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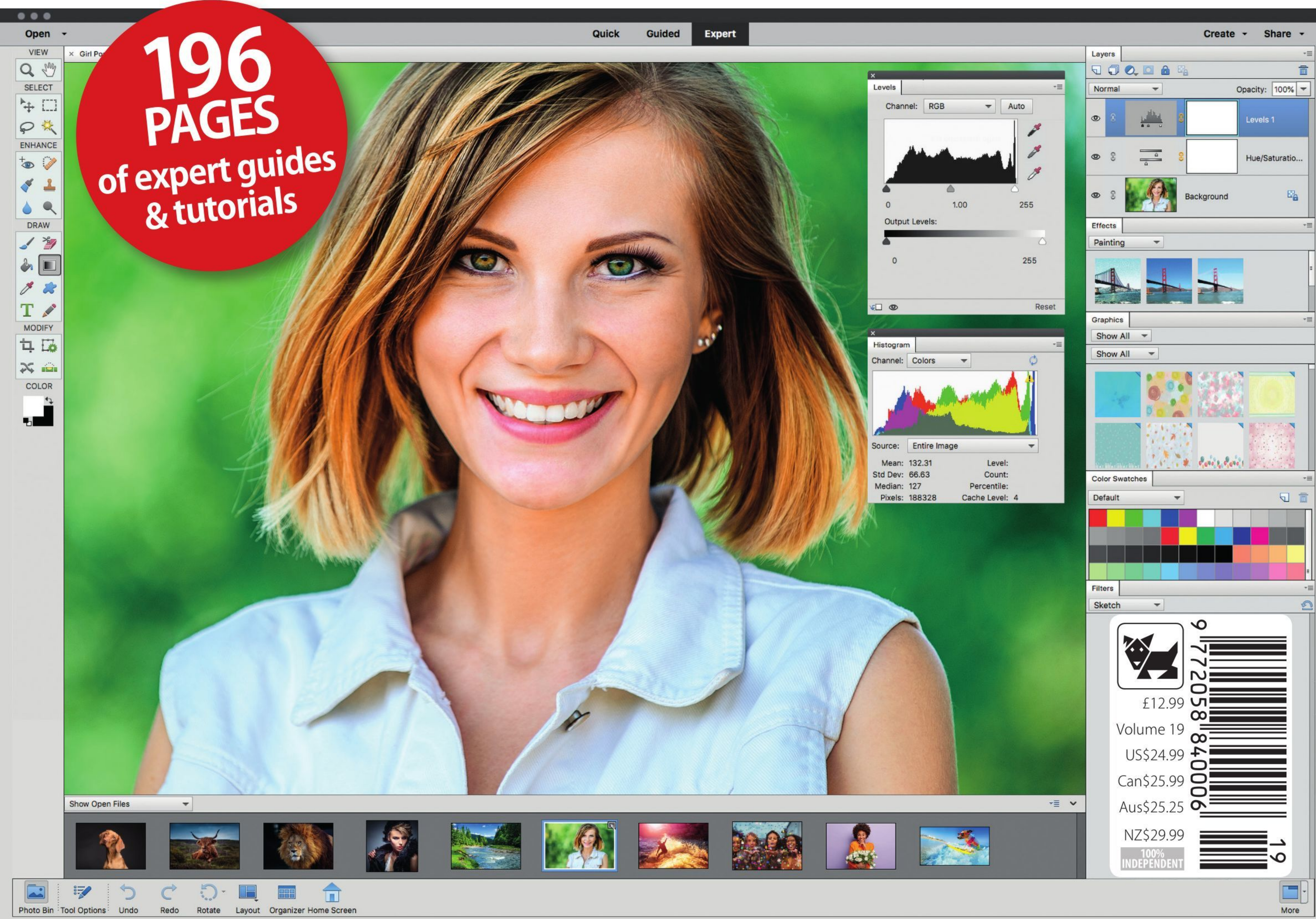
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# Photoshop Elements Manual

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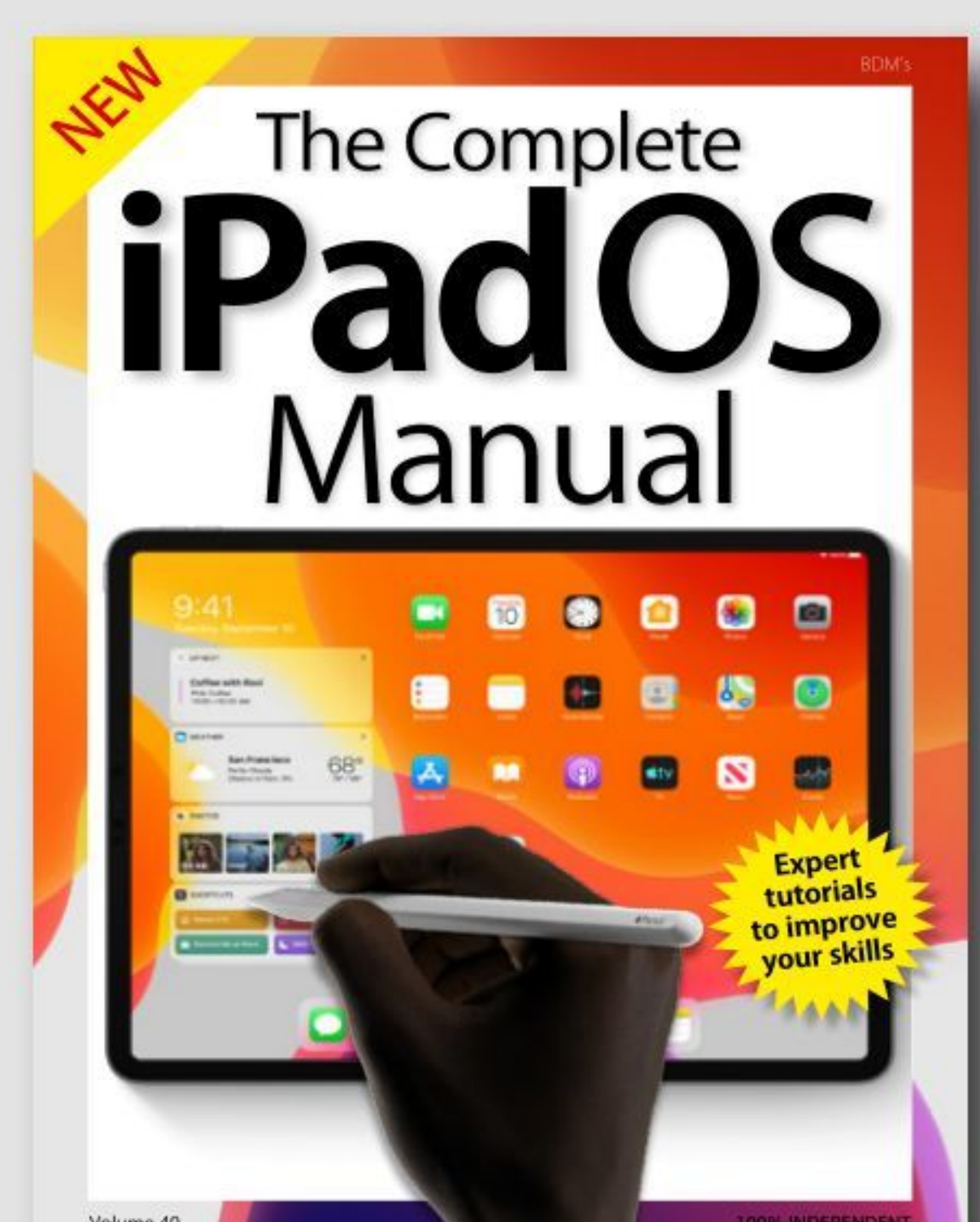
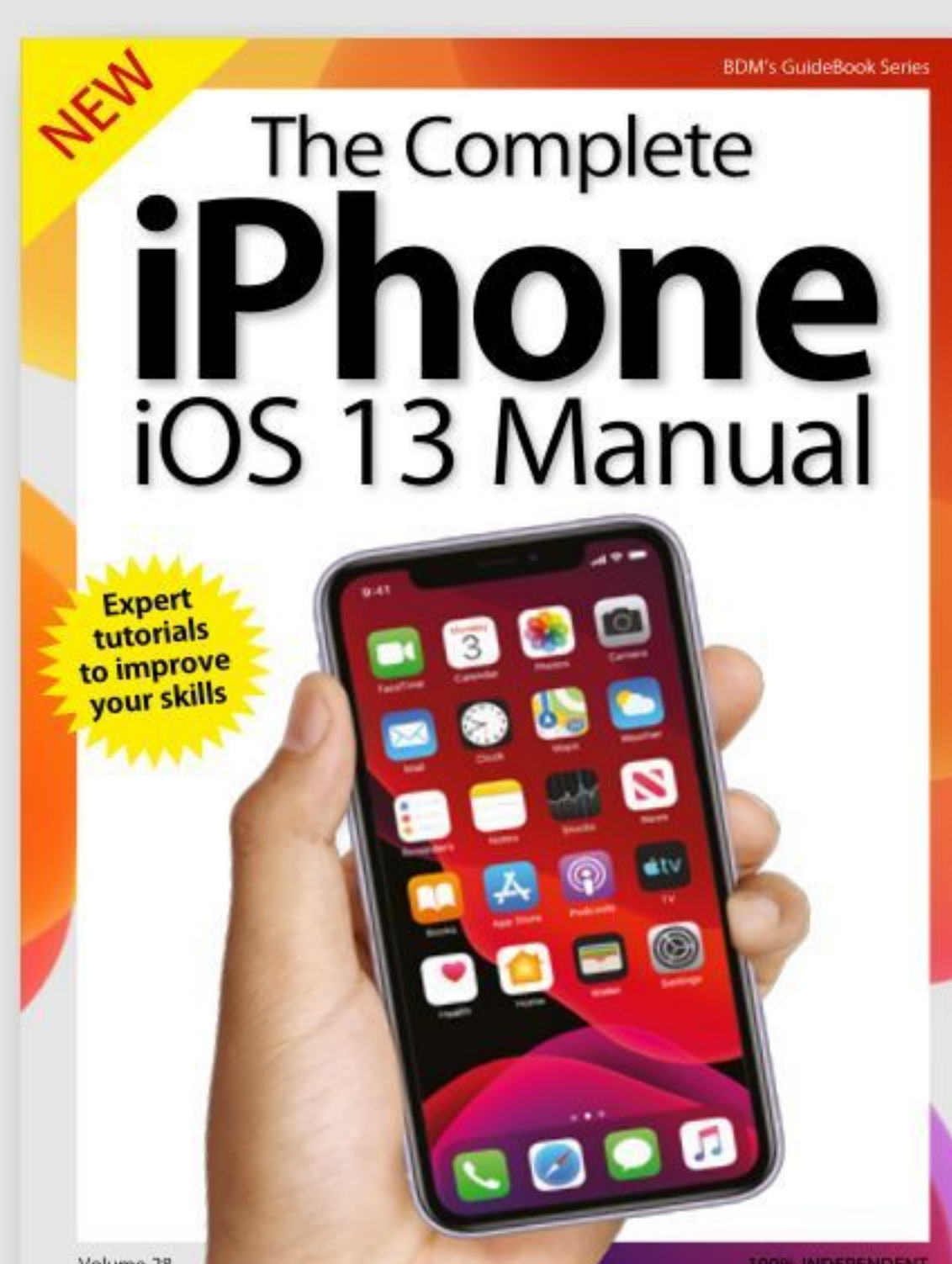
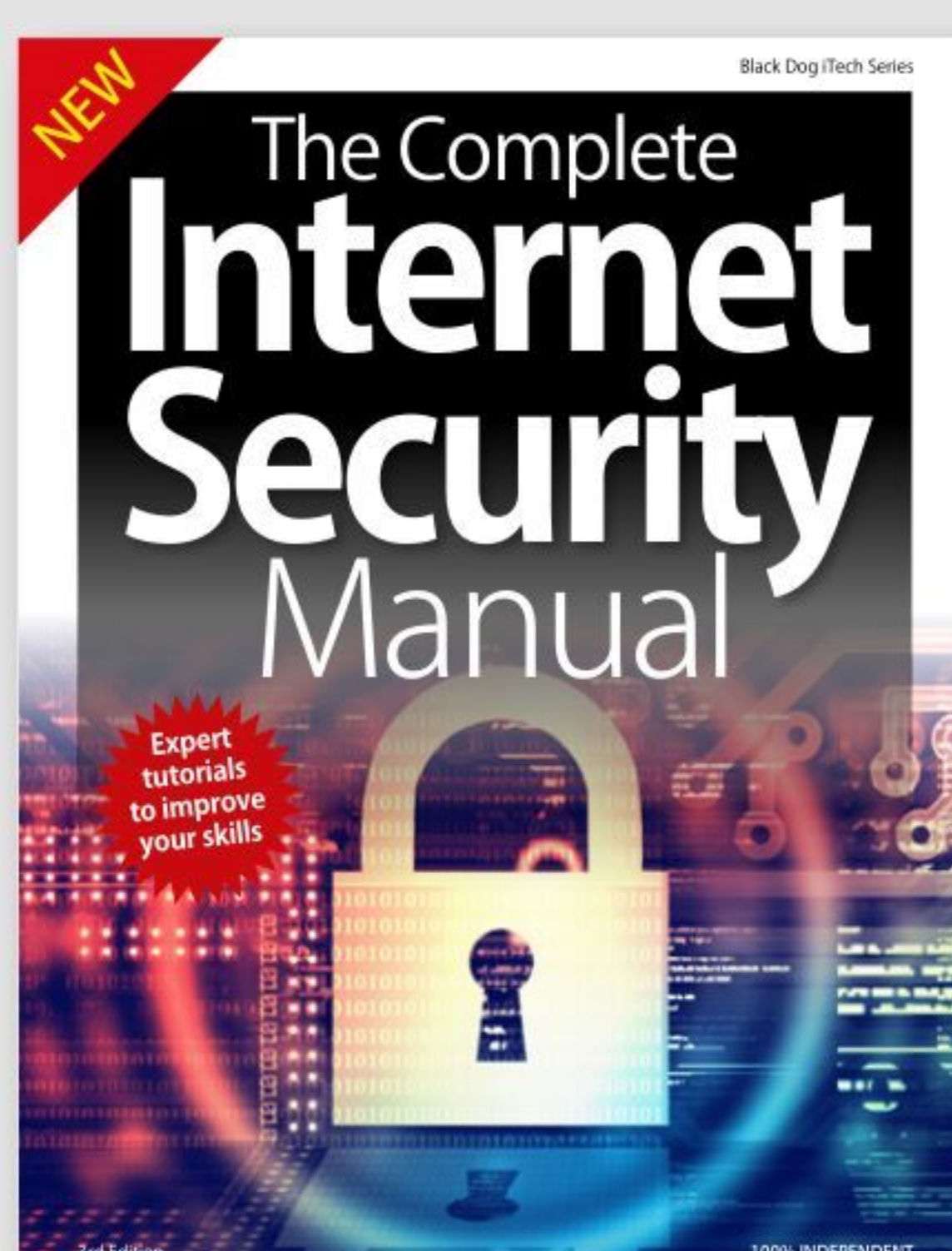
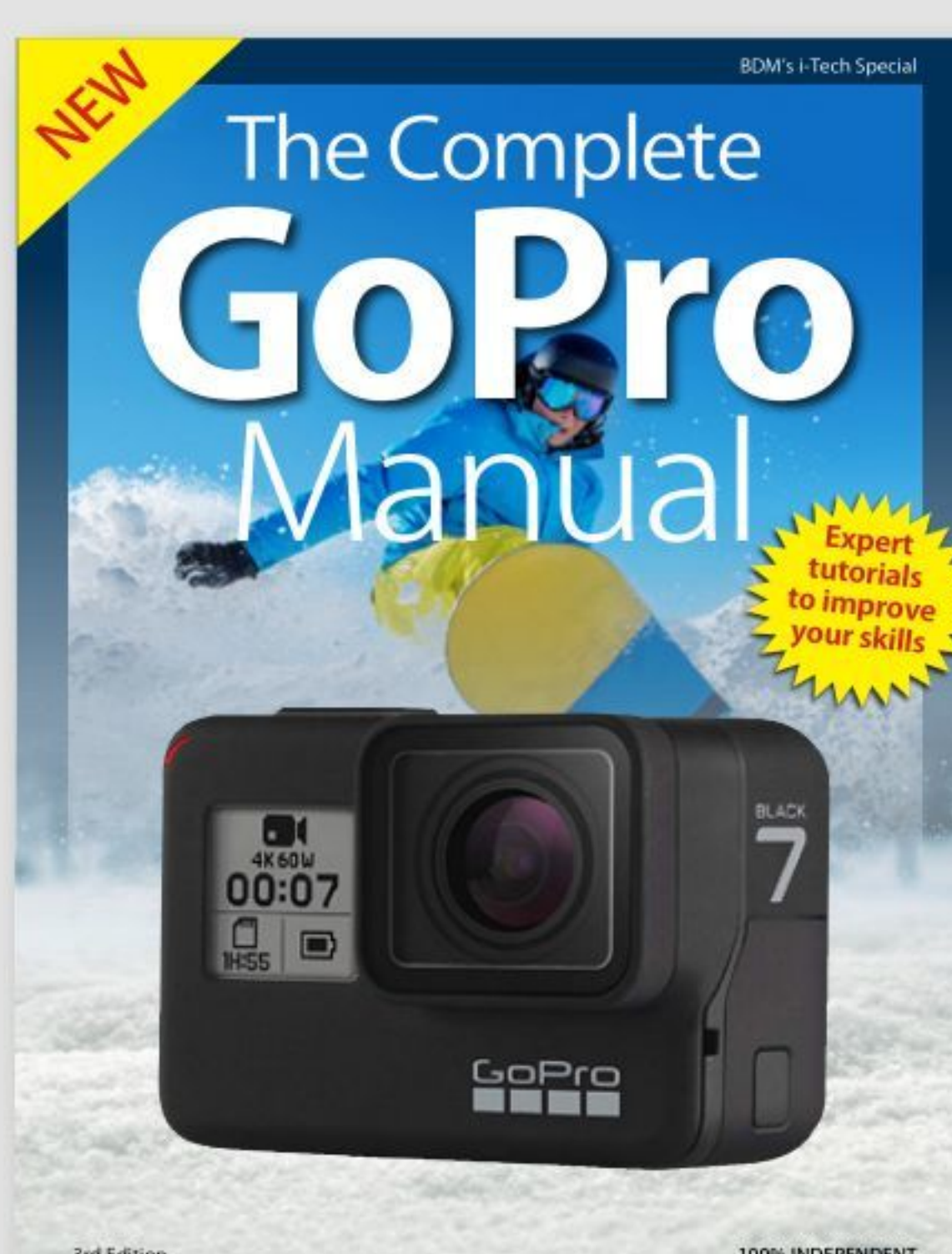
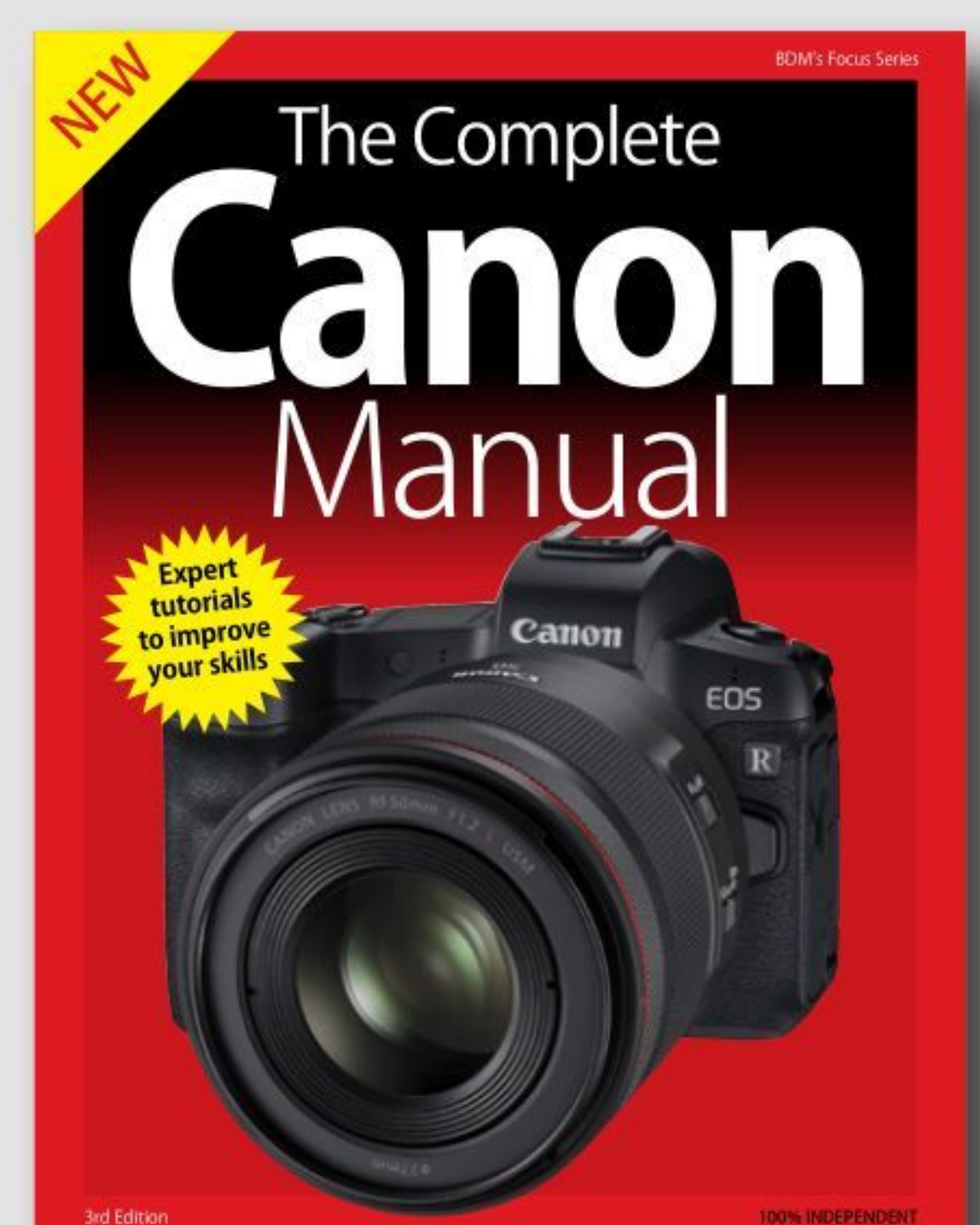
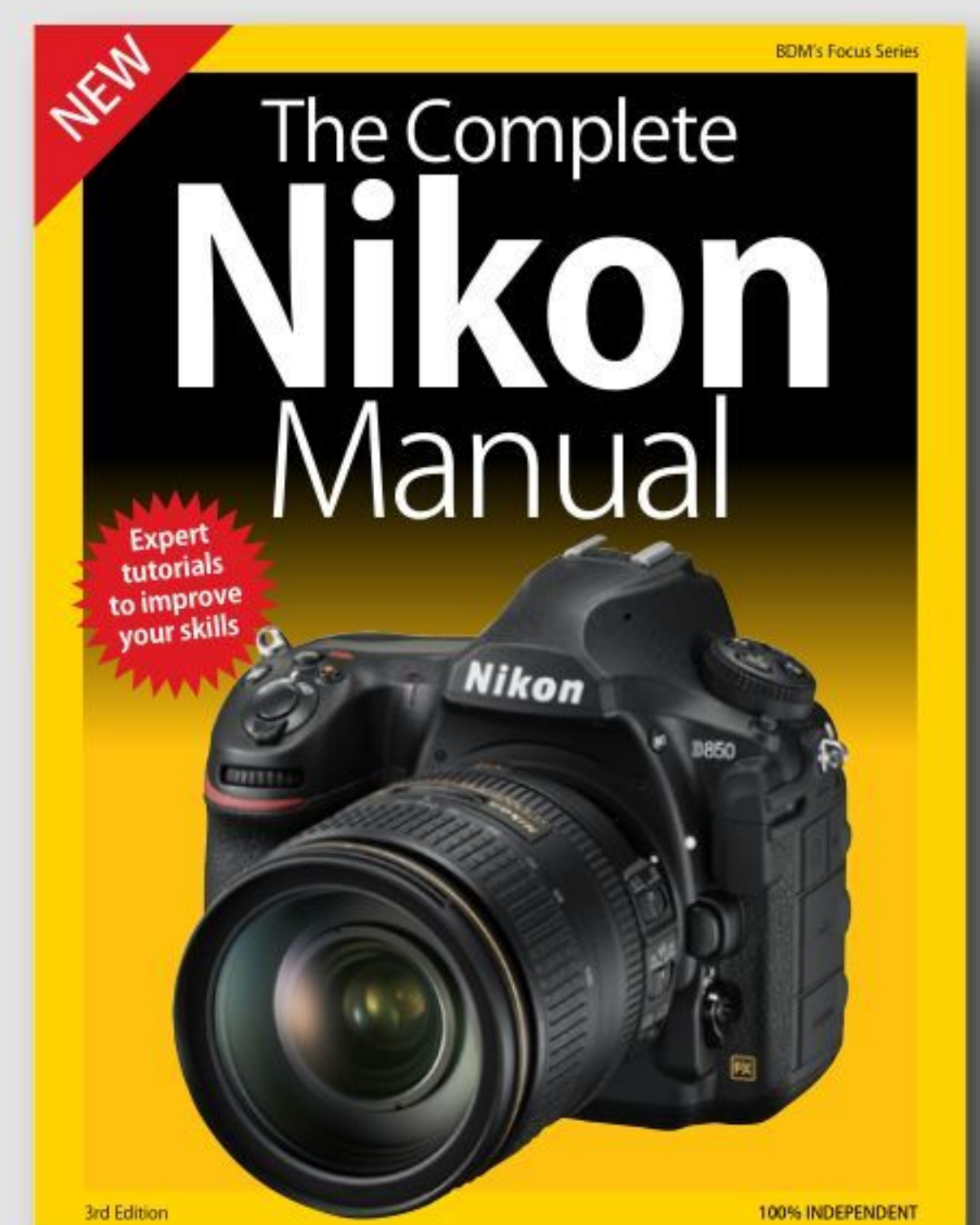
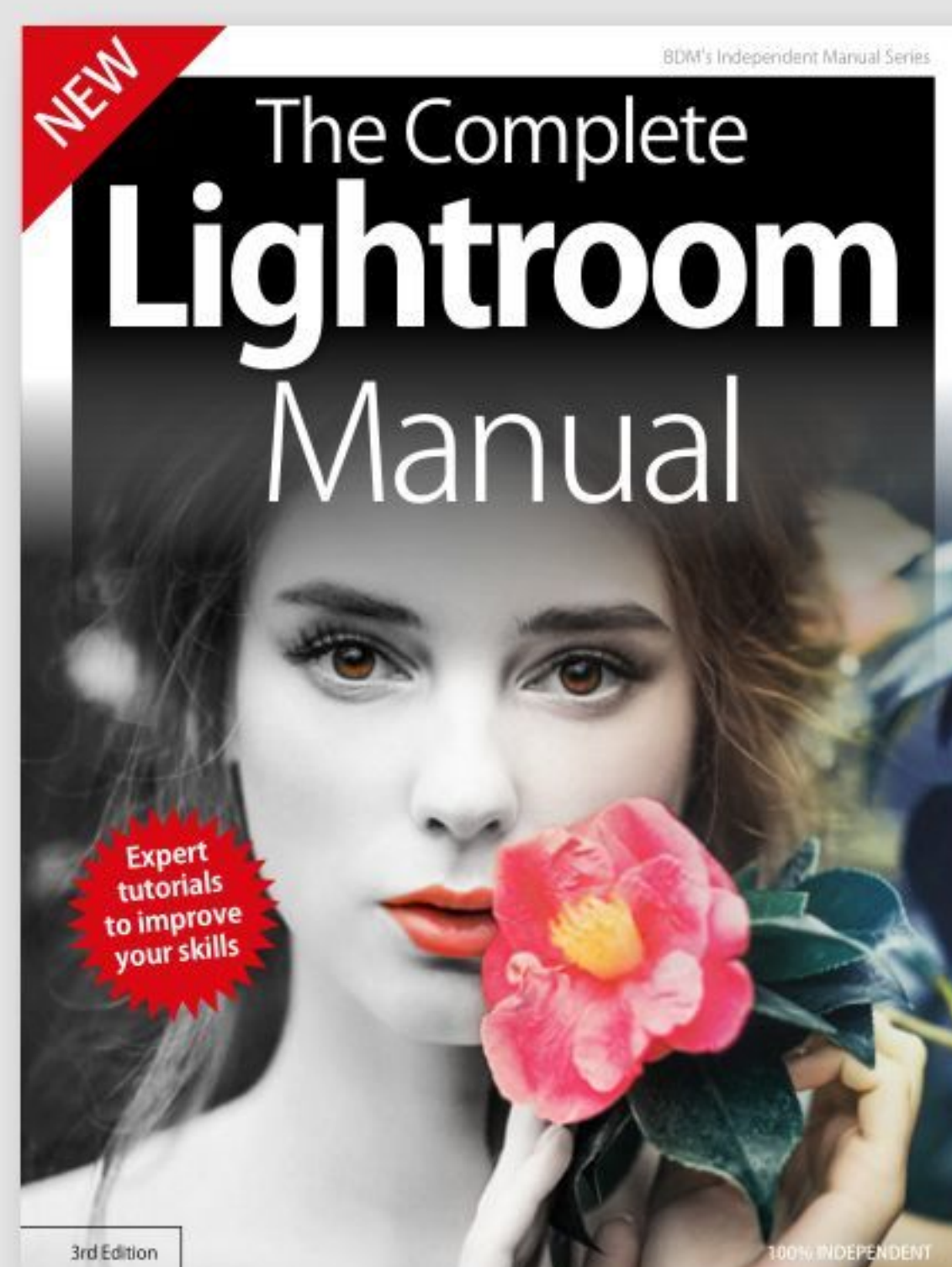
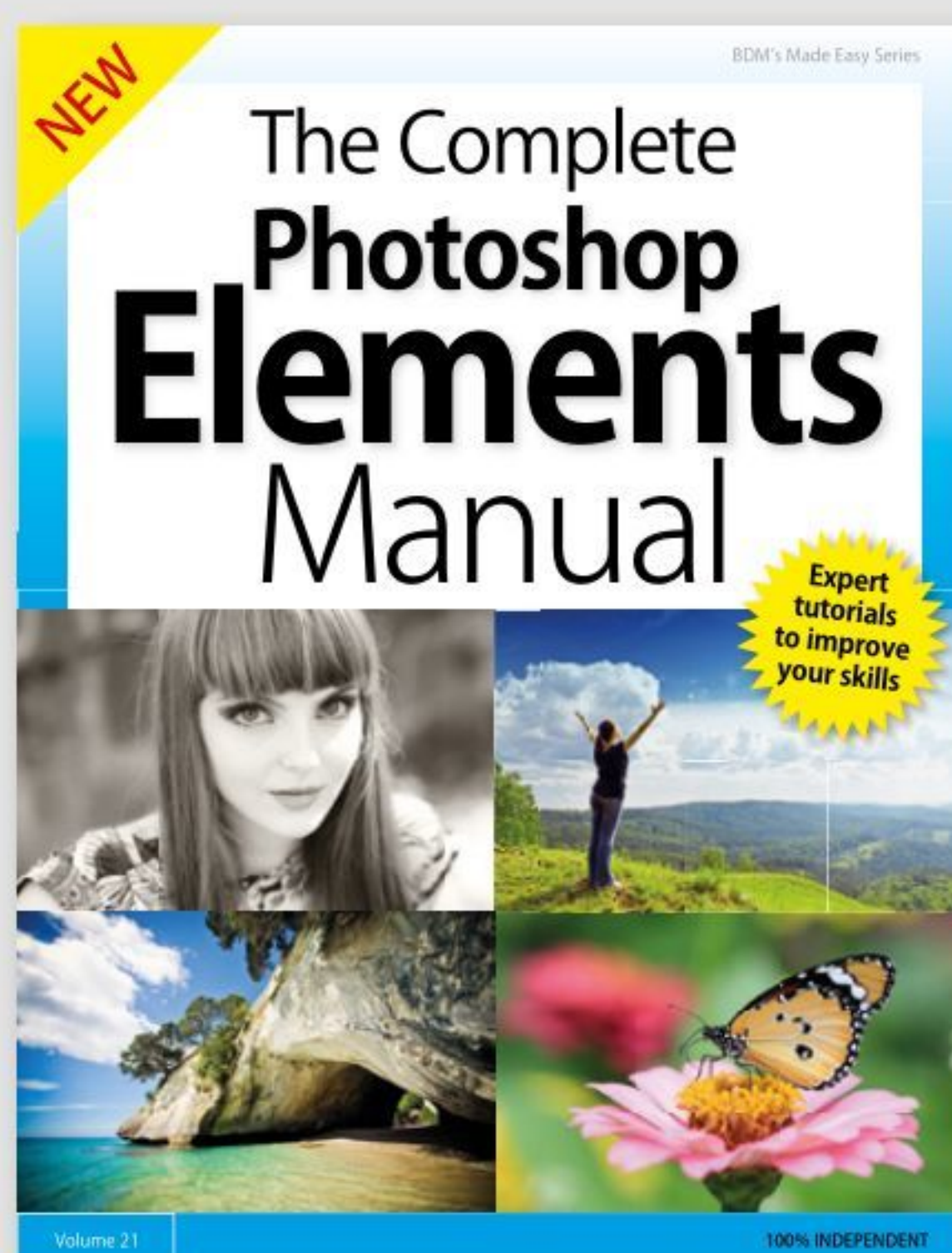
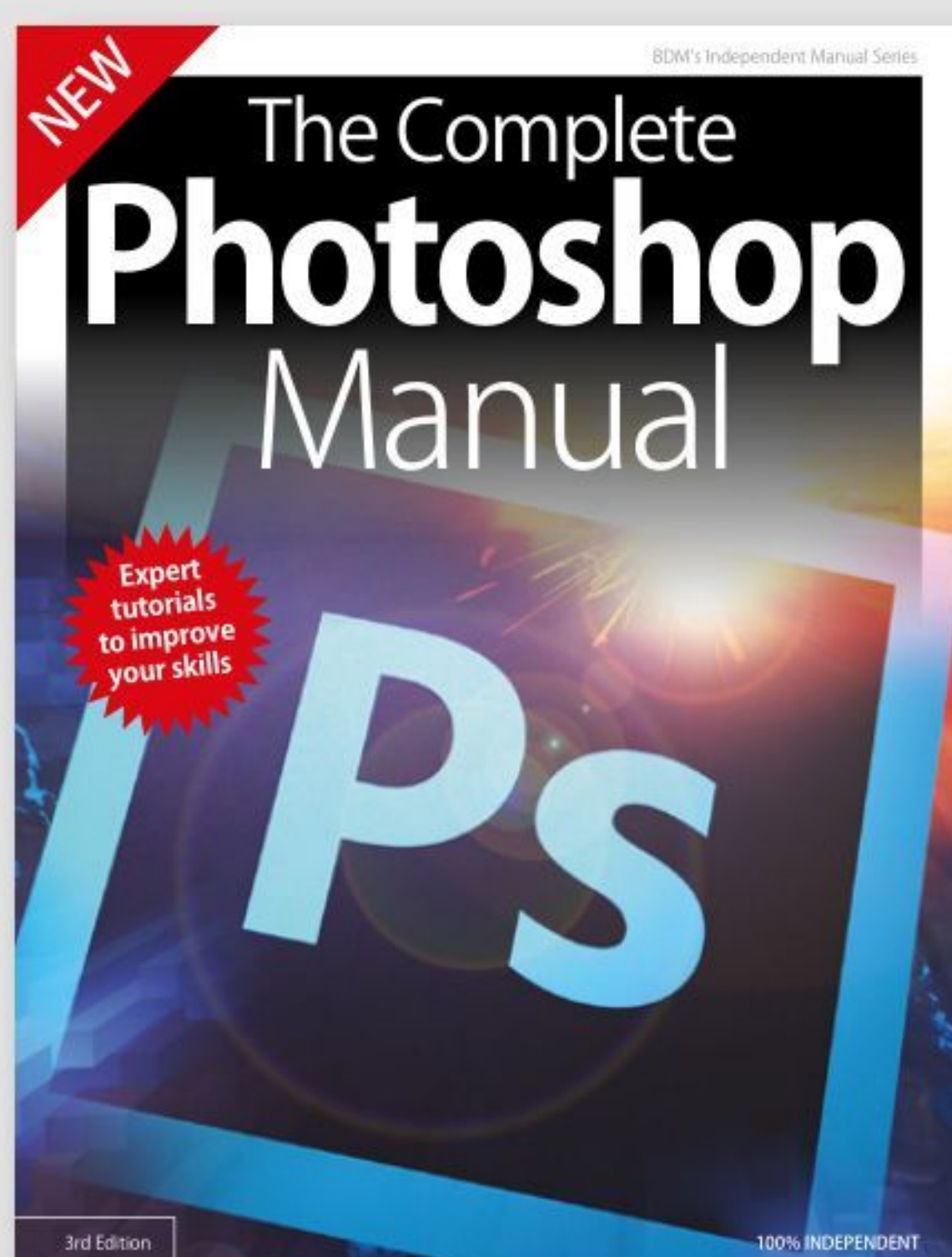
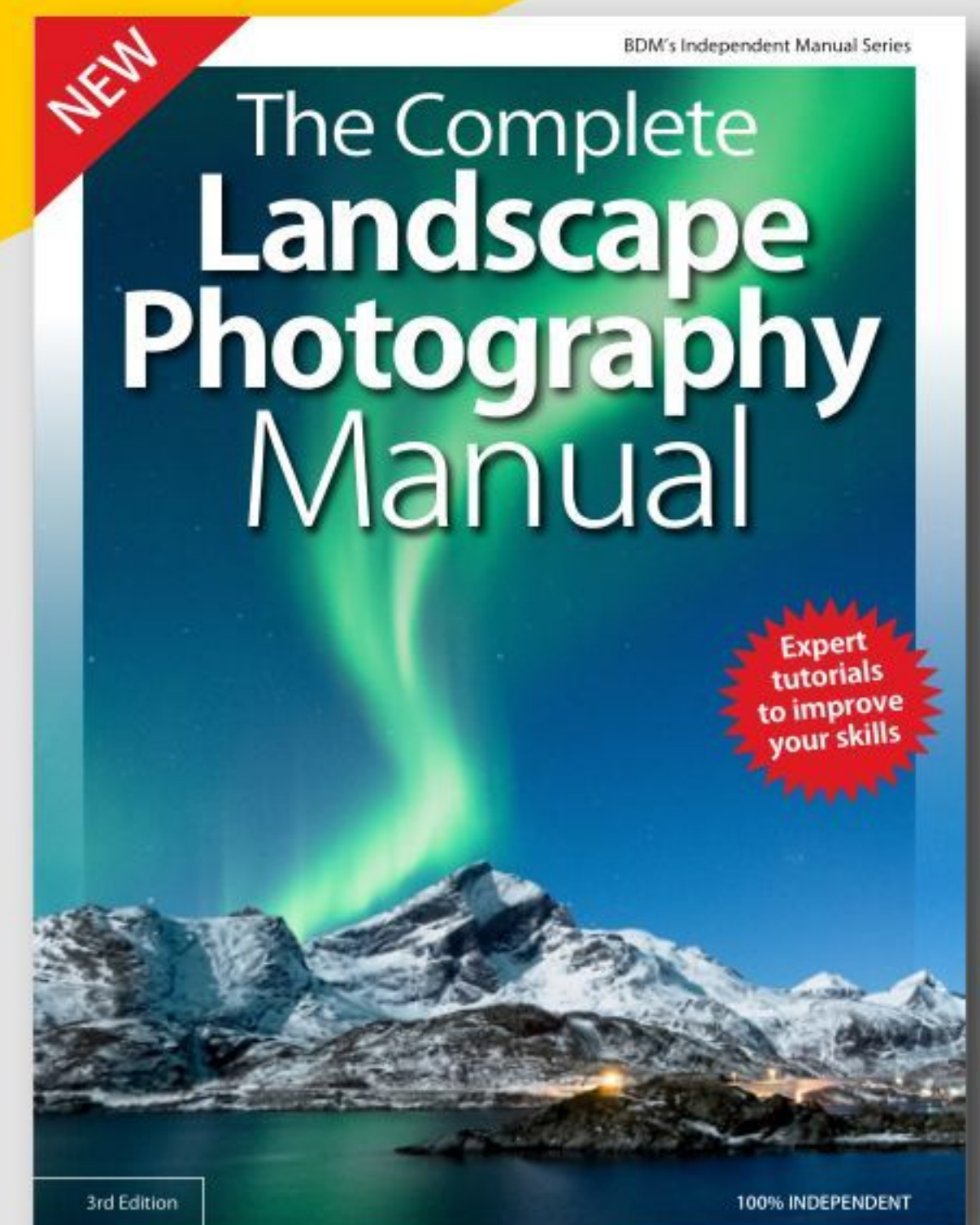
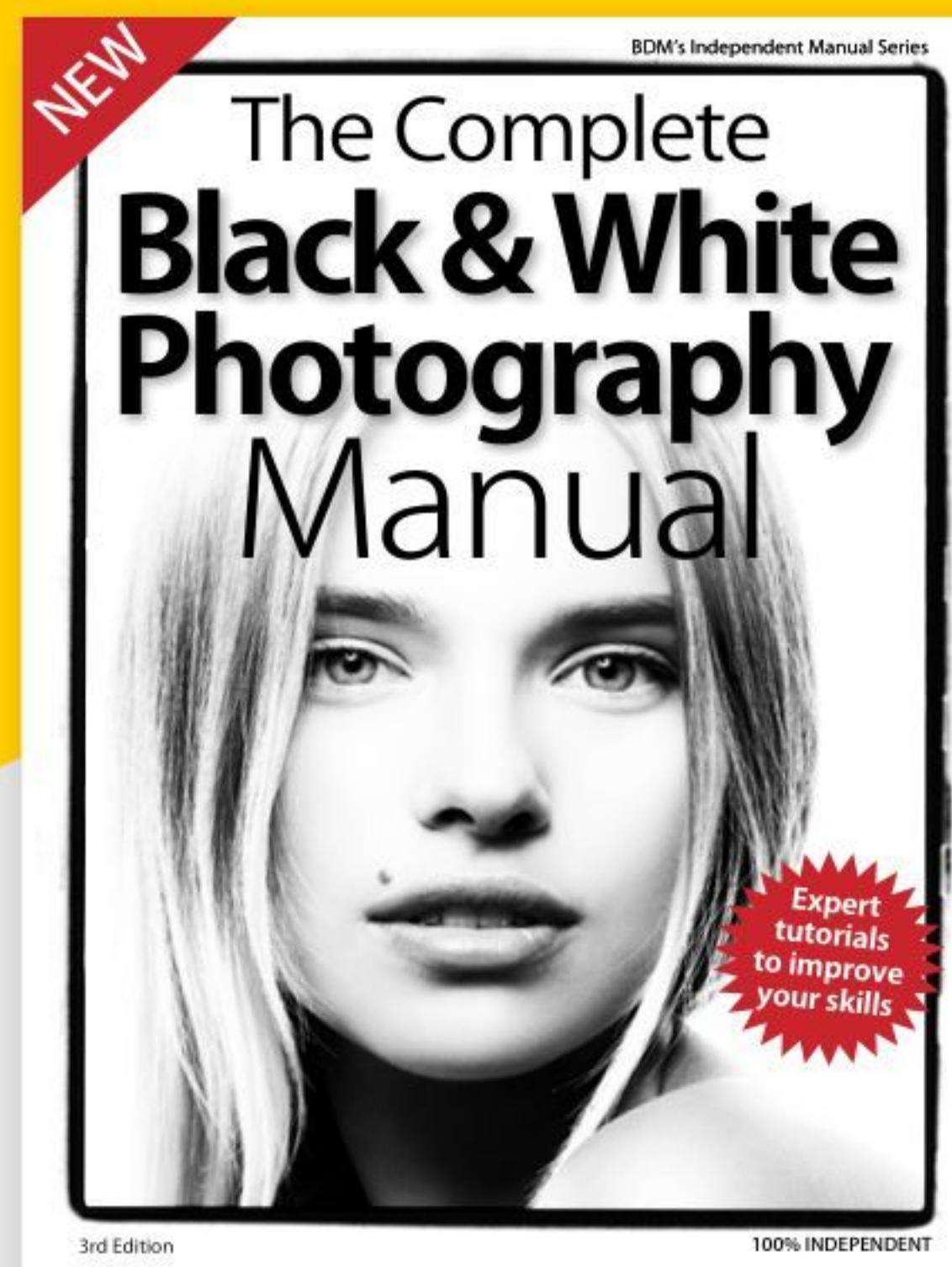
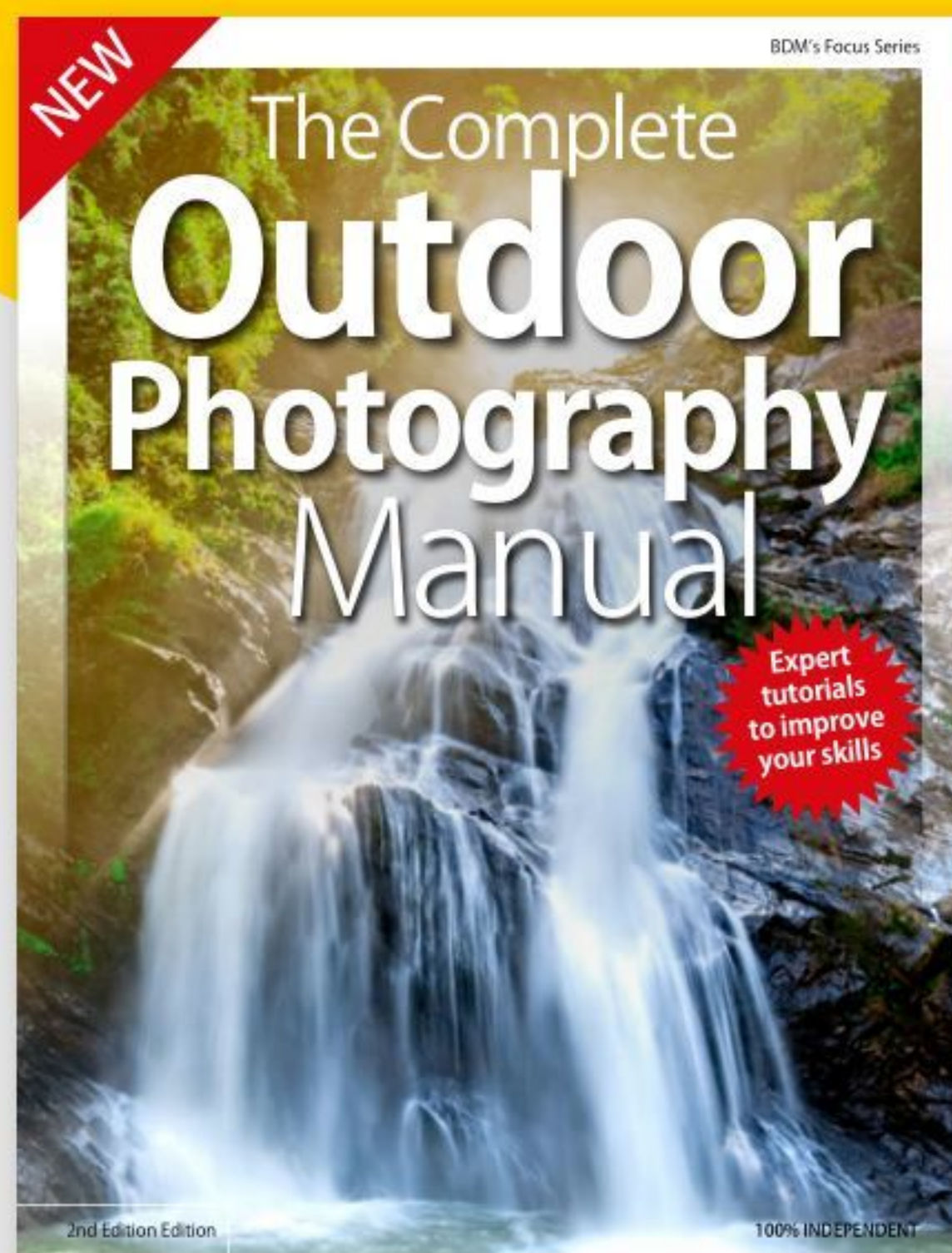
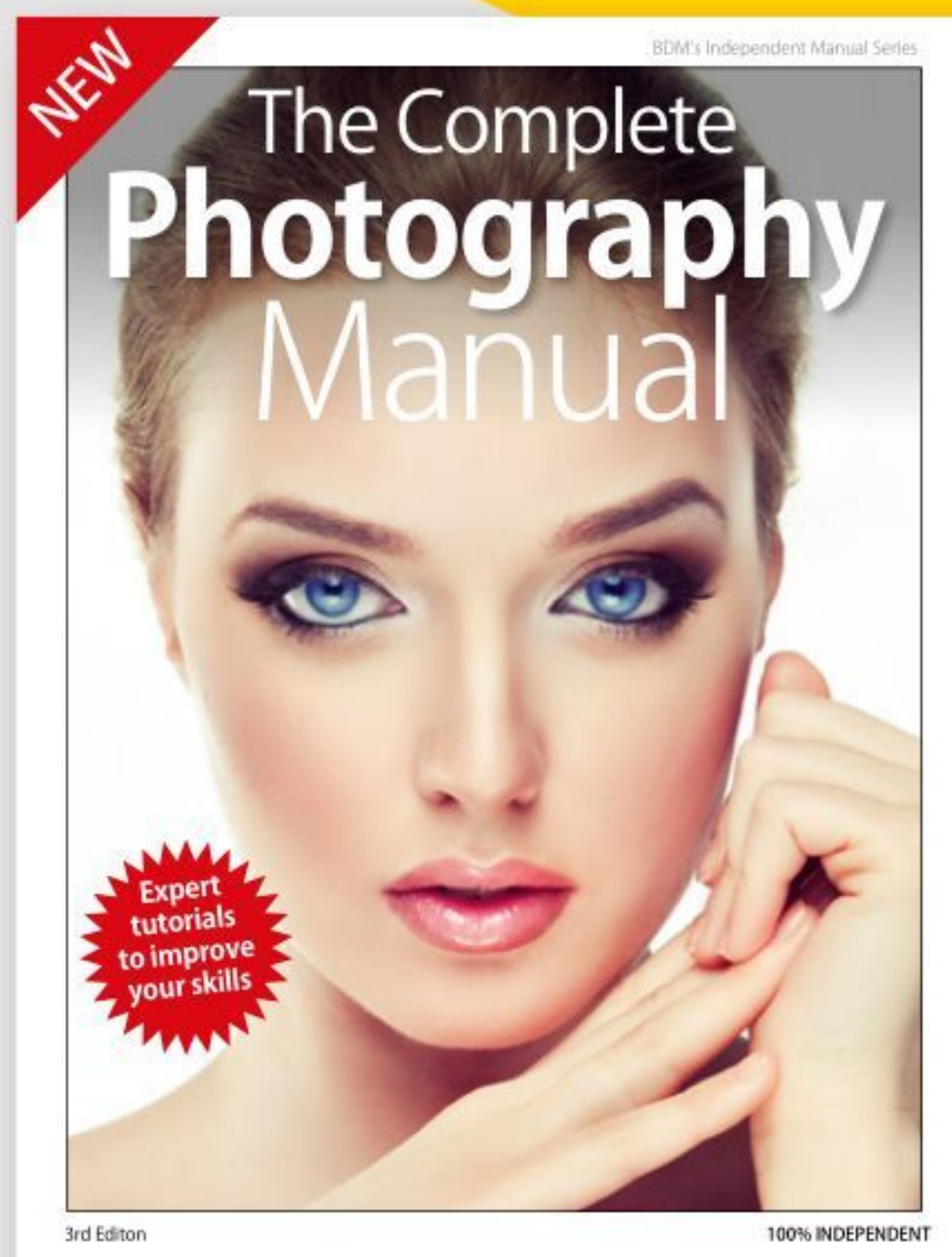
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BDM's Independent Manual Series

# Photoshop Elements Manual



**Elements is a photo editor and organiser that gives you the control to find, catalogue, edit and share your favourite images effortlessly.**

It is very likely that in this digital age, the number of photos you have on your computer is vast. It is very easy to take photos and deposit them on your computer and never look at them again. It is also likely that you have photos that you really like but that might be underexposed, badly lit; or could be improved if you were able to remove an annoying background distraction. You may even want to cut your subject out, put it into another scene entirely and create a new look for an image. If you've ever wanted to do more with your photo collection but didn't need the advanced power of Adobe Photoshop CC, then Elements is for you.

Now, thanks to Adobe Photoshop Elements, you have an easy and affordable means to find all those elusive images, organise them and manipulate your favourite ones to make them even better. It is easier than ever to quickly and easily make your images look amazing with just a few clicks of your mouse. From automated and guided edits to hands-on expert modes, you can create exactly what you want. The only thing holding you back is your imagination.

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# Starting with Photoshop Elements

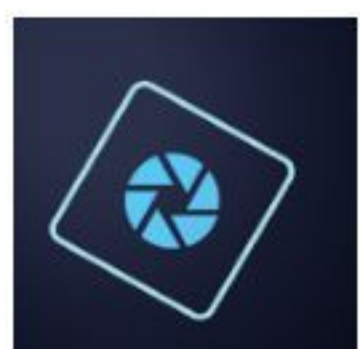
If you are new to Photoshop Elements, cataloguing your photos and digitally manipulating them may seem like a whole new world you have to conquer. Do not worry though, we will guide you through the basics and get you started on your way to becoming a skilled user of the software. We hope to have you importing, tagging, organising and editing your photos like a pro in no time at all. With that in mind, let's begin the journey and get you more familiar with how it all works.



## Contents

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# What is Photoshop Elements?

Let's take a moment to get to know a little more about the software and how it can help you with your day to day image editing.

**A**dobe Photoshop Elements is a great option for those who want an extensive toolset that can take on most of their image editing needs, without the requirement of highly advanced features such as you would find in Photoshop CC. It is also a great choice for those who only need one-click solutions to their image editing needs, or perhaps want to start to learn how to take on the more involved techniques and tools that Elements has to offer. Another big plus point in its favour is that it is one of the very few remaining Adobe products that can be purchased outright, without the need for subscription.

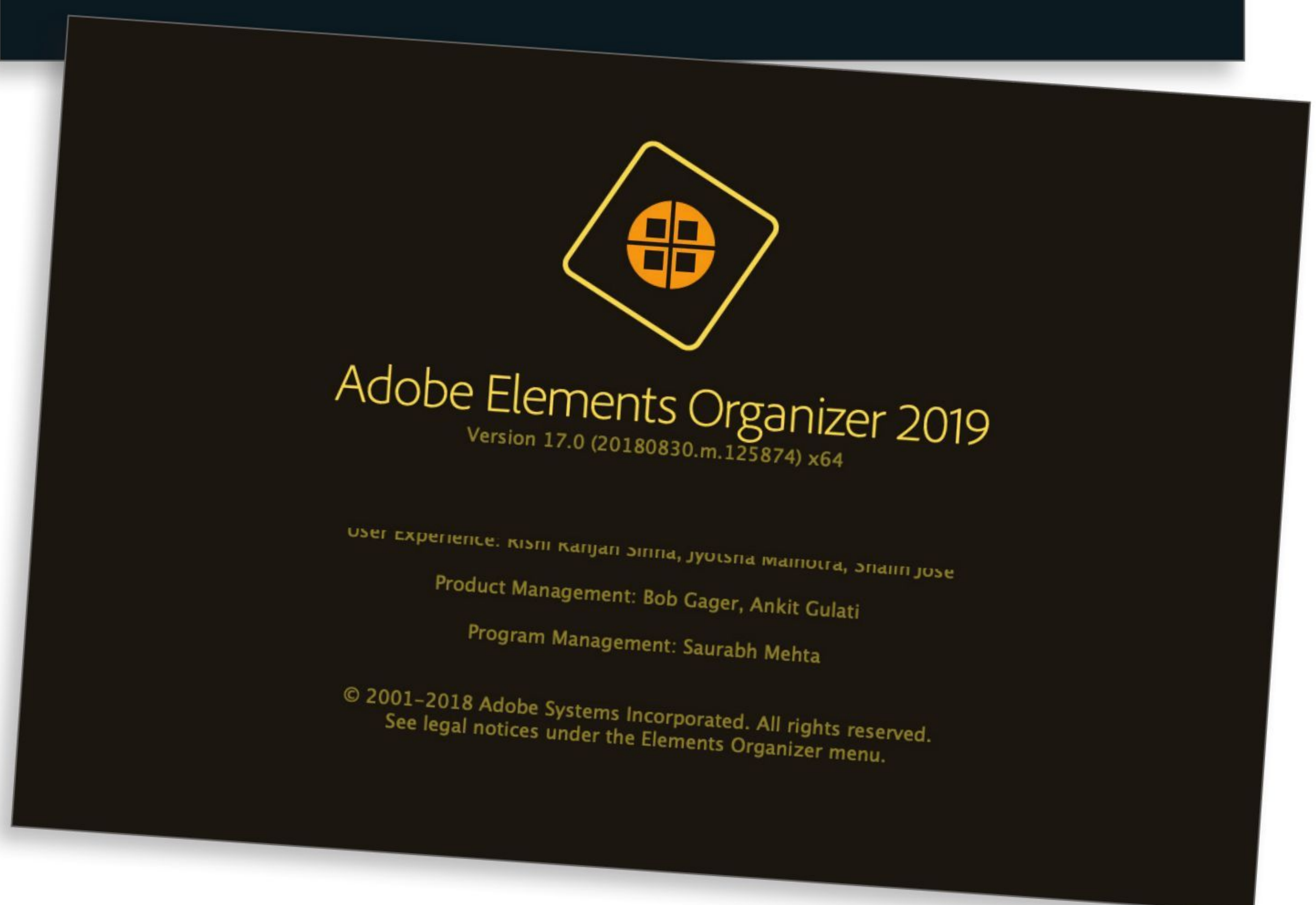
## A Worthy Alternative

There was a time when, in certain quarters, Elements was considered a dumbed-down version of Photoshop with a limited toolset, that was only meant for beginners with no aspirations to advance to the more technically advanced techniques seen in Photoshop. However, recent versions of Elements have shown that it is a worthy standalone alternative to using Photoshop. It is a focused image editor and cataloging application that is more than capable of taking on any image editing task you care to send its way.

In its current form, Adobe Photoshop Elements is comprised of two main components. One is the image editing module of the software where you can touch up your photos or even manipulate and transform them beyond recognition. The Edit section is broken down into three sections. The first is the Quick Edit mode, then comes the Guided Mode section and finally there is the Expert mode.

## Make the Most of Modules

Each module has its own set of tools and preset options that can quickly get the job done. Quick Edit, as the name suggests, contains the basic editing





The Adobe Photoshop Elements and Organizer interfaces are designed to be as intuitive as possible with plenty of options for beginners and experienced users alike.

tools such as colour correction, cropping, quick selection, spot healing, sharpening and lighting fixes. You can also apply some one-click presets such as Smart Fix, Exposure and Lighting.

## Helping Hand

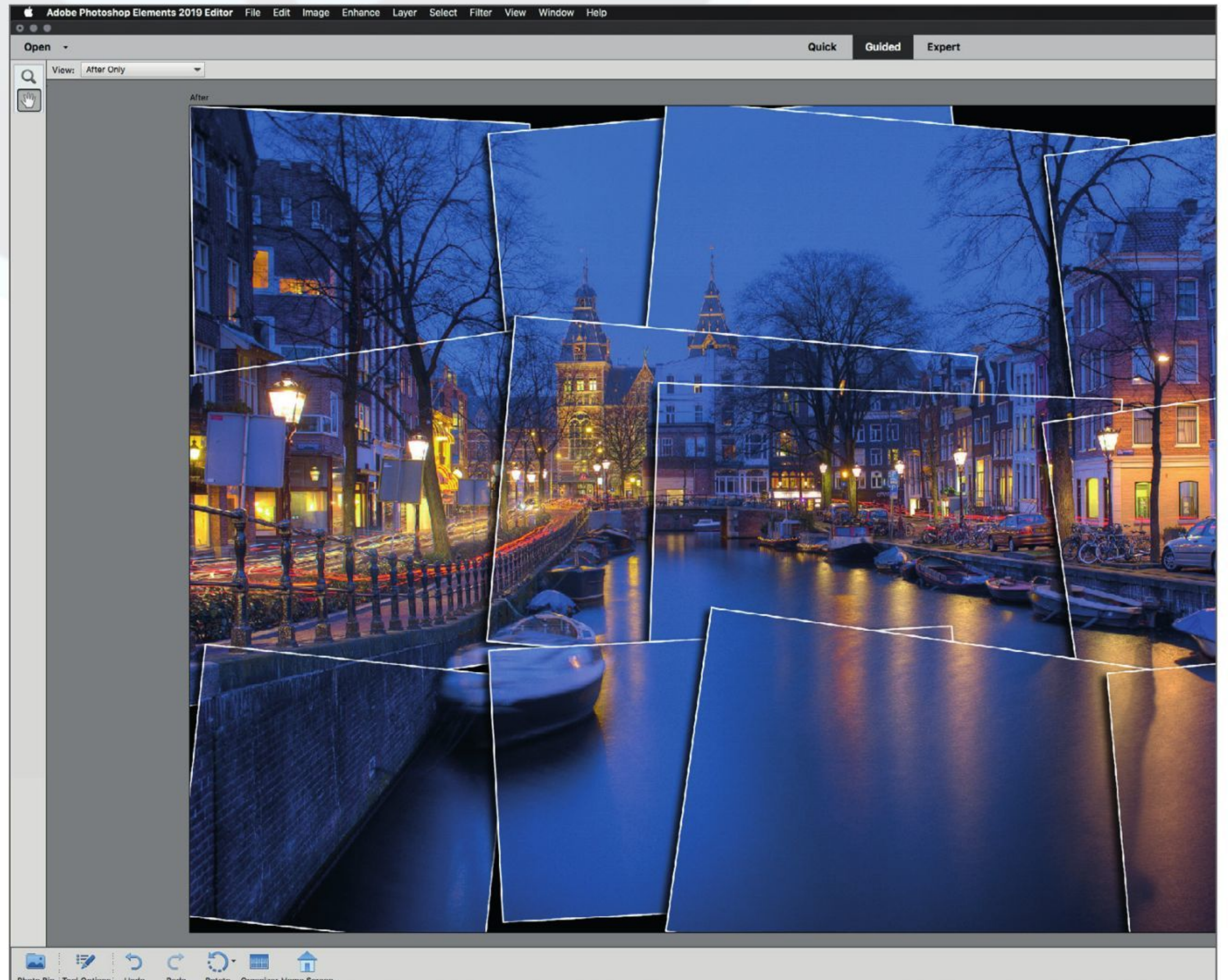
The Guided module is also fairly self-explanatory. Here you can make any number of popular image adjustments to your photos, with guided step-by-step tutorials, such as altering brightness and contrast, resizing photos, rotating and straightening your images and adding vignettes. It also has a number of specialised and fun options for restoring old photos, creating your own frames and replacing backgrounds.

## More Advanced Options

Finally comes the Expert mode. This has more of the feel of its big brother, Photoshop to it. It has a toolbar ranged down the left hand side of the workspace and on the right is the layers panel that behaves much in the same way as Photoshop's layers palette. Here you also have access to a number of photo colour presets such as Faded Photo, Glow and Monotone Color. There are also a number of filters for more artistic effects such as coloured pencils, watercolours, distortion effects and sketch filters. You can also add Bevels, Patterns, Strokes, Photographic Effects and much more by accessing the icons in the lower right of the taskbar at the bottom of your workspace. Expert mode is the most hands-on of the three modes you can employ and gives you access to all the tools, so you can apply all your own advanced edits to your photos.

## Getting Organised

The second main component of the latest Adobe Photoshop Elements is the Elements 2019 Organizer. At its heart, this is a cataloguing and photo organising program that lets you import, sort, tag and rate your photos. If you wish, you can create albums and use names, locations, date, time and GPS data to sort them. The program can even employ face recognition to find and sort photos of people and tag them much as you would in Facebook. Indeed, you can actually import your list of Facebook friends as an aid to tagging the people in your photos. If



it detects a similar name being entered as a tag, it will display those existing names similar enough as a match to be an option for tagging.

The two components of Photoshop Elements and Elements Organizer are separate programs, which can be a bit of nuisance if you need to keep switching between them but you have at your disposal a set of powerful

editing tools that will keep beginner and expert happy.

Over the page we'll begin to delve deeper into the workspaces offered by the Editor and Elements Organizer. It is best to consider the Editor module as your digital darkroom and design studio and to think of Elements Organizer as your library, where you keep all your media items such as photos and videos.



# The Elements Home Screen

We start the journey by becoming more familiar with all the module environments you will be working with.

## Welcome Home

When you open Adobe Photoshop Elements 2019, you are presented with a Home screen. This simple screen is your gateway to the Photo Editor program or the Organizer. The third option available is to activate the Adobe Premiere Elements Video Editor, if you have purchased that as well. If not, it will ask if you want to download a trial version.

You also have the option at the top of the Home screen to search for help on things you want to achieve in the programs or to click on any of the featured Try This guides and What's New items and Inspiration articles ranged across the screen.

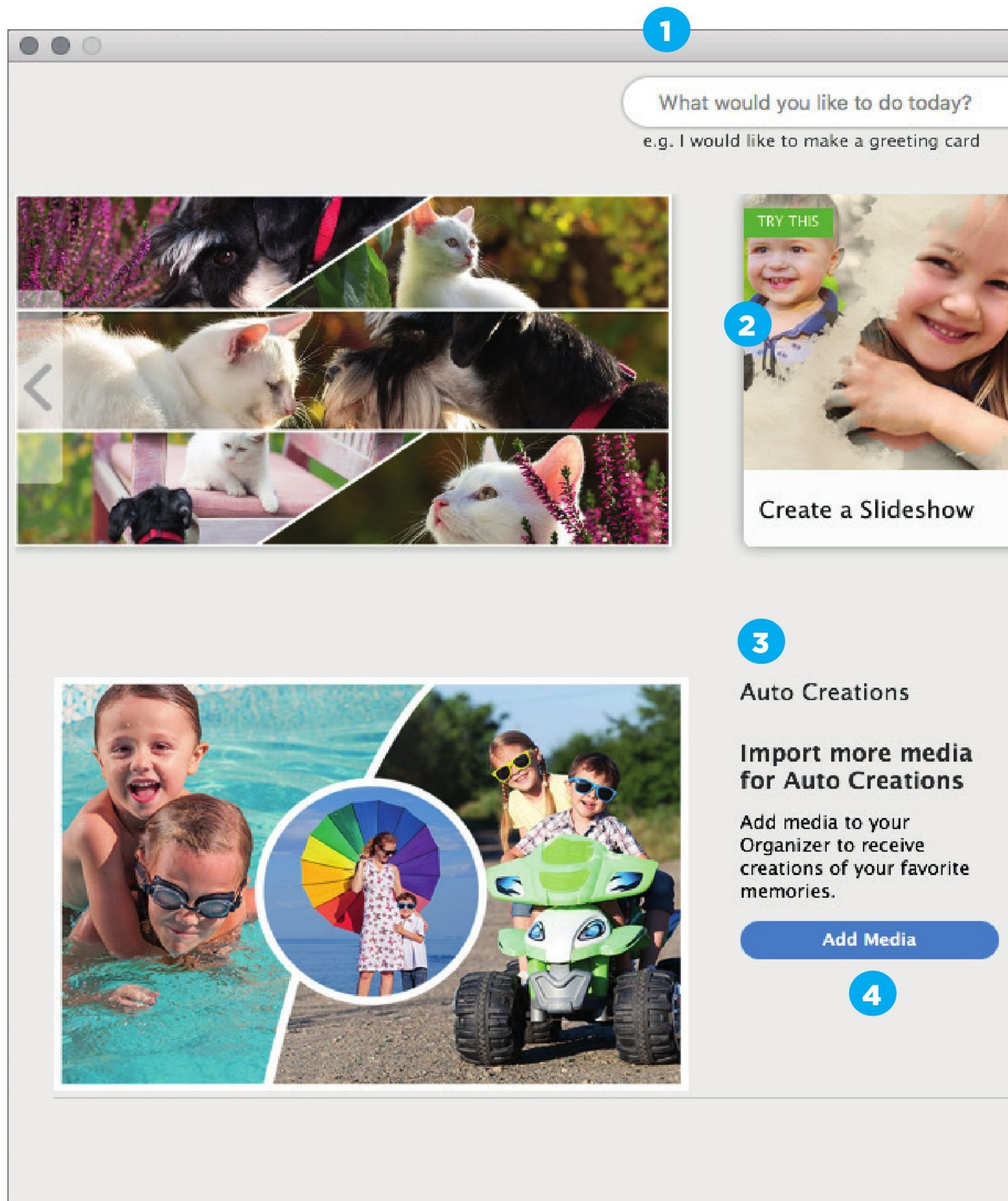
On the extreme top right of the page are buttons for Facebook and Twitter and a Help button that takes you to Adobe Customer Support.

### 1 Search Option

From the home page you can search for things you need to learn more about. If you want to learn how to make a calendar for instance, type that in the search bar and it will show you links to help files that can tell you more.

### 2 Featured Guides

Ranged along the top of the home page are a number of clickable guides and inspirational media that gets you into the heart of what Photoshop Elements 2019 is all about. There are several themes you can access. Try This are guided tutorials that help you create exciting media and art. What's New highlights all the step-by-step features that are new to this version. Inspiration is a collection of stories and articles to get you in a creative mood.





### 3 Auto Creations

When you open the home page for the first time, you will be prompted to add media for Auto Creations to make a series of personalised creations, such as slide shows that use your own photos and videos.

### 4 Add Media

Auto Creations are created with media (photos or videos) that you've imported. If you haven't imported any media yet, click Add media under Auto Creations on the Home screen and relaunch the app. You can open and edit any Auto Creation and instantly share it with your family and friends.

### 5 Program Chooser

To the right of the home page are the icons for Organizer, Photo Editor and Video Editor. You can click on these to activate the relevant program. If you do not have the Adobe Premiere Elements video editor program for instance, it will ask you if you want to try it for free with the option to purchase later if you wish.

### 6 Recent Files

Any images you have been working on recently will be displayed here for quick access. Click on the image you want to continue working on and it will be opened within the relevant program.

### 7 Facebook Button

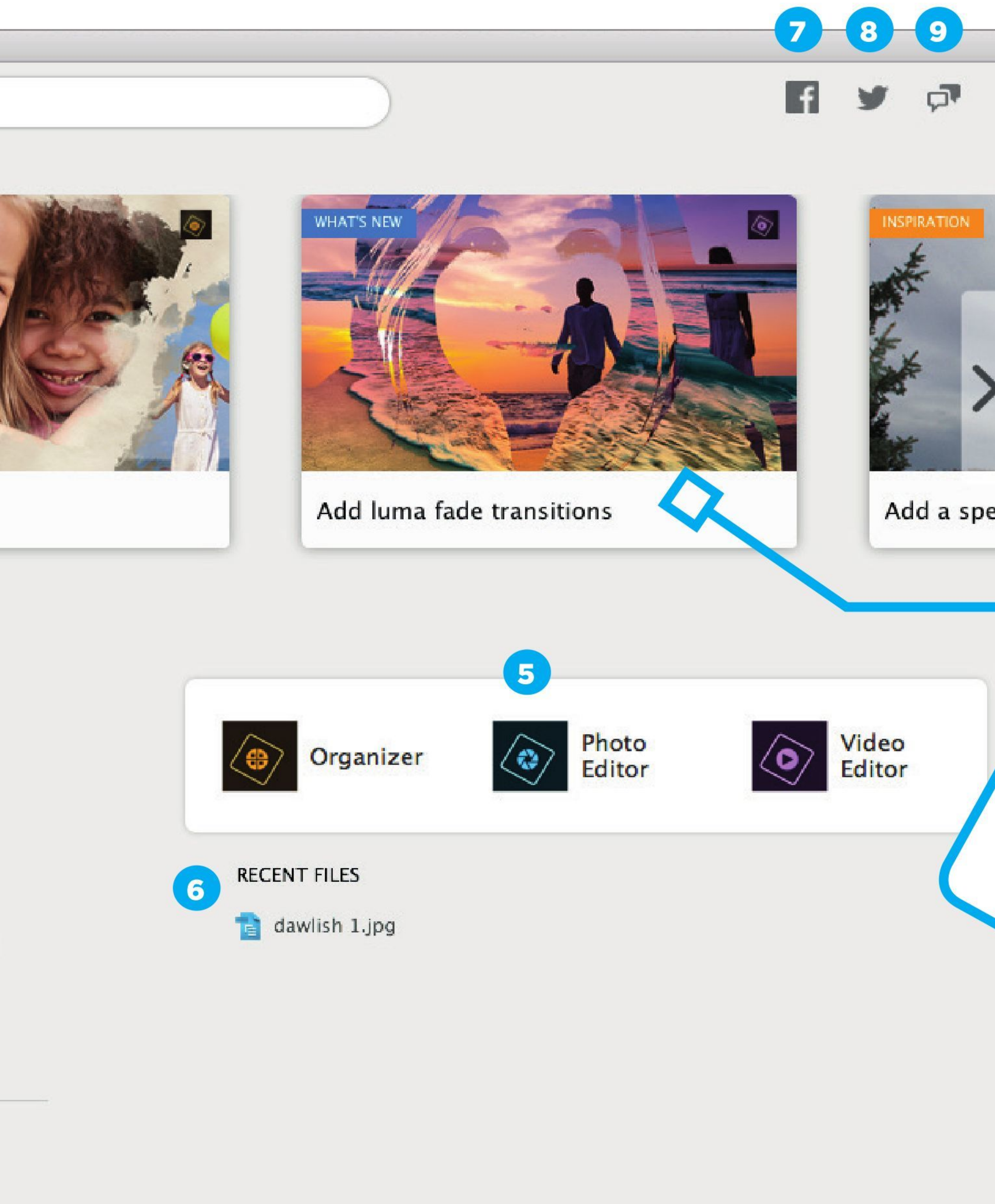
Click this button to go to the Adobe Photoshop Elements Facebook page.

### 8 Twitter Button

When you click this button, it will take you to the Photoshop Elements Twitter feed where you can view, reply to, retweet and like tweets.

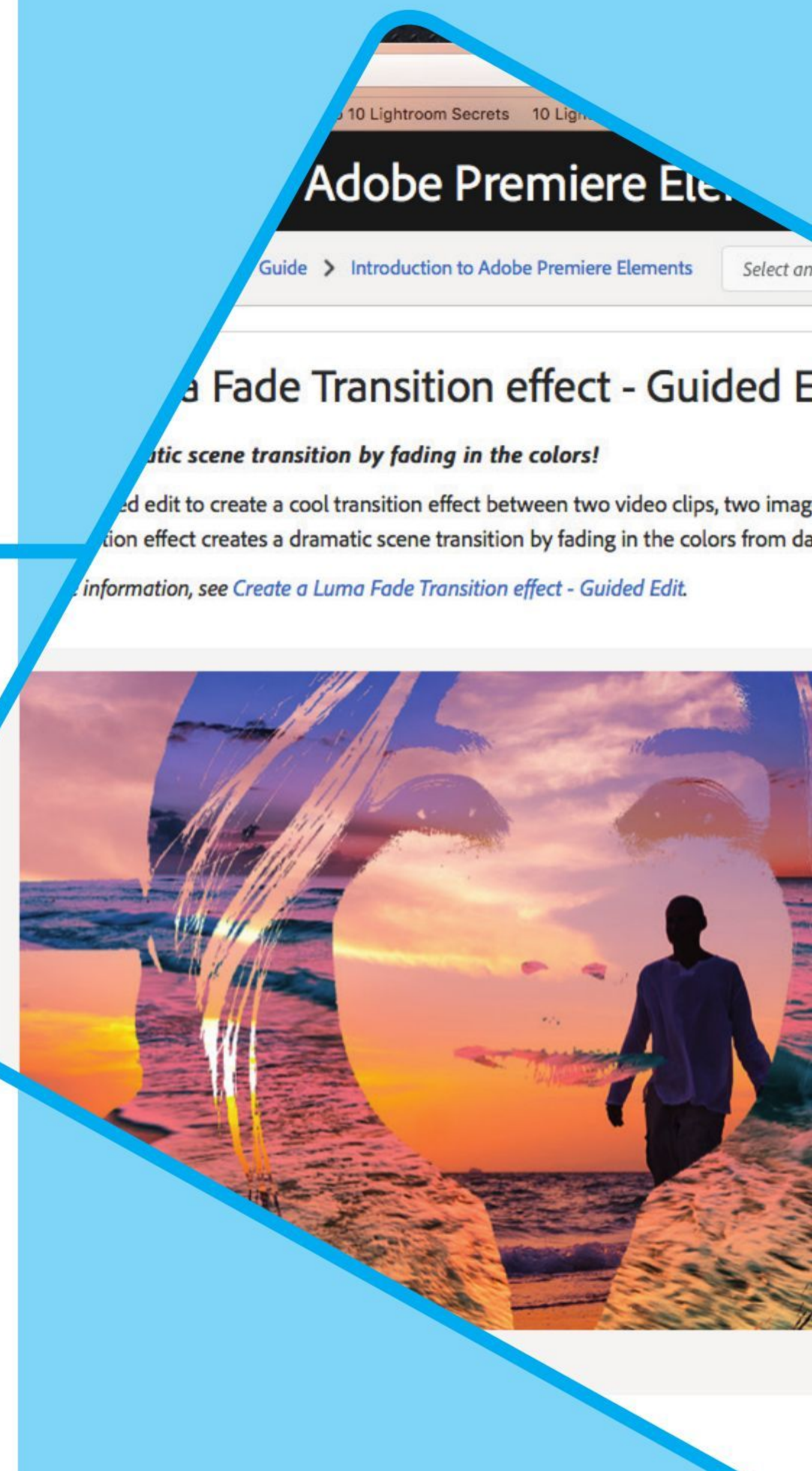
### 9 Help Button

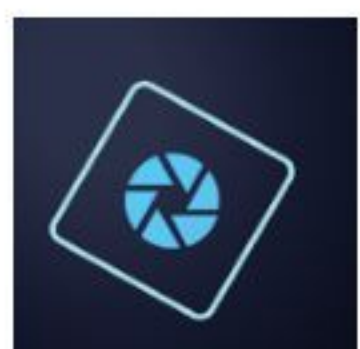
If you need further assistance, you can click this button to be directed to the Adobe Customer Support webpage.



## Explore the Guides

For those who are in need of more guidance, or just some creative inspiration, go ahead and click on any of the featured guides and articles to explore more of the online world of features Adobe Photoshop Elements has to offer.





# The Quick Mode Workspace

For fast and simple edits, this is the mode to get you editing quickly, with one-click results for better photos.

## One-click Power

Although this mode is designed to be quick and simple to use, it is still a powerful method to rapidly improve your photos with easy one-click presets that give you instant feedback on how your image will look with the new adjustments applied. There are many filters to choose from and many ways you can adjust your image to make it perfect, so you can share it with the world.

### 1 The File Menu

Although a number of file menu options will not be accessible, the main ones that you need will be available. All the Enhance options are there as well as the Filter Gallery presets.

### 2 Mode Selector

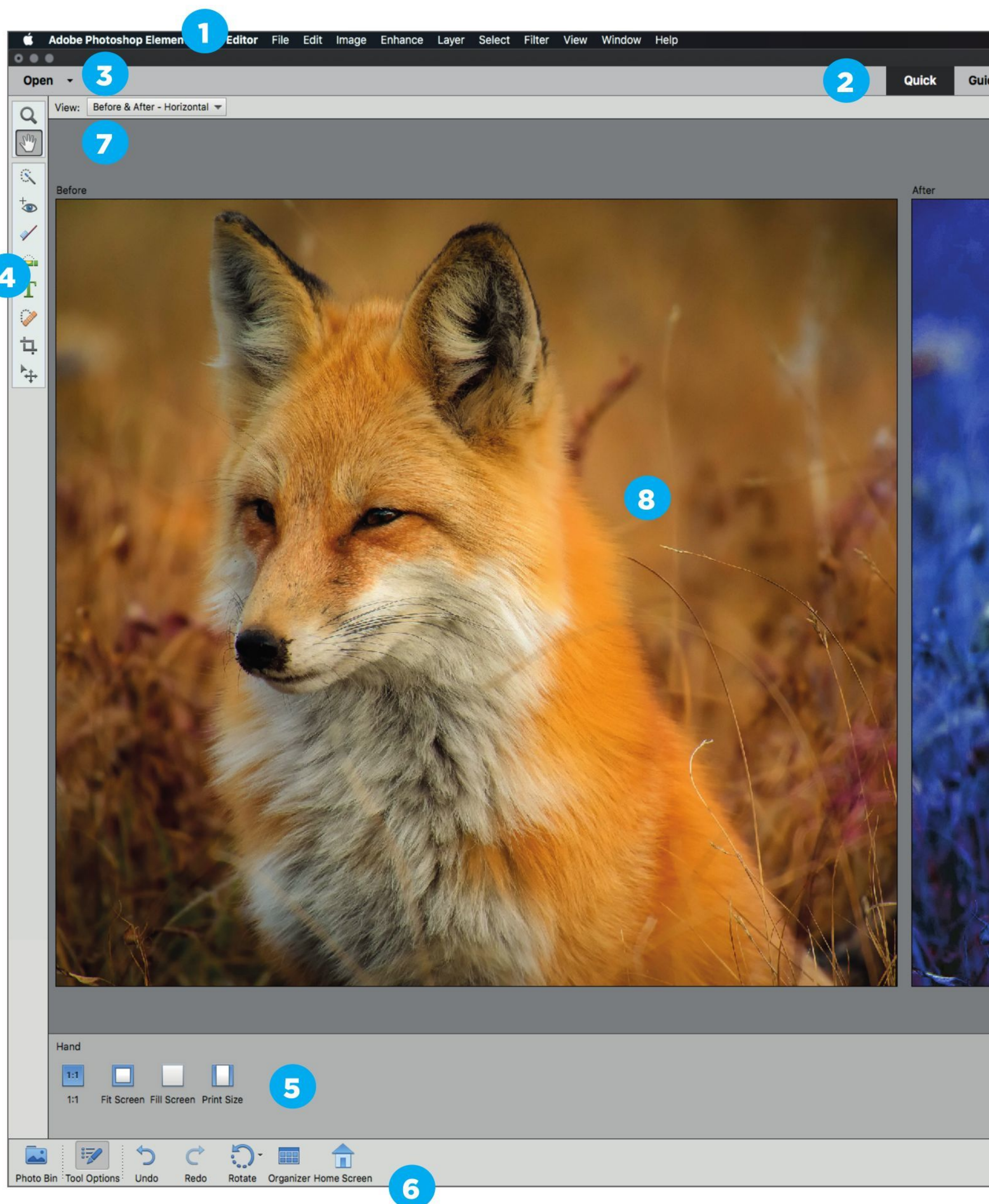
Here you can exit the current mode and choose to enter the Guided or Expert modes.

### 3 The Open Button

This is a simple button to specify a new project to work on. Click it to create a new document at the size you want. When you click OK, the document will be created and can be worked on in either Quick mode or Expert mode.

### 4 The Toolbar

The Quick mode toolbar has a core set of tools to get your image looking great with minimal effort. You can make quick selections to specific areas of the photo, crop it, straighten the horizon, whiten teeth and fix eyes as well as adding text and a number of varied filters, textures and adjustments.





## 5 The Tool Options Bar

For every tool you activate in the toolbar, you have another panel called the Tool Options bar that gives you many more choices as to how that tool can be modified and controlled. There are also additional tools that can be accessed in the Tool Options bar.

## 6 The Taskbar

The taskbar is situated at the bottom of the workspace and contains all the most frequently used actions, which are displayed as buttons. Click each one and you can see all the images you are working on at that time, display or hide the Toolbar Options bar and Undo or

redo any steps you have performed on your image. You also have the option to rotate the image and activate the Elements Organiser if you need to.

## 7 View Options

Clicking on this button reveals the View options. This is useful if you want to compare a before and after view of your currently active image, to see how much the image has changed from its original untouched state.

## 8 Active Image Area

The image you are working on is displayed in this area. It will either be as a single image or, if you have chosen a

different view option, as two images that represent the before and after state of the photo.

## 9 Zoom Slider

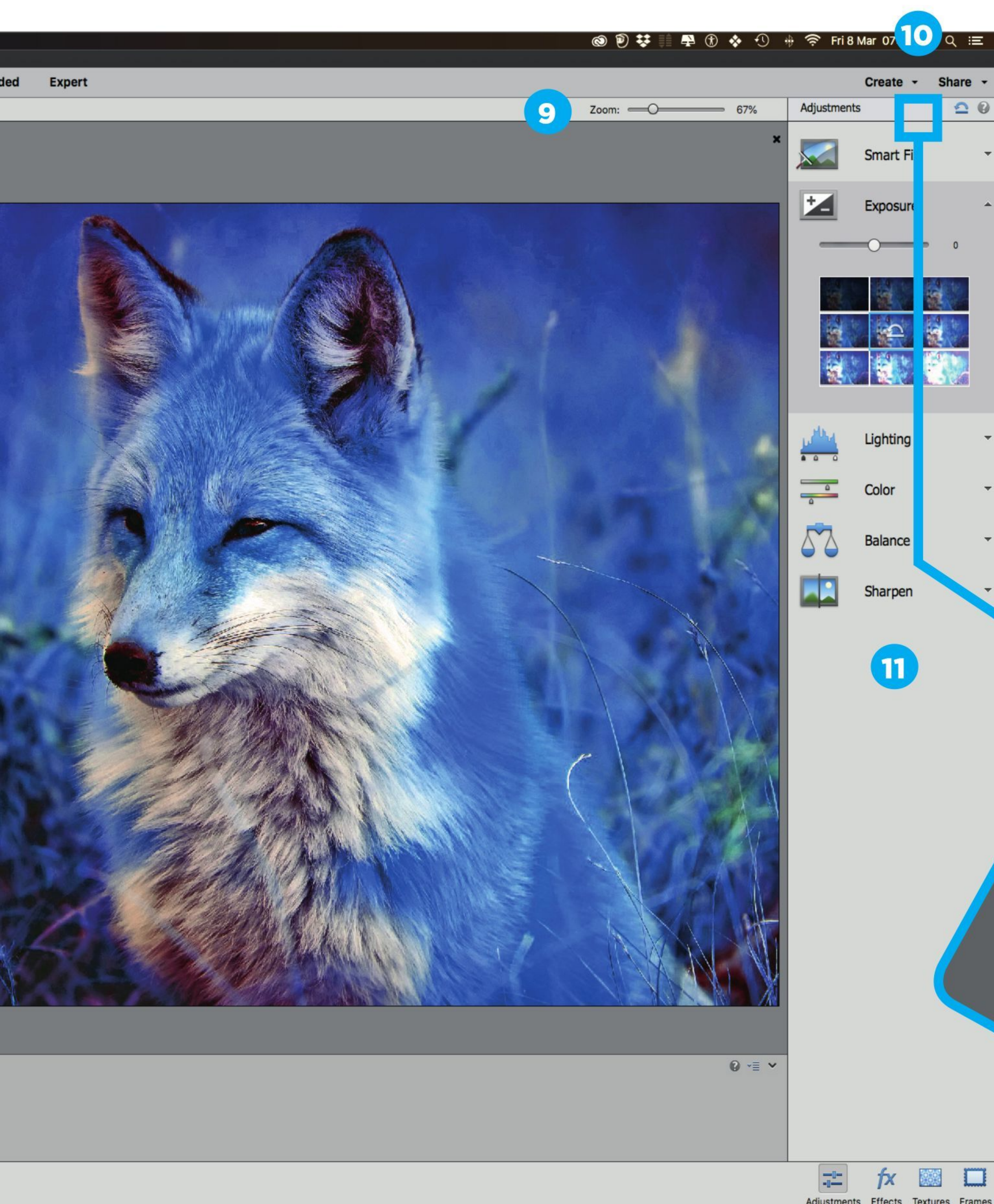
This slider lets you quickly zoom your image from 1% all the way up to 3200%.

## 10 Create and Share

These two dropdown menus display options for creating slide shows, photo books, greetings cards, calendars, Facebook Covers and much more. You can also share your works of art on Facebook, Flickr and Twitter.

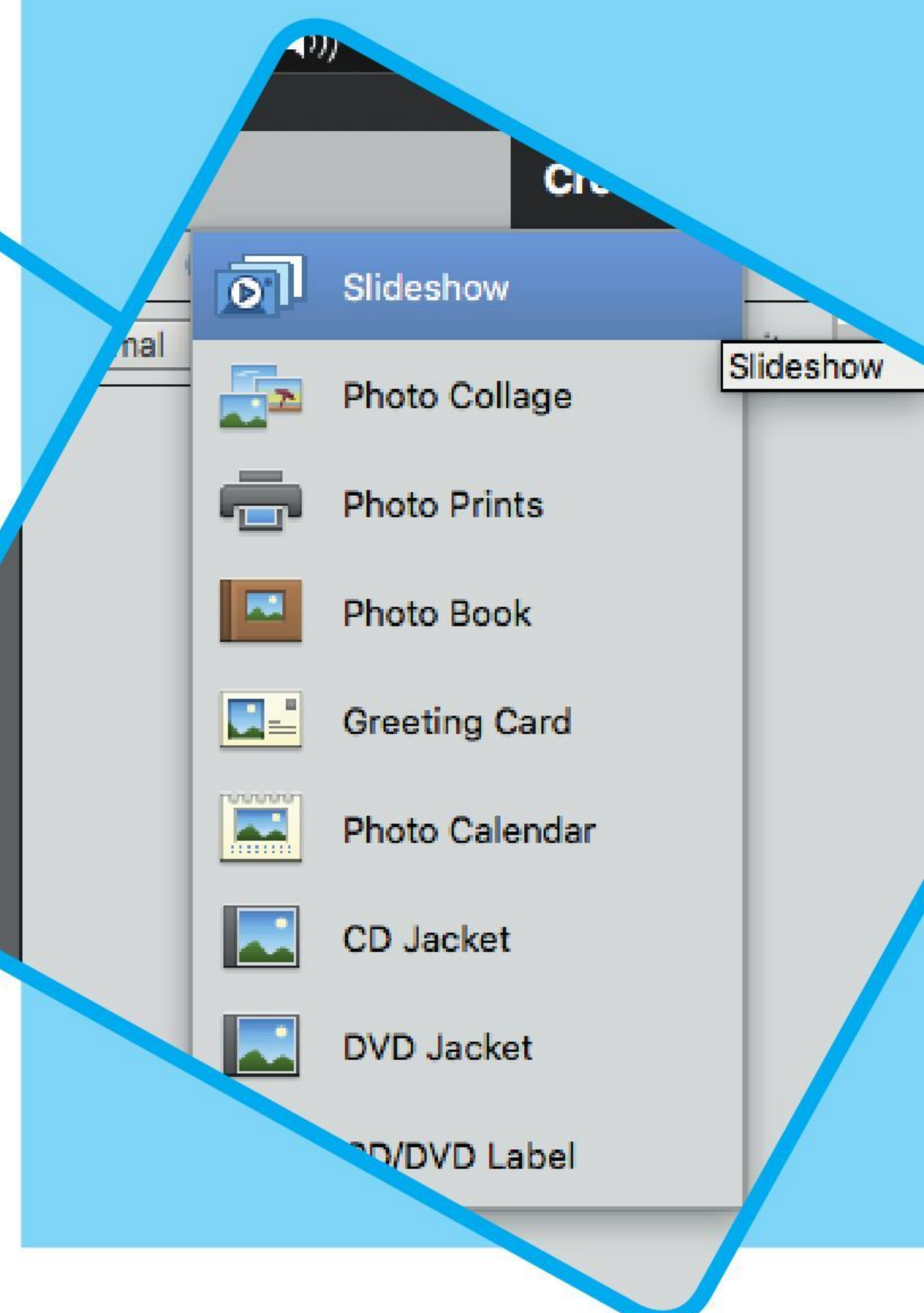
## 11 The Panel Bar

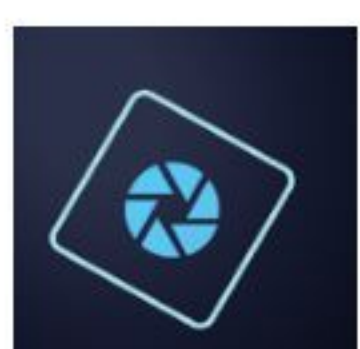
This panel changes content depending on what adjustment or effect you are using. If you are using the Adjustment tools, then they will be displayed in the right hand panel bar. Items such as Smart Fix, Exposure, Lighting and Colour will be available here and each can be clicked to reveal its available options. The Effects menu, Textures and Frames are also available to be accessed here.



## Create and Share

Don't forget to check out the Create and Share options. Whether you want to share your creation online and on social media or make prints of your photos or even calendars, click the buttons to explore further.





# The Guided Mode Workspace

This mode is great for accomplishing a variety of effects, with a handy guide for each one you use.

## 1 Category Selector

Here you can select which effect you want to apply to your image. There are six categories of effects to choose from.

## 2 Basics

Contains the Basic effects Brightness and Contrast, Correct Skin Tone, Crop Photo, Levels, Lighten and Darken, Resize Your Photo, Rotate and Straighten, Sharpen and Vignette Effect.

## 3 Colour

This category contains Enhance Colour, Lomo Camera Effect, Remove Colour Cast and Saturated Film Effect.

## 4 Black & White

This section has a number of effects centred around monochrome. Black and White, B&W Colour Pop, B&W Selection, High Key, Line Drawing and Low Key.

## 5 Fun Edits

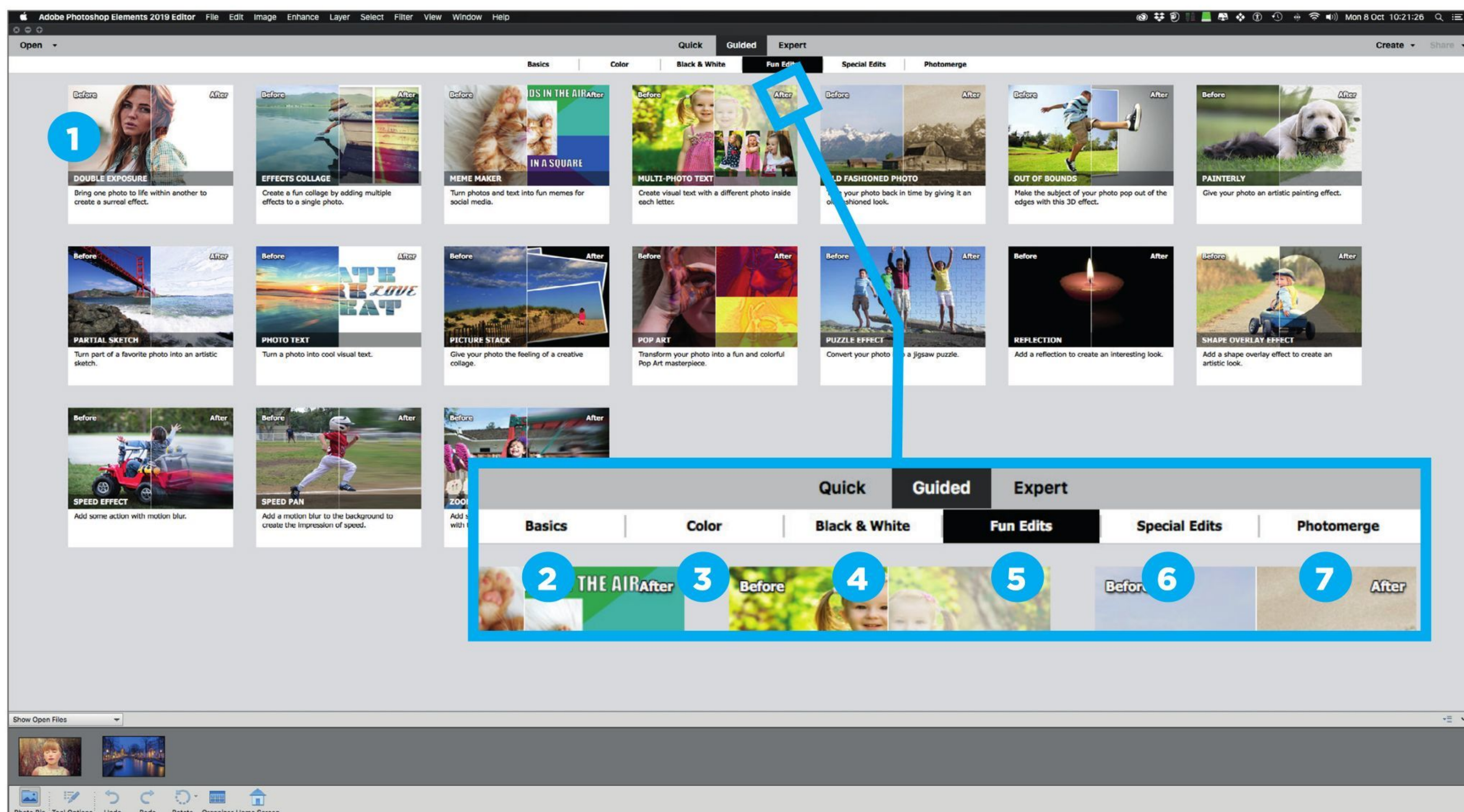
You can find a lot more creative edits under this category. You have some diverse effects to try out such as Double Exposure, Effects Collage, Meme Maker, Multi-photo Text, Old Fashioned Photo, Out of Bounds, Painterly, Partial Sketch, Photo Text, Picture Stack, Pop Art, Puzzle Effect, Reflection, Shape Overlay Effect, Speed Effect, Speed Pan and Zoom Burst Effect.

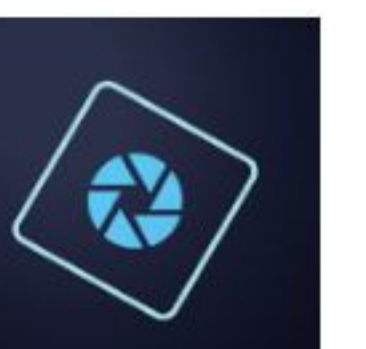
## 6 Special Edits

More specialised image manipulation effects are kept in this section of the Guided edit workspace. It contains Replace Background, Depth Of Field, Frame Creator, Orton Effect, Perfect Portrait, Recompose, Replace Background, Restore Old Photo, Scratches And Blemishes, Text and Border Overlay, Tilt-shift and Watercolour Effect.

## 7 Photomerge

The Photomerge section mainly concentrates on blending two or more photos or extracting and merging subjects from one shot into another.





There's Photomerge Compose, Photomerge Exposure, Photomerge Faces, Photomerge Group Shot, Photomerge Scene Cleaner and Photomerge Panorama.

## 8 Open

If you choose to select a new image from the Open menu during a guided edit, you will be asked if you want to discard the current guide, in order to start a new one with the image you are about to open.

## 9 Zoom Tool

Click the Zoom Tool icon or press Z to activate the zoom tool. You can magnify the image up to 3200%. Wherever you click with the mouse, the image will be magnified and the point you clicked will be placed in the centre of the workspace. Press the Alt key on your keyboard to decrease the magnification factor.

## 10 Hand Tool

Click the Hand Tool icon or press H to be able to move your magnified image around. With the Hand Tool active, click and drag your photo to move it around within the active image area.

## 11 View Options

Clicking on this button reveals the View options. This is useful if you want to compare a before and after view of your currently active image, to see how much the image has changed.

## 12 Photo Bin view

Where appropriate, this menu button displays options on how to view any currently active images that are contained in your Photo Bin.

## 13 The Taskbar

The taskbar is situated at the bottom of the workspace and contains all the most frequently used actions.

## 14 Active Image Area

This is where the image you are working on will be displayed.

## 15 Zoom Slider

This slider lets you quickly zoom your image from 1% all the way up to 3200%.

## 16 Guided Steps Panel

Whichever effect you choose to apply to your image, the steps required to complete it are displayed as numbered steps in the guidance panel on the right of the active image area. You can follow the steps, clicking the appropriate buttons and altering parameters until you are ready to commit the changes.

## 17 Next and Cancel

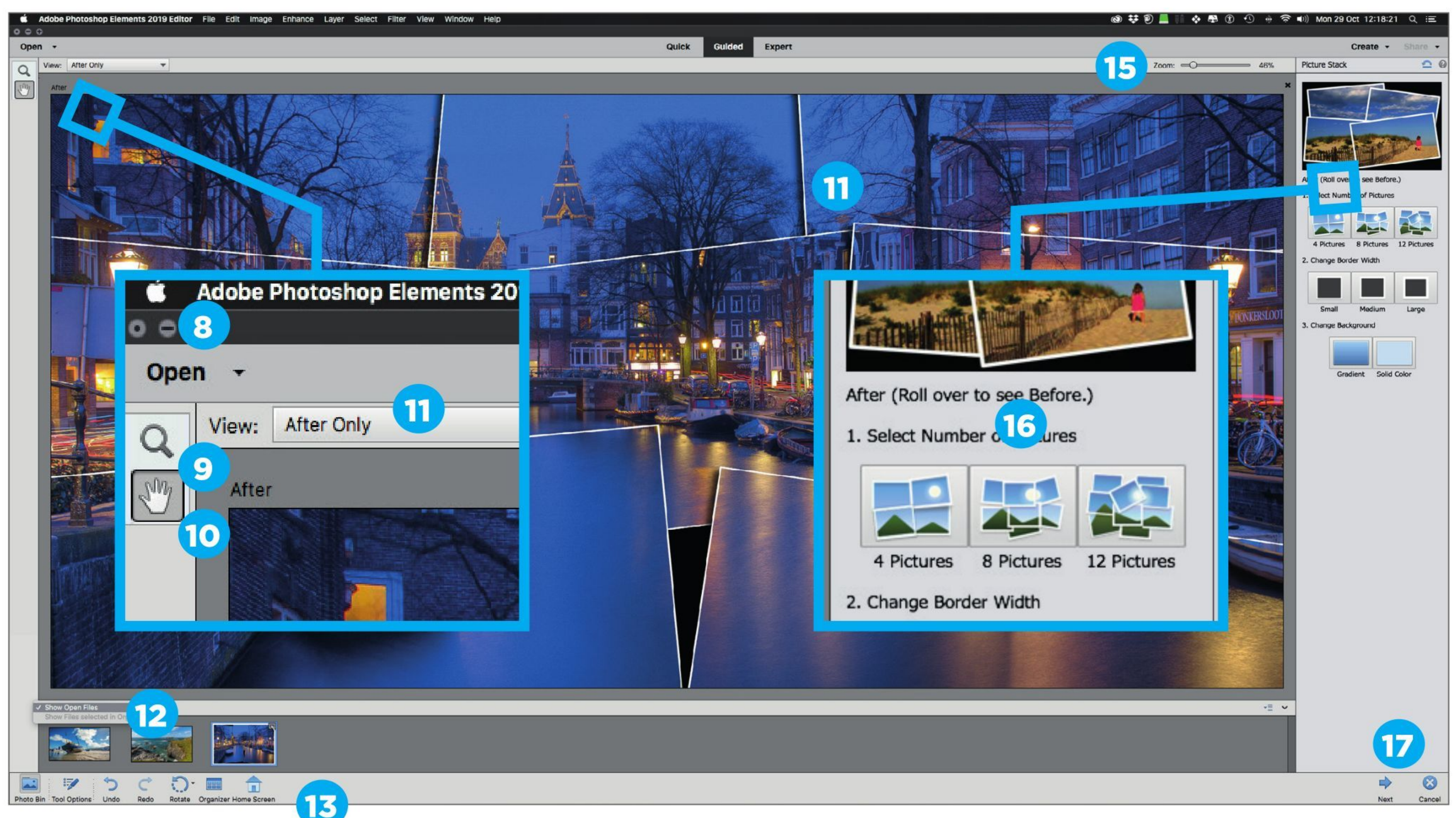
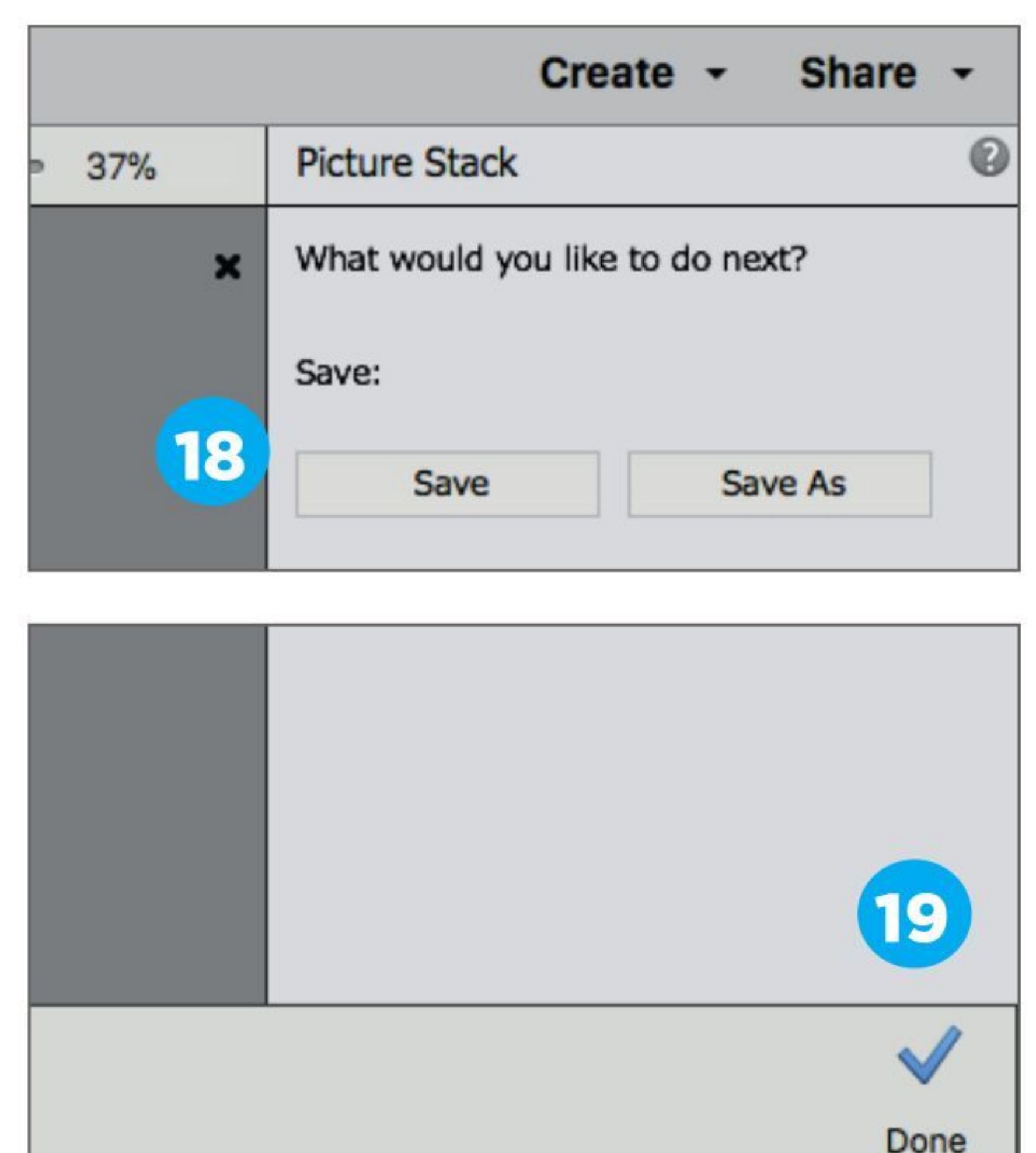
Click Next to commit the changes of the guided edit you have just applied or click Cancel to cancel the edit entirely and begin again.

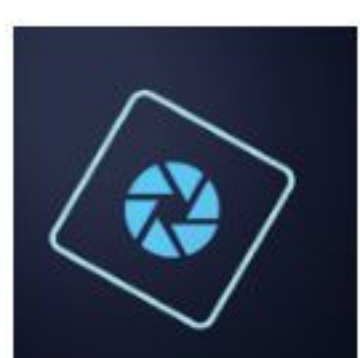
## 18 Save

Once you have clicked Next, you can choose to save your image or save it under a new name and/or image format. You can also elect to continue working on the image in either Expert or Quick mode. You can also choose Share to upload it to Facebook, Twitter or Flickr.

## 19 Done

Simply returns you to the Guided category page. If you look in your Photo Bin, your image will have a small brush icon in its top right corner, which indicates it has edits applied. If you close the image and haven't saved it, you will be prompted to do so if you wish.





# The Expert Mode Workspace

For those who have developed their skills to the point where they are comfortable getting more hands-on with their images.

## 1 The File Menu

Most of the File menu options will be made available to you in this particular workspace, since all the tools and effects parameters are there to be used manually with little or no guidance from the program.

## 2 The Open Button

Common to each workspace, click on the Open button to view any recently active images you have been working on or to create a new blank file ready to be worked on.

## 3 The Tools Panel

This panel contains all the essential tools you are going to need for powerful and flexible image editing. It is broken down into View, Enhance, Draw, Modify and Colour sections.

## 4 Document Tab

Each image that is open will be marked by a document tab to identify each image. It will display the filename of the photos currently open.

## 5 Active Image Window

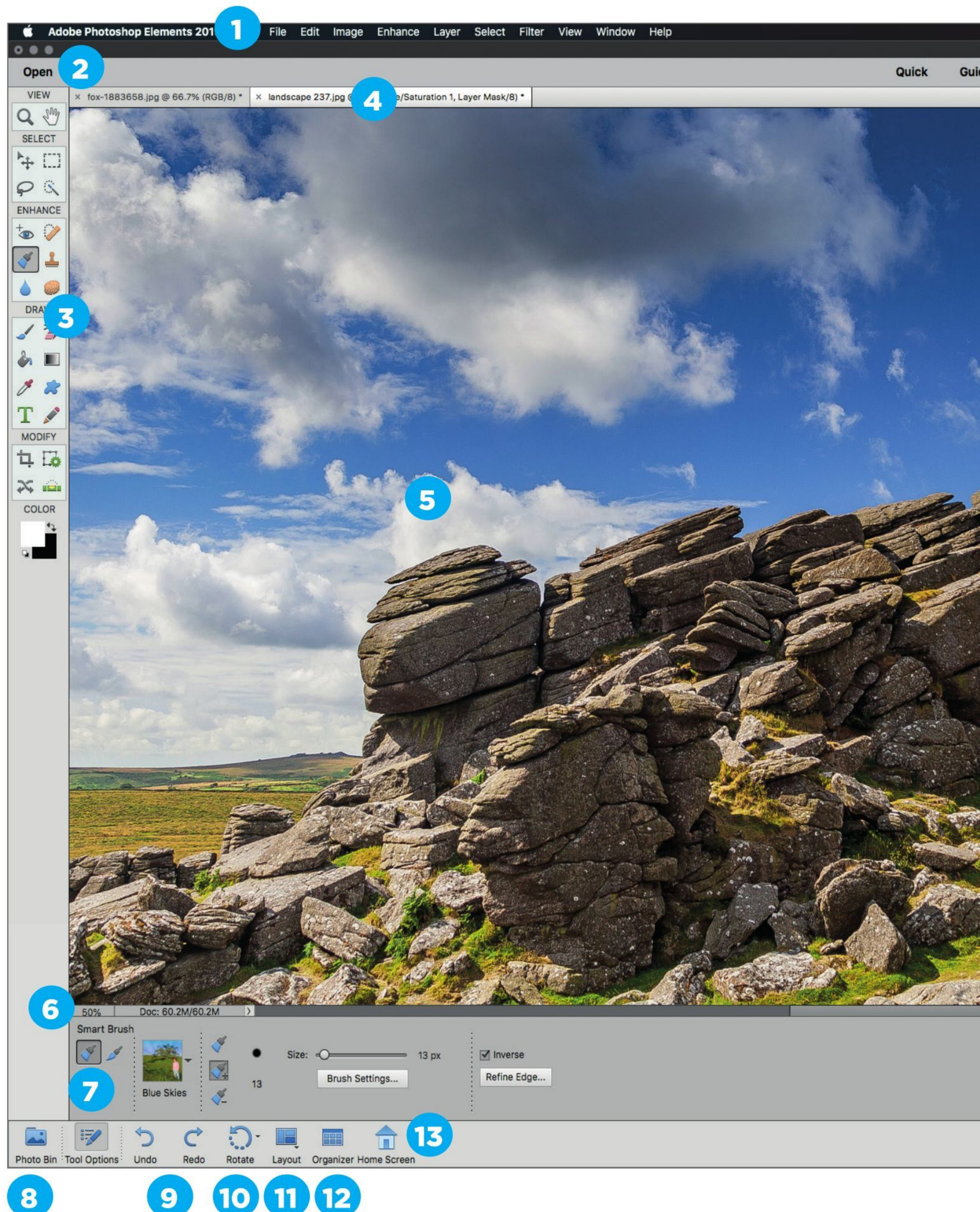
This displays the current image you are working on.

## 6 Document Info

You can choose what information about your active document is displayed here.

## 7 Tool Options Panel

This panel is context sensitive and displays additional options and controls for each tool that you select from the tool panel.





## 8 Photo Bin

The Photo Bin panel displays thumbnails of all open photos currently being used by the program.

## 9 Undo/Redo

Clicking the Undo button allows you to step back through any actions you have performed on your image. Redo allows you to step forward.

## 10 Rotate Tools

Allows you to rotate your image in 45° steps either clockwise or anticlockwise.

## 11 Layout

If you have a number of documents open at one time, you can choose from a number of layout options to display them all at once within your active image area.

## 12 Switch to Organiser

Clicking on this button will open up the Elements Organiser program where you can view and select images that you have imported and catalogued.

## 13 Home Screen

Click this button if you want to return to the Home screen.

## 14 Layers

One of the key aspects of more advanced image editing is to be able to work across multiple layers within your active document.

## 15 Effects

This will display all the effects options currently installed. They range from rubber stamp effects to pencil sketch effects and colour tints, which can all be applied to your photos.

## 16 Filters

Ranging from artistic effects to brush strokes and distortion and pixelation options, clicking the Effects icon will display all the creative effects available to be applied to the image.

## 17 Styles

There are a number of colour, texture and special effects that can be applied to any subject that is currently on a layer. They range from fibreglass textures to fire, chrome, bevelled edges and tints.

## 18 Graphics

These are background graphics that can be downloaded and used as backdrops in your compositions.

## 19 More

A pop up menu where you can open more currently hidden panels.

## 20 Layer Options

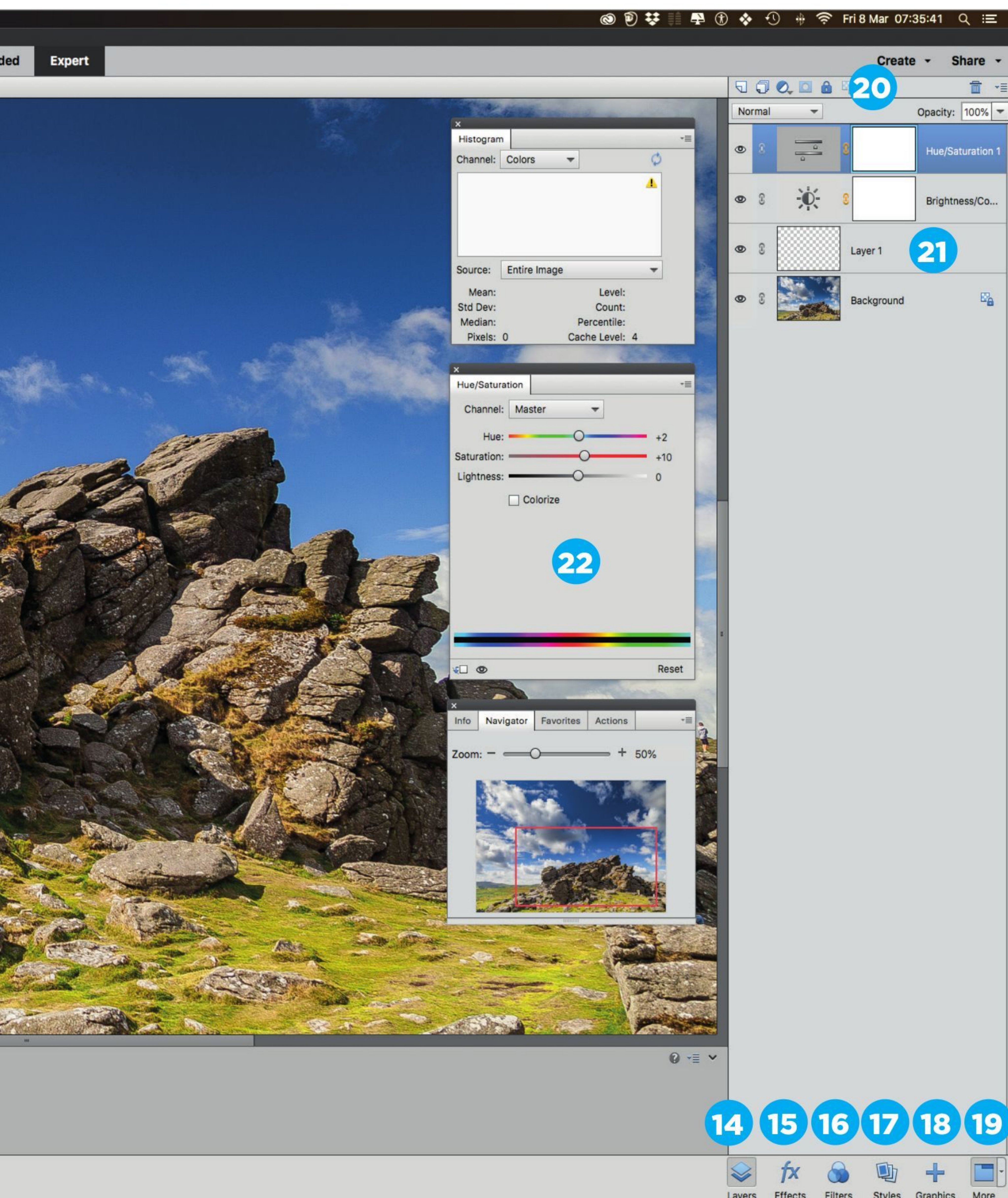
This panel allows you to add new layers, group selected layers, adjustment layers and masks.

## 21 Layers Panel

This is where layers are viewed and consists of the base background layer and any subsequent layer copies, brand new layers or layer adjustments.

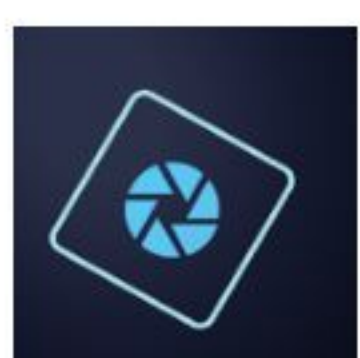
## 22 Layer Properties

For each layer adjustment you add, you have the corresponding properties panel to control its effect.



## Panels

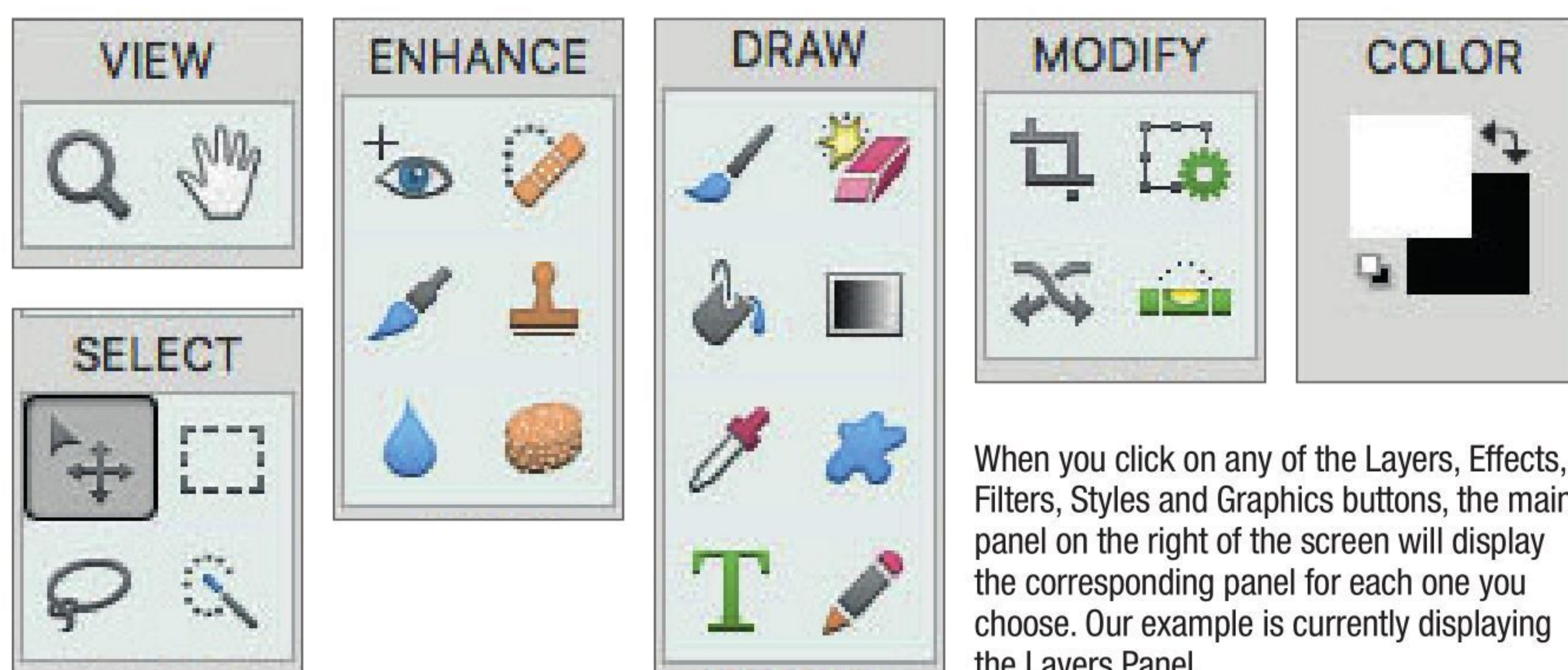
When you click on any of the Layers, Effects, Filters Styles and Graphics buttons, the main panel on the right of the screen will display the corresponding panel for each one you choose. Our example is currently displaying the Layers Panel.



# The Expert Mode Toolbar

All the main editing tools you need in Expert mode are accessible from the toolbar on the left of the workspace.

If you've used older versions of Elements or Photoshop, the main components of the toolbar will be familiar to you. There have been updates and additions to the tools available but most will be recognisable for what they are and you should be able to get to grips with the newest ones without too much issue. Although each tool has additional options displayed down in the Tools Options Panel, if you hold the Alt key and click on a toolbar icon, you can cycle through all variants of that particular tool to get to the one you want. Here is a breakdown of the toolset available in Adobe Photoshop Elements 2019.



When you click on any of the Layers, Effects, Filters, Styles and Graphics buttons, the main panel on the right of the screen will display the corresponding panel for each one you choose. Our example is currently displaying the Layers Panel.



## The Tool Options bar

The Tool Options bar appears at the bottom of the Photoshop Elements window and it displays the options for any selected tool in Expert and Quick mode

### 1 Active Tool

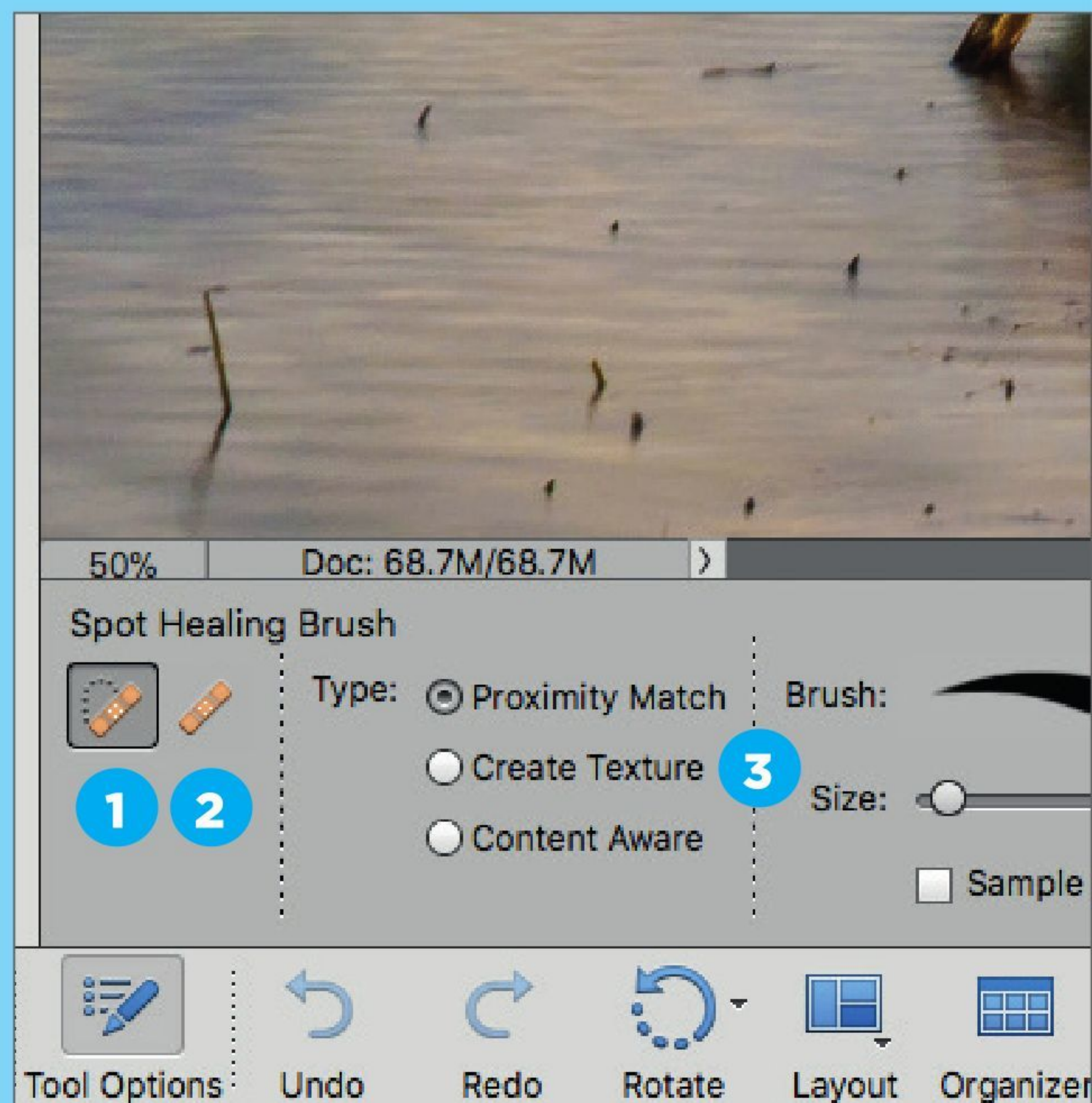
The currently active tool is highlighted.

### 2 Related Tools

Any related tools associated with the main tool, selected from the toolbar, will be displayed here.

### 3 Additional Options

For any tool that you have selected and have active, there are a number of additional options that let you control various parameters relating to that particular tool.





## Key to Symbols



## View Tools

The tools found in the View Tools section of the toolbar are designed for basic magnification: zooming in and out of your photo and moving it around the screen to view a portion of the zoomed image at your chosen magnification.

- 1 Zoom (Z)
- 2 Hand (H)

## Select Tools

This section covers all the tools that allow you to select all or parts of your image for targeted editing, cutting out or duplication to new layers.

- 3 Move (V)
- 4 Rectangular Marquee (V)
- 5 Elliptical Marquee (V)
- 6 Lasso (L)
- 7 Polygon Lasso (L)
- 8 Magnetic Lasso (L)
- 9 Quick Selection (A)
- 10 Selection Brush (A)
- 11 Magic Wand (A)
- 12 Refined Selection (A)
- 13 Auto Selection (A)

## Enhance Tools

The set of tools found in this section of the toolbar are for enhancing the image. You can heal, clone, blur, sharpen and

use targeted contrast effects on your photos and much more.

- 14 Eye (Y)
- 15 Spot Healing Brush (J)
- 16 Healing Brush (J)
- 17 Smart Brush (F)
- 18 Detailed Smart Brush (F)
- 19 Clone Stamp (S)
- 20 Pattern Stamp (S)
- 21 Blur (R)
- 22 Sharpen (R)
- 23 Smudge (R)
- 24 Sponge (R)
- 25 Dodge (R)
- 26 Burn (R)

## Draw Tools

The Draw section of the toolbar contains various elements that let you paint, draw, erase and sample colours in your photos. The text tools are also in this section.

- 27 Brush (B)
- 28 Impressionist Brush (B)
- 29 Colour Replacement Brush (B)
- 30 Eraser (E)
- 31 Magic Eraser (E)
- 32 Background Eraser (E)
- 33 Paint Bucket (K)
- 34 Gradient (G)
- 35 Eyedropper/Color Picker (I)
- 36 Custom Shape (U)
- 37 Rectangle Shape (U)
- 38 Rounded Rectangle Shape (U)

- 39 Ellipse Shape (U)
- 40 Polygon Shape (U)
- 41 Star Shape (U)
- 42 Line Shape (U)
- 43 Shape Select (U)
- 44 Horizontal Type (T)
- 45 Vertical Type (T)
- 46 Horizontal Type Mask (T)
- 47 Vertical Type Mask (T)
- 48 Text on Selection (T)
- 49 Text on Shape (T)
- 50 Text on Path (T)
- 51 Pencil (N)

## Modify Tools

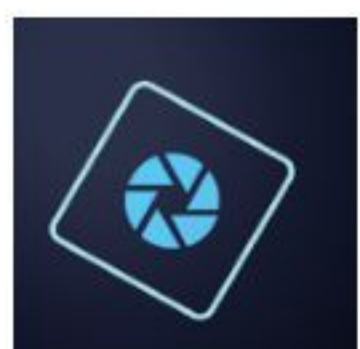
This set of tools is primarily concerned with how you can affect the crop and intelligently move items in the frame for different compositions.

- 52 Crop (C)
- 53 Cookie Cutter (C)
- 54 Perspective Crop (C)
- 55 Recompose (W)
- 56 Content-Aware Move (Q)
- 57 Straighten (P)

## Colour Tools

Here you can set your foreground and background colours, swap them over if required, access the colour picker and set back to default as required.

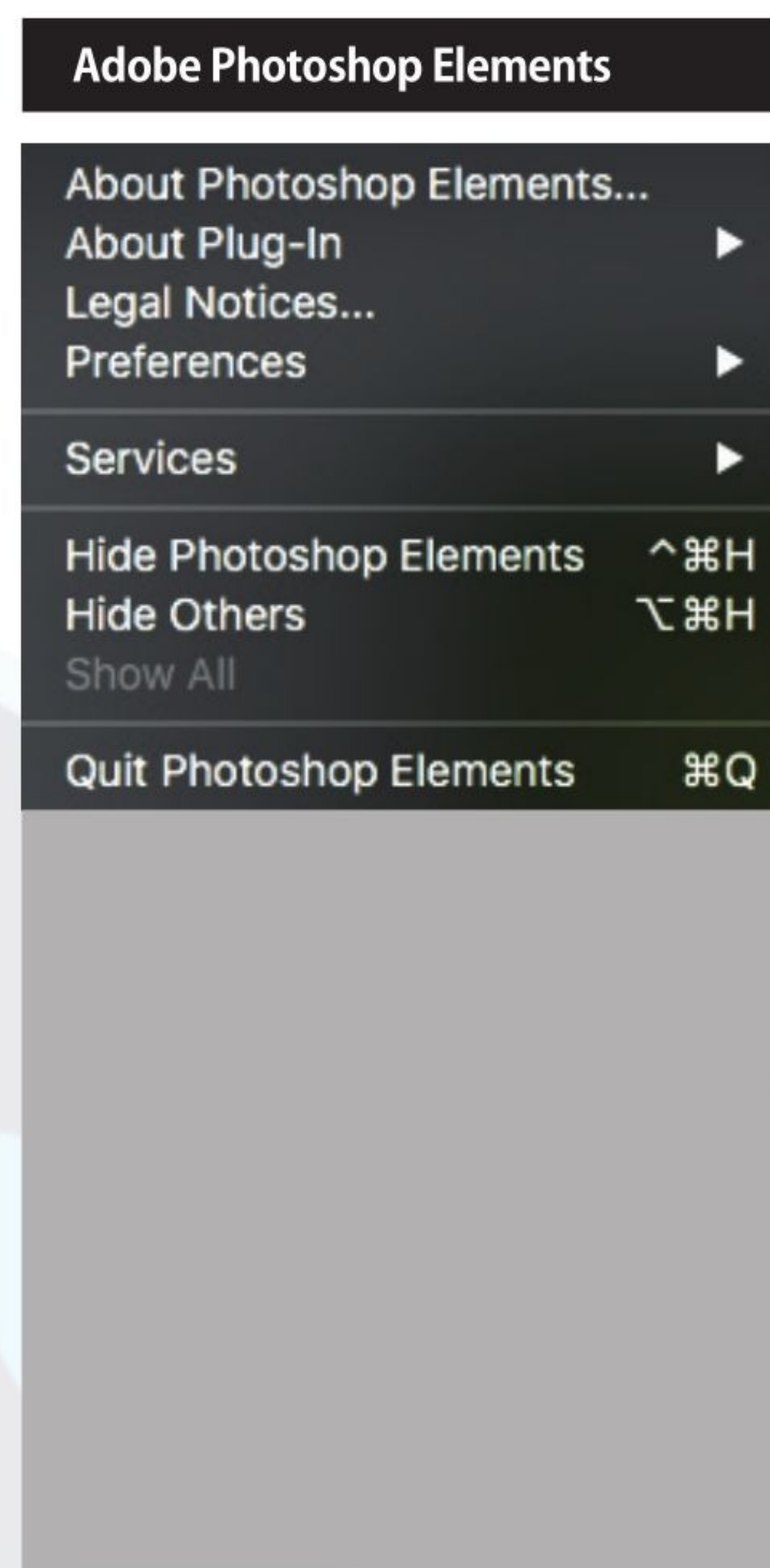
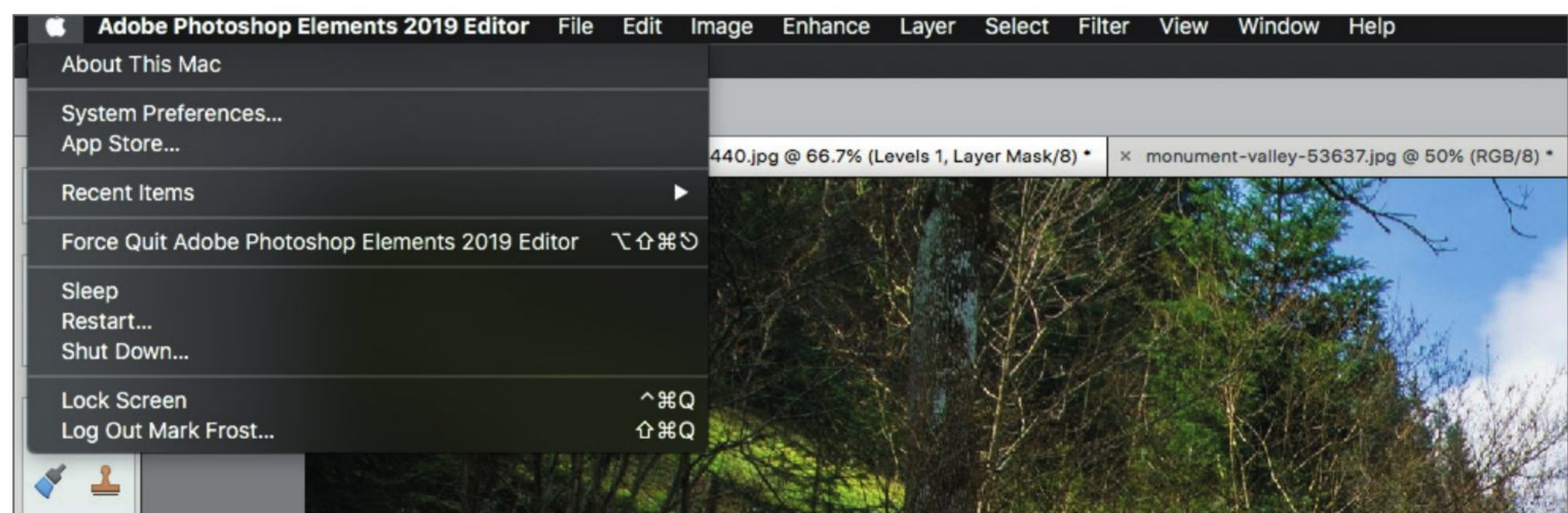
- 58 Colour Tools



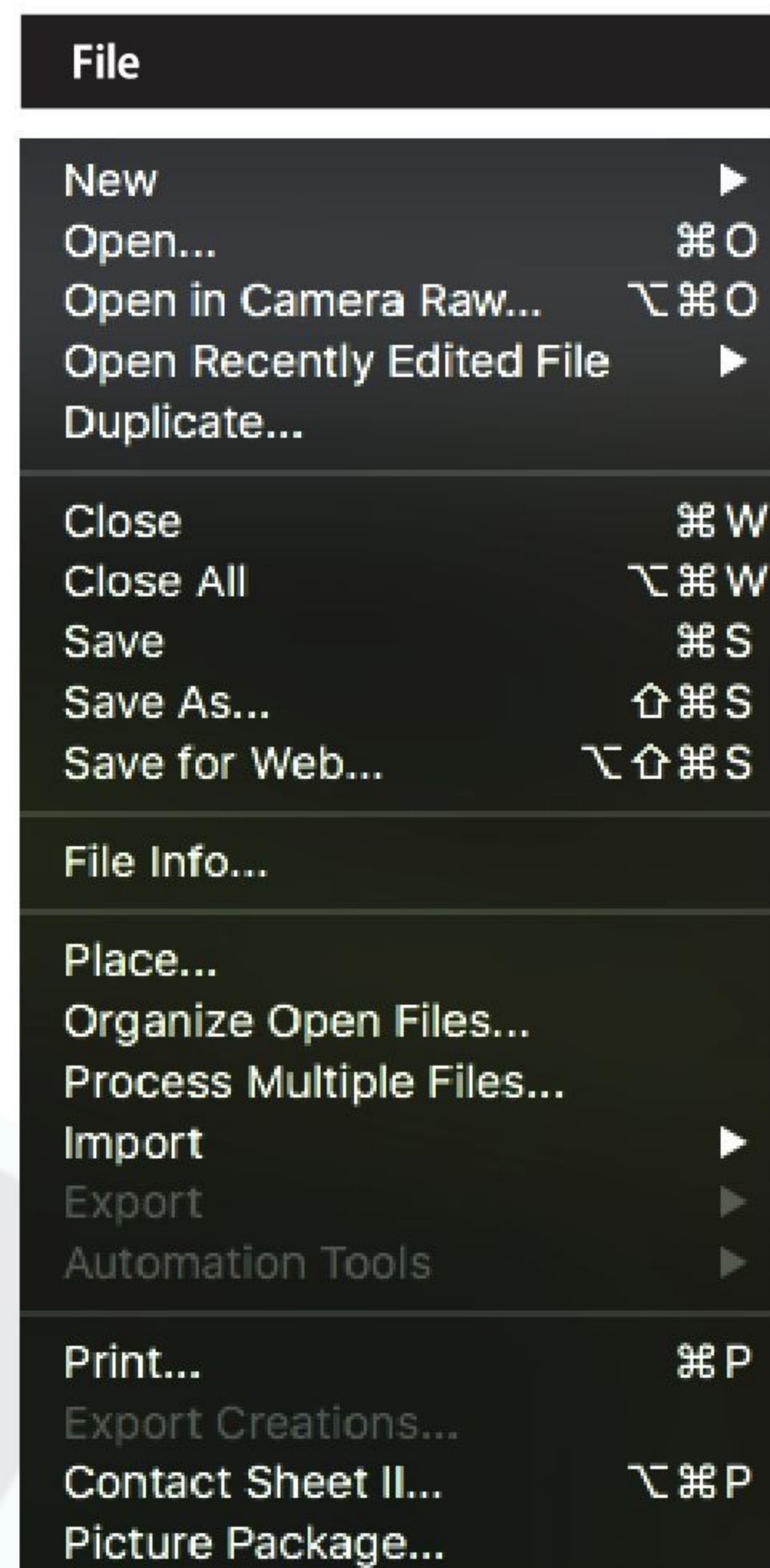
# The File Menu Layout

Get yourself familiar with the file menu system and you will see just how powerful the program can be.

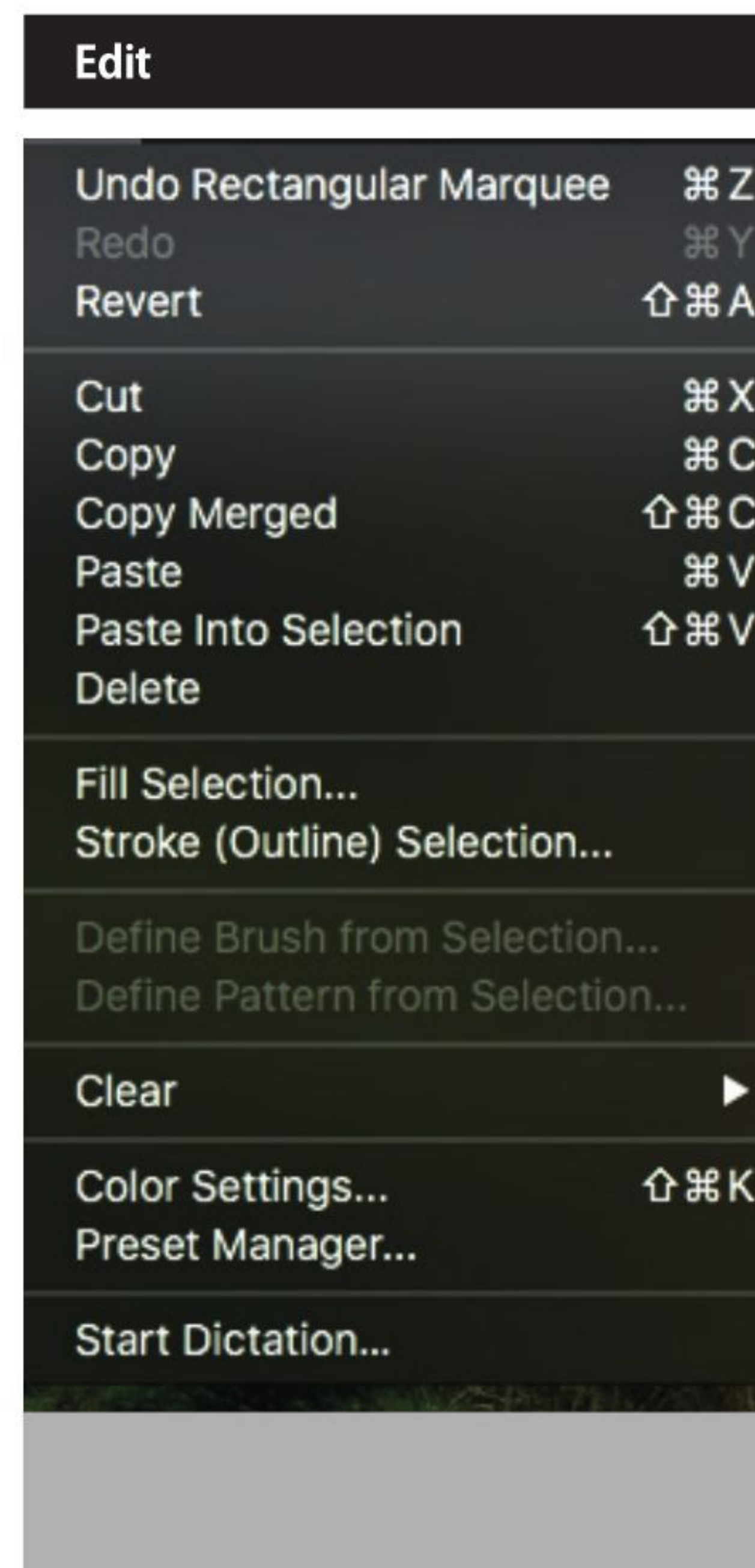
**A**dobe Photoshop Elements has many one-click solutions to make your photos look their best but over time you may find the need to dig deeper into the more advanced options that are on offer with the Photo Editor. Many options are presented in the taskbar at the bottom and the panel bar on the right. If you need them however, the File Menu is where you can find all the vital tools.



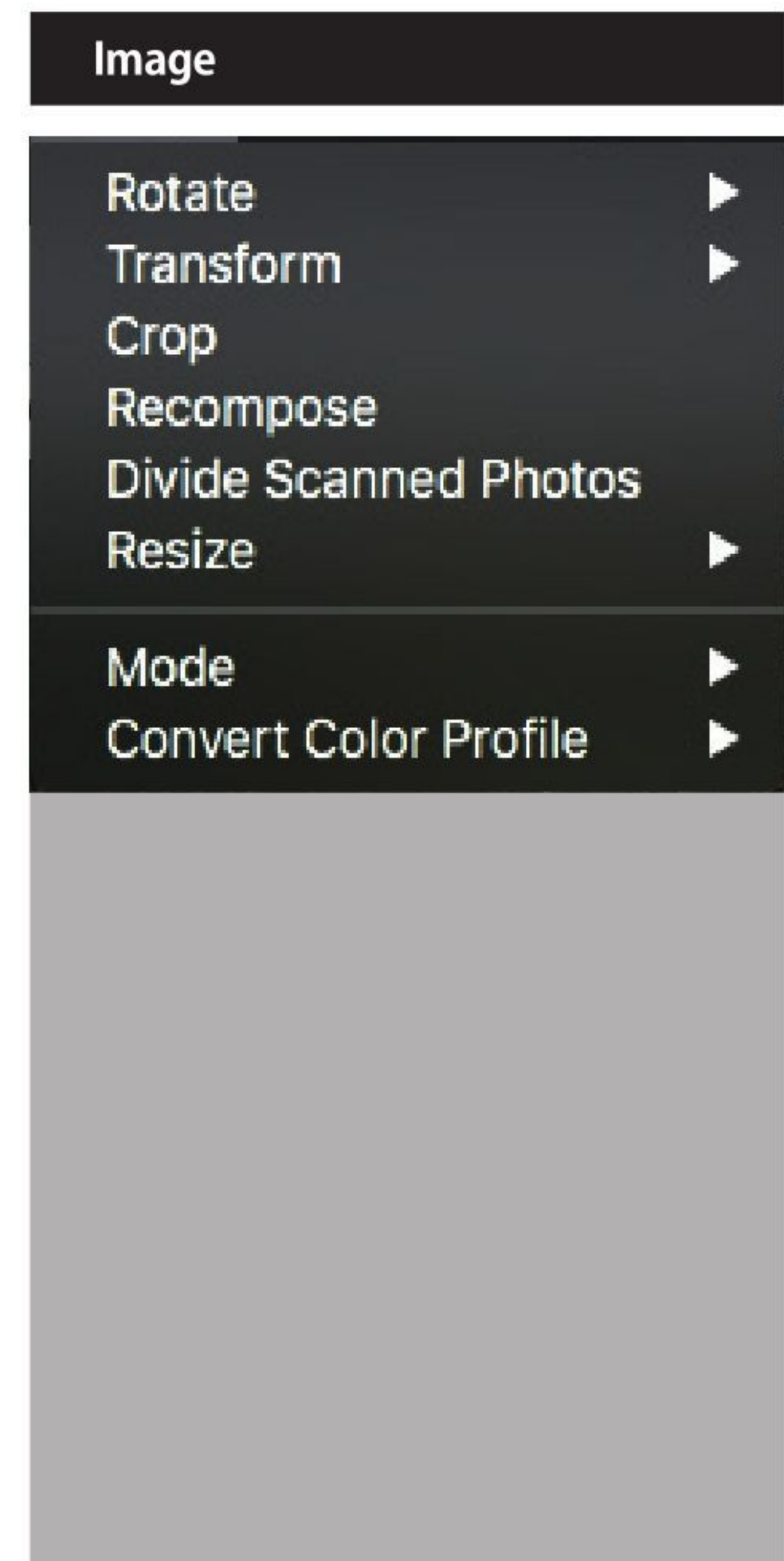
From this menu you can see the About screen and manage any Plug-ins as well as update your Preferences and quit Photoshop Elements. You can also view any legal notices or hide the workspace.



One of the key menus you access at the start and end of a session. You can create new documents, open existing ones and save them. You can also import or print your documents and create contact sheets.



In many ways, Edit is quite similar to the options available on a word processor. You can copy, paste, delete or merge images. You can also fill selections, alter colour settings and undo actions.



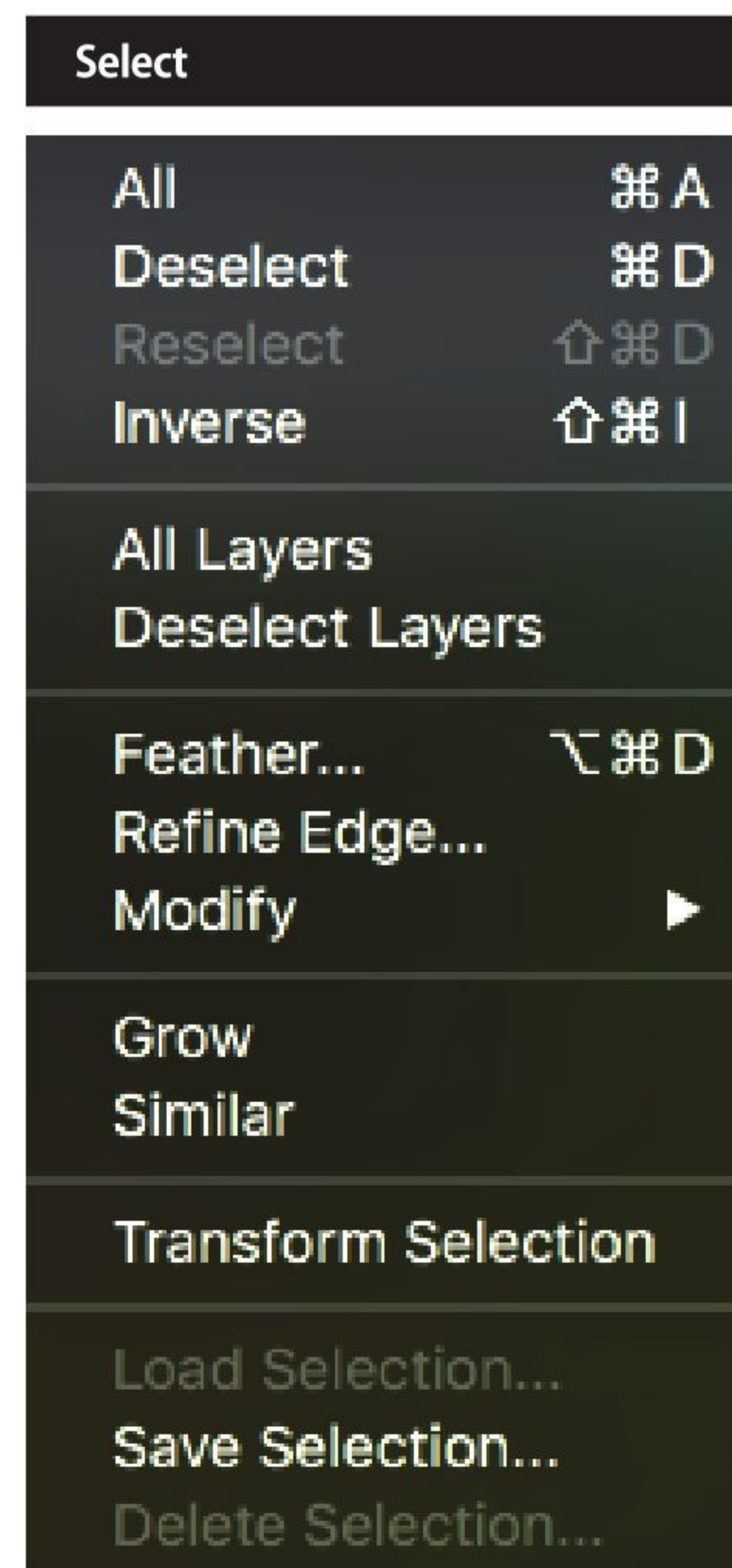
Here you can make many changes to your photos. You have various rotation and transformation options along with cropping and resizing. You can also convert the colour mode or profile of the image.



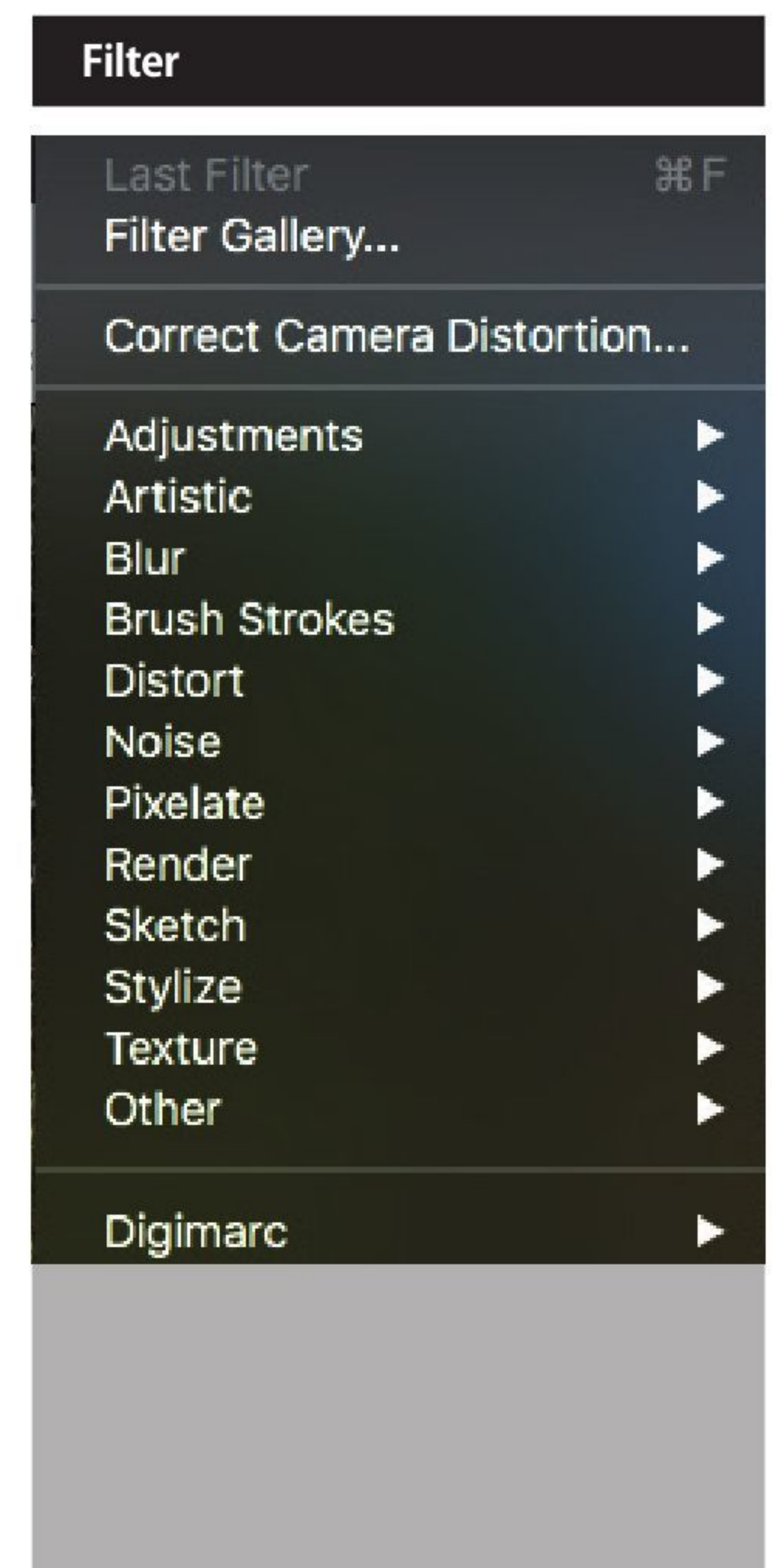
Many of the main adjustment options are found here. They range from contrast, brightness, tone, sharpness and colour. You can also access the Open Closed Eyes feature and much more.



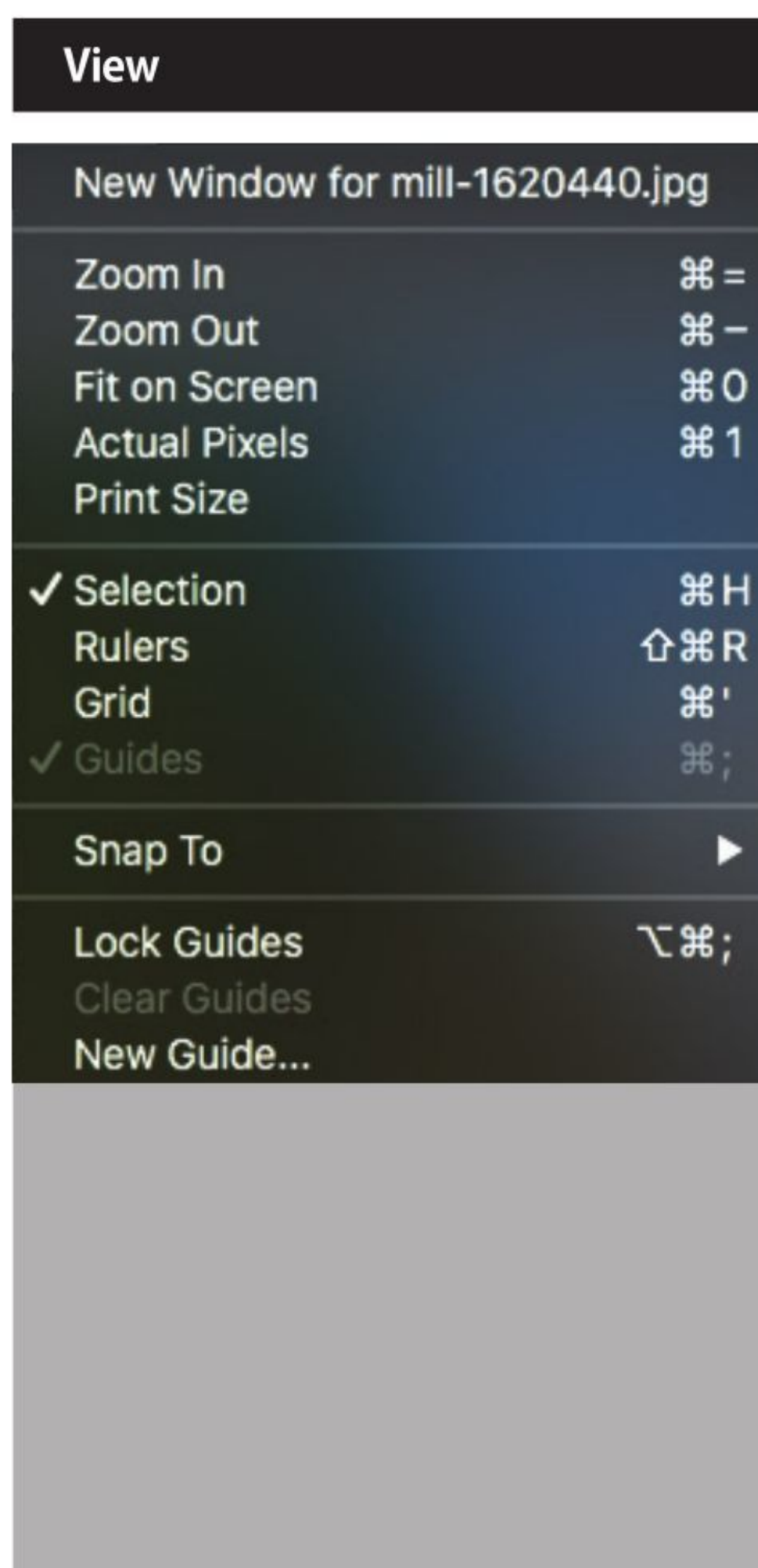
A vital aspect of image manipulation is the ability to add layers of effects to your image. Here you can add new layers, fill layers and adjustment layers for non-destructive edits.



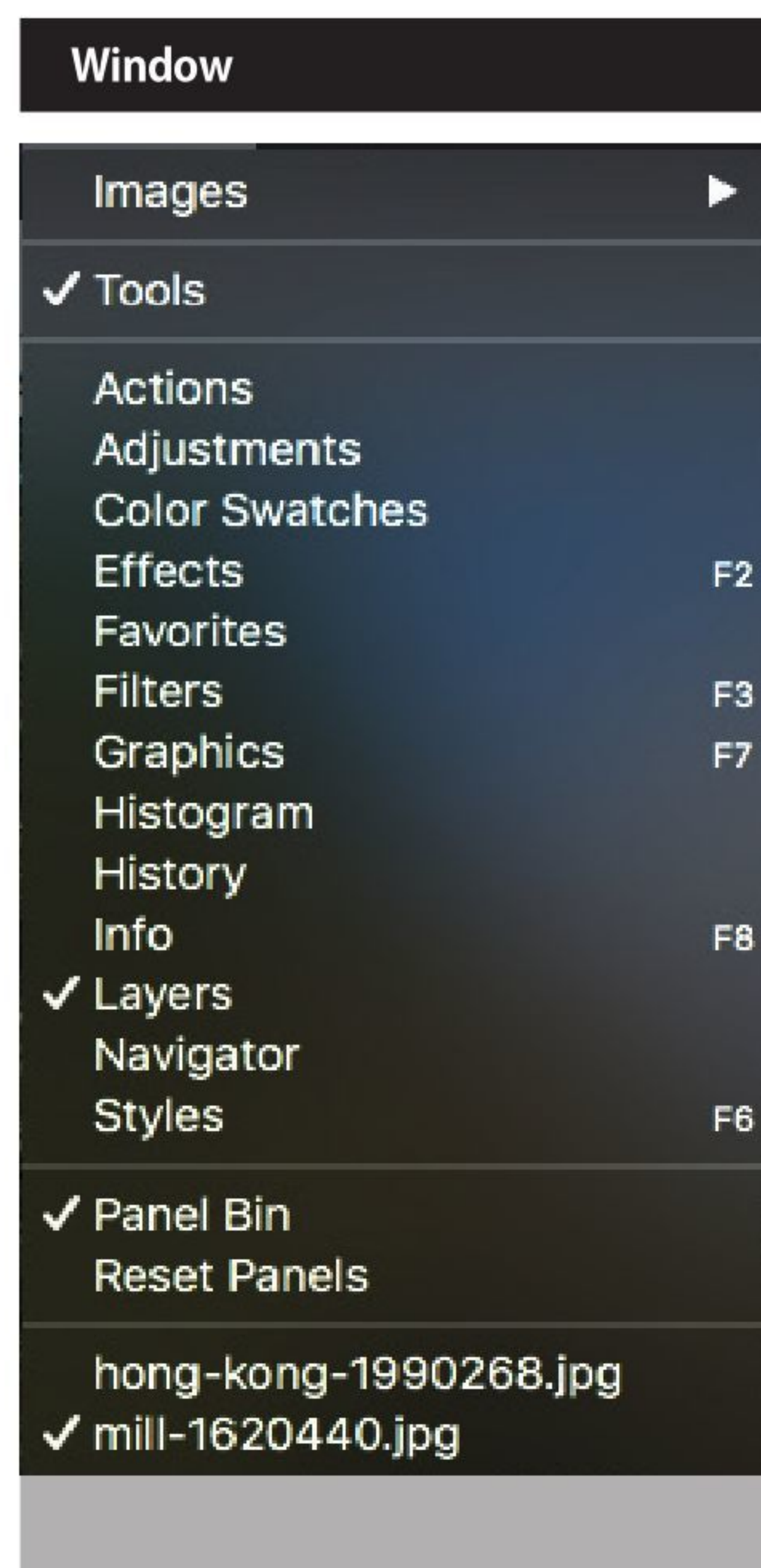
Every time you make a selection of all or part of your image, you can modify its properties here. You can feather the edges, expand or contract it, invert it and save it.



This menu has all the creative and fun filters that can add new life to your photos. Add blur, sharpening, distortion and artistic effects at the click of a button.



Some of the basic zoom in and zoom out options are kept here including being able to view the print size of your image or turn the visibility of rulers, grids and selections on and off.



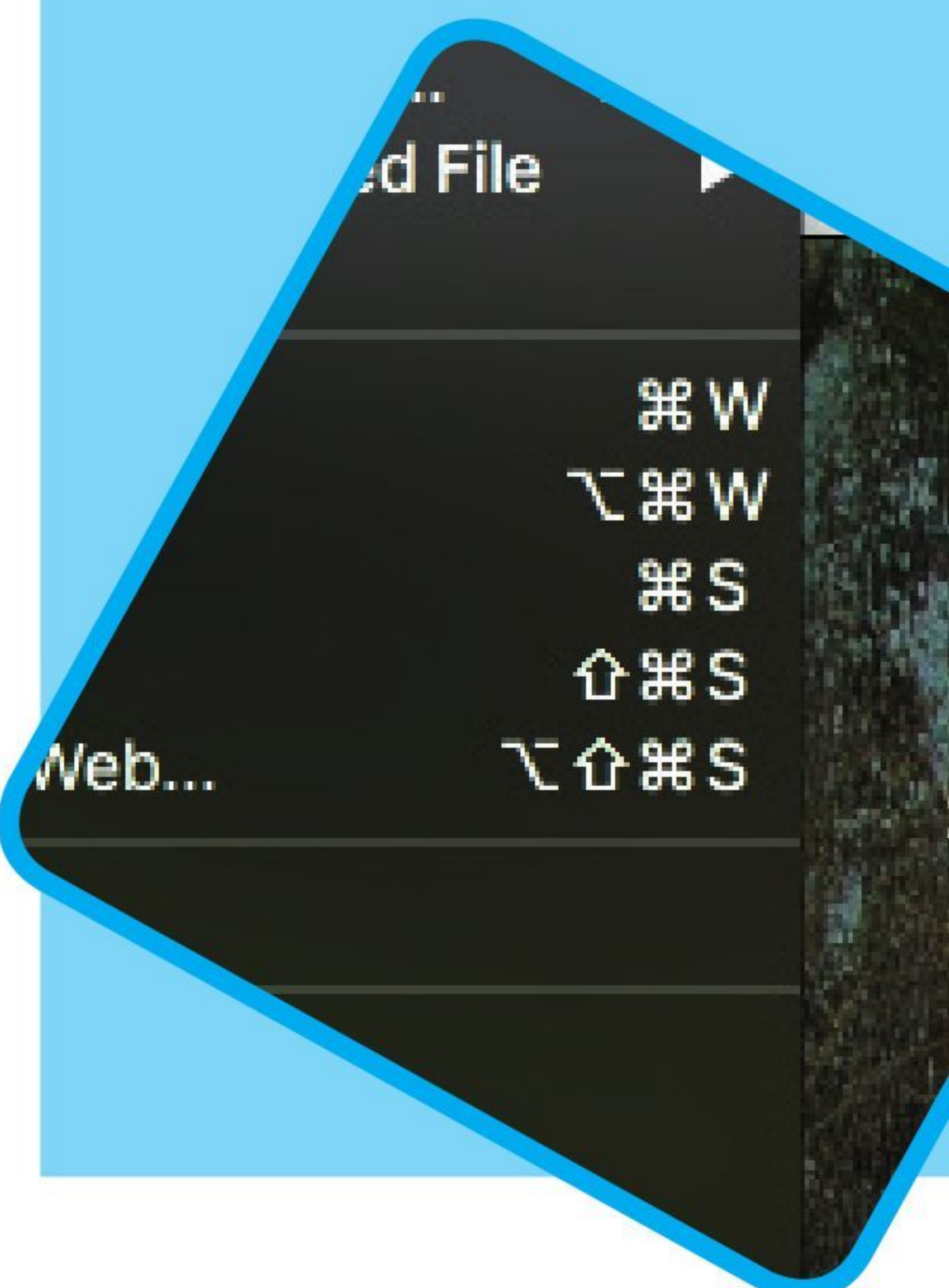
This menu lets you control the visibility of certain tools and panels and turn them on and off as needed. The major adjustment panels, including Effects, Layers and Filters, can be controlled here.



Should you need it, you can enter search parameters for any issues you encounter. There are also a number of options presented to you that can help you in certain situations should they arise.

## Shortcuts

When you explore the file menus on offer in Adobe Photoshop Elements, each menu and sub-menu will always display the keyboard short cut next to the action or tool. To speed up your work flow, it's always a good idea to become familiar with those short cuts.





# Guided Mode Categories

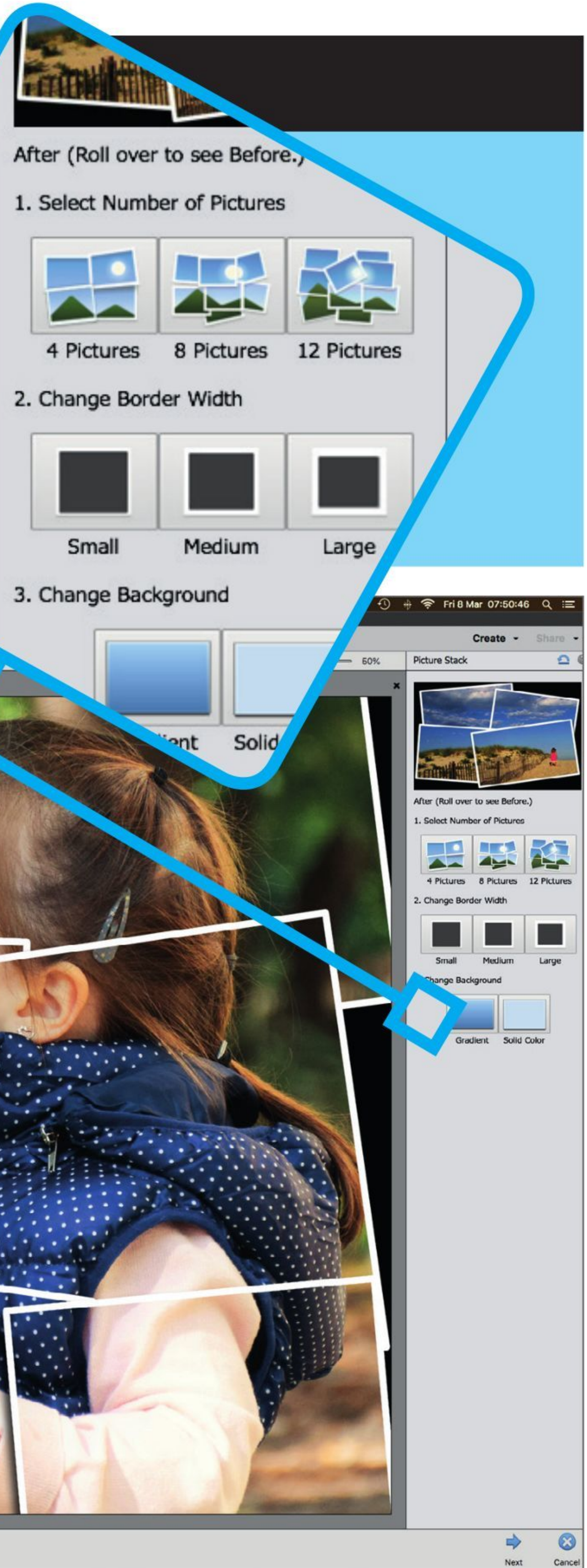
Here is a quick reference sheet of all the current guided tutorials available in Adobe Photoshop Elements 2019.

## Your Guide

At the time of writing, there are currently 53 guided edits available in Adobe Photoshop Elements 2019. They can be accessed from the Guided workspace page and are distributed under six categories. Each one has a small before and after slider that gives you a quick overview of what each effect is designed to achieve.

## Easy-to-follow guides

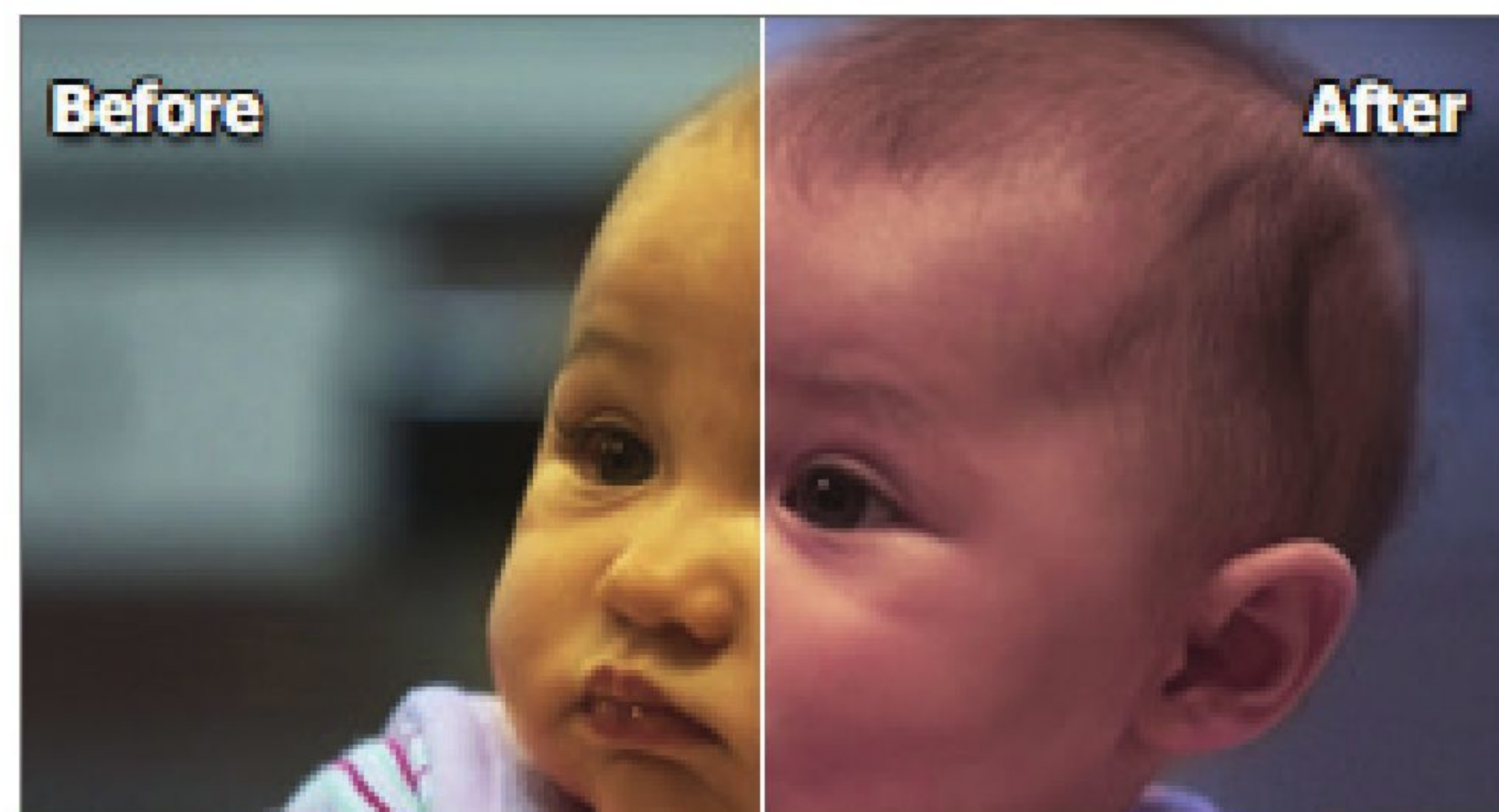
Just as the name suggests, the Guided mode is designed to help you produce a number of creative and artistic effects by taking you through the process in numbered steps. It is a semi-automatic edit where you click various available options and Elements does the rest for you.





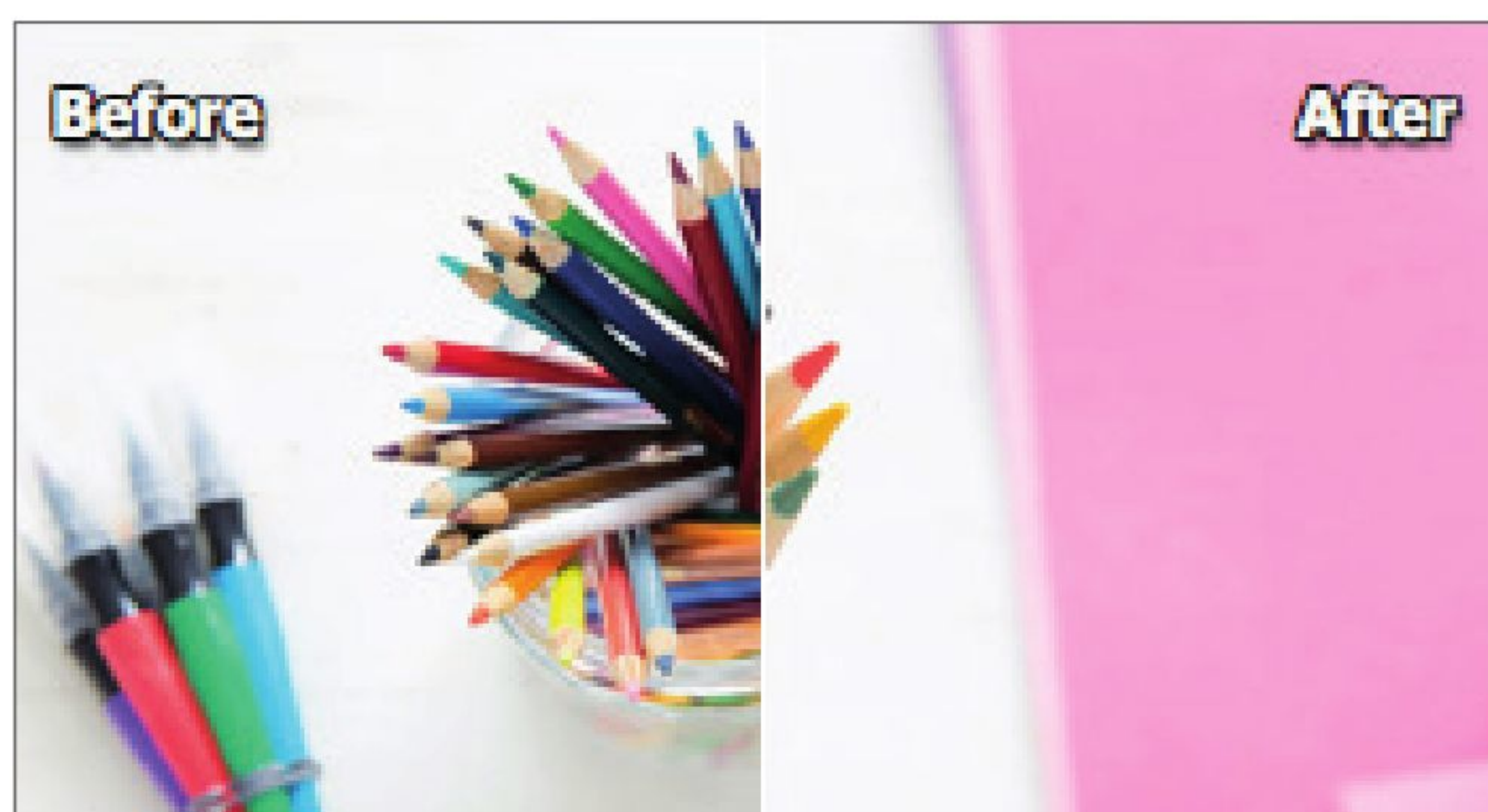
### Brightness and Contrast

**1** This lets you adjust the brightness of your photo and control how much contrast is present. You can view the after image only or view both the before and after images either vertically or horizontally.



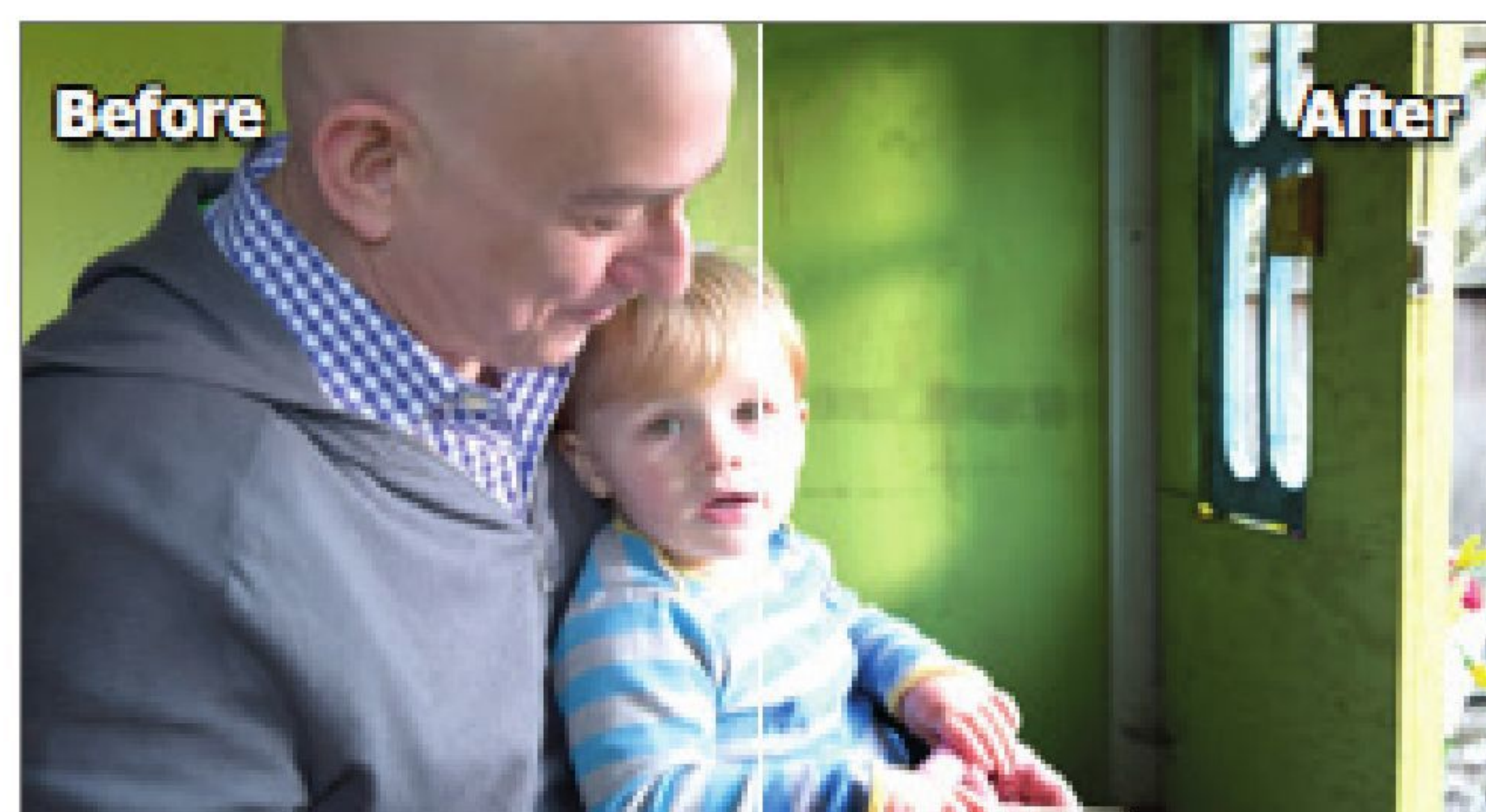
### Correct Skin Tone

**2** Your photos may suffer from a colour cast that can make your human subject's skin look a little off in terms of its colour tone. This guided edit can alter the tan, blush and lightness of skin.



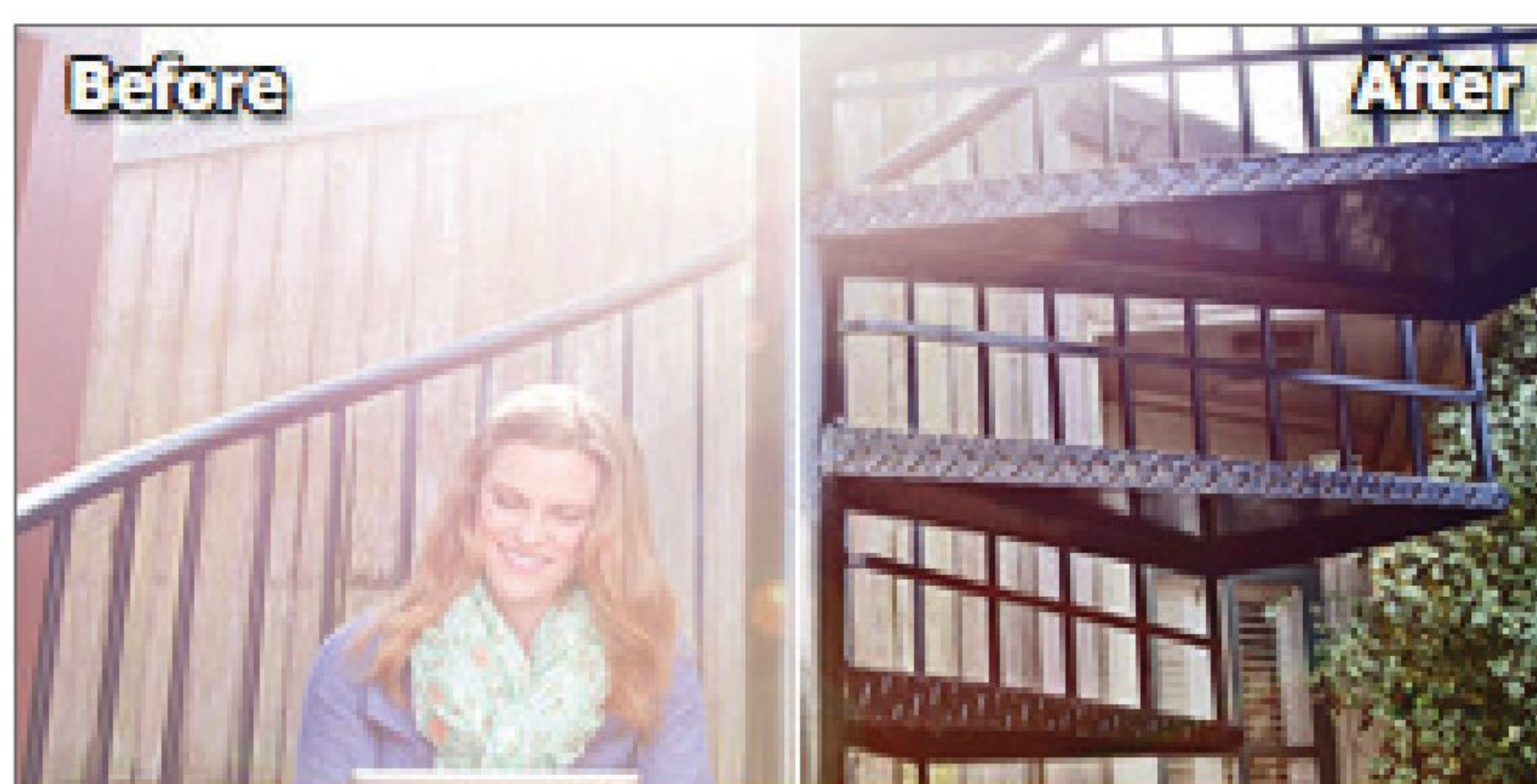
### Crop Photo

**3** A crop box will be drawn on your photo so you can resize that box to whatever size and proportion you like. You can restrict it to certain proportions and change the overlay to Grid or Rule of Thirds.



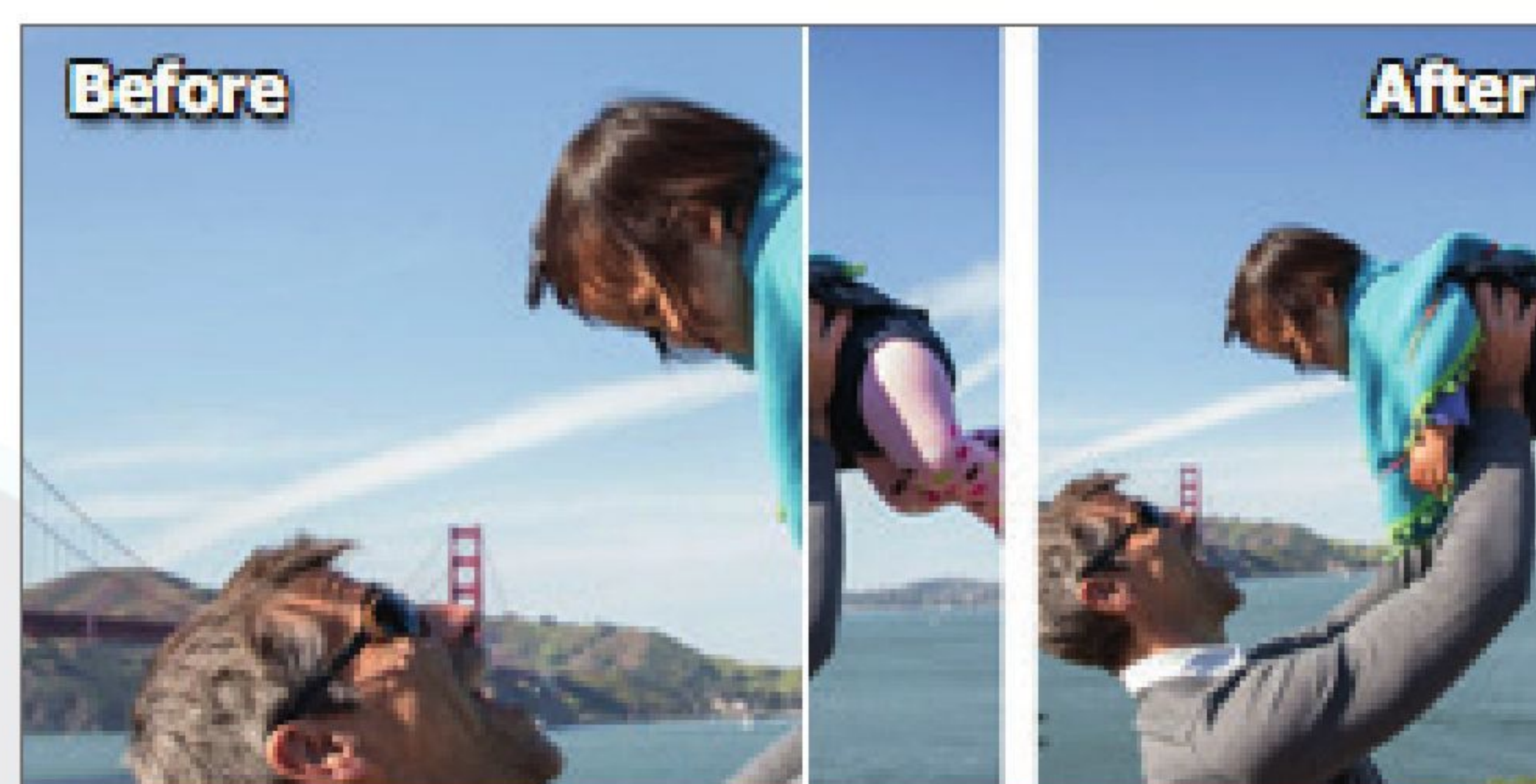
### Levels

**4** This uses a levels adjustment whereby you can alter the shadows, highlights and middle tones brightness of your selected image. Any adjustments are made globally across the entire image.



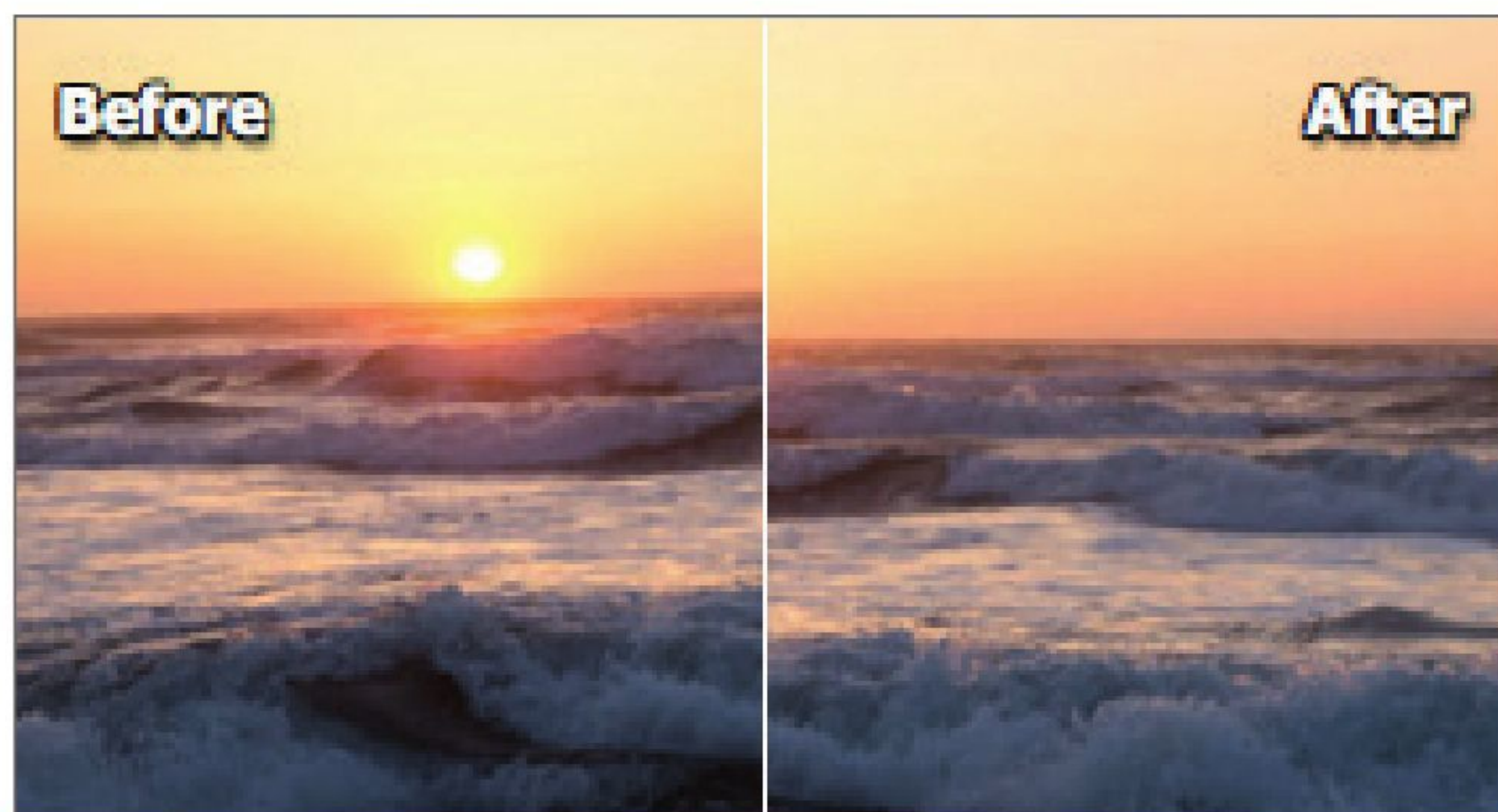
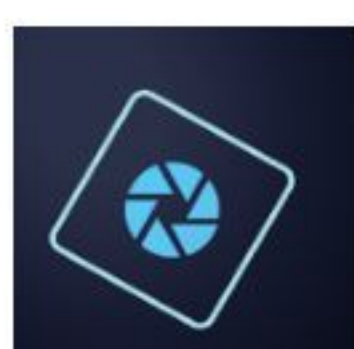
### Lighten and Darken

**5** The Lighten and Darken option can be viewed as a more simplified version of the Levels adjustment option. You are given three sliders that affect the brightness of Shadows, Midtones and Highlights.



### Resize Your Photo

**6** You can output for web and print and will be presented with a couple of options that control the final size of your image. You can specify width and height pixel dimensions and apply the result.



**Rotate and Straighten**

**7** You have the options to rotate your photo clockwise and anticlockwise and if you have a sloping image, you can use the Straighten Tool to bring it back to level.



**Sharpen Photo**

**8** You can use an Auto Fix sharpening effect or you can use the supplied slider to manually increase the amount of sharpening until you have it how you want it.



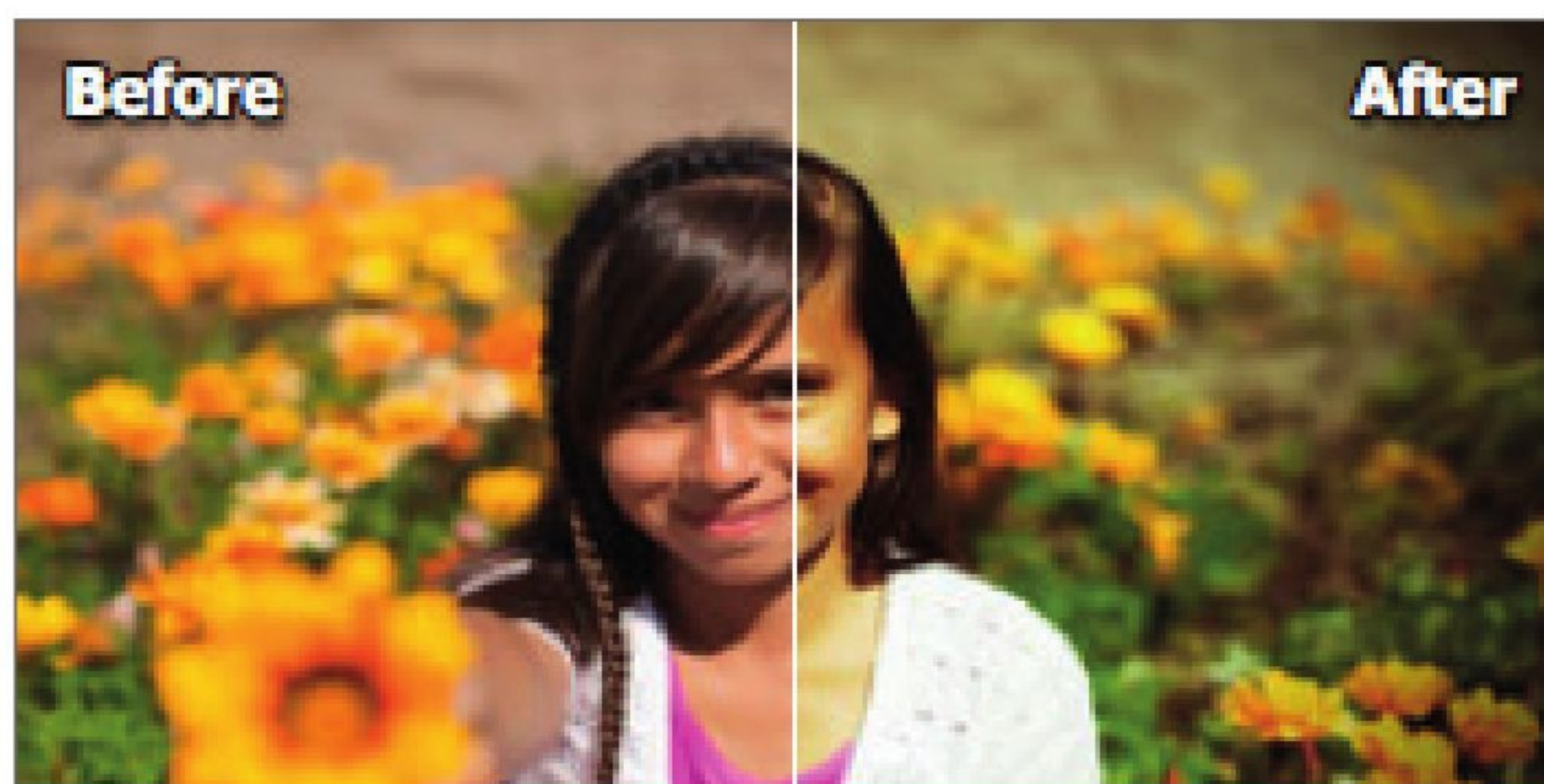
**Vignette Effect**

**9** This lets you add a soft dark or light border to your image. You can control its intensity and use sliders to change the softness of the vignette and its roundness.



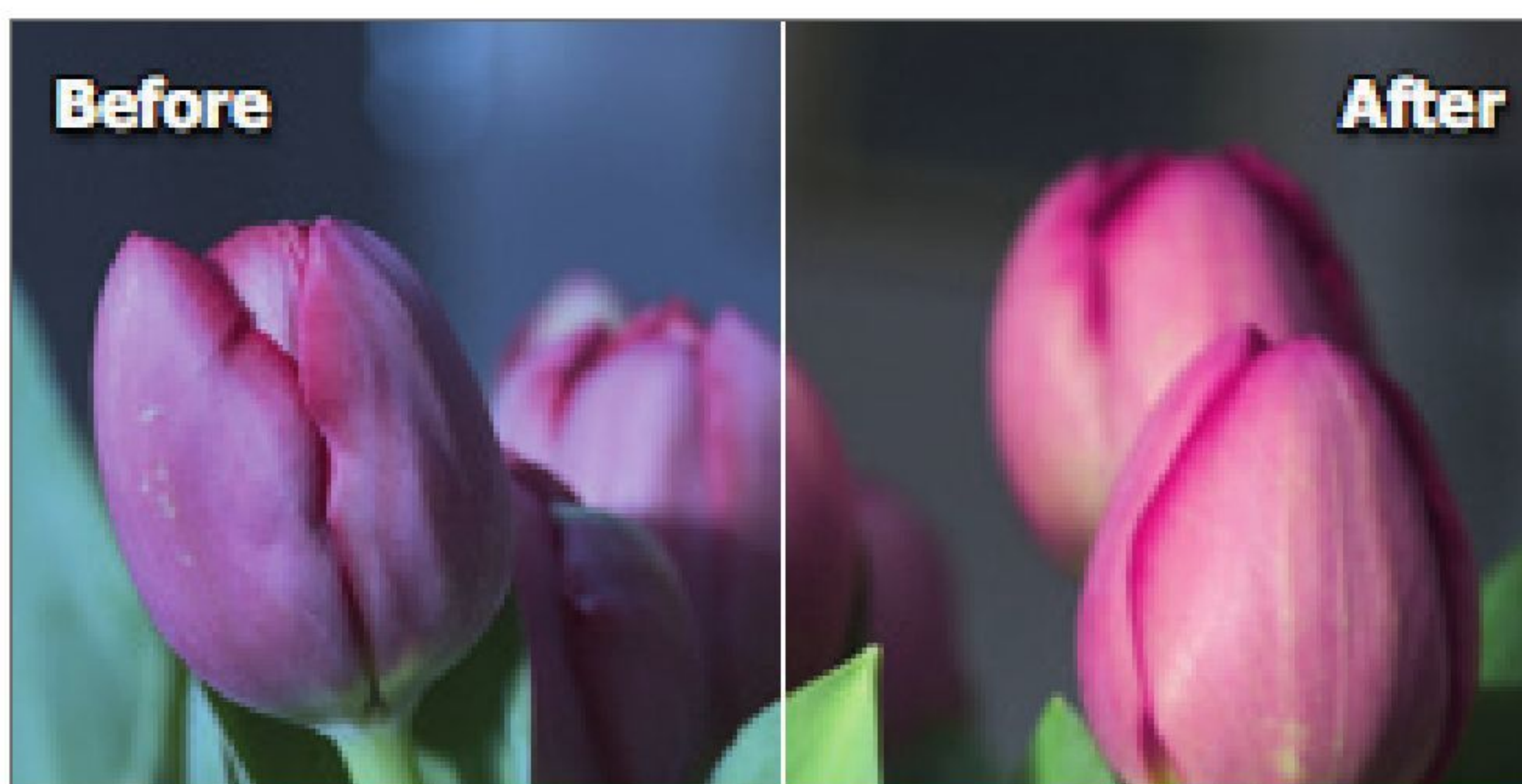
**Enhance Colours**

**10** You have an Auto Fix option to make a best-guess at the correct colour balance and contrast in the photo. Otherwise, you can use the Hue, Saturation and Lightness sliders to fine tune it.



**Lomo Camera Effect**

**11** This replicates the effect of the popular and cheap cameras that create a very specific look due to their low quality manufacture. You can also add a vignette to the photo.



**Remove a Colour cast**

**12** A colour cast is an unwanted bias towards a tone that spoils the look of your photo. You can use the colour picker to find an area of pure grey, white or black to remove the cast.



Saturated Film Effect

**13** Applying this effect makes your photo look as though it was shot on old slide film for a much more saturated look. You can add the effect a number of times to increase the intensity of the effect.



Black and White

**14** This is a quick black and white conversion with four presets ranging from light to dark. If you want, you can add a diffuse glow to the image for a dreamy effect or increase the contrast.



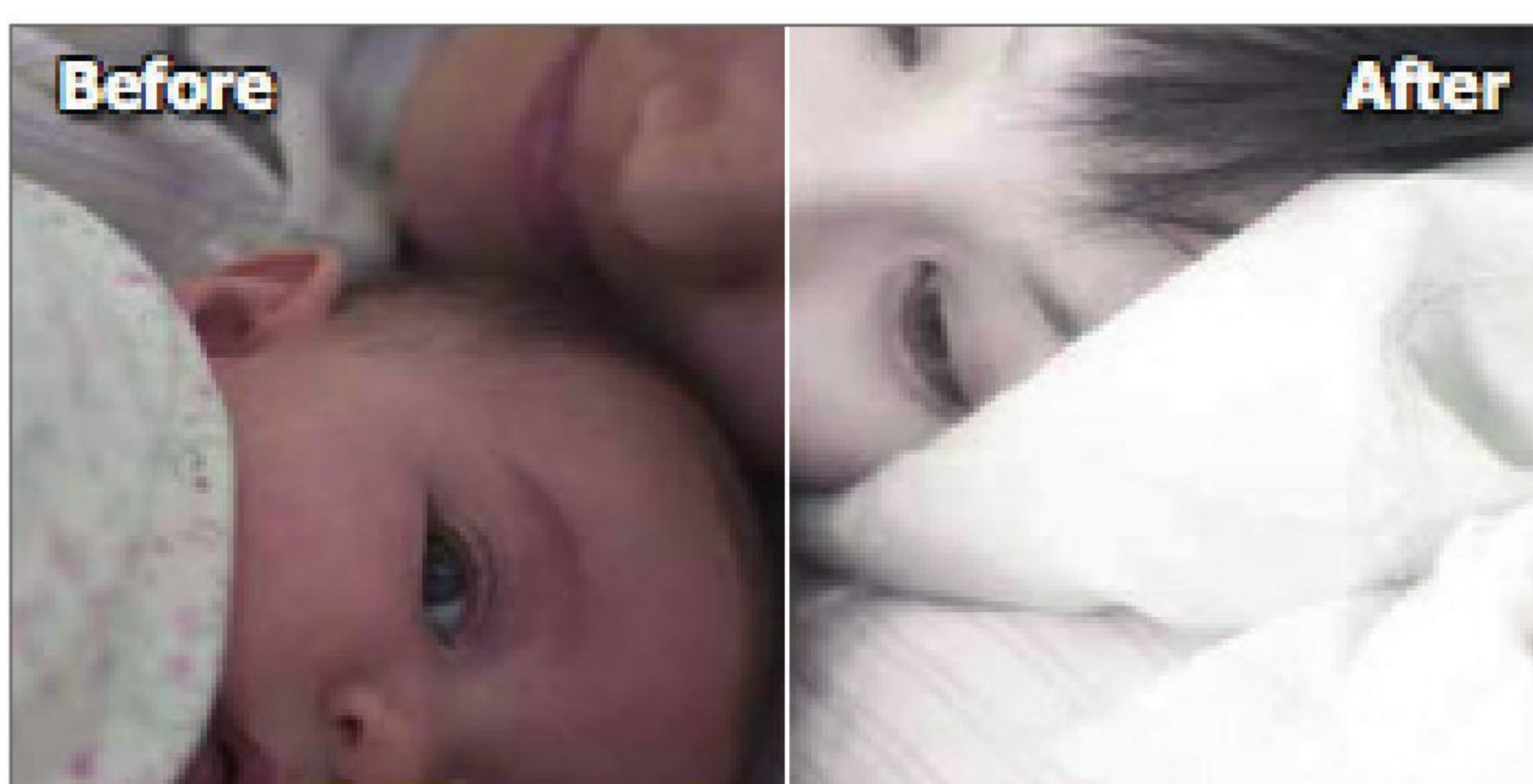
B&amp;W Colour Pop

**15** Select a preset colour or use the colour picker to keep one colour and turn the rest of the image to black and white. You can refine the effect and also increase the saturation of the remaining colour.



B&amp;W Selection

**16** You can use a selection brush to selectively pick out the areas you want converted to black and white whilst retaining colour elsewhere. You also have the option to invert the effect if required.



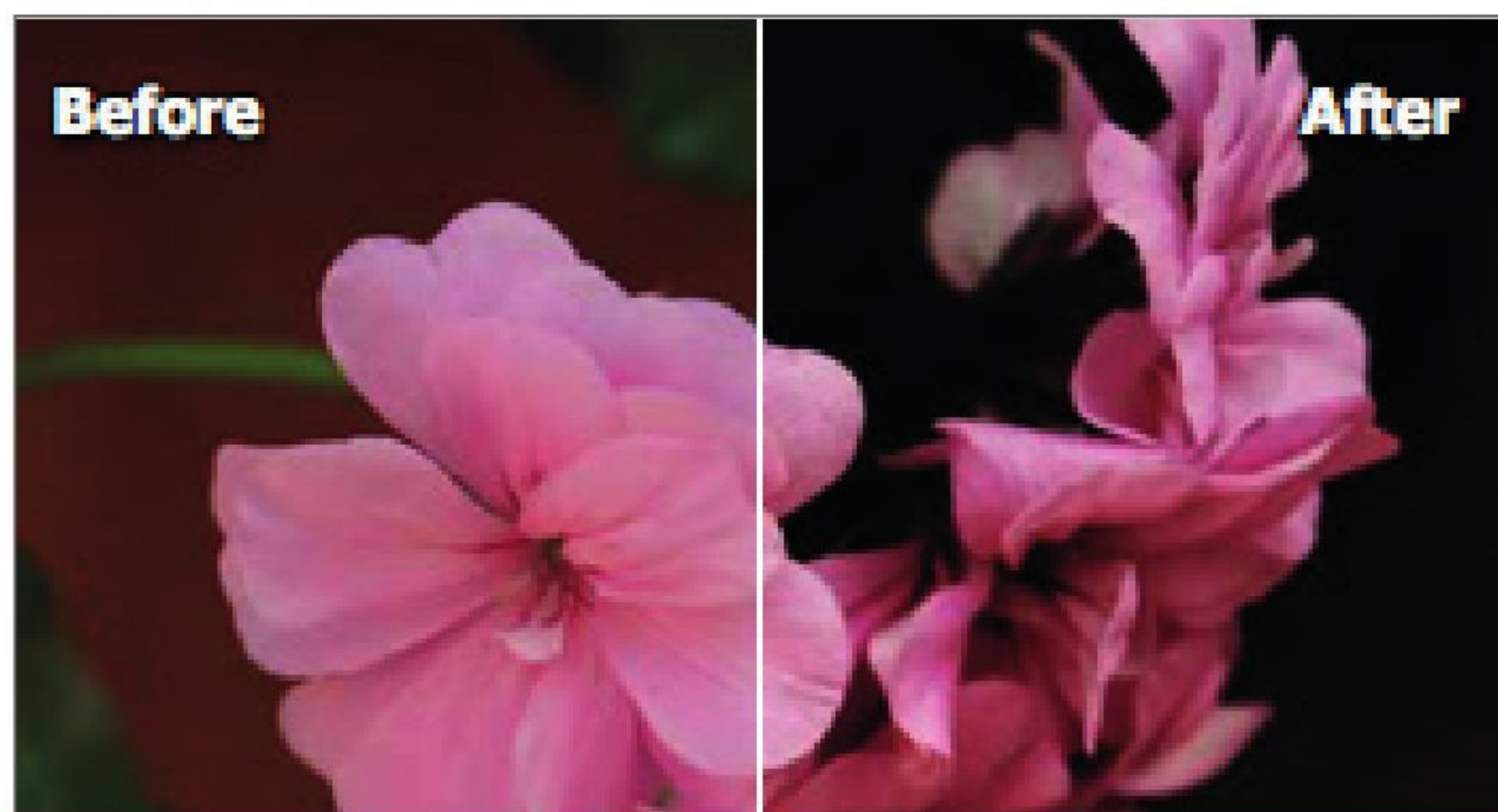
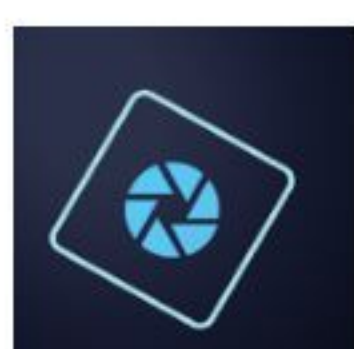
High Key

**17** High key images are characterised by their very bright appearance with very little shadow detail left in the photo. You can use a colour or black and white high key effect.



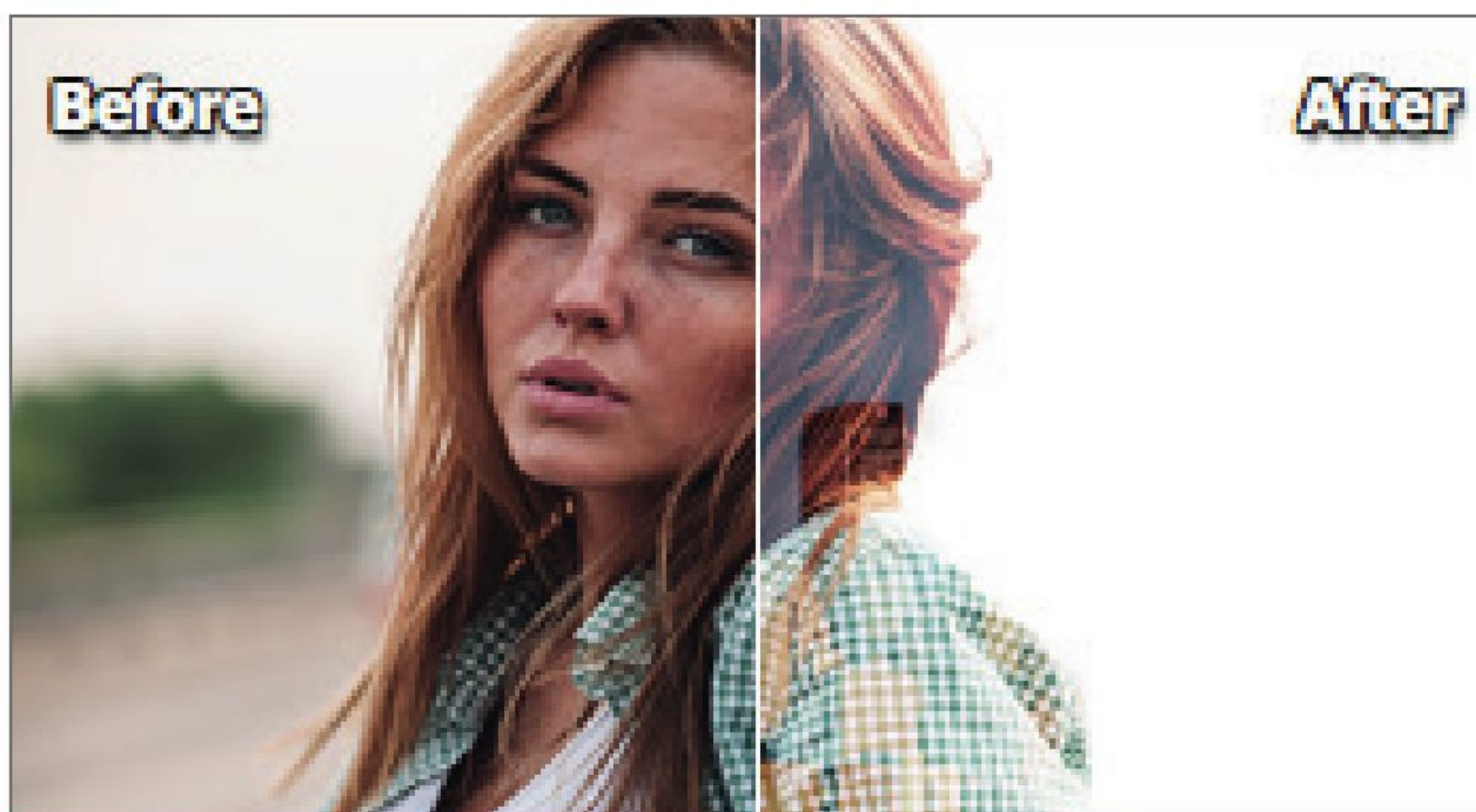
Line Drawing

**18** This effect mimics the look of a pencil drawing. Click to convert the photo into a pencil sketch and if you want to, you can add a small amount of colour back into the image and darken the lines.



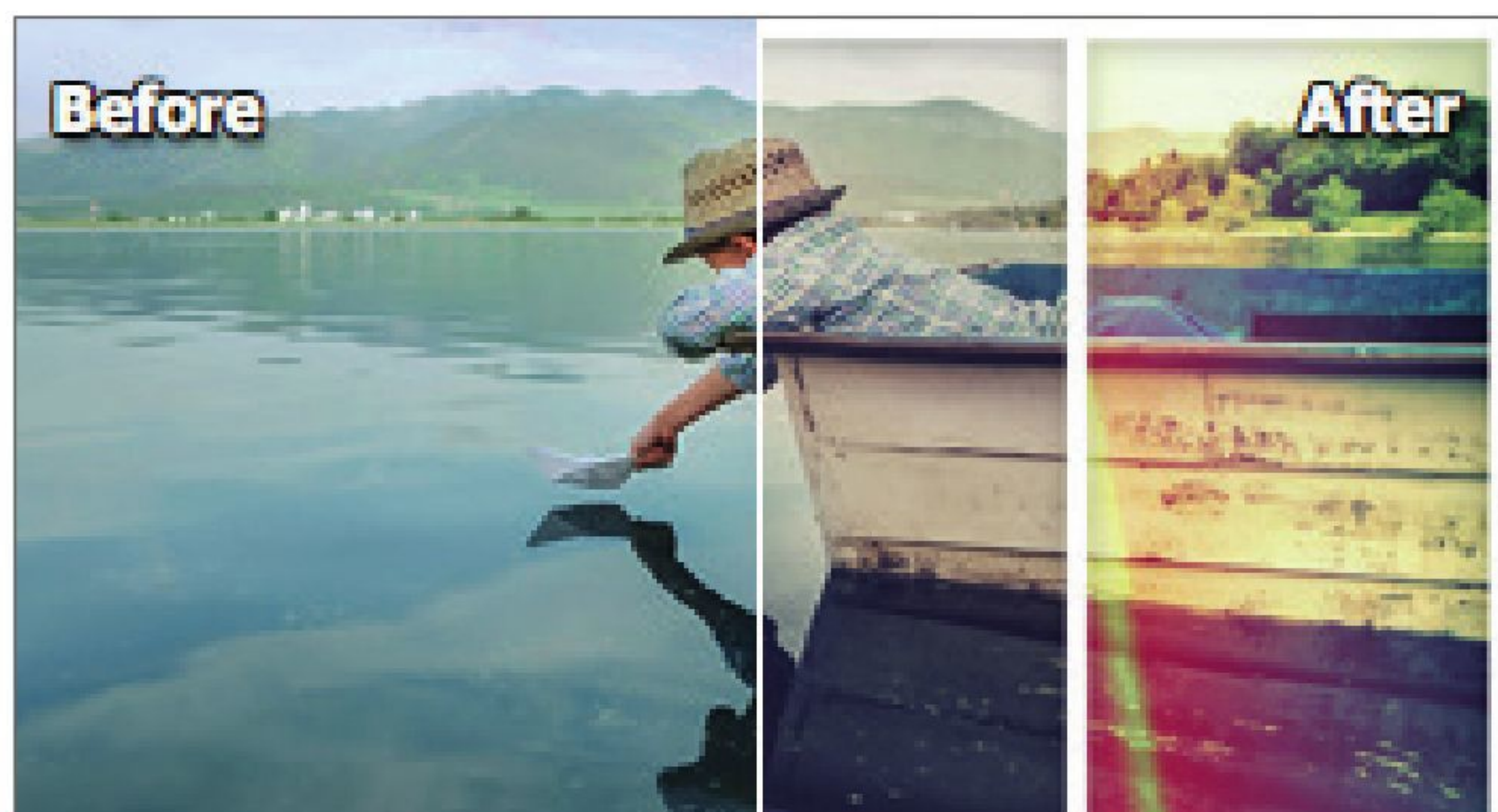
**Low Key**

**19** Works in the opposite manner to a high key image. It is characterised by small amounts of highlight detail and is dominated by darker tones. You have the colour and black and white options.



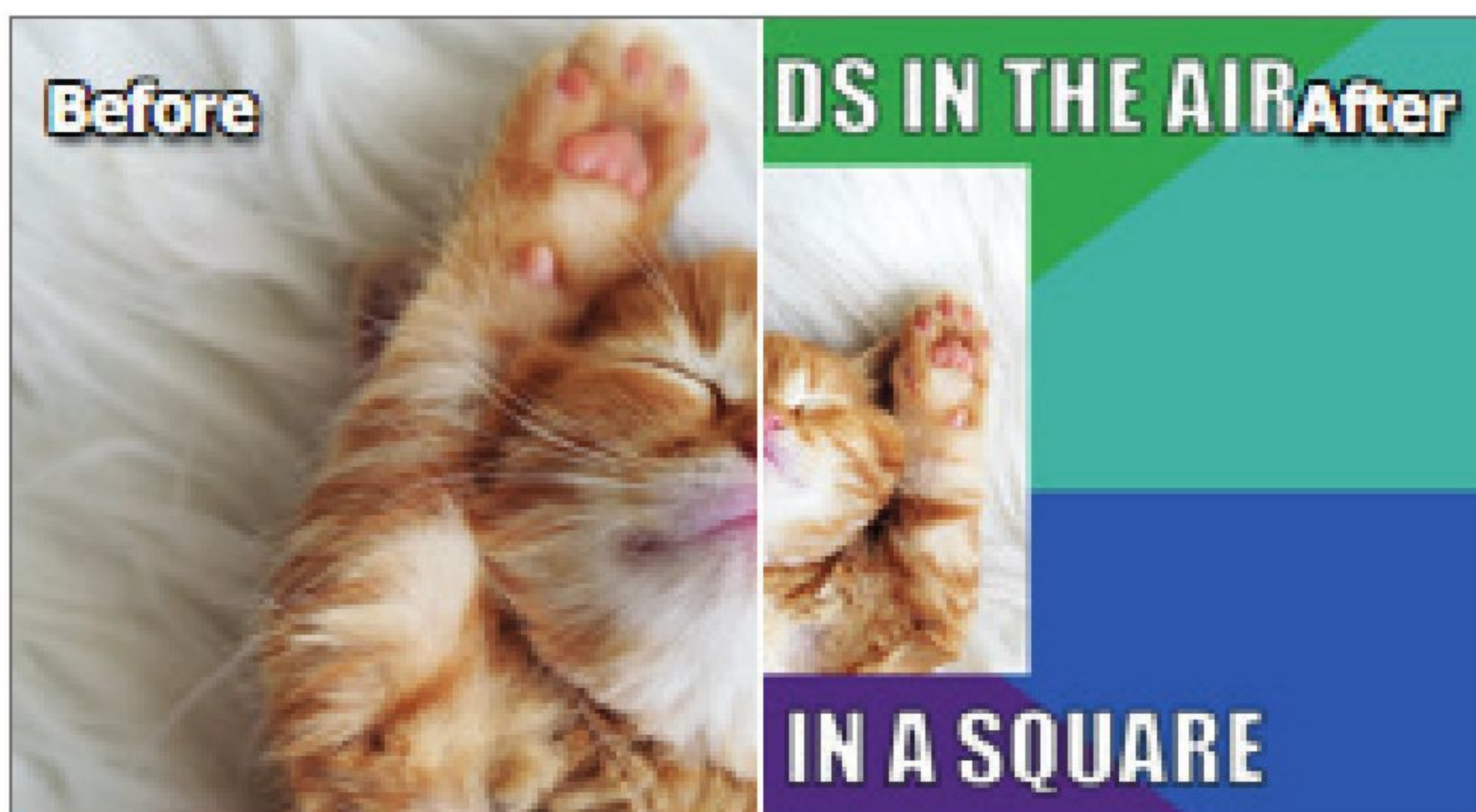
**Double Exposure**

**20** You can combine and blend two images together for a more creative effect. You can use a preset image or one of your own photos and superimpose it over the subject in your main composition.



**Effects Collage**

**21** With this effect, your chosen image is split into a number of sections chosen by you and then a number of effect styles are added to each section of the collage.



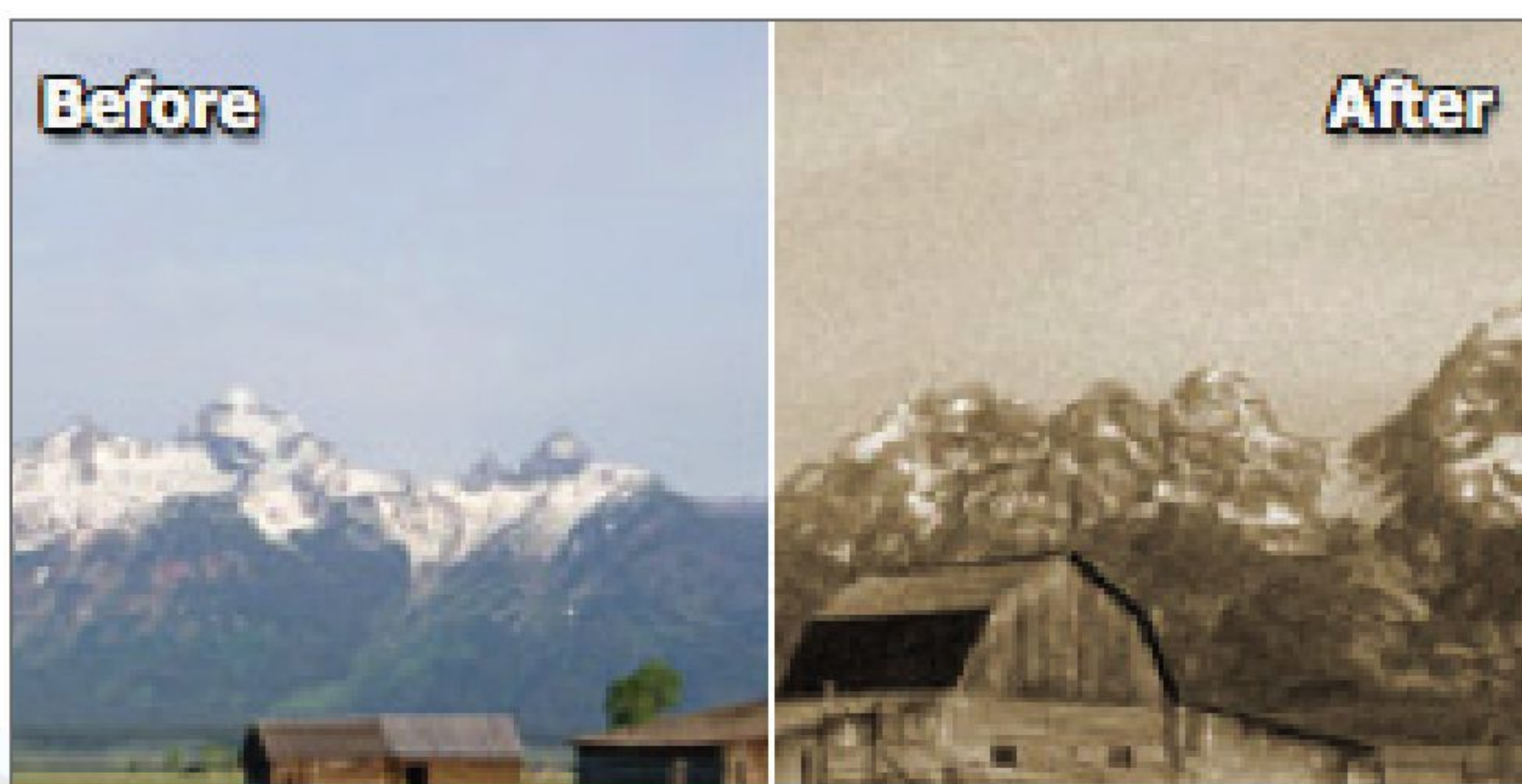
**Meme Maker**

**22** Great for creating memes for social media. This tool guides you by letting you create a meme template, edit your text and resize the main subject's photo. You can apply new borders and add effects for a memorable look.



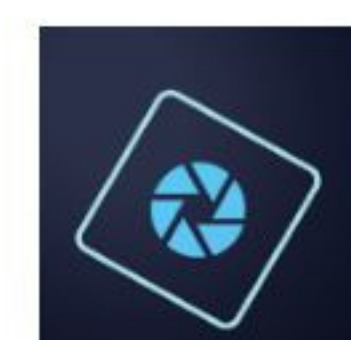
**Multi-Photo Text**

**23** You can create visual text using this guide, placing a different photo inside each letter. Add your text and then one by one, you can place a photo inside each letter. You can also add a new background and add effects to the text.



**Old Fashioned Photo**

**24** Converts your photo using one of three black and white presets; also lets you adjust the tone of the conversion and the tint colour of the image to create an old fashioned photo.



**Out of Bounds**

**25** This effect can take your primary subject and make it look like it is escaping from the frame of the photo. You can add a frame and then select the area of the shot you want to extend outside the frame and add a shadow for more depth.



**Painterly**

**26** Turn your photo into a painting with this artistic effect. It provides you with a number of preset brushes to paint onto your photo. Choose a canvas colour and texture and then add an optional effect to enhance the painterly feel.



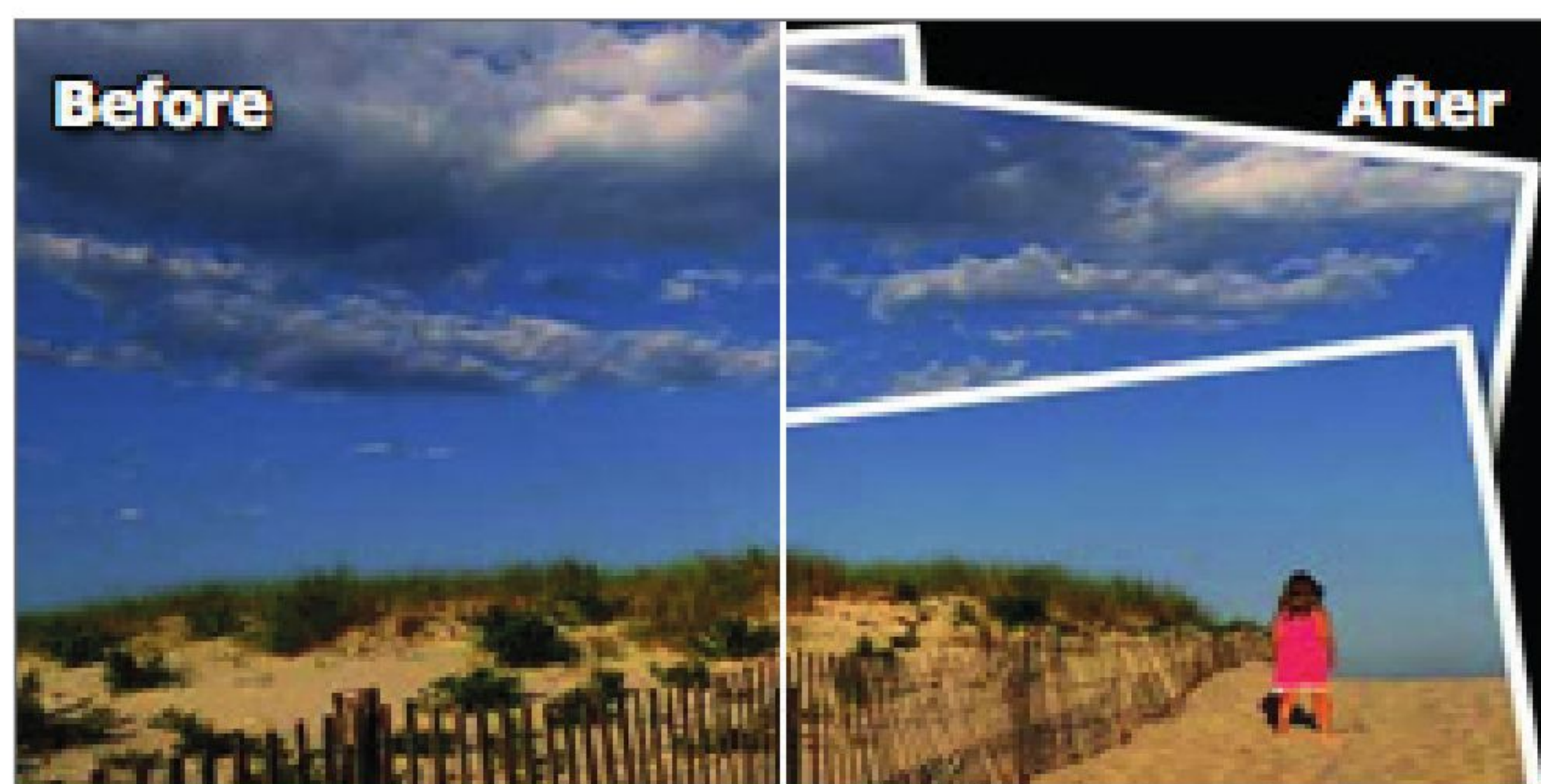
**Partial Sketch**

**27** This gives you a choice of effects that you can apply to your photo. Then you can simply paint using a brush over your image where you want the chosen effect to appear. You can work with more detail if required and change the size and opacity of the brush you use.



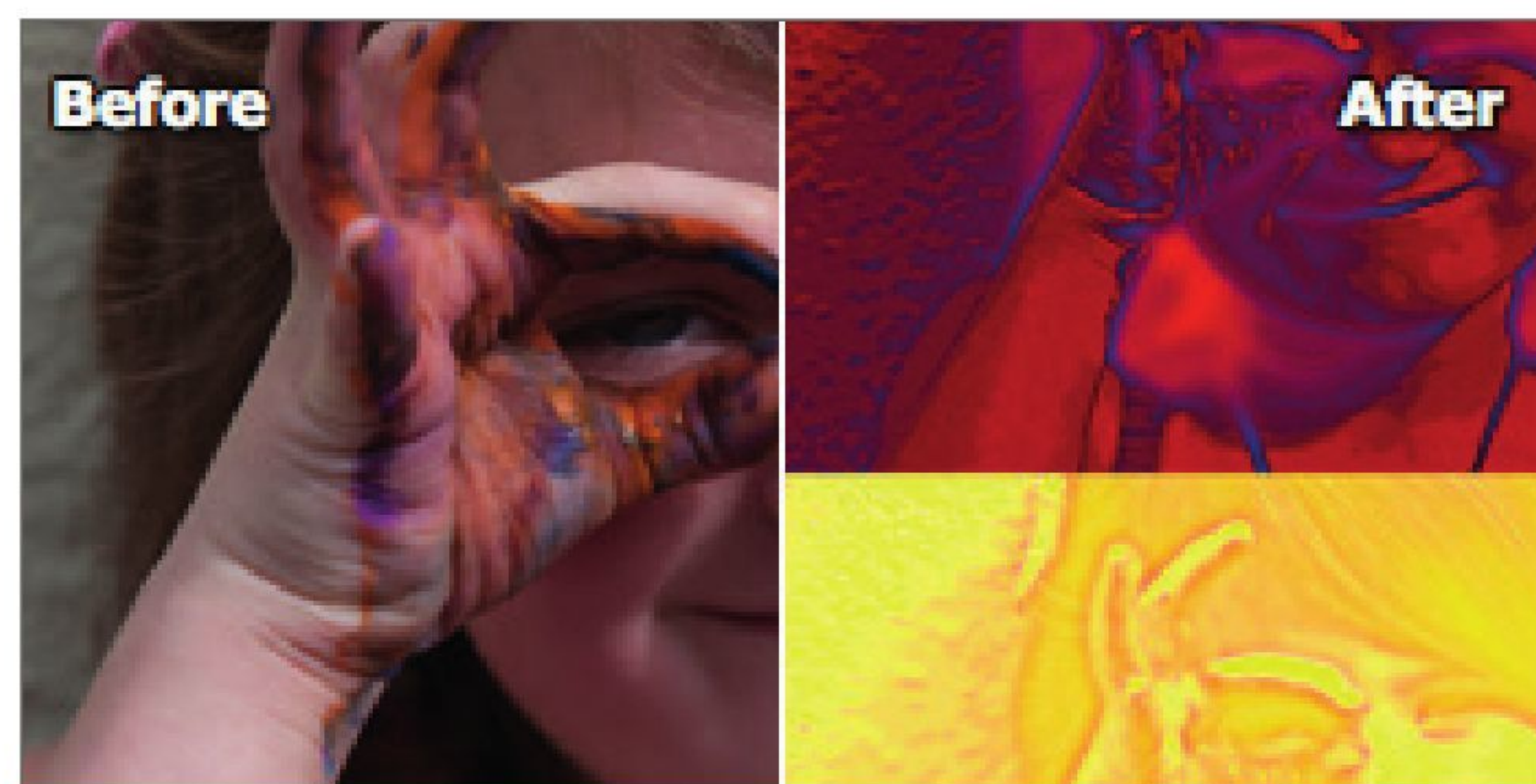
**Photo Text**

**28** Use your photo as the basis of creating some creative text effects. Choose your font and how you would like it to appear on your photo, then select the background style. You can also choose the intensity of bevel drop shadow and outline of your text.



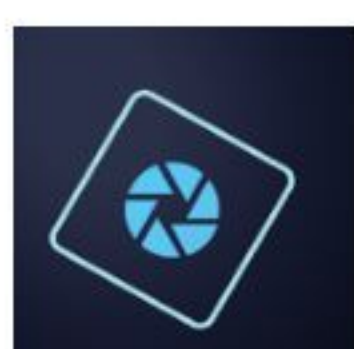
**Picture Stack**

**29** Turn your photo into a collage with the Picture Stack effect. Choose the number of pictures you want your photo divided into and then add a border to each element. Then you can add a solid or gradient background for the finishing touch.



**Create Pop Art**

**30** Go psychedelic and turn your photo into some fun pop art. Choose from the styles available and then convert it into a monochrome or posterised version. You can also add a neon glow if you wish, or tint it a single colour.



**Puzzle Effect**

**31** Your photo can be turned into a jigsaw puzzle with this effect. Choose the puzzle piece size you want to use. Extract pieces for a more creative effect and arrange them by moving them to another part of the design and rotate the pieces if needed.



**Create Reflections**

**32** Add reflections to your photos for eye catching results. Simply add the reflection and then use the tools provided to colour the reflection, fill the background and then make the reflection look more like glass or water.



**Shape Overlay Effect**

**33** Choose from a series of different shapes and then position it over your photo and scale it to the required size. Then you can add an effect to both the inside and outside of the shape's area, before cropping it to your preferred proportions.



**Speed Effect**

**34** Add some great blurred speed lines for a little more zoom in your photos. Use a selection tool and choose an area of your image to apply the effect to. Then you can add the speed effect and then precisely refine the look of your finished effect.



**Speed Pan**

**35** Add motion blur to your backgrounds to give the impression of fast motion. Select your main subject using the selection tools and then add motion blur to the background, keeping your main subject sharp.



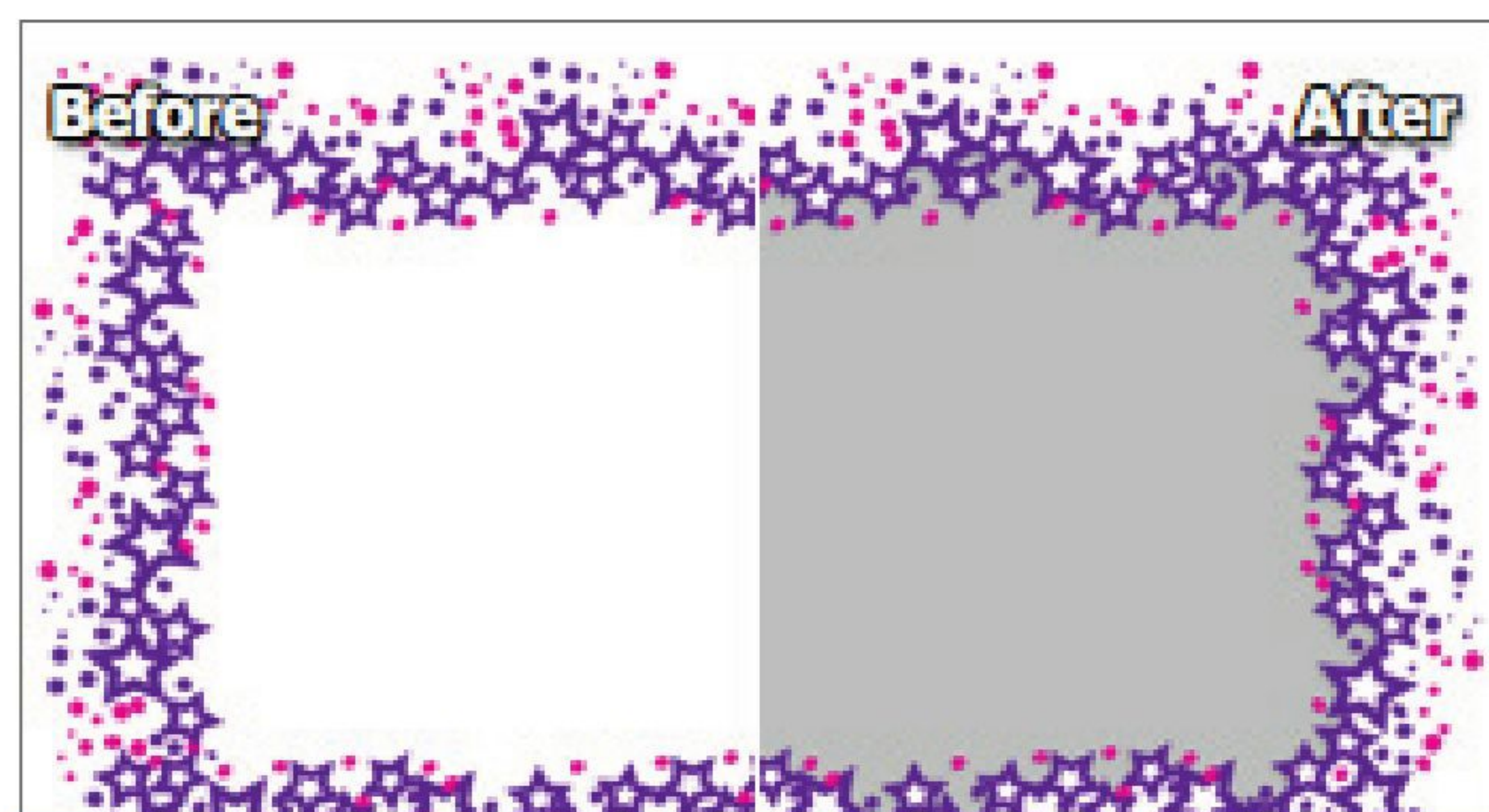
**Zoom Burst Effect**

**36** This mimics the effect of rapidly zooming your camera lens while you take the photo. You can crop your photo in order to put your primary subject in the centre of the shot and then add the zoom burst effect. Refine the area of focus and add an optional vignette.



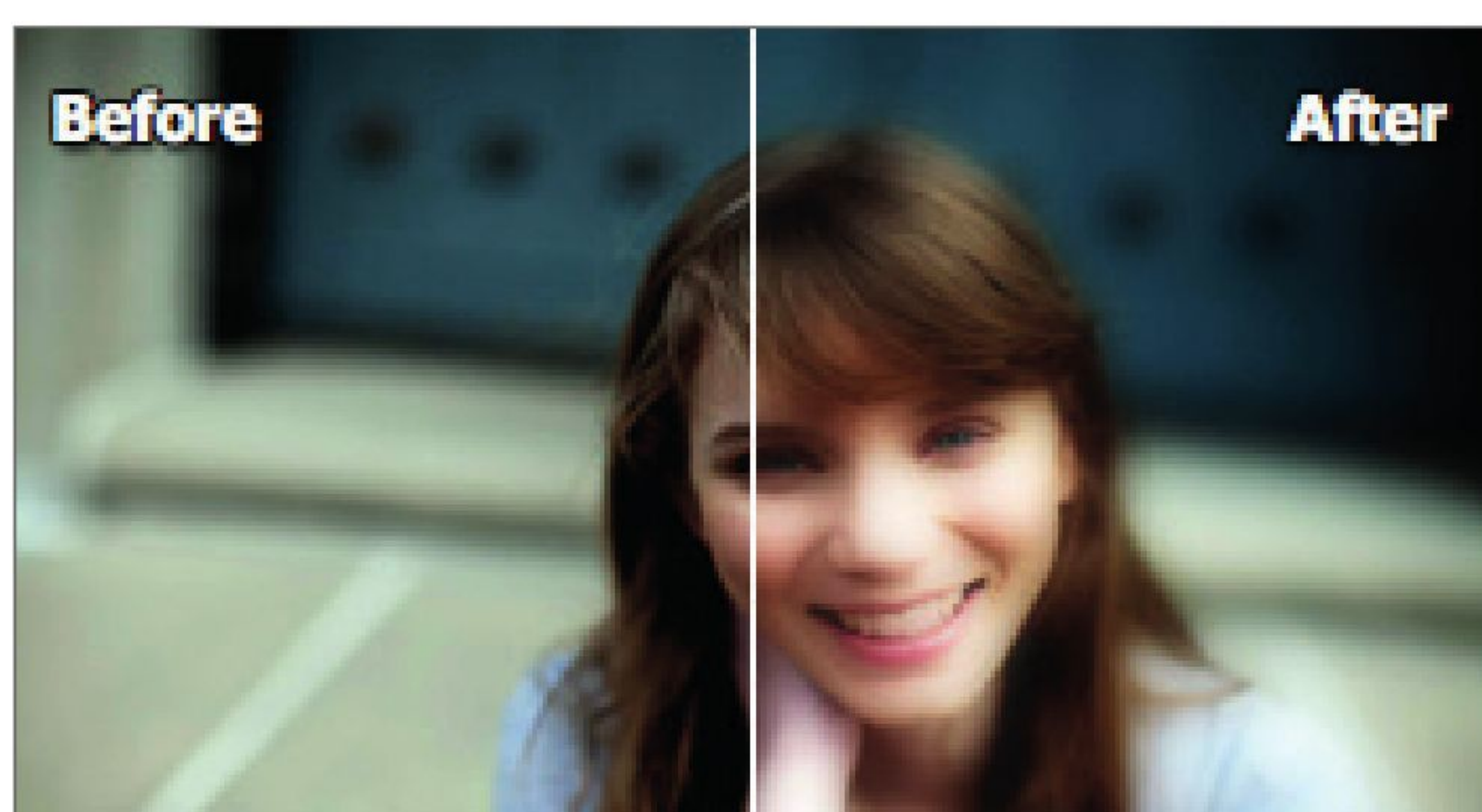
Depth of Field

**37** You can make your subject stand out in the photo by making the distracting background blurred as if photographed with very shallow depth of field. You can add simple blur or use more precise selections for more targeted effects.



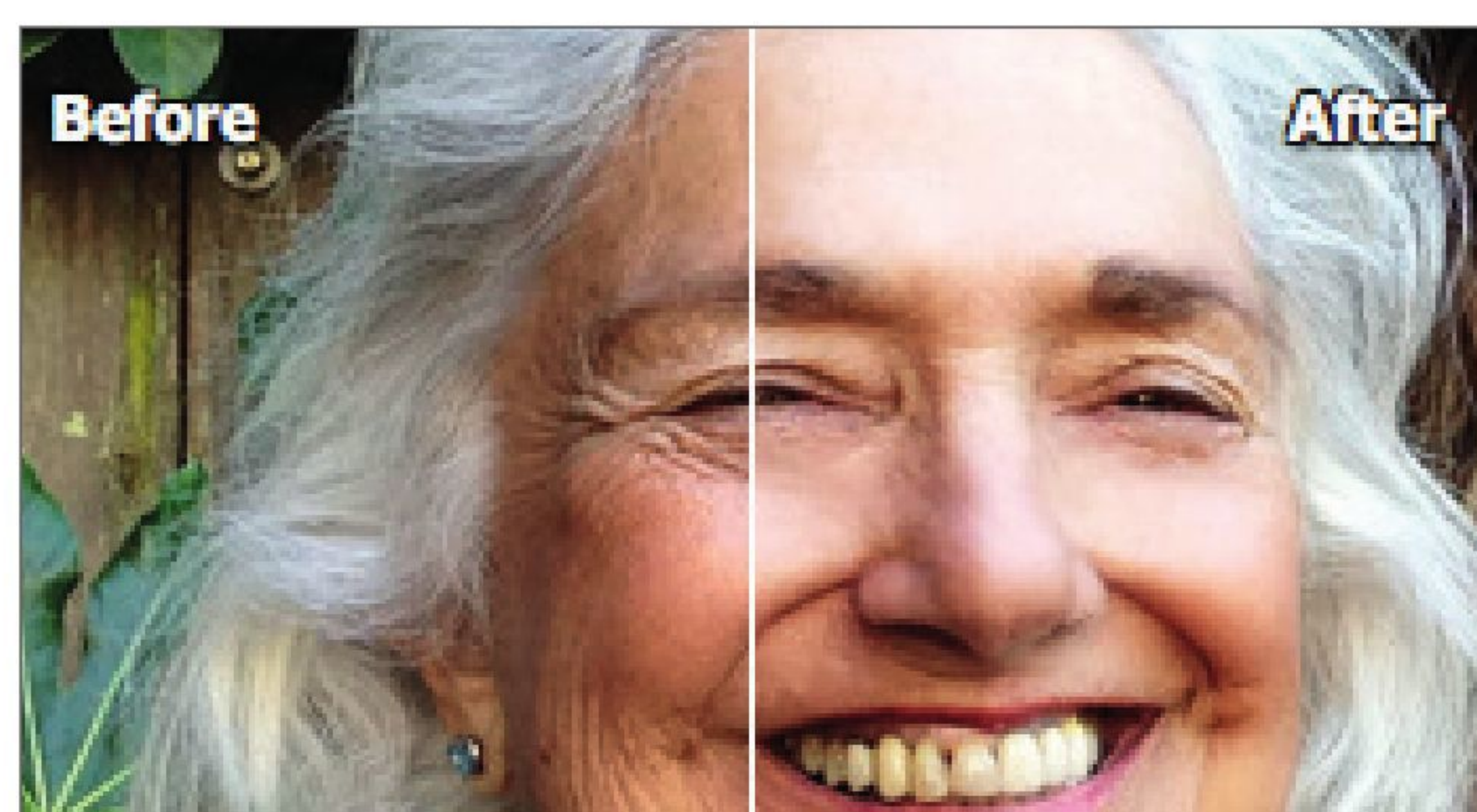
Frame Creator

**38** Use your own photos and graphics to create frame designs. Use the tools to select the areas you want to be your frame and then save that frame design so you can work on it further in Expert mode.



Create Orton Effect

**39** Based on an old slide film technique pioneered by Michael Orton, you can add a soft and dream-like quality to your photos. Apply the Orton effect as many times as you wish and then use the sliders to enhance the effect even further.



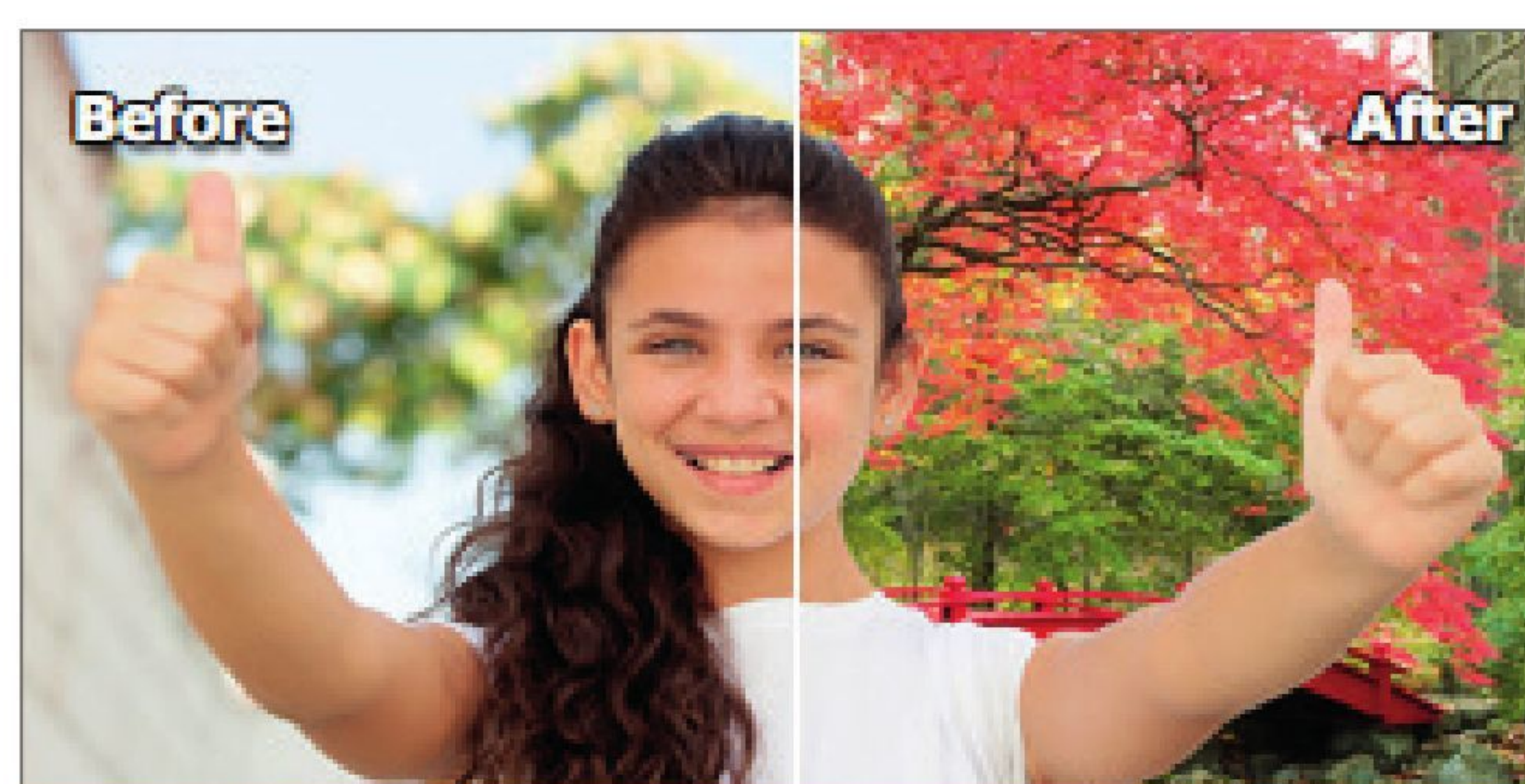
Perfect Portrait

**40** For great looking skin in your portrait photos use these tools to heal blemishes in skin, remove red eye and whiten teeth. For a glamorous look to your shots, you can also add a glow effect and even slim your subjects down if required.



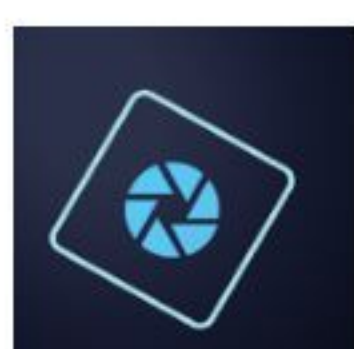
Recompose

**41** This works much in the same way as Photoshop's content-aware scale tool. This tool lets you scale an image but maintain the important content and detail in the photo. You also have the option to mask areas for greater control.



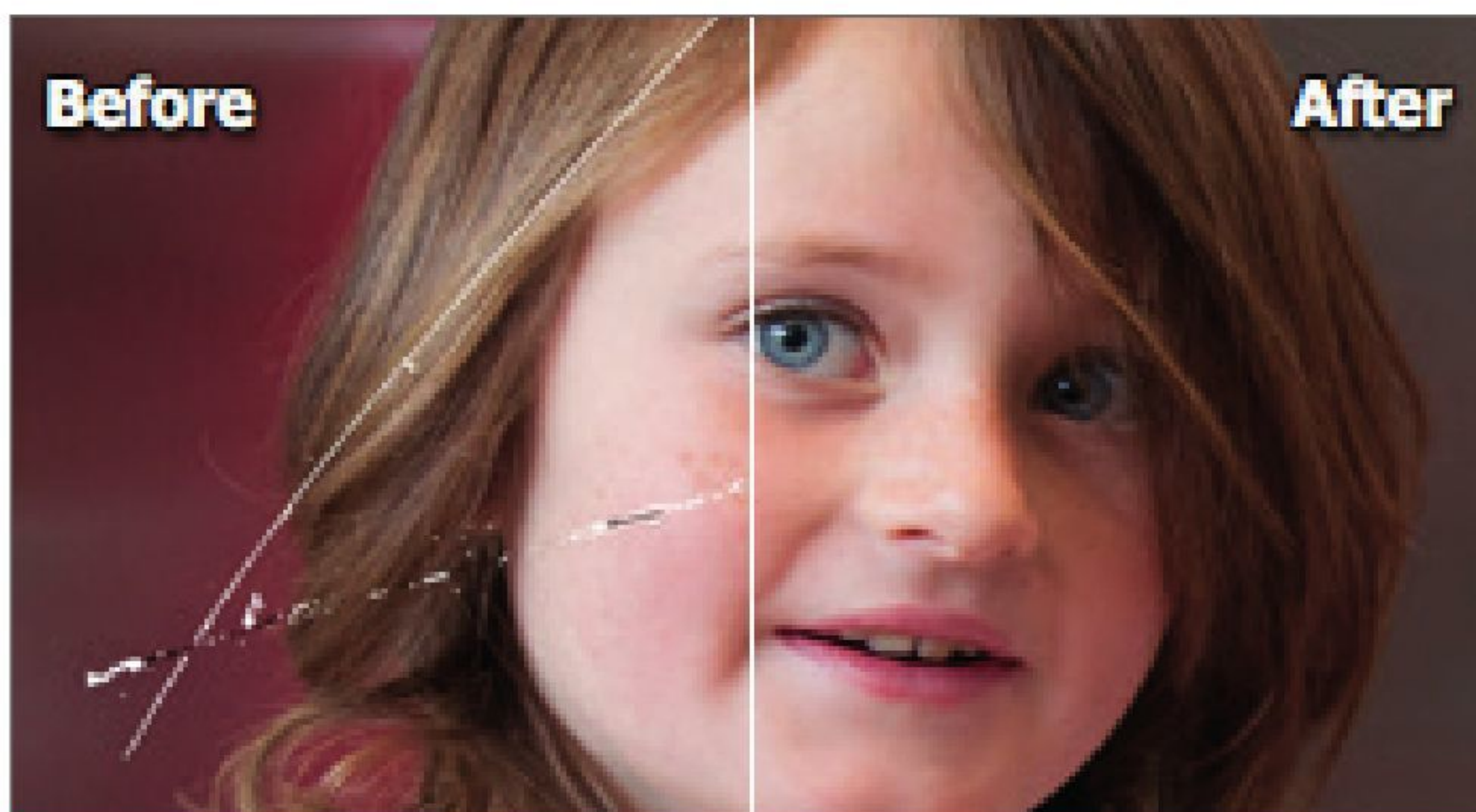
Replace Background

**42** With this set of tools, you can select your primary subject using one of a number of selection tools and then remove their background. Select a new background or texture and then place it behind the original to match the colour tones for a convincing result.



**Restore Old Photo**

**43** If you have a number of old scanned photos that have many blemishes on them, then this tool can make them look new again. Using healing tools, blur tools and clone stamp copies, you can improve those old photos with ease.



**Scratches and Blemishes**

**44** For any small blemishes and flaws in a photo, use this tool to quickly fix those troublesome areas with the spot healing brushes. Larger areas will benefit from the application of the healing brush.



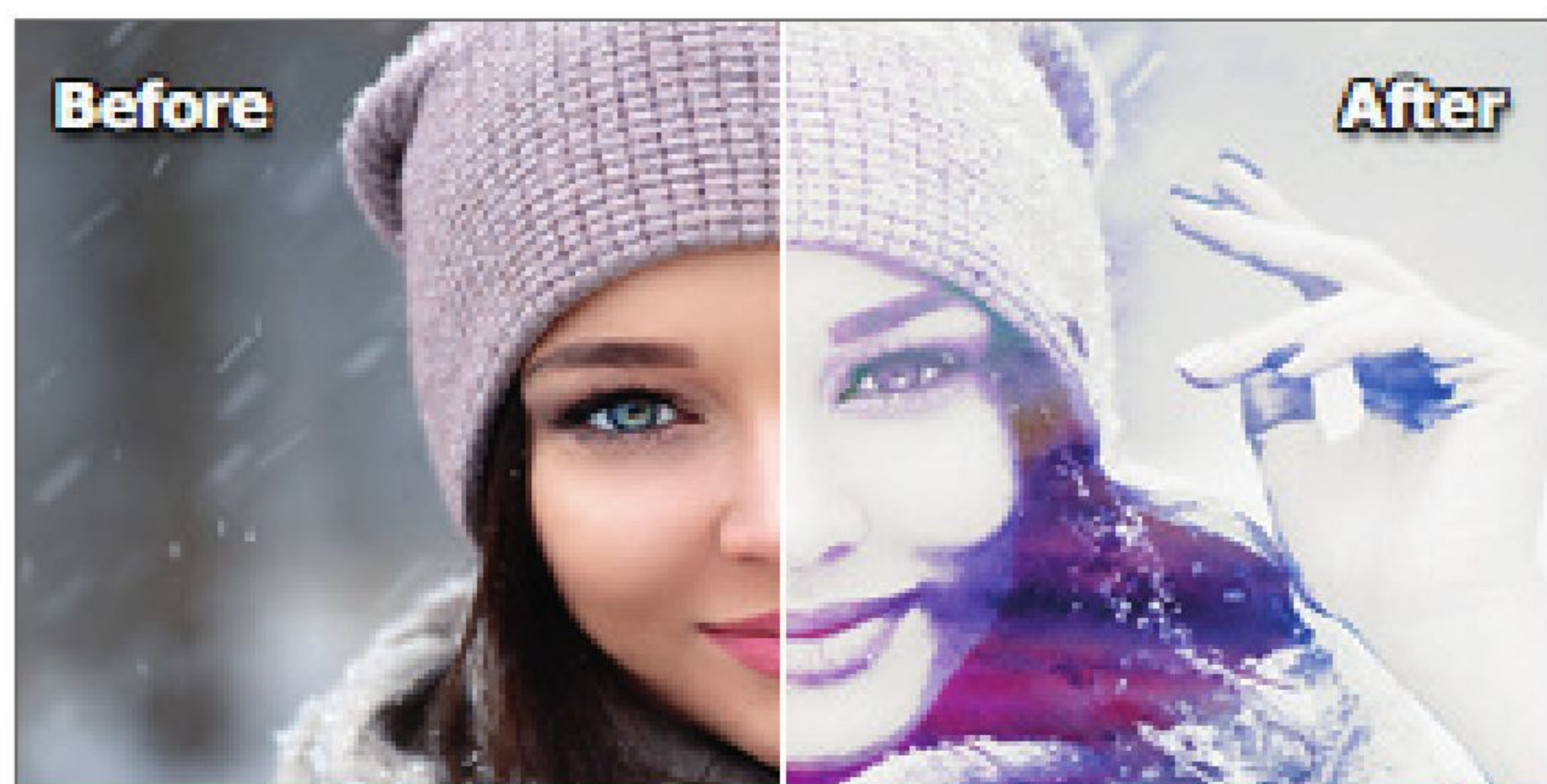
**Text and Border Overlay**

**45** Choose from a selection of border designs to frame your favourite photos. Choose its size and colour and then add a text overlay using the type tool. You can then specify the text's position and edit the text style used.



**Tilt-shift**

**46** Turn your images into miniature effect photos using this specialised blur tool. It works best on photos taken from above your subject and from a distance. It mimics the effect of expensive tilt-shift lenses. Modify the focus area and add blur, contrast and saturation.



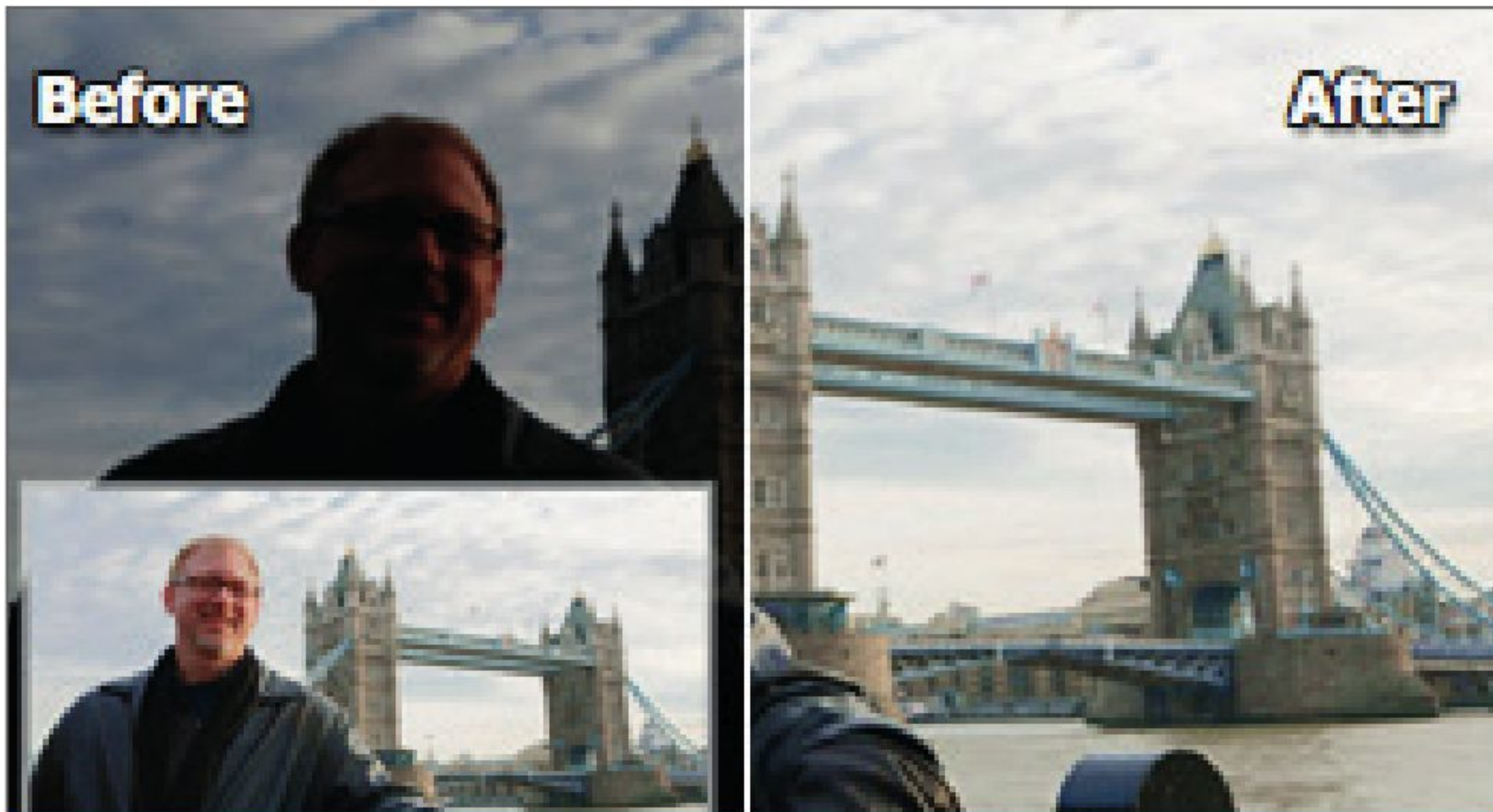
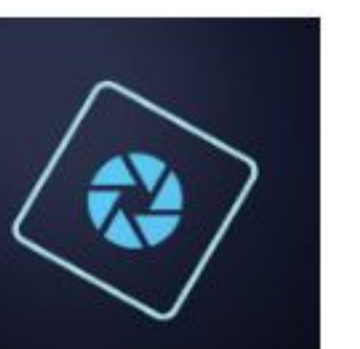
**Watercolour Effect**

**47** A simple and effective way to turn your favourite photos into watercolour paintings. Choose an effect, add a watercolour paper overlay and a canvas texture. Then you can refine the effect and add captions in various text styles.



**Photomerge Compose**

**48** This allows you to select two photos you wish to work on and extract from one photo and place it on another to combine the two. You have selection tools to help you accurately extract your first subject, then you can place it, move and scale it on the second photo.



**Photomerge Exposure**

**49** This is a form of high dynamic range photography. This tool lets you combine two or more different exposures of the same shot to create a much more exposed version. Use automatic or manual modes for the final result.



**Photomerge Faces**

**50** Combine facial features from two different portrait photos for humorous results. Select two faces and open them. You can then use the alignment tool to pick out three distinct areas on each face and then blend them together.



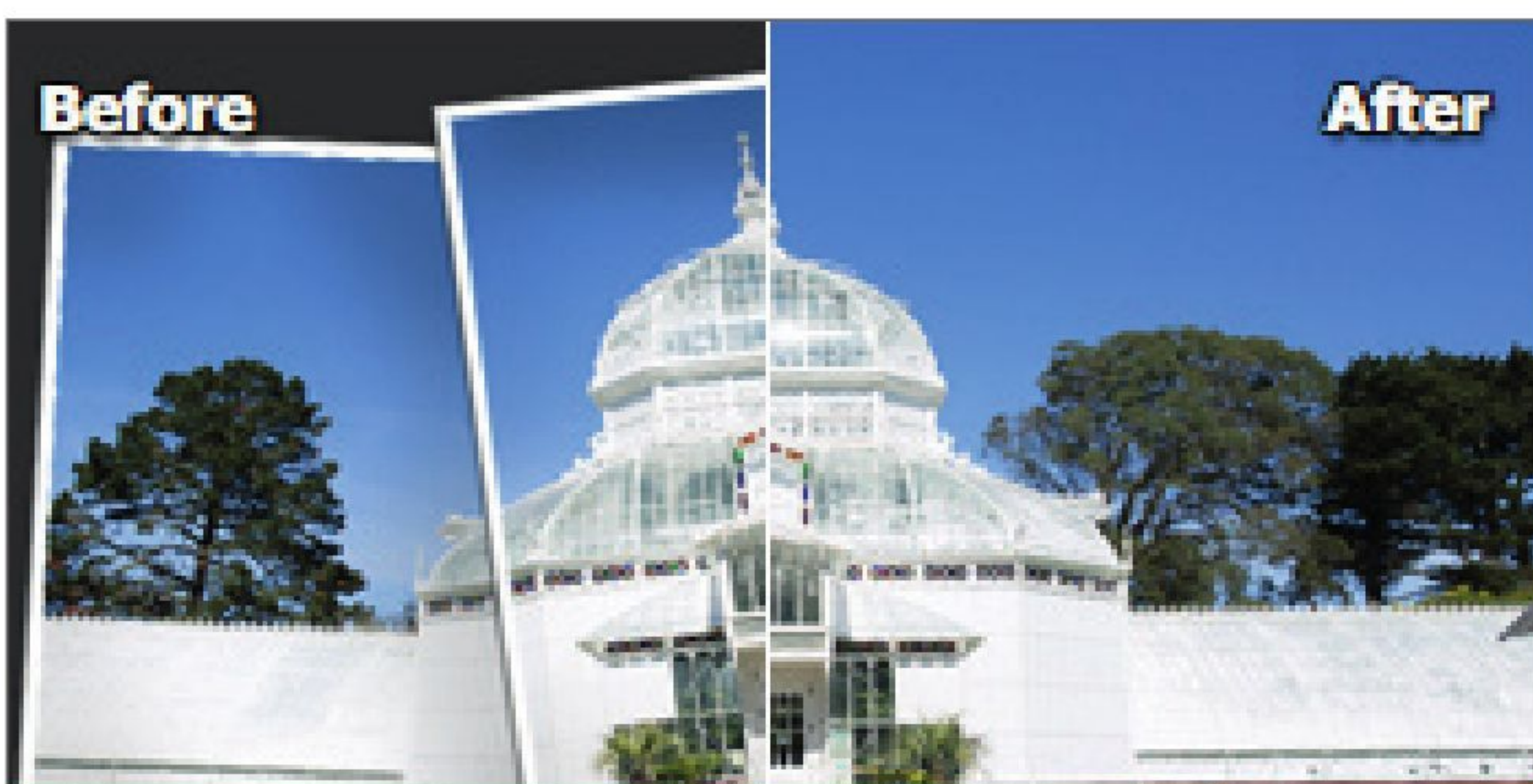
**Photomerge Group Shot**

**51** Use multiple group shot images to make sure everyone has their eyes open or is looking at the camera. Select two or similar group shots taken together. Set one as the final image and use additional photos to merge preferred elements into the final photo.



**Photomerge Scene Cleaner**

**52** If you have a series of photos of the same subject but there are distractions in each, you can combine two or more photos to clean up the scene. Use one base image and blend in the best parts of additional photos to create a finished result.



**Photomerge Panorama**

**53** Great for creating super-wide panoramic shots. Combine a sequence of several photos that captures a very wide panoramic scene by merging them. Select your photos, choose your panorama layout and type of settings and the program does the rest for you.

**Try This**

Don't forget to check out the inspirational news stories and guide information available on the Home screen. There is plenty to pique your interest.

What would you like to do today?  
e.g. I would like to make a greeting card

TRY THIS

**Create a watercolor effect**

Turn any photo into a beautiful, textured watercolor — and even add text. Try now

Try



# Using Adobe Camera Raw



Most modern digital cameras allow you to shoot in a picture format known as Raw mode. Raw mode is a pure digital readout of the data captured by the sensor. This offers amazing scope when it comes to getting the very best out of your photos. Step inside your very own digital darkroom and take control of the final look of your photos. More than that, see how you can integrate Adobe Camera Raw (ACR) and Photoshop Elements for a professional looking workflow solution.



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**35** Control Tabs

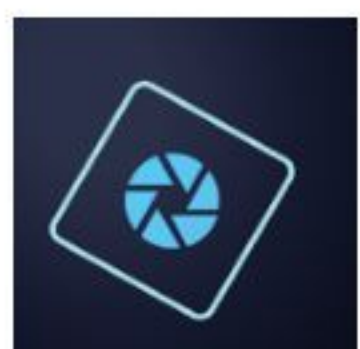
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**37** The Profile Browser

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# The Camera Raw Interface

**Part  
One**

Let's take a look at the ACR interface, see what it has to offer and also how it can integrate with the Elements Photo Editor.

## In the Raw

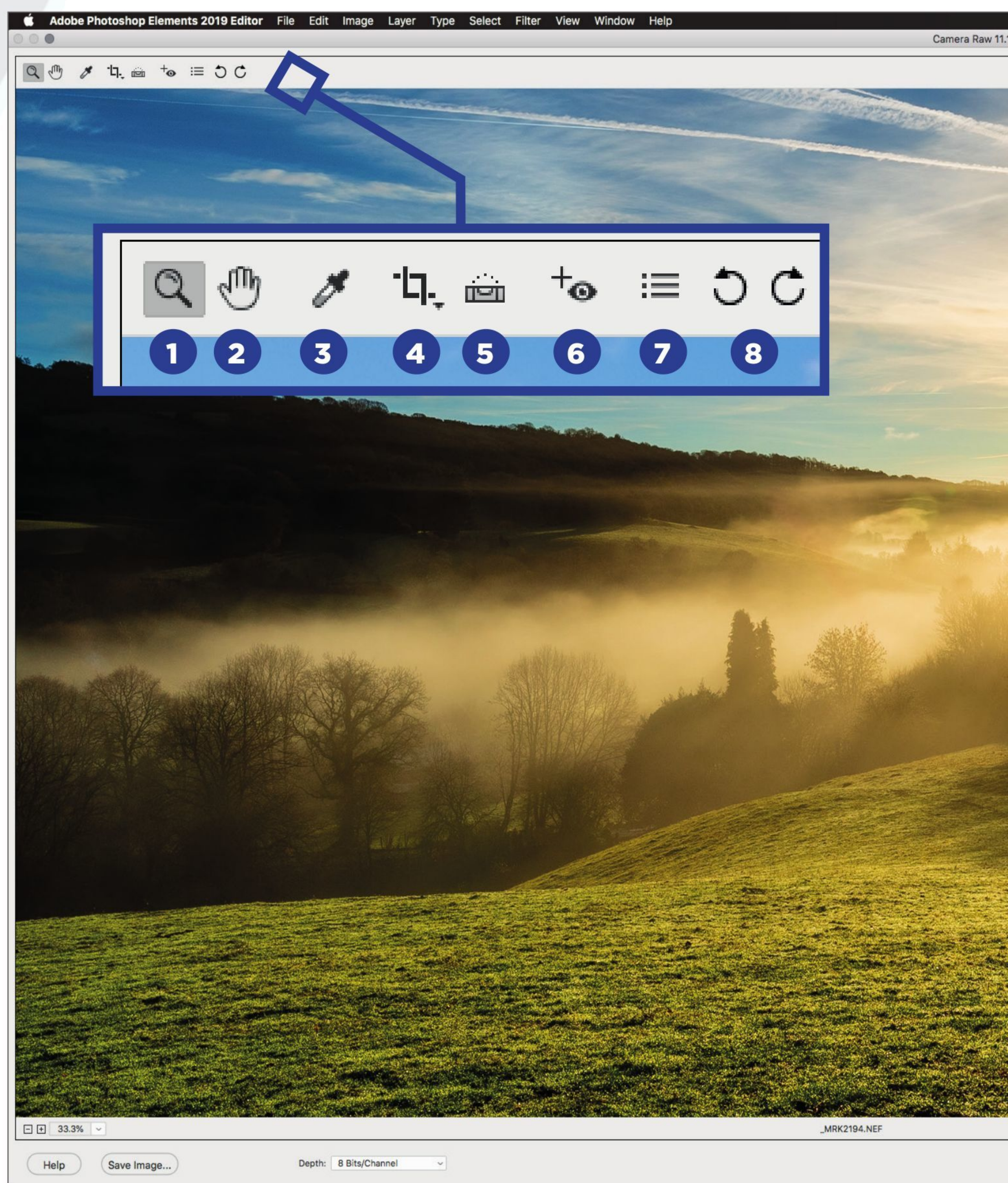
Adobe Photoshop Elements 2018 comes with Adobe Camera Raw supplied. It is more usually referred to as ACR and lets you process Raw files from digital cameras as the first step of your digital photo processing workflow; but you don't have to stop there. You can process your Raw file and then continue to work with it in the Photo Editor in either the Quick or Expert editing modes. It is easy to get started. Let's take a look at the ACR interface, see what it has to offer, and also how it can integrate with the Elements Photo Editor to help you get more out of your favourite photos.

### 1 Zoom Tool

A standard zoom in and zoom out tool that lets you view your image at increasing or decreasing levels of magnification. Each time you click the zoom tool, the image will be enlarged to the next level of magnification. Wherever you click on your image, it will magnify and centre it in the workspace using that clicked point. If you press Alt on your keyboard, you can decrease the level of magnification and zoom out. Right-click the image to call up the context menu to display all the preset zoom levels available.

### 2 Hand Tool

The Hand Tool allows you to move your magnified image around the screen by clicking and dragging.





### 3 White Balance Tool

To help you remove colour cast from your photo, you can use the White Balance Tool to bring the image back to a more neutral colour cast. Click on the tool and then place the eyedropper cursor over an area of your picture that is either meant to be white, middle grey or solid black. It will use that reference point to neutralise any colour cast. Right-click the screen to call up the content menu to display all the white balance presets available to use.

### 4 Crop Tool

If you need to crop your image to different proportions, you can use the

Crop Tool to drag a crop box over your image and using the control points on the box, scale and rotate it to get the perfect crop for your photo. Right-click on the cropped image to call up the context menu to view more proportional cropping options and to clear the crop if you need to start again.

### 5 Straighten Tool

This is particularly useful if you have strong vertical or horizontal elements in your photo that need to be levelled so they are perfectly vertical or horizontal. Click the Straighten Tool and then click and draw a line along the part of your photo that needs to be straightened out.

### 6 Red Eye Removal Tool

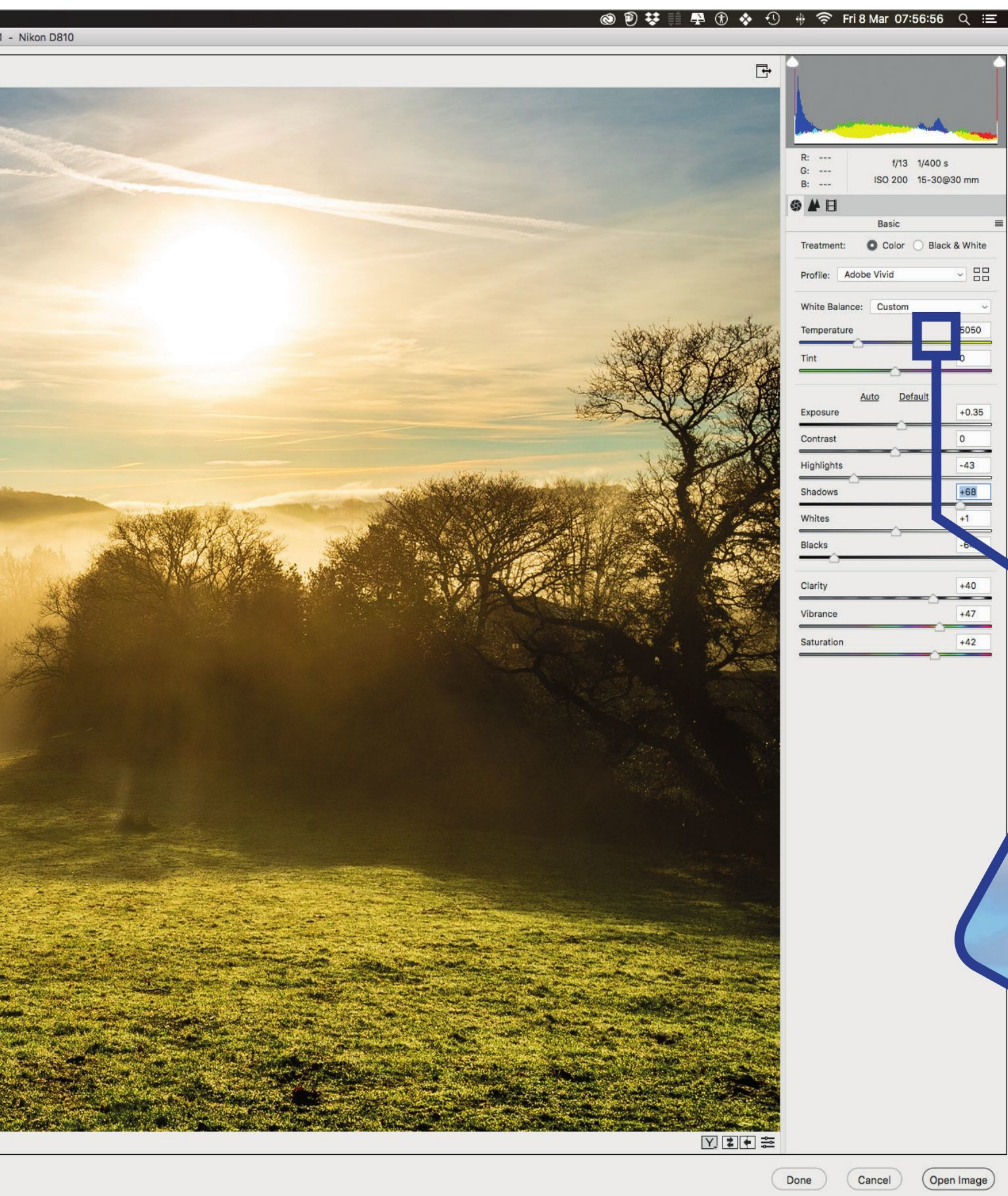
If you happen to have a photo of a family member or friend whose eyes are coloured red because a camera flash illuminated the blood vessels at the back of their eyes causing the red-eye effect, you can remove the redness using this tool. Click and drag a marquee selection over each eye and the program will do the rest.

### 7 Open Preferences

Opening this dialog box allows you to set some Camera Raw Preferences such as where your image settings are saved and whether you automatically sharpen all images. You can also set other auto functions such as tone adjustments and also specify how DNG files are handled.

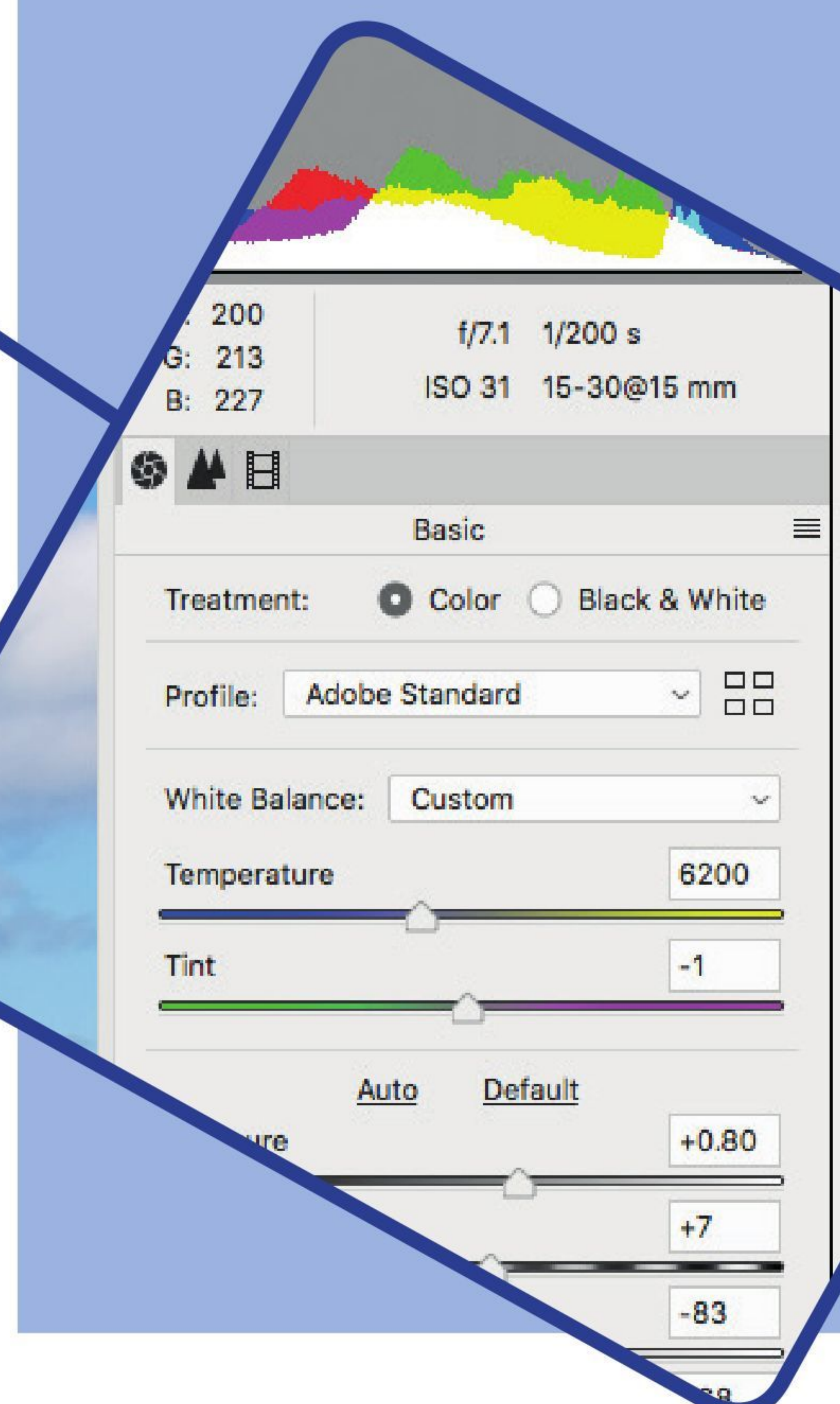
### 8 Rotate Image

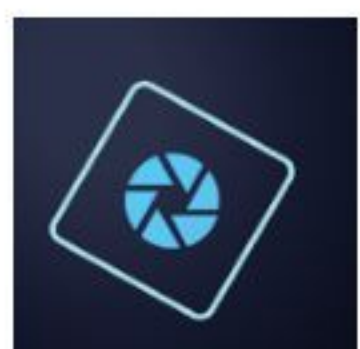
Lets you rotate your photo clockwise or anti-clockwise in 90° increments.



## Control Tabs

Continue over the page and we delve into the control tabs, colour treatment options and profiles of the Adobe Camera Raw interface.





# The Camera Raw Interface

Part Two

Our journey around the Adobe Camera Raw interface continues with more of the tools to bring the most out of your photos.

## 9 Full Screen Mode

Clicking this button lets you toggle the full screen mode. When you do, no file menus will be visible until you toggle full screen off again.

## 10 Shadow Clipping

Shadow Clipping is there to warn you if any of the darkest tones in your photo become solid black. A blue highlight will appear to warn you which parts of the photo are clipped.

## 11 The Histogram

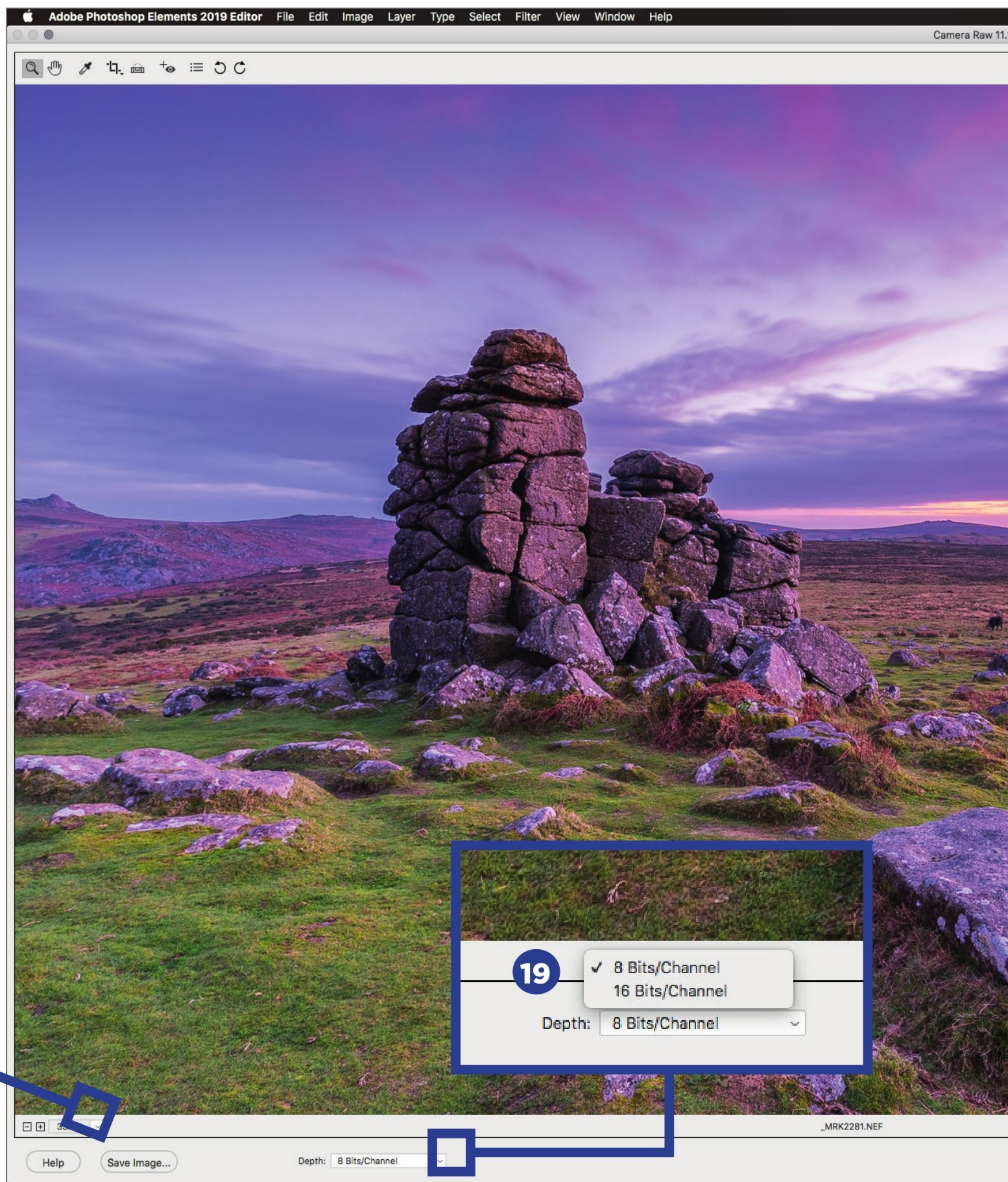
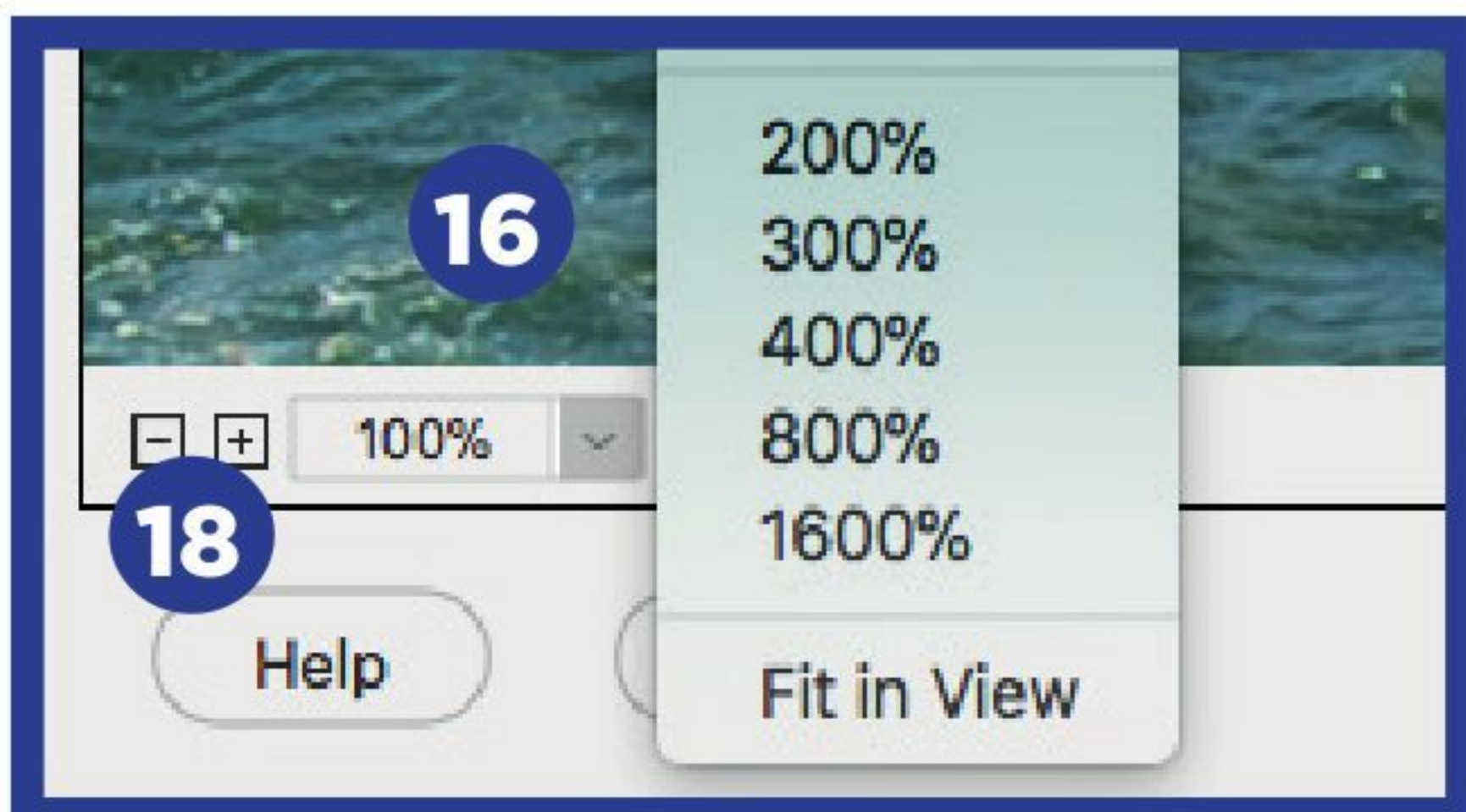
This is a graphical representation of the distribution of colour and tonal values throughout the image. The amount of tones in any given part of the tonal range are shown as peaks along the length of the histogram.

## 12 Highlight Clipping

This works in the same way as the Shadow Clipping warning. If any of the brightest highlights in the image are solid white, or get pushed to solid white as a result of editing, they will be displayed as red highlights.

## 13 Information Panel

The left side of the panel shows the RGB values of the image at the cursor position. The right side of the panel displays the exposure information for the image such as aperture, shutter speed and ISO.





## 14 Control Tabs

The ACR interface breaks down the workflow process into discreet sections. First is the Basic panel where the majority of your processing will be done. You can control all the basic exposure and colour adjustments here. The Detail tab reveals sliders for controlling Sharpening and Noise Reduction. The Camera Calibration tab lets you specify the calibration process you are using.

## 15 Treatment and Profile

Gives you the choice of processing your photos in the main colour workspace or in the Black and White workspace. The

Profile menu allows you to choose from a number of preset colour profiles and a series of artistic, modern and vintage effects too.

## 16 Zoom Levels

Instead of using the Zoom Tool, you can use the Zoom Level options.

## 17 View and Settings

The buttons let you cycle through the available before and after view options, swap the before and after settings, copy the current settings to the before image and toggle between the current settings and the default settings.

## 18 Help and Save

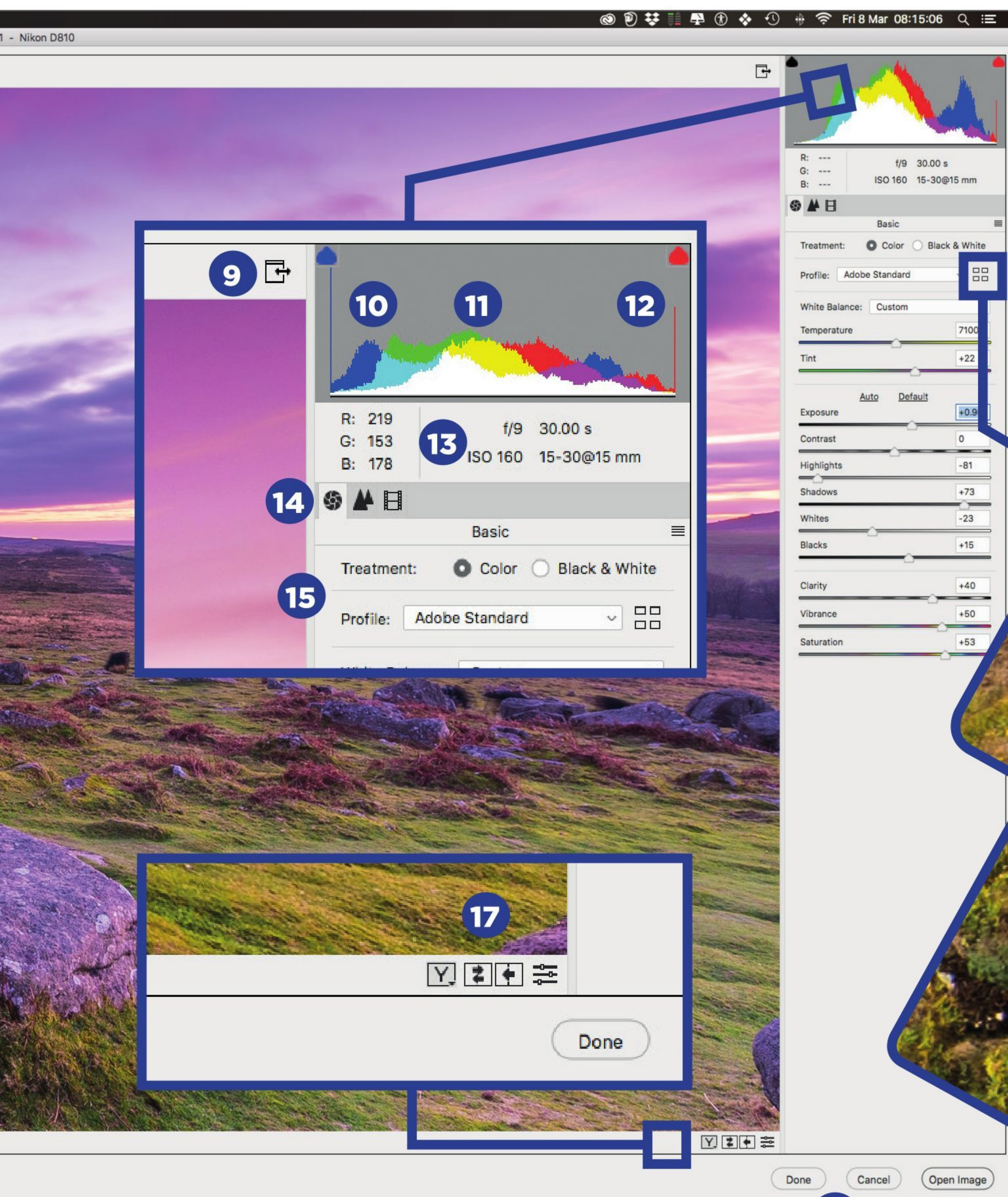
Help accesses the Adobe help files for ACR processing, whilst the Save button allows you to save your current edits to DNG file format.

## 19 Depth

Choose from 8 Bits/Channel and 16 Bits/Channel colour depth.

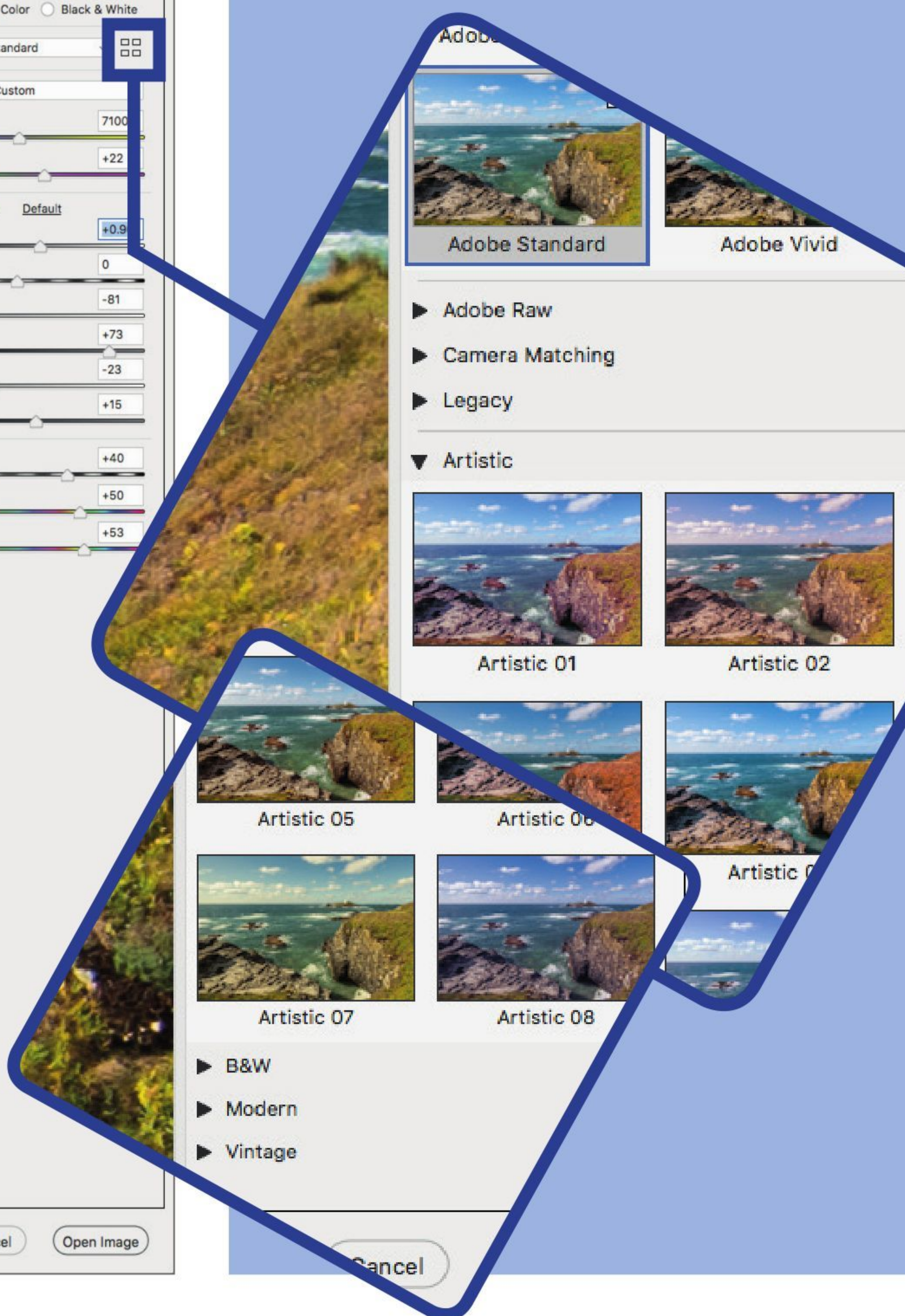
## 20 Done, Cancel, Open Image

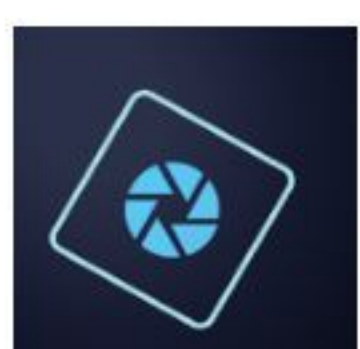
Done Commits all edits and exits without opening the file. Cancel quits without accepting any changes and Open Image will apply changes and open the image in the Photo Editor.



## The Profile Browser

Click on the Profile Browser button and you can view all the standard and artistic colour presets you can use on your photo to alter its colour. There are a number of camera matching profiles as well as artistic, modern, black and white and vintage.

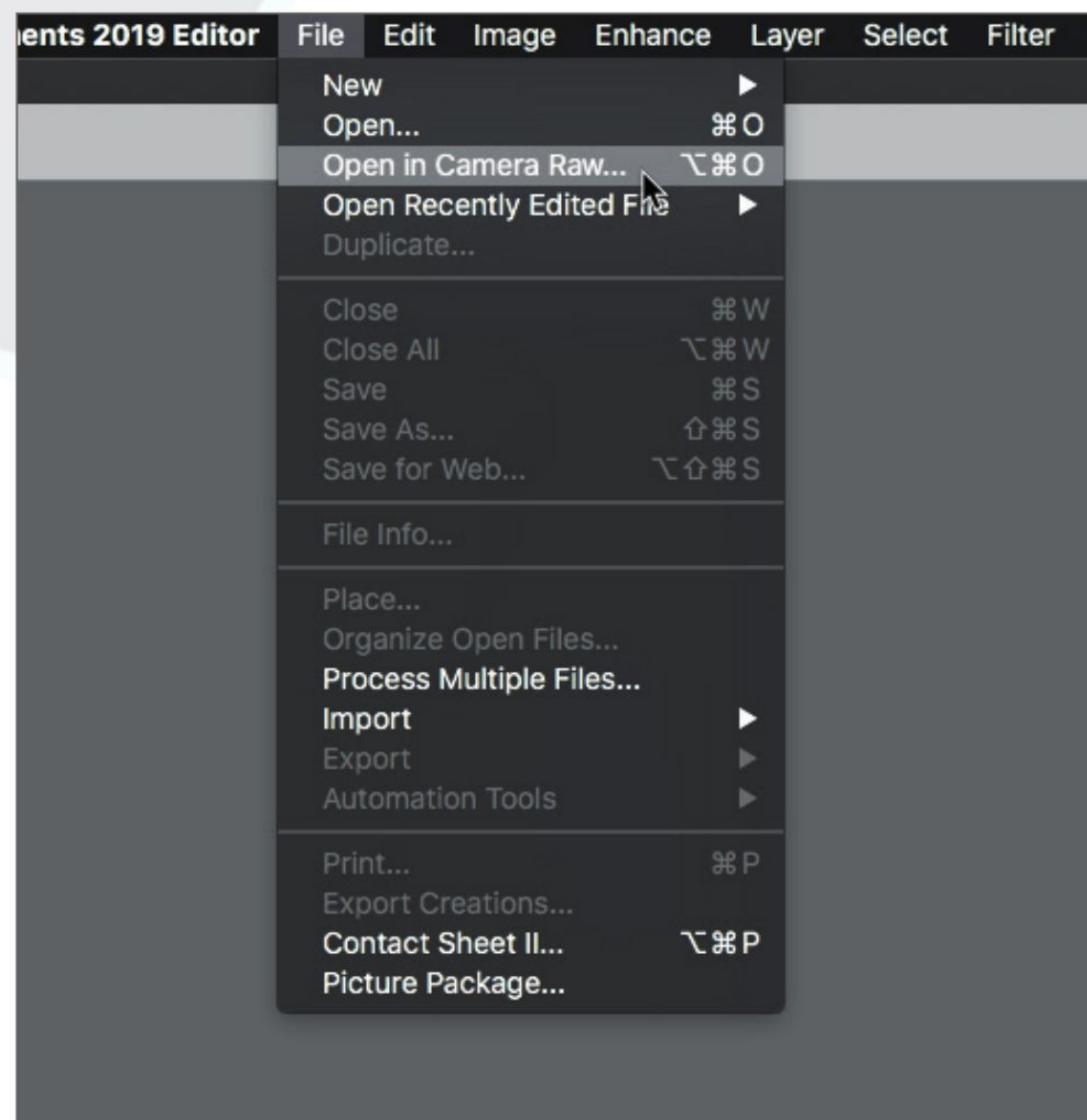
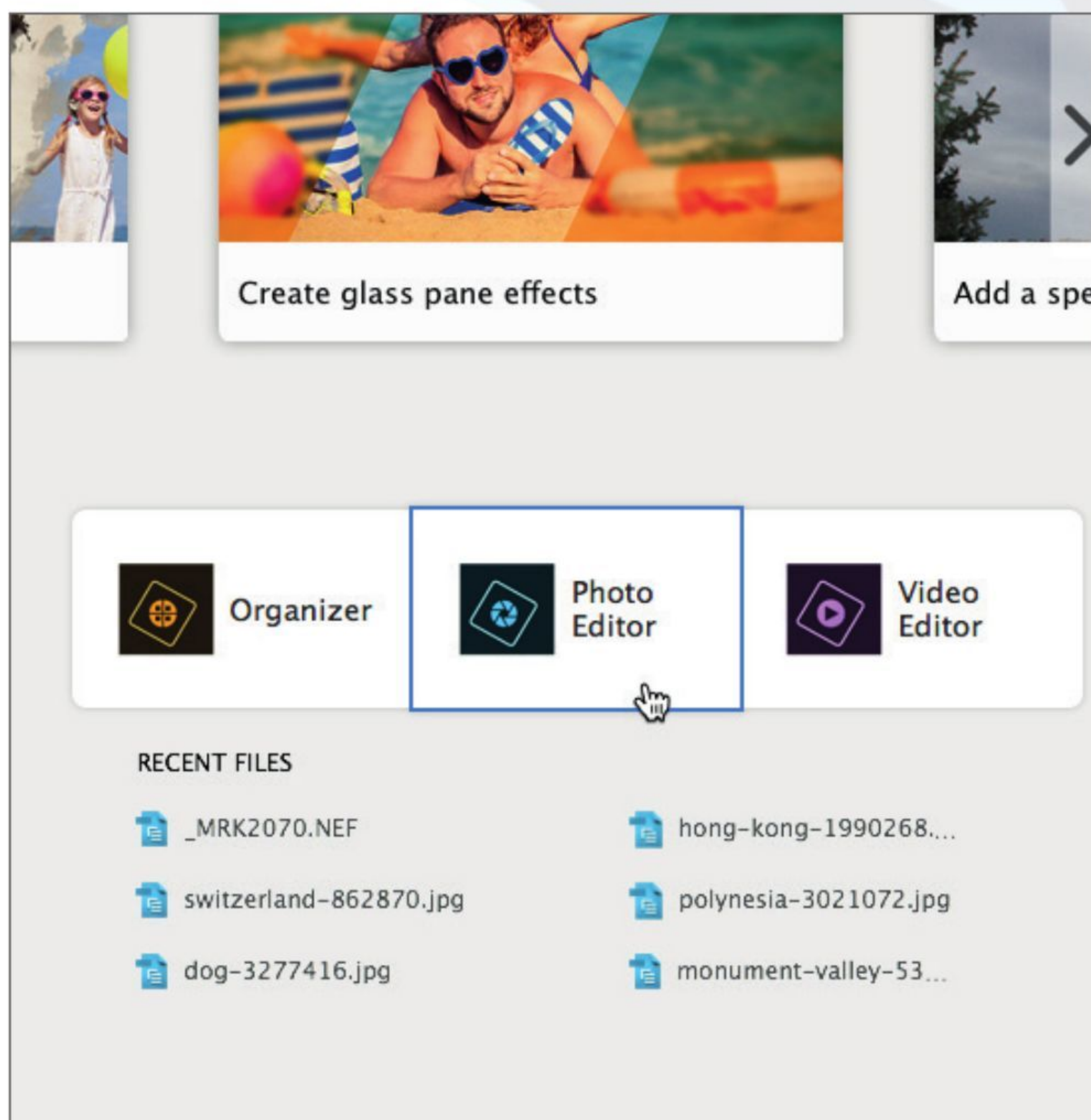
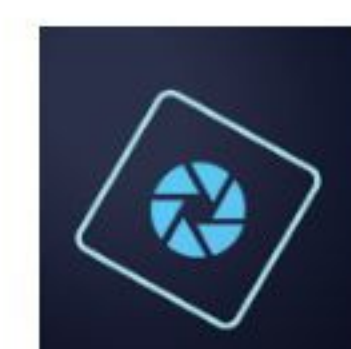




# Camera Raw Processing

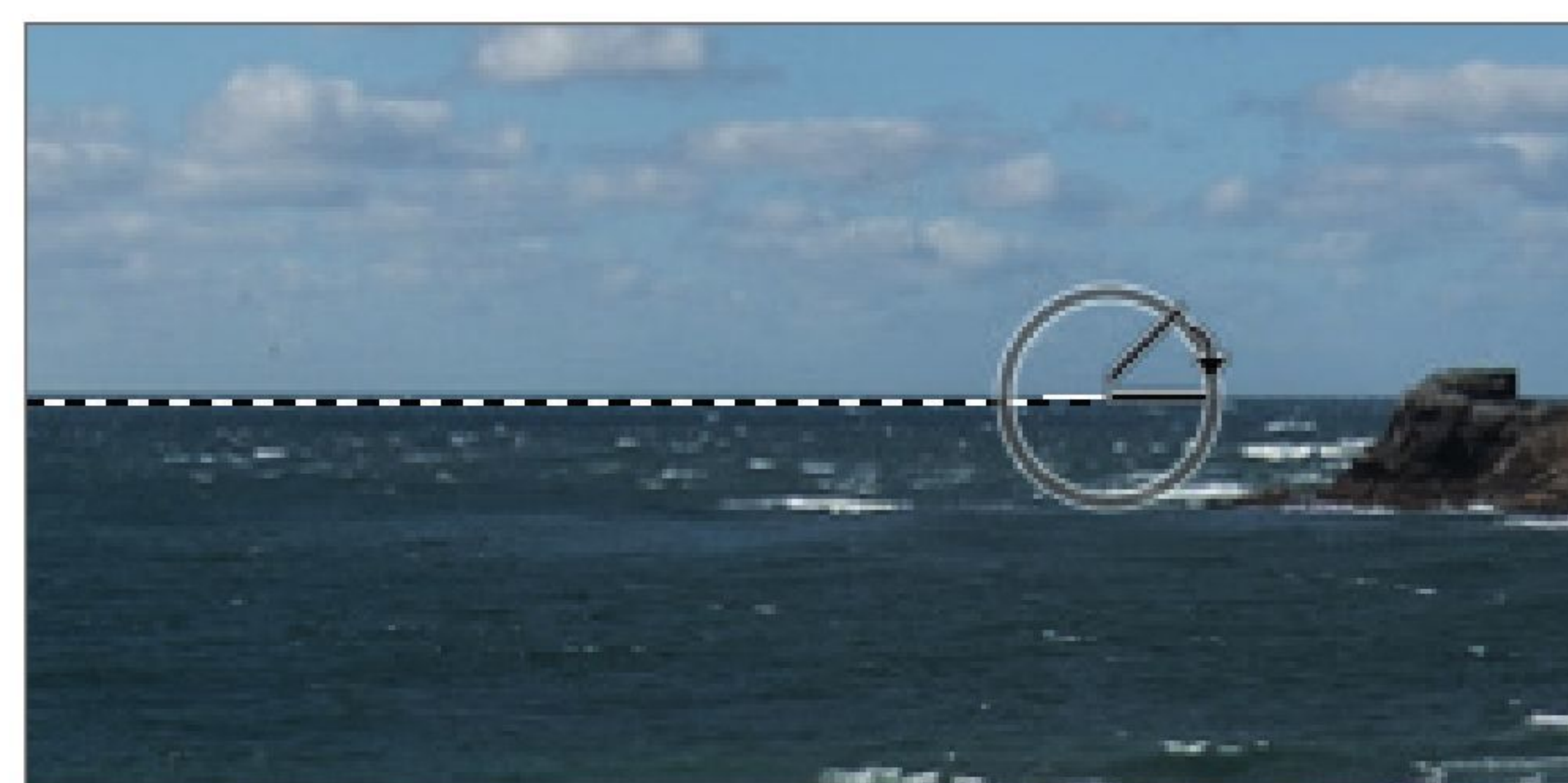
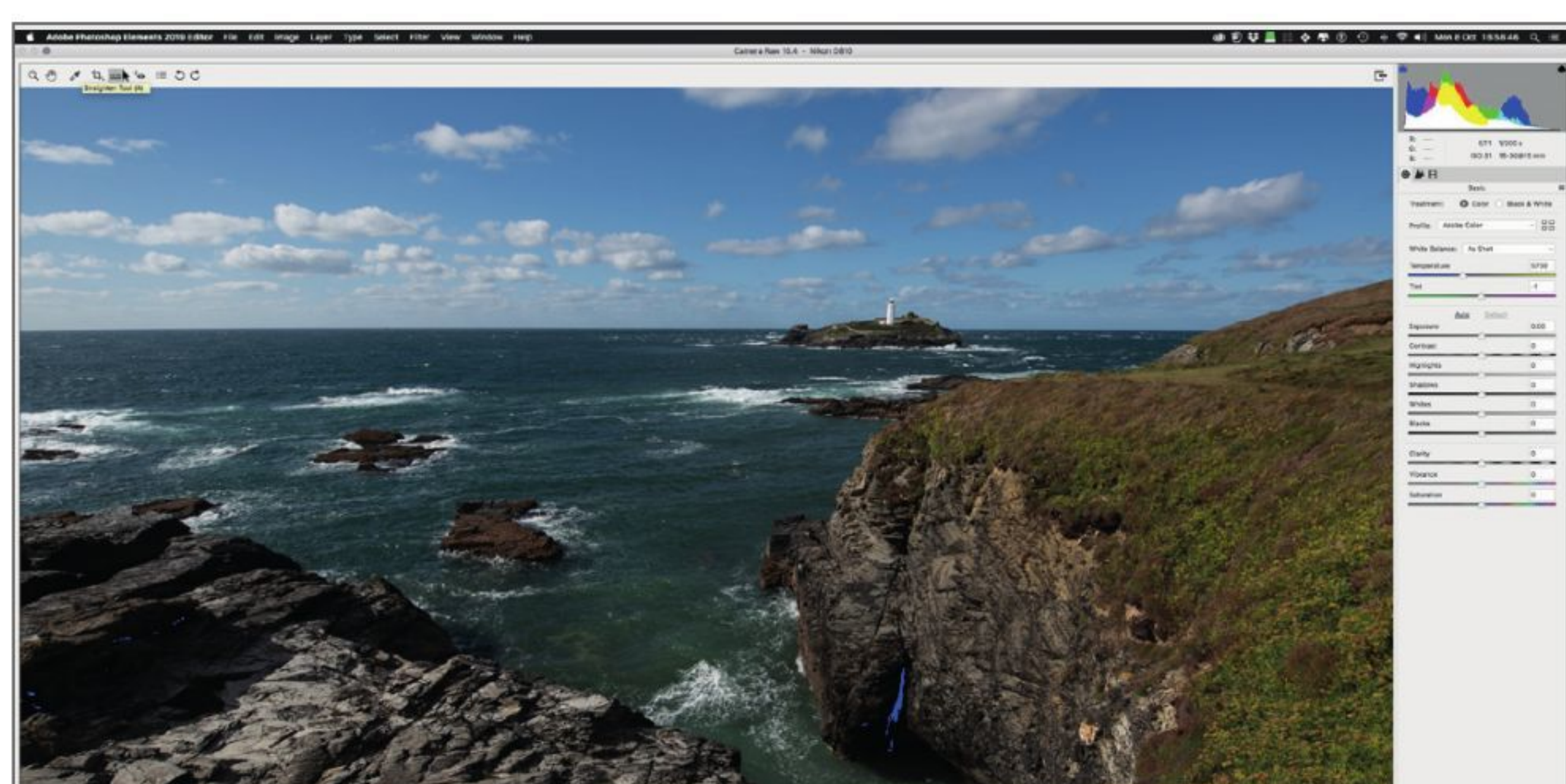
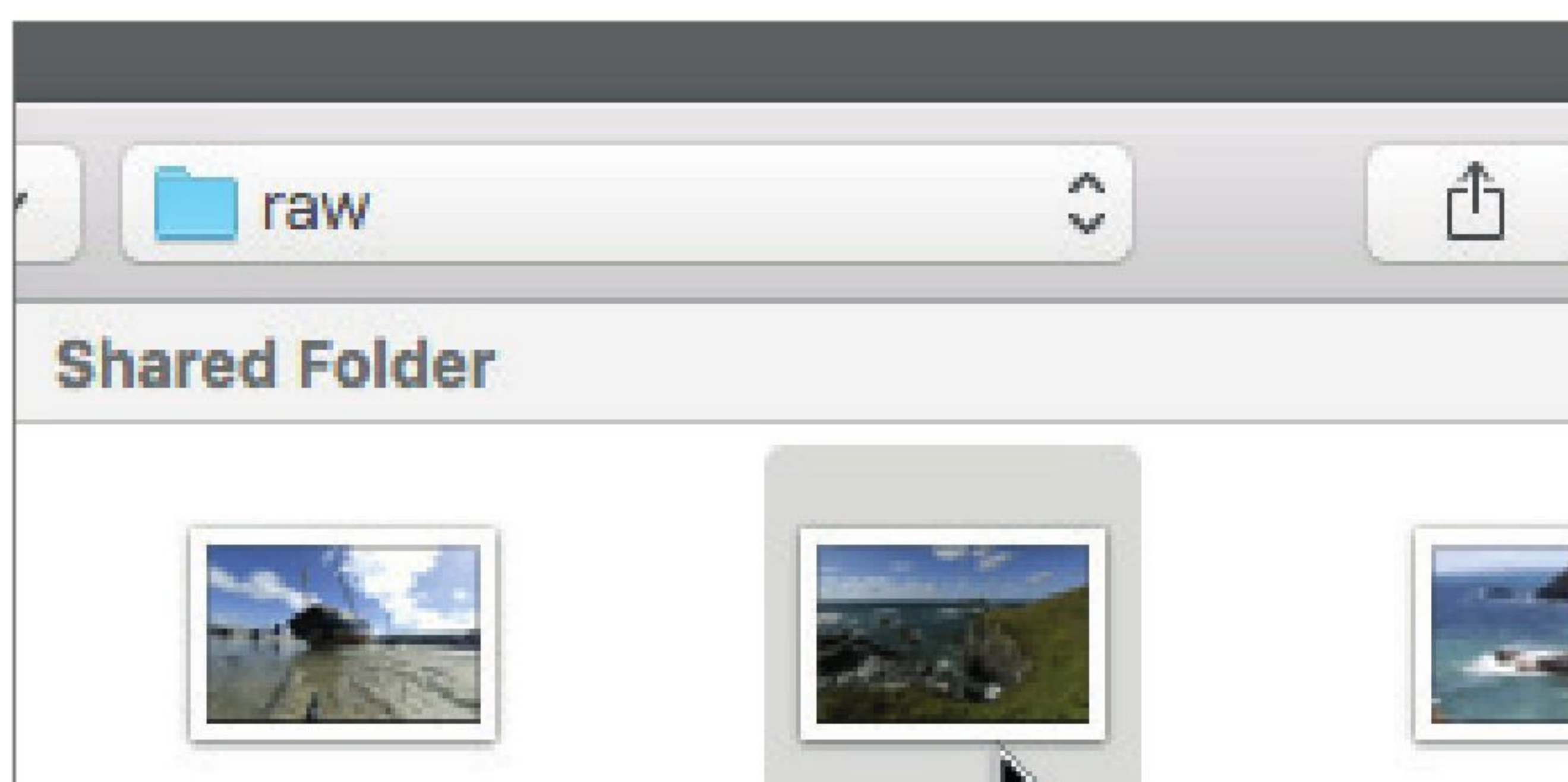
ACR lets you process Raw files from digital cameras as the first step of your digital photo processing workflow; but you don't have to stop there. You can process your Raw file and then continue to work with it in the Photo Editor, in either the Quick or Expert editing modes.





