In many photos, you can't recover all shadow and highlight data. You'll see clipping often, especially with images taken with lower-end cameras. You may find that you have to let go of the idea for capturing all the highlight (or shadow detail). Look for general overall exposure being within an acceptable range.

### 7. Add a Fill Light.

Move the Fill Light slider to the right to gain more brightness in the image. At this point, you may need to return to the Exposure slider and move it. Come back to Fill Light and move it left or right. Go back and forth between Exposure and Fill Light moving the sliders to get to the correct brightness.

### 8. Move the Black slider.

You want to look for a rich black in your photo. If the blacks look dirty and dingy, move the black slider to the right just far enough so that not much clipping occurs. If a few small areas are clipped, you want to leave the clipping in favor of adding richness in some of the black areas of your photo.

### 9. Adjust Brightness and Contrast.

Move the Brightness and Contrast sliders to add some contrast. You're looking for obtaining some snap in the image and correcting for a flat appearance.

### 10. Adjust the Clarity.

Zoom in to your image to 400% or more by using the Zoom tool or pressing Ctrl+plus sign (+) or ⌘+plus sign (+). Move the Clarity slider to a setting where the image pixels appear smooth without a speckled look.

### 11. Adjust Vibrance.

Be careful with the Vibrance adjustment. Make a small adjustment to make the photo appear vibrant but don't overdue it.

Instead of using the last adjustment in the pane, use the Hue/Saturation dialog for better saturation control.



### 12. Make Detail adjustments.

Click the Detail button at the top of the panel. Be certain your view is 400% or more. These adjustments need to be made in a zoomed in view to see results of your edits.

Move sliders for sharpening and eyeball the results. Adjust the Luminance and Color Sliders in zoomed-in views to see a smoothing of the image and lower grain effect.

### 13. Preview the results.

Return to the Basic pane by clicking the Basic icon at the top of the pane. Deselect Preview and then select it again to toggle the preview. Look over your results. You may need to return to a few adjustments to fine-tune your corrections.

**14. When you're finished in the raw converter, click the Open Image button.**

The photo opens in Full Photo Edit mode, where you can use the Enhance tools to fine-tune the brightness, contrast, and color correction. For more on using the Enhance menu features, look over chapters in Book VIII.

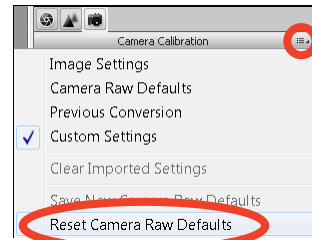


When moving sliders in the raw converter, you can double-click any slider to return that adjustment to the default.

## Saving Your Edits

After opening an image in Full Photo Edit mode, choose File⇨Save As and save the file under a new filename. This way you preserve the original raw image, and you can return to the raw converter, make other adjustments, and open the file in Elements again to tweak the brightness and color. For the file format, choose either Photoshop (PSD) or TIFF (\*.TIF) to prevent the sort of data loss that occurs when you save an image in JPEG format.

When you open a file in the raw converter and you want to return to the default image that your camera took, open the flyout menu on the far right of the Basic tab and choose Reset Camera Raw Defaults, as shown in Figure 3-8. The photo returns to the image that was originally taken with your camera.



**Figure 3-8:** Open the Basic flyout menu and choose Reset Camera Raw Defaults to return to the original, unedited image.



# Chapter 4: Using and Managing Color

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## *In This Chapter*

- ✓ Using foreground and background colors
- ✓ Selecting color from pickers, swatches, and images
- ✓ Using Adobe Kuler
- ✓ Managing color
- ✓ Setting up the work environment
- ✓ Using color profiles

To produce great output, you have to understand color and how Elements treats color. If you want to carry around a laptop computer to show off your photos, you can basically adjust color for that particular computer. However, sharing photos with other users, printing your pictures, and hosting photos on websites require that you know something about the way color is displayed on other devices and in photo prints.

There's a lot to know about handling color, including setting up color workspaces, managing color, and working with color profiles. In this chapter, we talk about these issues and offer some key concepts for understanding and using color as it pertains to Photoshop Elements.

## *Dealing with Foreground and Background Colors*

Foreground and background colors appear in the Tools panel as large color swatches. What you see in the two-color swatches represents the currently selected color for a foreground and the currently selected color for the background.



By default, the foreground color is black, and the background color is white. You can change the foreground and background colors by making color selections from the Color Picker or the Swatches panel or by clicking the



Eyedropper tool and lifting a color from an image. (You find out how each method works in the following section, “Defining Color.”)

You can use colors that appear in the Foreground Color Swatch to fill type selections, shapes, and strokes, as well as when using tools to apply color. You can also use the current background color when using the Eraser tool to change background color.



A couple keyboard shortcuts are helpful when working with the foreground and background color swatches. You’ll use the following keyboard shortcuts frequently, so you might as well commit them to memory:

- ✓ **D:** Press the D key, to return to the default black for the foreground color and the default white for the background color.
- ✓ **X:** Press the X key, and the foreground and background colors are reversed. You might want to use this keyboard shortcut when painting black and white areas with one of the marking tools.



You can also click the two arrows adjacent to the top right of the Foreground Color Swatch to reverse colors, or click the tiny icon adjacent to the lower right of the Foreground Color Swatch to return to default colors.

## *Defining Color*

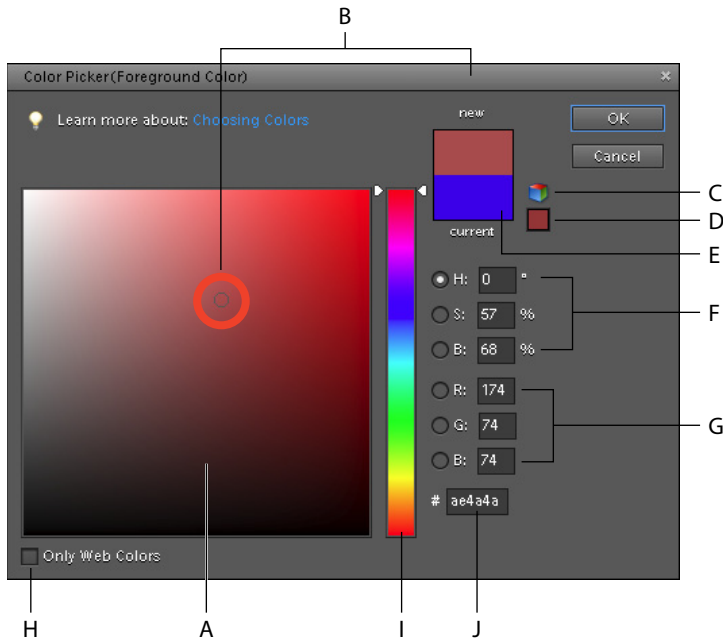
When you want to use a color for the foreground or background other than the default black and white colors, you make your color assignments using tools, panels, or dialog boxes.

All the colors available for a given color mode are accessible from the Swatches panel and the Photoshop Elements Color Picker. The range of colors shown in an image is also accessible through sampling color with the Eyedropper tool.

### *Poking around the Color Picker*

The Color Picker provides you with a color spectrum displaying all the colors available within a given color mode. If you’re in RGB mode, you can choose from a color panel of more than 16.7 million colors.

To open the Color Picker, click the Foreground Color Swatch in the Tools panel. The Color Picker pops up in a dialog box, as shown in Figure 4-1. The choices you have for selecting color and the options available to you in this dialog box are as follows:



**Figure 4-1:** The Photoshop Elements Color Picker.

- A. Color panel:** The large color swatch displays colors according to the position of the color spectrum slider.
- B. New Color Choice:** Clicking the color swatch selects a new color for the foreground color.
- C. Warning: Not Web Safe Color:** Not all colors display equally on both the Mac and Windows operating systems in 8-bit mode when you're viewing web pages. If a color is out of the Web Safe color palette, a cube icon appears.
- D. Select Closest Web Safe Color:** Click this icon to select the closest Web Safe color value relative to the new color.
- E. Current Foreground Color:** When you open the Color Picker, the color that appears in the Foreground Color Swatch in the Tools panel is displayed here. The Current Foreground Color Swatch and the New Color



The Web Safe palette was introduced more than 15 years ago to create a color palette that used common colors between computer systems with 8-bit video cards. It's almost nonessential today because nearly all computer systems use 24-bit color. You can safely ignore this warning.

Choice Swatch show you a *before/after* difference between the previous color and the new color.

- F. HSB values:** This measure relates to Hue, Saturation, and Brightness. These values are the RGB equivalents for HSB.
- G. RGB values:** The numeric values for Red, Green, and Blue. As you choose other colors in the large color swatch or by sliding the color spectrum slider, these values and the HSB values change to reflect new color choices.
- H. Only Web Colors:** Select this check box if you want to view only Web Safe colors.
- I. Color Spectrum slider:** Move the slider up or down to change the hue and display a new hue range in the large color swatch.
- J. Hexadecimal values:** Colors are defined using specific hexadecimal values (or *hex* values for short). The hex value is displayed here for the current new color. You may find hexadecimal numbers valuable when integrating Elements photos and projects with programs such as Adobe Fireworks and Adobe Dreamweaver. These programs specify color in hex values.

To define a new foreground color, do the following:

- 1. Click the Foreground Color Swatch in the Tools panel.**

The Color Picker opens.

- 2. Move the color spectrum slider to the hue range you want to use for the new color.**

For example, if you want to select a blue color, move the slider up to the range of blues.

- 3. Click the cursor in the large Color Swatch to select a color.**

The new selected color appears as a circle in the New Color area above the current foreground color. (Refer to Figure 4-1.)

- 4. Click OK.**

The new foreground color selected in the Color Picker appears in the Foreground Color Swatch.



If you want to change the background color, click the Background Color Swatch in the Tools panel, and the same Color Picker opens. (Refer to Figure 4-1.) Any changes you make in the Color Picker are applied to the background color.

## Grabbing color from the Color Swatches panel

Selecting color in the Color Picker is fine when you want to make a single color selection and use it once. However, if you want to create your own custom color panel and reuse colors, you want an easier method for choosing foreground and background colors — and a way to reuse the same colors easily.

The Color Swatches panel provides you with exactly what you need to create a personal color panel and easily access colors when painting on a canvas or filling selections on an image.

To open the Color Swatches panel, choose Window⇨Color Swatches. The Color Swatches panel, as shown in Figure 4-2, opens as a floating panel.

When you open the Color Swatches panel, you see a default panel of colors. Elements provides you with a number of different color panels that you can load into the Color Swatches panel. The choices enable you to create your own custom color panel, as we describe later, in the section “Creating a custom switch set.”

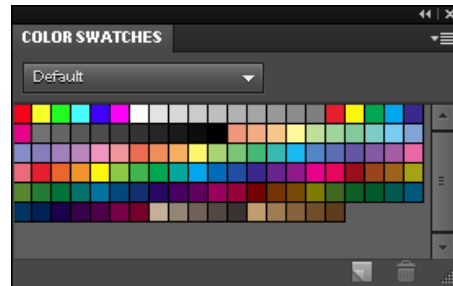


Figure 4-2: The Color Swatches panel.

## Using preset color panels

If you open the Default drop-down list in the Color Swatches panel, you find several preset color panels that you can load in the Color Swatches panel, as shown in Figure 4-3. Your choices are

- ✓ **Mac OS:** If you're using a Mac and looking at an image created on a Windows machine, choose this panel to load a color panel that displays color accurately on the Mac. If you're using OS X Snow Leopard or higher, the colors are identical between platforms.
- ✓ **Photo Filter Colors:** This swatch set is a narrow range of colors consistent with those you apply using Photo Filters. (For a look at how Photo Filters are used, see Book VII, Chapter 1.)

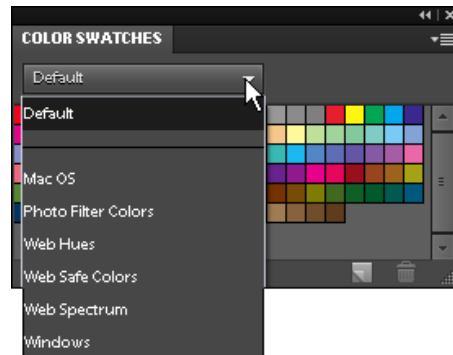


Figure 4-3: Preset choices in the Color Swatches panel.

- ✓ **Web Hues:** This swatch set displays hues that are Web Safe colors. Because most computers use 24-bit color, you needn't be concerned with Web Safe colors for web designs.
- ✓ **Web Safe Colors:** This set of swatches displays colors in a Web Safe panel. As with hues, you aren't likely to use Web Safe colors for any designs.
- ✓ **Web Spectrum:** This swatch set displays the entire spectrum of Web Safe colors.
- ✓ **Windows:** This color set contains all the colors that display properly on a Windows machine.

### *Creating a custom swatch set*

The Color Picker has all the colors you can use in a given color mode. You may want to add more colors to one of the color swatch sets when you select different colors in the Color Picker. You might also want to delete some colors from a swatch set, or you may want to save your new swatch set as a library that you can load in Elements so you can use the new custom colors.

All this is possible in Elements, and here's how you go about creating your own custom panel of color swatches:

#### **1. Open the Color Swatches panel.**

Choose Window⇒Color Swatches to open the panel.

#### **2. Delete colors from the Default panel.**

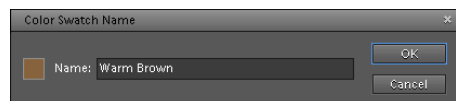
Choose a color you don't want to appear in your custom color panel. Press the Alt (Option) key, and the cursor changes to a Scissors icon. Click a color swatch with the Alt (Option) key depressed to delete the color. Continue deleting all the colors you don't want in your custom color set.

#### **3. Select a new color to add to your custom color set.**

Click the Foreground Color Swatch in the Tools panel. When the Color Picker opens, click a color you want to add to your new set. Click OK, and the new color appears as the foreground color.

#### **4. Add the foreground color to the set.**

Click the Panel menu icon in the Color Swatches panel to open a flyout menu. From the menu choices, choose New Swatch. The Color Swatch Name dialog box opens, as shown in Figure 4-4. The color is derived from the



**Figure 4-4:** Type a name and click OK to add a color to your Color Swatches panel.

current foreground color to the left of the Name text box. Type a name for the color swatch and click OK. The new swatch is added to the Color Swatches panel.

#### 5. Add additional colors.

Continue doing Steps 3 and 4 to add new colors to the Swatches panel.

#### 6. Save the swatches.

Open the Panel menu and choose Save Swatches. A Save dialog box opens with the Color Swatches folder selected as the target folder. Be sure to not change the folder location. Type a name for your new swatches and click OK.



If you want to share color swatches with other Elements users or users of many Adobe programs such as Adobe InDesign, Illustrator, Photoshop, and Flash Pro, use the menu option Save Swatches for Exchange. For more on exchanging swatches, see the section, “Using Adobe Kuler.”

You have saved a set of swatches without disturbing the original Default set. You can always return to the Default set by selecting Default. The original set remains intact.

#### *Loading swatches*

If you created a custom set of color swatches and then chose one of the presets from the Default drop-down list, the custom colors you created aren't visible in the Color Swatches panel. To see them there and use them, you have to load the swatches back into the Color Swatches panel.

To load swatches, open the Panel menu and choose Load Swatches. A Load dialog box appears with the target folder pointing to the Elements Color Swatches folder. Here you find all the custom color swatches you saved from the Color Swatches panel. Select a file in the Load dialog box and click Open. The custom color swatches set opens in the Color Swatches panel.

#### *Replacing swatches*

If you want to replace colors in an existing Color Swatches panel, you can do so by selecting another menu command in the Panel menu. Choose Replace Swatches in this menu, and the Load dialog box opens. Select a file in the Custom Colors folder, and the colors in the file you selected replace the existing swatches.

Another item in the menu is Save Swatches for Exchange. If you want to exchange the palette with another user, you choose this command. A Save dialog box opens that defaults to the Color Swatches folder location inside your Elements 10 folder. When you provide a name and click Save, the file is saved

with an ASE extension. ASE is the Adobe Swatch Exchange format. You can save color swatches in this format, and you can load swatches saved in this format in a number of different Adobe applications, including Elements 10.

### *Lifting and sampling color*

If you have a photo that has colors you want to add to your Color Swatches, you can sample colors in an open image.



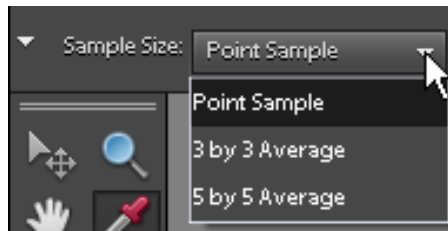
Click the Eyedropper tool and click anywhere on a photo in the Image window, and the Eyedropper samples the color. We call this technique *lifting* color, although the color isn't removed from the photo. (It merely replaces the current foreground color.) If you want to replace the background color, press the Alt key (Option on the Mac) and click the Eyedropper tool on a color you want to sample.

On the Options bar, you find a few settings for the Eyedropper tool. Click the Eyedropper tool in the Tools panel and click the down arrow adjacent to Point Sample, and the drop-down list displays three choices, as shown in Figure 4-5. The list items are

- ✓ **Point Sample:** This selection is the default. When you click the Eyedropper tool to sample color, the pixel you click is the sampled color.
- ✓ **3 by 3 Average:** This menu choice averages 3 x 3 pixels, and the sampled color is the result of combining the color at the sample point with 8 surrounding colors.
- ✓ **5 by 5 Average:** This menu choice averages 5 x 5 pixels, and the sampled color is the result of combining the color at the sample point with 24 surrounding colors.



Just as you add colors from the Foreground Color Swatch to a Color Swatches library, you can sample colors in a photo and use the sampled colors to create a custom Color Swatch library.



**Figure 4-5:** Click the Eyedropper tool and open the Sample Size drop-down list.

## Using Adobe Kuler

For people without skill in fine art, one of the difficult aspects of working with color is creating color palettes. What colors are complementary? What colors work well together? What color combinations are visually pleasing in designs?

To answer these questions and explore ranges of colors that you might want to use in Elements projects, you can get some help from Adobe. Adobe provides a free community website for users to explore color from a vast number of color palettes and share color combinations with other users. The service is called Adobe Kuler, and you can find it at <http://kuler.adobe.com>.

### Getting started with Adobe Kuler

Before you log on to the Adobe Kuler website, you need to acquire an Adobe ID. You can visit the site without an Adobe ID; but to acquire swatches that you can load in the Elements Full Photo Edit Color Swatches panel (which we describe earlier, in the section “Loading Swatches”), you need to have an Adobe ID, as we explain in Book 1, Chapter 1.

After you’ve acquired an Adobe ID, visit <http://kuler.adobe.com>. When the web page opens, click the Sign In button the top-right corner, as shown in Figure 4-6. Provide your log-on information (e-mail address and password) and click Go. That’s it. You’re in and ready to acquire some color swatch combinations.

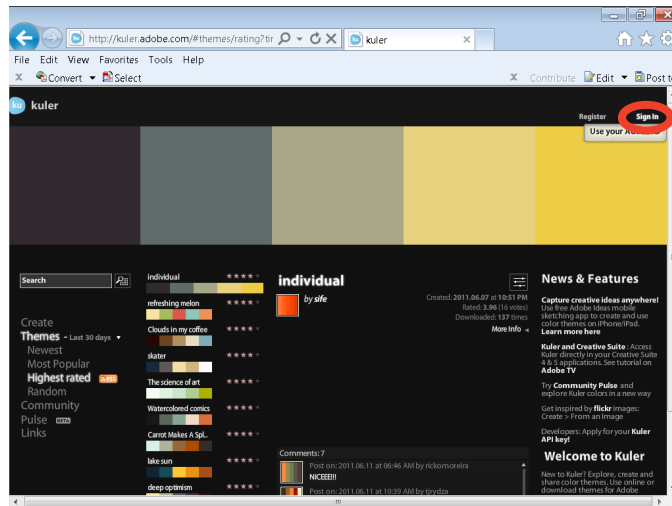


Figure 4-6: Click Sign In on the Kuler web page.



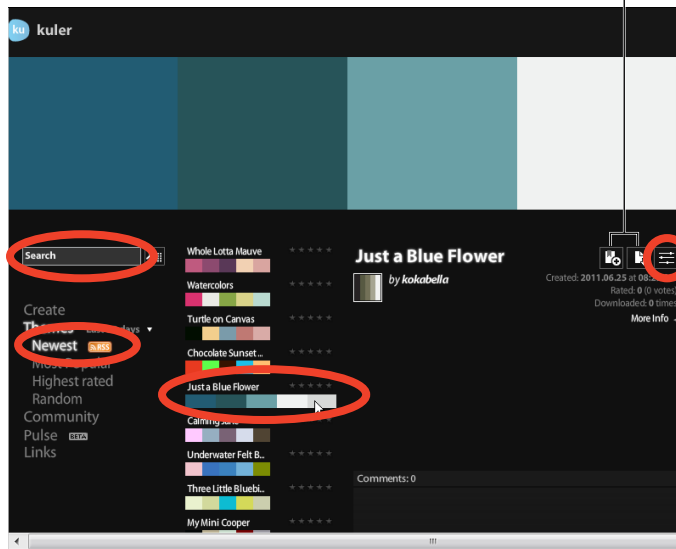
As you move around in Kuler, you can always tell whether you're logged in. In Figure 4-7, you can see two icons adjacent to the icon representing horizontal scroll bars. If you aren't logged in, only the single horizontal scroll bar icon appears in Kuler. The other two icons aren't available when you're not logged in with your Adobe ID.

## Exploring some color themes

The Adobe Kuler site offers much more content than we can cover in this book. What we offer you here are a few areas to explore, and we encourage you to spend time poking around the community website.

To begin with, take a look at the left column in Kuler after you log on. You see several items listed under Themes. Click **Newest** to look over some of the newest color combinations uploaded by other users. In the column to the right of Themes, the swatch colors listed are among the newest colors uploaded to Kuler. Click one of the swatch bars, and the colors appear in larger swatches at the top of the window, as shown in Figure 4-7.

These icons appear when you're logged in.



**Figure 4-7:** Click a swatch bar and the colors appear in large thumbnails at the top of the window.

If you find a color combination you like, you can download the colors and import them into your Color Swatches panel. We get to that a little later, in the section “Getting Kuler colors into Elements.” In the meantime, poke around and view the different swatches in other categories such as Most Popular, Highest Rated, and Random. This site is meant for you to explore and look over various color combinations.

### *Getting help*

Below the Themes item in the Kuler window, you find a button labeled Links. Click the Links button, and the screen changes with a list of links to different help sites. You can visit Kuler help on the Adobe website, and you find links to Adobe TV, where you can view videos for using Kuler.

### *Searching for colors*

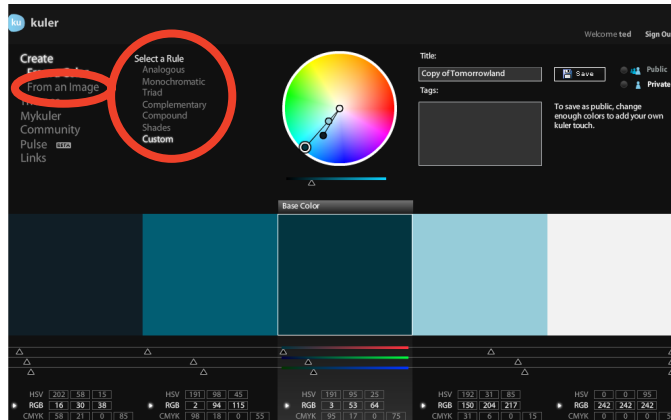
Notice the Search text box in the Kuler window (refer to Figure 4-7). You can search for colors you might like to explore, such as skies, leaves, foliage, landscapes, retro, or any other number of search topics.

One truly great opportunity available with Search is exploring color combinations used by master artists. You might like wonderful earth tones used by Cézanne; bright colors used by Matisse; consistency across colors used by Da Vinci; or the colors used by Van Gogh, Picasso, Michelangelo, Rembrandt, Rivera, and more. Just type the artist’s name and press Enter/Return or click the search icon adjacent to the Search text box. The search results display color sets used in various paintings by the artist you entered.

### *Making changes to a theme*

Notice the horizontal sliders icon in the Kuler window. (Refer to Figure 4-7.) If you like a theme (or a color set derived from a search) but want to explore it more and make some changes, click the icon, and the screen changes to a view similar to what’s shown in Figure 4-8.

In this window, you can make some choices for different color Rules. In the Select a Rule column, notice the options you have for choosing Complementary colors, Compound colors, Shades, and more. If you click one of these items, the colors in the color set change.



**Figure 4-8:** Click the horizontal sliders icon and the window changes enabling you to edit a color set.

In the center of the window is a color wheel. Click any of the items you see represented as circles and drag to new locations to change the individual colors. You have options for changing the Base color, removing a color, and changing tints in this screen. Again, Kuler is meant for you to examine and experiment. Try playing a little in this window to become familiar with editing a theme. (When you want to save the choices you make in Elements, you use the Save Swatches as Exchange option as we discuss later, in the section “Getting Kuler colors into Elements.”)

### *Grabbing colors from a photo*

You can also choose color from a photo on your hard drive. Click the From an Image button (refer to Figure 4-8) to upload one of your photos. When the photo is uploaded, Kuler plots five points that create a color set from the colors in your photo. You can move the points around the photo and modify the color set from those colors you want to use. You can also explore different moods by clicking items in the Select a Mood column.

You might use this type of workflow for making various creations and sharing files on the web as photo books, flipbooks, calendars, and greeting cards. You can create a color palette and choose colors from the palette for text and other artwork that matches colors in the photos used in your creations. For more on making creations and working with web graphics, see Book IX, Chapters 1 and 3.



When you want to download swatches from colors selected in a photo, click the Save button in the window.

## Getting Kuler colors into Elements

In the Color Swatches panel in Full Photo Edit mode, you have a number of menu commands available by clicking the Panel menu icon in the top right of the panel to open the menu, as we discuss earlier, in the section “Grabbing color from the Color Swatches panel.”

You can choose any color set you like and export the colors as an ASE file. Follow these steps:

### 1. Create the color set you want to capture and click the Download icon.

The Download button is the middle of the three icons shown in Figure 4-9. You use the first icon to select a theme. The third icon is for editing a theme.



You only see three icons when you're logged in with your Adobe ID. If only a single icon appears, it means you aren't logged into the Kuler website.



**Figure 4-9:** Three icons appear on the theme pages. Click the middle icon to download an ASE color swatch file.

When you click the Download icon, a Save As dialog box opens.

### 2. Save the swatch color to the Elements Color Swatches folder on your hard drive.

You can save your color swatch anywhere on your hard drive, but if you want it available in the Color Swatches panel, save the file to the Color Swatches folder.

On Windows, the directory path is `Program Files\Adobe\Photoshop Elements 10\Presets\Color Swatches`. On the Macintosh, the path is `Applications/Adobe Photoshop Elements 10/Settings/Presets/Color Swatches`.

### 3. Load the color set by choosing Load Swatches from the Color Swatches panel menu in Full Photo Edit mode.

### 4. When the Load dialog box opens, select Swatch Exchange (\*.ASE) from the Files of Type (Windows) or Format (Macintosh) drop-down list.



If you want several color sets in a single color palette, download individual color sets from Kuler. Delete all colors in your Color Swatches panel and load each of your downloaded color sets. Save the final composite as a single color palette to the Color Swatches folder inside the Elements 10 folder.

If you upload a photo and want to save a color set derived from the photo, a Save button appears on the page where photo colors are displayed. Click the Save button, and you download an ASE file just like you do when clicking the Download icon.

### *Understanding Color Management Essentials*

In Elements, the challenge with color isn't understanding color theory or definitions, but rather matching the RGB color you see on your computer monitor as closely as possible to your output. That output can be a printout from a color printer, a screen view on a web page, or an image in a photo-slide presentation.

We say match "as closely as possible" because you can't expect to achieve an exact match; you have far too many printer and monitor variables to deal with. However, if you properly manage color, you can get a very close match.

To match color in your monitor and your output, you must calibrate your monitor and then choose a color workspace profile. In the following sections, you can find all the details on how to do just that.

#### *Discovering color channels*

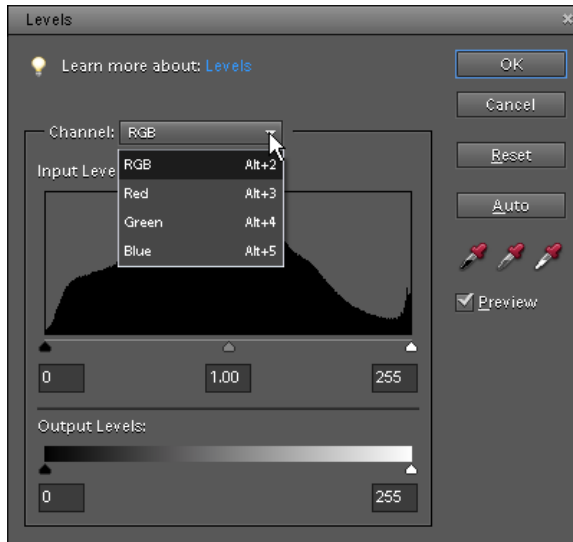
Your first level of color mastery in Photoshop is to understand what RGB is and how it comes about. *RGB* stands for *red*, *green*, and *blue*. These are the primary colors in the computer world. Forget about what you know about primary colors in an analog world; computers see primary colors as RGB.

RGB color is divided into *color channels*. Although you can't see the individual channels in Elements, you still need to get a handle on color channels. Read on.

When you see a color *pixel* (a tiny, square dot), the color is represented as different levels of gray in each channel. (This may sound confusing at first, but stay with us for just a minute.) When you have a color channel, such as the red channel, and you let all light pass through the channel, you end up with a bright red. If you screen that light a little with a gray filter, you let less light pass through, thereby diluting the red color. That's how channels work — individually, they all use different levels of gray that permit up to 256 different levels of light to pass through them. When you change the intensity of light in the different channels, you ultimately change the color.

Each channel can have up to 256 levels of gray that mask out light. You can calculate the total number of possible colors that you can create in an RGB model by multiplying the values for each channel ( $256 \times 256 \times 256$ ). The result is more than 16.7 million; that's the total number of colors a computer monitor can display in RGB color.

This is all well and good as far as theory goes, but what does that mean in practical terms? Actually, you see some of this information in tools and dialog boxes you work with in Elements. As an experiment, open a file in Elements and choose Enhance→Adjust Lighting→Levels (or press Ctrl+L/⌘+L); the Levels dialog box shown in Figure 4-10 opens.



**Figure 4-10:** Choose Enhance→Adjust Lighting→Levels to open the Levels dialog box.

Notice that the Channel drop-down list shows you Red, Green, and Blue as individual channels, as well as a composite RGB selection. Furthermore, the Output Levels area shows you values ranging from 0 on the left to 255 on the right. Considering that 0 is a number, you have a total of 256 different levels of gray.



What's important is that you know that your work in color is related to RGB images that make up three different channels. Each channel can let 256 different levels of gray through — that is, hold back different amounts of light — to change brightness values and color.

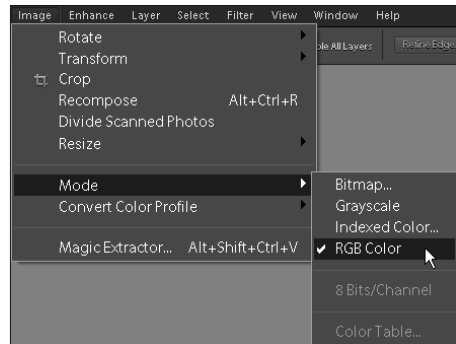
### Understanding bit depth

Another important item to understand about channels is *bit depth*. A *bit* holds one of two values; one value is for black, the other for white. When you have 256 levels of gray, you're working with an 8-bit-per-channel image — 8 bits

with 2 possible values each is  $2^8$ , or 256, possible levels of gray. Multiply 8 bits per channel times your 3 channels, and you get 24 bits, which is the common bit depth of images you print on your desktop printer.

Now take a look at the Image→Mode menu. You should see a menu selection that says 8 Bits/Channel, as shown in Figure 4-11. When you open an image in Elements, if this menu command is grayed out, it means you're working with a 24-bit image — an image of 8 bits per channel.

What does it mean when you can select the 8 Bits/Channel menu command? You can be certain that your image *isn't* an 8-bit-per-channel image. You may be able to select this command because some digital cameras and most low-end, consumer-grade scanners can capture images at higher bit depths. Using a scanner, you can scan a photo at 16 bits per channel. When you do, you end up with many more levels of gray. When you take a picture with a quality digital camera, you can capture 32-bit-per-channel images, and you end up with a file containing more than 4 billion levels of gray. That's a lot!



**Figure 4-11:** When you can choose 8 Bits/Channel, the image bit depth is higher than 8 bits per channel.

Now, here's the catch: All files have to be reduced to 8 bits per channel before you print them — because that's all the information any printer uses. In addition, many tools, commands, and panel options work *only* with 8-bit-per-channel images. So, you ask, "What's the benefit of acquiring images at higher bit depths than I can print?"



If you attempt to adjust brightness, contrast, or other image enhancements in an 8-bit-per-channel image, you often destroy some data. You can cause some noticeable image degradation if you move adjustment sliders too far while working with 8-bit-per-channel images. When you edit your 16-bit and 32-bit images, you don't destroy data — you simply inform Elements *which* 256 levels of gray (of the total number available) you want to use. The result is an image with more continuous gray tones than you can achieve in 8-bit-per-channel images.

## Calibrating your monitor

You need to calibrate your monitor to adjust the gamma and brightness; correct any color tints or colorcasts; and generally to display, as precisely as possible, accurate colors on your output. You have a few choices for which tool you can use to adjust monitor brightness, ranging from a low-cost hardware device that sells for less than \$100 to expensive calibration equipment of \$3,000 or more — or you can skip the hardware and use tools provided by Adobe, Windows, or your Mac.



*Gamma* is the brightness of midlevel tones in an image. In technical terms, it's a parameter that describes the shape of the transfer function for one or more stages in an imaging pipeline.

We skip the high-end costly devices and software utilities that don't do you any good and suggest that you make, at the very least, one valuable purchase for creating a monitor profile: a *hardware profiling system*. On the low end of the price scale, some affordable versions of this device go a long way toward helping you adjust your monitor brightness and color balance, including the following:

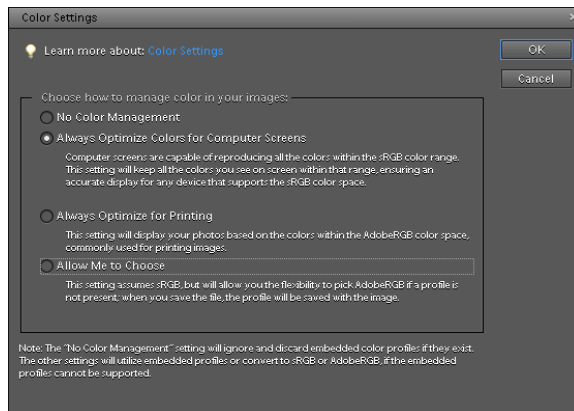
- ✓ **ColorVision Spyder2express:** For as low as \$64, you can purchase an easy-to-use, three-step calibration device to balance the color on your monitor and adjust it for optimum brightness. This device is receiving five-star ratings at online resellers, including [www.amazon.com](http://www.amazon.com).
- ✓ **Pantone Huey Monitor Color Correction:** This is another, low-cost system used for calibrating both CRTs and LCDs. This unit retails for \$89 and sells for \$63 at Amazon.com, as of this writing.
- ✓ **X-Rite Eye-One Display 2 (formerly GreTag MacBeth Eye-One Display 2):** This device, like the Spyder2express and Huey, is an easy-to-use profiling tool that works with CRT displays, LCDs, and laptop computers. It sells for around \$195 to \$250. You attach the suction cup to your monitor and click a few buttons in the software application accompanying the hardware, and Eye-One Display 2 eventually prompts you to save a monitor profile. The profile you create is used automatically by your operating system when you start your computer. When the profile kicks in, your monitor is balanced with the settings that were determined when the device performed the calibration.

On LCD monitors, you adjust the hardware controls to bring your monitor into a match for overall brightness with your photo prints. Make sure you run many test prints and match your prints against your monitor view to make the two as similar as possible.

You have a lot to focus on to calibrate monitors and get color right on your monitor and your output. (We talk more about color output in Book IX, Chapter 2.) For a good resource for color correction and printing using Photoshop Elements, we recommend that you look at *Color Management for Digital Photographers For Dummies*, by Ted Padova and Don Mason.

### *Establishing Your Color Settings*

After you adjust your monitor color by using a hardware profiling system, your next step is to choose your color workspace. In Elements, you have a choice between one of two workspace colors: either sRGB or Adobe RGB (1998). You access your color workspace settings by choosing Edit→Color Settings. The Color Settings dialog box opens, as shown in Figure 4-12.



**Figure 4-12:** The Color Settings dialog box.

The options you have in the Color Settings dialog box are

- ✓ **No Color Management:** This choice turns off all color management. *Don't choose this option for any work you do in Elements.* You use No Color Management when you work with files that have color profiles embedded in the photos. Most likely you won't be using these types of photos. (For more about when you might use this option, see Book IX, Chapter 2.)

- ✓ **Always Optimize Colors for Computer Screens:** Selecting this radio button sets your workspace to sRGB. sRGB color is used quite often for viewing images on your monitor. But this workspace often results in the best choice for color printing, as well. Many color printers can output all the colors you can see in the sRGB workspace. In addition, many photo services, such as the Kodak EasyShare services (discussed in Book IX, Chapter 2), prefer this workspace setting.
- ✓ **Always Optimize for Printing:** Selecting this option sets your color workspace to Adobe RGB (1998). This workspace has more available colors than can be seen on your monitor. If you choose this workspace, you need to be certain that your printer is capable of using all the colors in this color space.
- ✓ **Allow Me to Choose:** When you select this option, Elements prompts you for a profile assignment when you open images that contain no profile. This setting is handy if you switch back and forth between screen and print images.

## Understanding How Profiles Work

You probably created a monitor color profile when you calibrated your monitor. You probably also selected a color profile when you opened the Color Settings dialog box and selected your workspace color. When you start your computer, your monitor color profile kicks in and adjusts your overall monitor brightness and correction for any colorcasts. When you open a photo in Elements, color is automatically converted from your monitor color space to your workspace color.

At print time, you use another color profile to output your photos to your desktop color printer. Color is then converted from your workspace color to your printer's color space. In Book IX, Chapter 2, we show you how to use color profiles for printing. For now, just realize that the proper use of color profiles determines whether you can get good color output. From here, you can jump to Book IX, Chapter 2 and understand how the color profiles are used at print time.



# Chapter 5: Time Travel — Undoing in Elements

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## In This Chapter

- ✓ Understanding undoing in Elements
- ✓ Returning to unedited files
- ✓ Using the Undo History panel

**B**ack in 1984, Apple Computer brought windowing interfaces to the masses with the introduction of the Macintosh computer. Also tucked into that interface was the Undo command. Both innovations revolutionized the way people use personal computers. Together with the Cut, Copy, and Paste commands, these features became a standard in all programs that followed.

Being able to undo your most recent edit in a program like Elements gives you the freedom to experiment, as well as the chance to correct mistakes immediately. Adobe broadened that initial Undo feature in Photoshop Elements so you can retrace an entire series of editing steps with multiple undo actions, see a visual list of edits in the Undo History panel, and work with different editing states.

In this chapter, we explore the many options you have for branching out, experimenting a little, and retracing your editing steps (or overcoming a series of editing mistakes) without having to save multiple versions of your photos.

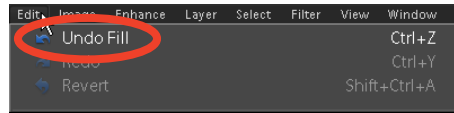
## Undoing What's Done with the Undo Command



As you might expect, the Undo command is found on the Edit menu. To undo an editing step, you simply choose Edit⇨Undo or press Ctrl+Z or ⌘+Z. This simple command helps you correct a mistake or toss away an experimental edit that doesn't work for you.



When you open the Edit menu, you find the Undo command at the top of the menu. In addition, you find the name of the edit you last applied to the image. Figure 5-1 shows that we just applied a fill within a selection. On the Edit menu, the menu command appears as Undo Fill.

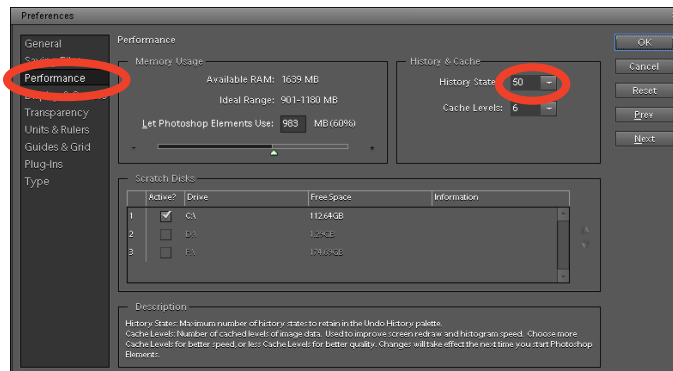


**Figure 5-1:** The Undo command appears listed on the Edit menu with the name of the last edit applied to the document.

### Adjusting the number of available undos

If you make several edits in Elements, you can take advantage of the Undo command several times. The number of undo operations you have available is determined in the Full Photo Edit Preferences dialog box. To adjust the number of undo actions you want available, choose Edit→Preferences (Windows) or Adobe Photoshop Elements Editor→Preferences (Mac) and the Preferences dialog box opens. Alternatively, you can press Ctrl+K (⌘+K) to open the Preferences dialog box.

In the Preferences dialog box, you click the Performance item in the list on the left to open the Performance preferences panel. Below the History & Cache item on the right, you find History States, as shown in Figure 5-2. The setting you make here — by adjusting the slider or by typing a number in the History States text box — determines the number of undos you have available when you choose Edit→Undo or press Ctrl+Z (⌘+Z). By default, the number is set to 50, meaning you can step back to undo your last 50 edits.



**Figure 5-2:** The History States number determines the total number of undo actions you have available when editing a file.



The adjustment for History States also relates to the Undo History panel we talk about later in this chapter, in the section “Working with the Almighty Undo History Panel.”

### Redoing edits

You also have a command for Redo on the Edit menu. If you choose Undo from the Edit menu or press Ctrl+Z (⌘+Z) and then change your mind, you can always just redo that last undo: Choose Redo or press Ctrl+Y (⌘+Y), and the last undo returns to the state before you chose to undo the edit. The number of redos you have is the same as the number of undos. For example, if you set the History States to ten in the Performance preferences and make ten edits and then successively press Ctrl+Z (⌘+Z) ten times, you can successively press Ctrl+Y (⌘+Y) to redo all ten undos.

## Reverting to What's Saved

At times, rather than undo a bunch of edits, you just want to toss all the edits away and return to the last saved version of your file. The Revert command on the Edit menu returns you to the last saved version of your photo.

If you make several edits and you like what you see, you can choose File⇨Save or press Ctrl+S (⌘+S) to save your edits. If you then make several more edits and you don't like the results, choose Edit⇨Revert to revert to the last save.



In many Adobe programs, you find a Revert command listed under the File menu. In Photoshop Elements, however, the Revert command is listed under the Edit menu. Keep this in mind when you perform edits in Full Photo Edit mode.

## Working with the Almighty Undo History Panel

Using menu commands and keyboard shortcuts enables you to travel back and forward in time to undo and redo edits using single menu choices or keyboard shortcuts for each undo/redo.

The Undo History panel, on the other hand, displays a visual of your editing history where you can travel back and forward in time to change your edits with a complete list of the edits made on a photo shown in the panel.

To open the Undo History panel, choose Window⇨Undo History. The Undo History panel opens. As you make edits on an image, each edit is shown in a list in the panel, as shown in Figure 5-3.

### Viewing an image's various states

The Undo History panel gives you a capability that menu commands don't: You can target an Undo (or Redo) to go back (or forward) to a *specific* edit. For example, if you create a selection, apply an enhancement edit (such as changing image brightness), and then apply a filter, you can return to the selection with one mouse click. Instead of choosing Undo to undo the filter and Undo again to undo the image brightness, you simply click the selection edit in the Undo History panel.

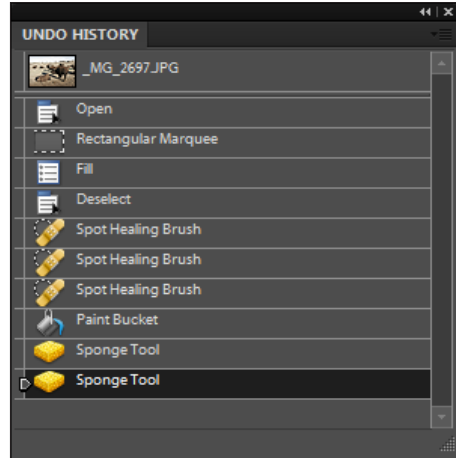


Figure 5-3: The Undo History panel.

The number of history states is determined in the Performance preferences shown earlier in Figure 5-2. By default, you have 50 history states that appear in the Undo History panel. When you come to the 51st edit, the first edit in the sequence is deleted from the panel, and you can't return to that state. As you make more new edits, you continually delete edits from the top of the panel.

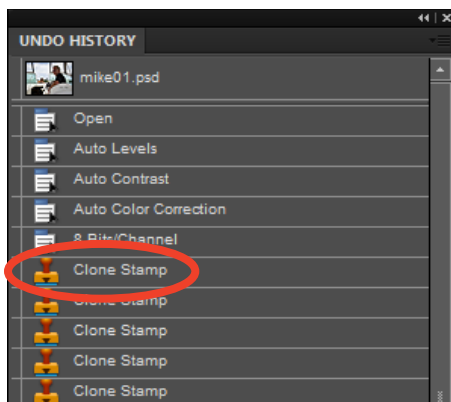
If you want to add more states to the Undo History panel, open the Performance preferences and change the value in the History States text box.



As you increase history states in the Performance preferences, the amount of memory required by Elements is increased. You may find the program getting sluggish if you increase the History States significantly.

### Navigating through the history states

To return to an earlier edit in the Undo History panel, find the item you want to return to in the list and click it. You can also apply a number of edits to create a selection and, after the selection is created, apply another series of edits to the selected area. If you want to return to the original selection, click the item in the Undo History panel, as shown in Figure 5-4.



**Figure 5-4:** Click the item in the list that you want to return to so you can undo a series of edits.

As long as the items remain in the list, you can click backward or forward to undo and redo edits.

## Deleting and clearing states

You may have applied a series of edits to a document and then want to return to an earlier edit. Suppose you decide that all the edits made after the one you want to return to are no longer needed. (This might happen if you're experimenting with different edits and viewing the results.) If you know that the edits following a particular edit are no longer needed, you can delete them from the list.

To delete the last edit in the Undo History panel, click it in the list and then right-click to open a context menu. From the menu choices, choose Delete. The selected edit is deleted from the list.

If you have a series of items you want to delete from the list, click the first item within a given list of edits to open a context menu. Then, when you choose Delete, all items in the list that follow the selected item are deleted.



Keep in mind that *all* edits following an edit you target for deletion are deleted when you open a context menu and choose Delete. If you want to delete a series of edits that are followed by edits you want to retain, it's a bit more complex: You have to delete the unwanted edits individually. Elements doesn't give you the capability to select a group of edits and then delete the whole group at once.

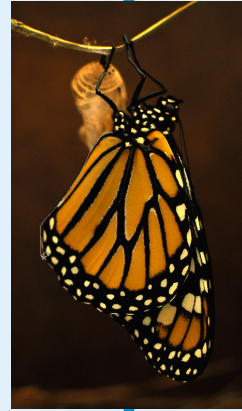
If you apply a number of edits and choose File⇨Save, the edits you made up to the time you save the file are kept and recorded as part of the new saved file. The Undo History panel maintains the list of edits applied to the document before you last saved it. Therefore, you can undo edits after saving a file as long as the file remains open. If you close the file and reopen it, the Undo History panel is cleared. You can also clear the Undo History panel after making edits by opening a context menu and choosing Clear History. The list is cleared and appears the same as when you first opened the file before you applied any edits.

# Book IV Selections



After you move beyond understanding color and file attributes, one of the most important editing tasks you can master is creating selections. As a matter of fact, we make the claim that when you do, you master Photoshop Elements.

Book IV walks you through an explanation of all the various tools and methods for making selections. Be sure to get a handle on the concepts explained in this minibook before you tackle those major editing jobs.



# Chapter 1: Making Selections

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## *In This Chapter*

- ✓ Defining selections
- ✓ Creating selections with the Marquee tools
- ✓ Roping your selections with the Lasso tools
- ✓ Selecting pixels with the Magic Wand tool
- ✓ Painting with the Selection Brush
- ✓ Using the Quick Selection tool to save time
- ✓ Cropping and transforming with the Recompose tool

Sometimes you get lucky, and what you capture in the camera's viewfinder is exactly what you want to edit, print, or share online. But at other times, you may want to work with only a portion of that image. Maybe you just need to adjust the contrast in a certain area, or you want to combine part of one image with another. In these instances, you have to make a selection before you can go on to do the real editing work.

Being able to make accurate selections is a valuable skill. Fortunately, Elements offers an assortment of tools for making selections. In this chapter, we give you the foundation to use the basic selection tools. If, after you make a selection, you want to modify or transform that selection, check out the next chapter. Finally, masking is another way to make a selection. Be sure to look at Book VI, Chapter 4, for the lowdown on masking.

## *Defining Selections*

*Defining* a selection means that you specify which part of the image you want to work with. Everything within a selection is considered *selected*. Everything outside the selection is *unselected*. Seems simple enough. It is, except that you can also have partially selected pixels, which allow for soft-edged, diffused selections. You can create *partially selected* pixels by feathering, masking, or anti-aliasing the selection. We cover feathering and anti-aliasing in this chapter. Masking is covered in Book VI, Chapter 4.



When you make a selection, a moving dotted outline known as a *selection border* (also called a *selection outline* or *selection marquee*) appears around the selected area. After you've made a selection, any adjustments or edits you apply affect only that portion. The unselected areas remain unchanged. You can also make a selection in one image and then copy and paste it into another image. If you can't squeeze in that trip to Europe this year, no worries: Select yourself from a family photo, choose Edit⇨Copy, open a stock photo of the Eiffel Tower, and then choose Edit⇨Paste. Nobody will know that you never made it to the City of Lights.



When making selections, be sure that you're working in the Editor, in Full Photo Edit mode, and not in Quick Photo Edit or Guided modes, or in the Organizer. For more on various modes in Elements, see Book 1, Chapter 1.

### *Selecting a Rectangular or an Elliptical Area*

The Marquee tools are the easiest selection tools to use. Basically, if you can use a mouse without much difficulty, you can become a marqueeing expert.

The Rectangular Marquee tool creates rectangular or square selections. Use this tool when you want to grab just a portion of an image and copy and paste it into a new, blank document or into another image.

Follow these steps to make a selection with the Rectangular Marquee tool:

**1. Select the Rectangular Marquee tool from the Tools panel.**

The tool looks like a dotted square. You can also use the keyboard shortcut — press the M key.

**2. Click and drag from one corner of the area that you want to select to the opposite corner.**

While you drag, the selection border appears. The border follows the movement of your mouse cursor (a crosshair or plus sign icon).

**3. Release your mouse button.**

You now have a rectangular selection, as shown in Figure 1-1.

The Elliptical Marquee tool, which shares the same flyout menu as the Rectangular Marquee tool, creates elliptical or circular selections. You can select clocks, doughnuts, inner tubes, and other round objects with this tool.



Purestock

**Figure 1-1:** The Rectangular Marquee selects part of your image.

Here are the steps to create an elliptical selection:

**1. Select the Elliptical Marquee tool from the Tools panel.**

You can also use the keyboard shortcut. If the Elliptical Marquee tool is visible, press the M key. If the Rectangular Marquee is visible, press Shift+M.

**2. Position the crosshair near the area you want to select, click the area, and then click and drag around the element.**

While you drag, the selection marquee appears.

### 3. When you're satisfied with your selection, release the mouse button.

Your elliptical selection is complete, as shown in Figure 1-2.



If your selection isn't quite centered around the element, move the selection border by clicking and dragging inside the border with either the Rectangular or Elliptical Marquee tool. You can also move a selection with either tool *while* you're drawing by pressing the spacebar.



*Image 100 Ltd.*

**Figure 1-2:** The Elliptical Marquee selects rotund elements.

### *Fine-tuning squares and circles*

If you want to create a perfect square or circle, hold down the Shift key after you begin dragging your mouse. When you have a selection, release the mouse button first and then release the Shift key.

You may find it easier to create an elliptical selection by dragging from the center outward. To do so, click and hold down the mouse button in the center of an element. Then press the Alt key (Option key on the Mac) and drag from the center outward. After you have your selection, release the mouse button first and then the key.

If you want to draw from the center outward and you want a perfect circle (or square), hold down the Shift key as well. When you have a selection, release your mouse button first and then press Shift+Alt (Shift+Option on the Mac).



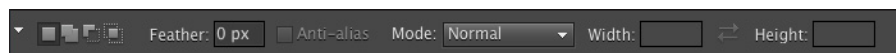
You can achieve a perfect circle or square by specifying a 1:1 aspect ratio on the Options bar.

### Using the Marquee options

The Options bar provides oodles of other options when you're making Marquee selections. Some of these options allow you to make precise selections by specifying exact measurements. Others enable you to make soft-edged, feathered selections.



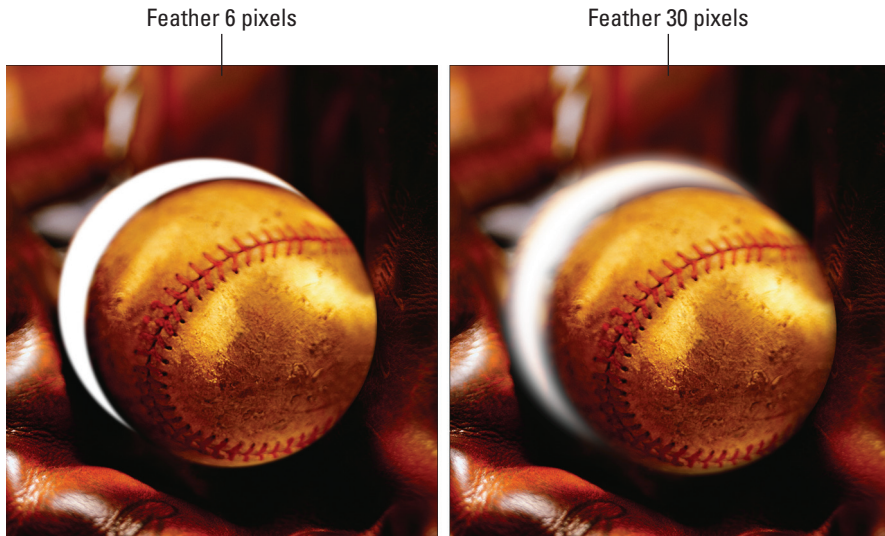
You must select the options on the Options bar, as shown in Figure 1-3, *before* you make your selection with the Marquee tools. The only exception is that you can feather a selection after you have created it.



**Figure 1-3:** Specify Marquee settings on the Options bar.

Here's the scoop on each Marquee option:

- ✓ **Feather:** *Feathering* softens, or feathers, the edges of a selection. The amount of softening depends on the value — the higher the value, the softer the edge, as shown in Figure 1-4. The radius measures how far in all directions the feather effect extends. Small amounts of feathering can be used to create natural transitions between selected elements in a collage. Larger amounts are used to create a special effect where one image gradually fades into another. If you just want a selected element to have a soft edge without the background, choose Select⇨Inverse and then delete the background.



Corbis Digital Stock

**Figure 1-4:** Feathering a selection softens the edges.

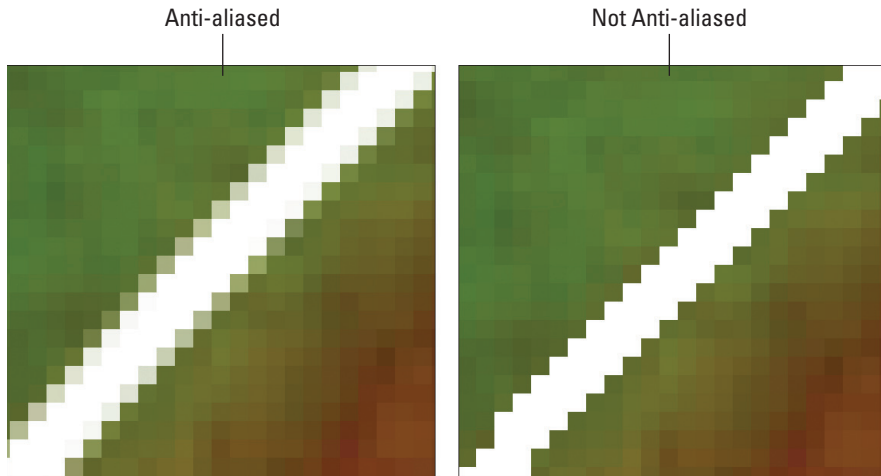
To feather while you're selecting, select the Feather option on the Options bar before you use the Marquee tools. You can feather a selection after the fact by choosing **Select** ⇨ **Feather**.

- ✓ **Anti-alias:** Whereas feathering completely softens edges, anti-aliasing just slightly softens the edge of an elliptical or irregularly shaped selection so that extremely hard, jagged edges aren't quite so prominent, as shown in Figure 1-5. An anti-aliased edge is always only 1 pixel wide.



We recommend keeping the Anti-alias option selected, especially if you plan on creating collaged images. Anti-aliasing helps create natural-looking transitions and blends between multiple selections. However, if you want a supercrisp edge, deselect this option.

- ✓ **Mode:** The Mode drop-down menu contains three settings:
  - **Normal:** This option enables you to freely drag a selection to any dimension.
  - **Fixed Aspect Ratio:** This setting allows you to specify a fixed ratio of width to height in a selection. For example, if you enter **2** for width and **1** for height, the Marquee selection you create is *always* twice as wide as it is high, no matter what the size.
  - **Fixed Size:** This setting lets you specify values for the width and height. It comes in handy when you need to make multiple selections that must be the same exact size, such as in a school yearbook. Note that the marquee is immediately drawn when you click your canvas. The click point is the top-left corner of the marquee.



**Figure 1-5:** Anti-aliasing barely softens selection edges.

- ✓ **Width and Height:** When you select Fixed Aspect Ratio or Fixed Size from the drop-down menu, you also enter values in the Width and Height text boxes. To swap the Width and Height values, click the double-headed arrow button.

Even though the default unit of measurement in the Width and Height text boxes is pixels (px), you can enter any unit of measurement that Elements recognizes — pixels, inches (in), centimeters (cm), millimeters (mm), points (pt), picas (pica), or percents (%). Enter the value and then type the word or abbreviation of a unit of measurement.

## Free-Form Selecting with the Lasso Tools

Unfortunately, not much in life is perfectly rectangular or elliptical in shape. Most of the time, you have to deal with irregular shapes that have undulations of some kind or another. That's where the Lasso tools come in handy. This group of tools enables you to make any free-form selection your heart desires.

Elements offers three Lasso tools: Lasso, Polygonal Lasso, and Magnetic Lasso. Each Lasso tool has its own special purpose in the world of free-form selections, and they're simple to use. You just have to drag around the part of the image that you want to select. All that's required is a decaffeinated, steady hand.

The selection you make is only as good as your accuracy in tracing around an element. If you don't make an exact selection the first time around, don't worry. You can always go back and make corrections, as described in the next chapter.



If, when making a selection, you find the mouse a little unwieldy, you may want to look into a digital drawing tablet, such as a Wacom tablet. Using a tablet makes using the Lasso tool — as well as other tools, such as the Brush — much easier. Tablet lovers claim that you'll never revisit mouse usage again.



The Lasso and Polygonal Lasso tools have three settings on the Options bar — Feather, Anti-alias, and Refine Edge. The first two options work exactly as they do with the Marquee tools. To find out about Feather and Anti-alias, see the preceding section. The Refine Edge option (brush button) does exactly that — cleans up the edges of your selection. You also find this command on the Options bar for the Magic Wand and Quick Selection tools. Keep in mind that you can apply this option to any existing selection, no matter how you created the selection, by choosing **Select⇨Refine Edge**.

Here's the scoop on the settings for the Refine Edge option:

- ✓ **Smooth:** Smooths out the jaggedness along the selection edge.
- ✓ **Feather:** Softens the edges of a selection. Move the slider to increasingly create a softer, more blurred edge.
- ✓ **Contract/Expand:** Decreases or increases your selected area.
- ✓ **Standard or Overlay mode:** Enables you to preview your selection in one of two modes. Click the Custom Overlay Color icon to preview your selection with its edges hidden and a semi-opaque layer of color (that shows onscreen only) in your unselected area. Double-click the icon to change the color and opacity of the overlay. Press F to cycle between Standard and Overlay views. Press X to hide your selection edges.
- ✓ **Zoom tool:** Enables you to zoom into your image to see the effects of your settings.
- ✓ **Hand tool:** Lets you pan around the document window to see the effects of your settings on various portions of your image.

### *Using the Lasso tool*

Making a selection with the Lasso tool is basically like tracing an outline around an element on a sheet of paper.

To make a selection by using the Lasso tool, follow these steps:

**1. Select the Lasso tool from the Tools panel.**

It's the tool that looks like a rope — hence the moniker *lasso*. You can also use the keyboard shortcut by pressing the L key. If the Lasso isn't visible, press Shift+L to cycle through the various Lasso tools.

**2. Position the cursor anywhere along the edge of the element you want to select.**

The *hot spot* (the leading point) of the Lasso cursor is the end of the rope. If you need a little visual help, press the Caps Lock key, which switches your cursor to a crosshair.

Zoom in on the image a bit if you need to better see its edges.

In our example, we started at the bottom of the butterfly wing, as shown in Figure 1-6.

**3. Hold down the mouse button and trace around the element, trying to include only what you want to select.**

While you trace, an outline forms that follows the movement of your mouse.

Don't release the mouse button until you complete the selection by closing the loop and returning to your starting point. When you release the mouse button, Elements assumes that you're done and closes the selection from wherever you release the mouse button to your starting point.

**4. Continue tracing until you return to your starting point; release the mouse button.**

Elements rewards you with a selection border that matches your Lasso path, as shown in Figure 1-7.



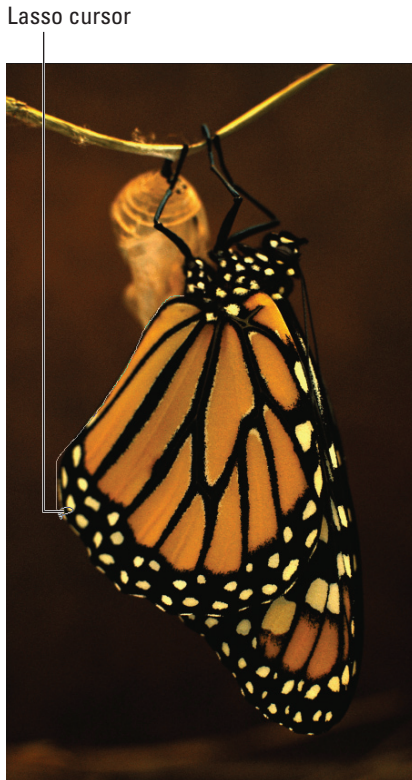
## Selecting straight sides with the Polygonal Lasso tool

The Polygonal Lasso tool is at its best when selecting straight-sided subjects, such as city skylines, buildings, and stairways. Unlike the Lasso tool, the Polygonal Lasso tool has rubber band–like qualities, and instead of dragging, you click and release the mouse button at the vertices of the object you're selecting.

Follow these steps to select with the Polygonal Lasso tool:

**1. Select the Polygonal Lasso tool in the Tools panel.**

You can also use the keyboard shortcut by pressing the L key. If the Polygonal Lasso isn't visible, press Shift+L until you see the tool. It looks like the Lasso tool but has straight sides.



PhotoDisc/Getty Images

**Figure 1-6:** The Lasso tool is for free-form selections.



PhotoDisc/Getty Images

**Figure 1-7:** After tracing around your object, release the mouse button to obtain a selection border.



**2. Click and release at any point along the edge of the desired element.**

We like starting at a corner.

**3. Move (don't drag) the mouse and click and release at the next corner of the element. Continue clicking and releasing at the various corners of the object.**

The line stretches out from each corner you click, like a rubber band.

**4. To close a selection, return to your starting point and click and release.**

When you place the cursor over the starting point, a small circle appears next to the cursor, indicating that you're at the right place for closing the selection. A selection marquee that matches your Polygonal Lasso path appears, as shown in Figure 1-8.



PhotoDisc/Getty Images

**Figure 1-8:** Select straight-sided elements with the Polygonal Lasso tool.



Some objects have both curves and straight sides. No problem. Hold down the Alt key (Option key on the Mac) to have the Polygonal Lasso tool temporarily transform into the regular Lasso tool. Then, click and drag to select the curves. Release the Alt (or Option) key to return to the Polygonal Lasso tool. This trick also works with the other Lasso tools.

### *Hugging edges with the Magnetic Lasso tool*

The last Lasso tool is the Magnetic Lasso, which works by analyzing the colors of the pixels between the elements in the foreground and the elements in the background. Then it snaps to, or hugs, the edge between the elements, as though the edge had a magnetic pull.



Not always the easiest tool to manipulate, the Magnetic Lasso tool performs best when your image has a well-defined foreground object and good contrast between that object and the background — for example, a dark mountain range against a light sky or a black silhouette against a white wall.



The Magnetic Lasso tool has some unique settings, found on the Options bar, which you can adjust to control the sensitivity of the tool and thus aid in your selection task.

We recommend starting out by experimenting with the Magnetic Lasso tool using its default settings. If the tool isn't cooperating, play with the options.

The Feather, Anti-alias, and Refine Edge options work as they do with the Marquee and Lasso tools. Here are the remaining options:

- ✓ **Width:** This option, measured in pixels from 1 to 256, determines how close to the edge you have to move the mouse before the Magnetic Lasso tool snaps to that edge. Decrease the value if the object's edge has a lot of indentations and protrusions or if the image has low contrast. Increase the value if the image has high contrast or smooth edges.
- ✓ **Contrast:** Measured in percentages from 1 to 100, this option specifies the contrast required between the object and its background before the Magnetic Lasso tool snaps to the edge. If the image has good contrast between the foreground element and its background, use a high percentage.
- ✓ **Frequency:** This setting, measured in percentages from 0 to 100, specifies how many *fastening* points (points anchoring the selection line) to place on the selection line. The higher the value, the more fastening points used. If the element you want to select has a fairly smooth edge, keep the value low. If the edge is jagged or has a lot of detail, try a higher value to create a more accurate selection.
- ✓ **Tablet Pressure (Pen icon):** If you own a pressure-sensitive drawing tablet, select this option to make an increase in stylus pressure to cause the edge width to decrease.

Follow these steps to use the Magnetic Lasso tool:

### **1. Select the Magnetic Lasso tool in the Tools panel.**

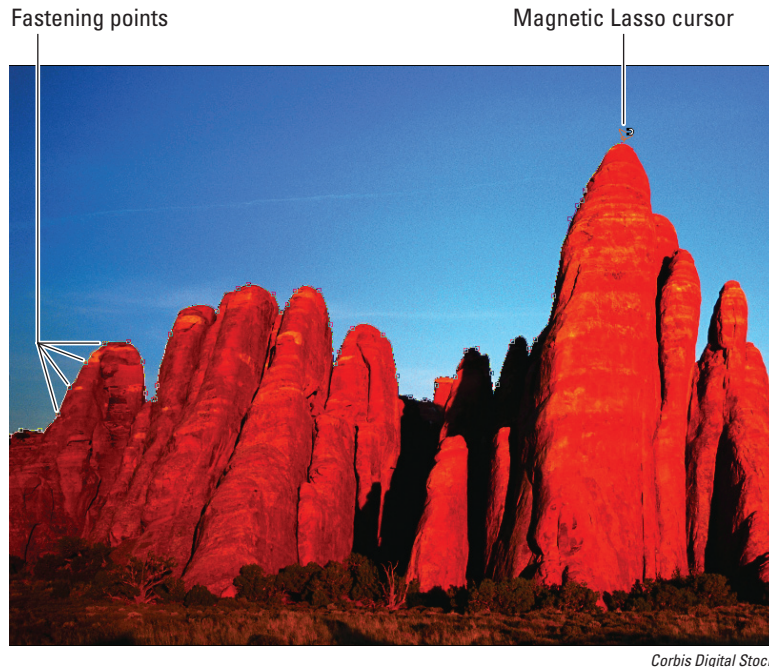
You can also press the L key if the tool is visible. If it isn't, press Shift+L to cycle through the Lasso tools. The tool looks like a straight-sided lasso with a magnet on it.

### **2. Click and release on the edge of the element you want to select to place the first fastening point.**

Start anywhere, but be sure to click the edge between the element you want and the background you don't want.

### 3. Move your cursor around the object without clicking.

The Magnetic Lasso tool creates a selection line similar to the other lasso tools while placing fastening points that anchor the selection line. (See Figure 1-9.) Think of it as the way you might cordon off an area of your yard with ropes and stakes.



Corbis Digital Stock

**Figure 1-9:** The Magnetic Lasso tool snaps to the edge of your element.

Here are a couple tips to keep in mind when working with the Magnetic Lasso tool:

- If the Magnetic Lasso tool starts veering off the edge of your object, back up your mouse and click and release to force a fastening point farther down on the line.
- If the Magnetic Lasso tool adds a point where you don't want one, simply press the Backspace (Delete on a Mac) key to delete it.
- If the Magnetic Lasso is misbehaving, you can temporarily switch to the other Lasso tools. To select the Lasso tool, press the Alt key (Option key on the Mac) and then press the mouse button and drag. To select the Polygonal Lasso tool, press the Alt (or Option) key and click; don't drag.

- 4. Continue moving the mouse around the object and then return to your starting point; click and release the mouse button to close the selection.**

A small circle appears next to your cursor, indicating that you're at the correct place to close the selection. The selection border appears when the selection is closed.

### *Performing Wand Wizardry*

The Magic Wand has been around since the beginning of the digital-imaging era. You'd think, with a name like Magic Wand, it'd grant your every selection wish with a mere click. Well, yes and no. The success of the Magic Wand depends on your particular image.

It's a no-brainer to operate: Click the element you want within your image, and the Magic Wand makes a selection. This selection is based on the color of the pixel (the *target* pixel) directly under the cursor when you click. If other pixels are similar in color to your target pixel, Elements includes them in the selection. What's sometimes hard to predict, however, is how to determine *how similar* the color has to be to get the Magic Wand tool to select it. That's where the Tolerance setting comes in. First, here's a little info on tolerance so that you can better wield the Wand.

#### *Talking about tolerance*

The Tolerance setting determines the range of color that the Magic Wand tool selects. The issue is that most images contain a few shades of a similar color. For example, consider an image of a field of grass. A few shades of green make up that field. Using the Magic Wand tool, if you click a darker shade of green, it selects all similar shades of green, but the lighter shades remain unselected. It's a sign that you need to increase the tolerance level to select all shades of the green grass. Tolerance is based on brightness levels that range from 0 to 255. That being said,

- ✓ Setting the tolerance to 0 selects only one color.
- ✓ Setting the tolerance to 255 selects all colors, or the entire image.

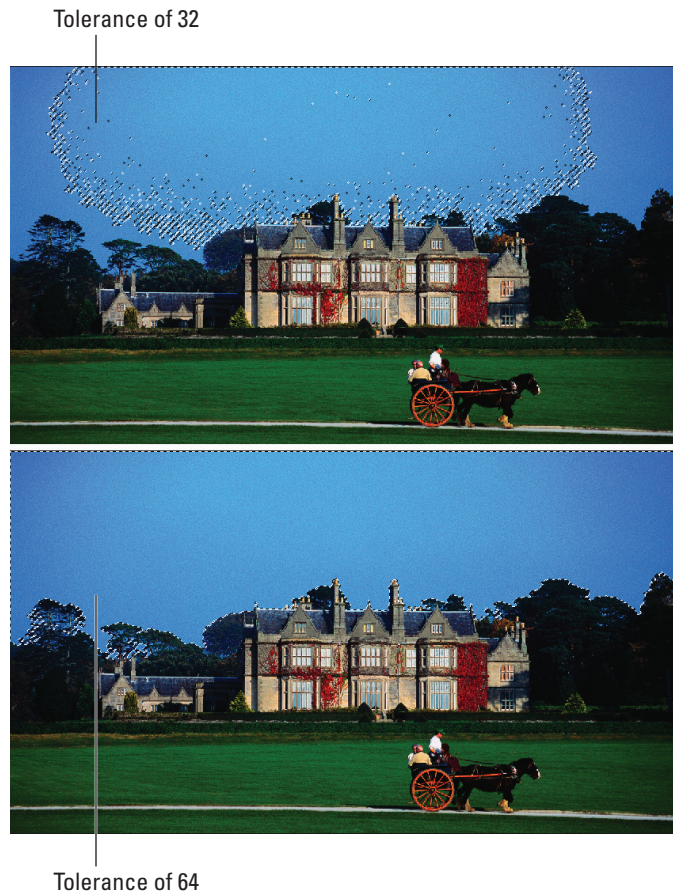
The default setting is 32, so whenever you click a pixel, Elements analyzes the value of that base color and then selects all pixels whose brightness levels are between 16 levels lighter and 16 levels darker.

What if an image contains a few shades of the same color? It's not a huge problem. You can try different Tolerance settings. Try a higher Tolerance setting if you didn't quite pick up what you wanted in the first try, as shown

in Figure 1-10. Conversely, if your wand selects too much, you can also lower your Tolerance setting, or you can make multiple clicks of the Magic Wand to pick up additional pixels that you want to include in the selection.

### Selecting with the Magic Wand tool

The Magic Wand tool works best when you have high-contrast images or images with a limited number of colors. For example, the optimum image for the Wand is a solid-colored object on a white background. Skip the Wand if the image has a ton of colors and no real definitive contrast between your element and the background.



**Figure 1-10:** Finding the right Tolerance setting is the key to selecting with the Magic Wand.

To make a selection with the Magic Wand tool, follow these steps:

**1. Select the Magic Wand tool in the Tools panel.**

It looks like, well, a wand. You can also press the W key.

**2. Click the portion of the image you want to select, using the default Tolerance setting of 32.**

The pixel you click (the *target* pixel) determines the base color. Remember that the default value of 32 means that the Magic Wand tool selects all colors 16 levels lighter and 16 levels darker than the base color.

If you selected everything you wanted the first time you used the Magic Wand tool, give yourself a pat on the back. If you didn't (which is probably the case), go to Step 3.

**3. Enter a new Tolerance setting on the Options bar.**

If the Magic Wand tool selected more than you wanted it to, lower the Tolerance setting. If it didn't select enough, raise the setting.

Here are a few other options to specify:

- *Anti-alias*: This option subtly softens the edge of the selection. See “Using the Marquee options,” earlier in this chapter, for details.
- *Contiguous*: When this option is selected, the Magic Wand tool selects *only* pixels that are adjacent to each other. When this option is deselected, the Magic Wand tool selects all pixels within the range of tolerance, whether they're adjacent to each other.
- *Sample All Layers*: If you have multiple layers and enable this option, the Magic Wand selects pixels from all visible layers. If it's deselected, the tool selects pixels from the active layer only. For more on layers, see Book VI.
- *Refine Edge*: This option enables you to clean up the selection edges. See the earlier section “Free-Form Selecting with the Lasso Tools” for details on this option.

**4. Click the portion of the image that you want to select.**

Changing the tolerance level doesn't adjust the current selection, so you must start again by clicking your image. The Magic Wand tool then deselects the current selection and makes a new selection — based on the new Tolerance setting, as shown in Figure 1-11. If it still isn't right, you can adjust the Tolerance setting again. Unfortunately, it's all about trial and error.



Purestock

**Figure 1-11:** Select a portion of your image with the Magic Wand tool.

## Painting with the Selection Brush

If the action of painting on a canvas is more up your alley, try out the Selection Brush. Using two different modes, you can either paint over areas of an image that you want to select or paint over areas you don't want to select. The Selection Brush also lets you make a basic selection with another tool, such as the Lasso, and then fine-tune the selection by brushing additional pixels into or out of the selection.

Follow these steps to paint a selection with the Selection Brush:

- 1. Select the Selection Brush from the Tools panel or simply press the A key (or Shift+A if the tool isn't visible).**

This tool works in either Full Photo Edit or Quick Photo Edit mode.

- 2. Specify your Selection Brush options on the Options bar.**

Here's the scoop on each option:

- *Brush Presets:* Choose a brush from the presets drop-down panel. To load additional brushes, click the down-pointing arrow to the left of Default Brushes and choose the preset library of your choice. You can select the Load Brushes command from the panel pop-up menu.

- **Brush Size:** Enter a brush size from 1 to 2500 pixels. You can also drag the slider.
- **Mode:** Choose between Selection and Mask. Choose Selection if you want to paint over what you *want* to select. Choose Mask if you want to paint over what you *don't* want to select. If you choose Mask mode, you must choose some additional overlay options. An *overlay* is a layer of color (that shows onscreen only) that hovers over your image, indicating protected or unselected areas. You must also choose an overlay opacity between 1 and 100 percent. You can also choose to change the overlay color from the default red to another color. This option can be helpful if the image contains a lot of red.
- **Hardness:** Set the hardness of the brush tip, from 1 to 100 percent.

### 3. If your mode is set to Selection, paint over the areas you want to select.

You see a selection border. Each stroke adds to the selection. (You'll notice the Add to Selection button on the Options bar is automatically selected.) If you inadvertently add something you don't want, simply press the Alt key (Option on the Mac) and paint over the undesired area. You can also select the Subtract from Selection button on the Options bar. After you finish painting what you want, your selection is ready to go.

### 4. If your mode is set to Mask, paint over the areas that you *don't* want to select.

While you paint, you see the color of your overlay. Each stroke adds more to the overlay area, as shown in the left image in Figure 1-12. When working in Mask mode, you're essentially covering up, or *masking*, the areas you want to protect from manipulation. That manipulation can be selecting, adjusting color, or performing any other Elements command. Again, if you want to remove parts of the masked area, press the Alt key (Option on the Mac) and paint.

When you're done painting your mask, choose Selection from the Mode drop-down menu or simply choose another tool from the Tools panel in order to convert your mask into a selection border, shown in the right image in Figure 1-12.



If you painted the selection in Mask mode, the selection border is around what you don't want. To switch to what you do want, choose Select⇧Inverse.



The mode you choose is up to you. One advantage to working in Mask mode is that you can partially select areas. By painting with soft brushes, you create soft-edged selections. These soft edges result in partially selected pixels. If you set the overlay opacity to a lower percentage, the pixels are even less opaque or “less selected.” If this “partially selected” business sounds vaguely familiar, it's because this is also what happens when you feather selections, as we discuss earlier in this chapter.



Digital Vision

**Figure 1-12:** Paint a selection with the Selection Brush.

## *Saving Time with the Quick Selection Tool*

None of us ever has enough time, so any tool that can shave a few minutes off a selection task is welcome. The Quick Selection tool can do just that. Think of it as a combo Brush/Magic Wand/Lasso tool. Easy to use — and producing surprisingly good results — it's sure to become a favorite part of your collection of selection tools.

To make short work of selecting by using this tool, follow these steps:

- 1. Select the Quick Selection tool from the Tools panel.**

The tool looks like a wand with a marquee around the end. It shares the same flyout menu as the Selection Brush tool. You can also press the A key — or press Shift+A if the tool isn't visible.

This is one of the few tools that works in either Full Photo Edit or Quick Photo Edit mode.

- 2. Specify the options on the Options bar.**



Here's an explanation of the options:

- *New Selection*: The default option enables you to create a new selection. There are also options to add to and subtract from your selection.
- *Brush Picker*: Choose your desired brush settings. Specify the diameter, from 1 to 2500 pixels. You can also specify hardness, spacing, angle, and roundness settings.
- *Sample All Layers*: If the image has layers and you want to make a selection from all the layers, select this option. If this option is left deselected, you can select only from the active layer.
- *Auto-Enhance*: Select this option to have Elements assist you with automatically refining your selection by implementing an algorithm.

### 3. Click and drag over the desired areas of the image.

Your selection grows while you drag, as shown in Figure 1-13.

If you stop dragging and click another portion of the image, your selection includes that clicked area.

### 4. Modify your selection, as needed.

You have three options to change your selection:

- To add to your selection, press the Shift key while dragging across your desired image areas.
- To delete from your selection, press the Alt key (Option key on the Mac) while dragging across the unwanted image areas.
- You can also select the Add to Selection or Subtract from Selection options on the Options bar.

### 5. If you need to further fine-tune your selection, click the Refine Edge option on the Options bar.

We explain the Refine Edge settings in detail in “Free-Form Selecting with the Lasso Tools,” earlier in this chapter. If the object is fairly detailed, you may even need to break out the Lasso or another selection tool to make some final cleanups.



*Digital Vision*

**Figure 1-13:** Drag over your desired selection with the quick and easy Quick Selection tool.

## Resizing Smartly with the Recompose Tool

The Recompose tool is a combination crop-and-transform tool. You can move elements closer together or even change the orientation of a landscape shot from horizontal to vertical without eliminating your most important elements.

Follow these steps to recompose:

**1. In the Editor, in Full Photo Edit mode, select the Recompose tool from the Tools panel.**

This tool shares the same flyout menu with the Crop tool.

When you select this tool, you see a dialog box describing what the tool does and also giving you the option to view an online tutoring video. Click OK.

**2. Using the Brushes and Erasers on the Options bar, mark the areas you want to protect and eliminate.**

Although this step isn't mandatory, it yields better results.

Here's a description of these options, located at the far left end of the Options bar:

- *Mark for Protection Brush*: Brush over the areas of the image you want to protect, or retain (strokes are green). You don't have to be super precise; just provide Elements with an idea of what you want to keep (or remove, in the case of the next brush).
- *Mark for Removal Brush*: Brush over those areas you want to remove first (strokes are red). Make sure to choose the area you don't mind deleting, as shown in Figure 1-14.
- *Erase Highlights Marked for Protection*: Use this tool to erase any area you mistakenly marked to retain.
- *Erase Highlights Marked for Removal*: Use this tool to erase any area you mistakenly marked to remove.

**3. Specify the other options on the Options bar.**

Here's a description of those options:

- *Brush Size*: Adjust the Brush size by clicking the down arrow and dragging the slider to make the brush diameter smaller or larger.
- *Highlight Skin Tone*: Select this option to prevent skin tones from being distorted when scaled.
- *Preset*: Use a preset ratio or size to which to recompose your image, or leave on the No Restriction default setting.
- *Width and Height*: Enter width and height scale percentages, if you want.
- *Amount*: Set a recomposition threshold to help minimize distortion. Start with a higher percentage and then adjust as needed.



**Figure 1-14:** Mark areas to retain or remove.

**4. Grab the image handle and resize your image.**

As you drag, you notice that the red areas are removed first and the green areas remain intact. After all the red areas have been removed, Elements begins to “carve” out areas you didn’t indicate to protect.

**5. After you recompose the image, click the Commit (green) check mark icon to accept the composition.**

Retouch any areas as needed with the Clone Stamp or Healing tools. For our example, shown in Figure 1-15, we retouched some of the background trees.



**Figure 1-15:** A recomposed image.

## Chapter 2: Modifying and Transforming Selections

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### *In This Chapter*

- ✓ Adding and subtracting from a selection
- ✓ Using the Select commands
- ✓ Feathering selections
- ✓ Saving and loading selections
- ✓ Moving and cloning a selection
- ✓ Transforming selections

**F**or most people, getting the perfect, pristine selection on the first attempt is difficult. A little too much caffeine or not enough shut-eye and that once-steady hand is no longer so. Fortunately, Elements, compassionate digital-imaging friend that it is, understands this difficulty and doesn't make you settle for inaccurate selections. You have many ways to modify and transform selections to refine them to the point of near-perfect accuracy. You can add or remove pixels from your selection, scale the selection outline, smooth jagged edges, or switch what's selected for what isn't. In this chapter, we show you how to clean up and modify your selections and enable you to nail an element with precision.

If you haven't already checked out the first chapter of Book IV and gotten a good grasp on how to create selections in the first place, you may want to start there.

When modifying selections, be sure that you're working in the Editor in Full Photo Edit mode (not in Quick Photo Edit or Guided mode, or in the Organizer). For more on various modes in Elements, see Book I, Chapter 1.



## Modifying Selections

Although the selection tools, such as the Lasso, Quick Selection, and Magic Wand, usually do a fair job of capturing most of a selection, making an extremely accurate selection often requires a degree of modification and cleanup. If you give the selection a little extra TLC, you're rewarded with more accuracy and precision. By adding and subtracting from the selection, you can refine it and ensure that you capture only what you want.

With the multitude of tools and features in Elements, you can usually execute the task in more than one way. In the following sections, we show you how to use keyboard operations (along with your mouse) to modify selections. But note that you can also use the four selection option buttons on the left side of the Options bar to create a new selection, add to a selection, subtract from a selection, or intersect one selection with another. You just choose the selection tool, click the selection option button you want, and drag (or click and release, if you're using the Magic Wand or Polygonal Lasso tool). When you're using the Selection Brush, the Add to Selection and Subtract from Selection buttons are also available.



When adding to a selection, a small plus sign (+) appears next to your cursor. When subtracting from a selection, a small minus sign (–) appears. When intersecting two selections, a small multiplication sign (×) appears.

### Adding to a selection

If your selection doesn't contain all the elements you want to capture, you need to add those portions to your current selection.

To add to a current selection, simply hold down the Shift key and click and drag around the pixels you want to include when using the regular Lasso or the Rectangular or Elliptical Marquee tool. If you're using the Polygonal Lasso, click and release around the area. (We wouldn't use the Magnetic Lasso tool to add to a selection; it's way too cumbersome.)

You can also hold down the Shift key and click the area you want when using the Magic Wand tool, or drag on the area you want when using the Quick Selection tool.



After your first drag with the Quick Selection tool, your selection option button should convert to the Add to Selection button automatically. When using the Selection Brush in Selection mode, the selection option button is also set automatically to the Add to Selection button.



You don't have to use the same tool to add to your selection that you used to create the original selection. Feel free to use whatever selection tool you think can get the job done. For example, it's common to start off with the

Magic Wand and clean up your selection with the Lasso tool. See Book IV, Chapter 1 if you need more info on selection tools.

Follow these steps to add to a circular selection, such as the one shown in Figure 2-1:

1. **Make your first elliptical selection with the Elliptical Marquee tool, as shown in the top example in Figure 2-1.**

Be sure to hold down the Alt key (Option on the Mac) to draw from the center out. Also, press the Shift key if you want to constrain your selection to a circle.

2. **To add to your initial selection, hold down two keys at once: First hold down the Shift key to add to the selection and then hold down the Alt (or Option) key to draw from the center out.**

You must press and hold the keys in this order.

Note that if you also need to constrain your selection to a perfect circle, you have a dilemma because the Shift key is already being used to add to the selection. See the later section “Avoiding Keyboard Collisions” for a solution.

3. **Drag around the second selection by using the Elliptical Marquee tool.**

We would have to repeat Steps 2 and 3 several times to select all the tennis balls. Figure 2-1 shows the steps repeated a few times.



*PhotoDisc/Getty Images*

**Figure 2-1:** The original selection (top) is increased after including additional pixels (bottom).

### Subtracting from a selection

Just as you can add to a selection marquee, you can subtract from a selection. Here’s how to subtract from a current selection using the following tools:

- ✓ **Using the Lasso or the Rectangular or Elliptical Marquee tool:** Hold down the Alt key (Option key on the Mac) and drag around the pixels you want to subtract.

- ✓ **Using the Magic Wand and Quick Selection tools:** Hold down the Alt key (Option key) and click the area you want to remove.
- ✓ **Using the Polygonal Lasso tool:** To subtract a straight-sided area, hold down the Alt key (Option key) and click and release around the area.
- ✓ **Using the Selection Brush tool:** Hold down the Alt key (Option key) and drag.

In Figure 2-2, we first selected the frame by using the Polygonal Lasso tool. We didn't use the obvious tool of choice — the Rectangular Marquee tool — because the frame wasn't completely straight. To deselect the inside of the frame from the selection, we again used the Polygonal Lasso tool, holding down the Alt key (Option key) and clicking at each corner of the inside of the frame to produce the selection that's shown.



*PhotoDisc/Getty Images*

**Figure 2-2:** Press the Alt (or Option) key to delete from the existing selection.

### *Intersecting two selections*

What happens when you hold down Shift+Alt (Shift+Option on the Mac) together? An *intersection*, that's what happens. Holding down both keys while dragging with the Lasso and Marquee tools, clicking and releasing with the Polygonal Lasso tool, or clicking with the Magic Wand tool all create the intersection of the original selection with the second selection.

## *Avoiding Keyboard Collisions*

Elements has a little conflict in its methods. With so many ways of doing things, sometimes you may have to fiddle with Elements to get it to do what you want. For example, when you press the Shift key, how does Elements know whether you want to create a perfect square or add to a selection? Or, what if you want to delete part of a selection while also drawing from the center outward? Both actions require the use of the Alt key (Option key on the Mac). There's a way out of this keyboard madness, and the following sections help you find it.

### *Adding a perfectly square or circular selection*

To add a perfectly square or round selection to an existing selection, follow these steps:

1. **Hold down the Shift key and drag when using the Rectangular or Elliptical Marquee tool.**

Your selection is unconstrained.

2. **While you drag, keeping your mouse button pressed, release the Shift key for just a moment, and then press and hold it again.**

Your unconstrained selection suddenly snaps into a constrained square or circle.

3. **Release the mouse button before you release the Shift key.**

If you don't release the mouse button before you release the Shift key, the selection shape reverts to its unconstrained form.



You can bypass the keyboard shortcuts in the preceding steps list by using the various selection buttons on the left side of the Options bar to add, subtract, or intersect to and from your selections.

### *Deleting from an existing selection while drawing from the center out*

To delete part of a selection while drawing from the center out, follow these steps:

1. **Position your mouse cursor in the center of a selection. Hold down the Alt key (Option key on the Mac) and drag when using the Rectangular or Elliptical Marquee tool.**
2. **While you drag, keeping your mouse button pressed, release the Alt key (Option key) for just a moment and then press and hold it again.**  
You're now drawing from the center outward.
3. **Release the mouse button before you release the Alt key (Option key).**



Use this technique when you're selecting a doughnut, a tire, an inflatable swim ring, or another circular item that has holes in its middle, as shown in Figure 2-3.



ImageState

**Figure 2-3:** You can delete from an existing selection and draw from the center outward simultaneously.

## Using the Select Menu

Although you can add, subtract, and intersect selections by using the Shift and Alt keys (Option key on the Mac) and the selection option buttons on the Options bar, you can do even more with the commands on the Select menu, shown in Figure 2-4. On this menu, you find ways to expand, contract, smooth, and soften your selection, and even turn your selection inside out. You can also use this menu to automatically select similar colors. If you use the Select menu, your selections should be ready and rarin' for action.

### Selecting all or nothing

The All and Deselect commands are self-explanatory. To select everything in an image or, if it has layers, everything in the chosen layer, choose Select⇧All or press Ctrl+A (⌘+A on the Mac). To deselect everything, choose Select⇧Deselect, Ctrl+D (⌘+D on the Mac).

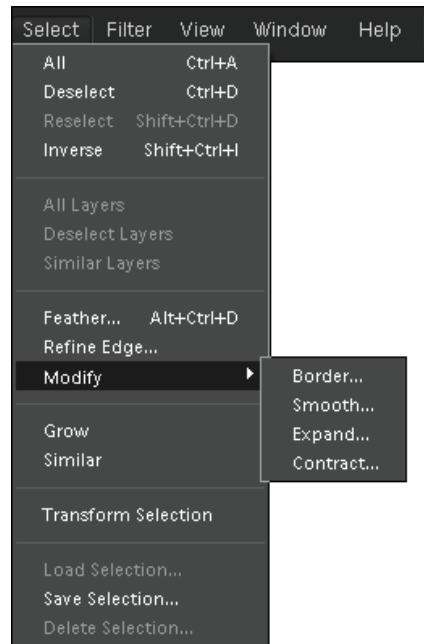


You rarely have to use All. If you don't have a selection border in the image, Elements assumes that you want to apply whatever command you execute to the entire image (or layer).

### Reselecting a selection

If you've taken some valuable time to carefully lasso a spiky iguana from its perch on a mangrove tree, the last thing you want is to lose your hard-earned selection border. But that's what happens if you inadvertently click the image when you have an active selection border — it disappears.

Yes, technically, you can choose Edit⇧Undo if you catch your error right away. And, you can access the Undo History panel to recover your selection. But a much easier solution is to choose Select⇧Reselect, which retrieves your last selection.



**Figure 2-4:** The commands on the Select menu.



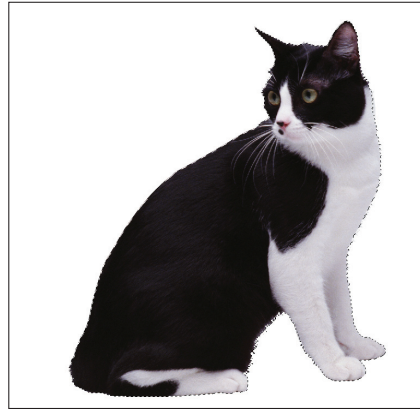
The **Reselect** command works for only the last selection you made, so don't plan to reselect a selection you made last Wednesday — or even two minutes ago — if you've selected something else after that selection. If you want to reuse a selection for the long term, save it, as we explain in the section "Saving and loading selections," later in this chapter.



### Inversing a selection

Sometimes, selecting what you don't want is easier than selecting what you do want. For example, if you're trying to select your cat Princess, photographed against a neutral background, why spend valuable time meticulously selecting her with the Lasso tool when you can just click the background with the Magic Wand tool?

After you select the background, just choose **Select**⇨**Inverse**. *Voilà*. Princess is selected and obediently awaiting your next command, as shown in Figure 2-5.



*PhotoDisc/Getty Images*

**Figure 2-5:** Sometimes, you want to select what you don't want and then inverse your selection.

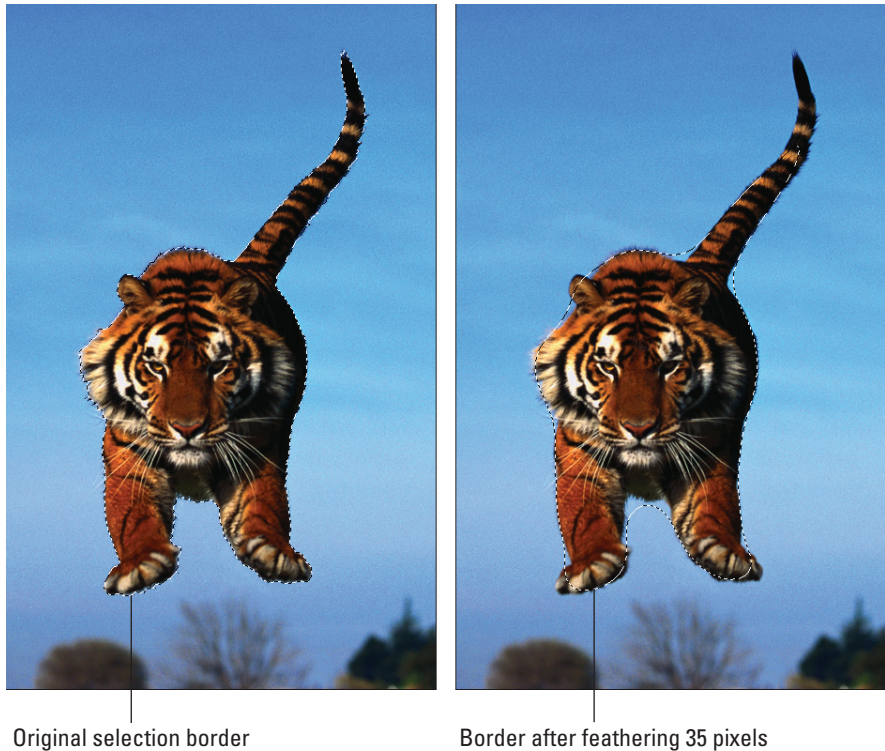
### Feathering a selection

In Chapter 1 of this minibook, we describe how to *feather* (soften or blur the edges of) a selection when using the Lasso and Marquee tools by entering a value in the Feather option on the Options bar. This method of feathering requires that you set the Feather radius *before* you create your selection.

A problem may arise with feathering before you select, if later you want to modify your initial selection. When you make a selection with a feather, the selection border adjusts to take into account the amount of the feather. So, the resulting marquee outline doesn't resemble your precise mouse movement. As a result, modifying, adding, or subtracting from your original selection is difficult.



A much better way to feather a selection is to make your initial selection without a feather, as shown in the left image of Figure 2-6. Clean up your selection as necessary and then apply your feather by choosing **Select**⇨**Feather**. In the dialog box, enter a radius value from 0.2 to 250 pixels and click **OK**. The resulting selection appears in the image on the right in Figure 2-6.



Corbis Digital Stock

**Figure 2-6:** You can more easily clean up your selection before applying a feather.



The *radius* is how far out in all directions the feather extends. A radius of 8 means that the feather extends 8 pixels inward and outward from the selection outline. A large feather radius makes the image appear to fade out.

The Refine Edge command, which appears right after Feather on the Select menu, enables you to fine-tune selection edges by using various options. For full details on this option, see the section on free-form selecting with the Lasso tools in Book IV, Chapter 1.

### *Using the Modify commands*

The Select⇨Modify menu contains a group of modification commands that are lumped together categorically. (Refer to Figure 2-4.) You probably don't use these options every day, but sometimes they can come in handy. Here's the lowdown on each command:

- ✓ **Border:** Selects the area around the edge of the selection. You specify the width of the area from 1 to 200 pixels, and you create a border outline, as shown on the left in Figure 2-7. Choose Edit→Fill Selection and fill the border with color, as shown in the image on the right in Figure 2-7.



PhotoDisc/Getty Images

**Figure 2-7:** The Border command creates a selection outline, which you can then fill with color.

- ✓ **Smooth:** Rounds off the nooks, crannies, and jagged edges. Enter a radius value from 1 to 100 pixels, and Elements looks at each selected pixel and then includes or deselects the pixels based on the radius value. If most pixels are selected, Elements includes the strays; if most pixels are unselected, Elements removes these pixels. Start with 2 pixels or so — and if that doesn't seem like enough, increase it by a few pixels.

Use this command with great caution. It's just too easy to produce mushy, inaccurate selections.

- ✓ **Expand:** Increases the size of your selection by a specified number of pixels, from 1 to 100. This command comes in handy if you just miss the edge of an elliptical selection and want to enlarge it a tad.
- ✓ **Contract:** Shrinks your selection by 1 to 100 pixels. When you're compositing multiple images, you can benefit by slightly contracting your selection if you plan to apply a feather. You can then avoid picking up a fringe of background pixels around your selection.





After you make a selection, contract it and then feather it before you drag it onto the canvas. This technique helps to create a natural-looking transition between the images in your composite. The amount you decide to contract and feather varies according to the resolution of the images. For example, if you're using low-resolution (72 pixels per inch, or *ppi*) images, you may want to use 1 pixel for the Contract amount and 0.5 pixels for the Feather amount; higher-resolution images may warrant 2 to 3 pixels for the Contract amount and 1 to 2 pixels for the Feather amount. If the word *resolution* makes you scratch your head, see Book III, Chapter 1.

### *Applying the Grow and Similar commands*

The Grow and Similar commands are often mentioned in the same breath with the Magic Wand tool. If you didn't get the perfect selection on the first click — quite a common occurrence, unfortunately — you can use the Grow command. For example, to include more in your selection, you increase the Tolerance setting and try again: Hold down the Shift key and click the area to include. Or, you can choose **Select⇨Grow**. The Grow command increases the size of the selection by including adjacent pixels that fall within the range of tolerance.

The Similar command is like Grow, only the pixels don't have to be adjacent to be selected. The command searches throughout the image and picks up pixels within the tolerance range.



Both commands use the Tolerance value that's displayed on the Options bar when you have the Magic Wand tool selected. Adjust the Tolerance setting to include more or fewer colors by increasing or decreasing the setting, respectively.

### *Saving and loading selections*

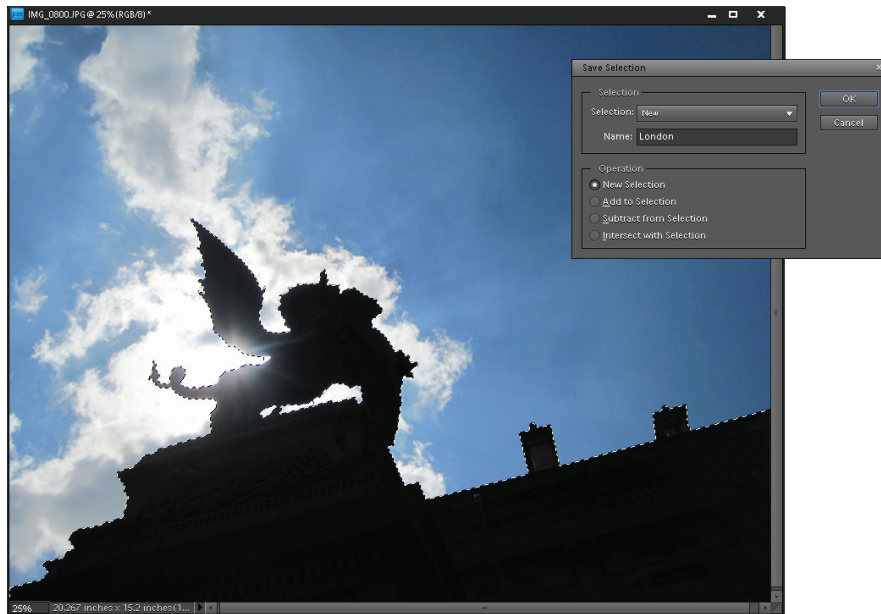
If you've invested valuable time perfecting a complex selection, we highly recommend that you save it for future use. It's extremely easy to do and will prevent you from having to start from square one again. Here's what you do:

- 1. After you make your selection, choose **Select⇨Save Selection**.**
- 2. In the Save Selection dialog box, leave the Selection option set to New and enter a name for your selection, as shown in Figure 2-8.**

The option defaults to New Selection.

3. Click OK.
4. When you want to access the selection again, choose **Select**⇨**Load Selection** and choose a selection from the Selection drop-down menu.

To invert your selection, click the Invert box. Note that you also have options to add to, subtract from, or intersect with your selection. These options can come in handy if you want to modify your existing selection. For example, you may select just the head of a person and not the full body. You later decide that you need the whole person. Rather than make a whole new selection, you can select just the body and then choose Add to Selection, and you have your whole person. If you want, you can then save the whole person as a new selection for later use.



**Figure 2-8:** Save your selection to load for later use.

Kylie Obermeier

## Moving and Cloning Selections

When you have your selection modified to perfection, you may then want to move it or clone it. To move a selection, simply grab the Move tool (the four-headed arrow) in the Tools panel and then drag the selection.

Sounds easy enough, right? When you move the selection, however, be warned that the area where the selection used to reside is now filled with the background color, as shown in Figure 2-9. It turns out, though, that the background color appears only if you decide to move both the selection outline and the image pixels. But you don't *have* to move both; you can move just the selection outline (without the pixels), as we explain in the section "Moving the selection outline, but not the pixels," later in this chapter. Also, if you're moving a selection on a layer, you're left with transparent pixels. (See Book V.)



The Move tool has a few options residing on the Options bar that are mostly relevant when working with layers. For a description of these options, see Book VI, Chapter 2.



*PhotoDisc*

**Figure 2-9:** When you move a selection by using the Move tool, you leave a hole that reveals the background color.

## Cloning

If you don't want to leave a hole in your image, you can copy and move the selection, leaving the original image intact, as shown in Figure 2-10. Just hold down the Alt key (Option key on the Mac) and drag when using the Move tool. This action is often referred to as *cloning* because you're essentially making a duplicate of a selected area and then moving that duplicate elsewhere.



**Figure 2-10:** Hold down the Alt (or Option) key while dragging to clone a selection without leaving a hole.

### *Moving the selection outline, but not the pixels*

If all you want to do is move the selection outline without moving the pixels underneath (for example, to better center an elliptical selection around whatever you want), avoid using the Move tool. Instead, choose any selection tool — a Marquee or Lasso tool — and then click anywhere inside the selection and just drag. That way, you move only the outline of the selection, not the pixels of the selection itself. You can also use the arrow keys to nudge a selection marquee.

## *Transforming Pixels*

After you select an element, you may find that you need to resize or reorient it. *Transforming* involves scaling, rotating, skewing, distorting, flipping, or adjusting the perspective of your pixels. Although you may consider these types of transformations somewhat pedestrian, we're sure you'll find them practical and useful in your daily digital-imaging chores.

Follow these steps to transform a selection:

### **1. Create your selection.**

We leave this task up to you; just use your selection expertise (or refer to Book IV, Chapter 1 for assistance).

You can also apply transformations to a layer or to multiple layers. (For more on this topic, see Book VI.)

### **2. If you need to rotate the selection, choose *Image*⇨*Rotate* and then choose your desired rotation from the submenu:**

- *Free Rotate Selection*: Enables you to manually rotate the selection.
- *Selection 180°, 90° Left, or 90° Right*: Rotates the selection by specified amounts.
- *Flip Selection Horizontal or Vertical*: Flips your selection along the vertical or horizontal axis, respectively.

The other rotate commands have to do with layers. See Book VI, Chapter 1 for more info.

### **3. To scale the selection, choose *Image*⇨*Resize*⇨*Scale*.**



**4. To freely transform, skew, distort, or adjust the perspective of a section, choose Image⇨Transform and then choose a transformation type from the submenu:**

- *Free Transform*: Enables you to rotate, resize, skew, distort, and adjust perspective all within a single command. See the later sidebar, “Distorting selected pixels with Free Transform,” for more on this productive command.
- *Skew*: Distorts your selection on a given axis.
- *Distort*: Distorts your selection with no restrictions on an axis.
- *Perspective*: Applies a one-point perspective to your selection.

As soon as you select a distortion and release the mouse button, a *bounding box* or *transform box* surrounds your selection, complete with handles on the sides and corners. You don’t get a bounding box when you select the Flip or Rotate (by degrees) transformations. (These commands are just applied to your image.)

**5. Depending on which transformation type you choose in Steps 2, 3, or 4, drag the appropriate handle:**

- *Free Rotate*: Move the cursor outside the bounding box. When the cursor becomes a curved arrow, drag clockwise or counterclockwise. Hold down the Shift key to rotate in 15-degree increments.  
Remember that choosing Rotate 180°, 90° CW, or 90° CCW or Flip Horizontal or Vertical executes the command. Handle-dragging isn’t necessary.
- *Scale*: Corner handles work best for this transformation. Hold down the Shift key to scale proportionately. Hold down the Alt key (Option key on the Mac) to scale from the center.
- *Skew*: Drag a side handle.
- *Distort*: Drag a corner handle.
- *Perspective*: Drag a corner handle.

Elements executes all the transformations around a *reference point*. The reference point appears in the center of the transform box by default. You can move the reference point anywhere you want, even outside the bounding box. In addition, you can set your own reference point for the transformation by clicking a square on the reference point locator on the Options bar. Each square corresponds to a point on the bounding box.



You can also use the fields on the Options bar to perform most of your transformations. After choosing any of the transformation commands from the menu, fields for a numeric entry to scale, rotate, and skew appear on the Options bar.

Execute all your transformations in one fell swoop, as shown in Figure 2-11, if possible. In other words, don't scale a selection now and then five minutes later rotate it, and then five minutes after that distort it. With the exception of flipping or rotating in 90-degree increments, every transformation you apply to an image, results in a resampling. You should limit the number of times you resample an image, because it has a degrading effect — your image starts to appear soft and mushy. For more on resampling, see Book III, Chapter 1.



**Figure 2-11:** Apply all transformations at the same time to minimize interpolation.

- 6. After you transform the selection to your liking, double-click inside the bounding box or click the Commit button on the Options bar.**

To cancel the transformation, press Esc or click the Cancel button on the Options bar.

Your selection is now magically transformed. If your image isn't on a layer, you can end up with a hole filled with the background color after your image is transformed. Check out Book VI on layers to avoid this calamity.

## Distorting selected pixels with Free Transform

An efficient way to apply multiple transformations is to use the Free Transform command. Like the Transform command, the Free Transform command surrounds the selection with a bounding box. Within the bounding box, you can scale, rotate, skew, distort, or apply perspective without having to choose individual distortions. You just have to use the right keyboard shortcuts. To scale and rotate, use the same method as the Image⇨Scale and Image⇨Rotate⇨Free Rotate commands. Here's the scoop on the rest:

- ✓ **Skew:** Ctrl+Shift-drag (⌘+Shift-drag on the Mac) on a side or corner handle.
- ✓ **Distort:** Ctrl-drag (⌘-drag on the Mac) on any handle.
- ✓ **Perspective:** Ctrl+Shift+Alt-drag (⌘+Shift+Option-drag on the Mac) on a corner handle.

If you forget these tedious keyboard shortcuts, simply right-click with the mouse (Control-click on the Mac) to access a context-sensitive menu with the transform commands from which you can then select.



When the Move tool is active, you can transform a layer without choosing a command. Select the Show Bounding Box option on the Options bar. This option surrounds the layer or selection with a box that has handles. Drag the handles to transform the layer or selection.



### Putting It Together

#### Removing an Element from an Image

Sometimes, you remove a distracting element from a picture to provide a stronger focal point. Or maybe you just don't want the element in the image. But remember that if you simply delete an unwanted element without cloning, you leave a hole (colored with the background color or transparent) in place of the element — probably not what you want.

Follow these steps to remove an unwanted element (in this case, a bystander) from an image:



When you first attempt this technique, start with an image that has an element not physically attached to something you want to keep in the image.

1. **Open an image that contains something you want to remove.**
2. **Use the selection tool of your choice to select the element you want to remove.**

In this step, you're creating a selection border that you use to clone another area of the image.

*continued*

*continued*

You don't have to be super-precise, so feel free to grab a Lasso tool. When you make your selection, be careful not to cut off any portion of the element. Otherwise, you leave some stray pixels — a dead giveaway that something was once there. Using the Polygonal Lasso tool, we made a rough outline around the bystander on the right, as shown in the figure.

- 3. Position the cursor inside the selection border, press and hold the mouse button, and drag your selection to move it horizontally (or vertically, if the image warrants it) to an area of the photo you want to clone.**

The selection border, shown in the figure, is the only thing we moved.

- 4. With the Move tool selected, position the cursor inside the selection marquee, hold down the Alt key (Option key on the Mac), and then drag to move the cloned area on top of the element you're removing. Carefully match up the edges, as shown in the figure, release your mouse button, and then release the Alt key (Option key on the Mac).**
- 5. Choose Select⇨Deselect.**

The cloned area now covers the element you want to remove, as shown in the figure. In the example, the sky selection now covers the bystander.



Depending on your image, you may want to choose Select⇨Feather and enter a pixel or so before you move the cloned area. Feathering softens the edges and smoothes the transition between the cloned area and the background. We didn't feather our selection because it wasn't necessary. Try it both ways to see which looks better. Use the Undo History panel to undo your steps, if necessary.

The final step is to clean up any telltale signs that the element was there.

- 6. Select the Clone Stamp tool and select a medium-size feathered brush from the Brush Preset Picker on the Options bar, hold down the Alt key (Option key on the Mac), and click a good area next to a seam or flaw; release the Alt key (Option key) and then click the flaw.**

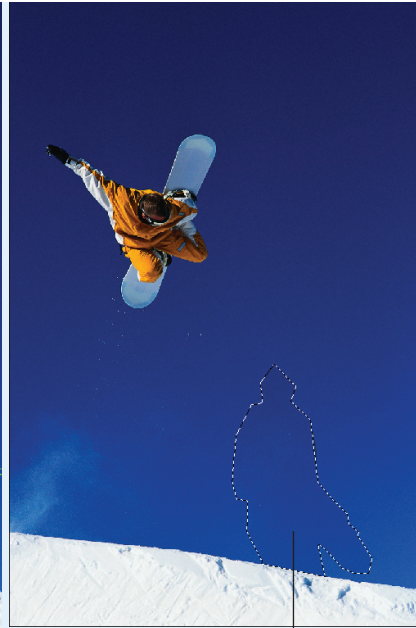
If the Clone Stamp is a mystery to you, be sure to check out Book VIII, Chapter 1.



Selection border



Area to be cloned

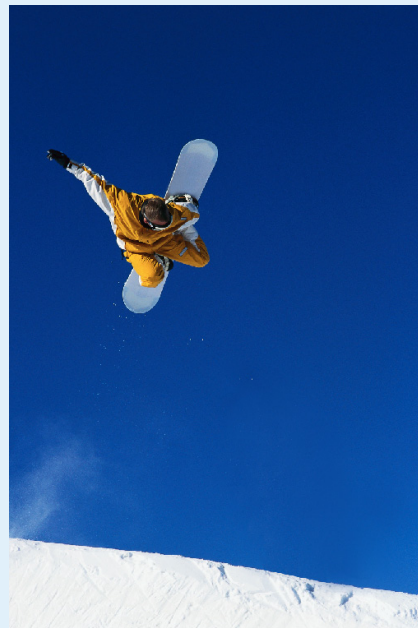


Cloned area covers man

Repeat this step until you fix all flaws and the clone blends in seamlessly with the background. Don't get carried away with the Clone Stamp tool, or else you may end up with a smudgy mess. Being light-handed is a good thing, as we were in the now-retouched image. Nobody can tell that the awesome snowboarder had an audience at one time.



Note that the steps in this section are now considered the “old school” way to eliminate an element from your image. If you want to do it the Elements 10.0 way, be sure to check out the Content-Aware option for the Spot Healing Brush, described in Book VIII, Chapter 1. But just in case you don't get the results you want with the new tool, you now have the tried-and-true method in your back pocket.





# Book V

## Painting, Drawing, and Typing



**B**ring out your inner artist by traveling through the chapters in Book V. We've packed a lot of material in it to cover drawing, painting, and adding text to photos. By following some of the simple steps we present, you can become the artist you never dreamed you could be.



# Chapter 1: Painting and Drawing with Elements

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## *In This Chapter*

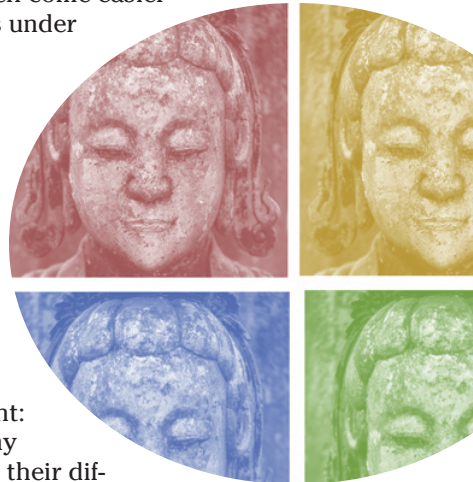
- ✓ Making pencil sketches and brush strokes
- ✓ Using Brush presets
- ✓ Creating basic and custom shapes
- ✓ Understanding vectors
- ✓ Setting Geometry options
- ✓ Editing shapes

**F**eel free to keep on your street clothes for this chapter on drawing and painting. The tools you work with in Elements are self-cleaning and don't require that you wear a smock. Painting is a basic skill that you need to have down pat in Elements. After you get familiar with the technique of painting strokes and working with brushes, you're well on your way to mastering more-advanced skills, such as retouching, which come easier to you if you already have some strong painting skills under your belt.

In tandem with painting, of course, comes drawing. The Elements shape tools add an important dimension to your drawing capabilities. This chapter introduces you to a plethora of tools and techniques. We start with painting and then move on to drawing. Master both, and they can serve you well.

## *Introducing the Pencil and Brush Tools*

The Pencil and Brush tools are like chocolate and mint: They not only work well together, but also share many important attributes. Just as important, however, are their differences. You can access these tools in the Tools panel. Press the B key to make the Brush tool appear by default. By pressing Shift+B, you can toggle between the Brush tool, the Impressionist Brush, and the Color Replacement tools. Strangely enough, to access the Pencil, which shares the same flyout menu, press the N key.

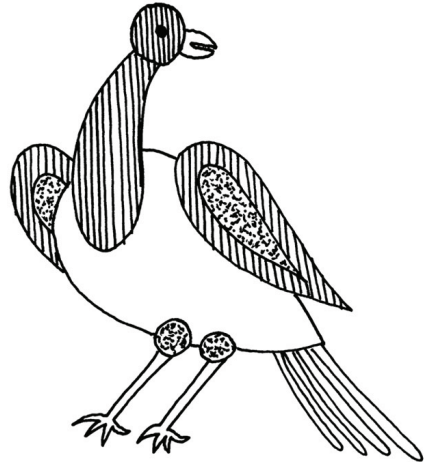


## *Drawing with the Pencil tool*

The Pencil and Brush tools are much alike, except that the Pencil tool has hard edges whereas the Brush tool can have soft, feathered edges. In fact, the edges of a pencil stroke can't even be *anti-aliased*. Keep in mind that if you draw anything other than vertical or horizontal lines, the lines have some jaggies when they're viewed up close. But hey, don't dismiss the Pencil. Those hard strokes can work great for web graphics because they lend themselves to producing crisp-edged images for display in a browser window. What's more, the Pencil tool can erase itself, and it's helpful for digital sketches, as shown in Figure 1-1.

You can do all the following with the Pencil tool:

- ✓ Drag the mouse to draw free-hand lines.
- ✓ Click at one point, release the mouse button, and then Shift-click at a second point to draw a straight line between the points. As long as you hold down the Shift key, you can keep clicking to draw straight lines between the last clicked point and the current click.
- ✓ Press the Alt key (the Option key on the Mac) and click any area of color in the drawing to switch the foreground color to that hue.



*Dover Publications*

**Figure 1-1:** The Pencil tool draws hard-edged strokes and is used for digital sketches.

To try out the Pencil tool, follow these steps:

### **1. Select the Pencil tool from the Tools panel.**

The Pencil tool shares a flyout menu with the Brush tool. You can press the N key to make it appear if it's hidden underneath the Brush tool.

### **2. On the Options bar, choose your pencil options. Options are**

- *Brush preset:* By default, the Pencil tool's brush tip is the 1-pixel brush. Click the arrow and select a brush from the Brush Preset Picker drop-down panel that appears.
- *Brush size:* A preset brush's pixel diameters are shown as text below a thumbnail image of the brush shape. If you want to change the size of that brush tip, drag the Size slider or enter a value.

- To load another preset library, click the Brushes menu at the top of the panel. You also find options to save, rename, or delete individual brushes and also save, load, and reset brush libraries.

**3. If you want to draw using anything other than Normal mode, select a mode from the Mode options menu on the Options bar.**

Blend modes alter the interaction of the color you're applying with the color on your canvas. See more on Blend modes in Book VI, Chapter 3.

**4. On the Options bar, specify an Opacity percentage for your pencil strokes.**

If you want your background to show partially through your strokes, select an opacity of less than 100 percent by using the slider or by typing an opacity percentage directly into the text box. The lower the percentage, the more the background images show through.

Your strokes must be on a separate layer above your images for you to be able to adjust the opacity and Blend modes after you draw them. For more on layers, see Book VI, Chapter 1.

**5. Select Auto Erase to enable that option.**

This option erases portions of your pencil strokes. For example, the foreground color might be black and the background color white, and you might apply some black strokes. With Auto Erase enabled, you apply white if you drag back over the black strokes. If you drag over the white background, you apply black.

**6. Click and drag with the mouse to create your pencil lines.**

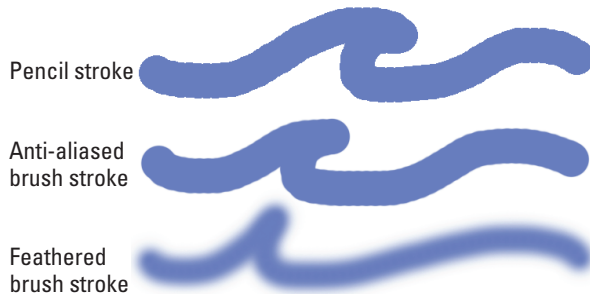


## Painting with the Brush tool

The Brush tool is a popular tool used throughout Elements in various incarnations, so getting to know this tool and how it operates is a good idea.

The most important difference between the Brush and the Pencil tools is that, by default, the Brush tool produces soft-edged lines, as shown in Figure 1-2. How soft those strokes are depends on which brush you use. By default, even the hardest brush has a slightly soft edge because it's anti-aliased. *Anti-aliasing* creates a single row of partially filled pixels along the edges to produce the illusion of a smooth edge. You can also get even softer brushes, which employ feathering.

Although jagged edges are most apparent in diagonal lines, Elements applies anti-aliasing to brush-stroke edges, even in horizontal and vertical lines.



**Figure 1-2:** Strokes from the Pencil and Brush tools vary in the softness of their edges.

The Brush tool shares most of the basic options found in the Pencil tool, except that the Auto Erase feature isn't available.

Here are a few tips on working with the Brush tool and its unique options:

- ✓ Select the Brush tool from the Tools panel, or press the B key (or Shift+B) until you get the Brush.
- ✓ On the Options bar, click the arrow and select a brush tip from the Brush Preset Picker drop-down panel that appears.
- ✓ Select a mode and opacity from the options on the Options bar.
- ✓ Drag to paint, click and Shift-click to paint straight lines, and hold down the Shift key while dragging to constrain the Brush tool to horizontal or vertical lines.
- ✓ Press the Alt key (the Option key on the Mac) and click any area of color to switch the foreground color to that color.

The Brush tool has several other options to select from:

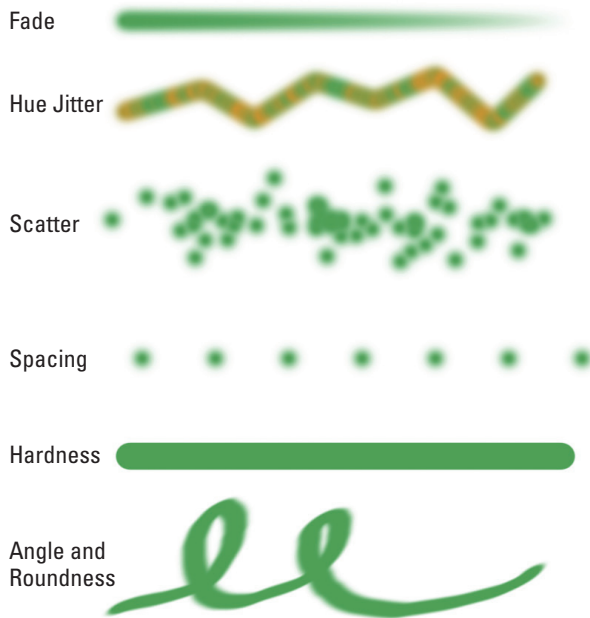
- ✓ **Airbrush:** Click the Airbrush button on the Options bar to apply the Airbrush mode. This mode produces the spray effect you see with a traditional airbrush. The longer you hold down the mouse button, the more paint pumps out of the tool and the wider the airbrush effect spreads, as shown in Figure 1-3.
- ✓ **Tablet Options:** If you're using a pressure-sensitive digital drawing tablet, check the settings you want the tablet to control, including size, scatter, opacity, roundness, and *hue jitter* (switching of color between foreground and background colors). The harder you press with the stylus, the greater the effect of these options.



PhotoDisc

**Figure 1-3:** Using the Airbrush option with the Brush tool enables you to create varied strokes.

- ✓ **More Options:** On the Options bar, click the Brush icon to access additional options from the drop-down menu, referred to as brush dynamics. *Brush dynamics* enable you to change the brush strokes as you apply them. Here's a quick lowdown on each option (see Figure 1-4):
- *Fade:* The lower the value, the quicker the stroke fades. Zero, however, creates no fade.
  - *Hue Jitter:* This option varies the stroke between the foreground and background colors. The higher the value, the more frequent the variation.
  - *Scatter:* The higher the value, the higher the number of brush marks and the farther apart they are.
  - *Keep These Settings for All Brushes:* You can lock in these brush dynamics by selecting this check box, ensuring that every brush you select adopts these settings.
  - *Spacing:* The higher the number, the more space between marks.
  - *Hardness:* The higher the value, the harder the brush.
  - *Angle:* If you create an oval brush by adjusting the roundness, this option controls the angle of that oval brush stroke. You can more easily drag the points and the arrow on the diagram than “guess-timate” values in the text boxes.
  - *Roundness:* A setting of 100 percent is totally circular. The lower the percentage, the more elliptical your brush becomes.



**Figure 1-4:** Specify brush options to change the stroke's appearance.

Just as they do for the Pencil tool, more features for the Brush tool appear on the menu on the Brush Preset Picker drop-down panel. (Click the arrow at the top of the panel.) Here's a quick explanation of what you can do with each one:

- ✓ **Save Brush:** Save a custom brush as a preset. See the following section for details.
- ✓ **Rename Brush:** Don't like the name of your brush? Give it a new one with this option.
- ✓ **Delete Brush:** Eliminate an unwanted brush with this option.
- ✓ **Reset Brushes:** Revert your current brush library to the default.
- ✓ **Save Brushes:** Save custom brushes in a separate library.
- ✓ **Load Brushes:** Load a preset or custom brush library. They have names such as Special Effect Brushes and Faux Finish Brushes. Select one to

append the brushes to your current set or to replace the current set with the library you select. (The dialog box that appears offers a choice of either action.)

- ✓ **The display options:** A set of commands that enables you to change the way your brush tips are displayed in the drop-down panel. The default view is Stroke Thumbnail, which displays the appearance of the stroke. Other commands include Text Only (text names of brush tips), Small and Large Thumbnail (thumbnail images with diameter in pixels), and Small and Large List (thumbnail images with text names).



You can also manage brush tip libraries by using the Preset Manager. (Choose Edit→Preset Manager.)

## Getting artsy with the Impressionist Brush

The Impressionist Brush is designed to paint over photos in a way that makes them look like fine-art paintings. The best way to get familiar with the Impressionist Brush is to open your favorite image and experiment with the tool. You can set various options that change the style of the brush strokes.

Here's how to use this artistic brush:

### 1. Select the Impressionist Brush from the Tools panel.

It looks like a brush with a curlicue next to it. You can also press the B key, or Shift+B, to cycle through the brushes.

### 2. Set the brush options.

The Brushes presets, Size, Mode, and Opacity options are identical to those for the Brush tool, described in the previous section “Painting with the Brush tool.” You can also find some unique options on the More Options panel, indicated by the Impressionist Brush icon:

- *Style:* This drop-down list contains various brush stroke styles, such as Dab and Tight Curl.
- *Area:* Control the size of your brush stroke. The larger the value, the larger the area covered.
- *Tolerance:* Control how similar color pixels have to be before they're changed by the brush stroke.

### 3. Drag on your image and paint with your brush strokes, as shown in Figure 1-5.



*Purestock*

**Figure 1-5:** The Impressionist Brush transforms your photo into a painting.

### *Creating a custom brush*

After playing with the various options, if you like the personalized brush you've created, save it as a preset so that you can access it again and again. Click the arrow at the top of the Brush Preset Picker drop-down panel and choose Save Brush from the menu. Name the brush and click OK. Your new, custom brush shows up at the bottom of the Brush Preset Picker drop-down panel.

There's one other way to create a brush. Elements enables you to create a brush from all or part of your image. The image can be a photograph or something you've painted or drawn.

Here's how to create a brush from your image:

- 1. Select part of an image with any of the selection tools.**

If you want to use the entire image or entire layer, deselect everything.

For more on selections, see Book IV, Chapter 1.

- 2. Choose *Edit* → *Define Brush* or *Edit* → *Define Brush from Selection*.**

You see one command or the other, depending on what you do in Step 1.

- 3. Name the brush and click OK in the dialog box.**

The new brush shows up at the bottom of the Brush Preset Picker drop-down panel. Note that your brush is only a grayscale version of your image. When you use the brush, it automatically applies the color you've selected as the foreground color, as shown in Figure 1-6.



**Figure 1-6:** Create a custom brush from a portion of your image.

Purestock



### *Putting It Together*

#### **Colorizing Black-and-White Images**

Just as you may have artistic reasons for shooting a photo in black and white, you may also have valid arguments for converting a grayscale image into a color one. Perhaps the picture is an old one, taken before color film was widely used, and you want to colorize it. Or, you may come across a monochrome image that would look more interesting in color. Elements can let you add back the missing colors to your original black-and-white pictures or can give you free rein to create your own, customized color image.

In our example, we chose a black-and-white photo of an adorable little girl. Rather than try to duplicate a color photograph, we want to apply a technique that mimics the subtle, hand-colored look of the Marshall's Photo Coloring System of pigments, photo oils, spot colors, retouch pencils, and other products popular in the 1950s and '60s. You may have also seen this look used in greeting cards featuring children.

Follow these steps:

- 1. In the Editor, in Full Photo Edit mode, open a grayscale image in Elements, as shown in the figure.**
- 2. Choose Image⇨Mode⇨RGB Color to convert the grayscale image to a full-color image (even though it lacks color).**



*IT Stock Free*

**3. Choose Layer → New → Layer.**

This step creates a new, transparent layer to paint on. Although you can paint directly on an image, using a blank layer is safer and gives you more flexibility in editing when you make a mistake. (For more information on working with layers, see Book VI, Chapter 1.)

**4. In the New Layer dialog box that appears, name the layer and click OK.**

You can paint all colors on a single layer, but you may find that using a separate layer for each part of the face lets you fade that color in and out as required to blend smoothly with your other hues.

**5. Select the Color mode from the Blend Mode drop-down list in the Layers panel.**

Elements uses this mode to combine the painting layer with the image layer, enabling you to apply color while retaining the details of the underlying image.

**6. Select a color you want to apply from the Swatches panel or use the Color panel to mix your own.**

For details on using color, see Book III, Chapter 4.

**7. Select the Brush tool from the Tools panel.**

**8. Click the down arrow next to the Brush Preset Picker on the Options bar and select a brush from the drop-down panel.**

Start with a soft-edged brush.



The Airbrush option on the Options bar creates a subtle and soft effect. Just be sure to pick the kind of brush that works best for the area of the picture you're coloring. (Use a small, fuzzy brush for smaller areas, and use a bigger, sharper brush for more defined lines and wider areas.)

**9. Paint all parts of the image where you want to apply color.**

If you make a mistake, you can use the Eraser tool (or the Undo History panel, as discussed in Book III, Chapter 5) to erase the bad strokes without affecting the underlying grayscale image because you're painting on a separate layer.



In our example, we chose a nice, light blue to change the color of the girl's eyes, as shown in the figure. A small, fuzzy brush is perfect for small areas, such as the eyes.

Change brushes as necessary by clicking the Brush Preset Picker on the Options bar and selecting a larger or smaller brush.

*continued*

*continued*



*IT Stock Free*

- 10.** When you finish with that area of the image, create a new layer for each of the image's main components and repeat Steps 4 through 9 with an additional color.

We painted the eyes, lips, cheeks, hair, and hair highlights separately because creating natural, subtle effects with people's skin, hair, and eyes takes a special touch:

- ✓ *Eyes:* When painting the eyes, paint only the irises and leave the pupils their original black color. Don't paint over the catchlights in the eyes, either. (*Catchlights* are reflections of light sources, such as windows or the flash.)
- ✓ *Lips:* Color the inner surface of the lips a darker, rosier pink than the outer surface. Lips look best when portrayed in at least two shades. Don't forget to color the gums with an even lighter pink.
- ✓ *Hair:* Hair looks best when the highlights and darker portions are slightly different colors.
- ✓ *Cheeks:* To put a little blush in the cheeks, choose the Airbrush option on the Options bar and work with a relatively large brush size. Apply a good dash of color to each cheek and a lighter bit of color to the forehead and chin, as shown in the figure.

We left the clothes and background uncolored to emphasize that the focal point is the girl's face.

- 11.** For the overall skin tone, choose a different technique, using the Hue/Saturation command.



*IT Stock Free*

This technique works especially well with those who have naturally dark complexions. You can choose to paint the skin with a brush or use this technique:

- ✓ Duplicate the grayscale Background layer and then choose Enhance → Adjust Color → Adjust Hue/Saturation.
- ✓ Choose the Colorize option and move the Hue slider to the left to produce a sepia tone. We set our Hue to 36 and Saturation to 25 percent and then clicked OK to colorize this layer.
- ✓ Use the Eraser tool to remove everything in the colorized layer that isn't skin. In our example, we removed the hair, background, eyes, lips, teeth, and clothing. This result is a nice sepia tone to the face, as shown in the figure.



- 12.** When you finish coloring your layers, experiment with different opacity levels for each colorized layer to see whether more-transparent hues might look better.



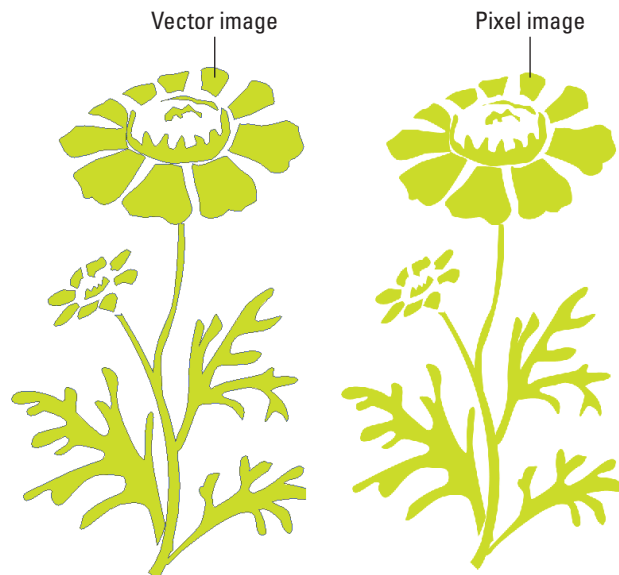
IT Stock Free

## Creating Shapes

Although we're big fans of photos and pixels, sometimes you have the need for a vector shape or two. Maybe you need to create a button for a web page or a simple logo for a poster. In these instances, drawing a vector shape with one of the shape tools does the job.

Before we discuss the ins and outs of creating shapes, here's a little overview that explains the difference between pixels and vectors (both types are shown in Figure 1-7):

- ✓ **Pixel images describe a shape in terms of a grid of pixels.** When you increase the size of a pixel-based image, it loses quality and begins to look blocky, mushy, and otherwise nasty. For more details on resizing pixel-based images and the ramifications of doing so, see Book III, Chapter 1.
- ✓ **Vectors describe a shape mathematically.** The shapes comprise paths made up of lines, curves, and anchor points. Because vector shapes are math based, you can resize them with no loss of quality.



**Figure 1-7:** Elements images fall into one of two camps: vector or pixel.

When you create a shape in Elements, you're creating a vector-based element. Shapes reside on a special kind of layer called, not surprisingly, a shape layer.

## Drawing a shape

Elements offers an assortment of shape tools for you to choose from. Follow these steps to draw a shape in your document:

### 1. Select a shape tool from the Tools panel.

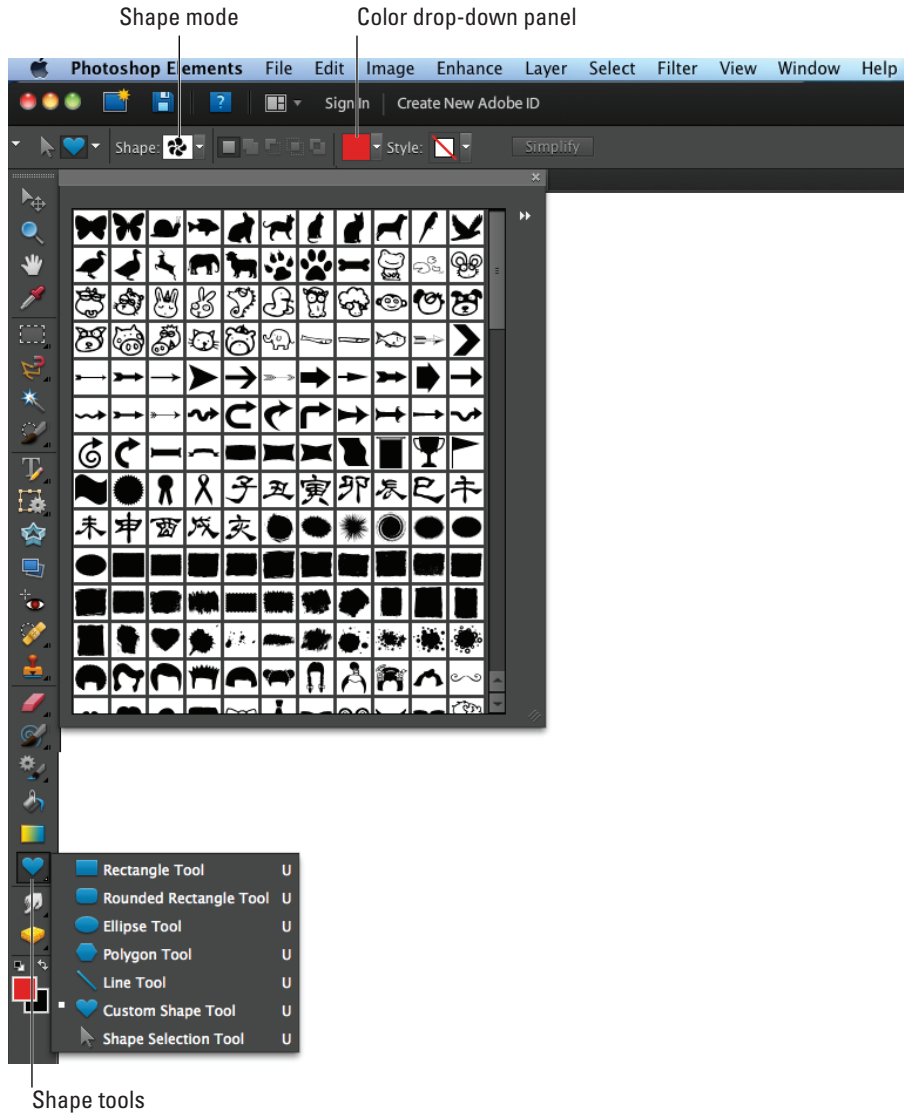
You can also press the U key, or Shift+U to cycle through the tools. You can select from the following shape tools, shown in Figure 1-8:

- *Rectangle/Ellipse*: The Rectangle and Ellipse shapes have no special parameters on the Options bar; however, they both behave much like their counterparts among the selection tools. Hold down the Shift key while dragging a shape to produce a perfect square or circle; hold down Shift+Alt (Shift+Option on the Mac) to additionally draw the shape outward from the center.
- *Rounded Rectangle*: This shape has the same options as the Rectangle, with the addition of a radius value used to round off the corners of the rectangle.
- *Polygon*: This tool creates a polygon with a specified number of sides, from 3 to 100. You can also create a star with the same possible number of convex vertices.
- *Line*: Creates a line with a width from 1 to 1000 pixels. You can also add an arrowhead at either end or both ends.
- *Custom Shape*: You can find numerous preset custom shapes to choose from. As with any shape, hold down the Shift key to constrain proportions or the Alt key (Option key on the Mac) to draw from the center out.
- *Shape Selection*: Use this tool to select and move your shapes.

### 2. On the Options bar, click the down arrow just to the right of the shape tools to specify Geometry options.

Each shape has its own options. For a detailed explanation, see the section “Specifying Geometry options,” later in this chapter.

If you chose the Custom Shape tool in Step 1, click the down arrow to access the drop-down Custom Shapes panel and choose a shape. You can access more preset shape libraries via the menu at the top of the panel.



**Figure 1-8:** The shape tools and Options bar give you all you need to make shapes, from the simple to the ornate.

### 3. Select a color from the Color drop-down panel on the Options bar.

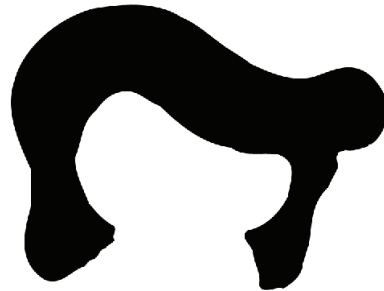
Click the More Colors button (down arrow) to access the Color Picker for additional color choices.

**4. Select a style from the Style drop-down panel.**

To spice up the shape with bevels and interesting edges, choose a style from the panel. For more on styles, see Book VII, Chapter 3.

**5. Drag in the document to draw the shape you've defined.**

The shape appears in the Image window on its own shape layer. Check out the Layers panel to see this phenomenon. Figure 1-9 shows our shape, an Elvis 'do.



**Figure 1-9:** Custom shapes run the gamut from the ordinary to the exotic.

### Drawing multiple shapes on a shape layer

After you create a shape layer, you can draw additional shapes on that layer. You can add, subtract, exclude overlapping, and intersect shapes in exactly the same way you do with selections, as described in Book IV, Chapter 2. Follow these steps:

**1. After you create the first shape, as we explain in the preceding section, select a state button on the Options bar:**

- *Add to Shape Area:* Combines and joins two or more shapes
- *Subtract from Shape Area:* Subtracts one shape from another shape
- *Intersect Shape Areas:* Creates a shape only from the areas that overlap
- *Exclude Overlapping Shape Areas:* Creates a shape from only the areas that don't overlap

**2. Choose a shape tool and draw the next shape.**

We finished our drawing, as shown in Figure 1-10, by adding a face to our Elvis impersonator.

You can also hold down the Shift key to temporarily switch to Add to Shape Area while drawing a new shape. Hold down the Alt key (Option key on the Mac) to temporarily switch to Subtract from Shape Area. It works just like adding or subtracting selections.



**Figure 1-10:** Add to your shape layer.



## *Specifying Geometry options*

Geometry options for your shapes help define how the shapes look. Click the down arrow at the end of the row of Shape tools on the Options bar to access the Geometry options described in the following sections.

### *Rectangle and Rounded Rectangle Geometry options*

Here's what the Geometry options for the Rectangle and Rounded Rectangle shapes let you do:

- ✓ **Unconstrained:** Freely draw a rectangle of any shape or size.
- ✓ **Square:** Constrain the shape to a perfect square. (You can also hold down the Shift key to do the same thing on the fly.)
- ✓ **Fixed Size:** Draw rectangles only in fixed sizes. Specify the exact size by entering a width and height.
- ✓ **Proportional:** Define an aspect ratio, or proportion, for the rectangle. Type **3** into the W box and **4** into the H box to constrain yourself to drawing any rectangle size with fixed proportions in a 3:4 ratio.
- ✓ **From Center:** Draw the shape from the center outward.
- ✓ **Snap to Pixels:** Align the edges of a rectangle or rounded rectangle to the pixels on your screen.
- ✓ **Radius:** For rounded rectangles, use an inscribed circle of the given radius to round off the corners of a rectangle.

### *Elliptical-shape Geometry options*

The Ellipse shape has many of the same options available for rectangles. Of course, rather than be able to create a perfect square, you can constrain the shape to be a perfect circle. Also, the Snap to Pixels option (available for rectangles) doesn't exist for ellipses.

### *Polygon Geometry options*

These are the Geometry options for the polygon:

- ✓ **Radius:** Controls the distance from the center of a polygon to its outer points
- ✓ **Smooth Corners:** Rounds off the corners
- ✓ **Star:** Creates a nonconvex polygon, also known as a star
- ✓ **Indent Sides By:** Determines the amount the sides indent inward
- ✓ **Smooth Indents:** Rounds off the inner of indented sides
- ✓ **Sides:** Lets you indicate the number of sides for a polygon or the number of points for a star

### Line Geometry options

The Line shape's Geometry settings include whether to put arrowheads at the start or end of the line, neither, or both. You can also specify the width, length, and concavity settings, which affect the arrowhead shapes.

### Custom Shape Geometry options

The Custom Shape options are similar to those you can find for the other shapes — with a couple of additions:

- ✓ **Defined Proportions:** Draws a shape based on the original proportions you used when you created it.
- ✓ **Defined Size:** Draws a shape based on its original size when you created it.

### Editing shapes

You can edit shapes you create by using a variety of tools and techniques. Here's a list of the things you can do to modify your shapes:

- ✓ **Select:** Choose the Shape Selection tool to move one or more shapes in their layers. This tool shares a flyout menu with the shape tools.
- ✓ **Move:** Choose the Move tool (press the V key) to move the entire contents of the shape layer.
- ✓ **Delete:** Select a shape and press Delete to remove it.
- ✓ **Transform shapes:** Choose the Shape Selection tool and select your shape. Choose Image⇨Transform Shape and then choose your transformation.
- ✓ **Change the color:** Double-click the thumbnail of the shape layer on the Layers panel. This action takes you to the Color Picker, where you can choose a new color.
- ✓ **Clone a shape:** Hold down the Alt key (Option key on the Mac) and move the shape with the Move tool.



To convert your vector-based shape into a pixel-based shape, click the Simplify button on the Options bar or choose Layer⇨Simplify Layer. Note that you can't edit a shape after you simplify it, except to modify the pixels. But you can now apply filters to the layer. See Book VII, Chapter 1 for more on fun with filters.



# Chapter 2: Filling and Stroking

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## *In This Chapter*

- ✓ Filling a selection
- ✓ Pouring with the Paint Bucket tool
- ✓ Adding a stroke around a selection
- ✓ Working with gradients
- ✓ Creating and applying patterns

**E**lements offers several ways to create elements (say, geometric shapes) out of pixels. Filling and stroking such elements are two of the most popular commands at your disposal. The Fill command adds a color or a pattern to the entire selection, whereas the Stroke command applies the color to only the selection border.

This chapter shows you how to fill and stroke your selections. If filling and stroking with solid color is just too mundane for you, we also show you how to create and apply multicolored gradient blends as well as the best ways to make and use patterns. After reading this chapter, you'll have your "fill" of different fills and strokes.



Open the Editor in Full Photo Edit mode for your filling, stroking, gradient, and pattern activities.

## *Filling a Selection with a Solid Color*

You won't find a Fill tool in the Tools panel. Elements avoids the crowded panel and places the Fill and Stroke commands on the Edit menu. When you want to fill your selection with just a solid color, you can use either the foreground or the background color, among other options. (These colors appear at the bottom of the Tools panel, as we explain in Book III, Chapter 4.)



The following steps show you the basics of filling a selection with either the foreground or background color:

**1. Choose the selection tool of your choice and create your selection on a layer.**

Although you don't have to create a new layer, we recommend it. That way, if you don't like the filled selection, you can delete the layer, and the image or background below it remains safe. See Book IV for all you need to know about selections and Book VI for the scoop on layers.

**2. In the Tools panel, select either the foreground or the background color and then choose a fill color.**

If you need information on choosing a color, see Book III, Chapter 4.

**3. Choose Edit → Fill Selection.**

Note that if you don't have an active selection border in your image, the command says Fill Layer and the entire layer is filled with your color or pattern.

The Fill Layer dialog box, as shown in Figure 2-1, appears.

**4. Choose a fill from the Use pop-up menu.**

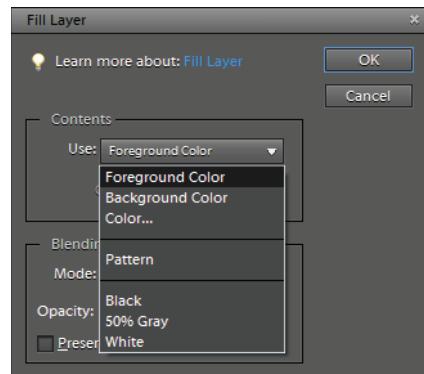
You can select whether to fill with the foreground or background color.

You also can choose Color, Black, 50% Gray, White, or Pattern. If you select Color or Pattern, you must complete a couple additional steps, described in the next section, "Filling Options and Tips."

**5. In the Blending area, specify whether to preserve transparency.**

This option enables you to fill only the portions of the selection that contain pixels (the nontransparent areas).

Although you can also choose a *blend mode* (how the fill color interacts with colors below it) as well as an opacity percentage in the Fill Layer dialog box, we don't recommend doing so. Make adjustments on your layer later using the Layers panel commands. This gives you more flexibility for editing.



**Figure 2-1:** Fill your selection with color or a pattern.



**6. Click OK.**

The color or pattern you chose fills the selection.

## Filling Options and Tips

After you make a selection, you're ready to use one of the filling options. You can use the Fill Layer dialog box (as described in the preceding section) to fill the selection with the foreground or background color; you can also choose to fill the selection with color, black, white, or gray. Elements is full of shortcuts and options.

Here are just a few. With the selection active,

- ✓ Press Alt+Backspace (Option+Delete on the Mac) to fill the selection with the foreground color. All areas within the selection, including transparent areas, fill with the color.
- ✓ Press Alt+Shift+Backspace (or Option+Shift+Delete on the Mac) to fill only the pixels in a selection with the foreground color, leaving any transparent pixels untouched.
- ✓ If you're working on the Background layer, you can also fill the selection with the background color by pressing the Backspace (Delete on the Mac) key. (Pressing Backspace [Delete] on other layers creates a transparent area that shows the image in the layer underneath the selection.)
- ✓ By selecting the Color option from the Contents drop-down menu in the Fill Layer dialog box, you access the Color Picker where you can select any color your heart desires to fill your selection. For more on using the Color Picker, see Book III, Chapter 4.
- ✓ Select the Pattern option from the Contents drop-down list in the Fill Layer dialog box to fill the selection with a pattern. Click the arrow next to the pattern swatch and select a pattern from the drop-down panel. Click OK. To access additional pattern libraries, click the Pattern panel menu to select more pattern libraries.
- ✓ Paint part or the entire interior of the selection by using a Pencil or Brush tool. This option lets you partially fill a selection using a bit of flexibility and creativity. When you paint a selection using Brush tools, Elements confines the paint inside the boundaries of your selection, as shown in Figure 2-2. For more on painting, see Book V, Chapter 1.
- ✓ Pour color from the Paint Bucket tool into the selection. (See more details in the next section.)



**Figure 2-2:** The marquee confines your brush strokes to the selected area.

### *Pouring with the Paint Bucket Tool*

The Paint Bucket tool operates much like a combination of the Fill command tool and the Magic Wand tool. It makes a selection based on similarly colored pixels and then immediately fills that selection with color or a pattern. Just like the Magic Wand tool, this tool is used most successfully when you have a limited number of colors, as shown in Figure 2-3.

To use the Paint Bucket tool, select it and click the area you want to fill with color. If you want a more precise fill, first make a selection and then click inside the selection border. It's as simple as that. Before you click, however, specify your options, which are all on the Options bar:



*Corbis Digital Stock*

**Figure 2-3:** Select and fill your background simultaneously with the Paint Bucket tool.

- ✓ **Fill:** Select whether to fill with the foreground color or a pattern. If you want to use the foreground color, leave Pattern unchecked.
- ✓ **Pattern:** If you select Pattern, select a preset pattern from the drop-down panel. You can also load patterns from pattern libraries or create a pattern of your own. Find more information on patterns in the section “Working with Patterns,” later in this chapter.
- ✓ **Mode:** Select a blending mode to change how the fill color interacts with the color below it. Find details on these modes in Book VI, Chapter 3.
- ✓ **Opacity:** Adjust this value to make the fill more or less transparent.
- ✓ **Tolerance:** Just as you did with the Magic Wand tool, choose a tolerance level (from 0 to 255) that specifies how similar in color a pixel must be before it’s selected and then filled. For more on tolerance, see Book IV, Chapter 1.
- ✓ **Anti-alias:** Choose this option to smooth the edges between the filled and unfilled areas.
- ✓ **Contiguous:** If selected, this option selects and fills only pixels that are touching within your selection. If the option is unselected, pixels are selected and filled wherever they lie within your selection and within your tolerance range.
- ✓ **All Layers:** This option selects and fills pixels within the selection in all layers that are within the tolerance range.



As with other tools that fill, you can prevent the Paint Bucket tool from filling the transparent pixels. Just select the Transparency icon in the Lock area of the Layers panel.

## *Stroking a Selection*

Stroking enables you to create colored outlines, or borders, of selections or layers. It's up to you to decide whether to put the border inside, outside, or centered on the selection.

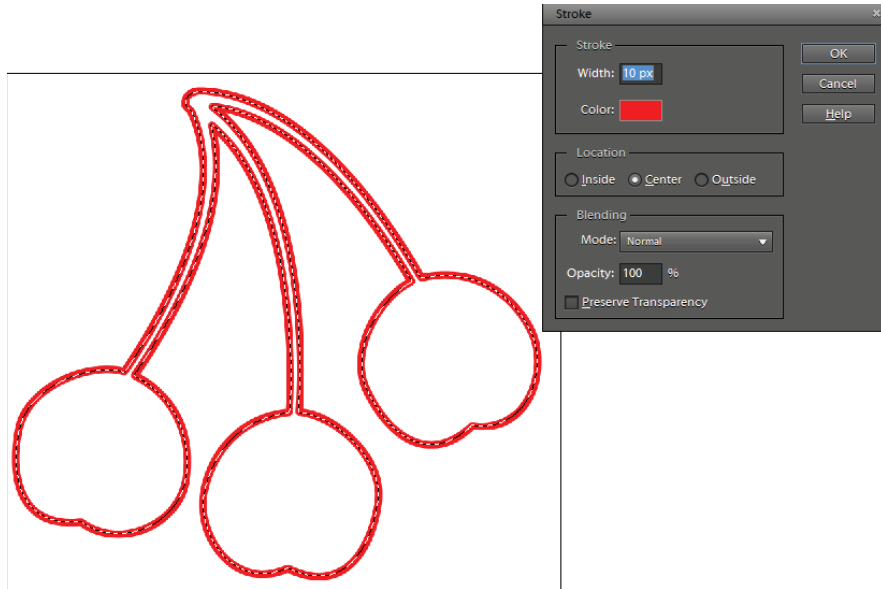
To stroke a selection, follow these steps:

- 1. In the Tools panel, choose a foreground color.**
- 2. In the image, make a selection on a layer using the selection tool of your choice.**

Although you don't have to create a new layer to stroke a selection, we recommend it. That way, if you don't like the stroked selection, you can just delete the layer and your document remains unadulterated.

- 3. Choose *Edit* ⇨ *Stroke (Outline) Selection*.**
- 4. In the Stroke dialog box, specify options, as shown in Figure 2-4:**
  - *Width*: Enter a width of 1 to 250 pixels.
  - *Color*: Click in the Color box to select the hue you want from the Color Picker.
  - *Location*: Specify how Elements should apply the stroke in relation to your selection border. Note that the Inside option always gives you sharp corners on a rectangle. The Center and Outside options can result in blunt corners.
  - *Mode*: Determine how the stroke color interacts with other colors on the same layer.
  - *Opacity*: The default value is 100%. If you want the stroke to be semi-transparent, enter a lower value.
  - *Preserve Transparency*: Select this option to apply the stroke to only nontransparent pixels. Note that if you choose this option on a new, blank layer, nothing is stroked.
- 5. Click OK to apply the stroke.**

We gave a 10-pixel centered stroke to our selection (see Figure 2-4).



**Figure 2-4:** Apply strokes up to 250 pixels wide to your selection.



Rather than use the Stroke dialog box to adjust the Mode and Opacity settings, we recommend creating a new layer for the stroke and then choosing different Mode and Opacity settings in the Layers panel. This approach gives you better flexibility in editing.

## Working with Multicolored Gradients

If one color just doesn't get you fired up, you'll be happy to know that Elements enables you to fill a selection or layer with a *gradient*, a blend of two or more colors that gradually dissolves from one into another. Elements provides numerous preset gradients. But creating your own custom gradient is also fun and simple.

You can create the following gradient effects:

- ✓ **Foreground to background:** A transition from the current foreground color to the background color

- ✓ **Foreground to transparent:** A transition from the current foreground color to transparent, allowing whatever's under the transparent portion to show through
- ✓ **Black to white:** A transition from black to white
- ✓ **An array of colorful selections:** A transition including rainbows, copper sheens, and other effects



You can load other libraries of gradients from those found on the menu of the Gradient panel. They have names such as Color Harmonies, Metals, and Special Effects.

In addition to being able to control the appearance and application of a gradient, you can also specify various Gradient options, which are all on the Options bar:

- ✓ **Mode:** Select a blending mode to change how the color of the gradient interacts with the colors below it.
- ✓ **Opacity:** Select how opaque or transparent the gradient is.
- ✓ **Reverse:** Reverse the order in which the colors are applied.
- ✓ **Dither:** Add *noise*, or random information, to produce a smoother gradient that prints with less *banding* (color stripes caused by the limitations of the printing process to reproduce a full range of colors).
- ✓ **Transparency:** Deselect this option to make Elements ignore any transparent areas in the gradient, making them opaque instead.

## *Applying a preset gradient to a selection*

Here's how to apply a preset gradient:

### **1. Select the layer from the Layers panel.**

If you want the gradient to fill only a portion of that layer, make your selection.

We recommend making the selection on a new layer so that you can edit the gradient later without harming the underlying image.

If you don't make a selection, the gradient is applied to the entire layer or background.

### **2. Select the Gradient tool from the Tools panel, or press the G key.**

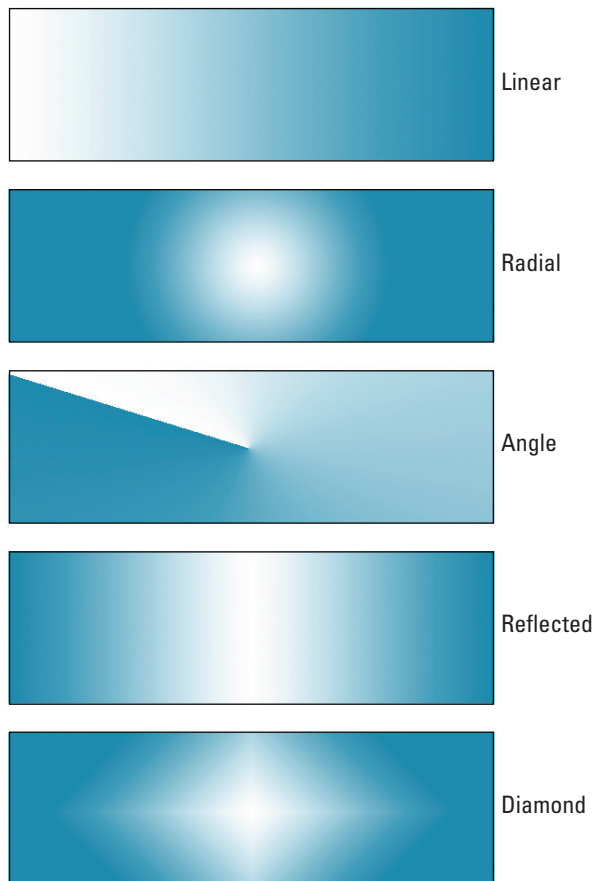
### **3. Select one of the preset gradients from the Gradient Picker drop-down list on the Options bar.**

Remember that you can find other preset libraries by clicking the More menu in the Gradient Editor. Libraries, such as Color Harmonies and Metals, contain interesting presets.

#### 4. Select the gradient type by clicking an icon on the Options bar.

Figure 2-5 illustrates each gradient type:

- *Linear*: Blends the colors of the gradient in a straight line
- *Radial*: Blends the colors outward in a circular pattern
- *Angle*: Creates a counterclockwise sweep around the starting point, resembling a radar screen
- *Reflected*: Blends the colors by using symmetrical linear gradients on either side of the starting point
- *Diamond*: Blends the colors outward in a diamond pattern



**Figure 2-5:** You can choose from five gradients.

**5. Choose any other options you want from the Options bar.**

We explain these options earlier in this section.

**6. Place the cursor at the position in the layer or selection where you want to place the starting color of the gradient.**

**7. Drag in any direction to the end point for the gradient.**



Longer drags result in a more subtle transition between colors, whereas shorter drags result in a more abrupt transition. Hold down the Shift key while dragging to constrain the direction of the gradient so that it's perfectly horizontal or vertical or at an exact 45-degree angle.

**8. Release the mouse button to apply the gradient.**

We applied a pastel radial gradient to a selection of an abstract symbol in Figure 2-6.



**Figure 2-6:** Fill your selection with a multicolored gradient.

### *Customizing and editing gradients*

Although Elements includes dozens of gradient presets, you may want to create your own. The Gradient Editor makes that task an easy one by letting

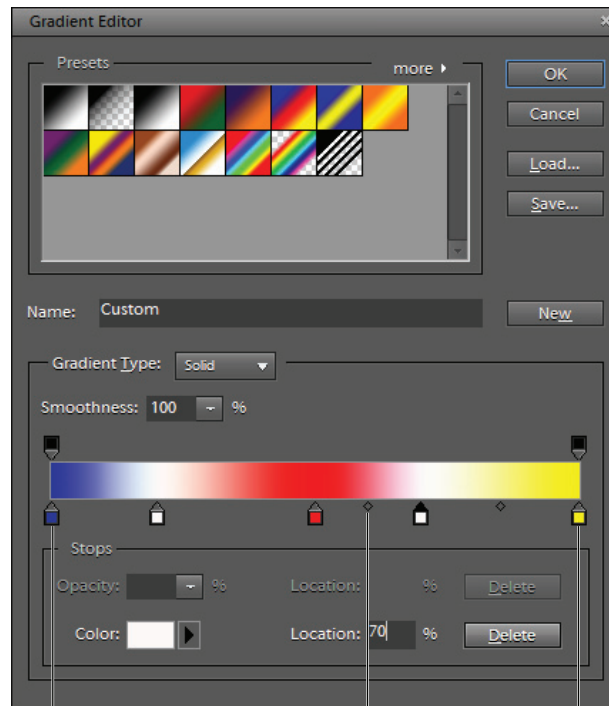
you create a custom gradient with as many colors as you want, which you can then save as a preset and reuse at any time.

The Gradient Editor has many options, but it's easy to use when you know what the controls and options do. Follow these steps to create a simple, smooth gradient:

1. **Select the Gradient tool from the Tools panel or press the G key.**
2. **Click the Edit button on the Options bar.**

The Gradient Editor dialog box opens, as shown in Figure 2-7.

3. **Pick an existing gradient preset from the Presets area to use as the basis for your new gradient.**



Left color stop

Midpoint slider

Right color stop

**Figure 2-7:** The Gradient Editor enables you to create custom gradients.

**4. Choose Solid or Noise from the Gradient Type pop-up menu.**

As soon as you start to edit the existing gradient, the name of the gradient changes to Custom. A noise gradient is one containing random colors. Because the colors are random, each time you create a noise gradient, the result is different.

**5. If you chose a Solid gradient in Step 4, adjust the Smoothness percentage to determine how smoothly one color blends into another.****6. If you chose a Noise gradient in Step 4, specify the options that follow and then skip to Step 15 to finish the gradient.**

- *Roughness*: Adjust this slider to determine how smoothly or abruptly the colors transition from one stop to another.
- *Color Model*: Select the color model to set the range of color. See Book III, Chapter 4 for more on color models.
- *Restrict Colors*: Select this option to avoid oversaturated colors.
- *Add Transparency*: Select this option to include transparency in your gradient, if desired.
- *Randomize*: Use this option to change the colors in the gradient. Each time you click Randomize, you see a new set of colors.

**7. If you're creating a solid gradient, define the color of the starting point for your gradient. Click the left color stop under the gradient bar.**

The triangle above the stop turns black to indicate you're working with the starting point of the gradient. Because Noise gradients are random, you can't define the colors.

**8. Select the starting color by using one of these methods:**

- Double-click the left color stop and select a color from the Color Picker that appears.
- Click the color swatch in the Stops area of the dialog box and choose a color from the Select Stop Color dialog box that opens.
- Select Foreground, Background, or User Color from the Color pop-up menu in the Stops area of the dialog box.



If you select Color with the Foreground or Background option, the color in the gradient changes automatically when you change the foreground or background color. The change doesn't affect any gradients you've created, but it does affect any future gradients. However, when you open the Gradient Editor again, you can revert to the original foreground or background color by selecting the User Color option from the Color pop-up menu in the Stops area.

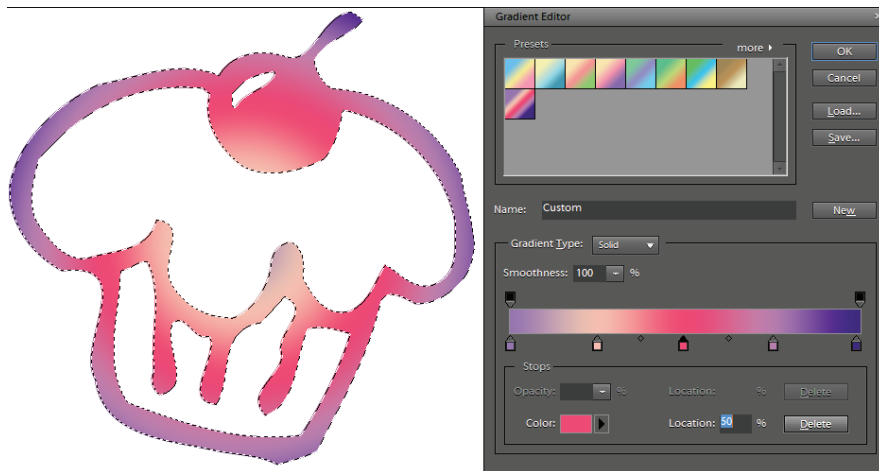
- Position the cursor (it appears as an eyedropper icon) anywhere on the gradient bar to select a start color from the bar, or position the cursor anywhere within an image on your screen and then click to select the color under the cursor.

9. Click the end point color stop at the right side of the gradient bar and use any of the methods described in Step 8 to choose the end color of the gradient.
10. Change the percentage of the amount of one color versus the other by moving the starting and ending points to the left or right. Drag the midpoint slider (a diamond icon that appears when you click an adjacent color stop) to adjust where the colors mix equally, 50–50.

You can also change the position of the midpoint by selecting it and typing a value into the Location box. The position of the color stops can also be changed this way.

11. (Optional) To add another color, click below the gradient bar at the position you want to add the color. Define a color using the new color stop as you did in Step 8.
12. (Optional) Repeat Step 11 for additional colors.
13. For additional color stops, move the stops to the left or right to adjust the location of the start and end points for each color. Then adjust the midpoint sliders between the colors.
14. If you change your mind, redefine the color of the color stop or remove a color stop altogether by dragging it down or up from its position on the gradient bar.
15. After your edits are complete, enter a name for your gradient in the Name field and then click the New button.

Your gradient is added to the Presets menu. Figure 2-8 shows an example of a unique gradient that we created in the Gradient Editor.



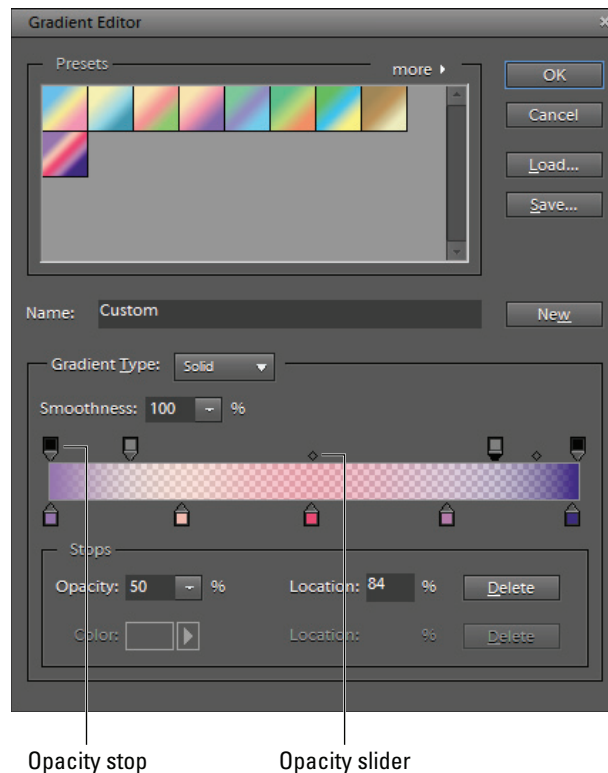
**Figure 2-8:** The Gradient Editor gives you more creative license than the presets.

## Adding transparency to a gradient

By default, a gradient has 100-percent opacity in the start color and progresses to 100-percent opacity in the end color. If you like, you can have the gradient fade out to transparency so that the portion of the image under the gradient shows through. To add transparency to a gradient, follow these steps:

1. Create a gradient, as described in the preceding section.
2. Select the left opacity stop.

This stop is located just above the gradient bar, as shown in Figure 2-9.



**Figure 2-9:** Add transparency to your gradients by adjusting the opacity of your colors.

3. Use the **Opacity slider** to specify the amount of transparency for the gradient at its start point.

You can also type a value into the Opacity box.

4. **Select the right opacity stop and then slide the Opacity slider, or enter a percentage in the text box to specify transparency for the gradient at its end point.**

The lower the percentage, the less opaque the color.

5. **Move the opacity stops to the right or left to adjust the location where Elements applies each stop's opacity setting.**
6. **Move the midpoint slider (diamond icon) to adjust how the color and the transparency blend.**
7. **Click above the gradient bar to add more opacity stops if you want to vary the transparency of the gradient at different points.**

For example, you can fade transparency from 100 percent to 50 percent and back to 100 percent to produce a particular effect.



Gradients ordinarily proceed smoothly from one color to another. If you want a less homogeneous appearance, adjust the Smoothness slider to a value of less than 100 percent (click the right-pointing arrow to access the slider).

## Managing and Saving Gradients

After taking the time to create custom gradients, store them so that you can use or edit them again later. Before you save them, however, be sure to add them to the gradient presets. (See “Customizing and editing gradients” earlier in this chapter.) Here are some tips for managing gradients:

- ✓ **To save your set of gradients**, click the Save button in the Gradient Editor dialog box. You save the current presets, including your new gradient, under the current library's name or another one you choose.
- ✓ **To load gradient presets into the Gradient Editor**, click the Load button and select the name of the gradient library you want to add to the Presets list.
- ✓ **To add to the current presets**, select the name of the new presets from the Gradient Editor's pop-up menu.

## Working with Patterns

You may have spotted someone on the golf course with plaid shorts and a striped polo shirt. If so, you've been introduced to the power of patterns. Not always a pretty sight when used with abandon, patterns can be used to fill selections or layers. You can also stamp your image with the Pattern Stamp tool and retouch using a pattern with the Healing Brush tool.

Elements offers several preset patterns to keep you happy. But you can create your own, of course.

You select patterns from panels that appear on the Options bar for many of the tools just mentioned, just as you do with brush tips and gradients. You also manage them in much the same way using the Preset Manager. The following sections show you how to apply a preset pattern and create your own.

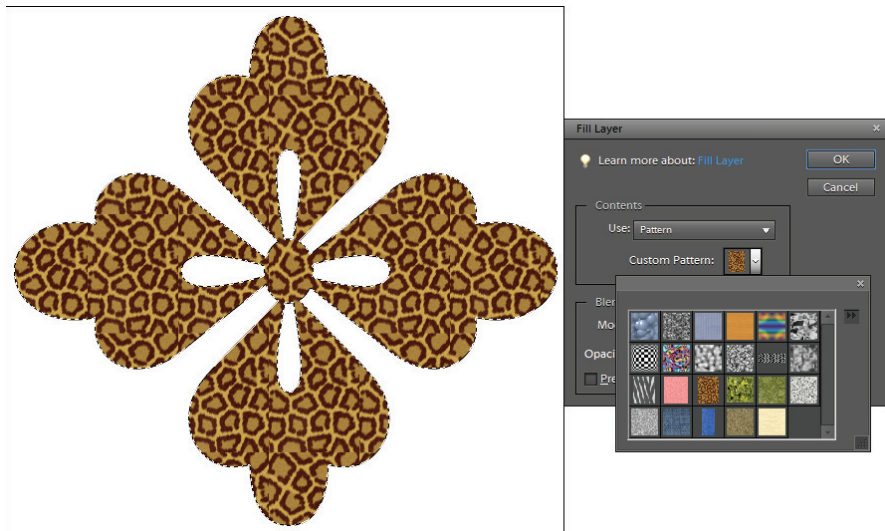
### *Applying a preset pattern*

Although you can apply patterns by using many different tools, this chapter sticks with applying patterns as fills. To fill a layer or selection with a preset pattern, follow these steps:

- 1. Choose the layer from the Layers panel and/or make the selection you want to fill with a pattern.**

We recommend making your selection on a new layer above the image for more flexible editing later.

- 2. Choose **Edit** → **Fill Selection** or **Fill Layer** and then select **Pattern** from the **Use** drop-down list, as shown in **Figure 2-10**.**



**Figure 2-10:** Fill the selection with one of the many other preset patterns.

- 3. Click the down arrow next to the **Custom Pattern** swatch and then from the **Custom Pattern** drop-down palette, select your pattern.**

**4. Choose any other fill options you want to apply, such as Mode, Opacity, or Preserve Transparency.**



The Preserve Transparency option prevents Elements from filling the transparent areas on your layer with a pattern.

If you choose this option on a new, blank layer, nothing is filled.

For details on the other options, see the section “Filling a Selection with a Solid Color,” earlier in this chapter.



We recommend adjusting the Mode and Opacity settings in the Layers panel rather than in the Fill Layer dialog box. This approach allows you maximum flexibility if you want to make edits later.

**5. Click OK to fill the layer or selection with the chosen pattern.**

Here are a few other tips to remember when working with preset patterns:

- Replace the current patterns with new patterns by selecting Replace Patterns from the panel menu. (Click the right-pointing arrow on the right side of the panel.) Then select the new pattern library from the dialog box that appears.
- Append new patterns to the current set by selecting Load Patterns from the panel menu.
- Append one of the preset libraries by selecting the library from the list at the bottom of the panel menu.

## Creating a new pattern

You can create your own pattern, basing it on an existing image or one you create yourself. Select a small portion of an image to build an abstract pattern or use a recognizable object to define that object as a pattern stamp. You can use anything, from a logo to your signature, as a pattern.

To create your own pattern, follow these steps:

- 1. Open the image that contains the area you want to use as a pattern or create an image from scratch.**
- 2. Make any modifications to the image to produce the exact pattern you want.**
- 3. Use the Rectangular Marquee tool to select the area you want to convert into a pattern.**

If you don't make a selection, Elements uses your entire image as a basis for the pattern.



If you're using a selection to define your pattern, you must use a rectangular selection. And, you can't use a feathered selection of any kind.

4. **Choose *Edit* → *Define Pattern from Selection* or *Edit* → *Define Pattern*.**
5. **Enter a name for your pattern in the *Pattern Name* dialog box.**

Your new pattern appears in the Pattern panel for use.



In addition to filling your selection with a pattern, you can stamp on a pattern with the Pattern Stamp tool. For details, see Book I, Chapter 2.

# Chapter 3: Working with Type

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## *In This Chapter*

- ✓ **Understanding type basics**
- ✓ **Getting to know the Type tools and modes**
- ✓ **Entering and editing text**
- ✓ **Rasterizing a type layer**
- ✓ **Exploring masking, shaping, and warping effects**

**Y**es, images are powerful. But so are words. In fact, humans tend to remember images better when they're combined with words. This is why we don't recall our dreams well — no words are paired with the images. Enough psychobabble. You may never need to pick up a Type tool. But, just in case you need to add a caption, headline, or short paragraph, we want you to be comfortable using the Type tools.

Elements allows you to create, edit, stylize, and even distort type. Keep in mind that this capability is no substitute for a hard-core page layout or word processing program. But for small chunks of text here and there, it's surprisingly effective. This chapter is all about adding great-looking snippets of text to great-looking images — an unbeatable combo.