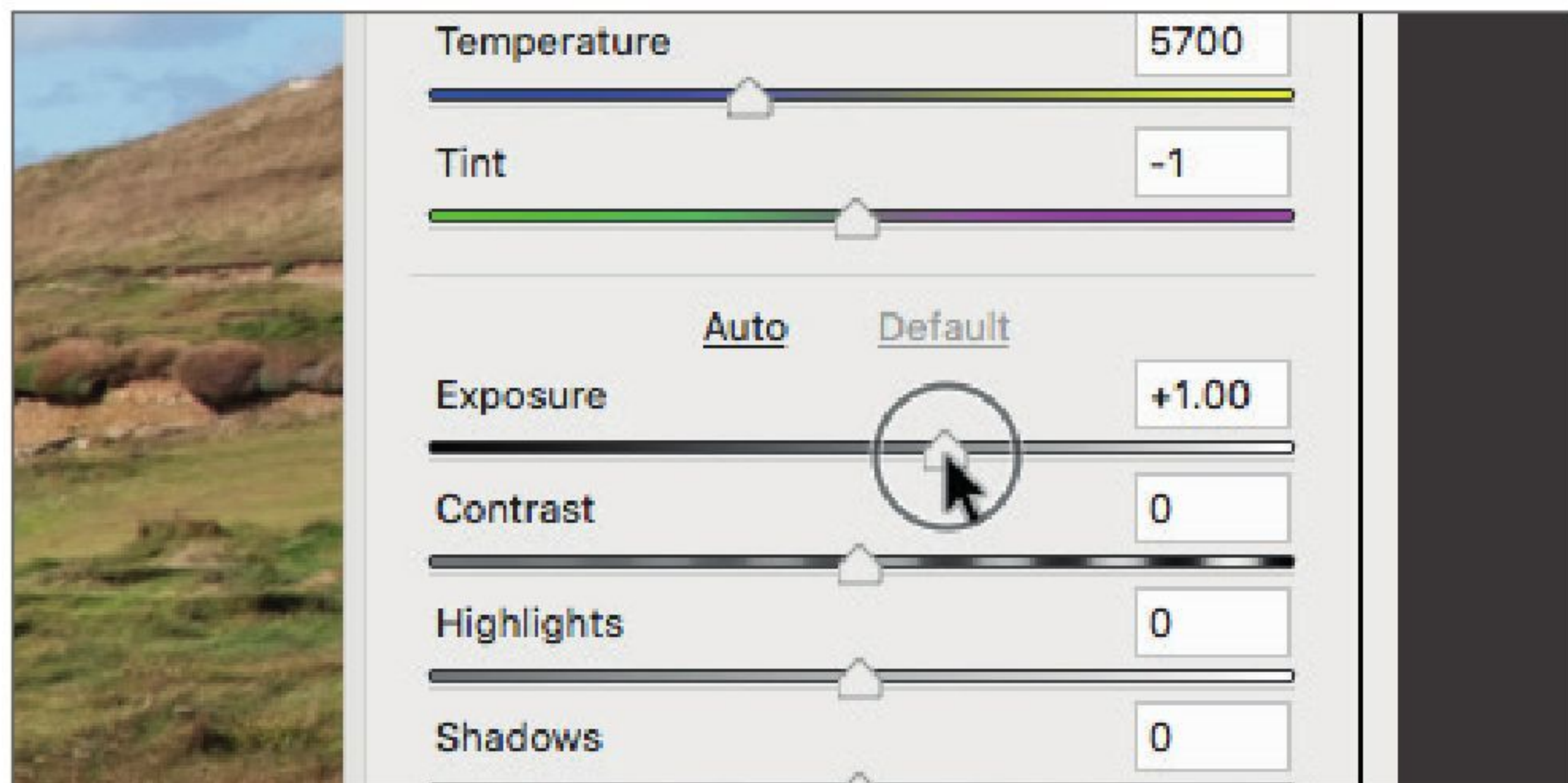
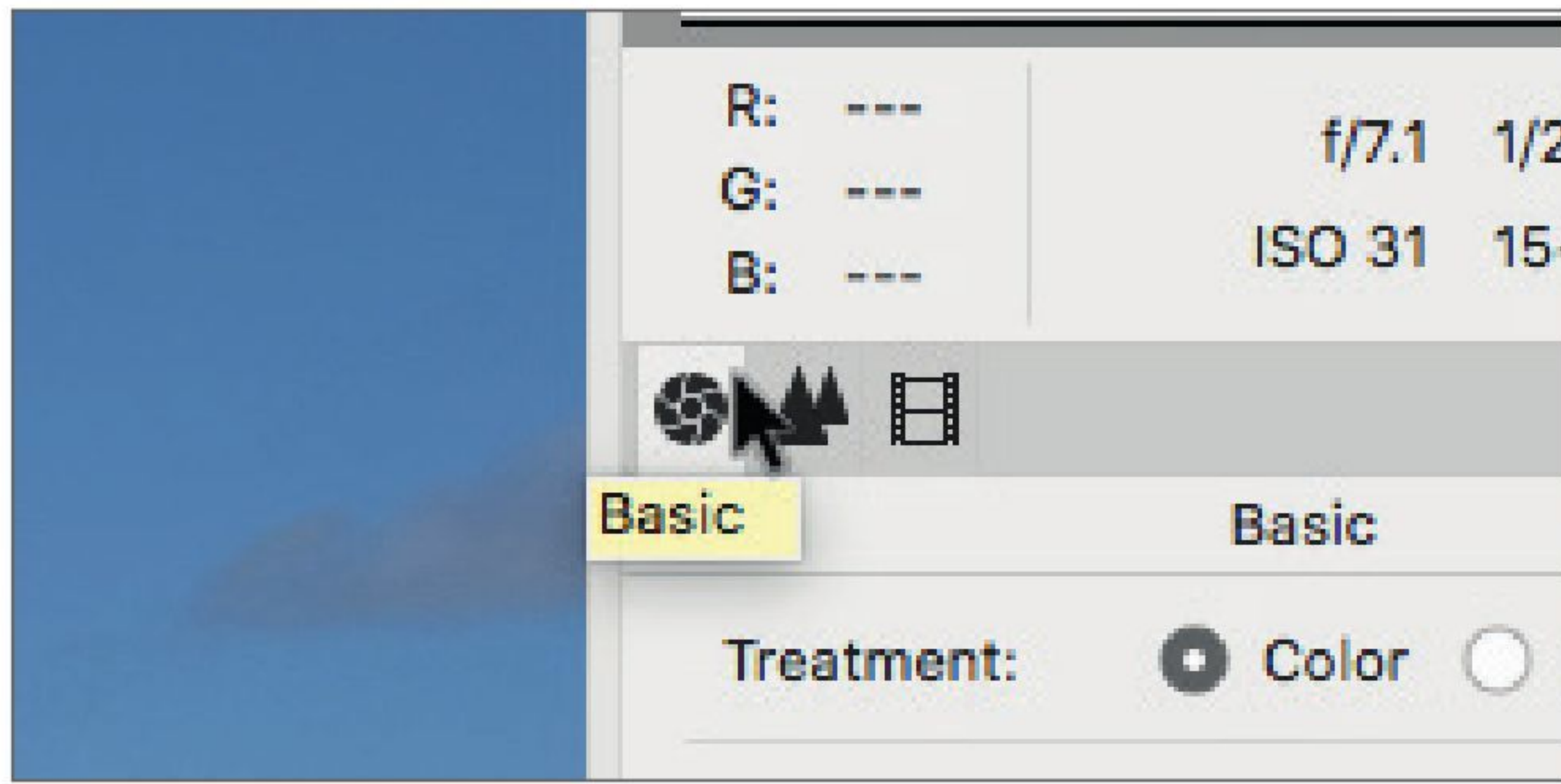
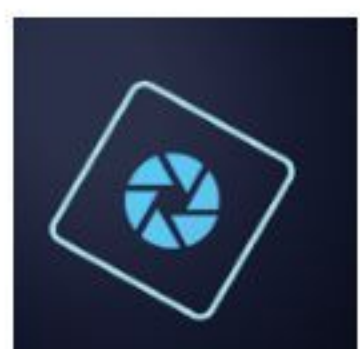
**1** To begin, you'll need to open Photoshop Elements 2019 and from the home page click on the Photo Editor icon, this will activate the Photo Editor program. The default is to open in Expert mode. You can access Adobe Camera Raw (ACR) from either the Quick, Guided or Expert mode workspaces.

**2** Go to File > Open in Camera Raw (Alt + Cmd + O) to open your file browser and navigate to the folder that contains the Raw file you wish to process. Once you have located it, double-click the file or highlight it and press Open at the bottom right of the browser window.

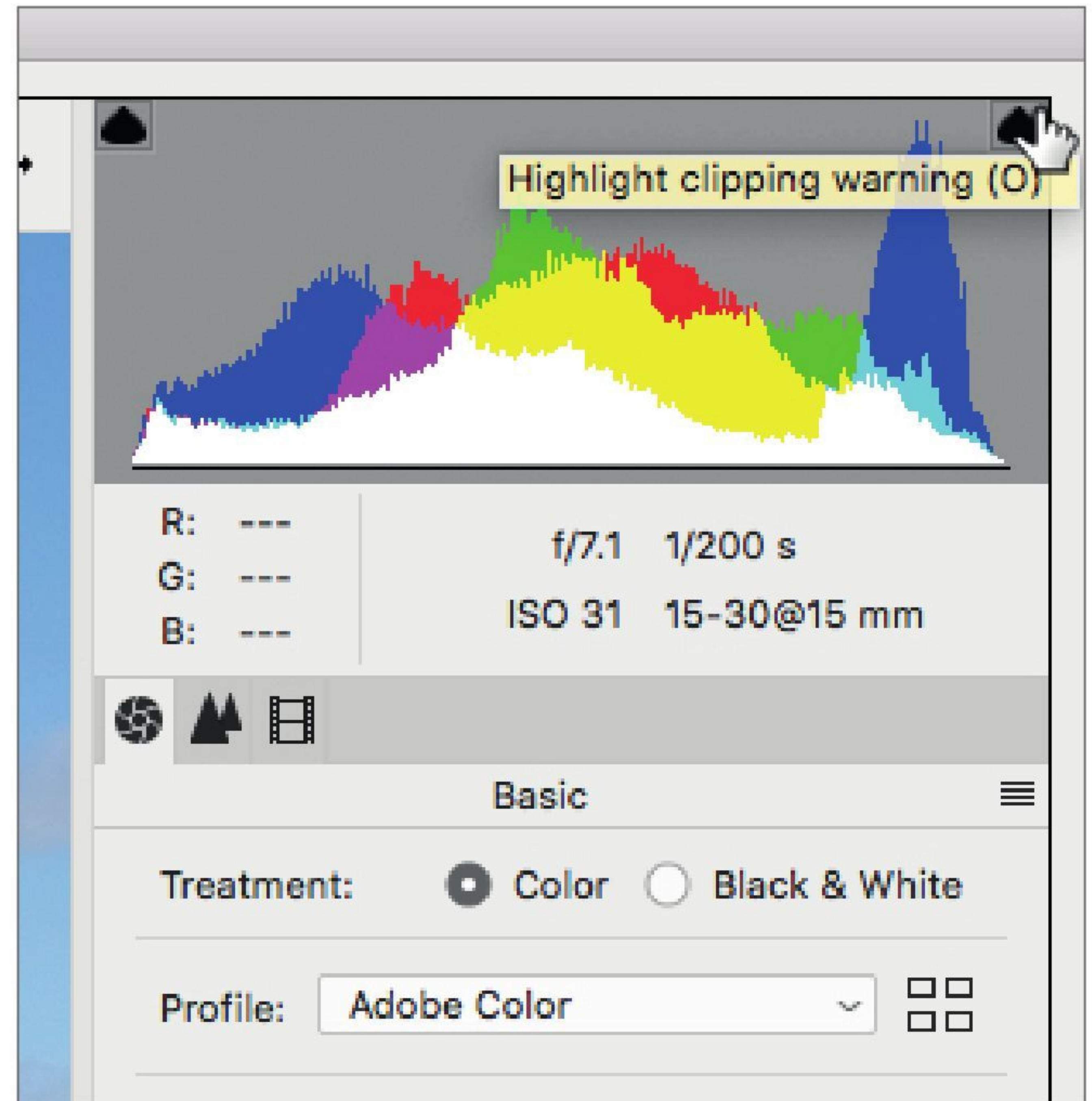


**3** The Raw file, in this case a seascape shot in Cornwall, will open in the ACR workspace, as ACR runs in a separate window to the Elements Photo Editor. You can use the zoom tools to fill the active image area of the workspace; you can clearly see the effect your edits will have on the photo.

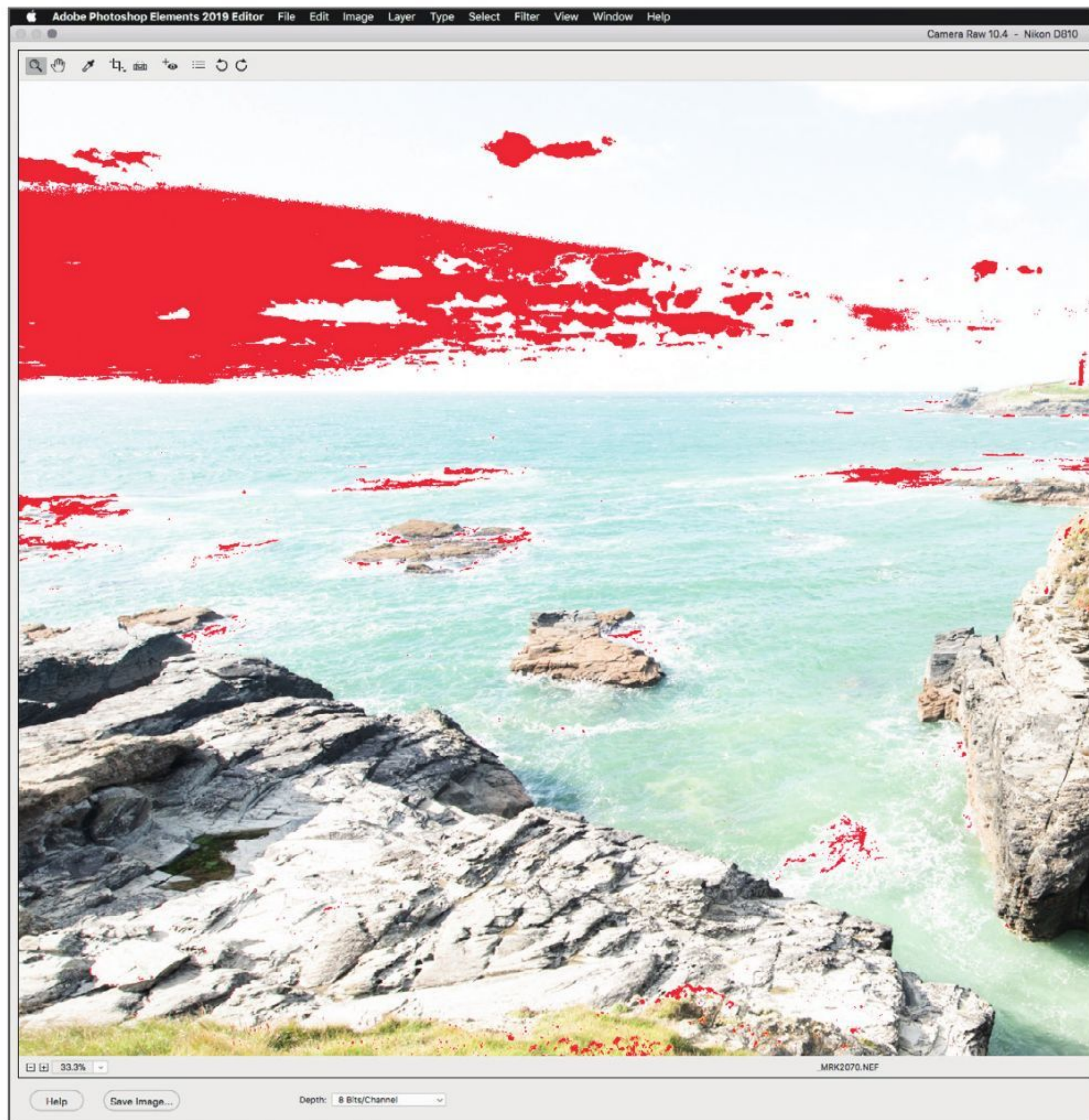
**4** A good place to start with a landscape shot like this is to ensure a nice level horizon. If yours is sloping, use the Straighten Tool (A). Click on one side of your horizon line, then drag across to the other side and release the button to bring it back to level.



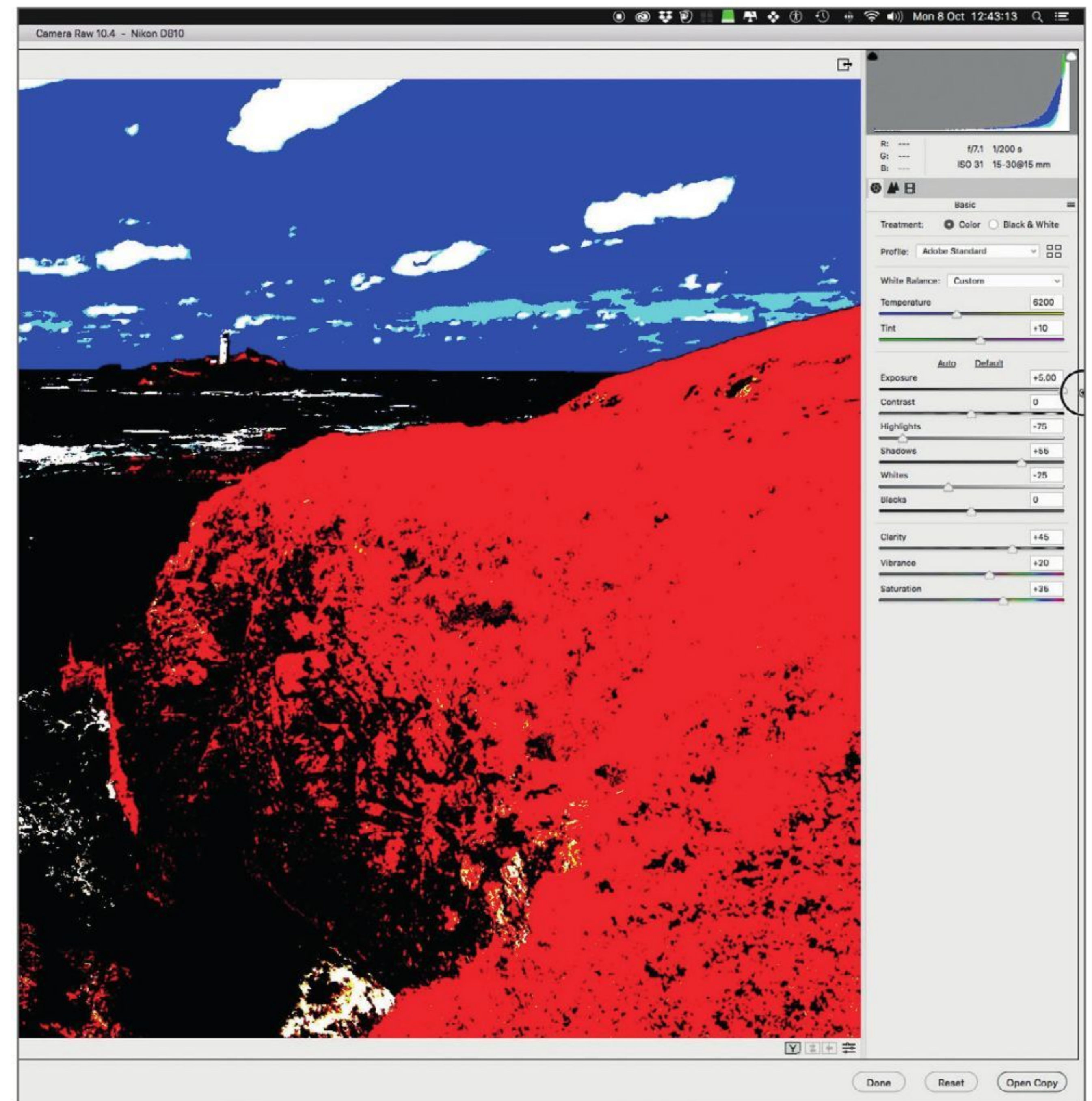
**5** Click on the Basic tab to make sure it is the active tab and you will see the range of adjustments available; you can use these to get the most out of your image. The photo is slightly underexposed, so a good place to start is to increase the value of the Exposure by moving the slider to the right.



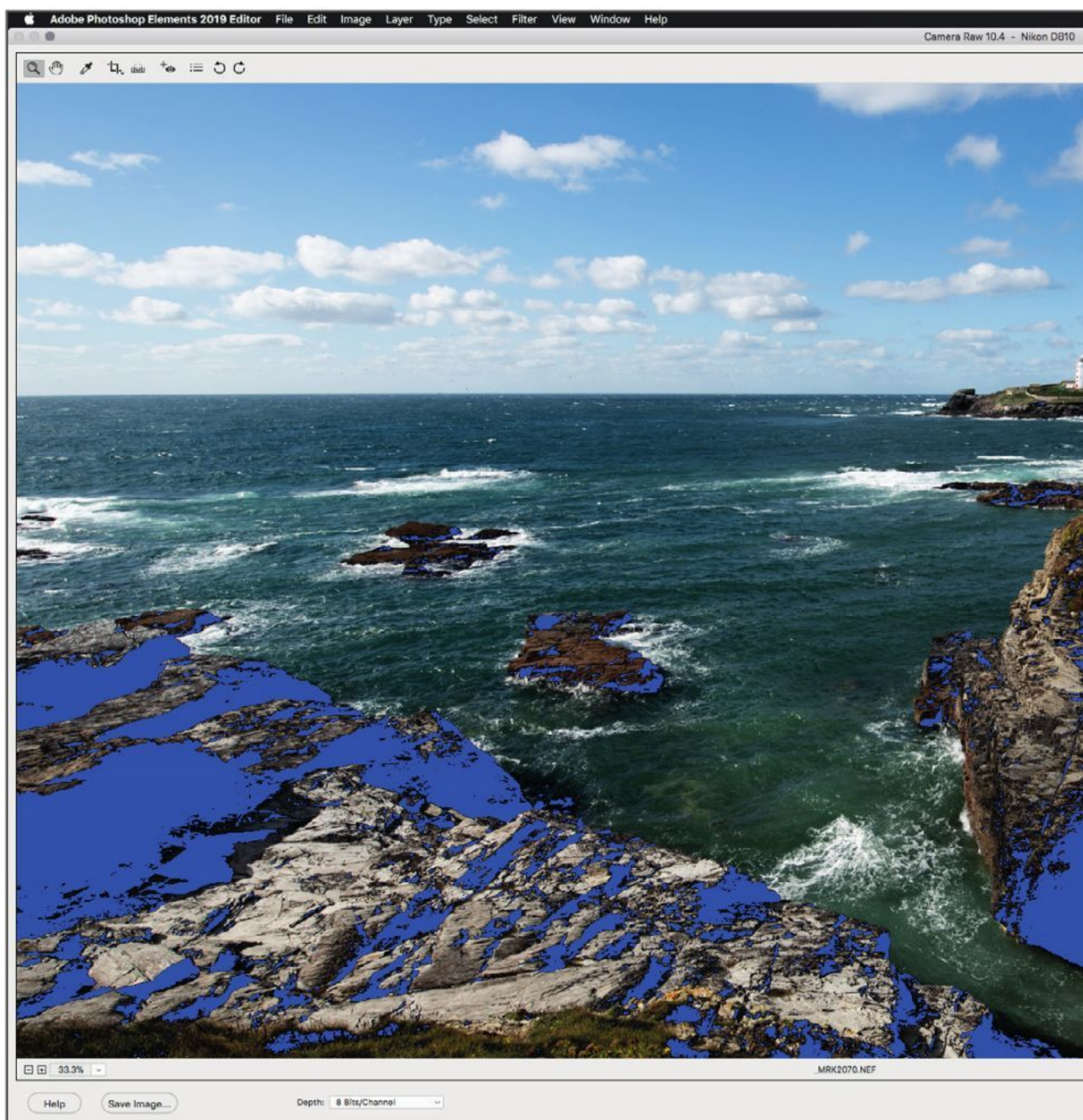
**6** If you turn on your Highlight clipping warning (O) and your Shadow clipping warning (U), you will be shown any areas of your image that are turning solid black or solid white. These areas will suffer a loss of detail so having the warnings turned on is useful to avoid degrading the image.



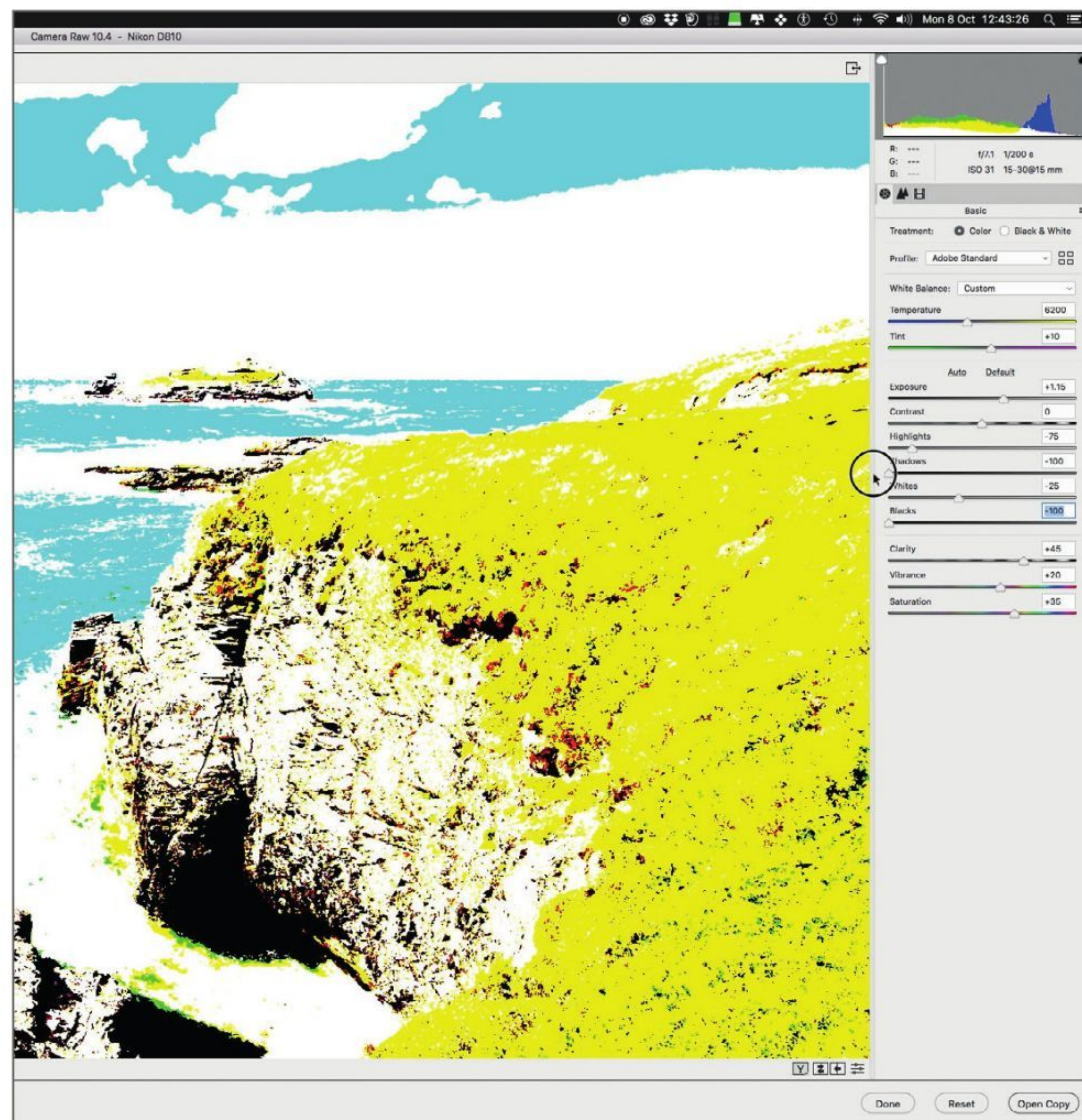
**7** Now, as you move the slider and increase the exposure, any areas that are becoming too overexposed will now be highlighted in red. You can often get away with just a slight overexposure in your images but beware of pushing it too far and destroying the image.



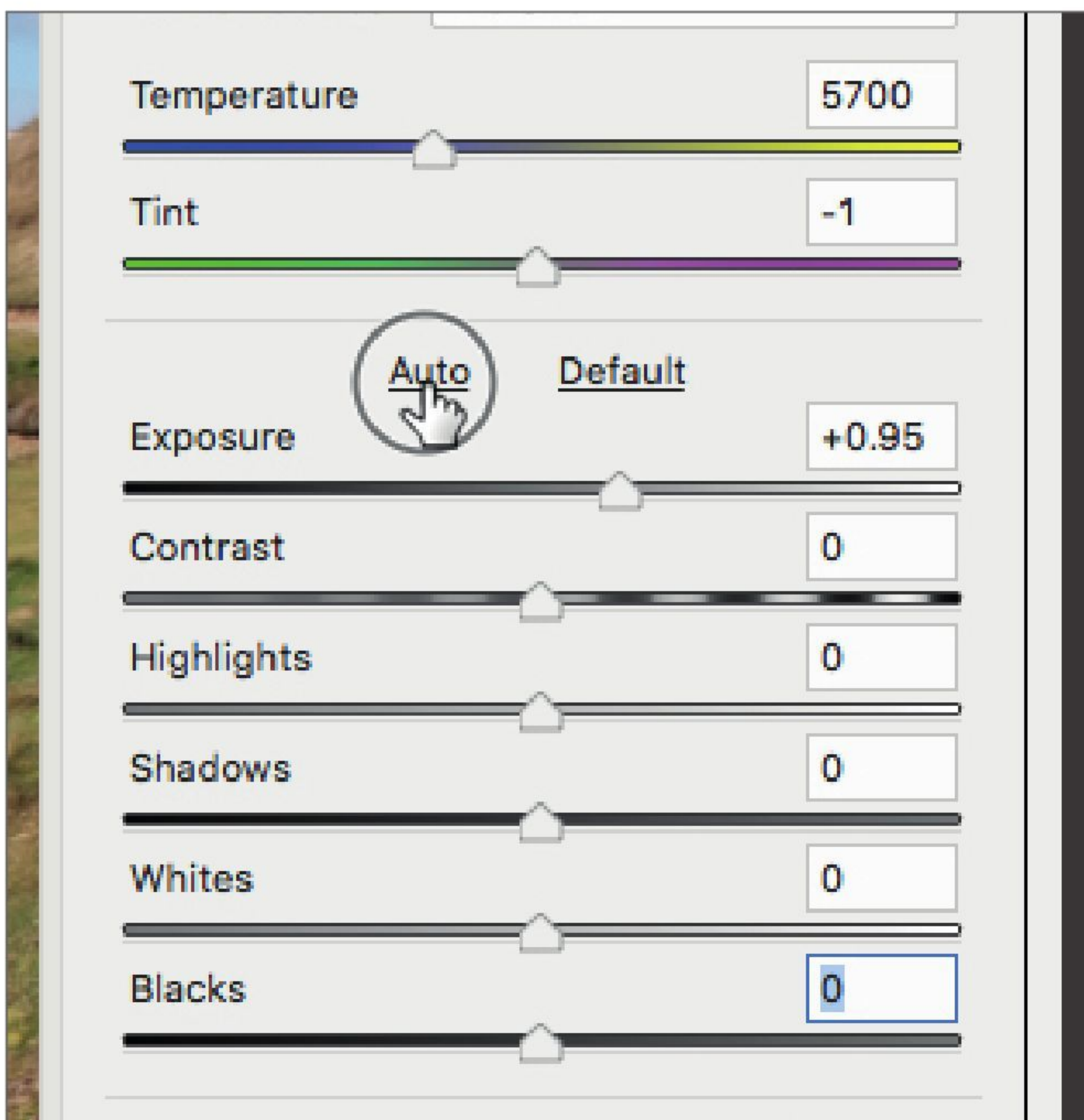
**8** An alternative to viewing the highlight clipping warning is to press and hold the Alt key while moving the Exposure, Highlights and Whites sliders to see just the affected highlight areas without the image itself being seen. It does give you the chance to fine tune the exposure without taking it too far.



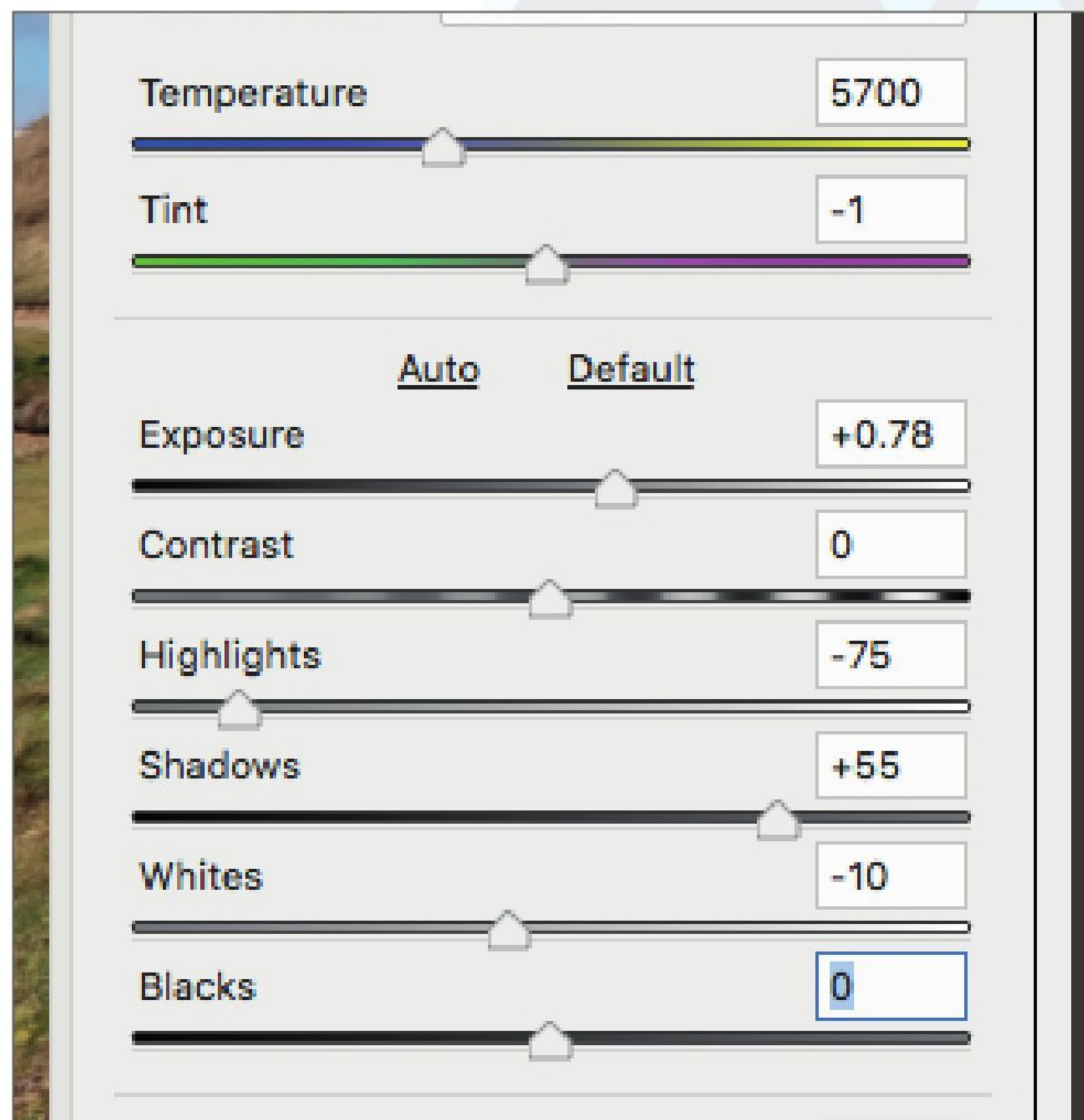
**9** If you are adjusting the Shadows and Blacks sliders, too much underexposure will be highlighted in blue by the Shadows clipping warning. Solid black areas are much like highlighted areas: you can have a small amount of solid black areas but beware of heavy underexposure.



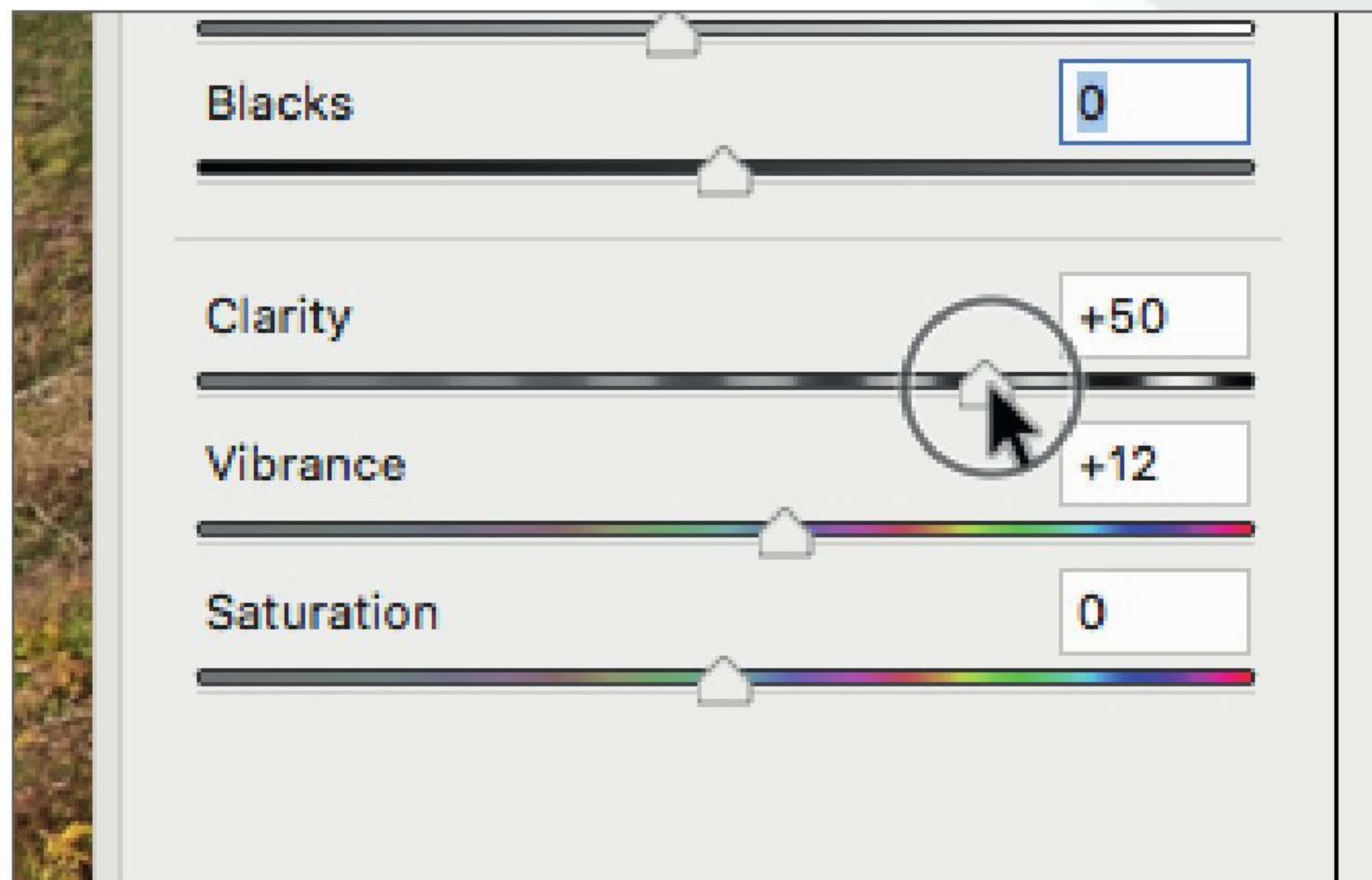
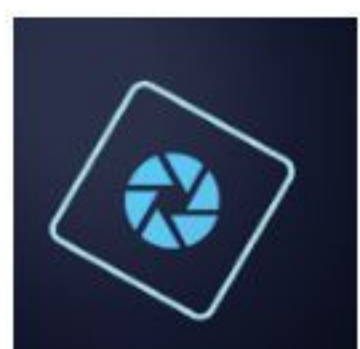
**10** Holding down the Alt key while making Shadows and Blacks adjustments, just the darkest areas turning solid black will be seen to warn you there is a potential Shadows clipping problem.



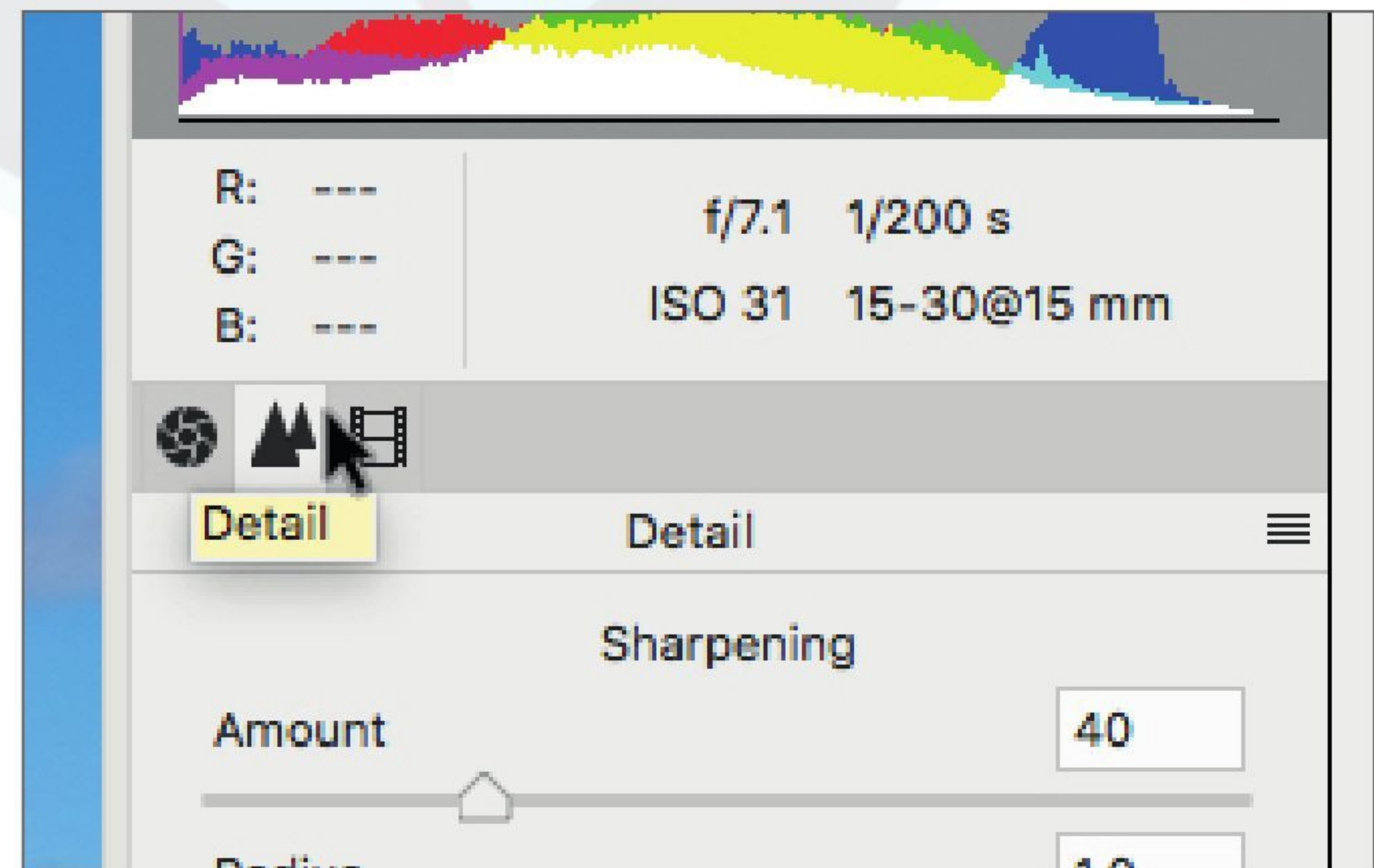
**11** If you want ACR to do some of the heavy lifting for you, there is always the option to click the Auto button. When you do this, the program will attempt a set of best adjustments that it thinks will suit the image for optimal exposure. It is certainly a good baseline for you to continue editing.



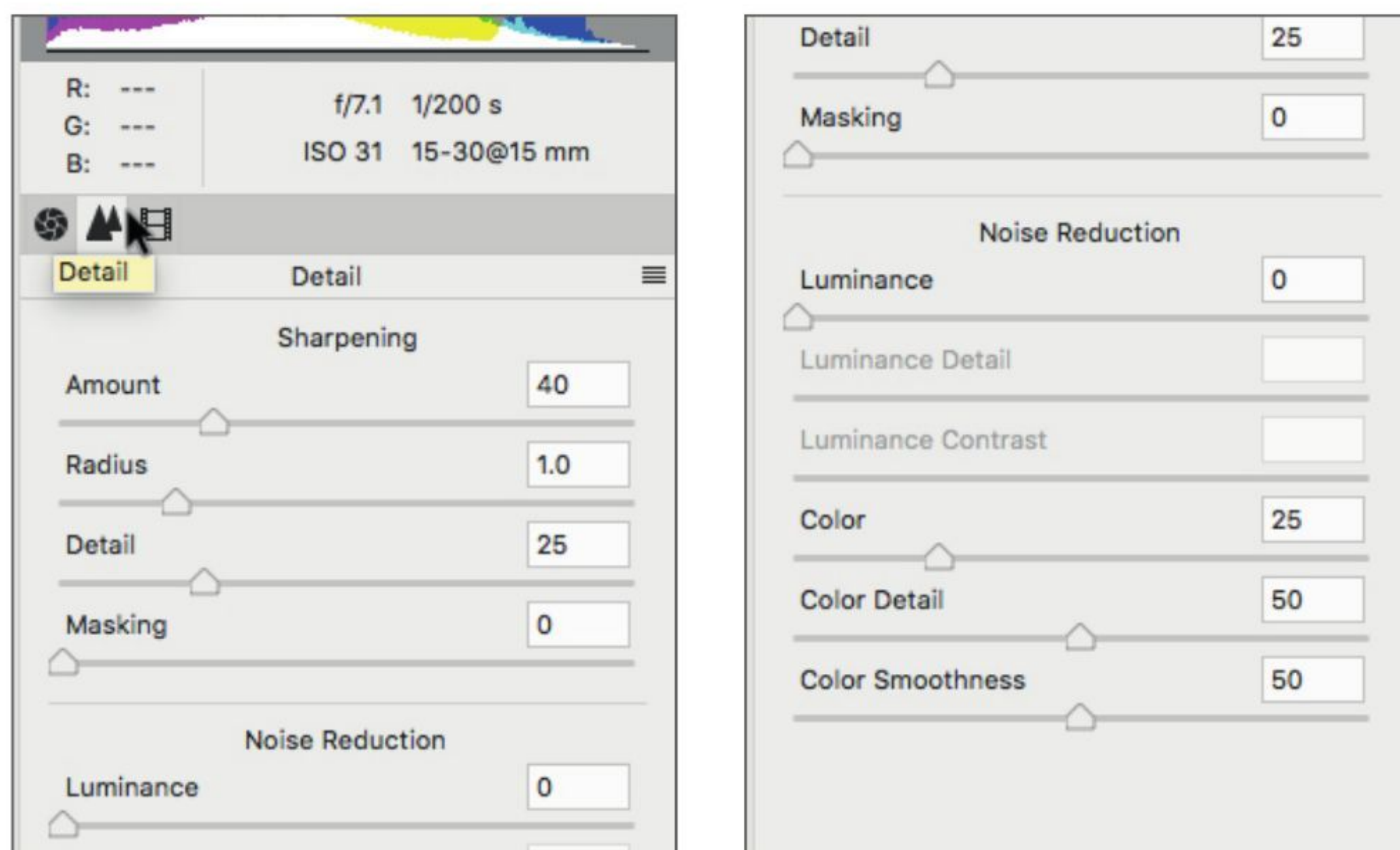
**12** Adjustments are a personal thing of course but we opted to increase the Exposure, reduce the Highlights to -75, to recapture detail in the lightest parts of the image, and pushed Shadows to +55 to make sure detail was kept in the darkest areas of the shot. Whites were also reduced slightly to help keep detail in the brightest parts of the scene.



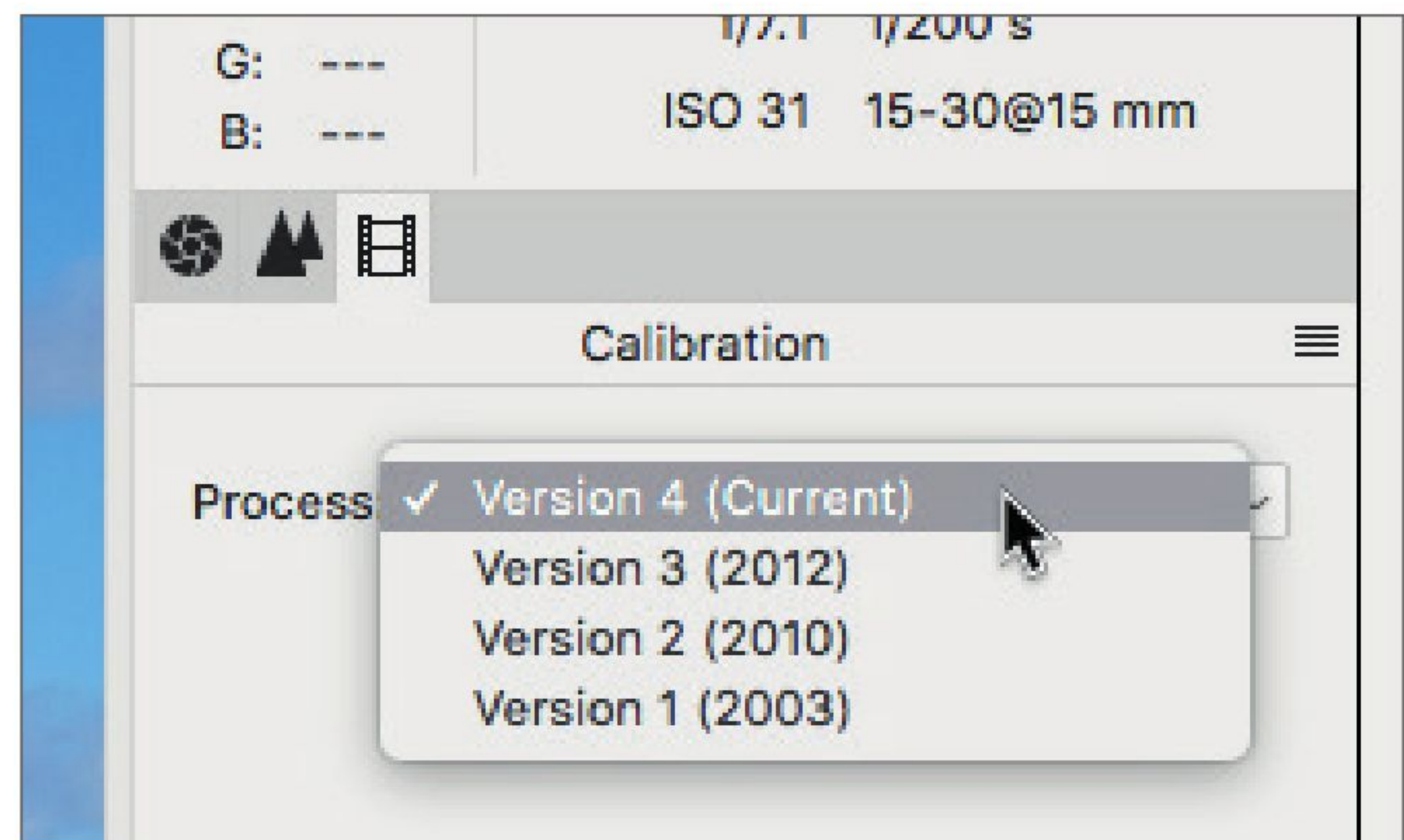
**13** Next are the three sliders that affect midtone contrast and how vivid the colours are. Clarity is a refined version of global contrast, affecting the middle tones for more detail. Vibrance affects muted colours first and Saturation is a more general adjustment for much more vibrant colours.



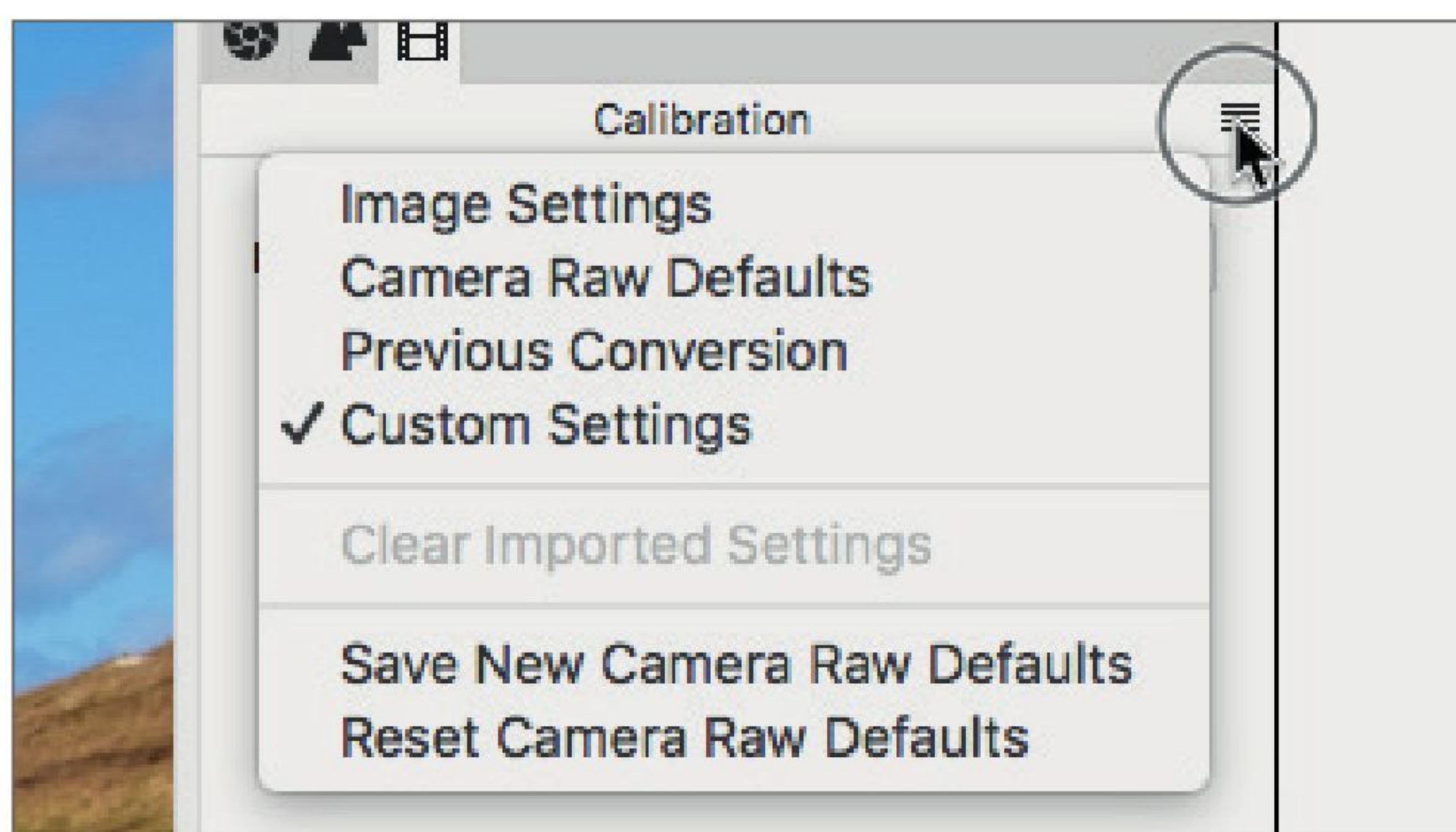
**14** Click on the Detail tab to control Sharpening and Noise Reduction in your photo. Sharpening is essentially an increase of contrast between the brightest and darkest edges of your image.



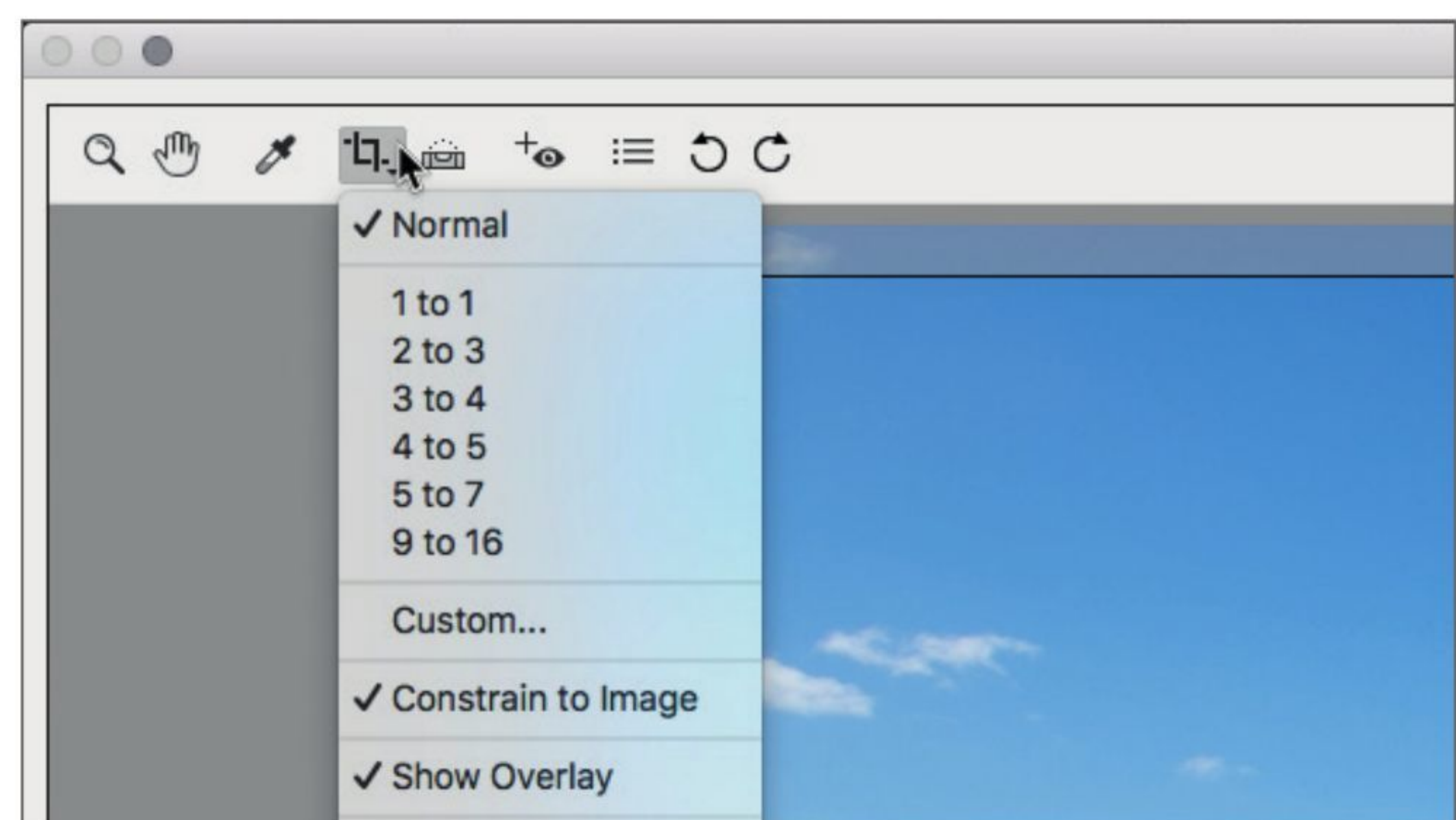
**15** The Detail and Masking sliders control artefacts caused by over-sharpening. The Noise Reduction settings let you control image noise present in high ISO photos. Beware of very high noise reduction settings that can make your photo look muddy and lacking in detail.



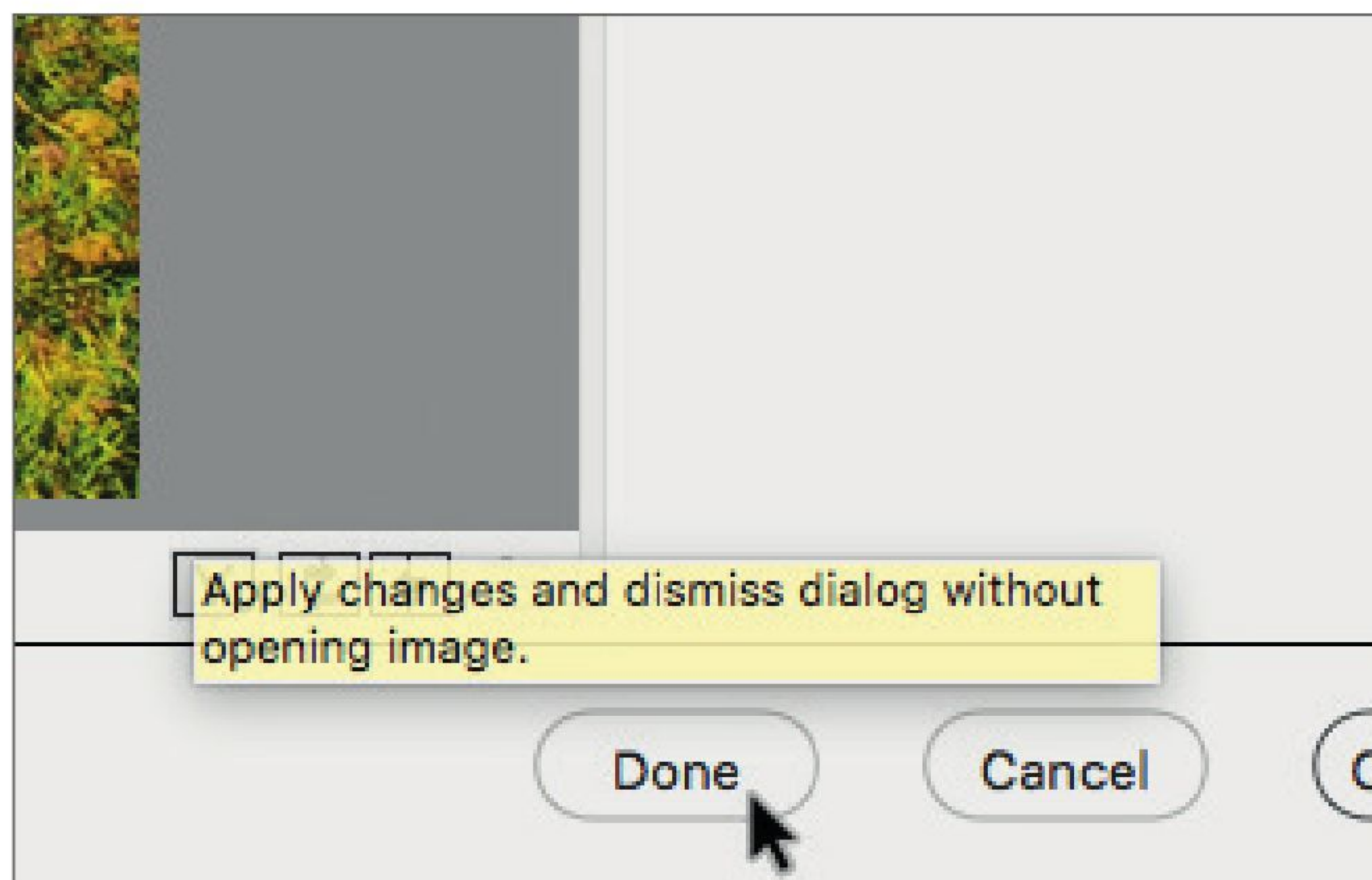
**16** The Calibration tab is best left at its most current version. For ACR in this form, Version 4 is the most up to date Process that offers the most recently improved tools and functions within ACR. Changing it to older versions will result in certain improvements not being possible.



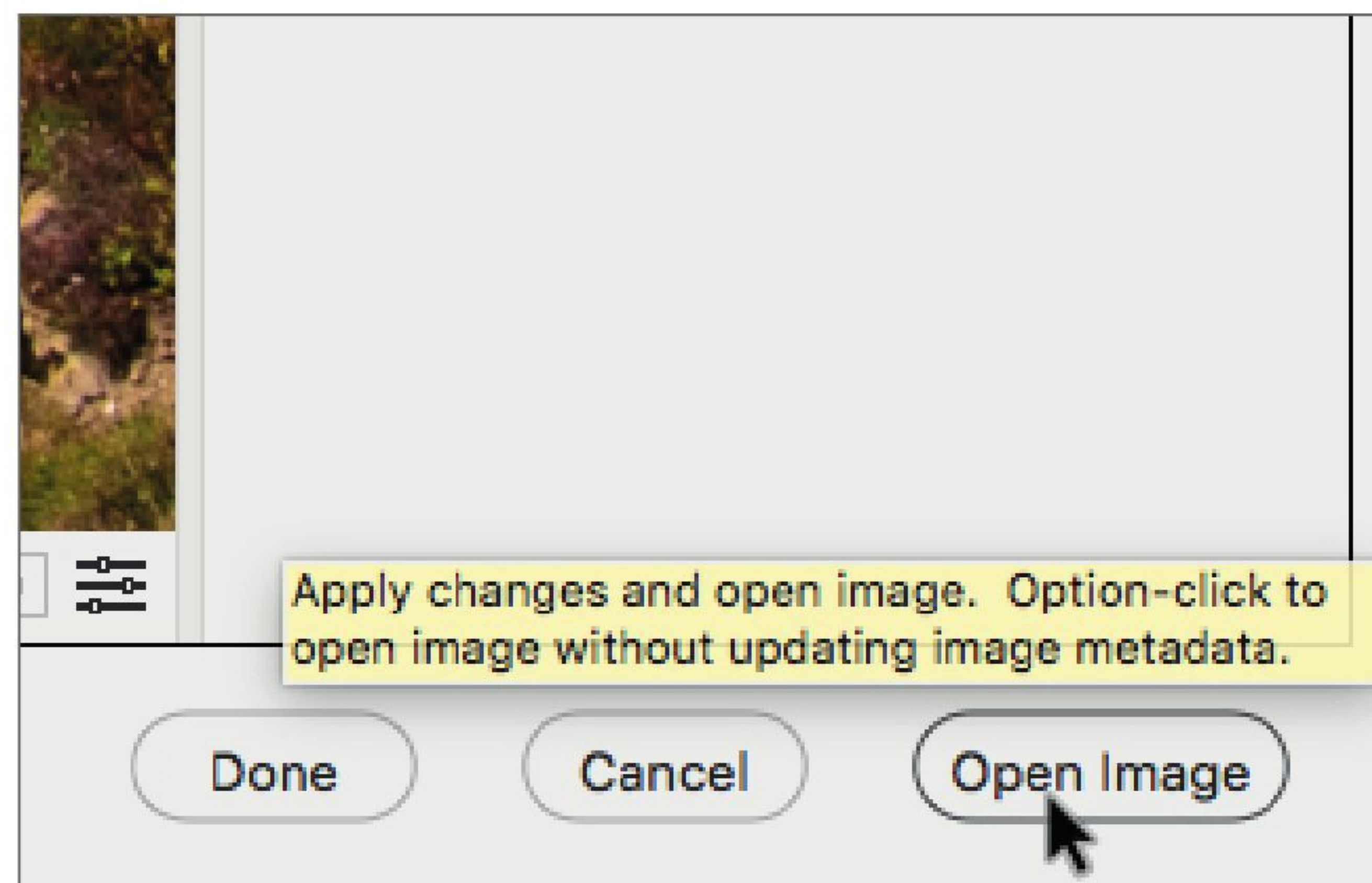
**17** To the far right of the adjustment panels, is a small icon comprised of four lines. When you click on this, you can call up your image's settings, Save New ACR defaults and reset to the standard default settings.



**18** Once you have adjusted the image to your taste, one final option is to crop your image. Use the Crop Tool (C) to draw a crop box over your image to remove any unwanted area of the photo and create a more pleasing composition.



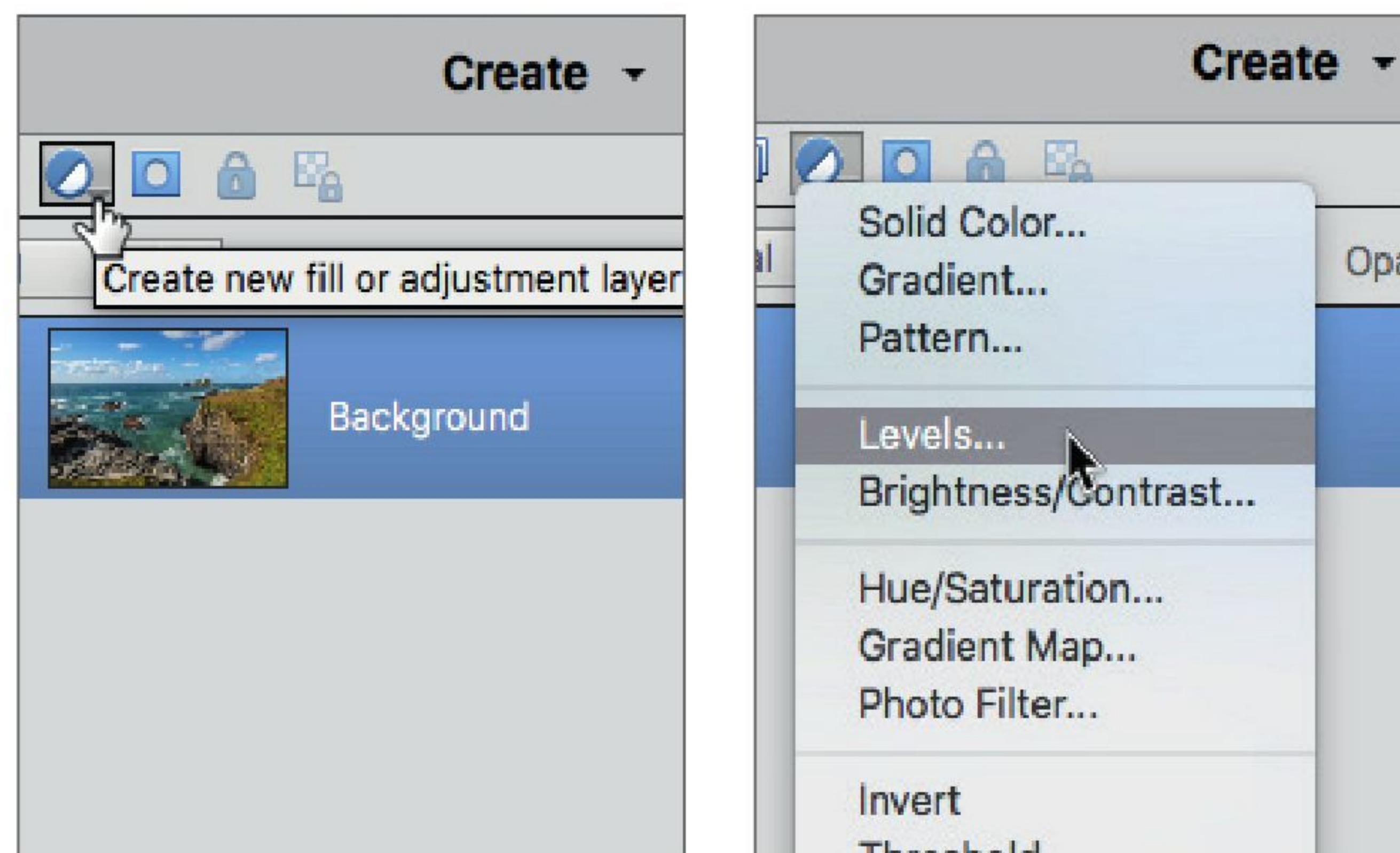
**19** If you are happy with your photo and the edits you've made you can simply click the Done button and your adjustments will be saved in what is known as a Sidecar file with an XMP file extension. This file remembers the edits you've made and applies them non-destructively to your Raw file when opened.



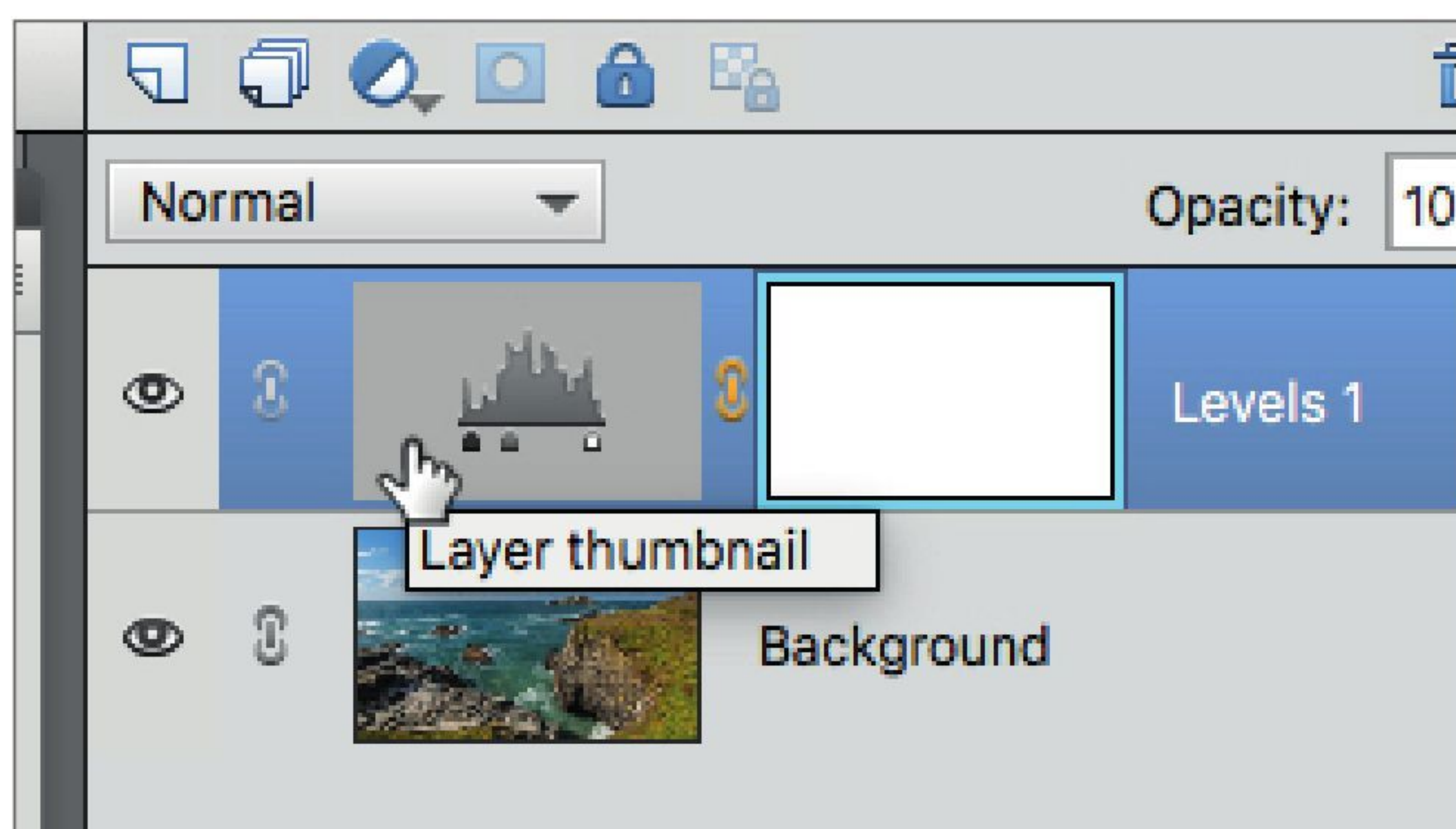
**20** You also have the option to click Open Image and continue to work on the photo in either of the Quick, Guided or Expert modes on offer in the Elements Photo Editor. You can then save the result as a PSD file or jpeg. We've decided the sky needs to be worked on so we're going to open it.



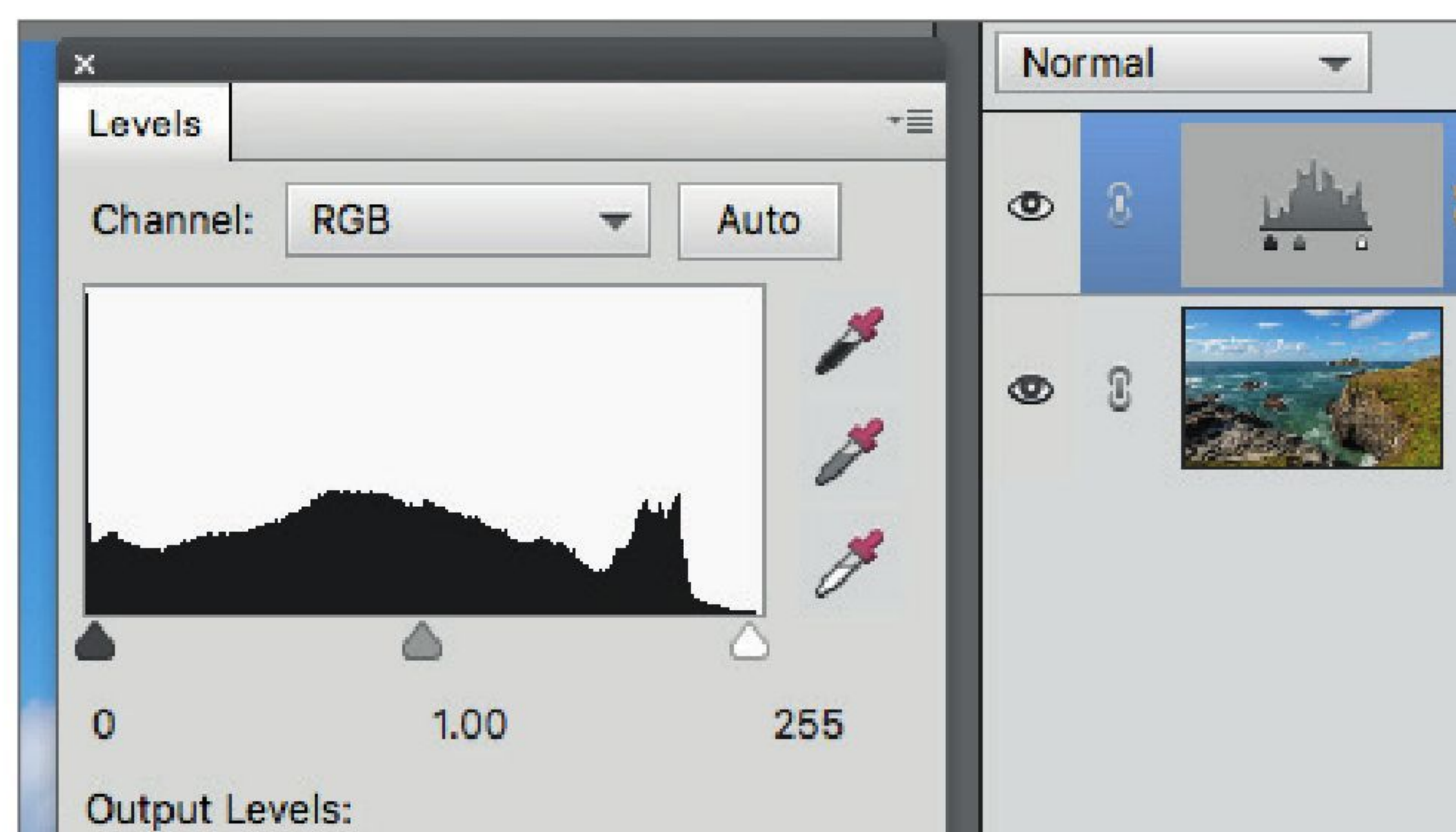
**21** The image file will now open in the Elements Photo Editor. We're going to work on it in Expert mode because we will need a few extra adjustments and layers to achieve our goal of making the sky more dramatic.



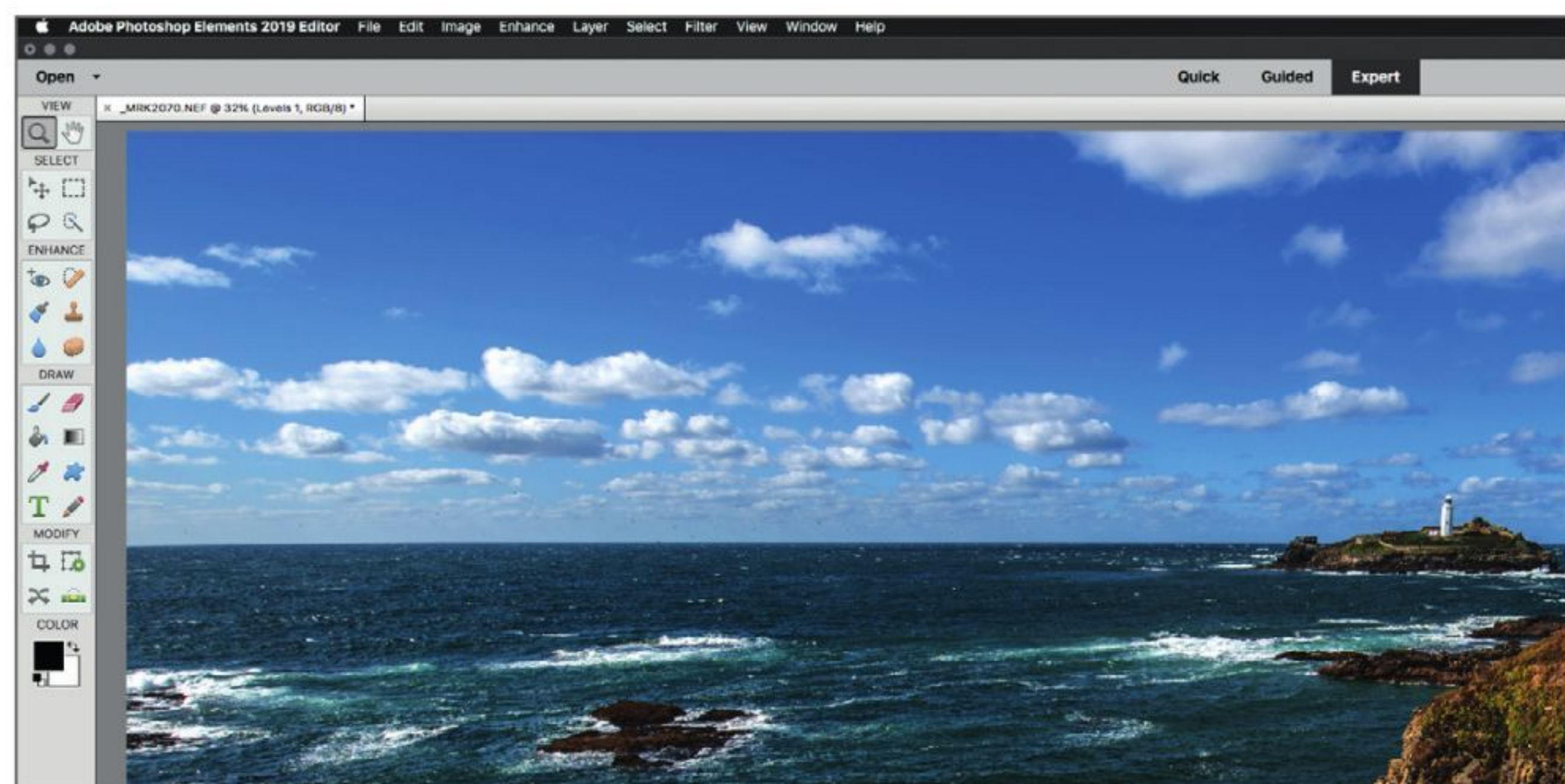
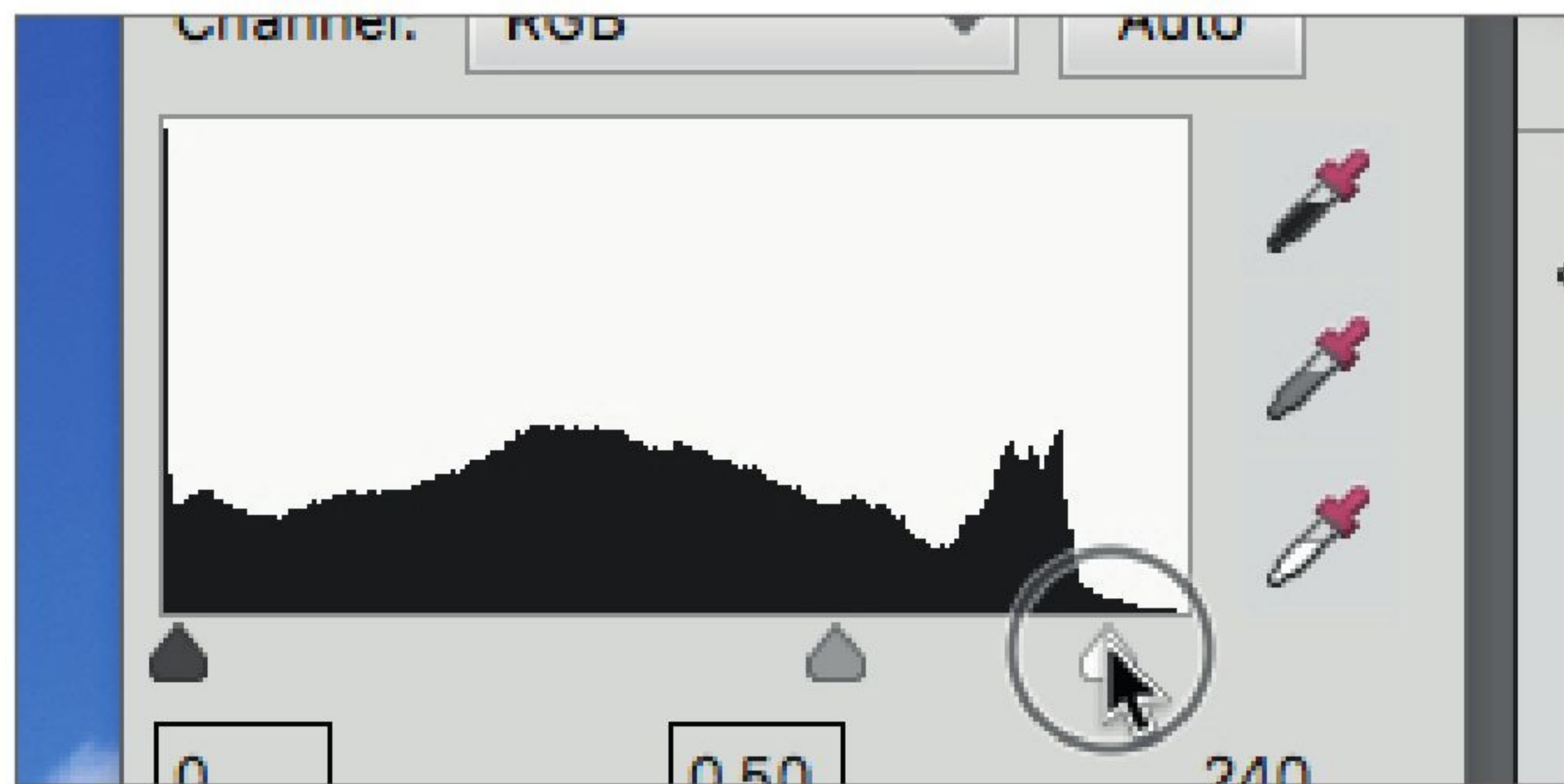
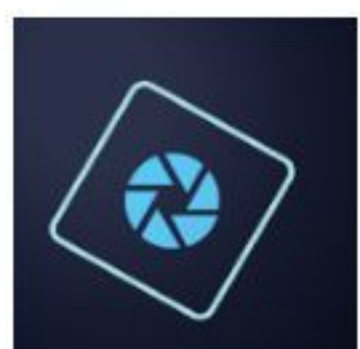
**22** The first thing you need to do is create a new adjustment layer. Click on the Create New Fill or Adjustment Layer icon to expand the dropdown menu and you will see a number of adjustment layer choices. Click on Levels to add a 'Levels 1' adjustment layer to the layer stack in the right hand panel.



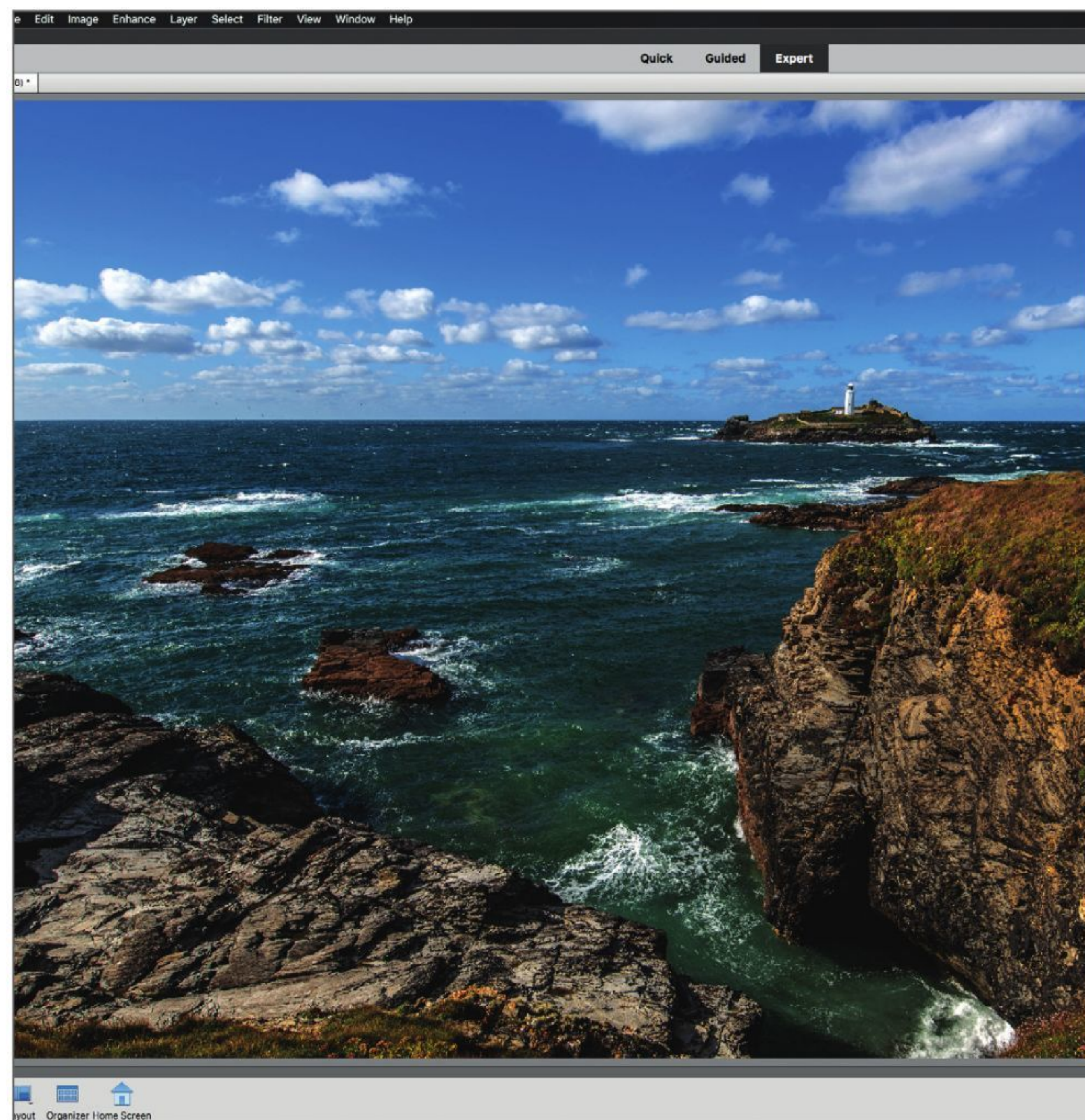
**23** The 'Levels 1' layer will appear above your base image which will be on a default locked layer called 'Background'. You will see that it is split into a layer thumbnail and a layer mask thumbnail. The layer thumbnail controls the levels properties and the layer mask controls masking properties.



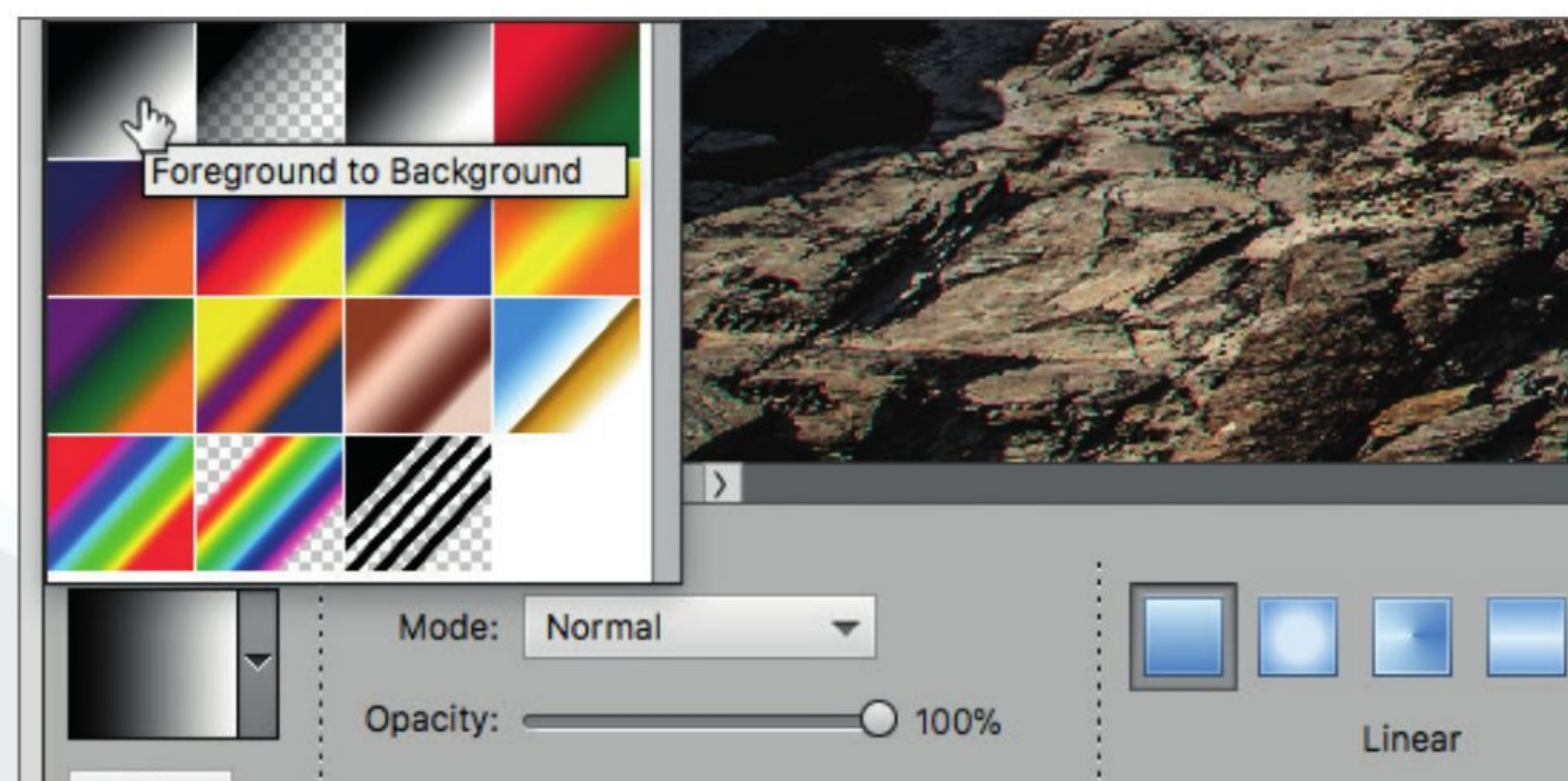
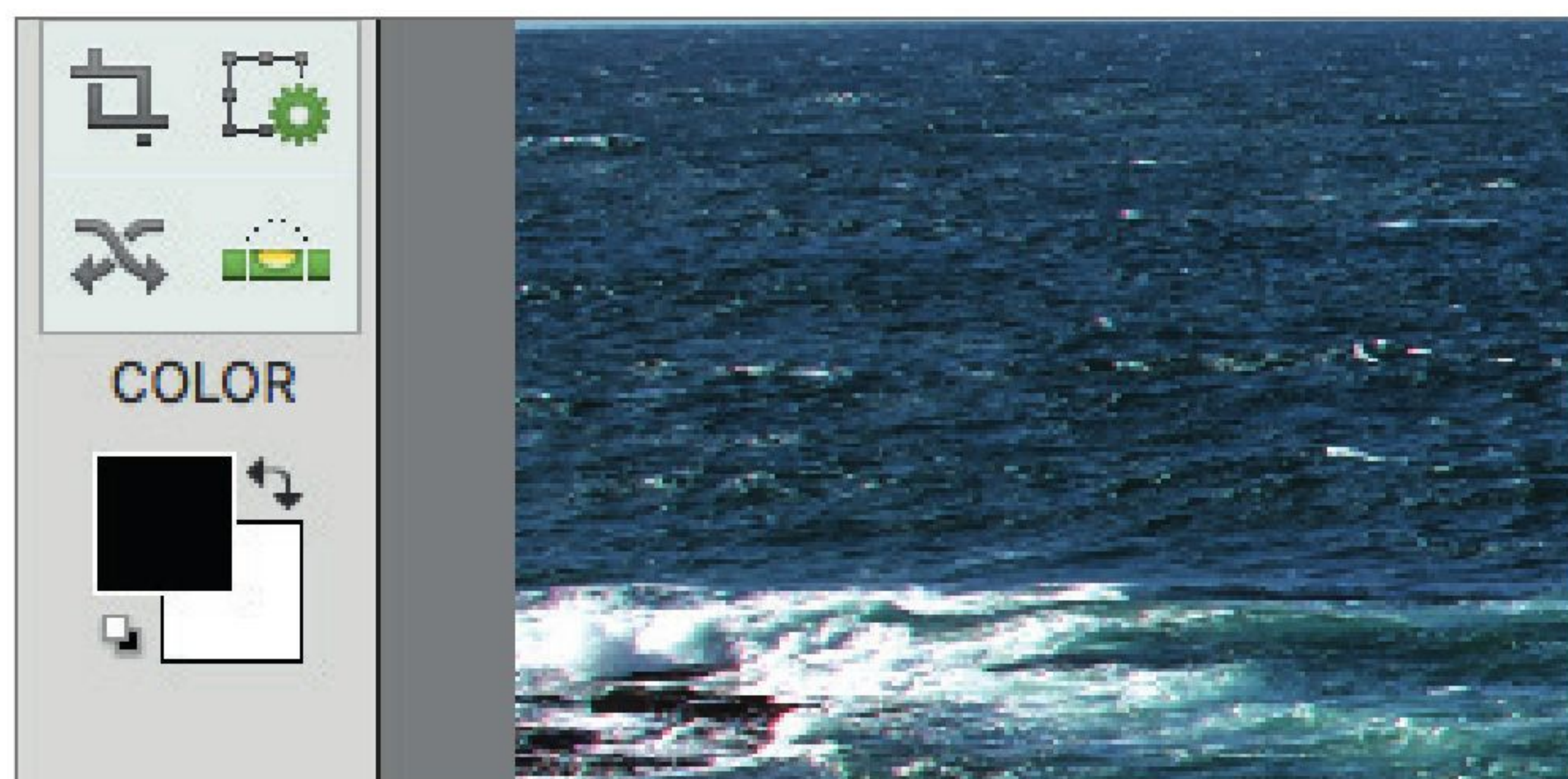
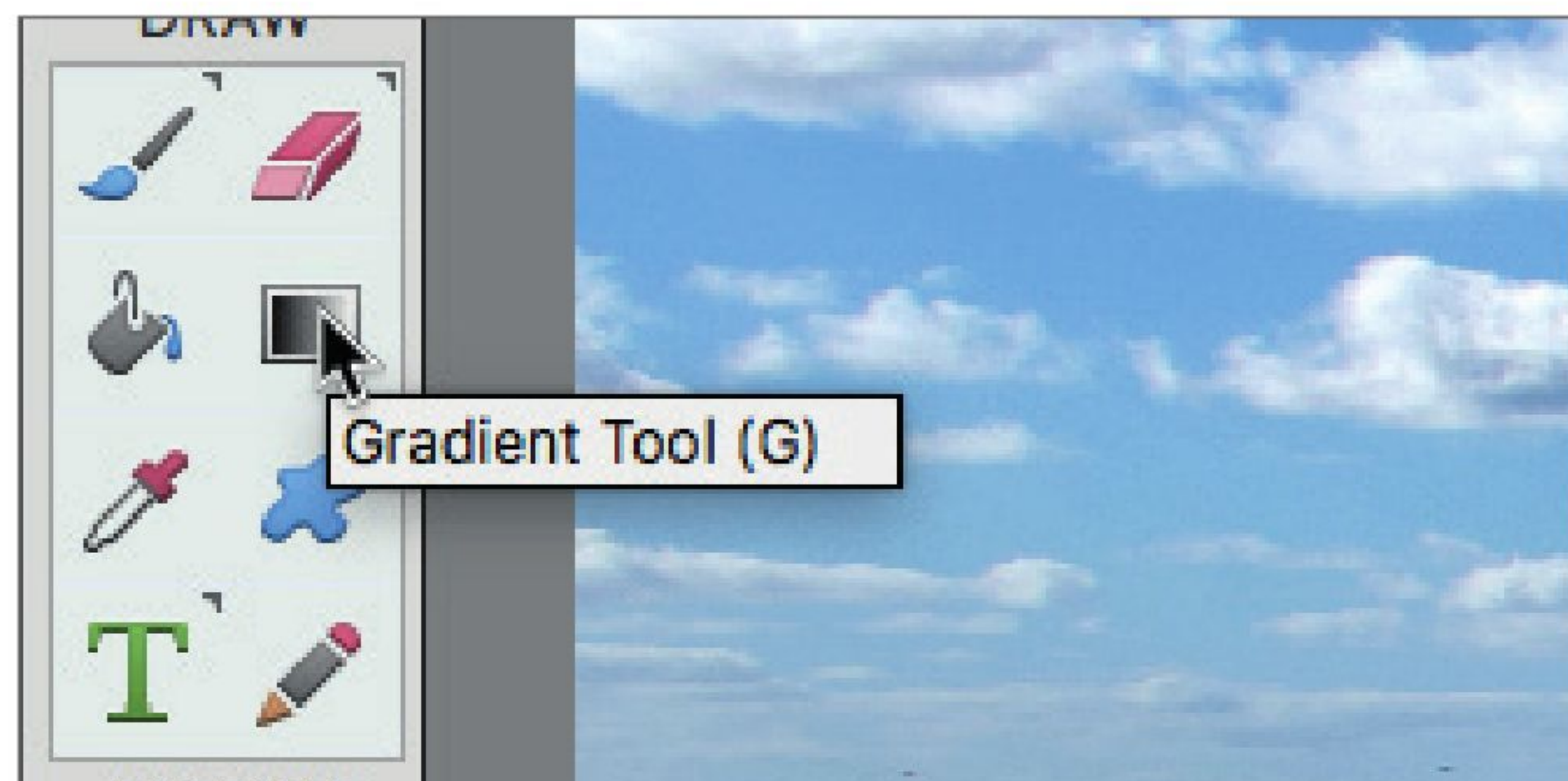
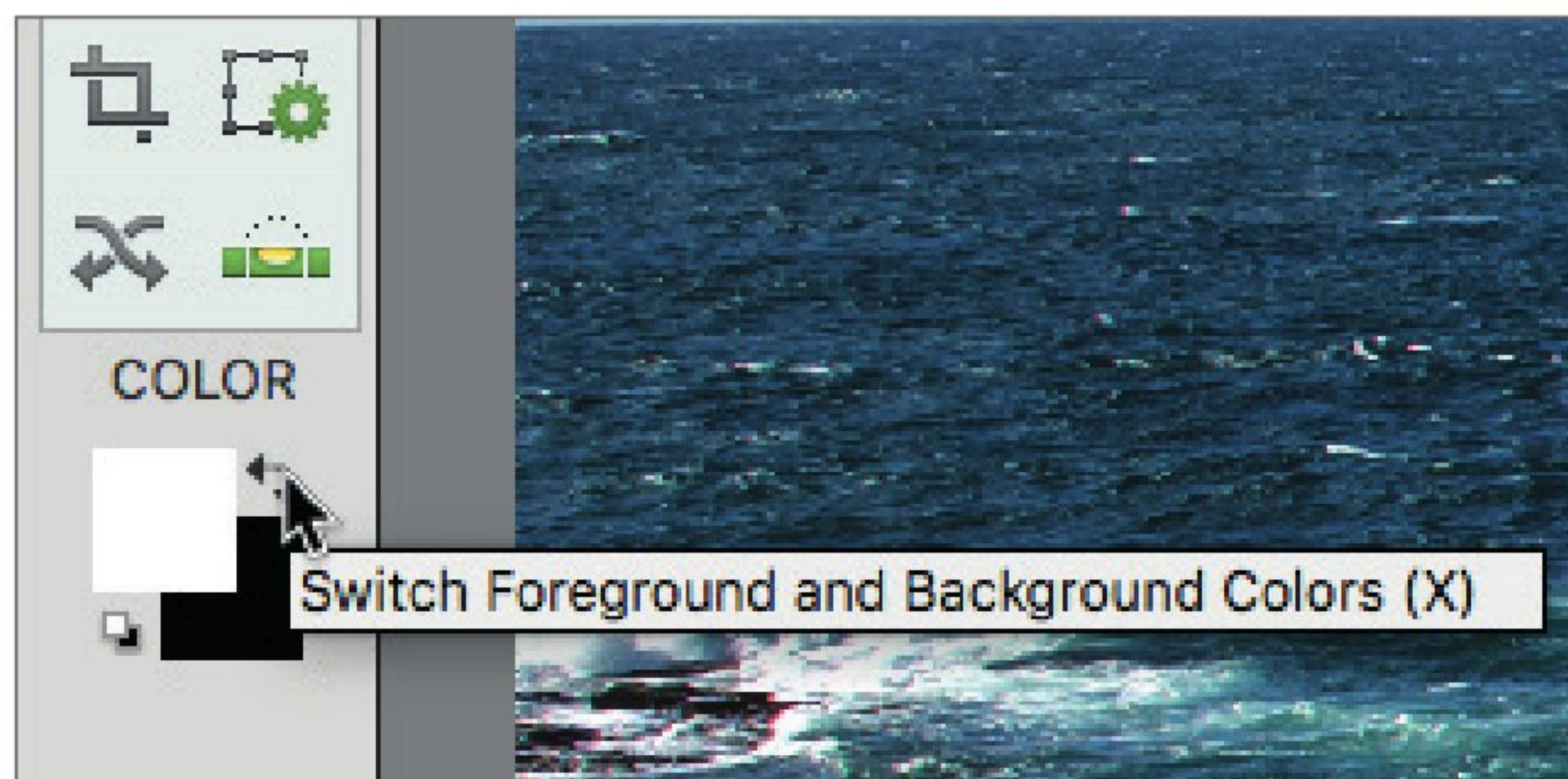
**24** When you create an adjustment layer, its properties are displayed in a panel that will appear when it is added to the layer stack. In the case of a levels adjustment, there are three sliders that control brightness of the shadows, middle tones and highlights.



**25** Move the middle tone slider from the middle to the right; as you do so, the whole image will get darker. You can also drag the furthest right highlight slider to the left slightly to make the clouds a bit whiter. Concentrate on how the sky is looking and don't worry about the rest of the image for the moment.

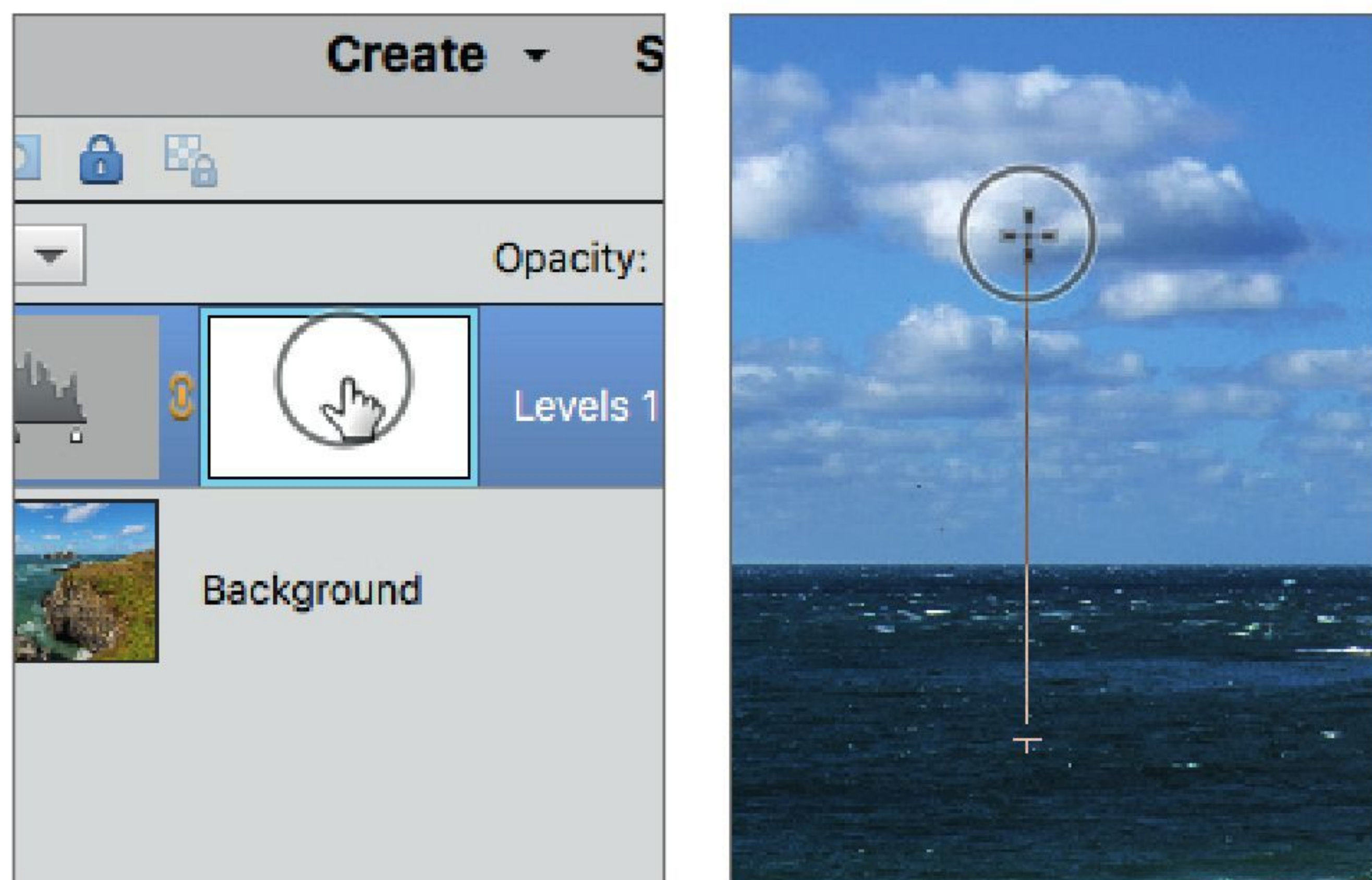


**26** Once you have the sky looking darker and a bit more dramatic, you will see that the rest of the image is too dark. What you can do now is use the layer mask to only let the levels adjustment affect the sky and level the rest of the image unchanged.

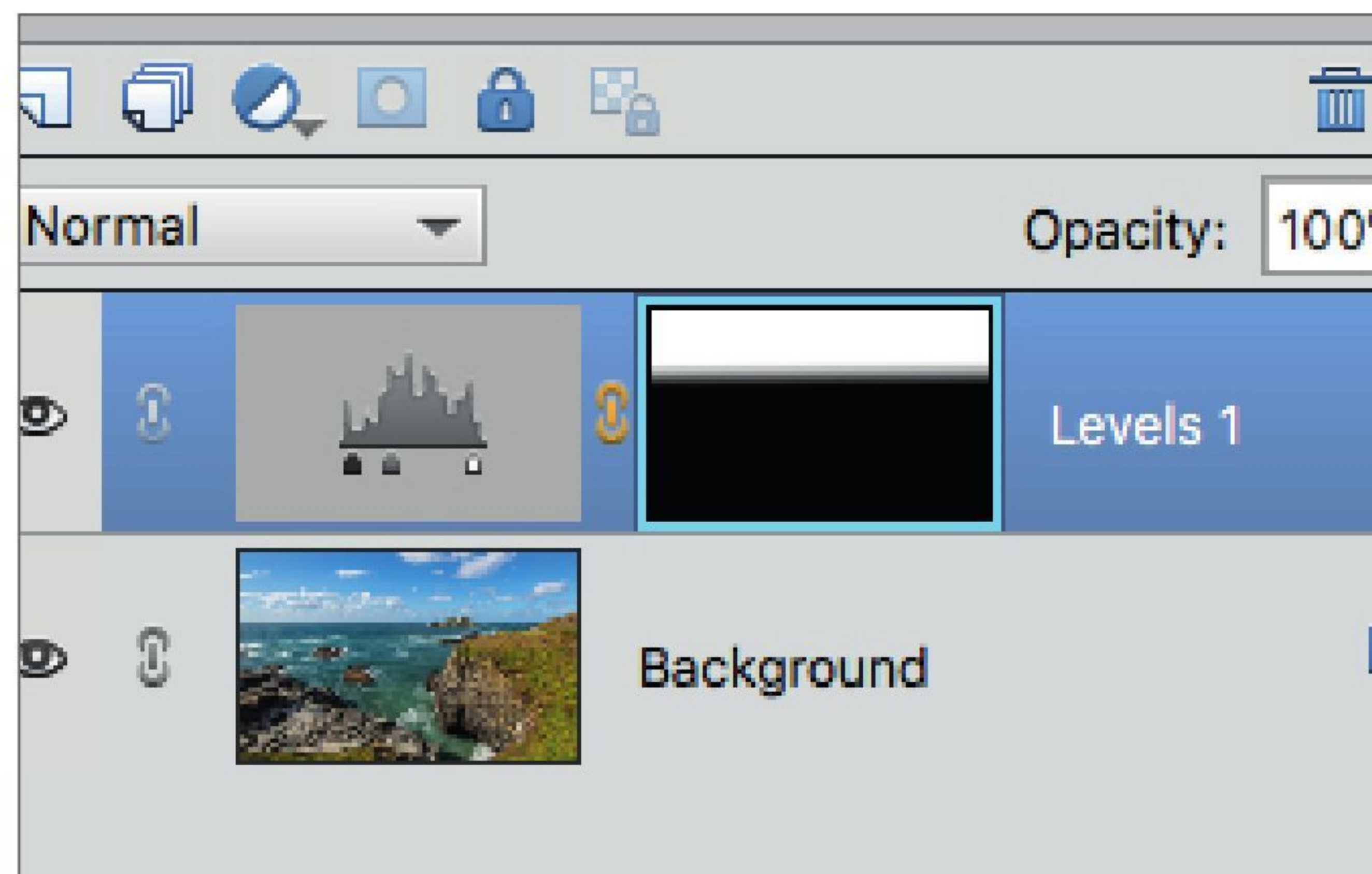


**27** To do this you must first make sure your Foreground Colour is set to Black. You can click the Switch Foreground icon or press X on your keyboard to swap the default foreground and background colours around so black is now the foreground colour.

**28** Next you need to click on the Gradient Tool (G). When you do, the Tool Options Panel will display all Gradient Tool options. Click on the Edit button and make sure you have Foreground to Background set as the gradient. Then make sure the Linear Gradient button is clicked.



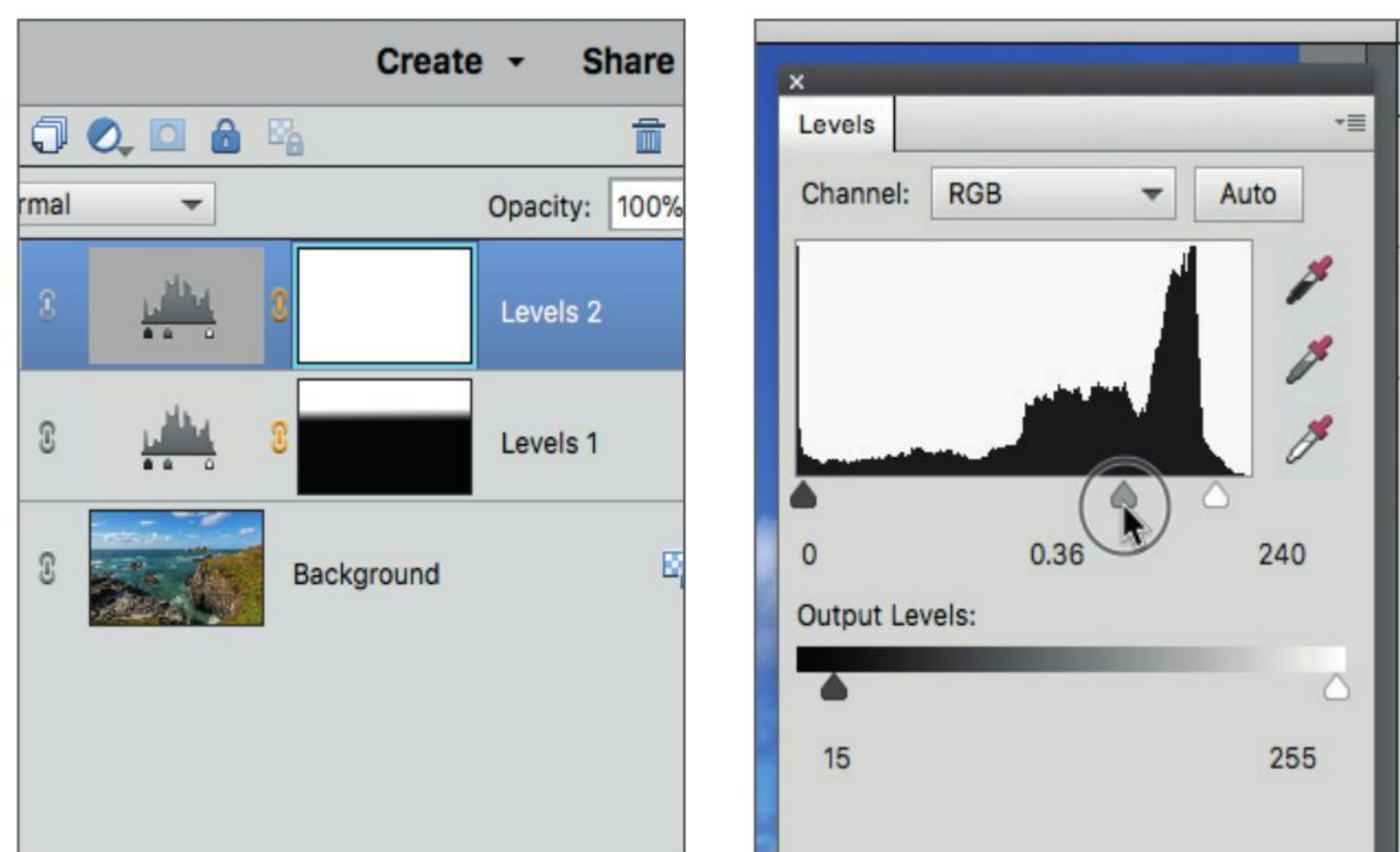
**29** Make sure the 'Levels 1' layer mask is clicked to make it active and then click and drag a line with your gradient tool that starts just below the horizon and ends just above the level of the lighthouse.



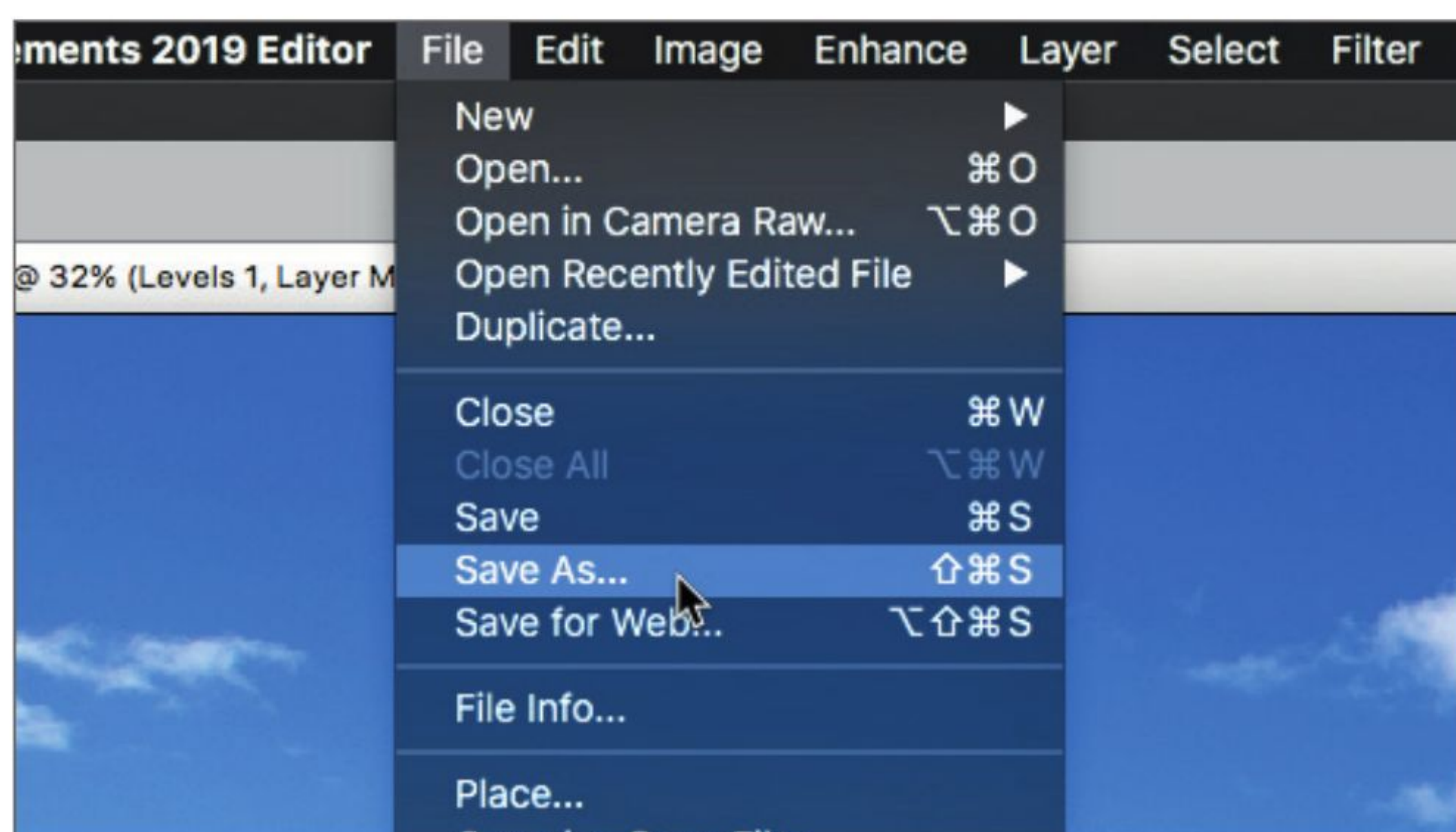
**30** When you let go of the mouse, a gradient will be drawn on the layer mask that fades from black to white along the points you clicked with your mouse. Wherever masks are used remember that black conceals and white reveals.



**31** If you look at your image now, the sky is darker at the top and transitions to normal at the horizon and the rest of the image is untouched. The mask you added only lets the adjustment you made affect the sky at the top and fades to zero effect where the layer mask is black.



**32** It doesn't have to end there. You can add another Levels Adjustment layer and tweak the overall brightness of the image. You can then go back to the 'Levels 1' adjustment and make the sky even darker by sliding the middle tone tab even further to the right.



**33** If you are happy with the image, you can go to File > Save As (Shift + Cmd + S) and save your composition as a Photoshop PSD file with the layers and adjustments intact, which allows you to return and adjust it still further if you wish.



**34** Your ACR to Elements workflow example is complete. You have processed the original Raw file non-destructively, opened the resulting processed file in the Elements Photo Editor and made further targeted edits using adjustment layers.



# Saving to DNG Format

Each digital camera manufacturer has its own custom format for Raw files. Canon cameras save their Raw files with a .CR2 file extension, whereas Nikon cameras use their own .NEF files. Not every file format can be read by every piece of software, hence the creation of the DNG open standard format.



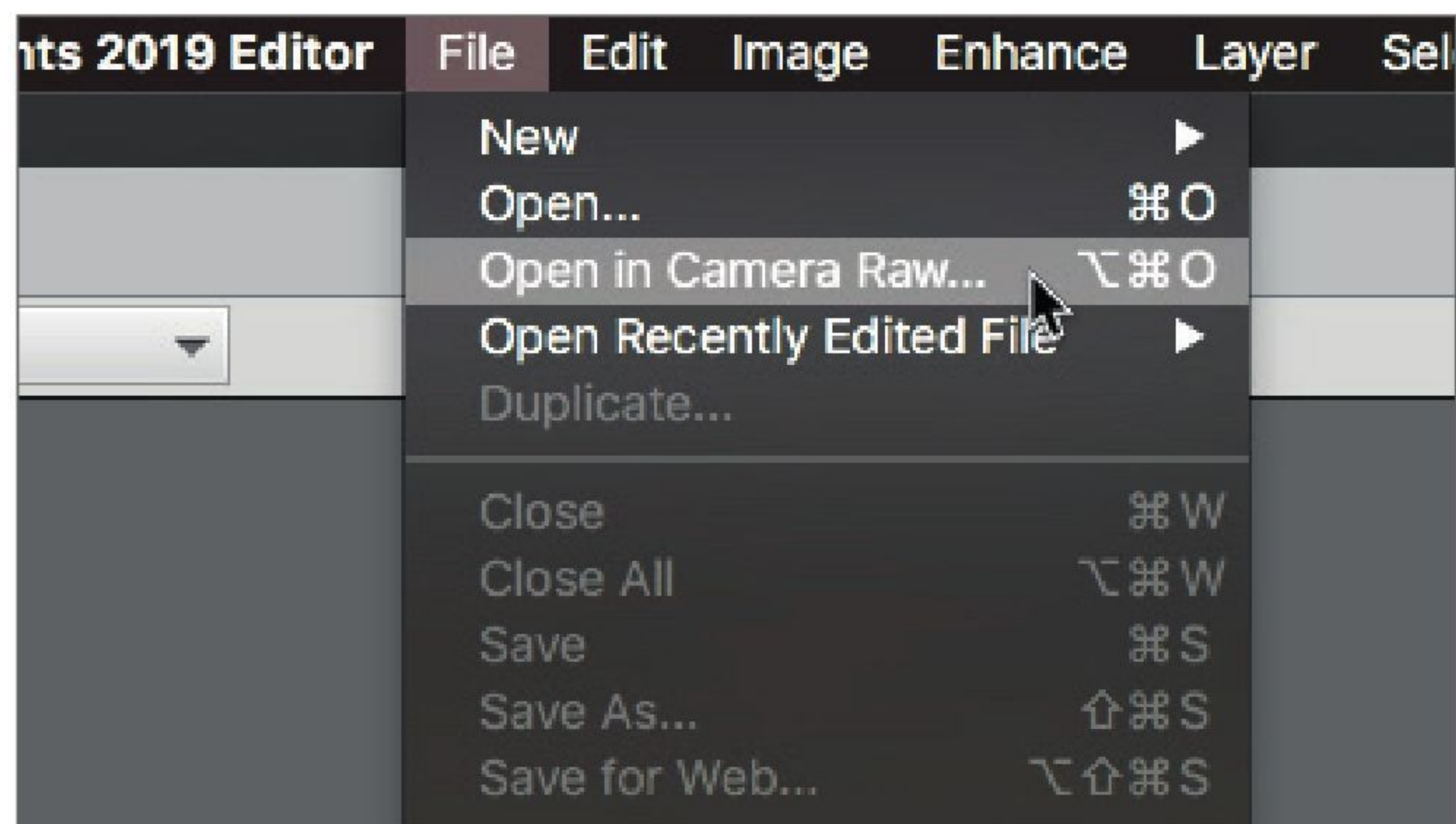
**1** DNG is a publicly available Raw image format, created by Adobe as a proprietary image standard. It's able to store image data in a more generic format that is widely compatible with many photo-processing programs. DNG is also known as Digital Negative.



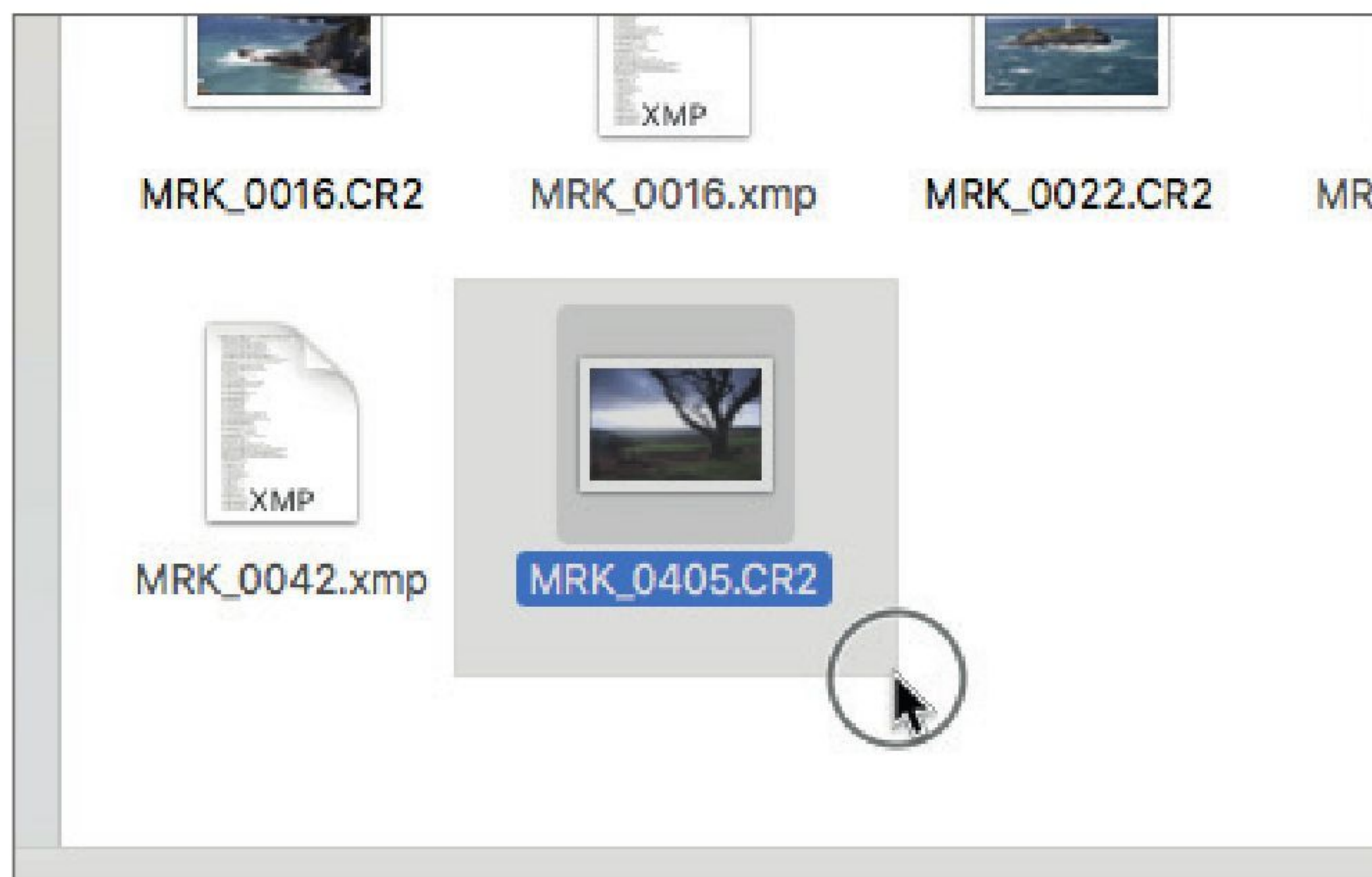
**2** To begin the process, you will need to access the raw file that needs converting to DNG format. You can open Elements Organizer and search for the required image. When you have found it, highlight it, then go down to the taskbar and click on the Editor button.



**3** The Photo Editor will open, but since this is a Raw file, which cannot be opened directly in the Editor workspace, Camera Raw will be opened automatically on top of the editor workspace, with your image ready to be processed and saved in the alternate DNG format.



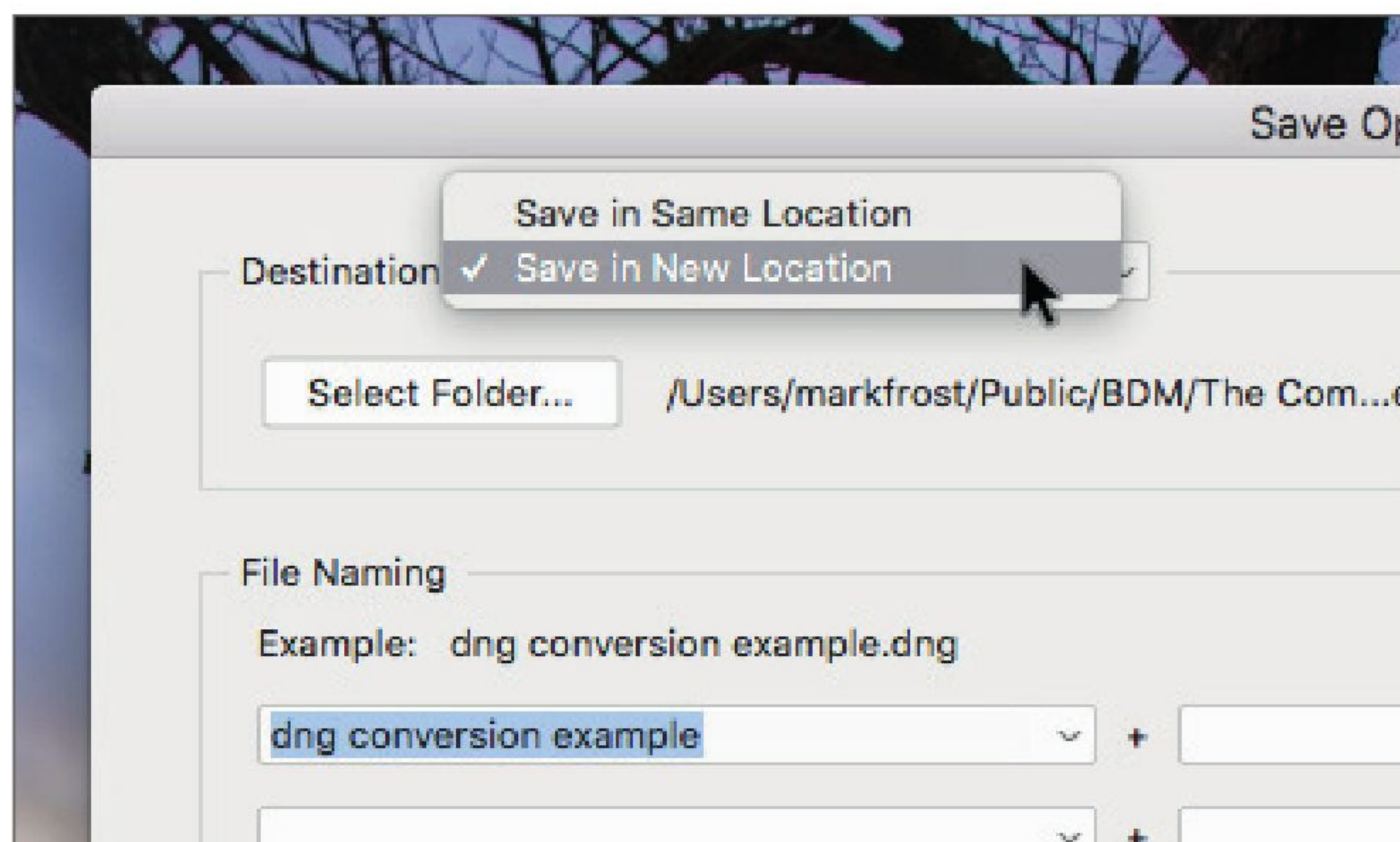
**4** Alternatively, you can bypass Elements Organizer altogether and just open the Photo Editor directly. At this point, you can be in any of the three modes: Quick, Guided or Expert. You simply need to be able to click on the Open button and navigate to your Raw file, or go to File > Open in Camera Raw.



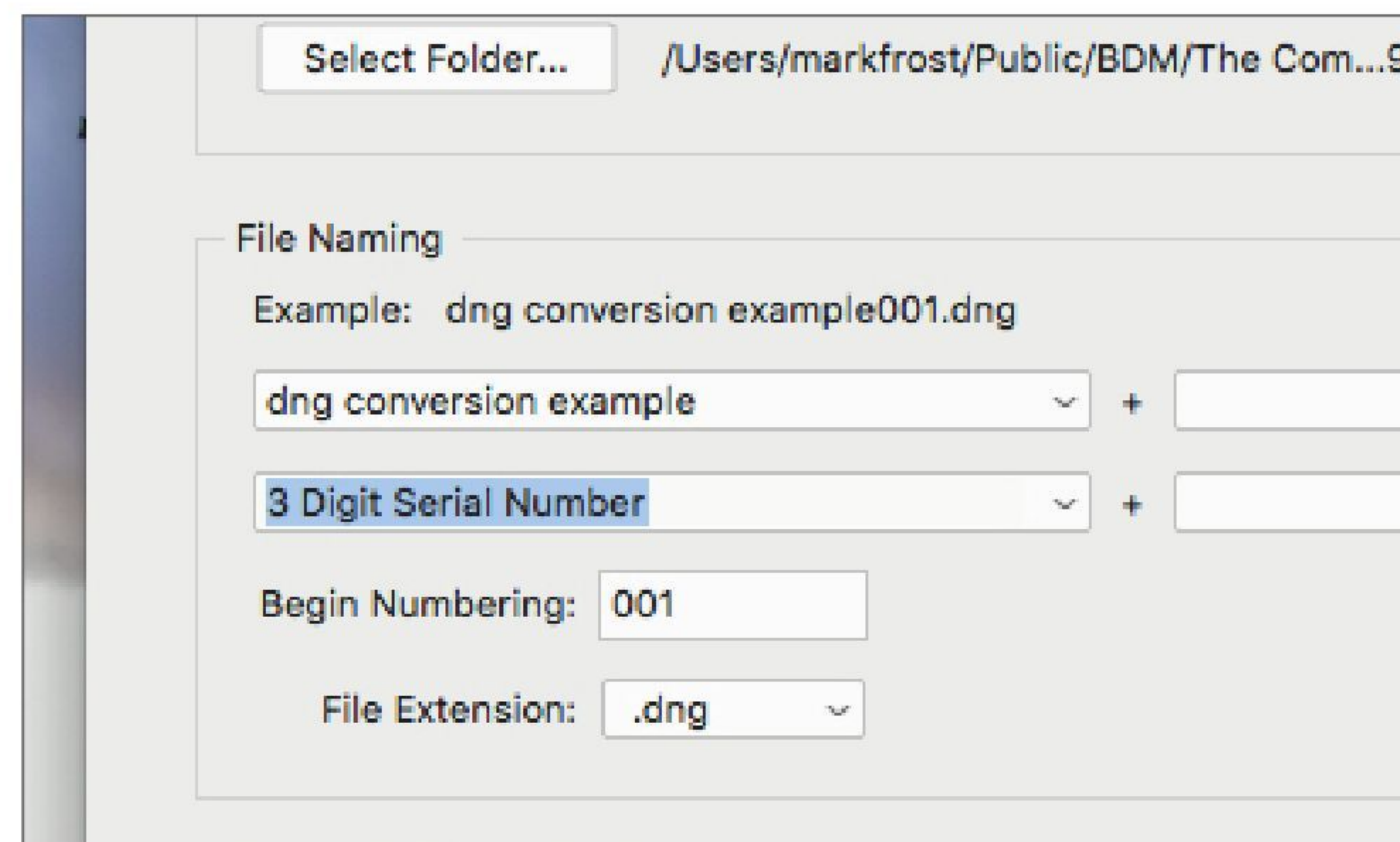
**5** Select the file you want to open. In the case of our example, we have a Raw image shot on a Canon camera with the .CR2 extension. Double-click it to open the file in Camera Raw. At this point, you can make any adjustments that you require using your preferred methods.



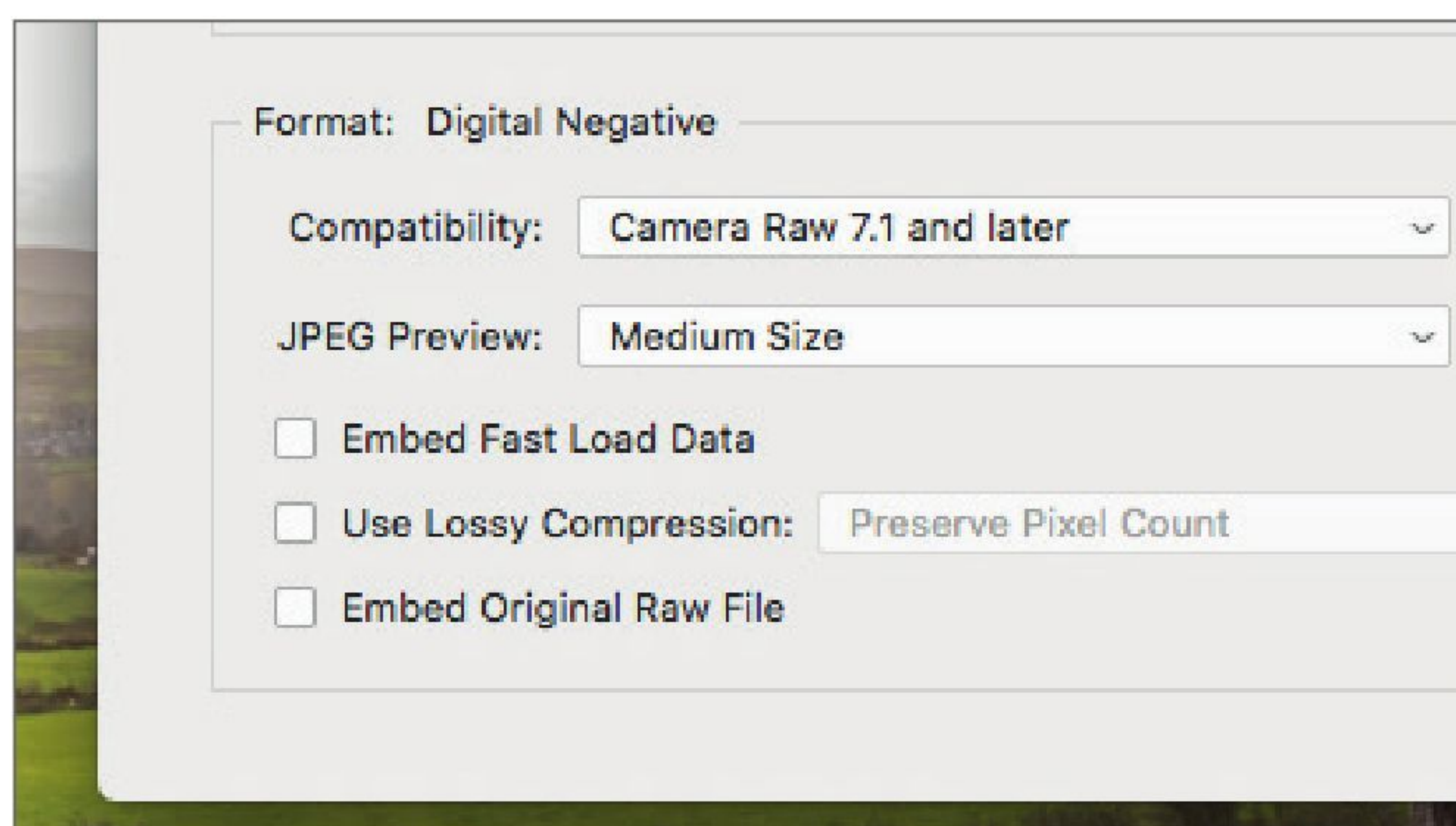
**6** A simple number of adjustments have been made including Exposure, Clarity and Saturation, along with some tweaks to the Temperature and Tint. When your image looks right, you can go to the bottom left corner of the Camera Raw screen and click on the Save Image button.



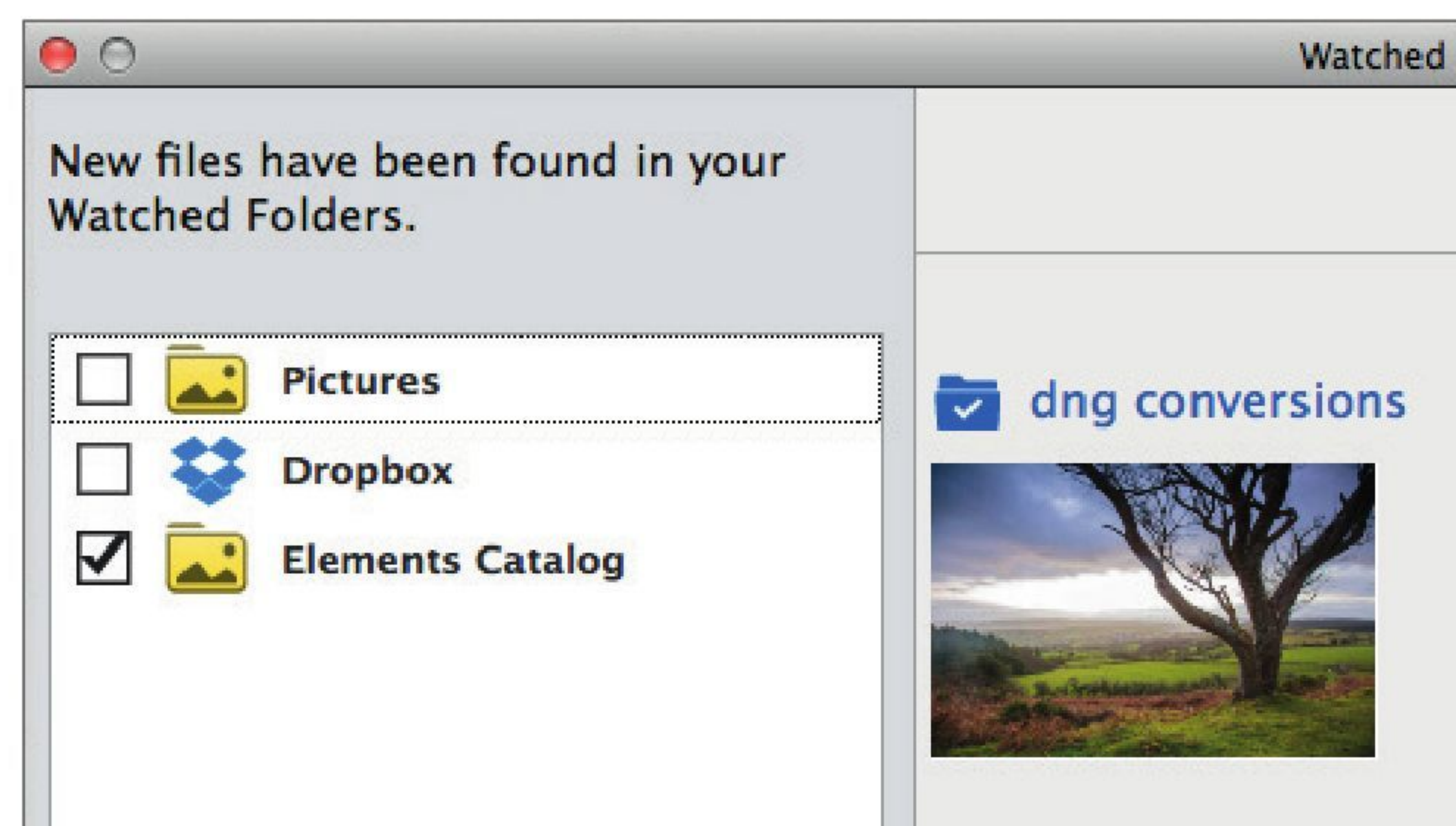
**7** The Save Options panel will open, where there is a comprehensive set of options for your Raw to DNG conversion. At the top, you have your Destination options. You can choose Save in Same Location to put it in the same place as the original Raw file, or Save in New Location.



**8** If you choose Save in New Location, you can specify, or create, a new destination folder for the converted file. Below that, in the File Naming section, you can choose a filename for the converted file by typing text and numerals in the File Naming fields.



**9** Below that, you have the Format options panel. This lets you choose the Compatibility of your file and how readable it is by older versions of Camera Raw and Lightroom. You can also select the size of the Jpeg Preview and whether you wish to Embed Original Raw File in the conversion file.



**10** When you click Save, the file will be created. If you now quit and return to Elements Organizer, it will be added to your import list, if it is within a watched folder. Now you can activate the DNG file and edit it as you would any other Raw file in your catalog.



# Getting Organised

Elements Organiser 2019 is packed with powerful features designed to help you make the most of your photos and videos by organising them and creating albums and catalogues as efficiently as possible. Import and tag your photos with keywords, location data and ratings. Organiser can also auto curate your photos, finding the best ones based on image quality, tags and ratings, so you can quickly find your favourites. Let's look at what Organiser can do for you.



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# The Organiser Workspace

Before you dive in and start using the Organiser and its tools, it's worth taking a look at the workspace and how its tools are arranged.

## Find it

Use Elements Organizer to organise and share your photos and media files. You can view thumbnails of all your favourite images and media you've imported. You can view a large thumbnail of a single media file or smaller thumbnails of many media files. You can fix the most common problems in the media files by using the tools in the Instant Fix tab of the Task panel.

### 1 The File Menu

The File menu options appear in the top left of the menu bar. These are the basic methods for interacting with the program, managing your catalogues and finding, tagging and viewing all of your media files.

### 2 The Import Button

From the drop-down menu, you can choose to import photos from various files and folders on your computer, from your camera and card reader. Another option lets you search your hard drive.

### 3 Albums and Folders

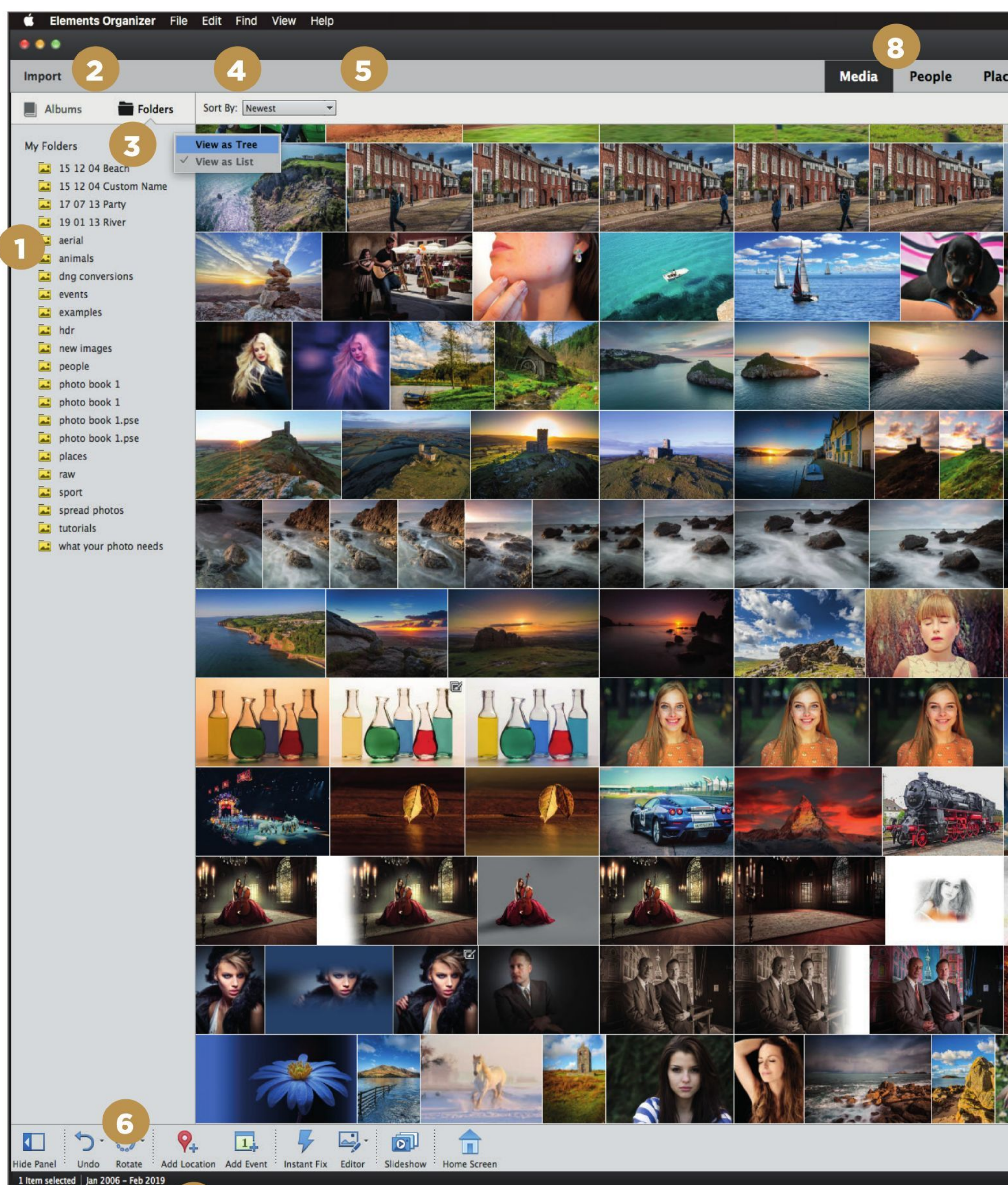
Click the Albums button to view any Photo Albums you may have created. Click on Folders to display a folder view of your files.

### 4 Folders View

Click a Folder name to display just the photos within that chosen folder. Click the All Media button at the top of the media browser window to display all images from all folders.

### 5 All Media and Sort By

If you are viewing the content of one folder, you can click the All Media button to leave the selected folder and see all photos. Next to the All Media button is a Sort By drop-down list where you can





sort according to Newest, Oldest, Name and Batches of photos.

## 6 Tool Options panel

The tools arranged on the left at the bottom of the screen represent the main tools for tagging and organising your photos. You can hide the Folders panel, Undo steps, Rotate your images, Add location data, Add an Event, use the Instant Fix feature, open the Photo Editor, create a slideshow or return to the Home screen.

## 7 Status Bar

This small bar displays information such as the number of items in the media

browser, the date range of all media and the View Notifications button.

## 8 Category Tabs

At the top of the Organiser window are five clickable tabs. Media displays either a folder or the entire catalogue. Click this tab to view photos where you have identified faces. Click the Places tab to tag an image with a place on the map. Finally, you can click the Events tab to display photo tagged as Events.

## 9 Media Browser Window

The contents of your catalogue or a single folder will be displayed in the main browser window.

## 10 Search

Click this button to open the Search pane. You can enter a search parameter or click on any of the search types listed down the left hand side of the search panel.

## 11 Create and Share

These two buttons reveal drop-down lists where you can create slide shows, photo books, video collages and more. Note that certain creations require Adobe Premiere Elements to be installed for video-based tasks. The Share button lets you email and share your media on social media and image sharing sites.

## 12 Ratings and Auto Curate

Ratings lets you filter your search by any star ratings your images have been given. Auto Curate automatically chooses the best photos for you. You can specify how many are shortlisted, up to 500, and the results are displayed in the browser window.

## 13 Panel Bin

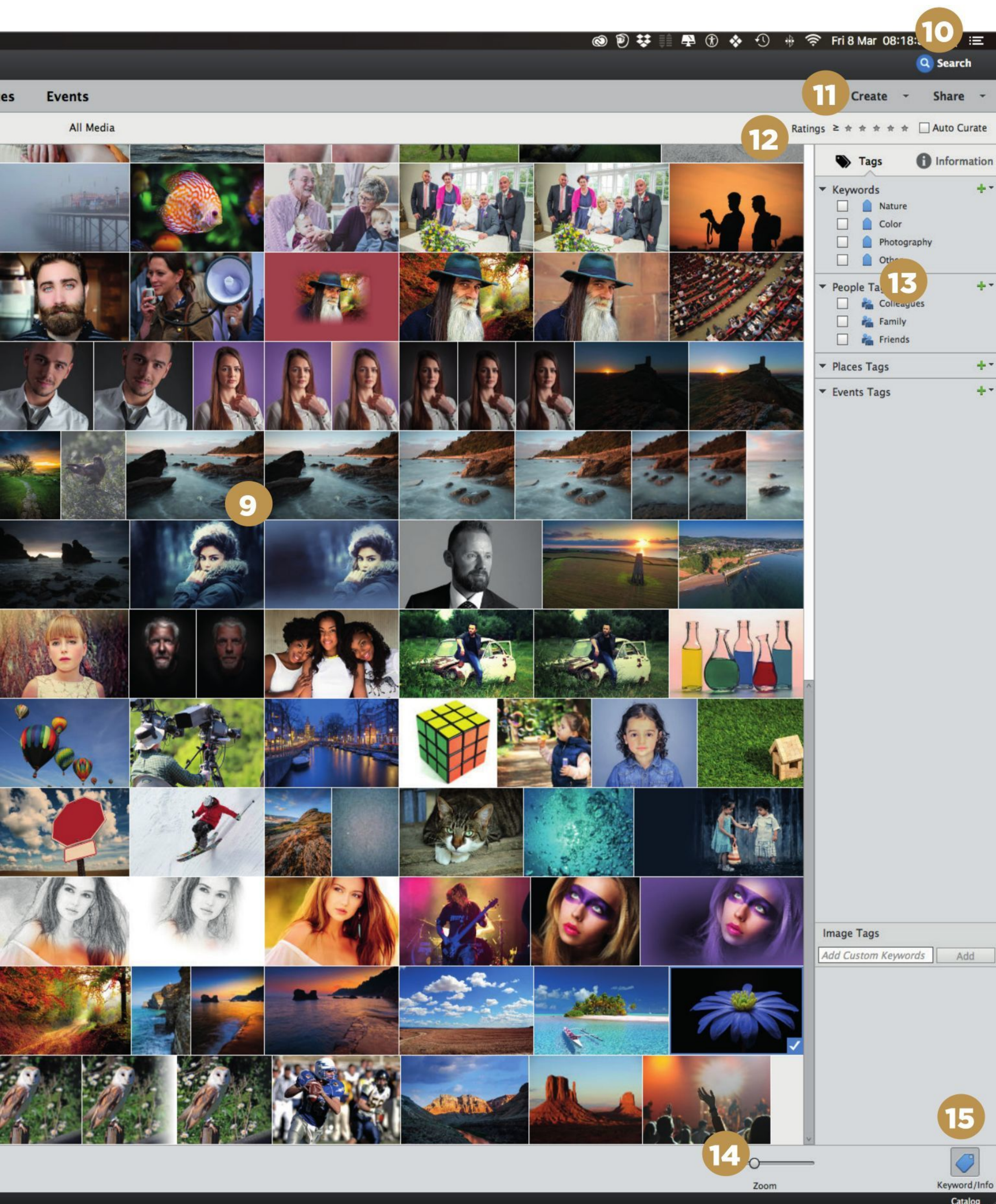
When you click the Keyword/Info button at the lower right of the workspace, a panel opens providing you with a number of different ways to add keywords and tag photos. An Information pane is provided where information about a selected photo can be displayed.

## 14 Zoom

You can adjust this slider to see your image thumbnails larger or smaller in the browser window.

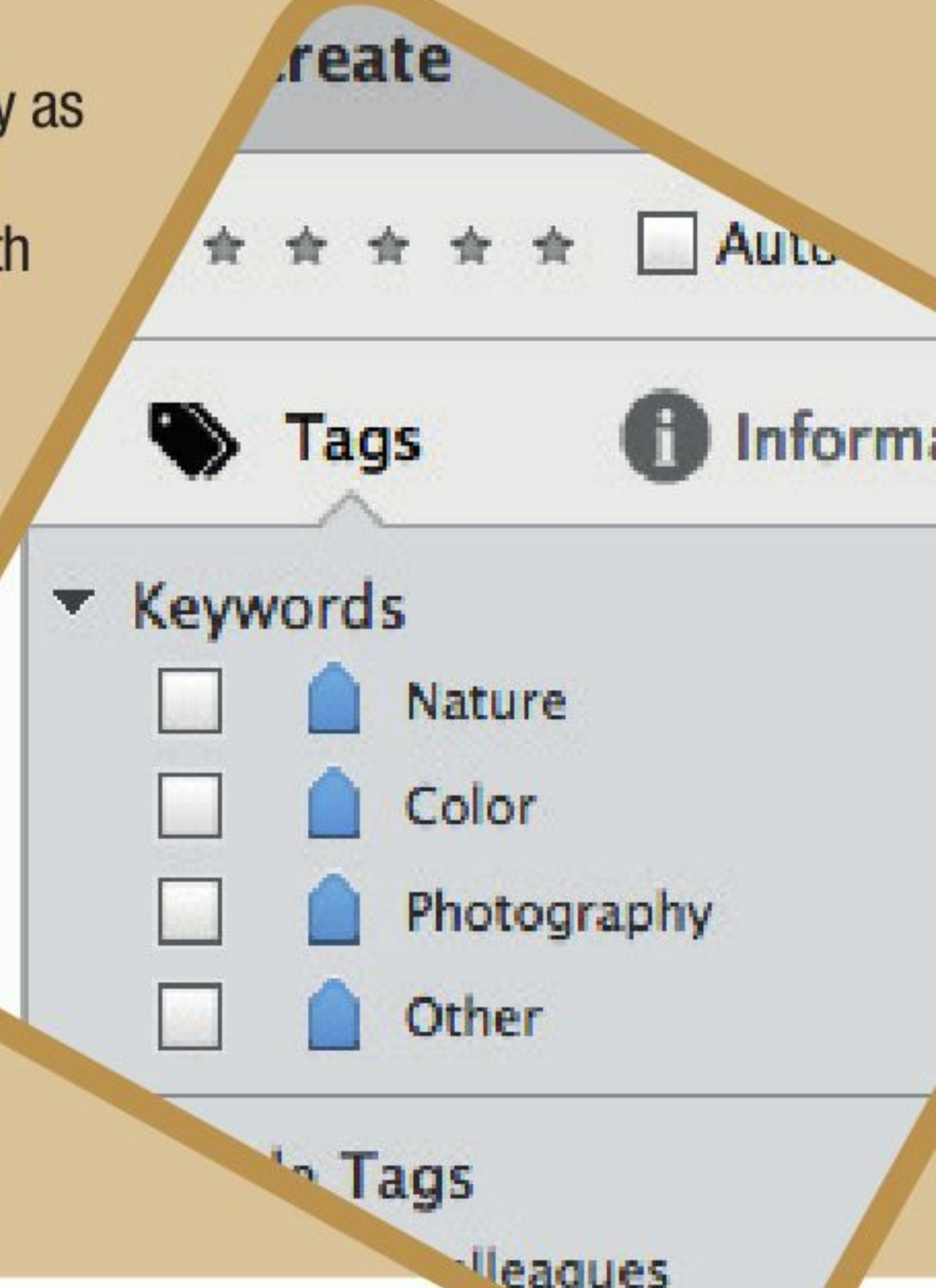
## 15 Keyword/Info

Click this button to open the Panel Bin and choose options from the Tags or Information panel.



## Tagging and Keywords

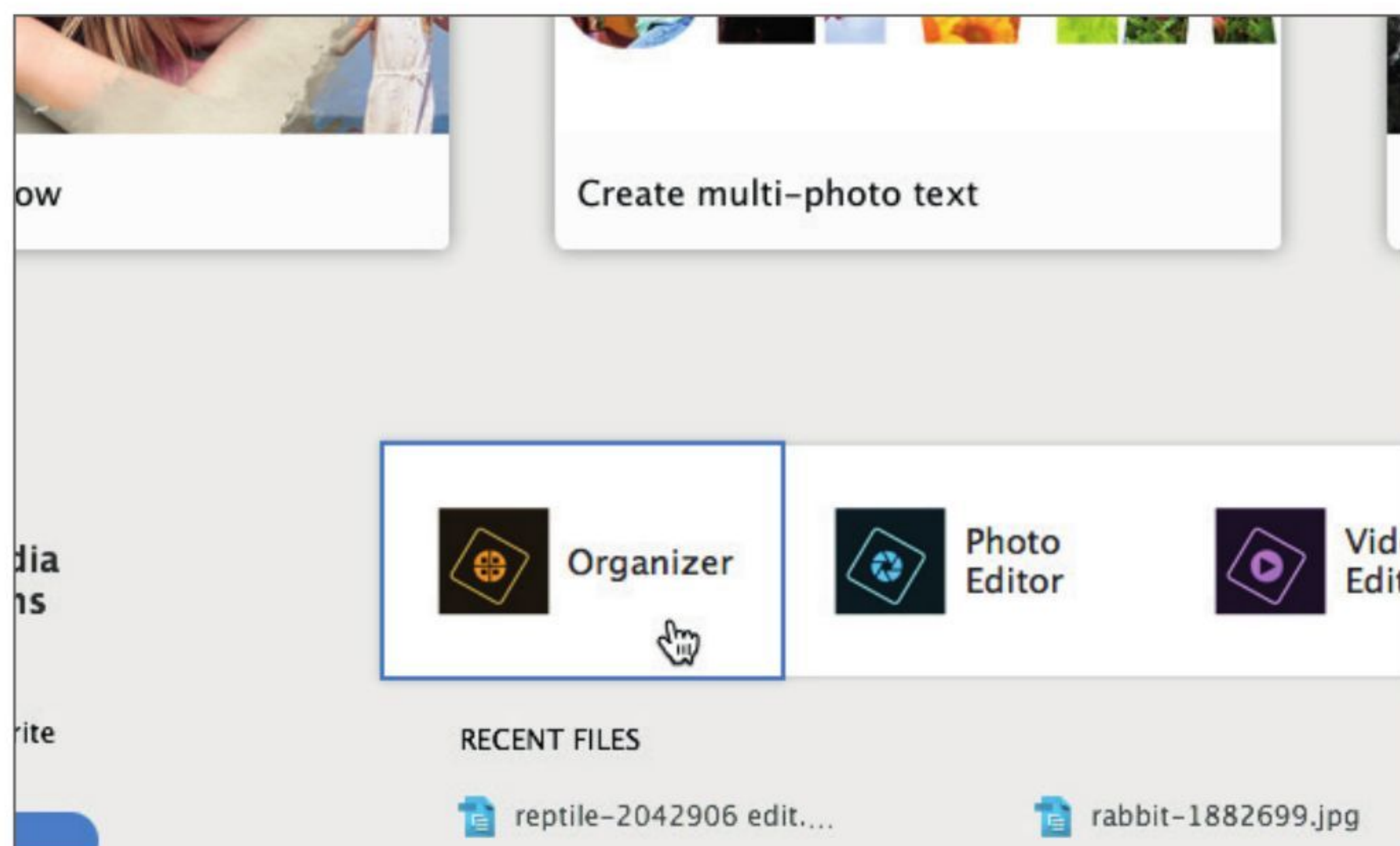
A media organiser is only as good as the tagging and keywords associated with your images. Spend some time tagging your images to reap the benefits when it comes to searching and retrieving them again.



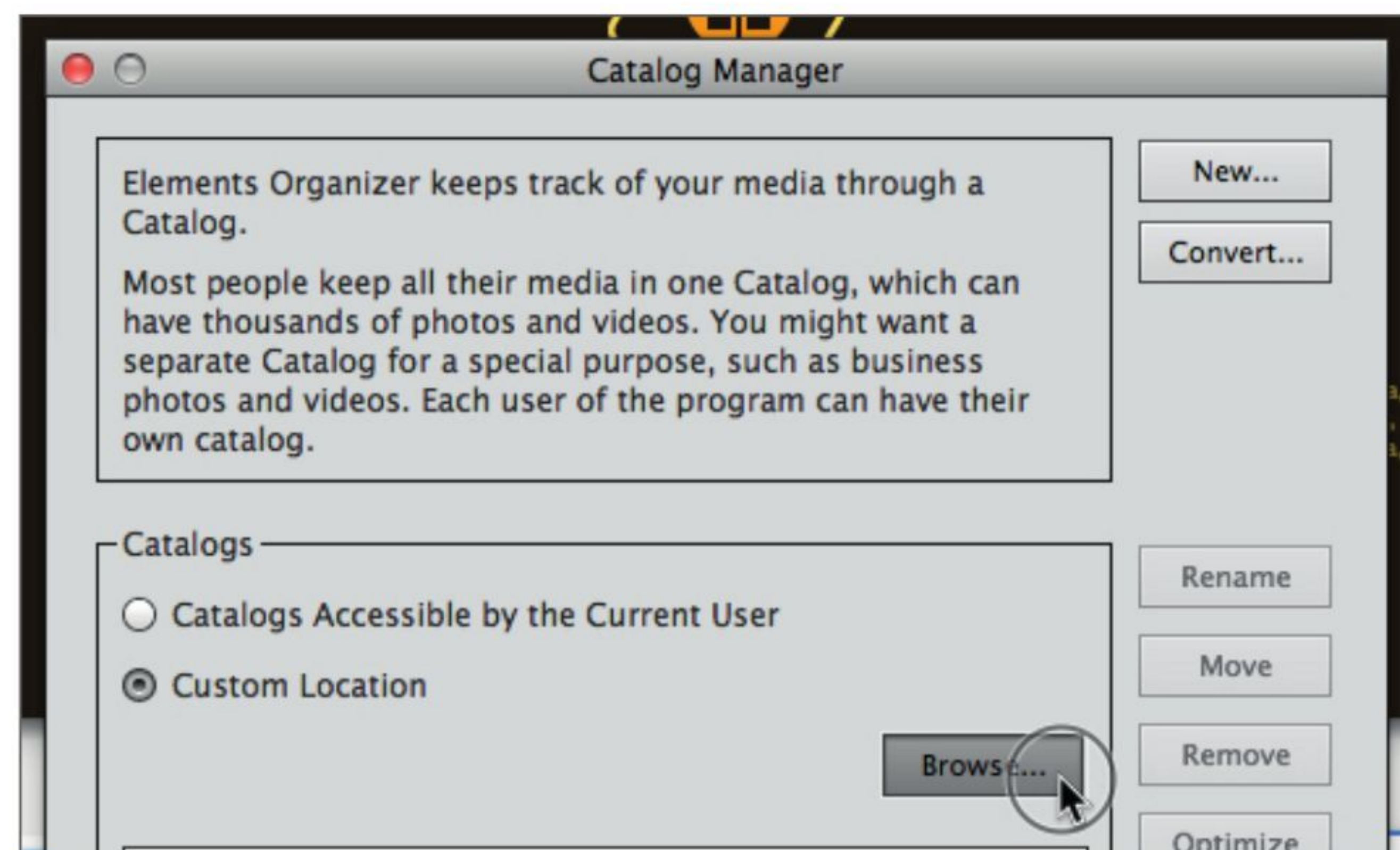


# Setting Up Elements Organiser

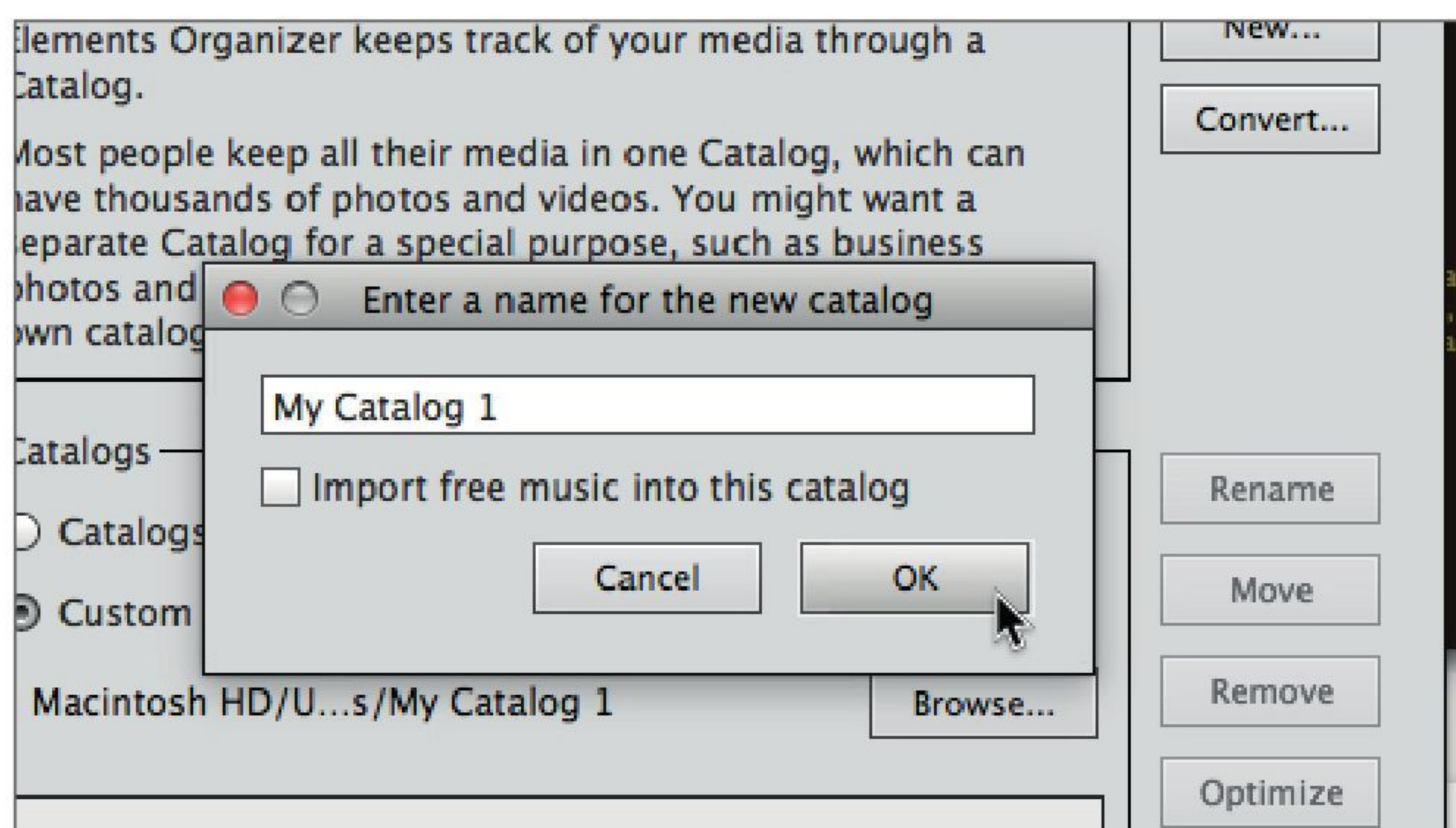
Elements Organiser 2019 gives you complete control over how you import, search, tag, organise and share your photos and videos. Organiser scans your files and analyses your photos and can even find faces ready for you to identify.



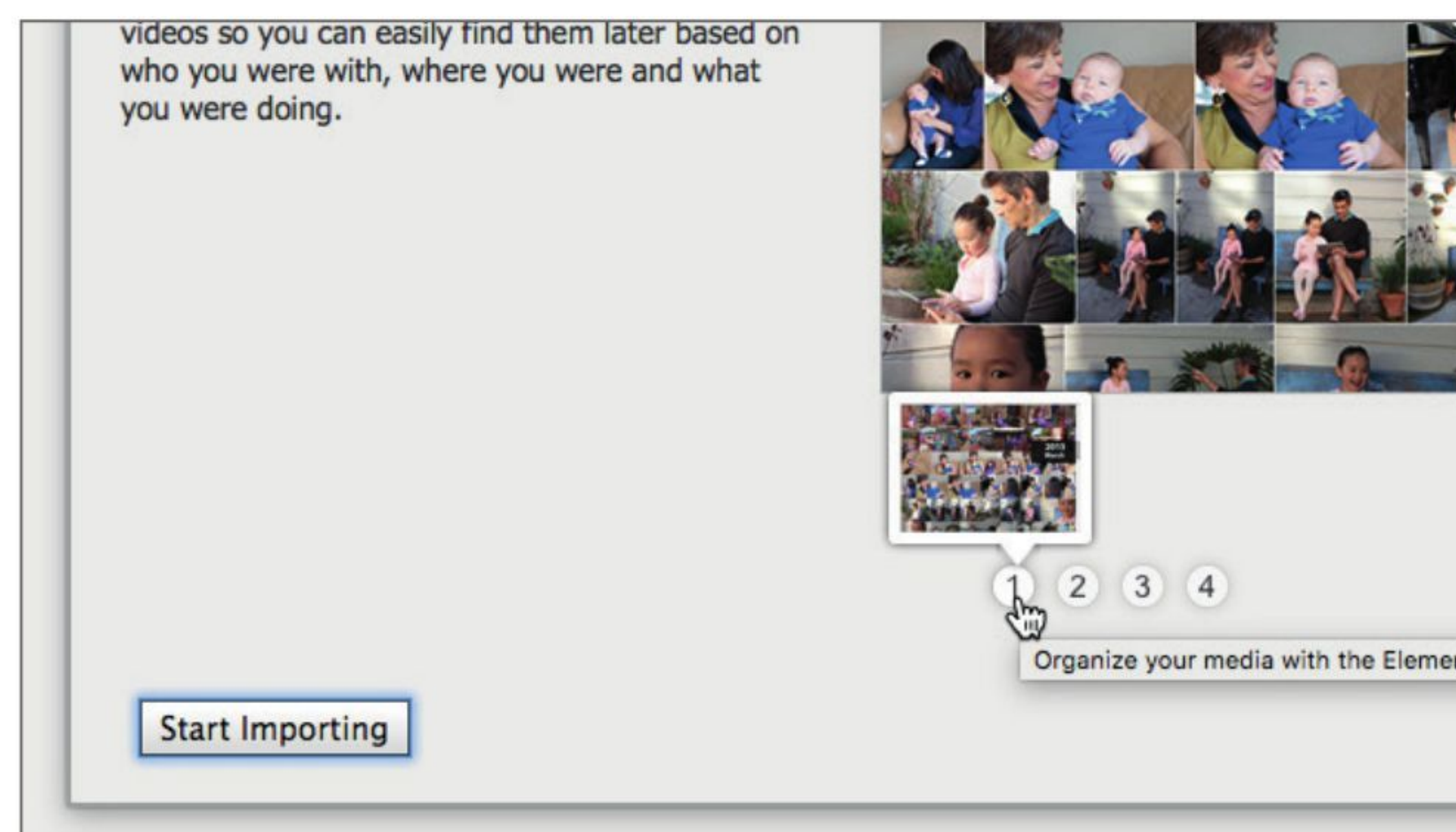
**1** When you open Elements, you are presented with the Home Screen. Down in the lower right are the programs available to use or to try a free trial. Click on Organiser to activate it and follow any on-screen prompts.



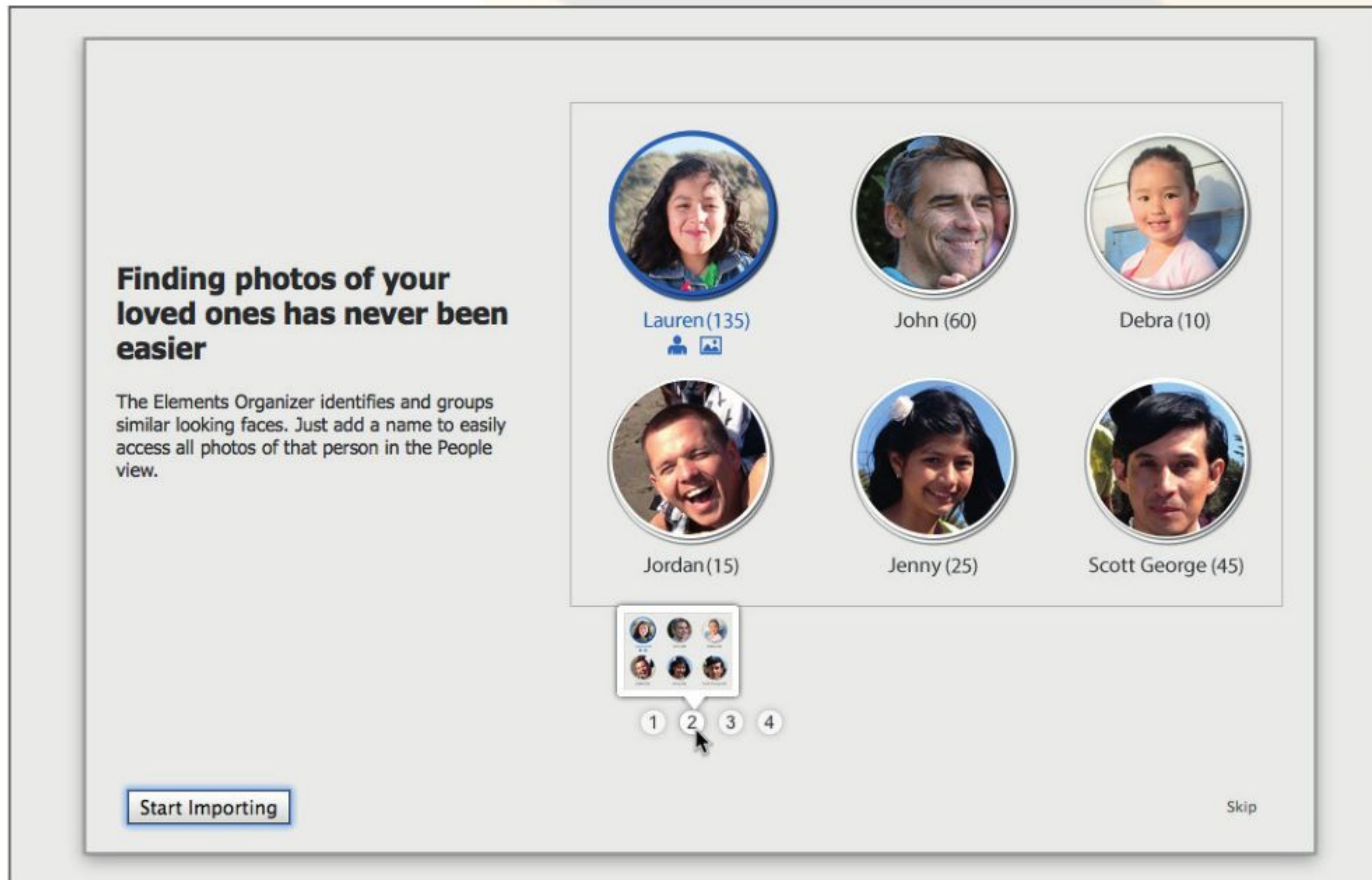
**2** There is usually a default catalogue created but you have the option to use the Catalogue Manager to create a custom location for your catalogues. Click the Custom Location and then Browse to the location where you would like to create your custom catalogue.



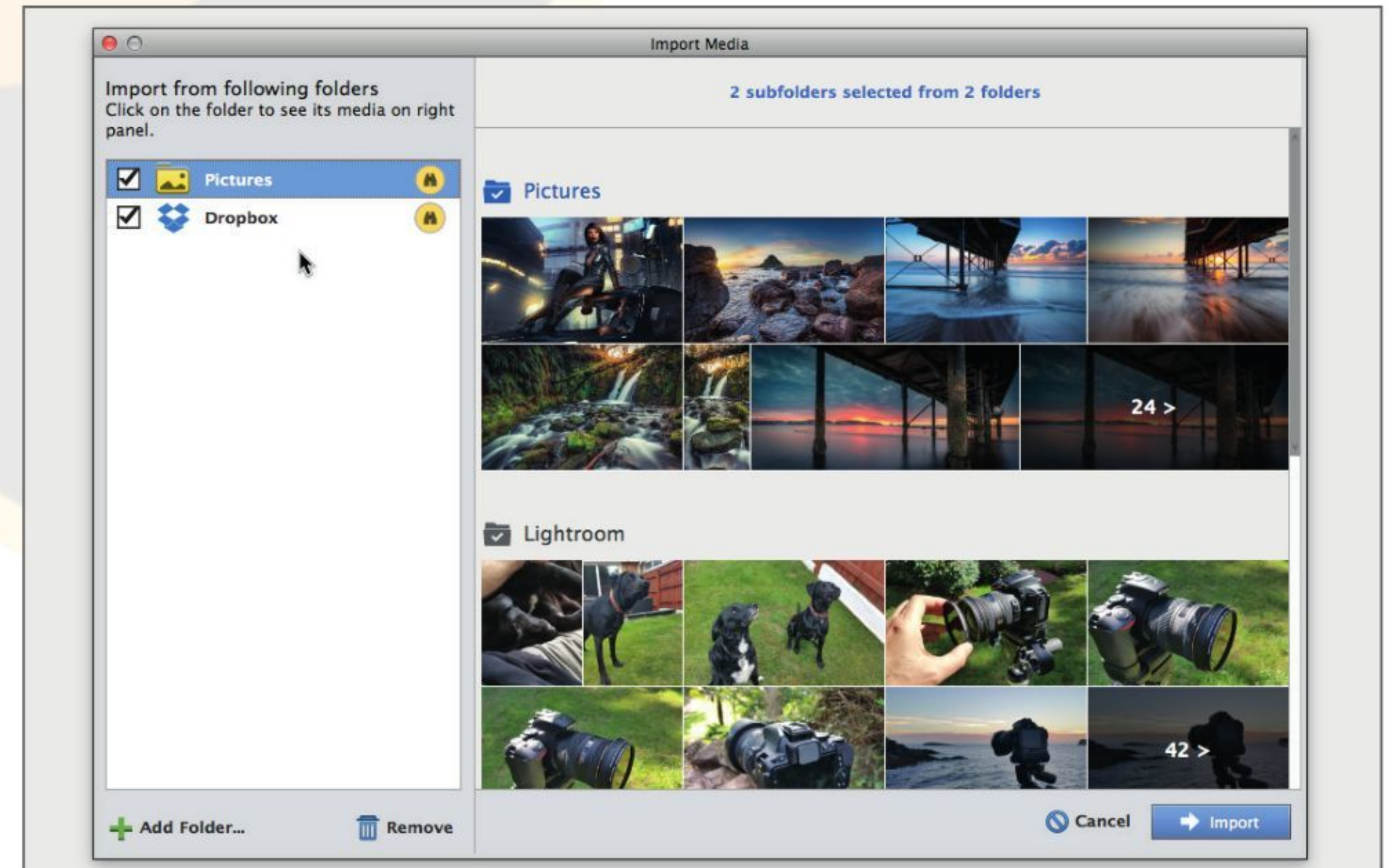
**3** If you are creating a new folder, you can give it a bespoke name and then hit the Create button to make the folder into which your catalogue will be placed. Once you have done that, you can then give a name to your catalogue. We have called ours 'My Catalog 1'. Click OK to create it.



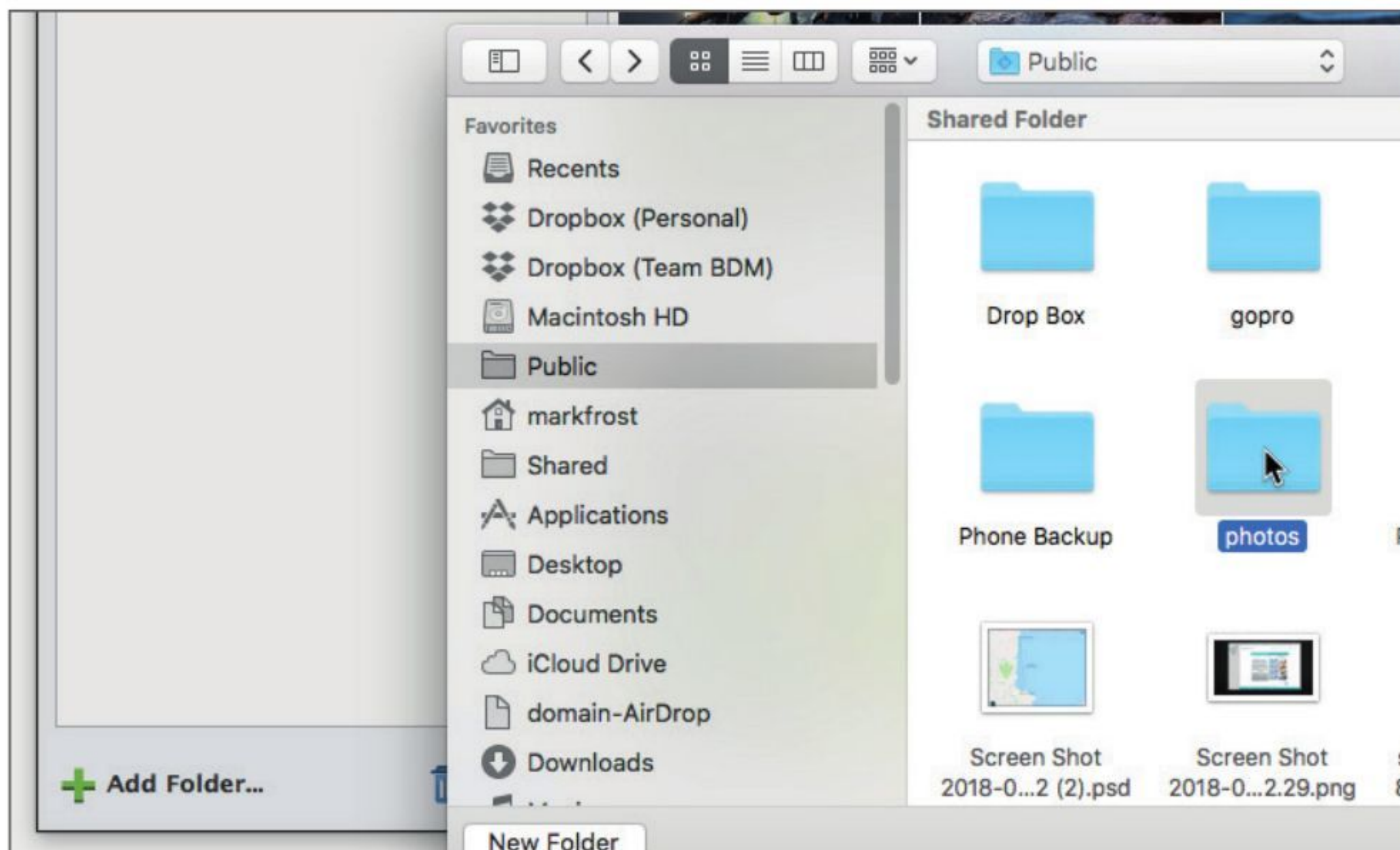
**4** The Organiser workspace will open and you will see the main Media workspace displayed. If you are using it for the first time, it will prompt you to start importing images ready to be organised.



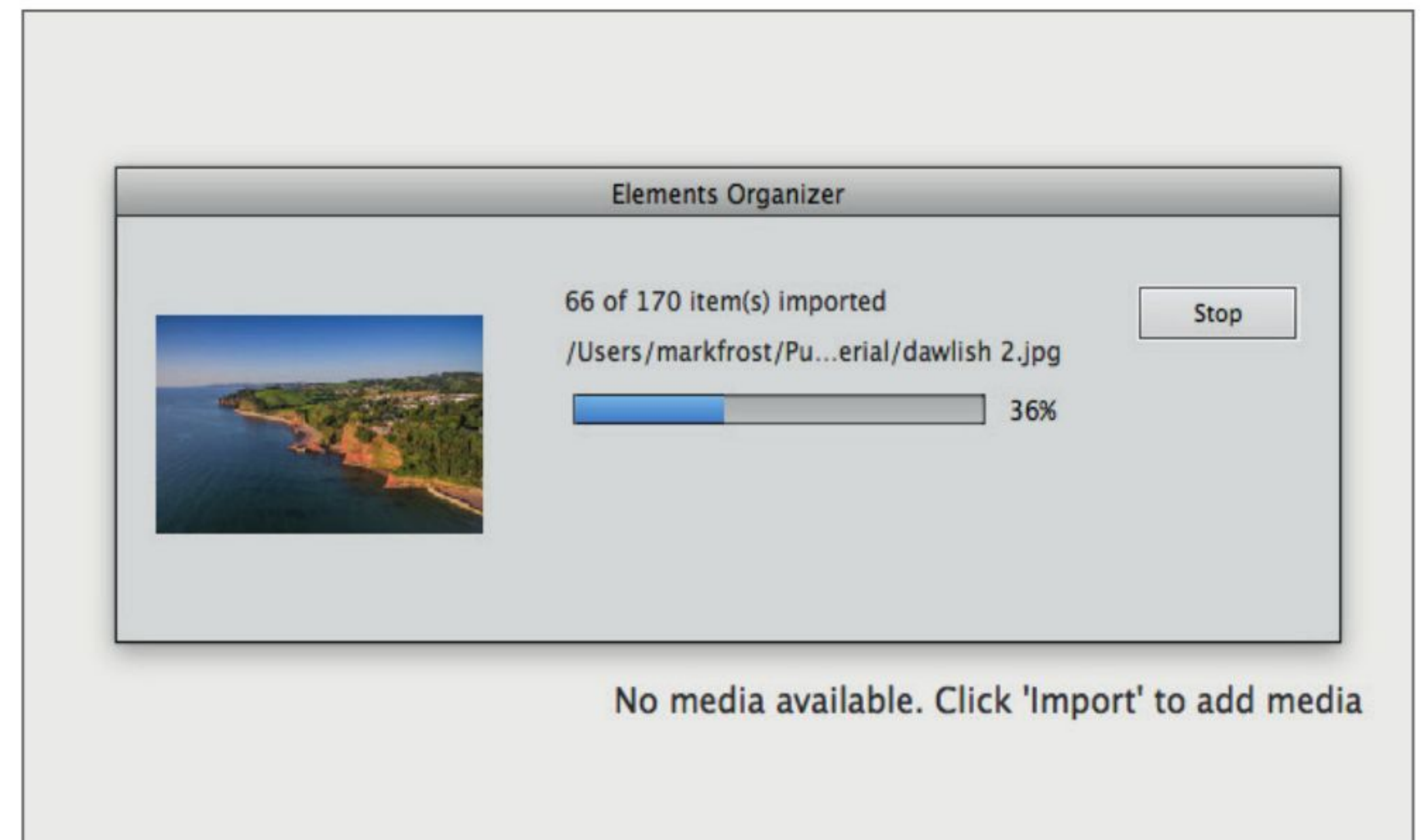
**5** There are also screens giving you a brief overview of what each section of the Organizer program can do. The People section can identify faces for tagging. The Places section can geotag or let you manually add location data to your images and Events groups your images by date and time.



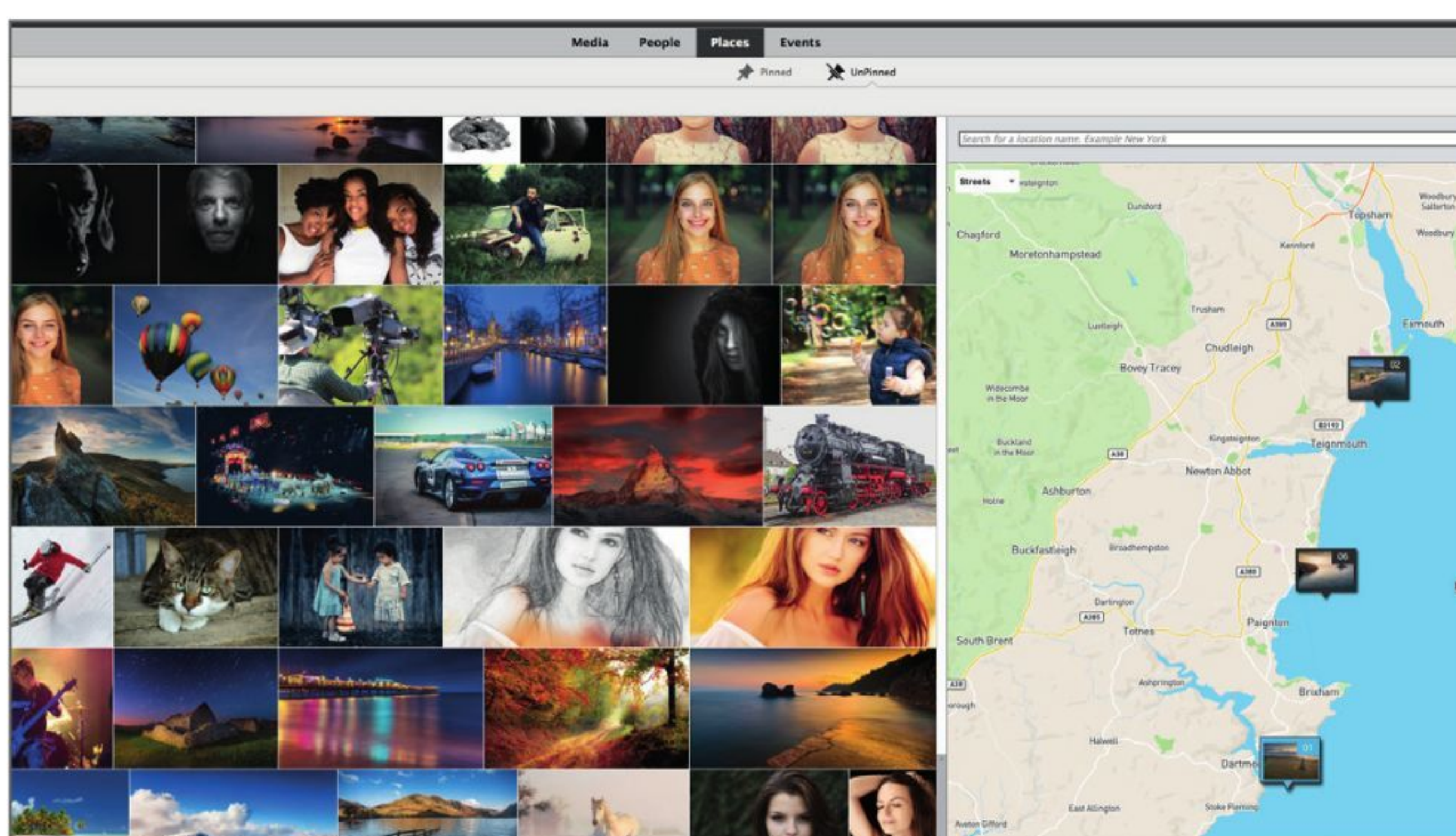
**6** Start the process by clicking the Start Importing button and Organizer will ask you to add folders from which to import media and photos from. You can add and subtract as many folders as you wish. Click Add Folder to choose more, and even customise how much content from each is imported.



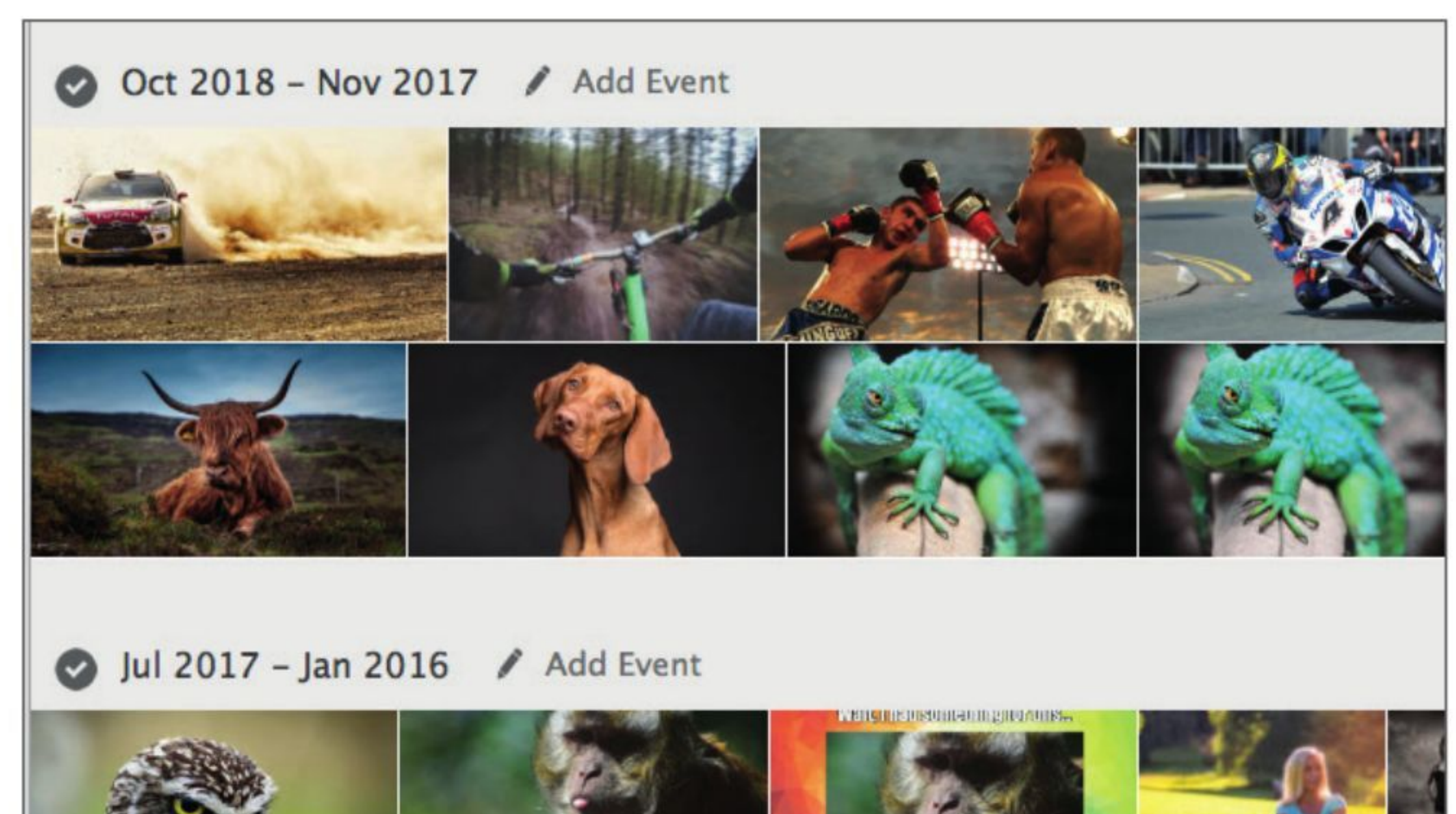
**7** When you click Add Folder, browse to where your folder of images are kept and double-click it to add it to the import list. There is a small icon shaped like binoculars that when highlighted, informs you when new files are added to that folder. When you are ready, you can hit the Import button.



**8** All the selected media you chose will be imported. If you have chosen a lot of images, you will see a progress bar listing the items as they are imported. When complete, Organizer will display a grid view of your images ready for you to start working on.



**9** Click on the People section and it will start the process of scanning your photos looking for faces so you can organise images by people. The Places section will display images ready for you to add location data; unless they already have GPS data attached, whereby they will be pinned to the map.

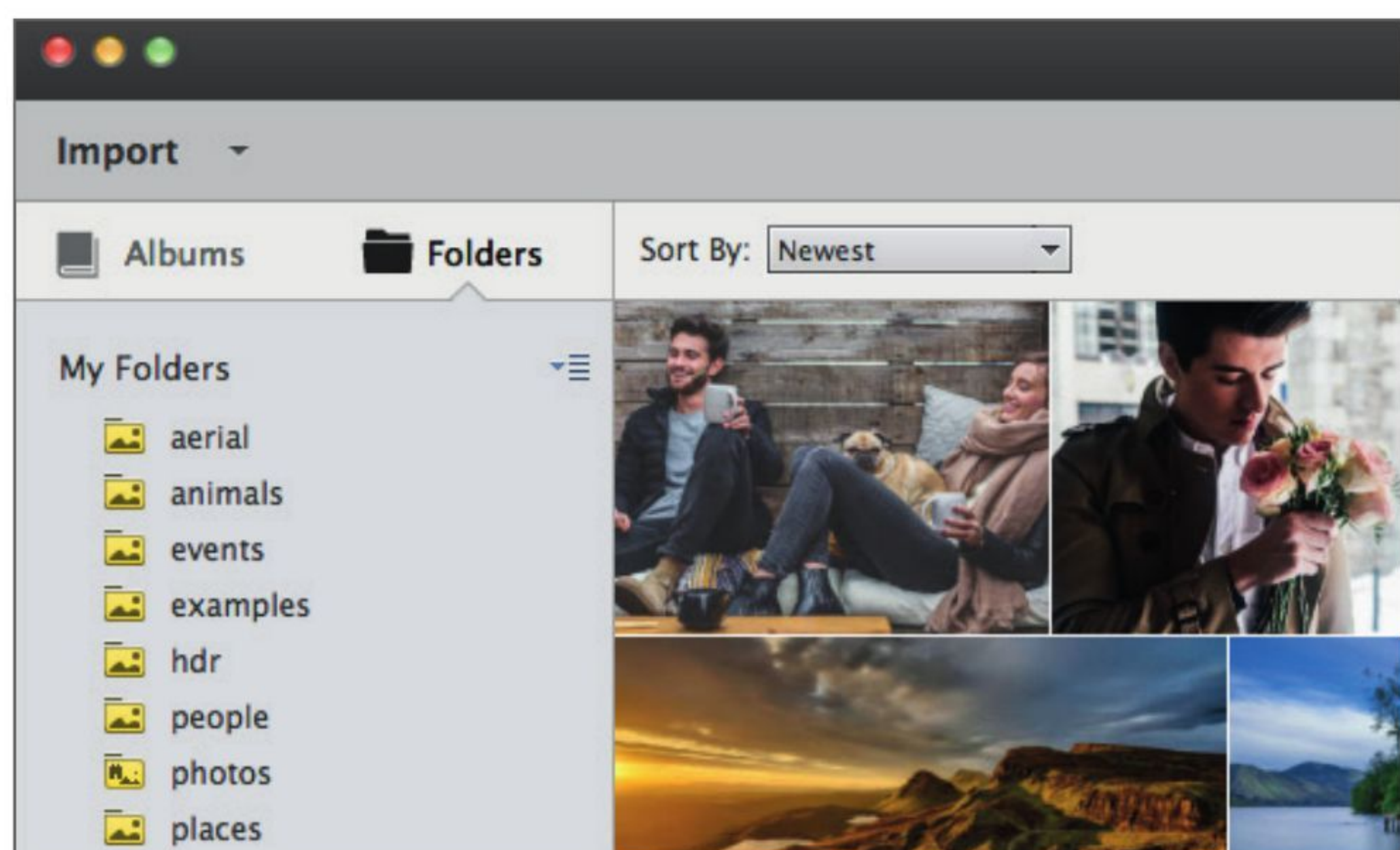


**10** The Events section displays all your photos in chronological order based on date and time. You can create new events and stack all images of that event within it. Now that you are organised, let's find a little more about the workspaces on offer.

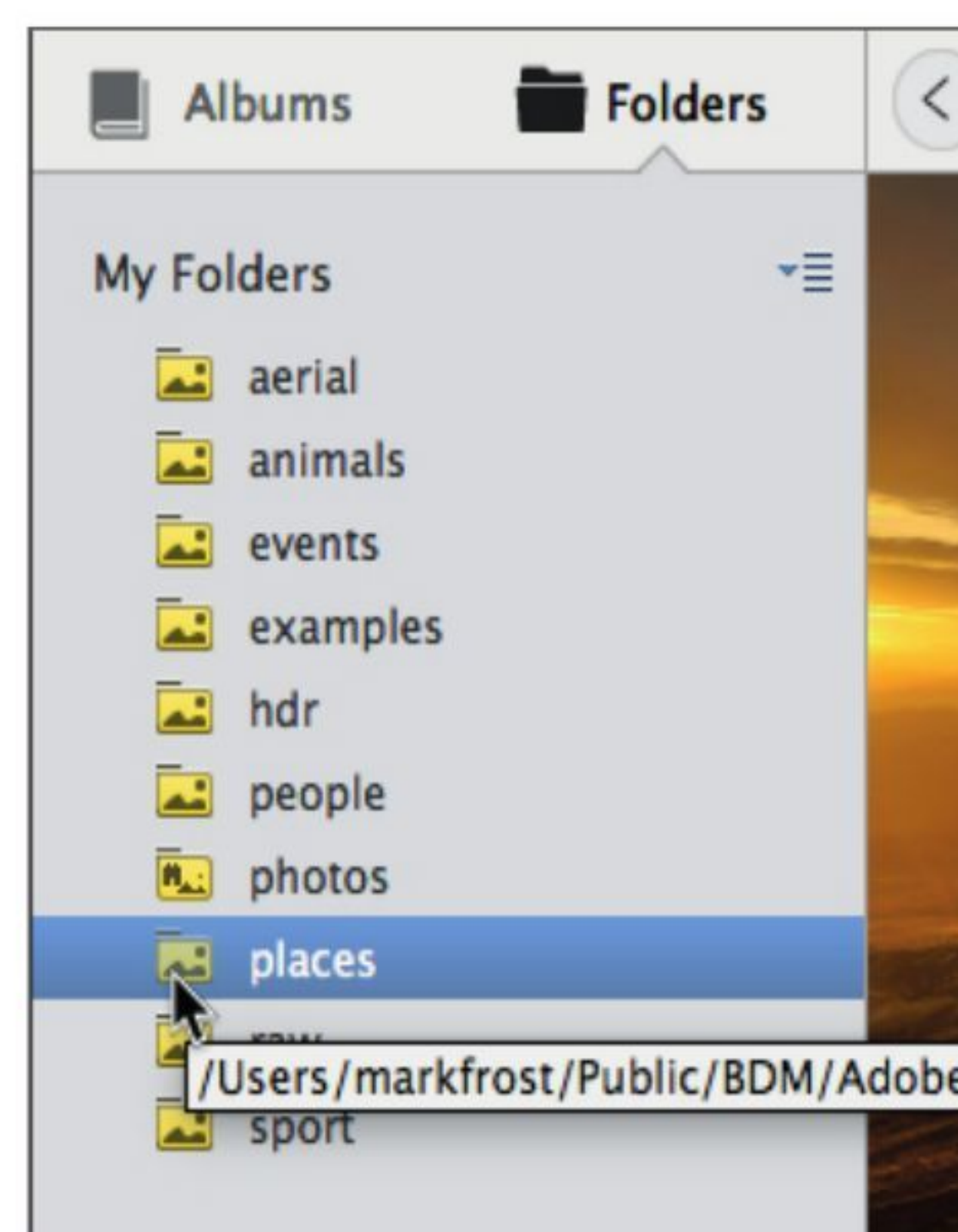


# Tagging and Keywords

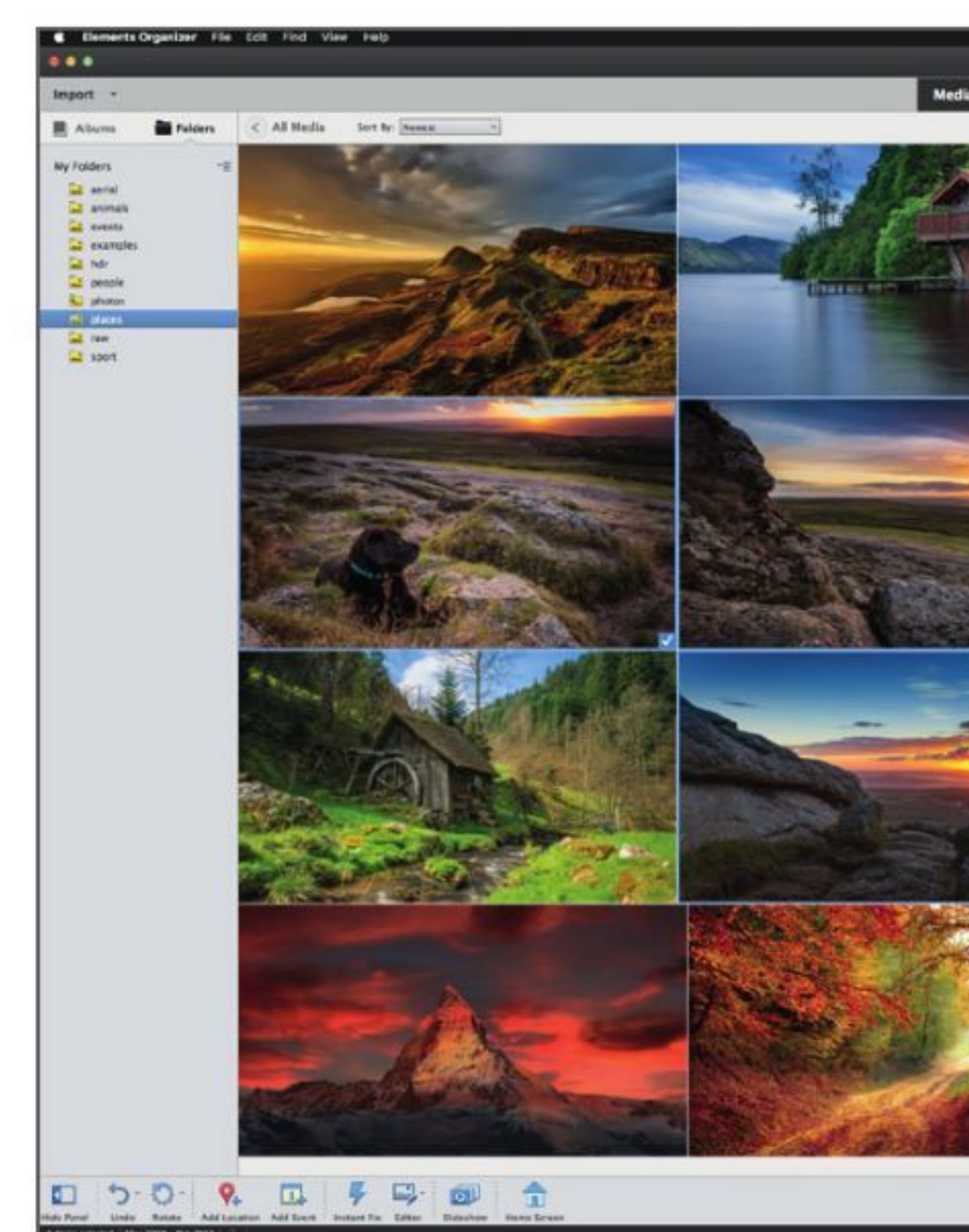
If your photo library is large and scattered across many folders, it would help if they were tagged and had keywords added to make your searches more streamlined and efficient. Rather than trawling through folder after folder, why not tag them with keywords?

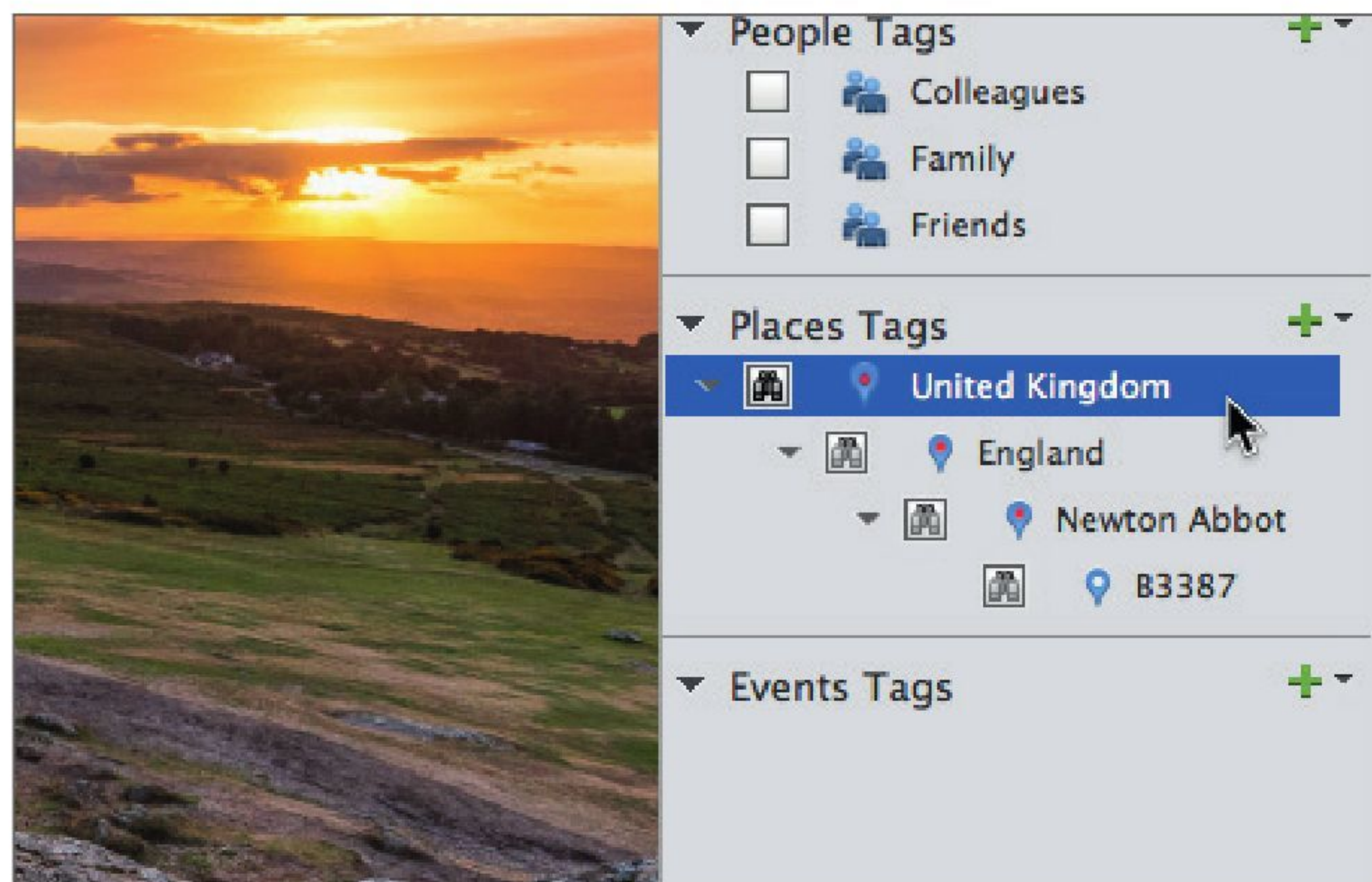


1 From the Home screen, click on the Elements Organizer

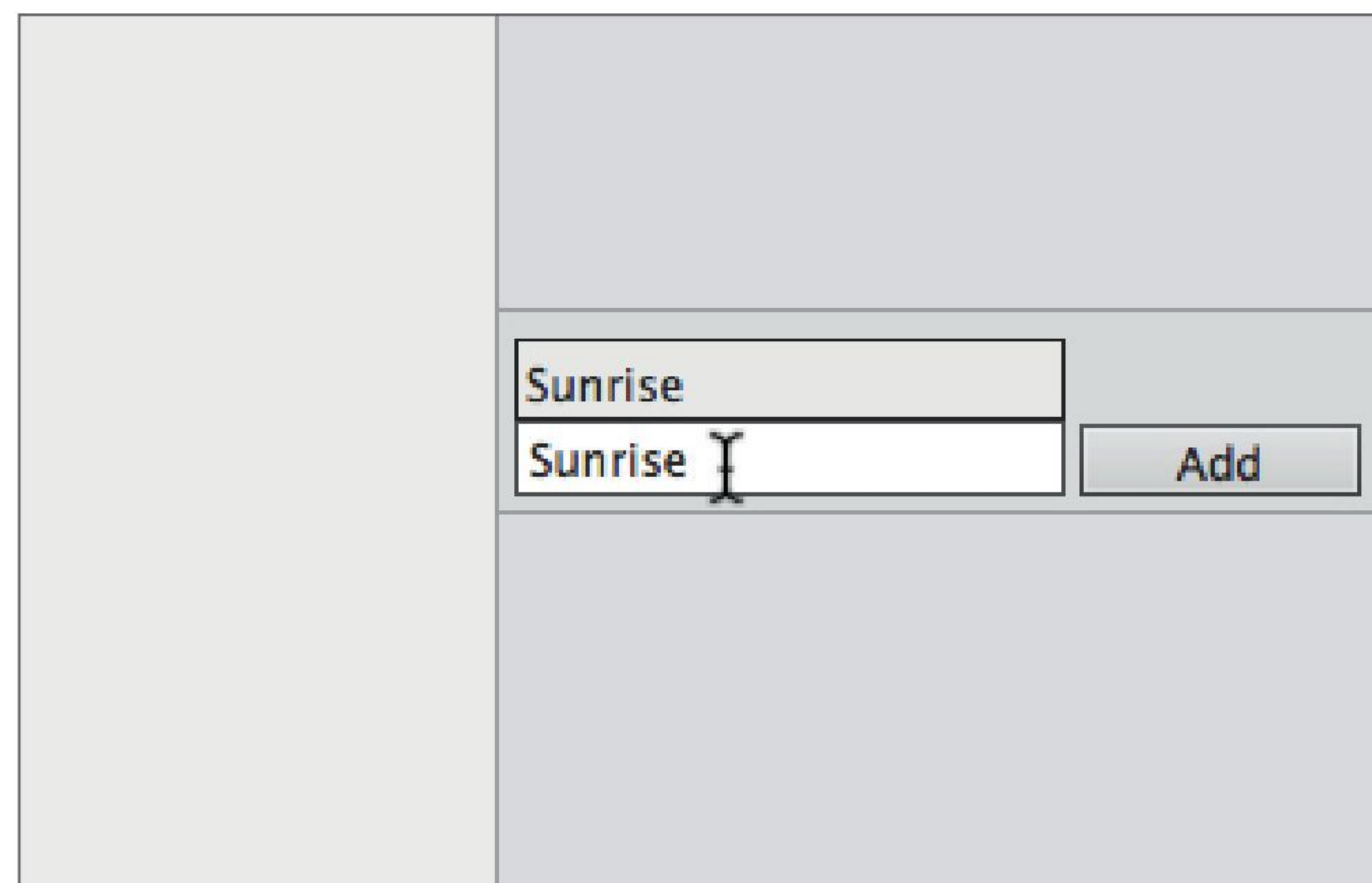


2 We made a folder called 'Places' that contained a number

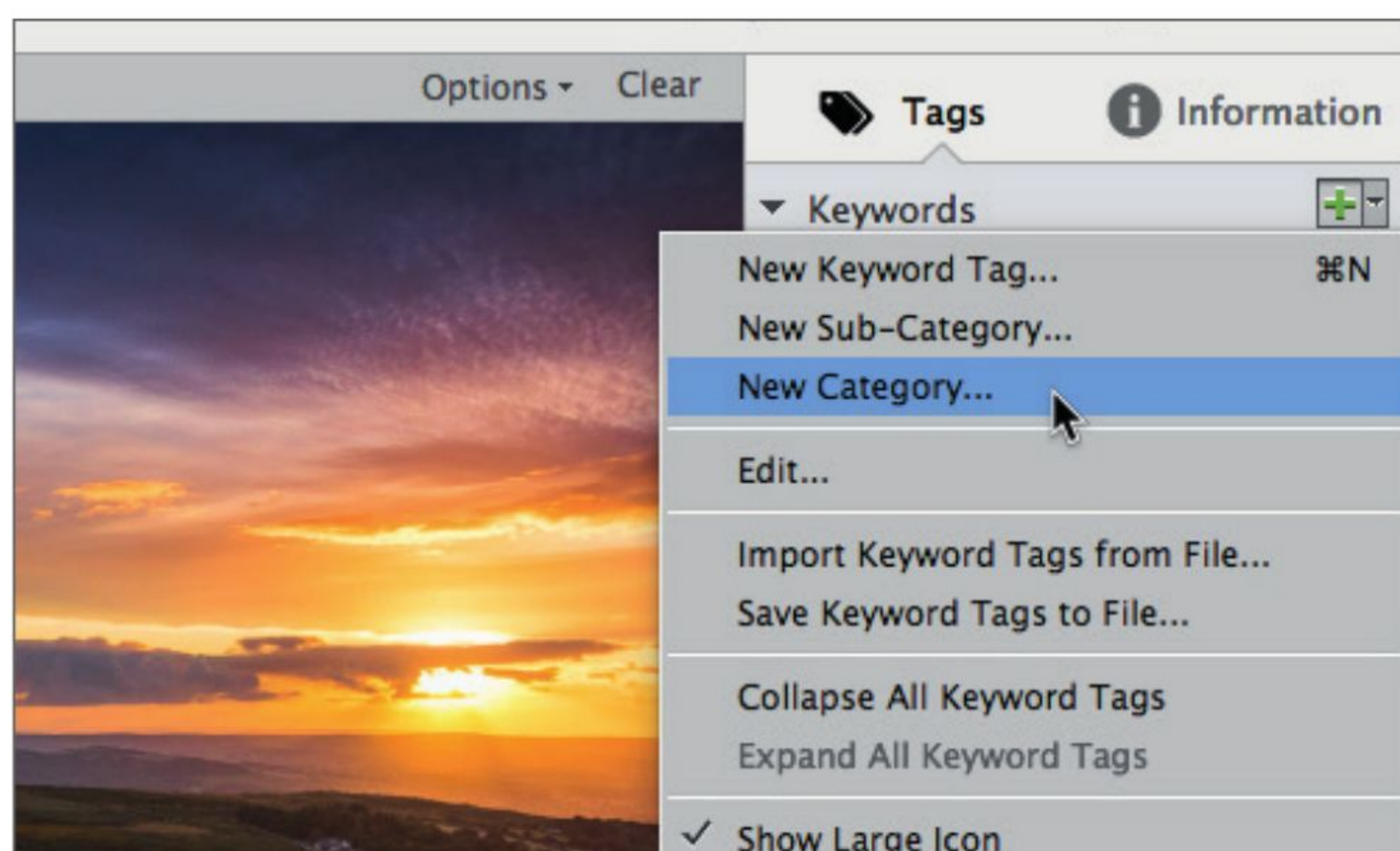




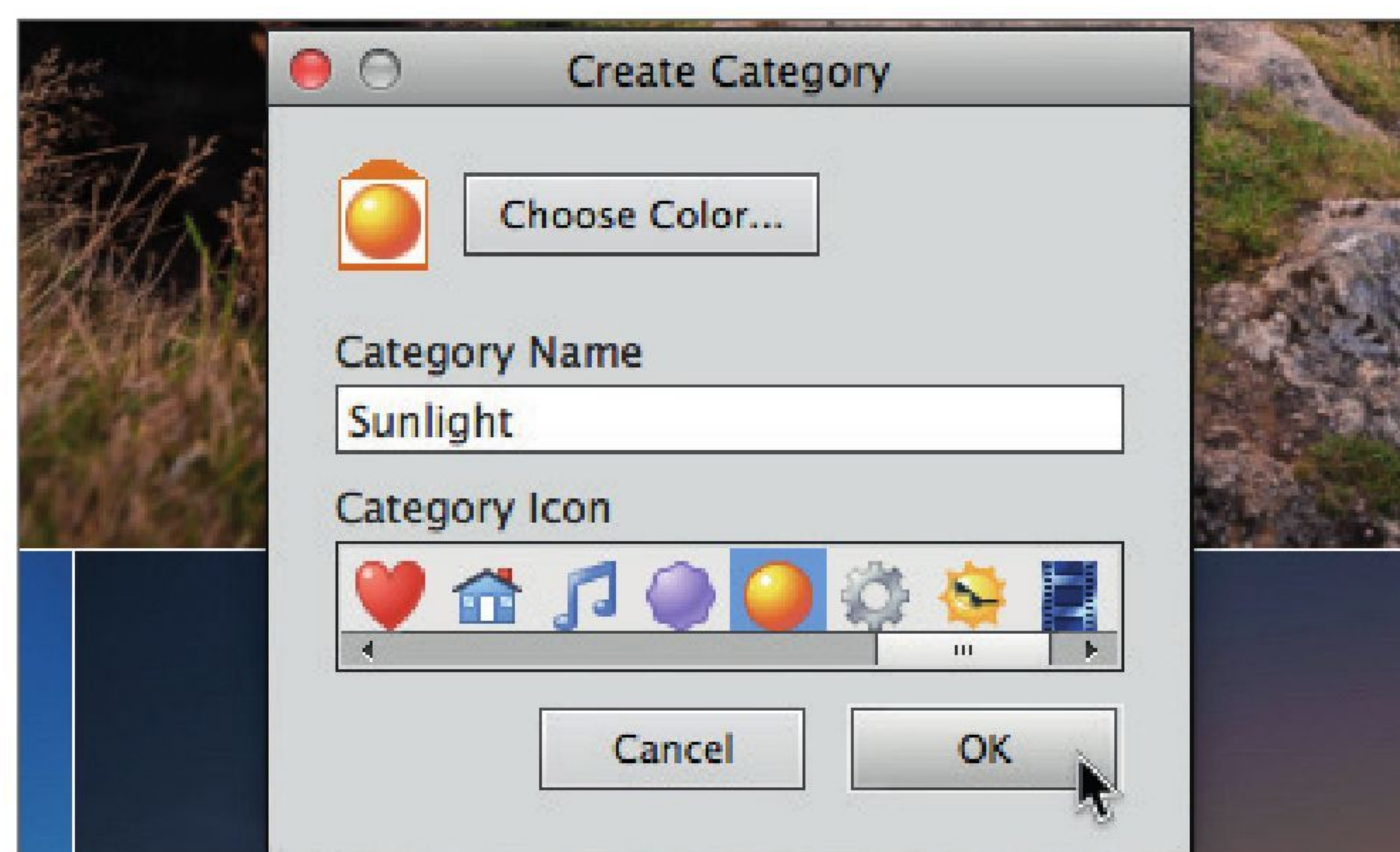
**5** Now if you look over at the Places Tags section in the Tags panel bin, you will see that location data has been added as a tag, which may consist of several sub categories. If you click the top category, in this case United Kingdom, only the tagged images will now be seen in the browser window.



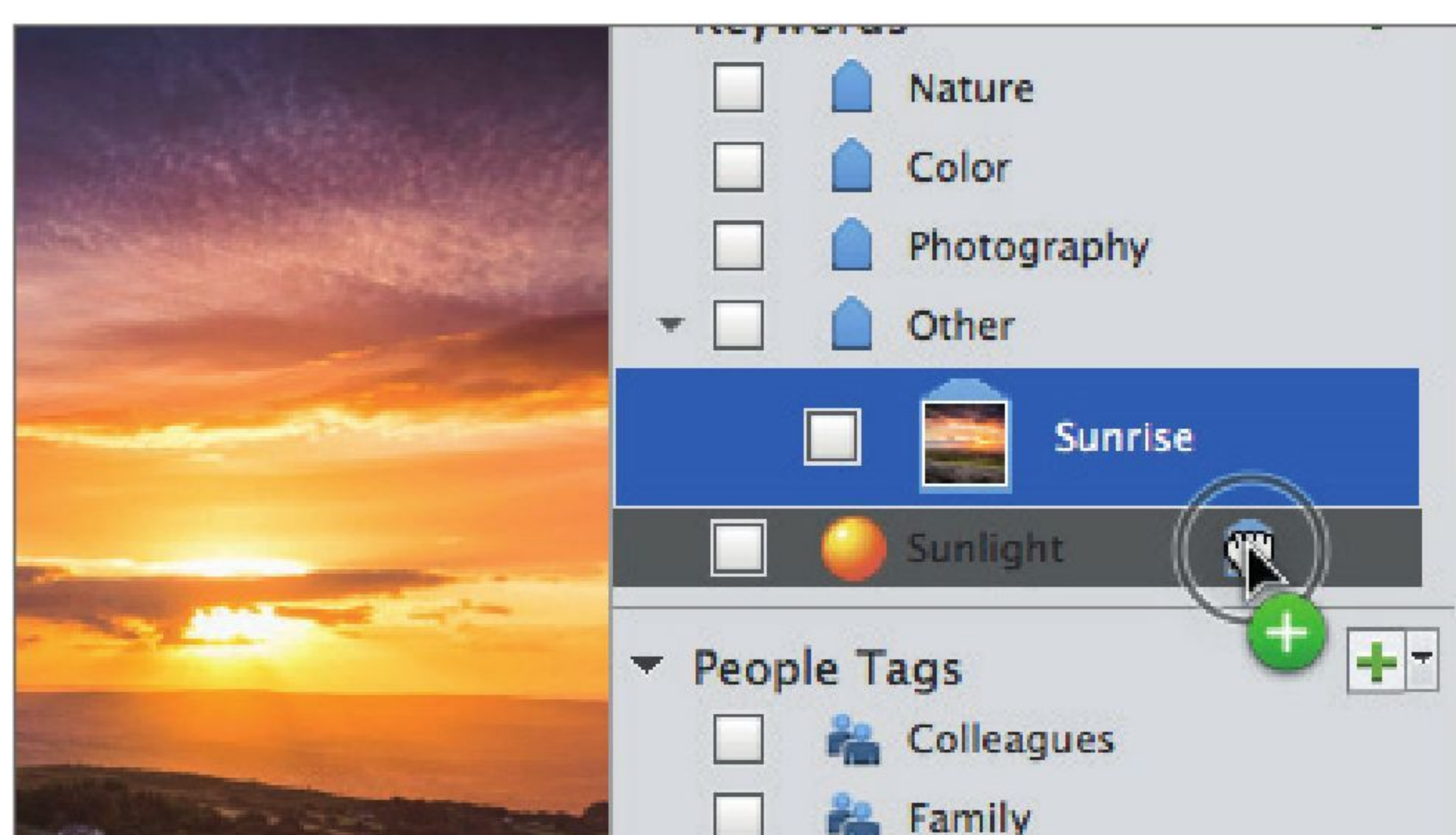
**6** If you highlight all of the images again, you can add more tags to help you identify the photos at a later date. Under the Image Tags panel, you can add custom keywords; in this case, the keyword 'Sunrise' was used. Click Add to include the new keyword.



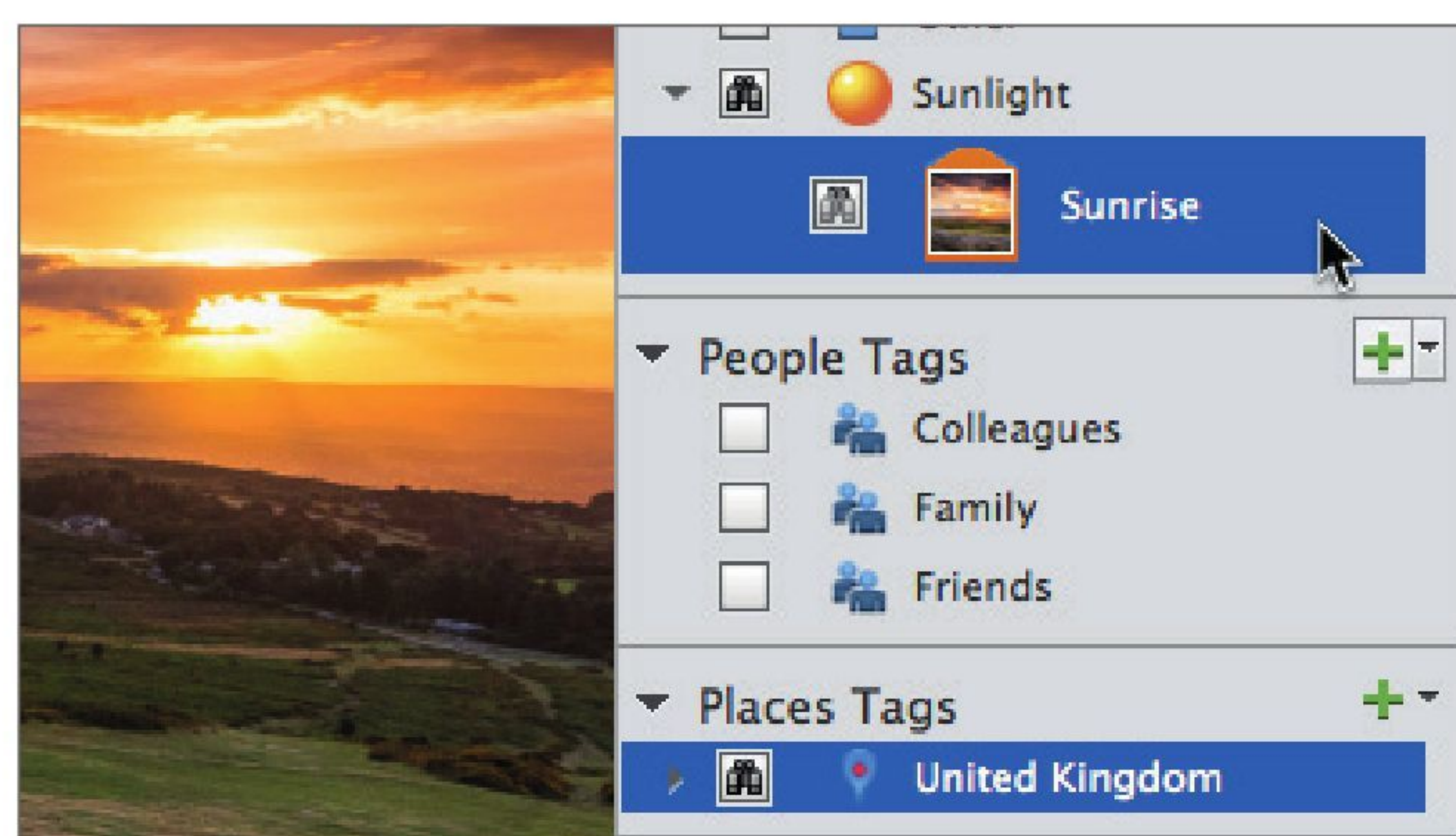
**7** It is added to the Other category but you can click and drag to any of the other categories; or click the green plus symbol in the top right corner and click on the New Category option in the drop down menu that appears. When you do, the New Category window opens.



**8** In the New Category window, you can choose a colour for your category icon as well as choosing the name you want the new category to be called, in this case 'Sunlight'. If you wish, you can even select an icon from the choices listed in the category Icon window. Then you can click OK to proceed.



**9** The newly named category is added to the Keywords list. You can drag and drop the its Image Tag into this new folder. If you turn off the Places Tags visibility icon and then click on the new category's visibility icon, your images will still be displayed in the browser window.

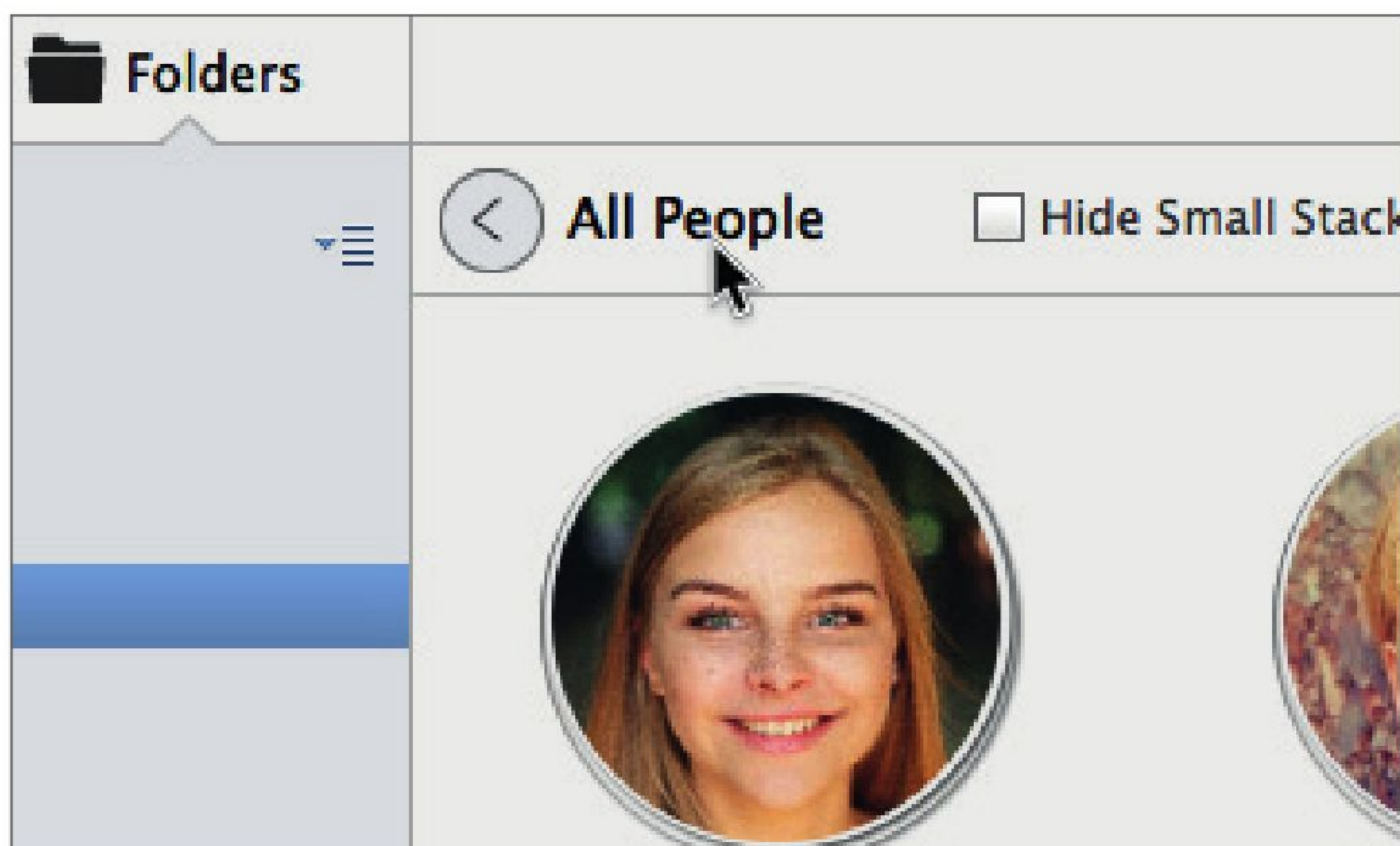


**10** As you can see, we had tagged the photos with a specific Places Tag and also with the new Sunlight category and Sunrise image tags. These various sets of tags mean that if we ever need to find a sunrise photo taken on Haytor, we can just search for those particular criteria and they will be displayed.

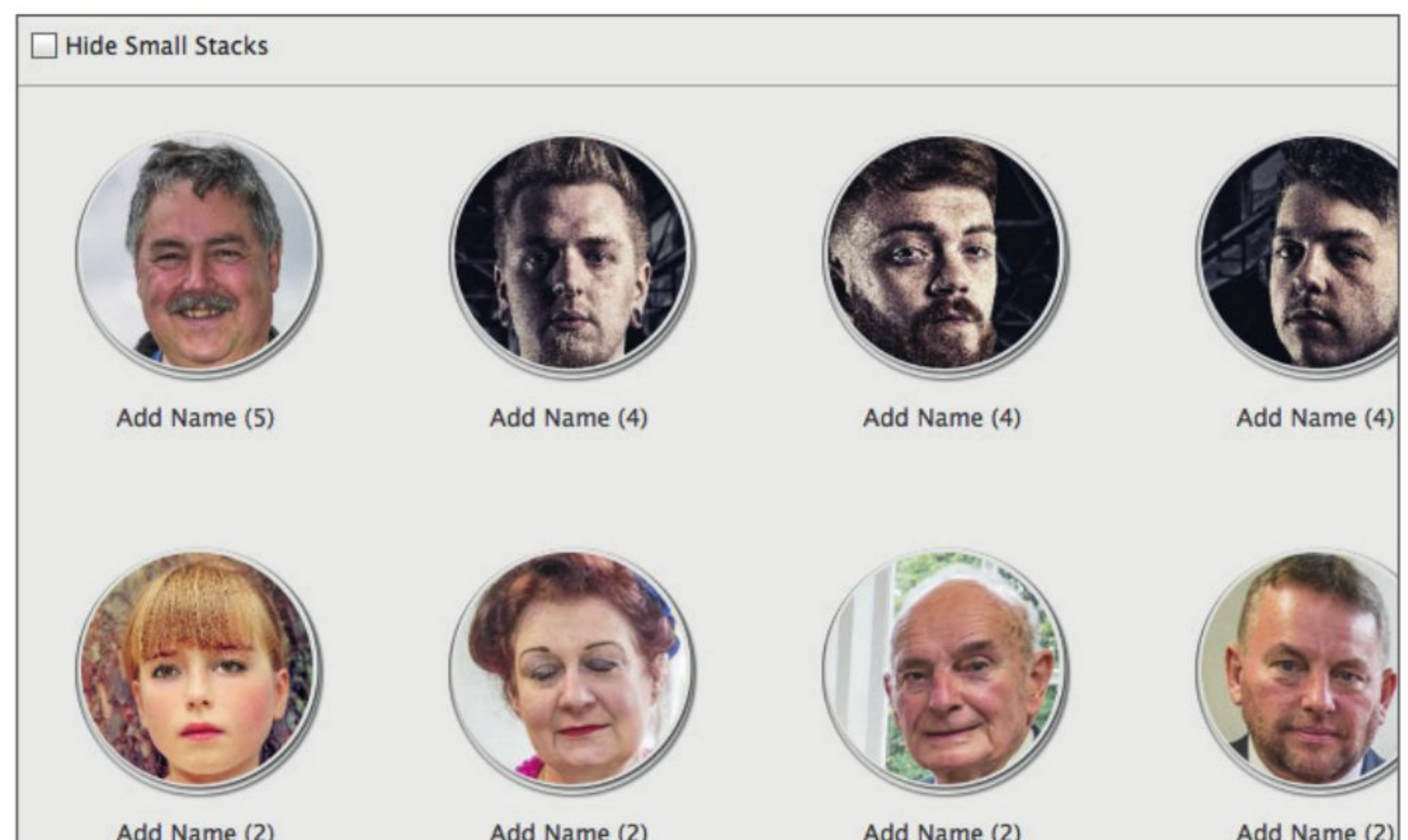


# Putting Names to Faces

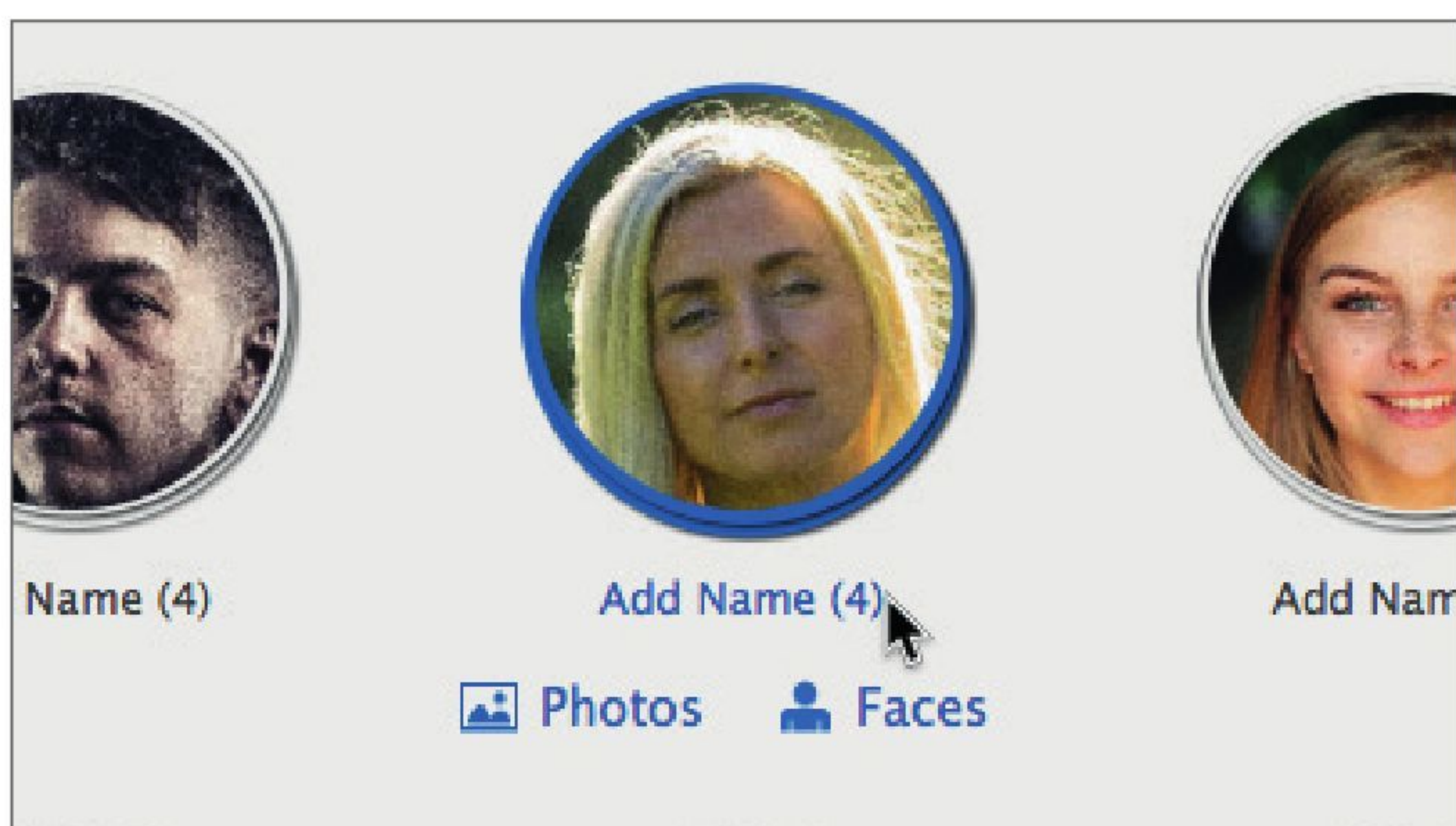
Now that you've tagged a few photos, let's move over to the People workspace. Your library was scanned for all faces present in the photos and then displayed here. Now you can tag these people and literally put names to faces to aid you in your search for friends and family.



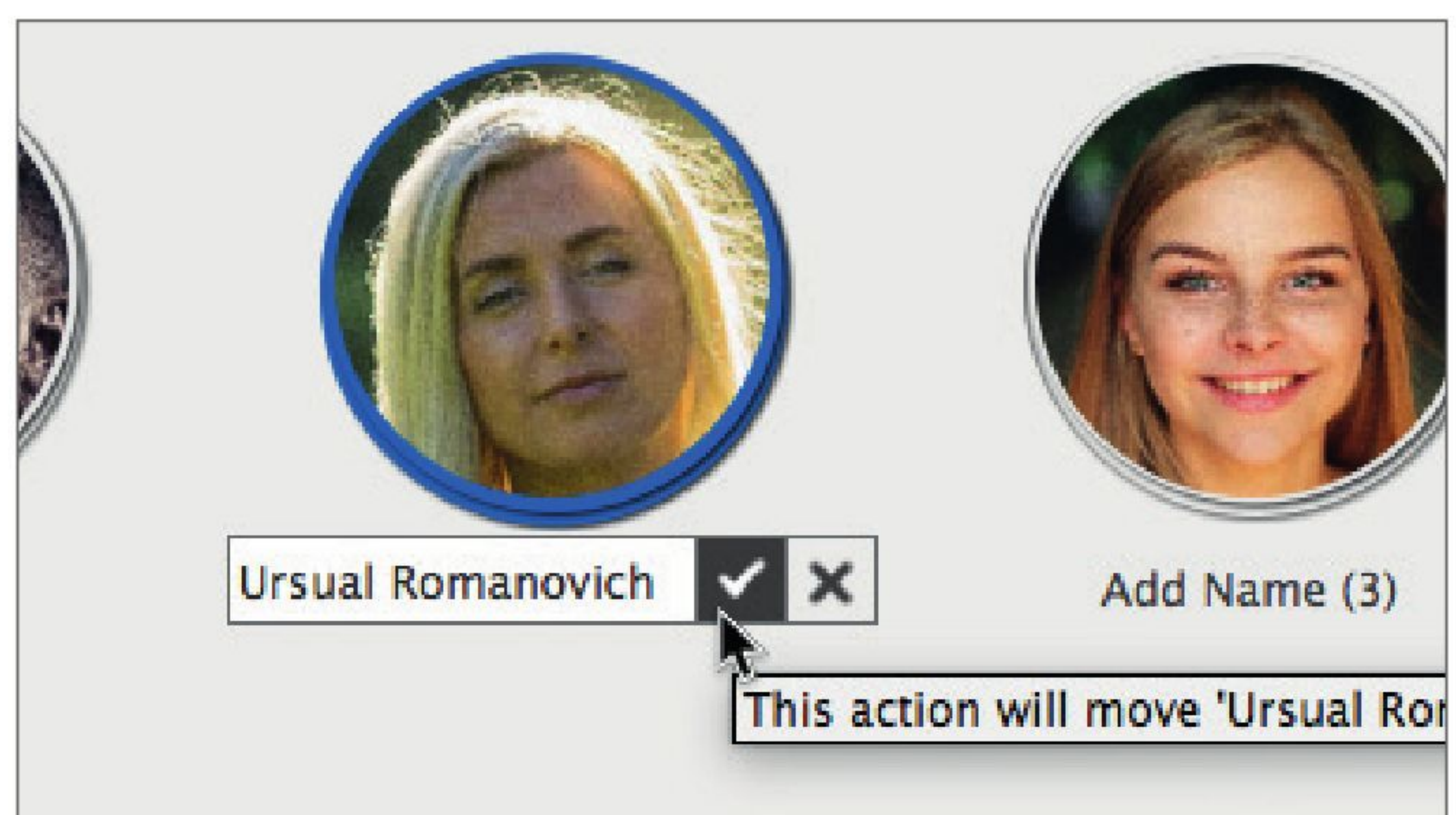
**1** Click on the People tab to open the workspace for tagging faces. Just like the main Media view, you can view the contents of selected folders or click the All People button for a view of every face that has been found in your entire catalogue of images; this includes those in the UnNamed category.



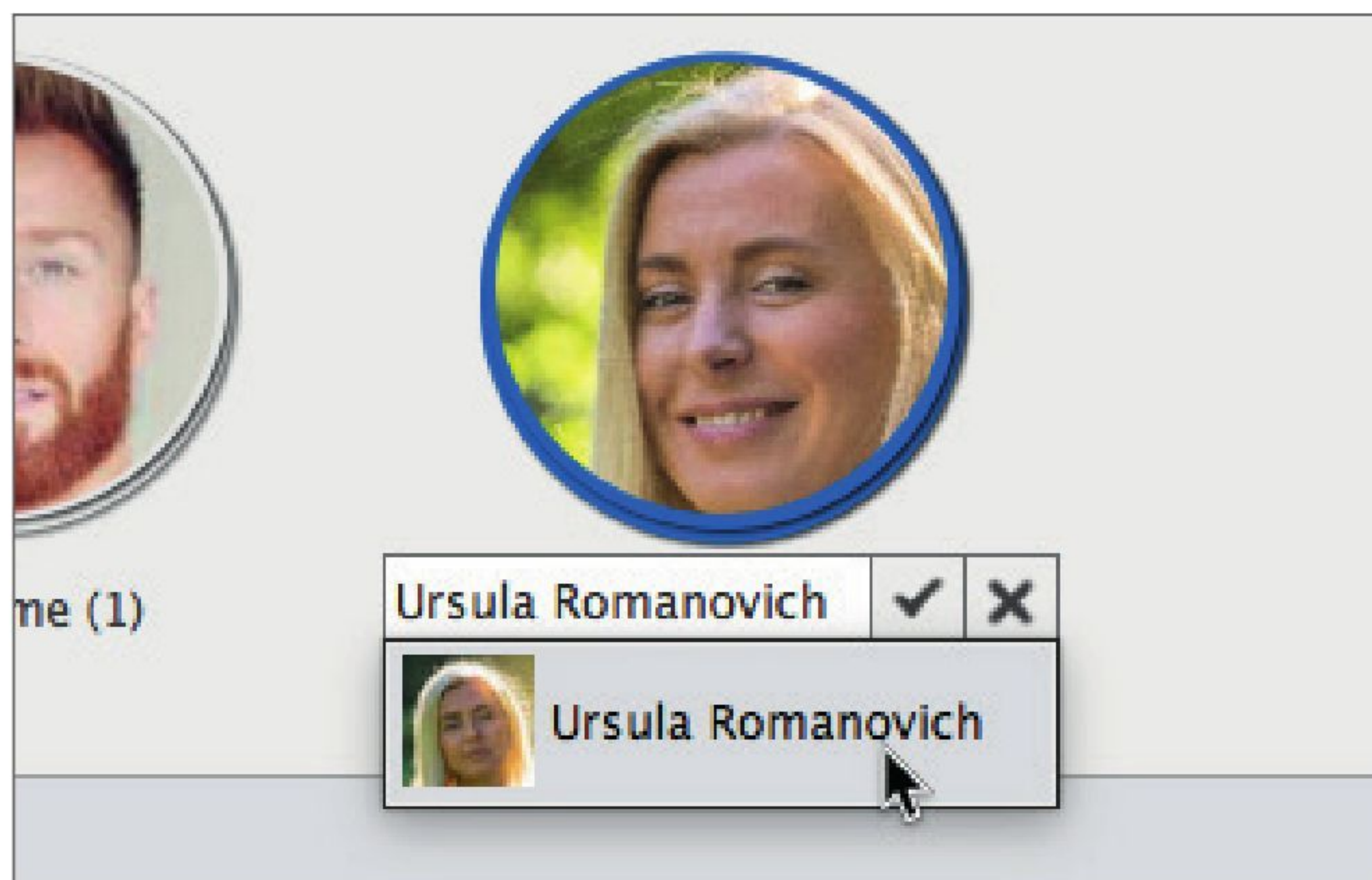
**2** The view you are presented with is a thumbnail portrait of each individual face that has been identified. Below the thumbnail are the words Add Name followed by a number. The number represents how many pictures of that person have been found.



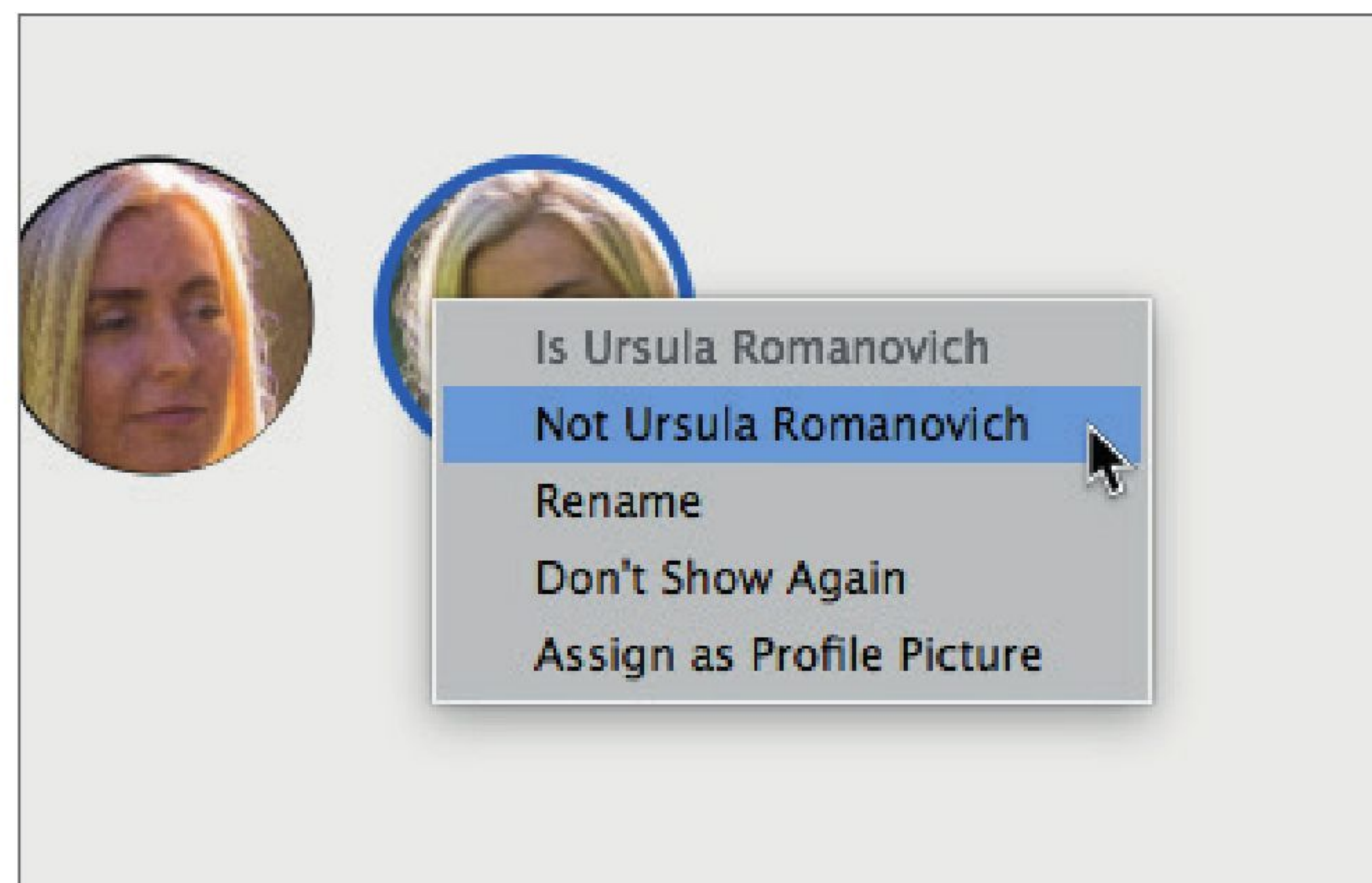
**3** If you hover your cursor over any given thumbnail, it displays two options. One shows all the complete photos of that person and the other just shows a small thumbnail of their face without any background context to distract from the process of identifying them.



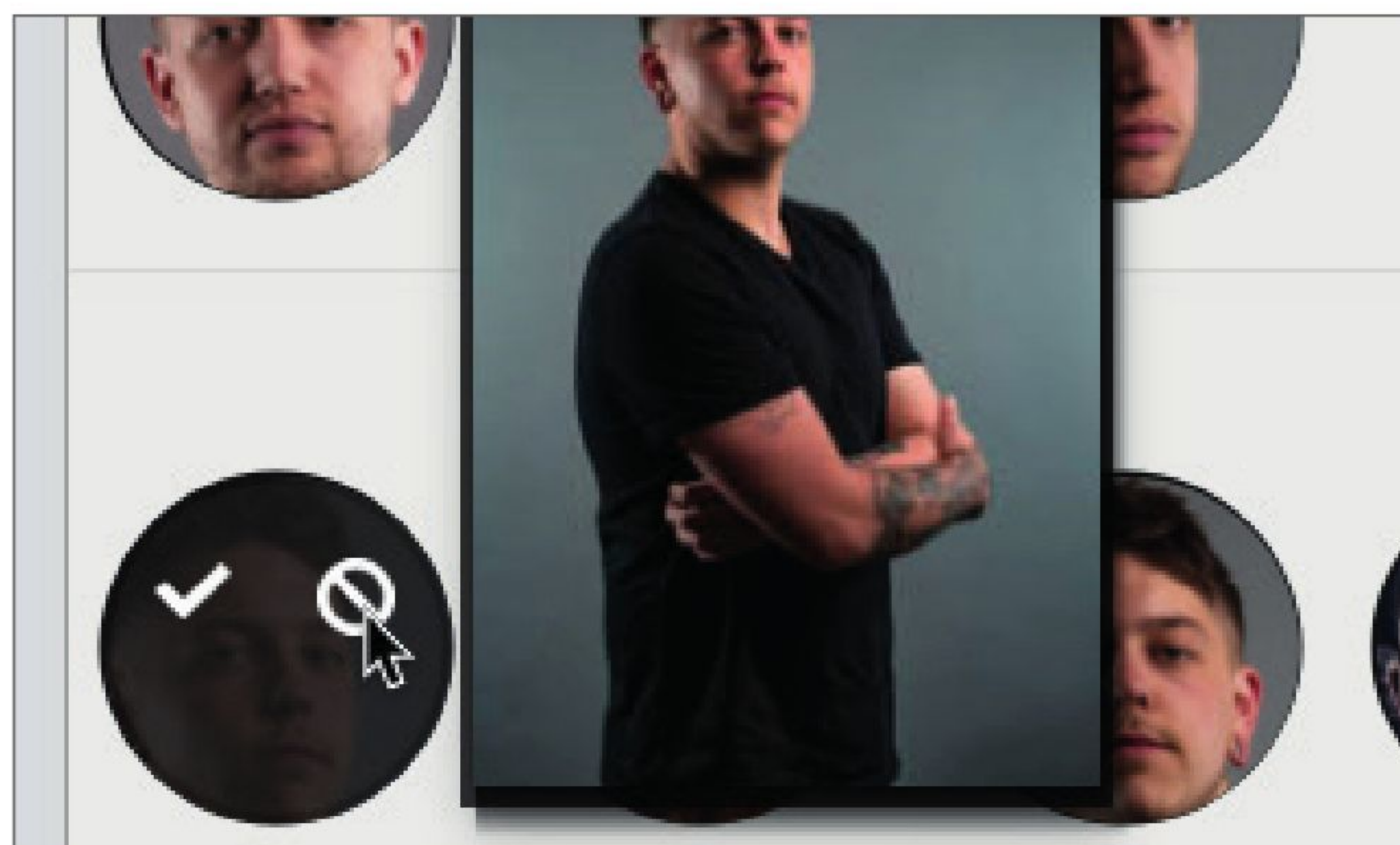
**4** To name a known person, Ursula Romanovich in this case, you can click on Add Name and type in their name. Next to the name is a small tick and cross icon. Click the cross to cancel inputting the name or click the tick to assign that name to the person. Doing this will move them to the Named category.



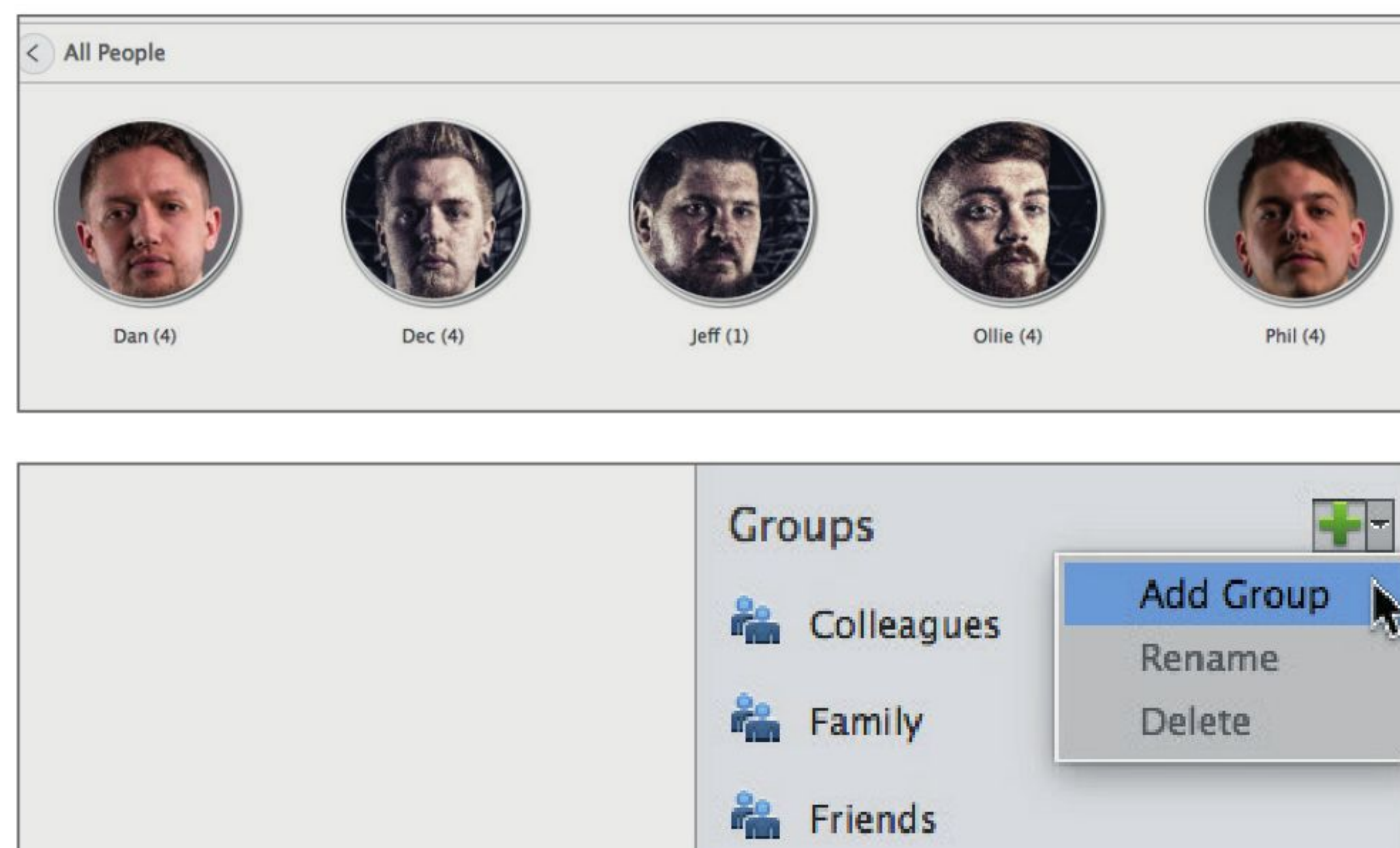
**5** If some photos of that person have been missed and are still available in the UnNamed category, you can click those thumbnails and click Add Name. If the facial match is close enough, the name will be displayed and you can simply click it and click the tick button to add those images to the list.



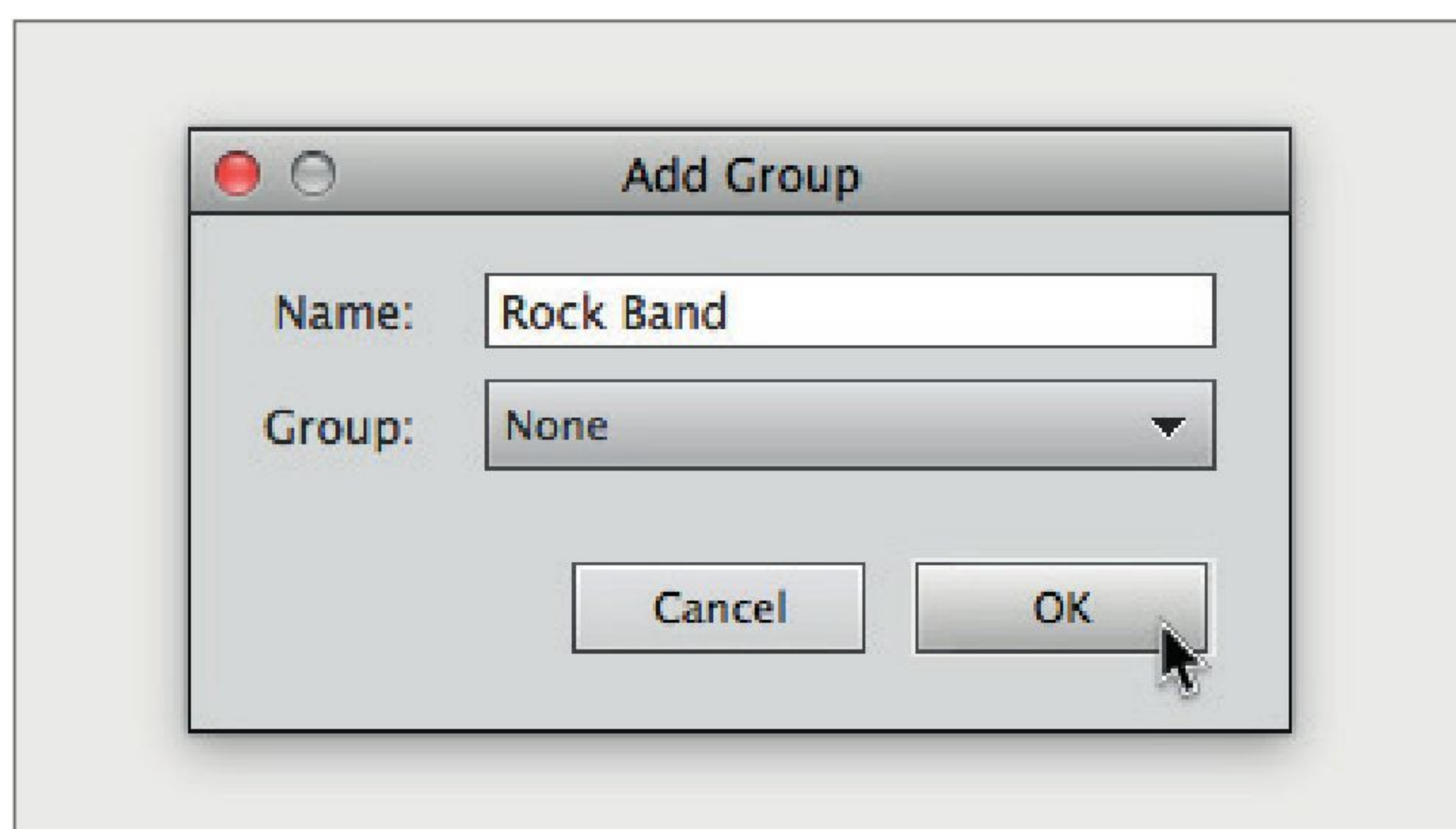
**6** Sometimes a photo of a person that is very similar to another may be added by mistake. If that is the case, you can right-click the offending thumbnail and choose 'Not Ursula Romanovich' to remove them from the list.



**7** On other occasions, if you name a person and then view their photos in the Named category, you may be shown a series of additional pictures and asked if they are also of that person. You can also multi-select those that are not the person you want and click the Not This Person in the taskbar.



**8** As an example of grouping, here are five members of a rock band: it would be handy to group the members for easier searching later on. To do this, go to the small the green plus symbol in the All People panel to open the Add Group dialog box for you to create a new group for the members of the band.



**9** Under Name, you can type the name of the group; we just called it 'Rock band'. The Group it appears in is None since we want to create this as a brand new Group category to appear in the All People panel bin. When you're ready, you can click OK to create the new group.

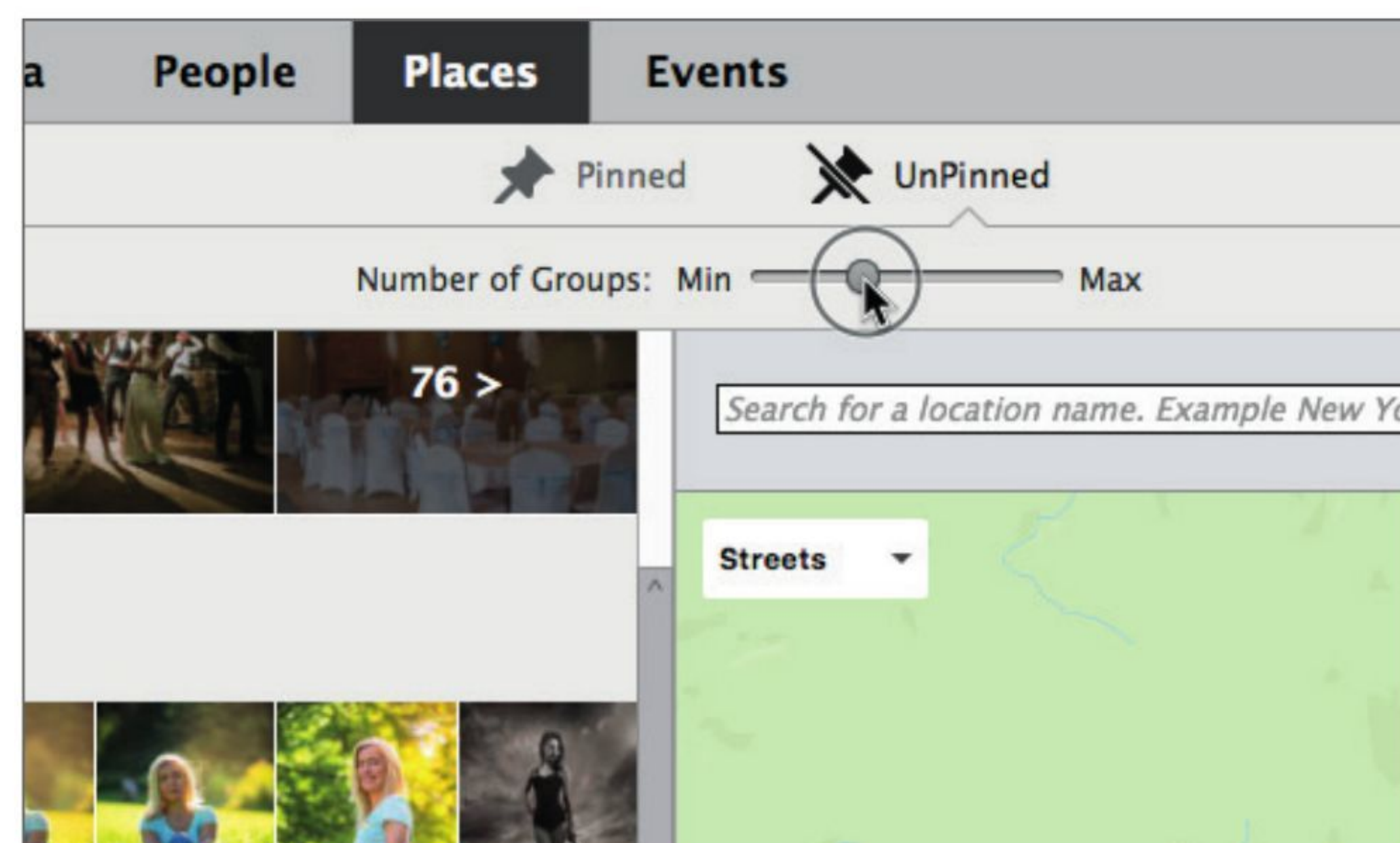
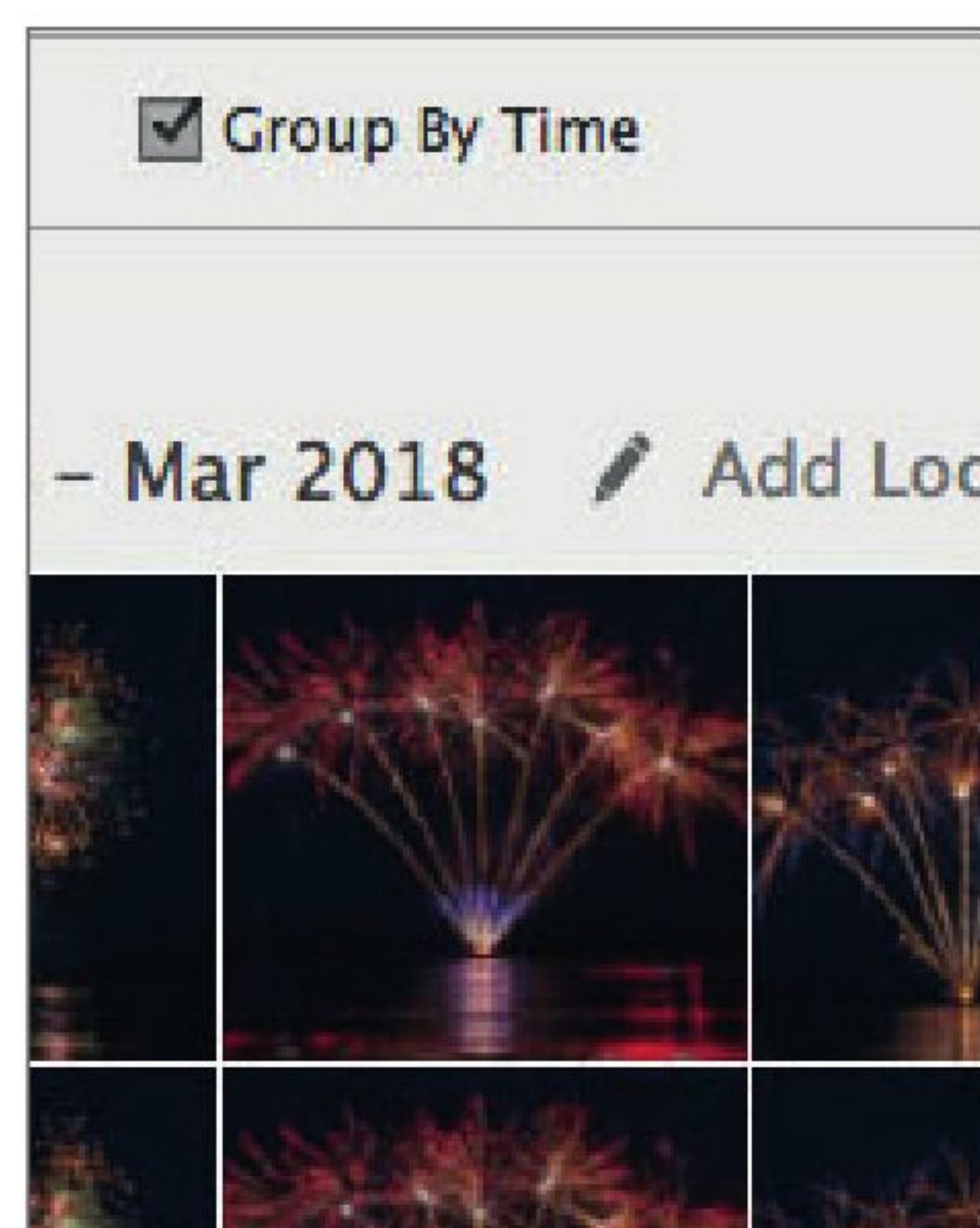
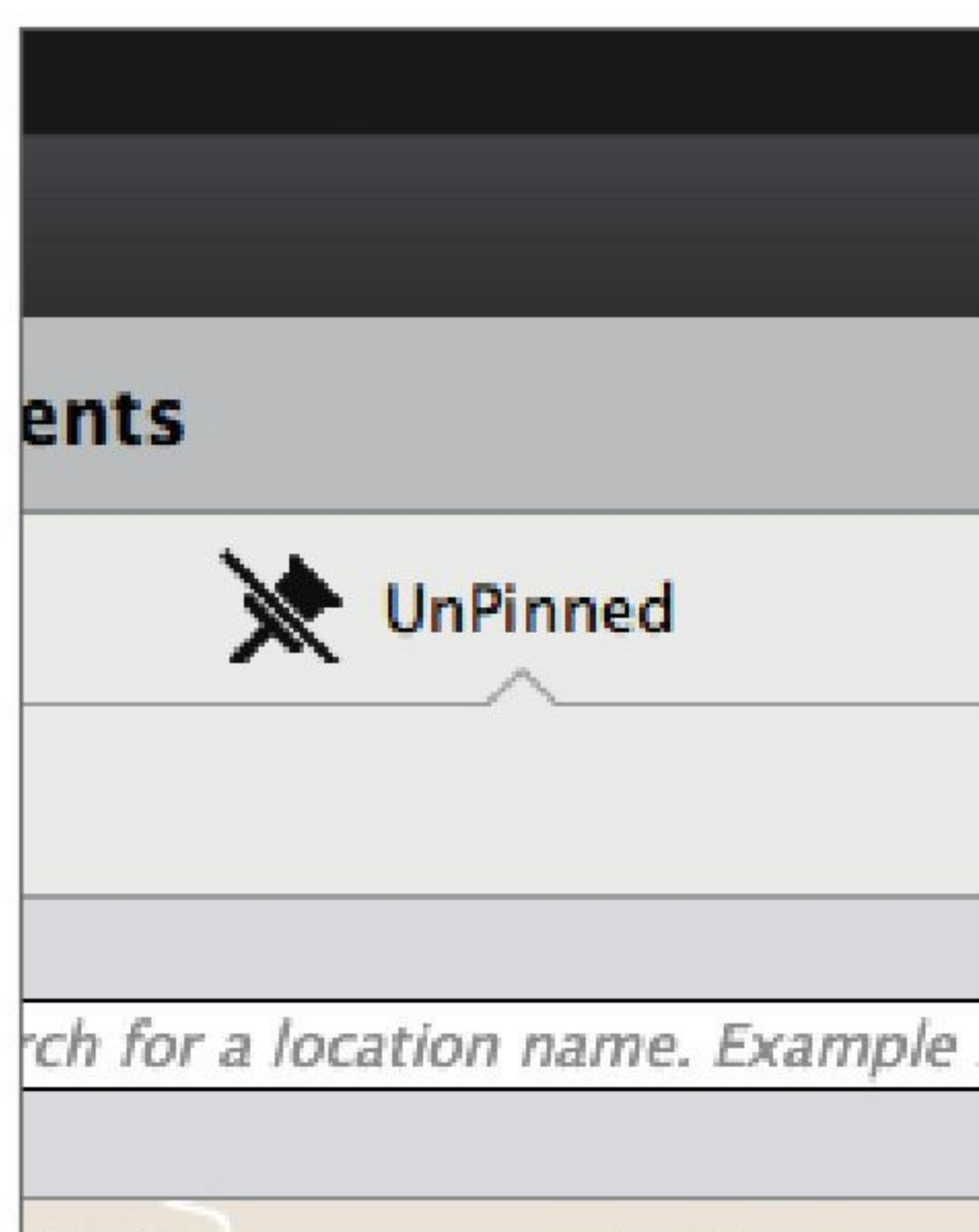


**10** The new group called 'Rock Band' will appear in the All People panel bin. Now you can highlight all five members of the band and drag their thumbnails into the 'Rock Band' group. If you click on their group folder, only their faces will be displayed since the tag is relevant only to them.



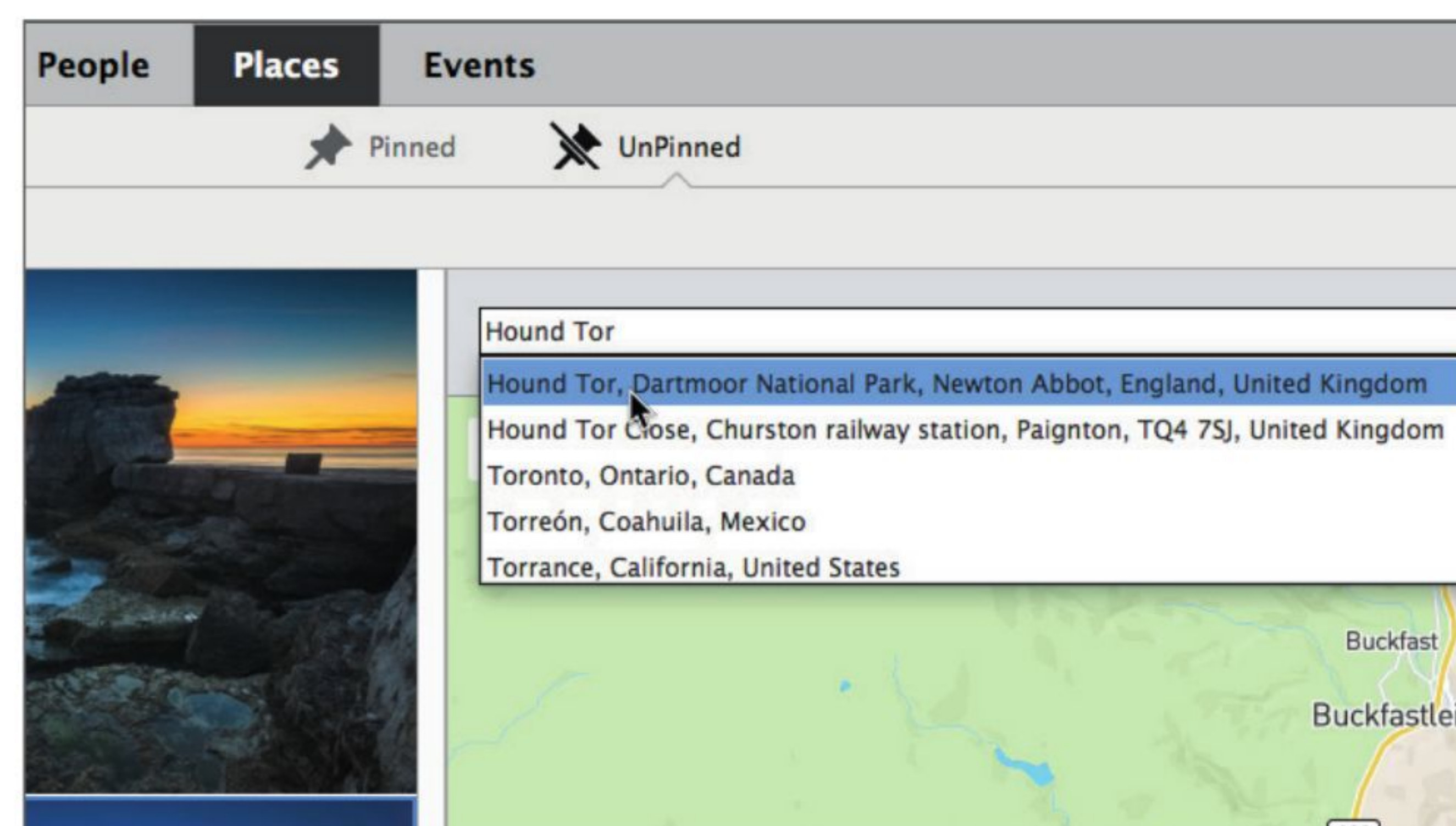
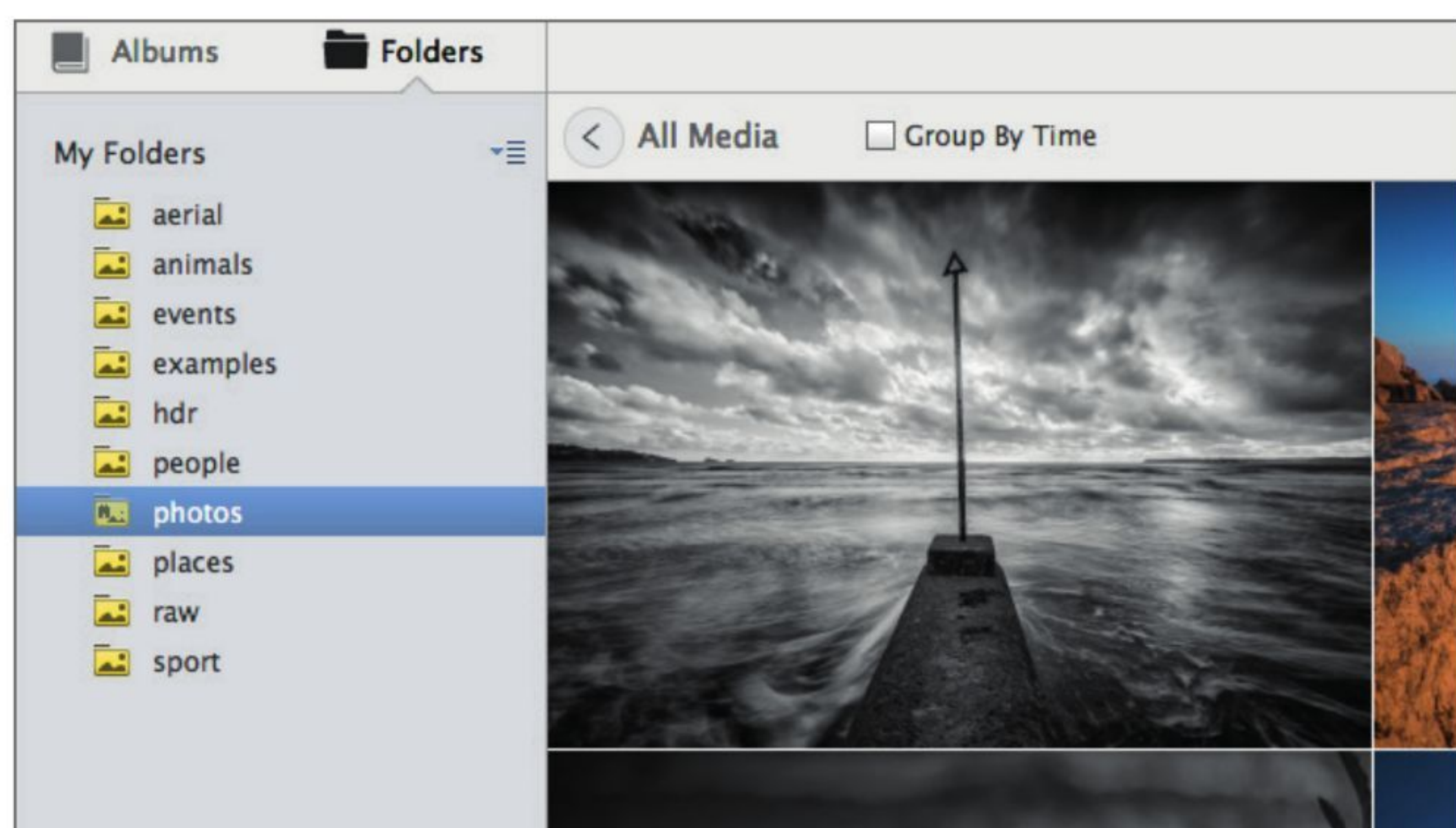
# Tagging Photos with Location Data

Tagging places is similar to the way you worked with People. There will be Unpinned modes and Pinned modes for those photos that have had their locations identified. We've already touched on adding Location tags briefly, but now we can explore the Places workspace in more detail.



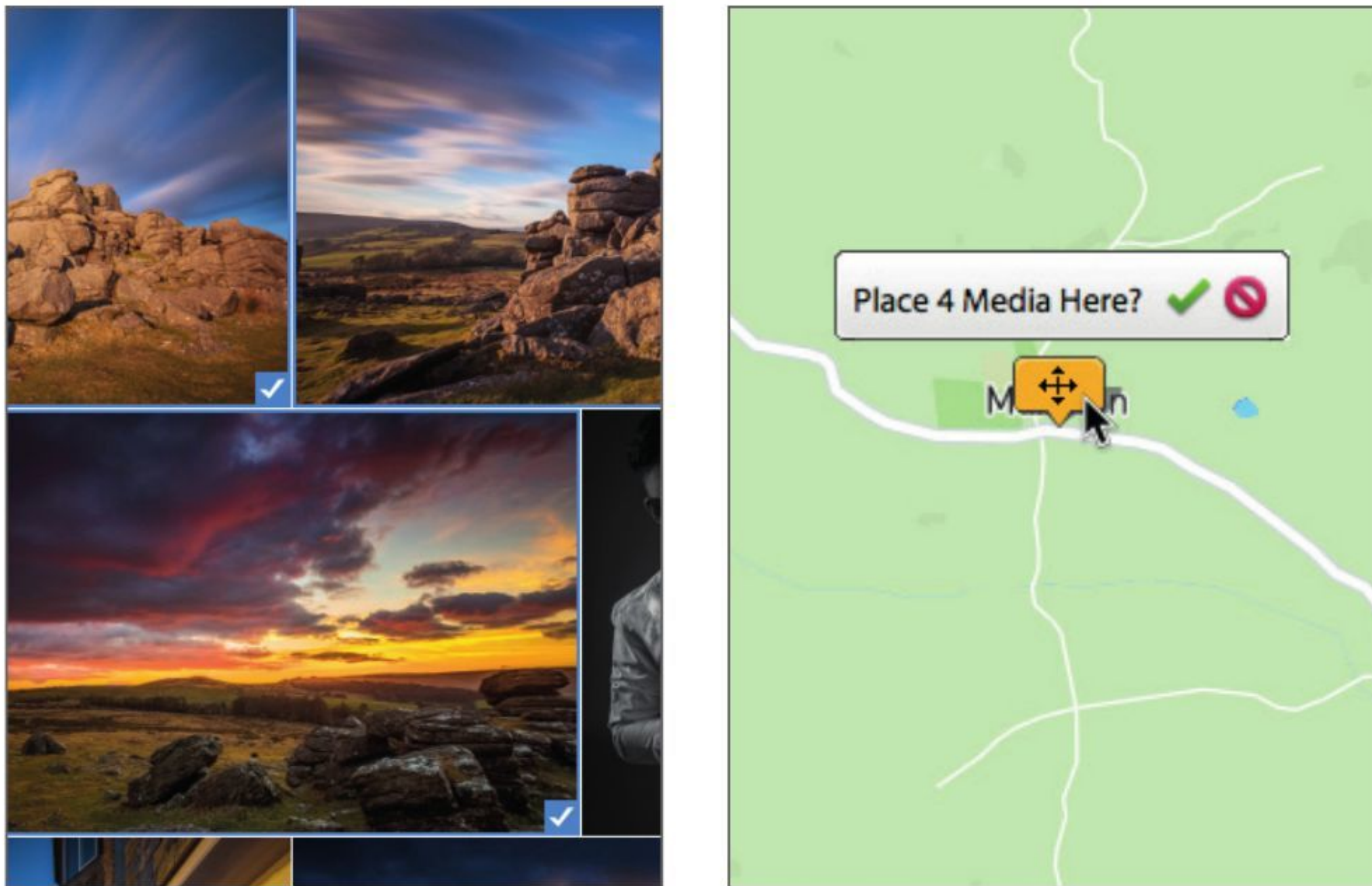
**1** Click on the Places tab to view the Places workspace. For the moment, you will need to be in the UnPinned category and view all the photos that have yet to have any location data added to them. If you click Group By Time, then they will be displayed in chronological order.

**2** If you are using this view, then you can alter the Number Of Groups value displayed in the left hand panel. Moving the slider left and right, increases the numbers of groups on view for more detailed scrutiny or reduces the number for a broader view of all the photos you are viewing.

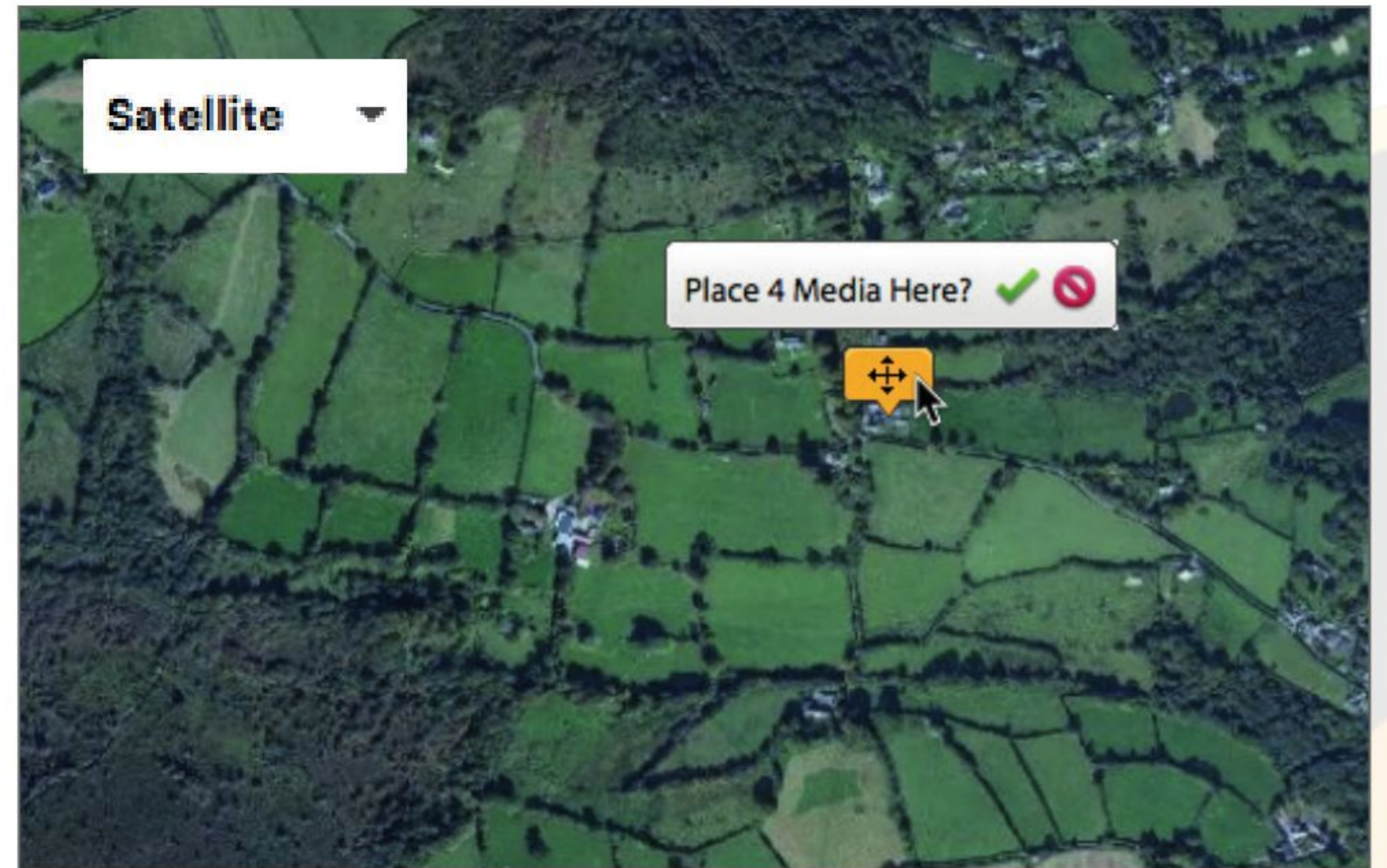


**3** We have opted to tag a specific group of shots taken at a location called Hound Tor. These shots are kept in a folder called 'photos', so we have used the folder view to find them. We haven't worried about viewing in chronological order in this instance. There are four images to tag.

**4** On the right of your Places workspace is the map where you can view any pinned photos. If you know where you are looking on the map, you can zoom directly to that place, otherwise you can search for a location by putting a name in the search pane at the top of the map.



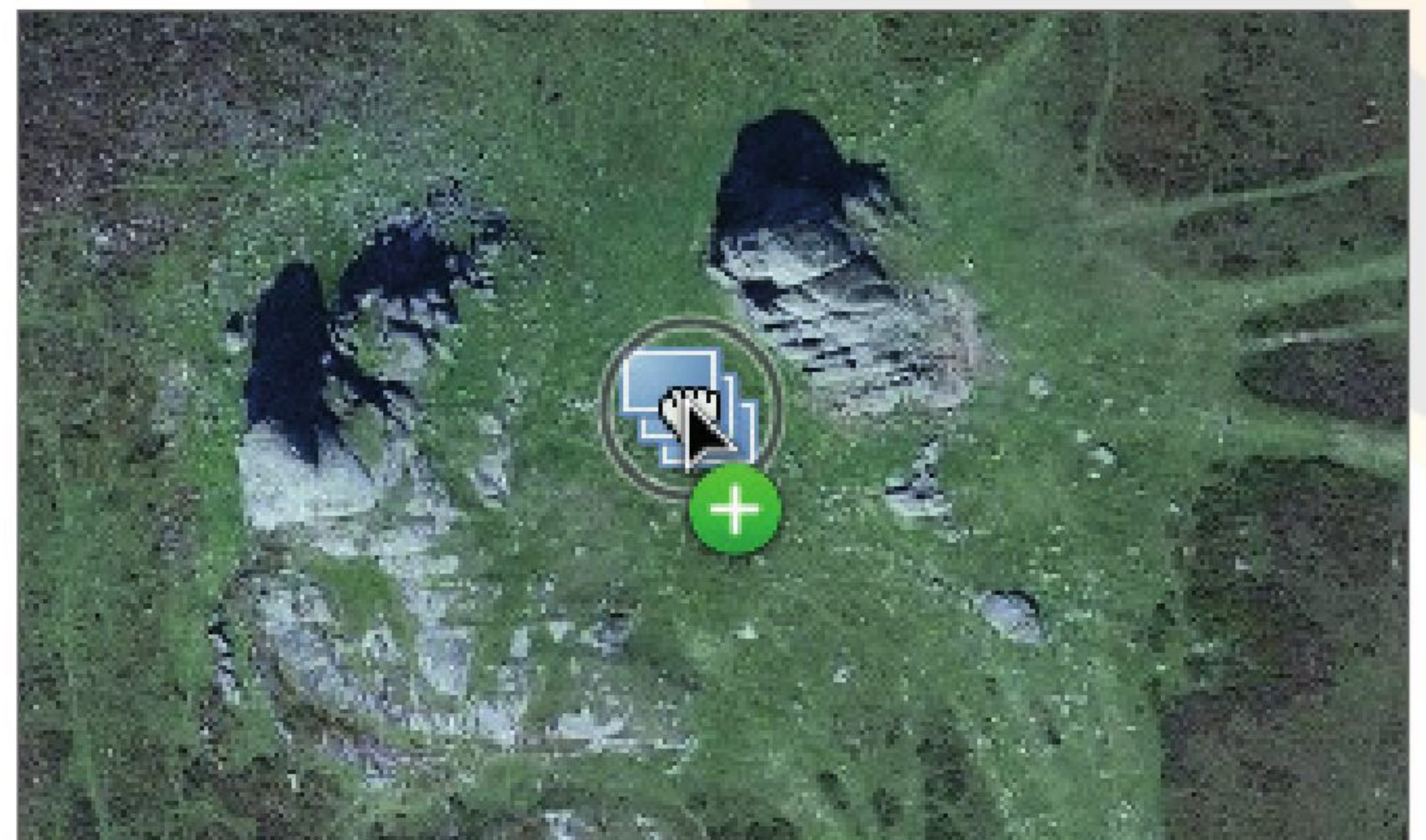
**5** In the media view panel on the left, press the Cmd key and multi-select the images for location tagging. Then enter your search destination in the Search panel above the map. Press enter and a list of matches will be displayed. Click the correct one and the selected media will be placed in that location.



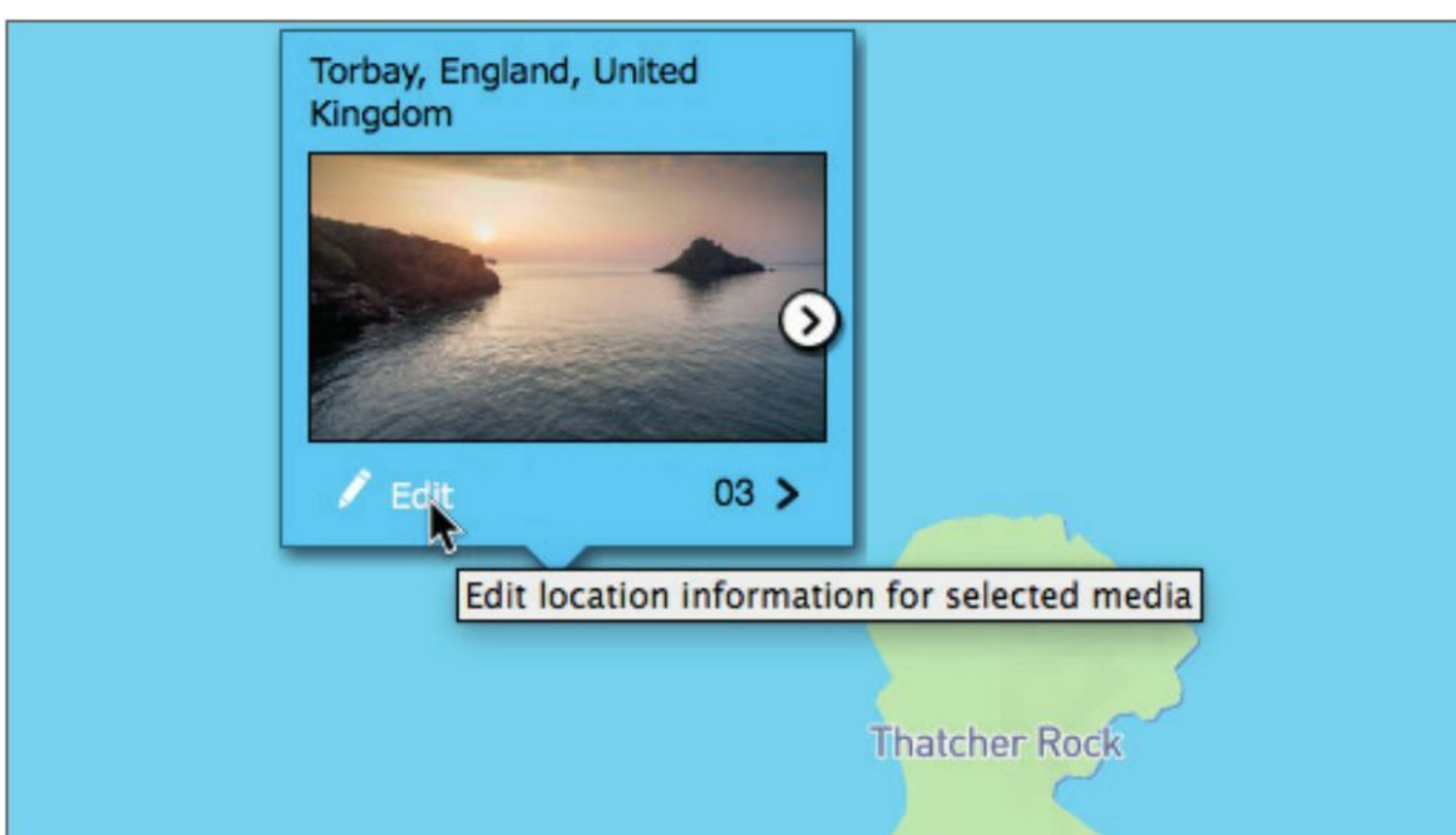
**6** Sometimes, you may find that the location of the images on the map is not that precise but it does give you the option to drag the pin to the correct place. If you are having trouble identifying the correct area, you can alter the map from Streets to Satellite for a better view of the land.



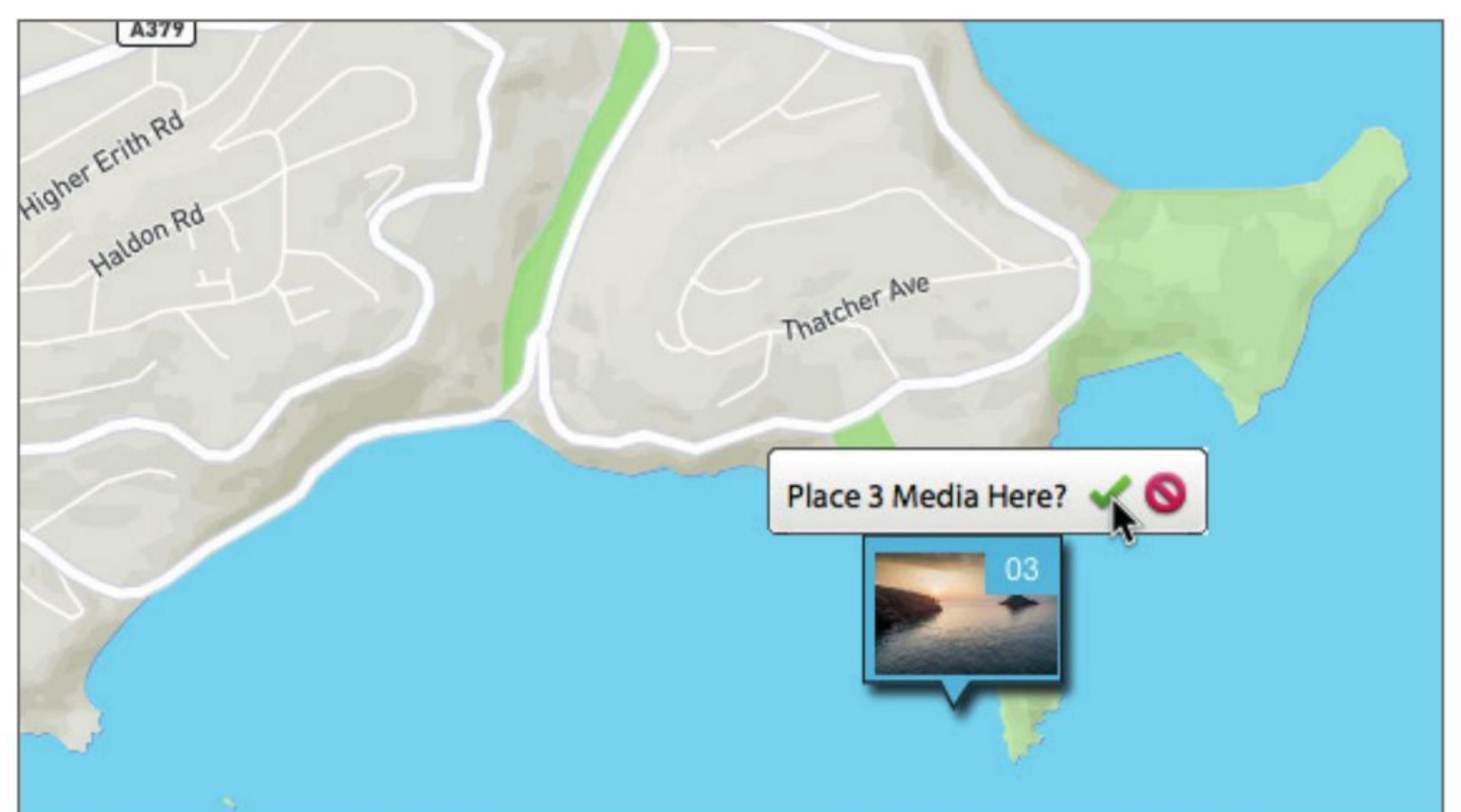
**7** Now you can see the land better, you simply drag the pin to the right spot and click the Place 4 Media Here? green tick to confirm placement. You can double-click the pin to view the images contained at that location. It will also appear in the Pinned category view now as well.



**8** You can also navigate directly to a place you know on the map and then highlight the pictures you wish to place there. Once highlighted, the pictures can then be dragged and dropped directly onto the map at the location you navigated to. These will also appear in the Pinned category.



**9** If you import any pictures that contain GPS data, they will be automatically replaced on the map in the Places workspace when the data they contain is analysed. Our example of some aerial photos taken on the Devon coast were accurately placed.

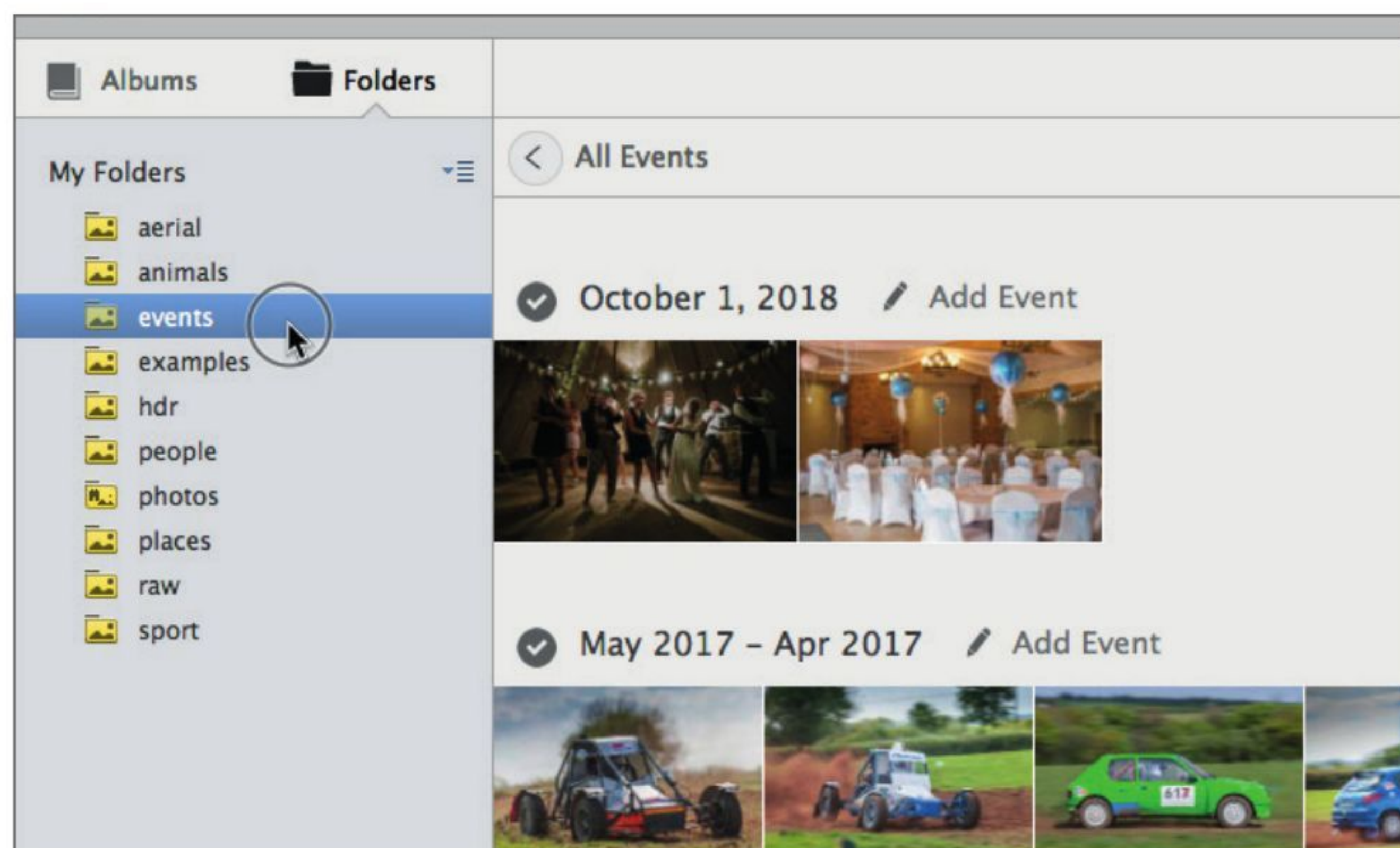


**10** If the placement area is too broad, you can edit the location information by clicking on the pinned thumbnail and inputting more precise location options or dragging the pin to a new location.

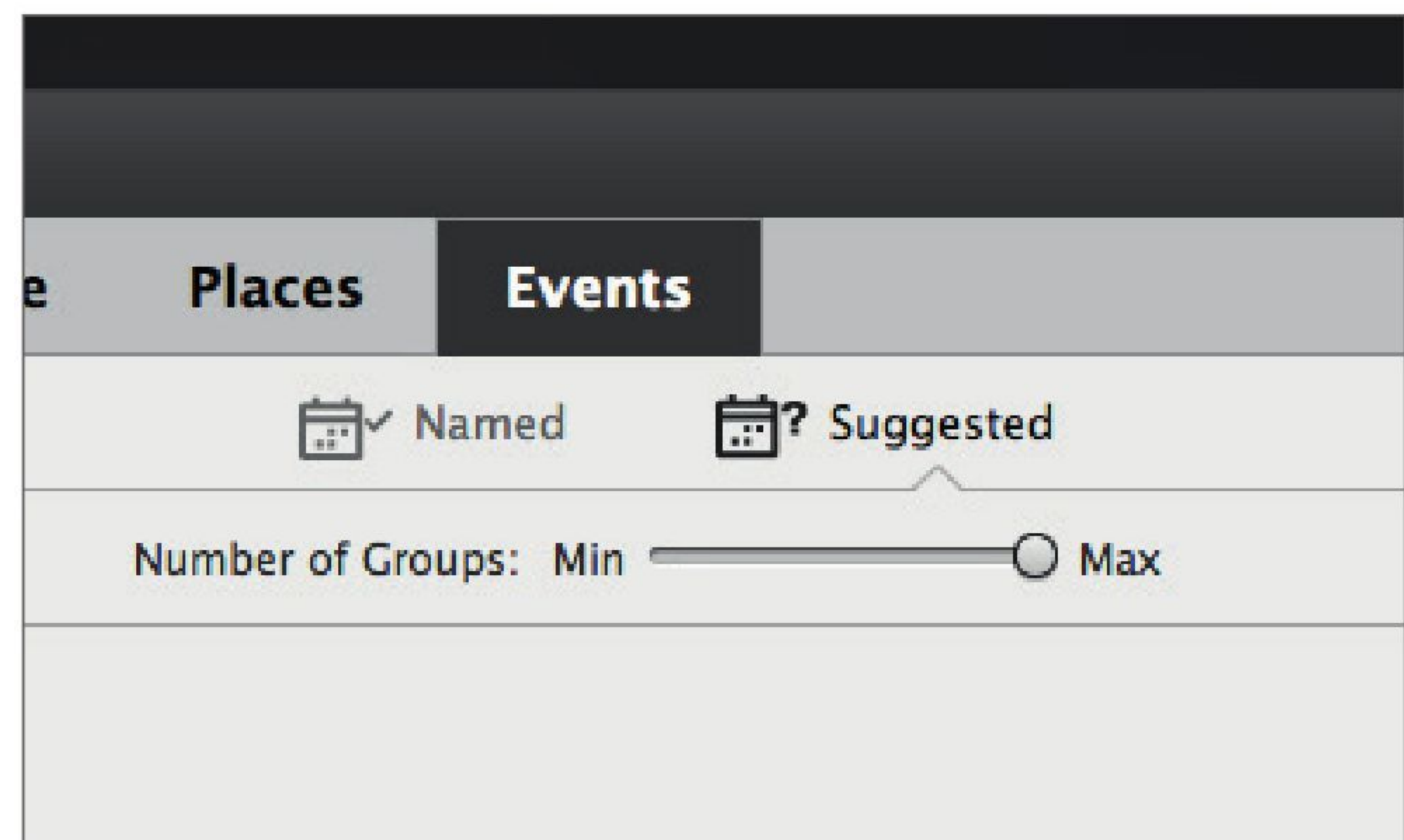


# Adding Events Tags to Photos

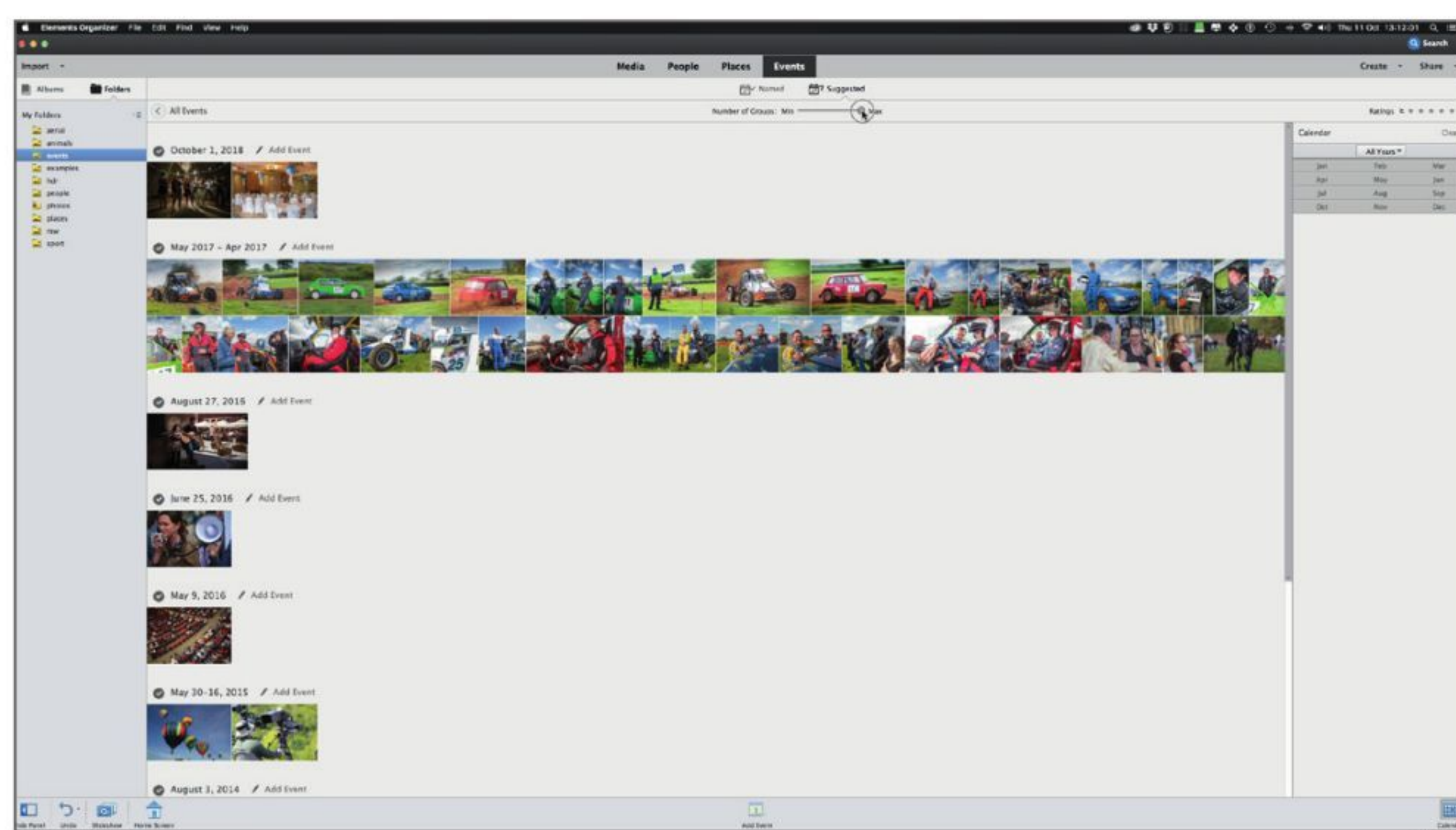
Having talked about who was in a photo and where was it taken, it seems only right to mention how you can search for images when you want to know when something was taken. Now you can tag and group them by the type of event it was and when that event happened.