## *Understanding Type Modes*

The text you create in Elements can be categorized in several different ways, but ultimately, you're either adding just a little text (such as a word or single line) or a lot (a paragraph or so). Accordingly, Elements can create type in three modes:

- ✓ **Point type:** Use this mode to create a headline or label. You can create point type by clicking in your image and typing; the line appears while you type and grows to whatever length you need. In fact, it even continues past the boundary of your image! Point type never wraps around to a new line. To wrap to the next line, you must press Enter (Return on the Mac).





- ✓ **Paragraph type:** Use this mode to enter longer blocks of text on an image. It's similar to the kind of type you're accustomed to working with in word processing programs. In paragraph type mode, all the text goes into a resizable bounding box, and if a line is too long, Photoshop automatically wraps it around to the next line.
- ✓ **Path type:** Elements now allows you to apply text along a path via three new Type tools. Double-click the path, enter type, and the text appears, while adhering to the shape of the path.

The various type modes each operate a bit differently, although they share many features and options. We explain each of them separately in the sections “Entering Point Type,” “Entering Paragraph Type,” and “Creating Path Type” later in this chapter.

## *Understanding Different Kinds of Type*

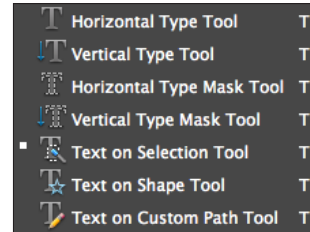
In addition to the three Type modes Elements offers (see point type, paragraph type, and path type modes in the preceding section), Elements can also display and print type in two different formats. Each format has its pros and cons, and which format you use depends on your needs. Here's a description of each one:

- ✓ **Vector type:** All text in Elements is initially created as vector type. *Vector* type provides scalable outlines that you can resize without producing jagged edges in the diagonal strokes. You can edit type in this mode, adding or subtracting characters or adjusting attributes, such as kerning and tracking. Vector type is always of optimum quality and appears crisp and clean. (See Book III, Chapter 1 for more details on vector and rasterized images.)
- ✓ **Raster type:** When Elements converts vector type into pixels, that text is rasterized. Elements refers to this rasterization process as *simplifying*. When text is simplified, it's no longer editable, but is converted into a raster image. In essence, it's a frozen graphic of the text. You usually simplify vector type when you want to apply filters to produce a special effect or when you want to merge the type with the image. You can't resize simplified type without losing some quality or risking jagged edges. For more details, see the section “Rasterizing the Type Layer,” later in this chapter.

## *Exploring the Type Tools*

Elements now has seven Type tools (found in the Tools panel), but two of them are simply vertically oriented versions of the main two text implements, as shown in Figure 3-1. Don't worry about the Vertical Type tools.

Although you can use them, they're designed for the Asian market, to enter Chinese and Japanese characters. The Horizontal and Vertical Type tools are identical in their attributes, so we cover only the two Horizontal Type tools here, and for the sake of simplicity, we call them the Type tool and the Type Mask tool. The last three Type tools are new and all create text on a path in various ways.



**Figure 3-1:** Elements offers seven Type tools.

You can use the paragraph or point type mode with the Type and Type Mask tools:

- ✓ **Type tool:** Use this tool to enter point or paragraph type. This tool creates the type on its own type layer, except when used in Bitmap or Indexed Color modes, neither of which supports layers. For more on layers, see Book VI.
- ✓ **Type Mask tool:** This tool doesn't create actual type; instead, it creates a selection border in the shape of the type you want to enter. The selection border is added to the active layer. You can do anything with a type selection that you can do with any other selection. For details on selections, see Book IV.



To create a path type, you must use the Text on Selection, Shape, or Custom Path tools:

- ✓ **Text on Selection tool:** This new tool enables you to draw on your image to create a selection. (For more on selections, see Book IV, Chapter 1.) The selection then converts into a path, upon which you can then enter text, which flows along the path.
- ✓ **Text on Shape tool:** The second new tool allows you to create any desired shape from your shapes drop-down list. You can then apply your text on that shape.
- ✓ **Text on Custom Path tool:** The last new tool lets you draw any custom path you want on your image. Enter text on that custom path and it adheres to that path.



A path is composed of three elements — anchor points, straight segments, and curved segments. The path essentially hovers on the image in its own “space,” thereby not altering or marking the image in any way. The path in this context is merely a track upon which the text can flow. You can alter the path as you desire by using the Refine Path option. Find out more later in this chapter.

## Entering Point Type

Most of the type you add to Elements will probably consist of point type. Point type is useful for headlines, captions, labels, and similar small amounts

of text. You can also use it to create logos and headings for web pages. *Point type* is so named because a single anchor point, which marks the starting point of the line of type, precedes it. Remember that point-type lines don't wrap automatically, as shown in Figure 3-2.



Point type doesn't wrap

**Figure 3-2:** Point type doesn't automatically wrap, but can actually run off your image.

To enter point type, just follow these steps:

- 1. In the Editor, in Full Photo Edit mode, open an image or create a new, blank document (or choose File⇨New).**
- 2. Select either the Type tool from the Tools panel or press the T key to select it, if it's visible.**

If the Type tool isn't visible, press Shift+T to cycle through the Type tools. Your cursor looks like an I-beam, similar to the one you see in a word processing program.

- 3. Click the area of the image where you want to insert the text.**

For horizontal type, a small, horizontal line about one-third of the way up the I-beam shows the location of the baseline (on which the line of text rests).

- 4. Specify type options from the Options bar.**

All the options are described in the later section "Using the Options Bar."

- 5. Type some text and press Enter (or Return on the Mac) to begin a new line.**

When you press Enter (or Return), you insert a hard return that doesn't move. You have to remove hard returns if you want to change the length of the lines you type.

- 6. When you finish entering the text, click the Commit (the check mark icon) button on the Options bar.**

You can also commit the type by pressing the Enter key that isn't on the alphabetic keypad or by clicking any other tool on the Tools panel. A new type layer containing your text — indicated by the T icon — is created and appears in your Layers panel.

## Entering Paragraph Type

If you have larger chunks of text, entering the text as paragraph type is the most practical option. *Paragraph type* is similar to the text you enter in a word processing program, except that it's contained inside a text box or a *bounding box*. While you type into a text box, the lines of text wrap around to fit the dimensions of the box. If you resize the box, Elements adjusts the wrapped ends to account for the new size.

You can type multiple paragraphs, use typographical controls, and rotate or scale the type. You can easily resize paragraph type (and point type, too) by entering a new point size value on the Options bar without having to reselect all the text. Just make sure that the text layer is selected in the Layers panel and that the Text tool is active. This approach works for all other text characteristics as well.

To enter paragraph type, follow these steps:

1. **Open a saved image or create a new, blank Elements document in the Editor in Full Photo Edit mode.**
2. **Select either the Type tool from the Tools panel or press the T key to select it, if it's visible.**

If it isn't visible, press Shift+T to cycle through the Type tools.

The cursor looks like an I-beam, similar to the one you see in a word processing program.

3. **On the image, insert and size the text box by using one of the following methods:**

- *Drag to create a text box close to the size you want.* After you release the mouse button, you can drag any of the handles at the corners and sides of the box to resize the box.
- *Hold down the Alt (Option on the Mac) key and click the image.* The Paragraph Text Size dialog box appears. Enter the exact dimensions of a bounding box. When you click OK, the specified box appears, complete with handles for resizing the box later.

4. **Select Type options from the Options bar.**

Options are described in detail in the later section "Using the Options Bar."

5. **Enter the text.**

To start a new paragraph, press Enter (Return on the Mac).

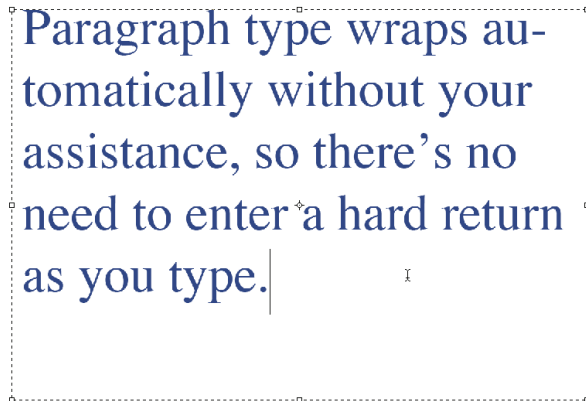
Each line wraps around to fit inside the bounding box, as shown in Figure 3-3.



If you type more text than fits in the text box, an overflow icon (plus sign) appears in the bottom right handle. You can resize the text box by dragging any of the bounding box handles.

6. **Click the Commit button (check mark icon) on the Options bar (or press the Enter key that isn't on the alphabetic keypad).**

Elements creates a new type layer, as indicated by the T icon displayed in the Layers panel.



**Figure 3-3:** Paragraph text automatically wraps to conform to the bounding box.

## *Creating Path Type*

If you have a need to have your type flow in a circle, wave, stairstep or any other shape, you're now in luck. Elements has added three new Type tools that enable you to do just that. The great thing is it's easy to create, totally editable, and resides on its very own layer.



### *Using the Text On Selection tool*

You can create path type by first creating a selection of your image, similarly to how you create a selection with the Quick Selection tool. Here's how:

1. **Open a saved image or create a new, blank Elements document in the Editor in Full Photo Edit mode.**
2. **Select the Text On Selection tool from the Tools panel or press the T or Shift+T key(s).**
3. **On the image, "paint" (drag) over your desired selection.**

**4. Refine your selection by adding or subtracting from your selection in one of two ways.**

- *By dragging:* Press the Shift key and drag around the additional area that you want to include in your selection.
- Press the Alt (Option on the Mac) key and drag around the additional area that you want to subtract from your selection.
- Select the Add to Selection or Subtract from Selection buttons on the Options bar and drag around your desired areas.
- *With the Offset slider:* Drag the Offset slider right to expand, or left to contract, your selection.

The additional options you can use to refine your selection, common to all the Type tools, are described in detail in the following section.



**5. Once your selection is complete, click the Commit check mark icon to convert your selection to a path.**

If you want to start over, click the x (cancel) icon.

**6. Position your mouse over the path and when the cursor icon changes to an I-beam (capital letter I with a crooked line crossing over), click the path and type your text.**

The text wraps along the path. If you type more text than can fit on the path, an overflow icon appears. You can move the text around the path or to the outside or inside of the path by holding Ctrl (⌘ on the Mac) while clicking and dragging the mouse around the path or to outside or inside of the path.

**7. When you finish entering your text, click the Commit icon.**

Elements creates a new type layer. You can edit any attributes, such as font size, just as you can with point or paragraph text. See the section, “Editing Text” for details.



## Using the Text On Shape tool

This new tool enables you to create type that flows along the perimeter of any shape. To do so follow these steps:

1. **Open a saved image or create a new, blank Elements document in the Editor in Full Photo Edit mode.**
2. **Select the Text On Shape tool from the Tools panel or press the T or Shift+T key(s).**
3. **Select your desired shape from the Select Shape Type drop-down list on the Options bar.**

**4. Drag your tool over the image to create the shape.**

- To constrain your proportions, hold the Shift key down while dragging.
- To draw from the center outwards, hold down the Alt (Option on the Mac) key while dragging.

**5. Transform your shape by choosing Image⇨Transform Shape.**

For details on transformations, see the upcoming “Editing Text” section.

The additional options you can use to refine your shape, common to all the Type tools, are described in detail in the following section.

**6. Position your mouse over the path and when the cursor icon changes to an I-beam (capital letter I with a crooked line crossing over), click the path and type your text.**

The text wraps along the shape’s path, as shown in Figure 3-4.

Note that for some shapes the text wraps inside the shape. You can move the text around or to the inside or outside of the custom path by holding Ctrl (⌘ on the Mac) while clicking and dragging the mouse around the shape or to outside or inside of the path.

If you type more text than can fit on the path, an overflow icon appears.



*Photo Credit: Veer*

**7. When you finish entering your text, click the Commit icon.**

**Figure 3-4:** Elements now enables you to apply text to a shape’s path.

Elements creates a new type layer. You can edit any attributes, such as font size, just as you can with point or paragraph text. See the section, “Editing Text” for details.



You can also refine your shape path by using the Refine Path tool that appears on the Options bar when the Text on Custom Path tool is selected. Just be sure you have your type layer selected before working with this option.



## *Using the Text On Custom Path tool*

If you want to create your own path or shape as the basis for your type, this is the tool for you. Here’s how:

1. Open a saved image or create a new, blank Elements document in the Editor in Full Photo Edit mode.
2. Select the Text On Custom tool from the Tools panel or press the T or Shift+T key(s).
3. Drag your tool over the image to create the custom path of your choice.
4. Refine your path by selecting the Refine Path option on the Options bar. Drag the anchor points or path segments with the tool to get your desired shape.

You can also transform your custom path by choosing Image⇨ Transform Shape. For details on transformations, see the upcoming “Editing Text” section.

The additional options to specify your path, common to all the Type tools, are described in detail in the following section.

5. Position your mouse over the path and when the cursor icon changes to an I-beam (capital letter I with a crooked line crossing over), click the path and type your text.

The text wraps along the shape’s path. If you type more text than can fit on the path, an overflow icon appears.

You can move the text around or to the inside or outside of the custom path by holding Ctrl (⌘ on the Mac) while clicking and dragging the mouse around the shape or to outside or inside of the path.

6. When you finish entering your text, click the Commit icon.

Elements creates a new type layer. You can edit any attributes, such as font size, just as you can with point or paragraph text. See the section, “Editing Text” for details.

7. To create a new custom path, select the background layer and begin again.

## Using the Options Bar

Several character and paragraph type settings are located on the Options bar, as shown in Figure 3-5. These options enable you to specify the type and pair it with your images.



**Figure 3-5:** The Type options on the Options bar.

Here's an explanation of each option, from left to right:

✓ **Font Family:** Select the font or typeface you want from the drop-down list. Elements provides you with a What You See Is What You Get (WYSIWYG) font menu. After the font name, the word *sample* is rendered in the actual font. You also find one of these abbreviations before the font name to let you know what type of font it is:

- a: Adobe Type 1 (PostScript) fonts
- TT: TrueType fonts
- O: OpenType fonts

Fonts with no abbreviation are bitmapped fonts.

✓ **Font Style:** Some font families have additional styles, such as light or semi-bold. And other styles are assigned as separate typefaces. Only the styles available for a particular font appear in the list. The font style also supports a WYSIWYG menu.



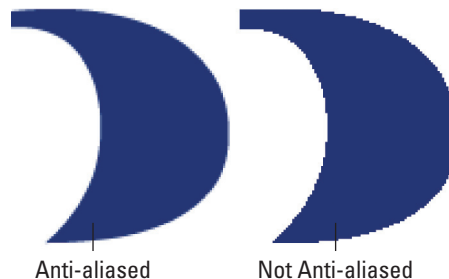
If a font you want to use doesn't offer bold or italic styles, you can simulate either (or both) by selecting a faux style on the Options bar (T icons).

✓ **Font Size:** Select your type size from the drop-down list or just type a size in the text box. Generally, text sizes are shown in points, with 72 points equaling approximately 1 inch.



If you don't like points, you can switch to millimeters or pixels by choosing Edit⇨Preferences⇨Units and Rulers (or Adobe Photoshop Elements Editor⇨Preferences⇨Units and Rulers on the Mac).

✓ **Anti-aliased:** Select Anti-aliased to smooth the edges of your text slightly. Anti-aliasing softens that edge by 1 pixel, as shown in Figure 3-6. For the most part, you should keep this option turned on. The only occasion when you may want it turned off is when you're creating small type to display onscreen, such as on web pages. The soft edges can sometimes be tough to read easily.



**Figure 3-6:** Anti-aliasing softens the edges of your type.

- ✓ **Faux Bold:** Use this option to create a fake bold style when a real bold style (which you'd choose under Font Style) doesn't exist. Be aware that applying faux styles can distort the proportions of a font. You should try to use fonts with real styles, and if they don't exist — oh, well.
- ✓ **Faux Italic:** This option creates a phony oblique style and carries the same warning as the Faux Bold option.
- ✓ **Underline:** This setting obviously underlines your type, like this.
- ✓ **Strikethrough:** Choose this option to apply a ~~strikethrough~~ style to your text. In legal applications, strikethrough is widely used to show sections that have been removed, in their original context.
- ✓ **Text Alignment:** From the Text Alignment drop-down menu, choose an option to align horizontal text on the left, center, or right. Left-aligned text is even with the left margin and allowed to be ragged on the right side of the column. Centered text is evenly centered in its column and ragged on both right and left edges. Right-aligned text is even with the right margin and allowed to be ragged on the left side.

If you happen to have vertical text, these options rotate 90 degrees clockwise and change into top, bottom, and center vertical settings.

- ✓ **Leading:** *Leading* (pronounced “ledding”) is the amount of space between the baselines of lines of type, usually measured in points. The *baseline* is the imaginary line on which a line of type rests. You can select a specific amount of leading or allow Elements to determine the amount automatically by choosing Auto. When you select Auto Leading, Elements multiplies the type size by a value of 120 percent to calculate the leading size. Therefore, Elements spaces the baselines of 10-point type 12 points apart. Elements adds that extra 20 percent so that the bottoms of the lowest letters don't “hook” onto the tops of the tallest letters on the line below them.



Wider line spacing can make text easier to read (as long as you don't go overboard!) or provide an artistic effect. Tighter line spacing makes for more compact text but can decrease readability if the tightening goes too far.

- ✓ **Text Color:** Click the color swatch to select a color for your type from the Color Picker. You can also choose a color from the Swatches panel.
- ✓ **Create Warped Text:** This option lets you warp and bend text by using 15 different types of distortion.
- ✓ **Change the Text Orientation:** Select your type layer in the Layers panel and then click this option to switch between vertical and horizontal type orientations.

- ✓ **Style:** Select a type layer in the Layers panel and then choose a style from the drop-down list. Choose from simple styles (such as shadows and bevels) to complex ones (such as glass and plastic effects). Note that this option is accessible after you have committed your type.
- ✓ **Cancel:** Click this button (or press the Esc key) to cancel the text entry you're making. Use this option or the Commit option only after you click the Type tool on your canvas.
- ✓ **Commit:** Click this button to apply the text to a type layer.

## Editing Text

You can apply all options described in this chapter while you enter text, or later, when you're rearranging words or fixing typos and other errors. To make changes to the text itself, just follow these steps:

1. **Open your image in the Editor in Full Photo Edit mode.**
2. **Select the Type tool from the Tools panel.**
3. **In the Layers panel, select the existing type layer you want to modify. Or, click within the text to automatically select the type layer.**



Double-click the T icon in the Layers panel to simultaneously select all the text in that layer and make the Type tool active.

4. **After selecting some text, use the Options bar to make changes:**

- *Change the font family, size, color, or other type option:* If you want to change all the text, simply select that type layer on the Layers panel. To select only portions of the text, highlight the text by dragging across it with the I-beam of the Type tool, as shown in Figure 3-7.

- *Delete text:* Highlight the text by dragging across it with the I-beam of the Type tool.



**Figure 3-7:** Highlight selected text to modify attributes.

- *Add text:* Make an insertion point by clicking the I-beam within the line of text. Then type new text.

Note that these editing steps apply to all the types of text — point, paragraph and path.

5. **When you finish modifying the text, click the Commit button.**



Occasionally, you may want to transform your text. To do so, make sure that the type layer is selected on the Layers panel. Then choose Image⇨Transform⇨Free Transform. Grab a handle on the bounding box and drag to rotate or scale. Press Ctrl (⌘ on the Mac) and drag a handle to distort. After you finish, double-click inside the bounding box to commit the transformation. For more details on transformations, see Book VI, Chapter 2.



For path type, applying the transformation command will enable you to change the shape of your path, but not the actual type itself. Upon double-clicking the bounding box, the type will then rewrap along the transformed path.

## Rasterizing the Type Layer

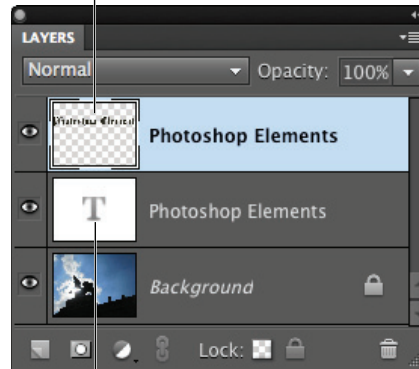
The Type tool creates editable type layers. You can change the wording, spacing, font, font size, and other factors as much as you want as long as the type remains in a type layer, which retains a vector format. (See the section “Understanding Different Kinds of Type,” earlier in this chapter, for details.)

However, after you make all the changes you want, you may need to convert your vector type layer to pixels as rasterized type. In Elements, this rasterization process is referred to as *simplifying*. After the type is simplified, you can apply filters, paint on the type, and apply gradients and patterns.

If you’re working with layers and *flatten* your image (merge layers into a single background image), the type layers are also simplified and merged with the other pixels in the image. By the way, if you try to apply a filter to a vector type layer, Elements barks at you that the type layer must be simplified before continuing and gives you the opportunity to click OK (if you want to simplify) or Cancel.

To simplify your type, select the type layer on the Layers panel and choose Layer⇨Simplify Layer. Your type layer is then converted (the T icon disappears) into a regular layer on which your type is now displayed as pixels against a transparent background, as shown in Figure 3-8.

Simplified raster type



Vector type

**Figure 3-8:** Simplifying your type layer converts vector type into pixels.



After you simplify your type, you can no longer edit the text, nor can you resize the text without risking jaggies. Simplify your type only when you're certain that you no longer need to edit or resize it. Another thing to remember about simplified type is that although it looks identical to vector type onscreen, it may not print as crisply and cleanly as vector type. So, if you're experimenting with painting or filters on type, just make a duplicate of the type layer before simplifying it and then hide that layer in the Layers panel. For details on working with layers, see Book VI.

## *Masking with Type*

In addition to its Vertical and Horizontal Type tools that we discuss earlier in this chapter, Elements includes Vertical and Horizontal Type Mask tools. These tools function almost identically to their conventional counterparts, with one important exception: Type Mask tools don't create a new layer. Instead, they create a selection on the active layer, like the one shown in Figure 3-9.



*PhotoDisc/Getty Images*

**Figure 3-9:** Type Mask tools create selection borders from the letter shapes.

You can treat the selections created with the Type Mask tools just as you would any other selection. Try the following:

- ✓ Move type mask selections around your document when any of the selection tools are active.
- ✓ Store type mask selections for later use by choosing **Select** ⇨ **Save Selection**. See Book IV for details on selections.
- ✓ Use the selection to cut or copy portions of an image in text-shaped chunks, as shown in Figure 3-10. You can find out how this last technique works by following the steps in the following Putting It Together project, “Carving Your Type Out of Stone,” in which you find out how to literally carve your words in stone.



*PhotoDisc/Getty Images*

**Figure 3-10:** Use a Type Mask to create type from an image.

- ✓ On a separate layer, fill the selection with a **Foreground to Transparent** gradient to have your type gradually fade out over the image, as shown in Figure 3-11. For details on gradients, see Chapter 2 of this minibook.



*Digital Visions*

**Figure 3-11:** Gradually fade out type using a **Foreground to Transparent** gradient.



## Putting It Together

### Carving Your Type Out of Stone

You can use a Type tool to create selections shaped like text and then use images themselves as fills for the type. For example, if you're creating a floral-themed web page, you can use pictures of flowers as the fill for the text. A type selection can cut out any part of a picture for use in any way you want.

Follow these steps to create letters made from stone:



TIP

1. In the Editor, in Full Photo Edit mode, open the stone texture image you want to use.

We're using a sandstone wall, but you can use other kinds of stone or wood or any texture that interests you.

2. Convert your background into a layer by double-clicking the word *Background* on the Layers panel and then click OK.

This step enables you to stylize the type later.

3. Select the Horizontal Type Mask tool from the Tools panel and then click the area where you want to enter text.
4. Select the font, font style, font size, and other text attributes from the drop-down lists on the Options bar.
5. Click the image and type the text. Then click the Commit button (the check mark icon) on the Options bar.

A selection border in the shape of the text appears on your image, as shown in the figure.



6. Choose **Select**→**Inverse**, which deselects letter selections and selects everything else.
7. Press the **Backspace** (**Delete** on the Mac) key to delete everything outside your selection border. Choose **Select**→**Deselect**.  
Your type is now filled with your stone texture.
8. Choose **Window**→**Effects** and select the **Layer Styles** button (second from the left) in the upper left area of the **Effects** panel.
9. Select the **Bevels** styles library from the drop-down menu in the upper-right area of the **Effects** panel. Double-click a bevel.
10. Select the **Drop Shadow** styles library from the drop-down menu in the upper-right area of the **Effects** panel. Double-click a shadow.

We selected a Simple Inner bevel and Soft Edge drop shadow to produce our stone letters, as shown in the figure.

To get all the details on how to use the other options in the Layer Style dialog box, check out Book VII, Chapter 3.

If you want to admire your type against a solid background, create a new layer and then choose **Edit**→**Fill Layer** and choose a color from the **Use** drop-down menu.



## Stylizing and Warping Type

You can do a lot more with type than create conventional labels, captions, or paragraphs of text. Type can become an interesting part of your image, especially when you stylize, warp, or otherwise transform it in interesting ways. Your Elements text can help enhance the impact of your image. The text of a beach scene can appear to be wavy, or watery and translucent. Halloween type can take on a ghostly or spooky appearance. Text on a wedding photo can be elegant and romantic. It all depends on how you create and apply various effects.

The following sections show you some of the tricks you can perform by stylizing and warping your type so that your words come to life and add something special to your images.

### *Playing with type opacity*

Layers are a digital version of the old analog transparency, or acetate, sheets. (Check out Book VI, Chapter 1 for the scoop on layers.) You can change the transparency of a type layer — just as you can with any other layer in Elements — by reducing the *opacity* (transparency) of the type so that it enables the underlying layer to show through. Take a peek at Figure 3-12, which shows type at varying levels of opacity over an image.

The upcoming Putting It Together project, “Ghosting Your Type,” shows you a way to use type opacity to create a ghostly effect.



*Corbis Digital Stock*

**Figure 3-12:** Varying the opacity of type allows the underlying image to show through.

### *Applying filters to type*

One of the most interesting things you can do with type in Elements that you can't do in a word processing or page layout program is apply special effects, such as filters. You can make type look as though it's underwater or on the move, as shown in Figure 3-13, where we applied a motion blur. The only caveat is that type has to be simplified before a filter can be applied. Be sure to do all your text editing before you reach the filtering stage. Applying the filter is as easy as selecting the simplified type layer on the Layers panel and choosing a filter from the Filter menu. For more on filters, see Book VII, Chapter 1.

### *Painting over type with color*

Changing the color of text is as easy as highlighting it and selecting a color from the Color Picker. But what if you want to do something a little more unconventional, such as apply brush strokes of paint randomly across the type, as we did in the top image shown in Figure 3-14? Honestly, it's easier than it looks. Again, as with applying filters to text, the only criterion is that the type has to be simplified first. After that's done, select a color, grab the Brush tool with settings of your choice, and paint. In our example, we used a rough, dry brush found in the Brushes presets. We used a diameter of 39, 15, and 6 pixels and just clicked the type a few times.



PhotoDisc/Getty Images

**Figure 3-13:** Applying a motion blur to type can make it appear as fast as the skaters.



If you want the color or gradient to be confined to only the type area, you can select the text by either Ctrl-clicking (⌘-clicking on the Mac) the layer containing the text or locking the transparency of the layer on the Layers panel.

You can also apply a gradient to your type. Here are the steps to follow after simplifying your type:

1. **In the Editor in Full Photo Edit mode, select the Gradient tool from the Tools panel.**
2. **On the Options bar, click the down arrow next to the Gradient Picker to access the Gradient Picker drop-down panel.**
3. **Choose a gradient.**

If you want to create a custom gradient, find out how in Chapter 2 of this minibook.



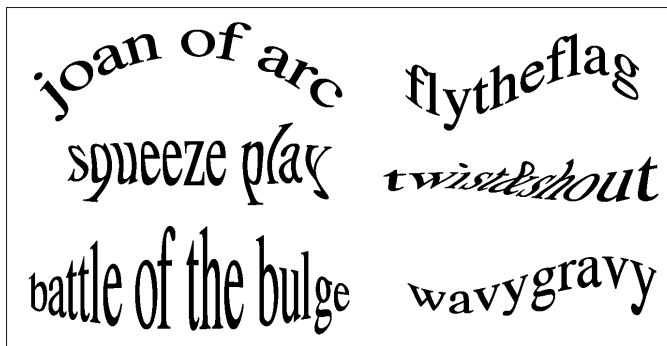
**Figure 3-14:** Add visual interest to type with color (top) or a gradient (bottom).

4. Position the gradient cursor on the text where you want the gradient to start and drag to where you want the gradient to end.

If you're not happy, drag again until you get the look you want. Remember that you can drag at any angle and to any length, even outside your type. In the bottom image shown in Figure 3-14, we used the copper gradient and just dragged from the top of the letters to the bottom. We also locked the transparent pixels on the layer to confine the gradient to just the type area.

### *Warping your type*

The great automated Elements Warp feature can twist your type in a variety of ways (see Figure 3-15) that are not only repeatable but also, thanks to the controls in their dialog boxes, customizable. The cool part is that even though type has been warped, it remains fully editable until you simplify it.



**Figure 3-15:** Choose from a number of warp styles.

Type-warping is fun and easy to do. Select the Type tool in the Tools panel and then click the Create Warped Text button at the far right end of the Options bar. (It's the T with a curved line below it.) This action opens the Warp Text dialog box, where you find a vast array of distortions on the Style pop-up menu with descriptive names such as Bulge, Inflate, and Squeeze. You can adjust the orientation, amount of bend, and degree of distortion by dragging the sliders. The Bend setting affects the amount of warp, and the Horizontal and Vertical Distortions apply perspective to that warp. Luckily, you can preview the results while you adjust. We could give you technical explanations of these adjustments, but the best way to see what they do is to just play with them. Figure 3-15 shows some of the warp styles. The names speak for themselves.



Web designers take note: You can't warp text that has a Faux Bold style applied.



## Putting It Together

### Ghosting Your Type

Need some ghostly, semitransparent type? Using Elements, you can twist, transmogrify, and transform your text. Create your type from scratch in an empty document or add the type to an existing picture or background. Just for the heck of it, these steps show you how to add ghostly writing to an existing image:

1. In the Editor, in Full Photo Edit mode, open the image you want to use as a background for the ghost type.

Any image, ectoplasmic or not, will do. We chose a jack-o'-lantern, as shown in the figure.

2. Click the Foreground color swatch in the Tools panel and select the color you want to use for your text from the Color Picker.

For info on using the Color Picker, see Book III, Chapter 4. Black and orange are good Halloween colors, but you can use any contrasting colors.

You can also sample a color directly from your image by using the Eyedropper tool. Simply click a color and it then becomes your new foreground color.

3. Select the Horizontal Type tool from the Tools panel and then click the area where you want to add the text.

The vertical cursor that appears is the size the text will be.

4. Select a font, style, and size from the drop-down lists on the Options bar, as shown in the figure.



Purestock



5. Check the Anti-aliasing option on the Options bar to help smooth the edges of your type.
6. Type your text.

The text appears on top of the background.

*continued*

*continued*

7. Click the **Commit** button (the check mark icon) on the **Options bar** to insert the text you've typed into a layer of its own.
8. To change the opacity of the type, adjust the **Opacity** setting of the type layer in the **Layers panel**.



To make additional changes to the text, you can apply a filter. For example, if you want to make the text wavy, select the **Wave** filter in the **Filter**→**Distort** menu. Or, you can use other filters from the array discussed in *Book VII, Chapter 1*. Just remember that when you use a filter, a warning pops up informing you that the type layer must be *simplified* (converted from editable text to pixels) first. Click **OK** and then apply the filter.

9. When you're satisfied with the look (ours is shown in the figure), save your image for additional editing later or choose **Layer**→**Flatten Image** to combine the text and background.



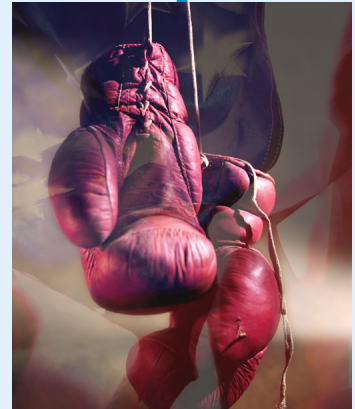
*Purestock*

# Book VI

# Working with Layers and Masks



**A**fter you master creating selections, you'll want to do something with the selections you create, which is where Book VI helps you. We talk about creating selection masks, reusing selections, adding layers to a document, and creating layers from selections. And we describe all the masking options you have in Full Photo Edit mode. Next to mastering selections, understanding layers and how to use them is one of the most important aspects of working in Elements.



# Chapter 1: Creating Layers

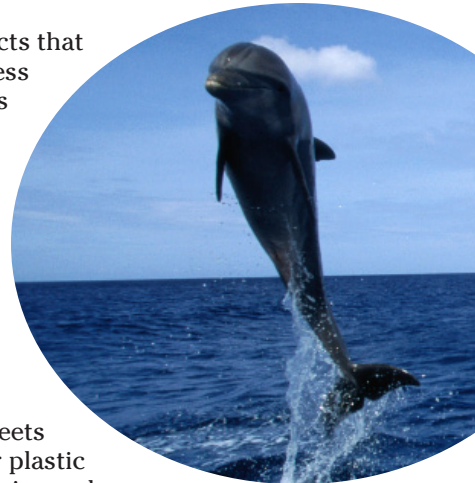
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## *In This Chapter*

- ✓ Comparing backgrounds versus layers
- ✓ Taking a look at the types of layers
- ✓ Working with the Layers panel
- ✓ Commanding the Layer and Select menus
- ✓ Creating layers
- ✓ Compositing with multiple layers

Using Elements without the assistance of layers would be like trying to wash your car with a toothbrush and a pail of water instead of with a hose and a power-scrubber brush. Yes, it can be done. But it takes a lot longer and is downright tedious. The benefit to using layers is that you have tremendous flexibility. You can make endless edits as long as those layers exist. You can rearrange their order, and if you decide that you no longer want them, you simply delete them. Layers make working in Elements a lot more forgiving, allowing you to make changes quickly and productively.

But hey, it's not just the technical and practical aspects that make layers awesome. Layers also allow you to express your creative side: You can composite several images into one with just a drag of the mouse, for example. This chapter gives you the basics on working with layers. Chapter 2 of this minibook fills in the rest of the details. After you give layers a try, you'll find that they make your image-editing life much easier. Now, if only they would go out and wash the car.



## *Getting Familiar with Layers*

In terms of a real-world analogy, think of layers as sheets of acetate or transparency film, similar to those clear plastic sheets used with overhead projectors. You have drawings, photos, or type on the individual sheets. What you place on one sheet doesn't affect the other sheets. You can show just one sheet, or you can stack several on top of one another to create a combination image, or *composite* (or *collage*). You can reshuffle the order of the sheets, add sheets, or delete sheets. Any space on the sheet that doesn't have an image, a drawing, or some type on it is transparent.

That's how layers work in Elements. You can place elements on separate layers yet show them together to create a composite. You can also add, delete, or rearrange layers. And, unlike using real sheets of acetate, you can adjust an element's *opacity*, or how opaque or transparent the element is on the layer. You can also change the way the colors between layers interact by using Blend modes. Both opacity and Blend modes are covered in Chapter 3 of this minibook.

When you create a new image with a white or colored background, scan an image into Elements, or open a file from a CD or your digital camera, you basically have a file with just a *background*. You have no layers yet.

At this basic level, an image contains only the single background, and you can't do much to it besides paint on it and make basic adjustments. You can't rearrange the background in the stack of layers (after you have some) — it's always on the bottom of the Layers panel. Nor can you change the opacity or Blend mode of a background. What you can do is convert a background to a layer, making it possible to shuffle, change the opacity, and change the Blend modes of your newly formed layer.



To work with layers, you must be in the Editor in Full Photo Edit mode.

To convert a background into a layer, follow these steps:

**1. In the Editor, in Full Photo Edit mode, choose Window⇨Layers to display the Layers panel.**

The Layers panel is explained in the later section “Getting to Know the Layers Panel.”

**2. Double-click *Background* in the Layers panel.**

You can also choose Layer⇨New⇨Layer from Background. Note that the name *Background* is italicized in the Layers panel, as shown in Figure 1-1.

The New Layer dialog box appears.

**3. Name the layer or leave it at the default name Layer 0.**

Note that you can also adjust the Blend mode and opacity of the layer in the New Layer dialog box. You should do so, instead, by using the Layers panel commands. We cover these techniques in Chapter 3 of this minibook.

**4. Click OK.**

Elements converts the background into a layer, also known as an image layer. Note that the layer name is no longer italicized nor is it locked, as shown in Figure 1-2.



**Figure 1-1:** A newly opened image in Elements contains only a background.



When you create a new image with transparent content for the background, the image doesn't contain a background; it's created with a single layer. You can convert a layer into a background by selecting it and then choosing **Layer** ⇨ **New** ⇨ **Background** from **Layer**, which moves the background to the bottom of the stack. Note that this option is available only when no background exists.



**Figure 1-2:** Double-click the background to convert it into a layer.

## *Introducing Different Types of Layers*

Although turning the background into a layer (discussed in the preceding section) is a popular activity, Elements refers to plural *layers* for a reason. You'll probably create image layers most of the time, but other types exist. Elements offers *five* types of layers. Some you may never use, and some you may use only occasionally, but you should be familiar with them all.

### *Working with image layers*

The image layer is the one that most closely matches the acetate analogy (discussed in the section “Getting Familiar with Layers,” earlier in this chapter). You put various elements on separate layers to create a composite image. You can create blank layers and add images to them, or you can create layers from images themselves. You can create as many layers as your computer’s memory allows.

Because each layer in an image is a separate entity, you can edit, paint, transform, mask (described in Chapter 4 of this minibook), or apply a filter to a layer without affecting the other layers or the background. And, after an element is on a layer, you no longer have to make a selection to select it. (See Book IV for details on selections.) Just drag the element with the Move tool. The element freely floats in a sea of transparency.



Because showing *clear* areas, or transparency, is impossible on a computer monitor, Elements uses a gray-and-white checkerboard by default to represent the transparent areas of a layer.

### *Using adjustment layers*

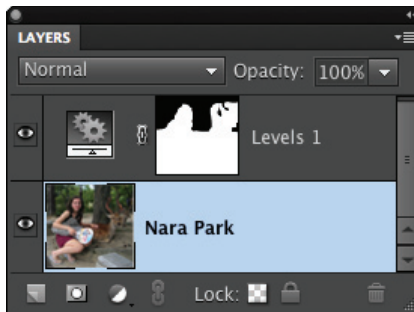
An *adjustment layer* is a special kind of layer used mostly for color and contrast correction. The helpful aspect of adjustment layers is that you can apply those corrections without permanently affecting any pixels on your other layers. Adjustment layers are nondestructive. They project the correction to all layers below them without affecting any layers above them.

Because the adjustment resides on a layer, you can edit, delete, duplicate, merge, or rearrange the adjustment layer at any time. You have more flexibility in your image-editing chores and more freedom for experimentation. Additionally, none of this experimentation harms your image, because it takes place above the image on an adjustment layer.



Another unique feature of adjustment layers is that when you create one, you also create a layer mask on that layer. A *layer mask* is sort of a second sheet of acetate that hovers on the underlying layers. You use the layer mask to selectively apply the adjustment to the layers below it by applying shades of gray — from white to black — on the mask. For example, because the mask is, by default, completely white, you can fully apply the adjustment to the

layers. If you paint on a layer mask with black, as shown in Figure 1-3, the areas under those black areas don't show the adjustment. If you paint with a shade of gray, those areas partially show the adjustment. The darker the shade of gray, the less these areas show the adjustment. Note that if your image has an active selection border in it before you add an adjustment layer, the adjustment is applied to only the area within the selection border. The resulting layer mask also reflects that selection: The selected areas are white, and the unselected areas are black.



**Figure 1-3:** Layer masks are added when creating an adjustment layer.

You can also apply a layer mask at will and use it to creatively blend two or more layers. Be sure to see Chapter 4 of this minibook to find out how. It's definitely worth your while.

Elements has eight kinds of adjustment layers, and you can use as many as your heart desires. The adjustments offered are, for the most part, the same ones you find on the Enhance→Adjust Lighting and Enhance→Adjust Color submenus. For specifics on each adjustment and the problems it corrects or the enhancement it makes, see Book VIII, Chapters 1 and 2.

Here's how to create an adjustment layer:

**1. In the Editor, in Full Photo Edit mode, open an image of your choice.**

Because you're applying an adjustment layer, you may want to use an image that's in need of some color adjustment. Note that when you use adjustment layers, you don't need to convert the background into a layer.

**2. Click the Create Adjustment Layer icon in the Layers panel.**

The Adjustment Layer drop-down menu appears.

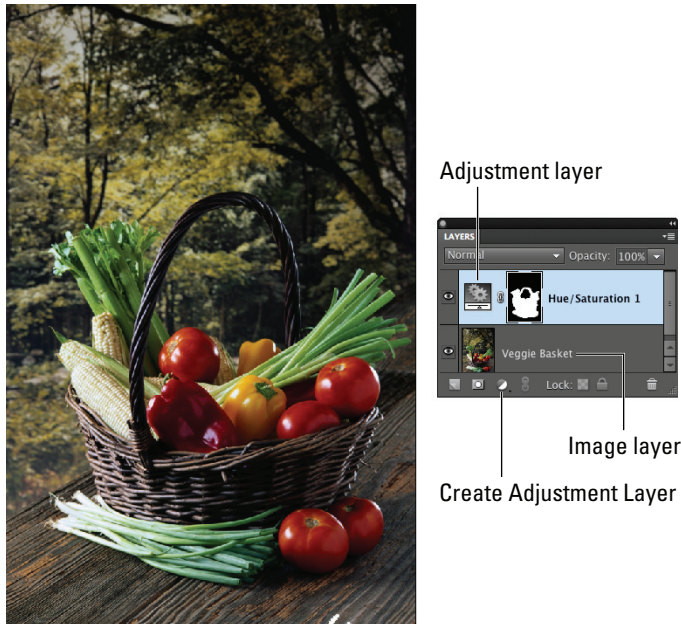
Note that you can also choose Layer→New Adjustment Layer and then choose an adjustment layer from the submenu. Name the layer, leave the other options at their defaults, and click OK.

**3. From the drop-down menu, choose an adjustment.**

The dialog box pertaining to your adjustment appears in the Adjustments panel.

**4. Make the necessary adjustments in the Adjustments panel.**

The adjustment layer appears in the Layers panel, shown in Figure 1-4. The Adjustment Layer icon (sporting a few gears) and a thumbnail (representing a layer mask) appear on the adjustment layer.



*PhotoDisc/Getty Images*

**Figure 1-4:** Applying corrections with an adjustment layer, rather than directly on the image, allows for more editing flexibility.



When you first apply the adjustment layer, the mask will appear white, enabling your adjustment to be applied at full strength over the entire image. However, in our example, the layer mask of the Levels adjustment layer (refer to Figure 1-3) is black and white. Where the mask is white, the adjustment shows up over the image at full strength; where the mask is black, the adjustment doesn't appear at all. We achieved this by painting on the layer mask to allow only portions of our image to receive the adjustment. We also did this to our Hue/Saturation adjustment layer in Figure 1-4. Use the Brush or Pencil tool to paint. Or, you can also make a selection and fill it with any shade of gray, from white to black. Finally, you can use the Gradient tool on the mask to create a gradual application of the adjustment.

You can also adjust the opacity and Blend modes of an adjustment layer, just as with image layers. Reducing the opacity of an adjustment layer reduces the effect of the adjustment on the underlying layers.



### *Viewing and deleting adjustment layers*

If you want to view your image without the adjustment, click the eye icon in the left column of the Layers panel to hide the adjustment layer.

If you want to delete the adjustment layer, simply drag it to the Trash icon in the Layers panel or choose Layer → Delete Layer from the Layer menu or the

Layers panel options menu. (Click the down-pointing arrow in the upper-right corner of the Layers panel to access the options menu.)

### Editing adjustment layers

After you create an adjustment layer, you can easily edit it. Simply double-click the Adjustment Layer icon in the Layers panel. You can also choose Layer ⇨ Layer Content Options. In the adjustment's dialog box, make any edits and then click OK.



The only adjustment layer you can't edit is the Invert adjustment layer. It's either totally on or totally off.

### Using the Adjustments panel controls

Click an icon at the bottom of the Adjustments panel. From left to right, here's what the icons do:

- ✓ Clip the adjustment layer to the layer below it (affects only the layer directly beneath it, not all underlying layers in the stack).
- ✓ Toggle the adjustment layer visibility on and off.
- ✓ View the previous state (how the image appeared before your most recent step).
- ✓ Reset the adjustment layer settings to their defaults.

### Isolating your adjustments

If you don't use an adjustment layer when you make color corrections, the correction you apply affects only the *active layer* (the layer highlighted in the Layers panel). The correction doesn't affect all layers below it, as it would if you used an adjustment layer. But you can also isolate the adjustment layer to a single layer or a portion of a single layer by clipping.

Here are some tips for using and isolating adjustment layers:

- ✓ **Correct part (but not all) of a layer.** To enable the adjustment layer to correct only a portion of a layer, make a selection before you create the adjustment layer. The adjustment affects only the pixels within the selection outline. The adjustment affects the pixels within the selection outline *on each layer that resides below the adjustment layer*.



Another way to correct part of a layer is to paint on the adjustment layer mask. Painting with black hides the adjustment, and painting with various levels of gray partially hides the adjustment. For more on masks, see Chapter 4 of this minibook.

- ✓ **Clip to the layer.** If you want the adjustment layer to affect only the immediate underlying layer and not those below that layer, you can create a clipping group. To do so, press the Alt key (Option on the Mac) and click the line between the adjustment layer and the immediate, underlying image layer. For details on clipping groups, see Chapter 4 of this minibook.

### *Taking advantage of fill layers*

A *fill layer* lets you add a layer of solid color, a gradient, or a pattern. Like adjustment layers, fill layers also have layer masks, as indicated by the Mask icon thumbnail image in the Layers panel.

Just as with image layers and adjustment layers, you can create as many fill layers as you want. You can also edit, rearrange, duplicate, delete, and merge fill layers. Additionally, you can blend fill layers with other layers by using the opacity and Blend mode options in the Layers panel.



You can confine the effects of a fill layer, as you can with an adjustment layer, to a portion of the image. Make a selection before you create the fill layer (see Book IV for more on selections) or paint on the mask later (described in the earlier section “Isolating your adjustments”). Editing a fill layer is similar to editing an adjustment layer. To edit a fill layer, double-click the Fill Layer thumbnail in the Layers panel.

Here’s how to create a fill layer:

**1. In the Editor, in Full Photo Edit mode, open an image.**

In this case, open an image that would look good with a frame or border or even some type. Note that if you don’t have an active selection, the fill layer encompasses your entire layer.

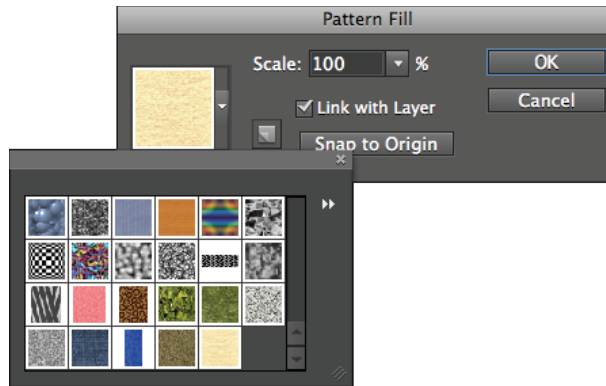
**2. Click the Create Adjustment Layer icon on the Layers panel. From the drop-down menu, choose a fill of a solid color, gradient, or pattern.**

Note that you can also choose Layer⇨New Fill Layer and then choose a fill layer from the submenu. In the New Layer dialog box, name the layer, leave the other options at their defaults, and click OK. Specify options such as Mode and Opacity within the Layers panel, where you have more editing flexibility.

The dialog box specific to your type of fill appears.

**3. Specify your options, depending on the fill type you chose in Step 2:**

- *Solid Color:* Select a color from the Color Picker. (For more on color, see Book III, Chapter 4.)
- *Gradient:* Click the down arrow to choose a preset gradient from the drop-down panel or click the Gradient preview to display the Gradient Editor and create your own gradient. For details on gradients, see Book V, Chapter 2.
- *Pattern:* Select a pattern from the drop-down panel, as shown in Figure 1-5. Choose a value from the Scale drop-down menu, if you want. Click Snap to Origin to make the origin of the pattern the same as the origin of the document. Select the Link with Layer option to specify that the pattern moves with the fill layer if you move the layer.



**Figure 1-5:** Choose from a variety of preset patterns for the fill layer.

**4. Click OK.**

The fill layer appears in the Layers panel. Similar to what happens in adjustment layers, a layer mask is created on the fill layer. In our example, in Figure 1-6, the words *Dolphin Sanctuary* appear in white on the layer mask, thereby allowing our pattern to show through. The remaining areas are black, hiding the pattern. We also added some layer styles (bevel and drop shadow) to jazz up our type. For more on layer styles, see Book VII, Chapter 3.

If you want to delete the fill layer, first select the layer in the Layers panel; then either drag it to the Trash icon in the Layers panel, choose Delete Layer from the Layer menu, or choose Delete Layer from the Layers panel menu.



Purestock

**Figure 1-6:** Your chosen fill shows through your selected areas.

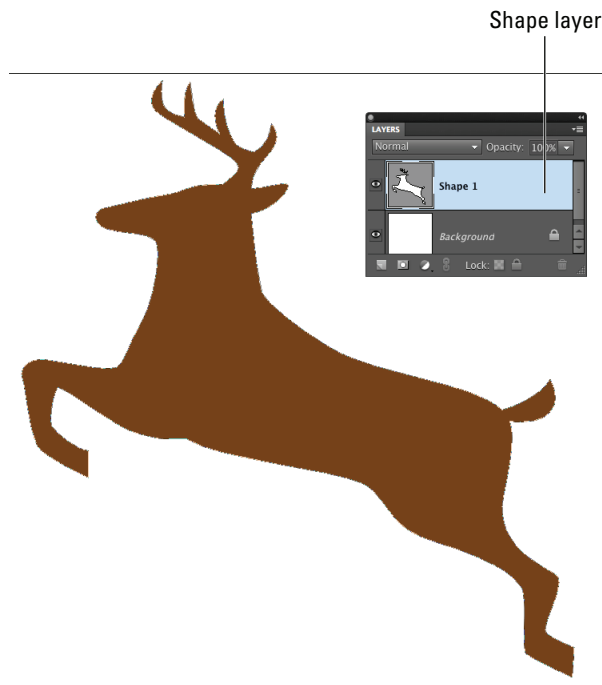


You can simplify a fill layer to convert it to a regular image layer. Choose Layer⇨Simplify. By doing so, you can use painting tools or filters on that layer. For more on simplifying layers, see Chapter 2 of this minibook.

## *Making use of shape layers*

Believe it or not, Elements isn't just about photos and painting. It also has a set of shape-drawing tools — six, to be exact. You can fill those shapes with solid color, gradients, or patterns. When you create a shape, you're creating a *vector-based* object: The shapes are defined by mathematical equations, which create points and paths, rather than by pixels. The advantage of using vector-based objects is that you can freely size these objects without causing degradation. Additionally, they're always printed with smooth edges, not with the familiar jaggies you see in pixel-based elements.

To create a shape layer, grab a shape tool from the Tools panel and drag it onto your canvas. When you create a shape, it resides on its own, unique shape layer, as shown in Figure 1-7. Although you can move and transform shapes and adjust the Blend modes and opacity, your ability to edit shape layers is limited. To apply filters and many other special effects, you must first *simplify* the shape layers — that is, convert the vector paths to pixels. For more on shapes, see Book V, Chapter 1.

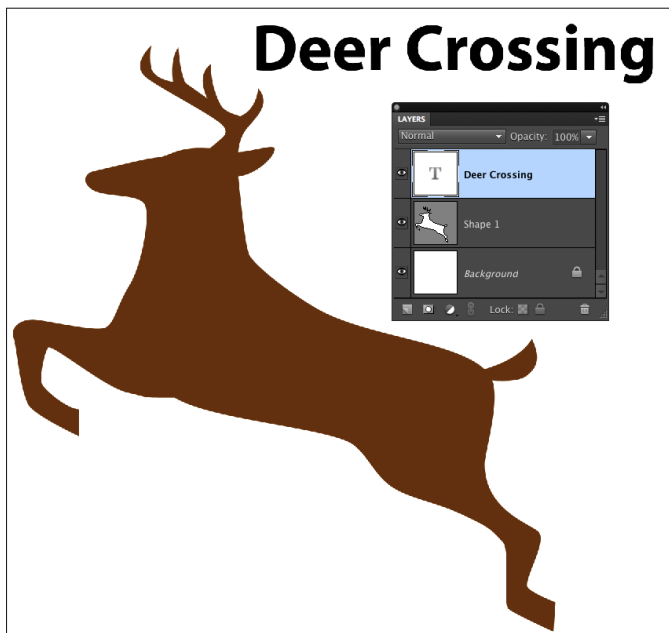


**Figure 1-7:** A shape layer is a vector-based object.

## Using type layers

To create type, such as the type shown in Figure 1-8, click the canvas with the Type tool and type some text. After you commit your text by pressing Enter on the numeric keypad, clicking the Commit button (the check mark icon) on the Options bar, or pressing Ctrl+Enter (⌘+Return on the Mac), you've created a type layer. In the Layers panel, you see a layer with a T icon, indicating that it's a type layer. Initially, the name of the type layer corresponds to the text you typed. (You can change the layer name, if you want.) Like shapes, the text in Elements is vector-based type and, if left in that format, always prints smoothly and without the jaggies. For more information on vector images, see Book III, Chapter 1.

Another useful aspect of type in Elements is that it's *live*: You can edit the text at any time. Besides being able to change the font and size, you can change the orientation, apply anti-aliasing (softening of the edges), and even warp it into various distortions. You can transform, move, rearrange, copy, and change the layer options (opacity, fill, and mode) of a type layer just as you can for image layers. If, however, you want to apply filters, you must first *simplify* (convert into pixels) the text. For everything you need to know about type, see Book V, Chapter 3.



**Figure 1-8:** Type layers automatically appear when you create and commit type.

## Getting to Know the Layers Panel

Just like every other important aspect of Elements, layers are controlled in their very own panel. You might have seen bits and pieces of the Layers panel throughout this chapter, but now it's time for a full-blown discussion of its capabilities. To display the Layers panel, shown in Figure 1-9, choose Window⇨Layers in the Editor, in Full Photo Edit mode.



*Corbis Digital Stock*

**Figure 1-9:** The Layers panel is Control Central for your layers.

The order of the layers in the Layers panel represents the order in the image. We refer to this concept as the *stacking order*. The top layer in the panel is the top layer in your image, and so on.

For some tasks, you can work on only one layer at a time. For other tasks, you can work on multiple layers simultaneously.

Here's the lowdown on how to work with the Layers panel:

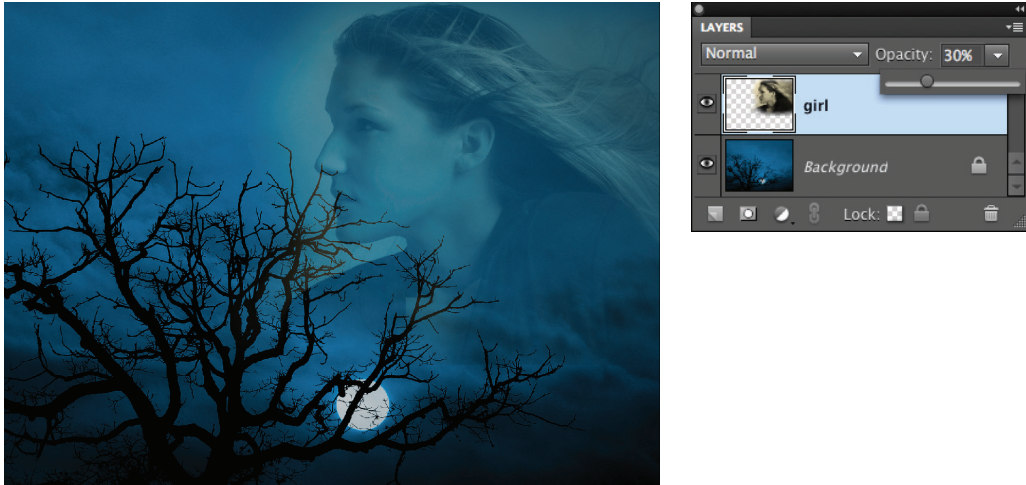
- ✓ **Select a layer.** Click a layer name or thumbnail. Elements then highlights the *active layer* in the panel.
- ✓ **Select multiple contiguous layers.** Click your first layer and then Shift-click your last layer.
- ✓ **Select multiple noncontiguous layers.** Ctrl-click (⌘-click on the Mac) some layers.



Only visible layers are printed. This limitation can be useful if you want to have several versions of an image (each on a separate layer) for a project within the same file. Click the eye icon to show and hide a layer.

- ✓ **Select the actual element (the nontransparent pixels) on the layer.** Ctrl-click (⌘-click on the Mac) the layer's thumbnail in the panel.
- ✓ **Create a new, blank layer.** Click the Create New Layer icon (a dog-eared page) at the top of the panel.
- ✓ **Add a layer mask.** Click the Add Layer Mask icon at the bottom of the panel. A *layer mask* enables you to selectively show and hide elements or adjustments on your layer as well as creatively blend layers. For more details, see Chapter 4 of this minibook.
- ✓ **Create an adjustment or fill layer.** Click the Create New Fill or Adjustment Layer icon (the black-and-white circle) at the bottom of the panel. See the earlier sections “Using adjustment layers” and “Taking advantage of fill layers” for more on these types of layers.
- ✓ **Duplicate an existing layer.** Drag the layer to the Create a New Layer icon at the bottom of the panel.
- ✓ **Rename a layer.** When you create a new layer, Elements provides default layer names (Layer 1, Layer 2, and so on). To rename a layer, double-click the layer name (the name, not the thumbnail) in the Layers panel, enter the name directly in the Layers panel, and press Enter (Return on the Mac). Although giving layers meaningful names may seem tedious, doing so can increase your productivity, especially when the number of layers in your file increases.
- ✓ **Adjust the interaction between colors on layers and adjust the transparency of layers.** You can use the Blend modes and the Opacity drop-down menus at the top of the panel to mix the colors between layers and adjust the transparency of the layers. (Take a look at Figure 1-10, where we set the opacity at 30% and select Lighten from the Blend mode drop-down list.) For details, see Chapter 3 of this minibook.
- ✓ **Delete a layer.** Drag a layer to the Trash icon at the bottom of the Layers panel. You can also choose Layer⇨Delete Layer or choose Delete Layer from the Layers panel menu.

You use the remaining icons at the bottom of the Layers panel to link layers and lock layers. Both actions warrant sections of their own. Additionally, you can view, hide, rearrange, merge, and flatten layers. See Chapter 2 of this minibook for more details on all these features.



*iStockphoto.com*

**Figure 1-10:** Control opacity and blending with the Layers panel.

## *Using the Layer and Select Menus*

As with many features in Elements, you usually have more than one way to do something, especially when working with layers. Besides the commands on the Layers panel, you have two layer menus — the Layer menu and the Select menu — both of which you can find on the main Menu bar at the top of the Application window on a PC or at the top of the screen on a Mac.

### *The Layer menu*

Much of what you can do with the Layers panel icons, you can also do by using the Layer menu on the Menu bar and the Layers panel menu. (Click the down arrow in the upper-right corner to call up that one.) Commands such as New, Duplicate, Delete, and Rename are omnipresent throughout. But you also find commands that are exclusive to the panel, the main Layer menu, and the Layers panel menu. So, if you can't find what you're looking for in one area, just go to another. Some commands require an expanded explanation and are described in other sections of this and other minibooks.

Here's a quick description of most of the commands:

- ✓ **Delete Linked Layers and Delete Hidden Layers:** These commands delete only those layers that have been linked or hidden from display on the Layers panel.
- ✓ **Layer Style:** These commands manage the styles or special effects you apply to your layers. Find more on layer styles and effects in Book VII, Chapter 3.

- ✓ **Arrange:** You use this command to shuffle the layer-stacking order. See Chapter 2 of this minibook for more on this topic.
- ✓ **Group with Previous and Ungroup:** The Group command creates a *clipping group*, in which a group of layers is constrained to the boundaries of a base layer. Find more details in Chapter 4 of this minibook.
- ✓ **Type:** The commands on the Type submenu control the display of type layers. For more on type, see Book V, Chapter 3.
- ✓ **Rename Layer:** You use this option to give a layer a new name. You can also simply double-click the name on the Layers panel.
- ✓ **Simplify:** This command converts a type layer, shape layer, or fill layer into a regular image layer. In other words, it converts vector-based type and images to pixel-based type and images. See Chapter 2 of this minibook for details.
- ✓ **Merge and Flatten:** The various Merge and Flatten commands combine multiple layers into a single layer or, in the case of flattening, combine all layers into a single background. See Chapter 2 of this minibook for more info.
- ✓ **Flattened copy on a layer:** This command doesn't appear in the menu but is accessible via the keyboard shortcut of Ctrl+Alt+Shift+E (⌘+Option+Shift+E on the Mac). This command makes a flattened copy on a layer that sits above all the visible layers.
- ✓ **Panel Options:** Choose Panel Options from the Layers panel menu and select a thumbnail size. You can also choose whether to display just the boundary of the layer contents or the whole document in the thumbnail.

## The Select menu

Although the Select menu's main duty is to assist you in making and refining your selections, it offers a few handy layer commands. Here's a quick introduction to each command:

- ✓ **Select All Layers:** If you want to select all the elements in your file quickly, choose Select⇨All Layers. Note that this command doesn't select the background.
- ✓ **Select Layers of Similar Type:** This command is helpful if you have different types of layers in your document — such as regular layers, type layers, shape layers, and adjustment layers — and you want to select just one type. Select a layer and then choose Select⇨Similar Layers.
- ✓ **Deselect All Layers:** Choose Select⇨Deselect Layers.

## Making Layers

Good old-fashioned image layers are the backbone of the world of layers. You can create multiple image layers within a single document. Even more fun is creating a composite from several images. The creative possibilities are endless. The following sections look at the various ways to create these layers.

### *Creating a new layer*

You can create a layer in a new file or an existing one. To go the new-file route, choose File⇨New in the Editor, in Full Photo Edit mode. Then, in the New dialog box that appears, select Transparent for the Background Contents option. (**Note:** Your new file appears labeled as `Layer 1` rather than as `Background`.)

If you have an open image and you want to create a new, blank layer, here's how to do so:

- ✓ In the Editor, in Full Photo Edit mode, click the Create New Layer icon at the top of the Layers panel. A layer with the default name *Layer 1* appears in the Layers panel.
- ✓ In the Editor, in Full Photo Edit mode, select New Layer from the Layers panel menu (click the down-pointing arrow in the upper-right area of the panel).
- ✓ Choose Layer⇨New⇨Layer.

If you create a layer by using either of the preceding two methods, you open a dialog box in which you name your layer and can specify other options for blending and opacity. Provide a name for your layer and click OK. You should specify the other options directly in the Layers panel later.

After your new transparent layer is ready to go, you can put content on the new layer in one of several ways:

- ✓ **Paint directly on the layer.** Use one of the painting tools, such as the Brush or Pencil.
- ✓ **Copy and paste a selection to your layer.** Make a selection on another layer or on the background within the same document or from another image entirely. Then choose Edit⇨Copy. Select your new, blank layer in the Layers panel and choose Edit⇨Paste.
- ✓ **Cut and paste a selection to your layer.** Make a selection on another layer (or on the background) within the same document or from another image and then choose Edit⇨Cut. Select a new, blank layer and choose Edit⇨Paste. Just remember that Elements deletes the selection from the source and adds it to your new layer, as shown in Figure 1-11.

- ✓ **Transfer an entire image to your new layer.** Choose Select⇨All and then either Edit⇨Copy or Edit⇨Cut. Select a new, blank layer and choose Edit⇨Paste.



PhotoDisc/Getty Images

**Figure 1-11:** Cutting and pasting a selection from one layer to another leaves a transparent hole on the original layer.

## Using Layer via Copy and Layer via Cut

Another way to create a layer is to use the Layer via Copy command on the Layer menu. Make a selection on a layer or background and choose Layer⇨New⇨Layer via Copy. The copied selection is placed on a new layer with the default name *Layer 1*. You can do the same with the Layer via Cut command, but in this case Elements cuts, or deletes, the selected area from the source layer or background and places it on the new layer. The source layer is left with a transparent or background-colored hole (refer to Figure 1-11). Remember that you can use these two commands only within the same image. You can't use them between images.

## Duplicating layers

If you want to duplicate an existing layer, first select it in the Layers panel. Then drag the layer to the Create New Layer icon at the bottom of the Layers panel. You can also duplicate a layer by selecting Duplicate Layer from the Layers panel menu or by choosing Layer⇨Duplicate Layer. As when you create a new layer, both menu methods prompt you with a dialog box to name your layer and specify other options. Provide a name for your layer and click OK. If you choose the first method, Elements provides the default name of the original layer with the word *Copy* appended to the name.



Duplicating layers can be especially handy when you want to experiment with a special effect but don't want to harm your original image.

## *Compositing with Multiple Images*

Often, when working with layers, you're not using just a single image. Face it: You can do only so much to that family portrait taken down at the local photo studio. But pluck your family out of that stale studio and put them in front of the ruins at Pompeii or the summit at K2 and you have endless hours of fun. When you get the hang of working with several images, you find that it opens up a completely new realm of creative possibilities. And, you're not limited to snapshots. You can incorporate type, shapes, and scans of just about anything you can place on a scanning bed. Apply some effects, maybe a filter or two, and you have an image worthy of some major wall space.

### *Copying and pasting images*

In the earlier "Making Layers" section, we explain how to use the Copy, Cut, and Paste commands within the same image or between two images when you want to fill a new, blank layer with content. You can also use the Copy and Paste commands without having a blank layer ready. When you copy and paste a selection without a blank layer, Elements automatically creates a new layer from the pasted selection. You can go on your merry way and perform all your layer creations by using only those commands. However, we rarely use them when working with multiple images. We prefer the drag-and-drop method, which we describe in the following section.



The Copy Merged command on the Edit menu creates a merged, or *joined*, copy of all visible layers within the selection.

### *Dragging and dropping layers*

Follow these steps to drag and drop layers from one file to another:

- 1. In the Editor, in Full Photo Edit mode, open two or more images.**
- 2. In one of your images, select a layer in the Layers panel.**
- 3. Grab the Move tool (the four-headed arrow) from the Tools panel.**
- 4. Position the Move tool within an image and click it; then drag and drop the layer onto your destination file.**

The dropped layer pops in as a new layer above the active layer in the image, as shown in Figure 1-12. You don't need to have a selection border to copy the entire layer. But, if you want to copy just a portion of the layer, make your selection before you drag and drop with the Move tool. If you want the selected element centered on the destination file, press the Shift key while you drag and drop.



## Bypassing the Clipboard

Yes, you can always cut and paste or copy and paste a layer from one image to another, but we prefer to drag and drop, rather than copy and paste, between two images. By dragging and dropping, you bypass the temporary storage area for copied and stored data — the *Clipboard*. (Whenever you copy or cut a selection, Elements stores the selection on the Clipboard until you're ready to paste it to its new home.) What's wrong with that? Well, nothing, unless you're working with high-resolution

images. Storing images on the Clipboard, even temporarily, can slow down your system. Keeping your Clipboard clear of data ensures that Elements is running lean and mean so that you can drag and drop more images, selections, and layers faster and more efficiently. If you want to perform a little spring cleaning on your Clipboard, you can always choose **Edit** → **Clear** → **Clipboard Contents**, which empties it of any stored data.

Book VI  
Chapter 1

Creating Layers



PhotoDisc/Getty Images

**Figure 1-12:** Dragging and dropping a selection keeps the Clipboard lean and mean.



If you have multiple elements on one layer and want to select only one of the elements to drag and drop, simply grab the Lasso tool and draw around the object. You don't have to be superprecise, but don't include any portion of the other elements on the layer. Then hold down the **Ctrl** key (**⌘** key on the Mac) and press the up-arrow key once to neatly select the element. You can drag and drop the element and move or edit it without affecting the other pixels on the layer. Flip to Book IV, Chapter 1 for help with making selections.

Be sure to check out the nearby sidebar, “Bypassing the Clipboard,” for more on dragging and dropping.

## Using the Paste into Selection command

The Edit⇨Paste into Selection command lets you paste one selection into another. For example, if you want to make it appear as though a snake is poking its head out of the opening of a cave or a paintbrush is poking out of a can, Paste into Selection is your command. (See Figure 1-13.) Be sure to check out the Putting It Together project later in this chapter to get more practice in using this practical technique.

Follow these steps to insert a copied or cut selected image into a selection outline:

1. **In the Editor, in Full Photo Edit mode, make the selection on the layer that you want the image to fill.**

It's the *destination* layer.

2. **Select the image that will fill that selection.**

This *source* image can be within the same file or from another file.

3. **Choose Edit⇨Copy.**

4. **Return to the destination image layer and choose Edit⇨Paste into Selection.**

The pasted selection is visible only inside the selection outline. (Refer to Figure 1-13.) If necessary, reposition your pasted selection with the Move tool. If you need to scale the pasted selection, choose Image⇨Transform⇨Free Transform. For more on transformations, see Chapter 2 of this minibook. In our example, our carrots are showing only inside our selection. The bottoms of the carrots are hidden, making it look as though they're sitting inside the Chinese takeout container.



*Corbis Digital Stock*

**Figure 1-13:** Use the Paste into Selection command to make one layer appear as though it's emerging from another.



### Putting It Together

#### Creating Layers and Using the Paste into Selection Command to Make a Collage

You probably remember from elementary school cutting out a bunch of pictures from magazines and pasting them on a piece of construction paper. Well, with Elements, the idea of a collage isn't much different, though the activity is a little more refined.

Maybe you want to unleash your artistic side. Or, maybe you need to combine several images into one as part of a job. Whatever your reason, you can use the steps here to get started on your first collage. And, if *collage* is too prissy a word for you, you can substitute it with *composite* — which has the definition “derived from many components.” We usually do.



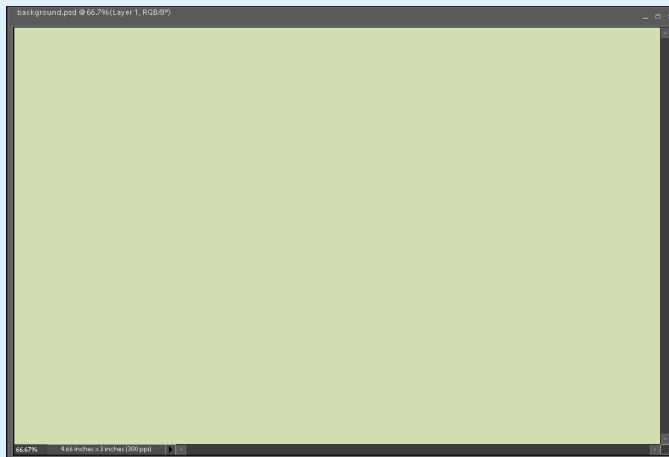
Creating a collage takes many steps. Throughout this minibook, you can find a couple of ongoing Putting It Together projects, all of which build on each other and lead you to a finished collage. Be sure to save your collage file so that you can work on it while you make your way through this minibook, if you like.

If you're short on photos, you can go to [www.gettyimages.com](http://www.gettyimages.com). Be sure to register so that you have access to a huge gallery of free *comping images* — small, low-resolution images used only for internal corporate or personal noncommercial use. You can also purchase high-resolution images for a song (from \$1 on up) at [www.istockphoto.com](http://www.istockphoto.com) or [www.stockxpert.com](http://www.stockxpert.com). If that's too pricey for you, check out Stock.xchng at [www.sxc.hu](http://www.sxc.hu), where you can find user-uploaded files and download them for free. Just be sure to ask for the photographer's permission if you want to use the images for anything other than practice.

To create the first layer of your collage, follow these steps:

- 1. Decide on two images to use in your collage and open them in the Editor, in Full Photo Edit mode, by choosing File→Open.**

You can pick an image to use as your main canvas and then open a supporting image that you can select and then drag onto that main image. However, if you want, you can also start with just a blank document, which is what we've done. We then filled the blank image with light green. See Book V, Chapter 2 for details on filling with color.



*continued*

**2. Choose Window⇧Layers to open the Layers panel if it isn't already open.**

Always be sure that the Layers panel is visible whenever you're creating a composite from multiple images. You need to see what's happening while you drag and drop, and you need to be aware, at all times, of which layer you're working on.

**3. Select an element in the supporting image.**

Feel free to use whichever selection method suits your fancy, but remember that the finished collage will look only as good as its individual selections. For more on making selections, see Book IV.

We used the Quick Selection tool to select the girl. We then used the Lasso tool and cleaned up our selection border.



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**4. Choose Select⇧Modify⇧Contract and, in the Contract Selection dialog box, enter a value. Then choose Select⇧Feather and enter a value in the Feather Selection dialog box.**

Contract the selections slightly (we chose a value of 1 pixel) before you apply a feather (we chose a 0.5 pixel value) to avoid picking up some of the background during the feathering process. Note that the values you choose depend on the resolution of your images; the lower the resolution, the smaller the value needed.

Using a small feather helps to avoid the harsh, I-cut-it-out-with-a-pair-of-pinking-shears look.

**5. With the Move tool, drag and drop the selection onto the background image.**

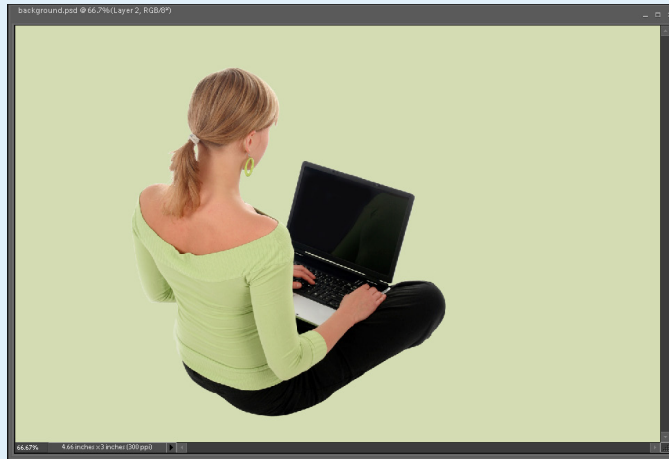
The Layers panel shows that you've produced a layer. Notice that your main image remains as the background below the layer, as shown in the figure.

Don't worry if your element isn't the right size. You can find a Putting It Together project in Chapter 2 of this minibook that shows you how to scale the layer.

**6. Choose File⇧Save As. In the Save As dialog box, name the file collage and make sure that the format is Photoshop.**

Keep the file in a handy spot on your hard drive so that you can find it when you're ready to do more with your collage.



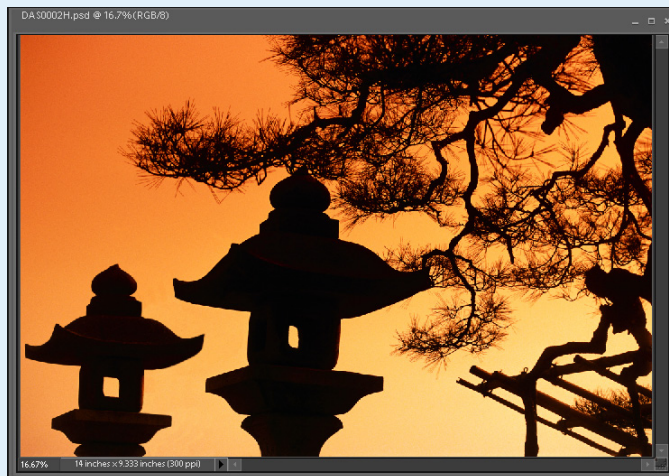


www.istockphoto.com

In the preceding step list, we show you how to create a layer by dragging and dropping an image onto a background image. The process we demonstrate in the following steps is a little different. It entails pasting one selection into another.

To paste one selection into another on your collage, follow these steps:

1. In the Editor, in Full Photo Edit mode, choose File⇨Open. Select the file you saved from the preceding exercise. Also, open a new supporting image.



Corbis Digital Stock

*continued*



**2. Choose Window⇧Layers to open the Layers panel if it isn't already open.**

Always keep the Layers panel visible whenever you're creating a composite from multiple images.

**3. Select the part of the supporting image you want to use.**

Feel free to use whichever selection method you want, but make the selection as accurate as you can.

We wanted to use the whole image, so we chose Select⇧All.

**4. Contract and feather the selection (as described in Step 4 in the preceding set of steps).**

Unless you're going for a special effect, be consistent with the treatment of the edges of each element in your composite.

We bypassed this step because we're using the entire image.

**5. Choose Edit⇧Copy.**

**6. In your saved collage file, use the Lasso tool (or any other selection tool) to create a selection in which to paste your new supporting image.**

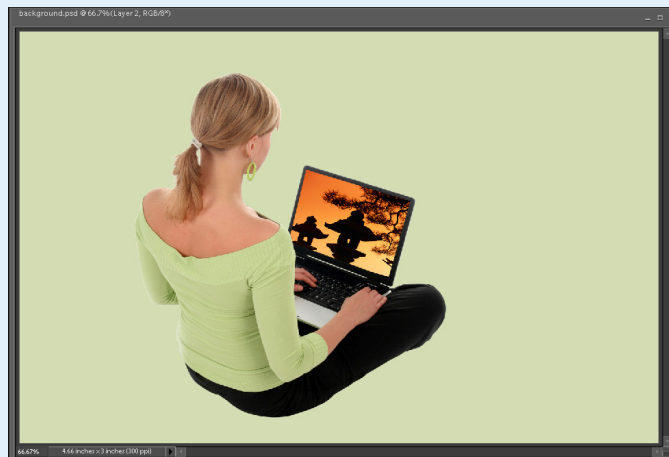
We selected the blank screen of the girl's laptop with the Polygonal Lasso tool.

**7. Choose Edit⇧Paste into Selection.**

Use the Move tool to position the pasted image within the boundaries of the selection outline.

If your image needs to be scaled or rotated, choose Image⇧Transform⇧Free Transform. For details on transforming layers, see Chapter 2 of this minibook.

**8. Choose File⇧Save.**



# Chapter 2: Managing Layers

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## *In This Chapter*

- ✓ **Viewing, moving, and shuffling layers**
- ✓ **Transforming layers**
- ✓ **Simplifying layers**
- ✓ **Aligning and distributing layers**
- ✓ **Linking and locking layers**
- ✓ **Flattening and merging layers**

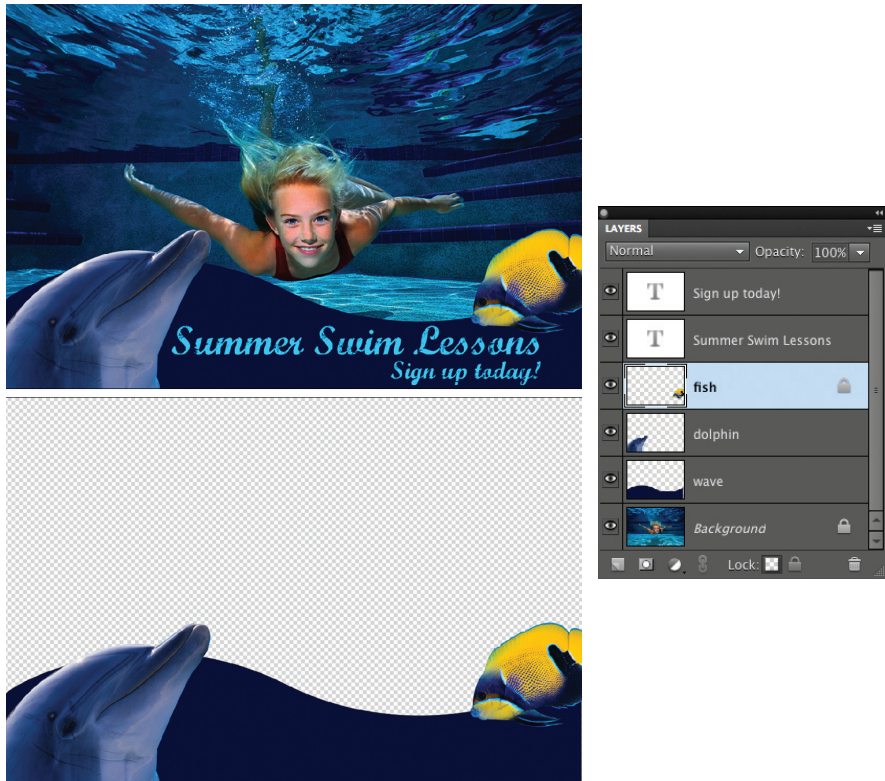
**W**e hope that you have the time and inclination to check out the first chapter of Book VI. That's where you find all the basic information on creating layers. In this chapter, you get all the details on how to manage the layers you've created. And, unlike some employees, clients, or children, layers are extremely agreeable to being managed — even micromanaged, for that matter. You can scale and rotate them, hide them, rearrange them, link and lock them, and even condense them into one loving, collective layer. Yes, Elements has a slew of ways to line up your layers in the orderly and organized fashion you deserve.

## *Viewing Layers*

Often, hiding all layers in an image except for the layer you want to edit is useful. You can then focus on the element at hand without the distraction of seeing all other elements of the image. You can hide layers with a single quick click of the mouse button, as we describe in the following list:

- ✓ **Hide all the layers but one.** Select the layer you want to display. Alt-click (Option-click on the Mac) the eye icon for that layer in the left column of the Layers panel, and all other layers disappear from view. To redisplay all layers, Alt-click (Option-click on the Mac) the eye icon again.
- ✓ **Hide an individual layer.** Click the eye icon for that layer, as shown in Figure 2-1. To redisplay the layer, click the blank space in the eye column.





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**Figure 2-1:** You can hide and show individual layers to better focus your tasks.



Only visible layers print. Hiding layers for printing can be useful if you want to have several versions (each on a separate layer) of an image for a project within the same document. You can view selective layers and print them, get approval from the powers that be, and then delete the layers with the scrapped versions. Only one file to manage — even we can handle that.

## *Rearranging Layers*

You can shuffle the order of layers like clear sheets of acetate used with overhead projectors. The *stacking order* of the layers in the Layers panel corresponds to the order of the layers in the document. If you want to move a layer to another position in the stacking order, drag the layer up or down in the Layers panel. While you drag, you see a fist icon. Release the mouse button when a highlighted line appears where you want to insert the layer.

Alternatively, you can change the order by selecting the layer and then choosing Layer→Arrange. Then select one of the following commands from the submenu:

- ✓ **Bring to Front or Send to Back:** Send the layer to the top or bottom of the stacking order.
- ✓ **Bring Forward or Send Backward:** Move the layer one level up or down.
- ✓ **Reverse:** Switch the order of your layer stack when you have two or more layers selected.



If your image has a background, it always remains the bottommost layer. If you need to move the background, first convert it to a layer by double-clicking the name in the Layers panel. Enter a new name for the layer and then click OK.

## Moving Layer Elements

Rearranging layers is different from moving the content on the layer. Because the elements on a layer are free-floating on a bed of transparency, you can easily move the element whenever necessary. Moving the element on one layer has no effect on any other layer and doesn't harm the image.

To move an image on a layer, first select the layer in the Layers panel. Then position the Move tool (the four-headed arrow in the Tools panel) anywhere on the image and drag it to the position you want. It doesn't get any simpler than that. Here are a few more handy tips for moving an image and using the Move tool:

- ✓ **Move the image on the layer in 1-pixel increments.** Press an arrow key when you have the Move tool selected. To move the layer in 10-pixel increments, press Shift when you press the arrow key.
- ✓ **Find out which layer holds the image you want to move or edit.** If you have the Auto-Select Layer option selected in the Options bar, select the Move tool and click the element. Elements automatically activates the layer that the element resides on. If you don't have this option selected, Ctrl-click (⌘-click on the Mac) the element.
- ✓ **Switch to a layer when you click with the Move tool on any part of a layer.** To perform this trick, select the Auto-Select Layer option on the Options bar. *Be careful* when using this option, especially if you have a lot of overlapping elements — you may inadvertently select a layer when you don't want to.



- ✓ **Display a *bounding box* (a rectangle that encloses a selection or an image on a layer) that has handles around the elements on your layer.** To do this one, select the Show Bounding Box check box on the Options bar. This box can be useful if all your elements are melting into one another in an indistinguishable conglomeration.

We recommend keeping this option selected so that you have essentially the same controls (scale, rotate, and so on) as when you choose Image⇨Transform⇨Free Transform.

- ✓ **Show Highlight on Rollover.** Hover the mouse cursor on any element found on the canvas, and an outline magically appears around the element on your layer. Click the highlighted layer to select it and then move it.

## Transforming Layers

When working with multiple images, you no doubt have to scale, or even rotate, some images to fit them into your composite. Fortunately, Elements makes scaling an easy chore by providing you with the Transform and Free Transform commands on the Image menu. When it comes to transforming layers and transforming selections, the methods are identical. After an element is on a layer, you can just choose the appropriate transformation command, and off you go. In addition, you can apply a transformation to multiple layers simultaneously if you select the various layers first.

Here's how to transform a layer:

### 1. In the Editor, in Full Photo Edit mode, select a layer in the Layers panel.

You can also apply a transformation to multiple layers simultaneously by linking the layers first. For details, see “Linking Layers,” later in this chapter.

### 2. Choose Image⇨Transform⇨Free Transform.

A bounding box surrounds the contents of your layer, as shown in Figure 2-2. (In our example, the bounding box surrounds Layer 3.)

### 3. Transform your layer as you want.

- *Resize the contents:* Drag a corner or side handle to size the contents. Press Shift while dragging to constrain the proportions. You can also click the link icon between the W and H fields to do the same.
- *Rotate the contents:* Move the mouse cursor just outside a corner handle until the cursor turns into a curved arrow and then drag.
- *Distort, skew, or apply perspective to the contents:* Right-click and choose a command from the context menu that appears. You can also click the Rotate, Scale, and Skew icons in the Options bar as well as enter transform values numerically in the fields.

If you want to apply just a single transformation, you can also choose the individual Distort, Skew, and Perspective commands from the Image⇨Transform menu. Or, to rotate or flip, you can choose Image⇨Rotate.

**4. When your layer is transformed to your liking, double-click inside the bounding box.**

The bounding box disappears, leaving behind your transformed layer.



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**Figure 2-2:** Transform your layers.



Try to perform all transformations in one execution. Don't go back numerous times to apply various transformations. With the exception of rotations in multiples of 90 degrees, every time you transform pixels, you put your image through the *interpolation* process (increasing, decreasing, or remapping pixels). Done repeatedly, this process can degrade the quality of your image, which is why you're prudent to use the Transform⇨Free Transform command rather than individual commands — so that all transformations are executed in one fell swoop.

## Simplifying Layers

When you *simplify* a layer, you're simply converting a type layer, shape layer, or fill layer into a regular image layer. You want to do this to apply filters or to edit the layers with painting tools. However, simplifying comes with a price: After you simplify a shape layer, for example, you no longer have access to the shape-editing options — only the editing options available to a regular image layer. And, when you simplify a type layer, your text

is converted to pixels, so you can no longer edit the text. The moral of the story? Be sure that your type is spelled and formatted to your liking before simplifying.

Here's how to simplify a layer:

- 1. In the Editor, in Full Photo Edit mode, select a layer in the Layers panel.**
- 2. Choose Layer⇨Simplify Layer.**

You can also choose the command from the Layers panel menu (click the down arrow in the upper-right corner of the panel). If you select a shape layer, you can also click the Simplify command on the Options bar.