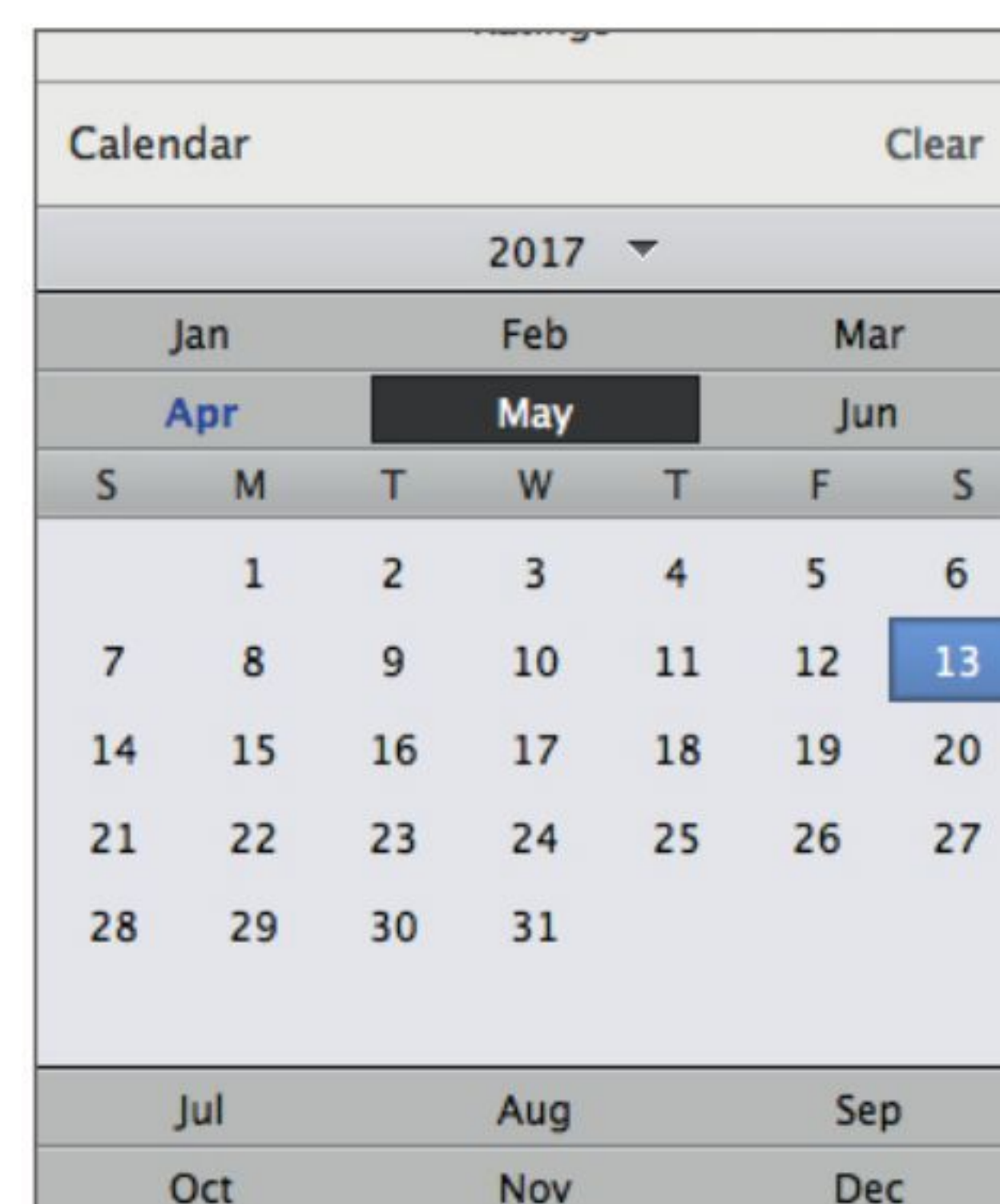
**1** We have an example folder full of various types of events such as weddings, parties and sporting events. When viewed in the Events workspace, they are listed by date order to help you find what you are looking for. They are listed with most recent dates and times first.



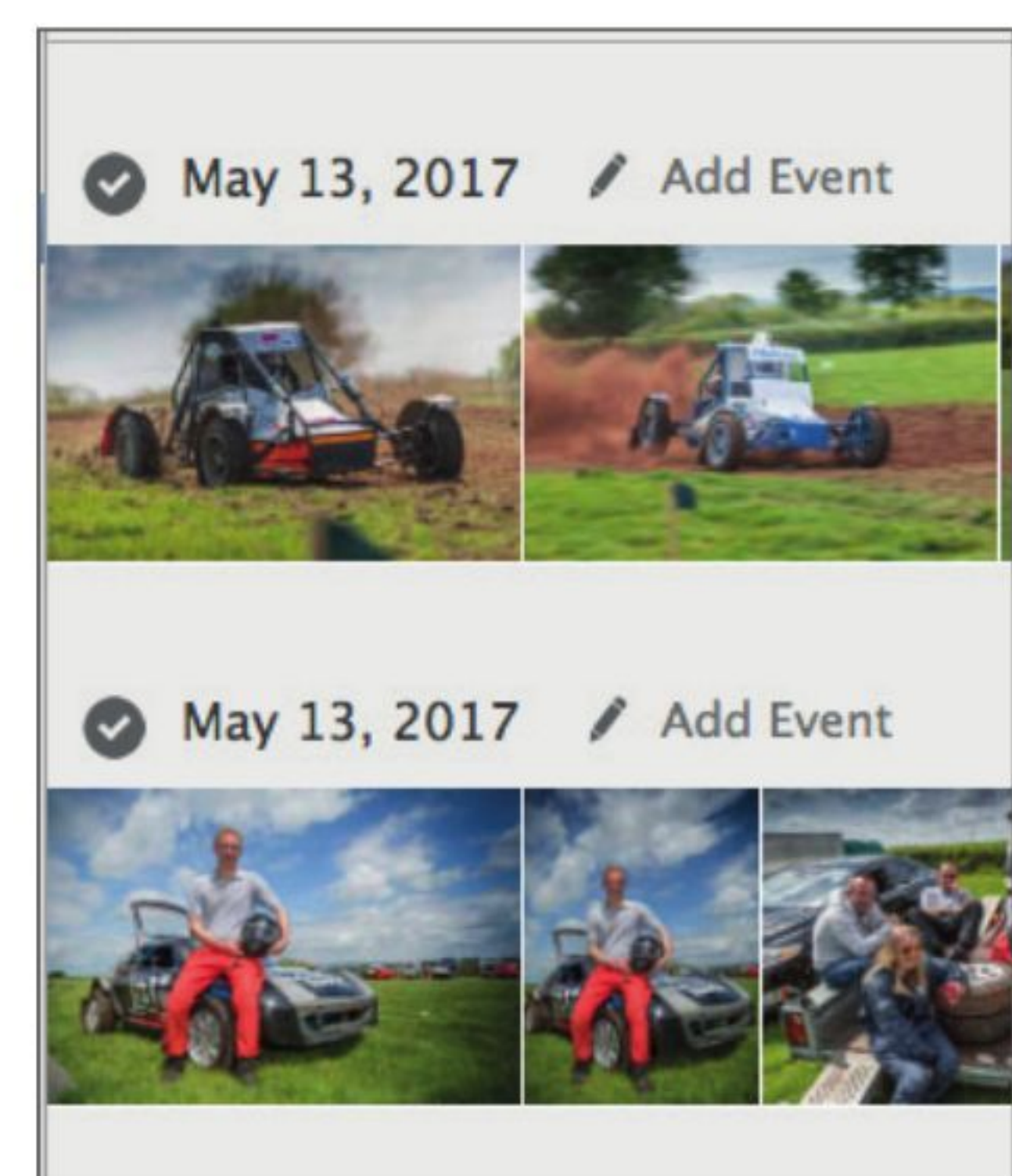
**2** Much like the People and Places workspaces, the Events workspace has a Suggested category for untagged events yet to be identified and a Named category where any that are tagged as an event will finally be displayed.

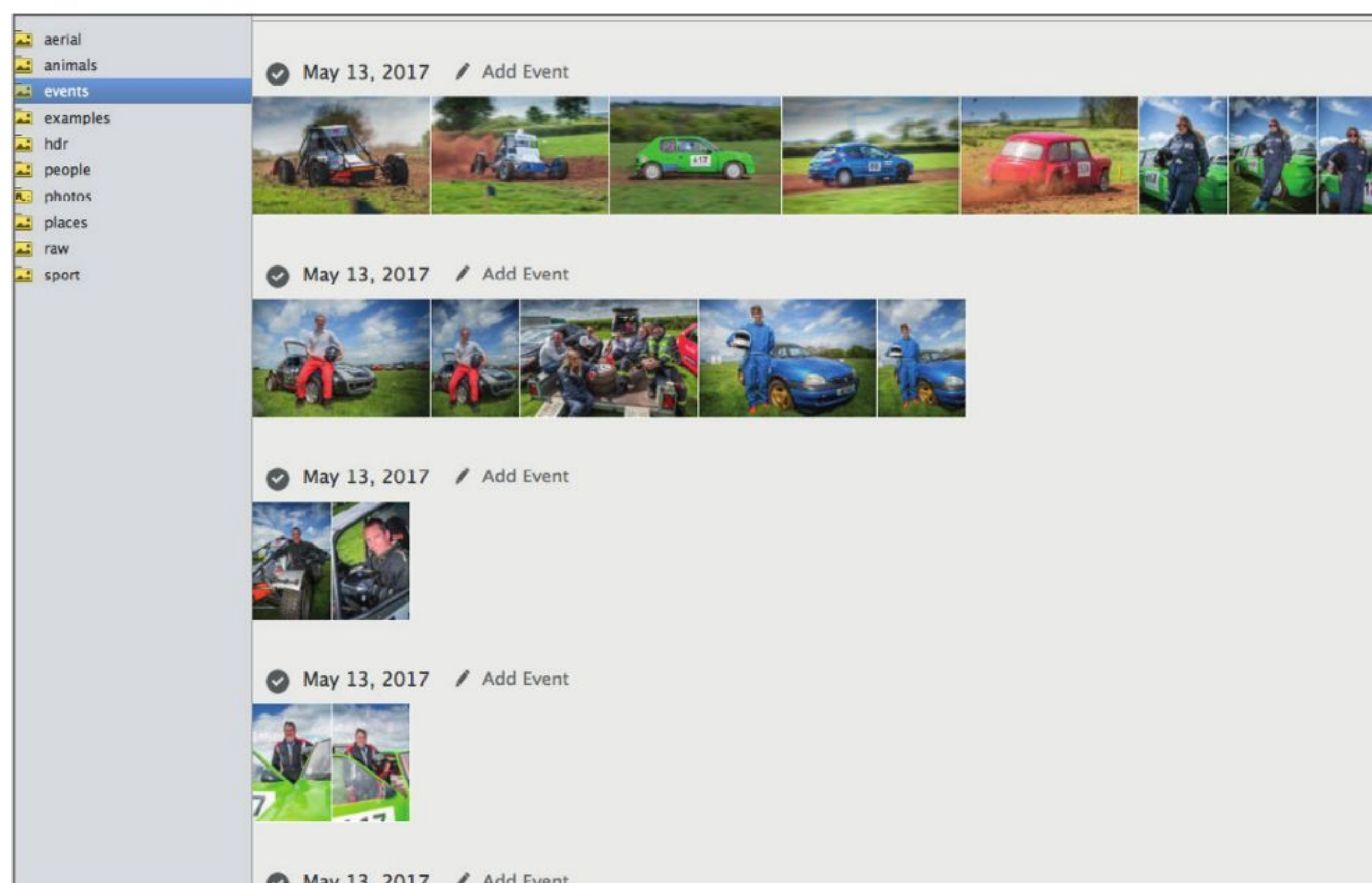


**3** Click the Number Of Groups slider and push it to the far right Max setting. The media browser will display more time and date options for you to focus in on. We are looking for a particular sporting event, Autocross, which was photographed back in 2017.

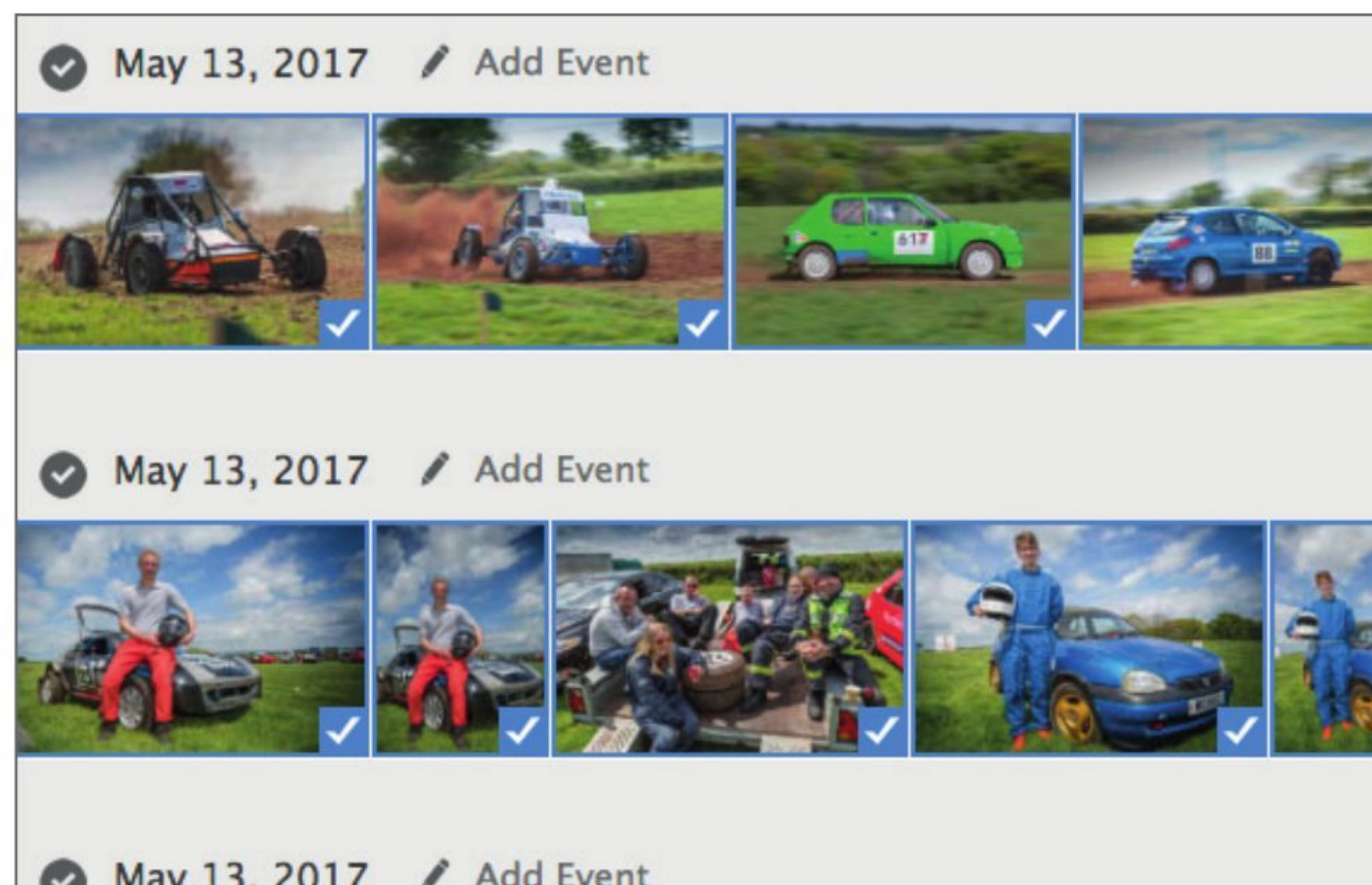


**4** The event we are looking for happened in April - May 2017. Now you can use the Calendar panel on the far right to open the 2017 calendar and click on either April or May. Clicking on May 2017, reveals the photos from that motorsport event.

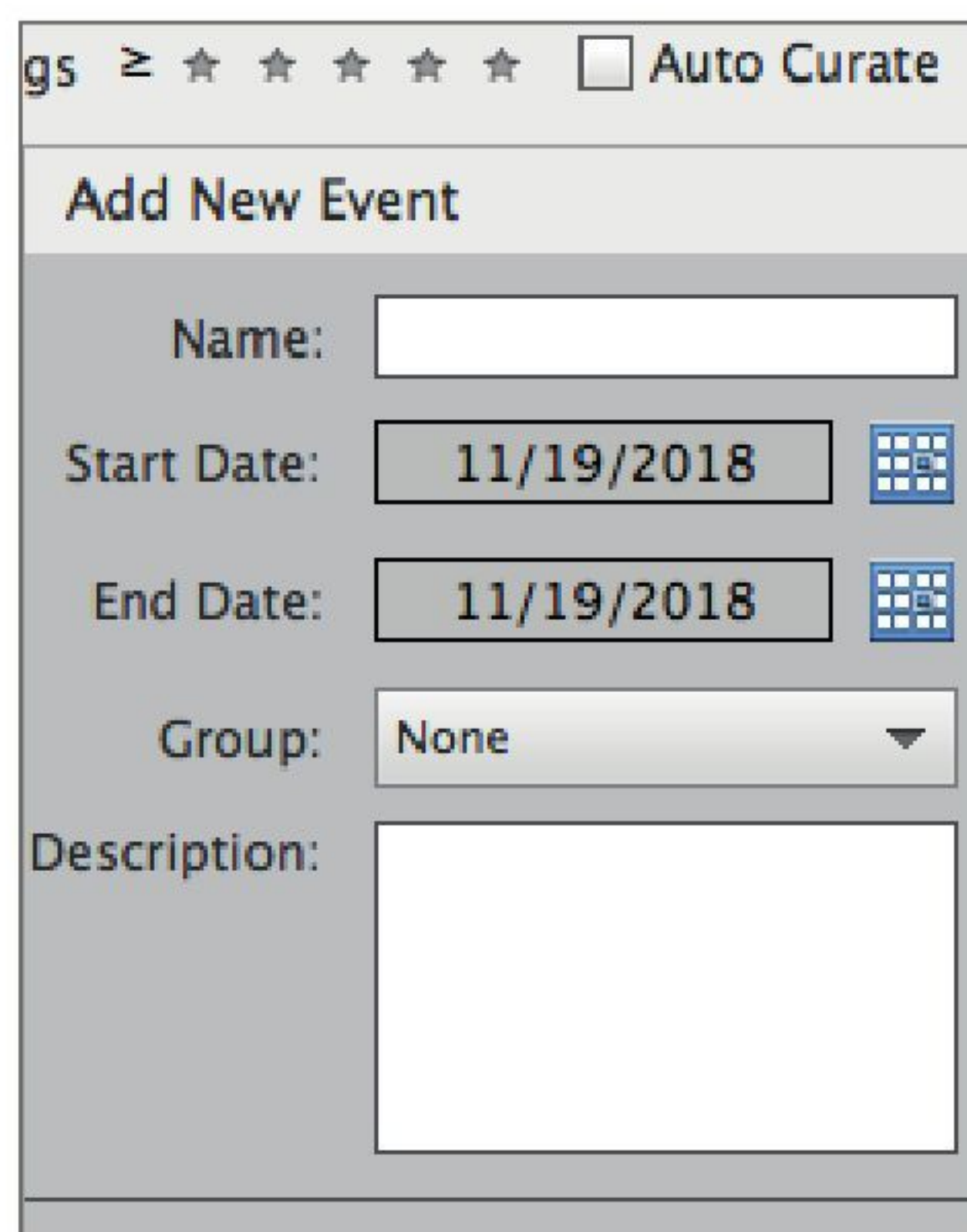
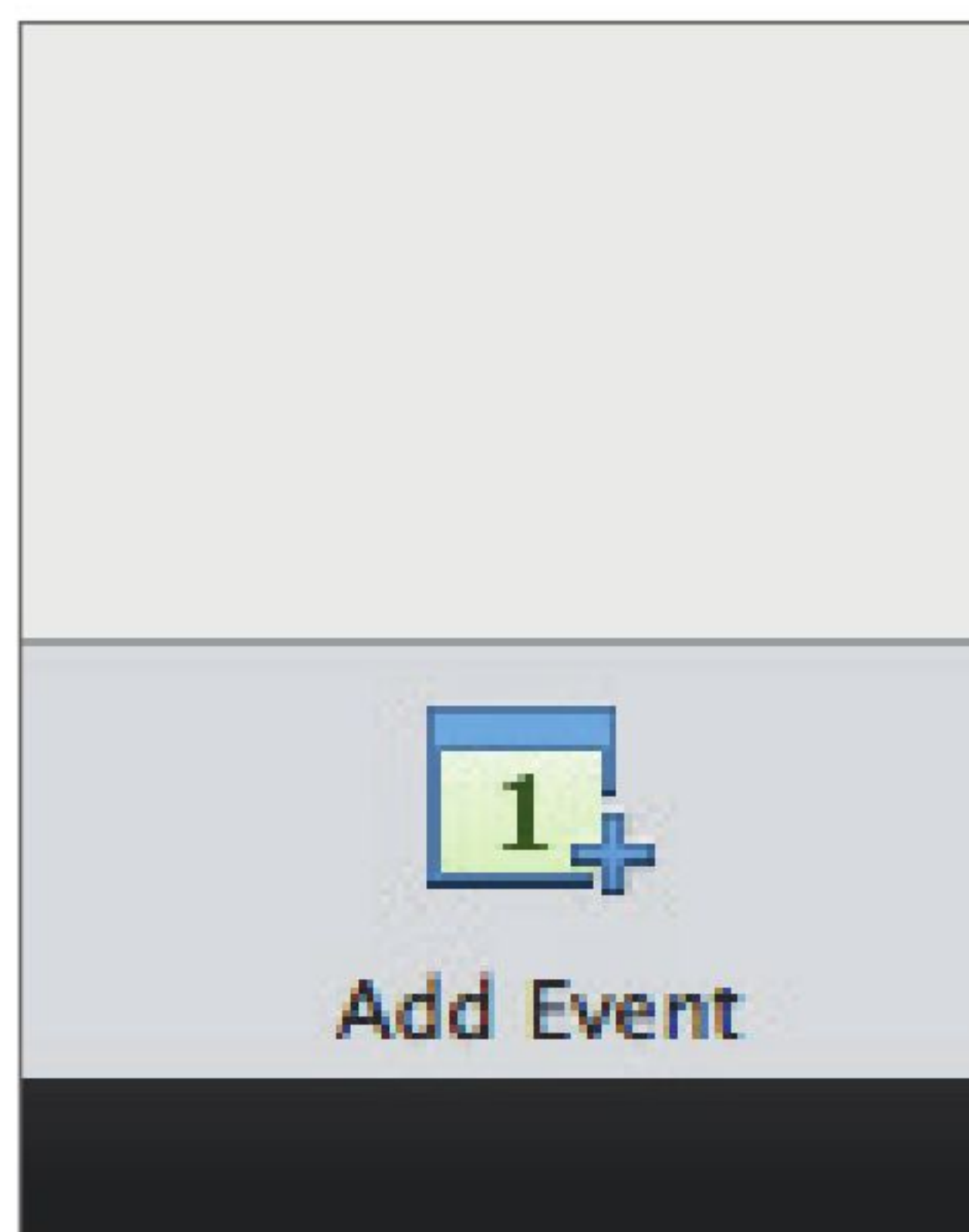




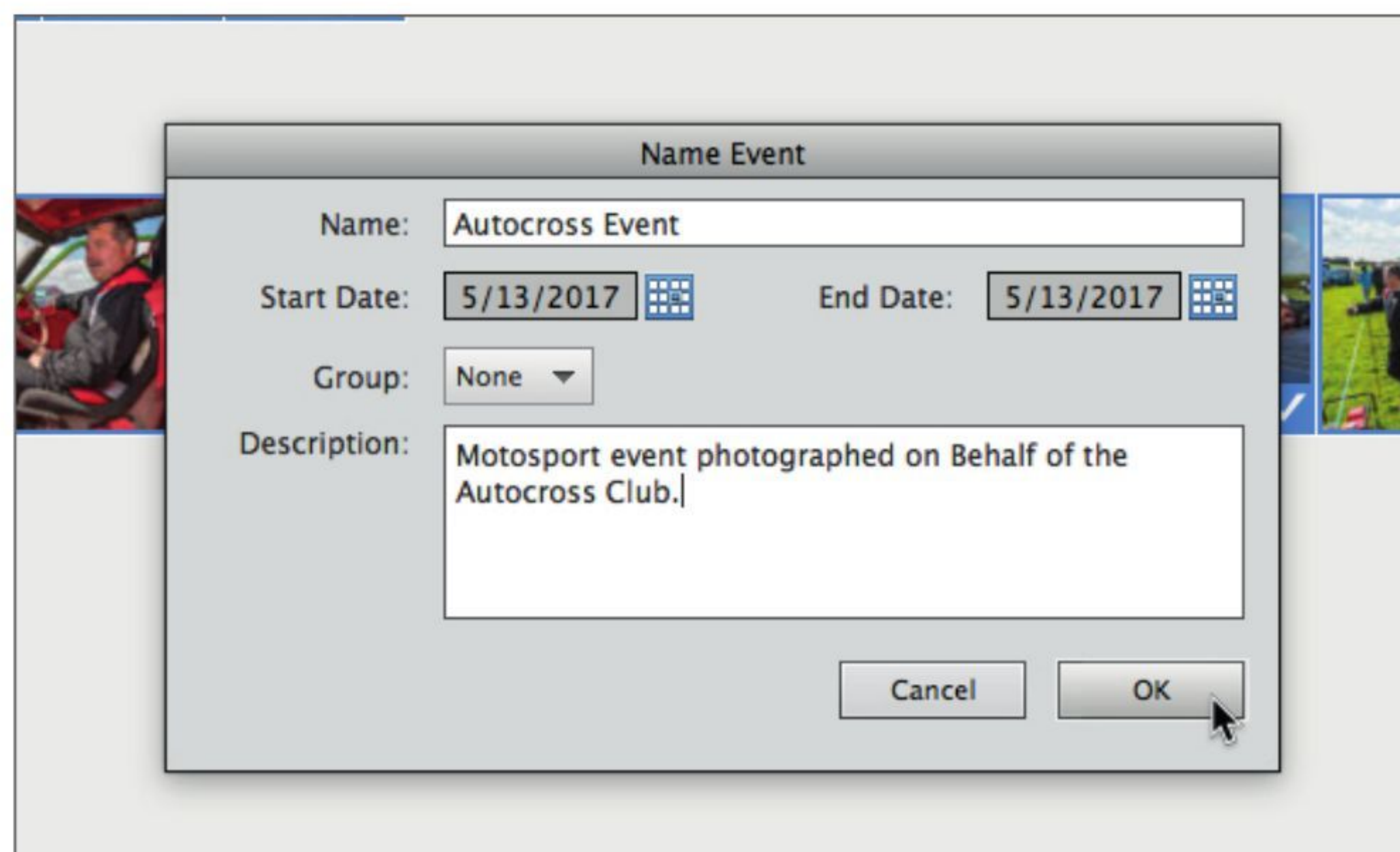
**5** The photos are spread out across the duration of the entire day but are all there ready to be tagged. You can use the Number Of Groups slider again to break down the view into fewer groups or more groups of photos split across that day's worth of shooting.



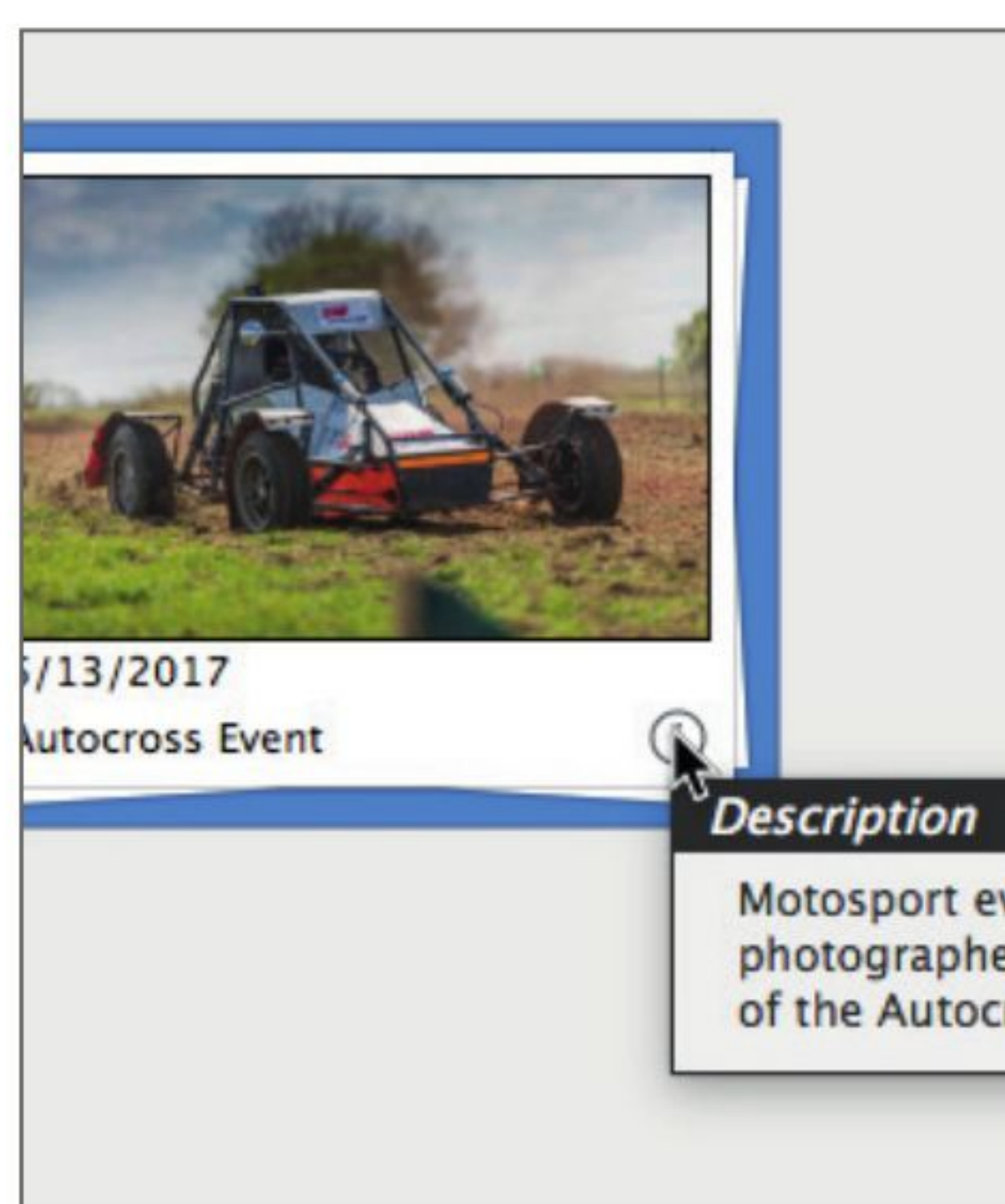
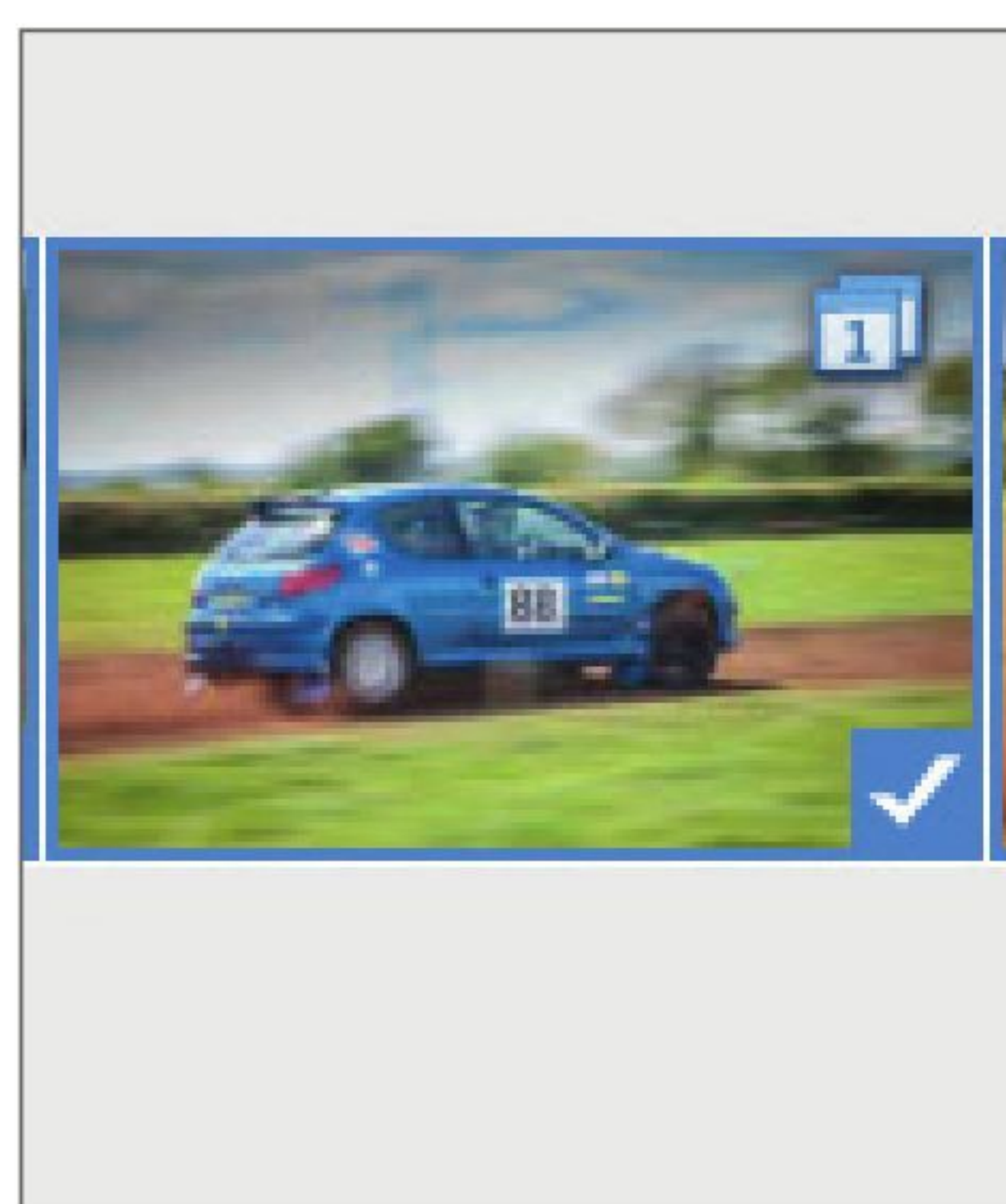
**6** Now that you have all the photos in once place, you can highlight them by pressing Cmd + A to select all, or by dragging a section around all the photos with your mouse. They will be highlighted in blue with a small tick box in their bottom right corner.



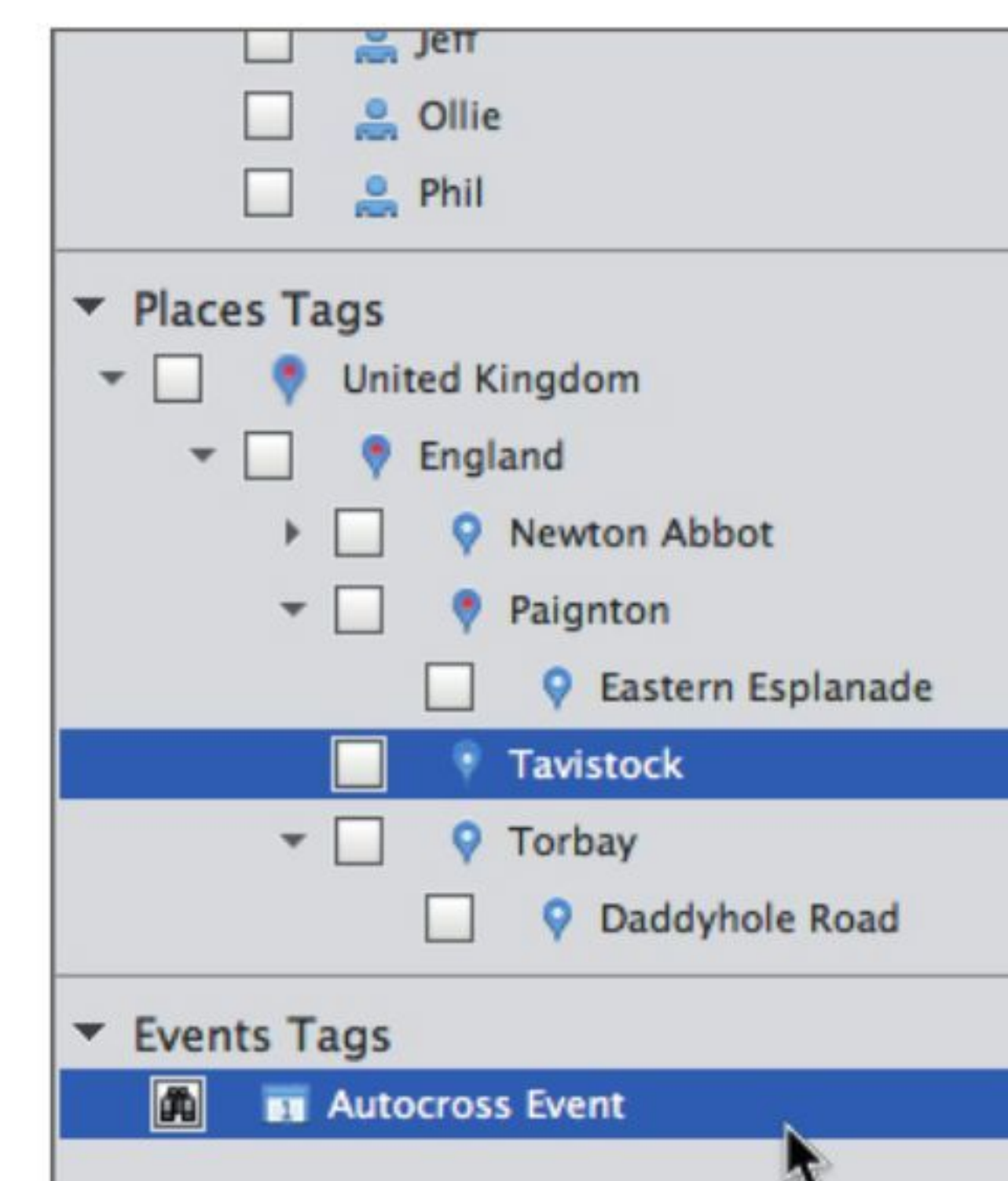
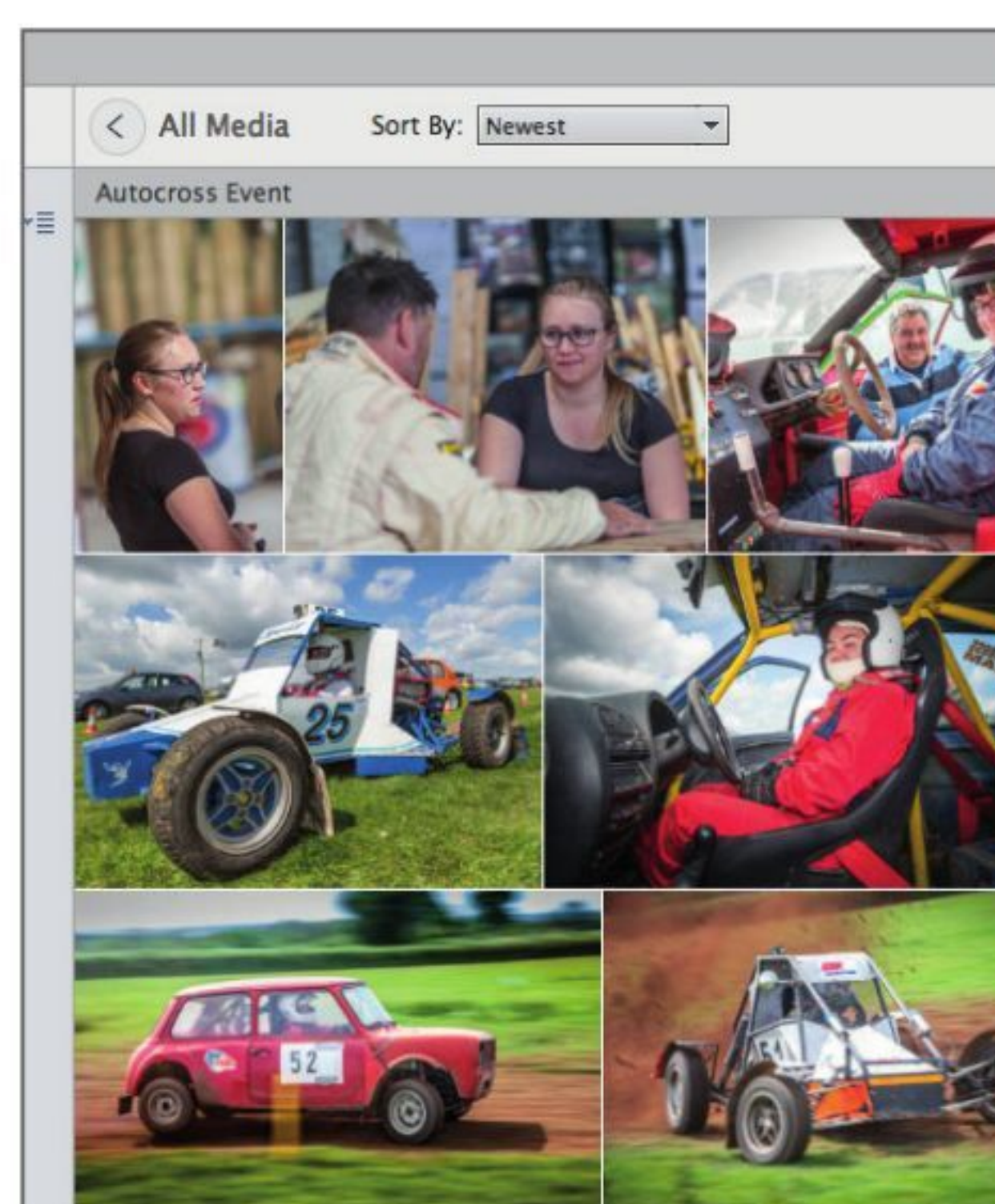
**7** Down in the taskbar in the bottom centre of your screen is the Add Event button. If you click this it will call up the Add Event dialog box where you can begin to add details about the event itself such as Event Name, Start and End Date and a Description if required.



**8** Start by giving it a name. We used 'Autocross Event' and kept the Start and End dates the same since it all occurred on May 13th 2017. Since no other Group names have been created, Group is kept as None. A short description is also added. Now you can click OK to proceed.



**9** You will see that all our photos now have a small calendar icon in their top right corner to indicate they have an event tag called 'Autocross Event' added to them. If you look in the Named category now, you will see that event listed. Click on the small information icon to see the description you typed.

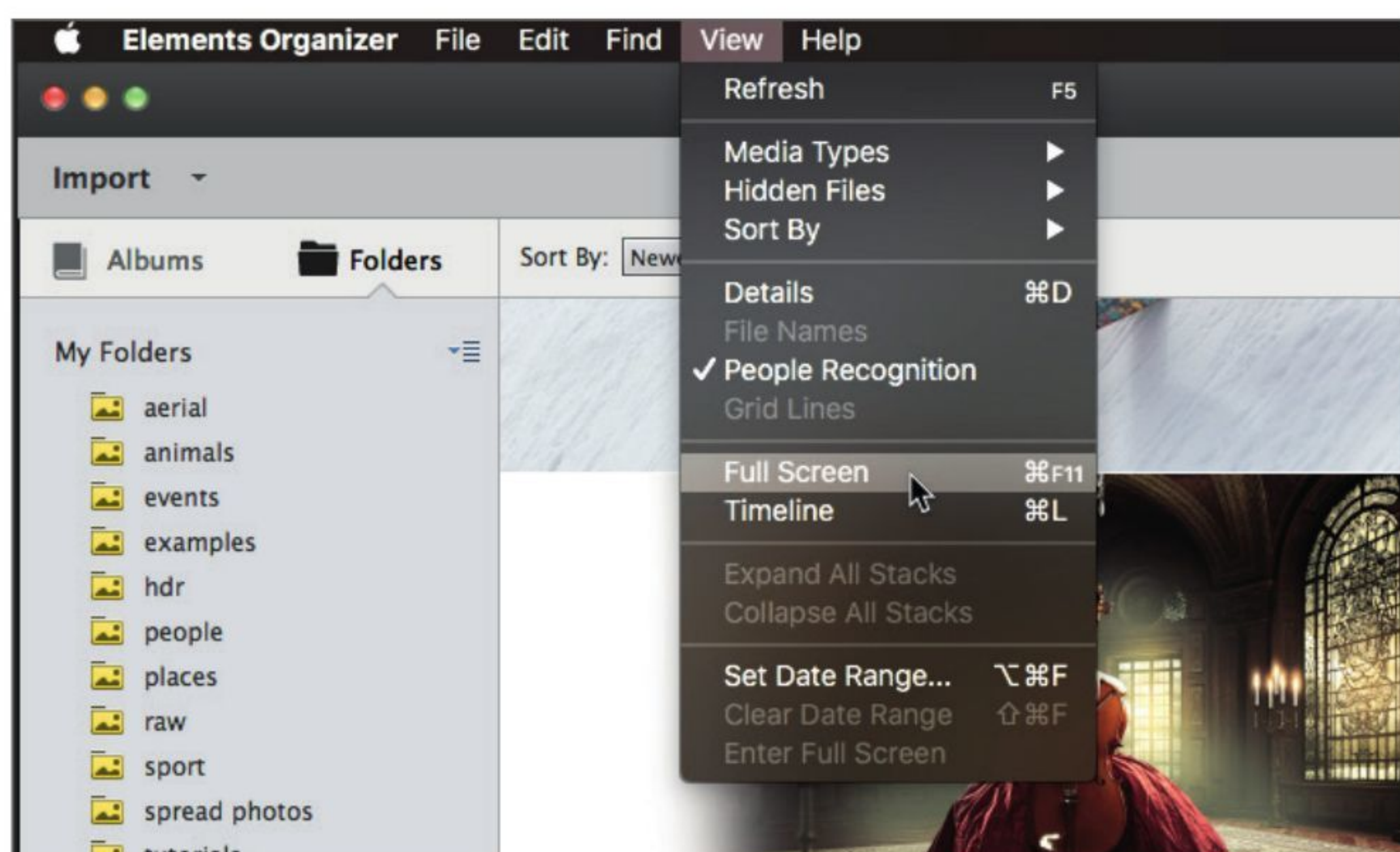


**10** If you return to the main Media view, you will see that the Events Tags panel now contains the Autocross Event tag. If you are viewing all media and click the Autocross Event tag to make it visible, only the shots tagged will appear in the browser window.



# Reviewing and Comparing Images

Within Photoshop Elements, you are provided with a couple of options that allow you to quickly and easily review photos in the Organiser. You have the choice of either the Full Screen, or, Side By Side views and can examine images at multiple levels of magnification.



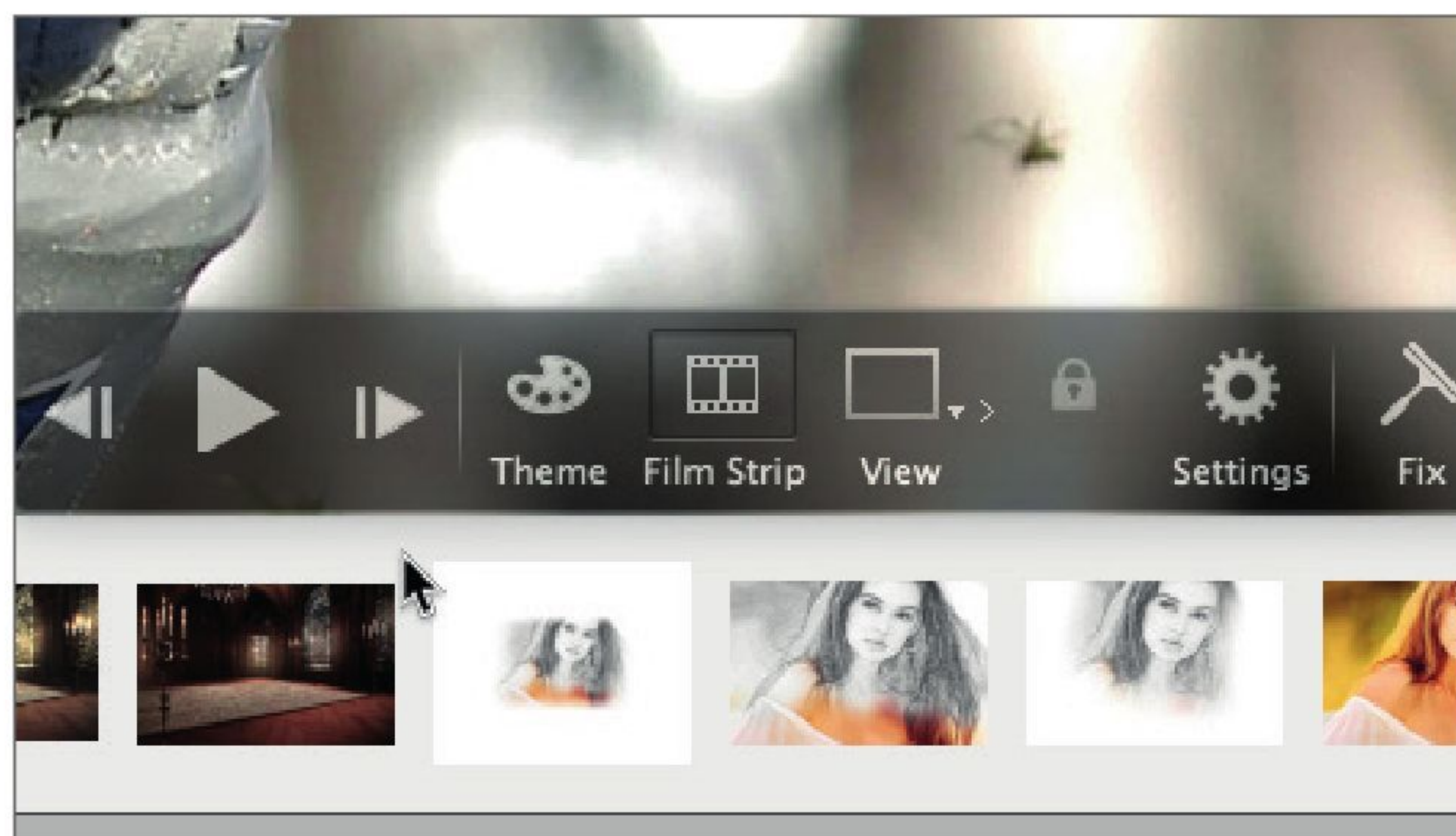
**1** In Full Screen view, you can inspect your images in detail before making a selection of photos and presenting them as an instant slide show. Click and select a thumbnail image in the Media Browser panel and then choose View > Full Screen. The Media Browser will be replaced by the Full Screen view.



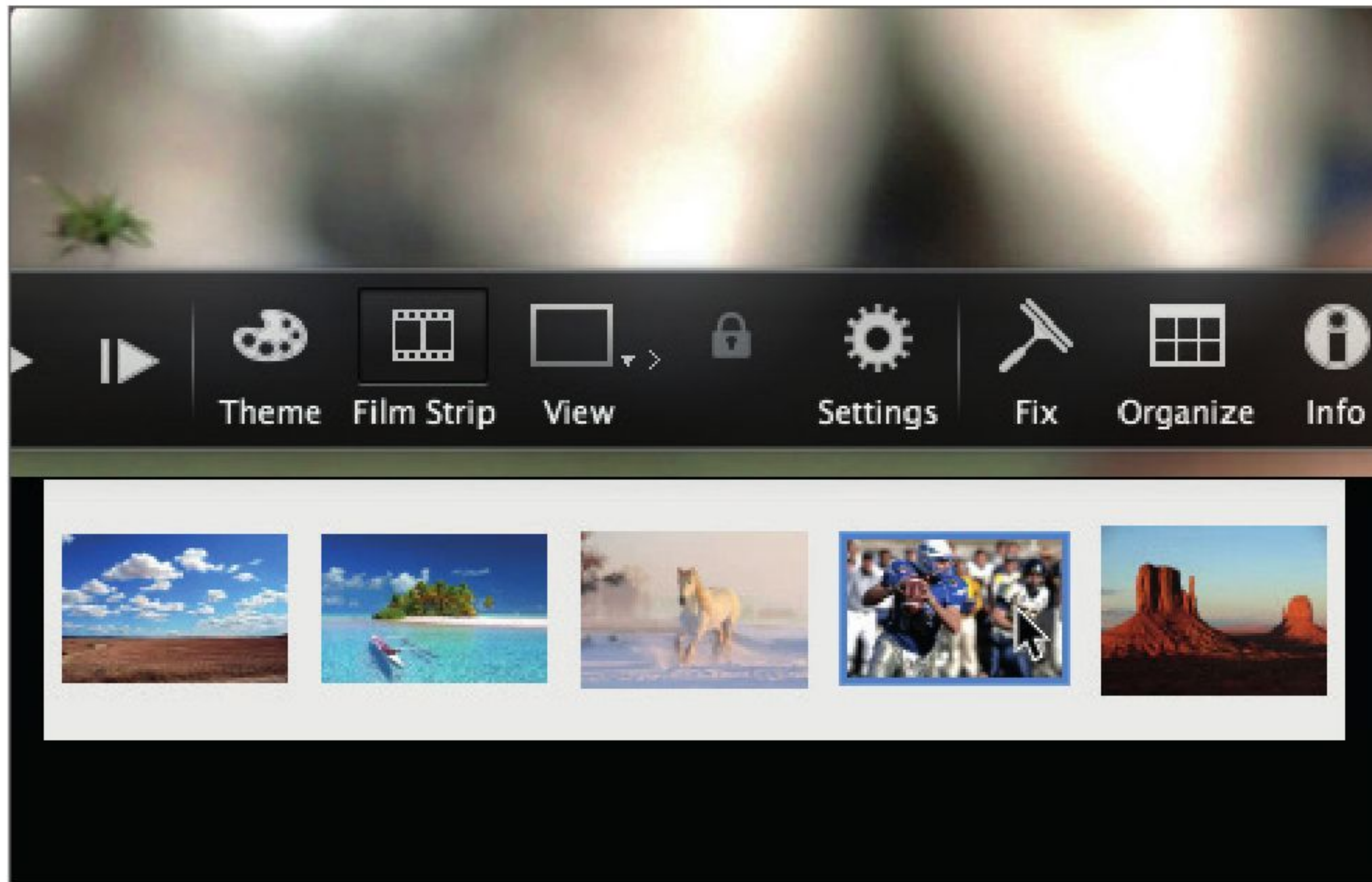
**2** If you move your Mouse cursor over the full screen image, the Control bar will reappear. If you look to the left of the screen, you will see a couple of grey tabs. If you move your cursor over these tabs, you can open the Quick Edit and Quick Organiser panels, again.



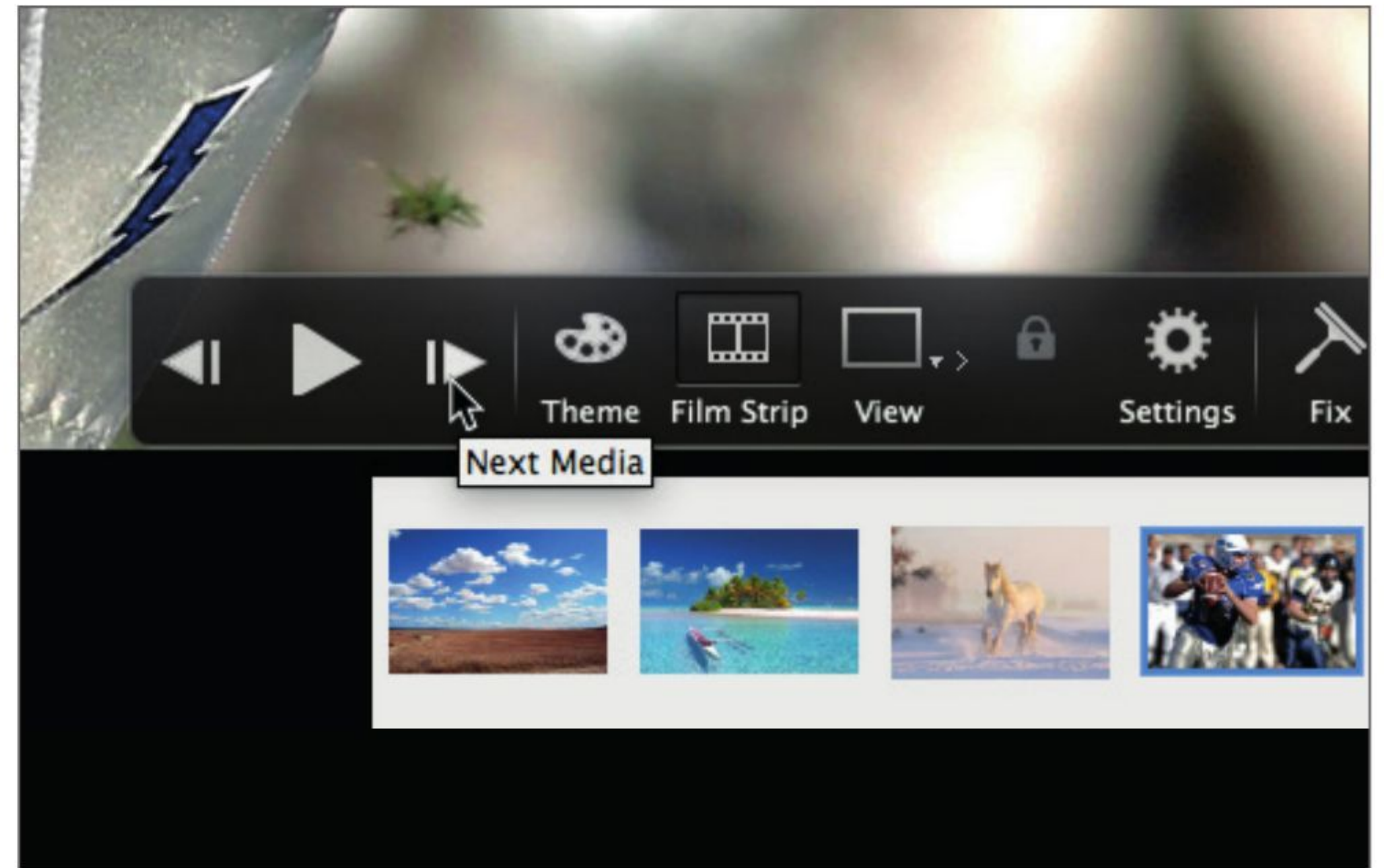
**3** Now, if you move the cursor back to the centre of the screen and leave it motionless for a short while, this will be noticed. After a brief spell of inactivity, the Control bar, the Quick Edit panel and the Quick Organiser panels will all disappear again until you move the cursor to activate them.



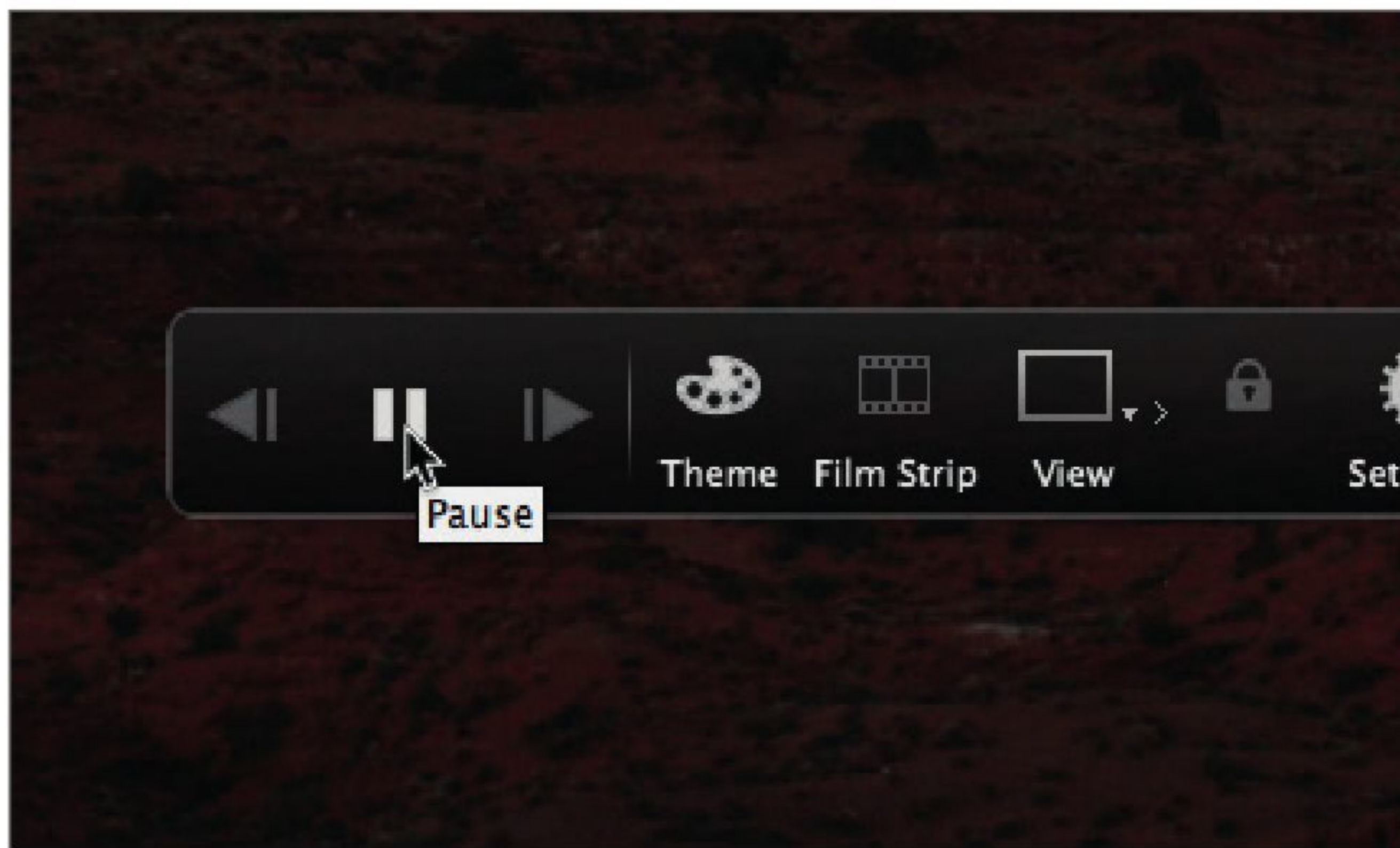
**4** One thing to bear in mind is that, if you don't see your Film Strip, you can press Cmd + F on your keyboard to make it visible. Clicking on the Film Strip icon in the Full Screen view's Control bar will have the same effect as the keystroke option.



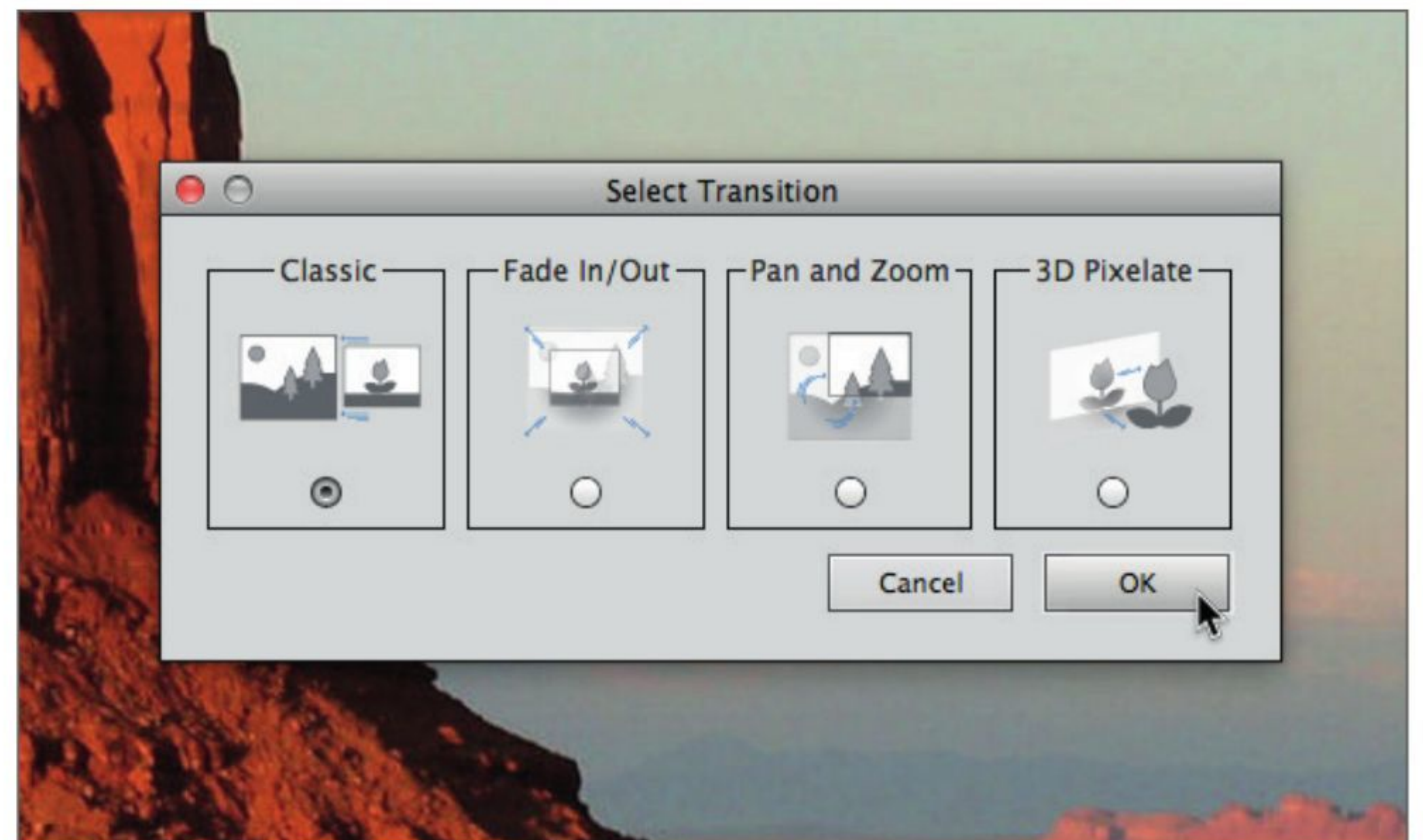
**5** The Film Strip positioned below the main image, is there to show you all the photos in your Media Browser. If you select multiple images and then enter Full Screen view, the Film Strip will only display the photographs you have selected rather than all your images.



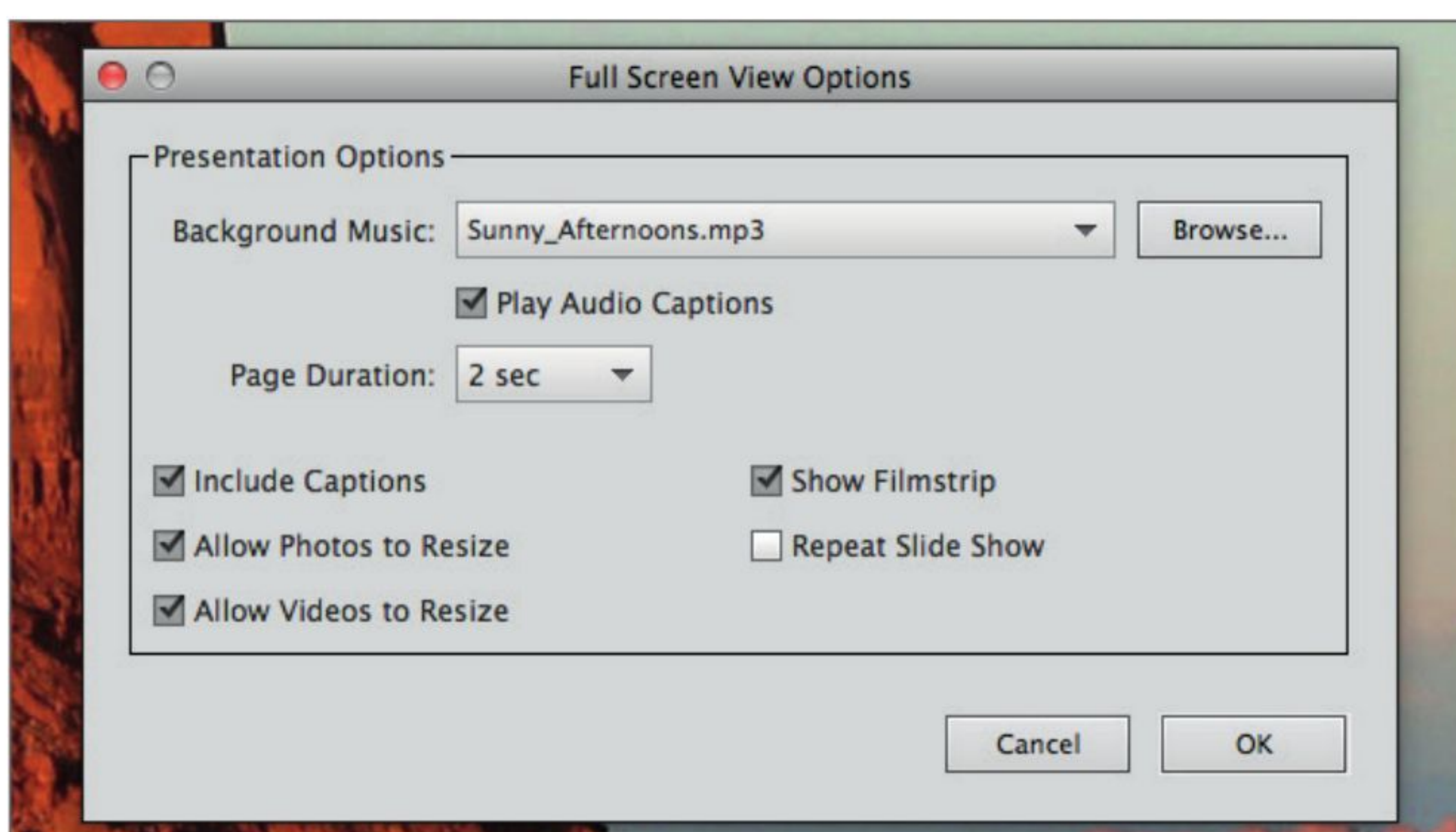
**6** On the Control bar, you can use the Previous Media and Next Media buttons, either side of the main Play button, to shuffle backwards and forwards through the images displayed on your filmstrip. Alternatively, you can press the left and right arrow keys on your keyboard.



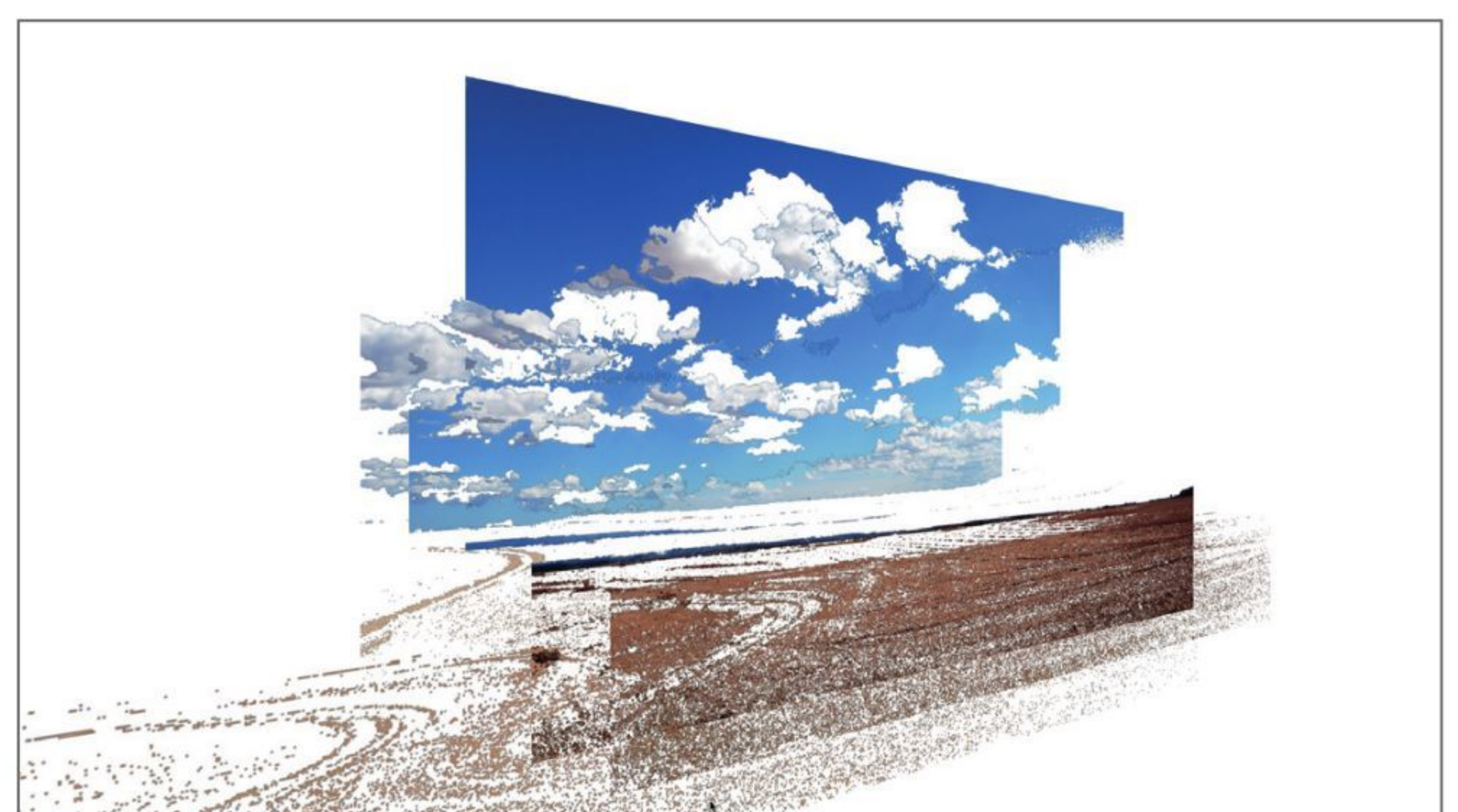
**7** If you press the spacebar, you can view your photos in a Full Screen view slide show. You can also access the Control bar and press the Play button to commence the slide show presentation. To stop the slide show, you can simply press the spacebar or click the Pause button on the Control bar.



**8** On the Control bar, you will see the button marked Theme. This gives you several Transition Options to determine how one image fades into another, throughout the slide show. Under Settings, there are a number of Presentation Options including Background Music and Include Captions.



**9** You can also set Page Duration to control how long an image is visible before it transitions to the next, in the presentation. You can also choose to Allow Photos to Resize and Allow Videos to Resize. For continuous playback, you can select Repeat Slide Show.

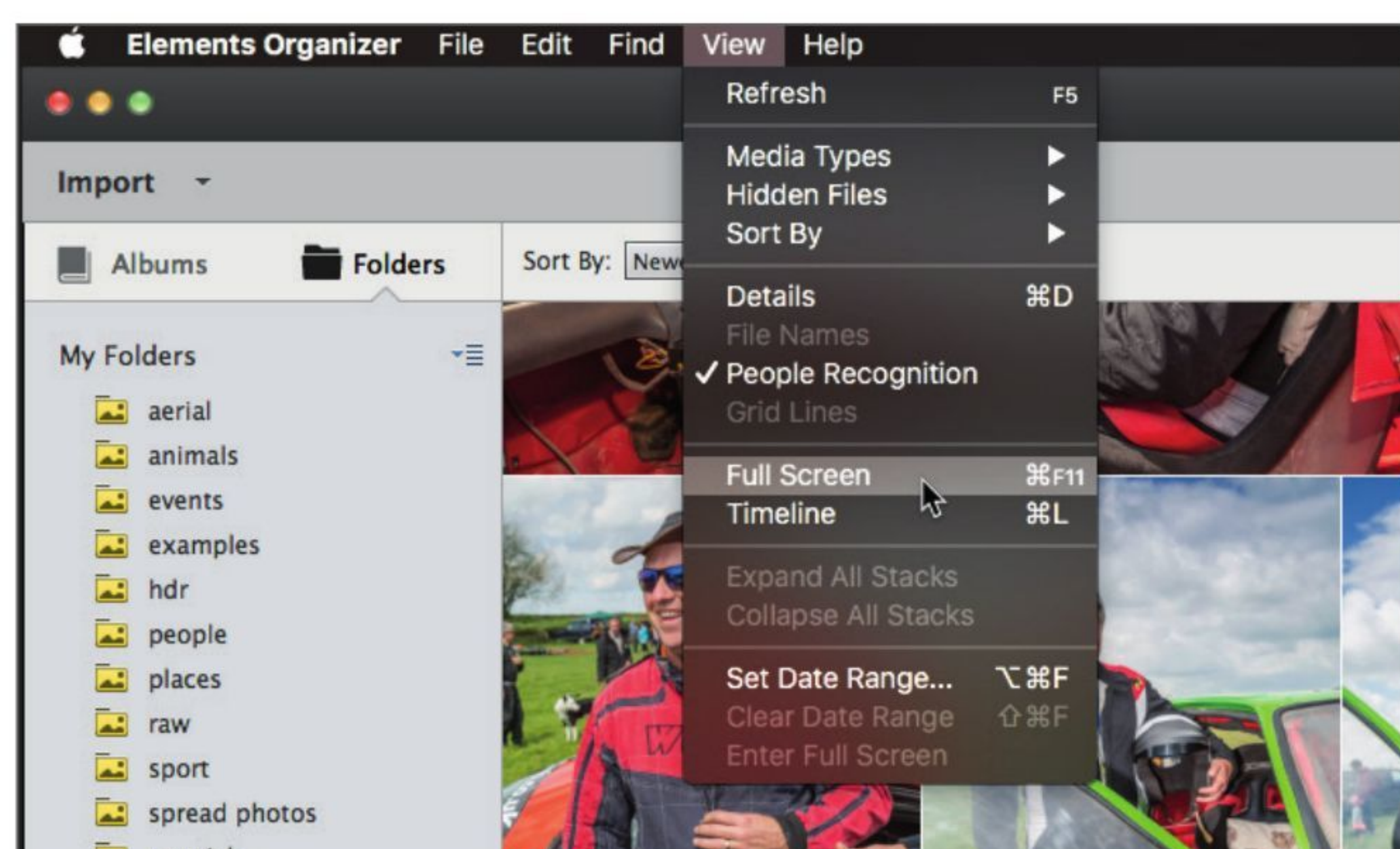


**10** Be aware that if you are using 3D Pixelate along with Pan and Zoom as your transitions, pressing the spacebar to stop the slide show will not work. Instead, you can simply press the ESC key on your keyboard to exit out of the presentation. Pressing ESC again will exit back to Organiser.

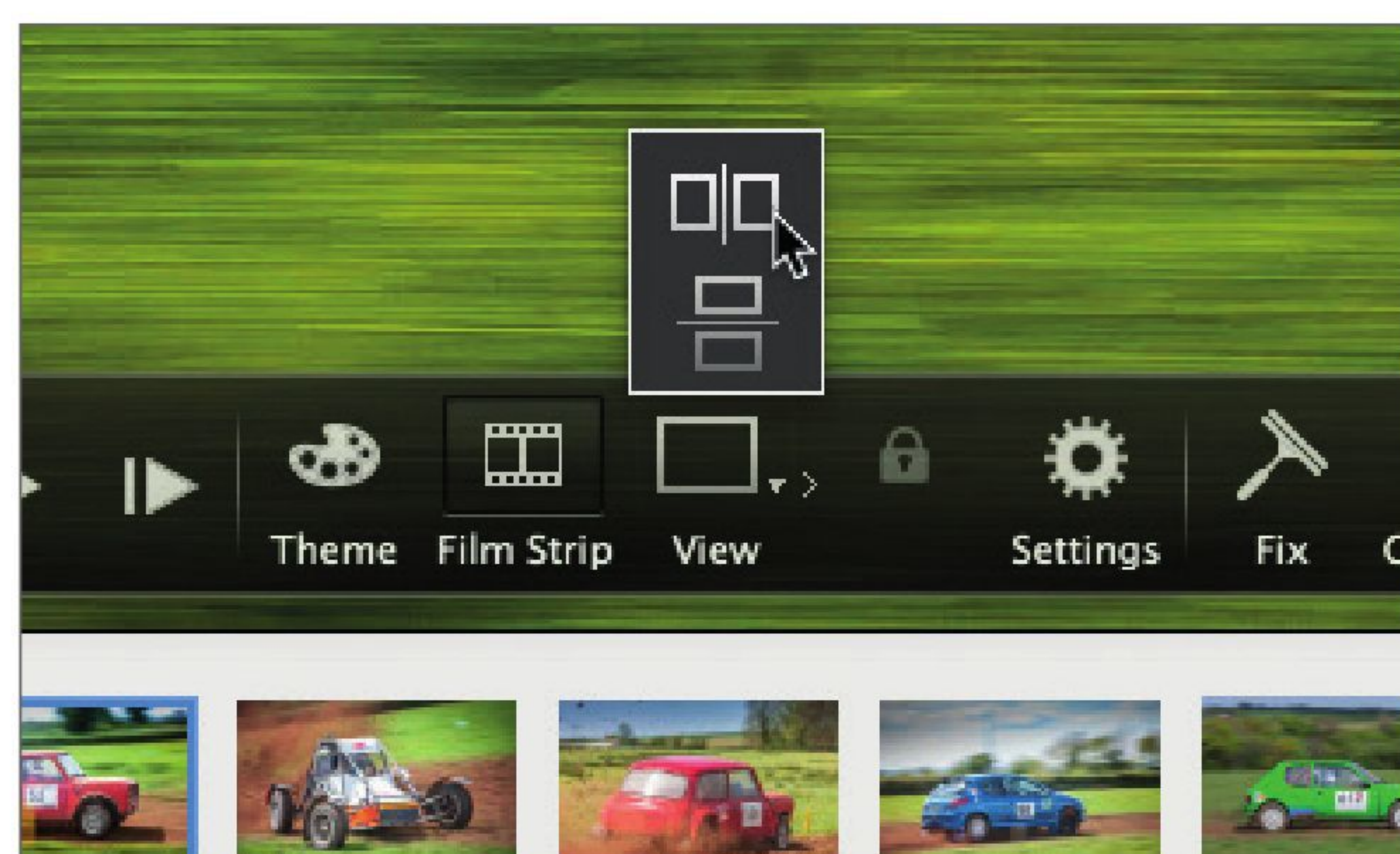


# Comparing Photos Side-by-side

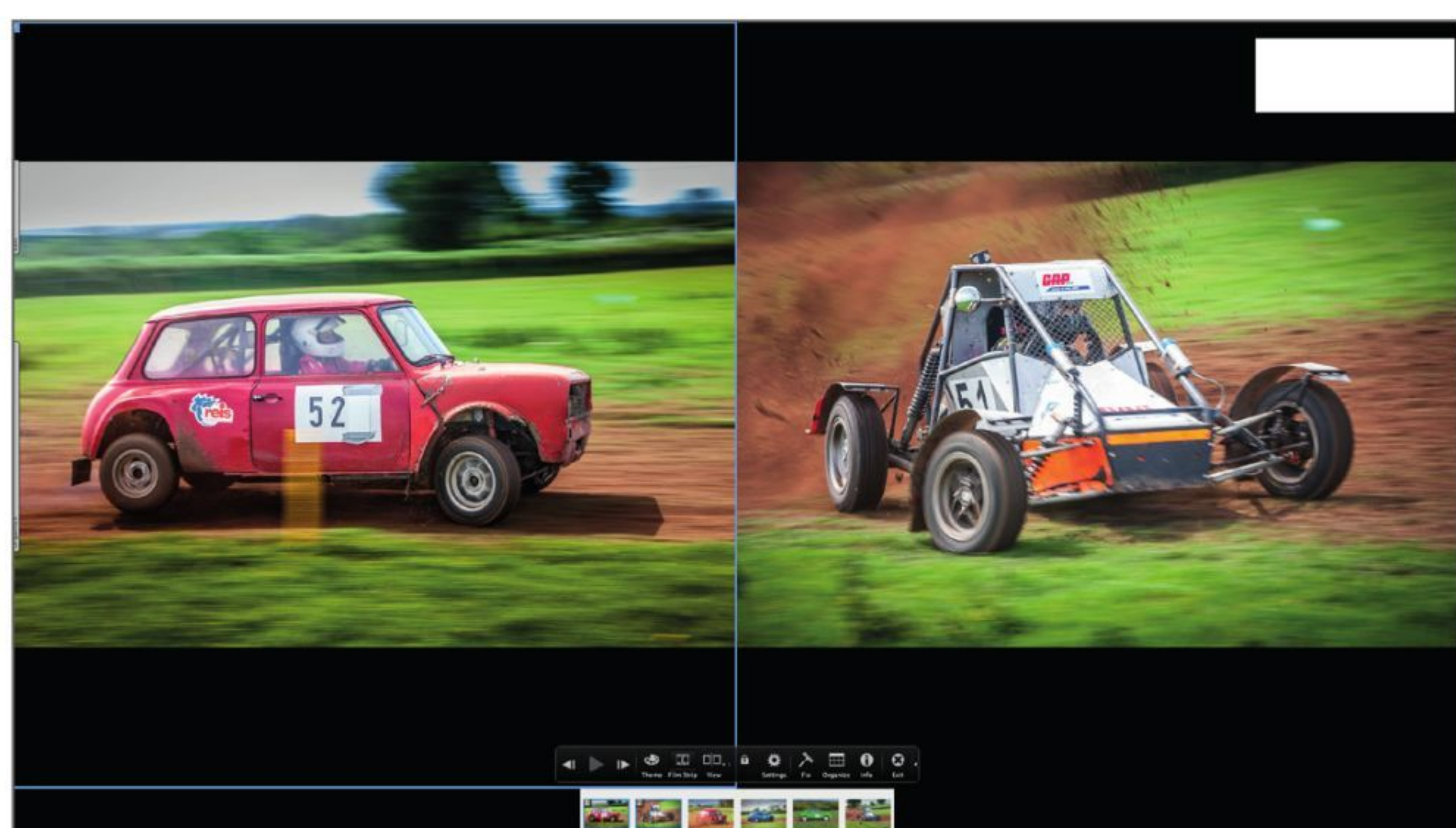
Being able to compare your photos and media side-by-side is very useful. One image can be kept in a fixed position and scale, on one side of your screen, while on the other side, you can cycle through other images and then compare them for similarity of composition or content.



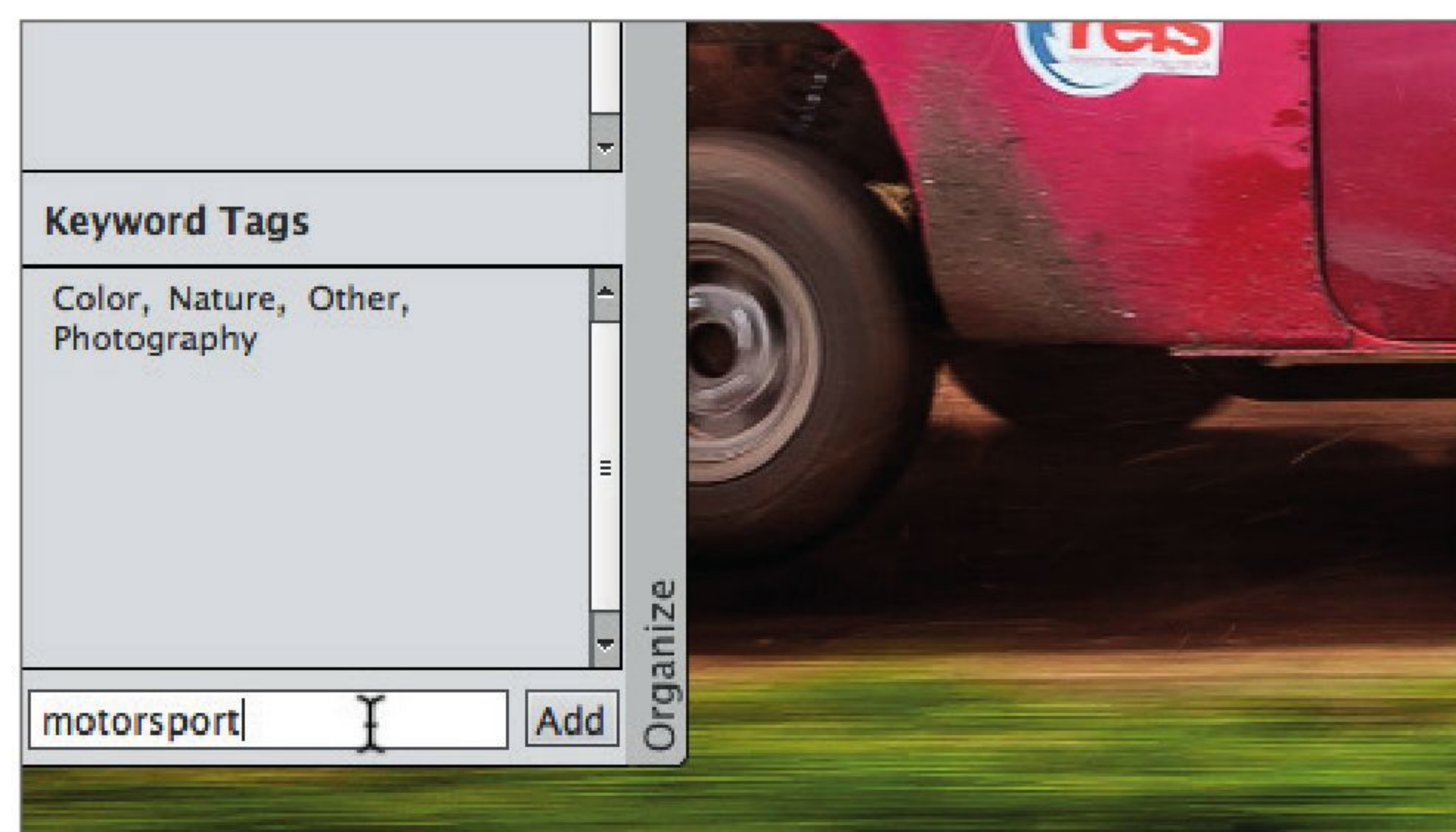
**1** Go to Full Screen view by selecting View > Full Screen (Cmd + F11); you will need to access your Film Strip. If it isn't visible, you can click Cmd + F on your keyboard to make it visible at the bottom of your screen. Bring up the Control bar and click on the View icon.



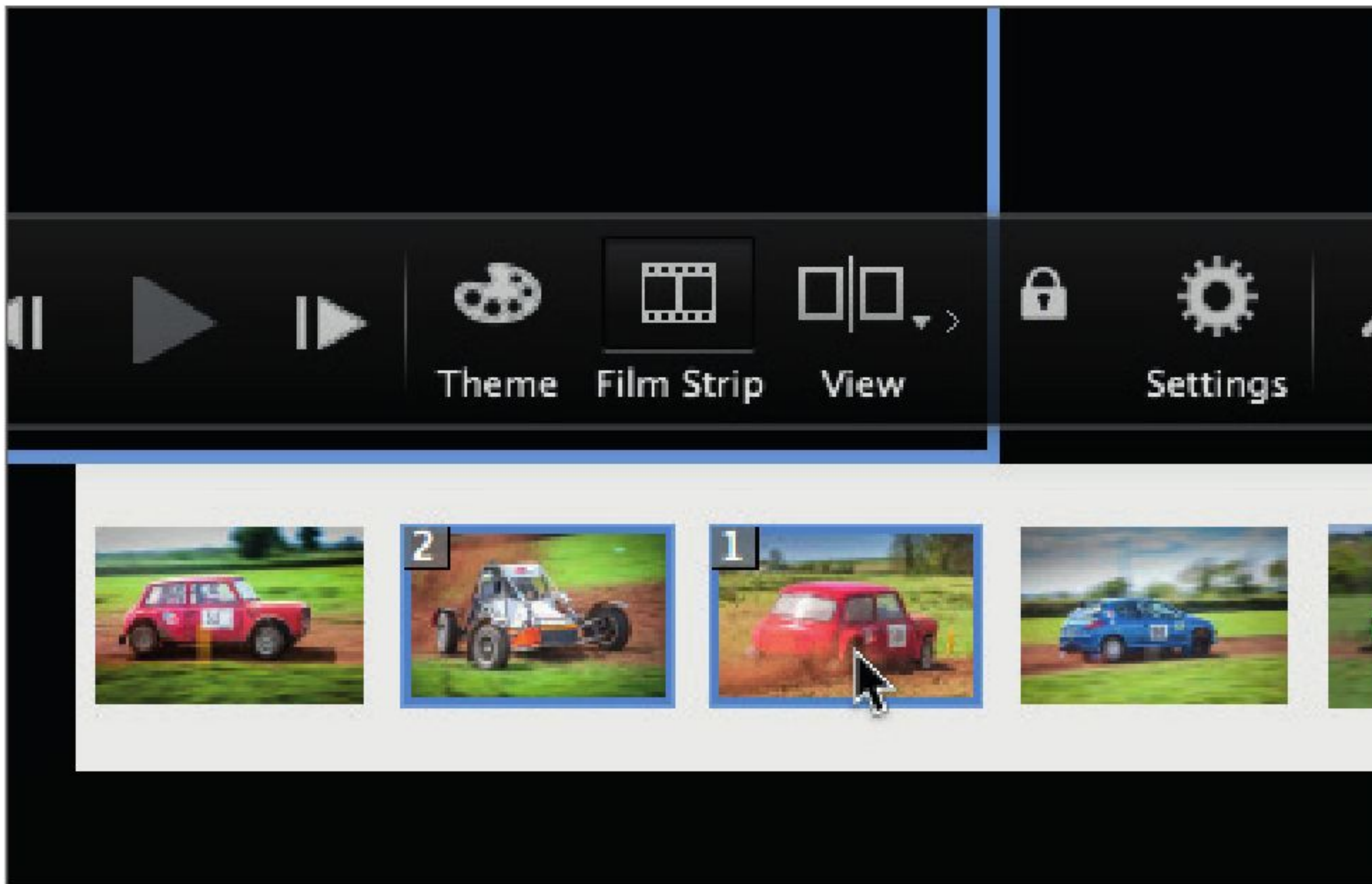
**2** The view options available to you are quite straightforward. When you click the View icon, a small menu will pop up with the option to either view the images in the Side by Side orientation, or to view them horizontally, with one above the other across the width of the screen.



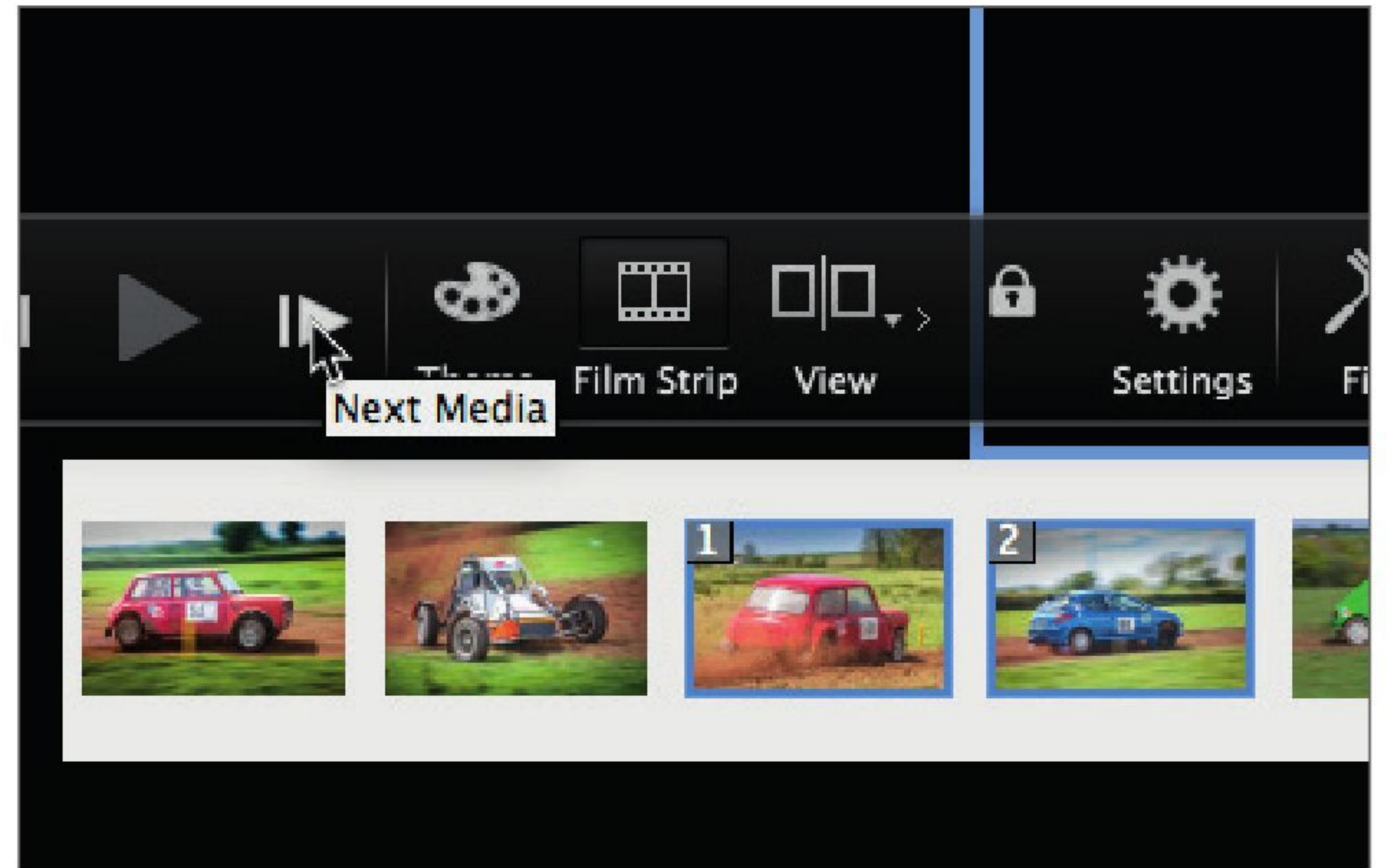
**3** In this example, choose the Side by Side view option. Select your primary image from the Film Strip and it will be displayed on the left as image 1. The next image in the series will be marked as image 2. Image 1 will be active by default with a blue box around it. You need to click image 2 to make it active.



**4** Any operation you perform on the image, whether it is an edit or adding keywords, for example, will only be applied to the image that is currently active. In this case, image 2 will be the one that is affected by any changes you make to it.



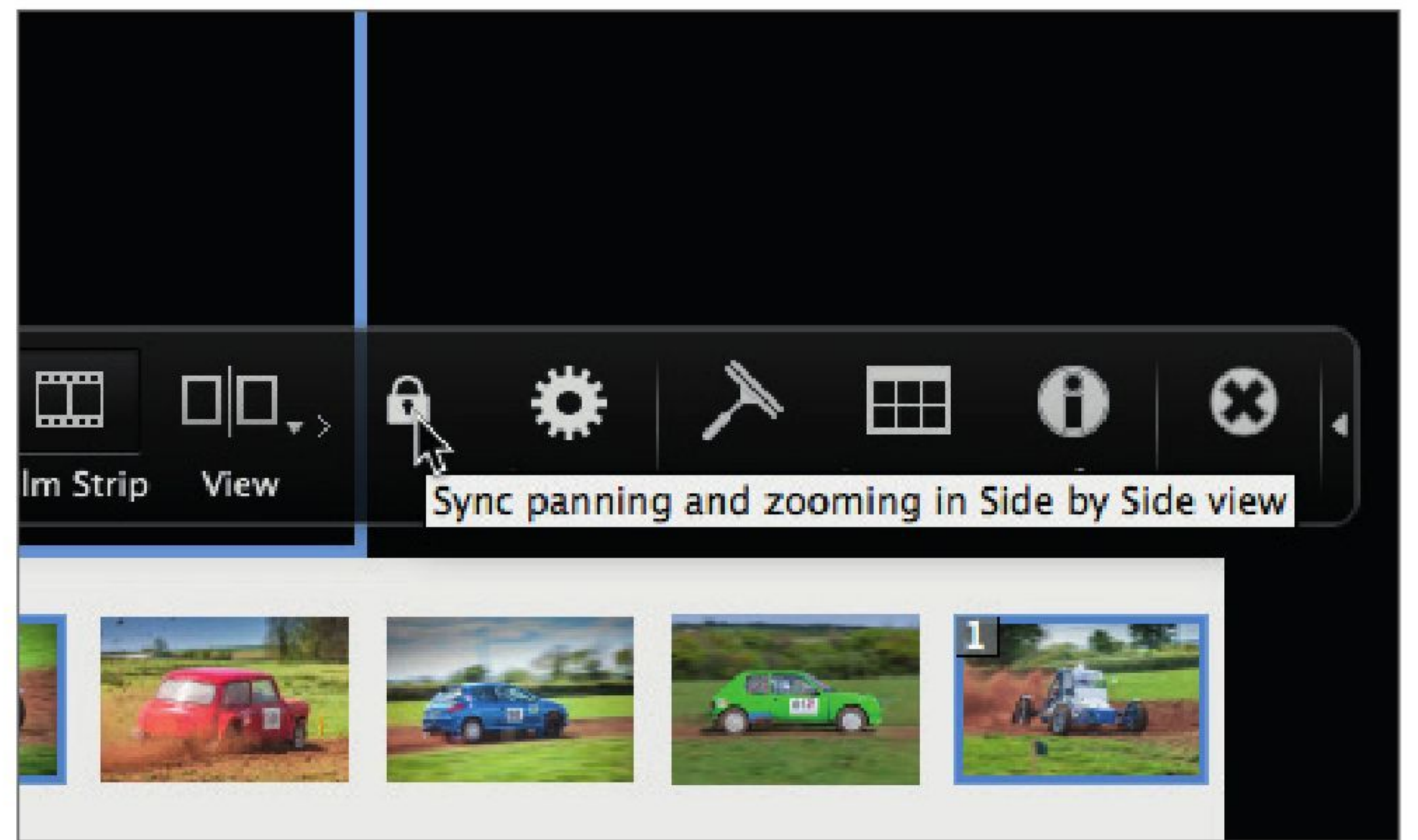
**5** If you click image 1 to make it active again and then select a new image from your Film Strip, the newly chosen image will become the new image 1. If you wish, you can press the Tab key on your keyboard to alternate between having image 1, or image 2 as the active image, at any time.



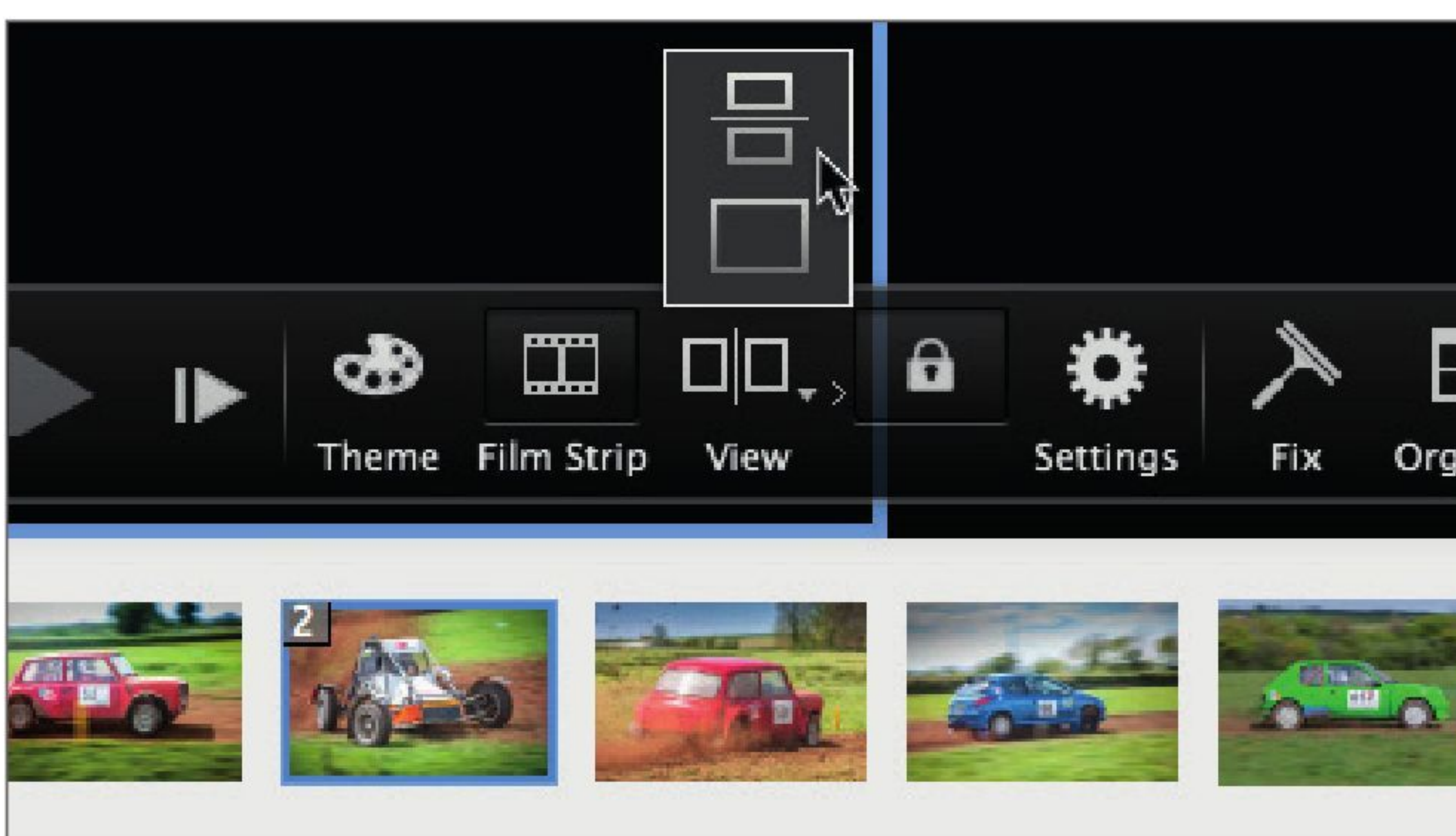
**6** Now make image 2 active, then, if you press your right arrow key, or the Next Media button, you can flip through images in your Film Strip and view them as image 2, on the right of the screen. Image 1 will remain fixed until you opt to change it, if required.



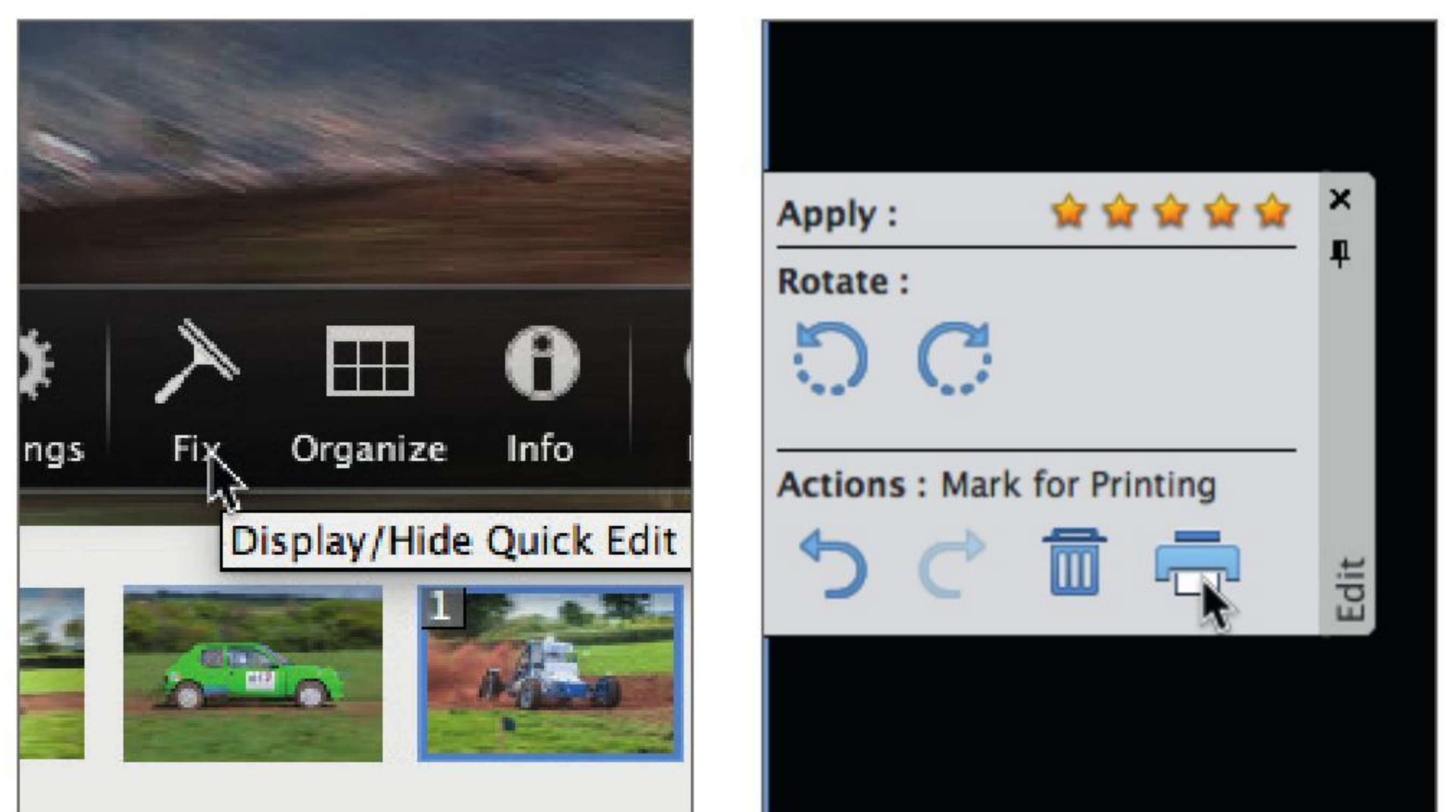
**7** The active image can be viewed at different magnifications by rotating the scroll wheel on your mouse, if you have one. Otherwise, you can use the Cmd key and either the minus (-) or plus (+) keys to alter the magnification at which you view the photo. The image can also be dragged around if required.



**8** If you are viewing two very similar photos and want to be able to compare them very closely, you can choose to synchronise the panning and zooming of the photos so they both scale and move at the same time, then if one is moved, the other will move in unison. Click the Sync icon to do this.



**9** If you click on the View icon again, the View Options menu will pop up. You will see that there is a full screen option, or you can choose the Above and Below view option instead. This places the images one above the other, horizontally, across the screen.

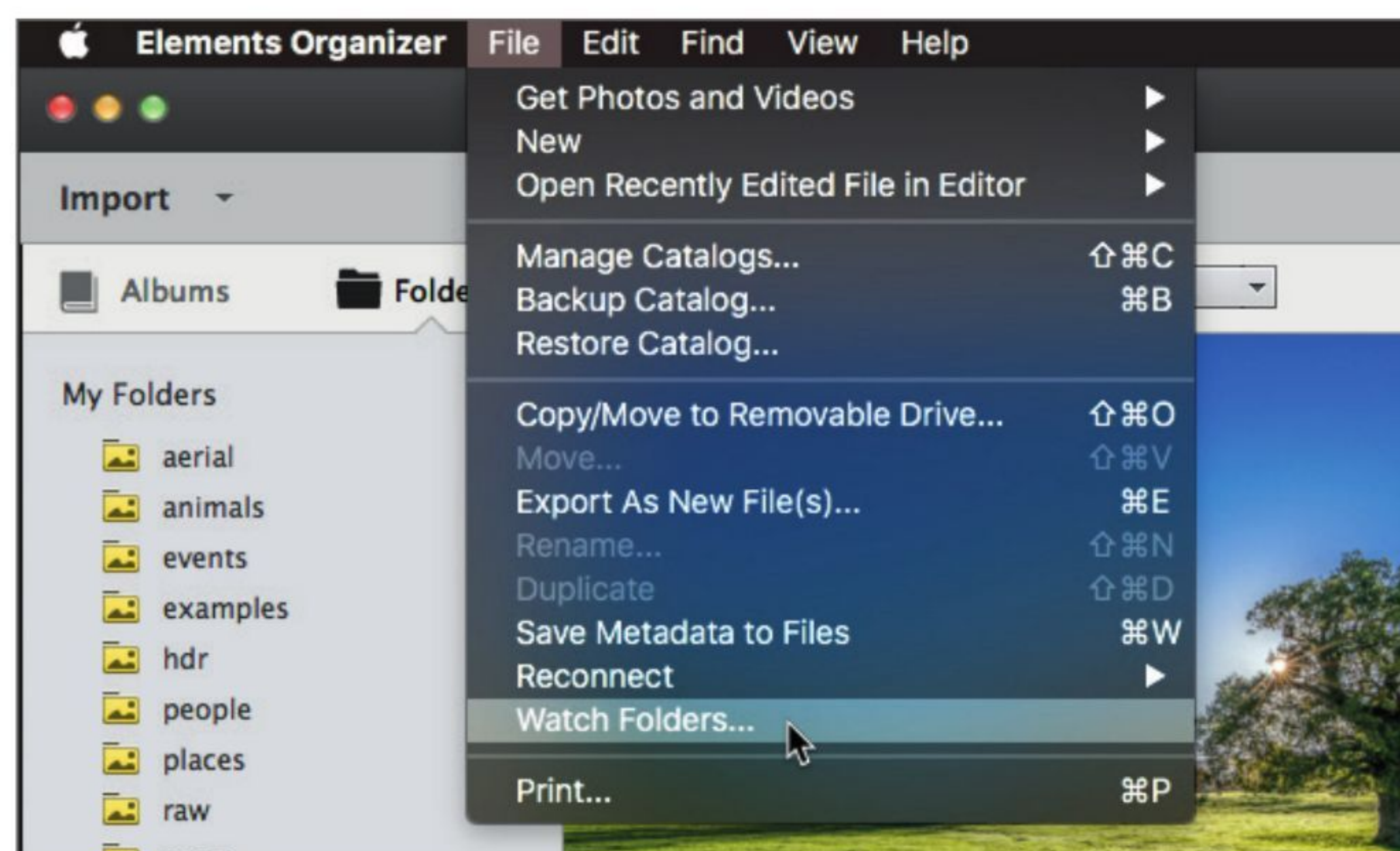


**10** Each image, that is currently selected, can have some simple edits applied to it. With an image active, click on the Fix icon in the Control bar and the Quick Edit panel will open. You can apply a star rating, rotate the image and delete it, or mark it for printing. Press Exit to quit Full Screen.

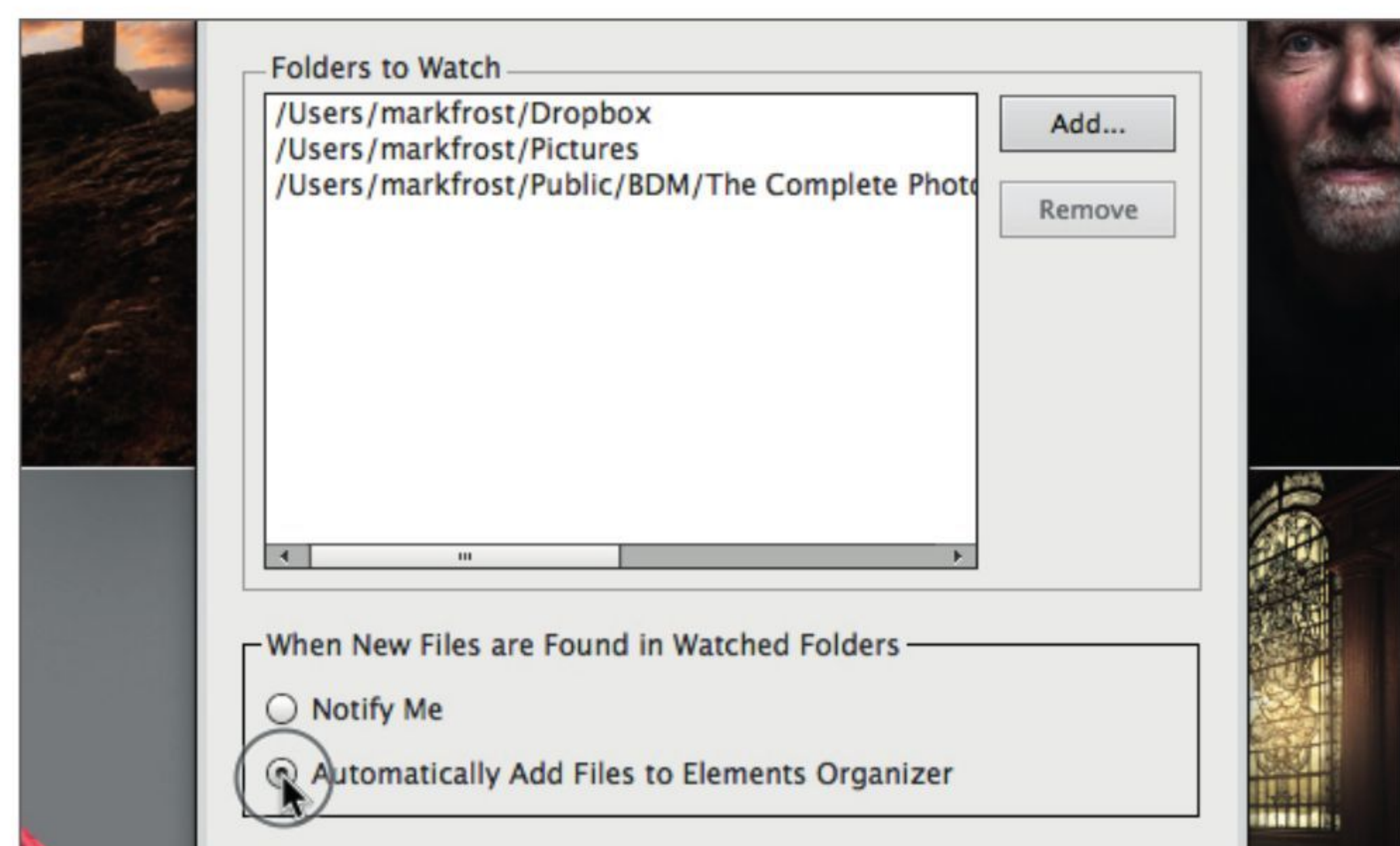


# Watched Folders

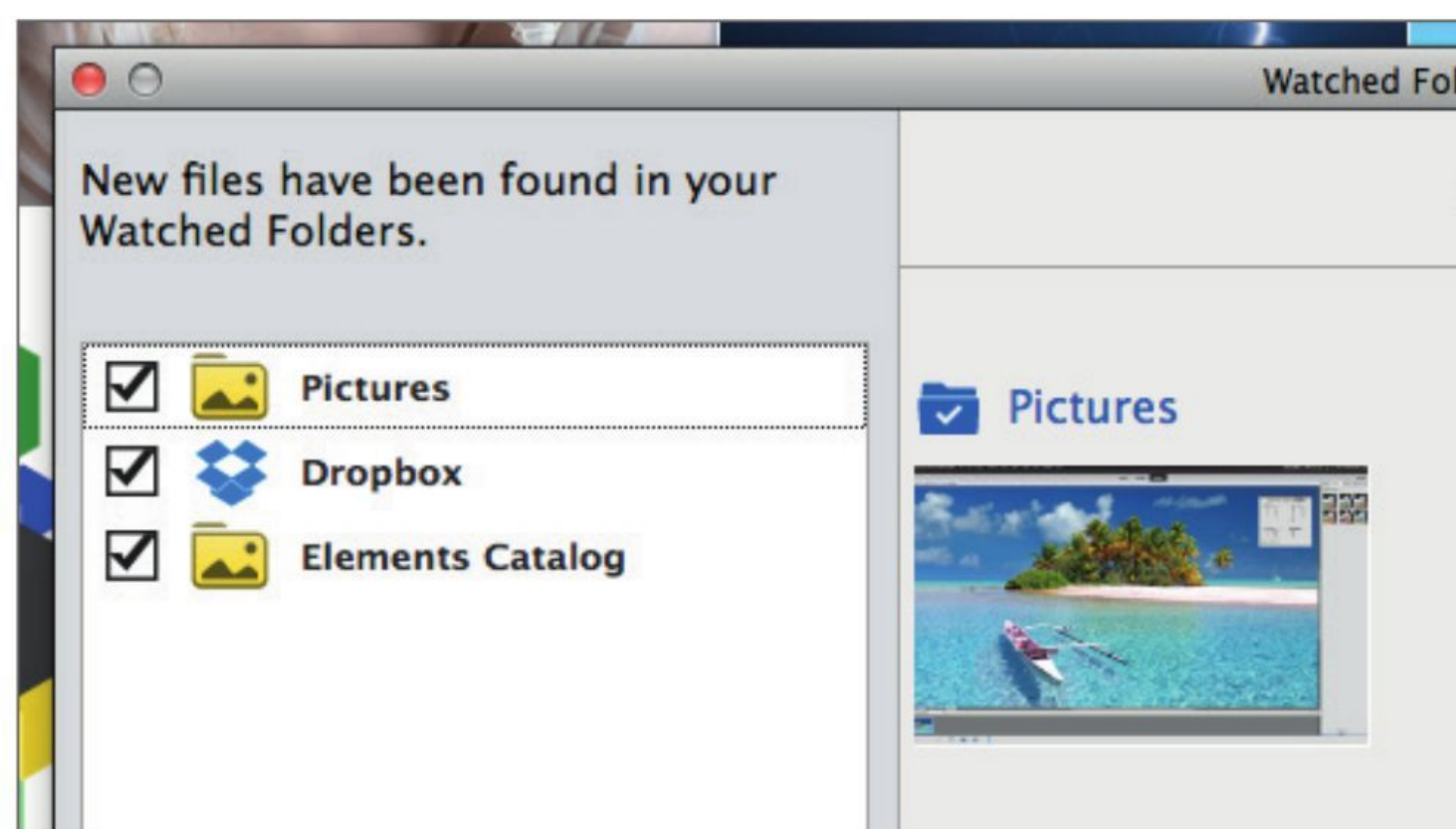
Photoshop Elements uses watched folders to aid the process of keeping your image catalogue up to date as you add or remove content over time. You can define any number of folders as watched folders. Any time you add or delete images to these folders, you will be alerted.



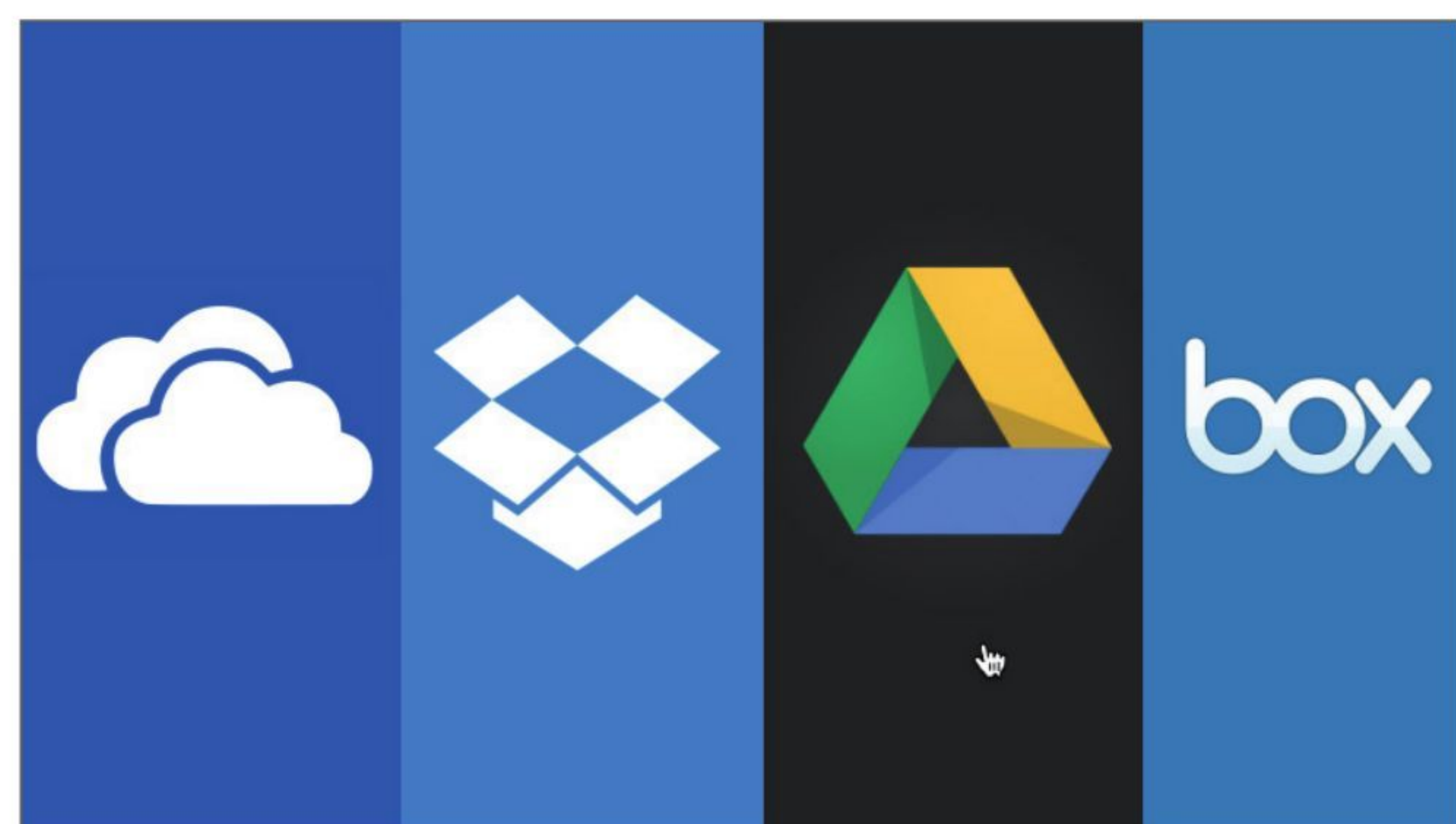
**1** Within Elements Organizer, you can find the Watch Folders option under File > Watch Folders. This calls up a panel where you can set various parameters to: govern which folders are watched, add new folders, remove existing ones if required and even turn the function off.



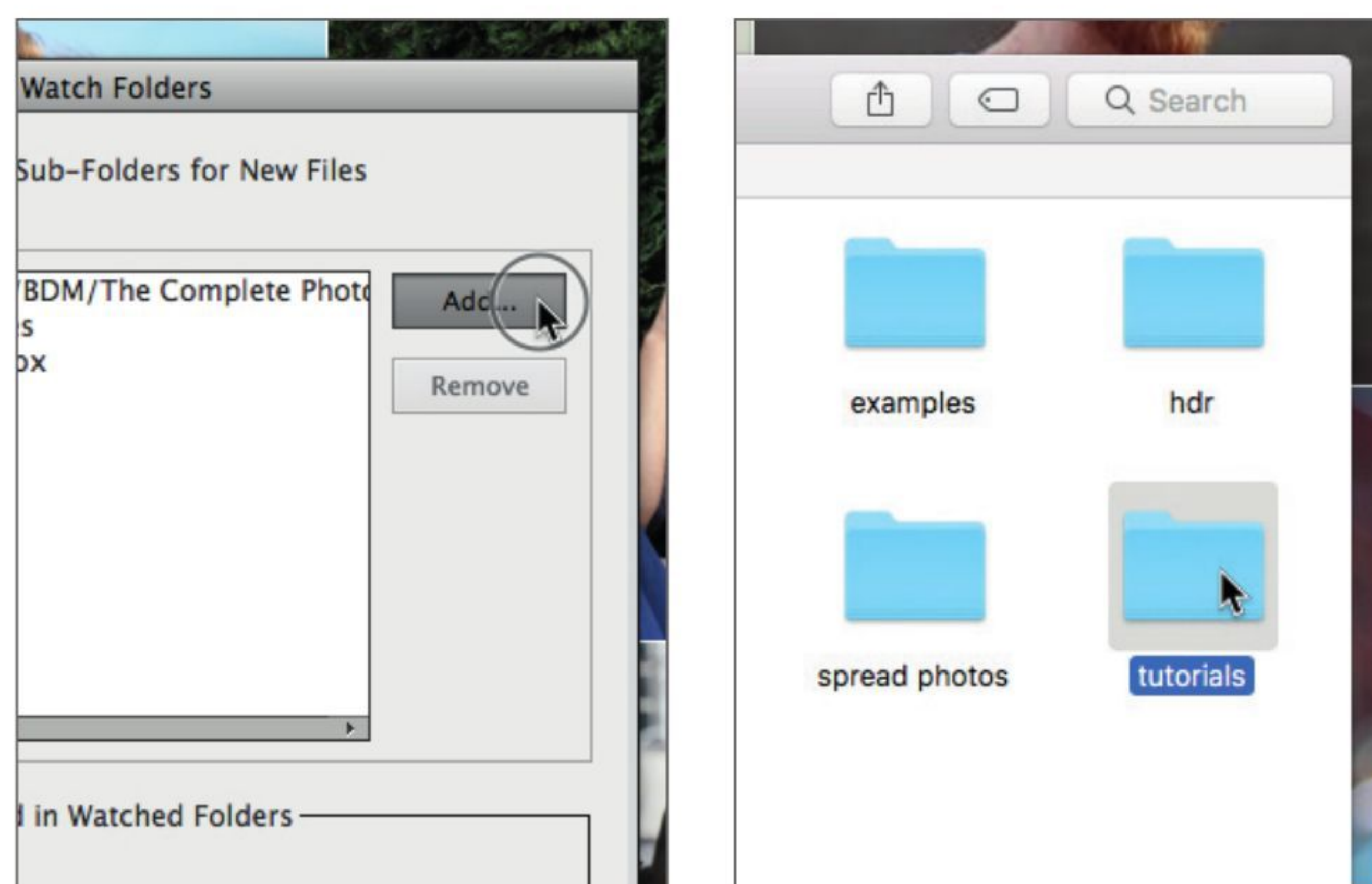
**2** You can choose to have any new files that are detected, within a watched folder, added automatically to your catalogue, with no input from you. You can also choose to have Photoshop Elements ask how you wish to proceed, when importing the new content.



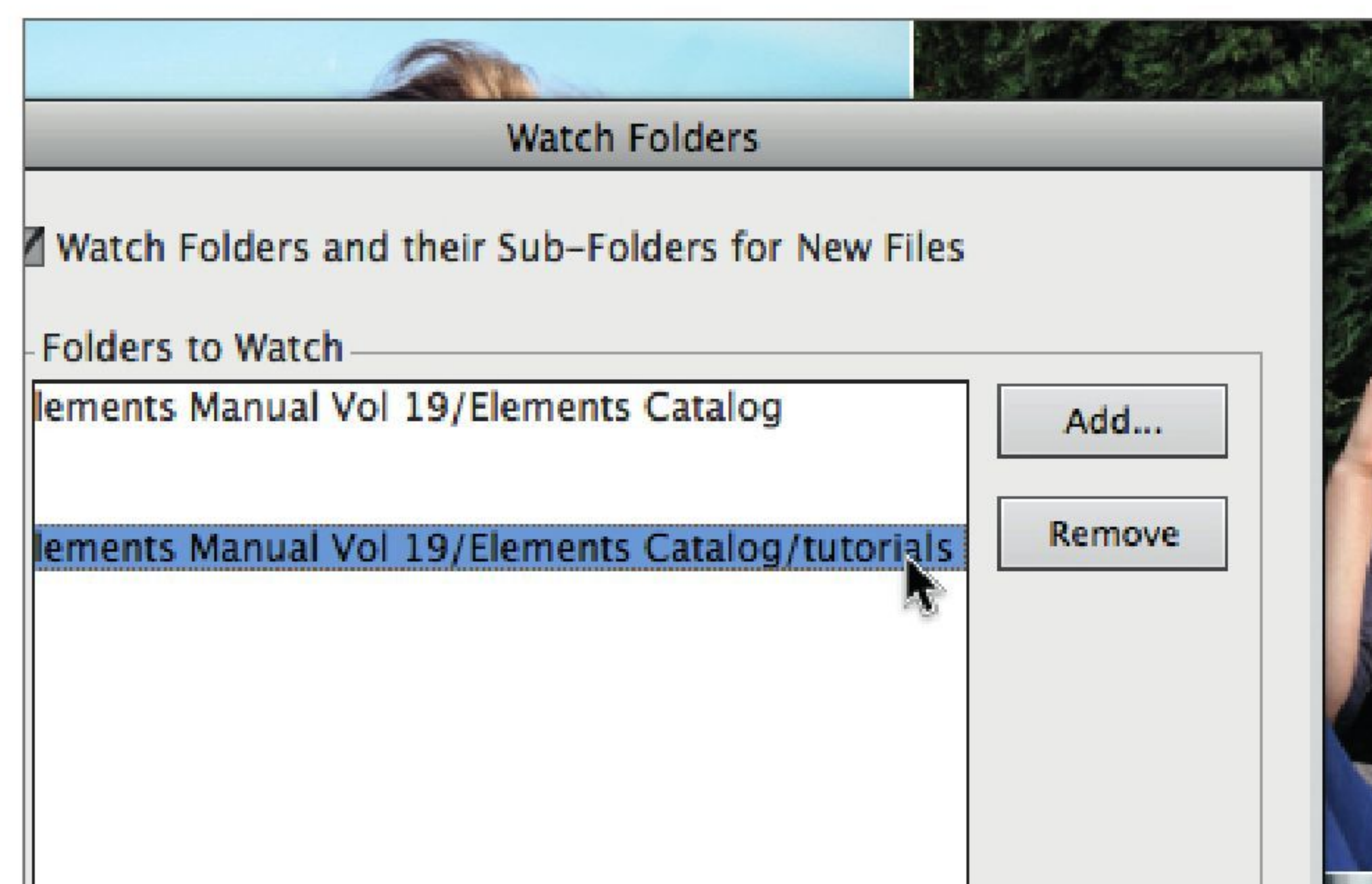
**3** If you choose to be alerted before proceeding, whenever any new items are added to your watched folders, Photoshop Elements will display a message to indicate that it has detected new items. You can click Import to continue the process or Cancel to abort.



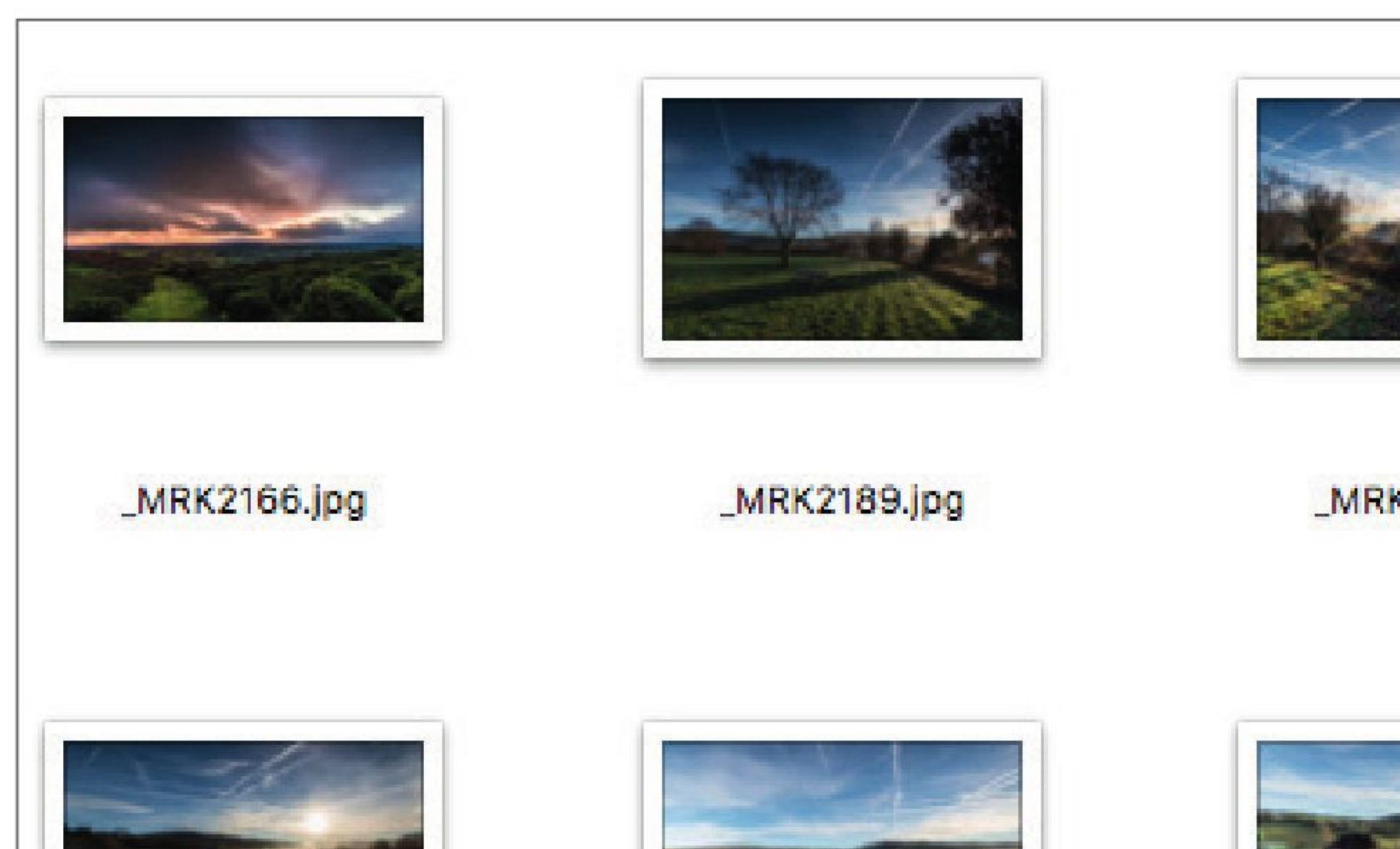
**4** If you use any online services and cloud-based storage providers, such as Google Drive, One Drive, Dropbox and iCloud, for secure storage backups and syncing to mobile devices, Elements Organizer can automatically detect their relevant folders and include them as watched folders.



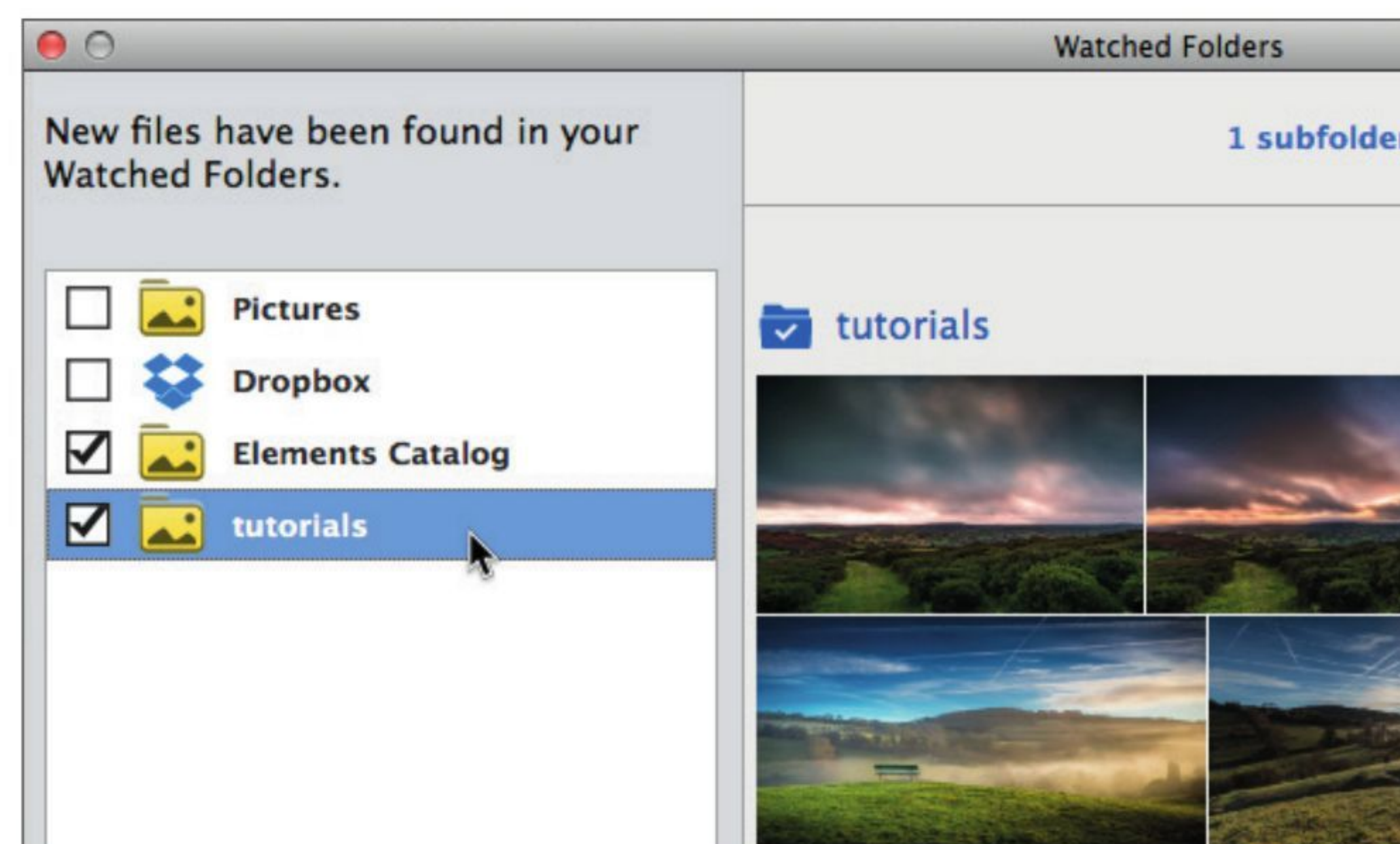
**5** To add a new watched folder, activate the Watch Folders dialog panel and click on the Add button. A browser window will open, enabling you to navigate to a folder you wish to watch, or create a new folder into which you can put content, after setting it up as a watched folder.



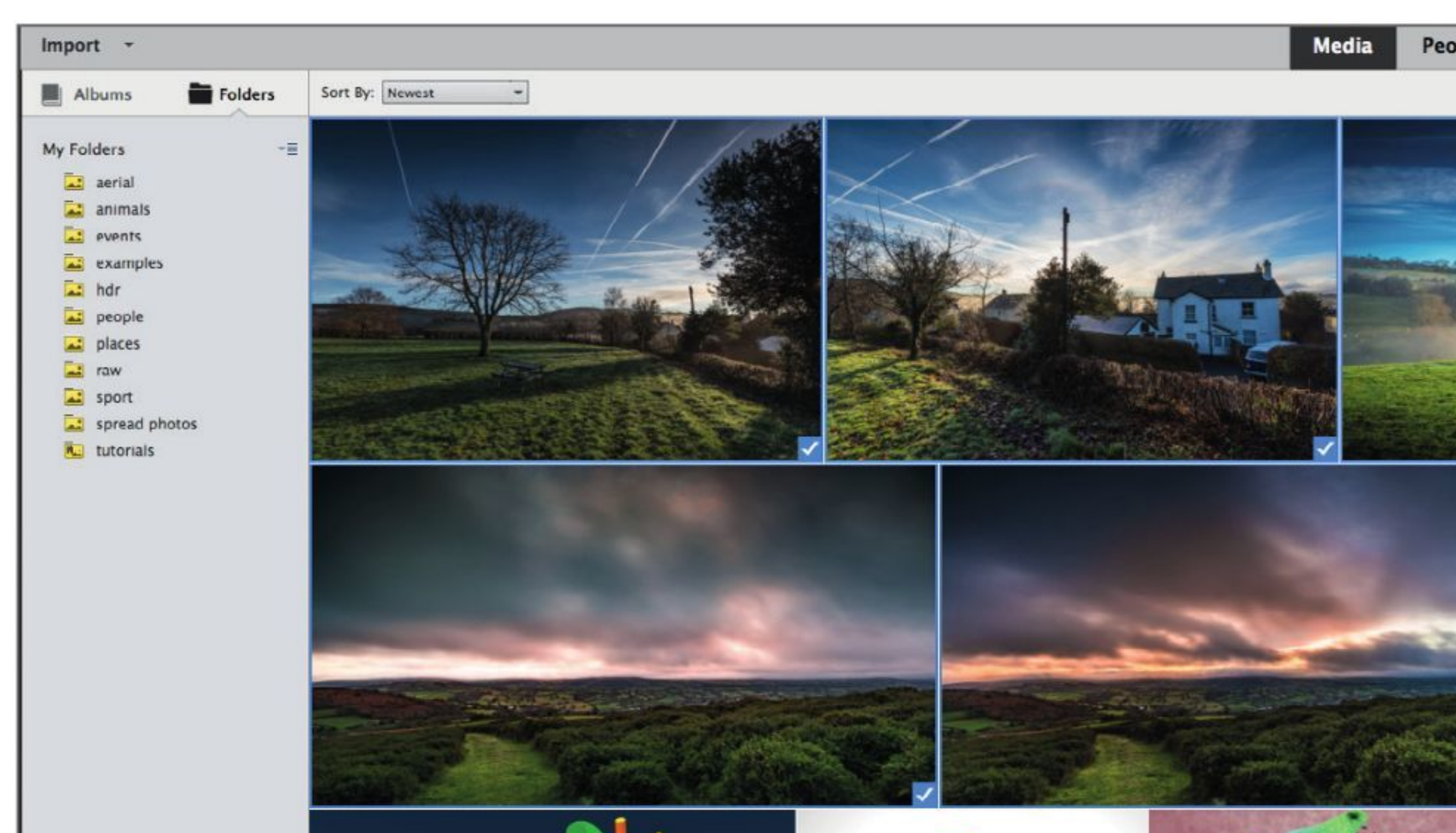
**6** If you wish to remove a folder from the Folders to Watch listing, simply highlight the required folder and click the Remove button to the right of the list. Removing a folder does not delete its content; that remains untouched. You have only told the program to ignore that folder.



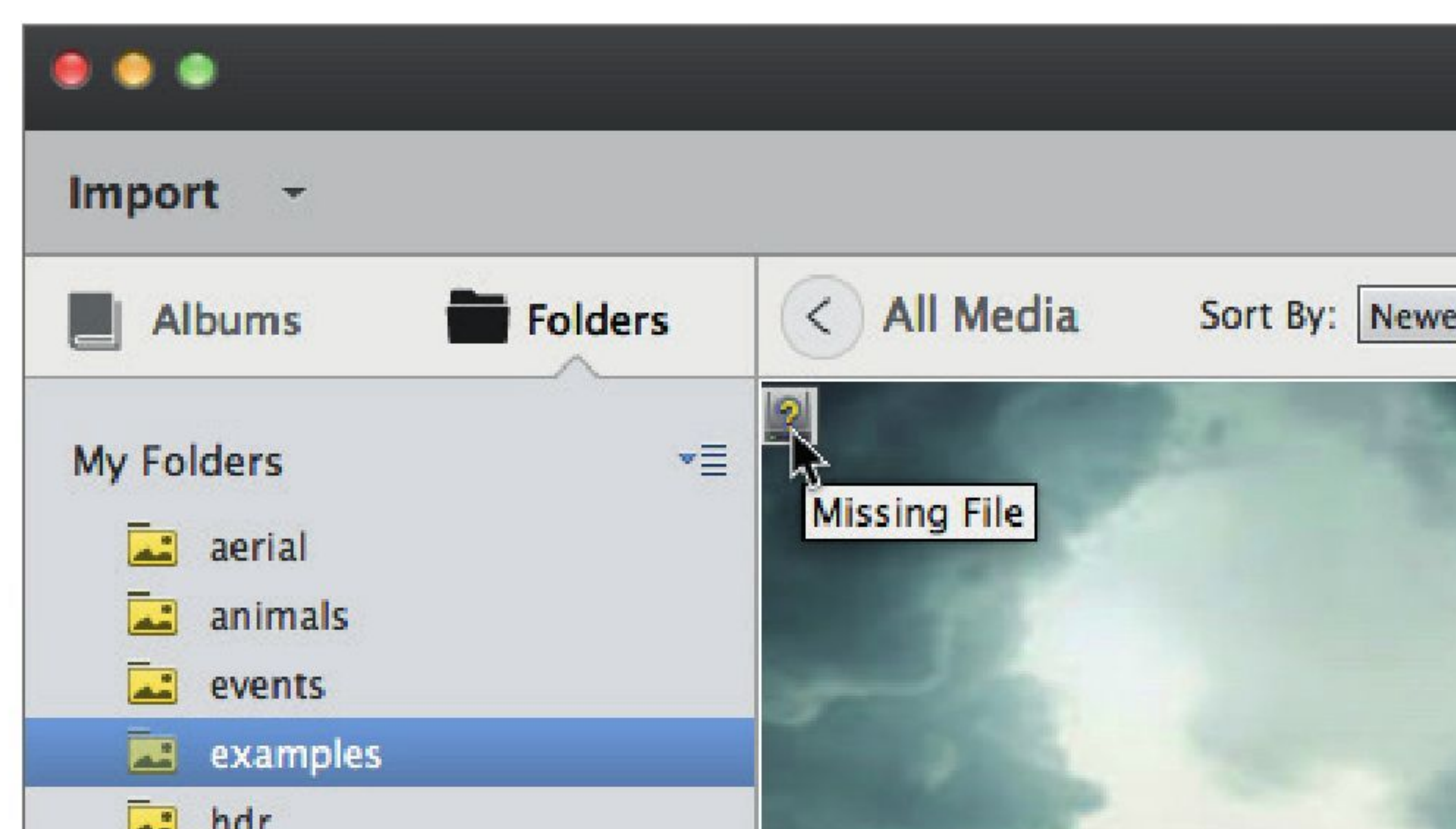
**7** As an example, we have used the Watch Folder function to create a new empty folder called 'tutorials' and closed the program down. We then downloaded some images from a recent photoshoot, processed them and then saved the favourite images to the 'tutorials' folder.



**8** Now, if you go back and open up Elements Organizer, a screen will appear indicating that new files have been found in the folders it has been instructed to watch. Depending on how many folders you have set up, you can choose to import from selected folders only, or cancel the entire import.



**9** If you go ahead and import the images, once they are added to your catalogue, they will each have a thumbnail created for them and they will be added to your Media browser window view. If you choose to Sort By Newest, they should appear at the top of the Media view.



**10** If you don't have a particular folder watched and you physically delete, or move, an image out of its folder, the next time you open up Elements Organizer, the image may still appear in your Media view, but it will have a small question mark in the top left corner to indicate that it is missing.



# Import from a Digital Camera

Usually, when importing images and media content into Elements Organiser, you will be doing so from the pre-existing folders and drives on your home computer. However, there may be times when you wish to import directly from a digital camera, or other mobile device.



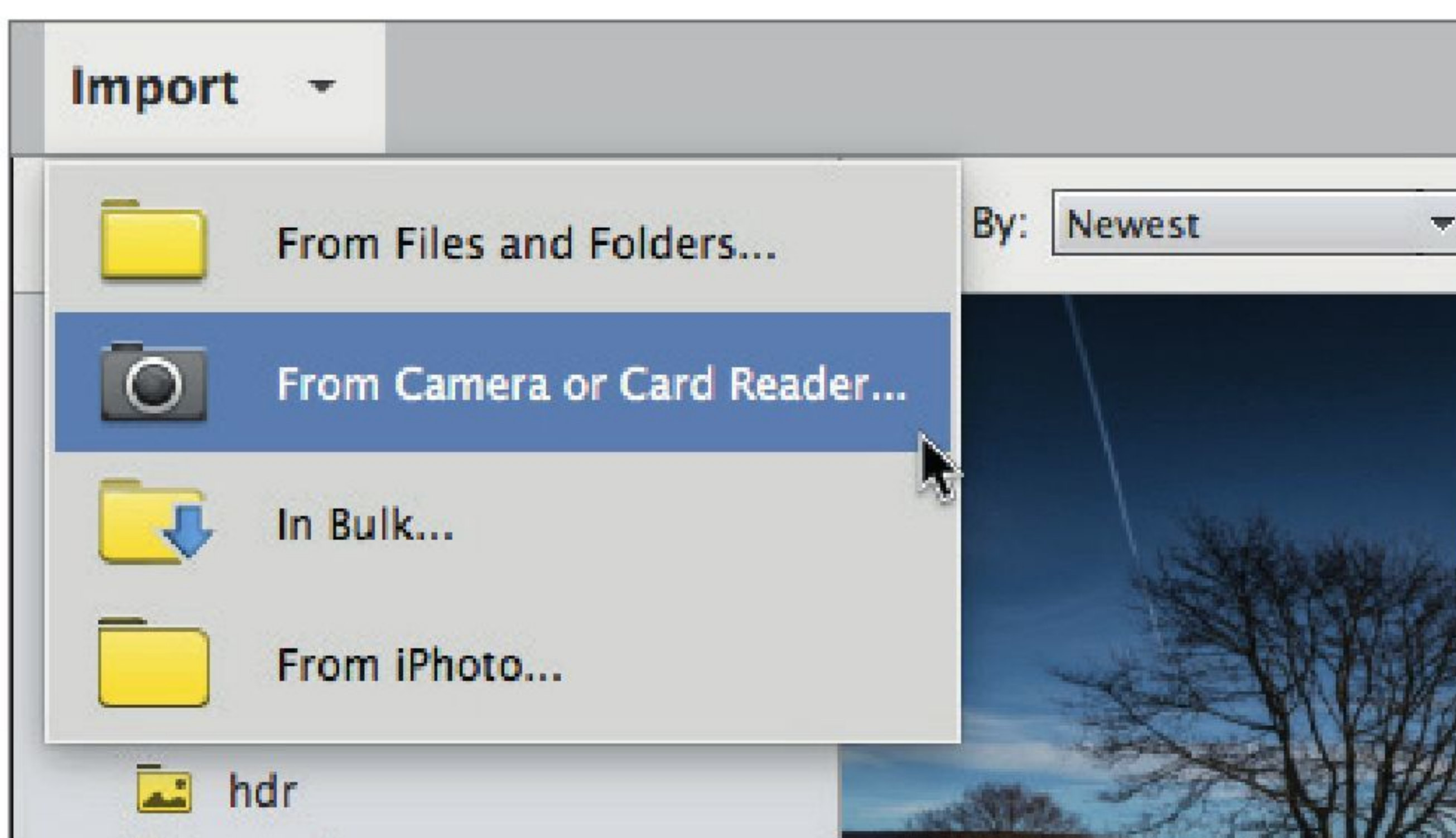
**1** In this example, we are going to connect a digital camera to the computer and import images straight from the camera into Organiser. If you have a card reader, or are using another mobile device such as your phone or tablet, the process will be the same.



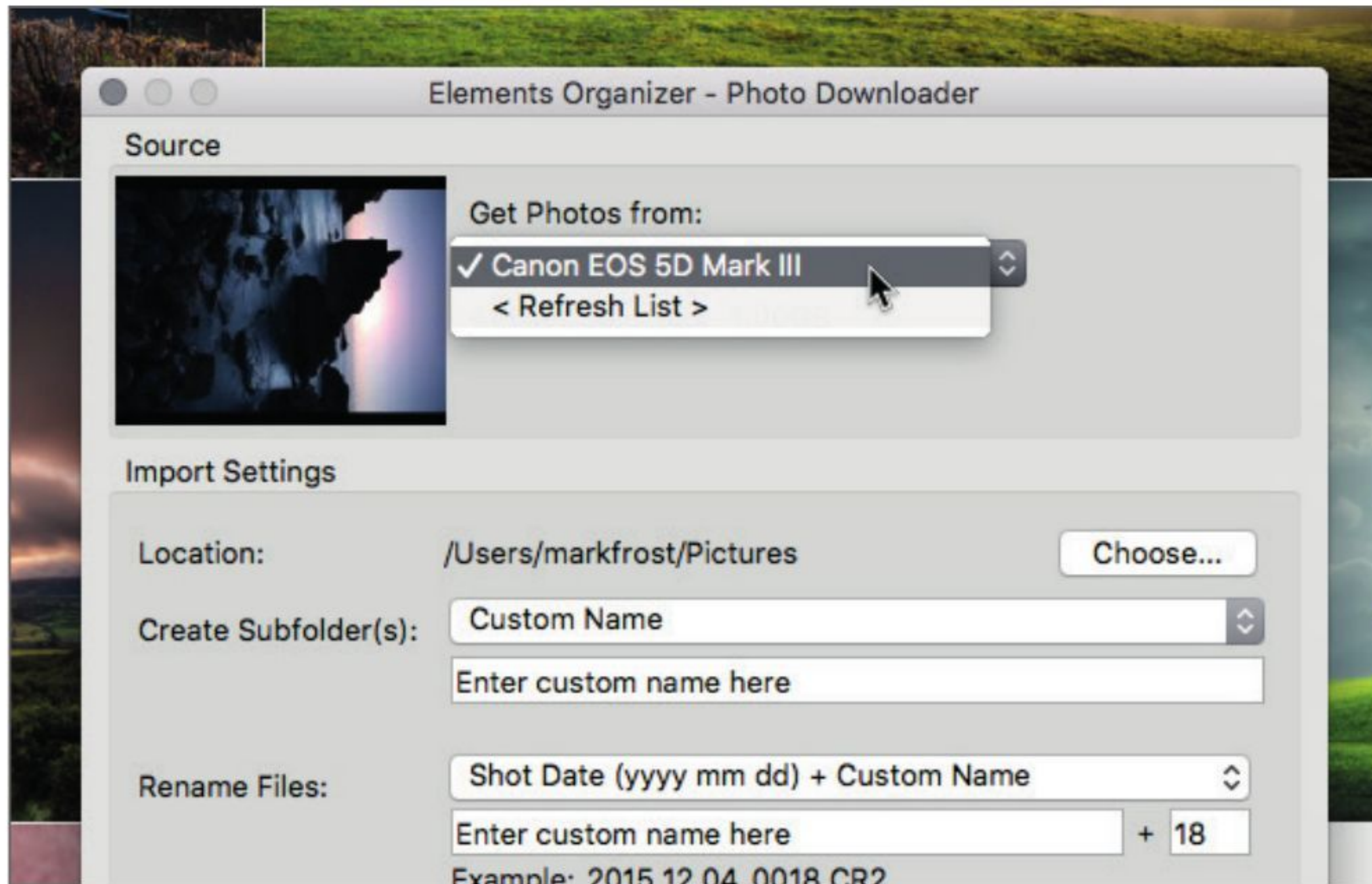
**2** Digital cameras can be connected to your computer via a USB cable. Most cameras offer an A/V Digital port to let you move files off the camera in the event of not having a card reader. Connect the USB lead to your camera and the other end to your computer's USB port.



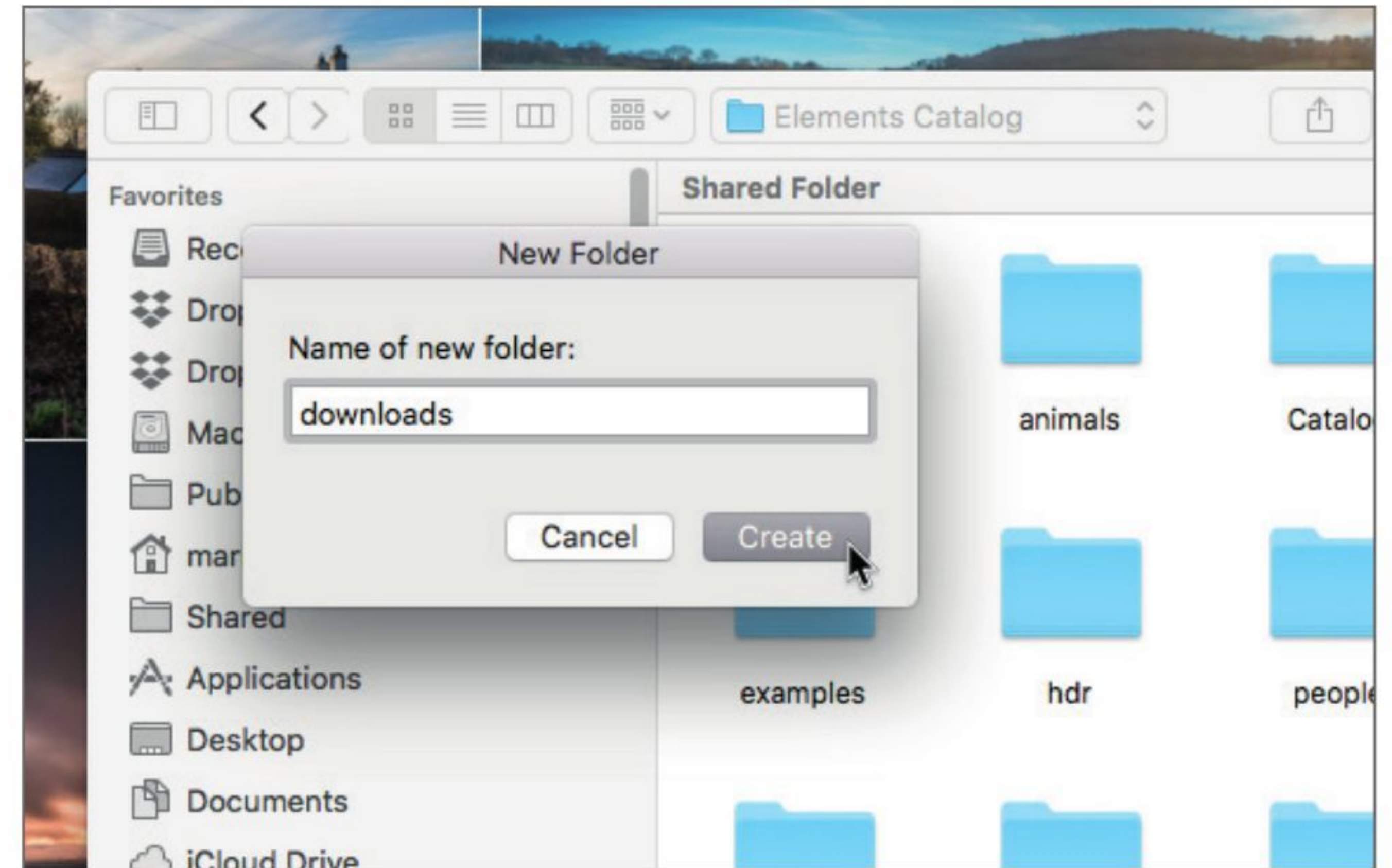
**3** If you are working on a Windows PC, you may find that the Auto Play dialog box appears when you connect your camera. Under the Pictures Options, there may be the choice of either importing via Windows, or using Elements Organiser. For the purposes of this example, you can simply close the box.



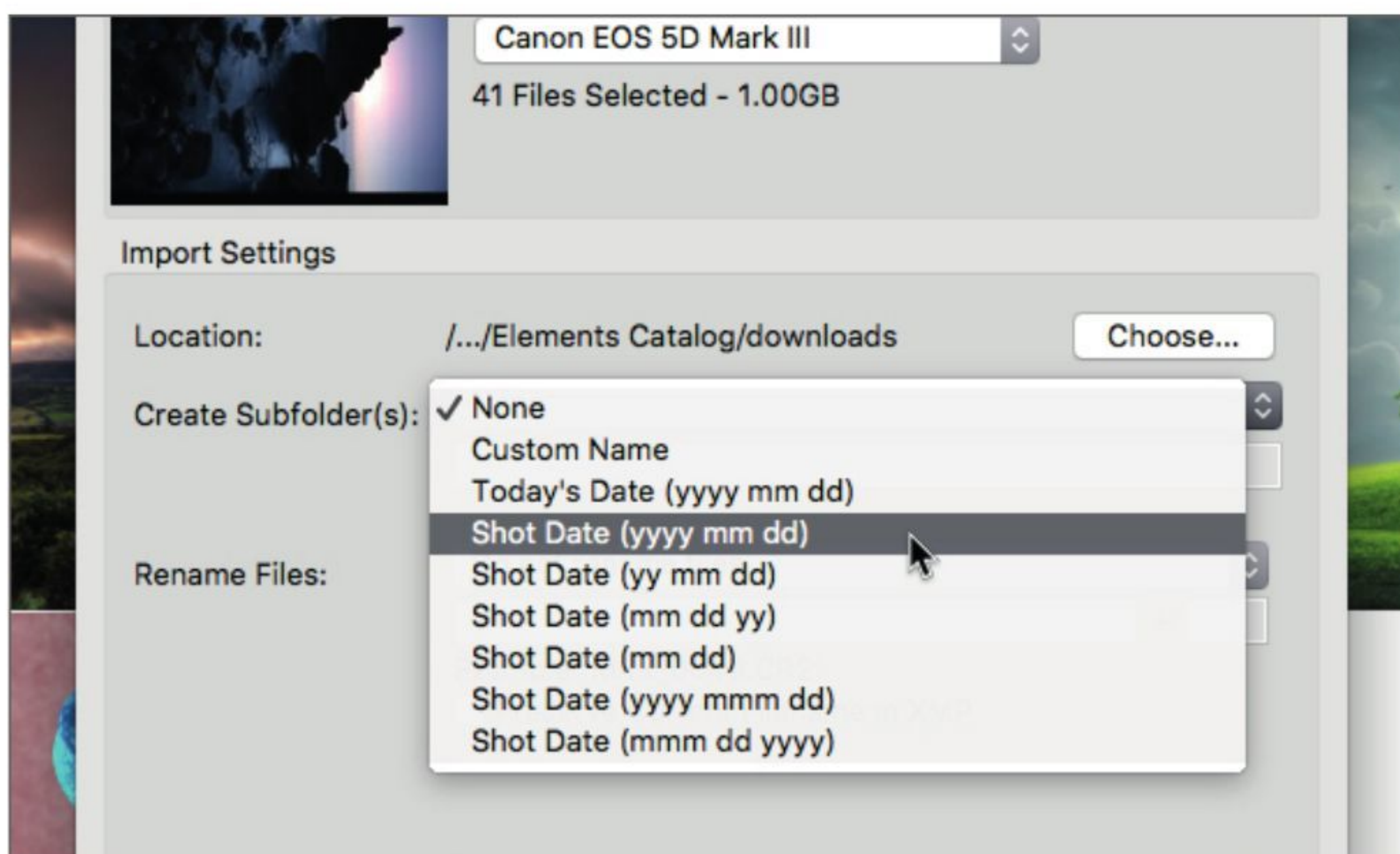
**4** Start up Elements Organiser. If you look in the top left corner of the workspace, you will see the Import button, click on it and a dropdown menu will appear. You can choose from several options, but the one that concerns us is the From Camera or Card Reader option.



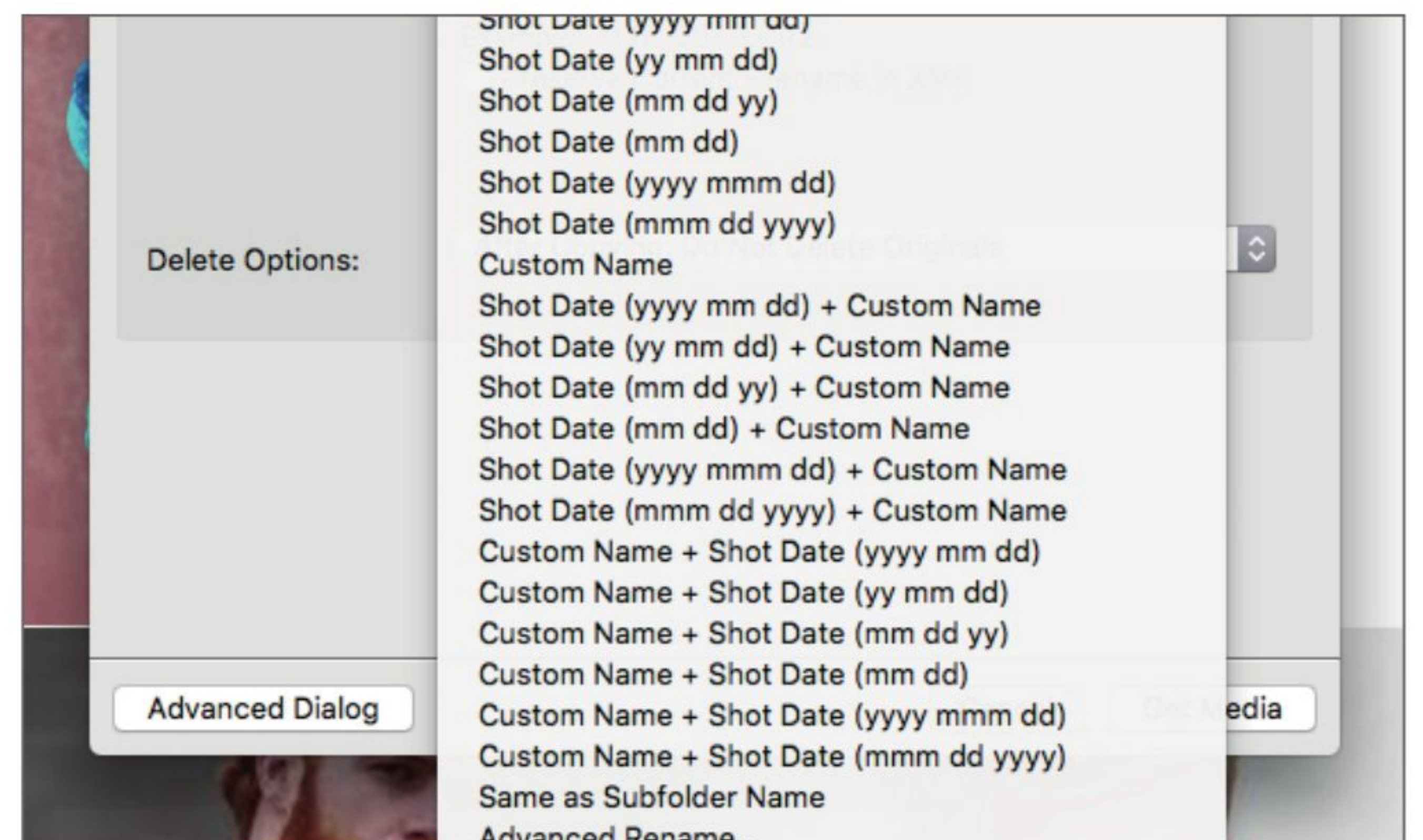
**5** Click the From Camera or Card Reader option and the Photo Downloader window will appear. Depending on what is connected to your computer, one, or more, Source options will appear under the Get Photos From dropdown menu. In our example, the source is a Canon 5D Mark III digital camera.



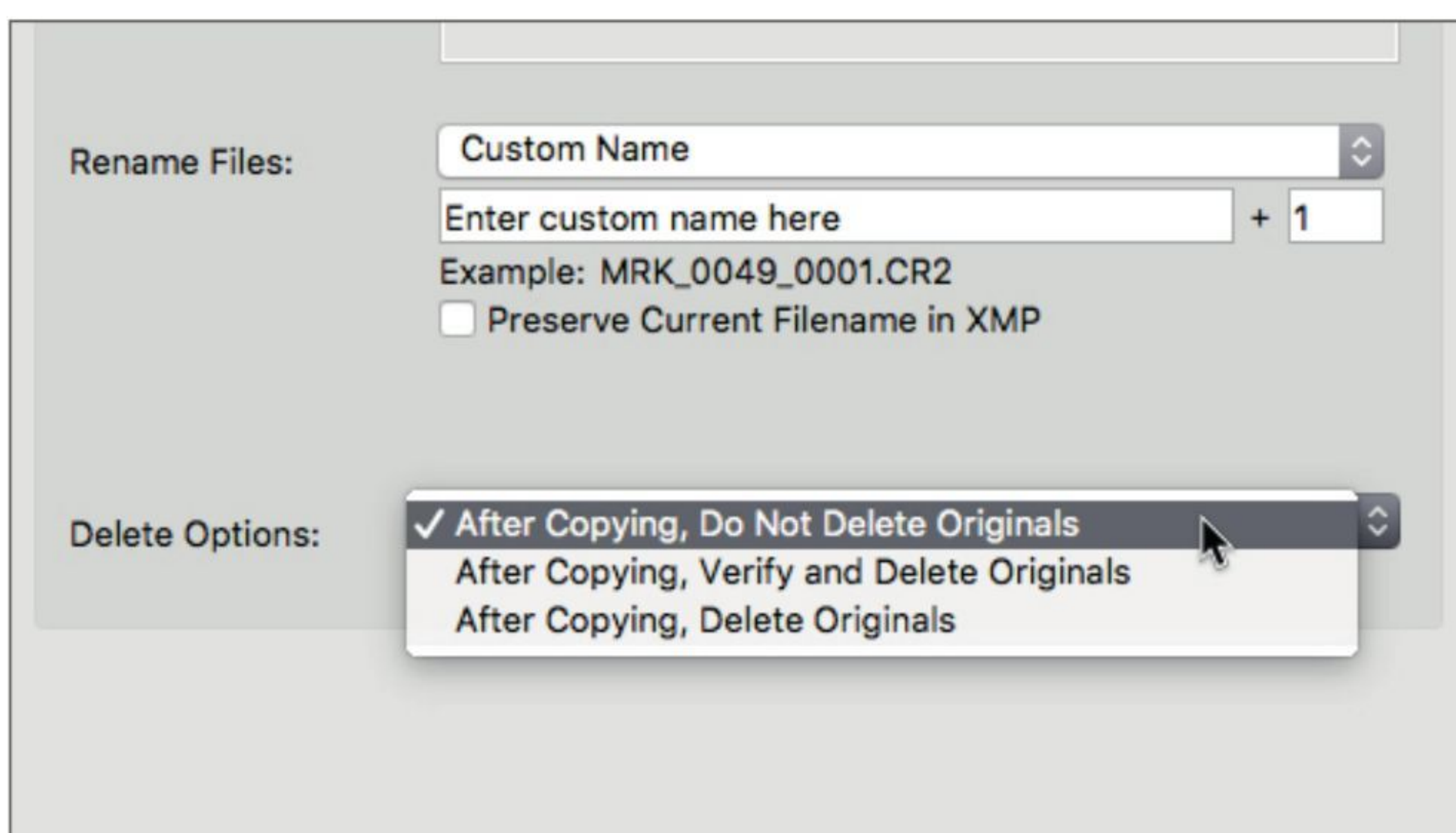
**6** You can choose to keep the Import Settings at their defaults or you can opt to change the location of the downloaded files by clicking on Choose and navigating to a preferred destination folder, or creating a new folder, into which your images will be stored.



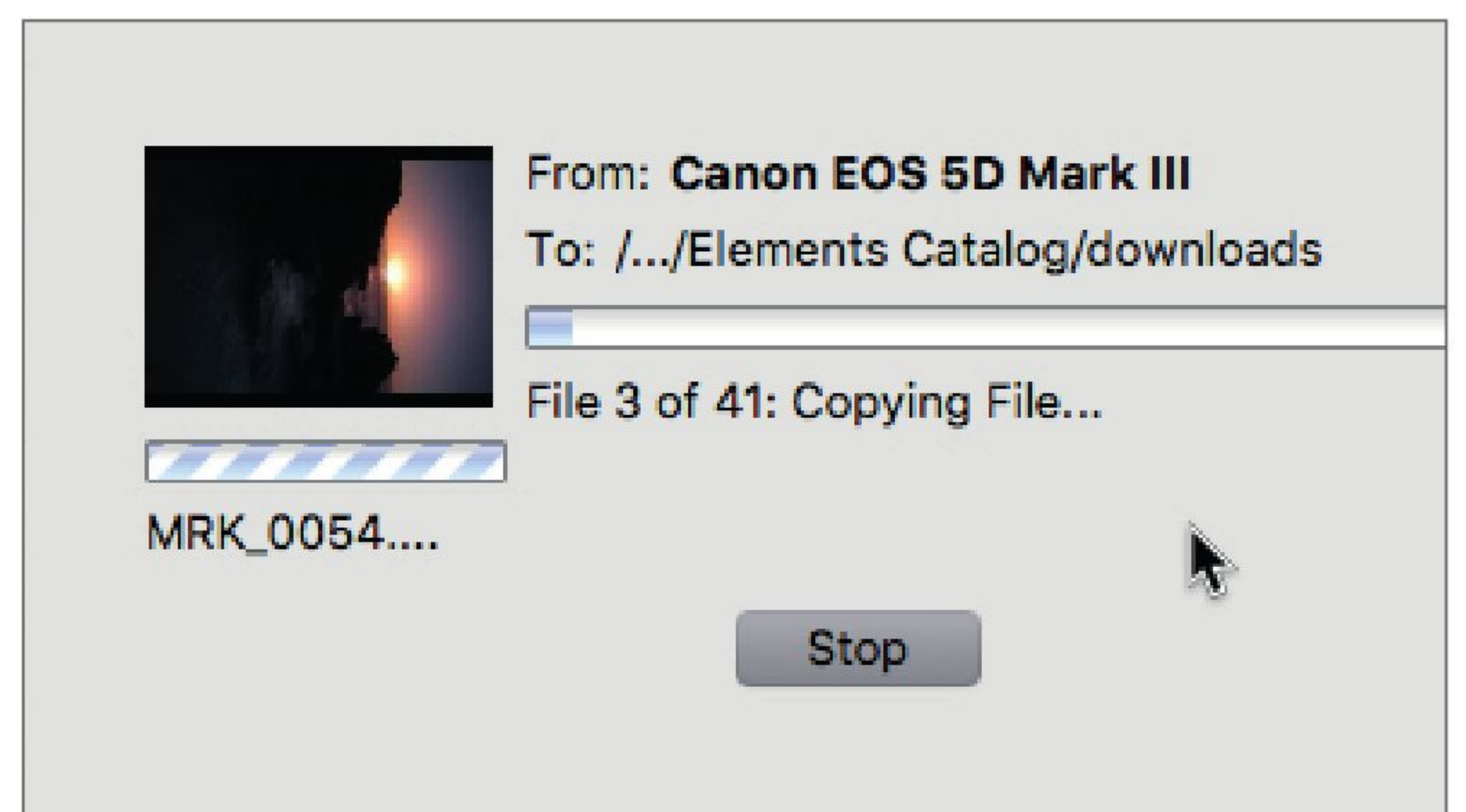
**7** Below the Location path is the Create Subfolder(s) option. This lets you create subfolders within the specified location path with either a custom name or a choice of Today's Date or the Shot Date in various date formats, such as: Shot Date (yyyy mm dd).



**8** Below the Create Subfolder(s) option, is the Rename Files option. You have a large choice of renaming options, such as: Shot Date (yyyy mm dd) + Custom Name. This lets you rename each downloaded file with its shot date and a custom name, plus an ascending four-digit number.



**9** Finally, you have the Delete Options to choose from. There are three main choices: After Copying Do Not Delete Originals, After Copying Verify and Delete Originals, (which checks the files before they are deleted) and finally, After Copying Delete Originals.

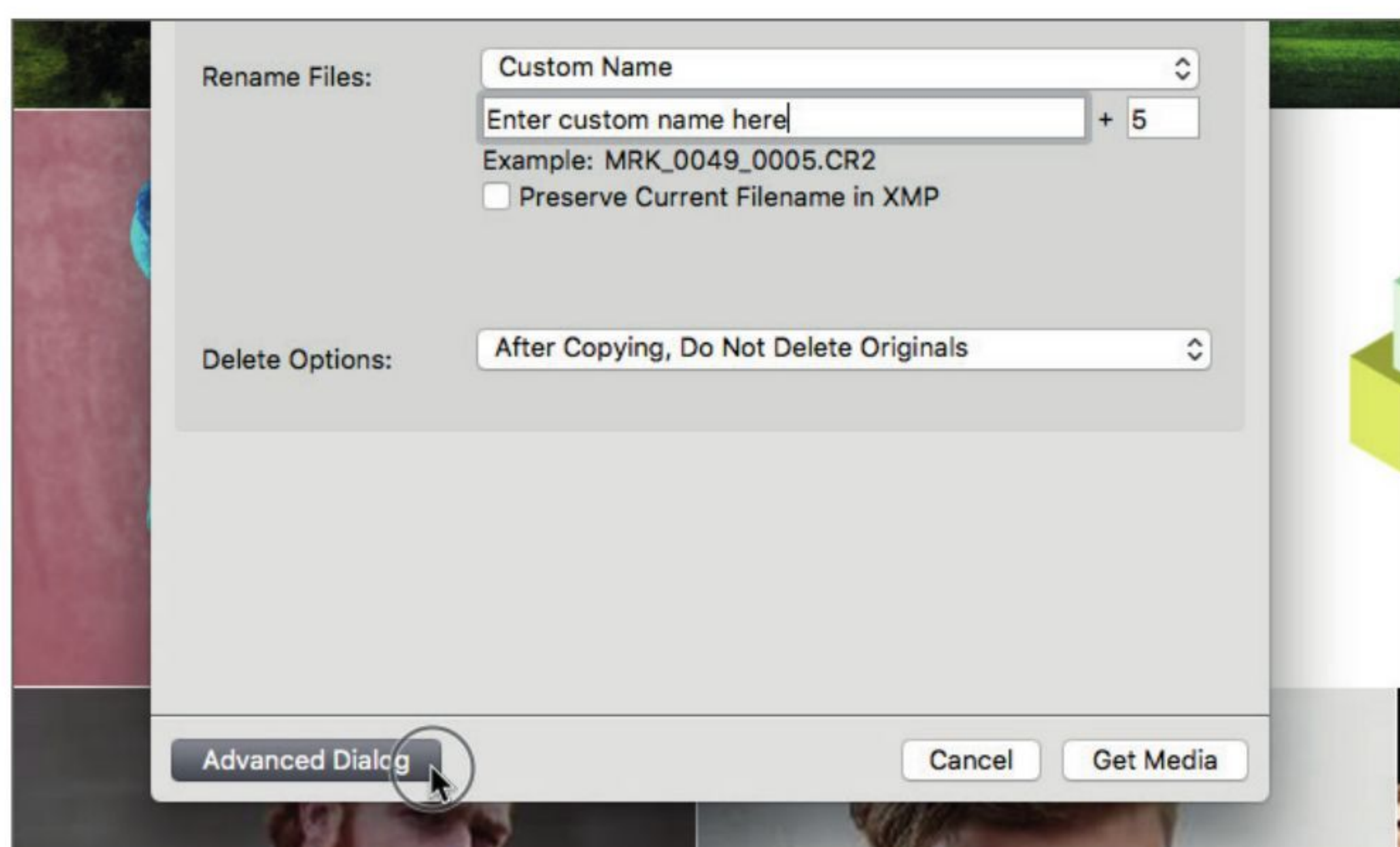


**10** Click on the Get Media button. If a Failed to Connect dialog box appears, you may need to check if your camera has gone into standby mode. Turn your camera back on, click the Retry button and click Get Media again. The images will then be downloaded onto your computer.

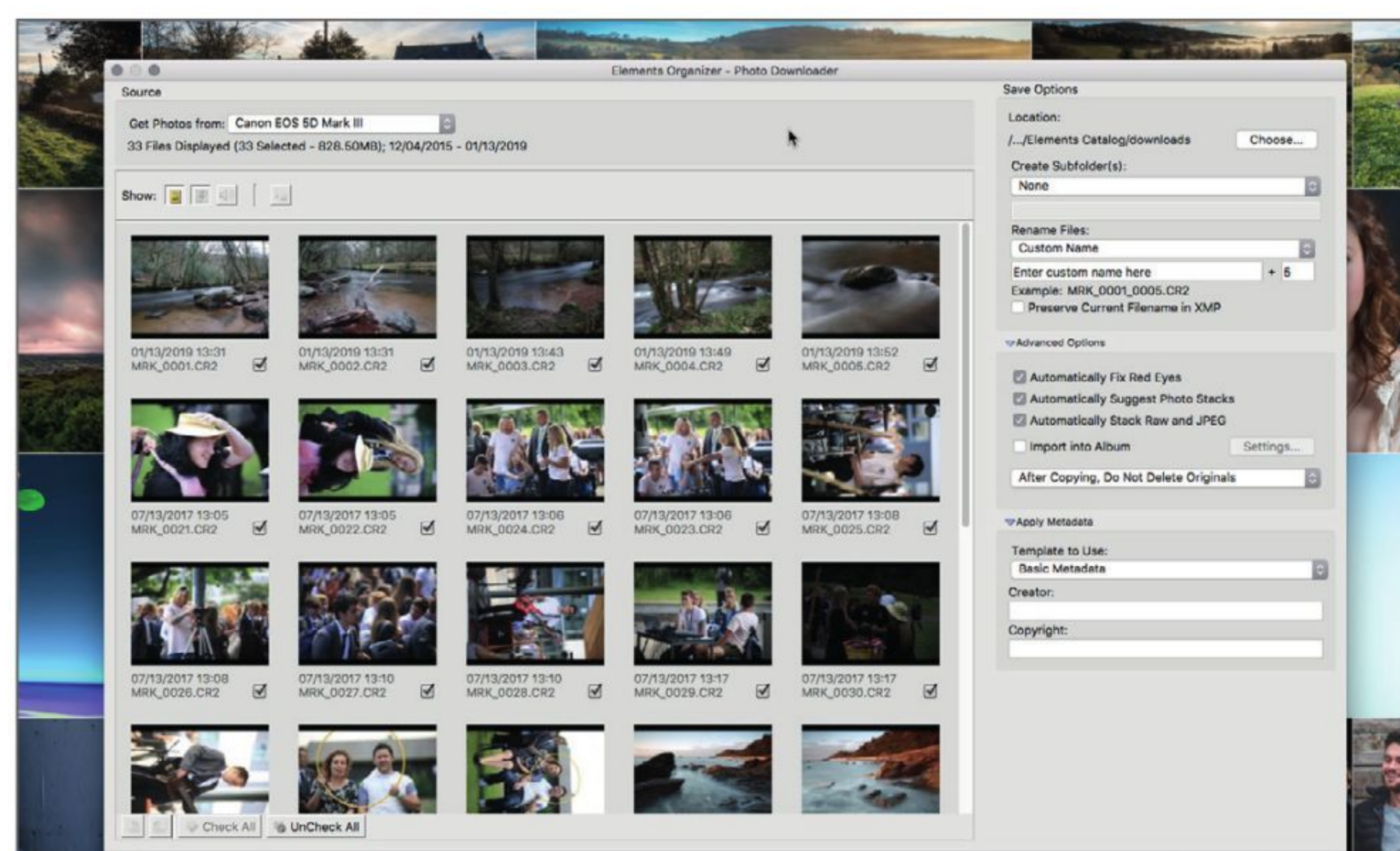


# The Advanced Photo Downloader

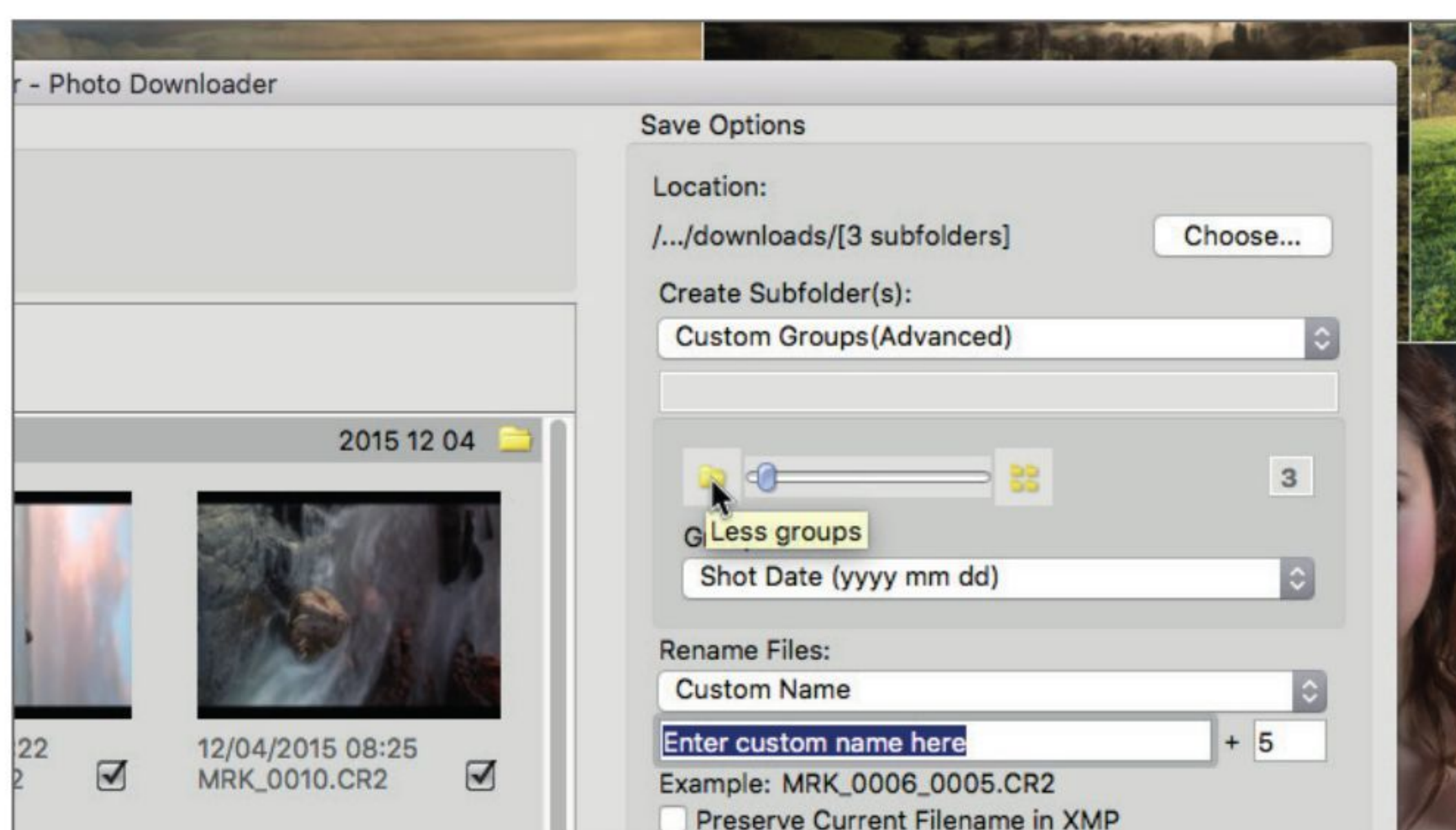
Downloading images from your digital camera, using the Photo Downloader, can be as simple as you require. If, however, you do need some more advanced options for naming, tagging and organising, then you can delve deeper into the advanced settings provided.



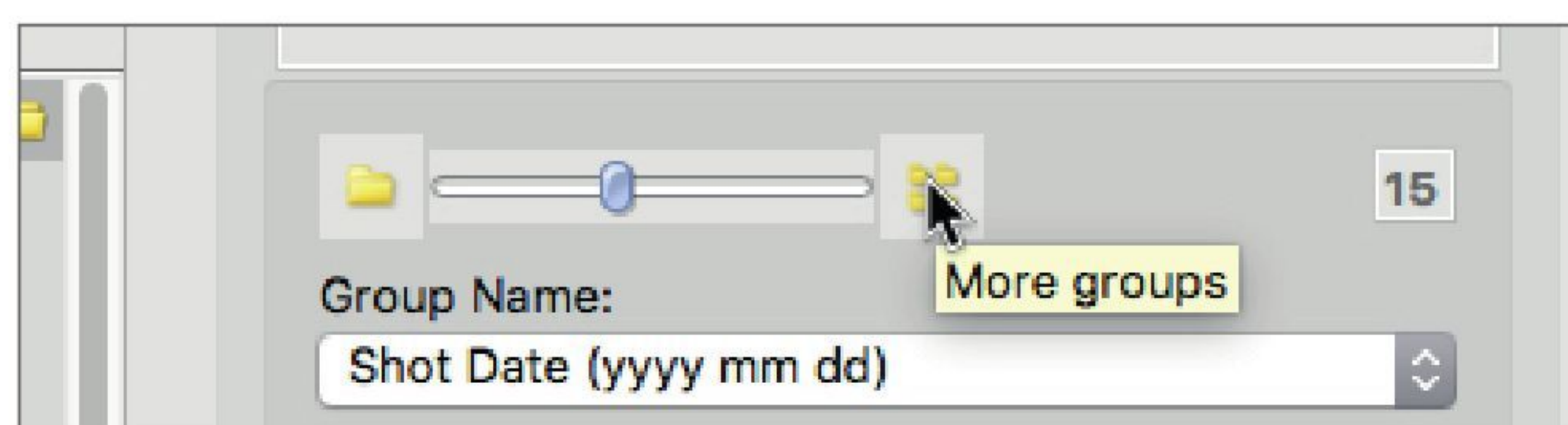
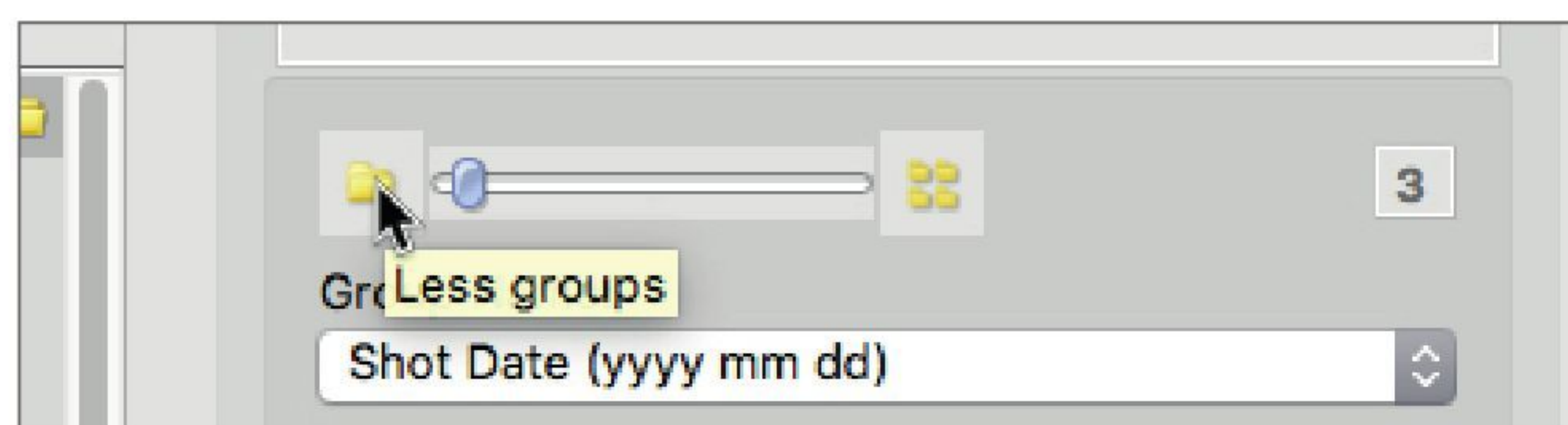
**1** Open Elements Organizer, click on the Import button at the top left of the screen and choose the From Cameras or Card Reader option, once again. The Photo Downloader panel will open and your camera will be identified as an image source. Leave the settings at their default and click on Advanced Dialog.



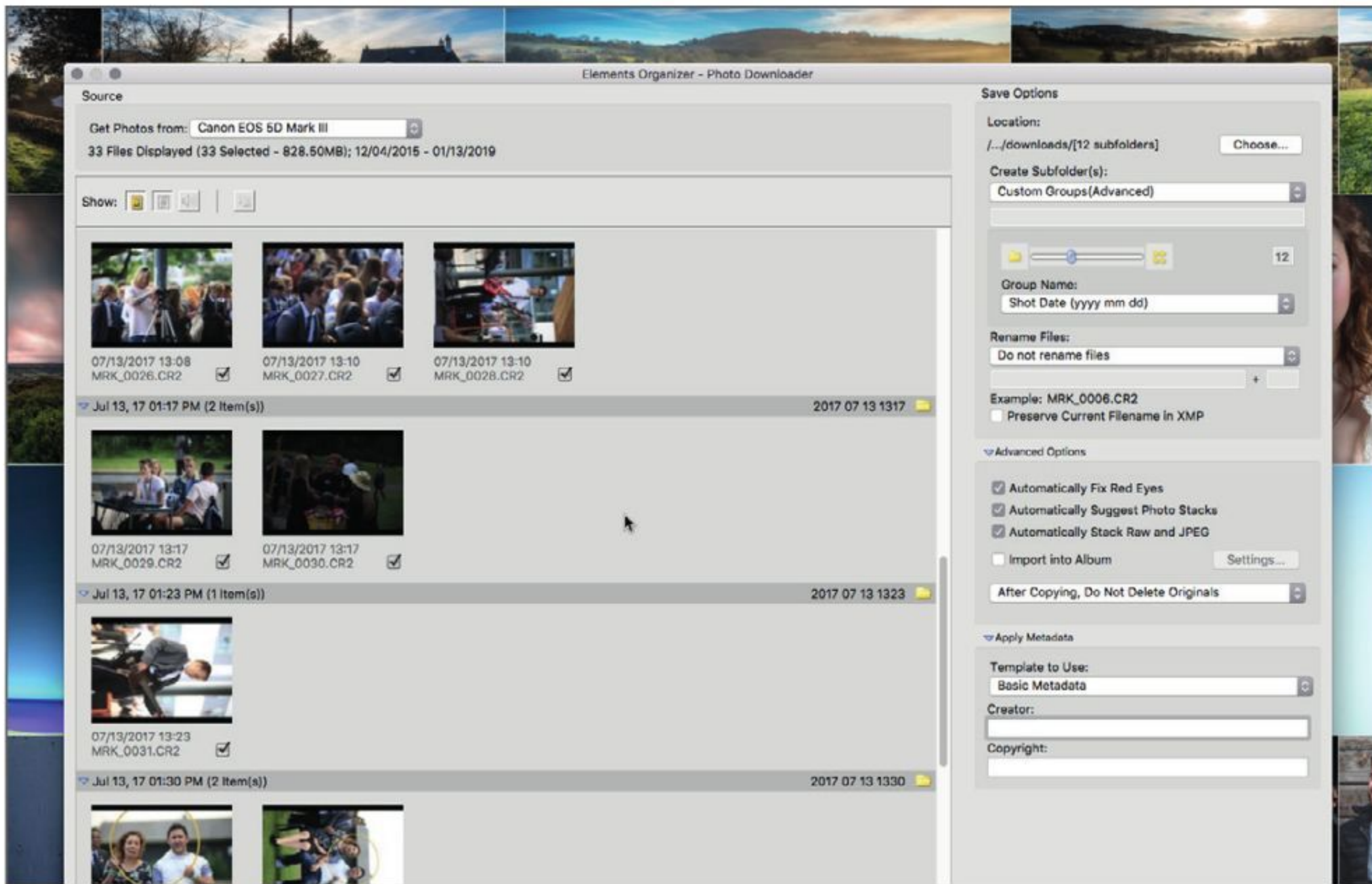
**2** The Advanced Dialog panel displays a thumbnail preview of each of the files on your camera along with its shot date and filename. There are a number of options for setting locations and subfolders, as with the standard dialog box, plus a number of advanced options.



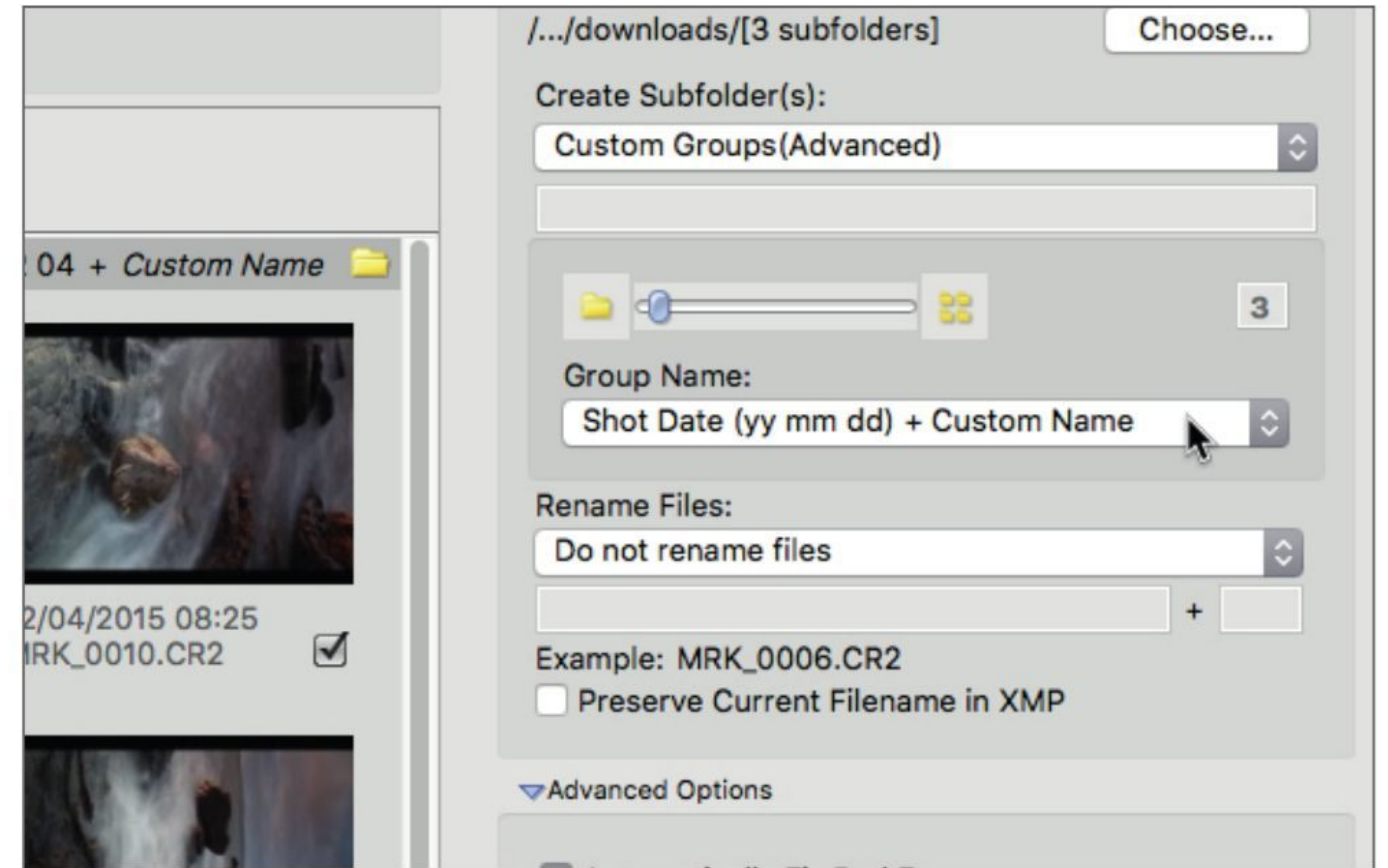
**3** Choose Custom Groups (Advanced) in the Save Options section, under Create Subfolder(s). This divides up the images into groups based on their shot date and capture time. There is a slider below the Create Subfolder(s) menu that lets you control how the groups are subdivided.



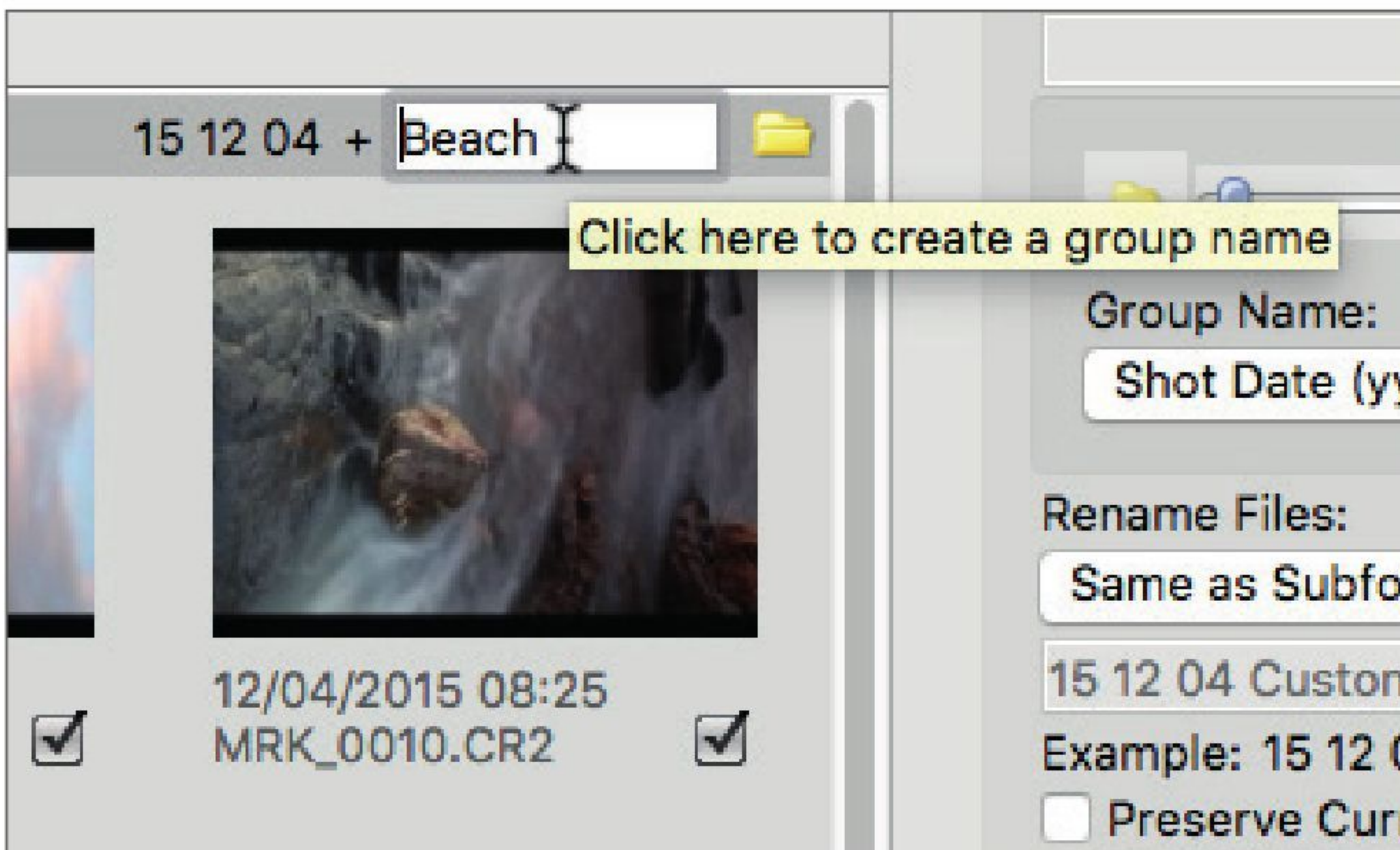
**4** Using our example, if you set the slider to a lower groups setting of 3, the shots are divided up into three groups, which is handy since there are three different sets of images, taken some time apart. Change that setting to 15 and, naturally, the number of subdivisions increases to 15.



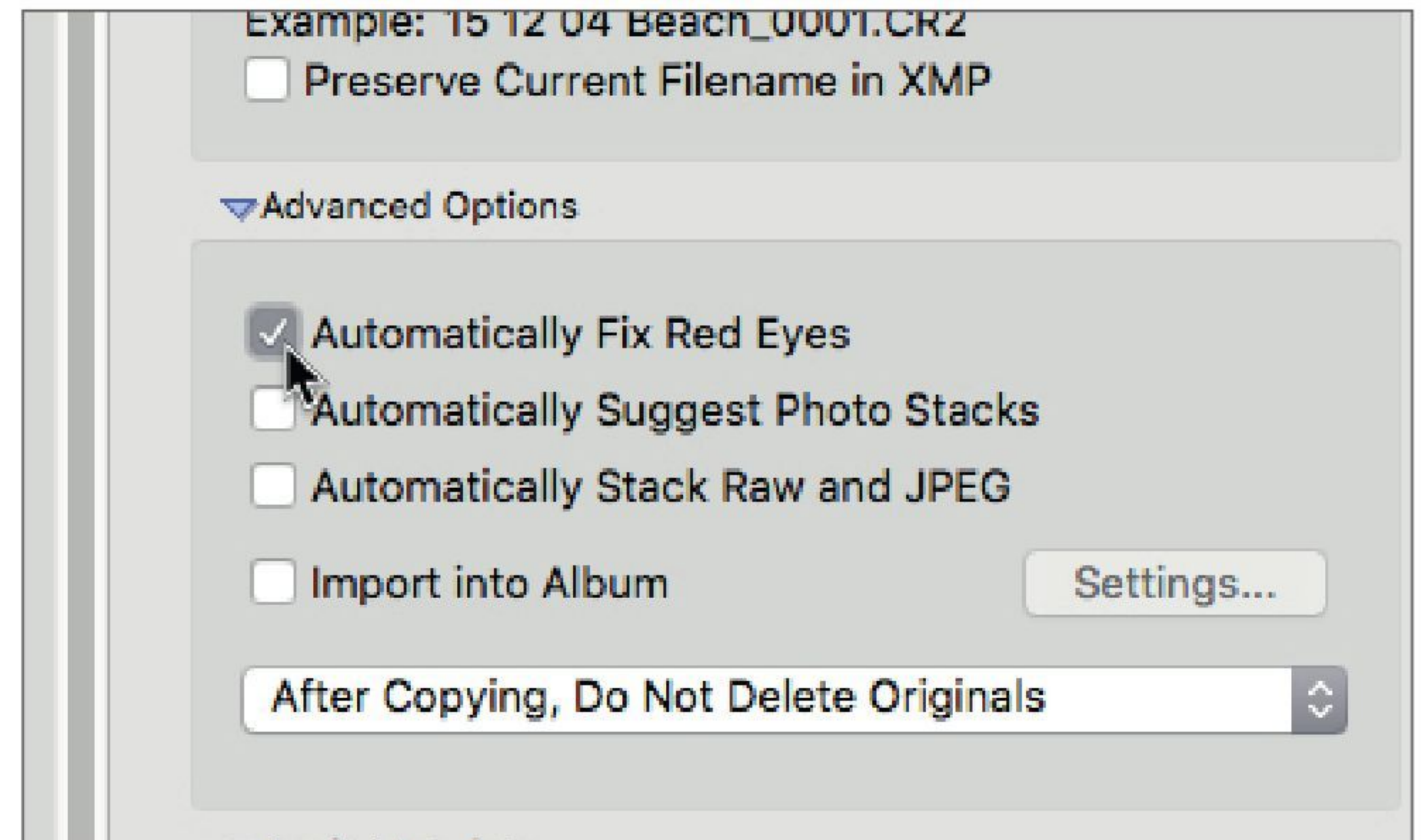
**5** You can experiment with the numbers of groups you generate by moving the slider back and forth, then reviewing the effect by scrolling down through your list of thumbnail images. Keep an eye on the small box to the right of the slider, as it will update you as to how many groups are being created.



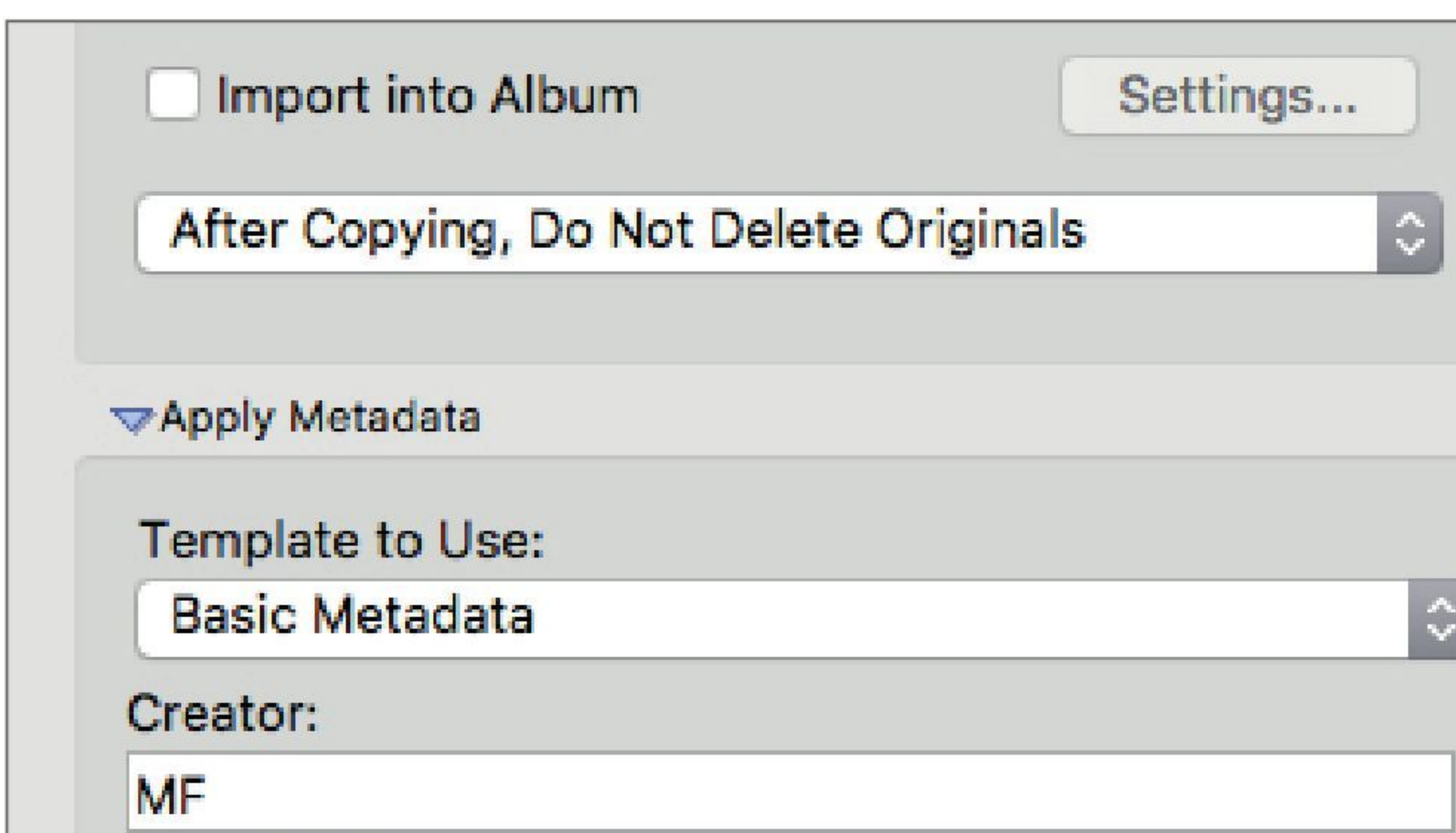
**6** When you have settled on how many groups of photos you want to create, you can specify a set of custom names for the subfolders that will hold each group of photos. Under Group Name you can choose an option such as: Shot Date (yy mm dd) + Custom Name.



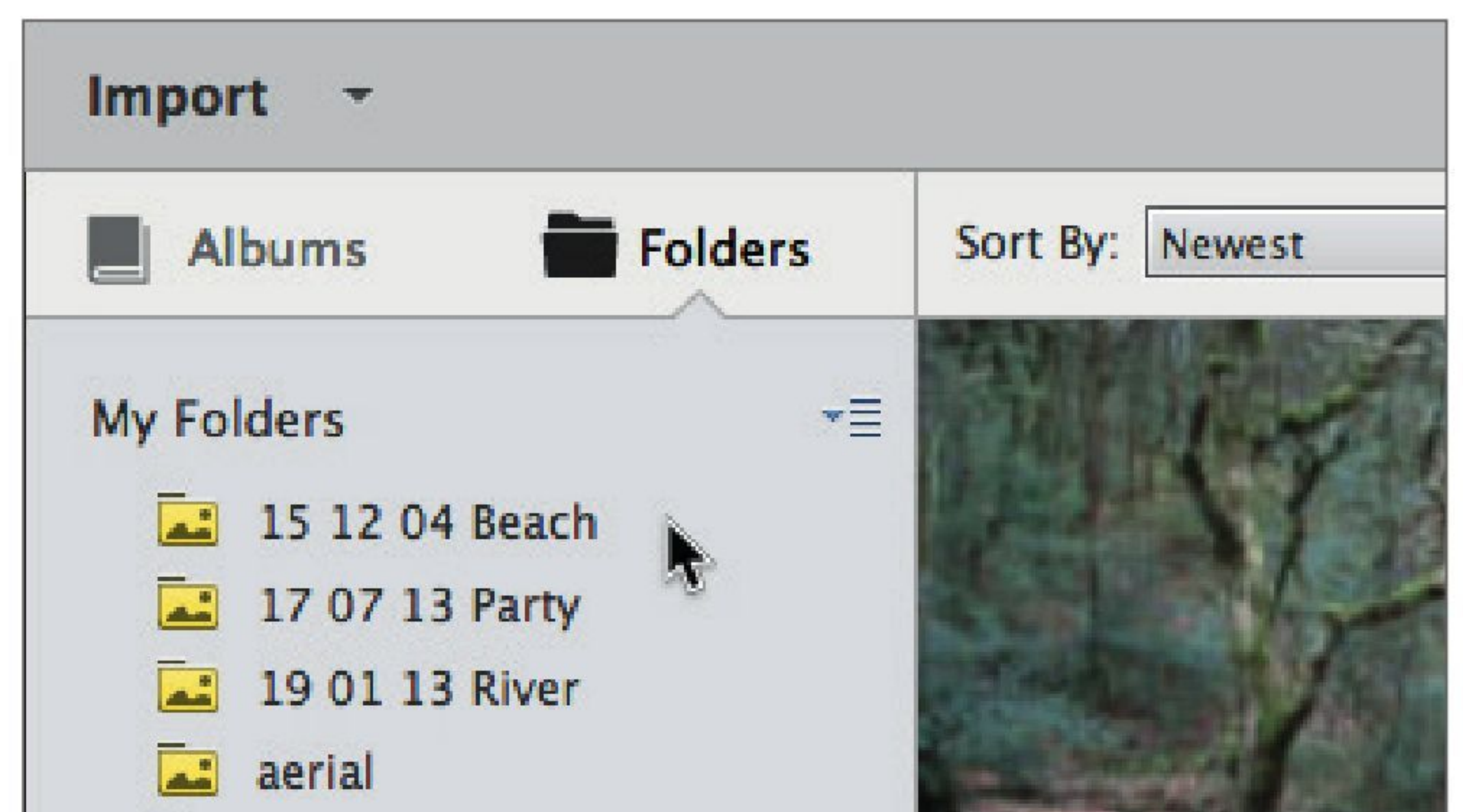
**7** In the thumbnail view, click on each Custom Name field and give it a unique name to identify that folder. In our example, folder one is called 'Beach', folder two is called 'Party' and folder three is named 'River'. For clarity, we have also chosen the Rename Files option of Same as Subfolder Name.



**8** In the Advanced Options section, you can check, or uncheck, the four options available. If you have a lot of portrait photos taken at a party, you can check the Automatically Fix Red Eyes function and each photo will be checked for Red Eyes and, if necessary, fixed.



**9** You can make your Advanced Options choices and then, at the bottom, you can choose: After Copying Do Not Delete Originals, After Copying Verify and Delete Originals, or After Copying Delete Originals. We would recommend that you don't delete your originals, just to be safe.

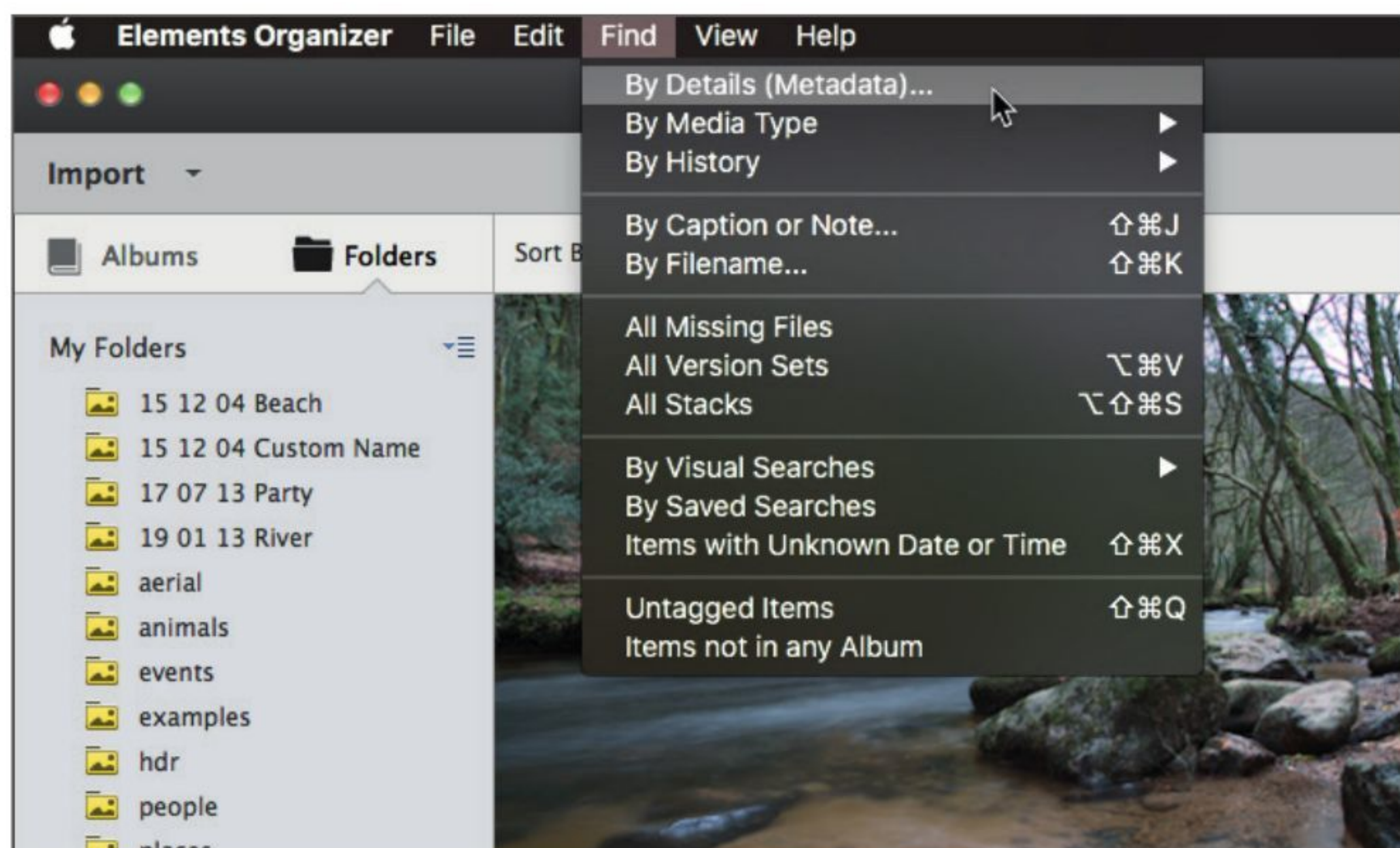


**10** You can also apply Basic Metadata to your image, as well as Creator and Copyright information. When you are happy, you can click the Get Media button and import your images. Back in your Media workspace, you should see three new folders with a date and a custom name to identify them.

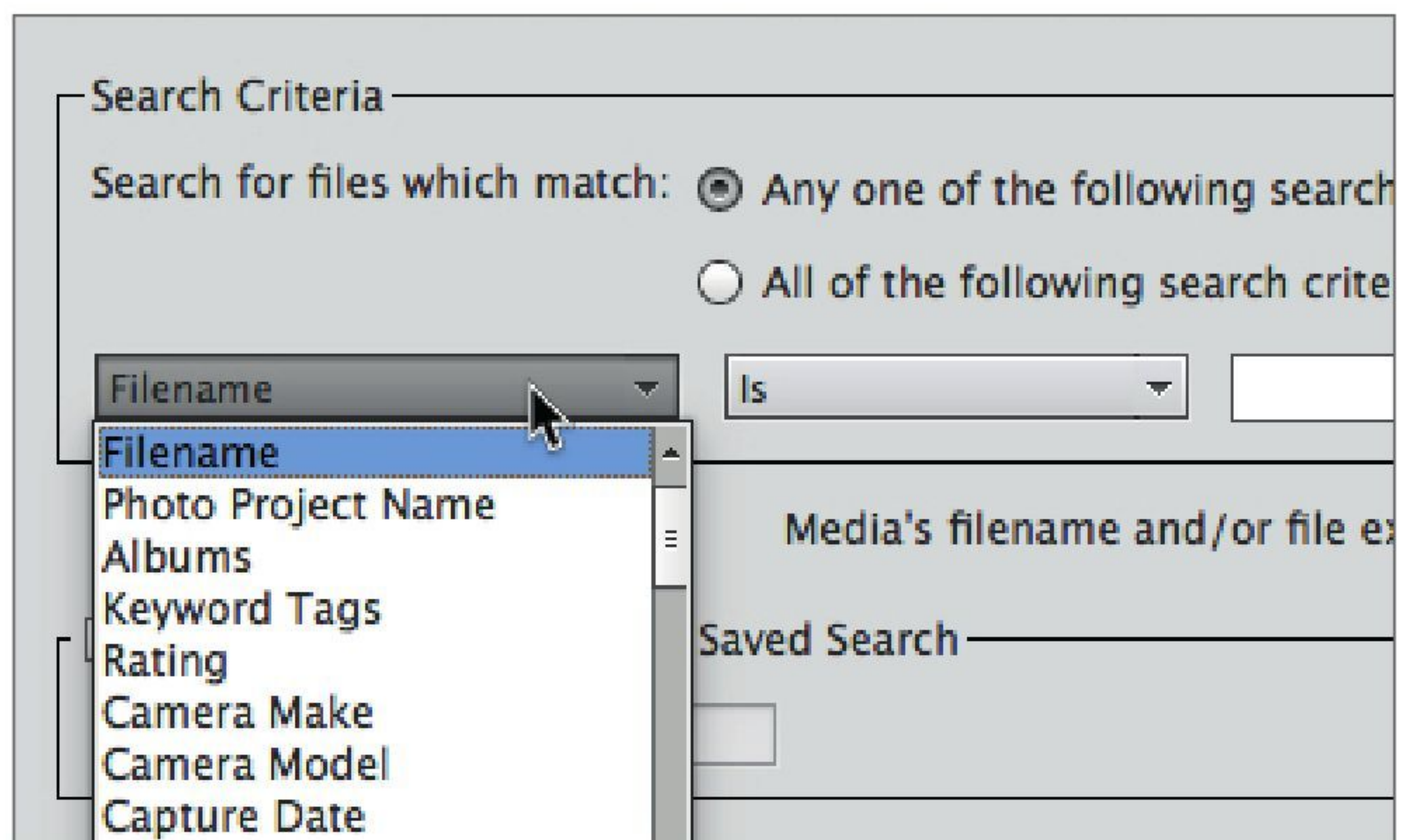


# Search by Metadata, Similarity & Objects

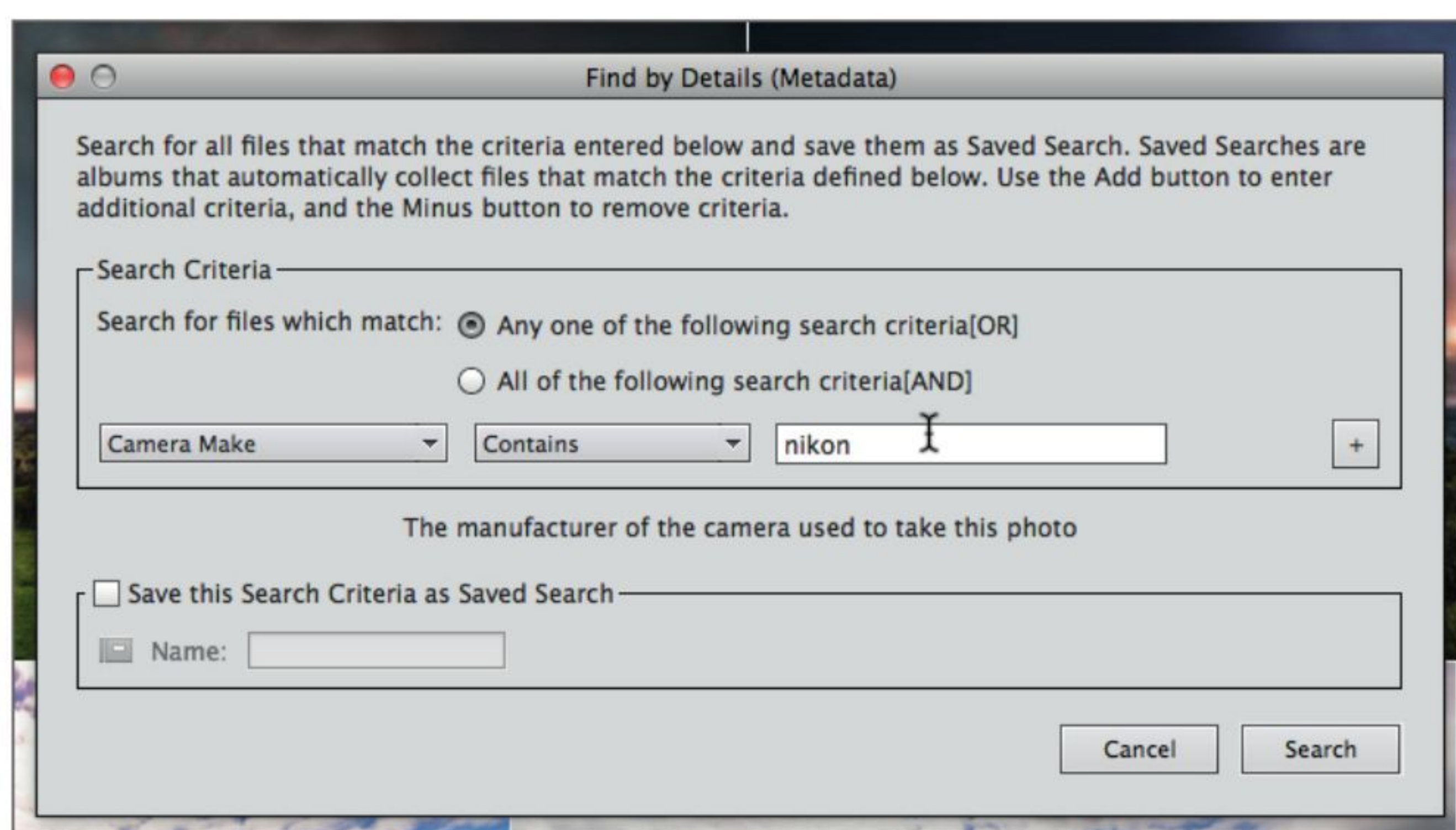
When you take a photo, metadata is added to your image to identify: the camera settings used, the lens used and various other parameters, then Elements Organizer adds some more. You can use this metadata to find the images you want and use image analysis to search by visual similarity.



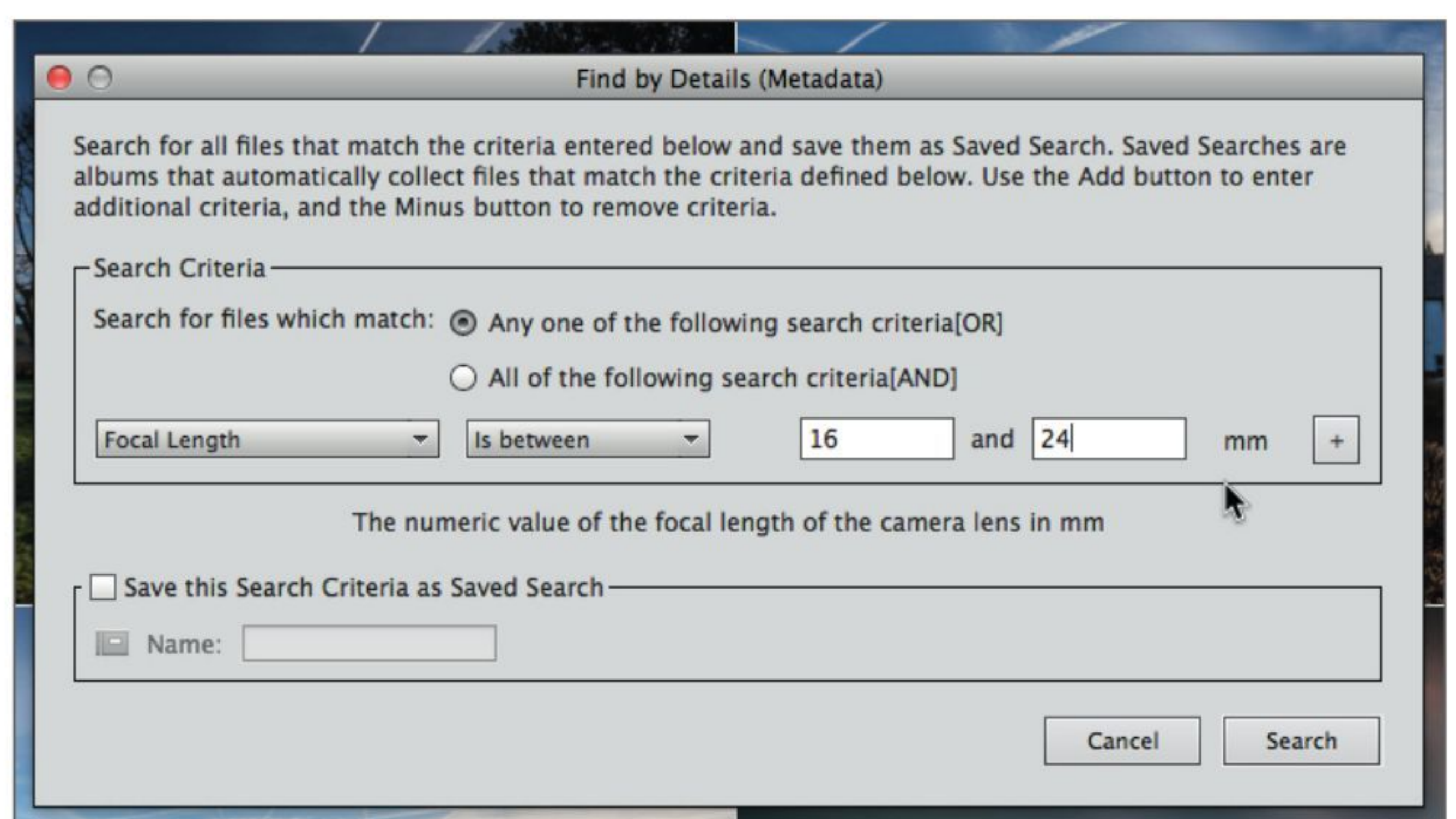
**1** Open Elements Organizer and keep it in the Media view. In the file menu, go to Find > By Details (Metadata). Click this menu option to open the search criteria panel, where you can enter search parameters to locate matching shots.



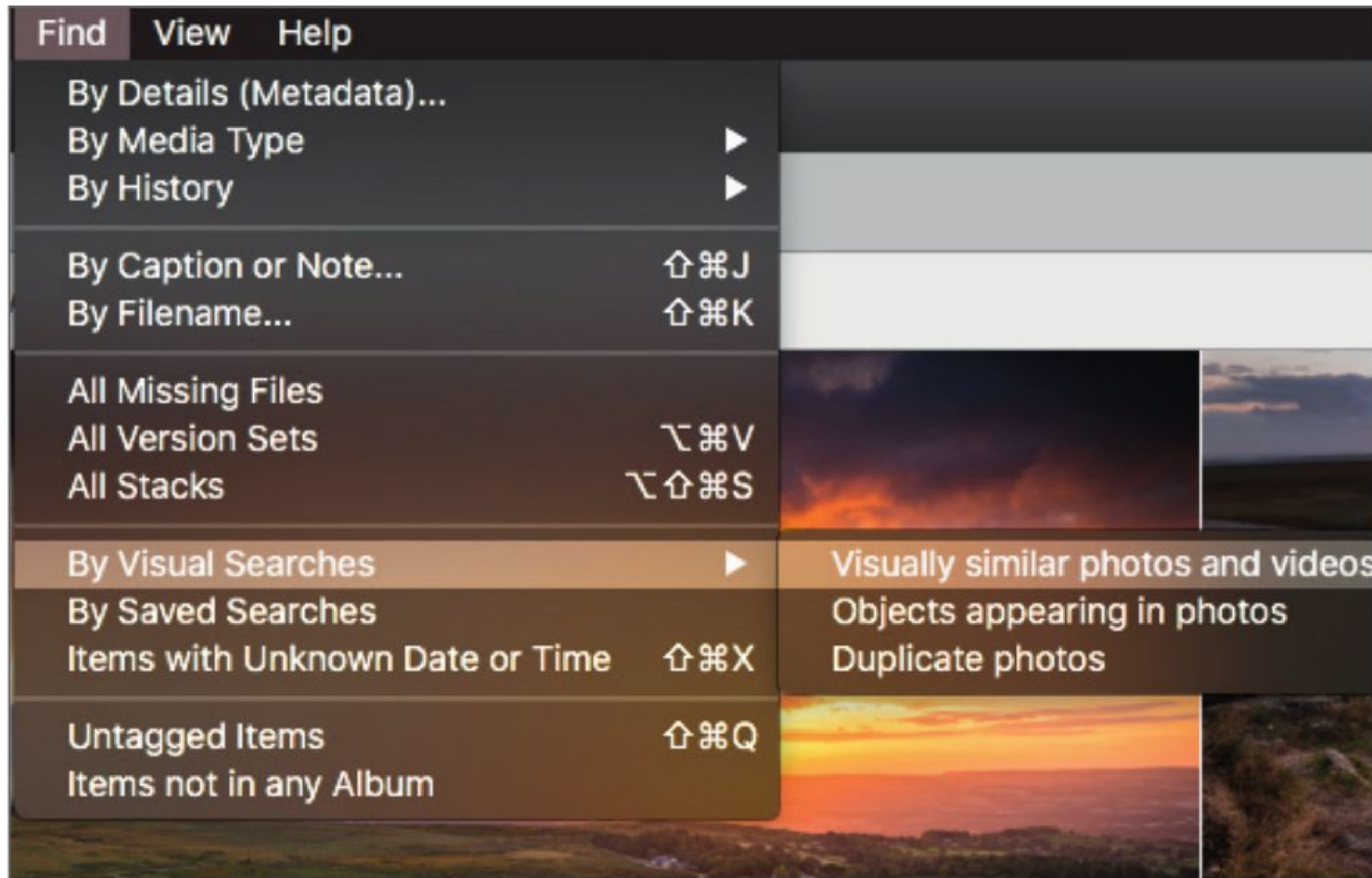
**2** You have three search strings. The first has options such as: Filename, Camera Model, Capture Date and much more. The second and third search strings finesse the search parameter using words that your files may, or may not, contain and whether it starts or ends with a specific word.



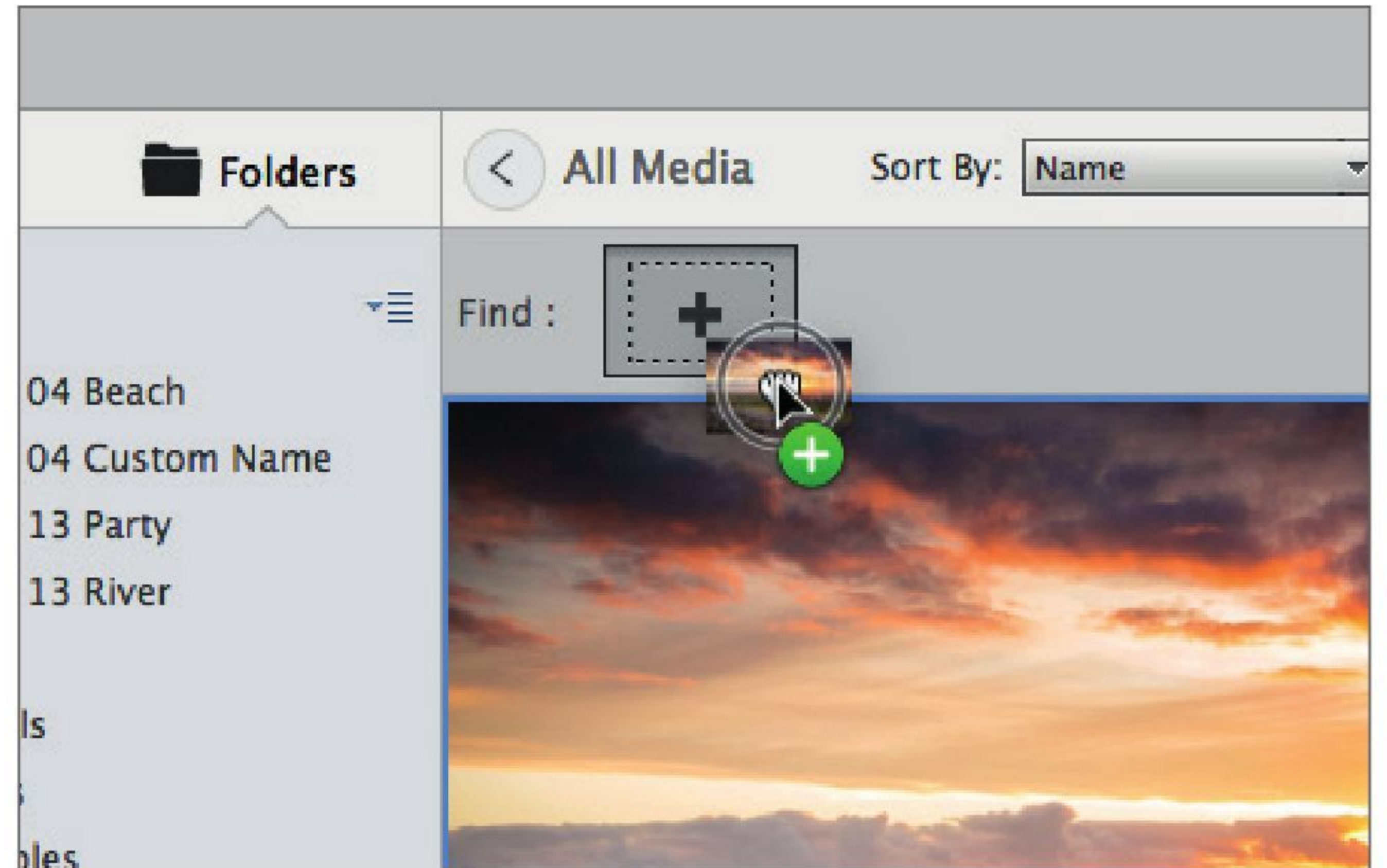
**3** To the right of the search strings, is a small plus (+) symbol in a box. If you click it, you can add more search strings to the Search Criteria for even more targeted searching. In our example, we chose Camera Make as the first search item, Contains as the second criteria and Nikon as the third.



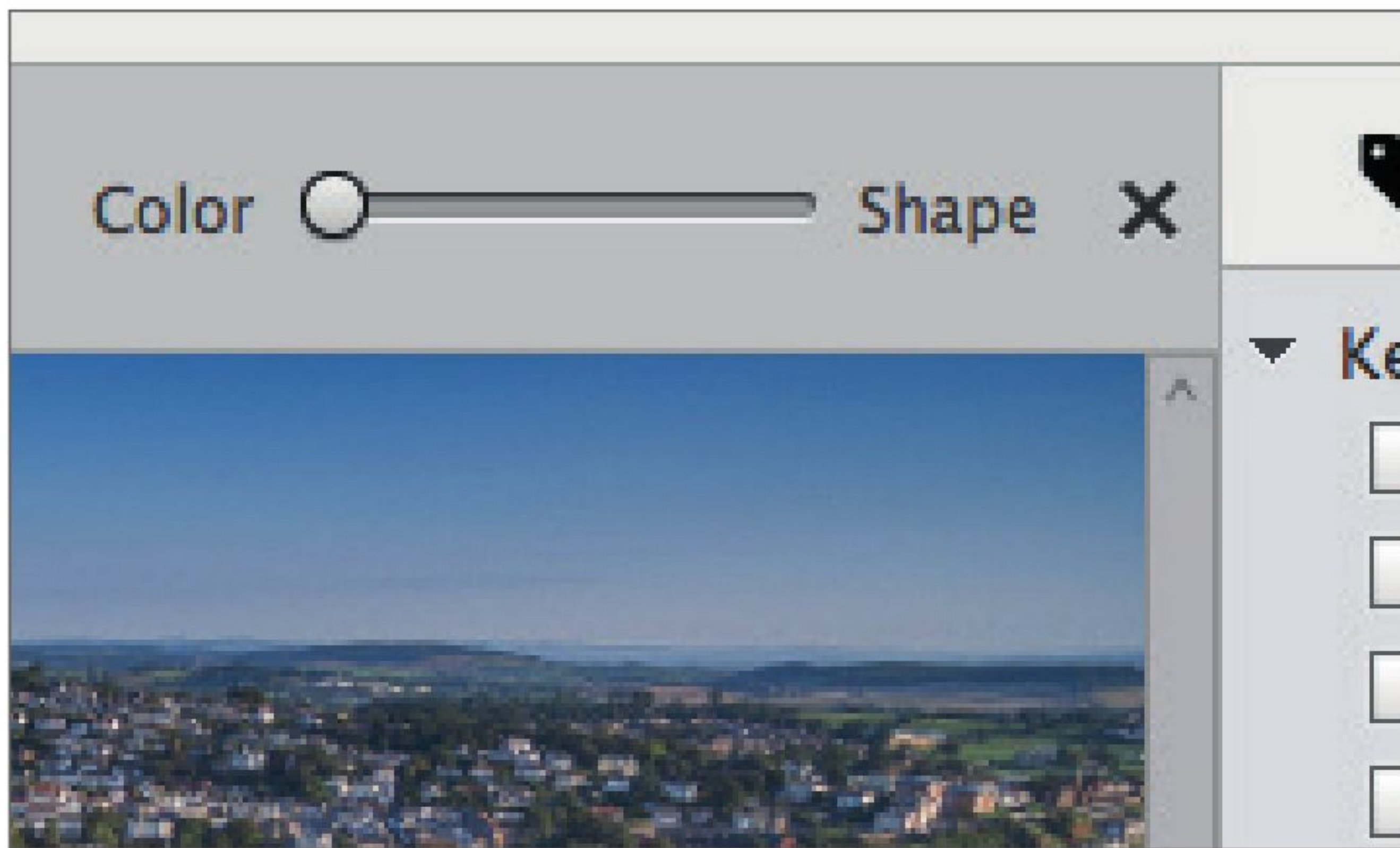
**4** When you click on the Search button in the bottom right of the panel, it will display all the images shot on a Nikon camera, contained within your catalog. We also tried searching by focal length of lens used (16mm - 24mm), to find all our wide-angle photographs. Preferred searches can also be saved.



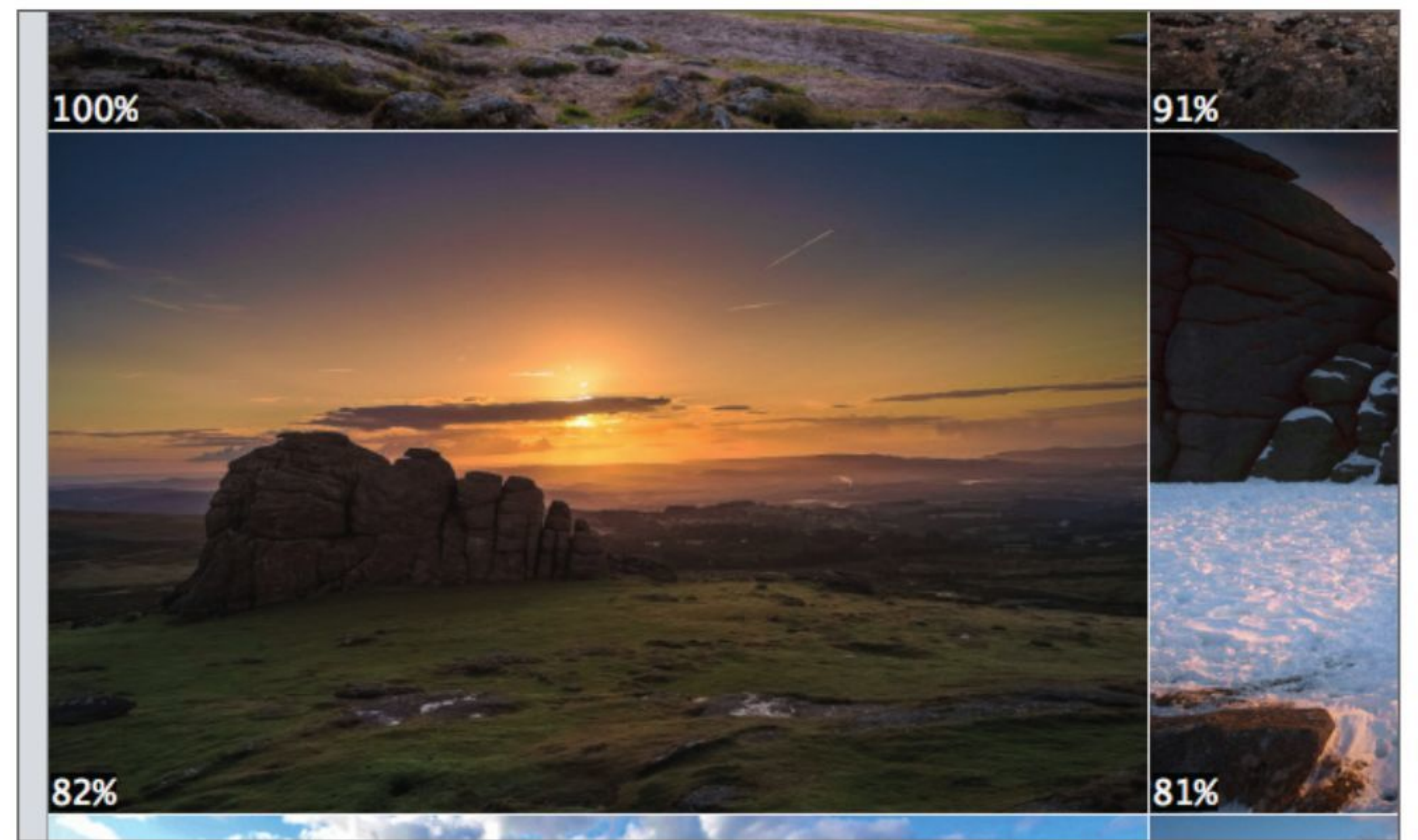
**5** Another method of searching is by visual similarity. You can search within preferred folders, or the All Media browser window. Go to file menu and choose Find > By Visual Searches > Visually Similar Photos and Videos. A small Find: panel, with a plus (+) symbol, appears at the top of the media view window.



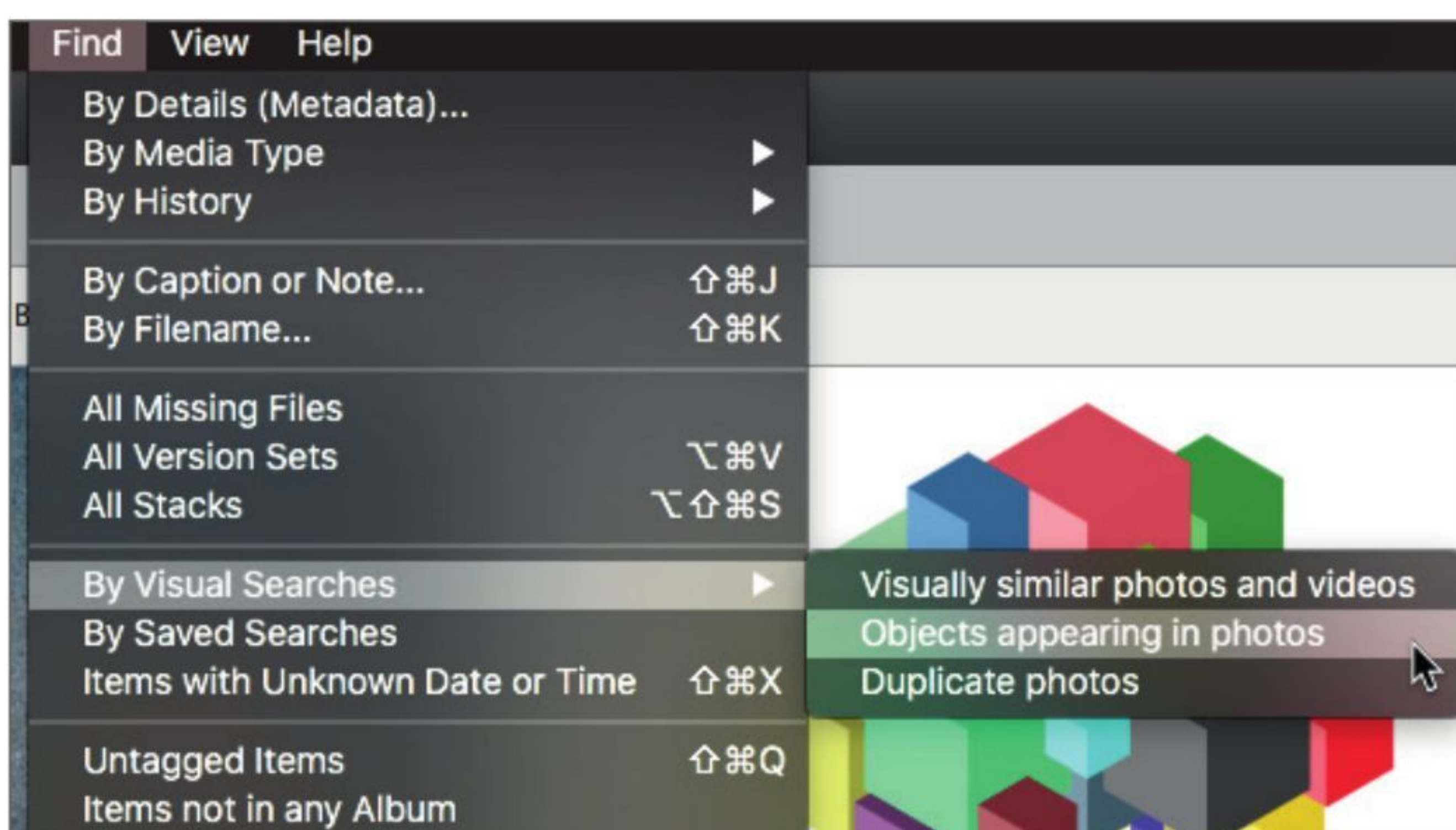
**6** From the media browser window, click on an image you would like to use as the basis for finding visually similar photos. Drag that image up to the Find: window and Elements Organizer will use visual analysis algorithms to search and display similar images.



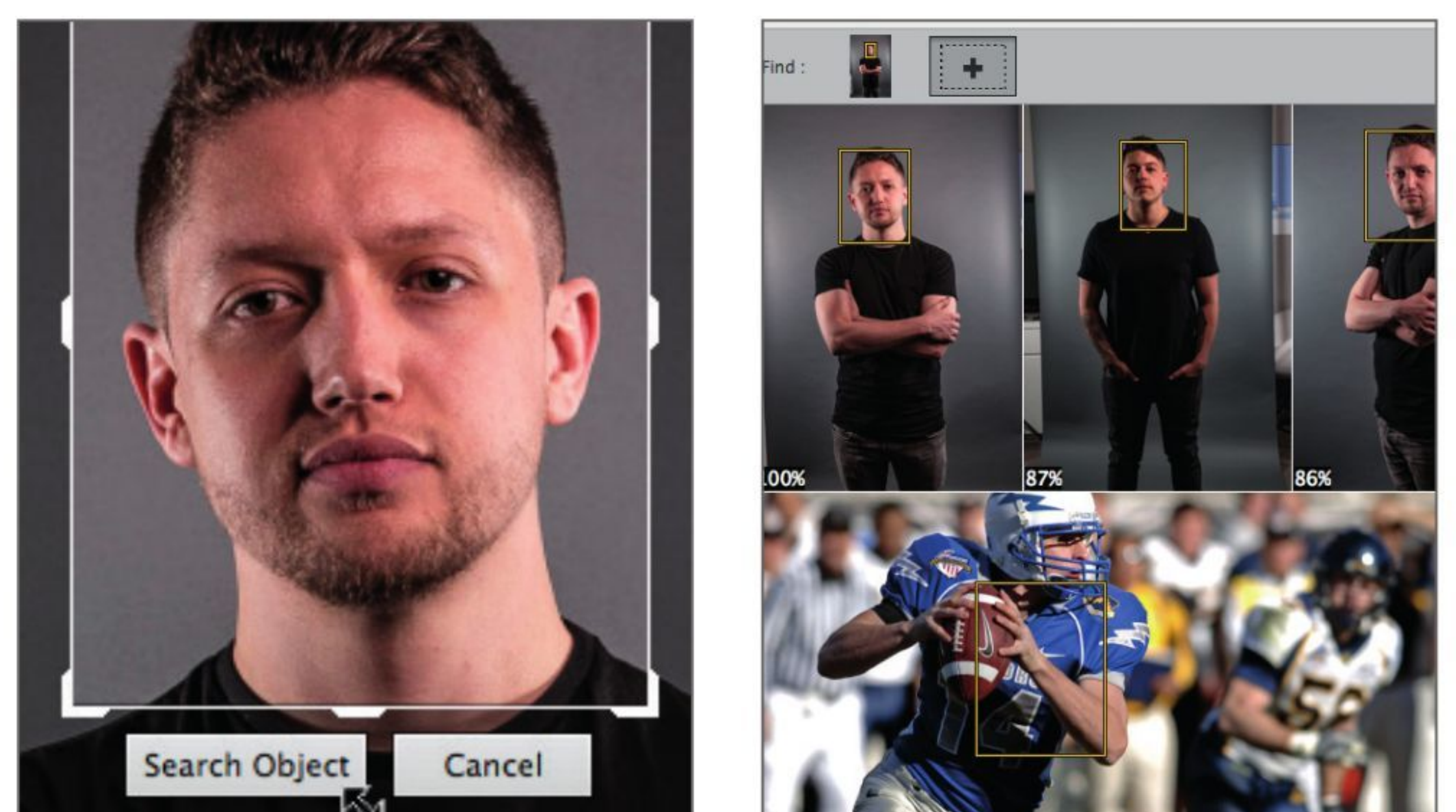
**7** If you look at the top right of the media browser window, you will see a slider that can be moved from Color to Shape. You can use this slider to refine the visual search and display better Color matches, or move it the other way and it will display images that better match the Shape of your original.



**8** You can experiment with the position of the slider to see how they match. Notice that each image displayed is listed in descending order of visual similarity to your original photo. For further refinement, you can add another photo to the Find: panel.



**9** Another method you can use is to search for a specific object. Back in your media browser window, go to File > By Visual Searches > Objects Appearing in Photos. Now when you drag an image onto the Find: panel, you will be prompted to select a specific area from your image.

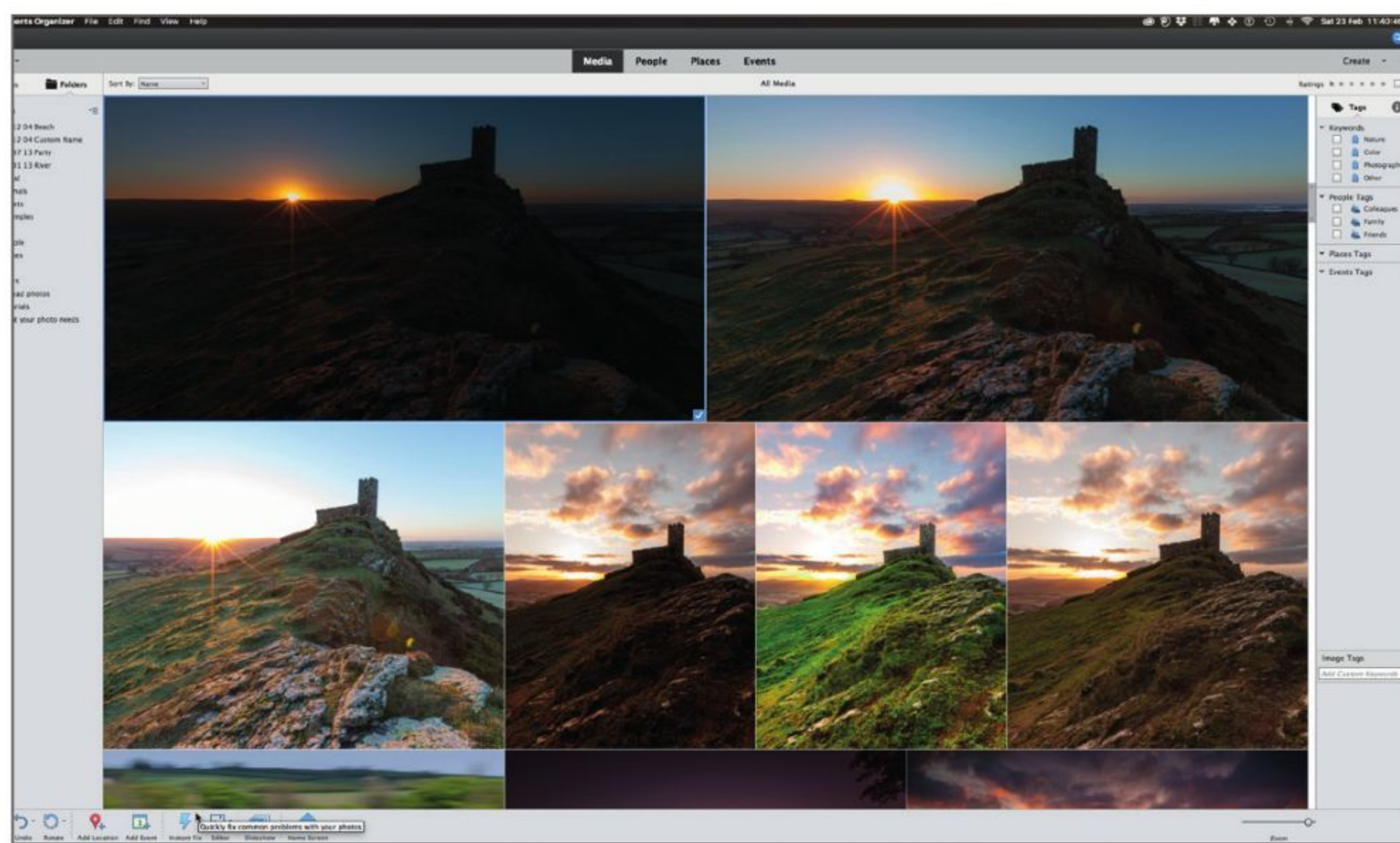


**10** We chose a portrait and highlighted just the face. When you click on the Search Object button, any image that contains a similar shape or colour, will be displayed. You can use the Color/Shape slider again to change the bias towards your preferred match. As before, images are listed in descending order.

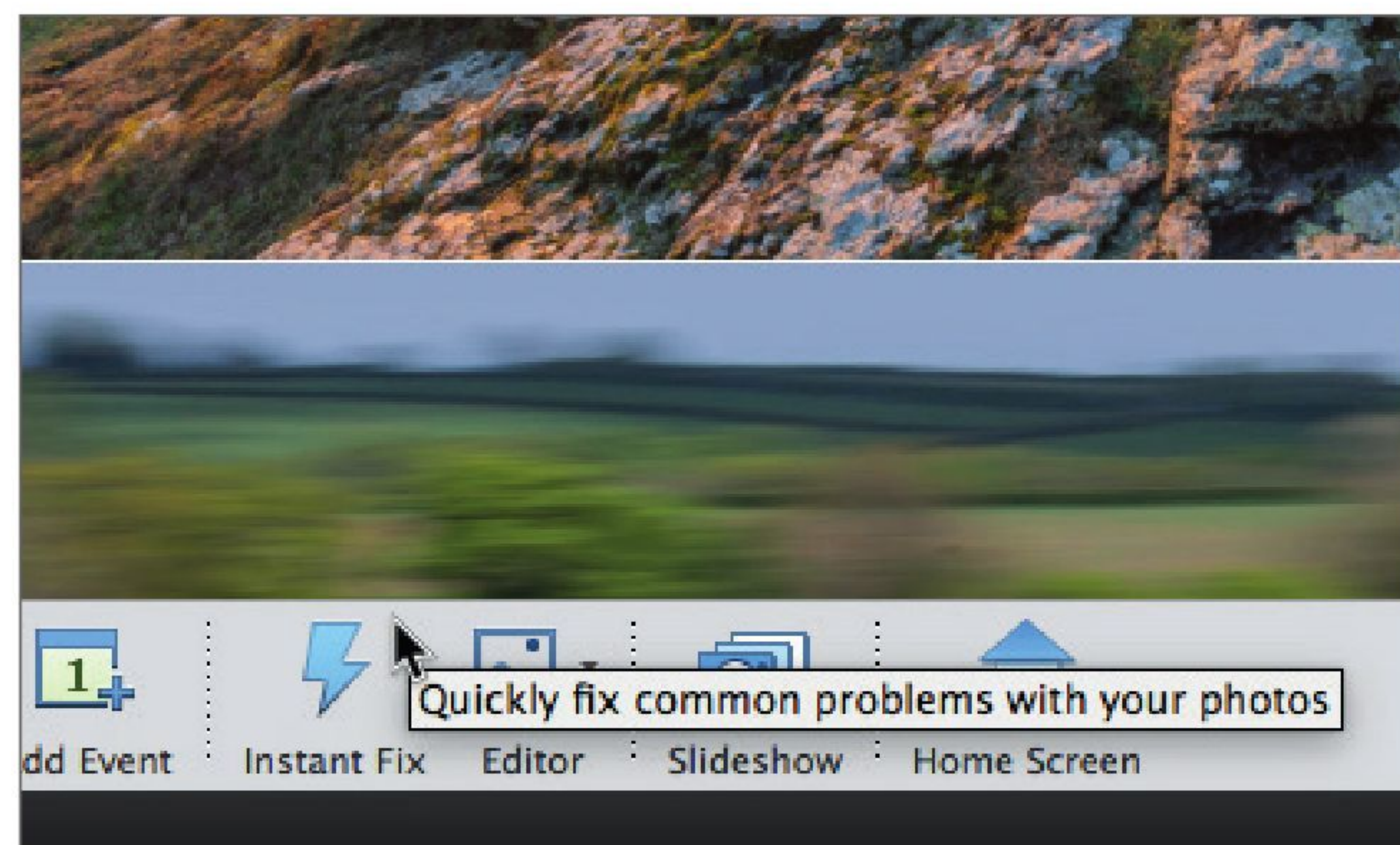


# Using Instant Fix

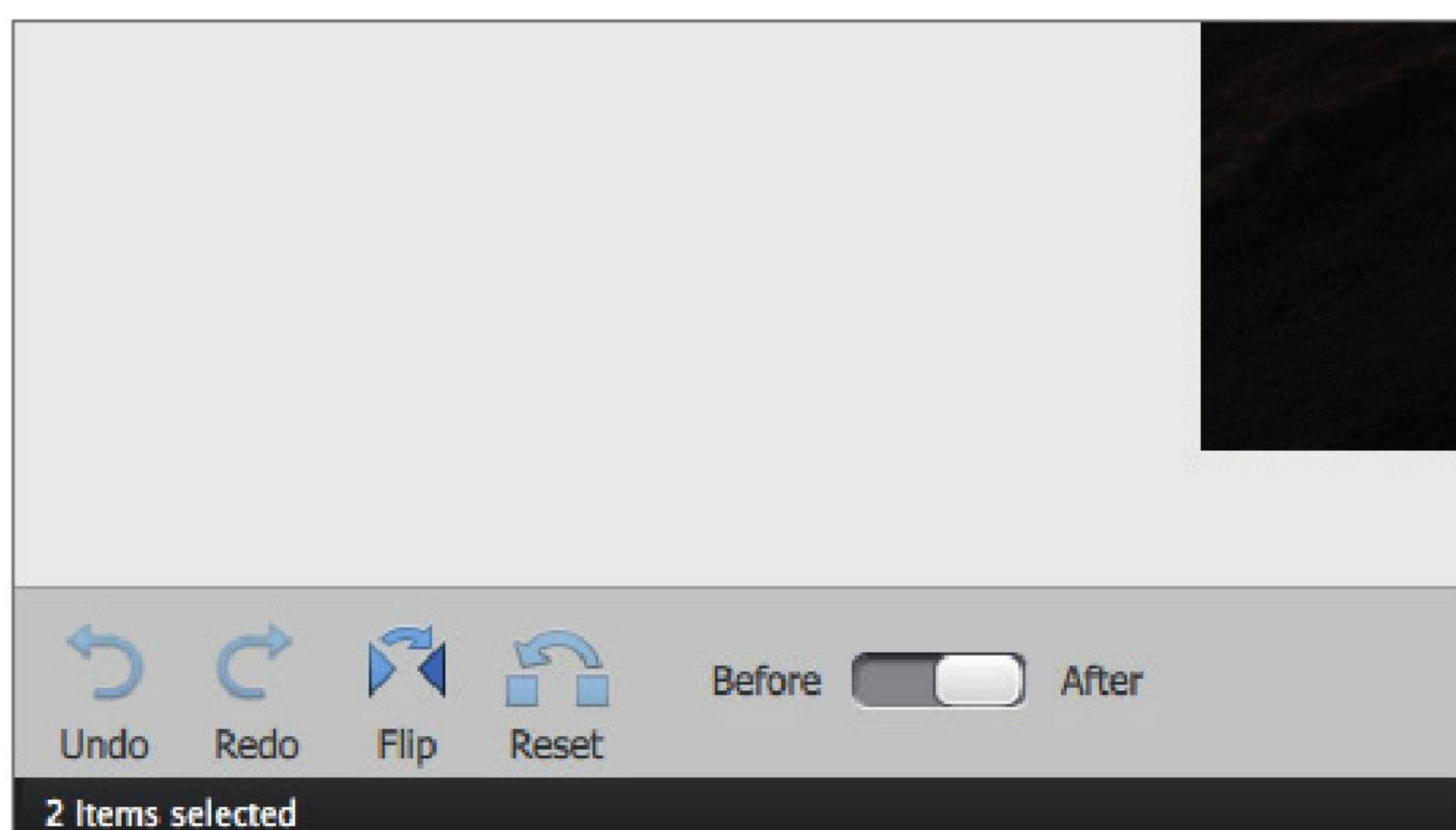
Not all photos are perfect when taken on a digital camera. Some of them may be underexposed and too dark, others may be overexposed and too bright. Part of the process of getting your photo library organised and looking its best, is to also make image adjustments to your photos.



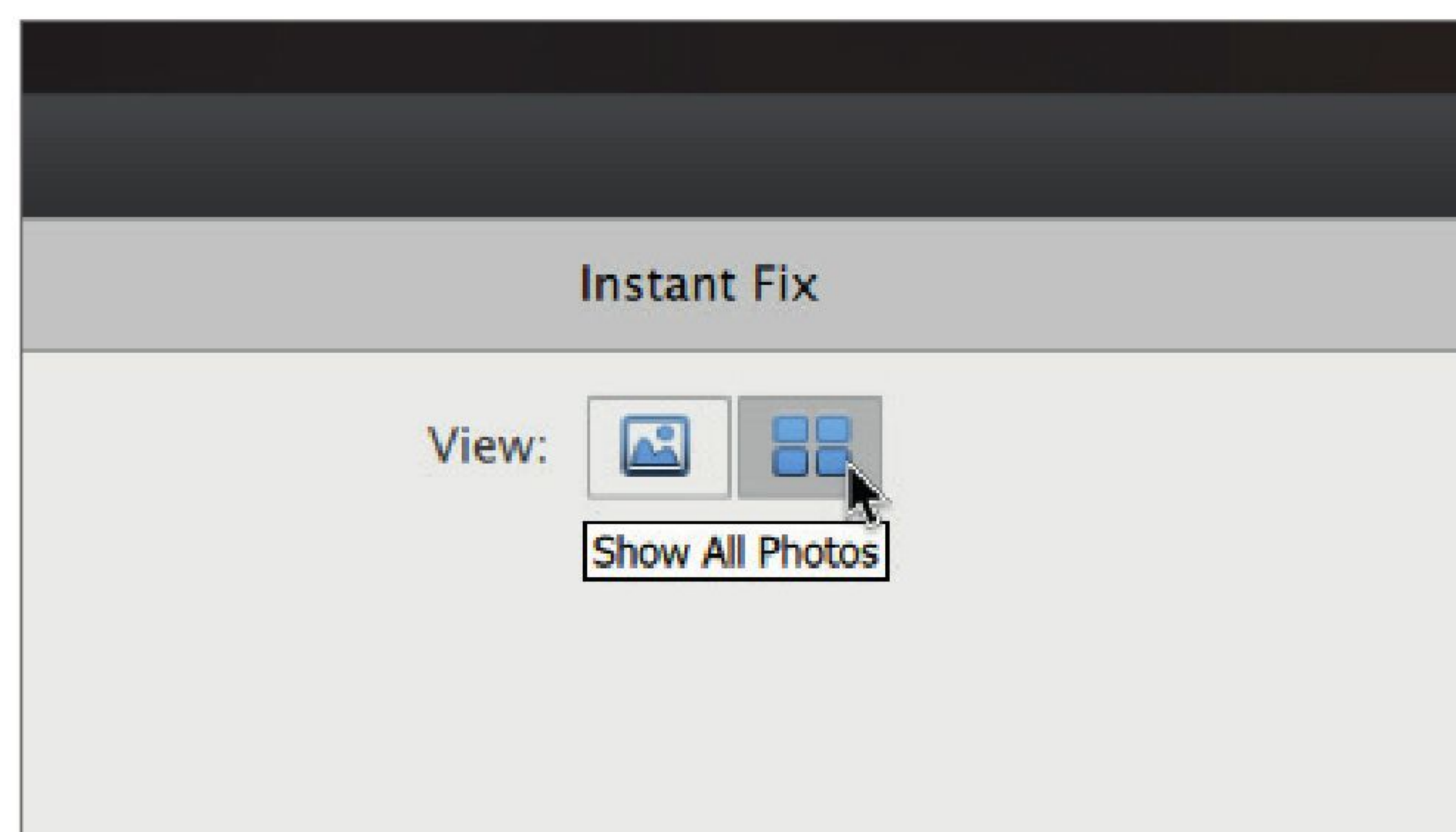
**1** You can add image adjustment as part of your cataloguing and keywording routine, to not only get your image organised, but also looking its best. Elements Organizer has an Instant Fix option that lets you make some basic, but essential, fixes to your images.



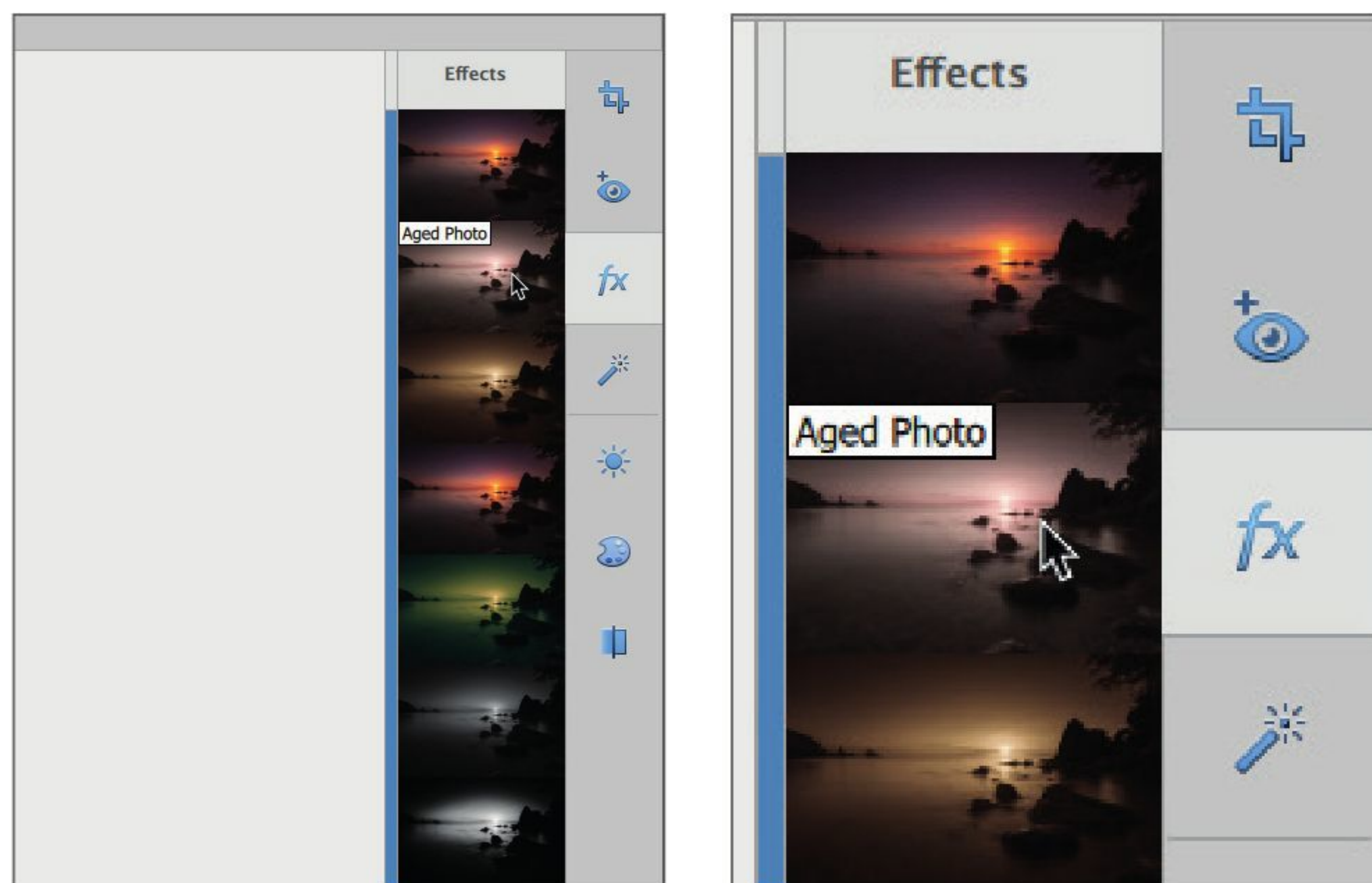
**2** In the main Media Browser window, select one or more images that are in need of some adjustments. In most cases, they will be images that are too dark or too bright. With them highlighted, go to the taskbar at the bottom of the screen and click on the Instant Fix icon.



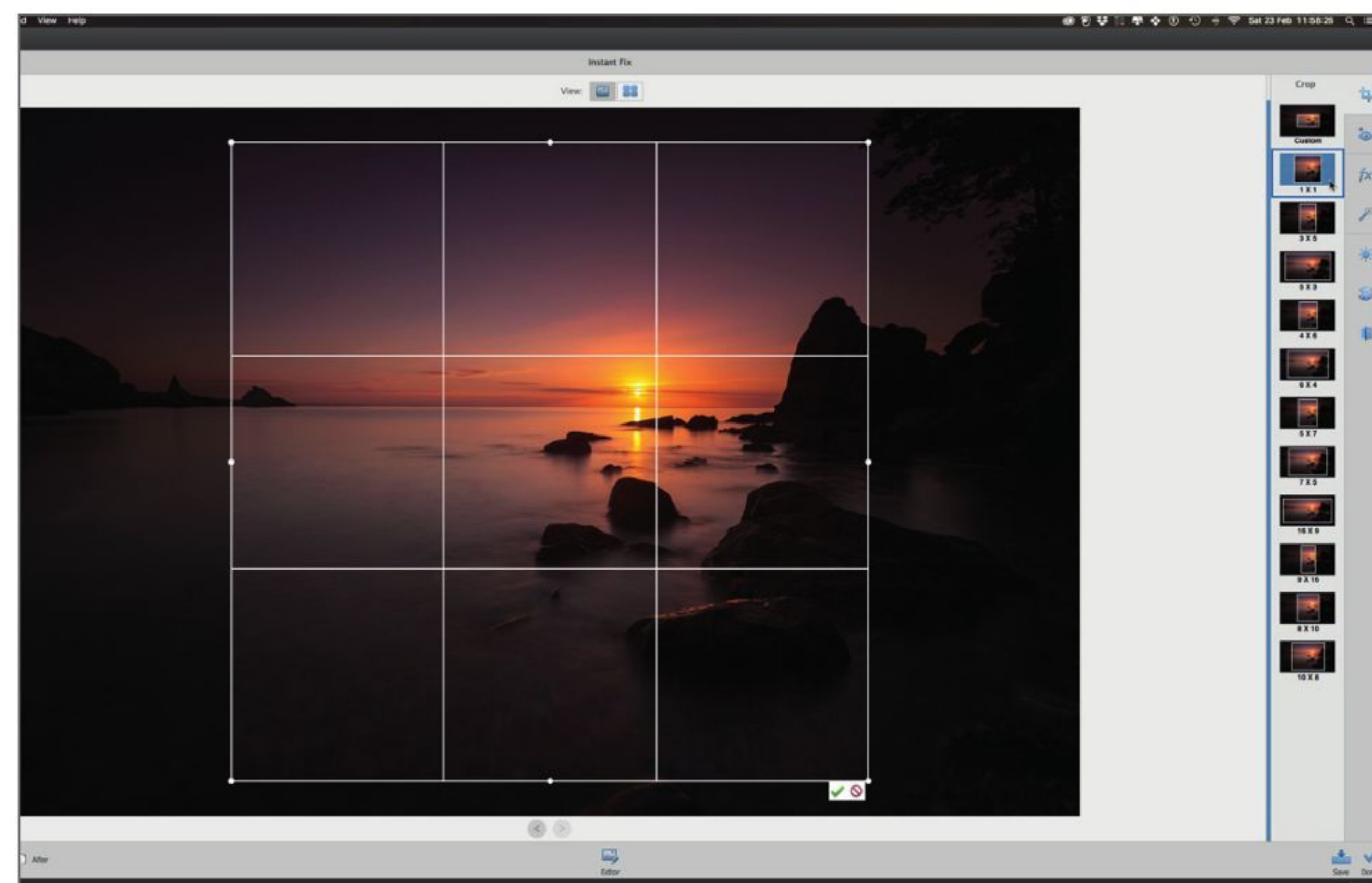
**3** The Instant Fix window is a fairly easy workspace to understand. You have buttons to Undo or Redo actions, a Before and After toggle switch to compare the edits you've made so far and a Reset button to revert your photo back to its original state, if you need to start again.



**4** If you have selected more than one photo to work on in the Instant Fix window, at the top middle of the screen are two View options. One is to Show One Photo and the other is to Show All Photos so you can choose which image to work on. If required, the Editor button will open the image in the Photo Editor.



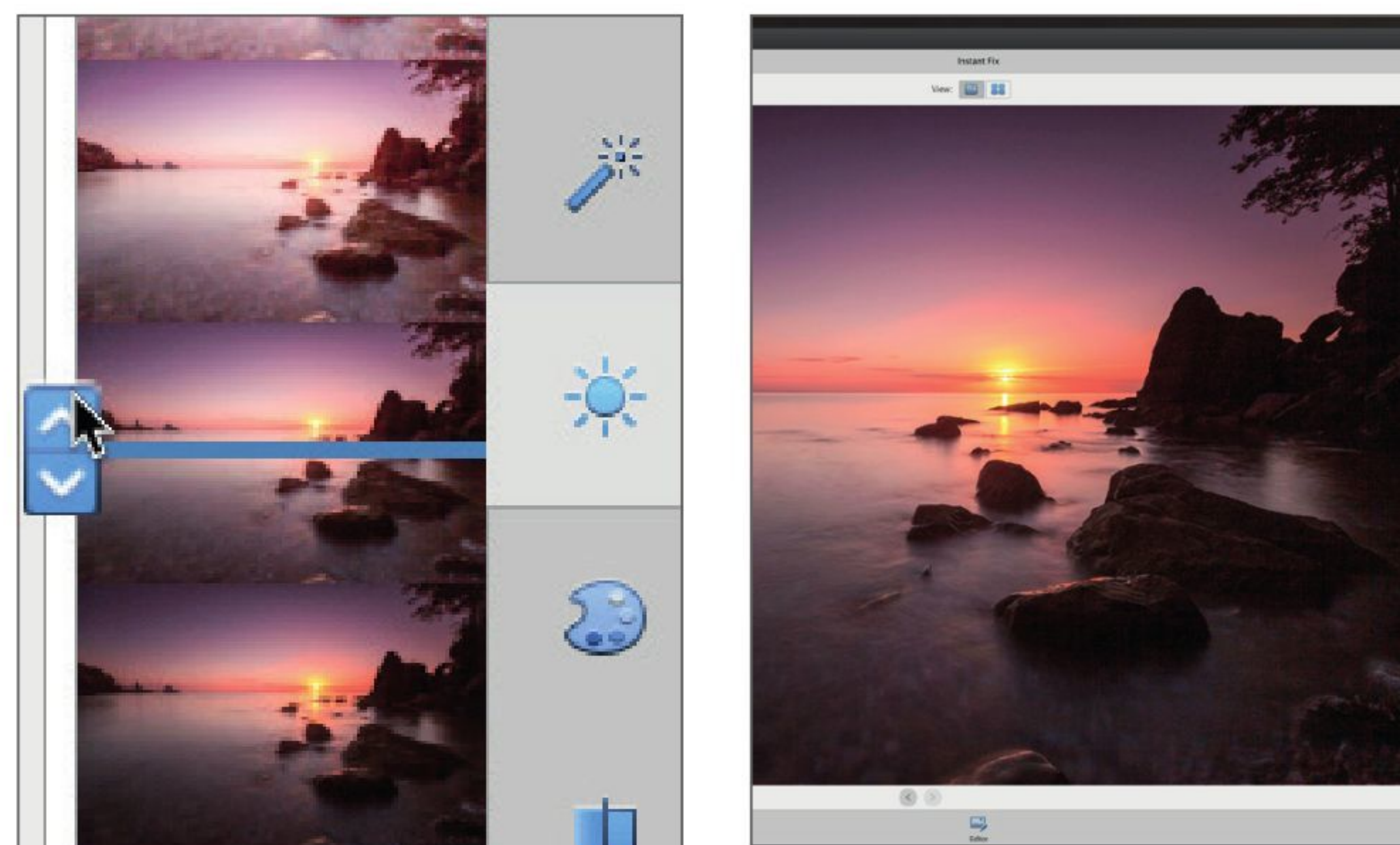
**5** Running down the right side of the Instant Fix window, are tools to adjust your photos. From top to bottom, they are: Crop, Red Eye, Effects, Smart Fix, Light, Color and Clarity. Each one has a fly-out panel; some with a simple vertical slider that lets you increase or decrease a particular effect.



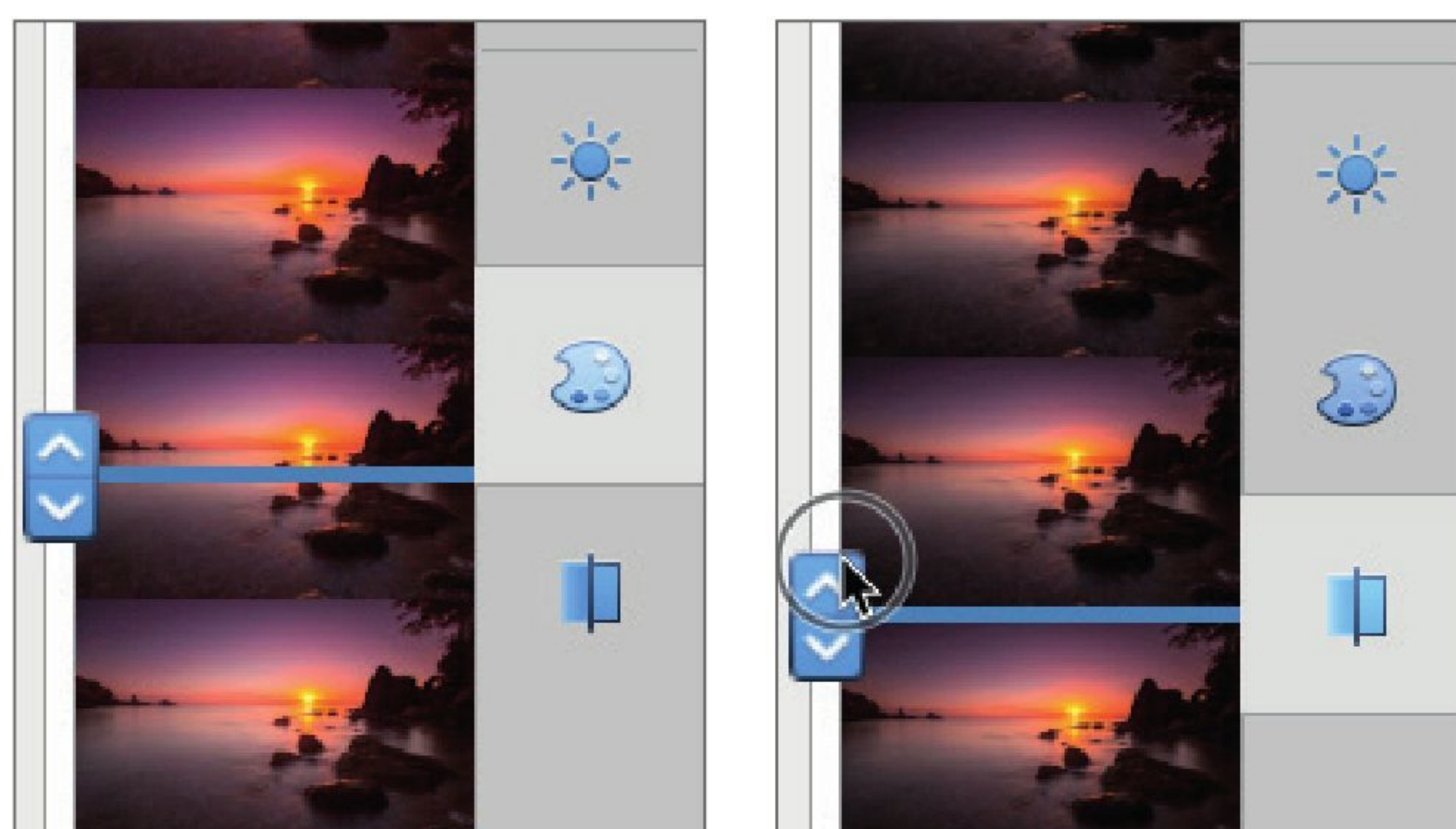
**6** Other panels, such as Crop, display a number of options you can click to apply that particular adjustment. The Effects panel has a list of colour effects you can apply to your image and Red Eye will simply scan your photo for any eyes affected by a direct flash from a camera.



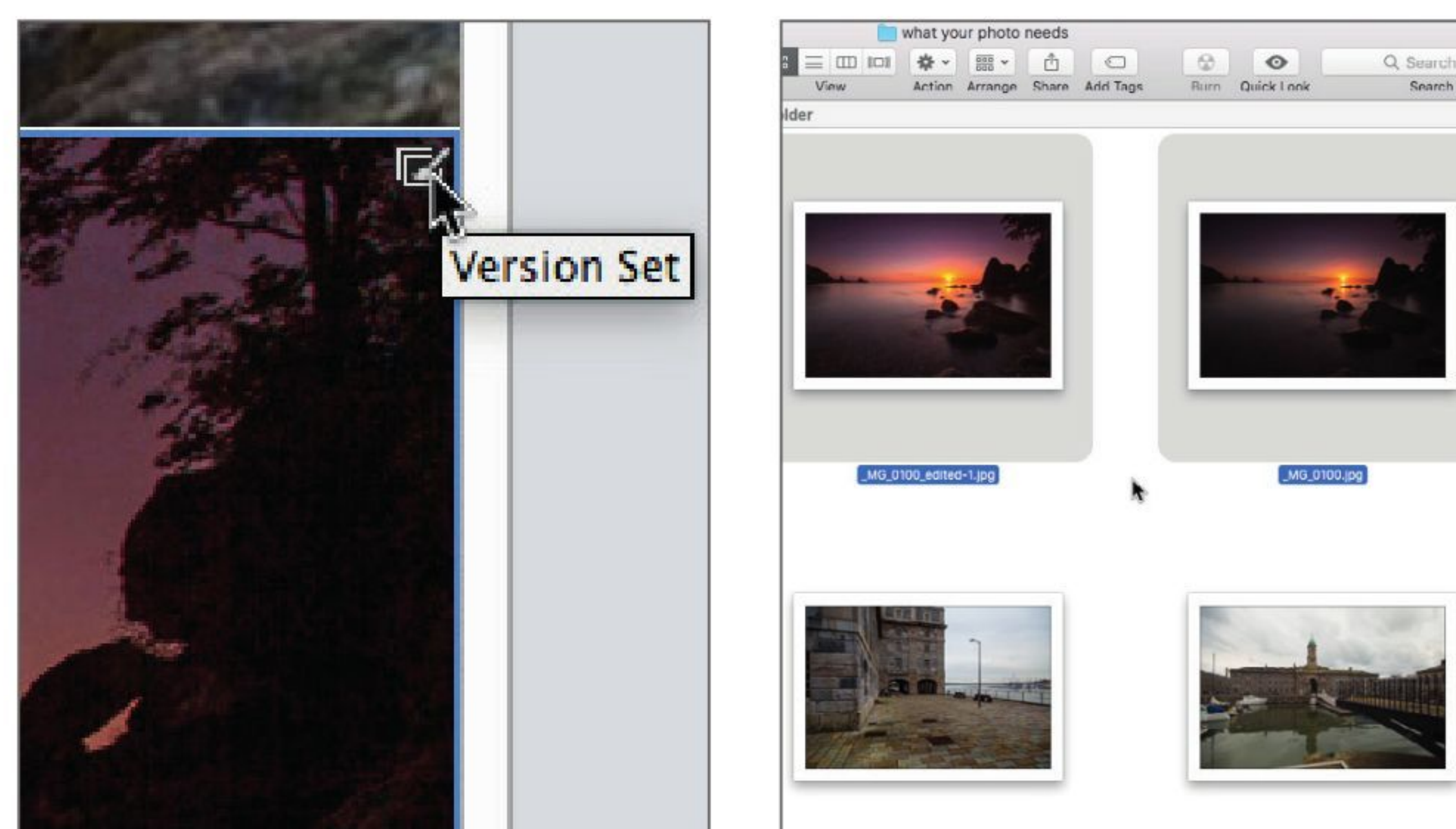
**7** Smart Fix is another option that has no direct input from you. When you select it as an option, it will analyse your photo and make a series of changes based on what it thinks is best for that particular image. It is quick, but it may not give you the effect you are after.



**8** To get a little more hands-on, the Light, Color and Clarity adjustments are probably the best route for a superior looking photo. Clicking on Light gives you a vertical slider to increase or decrease the brightness of the image. To apply, simply move the slider to the preferred brightness.



**9** Next comes the Color slider. Moving this upwards makes the image more saturated, with colours that are more vivid. Moving it downwards will de-saturate the image until it becomes black and white. The last adjustment is Clarity, which will increase or decrease the contrast in all the middle tone areas of the photo.



**10** Once you are happy with the photo, to apply the changes click the Save button at the bottom right of the screen. Then, if you click Done, you will leave the Instant Fix window. Your image will have a small icon in the top right corner called Version Set, indicating an original and an edited version exist.



# The Elements Experience

We hope that by now you feel like you've had a good introduction to what Adobe Photoshop Elements is all about. There's a lot more to come on the following pages but before we dive in further, we thought it would be great to show you a series of quick tutorials exploring the vast range of techniques and tools available. There's everything, from making a panorama from multiple images, to putting pictures inside text. Take a look and enjoy the Elements experience.



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86 Meme Maker

88 Multi-photo Text

90 B&W Colour Pop

92 Zoom Burst Effect

94 Old Fashioned Photo

96 Depth of Field



AFTER

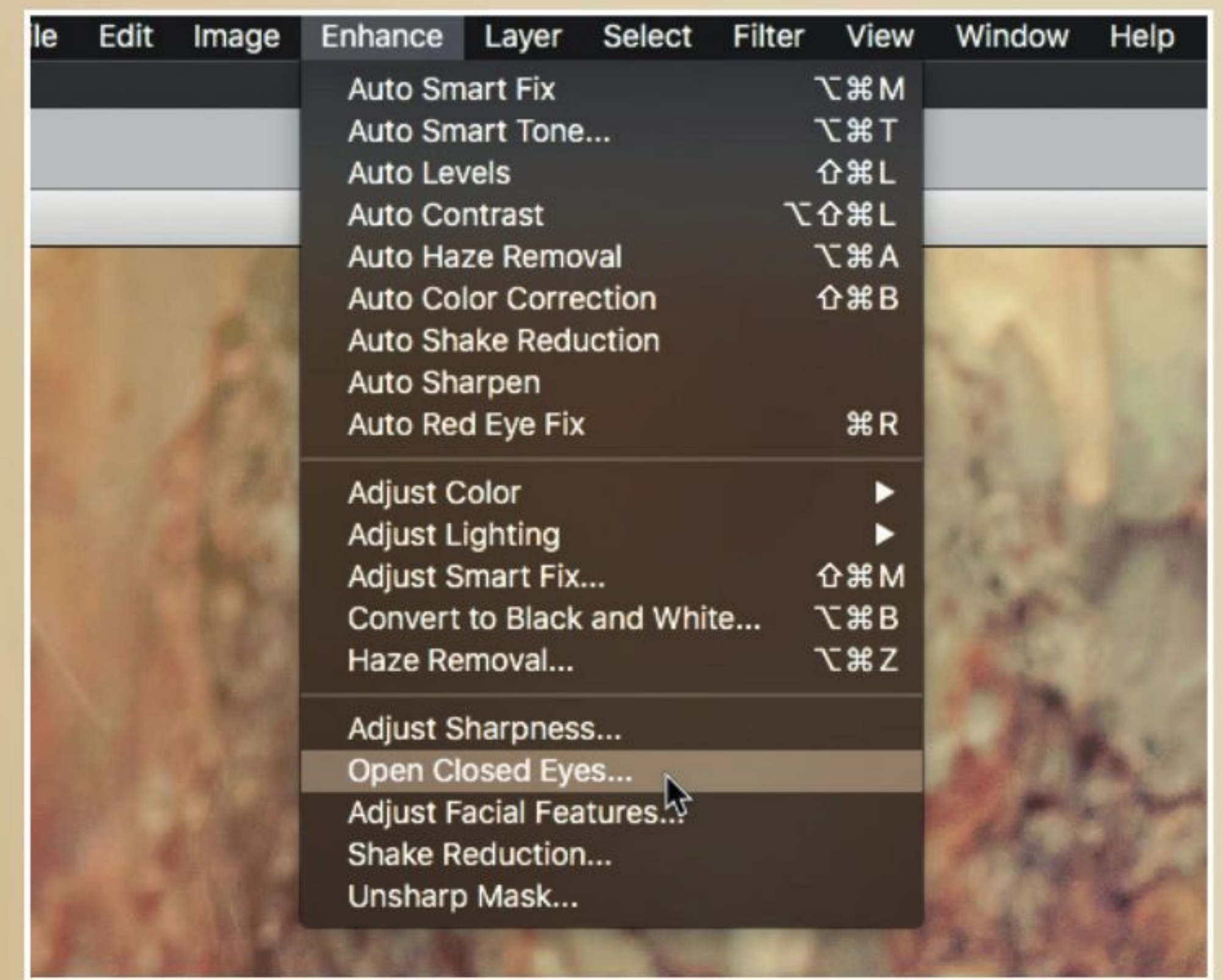
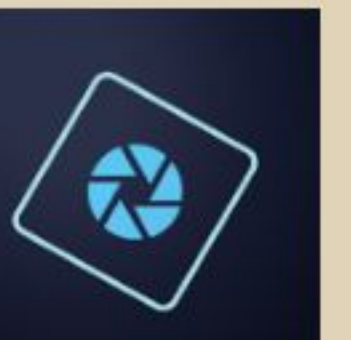
## The Elements Experience 1

# Open Closed Eyes

Now you need not consign a photo to the trash just because your subjects eyes are shut. Thanks to the latest version of Elements, you can tackle the problem with ease. If you have another example of a face where the eyes are open and they are not too different in terms of their colour and lighting, you can swiftly replace those closed eyes for open ones. This works in both the Quick mode and Expert mode.

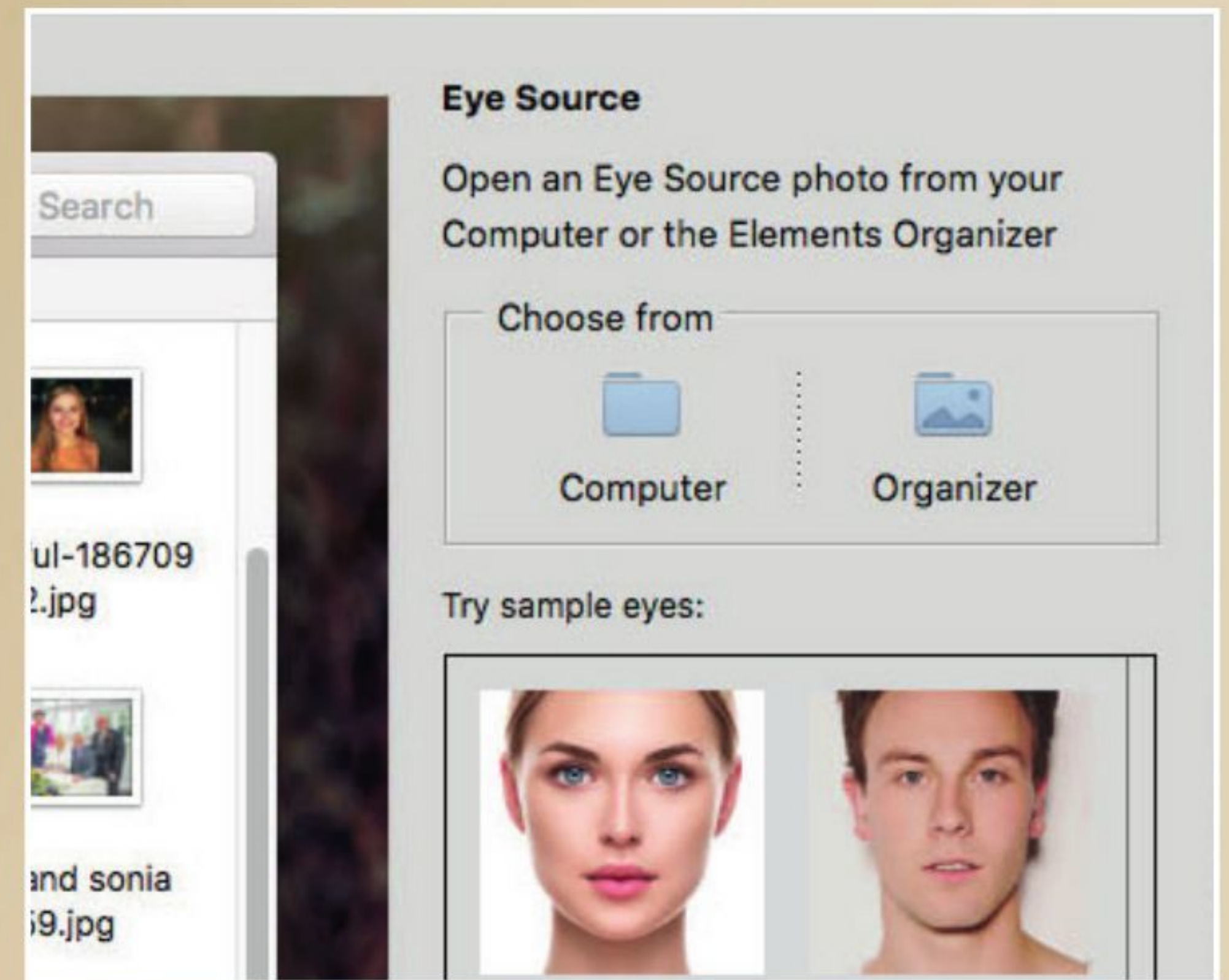
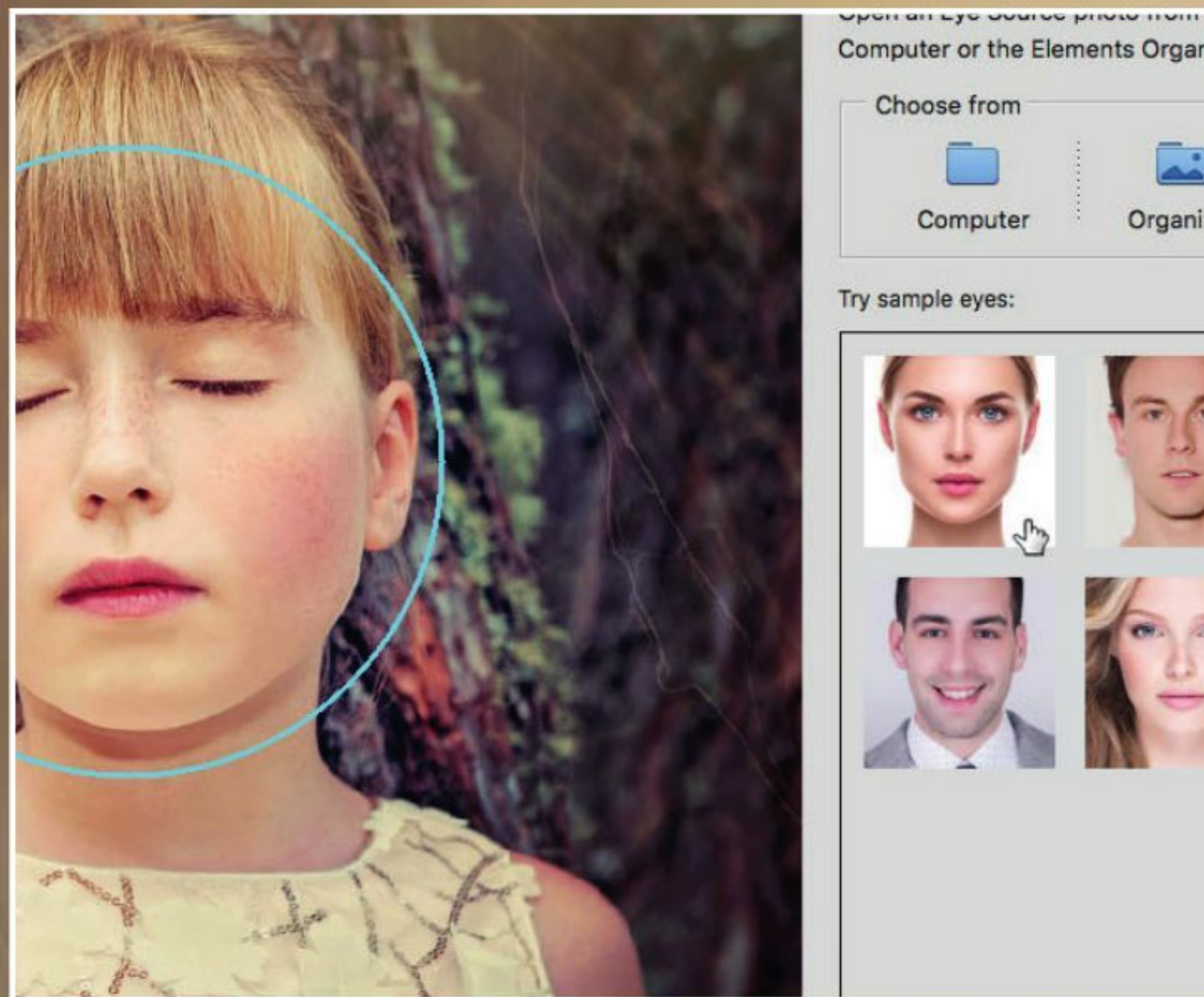


BEFORE



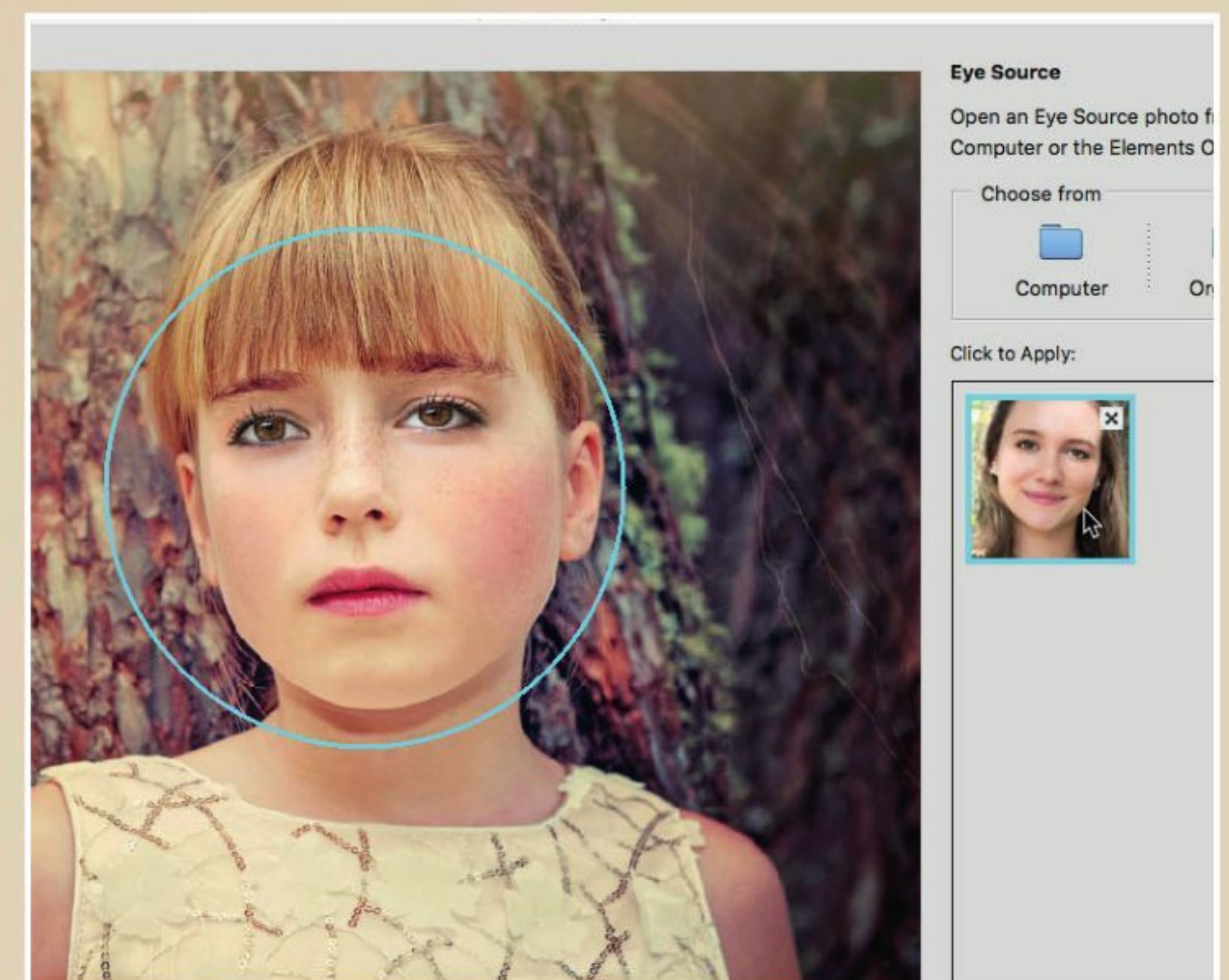
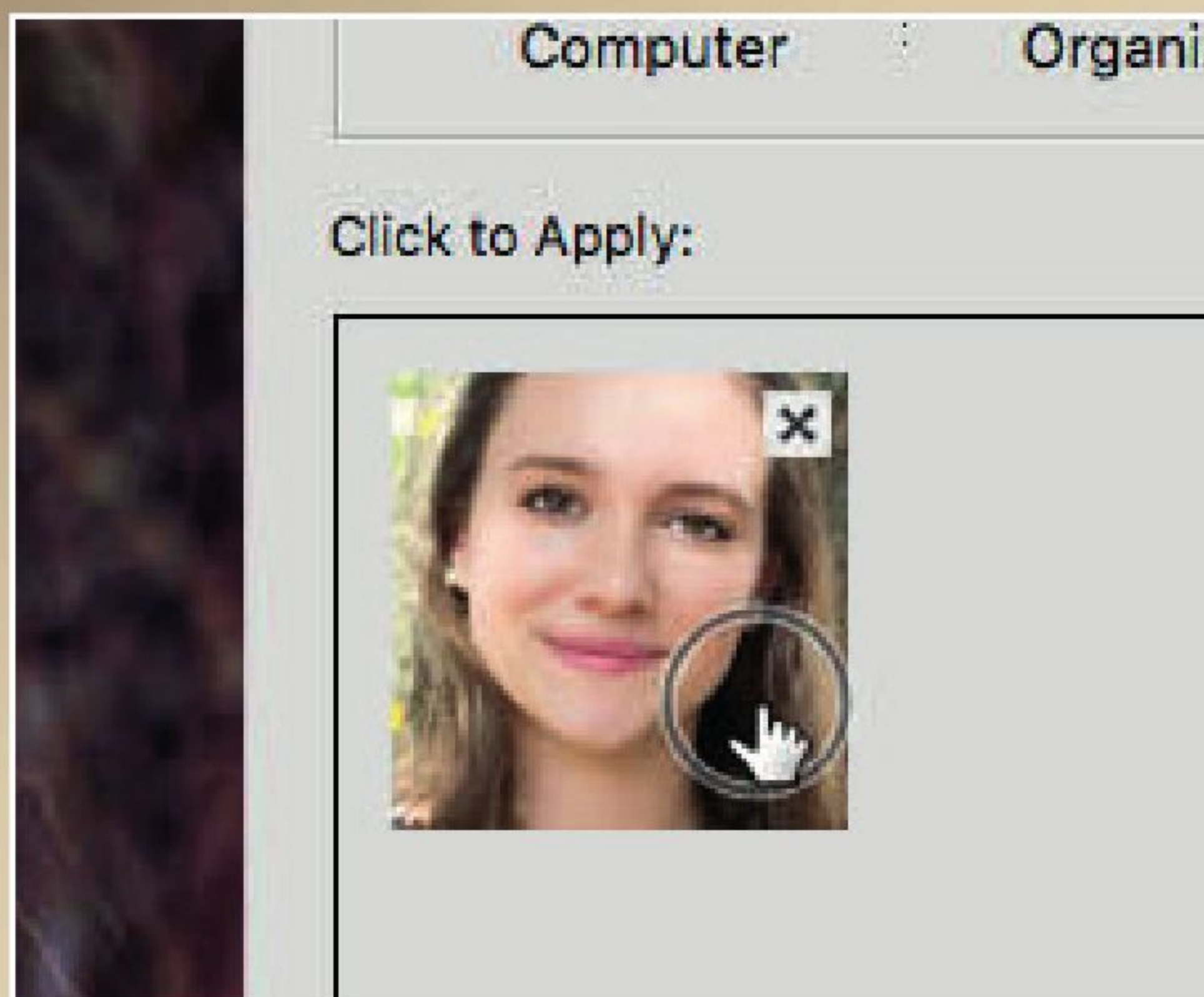
**1** Open your photo by going to File > Open and navigating to where your primary photo is kept and either double-click the image or select it and press the Open button.

**2** Go to Enhance > Open Closed Eyes and you will see the Open Closed Eyes dialog box. Here you can choose your Eye Source to open your subjects eyes with.



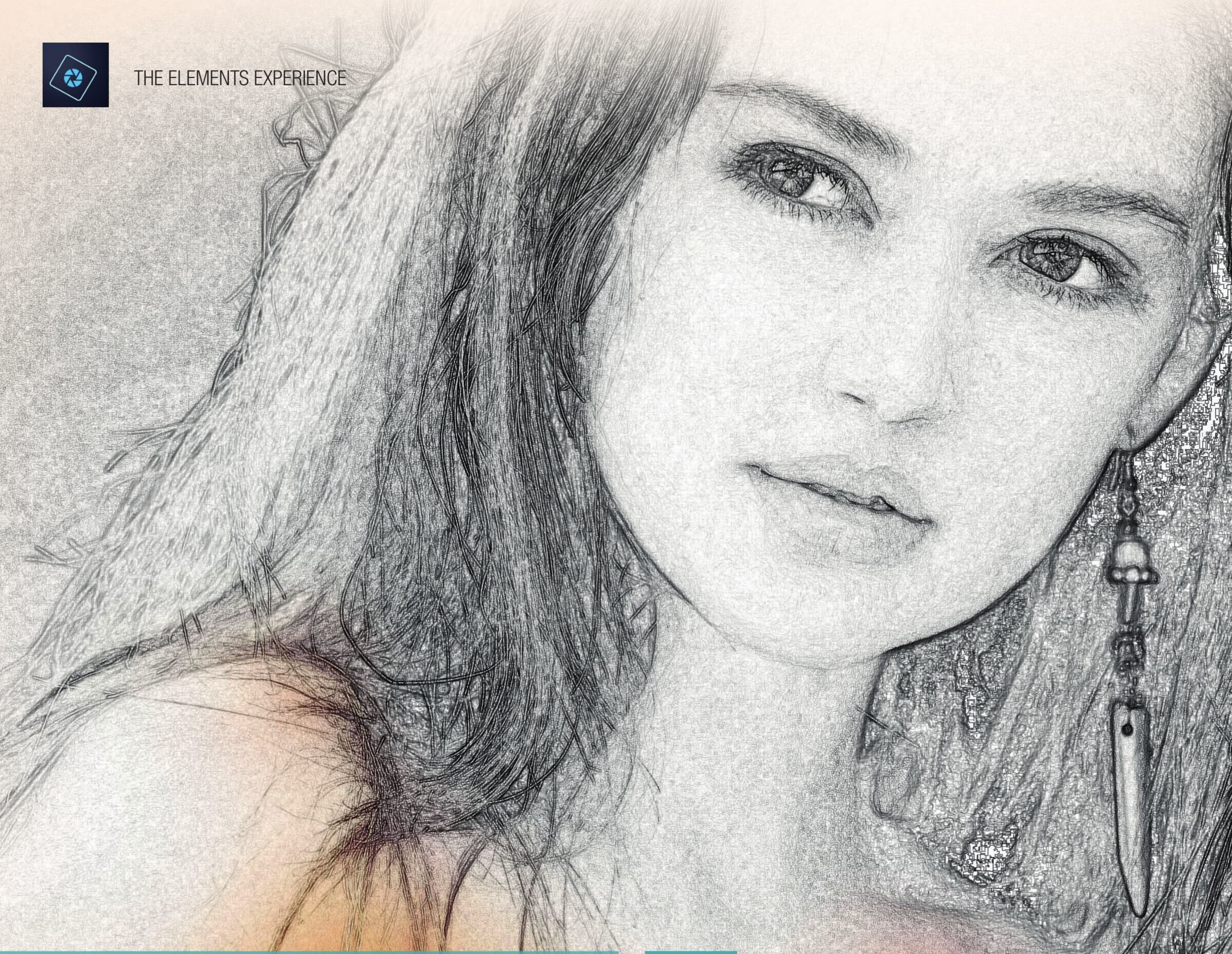
**3** Just in case, there is a small selection that you can try straight away, with two female and two male sets of sample eyes, on your photo.

**4** For best results, find a photo that roughly matches the lighting and colours of your original photo. You can select Choose from > Computer and locate a suitable image.



**5** When you have found a likely candidate, double-click it to load it as an eye source and then click on its thumbnail to apply it to your main photo. Click OK when done.

**6** The new eyes you found will be mapped over your existing image and blended as seamlessly as possible. If you like the result, you can save it under a new name.