### *Putting It Together*

#### **Transforming and Moving Layers in a Collage**

When you have a couple of images in your collage (see the Putting It Together project in Chapter 1 of this minibook), you can start transforming them to your liking. Moving and scaling are the manipulations you'll probably perform the most. Elements enables you to transform layers without affecting any other layer within the image. To transform and move images in a collage, follow these steps:

- 1. In the Editor, in Full Photo Edit mode, choose File⇨Open. Select your saved collage file in the dialog box that opens.**
- 2. Choose Window⇨Layers to open the Layers panel.**
- 3. In the Layers panel, select the layer (or layers) you want to transform.**

In our example, we chose the layers that have the girl and her laptop.

- 4. Choose Image⇨Transform⇨Free Transform.**

The Free Transform bounding box appears around your layer.

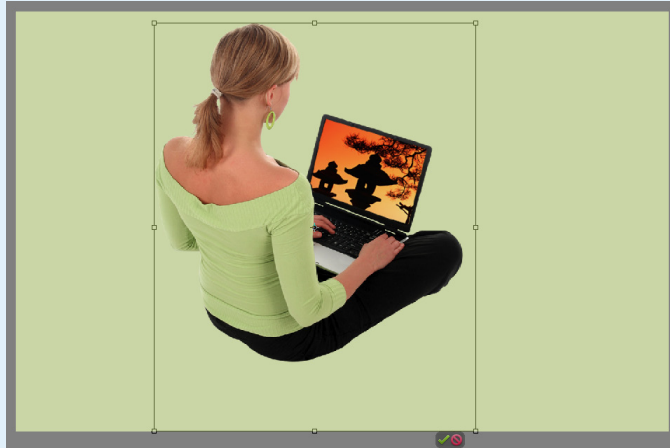
By choosing Free Transform, you interpolate the image only once rather than multiple times.

- 5. Shift-drag a corner transformation handle to scale the image down to the size you want but maintain its proportions, which reduces the amount of distortion.**

We reduced the girl by about 20 percent.

- 6. Position the cursor just outside the handle until a curved arrow appears. Rotate the image the desired amount.**

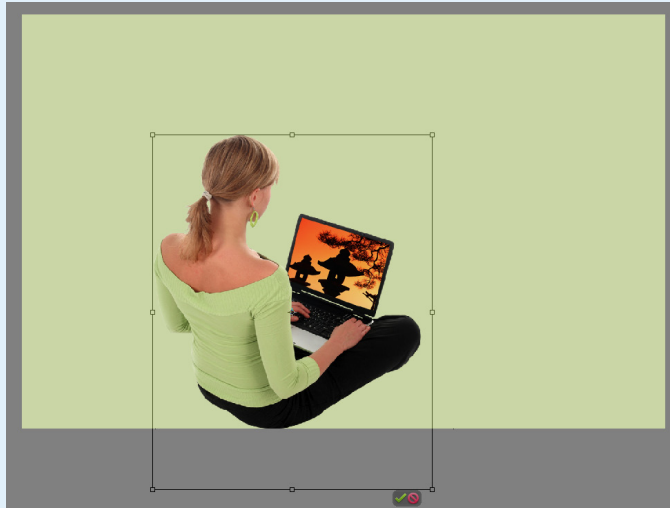
Our layers didn't need any rotation.



istockphoto.com

7. After you scale and rotate your image, place the cursor inside the Free Transform bounding box and position your layer elements by dragging them to your desired location.

We positioned our layer at the bottom of the Image window.



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*continued*

*continued*

**8. When you transform the selection to your liking, double-click inside the Free Transform bounding box or press Enter (Return on the Mac).**

**9. Transform any remaining layers, by following Steps 3 through 8.**

If you're transforming a layer with a layer mask, be sure to choose the layer's thumbnail and not the layer mask thumbnail. Otherwise, you transform the layer mask rather than the layer.

**10. As always, when you transform a selection to your liking, double-click inside the Free Transform bounding box.**

**11. Choose File⇧Save.**

You probably already have a good sense of the possibilities (which are infinite) available to you when you create and change collages. Of course, you can always add more stuff to a collage and rearrange its layers, as needed. Just follow these steps:

**1. In the Editor, in Full Photo Edit mode, choose File⇧Open and select a collage file. Also open another image.**

We chose an image of a temple in Kyoto.

**2. Choose Window⇧Layers to open the Layers panel if it isn't already visible.**

**3. Select an element in the new image you open.**

It goes without saying that making the selection accurate can only enhance your composite. We want to use our whole image, so we didn't need to make a selection.

**4. Contract and feather the image's edges (as described in the Putting It Together project in Chapter 1 of this minibook) and use the Move tool to drag the selection into the collage file.**

For the most consistent appearance possible, use consistent values for modifying and feathering all selections in this composite.

**5. Position and transform the selection, as needed.**

Follow the directions provided in the preceding step list. In our example, we scaled the temple image about 50 percent smaller and positioned it in the upper-right corner.

**6. In the Layers panel, rearrange your layers, if needed, by selecting a layer and dragging it above another layer.**

In our image, we dragged the temple layer below the girl layer, as shown in the figure.

Because layers are independent entities, you can shuffle them indefinitely, like a deck of cards.



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## 7. Choose File→Save.

Book VI  
Chapter 2

Managing Layers

## Aligning and Distributing Layers

If you're a precision junkie, like we are, you'll appreciate Elements' ability to align and distribute your layers. These commands can be especially useful when you need to align such items as navigation buttons on a web page mock-up or a row of head shots for a corporate publication.

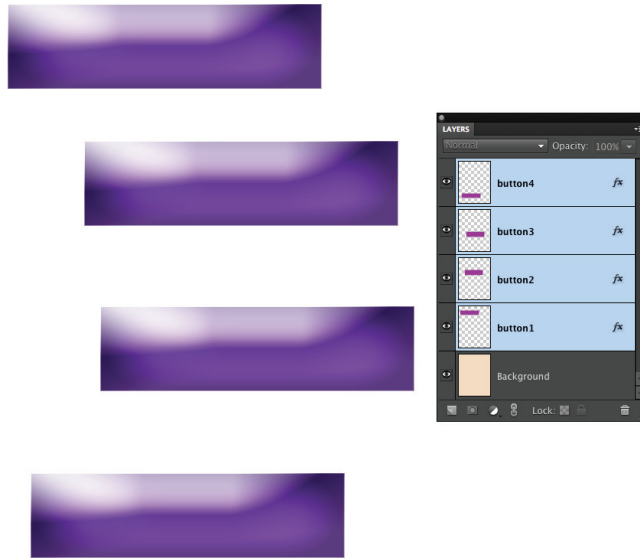
Follow these steps to align and distribute your layers:

- 1. In the Editor, in Full Photo Edit mode, select the layers you want to align in the Layers panel, as shown in Figure 2-3.**

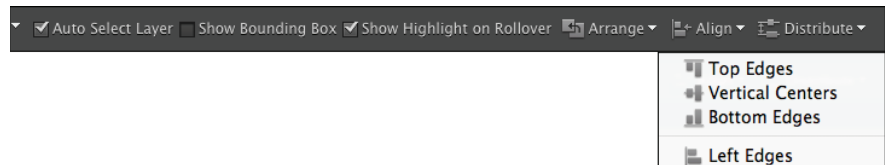
Select your first layer and then Ctrl-click (⌘-click on the Mac) to select more layers.

- 2. With the Move tool selected from the Tools panel, click the Align option on the Options bar and choose an alignment option from the drop-down menu.**

Elements provides you with handy little icons that illustrate the various alignment types, as shown in Figure 2-4.



**Figure 2-3:** Select the layers you want to align in the Layers panel.



**Figure 2-4:** The Options bar offers different alignment buttons.

Note that, depending on which alignment type you choose, Elements aligns to the layer element that's the farthest from the top, bottom, left, or right. If you align to the center, Elements splits the difference among the various layers.

- 3. In the Layers panel, select three or more layers that you want to distribute evenly.**
- 4. With the Move tool selected from the Tools panel, click the Distribute option on the Options bar and choose a distribution option from the drop-down menu.**

The Distribute commands evenly space the layers between the first and last elements in either the row or column.

As with aligning, you find an icon illustrating the distribution types. You can see the buttons from Figure 2-3 precisely aligned and evenly distributed in Figure 2-5.



## Linking Layers

You'll probably find that you don't need to link layers in most cases. You can simply select multiple layers and apply your command — moving, scaling, or rotating, for example. Occasionally, however, you may want to link layers so that they stay grouped as a unit until you decide otherwise.

To link layers, follow these short steps:

1. **In the Editor, in Full Photo Edit mode, select your first layer in the Layers panel. Ctrl-click (⌘-click on the Mac) to select your additional layers.**
2. **Click the Link Layers icon at the bottom of the Layers panel, as shown in Figure 2-6.**

A link icon appears to the right of the layer name in the Layers panel.

To remove a link, click the Link Layers icon again.

Figure 2-5: The aligned and evenly distributed buttons.

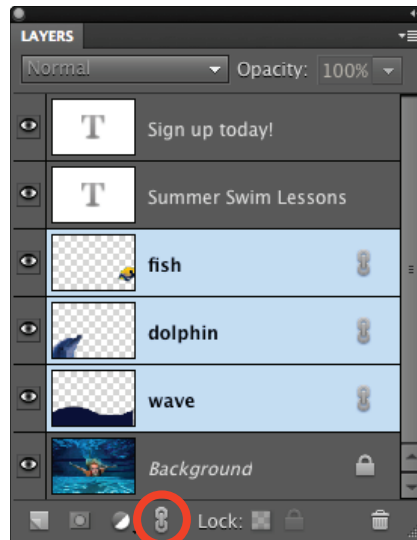


Figure 2-6: Use the Link Layers command to group layers.

## Locking Layers

When you have your layers how you want them, you may want to lock them to prevent them from being changed, as shown in Figure 2-7. To lock a layer, select it in the Layers panel and select one of the two lock options at the bottom of the Layers panel. The checkerboard square icon locks all transparent areas of your layers: You're prevented from painting or editing any transparent areas on the layers. The lock icon locks the entire layer and prevents it from being changed in any way, including moving or transforming the elements on the layer. You can, however, still make selections on the layer. To unlock the layer, simply click the icon again to toggle off the lock.

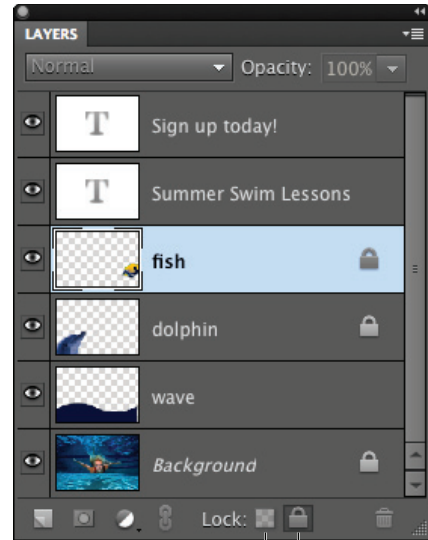
By default, the background is locked and can't be unlocked until you convert the background into a layer by choosing **Layer** ⇨ **New** ⇨ **Layer from Background**. You can also just double-click **Background** in the Layers panel. In addition, by default, type and shape layers have the **Lock Transparent Pixels** option selected. These options are grayed out and can't be deselected. However, if you need to paint on the type or shape layer, you can always simplify it (as described earlier in this chapter), thereby removing the locked option.

## *Flattening and Merging Layers*

True layers evangelists that we are, we tout the glories of layers in the first chapter of this minibook. And, although layers are wonderful, they have a dark side: They can make your file go from slim and trim to bulky and bloated. You not only create a larger file size that slows your computer system's performance, but you're also limited to the file formats that allow you to save layers: the native Photoshop format (.psd), TIFF (.tif), and PDF (.pdf). If you save your file in any other format, Elements smushes your layers into a background. This file limitation often forces users to save two versions of every layered file — one as a native Photoshop file and one as something else, such as EPS or JPEG, to import into another program. (For more on file formats, see Book III, Chapter 2.)

To curb large file sizes or to use your image in a nonlayer supporting format, you have a couple of options:

- ✓ **Merge layers:** Combines visible, linked, or adjacent layers into a single layer (not a background). The intersection of all transparent areas is retained. You can also merge adjustment or fill layers, though they can't act as the target layer for the merge. Merging layers can help decrease file size and make your documents more manageable. You're still restricted to the layer-friendly file formats, however.
- ✓ **Flatten an image:** Combines all visible layers into a background. Elements deletes hidden layers and fills any transparent areas with white. Flattening is usually reserved for when you're finished editing



Lock All  
Lock Transparent Pixels

**Figure 2-7:** Locking prevents unwanted edits.

your image. We recommend, however, that before you flatten an image, you make a copy of the file with all its layers intact and save it as a native Photoshop file. That way, if you ever need to make any edits, you have the added flexibility of having your layers.

## Merging layers

You can merge layers in several ways. First, simply select the layers you want to merge in the Layers panel and choose Merge Layers from the panel menu or the Layer menu.

You can also merge just visible layers by following these steps:

1. **In the Editor, in Full Photo Edit mode, ensure that all the layers you want to merge are visible in the Layers panel, shown in Figure 2-8.**
2. **Choose Merge Visible from the Layers panel menu or the Layer menu.**

All visible layers merge into a single Background layer.

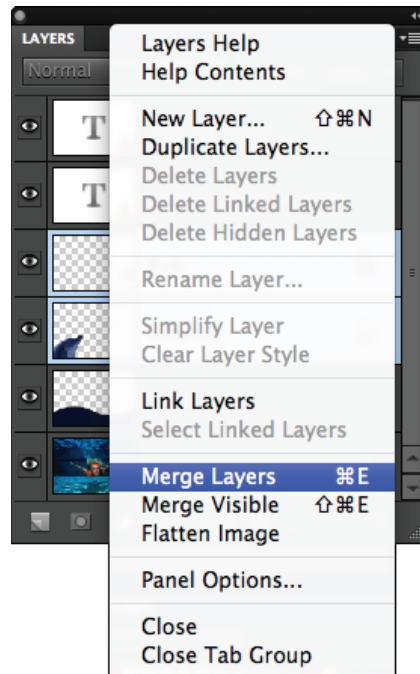


Hold down Alt (Option on the Mac) when choosing Layer⇨Merge Visible. Elements merges those layers onto a new layer.

You can also merge layers by following these steps:

1. **Position the layers that you want to merge adjacent to each other in the Layers panel.**
2. **Select the top layer of the ones you want merged.**
3. **Choose Merge Down from the Layers panel drop-down menu or the Layer menu.**

Note that Merge Down merges your active layer with the layer directly below it.



**Figure 2-8:** Merging layers can make your file size a lot smaller.



One last merge command doesn't appear in the menu but is accessible via the key command of **Ctrl+Alt+Shift+E** (**⌘+Opt+Shift+E** on the Mac). This command creates a merged copy of your layers on a layer that sits above all the visible layers.

### *Flattening layers*

To flatten an image into a single background, follow these steps:

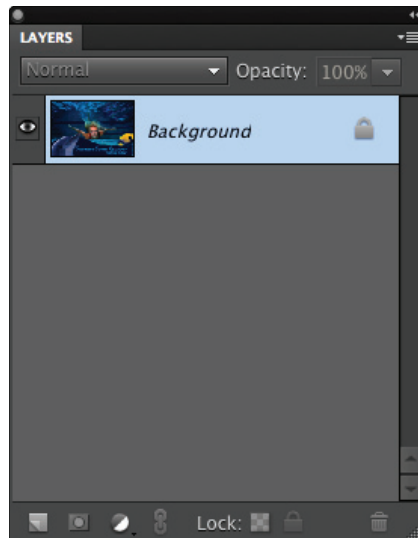
- 1. In the Editor, in Full Photo Edit mode, ensure that all layers you want to retain are visible in the Layers panel.**

Elements discards all hidden layers.

- 2. Choose **Layer→Flatten Image** or choose **Flatten Image** from the **Layers panel menu**.**

The transparent areas of flattened images fill with the background color and appear as a background in the Layers panel, as shown in Figure 2-9.

If you mistakenly flatten an image, you can undo the command immediately by choosing **Edit→Undo**. If you go ahead and perform another action, undo your mistake by using the Undo History panel. However, note that if the flattening step is no longer in the Undo History panel, you have no way to undo the flattening.



**Figure 2-9:** Flatten your layers only if you're sure that you no longer need individual layers.



## Putting It Together

### Checking Your Collage for Flaws and Consolidating Layers

When you begin a project, you may think that you know what you want the result to look like. But when your creative juices start flowing, you may decide that something doesn't look right. For example, while we were working on our collage, we felt that our green background was a little boring.

1. In the Editor, in Full Photo Edit mode, open the saved collage file and open a new image that you want to incorporate into the collage.

In our example, we thought the green background needed some texture, so we opened an image that contained some Japanese characters we like.

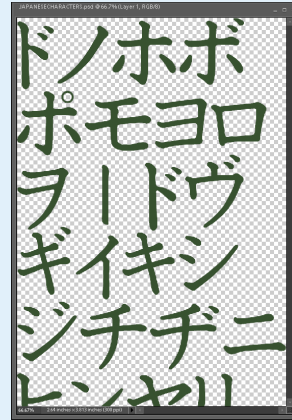
2. Select the part of the image that you want to add to your collage, as shown in the figure.

We wanted the whole image, so we didn't need to make a selection.

3. With the Move tool, drag and drop your new selection, or the entire image, onto your collage image.

4. Choose Image ⇨ Transform ⇨ Free Transform.

Transform and position your new layer, as described in the earlier Putting It Together project in this chapter.



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Book VI  
Chapter 2

Managing Layers

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When you're close to finalizing your collage, you might want to consolidate layers. Minimizing the number of layers makes projects easier to manage and the file size smaller, which is helpful when you get ready to add the finishing touches to your collage.

Before you merge your layers, be certain that you'll never have to manipulate them separately again, especially if the elements on the layer overlap each other, as ours do.

To consolidate two layers, follow these steps:

- 1. In the Editor, in Full Photo Edit mode, select the layers in the Layers panel.**
- 2. Choose Merge Layers from the Layers panel drop-down menu.**

The two layers merge and become one.

- 3. Choose File⇨ Save.**

# Chapter 3: Playing with Opacity and Blend Modes

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## *In This Chapter*

- ✓ **Adjusting opacity**
- ✓ **Applying Blend modes for effects**
- ✓ **Setting the blend options**

**I**n this chapter, we show you how to have a little fun and get those creative juices flowing. This chapter, along with Chapters 1 and 3 in Book VII, gives you a few ways to tweak the layers you've so diligently created. Maybe you want to make one of your layers semitransparent so that you can see the layer beneath it; or you might want to try blending the colors between a couple layers in a way that's slightly offbeat. Look no further.

Take these techniques as far as you want. Remember: There's no substitute for good old experimentation. Before you jump into these techniques, you should have a handle on the methods of layer creation and management that we explain in Book VI, Chapters 1 and 2.

## *Adjusting Layer Opacity*

One of the easiest ways by far to make your image look interesting is to have one image ghosted over another, as shown in Figure 3-1. Creating this effect is an easy task with the Opacity option in the Layers panel. You adjust the opacity by selecting a layer in the Layers panel. Then either access the slider by clicking the right arrow or enter a percentage value in the Opacity text box.





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**Figure 3-1:** Adjusting the opacity enables one image to ghost over another.

The Opacity setting allows you to mix the active layer with the layers below it in varying percentages from 100% (completely opaque) to 0% (completely transparent). Remember that you can adjust the opacity only on a layer, not on the Background.



You can also use the scrubby slider by pressing and dragging your mouse over the word “Opacity” in the Layers panel. Finally, you can also change the Opacity percentage by using keyboard shortcuts. With any tool active, except a painting tool or an editing tool, press a number key. Press 5 for 50% or 25 for 25%. If you’re entering a 2-digit value, just be sure to type the numbers quickly or else Elements interprets the numbers as two different values. You get the picture. Note that for the default of 100%, you must press 0.

## Creatively Mixing with Blend Modes

Elements sports an impressive 25 Blend modes. *Blend modes* affect how colors interact between layers and how colors interact when you apply paint to a layer. Blend modes can produce a multitude of interesting, sometimes even bizarre, effects. What's more, you can easily apply, edit, or discard Blend modes without modifying your image pixels one iota.

Blend modes are located on a drop-down menu at the top of the Layers panel in Full Photo Edit mode. The best way to get a feel for the effect of Blend modes isn't to memorize the descriptions we give you in the following sections. Instead, grab an image with some layers and apply each Blend mode to one or more of the layers to see what happens. In fact, try a few different images because the effects may be subtle or intense, depending on the colors in the image and the colors with which they're blending. Throw in some different opacity percentages, and you're on your way to endless hours of creative fun.



You see Blend modes called *Painting modes*, *Brush modes*, *Layer modes*, *calculations*, or just plain *modes*. They're usually referred to as *Blend modes* or *Layer modes* when used with layers and painting modes, and as *Brush modes* when used in conjunction with a painting or an editing tool.

### General Blend modes

Normal Blend mode doesn't require an explanation. It's the one you probably use the most. Dissolve is the next one on the list and, ironically, is probably the one you use the least. (You can see both at work in Figure 3-2.)

- ✓ **Normal:** The default mode displays each pixel, unadjusted.
- ✓ **Dissolve:** You can see this mode only on a layer with an opacity setting of less than 100%. The lower the opacity, the more intense the effect. Dissolve allows some pixels from lower layers, which are randomized, to show through the target (selected) layer.



Normal



Dissolve

*Digital Vision, Purestock*

**Figure 3-2:** The Dissolve Blend mode enables pixels from one layer to peek randomly through another layer.

### *Blend modes that darken*

Overall, all the Blend modes we cover in this section produce effects that darken an image, as shown in Figure 3-3.



Darken



Multiply



Color Burn



Linear Burn



Darker Color

*Digital Vision, Purestock*

**Figure 3-3:** These Blend modes darken, or burn, your layers.



Here's one of our favorite uses for the Darken Blend mode. Scan a handwritten letter or sheet of music and layer it over an image. Apply the Darken Blend mode to the letter or sheet music layer. The white areas of the paper become transparent, and only the letters or musical notes display, creating a nice composite image.

Here are the Blend modes that darken your image in some way:

- ✓ **Darken:** Turns lighter pixels transparent if the pixels on the target layer are lighter than those on layers below. If the pixels are darker, they're unchanged.
- ✓ **Multiply:** Burns the target layer onto the layers underneath, thereby darkening all colors where they mix. When you're painting with the Brush or Pencil tool, each stroke creates a darker color, as though you're drawing with markers.
- ✓ **Color Burn:** Darkens the layers underneath the target layer and burns them with color, creating an increased contrast effect, like applying a dark dye to an image. Blending with white pixels has no effect.
- ✓ **Linear Burn:** Darkens the layers underneath the target layer by decreasing the brightness. This effect is similar to Multiply but often makes portions of an image black. Blending with white has no effect.
- ✓ **Darker Color:** When blending two layers, the darker color of the two colors is visible. This mode comes in handy when overlaying elements like scanned sheets of music, handwritten letters, or logos over your images and you want the white portions to appear transparent.

### Blend modes that lighten

If you have Blend modes that darken, well, having modes that lighten just makes good sense. So, if you have the need to throw some digital bleach on your brightly colored pixels, try a couple of these Blend modes, shown in Figure 3-4:

- ✓ **Lighten:** Turns darker pixels transparent if the pixels on the target layer are darker than those on layers below. If the pixels are lighter, they're unchanged. This effect is the opposite of Darken.
- ✓ **Screen:** Lightens the target layer where it mixes with the layers underneath. Blending with black has no effect. This effect is the opposite of Multiply.
- ✓ **Color Dodge:** Lightens the pixels in the layers underneath the target layer and infuses them with colors from the top layer. Blending with black has no effect. This effect is similar to applying a bleach to an image.
- ✓ **Linear Dodge:** Lightens the layers underneath the target layer by increasing the brightness. This effect is similar to Screen but often makes parts of an image pure white. Blending with black pixels has no effect.
- ✓ **Lighter Color:** When you're blending two layers, the lighter color of the two colors is visible.



*Digital Vision, Purestock*

**Figure 3-4:** These Blend modes lighten, or dodge, your layers.

### *Lighting Blend modes*

This group of Blend modes plays with the lighting in your layers. Some of these Blend modes, such as Pin Light, are best reserved for the occasional wacky special effect. See the Blend modes in action in Figure 3-5:

- ✓ **Overlay:** Multiplies the dark pixels in the target layer and screens the light pixels in the underlying layers. Enhances the contrast and saturation of colors.
- ✓ **Soft Light:** Darkens the dark pixels (greater than 50% gray) and lightens the light pixels (less than 50% gray). Blending with black or white results in darker or lighter pixels but doesn't make parts of your image pure black or pure white. It's similar to Overlay, but softer and subtler. The effect is like shining a soft spotlight on the image.



*Digital Vision, Purestock*

**Figure 3-5:** These Blend modes adjust the lighting between image layers.

- ✓ **Hard Light:** This mode multiplies the dark pixels (greater than 50% gray) and screens the light pixels (less than 50% gray). It can be used to add highlights and shadows to an image. Blending with black or white gives you black and white. The effect is similar to shining a bright, hard spotlight on the image.

- ✓ **Vivid Light:** If the pixels on the top layer are darker than 50% gray, this mode darkens the colors by increasing the contrast. If the pixels on the top layer are lighter than 50% gray, the mode lightens the colors by decreasing the contrast. It's a combination of Color Burn and Color Dodge.
- ✓ **Linear Light:** If the pixels on the top layer are darker than 50% gray, the mode darkens the colors by decreasing the brightness. If the pixels on the top layer are lighter than 50% gray, the mode lightens the colors by increasing the brightness. It's a combination of Linear Burn and Linear Dodge.
- ✓ **Pin Light:** Replaces the colors of pixels, depending on the colors in the top layer. If the pixels on the top layer are darker than 50% gray, the mode replaces the pixels that are darker than those on the top layer and doesn't change pixels that are lighter. If the pixels on the top layer are lighter than 50% gray, the mode replaces the pixels that are lighter than those pixels on the top layer and doesn't change pixels that are darker. It's a combination of Darken and Lighten; useful for special effects.
- ✓ **Hard Mix:** Similar to Vivid Light but reduces the colors to a total of eight: cyan, magenta, yellow, black, red, green, blue, and white. Although the results depend on the mix of existing colors on the top and bottom layers, this mode usually creates a highly posterized (a cartoon or flat illustration) effect.

### *Blend modes that invert*

If the Blend modes discussed in the preceding sections are a little too sedate for you, you may want to experiment with the inverters — Difference and Exclusion. These Blend modes invert your colors and can produce some interesting special effects, as shown in Figure 3-6:



Difference



Exclusion

*Digital Vision, Purestock*

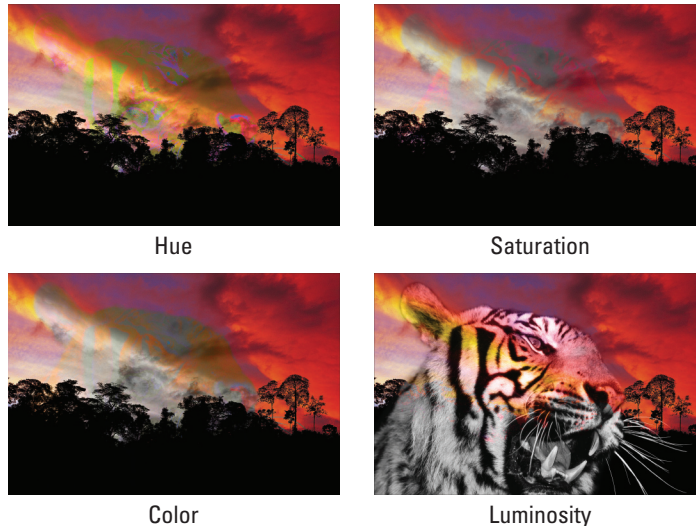
**Figure 3-6:** The Difference and Exclusion Blend modes invert colors.

- ✓ **Difference:** Produces a negative, or inverted, effect according to the brightness values on the top layers. If the pixels on the top layer are black, no change occurs in the underlying layers. If the pixels on the top layer are white, the mode inverts the colors of the underlying layers. It can produce some intense effects.
- ✓ **Exclusion:** Like Difference, but with less contrast and saturation. If the pixels on the top layer are black, no change occurs in the underlying layers. If the pixels on the top layer are white, this mode inverts the colors of the underlying layers. Medium colors blend to create shades of gray.

### HSL color model Blend modes

These Blend modes use the HSL (hue, saturation, luminosity) color model to mix colors, as shown in Figure 3-7.

- ✓ **Hue:** Blends the *luminance* (brightness) and *saturation* (intensity of the color) of the underlying layers with the *hue* (color) of the top layer.
- ✓ **Saturation:** Blends the luminance and hue of the underlying layers with the saturation of the top layer.
- ✓ **Color:** Blends the luminance of the underlying layers with the saturation and hue of the top layer. This mode enables you to paint color while preserving the shadows, highlights, and details of the underlying layers.



*Digital Vision, Purestock*

**Figure 3-7:** These Blend modes use the Hue Saturation Luminosity color model to mix colors.



Our favorite Blend mode in this group is Color; you use it to apply color to images without obscuring the tonality. Color mode is helpful for “hand painting” grayscale images. If you’ve ever admired those hand-tinted, black-and-white photos used in greeting cards and posters, you can create the same effect fairly easily. First, make sure that your black-and-white image is in RGB (red, green, blue) mode so that it can accept color. Create a new layer on the Layers panel and set it to the Color Blend mode. Grab the Brush tool (with a soft-edged tip), choose a color, and paint over the image. Adjust the opacity to less than 100% to create a softer effect. See details on this technique in Book V, Chapter 1.

- ✓ **Luminosity:** The opposite of Color, this mode blends the hue and saturation of the underlying layers with the luminance of the top layer. This mode also preserves the shadows, highlights, and details from the top layer and mixes them with the colors of the underlying layers.



## *Putting It Together*

### Adjusting Opacity Settings in a Collage

If you’ve followed along with the Putting It Together projects we discuss in Book VI, Chapters 1 and 2, you may have a collage that you’re satisfied with. You just need to make the final tweaks to get it to the state of perfection.

One of the most important tweaks you can make concerns opacity. Follow these steps to adjust the opacity settings on some of the layers:

1. **In the Editor, in Full Photo Edit mode, open your saved collage file.**
2. **If the Layers panel isn’t already visible, choose Window⇨Layers to open it.**
3. **Select a layer in the collage and move the Opacity slider, located at the top of the Layers panel, to the left or right.**

If you want the layer to be more opaque, move the slider to the right. If you’re interested in making the layer more transparent, move the slider to the left.

We chose our Japanese-characters layer and adjusted the opacity to 10%. We wanted the characters to create just a subtle texture, not to appear in full strength.

4. **Save the file and then move to the next layer you want to adjust.**  
If you have more complicated opacity settings to adjust, keep reading.
5. **Select another layer and then choose Duplicate Layer from the Layers panel drop-down list. Click OK to close the Duplicate Layer dialog box.**

Making a copy of a layer is useful because you can add a Blend mode and then adjust it to create just the right amount of the effect.



*istockphoto.com, Corbis Digital Stock*

For example, if you want to define an element in your collage but applying it directly on the layer makes the effect too intense, make a copy of the layer. We made a copy of our temple layer.

**6. Select the duplicated layer and choose a mode (such as Soft Light) from the Blend Mode drop-down list in the Layers panel.**

Leaving our duplicated and blended layer at 100% opacity is a little too garish.

**7. Adjust the opacity to tone it down as much as you want.**

We brought ours down to 25%.

**8. When you're satisfied with the opacity and contrast, save the collage file.**

Oh, by the way, we added a dark green border and a lucky cat to our collage.



*istockphoto.com, Corbis Digital Stock*



# Chapter 4: Cutting, Extracting, and Masking

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## *In This Chapter*

- ✓ Using the Cookie Cutter tool
- ✓ Working with the Magic Extractor
- ✓ Selective erasing with the eraser tools
- ✓ Working with layer masks
- ✓ Creating clipping masks

**I**n Book IV, we present you with lots of information about making selections with the many tools that Elements provides for that very purpose, such as the Marquee and Lasso tools, the Magic Wand, the Quick Selection tool, and the Selection Brush. But we left the discussion of a few tools until this chapter. The tools in Book IV involve making selections by dragging around, clicking, or painting over. And, though the result is similar — selecting what you want or don't want in an image — the tools in this chapter are a little different in their methodology. They involve cutting out, extracting from, and erasing around.

To add to your selection repertoire, we give you details on layer masking, a feature that is the most versatile way to get what you want out of an image. Layer masking is essentially just another way of making a selection. Rather than define your selection with a selection outline or by erasing away what you don't want, you can use masks to define the selection with up to 256 levels of gray. This gives you varying levels of selection. You can choose to fully show your layer, partially show it, or hide (or *mask*) certain areas. The nice thing about layer masks is that you can creatively blend one layer into another in a multitude of ways.



We round out this chapter by showing you how to create a clipping group, yet another way to blend your layers by masking them to the opaque areas of a base layer. Don't worry: It may sound complicated, but it's a piece of cake.

### Working with the Cookie Cutter Tool

The Cookie Cutter tool is a cute name for a powerful tool. Think of it as a Custom Shape tool for images. But, whereas the Custom Shape tool creates a mask and only hides everything outside the shape, the Cookie Cutter cuts away everything outside the shape, much like a traditional cookie cutter does with dough. The preset libraries provide you with a variety of shapes, from animals and flowers to symbols and faces.

Here's how to use the Cookie Cutter:



1. **In the Editor, in Full Photo Edit mode, choose the Cookie Cutter tool from the Tools panel.**

The tool icon looks like a star. You can also press the Q key.

2. **Specify the following options on the Options bar:**

- *Shape*: Click the down arrow and choose a shape from the preset library in the drop-down panel. To load other libraries, click the panel drop-down menu and choose one from the submenu.
- *Shape Options*: Draw your shape using certain parameters:
  - Unconstrained**: Draw freely using the default, Unconstrained.
  - Defined Proportions**: Keep the height and width proportional.
  - Defined Size**: Crop the image to the original, fixed size of the shape you choose. You can't make it bigger or smaller.
  - Fixed Size**: Enter a width and height.
  - From Center**: Draw the shape from the center outward.
- *Feather*: Create a soft-edged selection.
- *Crop*: Crop the image into the shape. The shape fills the Image window.

3. Click and drag the mouse on the image to create your desired shape. Size the shape by dragging one handle of the bounding box. Position the shape by placing the mouse cursor inside the box and dragging.

You can also perform other types of transformations, such as rotating and skewing, manually or via the options on the Options bar. For more on transformations, see Book IV, Chapter 2.

Take a gander at the Layers panel. Notice the temporary creation of a Layer Mask icon, as shown in Figure 4-1. See the section “Working with Layer Masks,” later in this chapter, for details on layer masks.

4. Click the Commit button on the Options bar or press Enter or double-click inside the bounding box to complete the cut.

Figure 4-1 shows our image cut into a flower. If you change your mind and don’t want the cut, click the Cancel button on the Options bar or press Esc.

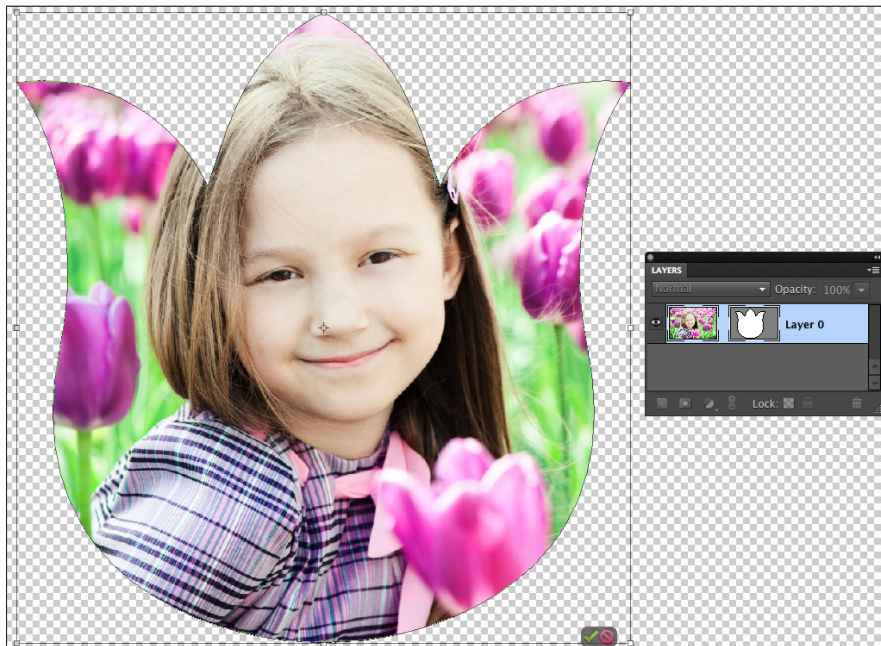


Figure 4-1: Cut your photo into an interesting shape.

Corbis Digital Stock

### Using the Magic Extractor

When you see a name like *Magic Extractor*, you may wonder whether you have to do anything except utter a mystical incantation to have an element cleanly plucked from its background. Unfortunately, using this tool isn't quite that easy, but it's close. You use the Magic Extractor command to make selections based on your identification of the foreground and background portions of your image. Specify the foreground and background by clicking these areas with the Brush tool and "marking" them. Click the magic OK button, and your object or objects are neatly and painlessly extracted.



Make a rough selection first before selecting the Magic Extractor command. This technique, which isn't mandatory, restricts what's extracted and can result in a more accurate selection.

Follow these steps to magically extract your element:

- 1. In the Editor, in Full Photo Edit mode, choose Image → Magic Extractor.**

The Magic Extractor dialog box appears.

- 2. Choose the Foreground Brush tool from the dialog box and then click or drag to mark *foreground* areas — the areas you want to select.**

The default color of the Foreground Brush is red, as shown in Figure 4-2.

The more accurate the data you provide to the command's algorithm, the more accurate your extraction. Be sure to use the Zoom and Hand tools to help magnify and move around your image as needed.

You can also change the size of the brush tip (from 1 to 100 pixels) in the Tool Options area on the right side of the dialog box. If necessary, change the color of the foreground and background colors by clicking the swatch and choosing a new color from the Color Picker.

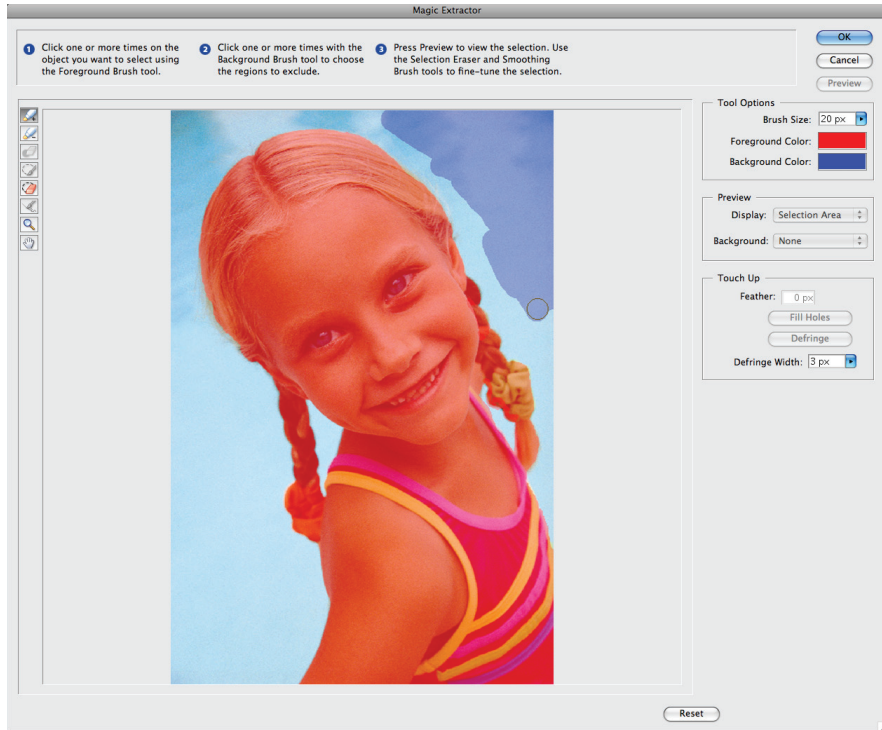
- 3. Select the Background Brush tool from the dialog box and then click or drag to mark the *background* area — the portions you don't want to select.**

The default color of the Background Brush is blue.

- 4. Click Preview to view your extraction.**

You can change the preview by going to the Preview section of the Magic Extractor dialog box and choosing either Selection Area or Original Photo from the Display drop-down menu.

If you want to see your selection against a different background, choose one from the Background drop-down list. (A black matte for a black background looks nice.)



Corbis Digital Stock

**Figure 4-2:** Identify foreground and background areas with the Magic Extractor.

**5. If the extraction needs more accuracy, refine the selection with the help of the Magic Extractor tools set, located along the left side of the dialog box:**



- *To erase any markings:* Select the Point Eraser tool and click or drag over the offending areas.
- *To add areas to the selection:* Click or drag over your desired areas with the Add to Selection tool.
- *To delete areas from the selection:* Drag with the Remove from Selection tool.
- *To smooth the edges of your foreground selection:* Drag over the edges with the Smoothing Brush tool.

The following editing tricks use options found on the right side of the dialog box:

- *To soften the edges of your selection:* Enter a value in the Feather box — the higher the value, the softer the edge.
- *To fill a hole:* Click the Fill Holes button.
- To remove the halo of pixels between the foreground and background areas: Click Defringe and enter a value in the Defringe Width box.

If things start to go awry, you can start over by clicking Reset at the bottom of the dialog box.

**6. When you're pleased with the results, click OK to finish the extraction process and close the Magic Extractor dialog box.**

Your newly extracted image appears as a new image, as shown in Figure 4-3.



*Corbis Digital Stock*

**Figure 4-3:** A girl, selected with the Magic Extractor.

## *Selective Erasing with the Eraser Tools*

The eraser tools let you erase portions of an image. The three eraser tools are the regular Eraser, the Magic Eraser, and the Background Eraser, which all share a flyout menu in the Tools panel.

The eraser tools look like real erasers, so you can't miss them. But just in case you do, press E and then Shift+E to toggle the three tools.



When you erase pixels, those pixels are gone — for good. Before using the eraser tools, make a backup of your image. You can save the image as either a separate file or another layer. That way, if things run amok, you have some cheap insurance.

## Using the Eraser tool

The Eraser tool allows you to erase areas on your image. If the image contains just a background, you erase to the background color. If the image is on a layer, you erase to transparency. Both instances are shown in Figure 4-4.

To use this tool, simply select the image and then click and drag through your desired area on it, and you're done. Because it isn't the most accurate tool on the planet, remember to zoom way in and use smaller brush tips to erase accurately.



*Corbis Digital Stock*

**Figure 4-4:** The Eraser tool erases to either the background color (left) or, if you're on a layer, transparency (right).

These options on the Options bar control the Eraser tool:

- ✓ **Brush Presets:** Click the drop-down panel to access the Brush presets. Choose the brush you want. Again, additional brush libraries are available from the Brushes drop-down menu.
- ✓ **Size:** Click the down arrow to access the Size slider. Choose from a brush size between 1 and 2500 pixels.
- ✓ **Mode:** Select from Brush, Pencil, and Block. When you select Brush or Pencil, you have access to the Brush Preset Picker panel on the far left side of the Options bar. When you select Block, you're stuck with one size (a 16-x-16-pixel square tip). But because the block size remains constant, if you zoom way in, you can perform some detailed erasing.

- ✓ **Opacity:** Specify a percentage of transparency for the erased areas. The lower the Opacity setting, the less it erases. This option isn't available for Block mode.

### *Selecting and erasing by color*

The Magic Eraser tool works like a combination Eraser and Magic Wand tool. It selects and erases similarly colored pixels simultaneously. Here's how it works:

- ✓ **When you click a layer:** The Magic Eraser tool erases pixels of a similar color based on a specified range and leaves the area transparent, as shown in Figure 4-5.
- ✓ **When you click the background:** The Magic Eraser tool automatically converts the background to a layer and then does the same pixel-erasing thing.
- ✓ **When you click a layer with locked transparency:** The Magic Eraser tool erases the pixels and replaces the area with the background color.



*Corbis Digital Stock*

**Figure 4-5:** Clicking with the Magic Eraser simultaneously selects and erases similarly colored pixels.

Here are the options for using the Magic Eraser tool:

- ✓ **Tolerance:** Defines the range of colors that Elements erases, just as it does with the Magic Wand tool. The value determines how similar a neighboring color has to be to the color you click. A higher value picks up more colors, whereas a lower value picks up fewer colors.

- ✓ **Anti-Alias:** Creates a slightly soft edge around the transparent area.
- ✓ **Contiguous:** Selects only similar colors that are adjacent to each other. Deselect this option to select and then delete similarly colored pixels wherever they appear in your image.
- ✓ **Sample All Layers:** Samples colors using data from all visible layers, but erases pixels on only the *active* layer.
- ✓ **Opacity:** Works like it does for the regular Eraser tool, described in the previous section.

### Removing the background from an image

The Background Eraser tool is probably the most sophisticated of the Eraser-tool lot. It erases the background from an image and should leave the foreground untouched. But if you're not careful in using the Background Eraser tool, it can erase the foreground and anything else in its path.



Like the Magic Eraser tool, the Background Eraser tool erases to transparency on a layer. If you drag on the background, Elements converts the background into a layer.

To use the Background Eraser tool successfully, carefully keep the cross-hair, or *hot spot*, which appears in the center of the cursor, on the background pixels while you drag. The hot spot samples the color of the pixels and deletes pixels of that color wherever they fall under the brush circumference. But, if you get close to a foreground pixel with the hot spot, that pixel is gobbled up as well. This tool works better with images that have good contrast in color between the background and foreground objects, as shown in Figure 4-6. Also, if your image has very detailed or wispy edges (such as hair or fur), you're better off using the Magic Extractor command, which we describe earlier in this chapter.

Here's the rundown on the options, found on the Options bar, for the Background Eraser:

- ✓ **Brush Preset Picker:** This option provides various settings to customize the size and appearance of the eraser brush tip. The Size and Tolerance settings at the bottom are for pressure-sensitive drawing tablets. You can base the size and tolerance on the pen pressure or position of the thumbwheel.
- ✓ **Limits:** The Contiguous setting erases similar colors that are adjacent to one another under the brush circumference. The Discontiguous setting erases similar colors whenever they're under the brush circumference, regardless of whether they're adjacent.
- ✓ **Tolerance:** Works just like the Magic Eraser Tolerance setting, described in the previous section.



*Corbis Digital Stock*

**Figure 4-6:** Be careful when using the Background Eraser because you can inadvertently eat up pixels.

### *Working with Layer Masks*

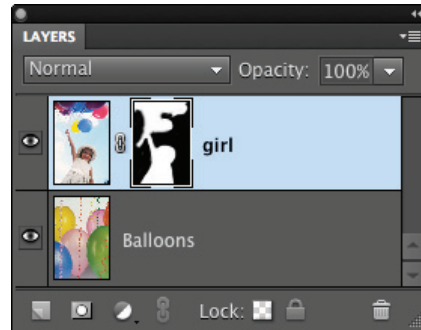
A layer mask is one of the most helpful and powerful creative tools at your disposal. But before we get ahead of ourselves and tell you how to create a layer mask, you may want to know what one is and why in the world you would ever need one.

A *layer mask* is similar to a second sheet of acetate that hovers over a layer. You can use layer masks with image layers and adjustment layers.

- ✓ For an image layer, the layer mask allows you to selectively show, hide, or partially show portions of your image.
- ✓ With adjustment layers, the layer mask lets you selectively apply the adjustment to the layers below it.

You do this by painting on a layer mask with black and white and various shades of gray. Any black areas on the mask hide the image or the adjustment; any white areas show the image or adjustment; and anything between them (gray) partially shows the image or adjustment, as shown in Figure 4-7. The darker the shade of gray, the less it shows the image or adjustment.

Note that if you have an active selection border in your image before you add an adjustment layer, the adjustment is applied to only that area within the selection border. The resulting layer mask also reflects that selection: The selected areas are white, and the unselected areas are black. By default, the mask is completely white. This allows the image or adjustment to be fully applied to the layers.



**Figure 4-7:** A layer mask uses varying shades of gray to selectively show and hide the underlying layer.

*Corbis Digital Stock, Purestock*

Layer masks are excellent for blending layers of images and creating soft transitions between elements. You can gradually brush in transparency and opacity on a selective-pixel basis. You can even apply gradients and filters to your layer masks to create interesting special effects.



Masking is just another way of making a selection. Rather than make a selection with a single selection outline (it's either selected or it isn't), masks let you create a selection with up to 256 levels of gray — from white to black.

Now, for the fun part. Follow these steps to create a layer mask:

- 1. In the Editor, in Full Photo Edit mode, open or create a layered image.**
- 2. In the Layers panel, select the layer that you want to hide portions of.**

In our case, we want to hide the background of the little girl (refer to Figure 4-7) so that the large balloon layer underneath could show through instead.

- 3. In the Layers panel, click the Add Layer Mask icon (second from the left) at the bottom of the panel.**

You see the appearance of a second thumbnail, directly to the right of your image thumbnail, in the Layers panel.

- 4. With the painting tool of your choice (we recommend the Brush tool), paint on your layer mask.**

Make sure that the mask is selected, not the actual layer. You see black brackets around the thumbnail in the Layers panel.

- Apply a foreground color of black where you want to hide the portions of the layer. Leave the mask white where you want the layer to show.*
- Adjust the Opacity setting in the Options bar to paint with a less-opaque black, which is essentially like painting with gray. The higher the opacity, the darker the gray and the more it partially hides the layer. If you want subtle blending between layers, use a large, feathered brush tip and vary your opacity settings accordingly.*

If things start to run amok, just choose **Edit** ⇨ **Fill** and fill the entire layer mask with white to start again. As you can see from the figure, we painted some of the background of the girl with black. We used a large feathered brush to create soft edges around the girl and her smaller balloons.



Note that you can also use the Gradient tool on the layer mask. Using foreground and background colors of white and black, you can create a nice transition from showing and hiding the layer, as shown in Figure 4-8. The darker areas of the gradient gradually hide the image, whereas the lighter areas gradually show the image. This is a helpful way to creatively and subtly blend one layer into another. For more on gradients, see Book V, Chapter 2.



You can also use layer masks to selectively show and hide the effects of an adjustment layer. (See Chapter 1 of this minibook for more on adjustment layers.)

Here are some other things to remember when using layer masks:

- ✓ You can't add a layer mask to a background layer. You must convert the background into a layer first.
- ✓ Feel free to edit your layer mask at will. Unlike simply making a feathered selection, you can continue adjusting how much of the current layer or underlying images show — or, how gradually one image blends into another. Just change the areas of white, black, and gray on the layer mask by painting with any of the painting tools.
- ✓ To load the mask as a selection outline, Ctrl-click (⌘-click on the Mac) on the layer mask thumbnail in the Layers panel.
- ✓ To temporarily hide a mask, Shift-click the layer mask thumbnail in the Layers panel. Repeat to show the mask.
- ✓ To view the mask without seeing the image, Alt-click (Option-click on the Mac) on the Layer Mask thumbnail in the Layers panel. This action can be helpful when editing a layer mask.
- ✓ You can unlink a layer from its layer mask. By default, Elements links a layer mask to the contents of the layer. This link enables them to move together. To unlink a layer from its mask, click the link icon on the layer in the Layers panel. Click again to reestablish the link.



Corbis Digital Stock, Purestock

**Figure 4-8:** Layer masks enable you to softly blend two layers.

- ✓ To delete a layer mask, drag the layer mask thumbnail to the trash icon in the Layers panel and click Delete in the dialog box.
- ✓ To apply a layer mask so that it's fused to the layer and can no longer be edited, drag the mask thumbnail to the trash icon in the Layers panel and click Apply in the dialog box.
- ✓ Try applying a filter to your layer mask to create an interesting special effect.

Note that many of these commands are also available from the Layer⇨Layer Mask submenu.

## *Creating Clipping Masks*

In a *clipping mask*, the bottommost layer (also known as the *base layer*) acts as a mask for the layers above it. The layer or layers above clip to the opaque areas of the base layer and don't show over the transparent areas of the base layer.

Creating a clipping mask works well if you want to fill a shape or some type with different images on multiple layers.

Using the steps that follow, we opened our image and converted the Background to a layer. We then used the Custom Shape tool to create a shape of an alarm clock on another layer and put that layer underneath the layer of the actor. We then created a clipping mask between the actor and the shape of the alarm clock. We then added a new layer, filled it with white, and made it the bottommost layer.

Follow these steps to create your own clipping mask:

**1. In the Editor, in Full Photo Edit mode, open or create an image that has several layers.**

To best see how this technique works, try creating a shape layer for your base layer. For more on shape layers, see Book V, Chapter 1.

**2. Arrange your layers so that your base layer is the bottommost layer.**

See Chapter 2 of this minibook for more on rearranging layers.

**3. Hold down Alt (Option on the Mac) and, in the Layers panel, position the mouse cursor over the line dividing the base layer and the layer above it.**

The cursor changes to two overlapping circles with a small arrow icon. You can also choose Layer⇨Create Clipping Mask.

4. Click the mouse button.

Repeat Steps 3 and 4 for any remaining layers you want clipped to the base layer. Notice how our actor image clips to the base layer (the alarm clock shape) in the Layers panel (appears indented).

Nothing outside the boundaries of the clock shape is visible on the layer in the clipping mask, as shown in Figure 4-9. The down arrow icon beside the layer on the Layers panel indicates that the layer is clipped. The clipped layers take on the opacity and Blend mode of the base layer.



iStockphoto.com

**Figure 4-9:** In a clipping mask, layers mask to the opaque areas of a base layer.



Keep these additional tips in mind when working with clipping masks:

- ✔ **Remove a layer from the clipping mask.** Alt-click (Option-click on the Mac) the line between the two layers in the Layers panel. Or, you can select the layer and choose Layer ⇨ Release Clipping Mask. Both commands remove from the clipping group the selected layer and any layers above it.
- ✔ **You can also apply clipping masks to adjustment and fill layers.** If you clip between a regular layer and an adjustment layer, or between a regular layer and a fill layer, the adjustment or fill layer affects only the pixels of the adjacent underlying layer rather than all the underlying layers.



# Book VII

## Filters, Effects, Styles, and Distortions

The 5<sup>th</sup> Wave

By Rich Tennant



"All I know is I can't get the reflection tool to work on my Elements image."

When it comes to having fun with Elements, nothing beats playing with filters and effects. Even if you think that you have no talent as an artist, within a few mouse clicks, you can add interesting effects to images.

In this minibook, we cover using all the filters you have available in Elements, fixing files with blemishes, and applying styles and transformations.



# Chapter 1: Making Corrections and Having Fun with Filters

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## *In This Chapter*

- ✓ Understanding how filters work
- ✓ Applying filters repeatedly or selectively
- ✓ Fading a filter's effects
- ✓ Working in the Filter Gallery
- ✓ Having fun with filters

**F**ilters have a long and glorious history, ranging from performing essential tasks (such as removing abrasive particles from the oil in your car's engine) to even more important tasks involving the pixels in your images in Elements. In both cases, filters (also called *plug-ins* because they can be installed and removed independently) manipulate pixels in useful and simply frivolous and fun ways. They can correct less-than-perfect images by making them appear sharper or by covering flaws. Or, they can enhance your images by making them appear as though they're painted, tiled, photocopied, or lit by spotlights. The result of this effort is something to be admired.

This chapter introduces you to the basics of the Photoshop Elements filter facilities and starts you on the road to filter proficiency.

## *Understanding Filter Basics*

All filters do a simple task in a seemingly complicated way. Deep within a filter's innards is a set of instructions that tells Elements what to do with a particular pixel in an image or a selection. Elements applies these instructions to every pixel in the relevant area by using a process that pixelheads call *convolution* (creating a form or shape that's folded or curved in tortuous windings), but that we normal humans refer to as simply *applying a filter*.



## Applying filters

You can apply a filter in three ways:

- ✓ **From the Filter menu (in either Full Photo Edit or Quick Photo Edit mode):** Choose a filter category and then select a specific filter.
- ✓ **From the Effects panel (in Full Photo Edit mode only):** Choose Window⇨Effects to open the Effects panel. Click the Filters button at the top of the panel. Select a filter category from the drop-down menu in the upper-right corner of the panel. Double-click the thumbnail of your chosen filter or drag the filter onto the Image window.
- ✓ **From the Filter Gallery (in either Full Photo Edit or Quick Photo Edit mode):** Choose Filter⇨Filter Gallery to apply one or more filters in a flexible editing environment. The Filter Gallery is described in the section “Working in the Filter Gallery,” later in this chapter.



You can't apply filters to images that are in Bitmap mode or Indexed Color mode. Neither can you apply them to type or shape layers. And, some filters don't work on images in Grayscale mode. For a refresher on color modes, see Book III, Chapter 2.

## Corrective and destructive filters

Most digital imagers classify filters into two basic categories:

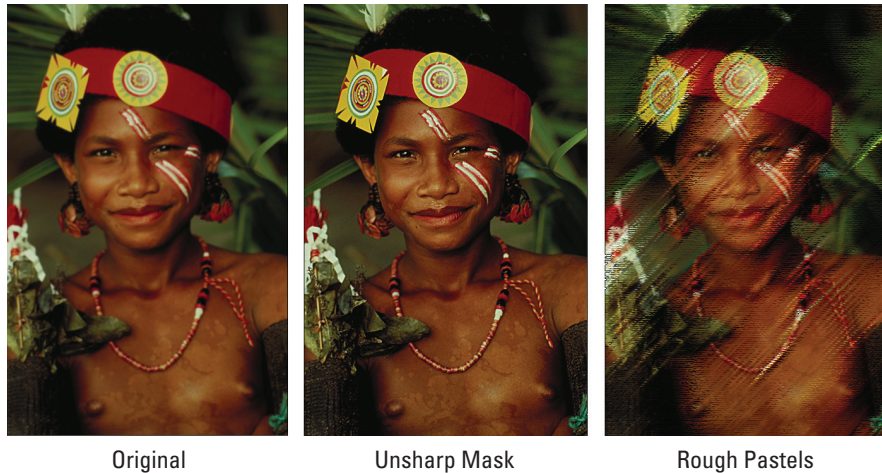
- ✓ **Corrective filters** are usually used to fix problems in an image. These filters fine-tune color, add blur, improve sharpness, or remove such nastiness as dust and artifacts. Remember that pixels are still being modified; it's just that these filters don't change the basic look of an image. They're just intended to enhance its good points and hide the bad.



Be sure to check out the important techniques of sharpening and blurring, covered in Book VIII, Chapter 2. Sharpening and blurring are the king and queen of the corrective filters.

- ✓ **Destructive filters** tend to obliterate at least some detail in an original image while they add special effects. They may overlay an image with an interesting texture; move around pixels to create brush strokes; or distort an image with twists, waves, or zigzags. You can often tell at a glance that a destructive filter has been applied to an image: The special effect often looks like nothing that exists in real life.

An unaltered image (such as the image on the left in Figure 1-1) can be improved by using a corrective filter such as Unsharp Mask (center) or changed dramatically with a destructive filter such as Rough Pastels (right).

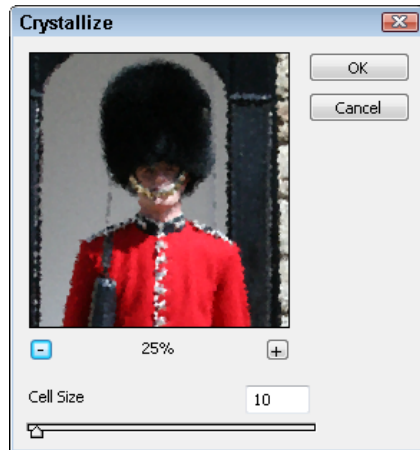


**Figure 1-1:** Filters come in a wide variety from the corrective (center) to the destructive (right). Purestock

## Single-step and multistep filters

Whether a filter is corrective or destructive, it falls into one of these two camps:

- ✓ **Single-step filters:** The easiest filters to use, single-step filters have no options and use no dialog boxes. Just choose the filter from the menu and watch it do its stuff on your image or selection.
- ✓ **Multistep filters:** Most filters come complete with at least one dialog box, along with (perhaps) a few lists, buttons, and check boxes. And, almost every multistep filter has sliders you can use to adjust the intensity of an effect. (See Figure 1-2.) These filters are marked on the menus with an *ellipsis* (a series of dots) following their names.



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The controls themselves are easy to master. The tricky part is figuring out what the various parameters you're using *do*. How does changing the brush

**Figure 1-2:** Multistep filters require you to specify various settings before applying a filter.

size affect an image when you're using a brush-stroke filter? What happens when you select a particular pattern with a texturizing filter? You can read descriptions of how various filter controls affect an image, but your best bet is to simply experiment until you discover the effects and parameters that work best for you.



Save a copy of the original image before you start experimenting with filters. Filters do permanent damage to files — by modifying, adding, and deleting pixels.

### *Reapplying a filter*

You can reapply the last filter you worked with — using the same settings — by pressing Ctrl+F (⌘+F on the Mac). (It's also the first command on the Filter menu.) You might want to do this to strengthen the effect of a filter on a particular image, layer, or selection. Or, you may simply want to apply the same filter to a succession of images or selections.

To bring up the dialog box for the last filter you applied, press Ctrl+Alt+F (⌘+Option+F on the Mac). This shortcut can be quite useful when you apply a filter and then decide that you don't like the results and want to go back and try different settings. After applying the filter, press Ctrl+Z (⌘+Z on the Mac) to undo and then press Ctrl+Alt+F (⌘+Option+F on the Mac) to bring up the filter's dialog box. The dialog box opens with the settings you used last time, allowing you to make adjustments and then reapply the filter.

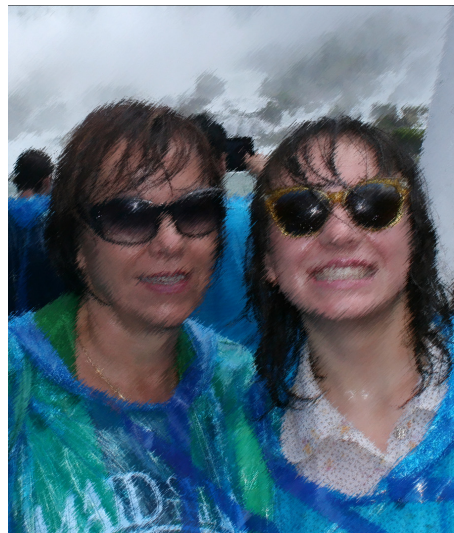
### *Fading a filter*

Sometimes, you don't want the full effect of a filter applied to an image. Sometimes, fading a filter a bit softens the effect and makes it look less “digitized,” as shown in Figure 1-3.

Here's what you can do to dial down a filter:

- 1. In Full Photo Edit mode, choose Layer→Duplicate Layer and then click OK when the dialog box appears.**

Creating a duplicate layer enables you to blend the original image and filtered layer together as desired.



Purestock

**Figure 1-3:** Fading a filter allows you to mix the filtered and unfiltered images.

2. **Make sure your duplicated layer is selected in the Layers panel and then apply your chosen filter to the duplicate layer.**

We applied a Palette Knife filter. (You can find it in the Artistic category.)

3. **Use the Blend modes and Opacity settings located on the Layers panel to merge the filtered layer with the original unfiltered image.**

We brought the opacity of our image down to 65%. If you need more details on working with layers, see Book VI.

4. **(Optional) With the Eraser tool, selectively erase portions of your filtered image to enable the unfiltered image to show through.**

For example, if you applied a Gaussian Blur filter to soften a harshly lit portrait, try erasing the blurred portion that covers the subject's eyes to let the unblurred eyes of the layer below show through. The sharply focused eyes provide a natural focal point.



Rather than erase, you can now also apply a layer mask to selectively show and hide portions of your filtered image. For details on layer masks, see Book VI, Chapter 4.

### Selectively applying a filter

You don't need to apply filters to an entire image or an entire layer. You can achieve some of the best effects when you apply a filter to only a portion of an image — say, to an object in the foreground, but not on the background. For example, you can blur a distracting background so that the person in your image gets due attention. Or, as shown in Figure 1-4, we applied a Twirl filter to the water, leaving the girl unfiltered to avoid that overly “Photoshopped” effect. (Not surprisingly, you find Twirl in the Distort category.)



Corbis Digital Stock

**Figure 1-4:** Selectively applying a filter can prevent an image from looking overly manipulated.

## Working in the Filter Gallery

When you apply a filter, you may be presented with a huge dialog box. This editing window is officially named Filter Gallery. You can also access it by choosing Filter⇨Filter Gallery. In the flexible Filter Gallery, you can apply multiple filters, delete them, and edit them to your heart's content. This feature has made filters more flexible, more user friendly, and easier to apply.

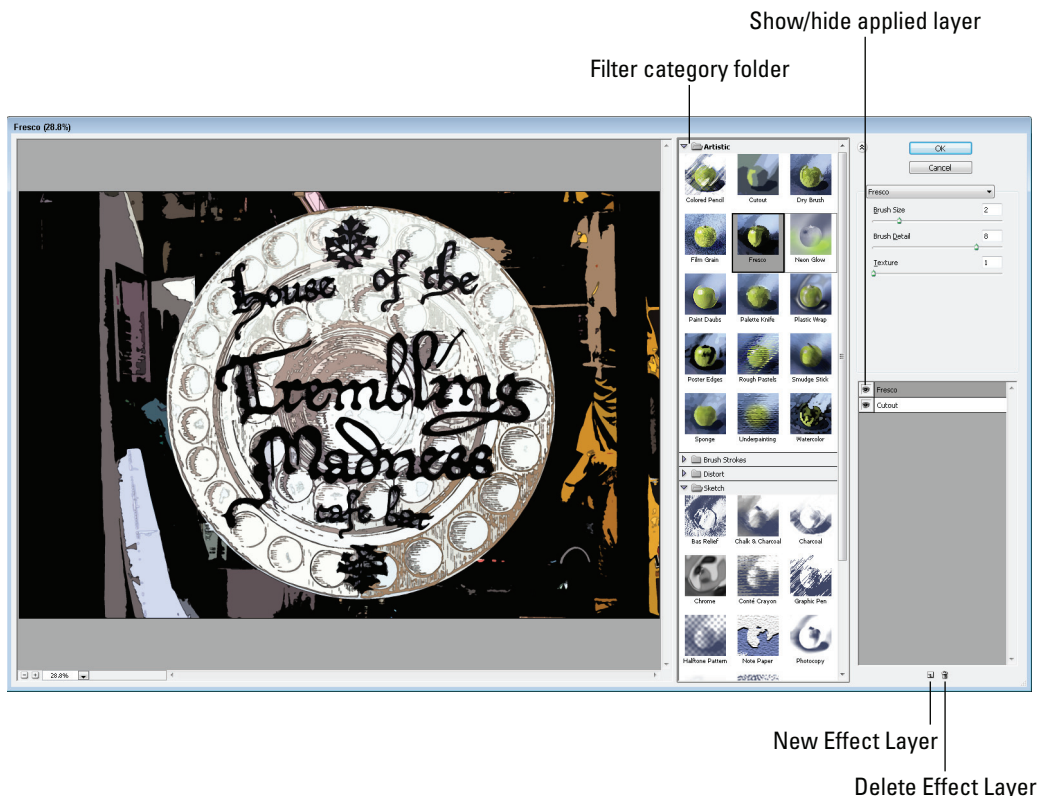


Even when you're using the Filter Gallery, make a backup copy of the image — or at least create a duplicate layer — *before* you apply filters. Filters change the pixels of an image permanently, and when you exit the Filter Gallery, you can't remove the filters that you applied.

Follow these steps to get up and running in the Filter Gallery:

1. In either Full Photo Edit or Quick Photo Edit mode, choose Filter⇨Filter Gallery.

The Filter Gallery dialog box appears, as shown in Figure 1-5.



**Figure 1-5:** Use the Filter Gallery to apply and edit multiple filters within a single dialog box.

2. **In the center of the editing window, click the folder for the desired filter category.**

The folder expands and displays the filters in that category. A thumbnail illustrating the filter's effect accompanies each filter. To collapse the filter category folder, simply click the folder again.

3. **Select a filter.**

You see a large preview of your image in the left side of the dialog box. Use the magnification controls to zoom in and out of the preview. To preview a different filter, simply select that filter.

4. **In the rightmost section, specify any settings associated with the filter.**

The preview is updated accordingly.

5. **When you're happy with the filter, click OK in the upper-right corner of the dialog box to apply the filter and exit. But if you want to apply another filter, leave the dialog box open and proceed to Steps 6 through 8.**

6. **If you want to apply another filter, click the New Effect Layer button at the bottom of the dialog box.**

Clicking this button duplicates the existing filter.

7. **Select a new filter, which then replaces the duplicate in the Applied Filters area of the dialog box.**

Elements lists each of the filters you apply to the image in the lower-right area of the dialog box.

8. **When you're done, click OK to apply the second filter and exit the dialog box.**

You can apply as many filters as you want to your image. But often, less is more.



Here are some other helpful tips to keep in mind when you're using the Filter Gallery:

- ✓ **Delete an applied filter.** Select it in the list in the lower-right area of the dialog box and click the Delete Effect Layer button (the trash can icon) at the bottom of the dialog box.
- ✓ **Edit an applied filter's settings.** Select it from the list and make any necessary changes. Click OK to reapply. Although you can edit a particular filter's settings, that edit affects any subsequent filters you've added after applying that particular filter.
- ✓ **Rearrange the order of the applied filters.** Simply select and drag the filter up or down within the list.



Rearranging the order of the filters you're using changes the results of applying the filters.

- ✓ **Resize the Filter Gallery dialog box.** Drag the lower-right corner.
- ✓ **Hide the Filter menu and provide the maximum real estate for the preview box.** Click the arrow to the left of the OK button.
- ✓ **Choose any of the filters found in the Filter Gallery from the Filter menu itself.** Choosing a Filter menu filter launches the Filter Gallery automatically — but not all filters are available in the Filter Gallery. You have to access some of them individually from the Filter menu.



Filters change the pixels of an image permanently, and after you apply one, you can't remove it. Be sure that you truly like what you've done and that you have a backup copy of that precious family photo or critical project image.

## *Having Fun with Filters*

After you get familiar with what filters are, how they're applied, and how they can be modified and toned down, it's time to experiment and have some fun. Experimenting is something you can do on your own when you have an hour or so and some willing images lying around. Create a composite with multiple layers and apply some filters. Add some different opacity settings and Blend modes, and you have yourself a party.

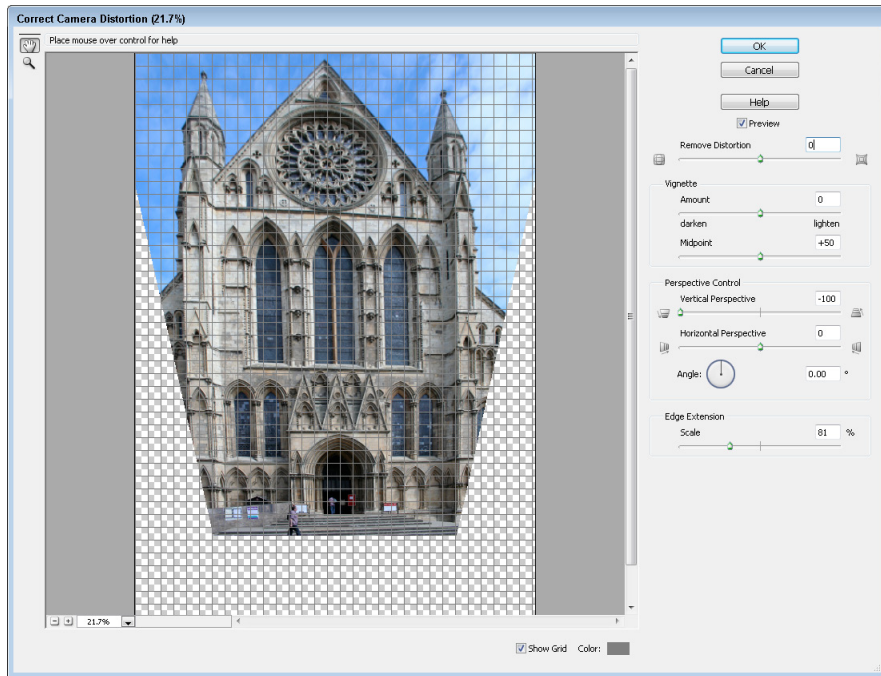
To get your party started, we give you a few tips on a few of our favorite filters.

### *Correcting camera distortion*

If you've ever tried to capture a skyscraper or another imposing piece of architecture in the lens of your camera, you know that it often involves tilting your camera and putting your neck in an uncomfortable position. And then, after all that, what you end up with is a distorted view of what was an impressive building. The Correct Camera Distortion filter fixes the distorted perspective created by both vertical and horizontal tilting of the camera. As a bonus, this filter also corrects other kinds of distortions caused by lens flaws.

Here's how to fix those lens issues:

1. **Choose Filter** → **Correct Camera Distortion** in either **Full Photo Edit** or **Quick Photo Edit** mode.
2. **In the Correct Camera Distortion dialog box, select the Preview option, as shown in Figure 1-6.**



**Figure 1-6:** The Correct Camera Distortion filter fixes distortions caused by camera tilt and lens flaws.

### 3. Specify your correction options:

- **Remove Distortion:** Corrects *lens barrel*, which causes images to appear spherized or bloated. This distortion can occur when you're using wide-angle lenses. It also corrects *pincushion* distortion, which creates images that appear to be pinched in at the center, a flaw that's found when using telephoto or zoom lenses. Slide the slider while keeping an eye on the preview. Use the grid as your guide for proper alignment.
- **Vignette:** Adjusts the amount of lightening or darkening around the edges of your photo that can sometimes be created from incorrect lens shading. Change the width of the adjustment by specifying a Midpoint value. A lower Midpoint value affects more of the image. Then move the Amount slider while viewing the preview.
- **Vertical Perspective:** Corrects the distorted perspective created by tilting the camera up or down. Again, use the grid to assist in your correction. We used the Vertical Perspective option to correct the church. (Refer to Figure 1-6.)

- *Horizontal Perspective*: Corrects halos and blurs caused by moving the camera (or if your subject can't sit still). For better results, set the angle of movement under the Angle option.
- *Angle*: Enables you to rotate the image to compensate for tilting the camera. You may also need to tweak the angle slightly after correcting the vertical or horizontal perspective.
- *Edge Extension*: When you correct the perspective on an image, blank areas may remain on your canvas. You can scale the image up or down to crop into the image and eliminate these "holes." Note that scaling up results in interpolating your image up to its original pixel dimensions. Therefore, if you do this, be sure to start with an image that has a pixel dimension or resolution high enough to avoid severe degradation.
- *Show Grid*: Shows and hides the grid, as needed. Choose the color of your grid lines.
- *Zoom*: Zooms in and out for the view you want.

**4. Click OK to apply the correction and close the dialog box.**

### *The Facet filter*

The Facet filter breaks up an image by using a posterizing effect. It gathers blocks of pixels that are similar in brightness and converts them to a single value, using geometric shapes. (When you posterize an image, you reduce it to a very small number of tones.)

The geometric shapes make the image look more randomly produced while eliminating much of the banding effect you see with conventional posterizing filters.

The effects of the Facet filter are subtle and best viewed at close range. The image in Figure 1-7 originally contained some dust and scratches and a few other defects. Rather than retouch them one by one, we used Facet.

Facet is a single-step filter, so you don't need to adjust any controls. Just



**Figure 1-7:** The Facet filter can simply eliminate annoying artifacts or convert an image into a "painted" piece.

choose Filter⇒Pixelate⇒Facet and evaluate your results. You can apply the filter multiple times. However, even one application smoothes out the picture and eliminates the worst of the artifacts.

If you apply the Facet filter multiple times, the image takes on a kind of pointillist, stroked look that becomes more and more obvious. Using the filter repeatedly on the same image can yield interesting special effects.

### Getting artsy

Several filters produce great artistic effects. You can find a large collection of them on the Artistic, Sketch, and Stylize submenus.

Many users employ these filters to create images that look as though they were painted. What those users might not tell you, unless pressed, is that filters can make photos of less than the best quality look better. These filters can disguise a multitude of photographic sins, turning shoebox rejects into decent digital transformations.

Try out any of the following artistic filters:

- ✓ **Poster Edges:** This filter gives the picture an artsy, poster-like look but also enhances the edges to make the outline of the object appear sharper, as shown in Figure 1-8.
- ✓ **Rough Pastels:** This filter gives the look of a fine-art piece created with oil pastels.



**Figure 1-8:** Making a mediocre image more interesting with artistic filters.

- ✓ **Dry Brush:** This filter can add an even more stylistic effect, reducing details to a series of broad strokes.
- ✓ **Colored Pencil:** This filter crosshatches the edges of an image to create a pencil-like effect.
- ✓ **Cutout:** This effect assembles an image from what looks like cut-out paper shapes, which resemble a kid's art project.
- ✓ **Film Grain:** This photographic effect diffuses an image with thousands of tiny dots that simulate clumps of film grain. (If you're old enough, think of old home movies.)
- ✓ **Fresco:** This effect looks (supposedly) like pigments applied to fresh, wet plaster. Okay, we guess — if you squint.
- ✓ **Paint Daubs:** This effect uses smears of color from your choice of a half-dozen different brush types — very Jackson Pollock.
- ✓ **Plastic Wrap:** This filter can produce a wet look, particularly when you apply it to a selection and then fade the filter so that it doesn't overpower the detail in the image.
- ✓ **Watercolor:** This nice pastel effect diffuses an image while adding an interesting, watery texture.

### *Stroking your image*

The filters on the Brush Strokes submenu try to mimic the appearance of art created with pen, brush, airbrush, ink, and paint. Here are a few of our favorites:

- ✓ **Ink Outlines:** Adobe describes this filter as producing the look of a corroded ink drawing, as shown in Figure 1-9.
- ✓ **Spatter:** This filter generates the look you might see from a sputtering airbrush.
- ✓ **Accented Edges:** Use this filter to make a subject jump out from its background by emphasizing the edges of all objects in the picture.



*PhotoDisc*

**Figure 1-9:** Brush Stroke filters mimic effects created with analog tools such as paint brushes.

## Distorting for fun

With a couple exceptions, the Elements Distortion filters twist, turn, and bend images in surprising ways, turning ordinary objects into wavy images, pinched shapes, and bloated spheres.

The first exception? The Diffuse Glow filter distorts images only to the extent that it imbues them with a soft, romantic, fuzzy look that can make the sharpest image look positively ethereal, as shown in Figure 1-10.



Purestock

**Figure 1-10:** Give your photo a heavenly aura with the Diffuse Glow filter.

The Glass filter can add a glass-block texture or a frosted-glasslike fuzziness to an image. Other filters on this submenu produce wavy images, add pond ripples, pinch images, or transform images into spheres.

## Getting noisy

Noise in images consists of any graininess or texture that occurs, because of either the inherent quality of the image or the editing process. Noise filters, such as Add Noise, produce random texture and grain in an image. If you're new to image editing, you might wonder why you'd want to add noise to an image in the first place. Wouldn't it be smarter to remove it? Well, sometimes. In practice, you can find a lot of applications that call for a little noise here and there:

- ✓ **Add texture:** Objects that become too smooth, because of either blurring or another type of image editing you may have done, often look better when you add some noise to give them a texture, as shown in Figure 1-11.

This technique is particularly useful if one object in an image has been edited, smoothed, or blurred more than the other objects in the image.



**Figure 1-11:** Adding some noise can give an image some needed texture.

- ✓ **Blend foreign objects into a scene:** When you drop a new object into the middle of an existing scene, the amount of grain or noise in the new object is often quite different from the objects it's joining.

Say that you've decided to take a photo of your house and want to insert a certain luxury car in your driveway. Unfortunately, the photo of your in-law's car is a lot sharper than the picture of your house. Adding a little noise can help the two objects blend more realistically. You may even forget that the car isn't yours.

- ✓ **Improve printed image quality:** Images that contain smooth gradients often don't print well because some printers can't reproduce the subtle blend of colors from one hue to another. The result is *objectionable banding* in the printed image: You can see distinct stripes where the colors progress from one to another. Adding a little noise can break up the gradient enough that your printer can reproduce the blend of colors, and the noise/grain itself is virtually invisible on the printed sheet.



The other filters on the Noise submenu don't add noise; instead, they make noise and *artifacts* (flaws, such as the dust and scratches on old film) less noticeable.

### *Breaking your image into pieces*

The Pixelate filters break up images into bits and pieces, providing more of the painterly effects you can create with brush strokes and artistic filters. The Pixelate submenu includes the Crystallize filter, shown in Figure 1-12, as well as filters that produce color halftone effects, fragmented images, and a pointillism effect.



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**Figure 1-12:** The Crystallize filter breaks an image into polygonal shapes.

## Rendering

In computer lingo, *rendering* means creating something from a set of instructions, in a way. That's why all rendering filters produce special effects by creating a look, an object, or a lighting effect that's melded with your original image. Here are a few favorite render filters and what you can do with them:

- ✓ **Clouds:** Create a sky full of clouds using random values taken from a range between the foreground and background colors, as shown in Figure 1-13. To create a cloud effect with more contrast, hold down the Alt key (Option key on the Mac) quickly when choosing the command. If you don't like the first set of clouds you see, apply the filter repeatedly until you do. If you want a more "realistic" sky, try using a dark sky blue for the foreground color and a very light blue or white color for the background color.



Need a quick web background image? Create an image of 128 x 128 pixels (or a multiple of that size) and apply the Clouds filter. It tiles seamlessly on your web page.



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**Figure 1-13:** Make your own clouds.

- ✓ **Difference Clouds:** Create puffy objects in the sky (or foggy clouds at lower levels). The Difference Clouds filter uses image information to calculate the difference in pixel values between the new clouds and the image they're joining. The result is a unique cloud effect. Try applying the filter repeatedly to create a marbled effect.
- ✓ **Lens Flare:** Create the reflection effect that plagues photographers when they point their cameras toward a strong light source, such as the sun. The filter mimics several kinds of photographic lenses, giving you useful flares that can spice up concert photos and add a sunset where none existed. Specify a location for the center of the flare by clicking the image thumbnail or by dragging the crosshair.
- ✓ **Lighting Effects:** In a sort of photo-studio lighting setup, use pixels to do this type of work. You can set up 16 different lights and manipulate how they illuminate a photo.

## Getting organic with the Sketch filters

If you've ever envied people who can crank out a beautiful pen sketch in a matter of minutes, this filter menu is the one for you. The Sketch submenu includes plenty of traditional media artistic effects, such as Graphic Pen (as shown in Figure 1-14), Conté Crayon, Note Paper, chalk, and charcoal.

Here's a brief rundown of a few effects that aren't quite so traditional:

- ✓ **Photocopy:** Gives that infamous, anachronistic look dating back to the days when photocopiers didn't reproduce halftone images. This filter creates areas of black and white with little gray value when the default foreground and background colors of black and white are selected.
- ✓ **Plaster:** Creates a look that resembles molten plastic more than it looks like plaster. The filter uses the foreground and background values to color the image.
- ✓ **Stamp:** Mimics a rubber or wooden-block stamp.
- ✓ **Reticulation:** Adds texture by reproducing a veritable photographic disaster — the wrinkling of film emulsion that occurs when you move film from one developing chemical to another that has an extremely different temperature. (Think of a hot developer followed by a bath in cold water.) The highlights look grainy; the shadow areas look thick and goopy.
- ✓ **Torn Edges:** Creates the look of ragged paper and colorizes the image using the foreground and background colors.
- ✓ **Water Paper:** Creates the look of paint-like daubs on fibrous, wet paper.



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**Figure 1-14:** Give your digital photos a more organic feel with the Sketch filters.

### *Adding texture*

Elements lets you add a lot of interesting textures to your image, such as the cracked canvas effect generated by the Craquelure filter (see Figure 1-15) or the pixel effect produced by the Patchwork filter.



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**Figure 1-15:** The Craquelure filter gives an Old World–painting feel to your image.

You can find other filters on this menu to help you create mosaic effects, add another kind of film grain, and create stained-glass effects in images. But the most versatile filter in this set is surely the Texturizer, which enables you to apply various kinds of textures to your images or selections, including Brick, Burlap, Canvas, or Sandstone.

You can select the relative size of the texture compared with the rest of your image by using the Scaling slider. You can even select the direction of the light source that produces the 3-D look, selecting from top or bottom, either side, or any of the four corners of the image.



### Putting It Together

#### Creating an Angelic Glow

Sometimes, a little blur can add a soft, romantic mood or an angelic glow that can improve glamour photos, pictures of kids, or even an object as mundane as a flower. The secret is to apply only enough blurring to provide the soft effect you want without completely obliterating your original subject. This assumes, of course, that the subject doesn't *deserve* obliteration, that the kids are your own (or those of a close friend or relative), and that they are, in fact, of that rare angelic variety.

*continued*

### *continued*

You won't want to use this effect on other subjects, such as men, who generally like a rugged, masculine appearance. Many senior citizens regard the age lines on their faces as badges of distinction earned over a long, rewarding life. Don't try softening them with glowing effects.

To add an angelic glow to your little angel, just follow these steps:

**1. In Full Photo Edit mode, open an image.**

We used one of a pair of cute little girls.

**2. Choose Layer → Duplicate Layer to create a copy of the image layer.**

**3. With the duplicate layer selected in the Layers panel, choose Filter → Blur → Gaussian Blur.**

Gaussian Blur softens the upper layer, producing an airy glow.

**4. Move the Radius slider to the right to produce a moderate amount of blur and then click OK to apply the blurring effect, as shown in the figure.**

We used a value of 7.

**5. In the Layers panel, choose Lighten from the Modes pop-up menu.**

**6. Use the Opacity slider (click the right-pointing arrow to access the slider) to reduce the amount of glow (if it's too much for your tastes).**

We reduced the Opacity to 70%.

**7. Choose Layer → Flatten Image to combine all layers.**

Experiment with different amounts of Gaussian Blur until you find the perfect glowing effect, as we did in our figure.



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# Chapter 2: Distorting with the Liquify Command

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## *In This Chapter*

- ✓ Checking out the Liquify window
- ✓ Understanding the options
- ✓ Liquifying an image

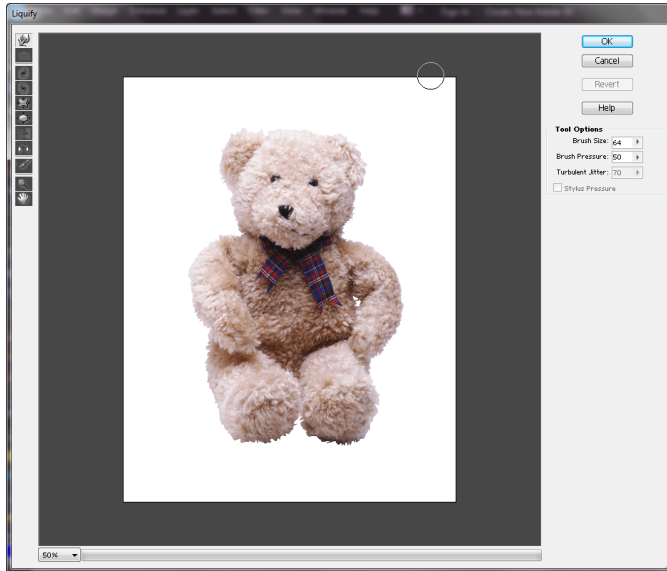
**L**iquify is the only Elements filter that garners a chapter of its own. That's because Liquify is not your run-of-the-mill filter. Truth be told, it's the ultimate distortin' fool, with a bevy of tools, modes, and options that make it a good deal more complex than most of its kin on the Filter menu. The Liquify filter lets you push and pull on parts of an image; twist, turn, and pinch other parts; and bloat and reflect others. You can basically manipulate an image as though it were pliable saltwater taffy. And, although these actions would create worthwhile entertainment on their own, you can use the Liquify filter to perform some productive tasks. If you pick up any fashion magazine, we guarantee you that many of the images of models and celebrities you see there have made their way through the Liquify filter for nips and tucks and overall body sculpting. Yes, even people blessed with natural beauty are given a dose of digital beautification for good measure.