AFTER

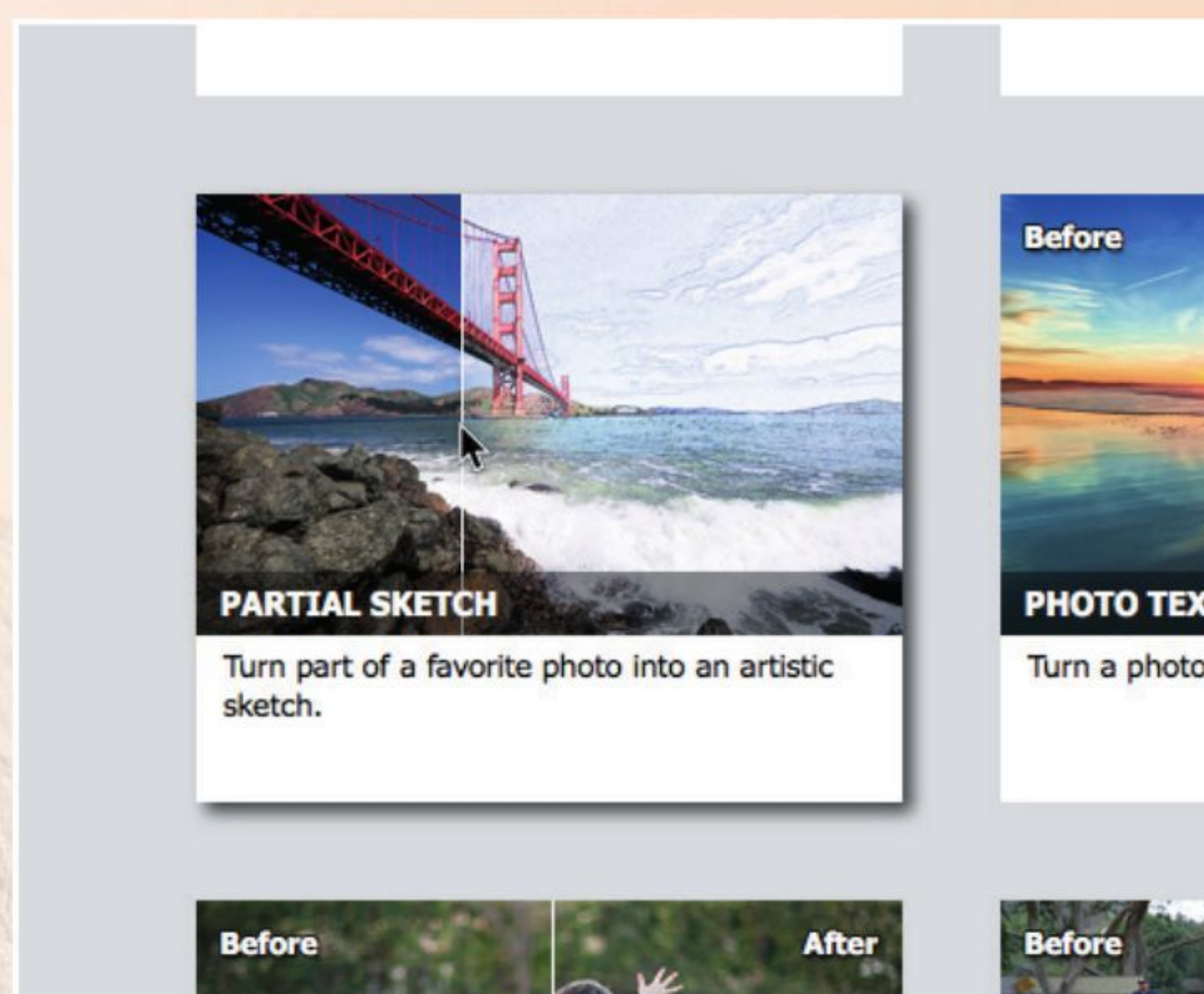
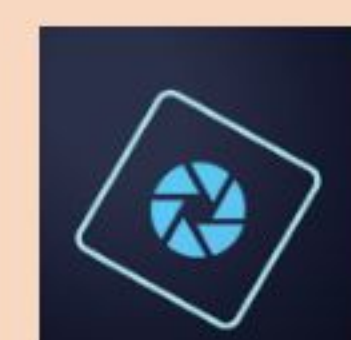
## The Elements Experience 2

# Partial Sketch

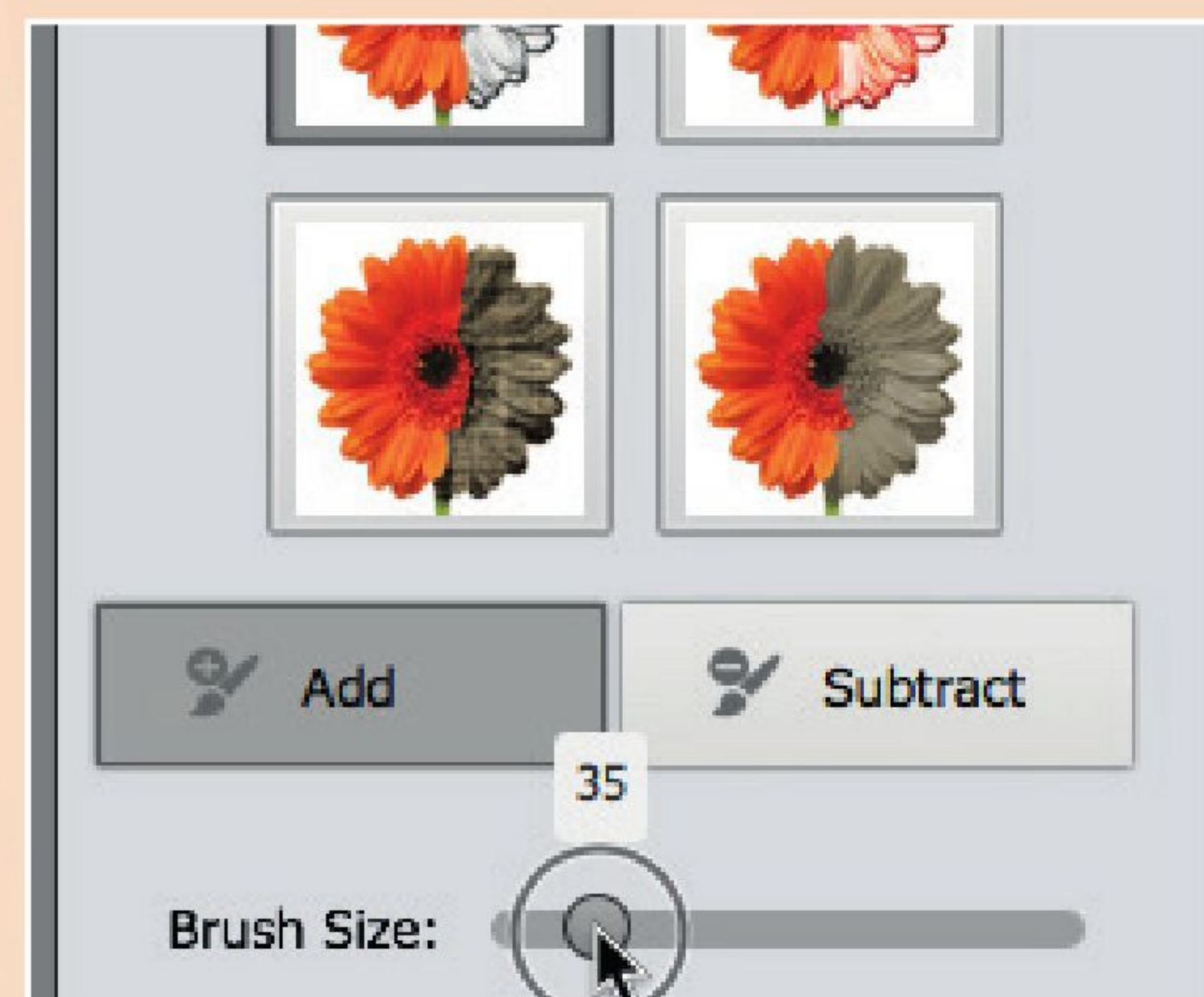
Guided edits are a simple, quick and fun way to add edits to your photos. Have you ever fancied yourself as a great sketch artist? Well, with the Partial Sketch guided edit, you can instantly turn any of your favourite photos into an artistic rendering with just a few clicks.



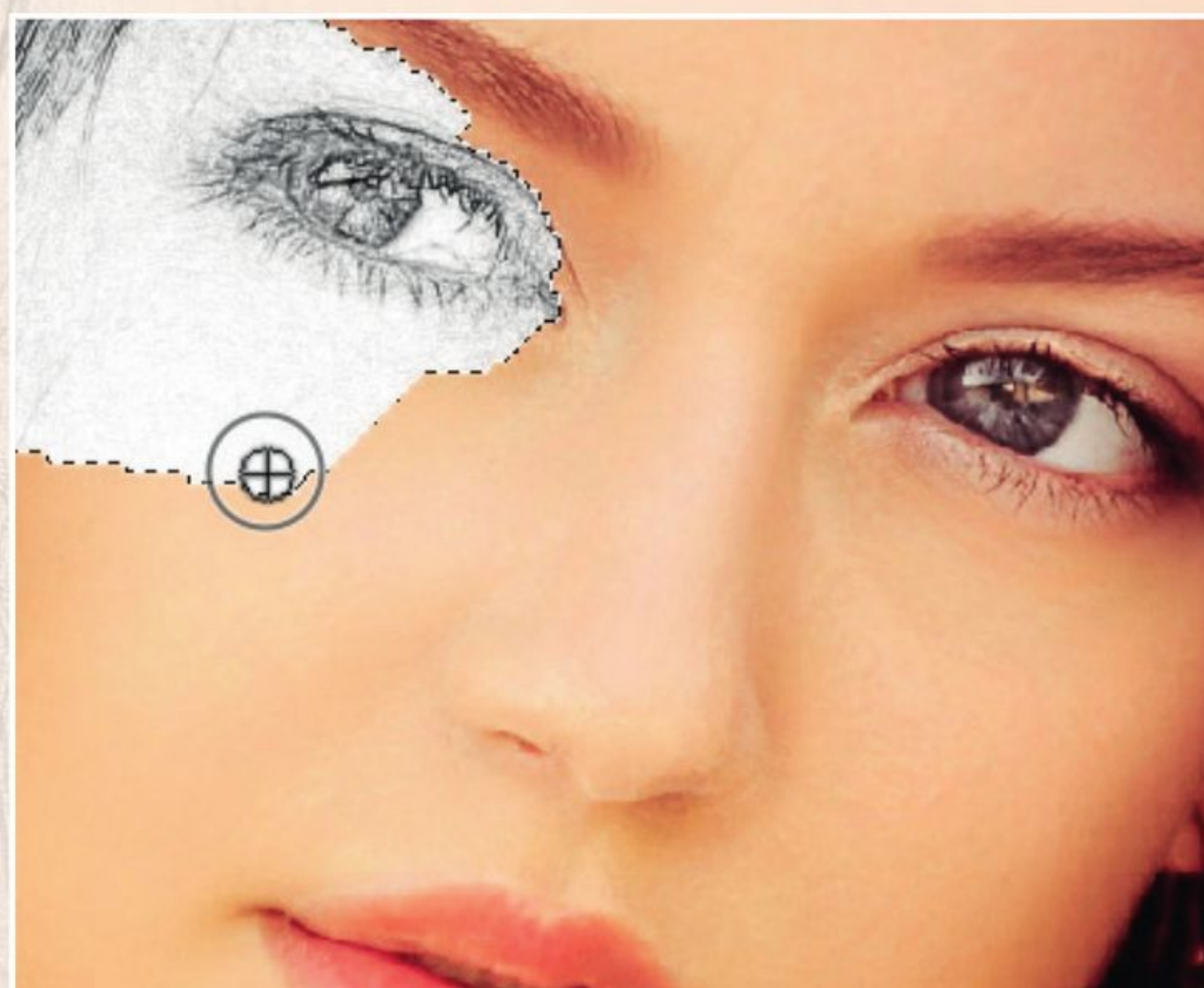
BEFORE



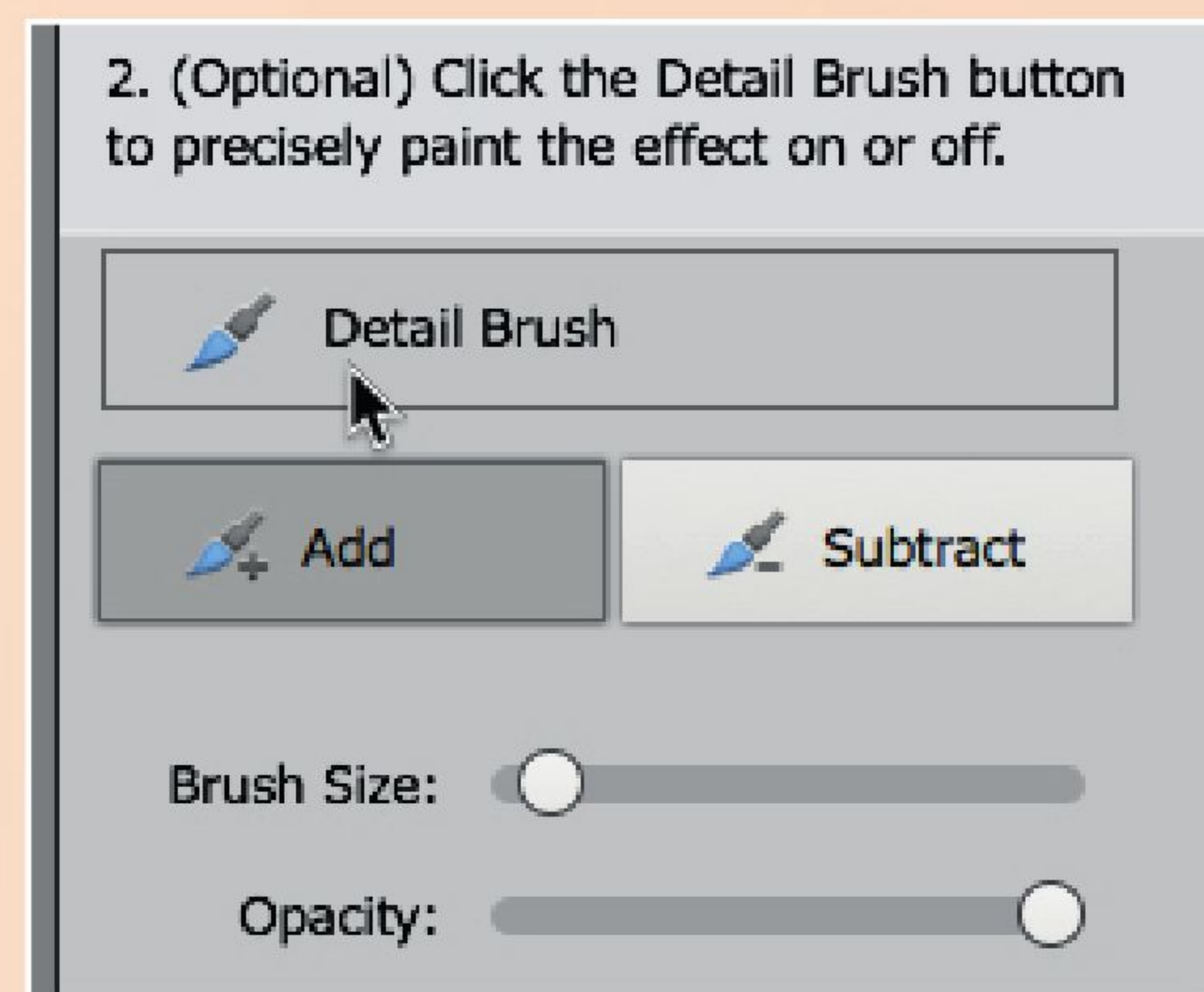
**1** Open the Elements Photo Editor, go to File > Open and choose a favourite photo; then go to the Guided workspace. The Partial Sketch effect is under Fun Edits.



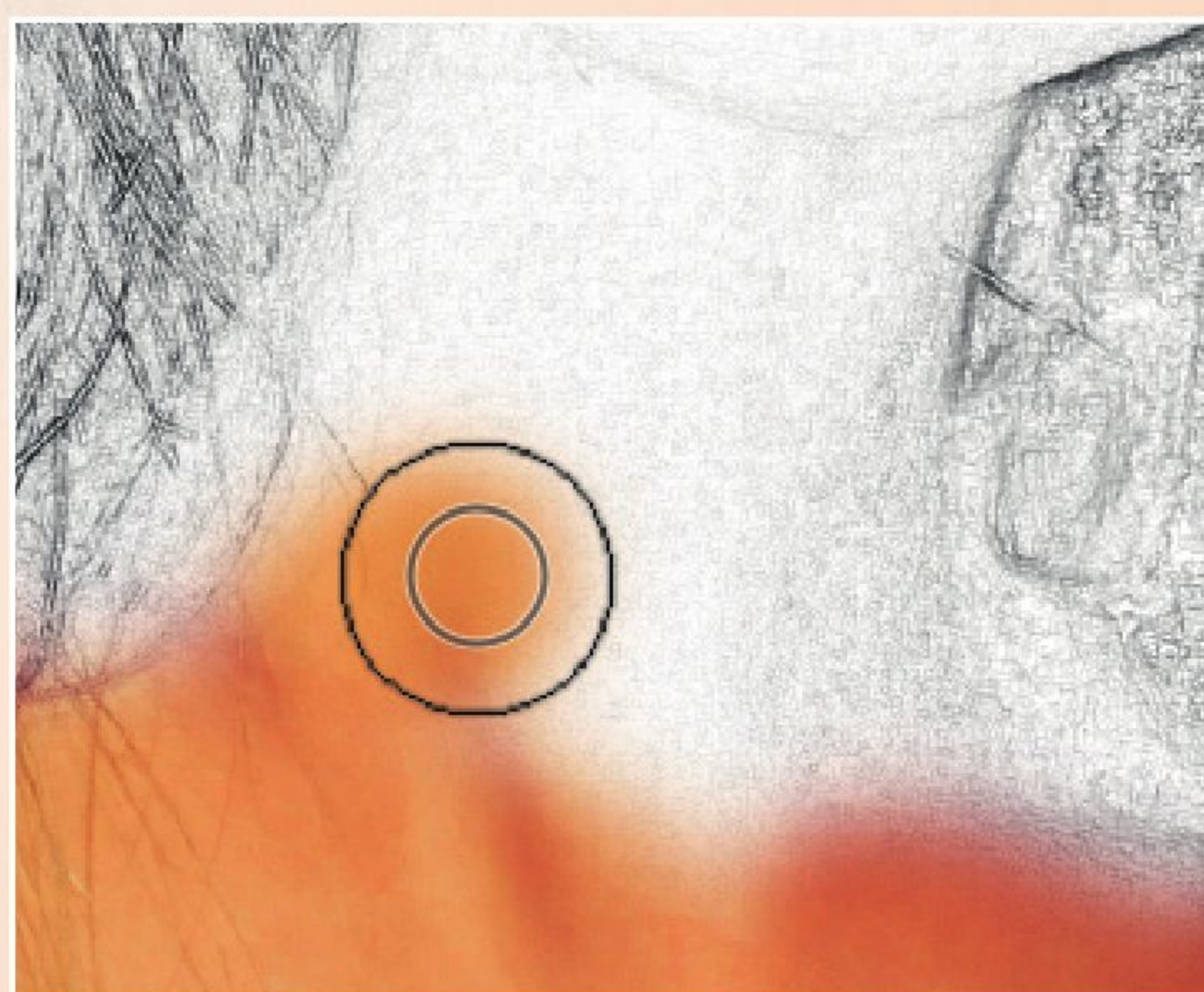
**2** You have four pencil sketch effects to choose from. Click one to activate the sketch brush. Select Add and use the slider to control its size.



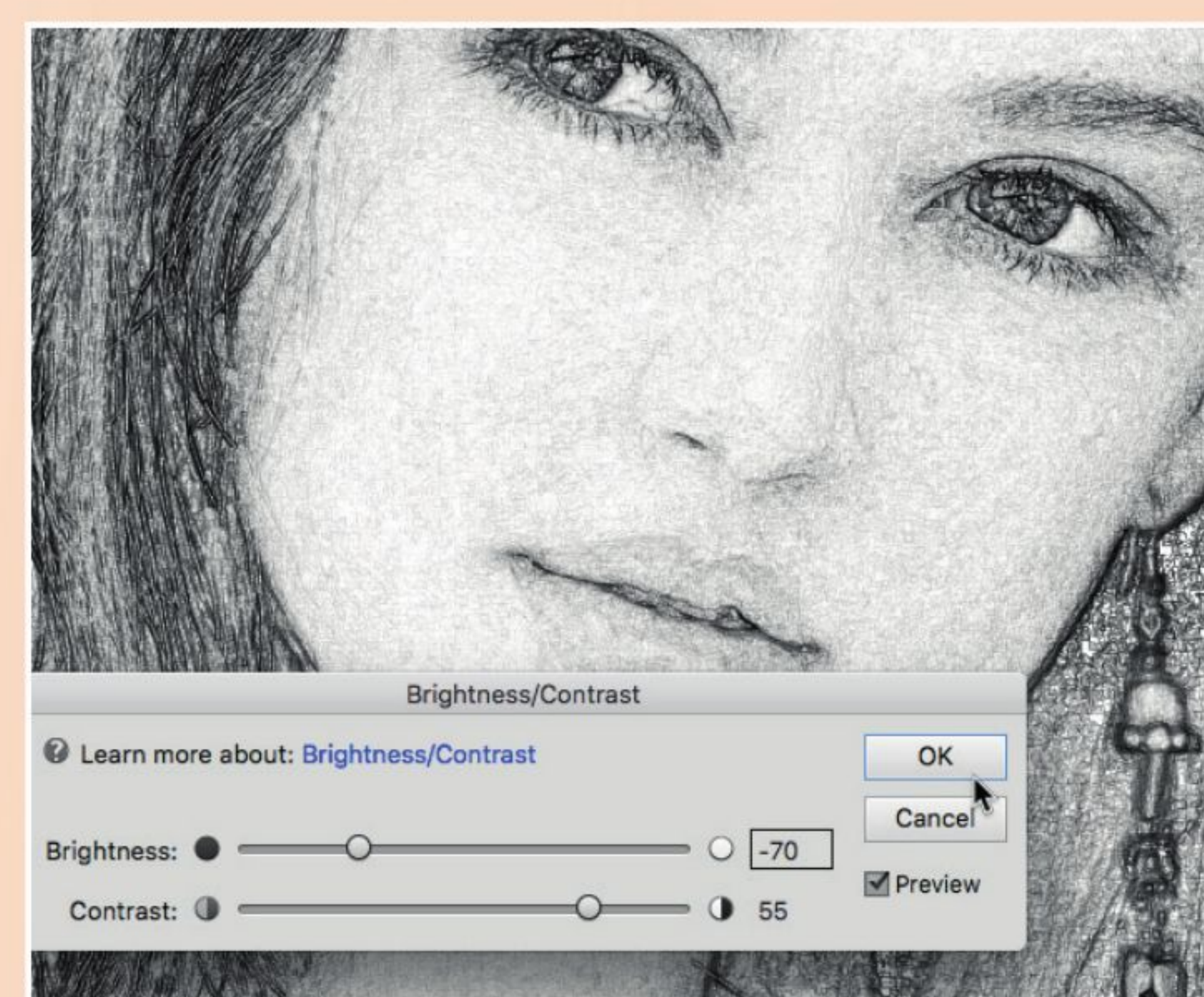
**3** Paint across your image to reveal areas you want to be converted to a sketch effect. You can always use the Subtract brush, to remove any sketch areas you don't want.



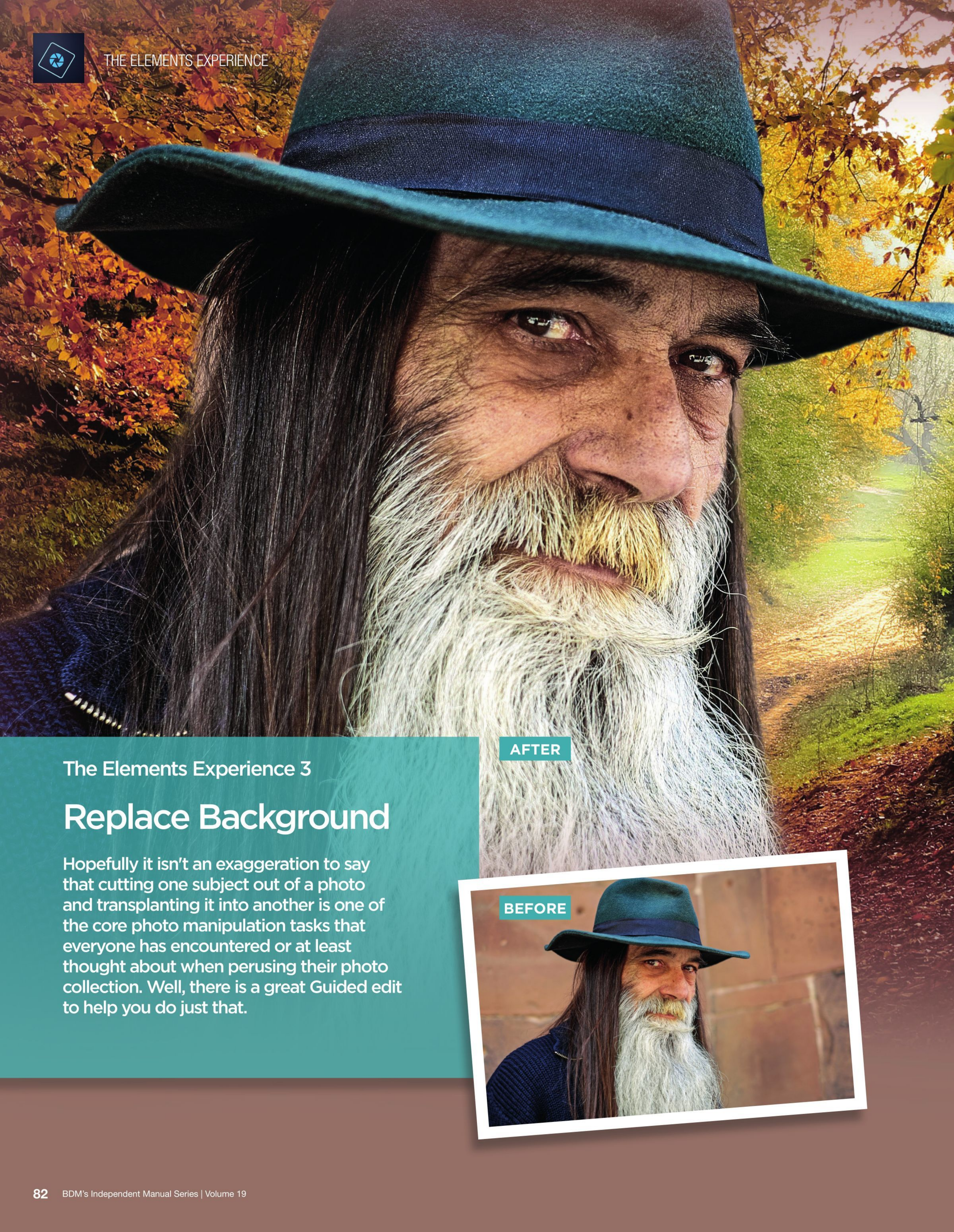
**4** If you want to, you can use the Detail Brush to more precisely paint the sketch effect on or off your photo, controlling the brush size and opacity.



**5** An optional effect is to soften any hard edges or flip the effect. If you're happy, you can select Next and Save your image.



**6** With the image still active, you can actually go to the Expert workspace and continue to work on your photo adding more contrast to the sketch layer.



AFTER

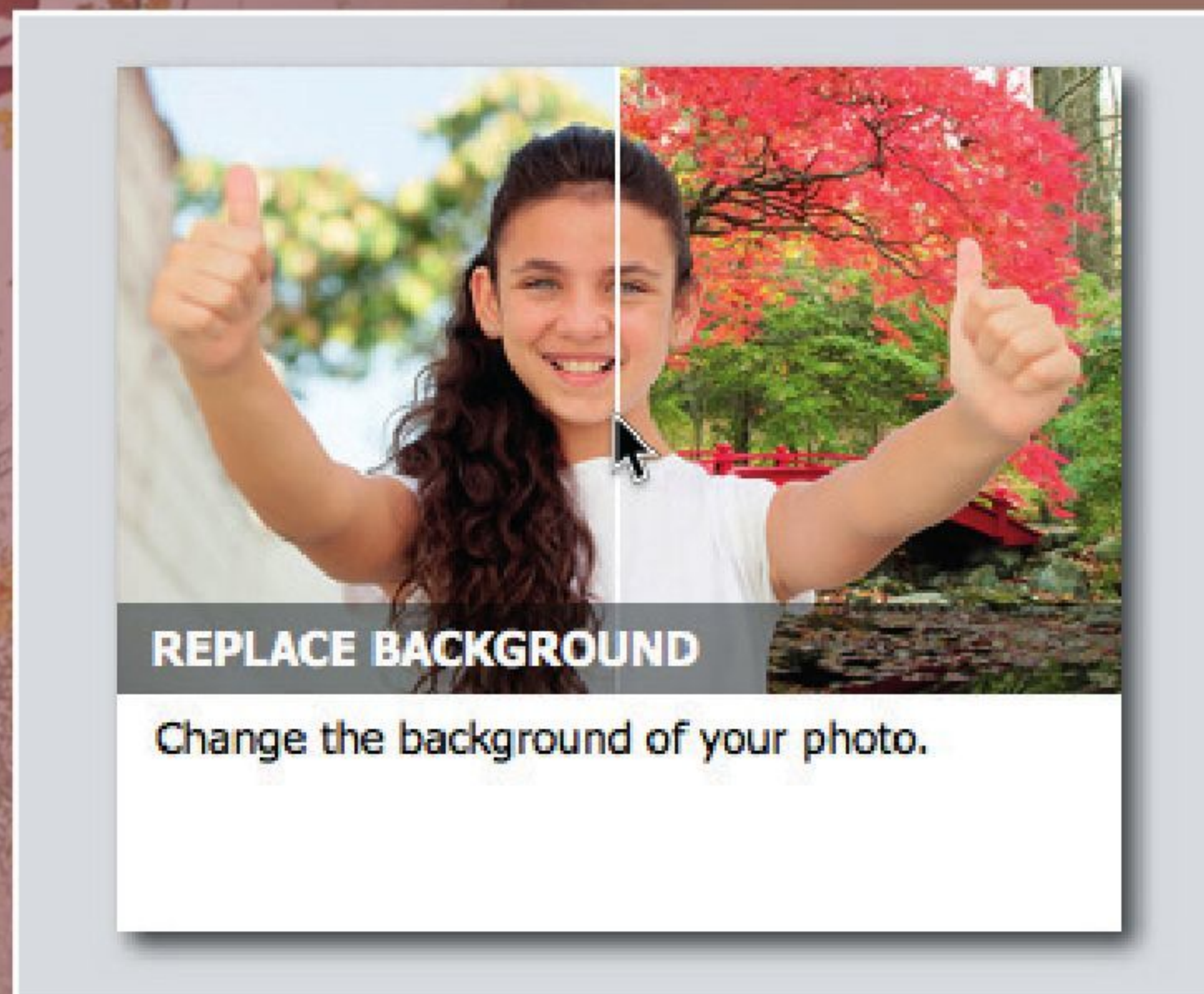
### The Elements Experience 3

## Replace Background

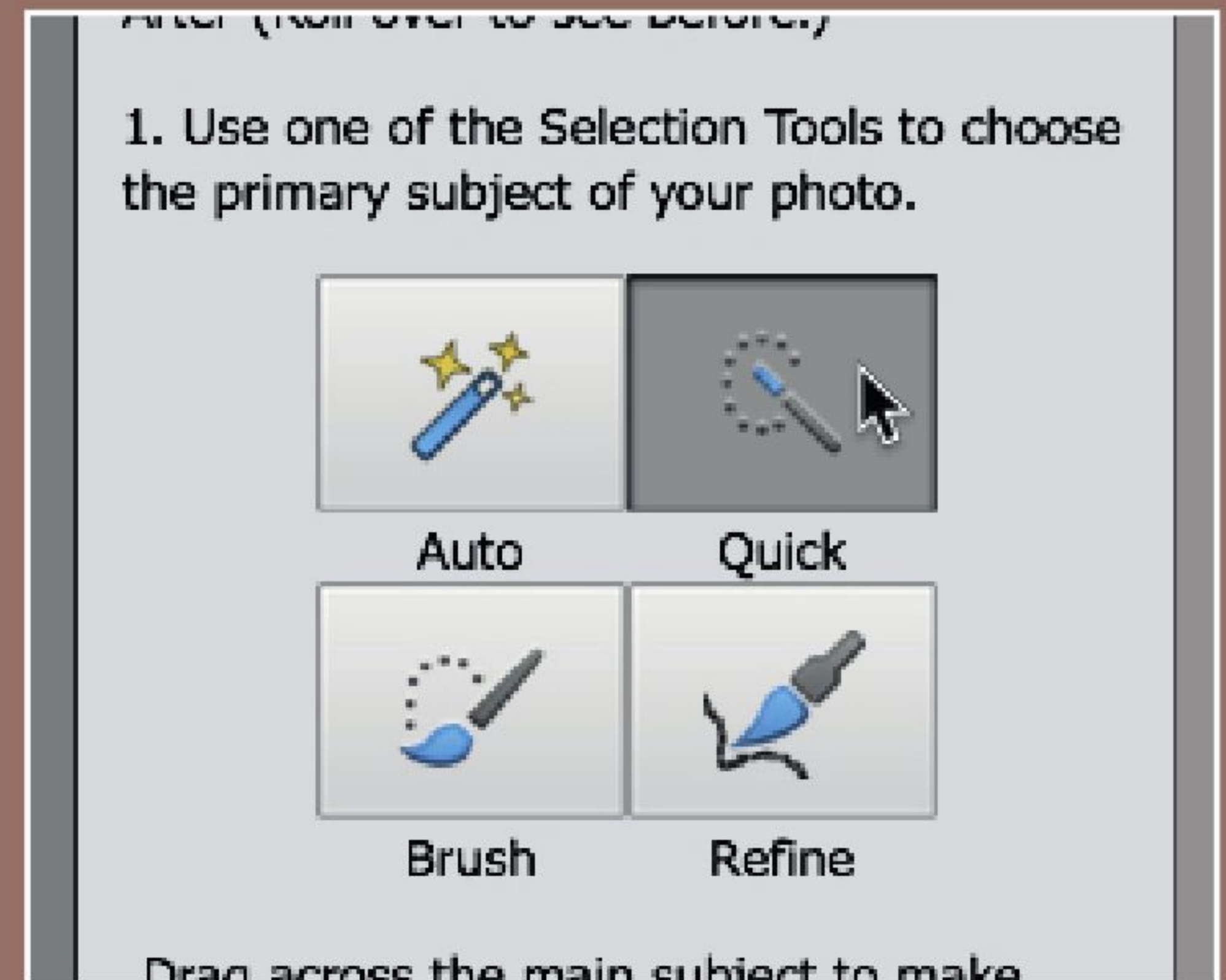
Hopefully it isn't an exaggeration to say that cutting one subject out of a photo and transplanting it into another is one of the core photo manipulation tasks that everyone has encountered or at least thought about when perusing their photo collection. Well, there is a great Guided edit to help you do just that.



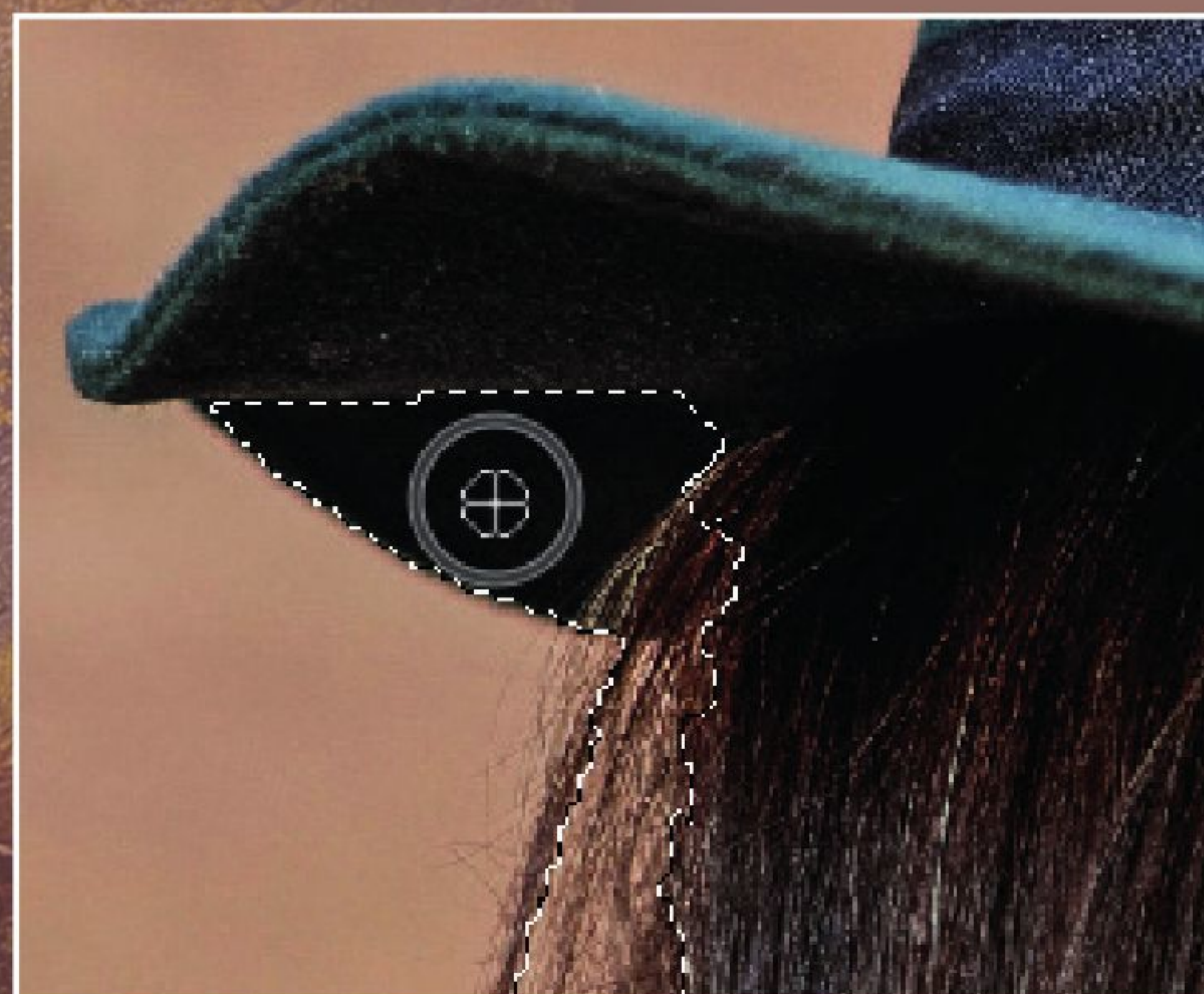
BEFORE



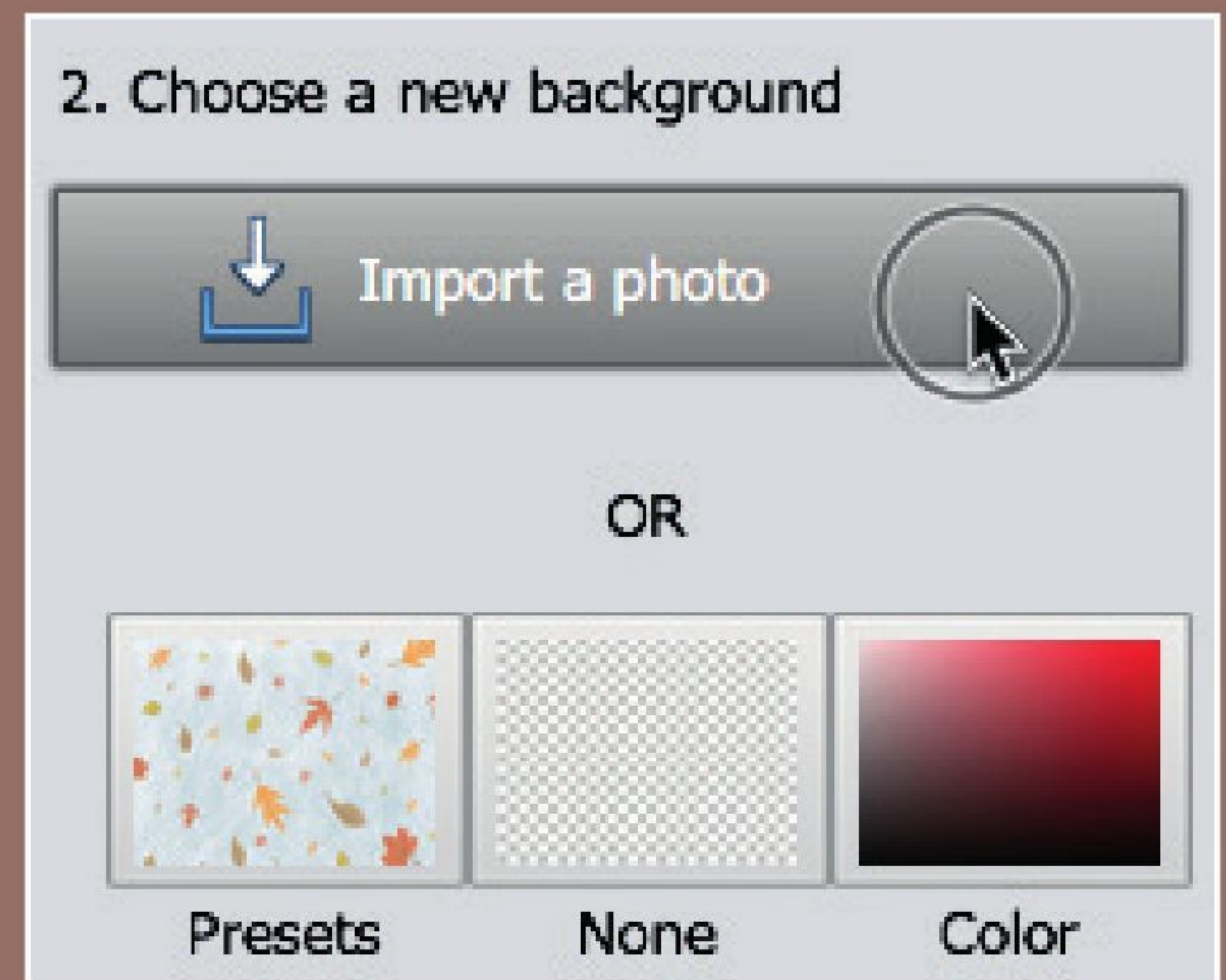
**1** In the Guided workspace, you will find the Replace Background edit under the Special Edits category. Put the photo you want to work on in the Photo Bin.



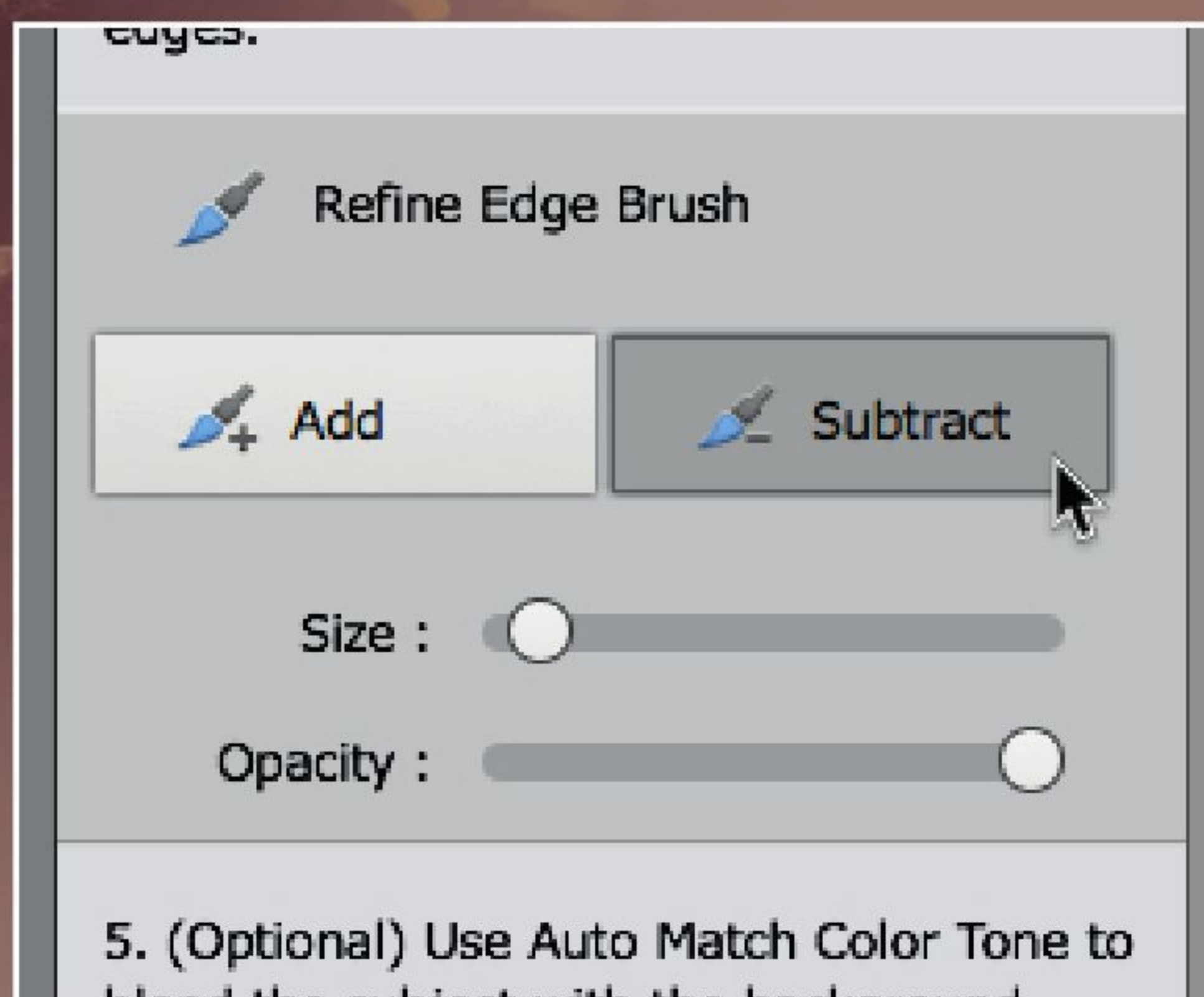
**2** Choose from the available tools to select your subject. The Quick Selection tool should work well on our subject. Drag inside the edge of subject to select them.



**3** Use the tool options to subtract areas that stray outside what is required. Then you can use the Refine tool to improve the quality of the selection.



**4** Now you can import a photo that will be the new background. It will be placed behind your main subject. Both subject and background can be moved if required.



**5** Now you can make further refinements to the outline of your subject if you want. A soft brush can be used to feather the join between the foreground and background too.



**6** Click Auto Match Colour Tone to make the colours of your subject match the background more closely. Now you can save the image as a PSD or jpeg.



AFTER

## The Elements Experience 4

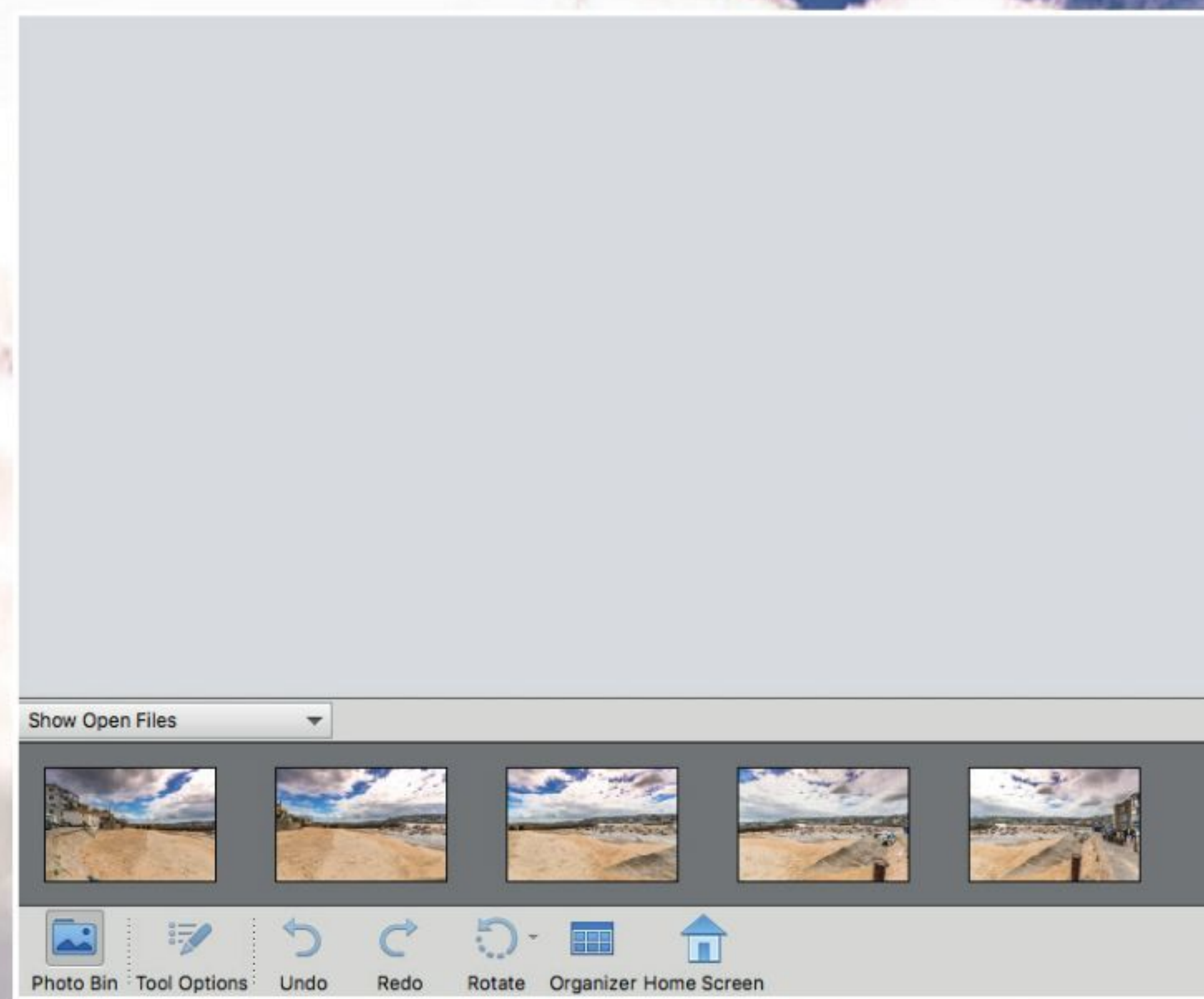
# Photomerge Panorama

Sometimes, a view is too expansive to capture in one photo unless you have some specialist super wide-angle lens. Luckily, Elements has a Guided edit that can take a series of shots and stitch them seamlessly together to create a super-wide panorama that can stretch from horizon to horizon if needed.

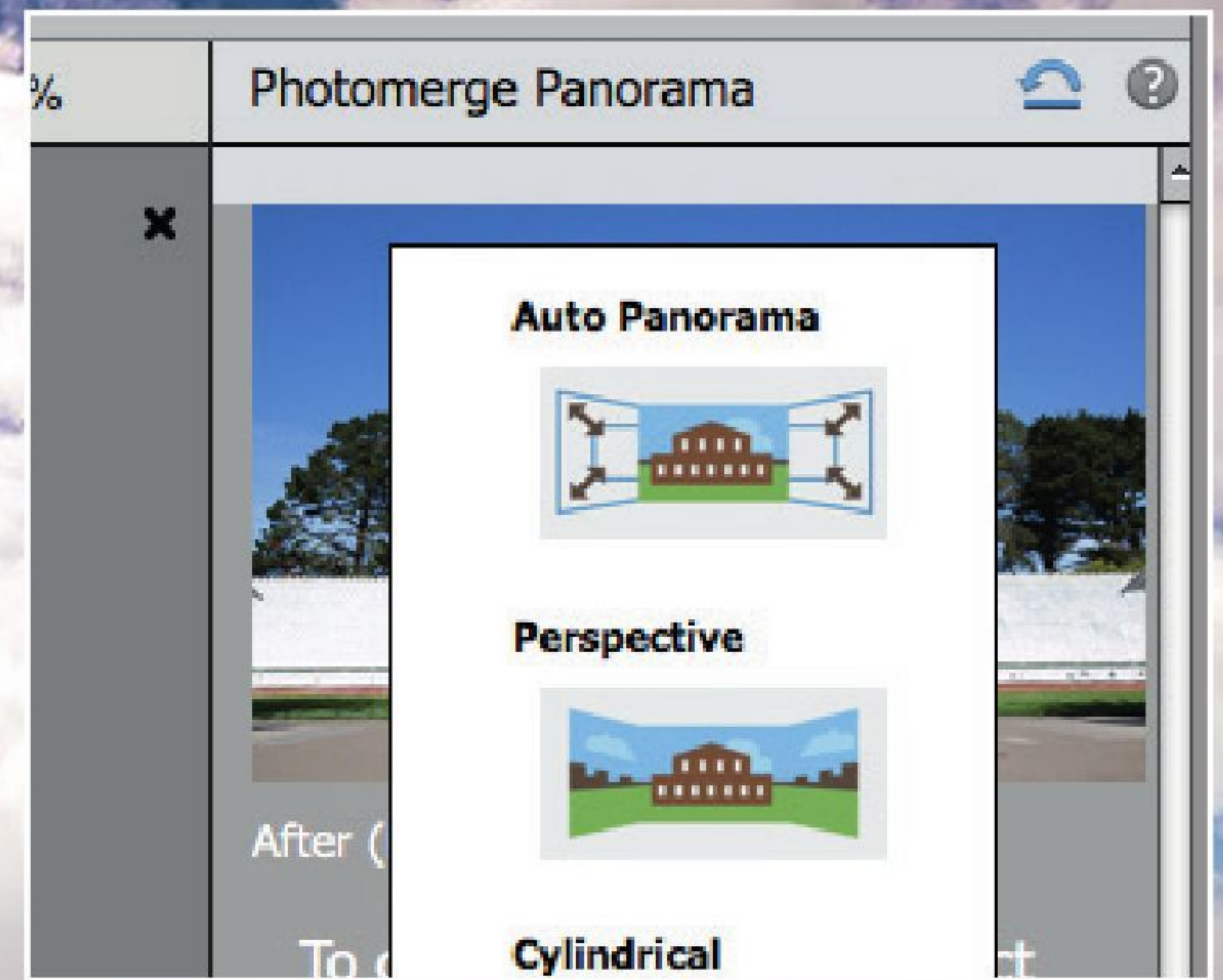


BEFORE

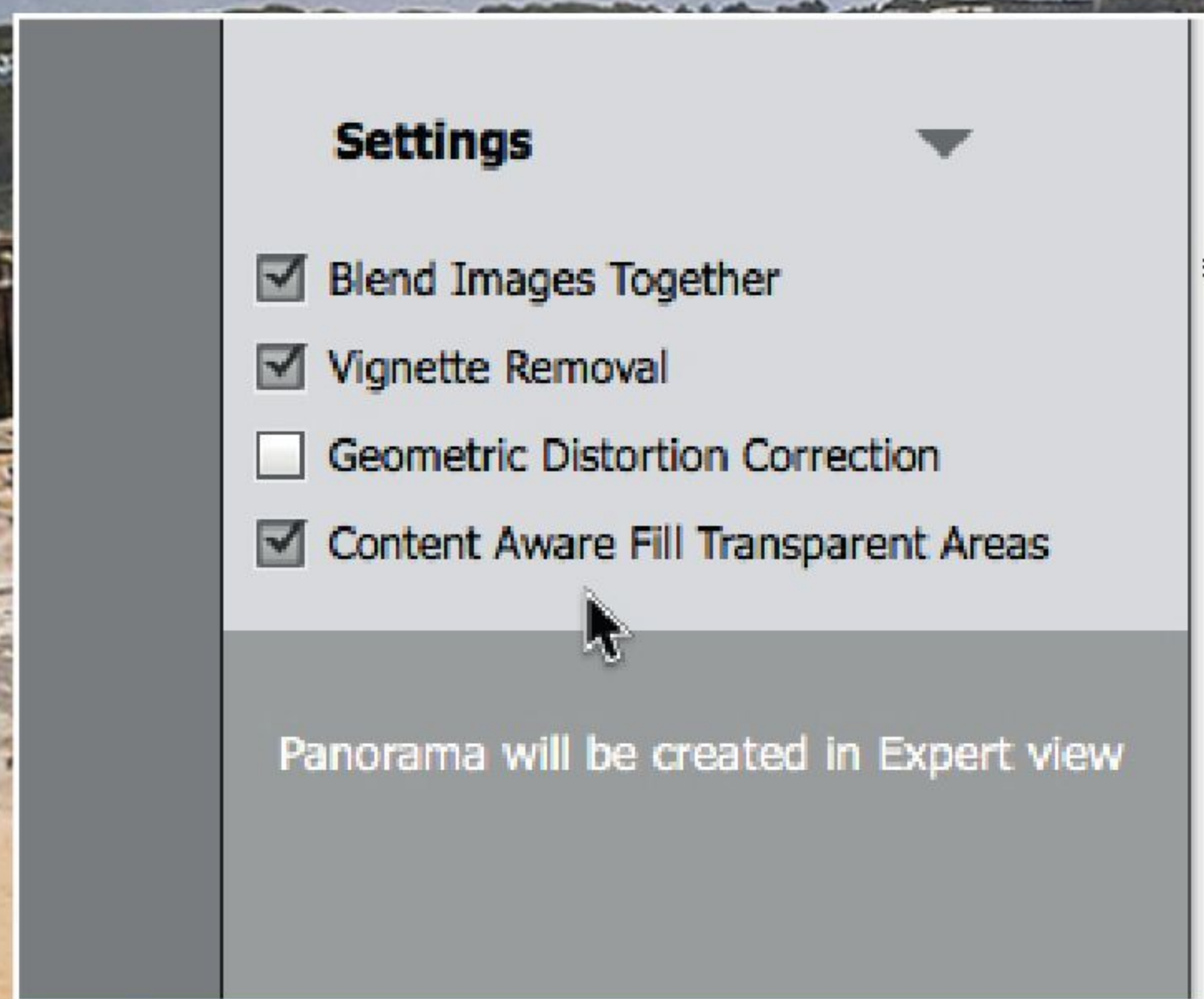




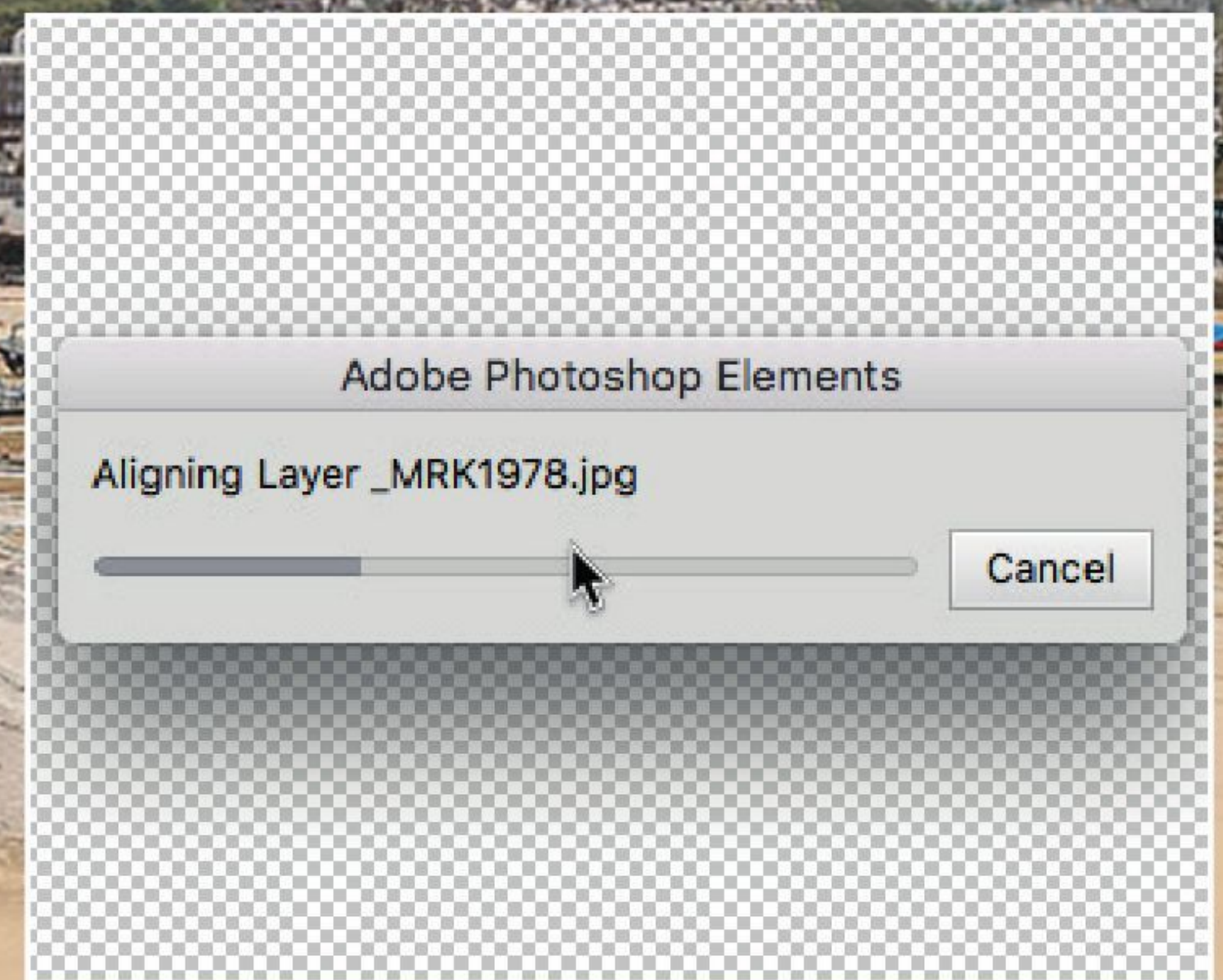
**1** In the Guided workspace, you will find Photomerge Panorama under the Photomerge category. Place the sequence of panoramic photos you want in the Photo Bin.



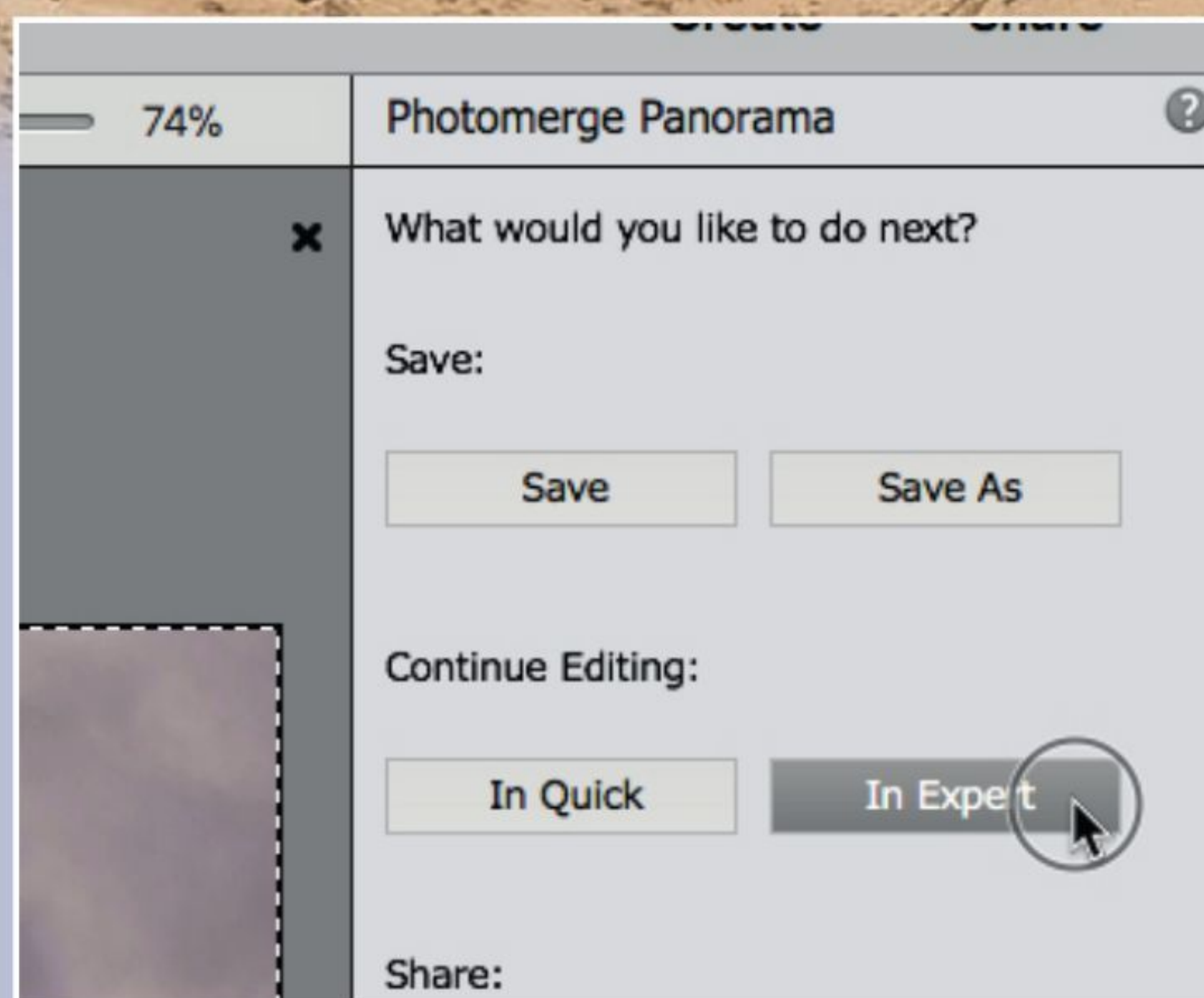
**2** Make sure all your photos are selected and choose the type of setting you want. In nearly all cases, the Auto Panorama settings is fine for standard photos.



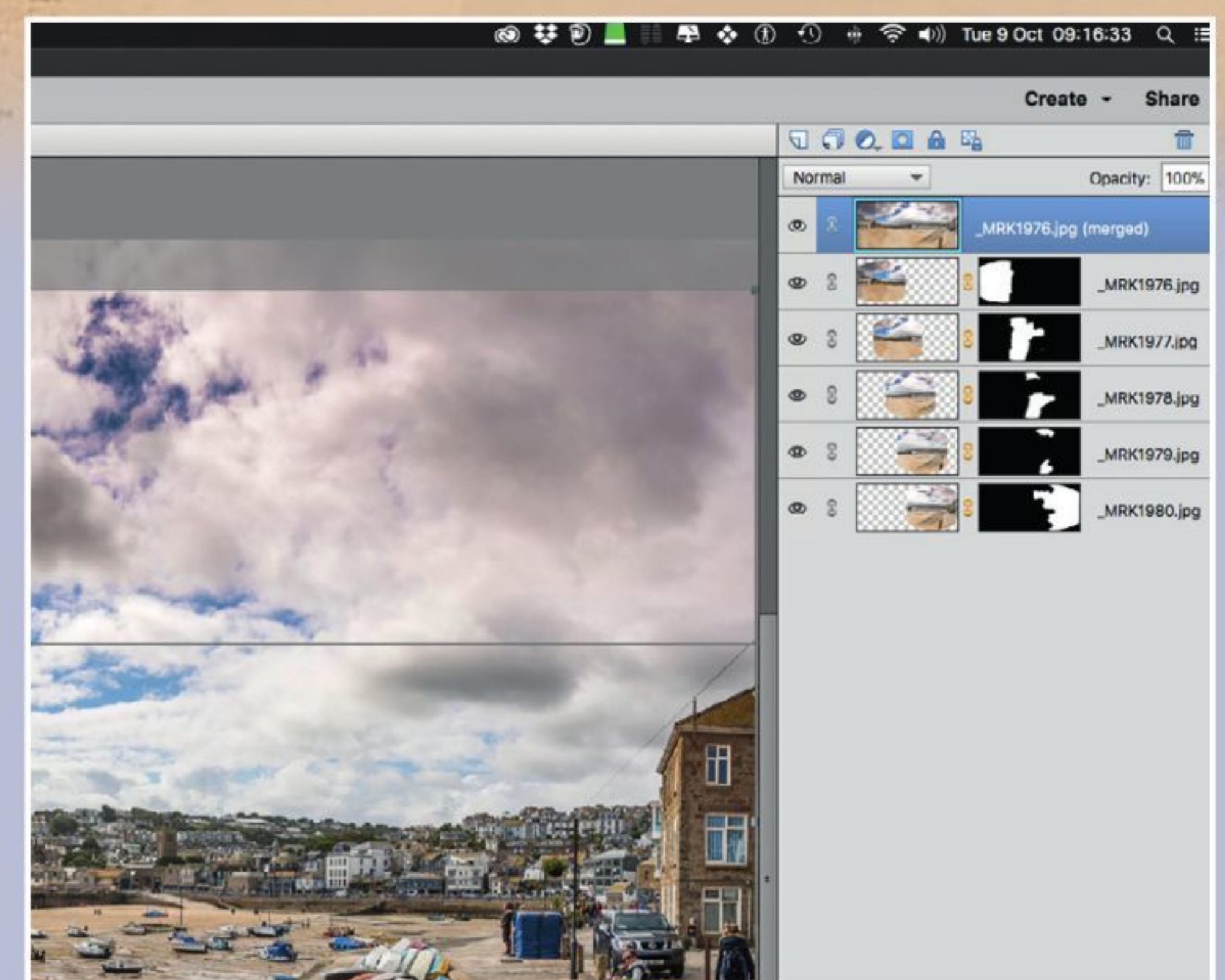
**3** Make sure the Blend Images Together and Vignette Removal boxes are ticked. If you want to fill transparent areas then choose Content Aware Fill Transparent Areas.



**4** Now you can click the Create Panorama button and the stitching process will begin. Note that Expert mode is used to stitch your images.



**5** Once Expert mode has stitched the images and filled any transparent areas, it returns you to the Guided page to save it or continue working on it in Expert mode.



**6** In Expert mode you can flatten the image, make adjustments to the image and crop it if required. Then you can save the result as a PSD or other image format.



# Wait, I had something



BEFORE

AFTER



The Elements Experience 5

## Meme Maker

What is a meme, you may ask? A meme is an image, video or piece of text that is humorous in nature. It is copied and spread around the Internet and social media and often has slight variations added to it. The power of the meme has not gone unnoticed at Adobe, so they have introduced the Meme Maker as one of their Guided edits for you to have some fun with.

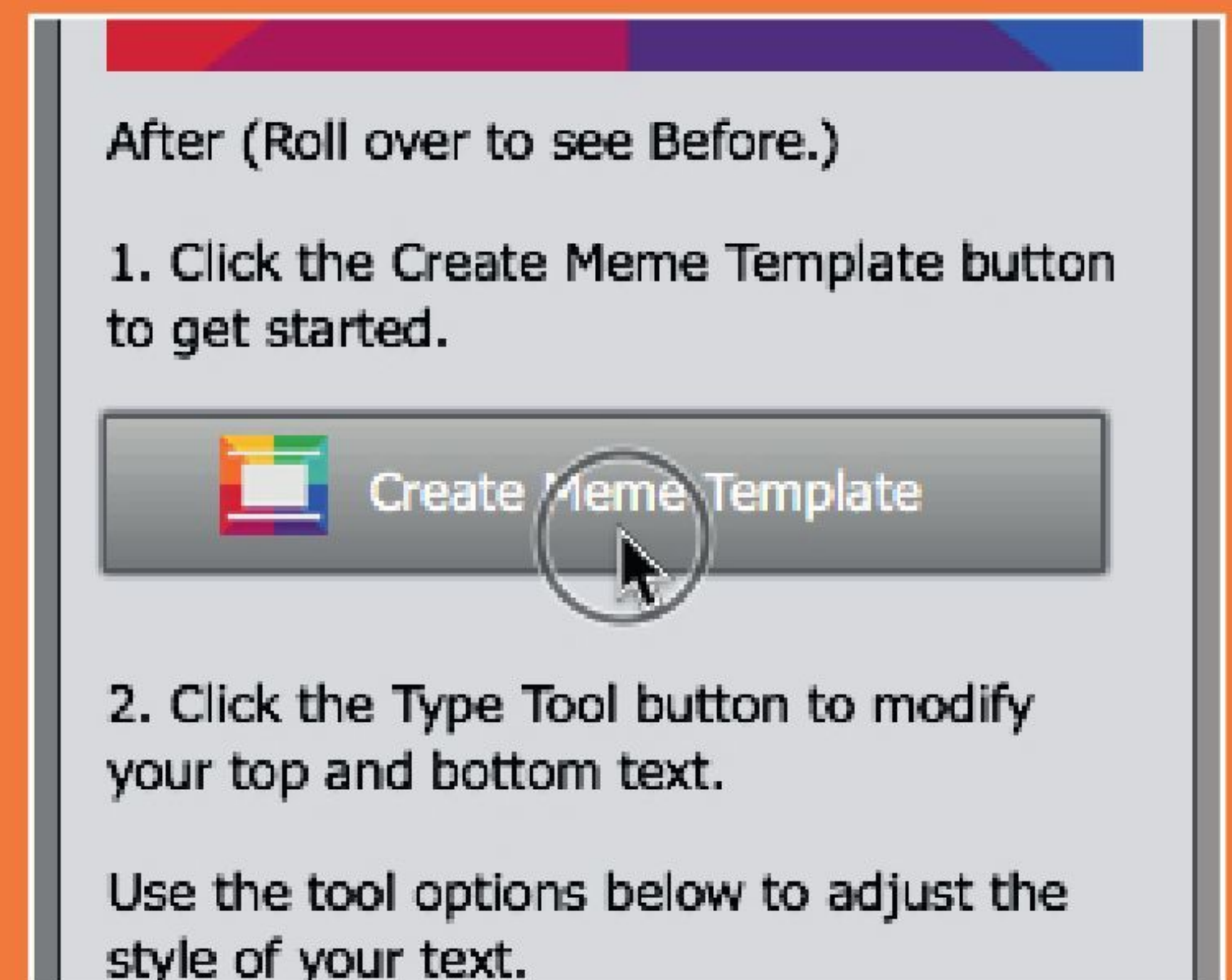
# It's on the tip of my



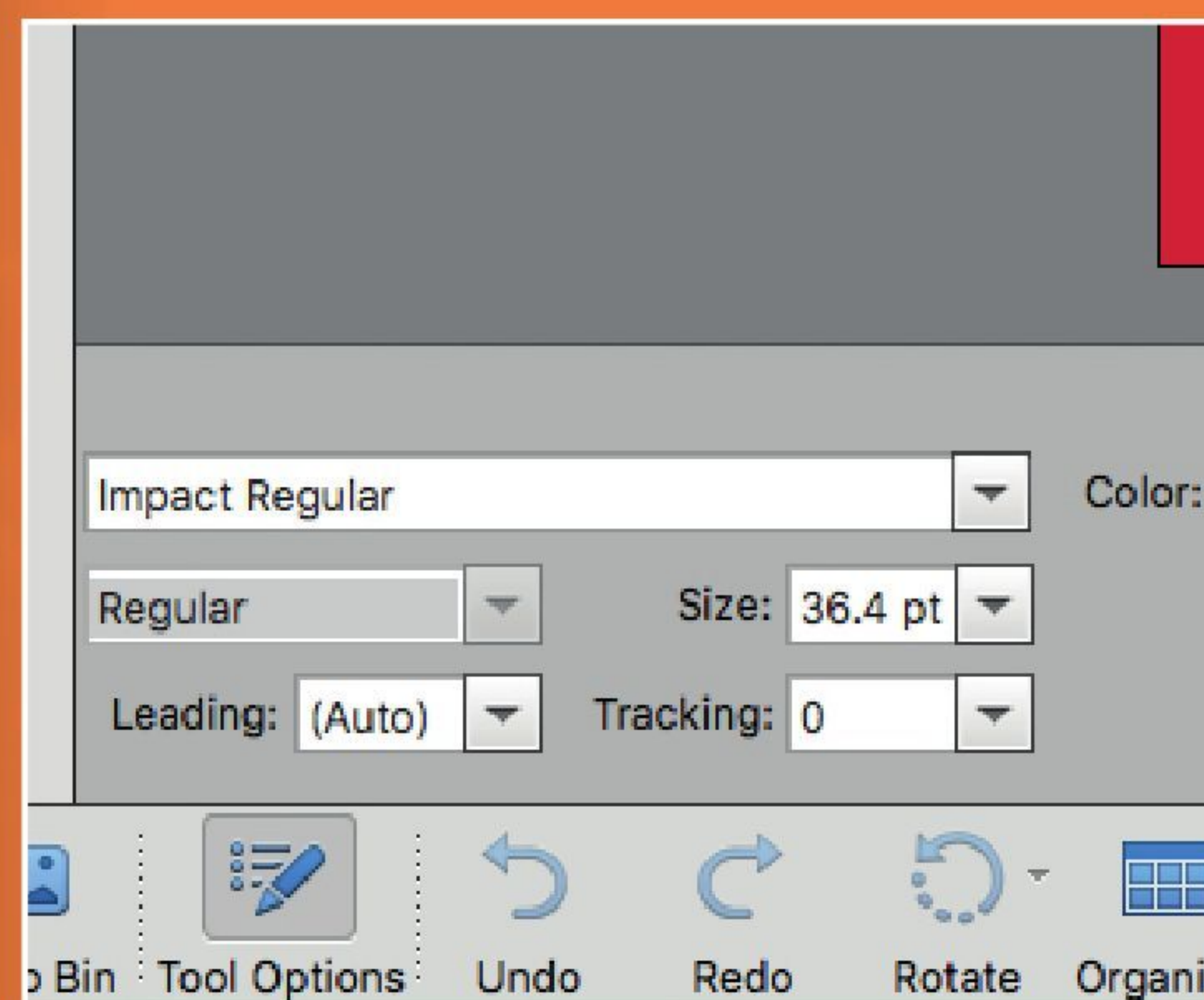
# for this



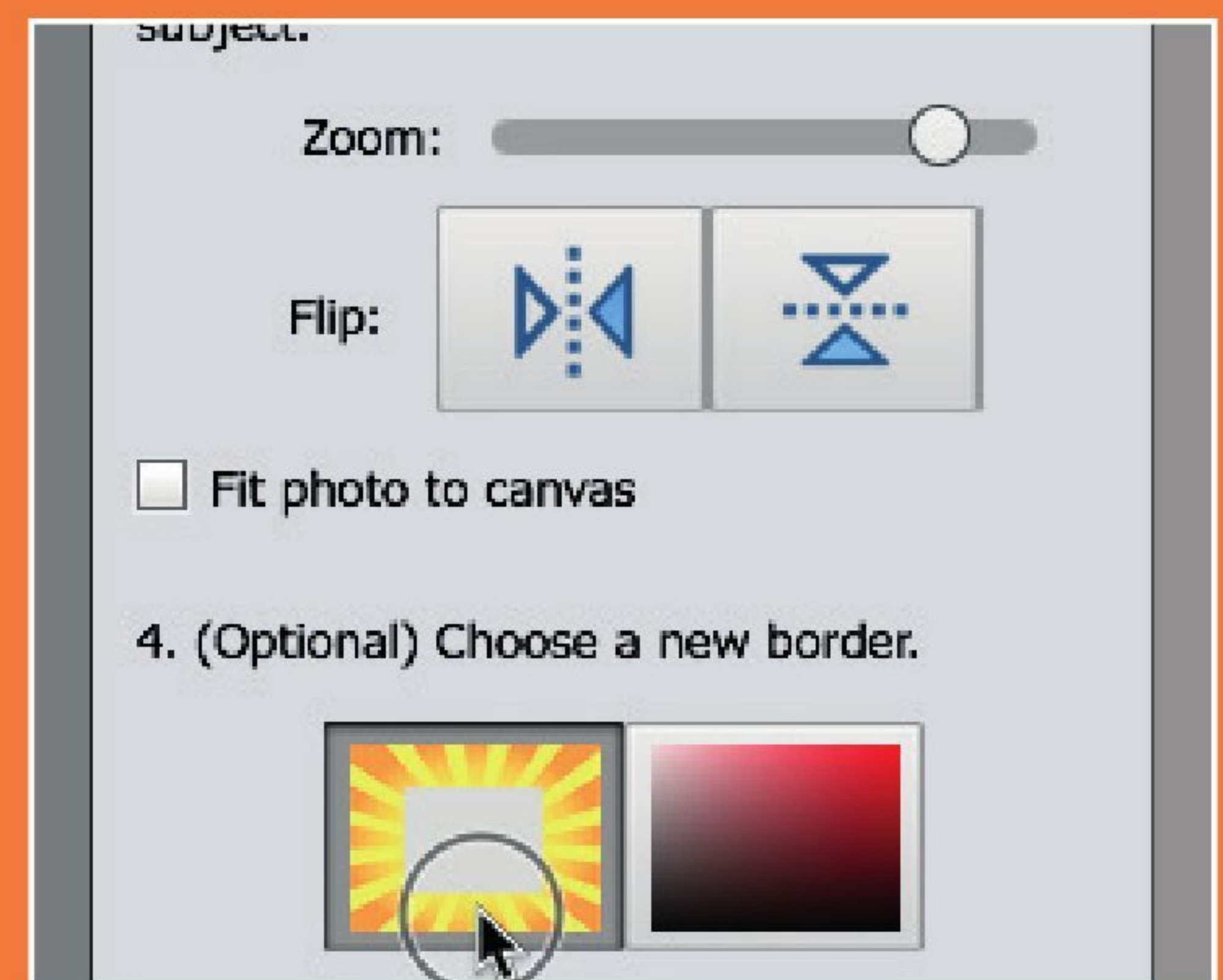
**1** In the Guided workspace, the Meme Maker is under the Fun Edits category. Make sure you have a suitably worthy image open and ready to go.



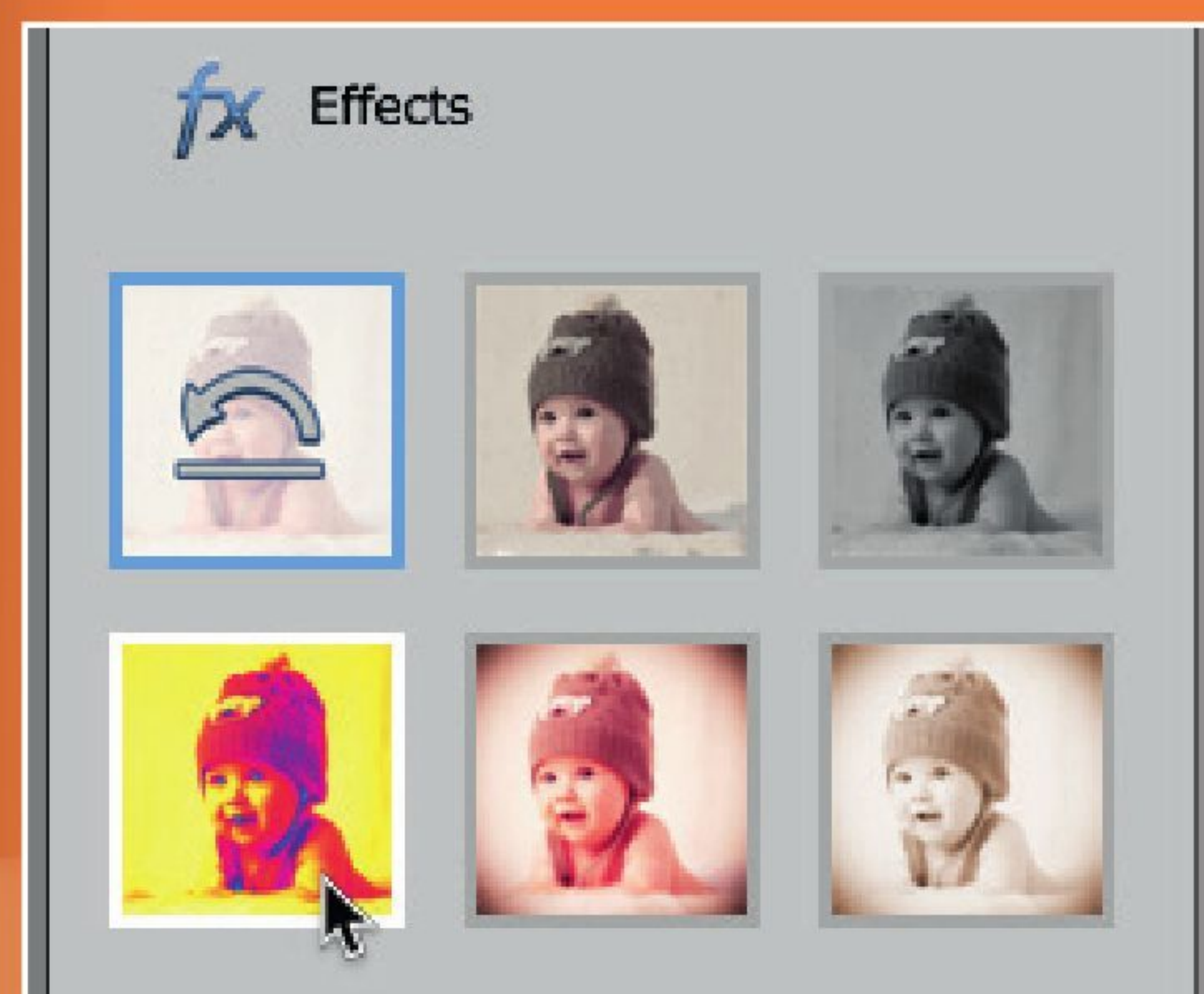
**2** We have a funny picture of a monkey sticking his tongue out. The first thing to do is to click the Create Meme Template button to add the basic frame and text.



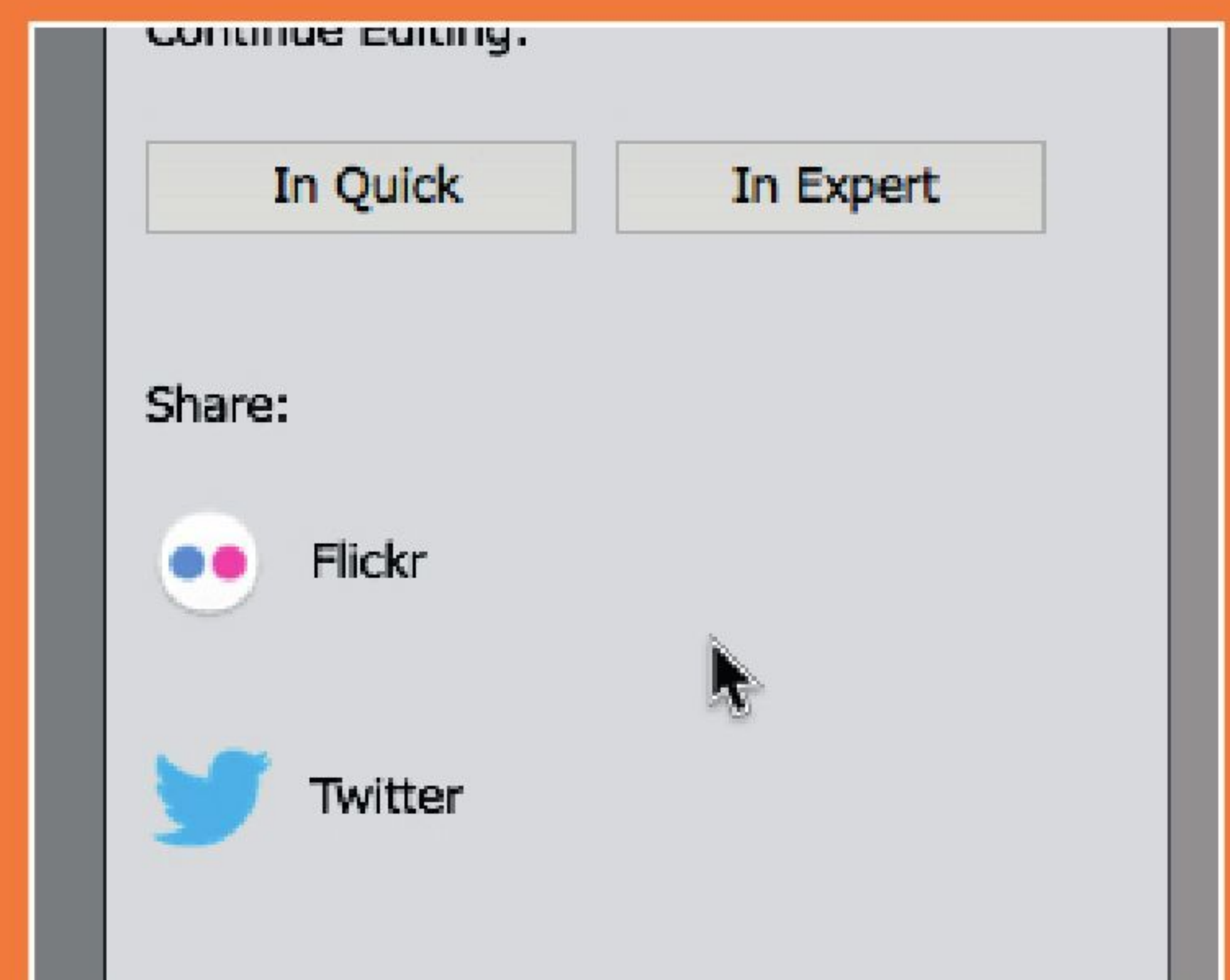
**3** You can type new text using the Type Tool and choose any font from the Tool Options panel in the lower left of the screen.



**4** Then you can zoom your photo if required and flip it horizontally or vertically. Then you can choose to add a new border from the options available.



**5** You can also add more effects to the resulting image. You can choose from a pop art, black and white and several other options. Click on the effect you want to add.



**6** Finally, when your meme is ready, you can save it, continue to work on it in Quick or Expert mode and Share it with the world on Flickr and Twitter.

# tongue



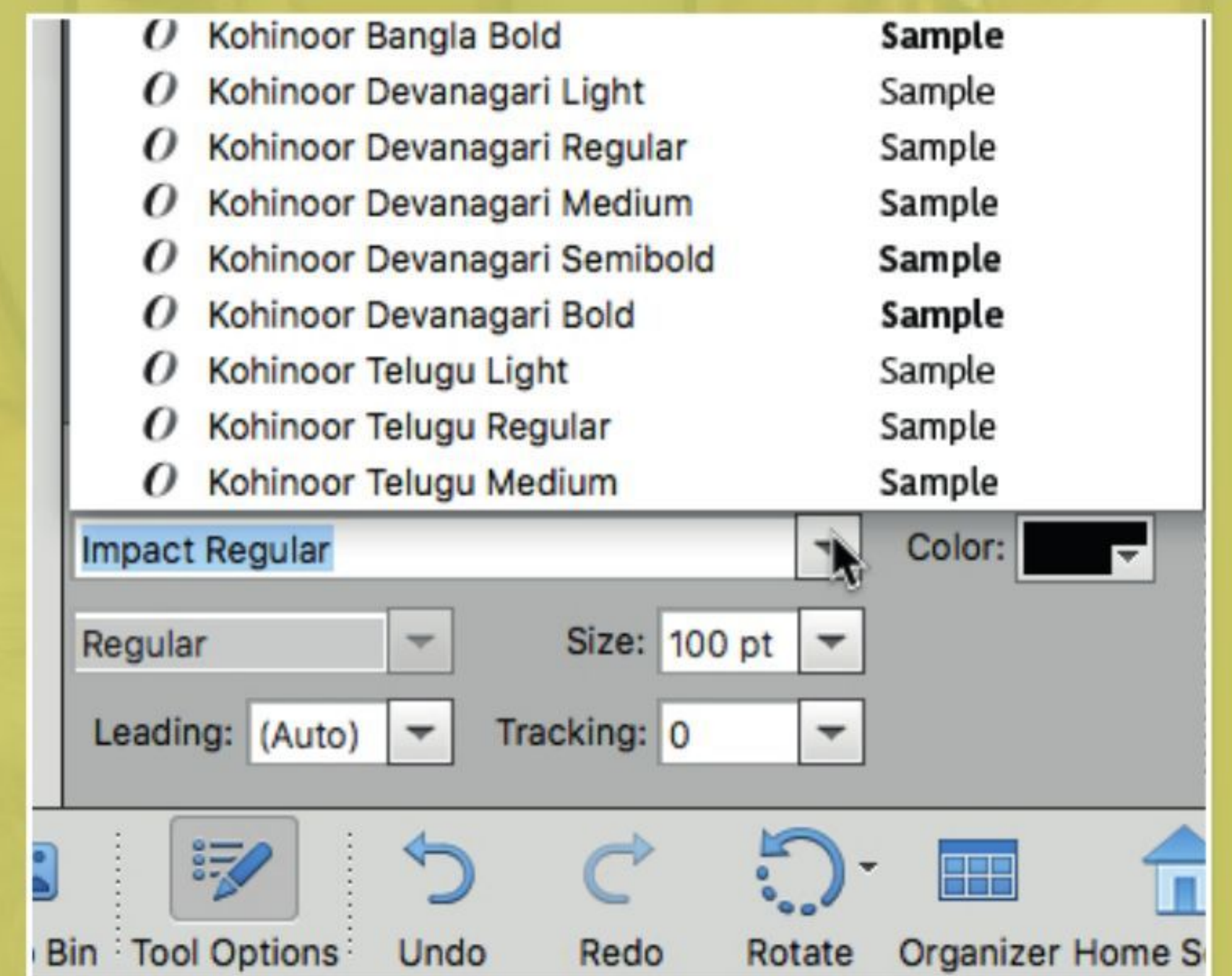
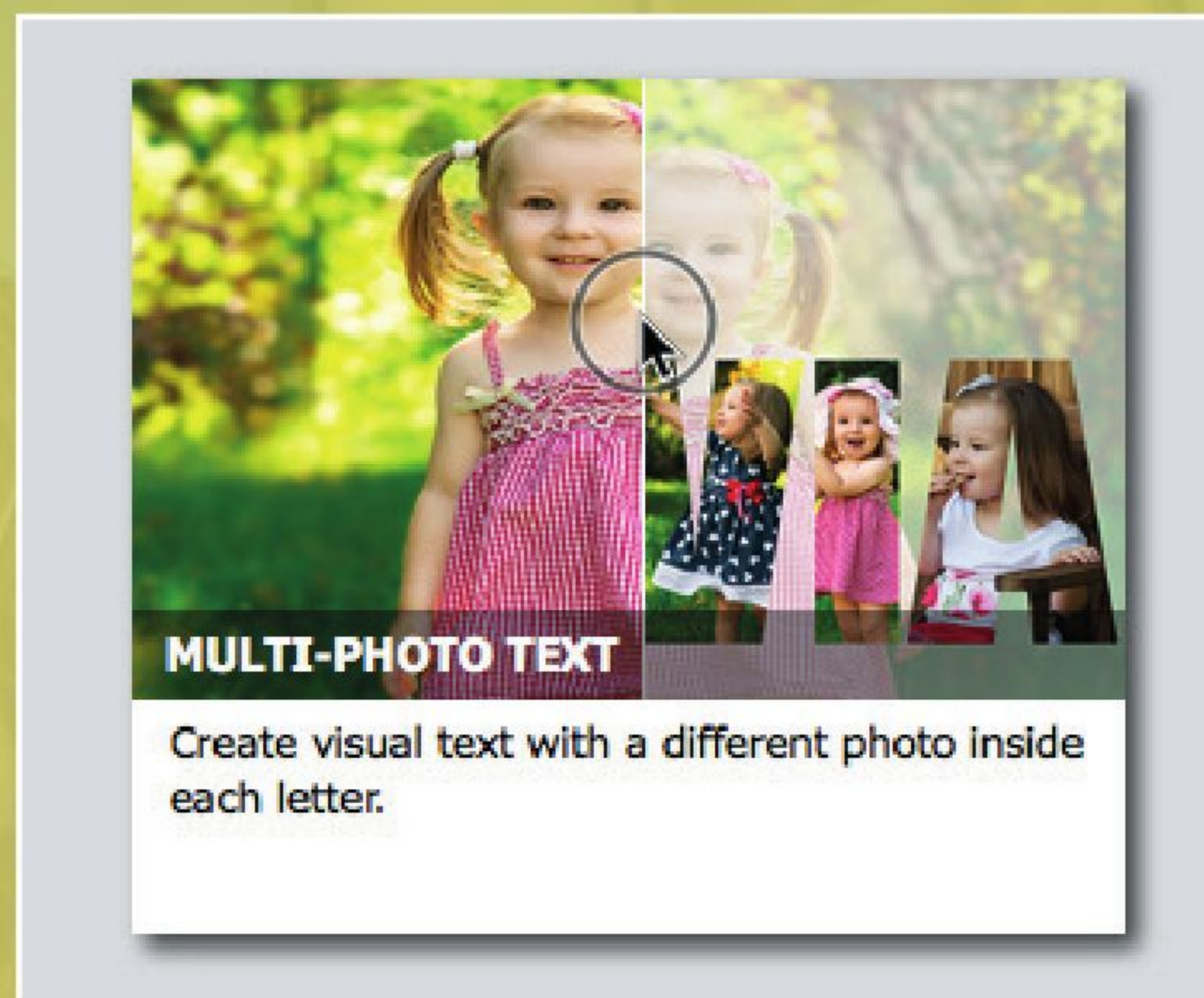
## The Elements Experience 6 Multi-photo Text

Creating visual text with a photo inside each letter can be a laborious process, particularly if you are working with a long word. Once again, the Elements Guided workflow has a guided edit that can take the work out of the process, so you can enjoy what you are creating.

AFTER

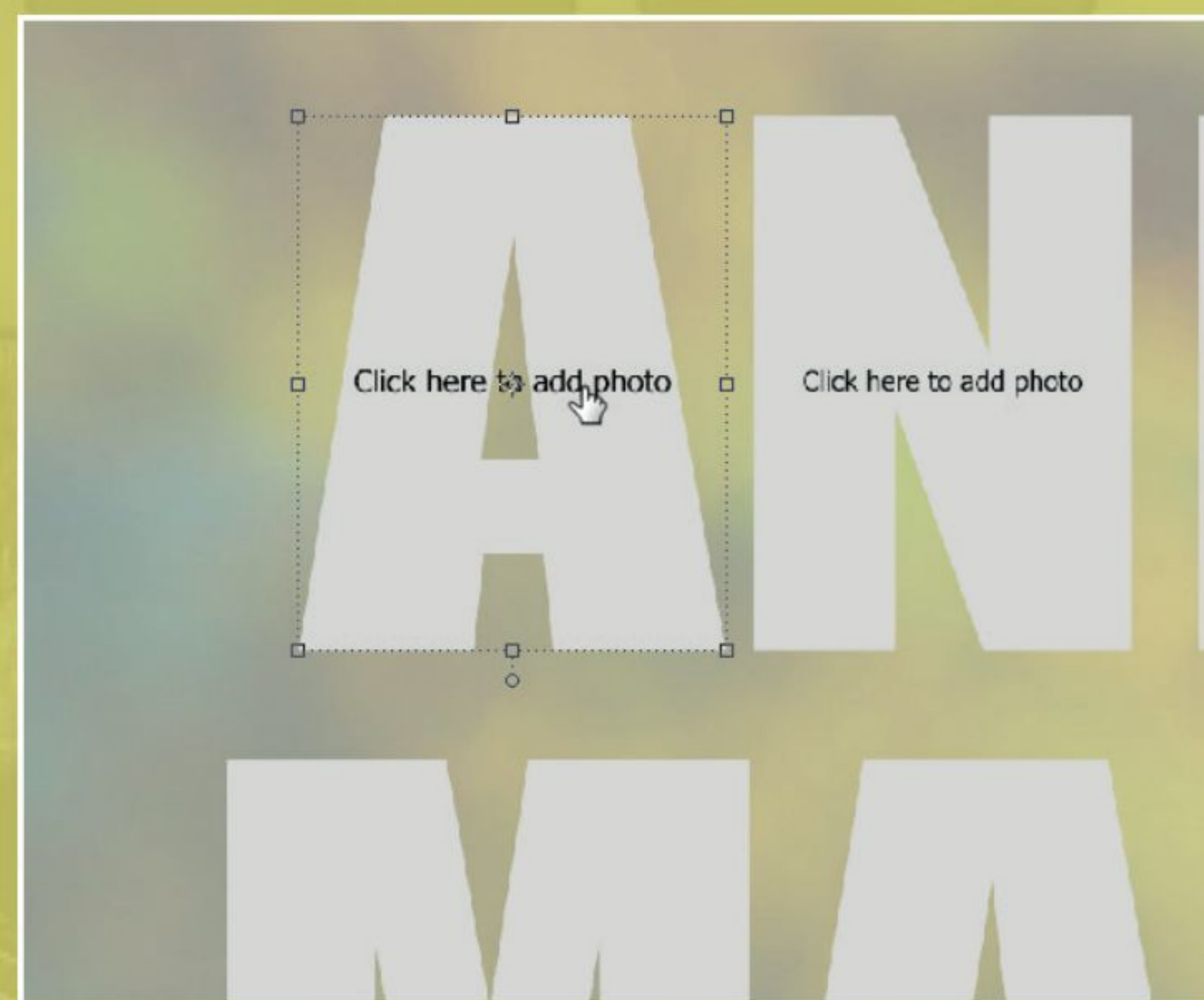
BEFORE





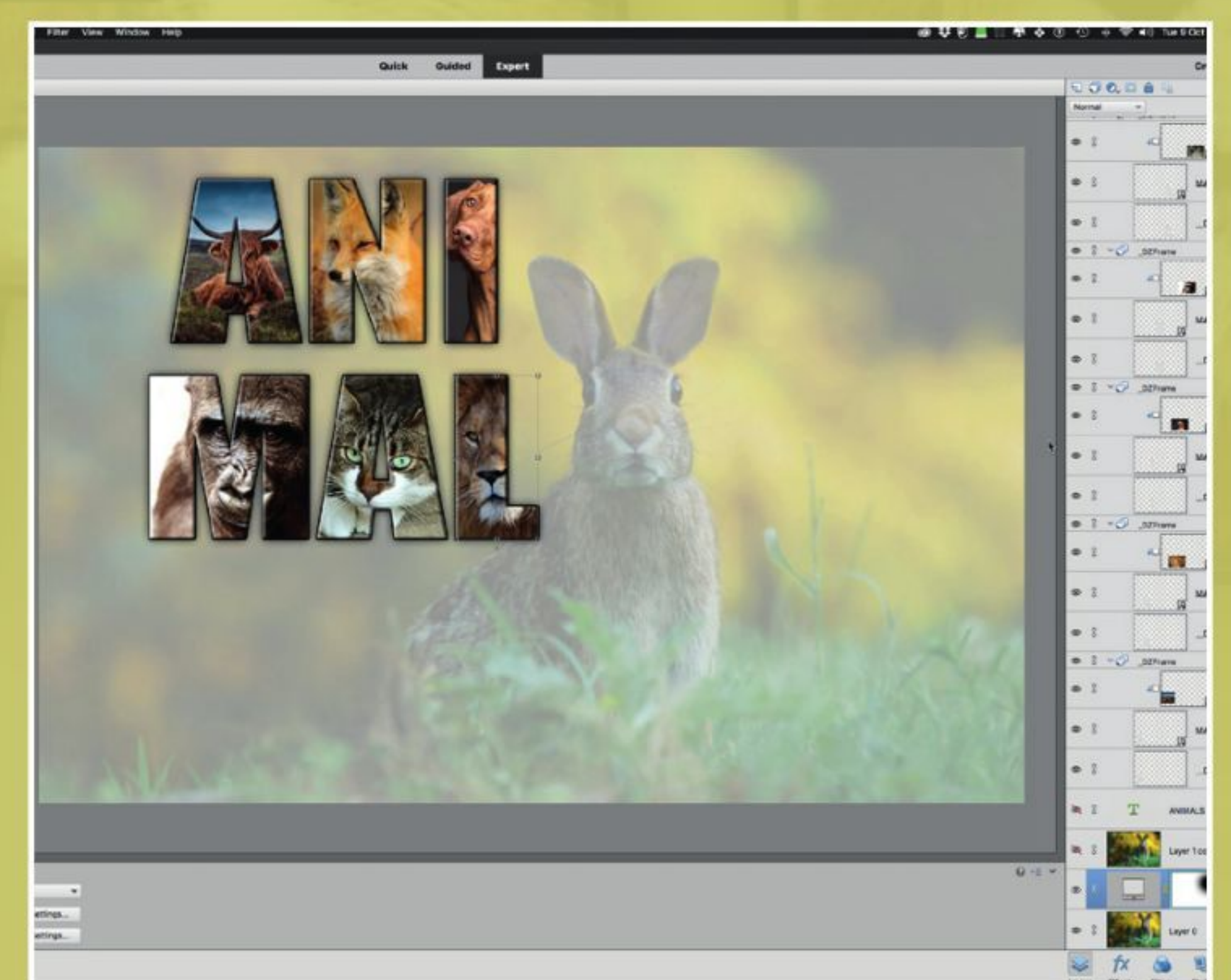
**1** The Multi-photo Text guide is in the Fun Edits section. With your chosen background photo open, you're ready to then click on the Multi-photo Text icon.

**2** Use the Type Tool first to add your text, alter its style and size using the Tool Option panel. You can also specify how it fits your photo.



**3** When you click the Create Frames button, each letter is converted to a frame ready for you to click and then select a photo to appear in it.

**4** Choose from your computer or your Photo Bin and place one image inside each letter. Double-click each frame to adjust the image size and position.



**6.** (Optional) Choose the intensity of your text's bevel, drop shadow, and stroke.

**5** You can add a new background if you want by clicking the options available; or you can add outlines and drop shadows to the text to make it stand out more.

**6** Save it there and then or open it in Expert mode to work on it further. We made the rabbit larger and more visible and then saved it.



AFTER

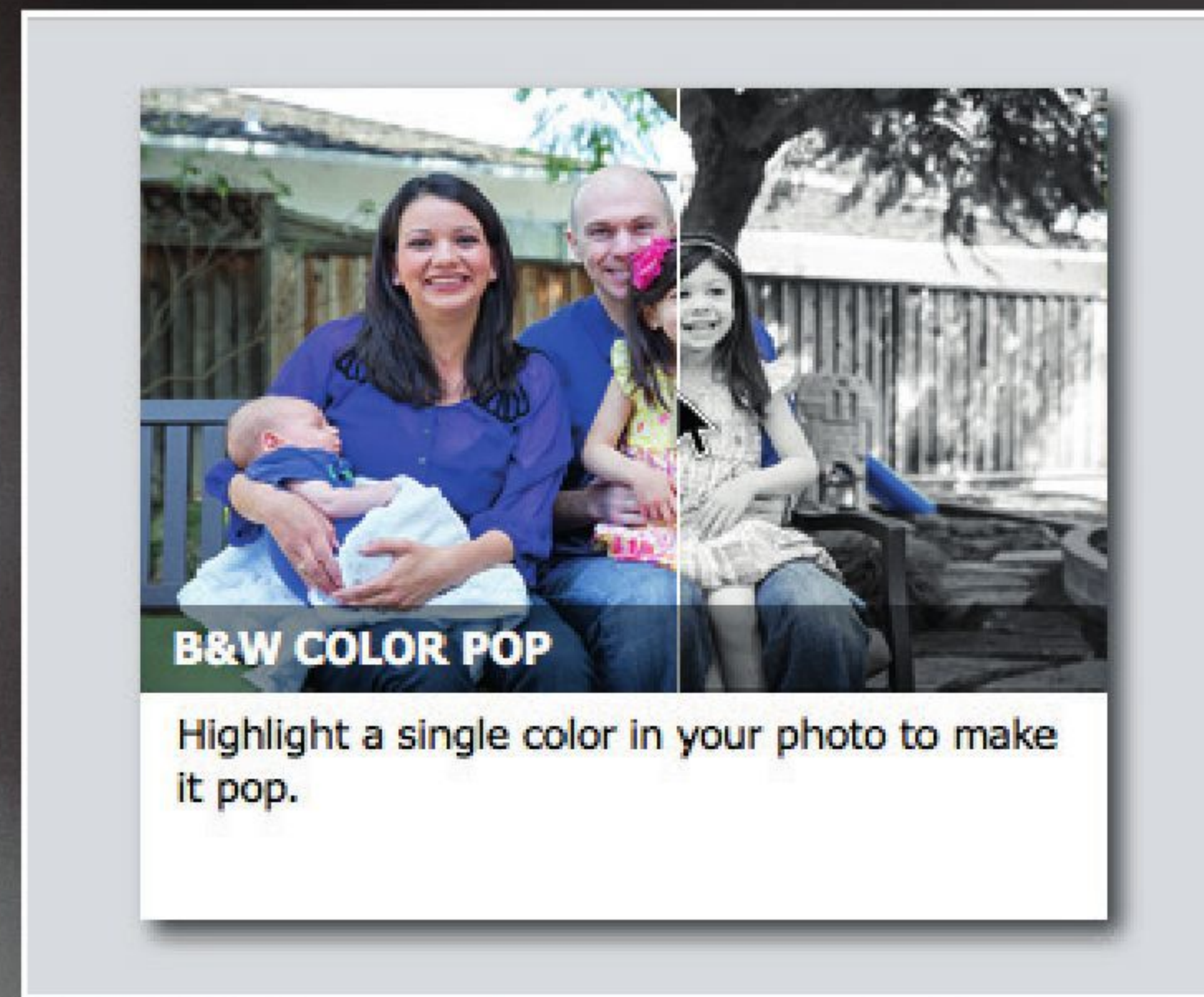
## The Elements Experience 7

# B&W Colour Pop

Converting a photo to black and white is great for highlighting the texture and composition in an image to make it more powerful. There is a creative option to that, where by you convert it to black and white but leave a part of it in colour so the object really stands out and draws your eye. It is referred to as selective colour or in the case of our guided edit example, B&W Colour Pop.



BEFORE



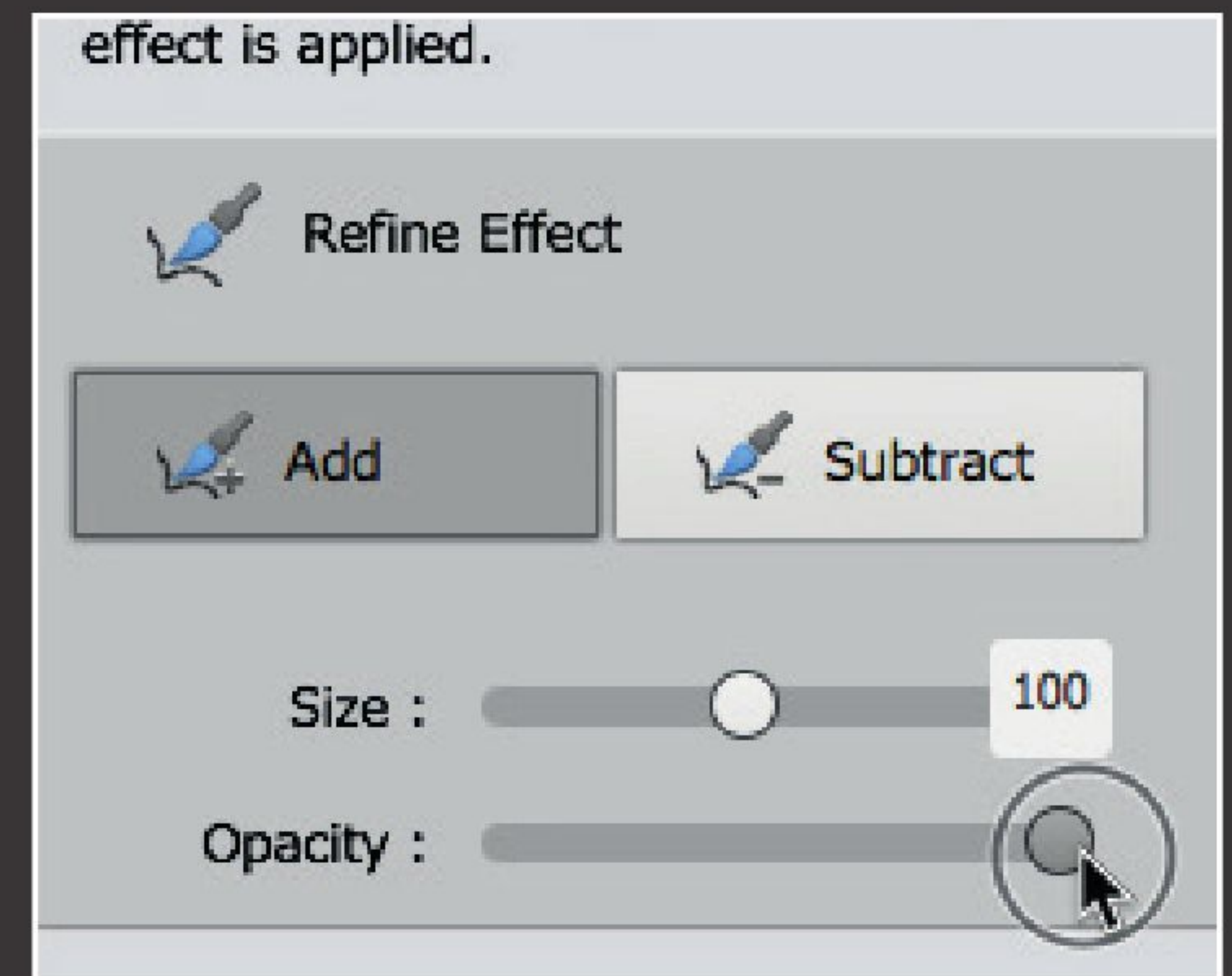
**1** The B&W Color Pop edit is found in the Black & White section. Open a photo that you want to add the effect to and then click on the B&W Color Pop icon to proceed.



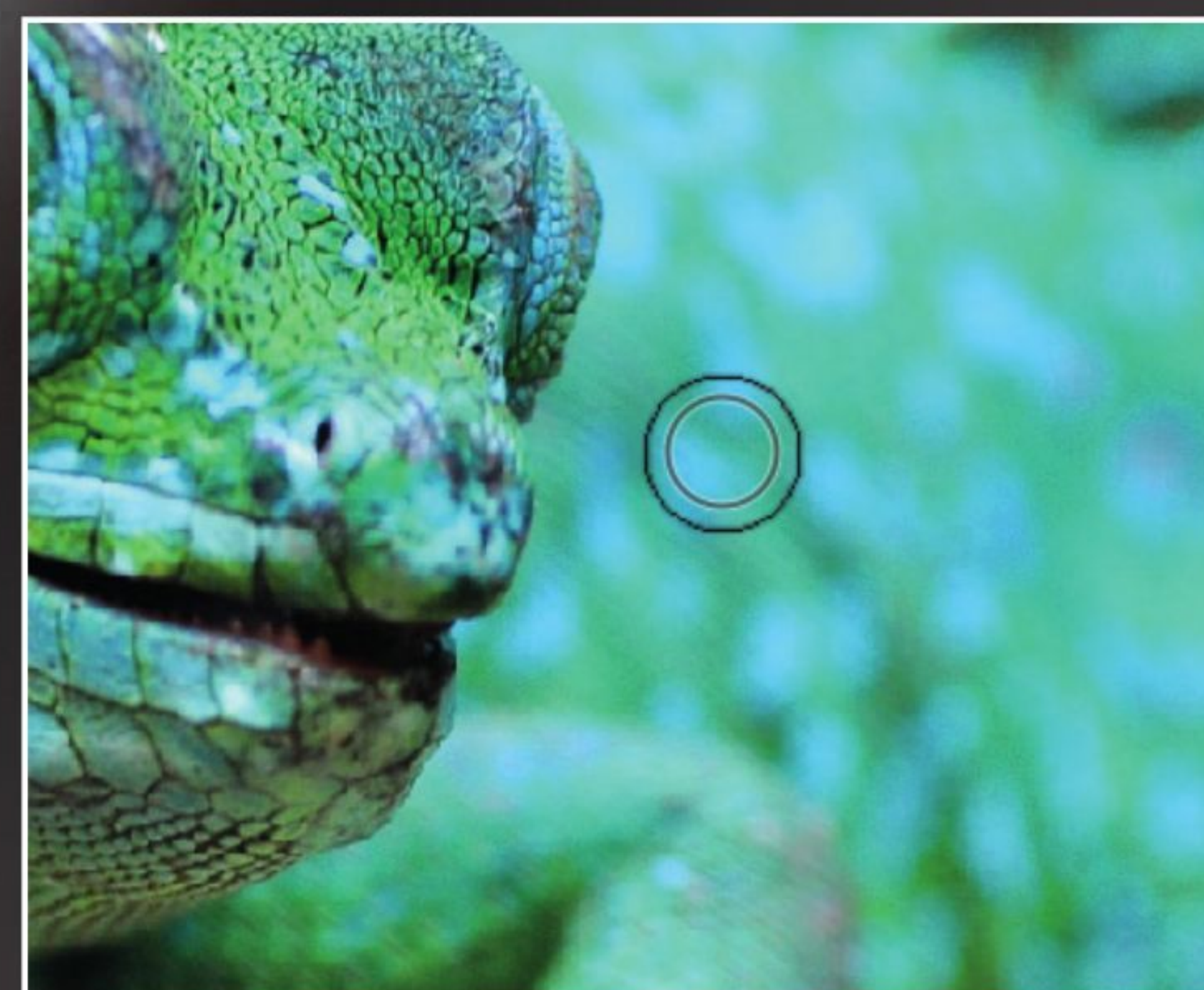
**2** You can click on one of four presets or if you prefer, click on the Select Custom Color button and pick the most dominant colour you want to remain untouched in your photo.



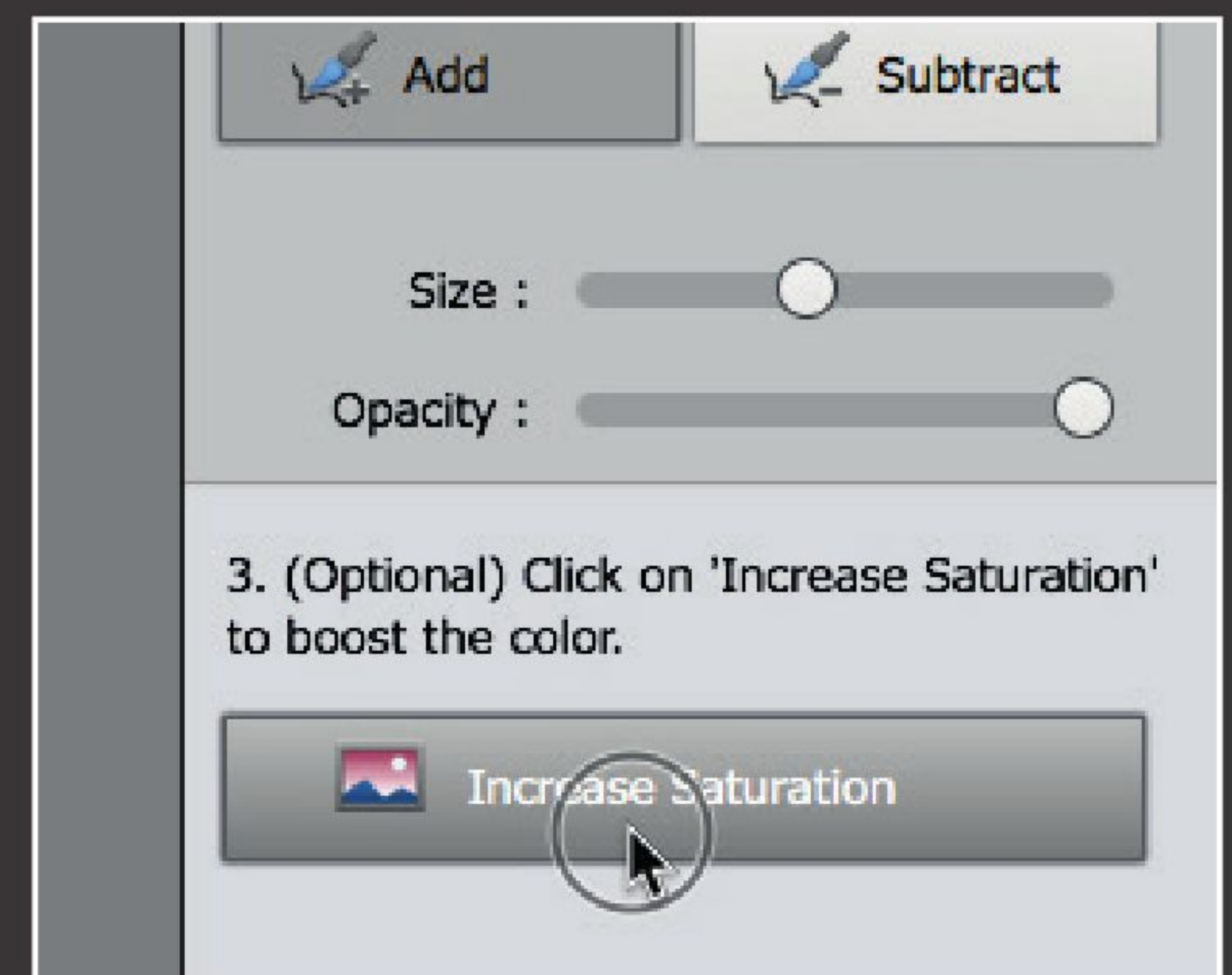
**3** Then, if you increase the Fuzziness value, more colours similar to the one chosen will become visible again while the rest remains in black and white.



**4** You can then use the Refine Effect buttons to bring back more areas to colour using the Add tool, or remove them using the Subtract tool.



**5** The Size and Opacity sliders dictate size of the brush and how opaque the effect of adding colour or subtracting it appears. We're bringing colour back at full strength.



**6** Paint over areas that you want to be coloured again, using a smaller brush for finer detailed areas. Finally, you can then click Increase Saturation for a more vivid image.



AFTER

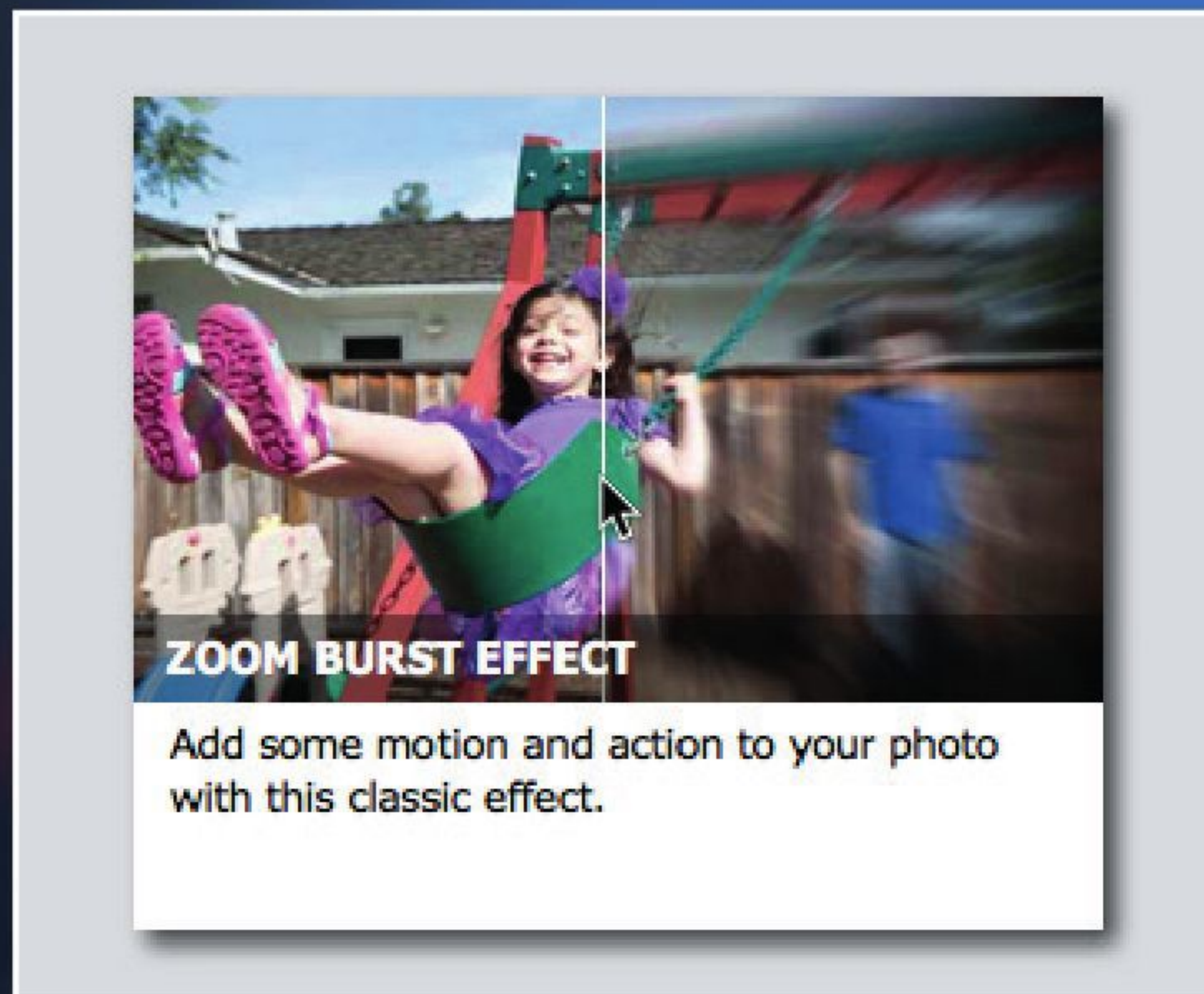
## The Elements Experience 8

# Zoom Burst Effect

Sometimes you want to add motion to an image that is otherwise quite static-looking. Elements has a few Guided edits that can add a motion effect to your photos to give them a little extra punch. The Zoom Burst Effect is a digital version of an ages old photographic trick where the photographer quickly zooms the lens as they take a shot to create streaks within the photo; emulating the feeling of speed and action.



BEFORE



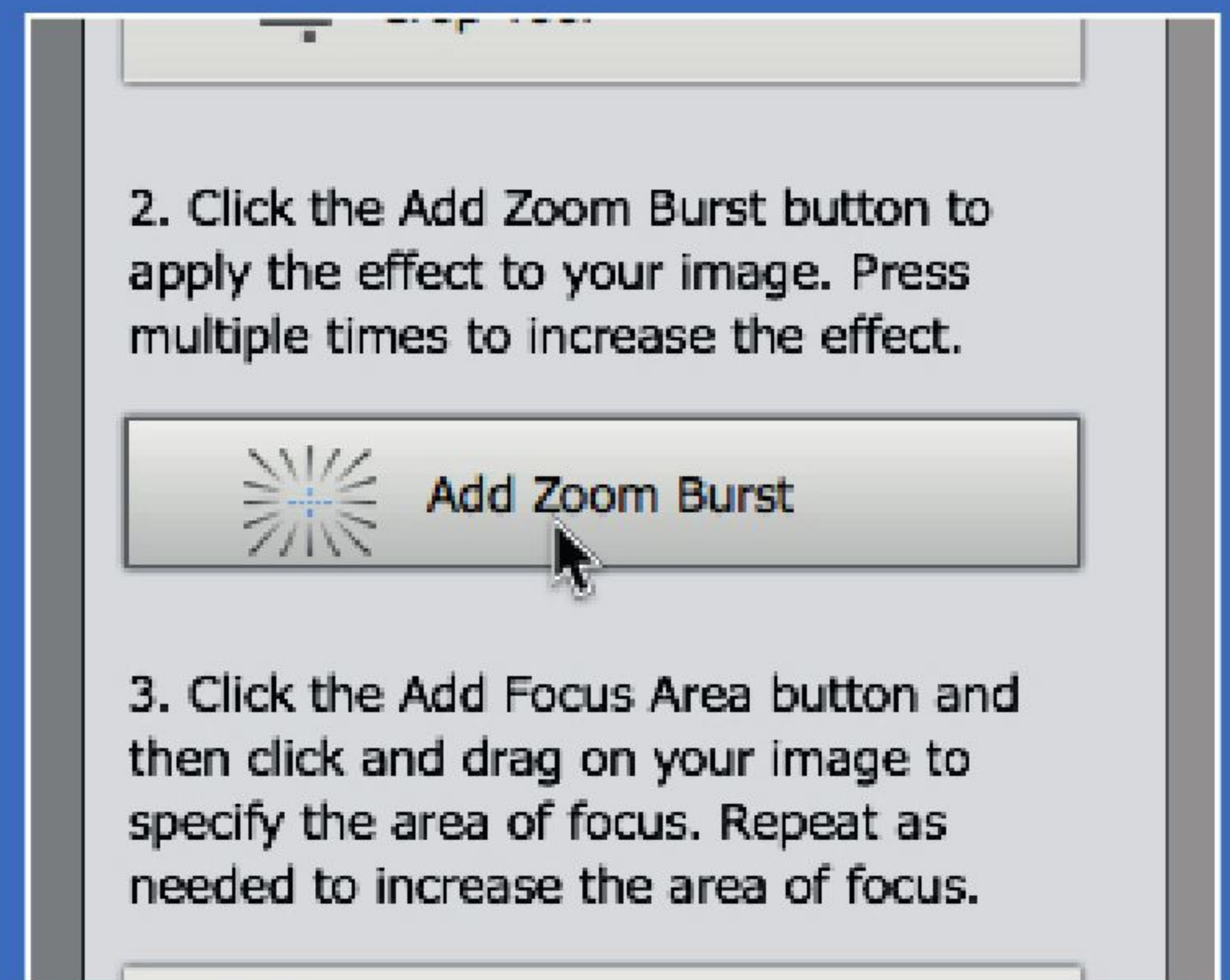
**1** The Zoom Burst Effect edit is found in the Fun Edits section. Open a photo that you want to add the effect to and then click on the Zoom Burst image to proceed.



**2** The first step is to crop your image so the main subject is in the centre of the shot. The zoom effect will start from the centre so it makes sense to position the image centrally too.



**3** Use the crop tool to drag a crop box around your main subject. Our example is of a motorcycle to which we want to add some motion to create a bit more drama.



**4** You can then click the Add Zoom Burst button and the effect will be added to the shot. It mimics a photographic effect where the lens is quickly zoomed as the photo is taken.



**5** At the moment, the entire image has the effect added to it, however, you can use the Add Focus Area tool to remove some of the effect in a chosen area.



**6** We used the Add Focus Area tool to bring the rider back into focus to give the shot a point of interest. We also clicked the Apply Vignette button to darken the corners.



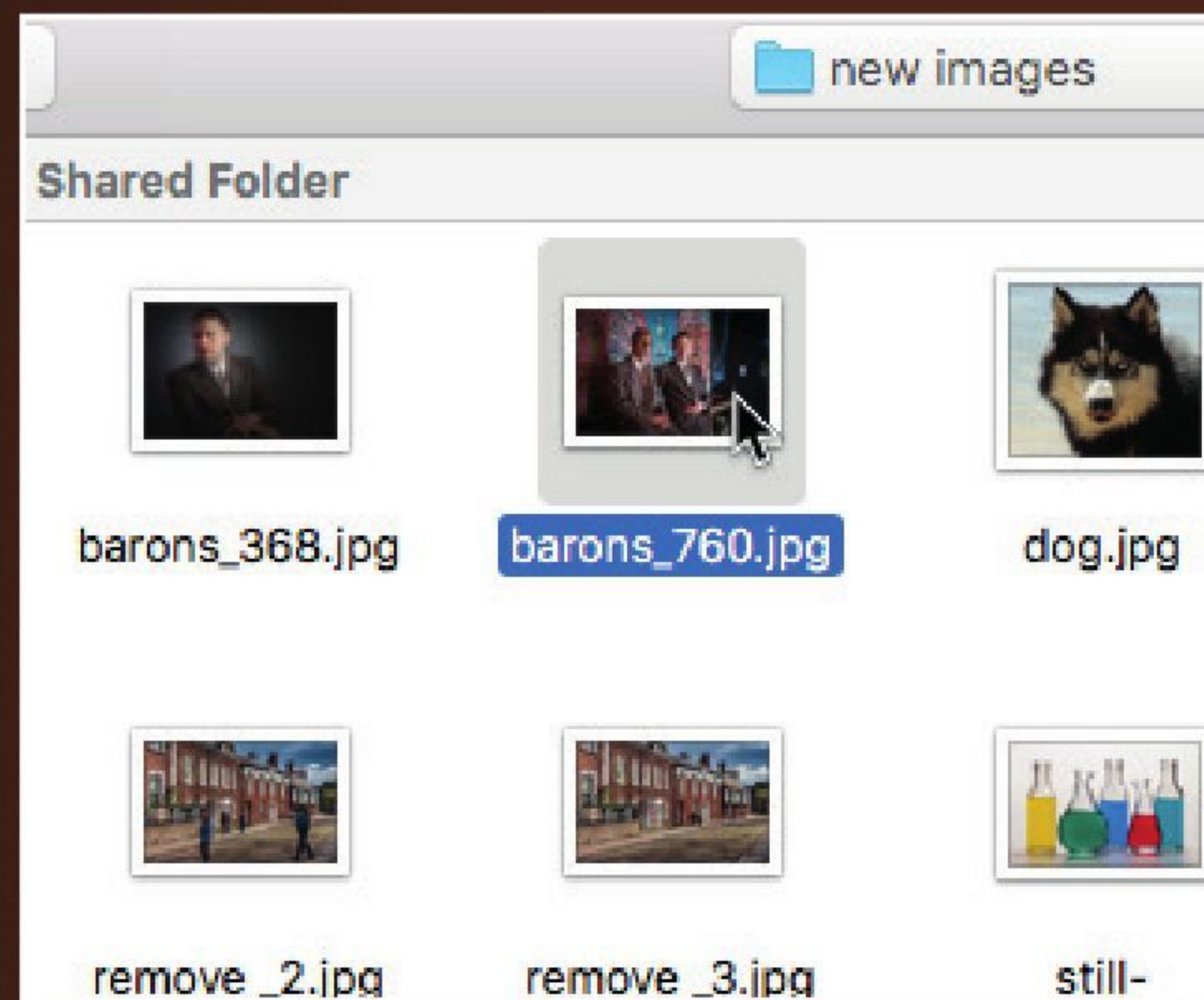
AFTER

## The Elements Experience 9

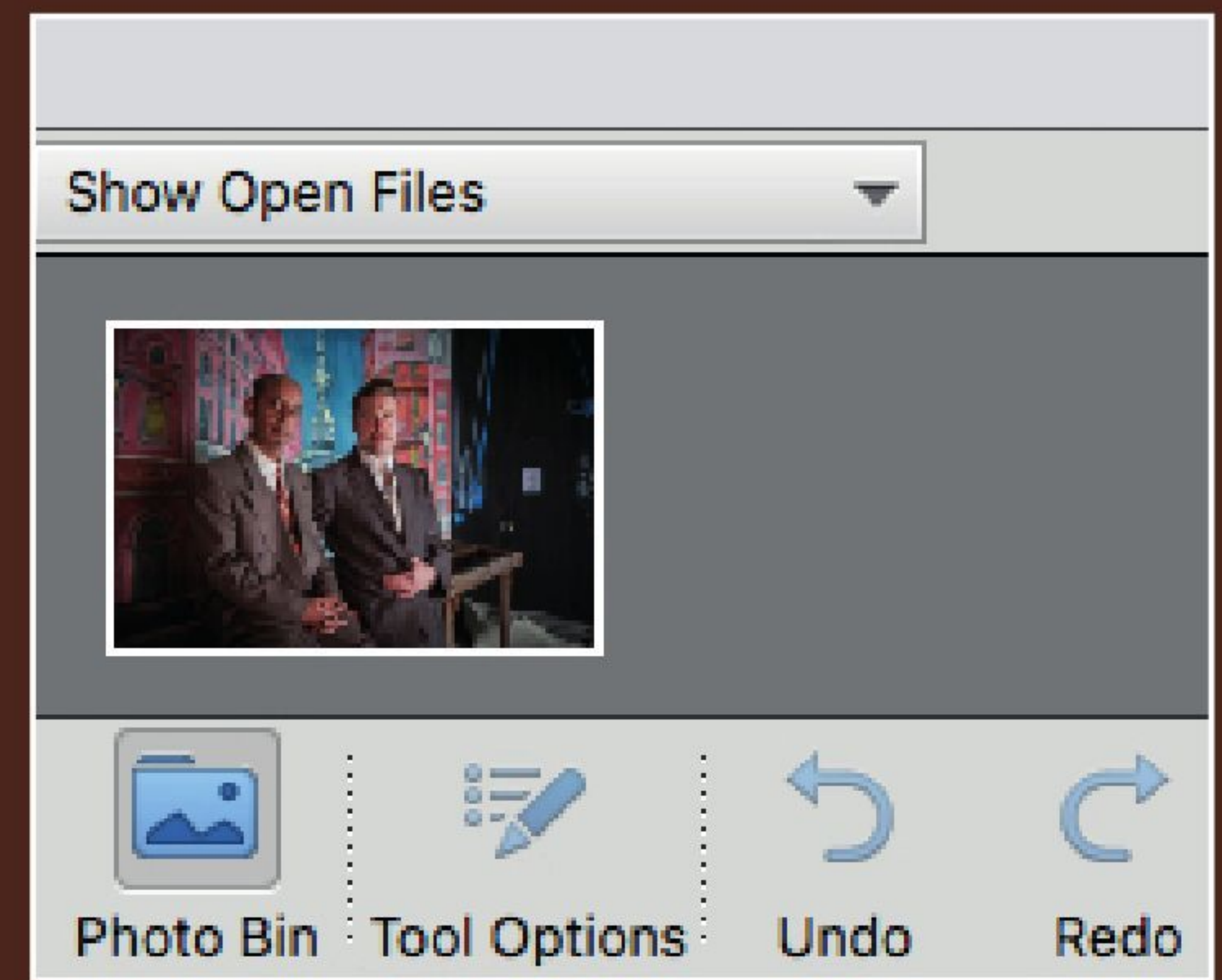
# Old Fashioned Photo

Calling this particular effect old fashioned is a bit of a misnomer since the vintage look is quite popular at the moment. Giving a photo a retro feel, or making it look like it has come from a bygone era, can bring a charming touch to a photo. Just be aware that a very modern-looking photo will not translate so well, as the photo has no real indicators of what era it was shot in.

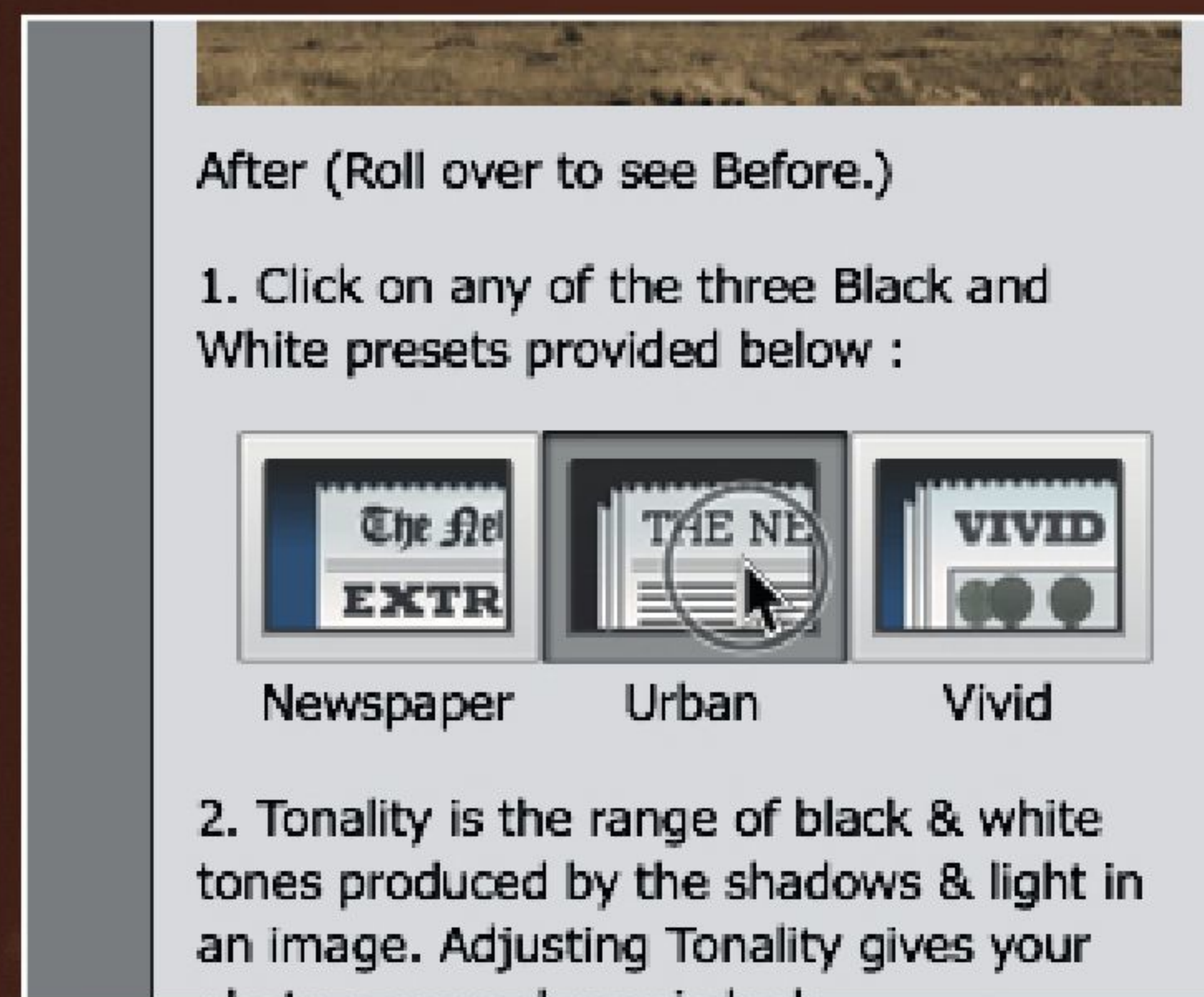




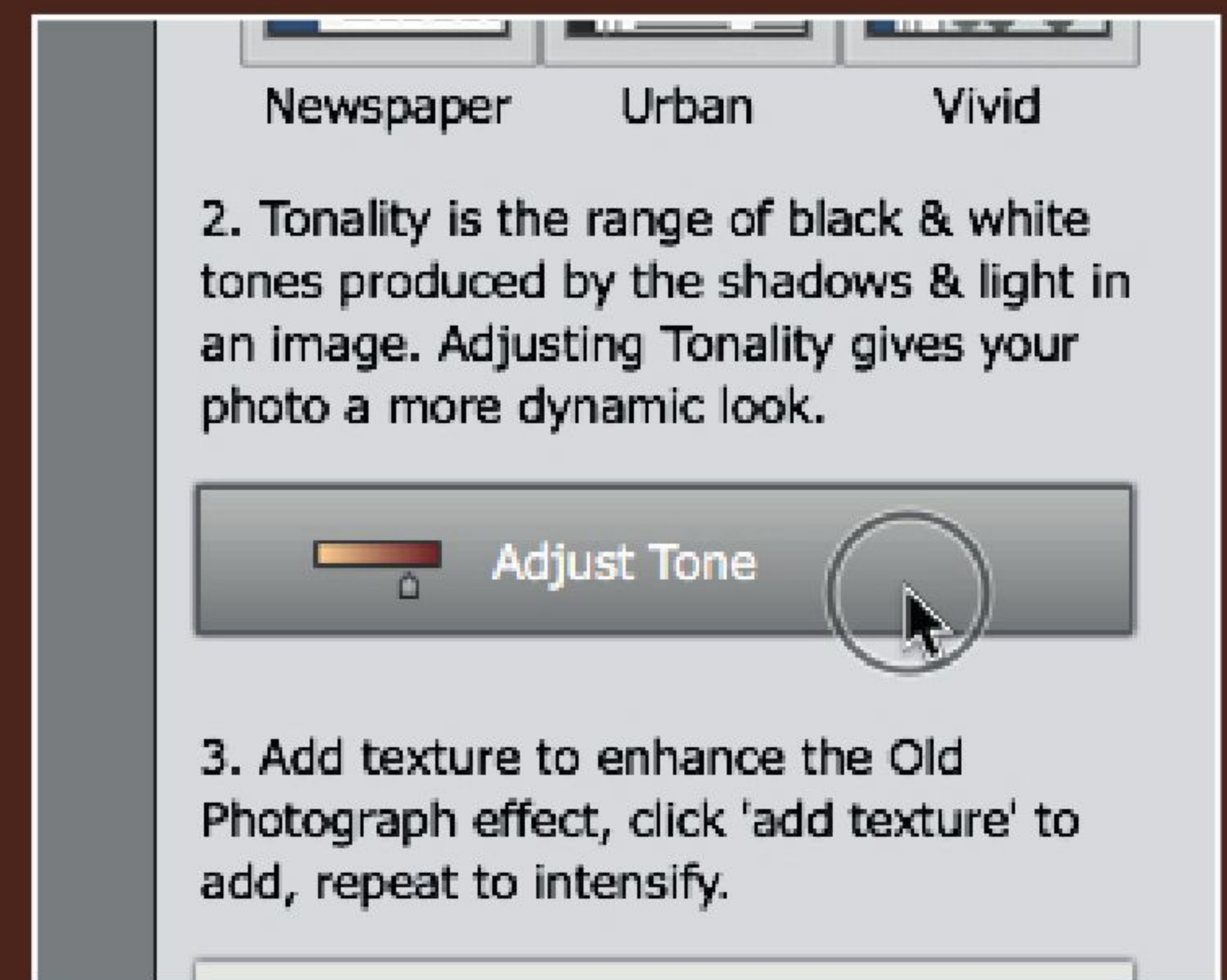
**1** In the Guided edit mode, open your photo by going to File > Open and navigating to your photos. Select the one you want to use and press the Open button.



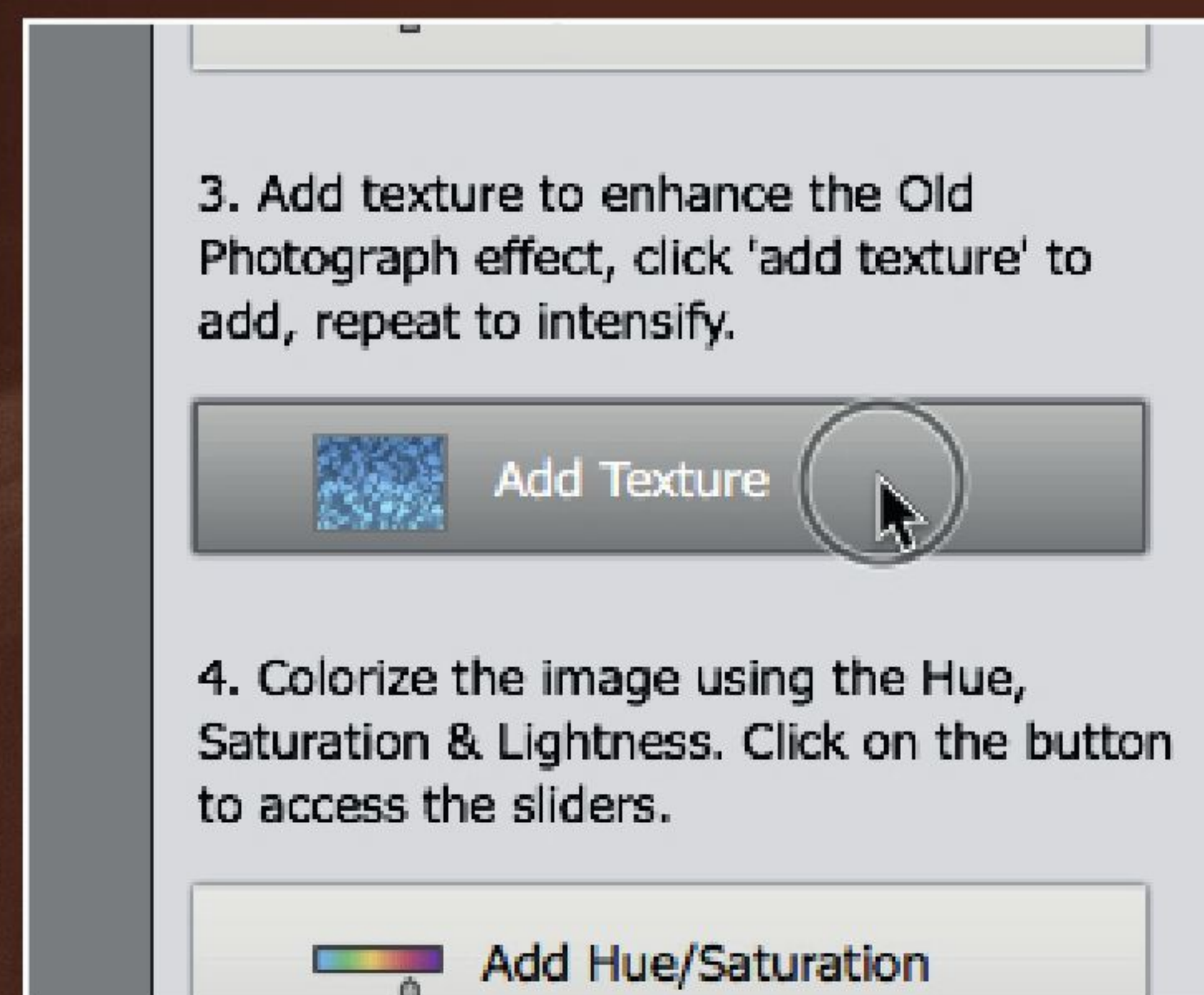
**2** We have chosen an example of two rockabilly musicians who have a very retro look and, given their location, this should convert well into a shot with a vintage feel.



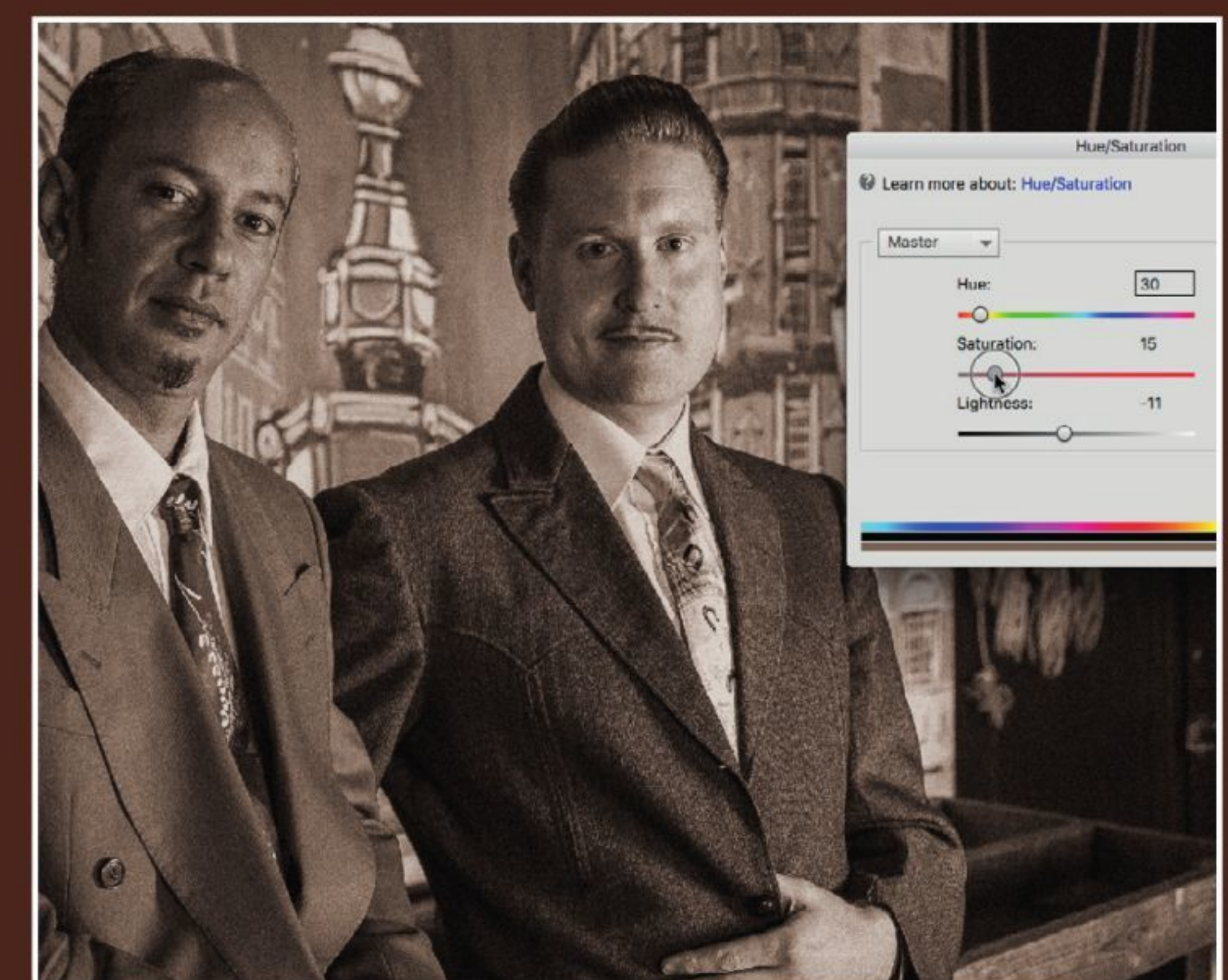
**3** Click the Old Fashioned Photo preview under the Fun Edits category and begin the process by choosing from the three Black and White pre-sets listed.



**4** Next, you have the option to click the Adjust Tone button. Adjusting the tonality of the photo makes it slightly more contrasting. It can be quite subtle, but worth a look.



**5** Old photographs are characterised by their graininess. The Add Texture button allows you to add a certain amount of grainy texture to help with that old photo feeling.



**6** The final step is to click the Hue/Saturation button. You can use the Hue, Saturation and Lightness sliders to add a tint to your photo. We've opted for a classic sepia look.



## The Elements Experience 10

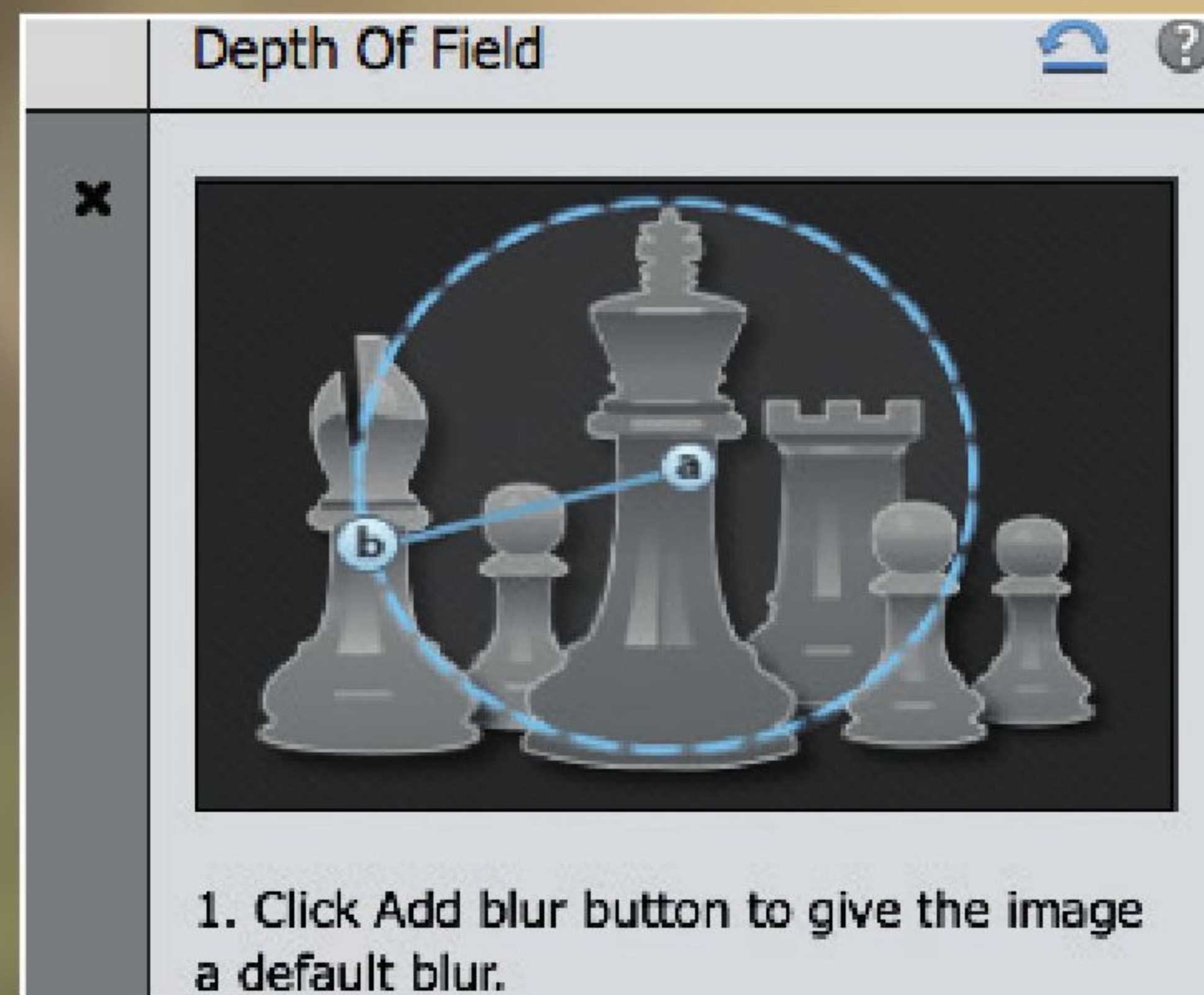
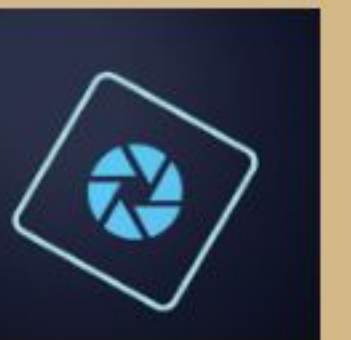
# Depth of Field

Depth of field is a photographic term that is used to describe how much of a scene is in sharp focus and how much is out of focus. If a scene has only a very small portion in sharp focus, it is referred to as having shallow depth of field. Shallow depth of field is beloved by photographers and Elements has a Guided edit that can emulate this particular effect.

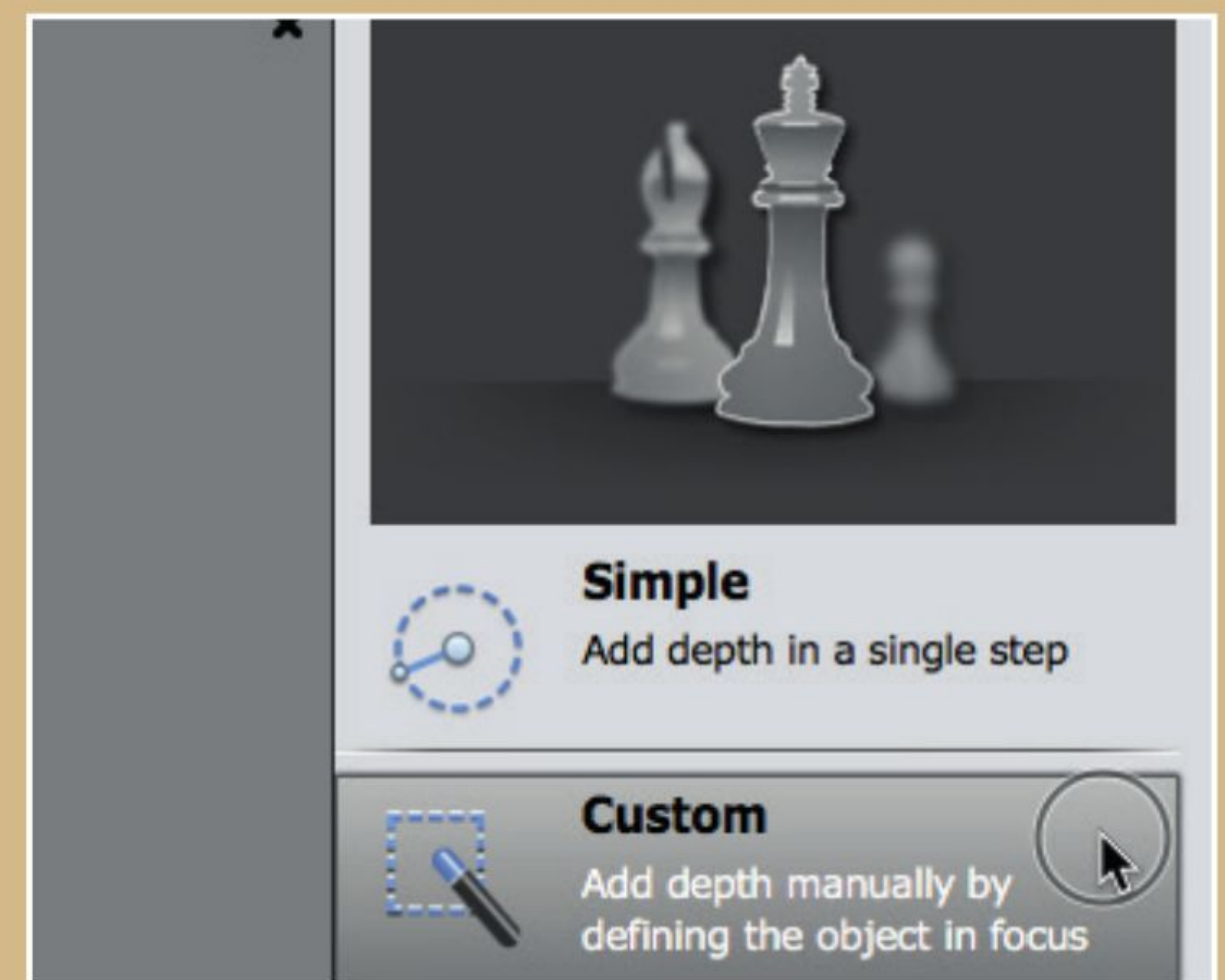
AFTER

BEFORE

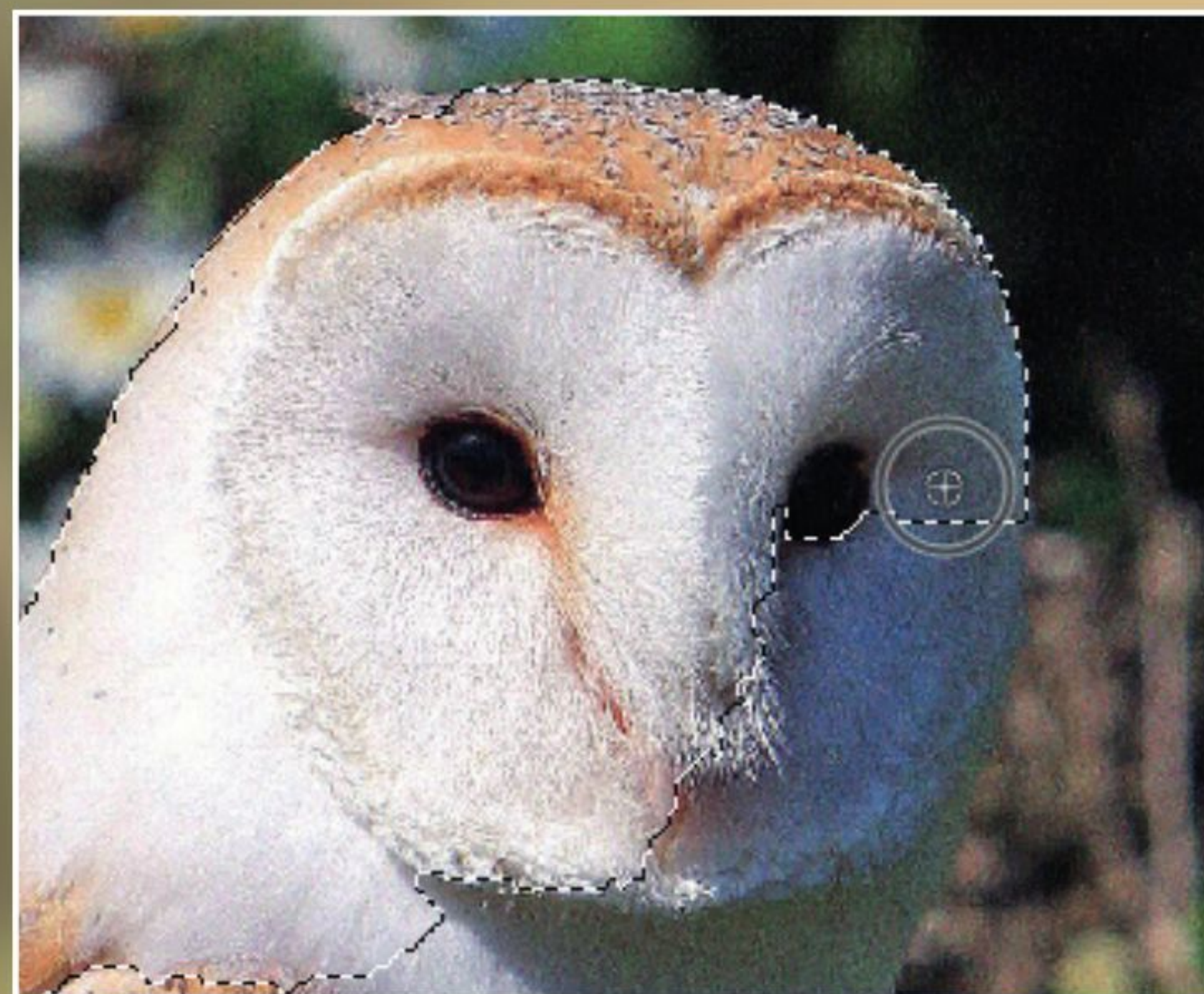




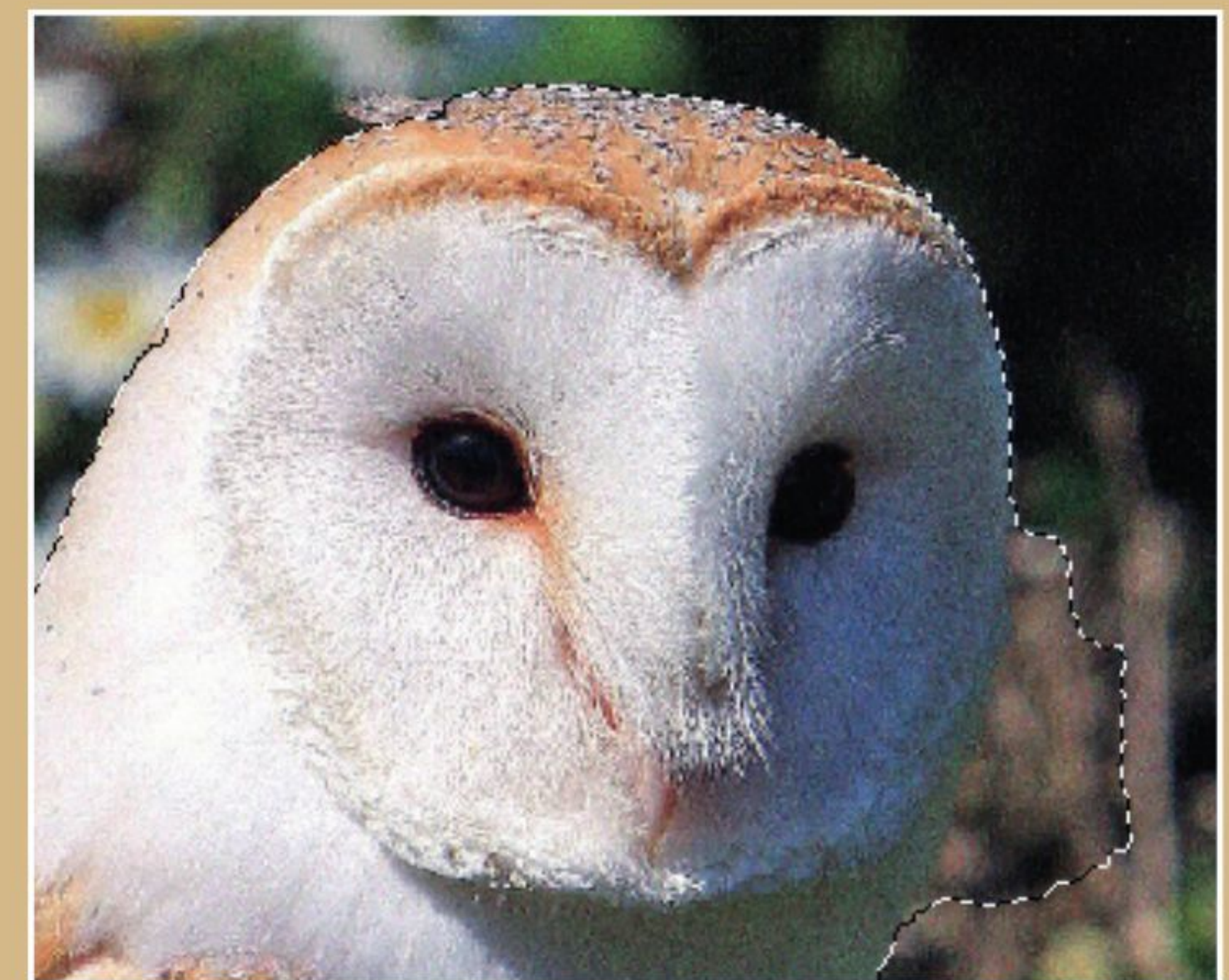
**1** You have two options to create your effect. The first is the Simple option where you blur the image and then click and drag a gradient that defines an area of focus.



**2** The second option is the Custom approach, which involves making a more detailed selection of the subject that you wish to remain in focus, whilst blurring the rest of the photo.



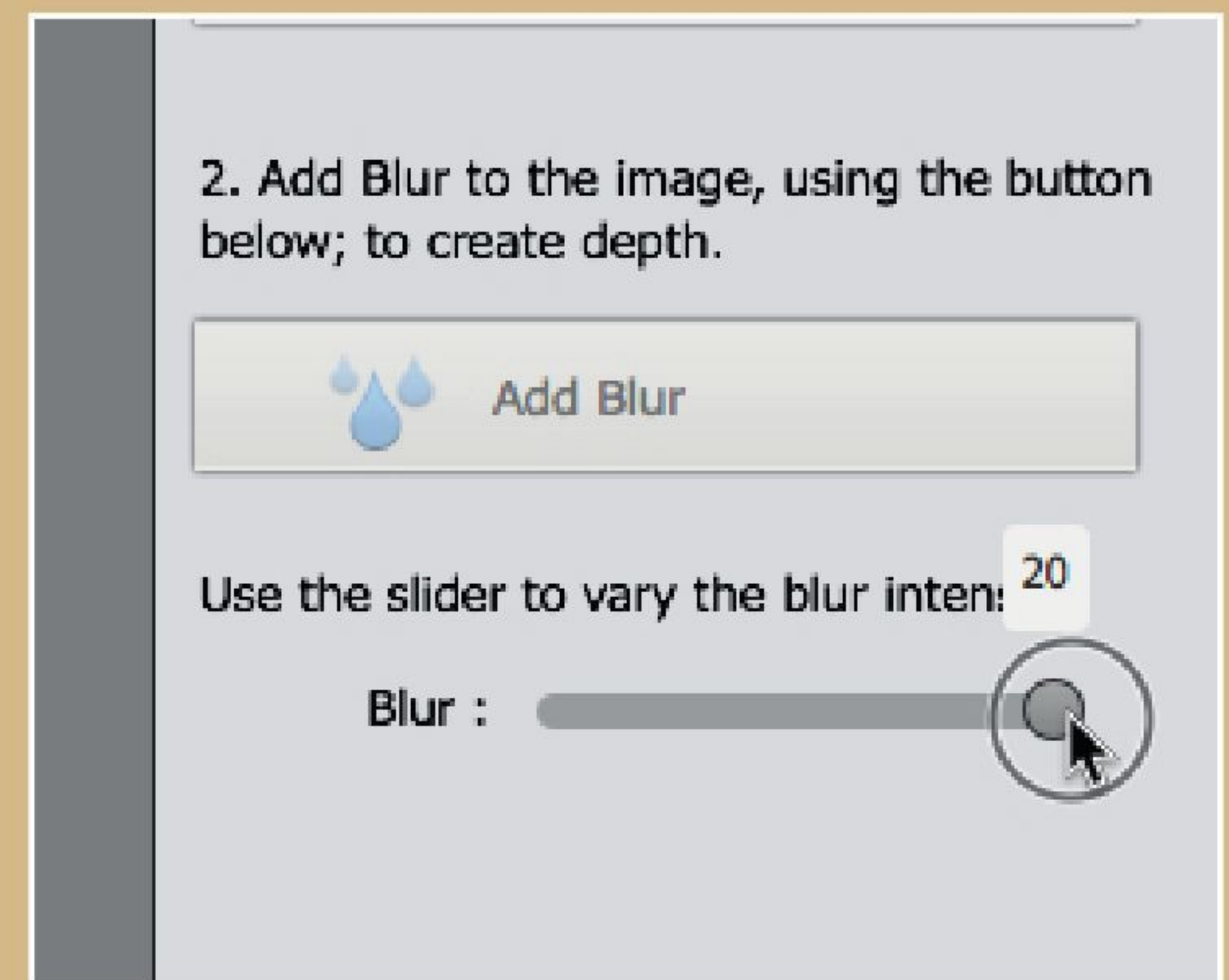
**3** You start the Custom process by using a Quick Selection Tool and dragging it around the outer edge of the subject you wish to remain in sharp focus.



**4** You can use different brush sizes and if the selection goes wide, you can switch to Subtract selection to remove areas that have strayed outside your subject's outline.



**5** Use the Subtract tool and with a small brush size, carefully remove any parts of the selection that have jumped outside the outline of your intended subject.



**6** Once your selection is ready, you can click the Add Blur button. Below the button is a Blur slider, which you can use to increase the amount of background blur.



# Your Guide to Image Editing

The great thing about Adobe Photoshop Elements is that it can cater for all skill levels when it comes to image editing, digital manipulation and creating new works of art. Whether you are a complete novice who is starting out and wanting to learn the ropes or an experienced digital artist who needs more advanced tools to complete their project, Photoshop Elements has all the power and sophistication you need to get the most out of your photos.



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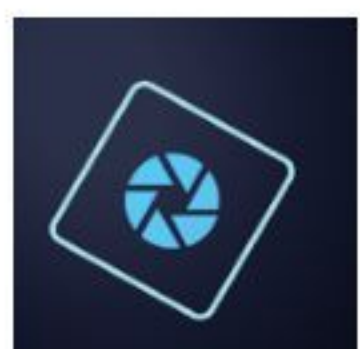
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**150** How to Make a Photo Book

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**154** Photo Book Advanced Mode

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# A Guide to Using Layers

Layers are one of the fundamental aspects you can employ when it comes to non-destructive image editing.

**T**he use of layers has become the very core of image editing since its introduction in the early '90s. As you might imagine, layers are exactly what they sound like. You can have a number of separate elements, each on its own layer, that are stacked one on top of the other. When all viewed together, they create the final image.

The advantage of using layers is clear. It means you can change an element on one layer only and not have an impact on the rest of the image. It also means that you can take an image and duplicate it on another layer and perform any edits you want on that one in the knowledge that the base image

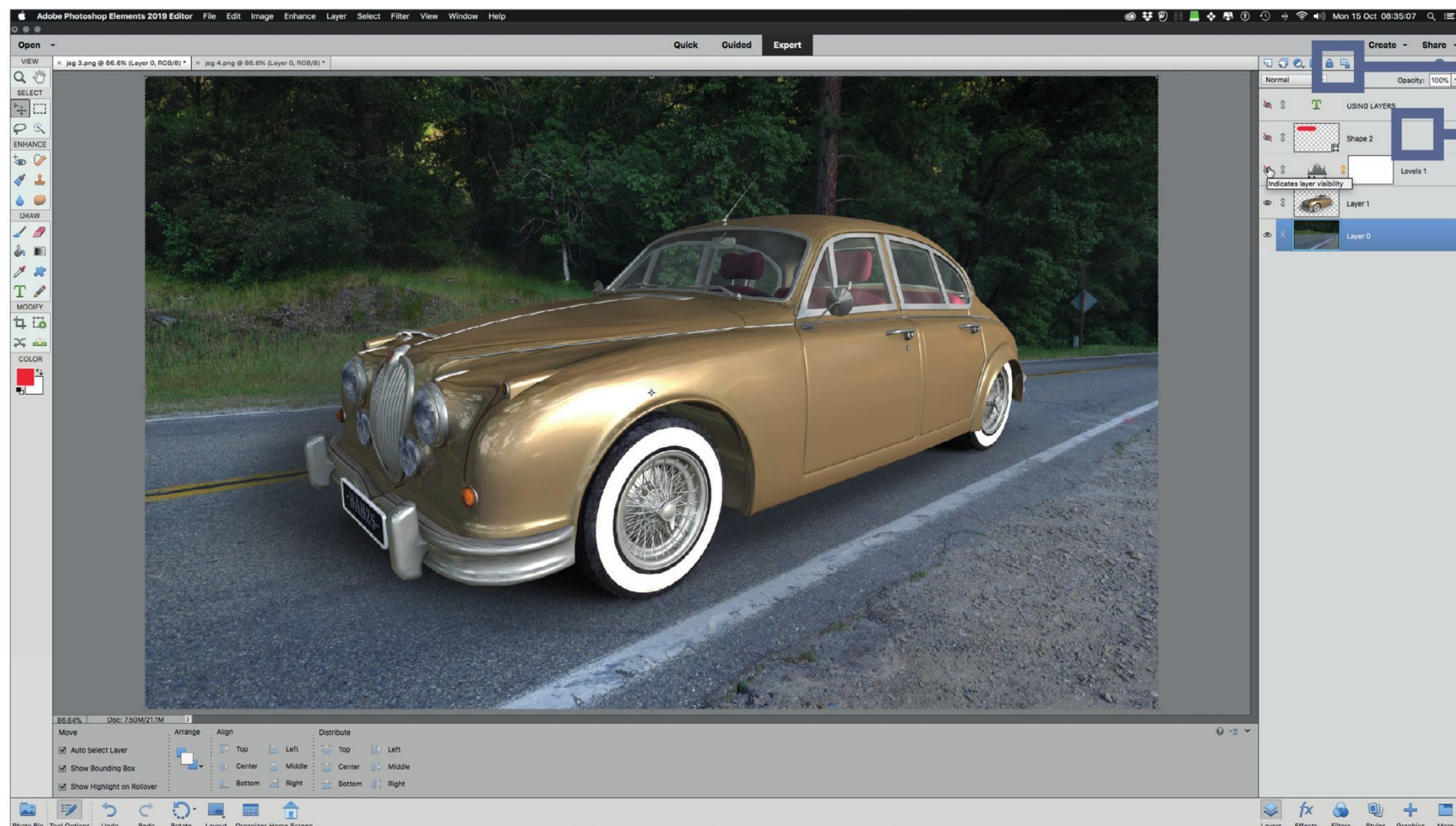
will remain untouched in case it doesn't turn out quite as you had hoped. Within Elements, there are four main types of layer. There is the basic pixel layer which contains the main photo elements of the project. There are text layers where you can type text and change the size and colour. Then there are fill/adjustment layers that are designed to affect the layer below it such as changing the saturation or brightness of the layer below, or just adding a colour to that layer. Finally there are vector layers that contain scalable graphical elements such as shapes and work paths. Each layer type can also have a mask added to it so only part of that layer can be seen.

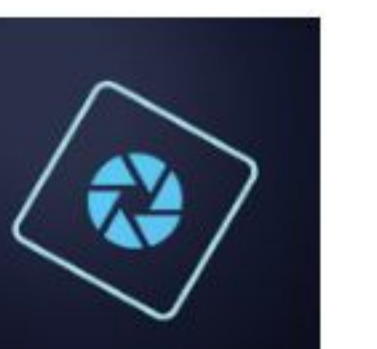
## 1 Create New Layer

You can click the Create New Layer button at the top of the layer panel, use the key board shortcut or go to the file menu and choose Layer > New > Layer to add a new layer to the stack. You will be prompted to name the new layer. You can rename it at any time.

## 2 Create New Group

Sometimes it may be necessary to take a number of layers and group them to make things more manageable, as the number of layers increases in your document. You can highlight each layer





you want and then press the Create New Group button to group them. Alternatively, you can go to the file menu and select Layer > New > Group

### 3 Fill or Adjustment Layer

Fills and Adjustments allows you to add colours, gradients and patterns to a layer. They also allow you to add adjustments such as Brightness and Contrast, Hue and Saturation and Levels. Adjustment layers affect the layers directly beneath them in the stack or they can be clipped to the one layer directly below them only.

### 4 Add Layer Mask

Each layer you use in a document can have a layer mask added to it. The mask is designed to let you hide or reveal

specific parts of that layer only. Areas of the mask in white let the layer remain visible, while any areas of the mask in black hide that part of the layer. The rule of thumb is: white reveals pixels and black conceals them.

### 5 Lock all Pixels

Clicking this button locks the layer completely and no further edits can be made to it. You will also be unable to reposition the image on a locked layer.

### 6 Lock Transparent Pixels

If you click this button, any area of a layer that has no image pixels in it is considered transparent. An area that is transparent is then locked and no edits can be made so it remains transparent.

### 7 Delete Layer

The trashcan shaped button lets you delete any selected layers if you wish to remove them from the layer stack.

### 8 Panel Options

There are a number of menu options available here such as Rename Layer, Duplicate Layer, Delete Layer, Link Layers, Merge Visible and Merge Down.

### 9 Blend Modes

Blend Modes determine how the image colours on the layer interact with the layer below it. It can be changed for every layer individually or as part of a group for certain visual effects.

### 10 Visibility

The small eye icon on the left of each layer lets you turn that layer off so it is not visible. Any effects associated with that layer are also rendered invisible until the eye icon is clicked once more.

### 11 Link/Unlink Layers

This lets you link a number of layers so that any transformations and move commands you make are all applied to the linked layers at the same time.

### 12 Background

The Background layer is the default bottom layer. Whether it is an image you have opened or a new document, the Background layer is always partially locked until you choose to unlock it.

### 13 Standard Layer

A typical layer with pixel information displayed on it.

### 14 Adjustment Layer

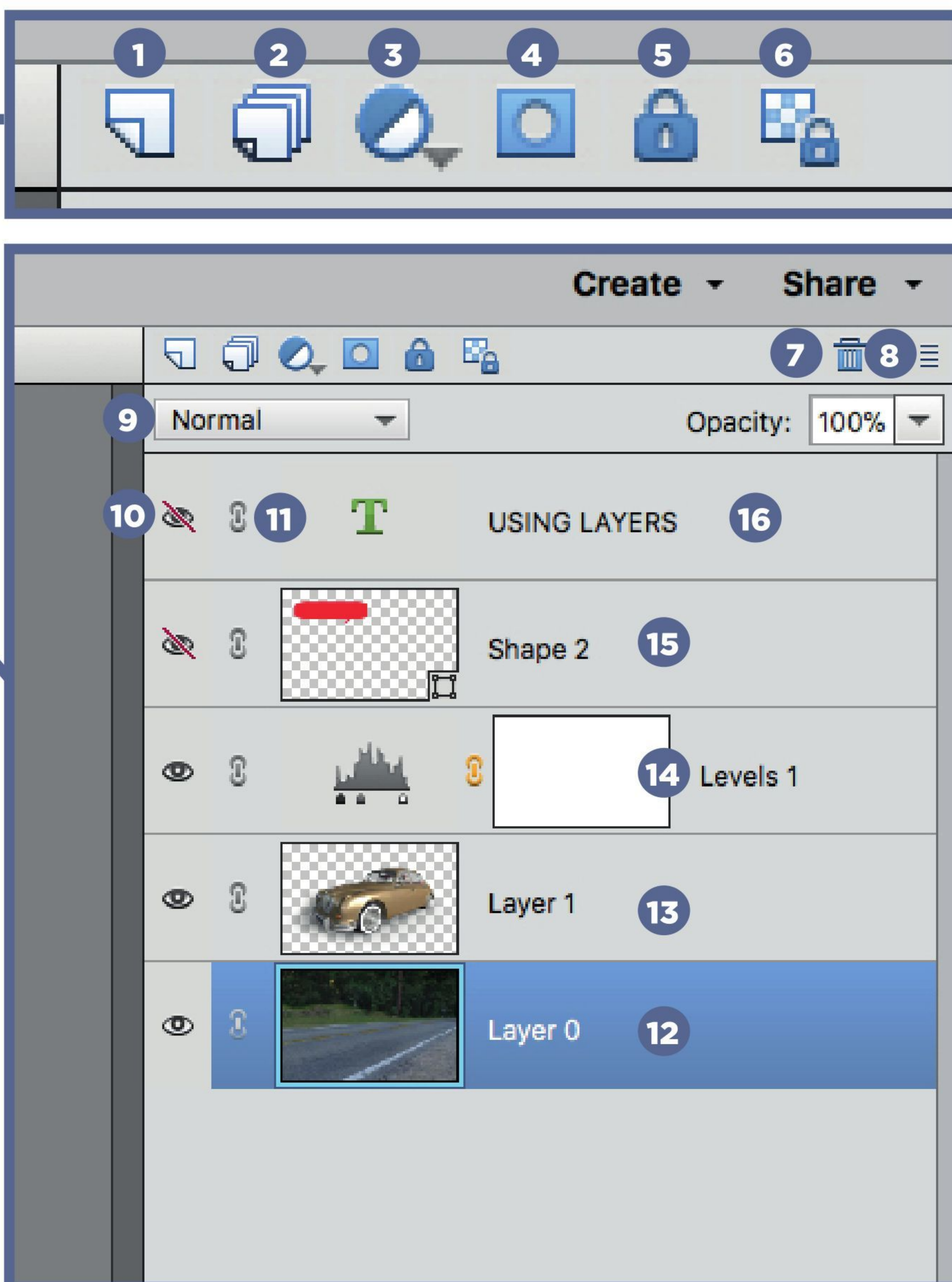
An adjustment layer is designed to affect the layer below it. In this example, we have a Levels adjustment that alters the brightness and contrast of all the layers stacked below it.

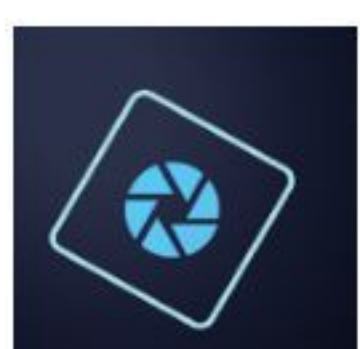
### 15 Vector Layer

A vector layer contains scalable data such as shapes in the case of our example. A small icon in the lower right corner of the thumbnail indicates it is a scalable graphic.

### 16 Text Layer

The thumbnail of a Text layer displays a T to indicate the layer contains scalable text. The layer name also reflects whatever text is on that layer.





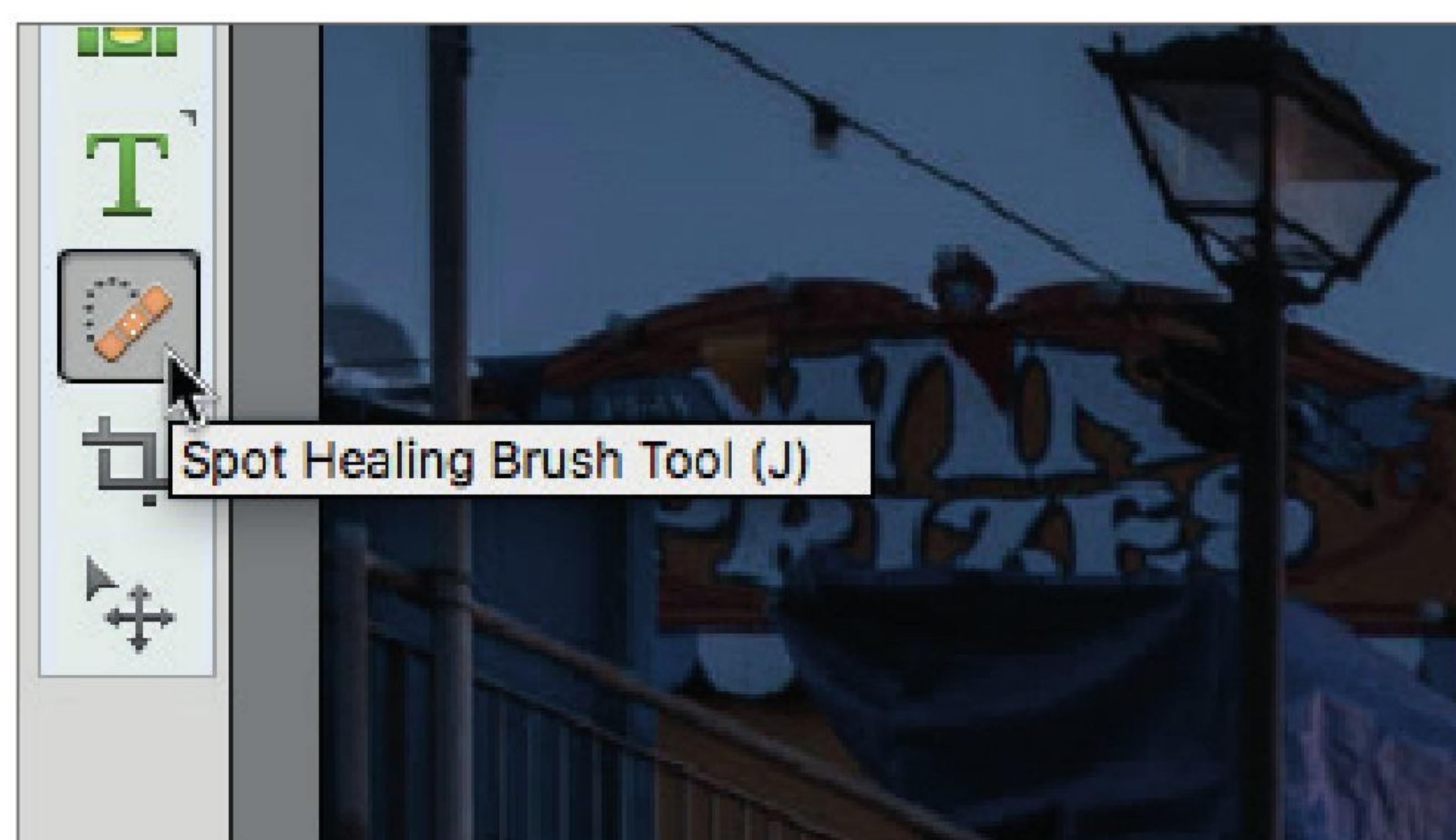
# Methods for Adjusting an Image

When it comes to methods for adjusting your images in Elements, you are spoiled for choice. There are a number of methods to get an image looking great. We'll show you how each one works, with some examples, to help you choose which method suits you best.

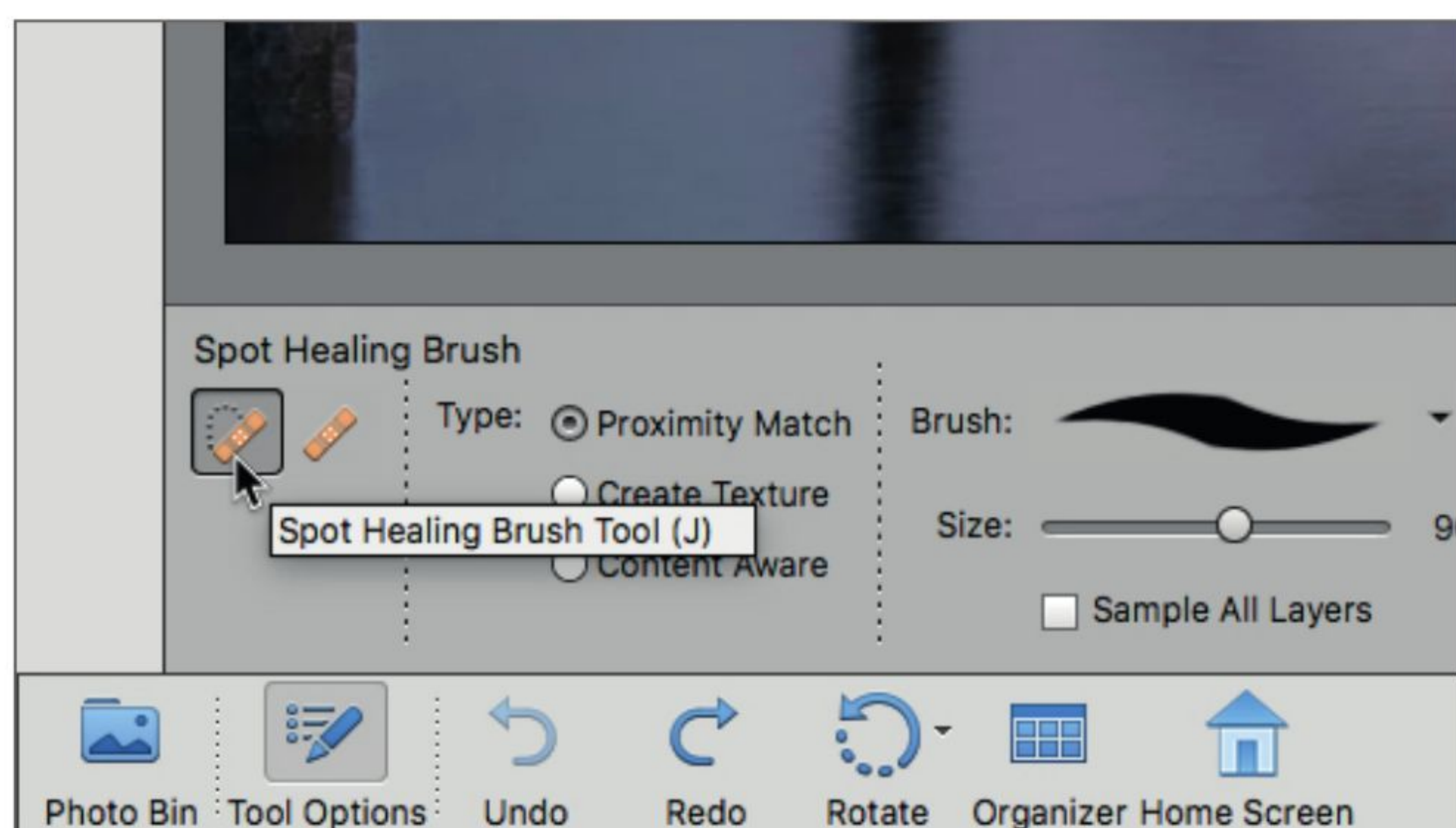
## Quick Mode



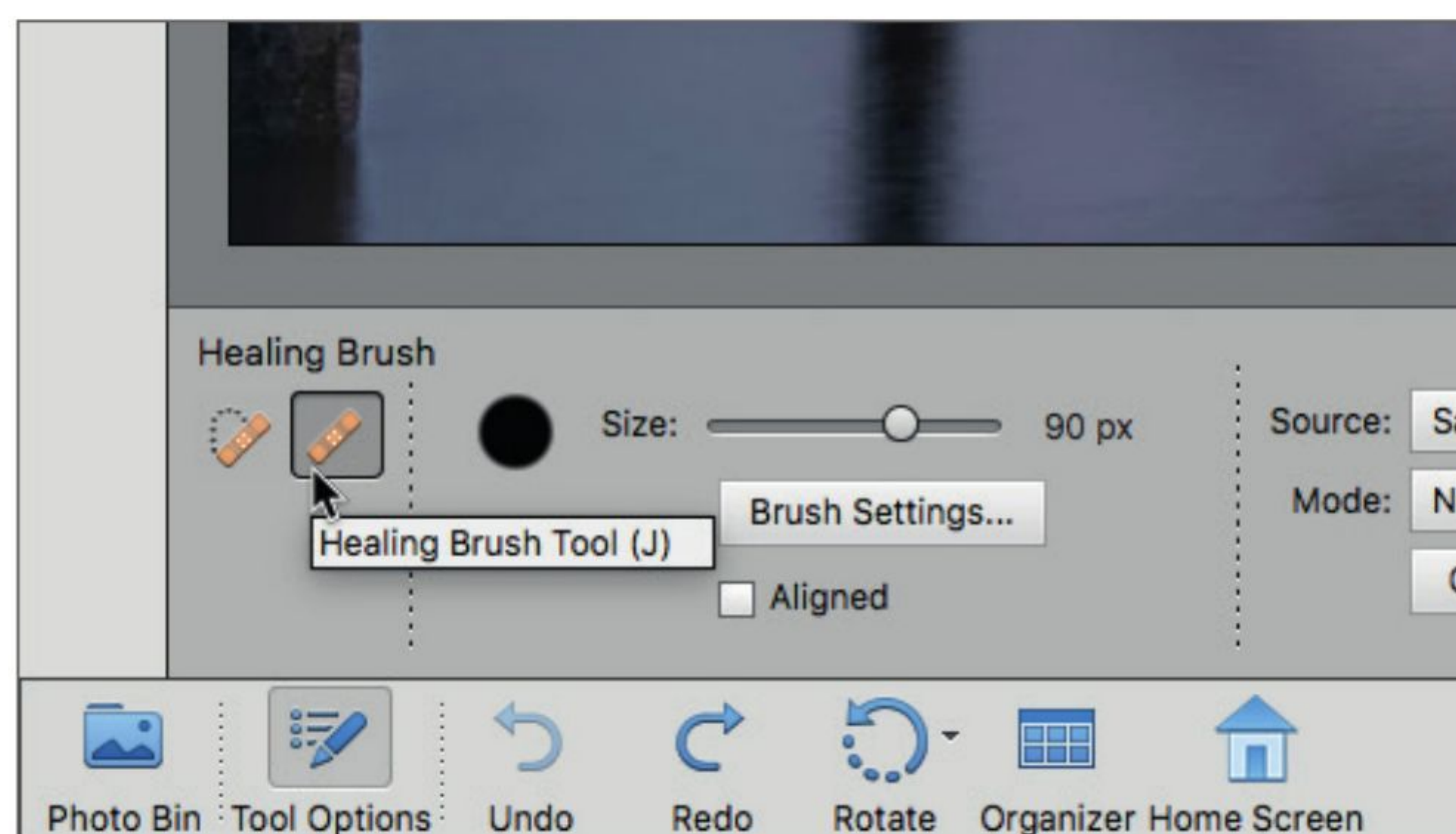
**1** We start in the Quick mode workspace with a sunrise image of a pier that is in need of some work to make it look its best. The first thing to do is remove that large black spot in the top right corner: probably a bit of mud stuck to the lens, currently spoiling the shot.



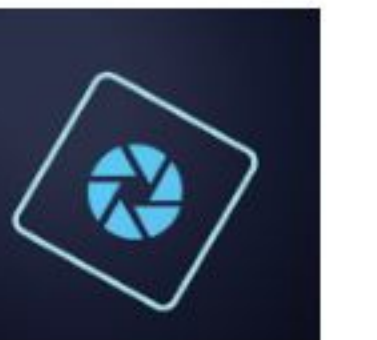
**2** To remove such a blemish, you can go to the toolbar and choose the Spot Healing Brush Tool (J). When you choose this tool, the Tool Option panel displays Spot Healing Brush options. You can choose Spot Healing Brush or Healing Brush to remove the spot.



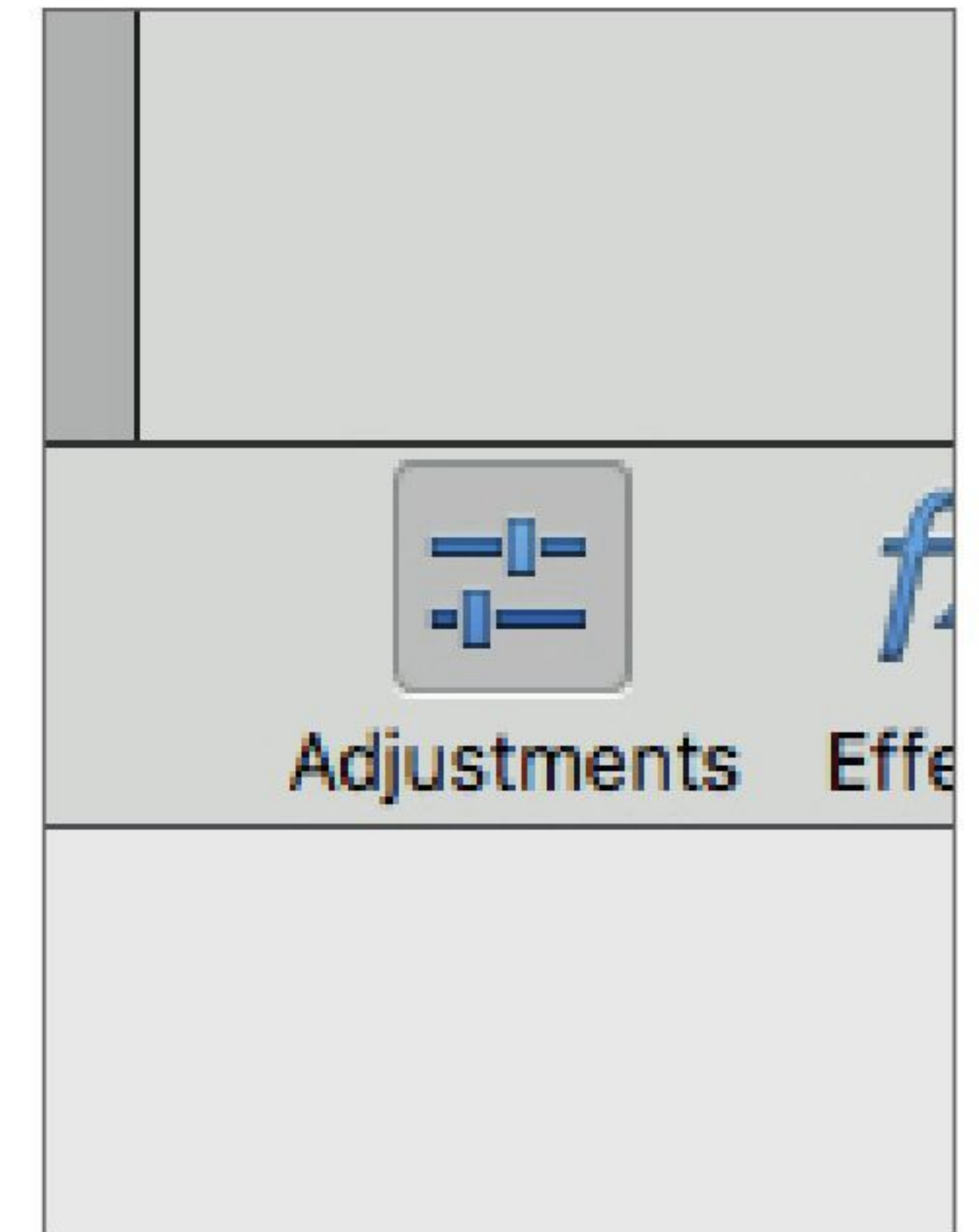
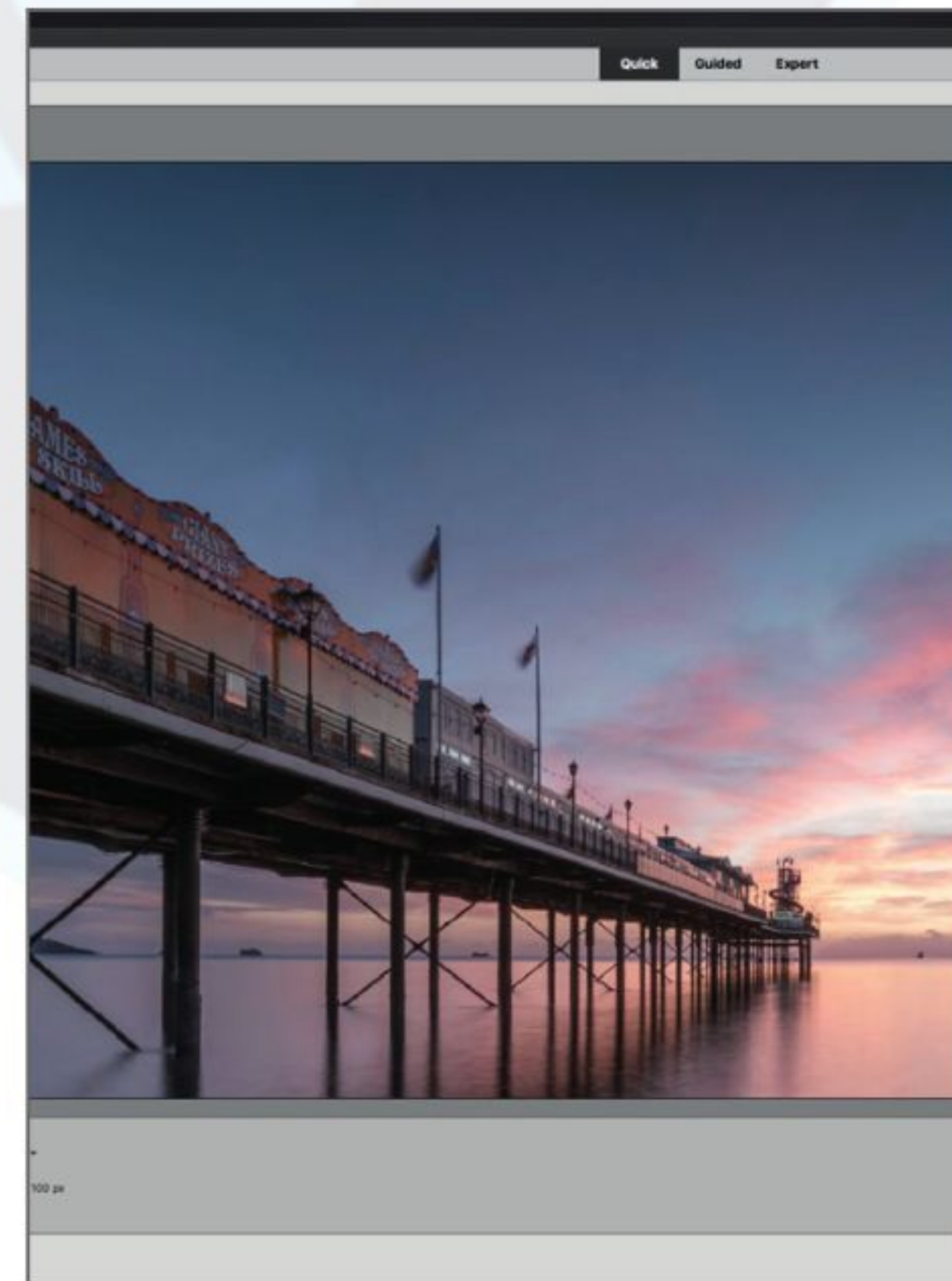
**3** The main difference between the two brushes is that the Spot Healing Brush lets you paint directly over the blemish and then works out what to fill it with by analysing the area around it. Proximity Match and Content Aware are the best options here for this kind of blemish.



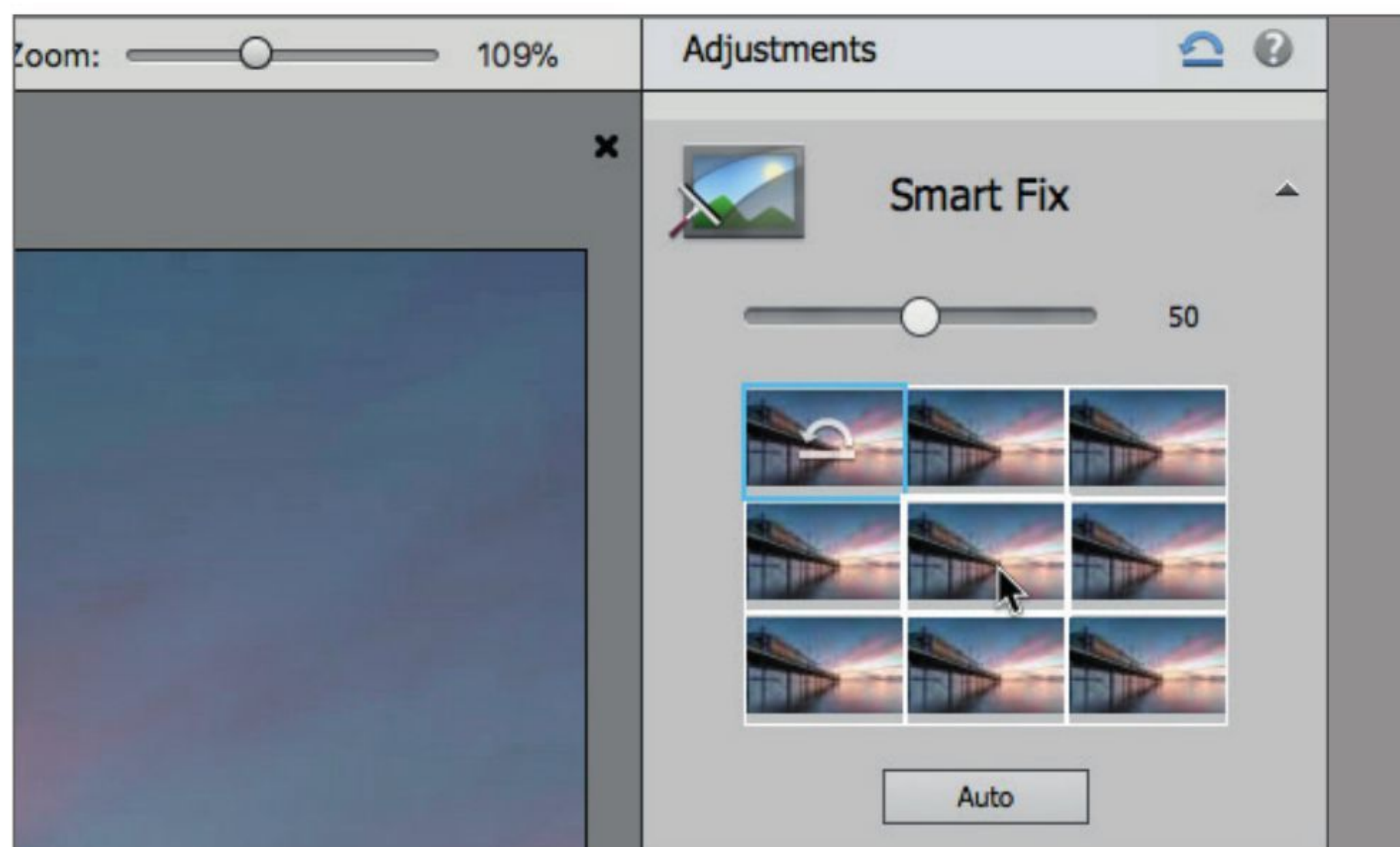
**4** The Healing Brush Tool asks you to select an area to be the clone source by clicking on a clean part of the image next to the blemish. This chosen area will then be cloned over the blemish when you paint over it. The cloned source will be blended in to be as seamless as possible.



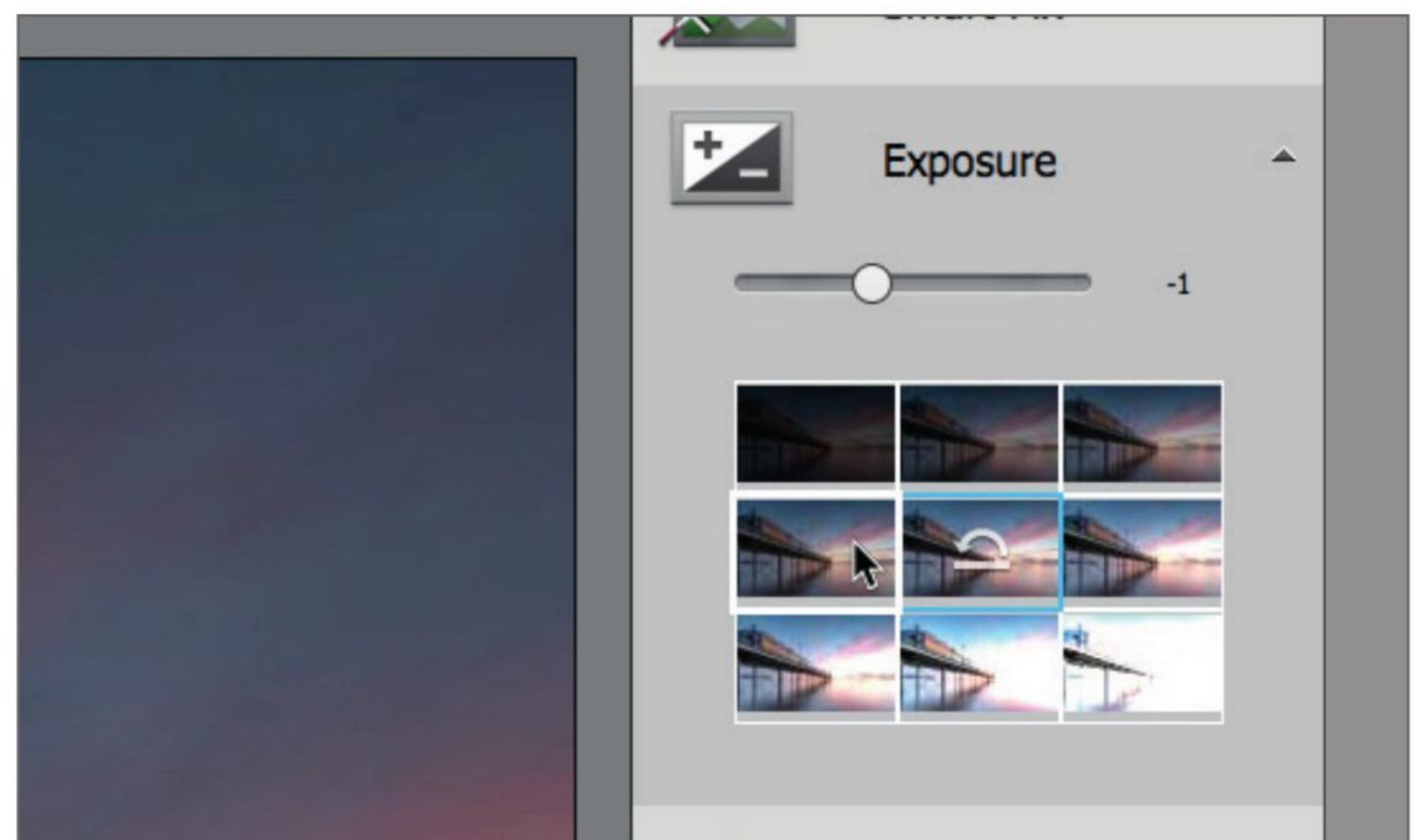
**5** You can alter the brush size by using the Size slider in the Tool Options panel or by pressing the left and right bracket keys. Pressing [ will reduce the size of the brush and pressing ] will increase the brush size. This lets you clone with greater accuracy and detail if you need it.



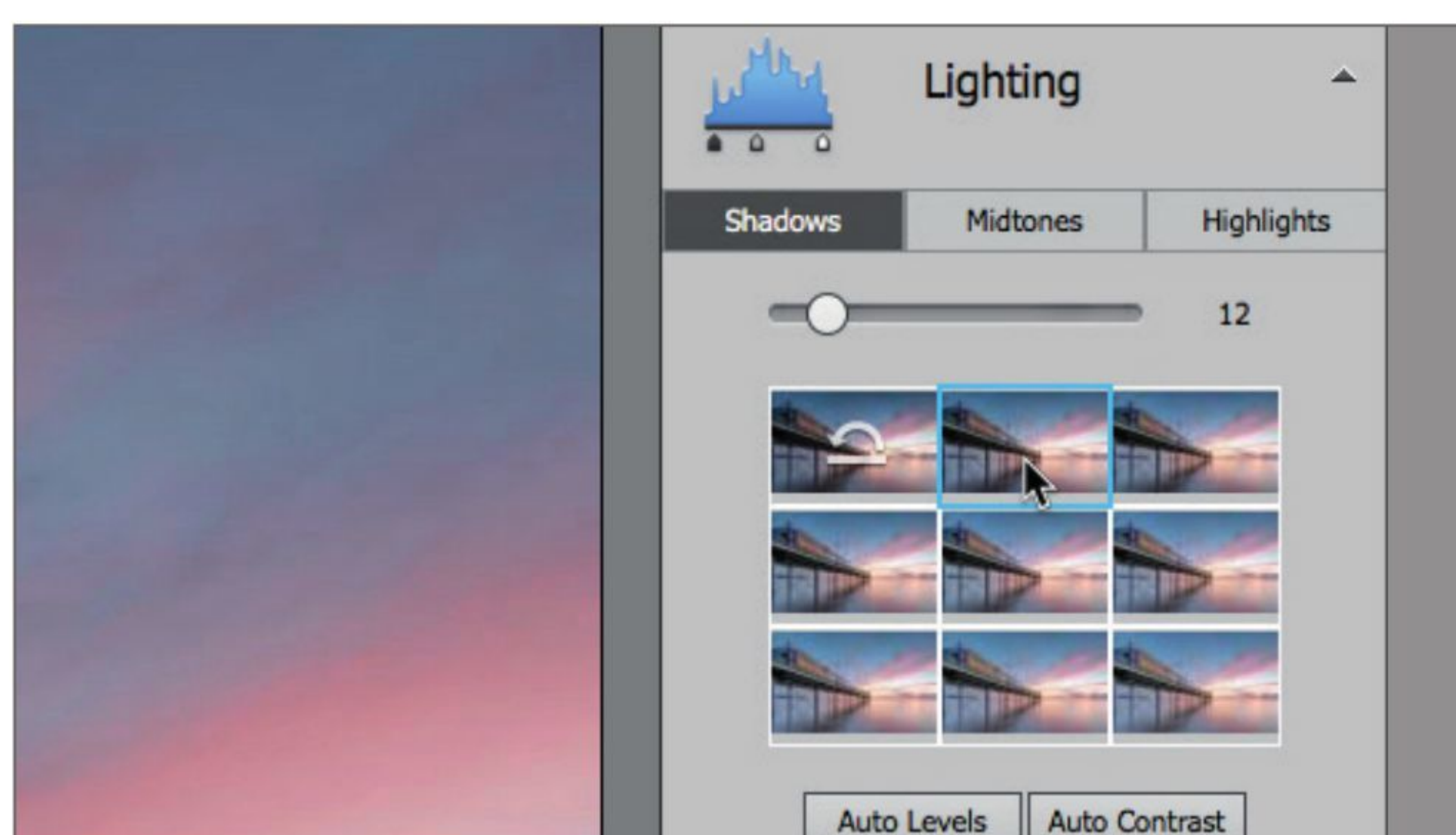
**6** Now that the blemish is gone, we can look at making the image more vibrant and appealing. Layers are not available in Quick mode, so it comes down to choosing the right method for the best overall effect. The easiest way to see the effect you can have on the image is to choose Adjustments from the taskbar.



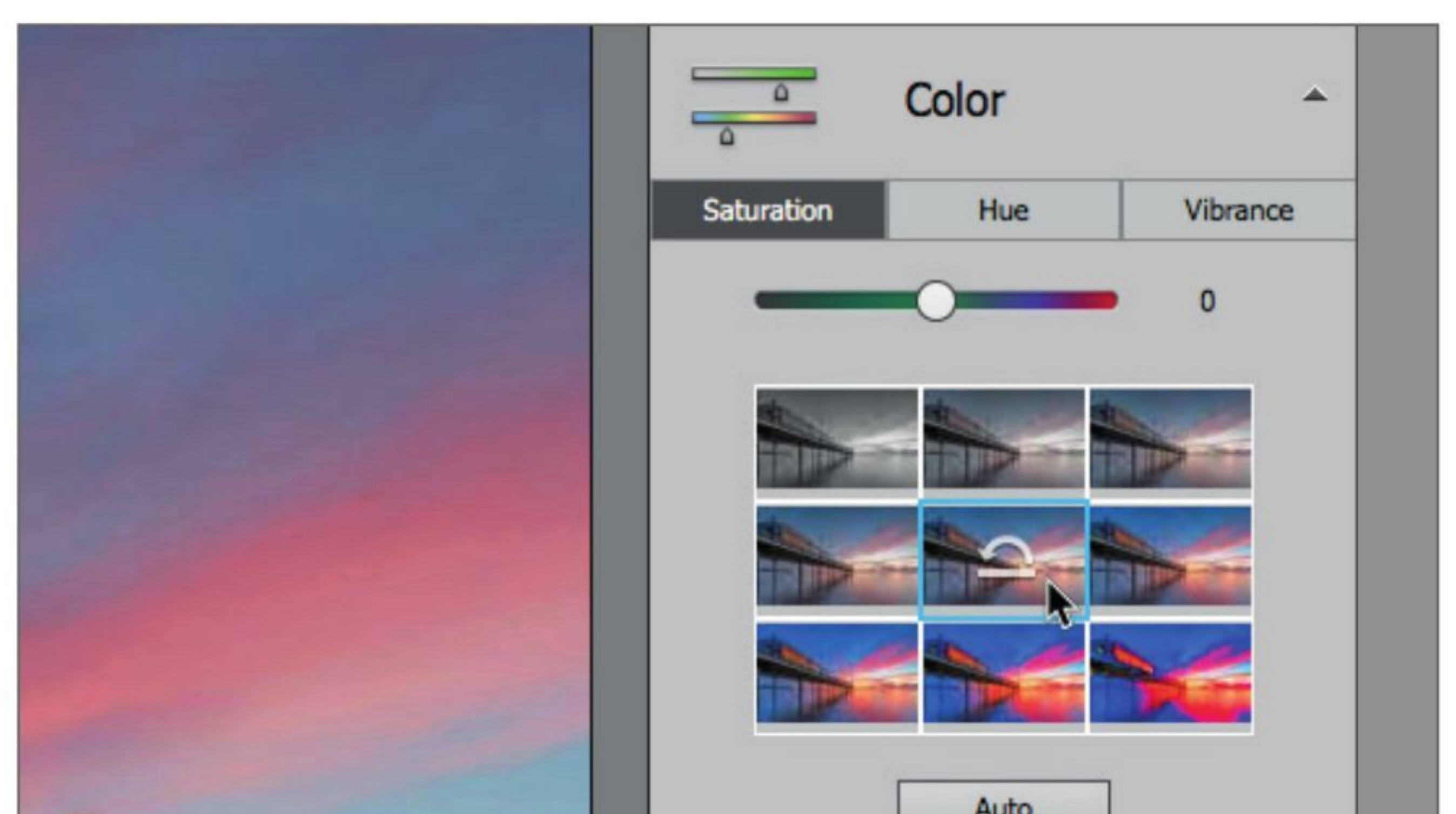
**7** This calls up the Adjustments panel. You can choose Smart Fix and select from a number of options that make subtle changes to the image and recover detail in the highlights and shadows. Hover over each one to see a preview of the effect applied to your photo. Click the one you want to apply.



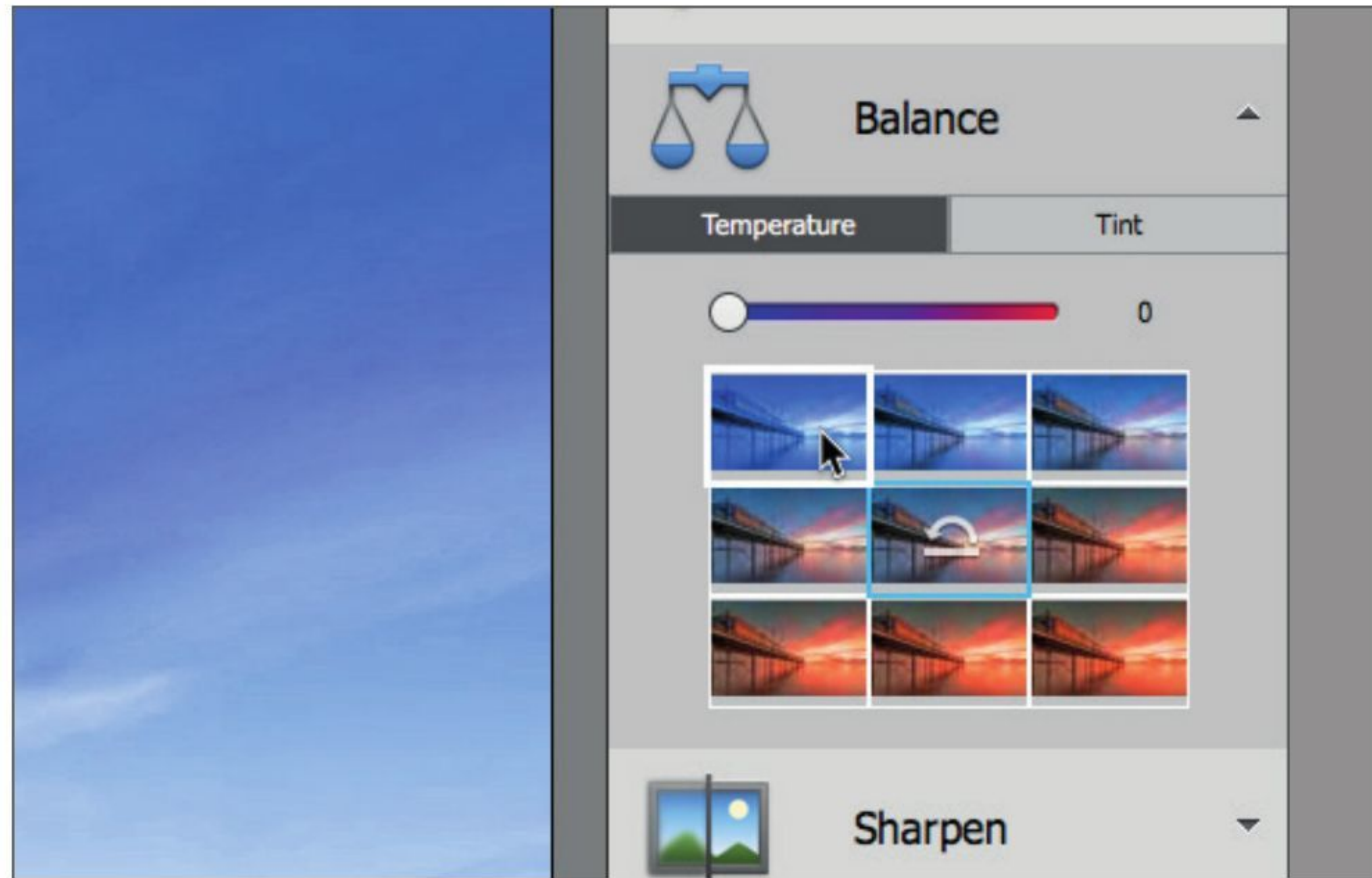
**8** Next, you can go to the Exposure adjustment and choose to make the image brighter or darker. Again you can hover over a number of options and see a preview of the effect or use the slider to make more subtle adjustments to the brightness of the image.



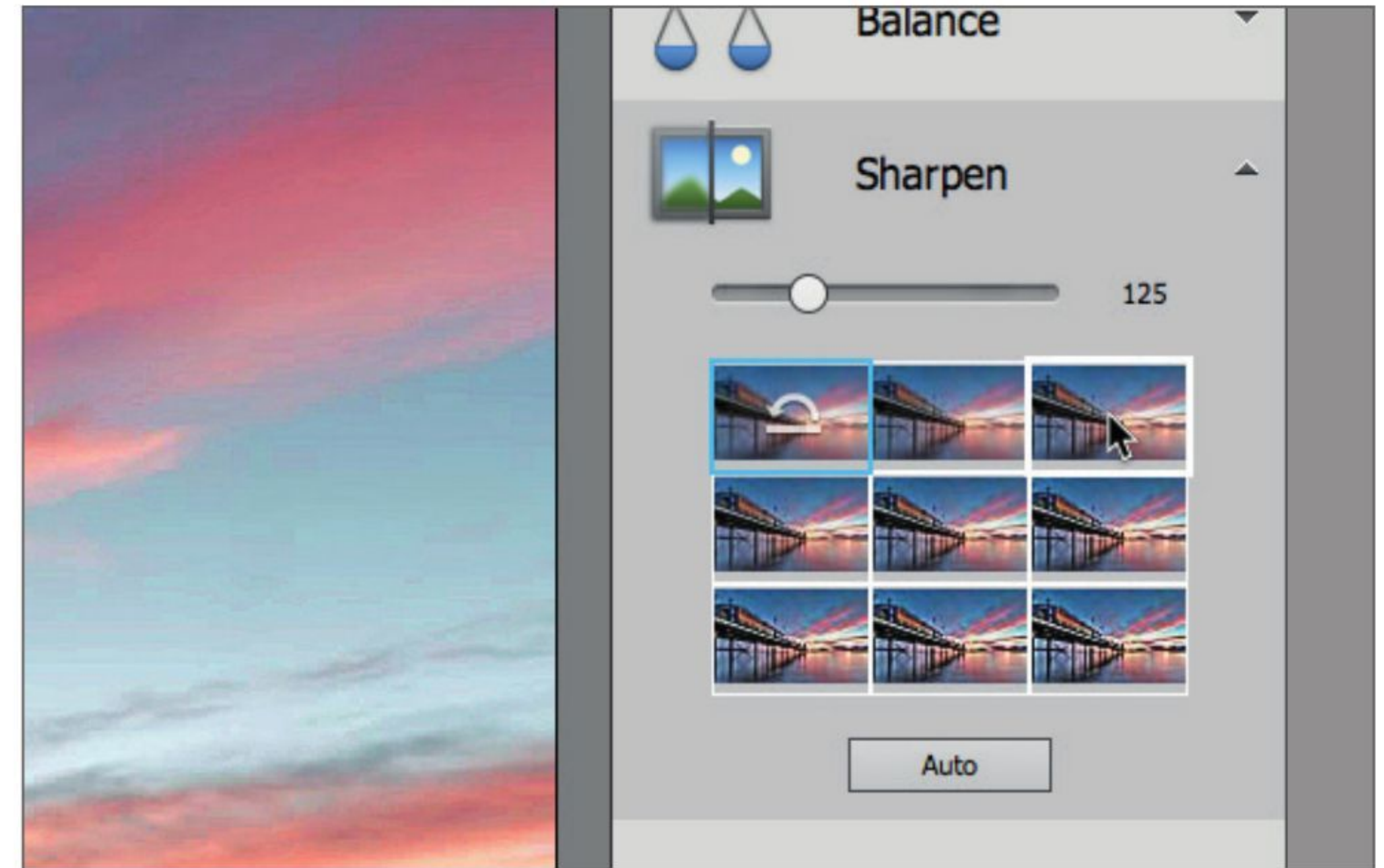
**9** The Lighting panel is the key to really controlling the brightness of your Highlights, Midtones and Shadows, each of which has its own tab for you to access. Choose from the options provided or use the sliders for more subtle control of each of the tonal options.



**10** The vividness of your image can be controlled in the Colour panel. Increase the Saturation globally or use Vibrance to increase the most subdued colours first. Hue lets you shift the entire colour palette for a surreal colour effect if you require it.

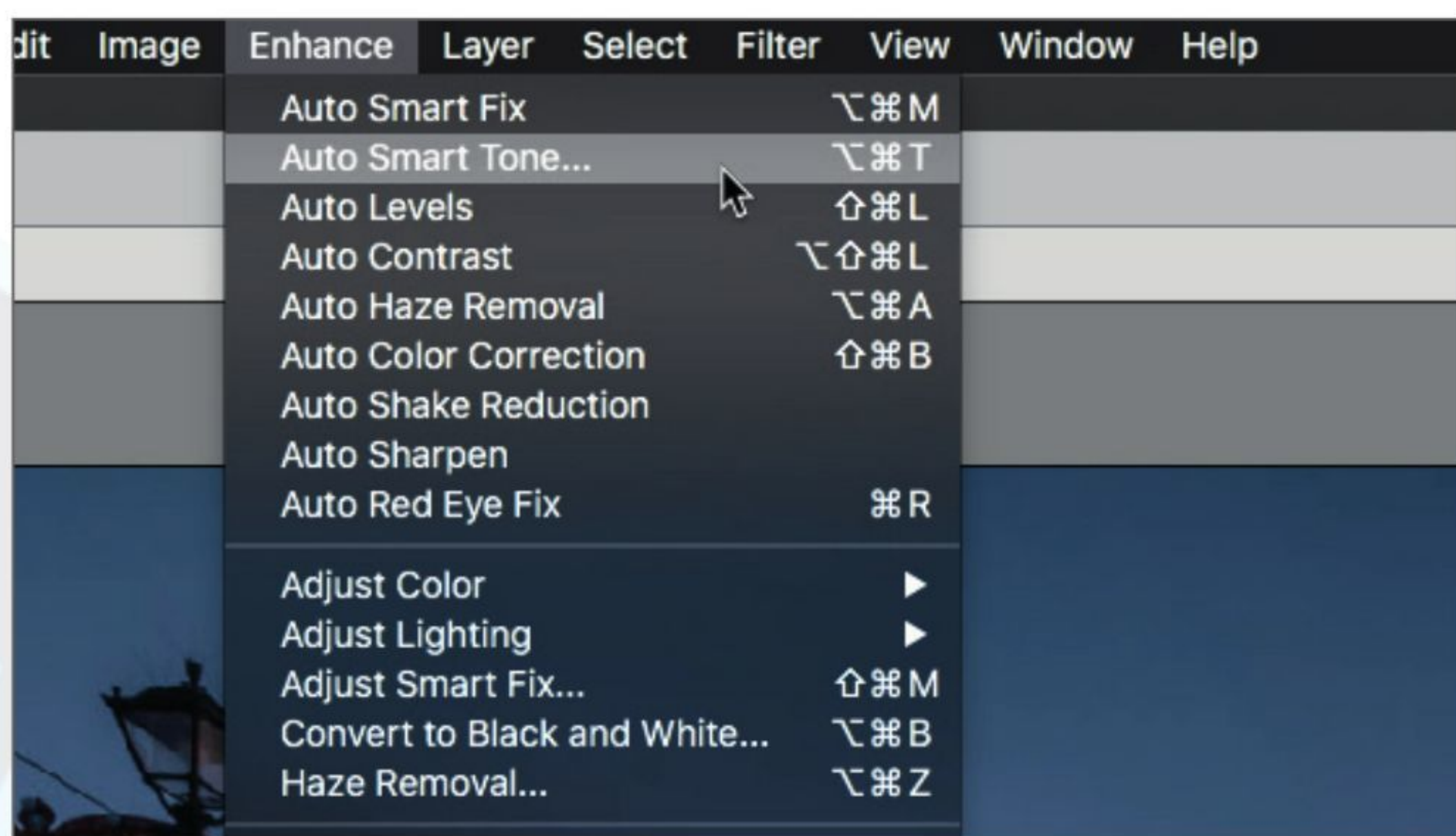


**11** Balance lets you shift the colour temperature from cold to warm and Tint allows you to add either an increasingly green colour cast or a magenta cast to help offset any colour inconsistency in your original image.



**12** Finally, you can go to the Sharpen panel and apply levels of sharpness to your image; but beware of overdoing it and creating artefacts and halos as the contrast increases and bright unwanted highlights appear around areas of high contrast in your photo. If you are happy, you can save the result.

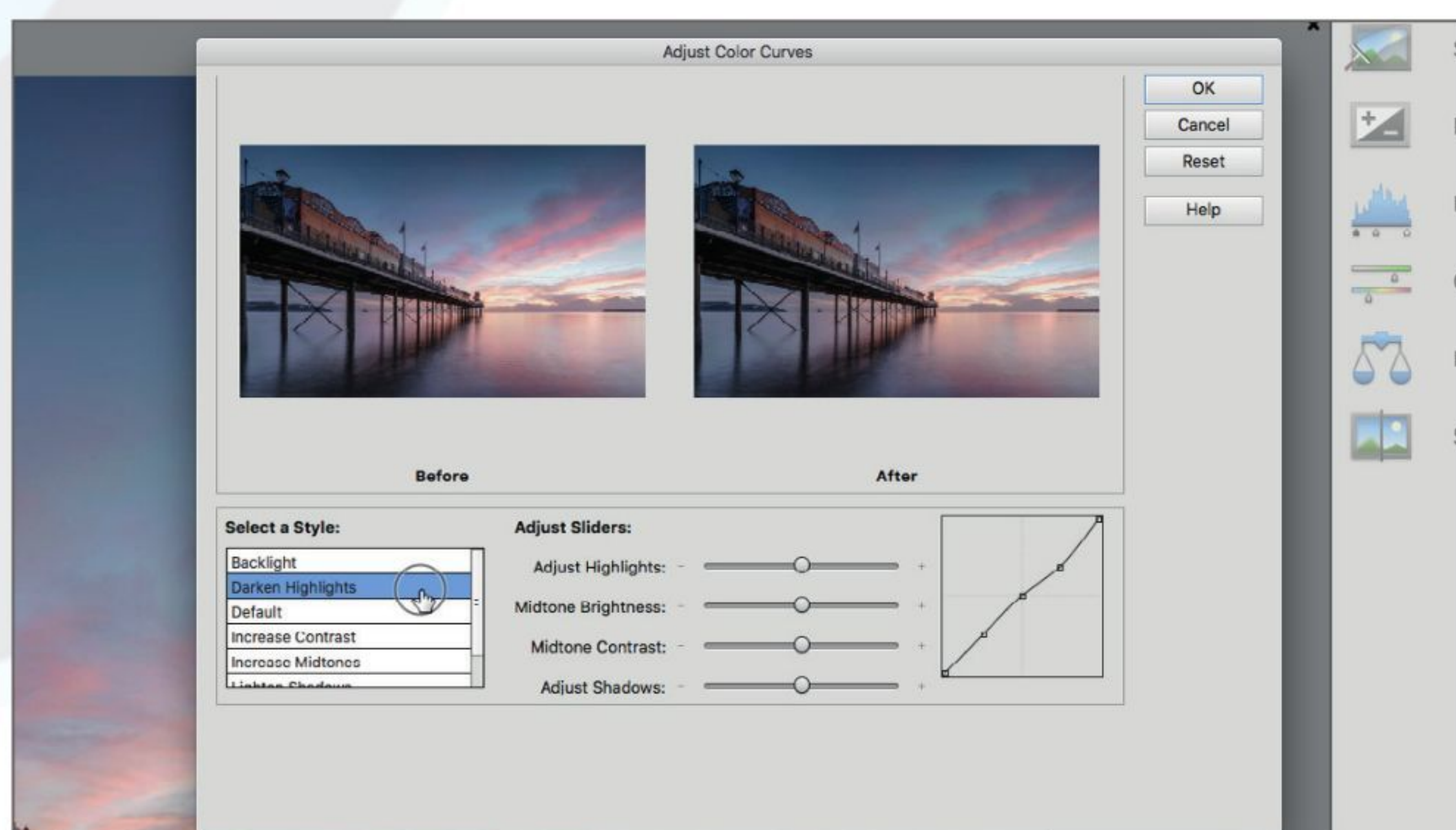
## Quick Mode Auto Modes



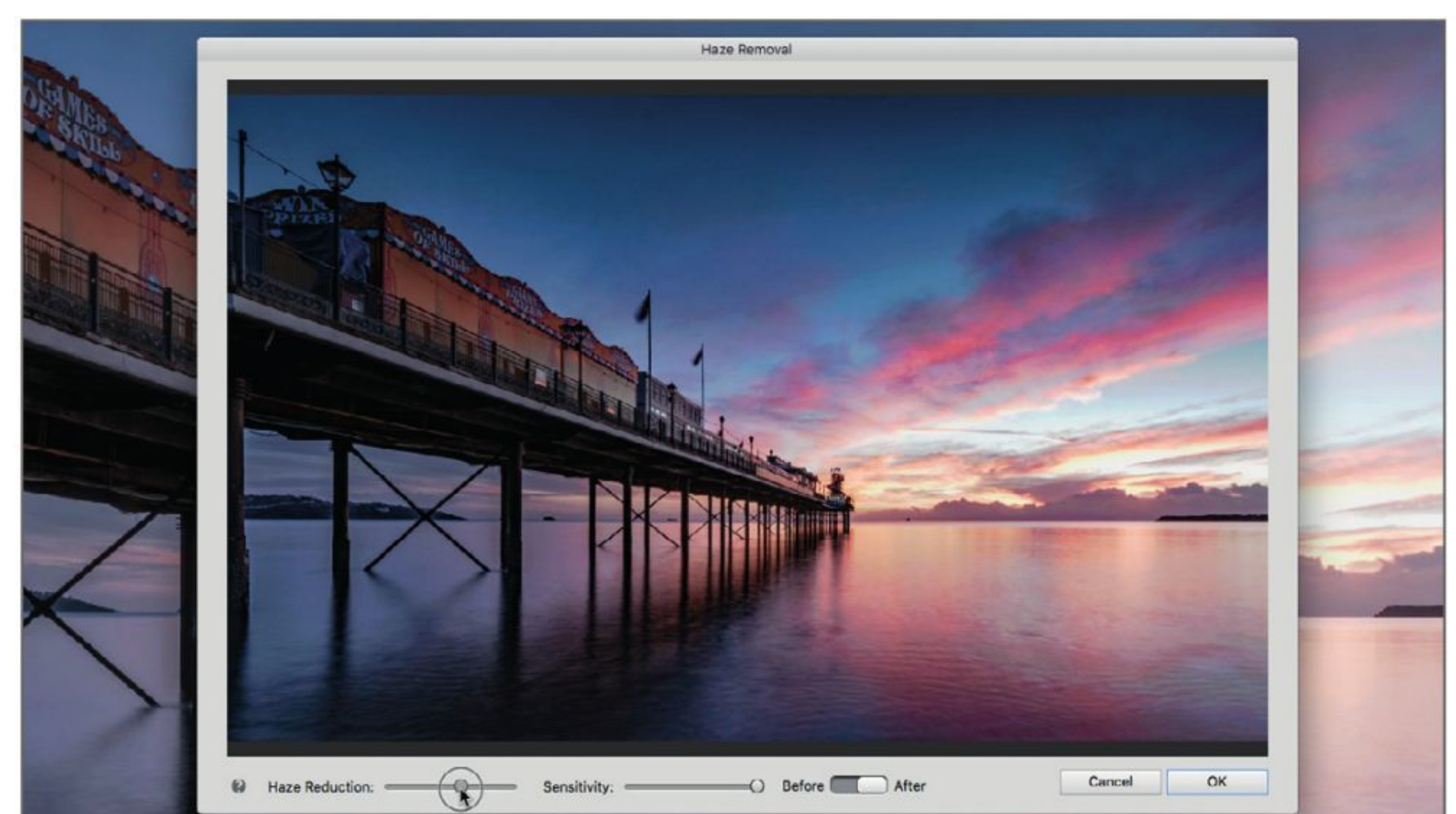
**1** Under the Enhance menu are a number of Auto features to improve your image. These are quite broad in their effect and do lack a certain finesse, so you have no real control over the outcome. If you want some more input in the effect there are a couple with a bit more control worth looking at.



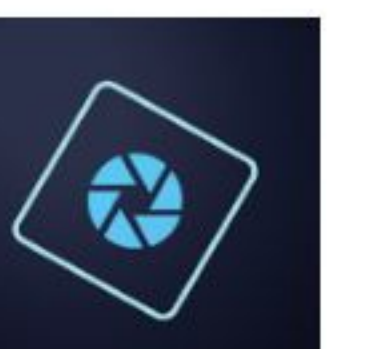
**2** If you go to Enhance > Auto Smart Tone (Shift + Cmd + T) an interactive panel appears, where you can drag a cursor around a grid. Each corner of the grid shows a possible outcome that can be achieved by moving the cursor further in that direction. Move it around until you get the result you want.



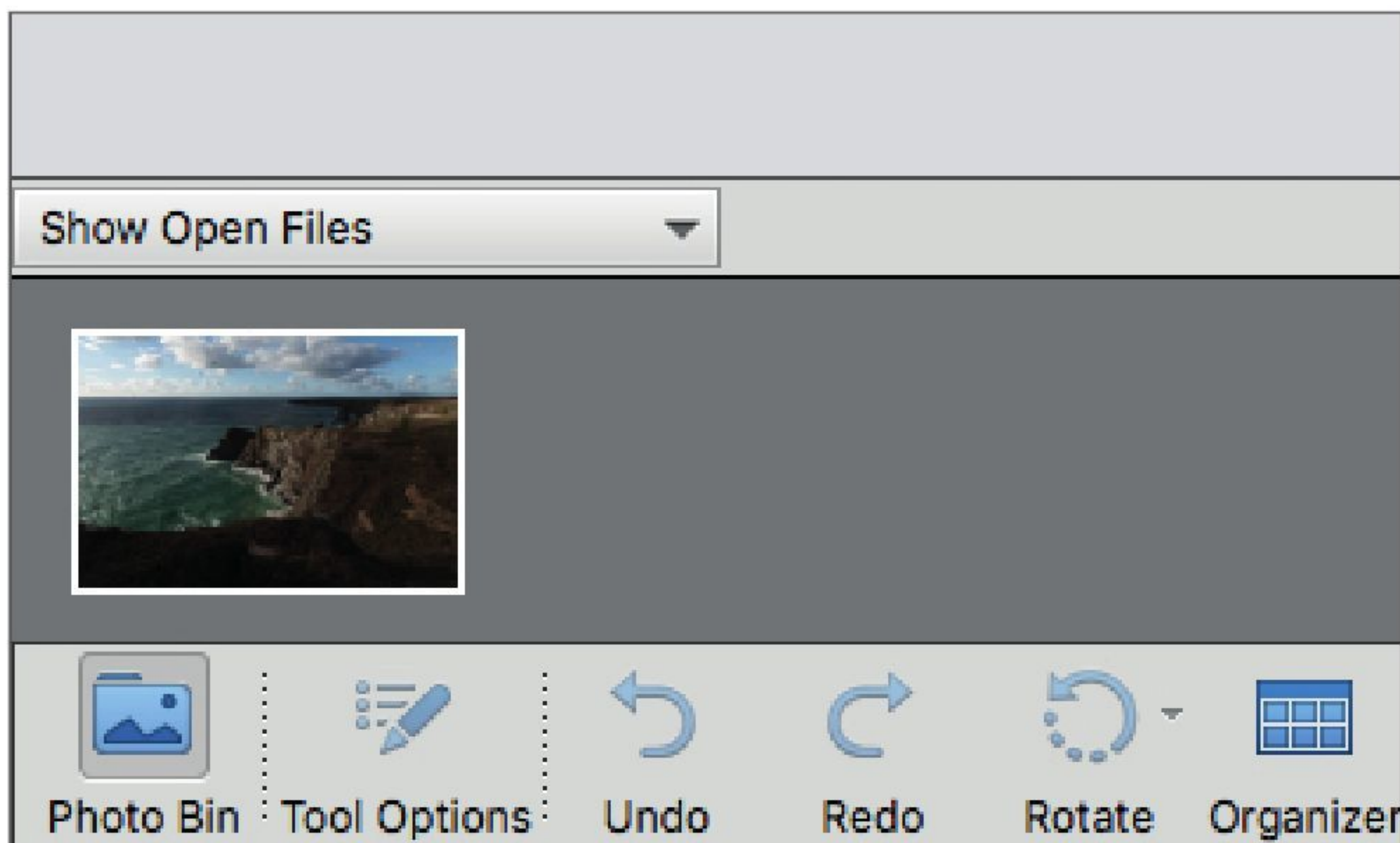
**3** If you go to Enhance > Adjust Colour > Adjust Colour Curves, you can adjust the Highlights, Midtones and Shadows of your image. There are a number of preset styles you can choose from to enhance the colour in your image as well as the option to manually adjust the tone sliders.



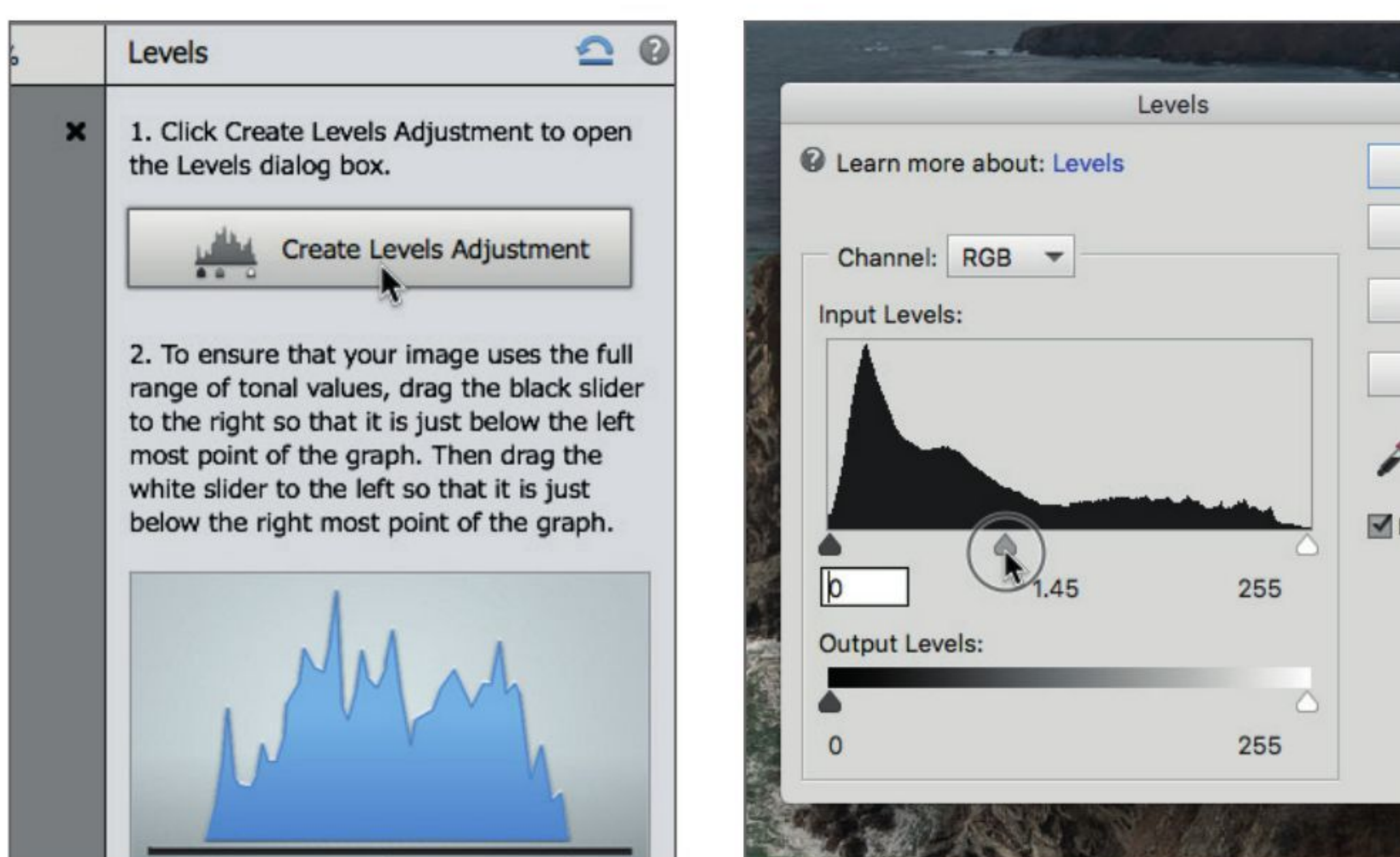
**4** Another option, but one that needs a light touch, is the Haze Removal tool. Go to Enhance > Haze Removal (Shift + Cmd + Z). This can be quite a strong effect but there are sliders to adjust the strength of the Haze reduction applied and also the sensitivity of the haze detection.



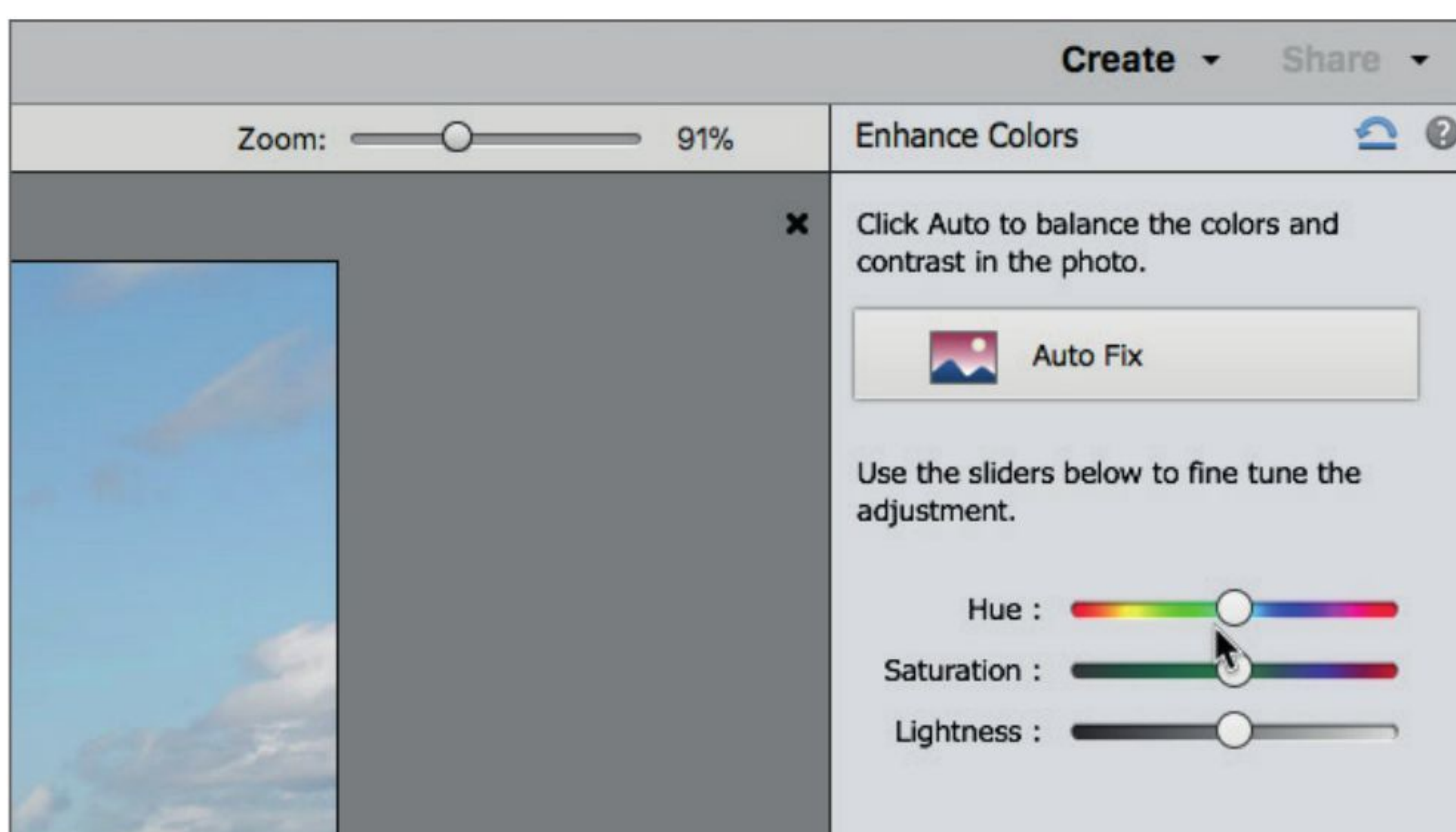
## Guided Mode



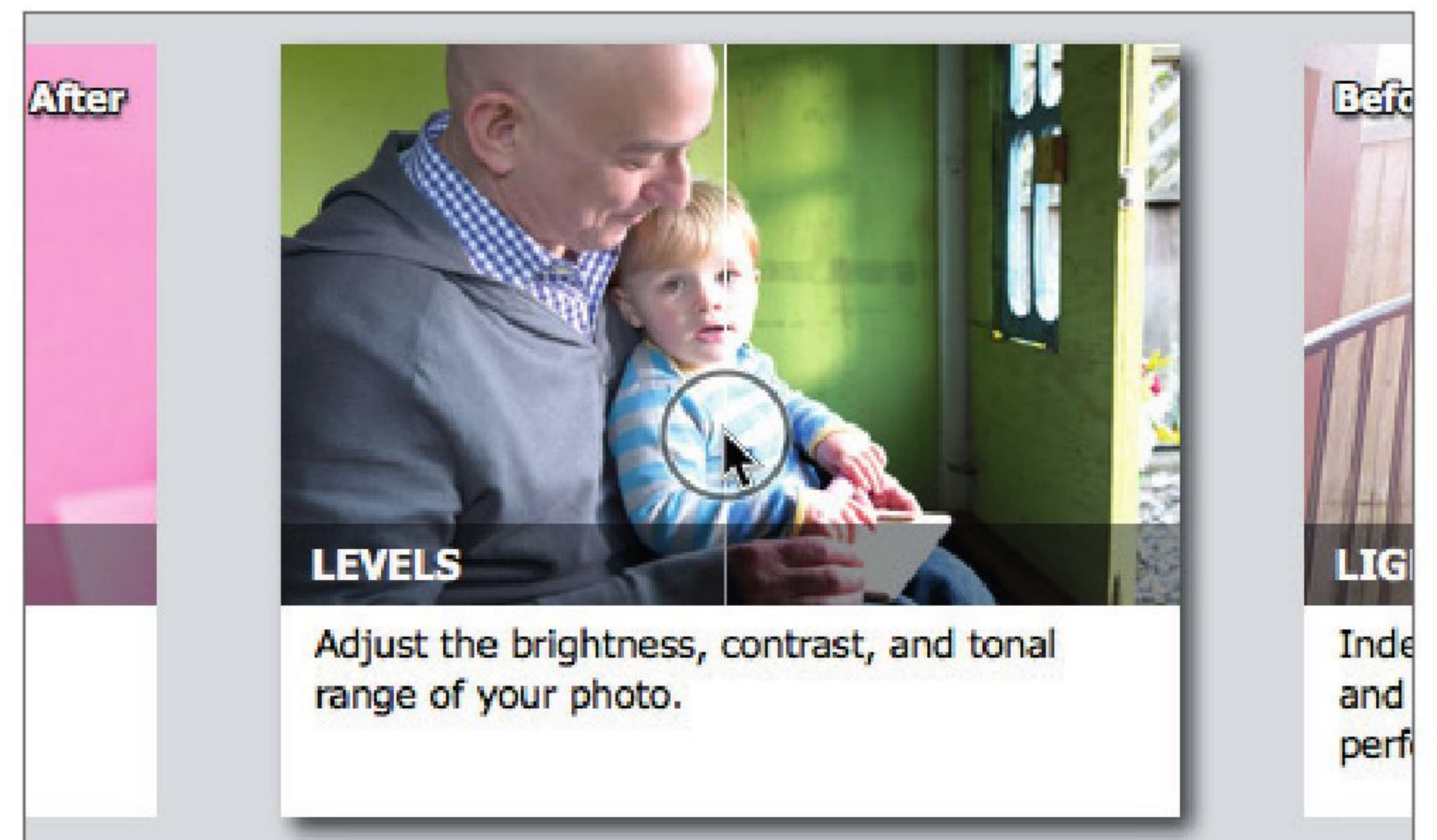
**1** Guided Mode is an alternative if you are happy to have less advanced adjustment options available but with more step-by-step guidance to help you on your way to creating the final image. Make sure you have an image open in the Photo Bin ready to work on.



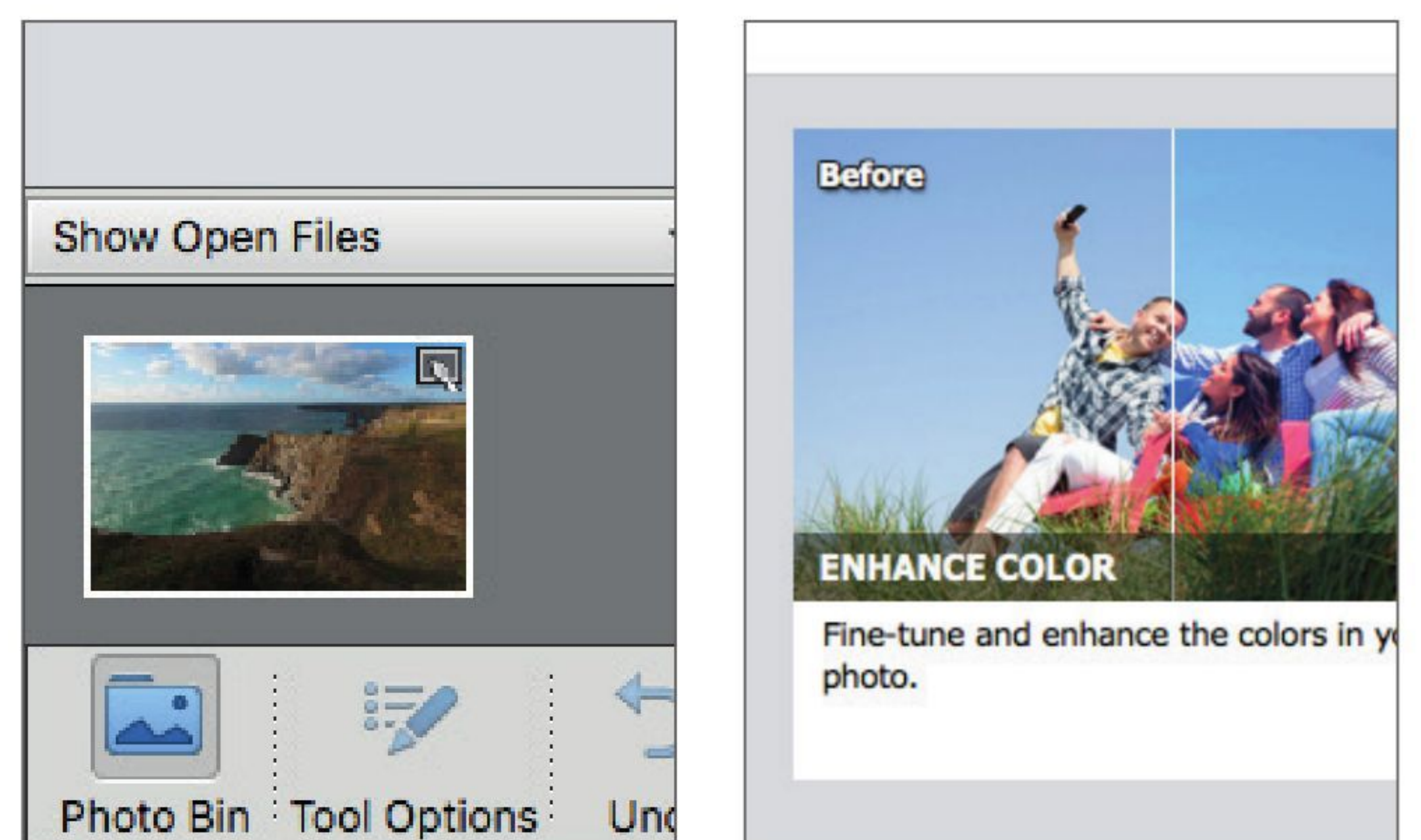
**3** You will be asked to create a Levels adjustment and a dialog panel will appear. Click OK. Since the image has a lot of underexposed dark areas in the foreground, sliding the Midtone slider to the left will brighten the photo in those darker areas. You can then click Next and then Done for this part.



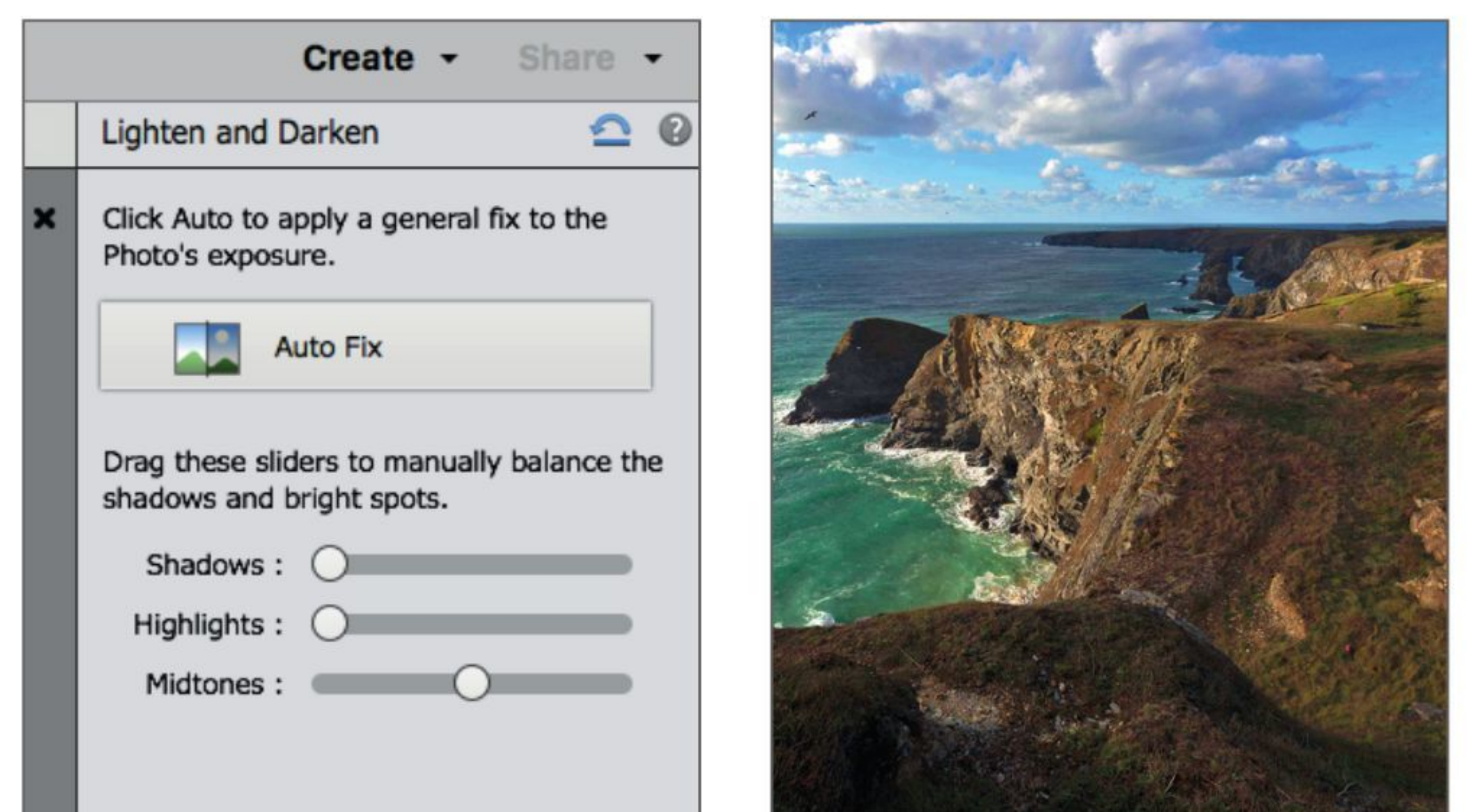
**5** You can use the three sliders of Hue, Saturation and Lightness to make the image much more saturated and bring out the colours in the sea, sky and foreground. A boost of Saturation to 45 and Lightness to -2 is enough to bring more life into the photo. You can click Next and Done once more.



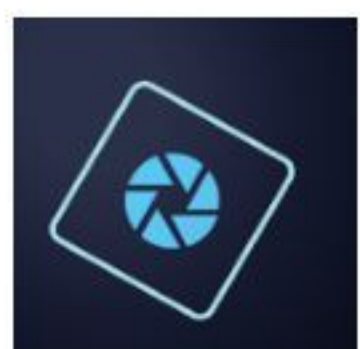
**2** The great thing with Guided edits is that you don't have to apply just one edit. We are going to apply several to get the end result we are after. Start with Levels to get the overall brightness of the image dialled in first. Levels can be found in the Basic category.



**4** Now, if you look in the Photo Bin, back at the main Guided Home screen, the photo will have a small icon in its top right corner that indicates it has edits applied. Then, you can go to the Colour category and choose Enhance Colours to add more vividness to the photo.



**6** Finally, back in the Basics category, click Lighten and Darken and use the three Shadows, Highlights and Midtones sliders to make final tweaks to the image. The Highlights have been reduced to bring more detail back into the brightest areas. At this point you can click Next and then save your image.



# Using the Photo Editor Expert Mode

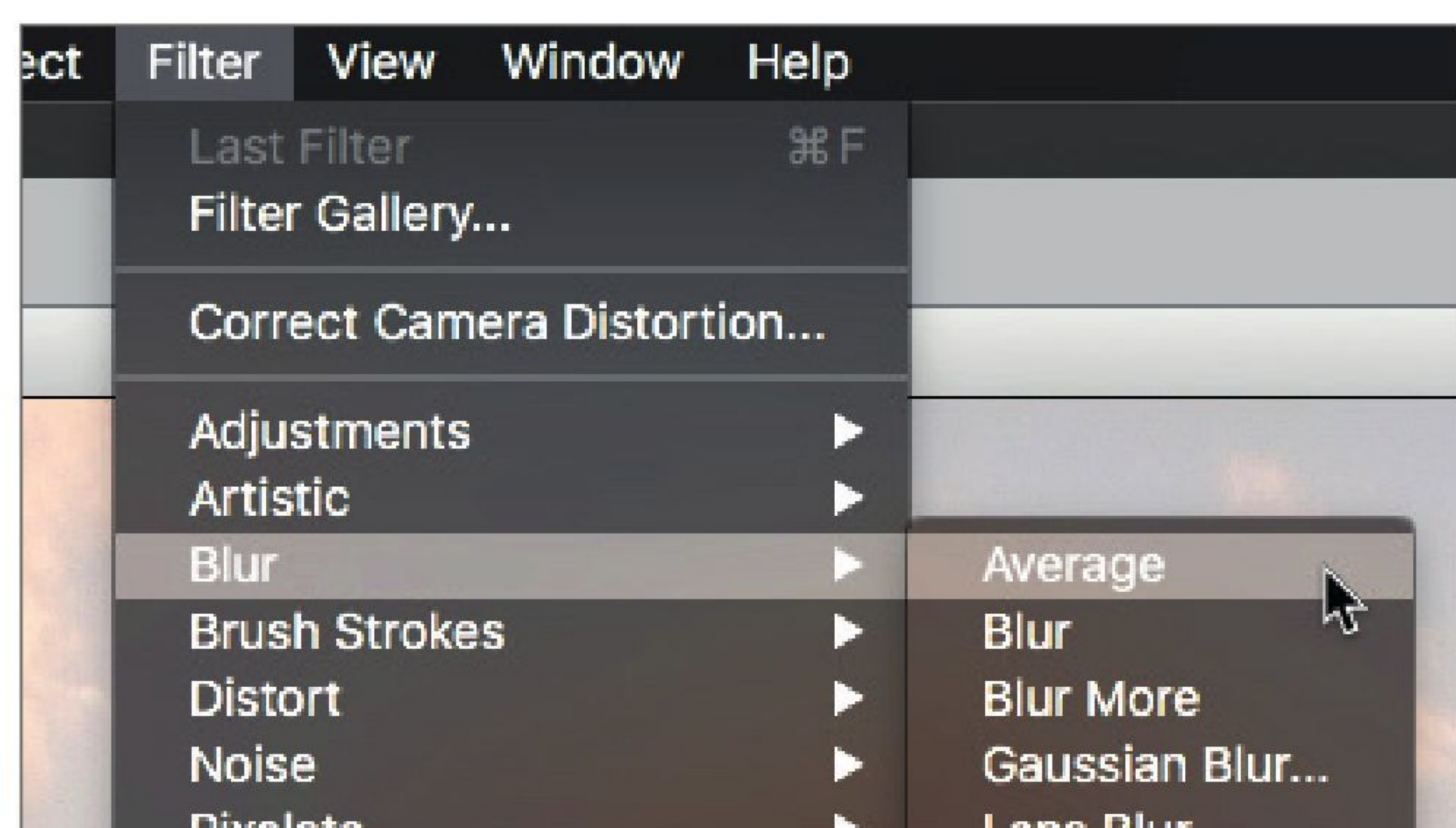
Don't be put off by the title of Expert. In this case, you get more tools to play with and you can actually be more involved in the editing process. You can switch out to another mode, but to truly unlock the power of the program, you will want to try out some image editing in this mode.



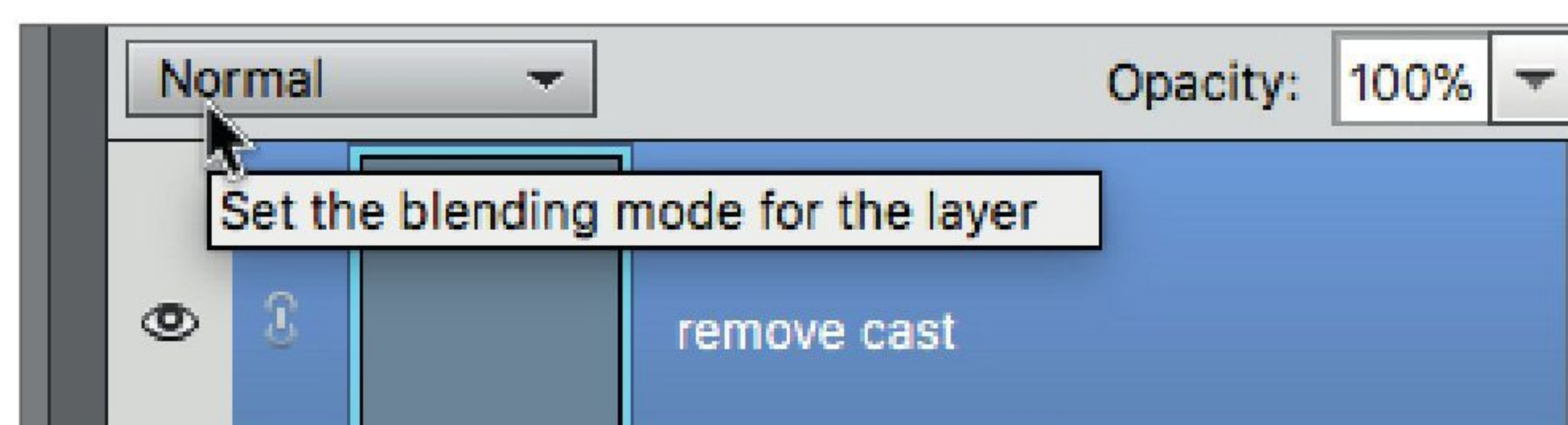
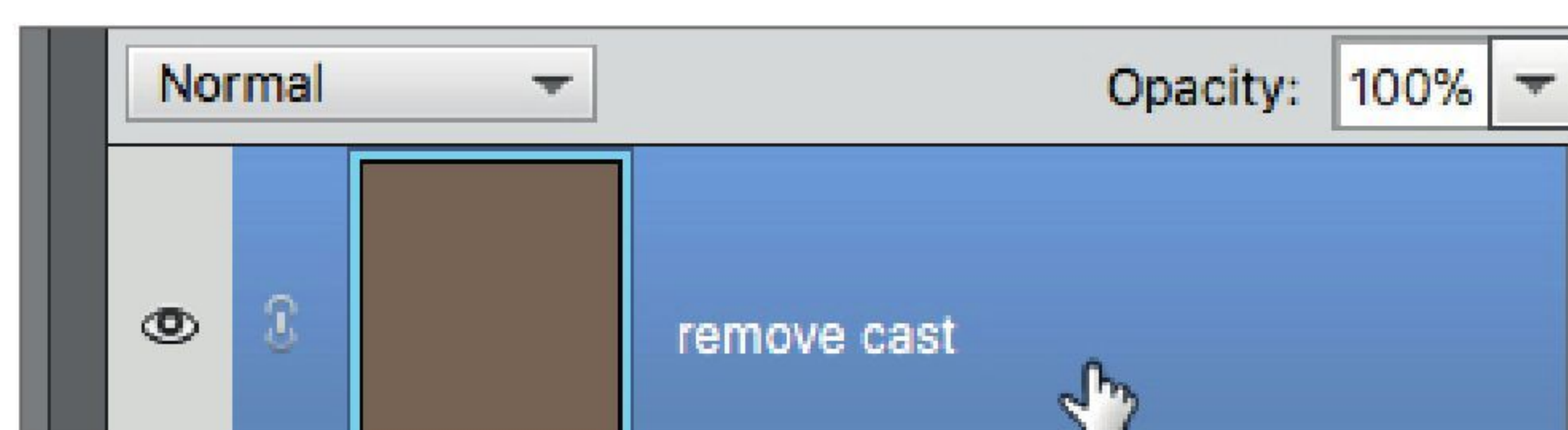
**1** We have opened another image that needs some fixing. It is a sunrise on the moors that is a little underexposed and needs some work to bring out the foreground, while keeping the sky relatively untouched, since that is quite well exposed. This is where the use of layers and masks will help us out.



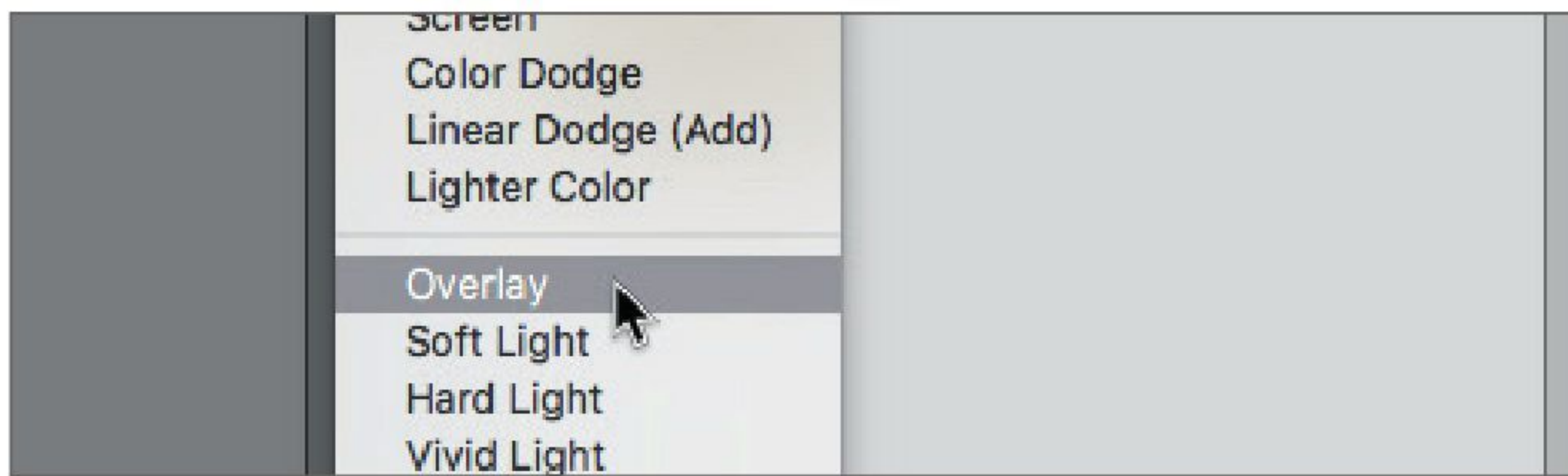
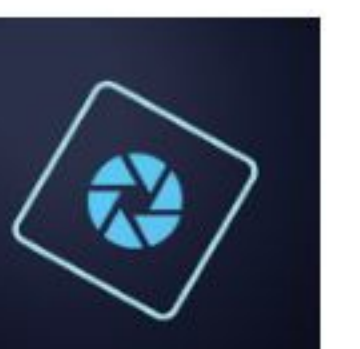
**2** First, the colour balance needs to be adjusted. The image is a little too magenta and warm, particularly if you look at the colour of the grass. This can be altered by using a really simple trick that can be really effective and requires the use of layers to do it.



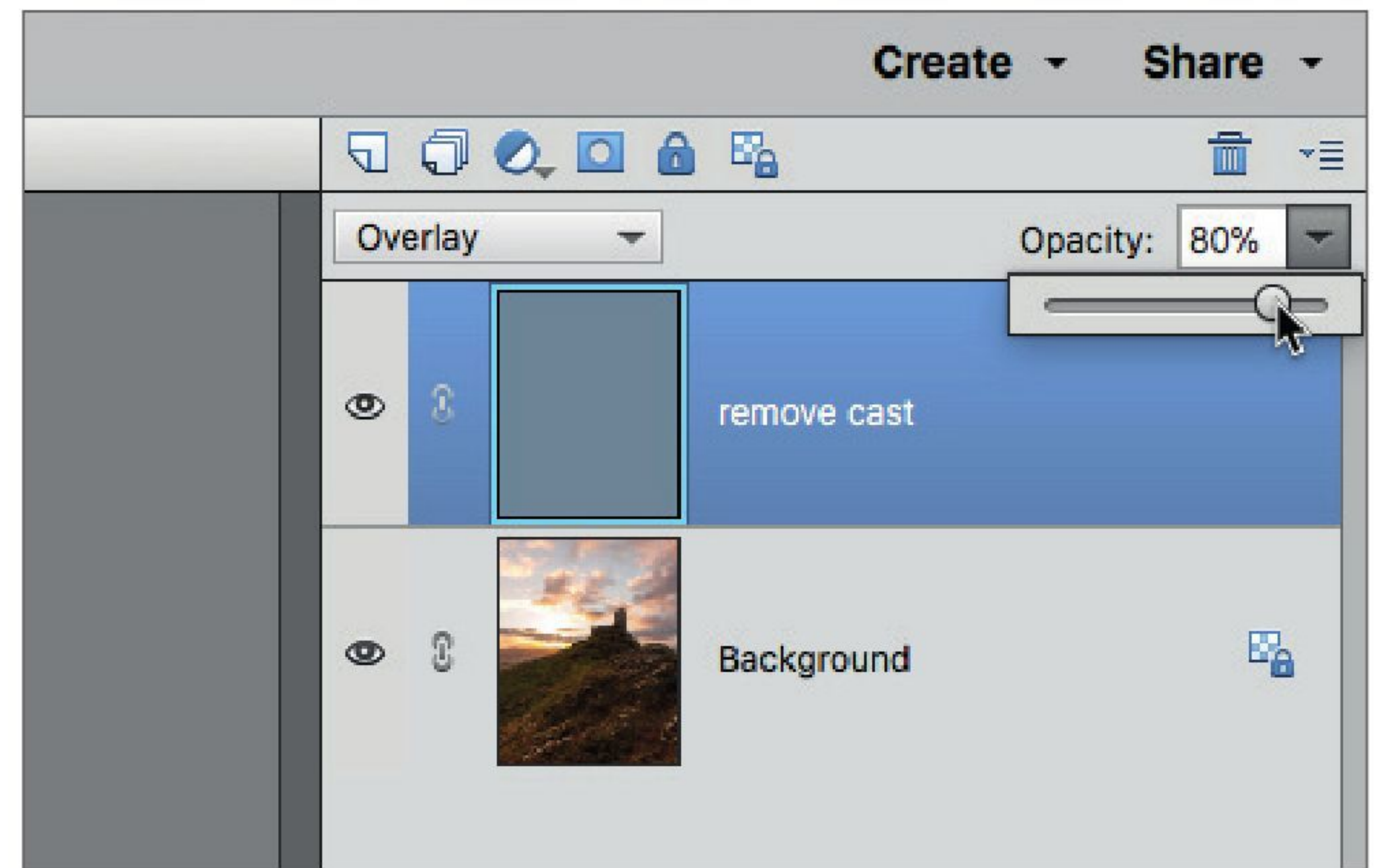
**3** Press `Cmd + J` to copy the Background layer. Name the new layer 'remove cast'. Then go to `Filter > Blur > Average`. This will blur the duplicate of the scene and average out the colours it contains into one colour. In this case, it turns a muddy brown colour.



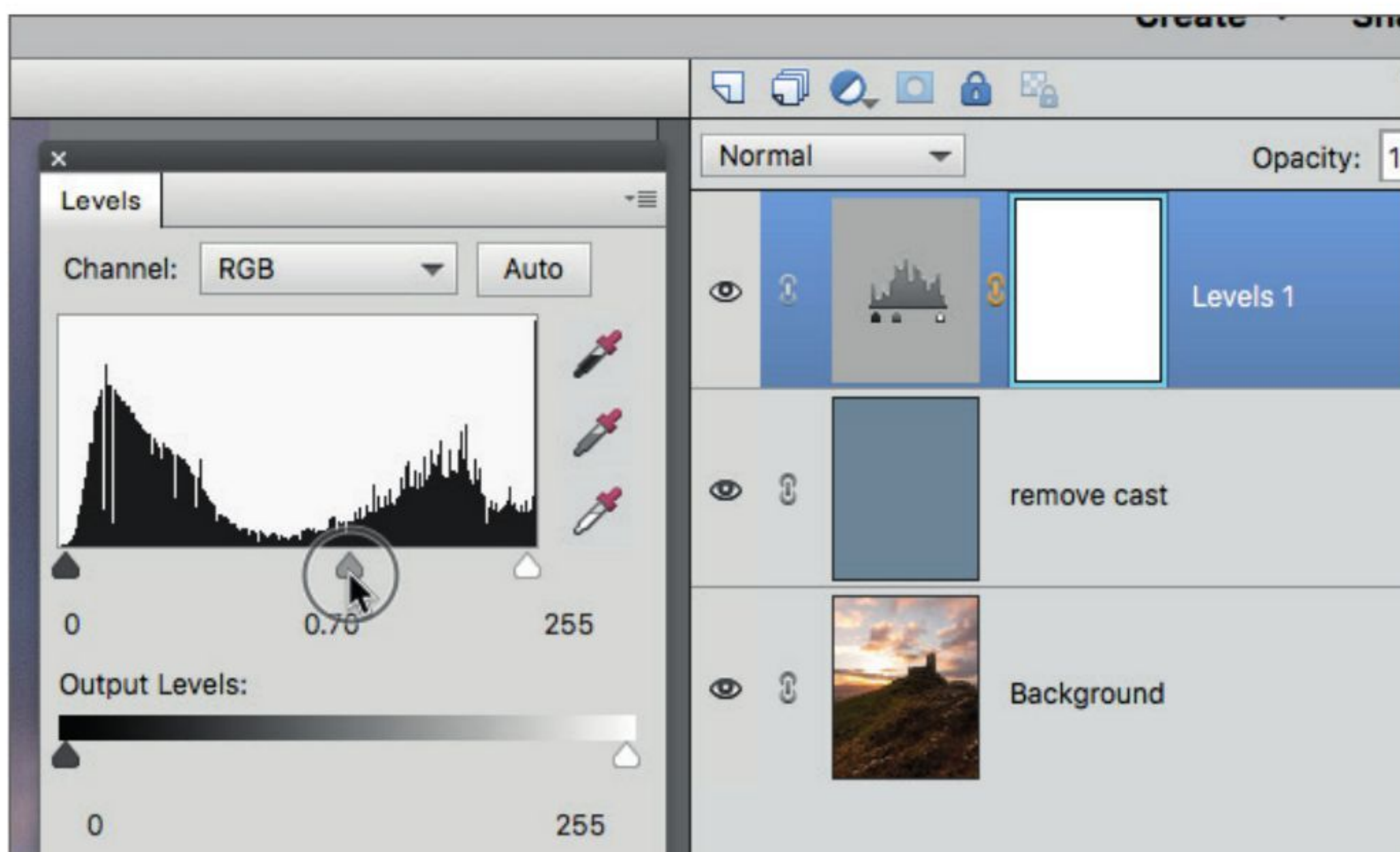
**4** Make sure this layer is active then go to `Filter > Adjustments > Invert (Cmd + I)` to invert the muddy brown colour to a pale green hue instead. This colour, derived from the colour average of the original scene can be used to create a colour correction filter.



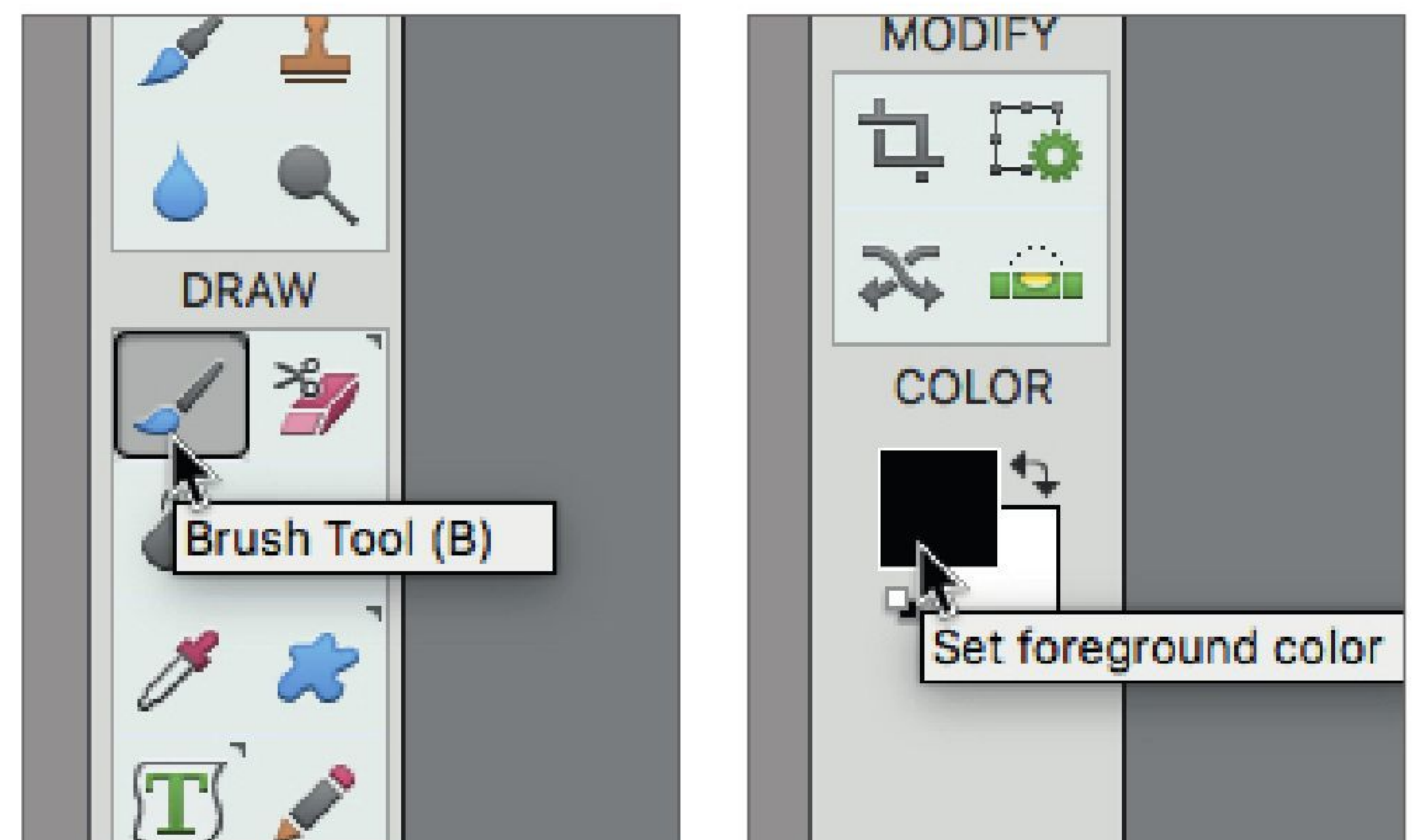
**5** Go to the Blend Mode button and from the dropdown menu that appears, choose Overlay as the blend mode for the 'remove cast' layer. This will blend the colour of that layer into the photo of the moors below it. You should see that the snow now looks a lot cleaner and whiter than it did.



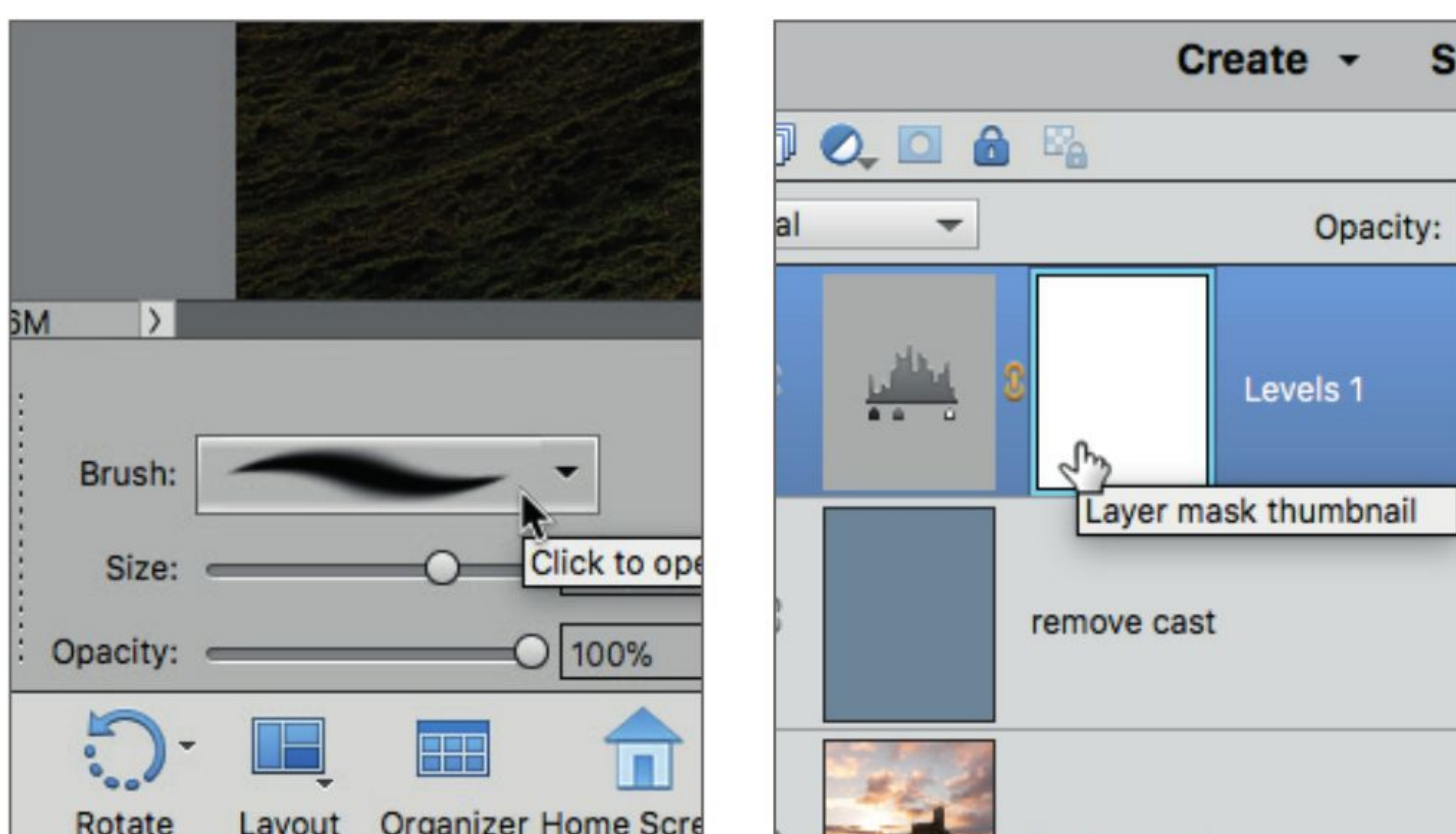
**6** Altering colour can be quite subjective and if you feel that the correction is too much, you can always go to the Opacity slider and adjust to about 80% to lessen its effect slightly if you wish. Now you can continue editing the image.



**7** Now to make the image punchier, click the Create New Fill or Adjustment Layer button and choose Levels. Make sure 'Levels 1' is at the top of the layer stack. Adjust the Midtone slider so the sky is a bit darker. This will obviously make the entire image too dark but you can fix that next.



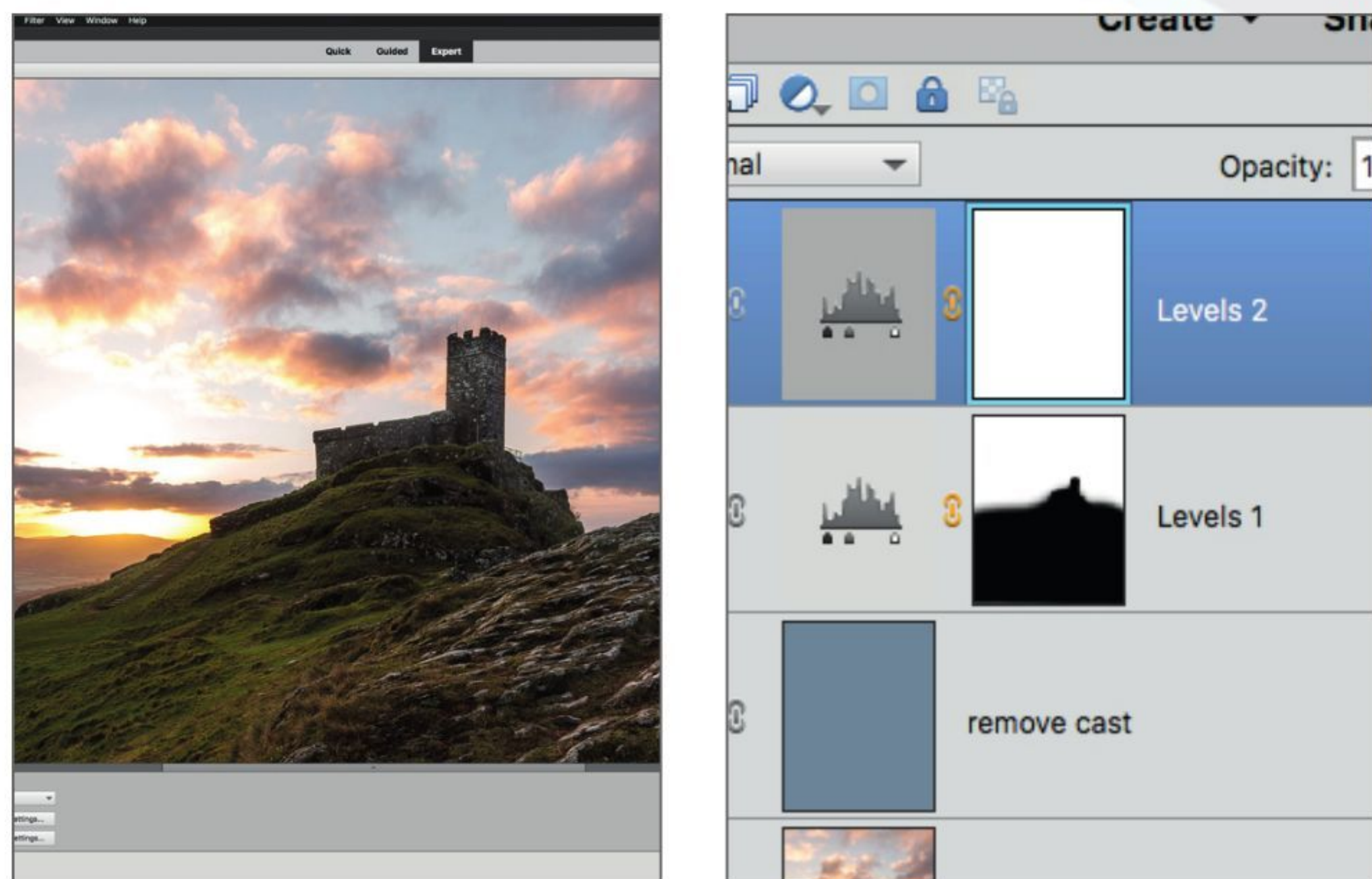
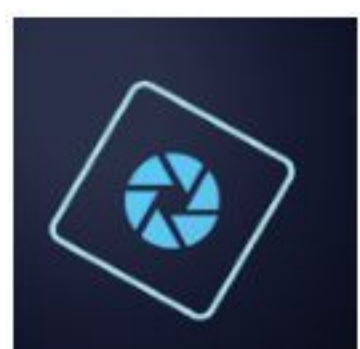
**8** Choose the Brush Tool (B) from the toolbar, then set the foreground colour to black. You can press D to default the colours so black is the foreground colour and white the background colour. Pressing X will swap those foreground and background colours over if you require.



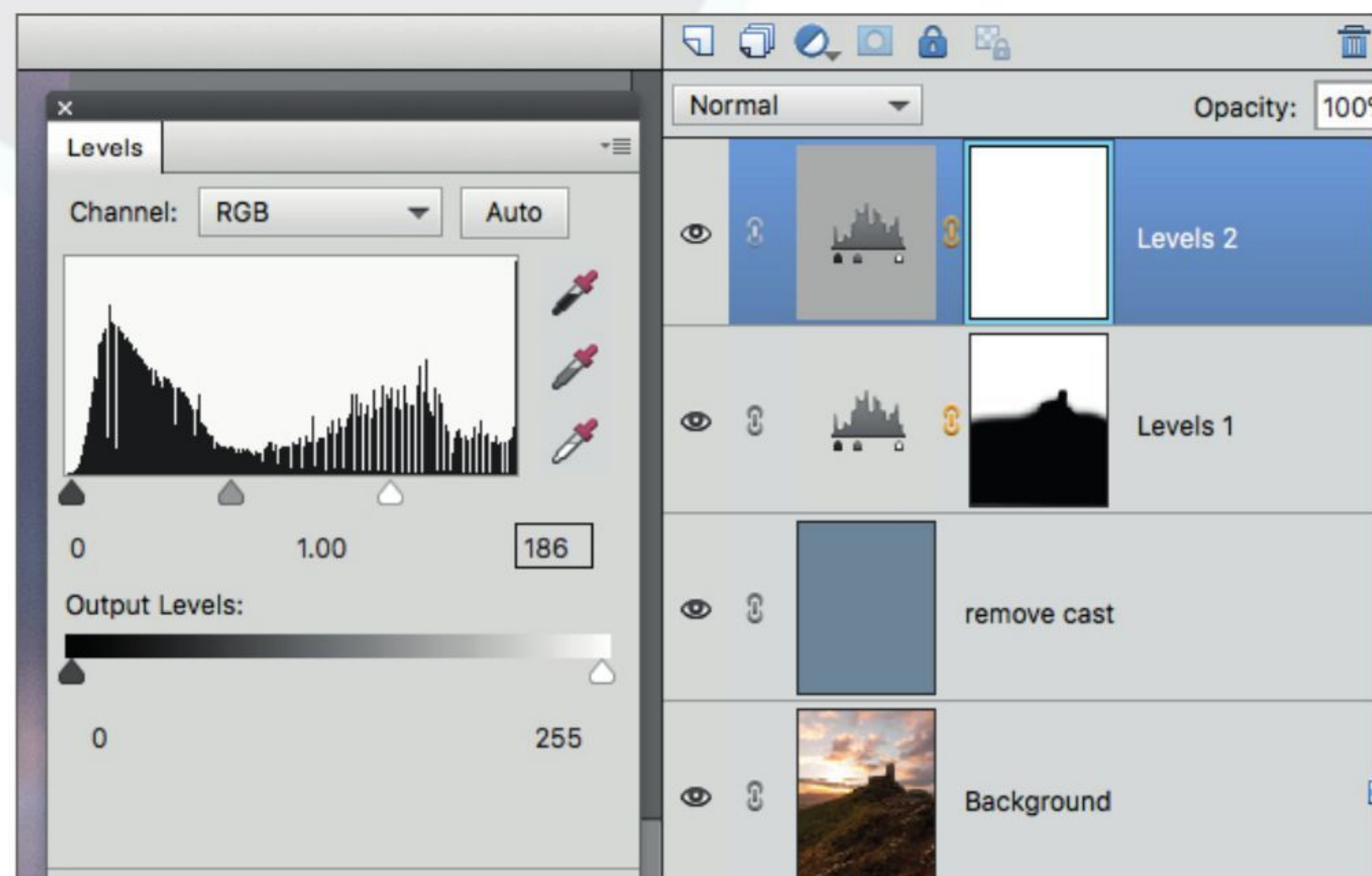
**9** When you choose the Brush Tool, the Tool Options panel will display parameters for the brushes. We need a large soft brush which can be chosen from the Brush Presets menu. Click on the Soft Round 200 pixels brush to make it active. Make sure the Levels 1 layer mask is active by clicking it.



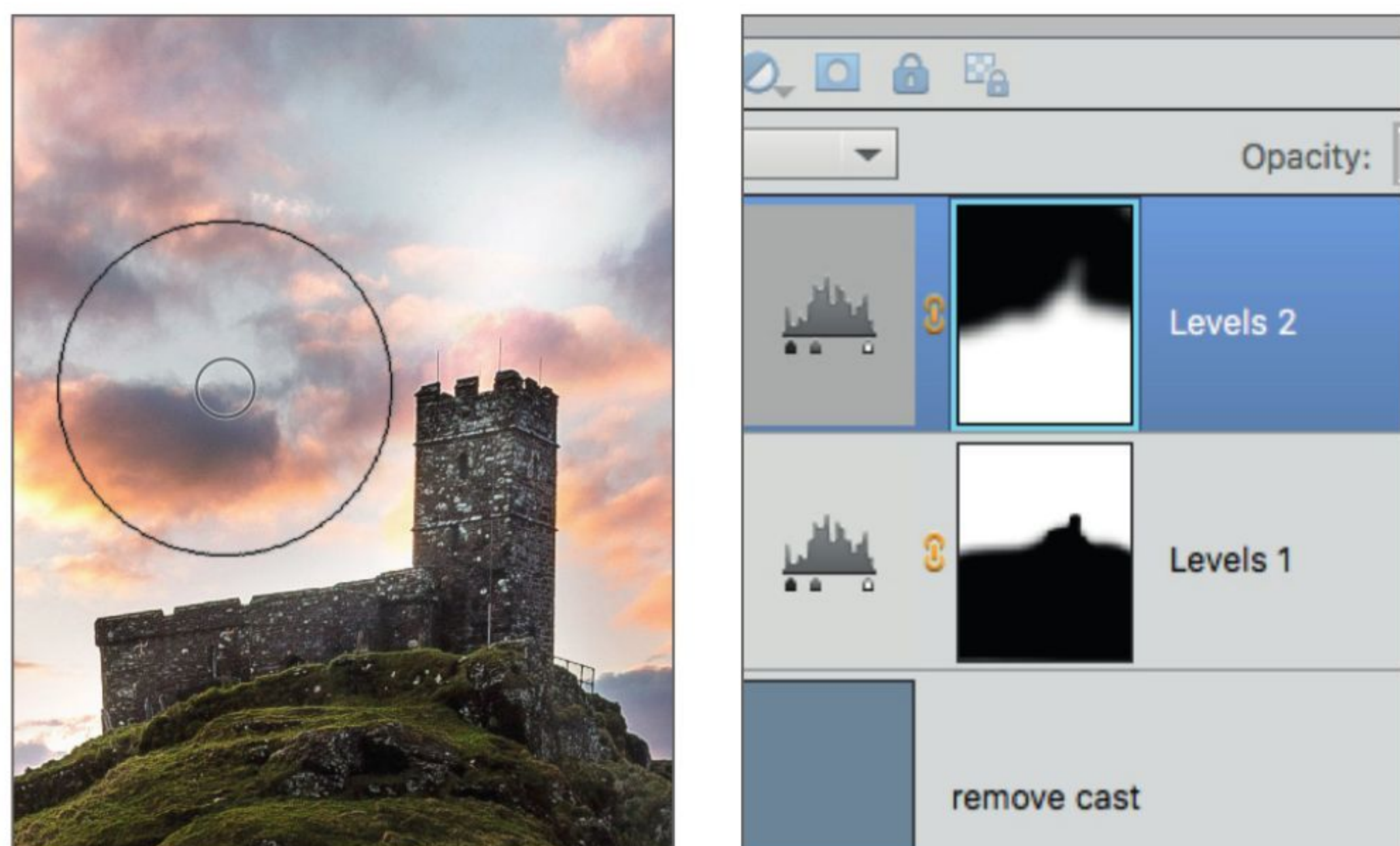
**10** You can now use that soft black brush to paint on any areas of the mask where you do not want the adjustment to be visible. In this case, we only wanted the sky to be adjusted so we painted over the rocks and foreground.



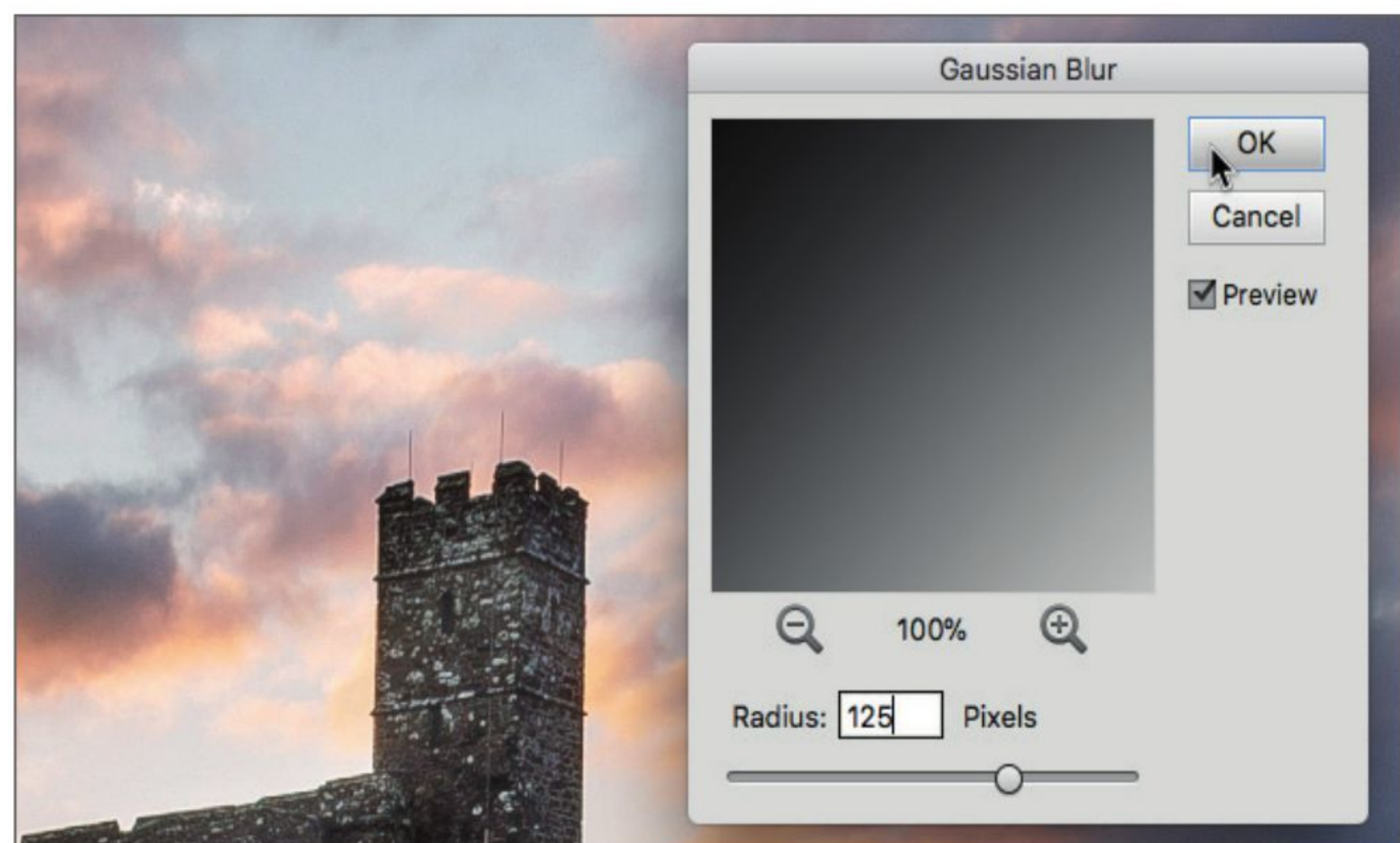
**11** When you paint over those areas, you are hiding the adjustment so they become their original brightness again. In fact, it would be nice to make the foreground rocks and snow brighter, so let's get another Levels Adjustment and add it to the layer stack. This will be 'Levels 2'.



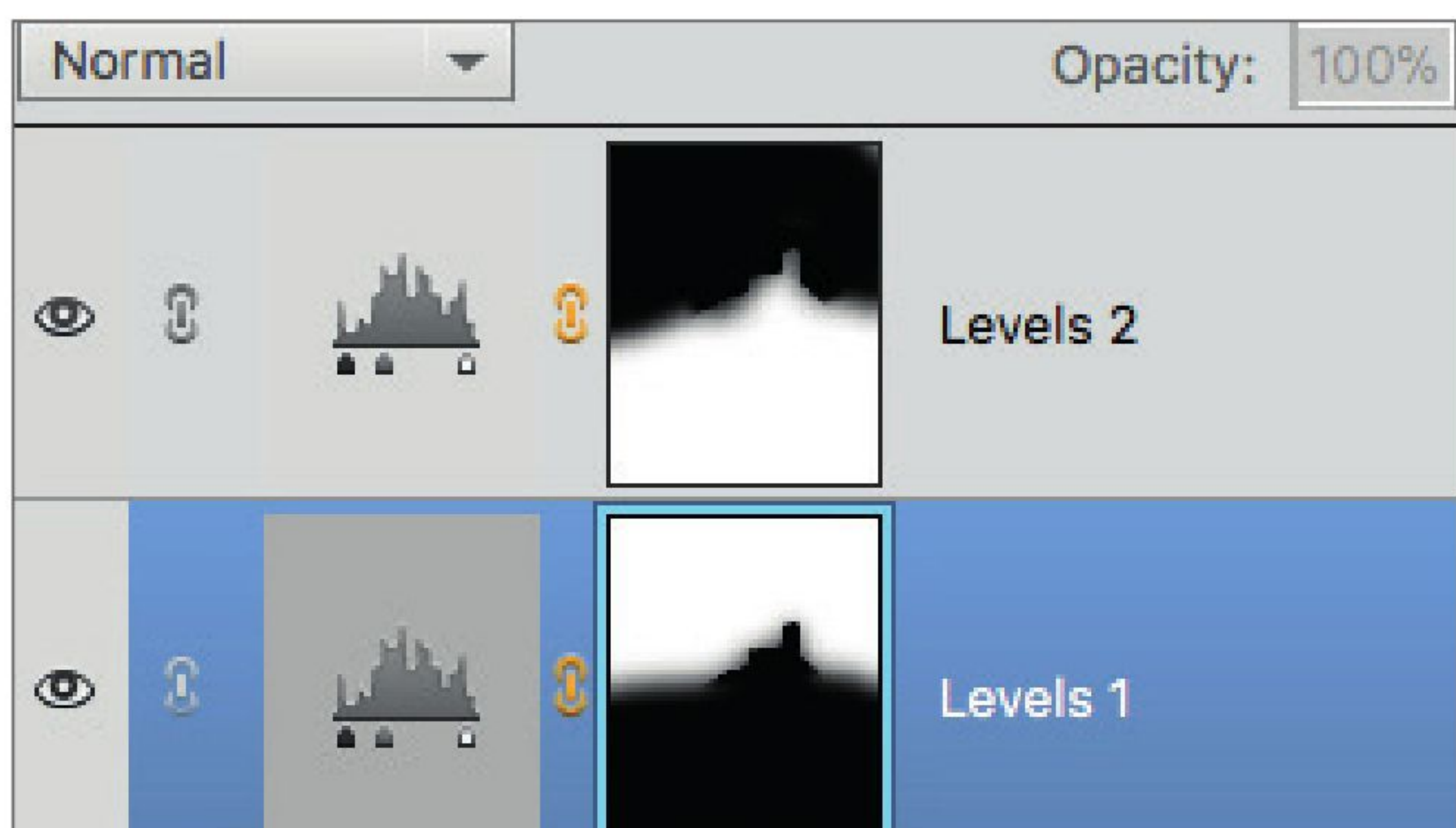
**12** Push the Highlights and Midtones sliders of the 'levels 2' adjustment to the left; as you do this, you will see the entire image become lighter. Concentrate on the foreground rocks and snow and adjust the sliders until they look nice and bright. The sky might be too bright but not to worry.



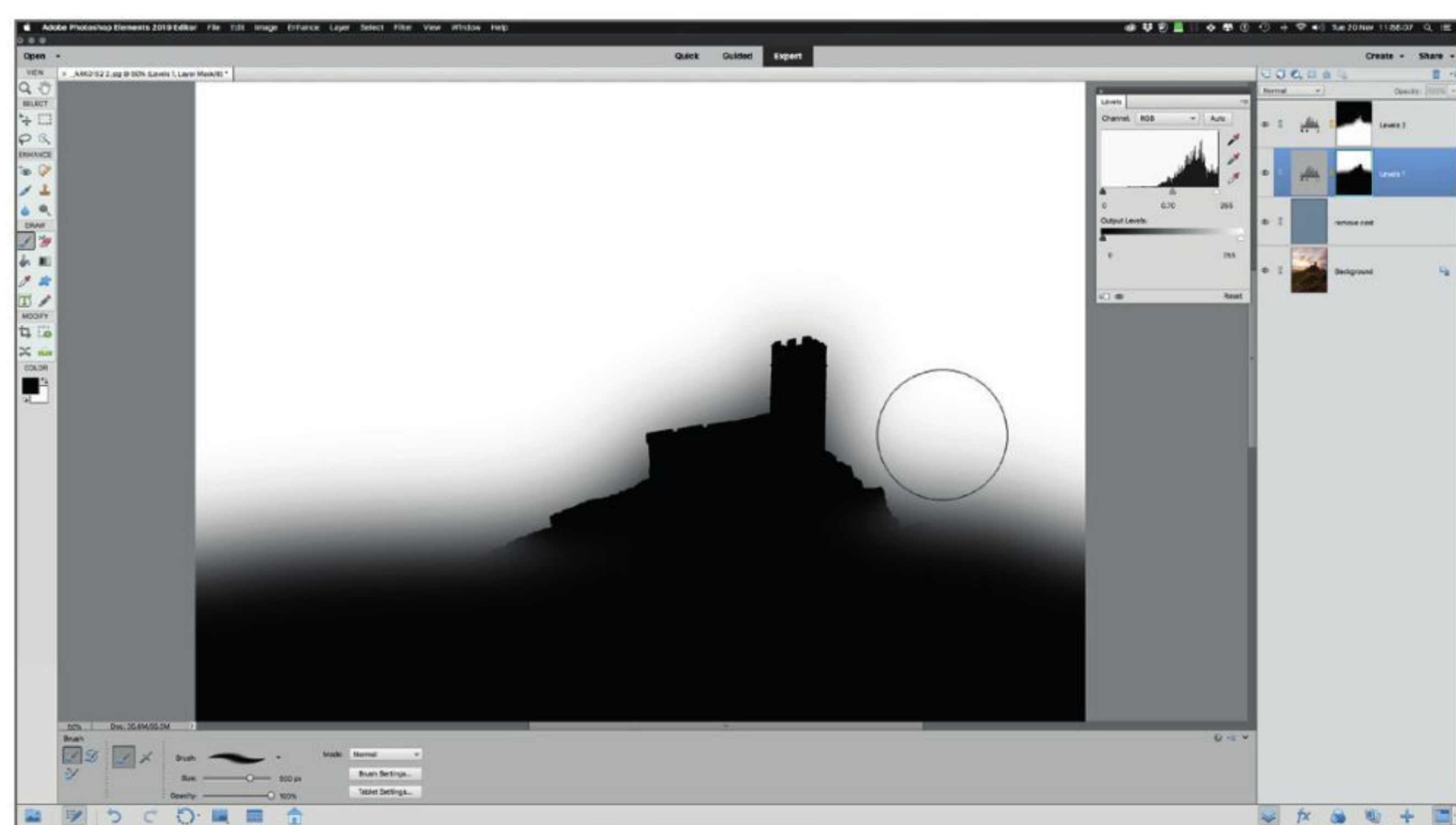
**13** Just as you did with the 'Levels 1' layer mask, paint with your soft black brush on the 'Levels 2' layer mask over the sky area and horizon. You are now concealing areas of the 'Levels 2' adjustment so the sky goes back to being darker again.



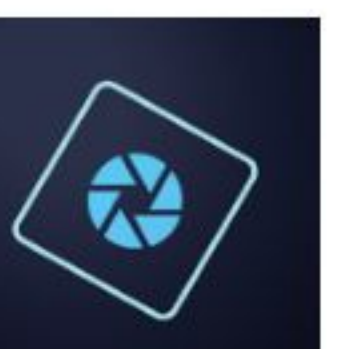
**14** If you want, to blend the masks better, you can keep the 'Levels 2' layer mask active and go to Filter > Blur > Gaussian Blur and choose a blur of about 125 pixels to help blend the two adjustments you've made seem more seamless.



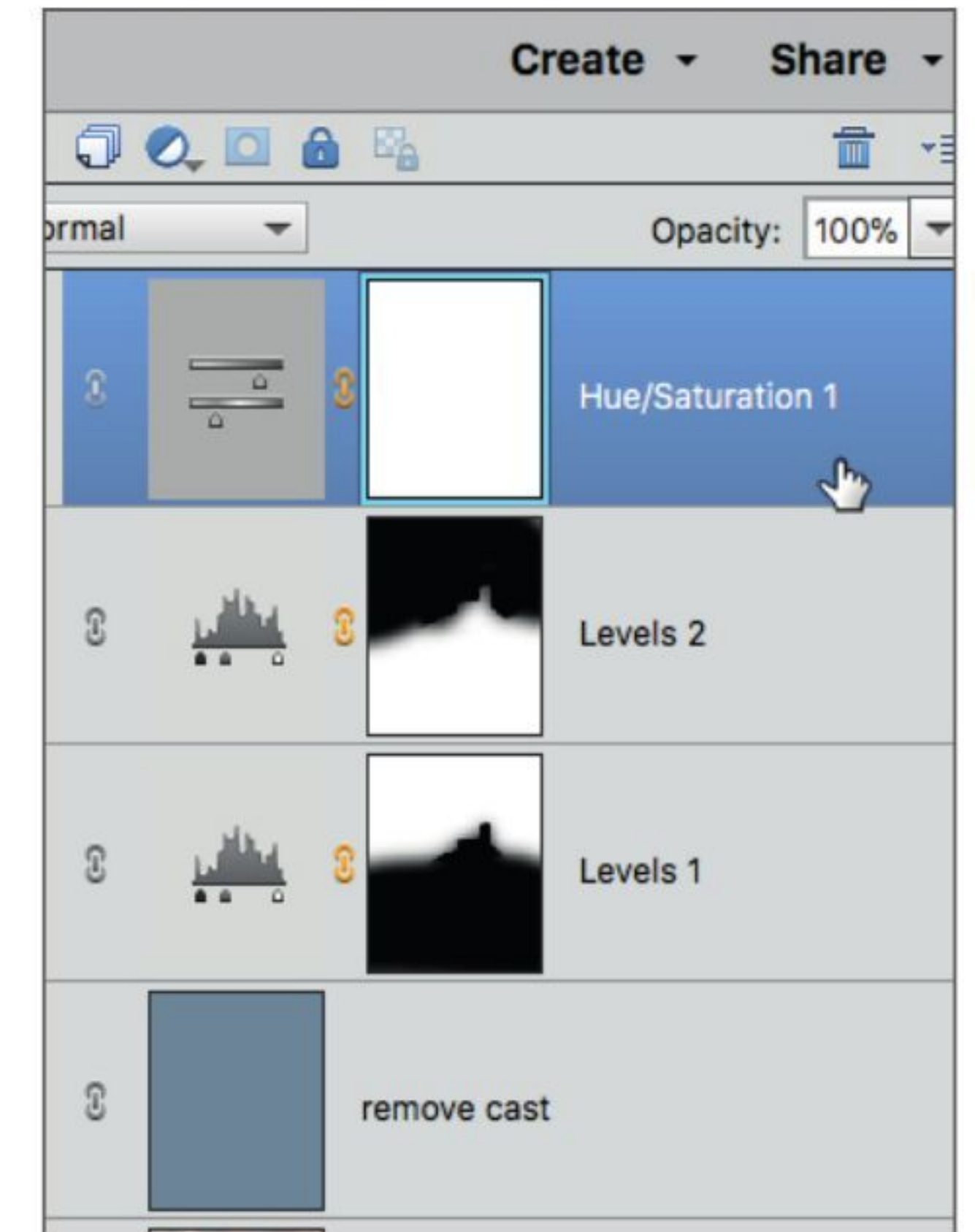
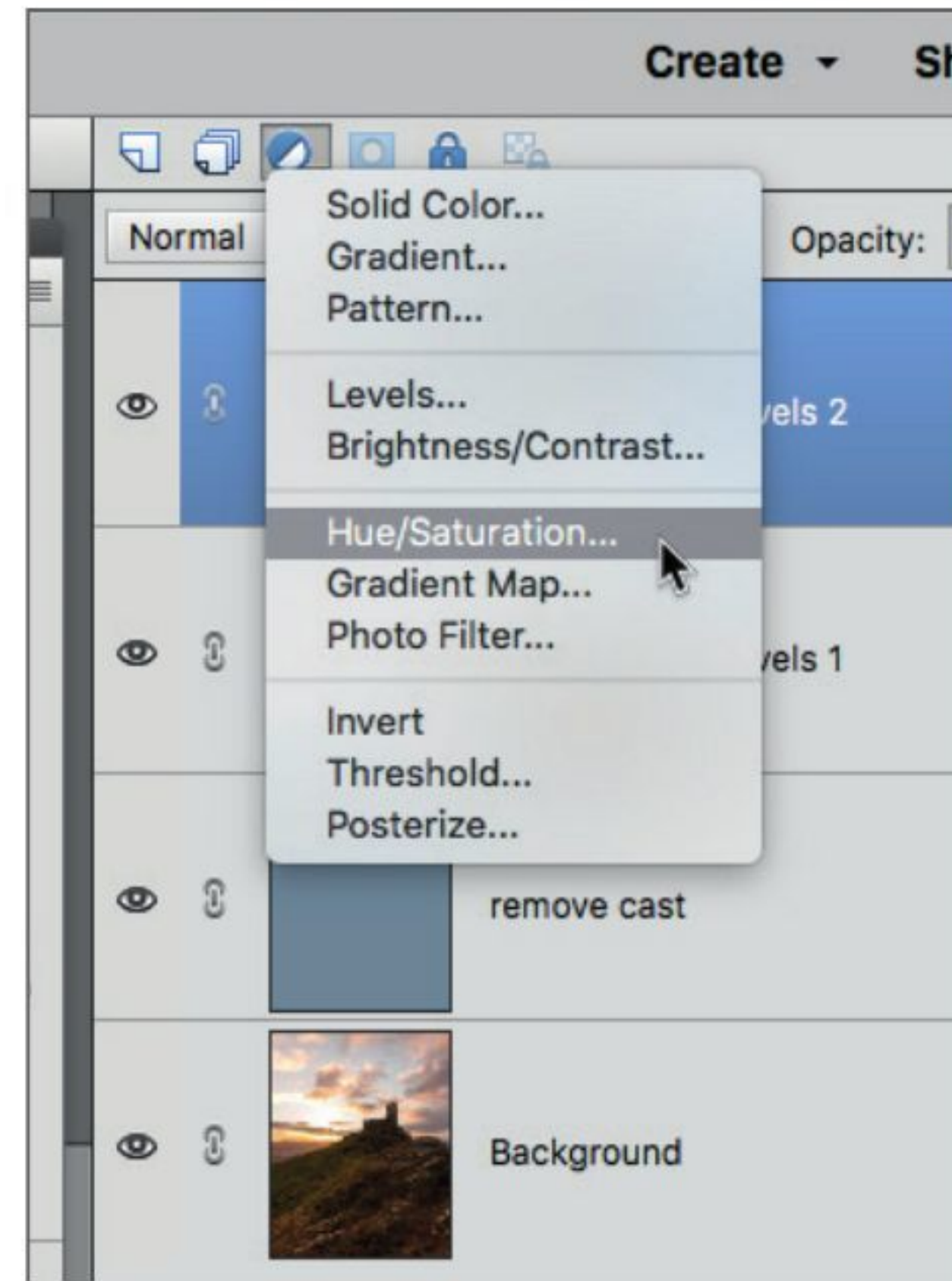
**15** There is no reason you can't add the same amount of blur to the 'Levels 1' layer mask as well. The softening of the two masks means there are no obvious joins betraying the fact that various adjustments have been made. Thanks to the use of layers, this has all been non-destructive editing.