## *Exploring the Liquify Window*

At first glance, the Liquify window is a little daunting. It's a little daunting on second, third, and fourth glances, too. But when you quit glancing and dive into using this versatile filter, you find that the tools and options make a lot of sense.

Open the Liquify window by choosing Filter⇨Distort⇨Liquify. The Liquify Tools panel appears on the left, as shown in Figure 2-1. The other options available with Liquify appear on the right side of the window. The Tools panel includes a dozen tools you can use to paint and distort an image.





**Figure 2-1:** The Liquify window is quite user friendly after you become familiar with its tools and settings.



As on the main Elements Tools panel, you can activate each tool by pressing a keyboard shortcut letter associated with its name.

## The distortion painting tools

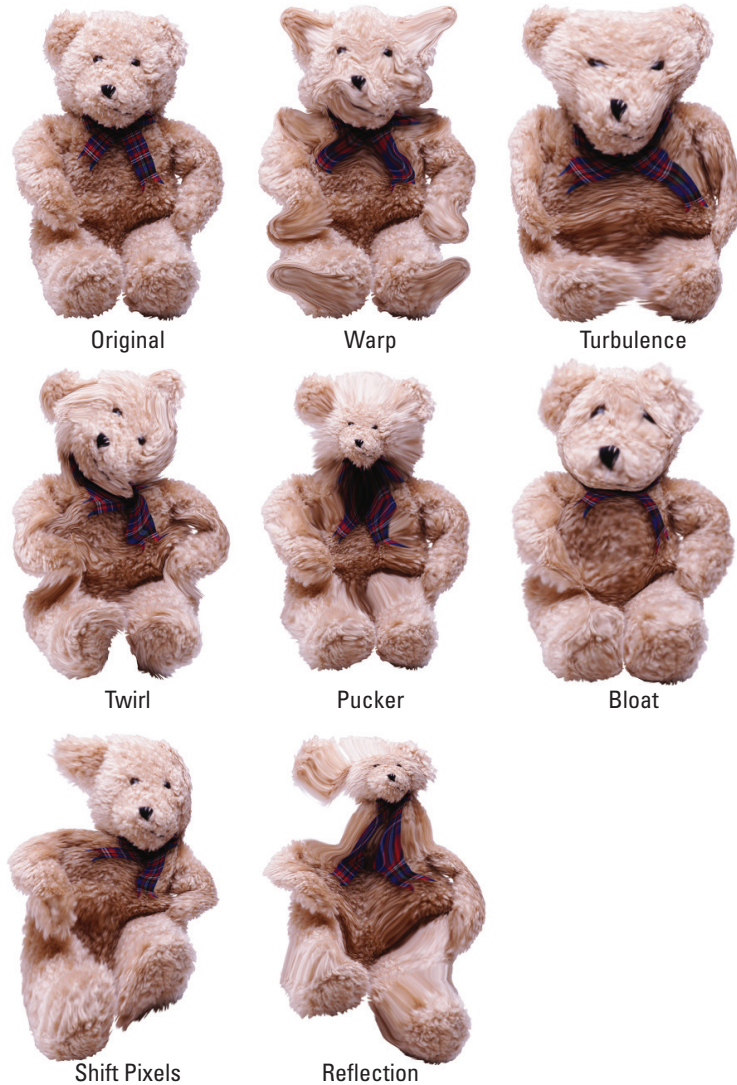
You use the first group of tools in the Tools panel to paint distortions on an image. The following list describes each tool, with its keyboard shortcut in parentheses. To see what the tool icon looks like, refer to Figure 2-1. To see what each tool does to pixels, check out Figure 2-2.



➤ **Warp (W):** This tool is faintly reminiscent of the Smudge tool but doesn't obliterate details in the pixels quite as much as it pushes them forward while you drag, creating a stretched effect. Use the Warp tool to push pixels where you want them to go, using short strokes or long pushes. This tool is the main one to use when you want to body-sculpt the person in an image.



➤ **Turbulence (T):** This tool adds a random jumbling effect to pixels when you click and hold down the mouse button. It acts similarly to the Warp tool when you click and drag. Adjust how smooth the effect is by dragging the Turbulent Jitter slider in the Tool Options area. The higher the value, the smoother the effect. You can use the Turbulence tool to create maelstroms of air, fire, and water with clouds, flames, and waves.



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**Figure 2-2:** The tools in the Liquify filter transform the ordinary into the extraordinary.



- ✓ **Twirl Clockwise (R) and Twirl Counterclockwise (L):** Place the cursor in one spot, press the mouse button, and watch the pixels under your brush rotate like a satellite photo of a tropical storm. Or, drag the cursor to create a moving twirl effect. Pixels move faster in the center than along the edges of the brush.

Try this technique with the other tools we describe in this list. (With some tools, the effect is more obvious than with others.) Simply hold down the mouse button. The longer you hold it down, the more prominent the effect becomes.



✓ **Pucker (P):** This tool is the equivalent of the Pinch filter, squishing pixels toward the center of the area covered by the brush while you hold down the mouse button or drag. To reverse the pucker direction, which essentially applies a bloat, hold down the Alt key (Option key on the Mac) while you hold down the mouse button or drag.



✓ **Bloat (B):** Think of this tool as a kind of Spherize filter, pushing pixels toward the edge of the brush area while you hold down the mouse button or drag the mouse. To reverse the bloat direction — doing so applies a pucker — hold down the Alt key (Option key on the Mac) while you hold down the mouse button or drag.



✓ **Shift Pixels (S):** This odd tool moves pixels to the left when you drag the tool straight up. Drag down to move pixels to the right. Drag clockwise to increase the size of the object being distorted. Drag counterclockwise to decrease the size. To reverse any of the directions, hold down the Alt key (Option key on the Mac) while you hold down the mouse button or drag.



✓ **Reflection (M):** This tool drags a reversed image of your pixels at a 90-degree angle to the motion of the brush. Hold down the Alt key (Option key on the Mac) to force the reflection in the direction opposite the motion of the brush (for example, to the left of a brush moving right, or above a brush moving down). This tool is a good choice for making reflections on water.

## *The other tools*

Three tools on the Liquify Tools panel help with undoing distortions you may no longer want and also help with navigation. These tools (shown here with their keyboard shortcuts) are



✓ **Reconstruct (R):** This tool is a variation on the old standby, Undo. It lets you reverse or alter — completely or partially — the distortions you've made. You can retrace your steps if you went overboard in your distortion activities.



✓ **Hand (H):** The Hand tool works exactly like the standard Elements Hand tool. Click and drag the image to move it around within the Preview window. You can find more about the Hand tool in Book 1, Chapter 2.



✓ **Zoom (Z):** This tool works exactly like the Elements Zoom tool, which zooms images in and out. Just click the image to zoom in. Hold down the Alt key (Option key on the Mac) and click to zoom out. You can also

zoom by selecting a magnification percentage (from 6 to 1,600 percent) from the pop-up menu in the lower-left corner of the dialog box. Or, if you like buttons, click your way to magnification by using the +/- zoom control buttons. See Book I, Chapter 2 for more on using the Zoom tool.

## The Options Area

On the right side of the Liquify window (refer to Figure 2-1), you can find some menus and buttons that let you specify options for the tools. We point them out to you here and cover how to use them in the rest of this chapter:

- ✓ **Brush Size:** Specifies the width of the brush.
- ✓ **Brush Pressure:** Specifies the speed at which you distort while you drag. The lower the value, the slower the distortion is applied.
- ✓ **Turbulent Jitter:** Determines how tightly the brush jumbles pixels. When you use the Turbulence tool, this option gives the stroke a more natural, organic look.
- ✓ **Stylus Pressure:** Selects the pressure of the stylus when you click it, if you have a graphics tablet and stylus. Clicking this option then controls the width of your brush stroke.

## Distorting an Image with Liquify

Liquify is as easy to apply as finger paint after you play with it a little. Here's a step-by-step scenario of the things you might do to apply some distortion to an image of your own:

1. **Select and open in the Editor an image you want to transmogrify, in either Full Photo Edit or Quick Photo Edit mode.**
2. **In the Layers panel, select a layer. If you don't want to distort the whole layer, you can select part of it.**

For more on selections, see Book IV. For information on layers, see Book VI.

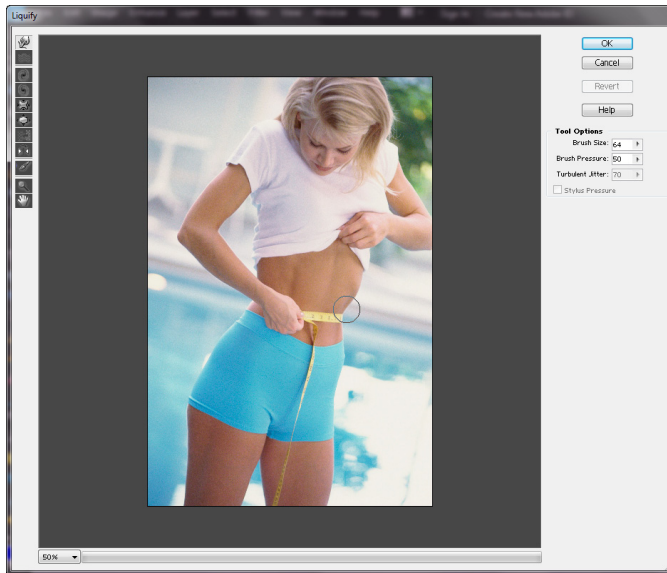
3. **Choose Filter ⇨ Distort ⇨ Liquify.**

The Liquify dialog box appears with the image in the preview area, as shown in Figure 2-3.

4. **Choose a distortion weapon of choice.**

For a detailed description of each tool, see the earlier section “The distortion painting tools.” Figure 2-4 shows you what a little puckering can do. (To see what each tool does, take another gander at Figure 2-2.)

## 460 *Distorting an Image with Liquify*



Purestock

**Figure 2-3:** The Liquify dialog box is where the magic happens.



Purestock

**Figure 2-4:** Use the various Painting tools to apply distortions.

**5. Specify options in the Tool Options area.**

Remember to adjust the brush size and pressure to get the exact coverage you want. For a description of each option, see the earlier section “The Options Area.”

**6. If you take the distortions a little too far, select the Reconstruct tool to partially or fully reverse or modify your distortions.**

Note that the reconstruction occurs faster at the center of the brush’s diameter. To partially reconstruct an image, set a low brush pressure and watch closely while the mouse drags across the distorted areas.

**7. Apply the distortion to the image by clicking OK and exiting the Liquify dialog box.**

If you mucked up and want to start again, click the Revert button to return to the original, unaltered image. This action also resets the tools to their previous settings. Figure 2-5 shows the Before (and the Extreme After) of our image.



**Figure 2-5:** Perform a digital nip and tuck using Liquify.

Purestock



# Chapter 3: Adding Pizzazz with Styles and Effects

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## *In This Chapter*

- ✓ Working with the Effects panel
- ✓ Taking photo effects for a spin
- ✓ Stylizing layers
- ✓ Tweaking layer styles

**A**fter you have all the basic elements lined up in your layered composite image, you may want to give it a little pizzazz. Elements provides a lot of different effects you can apply to enhance your images. Maybe a headline would pop out a little more if you beveled the edge, or maybe that silhouetted image would take on a little more dimension if you placed a drop shadow behind it. In this chapter, you find out how to do all these things.

## *Seeing What the Effects Panel Can Do*

Elements has organized all its various effects in one neat panel. In the Editor in Full Photo Edit mode, choose Window⇨Effects. On the right side of the Elements workspace, you see the Effects panel, as shown in Figure 3-1. Buttons for the various categories of effects — Filters, Layer Styles, and All — are at the top of the panel. Subcategories (or *libraries*) of Filters, Layer Styles, and Filters are just to the right, accessible via a drop-down list. Individual effects, styles, and filters are located in the bottom portion of the panel and are displayed by thumbnail or name.

Click the down arrow in the upper-right corner (just below the Close button) of the Effects panel to change the view of your effects, filters, and styles as thumbnails or as names. You also find a fast track to Styles and Effects help, if you need it.

Later sections of this chapter explain how to apply photo effects and styles. We go into a hefty discussion about filters in Book VII, Chapter 1.



## Enhancing with Photo Effects

Elements provides a variety of photo effects that you can apply to your photos. Note that some effects automatically create a duplicate of the selected layer, whereas other effects work only on flattened images. You can't preview how the effect will look on your image or type, as you can when you apply filters. Also, you have no options to specify.

Here are the steps to follow when applying a photo effect:

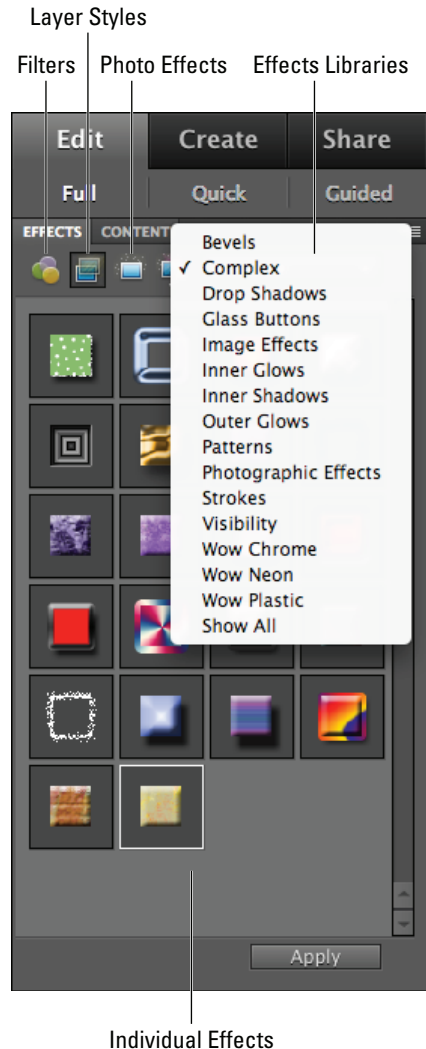
- 1. In the Editor, in Full Photo Edit mode, select an image layer in the Layers panel.**

Or, if you're applying the effect to only a single selection, make the selection before applying the effect.

- 2. Choose Window → Effects.**
- 3. In the Effects panel, click the Photo Effects button (it's a blue screen with white dots around it) at the top.**

Refer to Figure 3-1.

- 4. Select a subcategory, or library, of Photo Effects from the drop-down list in the upper-right area of the panel:**
  - *Frame*: Includes photo effects that enhance the edges of the layer or selection.
  - *Faded Photo, Monotone Color, Old Photo, and Vintage Photo*: Makes your image fade from color to grayscale, appear as a single color, or look like an old pencil sketch or a photo on old paper.
  - *Misc Effects*: Includes a wide variety of effects to make your image appear as though it's snowing, made of lizard skin or neon tubes, or painted with oil pastels.
  - *Show All*: Shows all photo effects described in this list.



**Figure 3-1:** Add effects, styles, and filters via the Effects panel.

5. On the Effects panel, double-click an effect or drag the effect onto the image.

In our example, in Figure 3-2, we applied the Oil Pastel photo effect in the Misc Effects library.



You can also apply a photo effect to type. Select a type layer in the Layers panel and follow Steps 2 through 5 in the preceding list. Note that a dialog box alerts you that the type layer must be simplified before the effect can be applied. If you simplify the layer, you can no longer edit the text, so be sure that your type is exactly as you want it. For more on working with type layers, see Book V, Chapter 3.



Photo effects, unlike layer styles (described in the following section), can't be edited. Photo effects automatically create another layer, so if you don't care for the effect, simply delete that layer by dragging it to the trash can at the top of the Layers panel.



**Figure 3-2:** Enhance images by adding photo effects to your image and type layers.

## Working with Layer Styles

Layer styles range from simple shadows and bevels to more-complex designs, such as buttons and patterns. The wonderful characteristic of layer styles is that they're completely nondestructive. Unlike filters, layer styles don't change your pixel data. You can edit them or even delete them if you're unhappy with the results, so feel free to use them with abandon.

Here are a few fun facts about layer styles:

- ✓ **Layer styles can be applied only to layers.** Therefore, if all you have in your image is a background, be sure to convert it to a layer first. See Book VI for details on working with layers.
- ✓ **Layer styles are dynamically linked to the contents of a layer.** If you move or edit the contents of the layers, the results are updated.

- ✓ **When you apply a layer style to a layer, an fx icon appears next to the layer's name on the Layers panel.** Double-click the fx icon to open the Styles Settings dialog box and make any adjustments that are necessary to create the look you want.
- ✓ **Layer styles are stored in different libraries.** You can add shadows, glows, beveled and embossed edges, and more-complex appearances, such as neon, plastic, chrome, and other manmade textures. See Figure 3-3 for a layer style sampler.
- ✓ **Delete a layer style or styles.** Choose Layer⇨Layer Style⇨Clear Layer Style or drag the fx icon on the Layers panel to the trash can in the panel.



PhotoDisc

**Figure 3-3:** Add dimension by applying styles such as shadows, glows, and bevels to an object or some type.

- ✓ **Copy and paste layer styles onto other layers.** Select the layer containing the layer style and choose Layer⇨Layer Style⇨Copy Layer Style. Select the layer or layers on which you want to apply the effect and choose Layer⇨Layer Style⇨Paste Layer Style. You can also just drag and drop an effect from one layer to another while holding down the Alt key (the Option key on the Mac). Note that if you drag and drop an effect without holding down the Alt or Option key, you move the layer style from one layer to another.
- ✓ **Hide or show layer styles.** Choose Layer⇨Layer Style⇨Hide All Effects or Show All Effects.
- ✓ **Scale a layer style.** Choose Layer⇨Layer Style⇨Scale Effects. Select Preview and enter a value between 1 and 1,000 percent. Then you can scale the style without scaling the element.

Here are the steps to apply a style and a description of each of the style libraries:

1. **In the Editor, in Full Photo Edit mode, select an image or type layer on the Layers panel.**
2. **Choose Window⇨Effects.**
3. **Select the Layer Styles button (an icon of two overlapping screens) at the top of the Effects panel.**

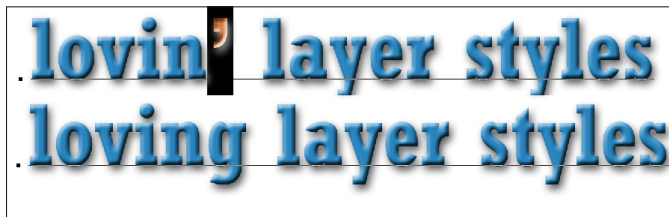
Refer to Figure 3-1.

4. **Select a library of styles from the drop-down list in the upper-right area of the panel:**
  - *Bevels:* Adds a three-dimensional edge on the outside or inside edges of the contents of a layer, giving the element some dimension. Embossed styles make elements appear as though they're raised off or punched into the page. You can change the appearance of these styles, depending on the type of bevel chosen. Adjust attributes, such as the lighting angle, distance (how close the shadow is to the layer contents), size, bevel direction, and opacity.
  - *Drop and Inner Shadows:* Add a soft drop or an inner shadow to a layer. Choose from an ordinary shadow or one that includes noise, neon, or outlines. You can adjust the lighting angle, distance, size, and opacity.
  - *Outer and Inner Glows:* Add a soft halo that appears on the outside or inside edges of your layer contents. Adjust the appearance of the glow by changing the lighting angle, size, and opacity of the glow.
  - *Visibility:* Click Show, Hide, or Ghosted to display, hide, or partially show the layer contents. The layer style remains fully displayed.
  - *Complex and others:* The remaining layer styles are a group of different effects ranging from simple glass buttons to the more exotic effects, such as Groovy and Rose Impressions. You can customize all these layer styles somewhat by adjusting the various settings, which are similar to those for other styles in this list.

5. **On the Effects panel, double-click a layer style or drag the layer style onto the image.**

The style, with its default settings, is applied to the layer. Note that layer styles are cumulative. You can apply multiple styles — specifically, one style from each library — to a single layer.

Note that you can also apply layer styles to type layers, and the type layer doesn't need to be simplified. This is an advantage over Photo Effects because you can retain the type's editability, as shown in Figure 3-4.



**Figure 3-4:** Layer styles are advantageous because they don't alter your pixels.

## *Editing Layer Styles*

Layer styles are quite agreeable. They're not only easy to apply but also equally easy to edit. Here's how:

1. **In the Layers panel, double-click the fx icon on the layer.**  
The Style Settings dialog box opens, as shown in Figure 3-5.
2. **Be sure to select Preview so that you can view how your edits are affecting the layer style.**
3. **Expand the options for any layer style category by clicking the arrow just to the left of the layer style name.**

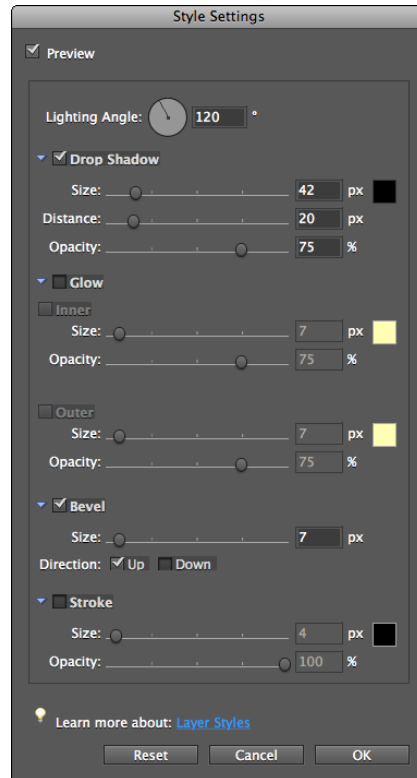
Note that you can toggle the layer style on and off by selecting and deselecting the style.

4. **Depending on which layer style category you use, specify the options.**

Here's a rundown:

- *Lighting Angle:* Specify the angle of your light source. If you've decided to put together a realistic composite of multiple images, make sure that all the shadows and highlights of all the different elements are consistent. You don't want one layer to look like it's 6 a.m. and another to look like it's 2 p.m.

- *Size*: Specify the size of your shadow, glow, bevel, or stroke from 0 to 250 pixels.
- *Distance*: Adjust how far the shadow or glow is offset (0 to 30000 pixels) from your element.
- *Opacity*: Adjust the Opacity setting to change how transparent the shadow, glow, or stroke appears — from 0% to 100%.
- *Inner/Outer*: Specify whether your glow is an inner or outer glow.
- *Color*: Click the color swatch and choose a glow color from the Color Picker. Click OK to close the Color Picker dialog box.
- *Direction Up/Direction Down*: Specify whether the bevel (the raised or sunken-in edge) direction is up or down. Direction Up positions the highlight along the edge closest to the light source and the shadow on the opposite edge. Direction Down does the opposite, positioning the shadow near the light source.



**Figure 3-5:** Layer styles such as shadows are live, enabling you to edit them at any time.

**5. After you refine the layer style settings, click OK.**

The layer style is edited and ready to go, as shown in Figure 3-6. Note also the options for *Reset*, to start over; or *Cancel*, to bail out entirely.



**Figure 3-6:** An original and an edited layer style.



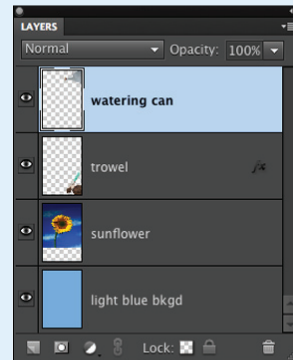
## *Putting It Together*

### Adding Photo Effects and Layer Styles to a Collage

If you like your images and text simple and unadorned, more power to you. But if you feel a sudden urge to add an embellishment or two, make sure you're prepared to do that. In this exercise, we show you how to add some type to a collage and apply effects and styles to the various elements. Just follow these simple steps:

- 1. In the Editor, in Full Photo Edit mode, open a previously created and saved collage file.**

Make sure that the Layers panel is also open.



2. **Select the Eyedropper tool from the Tools panel. Click in the collage on a color you like.**

The color you sampled is now the foreground color, as you can see from your swatches at the bottom of the Tools panel.

3. **Select the Type tool and then select a font, style, and point size and other formatting options from the Options bar.**

We recommend choosing an easy-to-read font and applying a bold style to it. We're using Times New Roman Bold, and we set the point size to 30 and the leading to 24 points.

We selected the Anti-Aliasing option so that our text transitions nicely with the image elements.

4. **Click inside the image and type some text.**

We typed *Organic Gardening* for our garden collage. We also added a second line of text with the day and time.

5. **Select the Move tool from the Tools panel and position the type in the collage.**

We put the text in the upper-left corner.

6. **With the type layer selected in the Layers panel, choose Window⇧Effects. In the Effects panel, click the Layer Styles icon at the top and choose Drop Shadows from the library drop-down menu. Double-click the Low drop shadow.**

If you need to edit the layer style, double-click the fx icon in the Layers panel and specify settings. For details on how to do this, see the earlier section "Editing Layer Styles." We edited the drop shadow to make it a little smaller, less opaque, and closer to the type.



*continued*

*continued*

7. Choose **Bevels** from the library drop-down menu. Double-click the **Simple Inner bevel**. Make any necessary edits to the bevel layer style.

We reduced the size of our bevel to make the effect crisper.

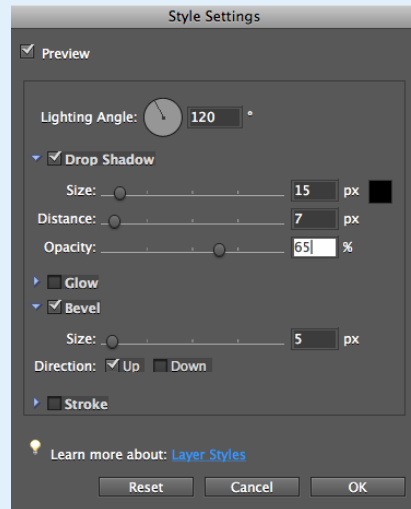
8. Repeat Step 6 or 7, or both, on any other of your layers, if desired.

We added a Low drop shadow to our trowel-and-dirt-pile layer.

9. To add an effect, in the **Effects** panel, click the **Photo Effects** icon at the top and choose **Misc Effects** from the library drop-down menu. Double-click the **Soft Flat Color** effect.

10. Choose **File** ⇨ **Save**.

You're all done. If you feel like it, keep adding to or refining the collage as you discover new tricks.



## Adding Graphics with the Content Panel

If you aren't the artistic type or need a quick graphic in a pinch, check out the Content panel, which shares a space with the Effects panel.

Here's how to add a graphic from the Content panel:

1. **In the Editor, in Full Photo Edit mode, choose Window⇧Content.**
2. **In the Content panel, from the drop-down list on the left, select the search criteria by category for your desired graphic.**  
Choices include categories such as seasons, mood, and activity.
3. **From the drop-down list on the right, select the specific season, mood, activity, or other effect.**
4. **Use the category buttons (which are below the drop-down lists) to further filter your results. The buttons act as toggles: Click the category *on* to include it, or *off* to exclude.**

Choose from Backgrounds, Frames, Graphics, Shapes, and Text Effects, as shown in Figure 3-7.



**Figure 3-7:** Get a variety of graphics from the Content panel.



5. **After you've selected your content, double-click the content thumbnail in the panel or drag the thumbnail onto your image window.**

You can also select the thumbnail and click the Apply button.

Note that the content is added to your image as a Smart Object layer, as indicated by the white square/black page icon on your layer in the Layers panel. Smart Objects are special kinds of layers that enable you to repeatedly size your layer without the fear of degradation. For more on Smart Objects, see Book II, Chapter 1.

To remove the content, simply delete the layer.

# Book VIII

## Retouching and Enhancing



**A**lmost every photo you take needs a little polish before you share or print it. In this minibook, we talk about the automated features in Elements that help you quickly adjust brightness and color, and we cover many advanced image-correction features. We also cover the magical effects of using the new Scene Repair tool — definitely a feature you’ll love in this newest release of Photoshop Elements.

If you have some photos that were taken in poor lighting, have low contrast, or are a little fuzzy, Book VIII can help you resurrect some images you thought were destined for the waste bin.



# Chapter 1: Quick Image Makeovers

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## *In This Chapter*

- ✓ Using one-step auto fixes
- ✓ Editing with Quick Photo Edit
- ✓ Cloning realistically
- ✓ Healing wrinkles, spots, and blemishes
- ✓ Fixing small flaws

One of Elements' strongest assets is its capability to fix images quickly, painlessly, and effectively. When you work with digital imaging, you find that cloning an image with a shadow, adjusting the color or contrast of a photo, or eliminating flaws from that otherwise perfect portrait are all fixes that you can do successfully, whatever your skill level. With these simple image-makeover tools, Elements makes these tasks as easy to perform as clicking a button or making a few swipes with a brush.



But before you dive into this chapter of fixer uppers, be sure to size, crop, and straighten your image to its final desired dimensions and resolution. To find out how, check out Book III, Chapter 1.

## *Applying One-Step Auto Fixes*

Elements has five automatic lighting-, contrast-, and color-correction tools that can quickly improve the look of your images with a single menu command. These commands are available in either Full Photo Edit or Quick Photo Edit mode, and they're all on the Enhance menu.

What's great about these auto fixes is that they're very easy to use. You don't need to know a heck of a lot about color or contrast to use them. The not-so-good news is that the result of these auto fixes often isn't as good as you could get via a manual color-correction method. And sometimes these fixes may even make your image look worse than before by giving you strange shifts in color. But, because these correctors are quick and easy — and easily undone — they're worth a try (you can always Undo). Usually you don't want to apply more than one of the auto fixes. If one doesn't work



on your image, just remember that you can undo the fix and try another. If you still don't like the result, move on to one of the manual methods that we describe in Chapter 2 of this minibook.

### *Auto Smart Fix*

This all-in-one command attempts to adjust it all. It's designed to improve lighting, improve the details in shadow and highlight areas, and correct the color balance, as shown in Figure 1-1. The overexposed image on the left was improved with the Auto Smart Fix command.



**Figure 1-1:** Apply the Auto Smart Fix command to quickly improve an image overall.



The Auto Smart Fix command, as well as the Auto Color, Auto Levels, Auto Contrast, Auto Sharpen, and Auto Red Eye Fix, are available in the Organizer (under the Fix pane), where you can apply the commands to several selected images simultaneously.

If the Auto Smart Fix didn't quite cut it, you can ramp it up and try Adjust Smart Fix. This command is similar to Auto Smart Fix, but it gives you a slider that allows you to control the amount of correction applied to the image.

### *Auto Levels*

The Auto Levels command adjusts the overall contrast of an image. This command works best on images that have pretty good contrast (detail in the shadow, highlight, and midtone areas) to begin with and just need a little adjustment, but it can also work wonders for seemingly unsalvageable images, as shown in Figure 1-2. Auto Levels works by *mapping*, or converting, the lightest and darkest pixels in your image to black and white, which makes highlights appear lighter and shadows appear darker.



**Figure 1-2:** Auto Levels adjusts the overall contrast of an image.



Although Auto Levels can improve your contrast, it may also produce an unwanted *colorcast* (a slight trace of color). If this happens, undo the command and try the Auto Contrast command instead. If that still doesn't improve the contrast, try the Levels command that we describe in Chapter 2 of this minibook.

## Auto Contrast

The Auto Contrast command is designed to adjust the overall contrast in an image without adjusting its color. This command may not do as good a job of improving contrast as the Auto Levels command, but it does a better job of retaining the color balance of an image. Auto Contrast usually doesn't cause the strange colorcasts that can occur when you're using Auto Levels. This command works really well on images with a haze, as shown in Figure 1-3.



**Figure 1-3:** The Auto Contrast command clears up hazy images.

## *Auto Color Correction*

The Auto Color Correction command adjusts both the color and contrast of an image, based on the shadows, midtones, and highlights it finds in the image and a default set of values. These values adjust the number of black and white pixels that Elements removes from the darkest and lightest areas of the image. You usually use this command to remove a colorcast or to balance the color in your image, as shown in Figure 1-4. Sometimes this command can be useful in correcting over- or undersaturated colors.



**Figure 1-4:** Use Auto Color Correction to remove a colorcast.

## *Auto Sharpen*

Sometimes photos taken with a digital camera or scanned on a flatbed scanner can appear *soft*, meaning slightly out of focus. Sharpening gives the illusion of increased focus by increasing the contrast between pixels. Auto Sharpen attempts to improve the focus, as shown in Figure 1-5, without going too far. What happens when you oversharpen? Your images go from soft to grainy and noisy.



Always make sharpening the last fix after you make all other fixes and enhancements. You don't want to sharpen nasty flaws and make them even more noticeable than they already are. For more accurate sharpening methods, see the Unsharp Mask and Adjust Sharpness features discussed in Chapter 2 of this minibook.



**Figure 1-5:** Use Auto Sharpen to improve focus.

## Auto Red Eye Fix

The Auto Red Eye Fix command automatically detects and eliminates red-eye in an image. Red-eye occurs when a person or an animal (where a red-eye can also be a yellow, green, or even blue eye) looks directly into the flash. Many cameras have a red-eye prevention mode, which is a pre-flash that causes the subjects' irises to contract, making their pupils smaller when the real flash goes off. Other cameras mount the flash high or to the side of the lens, which also minimizes the chance of red-eye. However, these preventive measures are of little solace when you have a great picture that features bright red pupils as its dominant feature.

## Using the Red Eye Removal tool

If for some reason the Auto Red Eye Fix doesn't correct the problem, you can always try the Red Eye Removal tool on the Tools panel. Here's how to remove red-eye manually:



1. **Select the Red Eye Removal tool from the Tools panel in the Editor in Full Photo Edit mode.**

Note that this tool is also available in Quick Photo Edit mode.

2. **Using the default settings, click the red portion of the eye in your image.**

This one-click tool darkens the pupil while retaining the tonality and texture of the rest of the eye, as shown in Figure 1-6.



**Figure 1-6:** The Auto Red Eye Fix and the Red Eye Removal tools detect and destroy dreaded red-eye.

**3. If you're unhappy with the fix, adjust one or both of these options:**

- *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.

If all goes well, your image is now cured of the dreaded red-eye. (Refer to the image on the right in Figure 1-6.)



Note that you can also use the Brush tool with a Color blend mode and paint away the red. Or you can use the Color Replacement tool with a black foreground to color away the crimson. If you're trying to fix green-eye in animals, your best bet is to use the Color Replacement tool.

## *Editing with Quick Photo Edit Mode*

It turns out that, if you get the results you want with the auto fixes we cover in the previous sections while working in Quick Photo Edit mode, you may already have all the tools you need to repair and enhance your images. This means you may not have to visit Full Photo Edit mode. Given the ease and flexibility of Quick Photo Edit mode, we're going to devote an entire section to it.

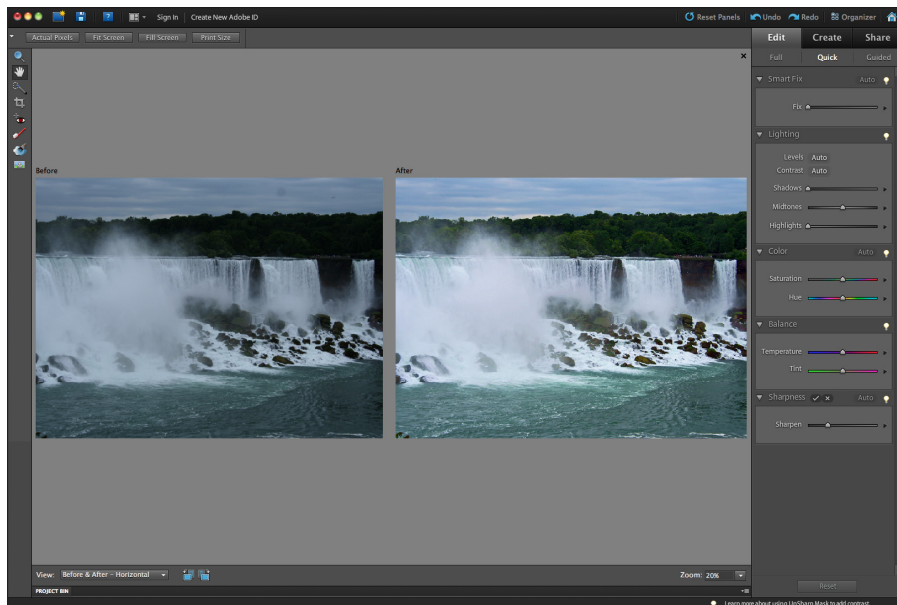
As you've probably already figured out by now, Quick Photo Edit mode is a pared-down version of Full Photo Edit mode that provides basic image-correcting tools and throws in a few dedicated features — such as a before-and-after preview of your image — for good measure. To get a general idea how Quick Photo Edit mode works, take a look at the following step-by-step workflow, which shows you how you'd put Quick Photo Edit mode to use to fix your photos:

### 1. Open a photo:

- In the Organizer, select one or more photos. Click the Fix tab in the Panel Bin and then select the Quick Photo Edit item from the drop-down list.
- In Full Photo Edit mode, select your desired image(s) from the Project Bin. Click the Quick button near the top of the Panel Bin.
- In Full Photo Edit mode, open your desired images by choosing File→Open. Click the Quick button near the top of the Panel Bin.

### 2. Specify your preview preference from the View pop-up menu at the bottom of the Image window.

You can choose to view just your original image (Before Only), your fixed image (After Only), or both images side by side (Before & After) in either portrait (Vertical) or landscape (Horizontal) orientation, as shown in Figure 1-7.



**Figure 1-7:** Quick Photo Edit mode enables you to view before-and-after previews of your image.

### 3. Use the Zoom and Hand tools to magnify and navigate around your image.

You can also specify the Zoom percentage by using the Zoom slider at the bottom of the Image window.

4. **Crop your image by using the Crop tool in the Tools panel.**
5. **To rotate the image in 90-degree increments, click the Rotate Left or Rotate Right button at the bottom of the Image window.**
6. **Use the Auto Red Eye Fix to remove the red from your subjects' eyes.**

Automatically fix red-eye by selecting the Red Eye Removal tool from the Tools panel and clicking the Auto button in the Options bar. If that doesn't work, try clicking the red eye in your image with the Red Eye Removal tool itself.

7. **Apply any necessary auto fixes, such as Auto Smart Fix, Auto Levels, Auto Contrast, and Auto Color Correction.**

All these commands are under the Enhance menu or in the Smart Fix, Lighting, and Color panes on the Edit tab in the Panel Bin to the right of the Image window.

Each of these fixes is described in the section "Applying One-Step Auto Fixes," earlier in this chapter. Remember that usually one of the fixes is enough. Don't stack them on top of each other. If one doesn't work, click the Reset button in the top-right of the image preview and try another. If you're not happy, go to Step 8. If you are happy, skip to Step 9.

8. **If the auto fixes don't quite cut it, gain more control by using the sliders available for Smart Fix, Levels, Contrast, Color and Balance, located in the various panes on the Edit tab in the Panel Bin.**

Here's a brief description of each available adjustment:

- *Shadows*: When you drag the slider to the right, the darker areas of your image lighten without adjusting the highlights.
- *Highlights*: When you drag the slider to the right, the lighter areas of your image darken without adjusting the shadows.
- *Midtones*: Adjusts the contrast of the middle (gray) values and leaves the highlights and shadows as they are.
- *Saturation*: Adjusts the intensity of the colors.
- *Hue*: Changes all colors in an image. Make a selection first to change the color of just one or more elements. Otherwise use restraint with this adjustment.
- *Temperature*: Adjusts the colors to make them warmer (red) or cooler (blue). This adjustment can be used to correct skin tones or to correct overly cool images (such as snowy winter photos) or overly warm images (such as photos shot at sunset or sunrise).
- *Tint*: Adjusts the tint after you adjust temperature to make the color more green or magenta.



If you still don't get the results you need, move on to one of the more manual adjustments that we describe in Chapter 2 of this minibook.

You can always apply fixes to just selected portions of your image. Quick Photo Edit mode offers the Quick Selection tool for your selection tasks. For details on using this tool, see Book IV, Chapter 1.

### 9. Add final fixes by using the remaining tools in the Tools panel.

Here's a quick description of each tool you'll need from the Tools panel:

- *Whiten Teeth:* This digital fix whitens teeth at a fraction of the cost of the real analog procedure. Choose an appropriate brush size from the Brushes drop-down panel before whitening (for more on brush options, see Book V, Chapter 1). Using a brush diameter that's larger than the area of the teeth also whitens or brightens whatever else it touches — lips, chin, and so on. Click the teeth. Note that this tool makes a selection and whitens simultaneously. After your initial click, your selection option converts from New Selection to Add to Selection in the Options bar. If you pick up too much in your dental selection, click the Subtract from Selection option and click the area you want to eliminate. When you're happy with the results of your whitening session, choose Select⇨Deselect or press Ctrl+D (⌘+D on the Mac).
- *Make Dull Skies Blue:* Click or drag over areas of your sky that need brightening. Choosing a brush size and selection option is similar to using the Whiten Teeth fix, described in the preceding bullet. When you click your sky, it's selected and brightened at the same time. When you're done, choose Select⇨Deselect or press Ctrl+D (⌘+D on the Mac).
- *Black and White–High Contrast:* This tool converts your image into a high-contrast grayscale image. The method and options are similar to those for the Whiten Teeth and Make Dull Skies Blue options, described in the preceding bullets.

You can find these same fixes (and many more) in Full Photo Edit mode, under the Smart Brush and Detail Smart Brush tools. Check out Chapter 2 of this minibook for the lowdown on these tools.

### 10. Sharpen your image either automatically (by clicking the Auto button) or manually (by dragging the slider on the Sharpness panel).

This fix should always be the last adjustment you make on your image. Sharpening increases contrast, so you want to fix the flaws first so you don't exacerbate them by making them more noticeable.



## Cloning with the Clone Stamp Tool

Say that you want to duplicate an element in your image. That's easy enough, right? Make a selection and copy and paste it into the new location. That works fine most of the time. But what if the element has a shadow behind it, next to it, above it, or below it? You face the dilemma of having a hard edge on the copied element because the shadow (called a *cast shadow*) is cut off by the selection outline. You could feather the selection, but then you have to make sure that the copied element blends realistically with the background. What a pain. The better method is to clone the element by using the Clone Stamp tool. It's quick, easy, and no one will know that only one element was there originally.

Believe it or not, you can also reach for this tool when retouching imperfections such as scratches, scars, bruises, date/time stamp imprints from cameras, and other minor flaws. In fact, that used to be one of its major functions. In some retouching instances, it does a decent job, although the arrival of the Healing Brush and Spot Healing tools has relegated the Clone Stamp tool more to the pure cloning functions and less to the hard-core retouching jobs.

The Clone Stamp tool works by taking sampled pixels from one area and *cloning* (or copying) them onto another area. Follow these steps to clone an element without any genetic engineering:



**1. Open an image and choose the Clone Stamp tool from the Tools panel in Full Photo Edit mode.**

**2. On the Options bar, choose a brush from the Brush Preset drop-down list and then use the brush as is or adjust its size with the Size slider.**

**3. Select the Blend mode of your choice on the Options bar.**

Selecting a mode such as Difference, Multiply, or Color can produce some interesting special effects. For info on Blend modes, see Book VI, Chapter 3.

**4. To make the clone more or less opaque, use the Opacity slider or text box on the Options bar.**

To make your cloned image appear ghosted, use an opacity setting of less than 100 percent.

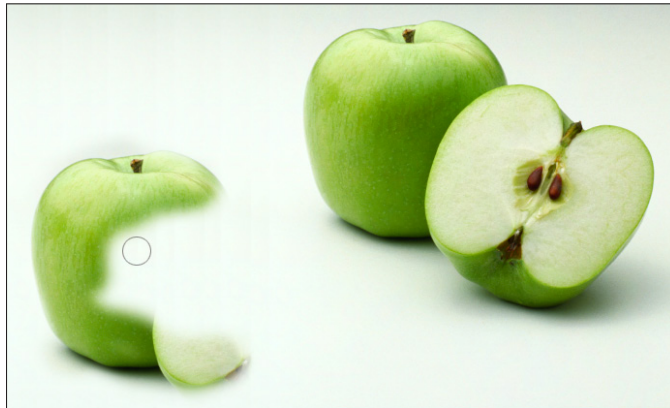
**5. Select or deselect the Aligned option, depending on your preference.**

With Aligned selected, the clone source moves when you move your cursor to a different location. If you want to clone multiple times from the same location, deselect the Aligned option.

**6. Select or deselect the Sample All Layers option.**

This option enables you to sample pixels from all visible layers for the clone. If this option is deselected, the Clone Stamp tool clones from only the active layer. Check out Book VI for details about working with layers.

7. **Alt-click (Option-click on the Mac) the area of your image that you want to clone to define the source of the clone.**
8. **Click or drag along the area where you want the clone to appear, as shown in Figure 1-8.**



**Figure 1-8:** When using the Clone Stamp tool, drag along the area where you want the clone to appear.

While you drag, Elements displays a crosshair cursor along with the Clone Stamp cursor. The crosshair represents the source you're cloning from, and the Clone Stamp cursor shows where the clone is being applied. While you move the mouse, the crosshair moves as well. This provides a continuous reference to the area of your image that you're cloning. Keep an eye on the crosshair, or you may clone something you don't want.

When you successfully complete the cloning process, you have two identical objects. Figure 1-9 shows our identical apples.

If you're cloning an element, try to clone it without lifting your mouse. Also, when you're retouching a flaw, try not to overdo it. Clicking once or twice on each flaw is usually plenty. If you're heavy-handed with the Clone Stamp, you get a blotchy effect that's a telltale sign something has been retouched.



9. **Save the image and close it.**



**Figure 1-9:** Our twin apples are the products of cloning.

Here are a few additional tidbits regarding the Clone Stamp tool:

- ✓ **Use the Clone Stamp tool to fix simple flaws.** To clean up a flaw that's pretty straight, such as a stray hair or scratch, Alt-click (Option-click on the Mac) with the tool to define the source. Then click at one end of the straight flaw and Shift-click at the other end. The cloned source pixels cover up the flaw.
- ✓ **Pay attention to the origin point for sampling.** Depending on what you're cloning (for example, when covering up a flaw), if you keep sampling from the same point without ever varying it, the area you're cloning starts to look like ugly shag carpeting. Or, at best, it starts to appear blotchy and over-retouched.
- ✓ **Zoom out once in a while to check how your image looks overall.** Doing so helps you avoid those funky clone-stamp repetitive patterns and blotches.

## *Performing Cosmetic Surgery with the Healing Brush Tool*

The Healing Brush tool is similar to the Clone Stamp tool. Both tools let you clone pixels from one area and apply them to another area. But that's where the similarities end, and the Healing Brush leaves the Clone Stamp tool in the dust.

The problem with the Clone Stamp tool is that it doesn't take the tonality of the flawed area — the shadows, midtones, and highlights — into consideration. So, if the pixels you're sampling from aren't shaded and lit exactly like the ones you're covering, you have a mismatch in color, which makes seamless and indecipherable repairs hard to achieve.

That's where the Healing Brush tool comes in. This very intelligent tool clones by using the *texture* from the sampled area (the source) and then using the *colors* around the brush stroke when you paint over the flawed area (the destination). The highlights, midtones, and shadows remain intact, and the result of the repair is more realistic and natural — not blotchy, mis-colored, and screaming “retouched.” Follow these steps to heal your favorite, but imperfect, photo:



**1. Open an image in need of a makeover and select the Healing Brush tool from the Tools panel in the Editor in Full Photo Edit mode.**

Our guy, as shown in Figure 1-10, looks like he could stand to get some “work done,” as they say in Hollywood. Note that you can also heal between two images. Just make sure that they have the same color mode — for example, both RGB (red, green, blue).

**2. On the Options bar, click the Brush Picker.**

In the drop-down panel, select your desired diameter and hardness, as well as spacing, angle, and roundness if you want, for your brush tip. You'll most likely specify your brush settings several times while retouching your image. Using the appropriate brush size for the flaw you're repairing is important.

**3. Choose your desired Blend mode.**

You can change your Blend mode, if necessary. The Replace mode preserves textures, such as noise or film grain, around the edges of your strokes when you're using a soft brush. For most simple retouching jobs, such as this one, you can leave it at Normal.

**4. Choose one of these Source options:**

You have a choice between Sampled and Pattern:

- *Sampled*: Uses the pixels from the image. You'll probably use this option 99.9 percent of the time.
- *Pattern*: Uses pixels from a pattern you select from the Pattern Picker drop-down panel.

For our example, we're sticking with Sampled because we don't think our guy would look that good with a Tie-Dye pattern across his face.



iStockphoto.com

**Figure 1-10:** Getting ready for a digital makeover.

## 5. Select or deselect the Aligned option on the Options bar.

For most retouching tasks, you probably should leave Aligned selected. Here are the details on each option:

- *With Aligned selected:* When you click or drag with the Healing Brush, Elements displays a crosshair along with the Healing Brush cursor. The crosshair represents the sampling point, also known as the *source*. When you move the Healing Brush tool, the crosshair also moves, providing a constant reference to the area you're sampling. (We left the Aligned option selected in our example.)
- *With Aligned deselected:* Elements applies the source pixels from your initial sampling point, no matter how many times you stop and start dragging.

## 6. Select the Sample All Layers option to heal an image by using all visible layers.

If this option is deselected, you heal from only the active layer.



To ensure maximum editing flexibility later, select the Sample All Layers option and add a new, blank layer above the image you want to heal. When you heal the image, the pixels appear on the new layer and not on the image itself. You can then adjust opacity, Blend modes, and make other tweaks to the “healed” pixels.

## 7. Establish the sampling point by Alt-clicking (Option-clicking on the Mac).

Make sure to click the area of your image you want to clone *from*.

In our example, we clicked the smooth area on the cheek and portions of the forehead.

## 8. Release the Alt (Option on the Mac) key and click or drag over a flawed area of your image.



Pay attention to where the crosshair is located because that's the area you're healing from. We brushed over the wrinkles under and around the eyes and on the forehead. This guy never looked so good, as shown in Figure 1-11, and he experienced absolutely no recovery time.



www.iStockphoto.com

**Figure 1-11:** In just five or ten minutes, this gentleman lost about ten years.

## Zeroing In with the Spot Healing Brush

Whereas the Healing Brush is designed to fix larger flawed areas, the Spot Healing Brush is designed for smaller blemishes and little imperfections, with the exception of the Content Aware option, which we explain in a moment. The biggest difference between the Healing Brush and the Spot Healing Brush is that the Spot Healing Brush doesn't require you to specify a sampling source. It automatically takes a sample from around the area to be retouched. The good news is it's quick and easy. The downside is that it doesn't give you as much control over the sampling source. Consequently, reserve this tool for small and simple flaws.

Follow these steps to quickly fix imperfections with the Spot Healing Brush tool:



1. **In the Editor, in Full Photo Edit mode, open your image and grab the Spot Healing Brush tool from the Tools panel.**

The moles around this guy's mouth, as shown in Figure 1-12 on the left, are no match for the power of the Spot Healing Brush.



*PhotoSpin*

**Figure 1-12:** Watch these moles (left) disappear (right).

2. **On the Options bar, click the Brush Presets drop-down panel and select your desired brush. Adjust the size as needed with the Size slider.**

Try to select a brush that's a little larger than the flawed area you want to fix.

### 3. Select a Blend mode from the Options bar.

Just as with the Healing Brush, you can select the Replace mode. Most likely, the Normal mode works the best.

### 4. Select a type from the Options bar:

- *Proximity Match*: Samples the pixels around the edge of the selection to fix the flawed area.
- *Create Texture*: Uses all the pixels in the selection to create a texture to fix the flaw.
- *Content-Aware*: If you want to eliminate something larger or more substantial than a mole or freckle, this is the option to use. This option takes actual content from the image and uses it as a kind of patch for the flawed area. Large objects can be deleted with the content-aware option, as shown in Figure 1-13, where we eliminated the 21st century signs from the front of the 17th century barn. Note that you may have to paint over the offending object a couple times to get your desired result. Also keep in mind that you may need to do some touchup with the clone stamp or other healing tools. Ours is a little smudgy in parts and could use a bit of touchup.

Try Proximity Match first and, if it doesn't work, undo and try Create Texture or Content-Aware.



**Figure 1-13:** Eliminate distracting objects with the content-aware option.

**5. Choose Sample All Layers to heal an image by using all visible layers.**

If you leave this option deselected, you heal from only the active layer.

**6. Click, or click and drag, the area you want to fix.**

In Figure 1-12, we used the Spot Healing Brush for the moles and spots on the face.

## Colorizing with the Color Replacement Tool

The Color Replacement tool allows you to replace the original color of an image with the foreground color. You can use this tool in a variety of ways. Create the look of a hand-painted photo by colorizing a grayscale image. Or maybe you just want to change the color of an object or two, such as a couple of flowers in a bouquet. And even though Elements has a bona fide Red Eye tool, you can also use the Color Replacement tool to eliminate red- (or yellow- or green-) eye in people and animals.



The great thing about the Color Replacement tool is that, like the other healing tools, it completely preserves the tonality of the image. The color that you apply doesn't obliterate the midtones, shadows, and highlights as it would if you were applying color with the regular Brush tool. The Color Replacement tool works by first sampling the original colors in the image and then replacing those colors with the foreground color. By specifying different sampling methods, limits, and tolerance settings, you can control the range of colors that Elements replaces.

Follow these steps to replace existing color with your foreground color:



- 1. In the Editor, in Full Photo Edit mode, open your image and select the Color Replacement tool from the Tools panel.**

This tool shares a flyout menu with the Brush and Pencil tools.

You can press the B key to select it (or Shift+B to cycle through the tools).

- 2. On the Options bar, specify your desired brush-tip diameter and hardness from the Brush Preset Picker drop-down panel.**

- 3. On the Options bar, select your desired Blend mode:**

- *Color*: This default mode works well for most colorizing jobs. Use this mode if you're trying to get rid of red-eye.
- *Hue*: This mode is similar to color, but less intense, providing a subtler effect.
- *Saturation*: This mode is the one to use to convert the color in your image to grayscale. Set your foreground color to Black on the Tools panel.

- *Luminosity*: This mode is the opposite of the Color mode. Although this Blend mode can create a beautiful effect between two image layers, it doesn't tend to provide that great an effect in other circumstances.

#### 4. Select your sampling limits mode.

- *Contiguous*: The default setting replaces the color of pixels containing the sampled color that are adjacent to each other directly under the brush.
- *Discontiguous*: Replaces the color of the pixels containing the sampled color wherever it occurs under your brush.

#### 5. Specify your tolerance percentage.

*Tolerance* refers to a range of color. A high tolerance lets you replace a broad range of color. A low tolerance limits the replacement of color to only the areas that are very similar to the sampled color.

#### 6. Choose whether you want anti-aliasing.

Remember, anti-aliasing slightly softens and smoothes the edge of the sampled areas.

#### 7. After you establish your settings, click or drag in your image.

Notice how the foreground color, which in our example is pink (who doesn't yearn for pink cowboy boots?), replaces the original colors of the sampled areas. (See Figure 1-14.) Of course, the exact effect you get depends on your settings.



If you want to be more accurate, make a selection before you replace your color so that you can avoid coloring elements you don't want to color.

## *Lightening and Darkening with Dodge and Burn Tools*

Dodging and burning originated in the darkroom, where photographers would salvage negatives containing areas that were too dark or too light by adding or subtracting exposure as an enlarger made the prints.

An enlarger makes a print by projecting an image of a negative onto a piece of photosensitive paper. During the exposure, the darkroom technician can reduce the amount of light falling onto the paper by placing some object (often a disk shape of cardboard or metal impaled on a piece of wire) in the light path to *dodge* part of the image. The worker can *burn* other parts of an image by exposing only a small portion through an opening, such as the fingers in a cupped pair of hands or a piece of cardboard with a hole. The Dodge and Burn tools in Elements adopt their icons from those analog tools used in the darkroom.



PhotoDisc

**Figure 1-14:** Use the Color Replacement tool to replace the original color in your image with your current foreground color.

However, the digital counterparts are a great deal more flexible and precise. For example, the worker in a darkroom varies the size of the dodging or burning tool by moving it up or down in the light path. Unfortunately, the closer the real-world tool gets to the paper, the sharper it appears, forcing the darkroom worker to move the tool more rapidly and frequently to blur the edges of the effects. With the Elements Dodge and Burn tools, you can specify the size of the tool and its softness by selecting one of the many brush tips available.

You can also limit the correction to a specific tonal range in your image — shadows, midtones, or highlights. You can adjust the degree of lightening and darkening applied by specifying an exposure percentage, too.



The Dodge (used to lighten) and Burn (used to darken) tools can be very effective, but you can't add detail that isn't there. Keep the following in mind:

- ✓ When you lighten very dark shadows that contain little detail, you end up with grayish shadows.
- ✓ Darkening very light areas that are completely washed out doesn't make your image look very good, either. You'll end up with white patches.

In either case, you want to use the Dodge and Burn tools in moderation and work only with small areas. To dodge or burn a portion of an image, just follow these steps:



- 1. In the Editor, in Full Photo Edit mode, open an image with under- or overexposed areas and select the Dodge or Burn tool from the Tools panel.**

Press the O key to choose the tool or press Shift+O to cycle through the available tools until the one you want is active.

- 2. On the Options bar, select a brush from the Brush Presets drop-down panel and also adjust the brush size, if necessary.**

Larger, softer brushes spread the dodging-and-burning effect over a larger area, making blending with the surrounding area easier, creating a more realistic, natural appearance.

- 3. On the Options bar, under the Range drop-down list, select Shadows, Midtones, or Highlights.**

Select Shadows to lighten or darken detail in the darker areas of your image. Choose Midtones to adjust the tones of average darkness. And select Highlights to make the brightest areas even lighter or darker.

In Figure 1-15, the original image had mostly dark areas, so we dodged the shadows. Note the increased detail in the eyes, teeth, and hair. We also gave a couple swipes to the highlight areas with the Burn tool.



**Figure 1-15:** The Dodge and Burn tools are effective when touching up smaller dark and light areas.

- 4. On the Options bar, select the amount of correction you want to apply with each stroke by using the Exposure slider or text box.**

Exposure is similar to the Opacity setting that you use with the regular Brush tool. Start with a lower percentage to better control the amount of

darkening or lightening. High exposure values can overcorrect and produce unnatural-looking, obviously dodged or burned areas in your images. (We used a setting of 10 percent.)

5. **Drag or “paint” over the areas you want to lighten or darken, gradually building up the desired effect.**

Note that you can make a selection prior to your dragging to make certain that the adjustment is applied only to that specific area.

6. **If you go too far, press Ctrl+Z (⌘+Z on the Mac) to reverse your most recent stroke.**
7. **When you finish, choose File⇨Save to store the image.**

## Turning Color Up or Down with the Sponge Tool

The Sponge tool soaks up or squeezes out color. It can reduce the richness or intensity (or saturation) of a color in applied areas. It can also perform the reverse, giving a specific area richer, more vibrant colors.

Surprisingly, the Sponge tool also works in grayscale mode by darkening or lightening the pixels. Unlike the Hue/Saturation command (under Enhance⇨Adjust Color), which works only on layers or selections, you can use the Sponge tool on any area that you can paint with a brush.

You can use the Sponge tool on an image in subtle ways to reduce the saturation in selected areas for an interesting effect. For example, you may have an object that’s the center of attention in your picture simply because the colors are very bright. The Sponge tool lets you reduce the color saturation of that area (and only that area) to allow another section of your image to become the focal point. You can also use the Sponge tool to make an artistic statement: You could reduce or increase the saturation of a single person in a group shot to give that person more attention (perhaps as being more colorful than the rest).

To use the Sponge tool, just follow these steps:



1. **In the Editor, in Full Photo Edit mode, open an image and select the Sponge tool from the Tools panel.**

Press the O key to choose the Sponge if it’s active, or press Shift+O to cycle through the tools until the Sponge tool is active.

2. **On the Options bar, select a brush from the Brushes Presets dropdown panel.**

Use large, soft brushes to saturate/desaturate a larger area.

Smaller brushes are useful mostly to change the saturation of a specific small object in an image.

3. On the Options bar, select either **Desaturate** (reduce saturation) or **Saturate** (increase saturation) from the Mode pop-up menu.
4. On the Options bar, select a *flow rate* (that is, the speed with which the saturation/desaturation effect builds while you brush) with the Flow slider or text box.
5. Paint carefully over the areas you want to saturate or desaturate with color.

In Figure 1-16, we saturated the shower cap lady to make her more of a focal point and desaturated the other performers and the background.



*Purestock*

**Figure 1-16:** The Sponge tool saturates (increases color intensity) and desaturates (decreases color intensity).

## *Smoothing with the Smudge Tool*

The Smudge tool performs a kind of warping effect by pushing your pixels around as if they consisted of wet paint, using the color that's under the cursor when you start to stroke. However, don't view the Smudge tool as a simple distortion tool that produces only comical effects. We use it on tiny areas of an image to soften the edges of objects in a way that often looks more natural than when we use the Blur tool. You can also use the Smudge tool to create a soft, almost-painted look, as shown in Figure 1-17. Just don't get too carried away, or you may obliterate detail that you want to preserve.



**Figure 1-17:** The Smudge tool can give your objects a soft, painted look.



Smudged areas may be obvious because of their smooth appearance. Adding a little texture by using the Noise filter after you smudge is often a good idea if you want to blend a smudged section in with its surroundings. You can find tips on applying the Noise filter in Book VII, Chapter 1.

To apply the Smudge tool, just follow these steps:



- 1. In the Editor, in Full Photo Edit mode, open the image and select the Smudge tool from the Tools panel.**

Press Shift+R to cycle through the Smudge, Blur, and Sharpen tools.

- 2. On the Options bar, select a brush from the Brushes Presets drop-down panel.**

Use a small brush for smudging tiny areas, such as edges. Larger brushes produce drastic effects, so use them with care.

- 3. On the Options bar, select a blending mode from the Mode pop-up menu.**

- 4. On the Options bar, select the strength of the smudging effect with the Strength slider or text box.**

Low values produce a lighter effect; high values really push your pixels around.

- 5. If your image has multiple layers, select the Sample All Layers option to make Elements use pixels from all visible layers when it produces the effect.**

The smudge still appears only on the active layer, but the look is a bit different depending on the contents of the underlying layers.

6. Use the Finger Painting option to begin the smudge by using the foreground color.

You can create interesting effects with this option. Rather than use the color under your cursor, this option smears your foreground color at the start of each stroke.



You can switch the Smudge tool into Finger Painting mode temporarily by holding down the Alt key (the Option key on the Mac) while you drag. Release Alt (Option) to go back to Normal mode.

7. Paint over the areas you want to smudge.

Pay attention to your strokes because this tool can radically change your image. If you don't like the results, press Ctrl+Z (⌘+Z on the Mac) to undo the changes and then lower the Strength percentage (discussed in Step 4) even more.



This tool can be a little destructive. If you're looking to preserve reality, use it with restraint. If you want to get wild, go crazy.

8. When you finish, choose File⇨Save to store your image.

## Softening with the Blur Tool

The Blur tool can repair an image, or you can use it for more creative tasks. Adding a little blur here and there can save an image with a few defects. Blurring can also be used for artistic effect — say, to add a little motion to a soccer ball frozen in time by a too-fast shutter speed. You can also blur portions of your image to emphasize and focus on a particular element, as shown in Figure 1-18, where we blurred the water and the girl's body a bit to draw attention to her face. The Blur tool makes it easy to paint your blur effects exactly where you want them. This tool works by decreasing the contrast among adjacent pixels in the painted area.

The mechanics of using the Blur tool and several of its options are similar to those of the Smudge tool. Just follow these steps:



1. In the Editor, in Full Photo Edit mode, open an image and select the Blur tool from the Tools panel.
2. On the Options bar, select a brush from the Brushes Presets drop-down panel.

Use a small brush for applying small areas of blur.



Use larger brushes with caution. For example, if your goal is to blur the entire background to make a foreground object appear sharper in comparison, it's better to make a selection and apply the Blur filter, as described in Book VII, Chapter 1.



Corbis Digital Stock

**Figure 1-18:** Use the Blur tool to soften a rough edge or emphasize a focal point.

3. On the Options bar, select a blending mode from the Mode pop-up menu.
4. On the Options bar, select the strength of the blurring effect with the Strength slider or text box.
5. If your image has multiple layers, select the Sample All Layers option to make Elements use pixels from all visible layers when it produces the effect.  
Selecting this option can produce a smoother blur when you merge the layers later. See Book VI for more info on layers.
6. Paint over the areas you want to blur.
7. When you finish, choose File⇨Save to store your image.

## Focusing with the Sharpen Tool

In theory, the Sharpen tool is nothing more than the Blur tool in reverse — instead of decreasing contrast among pixels, the Sharpen tool increases the contrast. In practice, however, use this tool with a bit more care than the Blur tool. Whereas blurred areas tend to fade from a viewer's notice (at least, in terms of how his or her eyes perceive them), sharpened areas of an image jump out at people. Even a small area that's been oversharpened can quickly lead to overly grainy and noisy images.

You can often successfully sharpen small areas with the Sharpen tool. Sometimes, the eyes in a portrait can benefit from a little sharpening, as shown in Figure 1-19. Or you might want to sharpen an area to make it stand

out more distinctly against a slightly blurred background.

Follow these simple steps to use the Sharpen tool:



- 1. In the Editor, in Full Photo Edit mode, open an image and select the Sharpen tool from the Tools panel.**
- 2. On the Options bar, select a brush from the Brushes Presets drop-down panel.**  
Use a small brush for applying small areas of sharpening.
- 3. On the Options bar, select a blending mode from the Mode pop-up menu.**
- 4. On the Options bar, select the strength of the sharpening effect with the Strength slider or text box.**



Using a fairly low value (say, 25 percent or less) is a good idea because you can build up sharpness slowly, being careful not to overdo it.

You know you've gone too far with the sharpness when the pixels start to look noisy and grainy.

- 5. If your image has multiple layers, select the Sample All Layers option to make Elements use pixels from all visible layers when it produces the effect.**
- 6. Paint over the areas you want to sharpen.**
- 7. When you finish, choose File⇨Save to store your image.**



Sharpening increases contrast, so be careful when using the Sharpen tool if you plan to also adjust the Levels or Curves controls. Any change that increases contrast in the whole image also boosts the contrast of an area you've sharpened.



The Unsharp Mask and Smart Sharpen filters offer more options and better overall control, so unless you really need to use the sharpening effect, you're usually better off using a filter. (Book VII, Chapter 1, has more on filters in general.)



**Figure 1-19:** Use the Sharpen tool sparingly and in small areas, such as in the eyes of this portrait.



## Putting It Together

### Fixing a Photo

Unless you're a highly skilled photographer, you probably have a few photos that require a number of digital fixes. Certainly, we both do. Although it may seem like fixing them is too much trouble or will take too long, you'll find how easy it is after you practice the techniques a few times. After a while, you may even get into the habit of running through your personal quick-editing workflow before you organize and archive your images in the Organizer. If you have more time to burn, you can also add a few artistic touches to further enhance those shots. That way when you get the urge to share those photos, they're just an e-mail or print away.

Note that most of the details for executing these steps are described in this chapter. When they aren't, we give you the book and chapter where you can find further explanations. If these steps are too tedious for you, you can always follow the Quick Photo Edit mode route we describe earlier, in the section "Editing with Quick Photo Edit Mode."

**1. In the Editor, in Full Photo Edit mode, open any image in need of repair.**

The image of our woman is in bad shape — horrible contrast, color, soft focus, scratches, and in need of some healing, as shown in the figure.



*PhotoSpin*

- 2. If you need to rotate the image, choose Image → Rotate and select a rotation amount.**
- 3. Crop the image using the Crop tool in the Tools panel.**
- 4. To allow for maximum flexibility in editing, convert your background to a layer by double-clicking *Background* in the Layers panel. Click OK in the New Layer dialog box.**

For details on working with layers, see Book VI.

*continued*

*continued*

- 5. Adjust the contrast of your image, if needed. Try Enhance⇧Auto Contrast. If that doesn't work well, undo it with Ctrl+Z (⌘+Z on the Mac) and choose Enhance⇧Adjust Lighting⇧Shadows/Highlights or Levels.**

Make sure you have good tones in the shadows (dark areas), midtones (middle-toned areas), and highlights (light areas). Also ensure that you can see details in all the tonal ranges, as shown in the figure. For details on using the Shadows/Highlights and Levels commands, see Chapter 2 of this minibook. For our woman, we broke out the big guns — Levels.



*PhotoSpin*

- 6. Adjust the color of your image, if needed. If you didn't use an auto fix in Step 5, you can try the Auto Color command under the Enhance submenu. Or choose Enhance⇧Adjust Color and select one of the color-adjustment commands described in Chapter 2 of this minibook.**

If you need to adjust the skin tones of your people, you can try the Adjust Color for Skin Tone command. We recommend using the Adjust Color Curves command for overall color adjustment, as we did for our woman in the figure. Usually working with this curve will do the trick, no matter what your color issues are.



*PhotoSpin*

Note that you can fix just selected portions of your image. Make a selection first and then apply the adjustment. For details on making selections, see Book IV, Chapter 1.

- 7. If you have any people or animals with nasty red-eye, use the Red Eye Removal or Color Replacement tool.**

Remember to use the Zoom and Hand tools to magnify and navigate around your image, as needed.

- 8. If you need to whiten the teeth of any of your people, choose Quick Photo Edit from the Edit tab in the top right and use the Whiten Teeth tool in the Tools panel.**

We whitened the teeth of our woman.

Choose Full Photo Edit from the Edit tab to return to Full Photo Edit mode.

- 9. Perform any additional repair or healing tasks by using the Healing Brush, Spot Healing Brush, and Clone Stamp tools.**

We fixed all the scratches in the background using the Clone Stamp tool. Then we gave our woman a “refresher” by smoothing out the wrinkles using the Healing Brush tool, as shown in the figure.



*PhotoSpin*

- 10. Sharpen your image. You can return to Quick Photo Edit mode and either click the Auto button or drag the Sharpen slider under the Sharpen panel. Or, for more precise control, in Full Photo Edit mode, choose Enhance ⇄ Adjust Sharpness, as described in Chapter 2 of this minibook.**

*continued*

*continued*

This fix should always be the last adjustment you make on your image. You want to make sure that all your contrast, color, and flaws are fixed before sharpening. The reason is that the sharpening process increases contrast, so you don't want to exacerbate any problems that may exist. Our "fixed" woman is shown in the final figure.



*PhotoSpin*

# Chapter 2: Correcting Lighting, Color, and Clarity

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## *In This Chapter*

- ✓ Understanding the Histogram panel
- ✓ Adjusting lighting, color, and clarity
- ✓ Working with the Smart Brush tools

If you've tried the quick automatic fixes on your photos but they didn't correct the photos to your satisfaction, this chapter should be of some help. Fortunately, Elements offers multiple ways and multiple levels of correcting and enhancing your images. If an auto fix doesn't work, elevate to a manual fix. Chances are good that if you can't find the tools to correct and repair your images in Elements, those images are probably beyond salvaging.



Using this chapter and the information provided in Chapter 1 of this mini-book as your jumping-off points, try to employ some kind of logical workflow when you tackle the correction and repair of your images. Personally, we're partial to the following series of steps:

- 1. Crop, straighten, and resize your images, if necessary.**
- 2. When you have the images in their proper physical state, correct the lighting and establish good tonal range for your shadows, highlights, and midtones in order to display the greatest detail possible.**

Often, just correcting the lighting solves minor color problems. If not, move on to adjusting the color balance.
- 3. Eliminate any colorcasts and adjust the saturation, if necessary.**
- 4. Grab the retouching tools, such as the healing tools and filters, to retouch any flaws.**
- 5. Sharpen your image if you feel that it could use a boost in clarity and sharpness.**
- 6. Apply any enhancements or special effects, if desired.**

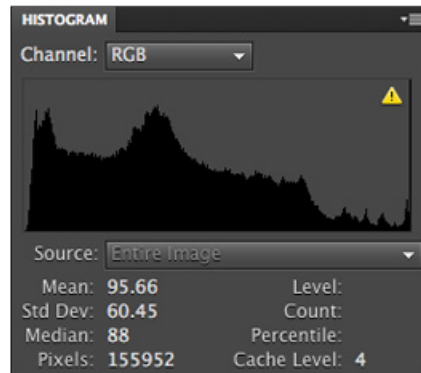


By following these steps, in this order, you should be able to get all your images in shape to print, post, and share with family and friends.

## Understanding the Histogram Panel

One of the first things you want to do before you make any color or tonal adjustments to your image is to take a good look at the quality and distribution of the tones throughout your image. We don't mean just eyeballing the composite image on your screen. We're talking about getting inside your image and looking at its guts with the Histogram panel — and keeping it onscreen so you can see its constant feedback on your image adjustments.

A *histogram* displays the tonal range of an image, as shown in Figure 2-1. It shows how the pixels are distributed by graphing the number of pixels at each of the 256 brightness levels in an image. On this graph, pixels with the same brightness level are stacked in bars along a vertical axis. The higher the line from this axis, the greater the number of pixels at that brightness level. You can view the distribution for the entire image, a selected layer, or an adjustment composite (described in Step 2).



**Figure 2-1:** The Histogram panel displays how pixels are distributed at each of the 256 brightness levels.



From this graph, you can determine whether the image contains enough detail in the shadow, midtone, and highlight areas. This information helps you determine what image adjustments you may need to make. The following steps walk you through the basics of using the panel and understanding the information you find there:

1. **Choose Window⇧Histogram to bring up the panel.**
2. **Select your desired source of the histogram's display from the Source drop-down list:**
  - *Entire Image:* Displays a histogram of the entire image.
  - *Selected Layer:* Displays a histogram of just the selected layers in the Layers panel.
  - *Adjustment Composite:* Displays a histogram of a selected adjustment layer and all the layers below it.

**3. Select an option to view isolated portions of your image by choosing an option from the Channel drop-down list:**

- *RGB*: Displays a composite image of all color channels — red, green, and blue.
- *Red, Green and Blue*: Displays the histogram of each individual color channel.
- *Luminosity*: Displays the luminance, or intensity, of the RGB composite image.
- *Colors*: Displays the composite RGB histogram by color. Red, green, and blue represent the pixels in each of those channels. Gray represents the area where all three channels overlap.

**4. Examine the tonal range in the histogram.**

An image with good tonal range displays pixels in all areas. An image with poor tonal range has gaps in the histogram, as shown in Figure 2-2.

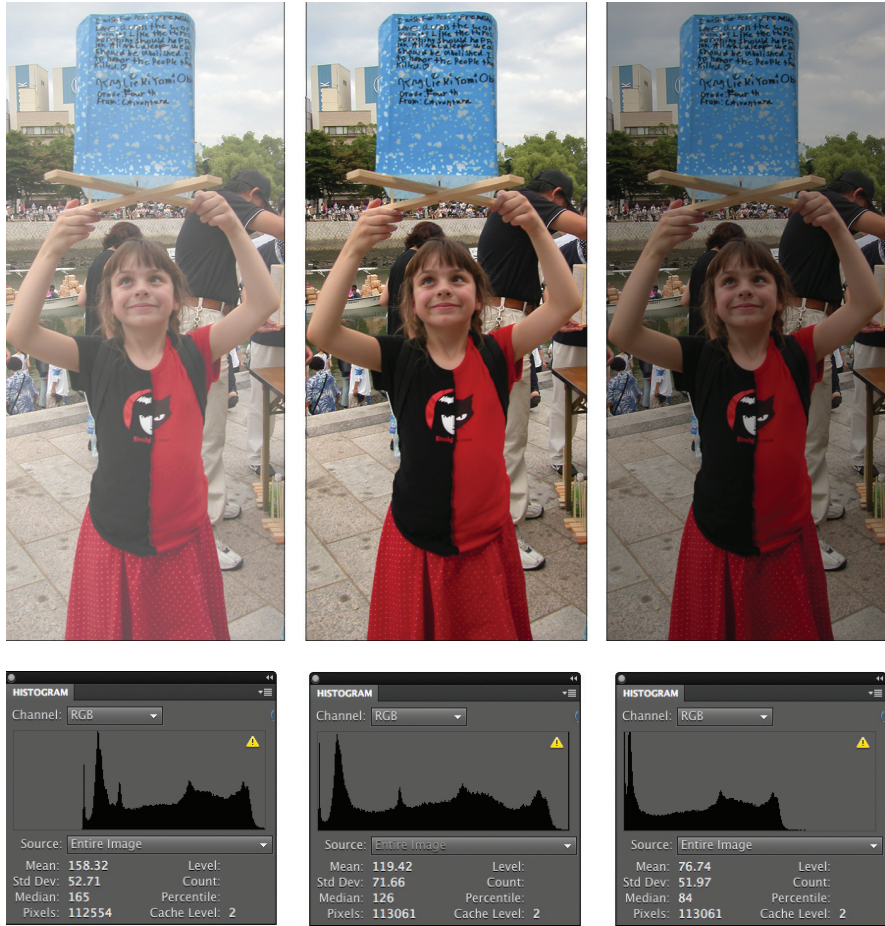
The rest of this chapter explains ways you can correct contrast and color problems that you find.

**5. (Optional) If you're into numbers, check the statistics to evaluate your image, as well:**

Drag your cursor within the histogram to see the statistics about a range of values. Or position the cursor within a specific area of the histogram that interests you.

Some of these statistics, such as Standard Deviation, may be for those who live in the mathematical land of statistics. But you may discover useful information from the other statistics that can help you in your image-adjusting tasks. Here's a brief explanation of each statistic:

- *Mean*: The average intensity value.
- *Standard Deviation*: How much the intensity values vary from the mean.
- *Median*: The middle value of the intensity value range.
- *Pixels*: The total number of pixels used to represent the histogram.
- *Level*: The intensity level.
- *Count*: The total number of pixels corresponding to that intensity level.
- *Percentile*: The number of cumulative pixels (in percentages) at or below that level, from 0% (left) to 100% (right).
- *Cache Level*: The current level of image cache used to calculate the histogram. For more info on cache, see Book I, Chapter 4.



**Figure 2-2:** Images with poor tonal range have noticeable gaps in the histogram.

## *Adjusting Lighting*

Elements has several simple, manual tools you can use to fix lighting if the Auto tools (that we describe in Chapter 1 of this minibook) don't cut the mustard. The manual tools offer more control for adjusting overall contrast, as well as bringing out details in shadow, midtones, and highlight areas of your images. Note that all lighting adjustments can be found in both Full Photo Edit and Quick Photo Edit modes.

### *Fixing lighting with Shadows/Highlights*

The Shadows/Highlights command offers a quick-and-easy method of correcting over- and underexposed areas. This feature works especially well

with images shot in bright, overhead light or in light coming from the back (backlit). These images usually suffer from having the subject partially or completely surrounded in shadows, such as the original image (left) in Figure 2-3.



**Figure 2-3:** Correct the lighting in your images with the Shadows/Highlights command.

To use the Shadows/Highlights command, follow these steps:

- 1. In Full Photo Edit or Quick Photo Edit mode, choose Enhance⇧Adjust Lighting⇧Shadows/Highlights and make sure the Preview check box is selected.**

When the Shadows/Highlights dialog box appears, the default correction is applied automatically in your preview.

- 2. If the default adjustment doesn't fix the problem, move the sliders (or enter a value) to adjust the amount of correction for your shadows (dark areas), highlights (light areas), and midtones (middle-toned areas).**

Try to reveal more detail in the dark and light areas of your image. If, after you do so, your image still seems to need more correction, add or delete contrast in your midtone areas.

- 3. If you need to start over, press the Alt key (Option on the Mac) and click the Reset button (previously the Cancel button).**
- 4. Click OK to apply the adjustment and close the dialog box.**

### *Using Brightness/Contrast*

Despite its very descriptive name, the Brightness/Contrast command doesn't do a great job of either brightening (making an image darker or lighter) or adjusting contrast. Initially, users tend to be drawn to this command because of its logical name and ease of use. But, after users realize its limitations, they move on to better tools with more controls, such as Shadows/Highlights and Levels.

The problem with the Brightness/Contrast command is that it applies the adjustment equally to all areas of the image. For example, you may have a photo that has some highlights that need darkening, but all the midtones and shadows are okay. The Brightness slider isn't adept enough to recognize that, so when you start to darken the highlights in your image, the midtones and shadows also become darker. To compensate for the unwanted darkening, you try to adjust the Contrast slider, which doesn't fix the problem.

The moral is, if you want to use the Brightness/Contrast command, select only the areas that need the correction, as shown in Figure 2-4. (For more on selections, see Book IV.) After you make your selection, choose Enhance > Adjust Lighting > Brightness/Contrast.

You can also find the Brightness/Contrast command in Guided mode. See Chapter 4 of this minibook for more on Guided mode.



**Figure 2-4:** The Brightness/Contrast command is best reserved for correcting selected areas (left) rather than the entire image (right).

### *Nailing proper contrast with Levels*

If you want the real deal when it comes to correcting the brightness and contrast (and even the color) in your image, look no further than the Levels command. Granted, the dialog box is a tad more complex than those for the other lighting and color-adjustment commands, but when you understand how it works, the payoff is well worth the effort.

You can get a taste of what Levels can do by using Auto Levels, explained in Chapter 1 of this minibook. However, the Levels command offers much more

control. And, unlike the rudimentary Brightness/Contrast command, Levels enables you to darken or lighten 256 different tones. Keep in mind that Levels can be used on your entire image, a single layer, or a selected area. You can also apply the Levels command by using an adjustment layer, a recommended method, as we describe in Book VI, Chapter 1.

If you're serious about image editing, the Levels command is one tool you want to master. Here's how it works:

**1. In Full Photo Edit or Quick Photo Edit mode, choose Enhance⇨Adjust Lighting⇨Levels.**

We recommend using Full Photo Edit mode for this command because you have access to the Info panel needed in Step 2.

The Levels dialog box appears, displaying its own histogram. This graph displays how the pixels of the image are distributed at each of the 256 available brightness levels. Shadows are shown on the left side of the histogram, midtones are in the middle, and highlights are on the right. For details on histograms, see the first section of this chapter.



Although you generally make changes to the entire document by using the RGB channel, you can apply changes to any one of an image's component color channels by selecting the specific channel in the Channel pop-up menu. You can also make adjustments to just selected areas, which can be helpful when one area of your image needs adjusting and others don't.

- 2. In Full Photo Edit mode, choose Window⇨Info to open the Info panel.**
- 3. Set the black and white points manually by using the eyedroppers in the dialog box; first select the White Eyedropper tool and then move the cursor over the image.**
- 4. Look at the Info panel, try to find the lightest white in the image, and then select that point by clicking it.**

The lightest white has the highest RGB values.

- 5. Repeat Steps 3 and 4, using the Black Eyedropper tool and trying to find the darkest black in the image.**

The darkest black has the lowest RGB values.

When you set the pure black and pure white points, the remaining pixels are redistributed between those two points.

You can also reset the white and black points by moving the position of the white and black triangles on the input sliders (just below the histogram). Or, you can enter values in the Input Levels boxes. The three boxes represent the black, gray, and white triangles, respectively. Use the numbers 0 to 255 in the white and black boxes.

6. Use the Gray Eyedropper tool to remove any colorcasts by selecting a neutral gray portion of your image, one in which the Info panel shows equal values of red, green, and blue.

Note that if your image is grayscale, you can't use the Gray Eyedropper tool.



If you're not sure where there's a neutral gray, you can also remove a colorcast by choosing a color channel from the Channel pop-up menu and doing one of the following:

- Choose the Red channel and drag the midtone slider to the right to add cyan or to the left to add red.
- Choose the Green channel and drag the midtone slider to the right to add magenta or to the left to add green.
- Choose the Blue channel and drag the midtone slider to the right to add yellow or to the left to add blue.

7. If your image has too much contrast, adjust the output sliders at the bottom of the Levels dialog box.

Moving the black triangle to the right reduces the 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.

8. Adjust the midtones (or *gamma values*) with the gray triangle input slider.

The default value for gamma is 1.0. Drag the triangle to the left to lighten midtones and drag to the right to darken them. You can also enter a value.

9. Click OK to apply your settings and close the dialog box.

The contrast in your images should be improved, as shown in Figure 2-5.



**Figure 2-5:** Improve the contrast of an image with the Levels command.



When you click the Auto button, Elements applies the same adjustments as the Auto Levels command, as we explain in Chapter 1 of this minibook. Note the changes and subsequent pixel redistribution shown in the histogram after you click this button.

## Adjusting Color

Getting the color you want sometimes seems about as likely as finding a pot of gold at the end of a rainbow. Sometimes, an unexpected *colorcast* (a shift in color) is created when photographing, for example, by using (or not using, in some cases) a flash or lens filter or by setting the camera's white balance for lighting conditions that aren't present. After the fact, you can usually do a decent job of correcting the color with one of the many Elements adjustments. Occasionally, you may want to change the color of your image to create a certain special effect. Conversely, you also may want to strip out most of the color from your image to create a vintage feel. Remember that you can apply all these color adjustments to the entire image, to a single layer, or to only a selection. Whatever your color needs, they'll no doubt be met in Elements.

All color adjustments are available in either Full Photo Edit or Quick Photo Edit mode except for Defringe Layers, which is available only in Full Photo Edit mode.



If you shoot your photos in the Camera Raw file format, you can open and fix your files in the Camera Raw dialog box. Remember that Camera Raw files haven't been processed by your camera. You're in total control of the color and the exposure. For more on Camera Raw, see Book III, Chapter 3.

### Removing colorcasts automatically

If you ever took a photo in an office or classroom and got a nasty green tint in your image, it was most likely caused by the overhead fluorescent lighting. To eliminate this green tint, or *colorcast*, you can apply the Remove Color Cast command. This feature is designed to adjust the image's overall color and remove the cast.

Follow these short steps to correct your image:

1. **Choose Enhance ⇨ Adjust Color ⇨ Remove Color Cast in either Full Photo Edit or Quick Photo Edit mode.**

The Remove Color Cast dialog box appears. Move the dialog box to better view your image. Note that this command is also available in Guided mode.

2. **Click an area in your photo that should be white, black, or neutral gray, as shown in Figure 2-6.**



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**Figure 2-6:** Get rid of nasty color shifts with the Remove Color Cast command.

The colors in the image are adjusted according to the color you choose. Which color should you choose? The answer depends on the subject matter of your image. Feel free to experiment. Your adjustment is merely a preview at this point and isn't applied until you click OK.

- 3. If you goof up, click the Reset button, and your image reverts to its unadjusted state.**
- 4. If you're satisfied with the adjustment, click OK to accept it and close the dialog box.**



If the Remove Color Cast command doesn't fix the problem, try using the Color Variations command or applying a photo filter (as we describe in the section "Adjusting color temperature with photo filters," later in this chapter). For example, if your photo has too much green, try applying a magenta filter.

## *Adjusting with Hue/Saturation*

The Hue/Saturation command enables you to adjust the colors in your image based on their hue, saturation, and lightness. *Hue* is the color in your image. *Saturation* is the intensity, or richness, of that color. And *lightness* controls the brightness value.

Follow these steps to adjust color by using the Hue/Saturation command:

- 1. In either Full Photo Edit or Quick Photo Edit mode, choose Enhance → Adjust Color → Adjust Hue/Saturation.**

The Hue/Saturation dialog box appears. Be sure to select the Preview check box so that you can view your adjustments. Note that this command is also available in Guided mode.