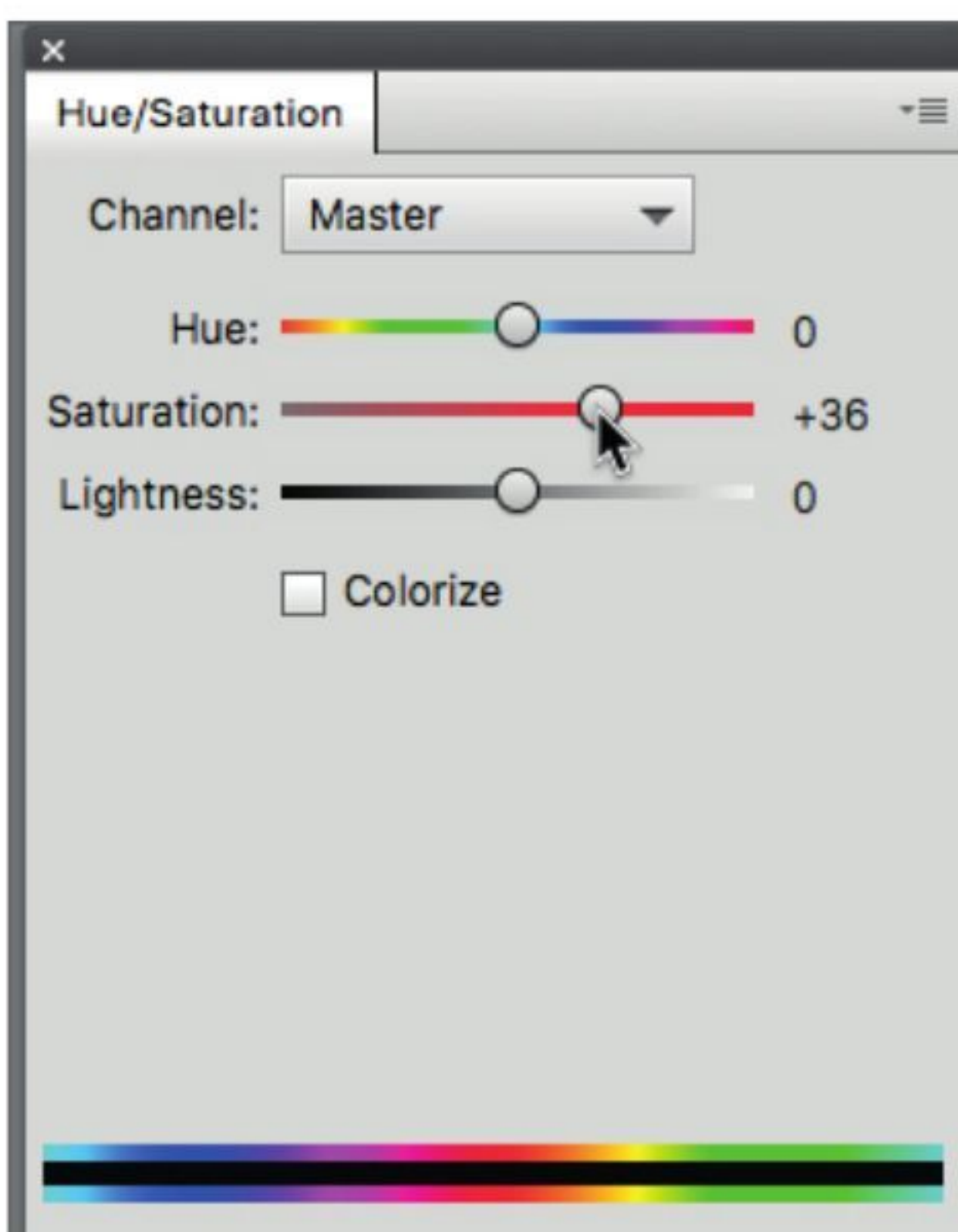
**16** Now that you have both the Levels Adjustments in place, you can revisit them at any time and tweak the settings to your heart's content. You can even go back into the layer masks for each and use your brush tools to refine those masks you applied in the first place.



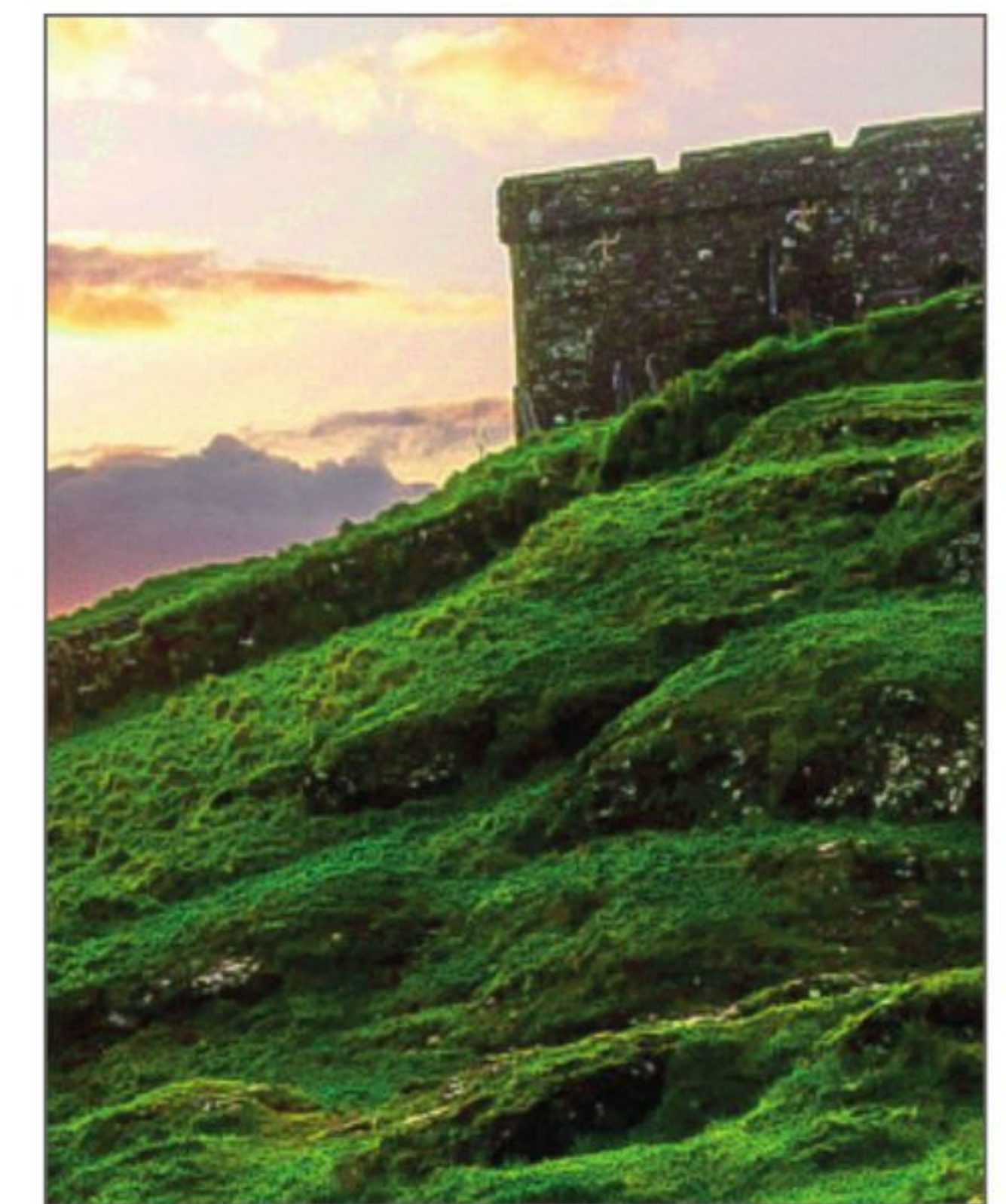
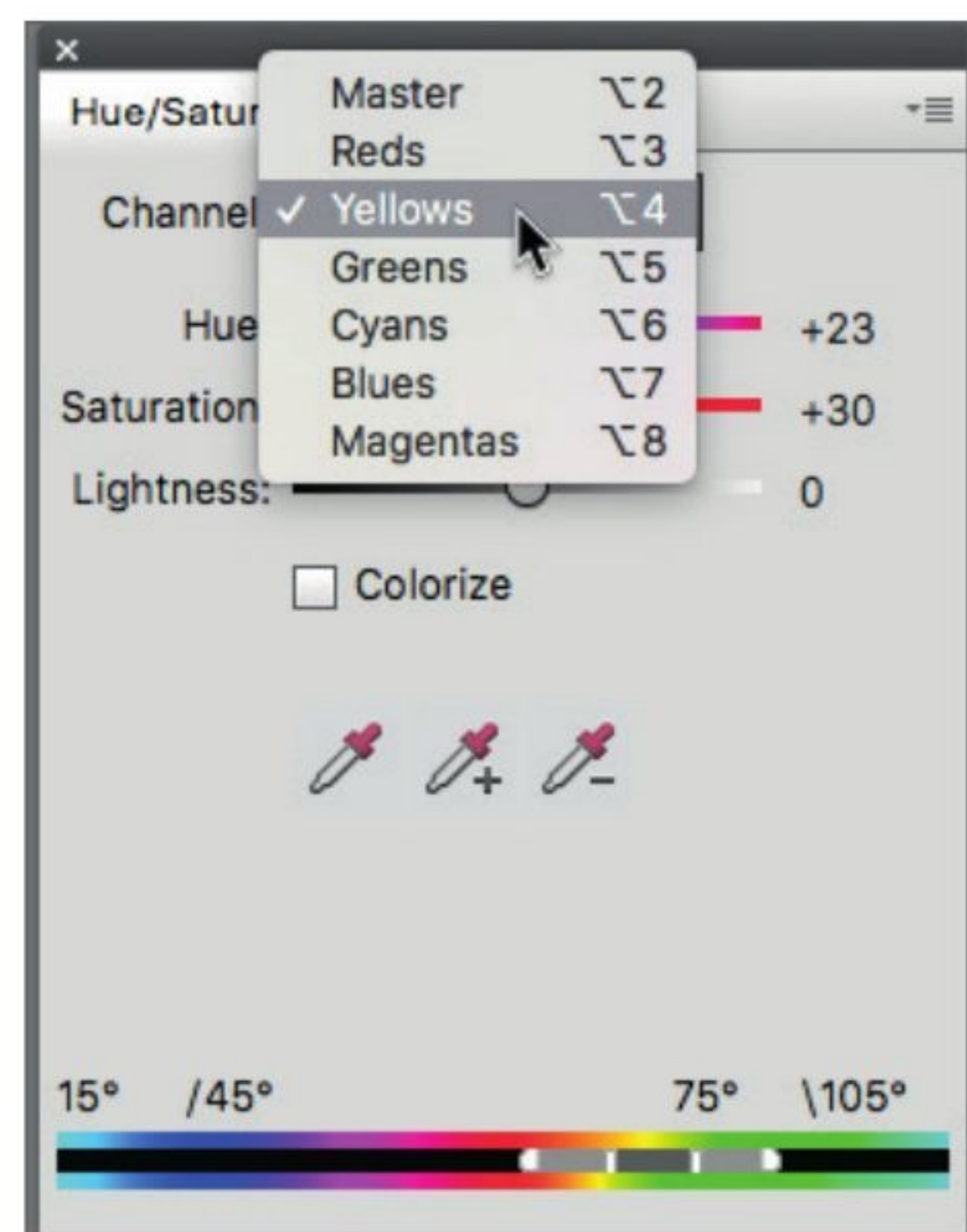
**17** The image has now been colour balanced and two sets of adjustments have brought some sparkle to the snow in the foreground and kept the sky dramatic in the background while the rocks now have some nice detail showing in them as well.



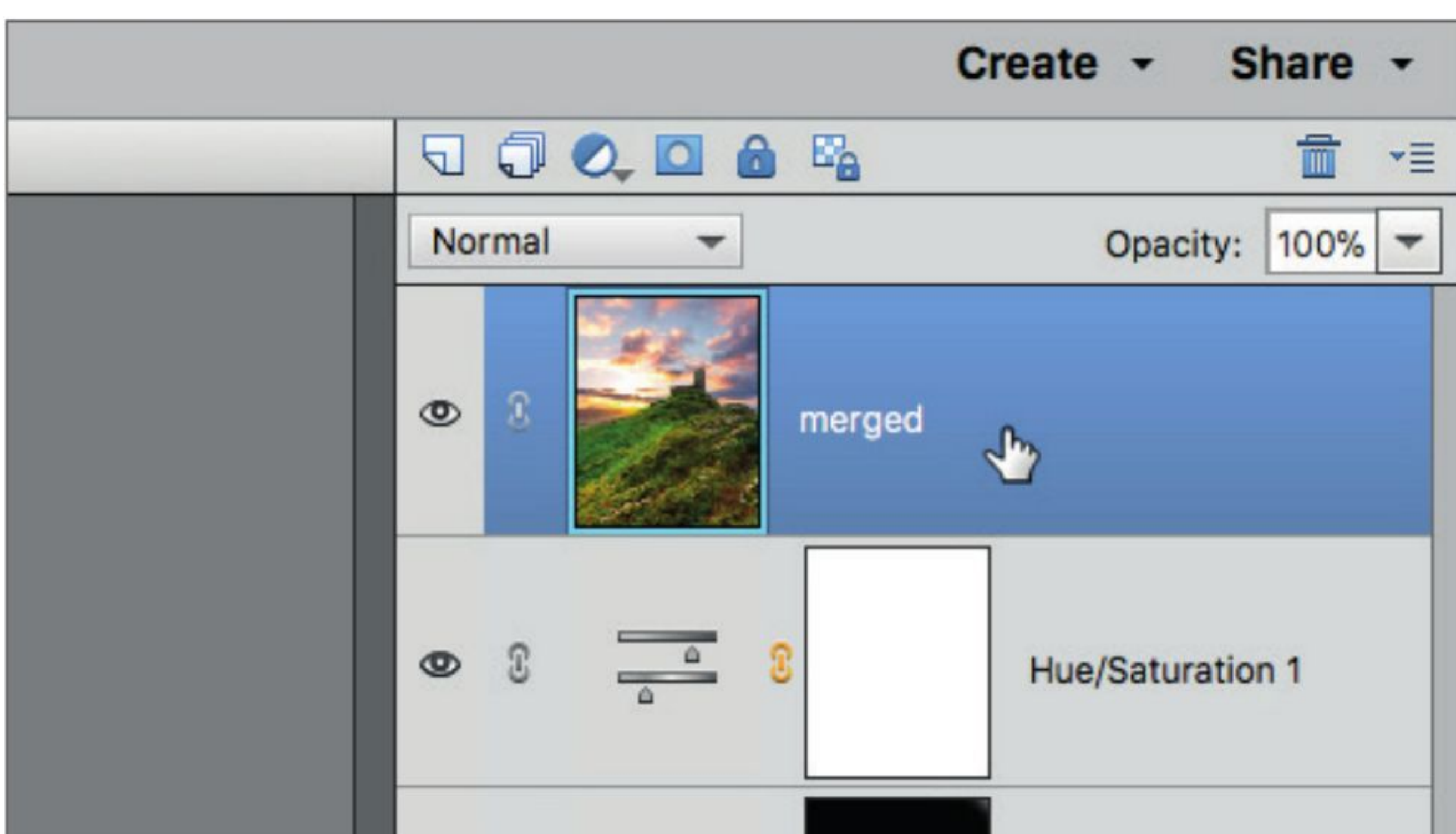
**18** Now let's turn up the vividness of the image. Click on the Create New Fill or Adjustment Layer button and choose Hue/Saturation from the list that appears. A 'Hue/Saturation 1' layer will be added to your existing layer stack. Make sure it is the topmost layer.



**19** How much Saturation you add is a matter of personal taste but to capture the glorious colours of that sunrise, it's been pushed to +36. You will notice however that the grass could do with a little push to make it more vibrant.



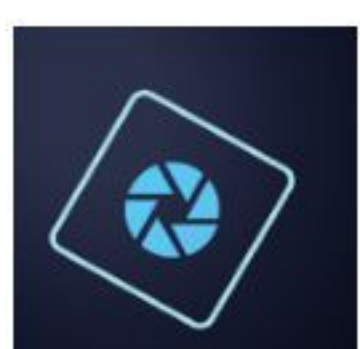
**20** Click the Channel button and you will see how you can affect the saturation of the component colours. Select Yellows and dial up the saturation and push the Hue slider to about +23 to really bring out the vibrant green of the grass.



**21** At this point, you may want to perform more edits to the image. It is always good housekeeping to create a snapshot of the work done thus far. To do this, press Shift + Alt + Cmd + E. This creates a new layer which is a merged version of all visible layers. Name this layer 'merged'.



**22** You can now perform edits directly to the pixel data of the 'merged' layer, safe in the knowledge that if anything goes wrong, you still have all the original work on the layers below which you can use to create another merged version. You can also save your document as a PSD file when complete.



# Working with Selection Tools

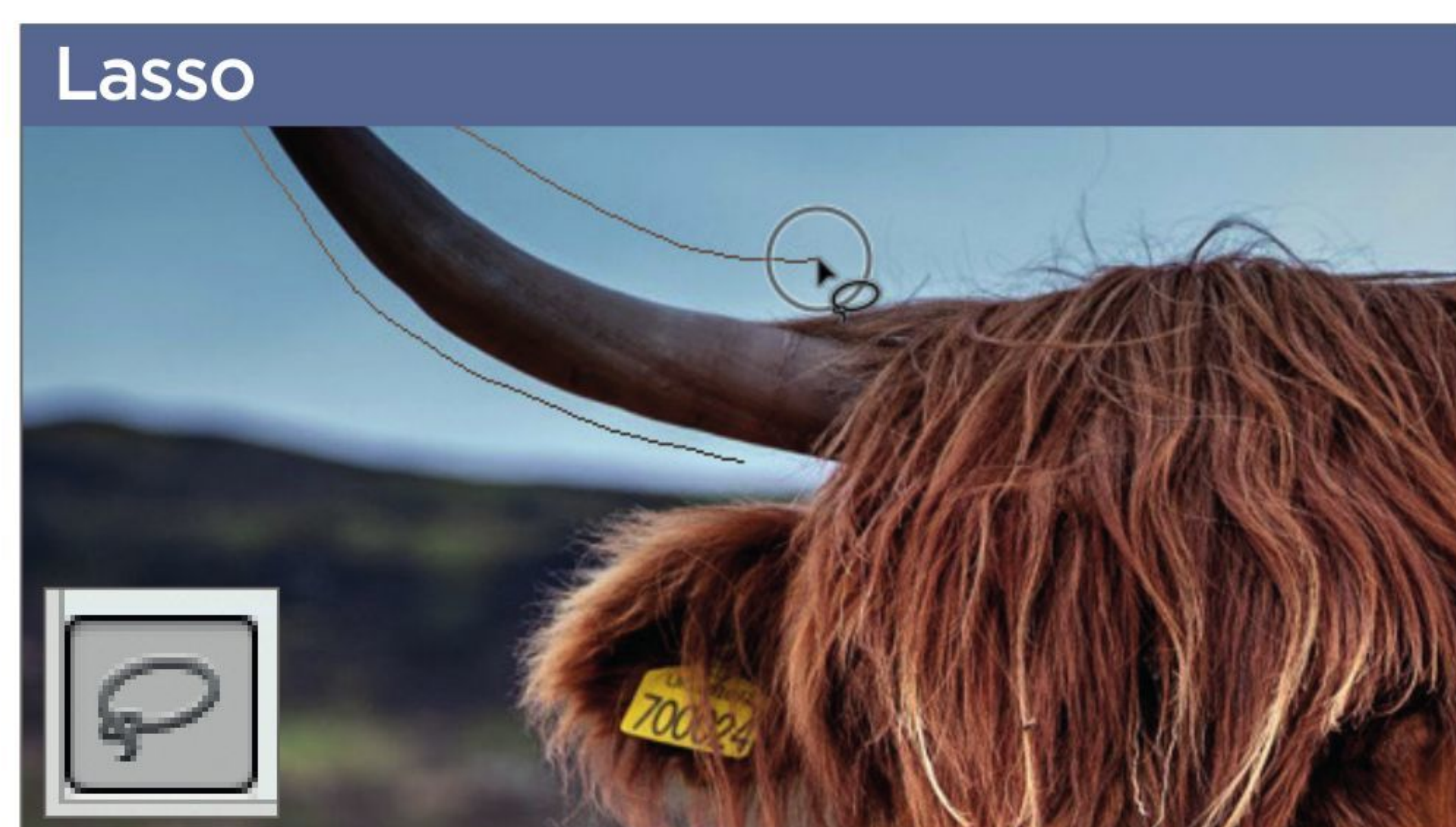
Some aspects of image editing will require you to select certain areas of a photo so you can either place it on another layer or edit it in isolation from the rest of the image. With Elements, you have a number of options for being able to achieve this and we cover them next.



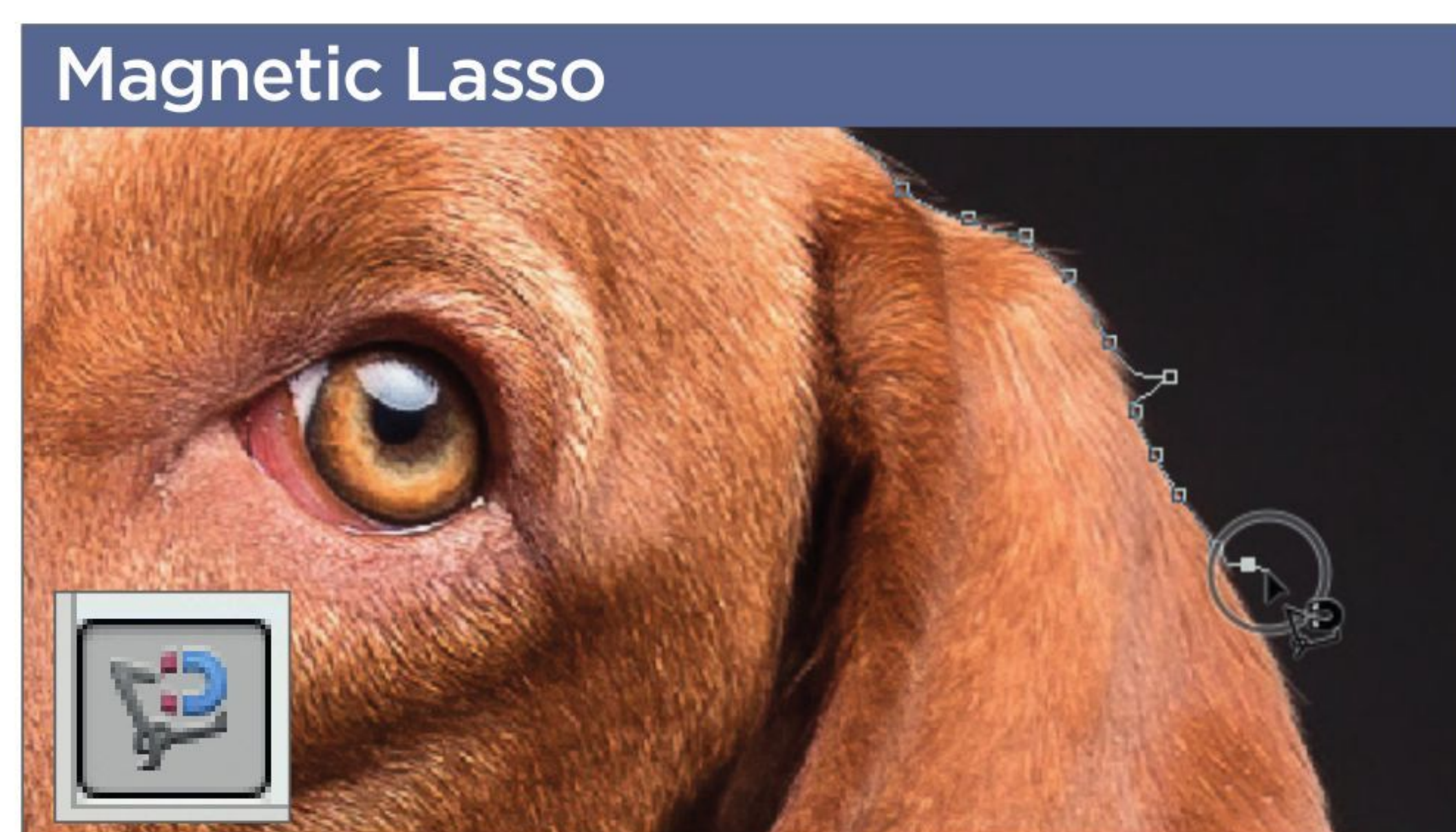
**1** This tool lets you make selections of square or rectangular areas of your image. In addition to making the selection, you can add to it, subtract from it and intersect with it. You can make selections of a fixed size, fixed ratio or normal aspects. You can also feather and refine the edge.



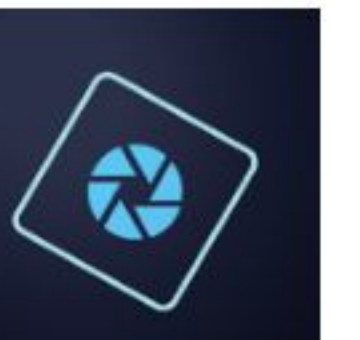
**2** The Elliptical Marquee tool behaves in the same way as the Rectangular Marquee tool and has the same tool options available. You can make circular and elliptical selections of any size or proportion. If you hold the Alt key, you can centre your ellipse over the cursor position.



**3** The Lasso tool can be used to make area selections from your image or active layer. The shapes you select with the Lasso tool can be completely irregular and hand drawn. When you join the lasso back up to the point where you started, the selection is closed.



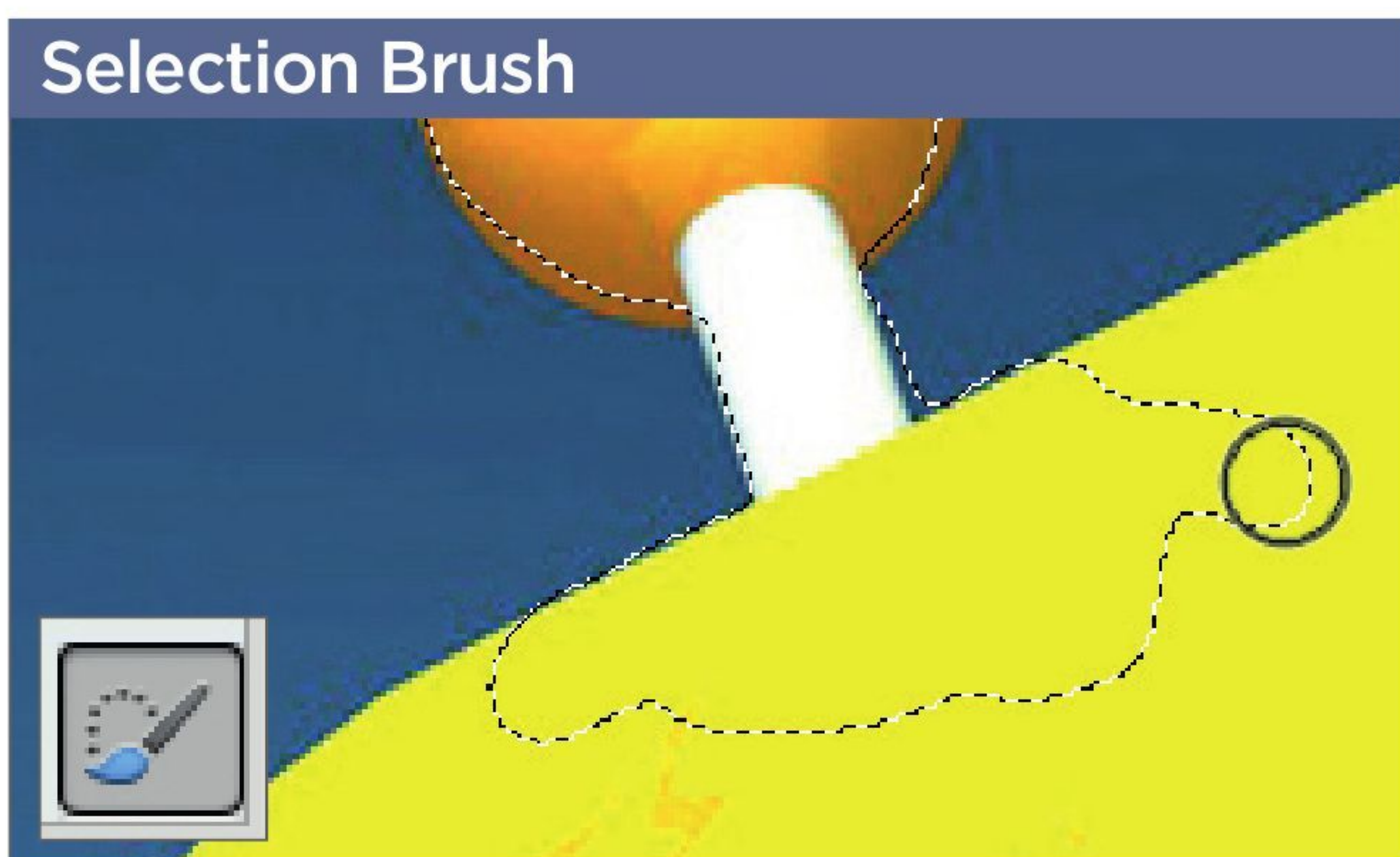
**4** This tool uses edge detection to adhere to the edge of the subject you are attempting to select in the image. You can alter its parameters for more accurate detection in order to make it snap to the edge of your subject. Areas of high contrast work best with this tool.



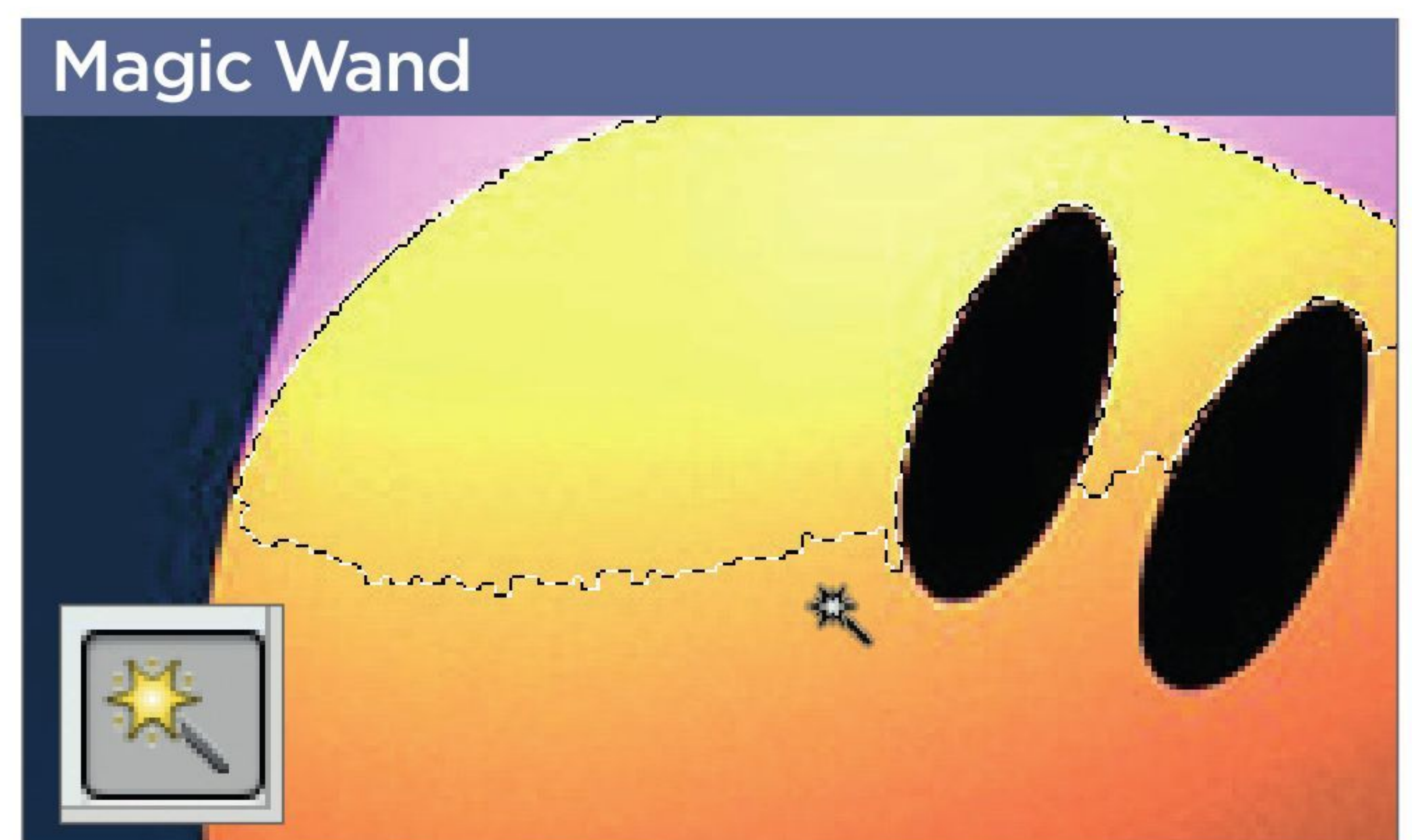
**5** The Polygonal Lasso allows you to draw point-to-point straight lines around your subject. This is good for geometric and straight-edged subjects where a perfectly straight line is required. Like the Lasso Tool, when you join back up with your start point, the selection is closed.



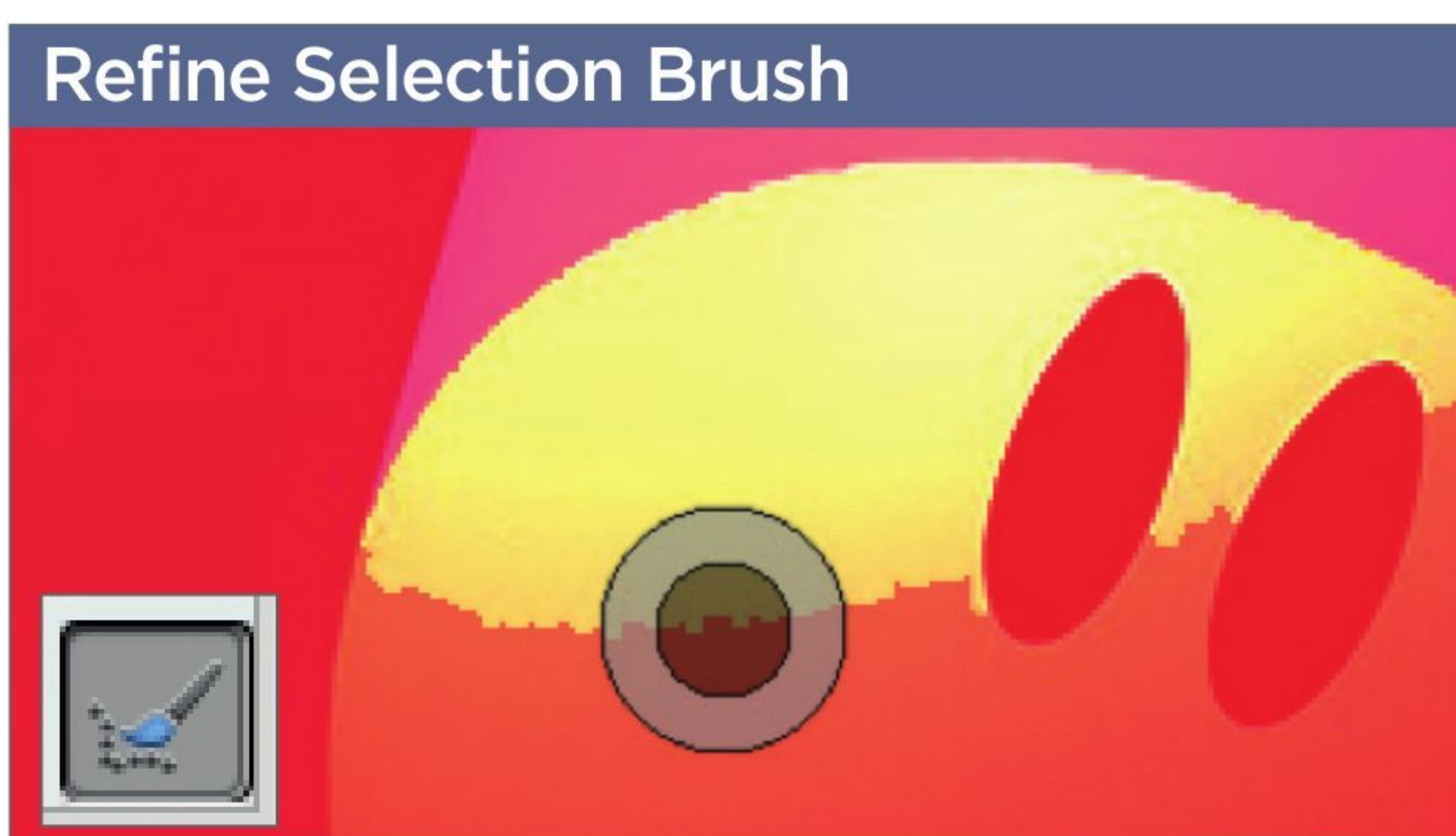
**6** The Quick Selection tool lets you paint a selection as if it were a brush. It uses edge detection to attempt to match your selection to the nearest edge in the image. You can alter brush size and settings and it works best on high contrast subjects that are in sharp focus.



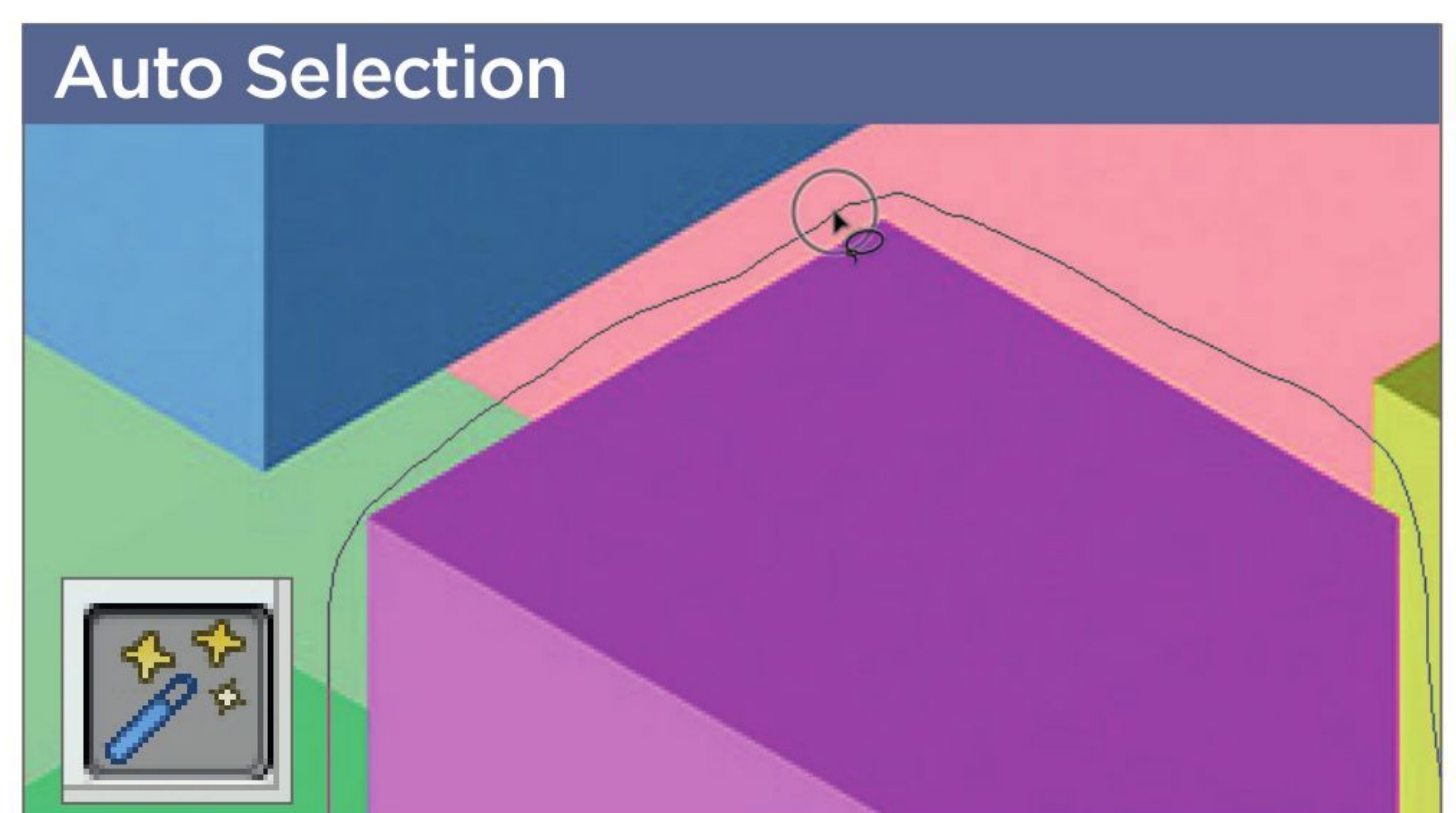
**7** The Selection Brush is more of a freeform brush that lets you choose a brush type of certain size and hardness and paint a selection around your chosen subject. You can also choose to make it a mask instead. You can add or subtract from your selections in the usual fashion.



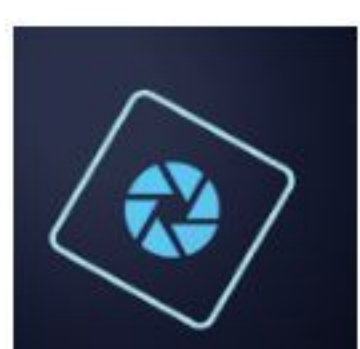
**8** This tool is useful for the selection of image areas that are the same colour and brightness. You can adjust its sensitivity, refine its edge and also choose whether it will globally select all areas of a chosen colour or just its nearest neighbours.



**9** The Refine Selection Brush lets you make targeted adjustments to an existing active selection. In addition to adding or subtracting from the selection you can actually push the selection edge and smooth it by applying the refinement brush.



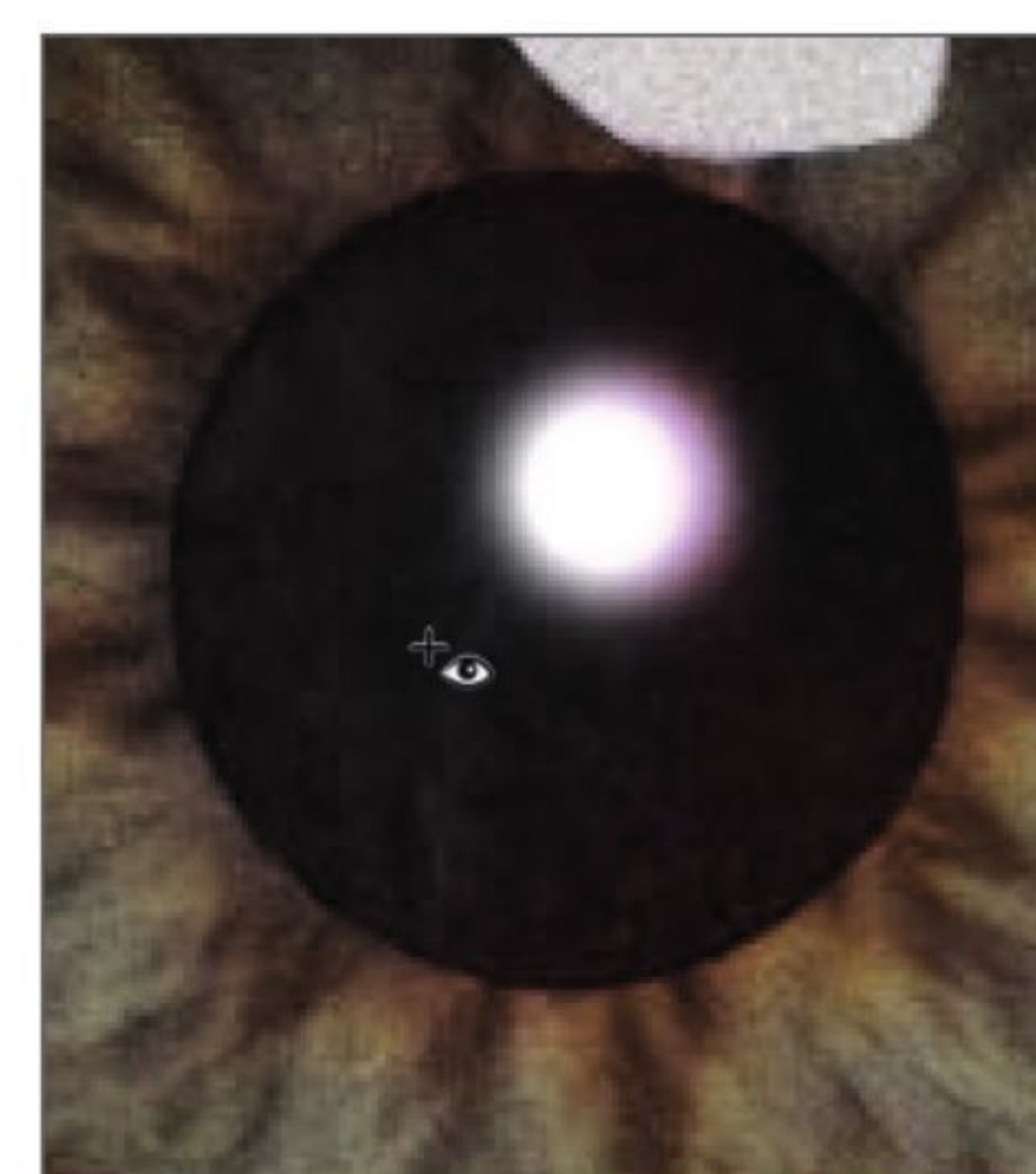
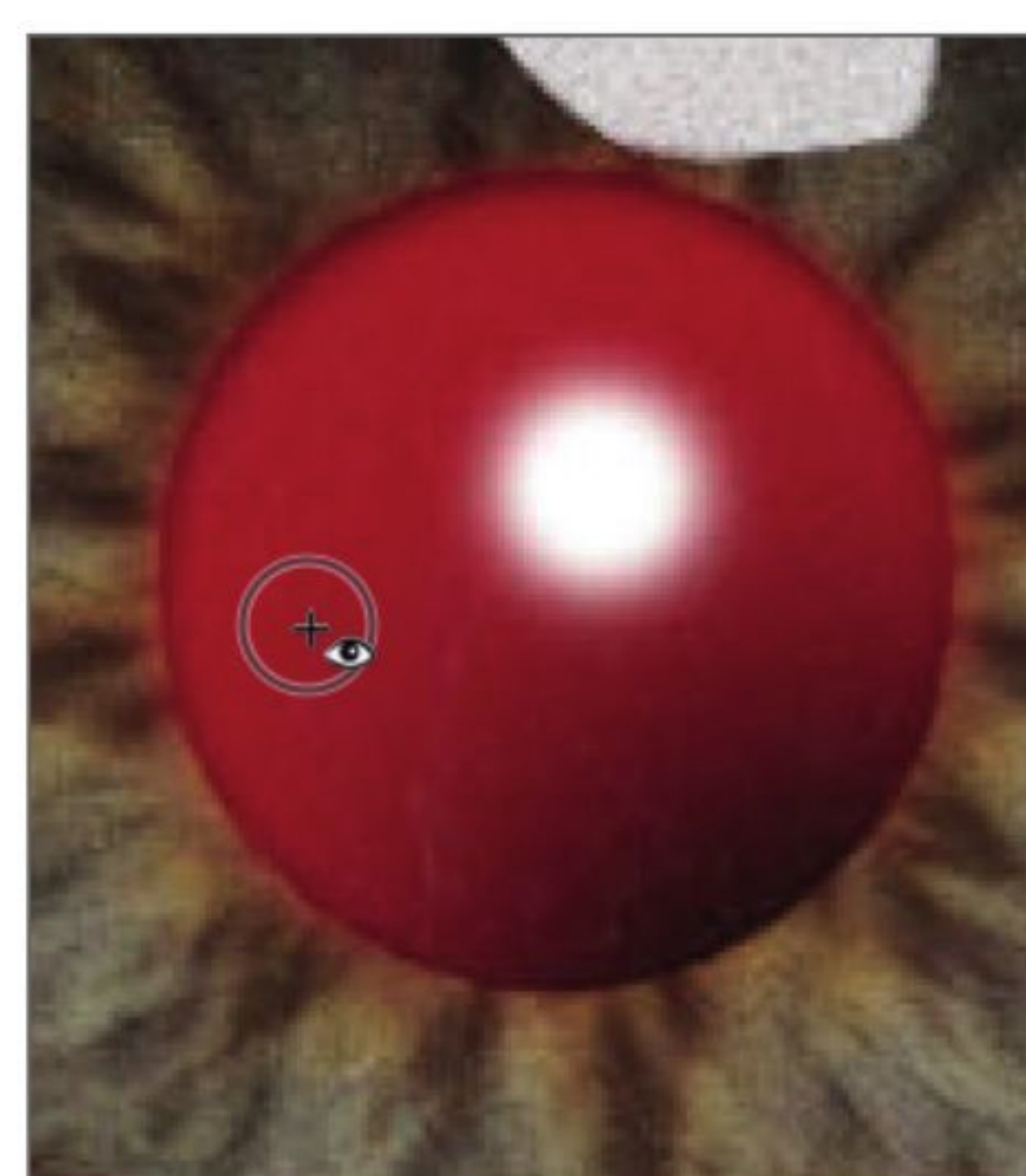
**10** This works in a similar way to Quick Selection except that you use Rectangular and Elliptical Marquees and the Lasso and Polygonal shapes to enclose an area for edge detection to work within. It works best with well-defined shapes that have good contrast.



# Cloning, Healing and Enhancing

Even with modern digital cameras, a lot of photos may have imperfections in them; for instance with dust contamination. This will be displayed as a black smudge on the final photo. Removing these blemishes is quite easy. The technology can also do much more.

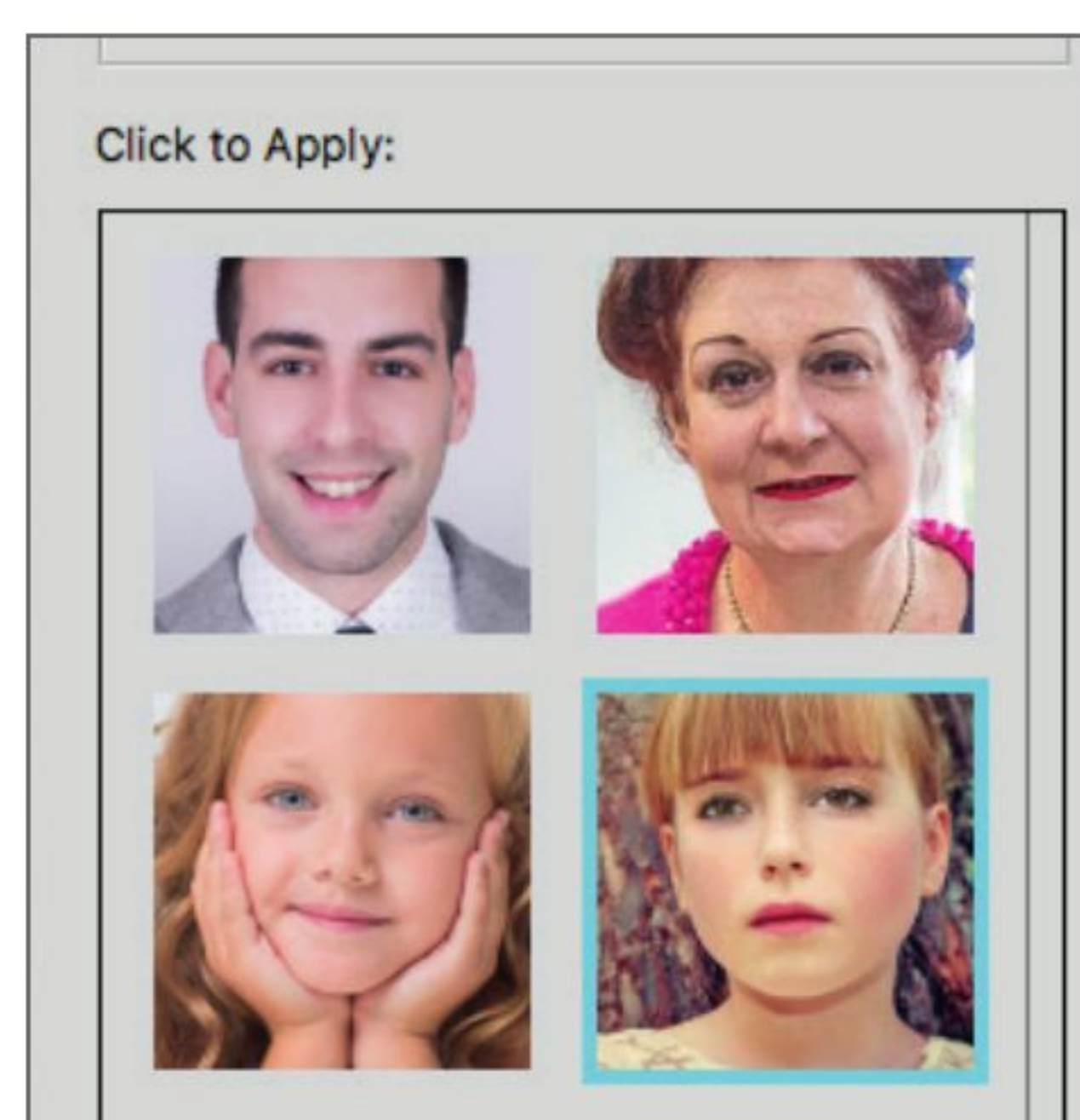
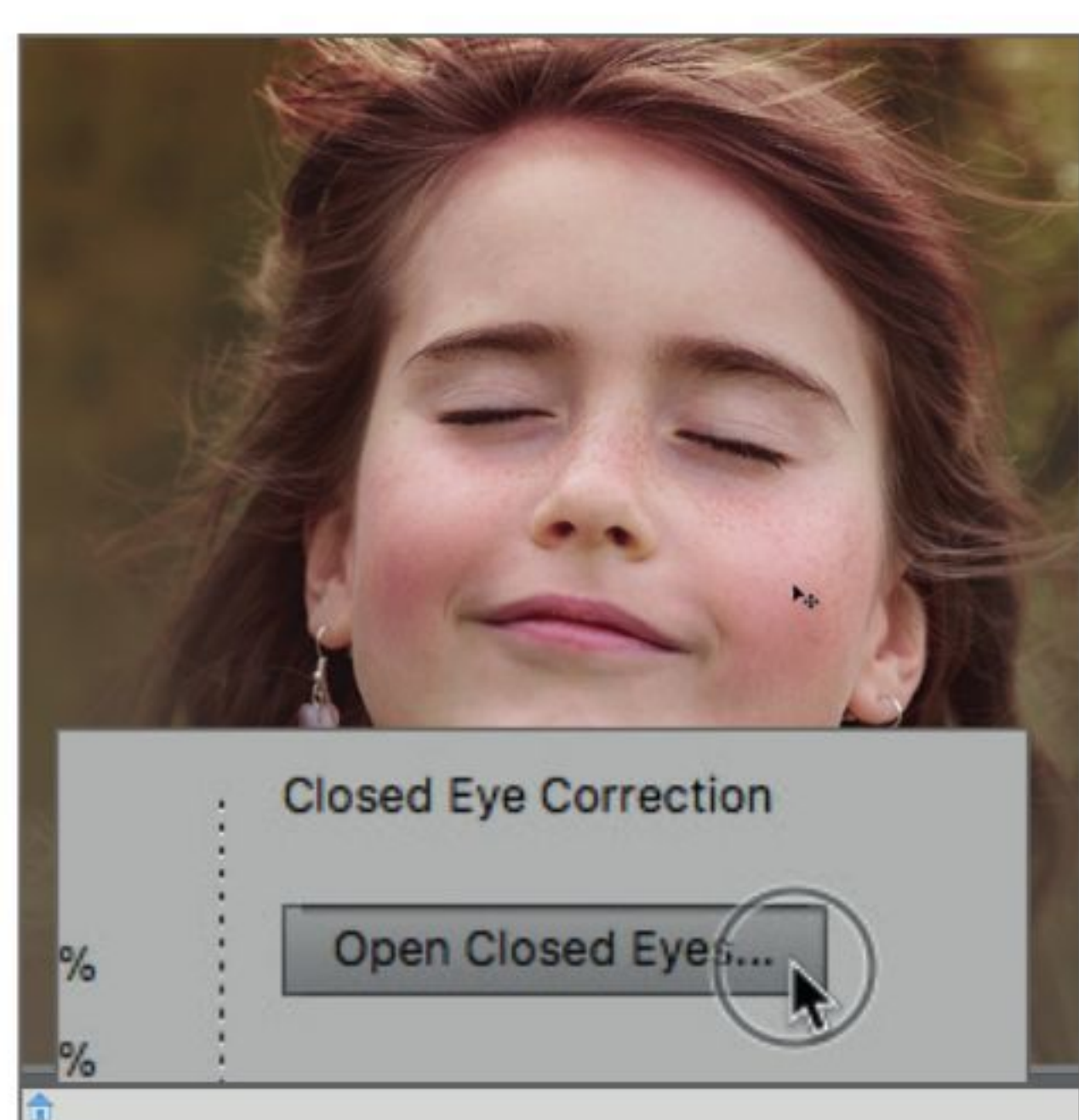
## Eye Tool



**1** Red-eye is caused by light from the flash of a camera reflecting off the blood vessels at the back of the eye when the pupil is wide open. If you happen to find a favourite photo where your subject has red-eye, then it is a simple process to remove it.

**2** Click the Eye Tool (Y) and simply click your cursor over the offending redness in the eyes of your subject. The tool will remove the redness and you can alter Pupil Radius and Darken values to make sure the red has been completely removed. It can also be set for Pet Eye as well.

## Closed Eye Correction

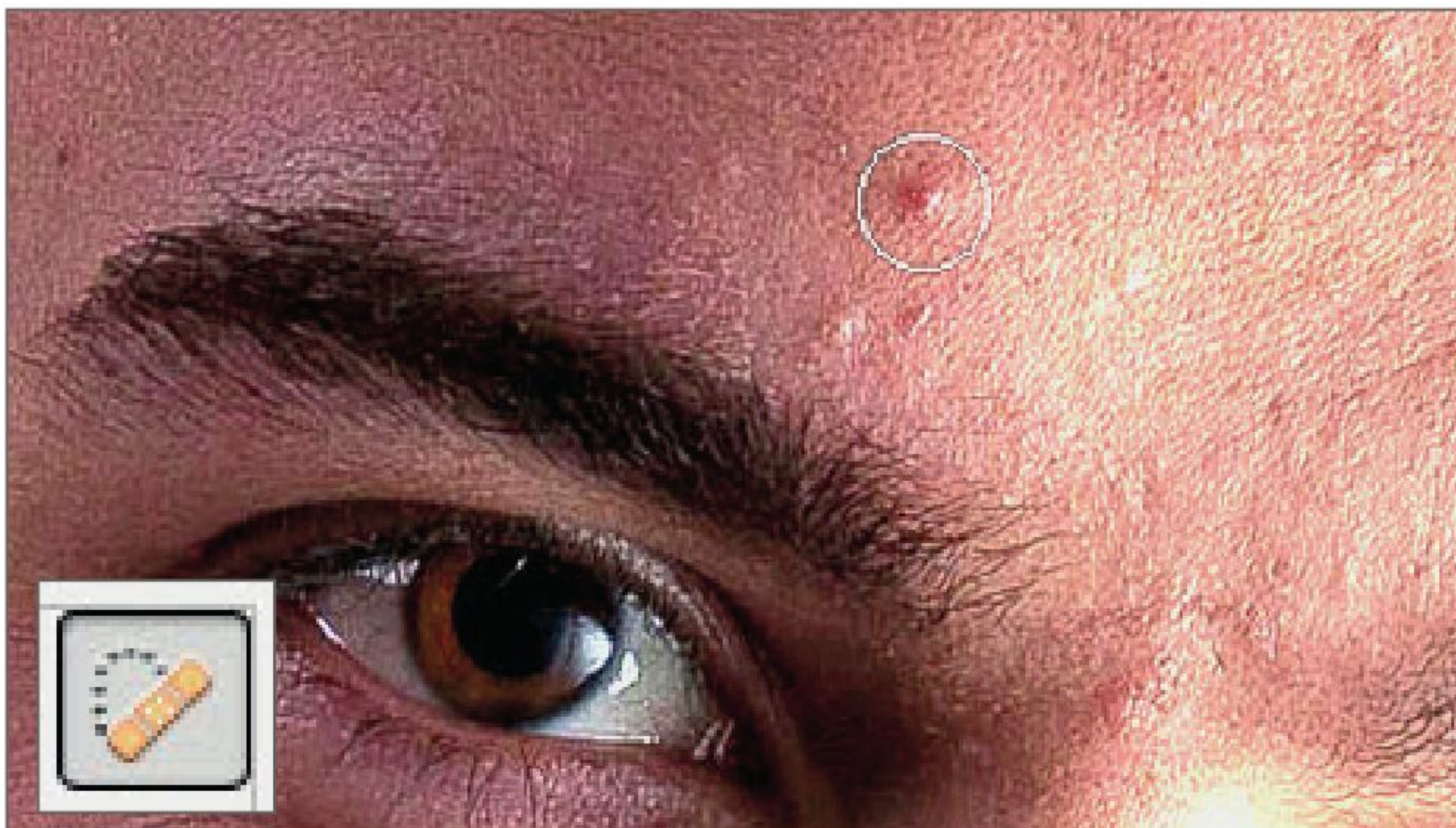


**1** Another great function available in the options panel is the function to open closed eyes. Click the Open Closed Eyes button to activate the dialog. The image will scan for closed eyes and circle possible candidates. Choose the one you want. You can then choose a set of open eyes to merge into the shot.

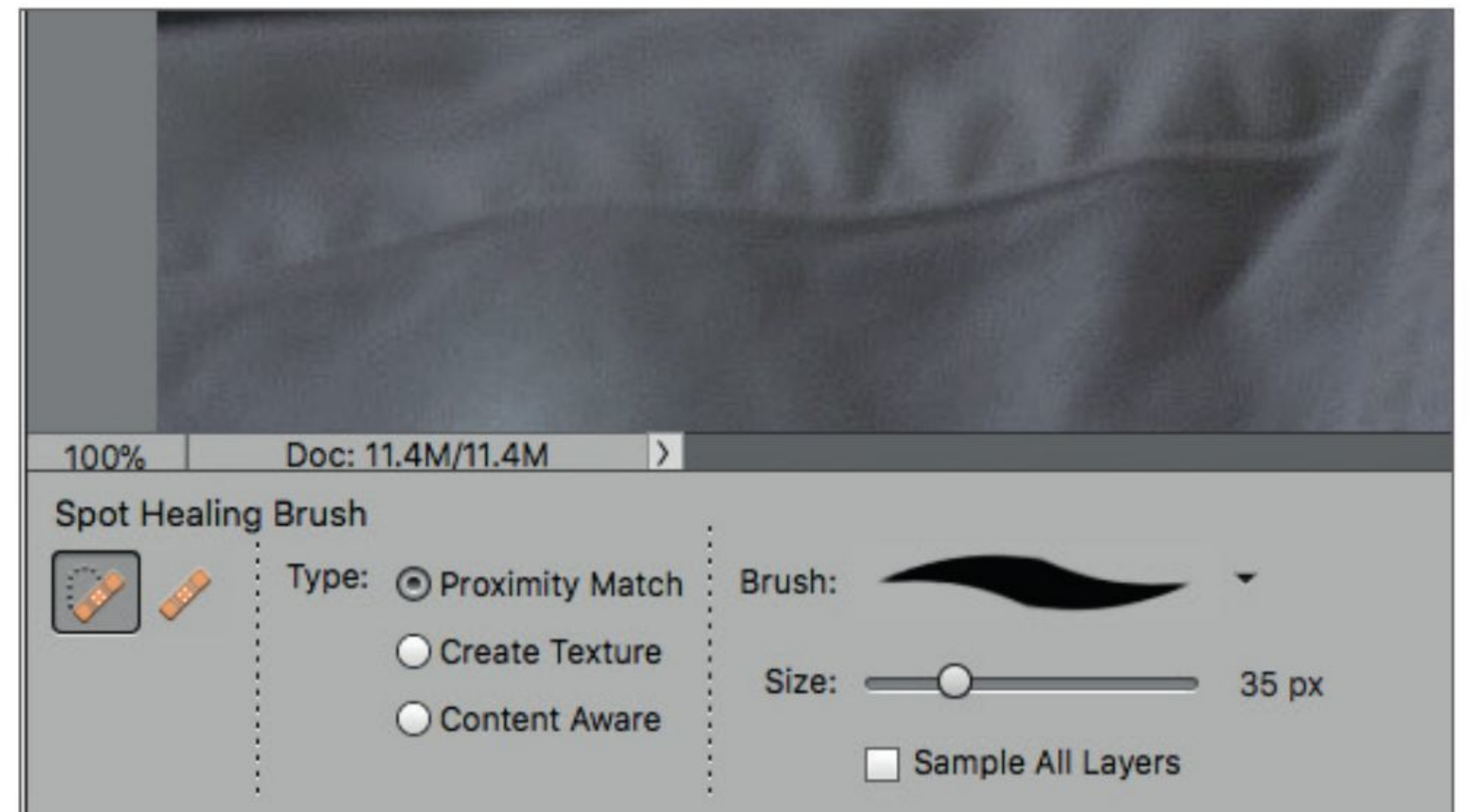
**2** Eyes that closely resemble your subject will work best or if you have another image where the eyes are open, you can load that and the program will automatically apply those open eyes to your current image.



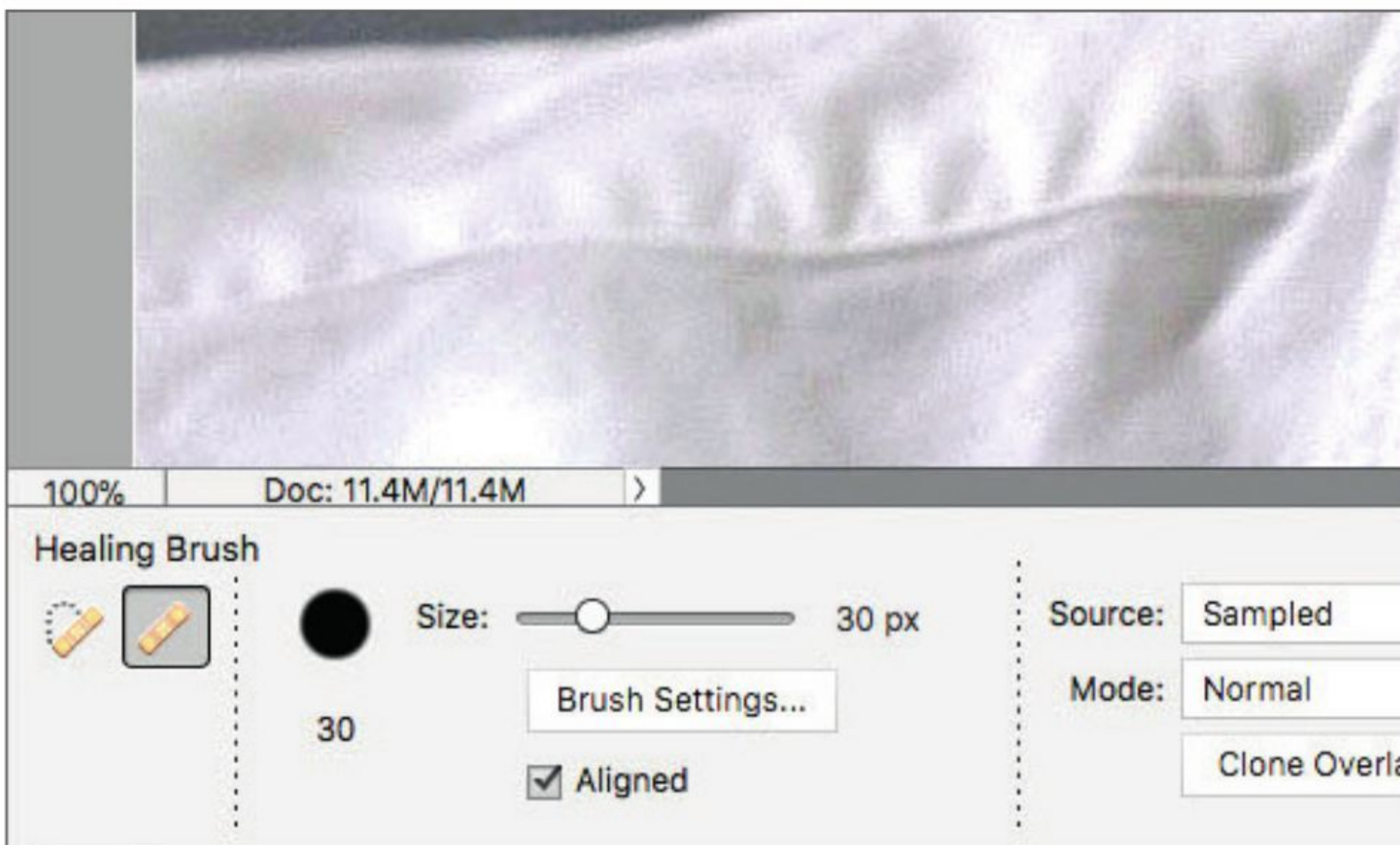
## Spot Healing Brush Tool



**1** The Spot Healing Brush is great at removing dust spots from photos and is also great for removing spots from humans too. If you have a portrait and the subject has some unwanted blemishes, you can use the Spot Healing Brush to click on the spot and it will use nearby pixels to fill the area.



**2** You can choose between Proximity match, Create Texture and Content Aware. For most of your subjects, you may find that you are switching between Proximity Match and Content Aware. You can adjust the brush size for smaller spots. With care, most blemishes and wrinkles can be removed easily.

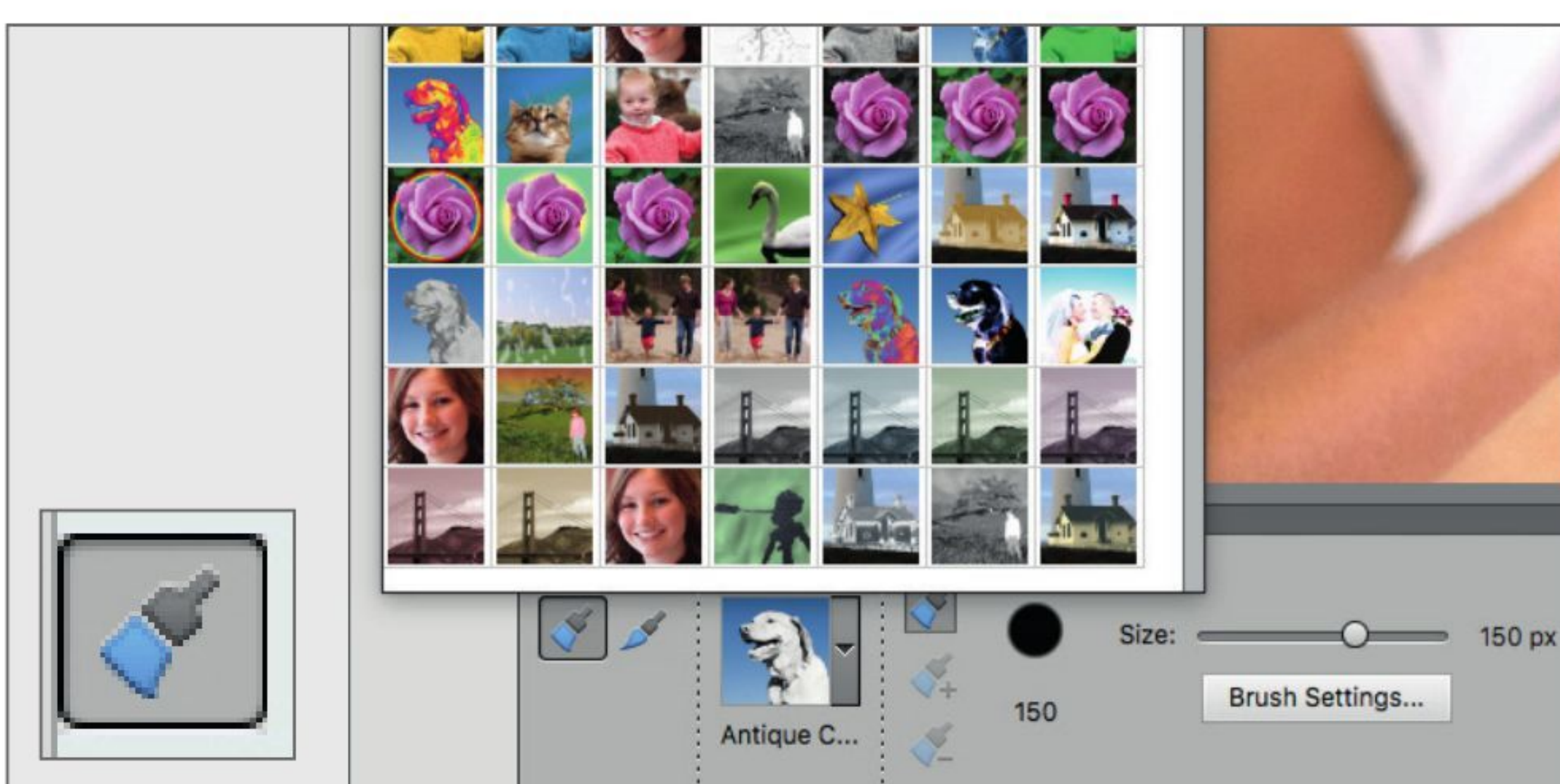


**3** The Healing Brush is an older version of the Spot Healing Brush. It requires you to specify a sample point of a similar clean texture which is then cloned over your chosen area much like a Clone stamp when you click on the target blemish or wrinkle you wish to remove.

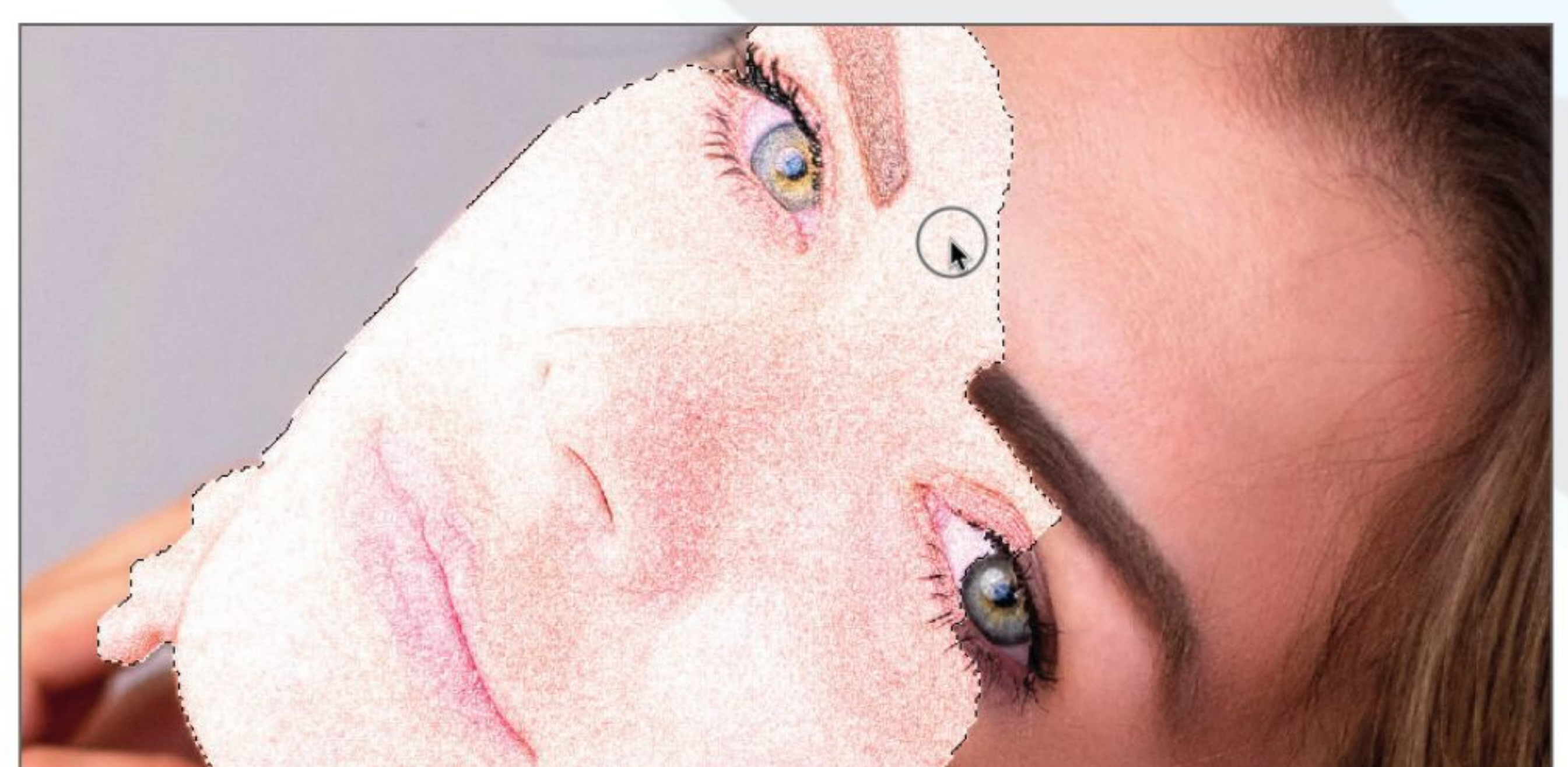


**4** When it comes to Healing Brush techniques, you will find that subtlety is the key. Spot Healing is not perfect and may require several attempts to get it right. Avoiding too many repeat patterns is important to avoid creating a texture that doesn't look like it has been cloned.

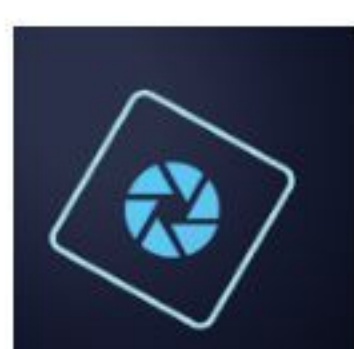
## Smart Brush



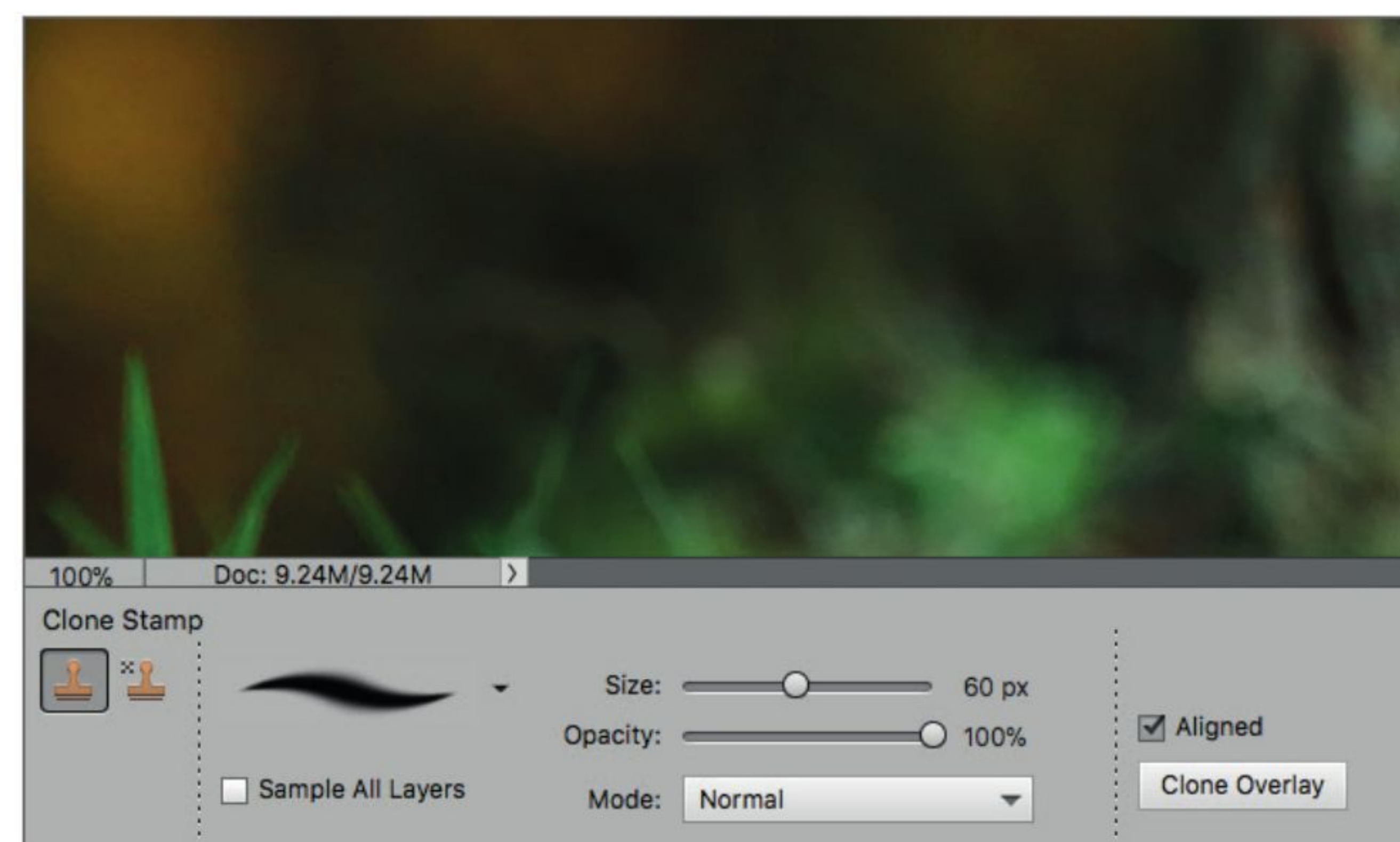
**1** The Smart Brush uses edge-detection to allow you to brush areas of your photo and apply different effects to those areas. When you select the Smart Brush Tool (F) the options panel has an effects picker to let you choose which effect you want to apply to your photo.



**2** Choose an effect such as a pencil sketch effect and begin to drag your brush over the image, where you want the effect to be seen. You can change brush size and settings such as hardness and roundness and subtract from the current selection. Choose the Detail Smart Brush for more refined selections.

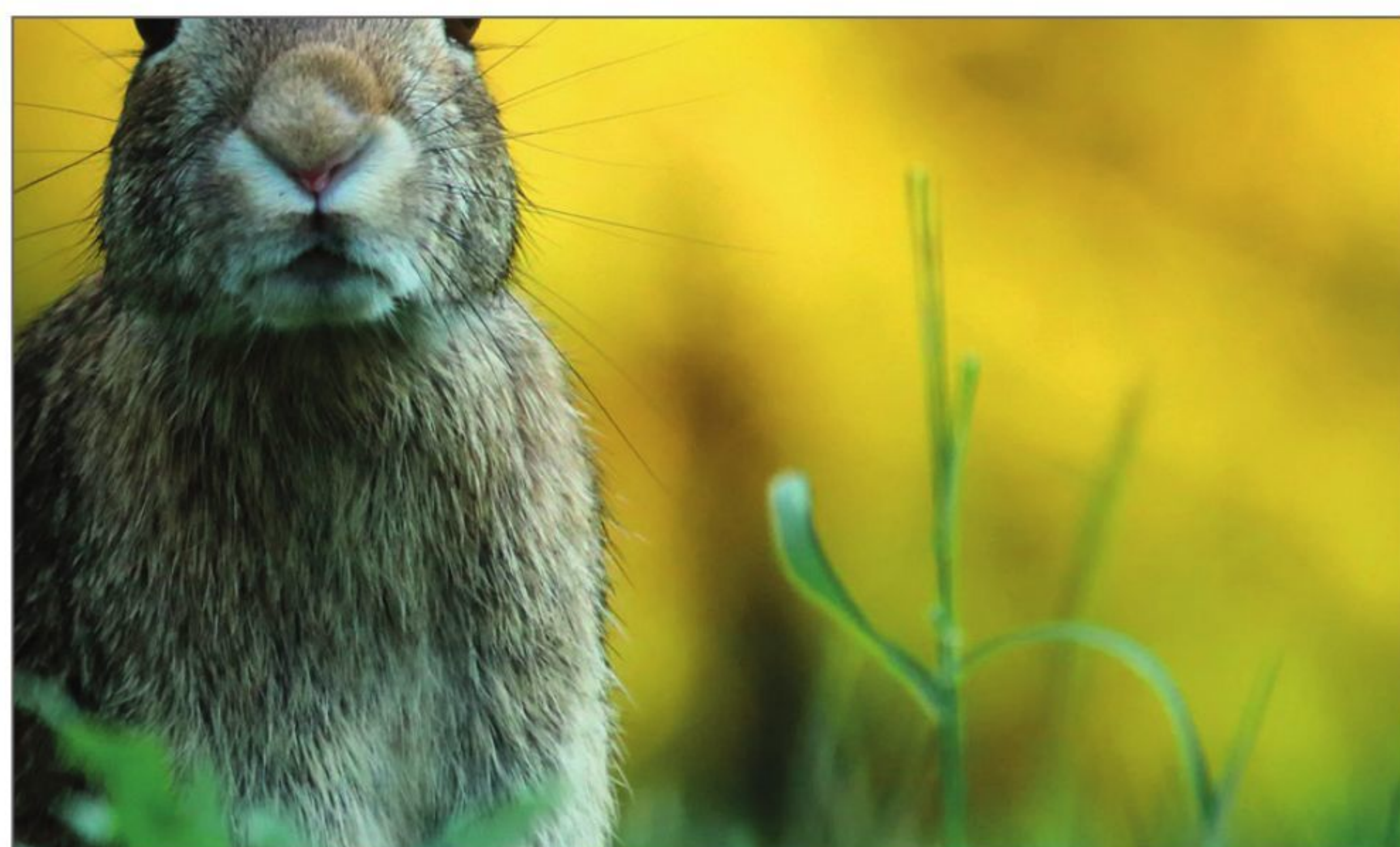


## Clone Stamp Tool



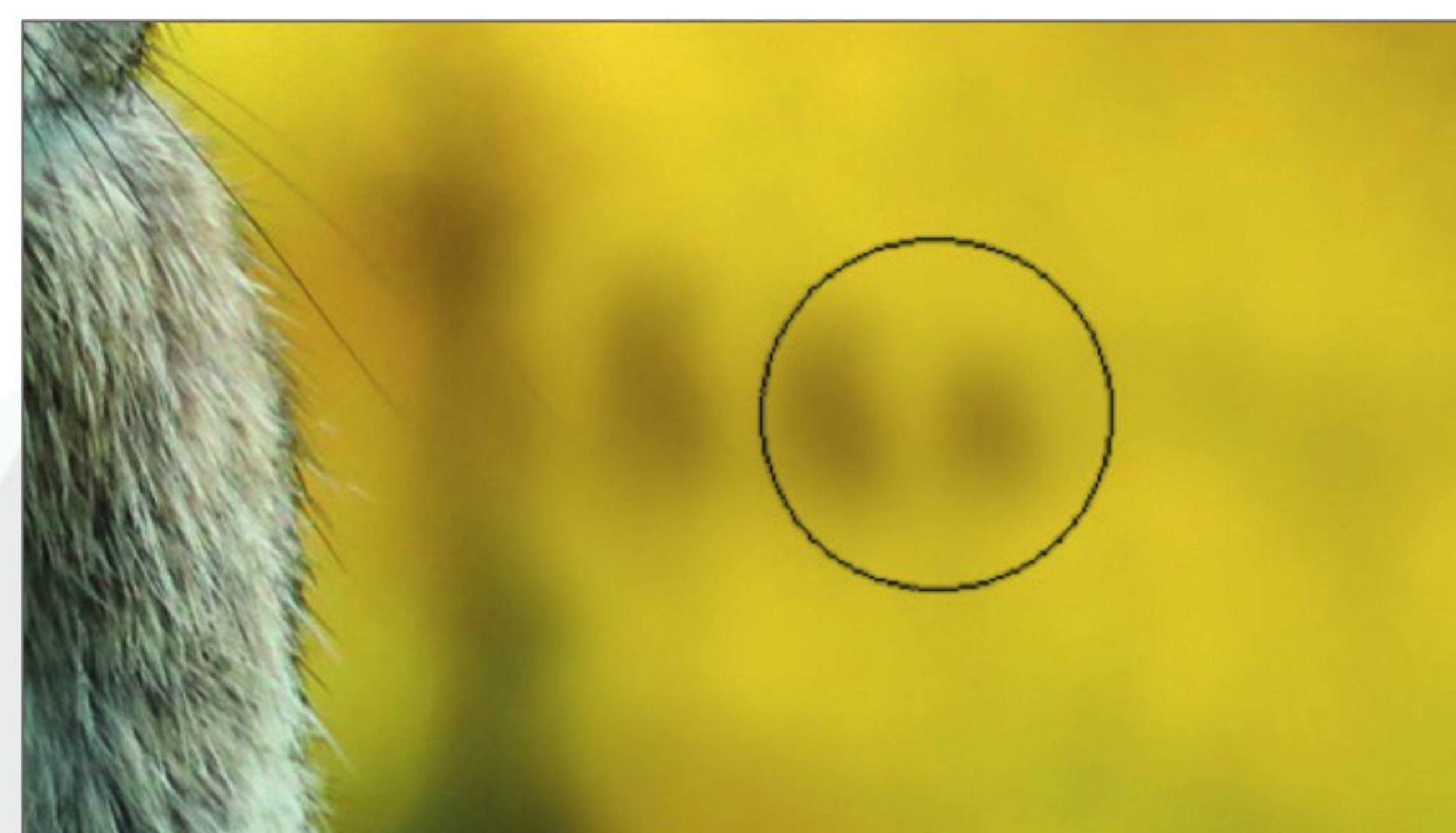
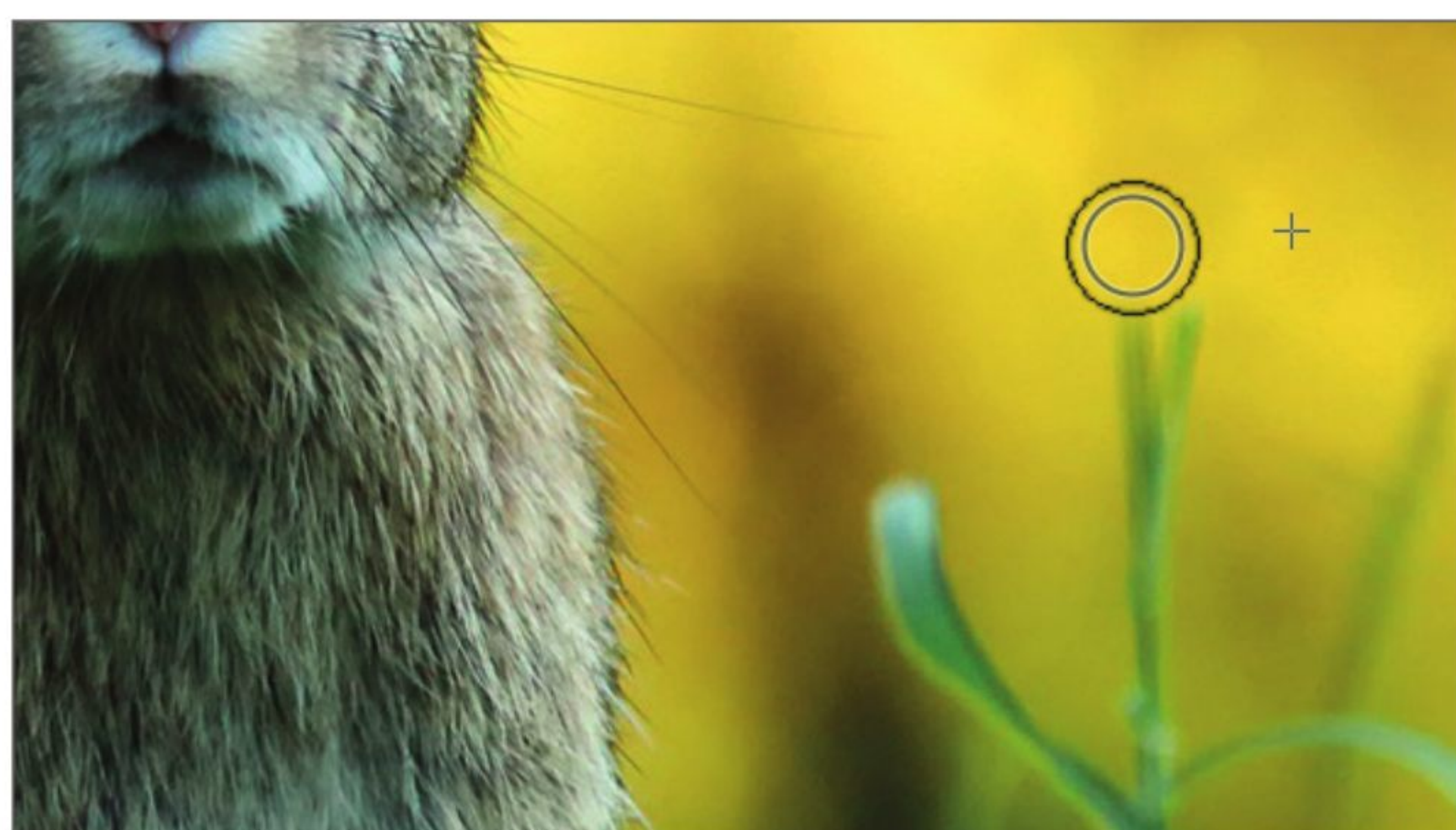
**1** After the Healing Brush Tool, the Clone Stamp Tool (S) will seem quite familiar. It copies pixels from one area onto another to remove things from your photos. Despite recent advances with the Content Aware and Spot Healing Tools, it remains one of the best ways to remove things from a photo.

**2** Select the Clone Stamp Tool (S). In the options panel, you will have a number of parameters to choose from such as Size, Opacity and Blend Mode. The Aligned button, when ticked, links to and moves your source point as you move your cursor. Unticked, it uses the same source point each time.



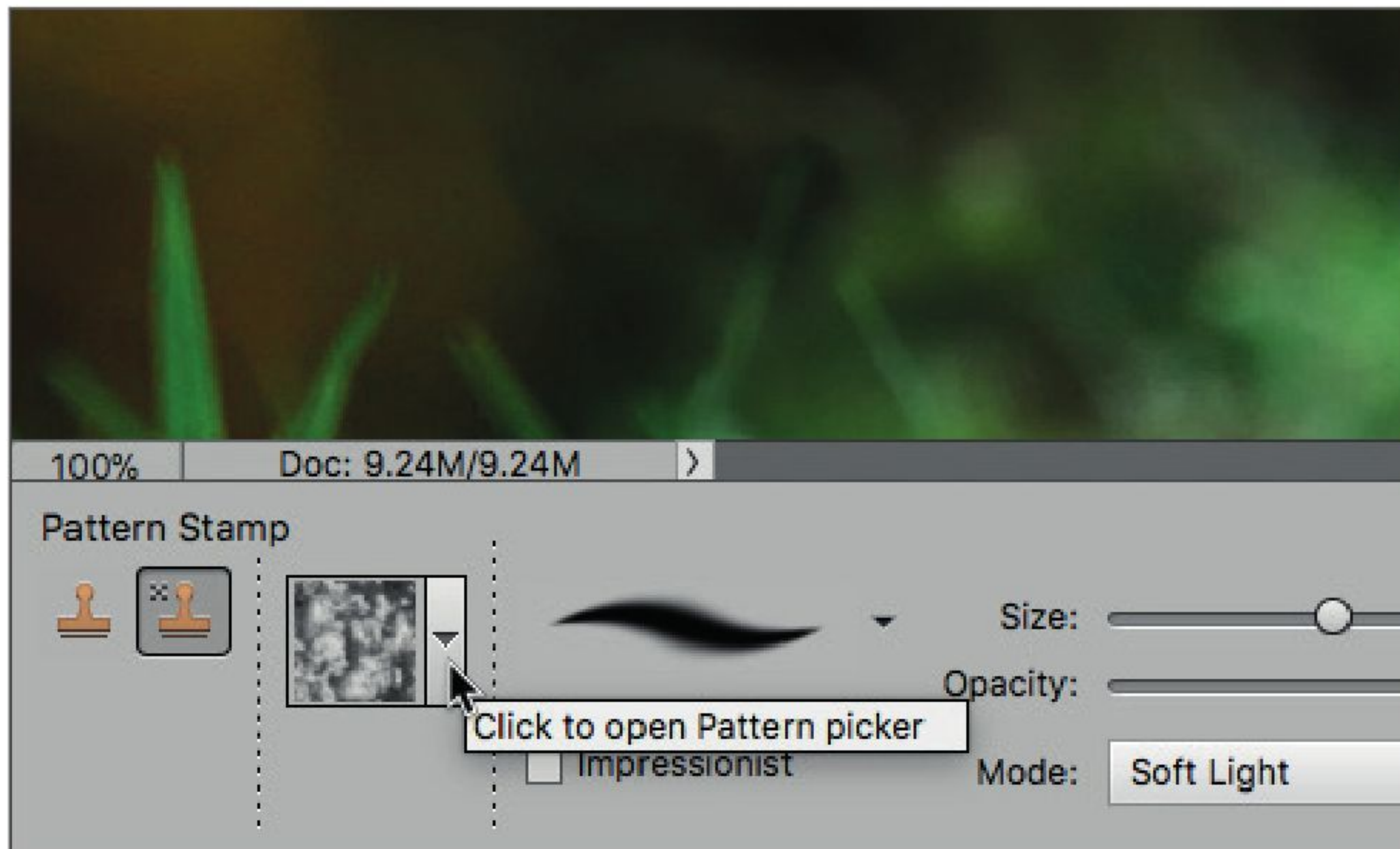
**3** Here is a wildlife photo from which we want to remove the distracting blades of grass that are sticking up to the right of the rabbit. This is a good example of how cloning can quickly remove elements from your photos with minimal effort.

**4** Press the Alt key and select an area right next to the tip of the grass as the source of your cloned pixels. Now you can clone that area over the blades of grass. If the colours don't match, you can reselect an area that more closely matches and doesn't stand out as cloned.



**5** Work your way down the grass stem, you can change the size of the brush at any point by pressing the left and right bracket keys on your keyboard. Take your time and don't be afraid to keep selecting new clone source points so the colours match the background when you clone out more of the grass.

**6** One thing that really gives cloning away is a repeating pattern. If you see a pattern building up, you can press undo (Cmd + Z) to step backward through your last performed actions and change your clone source again to avoid the repetition of that pattern.

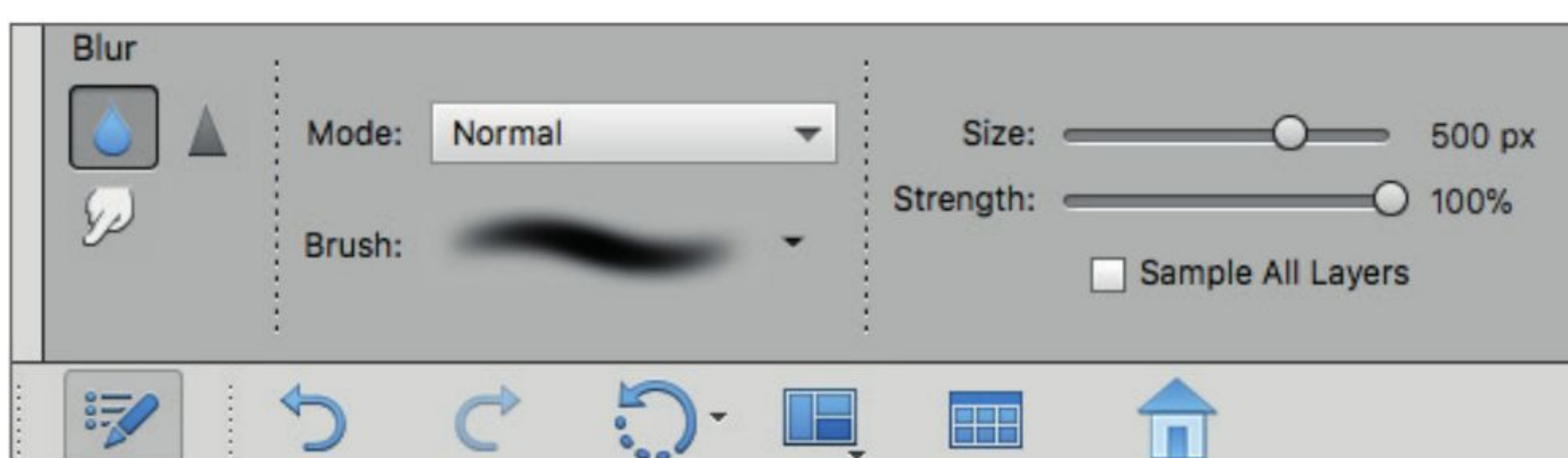


**7** In the options panel, you also have the Pattern Stamp available. As the name suggests, you can use this tool to apply a preset pattern to your image. Click on the pattern picker and choose the pattern you want to apply to your photo.

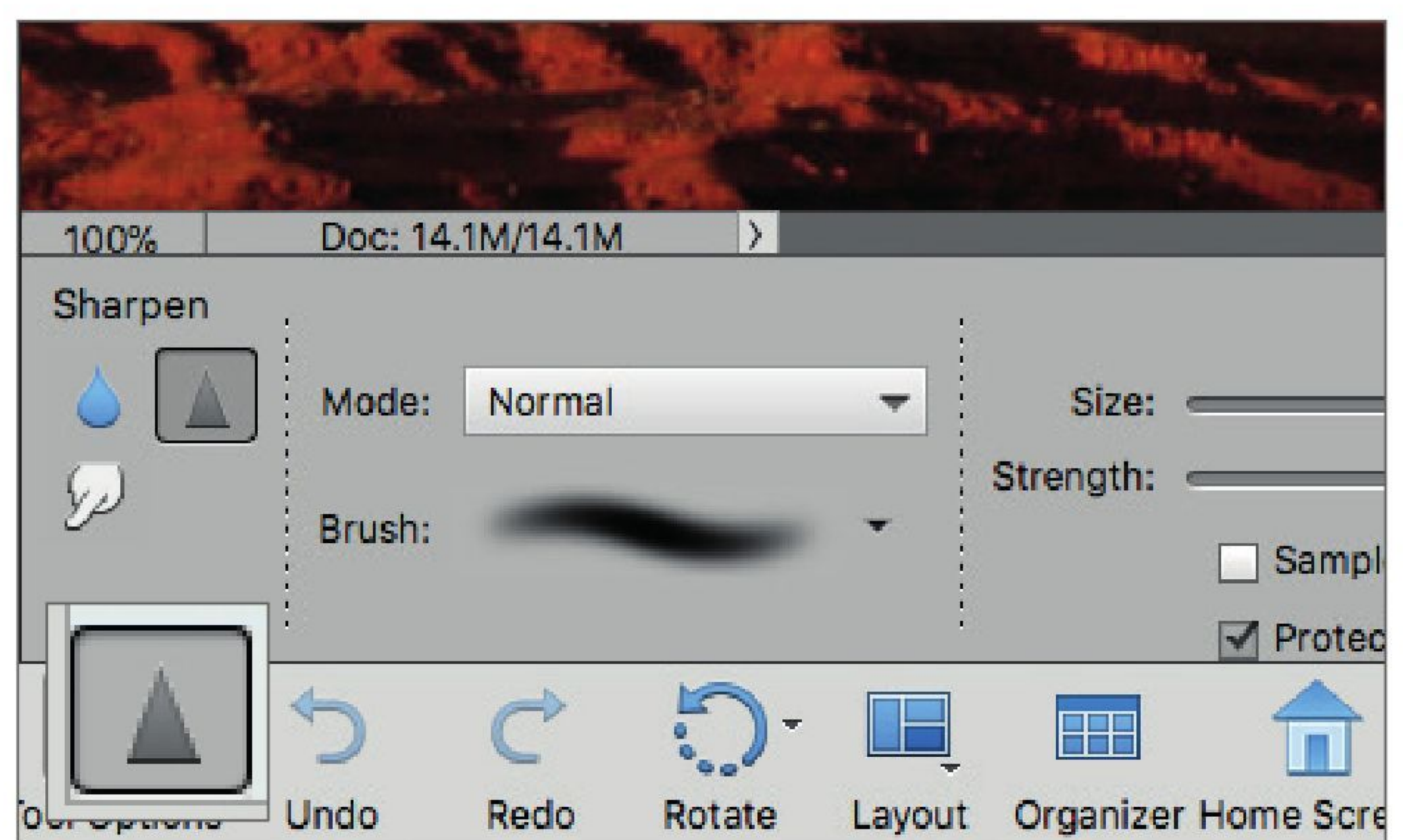


**8** You can change the Pattern Stamp's Size and Opacity as well as the Blend Mode. Choosing Soft Light, for instance, allows a softer blend of the pattern into the image. Click Impressionist to turn the patterns into paint dabs for a more artistic effect.

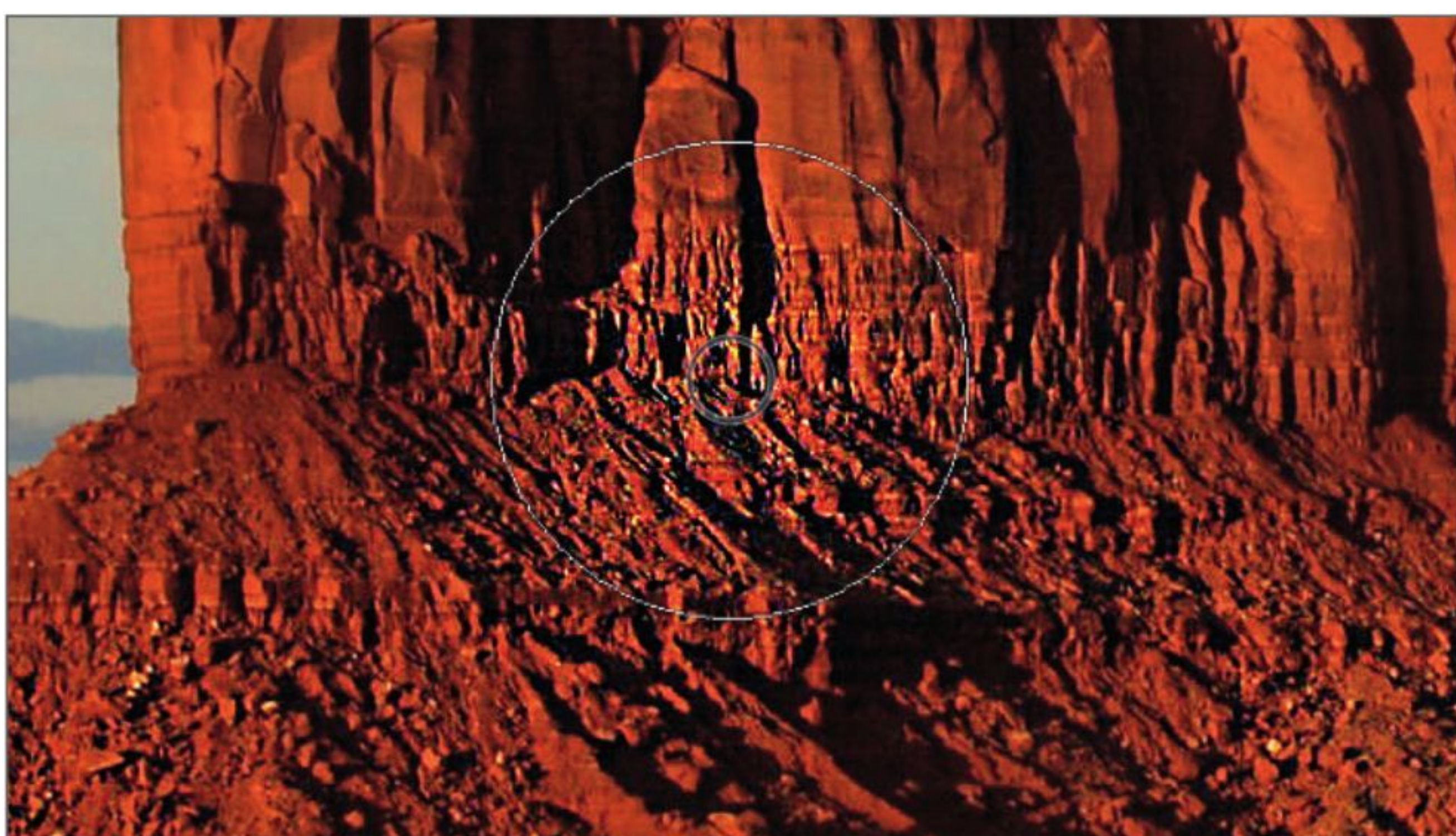
## Blur, Sharpen and Smudge



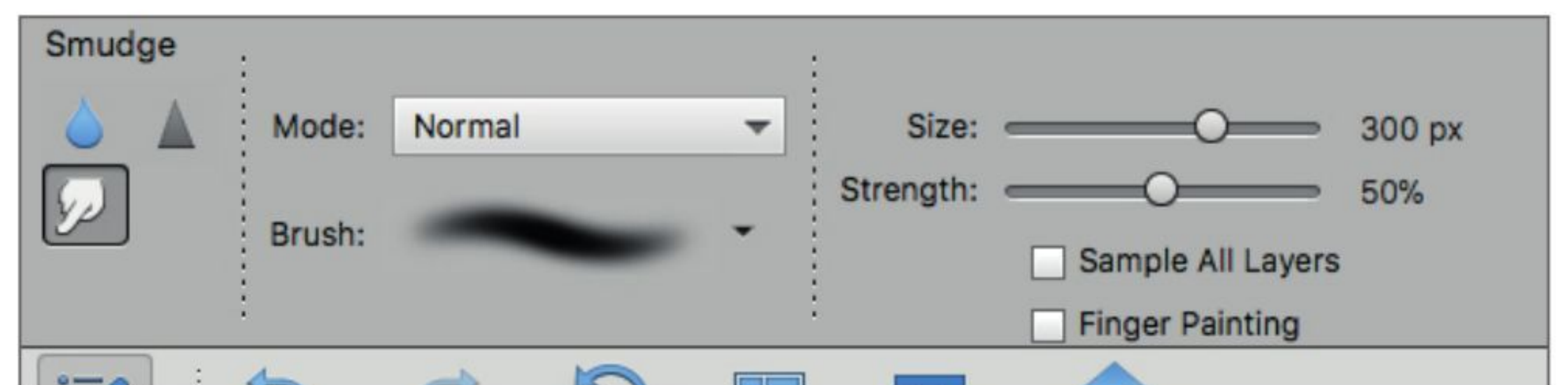
**1** The Blur Tool (R) is a fairly self-explanatory tool for adding blur to specific areas of a photo. You can choose a brush type and alter its Size and Strength values for a subtle or intense blurring of your subject.



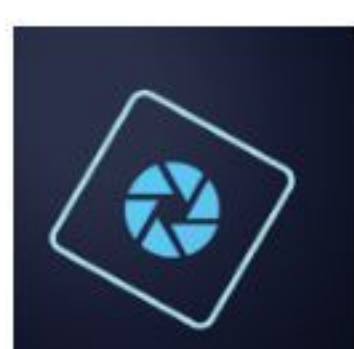
**2** The Sharpen Tool (R) uses a brush tool to apply sharpening to your image. Like the Blur Tool, it is a more targeted method of adding sharpness to a photo. Choose your brush type and alter the Size and Strength values to get the desired effect.



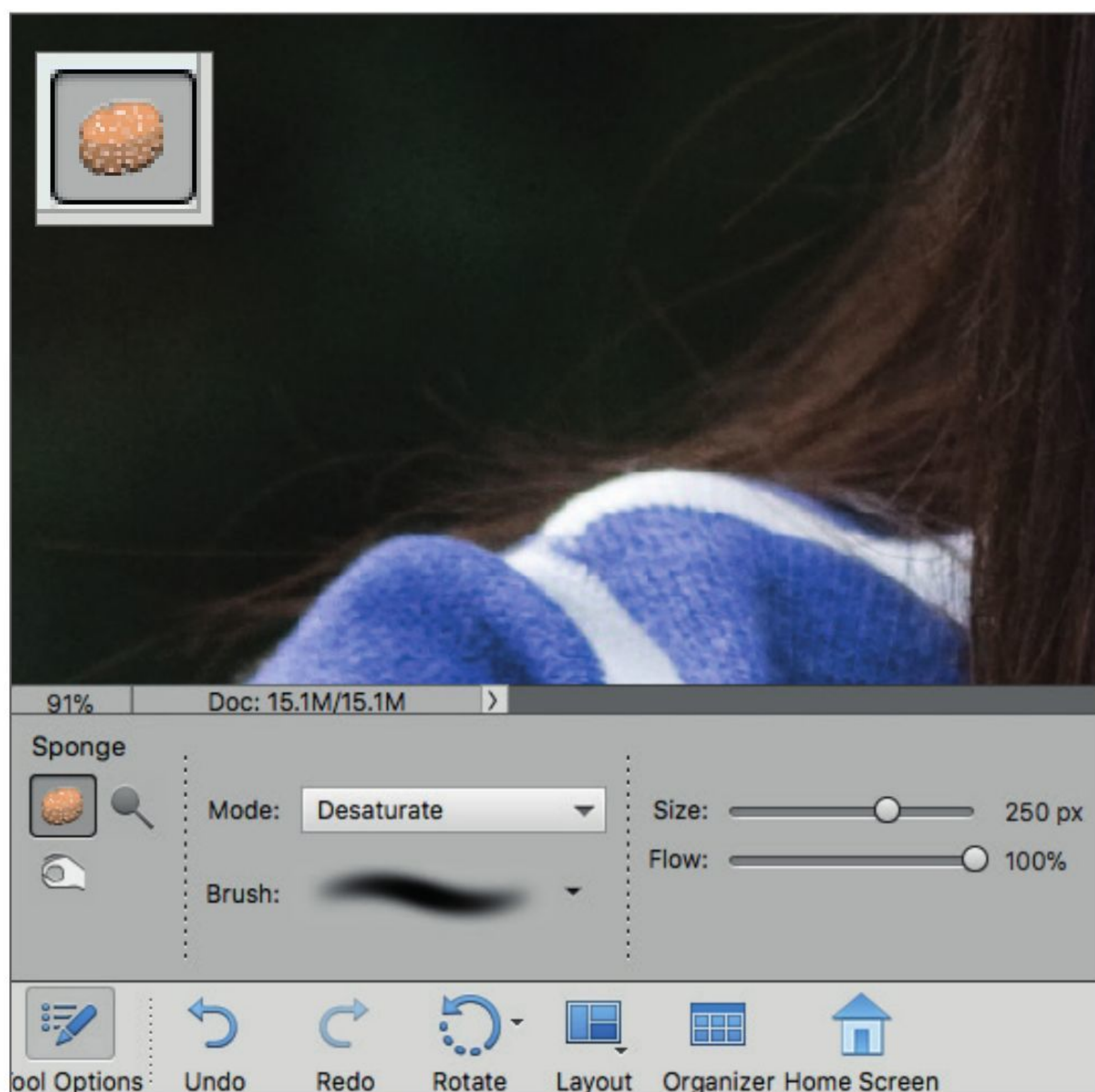
**3** Approach sharpening with caution since it is very easy to overdo it and ruin an image with over sharpening. Make sure the Protect Detail button is ticked and begin to apply the sharpening effect.



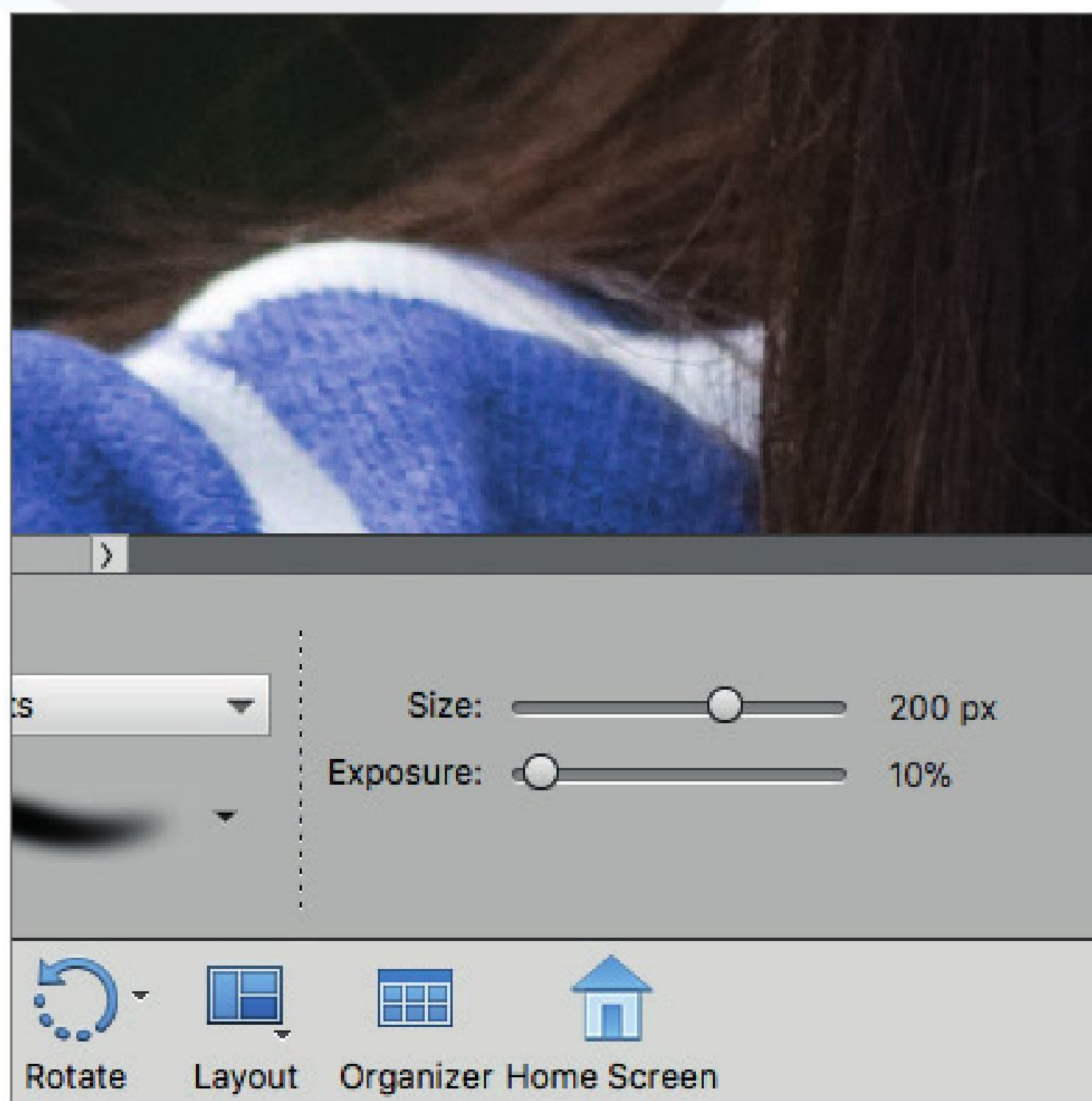
**4** The Smudge Tool (R) can be used to smear the pixels of your photo across the screen for a creative effect. Just like Sharpen and Blur, you can alter the brush type and set the Size and Strength of the effect. The Finger Painting button adds colour to the smudged pixels.



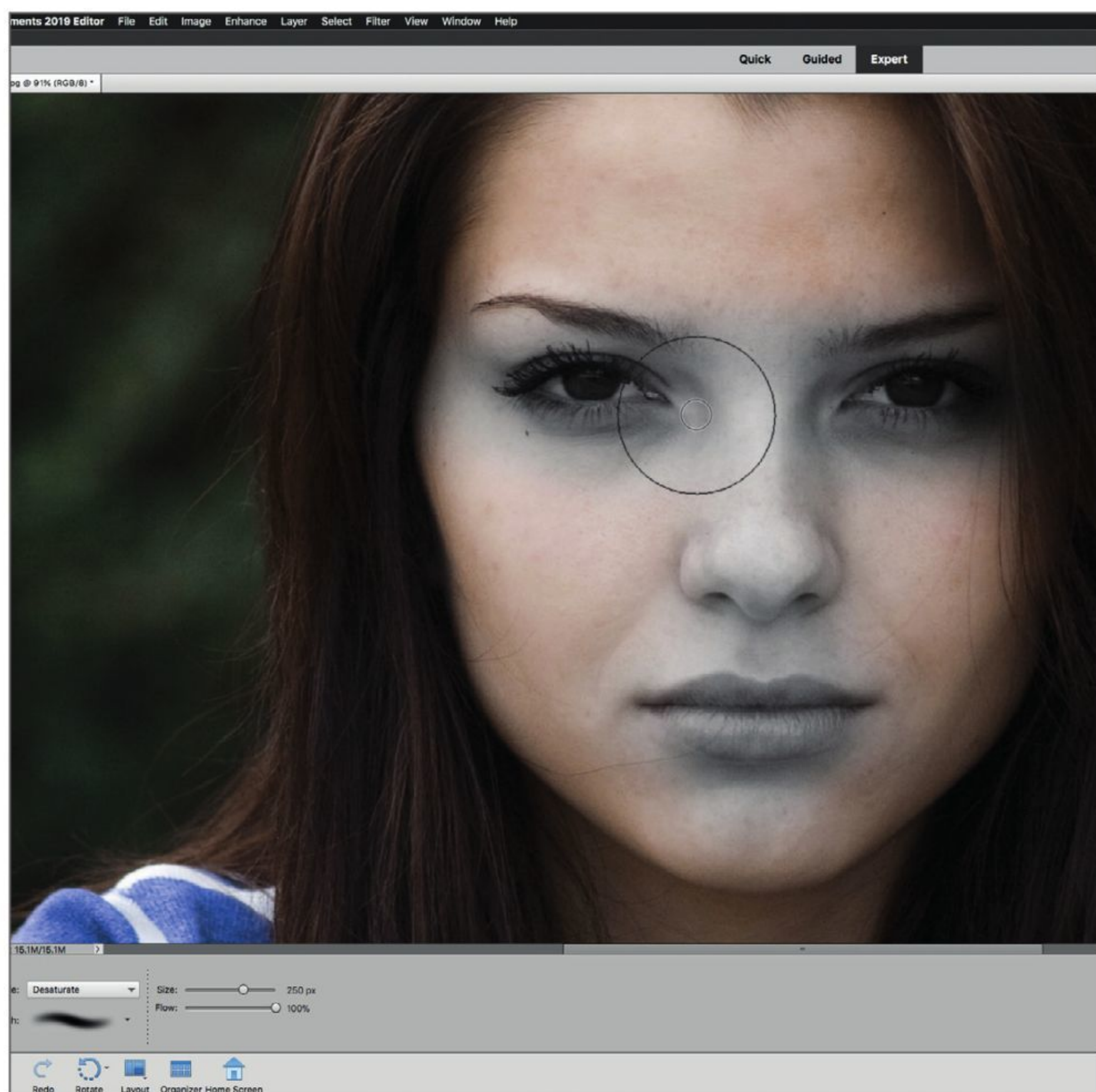
## Sponge, Dodge and Burn



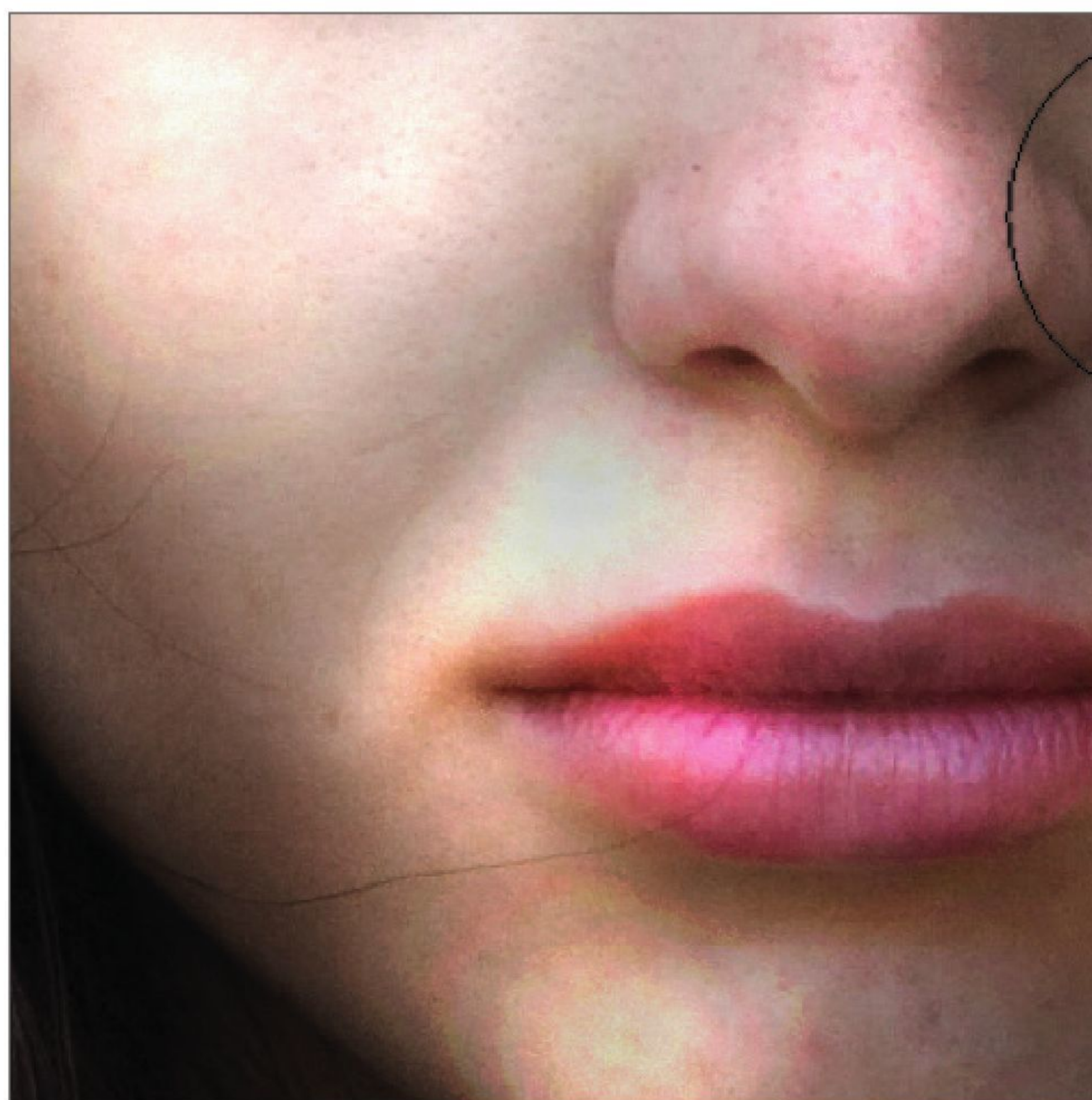
**1** The Sponge Tool (O) has two Mode settings of Saturate and Desaturate. You can control the Size settings as well as the Flow of the effect you are adding to your image. You can also set the type of brush you want to use to apply the effect.



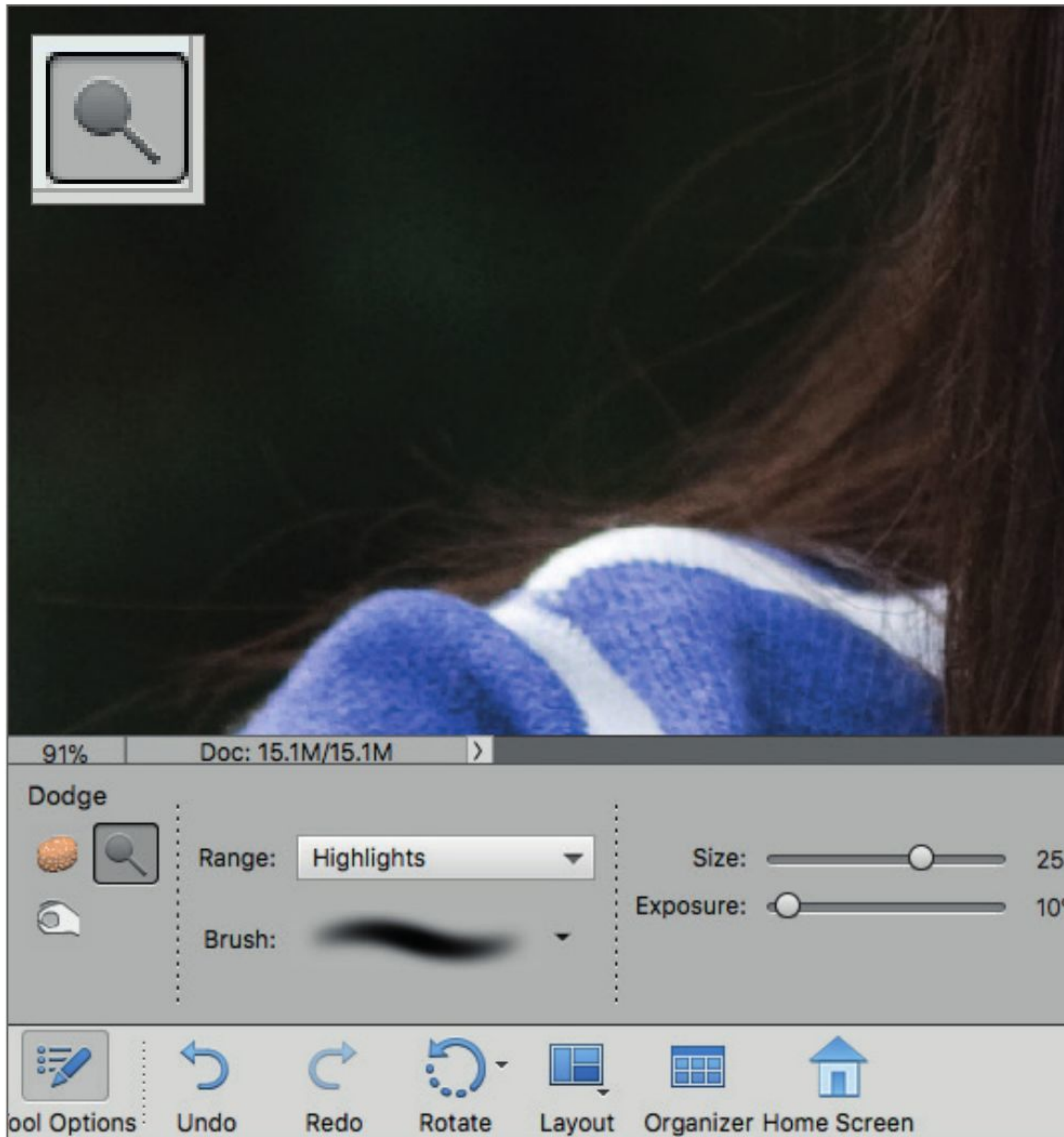
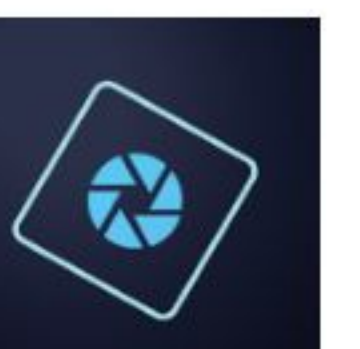
**2** It's a simple tool for adding targeted saturation or desaturation to the photo. It is recommended to set the Flow of these brushes to about 10%. Then gradually build up the application of colour saturation, the removal of colour entirely or just lessen the vibrance of areas in the photo.



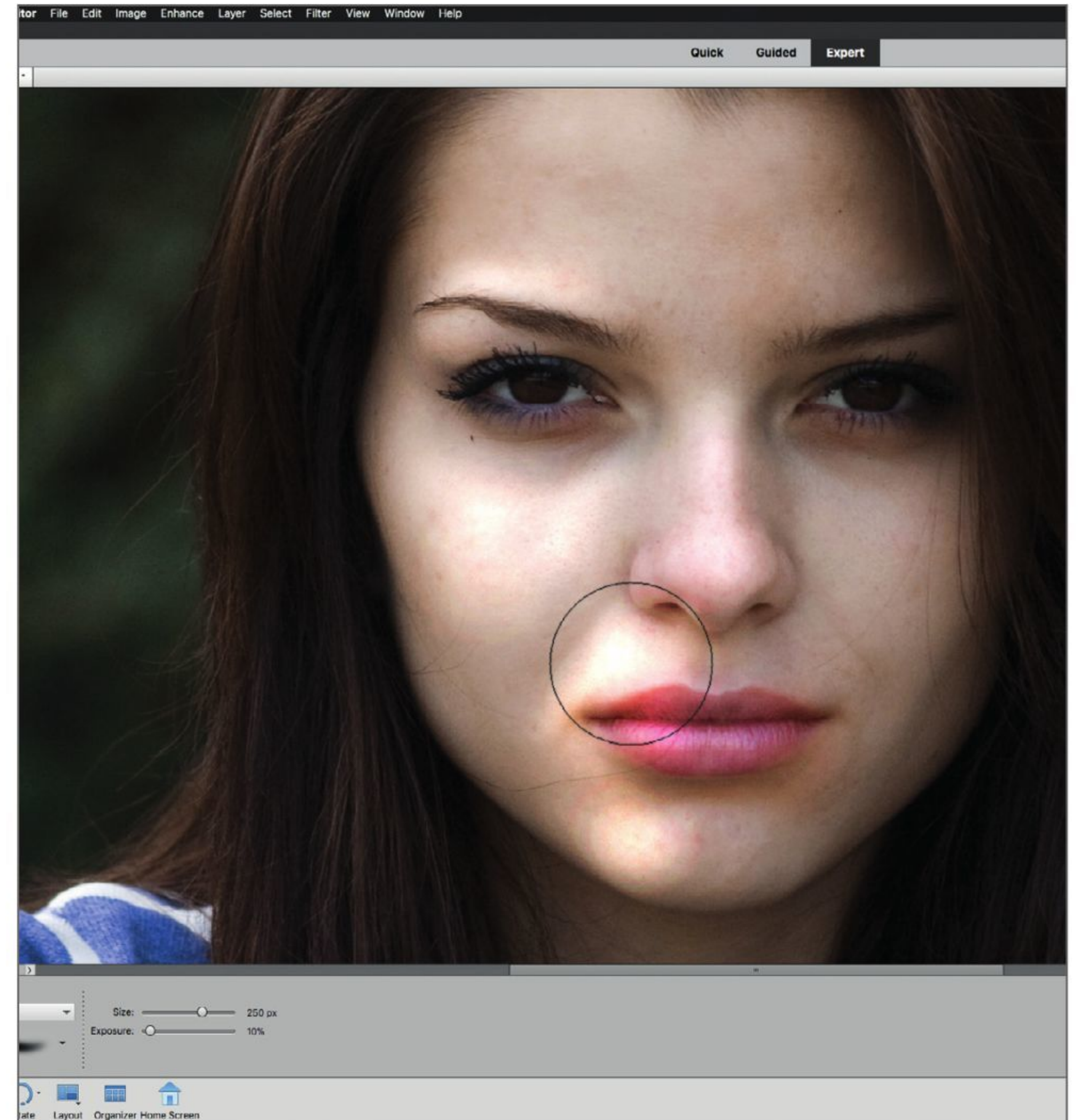
**3** Click and drag the Sponge Tool over the areas you selectively wish to Saturate or Desaturate. Continue to brush the areas to increase the amount of the effect you are applying. In this example, brushing using the Desaturate option eventually turns the affected areas to grey.



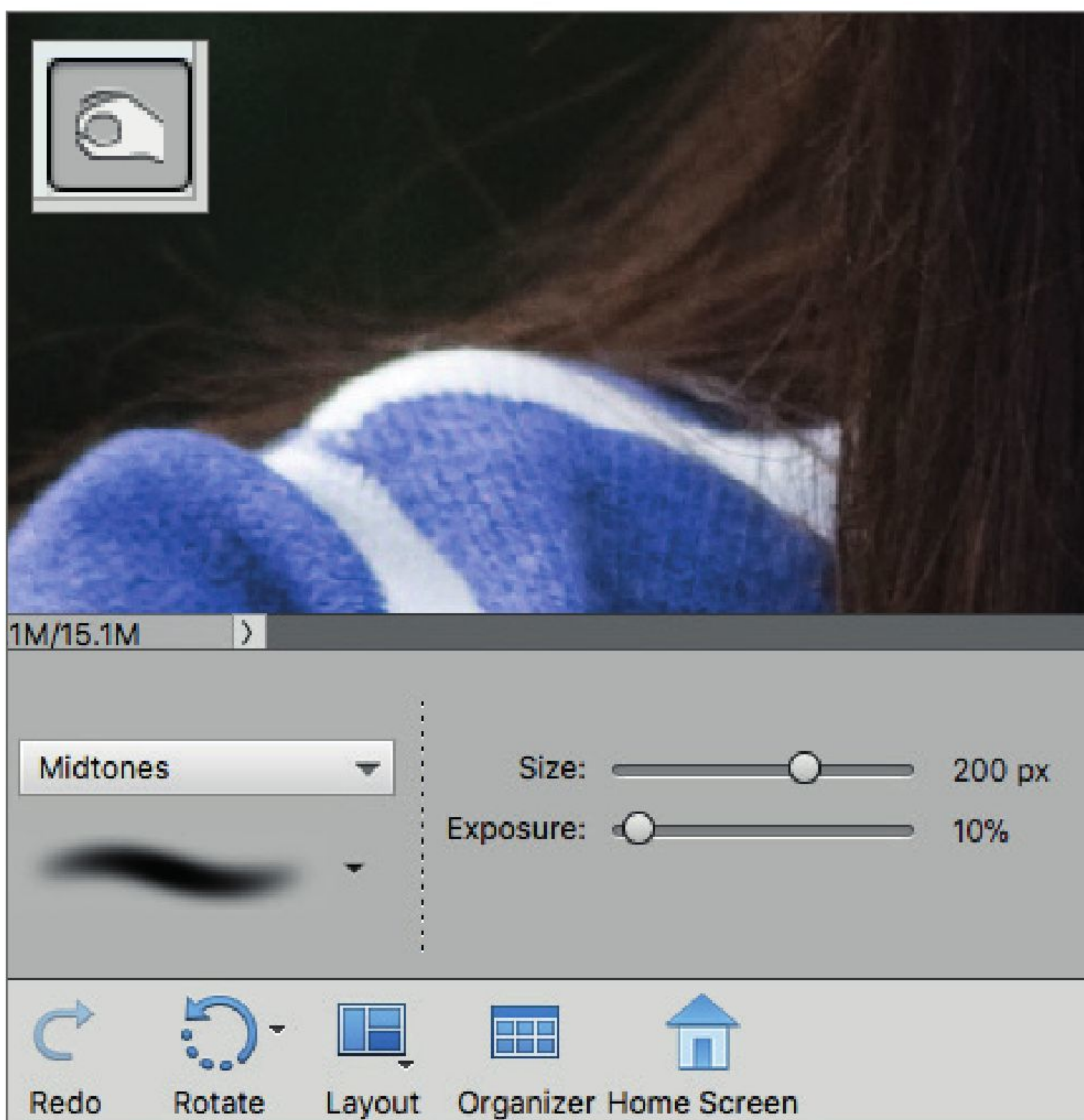
**4** The Dodge and Burn Tools are named after the techniques that were originally used in traditional film processing darkrooms. Dodging refers to selectively making areas lighter in an image and Burning is the opposite effect of making images darker.



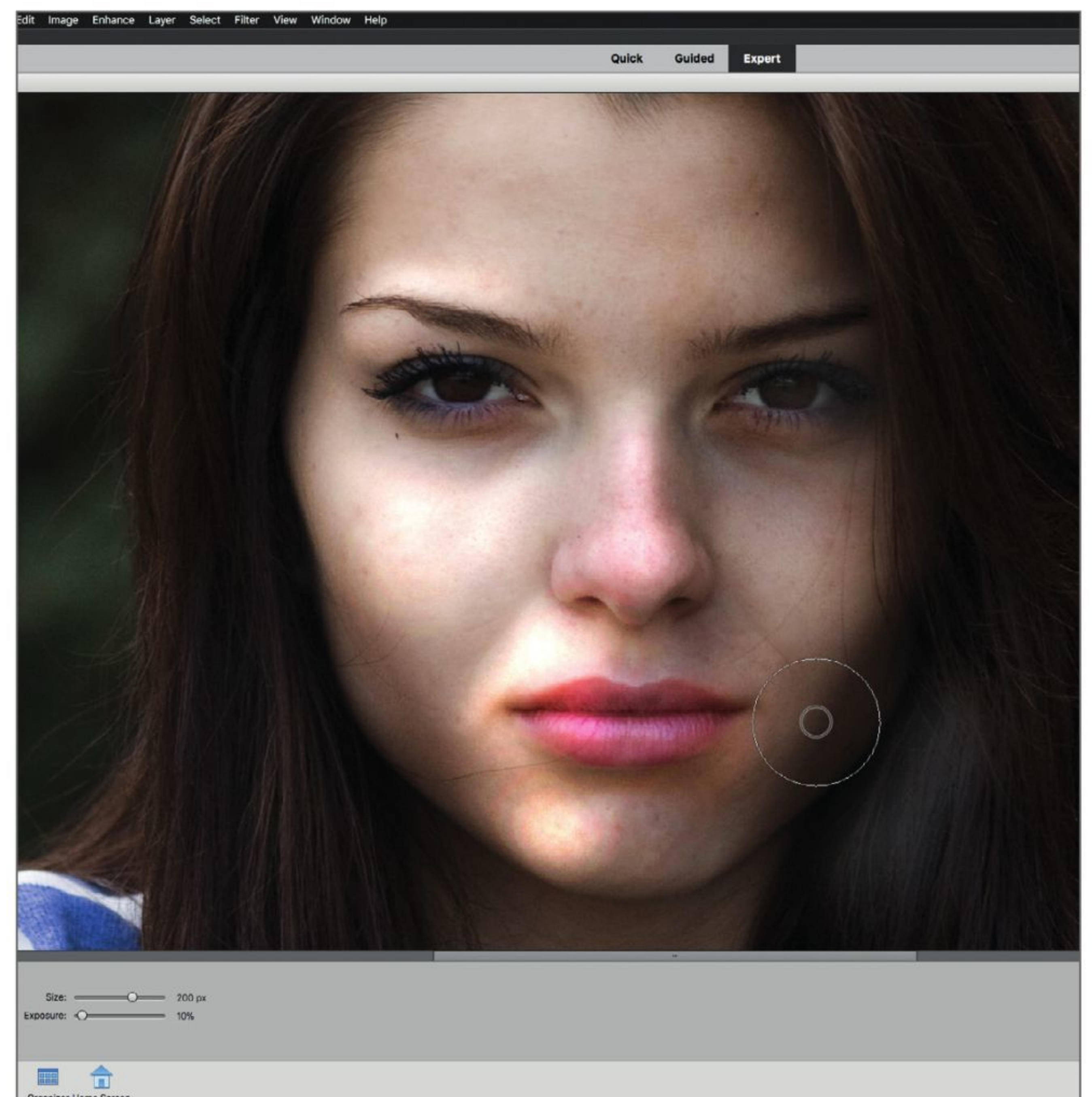
**5** The Dodge Tool can be used to lighten images. Use the Range button to determine if you are affecting just the Highlights, Midtones or Shadows in your photo for greater control of the final result. Again, using very low Exposure settings around 10% is recommended.



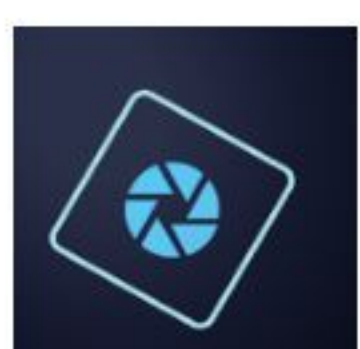
**6** You can selectively brighten areas of the image that you want to make lighter. These tools work better for images that start with lower amounts of contrast to begin with. High contrast images will have less need for these kinds of adjustments.



**7** The Burn Tool will selectively make parts of your photo darker. You can darken the Highlights, Midtones and Shadows by clicking the Range button again and adjusting the Size and Exposure settings of the brush. Subtlety is key to making it work, so Exposure settings of 10% are a good start.



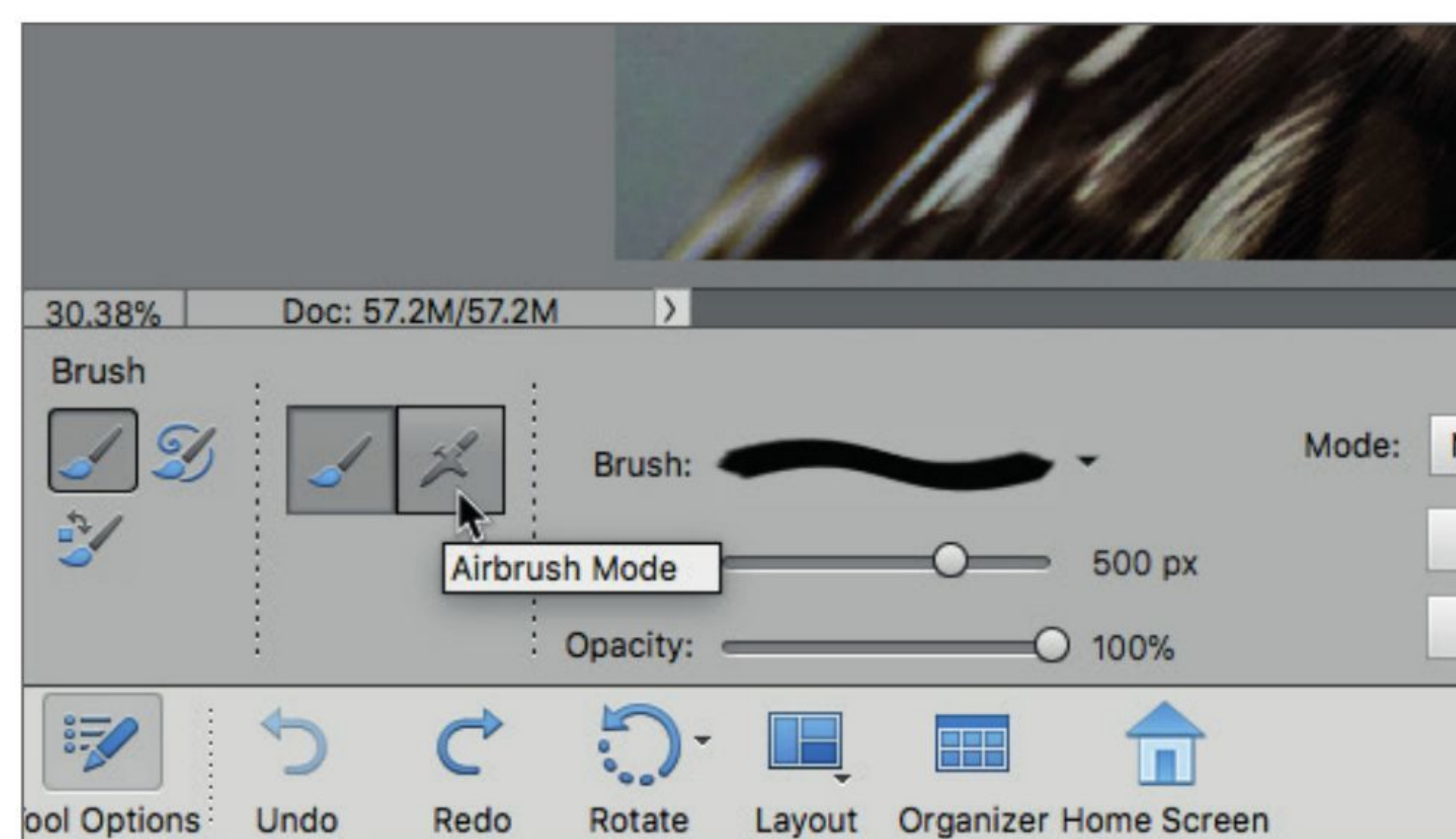
**8** Now you can brush over areas that you want to be darker and create more contrast. Since this particular method is a destructive one, in that you are altering pixels, duplicating the base layer and working on a copy is a good way to avoid losing the original.



# Draw, Fill, Shapes and Text

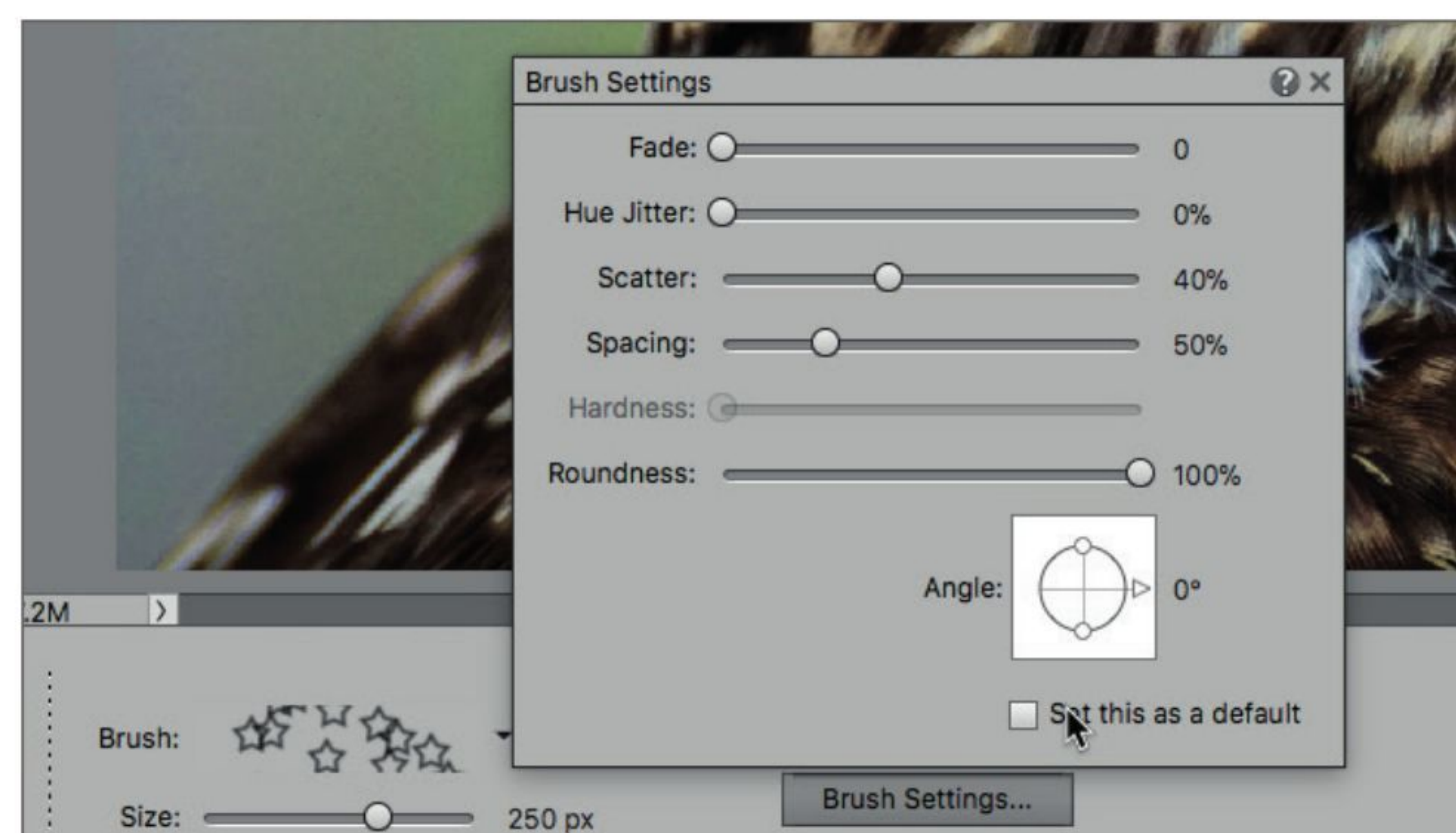
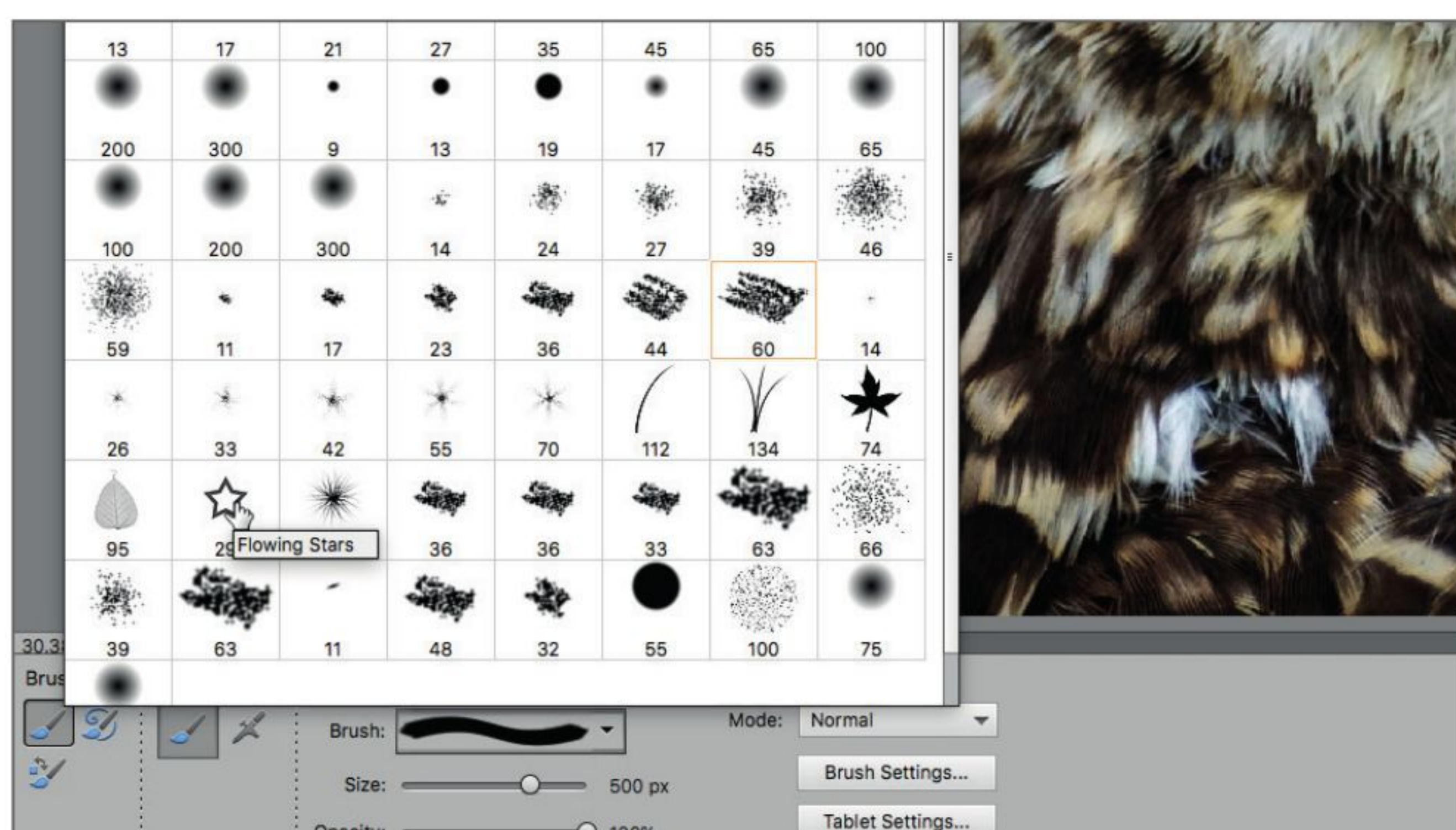
The Draw section of the toolbar contains various elements to let you paint, draw, erase and sample colours in your images. There are also a number of text options available for adding text effects to your photos and making masks in the shape of any text that you type.

## Brush Tool



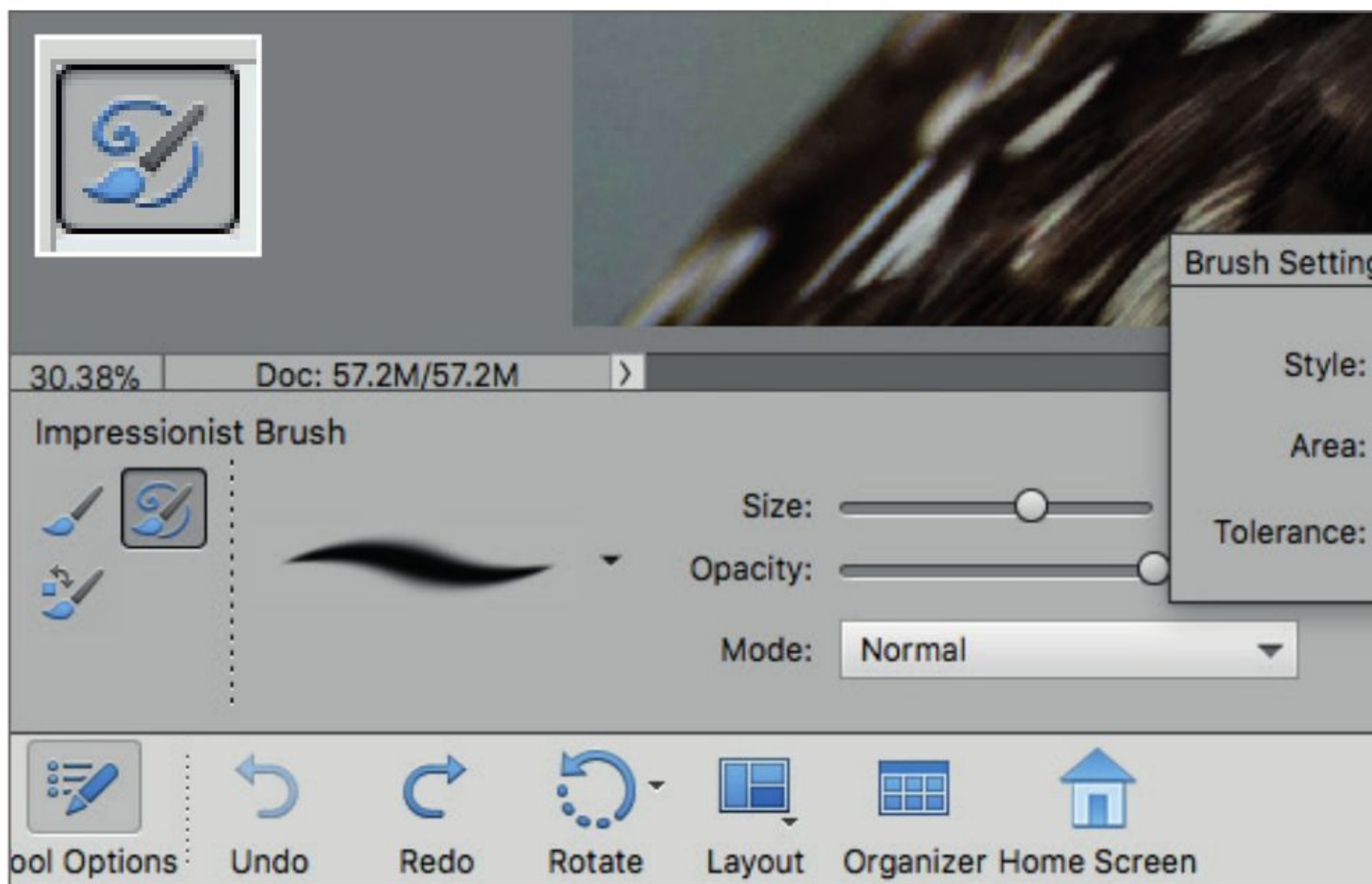
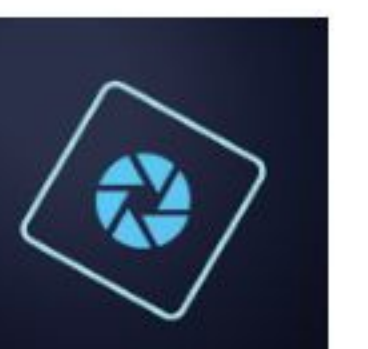
**1** The Brush Tool (B) is one of the most often used tools in the photo editor's arsenal. Whether you are painting directly over a photo, or adding brush strokes to a layer, the Brush Tool is designed to behave like its real world counterpart but with more powerful features built in.

**2** When you click on the Brush Tool, the options available are quite varied. You can control brushes with your mouse or if you use a tablet, you can control it as if it were an airbrush with pressure sensitive effects for more artistic flair.



**3** You can choose any number of brush types from the brush picker and alter the Size and Opacity values. You can also load new brushes that can be purchased and downloaded from a large number of vendors specialising in photo editing tools.

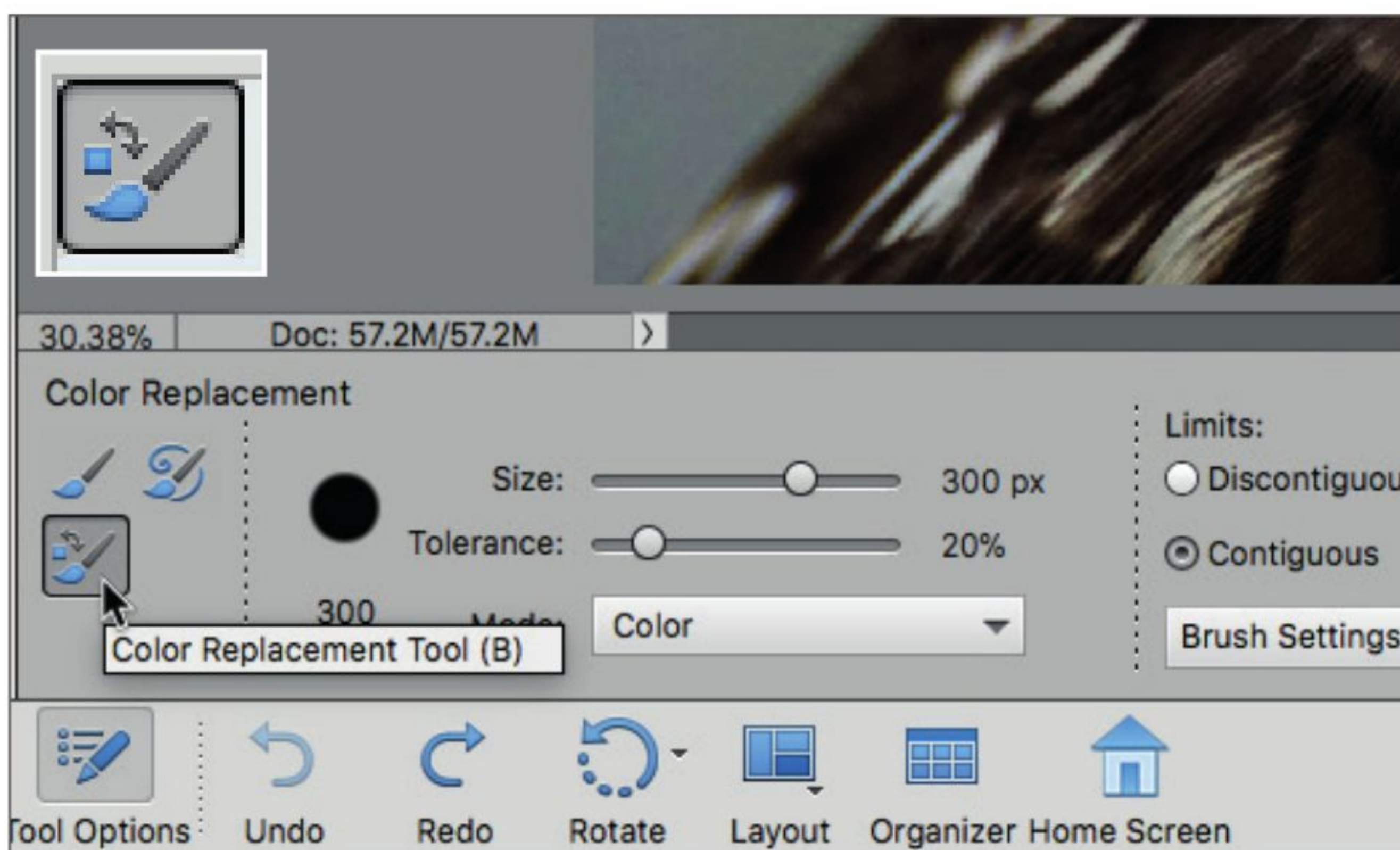
**4** You can choose the colours you brush with and also use the Brush Settings sliders to change how much the colours fade and alter with each brush stroke. You can also tell the brush how much Scatter or Spacing to use with each brush stroke you apply. Tablet settings are also available.



**5** Next to the standard brush is the Impressionist Brush Tool (B). Using its various Brush Settings you can turn your photo into a painting much in the style of the old impressionist painters whose works were rendered as a series of dots, strokes and swirls.



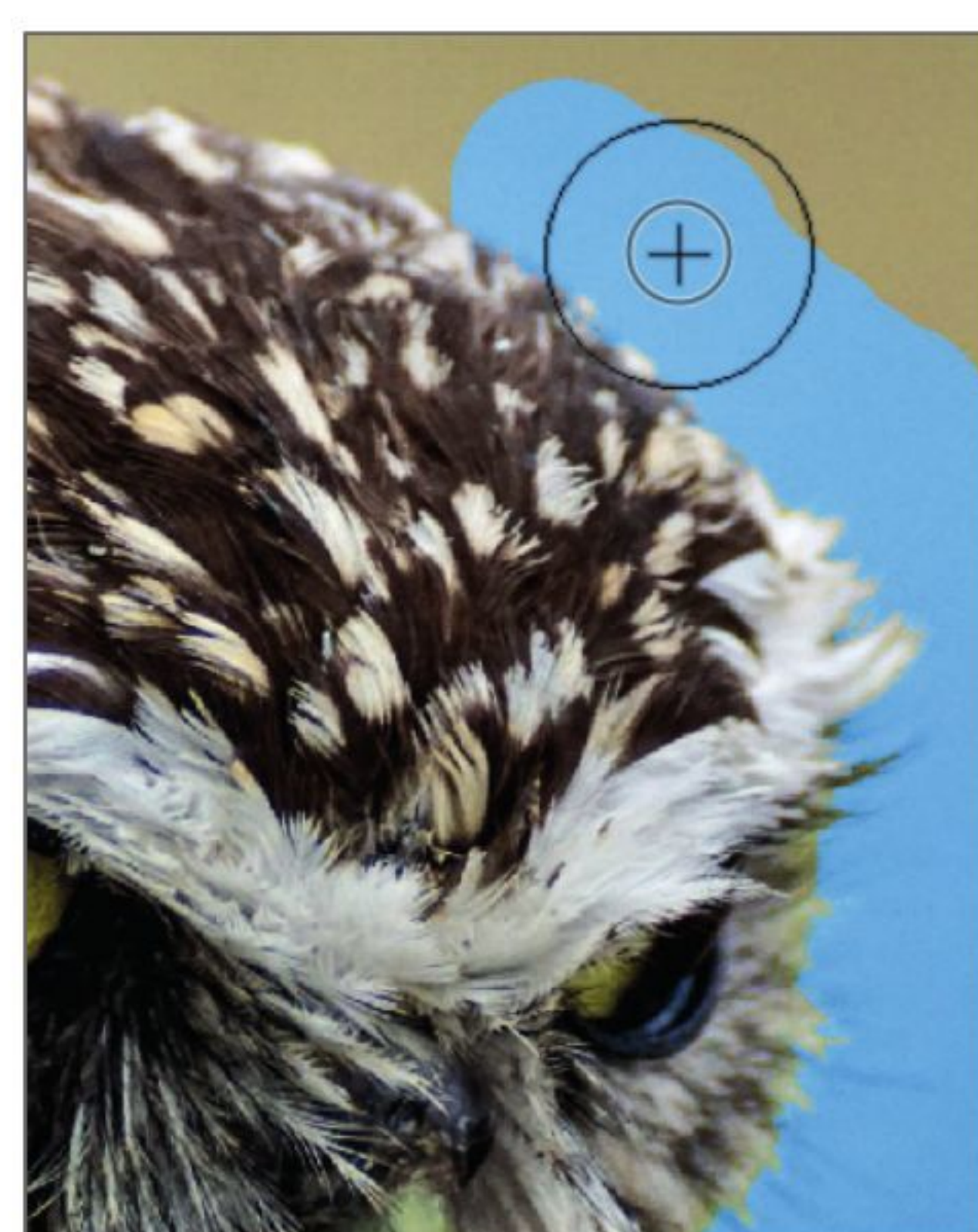
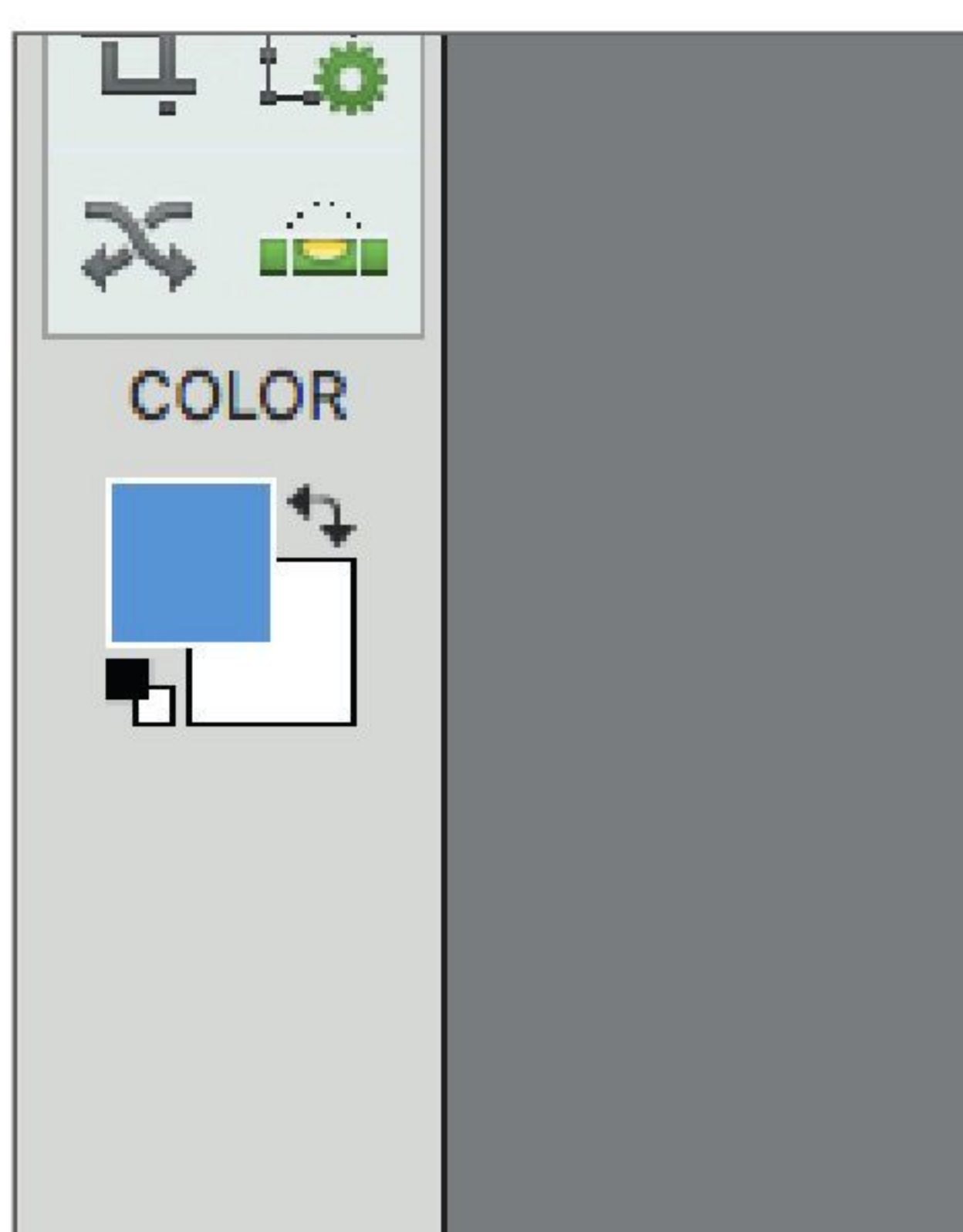
**6** When you paint with this brush, the image beneath the cursor is turned into a series of loose curls, swirls and daubs. The larger the brush size you use, the more abstract the image becomes. Using a brush that is too large will render the photo unrecognisable.



**7** The next brush is the Colour Replacement Tool (B). Select a foreground colour in the toolbar to use as the replacement colour. Once again, you have a number of tool options available including Size, Tolerance and Limits.



**8** Our example picture is of an owl set against a green background. The colour of the background can be replaced fairly easily since the owl itself contains no strong green colours that match the background too closely.



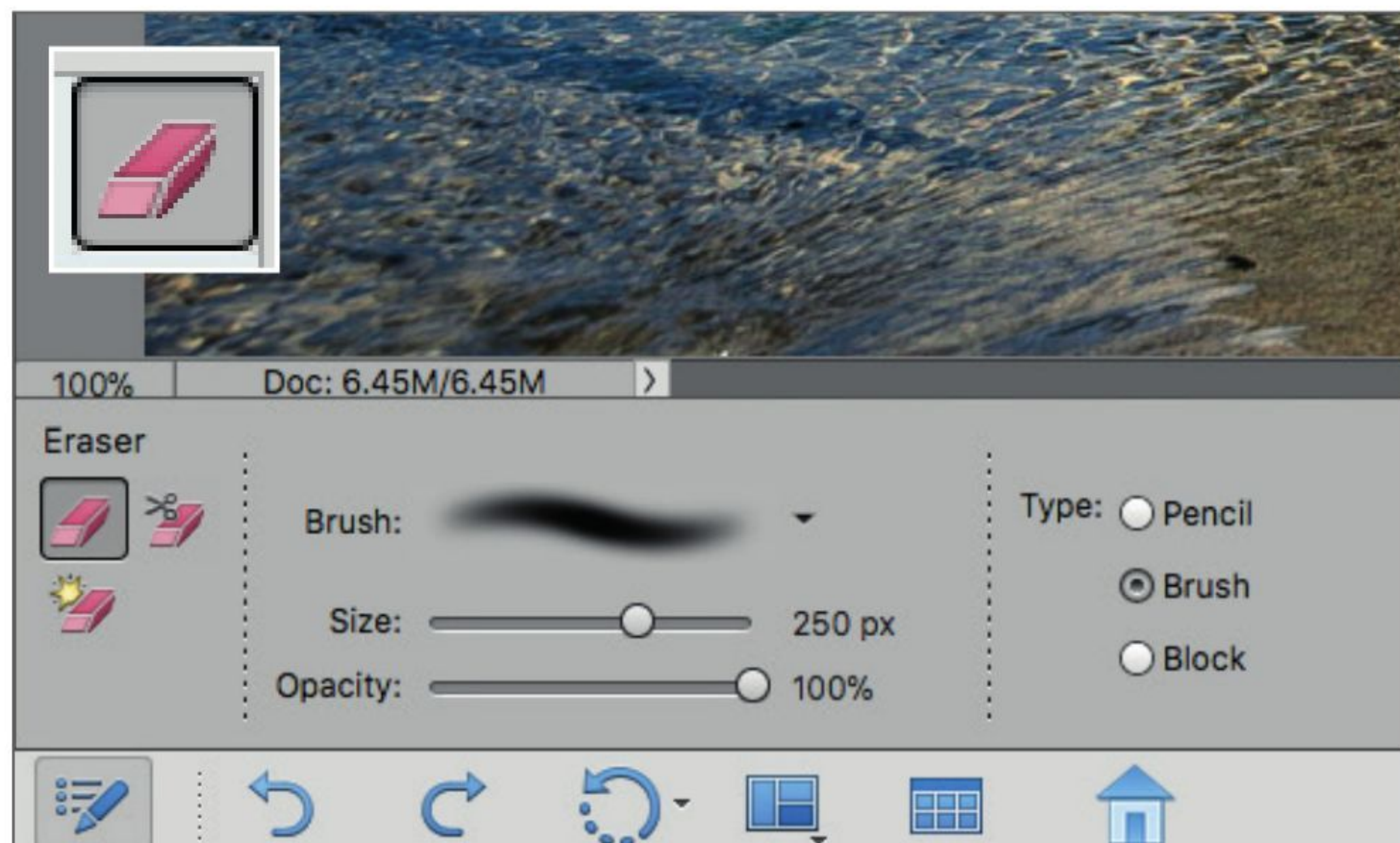
**9** The Colour Replacement Tool works by continuously sampling the colour directly under the cursor position. The colour beneath the cursor will then be replaced with whatever you have chosen as the foreground colour. You can select the Blend Mode used to effect how the replacement colour is applied.



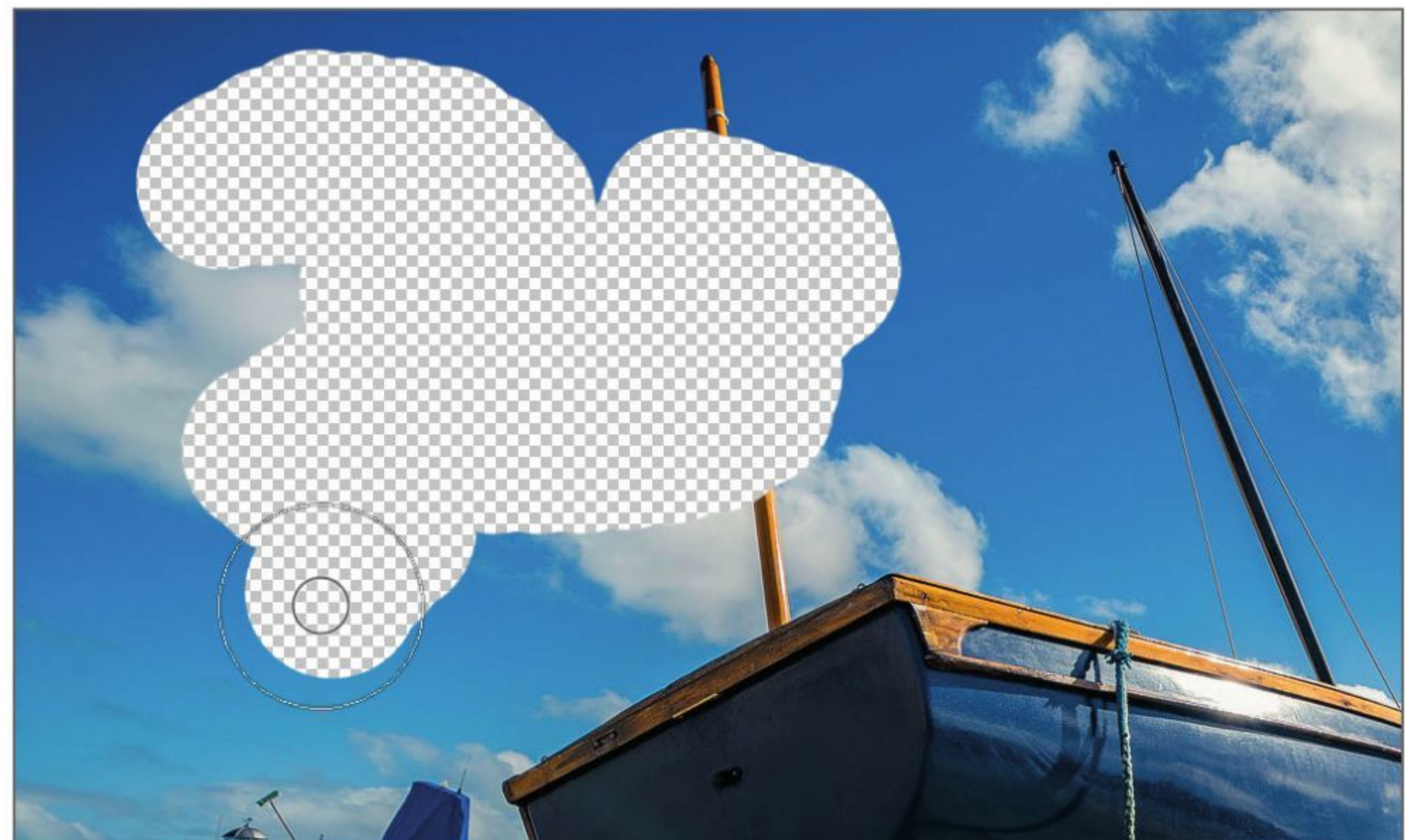
**10** In the case of the owl image, dragging the Colour Replacement Tool over the green areas next to the owl replaces that colour; but the owl remains untouched since it is not the same colour as the colour beneath the crosshair of the tool.



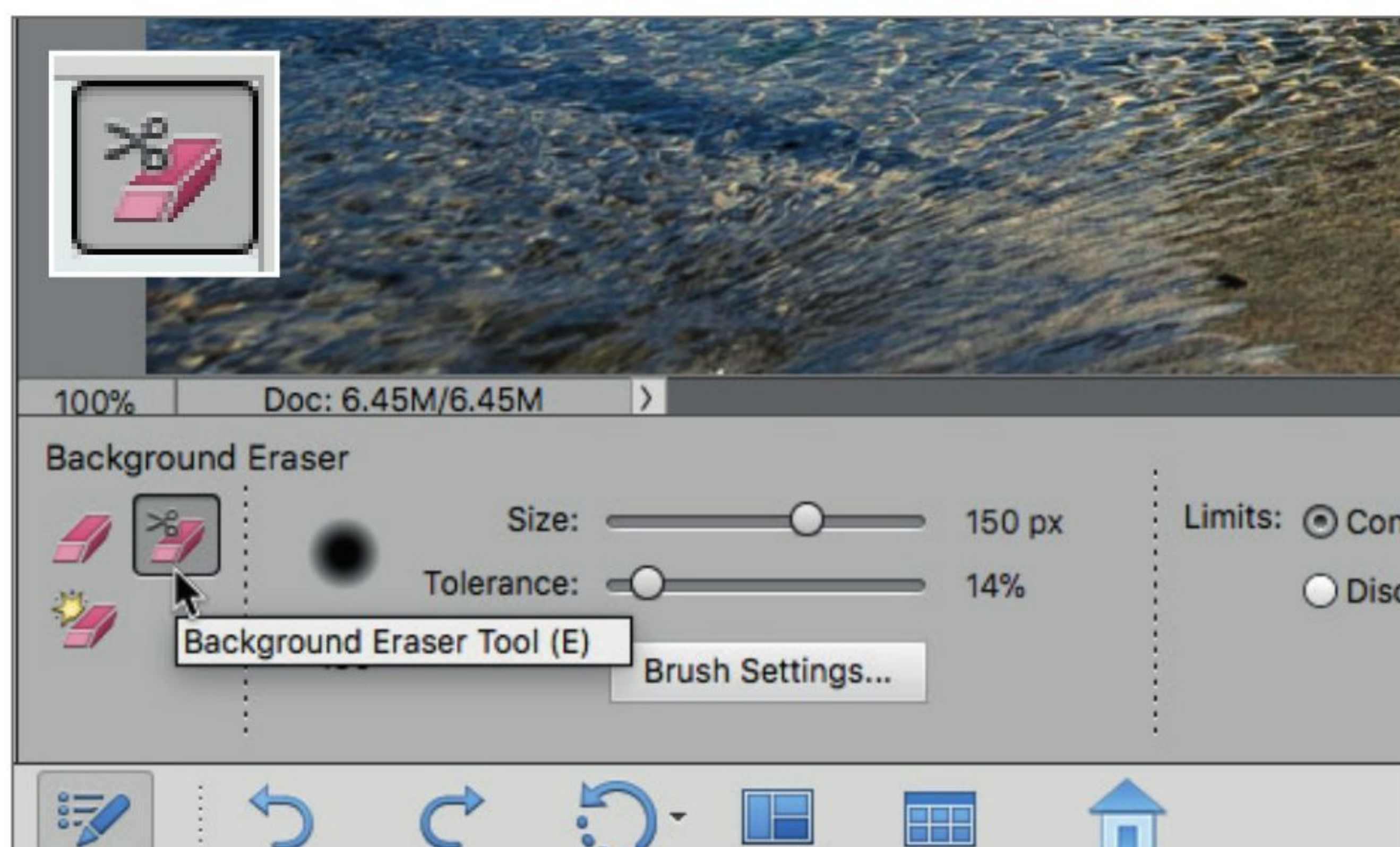
## Eraser Tool



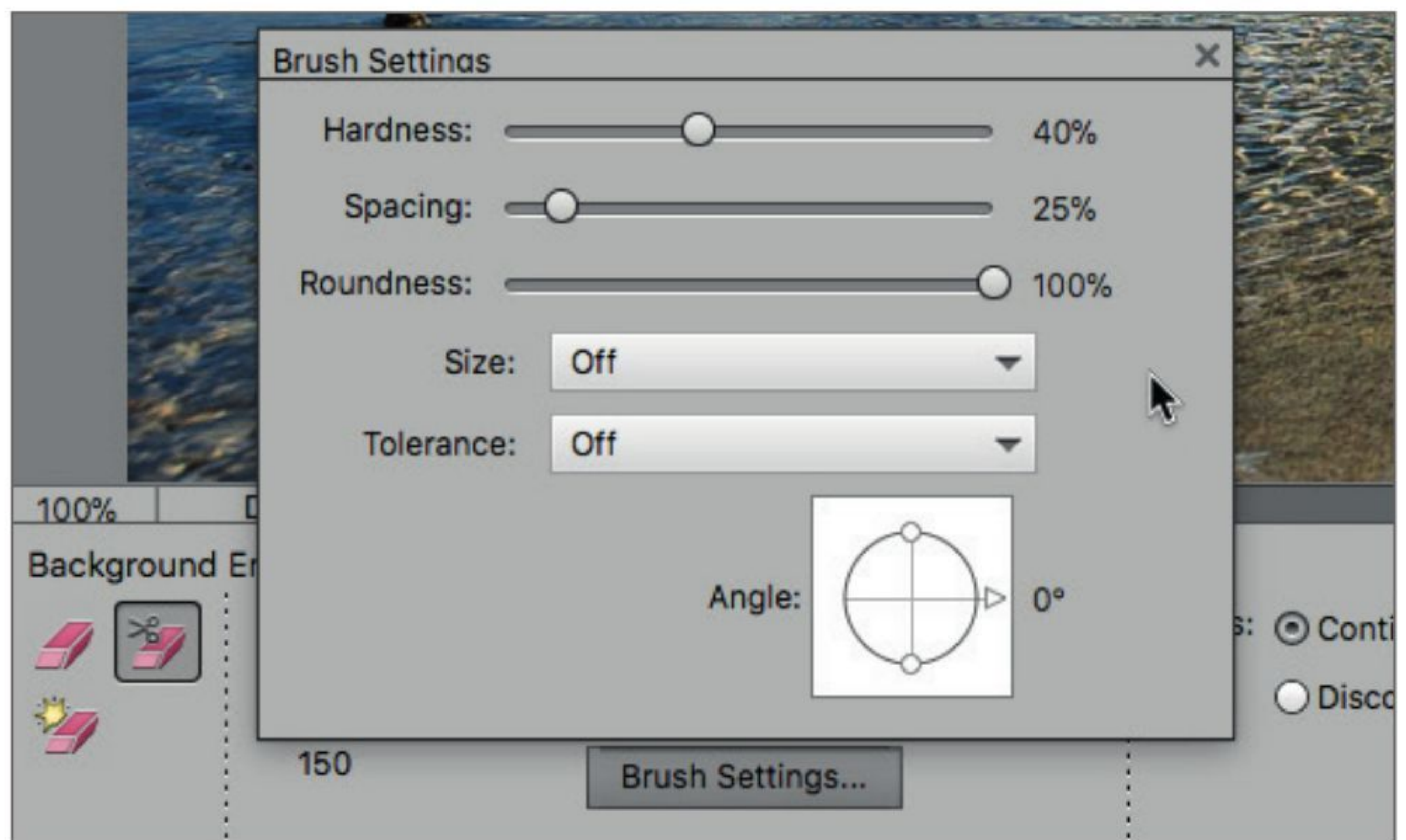
**1** Much like its real world counterpart, the Eraser Tool (E) removes pixels from your image. Whatever colour you have chosen as the background will be used to erase pixel data from the photo as if it were a solid coloured brush. You can also set the Size and Opacity of the eraser.



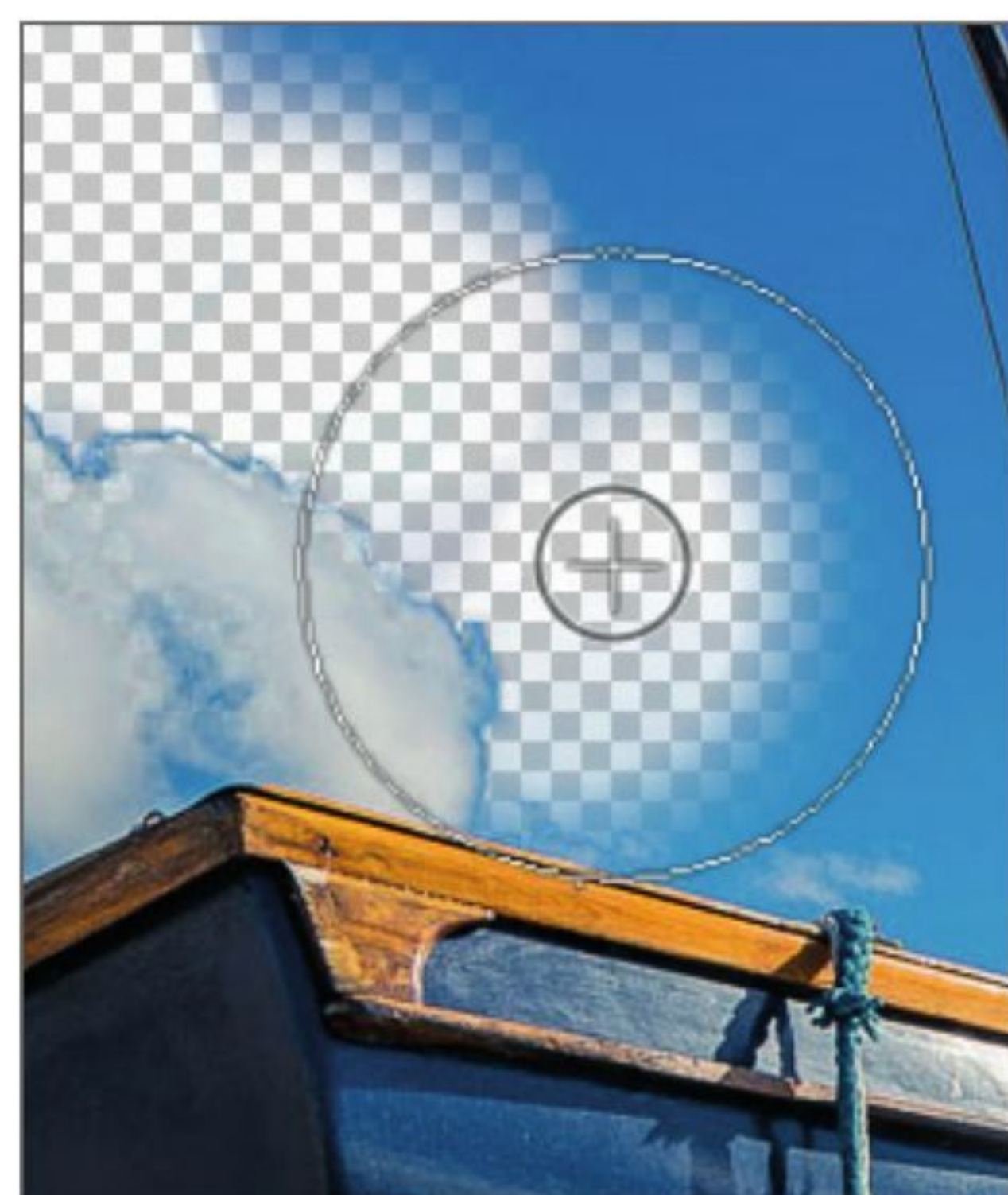
**2** If the photo is on a layer, then erasing pixels will reveal transparent areas instead. Again, if you alter the Size and Opacity of the Eraser Tool, those transparent areas can either be fully transparent or partially transparent, depending on brush opacity settings.



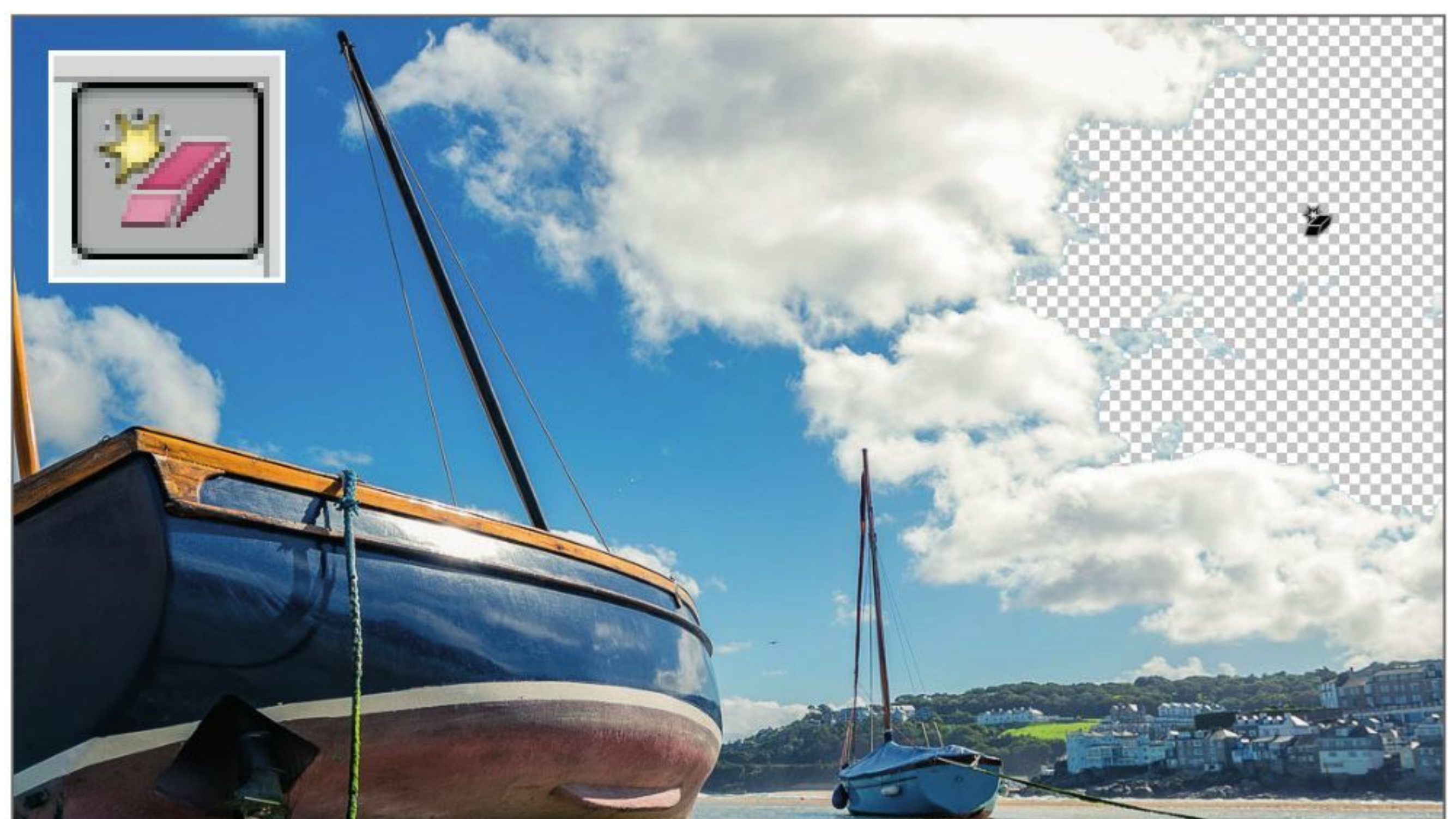
**3** The Background Eraser Tool (E) is a useful one for targeted removal of certain parts of an image. It behaves a little like the Colour Replacement Tool but in this case, any pixel colour beneath the cursor is erased, leaving the area transparent when it's on a layer.



**4** You can alter the Size and Tolerance of the brush, as well as the softness and spacing of the brush you use. Tolerance is key to setting the sensitivity of the brush to changes in colour. High Tolerance will mean more varied colours are removed under the cursor position.



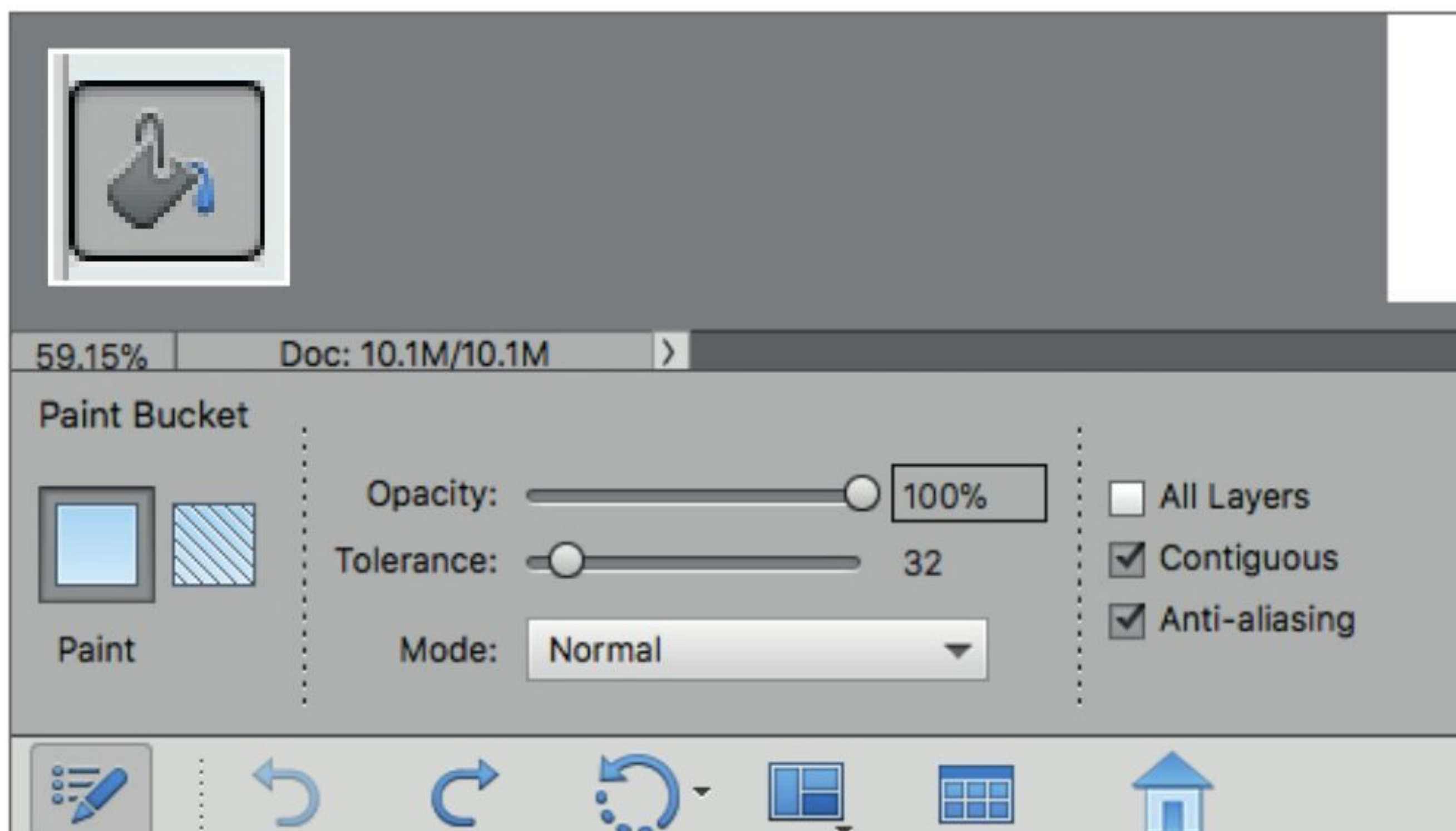
**5** In our example, the blue can be removed sky from the photo by placing the cursor over the blue areas to be removed. As you click and drag the mouse, any blue that falls under the cursor position will be removed, but the white clouds remain untouched since they are not blue.



**6** The Magic Eraser (E) is a more global erasing tool. Set your Tolerance higher for more colours to be included or lower to pick out less shades of the target colour at the cursor position. When you click on the blue sky, large swathes of that colour will be removed with each click of the mouse.



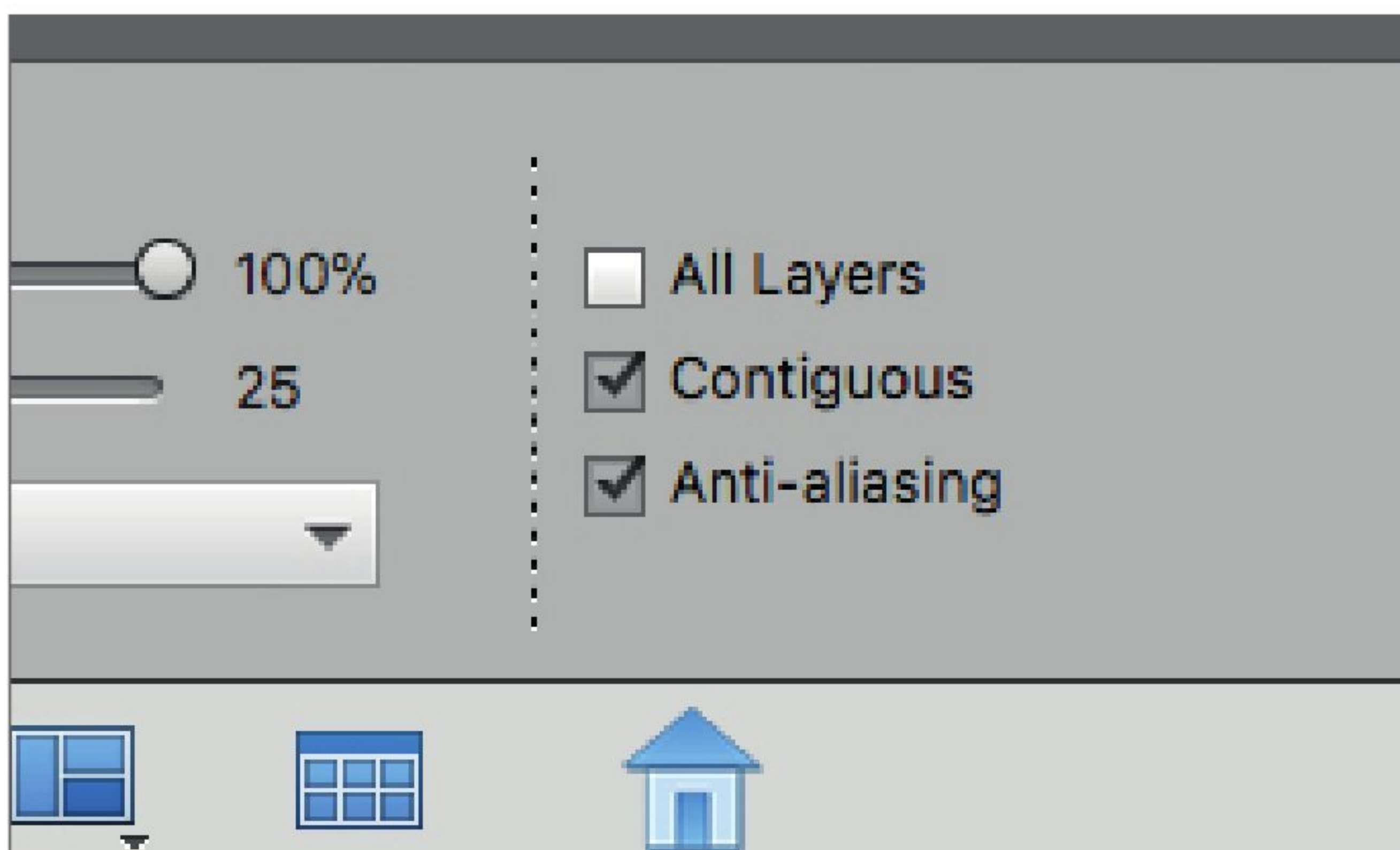
## Paint Bucket Tool



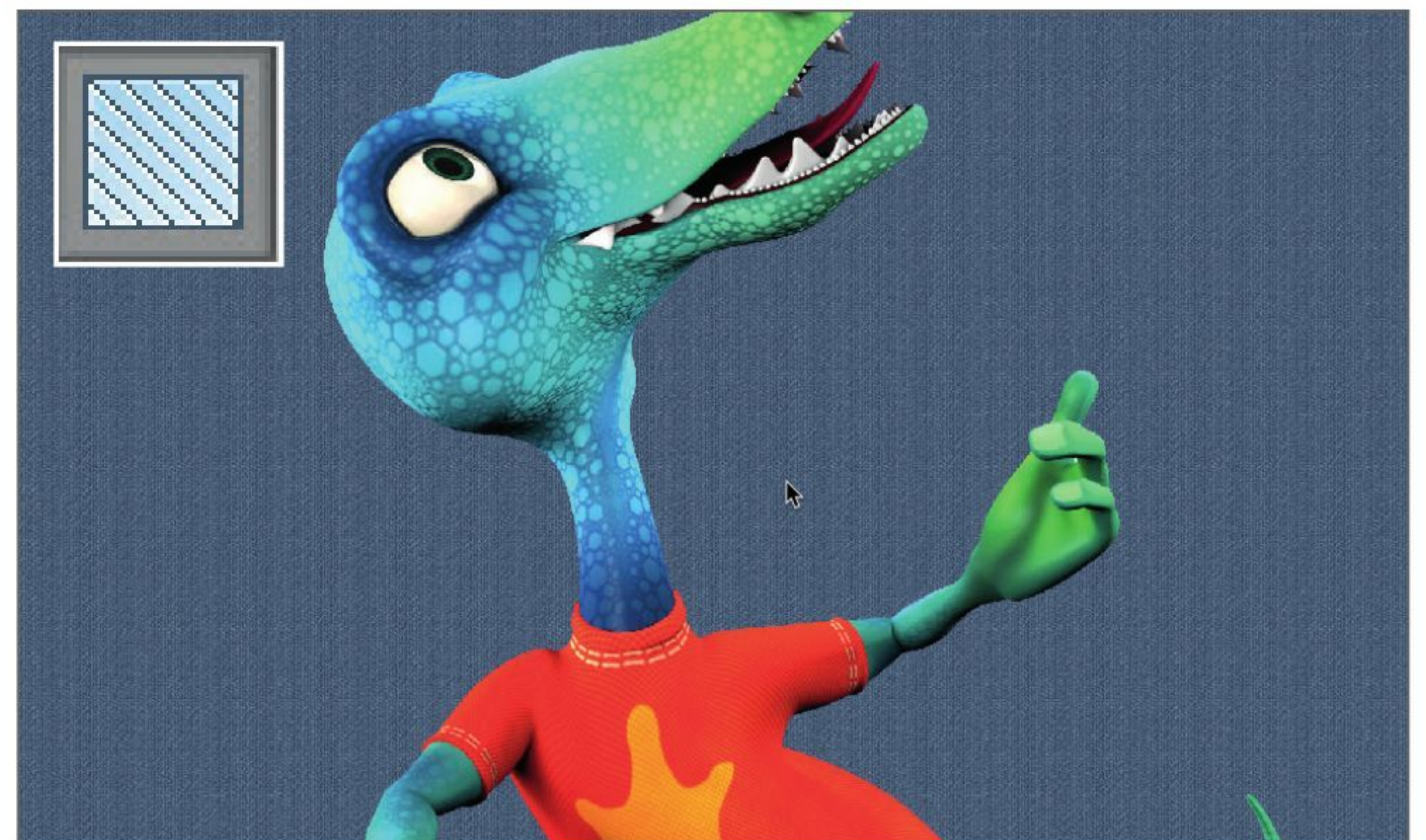
**1** The Paint Bucket Tool (K) allows you to fill areas with solid colours. You can set Opacity, Tolerance and Blend Mode. High or low Tolerance settings mean it will use edge detection to decide which areas can be filled or ignored.



**2** You can fill an entire layer, or it can be used to fill specific areas based on what edges it encounters. Our example has a cartoon character on a white background. His outline is quite well-defined so clicking with the paint bucket means the background can easily be filled with a colour.

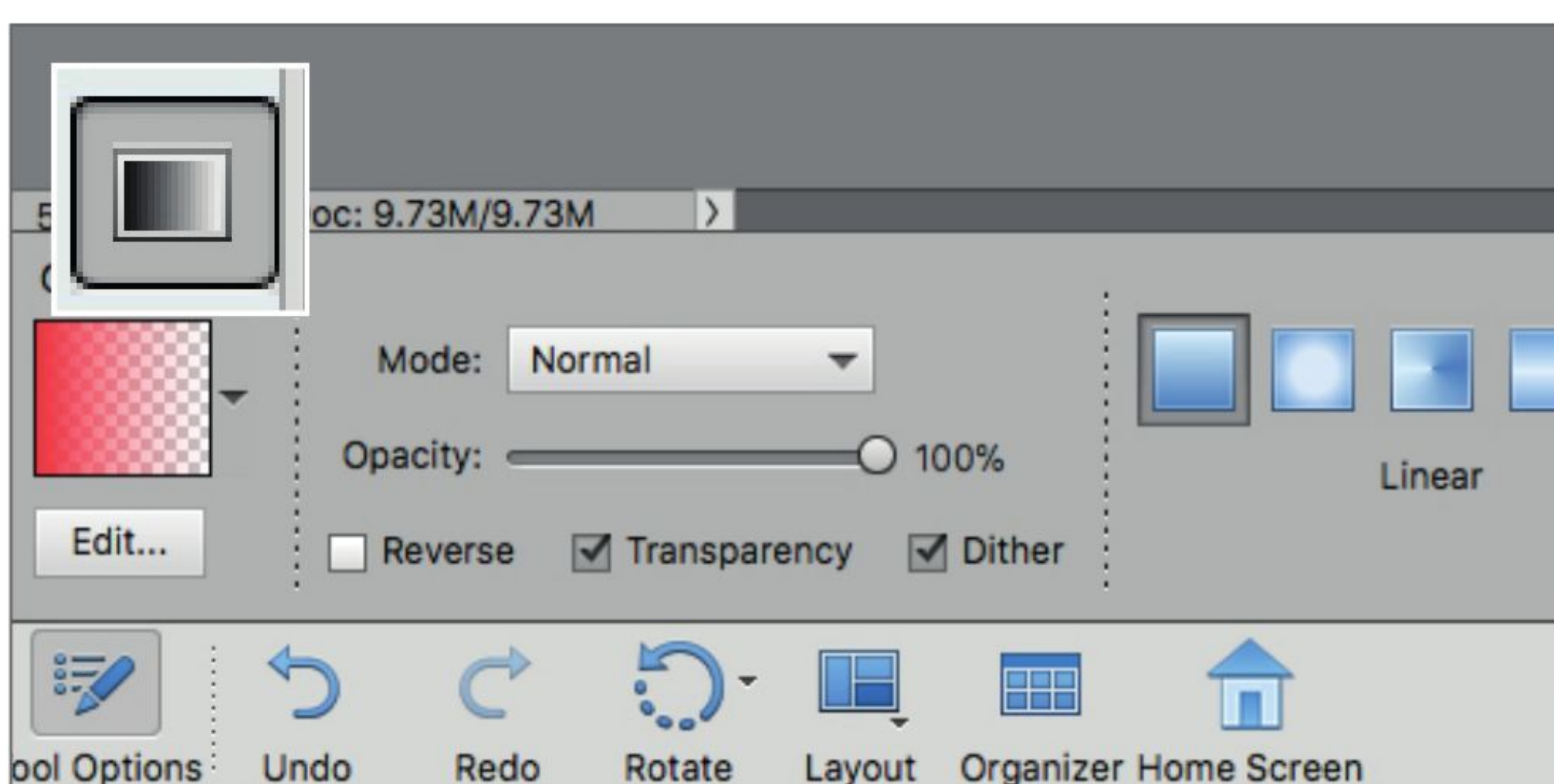


**3** You will notice there is an option for Contiguous fill. If it is ticked, only the nearest neighbouring colours will be filled. If the Contiguous button is unchecked, then all matching colours in the image will be filled, no matter where they are in the photo.

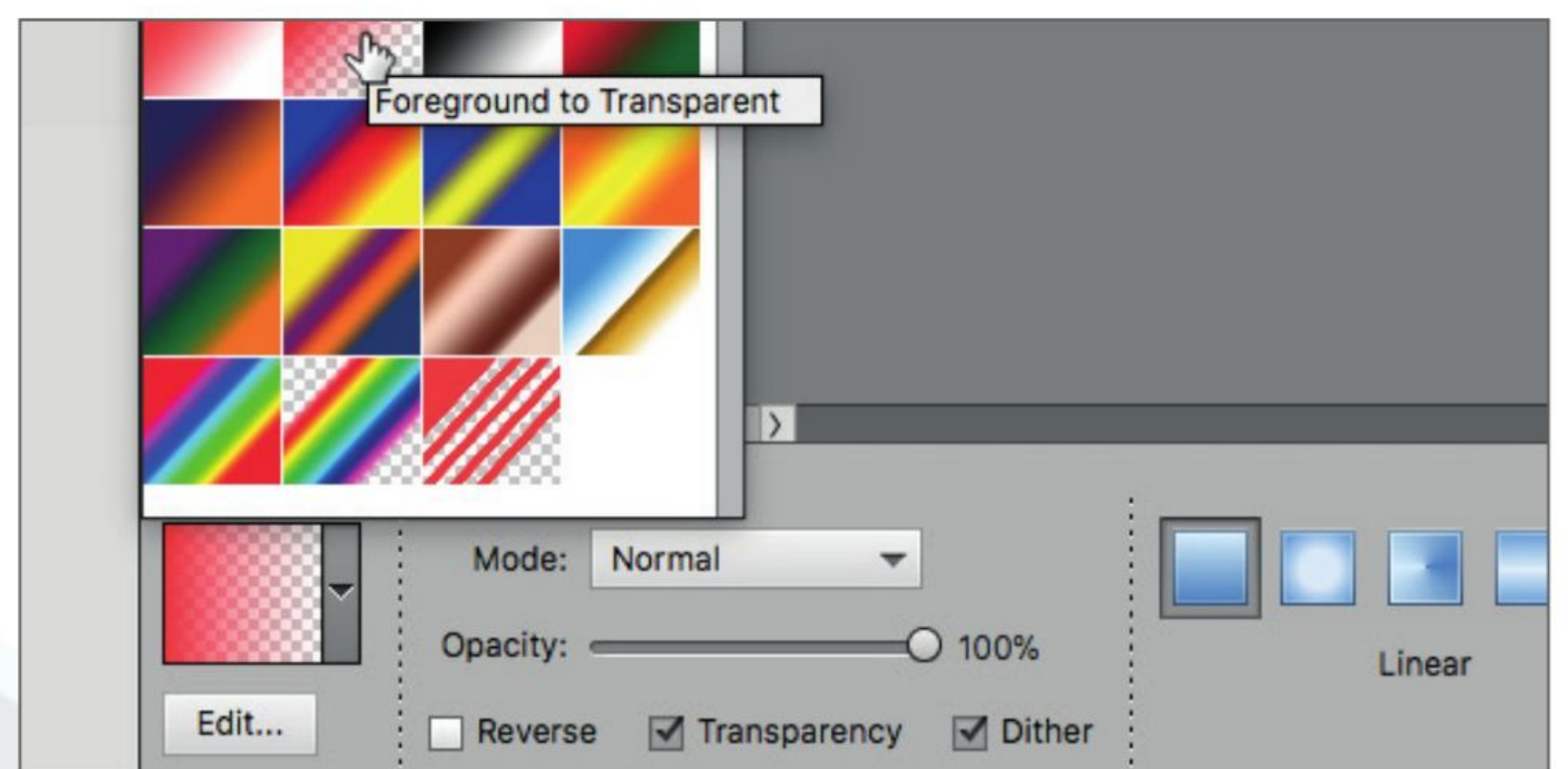


**4** In addition to the Paint Bucket, you also have the Pattern Fill option. Once again you have Tolerance settings and Opacity values to alter. Choose a pattern and use that to fill an entire layer or in the case of our cartoon, the blank background can be filled with texture.

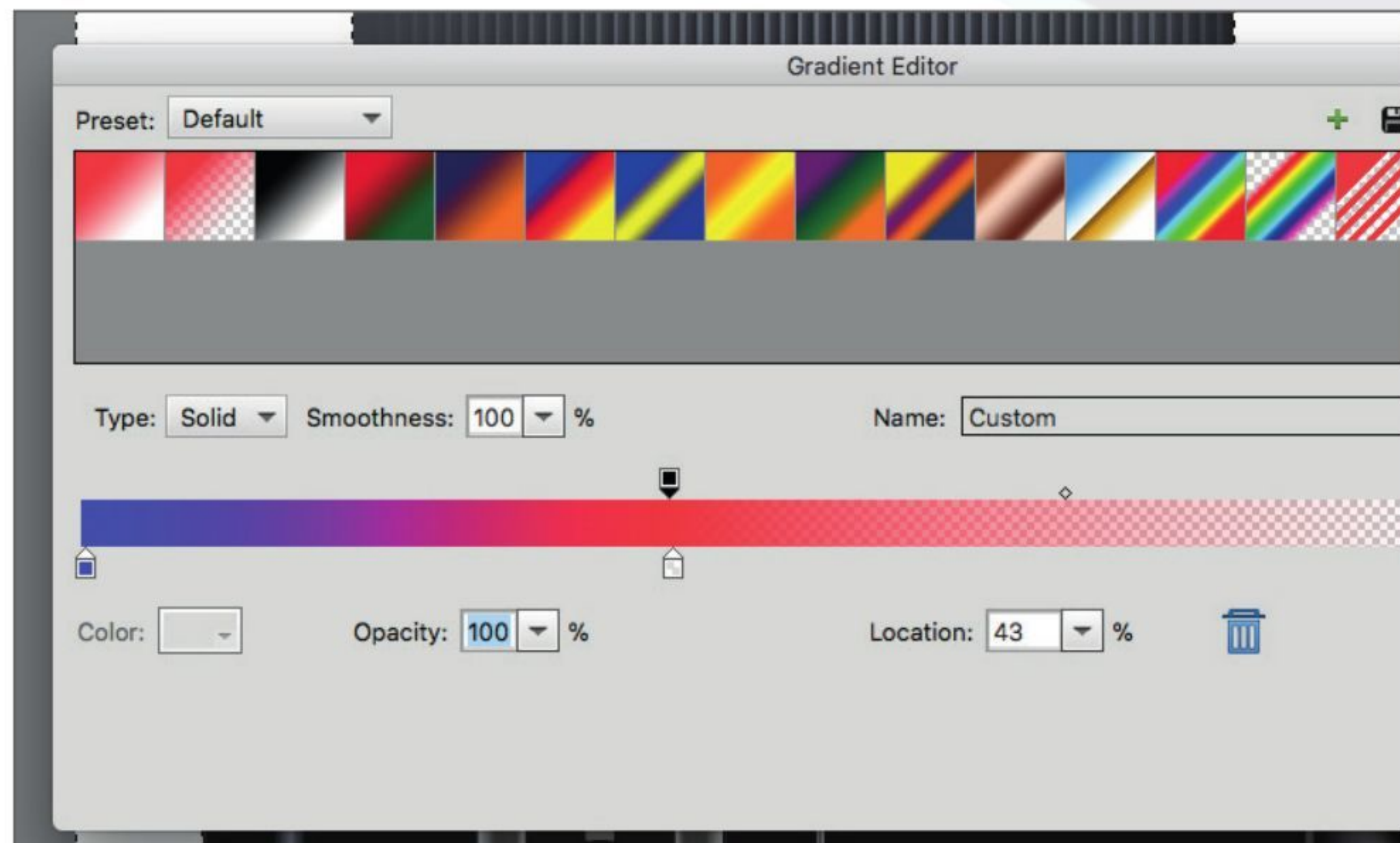
## Gradient Tool



**1** The Gradient Tool (G) lets you fill areas of your image or entire layers with colours that fade from one to another or can fade from one colour to transparent. The Gradient Tool does not use edge detection. If you need a filled shape, it needs to be defined by a selection.



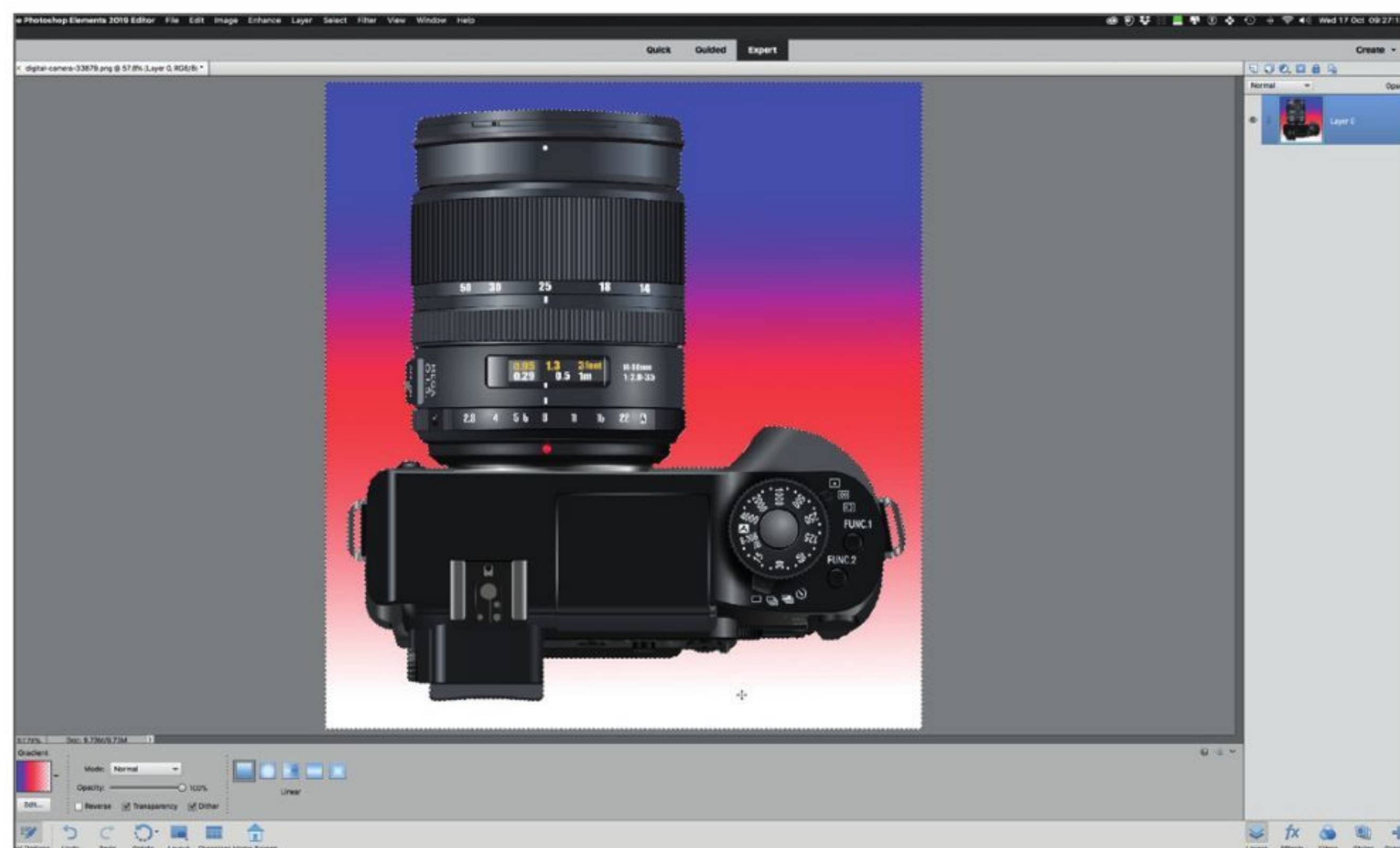
**2** You can pick the kind of gradient you want to use by clicking on the Gradient Picker and choosing a preset from the list. They range from Foreground to Transparent to multiple colour gradients all at the click of a button.



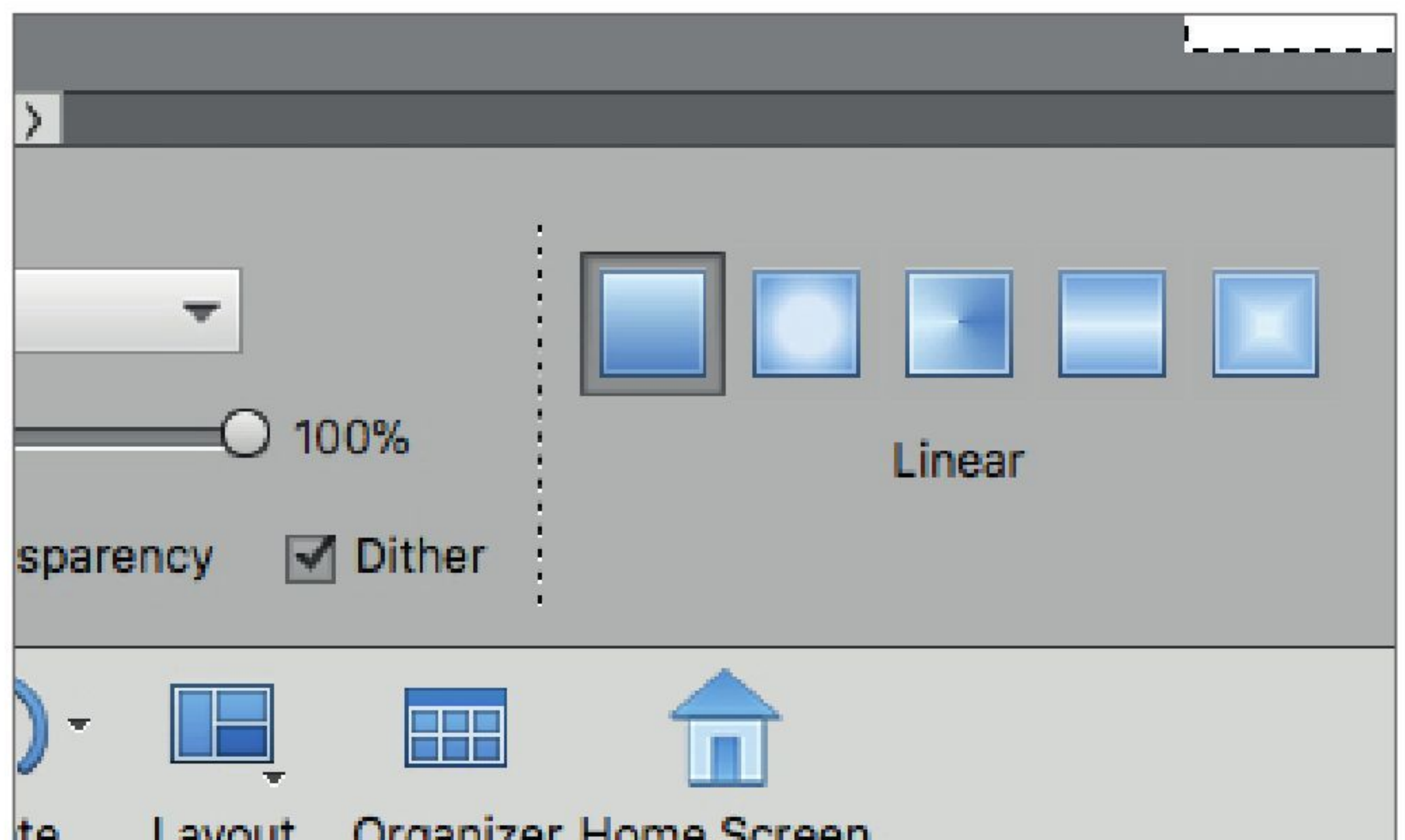
**3** If you want to make your own gradient, you can click on the Gradient Editor and add what are known as Colour Stops to a basic gradient, change their colour and define if they are solid or transparent. Any custom made gradients can be saved as a preset.



**4** Our example of a camera on a white background could use some colour. The background has an active selection around it to enclose the gradient when it is added. You can click and drag your cursor to draw out a start point and an end point for the gradient to follow.



**5** When you let go of your mouse, the current gradient will be applied and fills the active selection around the camera. The default Gradient Type is linear, meaning that the gradient travels in a straight path from start colour to end colour.

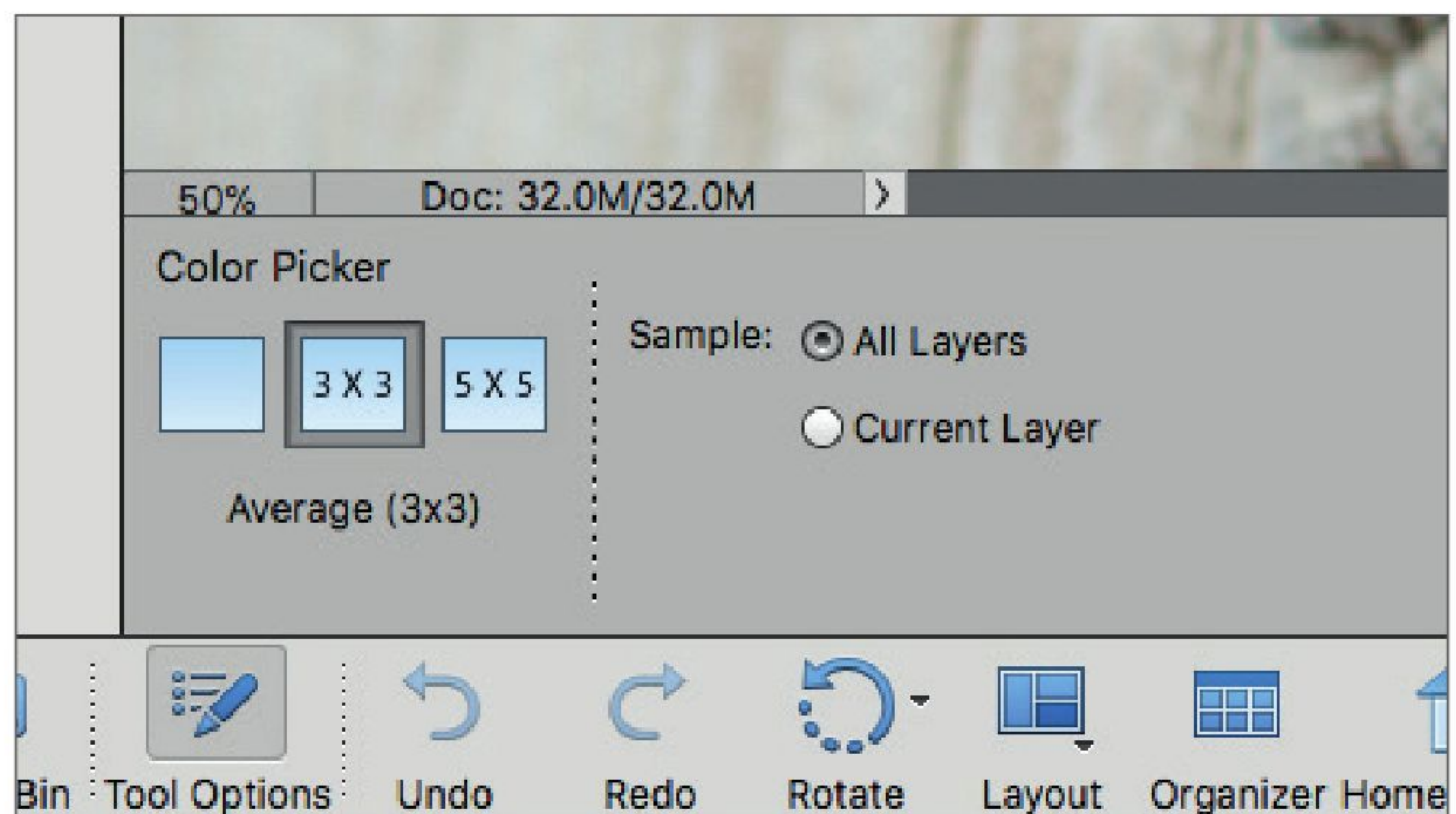


**6** If required, you can change the type of gradient you are using from its default. You can also use Radial gradients, Angle, Reflected and Diamond gradients. They can all have their Blend Mode altered as well as Opacity. They can be reversed and Transparency and Dither turned off.

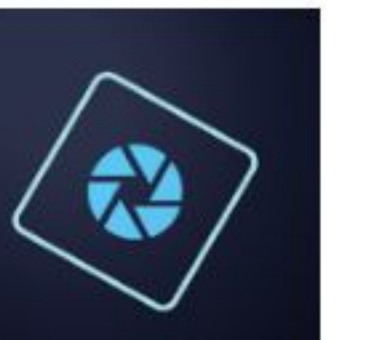
## Colour Picker



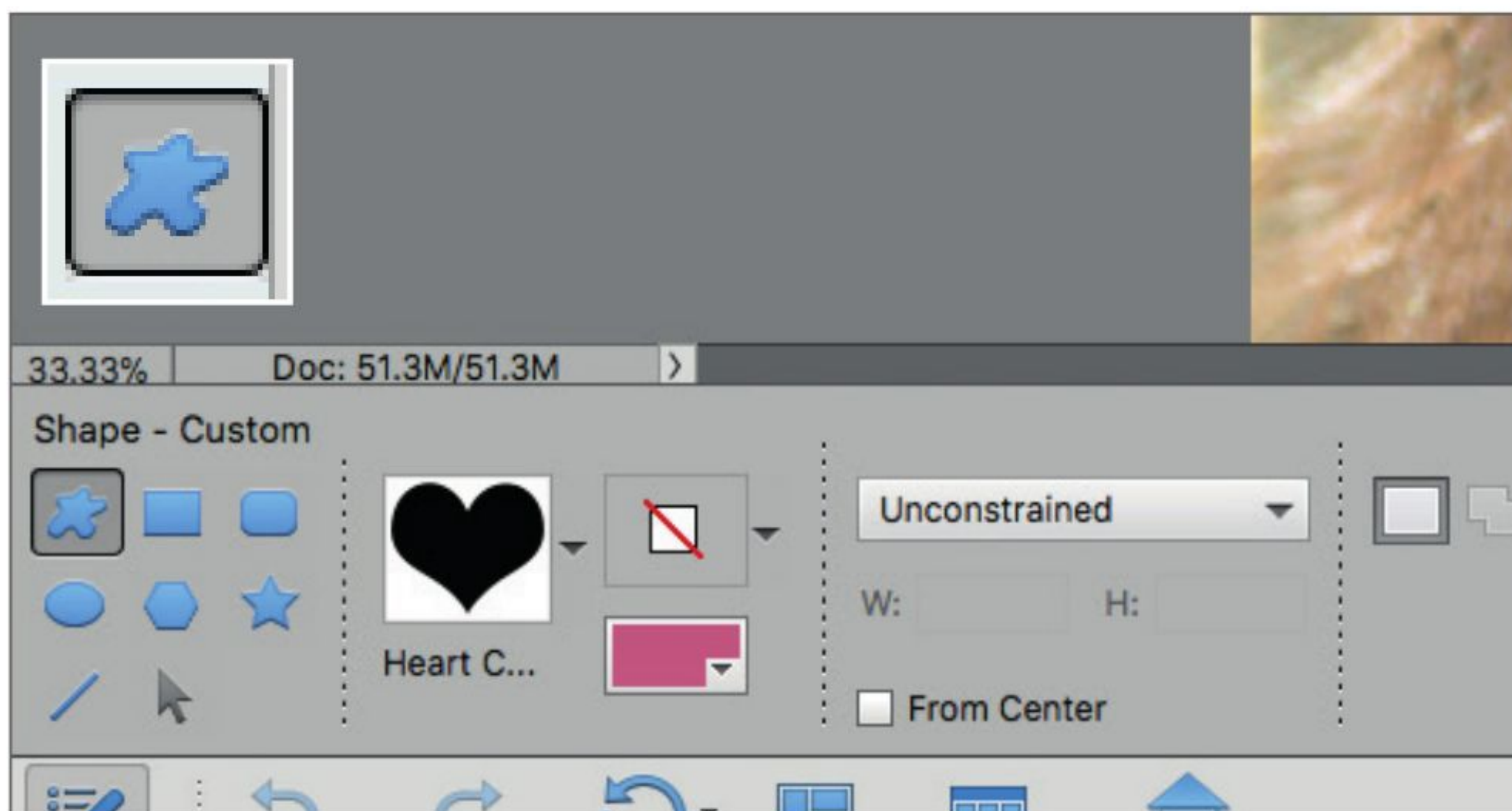
**1** The Colour Picker (I) does as the name suggests. When you choose this tool, it gives you a small eyedropper cursor that when clicked on a photo, picks the colour beneath the cursor position and makes it the active foreground colour.



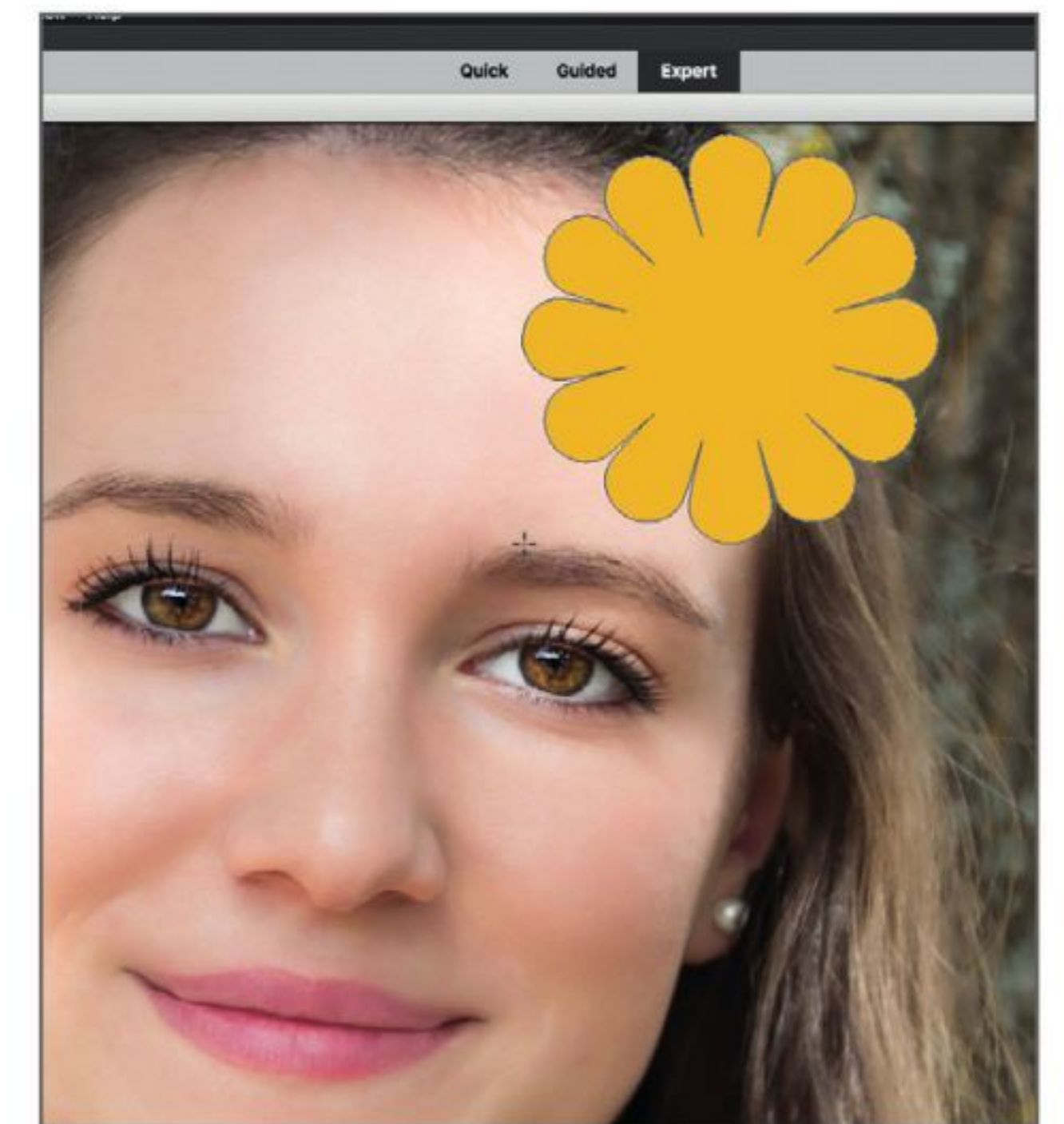
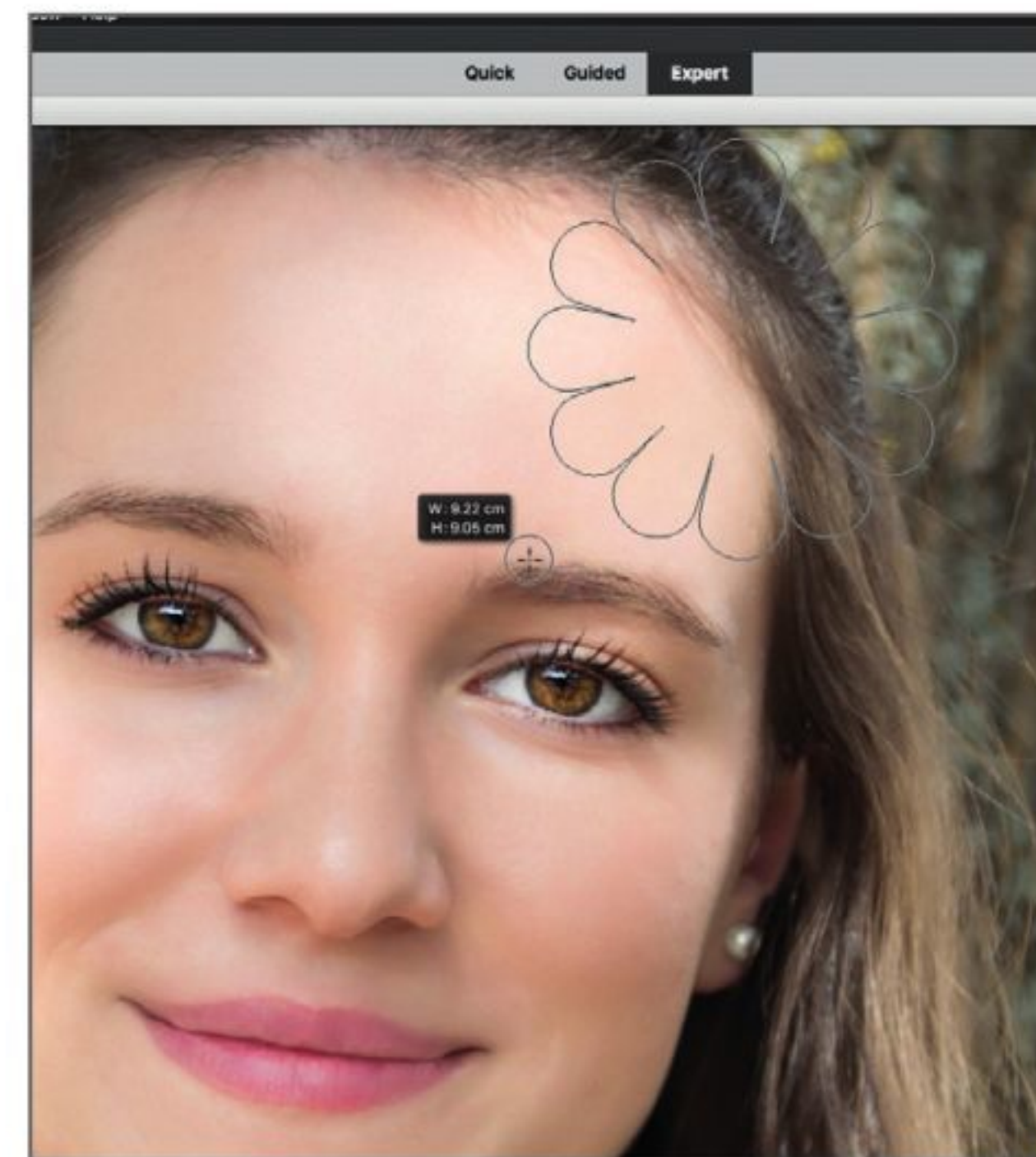
**2** You can choose whether it samples a single pixel or a 3 x 3 average or a 5 x 5 pixel area to create an average. The colour it samples can be across all layers or a single layer.



## Custom Shape Tool

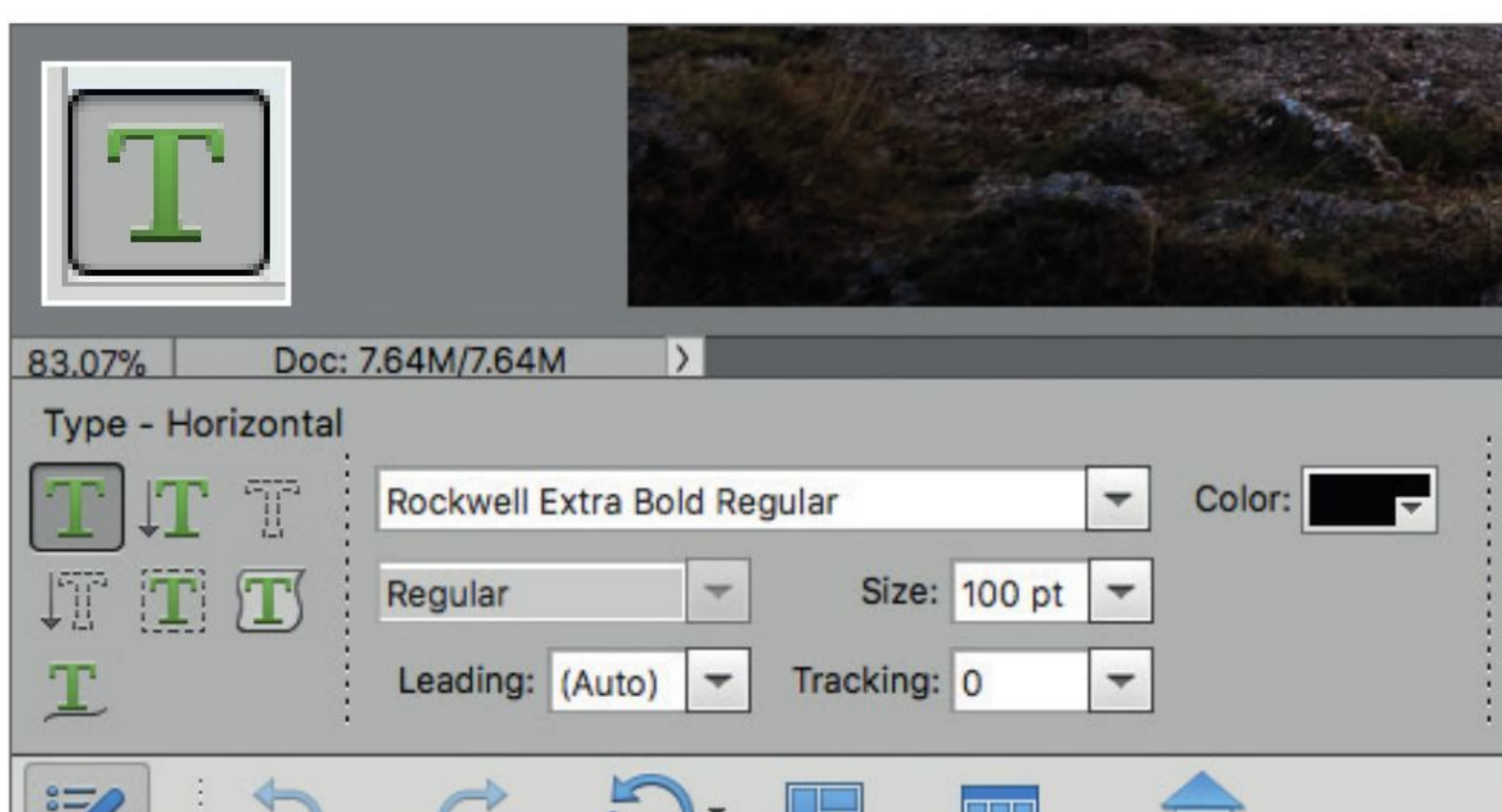


- 1 Choose from a number of predefined shapes and add them as vector shapes on a new layer. Choose their colour and Layer Style from the Style picker. You can also choose whether they are of fixed size or unconstrained and if you add to a shape or subtract from it.

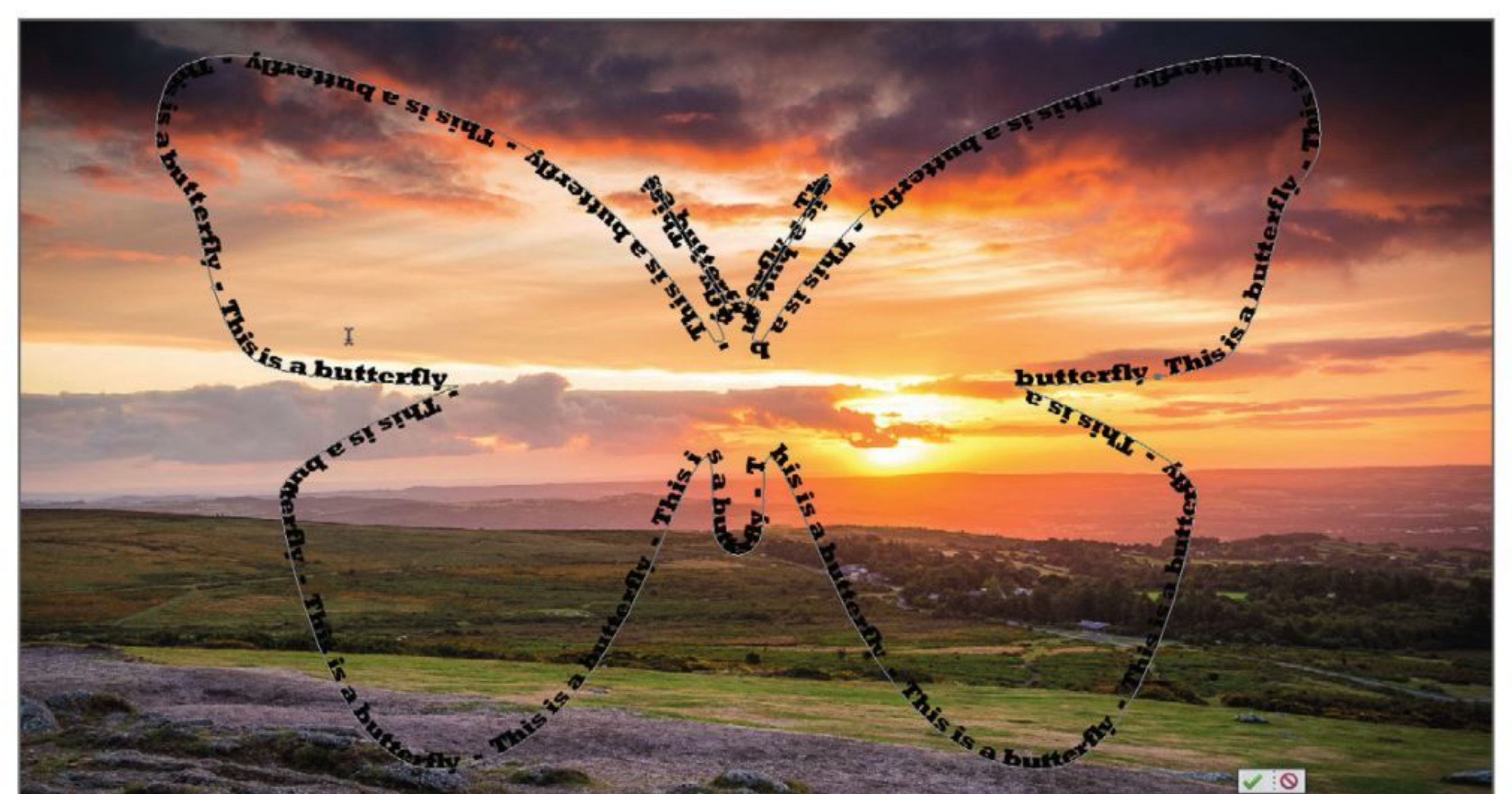


- 2 Once you have chosen your settings, you can draw out the shape on your photo. You can click and drag from the corner outwards or choose From Centre to draw the shape out from the cursor position. The shape will fill with your chosen colour when you let the mouse button go.

## Horizontal Type Tool

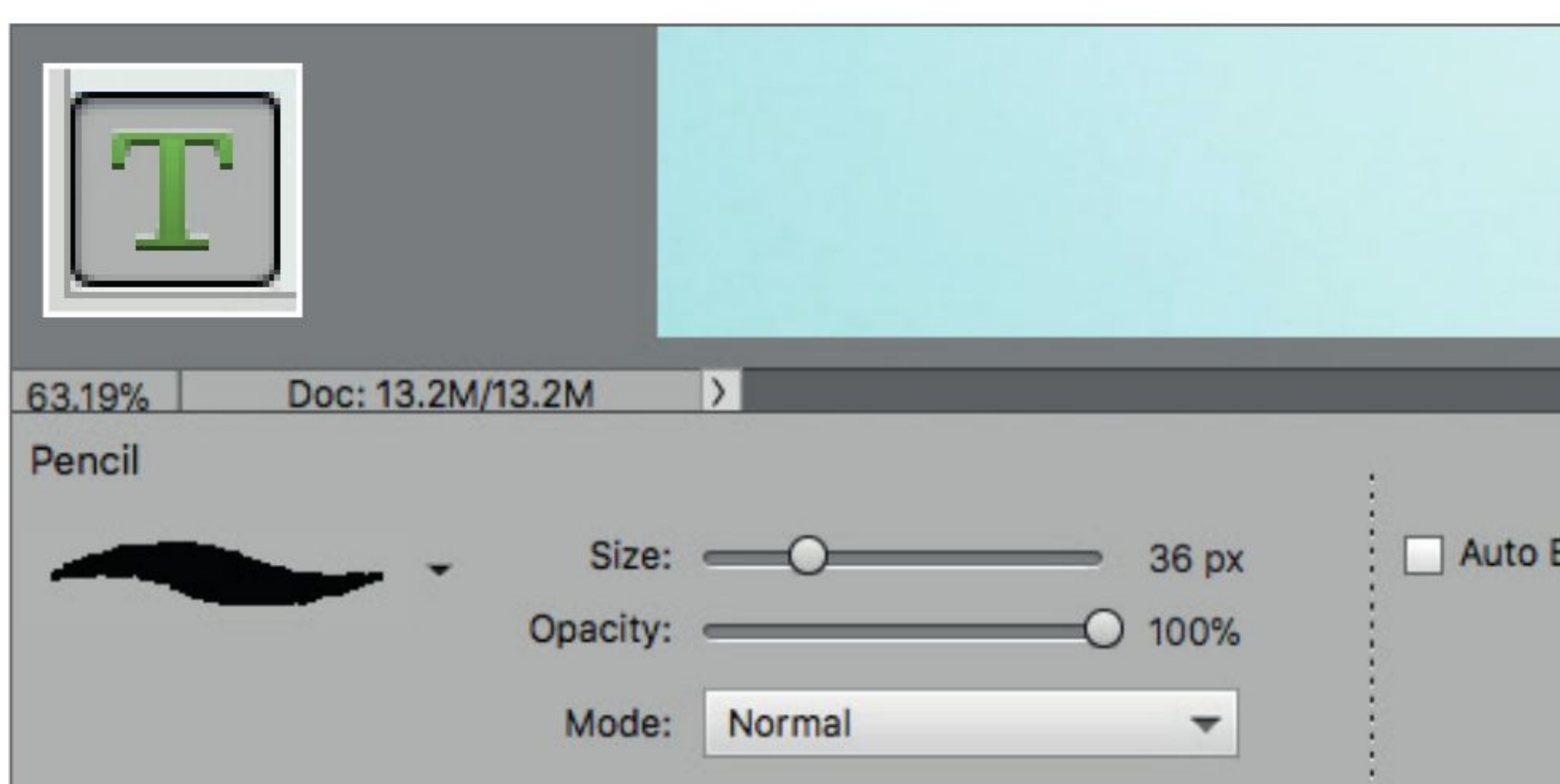


- 3 The Horizontal Type Tool (T) gives you a multitude of text options. Choose your font, its colour and size. You can then type on your document and a new text layer will be added above your photo. The text can be manipulated and bent into a curve or other shapes for creative effects.



- 4 You also have vertical text options, text for masking and the ability to fit typed text to a shape or path. Our example shows a butterfly's outline with sample text following the outline of that shape.

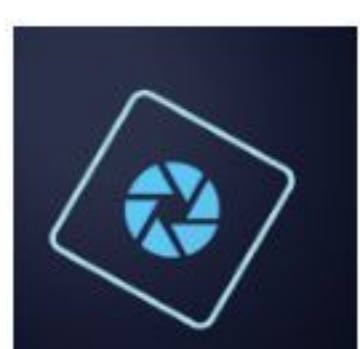
## Pencil Tool



- 1 The Pencil Tool (N) is designed to act like a real world pencil and is a hard-edged tool that has a number of preset pencil tip shapes to draw with. You can choose the Size, Opacity and Blend Mode for your pencil strokes along with its colour.



- 2 You are then free to use your mouse or tablet, to sketch and draw with your pencil as you see fit. You can draw directly over your existing image or create a new layer and draw on that so as to preserve your original image.

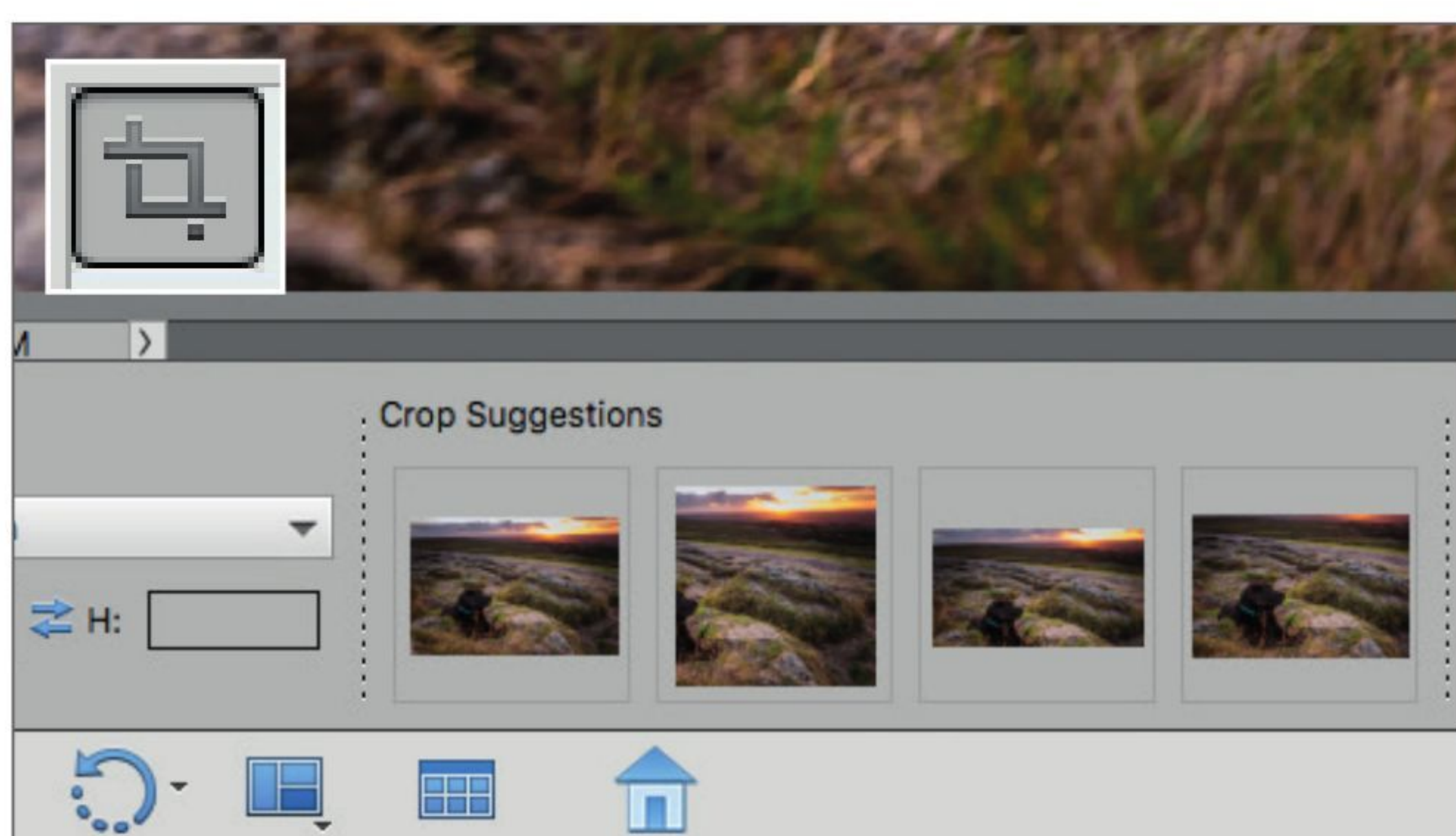


# Modify, Crop, Move and Recompose

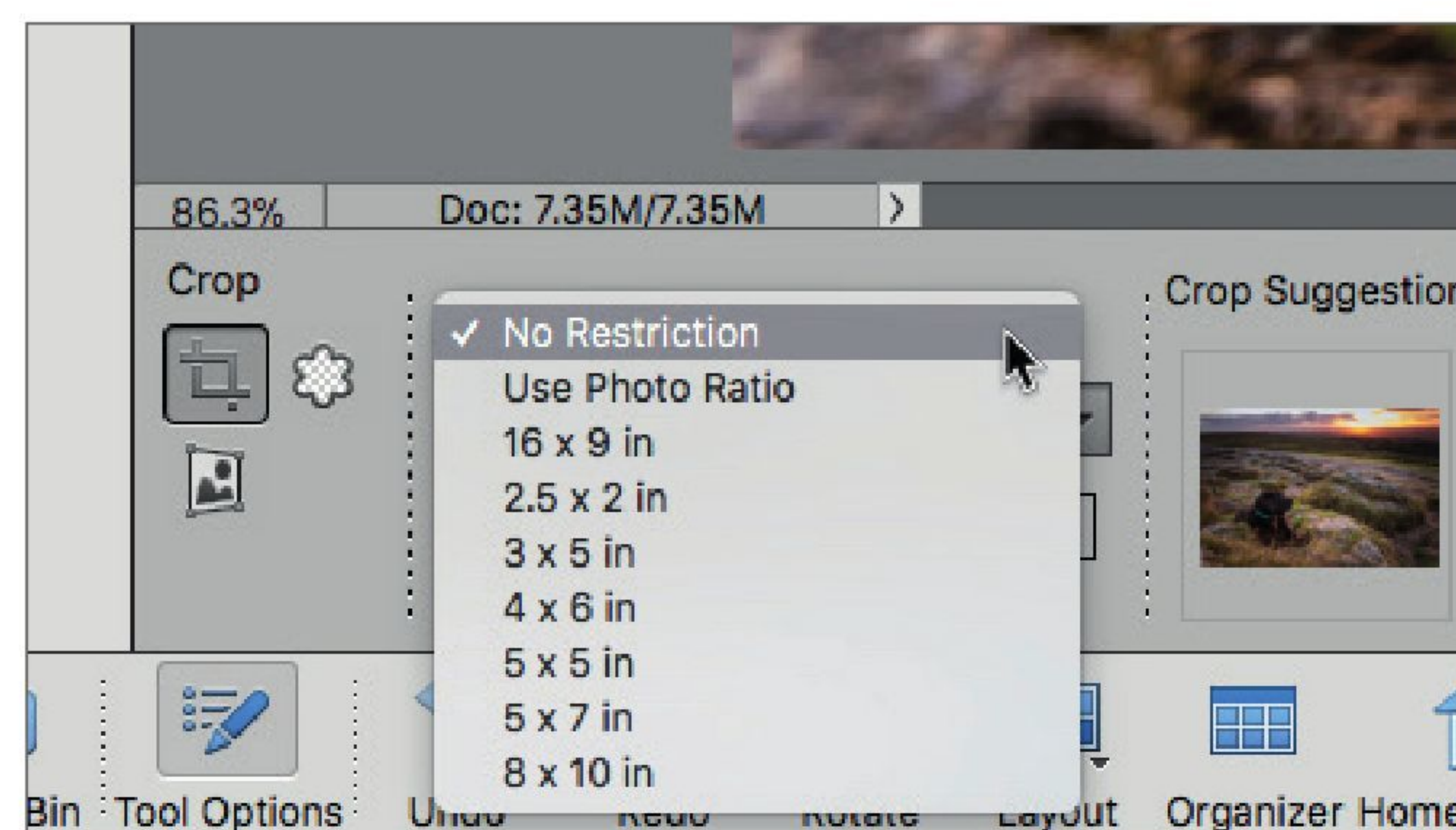


The Modify section of the toolbar contains a set of tools that give you the ability to crop in a number of ways and to scale your images but protect certain parts from being affected during the scale. You can also move the subject of your photo from one part of the scene to another.

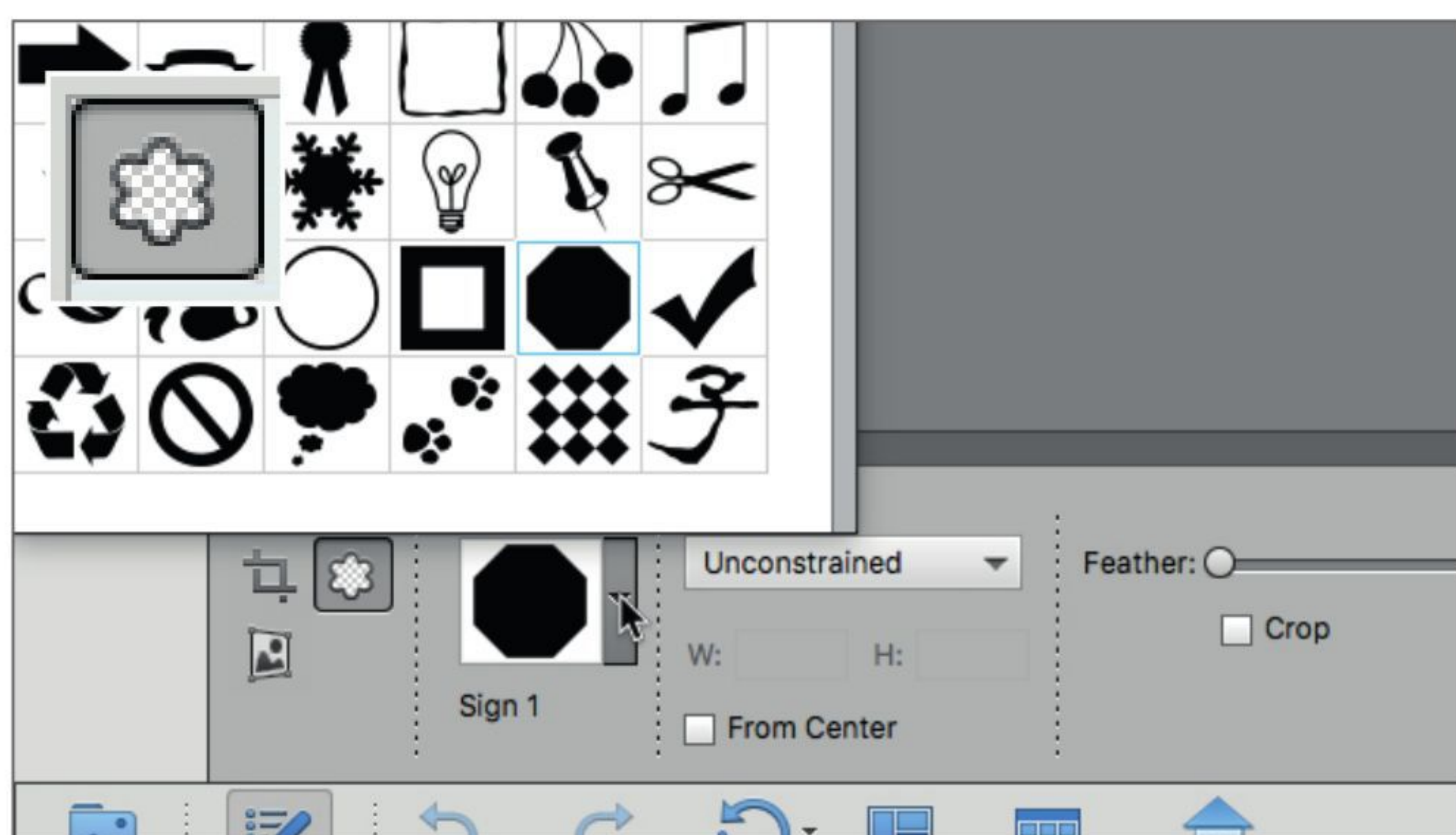
## Crop Tool



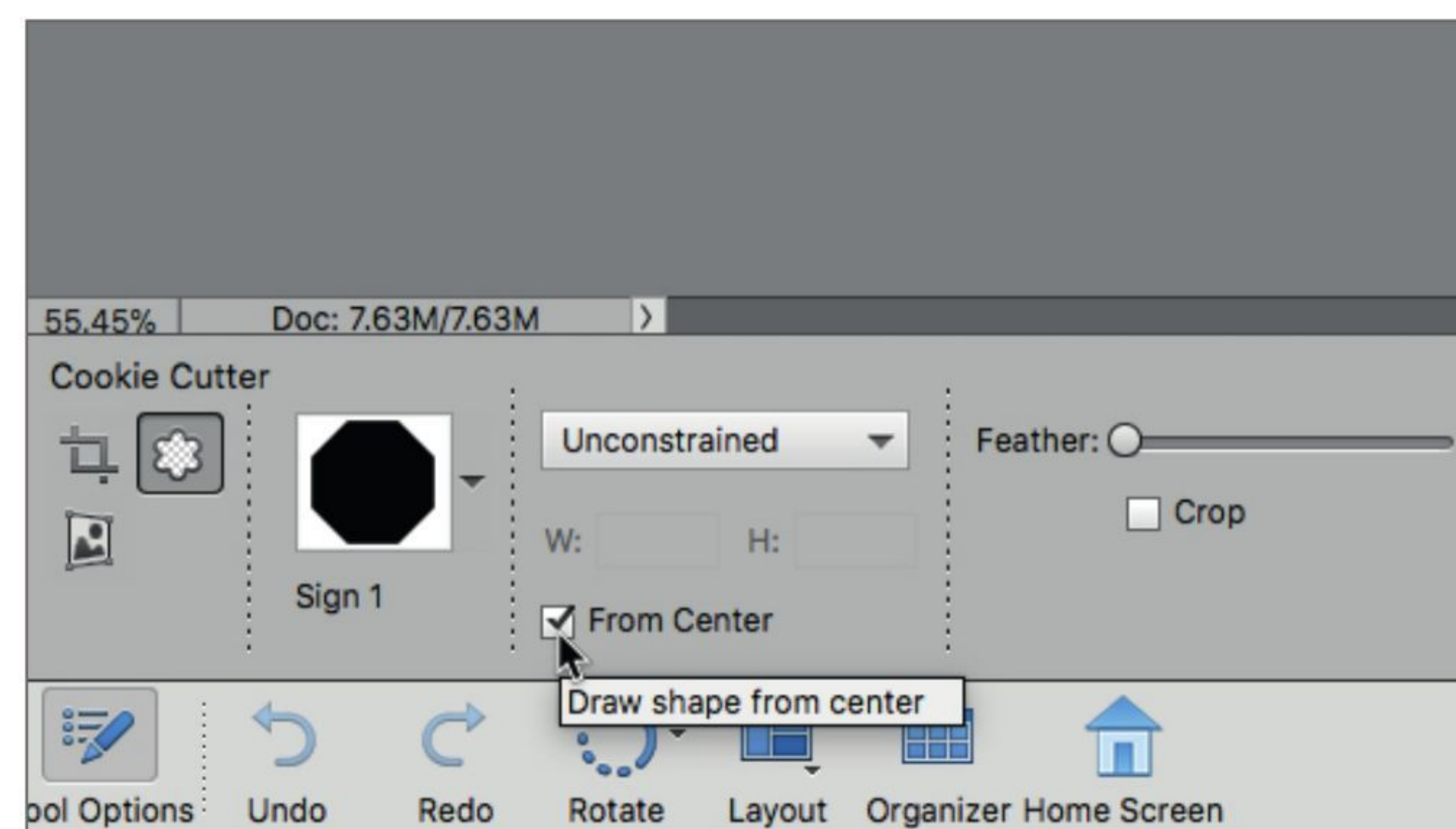
**1** The Crop Tool (C) is the most common method of cutting areas of your photo off in order to change the composition and proportions. When you click the tool, the options panel will display some suggestions for you as to how it thinks the image can be cropped. You can use those or make your own crop.



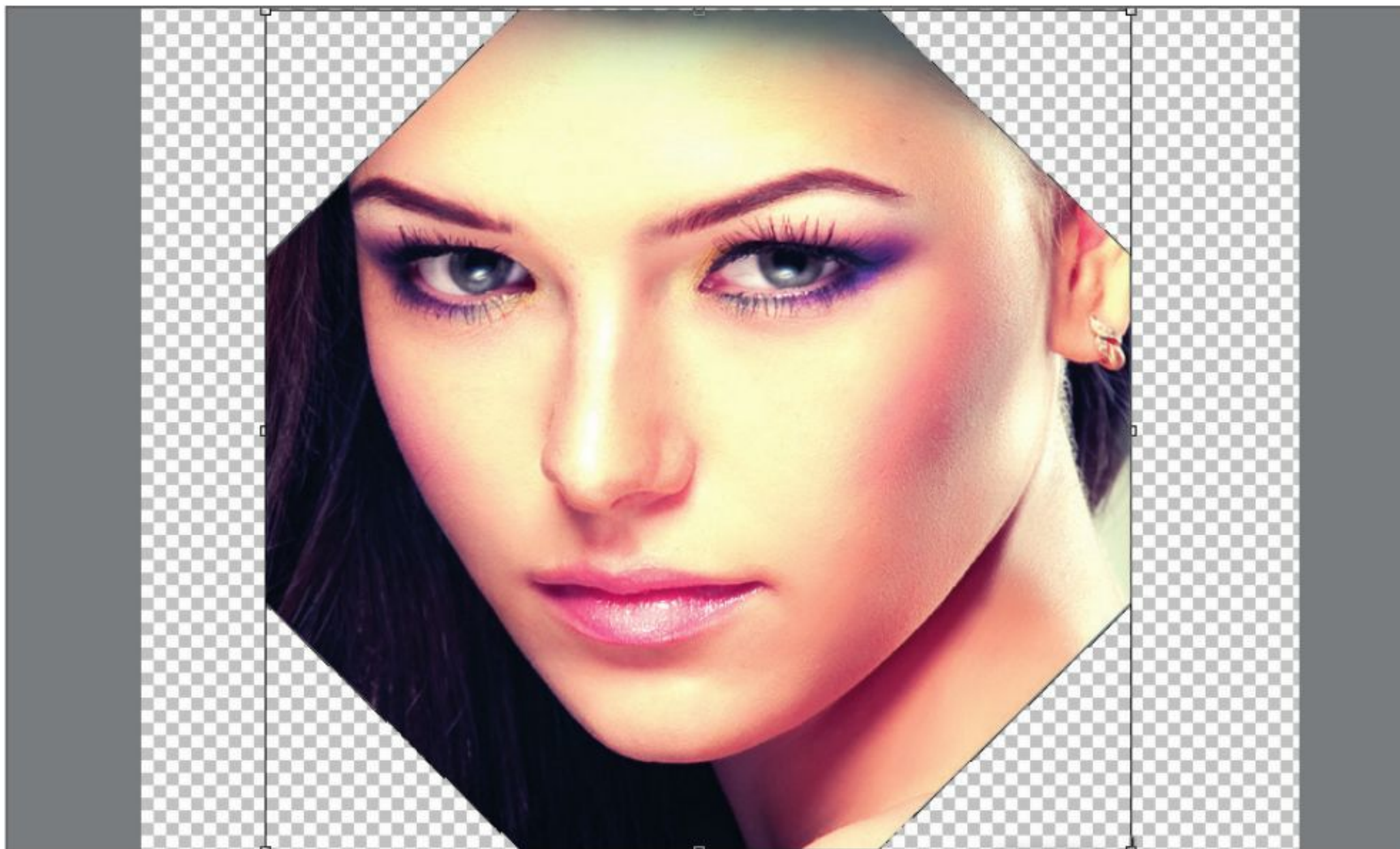
**2** You can use set proportions to crop or you can go it alone with no restrictions and make your own crop. Simply click and drag your mouse across the area of the scene that you want to be cropped and a gridded box will show you the current crop. You can click the green commit arrow to proceed.



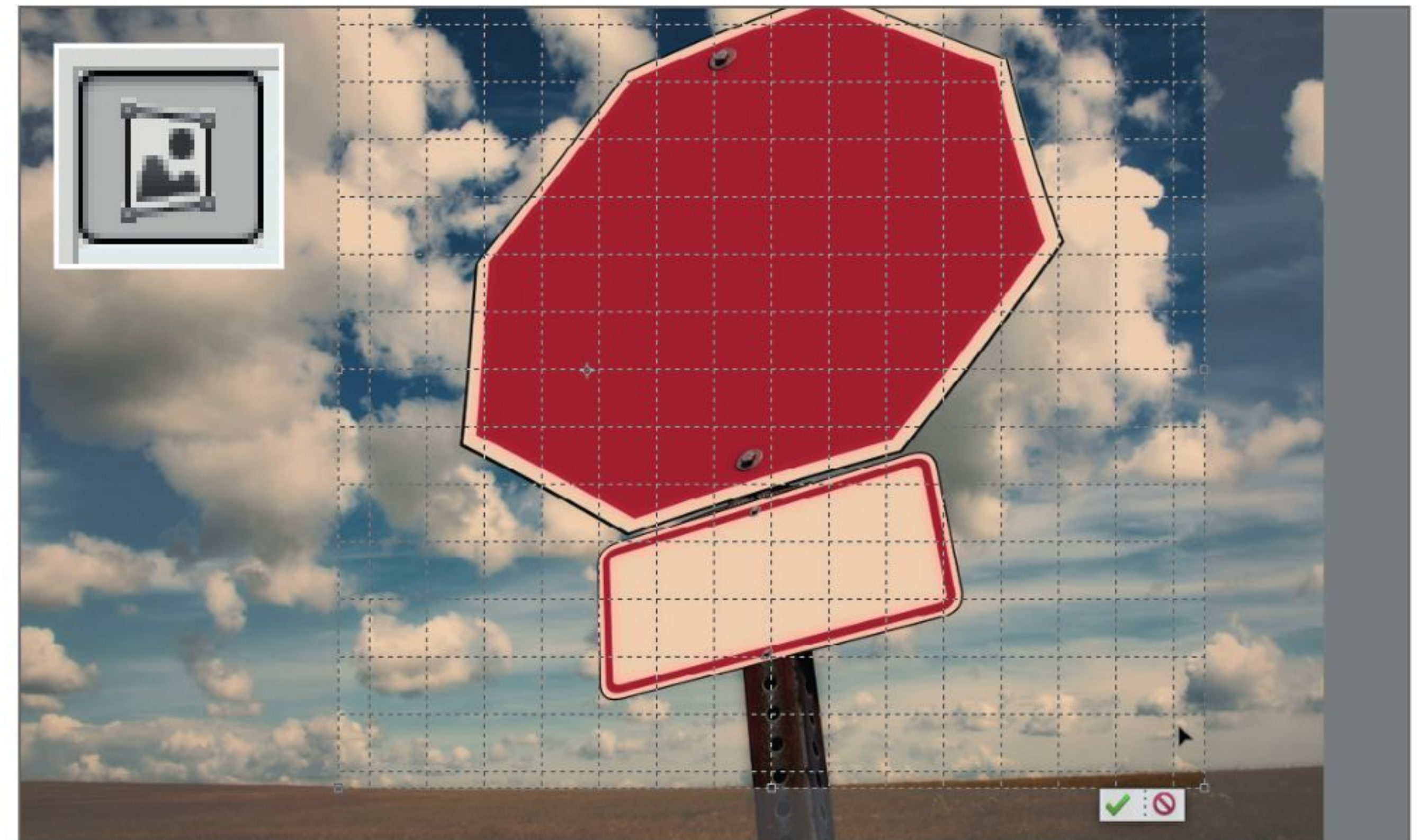
**3** Within the crop tool options you also have the Cookie Cutter Tool (C), which lets you cut out images using a number of preset shapes. You can choose from all the available shapes such as butterflies, snowflakes, graphic symbols and much more.



**4** With your shape chosen, you can drag it over your image and scale it to cover the area of the photo you want to crop. If you tick the From Centre button in the optional panel, the shape will be drawn outward from your cursor position. You have the option to feather the crop if you want.



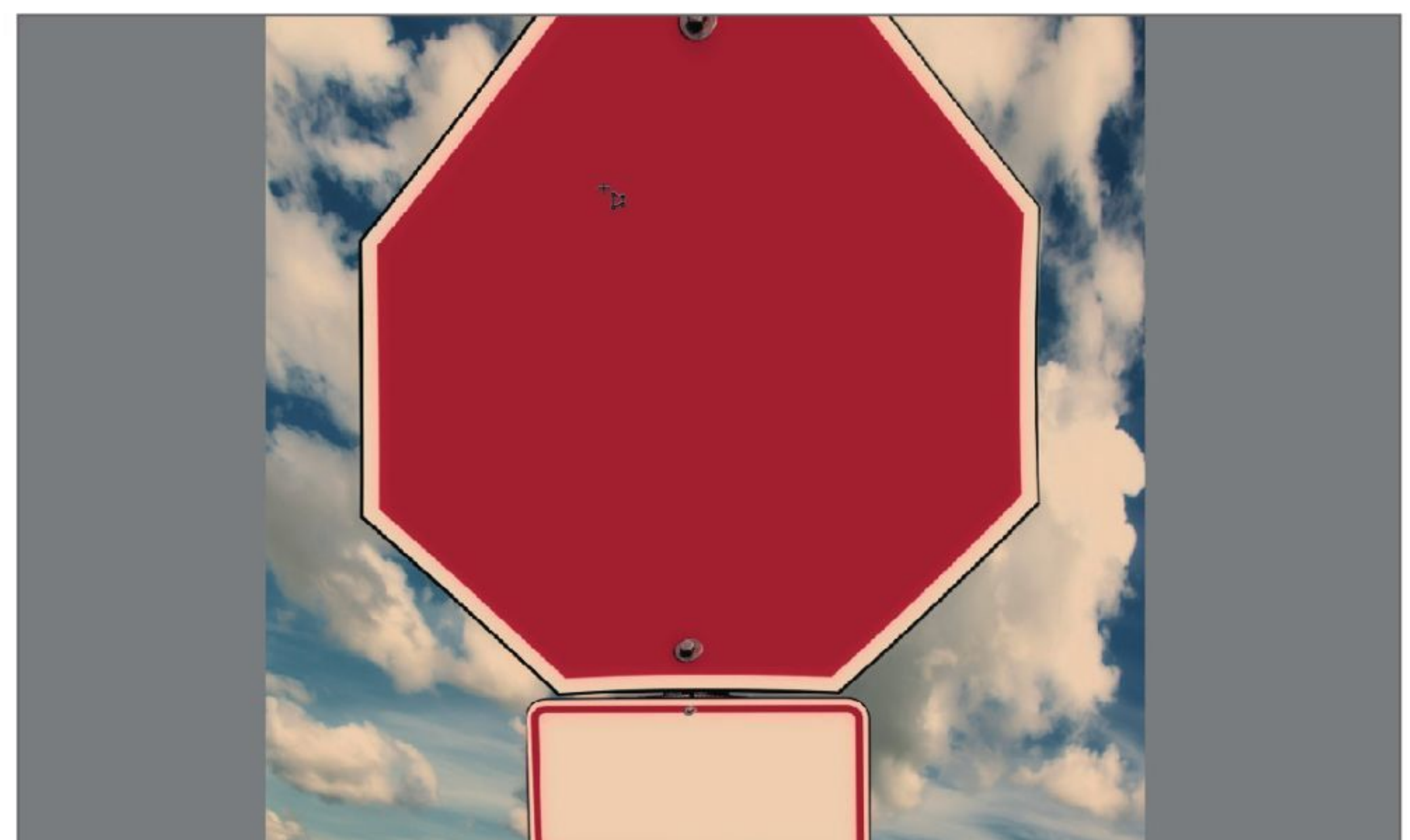
**5** If you hold the Shift key as you drag, you can keep the shape's proportions locked. When you let go of the mouse, the image will be cropped in your chosen shape. You then have options available that let you Rotate, Scale and Skew the shape until you have it how you want it.



**6** The Perspective Crop Tool (C) lets you draw a crop box around a specific part of your photo that is distorted and gives you a chance to crop and remove the distortion at the same time. You start by drawing a crop box around the area you want to crop.

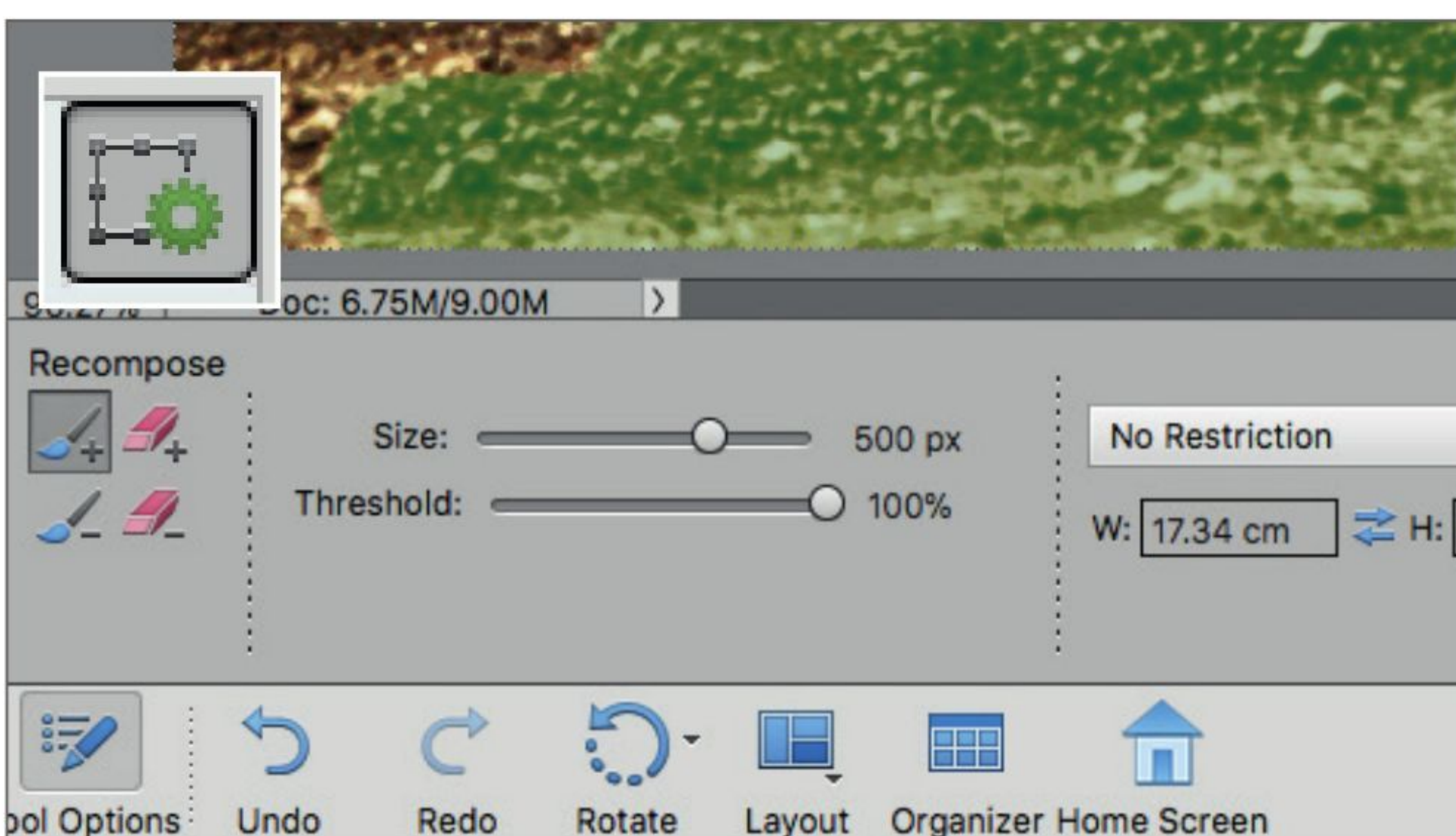


**7** You can then begin to manipulate the crop box to match the perspective of the object you are cropping. Use the control points around the crop box to drag the box out to match the subject. In our example, the road sign gives us some helpful straight lines to match the perspective.



**8** When you click on the green commit button shaped like a tick, the Perspective Crop Tool will crop and stretch out the image, removing the distortion. It may take a couple of attempts but it can help you rescue some tricky, distorted images.

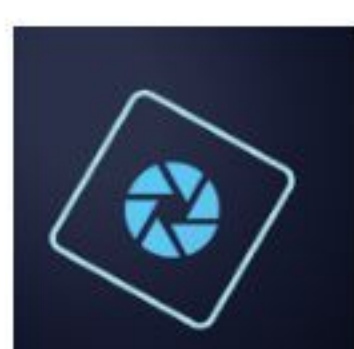
## Recompose Tool



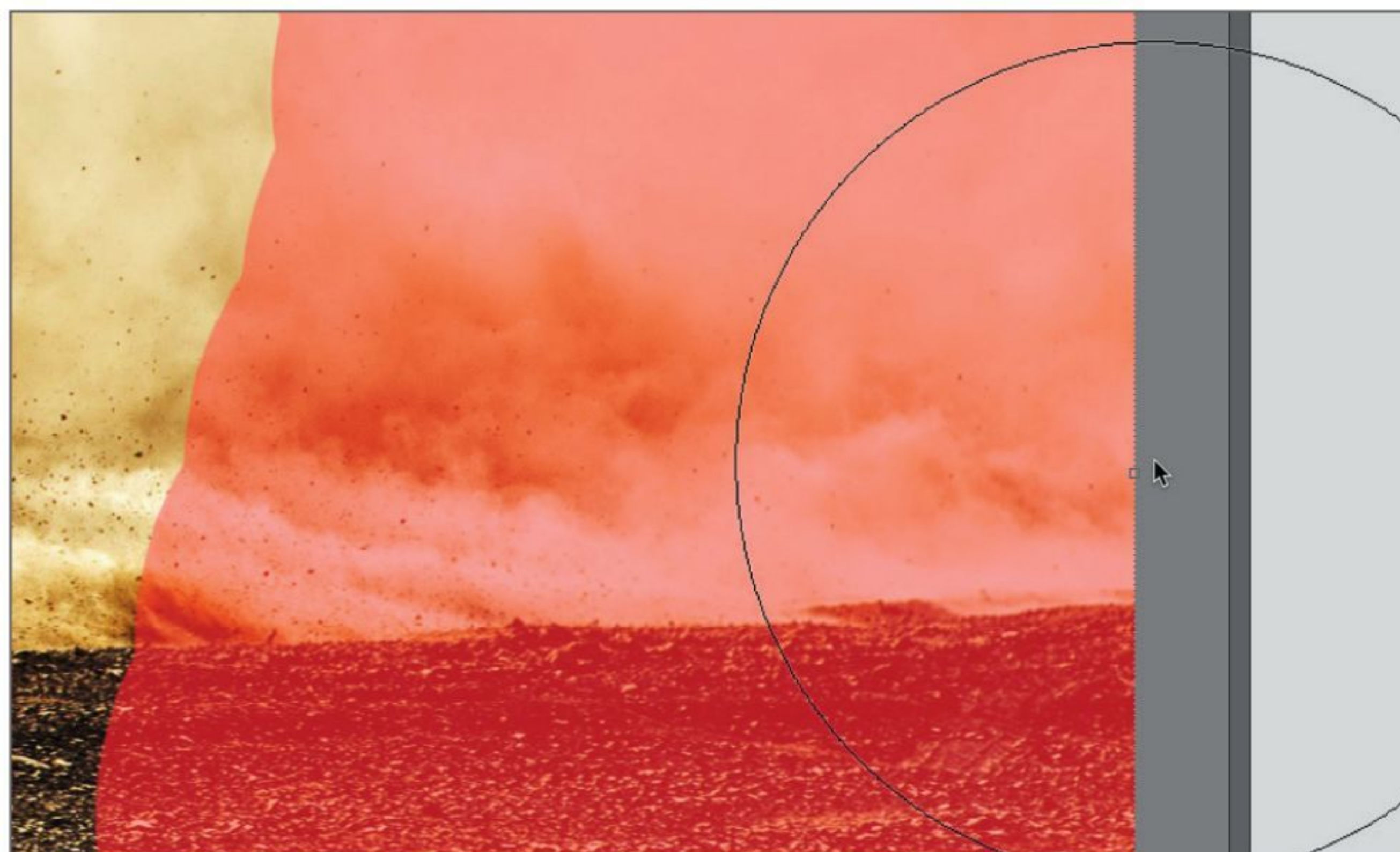
**1** The Recompose Tool (W) uses content aware scaling technology to let you scale images to a different proportion, but only scale areas with no detail. You can also select areas to remain untouched by the scaling process for a much better final result.



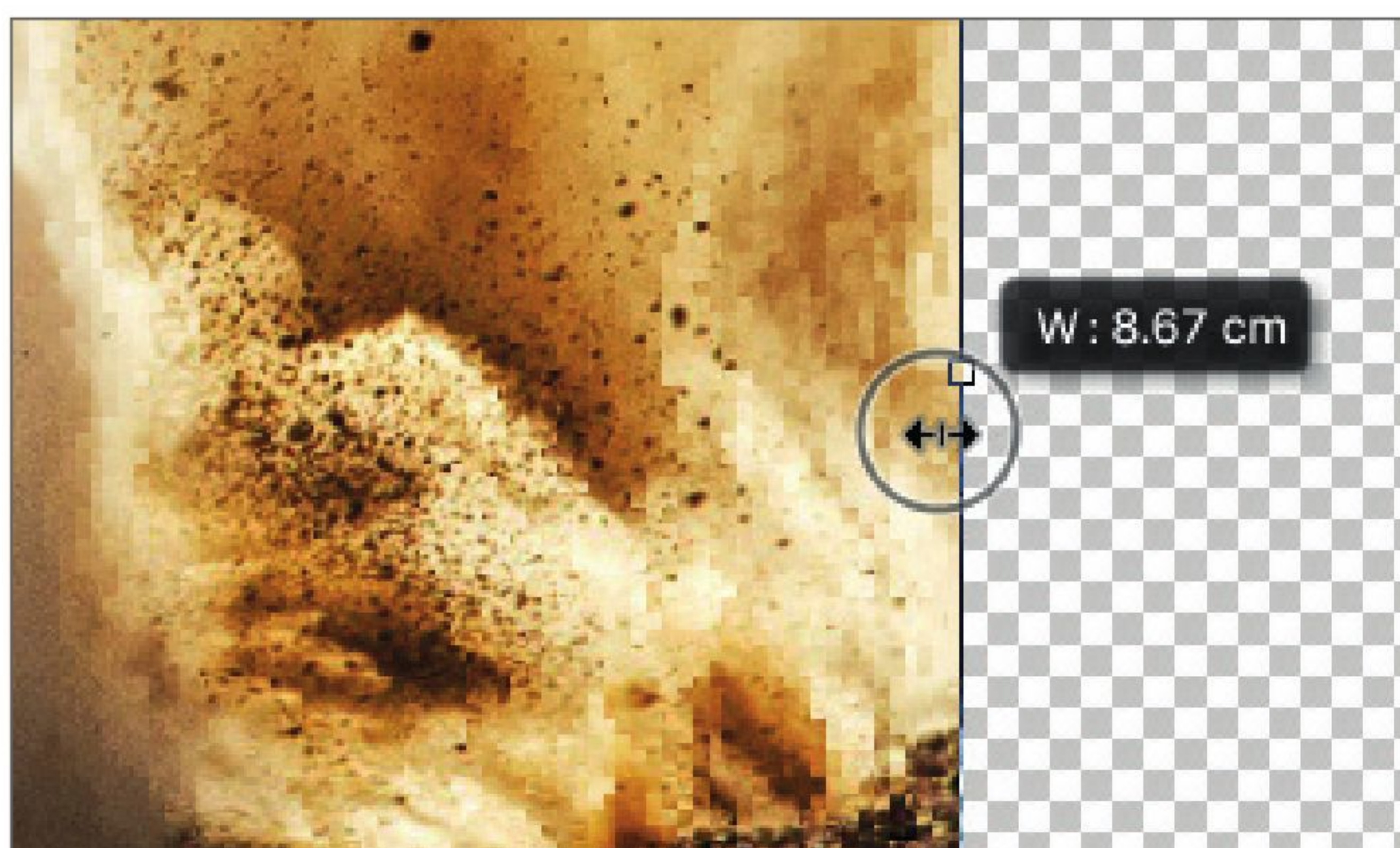
**2** Here is an example of a rally car with a lot of empty space to the right. It could be cropped but this image provides a good excuse to try the Recompose Tool. The options panel displays a number of tools to help you with the scaling process.



**3** You can use the Mark For Protection brush to highlight areas that you want kept intact and untouched during the scaling process. Similarly, you can also make areas that you want removed. You can adjust brush Size and Threshold and any scaling restrictions you wish to apply.



**4** Once you have marked out your image and have either selected areas to protect and areas to remove, you can click and drag on the control points around the perimeter of the image. In this case, we are going to drag the right middle control point inwards.

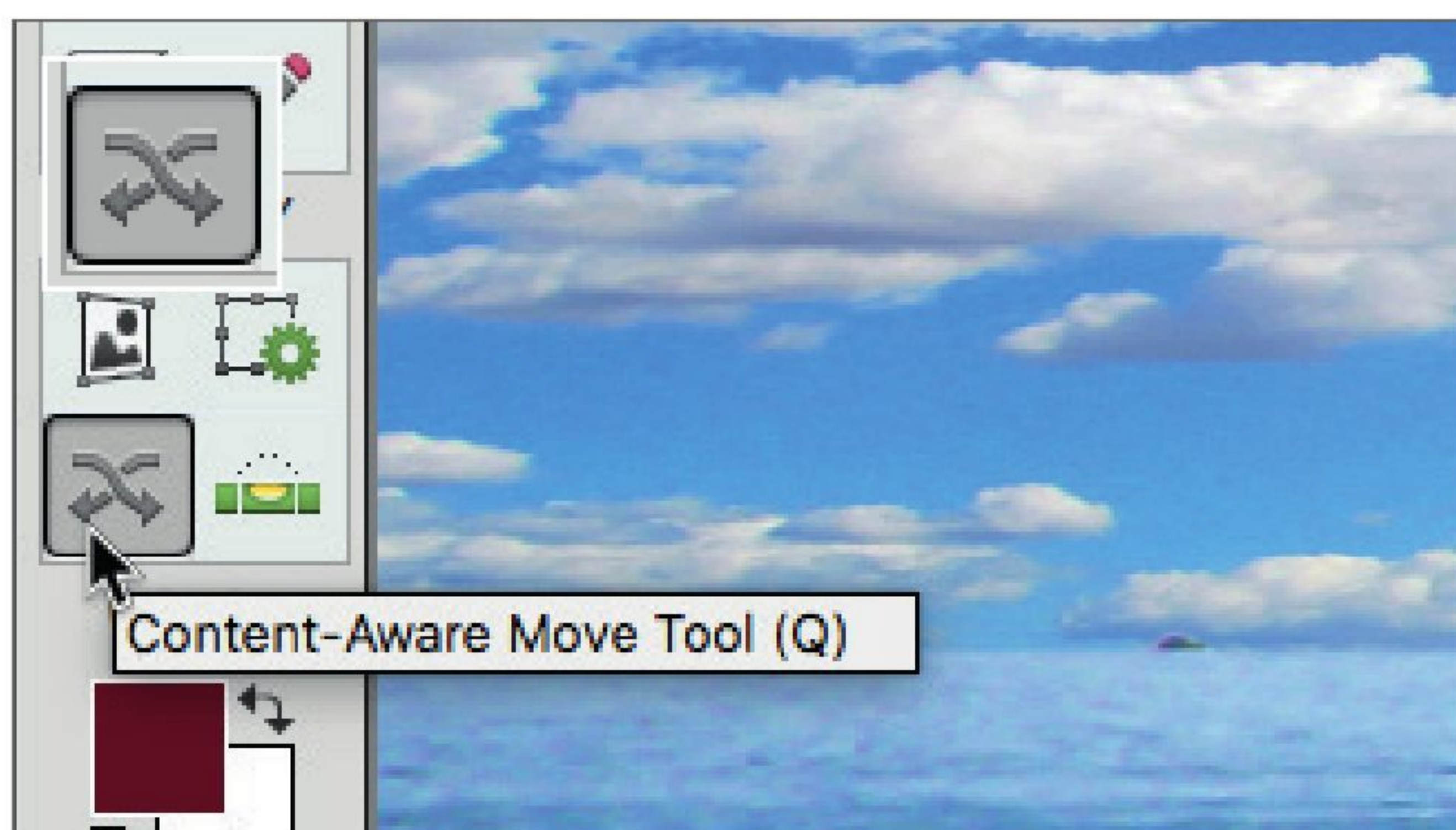


**5** You can begin to drag the control point inwards and as you do, all the areas that are unprotected will concertina together and the program will attempt to blend that pixel data together. The areas that are selected to be protected will not be crushed together.

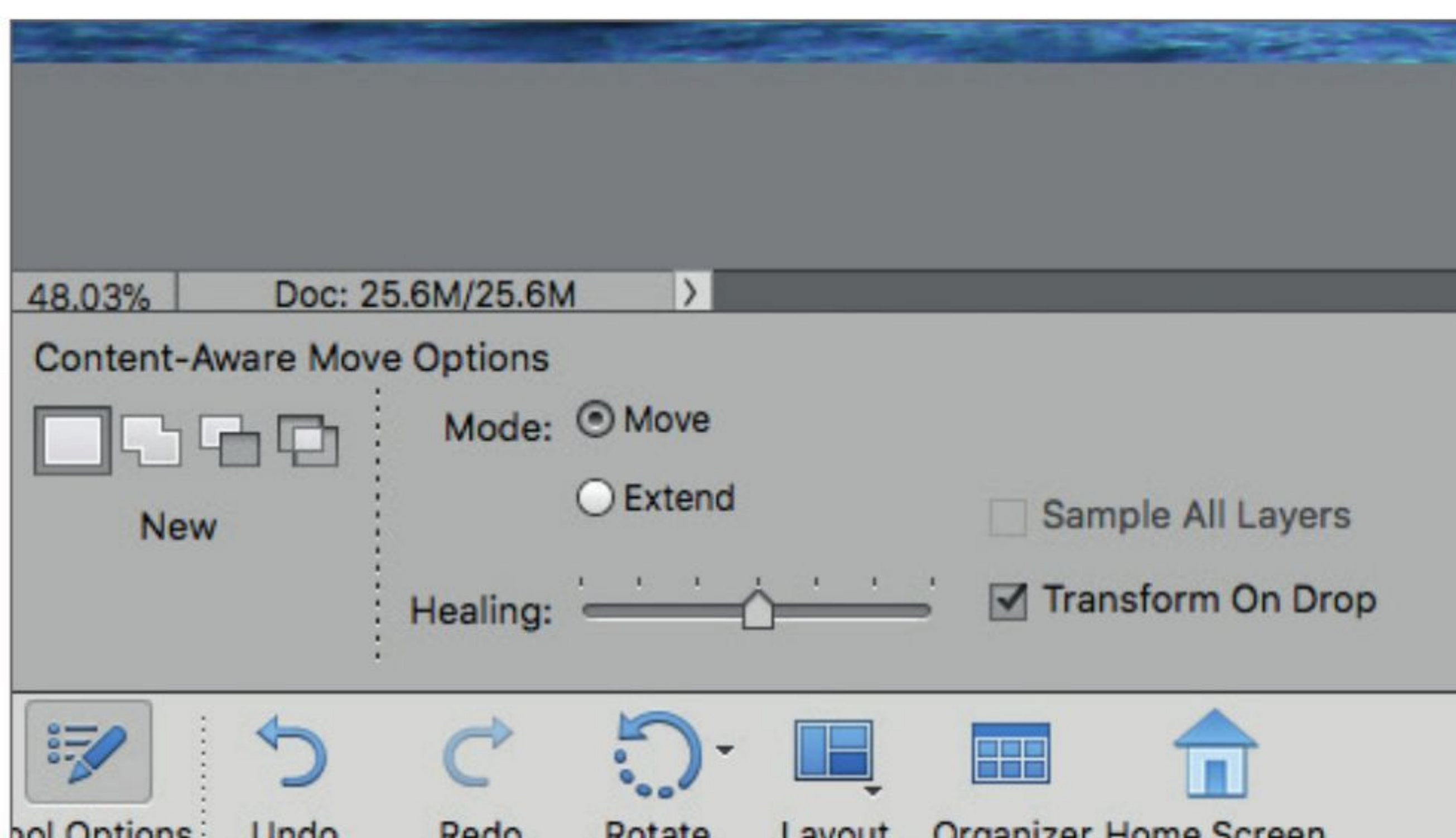


**6** The control point can be dragged all the way across the image. All the dirt and dust on the right of the image has been merged into the space that remains now the image is half the width it was originally, but the car is unchanged.

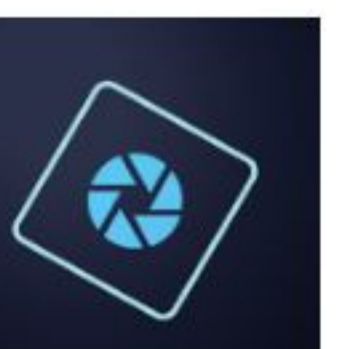
## Content Aware Move Tool



**1** The Content Aware Move Tool (Q) uses similar technology to the Recompose Tool but in this case it lets you move an object in your photo and place it elsewhere in the shot and blends it back in and fills the original gap left by the subject.



**2** The options panel gives you some simple tool parameters. You will need to draw a selection around the object in the photo you wish to move. You can add or subtract from the selection you've made by using the New, Add, Subtract and Intersect options provided.



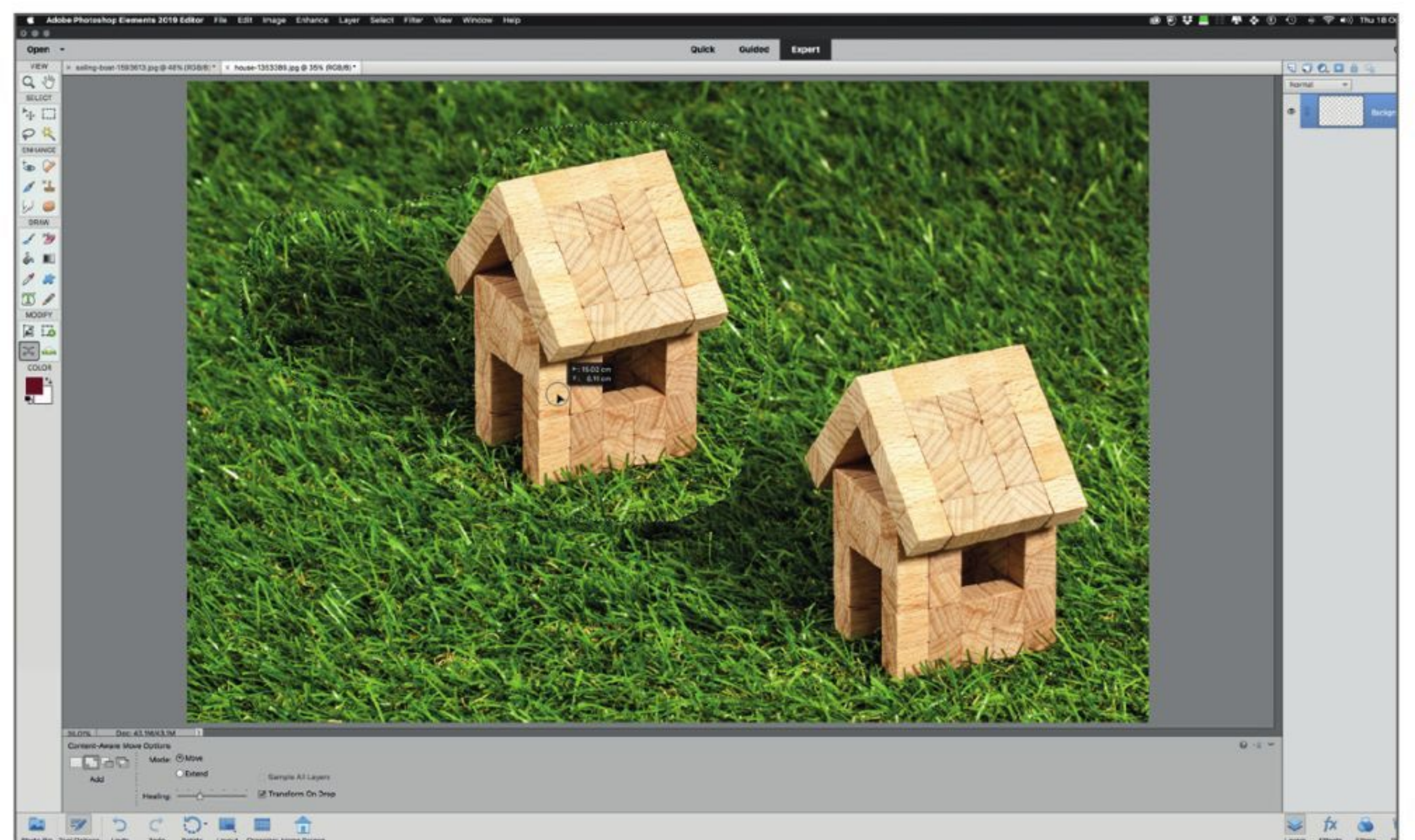
**3** With the tool active, you can draw around the subject that is going to be moved. Be aware that areas with complex content can be a challenge and the area you move your subject to needs to be of a similar texture and colour for it to work properly.



**4** Enclose your subject in a selection and then drag it to its new location. The Healing slider controls how aggressively it tries to blend the image into the new location and also fill the gap it leaves behind. The Mode can be altered from Move to Extend to stretch your selection if required.

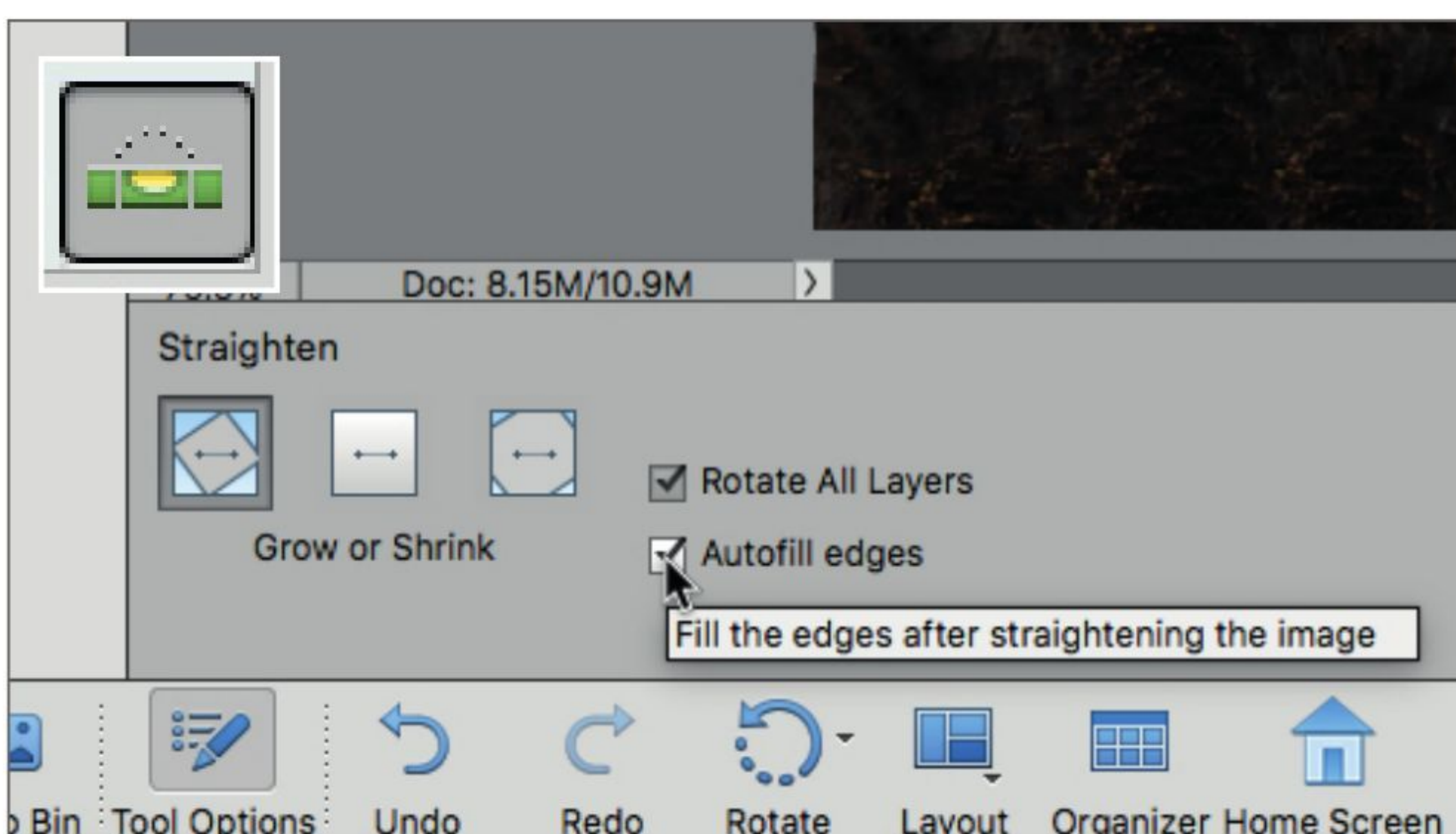


**5** The Content Aware Move Tool will blend the image together. It can be a hit and miss process and may require the settings to be tweaked. You can also try selecting more of the area around your subject for more blend data to be used.

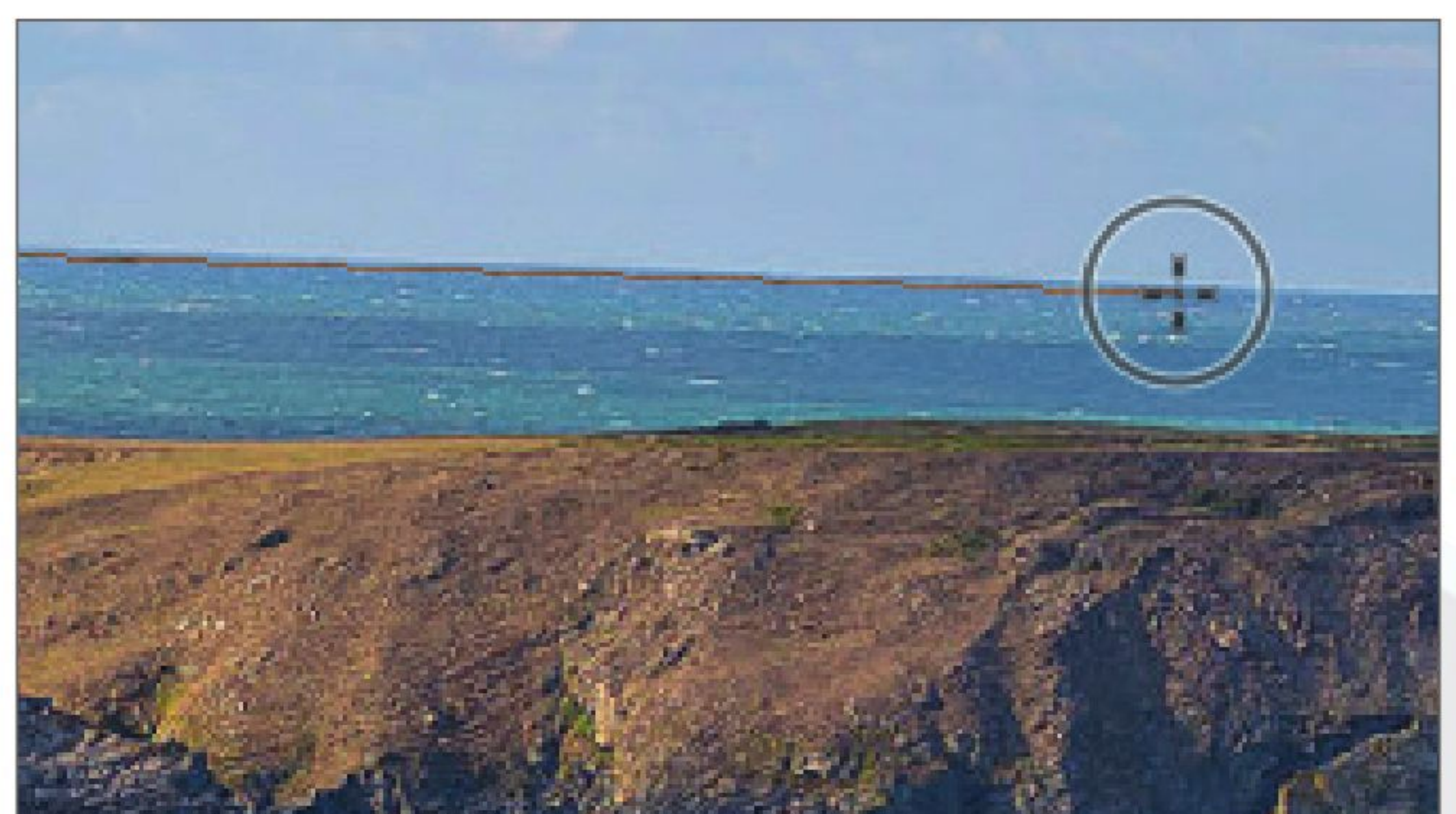


**6** We tried the sailboat image and also a simple object on grass. The grass image yielded better results after a few attempts but it still needed some cleaning up with the Clone Stamp Tool to remove some obvious artefacts and blend in some untouched grass.

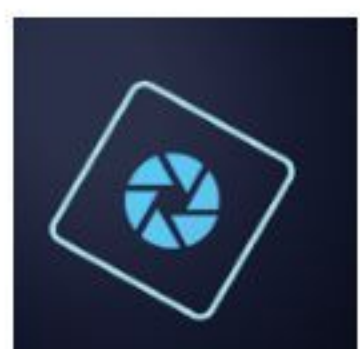
## Straighten Tool



**1** The Straighten Tool (P) will easily take care of wonky landscape photos and get them level again. You have a number of options as to how the image is handled once straightened. The canvas can grow as required when rotated, stay the same size or be cropped to remove the background.

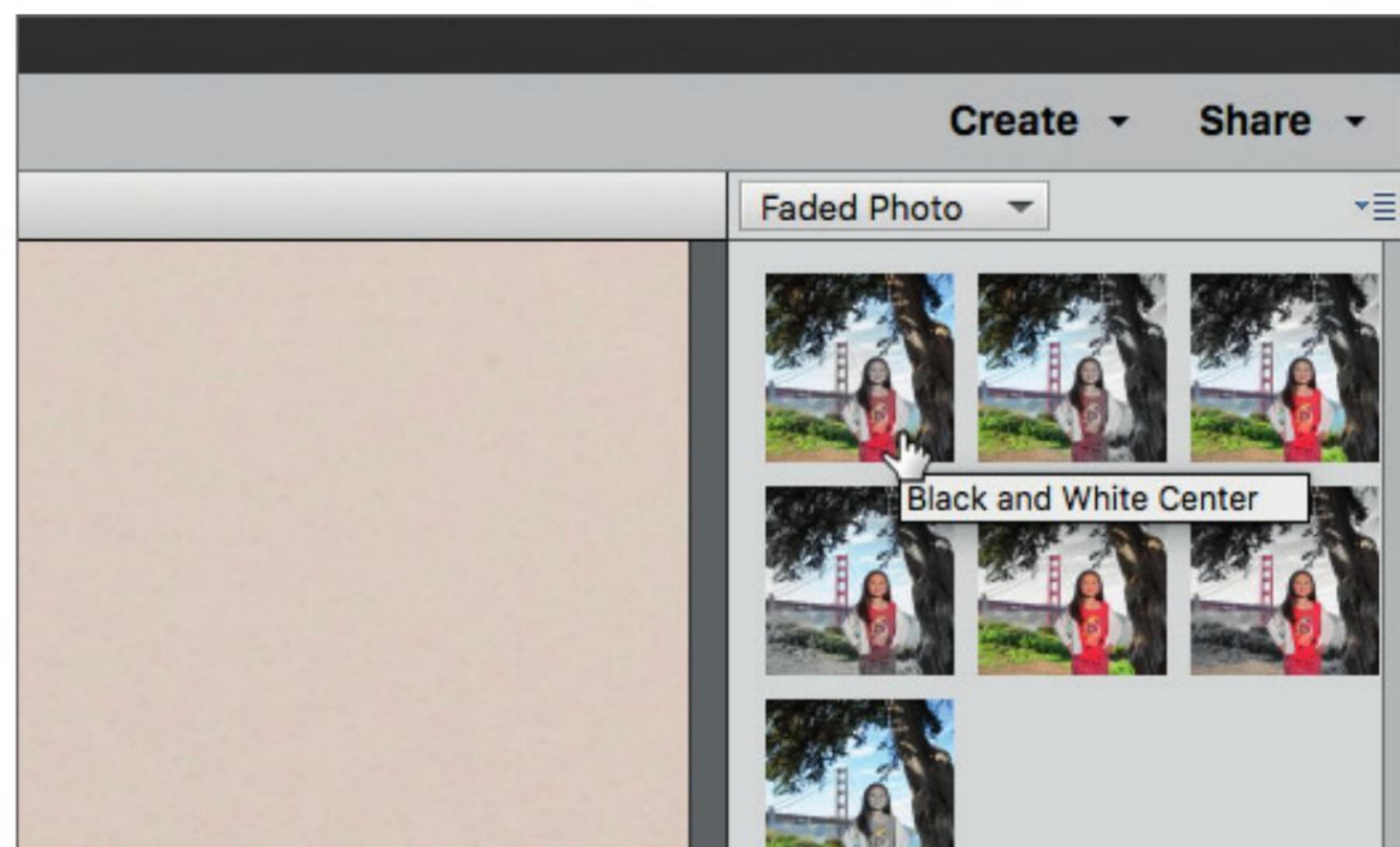


**2** Simply click and draw along a slanted horizon line that needs to be level. When you let go of the button the horizon will be levelled. There is an option to Autofill Edges. When the image is rotated, any blank areas will be filled with nearby similar textures.