- 2. Select all the colors (Master) from the dialog box's Edit drop-down list or choose one color to adjust.**
- 3. Drag the slider for one or more of the following attributes to adjust the colors as described:**

- *Hue*: Shifts all the colors clockwise (drag right) or counterclockwise (drag left) around the color wheel.
- *Saturation*: Increases (drag right) or decreases (drag left) the richness of the colors. Note that dragging all the way to the left gives you the appearance of a grayscale image.
- *Lightness*: Increases the brightness values by adding white (drag right) or decreases the brightness values by adding black (drag left).

The top color ramp at the bottom of the dialog box represents the colors in their order on the color wheel before you make any changes. The lower color bar displays the colors after you make your adjustments.



When you select an individual color to adjust, sliders appear between the color bars so that you can define the range of color to be adjusted. You can select, add, or subtract colors from the range by choosing one of the Eyedropper tools and clicking in the image.

**4. (Optional) Check the Colorize option to change the colors in your image to a new, single color. Drag the Hue slider to change the color to the desired hue.**

The pure white and black pixels remain unchanged, and the intermediate gray pixels are colorized.



Use the Hue/Saturation command with the Colorize option to create tinted photos, such as the sepia-colored image shown in Figure 2-7. You can also make selections in a grayscale image and apply a different tint to each selection. This can be especially fun with portraits. Tinted images can create a vintage or moody feel and can greatly improve mediocre photos.



Purestock

**Figure 2-7:** Colorize your image with the Hue/Saturation command.

## *Eliminating color with Remove Color*

Despite all the talk in this chapter about color, we realize that sometimes you don't want *any* color. With the Remove Color command, you can eliminate all the color from an image, layer, or selection. In Figure 2-8, we selected the background and applied the Remove Color command. To use this one-step command, simply choose Enhance⇨Adjust Color⇨Remove Color.



Purestock

**Figure 2-8:** Eliminate color with the Remove Color command.



Sometimes, stripping away color with this command can leave your image *flat*, or low in contrast. If this is the case, adjust the contrast by using one of the many lighting fixes in Elements, such as Auto Levels, Auto Contrast, or Levels.

The Convert to Black and White command (under the Enhance menu) enables you to convert a selection, a layer, or an entire image to grayscale. But, rather than just arbitrarily stripping color (as the Remove Color command does), the Convert to Black and White command enables you to select a conversion method by first choosing an image style. To further refine the results, you can add or subtract colors (red, green, or blue) or contrast by moving the Intensity sliders until your grayscale image looks the way you want. Note that you aren't really adding color; you're simply altering the amount of data in the color channels.

## *Switching colors with Replace Color*

The Replace Color command enables you to replace designated colors in an image with other colors. You first select the colors you want to replace by

creating a *mask*, which is a selection made by designating white (selected), black (deselected), and gray (partially selected) areas. (See Book VI, Chapter 4 for more details on working with masks.) You can then adjust the hue and/or saturation of those selected colors.

Follow these steps to replace colors with others:

**1. In Quick Photo Edit or Full Photo Edit mode, choose Enhance ⇨ Adjust Color ⇨ Replace Color.**

The Replace Color dialog box appears. Make sure to select the Preview check box.

**2. Choose either Selection or Image:**

- *Selection*: Shows the mask in the Preview area. The deselected areas are black, partially selected areas are gray, and selected areas are white.
- *Image*: Shows the actual image in the Preview area.

**3. Click the colors you want to select in either the image or the Preview area.**

**4. Shift-click or use the plus sign (+) Eyedropper tool located in the Replace Color dialog box to add more colors.**

**5. Press the Alt key (Option on the Mac) or use the minus sign (-) Eyedropper tool to delete colors.**

**6. To add colors similar to the ones you select, adjust the Fuzziness slider to fine-tune your selection, adding or deleting from the selection based on the Fuzziness value.**

To further fine-tune your selection, try using the Localized Color Clusters option. This option lets you select multiple color clusters and can assist in getting a cleaner, more precise selection, especially when you're trying to select more than one color.

**7. Move the Hue and/or Saturation sliders to change the color or color richness, respectively. Move the Lightness slider to lighten or darken the image.**

Go easy with the Lightness slider. You can reduce the tonal range too much and end up with a mess.

**8. View the result in the Image window.**

**9. Click OK to apply the settings and close the dialog box.**

Figure 2-9 shows how we substituted the color of our tulips to change them from red to purple.



**Figure 2-9:** The Replace Color command enables you to replace one color with another.

## *Correcting with Color Curves*

The most sophisticated of the color correctors is the Color Curves command. This adjustment attempts to improve the tonal range in color images by making adjustments to highlights, shadows, and midtones in each color channel. Try using this command on images in which the foreground elements appear overly dark due to backlighting. Conversely, the adjustment is also designed to correct images that appear overexposed and washed out.

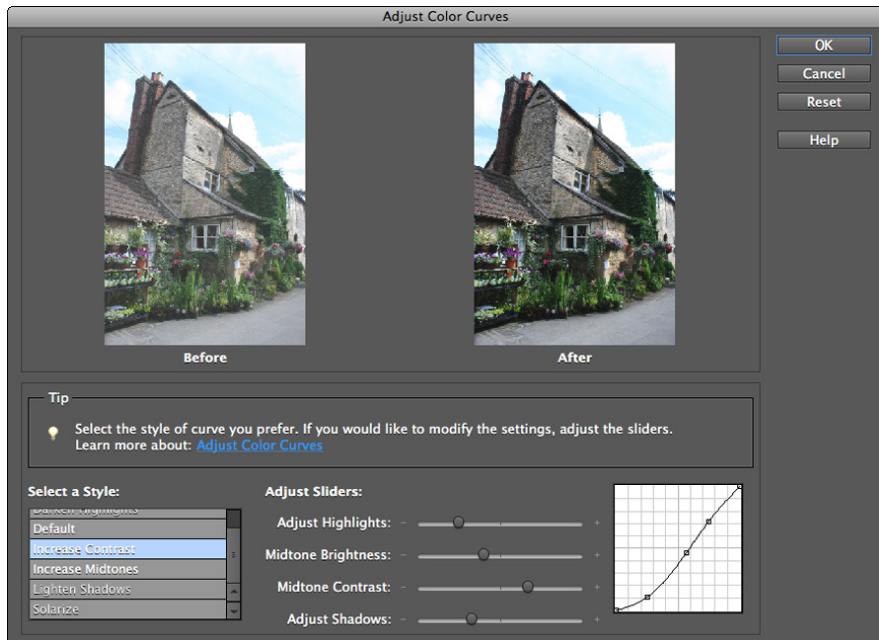
Here's how to use this adjustment on a selection, a layer, or an entire image:

- 1. In Quick Photo Edit or Full Photo Edit mode, choose Enhance → Adjust Color → Adjust Color Curves.**

The Adjust Color Curves dialog box appears. Make sure to select the Preview check box. Move the dialog box to the side so that you can view the Image window while making adjustments.

Various curve adjustments appear in the Select a Style area of the dialog box.

- 2. Select a style to make your desired adjustments while viewing your image in the After window.**
- 3. If you need more precision, use the Adjust Highlights, Midtone Brightness, Midtone Contrast, and Adjust Shadows sliders, as shown in Figure 2-10.**



**Figure 2-10:** The Color Curves command provides basic and advanced controls.

The graph on the right represents the distribution of tones in your image. When you first access the Adjust Color Curves dialog box, the tonal range of your image is represented by a straight line. As you drag the sliders, the straight line is altered, and the tonal range is adjusted accordingly.

4. **To start over, click the Reset button.**
5. **Click OK when you've adjusted the image satisfactorily.**

You see before-and-after images in the Adjust Color Curves dialog box.

## Adjusting skin tones

Sometimes, the family and friends in your photos appear nauseated (green), sunburned (red), or frigid (blue), or they've taken on some other non-flesh-colored tone. To fix that problem, Elements provides a command that's designed to adjust the overall color in the image and restore skin tones to more natural and attractive shades.

Here's how to fix those skin tones:

1. **Open your image in Quick Photo Edit or Full Photo Edit mode, select the Preview check box, and do one or both of the following:**

- *Select the layer that needs to be adjusted.* If you don't have any layers, your entire image is adjusted.
- *Select the desired areas of skin that need to be adjusted.* Only the selected areas are adjusted. This is recommended if you're satisfied with the color of your other elements and just want to fix the skin tones. For more on selection techniques, see Book IV, Chapter 1.

### **2. Choose Enhance ⇨ Adjust Color ⇨ Adjust Color for Skin Tone.**

The Adjust Color for Skin Tone dialog box appears. This command can also be found in Guided mode.

### **3. In the Image window, click the portion of skin that needs to be corrected.**

The command adjusts the color of the skin tone, as well as the color in the overall image, layer, or selection, depending on what you selected in Step 1.

### **4. If you're unhappy with the results, click another area or adjust the Skin and Ambient Light sliders:**

- *Tan:* Increases or decreases the amount of brown in the skin.
- *Blush:* Increases or decreases the amount of red in the skin.
- *Temperature:* Adjusts the overall color of the skin, making it warmer (right toward red) or cooler (left toward blue).

### **5. To start from square one, click the Reset button. And, of course, to bail out completely, click Cancel.**

### **6. When you're satisfied with the correction, click OK to apply the adjustment and close the dialog box.**

Your improved skin appears, as shown in Figure 2-11.

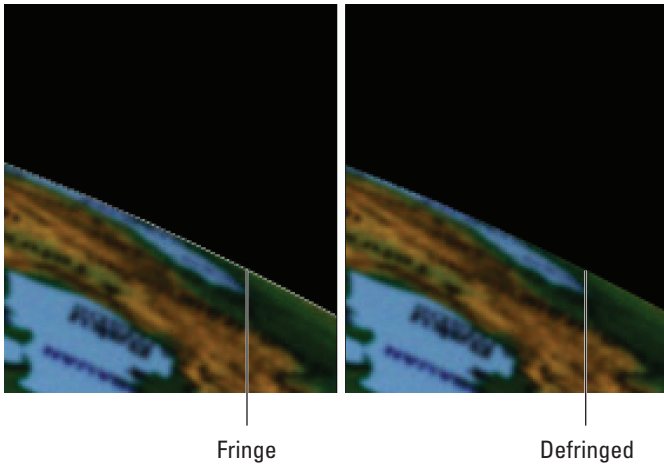
## *Defringing layers*

A surefire sign of a sloppily composited image is a selection with a fringe. Don't get us wrong: If the fringe is the kind that is hanging off of your '70s-era buckskin leather jacket, that's fine. You just don't want the fringe that consists of those background pixels surrounding the edges of your selections, as shown in Figure 2-12. Sometimes, when making a selection you pick up some of the background pixels. These pixels are referred to as a *fringe* or *halo*. Luckily, the Defringe command replaces the color of the fringe pixels with the colors of neighboring pixels that don't contain the background color. In our example, we plucked the globe out of a white background and placed it on a black background. Some of the background pixels were included in our selection and appear as white fringe. When we apply the Defringe command, those white fringe pixels are changed to colors of nearby pixels. (See Figure 2-12.)



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**Figure 2-11:** Give your friends and family a complexion makeover with the Adjust Color for Skin Tone command.



Corbis Digital Stock

**Figure 2-12:** Remove the colored halo around your selections with the Defringe command.

Follow these steps to defringe your selection:

1. In Full Photo Edit mode only, copy and paste a selection onto a new or existing layer, or drag and drop a selection onto a new document.

The Defringe Layer command doesn't work in Quick Photo Edit mode.



### 2. Choose Enhance⇨Adjust Color⇨Defringe Layer.

The Defringe dialog box appears.

### 3. Enter a value for the number of pixels that needs to be converted.

Try entering 1 or 2 first to see whether that fixes the fringe problem. If not, you may need to enter a slightly higher value.

### 4. Click OK to accept the value and close the dialog box.

## *Correcting with Color Variations*

Although we give you several ways in this chapter to eliminate colorcasts in an image, here's one more. The Color Variations command has been around for years and is largely unchanged. That's probably because it's one of those rare features that's easy to use, easy to understand, and effective. The command enables you to make corrections by visually comparing thumbnails of color variations of your image. You might use this command when you're not quite sure what's wrong with the color or what kind of colorcast your image has.

Here's how to use the Color Variations command:

### 1. Choose Enhance⇨Adjust Color⇨Color Variations in Quick Photo Edit or Full Photo Edit mode.

The Color Variations dialog box appears, displaying a preview of your original image (before) and the corrected image (after), as shown in Figure 2-13.

### 2. Select your desired tonal range or color richness (if you're unsure which range to select, start with the Midtones):

- *Shadows, Midtones, or Highlights:* Adjusts the dark, middle, or light areas in the image, respectively.
- *Saturation:* Adjusts the color intensity or richness, making colors more intense (*saturated*) or less intense (*desaturated*). If your image is faded from time, be sure to increase the saturation after you correct any colorcast issues.

Usually, just correcting the midtones is enough to improve your image's color. But if that doesn't do the trick, try adjusting the shadows and highlights as well.

### 3. Specify how much adjustment you want with the Adjust Color Intensity slider.

Drag left to decrease the amount of adjustment and drag right to increase the amount.



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**Figure 2-13:** Color Variations enables you to color-correct your images by comparing thumbnails.



**4. If you selected Midtones, Shadows, or Highlights in Step 2, adjust the color by clicking the various Increase or Decrease *Color* buttons.**

Click more than once if your initial application wasn't sufficient to correct the problem. Be sure to keep an eye on the After thumbnail, which reflects your corrections while you make them.

**5. Click the Darken or Lighten buttons to make the colors a little darker or lighter, respectively.**

**6. If you selected Saturation in Step 2, click the Less Saturation or More Saturation buttons.**

**7. If you make a mistake, click the Undo button.**

The Color Variations dialog box supports multiple levels of undo.

**8. If you totally mess up things, click the Reset Image button to start again.**

Keep in mind that you can't undo the Reset Image command after you click it. Click Cancel to abandon ship.

**9. To apply your color adjustments and close the dialog box, click OK.**



Try using the Color Variations command to correct those old, faded, green-tinted photos from back in the day. This feature enables you to easily correct the color and saturation of those memory-filled shots. Remember to either decrease the offending color or add the color that's the opposite of the colorcast in the image. If it's too green, add magenta, and vice versa.

## *Adjusting color temperature with photo filters*

Light has its own color temperature. A photo shot in a higher color temperature of light makes an image blue. An image shot in a lower color temperature makes a photo yellow. Photographers sometimes use colored glass filters in front of their camera lenses to adjust the color temperature of the light. They do this to warm up or cool down their photos or just to add a hint of color for subtle special effects. You can, however, mimic this effect in Elements with the digital versions of these filters.

To apply the Photo Filter adjustment, follow these steps:

- 1. In Full Photo Edit mode, choose Filter⇨Adjustments⇨Photo Filter.**

The Photo Filter dialog box appears.

Note that you can also apply the photo filter to an individual layer by creating a photo-filter adjustment layer. For details on adjustment layers, see Book VI, Chapter 1.



- 2. In the dialog box, select Filter to choose a preset filter from the drop-down list, or select Color to select your own filter color from the Color Picker.**

Here's a brief description of each of the preset filters:

- *Warming Filter (85), (81), and (LBA):* Adjust the white balance in an image to make the colors warmer or more yellow. Filter (81) is like (85) and (LBA), but it's best used for minor adjustments.
- *Cooling Filter (80), (82), and (LBB):* Also adjust the white balance that's shown, but instead of making the colors warmer, they make the colors cooler or bluer. Filter (82) is like (80) and (LBB), but it's designed for slight adjustments.
- *Red, Orange, Yellow, and so on:* The various color filters adjust the hue, or color, of a photo. Choose a color filter to try to eliminate a colorcast or to apply a special effect.

- 3. Adjust the Density option to specify the amount of color applied to your image.**
- 4. Check Preserve Luminosity to prevent the photo filter from darkening your image.**
- 5. Click OK to apply your filter and close the dialog box.**

Figure 2-14 shows the image before and after the application of a photo filter.



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**Figure 2-14:** Photo filters adjust the color temperature of your image.



A good way to minimize the need for color adjustments is to be sure to set your camera's white balance for your existing lighting conditions before shooting your photo.

## Mapping your colors

Elements provides commands referred to as *color mappers*, which change the colors in your image by mapping them to other values. You can find the color mappers by choosing Filter⇨Adjustments. Figure 2-15 shows results of using these commands, which we also briefly describe in the following list:

- ✓ **Equalize:** This mapper first locates the lightest and darkest pixels in the image and assigns them values of white and black. It then redistributes all the remaining pixels among the grayscale values. The exact effect depends on your individual image.
- ✓ **Gradient Map:** This command maps the tonal range of an image to the colors of your chosen gradient. For example, colors (such as orange, green, and purple) are mapped to the shadows, highlight, and midtone areas.
- ✓ **Invert:** This command reverses all the colors in your image, creating a kind of negative. Black reverses to white, and colors convert to their complementary hues (blue goes to yellow, red goes to cyan, and so on).
- ✓ **Posterize:** This command reduces the number of colors in your image. Choose a value between 2 and 255 colors. Lower values create an illustrative, poster look, and higher values produce a more photo-realistic image.



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**Figure 2-15:** Change the colors in your image by remapping them to other values.

- ✓ **Threshold:** Threshold makes your image black and white, with all pixels that are brighter than a value you specify represented as white, and all pixels that are as dark or darker than that value as black. You can change the threshold level to achieve different high-contrast effects.



The Threshold command can come in handy when you need to clean up scans of line art, such as hand-drawn sketches, people's signatures, pages from a book, or even sheet music. Often, when you scan things on paper, the slight color from the paper appears as a dull gray background in the scan. By applying the Threshold command, you can adjust the tones in your image to black and white and drop out the gray. Simply move the slider to get your desired balance of white and black areas.

## *Adjusting Clarity*

After you've corrected the contrast and color and fixed your major flaws, like scratches, wrinkles, and blemishes (as we describe in Chapter 1 of this

minibook), you're ready to finally work on the overall clarity of that image. If your image suffers from an overall problem like dust, scratches, or *artifacts* (blocky pixels or halos), you may need to employ the help of a filter. Then finally, after you totally clean up your image, your last task is to give it a good sharpening. Why wait until the very end to do so? Sometimes, improving the contrast and color and getting rid of flaws can reduce the clarity and sharpness of an image. So you want to be sure that your image is as soft as it's going to get before you dive into sharpening. On the other hand, keep in mind that sharpening increases contrast, so (depending on how much of the image you're sharpening), you may need to go back and fine-tune it by using the lighting adjustments described in the section "Adjusting Lighting," earlier in this chapter.

Lastly, we know we've been harping on the value of sharpening, but believe it or not, you may also need to blur an image occasionally. Blurring can eliminate unpleasant patterns that occur during scanning, soften distracting backgrounds to give a better focal point, or even create the illusion of motion.

## Removing noise, artifacts, dust, and scratches

We know it sounds ironic, but the tools you use to eliminate unwanted garbage from your images are found on the Filter⇨Noise submenu in Full Photo Edit mode. With the exception of the Add Noise filter, the others actually help to hide noise, dust, scratches, and artifacts. Here's the list of *cleaners*:

- ✓ **Despeckle:** Decreases the contrast, without affecting the edges, to make the dust in your image less pronounced. You may notice a slight blurring of your image (that's what's hiding the garbage), but the edges should still be sharp.
- ✓ **Dust & Scratches:** Hides, well, dust and scratches by blurring those areas of your image that contain the gunk. (It looks for harsh transitions in tone.) Specify your desired Radius value, which is the size of the area to be blurred. Also, specify the Threshold value, which determines how much contrast between pixels must be present before they're blurred.

Use restraint with the Dust & Scratches filter. It can wipe out detail and make your image look like mush.

- ✓ **Median:** Reduces contrast around dust spots. The process the filter goes through is rather technical, but basically light spots darken, dark spots lighten, and the rest of the image isn't changed. Specify your desired radius, which is the size of the area to be adjusted.
- ✓ **Reduce Noise:** Designed to remove luminance noise and artifacts from your images. We used this filter to correct the original image (on the left) in Figure 2-16, which had the nasty blockiness caused by JPEG compression. *Luminance noise* is grayscale noise that makes images look overly grainy.



Specify these options to reduce the noise in an image:

- *Strength*: Specify the amount of noise reduction.
- *Preserve Details*: A higher percentage preserves edges and details but reduces the amount of noise that's removed.
- *Reduce Color Noise*: Remove random colored pixels.
- *Remove JPEG Artifact*: Remove the blocks and halos that can occur from low-quality JPEG compression.



**Figure 2-16:** Use the Reduce Noise filter to remove noise and artifacts.

## *Blurring when you need to*

It may sound strange that anyone would intentionally want to blur an image. But, if your photo is overly grainy or suffers from an ugly *moiré* pattern (described in the following list), you may need to blur the image to correct the problem. Also, often, you may even want to blur the background of an image to de-emphasize distractions or to make the foreground elements appear sharper and provide a better focal point, as shown in Figure 2-17.

You can access all the blurring tools by choosing Filter → Blur in Full Photo Edit or Quick Photo Edit mode. The exception is the Blur tool, which we explain in Chapter 1 of this minibook.



**Figure 2-17:** Blur your image to emphasize a focal point.

- ✓ **Average:** This one-step filter calculates the average value of the image or selection and fills the area with that average value. You can use it for smoothing overly noisy areas in your image.
- ✓ **Blur:** Another one-step filter, this one applies a fixed amount of blurring to the whole image.
- ✓ **Blur More:** This one-step blur filter gives the same effect as Blur, but more intensely.
- ✓ **Motion Blur:** This filter mimics the blur given off by moving objects. Specify the angle of motion and the distance of the blur. Make sure to select the Preview check box to see the effect while you enter the values.
- ✓ **Radial Blur:** This filter produces a circular blur effect.
  - a. *Specify the amount of blur you want.*
  - b. *Choose the Spin method to blur along concentric circular lines, as shown in the thumbnail.*  
 Or choose Zoom to blur along radial lines and mimic the effect of zooming in to your image.
  - c. *Specify the desired Quality level.*  
 Because the Radial Blur filter is notoriously slow, Elements gives you the option of Draft (fast but grainy), Good, or Best (slow but smooth). The difference between Good and Best is evident only on large, high-resolution images.
  - d. *Indicate where you want the center of your blur by moving the blur diagram thumbnail.*
- ✓ **Smart Blur:** This filter provides several options to enable you to specify how the blur is applied.
  - a. *Specify a value for the radius and threshold, both defined in the following section.*  
 Start with a lower value for both and adjust from there.
  - b. *Choose a quality setting from the pop-up menu.*
  - c. *Choose a mode setting.*  
 Normal blurs the entire image or selection. Edge Only blurs only the edges of your elements and uses black and white in the blurred pixels. Overlay Edge also blurs just the edges, but it applies only white to the blurred pixels.
- ✓ **Surface Blur:** This filter blurs the surface, or interior, of the image, rather than the edges. If you want to preserve your edge details but blur everything else, this is the filter for you.



✓ **Gaussian Blur:** The last Blur filter we discuss is probably the one you'll use most often. It offers a Radius setting to let you adjust the amount of blurring you desire.

Use the Gaussian Blur filter to camouflage moiré patterns on scanned images. A *moiré pattern* is caused when you scan halftone images. A *halftone* is created when a continuous-tone image, such as a photo, is digitized and converted into a screen pattern of repeating lines (usually between 85 and 150 lines per inch) and then printed. When you then scan that halftone, a second pattern results and is overlaid on the original pattern. These two different patterns clash and create an ugly moiré pattern. The Gaussian Blur filter doesn't eliminate the moiré — it just merges the dots and reduces the appearance of the pattern.

### *Sharpening for better focus*

Of course, if your images don't need any contrast-, color-, and flaw-fixing, feel free to move right into sharpening. Sometimes, images captured by a scanner or a digital camera are a little soft, and it's not due to any tonal adjustments. Occasionally, you may even want to sharpen a selected area in your image just so that it becomes a better focal point.

Keep in mind that you can't really improve the focus of an image after capturing it. But you can do a decent job of faking it. All sharpening tools work by increasing the contrast between adjacent pixels. This increased contrast causes the edges to appear more distinct, thereby giving the illusion that the focus is improved, as shown in Figure 2-18. Remember that you can also use the Sharpen tool for very small areas, as described in Chapter 1 of this minibook.

Here's the lowdown on sharpening commands:

✓ **Unsharp Mask:** Unsharp Mask, in the Enhance menu in Full Photo Edit or Quick Photo Edit mode, gives you several options that enable you to control the amount of sharpening and the width of the areas to be sharpened. Use them to nail your desired sharpening:

- **Amount:** Specify an amount (from 1 to 500%) of edge sharpening. The higher the value, the more contrast between pixels around the edges. Start with a value of 100% (or less), which usually gives good contrast without appearing overly grainy.
- **Radius:** Specify the width (from 0.1 to 250 pixels) of the edges that the filter will sharpen. The higher the value, the wider the edge. The value you use is largely based on the resolution of your image. Low-resolution images require a smaller radius value. High-resolution images require a higher value.



**Figure 2-18:** Sharpening mimics an increase in focus by increasing contrast between adjacent pixels.

Be warned that specifying a value that's too high overemphasizes the edges of your image and makes them appear thick and goopy.



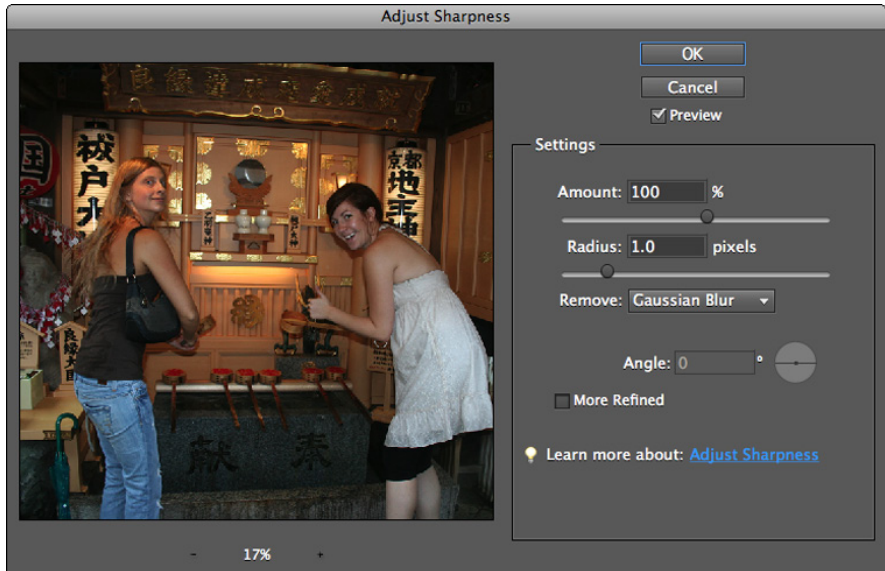
A good rule for selecting a starting radius value is to divide your image's resolution by 150. For example, if you have a 300-ppi (pixels per inch) image, set the radius at 2 and then use your eye to adjust from there.

- **Threshold:** Specify the difference in brightness (from 0 to 255) that must be present between adjacent pixels before the edge is sharpened. A lower value sharpens edges with very little contrast difference. Higher values sharpen only when adjacent pixels are very different in contrast. We recommend leaving Threshold set at 0 unless your image is very grainy. Increasing the value too much can cause unnatural transitions between sharpened and unsharpened areas.



Occasionally, the values you enter for Amount and Radius may sharpen the image effectively but can create excess *grain*, or noise, in your image. You can sometimes reduce this noise by increasing the Threshold value.

- ✓ **Adjust Sharpness:** Another sharpening option is the Adjust Sharpness command, as shown in Figure 2-19. This feature enables you to control the amount of sharpening applied to shadow and highlight areas. It also allows you to select from various sharpening algorithms.



**Figure 2-19:** The Adjust Sharpness command.

Specify the following options:

- *Amount* and *Radius*: See the two descriptions in the earlier Unsharp Mask bullet.
- *Remove*: Choose your sharpening algorithm. Gaussian Blur is the algorithm used for the Unsharp Mask command. Lens Blur detects detail in the image and attempts to respect the details while reducing the nasty halos that can occur with sharpening. Motion Blur tries to sharpen the blurring that occurs when your camera, or your subject, moves.
- *Angle*: Specify the direction of motion for the Motion Blur algorithm, described in the preceding Remove bullet.
- *More Refined*: Runs the algorithm more slowly than the default speed for better accuracy.

## *Working Intelligently with the Smart Brush Tools*

The two Smart Brush tools — Smart Brush and Detail Smart Brush — are fun tools that enable you to selectively apply image adjustments or special effects that then appear on all or part of your image. What’s great is that these adjustments and effects are applied via an adjustment layer, meaning that they hover over your layers and don’t permanently alter the pixels in

your image. The adjustments can also be flexibly edited and deleted, if you so desire.

## Using the Smart Brush

The Smart Brush tool allows you to paint a variety of image adjustments on all or just a portion of your image. The action of the tool is similar to that of the Selection Brush — as you brush, you make a selection and adjust simultaneously. Follow these steps to use the Smart Brush tool:



- 1. Select the Smart Brush tool from the Tools panel in Full Photo Edit mode.**

The tool icon looks like a house paintbrush with an adjacent gear.

- 2. Choose your desired brush attributes, such as diameter and hardness, from the Brush Picker drop-down panel.**

For more on working with brushes, see Book V, Chapter 1.

- 3. Select your desired adjustment category and then a particular preset adjustment from the Smart Paint panel, as shown in Figure 2-20.**

Note that you can “tear off” this panel by grabbing the grip area in the upper-left corner of the panel and dragging it anywhere in your Application window (Windows) or on your screen (Mac). In the Smart Paint menu, choose adjustments ranging from photographic effects, such as a vintage Yellowed Photo, to nature effects, such as Sunset (which gives a warm, orange glow to your image).

Note that Elements 10 added two new categories of effects — Artistic and Textures and Tint — as well as new effects in existing categories.

- 4. Paint an adjustment on a layer in your image.**

Note that while you paint, the Smart Brush tool attempts to detect edges in your image and snaps to those edges. In addition, while you brush, a selection border appears.

A new adjustment layer is automatically created with your first paint stroke. The accompanying layer mask also appears on that adjustment layer. For more on adjustment layers, see Book VI, Chapter 1.

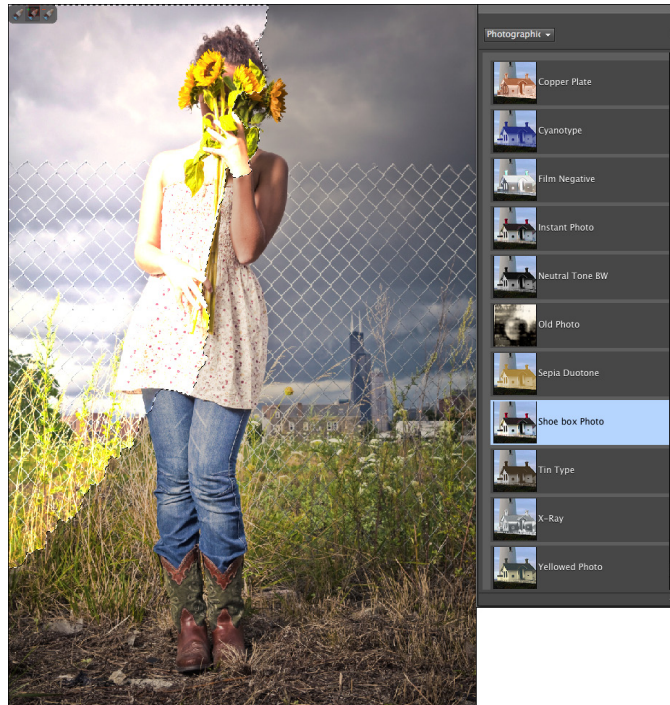
- 5. Using the Add and Subtract Smart Brush modes, fine-tune your adjusted area by adding and subtracting from it.**

When you add and subtract from your adjusted area, you’re essentially modifying your layer mask. Adding to the adjusted area adds white to the layer mask, and subtracting from an adjusted area adds black to the layer mask. For more on layer masks, see Book VI, Chapter 4.

- 6. Select a different preset adjustment for your selected area, if you want.**

In fact, try them all out before you make your final choice.





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**Figure 2-20:** The Smart Brush enables you to paint on adjustments.

**7. If you believe that you need to refine your selected area, choose the Refine Edges option on the Options bar.**

For more on Refine Edges, see Book IV, Chapter 2.

If you'd rather apply the adjustment to your unselected area, select the Inverse option on the Options bar.

If you want to modify your adjustment, double-click the Adjustment Layer pin on your image. The pin is annotated by a small, square, black-and-red gear icon. After you double-click the pin, the dialog box corresponding to your particular adjustment appears. For example, if you double-click the Shoe Box Photo adjustment (under Photographic), you access the Hue/Saturation dialog box.

**8. Make your necessary adjustments in the dialog box and click OK.**



You can also right-click (on the Mac, Control-click if you're using a one-button mouse) and select Change Adjustment Settings from the contextual menu that appears. Or, you can select Delete Adjustment and Hide Selection from the same menu.

**9. After you finish, simply deselect your selection by choosing Select⇧Deselect.**



You can add multiple Smart Brush adjustments. After you apply one effect, reset the Smart Brush tool and apply additional adjustments.

## Getting accurate with the Detail Smart Brush

The Detail Smart Brush tool also enables you to paint various image adjustments on all or part of your image. The action of the tool is similar to the regular Brush tool, enabling finer control than that of the Smart Brush. Follow these steps to use the Detail Smart Brush tool:



**1. Select the Detail Smart Brush tool from the Tools panel in Full Photo Edit mode.**

This tool shares the flyout menu with the Smart Brush tool. The tool icon looks like an art paintbrush with an adjacent gear. You can also press the F key, or Shift+F, if the Smart Brush tool is visible.

**2. Choose a brush tip preset and brush size as well as attributes from the Brushes drop-down panel.**

Feel free to change your brush tip and size as needed to achieve the desired effect. For more on working with brushes, see Book V, Chapter 1. For better accessibility, you can “tear off” this panel (and the Smart Paint panel in Step 3) by grabbing the grip area in the upper-left corner of the panel and dragging it anywhere in the Application window (Windows) or on your screen (Mac).

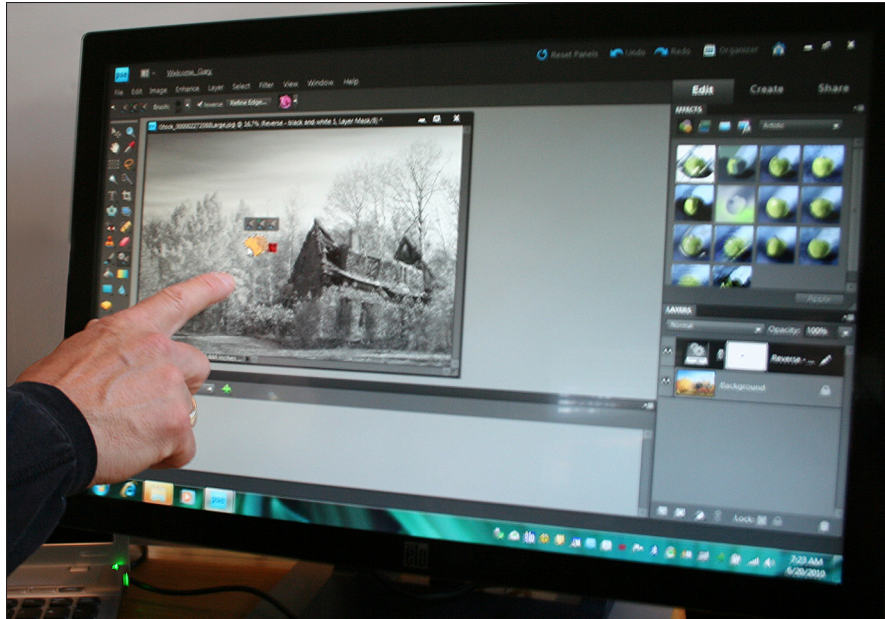
**3. Select an adjustment category and then your particular preset adjustment from the Smart Paint panel.**

Several of the Special Effects adjustments are shown in Figure 2-21. Effects include making your image look like a film negative or an X-ray as well as more subtle looks such as creating a vintage photo with the Sepia Duotone effect.

**4. Paint an adjustment on the desired layer in your image.**

A new adjustment layer is automatically created with your first paint stroke, along with an accompanying layer mask.

**5. Follow Steps 5 through 8 in the preceding step list for the Smart Brush tool.**



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**Figure 2-21:** The Detail Smart Brush lets you paint on a variety of special effects.



Elements supports touch-screen capability on both Windows and Mac platforms. If you have a touch-screen monitor, or an iPad with a VNC (Virtual Network Computing) application, you can browse images in the Organizer by simply flicking with your fingers. What's even cooler is that you can even retouch and enhance images by using all the tools in the Tools panel with your fingers. Mouse? We don't need no stinkin' mouse!

# Chapter 3: Compositing with Photomerge

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## *In This Chapter*

- ✓ **Stitching a scene with Panorama**
- ✓ **Getting the hero shot with Group Shot**
- ✓ **Manipulating an image's DNA with Faces**
- ✓ **Eliminating with Scene Cleaner**
- ✓ **Working with Exposure**
- ✓ **Transferring style with Style Match**

**S**ometimes, working with just a single shot isn't quite enough. Imagine this scenario: As much as you try, you just can't quite squeeze that vacation scenic vista into one photo; in fact, it takes a total of three shots. Or one of your relations is always blinking or looking the wrong way in your family reunion snapshots, so no single shot ends up being the perfect group photo. Or maybe bystanders or cars keep crossing the path of your camera when you're trying to capture that historic landmark. Not to worry, because the Elements Photomerge commands are designed to help you fix these types of problems. One command seamlessly stitches multiple shots of your panorama into a single image, while another eliminates distracting elements from your shots, and a third command enables you to combine multiple group shots to get the best composite. Yet another command even lets you take two faces and combine them into a kind of hybrid human. And the newest command enables you to transfer the style of one image onto another. How cool is that?



You can access all but one (Photomerge Panorama) of the Photomerge commands in all three Edit modes or in the Organizer.



## *Stitching a Scene with Photomerge Panorama*

The Photomerge Panorama command enables you to combine multiple images into a single panoramic image. You can take several overlapping photos, from skylines to mountain ranges, and stitch them together into one shot.



If you know your ultimate goal is to create a Photomerge composition, you can make things easier for yourself by making sure that when you shoot your photos, you overlap your individual images by 15 to 40 percent, but no more than 50 percent. Adobe recommends that you avoid using distortion lenses (such as a fish-eye) and that you also avoid using your camera's zoom setting. Additionally, try to keep the same exposure settings for even lighting. Finally, try to stay in the same position and keep your camera at the same level for each shot. Using a tripod and rotating the head can help you achieve this consistency. Note, however, that rotating the head may introduce a perspective distortion. You can correct this issue during the stitching described in the following steps.

Follow these steps to assemble your own Photomerge Panorama composition:

**1. In the Editor, in Full Photo Edit mode, choose File⇨New⇨Photomerge Panorama.**

This command is the only Photomerge command that is accessible only from the Full Photo Edit mode or from the Organizer.

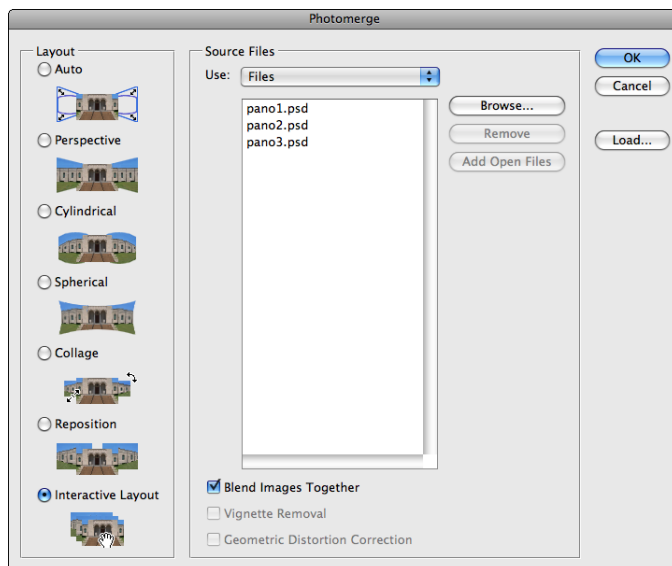
**2. In the first Photomerge dialog box, as shown in Figure 3-1, select your source files.**

You can select from Files (which uses individual files you select) or from Folder (which uses all images in a folder) from the Use drop-down list. Click the Add Open Files button to use all currently open files. Or click the Browse button to navigate to certain files or folders.

**3. Under Layout, select a projection mode, as shown in Figure 3-1.**

The thumbnail illustration visually demonstrates each mode, but we give you a little more description of each here:

- *Auto*: Using the Auto mode, Elements analyzes your images on its own.
- *Perspective*: Select this mode if your images have been shot with perspective or at acute angles. This mode is also good to use if you've shot images using the tripod method described earlier in this section.
- *Cylindrical*: Select this option if you shot images with a wide-angle lens. This mode is also good for those 360-degree, full panoramic shots.



**Figure 3-1:** Select the source files for your composition.

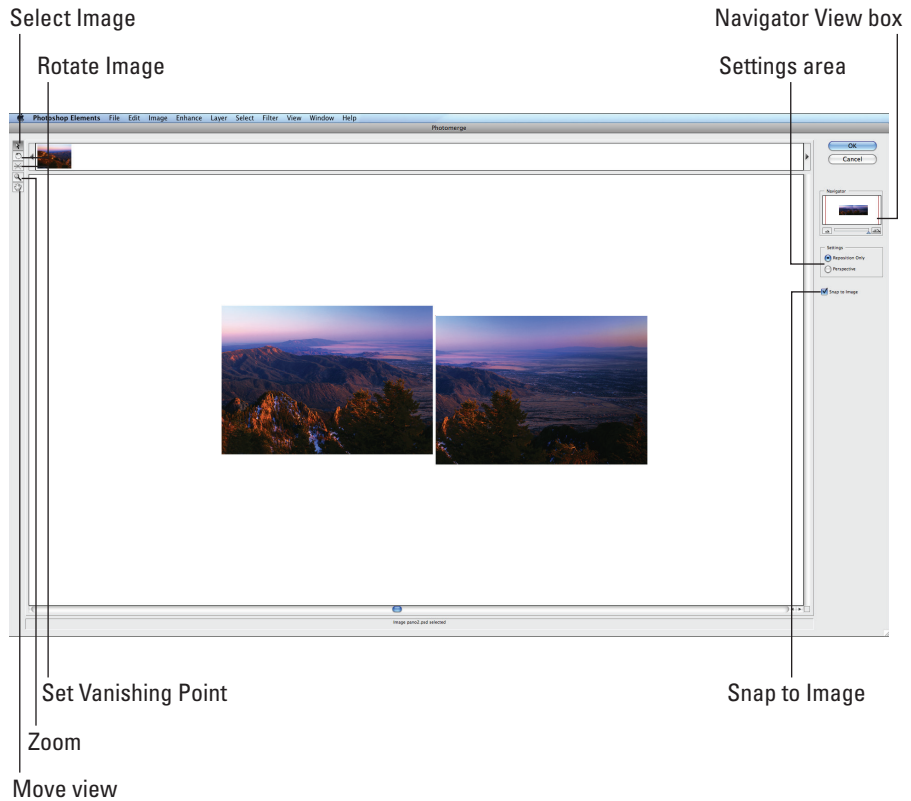
- *Spherical:* This projection method aligns images by rotating, positioning, and uniformly scaling each image. It may be the best choice for pure panoramas, but you may also find it useful for stitching together images based on common features.
- *Collage:* This mode is useful when stitching together a 360-degree panorama in which you have a wide field of view, both horizontally and vertically. Use this option for shots taken with a wide-angle lens.
- *Reposition:* When you select this mode, Elements doesn't take into account any distortion but merely scans the images and positions them in what it considers the best position.



If you choose any of the preceding modes, Elements opens and automatically assembles the source files to create the composite panorama in the work area of the dialog box. If it looks good, skip to Step 8.

Elements alerts you if it can't automatically composite your source files. You then have to assemble the images manually by using the Interactive Layout mode.

One more option is available: *Interactive Layout*. This option opens the work area pane. Elements tries to align and stitch the images the best it can, but you may have to manually complete or adjust the panorama, as shown in Figure 3-2. If you choose the Interactive Layout option, proceed to Step 4.



**Figure 3-2:** You may have to manually assemble your panorama.

#### 4. Select one of the following options and then click OK:

- *Blend Images Together:* Corrects the color differences that can occur from blending images with different exposures.
- *Vignette Removal:* Corrects exposure problems caused by lens vignetting (when light at the edges of images is reduced and the edges are darkened).
- *Geometric Distortion Correction:* Corrects lens problems such as barrel distortion (bulging out) and pincushion distortion (pinching in), which are both types of radial distortion.



Note that, with any of the modes, Elements leaves your merged image in layers. Also notice that a layer mask has been added to each layer to better blend the panoramic image. For more on layer masks, see Book VI.

5. If Elements hasn't already done so, drag the image thumbnails from the lightbox area (the small white area at the top) onto the work area with the Select Image tool (the arrow).

Alternatively, double-click the lightbox thumbnail to add it to the composition.

**6. Arrange and position your images using one or more of the following tools:**

- *Select Image tool*: Positions the images
- *Rotate Image tool*: Makes rotations
- *Zoom and Move View tools*: Help view and navigate around your panorama, respectively
- *Navigator View box*: Zooms into and out of your composition when you drag the slider
- *Snap to Image option*: Enables overlapping images to automatically snap into place

**7. To adjust the vanishing point, first select the Perspective option in the Settings area and click the image with the Set Vanishing Point tool.**

A *vanishing point* is the point on the horizon where perspective planes recede and eventually converge. By default, Elements selects the center image as the vanishing point. If necessary, you can move the other images.

Note that when you select the Perspective setting, Elements links non-Vanishing Point images to the Vanishing Point image. To break the link, click the Normal Setting button or separate the images in the work area.

**8. Click OK to create the panorama.**

The file opens as a new file in Elements, as shown in Figure 3-3.



**Figure 3-3:** Combine multiple images into a single panoramic shot using Photomerge Panorama.

## Getting the Best Shot with Photomerge Group Shot

Getting a group of people to smile, not blink or fidget, and look in the same direction is about as easy as herding cats. With Elements, you no longer have to worry about snapping the perfect group shot anymore. Just take a bunch of shots (burst mode is a great way to go) and later create the ultimate perfect shot by compositing those shots using Photomerge Group Shot.

Here are the steps to create a Photomerge Group Shot image:

**1. In any of the Edit modes, select two or more photos from your Project Bin at the bottom of your Image window.**

**2. Choose File→New→Photomerge Group Shot.**

The Photomerge Group Shot dialog box appears.

**3. Take your best overall group shot and drag it from the Project Bin onto the Final pane.**

**4. Select another photo in the Project Bin to use as your source image and then drag it to the Source pane.**

**5. With the Pencil tool, draw a line around the portions of the source photo you want to merge into your final photo, as shown in Figure 3-4.**

In the Options area on the right side of the dialog box, you can choose to show the yellow pencil strokes (Show Strokes) or show regions (Show Regions), which are then highlighted with a blue overlay. Use the Eraser tool to remove any portions you don't want merged onto the final image.

**6. Repeat Steps 4 and 5 with any remaining photos.**

If your photos aren't aligned, you can use the Alignment tool under Advanced Options.

**7. Using the Alignment tool, click the source image and position the three target markers on three key locations.**

Do the same on the final image and choose similar locations.

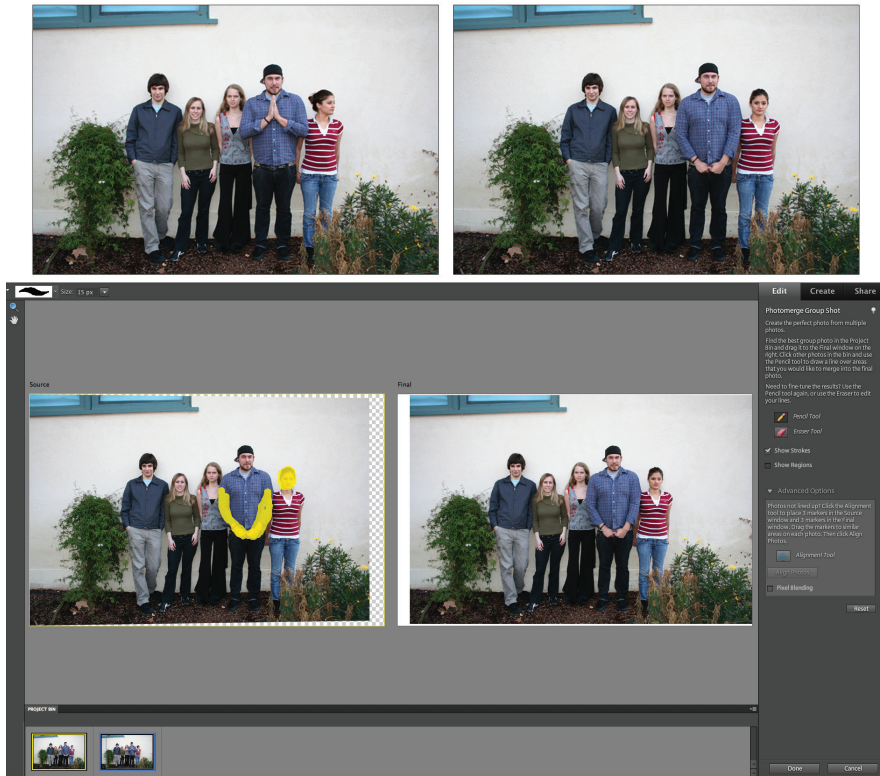
You can click the Pixel Blending option to better blend pixels.

**8. Click the Align Photos button.**

Again, as with Photomerge Panorama, the more similar (in framing, size, lighting, and so on) that your source and final images are, the better the merged result.

Note that if you see any noticeable seams on your final image around the copied area, you can click the Pixel Blending button to help smooth over those flaws.





**Figure 3-4:** Use Photomerge Group Shot to composite the perfect group shot from several images.

- 9. If you make a mess of things, click the Reset button and go back to Step 3.**
- 10. When you're satisfied with the result, click Done.**

The file opens as a new window (save to create a new file) in Elements, as shown in Figure 3-5.

## Manipulating Image DNA with Photomerge Faces

Photomerge Faces enables you to create the perfect portrait by compositing several less-than-perfect shots of a person. For example, get the smile from one shot, the eyes from another shot, and so on. You can also use this feature in more of a whimsical, fun way to blend features from multiple faces to create sort of a hybrid face, as we did in our example.



**Figure 3-5:** The perfect group shot.

To create a new and improved human by using the Photomerge Faces feature, follow these steps:

- 1. Select two or more photos from your Project Bin.**
- 2. Choose File⇨New⇨Photomerge Faces in any of the Edit modes.**  
The Photomerge Faces dialog box appears.
- 3. Choose the face you want to have as your *canvas* (or starting image) and drag it from the Project Bin onto the Final pane.**
- 4. Select one of your other photos in the Project Bin to use as the source image and then drag it to the Source pane.**
- 5. With the Alignment tool, click the source image and position the three target markers on the eyes and mouth of the face; then do the same on the final image.**
- 6. Click the Align Photos button.**

This command sizes the images to better match and align the features. It's always best to start with similarly sized, framed, and oriented images. Shooting the images in similar lighting helps, as well.

- 7. With the Pencil tool, draw a line around the features of the source photo that you want to merge into your final photo, as shown in Figure 3-6.**

In the Options area on the right side of the dialog box, you can choose to show your blue pencil strokes (Show Strokes) or show your regions (Show Regions), which are then highlighted with a blue overlay. Use the Eraser tool to remove any portions of the face you don't want merged onto your final image.



**Figure 3-6:** Create a single human from multiple images with Photomerge Faces.

8. If you make a mess of things, click the Reset button and go back to Step 3.
9. When you're satisfied with the result, click Done.

The frightening hybrid face opens as a new, layered image in Elements, as shown in Figure 3-7.



**Figure 3-7:** A hybrid person created from two people.

## *Eliminating with Photomerge Scene Cleaner*

Photomerge Scene Cleaner sounds like a covert job with the CIA where you spend your days mopping up evidence at crime scenes, but it isn't quite that intriguing. This Photomerge command toolset enables you to create the optimum image by allowing you to eliminate annoying distractions, such as cars, passersby, and so on.

To get the best source images for a "clean scene," be sure to take multiple shots of your scene from the same angle and distance. It also works best when the elements you want to eliminate are moving.

Follow these steps to create a Photomerge Scene Cleaner composite:

- 1. Select two or more photos from your Project Bin.**
- 2. Choose File→New→Photomerge Scene Cleaner in any of the Edit modes.**

The Photomerge Scene Cleaner dialog box appears.

Elements attempts to auto-align your images the best it can.

- 3. Take your best overall shot of the scene and drag it from the Project Bin onto the Final pane.**

- 4. Select one of your other photos in the Project Bin to use as your source image and then drag it to the Source pane.**

- 5. With the Pencil tool, draw a line on or around the elements in the final photo that you want to be replaced by content from the source photo, as shown in Figure 3-8.**

- 6. Repeat Steps 4 and 5 with the remaining shots of the scene.**

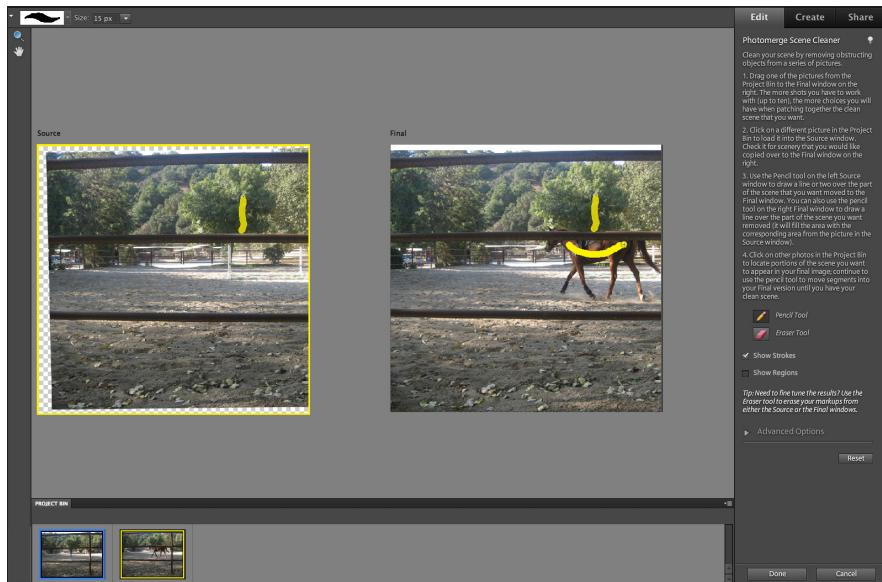
If your photos aren't aligned, you can use the Alignment tool under the Advanced Options.

- 7. Using the Alignment tool, click the source image and position the three target markers on three key locations. Do the same on the final image, choosing similar locations.**

- 8. Click the Align Photos button.**

Again, as with the other Photomerge commands, the more similar the starting source images (similar framing, similar angle, similar lighting), the better the merged result will be.

- 9. If you see any noticeable seams on your final image around the copied area, click the Pixel Blending button to help smooth over those flaws.**



**Figure 3-8:** Create the ideal photo from multiple shots with Photomerge Scene Cleaner.

**10. If you make a mess of things, click the Reset button and go back to Step 3.**

**11. When you're satisfied with the result, click Done.**

The cleaned-up image opens as a new file in Elements. You have to admit, for a command that's so easy to use, the results are impressive, as shown in Figure 3-9.



Be sure to check the edges of your composite image carefully for artifacts or blurring caused by the aligning of the multiple images. Execute a quick crop with the Crop tool, and you're good to go.

## Fixing Lighting with Photomerge Exposure

Occasionally, you need to capture a shot that presents an exposure challenge — your foreground and background require different exposure settings. This challenge often occurs in shots that are backlit. For example, you have a person in front of an indoor window in the day or someone in front of a lit nighttime cityscape or sunset. With Photomerge Exposure, you can take photos with two different exposure settings and let the command blend them together for the perfect shot.



**Figure 3-9:** A clean scene, free of any annoying distractions.



You can capture your shots using *exposure bracketing* (shooting at consecutive exposure camera settings) or with a flash and then without. Elements can detect all these camera settings. We recommend that you use a tripod to keep your shots as aligned as possible. Good alignment helps the blending algorithm do a better job.

Here's how to use this command:

- 1. Select two or more photos from your Project Bin.**
- 2. Choose File⇨New⇨Photomerge Exposure in any of the Edit modes.**
- 3. If you've used a tripod or have done a good job keeping your shots aligned, click on the Automatic mode tab. Then select a Blend mode:**
  - *Simple Blending:* Select the Simple Blending option, and Elements automatically blends the two images.
  - *Smart Blending:* Select the Smart Blending option to access sliders to adjust the Highlights, Shadows, and Saturation settings for finer tuning of the resulting images.

If you mess up things, click the Reset button.

- 4. If you feel the need for even more control, click the Manual mode tab.**

5. In Manual mode, choose your first shot from the Project Bin and drag it to the Final window.

If your other image isn't already the Source image, drag it from the Project Bin to the Source window.

6. With the Pencil tool, draw over the well-exposed areas you want to retain in the Source image.

As you draw, your Final image shows the incorporation of those drawn areas, as shown in Figure 3-10.



Figure 3-10: Get the shot you want by blending two images with two different exposures.

- 7. If you mistakenly draw over something you didn't want to keep, grab the Eraser tool and erase the Pencil tool marks.**

Choose to have your preview show strokes and/or regions.

- 8. Gain further control of the blending by dragging the Transparency slider.**

Dragging to the right blends less of the source areas into the final image. Select the Edge blending option to get an even better blend of the two images.

- 9. If your photos aren't aligning correctly, grab the Alignment tool under Advanced Options:**

- With the Alignment tool, click your source image and position the three target markers on three key locations.*

- Do the same on the final image, choosing similar locations.*

- 10. Click the Align Photos button.**

Again, as with the other Photomerge commands, the more alike your starting source images are (similar framing, similar angle, and so on), the better the merged result.

- 11. If you muck up things too badly, click the Reset button. If you're in Automatic mode, start again from Step 3. If you're in Manual mode, start again from Step 5.**

- 12. When you're satisfied with the result, click Done.**

The file opens as a new, layered image in Elements. The blended image appears on Layer 1. The background is your starting final image. You can then flatten the layered file, which retains the appearance of Layer 1. Or you can double-click your background to convert it to a layer and then delete it by dragging it to the trash icon in the Layers panel.

## *Blending Styles with Photomerge Style Match*

You can match, or apply, the “style” of one image onto another image with the Photomerge Style Match feature. It's hard to describe in words exactly what Adobe defines as style, but basically tonal properties are transferred from one image to another. But rather than read a definition of the feature, just spend a couple minutes trying this feature to get a feel for what it actually does.

Follow these steps to transfer a style from one image onto another:

- 1. Select a photo from your Project Bin *onto* which you would like to transfer a style.**
- 2. Choose File⇨New⇨Photomerge Style Match in any of the Edit modes.**

3. Your selected photo appears in the right window as your source (after) image.
4. Drag an image from the Style Bin to the left window to act as your sample (style) image from which your desired style will be transferred, as shown in Figure 3-11.
5. To add more images to the Style Bin, click the green plus sign and choose to either add sample images from the Organizer or from your hard drive.

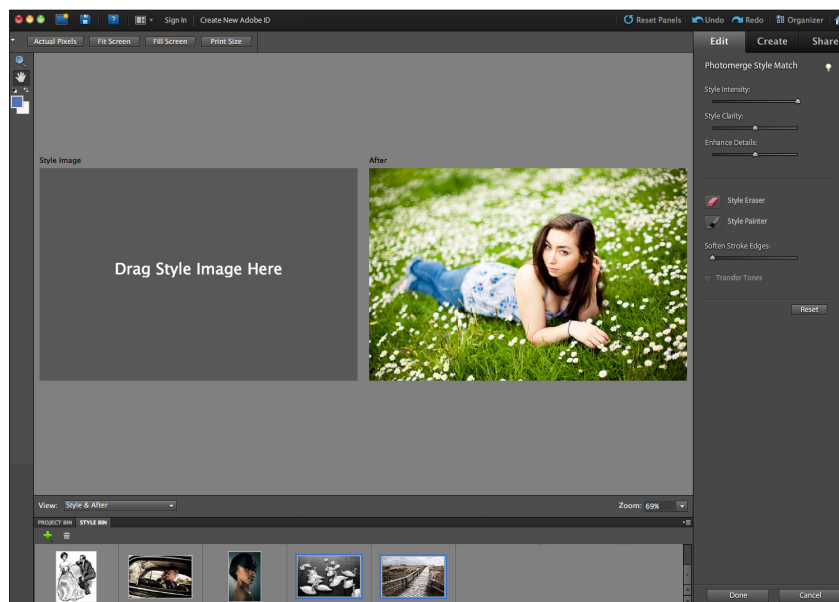


Figure 3-11: Copy a style from one image to another.

6. Adjust the following sliders:
  - *Style Intensity*: Specifies the intensity or strength of the style transfer. Keep the number low to blend more of the original image with the styled image.
  - *Style Clarity*: Specifies how clearly the style transfer appears.
  - *Enhance Details*: Enhances or decreases details in the styled image.

The results depend on your chosen images, so experiment with the preceding options to get the desired result.



**7. Further define the styled image by adjusting the following options under Basic mode:**

- *Style Eraser*: Paint with this tool to erase the style from areas on your source image.
- *Style Painter*: Paint with this tool to add the style to areas on your source image.
- *Soften Stroke Edges*: Drag the slider to clean up your image and remove any seams between the styled and original image areas.
- *Transfer Tones*: Select the check box to transfer the tonal values of the source image onto the styled image.

**8. If you want to use more than one image as your sample image, repeat Steps 4 through 6.**

**9. If the style transfer doesn't look good, click the Reset button and go back to Step 4.**

**10. When you're satisfied with the result, click Done.**

The composite opens as a new image in Elements. Our style-matched image is shown in Figure 3-12.



**Figure 3-12:** A style-matched image.

# Chapter 4: Getting Help in Guided Mode

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## *In This Chapter*

- ✓ **Understanding the Guided Photo Edit panel**
- ✓ **Making basic edits**
- ✓ **Applying advanced edits**
- ✓ **Controlling color and lighting**
- ✓ **Changing depth of field with lens effects**
- ✓ **Using photography effects**
- ✓ **Having fun with photo play**
- ✓ **Automating actions**

**W**ouldn't it be nice if a mentor could sit behind you and walk you through the necessary steps every time you encounter a new feature in a program?

Photoshop Elements doesn't provide you with a robot mentor to instruct you on the best way to perform an edit, but it does offer you the next best thing in the form of the Guided Photo Edit panel.

The Guided Photo Edit panel provides you easy control over important editing tasks that you perform routinely when working on images. In this chapter, we show you how to use the Guided Photo Edit panel and all it has to offer you.

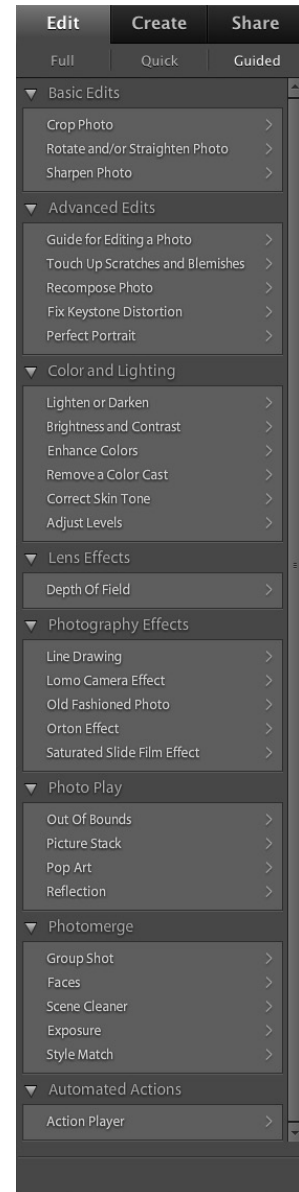
## *Understanding Guided Mode*

Click the Guided tab in the upper right of the Edit panel. The panel opens to display the items shown in Figure 4-1. You see all the guided actions and activities in the Guided Photo Edit panel in Guided Photo Edit mode.



As shown in Figure 4-1, the Guided Photo Edit panel has eight categories. Below each category title, you find items that relate to the respective category. You find the following categories:

- ✓ **Basic Edits:** Here you find the kinds of edits frequently used on photos. Cropping images, rotating and straightening photos, and sharpening photos are part of this group.
- ✓ **Advanced Edits:** These items help you make adjustments for enhancing images. You can find instructions for removing scratches, blemishes, and tear marks; correcting distortions; and creating a perfect portrait. The Guide for Editing a Photo option walks you through several edits for cropping, brightness adjustments, enhancing, and touchups.
- ✓ **Color and Lighting:** Almost all photos you either take with cameras or scan from printed pictures require color and lighting adjustments. You can enhance colors, remove colorcasts, and correct skin tones using these items. You also find adjustments to lighten, darken, as well as adjust brightness and contrast. Finally, you can use Levels for more advanced brightness and contrast adjustments.
- ✓ **Lens Effects:** The one edit in this category changes the appearance of the depth of field (areas of sharpness in relation to your focal point) in your image.
- ✓ **Photography Effects:** With these edits, you can easily apply a variety of different filters that produce many different effects, such as line drawings, old-fashioned photos, saturated film, and others.
- ✓ **Photo Play:** This category includes edits with several effects that are pure fun, such as taking a single photo and splitting it into several (picture stack), turning your image into pop art, creating a reflection of your image, and having part of a photo appear as if it were jumping out of the frame (out of bounds).
- ✓ **Photomerge:** Photomerge is designed for merging photos. The subcategories include help with merging group shots or pictures with faces. You can also merge images shot at different



**Figure 4-1:** The Guided Photo Edit panel.



exposure settings or remove obstructing objects from a group of merged photos using the Scene Cleaner. Finally, you can also now transfer the style of one image onto another.

We devote an entire chapter to Photomerge in Chapter 3 of this mini-book. The Photomerge panel helps you walk through all the steps we explain in that chapter.

- ✓ **Automated Actions:** A host of different sequences are assembled together as actions. You can, for example, choose one or a group of photos and apply a sepia tone with just one mouse click. The action then applies several editing steps automatically to create a good result.



In Elements 10, some of the categories have new names, a few of the edits switched categories, and some categories got new edits. Be sure to browse around the Guided Photo Edit panel to become familiar with the changes.

## Walking through Basic Edits

The commands in this category help you perform the kinds of basic edits frequently used in most of your Elements editing sessions. When you choose Crop Photo, for example, the Crop instructions and options appear in the Guided Photo Edit panel with the Crop tool selected and a crop frame drawn on the photo.

Similar steps are also provided for straightening a photo. You might use this feature frequently when scanning photos.

The last item listed under Basic Edits is Sharpen Photo. This is another edit you'll make frequently when working on your photos in Elements. To get a feel for using the Sharpen Photo item in Guided Photo Edit mode, do the following:

1. **Open a photo in Guided Photo Edit mode.**
2. **In the Guided Photo Edit panel, in the Basic Edits category, click Sharpen Photo.**

The panel changes to display the instructions and options you have for sharpening a photo. See Figure 4-2.

3. **Change the view in the Image window.**

By default, your photo appears in the Image window in a maximized view. You can view your photo with a before-and-after effect where the original photo appears unedited on the left side of the window and the edits you apply appear on the right side. To create a before-and-after effect, click the down arrow where you see After Only at the bottom of the panel. You can also choose a vertical orientation.

#### 4. Click Auto or adjust the sharpening slider.

You have the option of clicking the Auto button, and Elements makes a best-guess adjustment to sharpen the image. To manually sharpen the image, move the slider left and right.

#### 5. Click Done at the bottom of the panel to apply the edits.

The advantage you have in using the Guided Photo Edit panel is that Elements offers helpful information to guide you through the edits. Note that in the panel shown in Figure 4-2, a tip informs you that it's best to view your photo at 100 percent when you apply sharpening to a photo.



**Figure 4-2:** See a before-and-after display of the original and edited versions beside each other.

## *Advanced Edits*

The Advanced Edits category in the Guided Photo Edit panel provides you with several different options. When you click the first option, Guide for Editing a Photo, the Guided Photo Edit panel changes to first display the Crop panel. Make a choice for cropping an image and click the Next button. Move to Recompose, which enables you to resize an image without losing vital content. Click Next to move to Lighten or Darken a Photo. Click Next and move to the Touch Up Photo panel, and so on. This panel takes you through the entire editing process in a logical sequence, and what you find in each step is a duplicate of many of the other panels discussed in this chapter.

When you click the Touch Up Scratches and Blemishes option, the Touch Up Photo panel opens, as shown in Figure 4-3.

Move the sliders corresponding to the edits you want to make. As with other panels, you find help information that guides you through the steps. We cover much more detail on touching up images in Chapters 1 and 2 of this minibook.

The Recompose Photo edit, as previously mentioned, allows you to smartly resize an image without sacrificing desired content. For details on this tool, see Book IV, Chapter 1.

The Fix Keystone Distortion panel helps you correct problems with *parallax distortion* (where the building appears to lean back) in architectural photography. In Figure 4-4, the image previews show you a sample photo (at the top of the panel) and the result of applying the correction (in the bottom photo in the panel).

The new Perfect Portrait edit walks you through numerous steps to enhance your portrait. Start with fixing skin texture, adding clarity by increasing contrast, enhancing facial features by using the healing tools, eliminating red-eye, whitening teeth. You'll end by adding a dewy glow and if you so desire, putting your portrait on a digital diet by using an edit to slim down the person. The process sounds complicated, but just follow the steps with this guided edit, and it's a no-brainer.

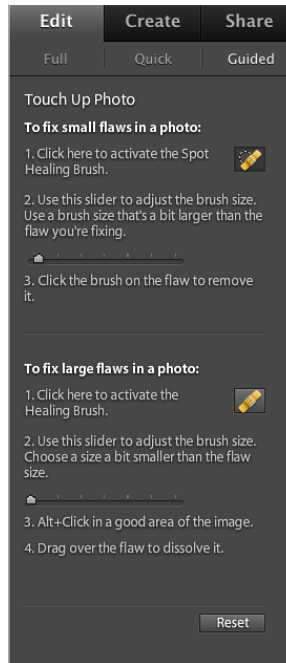


Figure 4-3: The Touch Up Photo panel.



Figure 4-4: Correcting keystone distortion.



## Finding Help with Color and Lighting

Adjusting the color or lighting is among the most important and frequent edits you make on photos. Under the Color and Lighting category, the first two items you see deal with handling Lighten/Darken and Brightness/Contrast issues. Clicking one of these items changes the panel view to one where you can move sliders similar to those you have for sharpening adjustments. The tweaks you can perform here are pretty straightforward, and with the help offered in the panel, making these kinds of adjustments is intuitive and easy.

Things get a bit more complicated when you start using the Levels adjustment. We go into quite a bit of detail about Levels in Chapter 2 of this mini-book. Be sure to read that chapter when you want to figure out more about using this important dialog box.

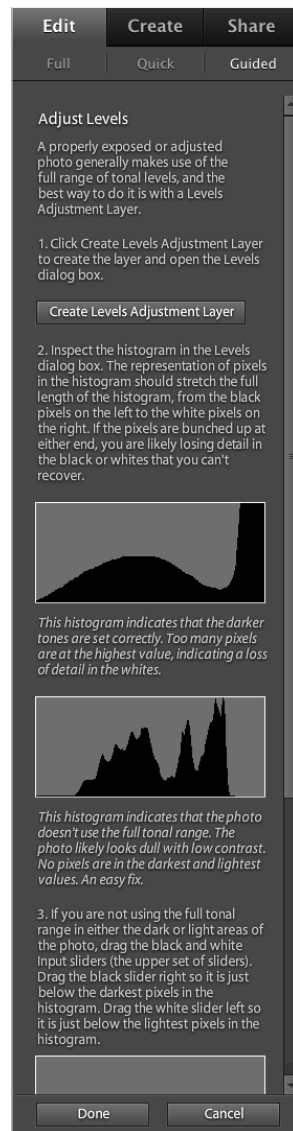


Edits with Levels are commonly made on adjustment layers. You find more information on creating and using adjustment layers in Book VI, Chapter 1.

Creating an adjustment layer and applying settings from the Levels dialog box can be a little confusing when you first start correcting lighting and exposure. The Guided Photo Edit panel, fortunately, breaks down the complicated steps into easy-to-follow instructions to assist you in making the edits. Here's an overview of how you can edit along with help from the panel:

### 1. Click the Adjust Levels option in the Guided Photo Edit panel.

The panel view changes to the one shown in Figure 4-5. Here you find helpful information explaining how to use the Levels dialog box and what the histograms mean.



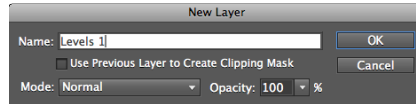
**Figure 4-5:** The Adjust Levels panel.

**2. Read the information contained in the panel.**

When you start with this edit, we recommend reading all the help information before you make the adjustments.

**3. Click the Create Levels Adjustment Layer button.**

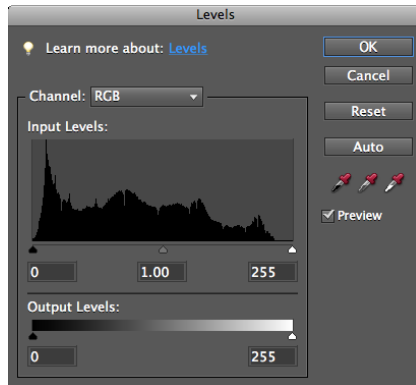
The New Layer dialog box opens, as shown in Figure 4-6.



**Figure 4-6:** The New Layer dialog box.

**4. Type a name for the new adjustment layer and then click OK.**

The Levels dialog box opens, as shown in Figure 4-7.



**Figure 4-7:** The Levels dialog box.

**5. From the information you obtained in the Guided Photo Edit panel, move the shadows (black triangle), midtones (gray triangle) or highlights (white triangle) sliders in the Levels dialog box to make your corrections.**

**6. Click OK to accept the corrections and exit the Levels dialog box.**

Or if you've really mucked things up, you can click Reset to start again.

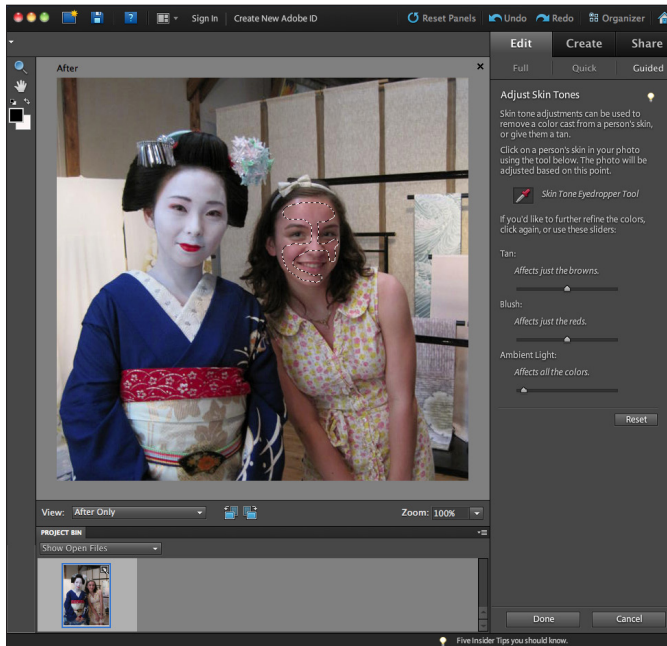
**7. Click Done in the Adjust Levels panel to get back to the main panel.**

The three items you find for color correction in the Guided Photo Edit panel help you improve the color in your photos:

- ✓ **Enhance Colors:** You get sliders to adjust hue, saturation, and lightness.
- ✓ **Remove a Color Cast:** Use the Eyedropper to sample a medium gray tone, and Elements corrects color in the image. For more information on removing colorcasts, see Chapter 2 of this minibook.
- ✓ **Correct Skin Tone:** One of the most important color adjustments you can make is adjusting skin tones. The Adjust Skin Tones panel provides you with an Eyedropper tool. Click an area in the image representing a neutral skin tone, and the color is adjusted to match that neutral tone for the entire image. You can tweak the color for skin tones by moving the sliders in the panel.



When adjusting skin tones, it's a good idea to select, in Full Photo Edit mode, only the areas you want to correct for color adjustments. For example, we selected the red areas of the girl's face, as shown in Figure 4-8. Look over Book IV, Chapter 1 for details on how to make selections.



**Figure 4-8:** Click the Eyedropper tool and then click a skin tone in the photo.

## Changing Depth with Lens Effects



The sole edit in this category changes the appearance of the *depth of field*, which is defined as the areas of sharpness in relation to the focal point in your image. This edit is useful when your image has an overly busy background and is causing a distraction from your focal point. By making the depth of field shallower (blurring the distracting background), your focal point becomes more prominent.

To apply this edit, follow these short steps:

1. **Open a photo in Guided Photo Edit mode.**
2. **In the Guided Photo Edit panel, in the Lens Effects category, click Depth Of Field to open the panel.**
3. **Click a method in the panel, either Simple or Custom.**

As stated in the panel, Simple adds depth in one step (well, sort of; it consists of three sub-steps), whereas Custom enables you to define the area you want to keep in focus.

We clicked Custom.

4. If you chose Custom, define the area you want to keep in focus in the Depth Of Field-Custom panel.

We used the Quick Selection Tool to select the lettuce and price tags, as shown in Figure 4-9.

5. Click the Add Blur button to blur the unselected areas and create a shallower depth of field. To increase the blur, drag the slider to the right.
6. Click Done after you've achieved your desired depth of field.



Figure 4-9: Create a shallower depth of field to eliminate a distracting background.

## Enhancing with Photography Effects

Photography effects are like applying filters that we cover extensively in Book VII, Chapters 1 and 2. Whereas the Filters panel provides you with many options to apply a filter, the Guided Photo Edit panel offers you filter effects and then takes you through steps for adjusting brightness values, changing hue and saturation, and making other adjustments to perfect the result.

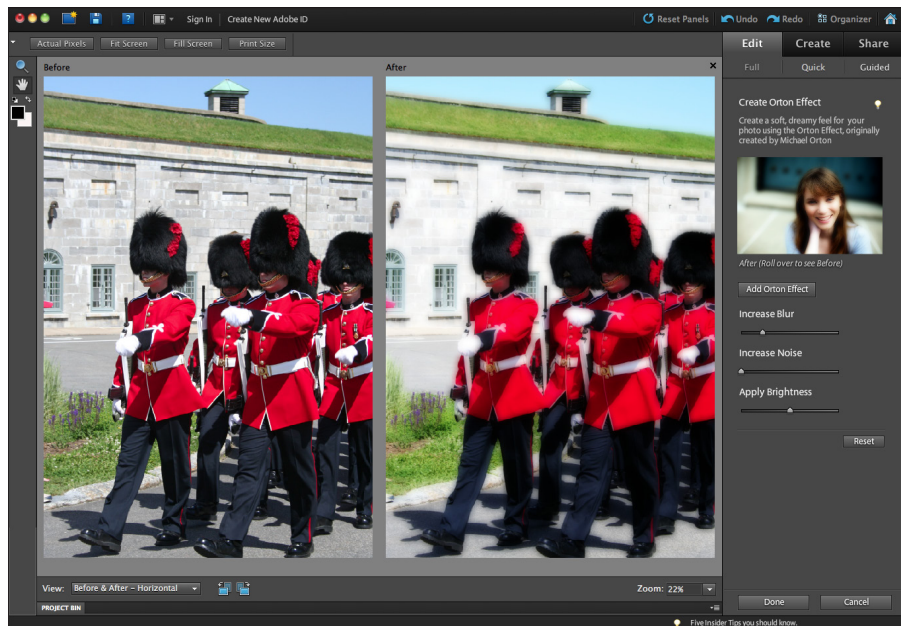
You can choose from these five options for applying Photographic Effects:

- ✓ **Line Drawing** converts your photos to a pen-and-ink drawing.
- ✓ **Lomo Camera Effect** creates a cross-processed, vignetted effect.
- ✓ **Old Fashioned Photo** gives your images a vintage, sepia appearance.
- ✓ **Orton Effect**, which is new, gives a dreamy quality to your image by softening the focus and overexposing the image.
- ✓ **Saturated Slide Film Effect** simulates the colors of saturated film used in film cameras (as opposed to digital cameras).



To experiment a little, take a look at the Orton Effect option and follow these steps to produce an image with a dreamy appearance:

1. **Open an image in Guided Photo Edit mode.**
2. **In the Guided Photo Edit panel, in the Photography Effects category, click Orton Effect to open the Create Orton Effect panel, as shown in Figure 4-10.**



**Figure 4-10:** Click Orton Effect in the Guided Photo Edit panel.

3. **Click the Add Orton Effect button.**

4. Use the sliders to increase the blur and/or noise, as shown in Figure 4-10.
5. Make the photo brighter by adjusting the Brightness slider.
6. Click Done to accept the effect and return to the main panel.

## Playing with Photos

The Photo Play category of edits is just plain fun. To apply any of these edits, simply open a photo in Guided Photo Edit mode and click your desired effect. Then follow the steps explained and, if you like what you see, click Done. If you're just doing a "look and see," click Cancel to bail out and get back to the main Guided Photo Edit panel. We applied the new Picture Stack edit to our image of a cathedral ceiling to get this interesting stack of photos, as shown in Figure 4-11.

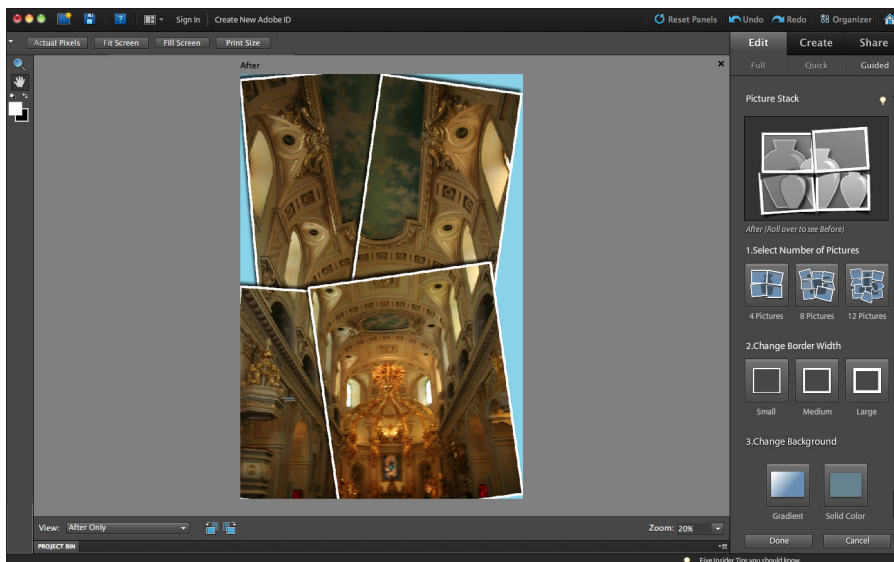


Figure 4-11: A cathedral ceiling with a Picture Stack effect.

## Clicking to Play Automated Actions

The Action Player is like having a tape recorder play a recorded series of steps to produce a result. You might have one effect that requires creating a layer, adjusting brightness on the new layer, changing layer opacity, adjusting hue/saturation and brightness, adding noise, applying a filter, and flattening the layers. Rather than perform each step manually, you can use the Action Player to apply multiple edits with one mouse click.

To see how the Action Player is used, follow these steps:

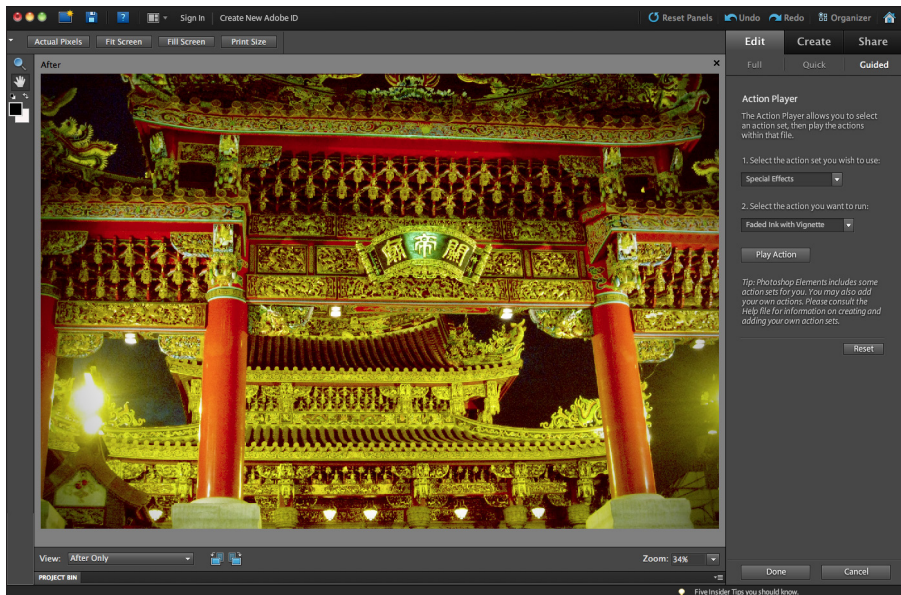
1. **Open a photo in Guided Photo Edit mode.**
2. **In the Guided Photo Edit panel, in the Automated Actions category, click Action Player to open the Action Player panel.**
3. **Select an action from the first drop-down list.**

In our example, we chose Special Effects.

4. **Select the action to run from the second drop-down list.**
5. **Click the Play Action button.**

Elements performs all the steps necessary to create the result. In our example, we applied the Faded Ink with Vignette action as shown in Figure 4-12.

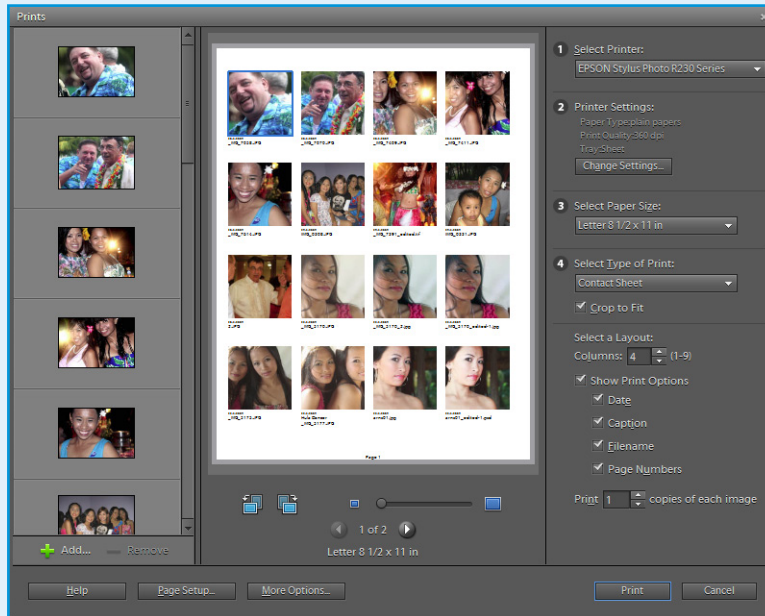
6. **Click Done.**



**Figure 4-12:** The result of running the Faded Ink with Vignette action.

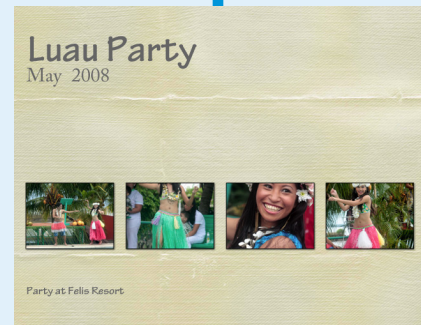
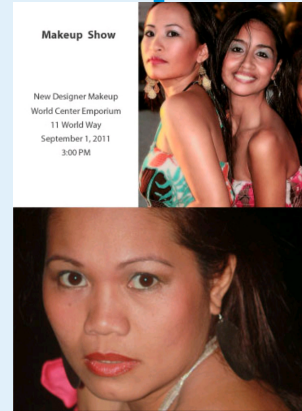
# Book IX

# Creating and Sharing with Elements



Photos are meant to be shared with others or printed using both desktop and professional printing devices. In Book IX, we take you on the journey of sharing photos online and using an Adobe partner-sharing service that can help you create professional-looking presentations.