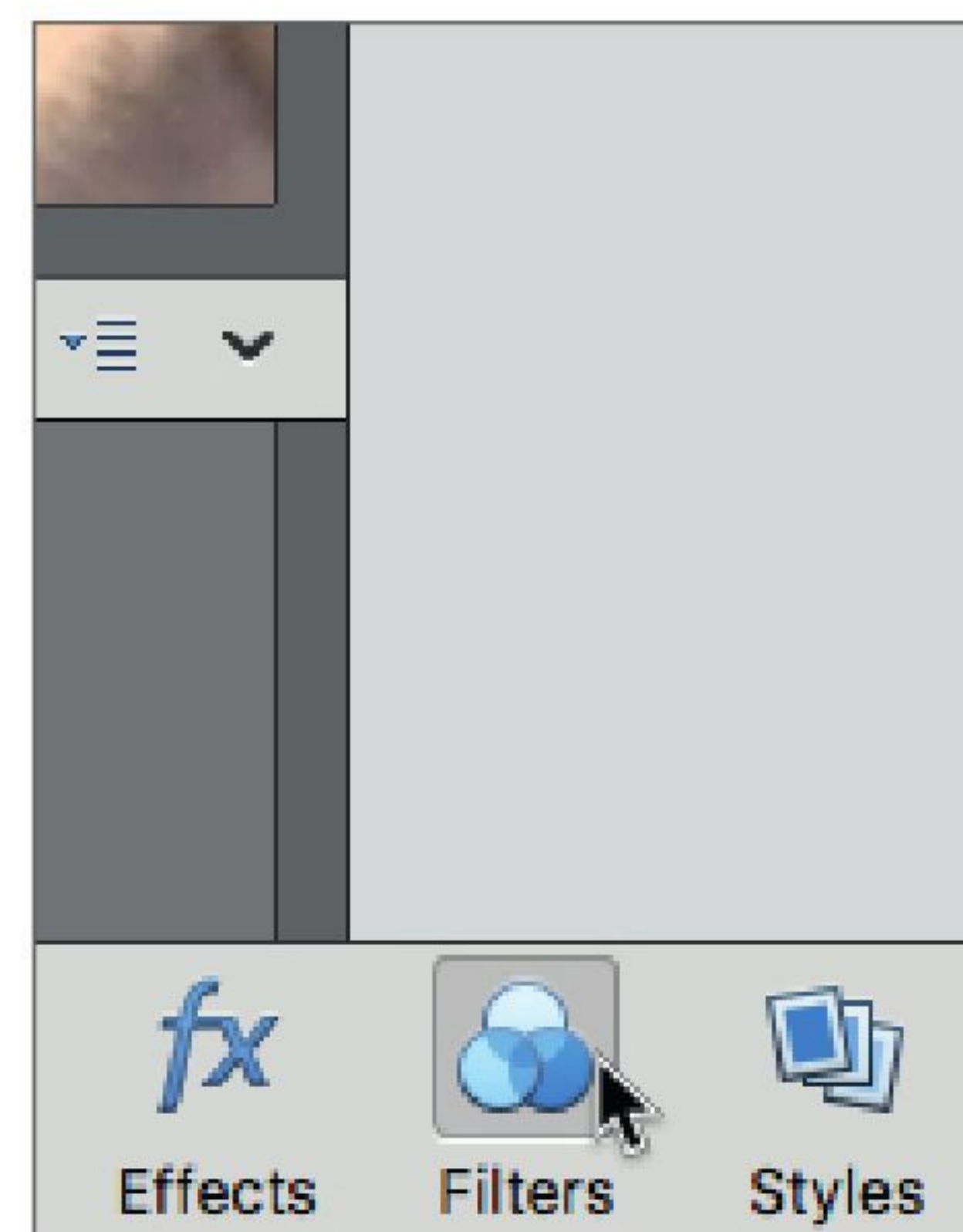


# Panels and the Panel Bin

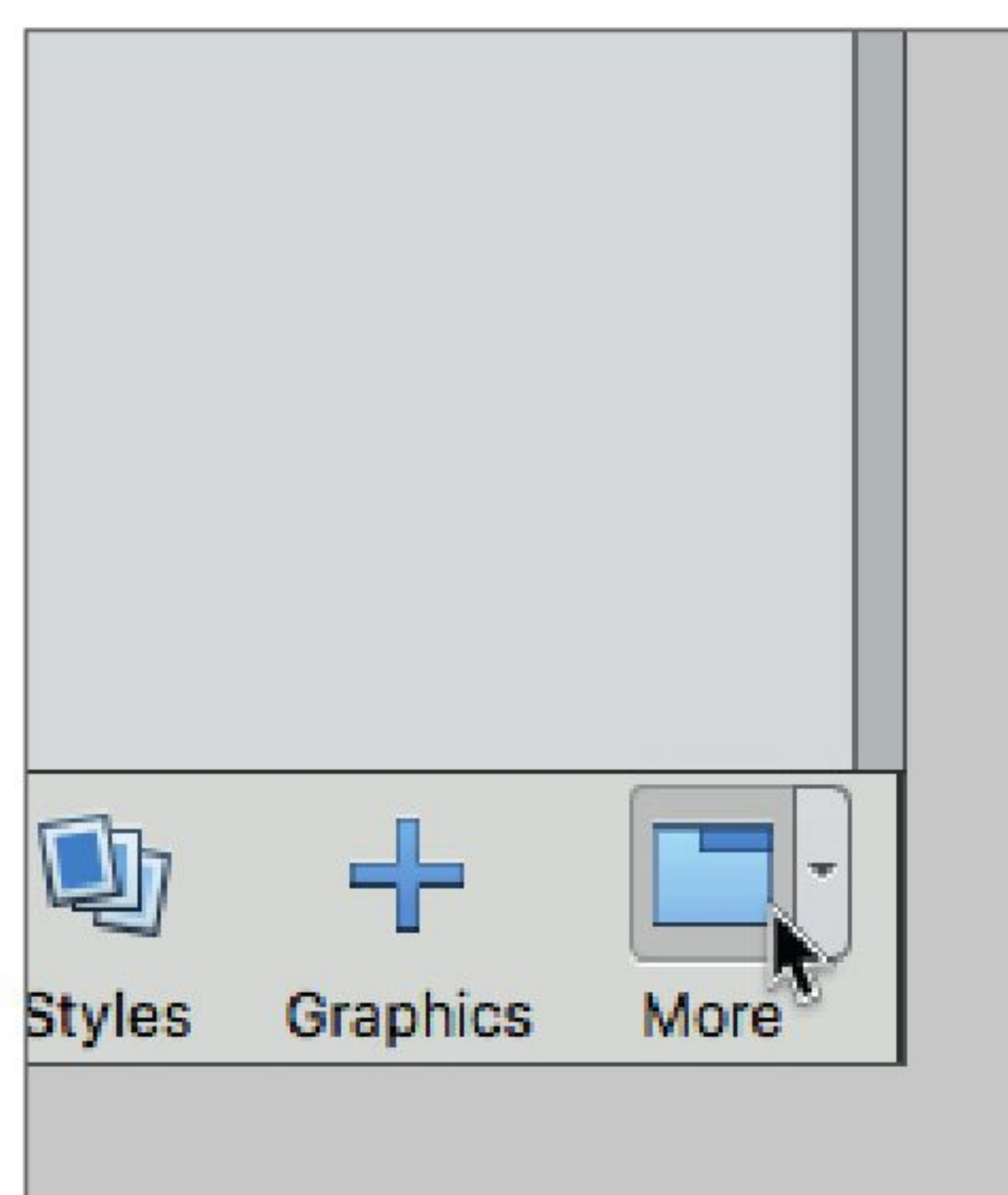
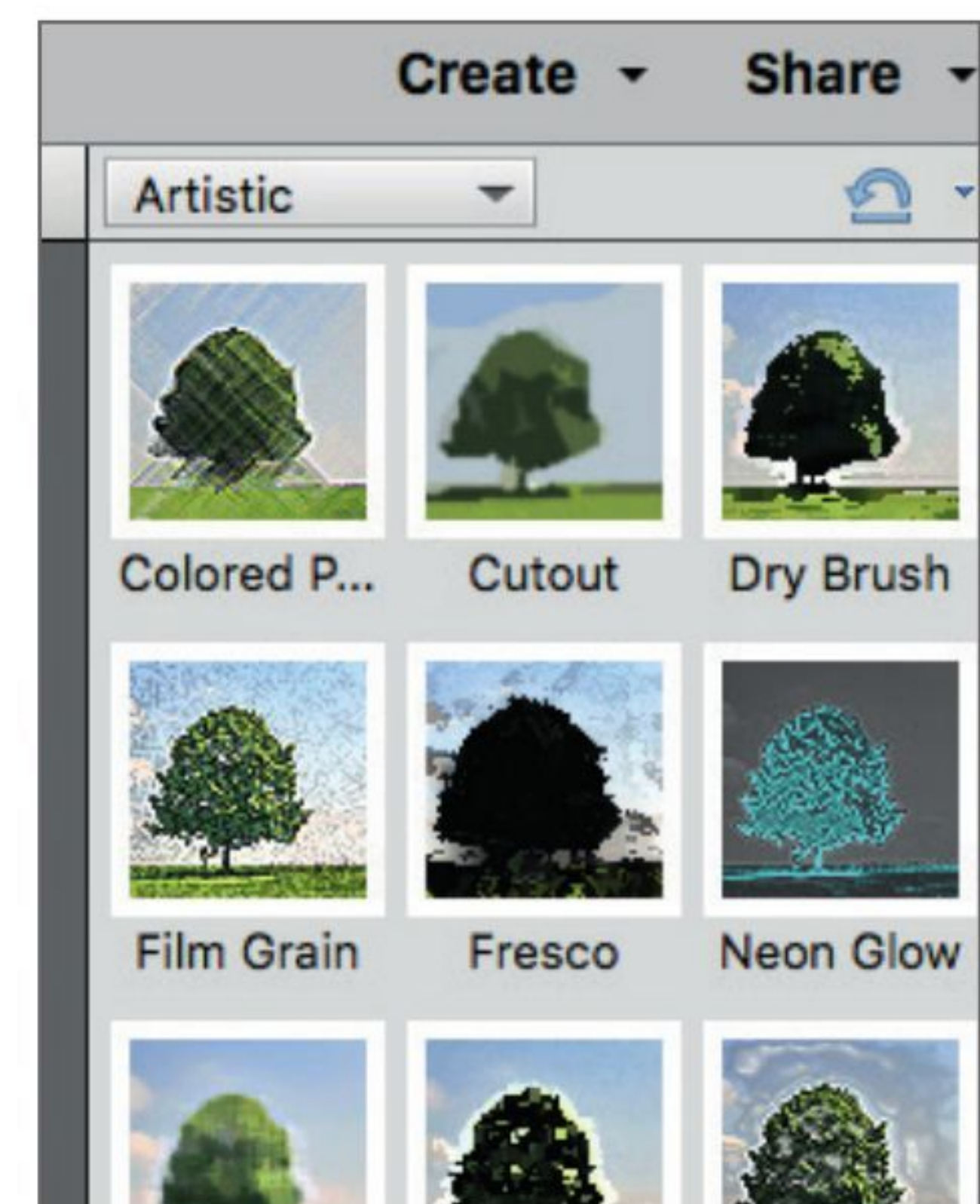
The Editor workspace environment is a fairly intuitive space with which to interact. It has a comprehensive set of tools and menus. Chief among these is the Panel Bin and the various Panels that provide access to information, history, navigation, effects and tools.



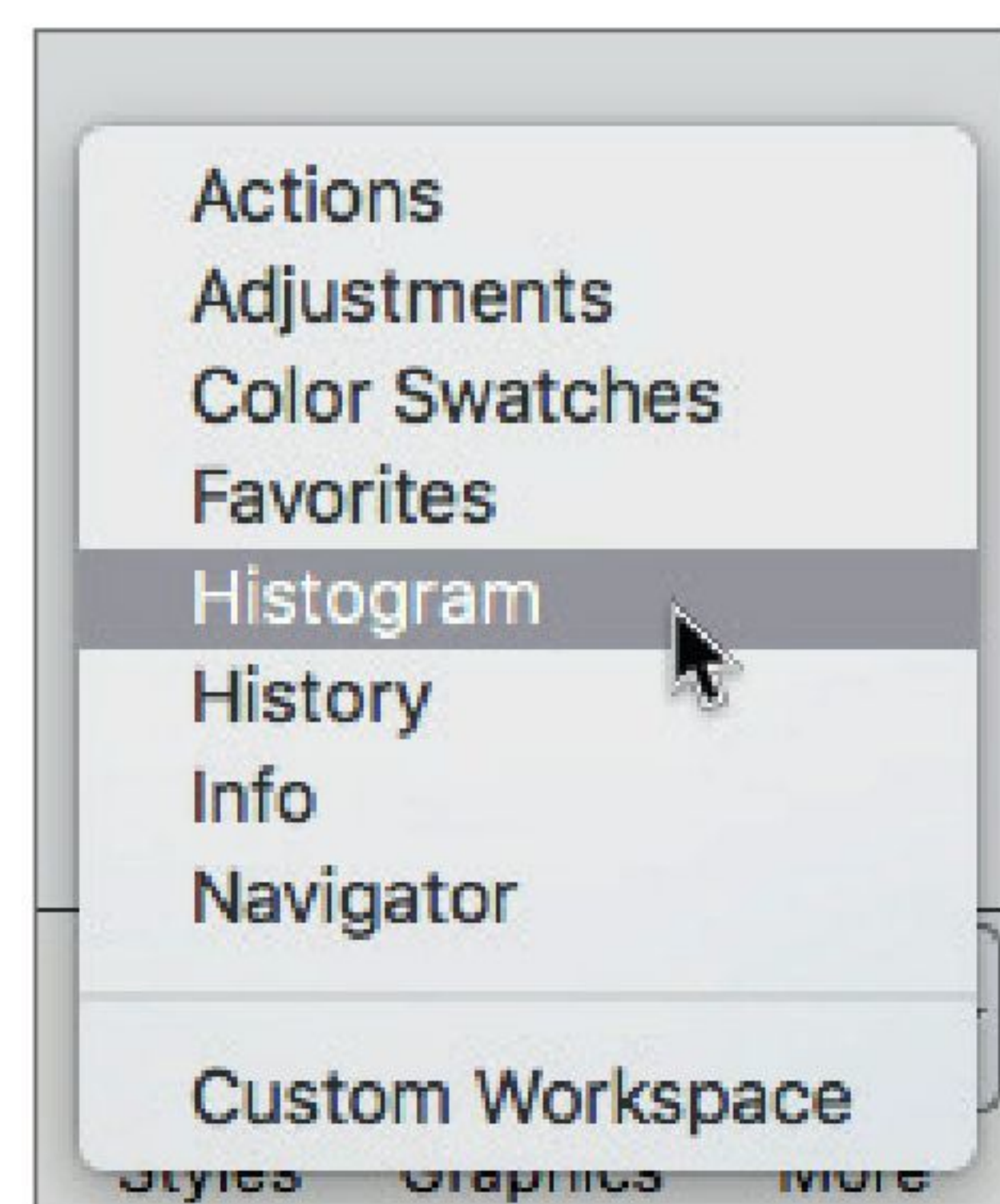
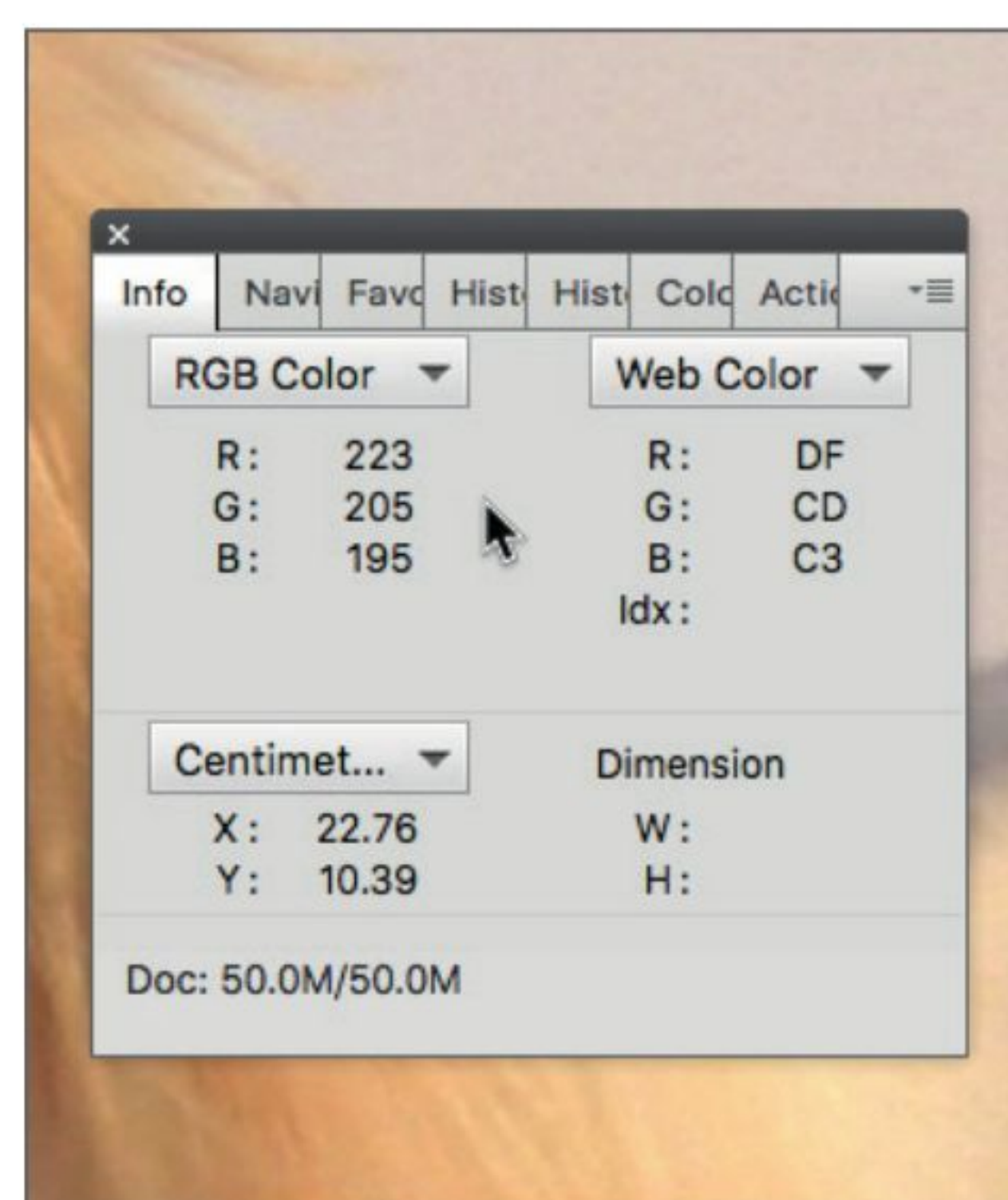
**1** In the Editor workspace, the Panel Bin is found to the right of the main Edit pane and contains listings of effects and filters. By default, the Elements Photo Editor starts up Quick mode and the Panel Bin contents are displayed, one set of examples at a time.



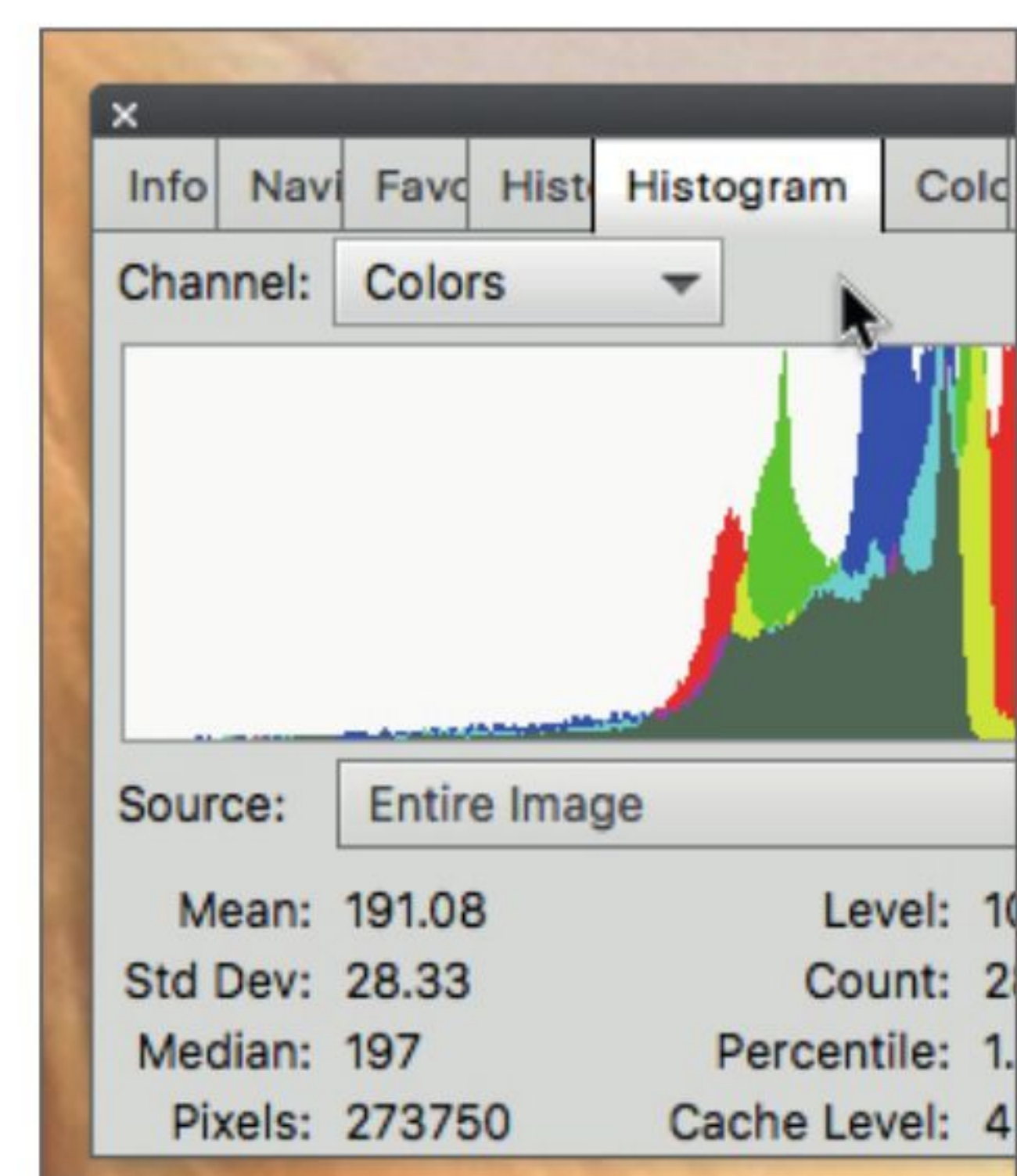
**2** Below the Panel Bin, in the Taskbar, are the various buttons that let you access and switch between: the Layers panel, Effects, Filters, Styles and Graphics. Under Filters for instance, the Panel Bin displays the Artistic filter options in its first category.

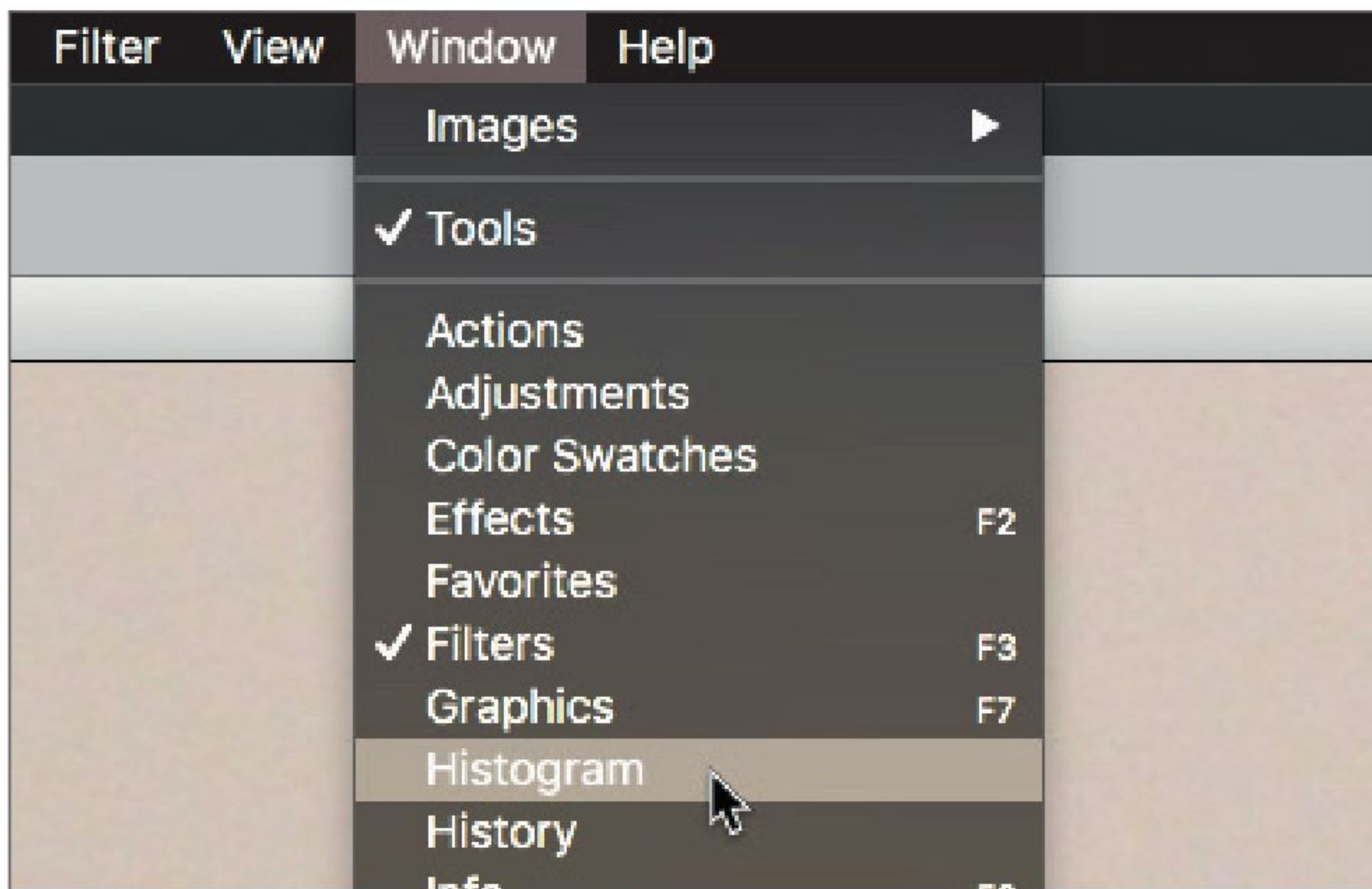
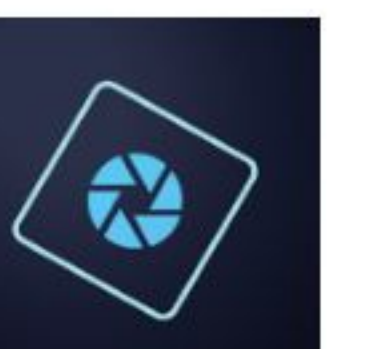


**3** To the far right of the Taskbar is the More button. If you click it (not the small triangle next to it), you can open up the rest of the Editor panels. These additional panels open in a tabbed group that floats on top of the Editor workspace. The Info panel is uppermost amongst the tabs.

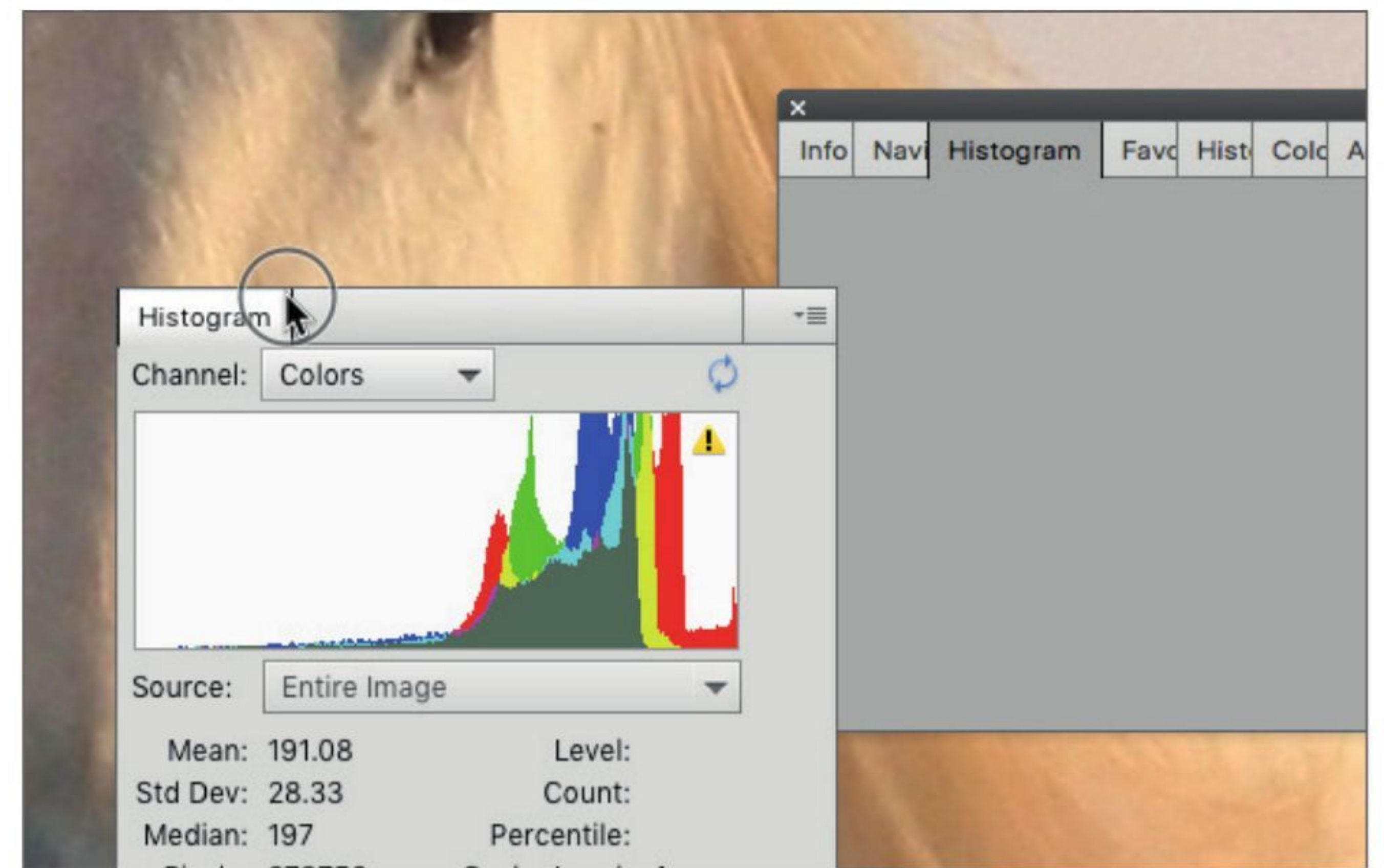


**4** Click the More button again, to hide the panels. Now, go back and this time, click on the small triangle and choose Histogram. The floating panels will appear again, but this time the Histogram panel will be uppermost in the group of tabs visible in the panel.

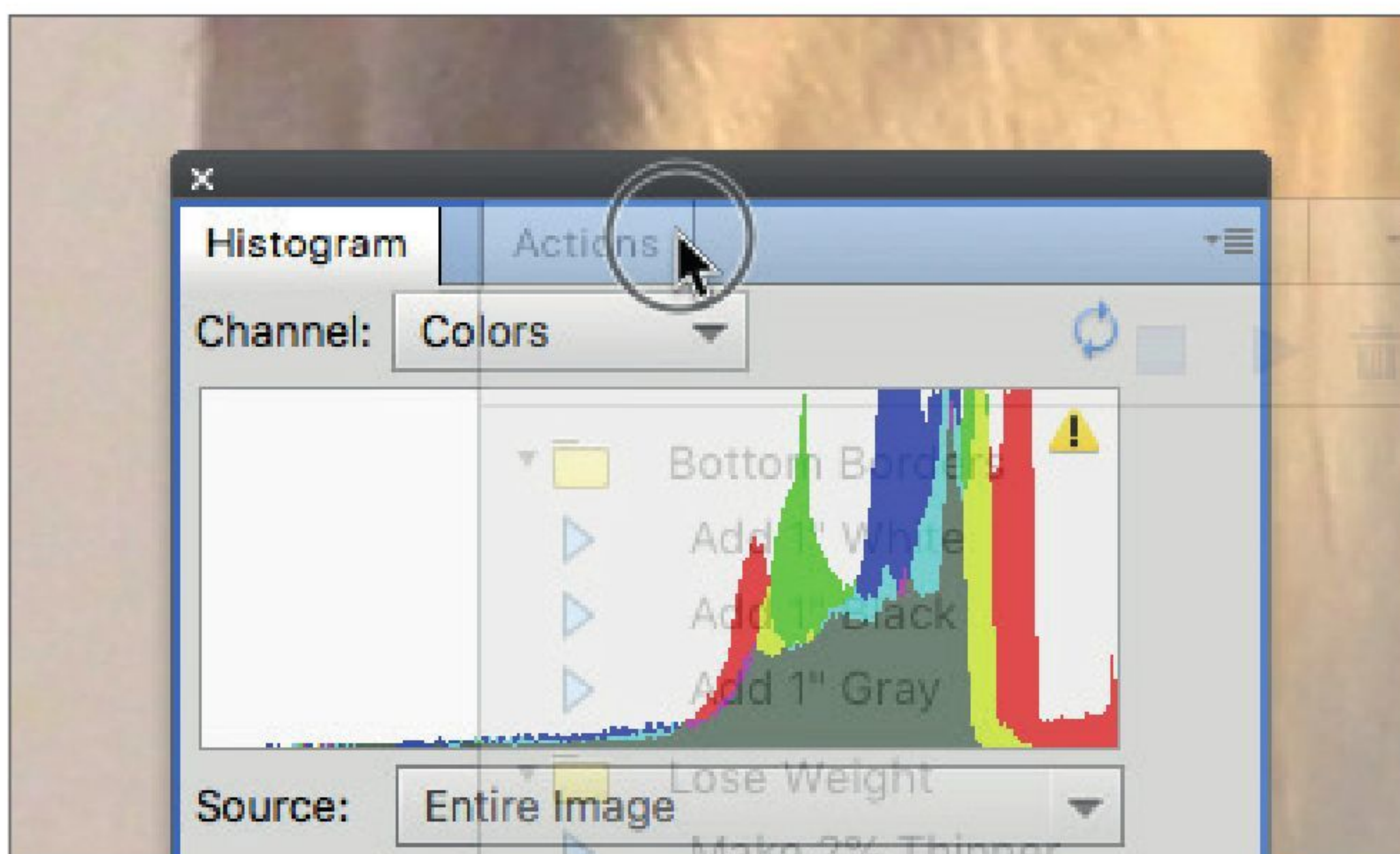




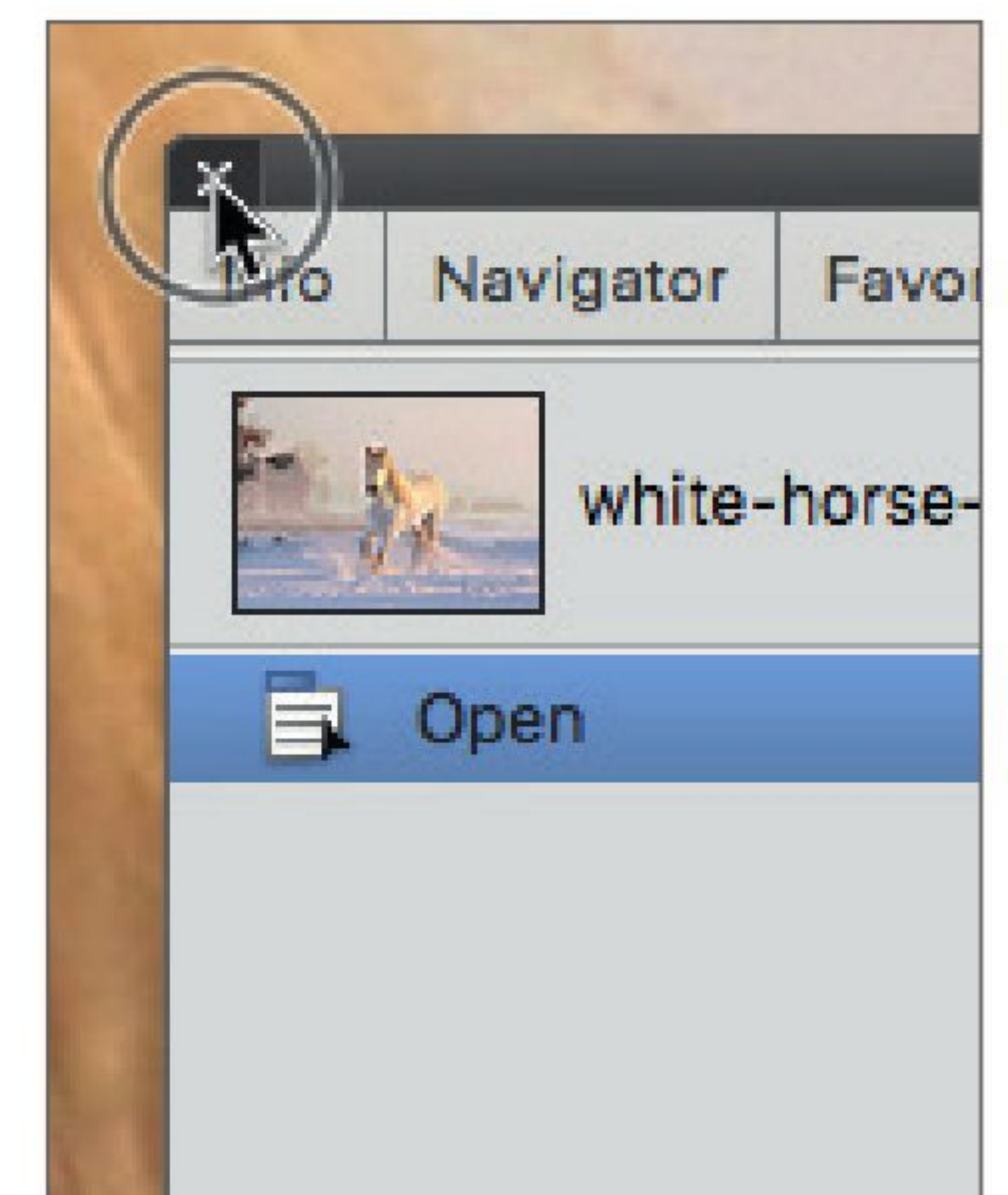
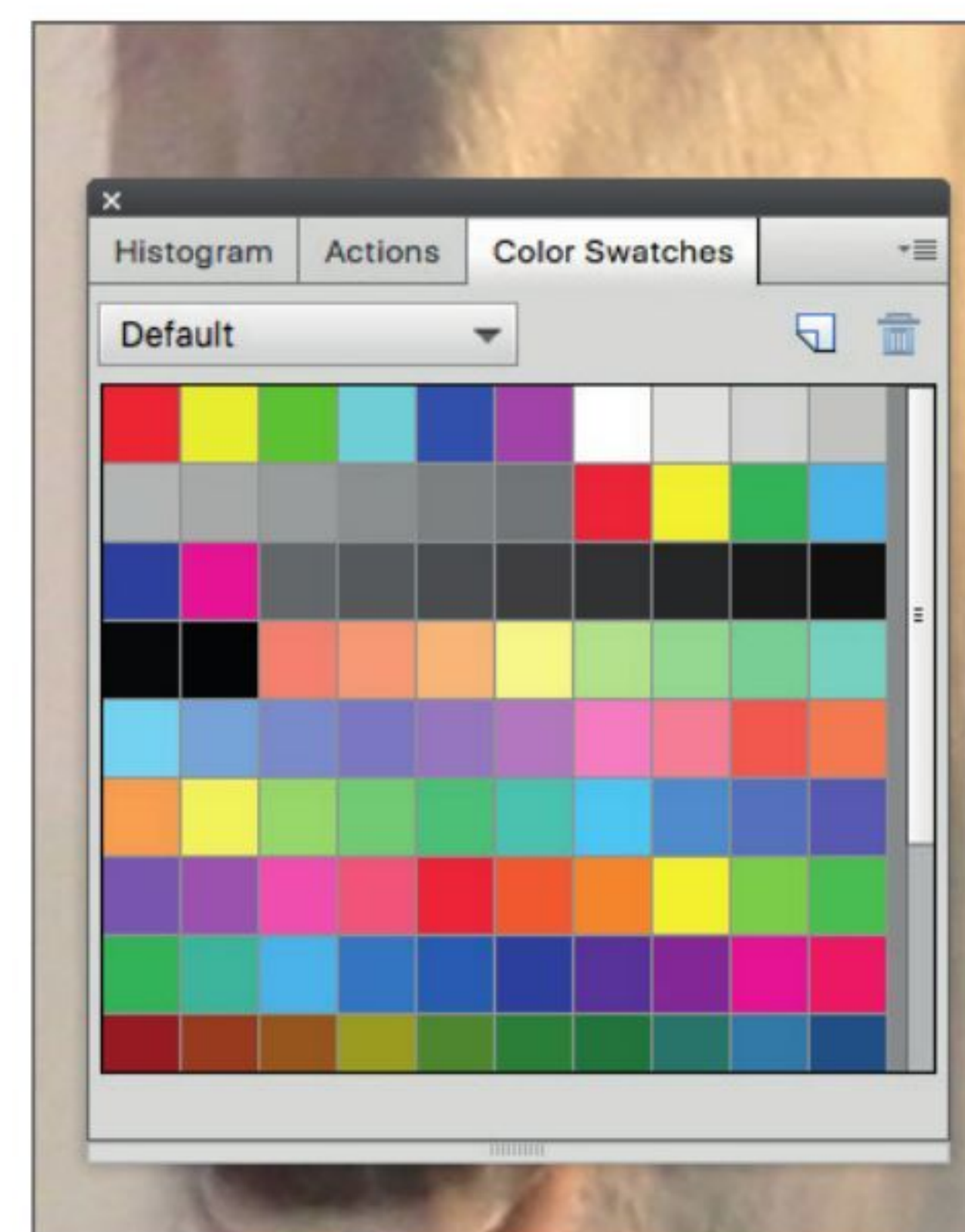
**5** As an alternative to this method of controlling the panel's visibility, you can show and hide the various panels by going to the File menu and choosing Window. From here, you can access those selfsame panels, via the More button and the small triangle next to it.



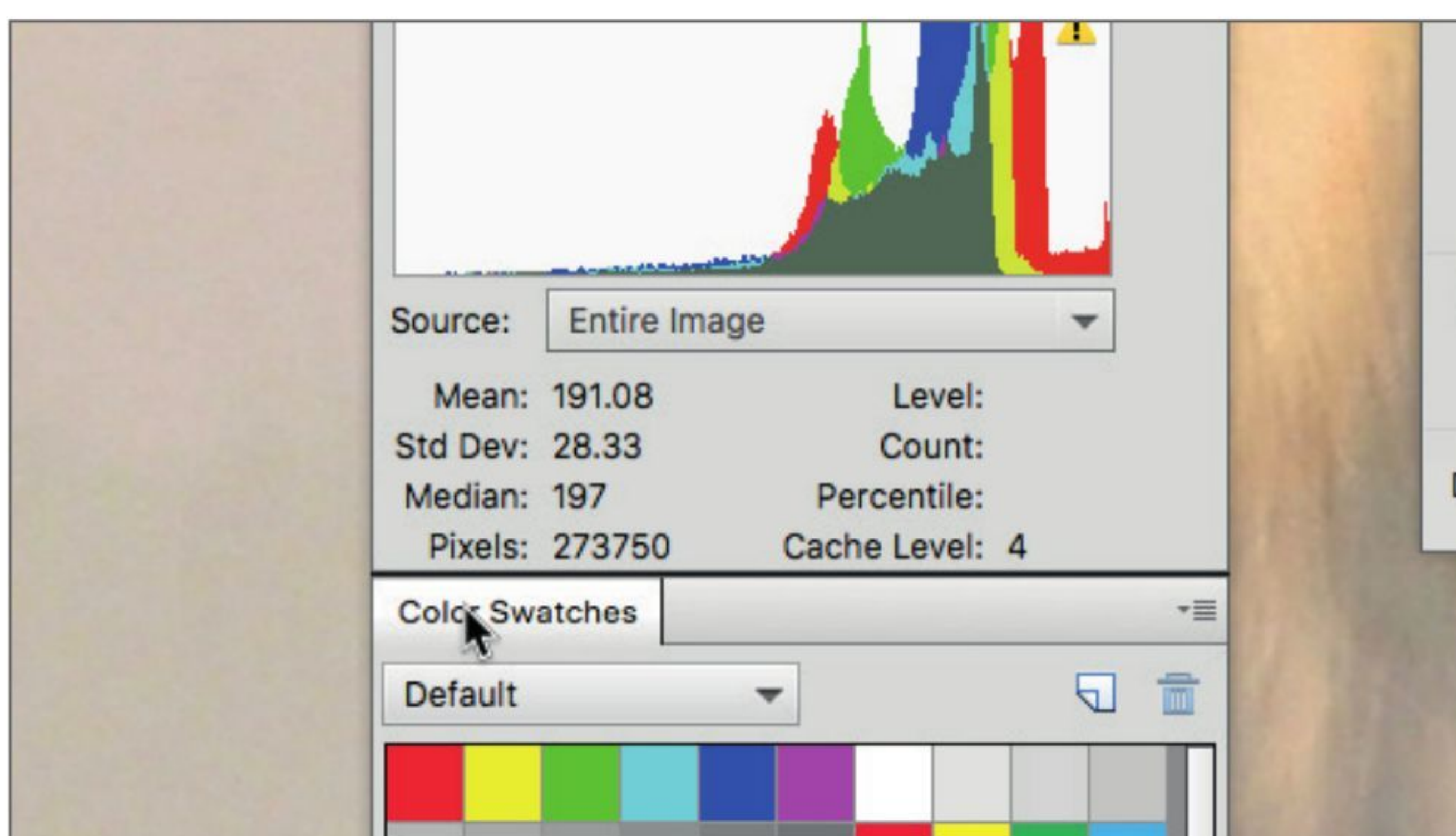
**6** If you call up the tabbed panel group again, you can click and drag on any of the named tabs on that panel and set them afloat, on the workspace, as a panel on their own. The panels can be dragged anywhere around the workspace to suit your working preferences when editing.



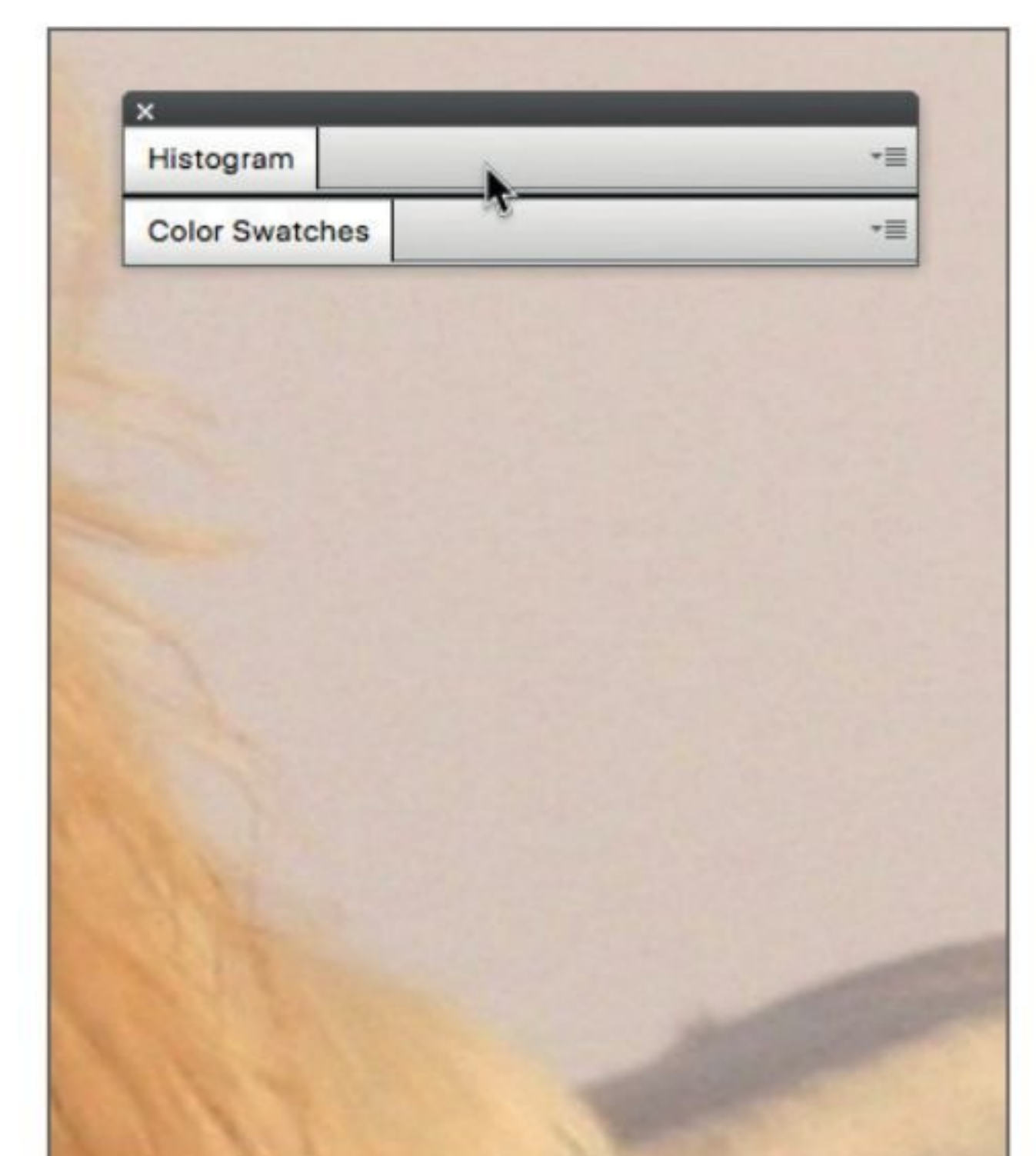
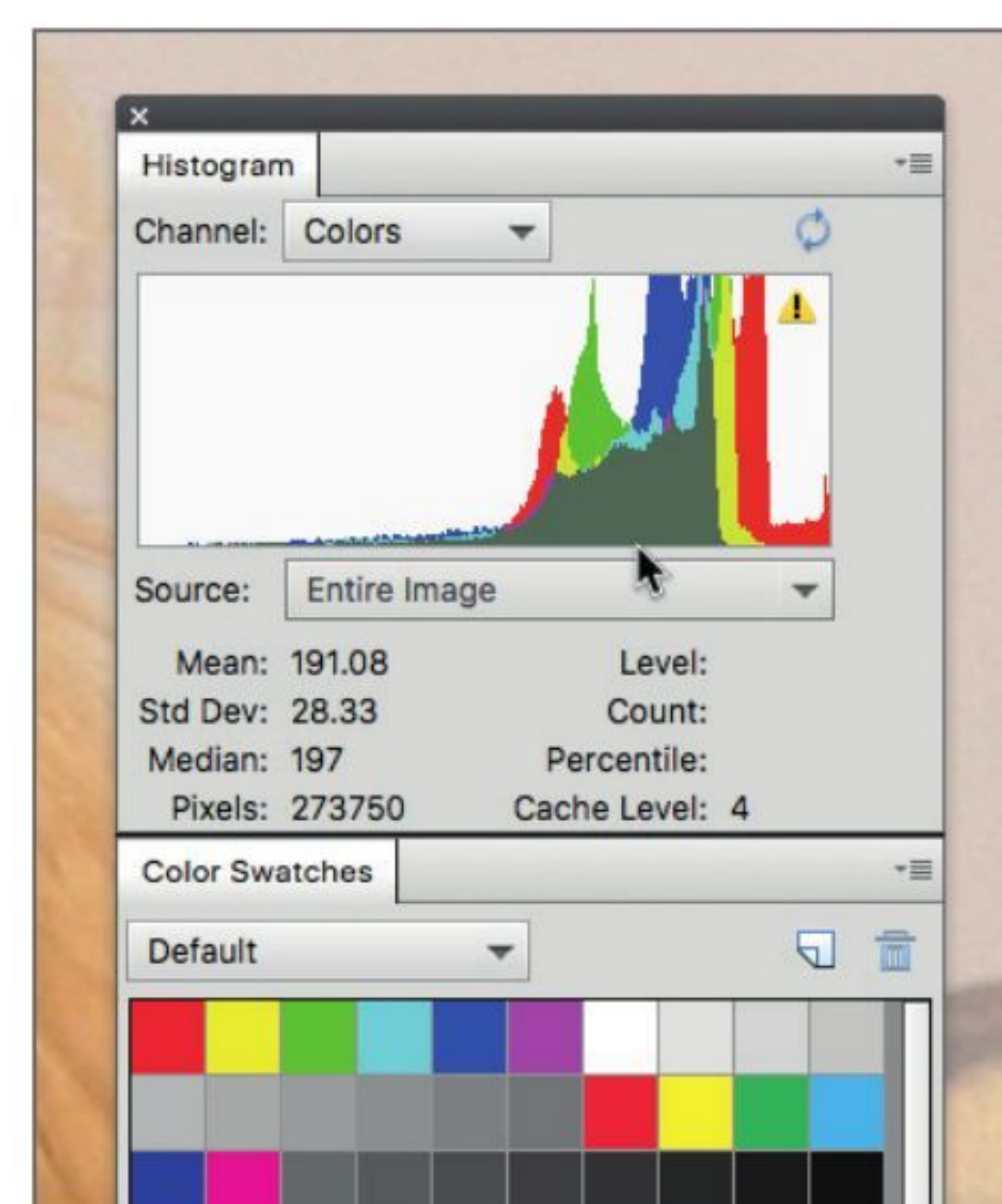
**7** You can also drag one tabbed panel off the main tabbed group and drop it onto the single panel floating on its own. For example, if you dragged the Histogram off as a single panel, you could drag the Actions tab across from the original panels, drop it onto the Histogram panel and merge them.



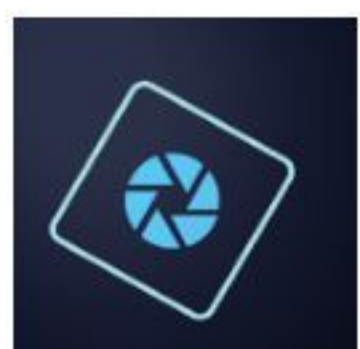
**8** You can, therefore, set up a tabbed group that contains your preferences only and then clicking the cross in the top left of the panel can close the original group. Click More to hide and show the custom panels. If you close the custom panel, it will go back to the default, tabbed group.



**9** You can also drag two panels away from the main tabbed group and dock them together. Drag one out on its own, then drag another and position it at the bottom of the single panel. A small blue line will appear, to indicate that the two panels can now be docked together one above the other.



**10** To save space while you are working, if you don't require the docked panels you can easily collapse them until you need them again. Double-click on each name tab and that panel will collapse down leaving just the name tab visible. Click it once to open it again.

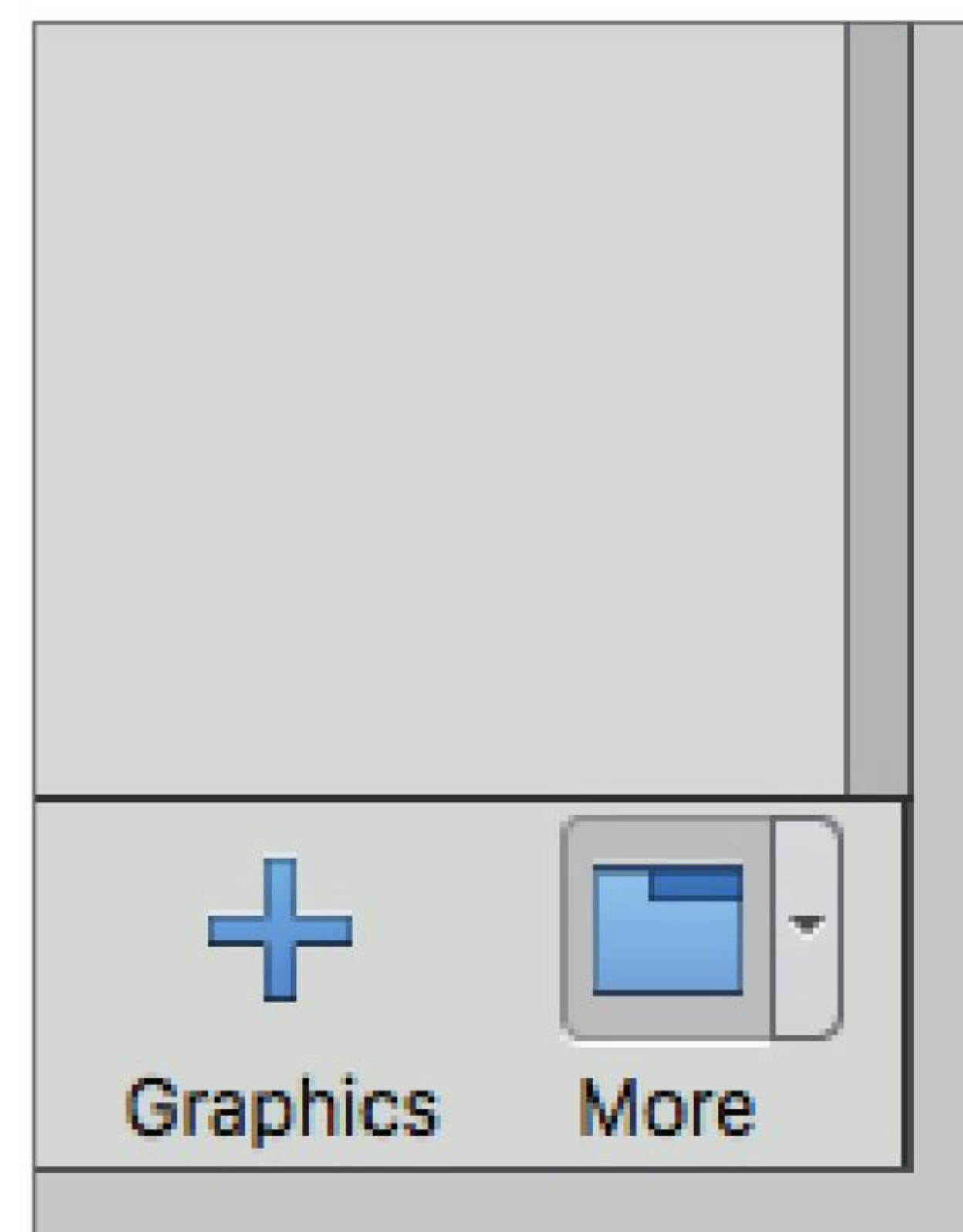


# Customise the Panel Bin

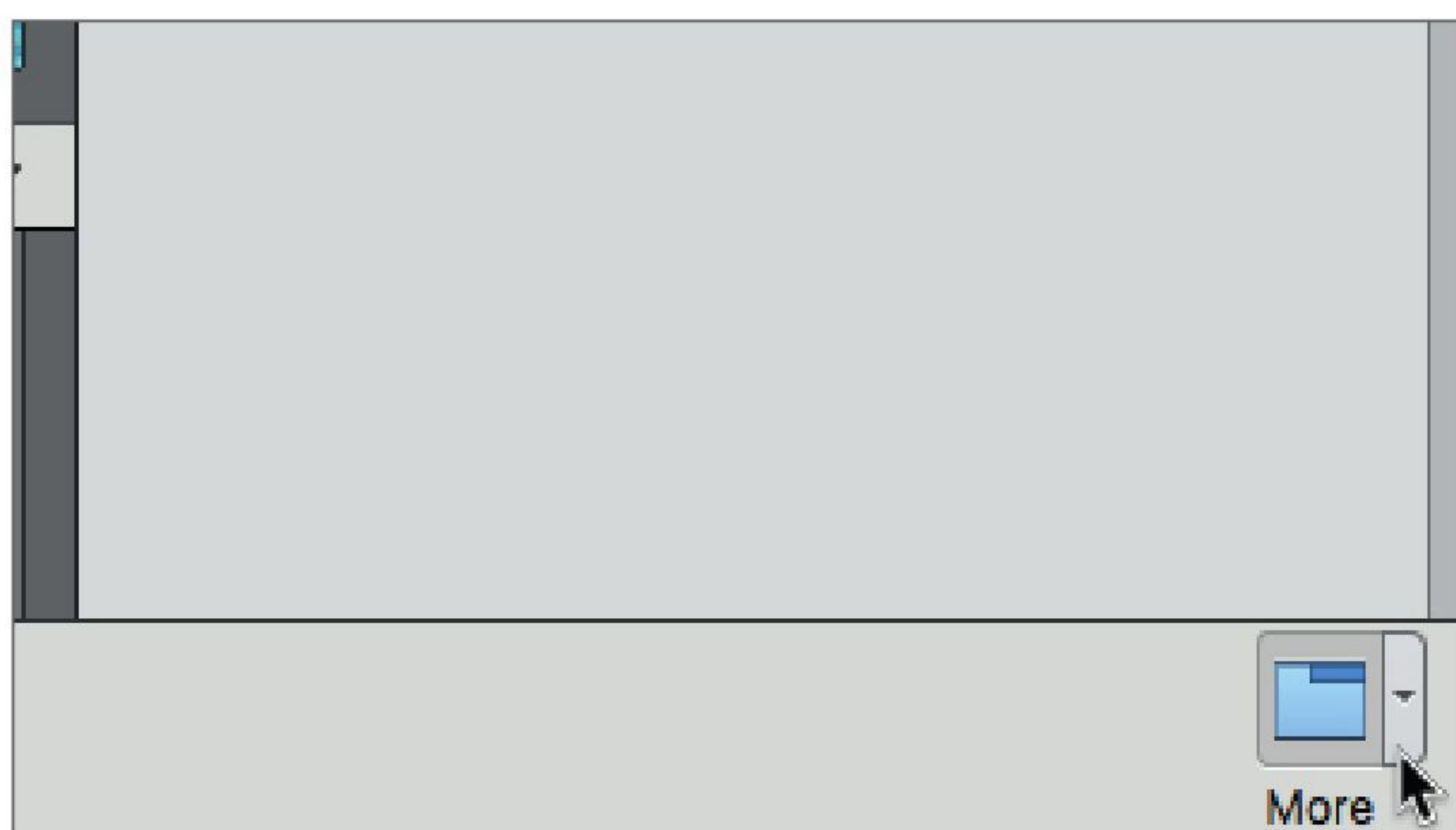
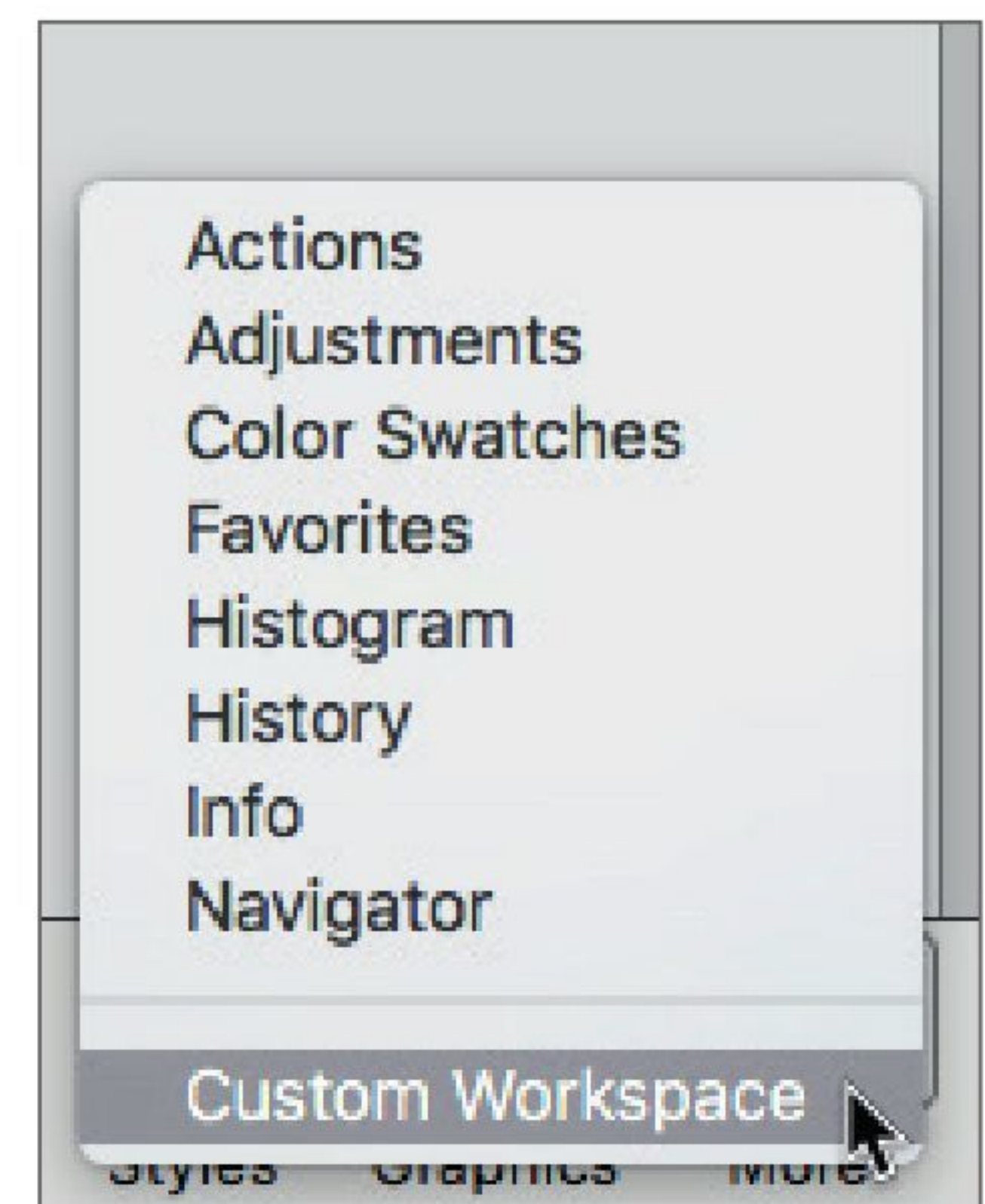
As you become more proficient with the Photo Editor Expert mode, you may find that it is preferable to switch from the Basic mode to a Custom mode for more targeted effects and tools to suit your needs. In Custom mode, the Panel Bin can display more than one panel at a time.



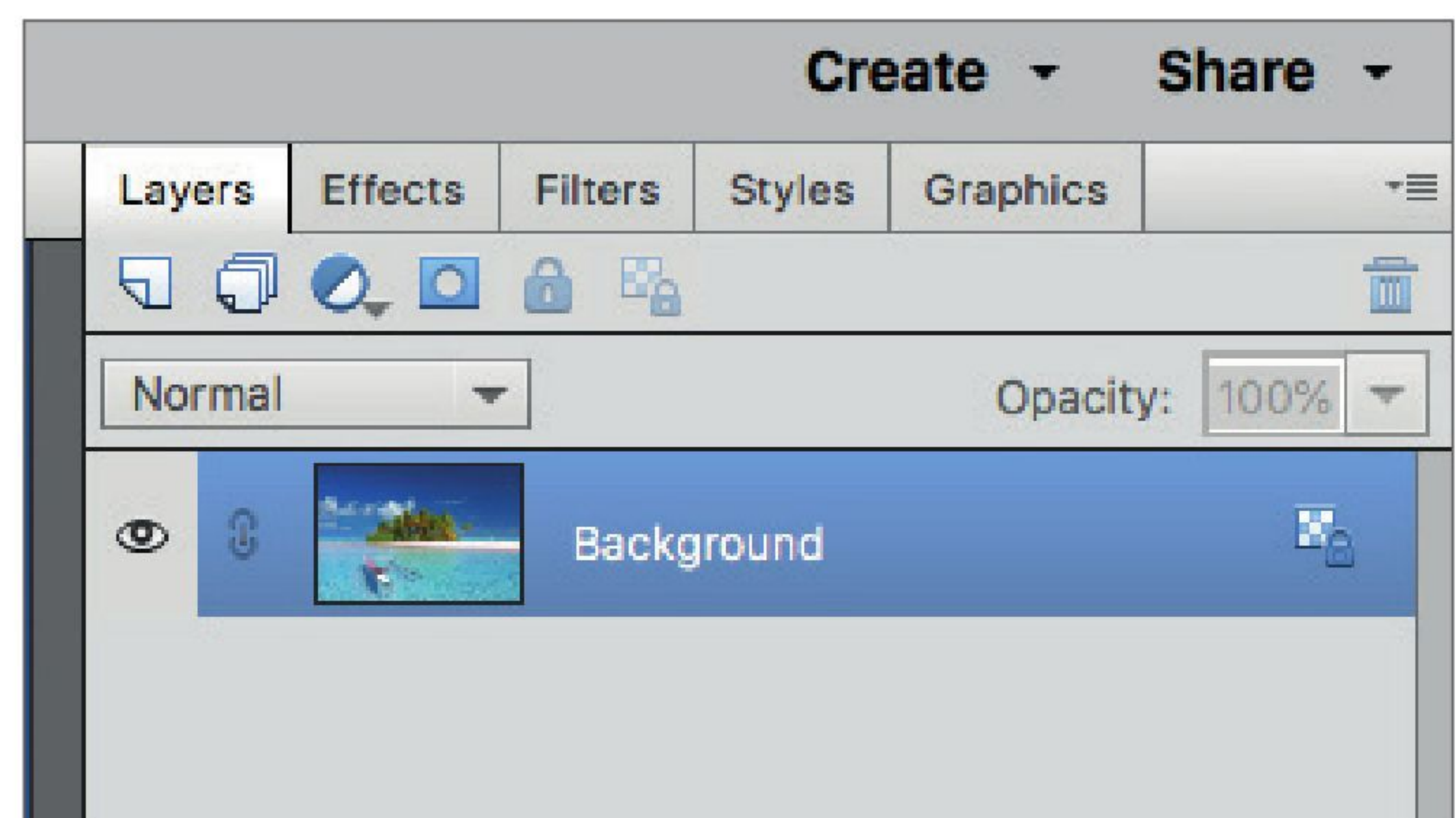
**1** The beauty of the Custom mode, when arranging your Panel Bin, is that you can arrange the panels you use the most and dock them so you are not cluttering up your workspace and editing window with too many panels. You also have the benefit of not needing to use the Menu commands to access them.



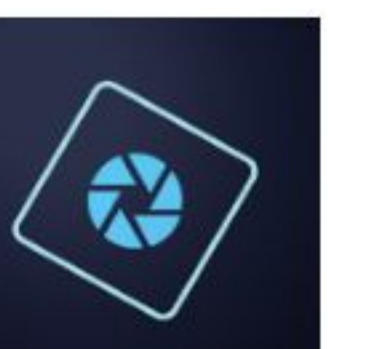
**2** In the Expert mode workspace, go to the small triangle (to the right of the More button), on the Taskbar, at the bottom far right of the screen and click it. At the bottom of the menu that pops up, select Custom Workspace to activate the custom mode.



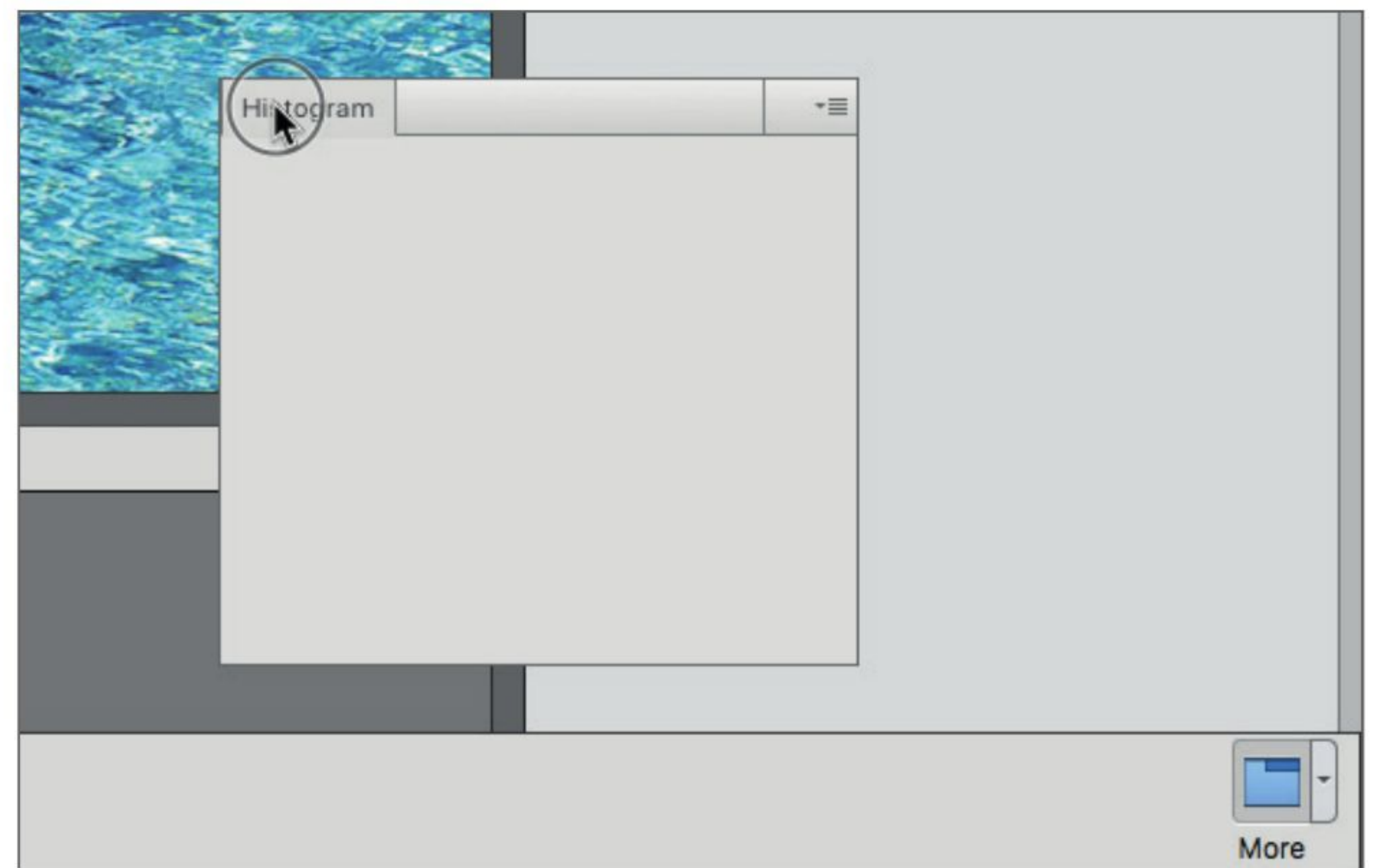
**3** When you switch to the Custom Workspace, you'll notice that the icons for: Layers, Effects, Filters, Styles and Graphics have been removed from the Taskbar. You can still access those panels, but the custom mode has moved them. Only the More button remains in the bottom right of screen.



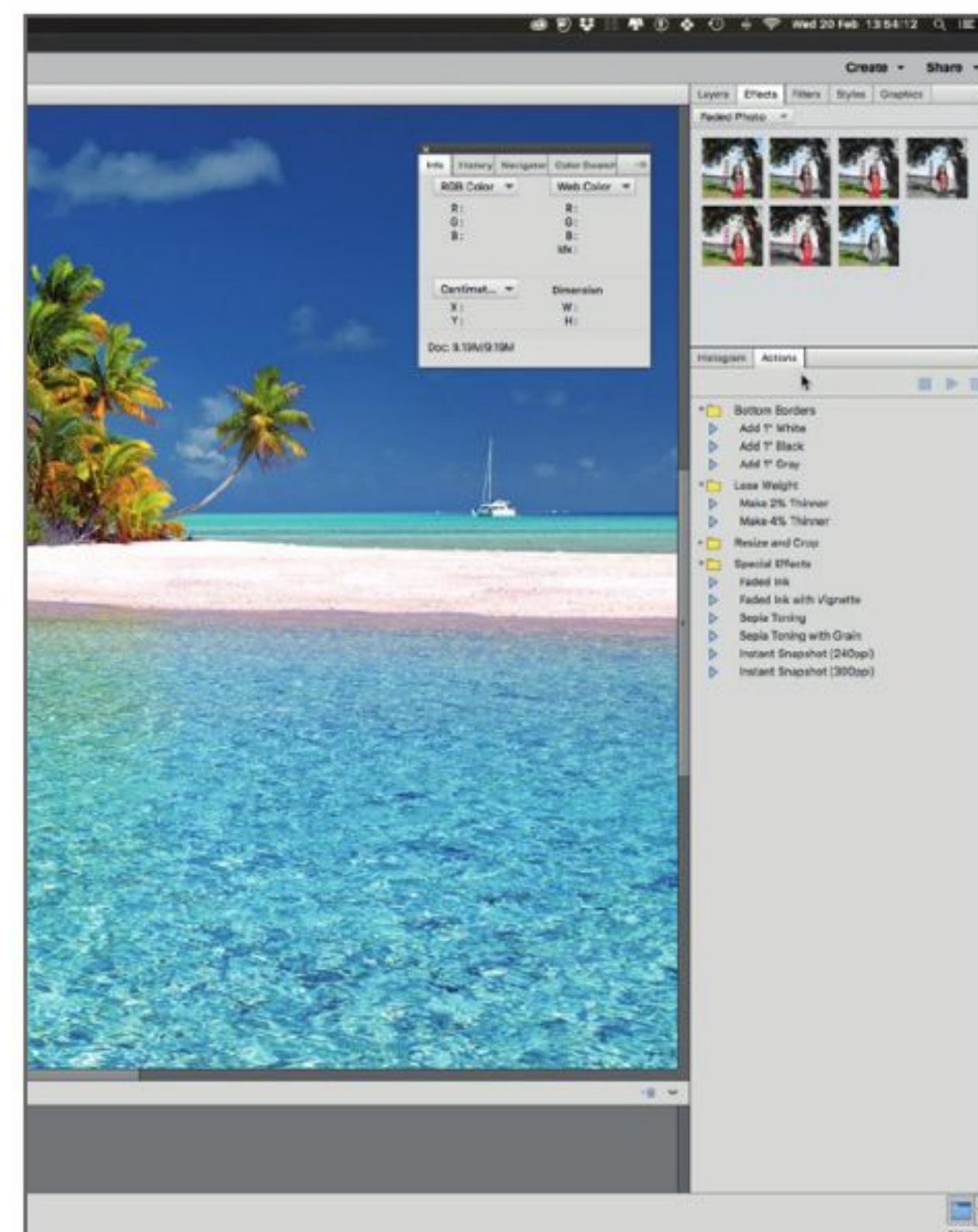
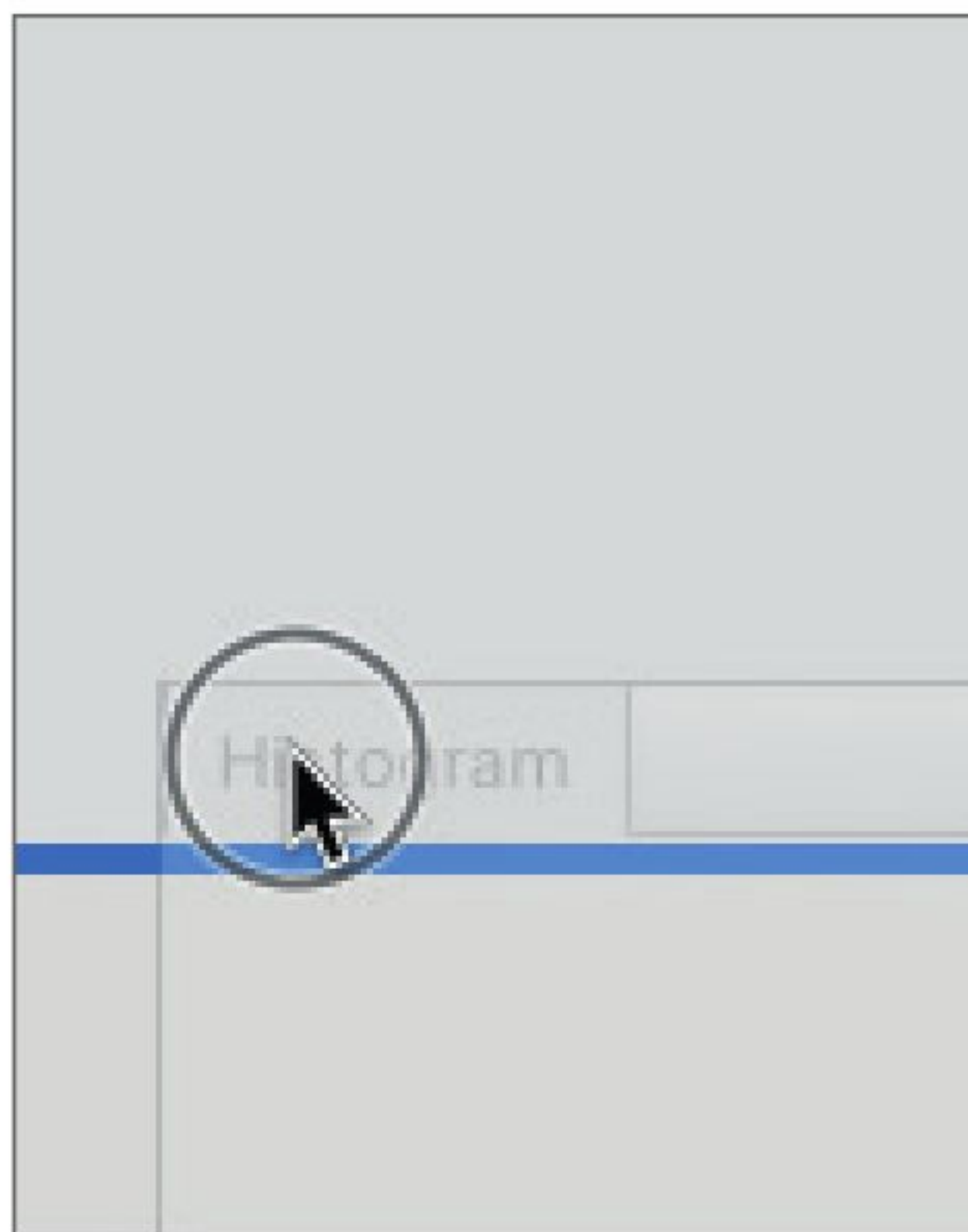
**4** Now in the Custom Workspace: Layers, Effects, Filters, Styles and Graphics are all tabbed and docked at the top of the main Panel Bin. To display any particular panels and access their contents simply click each of their name tabs.



**5** Just as in the Basic Workspace, you can still access other panels by going up to the File menu, choosing Window and then choosing which panel you want to open. You will see that there is also the option to hide the Panel Bin or rest Panels entirely. The More button can also be used, as before.



**6** By clicking on the More button, you can open the floating tabbed group containing the Info, History, Navigator, Actions, Color Swatches and Histogram panels. From here, you can drag either the entire group, or individual panels, onto the bottom edge of the Panel Bin, by their name tabs.



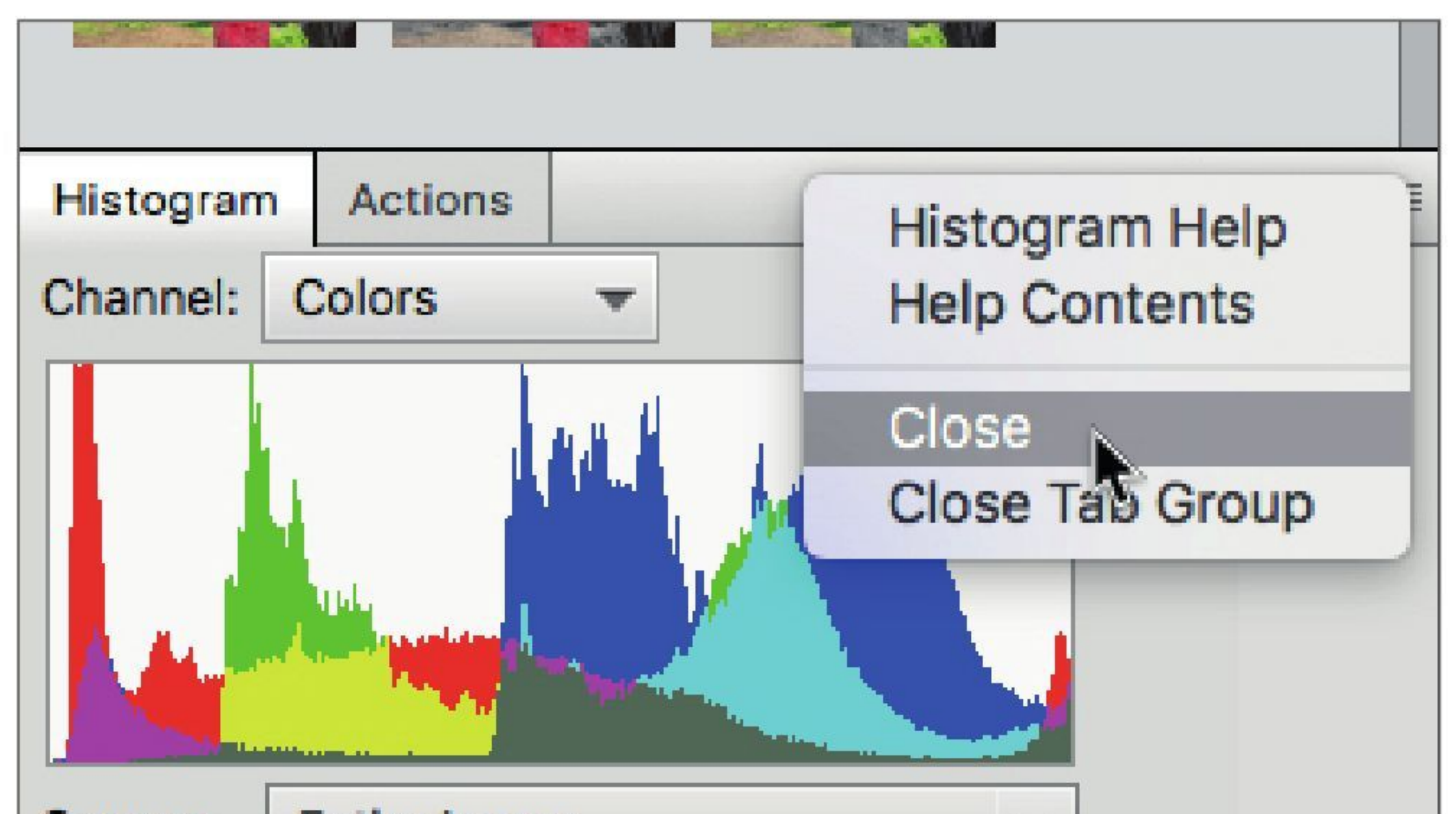
**7** When you drag the floating panel group over the bottom edge of the Panel Bin, a blue line will appear to let you know that you can dock the floating panel to this new position. When you let go of the mouse, the panel will appear docked to the bottom edge of the Panel Bin.



**8** You can take that idea further by opening another panel or dragging more panels, that are currently floating, and dock them beneath the ones you added previously. This means you can have a Panel Bin that contains just the panels you want, arranged how you want.



**9** You can dock as many panels, under each other, as your monitor resolution and workspace allows. This is a great way to keep your Editor window free of clutter and panels you don't need. Any tabs you want moved, to create a different order, can be dragged into a new position or docked elsewhere.

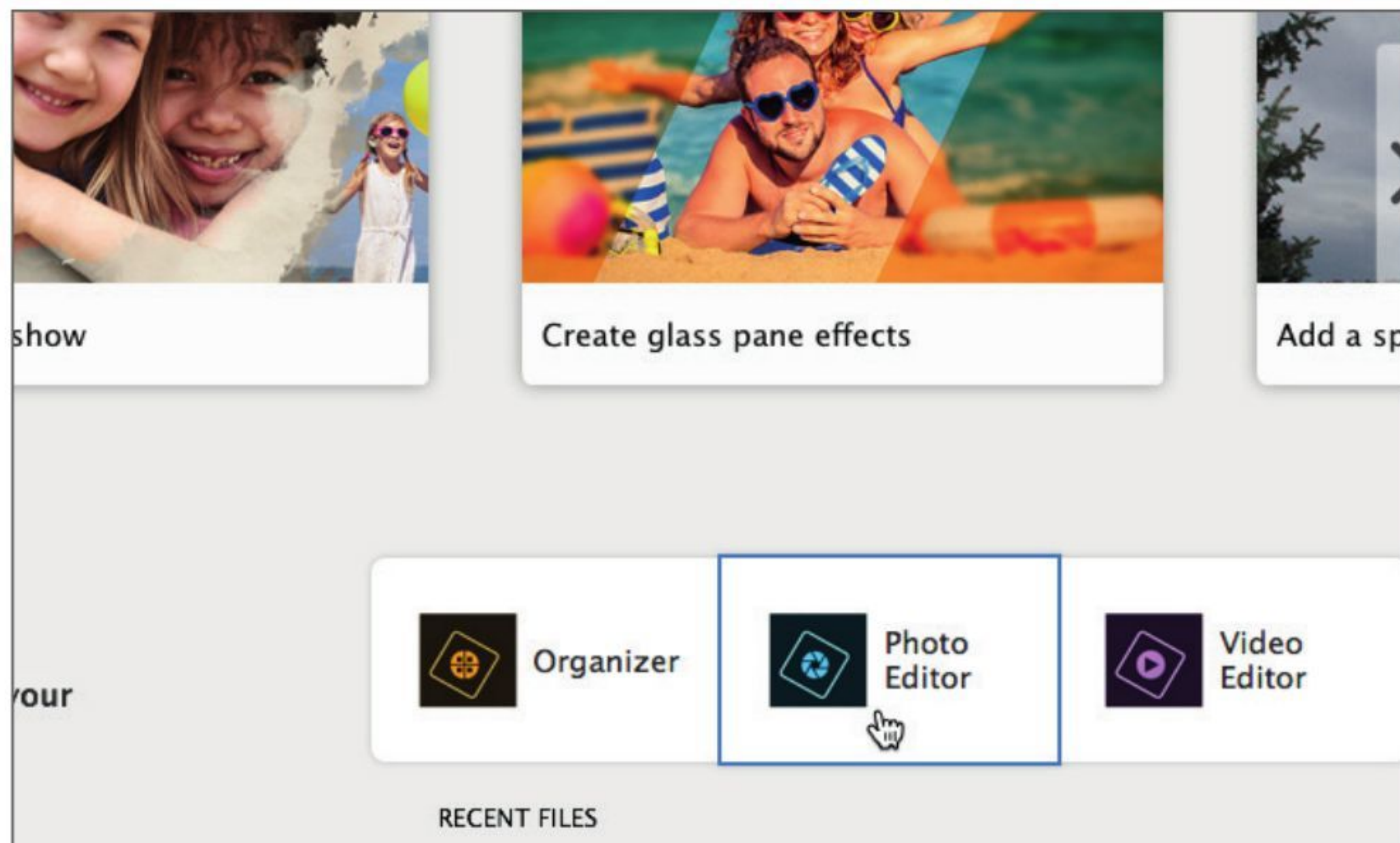


**10** Finally, if you decide you want to remove one or more of your panels, you can simply click on a desired name tab to bring that one to the front and then you can click on the small Menu icon in the top right of the panel window and choose Close to remove that single panel.

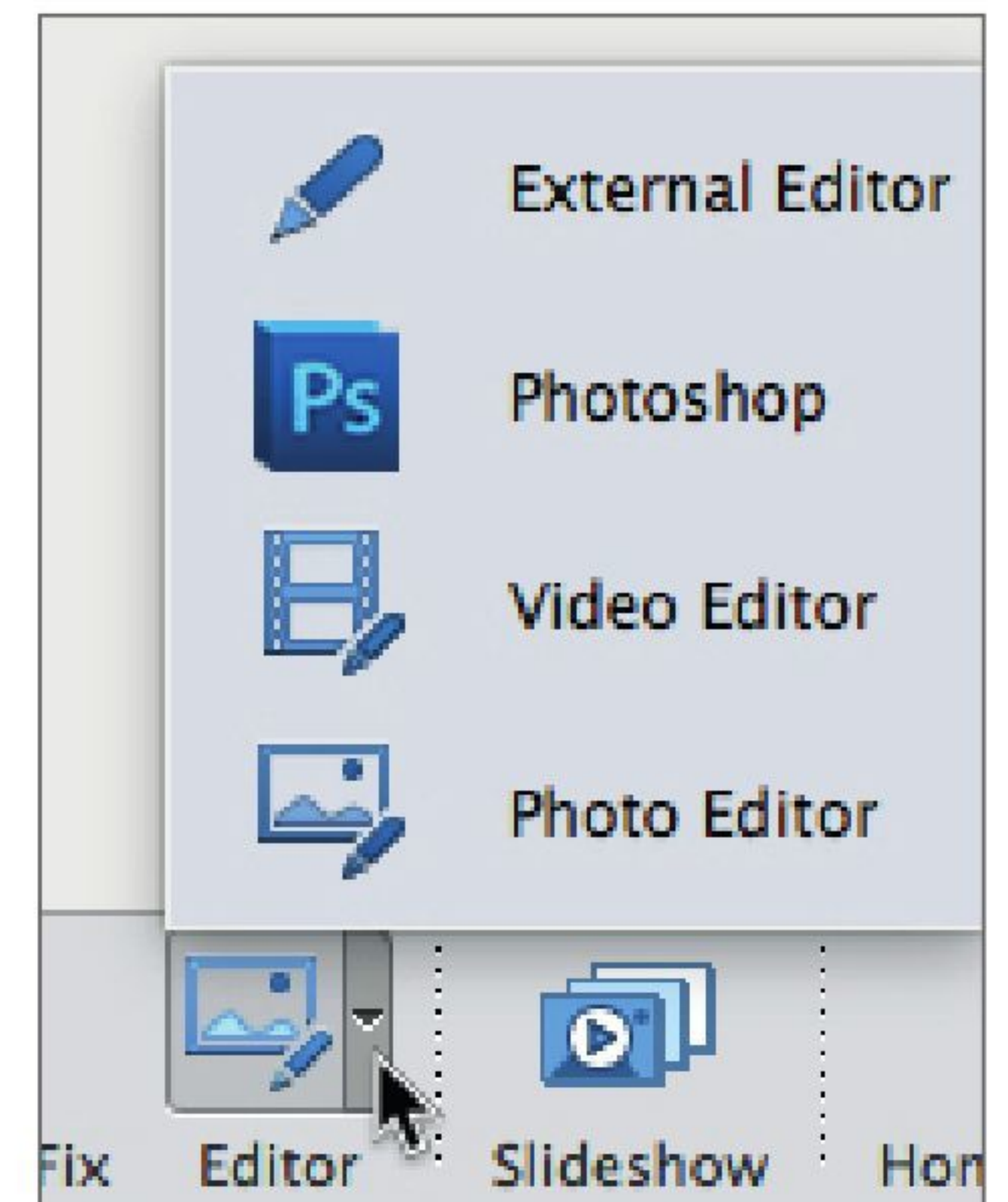
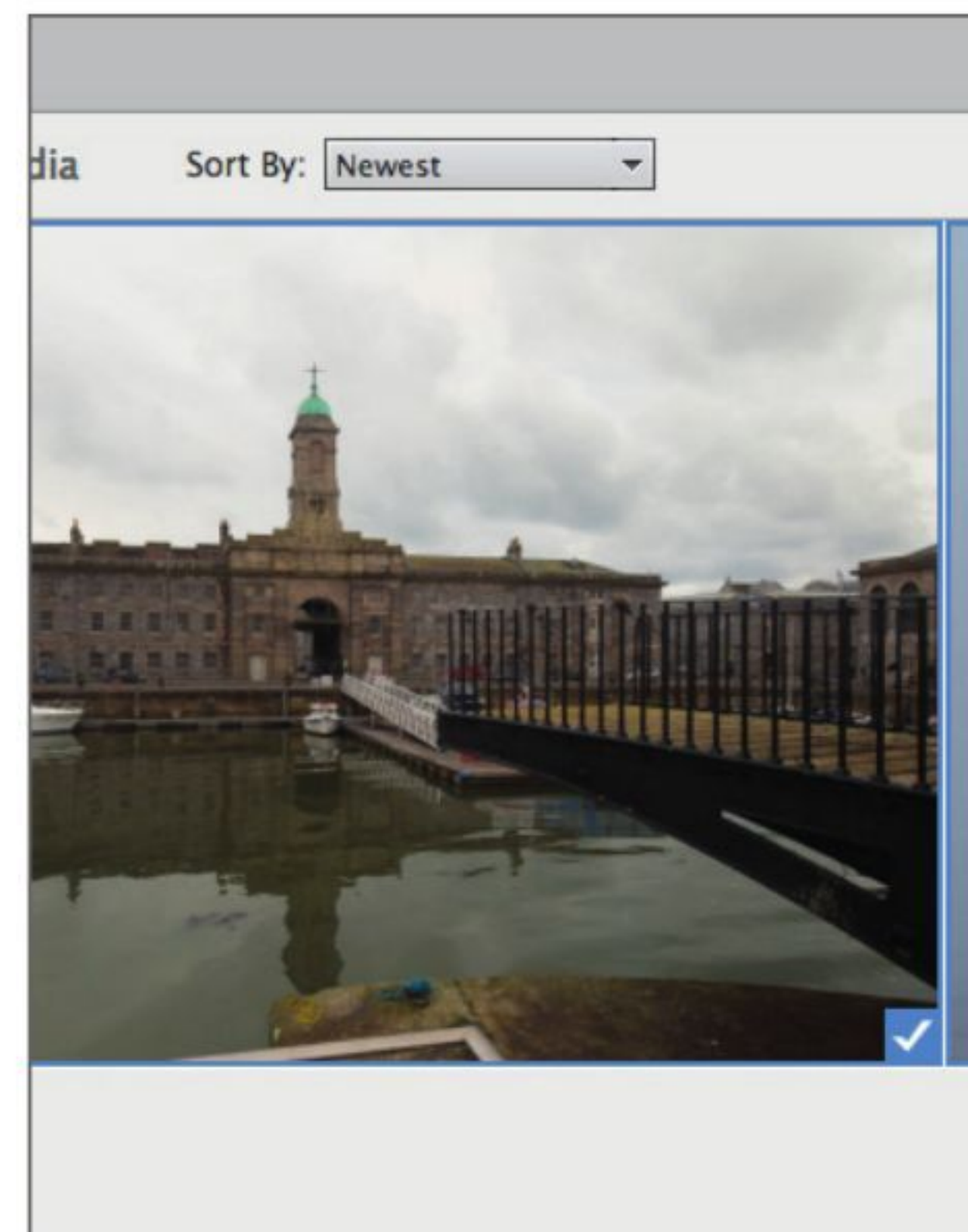


# How to Correct and Enhance

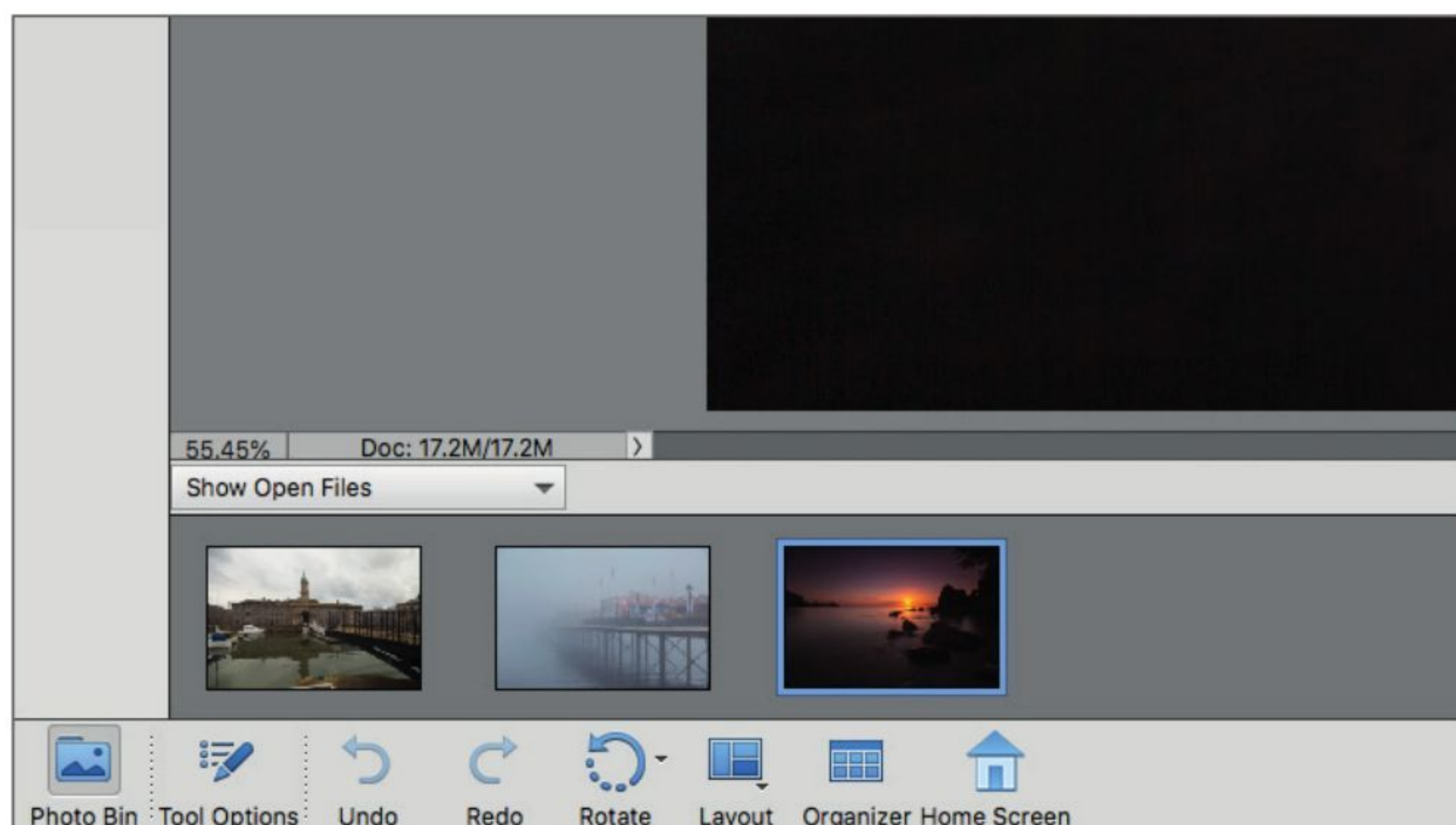
Using the Instant Fix option within Elements Organizer is usually enough to save an image that is in need of adjustment. For the remainder, you may be in need of the Photo Editor as it offers a lot more control. It is also important to understand a photo's inherent problems so you can correct it accordingly.



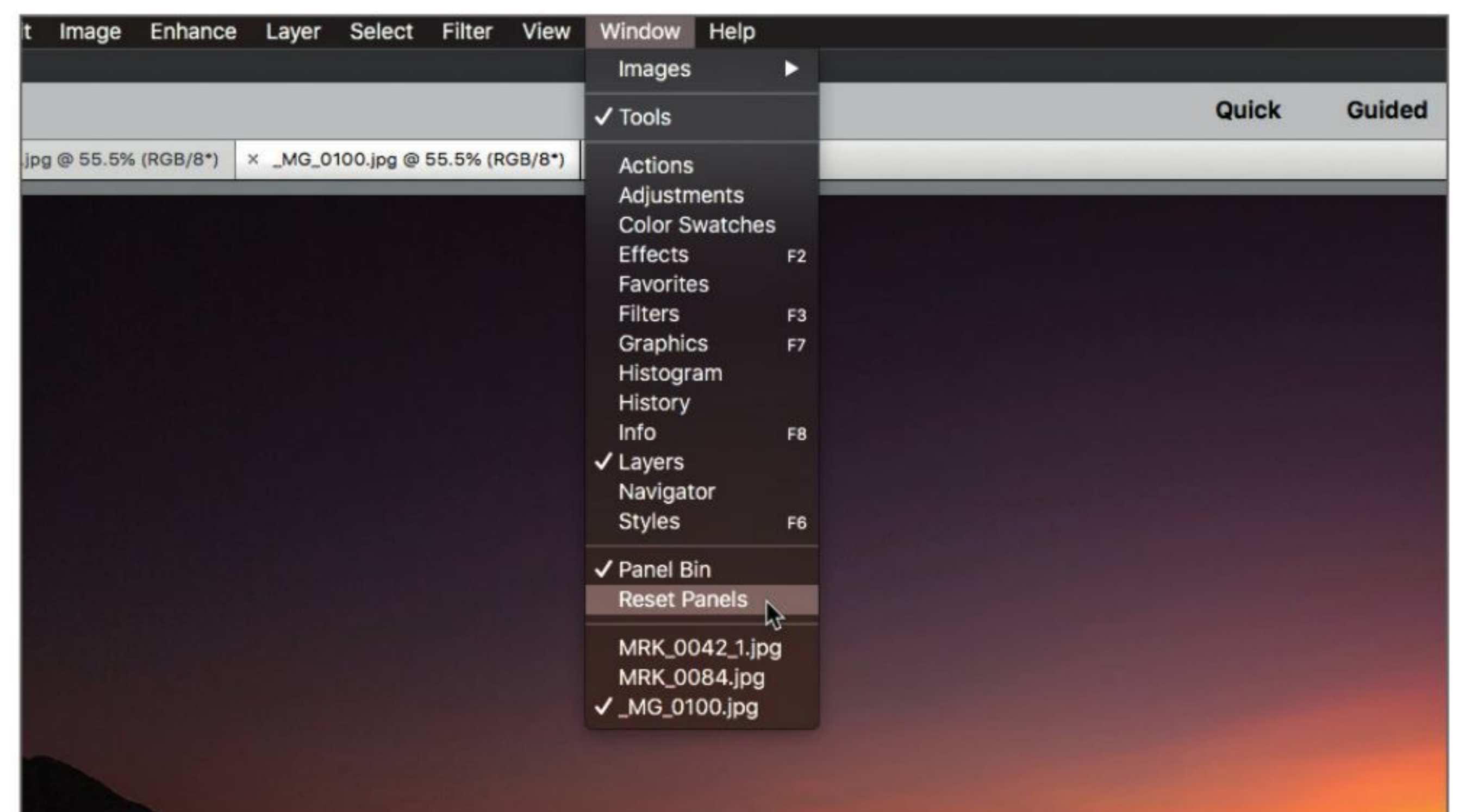
**1** The Photo Editor can be accessed from the Home Screen when you first open up Photoshop Elements. If you don't yet know which images you are likely to be working on, it is better to open Organizer first and locate the photos in need of some attention. We have some photos with various problems in our example.



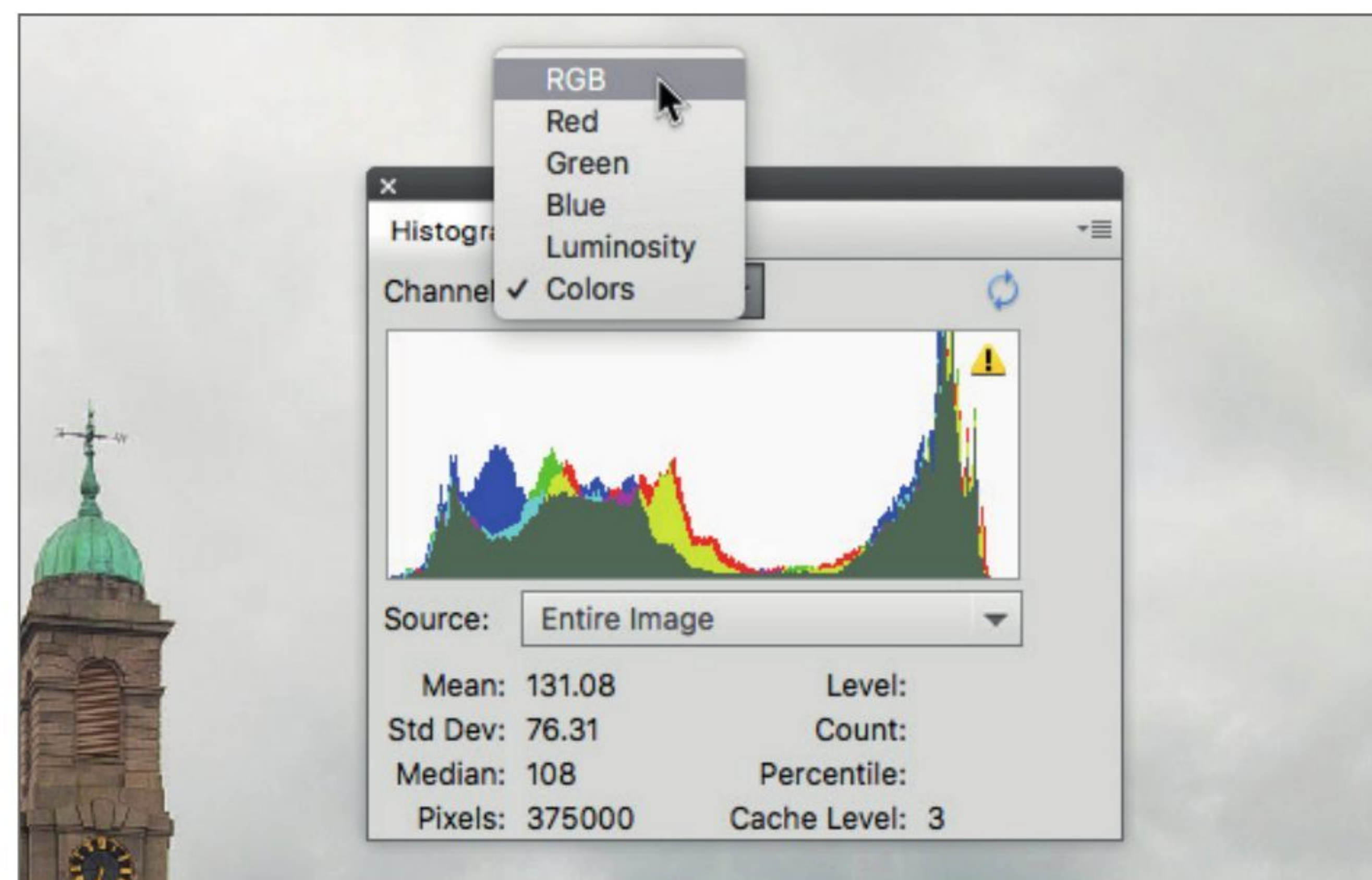
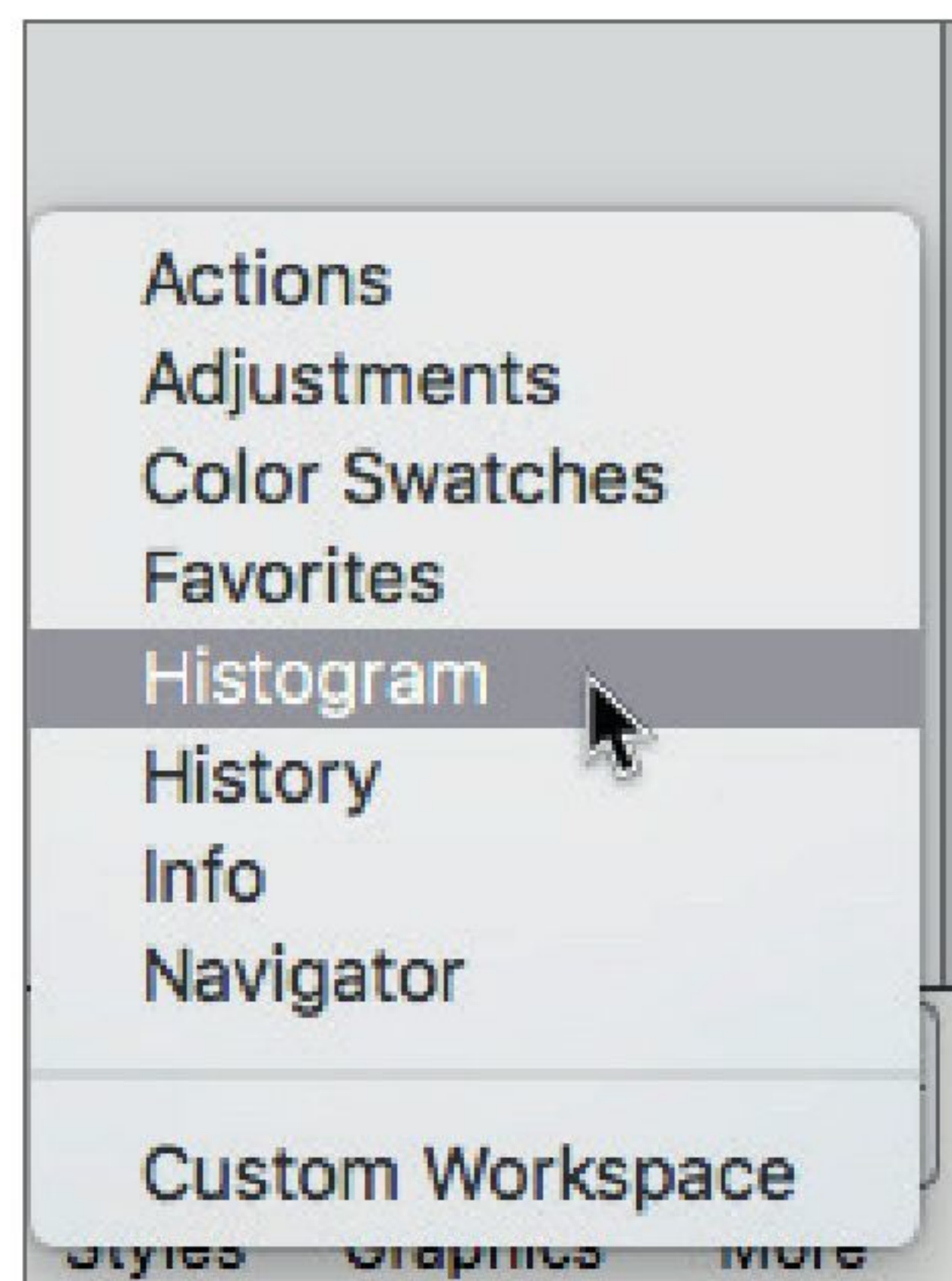
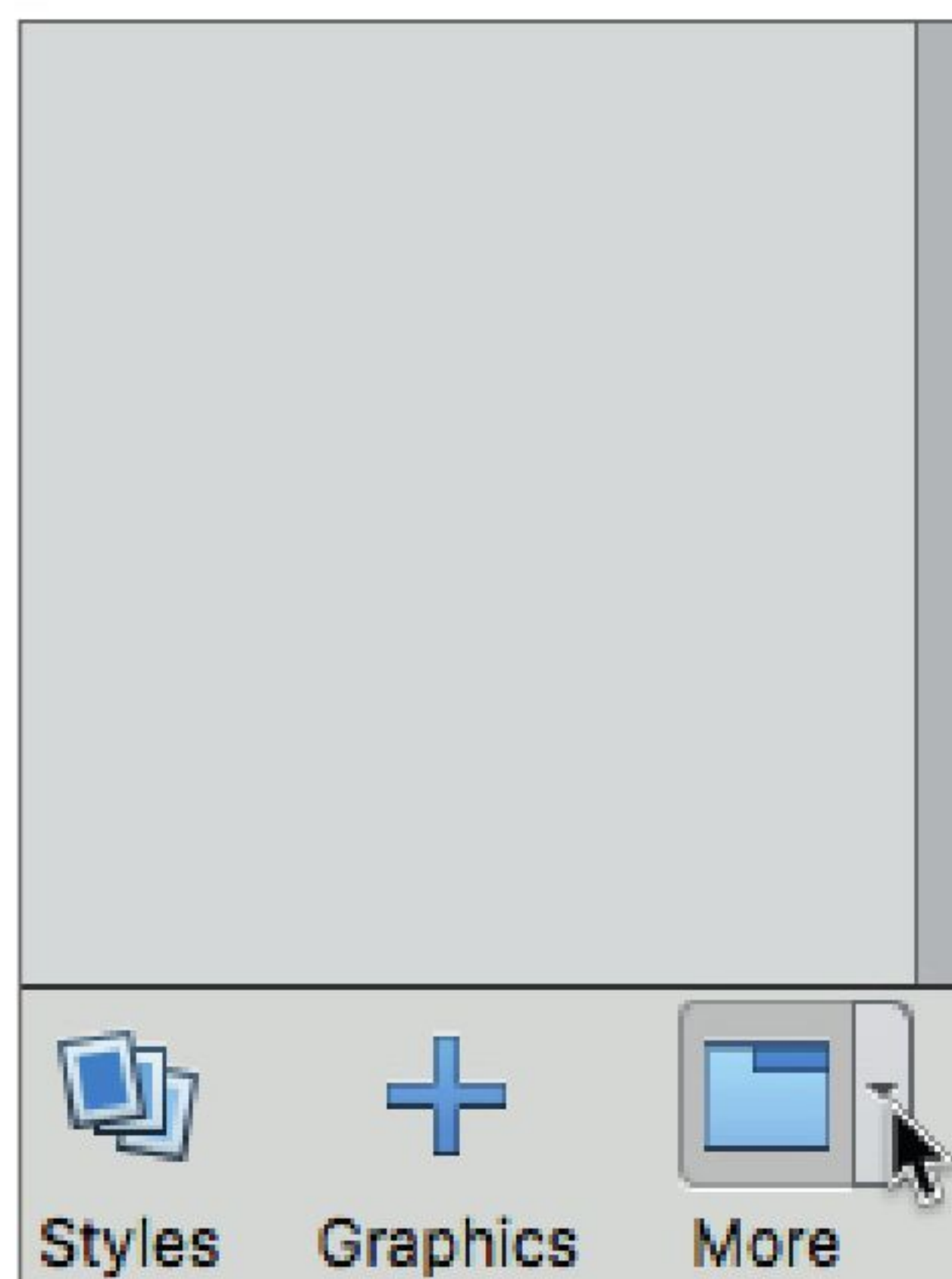
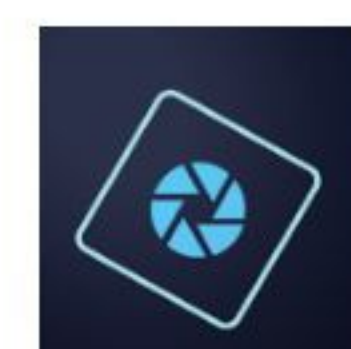
**2** Highlight one or more of the images you want to work on in the Photo Editor and then go to the Editor button down in the bottom left of the taskbar. There is a small arrow next to it and this opens up editing options in other programs. For this example, just click on the main Editor button.



**3** When you click the Editor button, it will open with the photos you had selected in Organizer, displayed in the Photo Bin, ready for working on. If it isn't already, click on the Expert mode at the top of the screen to put you in the workspace with its more advanced toolset.

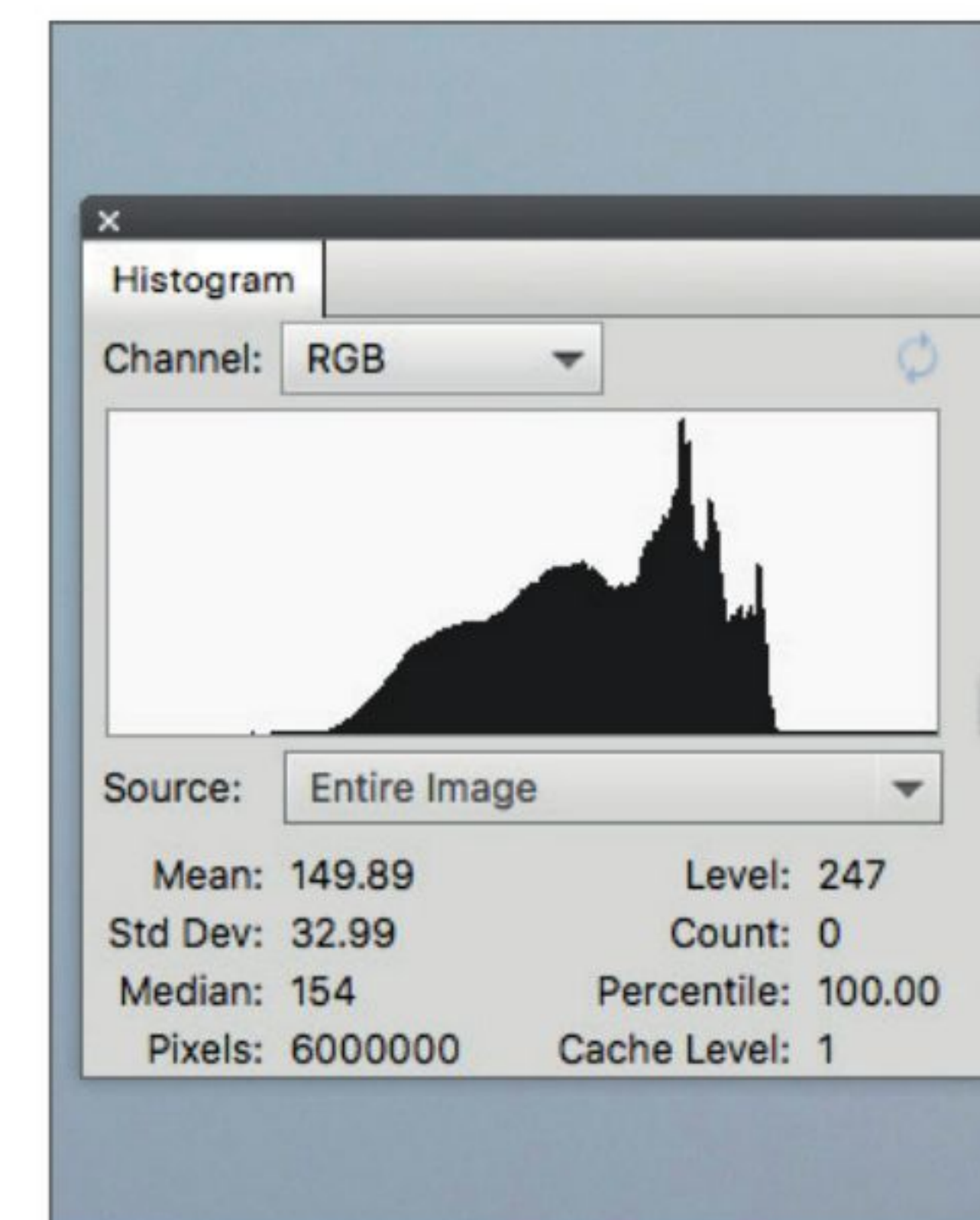
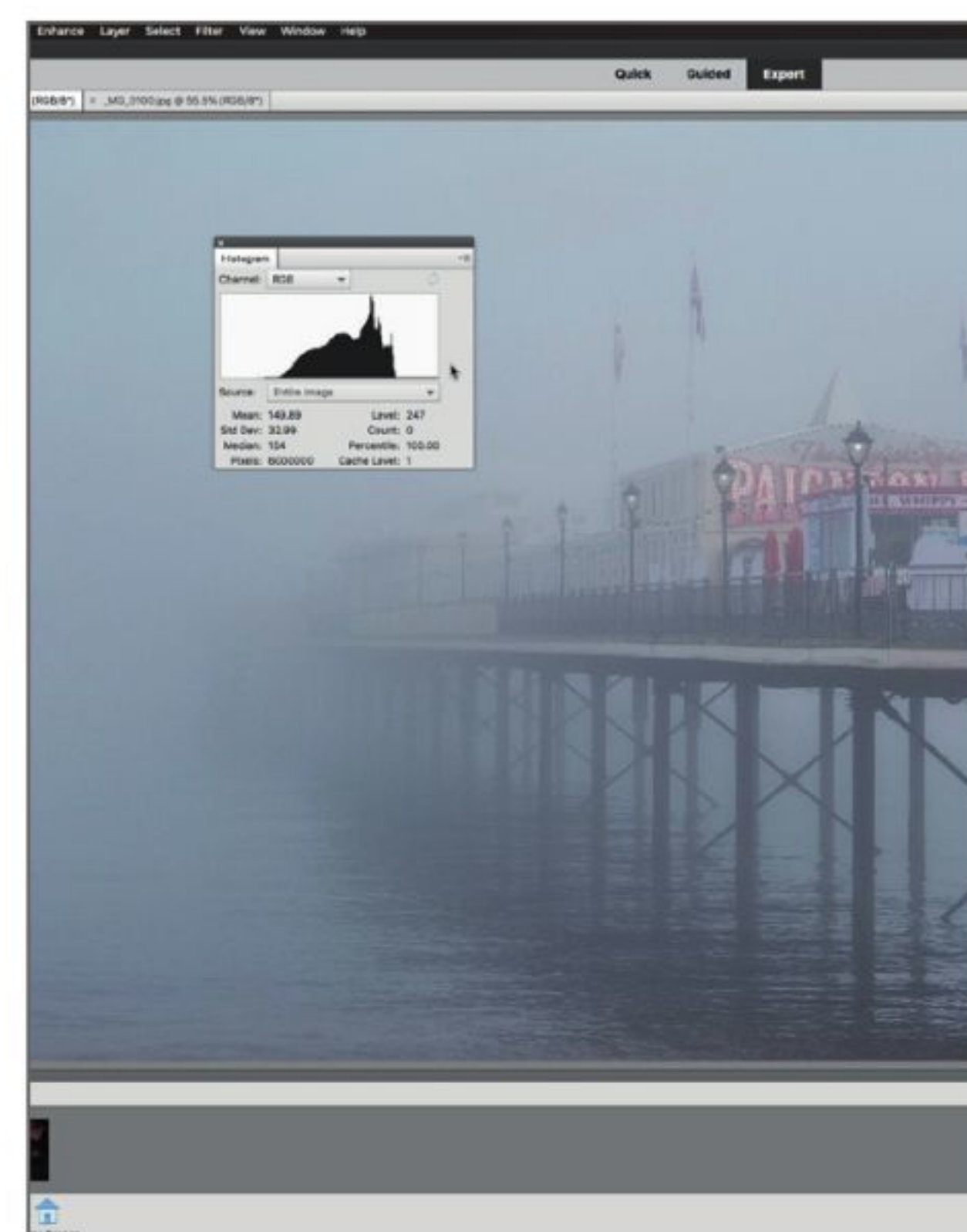
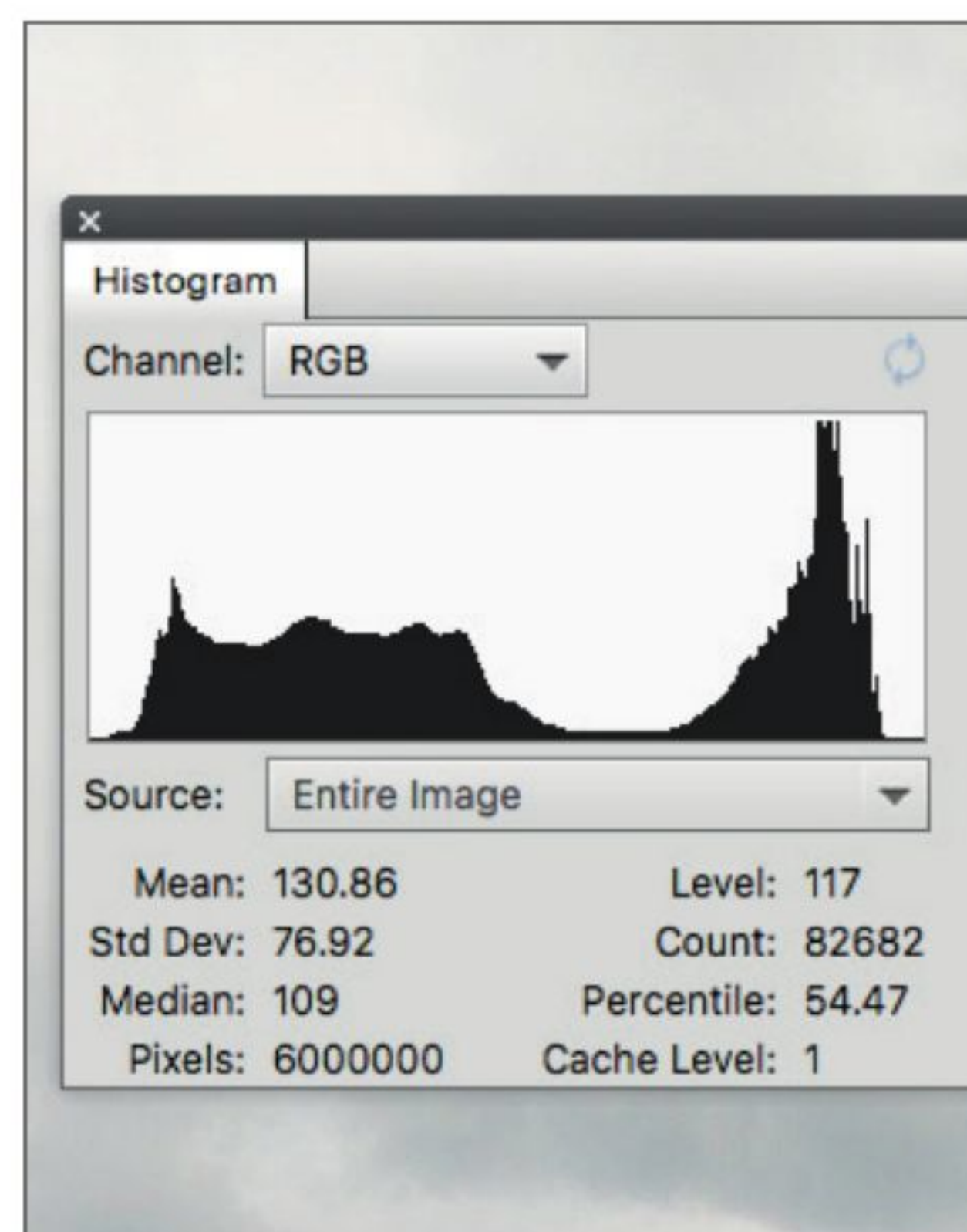
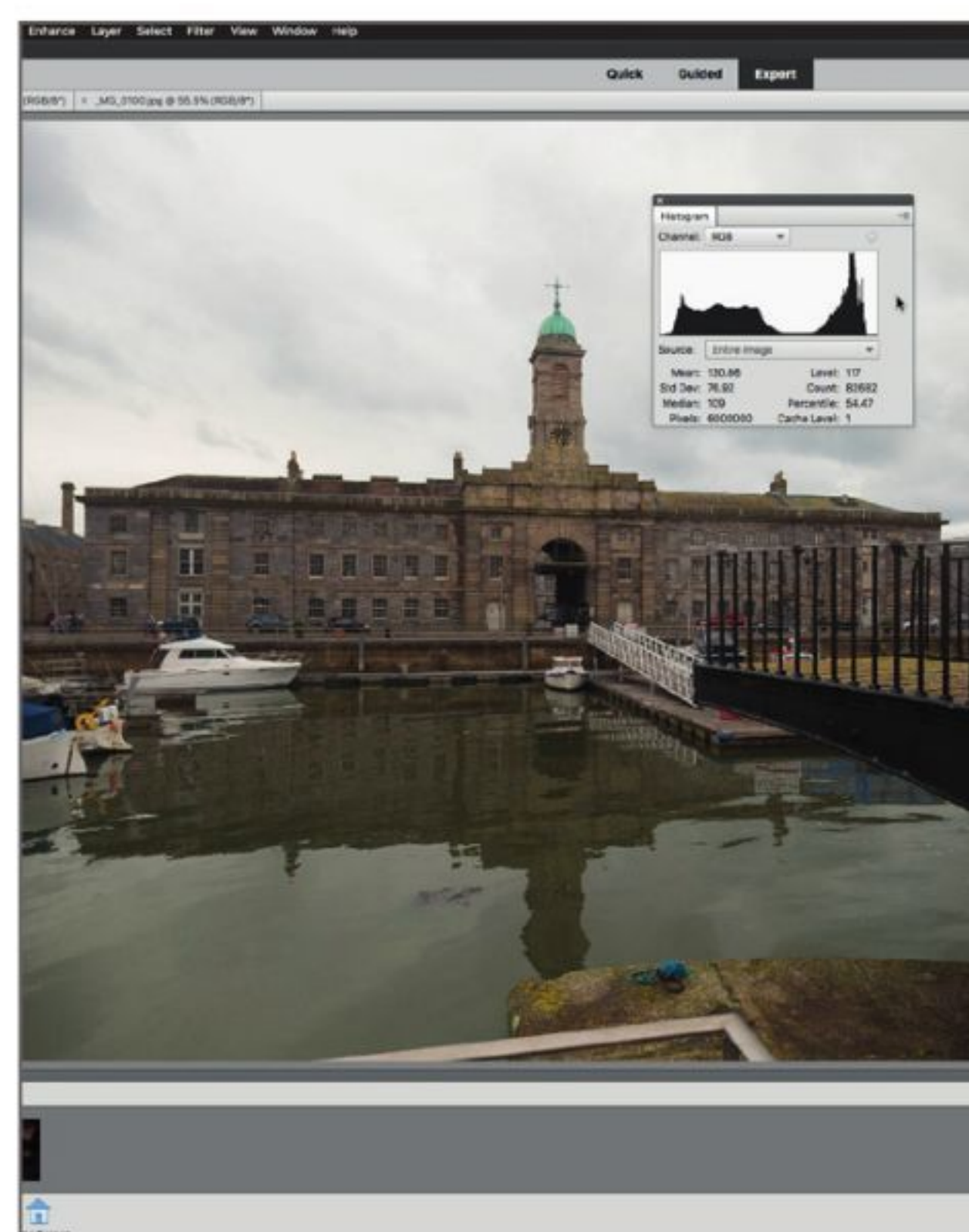


**4** Depending on whether you've already been using the Expert mode, for good housekeeping, go to Window > Reset Panels to put all panels back in their default arrangements and positions. If you can't find your photos, or the Photo Bin, go down and click on the Open Photo Bin button, in the taskbar.



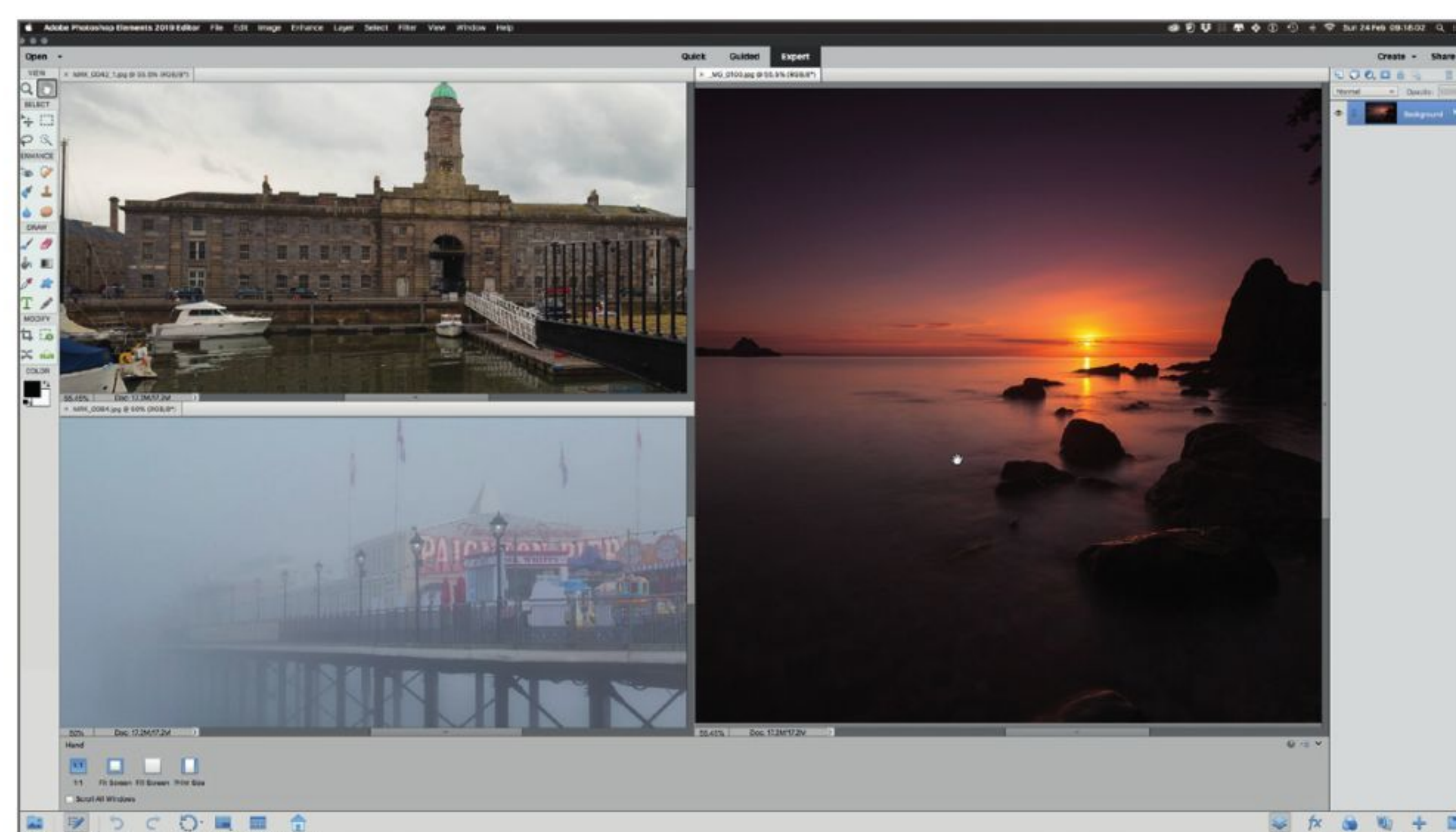
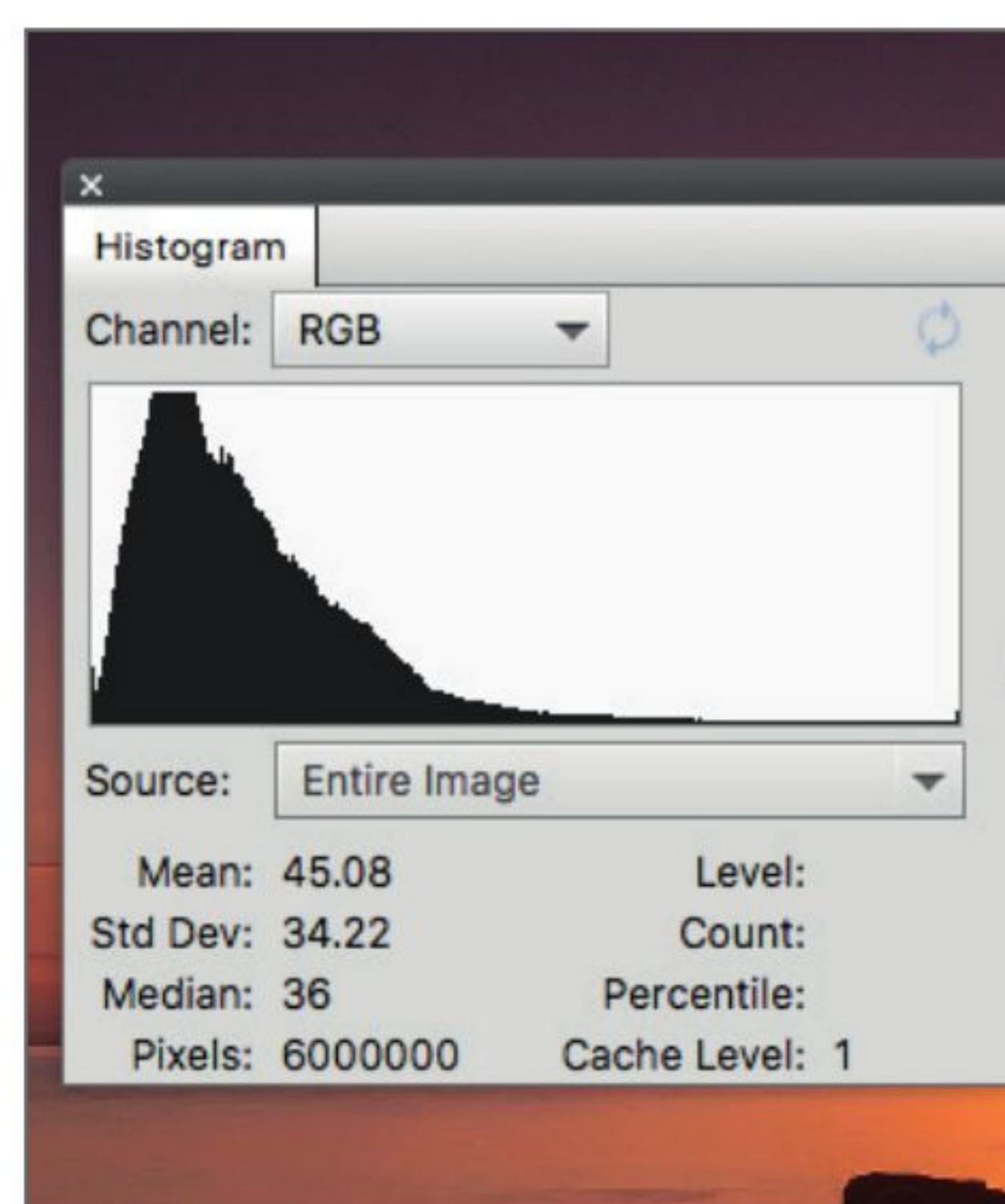
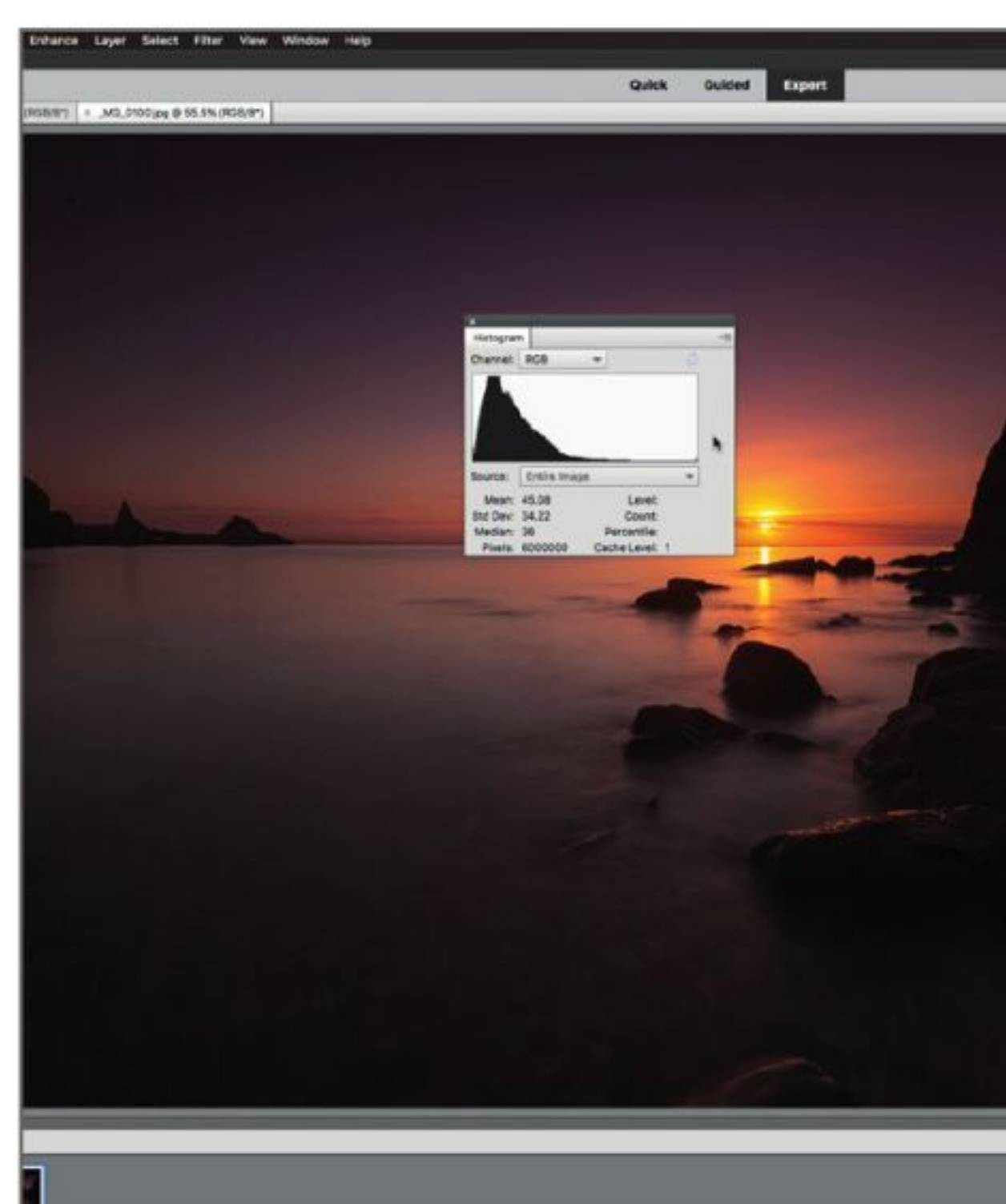
**5** To the right of the taskbar, click on the small arrow beside the More button. From the menu that appears, choose the Histogram option. The tabbed group of panels will appear, with Histogram as the active panel. The histogram is a graphic representation of the tonal values spread, from darkest to lightest.

**6** Change the Channel setting by clicking on the menu and changing it from its default of Colours to RGB. This gives a more simplified histogram display. If there is a small yellow alert symbol in the top right corner of the display, click on it to refresh the histogram information.



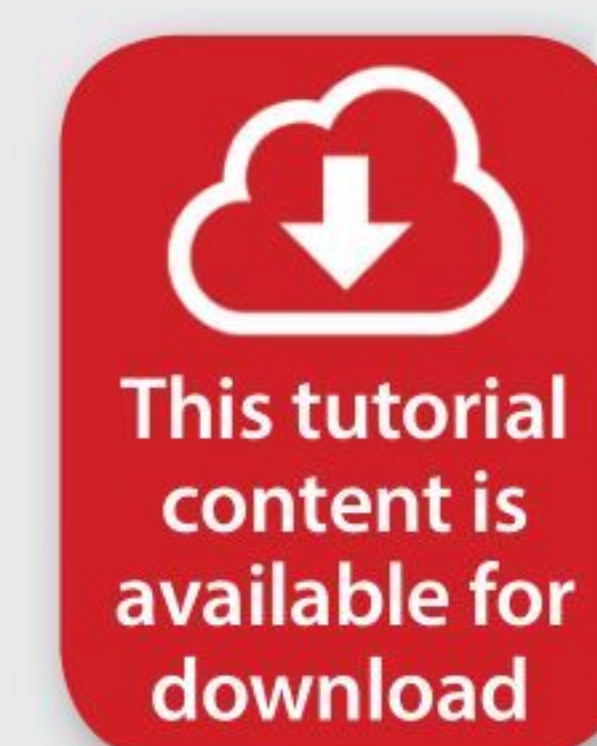
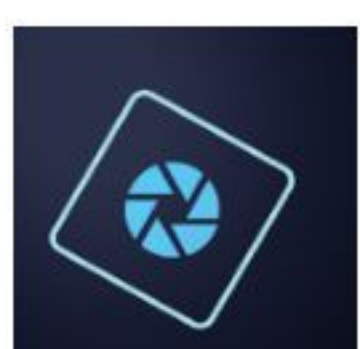
**7** Our first, example image, has a histogram with reasonable image data at either end of the graph, but the large dip in the middle suggests areas of the tonal range where it is lacking in midtone contrast. A lack of midtone contrast can make an image look a bit dull, lifeless and underexposed.

**8** The next photo in our example has practically no data at all at either end of the histogram. There are no dark shadow areas and no bright highlights. As a result, all the data is bunched up in the middle of the histogram. This is an image with little contrast, since it is comprised mostly of middle tones.



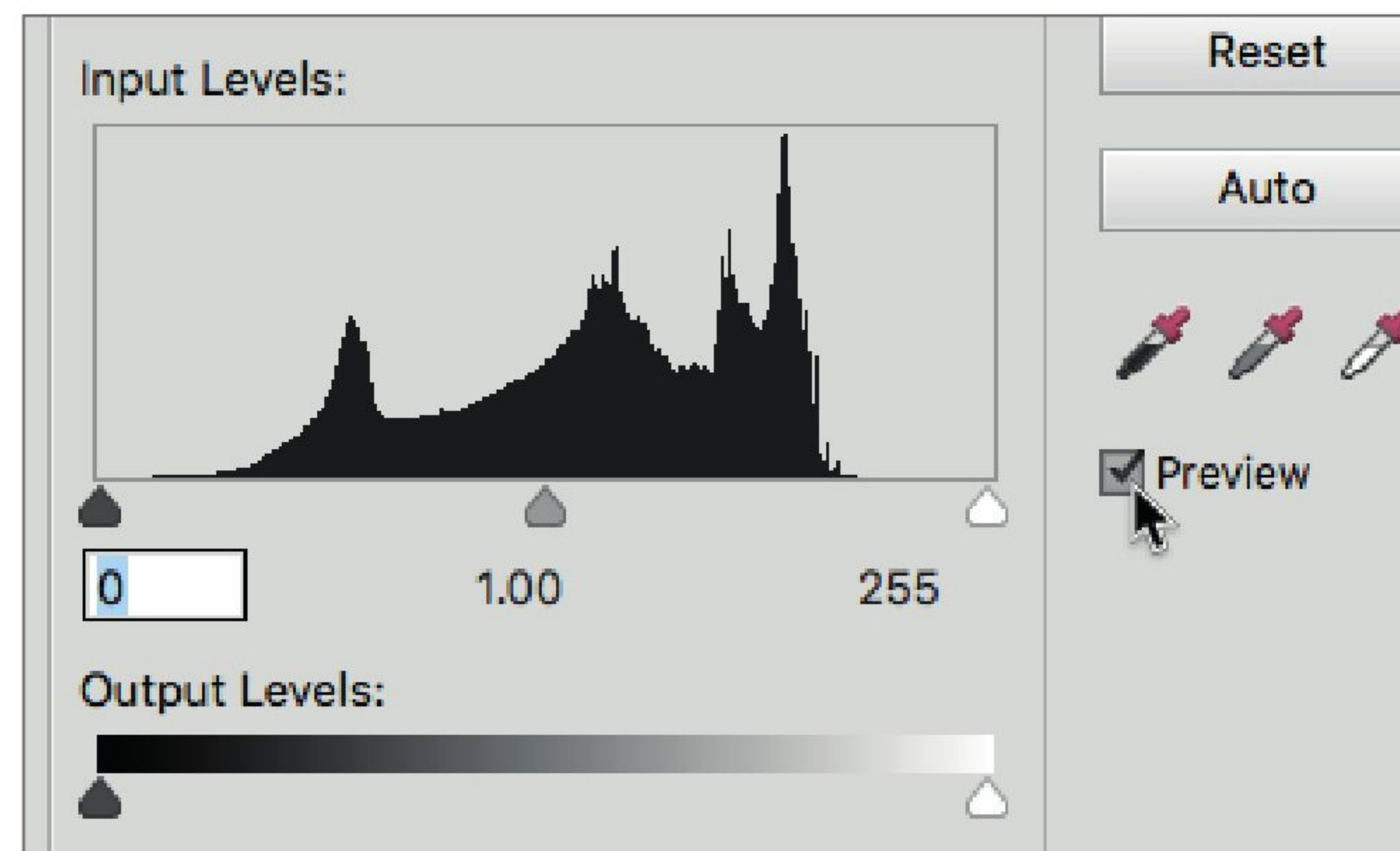
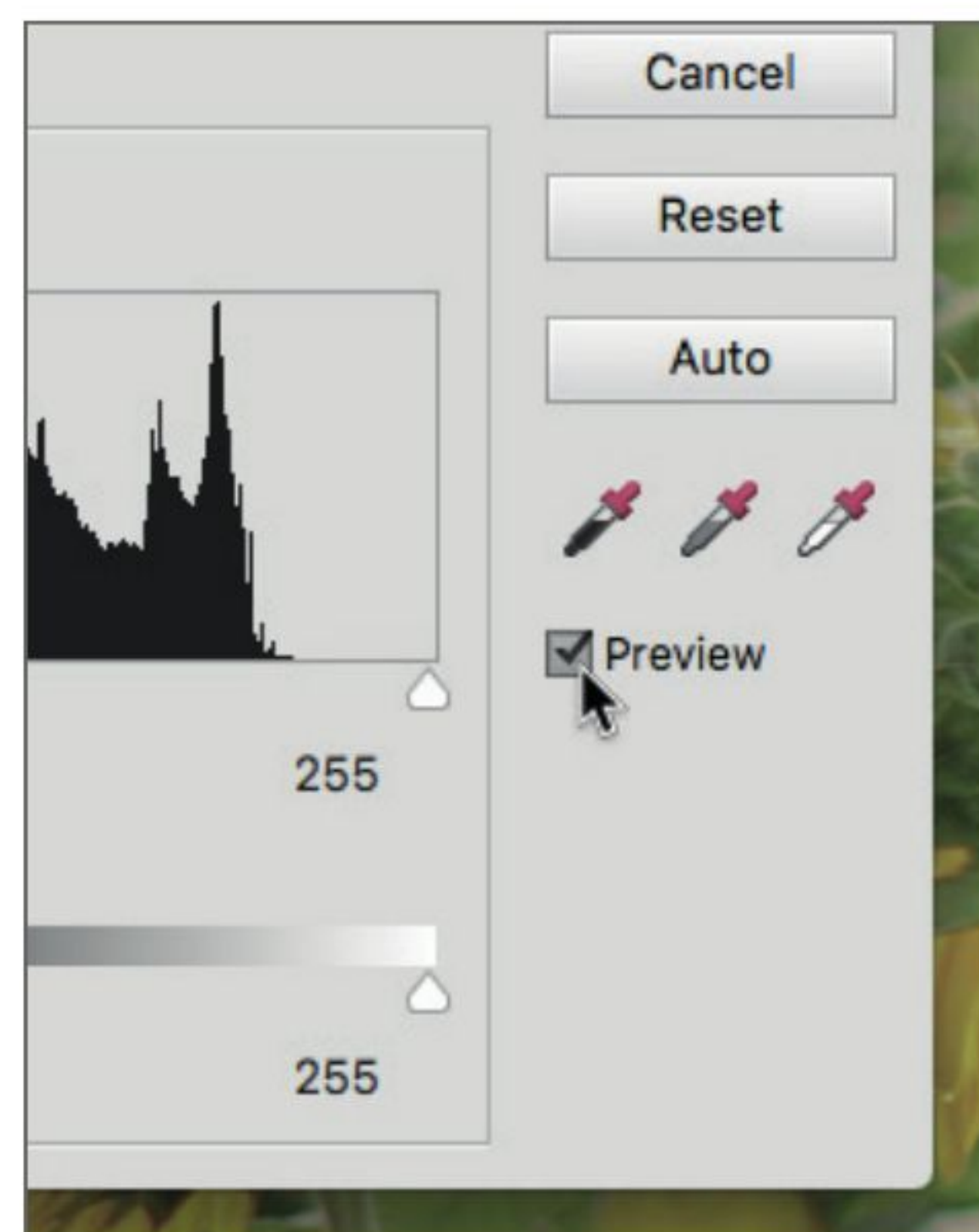
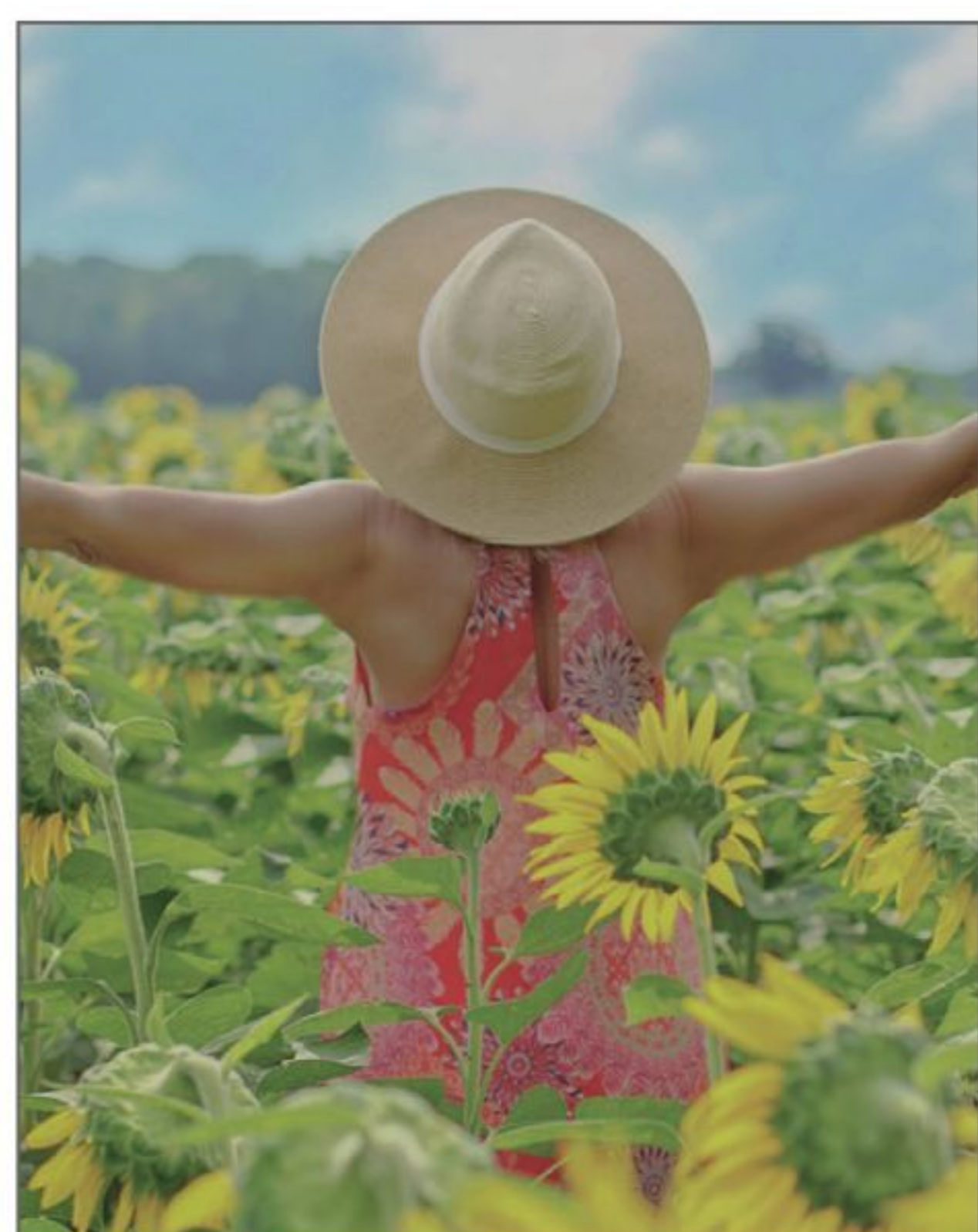
**9** The final image shows a histogram that is very biased towards the left of the graph. This is an image where the majority of the tonal range is made up of shadow, with very little mid-tone detail and almost no highlights. Any image with a histogram pushed this far to the left is very underexposed with little, visible detail.

**10** Our three example images are fairly common in their deficiencies. However, in general, images that are too dark, too light and lacking in contrast are easy to put right. Now that their particular problems have been identified, you can set about rectifying each of their issues and improve them greatly.



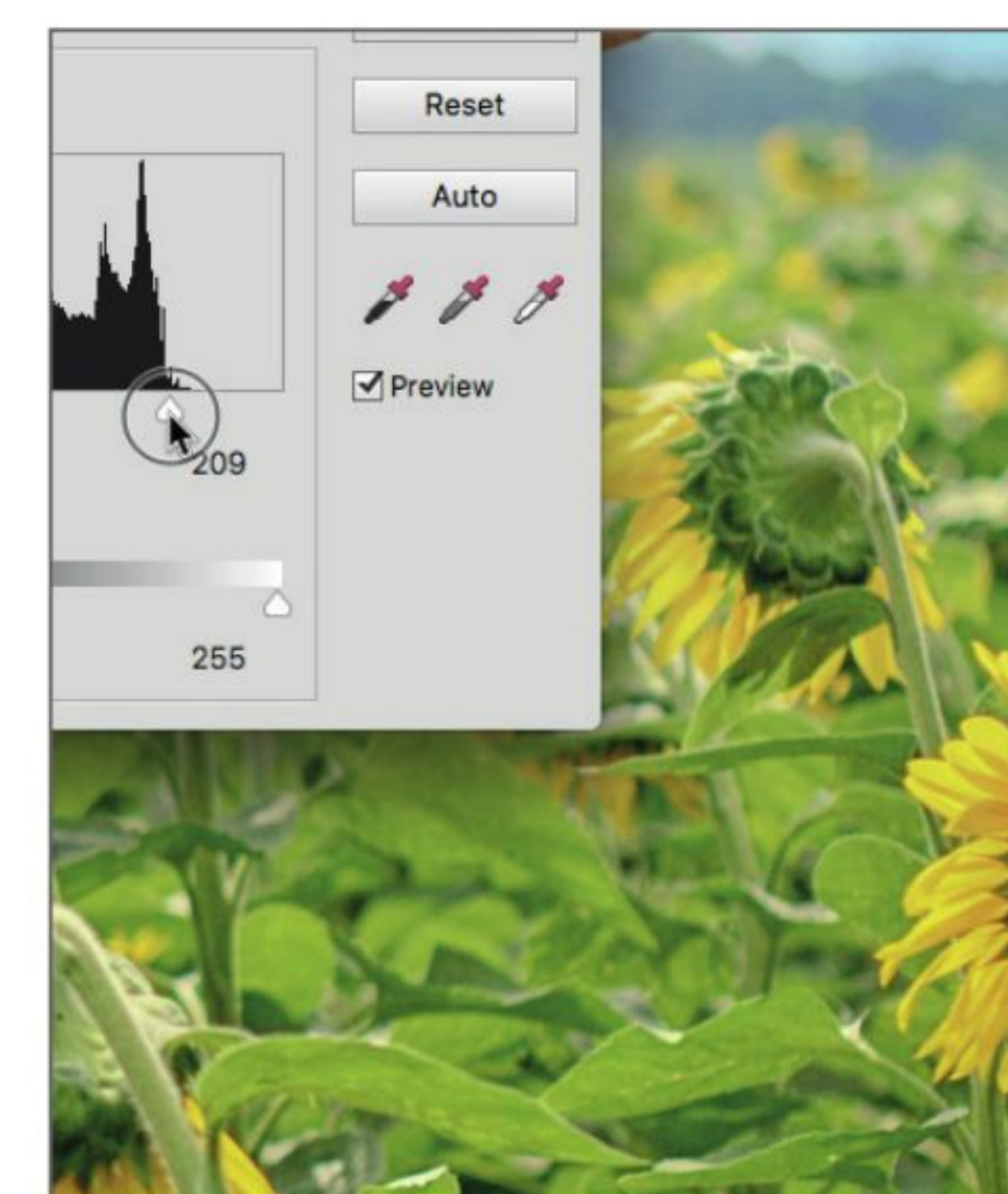
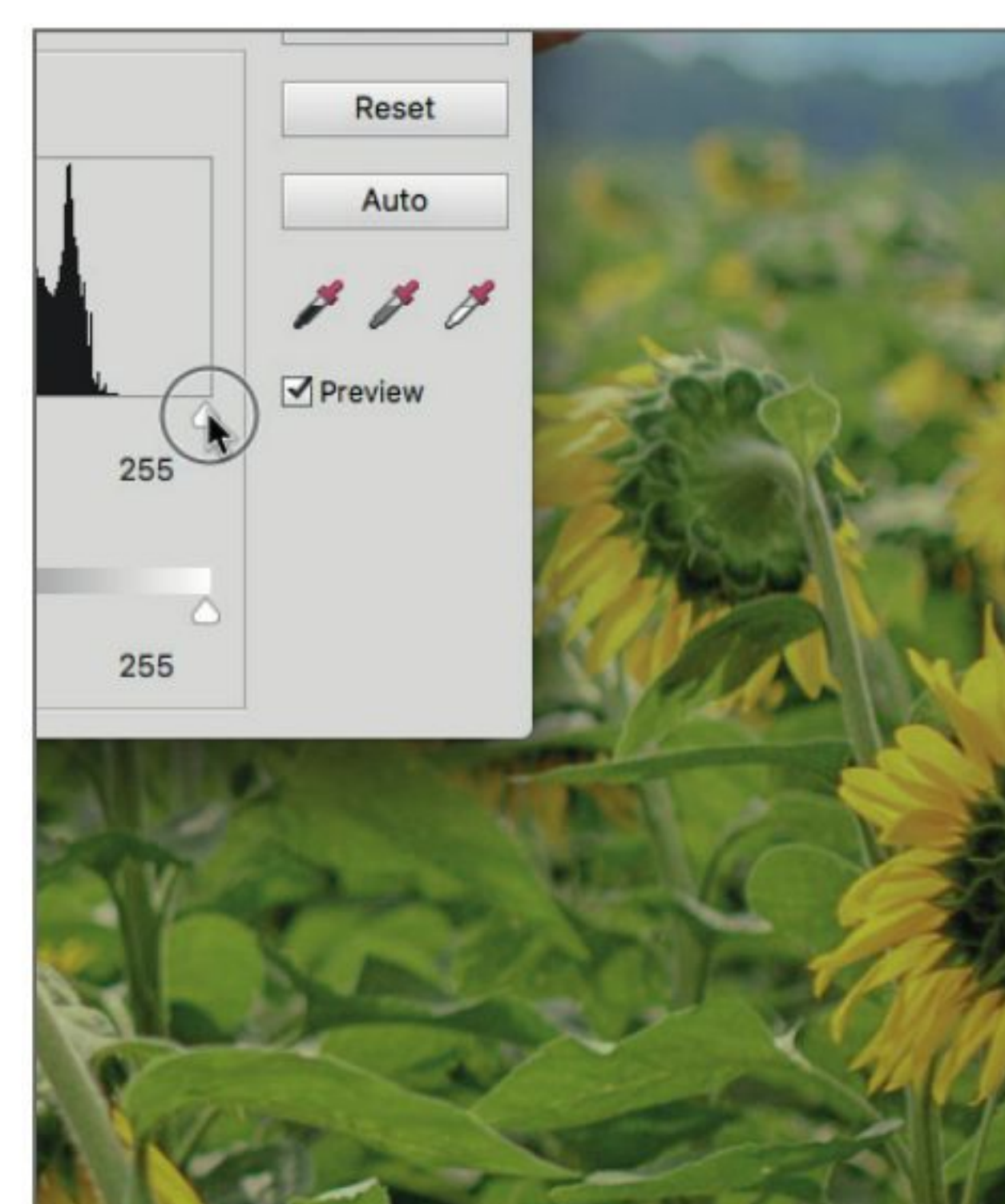
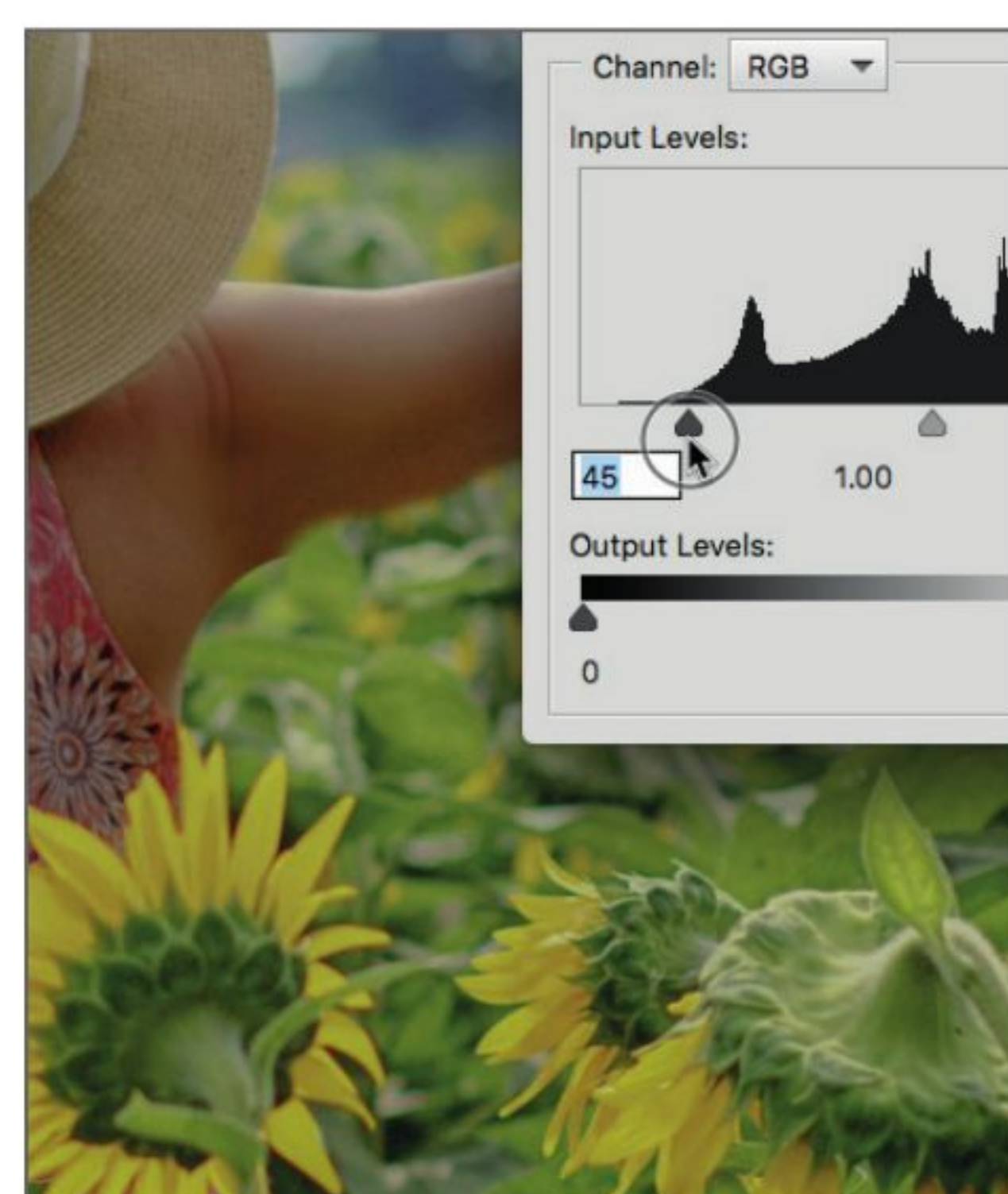
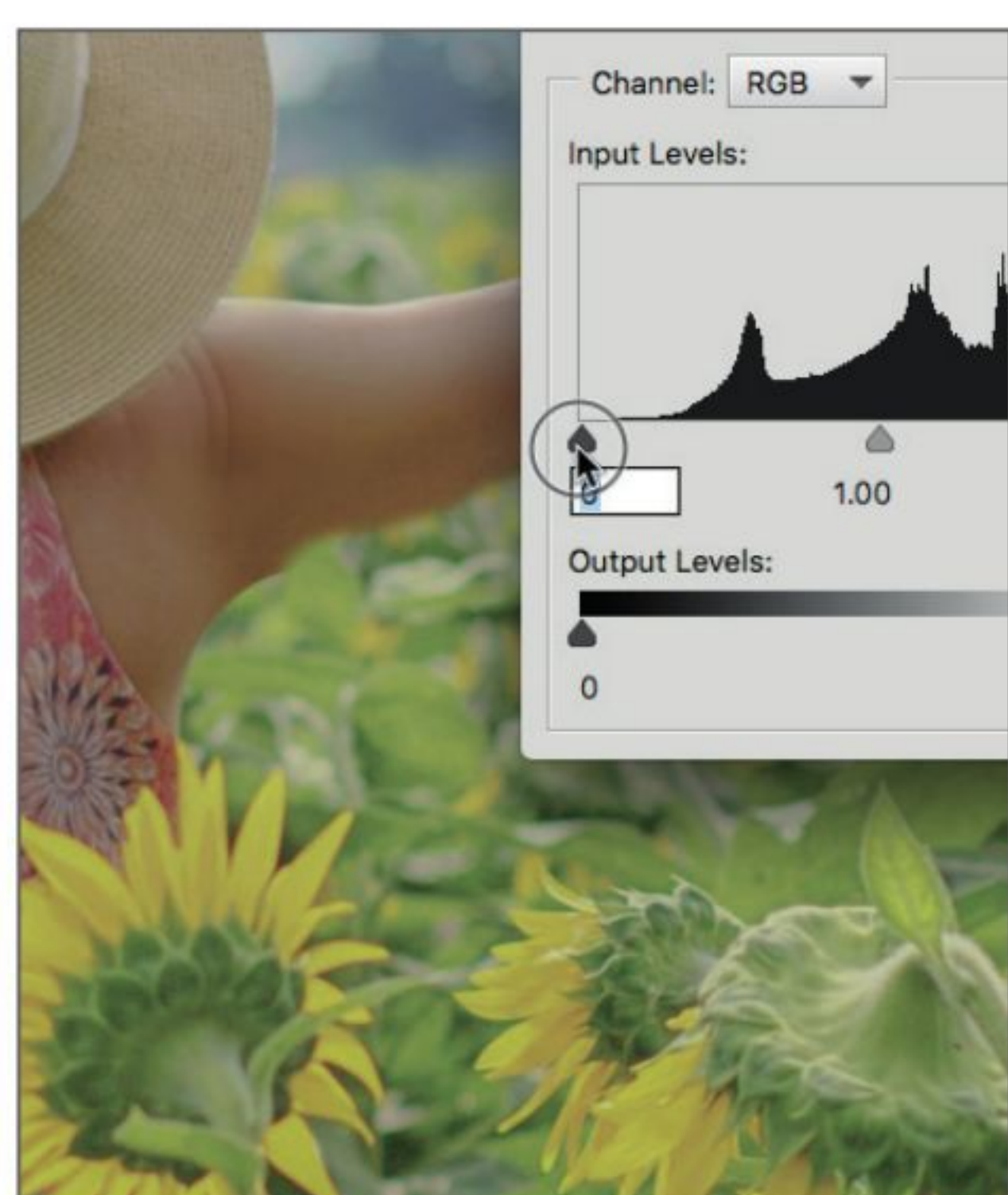
# Levels Adjustments

Once you understand what the Histogram is telling you, you are armed with the necessary information to be able to make effective and dramatic changes to the overall look and quality of your less than perfect photos. The Levels adjustment option is a very effective way to improve an image's tonal range.



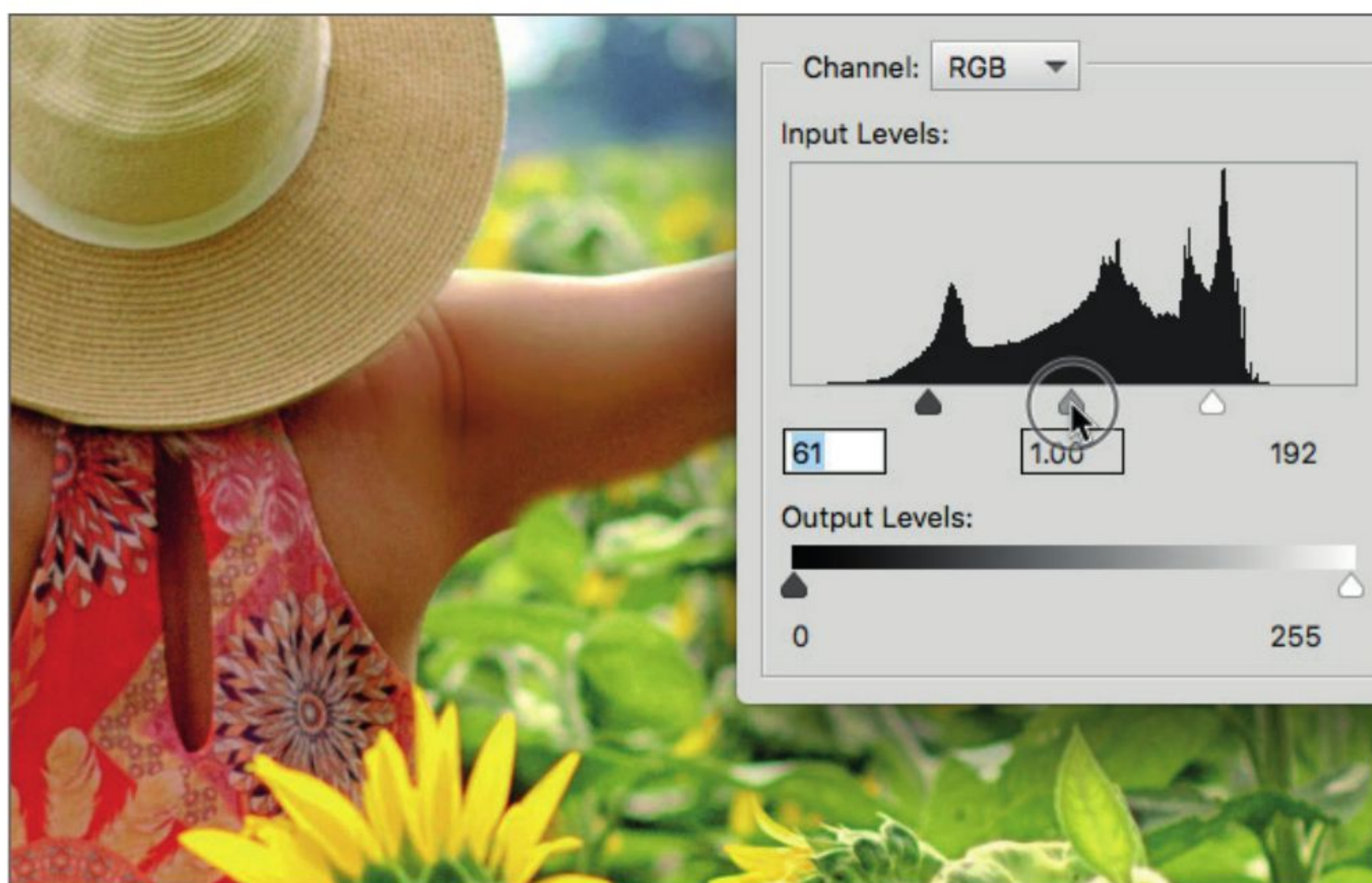
**1** We have another example, which is a low contrast image. The histogram shows the tones in the photo bunched up in the middle of the graph. To access the Levels adjustment, go to Enhance > Adjust Lighting > Levels. The Levels panel will open. To begin with, make sure the Preview option is checked.

**2** In the Input Levels window, the Levels panel will show you a recreation of the histogram for that image, displaying how the tones are distributed. Directly below the window are three sliders: the shadows slider to the left, the mid-tone slider in the centre and to the right, the highlights slider.

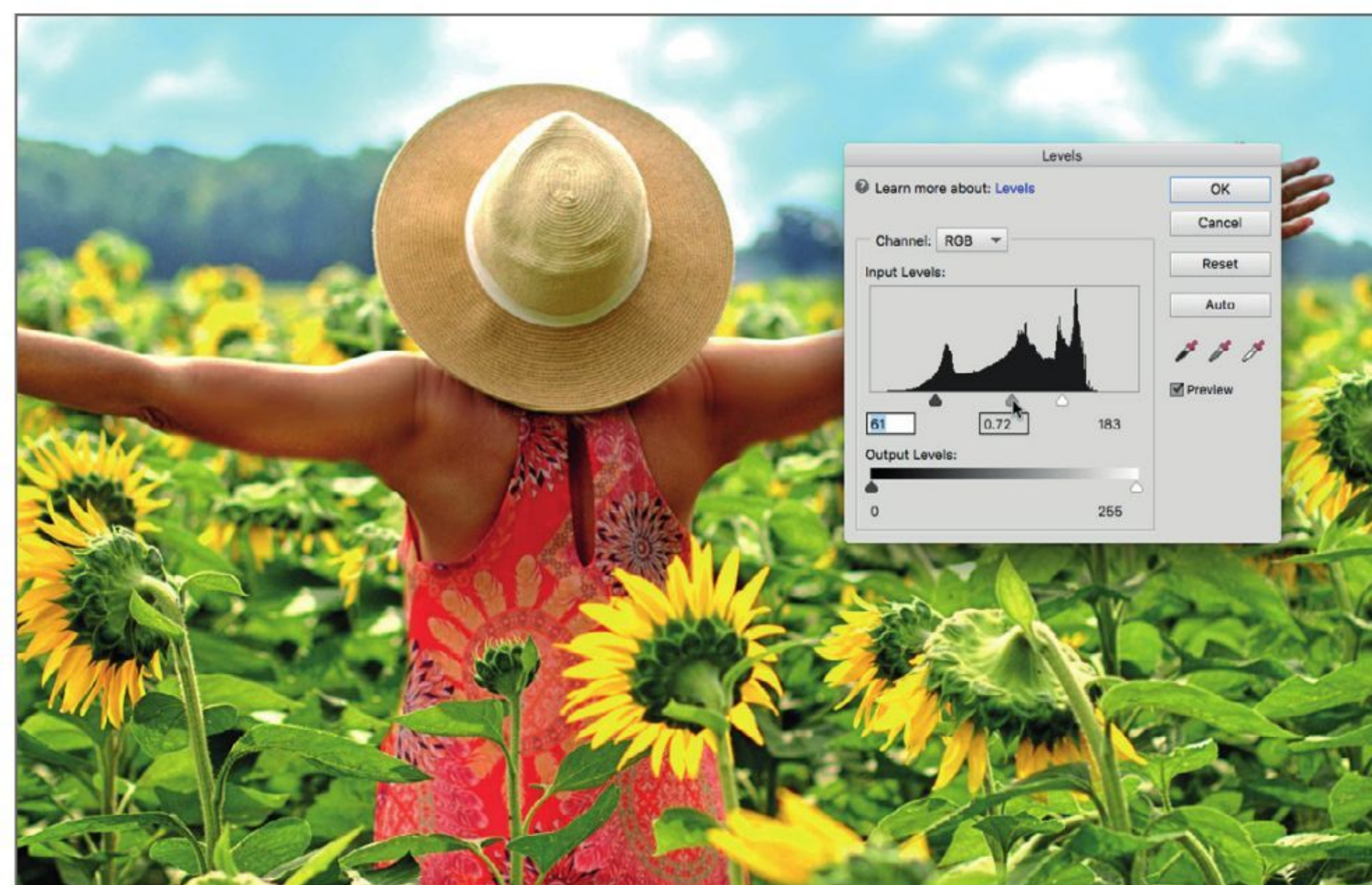


**3** Manual Levels adjustment is usually based on personal preference, although the image here clearly requires more contrast. To begin, click on the shadows slider and move it to the right so it touches the left edge of the graph. As you do, the image will get progressively darker.

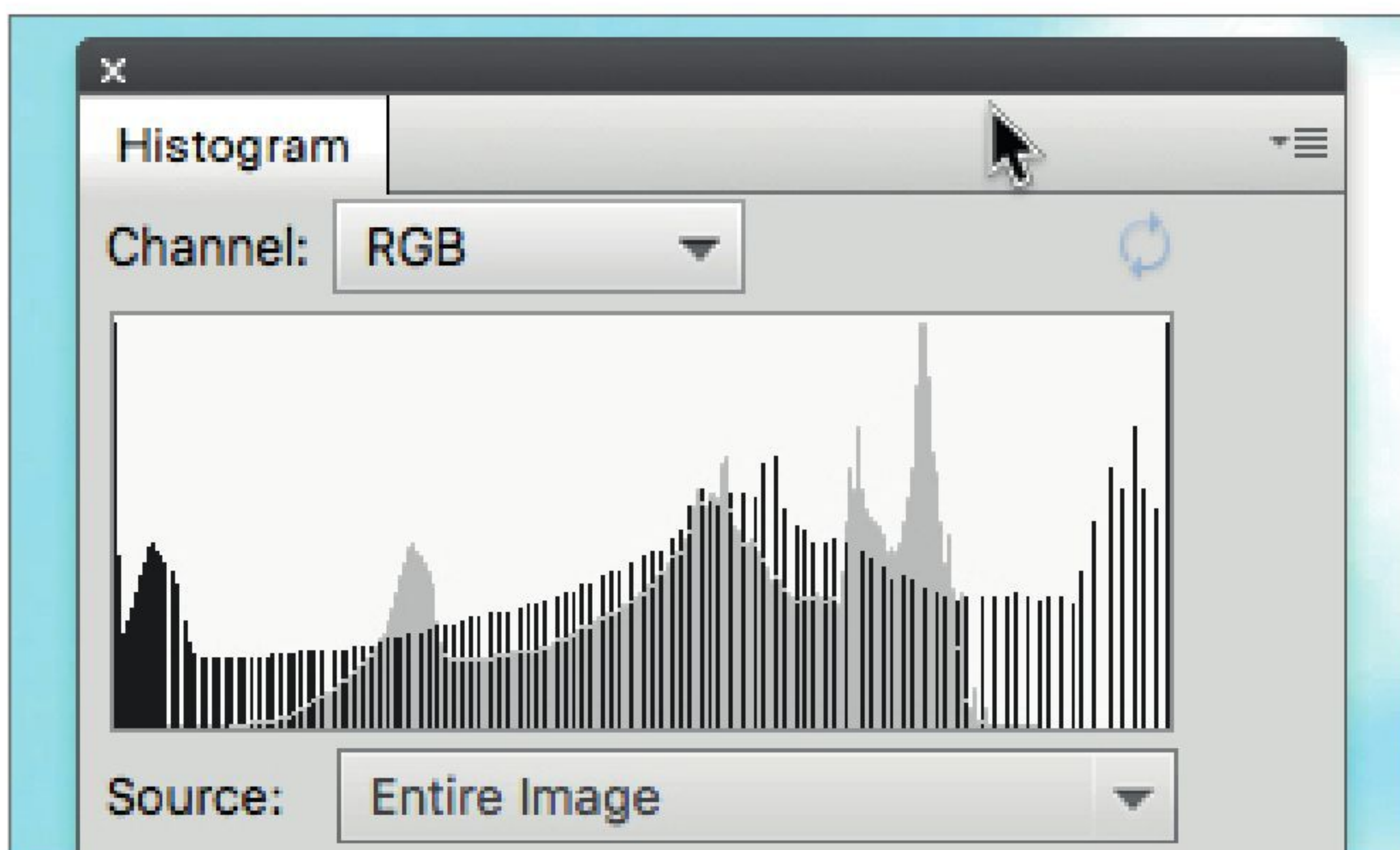
**4** Next, click and drag the highlights slider to the left so it touches the right edge of the graph; the lighter parts of the image will get brighter. Continue to tweak both the shadow and highlight sliders, until you have the spread of dark and light tones that you prefer.



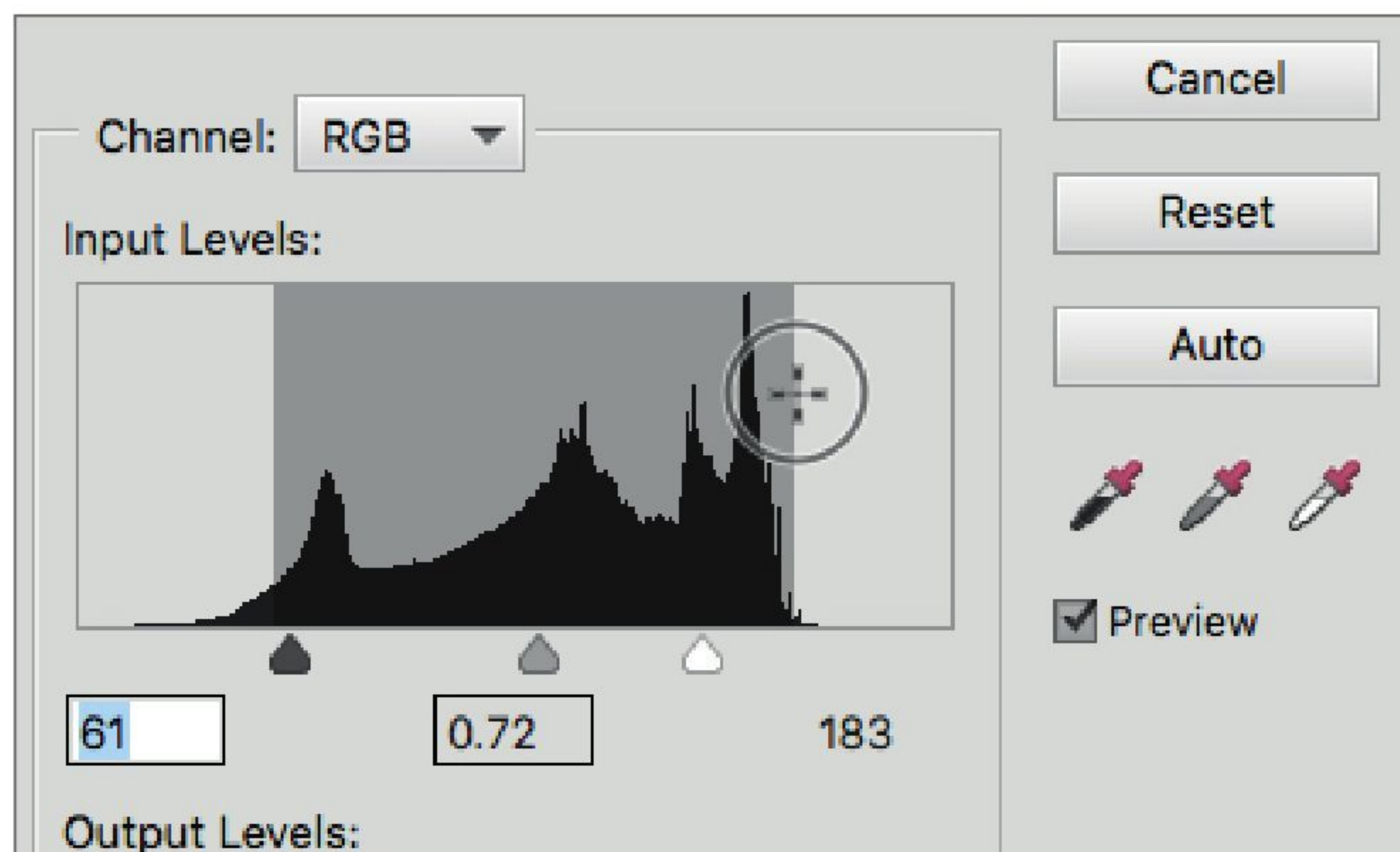
**5** Now you can tackle all the middle tones in the image. Click on the mid-tone slider and drag it either to the left to brighten all the middle tones, or to the right to darken them. A small amount will make a significant difference, so be subtle with your inputs.



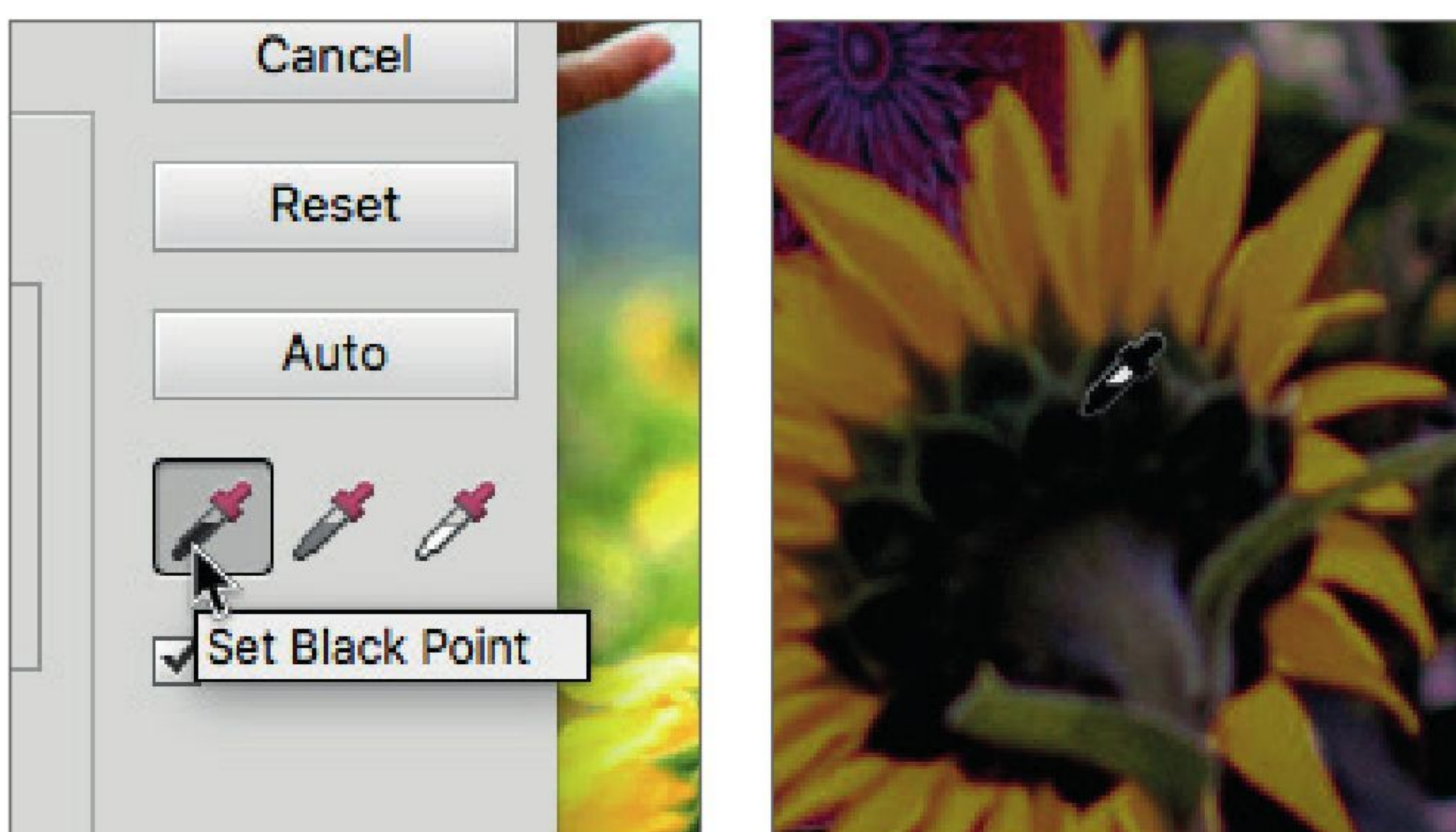
**6** After some tweaking of all three sliders, the image now has a lot more contrast and is a fairer representation of the original scene, at the time of capture. The muddy low-contrast image is now stronger with more saturated colours, as a result.



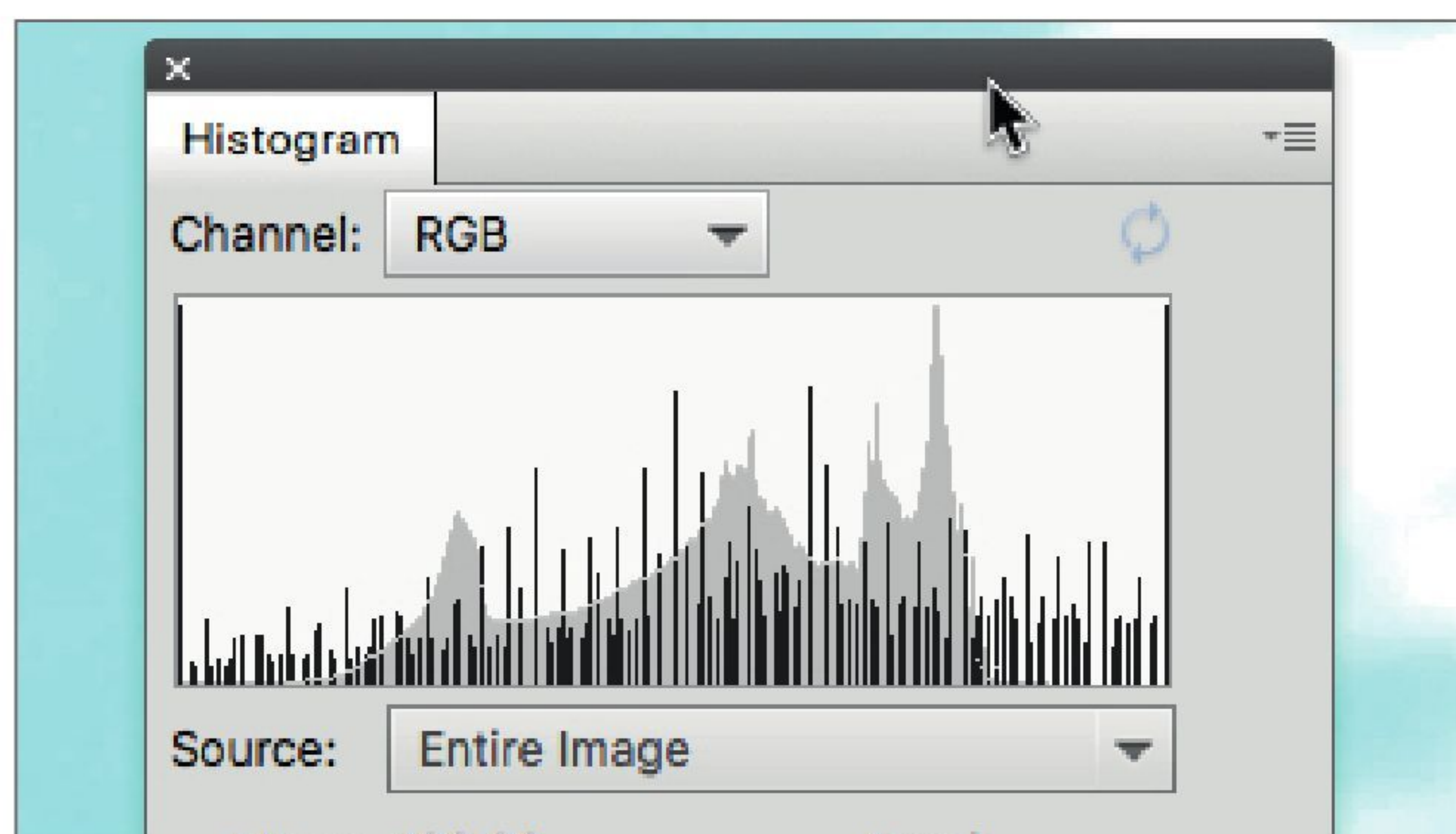
**7** If you look at the Histogram panel, you will see that it shows the original histogram display, along with the new adjusted version overlaid, so you can see the difference. Now the graph has a more even distribution of tones from shadow to highlight rather than being bunched in the middle.



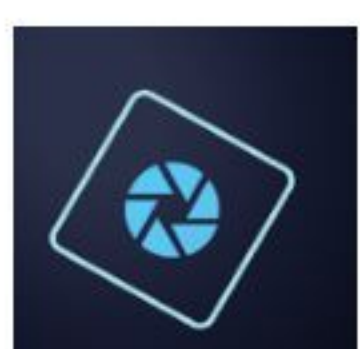
**8** Although the Levels panel has an Auto button, to make a best guess at how to adjust the image, it is always preferable to get hands on, as you can get a feel for the changes you are making and see the results of your own input. You also have the option to use the Set Black Point and Set White Point eyedroppers.



**9** The Set Black Point eyedropper lets you click anywhere on your photo and whatever tone is beneath it, becomes the darkest part of the photo. Watch out as this can make your image far too dark. The Set White Point works in a similar way; any part of the image you click on becomes the brightest part.



**10** Take into consideration that as you make adjustments, you run the risk of degrading the image. Any edits will affect it to some degree, so watch your histogram as you edit, the more gaps appearing in your graph, the more image quality is being affected and data lost.

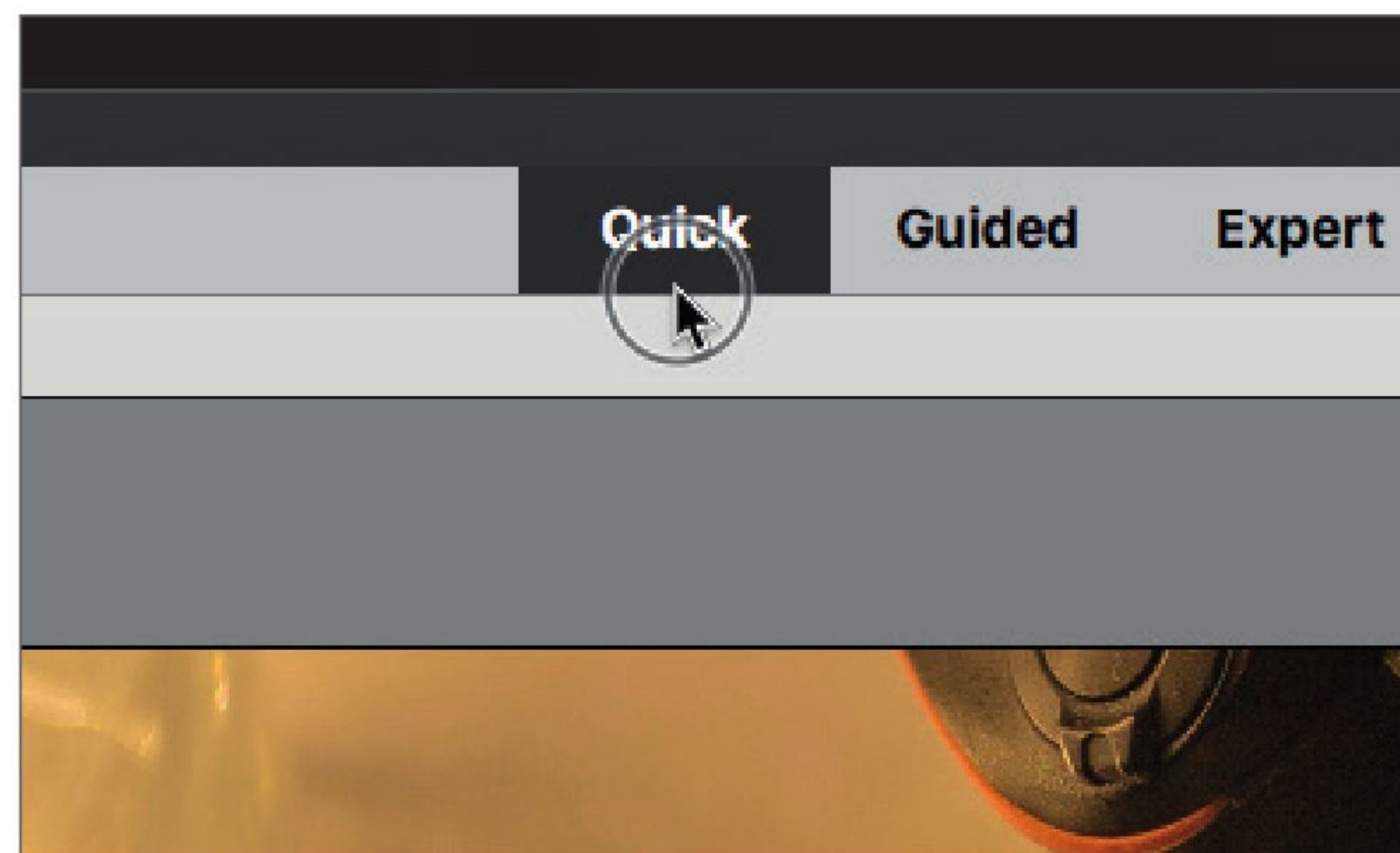


# How to Use Colour Balance

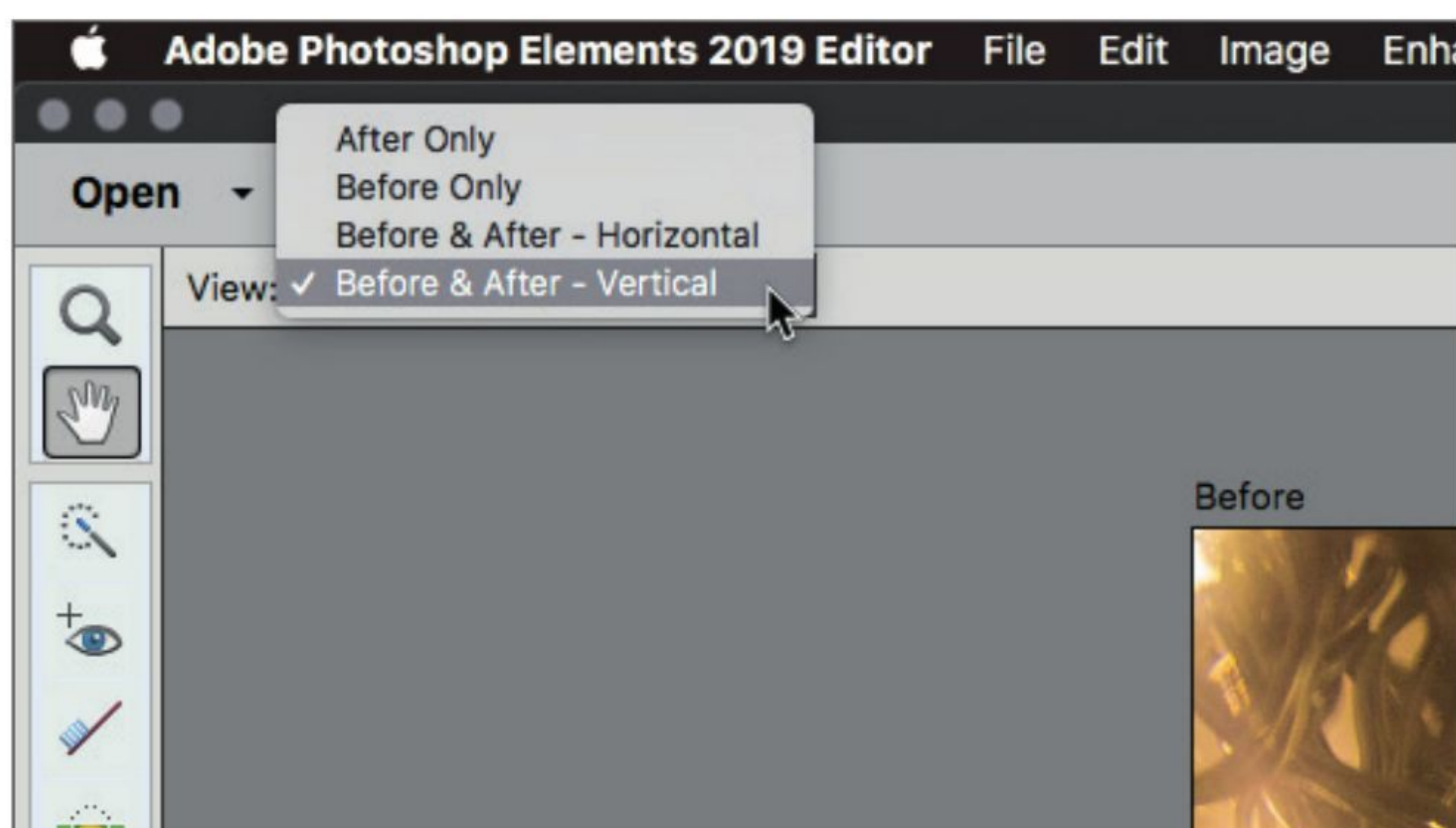
Although modern cameras and smartphones have good image quality, even the best device can be fooled by tricky lighting conditions and deliver a photo that has an unwanted colour cast on it, making it too blue, or too yellow in the case of tungsten lighting conditions.



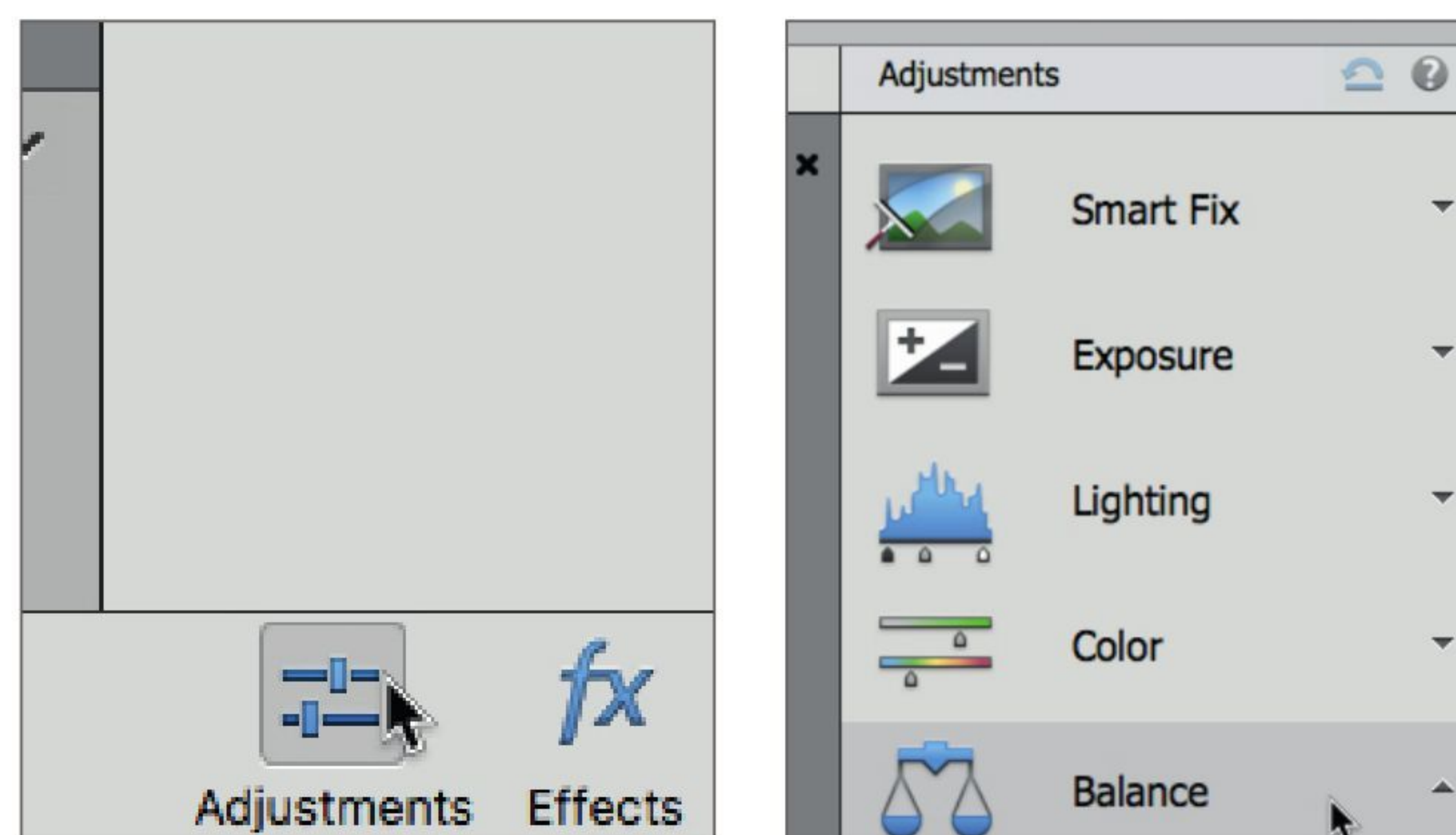
**1** Our example image was taken with some lights that produce a very yellow colour cast. The camera that took the photo was set on auto white balance, but even this was not enough to offset the yellow tint (typical of indoor tungsten lighting), cast over the scene.



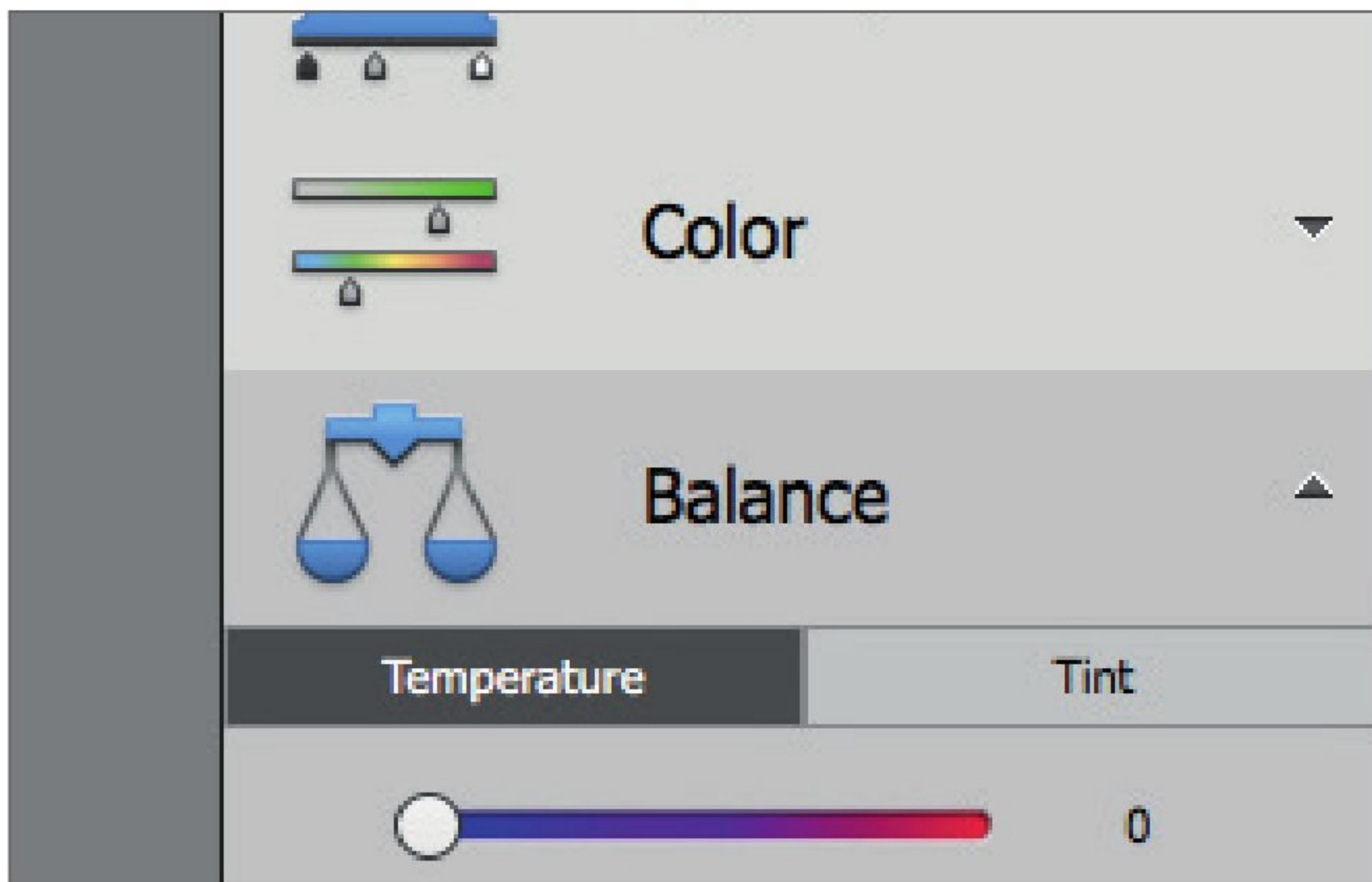
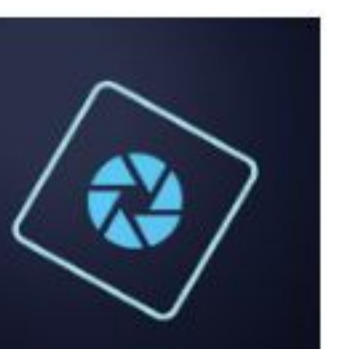
**2** We are going to use the Quick edit mode on the Elements Photo Editor. If it isn't already in Quick mode, click on the mode selector at the top of the screen. To clean up the Quick edit workspace, in case there are any panels floating around, go to Windows > Reset Panels.



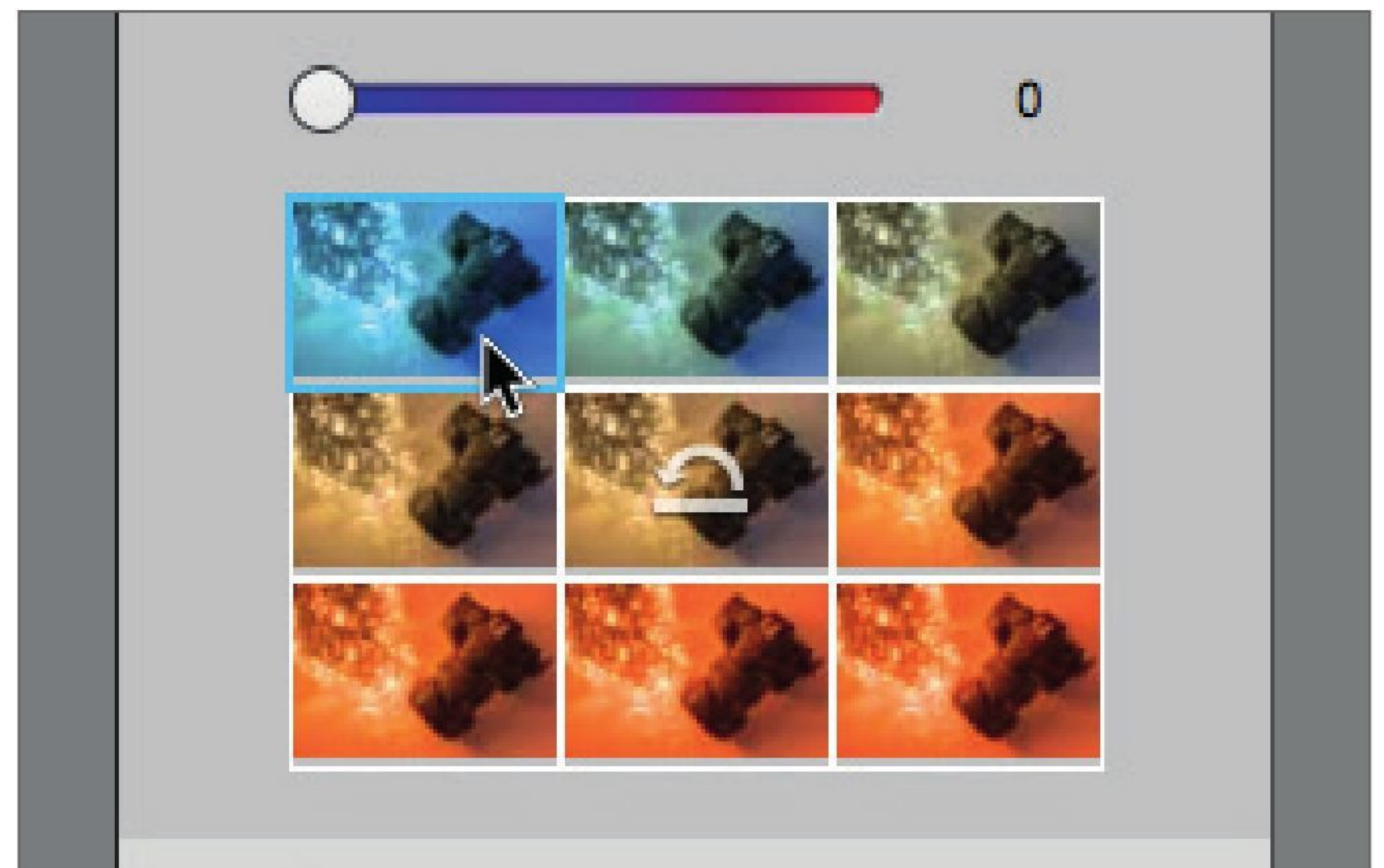
**3** To modify the colour balance, first open up your image. It helps to assess what you're doing so in the top left of your screen, click on the View button. Here you can select a Before & After - Vertical view, so you can see the effects of your choices.



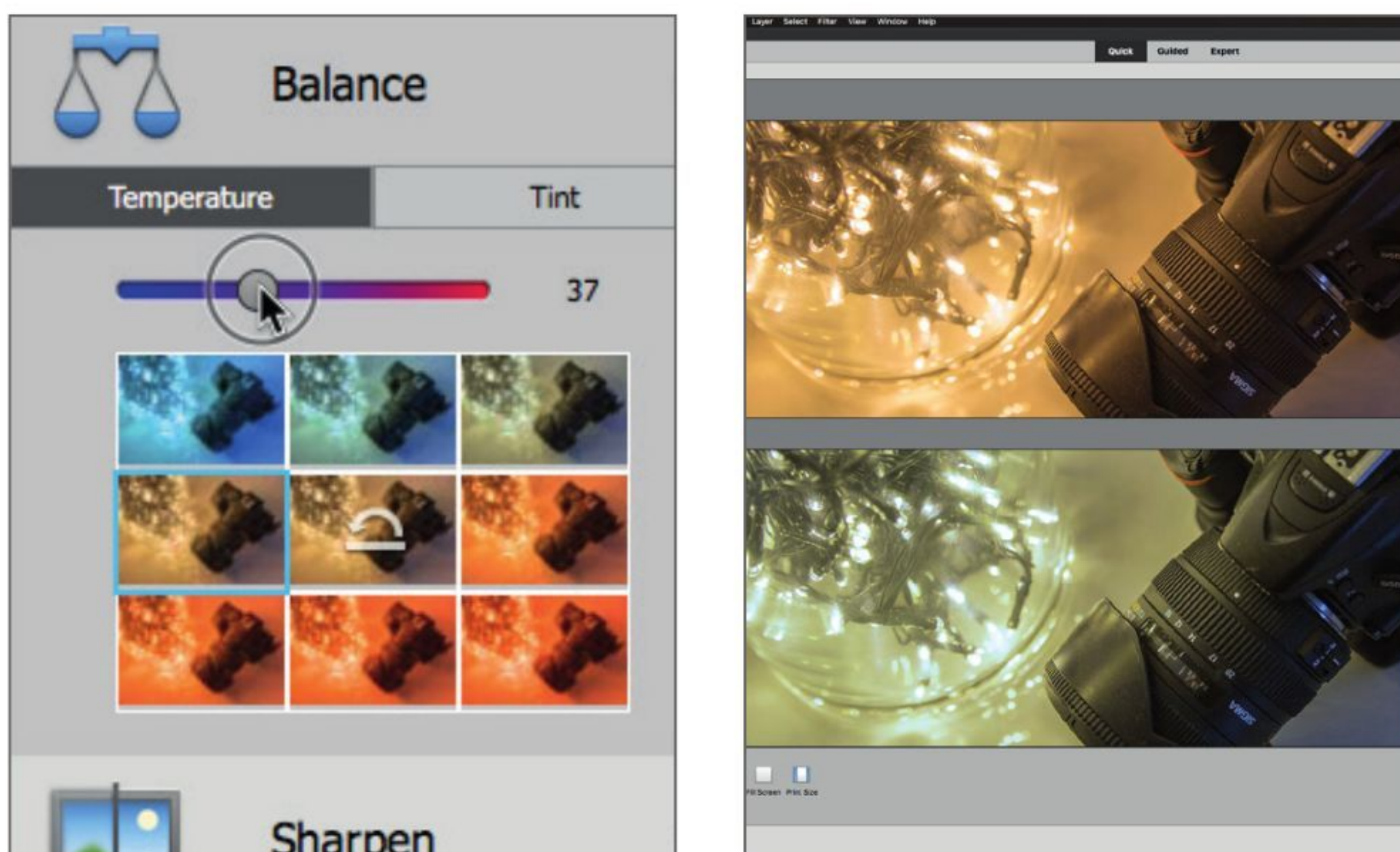
**4** If it isn't already active, go to the bottom right of the taskbar and click on the Adjustments button. The various adjustment options available are displayed in the panel on the right of the screen. Since our example image has an issue with both colour balance and tint, we need to use the Balance options.



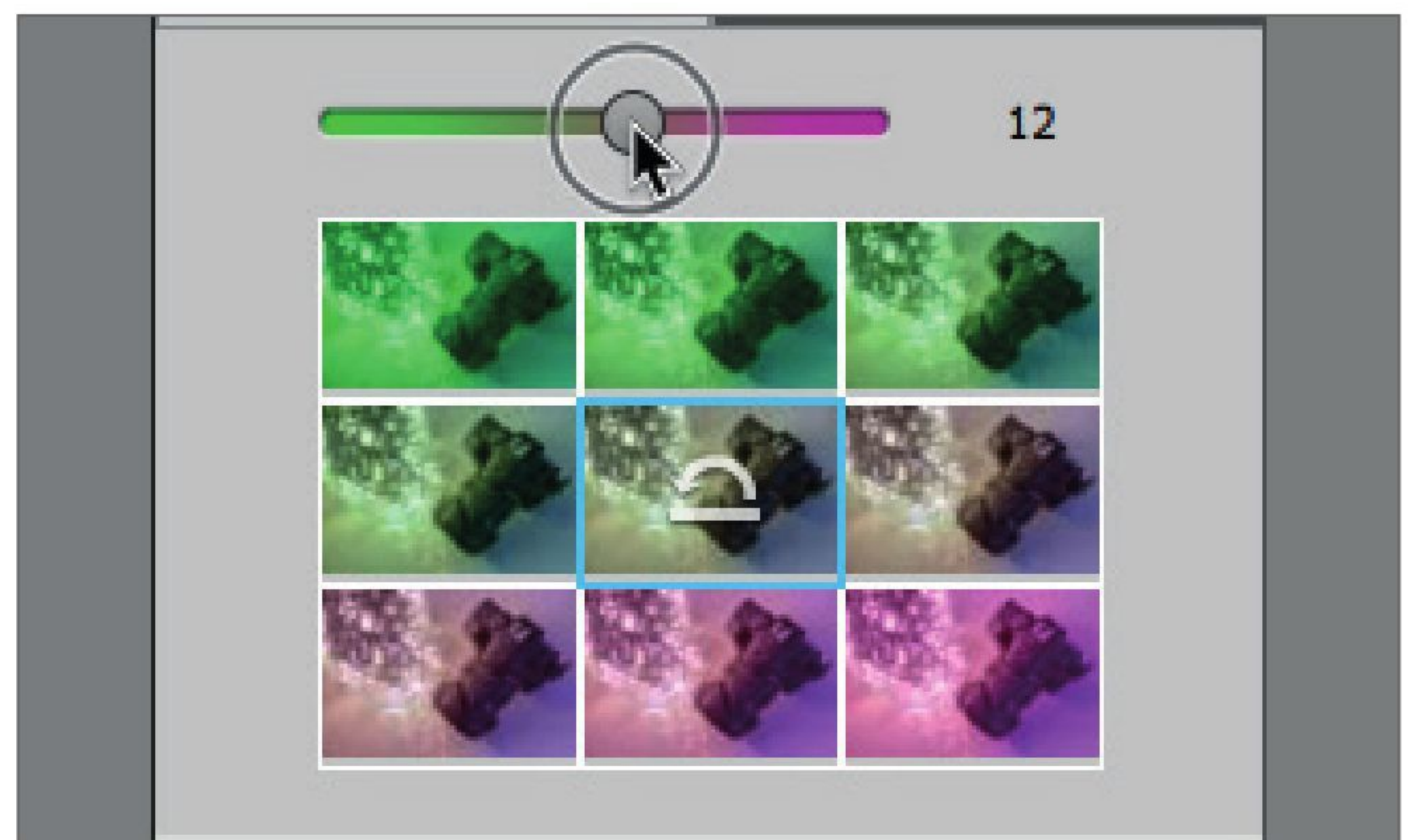
**5** Click on the Balance button and it expands to show you the Temperature and Tint tabs. These two controls can help you get your image closer to how it would look, if the colour cast of the lighting had been compensated for at the time of shooting. Begin with Temperature.



**6** Temperature adjustment is represented by a grid of nine thumbnails with your original in the centre to provide a reset, if you want it. Around it are variations making the image either cooler in tone or warmer. When you click on a variation option, it appears highlighted by a blue frame.



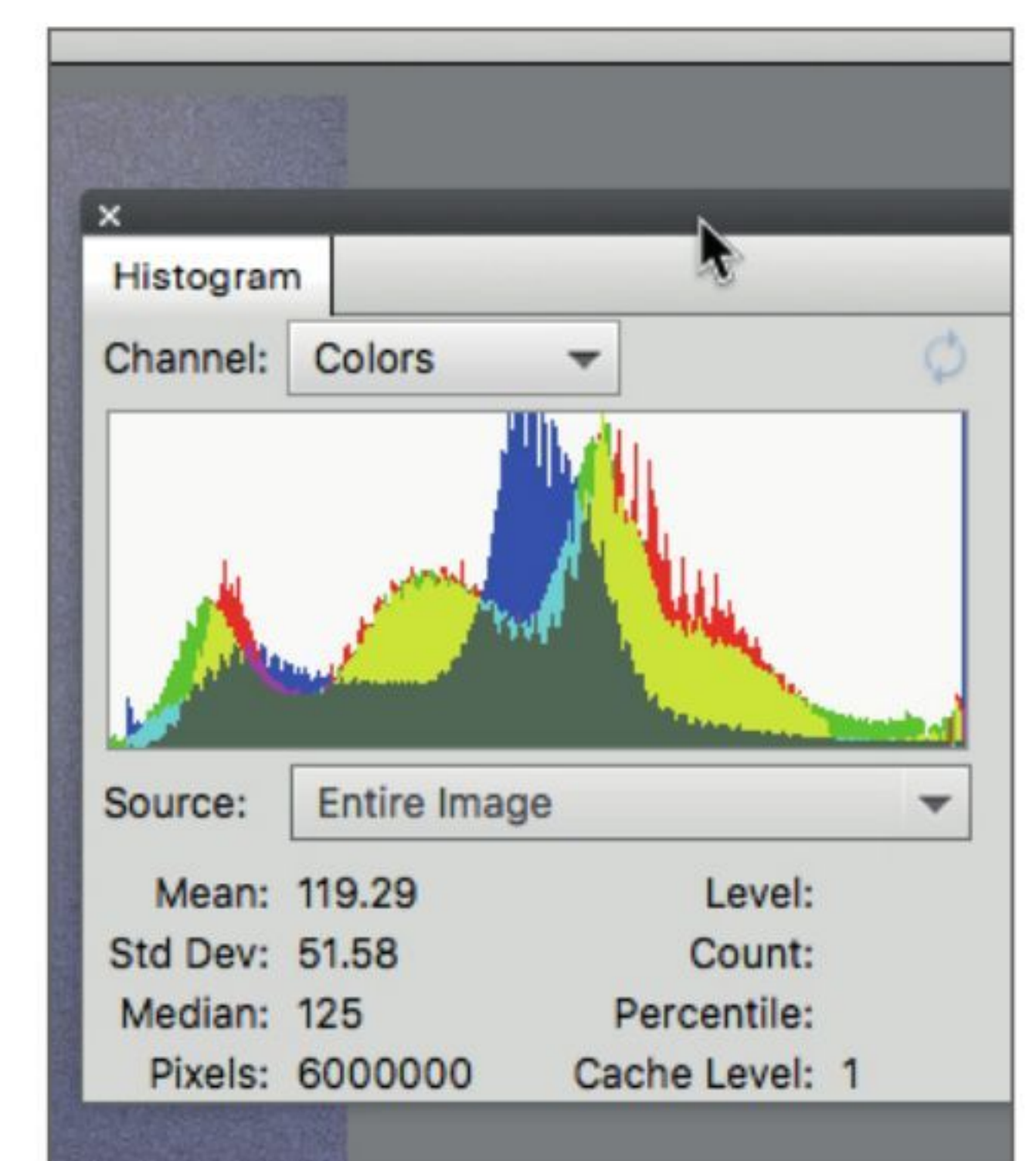
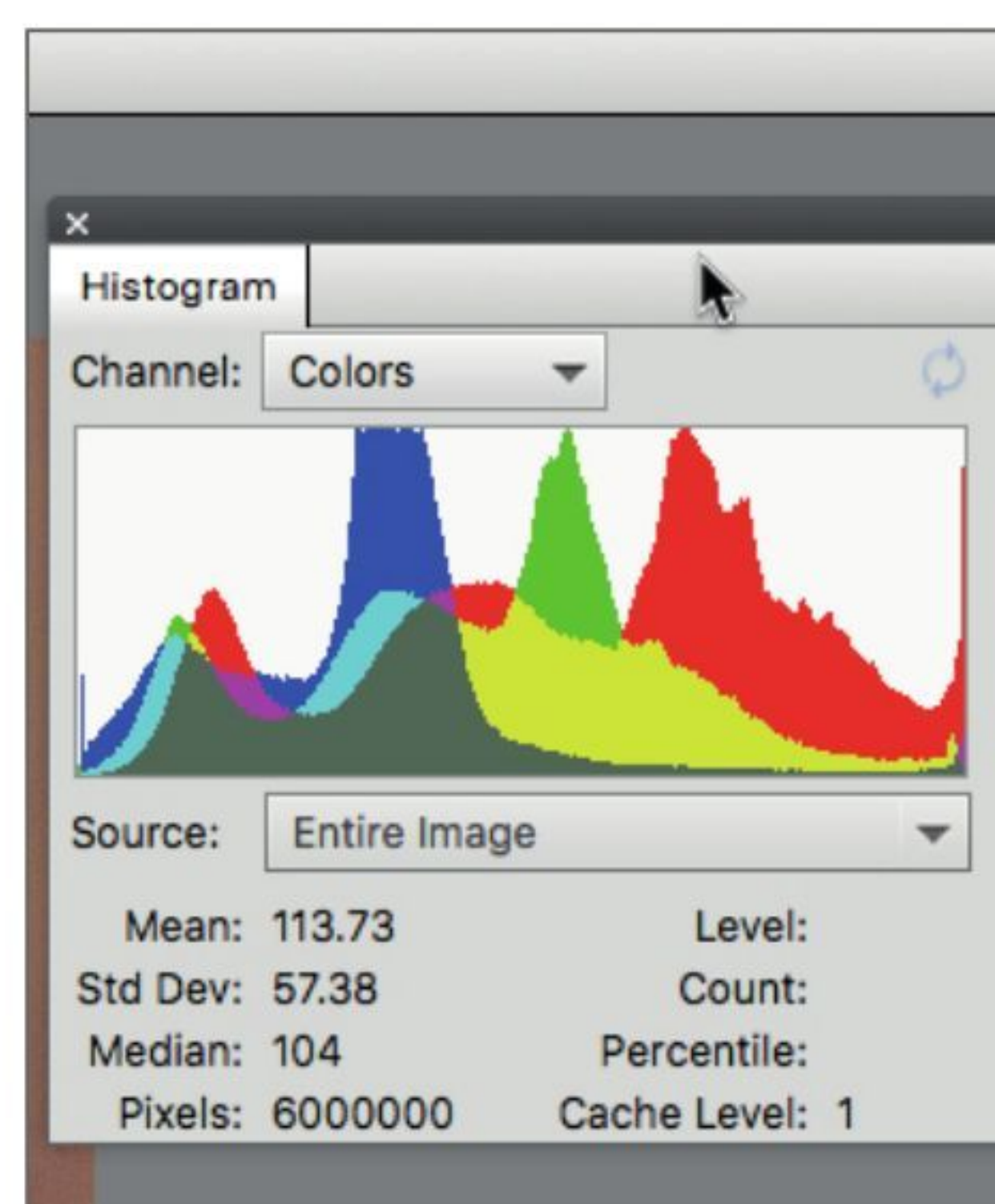
**7** Obviously, the variants at the extremities may prove too much for this image, so it's simply a case of rolling over each one to see the result. One or two thumbnail options towards the cooler end of the variations may be enough. Failing that, for more subtle control, you can use the slider directly above, or enter a value.



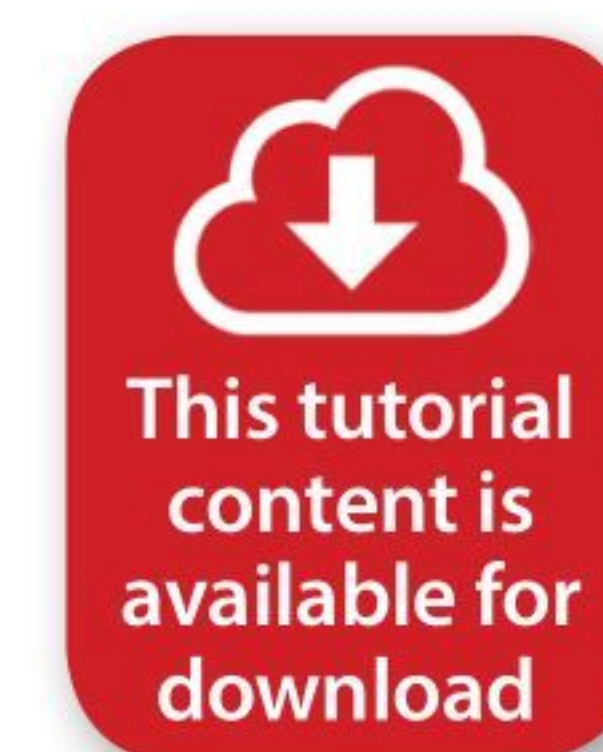
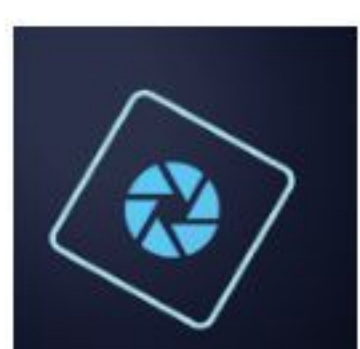
**8** With the Temperature adjusted towards the cooler end, the image is looking a little more neutral than it did. Next, you can click on the Tint tab and use the thumbnail previews to add more green or magenta to your image, to help remove more colour cast.



**9** Here, it is apparent that the image is very slightly too green. To help offset this, you can compensate by choosing a more magenta thumbnail. One click toward magenta may prove too much, so, as with the Temperature adjustment, you can use the Tint slider instead. In this case, a value of 12 was enough.

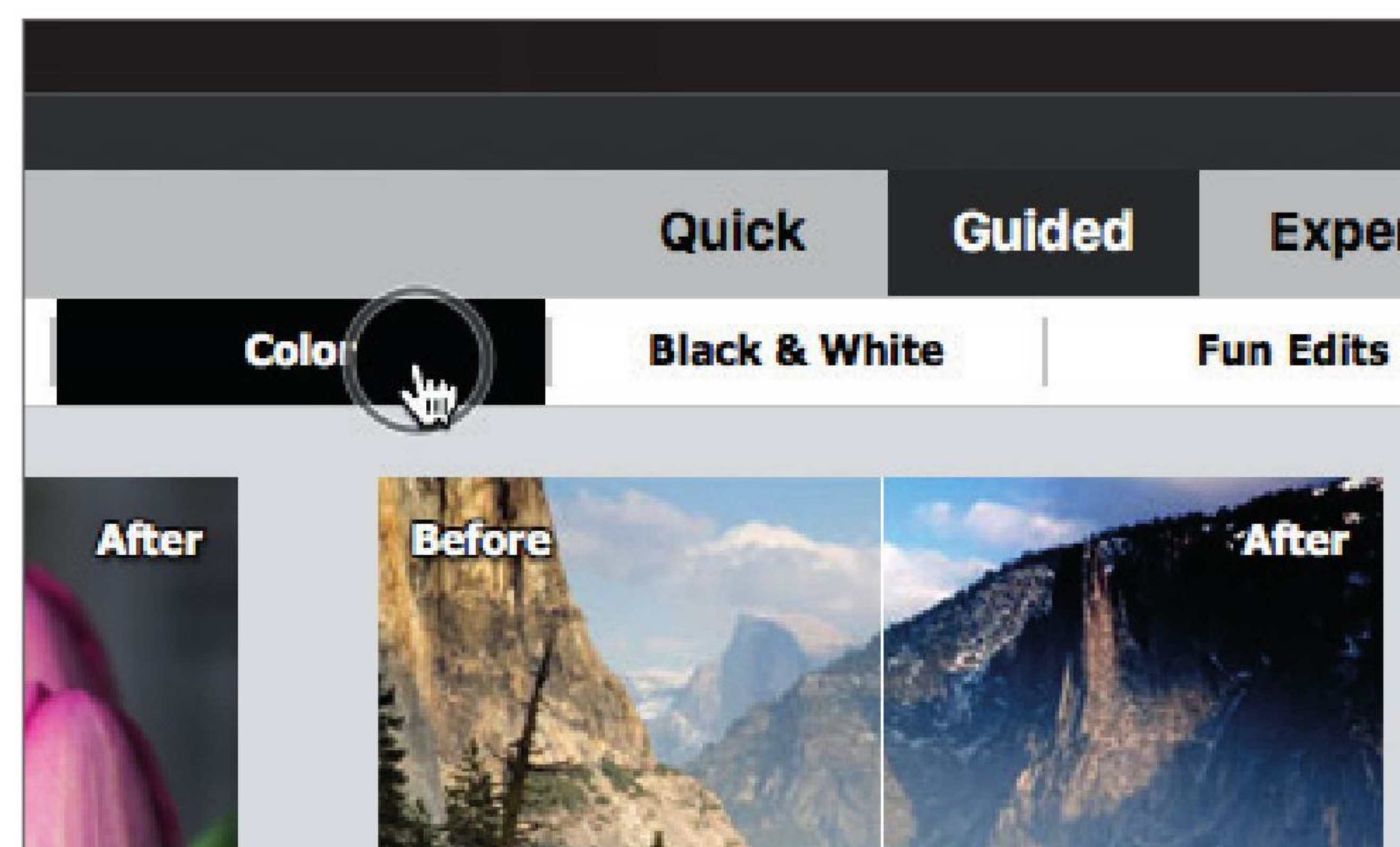
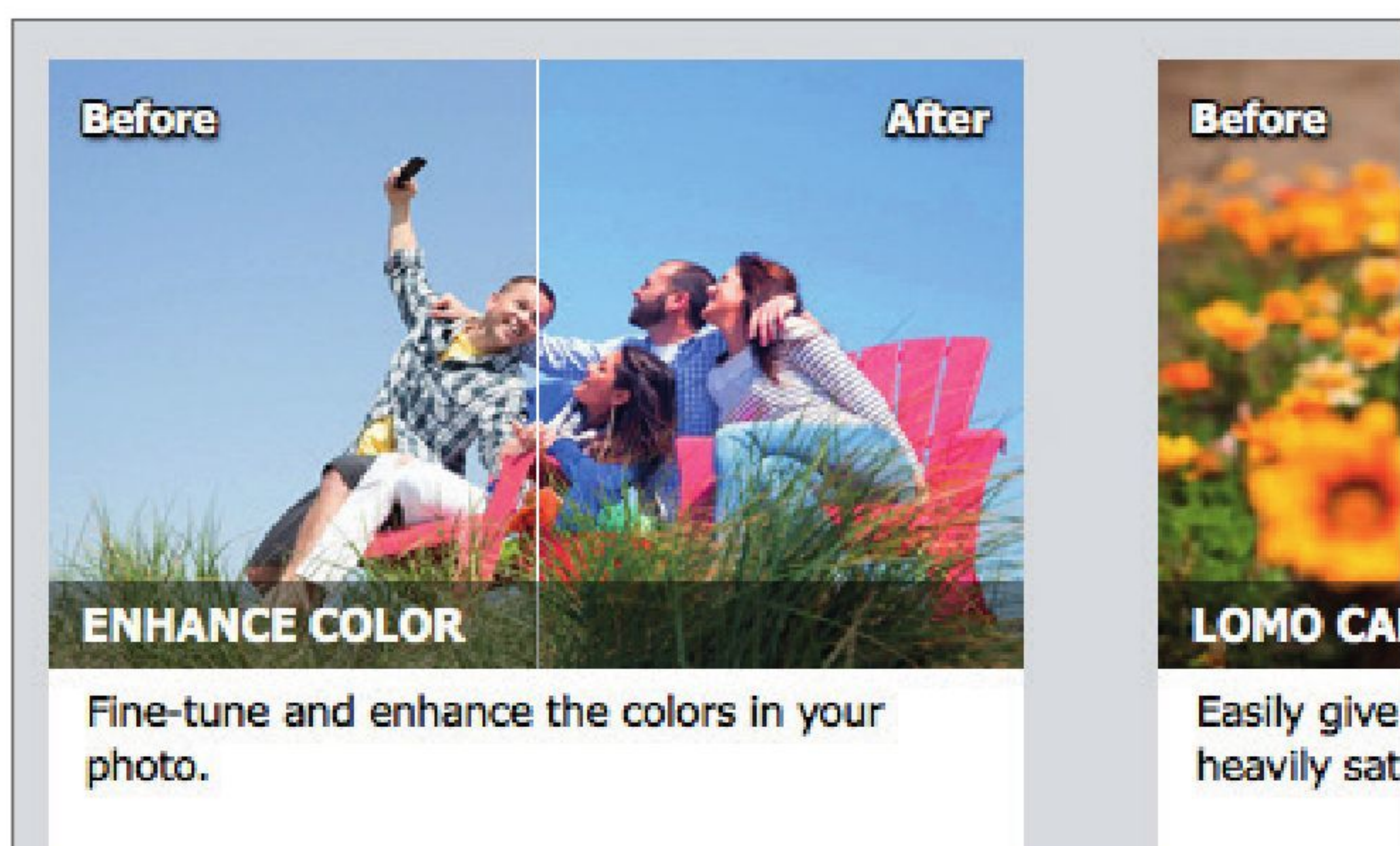


**10** Go to Expert mode and call up the Histogram panel, from here you can compare the before and after effects of your adjustments. At first, there is marked separation of the three colours making up the image. Once the adjustments are made, the colours show much less separation. It's not perfect, but it is better.



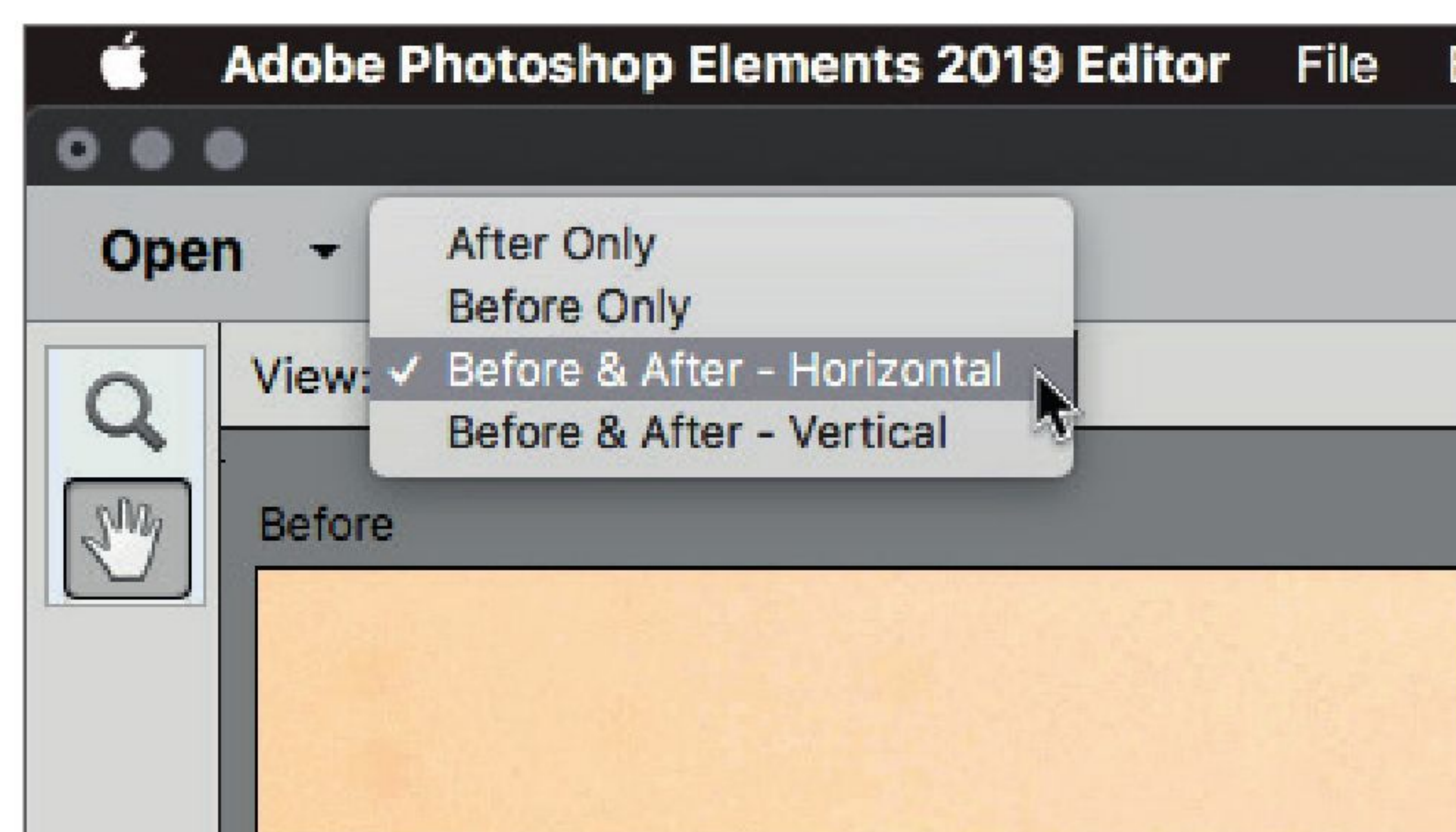
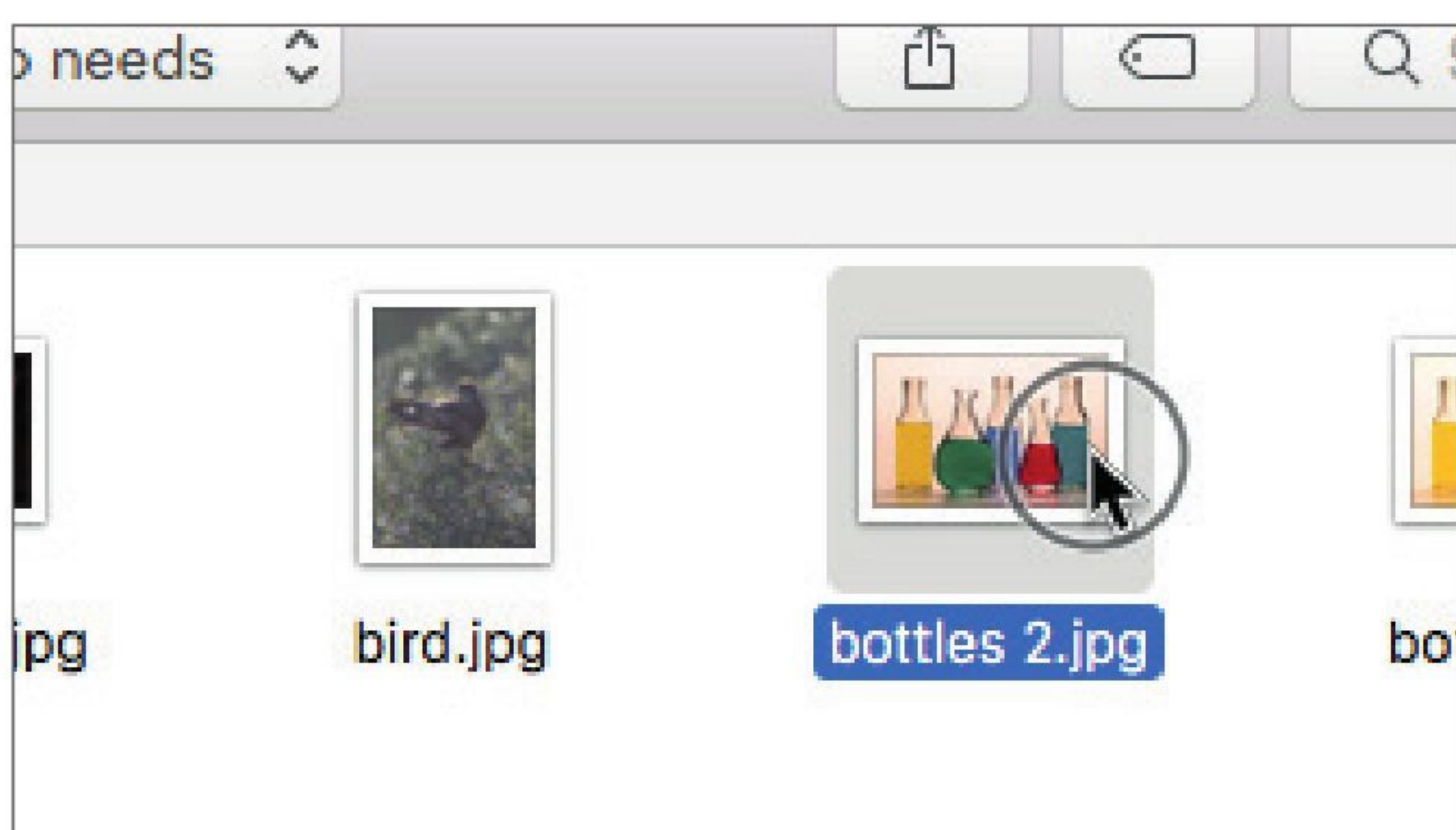
# Enhancing Colour

The Guided edit mode offers ways to affect the colour of your photos. There are creative colour options such as Lomo Camera Effect, plus a couple of more technical options for more standard and technical correction of colour cast in your photos. We will have a look at a more technical approach.



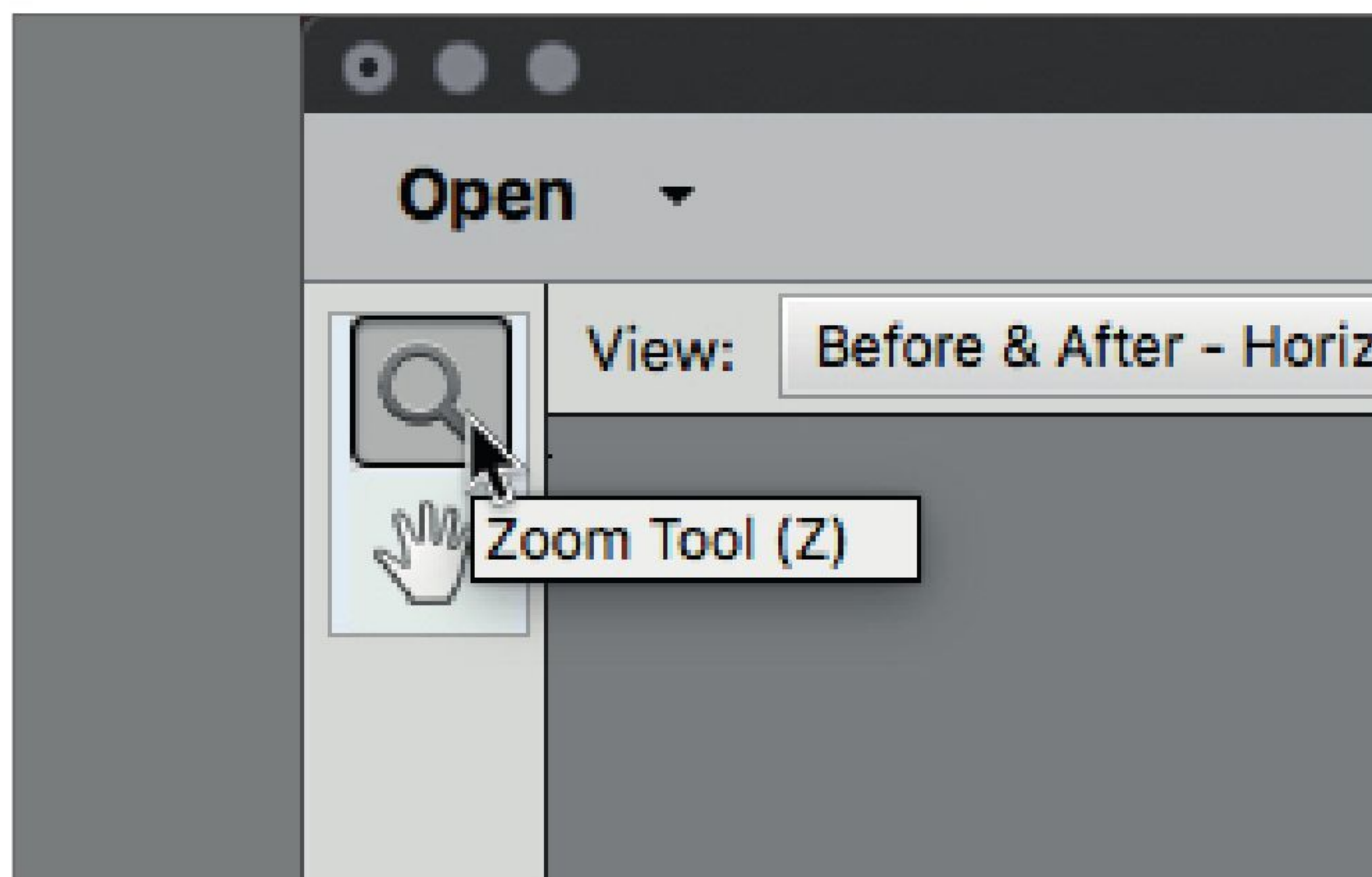
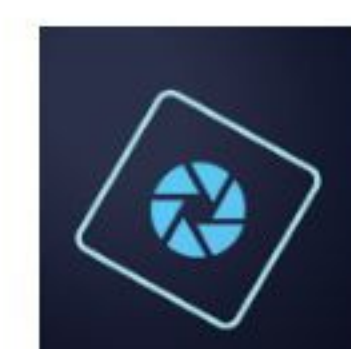
**1** As you've seen, you can remove a colour cast using the Quick edit mode's Balance functions. Now compare that to what you can achieve using the Guided edit modes. Although there is a remove Color Cast guided option, in this case, we will look at the Enhance Color option in more detail.

**2** The Enhance Color effect can be found under Guided edits and by clicking on the Color category selector. There are several colour effects listed here, but Enhance Color allows you to work with a broader set of colour correction options, enabling you to do more with your images.



**3** In our example, we clicked the Open button in the top left of the screen and navigated to a folder that contains an image of glassware that has a definite colour cast. Select your image and click Open to send it to the Photo Bin ready for the Guided edit to be applied.

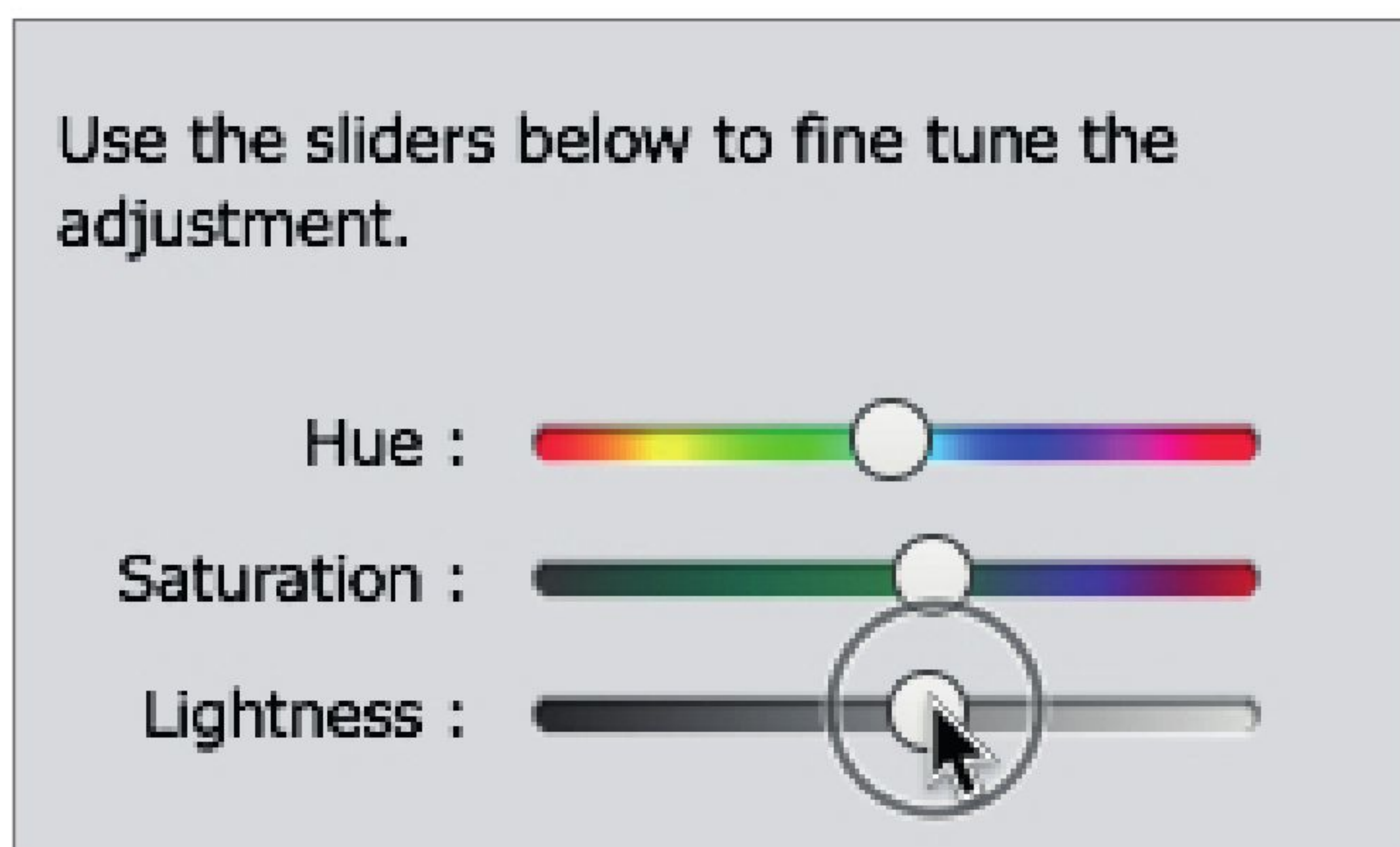
**4** Launch the Enhance Color guided edit and in the View menu in the top left bar, above your edit panel, choose the Before & After - Horizontal option, so you can monitor the effect you are having on the photo. In the file menu, you can also choose View > Fit On Screen or zoom in and out for the best view.



**5** When using this Guided edit mode, you only have two tools in the toolbar on the left of the screen: the Zoom Tool for zooming in and the Hand Tool for moving the image around. All the other tools you require are in the main panel on the right hand side of the screen.



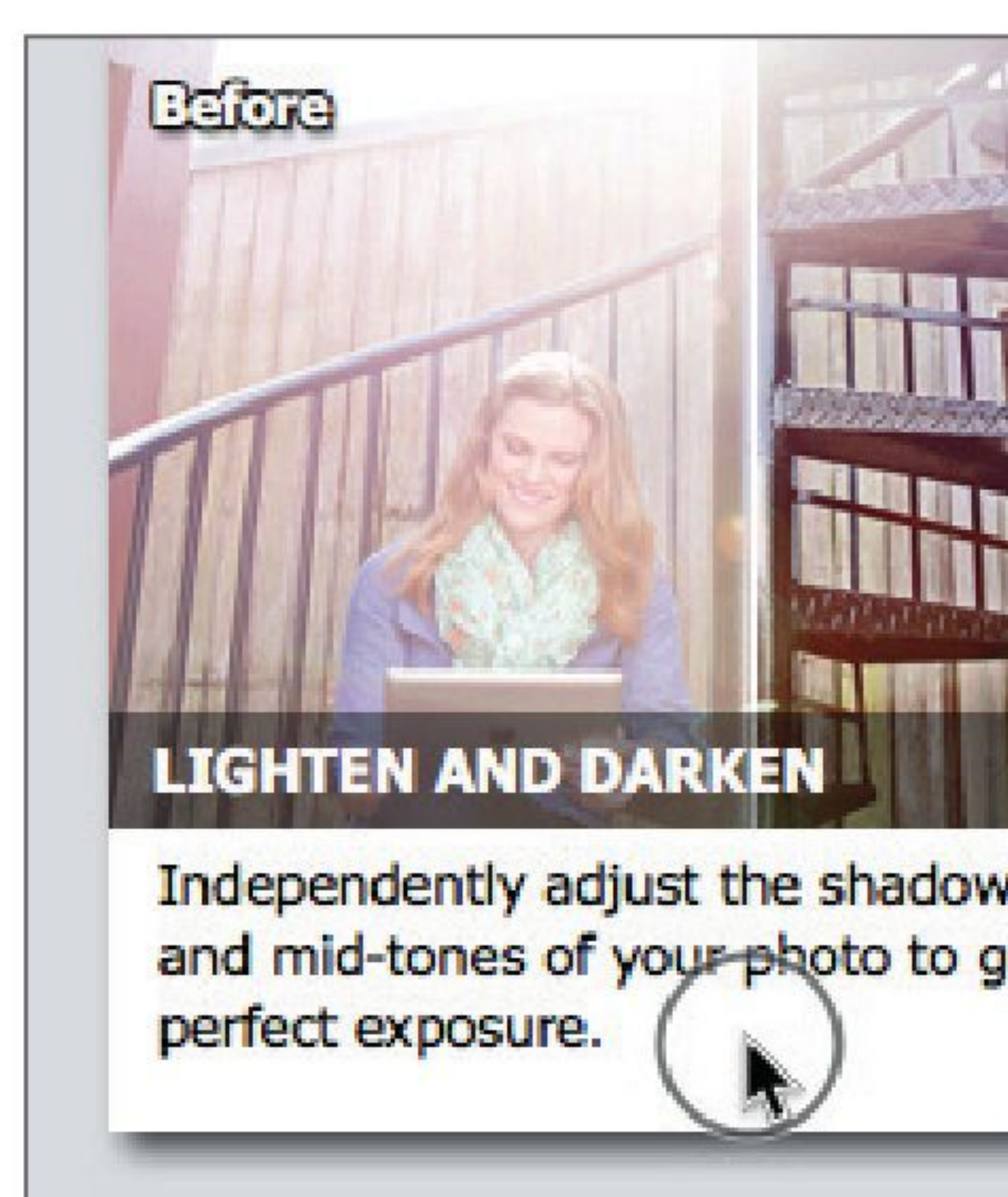
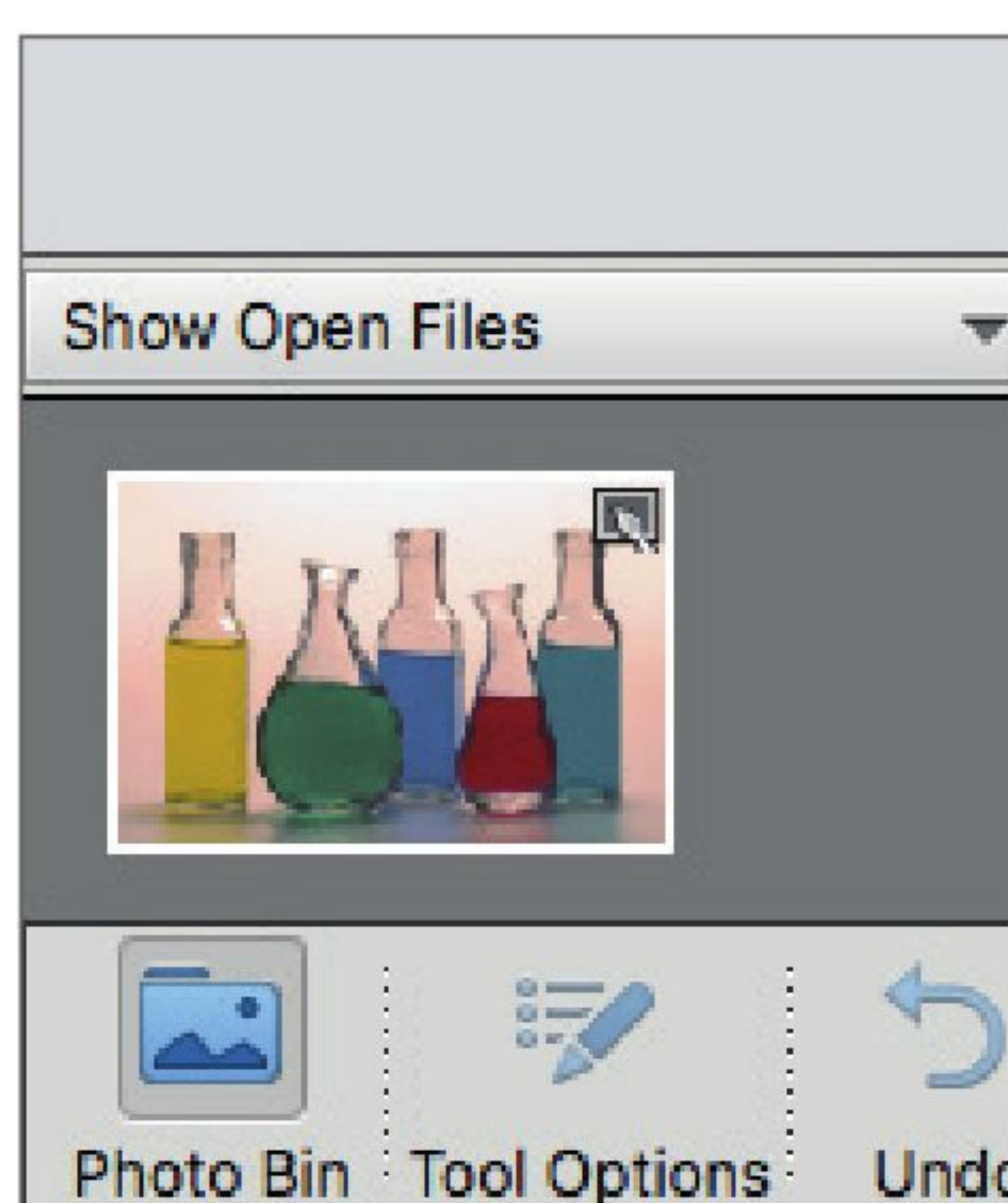
**6** Your first available option is the Auto Fix button. Clicking this will automatically attempt to fix both colour and contrast in the photo. One click will make an improvement and remove some of the colour cast, but you can actually choose to click Auto Fix several more times for continued enhancement.



**7** Below the Auto Fix button, you are presented with three sliders, which you can use to add further fine-tuned adjustments to the Hue, Saturation and Lightness of your photo. Start by clicking and dragging the Hue slider to experiment with how it shifts colours.



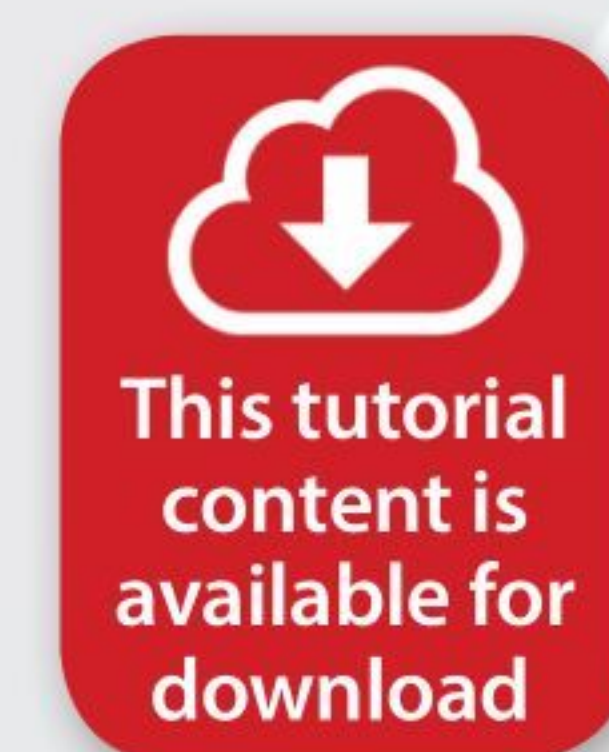
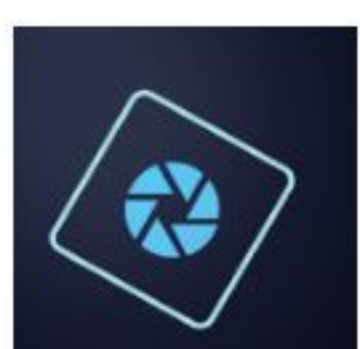
**8** If you move the Hue Slider to the left, colours are shifted through the spectrum. Yellow becomes red, Turquoise turns green, blue shifts to turquoise and red becomes purple. In this case, small shifts of the three sliders are enough, but it could still do with a little more punch.



**9** Click Next in the lower right and then click Done. Go to the Basics category and choose Lighten and Darken as your Guided edit. We will forego the Auto Fix option here and just concentrate on the three sliders that you can use to control Shadows, Highlights and Midtones.

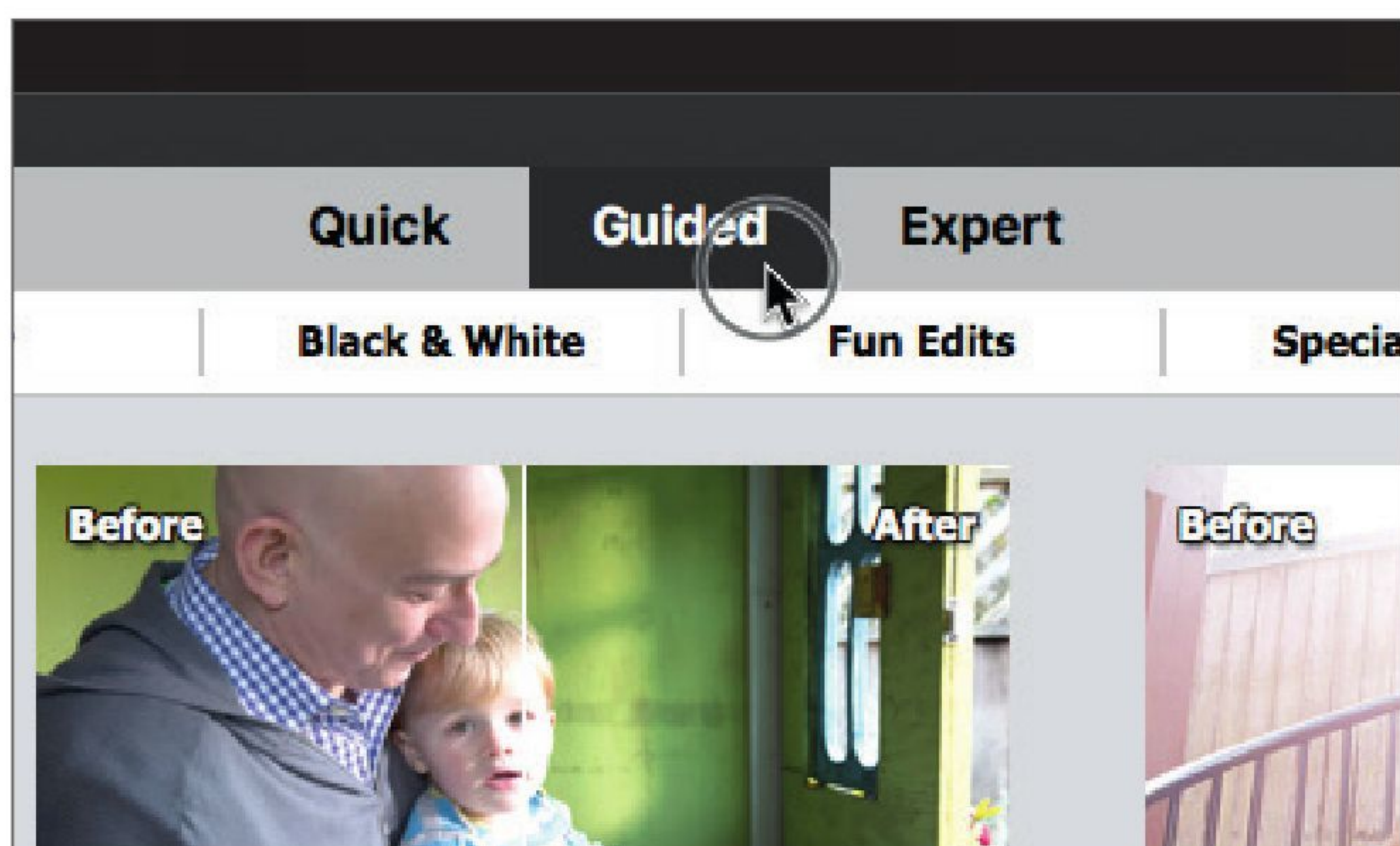


**10** In our example, the Highlights slider is fine at its default, but pushing the Shadows and Midtones sliders to the right, creates a lot more contrast. You can experiment with your own images until you have something that suits your taste. Then you can click Done and Save your image.

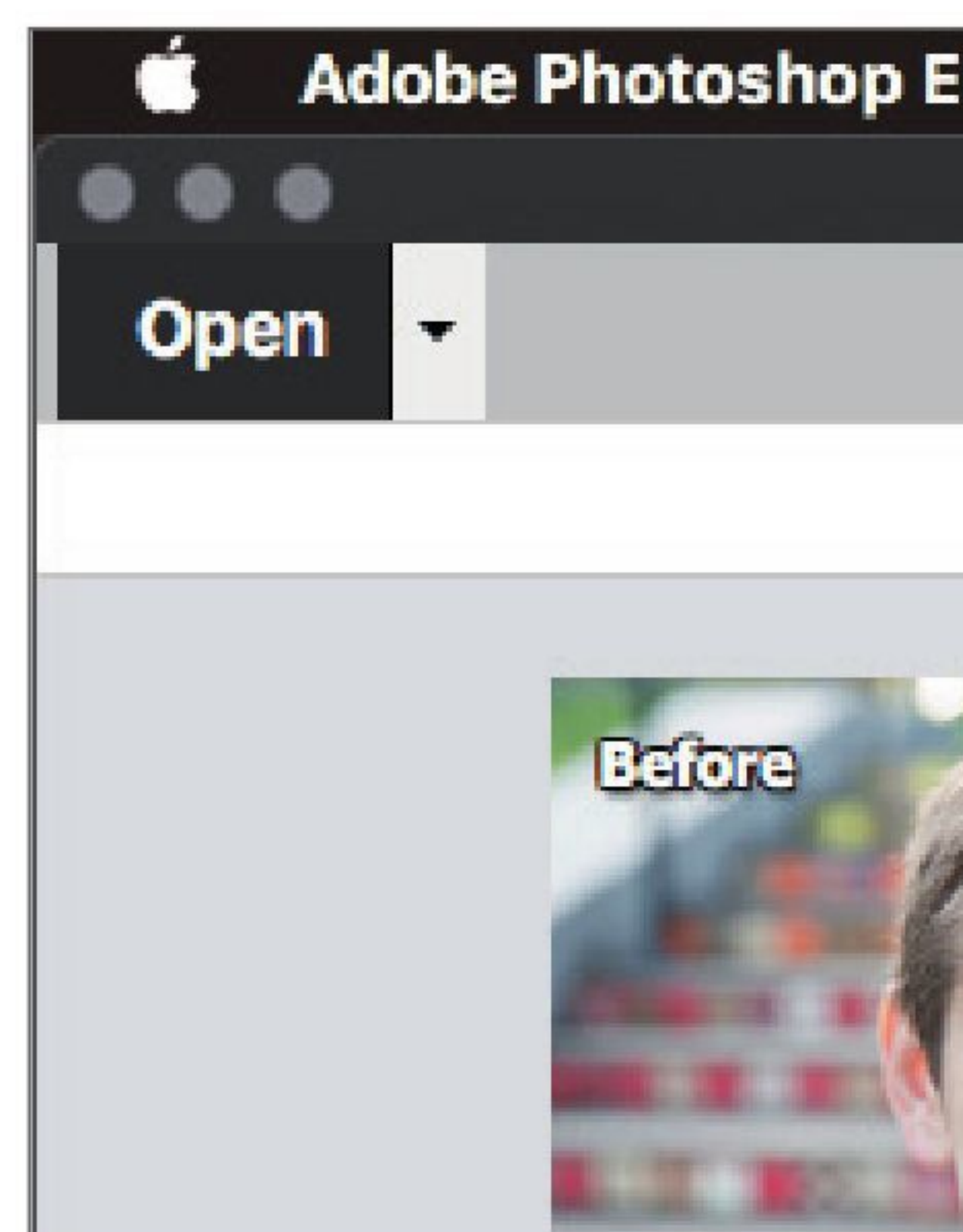


# Quickly Resize Your Photos

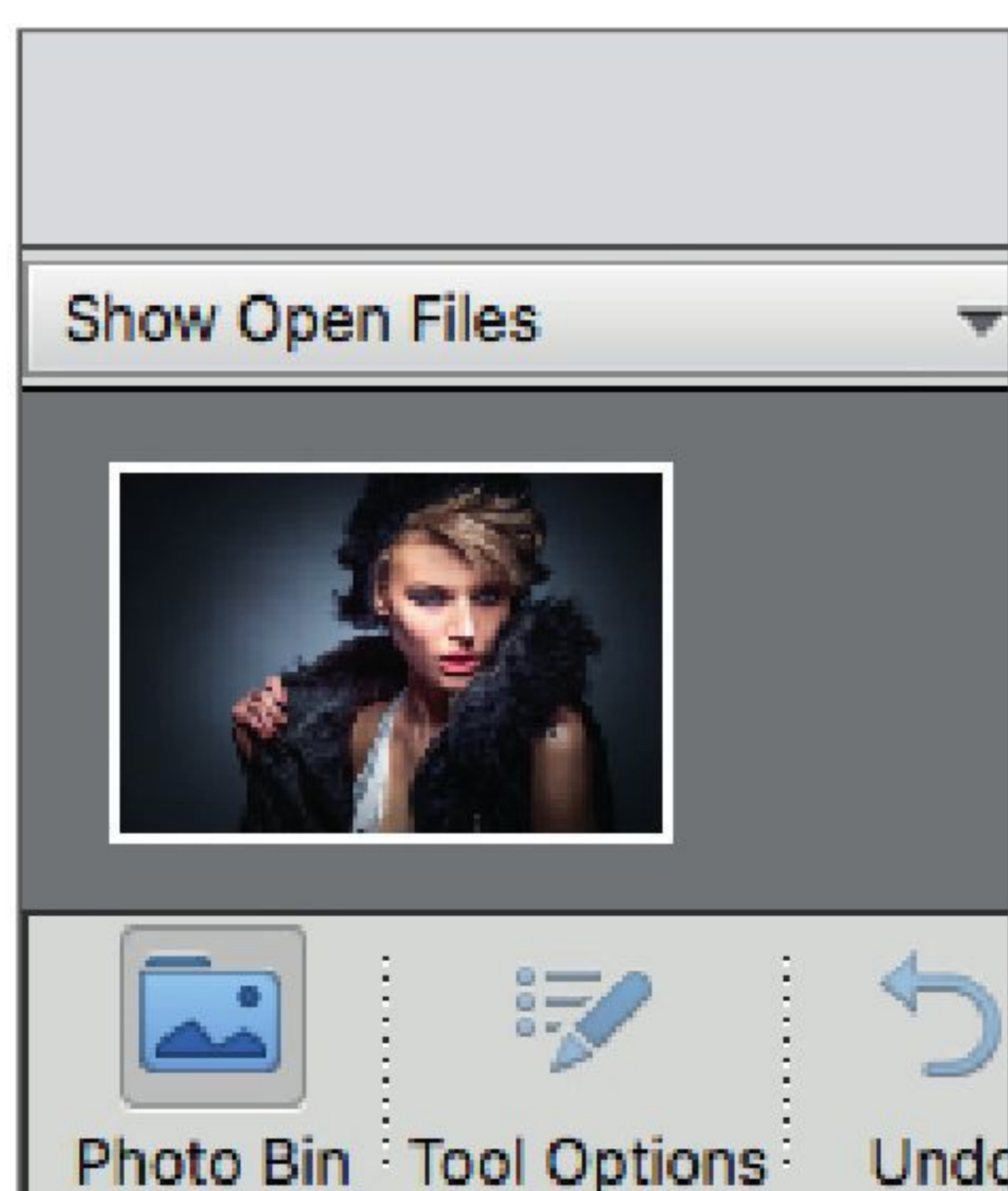
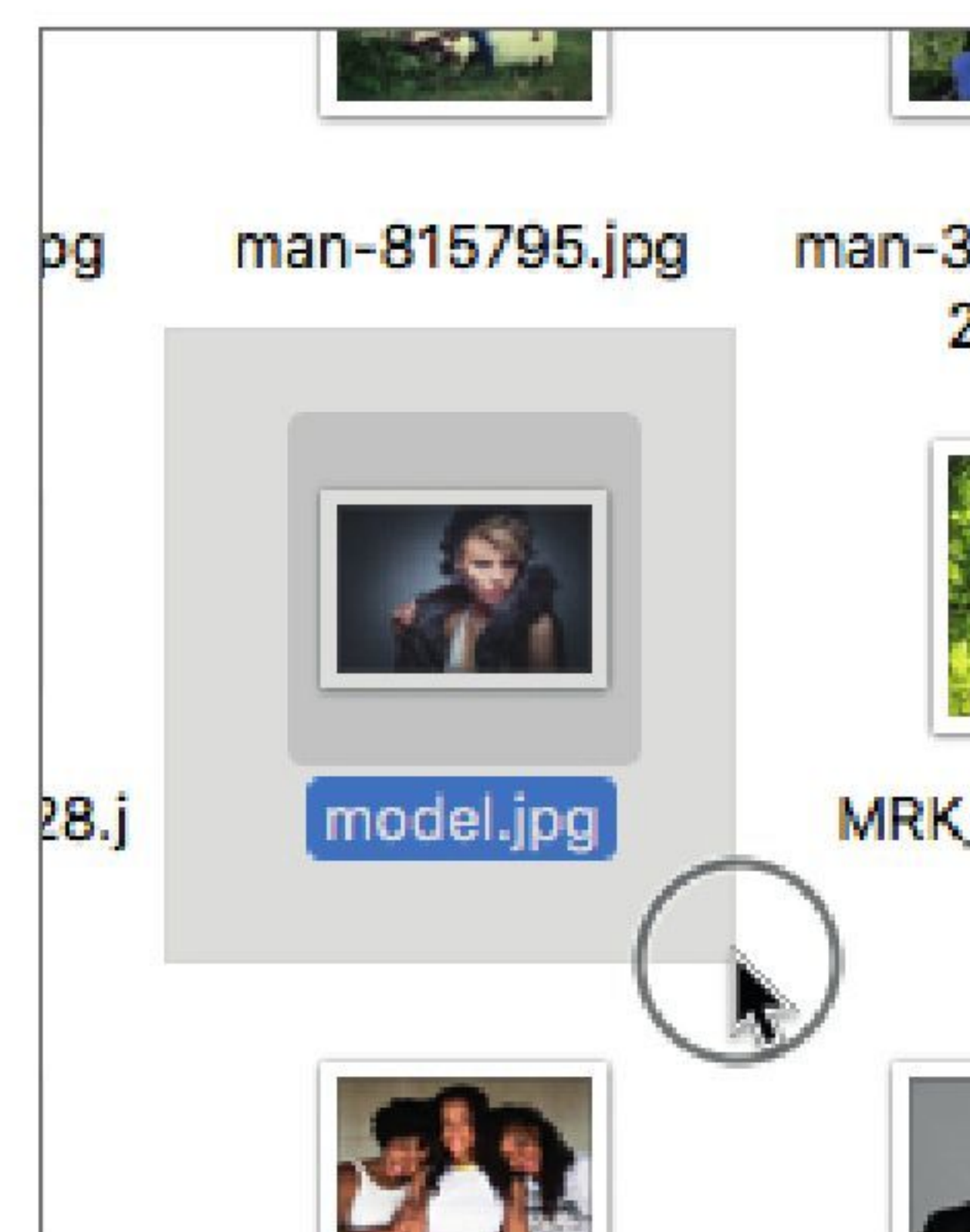
Odd as it may seem, resizing photos is not something people generally have to worry about, particularly when submitting images to social media sites since automatic processes normally do the work for you. If, however, you need to meet a very specific size requirement, then read on.



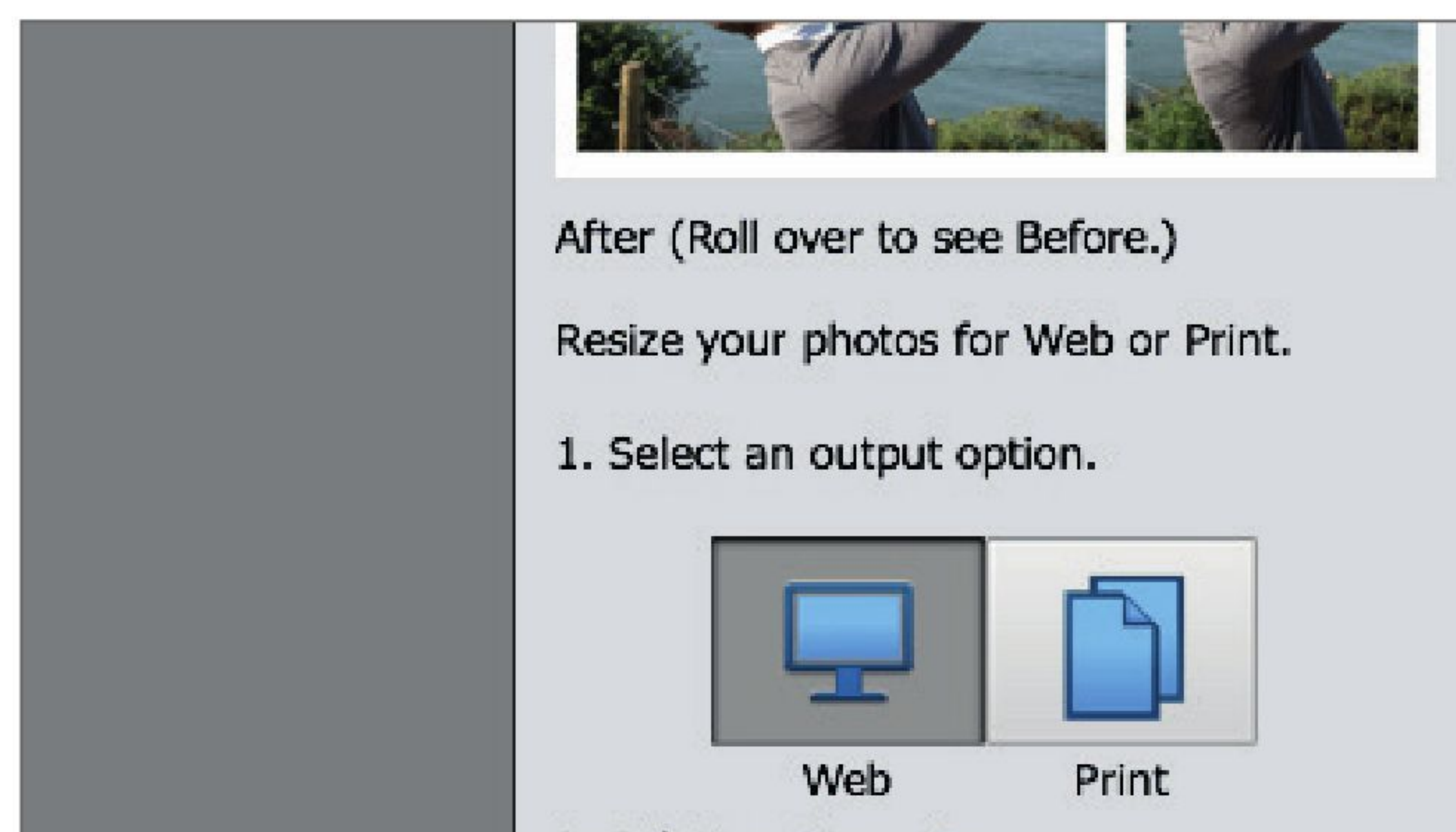
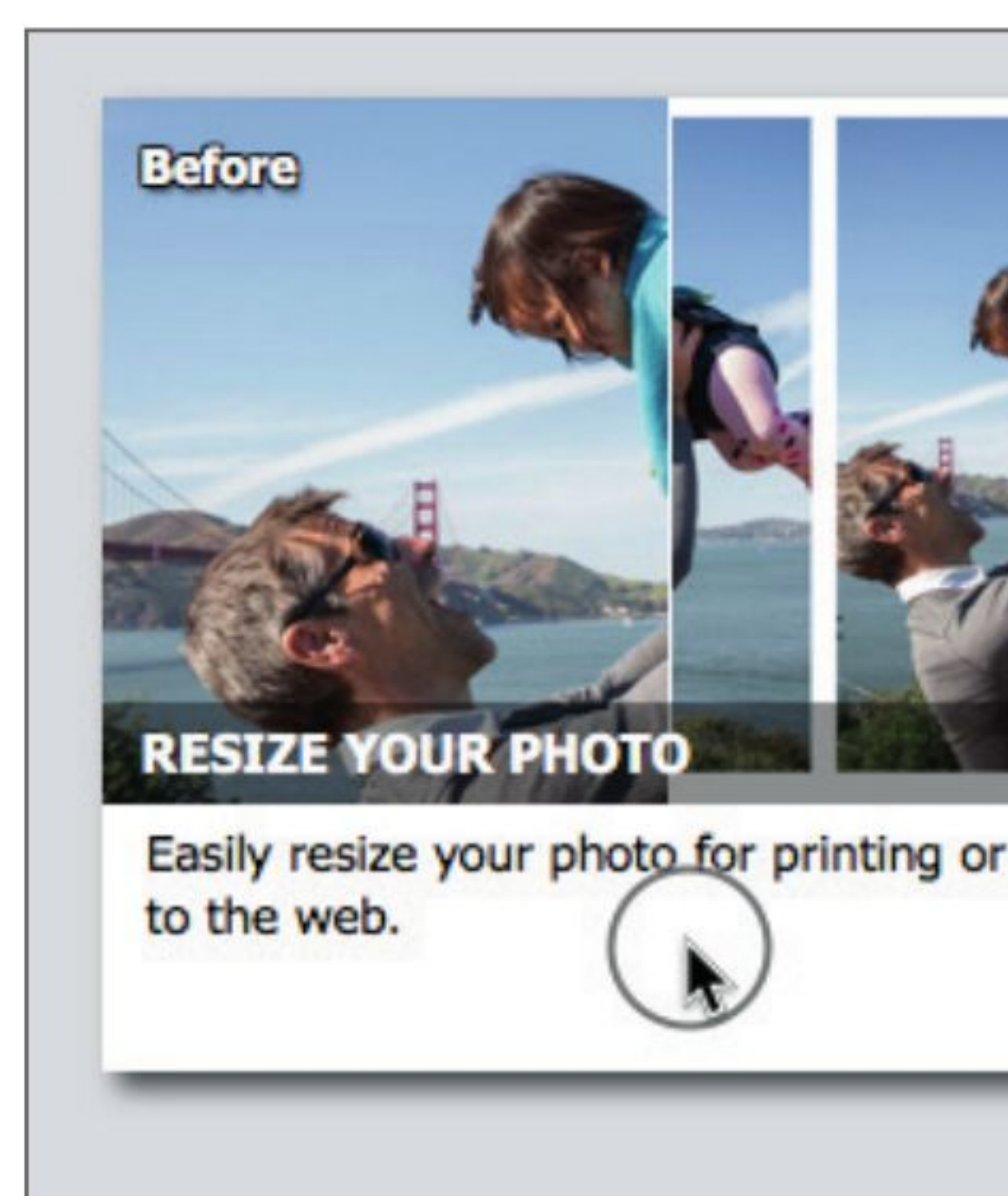
**1** Open up the Elements Photo Editor and click on the mode selector panel at the top of the screen, then choose Guided. This switches you to the Guided edit mode. Before starting, you will need a photo that requires some specific sizing and scaling.



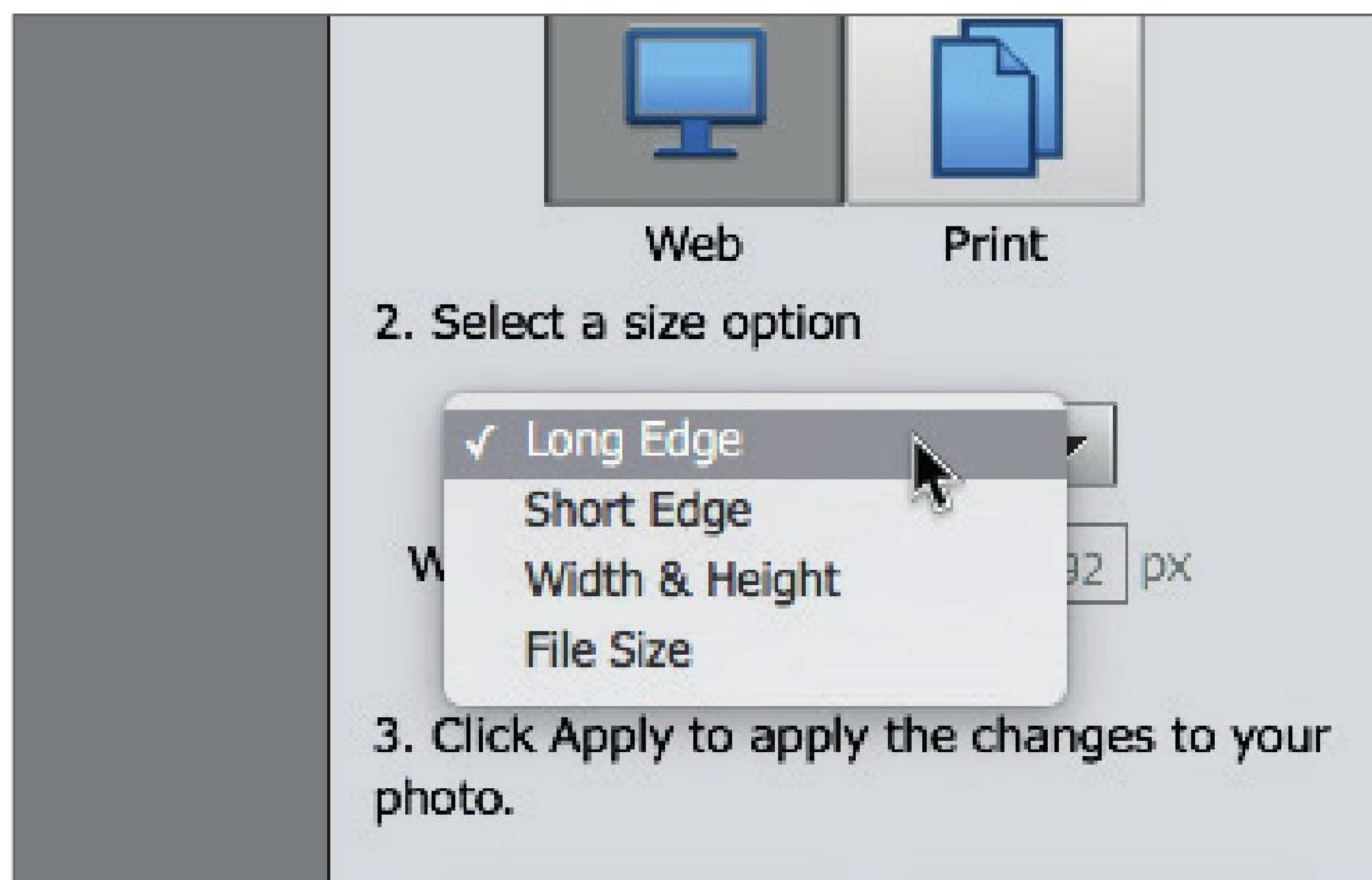
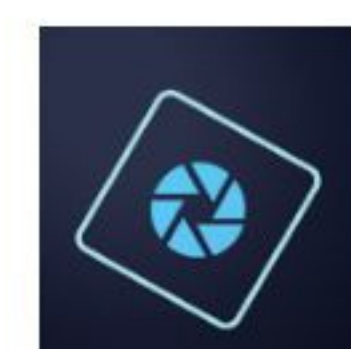
**2** Before you start, in the top, far left corner of the Guide workspace, click on the Open button (not the small arrow next to it). This opens up a browser window where you can navigate to the image you need to resize. When you have it, double-click or click it and then click on the Open button.



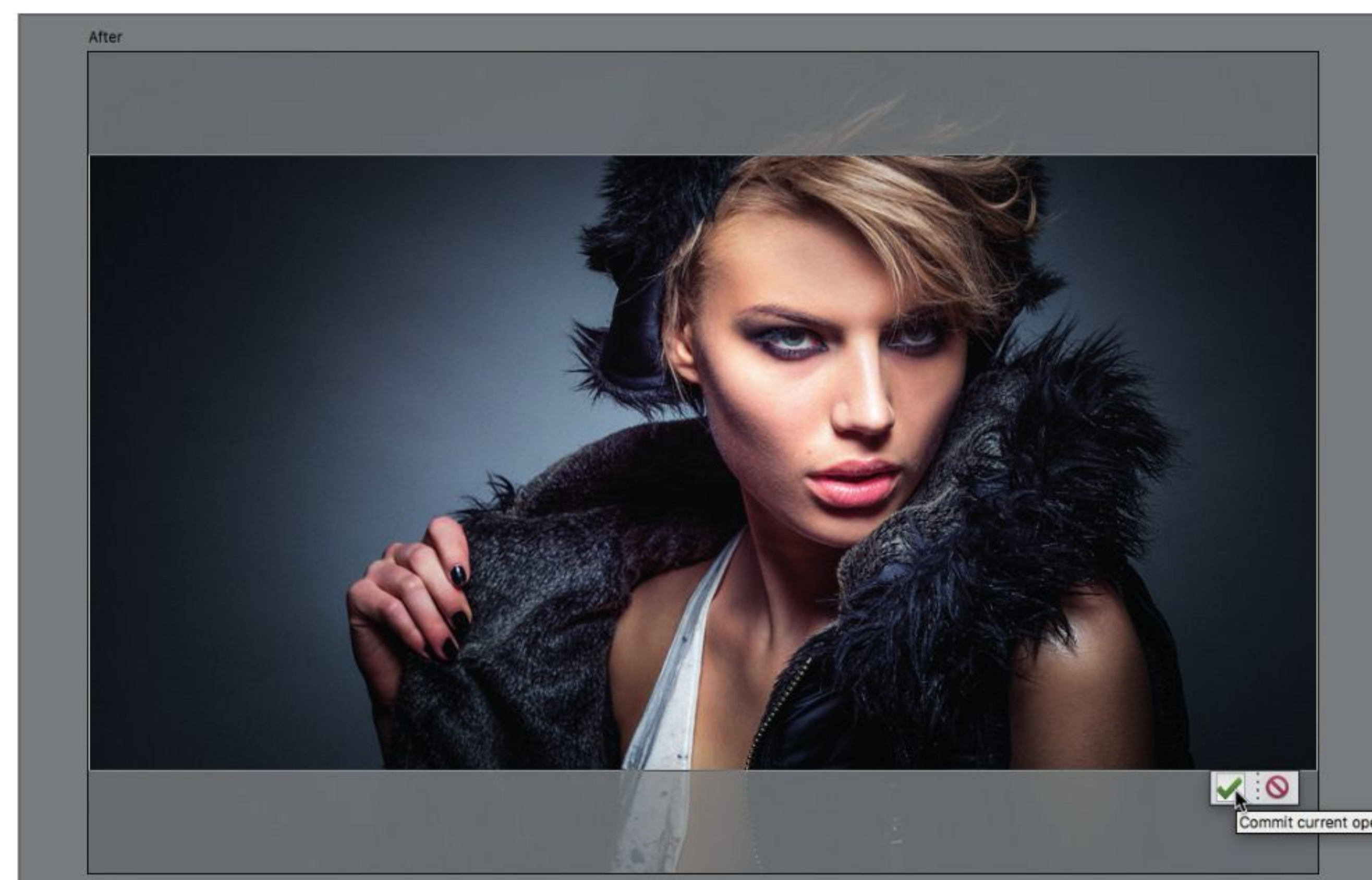
**3** The chosen photo will now appear in the Photo Bin of the Guided edits workspace. The Resize Your Photo guided edit can be found in the Basics category. Click its preview and it will launch the resize editor using the photo currently in the Photo Bin.



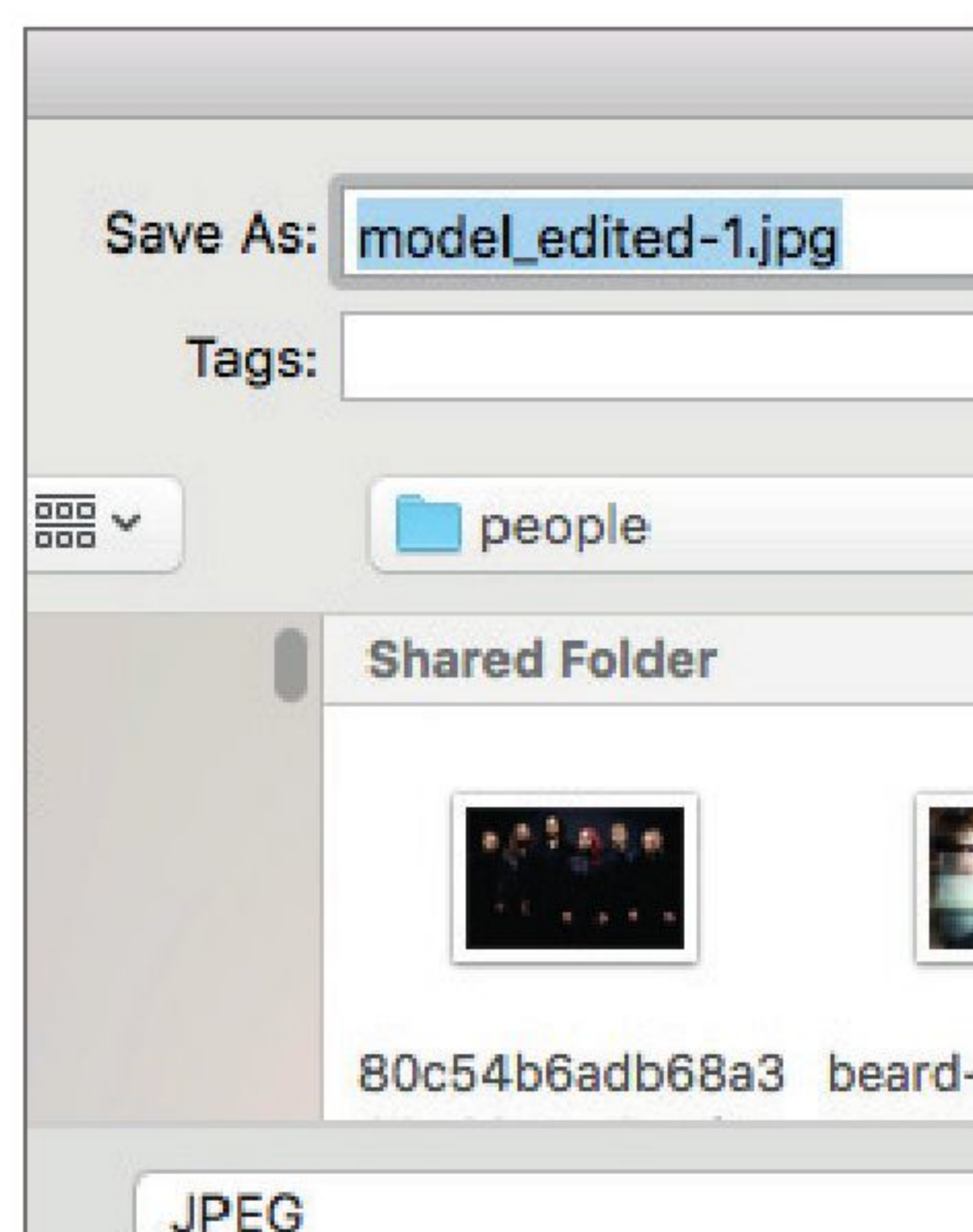
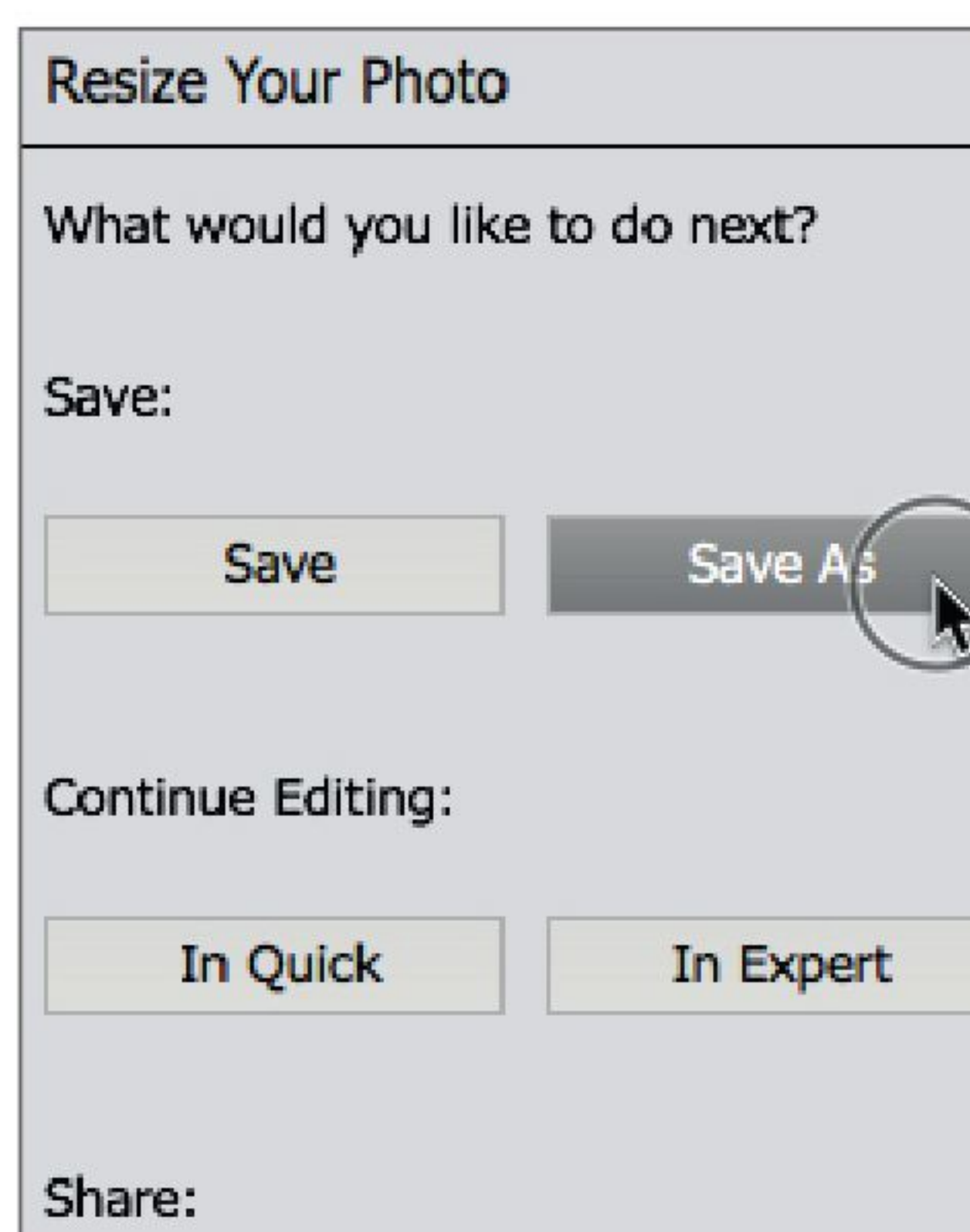
**4** Listed in the panel, on the right of the screen, are the steps needed to resize the photo. The first choice you need to make is whether your image is intended for Web or Print usage. Our example is intended for use on the web, but it is a large 5MB file that's nearly 6000 pixels on the long edge.



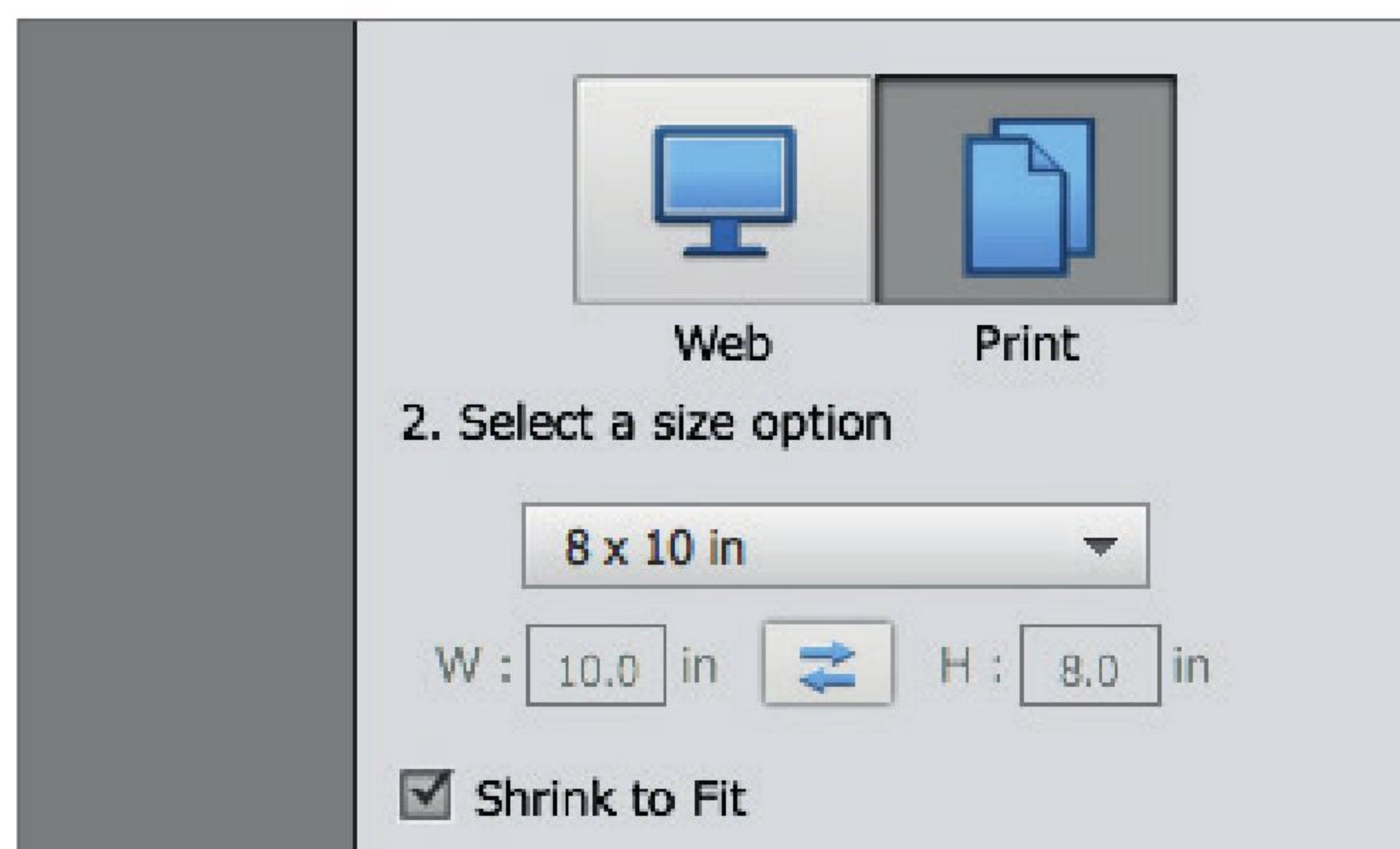
**5** Since we want to reduce the size of the image significantly for Internet use, click on Web. Under Select A Size, you can choose from a number of options to suit your preference. Now you can specify, in pixels, what the target size of either the long or short edge of the photo is going to be.



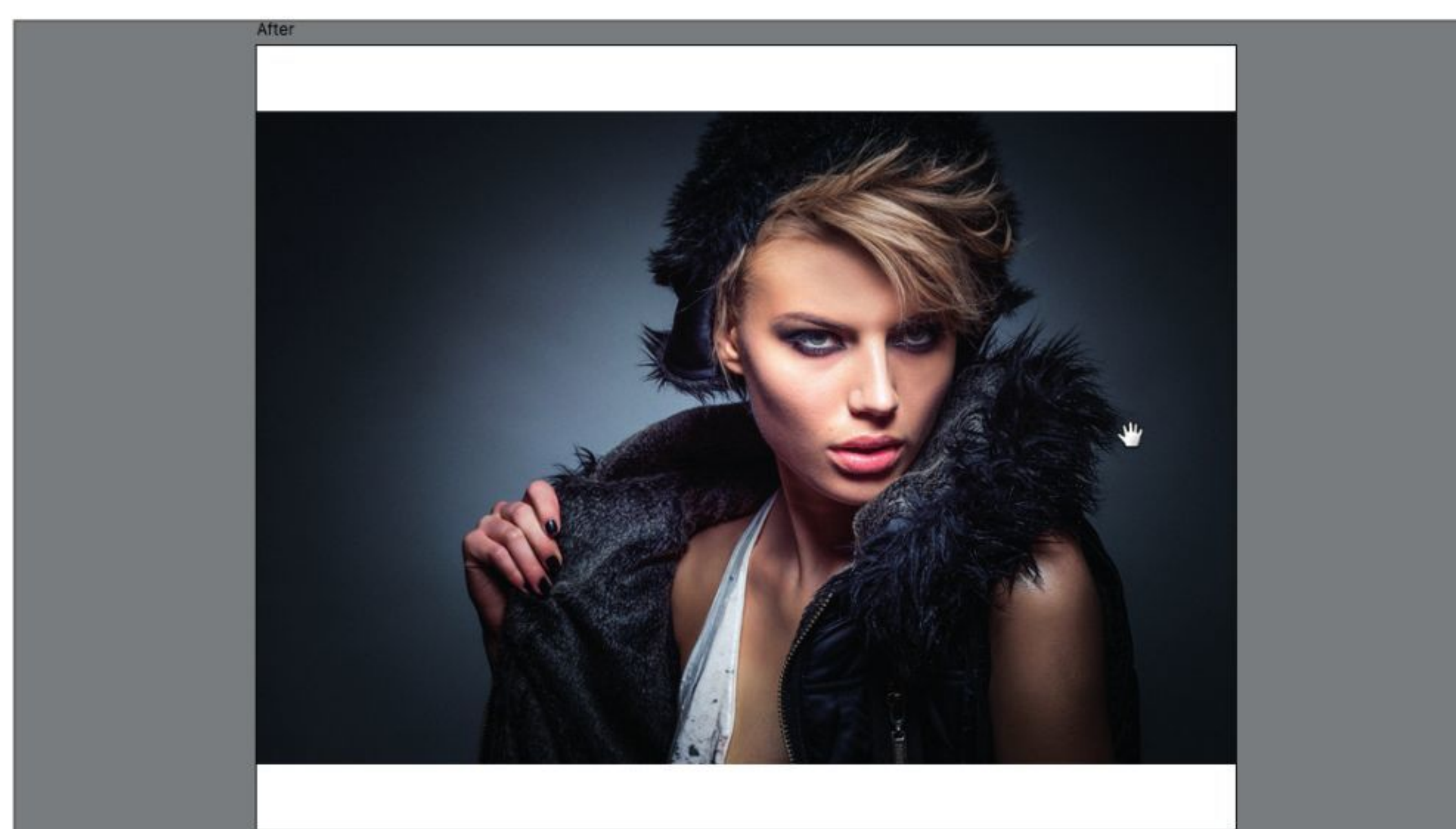
**6** Our example had its Long Edge reduced from 5981 pixels wide to 800 pixels wide. If you choose Width and Height, you can then specify these measurements to create a cropped box, within which you can move the preview image by clicking and dragging it, until you have a crop that you like.



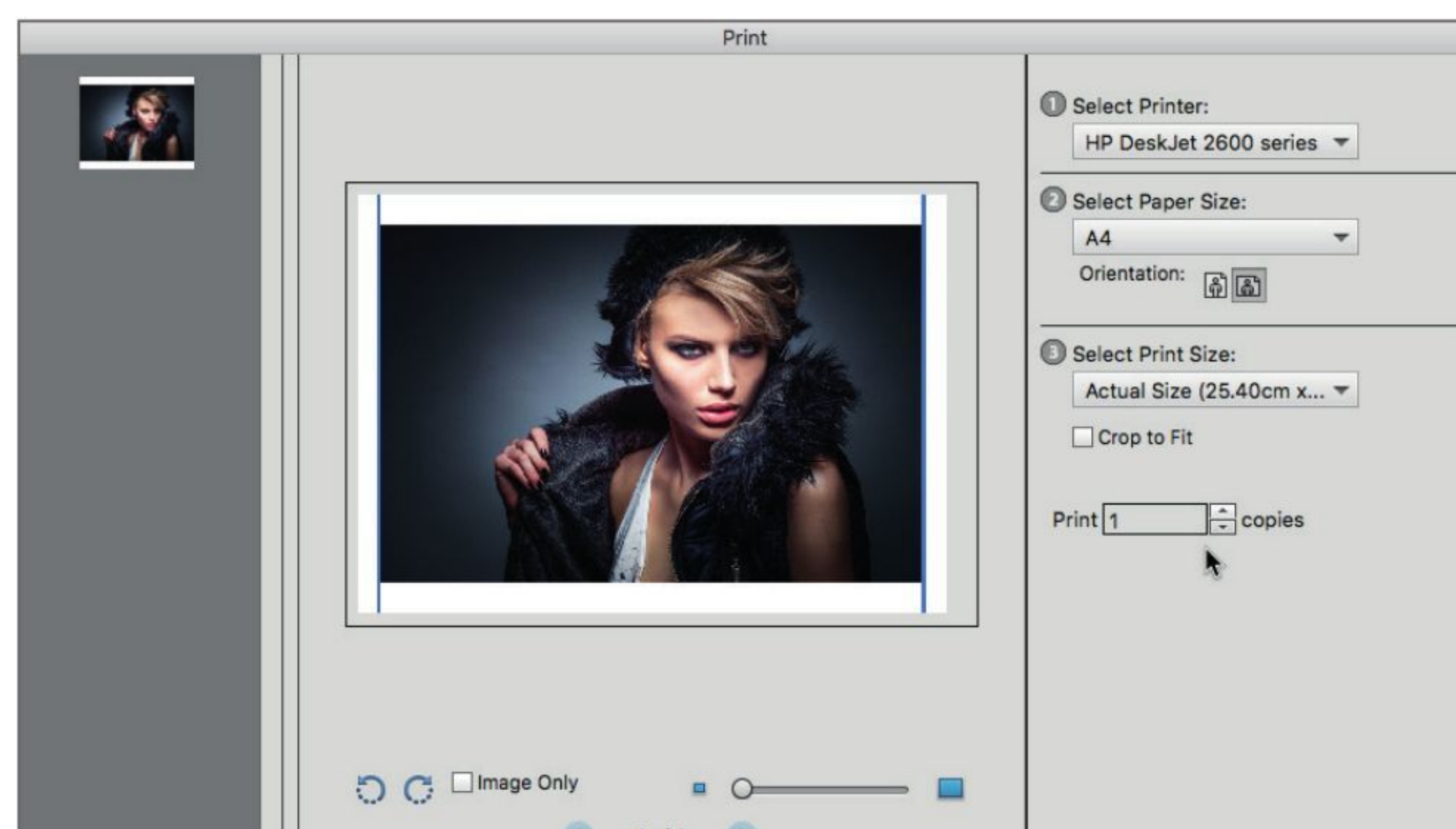
**7** When you have your preferred crop, you can click the Next button and choose your Save, Save As or Continue Editing options in either the Quick mode or Expert mode. Any image you choose to Save As, will be saved with an 'edited-1' extension, to tell it apart from your original image.