We cover all you need to know about printing pictures, managing their color, and using color profiles. We also talk about sharing your photos on social network sites such as Flickr and Facebook.



# Chapter 1: Creating Elements Projects

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## *In This Chapter*

- ✓ **Understanding creations**
- ✓ **Creating photo books, greeting cards, and photo calendars**
- ✓ **Creating photo collages and slide shows**
- ✓ **Ordering prints**
- ✓ **Making photo stamps and CD/DVD labels**
- ✓ **Constructing VCDs with menus**
- ✓ **Making flipbooks**
- ✓ **Sharing creations**

**A**dobe Photoshop Elements offers a number of creations that you can share onscreen or in print. From both the Create and Share panels in the Task Pane in the Organizer and from within both editing modes in the Panel Bin, you have menu choices for producing creations designed for sharing.

In Chapter 3 of this minibook, we look at sharing files for screen and web viewing. In this chapter, we talk about creations designed for print and sharing.

## *Getting a Handle on Creations*

In Chapter 3 of this minibook, we talk about online albums, attaching files to e-mail, using photo mail, and using online sharing services. All these creations offer different output options, such as e-mailing, burning files to a disc, creating HTML or PDF documents, as well as printing. You create them all using the Share panel.



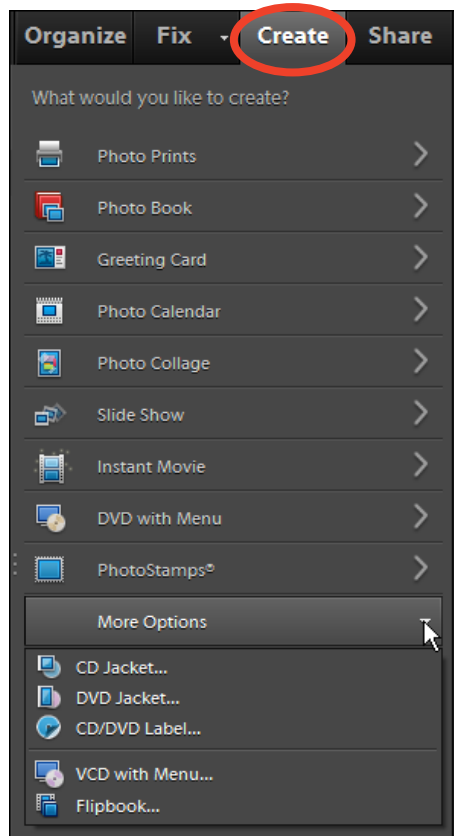
The remaining creations — photo books, photo collages, photo calendars, greeting cards, print labels, and photo stamps — you create via the Create panel, shown in Figure 1-1. All these creations are designed for output to your printer or for sending files to an online printing service or to friends and family.



When you make a creation that will ultimately be sent to an online service or shared with other users, keep in mind that you first must select the photos you want in your creation. For example, before you create a photo book by clicking the Photo Book button in the Create panel, you need to select photos for your book. If you happen to click the Photo Book button and nothing happens, more than likely you haven't selected any photos.

You can select photos in either the Organizer or the Project Bin in Full Photo Edit mode.

After selecting photos, click the Create button. Elements then opens a window respective to the type of creation you want to make. The options for Photo Book, Greeting Card, Photo Calendar, and Photo Collage all use the same window when you click one of the respective buttons in the Create panel. The remaining options, Photo Prints, Slide Show, and PhotoStamps, use different windows where options are selected.



**Figure 1-1:** The Create panel.

Elements offers you some consistency when creating photo books, greeting cards, photo calendars, and photo collages. If you know how to set attributes for one of these creations, you can easily work with any of the other creation types.



The Instant Movie button in the Create panel requires Adobe Premiere Elements. If you click this button without having Premiere Elements installed, a dialog box opens and gives you the choice to download a trial version of Premiere Elements. We encourage you to use the trial version to judge for yourself whether the application might work well for the type of creations you want to make.

After you make a creation, you can save it as a project that can also be added to the Organizer window. Photoshop Elements projects are saved as Photo Project Format with a `.pse` extension. If you want to return to a project and make more edits, you can open the `.pse` file and edit your project. You can add `.pse` files to the Organizer and view them in the Media Browser so they're easily accessible if you choose to open a project and perform more edits.

## Creating a Photo Book

You can design the creations you make for printing locally to your desktop printer or for uploading to a professional print service. The professional services offer you choices for covers, assembly, paper stocks, and so on, as well as opportunities to distribute the printed material to friends and family.

Photo books follow a sequence of steps that are the same for other creations you make in Elements. To describe completely the process for making a creation, we start by showing you how to create a photo book.

Follow these steps to create a photo book:

- 1. Select files in the Organizer and click the Create tab or open several photos in Full Photo Edit mode, select the open files in the Project Bin and click the Create tab.**

The procedure for all creations is the same. You first select files in the Organizer or photos in the Project Bin in Full Photo Edit mode and then click the Create tab in the Organizer Task Pane or Full Photo Edit Panel Bin. Ideally, you might start with an album containing the photos you want to use for your Photo Book. (See Book II, Chapter 3 for more on creating albums.) You can then just click the album to display the album photos in the Organizer window and easily select all the photos or select an Album directly in the Project Bin in Full Photo Edit mode.



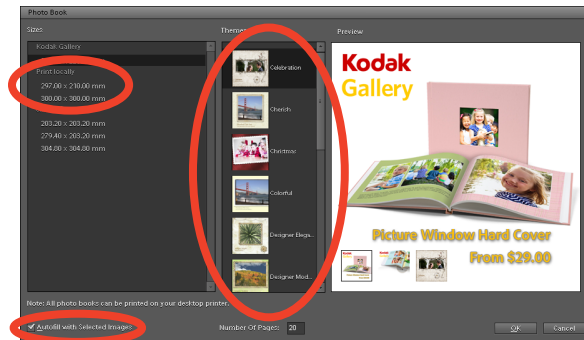
To select all photos shown in an Organizer window, press Ctrl+A (⌘+A on the Mac).

## 2. Click the Photo Book option in the Create panel.

Regardless of whether you're working in the Organizer or an editing mode, the Photo Book option is available in the same Create panel. When you click the Photo Book option, a window opens, and you can make choices for the output and the design of your creation. The same window opens for other creations such as greeting cards, photo calendars, and photo collages.

## 3. Choose an option for outputting your creation.

In the left pane shown in Figure 1-2, you make a choice for using professional online services such as Kodak Gallery or Shutterfly. The other option you can choose is to Print Locally, meaning you print the photo book to your desktop printer.



**Figure 1-2:** Select photos and click the Photo Book option to open the Photo Book window.

## 4. Select a theme.

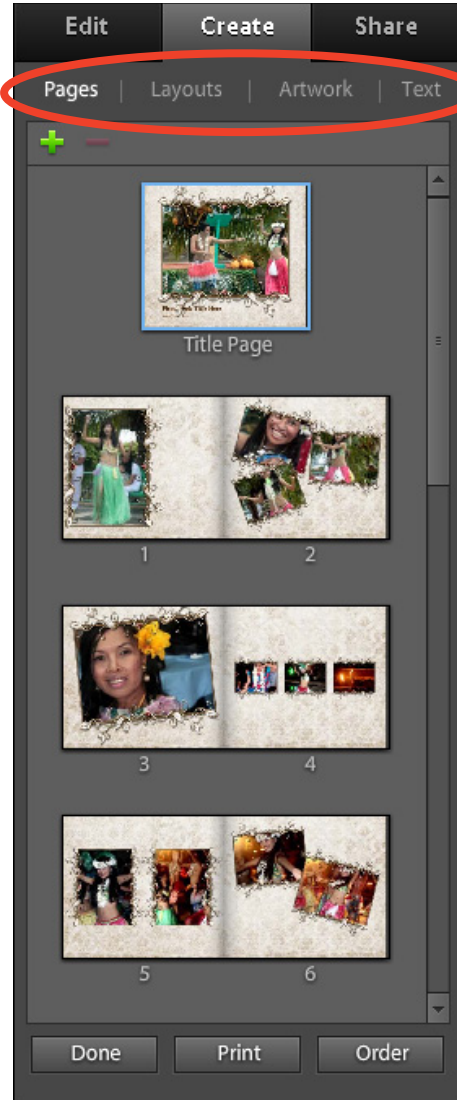
In the middle column, choose a theme for the photo book design. When you click a theme, the preview pane on the right side of the window displays a preview of the selected theme. Elements uses an Adobe Flash interface where you see photo book pages automatically scroll using the selected theme.

At this point, click different themes and observe the Preview window for a dynamic display of the respective theme. Take a little time to look over all the wonderful options you have for a photo book design.

**5. Click OK and then examine the pages.**

When you click OK, the Create panel changes and displays four tabs at the top of the panel. As shown in Figure 1-3, the tabs are Pages, Layouts, Artwork, and Text. On each tab, you can make additional edits. On the Pages tab, look over the total number of pages for your photo book. If you want to add more pages, click the + (plus) icon at the top of the panel. To delete pages, click the – (minus) icon.

When you add new pages to a creation, you'll want to add more photos to the pages. Each new page contains placeholders for images. To add more photos, double-click a placeholder and a Choose Photo dialog box opens. Navigate your hard drive and locate additional photos you want to include in your photo book. When you see a photo in the Choose Photo dialog box, select the photo and click the Place button.



**Figure 1-3:** The Create panel has four tabs that are used for additional editing.

**6. Click the Layouts tab and choose a layout.**

On the Layouts tab, you find many choices for different layouts. At the top of the panel, a display of different layouts appears as shown in Figure 1-4. Scroll down the panel to find additional layouts for One, Two, and Three photos per page.

To change a layout, double-click the layout choice in the Create panel. When you change layouts, you need to populate the placeholders. Drag photos from the Project Bin to a placeholder, and Elements fits the photo in the placeholder frame.

**7. Adjust a photo in a frame.**

If you change a layout or add more photos to placeholders, or even if you let Elements populate a layout, you may want to make adjustments for individual photos within placeholders.

To edit a photo within a placeholder, double-click the photo. A toolbar appears above the photo, as shown in Figure 1-5. From left to right on the toolbar, you can

- Zoom in or out of the photo by dragging the slider left and right.
- Rotate the photo by clicking the blue icon. (Each mouse click rotates the photo 90 degrees.)
- Get a new photo to place in the frame represented by the folder icon.



**Figure 1-4:** The Layout tab offers many choices for changing the layout design.

When you finish your edits, click the green check mark. If you want to dismiss all edits and return to the original photo within the frame, click the circle icon.

You can also size a photo within a frame by clicking one of the handles on the selected image and dragging in to reduce size or out to size up. Move the cursor just outside a corner handle on a selected frame, and you can rotate the image and frame together.

If you double-click a photo in a frame, you can open a context menu (right-click or Control+click a one-button mouse on a Macintosh) and choose from some transformation options that include scaling, perspective, and distorting the photo. Choose a menu command and drag a handle to perform the operation. In Figure 1-6, we skewed and distorted the photo.



You can skew an image by pressing Ctrl/Option and dragging a corner handle.

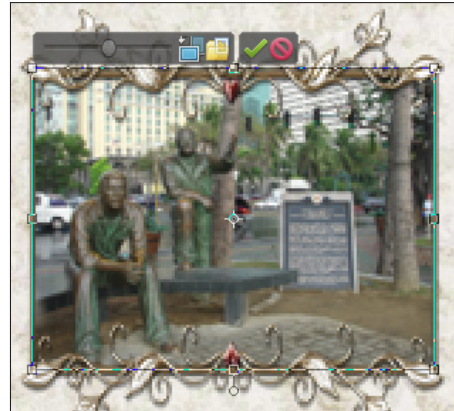
**8. Click the Artwork tab and use artwork.**

Click the Artwork tab, shown in Figure 1-7. On the Artwork tab, you can change the background design, frames, and add graphics.

To change the background or frames, double-click a background and/or frame on the Artwork tab. To add a graphic, click and drag the graphic to the Image Window where a photo is displayed.

**9. Click the Text tab and add some text.**

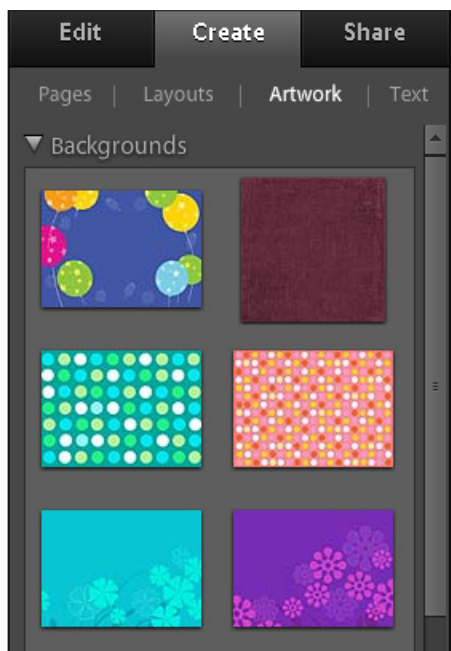
The last tab in the Create panel is the Text tab shown in Figure 1-8.



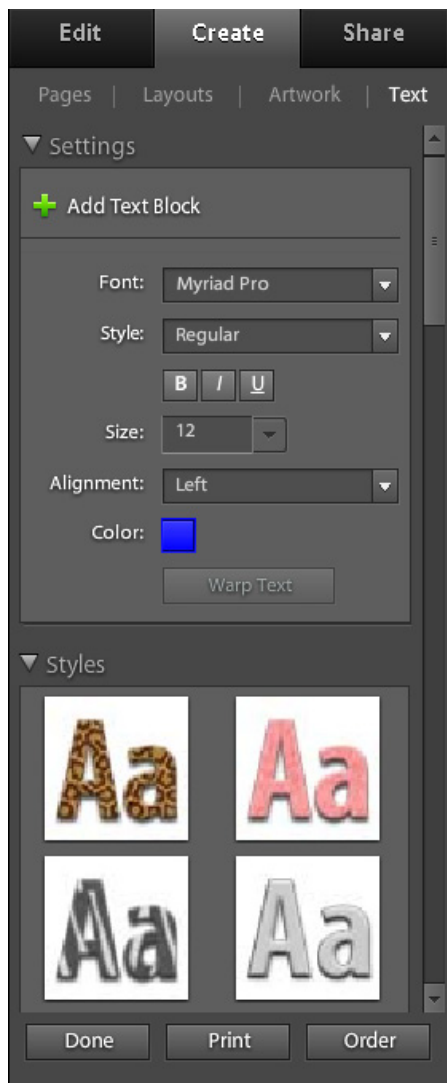
**Figure 1-5:** Double-click an image to open a toolbar.



**Figure 1-6:** A distorted image as it appears within a frame.



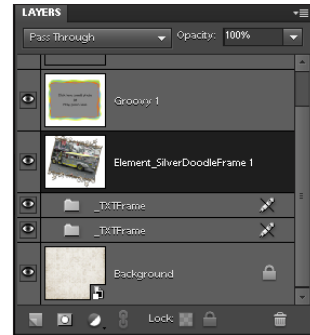
**Figure 1-7:** Scroll the Artwork tab to find options for Backgrounds, Frames, and Graphics.



**Figure 1-8:** Click the Text tab to add text to pages.

On this tab, you click the + (plus) icon and choose options for a font, font style, size, alignment, and color. You can also warp text. When a text object is selected, click the Warp Text button, and the dialog box that opens allows you to set attributes for warping the text.

Scroll the panel and you find a number of different styles you can apply to a text object. Select text after you add it to a page and double-click one of the style items to apply a style to the selected text.



**Figure 1-9:** Click Switch to Advanced Mode to gain access to layers used in the project.

**10. (Optional) Switch to Advanced mode to edit the layers.**

Click the Switch to Advanced Mode button in the Organizer (look ahead to Figure 1-10) to see a breakdown of the layers and effects Elements applied to your design, as shown in Figure 1-9. You can edit the layers for further customization of your photo book. To do so, you need to know a lot about working with layers, layer styles, and layer effects as we explain throughout Book VI.

**11. Click the Switch to Basic Mode button if you're in Advanced mode and look over the project.**

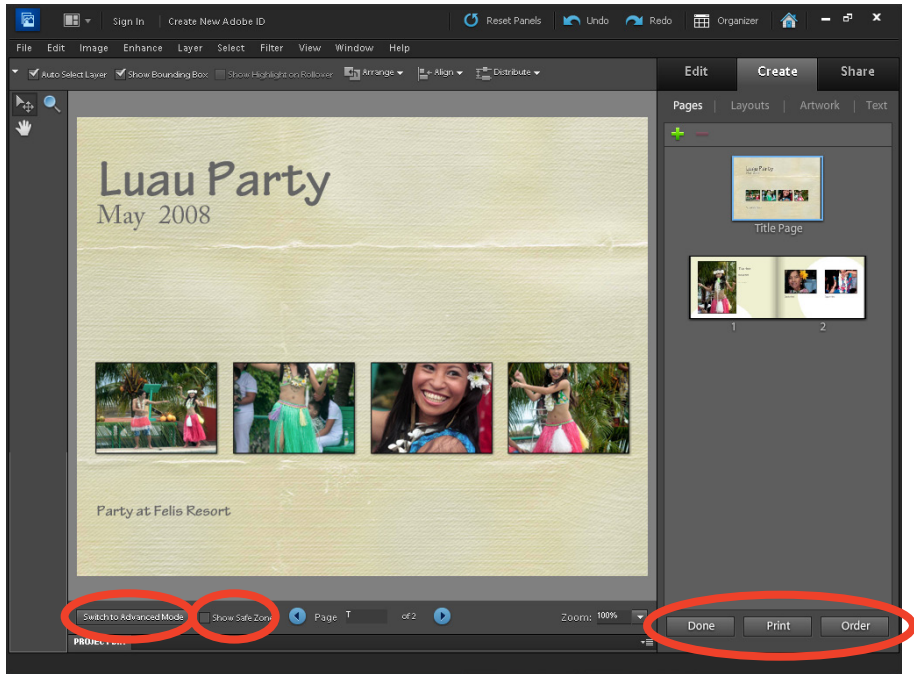
Now you're ready to take the last steps to finish the project.

**12. Toggle the item denoted as Show Safe Zone, as shown in Figure 1-10.**

This item displays a blue guideline on the pages that are marked as the safe zone when the item is checked. Be certain graphics and text appear within the safe zone before outputting the photo book.

**13. When your project is complete, decide what you want to do with it:**

- Click the *Print button* to print the file to your desktop printer.
- Click the *Order button* if you want to place an order with Kodak EasyShare or Shutterbug.
- Click the *Done button* to save the project so that you can later return to it for further editing.



**Figure 1-10:** Click Done to save the project, Print to print to a desktop printer, or Order to place an online order.

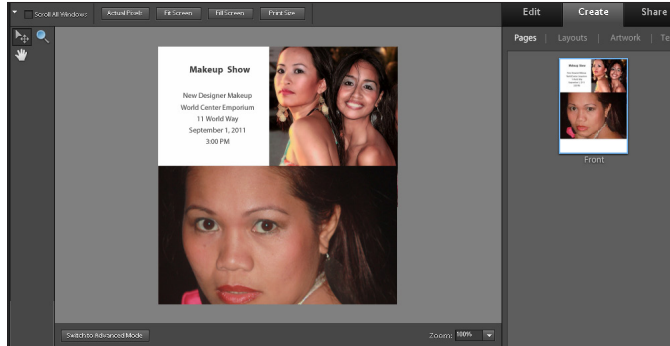
All the steps outlined in this section are the exact same steps you use for making greeting cards, photo calendars, and photo collages.

## *Getting in Touch with Greeting Cards*

You can create greeting cards, as shown in Figure 1-11, in a snap in Photoshop Elements by using the Greeting Card panel. Here's how to do it:

- 1. Open the Organizer and select a photo or open a photo in Full Photo Edit mode.**
- 2. Click the Create tab in the Panel Bin.**
- 3. Click the Greeting Card option to open the Greeting Card panel.**

4. Follow the same steps as you do with creating photo books that we cover earlier in the section “Creating a Photo Book.”



**Figure 1-11:** Use the same steps for greeting cards as you do for creating photo books.

## Making a Photo Calendar

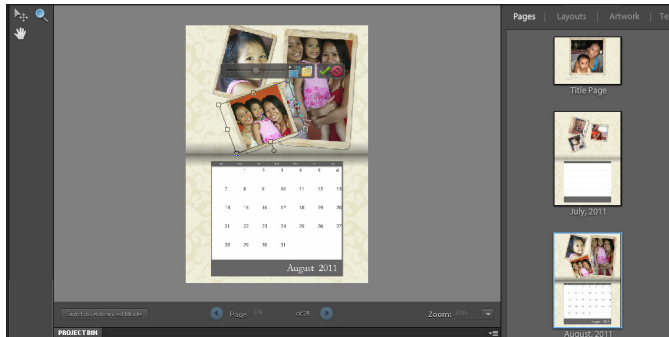
Are you ready to design a personal calendar using your favorite photos? Elements helps you design an attractive calendar of the kids, the girls’ soccer team, the Bullhead Moose fraternity, or any other type of activity or event you want to work with. Elements makes it easy to create professional-looking calendars.

Here’s how you create a calendar that can be professionally printed and ordered via an online service:

1. **Select photos in the Organizer. Alternately you can open images in Full Photo Edit mode and select the open photos in the Photo Bin.**

For calendars, you might want to select 13 photos — 1 photo for the calendar cover and 1 photo for each month. You can also choose 12 photos and use one of the calendar months for the cover photo.

2. **Open the Create panel and click the Photo Calendar option.**
3. **Choose an output source the same as when choosing a source for photo books.**
4. **Follow the same steps as we outline in the section “Creating a Photo Book.”**



**Figure 1-12:** Photo calendars are edited the same way you edit photo books.

## *Assembling a Photo Collage*

To put together a photo collage (see Figure 1-13), you first need to select a few photos in the Organizer or the Project Bin and then click the Photo Collage option in the Create panel.

The Photo Collage Wizard opens, and you follow the same steps we covered in the section “Creating a Photo Book.”



**Figure 1-13:** Photo collages are a snap to create in Elements.

## Creating a Slide Show (Windows Only)

We have to make some choices for the amount of coverage we can devote to each feature in Photoshop Elements. Sometimes it involves some tradeoffs. Because the process for making creations we've discussed so far in this chapter is vitally important to four creation types, we feel it's more valuable to most readers than a thorough coverage of slide shows, especially because Macintosh users can't use this feature.

That said, this section includes a brief description for many of the toggles, switches, and commands available for producing slide shows. Most of what you find in the Slide Show window is straightforward and intuitive. In addition, we address many options from the Slide Show Editor (shown a little later in Figure 1-15) in other chapters throughout this book.

If creating slide shows is important to you and you need more details on some of the options available, search through the Elements Help system to fill in the gaps.

Creating slide shows follows the same initial steps as you find with other creations. To create a slide show using the Create panel, follow these steps:

- 1. Select the images you want in the Organizer or Project Bin, click the Create tab, and then click the Slide Show option.**

The first thing you see is the Slide Show Preferences dialog box, as shown in Figure 1-14.

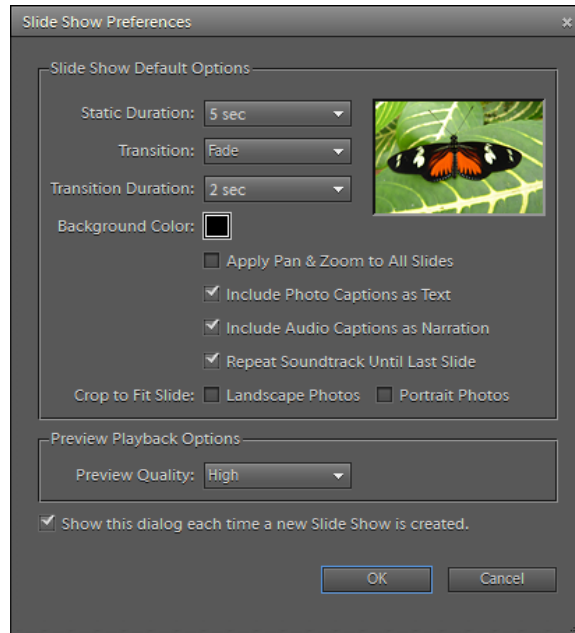
- 2. You make choices in this dialog box for setting up your slide show — stuff such as setting transition type, adjusting transition duration, adding music, and adding background color. Click OK when you're done.**

The Slide Show Editor opens, as shown in Figure 1-15.

- 3. Define the attributes such as transitions, artwork from the Extras panel, and zooms and time codes.**

To add transitions, click the right-pointing arrow adjacent to the transition icon appearing between a slide and choose from the pop-up menu the transition effect you want.

Other choices you have for creating slide shows include adding graphics by dragging items from the Artwork panel and adding text by clicking the *T* tab in the Extras panel and then double-clicking one of the type styles in the Extras panel.



**Figure 1-14:** The Slide Show Preferences dialog box.

#### **4. Size, rotate, and perform image editing in the Properties panel.**

The Properties panel offers you editing options that we discuss throughout this book.

#### **5. (Optional) Add audio by opening the Add Media menu and choosing Audio from Elements Organizer or Audio from Folder.**

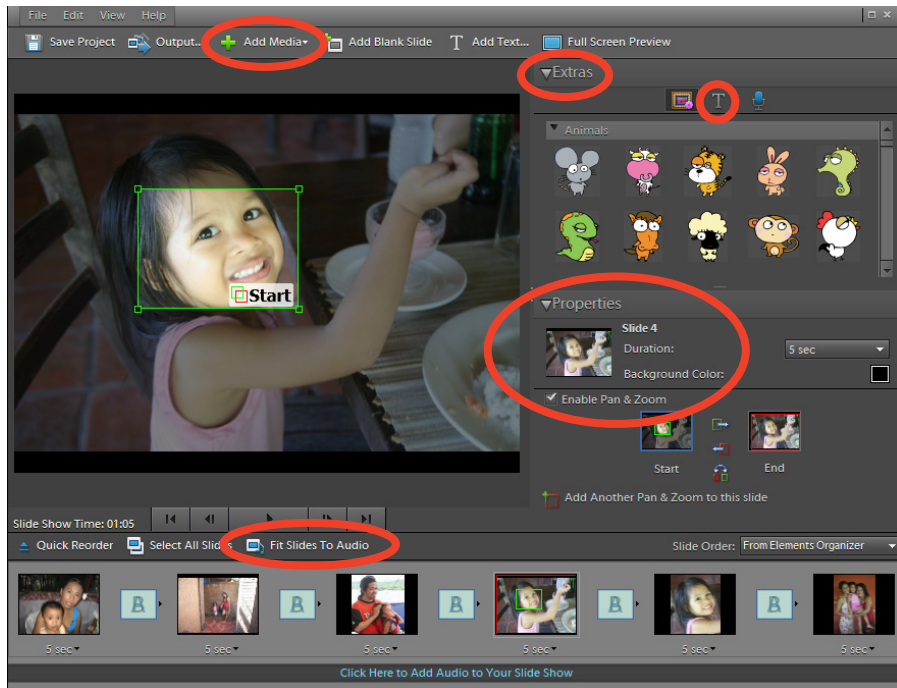
You can have Elements fit the slide duration to the audio duration. Add the audio and click the Fit Slides to Audio button.

#### **6. Choose an output option.**

Click the Output button (refer to Figure 1-15), and the Slide Show Output dialog box opens, as shown in Figure 1-16.

In the dialog box, you have several options from which to choose. These include

- *Save As a File:* Click Save As a File, and in the right pane, you can select from two options:



**Figure 1-15:** The Slide Show Editor.

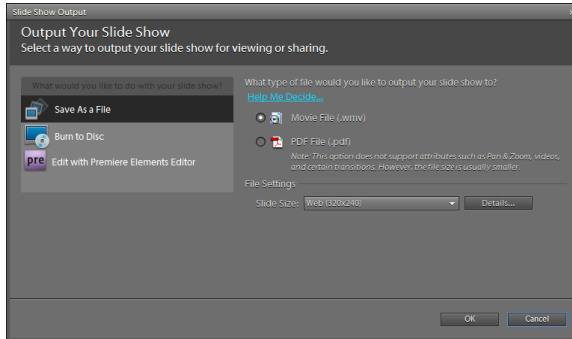
**Movie File:** Select Movie File to export the file as a video in WMV (Windows) or QuickTime (Macintosh) format.

**PDF File:** Select PDF File to export the file as an Adobe PDF document.

- **Burn to Disc:** Click Burn to Disc to write a self-running VCD (Video CD). Note that if you choose to write a VCD, the image resolution is much lower than writing slide shows to DVDs.
- **Edit with Premiere Elements Editor:** This option works only if you have Adobe Premiere Elements installed on your computer. If you do have Premiere Elements, clicking this option opens the slide show in Premiere Elements.

**7. Click OK in the dialog box after making the output choice.**

Elements outputs your slide show using the settings you applied.



**Figure 1-16:** The Slide Show Output dialog box.

## *Working with Photo Prints*

When you open the Create panel and click the Photo Prints option, you find options for printing files locally on your desktop printer and ordering prints from online services.

### *Printing to your desktop printer*

When you click Photo Prints in the Create panel, the panel displays options for printing to your local printer or ordering online prints with a professional print service. (See Figure 1-17 later in this chapter.)

Click the Print with Local Printer item in the Create panel and the Print dialog box opens. This action is no different than choosing File⇨Print from the Organizer or when in Full Photo Edit mode. In all cases, the Print dialog box opens where you set attributes for the print output.

The other options you have for local printing are Print Picture Package and Print Contact Sheet. These options are also available in the Print dialog box.

For local printing and the options you can use, see Chapter 2 of this mini-book, where we thoroughly discuss local printing of individual photos, picture packages, and contact sheets.

### *Ordering prints online*

You can order prints online by using one of a few online print service providers. Select the photos in the Organizer or Project Bin in Full Photo Edit mode and then click Photo Prints in the Create panel. The panel displays all your Photo Print Options for both local and online printing. When you mouse over one of the online services, a pop-up provides some information about the service, as shown in Figure 1-17.

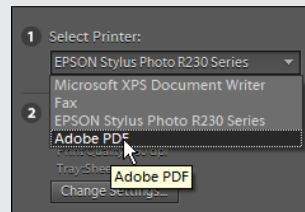
## Printing to Adobe PDF

All the print options you have in Elements can be saved as PDF documents. Rather than collect printed paper documents for items such as calendars, greeting cards, and photo collages, you can make your creations and save to PDF files. You can then share these files on your social network connections.

To output a creation to PDF, you need a little help from another application. You have two choices:

- ✓ **Purchase Adobe Acrobat Standard or Pro and use the Adobe PDF printer driver that's installed with your program installation.** Simply choose the Adobe PDF printer in the upper-right corner of the Print dialog box and click OK, and your file is then printed to disk as a PDF file.
- ✓ **Download a free PDF printer driver, such as pdf995.** You can find several PDF printer drivers available for free download by searching the Internet. After a driver is

installed, it appears as a printer. You follow the same steps as for printing to Adobe PDF. Select the printer driver in the Print dialog box and click OK, and the file is then printed as a PDF.



Macintosh users don't need to be concerned with any printer drivers. Output to PDF is built into Mac OS X. When you choose File→Print, click the PDF drop-down list and select Save As PDF. Your file is saved as a PDF document that can be viewed in the free Adobe Reader software.

When you click a print service, a wizard opens and walks you through the steps for setting up an account and ordering prints. You also find options for choosing the address or addresses where you want your prints shipped. You can have one set of prints sent to your address and duplicate prints sent to family and friends.

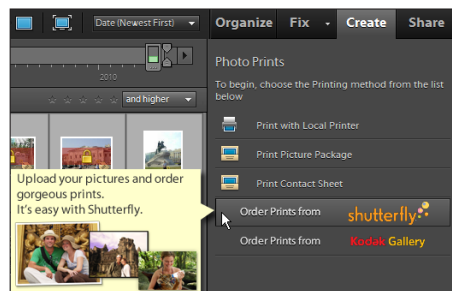


Figure 1-17: The Photo Prints panel.



Online print services were once the cat's meow for photo distribution. However, in recent years, sharing photos via social services such as Facebook, Flickr, MySpace, and Photoshop.com has proven to be much faster and much more efficient — and more environmentally conscious. Unless you have a good reason for having photo prints,

join us in using one of the many social service networks we explain in Chapter 3 of this minibook. The social networks are much more efficient and less costly than using a print service.

## *Making Photo Stamps*

Another online creation feature in Elements is the option to create your own postage stamps. Yes, they're real stamps that you can use for mailing through the post office.

Here's the simple, easy way to use Elements to place an order for your very own personal postage stamps:

**1. Select an image in the Organizer.**

Your file needs to be less than 5MB. (See Book III, Chapter 1 for more on resizing images.)

**2. Click the Create tab in the Panel Bin and then choose the PhotoStamps option.**

The PhotoStamps dialog box opens.

**3. Click the Upload My Photos button in the dialog box. (See Figure 1-18.)**

Your photo is uploaded to the PhotoStamps.com website.

**4. Place your order.**

The PhotoStamps.com website provides an easy-to-use interface for ordering stamps. After you fill out the order and provide billing information, your stamps are mailed to you.



**Figure 1-18:** Click PhotoStamps in the Create panel to open this dialog box.

## Getting Organized with CD/DVD Labels

Another creation option in Elements is a simple, easy way to create CD and DVD labels. From the Create panel, choose a menu item for CD Jacket, DVD Jacket, or CD/DVD Label from the More Options drop-down list. From templates provided in the panel, Elements offers you an easy method for printing your personalized labels and jackets for CDs and DVDs.



This feature for printing CD/DVD labels is a bit weak in Elements. You may need to fiddle around quite a bit to get the images to fit a label. Using some templates provided by the label developers is often a much better method for printing labels.

## Creating a VCD with Menu (Windows)

Select a slide show project and open the Create panel. From the More Options drop-down menu, choose VCD with Menu. The Create a VCD with Menu dialog box opens, as shown in Figure 1-19. Select a project, make a choice for NTSC or PAL format, and click the Burn button. The file created is a Video CD with a menu you can control with your DVD player's remote control device.

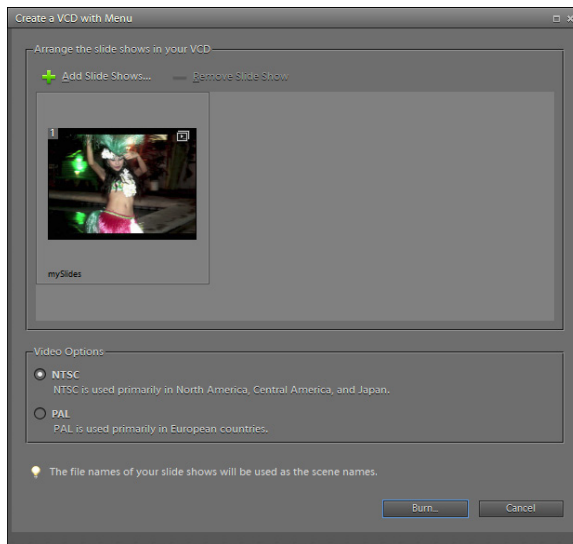


Figure 1-19: The Create a VCD with Menu dialog box.



You need to use an Elements Slide Show Project or a .wmv file. You can't use a PDF Slide Show to create a VCD with Menu.

## *Making a Flipbook (Windows)*

At the bottom of the More Options drop-down menu in the Create panel, you can find a Flipbook command. If you want to create a quick little video that shows off your photos by flashing stills on your screen or your TV set, you can quickly create a flipbook. Here's how you do it:

**1. Open the Organizer and select the files you want to use.**

Note that you must select at least two files in order to create the flipbook.

**2. Click the Create tab in the Panel Bin and choose Flipbook from the More Options drop-down menu.**

The Elements Organizer Flipbook dialog box opens, as shown in Figure 1-20.

**3. Set the playback speed by typing a value in the Speed text box or moving the slider to the desired speed.**

Note that flipping through photos looks best at low speeds, such as one or two frames per second (fps). Also, you can select the size for your video file from options on the Movie Size drop-down menu. When sharing files on the Internet, the download speeds increase as file sizes are increased. To get familiar with the file size that works best for you, experiment a little by saving files with different output settings.



**Figure 1-20:** The Elements Organizer Flipbook dialog box permits you to select a speed and movie file size.

**4. Click the Output button.**

The Save Video Flipbook dialog box opens.

**5. Type a filename and click Save.**

Your file is written as a `.wmv` file. You can use Microsoft Movie Maker to write the file to a CD or DVD.



The WMV and QuickTime formats aren't recognized by many DVD players. You may need to convert the file format to a format recognized by your DVD player. Do an Internet search and explore websites that offer freeware or shareware conversion utilities to find out more about video file formats acceptable to DVD players.

## Sharing Creations

We cover several creations in this chapter, and we emphasize how you can target the final output format for your creations for your desktop or an online service printer. Inasmuch as we talk about sharing creations via online services, we limit our coverage to print output.

For both consumers and professionals, print is giving way to more online services, which enable you to view photos onscreen on a number of different display devices, such as desktop, laptop, notebook, and netbook computers; tablets such as the Apple iPad, or Android-based products; and mobile devices. You need to understand many issues for preparing files in Elements and using appropriate export formats to serve the vast number of applications and services that display and host your pictures.

For a thorough discussion on viewing photo creations onscreen using many different devices, look over Chapter 3 of this minibook, where we leave the world of print and talk about sharing your creations for online viewing.



# Chapter 2: Getting It Printed

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## *In This Chapter*

- ✓ **Preparing images for printing**
- ✓ **Setting up your print options**
- ✓ **Printing multiple images**
- ✓ **Using color profiles**
- ✓ **Printing color from different printers**
- ✓ **Using online printing services**

**W**e live in an ever-changing world when it comes to technology and the way we consume content. When it comes to showing off your photos, you have many alternatives to printing pictures. You can, for example, show slide shows and photo collections on cell phones, tablet devices, laptops, and computer systems. Each of these methods, over time, becomes a low-cost alternative to purchasing printers, papers, and inks.

With the advent of the Apple iPad and many more tablet devices to come, you can find some superb mechanisms for displaying photo albums, slide shows, and individual pictures. All your data can be stored in the *cloud* (that is, on the Internet by using Facebook, Photoshop.com, Flickr, MySpace, iCloud, and so on), so you don't need to worry about losing precious photos.

As you review this chapter, think of printing as a last resort for displaying albums of photos. At times, it may be necessary to print a picture, and this chapter is designed to inform you of many issues you need to know if and when you must print a photo.

In this chapter, we talk about options — many options — for setting print attributes for printing to your own color printer. If you need to, reread this chapter a few times just to be certain that you understand the process for printing good-quality images. A little time spent here will, we hope, save you some headaches down the road.



## *Getting Images Ready for Printing*

Perhaps the greatest challenge for individuals using programs such as Photoshop Elements (and even for the professionals who use its granddaddy, Adobe Photoshop) is turning what they see on the monitor into a reasonable facsimile on a printed page. You can find all sorts of books on color printing — how to get color right, how to calibrate your equipment, and how to create and use color profiles — all for the purpose of getting a good match between your computer monitor and your printer. It's downright discouraging to spend a lot of time tweaking an image so that all the brilliant blue colors jump out on your computer monitor, only to find that all those blues turn to murky purples when the photo is printed.

If you've already read Book III, Chapters 1 and 2, you're ahead of the game because you know a little bit about color management, color profiles, and printer resolutions. After you check out those chapters, your next step is to get to know your printer or your print service center and understand how to correctly print your pictures.

The first step toward getting your photos to your desktop printer or to a printing service is to prepare each image for optimum output. You have several considerations when you're preparing files, including the ones in this list:

- ✓ **Set resolution and size.** Before you print a file, use the Image Size dialog box (Image→Resize→Image Size) to set your image size and the optimum resolution for your printer. Files that have too much resolution can print images that are inferior to files optimized for a printer. See your printer's documentation for recommendations for resolution. As a general rule, 300 ppi (pixels per inch) works best for most printers printing on high-quality paper. If you print on plain paper, you often find that lower resolutions work just as well or even better.
- ✓ **Make all brightness and color corrections before printing.** It stands to reason that you want to ensure your pictures appear their best before sending them off to your printer. If your monitor is properly calibrated, as we discuss in Book III, Chapter 4, you should see a fair representation of what your pictures will look like after they're printed.
- ✓ **Decide how color will be managed before you print.** You can color-manage output to your printer in three ways, as we discuss in the next section. Know your printer's profiles and how to use them before you start to print your files.
- ✓ **Get your printer ready.** Finally, when printing to desktop color printers, always be certain your ink cartridges have ink and the nozzles are clean. Make sure you use the proper settings for paper and ink when you send a file to your printer. Be sure to review the manual that came with your printer to become aware of how to perform all the steps required to make a quality print.

## Setting Print Options

As you might expect, you print files from Elements by choosing File⇧Print. Depending on what workspace you have open, you can set print options in the Prints dialog box from the Organizer or the Print dialog box from within Full Photo Edit mode. The different modes provide different options in Windows (on the Mac, printing is handled by the Editor), so in the following sections, we guide you through printing from both the Organizer and Full Photo Edit mode.

You have a number of settings to adjust when printing color photos, as we explain a little later in the section “Printing with Color Profiles.” For now, take a look at the different options you have in the print dialog boxes that you open from the Organizer and from Full Photo Edit mode.

### Printing from the Organizer

You can print photos from either the Organizer or in Full Photo Edit mode on Windows. On the Macintosh, you can choose File⇧Print in the Organizer, but Elements redirects your output to the Editor.

You can select one or more images in the Organizer and then choose File⇧Print. The images selected when you choose the Print command appear in a scrollable list, as shown in Figure 2-1.

Options you have in the Prints dialog box include

- A. Image thumbnails:** When you select multiple images in the Organizer, all the selected images appear in a scrollable window on the left side of the dialog box.
- B. Scroll bar:** When so many photos are selected that they all can't be viewed in the thumbnail list on the left side of the dialog box, you can use the scroll bar to see all images.
- C. Add/Remove:** If the Prints dialog box is open and you want to add more photos to print, click the Add (+) icon and the Add Media dialog box opens, as shown in Figure 2-2. A list of thumbnails appears, showing all photos in the current open catalog. Select the check boxes adjacent to the thumbnails to indicate the photos you want to add to your print queue. You can also choose an entire catalog, albums, photos marked with keyword tags, and photos with a rating. For more information on albums, keyword tags, and ratings, see Book II, Chapter 3.

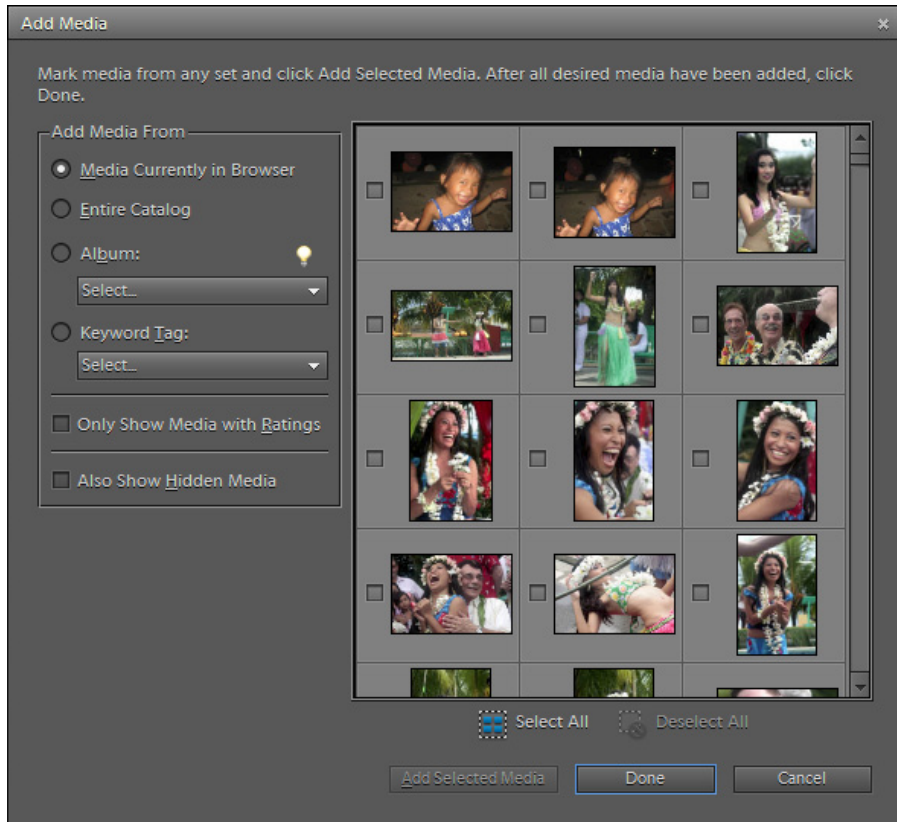
If you want to remove photos from the list to be printed, click the photo in the scrollable list in the Prints dialog box and click the Remove (–) icon.

- D. Help:** Click the Help button to open help information pertaining to printing photos.



**Figure 2-1:** Thumbnails of selected images appear in the Prints dialog box.

- E. Page Setup:** Click this button to open the Page Setup dialog box, as shown a little later, in Figure 2-3.
- F. More Options:** Click the More Options buttons to open another dialog box, which we explain in the section “Using More Options,” later in this chapter.
- G. Scroll Print Preview:** Click the arrows to toggle a print preview for all images in the list.
- H. Print Preview:** This option displays a preview of the image that’s to be printed.
- I. Print:** Click the Print button after making all adjustments in the Prints dialog box.



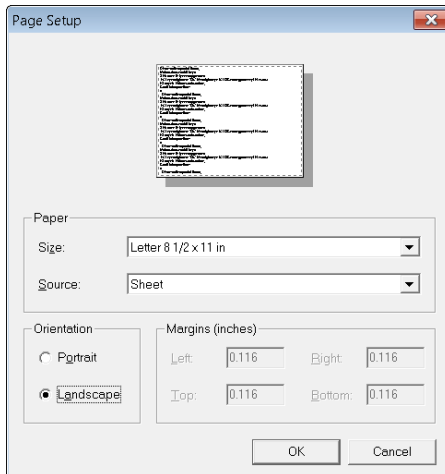
**Figure 2-2:** Thumbnails of selected images appear in the Add Media dialog box.

- J. Cancel:** Clicking Cancel dismisses the dialog box without sending a photo to the printer.
- K. Select Printer:** Select a target printer from the drop-down list.
- L. Change Settings:** Click this button to open properties unique to the selected printer.
- M. Select Paper Size:** Choose from paper sizes that your printer supports. This list may change when you select a different printer from the Select Printer drop-down list.
- N. Select Type of Print:** You have three options available: Individual Prints, Contact Sheets, and Picture Packages. For more information on contact sheets and picture packages, see the “Printing Multiple Images” section later in this chapter.

- O. Select Print Size:** Select from the number of options for print sizes that your printer supports.
- P. Crop to Fit:** Select this check box to crop an image to fit the selected paper size.
- Q. Print \_\_\_ Copies of Each Page:** By default, 1 Photo Per Page is selected. If you remove the check mark, you can choose to print a number of prints on the same page by making selections from the drop-down list.

## *Using Page Setup*

When you click the Page Setup button in the Prints dialog box, the Page Setup dialog box opens, as shown in Figure 2-3. In this dialog box, you can make a few selections for print attributes that may be unique to your printer. However, for most desktop printers, the options you find in the Page Setup dialog box can be controlled in the Prints dialog box.



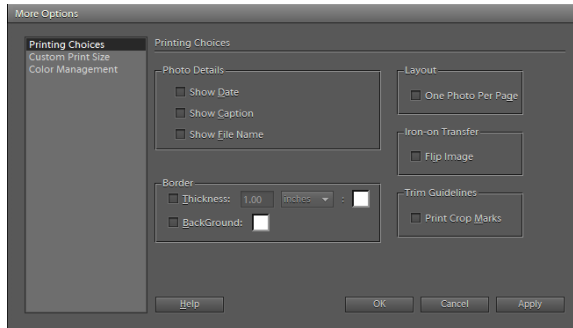
**Figure 2-3:** The Page Setup dialog box.

## *Using More Options*

When printing photos from the Organizer, click the More Options button in the Prints dialog box. The More Options dialog box opens, as shown in Figure 2-4.



If you've used a version of Photoshop Elements earlier than version 8, notice that the More Options dialog box has changed. As shown in Figure 2-4, you have three categories listed in the left pane. The first item, Printing Choices, is similar to what was available in earlier versions of Elements. The next two items, Custom Print Size and Color Management, have been moved from the Prints dialog box to the More Options dialog box.



**Figure 2-4:** The More Options dialog box.



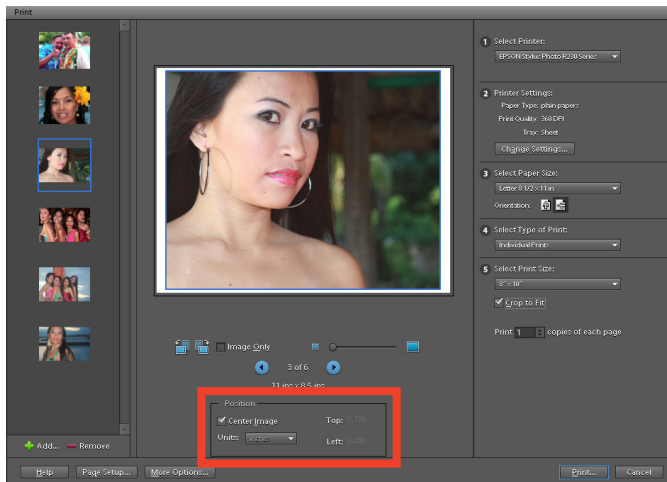
When you want to manage color in Elements as we explain later in the section “Printing with Color Profiles,” you need to print from Full Photo Edit mode. Printing from the Organizer doesn’t provide you with custom profile management.

The default selection in this dialog box is Printing Choices. The choices available for printing your photos include

- ✓ **Photo Details:** Select the check boxes for the detail items you want printed on your output below the image.
- ✓ **Border:** If you select the Thickness check box, you can specify the size of the border in the text box and choose a unit of measure in the drop-down list. Click the color swatch to choose a color for the border.
- ✓ **Layout:** If you want to force the printer to print a single photo (as opposed to multiple photos) on a page, select the One Photo Per Page check box.
- ✓ **Iron-On Transfer:** This option is used for heat transfer material: Mylar, Lexjet, and other substrates that require *e-down* printing — *emulsion-down* printing, where the negative and the image are flipped.
- ✓ **Trim Guidelines:** Select the Print Crop Marks check box to add marks to the print to show where the paper needs to be trimmed.

### Printing from Full Photo Edit mode

If you want to print a photo while in Full Photo Edit mode, choose File⇨Print to open the Print dialog box. The Print dialog box in Full Photo Edit mode in Elements is almost identical to the Prints dialog box you use when printing from the Organizer. Notice the Position items in the Print dialog box shown in Figure 2-5. These items don’t appear in the Organizer Prints dialog box.



**Figure 2-5:** The Print dialog box in Full Photo Edit mode.

## *Printing Multiple Images*

You have choices in the Organizer or Full Photo Edit mode for choosing a command for printing multiple images as either a contact sheet or picture package. When you choose to print a contact sheet or picture package from within Full Photo Edit mode, Elements switches you to the Organizer view. You continue the action from the Organizer and leave Full Photo Edit mode.

### *Printing contact sheets*

In traditional photography, people used contact sheets to get a print from a roll of film. Rather than viewing negatives, a photographer could see a thumbnail print of each frame on a roll in a few contact sheets. These contact sheets revealed how the frames would appear when printed.

You can get the same results in Elements by printing contact sheets from a collection of photos. By looking over the thumbnails and choosing which photos to print at larger sizes, you save money on your printer consumables.

To print a contact sheet with Windows, do the following:

- 1. Open the Organizer.**
- 2. In the Organizer, select photos you want to print on a contact sheet.**

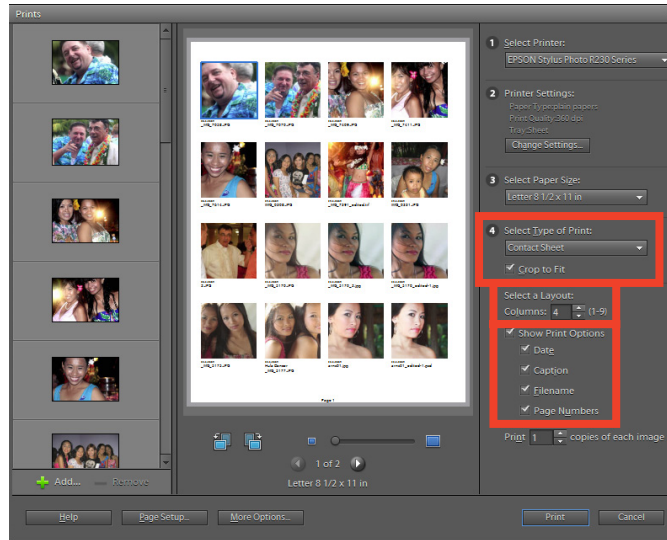
Press Ctrl-click in Windows to choose multiple photos in a noncontiguous selection. You can also sort photos by keyword tags, albums, dates, and so on. You then select all the sorted photos by pressing Ctrl+A. For more information on sorting files, see Book II, Chapter 3.

**3. Choose File→Print or press Ctrl+P.**

The Prints dialog box opens. In the dialog box, select the printer you want to use for your output from the Select Printer drop-down list.

**4. Select Contact Sheet from the Select Type of Print drop-down list.**

The Prints dialog box refreshes to show your contact sheet options, as shown in Figure 2-6.



**Figure 2-6:** Choose Contact Sheet and select a layout for the number of columns.

**5. Select a layout.**

Choose the number of columns you want for the contact sheet. If you specify fewer columns, the images appear larger; as more columns are selected, the images appear smaller. Choose a size according to the number of columns that you want to print.

**6. (Optional) Select the check boxes for the items you want included in the captions.**

If you want print options to be shown on your prints, select the Show Print Options check box, and the list of options is displayed below the check box. Caption items can include the date, a text line for the caption, filename, and page numbers.

**7. Click More Options in the bottom of the dialog box.**

Select a color profile from the Print Space drop-down list. For more on printing with color profiles, see the section “Printing with Color Profiles,” later in this chapter.

- 8. Click OK in the More Options dialog box.**
- 9. Click the Print button (back in the Prints dialog box) to print your contact sheet.**

To print a contact sheet with a Mac, do the following:

- 1. Open the Editor in Full Edit Mode.**
- 2. Choose File⇨Contact Sheet II.**

The Contact Sheet dialog box opens. You make choices in this dialog box for selecting photos and layouts.

- 3. Click OK in the Contact Sheet dialog box.**

The contact sheet is built for you on the Mac and appears in the Editor Image window.

- 4. Choose File⇨Print to open the Prints dialog box.**
- 5. Click More Options in the bottom of the dialog box.**

Select a color profile from the Print Space drop-down list. For more on printing with color profiles see the section “Printing with Color Profiles,” later in this chapter. Note that the More Options button is available to both Windows and Mac users.

- 6. Click OK in the More Options dialog box.**
- 7. Click the Print button (back in the Prints dialog box) to print your contact sheet.**

## *Printing picture packages*

Another option you have for printing multiple photos is picture packages. This feature prints multiple copies of the same photo or multiple copies of many photos.

A picture package is typically a single sheet of paper with the same photo printed at different sizes — something like your class pictures, graduation photos, or prom photos. You can choose to print a single picture package from one photo selected in the Organizer, or you can select multiple photos and print them all as multiple picture packages.

To create a picture package with Windows, do the following:

- 1. Open the Organizer.**
- 2. Select a single photo or multiple photos in the Organizer that you want to print as a picture package(s).**
- 3. Choose File⇨Print or press Ctrl+P.**

The Prints dialog box opens.

4. From the Select Printer drop-down list, select the printer you want to use for your output.

5. Select Picture Package from the Select Type of Print drop-down list.

The Prints dialog box refreshes to show your picture package options.

6. Select a layout from the Select a Layout drop-down list.

As you make layout selections, you see a dynamic preview of the picture package, as shown in Figure 2-7. Select different layouts to examine the results and choose the layout you want for your picture package.

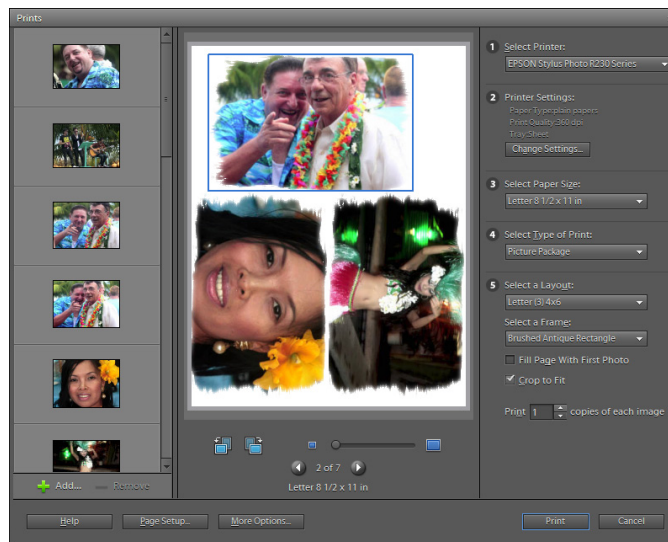


Figure 2-7: Choose Picture Package and select a layout for the package.

7. Select a frame (optional).

The photos can be printed with a frame. Select an option from the Select a Frame drop-down list or leave the default None selected to print no frame on the photos.

8. Click the More Options button.

Choose a color profile from the same dialog box that appears when you print a contact sheet.

9. Click OK.

10. In the Print Photos dialog box, click the Print button.

To create a picture package with a Mac, do the following:

1. **Open the Organizer.**
2. **Select a single photo or multiple photos in the Organizer that you want to print as a picture package(s).**
3. **Open the Fix drop-down menu and choose Full Photo Edit to open the images in the editor.**
4. **Choose File⇨Picture Package.**
5. **Make choices for the layout, page size, and captions, and click OK.**

The Picture Package is automatically assembled and opens in the Editor.

6. **Choose File⇨Print to open the Prints dialog box.**

### *Printing with Color Profiles*

All the options we've talked about so far in this chapter give you a picture on paper, but even if you follow all the steps up to this point to a *T*, you may still not get the color right. To print the most accurate color you can on your printer, use printer profiles that are created for every printer, paper, and ink set you use.



Printer developers create printer profiles for use with the developers' inks and papers. If you decide to modify your printer and use large ink bottles or use lower-cost inks from third-party suppliers, the profiles from your printer developer aren't optimized for the change in ink pigments. Likewise, third-party papers aren't optimized for the printer profiles shipped by your printer developer.



To get accurate color when you use inks and papers different from those recommended by your printer developer, you may need to develop custom profiles for each ink set and each paper. You can search the Internet to find several sources of services that create custom profiles for you.

### *Working with color printer profiles*

In Book III, Chapter 4, we talk about creating color profiles for your monitor and selecting a color workspace. The final step in a color-managed workflow is to convert color from the profile of your color workspace to the color profile of your printer. Basically, this conversion means that the colors you see on your monitor in your current workspace are accurately converted to the color that your printer can reproduce.

### *Understanding how Elements uses color profiles*

When using the Print dialog box (or the More Options section of the Print dialog box), you can manage color in Photoshop Elements in one of three ways when it comes time to print your files:

- ✓ **Printer Manages Colors:** This method permits your printer to decide which profile is used when your photo is printed to your desktop color printer. Your printer makes this decision according to the paper you select as the source paper used to print your photos. If you choose Epson Premium Glossy Photo Paper, for example, your printer chooses the profile that goes along with that particular paper. If you choose another paper, your printer chooses a different color profile. This method is automatic, and color profile selection is made when you print your file.
- ✓ **Photoshop Elements Manages Color:** When you make this choice, color management is taken away from your printer and is controlled by Elements. You must choose a color profile after making this choice in the Print dialog box. Desktop printers that fall in the medium-to-more-expensive range often have many color profiles they can install.
- ✓ **No Color Management:** You use this choice if you have a color profile embedded in one of your pictures. You'll probably rarely use this option. Unless you know how to embed profiles or receive files with embedded profiles from other users, don't make this choice in the Print dialog box.

Each of these options requires you to make a choice about how color is managed. You make choices (as we discuss later in this chapter, when we walk you through the steps for printing) about whether to color-manage your output. These selections are all unique to the Print dialog box for your individual printer.

## Printing to Inkjet Printers

Printers are installed on your computer with printer drivers that are designed to offer you settings and controls for options unique to your printer. We can't hope to cover all printers and the variations you find with each device.

What we can do is give you a general idea of the printing process by showing how it's done with Epson printers — one of the more-popular desktop printer makes out there. This gives you a basis for understanding the settings you need to adjust when printing color to desktop printers and submitting photos to service providers.



If you own a different brand of printer or use a service that uses other printers, what's important to remember in reviewing this section is the process involved in printing your files. Regardless of what type of printer you own, be aware of when a color profile is used and how color is either managed or not managed. You may have different check box selections and menu commands, but the process is the same for any printer printing your photos.

Over the past few years, at least half of the many service-provider troubleshooting tech calls coming from clients involved problems with accurate color output from Epson and some other inkjet printers. We're not talking about subtle changes between monitor and printer, but huge, monstrous color changes on output prints. As it turns out, almost all the strange output results originated from just one minor error that occurred when the file was set up to print — it involved when and how to manage color in the Print dialog box.



Color profiles are also dependent upon the ink being used. *Refilling* cartridges with generic ink can (in some cases) result in color shifts. Similarly, if the nozzles aren't clean and delivering ink consistently, your results may look very strange.

We've come up with settings that enable you to get accurate results without stress or frustration. Just remember to use the settings exactly as described, and you can achieve superior results with either desktop or professional printers.

When you install your printer driver, the installation utility also installs a number of color profiles. You can choose the profiles in the Photoshop Elements Print dialog box and control all the printing by using the profile provided by your printer manufacturer.



You can also print from the Organizer (Windows) by selecting one or more image thumbnails in the Organizer window and then choosing File⇨Print. We use printing from Full Photo Edit mode for the examples shown here because you may often want to perform some final corrections before printing. Also, printing from the Editor is supported on both Windows and Macintosh.

You have a choice for how these profiles are used. You can

- ✓ **Choose to let your printer manage color:** The profiling selection is automatic, and you don't have to worry about making other choices in the Print dialog boxes.
- ✓ **Choose to let Photoshop Elements manage color:** In this case, you need to choose which color profile and color-management process to use.



We're talking about two very different issues here. One issue is *color management*, which ultimately comes down to whether Elements manages your color, your printer manages color, or you use no color management at all. The other issue is choosing a color profile. Therefore, you have a series of combined options to choose from. You can choose a profile and either turn color management on or off, or you can elect not to make a profile choice and decide whether color management is on or off. The choices you make are critical to getting color right on your output.



All the methods are described in the following sections.

When printing with color management and using color profiles, print from Full Photo Edit mode only. The Organizer Prints Color Management options are fewer than the Full Photo Edit Print dialog box.

### *Automatic profile selection for Epson printers*

The automatic profile selection method exists, and depending on what model of printer you have, you may be required to make this choice.

Your options all depend on whether the printer you buy installs color profiles on your computer. If you buy some low-end color printers that cost less than \$100, the installer software typically doesn't install color profiles. When no profiles are installed, the printer manages the color through built-in profiles contained in the printer's memory.

High-end models (above the \$100 price range) often install individual color profiles. You might see the profiles for various papers in the Printer Profile pop-up menu in the Elements More Options dialog box. If you have one of these high-end printers, you might want to choose the profile that matches the paper you're using and let Elements manage the color.

As we discuss in Book III, Chapter 4, you have two choices for your color workspace. Those choices are sRGB or Adobe RGB (1998). The workspace is used to see color on your monitor. We also talk (in Book III, Chapter 4) about calibrating your monitor so the colors you see appear as close to real-world color as you can get.

When you print a picture, the color from your workspace (either sRGB or Adobe RGB [1998]) is converted to your printer color. So, you want to fit all the color you see in an sRGB workspace, for example, into the printer's profile so that the print looks as close as possible to what you see on your monitor. Elements takes care of this color conversion. The only thing you need to worry about is making the right choice for how that conversion takes place.

Follow these steps to print from the native color space:

- 1. Choose File⇨Print.**

The Print dialog box that opens contains all the settings you need to print a file.

- 2. Select the orientation of your print.**

You can choose either Portrait or Landscape. Select the proper orientation in the Page Setup dialog box. (Refer to Figure 2-3.)

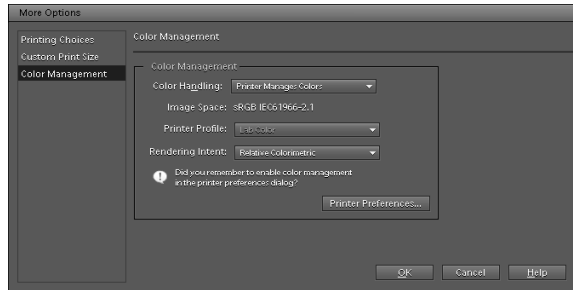
- 3. Select your printer from the Select Printer drop-down list.**

#### 4. Set the print attributes.

Select the number of copies, position, scaling, and output items you want.

#### 5. Click the **More Options** button and choose **Color Management** in the **More Options** dialog box.

In the Color Management area of the More Options dialog box, as shown in Figure 2-8, you choose how to manage color when you print files.



**Figure 2-8:** Look over the Color Management area in the More Options dialog box for options on how to manage color.

#### 6. From the **Color Handling** drop-down list, select **Printer Manages Color**. Click **OK** in the **More Options** dialog box.

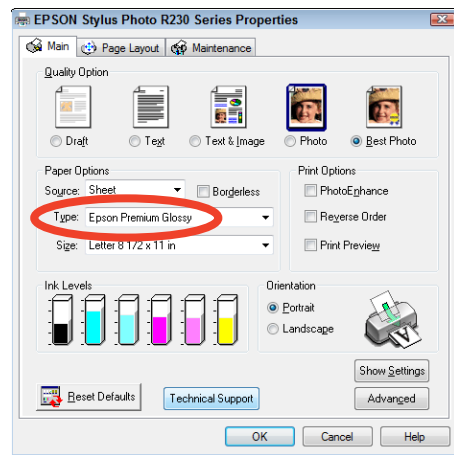
This choice uses your current workspace color and later converts the color from your workspace to the printer output file when you open the printer driver dialog box.

#### 7. Click the **Print** button in the **Print** dialog box.

The file doesn't print yet. First, the Windows system Print dialog box opens (Mac OSX Print dialog box on the Macintosh). Go to Step 8 if you use Windows or skip to Step 9 if you use a Mac.

#### 8. (Windows only) Click the **Preferences** button, and the **Printing Preferences** dialog box opens, as shown in Figure 2-9. Skip to Step 10.

#### 9. (Mac OS X only) In the **Print** dialog box that opens, make **two** choices:



**Figure 2-9:** Click Preferences in the first dialog box that opens, and the selected printer preferences opens.

- a. Open the pop-up menu below the Pages item and choose the Pages item and choose Print Settings, as shown in Figure 2-10. From the Media Type pop-up menu, choose the paper for your output.
- b. Make the selection for Color Management. Open the Print Settings pop-up menu and choose Color Management, as shown in Figure 2-11. Leave the default setting at Color Controls. (This setting is used when the printer manages color.)

On the Macintosh, click the Print button, and the file is printed.

### 10. Set print attributes.

In our Epson example, select Epson Premium Glossy (or another paper from the Type drop-down list that you may be using) and then click the Best Photo radio button. (Refer to Figure 2-9.)

Now, it's time to color-manage your file. This step is critical in your print-production workflow.

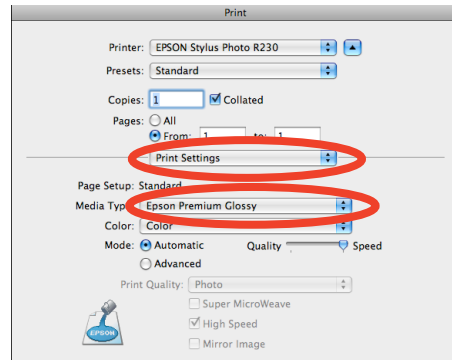
11. Click the Advanced button and then, in the Warning dialog box that appears, simply click the Continue button.

The advanced settings in the Printing Preferences dialog box open, as shown in Figure 2-12.

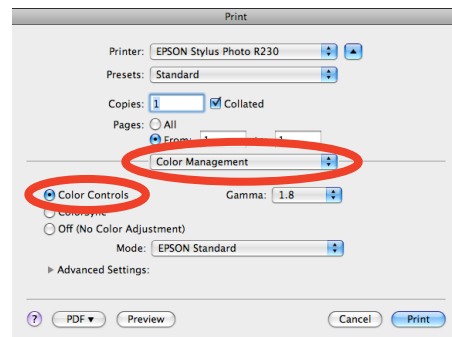
12. Make your choices in the advanced settings of the Printing Preferences dialog box.

Here are the most important choices:

- *Select a paper type.* You selected paper already? The second drop-down list in the Paper & Quality section of the dialog box determines the application of inks. Select the same paper here as you did in Step 10.



**Figure 2-10:** Choose Print Settings on the Macintosh and make a choice for the paper you use for the output.

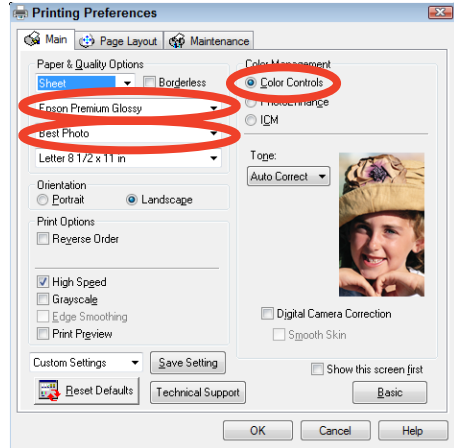


**Figure 2-11:** Choose Color Management and make sure Color Controls is selected.

- *Turn on color management.* Because you're letting the printer driver determine the color, you need to be certain that the Color Controls radio button is active. This setting tells the printer driver to automatically select a printer profile for the paper type you selected.
- *Set the color mode.* Don't use Epson Vivid. This choice produces inferior results on photos. Choose Best Photo, the Epson Standard, or Adobe RGB, depending on your printer.



If you frequently print files using the same settings, you can save your settings by clicking the Save Setting button.



**Figure 2-12:** Click Advanced and then click Continue to access the advanced settings in the Epson printer driver.

**13. To print the photo, click OK and then OK again in the Print dialog box.**

Your file is sent to your printer. The color is converted automatically from your source workspace of sRGB or Adobe RGB (1998) to the profile the printer driver automatically selects for you.

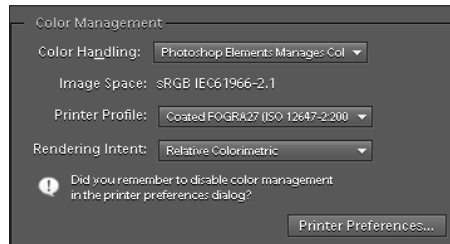
### Selecting a printer profile

Another method for managing color when you're printing files is to select a printer profile from the available list of color profiles installed with your printer. Whereas in the preceding section, you used your printer to manage color, this time, you let Photoshop Elements manage the color.

The steps in this section are the same as the ones described in the preceding section for printing files for automatic profile selection when you're setting up the page and selecting a printer. When you choose File⇨Print, you open the Elements Print dialog box. To let Elements handle the color conversion, follow these steps in the Print dialog box:

1. **Choose File⇨Print and then click Color Management in the Print dialog box.**
2. **From the Printer Profile drop-down list in the Color Management section of the Print dialog box, select the color profile designed for use with the paper you've chosen.**

In this example, we used a specific color profile to match a paper type, as shown in Figure 2-13. (Note that custom color profiles you acquire from a profiling service come with recommended color-rendering intents. For this paper, Relative Colorimetric is recommended and is chosen on the Rendering Intent drop-down list, as shown in Figure 2-13.)



**Figure 2-13:** Choose a printer profile that matches the paper you use.

**3. Click OK and then click the Print button.**

The operating system's Print dialog box opens.

**4. Click the Properties button.**

You arrive at the same dialog box shown earlier in Figure 2-9. On the Macintosh, you arrive at the same dialog box shown earlier in Figure 2-10.

**5. In Windows, select the Best Photo radio button and from the Type drop-down list, select the recommended paper choice. On the Macintosh, make your paper choice, as shown in Figure 2-10.**

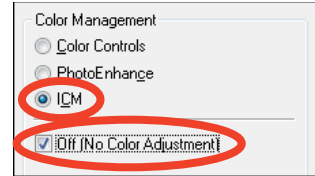
Custom color profiles are also shipped with guidelines for selecting proper paper.

**6. In Windows, click the Advanced button and then click the Continue button to arrive at the dialog box shown in Figure 2-14. On the Macintosh, choose Color Management from the pop-up menu to arrive at the same dialog box shown earlier in Figure 2-11.**

The paper choice selection is automatically carried over from the previous Properties dialog box. (See Step 2 in the preceding section.) The one setting you change is in the Color Management section.

**7. In Windows, select the ICM (Image Color Management) radio button and select the Off (No Color Adjustment) check box, as shown in Figure 2-14. On the Macintosh, select the Off (No Color Adjustment) radio button.**

Because you selected the color profile in Step 1 and you're letting Elements manage the color, be sure the Color Management feature is turned off. If you don't turn off Color Management, you end up double-profiling your print.



The choice to manage color or not to manage it is simplified in Photoshop Elements. In the Color Management area of the dialog box, a message is reported each time you make a selection from the Color Handling drop-down list. Right below Source Space, you see a message asking whether you remembered to turn Color Management on or off. Each time you make a selection for the Color Handling, pause a moment and read the message. This is your reminder that you need to follow the recommendation to properly handle color.

**Figure 2-14:** Select the ICM option and select the Off (No Color Adjustment) check box.

## *Using Online Printing Services*

Photoshop Elements supports the Adobe Photoshop Services program, which is a joint effort between Adobe Systems and Kodak EasyShare (formerly Ofoto), a division of Kodak, and Shutterfly. The Services program offers online ordering of prints and sharing of photos and projects, and it has a huge array of print products for consumers and professionals.

As of this writing, you get ten free prints, so it's worth taking a little time to check out the service — especially if you want to order prints and have them mailed directly to your home or office. No lines, no hassles, no dealing with high gasoline costs — this service offers great prints and an abundance of convenience.

Select your files in the organizer and choose File⇨Order Prints to use this service.

# Chapter 3: Sharing Projects with Others

## In This Chapter

- ✓ Understanding sharing options
- ✓ Using the Share panel
- ✓ Creating online albums
- ✓ Attaching files to e-mail
- ✓ Using Photo Mail
- ✓ Using online sharing services

You shoot photos primarily for two reasons (if you're not selling them for income): to gain personal satisfaction and revel in your own work or to share your creations with others.

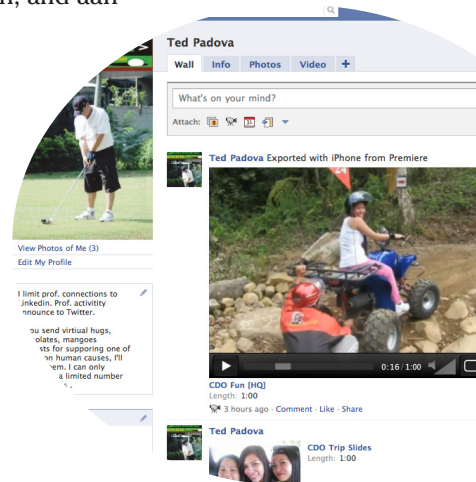
Perhaps the most enjoyable aspect of photography is experiencing the appreciation of family and friends who laugh, cry, ooh, and aah when looking at your images.

Photoshop Elements provides you with a number of sharing options to get those laughs, cries, oohs, and aahs from others. When it comes down to it, the sharing of photos just might be one of the best reasons you have for using Photoshop Elements.

In this chapter, we look at the many opportunities Elements provides for sharing photos in your living room or across the world.

## Getting Familiar with the Elements Sharing Options

Before you delve into making creations for screen viewing, we want to familiarize you with the available options for not only screen images, but also sharing — particularly online sharing services. You also need to know the acceptable standards for online hosts, where you eventually send your creations, and for the devices people are likely to use to view your creations.



Before you choose a sharing activity and ultimately begin work on a creation, answer these questions:

- ✓ **What device(s) are going to display my creations?** For viewing photos and movies, the device options include computers (including desktops, notebooks, and netbooks), handheld devices such as mobile phones, tablets such as the Apple iPad and Samsung Galaxy Tab, and TVs. If you want to make your creations accessible on all devices, the tools you use within Elements and the file format you export your files to are different from the tools used and file formats you might use for showing creations on a TV or on a computer exclusively.

Issues you need to understand regarding devices and viewing your creations include

- *Adobe Flash:* Some hosts convert your video uploads to Adobe Flash. If you want to share photos with iPhone/iPod/iPad users (more than one billion and counting), you need to stay away from any host that supports Flash-only conversions. However, you should check sites regularly. Many sites are transcoding video so that people can view content on the widest range of devices that include iPad and iOS as well as Android systems.
  - *Storage space:* Hosts vary greatly in terms of the amount of space allocated for storing content. If you have large video files you want to share, you need to be certain the storage host you choose allocates enough storage space to permit you to upload your files.
- ✓ **What storage hosts are the most popular?** From within Photoshop Elements, you can export directly to Kodak EasyShare Gallery, Photoshop.com, SmugMug Gallery, CEIVA Photo Frame, Facebook, and Flickr. Some of these providers may be new to you. Just be aware that they all perform a similar kind of service where photos are uploaded and people you invite to see your creations can access them. The most popular online sharing services include
- *Facebook:* Facebook is an online service that's clearly among the most popular worldwide for sharing photos. If Facebook were a country and its users were all citizens, it would be the third largest country in the world behind China and India. Facebook offers you up to 200 photos maximum per album, up to 1,024MB for each video, and unlimited space for total albums and videos.



When you submit videos to Facebook, the videos are transcoded to Adobe Flash for viewing on computers but also contain coding for viewing on iPhone/iPod/iPad. (See Figure 3-1.) The process is transparent to the user. You just upload a video in any one of more than a dozen different formats, and anyone with any device can view the video. Facebook is clearly the leader for hosting all your creations.



**Figure 3-1:** Video on Facebook shown on an Apple iPad.

- **Flickr:** Whereas Facebook provides you with near limitless opportunity, Flickr (operated by Yahoo!) is much more restrictive. Flickr assesses maximum storage per user according to bandwidth. You can upload only so many times, and then you have to wait until the next month to upload additional photos. It's much more limiting than other services, and video files are restricted to small file sizes. You can upgrade to a premium account for a fee, but why bother when you can get it all free with a much better user interface on Facebook?
- **MySpace:** MySpace (a division of News Corporation) is moving to more support for iPhone/iPad users. A custom application is available from Apple iTunes, and as of this writing, MySpace is translating all its Flash video to HTML5 that can be viewed on iPhone/iPad.
- **Photoshop.com:** Adobe provides an iPhone/iPad app that permits iOS users access to Photoshop.com. The service offers you a maximum of 2G of storage space. You can acquire additional space for a membership fee.



You can tap into other sources that aren't direct links from within Photoshop Elements. Some of the more popular ones include Photobucket, Friendster, Picassa, Fotolog, and more. If you search the Internet, you can find a vast number of free hosting services.

- ✓ **What types of creations can I share?** Obviously, you can upload individual photos to any one of the online services. In Elements, you can click the More Options button on the Share panel and choose from one of the listed services. If you want to share with services not directly linked to

Elements in the Share panel, save your edited photos to a folder on your hard drive, open the service's URL in your web browser, and follow the guidelines for the service to upload photos and videos. In addition to uploading single photos to a service, some of the creations you might want to share include

- *Slide shows:* In Windows, you can create a slide show and choose to export the slide show as a movie file (.wmv) or a PDF. On the Macintosh, you're limited to PDF only. If you work on Windows, export to .wmv and upload your file to an online host. If you use Facebook, users of all devices can see your creations on any device. Slide shows have an additional benefit in supporting audio files. You can add audio to the creations, and the audio plays on all devices when uploading to Facebook. If you try to upload the same file to Flickr, more often than not the file size will be too large to host.
- *Flipbooks:* Flipbooks are Windows-only creations. Flipbooks are similar to slide shows without transition effects and audio support. You can easily upload flipbooks to both Facebook and Flickr. Unless you have a huge number of photos, you aren't likely to run into a file size constraint when uploading to Flickr.
- *Web hosting:* If you want to host videos on your own website and make the videos accessible to iPhone/iPod/iPad users as well as computer users, you need a little help from Adobe Premiere Elements. In Premiere Elements, you can export video for Mobile Devices and the resultant file can be viewed on iPhone/iPod/iPad as well as computers. Also, Premiere Elements supports Mac-based services that aren't available in Photoshop Elements, such as slide shows exported as movie files and flipbooks.

### *Getting a Grip on the Share Panel*

When you open Full Photo Edit mode and click the Share button, the options for sharing photos appear listed in the Share panel, as shown in Figure 3-2. On the Macintosh, you don't have an option for Burn data CD/DVD. In Windows, you don't have the option for PDF Slide Show in the Share panel, but you can export slides to PDF after creating a slide show.

The Share panel in the Organizer has the same options found in Full Photo Edit mode. If you've installed Adobe Premiere Elements, you also see the following four choices: Burn Video DVD/BluRay, Burn Data CD/DVD (Windows only), Online Video Sharing, and Mobile Phones and Players.

To share photos, you either select the images you want to share in the Organizer or load up photos in the Project Bin in Full Photo Edit mode. Then click one of the buttons in the panel or open the More Options menu and choose one of the menu items.

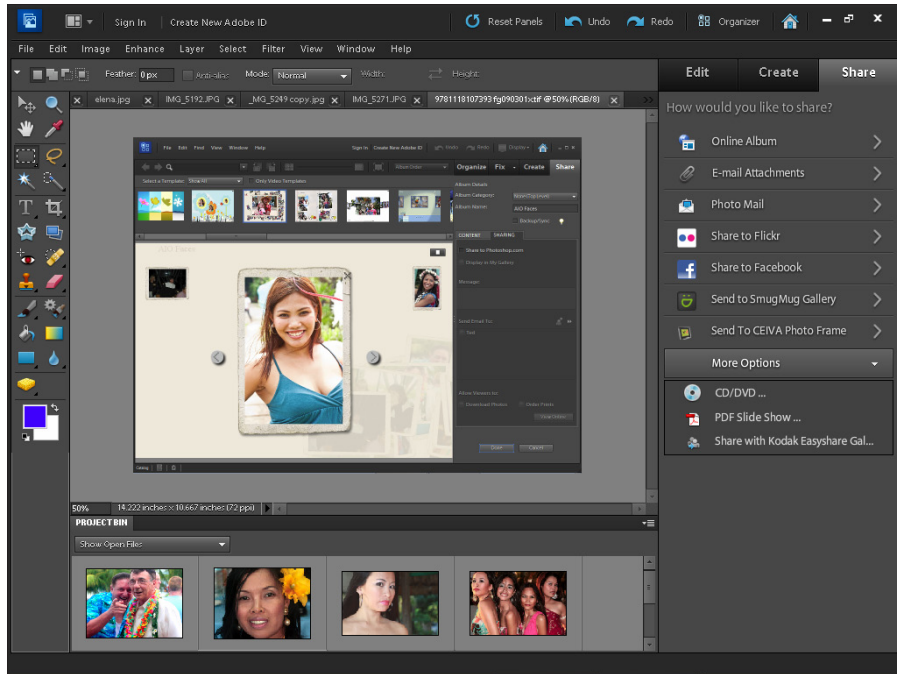


Figure 3-2: The Share panel in Full Photo Edit mode on Windows.

## Creating an Online Album

The first of the sharing options we cover in this chapter involves creating an online album for Windows users. Elements offers a few options for sharing photo albums online. The name of this option is a bit misleading because you don't necessarily have to host your album online in order to share it. In fact, you have several separate options for sharing photo albums, including

- ✓ **Photoshop.com:** An album is prepared for uploading to Photoshop.com where people you invite can see your albums online.
- ✓ **Export to CD/DVD (Windows):** This option gives you the opportunity to save your creation to a CD or DVD.
- ✓ **Export to Hard Disk:** This option permits you to create a photo album and save it to your hard drive. When you choose this option, a folder is built in the target location, and several files are saved to the folder. Among the saved files is an HTML file that you upload to a website for online viewing.

Elements makes it easy for you to create an online album. To verify our claim, follow these steps:

**1. Open the Organizer and select the photos you want to use in a new album.**

You might want to add tags to the selected files or use an album so you can easily select photos in the Organizer. (For more on tagging files and creating albums, see Book II, Chapter 3.)

**2. Click Share in the Panel Bin or the Organizer.**

**3. Select the item(s) to share.**

If you have an album already assembled and want to share the photos, you can click the Share Existing Album radio button shown in Figure 3-3. When you click the radio button, all your current albums appear in the Share panel.

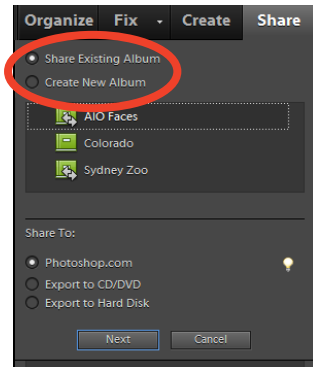
If you don't have an album with the photos you want to share, select photos in the Organizer Media Browser and click the Create New Album radio button. You must select the photos if creating a new album before you click the Online Album in the Share panel.

**4. Choose an export option.**

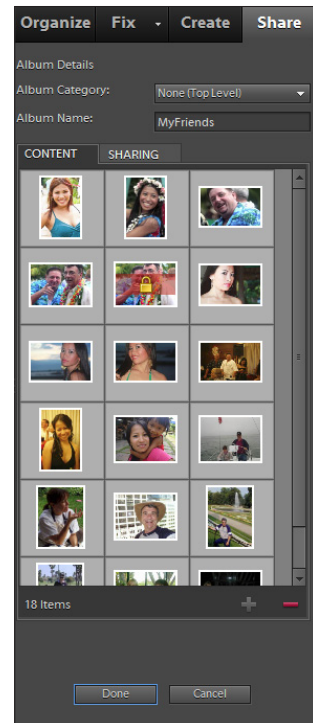
Choose from the options shown in Figure 3-3 to share to Photoshop.com, Export to CD/DVD (Windows only), or Export to Hard Disk. If this is your first effort at creating an online album, use the Export to Hard Disk option. You can preview the results and later upload the file or write it to a CD/DVD. If you're a Mac user, you can export to hard drive and later write the file to a CD or DVD using the Apple iDVD application.