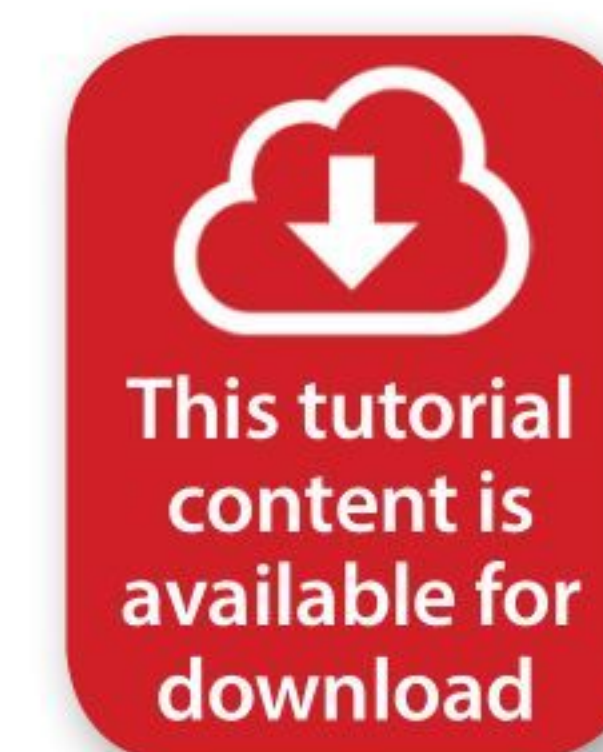
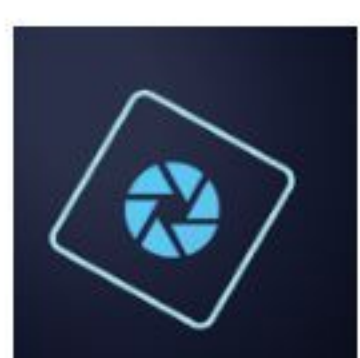
**8** If you reset the Resize Your Photo procedure and choose Print, as your Output Option, you're presented with some similar size options, along with some typical print sizes such as 8x10". Choosing one of these will give you the option to check the Shrink To Fit button.



**9** Shrink To Fit will make sure the entire image is small enough to fit in the 8x10" print size, while still maintaining its original proportions. In doing so, you may find that there are some white spaces either side of the image. Be aware that these will be saved as part of the actual photo.

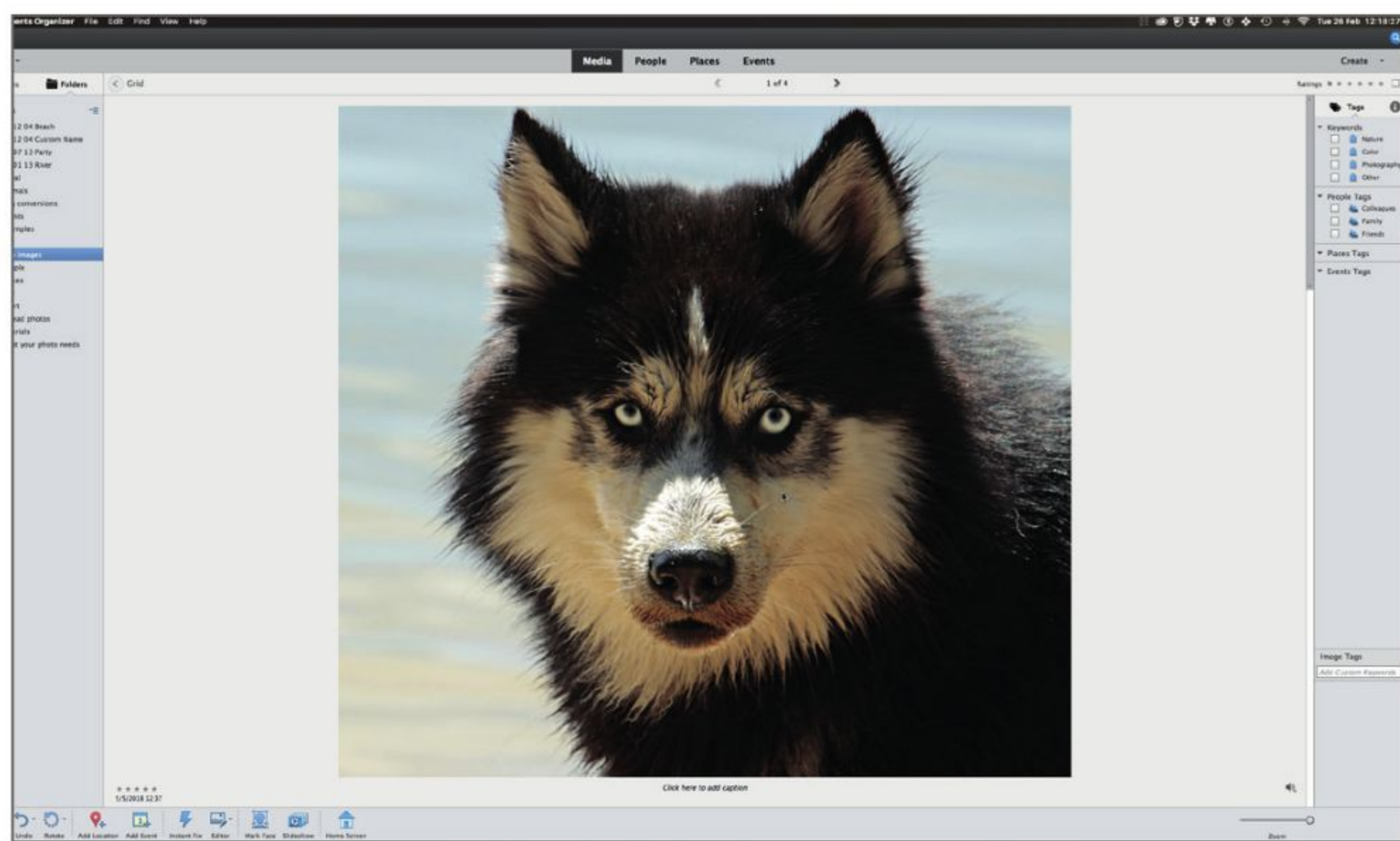


**10** Unlike the Web output option, when you click on the Next button to access the Save or Continue Editing options, you also have the Print option dialog box available, where you can print out your resized 8x10" image onto the paper size of your choice.

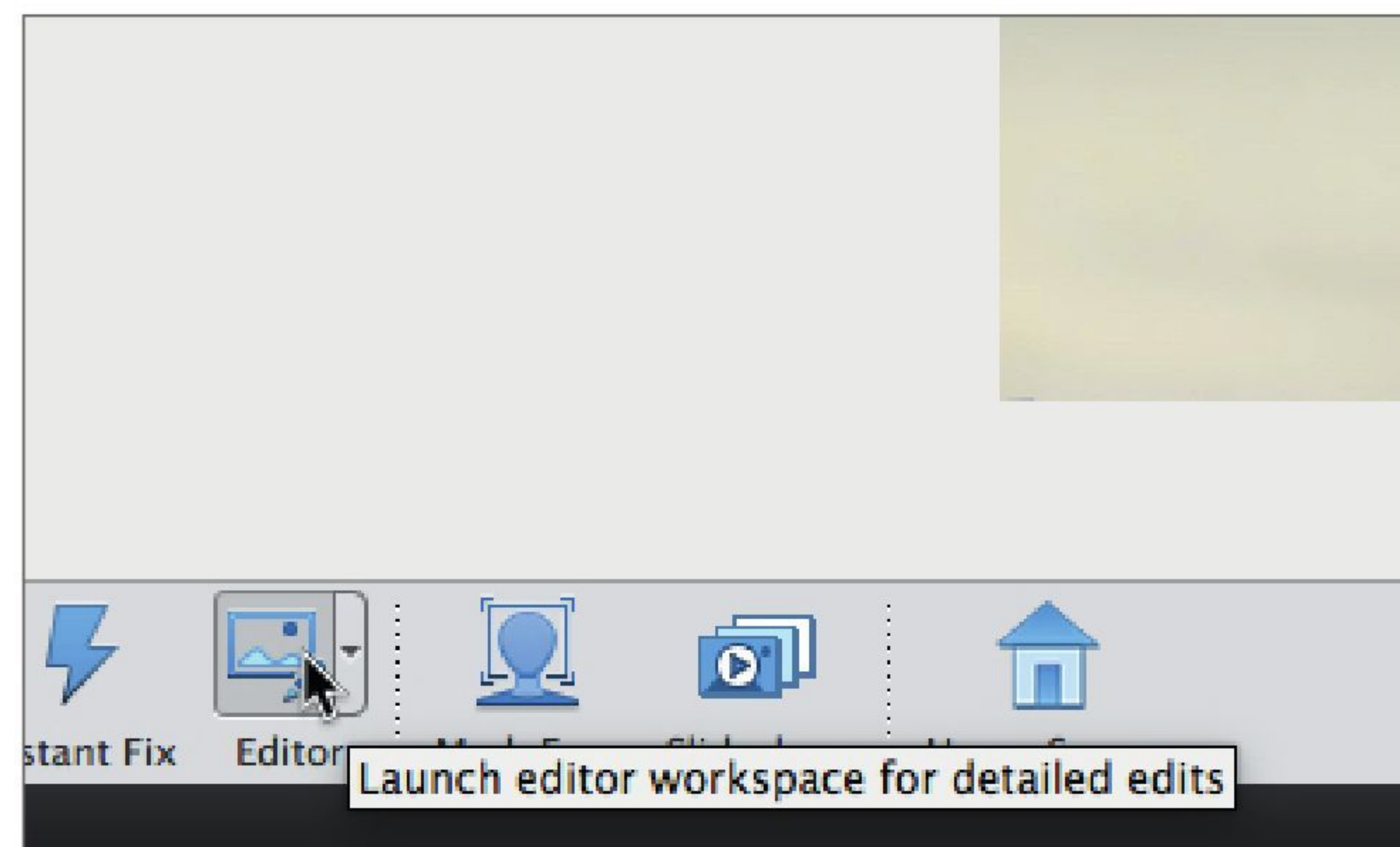


# Selecting Fine Edge Detail

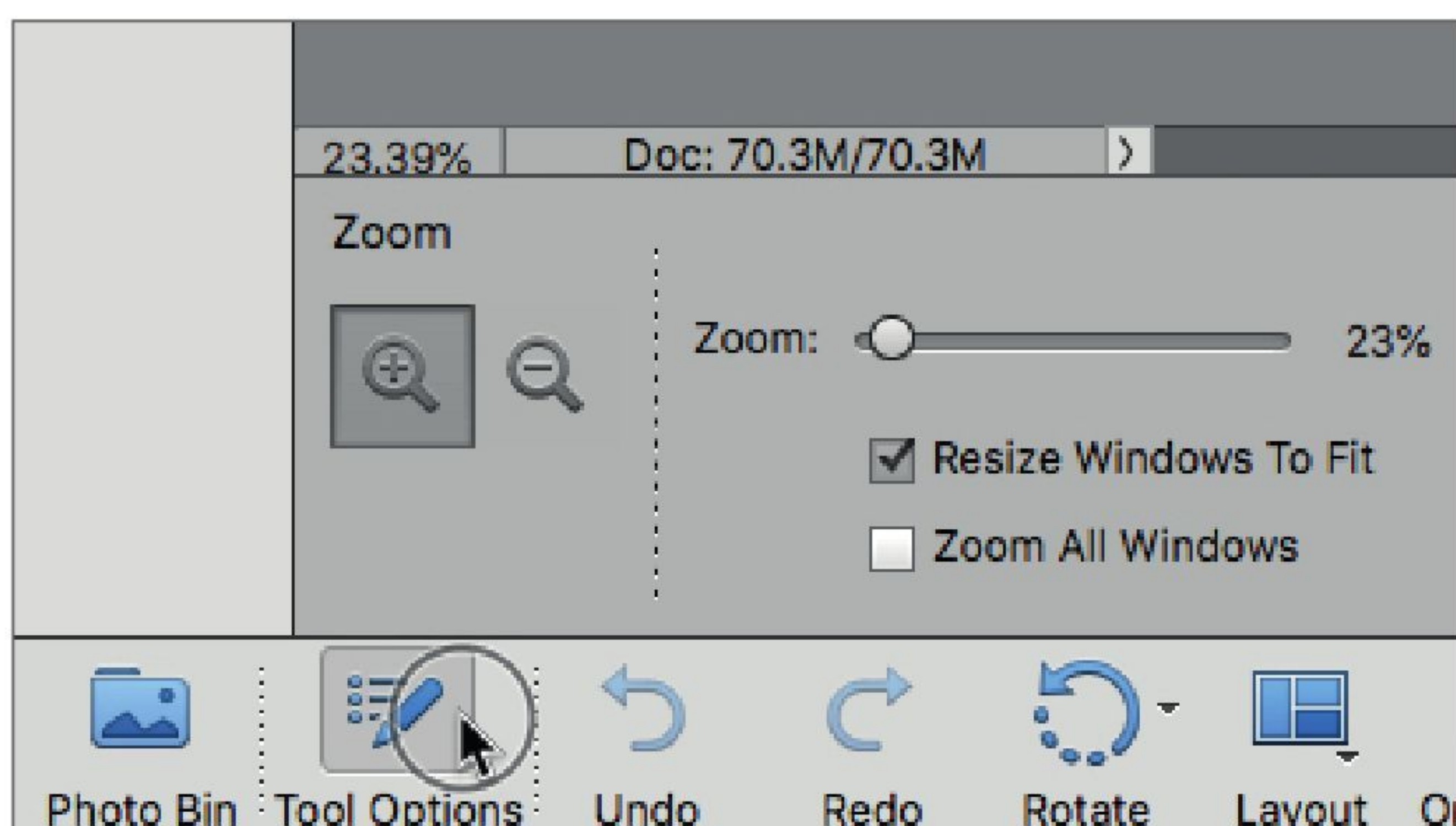
In many respects, making complex selections is time-consuming and tedious. This is particularly true if you are trying to make a selection of some very fine detail, such as hair or fur. Using a Lasso, or even the Quick Selection tools, will prove difficult and this is where the Refine Selection Brush can help.



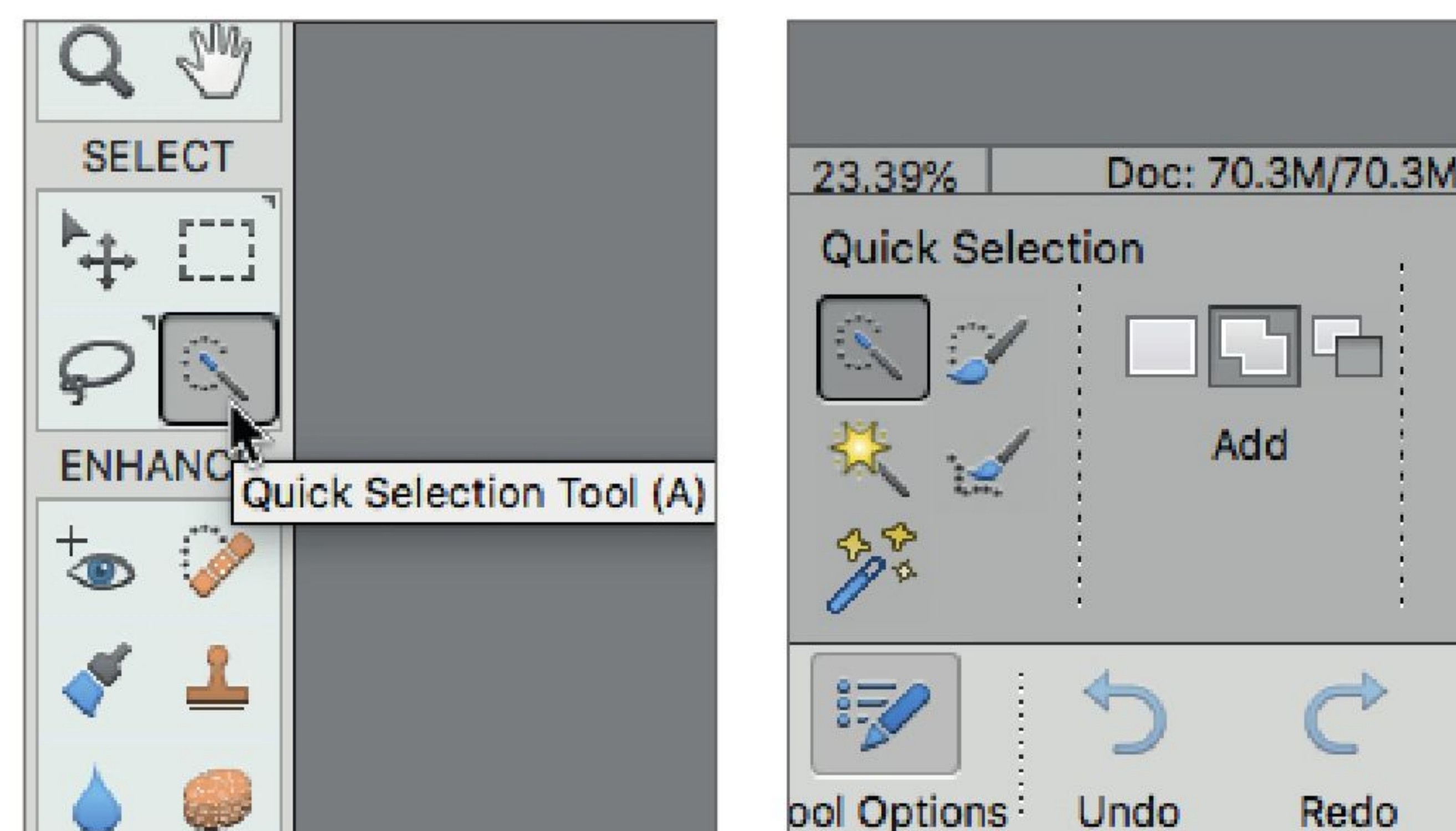
**1** We have an example image of a dog that we would like to cut out of its background and either use it isolated as it stands, or dropped into another background. When it comes to selecting and cutting out, fur, hair, grass and foliage make for a testing time.



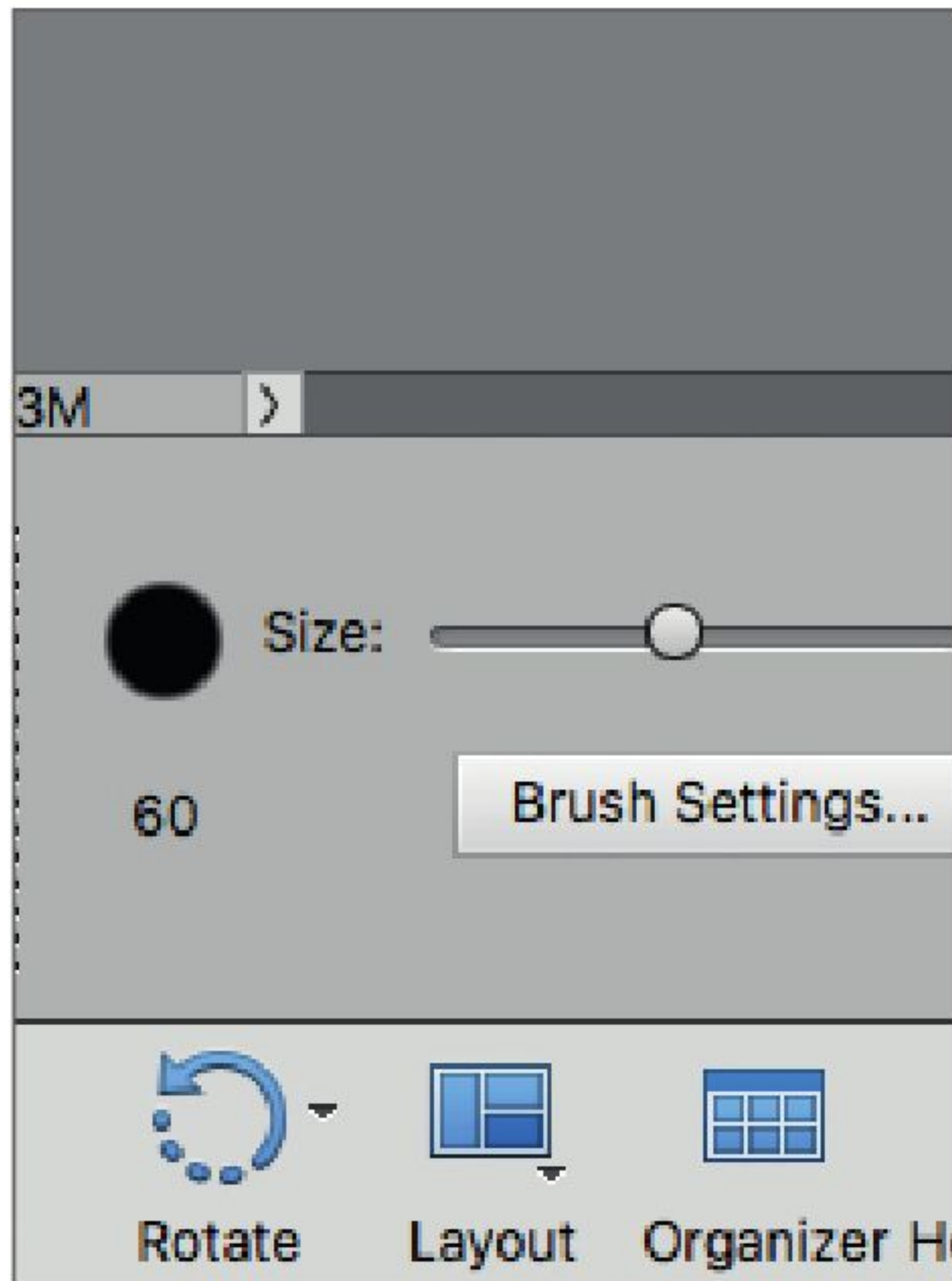
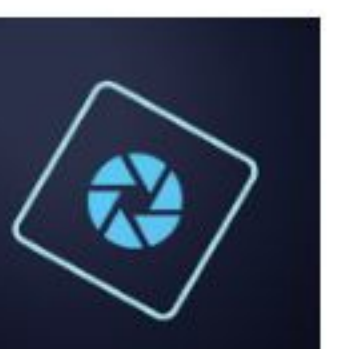
**2** We can open the image of the dog from either: the Elements Organiser workspace, by selecting it and then clicking on the Editor button down in the taskbar, or we can go straight to the Photo Editor and choose Open in the top left of the workspace, or File > Open from the file menu.



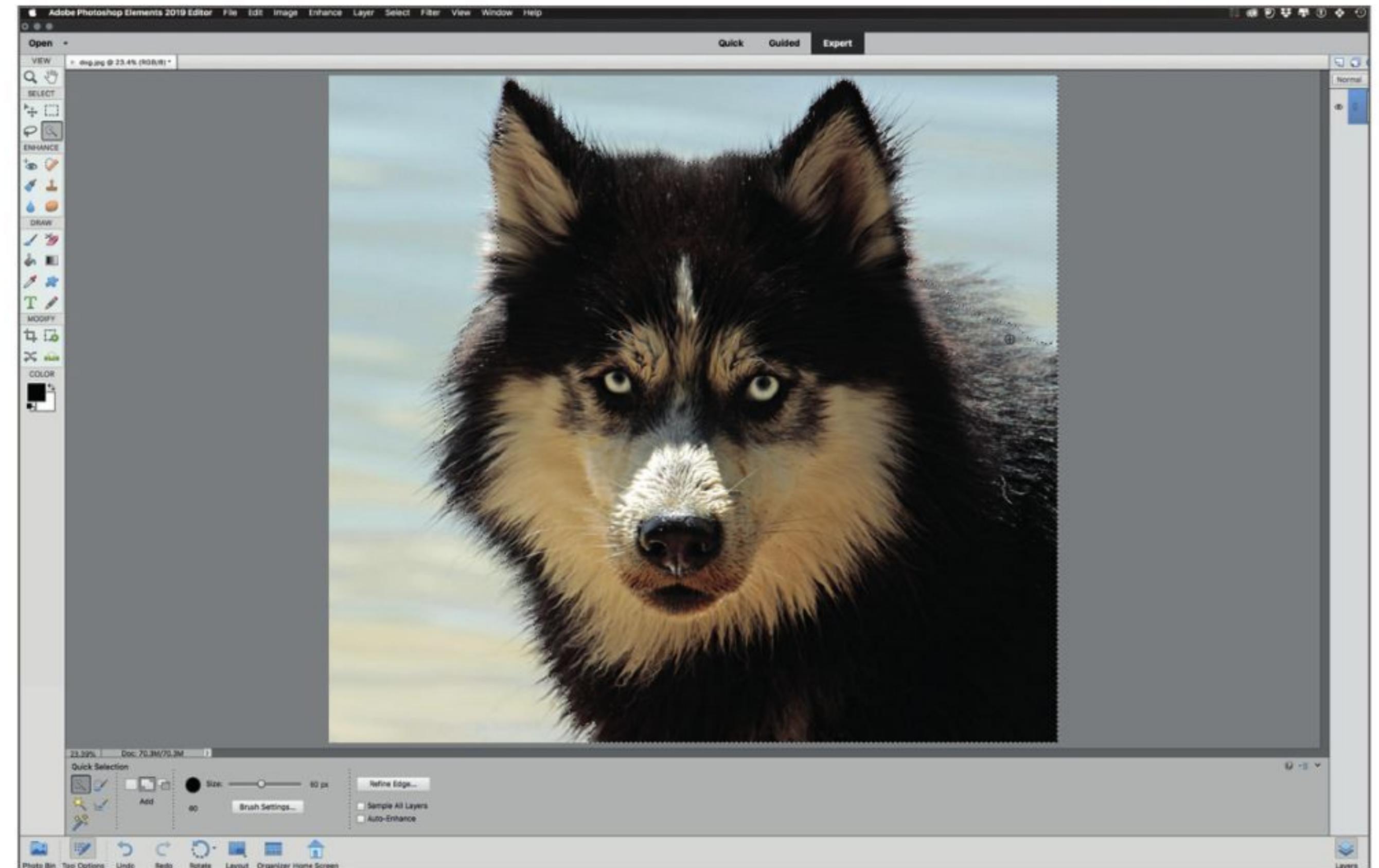
**3** If it isn't already active, we can go down to the taskbar and in the lower left corner, click on the Tool Options button. Now, whatever tool we choose from the main toolbar on the left side of the screen, will display its available options in the Tool Options panel.



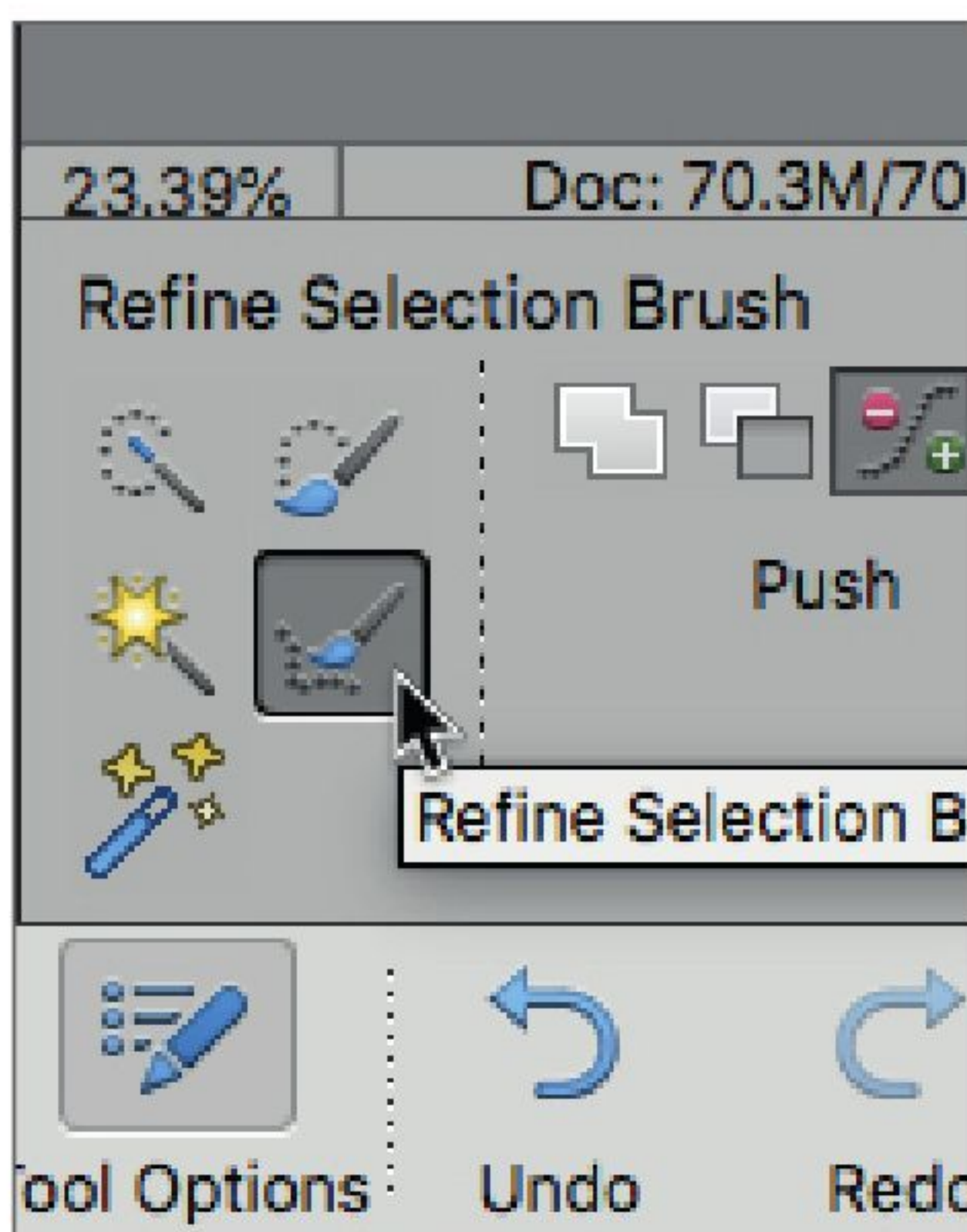
**4** We begin this example by choosing the Quick Selection Tool (A) from the toolbar. In the Tools Options panel below, we will see a number of other available tools and settings. We will need these to help the process of selecting the dog's fur more accurately.



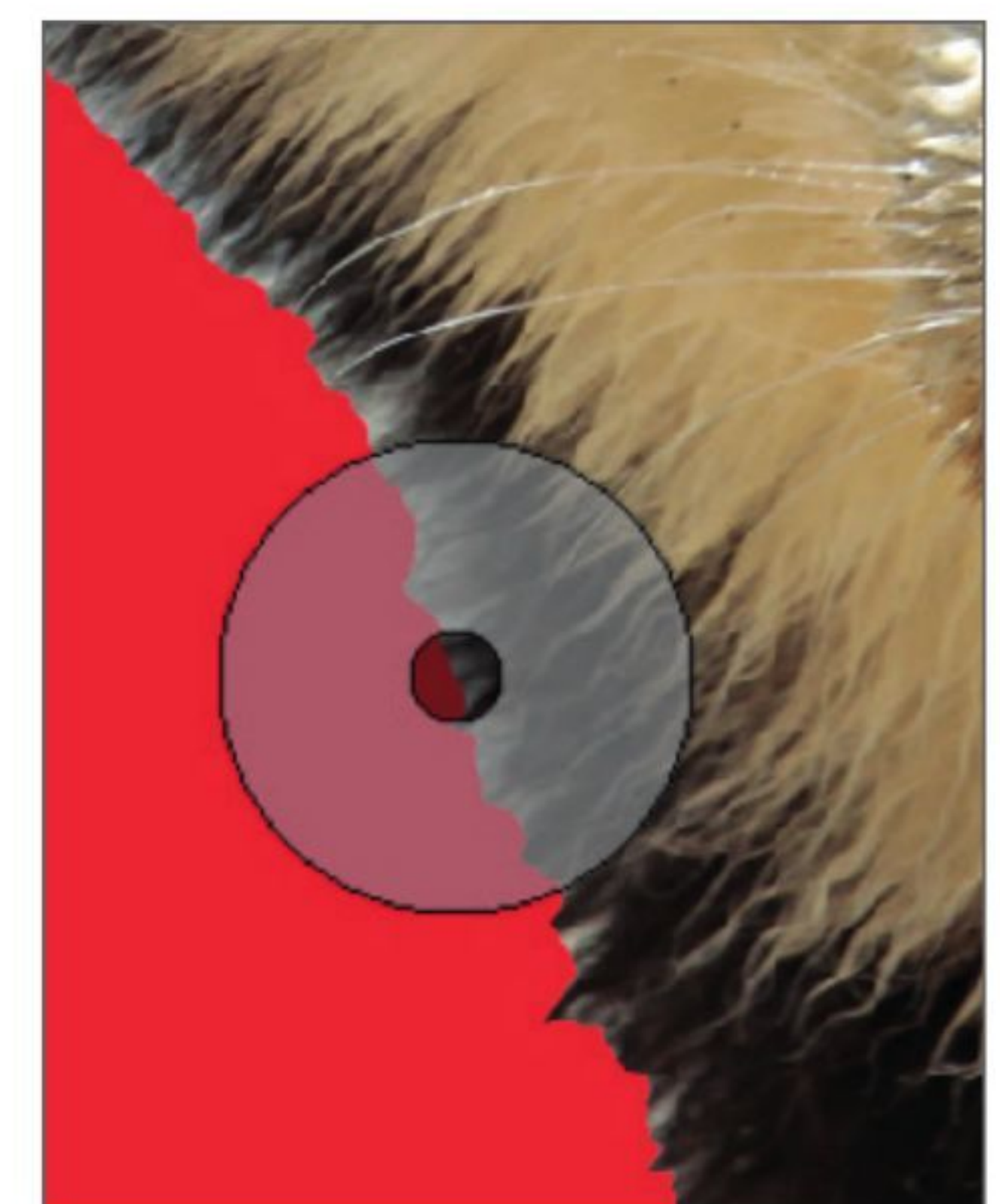
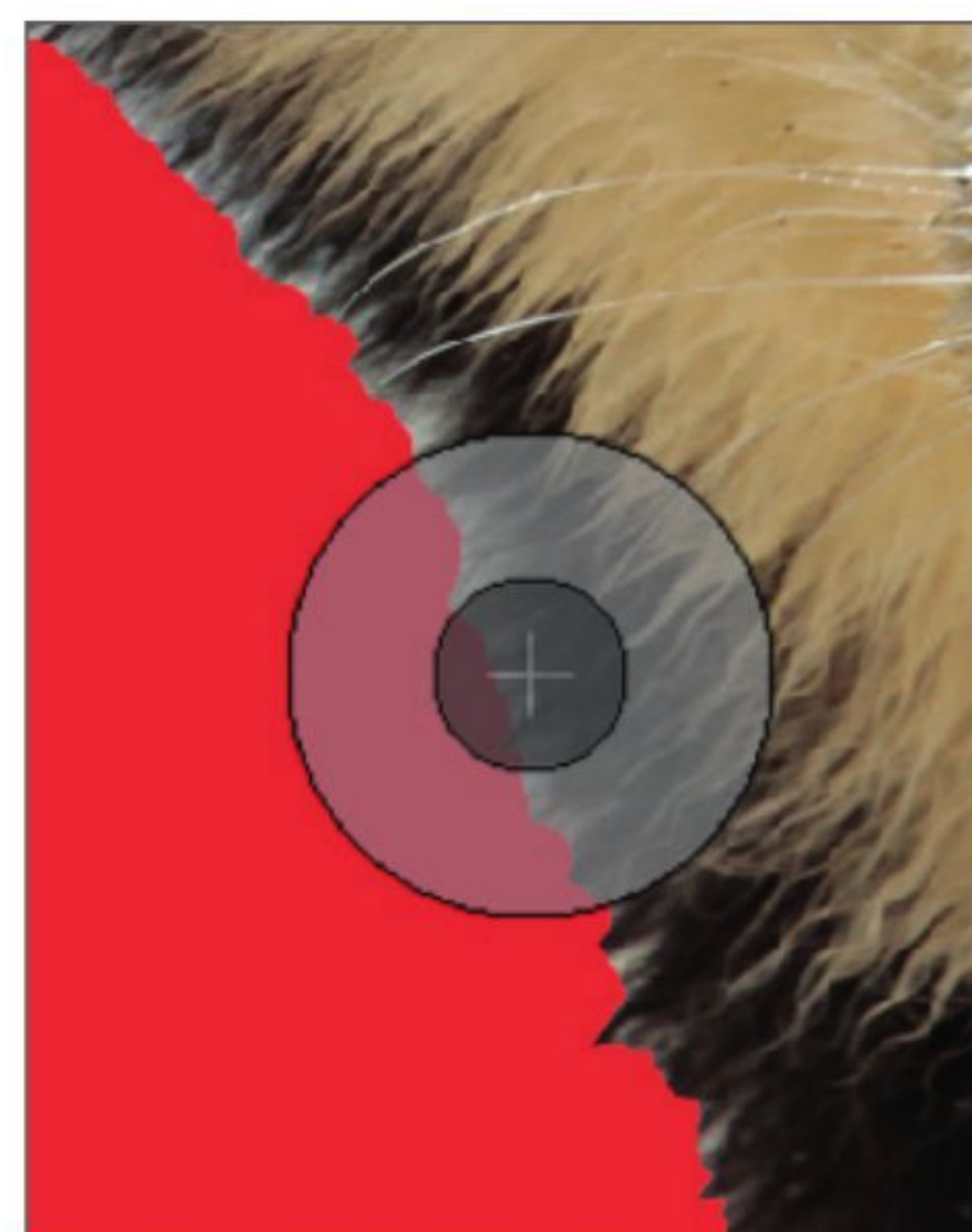
**5** We'll make the Size of your Quick Selection Brush about 60 pixels and then move the cursor onto the image of the dog, near the edges of its fur. Now we click and slowly begin to drag the cursor around the inside edge of the dog. The selection will grow bit by bit as it moves.



**6** If the selection goes wrong and we choose too much of the background, we can press **Cmd + Z** to undo one step and try again, keeping the cursor further away from the fur's edge. It doesn't need to be a super-accurate selection at this point. Once we have the whole dog selected, we can proceed.



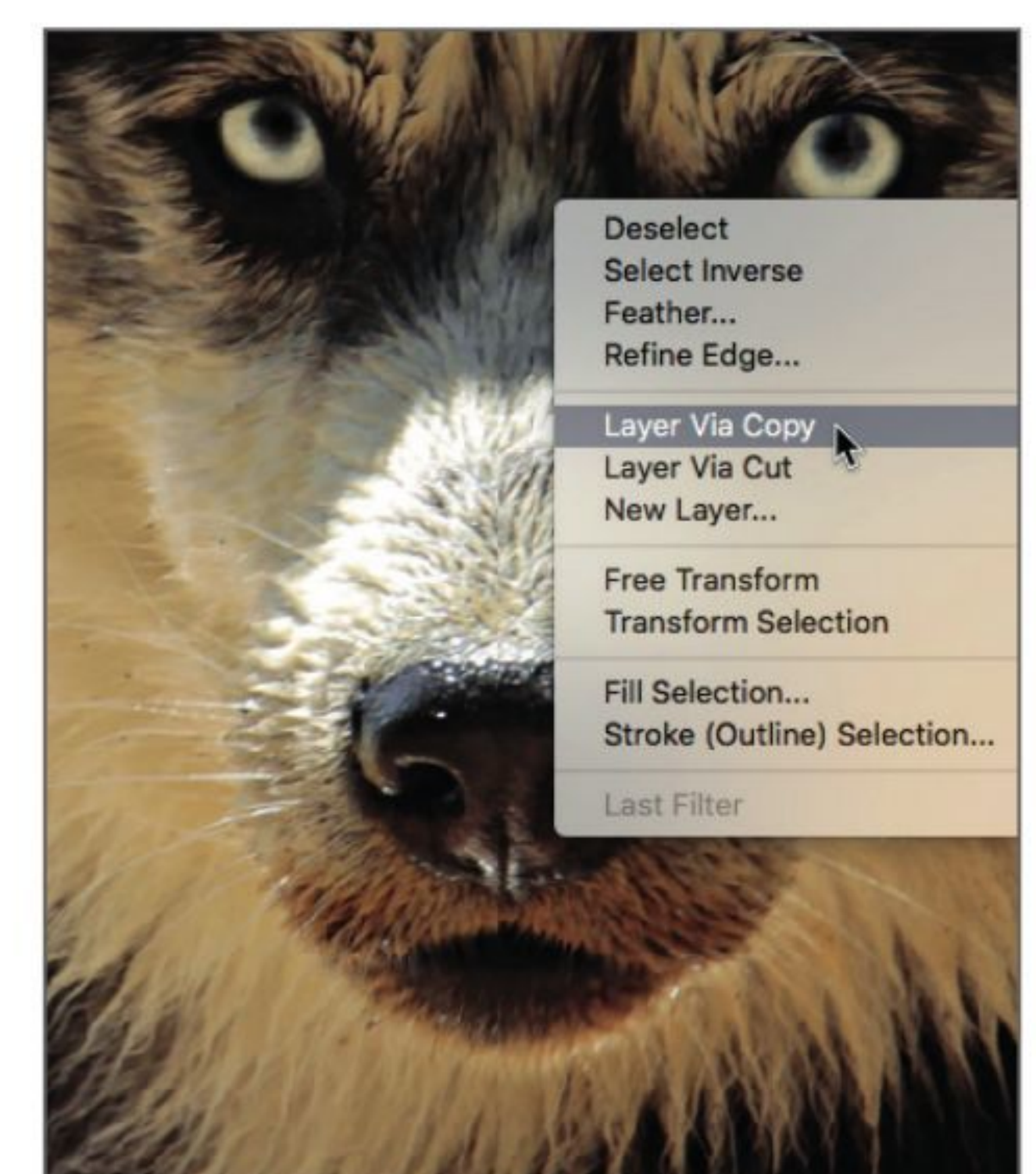
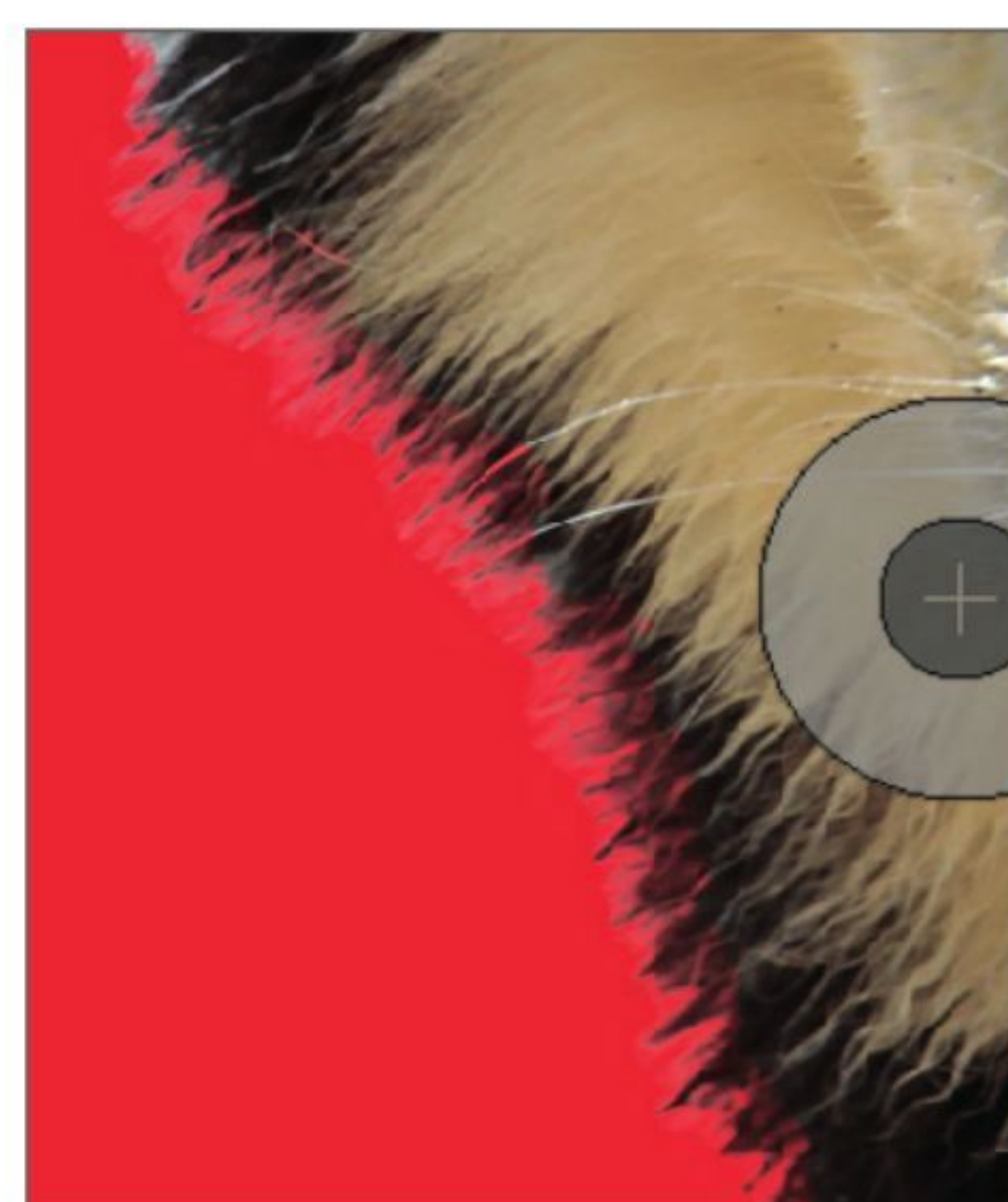
**7** After clicking on the Refine Edge Selection Brush in the Tool Options panel, any part of the image outside the edge of the Quick Selection will appear in red. We'll make the Size 500 px and Snap Strength and Selection Edge to their maximums. Then push the View Opacity to 100%, to make it solid red.



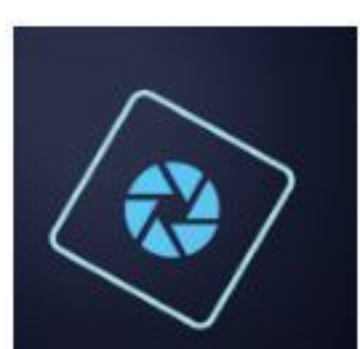
**8** Carefully hover the cursor over the edge of the selection where it turns red and the cursor should change from the larger Add Selection cursor to the Edit Selection Edge brush. Once we see this, clicking and holding the mouse button will activate it. Now we can start to move the cursor.



**9** We drag the Edit Selection Edge brush around the edge of the dog, making sure to paint any areas of the fur edge that need to be more refined. If necessary, we'll go back over any areas to make sure we have all the fur edges painted, before letting go of the mouse button.



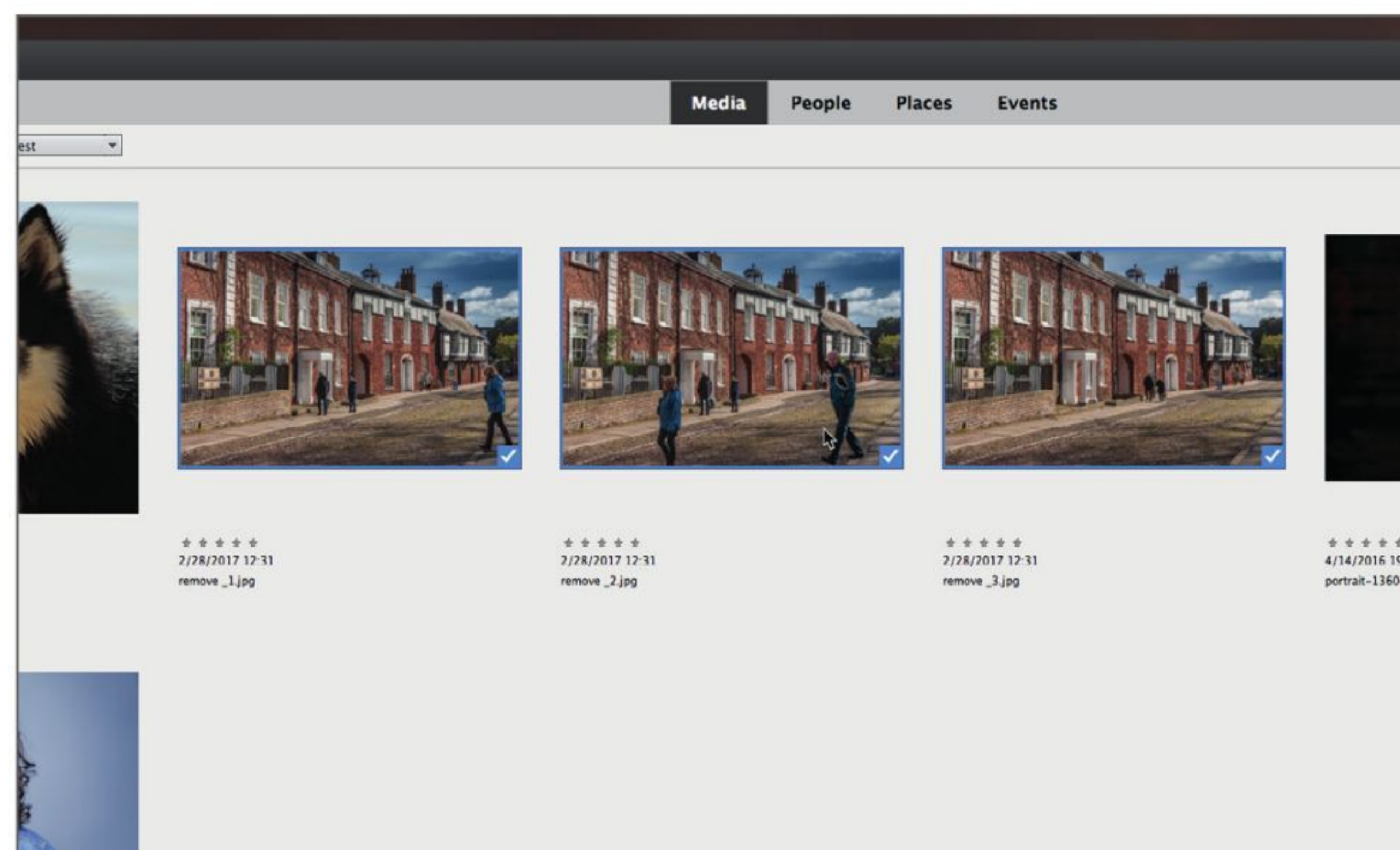
**10** The edge selection will be refined, so now we'll click on any selection tool, such as the Lasso, then right-click the dog. After choosing Layer Via Copy to create a new layer that contains just the dog, we can turn the Background layer off. We can save this file as a PSD and place a new background behind it if we want.



# Cleaning a Scene

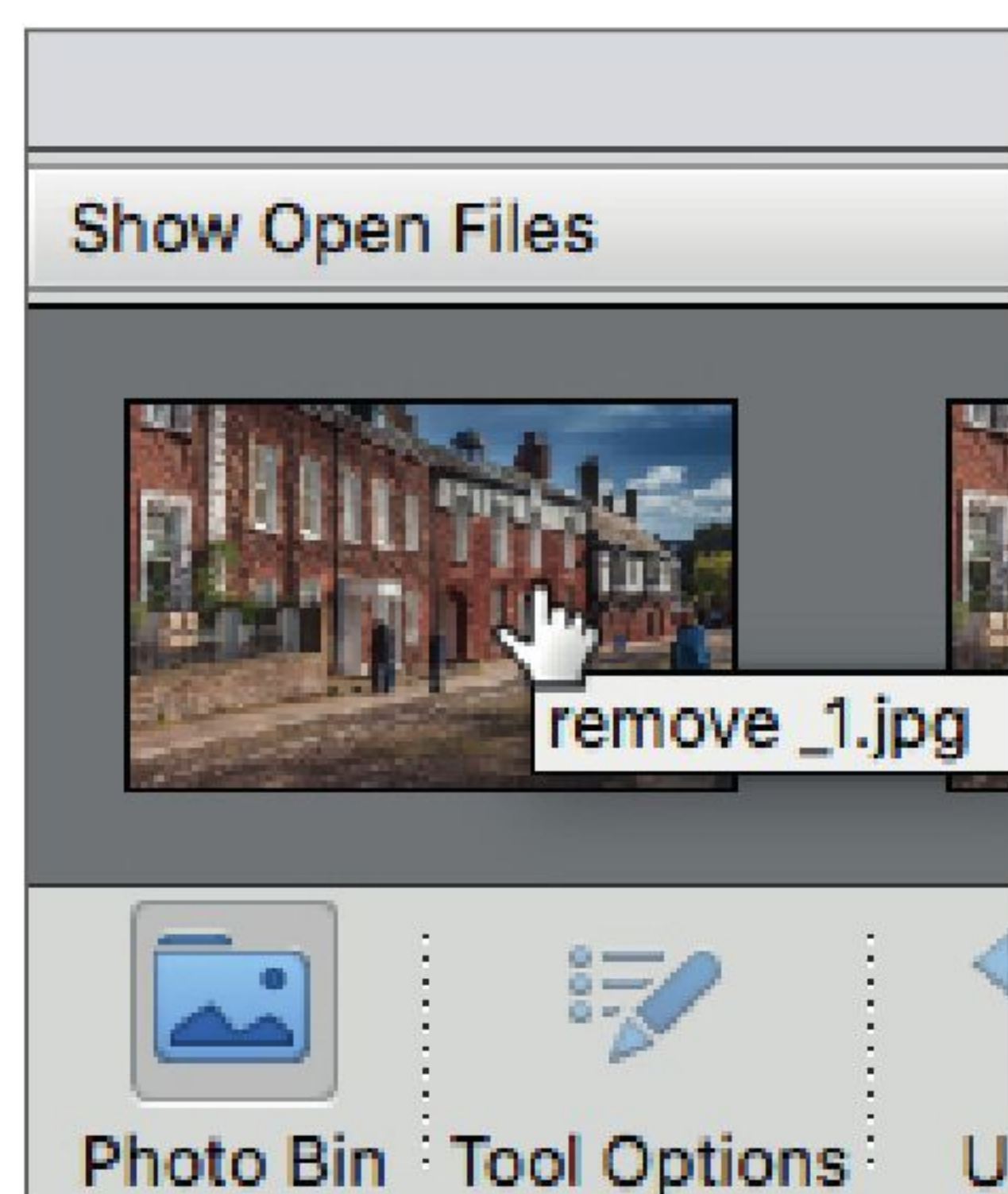
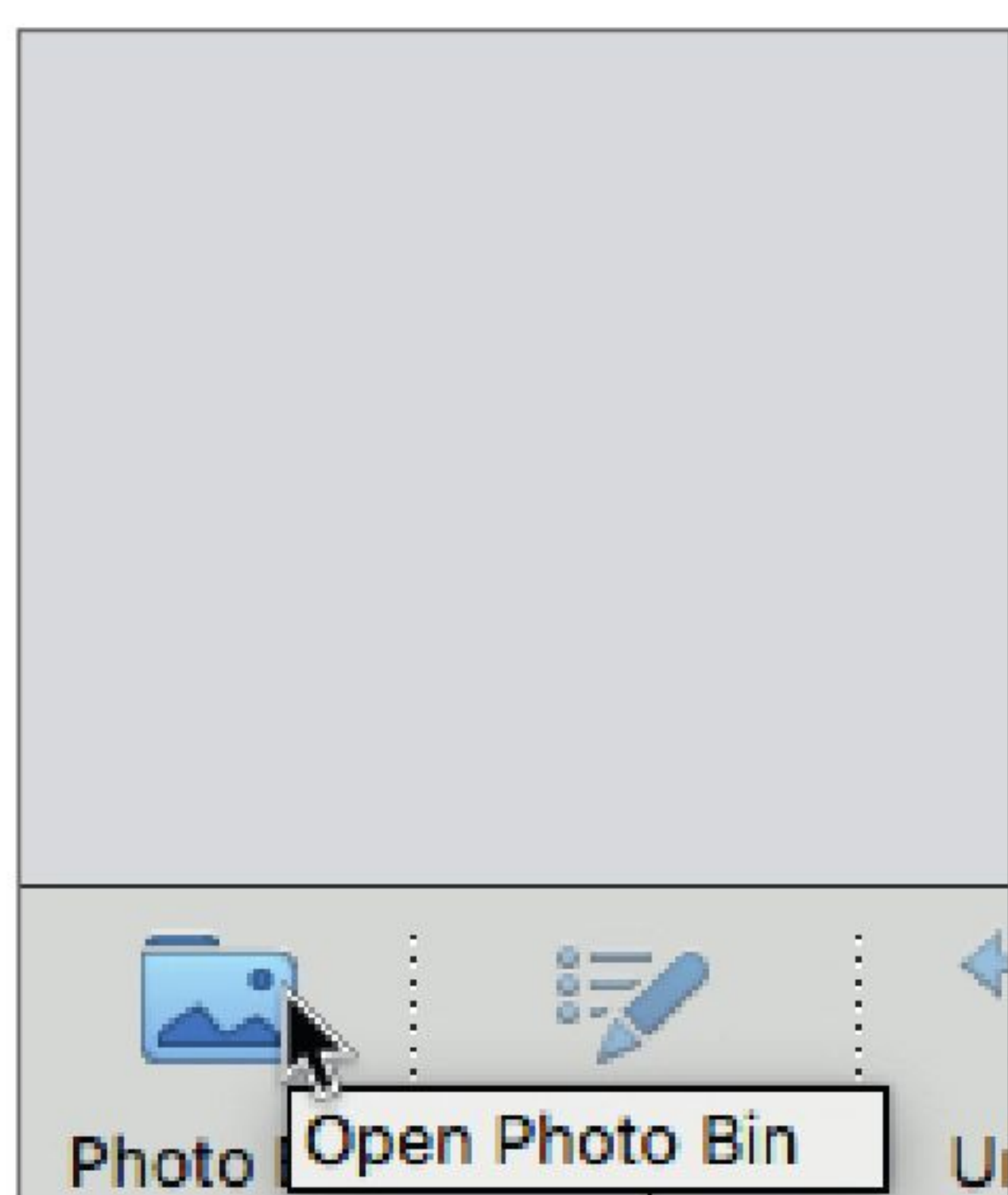


For anyone out taking photos on holiday or sightseeing, it can often be a frustrating scenario when you want to capture a scene, but it is always filled with cars or people meaning you never get a clean, empty shot. Thanks to the Photomerge option, you can remove any unwanted guests from your photo.

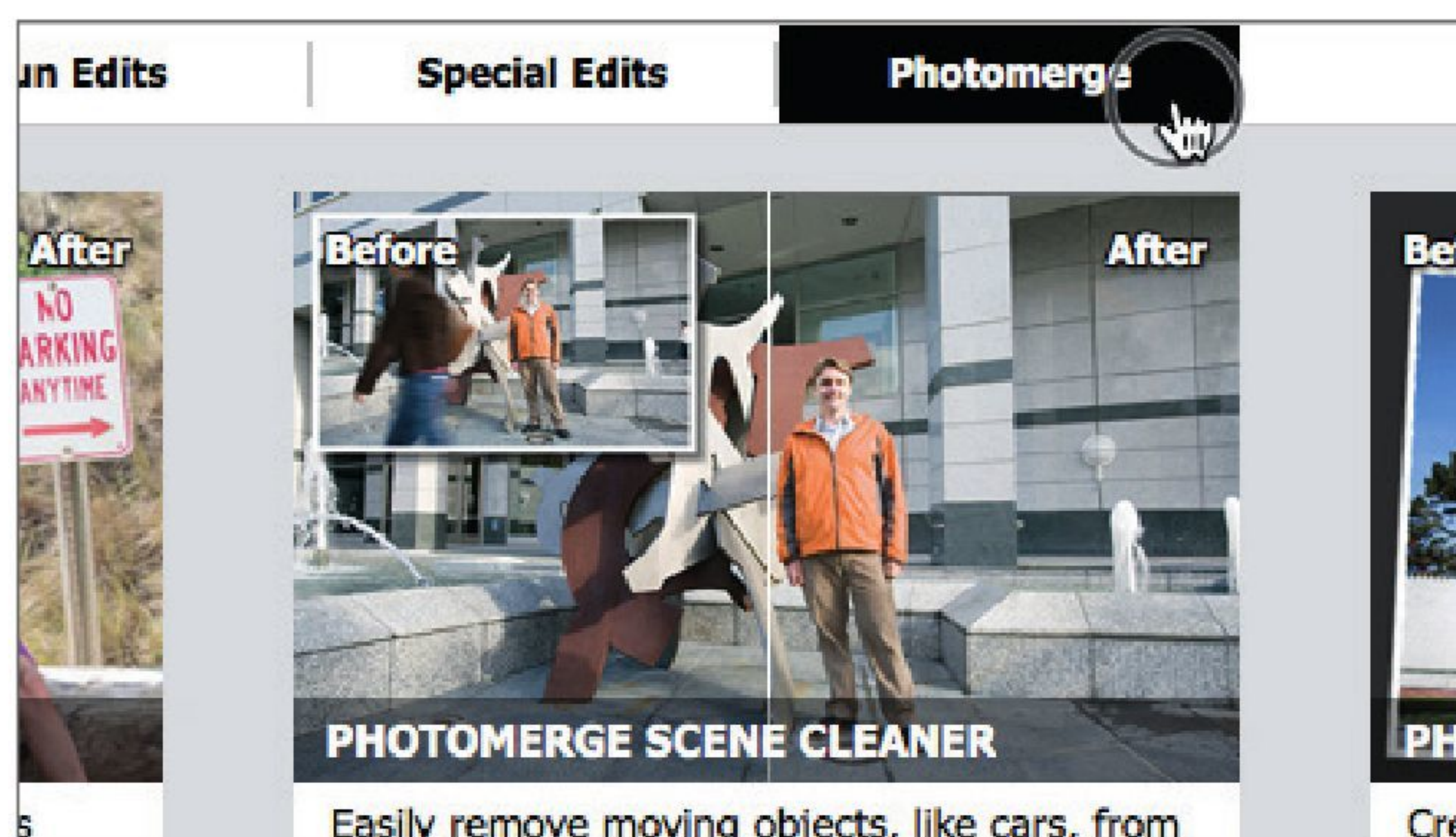


**1** If you are trying to capture a scene that is always busy, here's a great photographer's tip. Set up your camera on a tripod and shoot a sequence of images where people are in many different positions in each shot. This can be used to your advantage later.

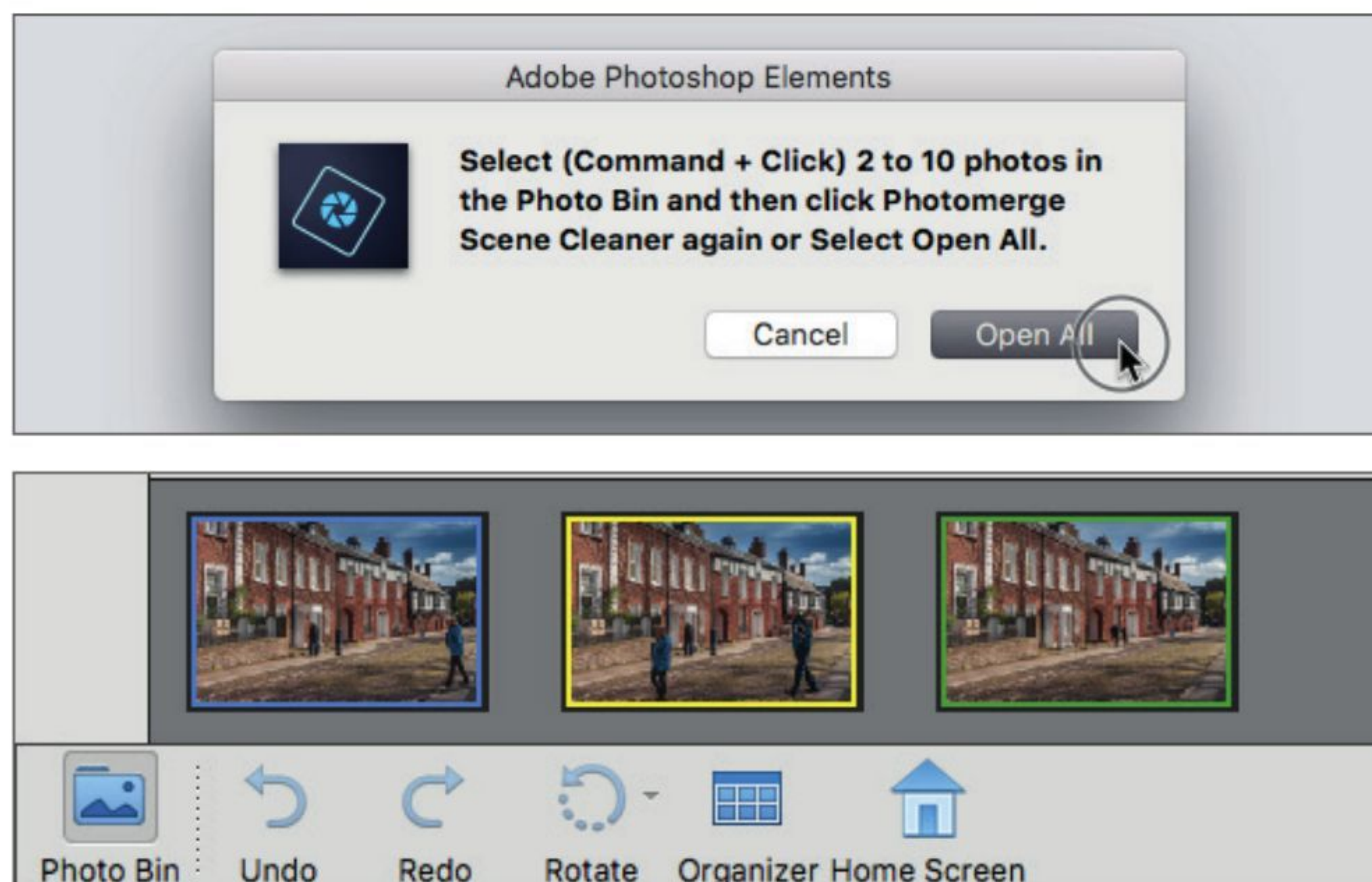
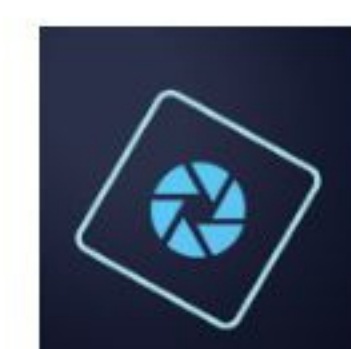
**2** We have an example street scene that demonstrates the principle. It was never quite clear of people, but several shots were taken and loaded into Elements Organizer. The best three shots, which offered the most varied positions of people, were chosen as the most useful in aiding our scene-cleaning attempt.



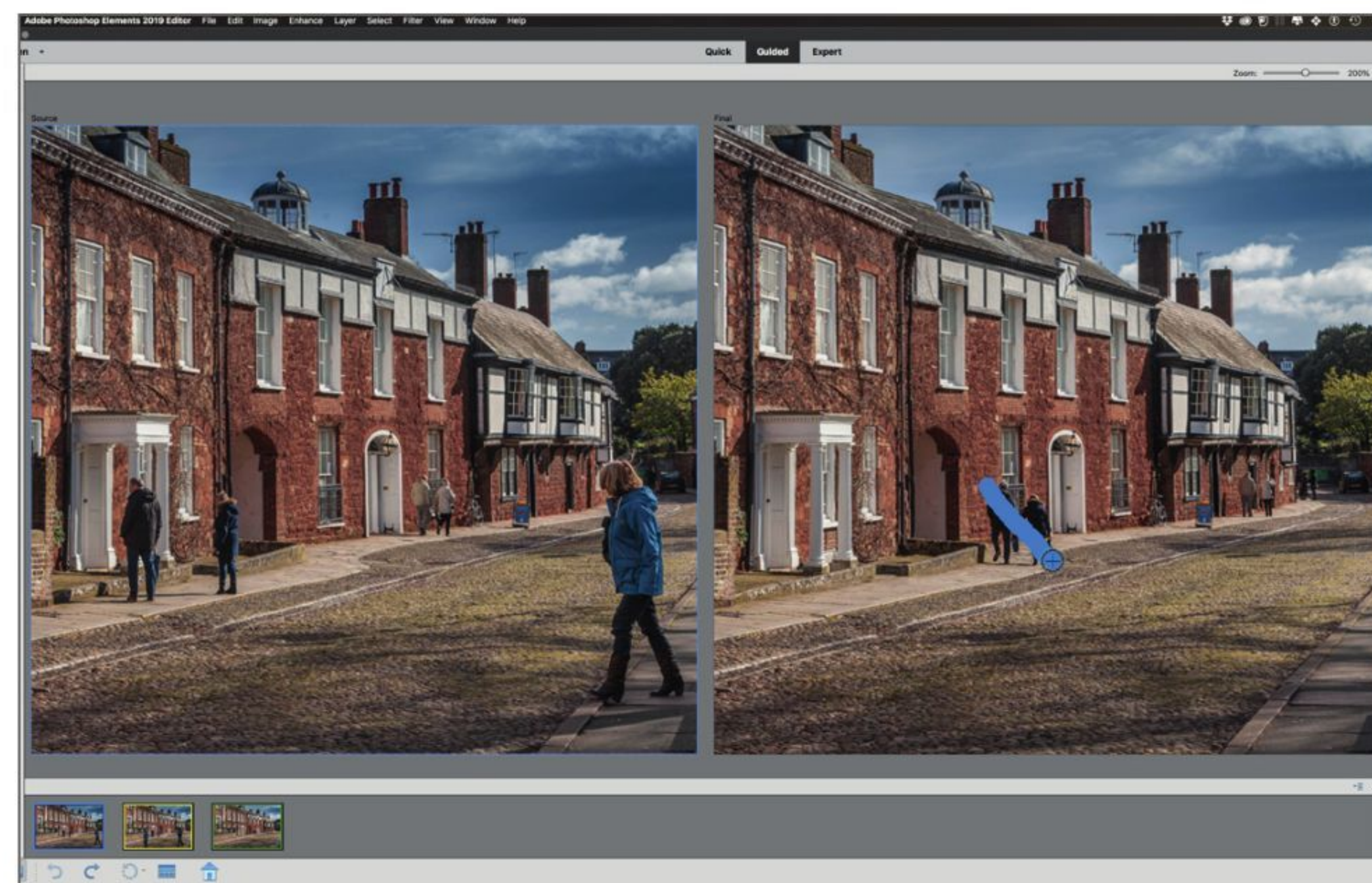
**3** Highlight the images you are going to use and then click the Editor button, down in the taskbar. The Photo Editor will open and the selected images (three in our example) will appear down in the Photo Bin. If the Photo Bin isn't visible, click the Photo Bin button and it will appear.



**4** The images are named remove\_1, remove\_2 and remove\_3. Click on the Guided mode selector at the top of the screen and then choose Photomerge from the list of guided edits below. The one we are going to use is the Photomerge Scene Cleaner. Click its preview, to open it up.



**5** You may be prompted to choose photos, or just click Open All to continue. For clarity, our three images are now highlighted from left to right as blue, yellow and green. Drag one photo (green in our example) onto the grey Final base image panel, on the right.



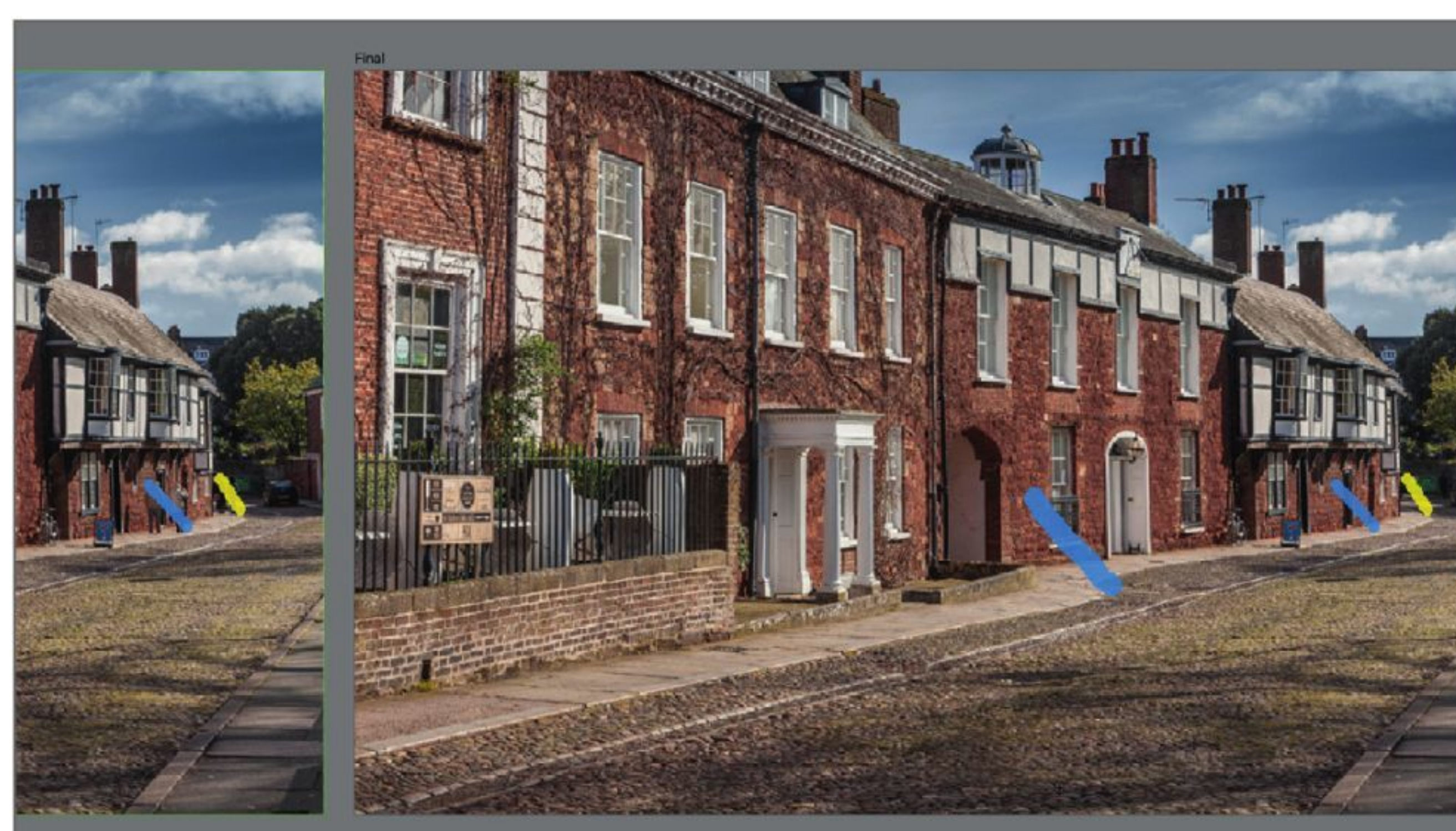
**6** There are three sets of people we need to remove from the Final green image. Click on the blue image in the photo bin, to make that the Source image in the left hand panel. Choose the Pencil Tool, choose a Size and then paint diagonally over the first couple in the centre of the right-hand Final image.



**7** This action selects the corresponding area in the blue image and pastes it over the same spot in the Final image on the right. Since the blue image had nobody in that spot, the couple in the Final image are removed. Do the same with the more distant couple on the right of the Final image.



**8** Now we need to remove the last couple from the very far right of the Final shot. Click on the yellow image, to make that the new Source, in the left-hand panel. You will see the two Pencil Tool marks you've already used, marked in blue, overlaid on the yellow image for guidance.



**9** Now draw a diagonal line that covers the far right couple on the Final image and the clean portion of the yellow image will be pasted on the green Final image. The last couple from the street scene are removed. You can use the Eraser Tool to remove portions of the pencil strokes, if needed.

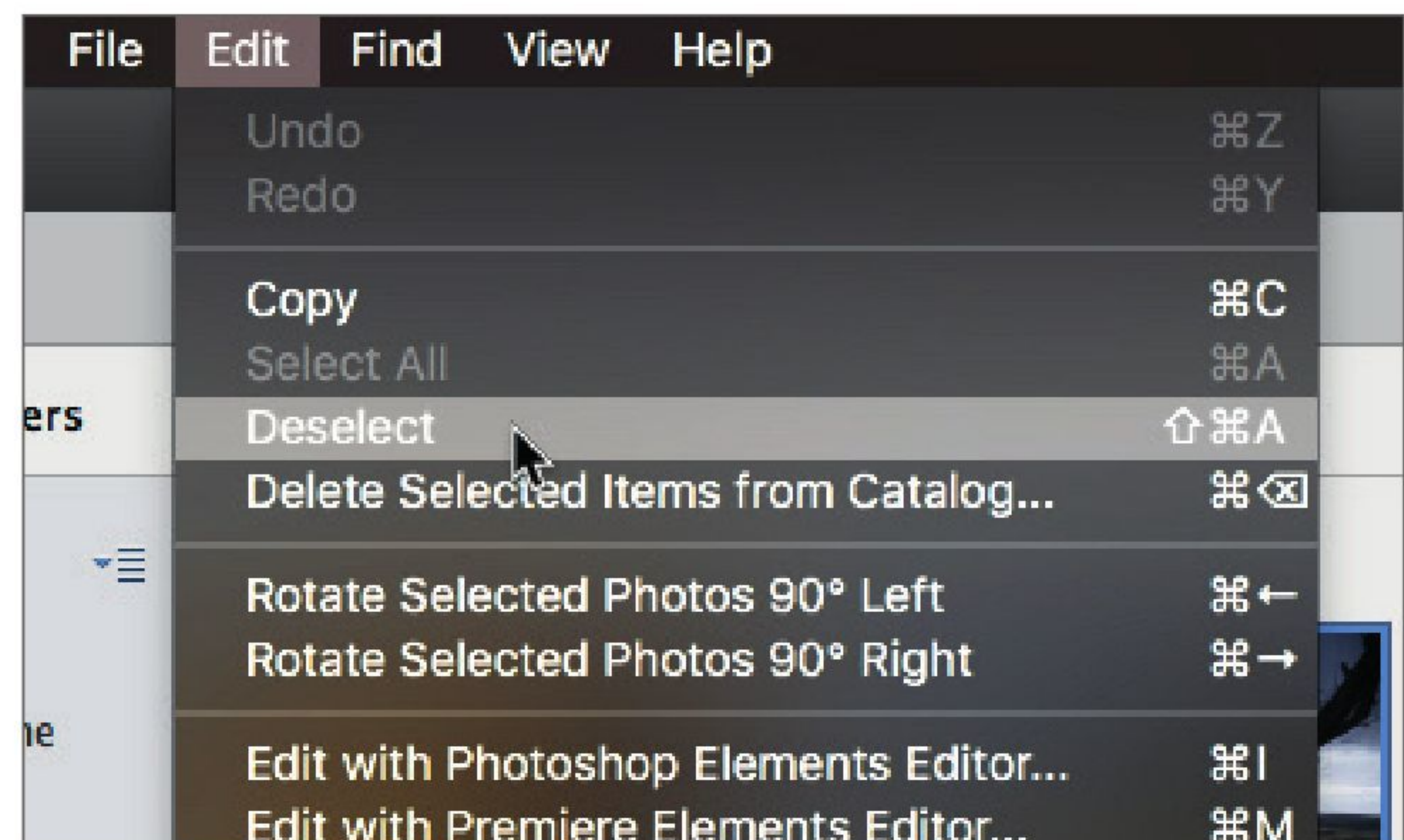


**10** If you should require it, there is an Advanced Options tab you can click to help you align your photos, if they weren't taken on a tripod. You can click the same feature in different photos to be used as alignment guides. Then you can click Next and choose to Save or Continue Editing.



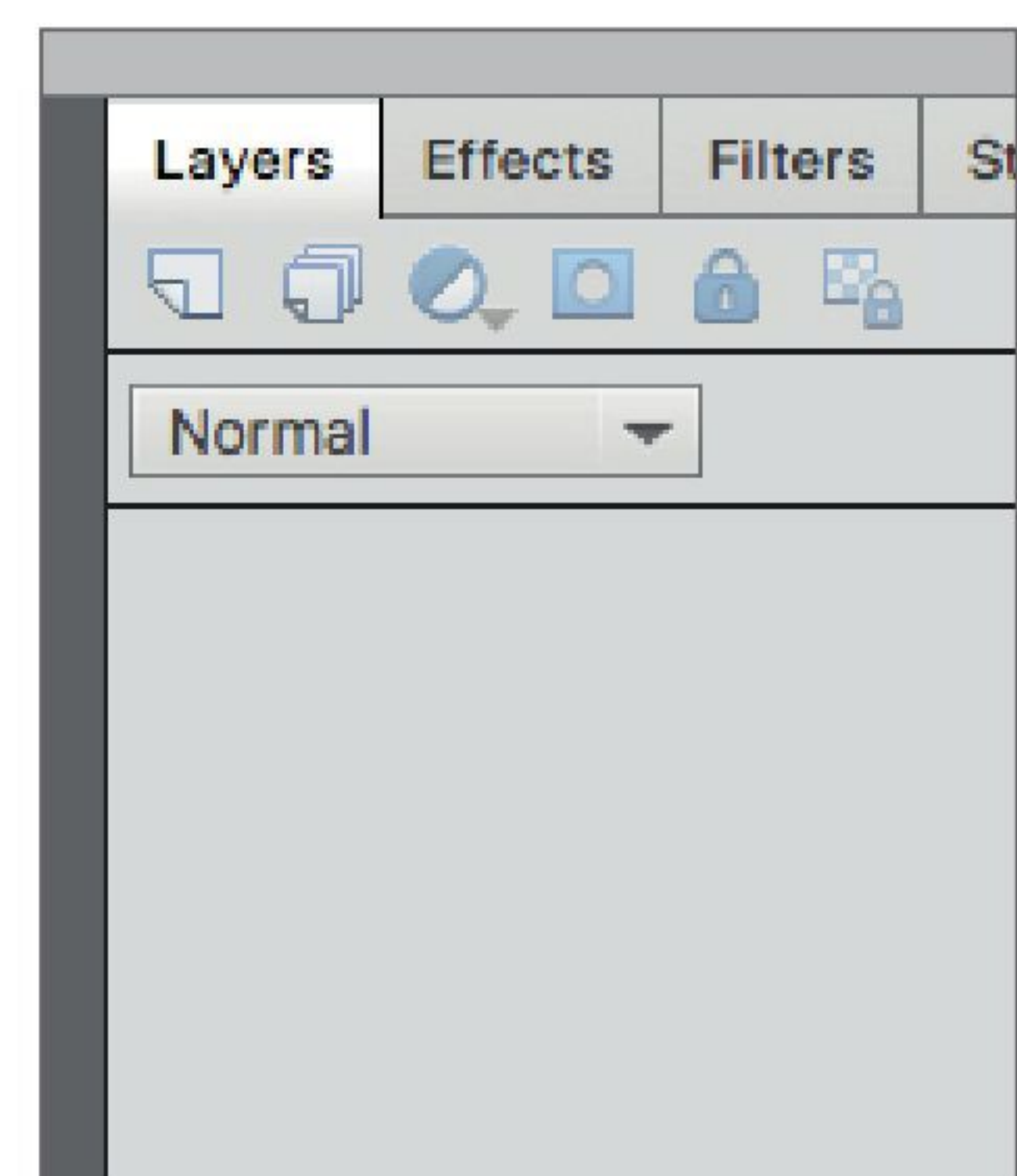
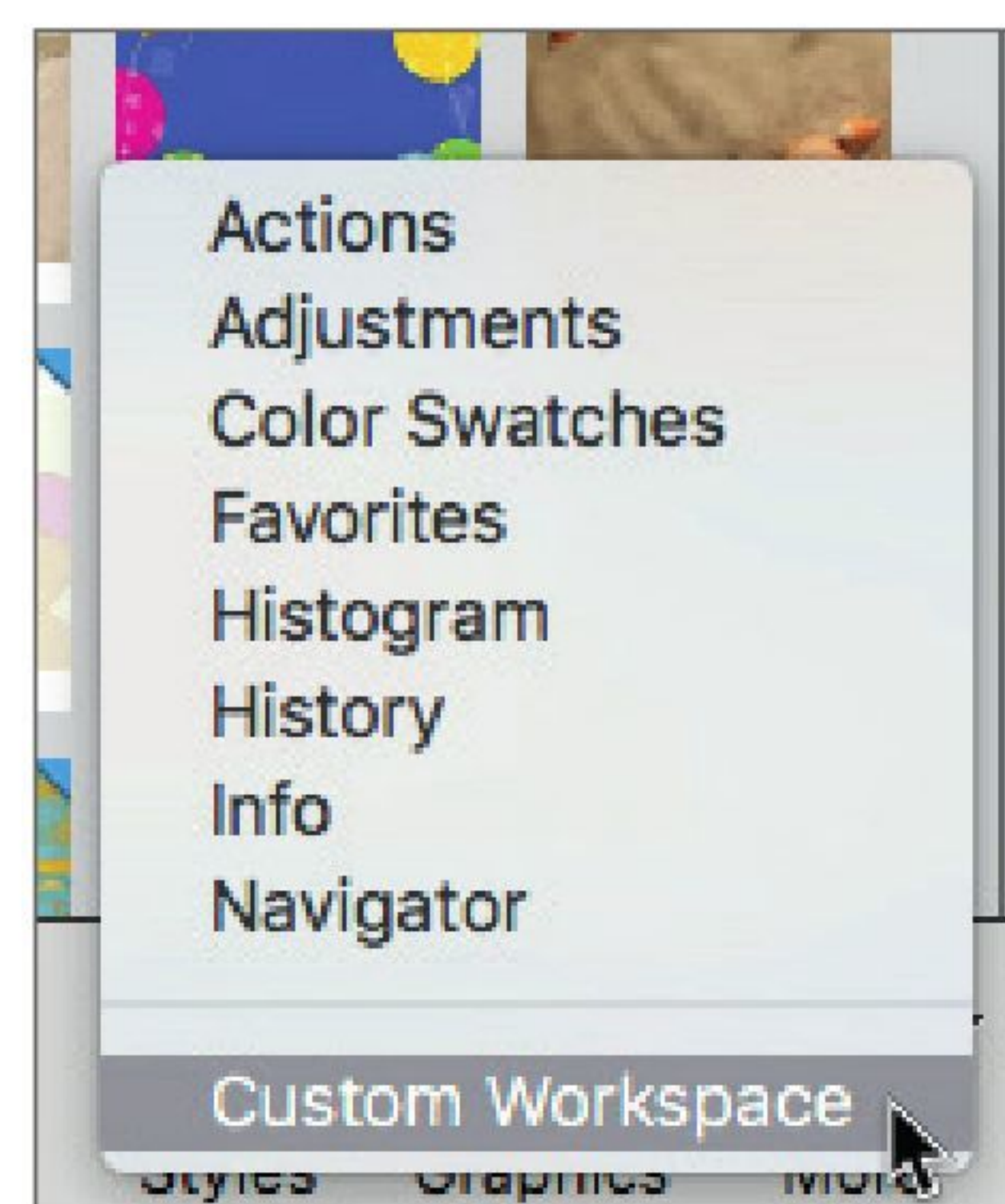
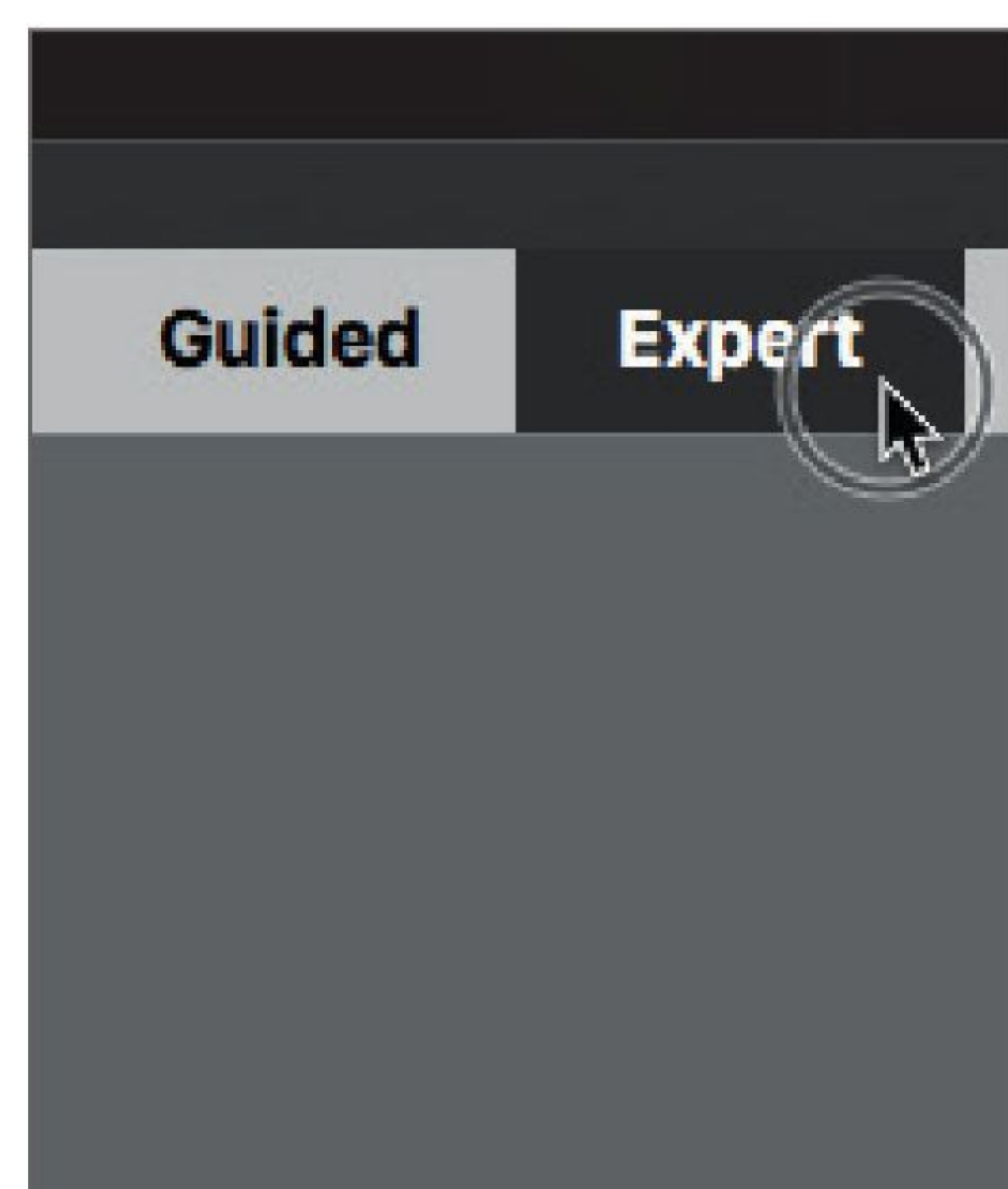
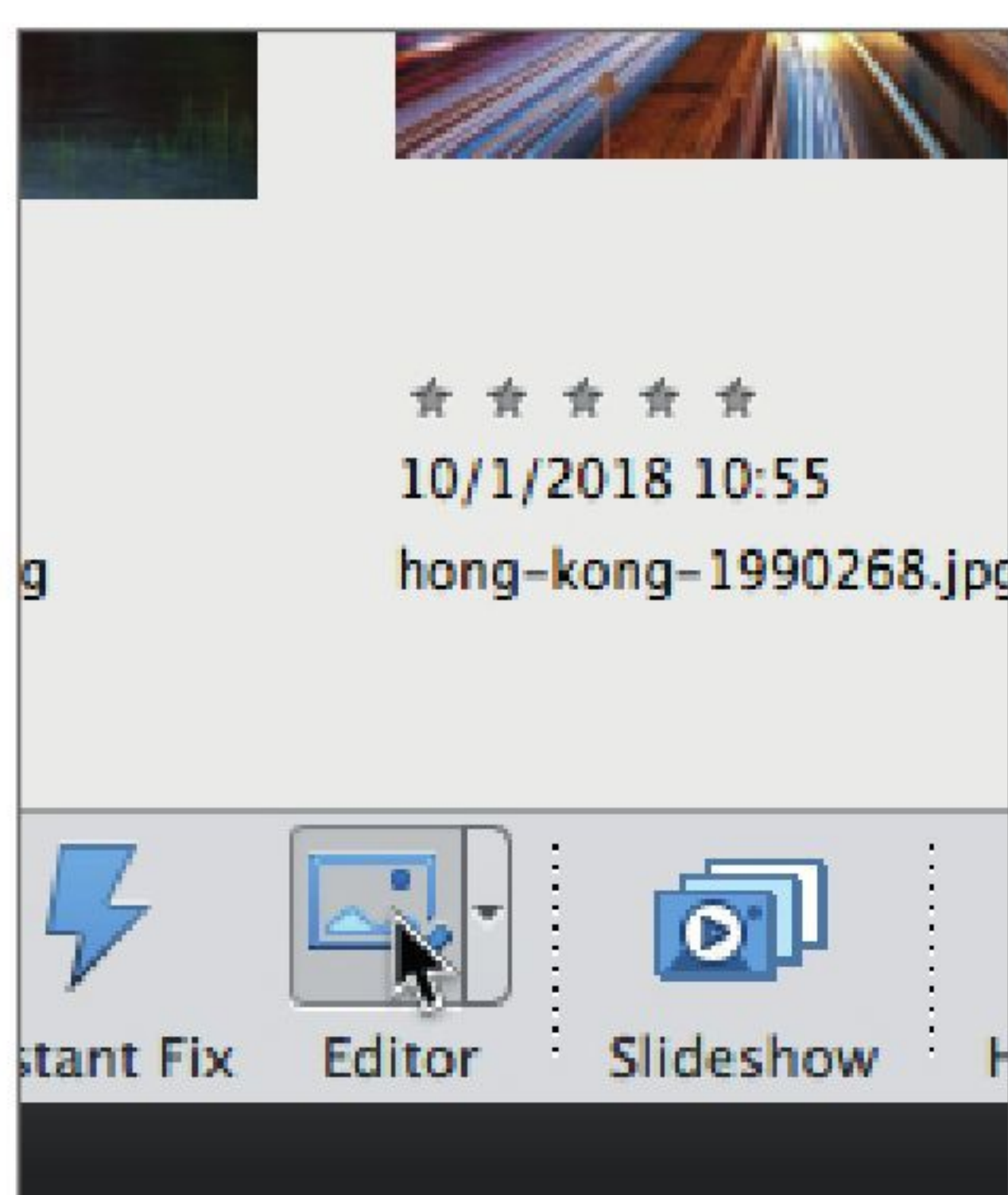
# The Artwork Library

Photoshop is much more than just a photo editor for improving a photo's brightness, contrast and saturation. If you dig a little further, you will see that it can also double as a creative and versatile design tool to aid you in the creation of amazing art projects.



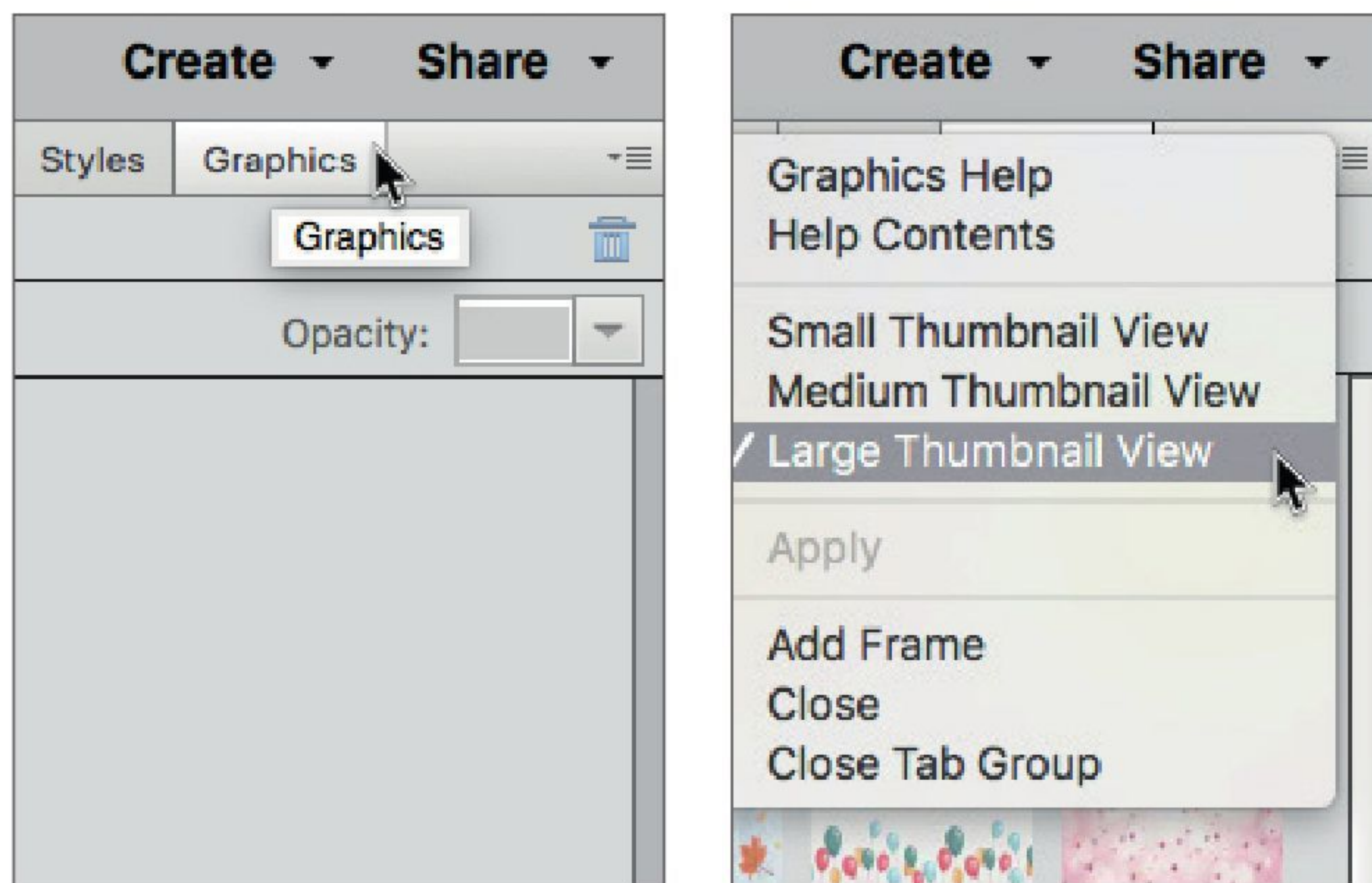
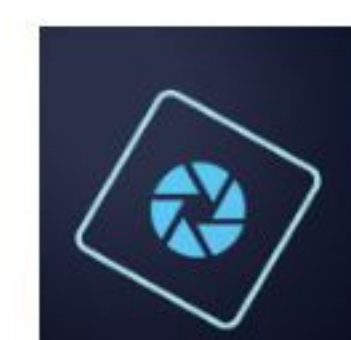
**1** The Elements Photo Editor provides you with a large and varied collection of effects, textures, shapes and frames that can be accessed either through the Create function, or in the Quick or Expert edit modes. In this example, we will open the Export edit mode and take a look at the Graphics panel.

**2** Starting in Elements Organizer, you need to check that you have no images highlighted before opening the Editor. To be sure, go to the file menu and choose Edit > Deselect. You can also use Cmd + Shift + A on a Mac, or Ctrl + Shift + A on a PC, to deflect all images.

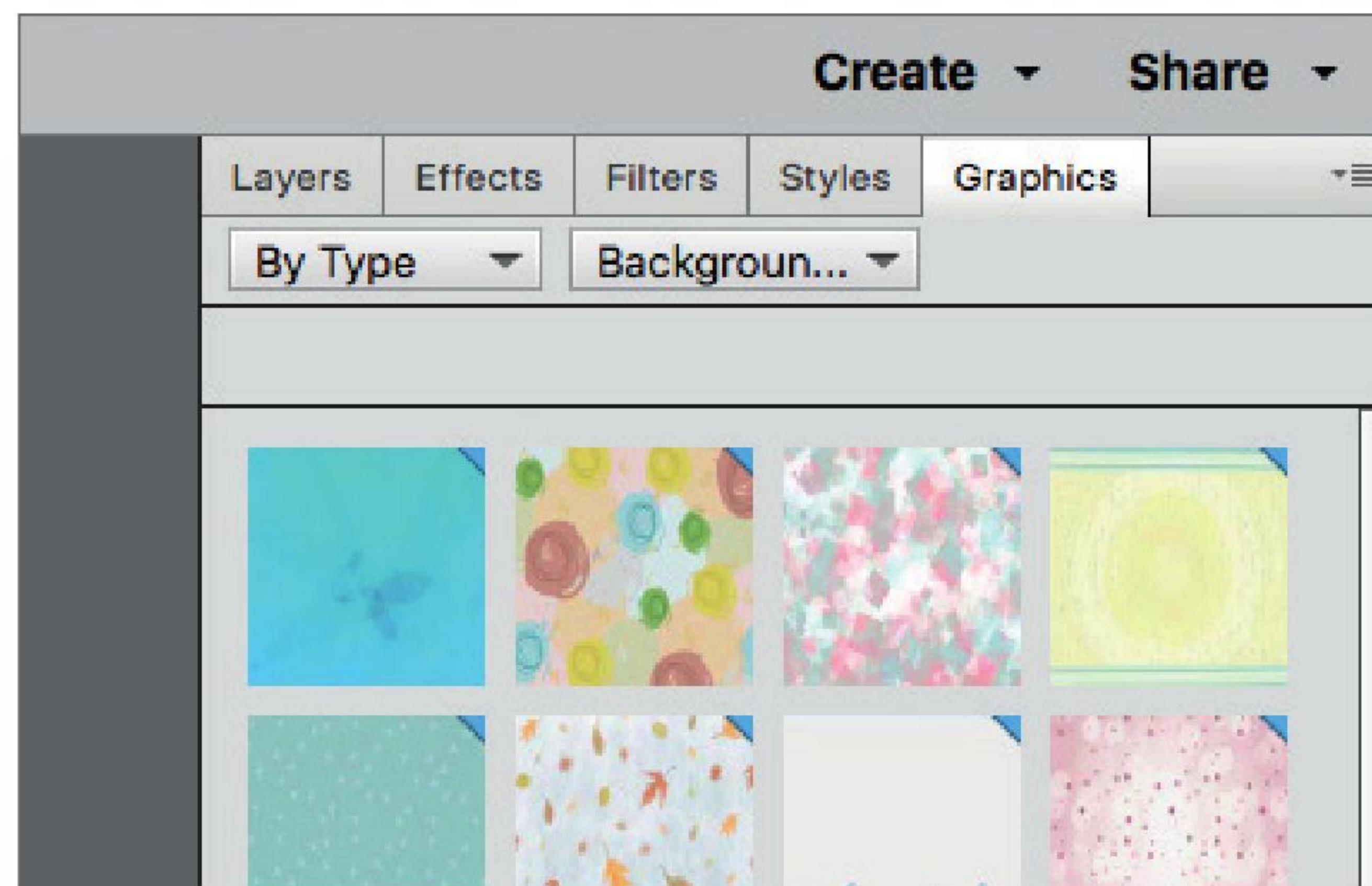


**3** Click on the Editor button down in the taskbar, to open up the Photo Editor, then use the picker at the top of the screen to choose Expert mode. If you've previously been working in the Editor and moved your panel layouts around, you can go to Window > Reset Panels to put it back to its default layout.

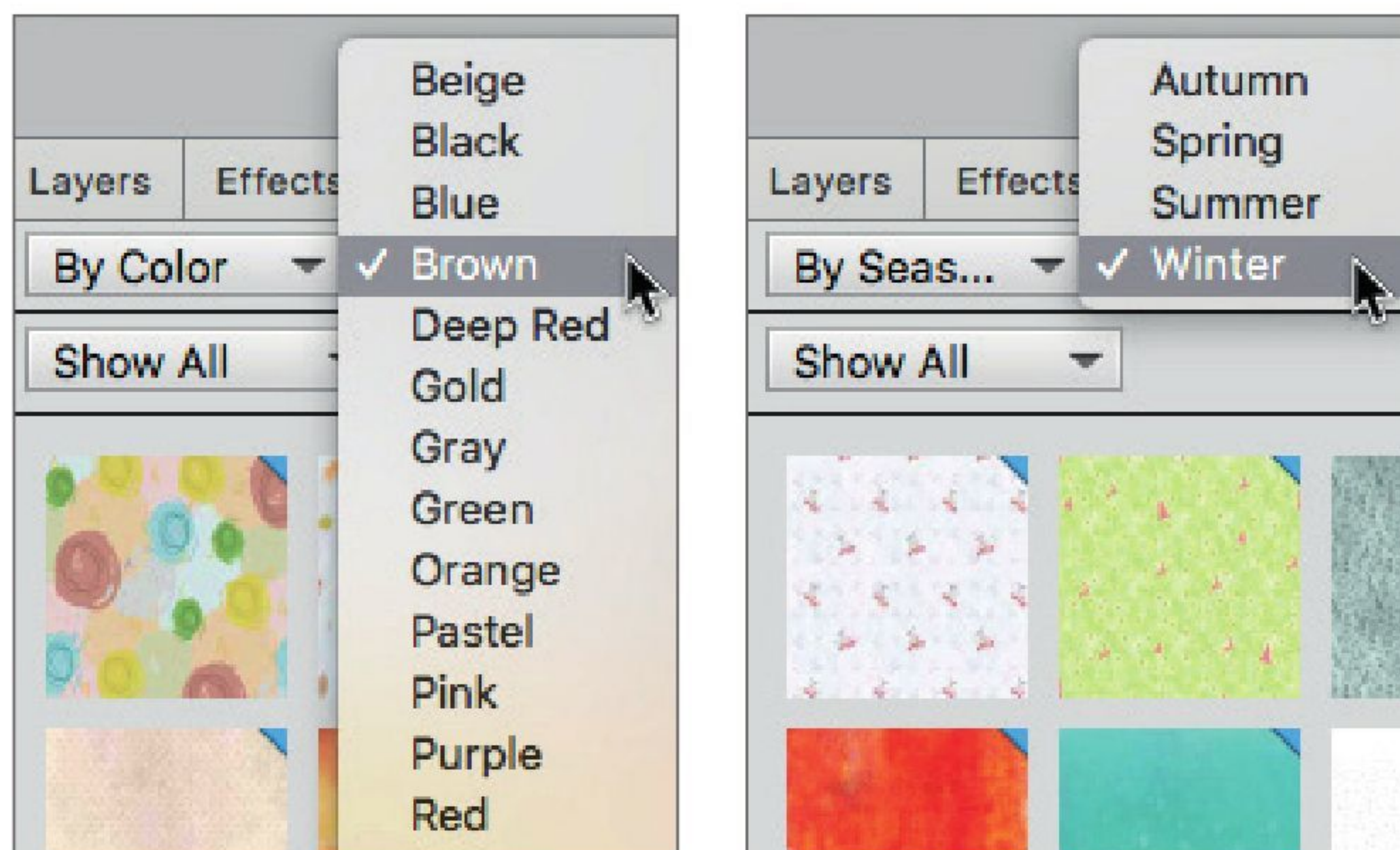
**4** Now, click on the small arrow next to the More button in the bottom right of the taskbar and choose Custom Workspace from the menu that appears. The Layers, Effects, Filters, Styles and Graphics buttons will be moved to the top of the Panel Bin, in tabbed groups.



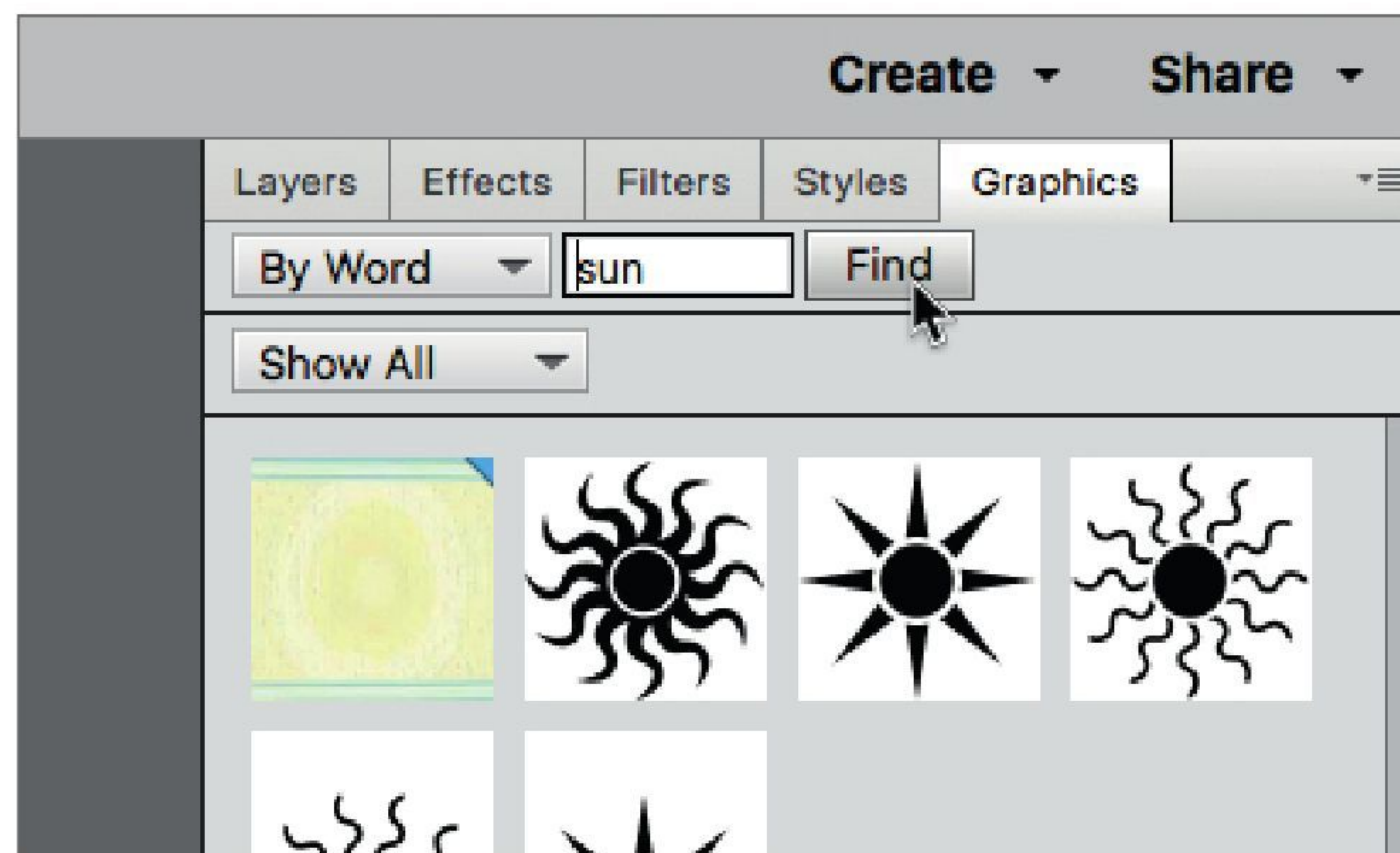
**5** For example, click on the Graphics tab to bring it to the front. For a better look at the available graphic items, go to the small menu icon, in the top right of the Panel Bin, click it and chose Large Thumbnail View from the menu. You can also widen the Panel Bin by dragging its left edge outwards.



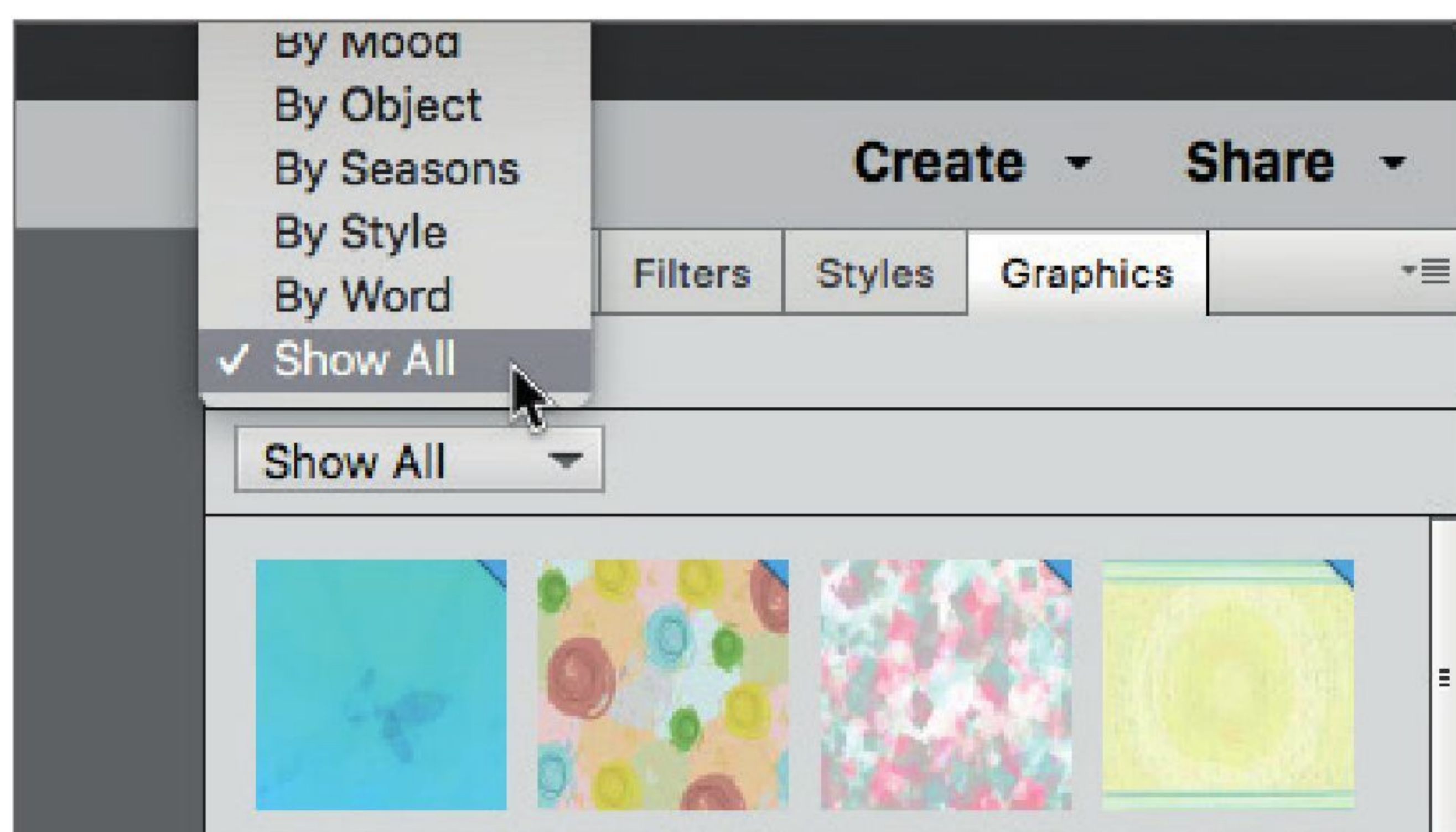
**6** Below the set of Panel Bin tabs, you will see two menus. These allow you to sort what is displayed by choosing a category from each menu. The first is a broad setting that filters by certain categories, such as Type, Color, Event and Mood. The second lets you choose from context sensitive lists for each choice.



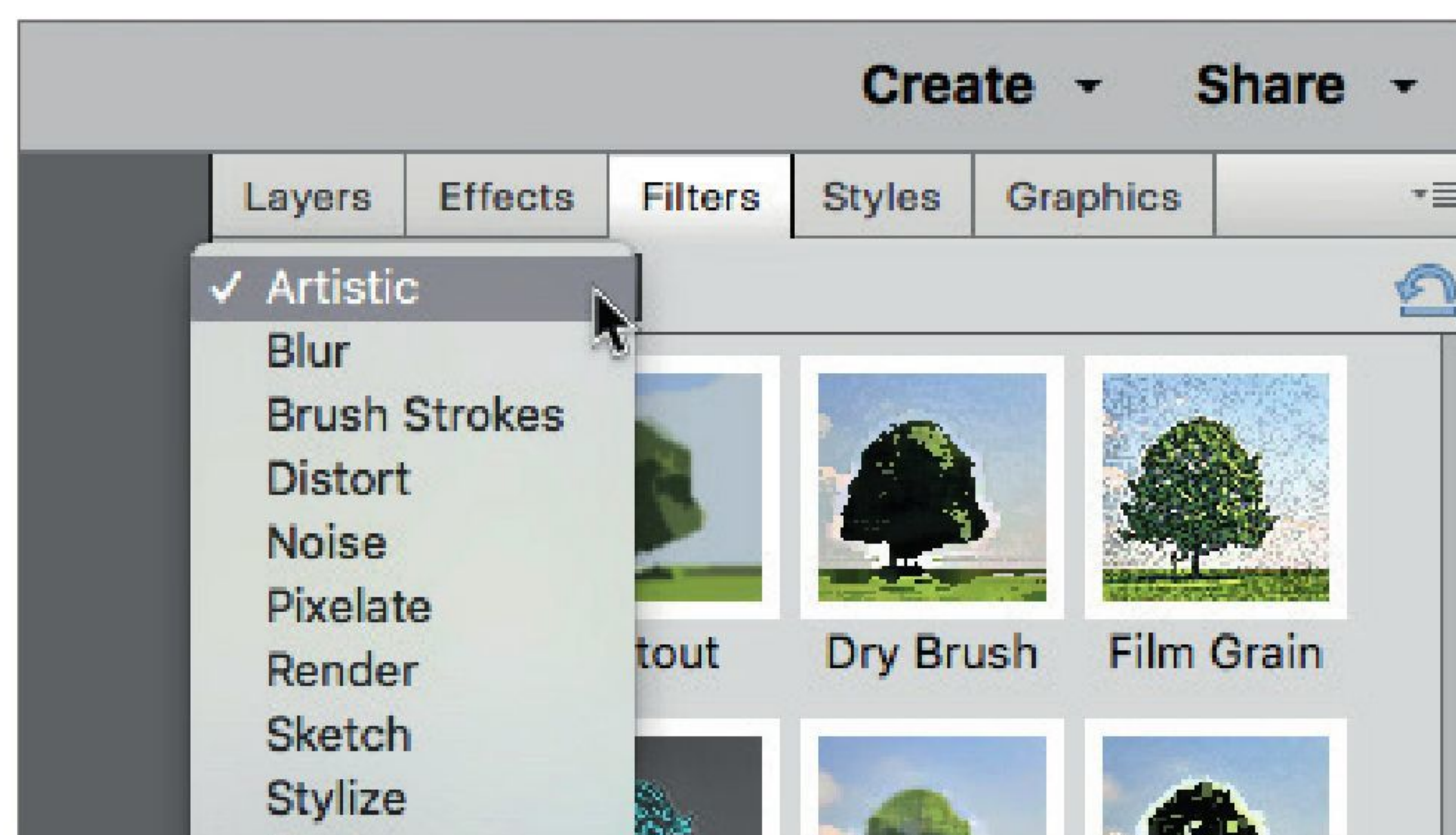
**7** You can use these two sorting menus to view the available content in any number of permutations. If, in the first menu, you choose By Colour, you can then select a context sensitive list of colour choices from the second menu. Choose By Season and the second menu displays the four seasons to filter your search.



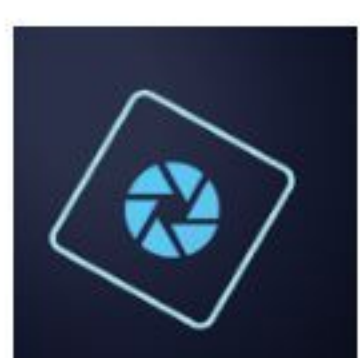
**8** If you choose By Word then in the second menu, instead of a list, you are presented with a text entry box where you can type in your own search word and then click Find to see what is available, based on the word you typed in. For example, type in 'sun' and any item matching will be displayed.



**9** Your other choice, for displaying Graphics content, is to click on the Show All option in the first menu. When you do this, all the content currently stored on your machine will be indexed in one long list. To be able to view all the content, you'll need to drag the scrollbar to the right of the Panel Bin.

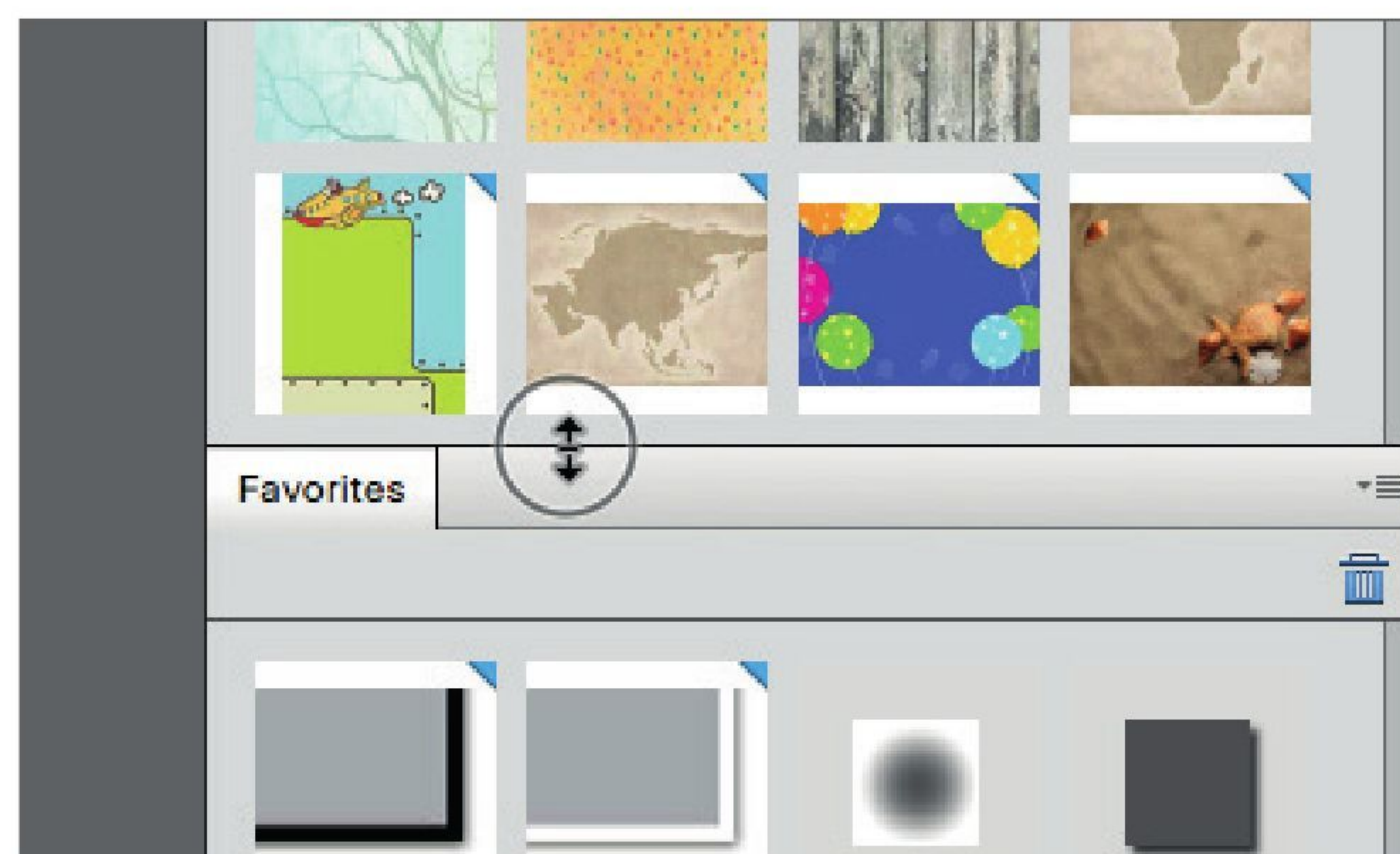
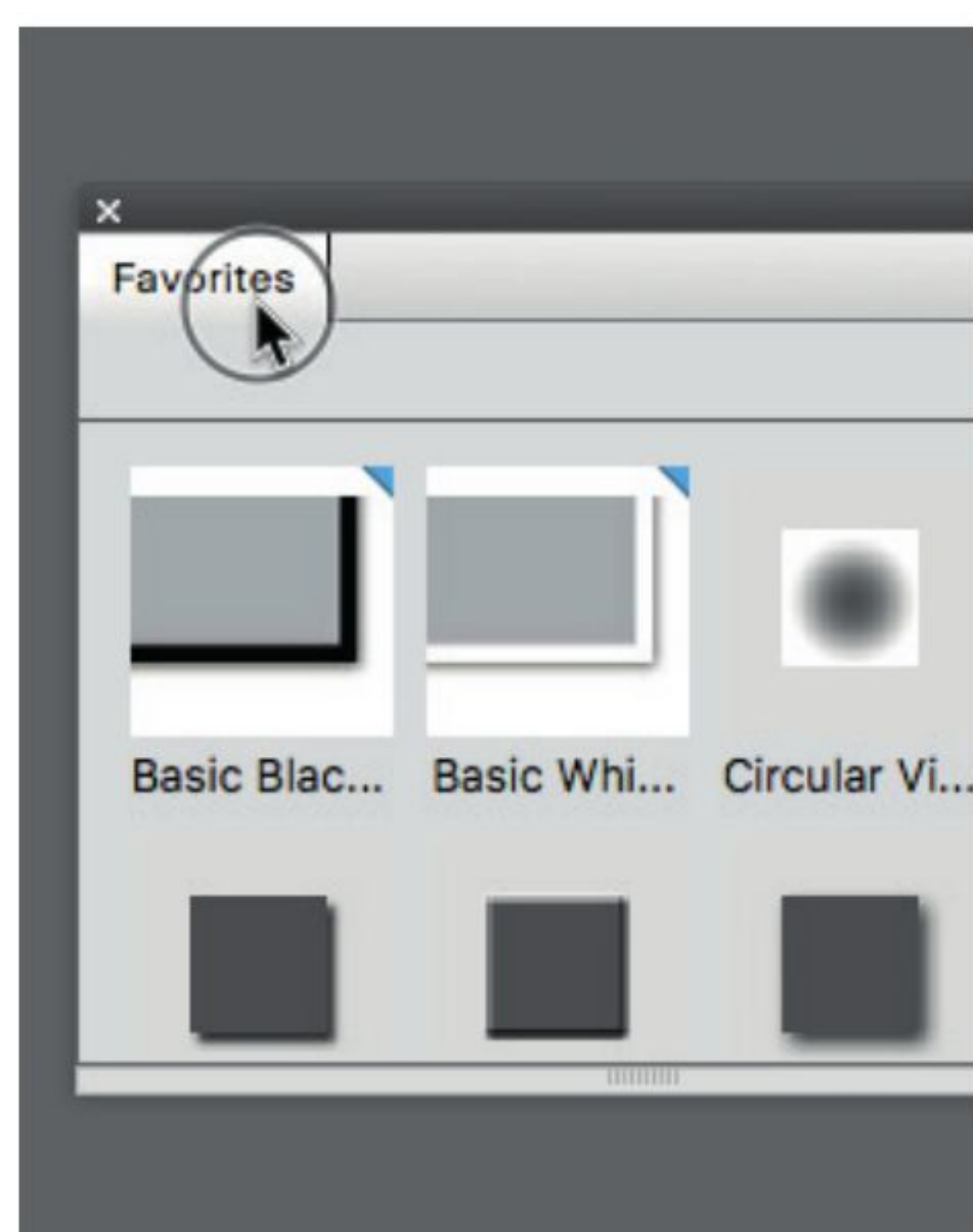
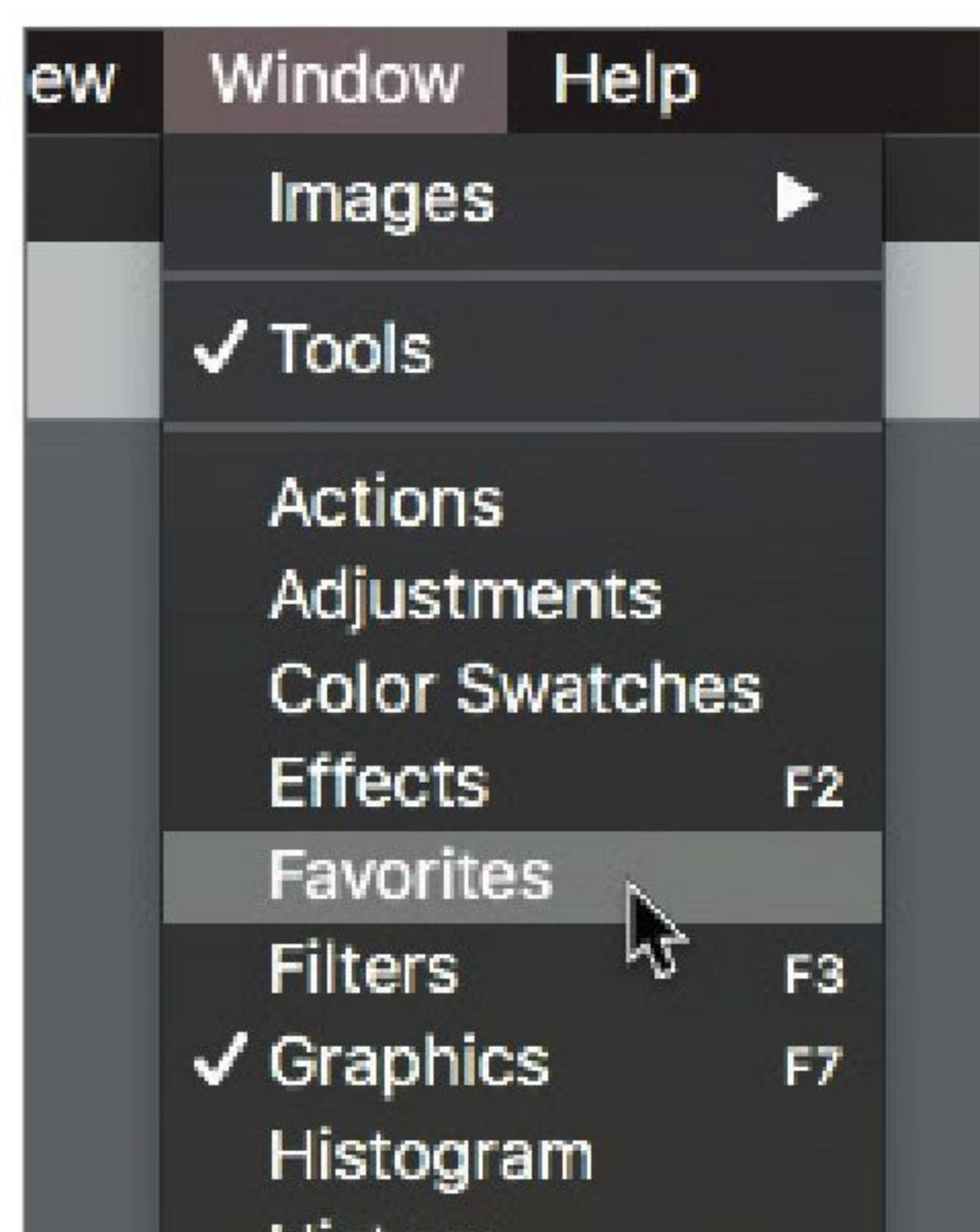


**10** The other tabs behave slightly differently, as they have only one menu. Filters, for example, lets you choose from (and view) a single category at one time, or you can choose the Show All option to list all the Filters available in one go, as you did with the Graphics panel.



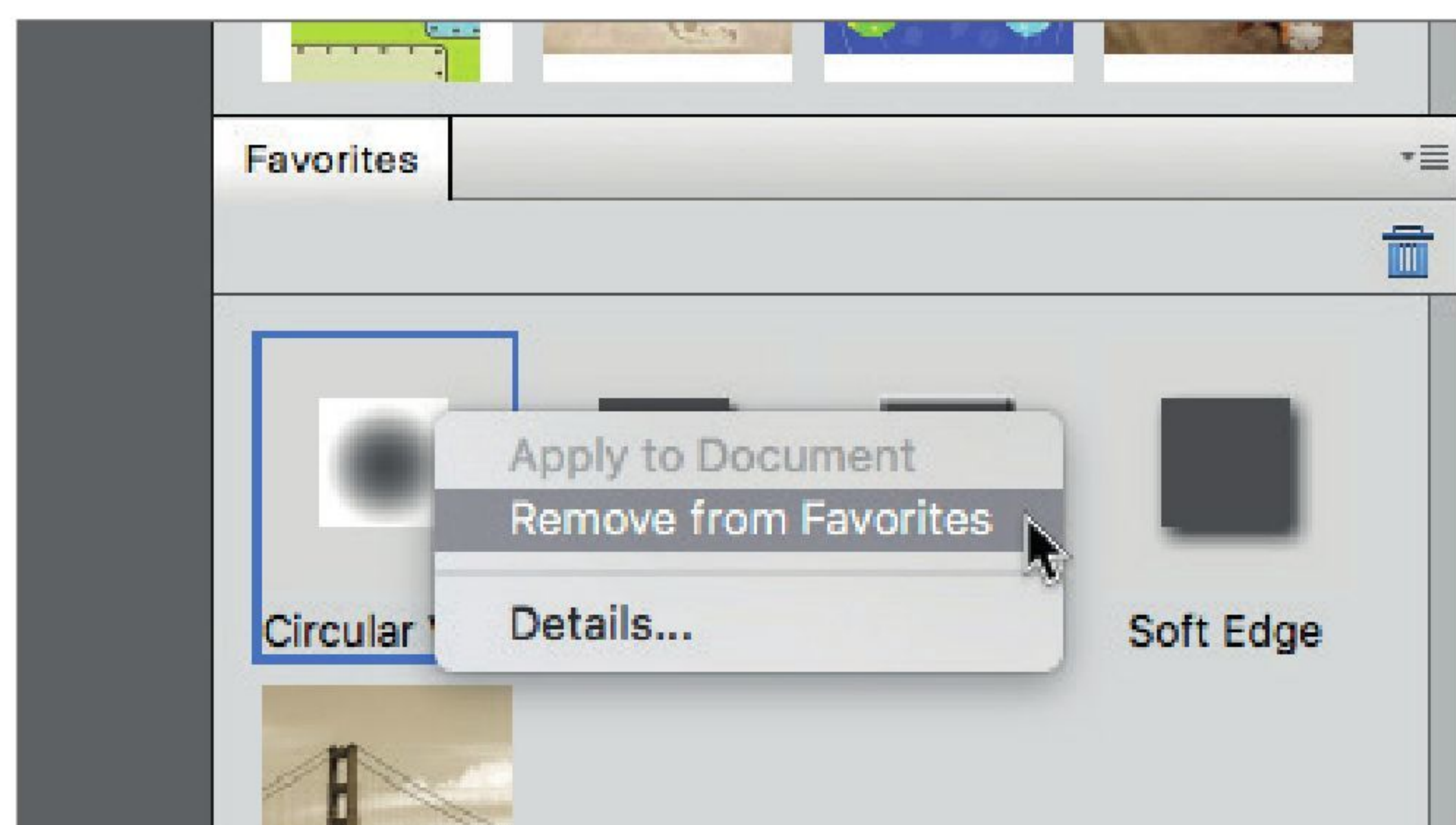
# The Favourites Panel

Having explored the contents of the artwork library, you would be forgiven for feeling a little overwhelmed by the huge number of graphics, textures and backgrounds available. However, with a little bit of thought and time, you can select a group of favourite artwork items and set up a Favourites panel.

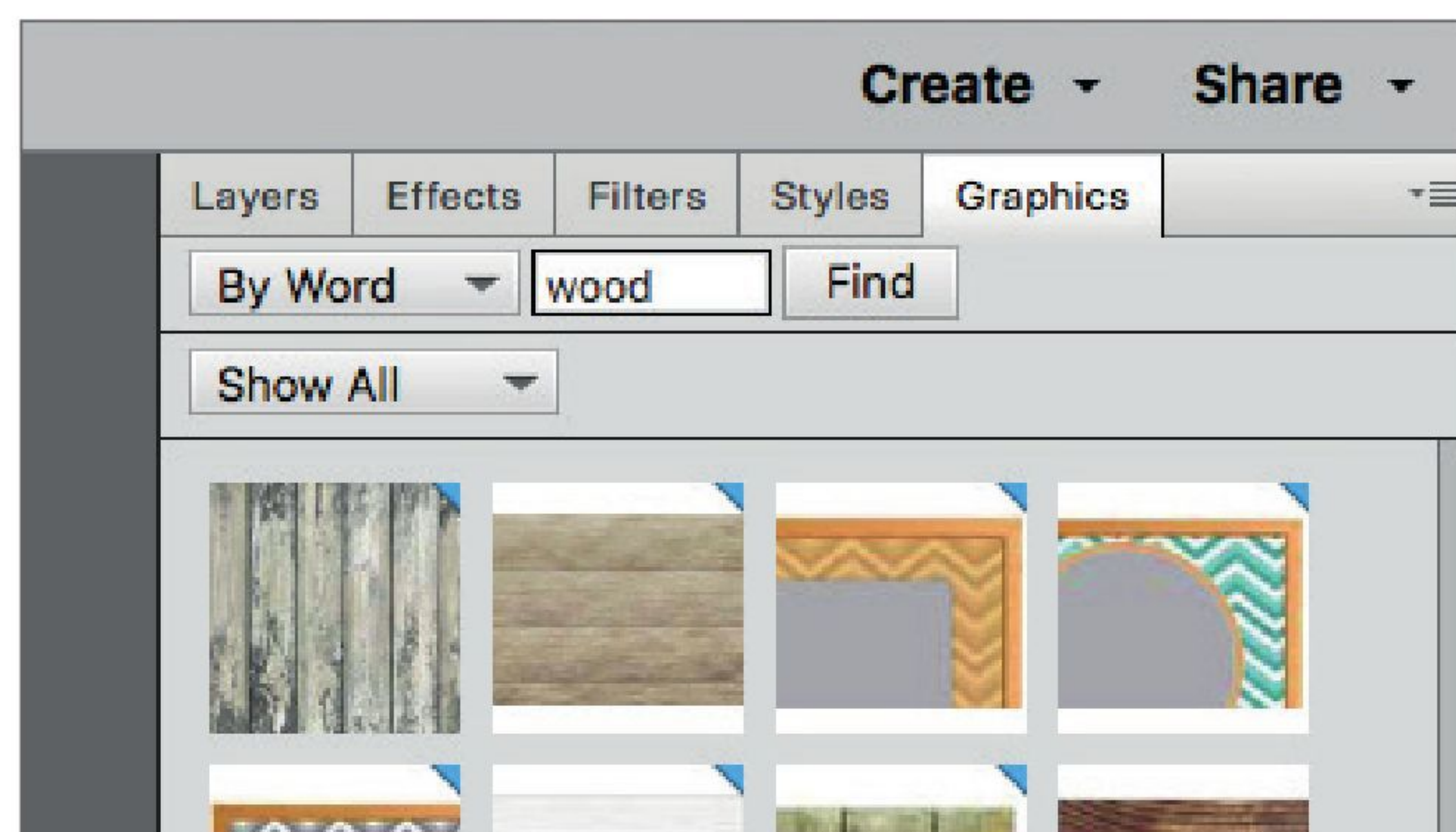


**1** Open the Editor, go to the file menu and select Window > Favorites. When a floating tabbed panel group appears, you can drag the Favorites tab off the main group to isolate it and close down the other group of tabs. Drag the Favorites panel to the lower right of the screen, next to the Panel Bin.

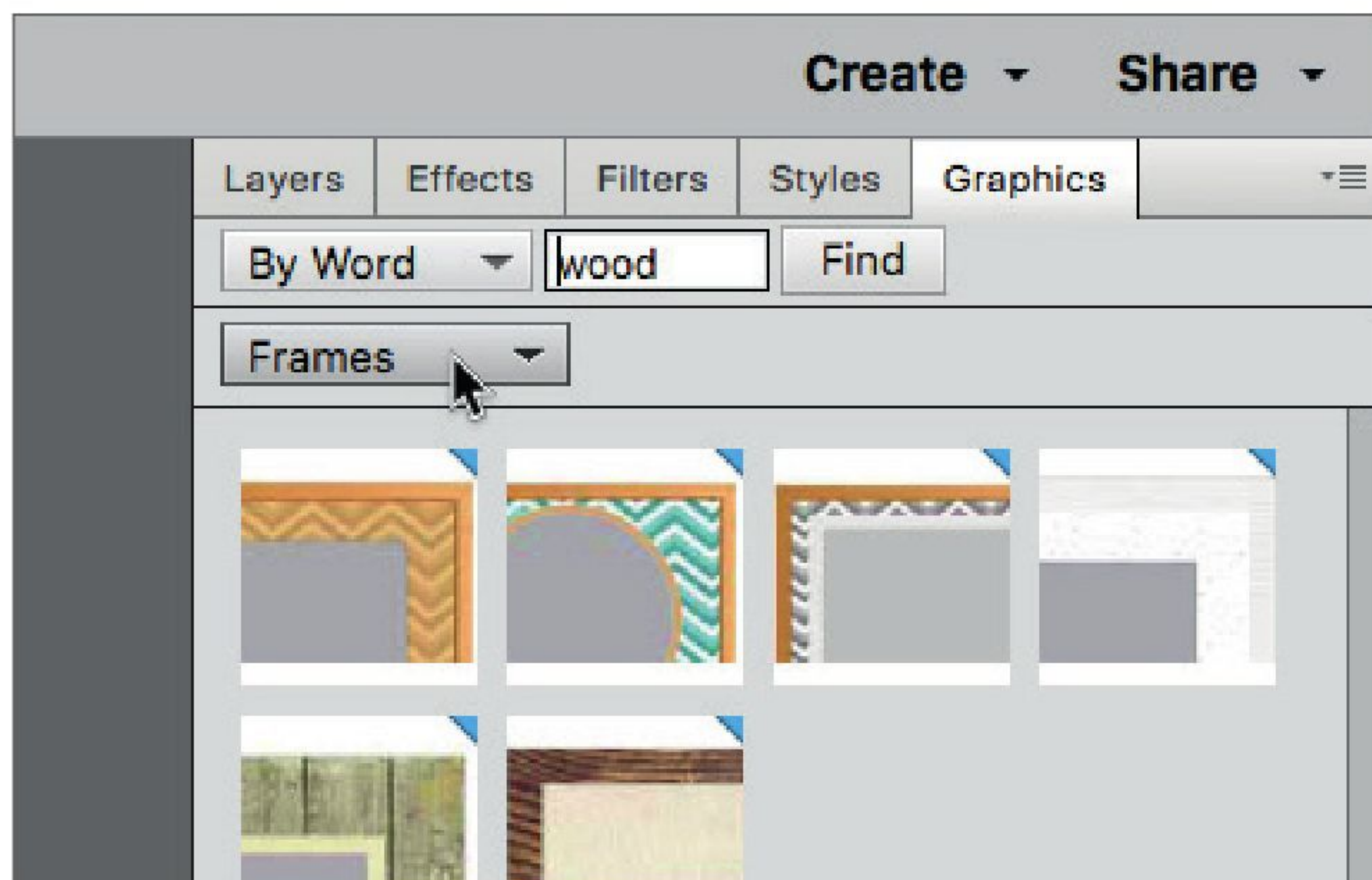
**2** Click the Favorites tab and drag it over the lower edge of the Panel Bin. You will see a blue line appear indicating you can dock the Favorites panel beneath the Graphics panel list. Click the top edge of the Favorites panel and drag it upwards to enlarge the panel window.



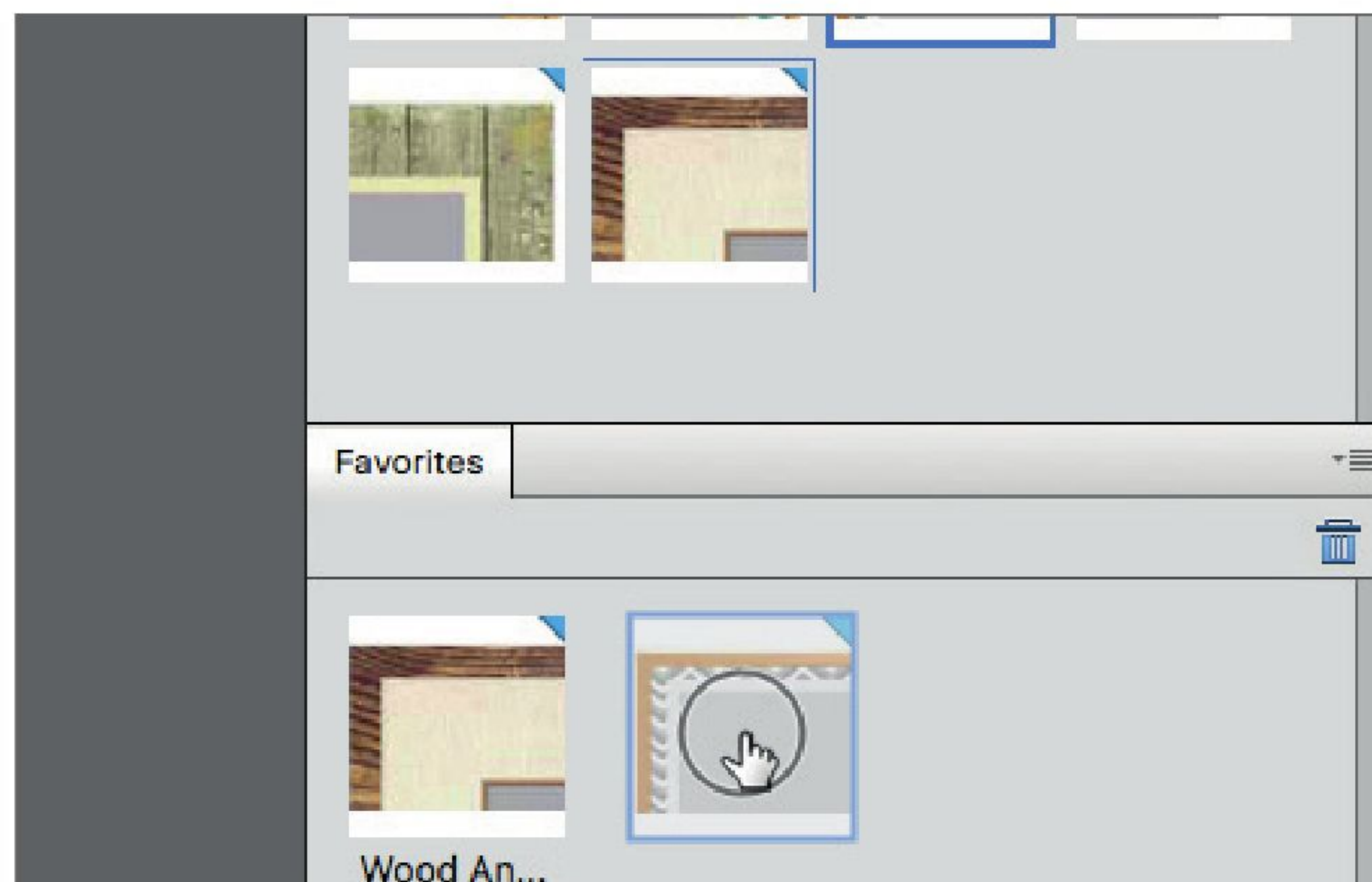
**3** You will see that the Favorites panel already contains a few basic examples. For a clean slate, click on each of the samples in turn to highlight it, then click on the trash can icon in the top right of the Favorites panel header bar. You can also right click each sample and choose, Remove From Favorites.



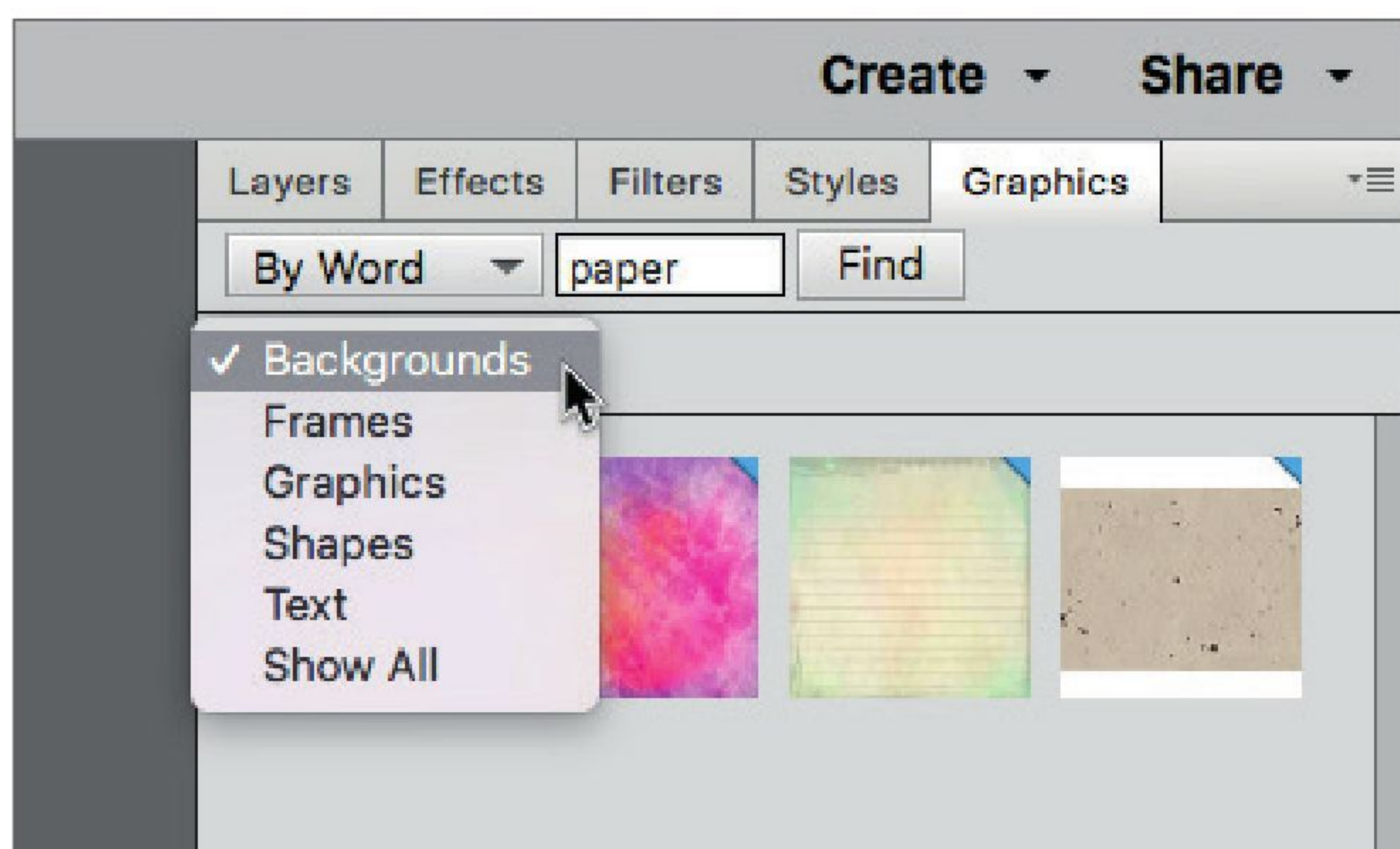
**4** Now you can begin the process of choosing your favourite graphics items. If, for example, you are looking for wood graphics, you can set the first menu to By Word and then enter the word 'wood' into the text field and click Find. From the Filter menu below, choose the Show All option.



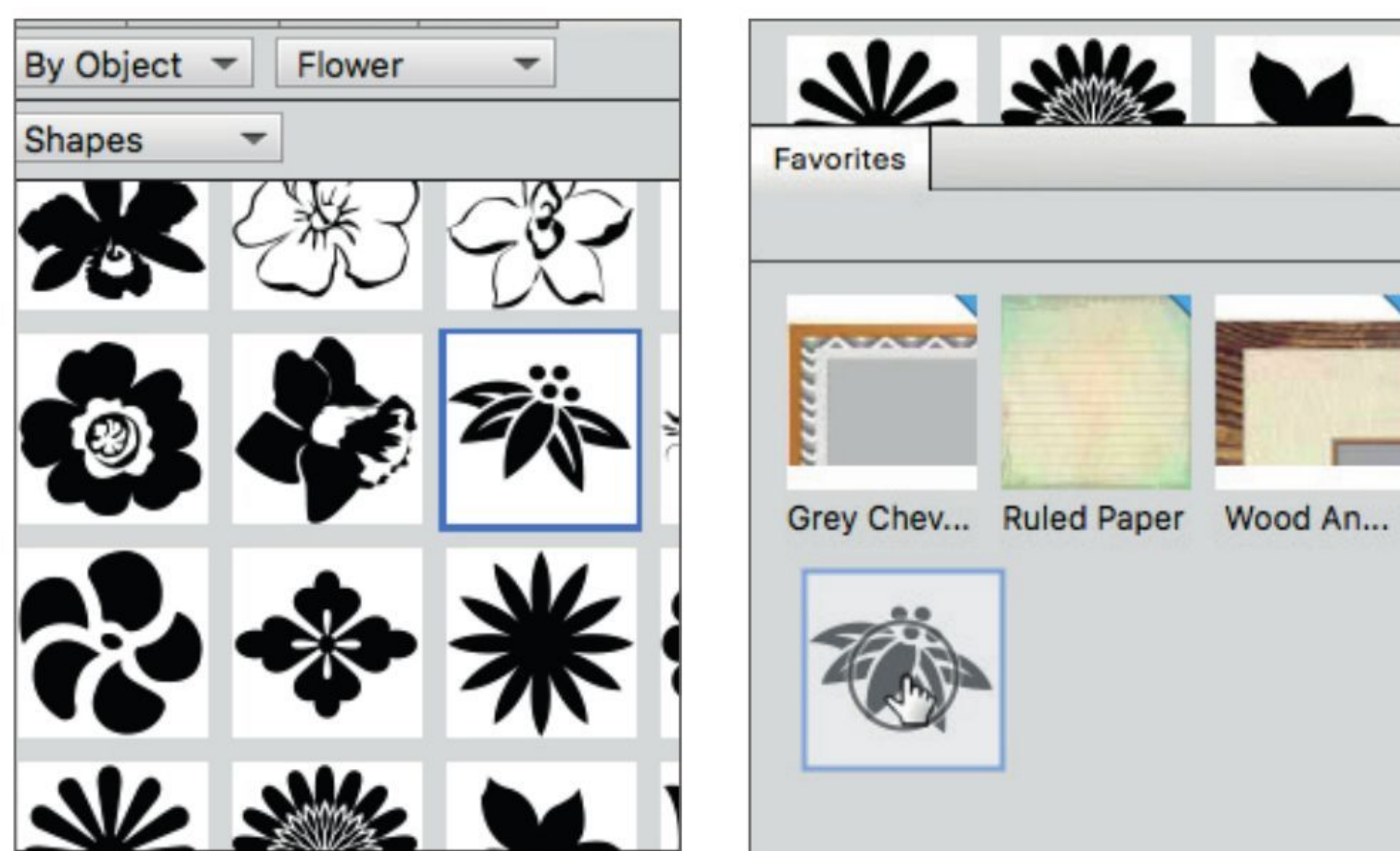
**5** Any graphic item that has 'wood' as one of its keywords will be displayed as a match, in the panel below. If you require a specific graphic item, instead of Show All, choose one of the other options such as Frames and then only frame graphics that match will be displayed.



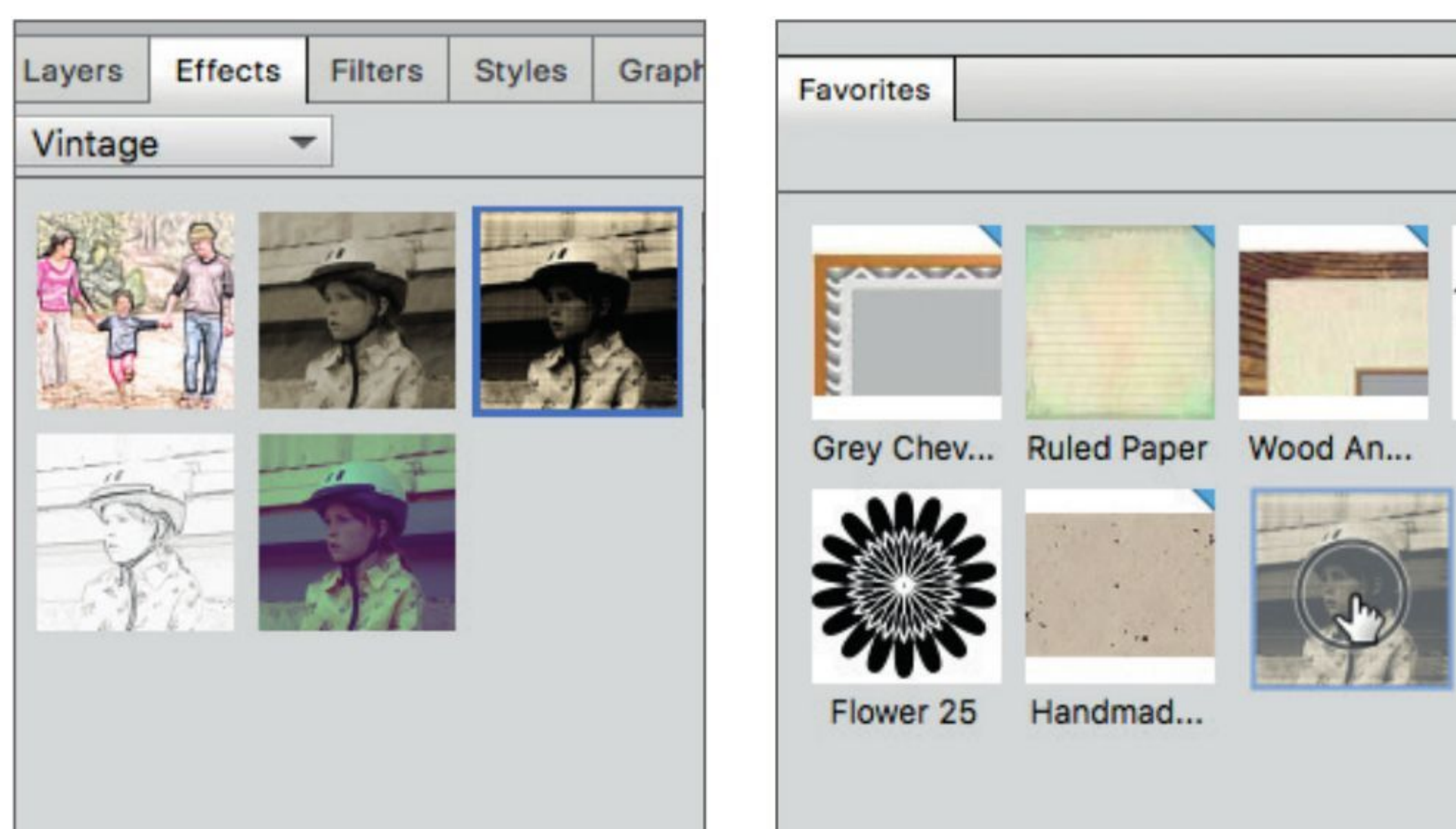
**6** Click on one of the items you want and drag it down onto your Favorites panel. That graphic item will then be added to your Favourites panel, you can continue to drag down more items. You can change your search parameters at any time to find other items that you want.



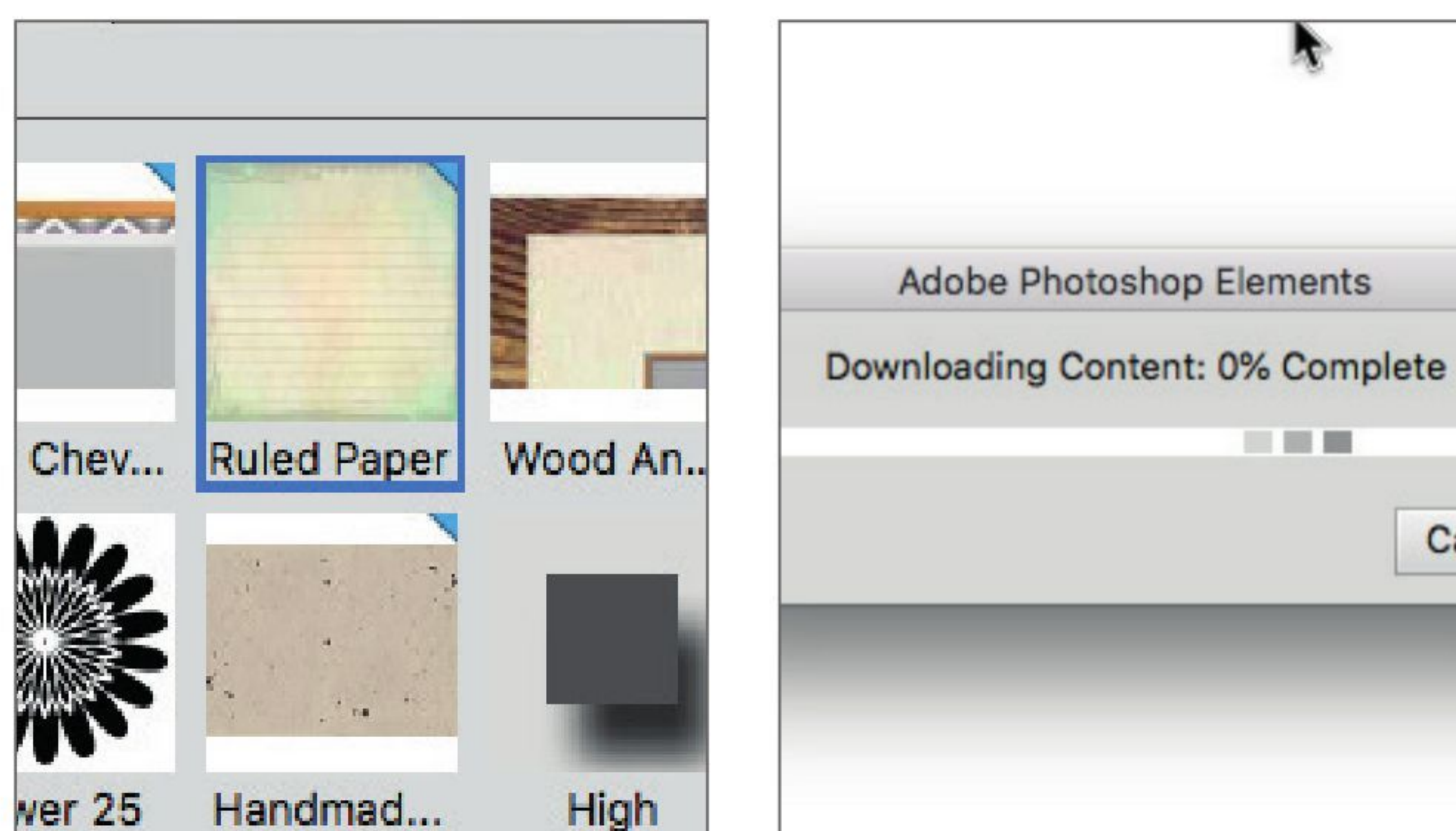
**7** Replace the word 'wood' with 'paper' and click Find. Then change the Filter menu option to Backgrounds and any background items with paper, as a match, will be displayed. Now you can drag down your preferred selections of paper background to go with your wooden frame graphics.



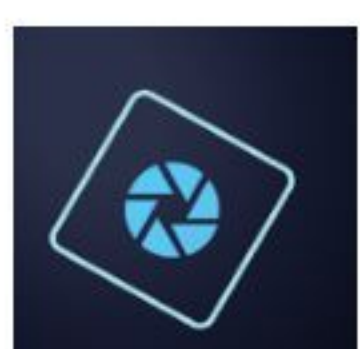
**8** Change your top two menu options to By Object and Flower then select Shapes as your Filter listing and a series of black and white flower graphics will be displayed. As with the previous steps, you can drag across any that you want to use regularly, or for a particular project.



**9** You are not limited to dragging favourites from the Graphics panel alone. The Effects and Styles panels can also be searched by a particular type, or by clicking Show All and the results can be dragged down onto the Favorites panel. Be aware, anything from the Filters panel cannot be dragged onto the Favorites panel.

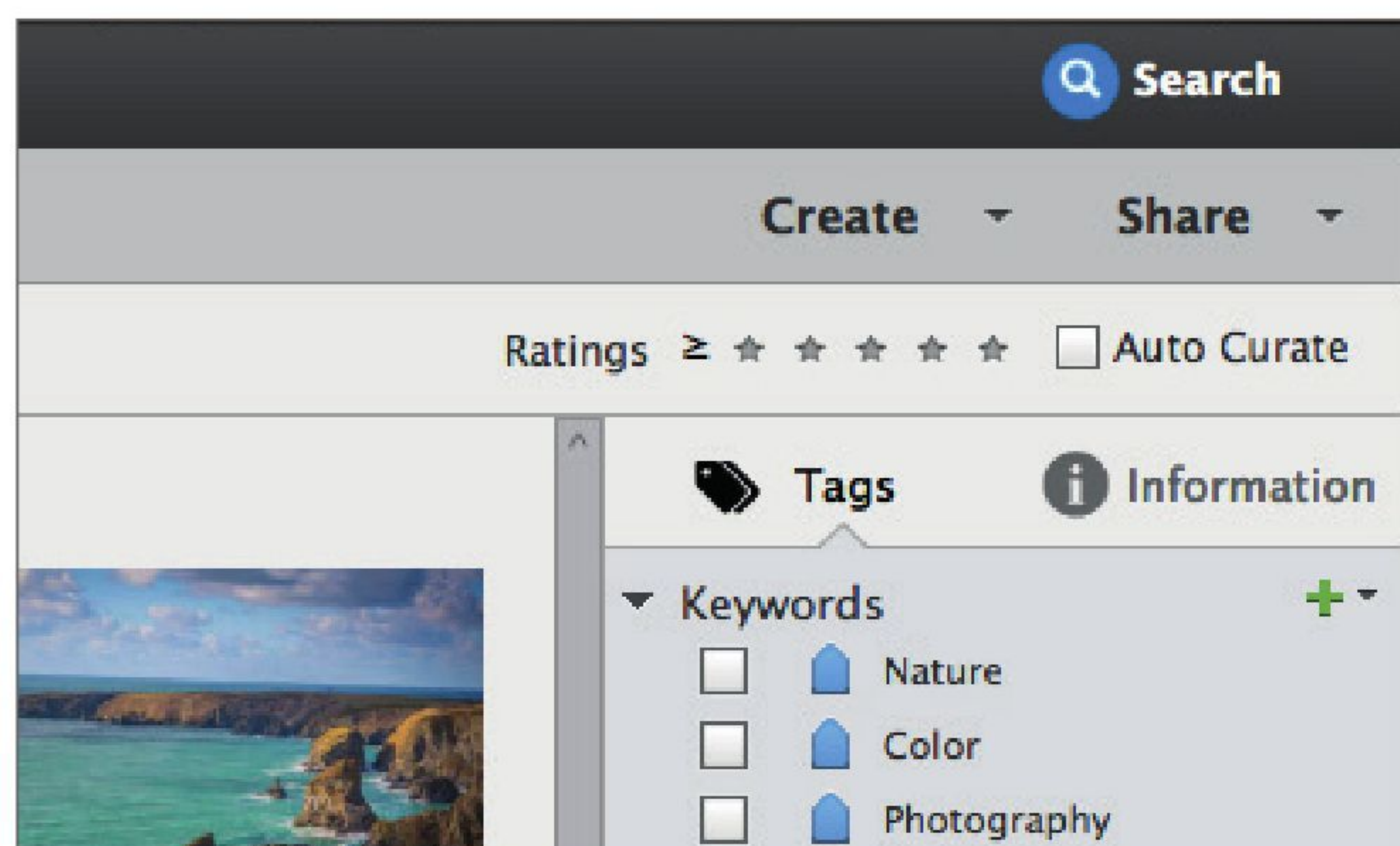


**10** The Graphics library only contains a small number of installed items, but many more are available. If a swatch has a small blue arrow in its top right corner, this indicates it is an online asset. You can place it in a project and it will be downloaded on demand and stored in your library.

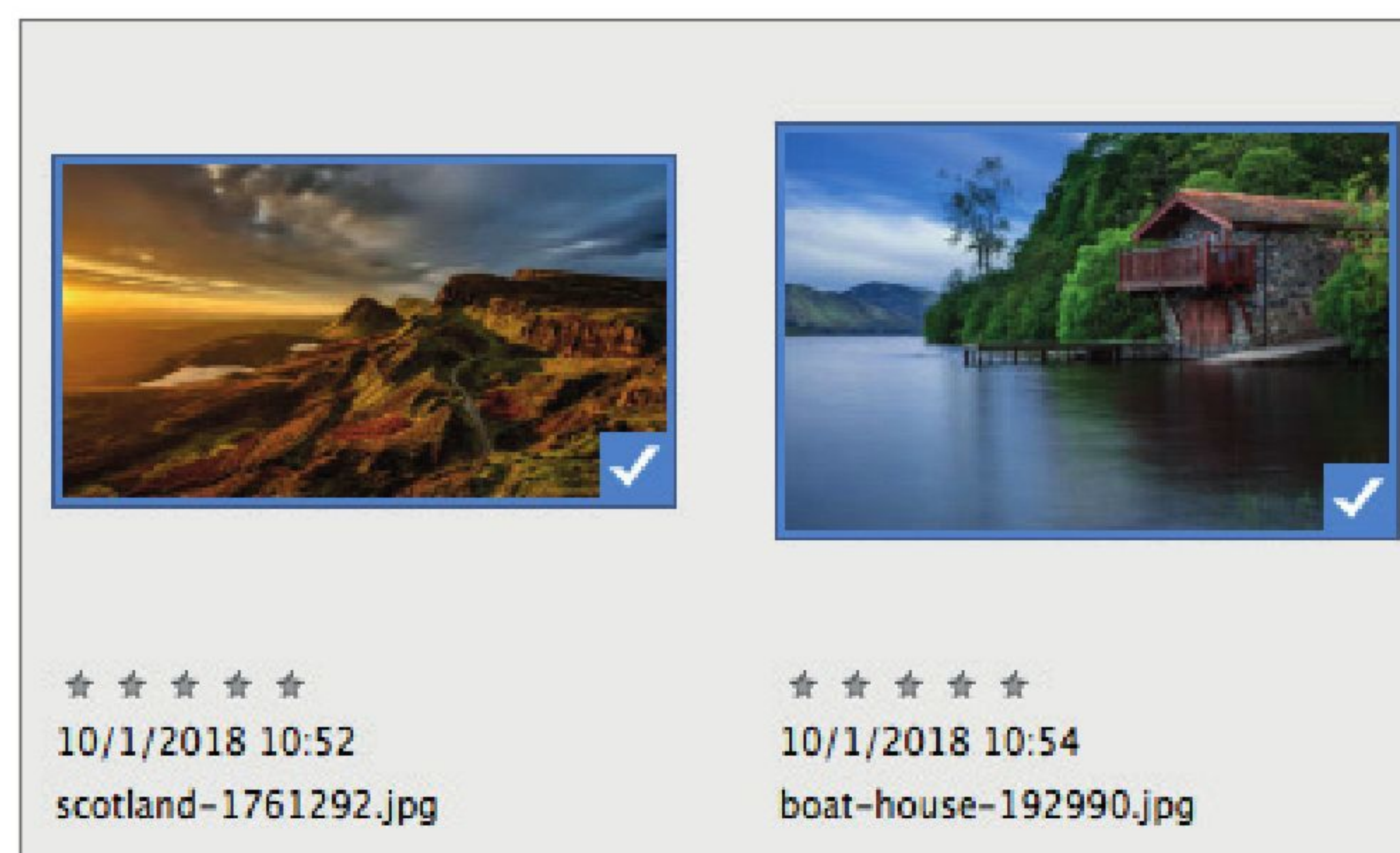


# How to Make a Photo Book

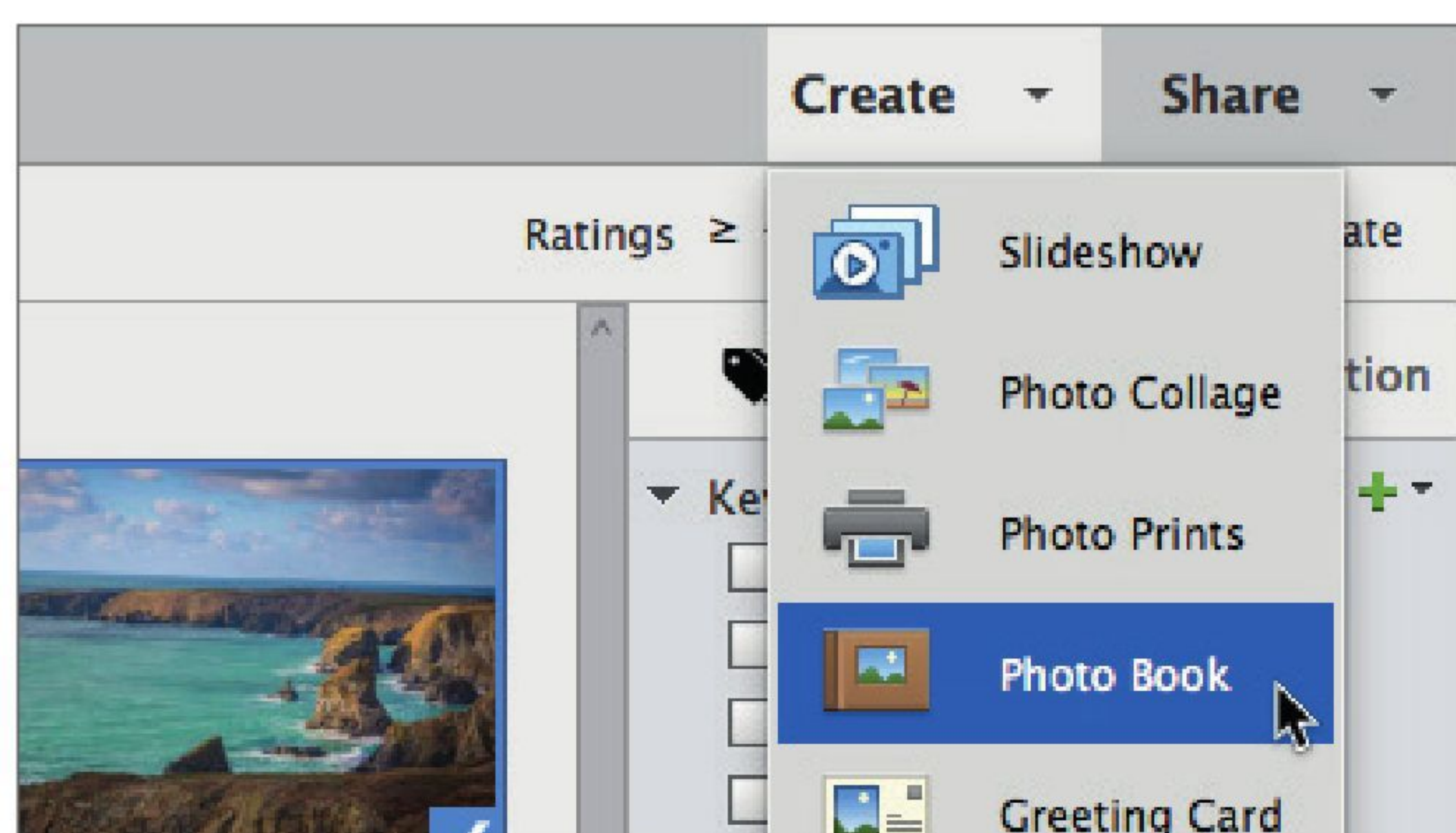
The option to create a printed Photo Book is found under the Create menu in the top right of the Organiser and Photo editor screens, next to the Share button. The techniques and skills you'll be learning are applicable to the other options in the menu, so let's find out how to make one.



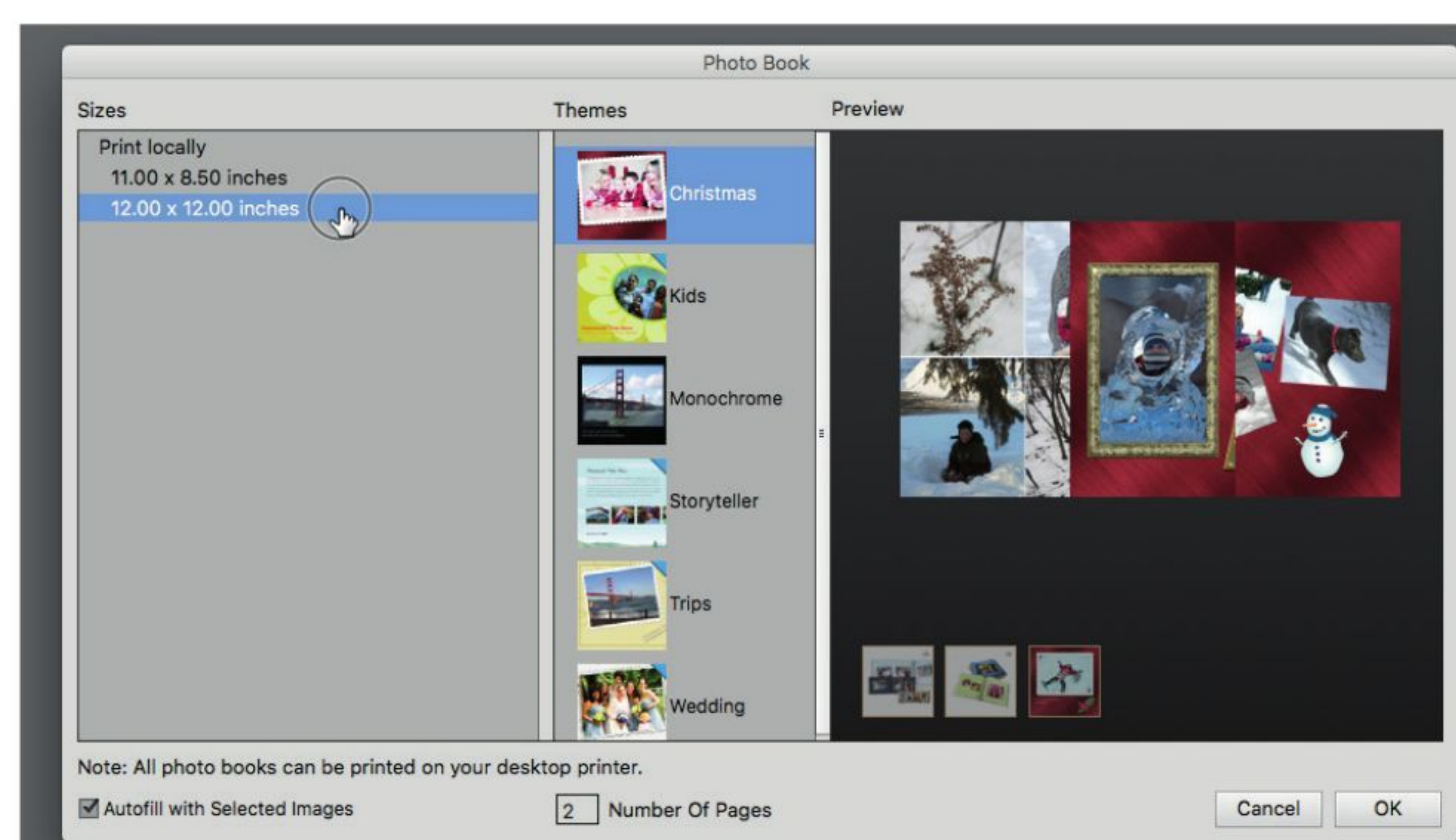
**1** In our example, we are going to make a Photo Book of some of our favourite landscape photos. The process starts by opening up the Elements Organizer and choosing a number of likely candidates for the book. We have a folder of 45 possible landscapes photos ready for inclusion.



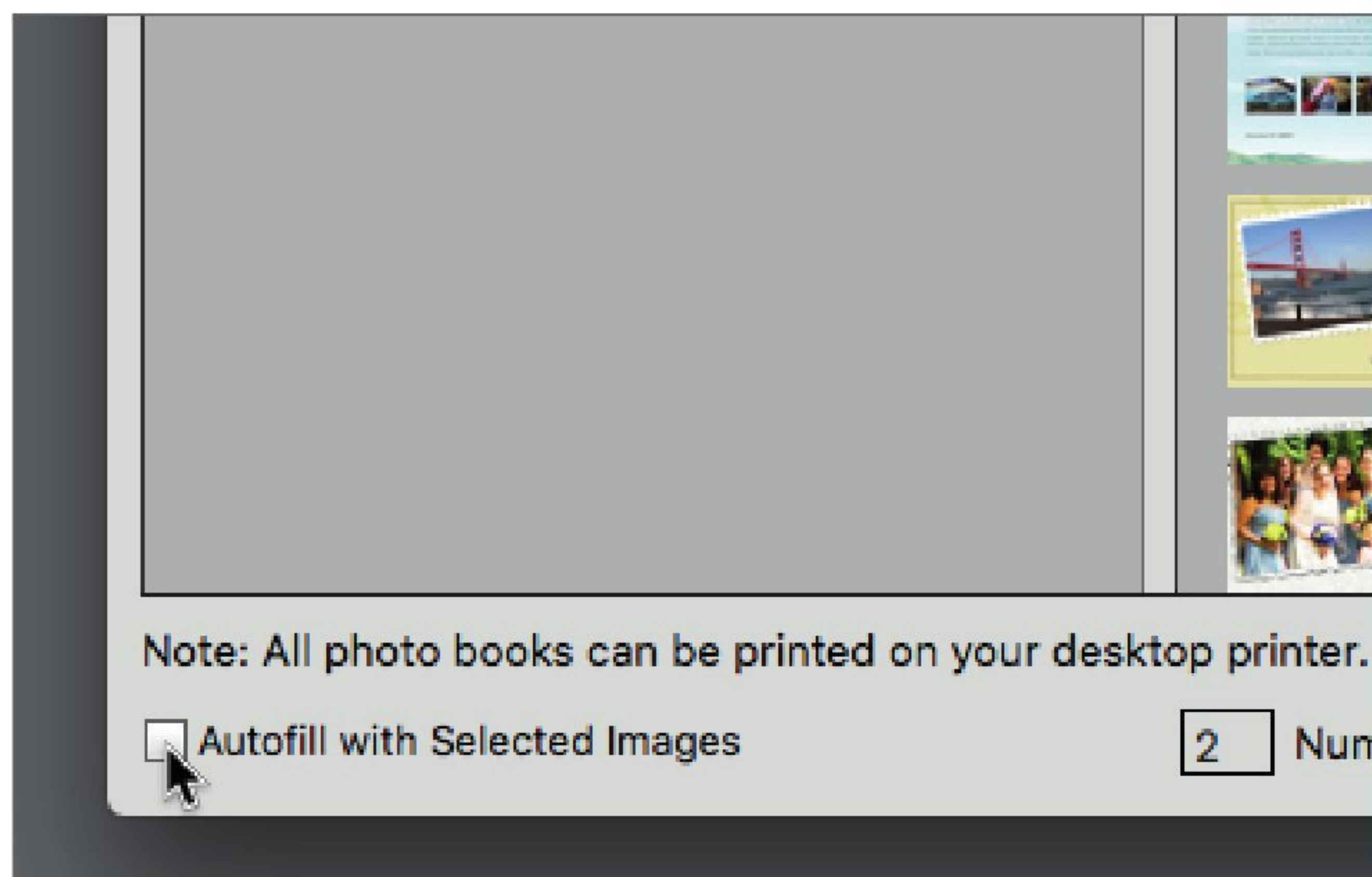
**2** Depending on how many pages your book is intended to be, you may not want all the photos to be included. If that is the case, you can simply highlight the ones you are likely to use when constructing the book. Press Cmd and click on each photo you want to use. If you want them all, press Cmd + A to select all.



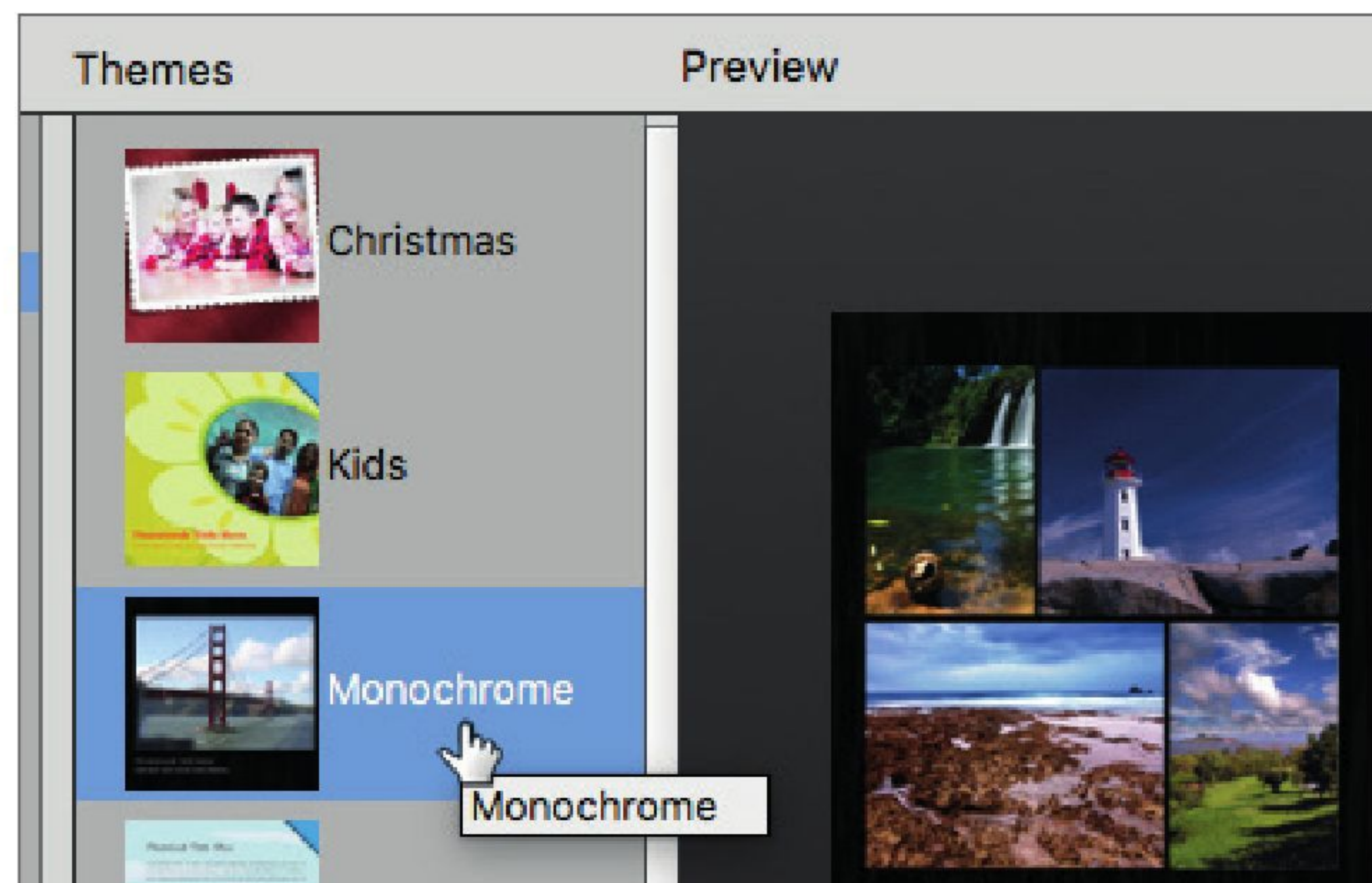
**3** When you have your selection of photos ready, go to the top left of the Media Browser and click on the Create button. A menu will appear with all the various options available. Click on the Photo Book option and the Photo Editor, which will be used to make the Photo Book, will be opened up automatically.



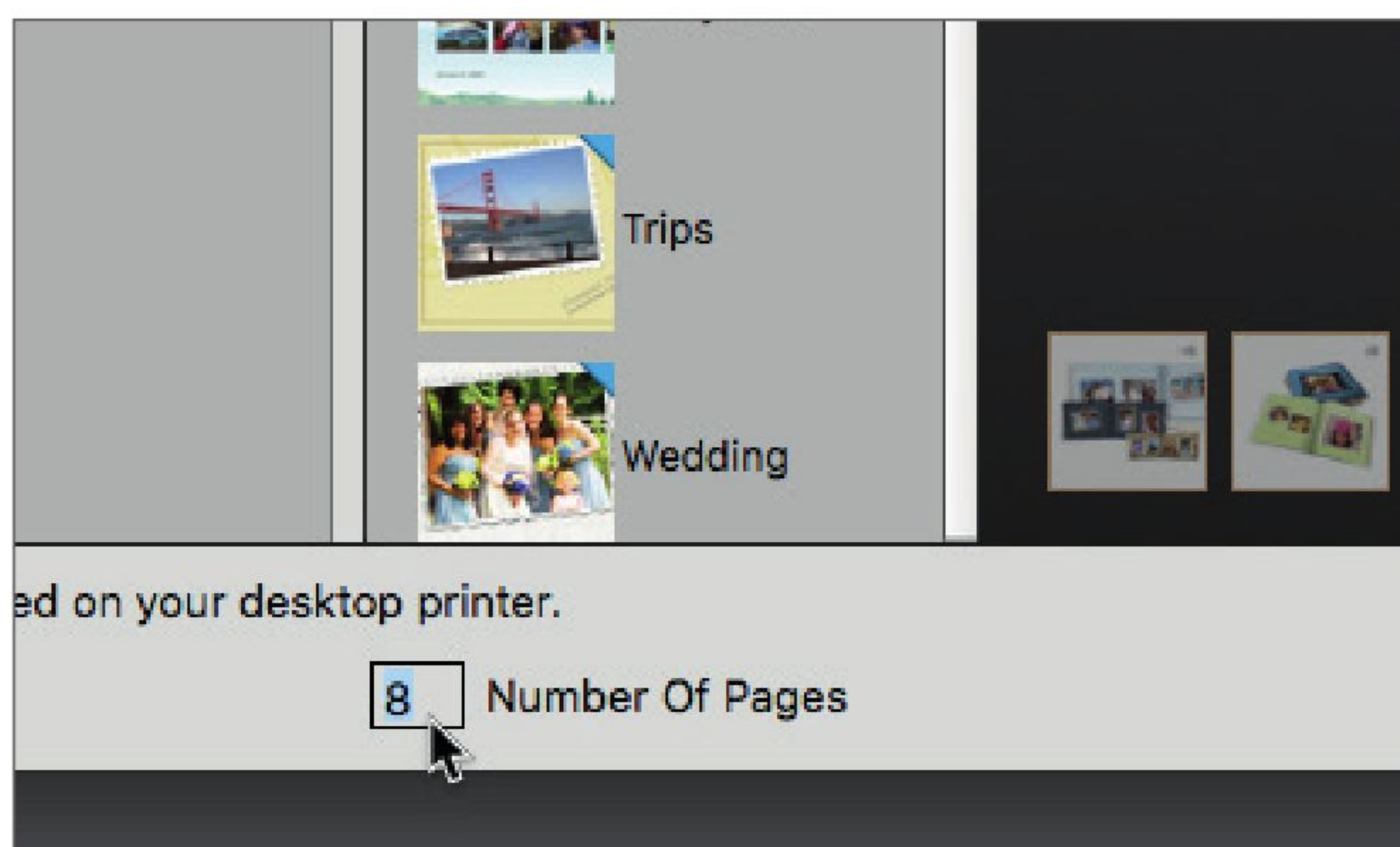
**4** Once the Photo Editor has opened, the Photo Book creator will open. The first panel on the left shows you the available size it can print that matches your locally installed printer. Click on one of the Size options. We chose the 12.00 x 12.00 inches option, for a square format.



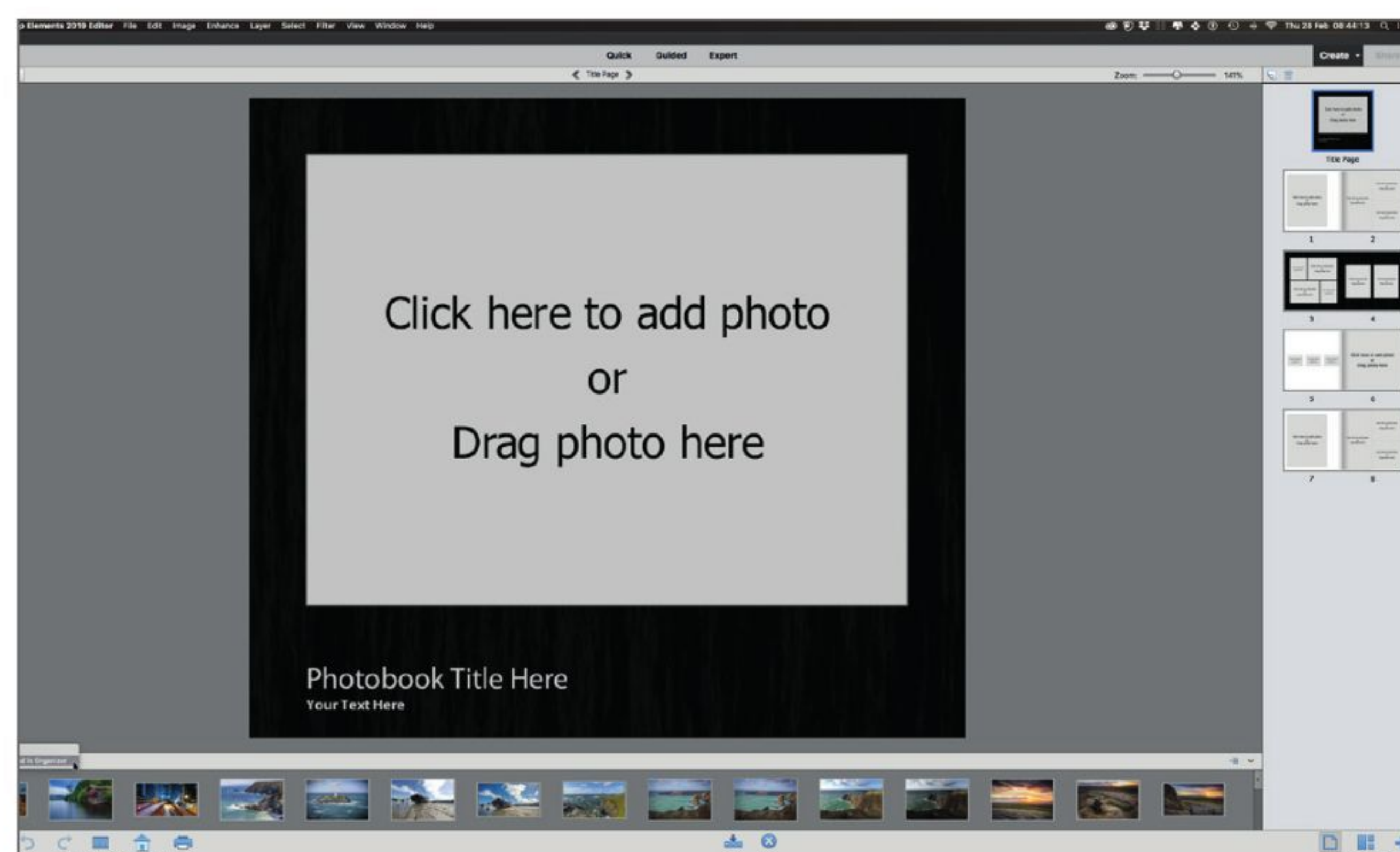
**5** At the bottom left of the screen, is the Autofill With Selected Image checkbox. Make sure this is unchecked; otherwise, your book will be automatically and randomly filled with your images before you've had a chance to use your own input as to placement and composition.



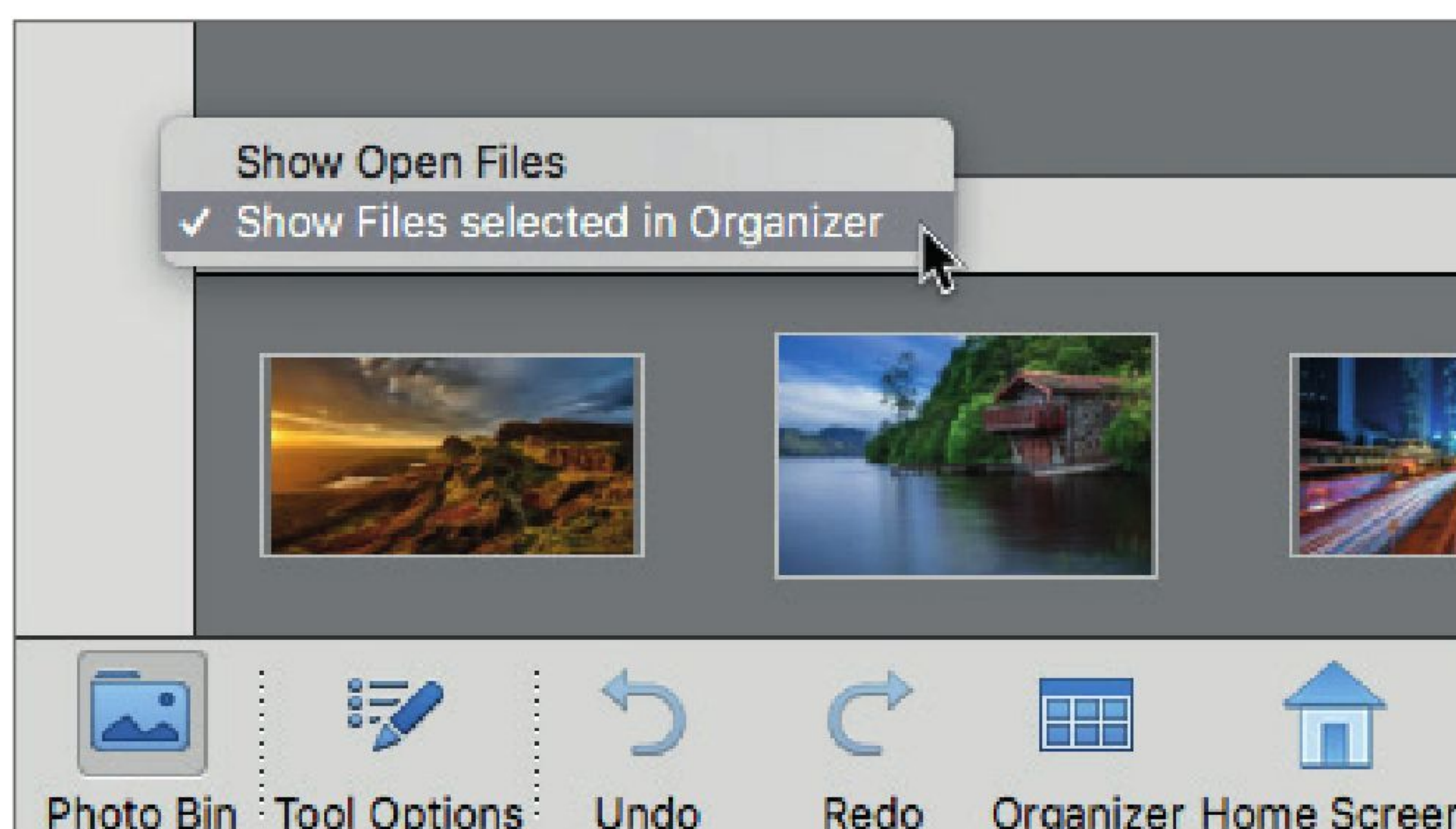
**6** Next to the Sizes panel is the Themes panel. This contains a number of styles you can use for your Photo Book. If you click on each one, it displays a preview of the results for that particular theme. We opted for the Monochrome theme, as it was simple and bold.



**7** Directly below the Themes panel is the Number Of Pages box. Click on this and type in how many pages you would like to form your book. For example, if you type 8, it will create an eight-page document, plus a title page. Click OK and the assets for this theme will be downloaded, if you haven't used them before.



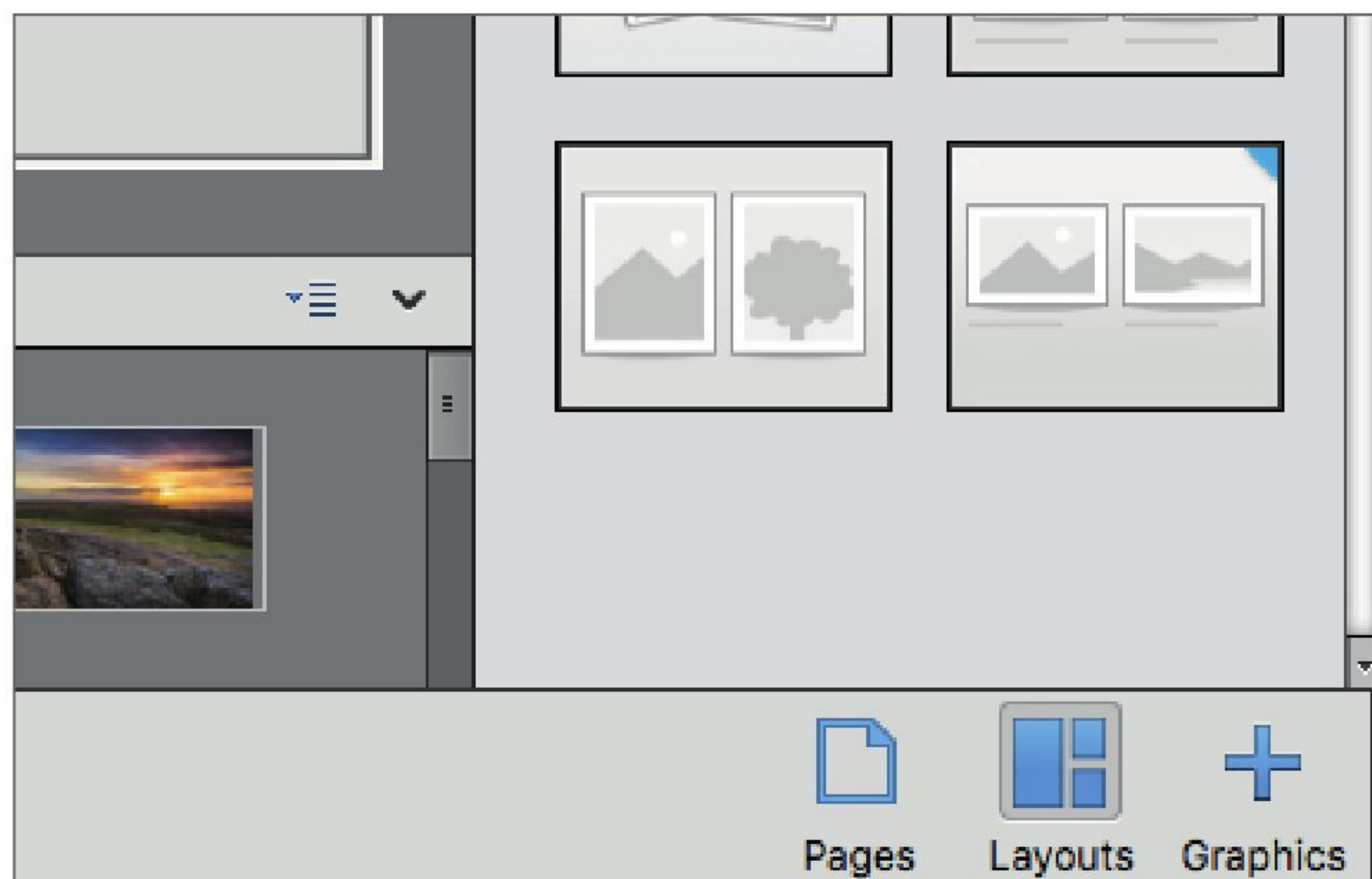
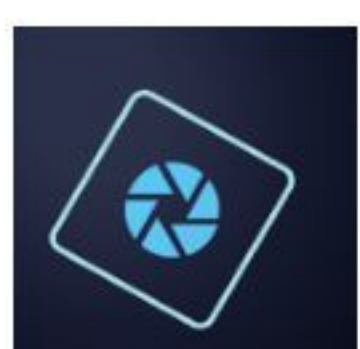
**8** Once the artwork assets have been downloaded, the book will be assembled. It will preview the Title Page as well as show you the page layouts in the right hand panel. Since the Autofill option was deselected, the picture boxes are all currently blank and awaiting images to be dragged onto them manually.



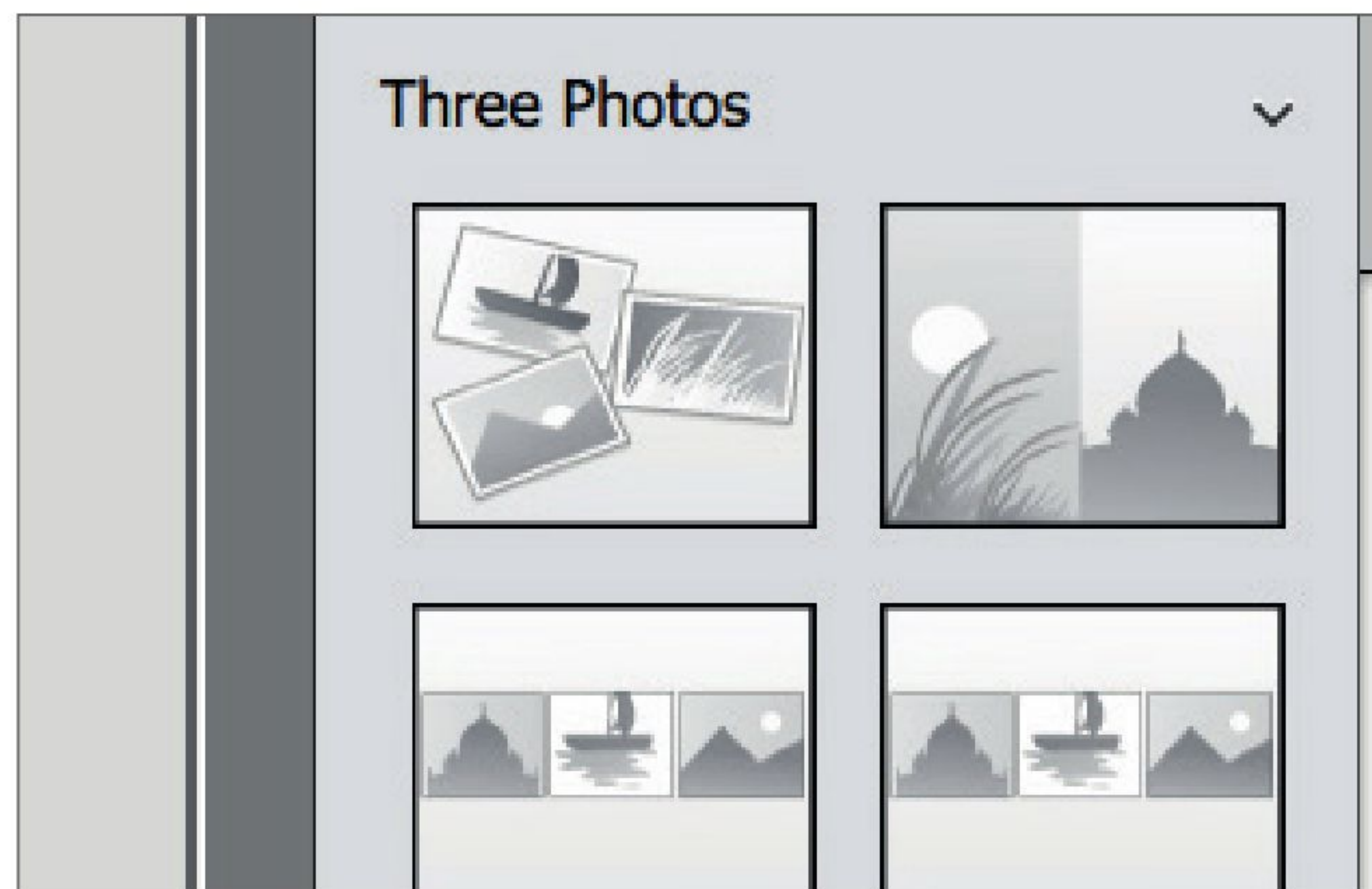
**9** If your selection of images chosen within Elements Organizer are not visible, click on the Photo Bin button in the lower left of the taskbar to make them visible. Now you have the basic components you need to assemble your Photo Book. Before you do, you can make changes if you wish.



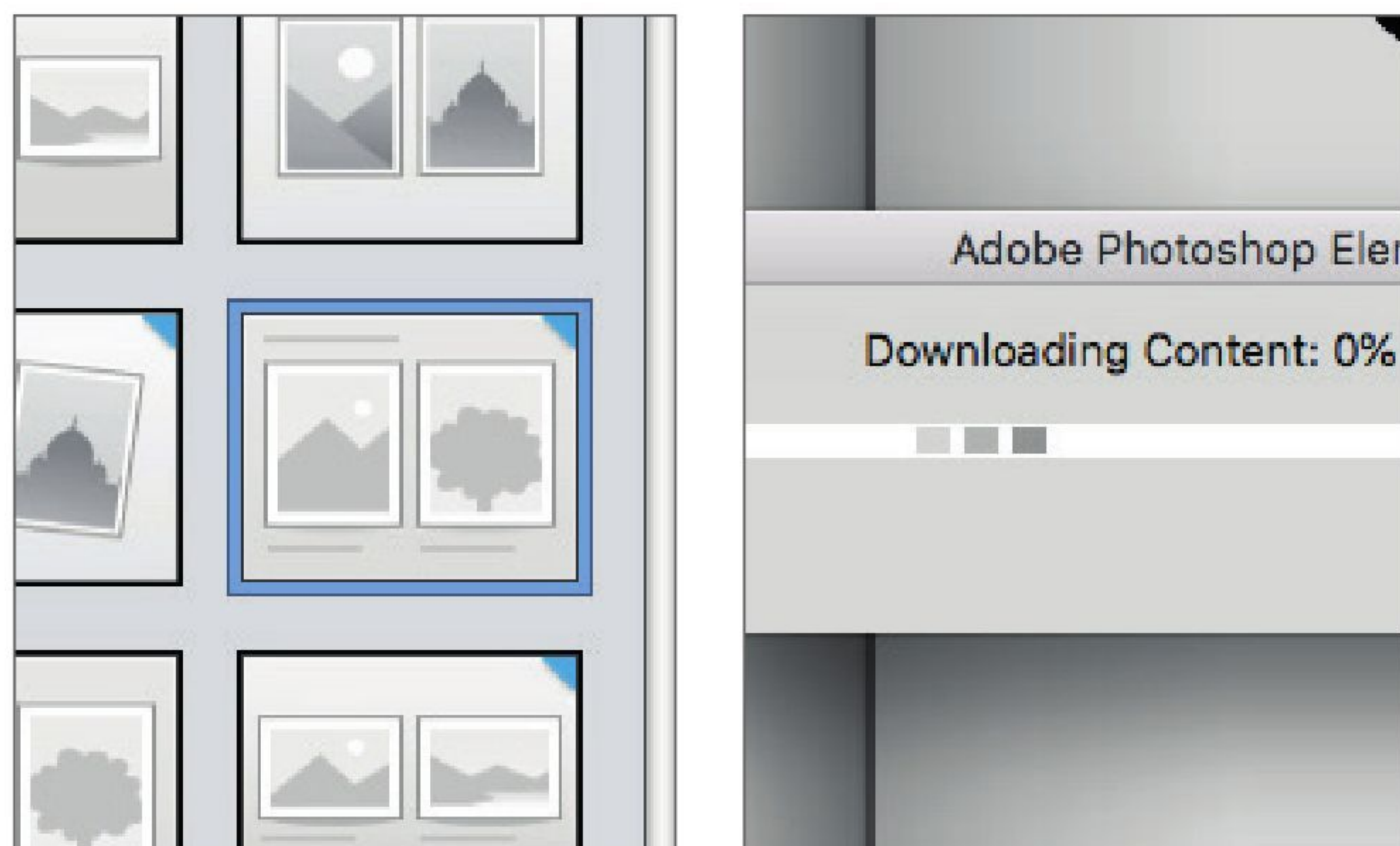
**10** When you choose a Theme, it creates the Photo Book; it is done automatically and generates random layouts with each page of the book having a varying number of picture boxes, at different sizes and in different numbers. If you review the layouts and want to change them, you can.



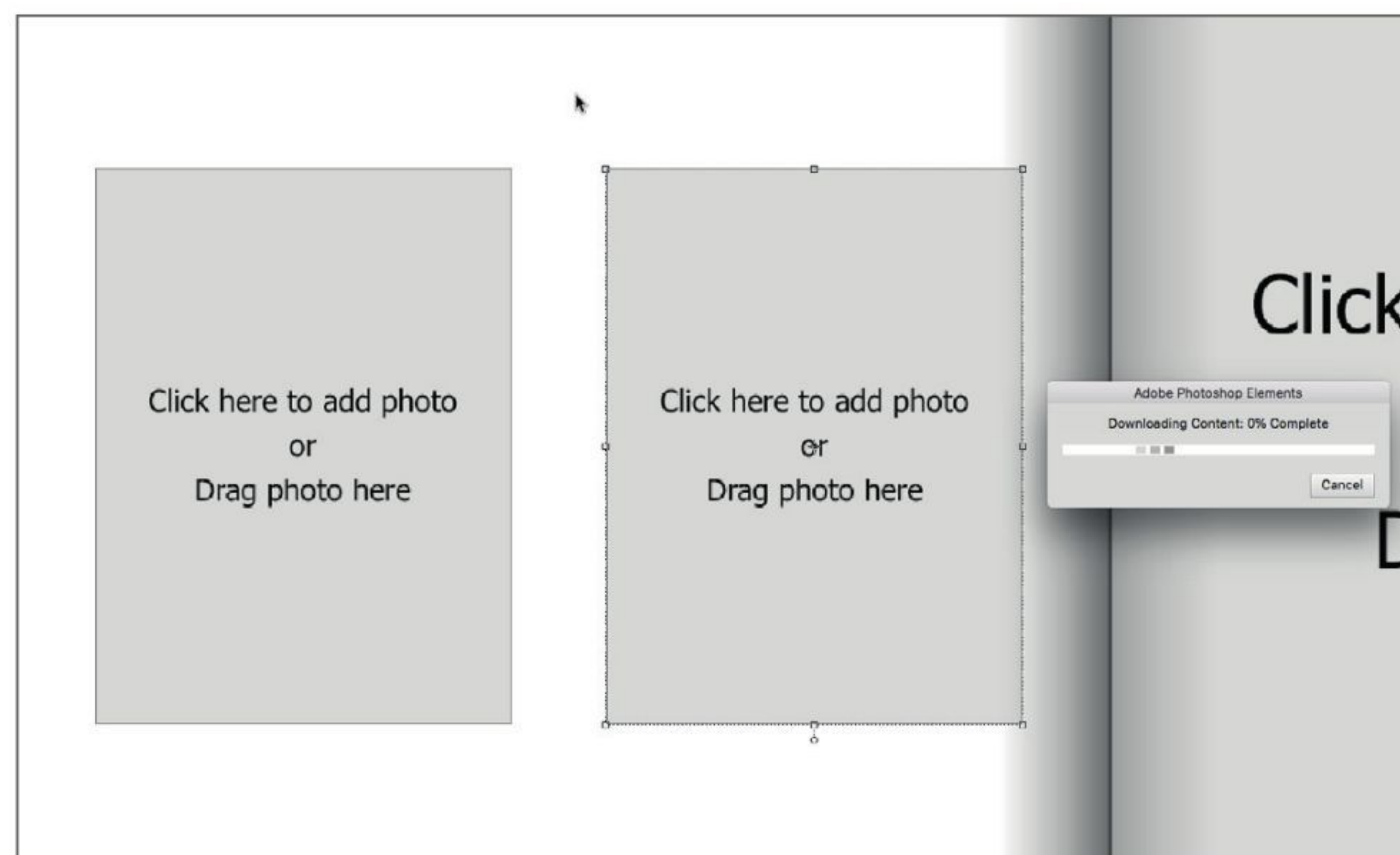
**11** Having reviewed the previews, we decided that page 5 needed to be altered, since the arrangement of three small images was not going to be very impactful for our landscape images. If you look down in the lower right of the taskbar, there is a button marked Layouts. Click this to view alternate page layouts.



**12** The right hand panel will display a number of layouts you can apply to page 5 to change the design. There are: the Different Layouts options for multiple images and text, there is the One Photo layout choices and finally the Three Photos and Two Photos layouts.



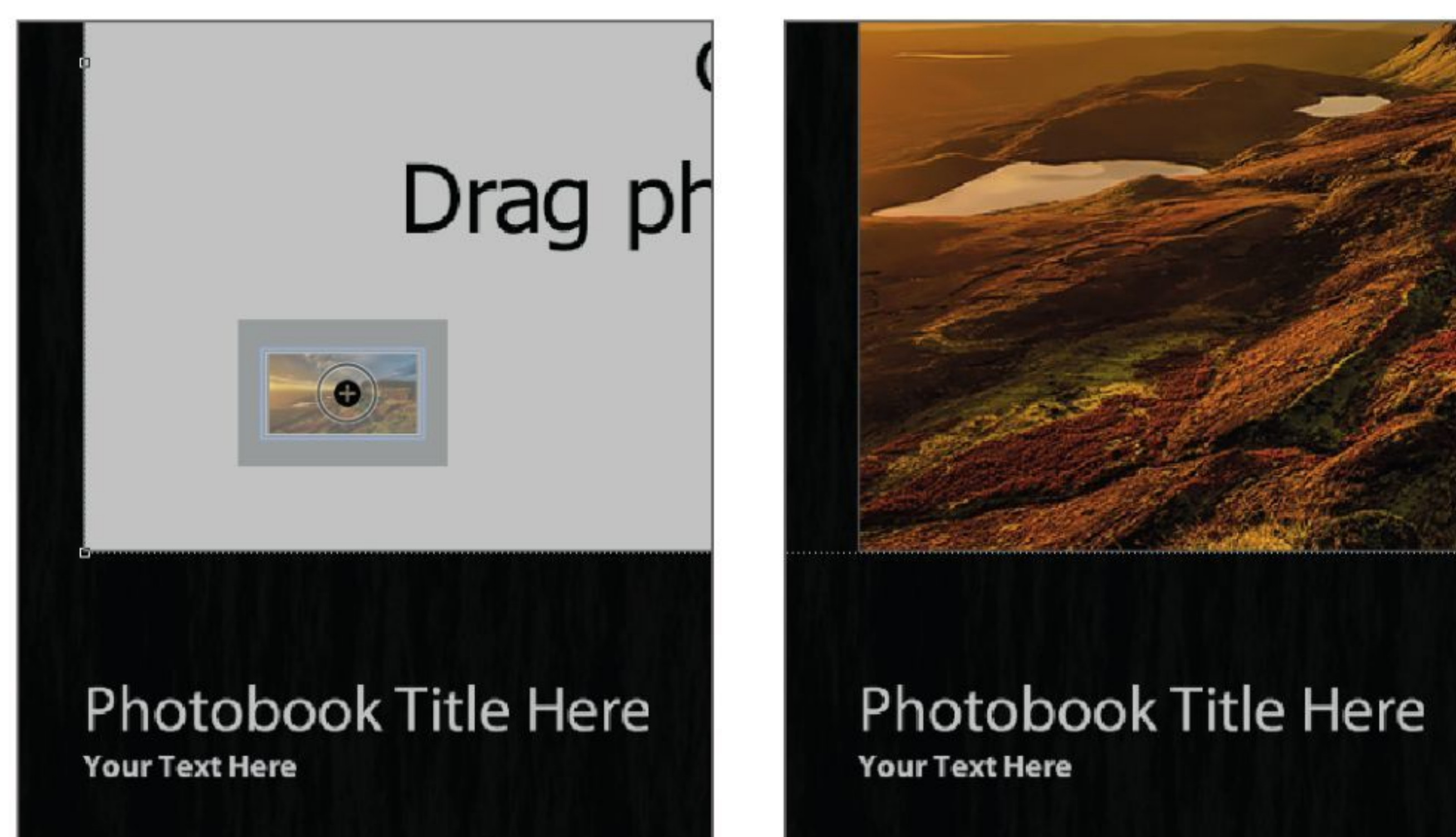
**13** Choose a layout you would like to try, then click and drag that option before dropping it onto page 5. Note that any layout design that has a small blue triangle in its top right corner indicates that it is an online asset. Once you drag it over to your page, it will be downloaded automatically.



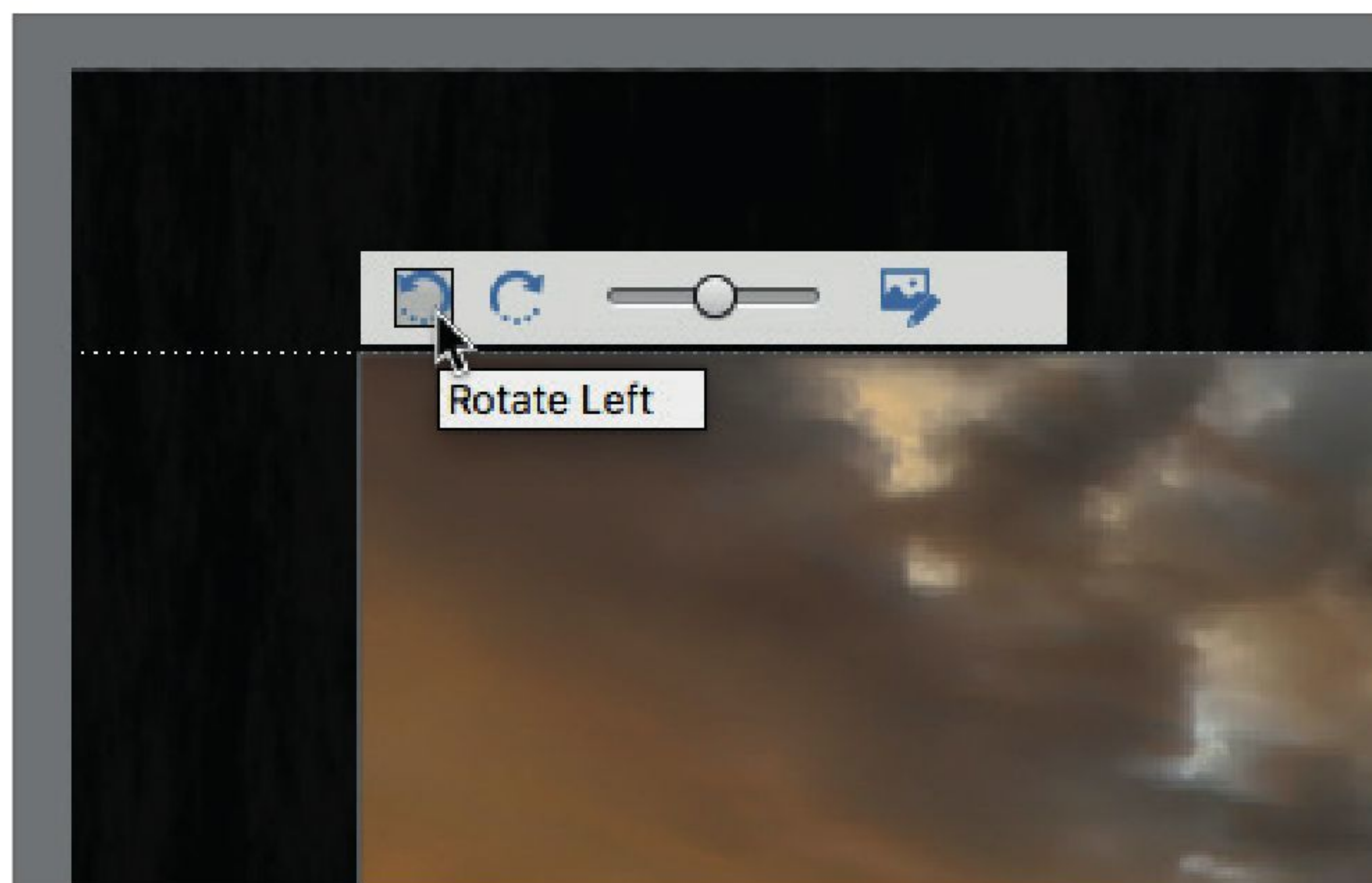
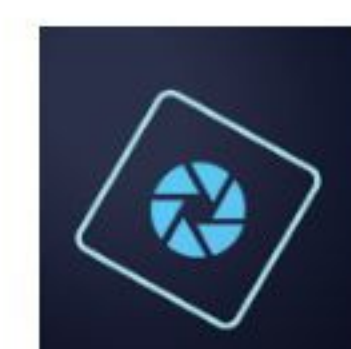
**14** For our example, we chose a simple two-photo layout with text, clicked it and dragged it across to the page we wanted to alter. You will see a progress bar as it takes affect and then the new one will appear on page 5. If you don't like it you can press Cmd + Z to undo, or try another layout from the list.



**15** Click on the Pages button to go back to your preview. Your choices for amending your page layouts don't end there. For example, on page 4, you can actually click and drag each picture box to a new position and by using the corner control points, scale the box or rotate it to make a number of custom page layouts.



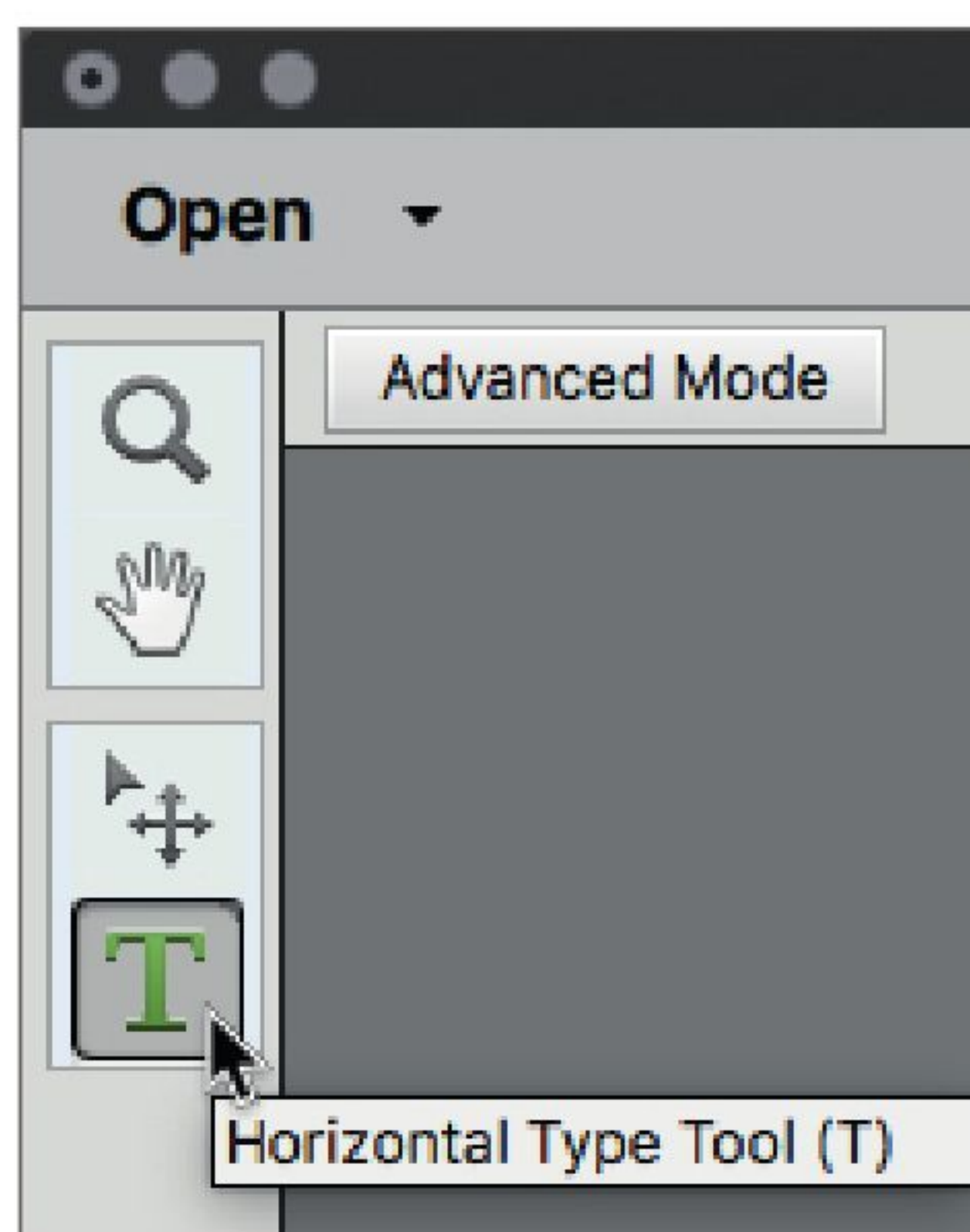
**16** Now you can continue the process by adding your images to the blank picture boxes. Make sure your Photo Bin is visible and start adding photos. Drag one photo at a time from the Photo Bin and drop in onto your picture boxes. Be aware, if you click a photo but don't hold and drag, it will open up in its own window.



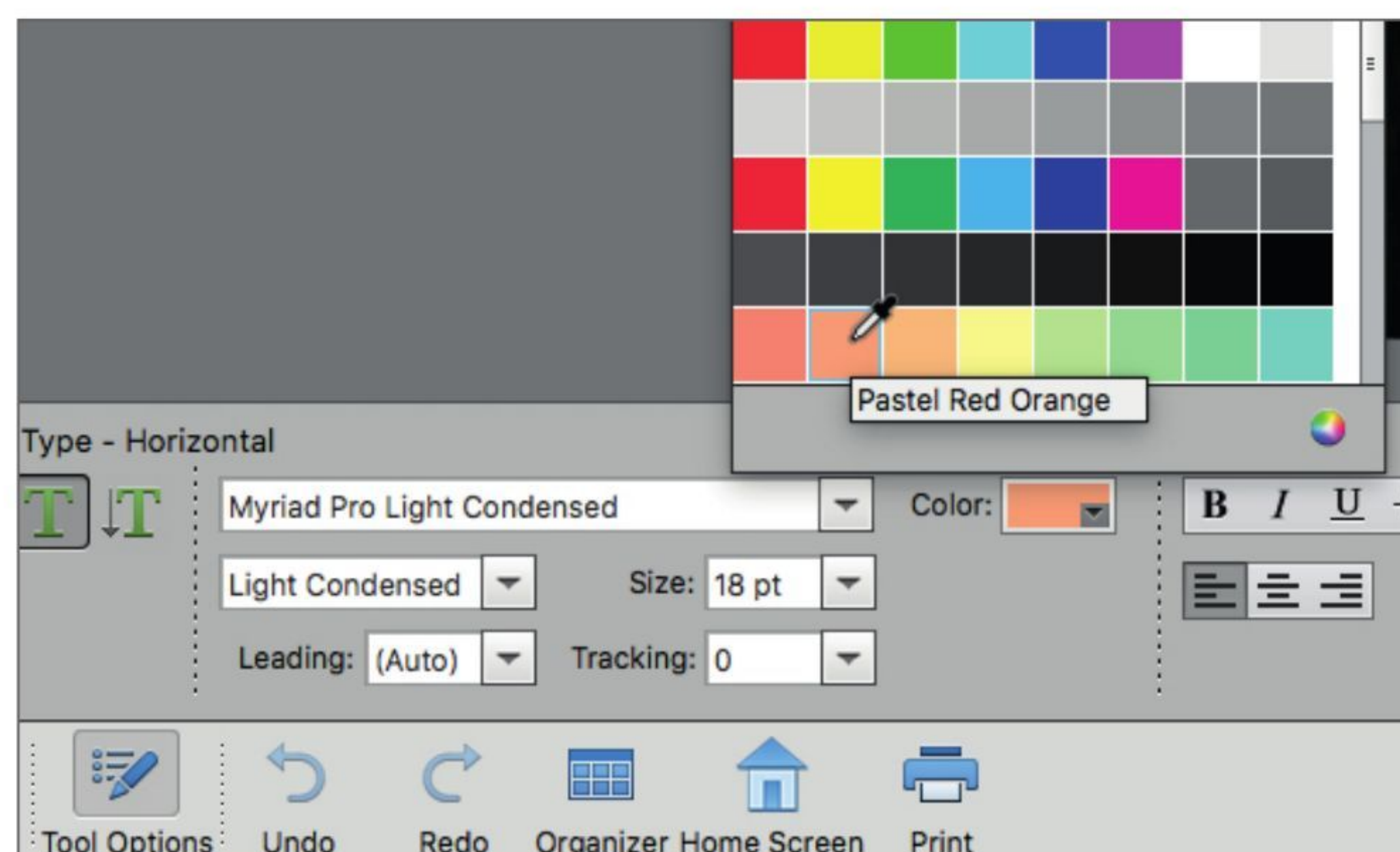
**17** Each photo that is dropped into a picture box, will display a small control panel that lets you: rotate it left or right, alter the size of the image within the picture box or replace it with another image. You can also click and drag the photo to move its position within the box.



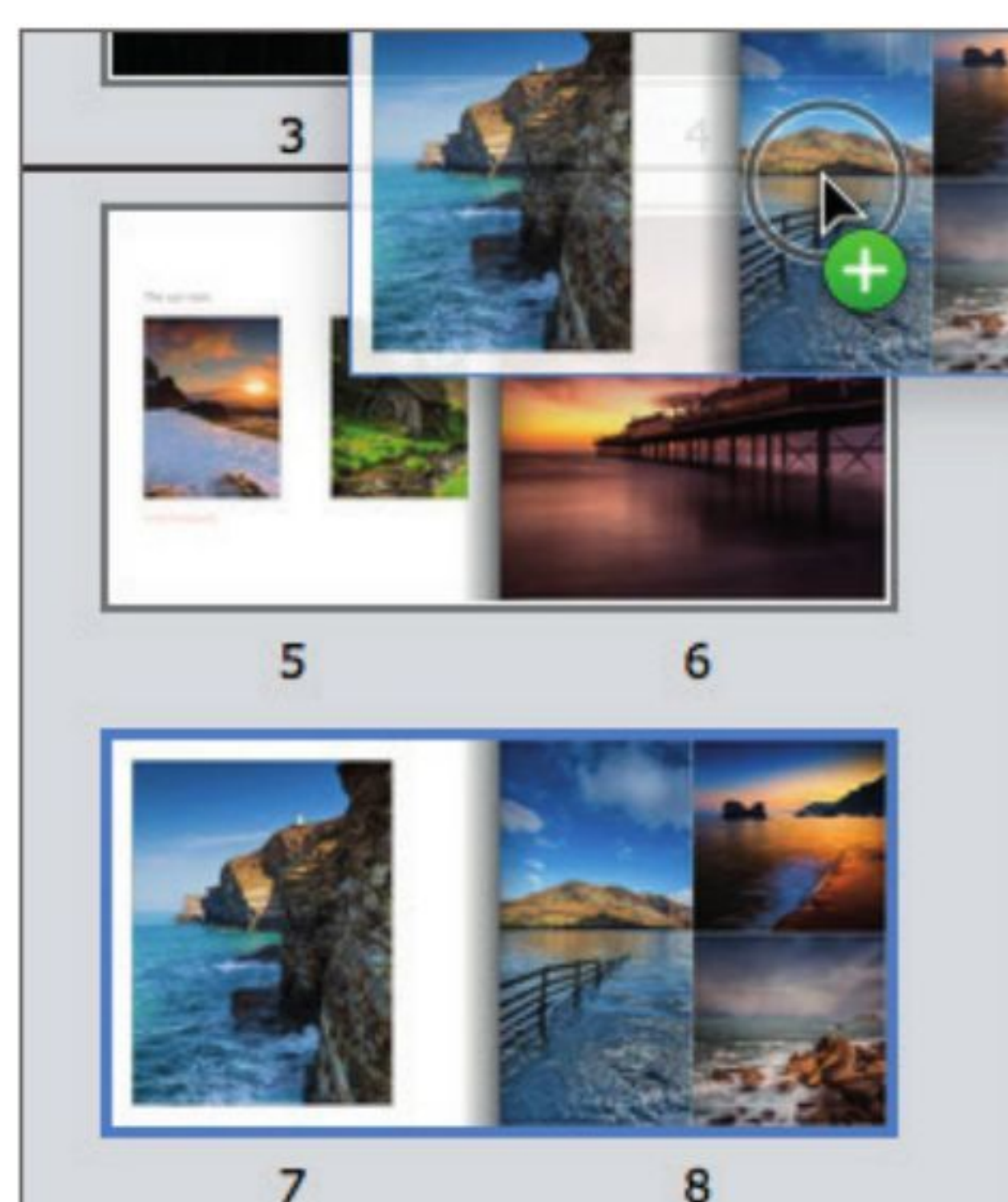
**18** Continue to drag and drop your photos into their respective picture boxes, if you have a photo in the wrong box, you can simply drag and drop the correct one over the top and it will be replaced automatically. Once you have it looking how you want, return to the title page.



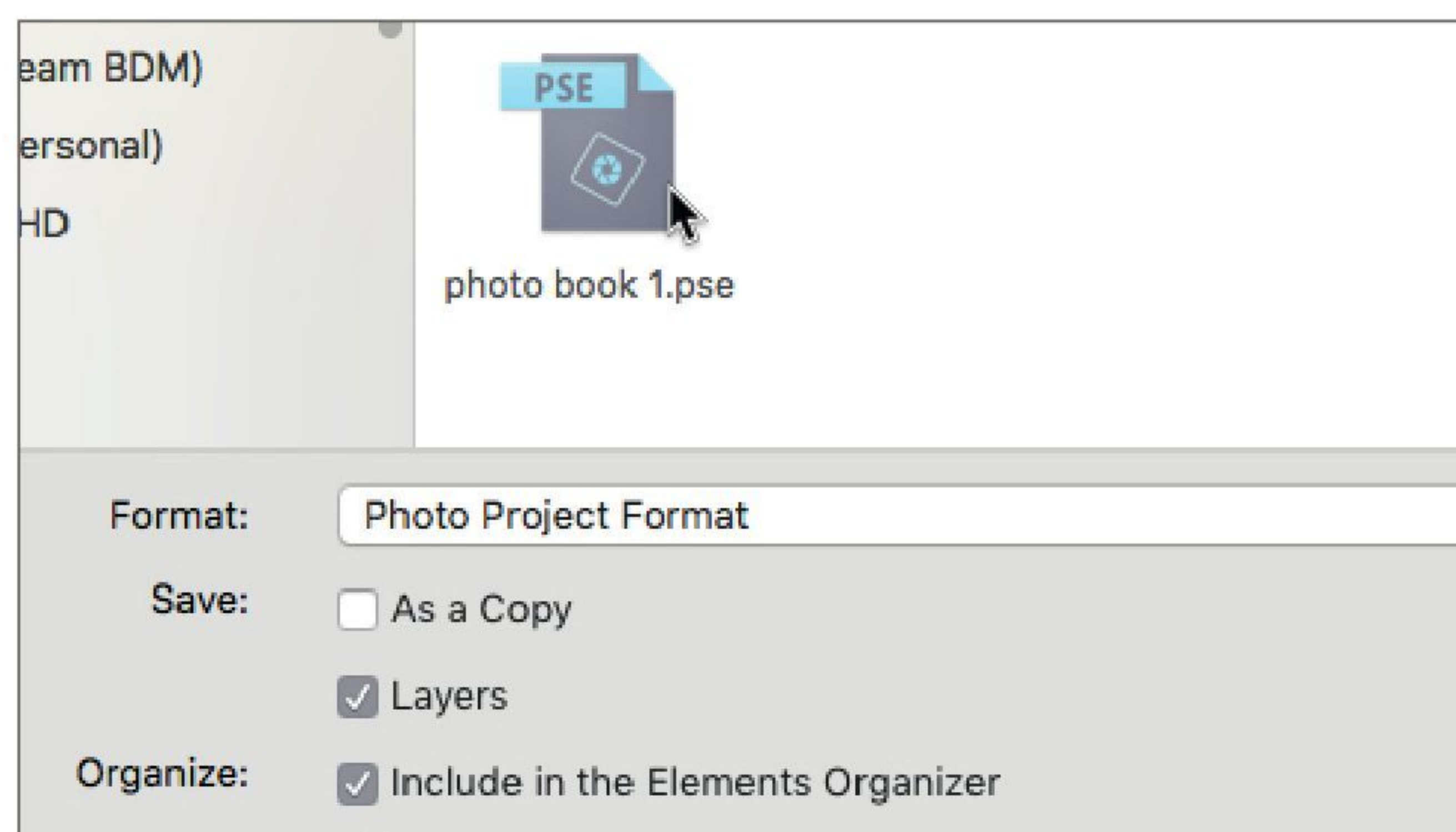
**19** The title page and page 5 both contain text, which you can alter. In the left hand toolbar, click on the Horizontal Type Tool; the Photo Bin will be replaced with the Type Options Panel. To start, take your type cursor and double-click on the Photobook Title Here text, to activate it.



**20** The text will be highlighted and you can type in a new title. Double-click it again and you can go to the search fonts menu and, if you wish, choose a new font. You can also change its size or colour and even warp the text. Alter the sub-title and you can move on and edit the other text in the book.



**21** If the running order of the spreads is not quite right, you can alter that too. In this example, we decided that page 7 and 8 should be in front of the current page 5 and 6. Swapping the two spreads is simple; click and drag 7 and 8 in the preview so it sits above the current page 5 and 6 and it will be inserted there.

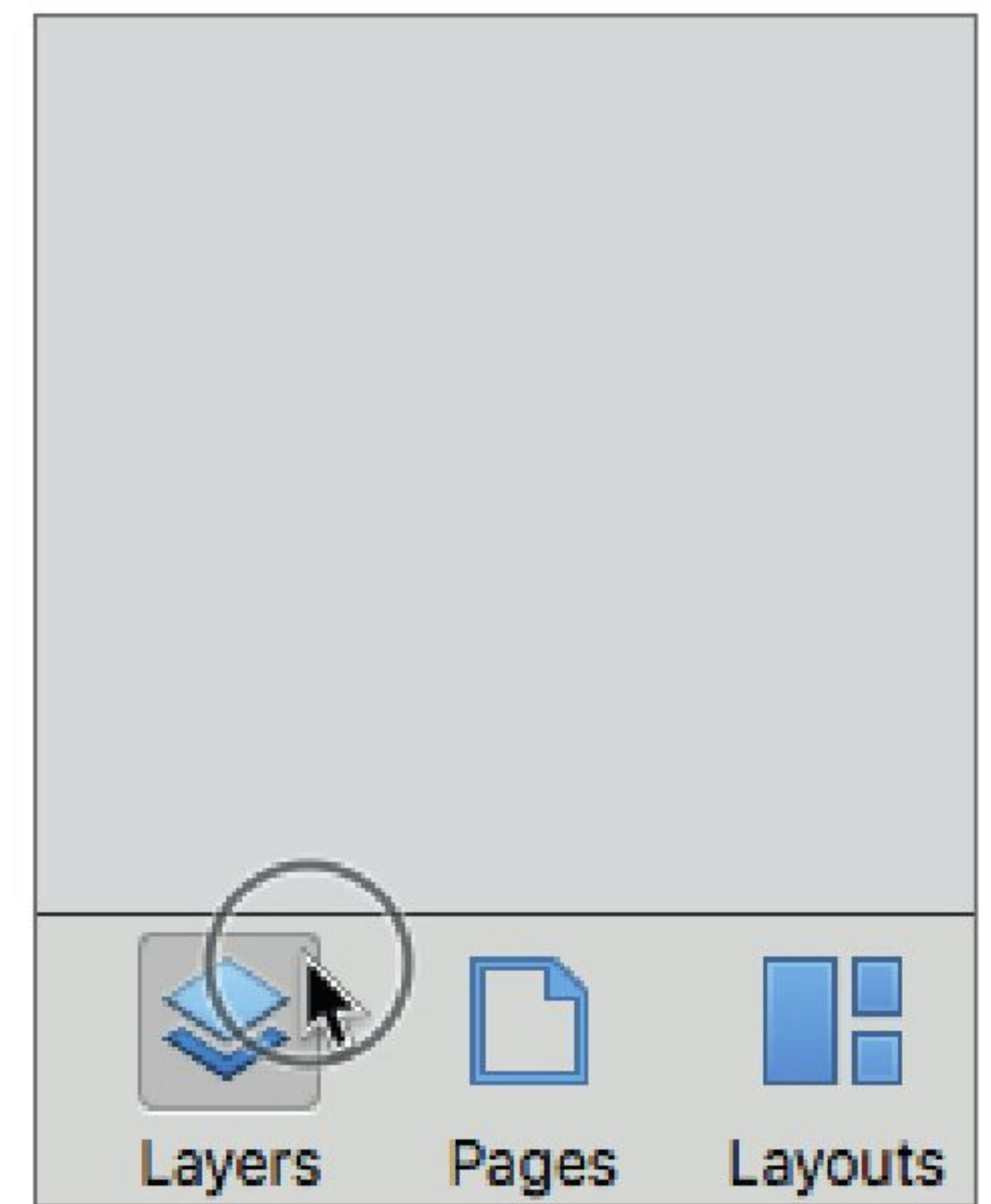
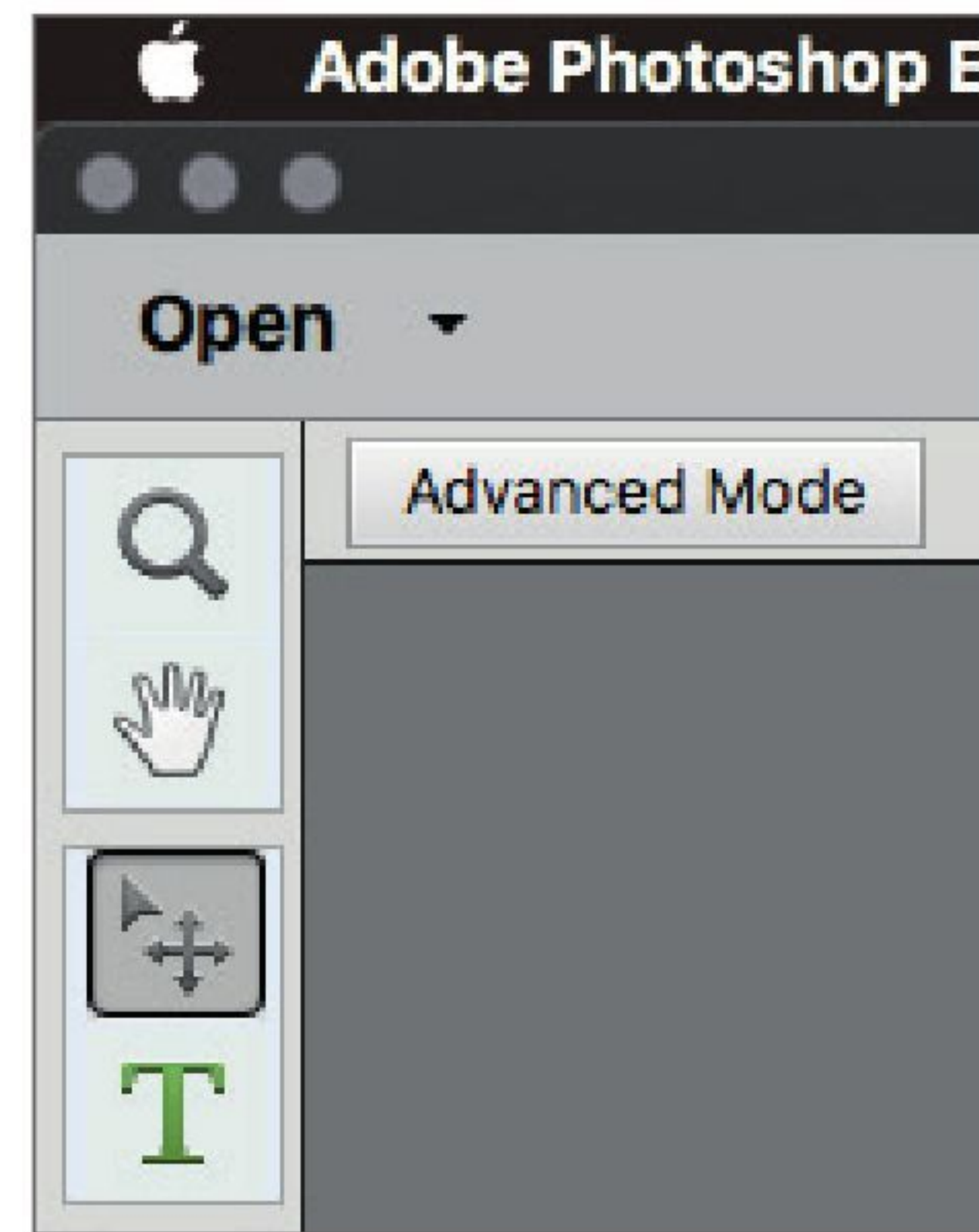
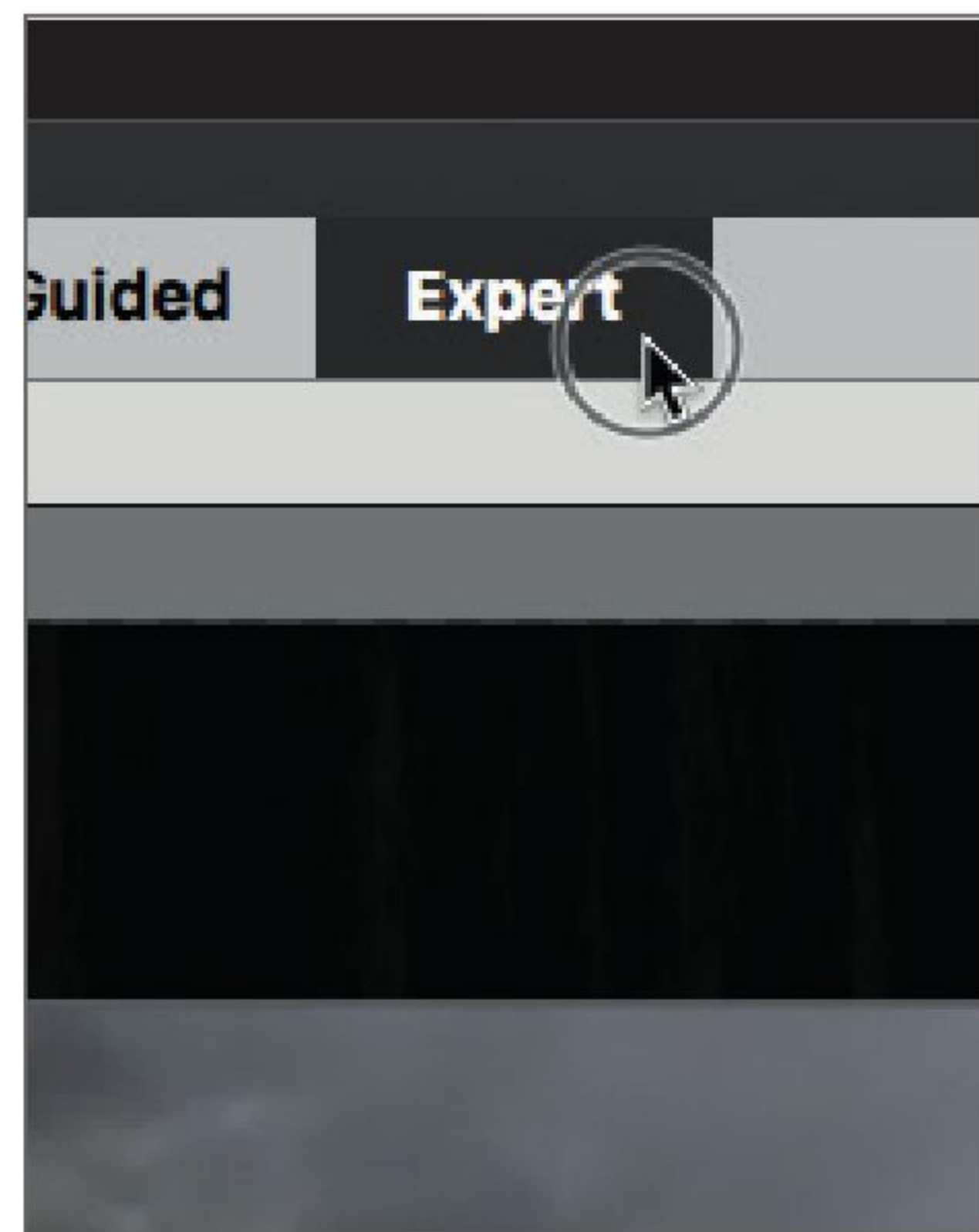
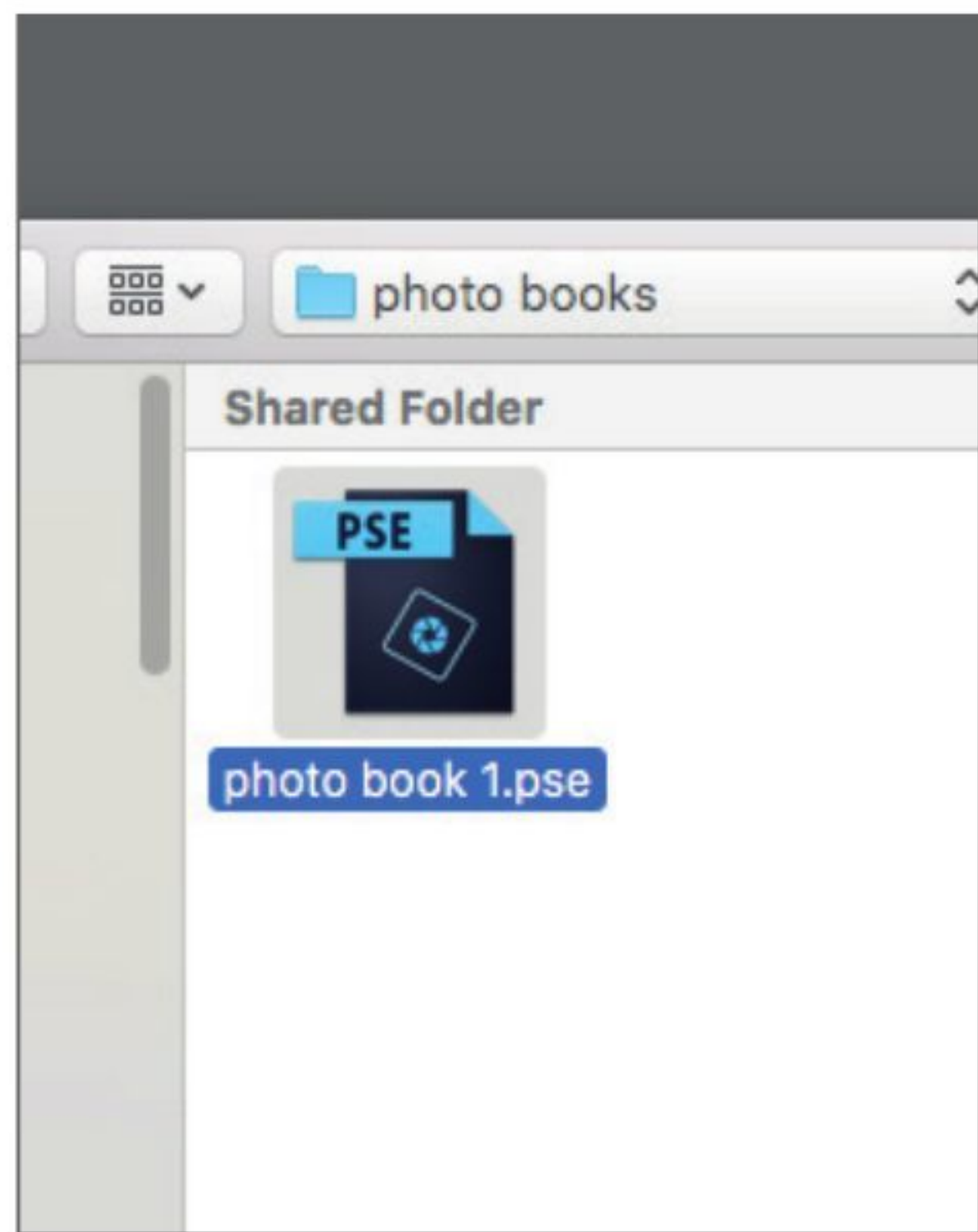


**22** Your first Photo Book is complete. Go to File > Save As and navigate to a folder where you would like to save your project. You'll notice that it will be saved in a PSE Photo Project Format. Give it a name and make sure both Layers and Include In The Elements Organiser are checked.



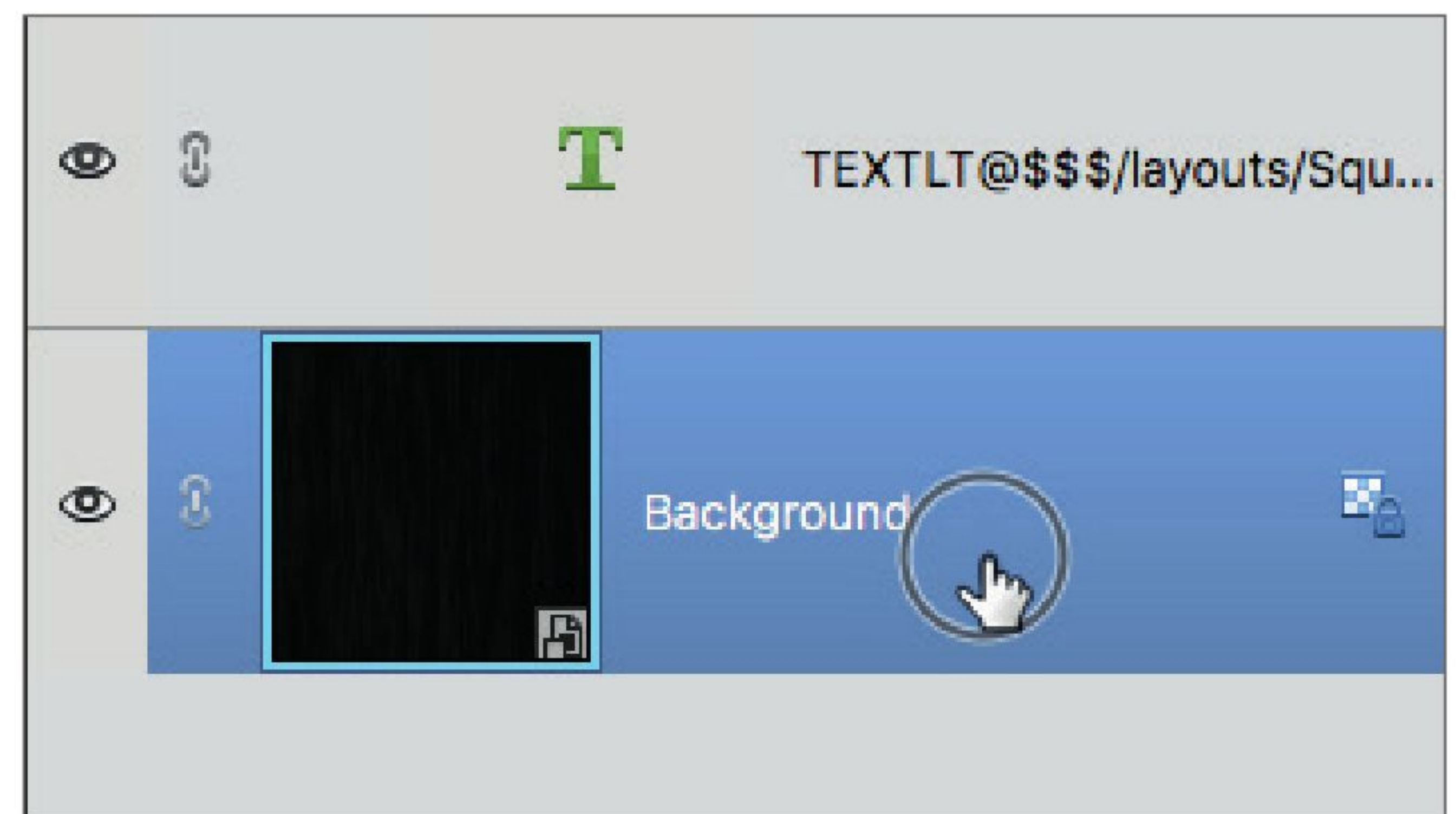
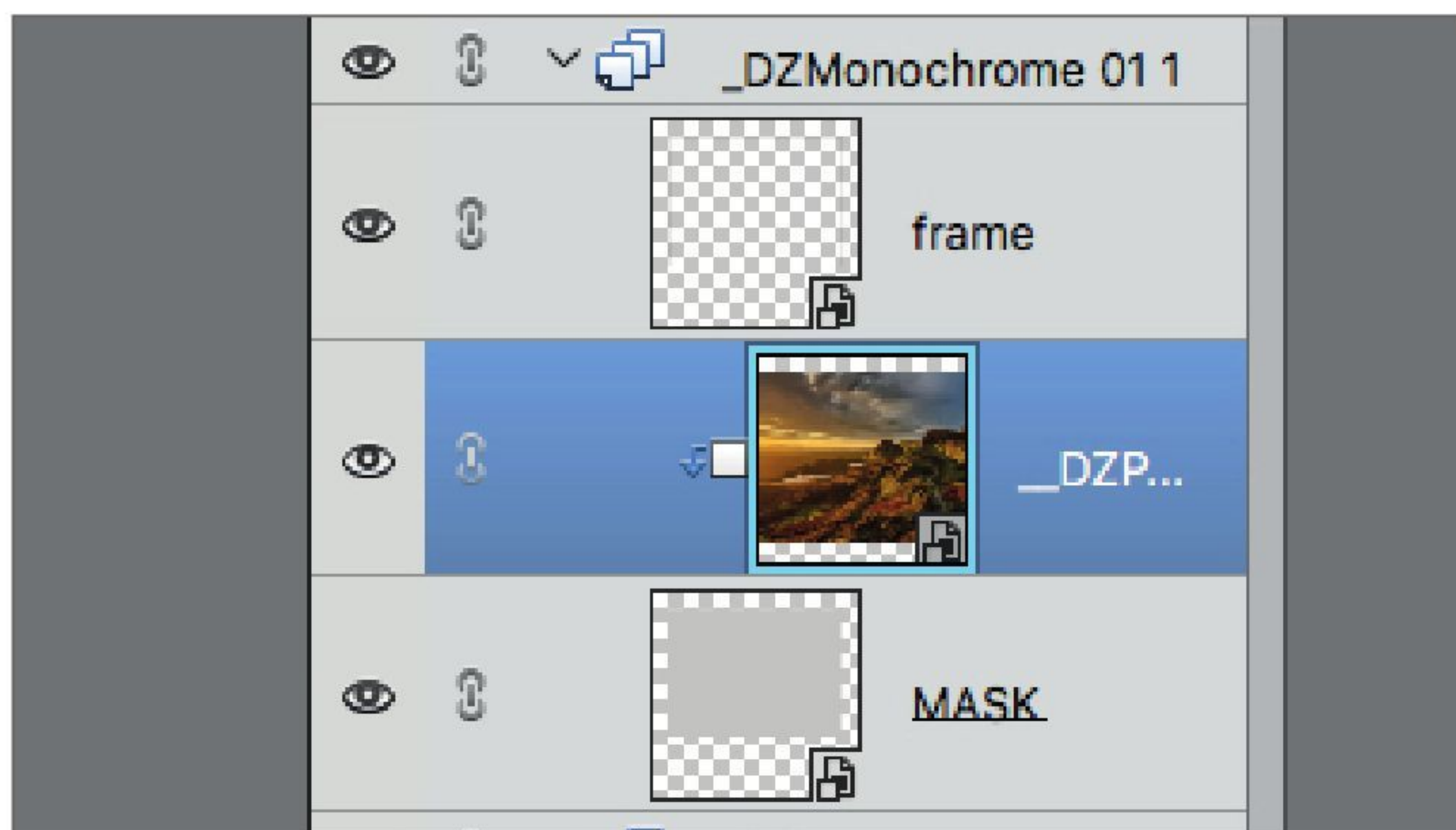
# Photo Book Advanced Mode

Having created a Photo Book and saved the document, you can try a more advanced tweak that will pep up your book's backgrounds. To do this you use the Photo Book Advanced Mode. Essentially this opens your spreads in Expert mode in the Photo Editor and you can access the layers that make up the book.



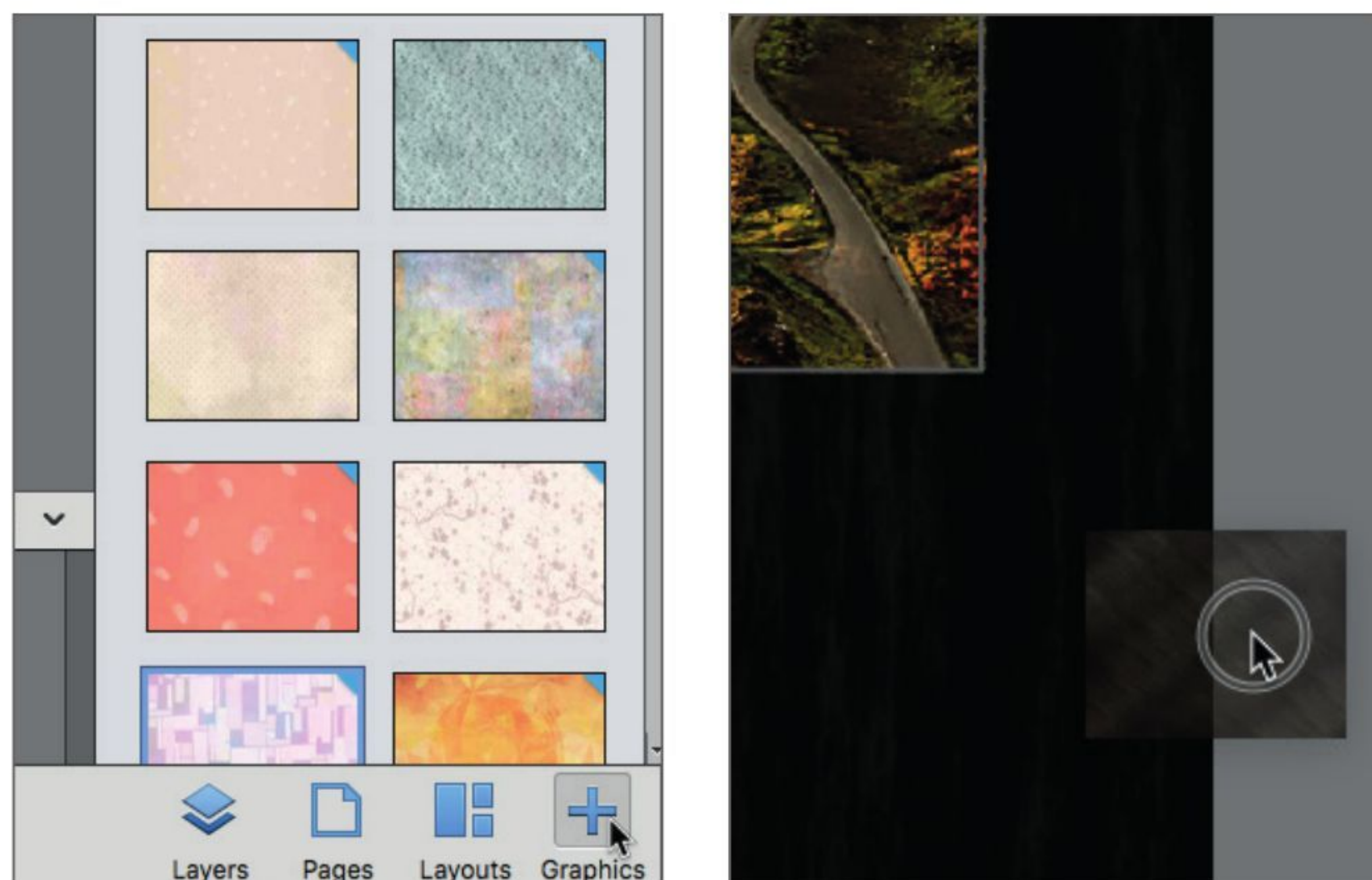
**1** Start by going to File > Open and navigating to your saved, PSE Photo Book artwork. Double-click it to open the Photo Editor. You will see the Mode Selector buttons at the top of the screen but if you click them, nothing will happen until you first activate the Advanced Mode.

**2** Click on the Advance Mode button, situated in the top left corner of the edit window next to the toolbar. When you click it, your pages become editable and if you look at the bottom right of the taskbar, you will see that a Layers button has appeared, next to the Pages button.

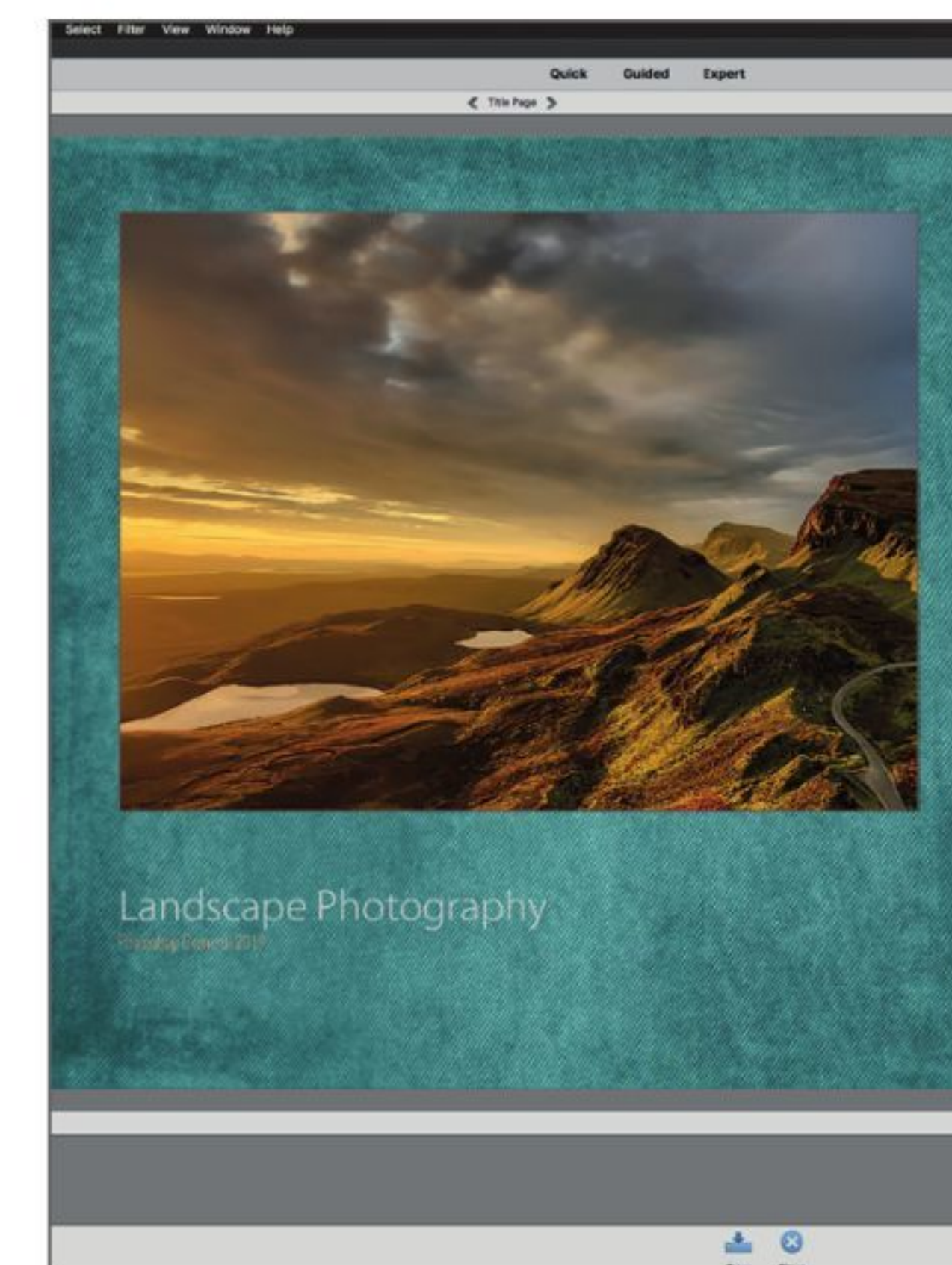
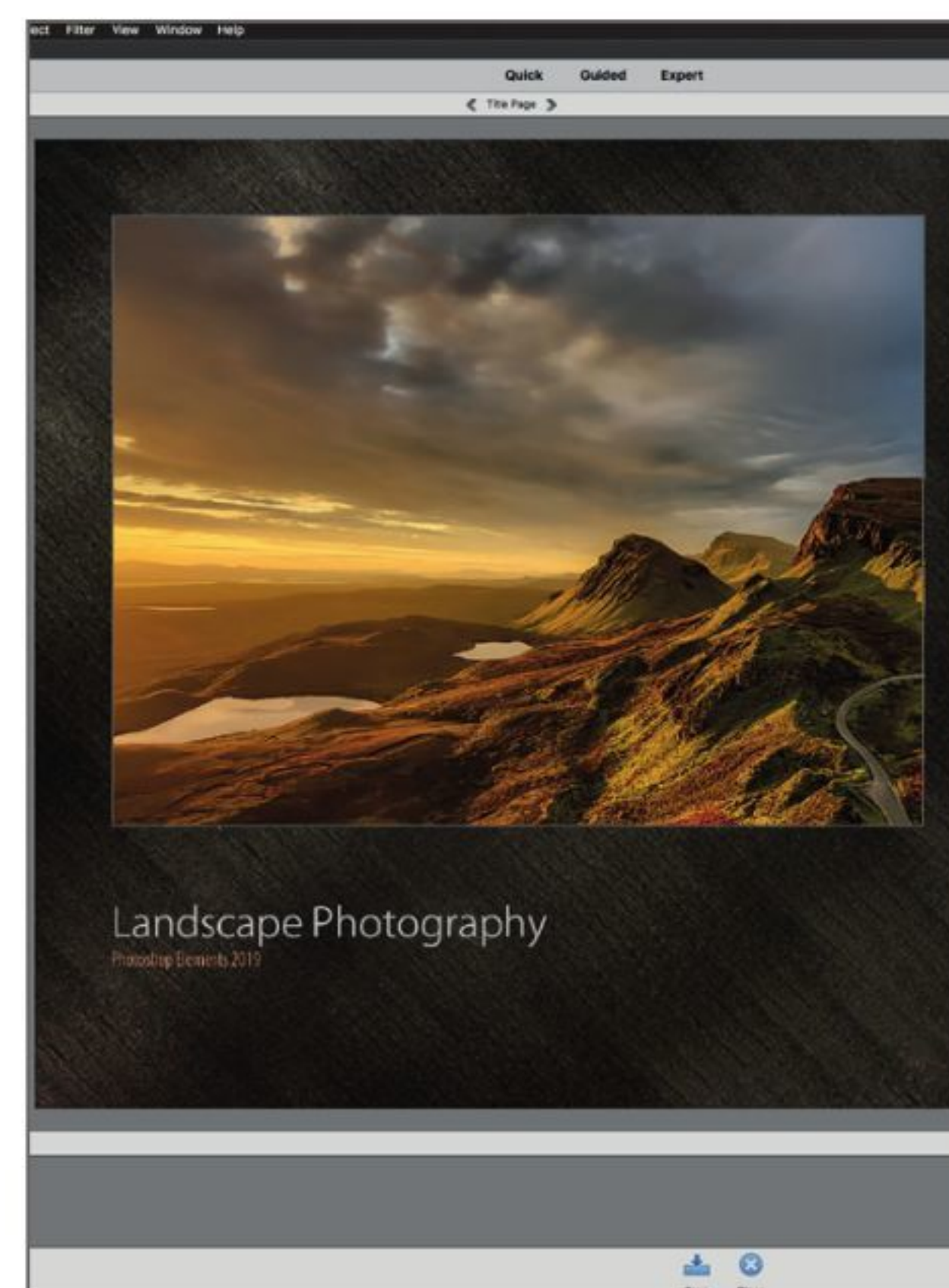


**3** Click the Layers button and all the layers, masks and text that were automatically created for the Photo Book's title page, will be displayed in the Layers Panel Bin. The layer we want to concentrate on is the bottom Background layer, which is currently a black Smart Object.

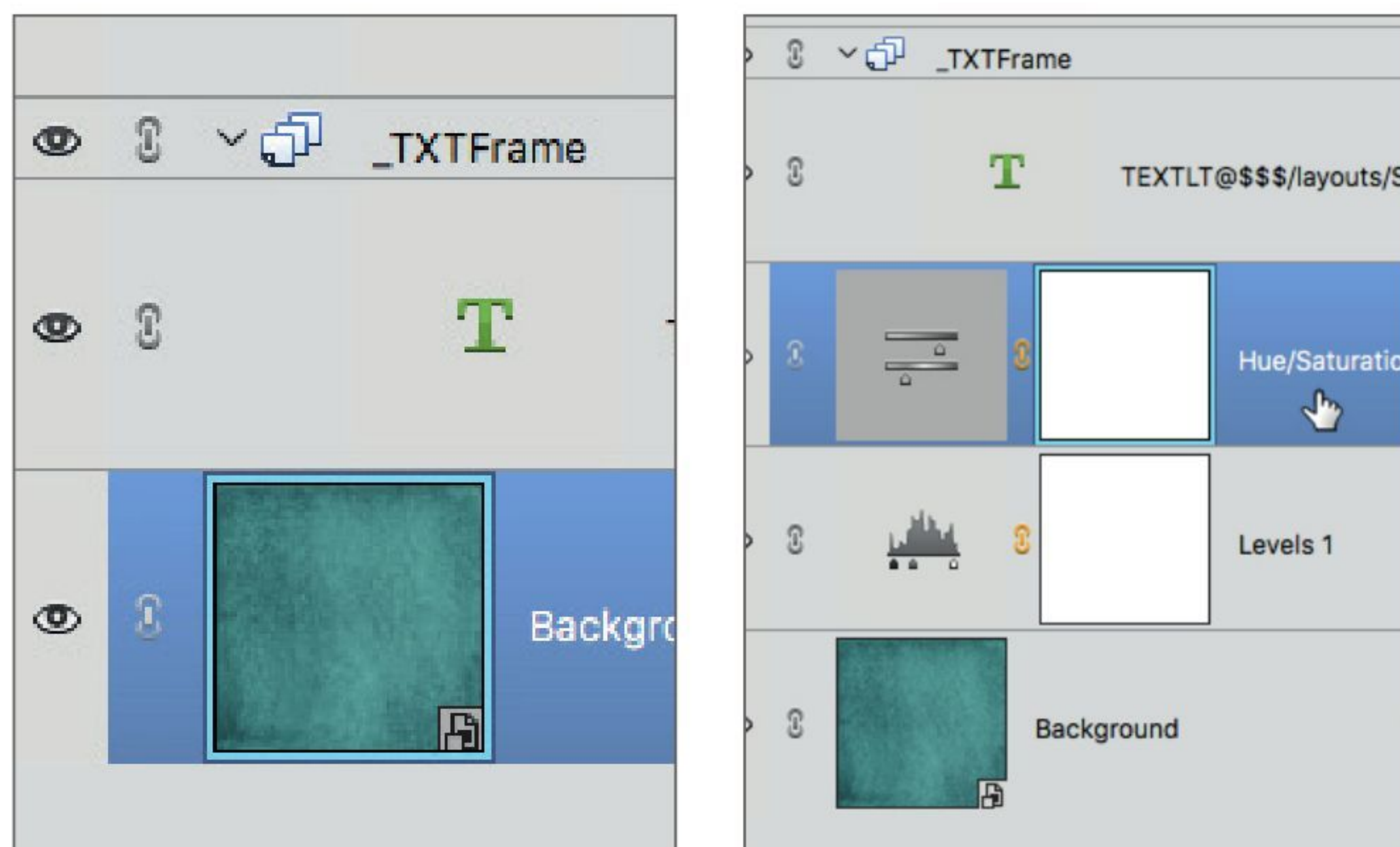
**4** Now that we are in Advanced Mode, it is possible to edit the Background file and replace it. If you want to insert a new graphic background, go to the taskbar in the lower right and click on the Graphics button. When you do, all the available Graphics will be listed in the Graphics Panel Bin.



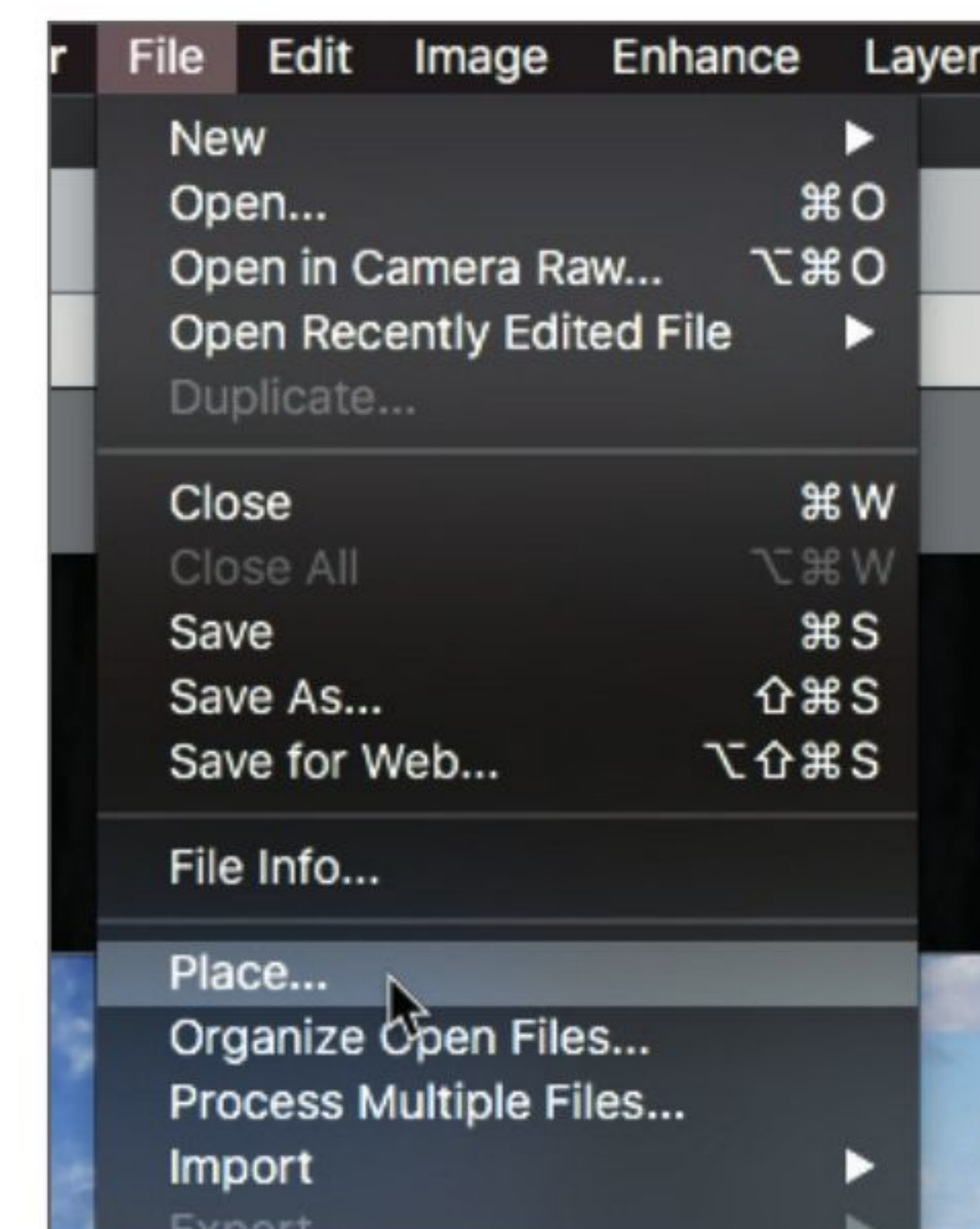
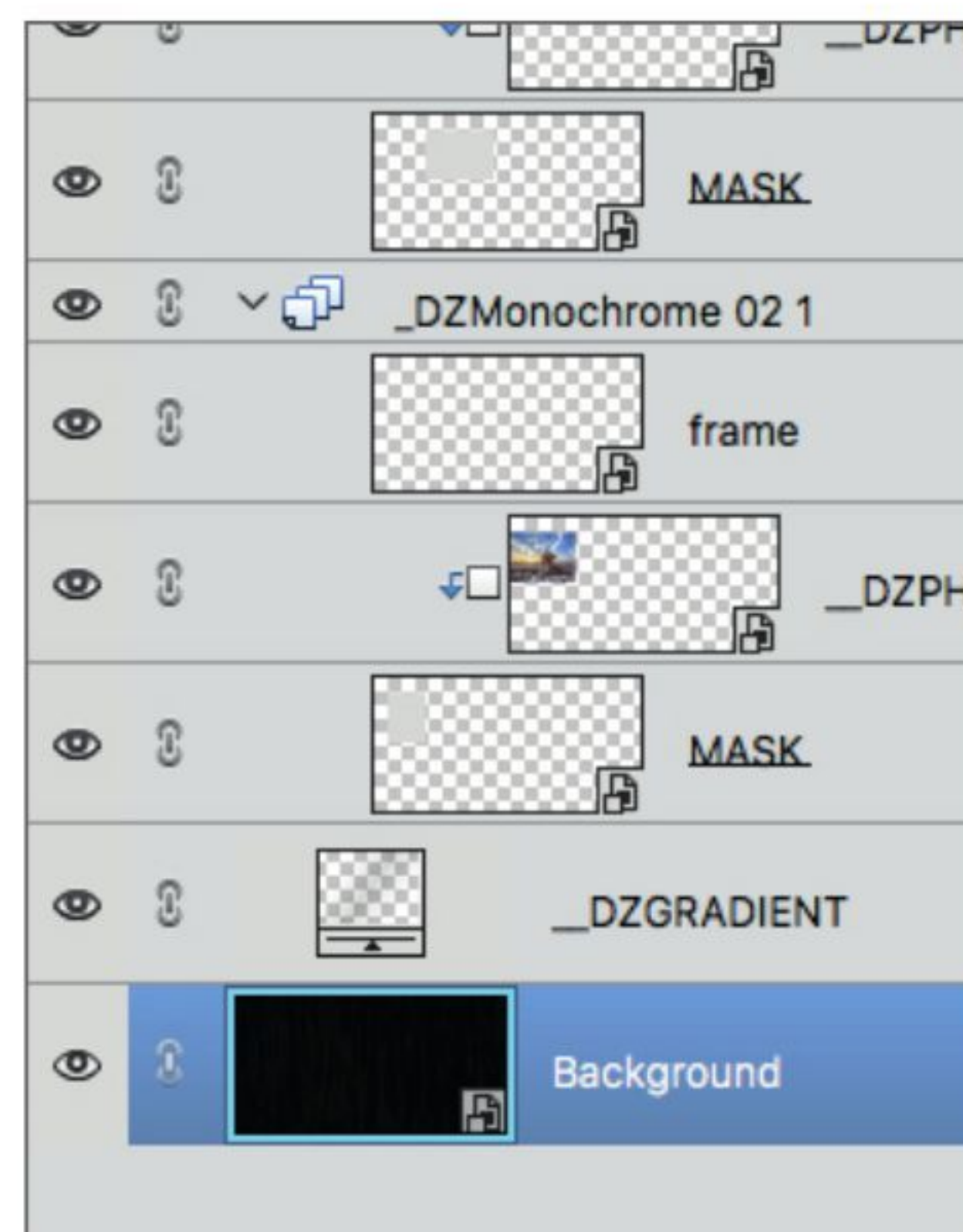
**5** Scroll down and choose whatever element you would like to use as a replacement for the black background. Remember that if an item has a blue triangle in the corner, it is an online asset and will need to be downloaded first. Drag your choice across and drop it onto the black background, or double-click it.



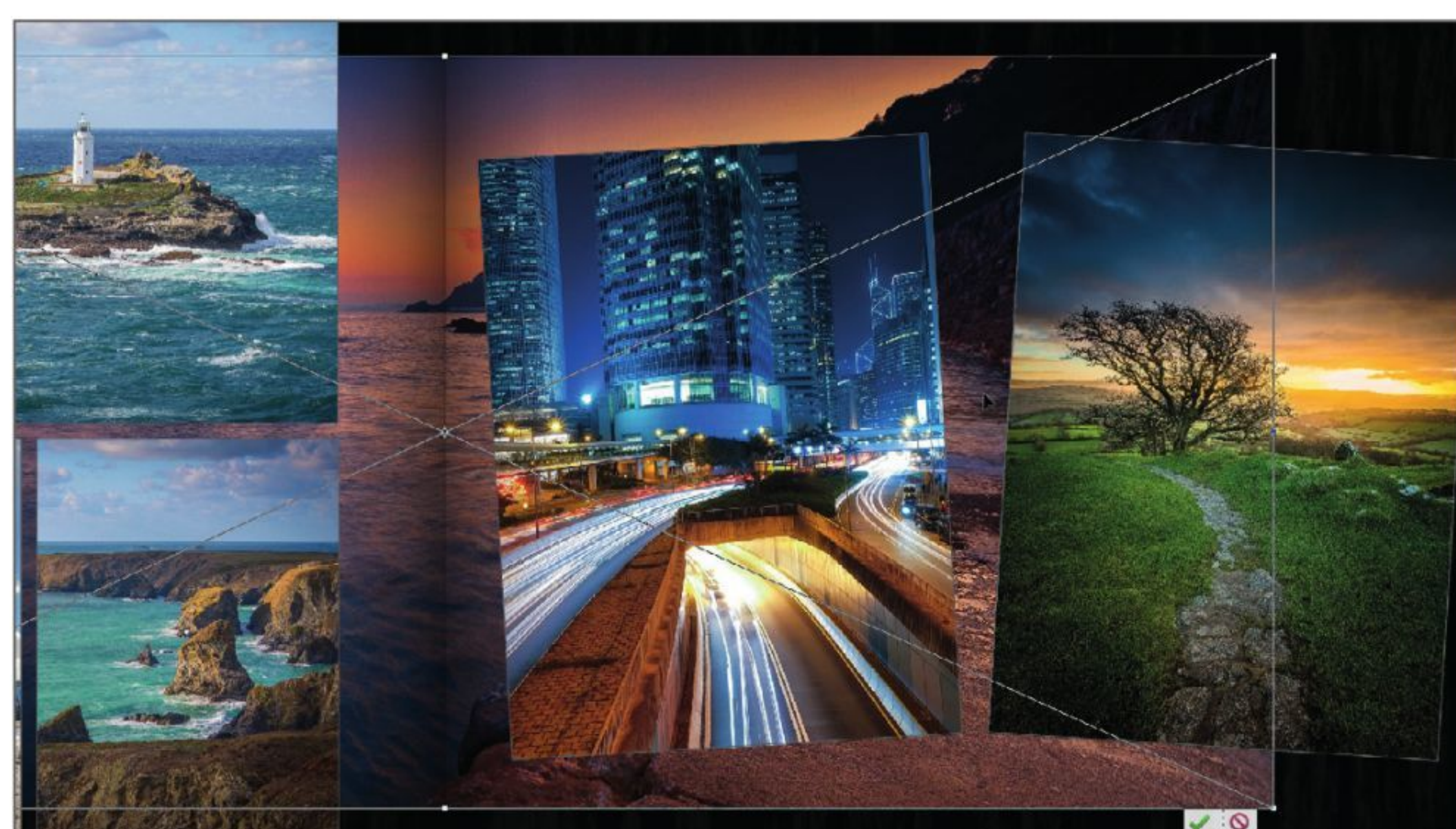
**6** If it needs to be downloaded, you will see a download progress bar and then the graphic you chose will appear as the new background image. Our example uses a Background called Dark Brown Silk. You can drag/double-click any number of graphic items to try them out, until you have the one you like.



**7** Click on the Layers button. The layer that originally contained the Background has been replaced by your choice of graphic. If you add a Levels adjustment layer above it, you can make it darker or lighter to suit your taste. Add a Hue/Saturation adjustment above that and you can also change its colour.



**8** Go to Pages, choose another spread and then click back on Layers to view all the layers making up that spread. You can also add your own images to use as background if you want. Make sure the Background layer is active and go to File > Place. Find an appropriate file, select it, then click Place.



**9** Your chosen image will be placed on a new layer above the Background. The placed file will have control points around its edges that you can click and drag to scale and move it. Use these points to scale the image until it fills the entire double page spread.



**10** With the photo now in place, you can add adjustment layers above it to alter its look to whatever you like. In our example, a Hue/Saturation layer was added to de-saturate the colour and make it lighter. Once you have added other backgrounds, if required, you're ready to print your book.



# Take Your Skills Further

Now that you've experienced what Elements has to offer and how the major tools work, it's time to try out some more involved projects to help you hone your skills. The Quick and Guided workspaces are all well and good, but if you really want to understand more about digital manipulation then it's time to fire up the Expert workspace and dive in. There's an old saying: 'the best way to learn, is to do'. With that in mind, let's do it!



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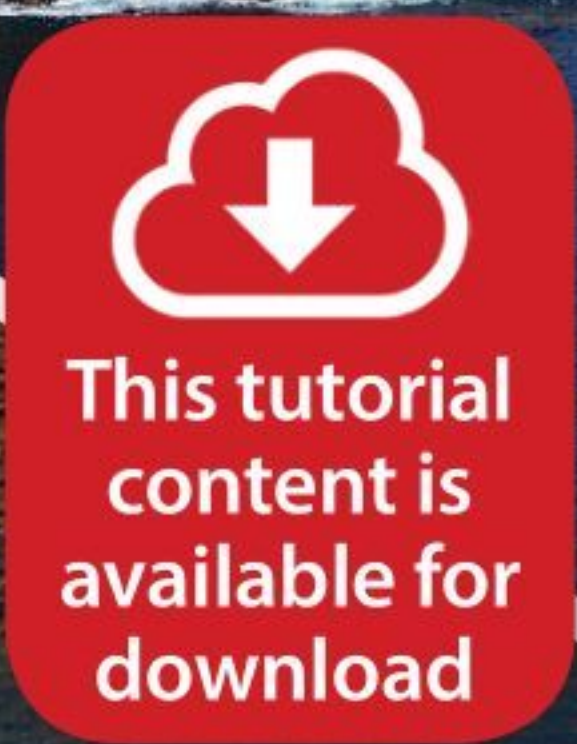


# Sky Replacement

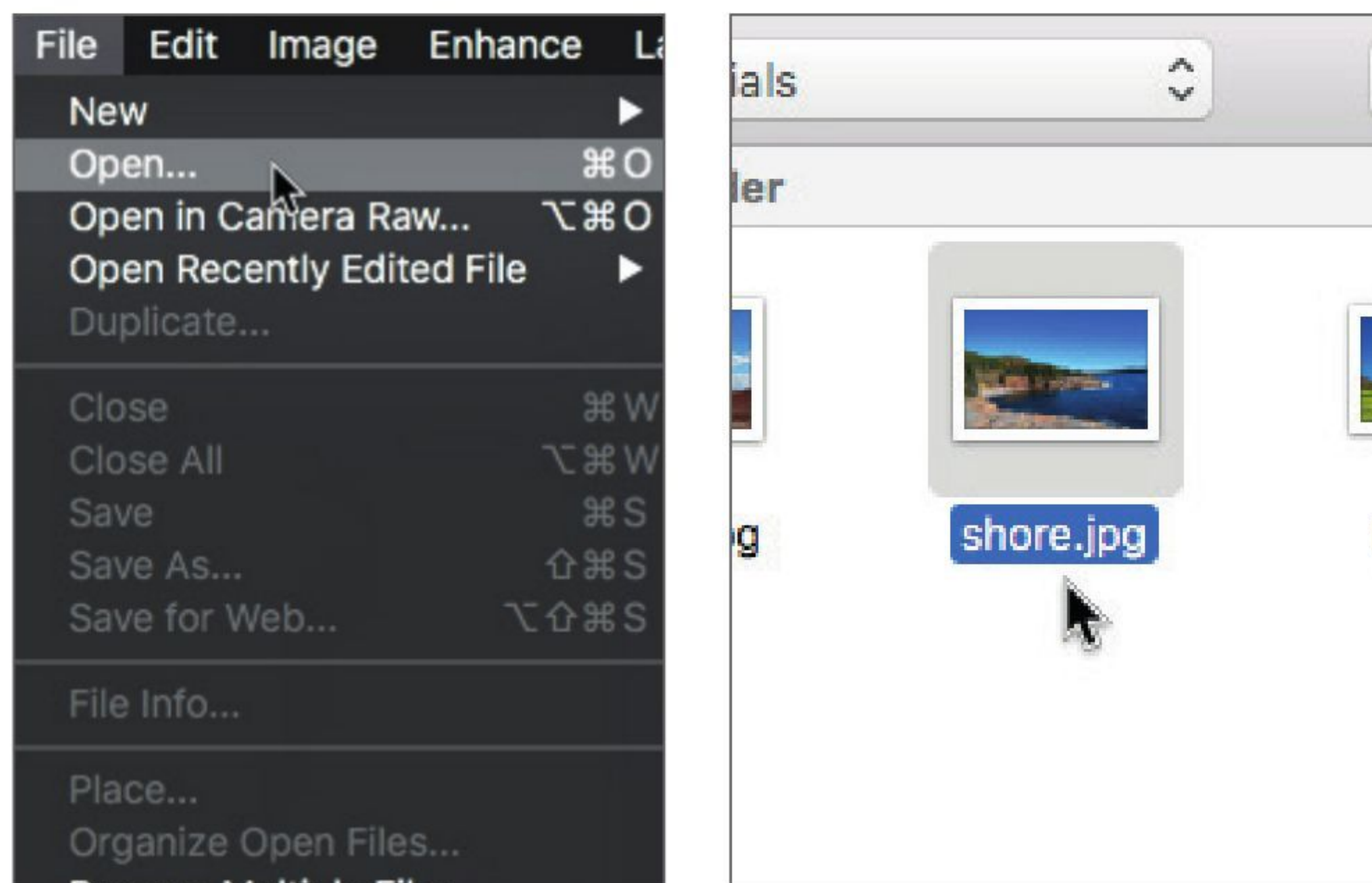
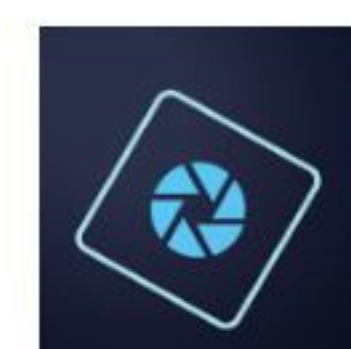


BEFORE

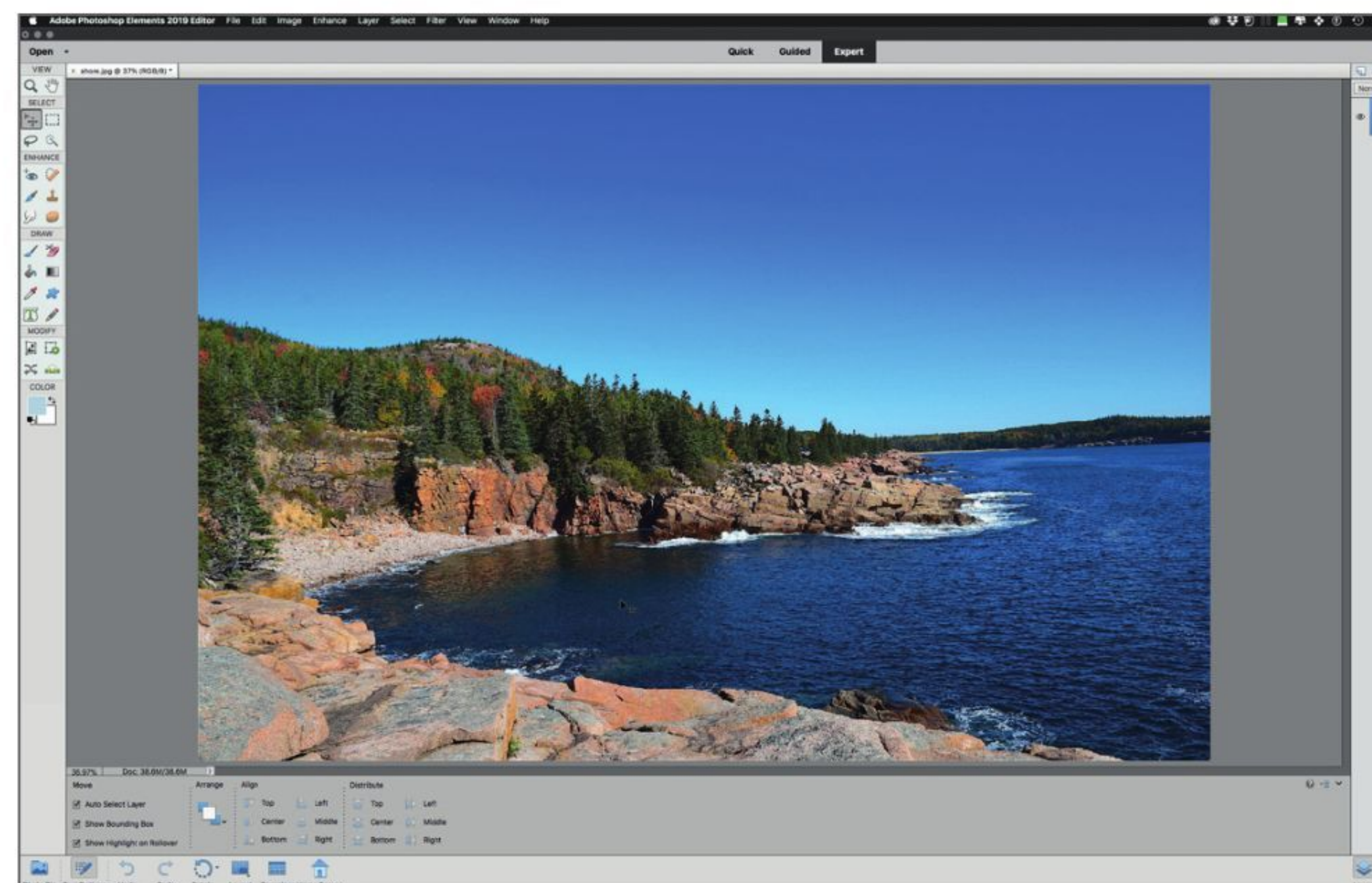
AFTER



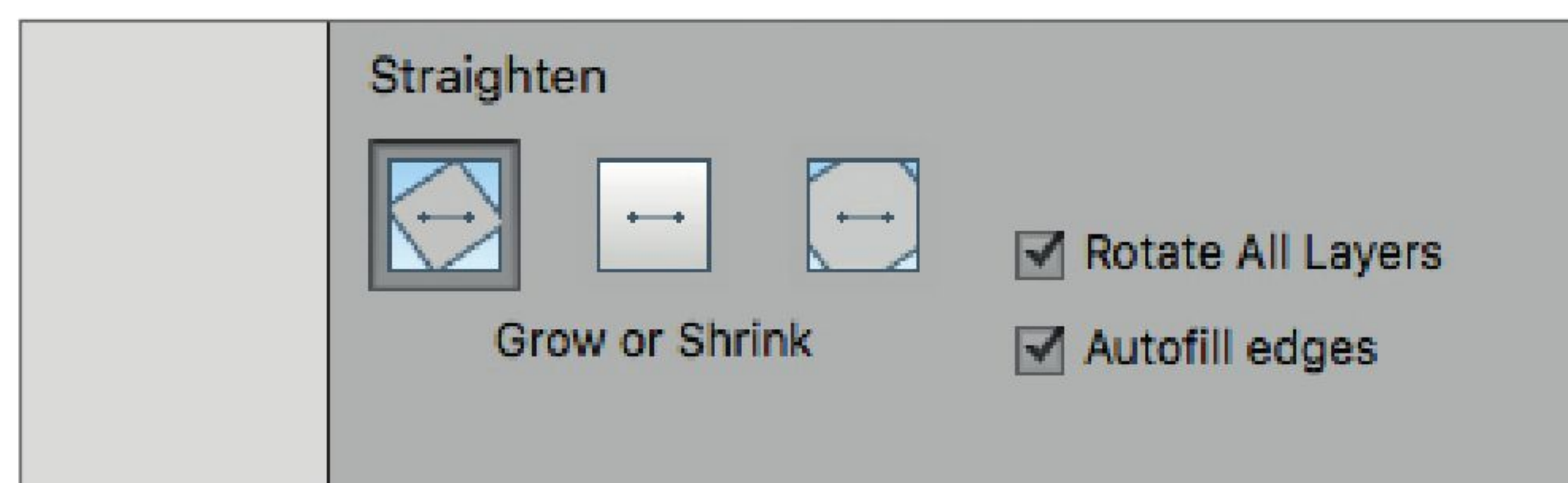
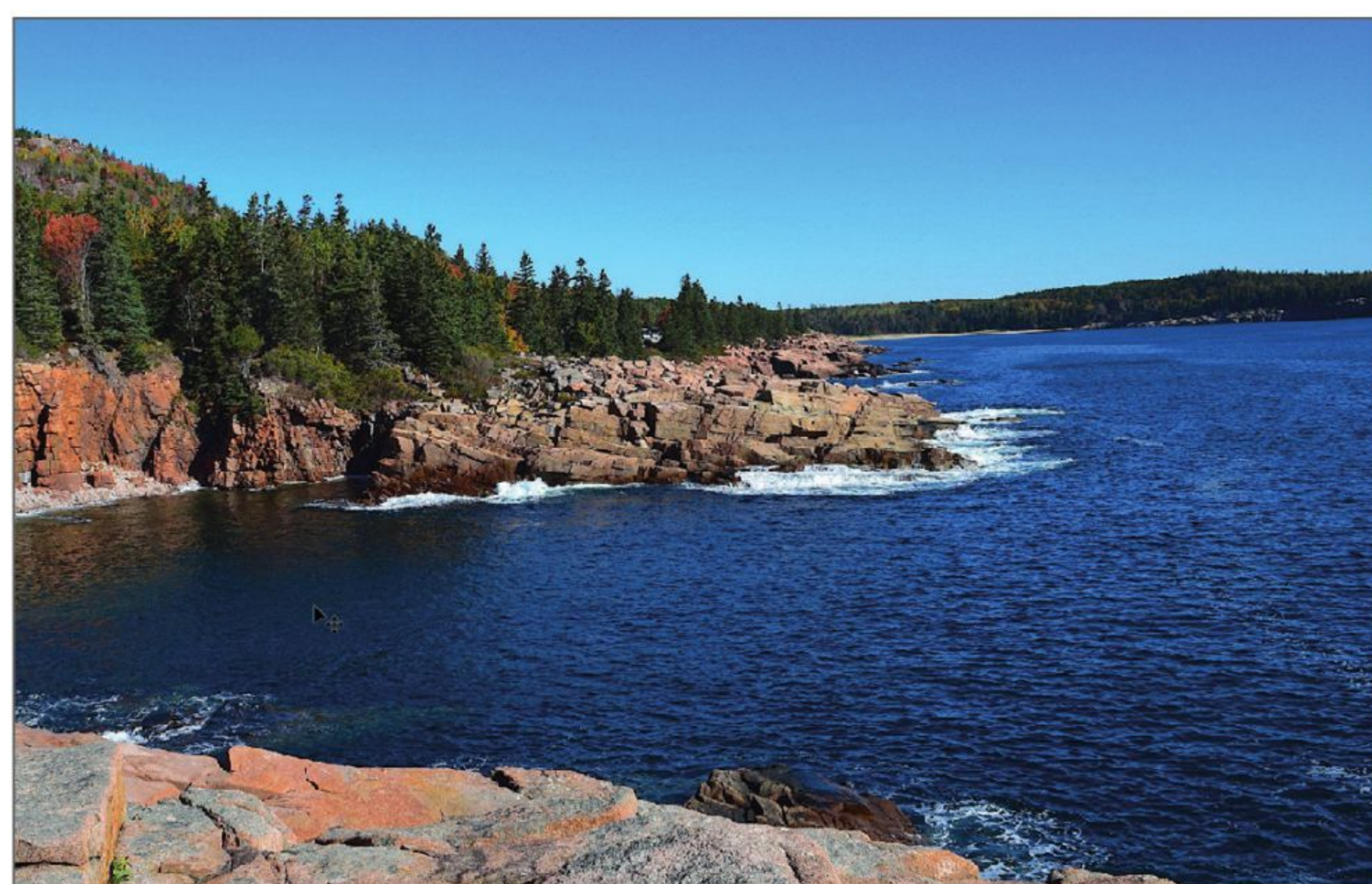
**B**lue skies are wonderful. They mean we are having a lovely sunny day. This is particularly meaningful if you live in the UK, which is often the butt of jokes about its horrible weather. No better time then to get out and take some photographs. The only problem you may find if you're anything like us, is that landscapes shot on days like this can look a little dull. The light is great, but the sky is lacking in any drama and it's just a big, blue, empty canvas. Sometimes the sky is lovely but it's in the wrong part of the image in relation to the landscape you were trying to shoot. Well, there is an answer to your woes with sky swapping. It requires your primary photo and a photo of a cloudy sky.



**1** To begin you will need your primary photograph. Go to File > Open (Cmd + O) and use the file browser to navigate to the location your photo is stored. You can double-click the image to open it or highlight it and then click on the Open button in the lower right of the browser window.

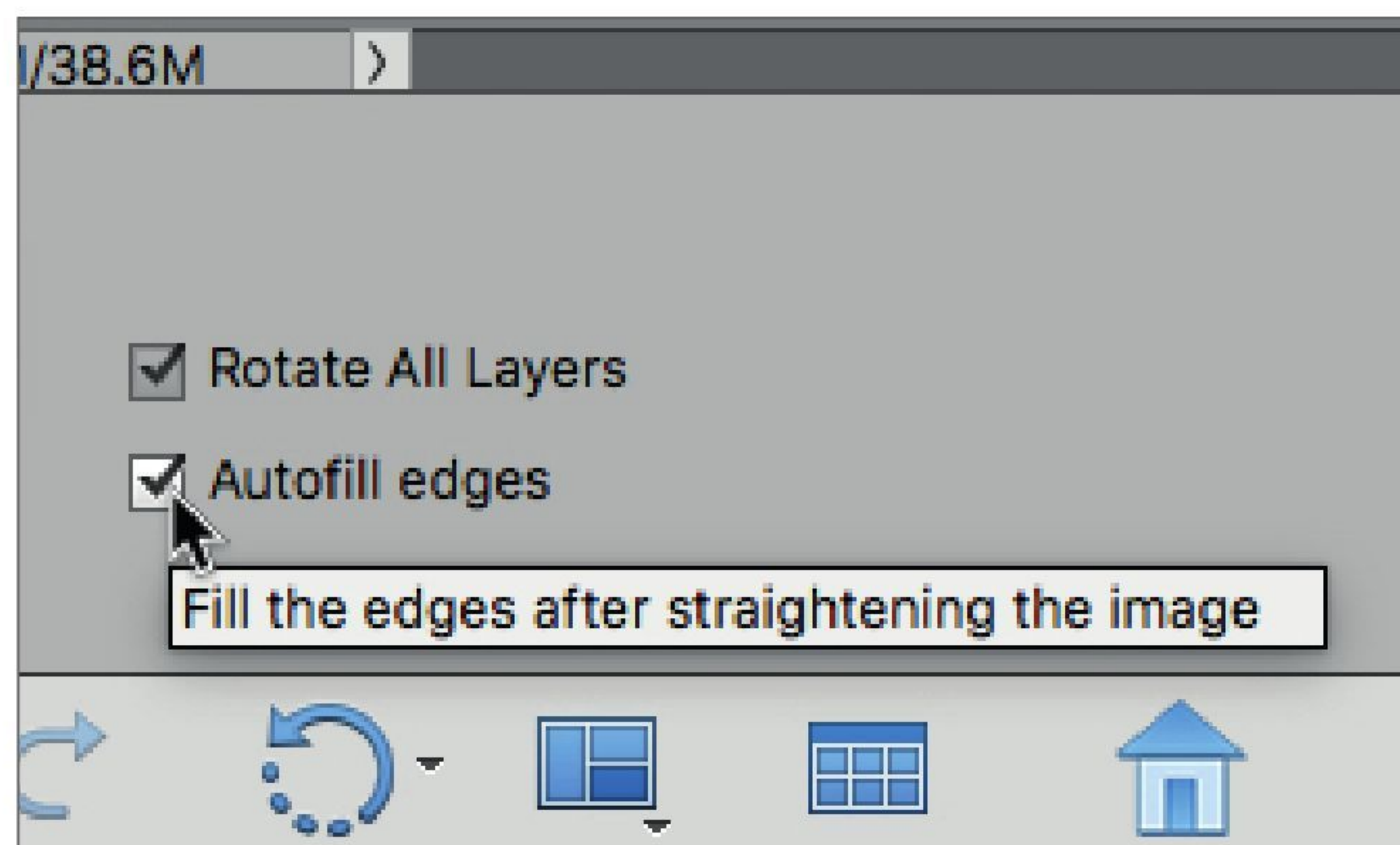
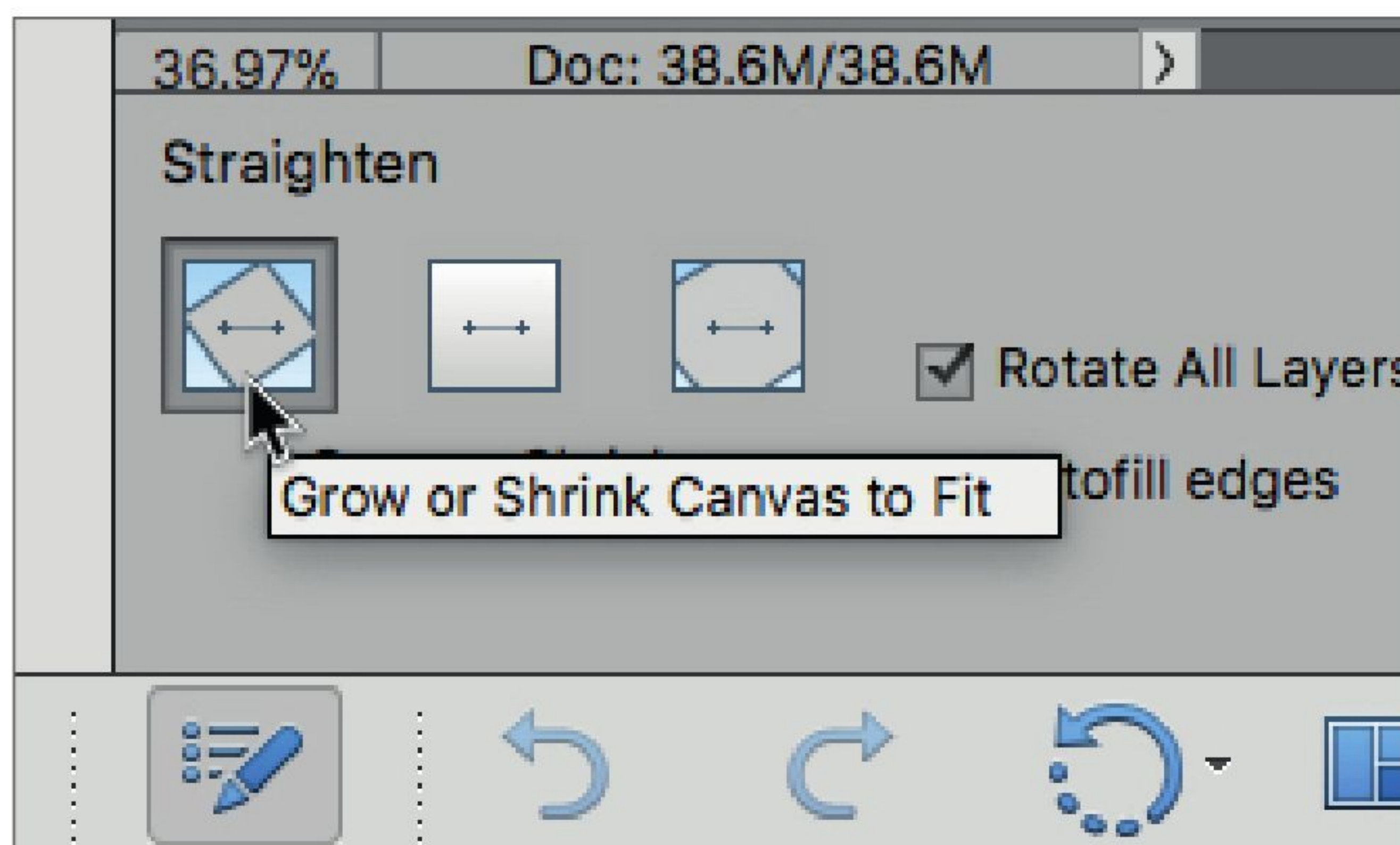


**2** Our example is a shoreline image taken on a beautiful blue sky day. Unfortunately, that blue sky just looks a bit empty and is in need of a little attention to make it more appealing. All the trees and rock details below make the image look a bit bottom-heavy. Some clouds should help.



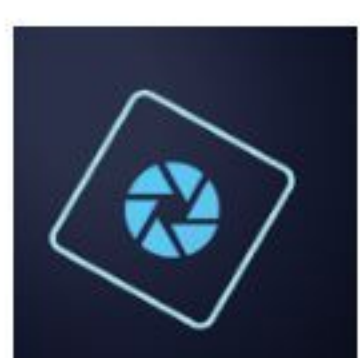
**3** The first thing that will need your attention though is the horizon. In the case of this shot, the camera was tilted slightly and it means the horizon is not on the level. Luckily, there is a tool that can help us sort this out with just a few clicks.

**4** Go to the toolbar and in the Modify section and then click on the Straighten Tool (P) to make it active. When you do this, the options panel at the bottom of the screen will display all of the available parameters and options available for that particular chosen tool.

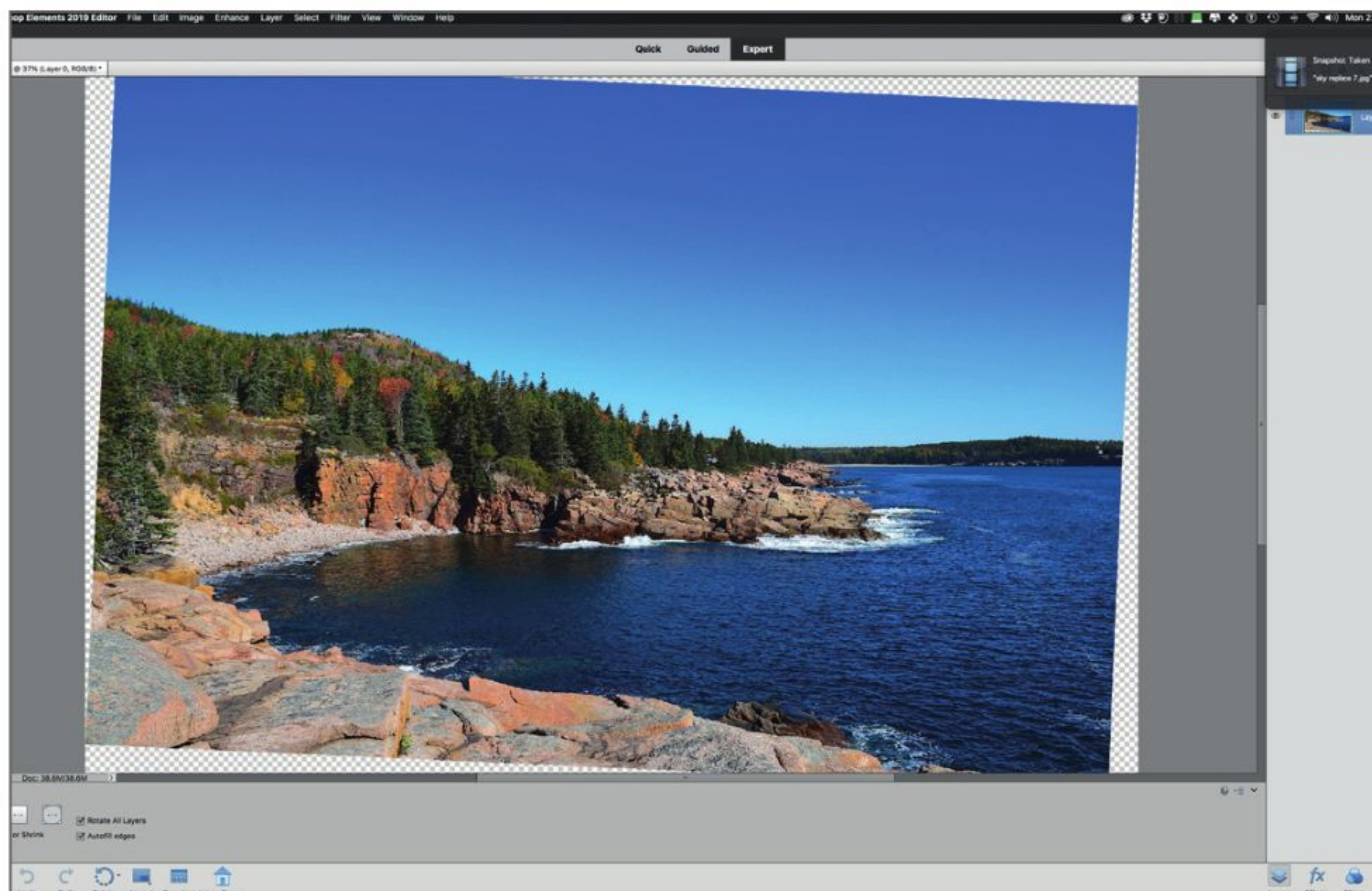


**5** When the image is straightened, you can choose how the crop is dealt with once the photo is rotated. You don't want to lose too much of the photo so choose the Grow or Shrink Canvas to Fit option. This way, it won't matter how much the image rotates, it will not be cropped.

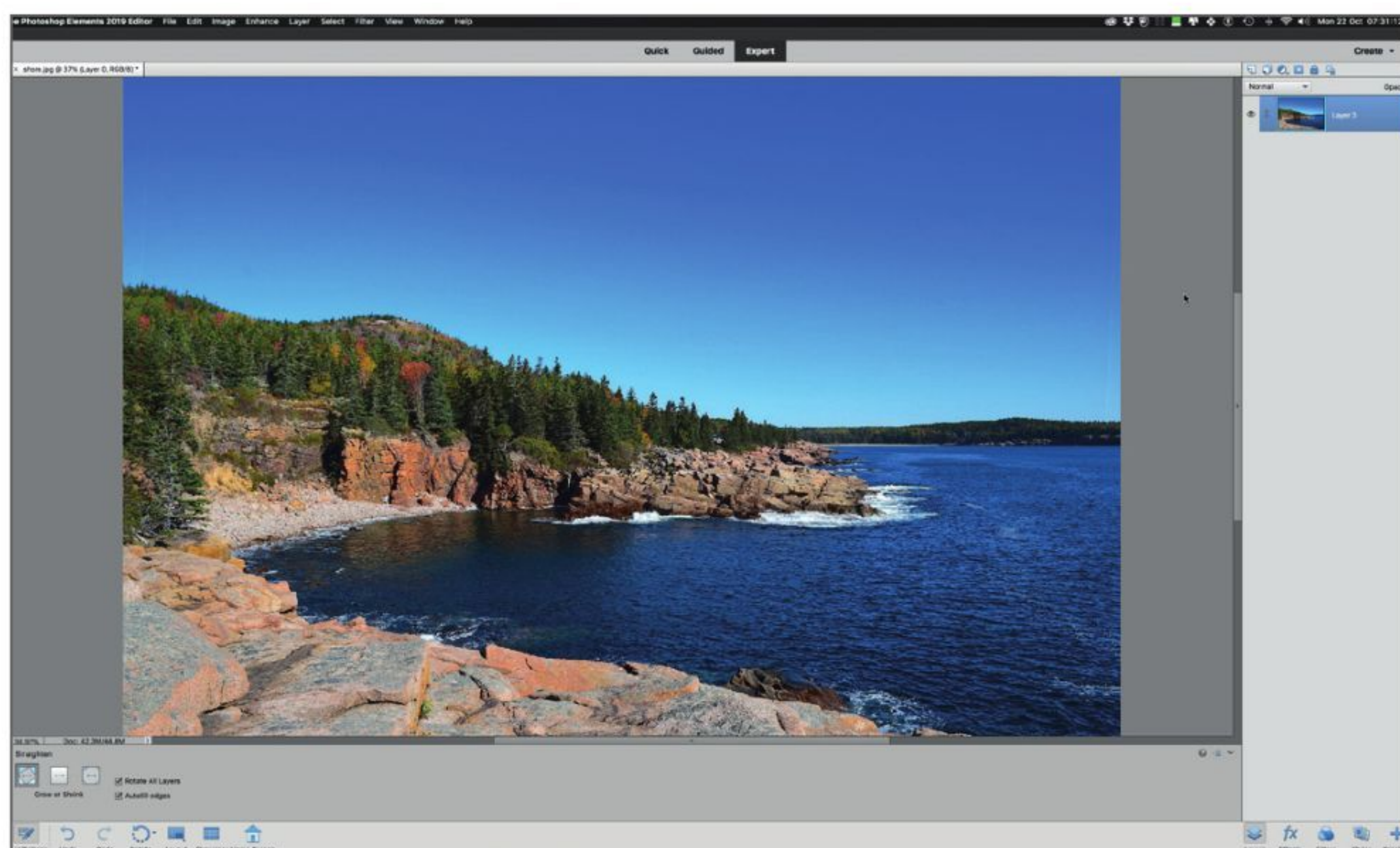
**6** Since rotating the image will create blank areas at the edges of the photo, you can also select the Autofill Edges option. This uses the Content Aware Fill technology to analyse the nearest textures at the edges and fill in the blanks using cloned texture.