**5. Click Next at the bottom of the panel.**

The next pane shows two tabs: one for the content and the other for sharing options. The default tab in view is the Content panel, as shown in Figure 3-4.



**Figure 3-3:** Choose an option in the Share To list.



**Figure 3-4:** The default tab is Content where you add or delete the photos you want to use for your album.

**6. At the top of the panel, select a category from the Album Category drop-down list and type a name for your album.**

You can't proceed to share your album until you type a name for the album.

**7. (Optional) Add or remove photos from the album.**

If you find that you don't want some of the photos shown in the Content panel, click the unwanted photos and then click the minus (-) icon. If you want to add more photos, drag them from the Organizer to the Content panel or click a photo in the Organizer and then click the Add (+) icon. The icons appear at the bottom of the Share panel.

**8. Change the order of the photos in the album.**

The order shown in the panel is the same order in which the photos will appear in your album. If you want to rearrange the photos, click and drag them around the Content panel. The panel behaves much like a slide sorter.

**9. Click the Sharing tab in the Share panel.**

Elements builds a preview of your album.

**10. Choose a template.**

At the top of the preview shown in Figure 3-5, you find several options for choosing a template. Click one of the preview thumbnails to change the template for the album. A number of category choices are available in the Select a Template drop-down list. Go ahead and click different template options, and Elements updates the preview.

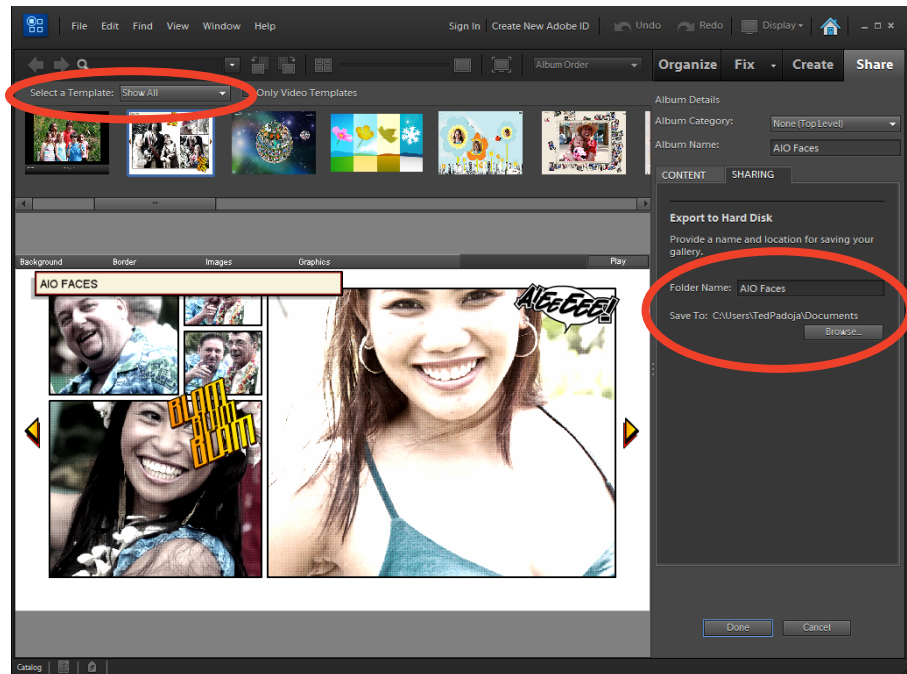
Other options include making edits to the slides using the menu appearing above the preview, targeting a location for the saved file by clicking the Browser button, and a Play button. Click Play to see a dynamic preview of your slides.

**11. Select the folder location.**

Be certain you know where your creation is saved on your hard drive. Click the Browse button and choose the target folder where you want the file saved.

**12. After choosing the template and folder destination you want, click Done.**

The album is saved to the target location you determined in the Sharing tab.



**Figure 3-5:** Click the Sharing tab and choose a template for your album.

## *Creating an E-Mail Attachment*

Elements makes it easy for you to attach photos to a new e-mail message. You can stay in the Organizer, select photos you want to send, and e-mail them to friends and family. You don't have to open your e-mail client and search your hard drive to locate the photos you want to attach to an e-mail message.

To e-mail photos, click a photo or several photos in the Organizer and click Email Attachments in the Share panel. Adjust the size of the images in the Share panel and proceed through the steps to attach the files to a new e-mail message.

E-mailing photos is straightforward, and you should intuitively discover how easy it is to e-mail photos.

## Sending Photo Mail (Windows)

Although similar to sending e-mail attachments, using Photo Mail (only in Windows) adds some pizzazz to your e-mail attachments. You can neatly organize your photos in a nice layout and then package them together for a single e-mail attachment. Here's how you go about preparing albums for online viewing:

1. **Open the Organizer (Windows only).**
2. **Select photos you want to use with Photo Mail.**
3. **Open the Share panel in the Panel Bin and click the Photo Mail button. (Refer to Figure 3-2.)**

The Photo Mail panel opens, as shown in Figure 3-6.

4. **(Optional) Add or delete photos.**

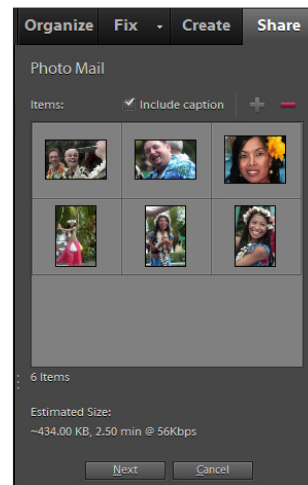
Photos you select in the Organizer appear in the Photo Mail panel, as shown in Figure 3-6. You can use the + (plus) or – (minus) icon to add or delete files. If you want photo captions to appear with the photos, select the Include Caption check box.

5. **Click Next at the bottom of the panel.**

The next pane opens in the Photo Mail panel.

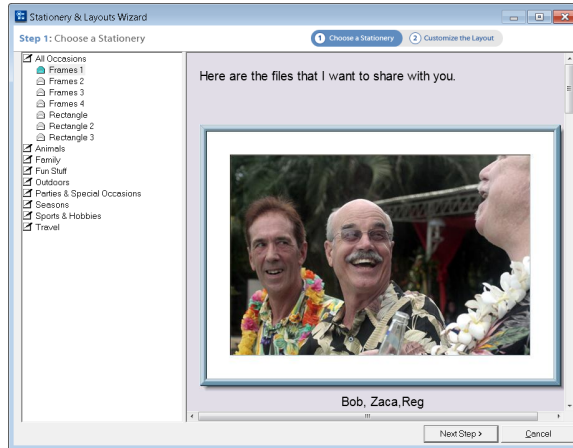
6. **Type a message for your recipients and add e-mail addresses from your contacts.**
7. **Click the icon to the right of the Select Recipients section to add new contacts to your contacts file.**
8. **Select all the check boxes adjacent to contact names for those you want to receive an e-mail.**
9. **Click Next.**

The Stationery & Layouts Wizard opens. In the wizard's left pane, you find a list of categories representing different layouts, as shown in Figure 3-7.



**Figure 3-6:** Click the Photo Mail button in the Share panel, and the Photo Mail panel opens.

10. Choose a layout design by clicking a category to expand it and then selecting one of the items nested below the category name.



**Figure 3-7:** Choose a layout in the left pane and the right pane displays a preview.

11. Click the Next Step button to open the Layout panel.
12. Adjust the layout to your liking.

The Layout panel provides options for sizing images, choosing from a list of layout designs, assigning text attributes, and adjusting borders and border colors. Make choices for the design effect you want to use for your Photo Mail.

13. Click Next.

Elements creates the design and adds it as a file attachment in a new e-mail message in your default e-mail client.

14. Click Send to e-mail the layout to the recipients you identified in Step 11.

Wait for a moment while Elements creates the layout and loads it in a new mail message in your e-mail client. Eventually you see a new e-mail message with the photos attached.

15. Click the Send button in your e-mail client and the photos are sent to the recipients you identified in Step 6.

## Sharing Photos Online

Elements offers several methods to share your creations via third-party services. In the Share panel, you find several supported services for displaying and sharing photos.

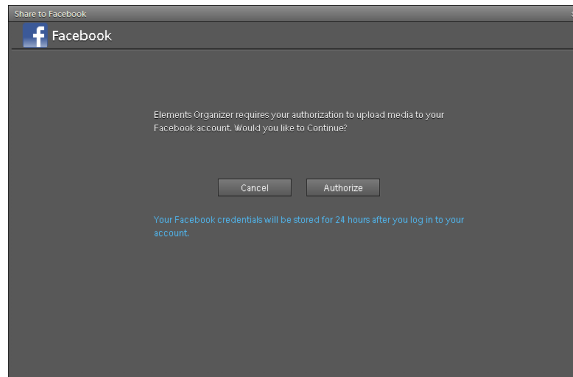
- ✓ **Podbean:** The Podbean service is designed for sharing video clips. Files saved in a movie format such as .wmv and QuickTime can be uploaded and shared on this service.
- ✓ **Kodak EasyShare:** We talk about using Kodak EasyShare in Chapter 1 of this minibook. To find out how to share your photos using this service, refer to that chapter.
- ✓ **Adobe Photoshop Showcase:** Elements supports a great companion product — Adobe Premiere Elements. Premiere Elements is a tool for editing videos. To use the Online Video Sharing feature, you need Premiere Elements.

You can download Premiere Elements free from the Adobe website for a 30-day trial period. You can use Premiere Elements and all its features during the trial. If Premiere Elements interests you, you can purchase the product online after the 30-day trial. To download your trial copy, simply click the Sharing Video with Adobe Photoshop Showcase button and follow the instructions to proceed to the download area.

Note that other options in the Share panel such as Burning a Video DVD/Blue Ray and Mobile Photos and Players also require Adobe Premiere Elements.

- ✓ **Flickr:** Flickr is a popular photo-sharing service offered free from Yahoo!. You follow the same steps as other sharing services. Select photos in the Organizer and open the Share panel. Click the Share to Flickr button in the Sharing panel. A dialog box opens prompting you to authorize your account. Click the Authorize button (see Figure 3-8), and your default web browser opens and takes you to your Flickr site.
- ✓ **Facebook:** Direct links to Flickr and Facebook have been promoted in Elements 10 to the top level in the Share panel. As with Flickr, you can select photos you want to upload to Facebook and click the Share to Facebook button in the Share panel. The same authorize dialog box opens as shown in Figure 3-8. Click Authorize, and you're prompted for your login information. When you log on, you arrive at your Facebook account.
- ✓ **SmugMug Gallery:** Select photos in the Organizer and choose the Send Photos to SmugMug Gallery menu item. The service offers attractive album-creation options for your photos that you can print or share online.

- ✓ **CIVEA Digital Photo Frame:** CIVEA Digital Photo Frame is also a paid service that lets you order a wide variety of frames to display your pictures. Log on to the service, set up an account, and browse the catalog of photo frames to order.



**Figure 3-8:** When uploading photos to social network sites, you're first prompted to authorize your connection with the target site.

# Index

## Numbers & Symbols

---

- +/- option, Zoom tool Options bar, 55
- 3 by 3 Average option, Eyedropper tool, 238
- 5 by 5 Average option, Eyedropper tool, 238
- 8-bit-per-channel image, 246
- 50% Threshold option, Bitmap dialog box, 198

## A

---

- Accented Edges filter, 446
- Actual Pixels option, Zoom tool Options bar, 55
- Add Blank Page option, Full Photo Edit mode, 111
- Add Caption command, Organizer, 137
- Add Photos with Keyword Tag to Search Results option, Keyword Tags panel, 147
- Add/Remove option, Prints dialog box, 593
- Adjust Date and Time by Clicking on Thumbnail Dates option, Organizer General preferences pane, 76
- Adjust Size of Thumbnail slider, Organizer window, 13
- adjustment layers
  - Adjustments panel controls, 371
  - deleting, 370–371
  - editing, 371
  - isolating, 371
  - overview, 368–370
  - viewing, 370–371
- Adjustments panel, 371
- Adobe Flash, 612
- Adobe ID, 239
- Adobe InDesign, 209
- Adobe Kuler
  - color themes, 240–241
  - exporting colors to Elements, 243
  - Help information, 241
  - overview, 239
  - photos, grabbing colors from, 242
  - searching for colors, 241
  - signing in, 239–240
  - themes, making changes to, 241–242
- Adobe PageMaker, 209
- Adobe Partner Services preferences, 83–84
- Adobe PDF Reader for Android devices, 166–167
- Adobe Premier Elements, 148, 168
- Adobe Reader, 32, 165, 166–167, 208
- Adobe RGB color profile, 203
- Adobe RGB workspace color, 248
- Adobe Swatch Exchange (ASE) format, 238
- Adobe TV, 241
- Advanced Backup/Sync Options option, Organizer Backup and Synchronization preferences pane, 85
- Advanced Edits category, Guided Photo Edit panel, 558–559
- Airbrush option, Brush tool, 306
- album groups, 157
- albums
  - creating, 151–153
  - groups, 157–158
  - image order, setting, 153
  - online, 615–618
  - overview, 150–151
  - searching, 136
  - Smart Albums, 153–157
- algorithm, 195
- aligning layers, 397–399
- All command, Select menu, 286
- All Layers option, Paint Bucket tool, 327
- Allow Floating Documents in Full Edit Mode option, General preferences pane, 66
- Allow Me to Choose option, Color Settings dialog box, 249
- Allow Photos to Resize option, Organizer General preferences pane, 76

- Always Optimize Colors for Computer Screens option, Color Settings dialog box, 249
  - Always Optimize for Printing option, Color Settings dialog box, 249
  - Anchor option, Canvas Size dialog box, 185
  - Android devices
    - flipbooks, 170–171
    - PDF Readers for, 166–167
    - slide shows, creating for, 170
    - transferring media from, 160
    - uploading folders to, 162
  - Angle gradient type, 331
  - Angle option
    - Brush tool, 307
    - Correct Camera Distortion dialog box, 444
  - Animation option, Save for Web dialog box, 212
  - Anti-alias option
    - Lasso tool Options bar, 266
    - Magic Eraser tool, 425
    - Magic Wand tool Options bar, 274
    - Marquee tool Options bar, 264
    - Paint Bucket tool, 327
    - Type Options bar, 350
  - Application Switcher, operating system, 19
  - Arrange option, Layer menu, 379
  - artifacts, removing, 529–530
  - artistic filters, 445–446
  - artwork, placing in images, 102–104
  - ASE (Adobe Swatch Exchange) format, 238
  - Aspect Ratio option, Golden Ratio tool, 188
  - Attach Keyword Tag to Selected Items option, Keyword Tags panel, 147
  - attachments, e-mail, 618–619
  - Auto Analyzer, Organizer window, 14, 148
  - Auto Color Correction command, 47, 480
  - Auto Contrast command, 47, 479
  - Auto Levels command, 47, 478–479
  - Auto Red Eye Fix command, 47, 481
  - Auto Sharpen command, 47, 480–481
  - Auto Smart Fix commands, 47, 478
  - Auto-Enhance option, Quick Selection tool Options bar, 278
  - Automated Actions category, Guided Photo Edit panel, 565–566
  - automatic selection of printer profiles, 605–608
  - Automatically Suggest Photo Stacks command, Stack submenu, 129
  - automation tools
    - Auto Color Correction, 480
    - Auto Contrast, 479
    - Auto Levels, 478–479
    - Auto Red Eye Fix, 481
    - Auto Sharpen, 480–481
    - Auto Smart Fix, 478
    - overview, 47, 477–478
    - Red Eye Removal tool, 481–482
  - AutoPlay Wizard, Windows, 92
  - available undos, adjusting number of, 252–253
  - Average blur filter, 531
- 
- ## B
- 
- Back option, Welcome screen, 10
  - Background Eraser tool, 41, 425–426
  - backgrounds
    - colors, 231–232, 234
    - removing from images, 425–426
  - Backup Catalog to CD/DVD or Hard Drive Wizard, 131
  - backups
    - catalogs, 131–132
    - files, 132
    - overview, 131
    - photos, 132
    - preferences, 85–86
  - Backup/Sync Entire Catalog option, Organizer Backup and Synchronization preferences pane, 86
  - Backup/Sync Is On option, Organizer Backup and Synchronization preferences pane, 85
  - Backup/Synchronization options, Organizer window, 14

- banding, 330
  - baseline, 351
  - Basic Edits category, Guided Photo Edit panel, 557–558
  - batch processing files
    - exporting files, 108–110
    - overview, 108
    - processing multiple files, 110–111
  - Beep When Done option, General preferences pane, 65
  - Begin Download (Windows) option, Organizer Camera or Card Reader preferences pane, 79
  - bit, 245
  - bit depth, 245–246
  - Bitmap color mode
    - versus bitmap format, 207
    - and BMP file format, 196
    - converting to, 196–198
  - Bitmap dialog box, 198
  - bitmap format, 207
  - black to white gradient effect, 330
  - Blend modes
    - color inverters, 412–413
    - darkening, 408–409
    - filling selections, 324
    - general, 407
    - HSL color model, 413–415
    - lightening, 409–410
    - lighting, 410–412
    - overview, 407
  - Bloat tool, 458
  - Bluetooth, 160
  - Blur filter, 531
  - Blur More filter, 531
  - Blur tool, 35, 44, 500–501
  - blurring images, 530–532
  - BMP (\*.BMP, \*.RLE, \*.DIB) format, 207
  - Border option, Modify menu, 289
  - bounding box, 295, 345, 392
  - Brightness Adjustments option, Camera Raw converter, 221
  - Brightness slider, Camera Raw converter, 228
  - Brightness/Contrast command, 512
  - Browse option
    - Backup and Synchronization preferences pane, 86
    - Organizer Scanner preferences pane, 80
  - Brush Picker option, Quick Selection tool Options bar, 278
  - Brush Preset Picker option, Background Eraser tool, 425
  - Brush Presets option
    - Eraser tool, 423
    - Pencil tool, 304
    - Selection Brush, 275
  - Brush Size option
    - Pencil tool Options bar, 304
    - Selection Brush Options bar, 276
  - Brush Stroke filters, 446
  - Brush tools
    - Brush tool, 35, 40, 305–309
    - custom brushes, 310–315
    - Eraser tools, 41–42, 422–426
    - Gradient tool, 35, 42
    - Impressionist Brush, 41, 309–310
    - overview, 40–41
    - Paint Bucket tool, 35, 42, 326–328
    - Smart Brush tools, 41, 534–538
  - Burn tool, 44
  - By Caption or Note option, Find menu, 137
  - By Details (Metadata) option, Find menu, 139
  - By History submenu, Find menu, 138–139
- 
- C
- 
- Cache Levels option, Performance preferences pane, 68
  - calendars, 579–580
  - calibrating monitors, 247–248
  - camera, uploading images from, 92
  - camera distortion filter, 442–444
  - Camera or Card Reader preferences, 78–79

- Camera Raw images
  - acquiring, 217–223
  - opening, 217
  - overview, 215–216
  - processing, 216–217
  - raw converter, 217, 224–229
  - saving edits, 229
- Canvas Extension Color option, Canvas Size dialog box, 186
- canvas size
  - Crop tool, 186–190
  - fixing, for changing image sizes, 182
  - overview, 185–186
- Canvas Size dialog box, 185–186
- captions, searching, 136–138
- card readers, uploading images from, 92–94
- Catalog Info, Organizer window, 14
- Catalog Manager, 116
- Catalog Name, Organizer window, 14
- catalogs
  - backing up, 131–132
  - creating, 116–118
  - importing legacy, 118
  - locations, setting for new, 117
  - overview, 115–116
  - switching, 118–119
- Catalogs Accessible by the Current User option, Catalog Manager, 117
- CD labels, 587
- Change Keyword Tag to a Sub-Category option, Keyword Tags panel, 147
- Change Settings option, Prints dialog box, 595
- Change the Text Orientation option, Type Options bar, 351
- channels, color, 199, 244–245
- circular selections, 262–263, 283, 284
- clarity
  - artifacts, removing, 529–530
  - blurring images, 530–532
  - dust, removing, 529–530
  - noise, removing, 529–530
  - overview, 528–529
  - scratches, removing, 529–530
  - sharpening commands, 532–534
- Clarity slider, Camera Raw converter, 228
- clear areas, 368
- Clipboard data, converting to images, 105–106
- clipping, 219
- clipping masks, 430–431
- Clone Stamp tool, 35, 486–488
- cloning selections, 293
- cloning tools, 42, 486–488
- Close Stamp tool, 42
- closing files, 112–113
- closing Elements, 112–113
- cloud storage, 591
- Clouds render filter, 450
- CMYK (cyan, magenta, yellow, and black), 196
- collages, 580–581
- Collapse All Keyword Tags option, Keyword Tags panel, 146
- Collapse Items in Version Set option, Version Set submenu, 214
- Collapse Photos in Stack command, Stack submenu, 130
- color. *See also* printer profiles
  - Adobe Kuler, 239–243
  - Auto Color Correction command, 480
  - background, 231–232
  - Color Picker, 232–234
  - Color Swatches panel, 235–238
  - erasing by, 424–425
  - foreground, 231–232, 234
  - Guided Photo Edit panel adjustments, 560–562
  - lifting, 238
  - monitor/output, matching, 244–248
  - overview, 231, 232
  - profiles, 249
  - Remove Color command, 518
  - Replace Color command, 518–520
  - sampling, 238
  - selecting by, 424–425
  - settings, 248–249
  - Sponge tool, reducing saturation with, 497–498
  - type, painting with, 358–360
- Color and Lighting category, Guided Photo Edit panel, 560–562

- Color blend mode, 413
- Color Burn blend mode, 409
- color channels, 244–245
- color correction
  - Color Curves command, 520–521
  - color mappers, 527–528
  - Color Variations command, 524–526
  - Defringe command, 522–524
  - Hue/Saturation command, 516–517
  - overview, 515
  - Photo Filter adjustment, 526–527
  - Remove Color Cast command, 515–516
  - Remove Color command, 518
  - Replace Color command, 518–520
  - skin tones, 521–522
- Color Curves command, 520–521
- Color Dodge blend mode, 409
- color inverter Blend modes, 412–413
- color mappers, 527–528
- color modes
  - Bitmap, 196–198
  - color profiles, converting, 203
  - Grayscale, 198–202
  - Indexed, 202–203
  - overview, 195
  - selecting, 195–196
  - versions, 213–214
- Color option
  - Guides & Grid preferences pane, 73
  - Save/Save As dialog box, 107, 205
  - Stroke dialog box, 328
- Color panel, Color Picker, 233
- Color Picker, 232–234
- Color Picker option, General preferences pane, 65
- color profiles
  - converting, 203
  - general discussion, 249
- Color Replacement tool, 41, 493–494
- Color Settings dialog box, 248
- Color Spectrum slider, Color Picker, 234
- Color Swatch Name dialog box, 236
- Color Swatches folder, 243
- Color Swatches panel
  - custom swatch sets, 236–237
  - loading swatches, 237
  - overview, 235
  - preset color panels, 235–236
  - replacing swatches, 237–238
- color temperature, adjusting with photo filters, 526–527
- Color Variations command, 524–526
- Colored Pencil filter, 446
- ColorVision Spyder2express, 247
- Commit option
  - Golden Ratio tool, 189
  - Type Options bar, 352
- compositing. *See also* Photomerge commands
  - copying and pasting images, 382
  - dragging and dropping layers, 382–383
  - overview, 365, 382
  - Paste into Selection command, 384–388
- CompuServe GIF (\*.GIF) format, 207
- confirming people in photos, 142
- contact sheets, printing, 598–600
- Content panel
  - backgrounds, changing, 59–61
  - graphics, adding with, 473–474
- context menus, 23–24
- Contiguous option
  - Magic Eraser tool, 425
  - Magic Wand tool, 274
  - Paint Bucket tool, 327
- Contract option
  - Lasso tool Refine Edge option, 266
  - Modify menu, 289
- contrast
  - Auto Contrast command, 479
  - Auto Levels command, 478–479
  - Levels command, adjusting with, 512–515
- Contrast option, Magnetic Lasso tool
  - Options bar, 270
- Contrast slider, Camera Raw converter, 228
- Convert Catalog dialog box, 118
- Convert to Adobe RGB Profile option, Image menu, 203
- Convert to Black and White dialog box, 201
- Convert to sRGB Profile option, Image menu, 203

- converting
    - background into layer, 366
    - images to grayscale, 200
    - RGB images to indexed color, 202
    - RGB mode to Bitmap mode, 197–198
    - video formats for iOS devices, 171
  - convolution, 435
  - Cookie Cutter tool, 34, 45, 418–419
  - Copy command, 382
  - Correct Camera Distortion dialog box, 442
  - Correct Camera Distortion filter, 442–444
  - correcting images. *See also* clarity; color correction
    - auto fixes, 477–482
    - Blur tool, 500–501
    - Clone Stamp tool, 486–488
    - Color Replacement tool, 493–494
    - Dodge and Burn tools, 494–497
    - Healing Brush tool, 488–490
    - Histogram panel, 508–510
    - lighting, 510–515
    - overview, 477, 507–508
    - Quick Photo Edit mode, 482–485
    - Sharpen tool, 501–506
    - Smart Brush tools, 534–538
    - Smudge tool, 498–500
    - Sponge tool, 497–498
    - Spot Healing Brush, 491–493
  - corrective filters, 436–437
  - Create Album Category dialog box, 157
  - Create Keyword Tag dialog box, 144
  - Create New Adobe ID button, Photoshop Elements Welcome screen, 10
  - Create panel, Organizer window, 13
  - creations
    - calendars, 579–580
    - CD/DVD labels, 587
    - collages, 580–581
    - flipbooks, 588–589
    - greeting cards, 578–579
    - for mobile devices, 167–171
    - overview, 569–571
    - photo books, 571–578
    - postage stamps, 586–587
    - prints, 584–586
    - sharing, 590
    - slide shows, 581–584
    - VCDs with menus, 588
  - criteria, Smart Albums, 153–154
  - Crop option, Cookie Cutter tool
    - options, 418
  - Crop to Fit option, Prints dialog box, 596
  - Crop to Original Size option, Canvas Options, 191
  - Crop to Remove Background option, Canvas Options, 191
  - Crop tool
    - Camera Raw converter, 219
    - canvas, sizing with, 186–190
    - overview, 34, 46
  - Crop Tool Settings option, Display and Cursors preferences pane, 70
  - Current Foreground Color, Color Picker, 233
  - Current Size option, Canvas Size dialog box, 185
  - Current Tool option, Image window Information box, 52
  - custom brushes, 310–315
  - Custom Shape Geometry options, 321
  - Custom Shape tool, 35, 45, 317
  - custom swatch sets, 236–237
  - customizing gradients, 332–335
  - Cutout filter, 446
  - cyan, magenta, yellow, and black (CMYK), 196
- 
- D**
- 
- Darken blend mode, 409
  - darkening
    - with Blend modes, 408–409
    - with Burn tools, 494–497
  - Darker Color blend mode, 409
  - date
    - preferences, 75, 76, 134
    - in Properties panel, 149
    - searching images by, 135
    - sorting by, Organizer, 134
  - Date view, Organizer, 123–124

- Date View preferences, 81
  - Default Foreground and Backgrounds
    - Colors tool, Tools panel, 35
  - Default web browser for preview, Save for
    - Web dialog box, 212
  - Defringe command, 522–524
  - Delete Brush option, Brush Preset Picker
    - drop-down panel, 308
  - Delete Keyword Tag option, Keyword Tags
    - panel, 147
  - Delete Linked Layers and Delete Hidden
    - Layers option, Layer menu, 378
  - Delete Options (Windows) option,
    - Organizer Camera or Card Reader
      - preferences pane, 79
  - deleting
    - adjustment layers, 370–371
    - history states, 255–256
    - images from albums, 152–153
    - from selection while drawing from center
      - out, 285
  - depth of field effect, 562–563
  - Depth setting, Camera Raw converter, 223
  - Deselect command, Select menu, 286
  - desktop printers, printing to, 585
  - Despeckle cleaner, 529
  - destination layer, 384
  - destructive filters, 436–437
  - Detail Smart Brush tool, 41, 537–538
  - dialog boxes, Help information in, 32
  - Diamond gradient type, 331
  - DIB format, 207
  - Difference blend mode, 413
  - Difference Clouds render filter, 451
  - Diffusion Dither option, Bitmap dialog
    - box, 198
  - dimensions, image, 177–178
  - Directory path, Properties panel, 149
  - Display & Cursors preferences, 69–70
  - Dissolve blend mode, 407
  - Distort option, Transform submenu, 295
  - distortion. *See also* Liquify filter
    - filters for, 447
    - painting tools, 456–458
  - distributing layers, 397–399
  - Dither option, Gradient options, 330
  - dithering effect, 202
  - Divide Scanned Photos command, 98,
    - 192–193
  - Document Dimensions option, Image
    - window Information box, 52
  - Document Profile option, Image window
    - Information box, 52
  - Document Sizes option, Image window
    - Information box, 52
  - Dodge tool, 44
  - Download Options, Organizer Camera or
    - Card Reader preferences pane, 79
  - downsampling images, 178, 179–181
  - dragging and dropping layers, 382–383
  - drawing. *See also* shapes
    - Brush tools, 40–41, 305–309
    - from center out, deleting from selection
      - while, 285
    - custom brushes, 310–315
    - Eraser tools, 41–42
    - Gradient tool, 42
    - Impressionist Brush, 309–310
    - overview, 40, 303
    - Paint Bucket tool, 42
    - Pencil tool, 304–305
    - Smart Brush tools, 41
  - Dry Brush filter, 446
  - duplicating layers, 381–382
  - dust, removing, 529–530
  - Dust & Scratches cleaner, 529
  - DVD labels, 587
  - DVD-ROM, Installer, 32
  - dynamic preference adjustments, 63
- 
- E
- 
- Edge Extension option, Correct Camera
    - Distortion dialog box, 444
  - Edit button, Photoshop Elements Welcome
    - screen, 10
  - Edit Keyword Tag option, Keyword Tags
    - panel, 147
  - Edit menu, 22

- editing. *See also* correcting images
  - adjustment layers, 371
  - gradients, 332–335
  - layer styles, 468–472
  - with Quick Photo Edit mode, 482–485
  - shapes, 321
  - text, 352–353
  - tools, 46–47
- editing modes, 17–21
- Editing preferences, 77–78
- effects. *See also* layer styles
  - adding graphics with Content panel, 473–474
  - applying, 464–465
  - Effects panel, 463
  - Guided Photo Edit panel adjustments, 563–565
  - overview, 463
- Effects panel, 463
- Efficiency option, Image window
  - Information box, 52
- 8-bit-per-channel image, 246
- Elements Organizer Flipbooks dialog box, 171
- Elements Organizer, Organizer window, 12
- Ellipse tool, 45, 317
- ellipses, 437
- Elliptical Marquee tool, 37, 260, 261, 283
- elliptical selections
  - fine-tuning squares and circles, 262–263
  - marquee options, 263–265
  - overview, 260–262
- Elliptical-shape Geometry options, 320
- e-mail attachments, 618–619
- Email Client option, Organizer Sharing preferences pane, 82
- E-Mailed To option, By History submenu, 139
- Enable Manual Sorting Option, Organizer Keyword Tags and Albums preferences pane, 82
- Enable Missing Glyph Protection option, Type preferences pane, 74
- Enable Multisession Burning to CD/DVD (Windows) option, Organizer Files preferences pane, 77
- Enhance menu
  - automation tools, 47, 477–482
  - editing modes, 23
- Equalize mapper, 527
- eraser tools
  - Background Eraser, 425–426
  - Eraser, 35, 41, 423–424
  - Magic Eraser, 424–425
  - overview, 41–42, 422
- escaping Full Screen mode, 13
- Events (New/Edit/Delete) option, Organizer Date View preferences pane, 81
- Exclude Photos with Keyword Tag from Search Results option, Keyword Tags panel, 147
- Exclusion blend mode, 413
- Expand All Keyword Tags option, Keyword Tags panel, 146
- Expand All Stacks option, Organizer, 130
- Expand Items in Version Set option, Version Set submenu, 214
- Expand option
  - Lasso tool Refine Edge option, 266
  - Modify menu, 289
- Expand Photos in Stack command, Stack submenu, 129
- Export as New Files option, Organizer, 109
- Export Clipboard option, General preferences pane, 65
- Exported On option, By History submenu, 139
- exporting
  - colors to Elements, 243
  - files, 108–110
  - media file to iPhone or iPad, 169–170
- exposure, 549–552
- exposure bracketing, 550
- Exposure slider, Camera Raw converter, 227
- eXtensible Markup Language (XML), 146
- Eyedropper Color setting, Save for Web dialog box, 211
- Eyedropper tool, 34, 45, 210, 219, 238

## F

- Facebook, 612
- Facet filter, 444–445
- Fade option, Brush tool, 307
- fading filters, 438–439
- fastening points, 270
- Faux Bold option, Type Options bar, 351
- Faux Italic option, Type Options bar, 351
- Favorites panel, 26–27
- Feather option
  - Cookie Cutter tool, 418
  - Lasso tool, 266
  - Marquee tool, 263
- feathering, 263, 287–288
- features buttons, Organizer window, 13
- 50% Threshold option, Bitmap dialog box, 198
- File Extension option, Saving Files preferences pane, 67
- file formats
  - BMP, 207
  - CompuServe GIF, 207
  - JPEG, 207–208
  - overview, 204
  - Photo Project Format, 207
  - Photoshop, 206
  - Photoshop PDF, 208
  - PNG, 209
  - Save/Save As dialog box, 204–206
  - TIFF, 209–210
  - for web hosting, 210–213
- File menu, 22
- File Name option, Save As dialog box, 205
- file output size, setting, 171
- file system, using, 100–101
- filename, Image window, 51
- files
  - backing up in Windows, 132
  - placing in images, 102–104
- Files preferences, 76–77
- Fill Layer dialog box, 324
- fill layers, 372–374
- Fill Light slider, Camera Raw converter, 228
- Fill option, Paint Bucket tool, 327
- Fill Screen option, Zoom tool Options bar, 55
- filling selections
  - with foreground or background color, 324
  - gradients, managing and saving, 337
  - multicolored gradients, 329–337
  - options and tips, 325–326
  - overview, 323
  - Paint Bucket tool, 326–328
  - patterns, 337–340
  - with solid color, 323–325
- Film Grain filter, 446
- Filter Gallery, 440–442
- Filter menu, 23
- filters
  - applying, 435, 436
  - artistic, 445–446
  - Brush Stroke, 446
  - Correct Camera Distortion, 442–444
  - corrective, 436–437
  - destructive, 436–437
  - Elements Distortion, 447
  - Facet, 444–445
  - fading, 438–439
  - Filter Gallery, 440–442
  - multistep, 437–438
  - Noise, 447–449
  - overview, 435
  - Pixelate, 449
  - reapplying, 438
  - render, 450–451
  - selectively applying, 439
  - single-step, 437–438
  - Sketch, 451–452
  - texture, 452–454
  - type, 358
- Find by Caption or Note dialog box, 138
- Find by Details (Metadata) dialog box, 139
- Find menu
  - albums, searching by, 136
  - captions, searches in, 136–138
  - date, searches by, 135
  - history, searches by, 138–139
  - metadata searches, 139

- Find menu (*continued*)
  - notes, searches in, 136–138
  - overview, 22, 135
  - people, searches for, 139–143
  - untagged items, searches for, 136
- First Color Readout option, Info Panel
  - Options dialog box, 58
- First transparency background color option, Transparency preferences pane, 71
- Fit Screen option, Zoom tool Options bar, 55
- 5 by 5 Average option, Eyedropper tool, 238
- Fix panel, Organizer window, 13, 17
- Fixed Aspect Ratio mode option, Marquee tool Options bar, 264
- Fixed Size mode option, Marquee tool Options bar, 264
- Fixed Size option, Rectangle and Rounded Rectangle shapes, 320
- Flash, Adobe, 612
- flat image, 518
- Flatten Stack command, Stack submenu, 130
- Flatten Version Set option, Version Set submenu, 214
- Flattened copy on a layer option, Layer menu, 379
- flattening
  - images into single background, 402
  - layers, 400–401, 402–404
- Flickr, 613
- Flip Selection Horizontal or Vertical option, Rotate submenu, 294
- Flip the Overlay option, Golden Ratio tool, 189
- flipbooks, 170–171, 588–589, 614
- Focal Point, Golden Ratio tool, 189
- focusing tools, 44, 501–506
- Folder Location view, Organizer, 91, 121–123
- folders
  - Android devices, uploading to, 162
  - getting files from, 99–100
- Folders for Saved Files (Browse) option, Organizer Files preferences pane, 77
- font options, 350
- Font Preview Size option, Type preferences pane, 74
- foreground colors, 231–232, 234
- foreground to background gradient effect, 329
- foreground to transparent gradient effect, 330
- Format option, Save As dialog box, 205
- formats, type, 342. *See also* file formats
- Forward option, Welcome screen, 10
- fps (frames per second), 171
- Free Rotate Selection option, Rotate submenu, 294
- Free Transform command, 295, 297
- free-form selecting
  - Lasso tool, 266–267
  - Magnetic Lasso tool, 269–272
  - overview, 265–266
  - Polygonal Lasso tool, 267–269
- Frequency option, Magnetic Lasso tool Options bar, 270
- Fresco filter, 446
- fringe pixels, 522
- From Center option, Rectangle and Rounded Rectangle shapes, 320
- From File option, Keyword Tags panel, 146
- Full Backup option, 131
- Full Photo Edit mode
  - Display & Cursors preferences, 69–70
  - General preferences, 65–66
  - Guides & Grid preferences, 72–73
  - images from Organizer, opening in, 50, 122
  - Open As, 102
  - opening images in, 49
  - opening recently edited files, 102
  - overview, 17–18, 101–102
  - Performance preferences, 67–69
  - placing files, 102–104
  - Plug-Ins preferences, 73
  - printing from, 597–598
  - Quick Photo Edit mode, switching with, 18
  - Saving Files preferences, 66–67

Transparency preferences, 70–71  
 Type preferences, 73–74  
 Units & Rulers preferences, 71–72  
 Full Photo Edit Preferences dialog box, 252  
 Full Screen view  
 overview, 13, 124  
 preferences, 126–127  
 toolbar, 125–126

---

## G

gamma, 247  
 Gaussian Blur filter, 532  
 general Blend modes, 407  
 General preferences, 65–66, 75–76  
 Genuine Fractals software, 182  
 geometric selection tools, 37  
 Geometry options  
 Custom Shape, 321  
 elliptical-shape, 320  
 line, 321  
 overview, 320  
 polygon, 320  
 Rectangle, 320  
 Rounded Rectangle, 320  
 Get Photos and Videos from Files and  
 Folders dialog box, 15, 99  
 GIF (CompuServe) format, 207  
 GIF/Color Reduction Algorithm file format  
 option, Save for Web dialog box, 211  
 Golden Ratio tool, 188–190  
 GoodReader app, 165  
 Gradient Editor dialog box, 333  
 Gradient Map mapper, 527  
 Gradient tool, 35, 42  
 gradients  
 customizing, 332–335  
 editing, 332–335  
 managing, 337  
 overview, 329–330  
 preset, applying, 330–332  
 saving, 337  
 transparency, adding to, 336–337  
 types, applying to, 359–360

graphics, adding with Content panel,  
 473–474  
 gray levels, RGB color channels, 244  
 Grayscale mode, converting to, 198–202  
 Grayscale option, Image menu, 199  
 Greeting Card panel, 578  
 greeting cards, 578–579  
 Grid Colors option, Transparency  
 preferences pane, 71  
 Grid option, Overlay drop-down list, 188  
 Grid Size option, Transparency  
 preferences pane, 71  
 Gridline Every XX Inches option, Guides &  
 Grid preferences pane, 73  
 grids, viewing, 57–58  
 group shots, 544–545  
 Group with Previous and Ungroup option,  
 Layer menu, 379  
 groups of albums, 157–158  
 Grow command, 290  
 Grow or Shrink Canvas to Fit option,  
 Canvas Options, 191  
 Guided Photo Edit panel  
 Advanced Edits category, 558–559  
 Automated Actions category, 565–566  
 Basic Edits category, 557–558  
 categories on, 555–557  
 Color and Lighting category, 560–562  
 Lens Effects category, 562–563  
 overview, 17, 20, 555  
 Photo Play category, 565  
 Photography Effects category, 563–565  
 guidelines, viewing, 57–58  
 Guides & Grid preferences, 72–73  
 Gutter option, Units & Rulers preferences  
 pane, 72

---

## H

halftone, 532  
 halo pixels, 522  
 Hand tool  
 Camera Raw converter, 219  
 Lasso tool Refine Edge option, 266  
 moving images with, 46, 55

- Hand tool (*continued*)
    - overview, 458
    - Save for Web dialog box, 210
    - Tools panel, 34
  - handheld devices
    - acquiring images from, 98
    - creations for, 167–171
    - flipbooks, 170–171
    - overview, 159
    - PDF Readers, using with, 164–167
    - slide shows for, 167–170
    - transferring media from, 160–161
    - uploading photos to, 161–164
    - video formats, converting for, 171
  - hard drives, organizing images on, 90–91
  - Hard Light blend mode, 411
  - Hard Mix blend mode, 412
  - Hardness option
    - Brush tool Options bar, 307
    - Selection Brush Options bar, 276
  - Healing Brush tool, 35, 43, 488–490
  - healing brushes, 43, 488–493
  - Height option
    - Canvas Size dialog box, 185
    - Image Size dialog box, 180
  - Help button, Organizer Preferences dialog box, 75
  - Help information
    - Adobe Kuler, 241
    - Camera Raw converter, 223
    - in dialog boxes, 32
    - Help menu, 31–32
    - overview, 31
    - reading PDFs from installer DVD-ROM, 32
    - tooltips, 32
  - Help menu, 22, 23, 31–32
  - Help option, Prints dialog box, 593
  - Hexadecimal values, Color Picker, 234
  - Hidden Files option, Organizer, 128
  - hiding
    - files, 128–130
    - layers, 389
    - panels, 27
    - Task Pane, Organizer, 122
  - Histogram panel, 508–510
  - histograms, 219, 225, 508
  - history, searching by, 138–139
  - history states
    - clearing, 255–256
    - deleting, 254–256
    - navigating, 254–255
    - viewing, 254
  - History States option, Performance preferences pane, 67, 252
  - Holidays option, Organizer Date View preferences pane, 81
  - Horizontal Perspective option, Correct Camera Distortion dialog box, 444
  - Horizontal Type Mask tool, 43
  - Horizontal Type tool, 34, 43
  - hot spot, Lasso cursor, 267
  - HSB (hue, saturation, brightness), 58
  - HSB values, Color Picker, 234
  - HSL color model Blend modes, 413–415
  - hue, 413
  - Hue blend mode, 413
  - Hue Jitter option, Brush tool, 307
  - Hue/Saturation command, 516–517
- 
- I**
- 
- ICC (International Color Consortium), 107, 205
  - ICC Profile (JPEG only), Save for Web dialog box, 212
  - ID, Adobe, 239
  - identifying people in photos, 142
  - Ignore Camera Data (EXIF) Profiles option, Saving Files preferences pane, 67
  - Image attributes, Process Multiple Files dialog box, 110
  - image layers, 368
  - Image menu, 22
  - image size
    - canvas size, 185–190
    - changing, 178
    - image dimensions, 177–178
    - Image Size command, 178–182
    - resolution, 176–177
    - Scale command, 182–184

- Image Size command
  - downsampling images, 179–181
  - overview, 178–179
  - upsampling images, 181–182
- Image Size dialog box, 179
- Image Size setting, Save for Web dialog box, 212
- Image window
  - Hand tool, zooming with, 55
  - keyboard shortcuts, zooming with, 53–54
  - overview, 49–53
  - Zoom tool, 54–55
- image-makeover tools. *See also* clarity;
  - color correction
  - auto fixes, 477–482
  - Blur tool, 500–501
  - Clone Stamp tool, 486–488
  - Color Replacement tool, 493–494
  - Dodge and Burn tools, 494–497
  - Healing Brush tool, 488–490
  - overview, 477
  - Quick Photo Edit mode, 482–485
  - Sharpen tool, 501–506
  - Smart Brush tools, 534–538
  - Smudge tool, 498–500
  - Sponge tool, 497–498
  - Spot Healing Brush, 491–493
- images. *See also* albums; color modes; compositing; file formats; image size; keyword tags; Liquify filter; Photomerge commands; printing; searches
  - backgrounds, removing from, 425–426
  - backing up in Windows, 132
  - batch processing files, 108–111
  - card reader, uploading from, 92–94
  - Clipboard data, converting to, 105–106
  - closing, 112–113
  - Content panel, 59–61
  - creating, 104–105
  - file system, using, 100–101
  - folders, getting files from, 99–100
  - Full Photo Edit mode, opening in, 49–50, 101–104, 122
  - grabbing colors from, 242
  - grids and guidelines, 57–58
  - Image window, 49–53
  - Info panel, 58–59
  - from iPhoto, adding to Organizer, 14
  - on layers, moving, 391–392
  - metadata, searching by, 139
  - mobile devices, uploading to, 161–164
  - Navigator panel, zooming with, 56–57
  - Organizer, adding to, 14–17
  - overview, 49, 89–90, 133
  - pages, adding, 111–112
  - from phones, 98
  - properties, 149–150
  - quitting, 112–113
  - saving, 106–108
  - scanning, 94–98
  - scanning requirements, 95–96
  - sorting, 133–134
  - storage of, organizing, 90–91
  - straightening, 191–193
  - uploading from camera, 92
  - zooming in and out, 53–55
- Import Batch view, Organizer, 120–121
- Import EXIF Caption option, Organizer
  - Files preferences pane, 77
- Imported On option, By History submenu, 138
- importing
  - from camera, 92
  - from card reader, 92–94
  - legacy catalogs, 118
  - from phones, 98
- Impressionist Brush tool, 41, 309–310
- Incremental Backup option, 131
- InDesign, Adobe, 209
- Indexed Color dialog box, 203
- Indexed color mode, converting to, 202–203
- Info panel, 58–59
- Information box, Image window, 51
- Ink Outlines filter, 446
- inkjet printers
  - automatic profile selection for Epson printers, 605–608
  - overview, 603–605
  - printer profiles, selecting, 608–610

Installer DVD-ROM, 32  
International Color Consortium (ICC),  
107, 205  
Internet  
file formats for, 210–213  
online albums, 615–618  
online printing services, 610  
ordering prints online, 585–586  
saving files for, 108  
sharing services, 621–622  
interpolation process, 393  
intersecting two selections, 284  
inversing, Select menu, 287  
Invert mapper, 527  
inverter Blend modes, 412–413  
iOS devices  
acquiring images, 98  
converting video formats for, 171  
creating slide shows for, 167–170  
PDF Readers for, 165–166  
iOS files, uploading using iTunes, 161–162  
iPad, 160  
iPhone, 160  
iPhoto  
images from, adding to Organizer, 14  
library, 14  
in Macintosh, 92  
overview, 160  
isolating adjustment layers, 371  
iTunes  
overview, 160  
uploading iOS files with, 161–162

---

## J

---

JPE format, 207–208  
JPEG compression option, TIFF Options  
dialog box, 210  
JPEG format, 207–208  
JPEG Options dialog box, 208  
JPEG/Compression quality file format  
option, Save for Web dialog box, 211  
JPG format, 207–208

## K

---

keyboard shortcuts  
active selections, using with, 325  
All command, 286  
Application Switcher, using, 19  
background default colors, switching  
to, 232  
Date view, 123  
Deselect command, 286  
Elements, 30–31  
Folder Location view, 121  
foreground default colors, switching  
to, 232  
Free Transform, selecting, 182  
Import Batch view, 120  
importing all photos, 15  
Preferences dialog box, opening, 64, 74  
Redo command, 253  
saving files for web, 210  
searching for keywords, 32  
searching untagged items, 136  
for selections, 36, 284–285  
Timeline, launching, 128  
in tools pop-up tooltip, 31, 33  
Undo command, 251  
zooming with, 53–54  
Keyword Tag Display option, Organizer  
Keyword Tags and Albums preferences  
pane, 82  
keyword tags  
creating, 144–145  
name labels, 143  
overview, 143–144  
Smart Tags, 148–149  
working with, 146–147  
Keyword Tags and Albums preferences,  
81–82  
Keyword Tags panel, 143  
Kuler, Adobe  
color themes, 240–241  
exporting colors to Elements, 243  
Help information, 241  
overview, 239

photos, grabbing colors from, 242  
 searching for colors, 241  
 signing in, 239–240  
 themes, making changes to, 241–242

## L

- 
- labeling
    - people in photos, 140–141
    - single photos, 143
  - Labels setting, Process Multiple Files dialog box, 110
  - Lasso tools
    - Lasso, 34, 37, 265, 266–267
    - Magnetic Lasso, 37, 265, 269–272
    - overview, 37, 265–266
    - Polygonal Lasso, 37, 265, 267–269, 284
  - layer masks, 426–430
  - Layer menu, 23, 378–379
  - Layer Style option, Layer menu, 378
  - layer styles
    - editing, 468–472
    - working with, 465–468
  - Layer via Copy command, 381
  - Layer via Cut command, 381
  - layers. *See also* Blend modes; compositing
    - adjustment, 368–372
    - aligning, 397–399
    - creating, 380–382
    - distributing, 397–399
    - fill, 372–374
    - flattening, 400–401, 402–404
    - image, 368
    - Layer menu, 378–379
    - Layers panel, 376–378
    - linking, 399
    - locking, 399–400
    - merging, 400–402
    - moving images in, 391–392
    - opacity, 405–406
    - overview, 365–367, 368, 389
    - rearranging, 390–391
    - Select menu, 379
    - shape, 374
    - simplifying, 393–397
    - stacking order, 390
    - transforming, 392–393
    - type, 375
    - viewing, 389–390
  - Layers option, Save As dialog box, 205
  - Layers panel, 376–378
  - leading, 351
  - legacy catalogs, importing, 118
  - lens barrel, 443
  - Lens Effects category, Guided Photo Edit panel, 562–563
  - Lens Flare render filter, 451
  - Levels command, 512–515
  - Levels dialog box, 245
  - libraries, 463
  - lifting colors, 238
  - Lighten blend mode, 409–410
  - lightening images with Dodge tool, 494–497
  - Lighter Color blend mode, 409
  - lighting Blend modes, 410–412
  - lighting corrections
    - Brightness/Contrast command, 512
    - Guided Photo Edit panel adjustments for, 560–562
    - Levels command, 512–515
    - overview, 510
    - Photomerge Exposure command, 549–552
    - Shadows/Highlights command, 510–511
  - Lighting Effects render filter, 451
  - Limits option, Background Eraser tool, 425
  - line art, 96
  - Line Geometry options, 321
  - Line tool, 45, 317
  - Linear Burn blend mode, 409
  - Linear Dodge blend mode, 409
  - Linear gradient type, 331
  - Linear Light blend mode, 412
  - Link button, Kuler website, 241
  - linking layers, 399
  - Liquify filter
    - distorting image with, 459–461
    - Liquify window, 455–459
    - options area, 459
    - overview, 455
  - Liquify window, 455–459

- Load Brushes option, Brush Preset Picker
  - drop-down panel, 308
- loading
  - files using USB connection in
    - Organizer, 160
  - selections, 290–291
  - swatches, 237
- Location (Windows) option, Organizer
  - Adobe Partner Services preferences pane, 84
- Location option, Stroke dialog box, 328
- locations, setting for new catalog, 117
- locking layers, 399–400
- Log-In Name, Organizer window, 13
- lossy compression scheme, 106
- lossy file format, 108
- luminance, 413
- luminance noise, 529
- Luminosity blend mode, 414
- LZW compression option, TIFF Options dialog box, 210

## M

---

- Mac OS preset colors, Color Swatches panel, 235
- Magic Eraser tool, 42, 424–425
- Magic Extractor, 420–422
- Magic Wand tool
  - overview, 38, 272
  - selecting with, 273–275
  - subtracting from selections, 284
  - Tolerance setting, 272–273
  - Tools panel, 34
- Magnetic Lasso tool, 37, 265, 269–272
- Magnification box, Image window, 51
- manual correction of images. *See also*
  - clarity; color correction; lighting corrections
  - Histogram panel, 508–510
  - overview, 507–508
  - Smart Brush tools, 534–538
- mapping, color, 527–528
- Marquee tools, 260, 263–265
- masking with type, 354–357

- masks
  - clipping, 430–431
  - layer, 426–430
- matching monitor/output color, 244–248
- Matte (all formats) setting, Save for Web dialog box, 212
- Maximize PSD File Compatibility option, Saving Files preferences pane, 67
- Media Analysis Preferences dialog box, 14
- Media Browser, 14, 119–120
- Media Cache (Macintosh) option, Organizer Files preferences pane, 77
- media types, sorting by, 134
- Media-Analysis preferences, 84–85
- Median cleaner, 529
- megapixels, 178
- Menu bar, 12, 21–23
- Merge and Flatten option, Layer menu, 379
- merging layers, 400–402
- metadata, searching by, 139
- Microsoft Windows
  - backing up photos and files, 132
  - flipbooks, 170–171, 588–589
  - Photo Mail, sharing photos with, 619–620
  - scanner plug-ins, 96–97
  - slide shows, 581–584
  - VCDs with menus, creating, 588
- mobile devices
  - acquiring images from, 98
  - creations for, 167–171
  - flipbooks, 170–171
  - overview, 159
  - PDF Readers, using with, 164–167
  - slide shows for, 167–170
  - transferring media from, 160–161
  - uploading photos to, 161–164
  - video formats, converting for, 171
- Mode option
  - Eraser tool, 423
  - Gradient options, 330
  - Paint Bucket tool, 327
  - Selection Brush, 276
  - Stroke dialog box, 328
- modes, type, 341–342
- Modify commands, 288–290

modifying selections  
   adding to, 282–283  
   intersecting two, 284  
   overview, 282  
   subtracting from, 283–284  
 moiré pattern, 532  
 monitor color, matching, 244–248  
 More Options dialog box, 596–597  
 More Options option, Prints dialog  
   box, 594  
 Motion Blur filter, 531  
 Mouse Coordinates option, Info Panel  
   Options dialog box, 59  
 Move tool, 34, 46  
 moving  
   images, between catalogs, 117  
   images, on layers, 391–392  
   selection borders, 262  
   selections, 291–292  
 multicolored gradients  
   customizing, 332–335  
   editing, 332–335  
   overview, 329–330  
   preset, applying to selections, 330–332  
   transparency, adding, 336–337  
 multiple images. *See also* compositing  
   from Organizer, opening in Full Photo  
     Edit mode, 53  
     printing, 598–602  
     processing, 110–111  
     scanning, 98  
   multiple shapes, drawing on shape layer,  
     319  
 Multiply blend mode, 409  
 multistep filters, 437–438  
 MySpace, 613

---

## N

---

navigating images  
   Content panel, 59–61  
   grids and guidelines, 57–58  
   Image window, 49–53  
   Info panel, 58–59

  Navigator panel, zooming with, 56–57  
   overview, 49  
   zooming in and out, 53–55  
 navigating to specific edit, Undo History  
   panel, 254  
 navigating tools, 45  
 Navigator panel, 56–57  
 New Color Choice setting, Color Picker,  
   233  
 New Layer dialog box, 366  
 New Size setting, Save for Web dialog  
   box, 212  
 Next button, Preferences dialog box, 65  
 No Color Management option, Color  
   Settings dialog box, 248  
 noise, 330, 447, 529–530  
 Noise filters, 447–449  
 Noise Reduction option, Camera Raw  
   converter Settings pop-up menu, 221  
 Normal blend mode, 407  
 Normal mode option, Marquee tool  
   Options bar, 264  
 notes, searching, 136–138  
 notification preferences, Adobe Partner  
   Services, 83–84  
 number of available undos, adjusting,  
   252–253

## O

---

online albums, 615–618  
 online image services, 621–622  
 online printing services, 585–586, 610  
 Only Web Colors setting, Color Picker, 234  
 opacity  
   of layers, 405–406  
   type, 358  
 Opacity option  
   Eraser tool, 424  
   Gradient options, 330  
   Magic Eraser tool, 425  
   Paint Bucket tool, 327  
   Stroke dialog box, 328  
 Open As command, 102

- Open Preferences dialog box, 219
  - opening Elements, 9–11
  - Optimize to File Size setting, Save for Web dialog box, 211
  - options area, Liquify window, 459
  - Options bar
    - alignment options, 397–398
    - Background Eraser, 425
    - Blend modes, 493–494
    - Brush tool, 306–308, 313
    - Canvas Options, 191
    - Cookie Cutter tool, 418
    - Dodge and Burn tools, 496
    - Eraser tool, 423–424
    - Eyedropper tool, 238
    - Geometry options, 320–321
    - Gradient options, 330–331
    - Lasso tools, 266
    - Magic Eraser tool, 424–425
    - Magic Wand tool, 274
    - Magnetic Lasso tool, 270
    - Marquee tool, 263–265
    - Overlay drop-down list, 188
    - Paint Bucket tool, 326–327
    - Pencil tool, 304–305
    - Quick Selection tool, 277–278
    - selecting settings in, 25
    - Selection Brush, 275–276
    - selection tools, 36
    - Sharpen tool, 502
    - Smudge tool, 499
    - Sponge tool, 497–498
    - Spot Healing Brush, 492
    - type options, 349–352
    - Zoom tool, 54–55
  - Ordered Online option, By History submenu, 139
  - ordering prints online, 585–586
  - Organize button, Welcome screen, 10
  - Organizer. *See also* keyword tags; preferences
    - adding images to, 14–17
    - backing up, 131–132
    - catalogs, 115–119
    - Date view, 123–124
    - Folder Location view, 121–123
    - Full Photo Edit mode, opening images in, 50, 53, 122
    - hiding files, 128–130
    - Import Batch view, 120–121
    - iPhoto images, adding to, 14
    - Media Browser, 119–120
    - opening, 11–14
    - overview, 115
    - printing from, 593–597
    - rating images in, 149–150
    - slide shows, 124–127
    - Thumbnail view, 120
    - Timeline, 128
    - viewing images in, 119–128
  - organizing image storage, 90–91
  - outline of selections, moving, 294
  - output color, matching, 244–248
  - output size, setting, 171
  - Overlay blend mode, 410
  - Overlay drop-down list, Golden Ratio tool, 189
- 
- p**
- 
- Page Setup dialog box, 596
  - Page Setup option, Prints dialog box, 594
  - PageMaker, Adobe, 209
  - pages, adding to images, 111–112
  - Paint Bucket tool, 35, 42, 326–328
  - Paint Daubs filter, 446
  - painting
    - Brush tool, 305–309
    - custom brushes, 310–315
    - distortion tools, 456–458
    - Eraser tools, 41–42
    - Gradient tool, 42
    - Impressionist Brush, 309–310
    - overview, 40–41, 303
    - Paint Bucket tool, 42
    - Selection Brush, 275–277
    - Smart Brush tools, 41
    - type with color, 358–360
  - Painting Cursors option, Display and Cursors preferences pane, 69

- Panel Bin, Organizer window, 14, 25
- Panel Options option
  - Info panel, 58
  - Layer menu, 379
- panels. *See also* Guided Photo Edit panel
  - Adjustments, 371
  - Color Swatches, 235–238
  - Content, 59–61, 473–474
  - Effects, 463
  - Favorites, 26–27
  - hiding, 27
  - Navigator, 56–57
  - overview, 25–26
  - Properties, 149
  - resetting, 27–28
  - Share, 614–615
- Panes list, Preferences dialog box, 64
- panoramic shots, 540–543
- Pantone Huey Monitor Color Correction, 247
- paragraph type, 342, 345–346
- partially selected pixels, 259
- Paste command, 382
- Paste into Selection command, 384–388
- path type
  - overview, 342, 346
  - Text on Custom Path tool, 348–349
  - Text on Selection tool, 346–347
  - Text on Shape tool, 347–348
- Pattern Dither setting, Bitmap dialog box, 198
- Pattern option, Paint Bucket tool, 327
- Pattern Stamp tool, 42
- patterns
  - creating, 339–340
  - overview, 337–338
  - preset, applying, 338–339
- PDD (Photoshop) format, 206
- PDF (Photoshop) format, 208
- PDF (Portable Document Format)
  - documents
  - overview, 208
  - reading from Installer DVD-ROM, 32
- PDF readers, using with mobile devices
  - Android devices, 166–167
  - iOS devices, 165–166
  - overview, 164–165
- PDP (Photoshop) format, 208
- Pencil tool, 41, 303–305
- people recognition
  - confirming people, 142
  - identifying additional people, 142
  - labeling photos, 140–141, 143
  - overview, 139–140
  - tags, 143
- Percent readout option, Zoom tool
  - Options bar, 55
- Performance preferences, 67–69
- Perspective option, Transform submenu, 295
- phones. *See* mobile devices
- photo books, 571–578
- Photo Collage Wizard, 580
- Photo Downloader wizard, Organizer, 93
- Photo Filter adjustment, 526–527
- Photo Filter Colors setting, Color Swatches panel, 235
- photo flo, 95
- Photo Mail (Windows), 619–620
- Photo Play category, Guided Photo Edit panel, 565
- Photo Project Format (\*.PSE) format, 207
- Photo Project Units option, Units & Rulers preferences pane, 72
- Photocopy effect, 451
- Photography Effects category, Guided Photo Edit panel, 563–565
- Photomerge commands
  - overview, 539
  - Photomerge Exposure, 549–552
  - Photomerge Faces, 545–547
  - Photomerge Group Shot, 544–545
  - Photomerge Panorama, 540–543
  - Photomerge Scene Cleaner, 548–549
  - Photomerge Style Match, 552–554

- photos. *See also* albums; color modes; compositing; correcting images; file formats; image size; keyword tags; Liquify filter; Photomerge commands; printing; searches
- backgrounds, removing from, 425–426
- backing up in Windows, 132
- batch processing files, 108–111
- card reader, uploading from, 92–94
- Clipboard data, converting to, 105–106
- closing, 112–113
- Content panel, 59–61
- creating, 104–105
- file system, using, 100–101
- folders, getting files from, 99–100
- Full Photo Edit mode, opening in, 49–50, 101–104, 122
- grabbing colors from, 242
- grids and guidelines, 57–58
- Image window, 49–53
- Info panel, 58–59
- from iPhoto, adding to Organizer, 14
- on layers, moving, 391–392
- mobile devices, uploading to, 161–164
- Navigator panel, zooming with, 56–57
- Organizer, adding to, 14–17
- overview, 49, 89–90, 133
- pages, adding, 111–112
- from phones, 98
- properties, 149–150
- quitting, 112–113
- saving, 106–108
- scanning, 94–98
- sorting, 133–134
- storage of, organizing, 90–91
- uploading from camera, 92
- zooming in and out, 53–55
- Photoshop (\*.PSD, \*.PDD) format, 206
- Photoshop Elements Help guide, 31
- Photoshop format (\*.PSD), 106
- Photoshop PDF (\*.PDF, \*.PDP) format, 208
- Photoshop.com, 613
- picture packages, printing, 600–602
- Pin Light blend mode, 412
- pincushion distortion, 443
- Pixel Dimensions area, Image Size dialog box, 179
- pixel images, 316
- Pixelate filters, 449
- pixels, 175, 244
- pixels per inch (ppi), 95, 176
- Place command, Full Photo Edit mode, 103
- placing files in images, 102–104
- Plaster effect, 451
- Plastic Wrap filter, 446
- plug-ins, 96, 435
- Plug-Ins preferences, 73
- plus and minus (+/-) option, Zoom tool Options bar, 55
- PNG (\*.PNG) format, 209
- PNG-24 file format option, Save for Web dialog box, 211
- PNG-8 file format option, Save for Web dialog box, 211
- Point Sample option, Eyedropper tool, 238
- point type, 341, 344
- polygon Geometry options, 320
- Polygon tool, 45, 317
- Polygonal Lasso tool, 37, 265, 267–269, 284
- Portable Document Format (PDF) documents overview, 208 reading from Installer DVD-ROM, 32
- Portable Network Graphics (PNG), 209
- portrait corrections, 545–547
- postage stamps, 586–587
- Poster Edges filter, 445
- Posterize mapper, 527
- ppi (pixels per inch), 95, 176
- preferences, 63–64. *See also* Full Photo Edit mode
- preferences, Organizer Adobe Partner Services, 83–84 backup and synchronization, 85–86 Camera or Card Reader, 78–79 Date View, 81

- Editing, 77–78
- Files, 76–77
- General, 75–76
- Keyword Tags and Albums, 81–82
- Media-Analysis, 84–85
- overview, 74–75
- Scanner (Windows only), 80
- Sharing, 82–83
- preparing images
  - for printing, 592
  - before scanning, 94–95
- Preserve Transparency option, Stroke dialog box, 328
- preset color panels, 235–236
- preset gradients, applying to selections, 330–332
- preset patterns, applying, 338–339
- Presets (Named Optimized Settings), Save for Web dialog box, 211
- Prev button, Preferences dialog box, 65
- Preview File Size option, Organizer Files preferences pane, 77
- Preview menu, Save for Web dialog box, 211
- Preview option, Camera Raw converter, 219
- Previews setting, Save for Web dialog box, 211
- Previous Conversion option, Camera Raw converter Settings pop-up menu, 220
- Print dialog box, Full Photo Edit mode, 593
- Print Resolution option, Units & Rulers preferences pane, 72
- Print Sizes option
  - Organizer General preferences pane, 75
  - Units & Rulers preferences pane, 72
  - Zoom tool Options bar, 55
- printer profiles
  - automatic selection for Epson printers, 605–608
  - general discussion, 602–603
  - selecting, 608–610
- printing. *See also* inkjet printers
  - with color profiles, 602–603
  - desktop printers, 585
  - from Full Photo Edit mode, 597–598
  - multiple images, 598–602
  - online printing services, 585–586, 610
  - from Organizer, 593–597
  - overview, 584, 591
  - preparing images for, 592
  - resolution for, 176, 184
- Prints dialog box, Organizer, 593
- process color, 196
- Process Multiple Files dialog box, 110
- processing Camera Raw images, 216–217
- profiles
  - color, 203, 249
  - printer, 602–603, 605–610
- Progressive (JPEG only) setting, Save for Web dialog box, 212
- progressive JPEG files, 208
- Project Bin, 28–30
- projects
  - calendars, 579–580
  - CD/DVD labels, 587
  - collages, 580–581
  - flipbooks, 588–589
  - greeting cards, 578–579
  - for mobile devices, 167–171
  - overview, 569–571
  - photo books, 571–578
  - postage stamps, 586–587
  - prints, 584–586
  - sharing, 590
  - slide shows, 581–584
  - VCDs with menus, 588
- properties of images
  - overview, 149
  - Properties panel, 149
  - rating images, 149–150
- Properties panel, 137, 149
- Proportional option, Rectangle and Rounded Rectangle shapes, 320
- PSD (Photoshop format), 106
- PSE (Photo Project Format) format, 207
- Pucker tool, 458

## Q

Quality (JPEG only) setting, Save for Web dialog box, 211  
Quality option, Organizer Scanner preferences pane, 80  
Quick Photo Edit mode, 17, 18–19, 482–485  
Quick Photo Edit option, Process Multiple Files dialog box, 110  
Quick Selection tool, 34, 38–39, 277–278, 284  
QuickTime format, 171  
quitting Elements, 112–113

## R

Radial Blur filter, 531  
Radial gradient type, 331  
radius, 288  
Radius option, Rectangle and Rounded Rectangle shapes, 320  
raster images, 176, 178  
Raster text type, 342  
rasterize data, 176  
rasterizing type layer, 353–354  
rating images in Organizer, 149–150  
raw converter  
  making adjustments in, 226–229  
  non-raw images, opening in, 223  
  overview, 217, 224  
  settings, 224–226  
Reader, Adobe, 32, 165, 166–167, 208  
reapplying filters, 438  
rearranging layers, 390–391  
Recent File List Contains XX Files option, Saving Files preferences pane, 67  
recently edited files, opening, 102  
Recompose tool, 46, 279–280  
Reconstruct tool, 458  
Recovery slider, Camera Raw converter, 227  
Rectangle Geometry options, 320  
Rectangle tool, 45, 317  
Rectangular Marquee tool, 34, 37, 260

rectangular selections  
  fine-tuning squares, 262–263  
  Marquee options, 263–265  
  overview, 260–262  
red, green, blue (RGB), 96, 195, 202, 244  
Red Eye Removal tool, 35, 44, 219, 481–482  
Redo command, 13, 253  
Reduce Noise cleaner, 529  
Refine Edge option  
  Lasso tool Options bar, 266  
  Magic Wand tool Options bar, 274  
Reflected gradient type, 331  
Reflection tool, 458  
Relative option, Canvas Size dialog box, 185  
Relaxed Text Selection option, General preferences pane, 66  
Remove Color Cast command, 515–516  
Remove Color command, 518  
Remove Photo from Stack command, Stack submenu, 130  
removing backgrounds from images, 425–426  
render filters, 450–451  
rendering, 450  
Replace Color command, 518–520  
replacing swatches, 237–238  
resampling, 178, 181  
reselecting, Select menu, 286–287  
Reset All Warning Dialogs option, General preferences pane, 66, 76  
Reset button  
  Camera Raw converter, 222  
  Preferences dialog box, 65  
resetting panels, 27–28  
Resize Window to Fit option, Zoom tool Options bar, 55  
resizing  
  images, 279–280  
  zoom area, Navigator panel, 57  
resolution  
  canvas size, 185–190  
  image dimensions, 177–178  
  Image Size command, 178–182  
  megapixels, 178

- overview, 175–178
  - raster versus vector images, 178
  - Scale command, 182–184
  - Resolution option, Image Size dialog box, 180
  - Restore Default Settings button, Organizer Preferences dialog box, 75
  - Reticulation effect, 451
  - Reveal in Explorer option, Organizer, 121
  - Reverse option, Gradient options, 330
  - Revert command, Edit menu, 253
  - Revert to Original option, Version Set submenu, 214
  - reverting to last saved image, 253
  - RGB (red, green, blue), 96, 195, 202, 244
  - RGB values
    - Camera Raw converter, 220
    - Color Picker, 234
  - RLE format, 207
  - Rotate JPEGs using Orientation Metadata option, Organizer Files preferences pane, 77
  - Rotate Left tool
    - Camera Raw converter, 219
    - Organizer window, 13
  - Rotate Right tool
    - Camera Raw converter, 219
    - Organizer window, 219
  - Rotate TIFFs using Orientation Metadata option, Organizer Files preferences pane, 77
  - Rough Pastels, 445
  - Rounded Rectangle Geometry options, 320
  - Rounded Rectangle tool, 45, 317
  - Roundness option, Brush tool, 307
  - Rule of Thirds, 188
  - Rulers option, Units & Rulers preferences pane, 71
- 
- S
- 
- Sample All Layers option
    - Magic Eraser tool, 425
    - Magic Wand tool Options bar, 274
    - Quick Selection tool Options bar, 278
  - sampling colors, 238
  - sampling tools, 45
  - saturation, 413
  - Saturation blend mode, 413
  - Save As dialog box, 204
  - Save As option, Organizer Scanner preferences pane, 80
  - Save Brush option, Brush Preset Picker drop-down panel, 308
  - Save Files In (Browse) option, Organizer Camera or Card Reader preferences pane, 78
  - Save for Web dialog box, 108, 210
  - Save Image option, Camera Raw converter, 223
  - Save in Version Set with Original option, Save/Save As dialog box, 107, 205
  - Save Keyword Tags to a File option, Keyword Tags panel, 146
  - Save Swatches for Exchange menu option, 237
  - Save/Save As dialog box, 107–108, 204–206
  - saving
    - Camera Raw edits, 229
    - files for web, 108
    - gradients, 337
    - images, 106
    - Save/Save As dialog box, 107–108
    - selections, 290–291
  - Saving Files preferences, 66–67
  - Scale command, 182–184
  - Scanner option, Organizer Scanner preferences pane, 80
  - scanner plug-ins (Windows only), 96–97
  - Scanner preferences (Windows only), 80
  - scanning images
    - image requirements, 95–96
    - multiple, 98
    - overview, 94
    - preparing before, 94–95
    - scanner plug-ins (Windows only), 96–97
  - Scatter option, Brush tool, 307
  - scratch disk, 68
  - Scratch Sizes option, Image window Information box, 52

- scratch space, 52
- scratches, removing, 529–530
- Screen blend mode, 409
- screen resolution, 184
- Screen Resolution option, Units & Rulers preferences pane, 72
- Scroll bar option, Prints dialog box, 593
- scroll bars, Image window, 51, 55
- Scroll Print Preview option, Prints dialog box, 594
- Search text box, Organizer window, 13
- searches
  - albums, 136
  - in captions and notes, 136–138
  - for colors, Adobe Kuler, 241
  - by date, 135
  - by history, 138–139
  - metadata, 139
  - overview, 135
  - for people, 139–143
  - untagged items, 136
- Second Color Readout option, Info Panel Options dialog box, 58
- Second transparency background color option, Transparency preferences pane, 71
- Select Browser menu, Save for Web dialog box, 212
- Select Closest Web Safe Color setting, Color Picker, 233
- Select menu
  - cloning, 293
  - commands on, 379
  - editing modes, 23
  - feathering, 287–288
  - Grow command, 290
  - inversing, 287
  - Modify commands, 288–290
  - moving and cloning, 291–292
  - moving outline, but not pixels, 294
  - overview, 286
  - reselecting, 286–287
  - saving and loading, 290–291
  - selecting all or nothing, 286
  - Similar command, 290
  - Select Transitions dialog box, 126
  - selected image area, 259
  - selecting default view, Panel Bin, 27
  - selection border, 260
  - Selection Brush tool, 38–40, 275–277, 284
  - selection marquee, 260
  - selection outline, 260
  - selections. *See also* Lasso tools
    - circular, 283
    - clipping masks, 430–431
    - Cookie Cutter tool, 418–419
    - defining, 259–260
    - elliptical, 260–265
    - erasing with eraser tools, 422–426
    - filling options and tips, 325–326
    - gradients, filling with, 329–337
    - keyboard shortcuts, 284–285
    - layer masks, 426–430
    - Magic Extractor, 420–422
    - Magic Wand tool, 38, 272–275
    - modifying, 282–284
    - overview, 259, 281, 323, 417–418
    - Paint Bucket tool, 326–328
    - patterns, 337–340
    - Polygonal Lasso tool, 267–268
    - Quick Selection tool, 277–278
    - Recompose tool, 279–280
    - rectangular, 260–265
    - Select menu, 286–291
    - Selection Brush, 275–277
    - solid color, filling with, 323–325
    - stroking, 328–329
    - tools for, 37–40
    - transforming, 294–299
    - selectively applying filters, 439
- Set as Top Photo command, Stack submenu, 130
- Set Date Range dialog box, 135
- Settings option
  - Camera Raw converter, 220
  - Organizer Adobe Partner Services preferences pane, 84
  - Photoshop Elements Welcome screen, 10
  - Shadow/Highlight Clipping option, Camera Raw converter, 219, 227

- Shadows/Highlights command, 510–511
- shape layers, 319, 374
- Shape option, Cookie Cutter tool, 418
- Shape Selection tool, 45, 317
- Shape tools, 45, 317
- shapes
  - drawing, 317–319
  - editing, 321
  - Geometry options, 320–321
  - multiple, drawing on shape layer, 319
  - overview, 45
- Share panel, 13, 614–615
- Shared Online option, By History
  - submenu, 139
- sharing creations
  - e-mail attachments, 618–619
  - online albums, 615–618
  - online services, 621–622
  - overview, 590, 611
  - Photo Mail (Windows), 619–620
  - Share panel, 614–615
  - sharing options, 611–614
- Sharing preferences, 82–83
- sharing services, online, 621–622
- Sharpen tool, 44, 501–506
- sharpening images, 480–481, 532–534
- Sharpening images option, Camera Raw
  - converter, 220
- Shift Pixels tool, 458
- shortcuts, keyboard
  - active selections, using with, 325
  - All command, 286
  - Application Switcher, using, 19
  - background default colors, switching to, 232
  - Date view, 123
  - Deselect command, 286
  - Elements, 30–31
  - Folder Location view, 121
  - foreground default colors, switching to, 232
  - Free Transform, selecting, 182
  - Import Batch view, 120
  - importing all photos, 15
  - Preferences dialog box, opening, 64, 74
  - Redo command, 253
  - saving files for web, 210
  - searching for keywords, 32
  - searching untagged items, 136
  - for selections, 36, 284–285
  - Timeline, launching, 128
  - in tools pop-up tooltip, 31, 33
  - Undo command, 251
  - zooming with, 53–54
- Show All button, Organizer window, 17
- Sign In with Your Adobe ID option,
  - Welcome screen, 10
- signing in to Adobe Kuler, 239–240
- Similar command, 290
- simplifying layers, 379, 393–397
- single-step filters, 437–438
- Size box, Image window, 51
- Size option, Eraser tool, 423
- Sketch filters, 451–452
- Skew option, Transform submenu, 295
- skin tones, adjusting, 521–522
- Slide Show Editor, 582
- Slide Show Output dialog box, 584
- slide show PDF, iOS devices, 168
- Slide Show Preferences dialog box, 582
- slide shows
  - for Android devices, 170
  - Full Screen view preferences, 126–127
  - for iOS devices, 167–170
  - in Macintosh, 168
  - overview, 124
  - setting up, 124–125
  - sharing, 614
  - toolbar, 125–126
  - in Windows, 168, 581–584
- slide sorters, using albums as, 153
- Smart Albums
  - creating, 154–157
  - criteria, 153–154
  - overview, 151, 153
  - understanding, 154
- Smart Blur filter, 531

- Smart Brush tools
  - Detail Smart Brush, 537–538
  - overview, 41, 534–535
  - Smart Brush, 35, 41, 535–537
- Smart Objects, 103
- Smart Tags, 148–149
- smartphones
  - acquiring images from, 98
  - creations for, 167–171
  - flipbooks, 170–171
  - overview, 159
  - PDF Readers, using with, 164–167
  - slide shows for, 167–170
  - transferring media from, 160–161
  - uploading photos to, 161–164
  - video formats, converting for, 171
- Smooth option
  - Lasso tool Refine Edge option, 266
  - Modify menu, 289
- Smudge tool, 44, 498–500
- Snap To option, Image window View menu, 58
- Snap to Pixels option, Rectangle and Rounded Rectangle shapes, 320
- Soft Light blend mode, 410
- softening with Blur tool, 500–501
- solid color fills, 323–325
- sort commands, 134
- sorting images
  - by media types, 134
  - overview, 133–134
  - sort commands, 134
- Sound setting, Properties panel, 149
- spacebar key, selection tools, 36
- Spacing option, Brush tool, 307
- Spatter filter, 446
- Sponge tool, 35, 44, 497–498
- Spot Healing Brush tool, 42, 491–493
- Square option, Rectangle and Rounded Rectangle shapes, 320
- square selections, 262–263, 284–285
- sRGB color profile, 203
- sRGB workspace color, 248
- Stack Selected Photos command, 129
- stacks, 129–130
- Stamp effect, 451
- stamps, postage, 586–587
- Standard or Overlay mode, Lasso tool
  - Refine Edge option, 266
- Status Information option, Info Panel
  - Options dialog box, 59
- Step Back/Fwd option, General preferences pane, 65
- stitching images, 540–543
- storing images in Photoshop.com, 90
- Straighten and Crop Image command, 192
- Straighten Image command, 192
- Straighten tool, 35, 47, 191–192, 219
- straightening images
  - Divide Scanned Photos command, 192–193
  - overview, 191
  - Straighten menu commands, 192
  - Straighten tool, 191–192
- Strikethrough option, Type Options bar, 351
- Stroke dialog box, 328
- stroking selections, 328–329
- Style option
  - Guides & Grid preferences pane, 73
  - Type Options bar, 352
- styles, layer
  - editing, 468–472
  - working with, 465–468
- styles, merging image, 552–554
- stylizing type
  - filters, 358
  - opacity, 358
  - overview, 357–358
  - painting over type with color, 358–360
- subcategory, 146
- Subdivisions option, Guides & Grid preferences pane, 73
- subtracting from selections, 283–284
- Surface Blur filter, 531
- Swap height and width option, Golden Ratio tool, 189
- swatches, color. *See* Color Swatches panel

Switch Foreground and Backgrounds  
 Colors tool, Tools panel, 35  
 switching catalogs, 118–119  
 Sync Column option, Organizer Backup  
 and Synchronization preferences  
 pane, 86  
 synchronization preferences, 85–86

---

## T

---

Tablet options, Brush tool, 306  
 Tablet Pressure option, Magnetic Lasso  
 tool Options bar, 270  
 tabs, Panel Bin, 25  
 Tagged Image File Format (TIFF), 209  
 tags, keyword. *See* keyword tags  
 target pixel, 272, 274  
 Temperature option, Camera Raw  
 converter, 221  
 text  
 editing, 352–353  
 formats, 342  
 masking with, 354–357  
 modes, 341–342  
 Options bar, 349–352  
 overview, 341  
 paragraph type, 345–346  
 path, 346–349  
 rasterizing type layer, 353–354  
 stylizing, 357–360  
 Type tools, 342–343  
 typographical tools, creating with, 43–44  
 warping, 360–362  
 Text Alignment option, Type Options  
 bar, 351  
 Text Color option, Type Options bar, 351  
 Text on Custom Path tool, 43, 343  
 Text on Selection tool, 43, 343  
 Text on Shape tool, 43, 343  
 texture filters, 452–454  
 themes, Adobe Kuler, 240–242  
 3 by 3 Average option, Eyedropper tool,  
 238  
 Threshold mapper, 528  
 Thumbnail (Windows) option, Save/Save  
 As dialog box, 107, 205  
 thumbnail size, setting, 120  
 Thumbnail view, Organizer, 120  
 TIFF (\*.TIF, \*.TIFF) format, 209–210  
 TIFF Options dialog box, 209  
 Timeline, 128  
 Timing option, Image window Information  
 box, 52  
 Tint option, Camera Raw converter, 221  
 Toggle Properties panel, Organizer Full  
 Screen view toolbar, 126  
 Toggle Quick Edit panel, Organizer Full  
 Screen view toolbar, 126  
 Toggle Quick Organize panel, Organizer Full  
 Screen view toolbar, 126  
 Tolerance default value, Magic Wand  
 tool, 38  
 Tolerance setting  
 Background Eraser tool, 425  
 Magic Eraser tool, 424  
 Magic Wand tool, 38, 272–273  
 Paint Bucket tool, 327  
 Toning tools, 44  
 toolbar, Full Screen view, 125–126  
 tools. *See also specific tools by name*  
 automation, 47, 477–482  
 cloning, 42, 486–488  
 drawing and painting, 40–42  
 editing, 46–47  
 eraser, 35, 41–42, 422–426  
 focus, 44, 501–506  
 healing brushes, 43, 488–493  
 overview, 33  
 selection, 37–40  
 Shape tools, 45, 317  
 Toning, 44  
 Tools panel, 33–35  
 Type, 342–343  
 typographical, creating text with, 43–44  
 Tools panel, 33–35  
 tooltips, 32  
 Torn Edges effect, 451  
 touch-screen capabilities, 35

- transferring media from mobile devices, 160–161
- transform box, 295
- transforming
  - layers, 392–393
  - selections, 294–299
- transparency, adding to gradients, 330, 336–337
- Transparency preferences, 70–71
- Turbulence tool, 456
- TV, Adobe, 241
- Twirl Clockwise and Twirl Counterclockwise tool, 457
- type
  - editing, 352–353
  - formats, 342
  - masking with, 354–357
  - modes, 341–342
  - Options bar, 349–352
  - overview, 341
  - paragraph type, 345–346
  - path, 346–349
  - rasterizing type layer, 353–354
  - stylizing, 357–360
  - Type tools, 342–343
  - typographical tools, creating with, 43–44
  - warping, 360–362
- type layers, 353–354, 375
- Type Mask tool, 343
- type modes, 341–342
- Type option
  - Layer menu, 379
  - Units & Rulers preferences pane, 71
- Type preferences, 73–74
- Type tools, 342–343
- typographical tools, creating text with, 43–44

---

## U

- Unconstrained option, Rectangle and Rounded Rectangle shapes, 320
- Underline option, Type Options bar, 351

- Undo command
  - available undos, adjusting number of, 252–253
  - Organizer window, 13
  - overview, 251–252
  - redoing edits, 253
- Undo History panel
  - deleting and clearing states, 255–256
  - history states, navigating, 254–255
  - history states, viewing, 254
  - overview, 253–254
- Units & Rulers preferences, 71–72
- unselected image area, 259
- Unstack Photos command, Stack submenu, 129
- untagged items, searching, 136
- Upgrade Membership option, Organizer Backup and Synchronization preferences pane, 85
- uploading images
  - from camera, 92
  - from card reader, 92–94
  - folders with Android, 162
  - GoodReader app, 166
  - iOS files using iTunes, 161–162
  - from phones, 98
  - Watch Folders, 162–164
- upsampling images, 178, 181–182

---

## V

- VCDs with menus (Windows), 588
- vector images, 178
- vector object, 178
- Vector text type, 342
- vector-based object, 374
- vectors, 316
- versions, 213–214
- Vertical Perspective option, Correct Camera Distortion dialog box, 443
- Vertical Type Mask tool, 43
- Vertical Type tool, 43
- Vibrance setting, Camera Raw converter, 228

video formats, converting for iOS  
 devices, 171

View menu, 22, 23

viewing images  
 Content panel, 59–61  
 grids and guidelines, 57–58  
 Image window, 49–53  
 Info panel, 58–59  
 Navigator panel, zooming with, 56–57  
 overview, 49  
 tools for, 45  
 zooming in and out, 53–55

viewing layers, 370–371, 389–390

views  
 Organizer, 119–128  
 Project Bin, 29

Vignette option, Correct Camera Distortion  
 dialog box, 443

Virtual Network Computing (VNC), 35

Vivid Light blend mode, 412

---

## W

Warning: Not Web Safe Color,  
 Color Picker, 233

Warp tool, 456

warping type, 360–362

Watch Folders, 162–164

Watch Folders dialog box, 162

Water Paper effect, 451

Watercolor filter, 446

web  
 file formats for, 210–213  
 online albums, 615–618  
 online printing services, 610  
 ordering prints online, 585–586  
 saving files for, 108  
 sharing services, 621–622

Web Hues setting, Color Swatches  
 panel, 236

Web Safe Colors setting, Color Swatches  
 panel, 236

Web Spectrum setting, Color Swatches  
 panel, 236

Welcome screen  
 Adobe Photoshop, 9  
 Organizer window, 13

White Balance option, Camera Raw  
 converter, 221, 225, 227

Who Is This label, 143

Width option  
 Canvas Size dialog box, 185  
 Image Size dialog box, 179  
 Magnetic Lasso tool, 270  
 Marquee tool, 265  
 Stroke dialog box, 328  
 Units & Rulers preferences pane, 72

Window menu, 22, 23

Windows, Microsoft  
 backing up photos and files, 132  
 flipbooks, 170–171, 588–589  
 Photo Mail, sharing photos with, 619–620  
 scanner plug-ins, 96–97  
 slide shows, 581–584  
 VCDs with menus, creating, 588

Windows preset colors, Color Swatches  
 panel, 236

.wmv movie files, 168

Write Email Captions to Catalog  
 (Windows) option, Organizer Sharing  
 preferences pane, 82

---

## X

XML (eXtensible Markup Language), 146

X-Rite Eye-One Display 2, 247

---

## Z

ZIP compression option, TIFF Options dialog  
 box, 210

Zoom All Windows option, Zoom tool  
 Options bar, 55

Zoom level, Save for Web dialog box, 212

Zoom option, Correct Camera Distortion  
 dialog box, 444

Zoom Resizes Windows option, General preferences pane, 65

Zoom tool

Camera Raw converter, 219, 223

Lasso tool Refine Edge option, 266

overview, 46, 54–55, 458–459

Save for Web dialog box, 210

Tools panel, 34

Zoom with Scroll Wheel option, General preferences pane, 66

zooming

with Image window, 53–55

with Navigator panel, 56–57

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