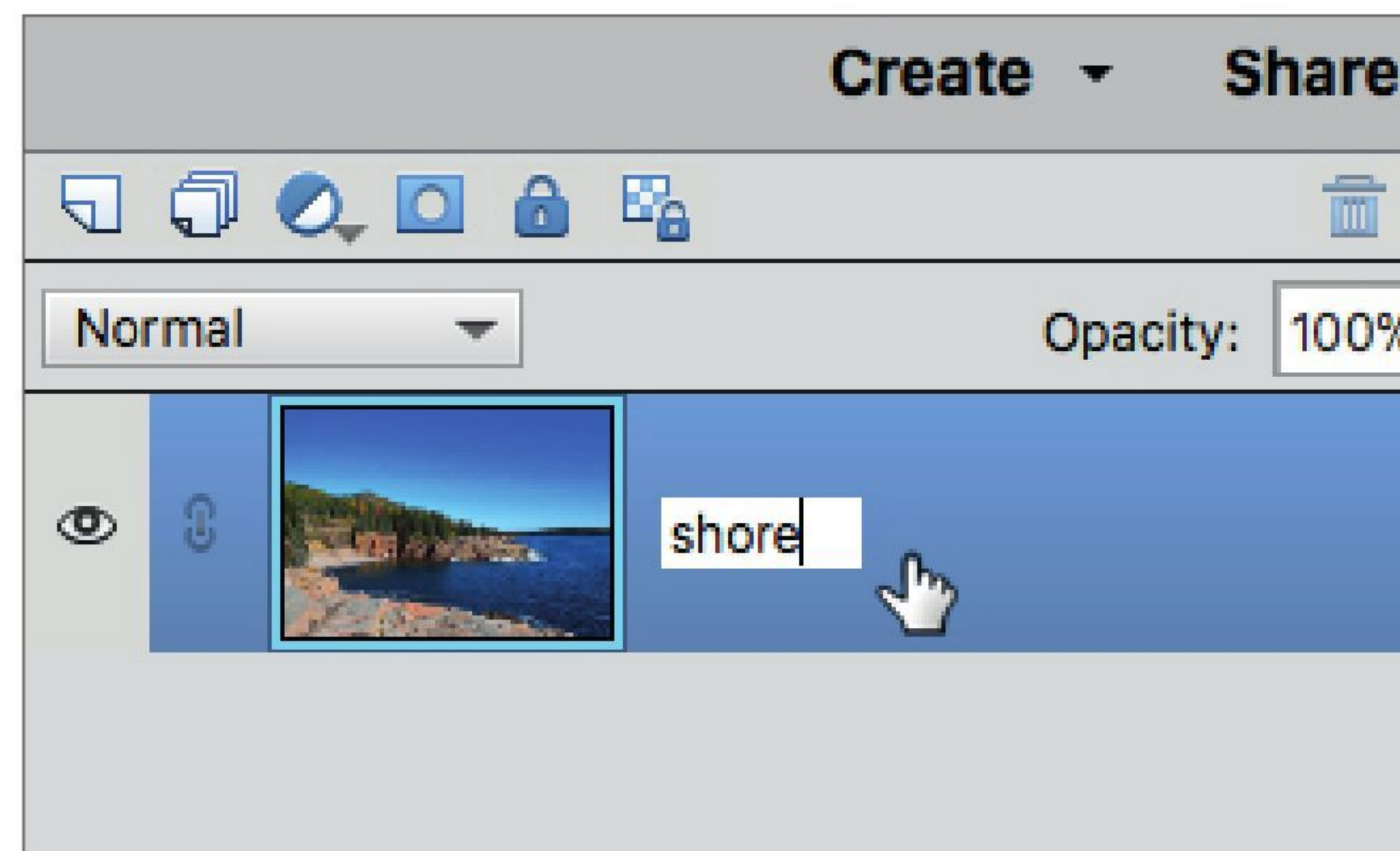
**7** Now you can actually straighten that horizon out. Take the Straighten Tool and click and drag a line across a tilted area that you know has to be level. In the back of this photo is a shoreline which can be used as a guide. Drag along it from left to right.



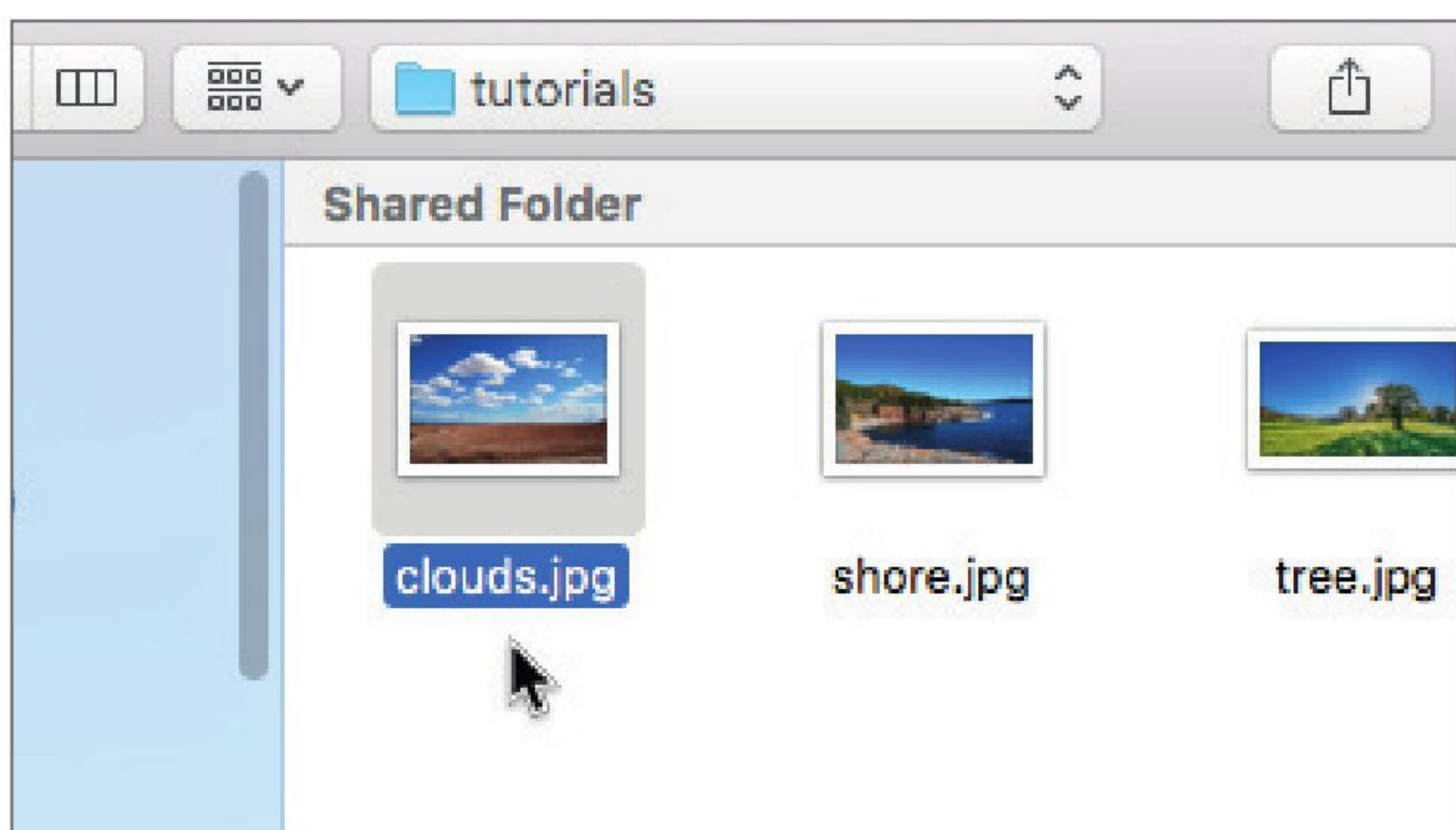
**8** When you let go of the mouse, the Straighten Tool rotates the image enough to level out the shoreline. The entire image rotated about 6°, which has created blank areas as the canvas expanded to make sure the photo was not cropped.



**9** When you choose to Autofill the edges, the blank areas are now analysed and then filled with similar textures. Because of the random fractal nature of the trees, rocks and sea, the filled areas match very well, with no obvious cloning errors to be seen.



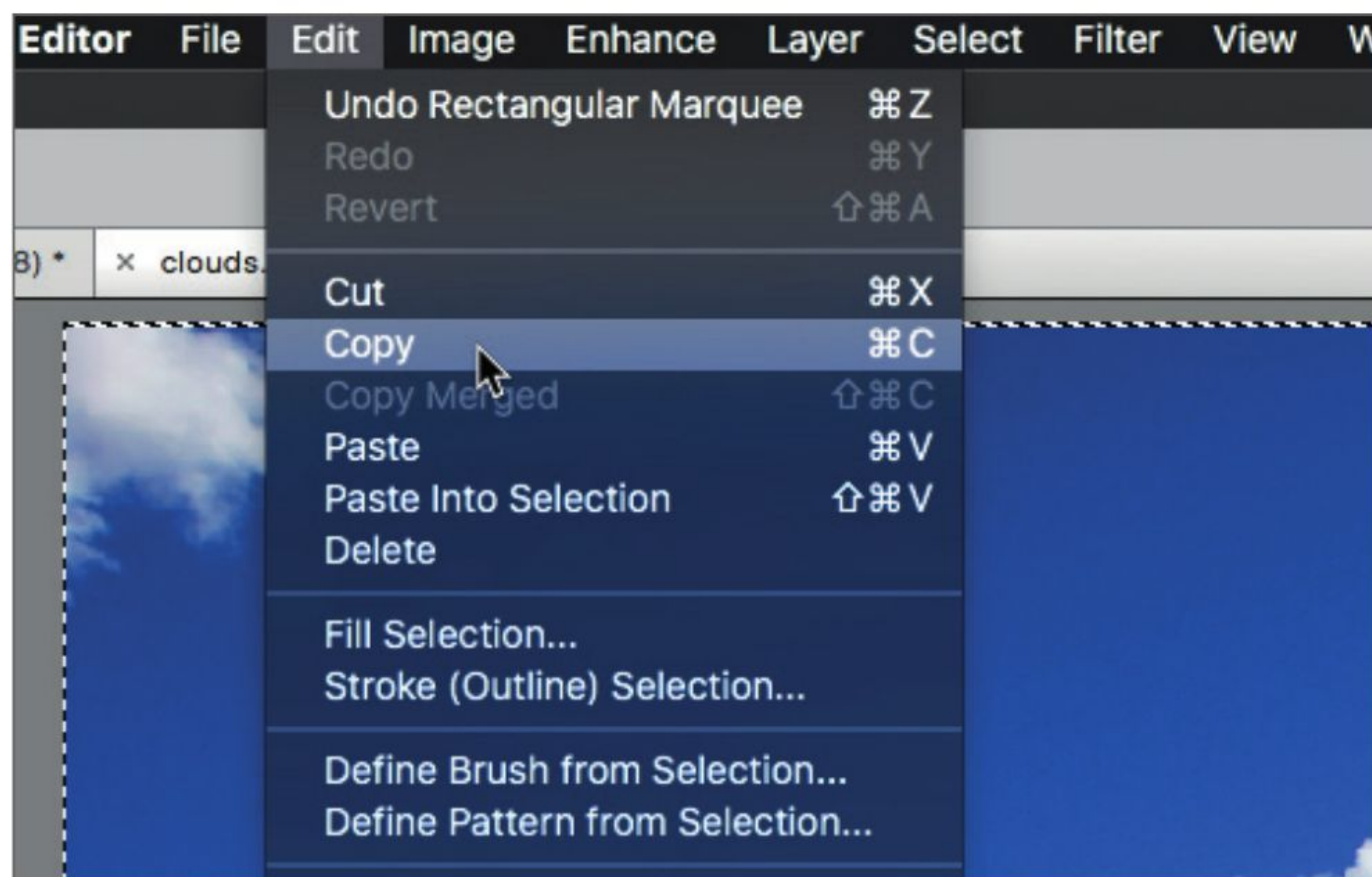
**10** If you click on the layer thumbnail for the photo, you can rename it. We called ours 'shore'. Now the image is ready for its blue sky makeover. Go to File > Open (Cmd + O) once again and navigate to the folder where your cloud replacement photo is kept.



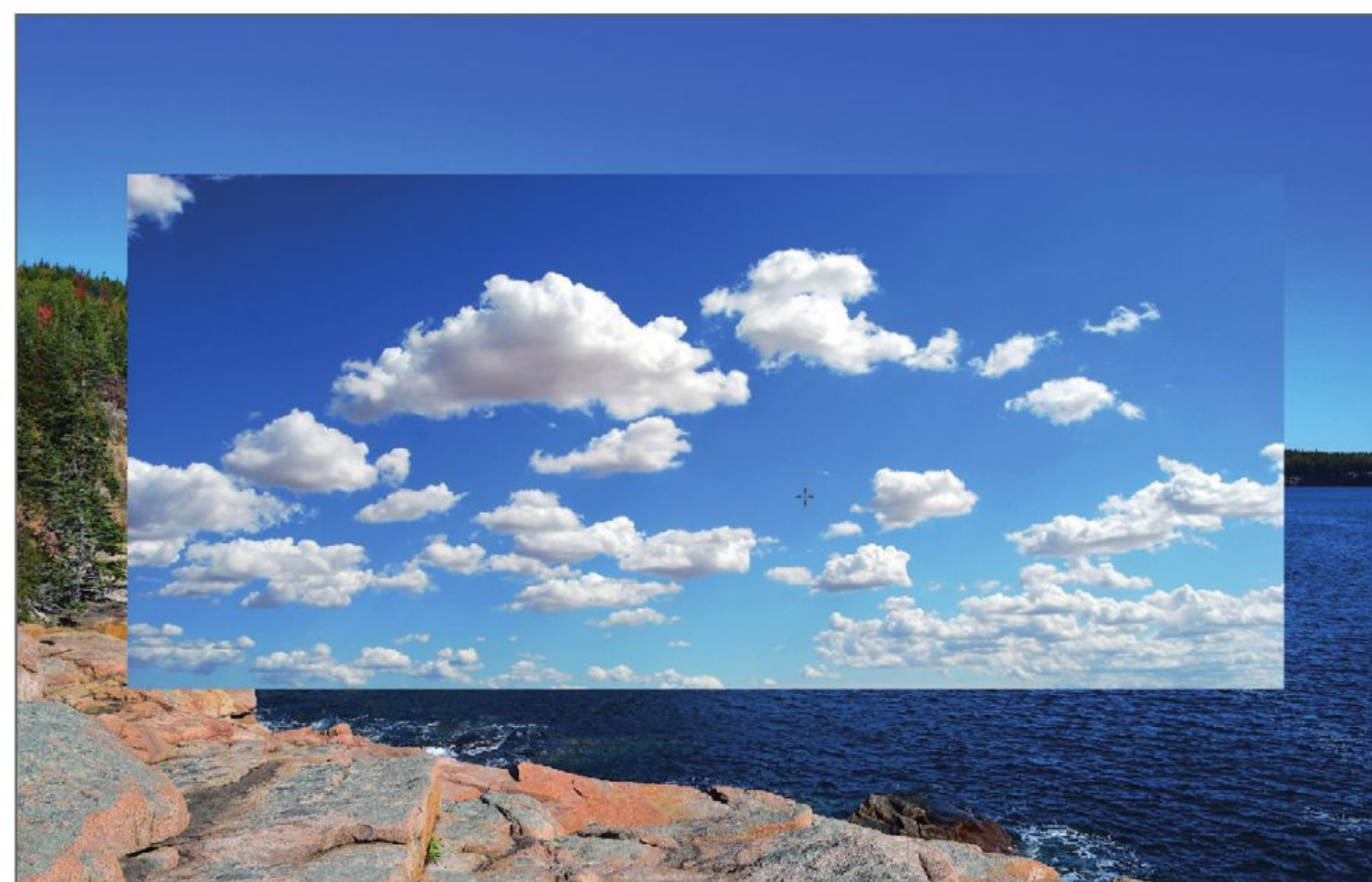
**11** Our example clouds were chosen because they are lit in a similar way to the primary photo at roughly the same time of day. This is an important consideration since you want the clouds to look as if they belong in the shot; otherwise the effect is going to look very odd.



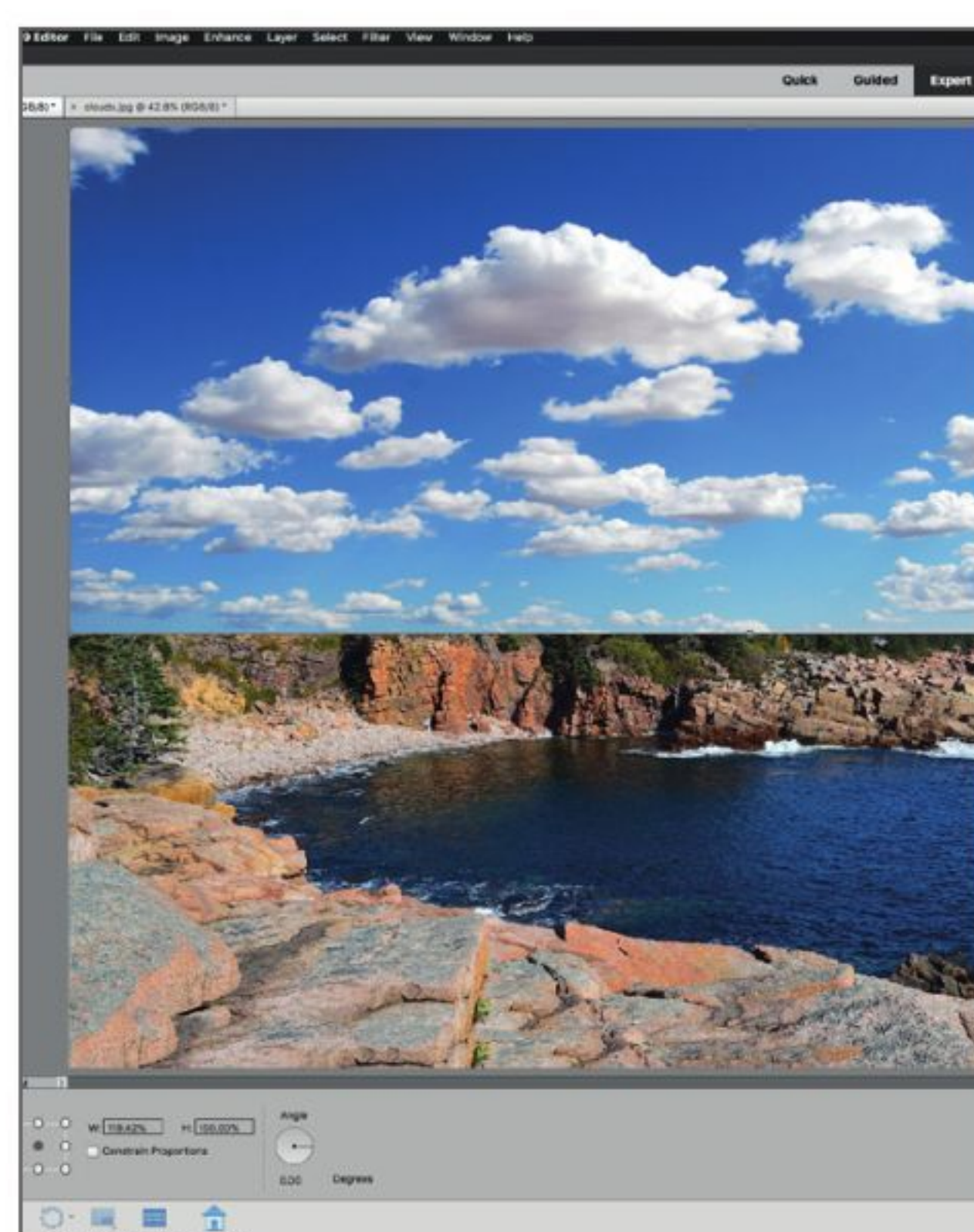
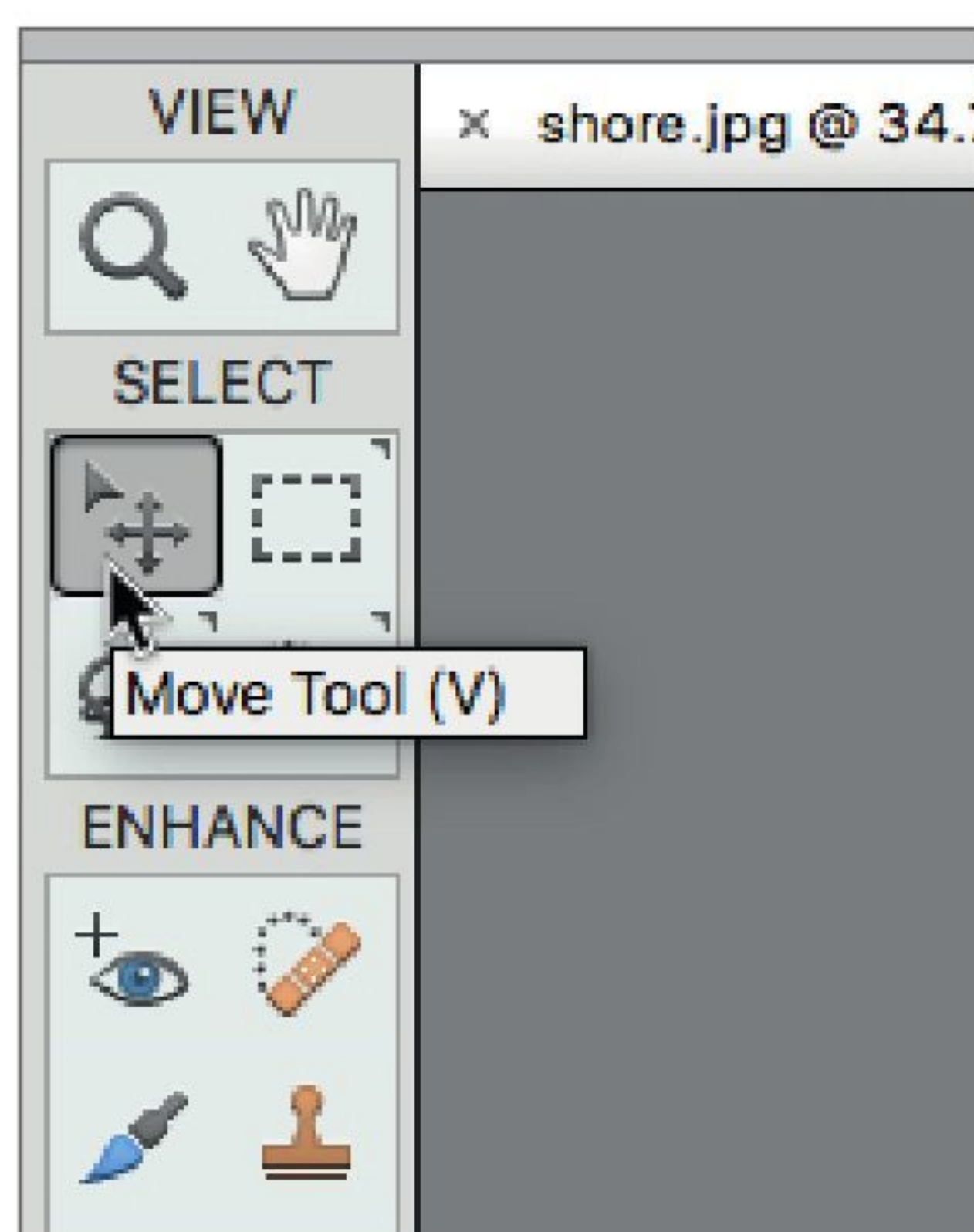
**12** Double-click the 'clouds' image to open it. Since you only need the clouds, you can selectively choose just that area to add to the primary photo. Go to the toolbar and choose the Rectangular Marquee Tool (M). You can use this tool to drag a selection box from the top left corner to the right horizon.



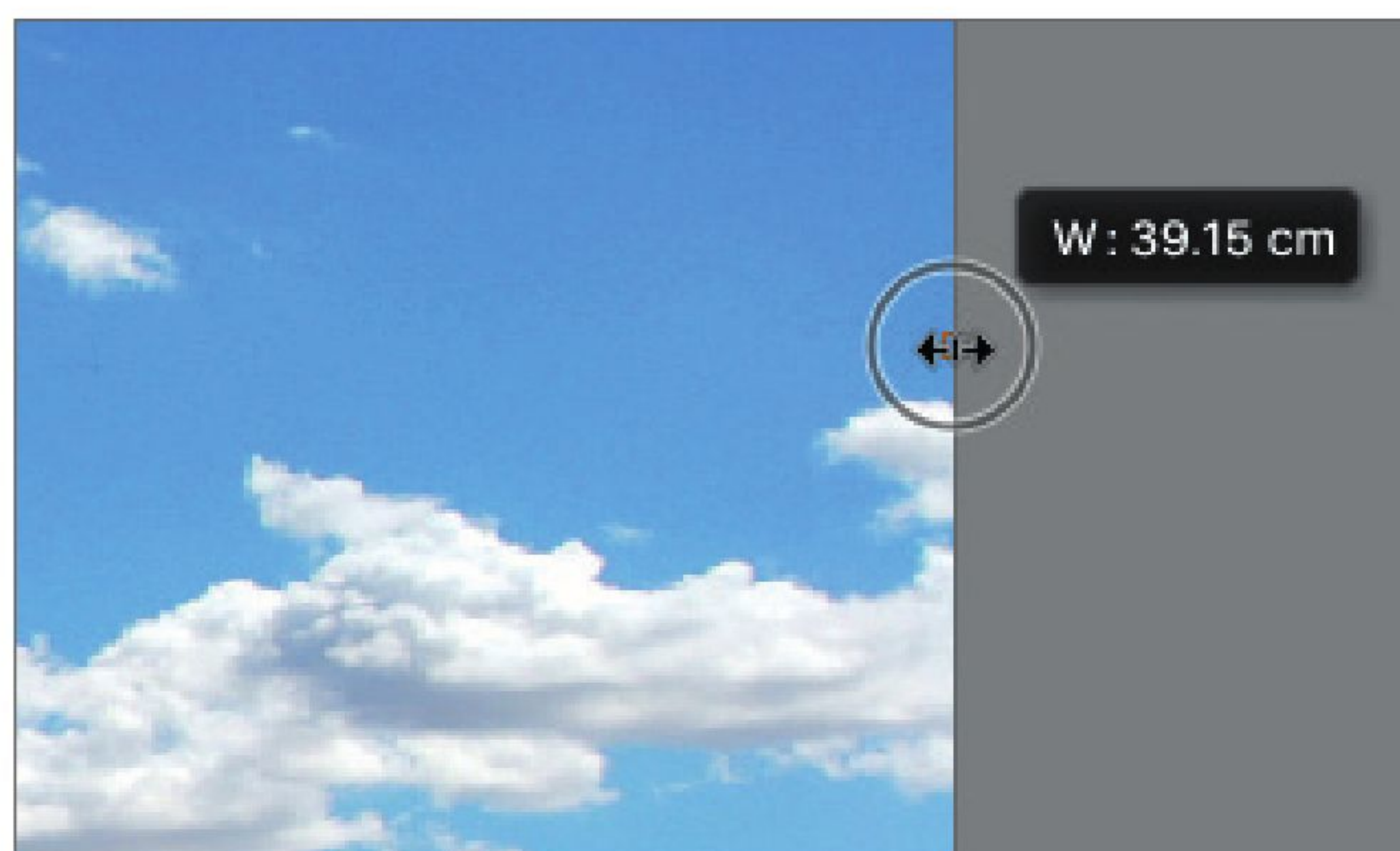
**13** When you let go of the mouse the selection you drew will become active with black and white dashes known as 'marching ants'. With the selection active, go to Edit > Copy (Cmd + C) to copy the selected sky area to the clipboard ready to use in your photo.



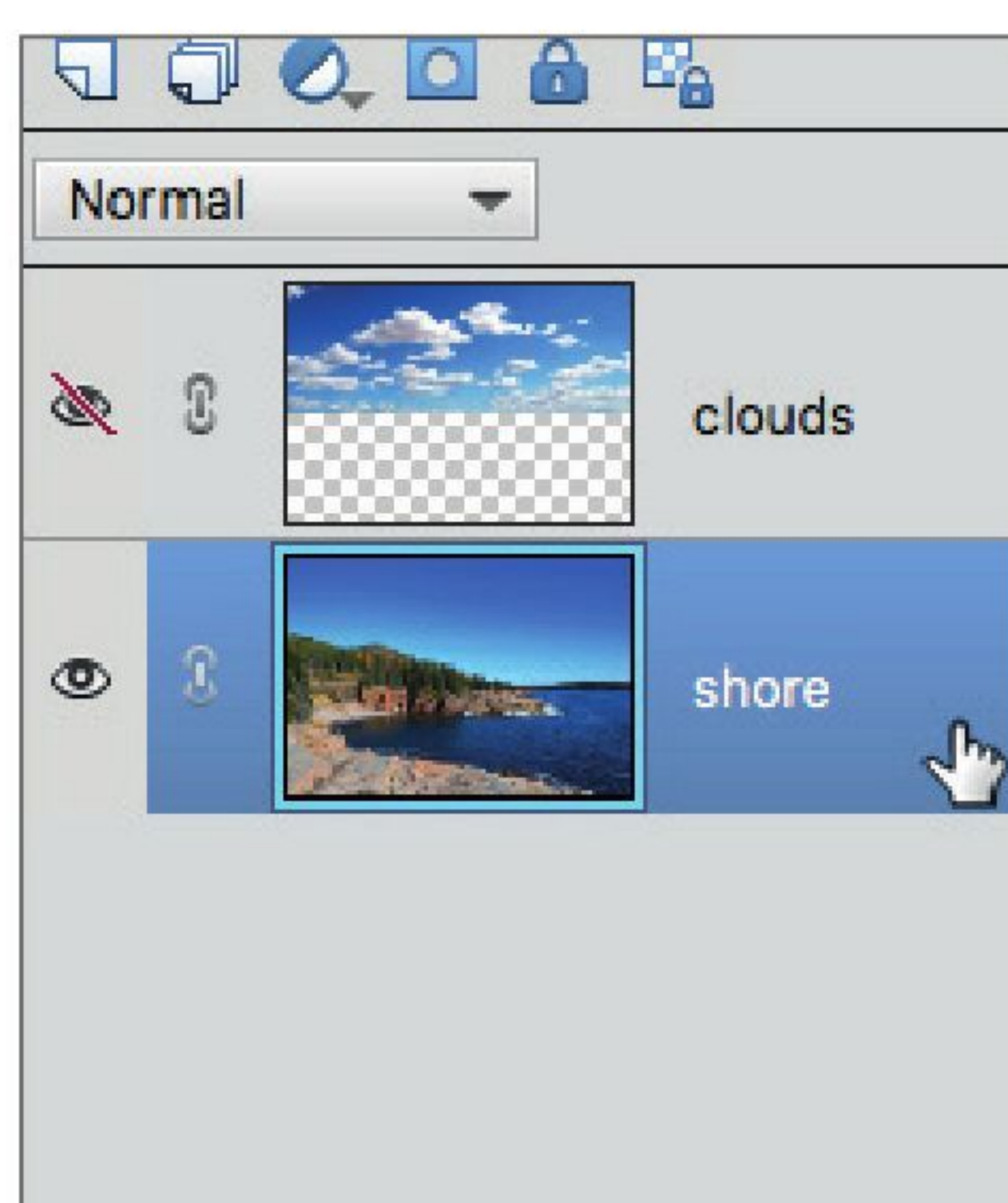
**14** Click on the document tab of your primary photo to make it active and go to Edit > Paste (Cmd + V) to paste the copied clouds onto the current photo. It will automatically appear centred on its own layer so as not to destroy the shoreline photo below it. By default the new layer is called 'Layer 1'.



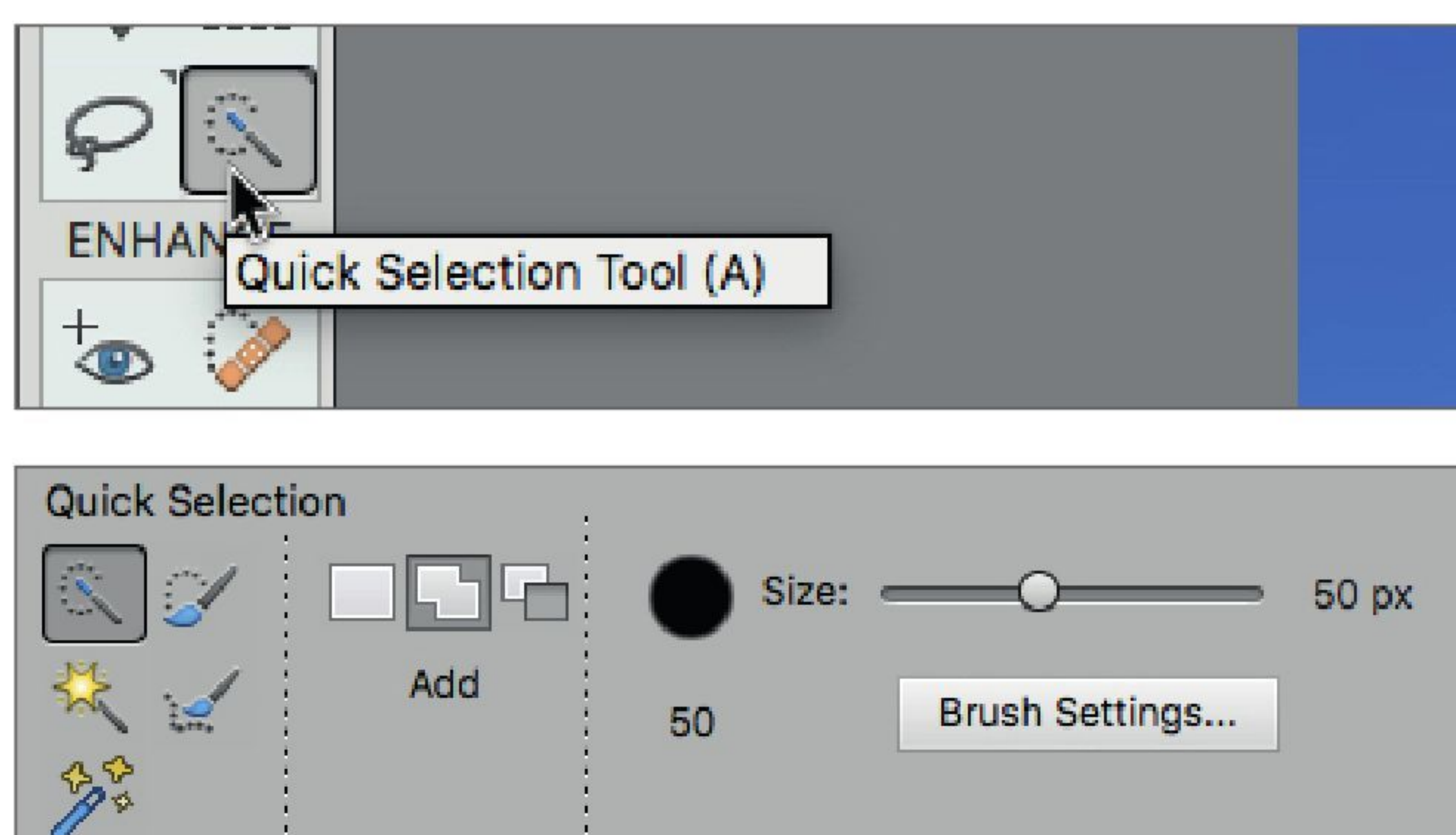
**15** Go to the toolbar and choose the Move Tool (V). You can use this to physically click and drag the clouds into the top left corner of the photo and set about making it the right size to match the dimensions of the primary photo.



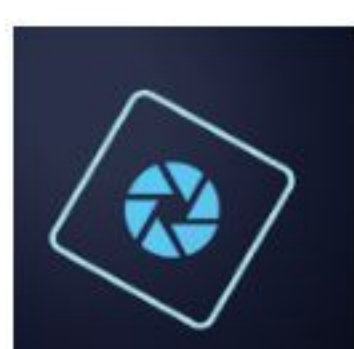
**16** You will see that an active layer element will have control points around its perimeter. You can click and drag these control points in order to scale the clouds to fit the new photo. In this example, clicking and dragging the far right centre control point to the edge of the photo.



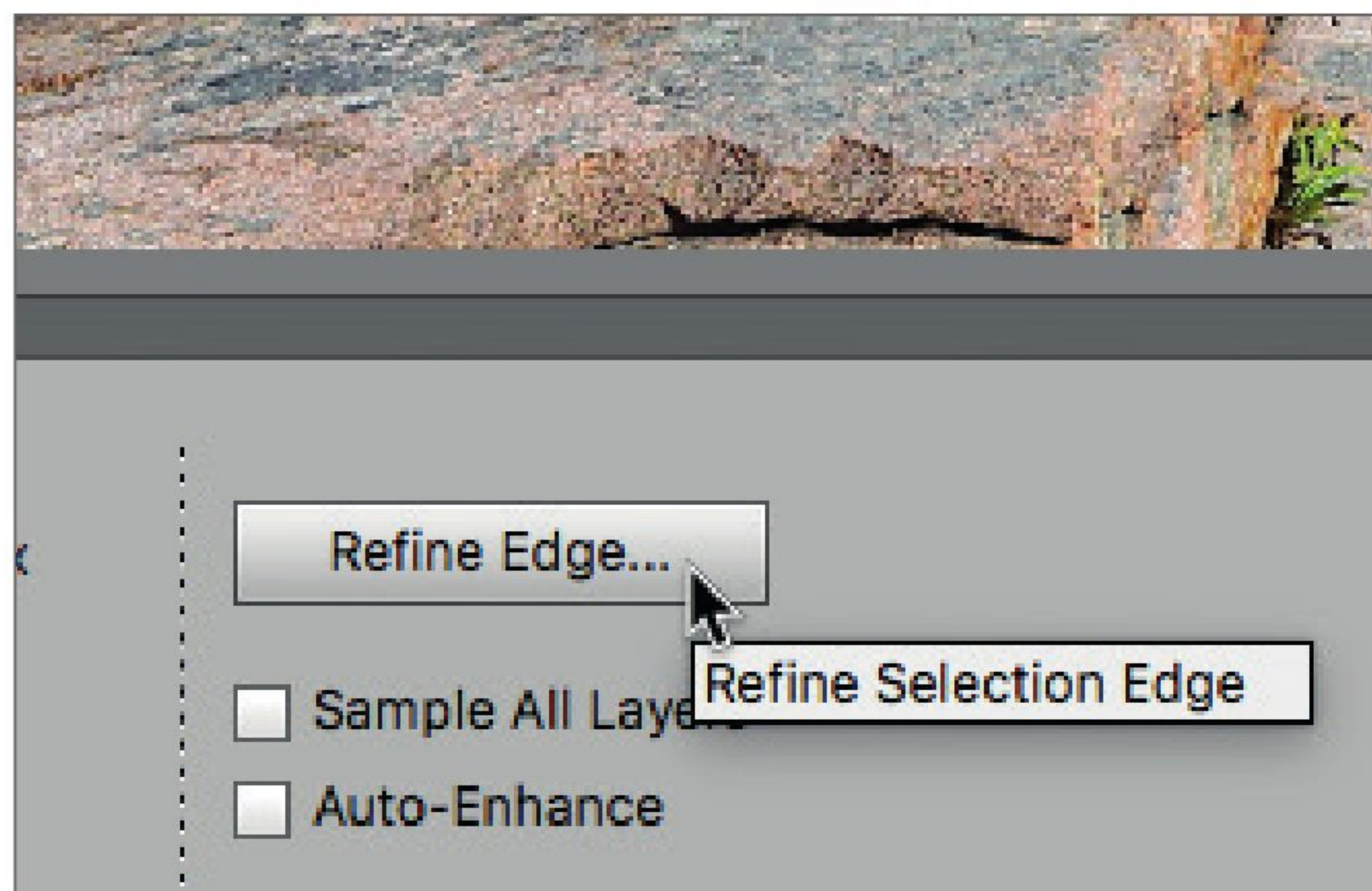
**17** You can rename 'Layer 1' as 'clouds'. Now click on the little eye icon to the left of the 'clouds' layer thumbnail. This will make it invisible for the moment. You need to work on the 'shore' layer, so click its thumbnail to make it active.



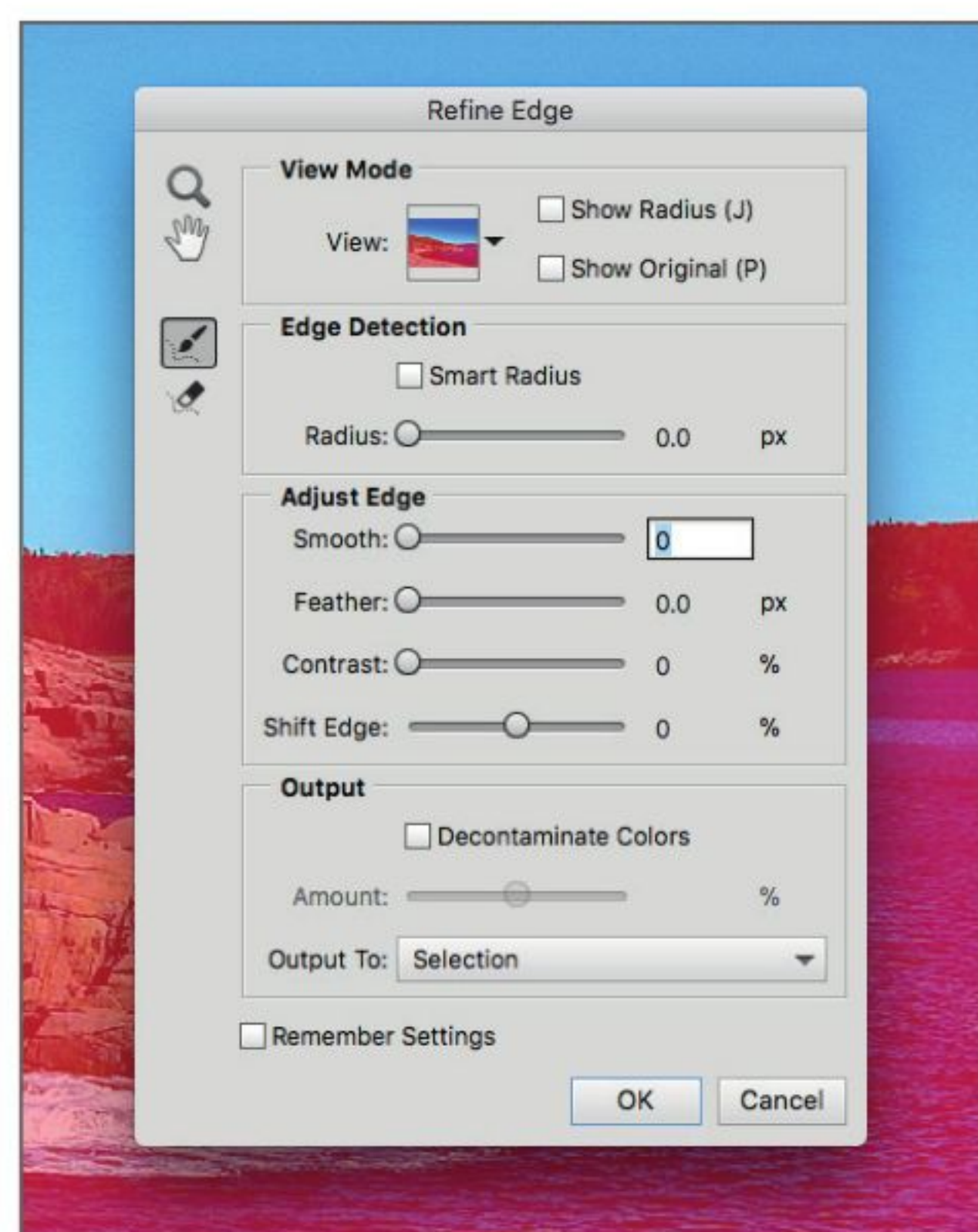
**18** Go to the toolbar and choose the Quick Selection Tool (A). You need to use it to make a selection of the sky area. With the Quick Selection Tool active, you will see various options available in the tool options panel at the bottom of the screen. Choose a brush size of about 50 pixels.



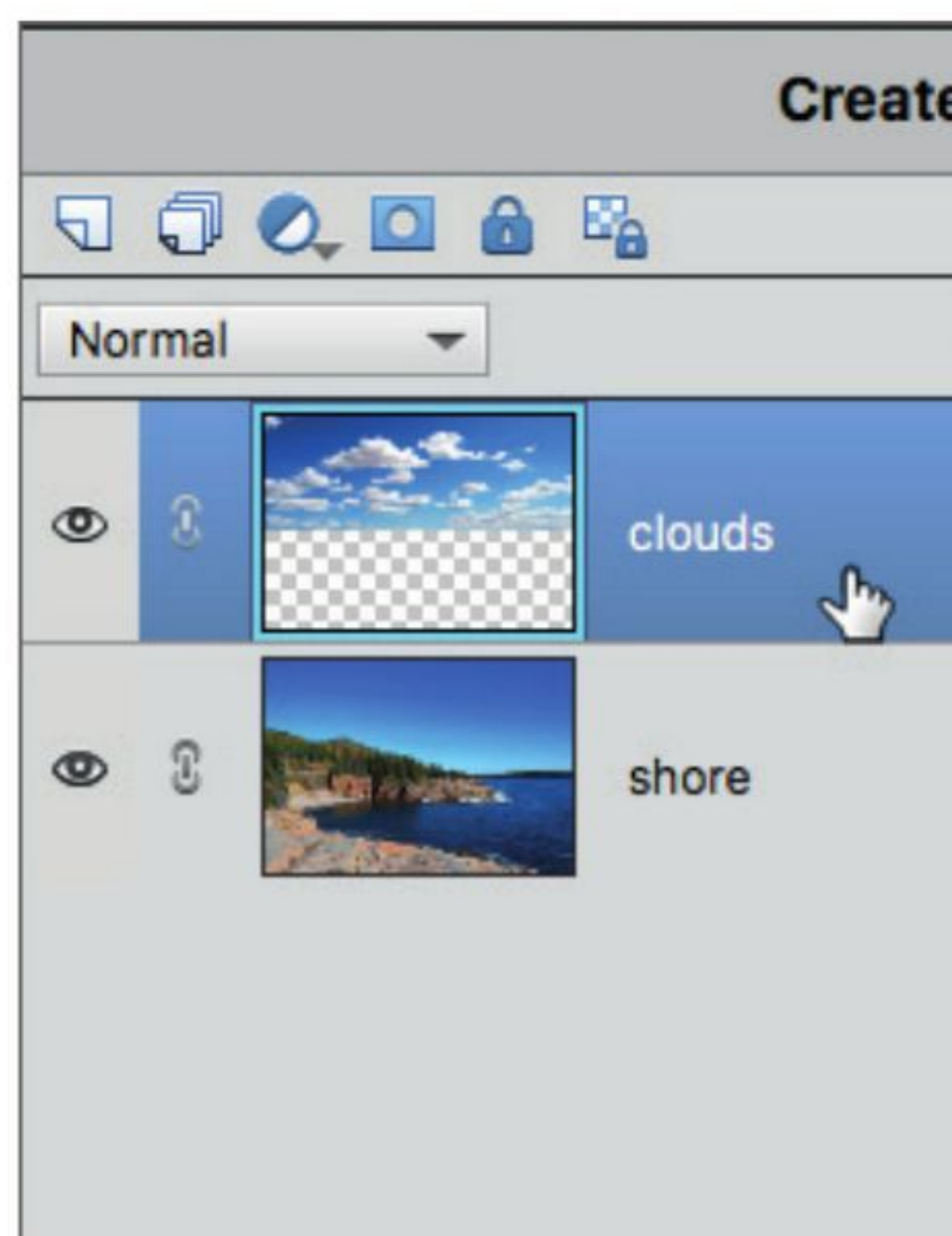
**19** Use the Quick Selection Tool to start selecting just the blue sky. Drag the cursor over all blue areas, avoiding all others, and it will automatically select as you go. Because the tree line is of a different colour and hard-edged, the selection tool has no real difficulty in choosing just the sky.



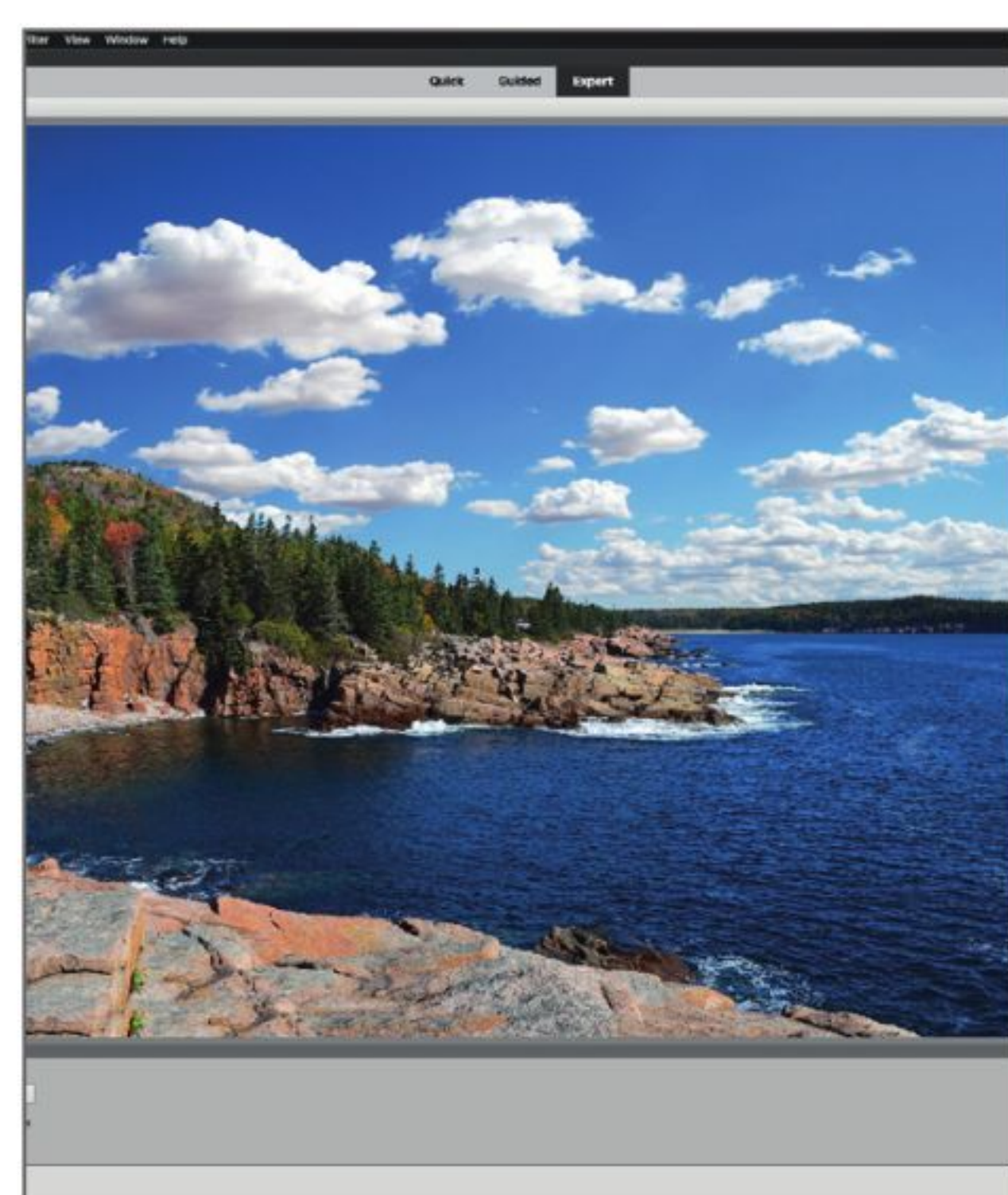
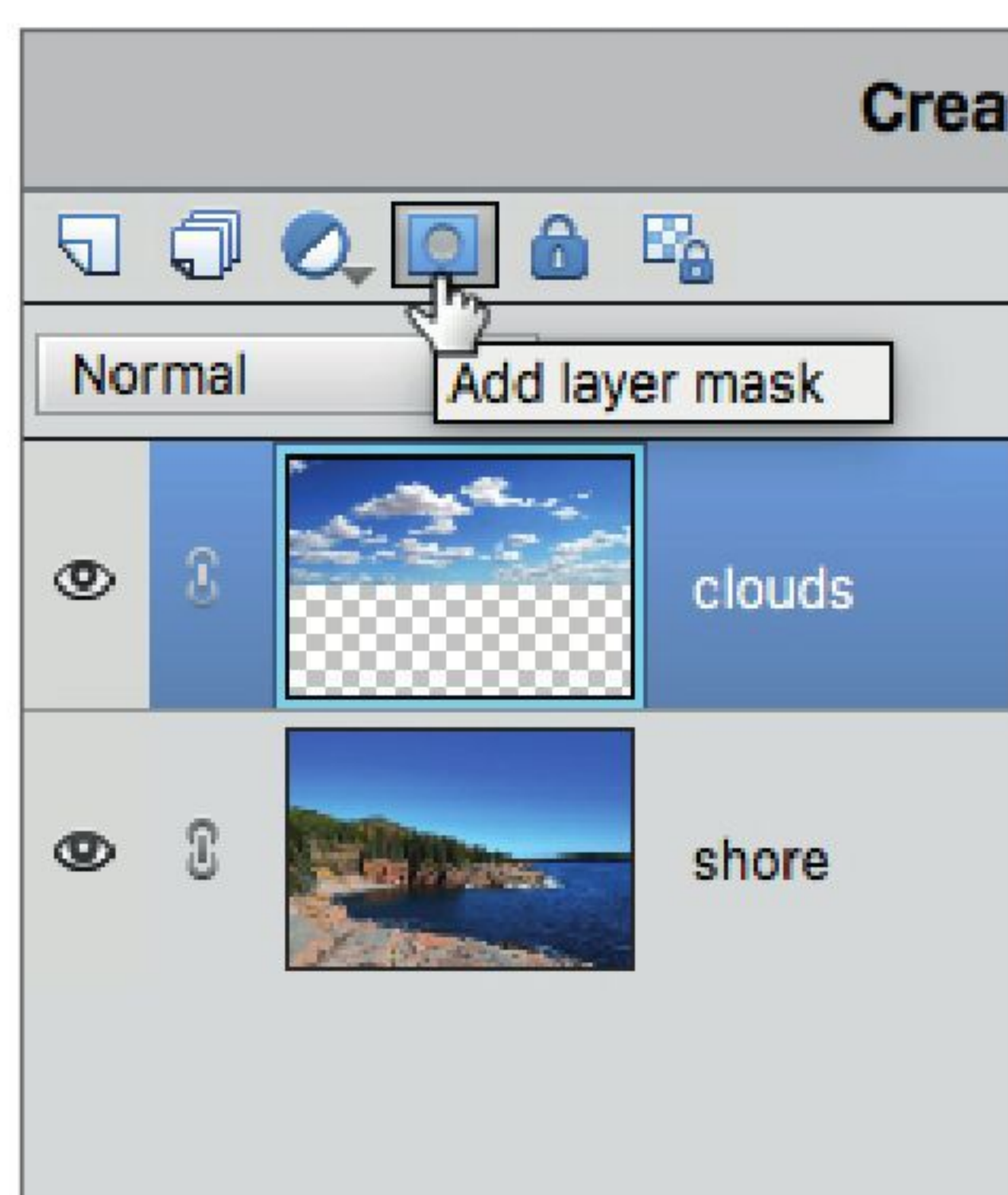
**20** With all of the sky selected, you can now use the Refine Edge tool to make the selection even more accurate. Click the refine Edge button in the tool options panel to open the Refine Edge dialog panel. In this case, the default Edge Detection and Adjust Edge settings will be fine.



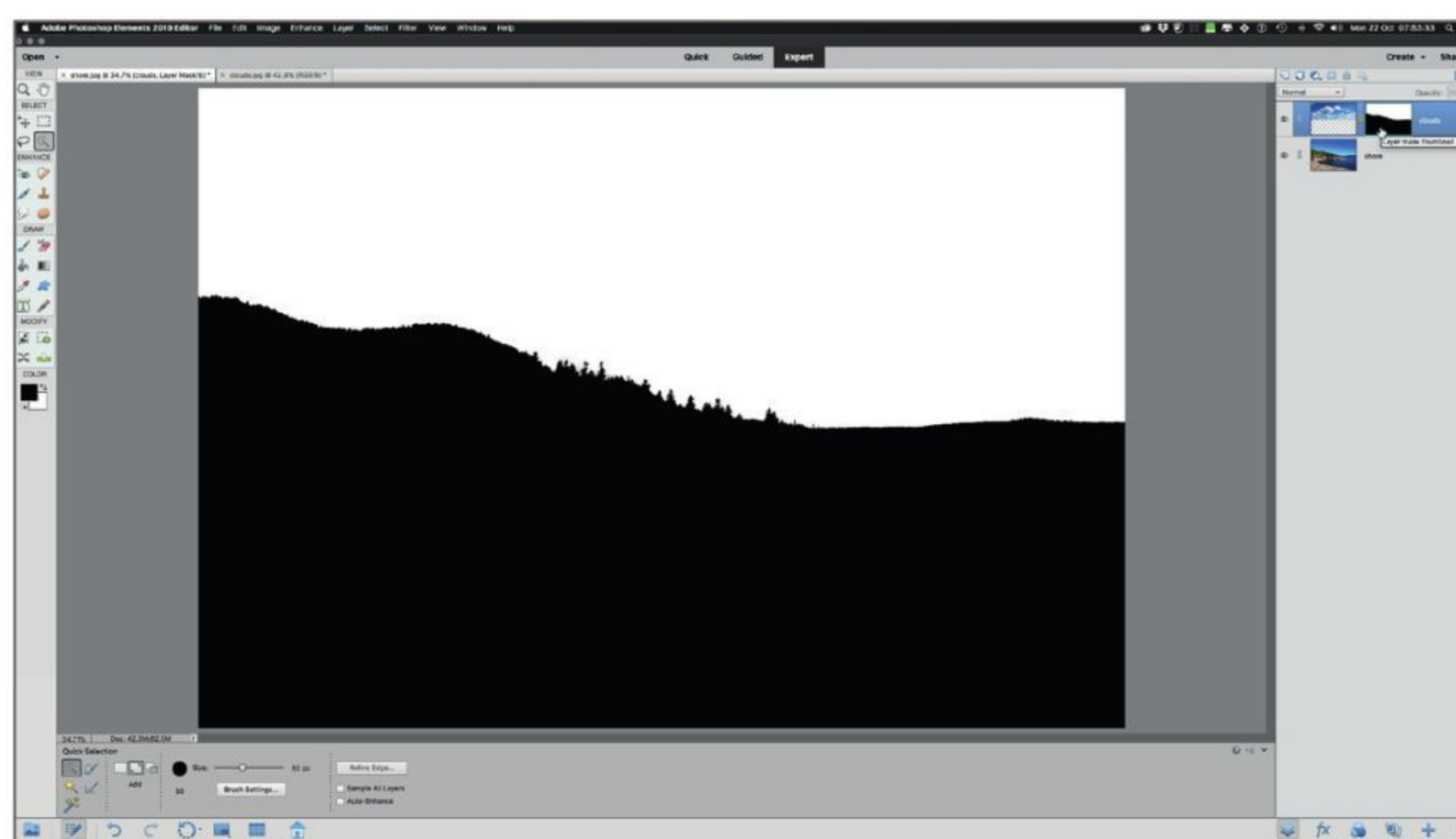
**21** Simply start to brush over the areas where the sky meets the horizon line and trees. The Refine Edge tool will make more accurate, targeted refinements, particularly around the tree areas. If you are happy that the selection is as good as it can be, you can click OK to proceed.



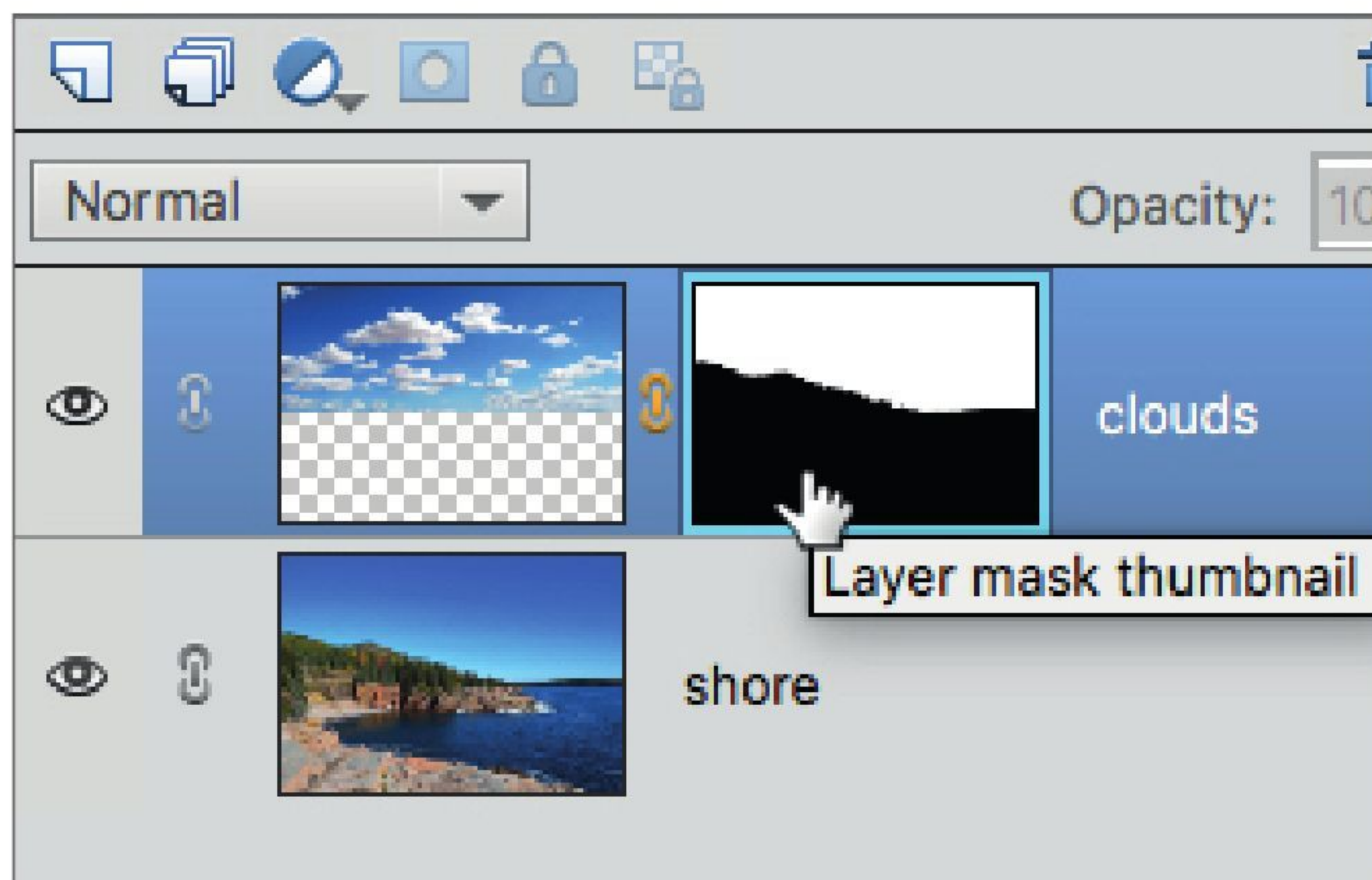
**22** The selection edge will be refined, ready for the next step. Click the 'clouds' layer visibility icon to make it visible again and you will see the selection, denoted by 'marching ants', overlaid on the clouds. Keep the selection active and make sure the 'clouds' layer is also active.



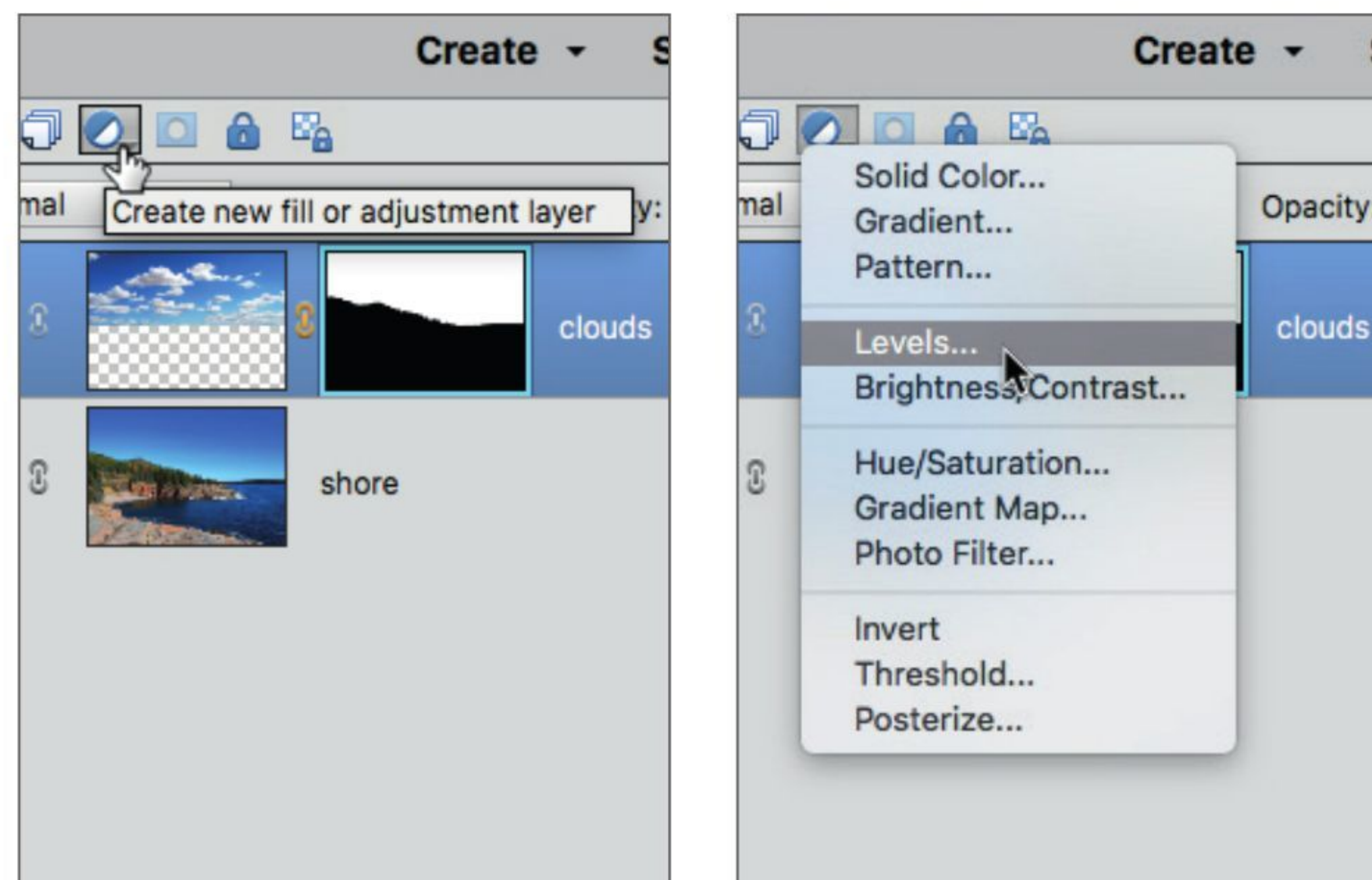
**23** Click on the Add Layer Mask button in the layer options panel and a layer mask will automatically be added to the 'clouds' layer in the shape of the active selection. Anything inside the selection is white, anything outside the selection is black.



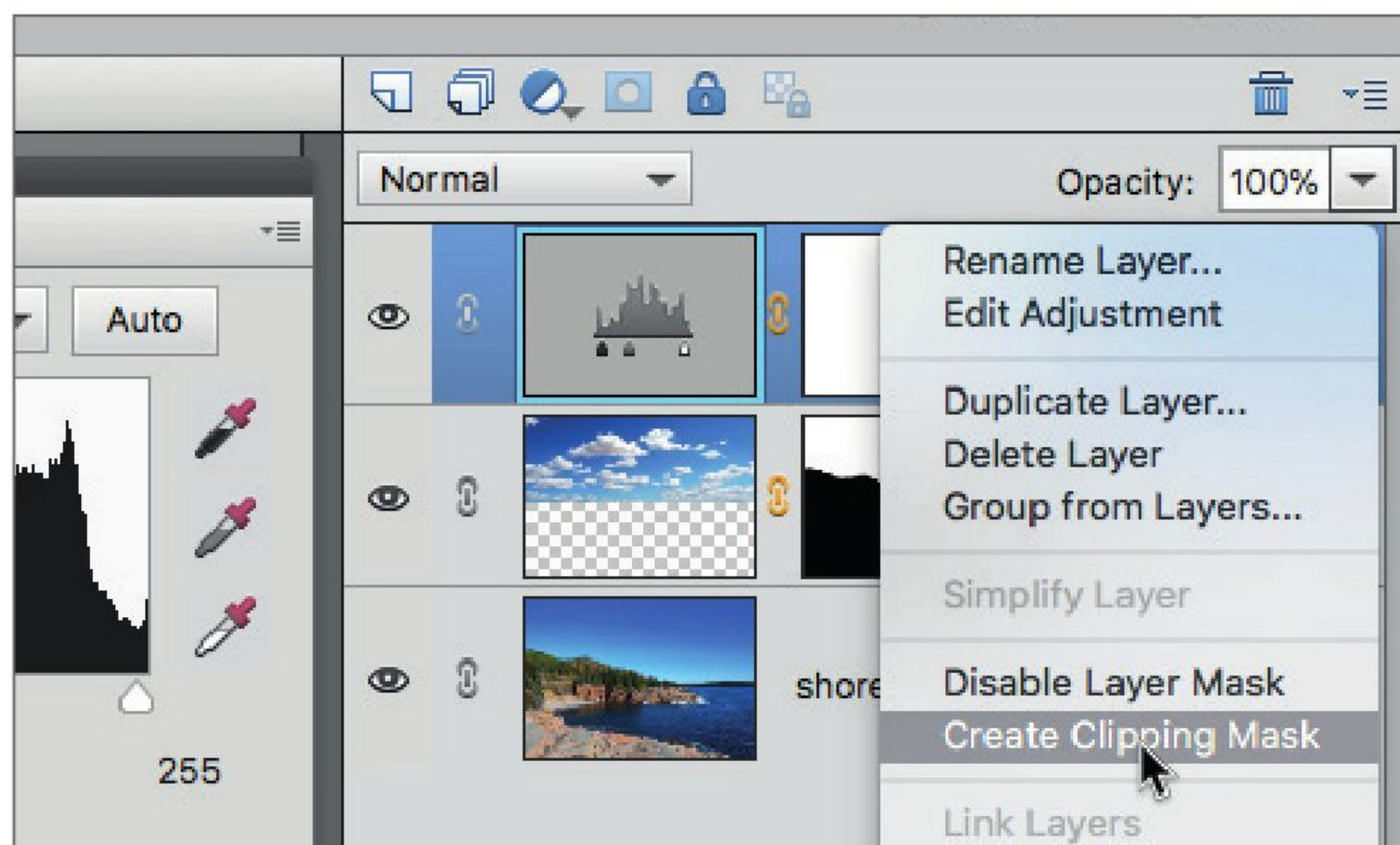
**24** When you Alt + left-click on the layer mask thumbnail, you can view the mask on its own in black and white. You can see how the Refine Edge Tool has quite accurately masked the trees and horizon. You can Alt + left-click the layer mask again to return to the normal view.



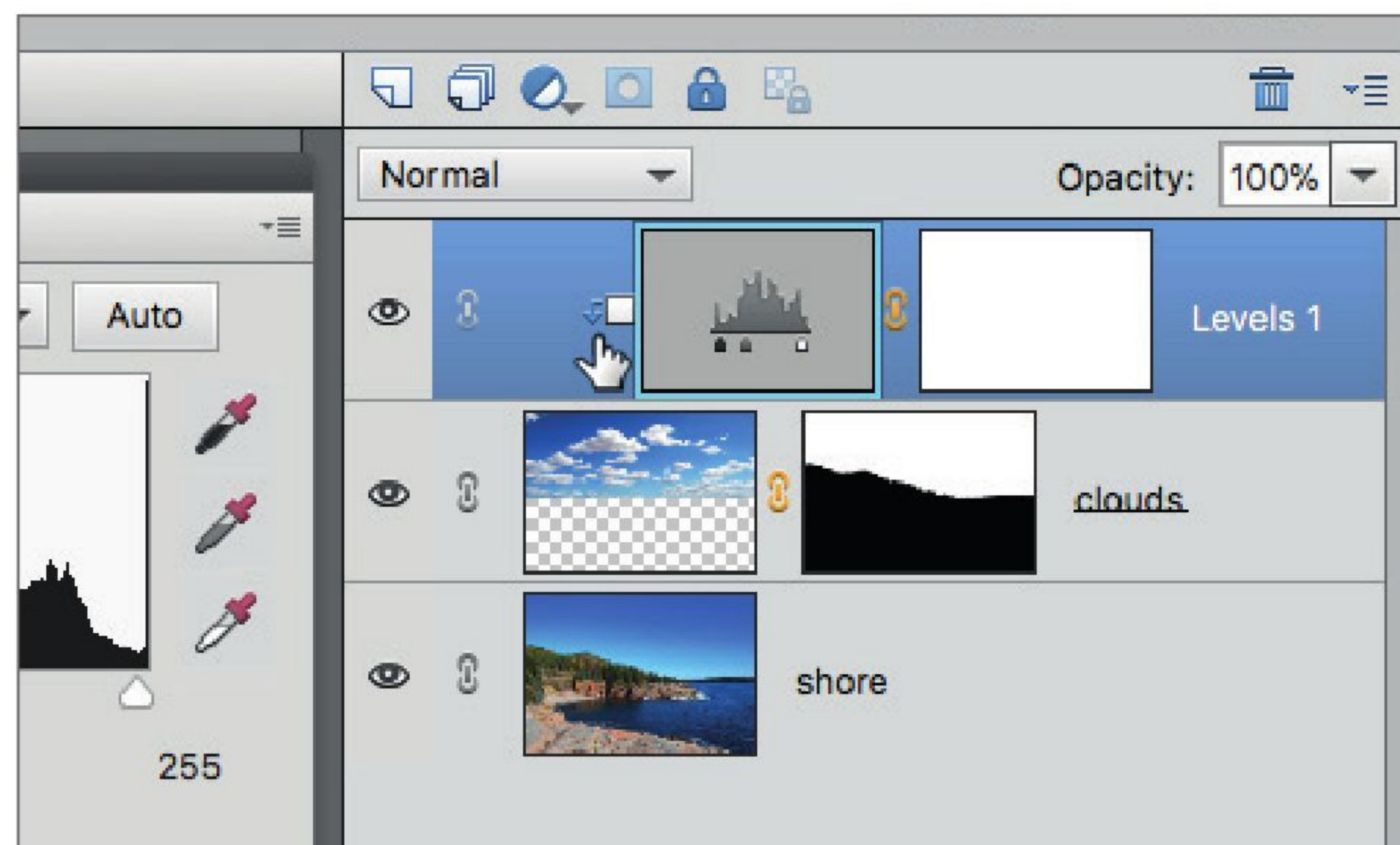
**25** With masks, the rule of thumb to keep in mind is that white reveals part of a masked image, whereas black will conceal areas of your photo. In this case, the clouds are allowed to be visible but anything below the trees is hidden by the black areas of the mask.



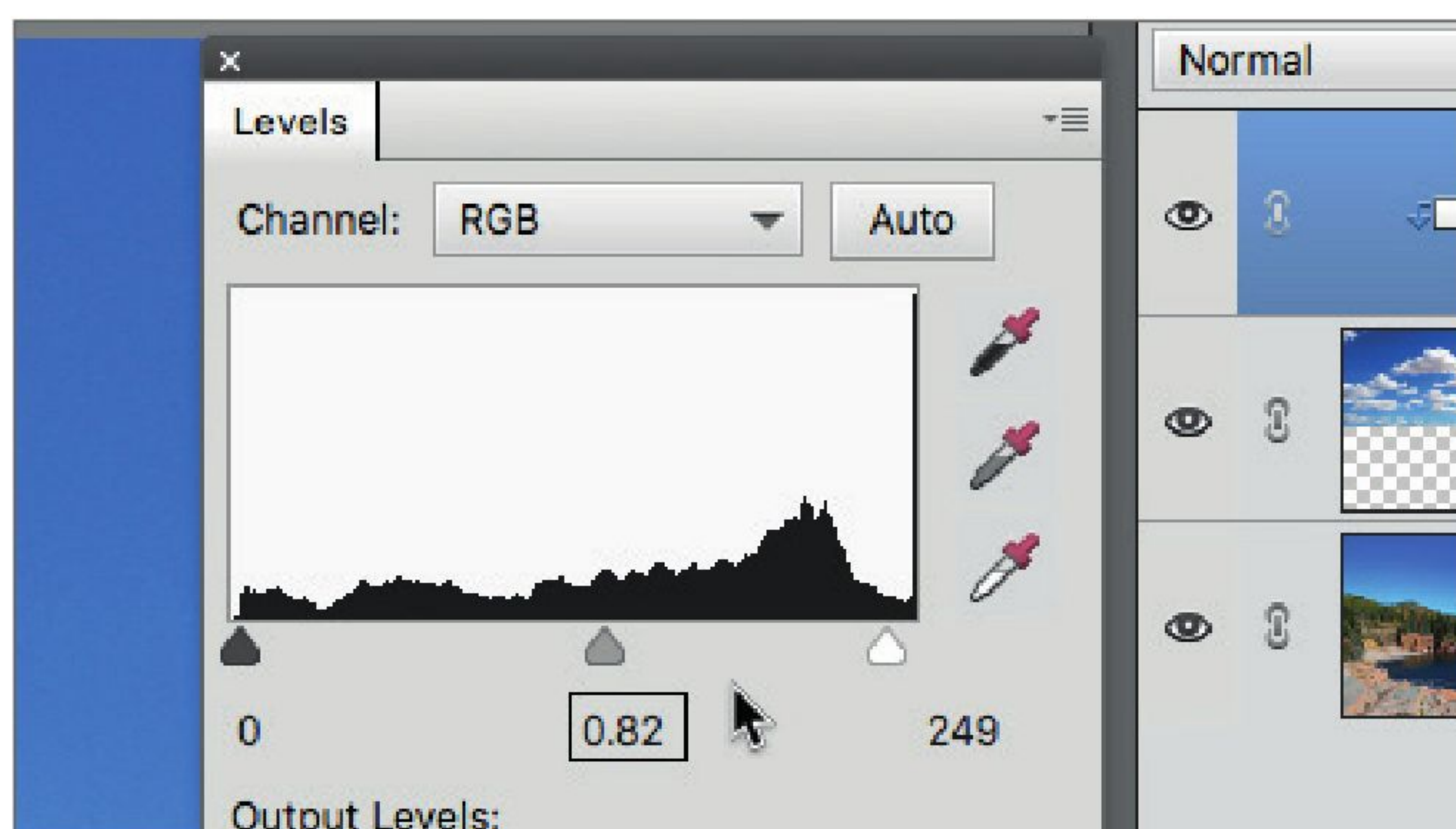
**26** It would be good if the sky was just a little darker to match the exposure of the primary photo. Keep the 'clouds' layer active and click the Create New Fill or Adjustment Layer. Select Levels from the menu that appears. A 'Levels 1' adjustment layer will be added above the 'clouds' layer.



**27** Right-click the 'Levels 1' adjustment layer and choose Create Clipping Mask from the context menu that appears. This will clip the adjustment layer to the 'clouds' layer which is directly below it in the stack. Any adjustments made will only affect the 'clouds' layer and nothing else.



**28** A small box with an arrow will appear to the left of the adjustment layer thumbnail to indicate it has been clipped to the layer below. A Levels dialog panel will open automatically, ready for you to make adjustments to the clouds.



**29** The sliders in the Levels panel allow you to darken and lighten the Shadows, Midtones and Highlight areas of the photo. Dragging the Midtones slider to the right slightly will darken the sky. You can experiment with all the sliders until you have something you like.



**30** With that, your sky replacement is complete; you can go to File > Save As and save your layered document as a PSD file. This will keep all your edits intact should you ever want to revisit this image and make more amends to it.



# Frequency Separation

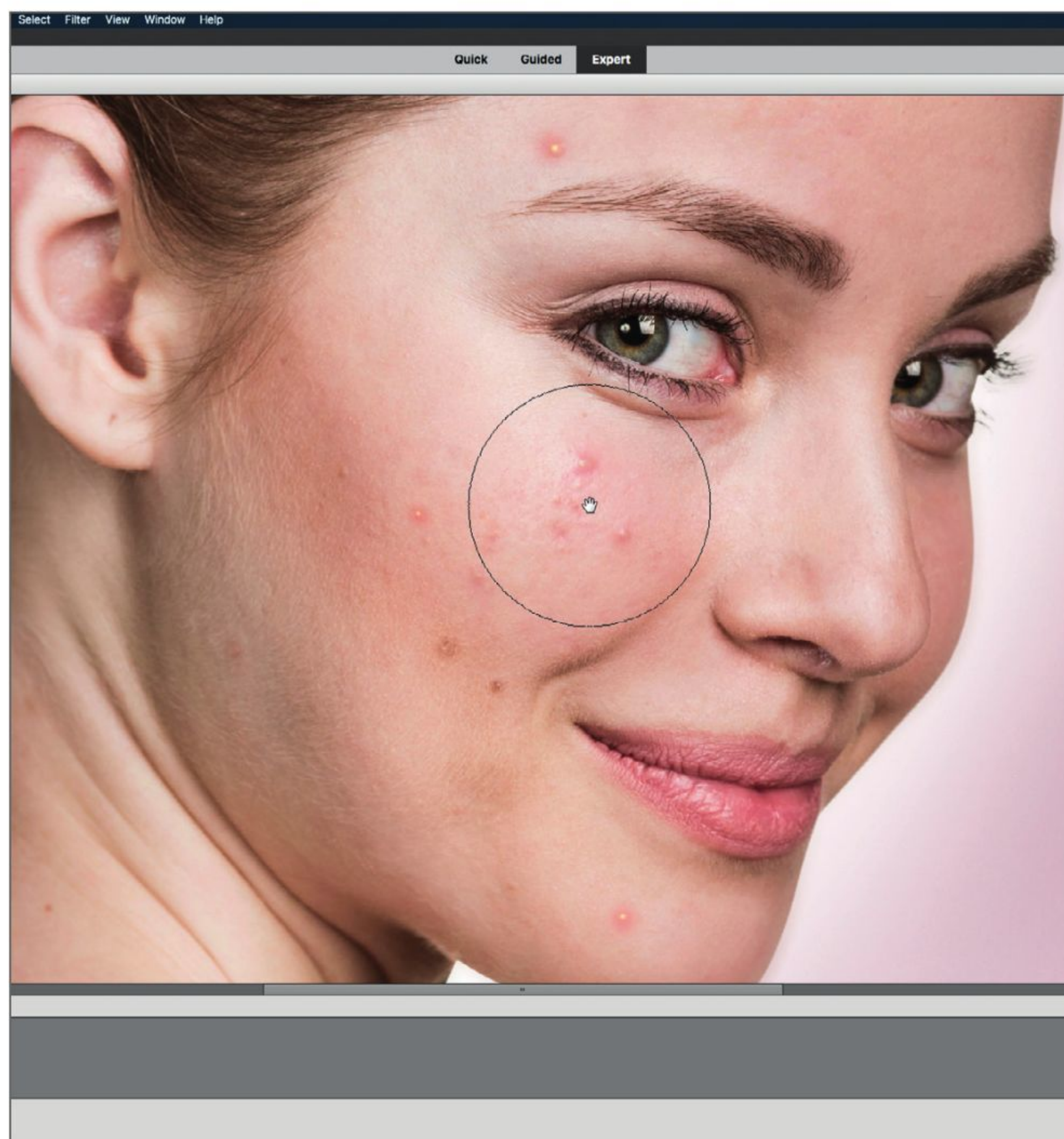


BEFORE

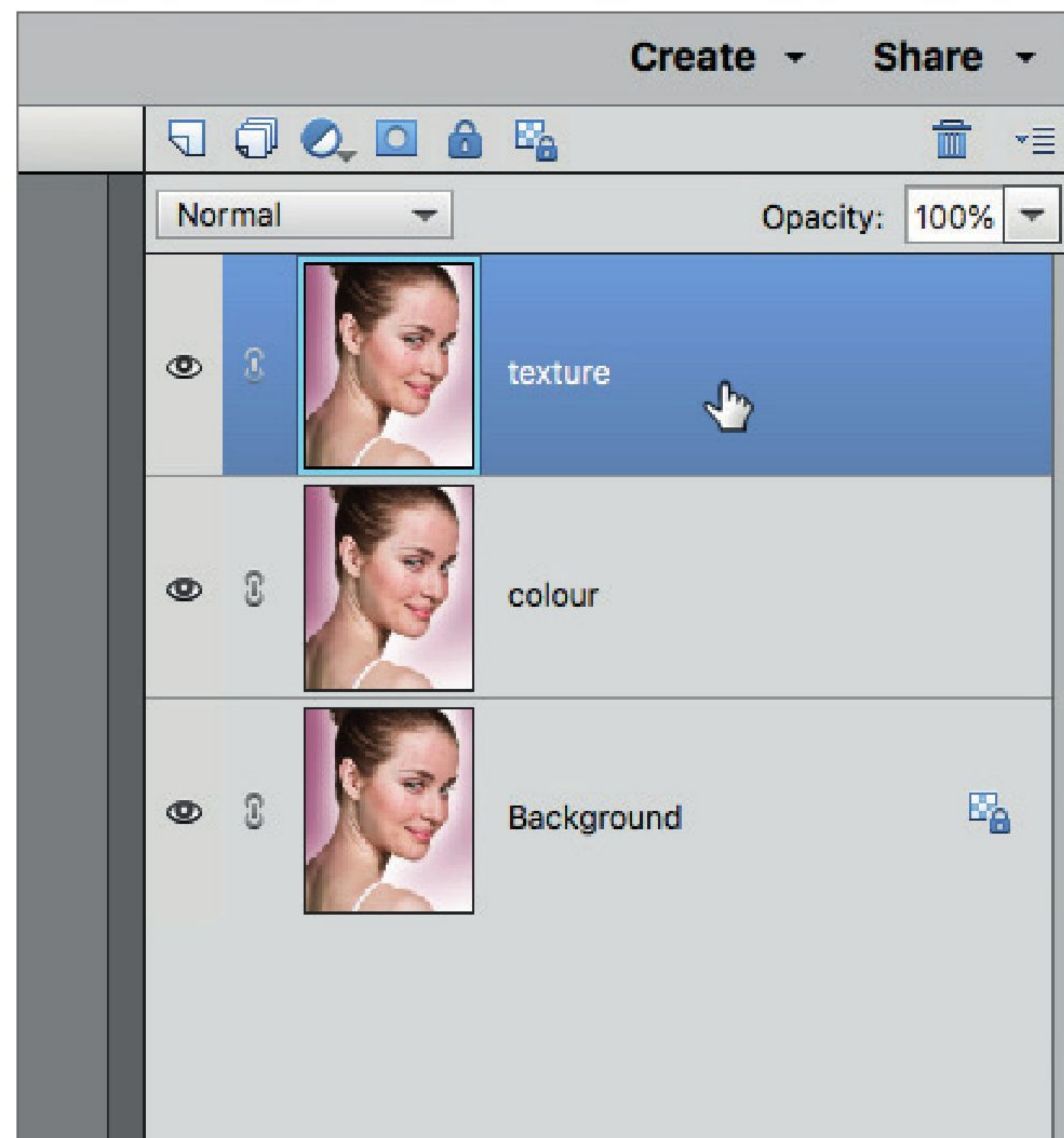
AFTER



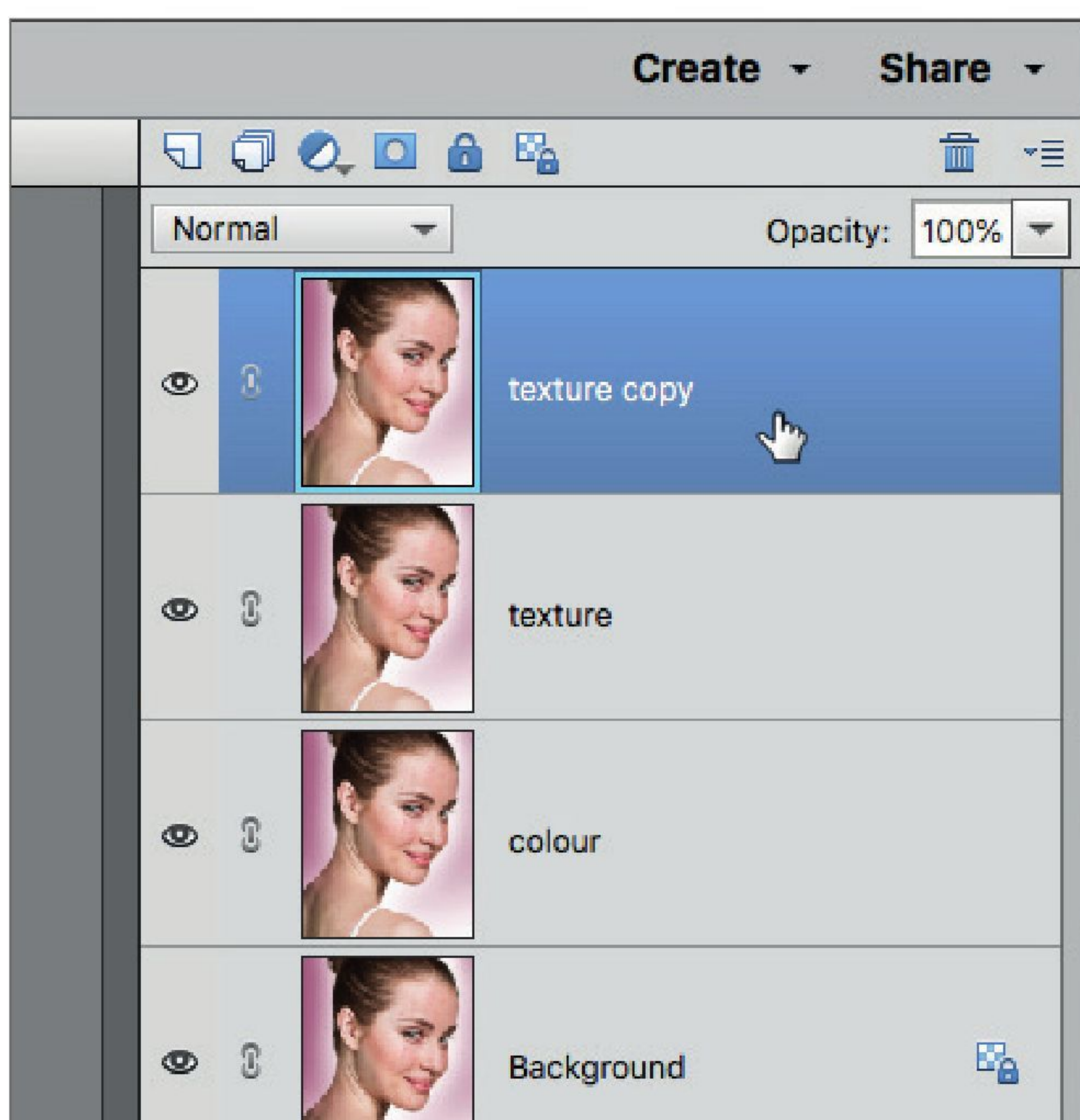
**T**hanks to digital technology you can be a makeup artist and control exactly how you want your subject to look. Naturally, there are numerous ways you can go about retouching skin. Some techniques are very simple but do not give natural results. Some people take it to extremes and end up with their models looking like mannequins. All we are looking to do is make our model's skin look as healthy and glowing as possible. We are going to use a technique called frequency separation. Simply put, you break the base image down into two components. One layer carries just colour and tonal information, the other layer holds detail and texture. This means you can work on one, without affecting the other. It's a simple and effective method.



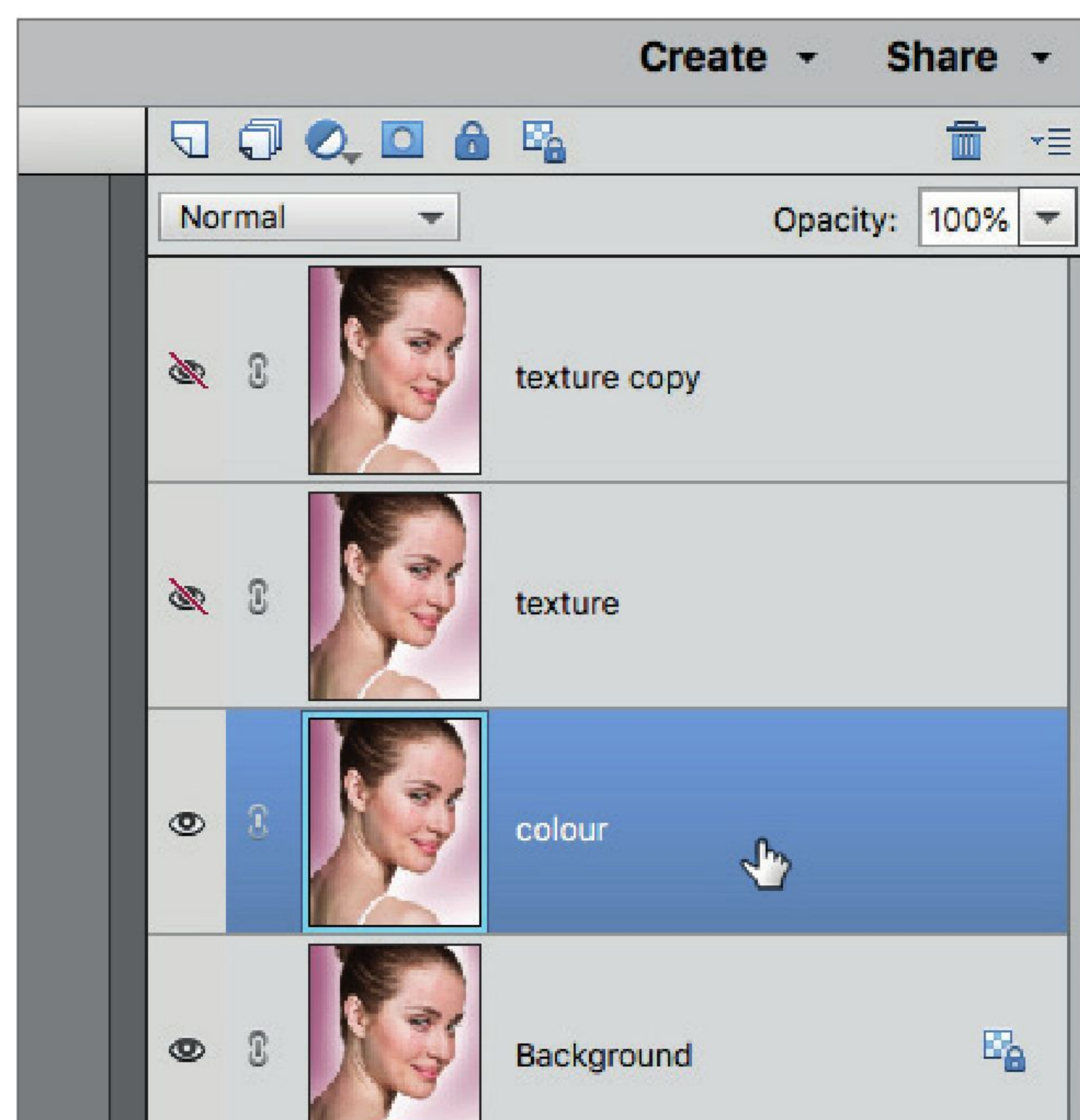
**1** Our example is from a portrait shoot of a young model. Open your photo in Elements as a new document. The young lady has little makeup applied and she has some spots that the foundation couldn't obscure so we are going to improve her complexion by removing the blemishes from her skin.



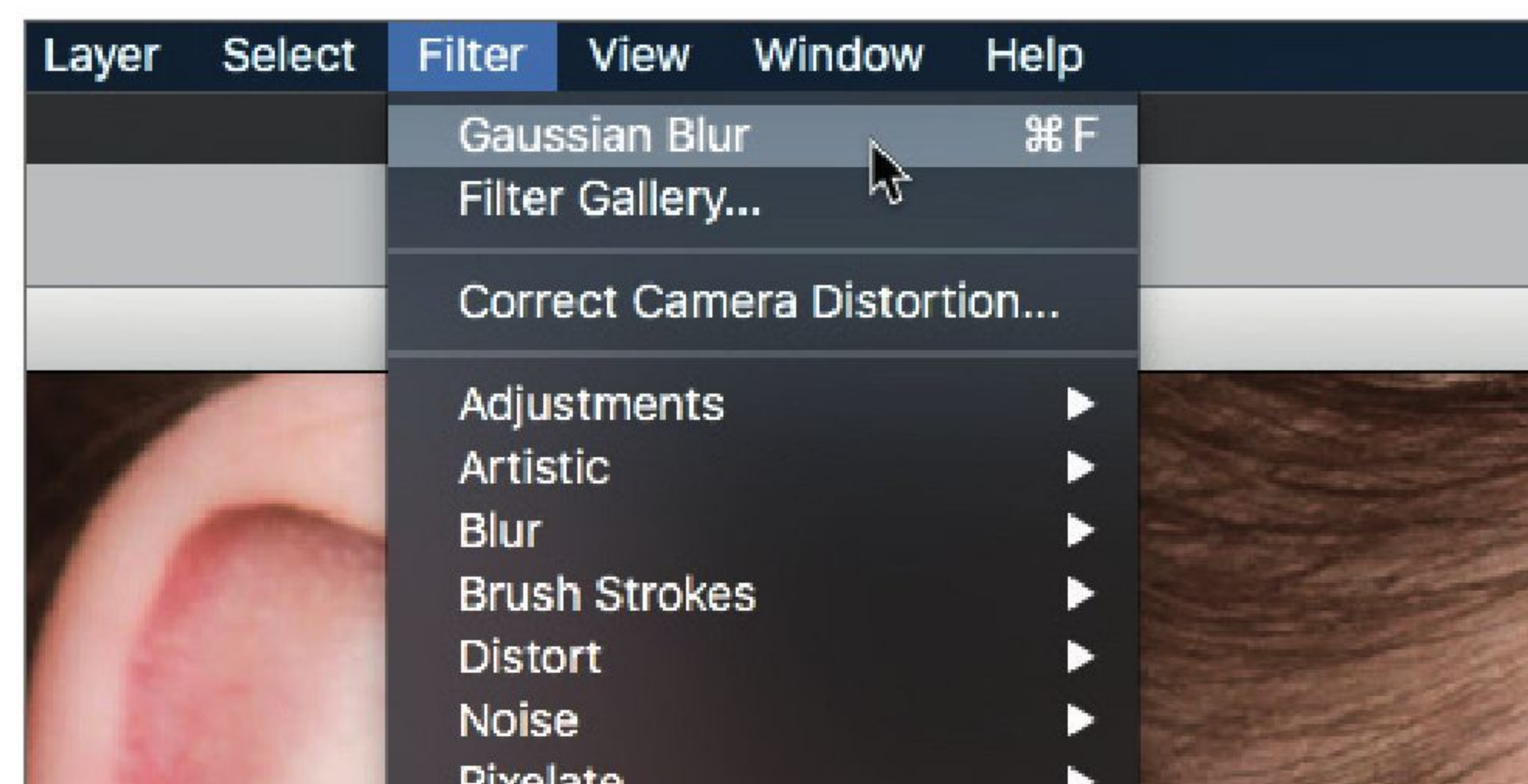
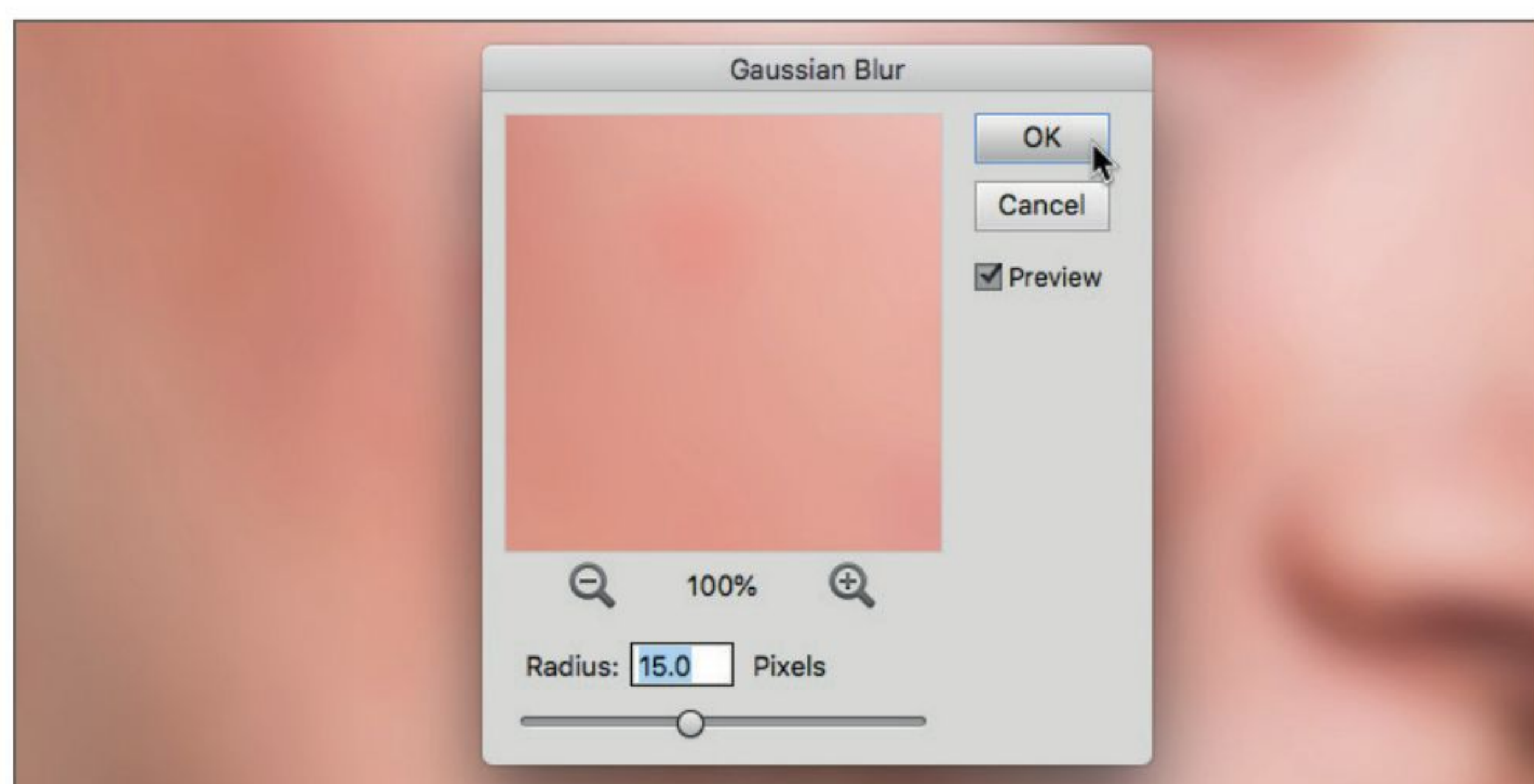
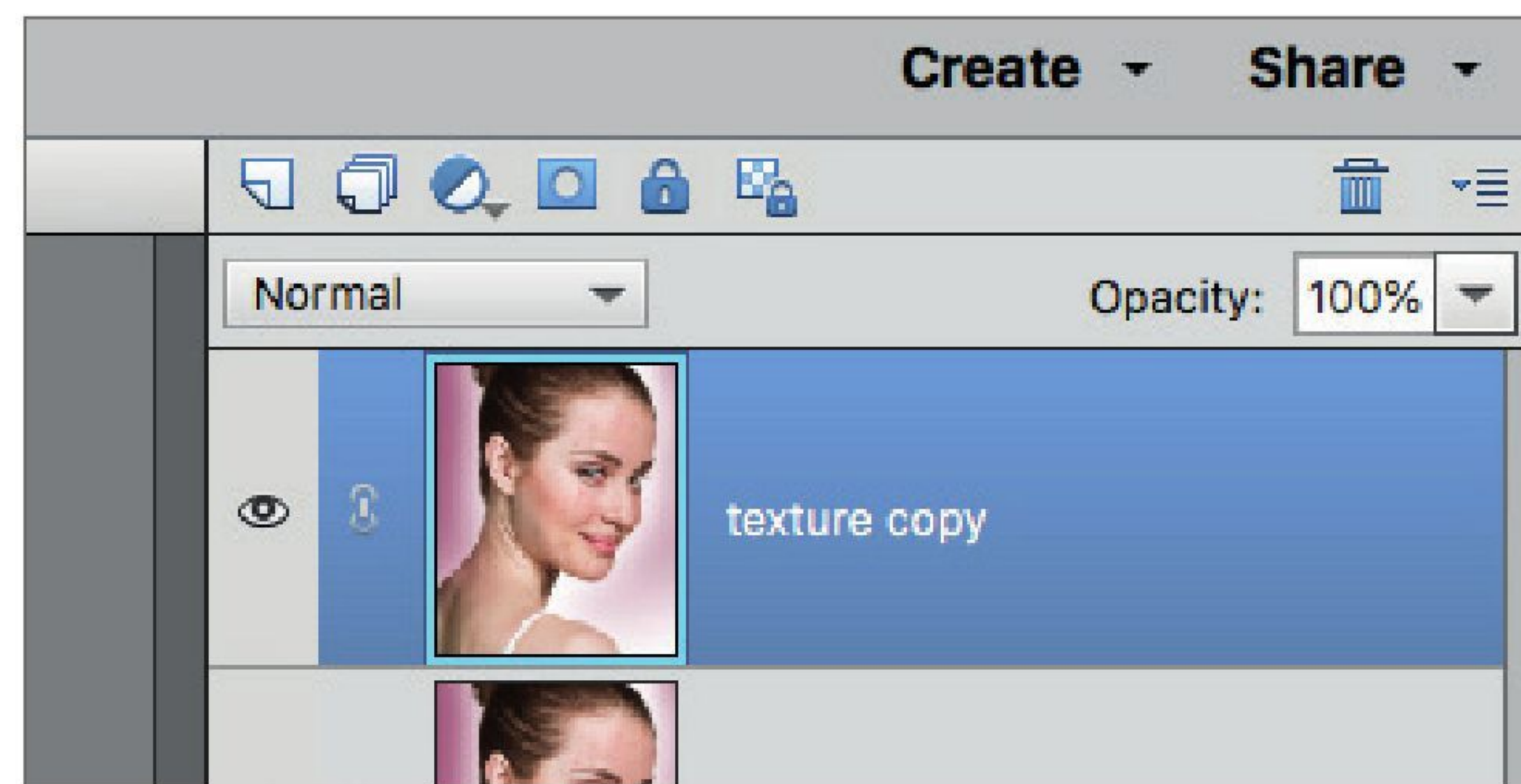
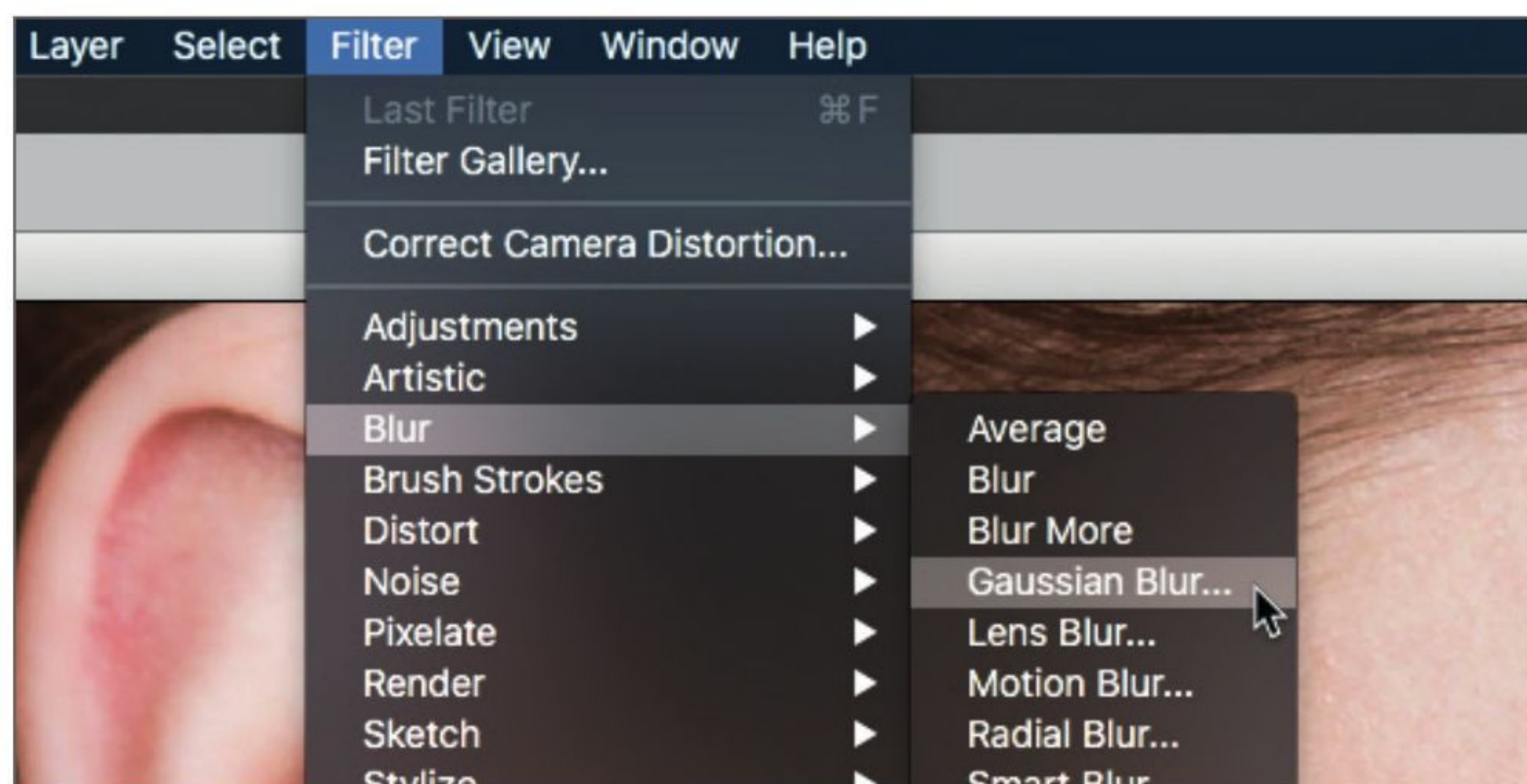
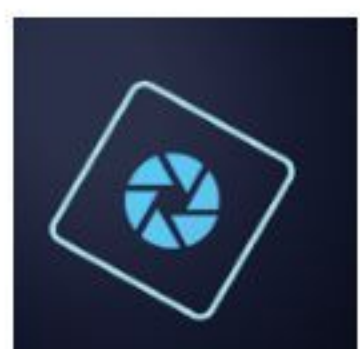
**2** Click the 'Background' layer to make sure it is active; it will highlight in blue to let you know it is selected. Then press Cmd + J to create a duplicate layer. Name this layer 'colour'. Highlight the 'colour' layer then press Cmd + J once more to create yet another layer which you can name 'texture'.



**3** Make sure the 'texture' layer is now highlighted and press Cmd + J one more time to create a layer that will be called 'texture copy'. These are all the layers you need to begin creating your two main layers of texture and colour to edit.

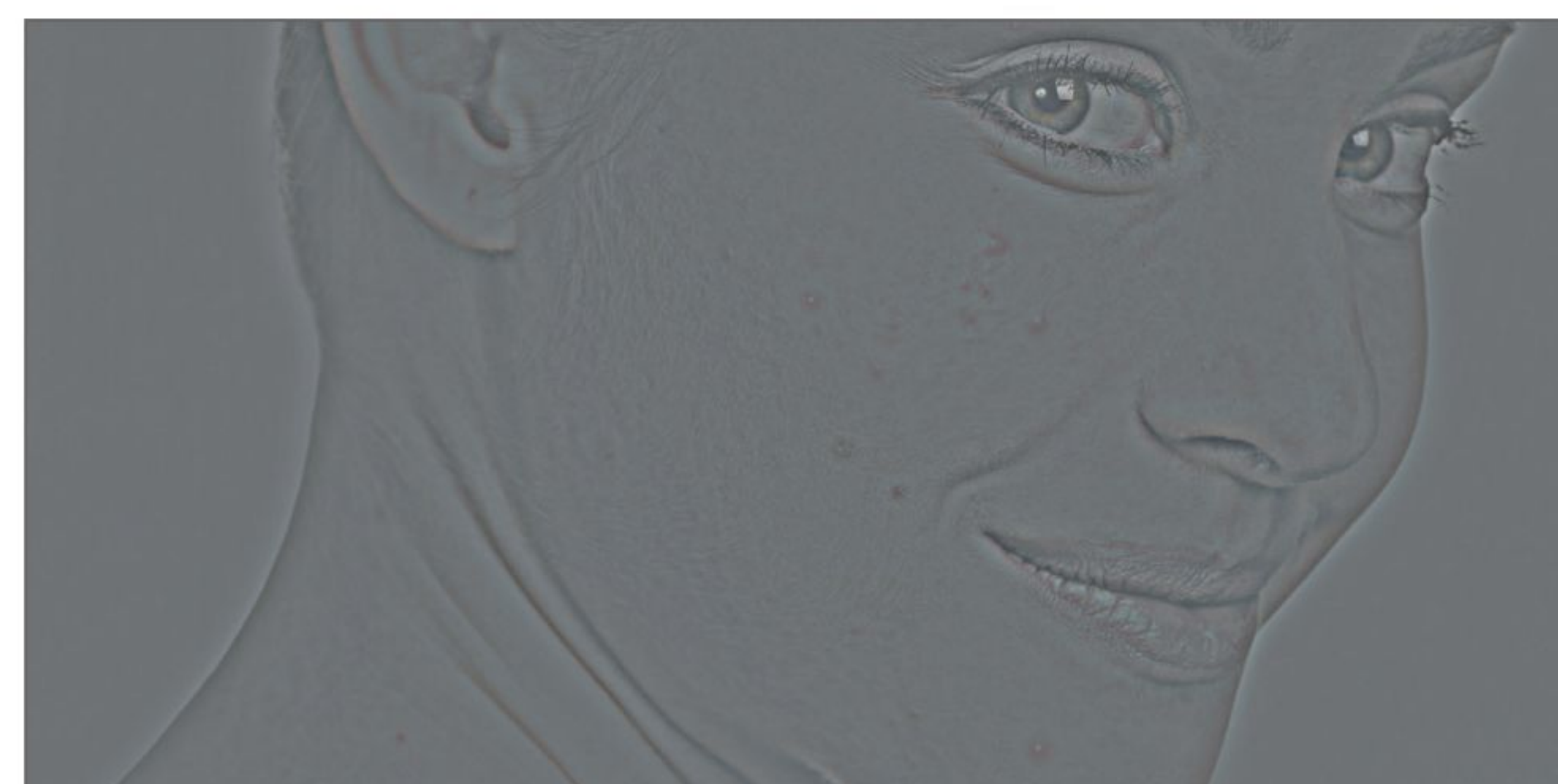
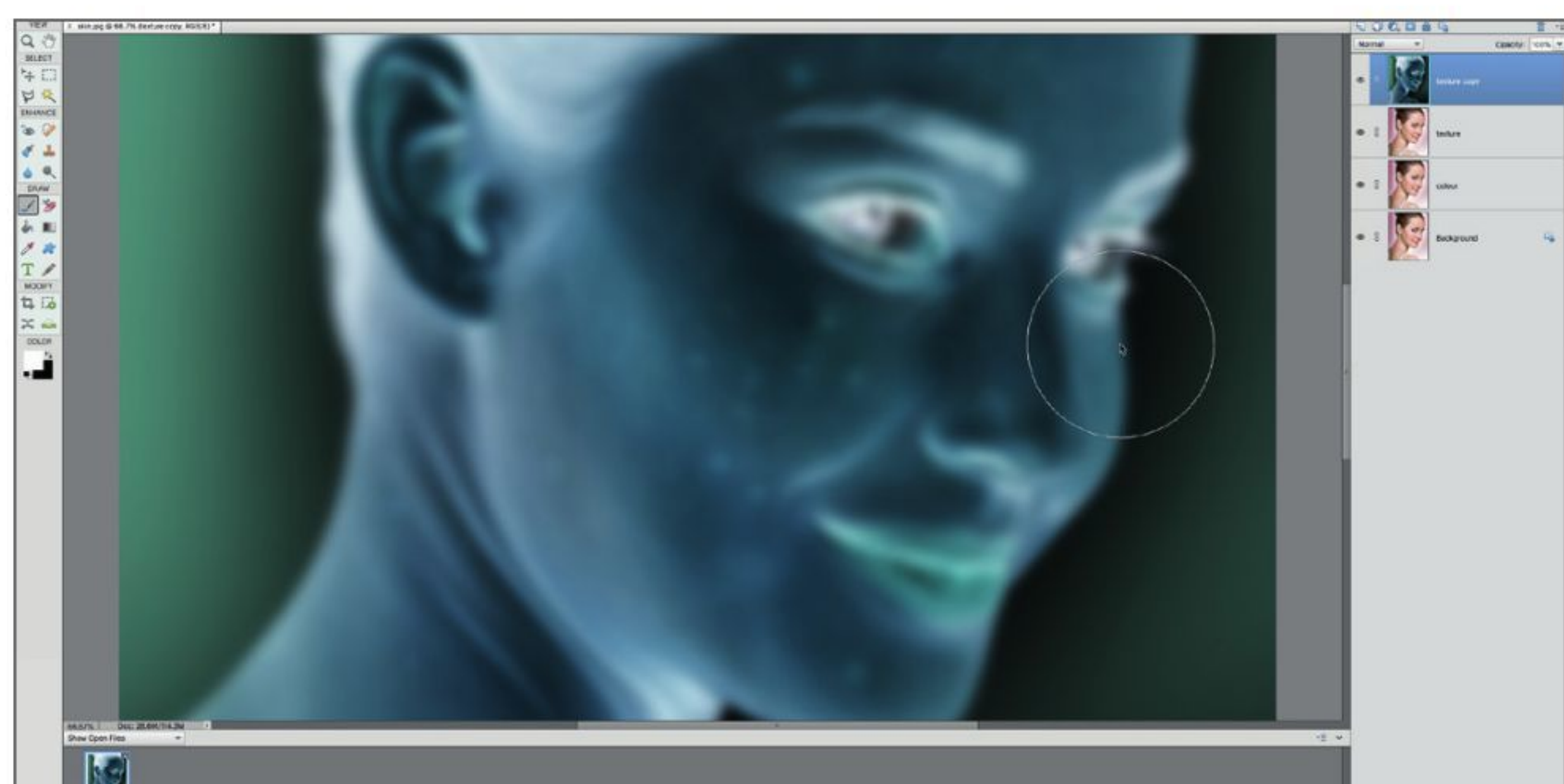
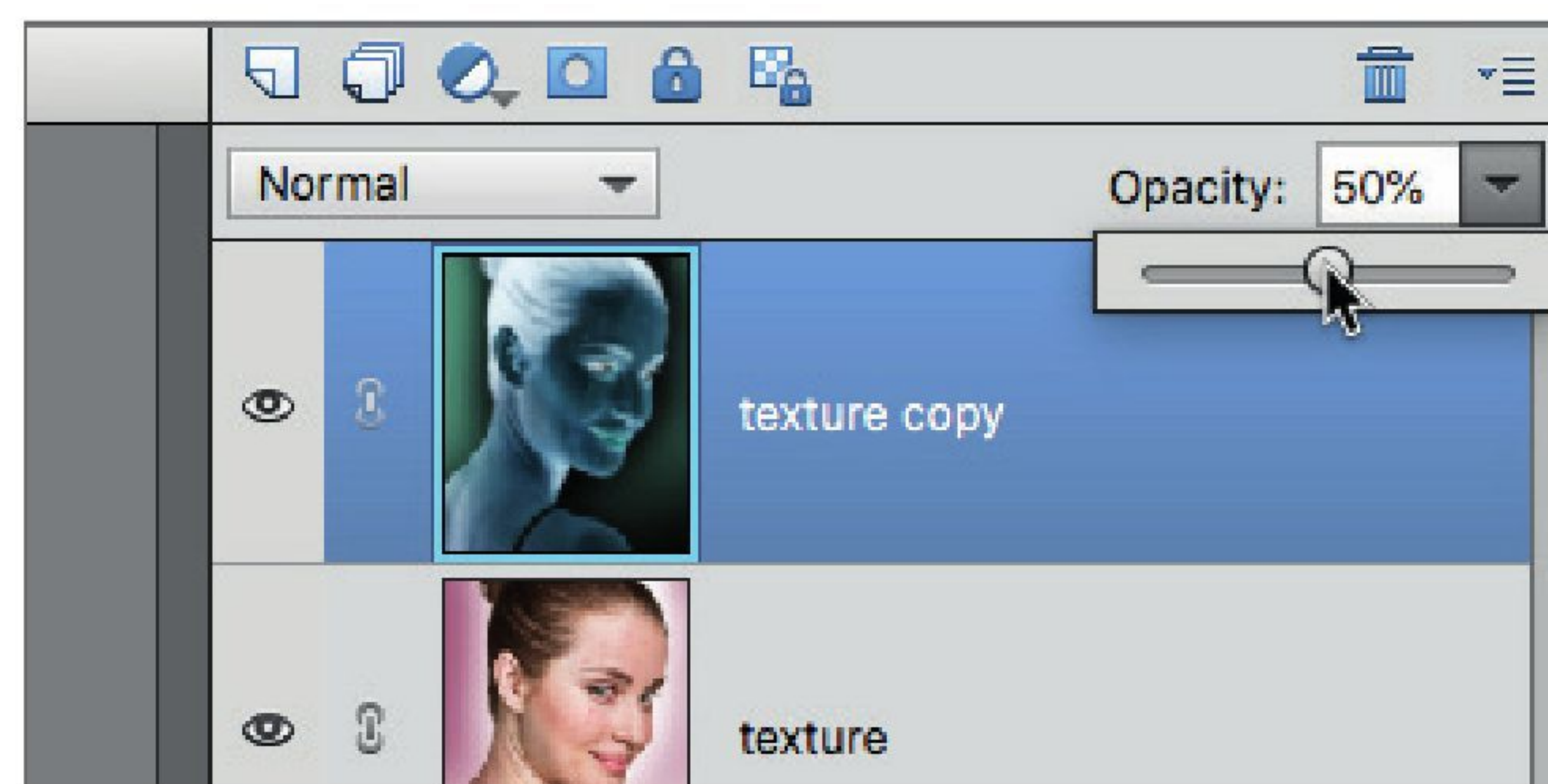
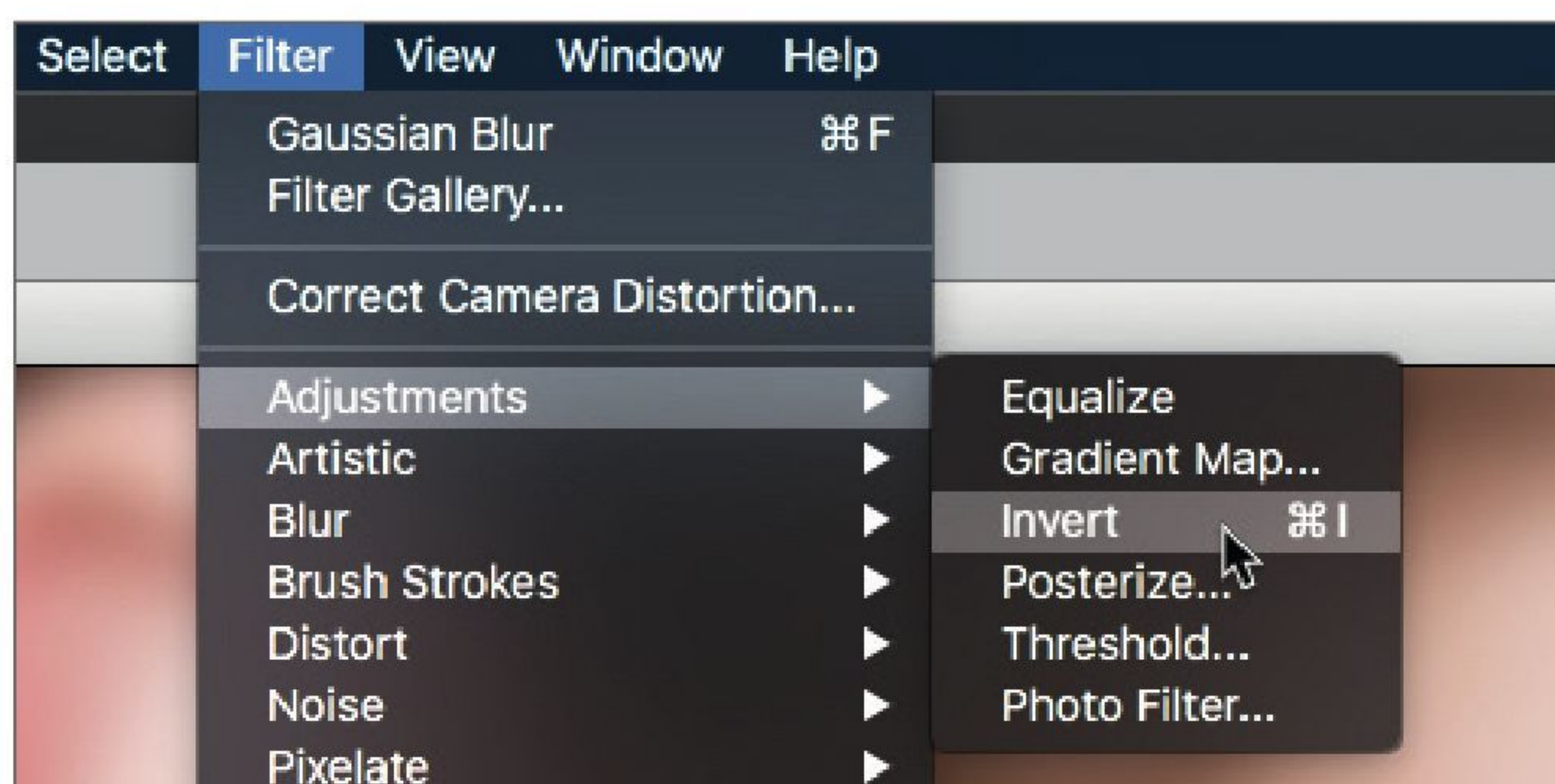


**4** Make 'texture copy' and 'texture' invisible for the moment by clicking on their visibility icons to hide them. Make the 'colour' layer active. What you are going to do is turn this layer into colour data only. To do that you need to blur this layer to remove any obvious detail.



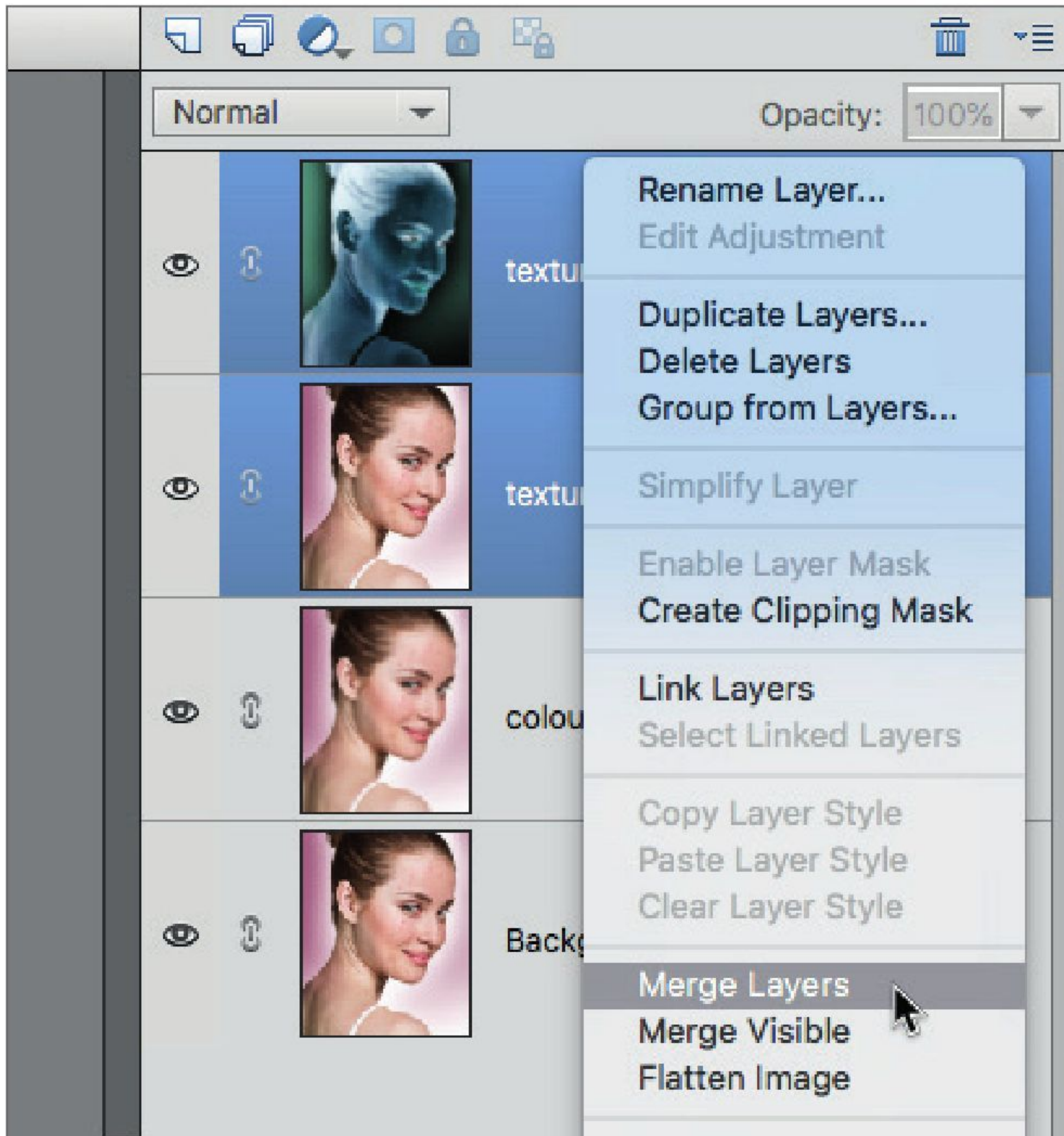
**5** Go to Filter > Blur > Gaussian Blur to call up the blur dialog panel. Set the blur Radius to about 15 pixels. You have to apply just enough blur to remove any hard details but leave the general shape and colour intact. Do not over blur the image and merge colours together too much.

**6** Make all the other layers visible again and make the 'texture copy' layer at the top of the layer stack active. You need to apply the same blur amount to this layer. Go to Filter and the top menu item will be the last effect you applied. You can also press Cmd + F to apply the last filter you used.

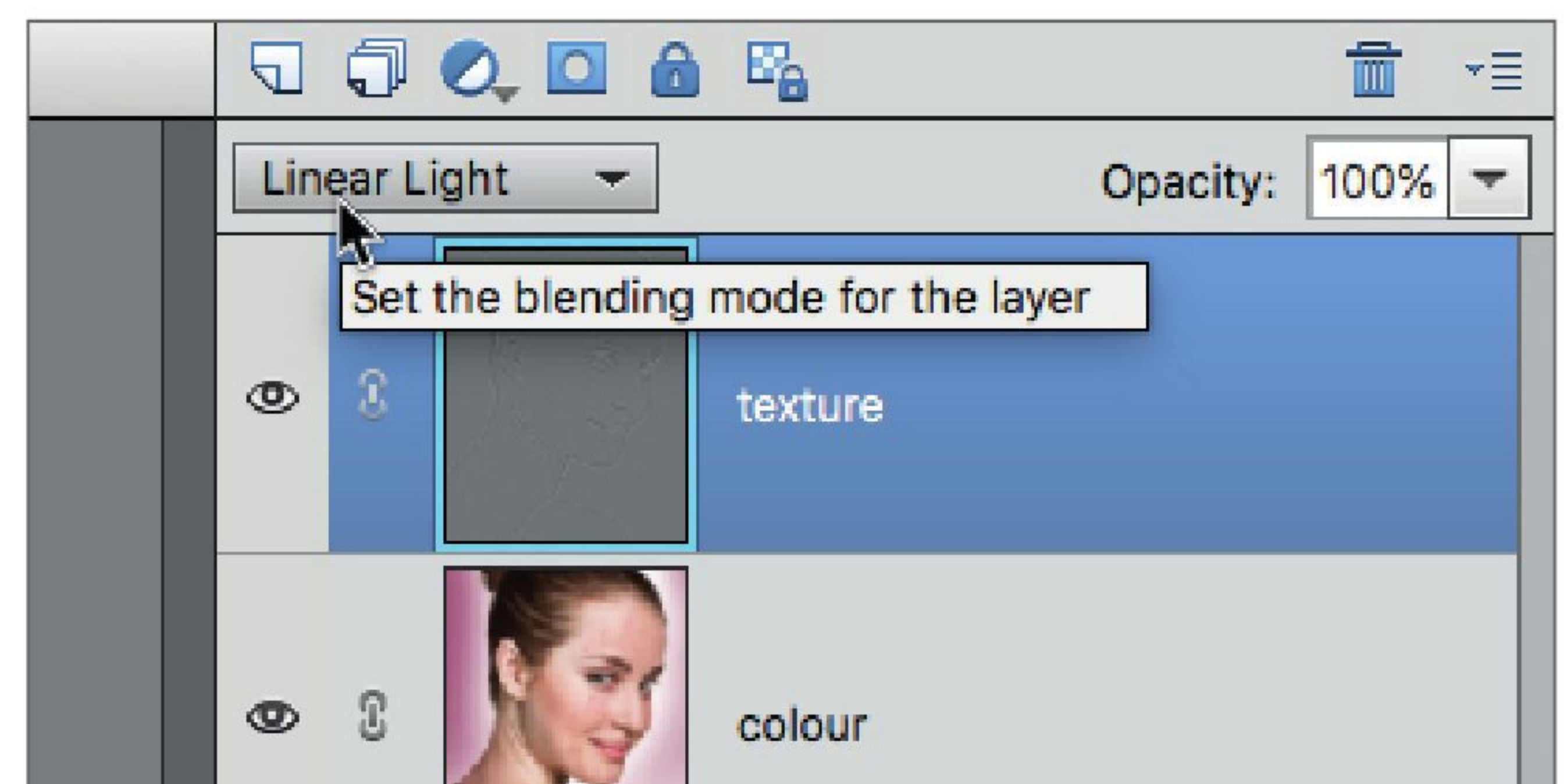
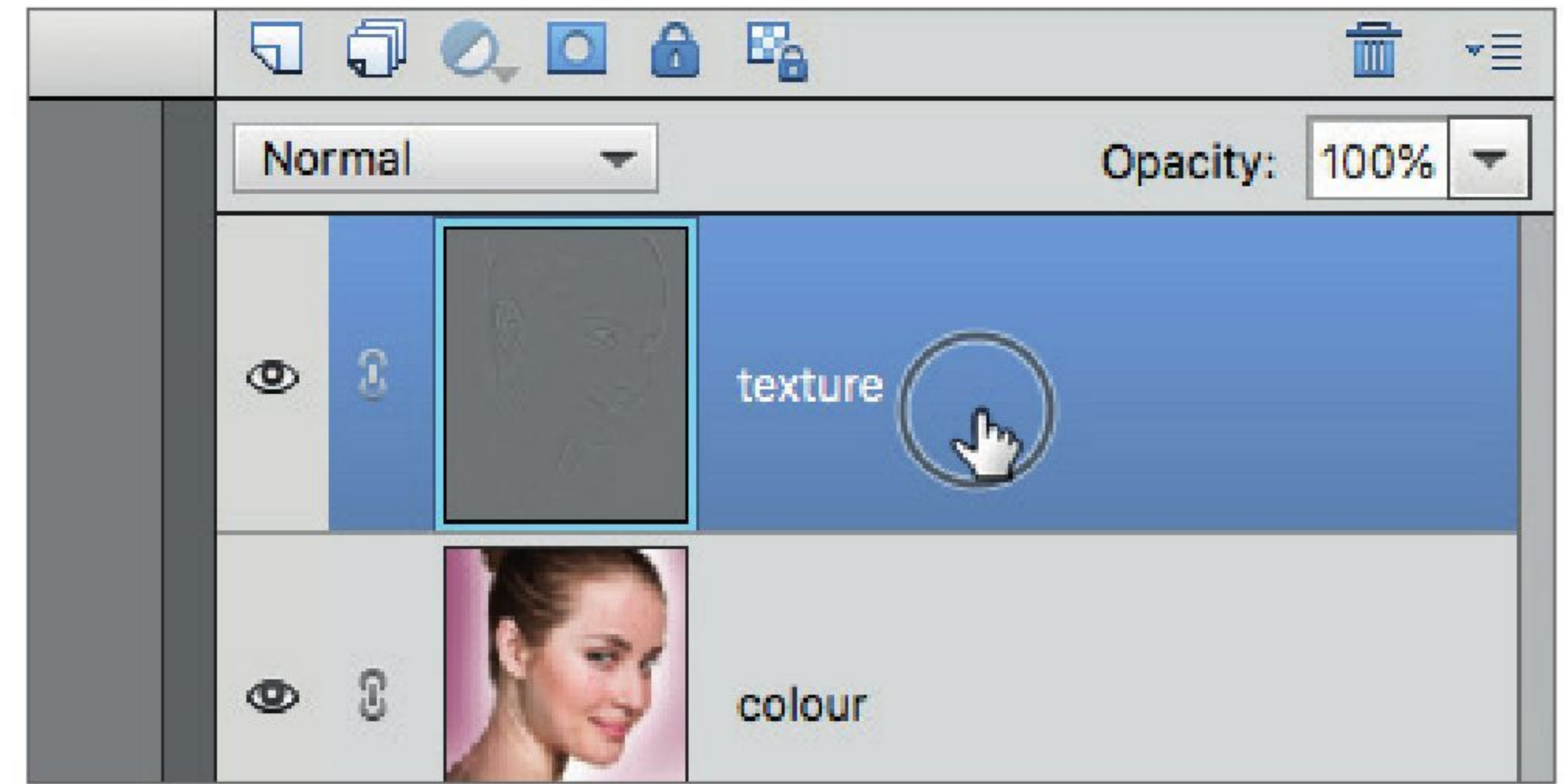


**7** The 'texture copy' layer is blurred to the same degree as the 'colour' layer. You can use this layer and the un-blurred 'texture' layer below it to create the second component needed for the skin retouch. To do this, go to Filter > Adjustments > Invert (Cmd + I) to invert the 'texture copy' layer colours.

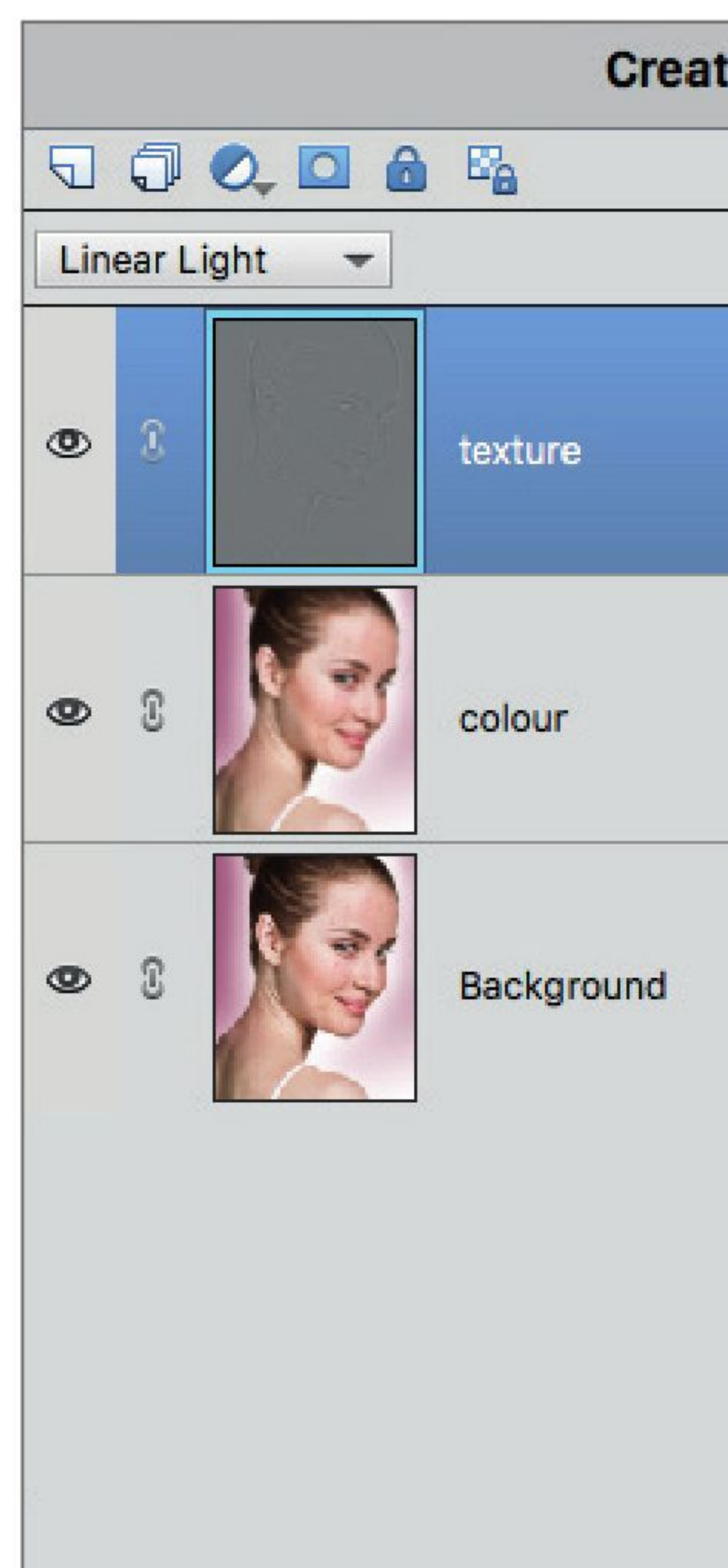
**8** All the colours of the 'texture copy' layer will be inverted like a colour negative. With the 'texture copy' layer still active, move the Opacity slider down to 50%. What you see now is a combination of the 'texture' layer below and the current layer at 50% opacity. These two layers need to be merged.



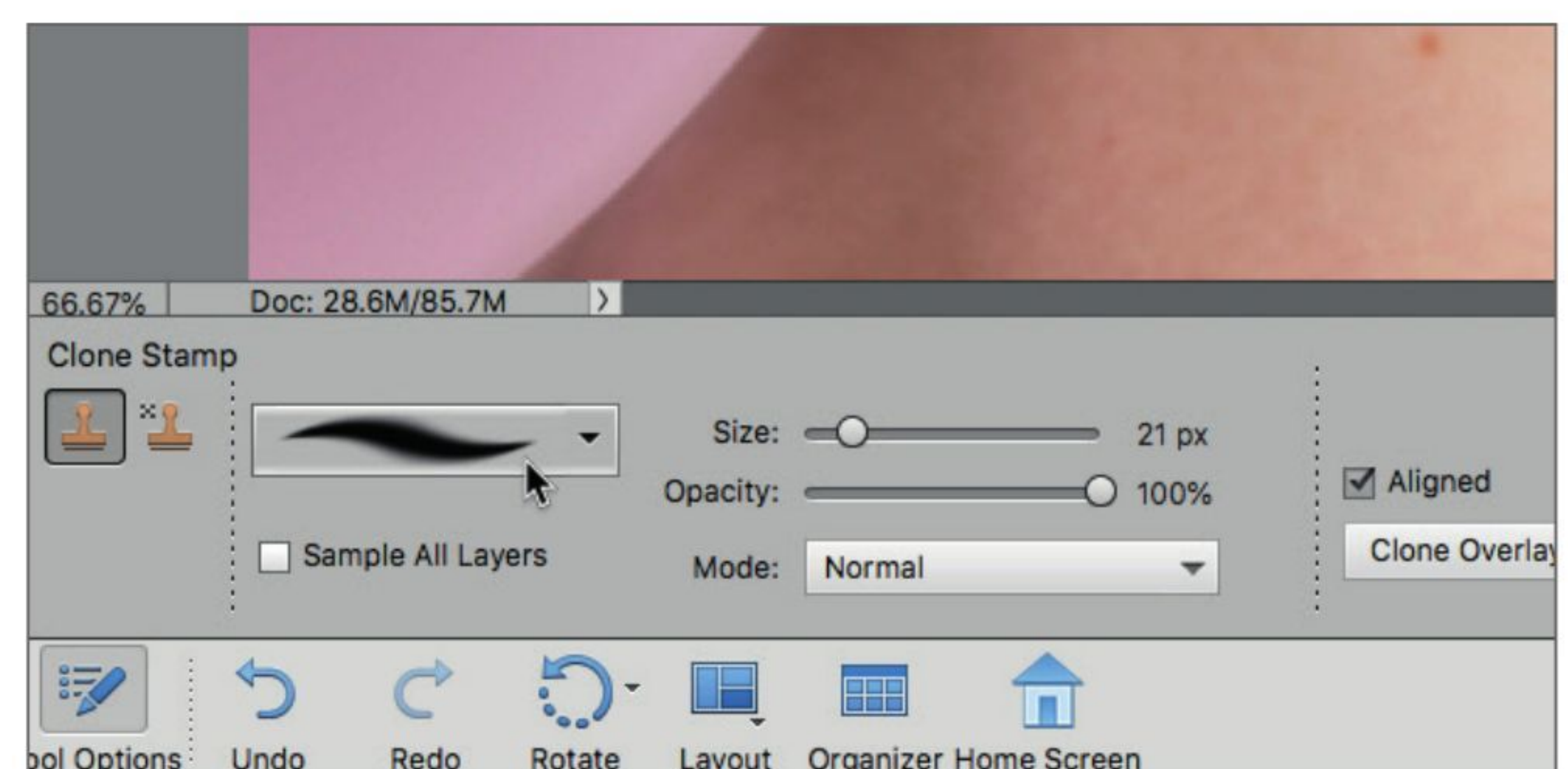
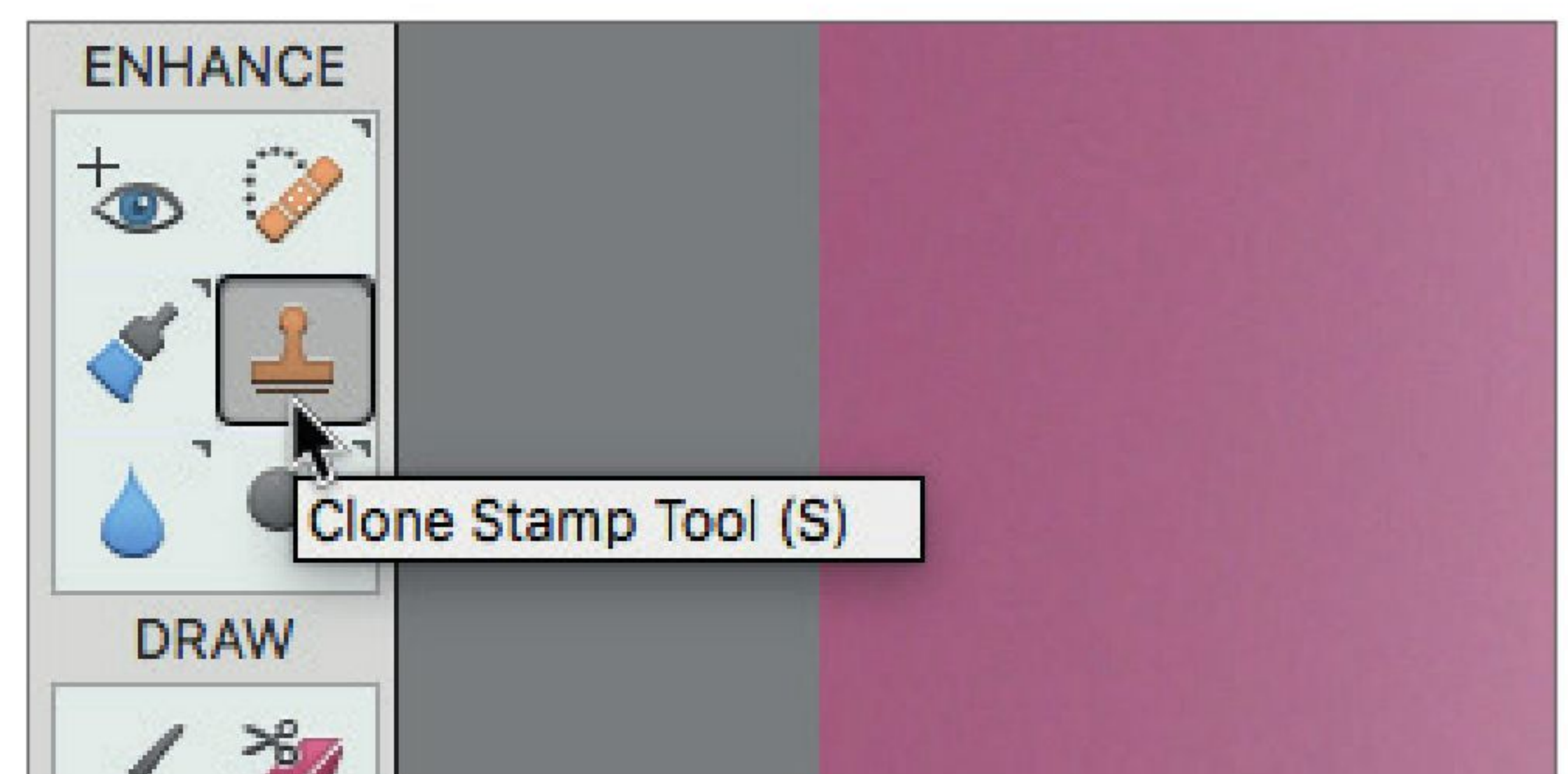
**9** Hold the Shift key and click on the 'texture' and 'texture copy' layers to select them both, then right-click them to call up the context menu. Choose Merge Layers to merge them into one layer. You can rename this layer 'texture' now that it is ready to use.



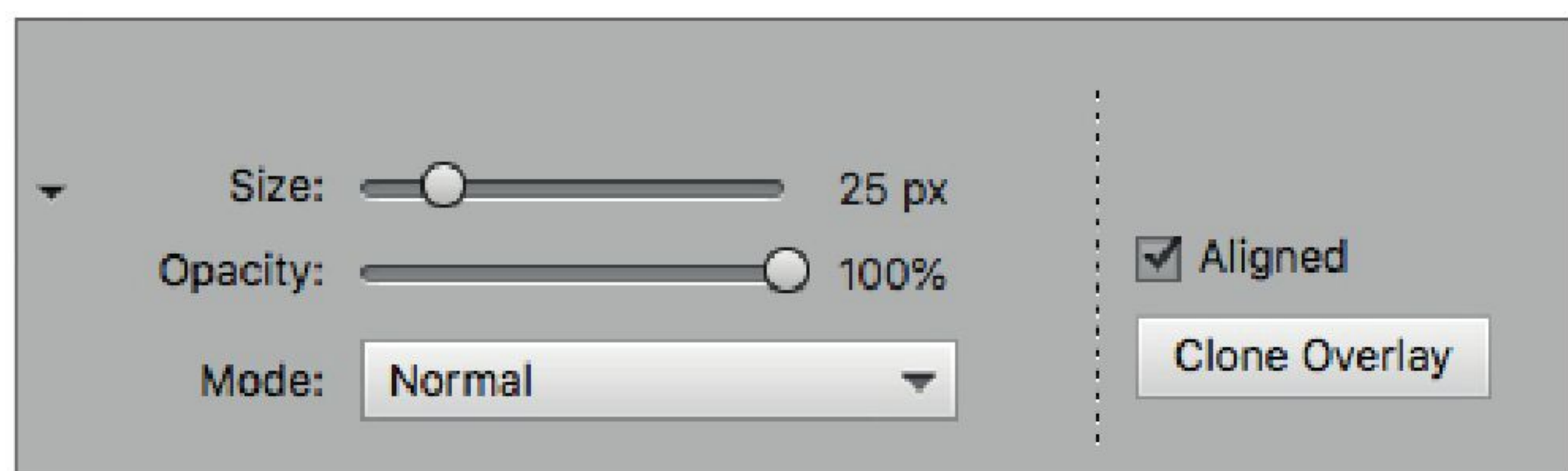
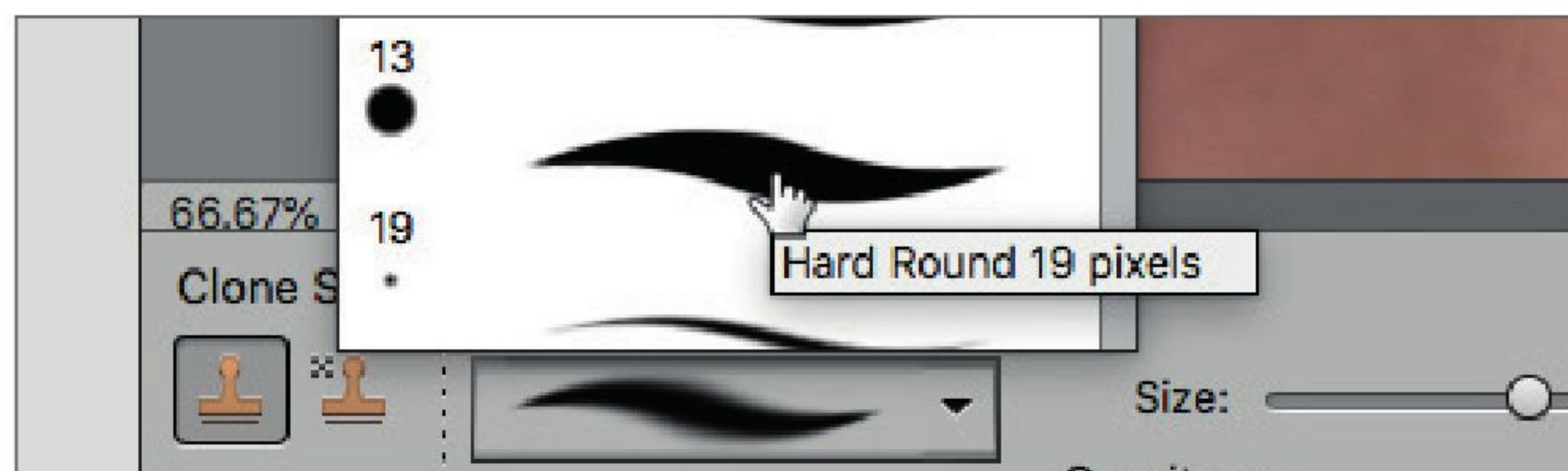
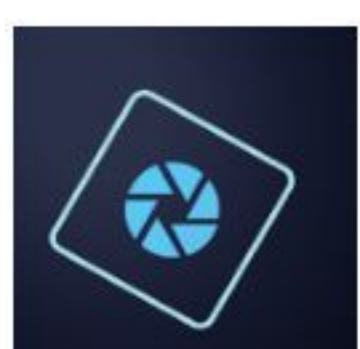
**10** Next, keeping the new 'texture' layer active, go to the Blend Mode button and choose Linear Light from the dropdown list that appears. This will blend the 'texture' layer into the 'colour' layer below and the result of the two should look identical to the original image.



**11** You now have your two components. The top 'texture' layer is detail only with no colour data and the 'colour' layer is only colour information with no real detail. This is the process of frequency separation in action. Editing is much simpler now colour and detail are separated from each other.



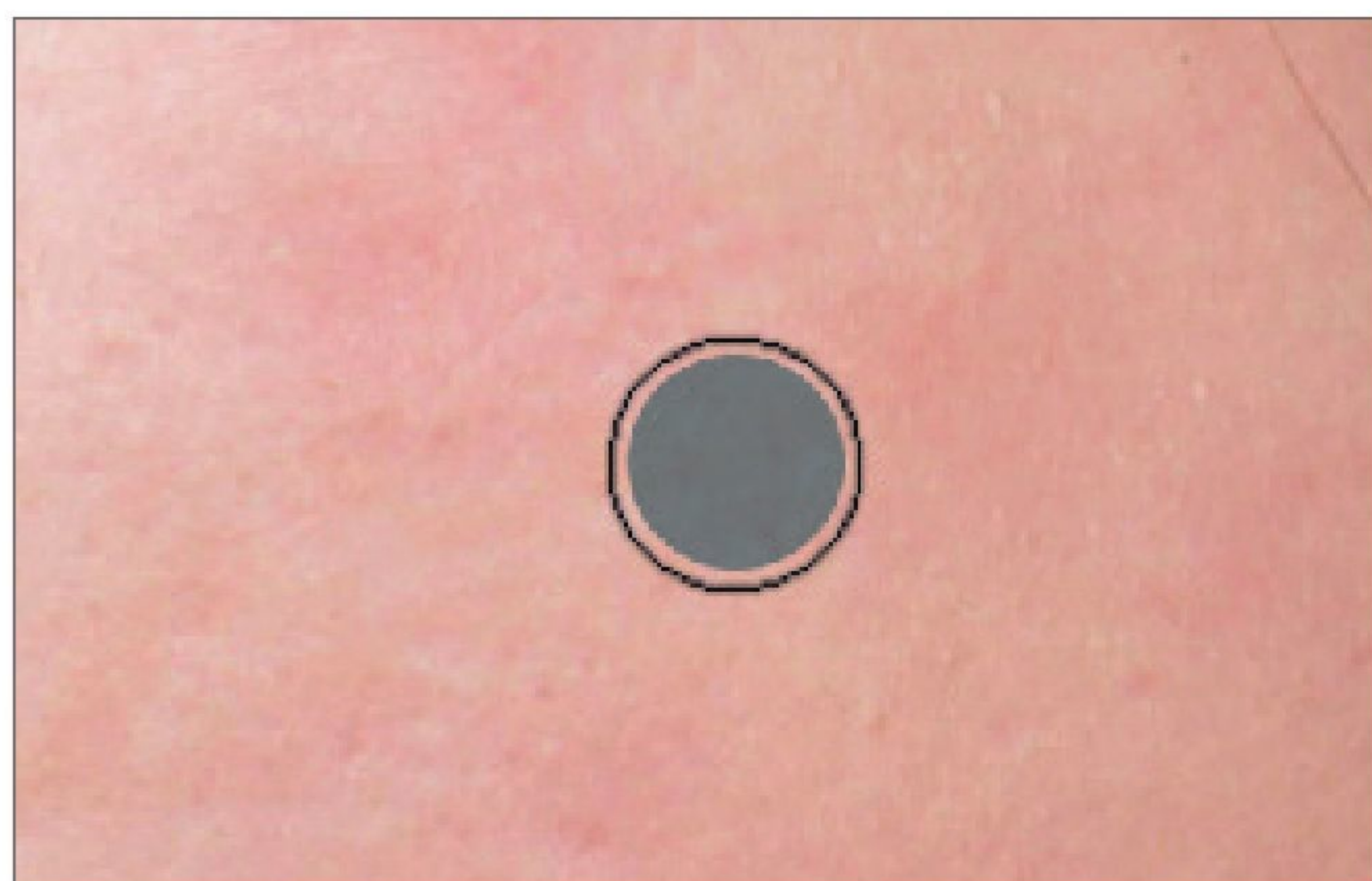
**12** Click on the 'texture' layer to make it active. Texture will be your first stop for cleaning up the skin. Go to the toolbar and choose the Clone Stamp Tool (S). When you click on it, you will see various options become available down in the tool options panel.



**13** Go to the brush picker and choose a hard round brush. You can alter its size later. Hard brushes generally work better for the kind of cloning of skin we are about to do. You can use the Size slider to set a brush of about 25 pixels. To begin with, keep the Aligned box unchecked and keep Mode as Normal.



**14** Now the process of cleaning the skin can start. Place your cursor over an area of skin that is clean and unblemished close to the first area you wish to start retouching. Press the Alt key and a small target cursor will appear. Left-click the cursor over the clean skin to set that as your clone source.



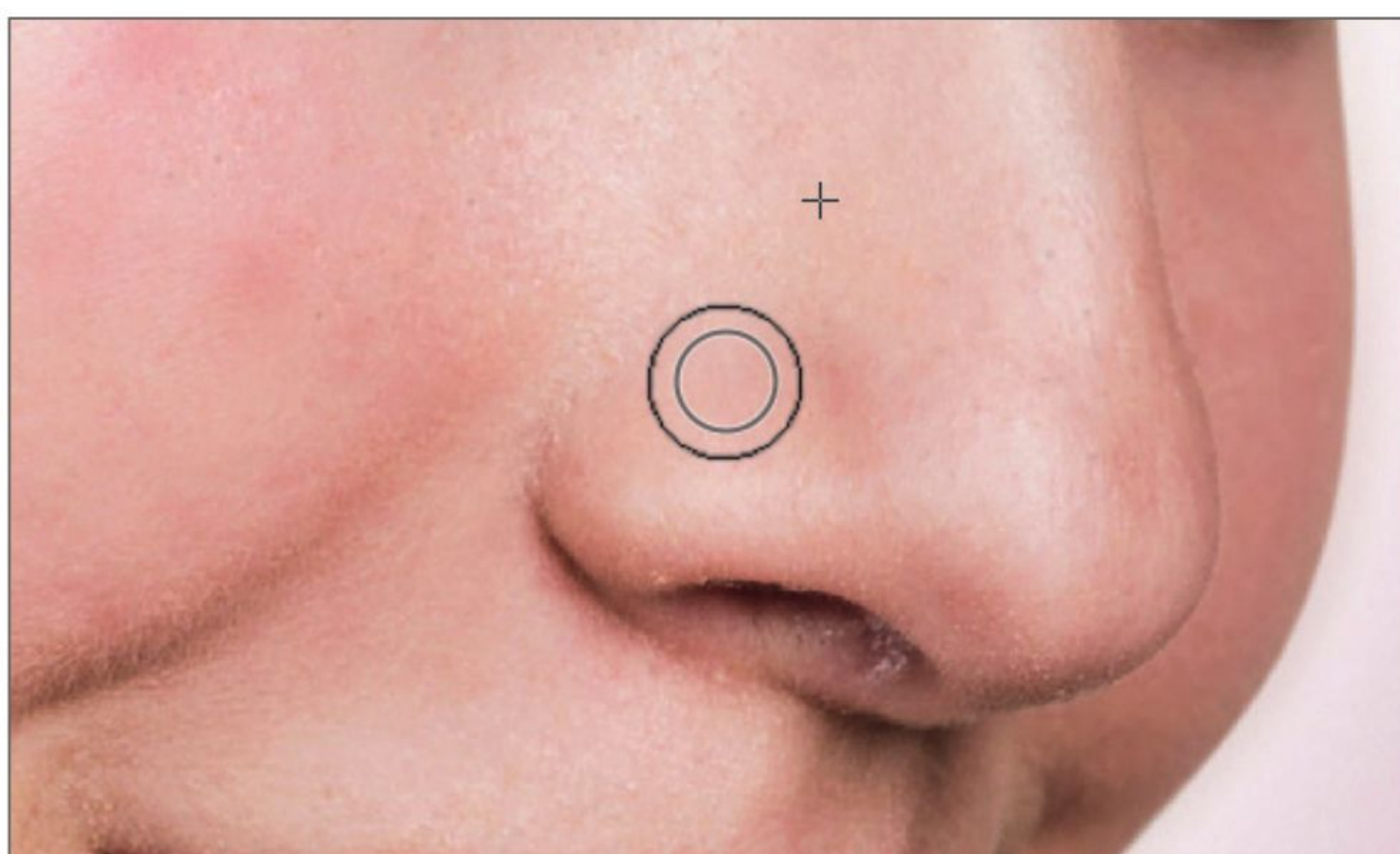
**15** Now you can move your cursor over the nearest area of blemished skin you want to retouch. You should see a realtime representation of the clone source at the cursor position. When you click over a blemish, the clean source area will be 'stamped' over the blemish.



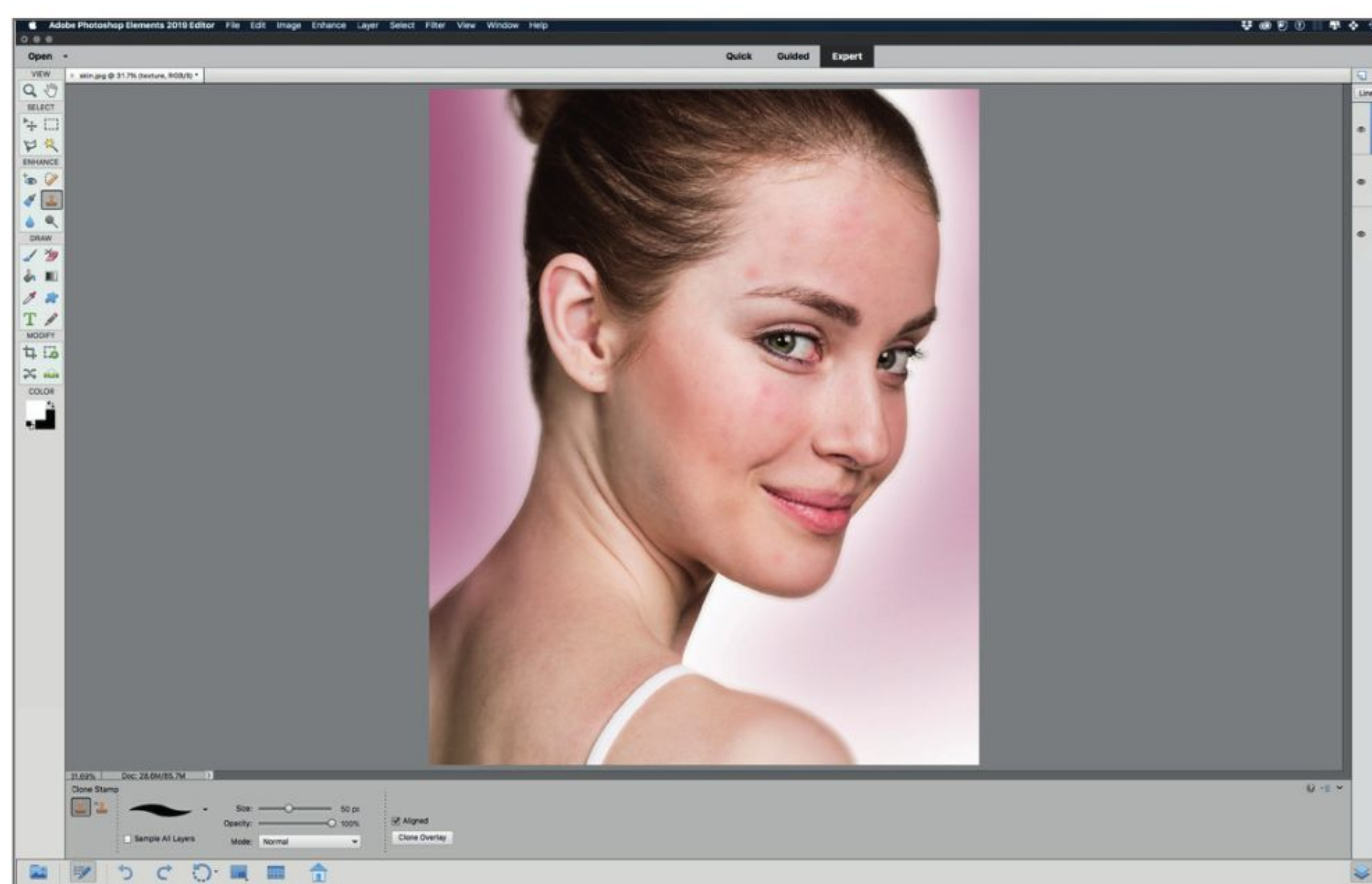
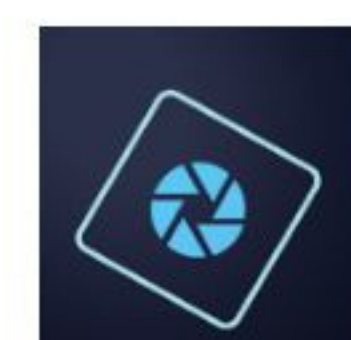
**16** Now you can carefully begin to clone clean skin over the blemishes on her face. You can always press Alt and choose a new area of clean skin as your clone source if the texture changes too much and needs to be updated. Remember that all these edits are only happening on the 'texture' layer.



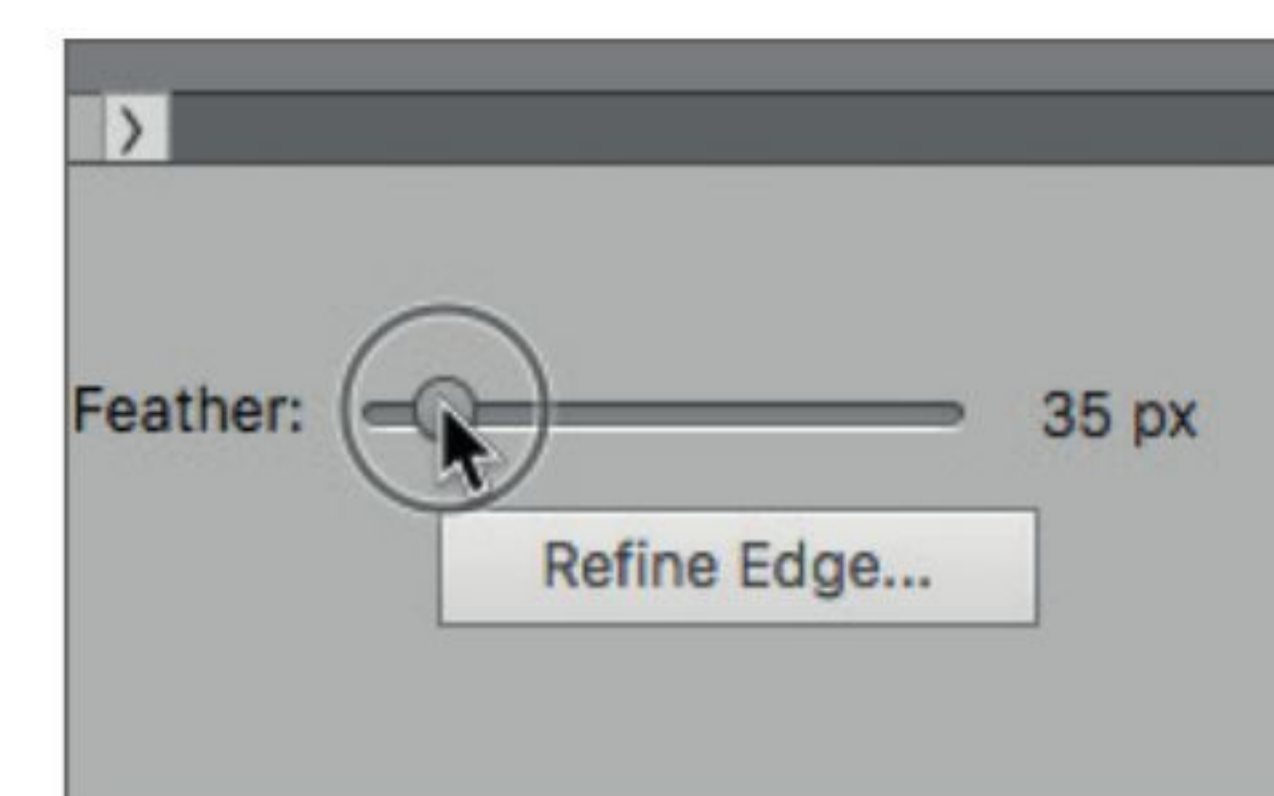
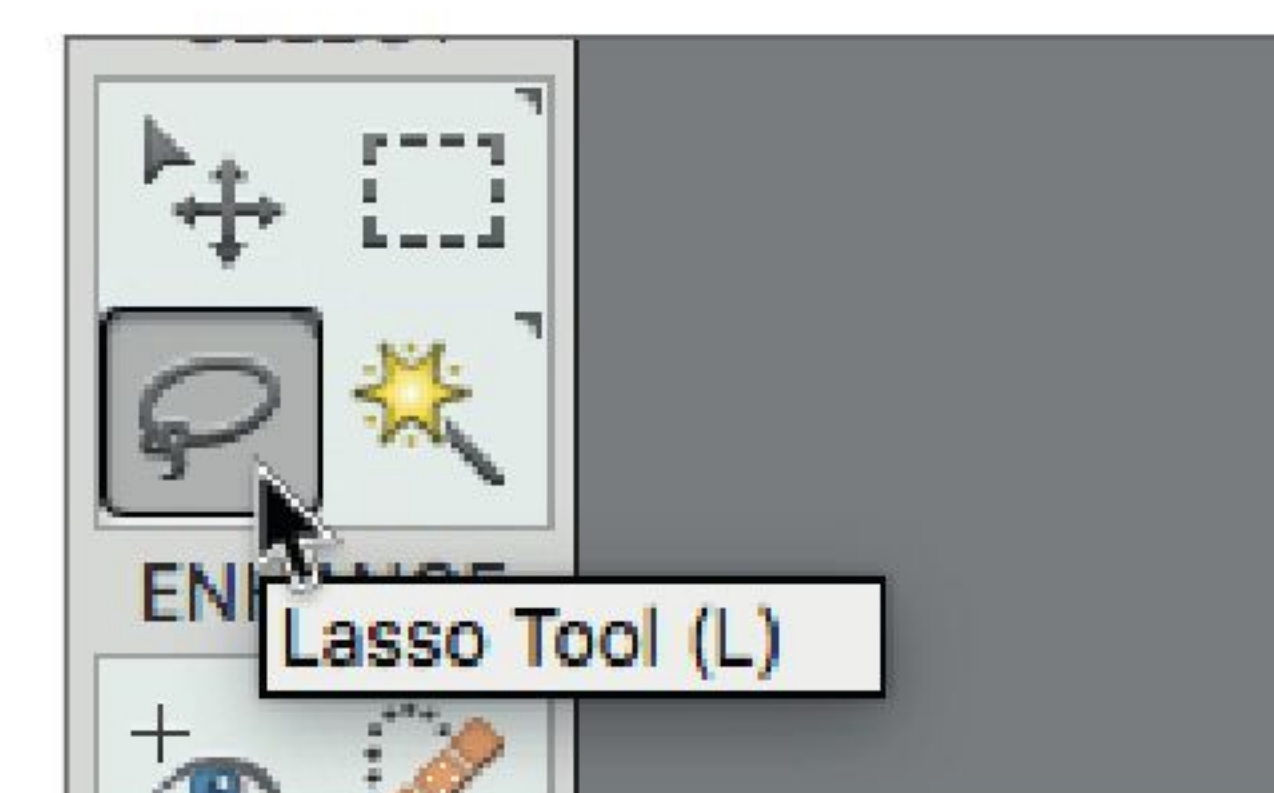
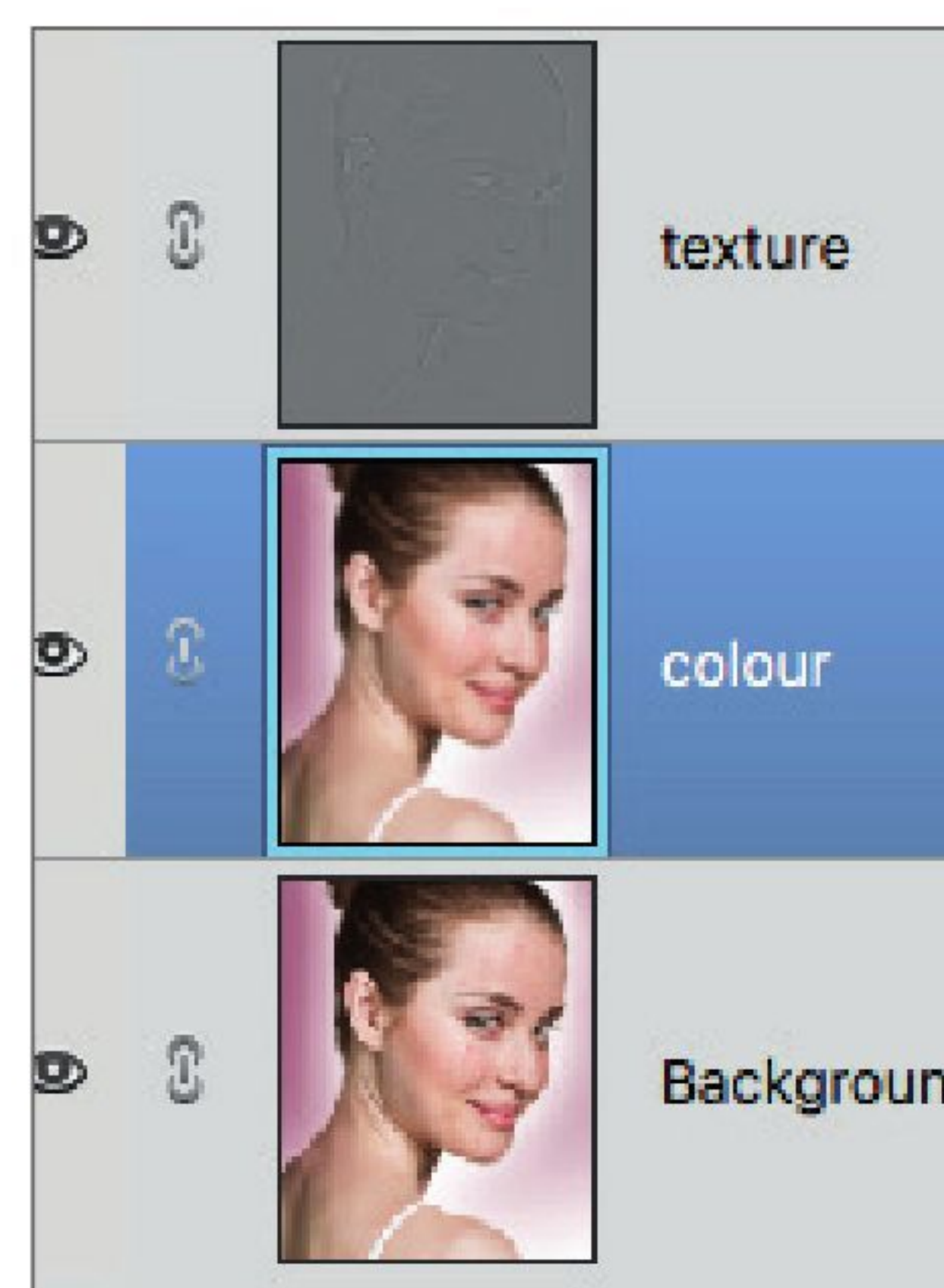
**17** Take your time with this part of the process. Keep changing your clone source to avoid the build up of repeating patterns that give the game away as to the use of cloning. You can use the Size slider to make the brush larger or smaller, if needed, as well.



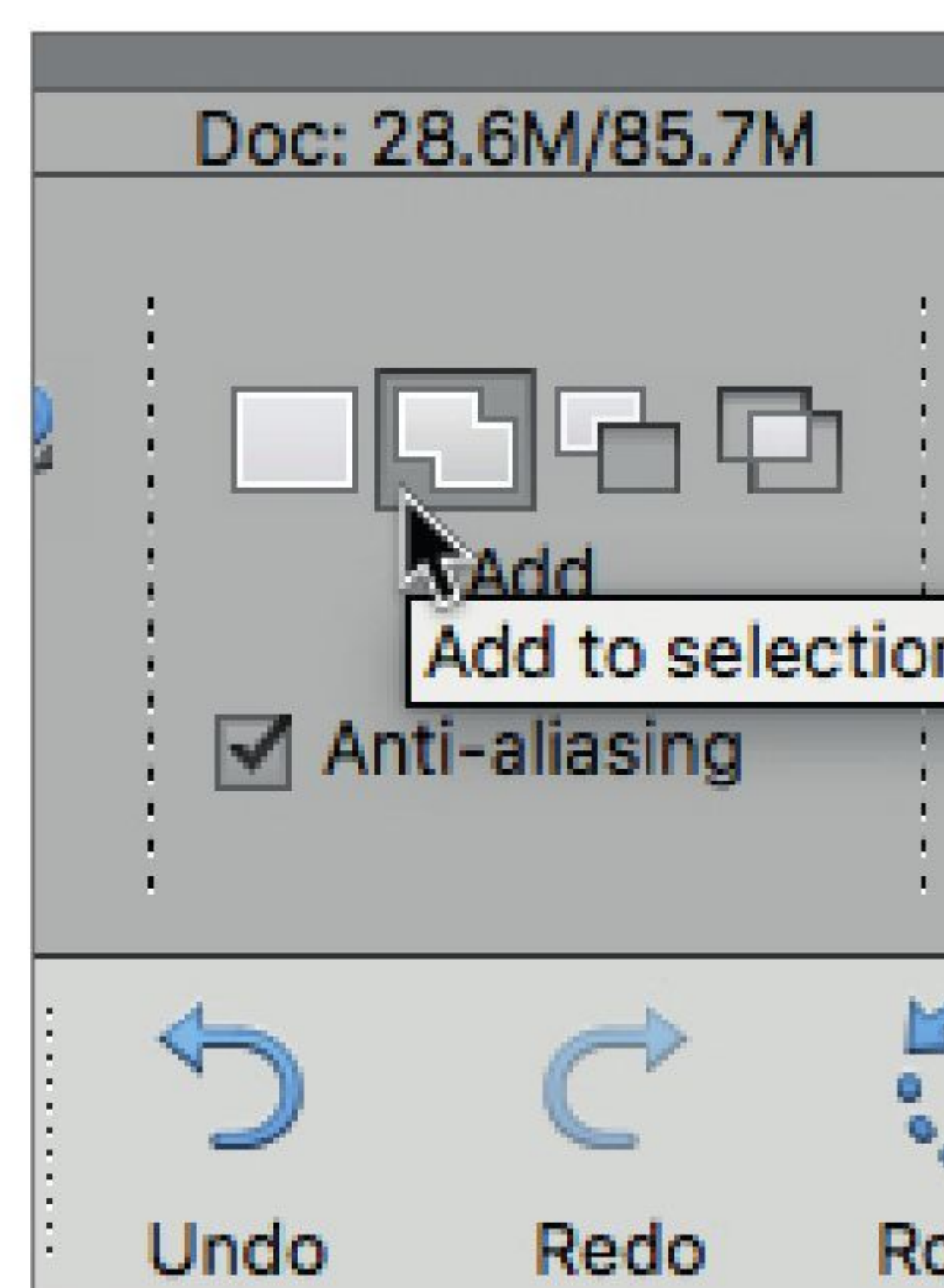
**18** Once you are happy that her forehead is done, you can make amends to any other areas of her face and neck that might need cleaning up. You can remove wrinkles in exactly the same way by cloning smooth skin over them. Stray hairs can also be cleaned up as well.



**19** Now that the 'texture' layer is completed and her skin is looking great, you can turn your attention to the 'colour' layer and even out any mottling that may be present. This is an optional step, but it does give the portrait that extra level of professionalism and is very flattering.

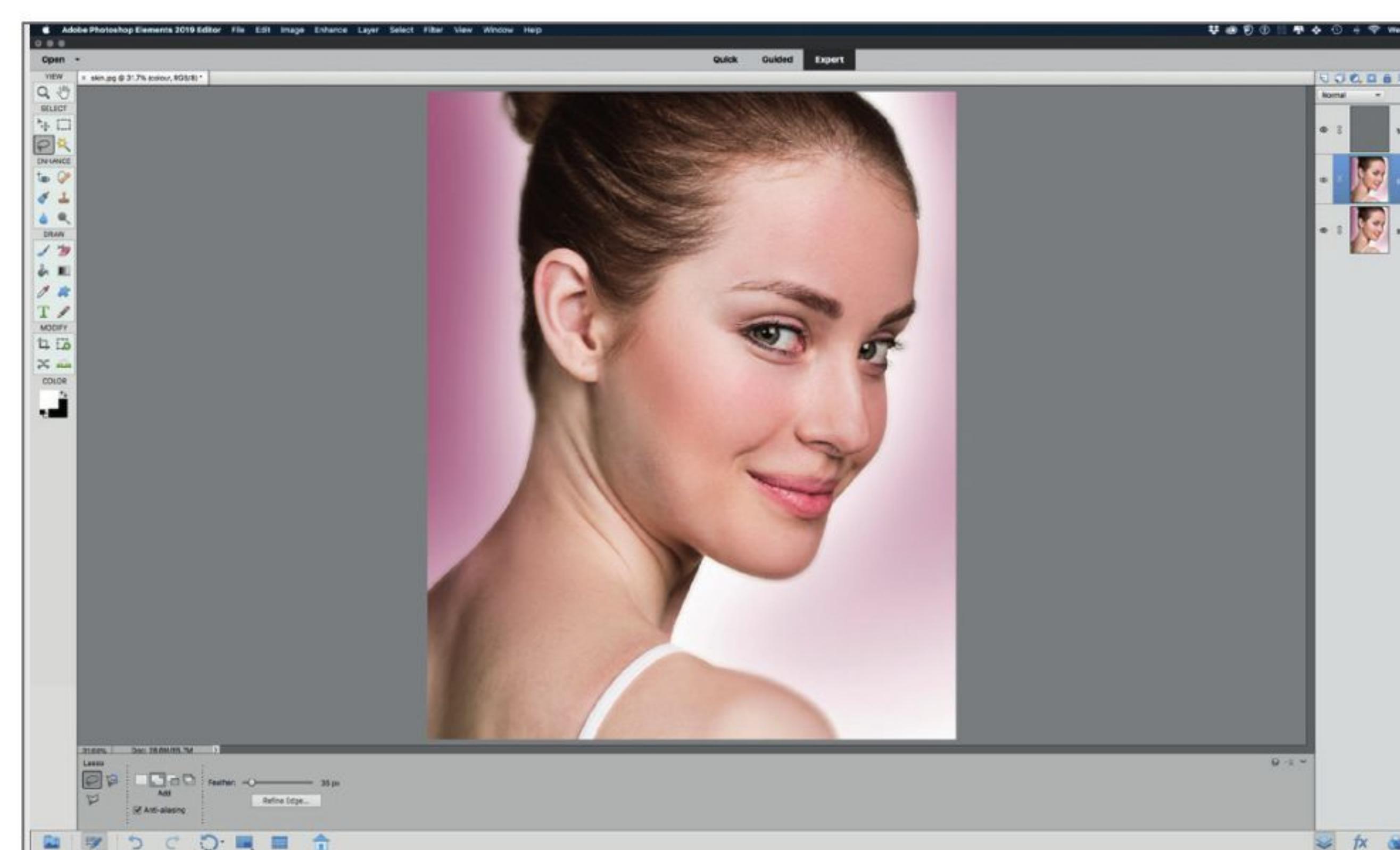


**20** Make the 'texture' layer invisible and make the 'colour' layer active. Go to the toolbar and choose the Lasso Tool (L). The Lasso optional panel will show you various options available for this tool. Go to the Feather slider and set it to about 35 pixels to soften the selection you are about to make.



**21** There is a small amount of mottling visible on her forehead which we want to remove, as well as softening the shadows around her left cheek, nose and chin. Draw around the areas you want to soften with the Lasso Tool. Join up to your start point and the selection will be closed and softened by 35 pixels.

**22** Press the Shift key or click the Add button in the options panel to add more selections. An area around her left cheek has also been included and again, softened by 35 pixels to avoid any hard edges to the colour. Keep this selection active for the next part.



**23** Go to the menu and choose Filter > Blur > Gaussian Blur to call up the blur dialog panel. Set the Blur ratio to about 30 pixels or however much you feel is needed to blur those areas a sufficient amount, to remove any mottling from her face. Click OK to blur the selected parts of the image.

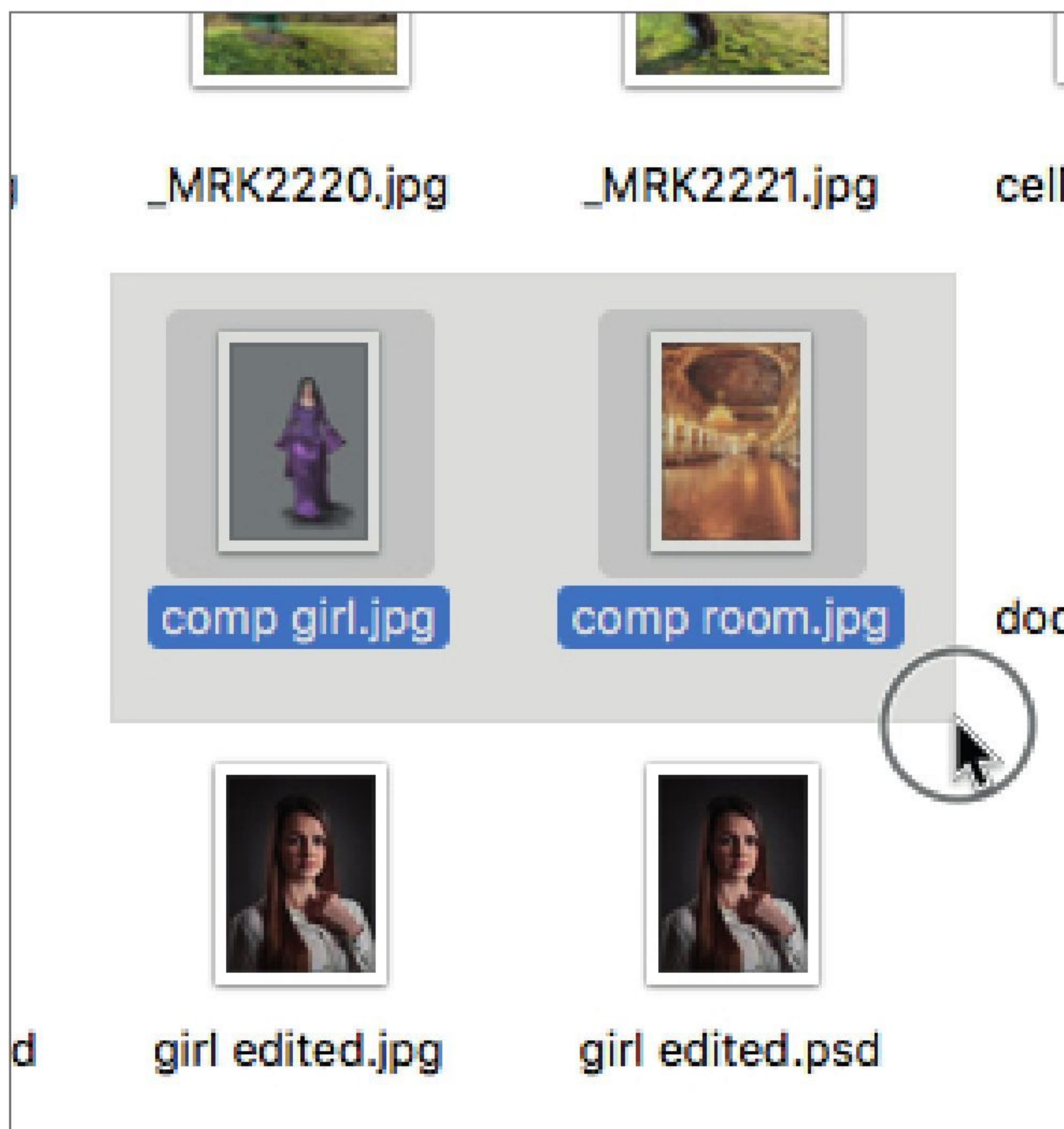
**24** If you want, you can also do the same to the highlighted areas of her right cheek to give more of a matt finish to her skin. It behaves a bit like adding more digital makeup foundation to her skin. When you are happy, you can go to File > Save As (Shift + Cmd + S) to save your finished result.



# Composite Images



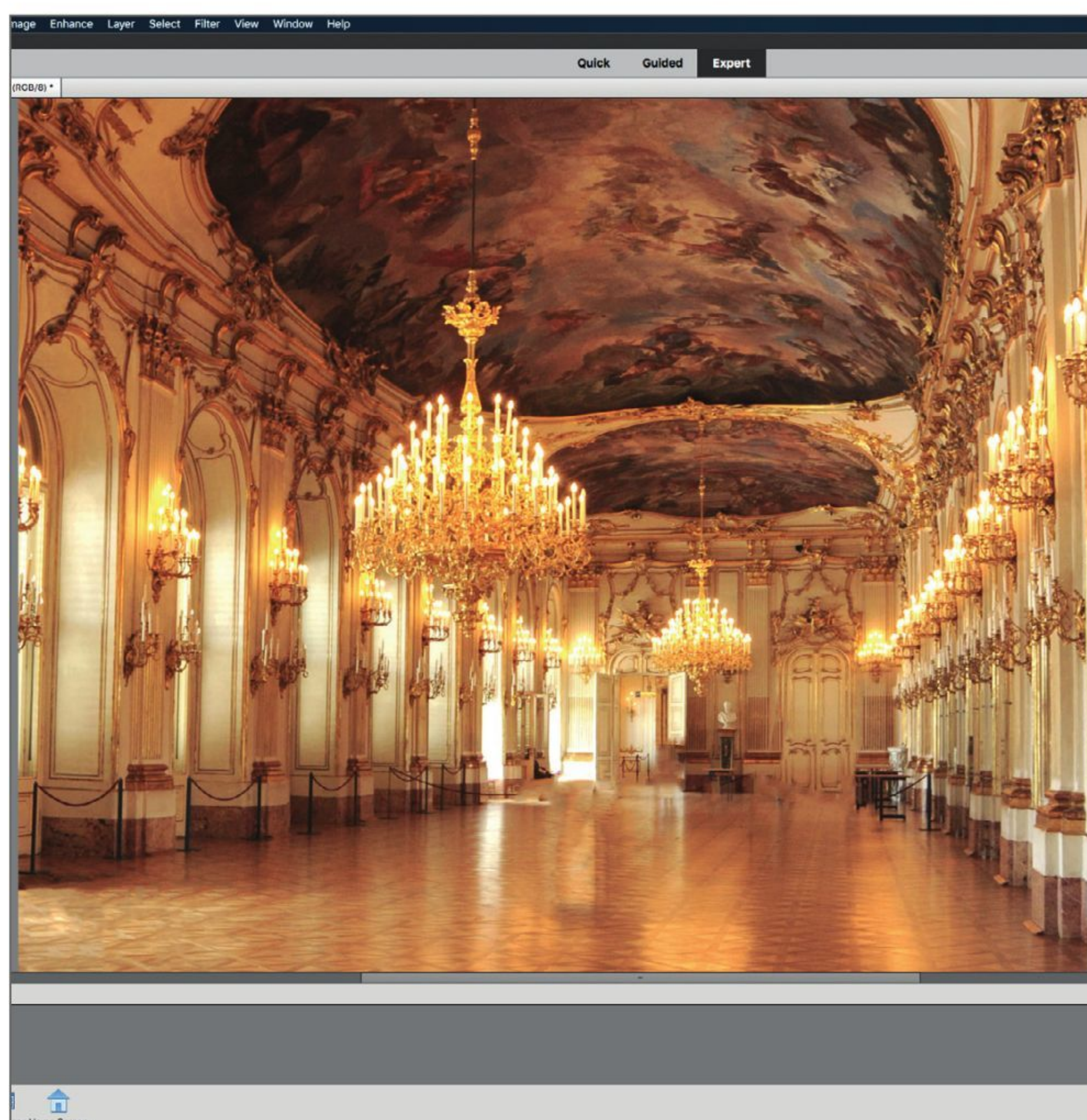
Compositing is the combining of visual elements from separate sources into single images, often to create the illusion that all those elements are part of the same scene. In this tutorial we will be looking at a fairly typical approach for the two main elements of the image which is the grey/neutral background compositing technique. Shooting your main subject against a grey screen gives them a well defined edge that makes the process of blending them into another environment all the easier. Grey screen compositing is the choice of many graphics professionals and is easier to do than you might think. We have a scenario in which we have a photo of our subject and want to put them into a much grander environment than just a grey background.



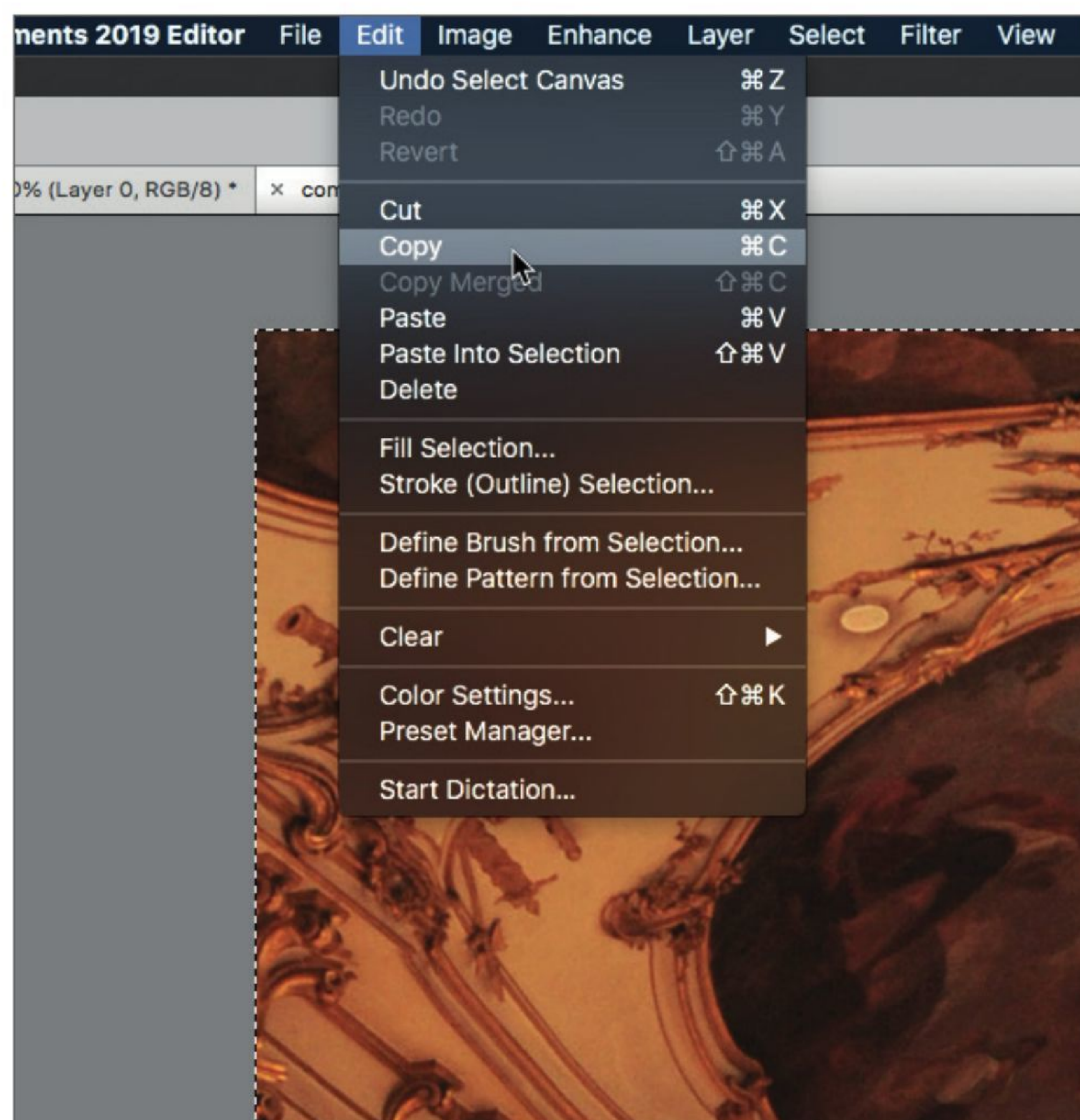
**1** Go to File > Open and navigate to where the components for the scene are stored. In this example, we have our subject image and a ballroom scene in which to put her. Highlight your images and click Open to create two new tabbed documents in Elements.



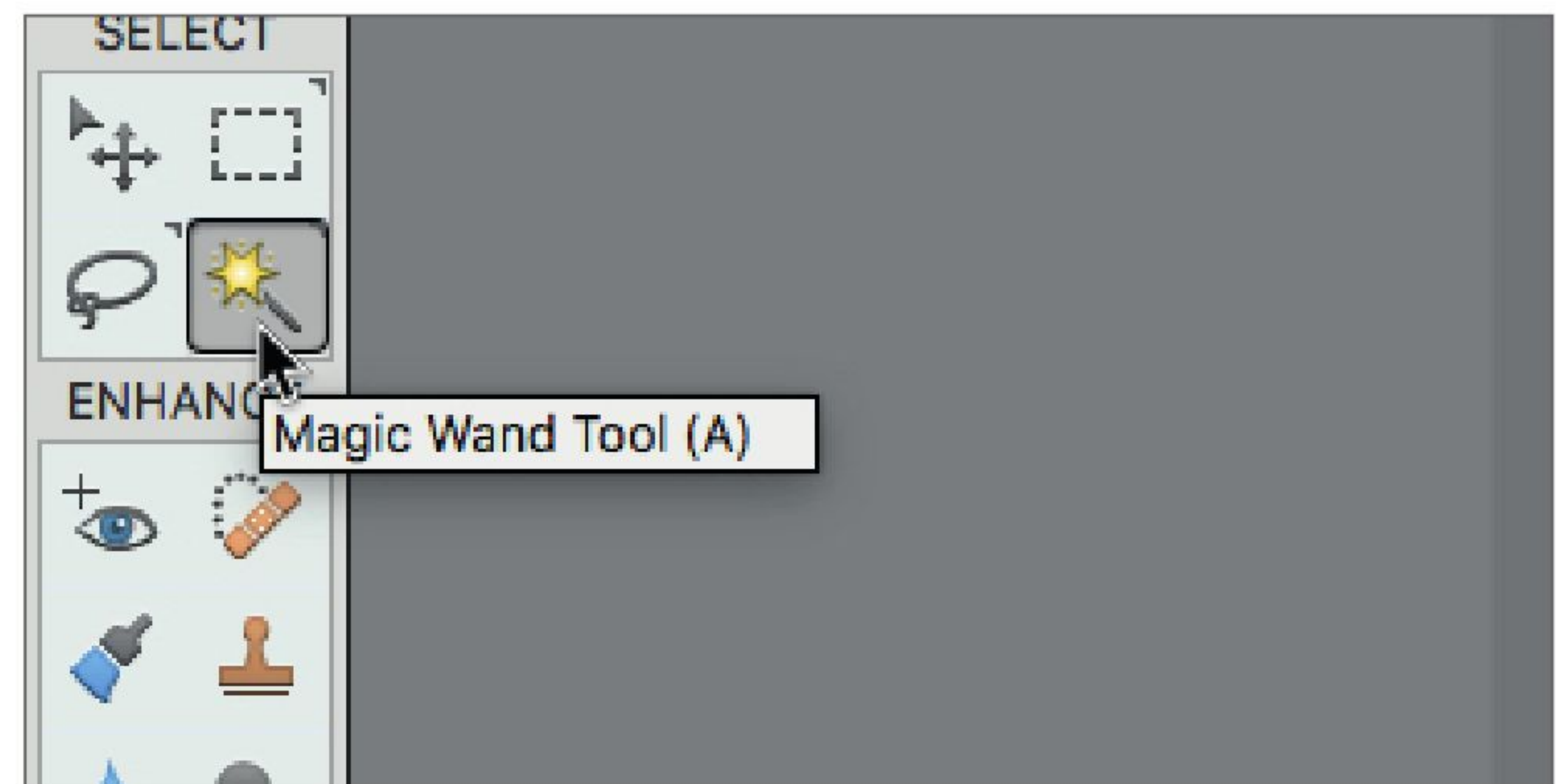
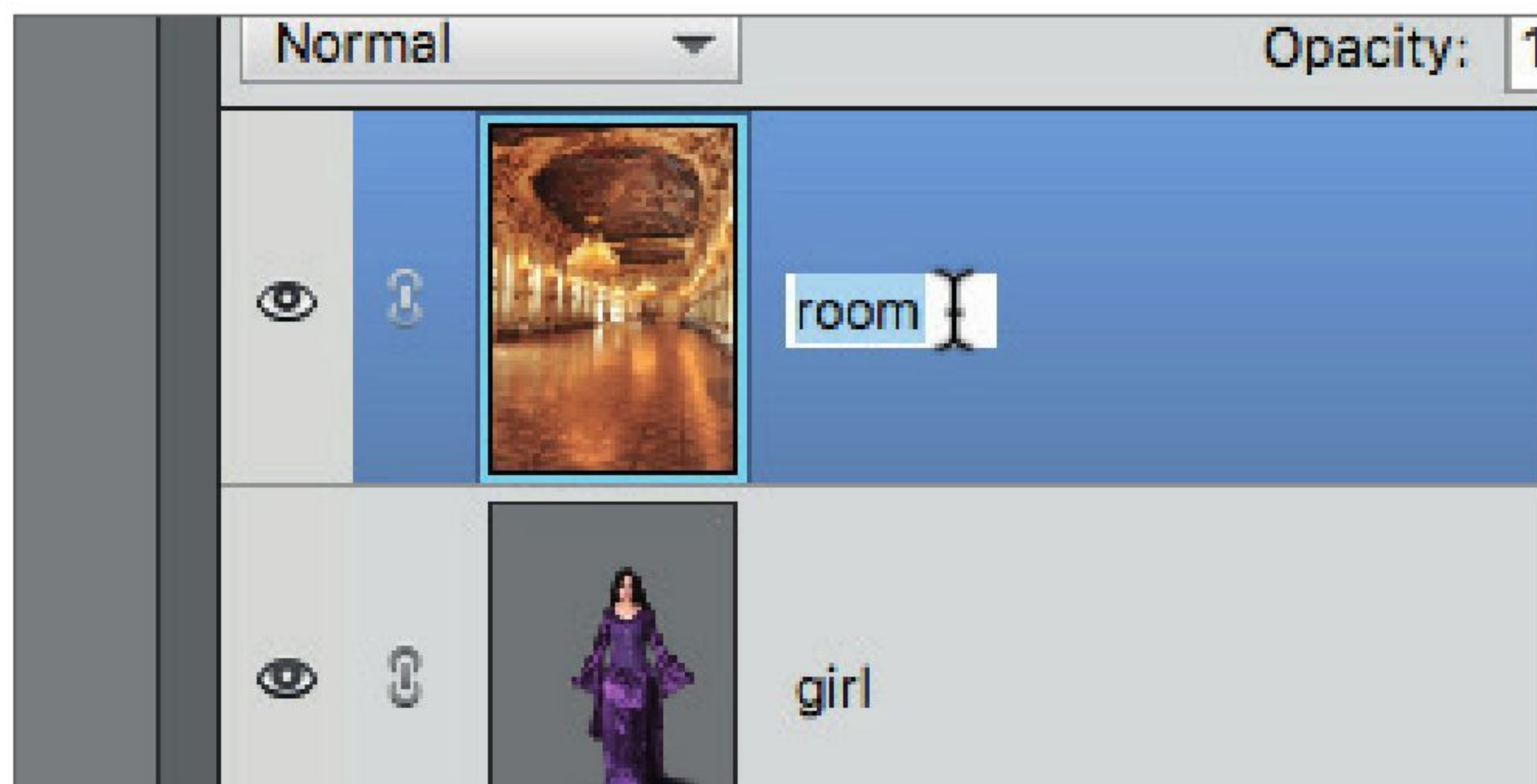
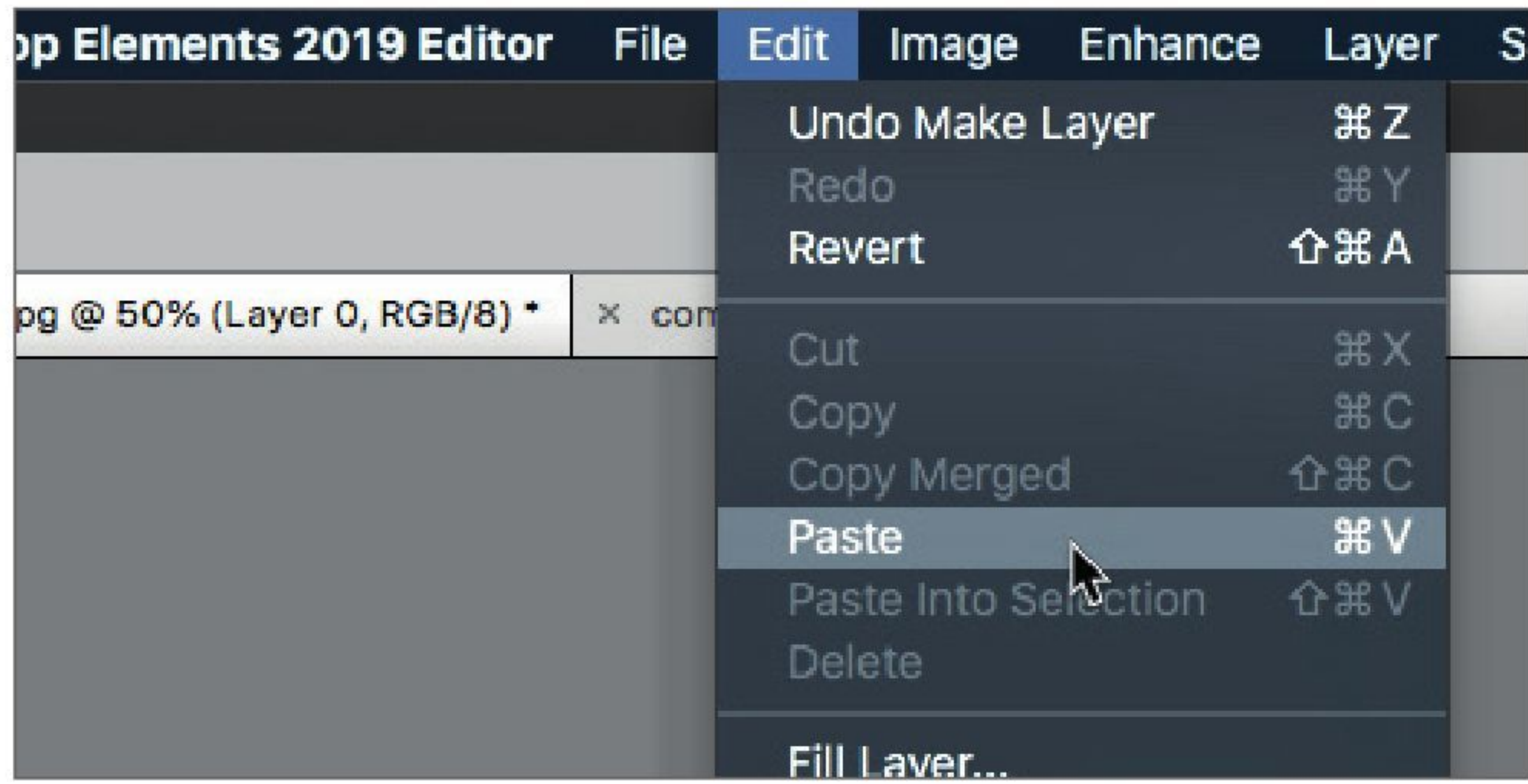
**2** We have 'girl.jpg' and 'room.jpg'. You will see that the girl is on a grey background. All the lighting gear and extraneous items present in the shot have been cloned out leaving just her and a plain grey background. The grey background is a key part of this process.



**3** The other image we will be working with is a photograph of a baroque ballroom. There is a perfect spot upon which the girl can be placed. Now, you have the two images that will be combined. You will see that it is not done in the conventional way that you might imagine but is very effective nonetheless.

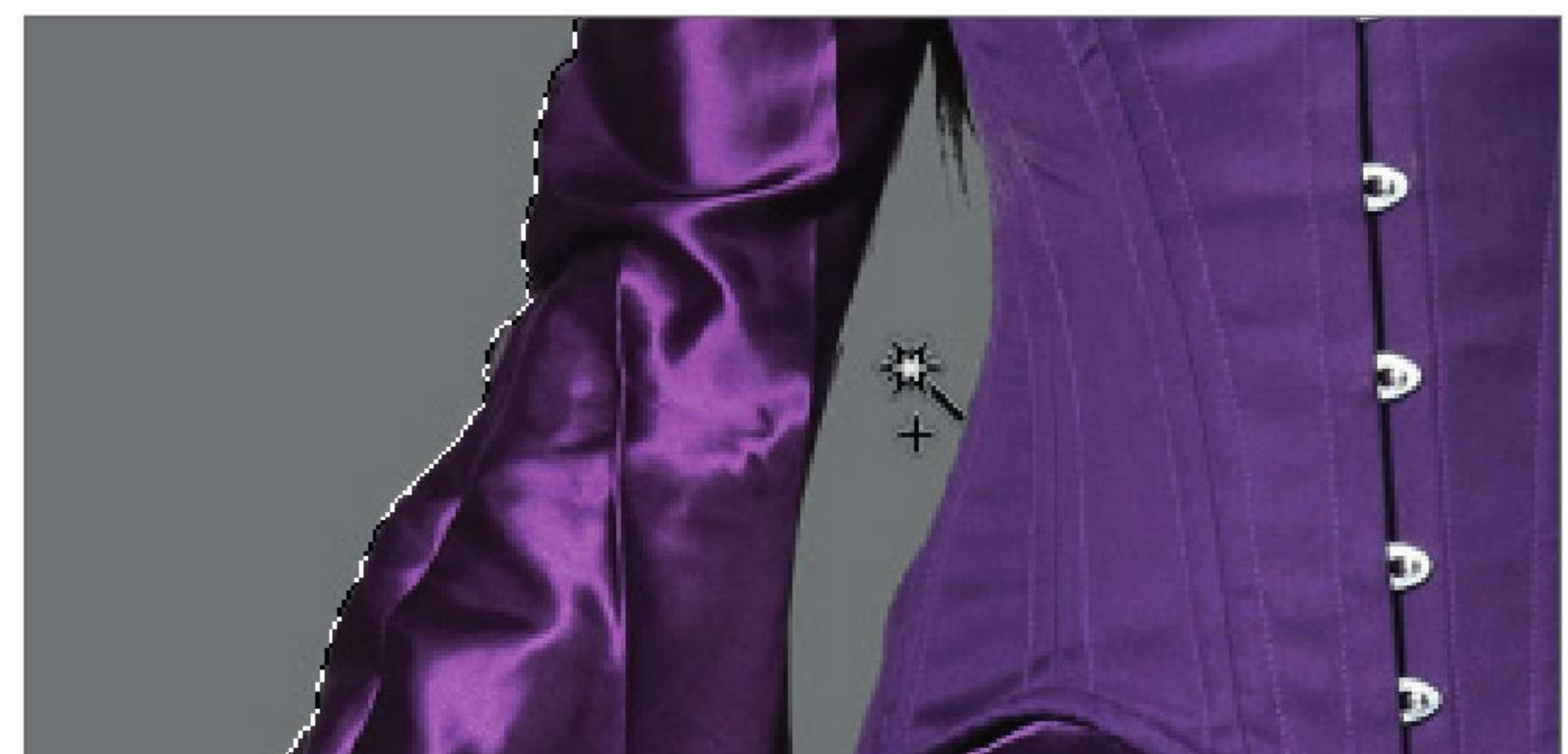
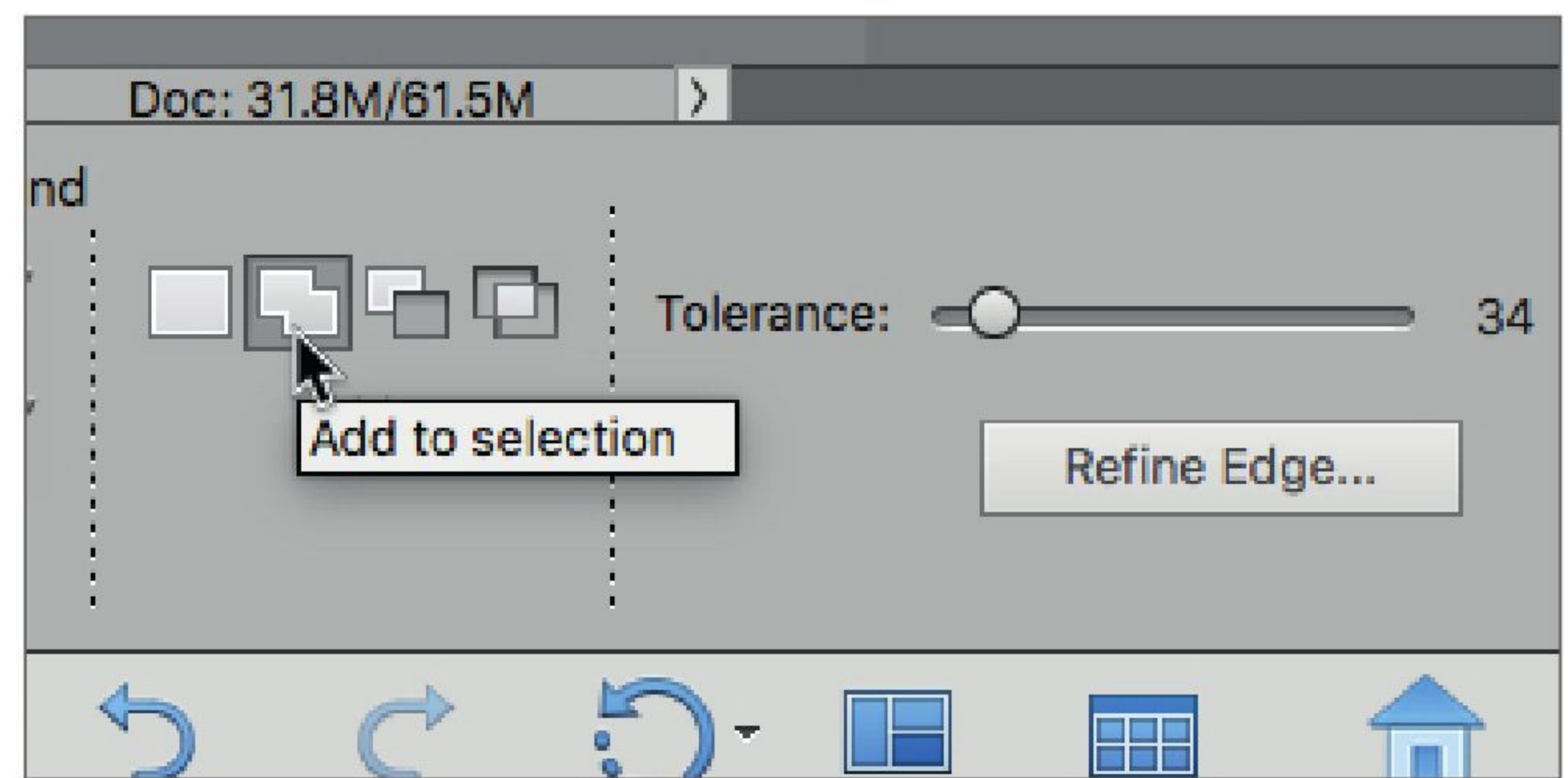
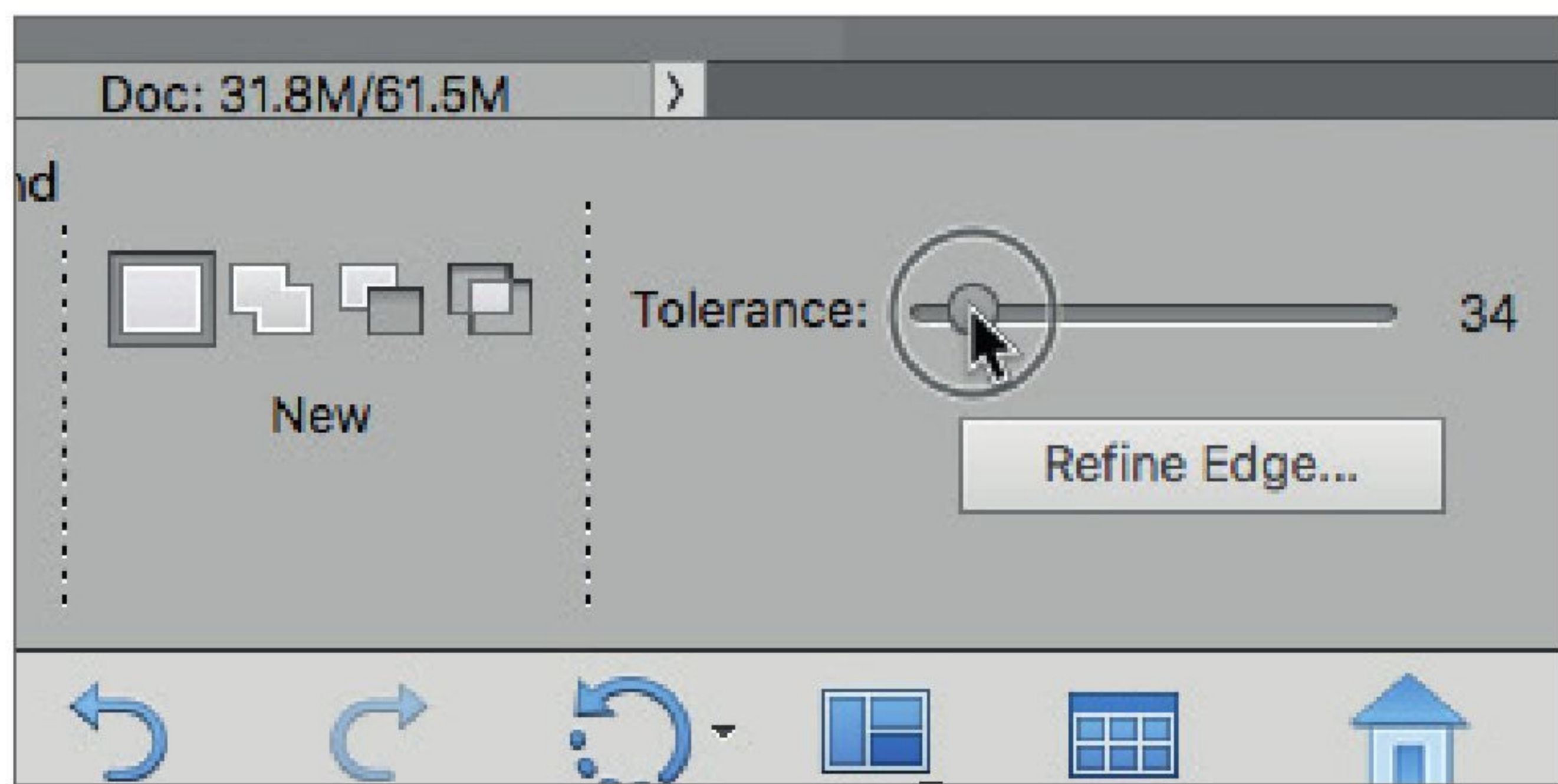


**4** For the moment, return to the 'girl' document and click on the layer lock icon next to the layer thumbnail to unlock the layer. Go to the 'room' image and do the same. Press Cmd + A to select all pixels on that layer and then press Cmd + C to copy the 'room' image, or go to Edit > Copy.



**5** Go to the 'girl' document and go to Edit > Paste or press Cmd + V to paste the copied room image into the 'girl' document. It will appear on its own layer above the 'girl' layer. You can name this new layer 'room'. For the moment, click the visibility icon of the 'room' layer to make it invisible.

**6** Click the 'girl' layer to make it active. You need to make a selection of her outline to start the compositing process. Go to the toolbar and select the Magic Wand Tool (A). Although the Magic Wand is a fairly simplistic selection method, it actually works really well in these situations.

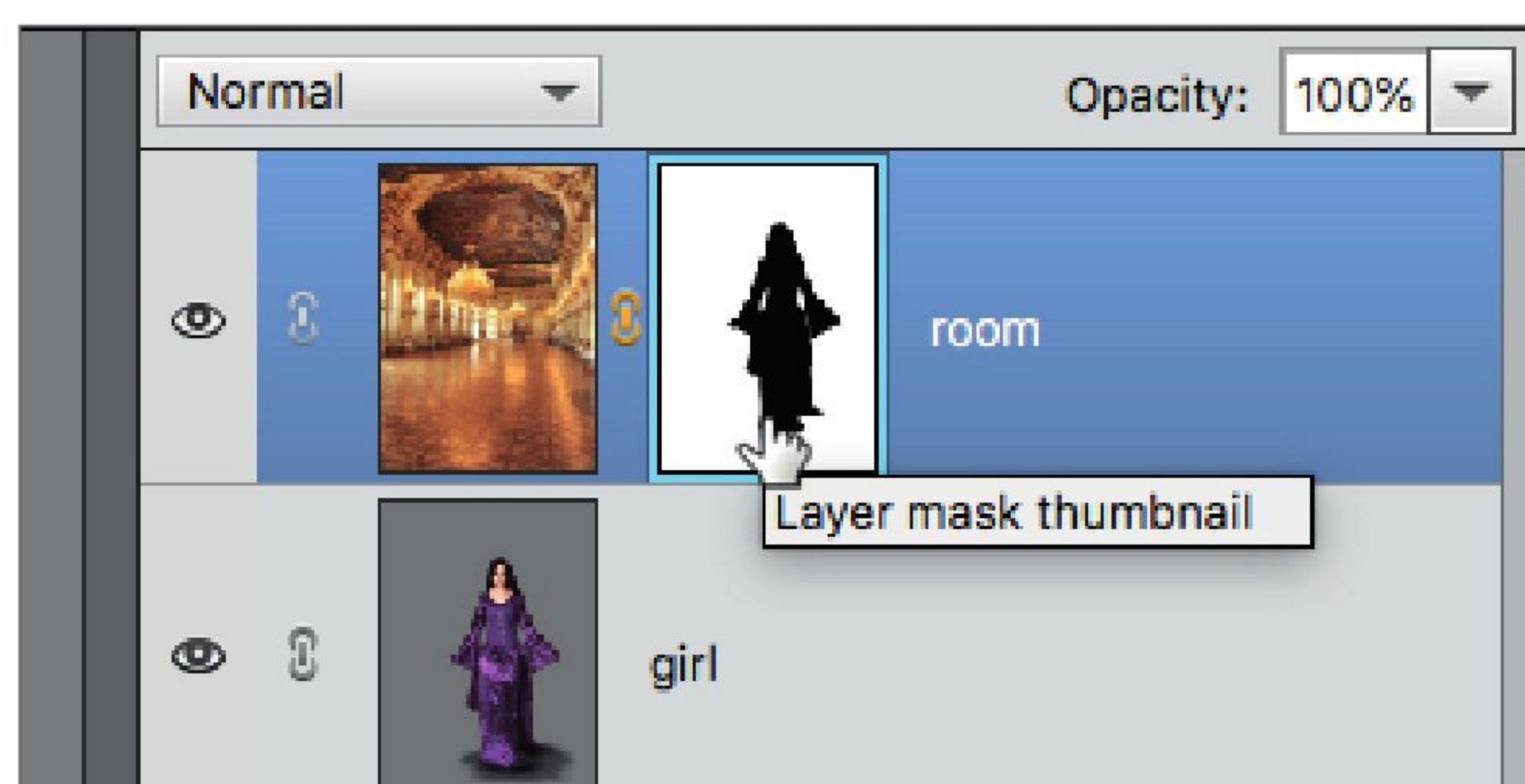
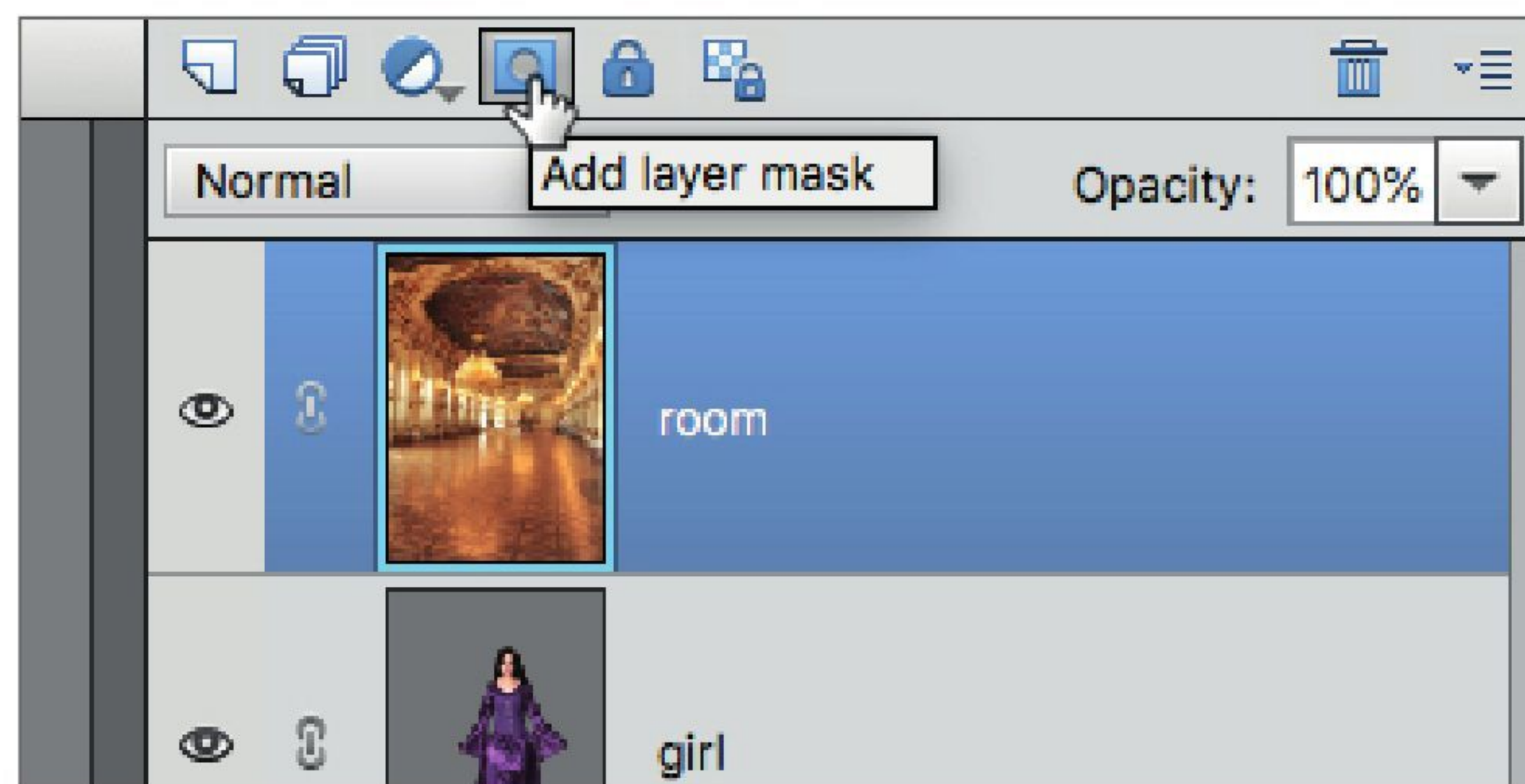


**7** Set the Magic Wand Tolerance to about 34 and make sure the Contiguous button is checked. Position the cursor over the grey background surrounding the girl and left-click. The Magic Wand will select as much grey as the Tolerance setting dictates. Now we need to add the parts it missed.

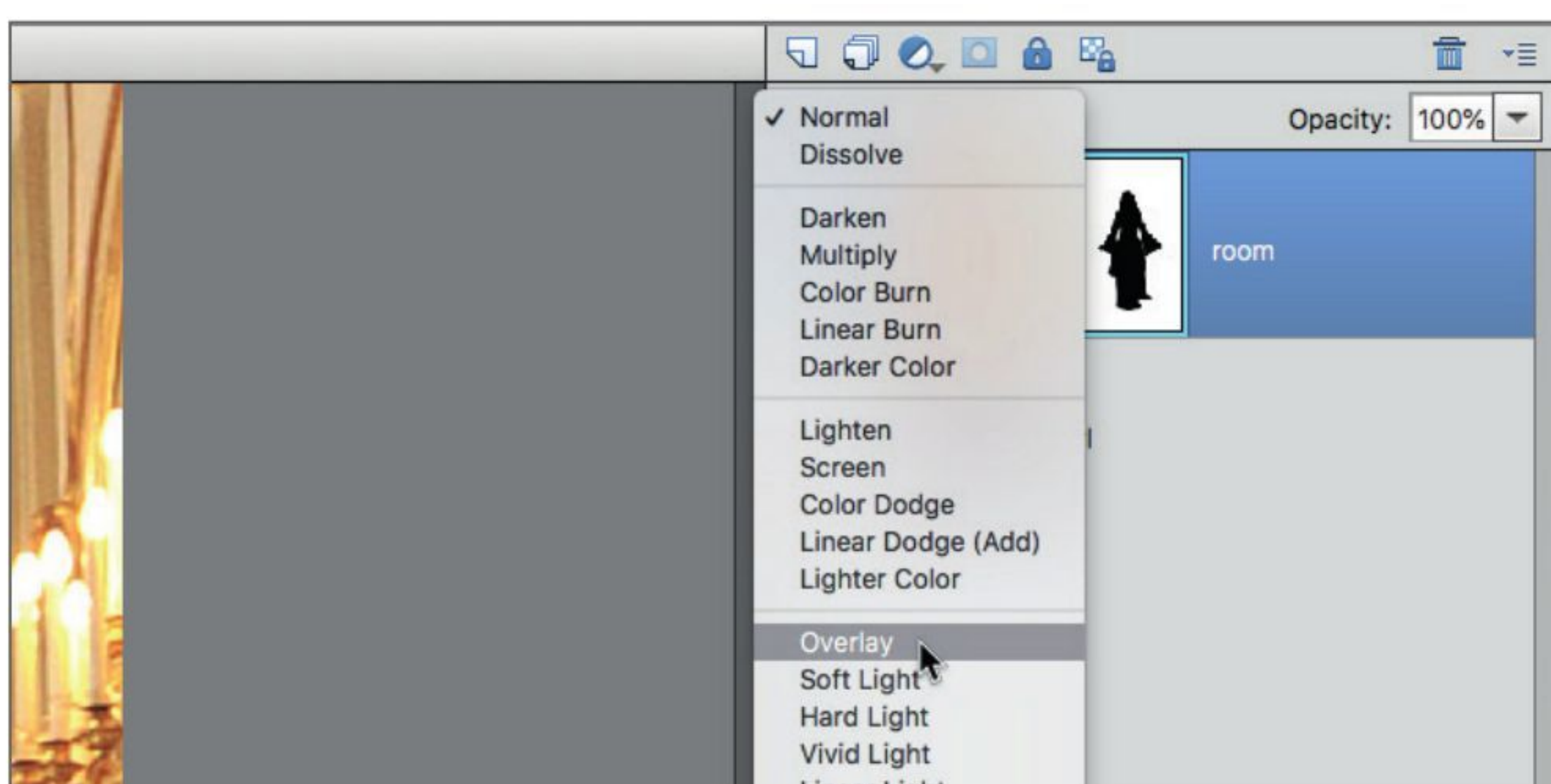
**8** Click the Add To Selection button and a small plus symbol will appear on your cursor to indicate anything selected will be added to the currently active selection. Now you can click and add more grey areas until all the grey is selected.



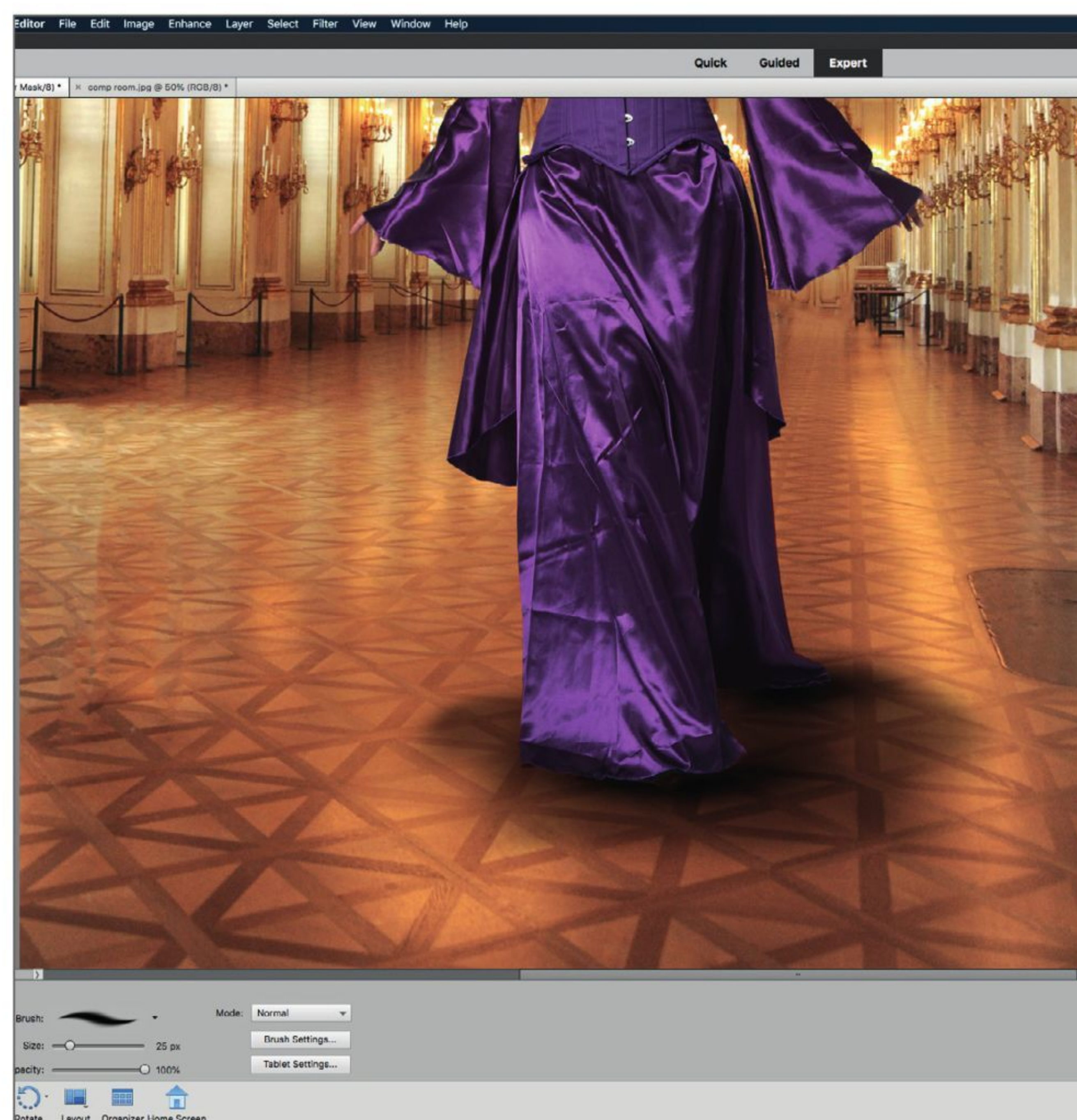
**9** Make the 'room' layer visible and active again. You will see the selection you just made overlaid on the image as a series of black and white dashes known as 'marching ants'. This selection can be used to create a mask in the next step.



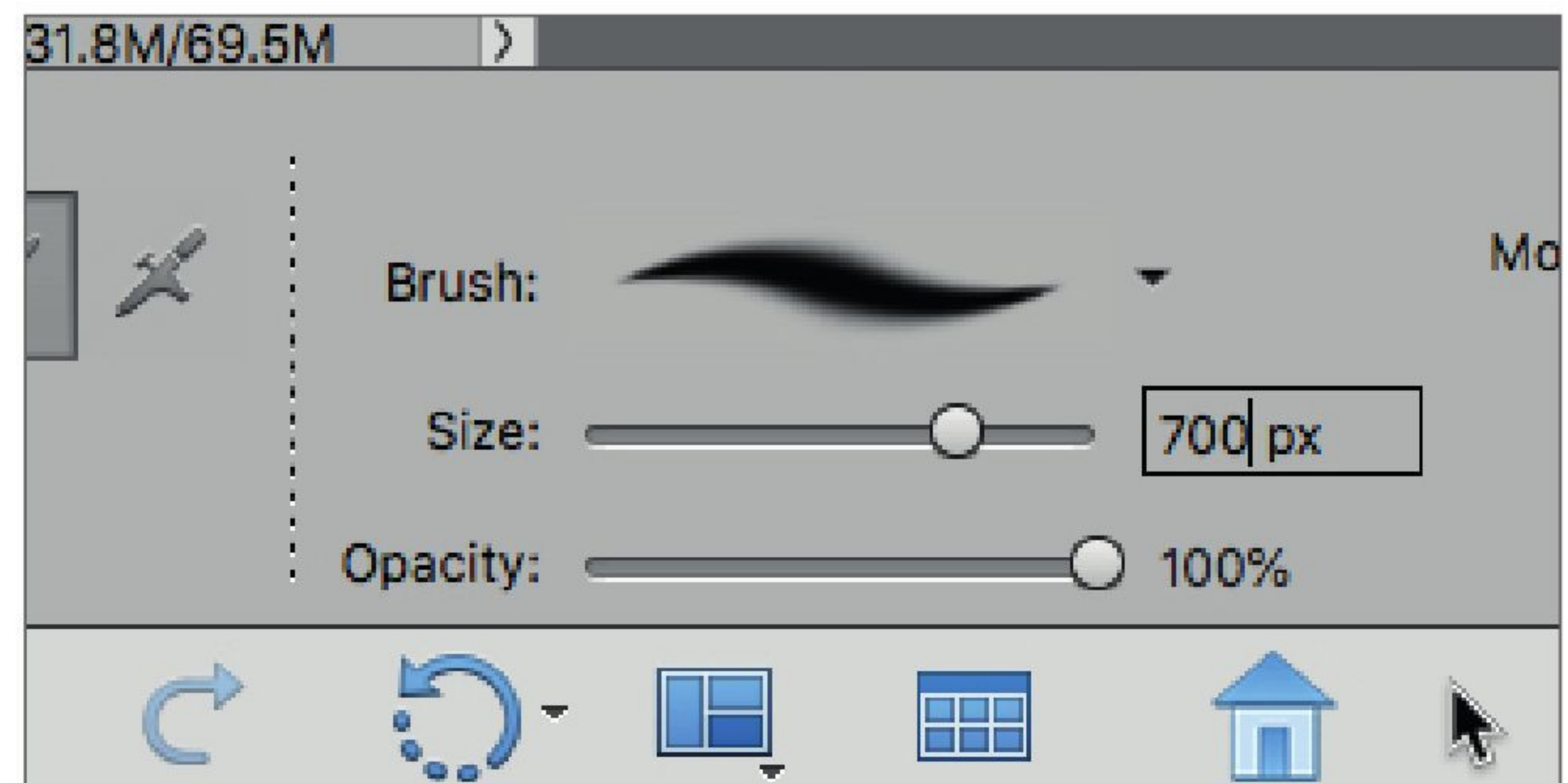
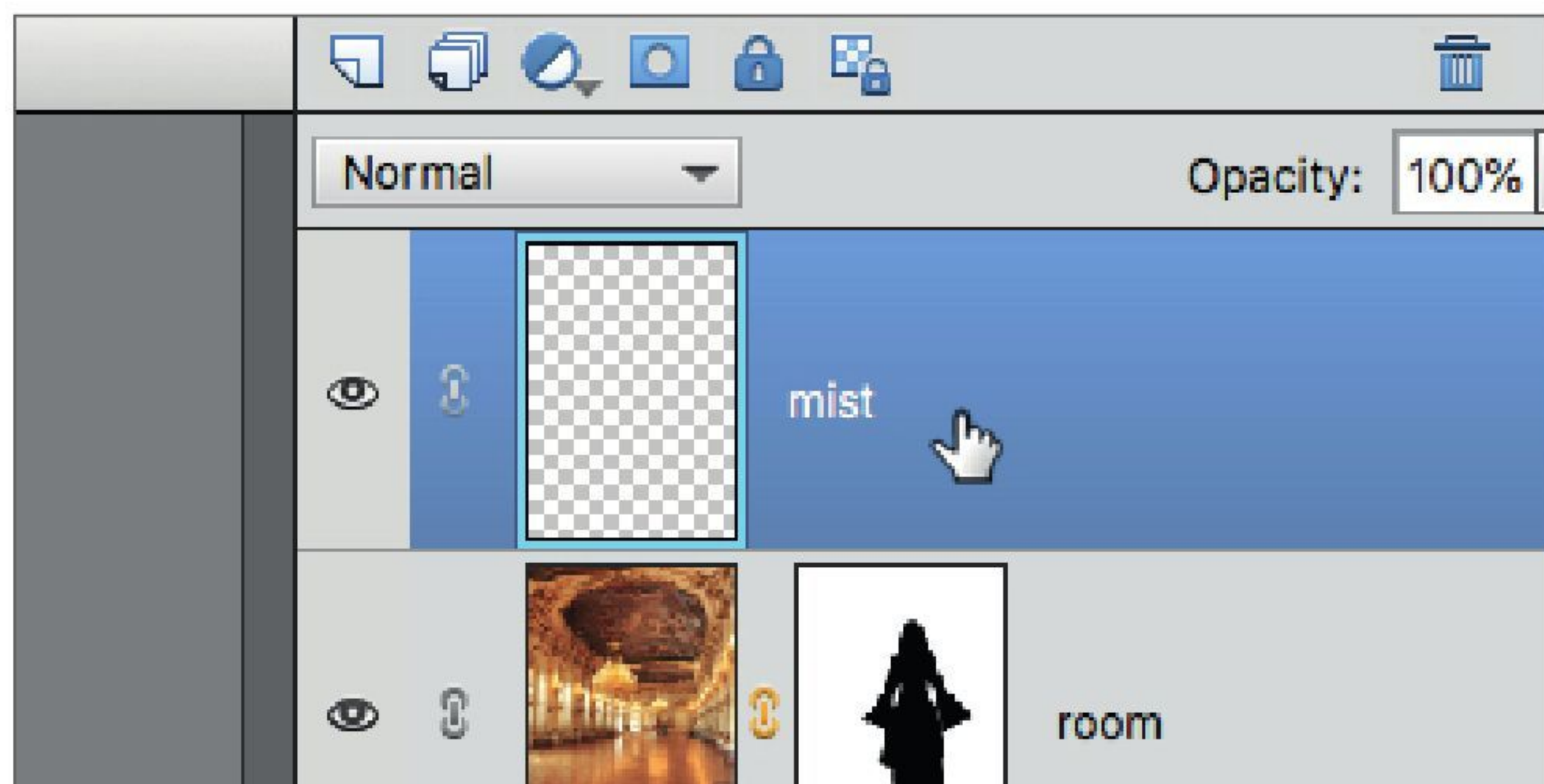
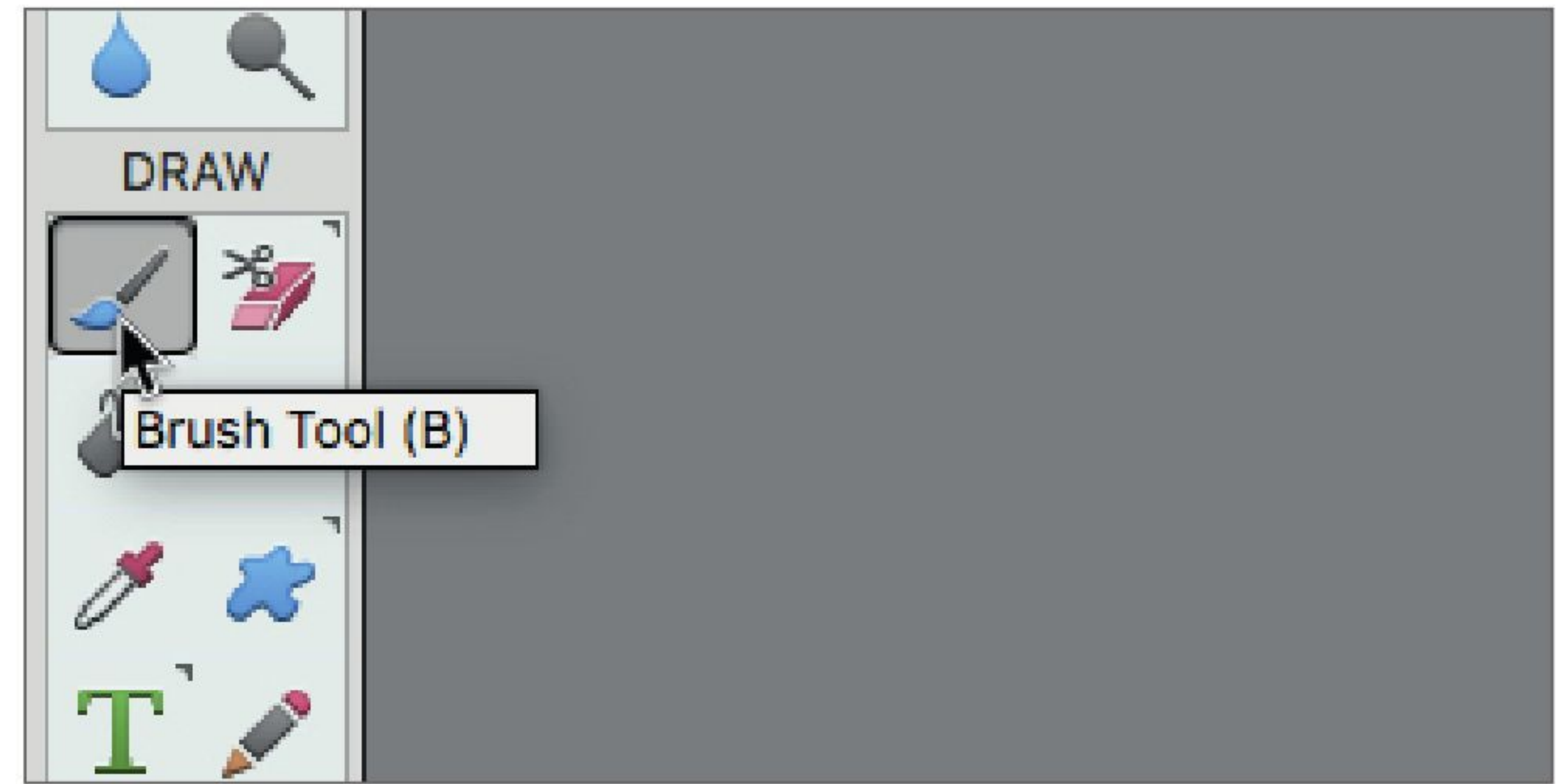
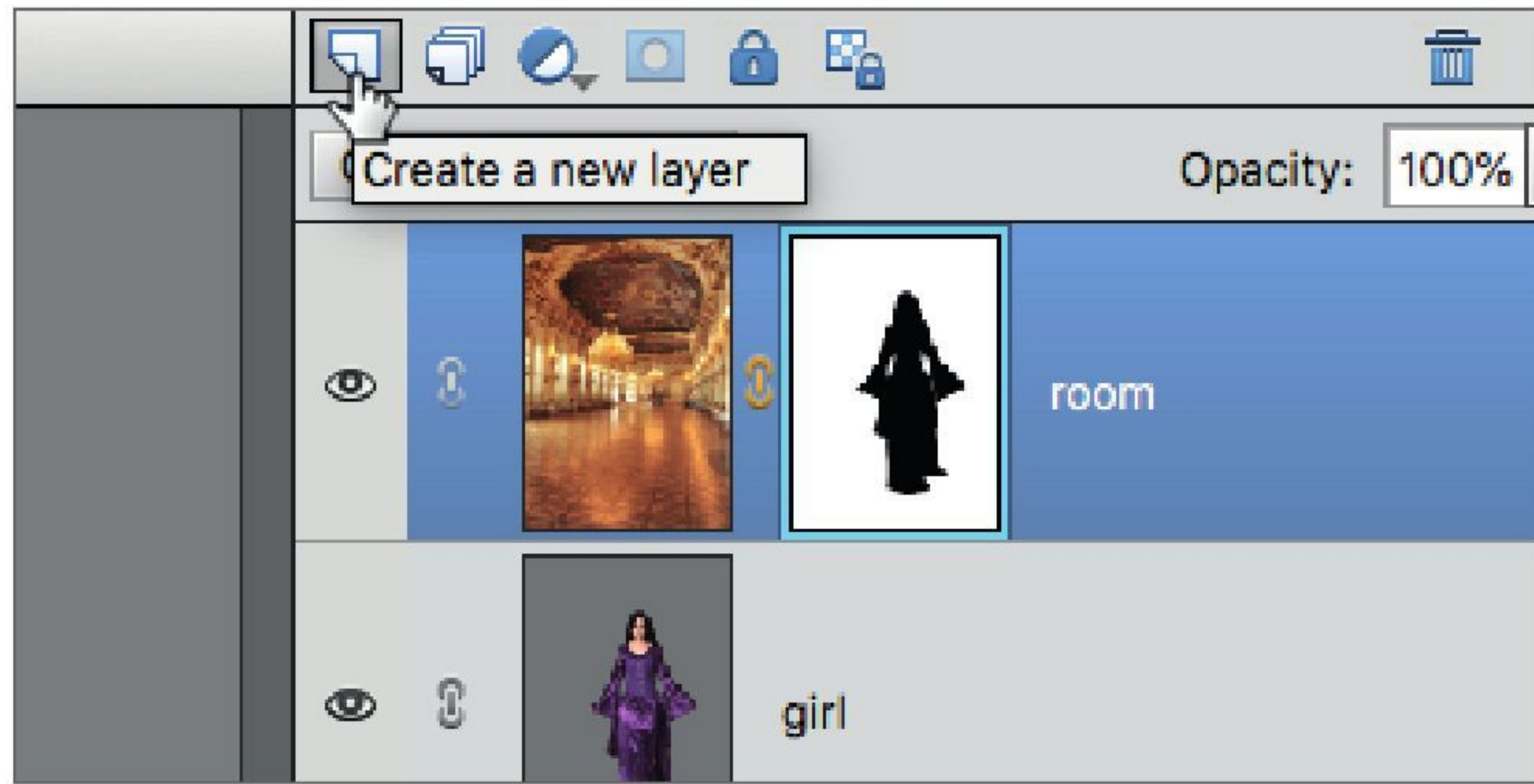
**10** Go to the layer options panel and click on the Add Layer Mask button. When you do, a mask in the shape of the selection will be added to the 'room' layer. Anything within the bounds of the selection will be white and anything outside the bounds will be black. White reveals and black conceals.



**11** You might notice that the girl looks a little too much like a cut out figure. You can remedy that by changing the Blend Mode of the 'room' layer to Overlay. This blends the pixels of the 'room' layer into the 'girl' layer. Only the girl is unaffected by the blend because of the mask on the layer above.

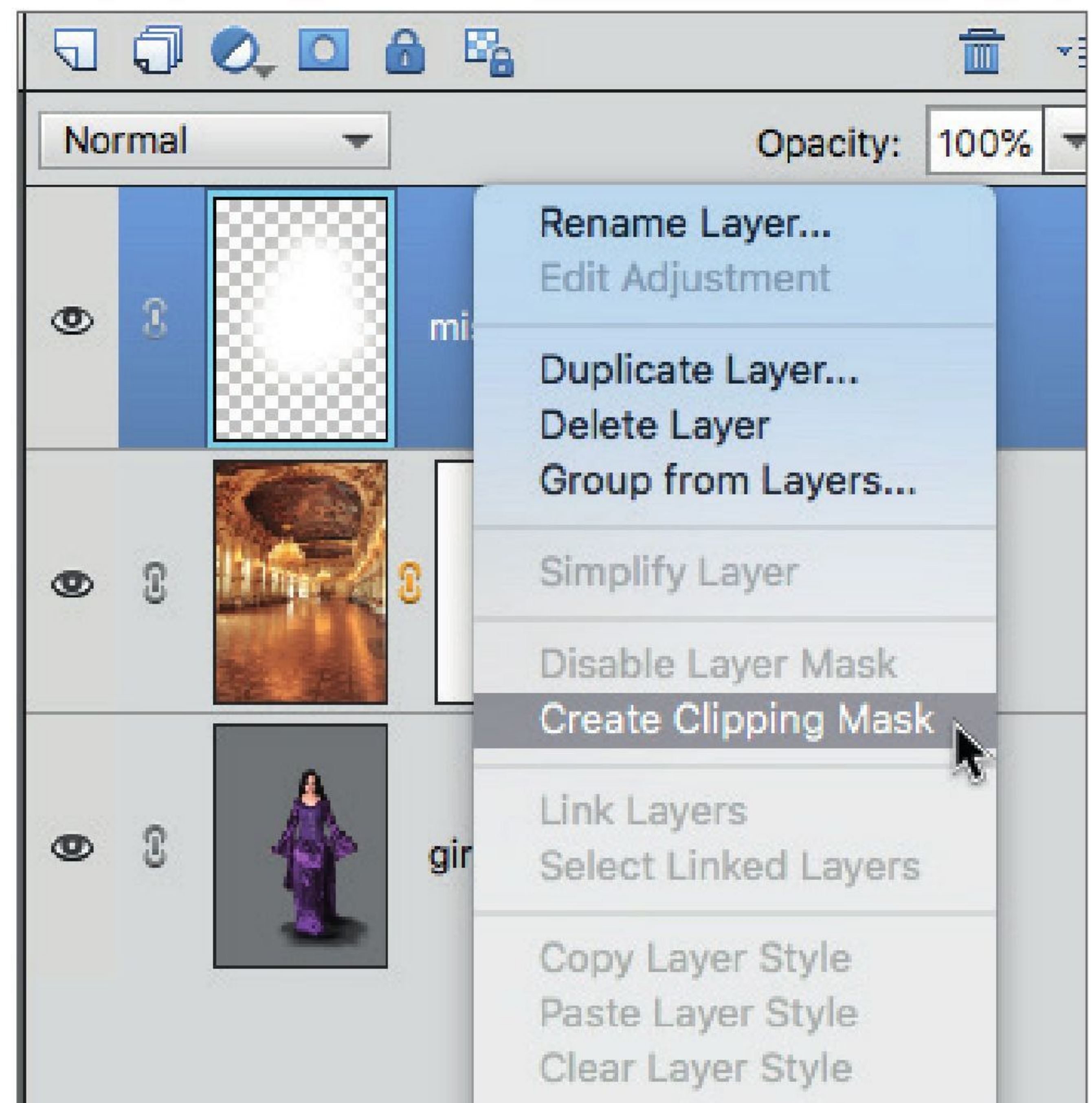
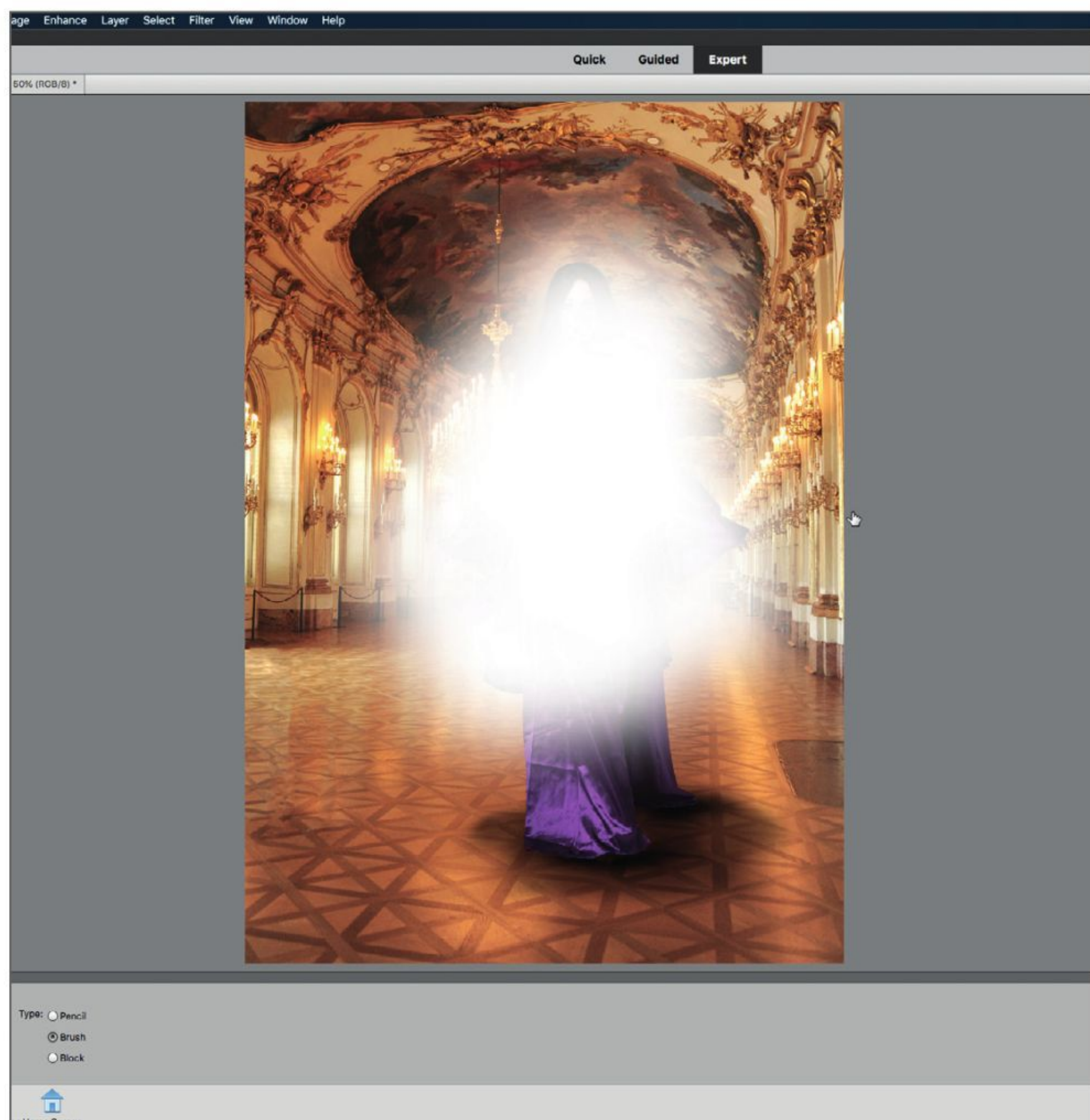


**12** Any area of the neutral grey 'girl' background that is blended with the 'room' layer makes no visual difference but any parts of the grey background darker than about 50% grey show up. This is great since the girl's shadow now appears on the ground.



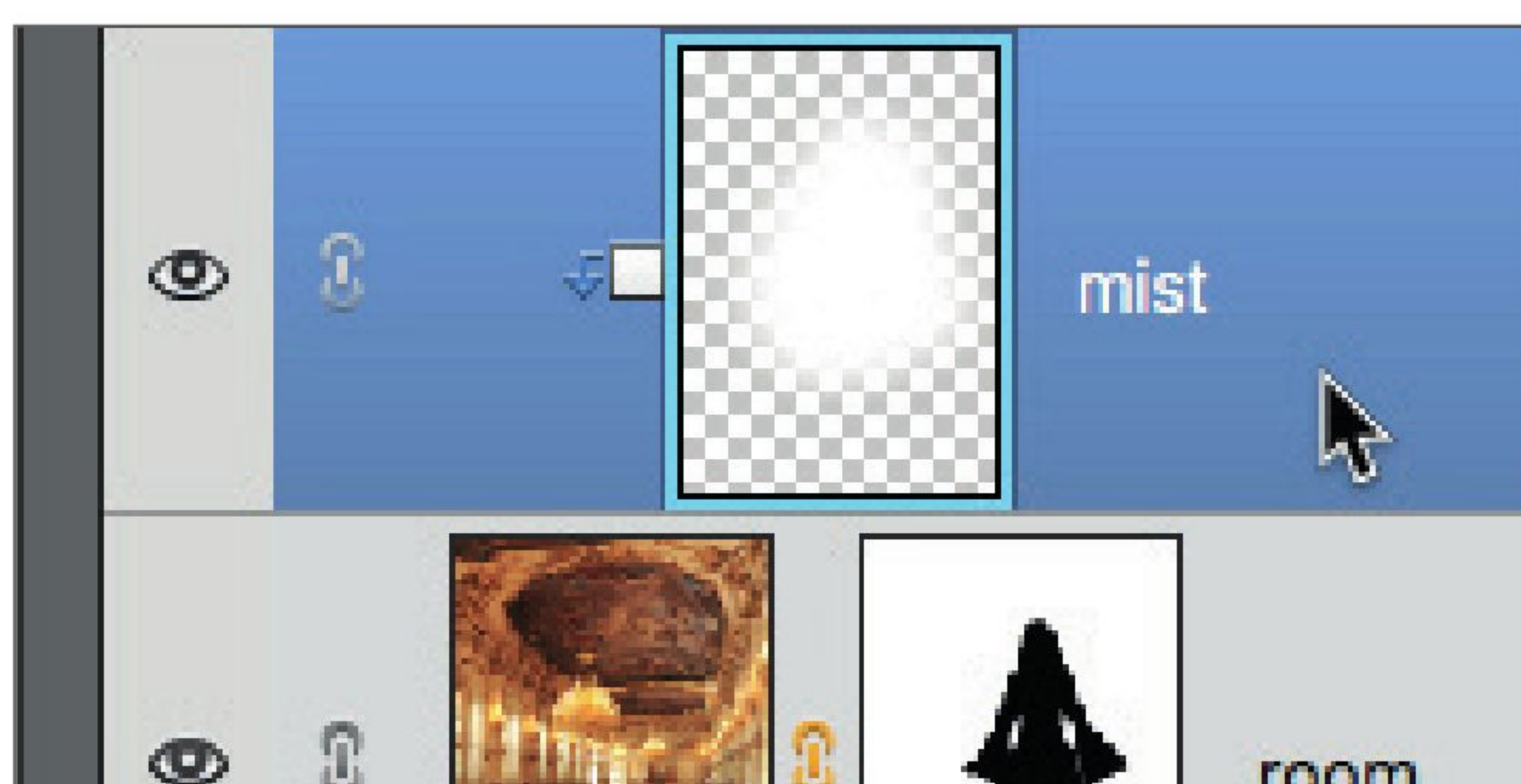
**13** Now we can begin to make the whole image more cohesive. With the 'room' layer active go to the layers palette and click on the Create New Layer button. Call this new layer 'mist'. We are going to add a subtle atmosphere behind the figure which is a popular thing to do in images like this.

**14** Keep the 'mist' layer active and go to the toolbar and choose the Brush Tool (B). In the tool options panel at the bottom of the screen, choose a large soft brush of about 700 pixels. Keep its opacity at 100%. Make sure the foreground colour is white.

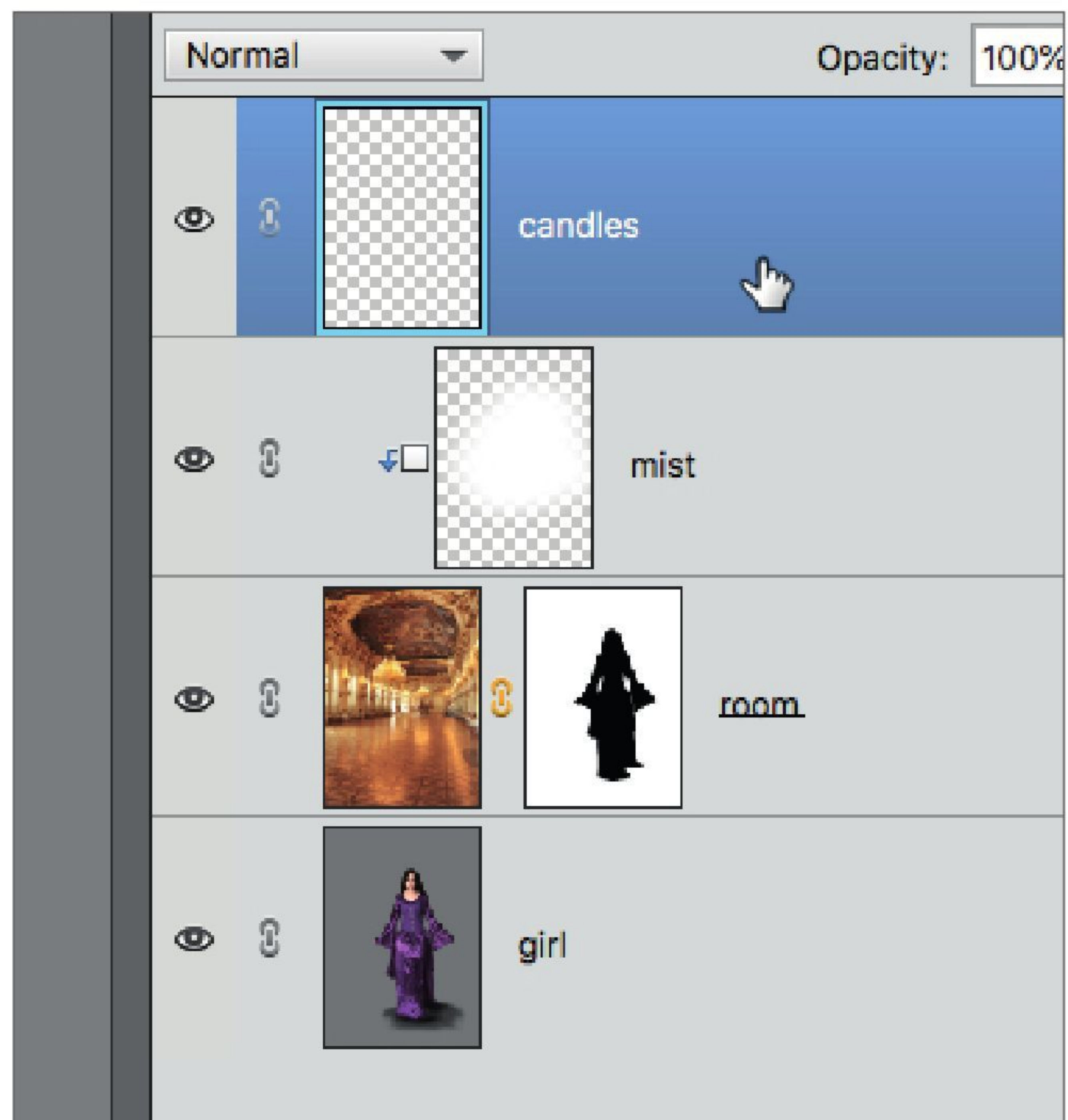


**15** Take the brush and paint white on the 'mist' layer around the upper part of the girl's outline. You will be painting over your foreground figure of course but we can actually use the mask on the 'room' layer below to help us remedy the issue.

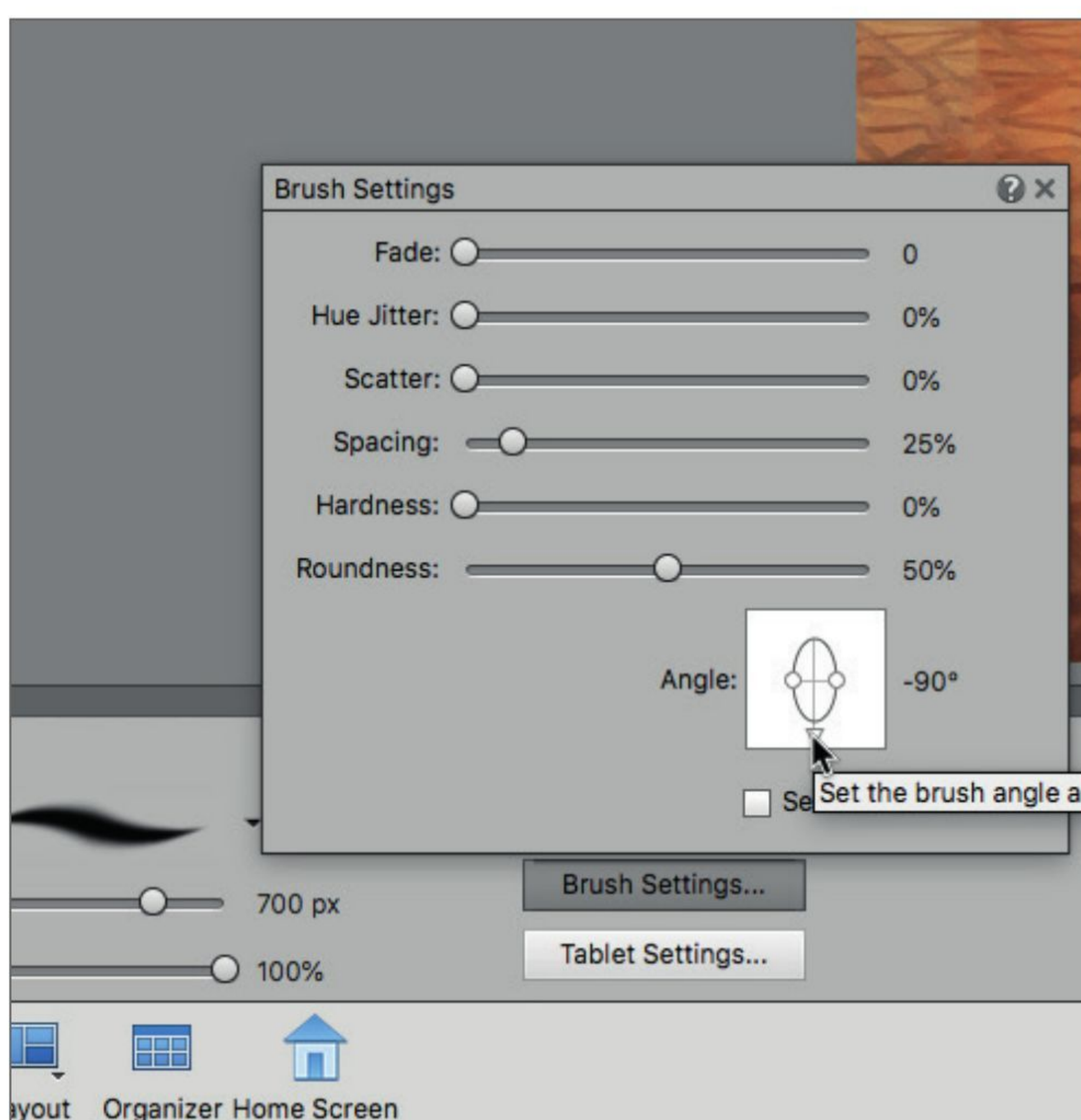
**16** Right-click the 'mist' layer and choose the Create Clipping Mask option from the dropdown menu that appears. When you clip the 'mist' layer to the 'room' layer, it inherits the mask as well. Suddenly, the mist is appearing behind the girl even though it is on the layer above.



**17** The 'mist' layer will now have small arrow icon next to its thumbnail to indicate it is clipped to the layer below. At the moment the white brush strokes look way over the top. Reduce the Opacity to about 40% and add Gaussian Blur to the mist to soften it if you want as well.



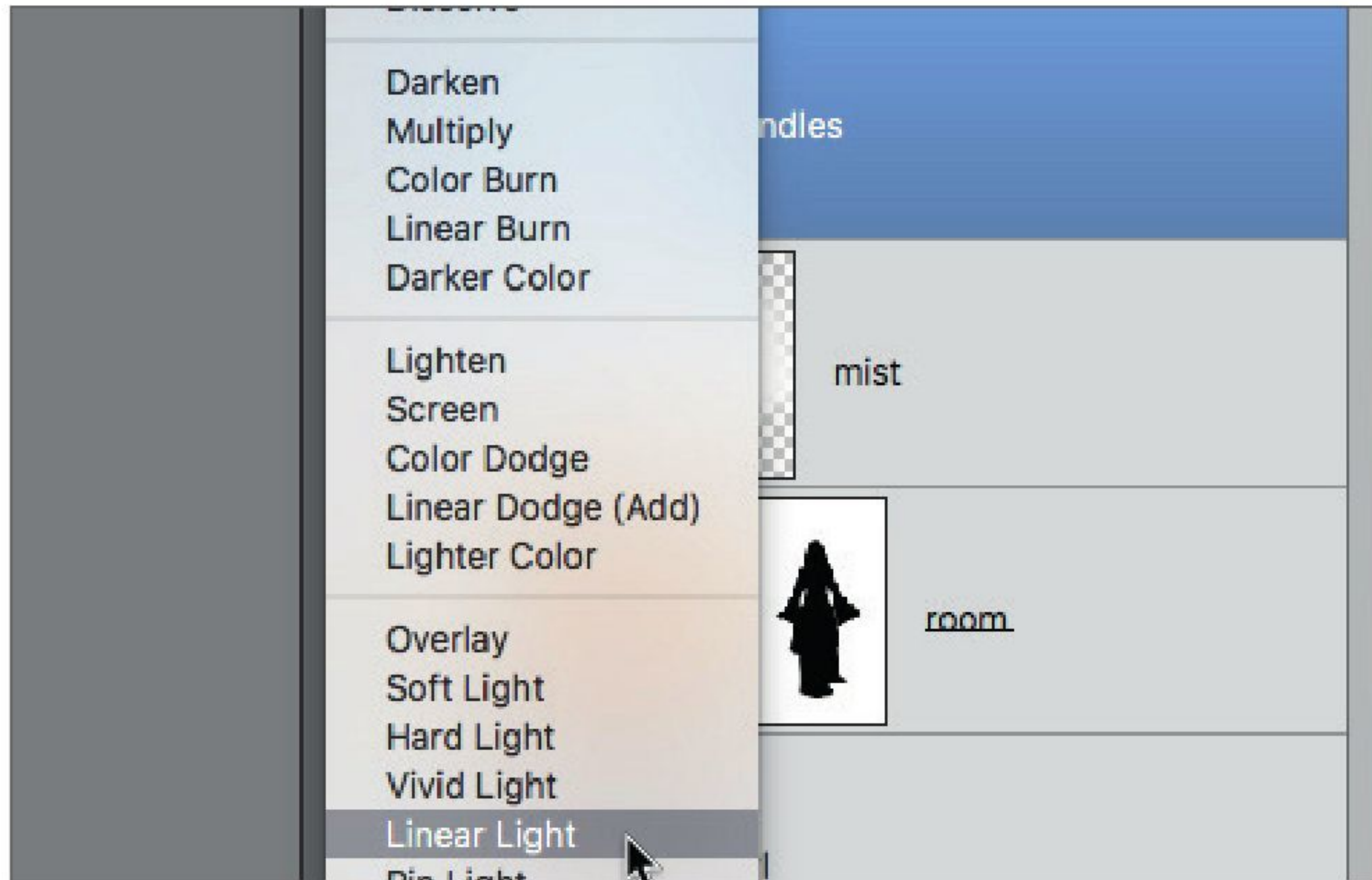
**18** Next you can add some subtle lighting effects to the candles and windows for a moody feel. Create a new layer and name it 'candles'. Make sure it is at the top of the layer stack and active. Go to the toolbar and choose the Brush Tool (B) again if not still selected.



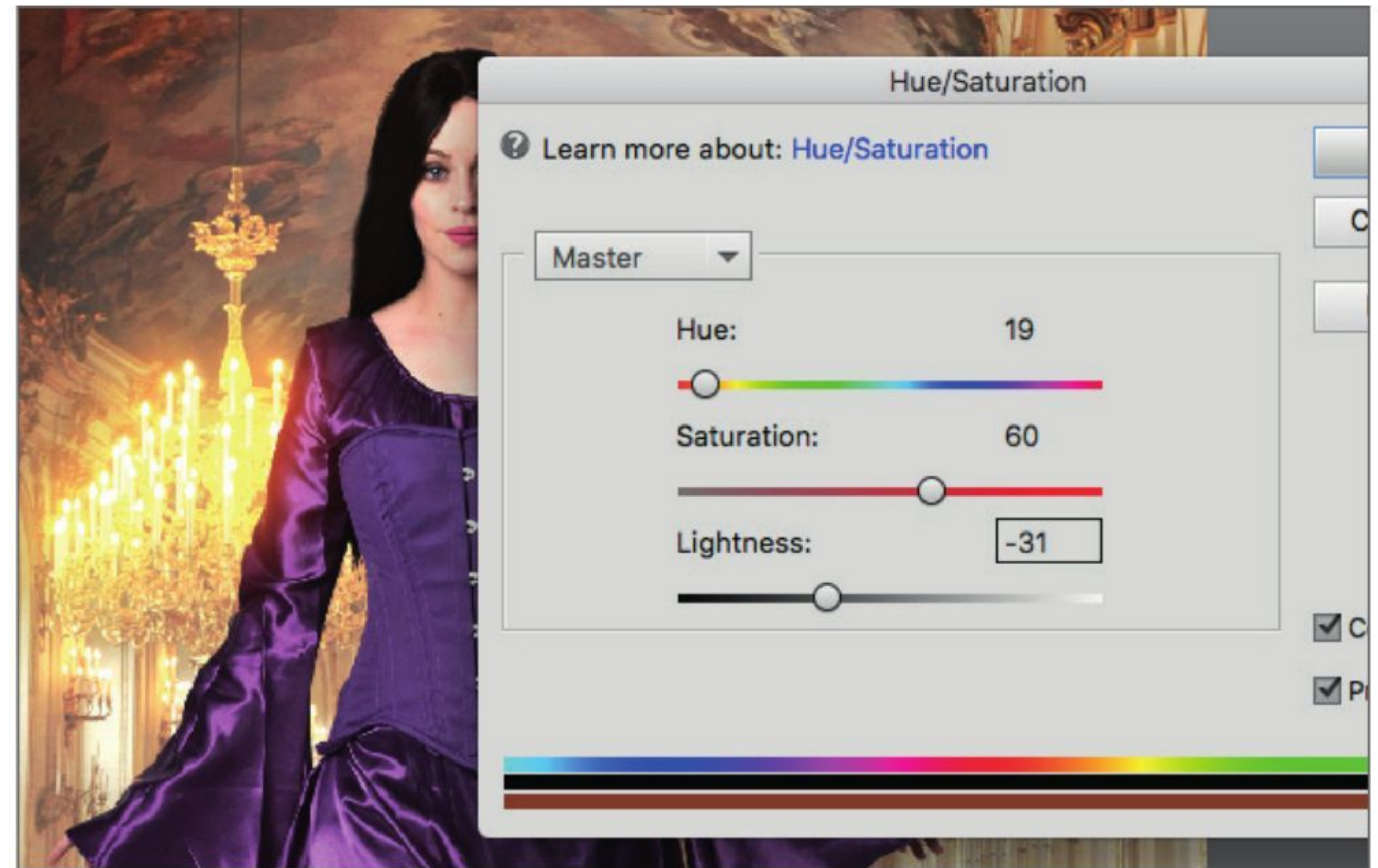
**19** In the tool options panel, chose a soft brush, click on the Brush Settings button and change the Roundness setting to 50% and the Angle to  $-90^\circ$ . This will make the brush oval rather than circular. Set the Size to about 400 pixels and ensure that the foreground colour is still white.



**20** Start to dab your white oval brush over each candle group in the scene. You can use the Size slider to alter the size to match the candle sizes that are dotted around the scene. Although the brush strokes are currently white, you can use Blend Modes to get a nice glow on those candles.



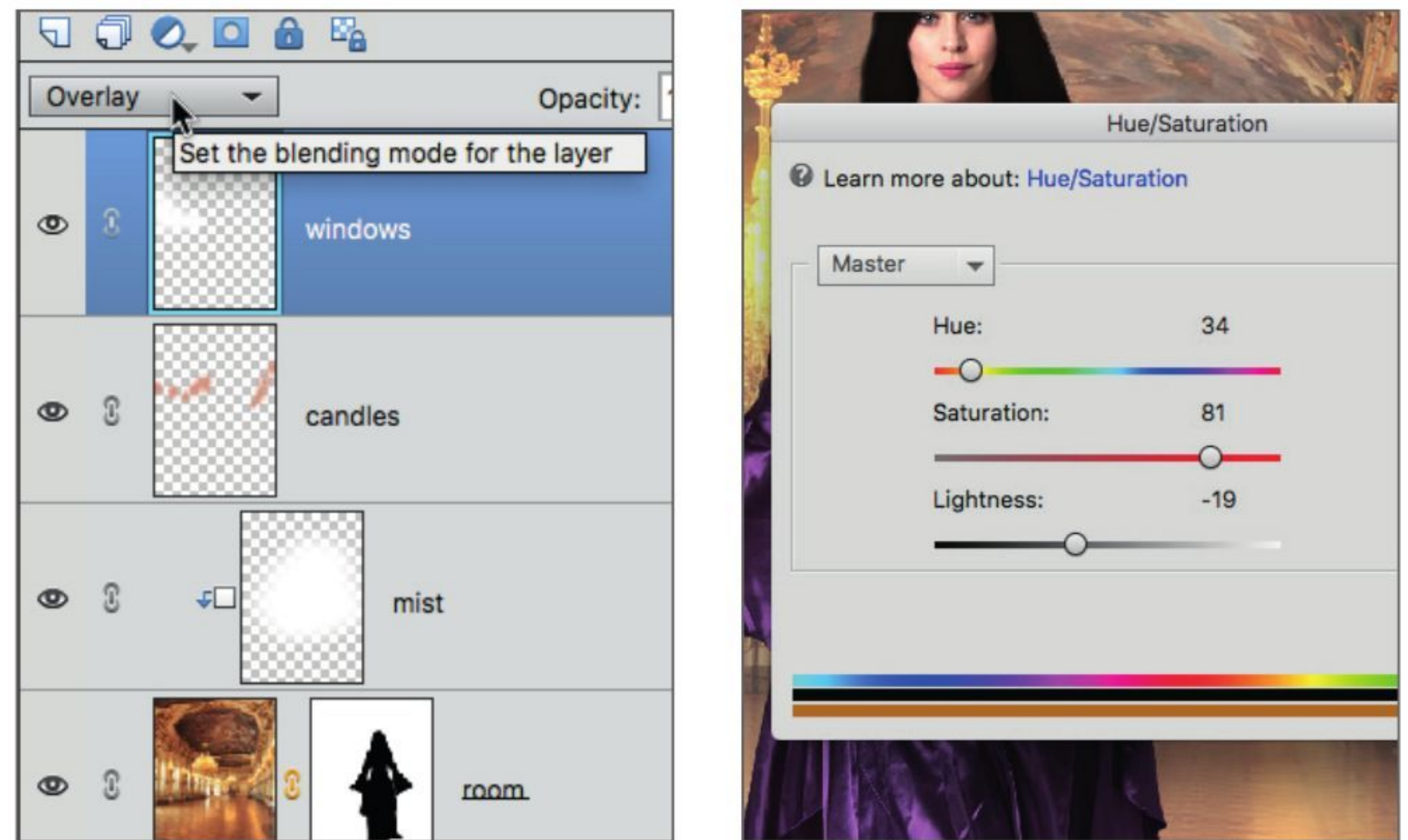
**21** With the 'candles' layer still active go to the Blend Mode button and choose Linear Light from the dropdown list that appears. There will be no apparent change at the moment but the next step will create a cosy glow for the candle flames.



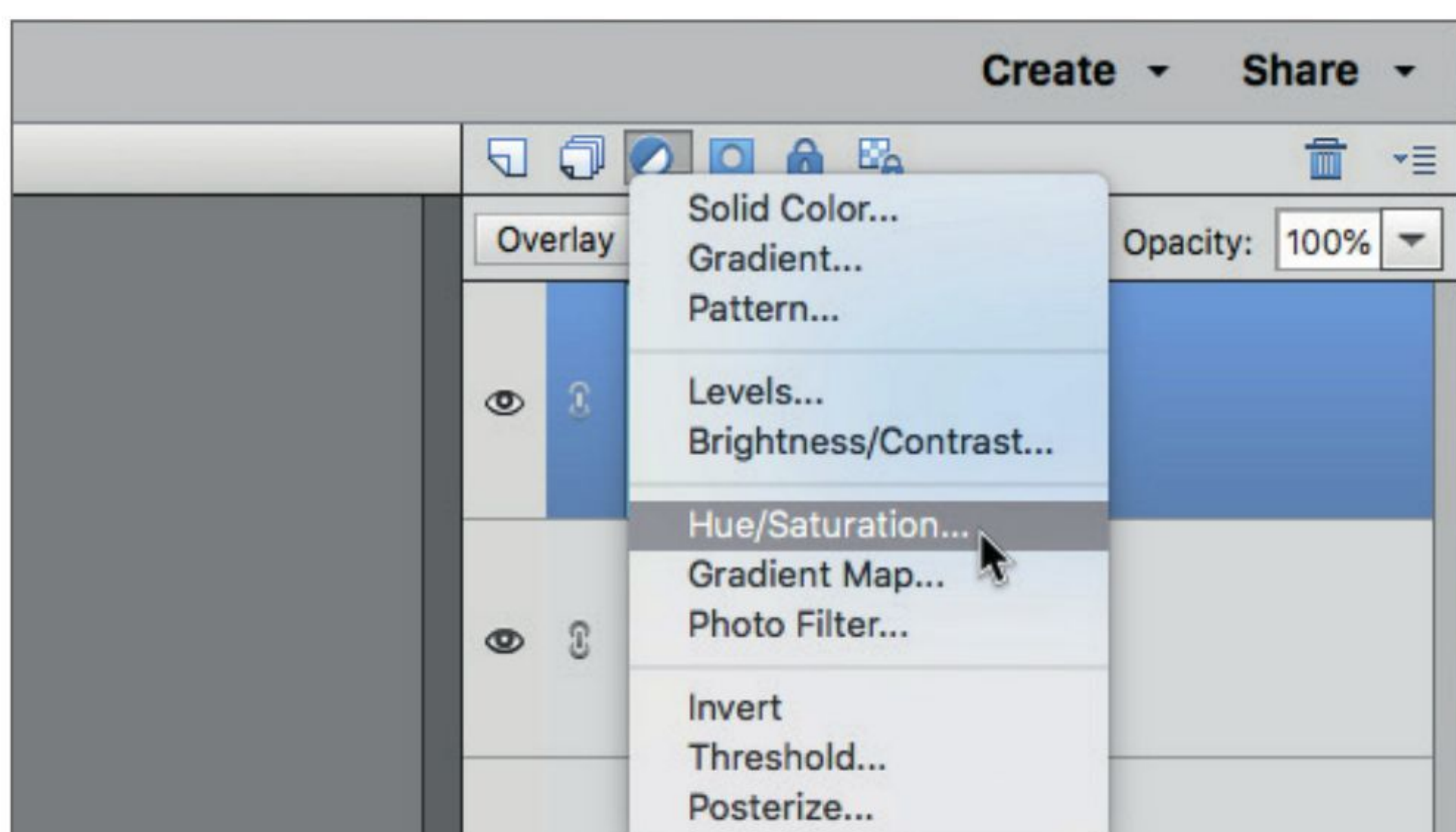
**22** Go to Enhance > Adjust Colour > Adjust Hue/Saturation (Cmd + U) to call up the Hue/Saturation dialog panel. First, make sure the Colorize button is checked. Then set Hue to 19, Saturation to 60 and Lightness to -31. This colours the white brush strokes orange and blends them into the layers below.



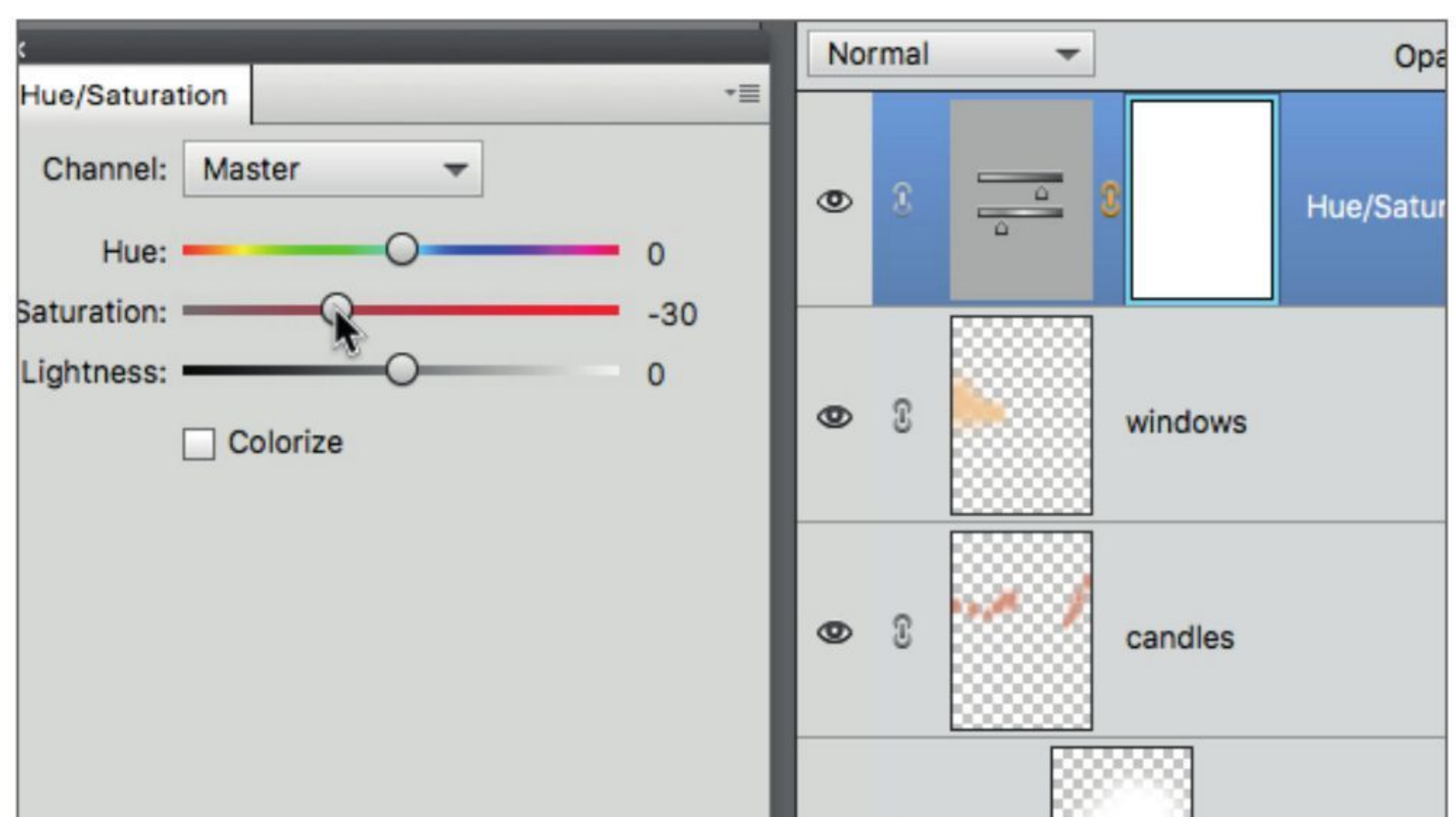
**23** You can do a similar technique with the windows. Create a new layer called 'windows' and use your oval white brush to paint large dabs of white on the three main windows. You can use the Size slider again to adjust brush size to match the size of each window.



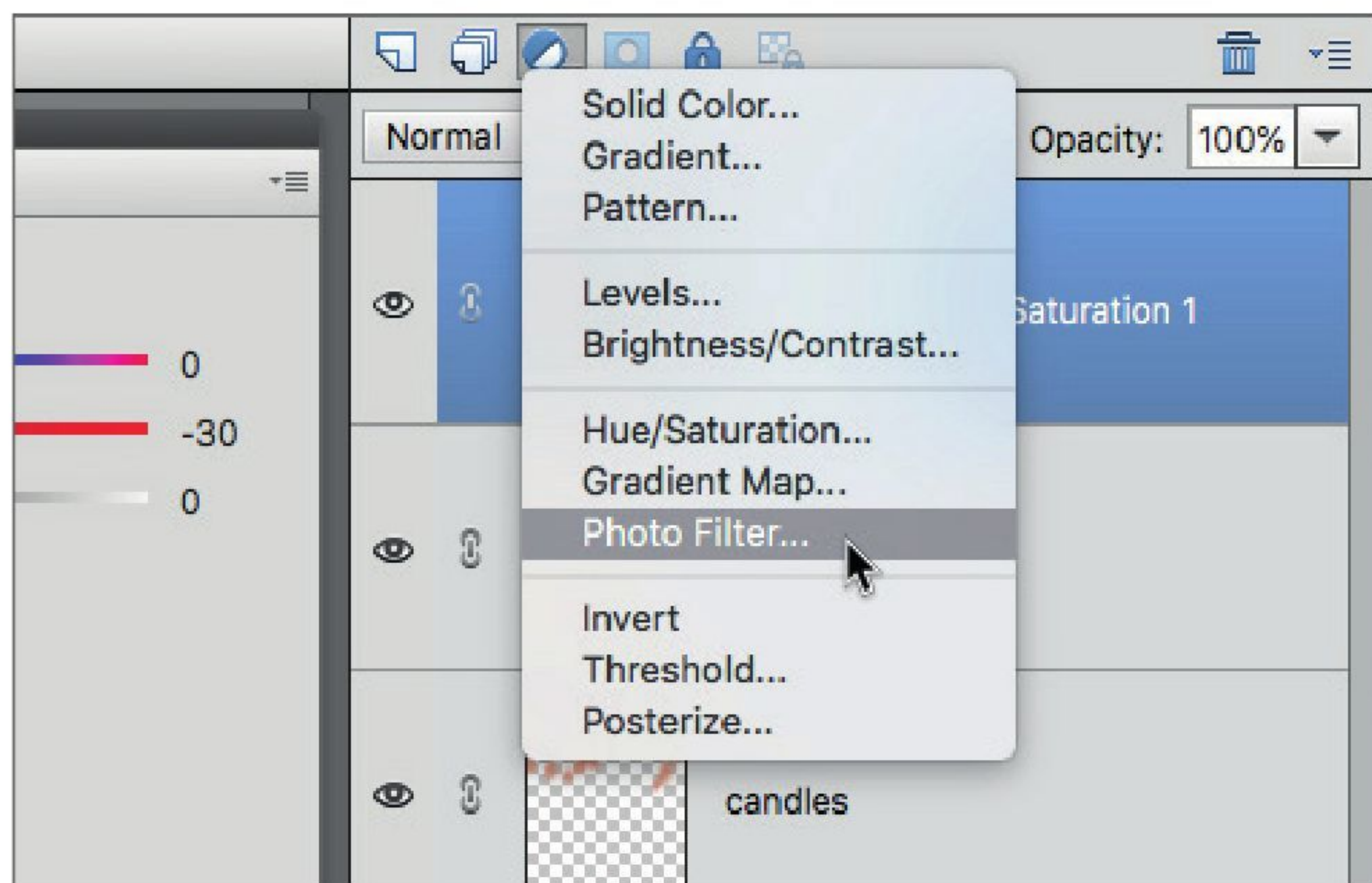
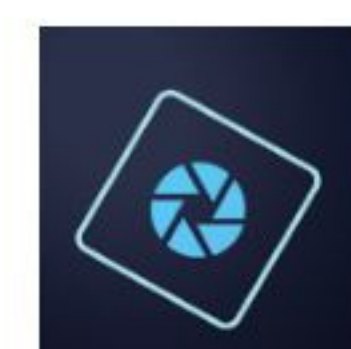
**24** Now set the Blend Mode of the 'windows' layer to Overlay, then go to Enhance > Adjust Colour > Adjust Hue/Saturation (Cmd + U) again and click the Colorize button so it is checked. Make Hue 34, Saturation 81 and Lightness -19 to add a warm glow to the windows.



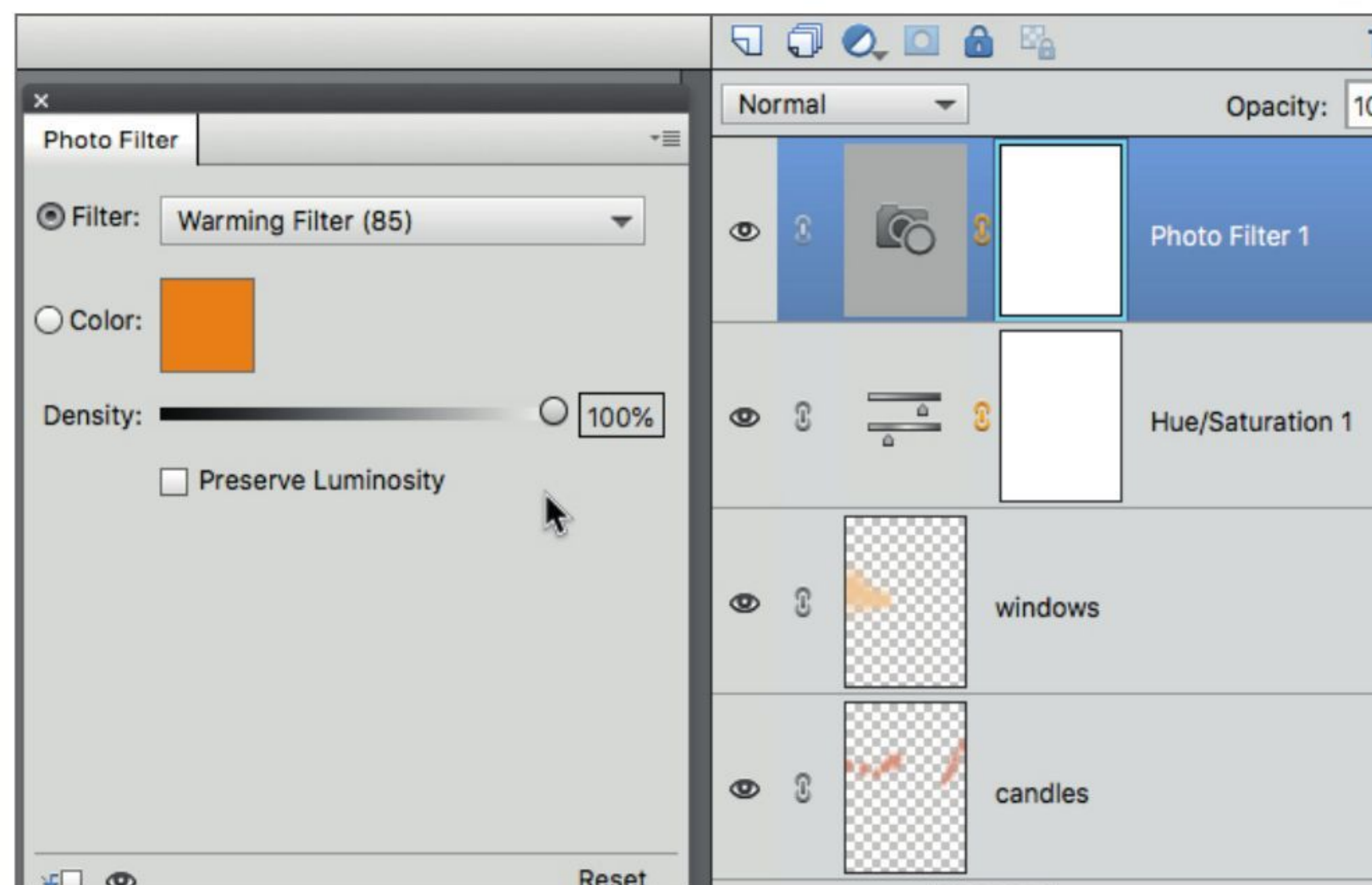
**25** Now, you can add colour effects to tie the foreground and background elements together. Go to the layer options panel and click the Create New Fill Or Adjustment Layer button. Choose Hue/Saturation from the dropdown list that appears.



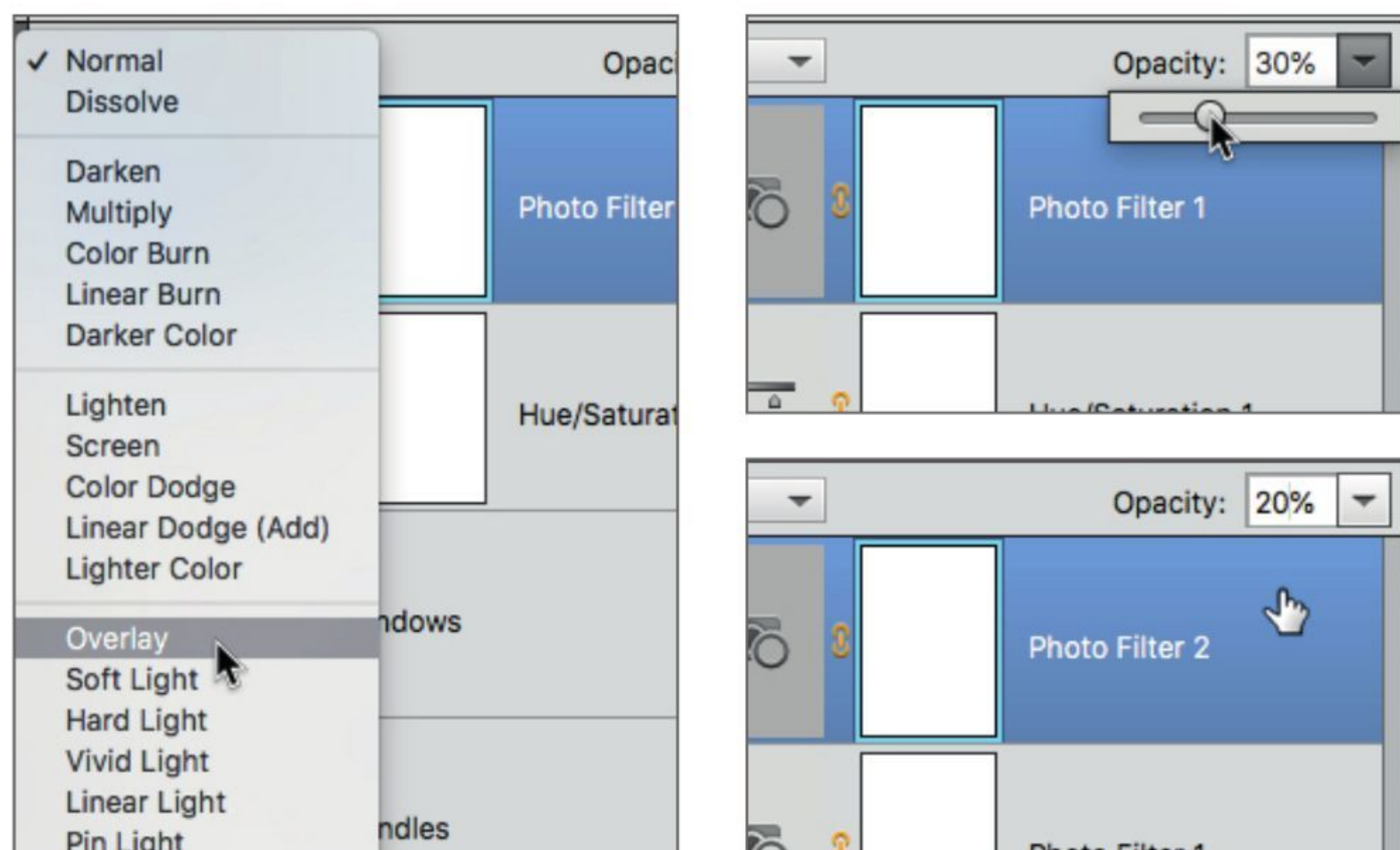
**26** A 'Hue/Saturation 1' adjustment layer will be added to the top of the layer stack. All the layers below it will be affected by what adjustments are made. A dialog panel will open and now go to Saturation and choose a value of about -30 to desaturate the whole image slightly.



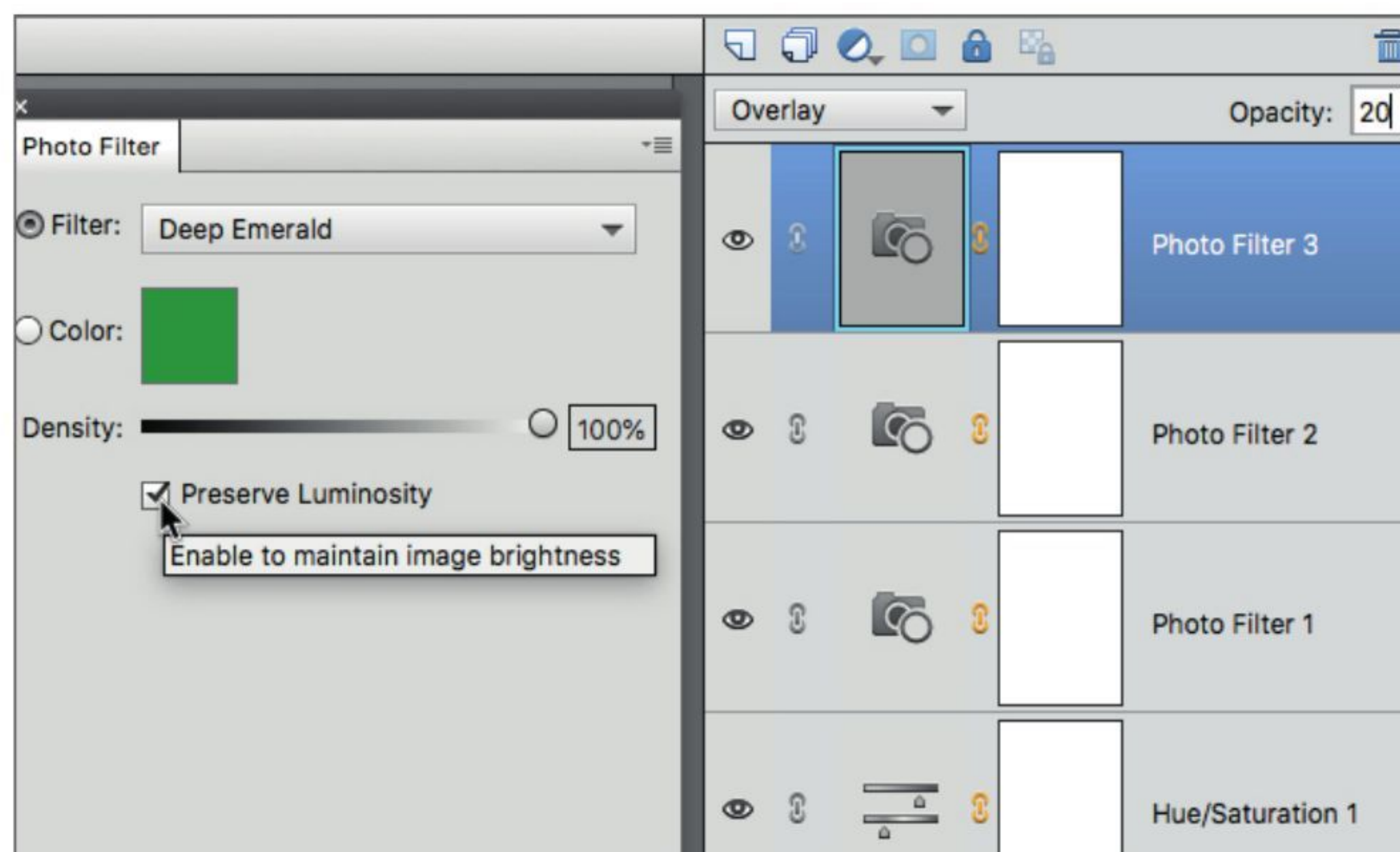
**27** Next, go to the layer options panel again and choose Create New Fill or Adjustment Layer again and this time select Photo Filter from the list. 'Photo Filter 1' will be added to the top of the stack. You are going to add a colour cast to tie the various elements together a bit more.



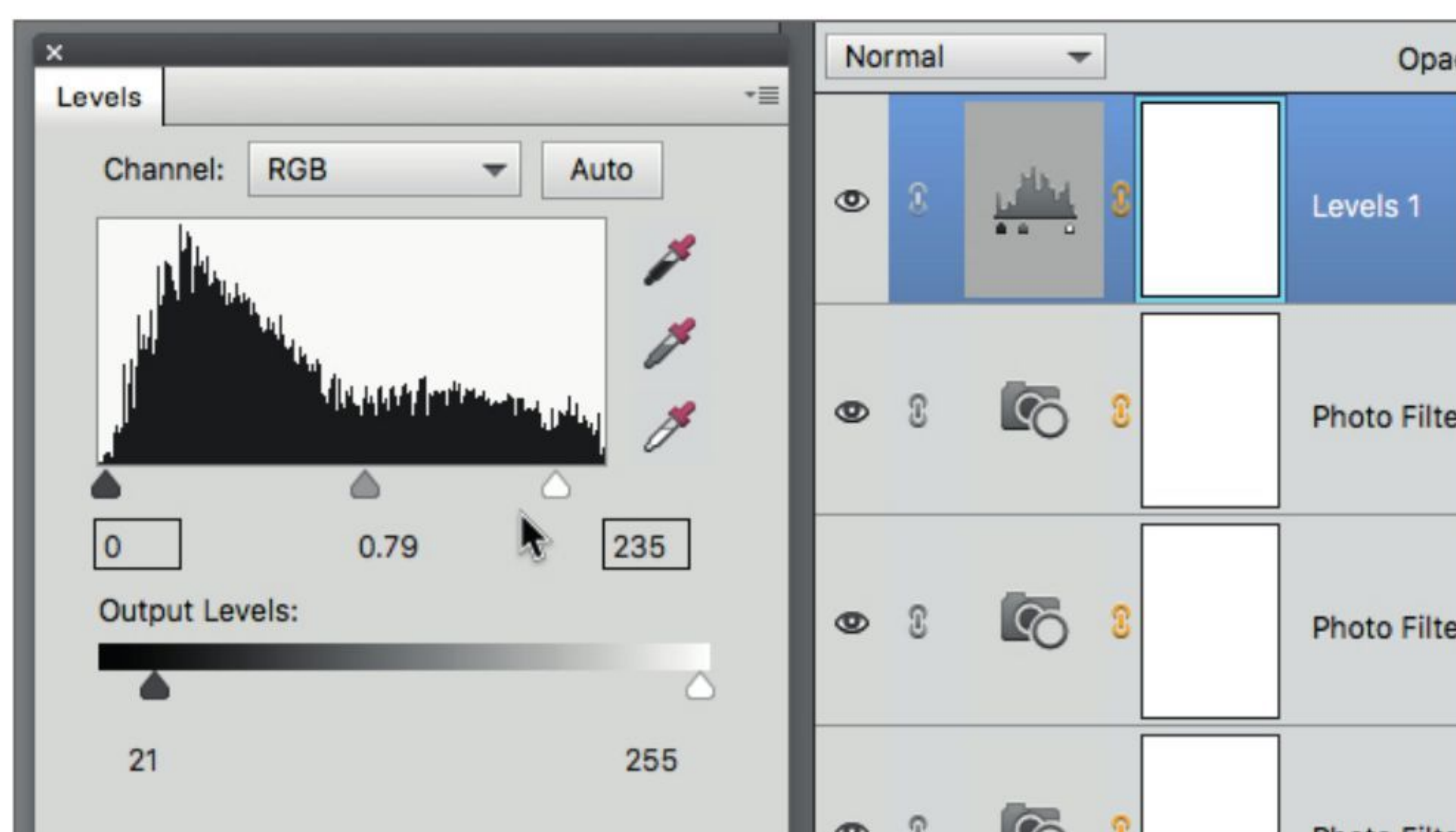
**28** The Photo Filter dialogue panel will open when you add the adjustment layer. Set Filter to Warming Filter (85), Density to 100% and make sure the Preserve Luminosity button is not checked. The whole image will look dark orange now but not to worry.



**29** Set the Blend Mode for the 'Photo Filter 1' layer to Overlay. This makes the image very contrasty but if you set the layer's Opacity to about 30%, the effect is much more subtle. You can deepen the colour effect even more. Press Cmd + J to duplicate the 'Photo Filter 1' layer. Rename it 'Photo Filter 2'.



**30** Change its parameters by choosing Deep Emerald as the Filter type. Density is 100% and now check the Preserve Luminosity box to maintain image brightness. Set this new layer to 20% Opacity as well, to create a moody image where all the colours look more harmonious.



**31** You can adjust the brightness by adding another adjustment. Use a Levels adjustment layer and adjust the Midtone and Highlight sliders to brighten the middle tones and highlights a little. You can also alter the Shadow Output Levels to about 21 to change the darkest colours to slightly lighter ones.



**32** Your composite is complete. You can now go to File > Save As (Shift + Cmd + S) and save it as a named PSD file. This saves the layered document so you can return to it at any time and make amendments to the image.



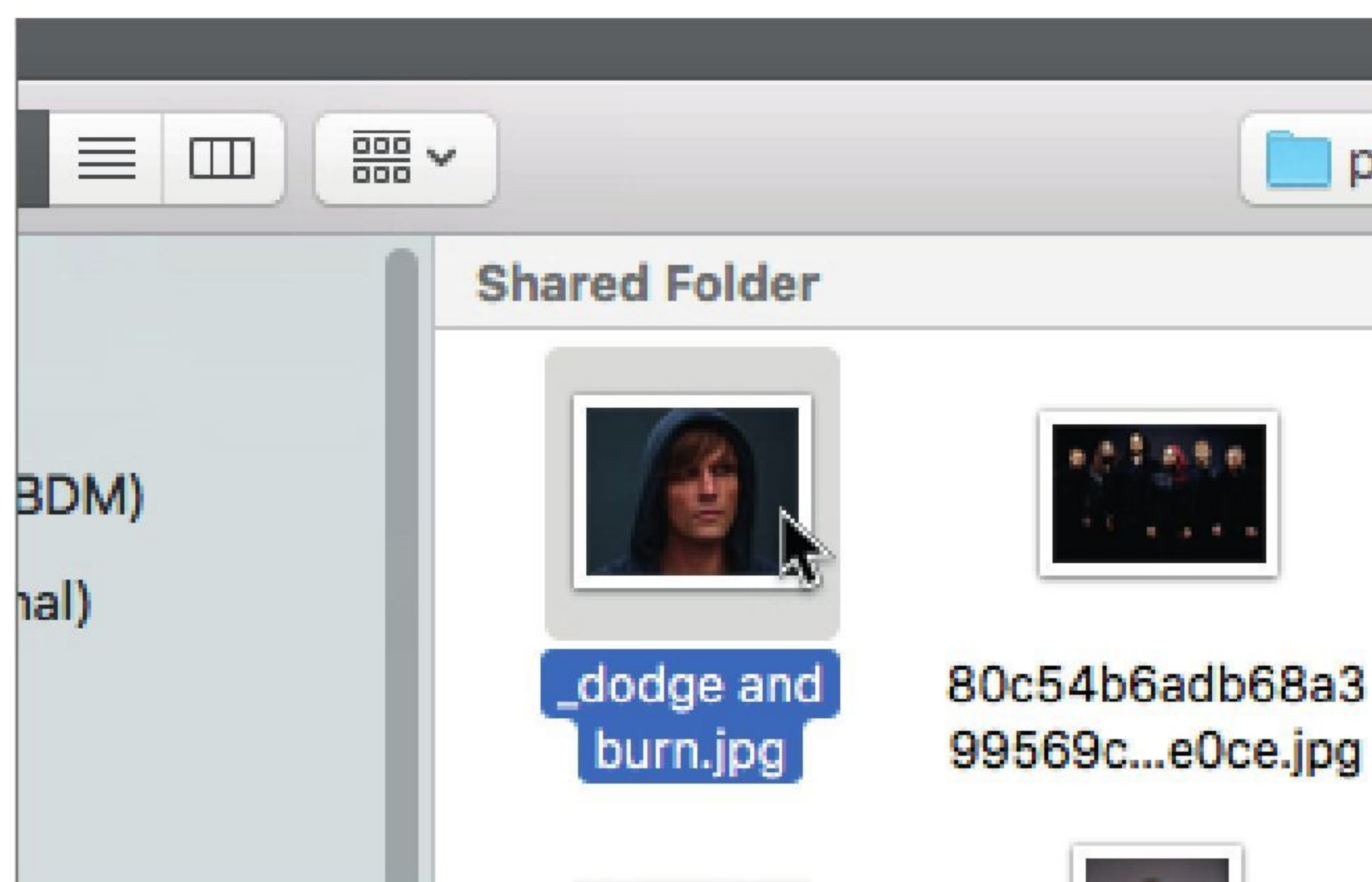
# Dodging and Burning



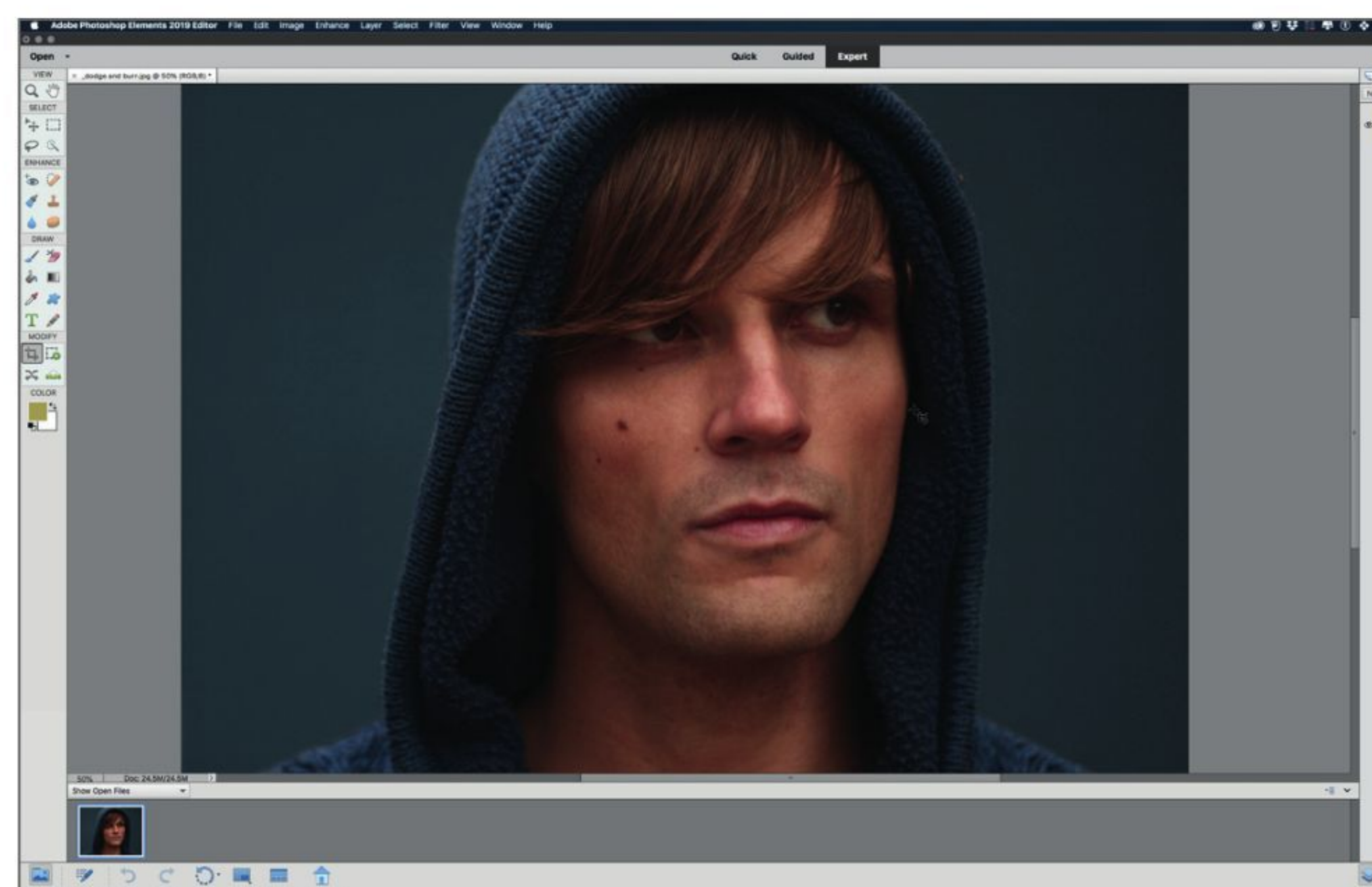
BEFORE

AFTER

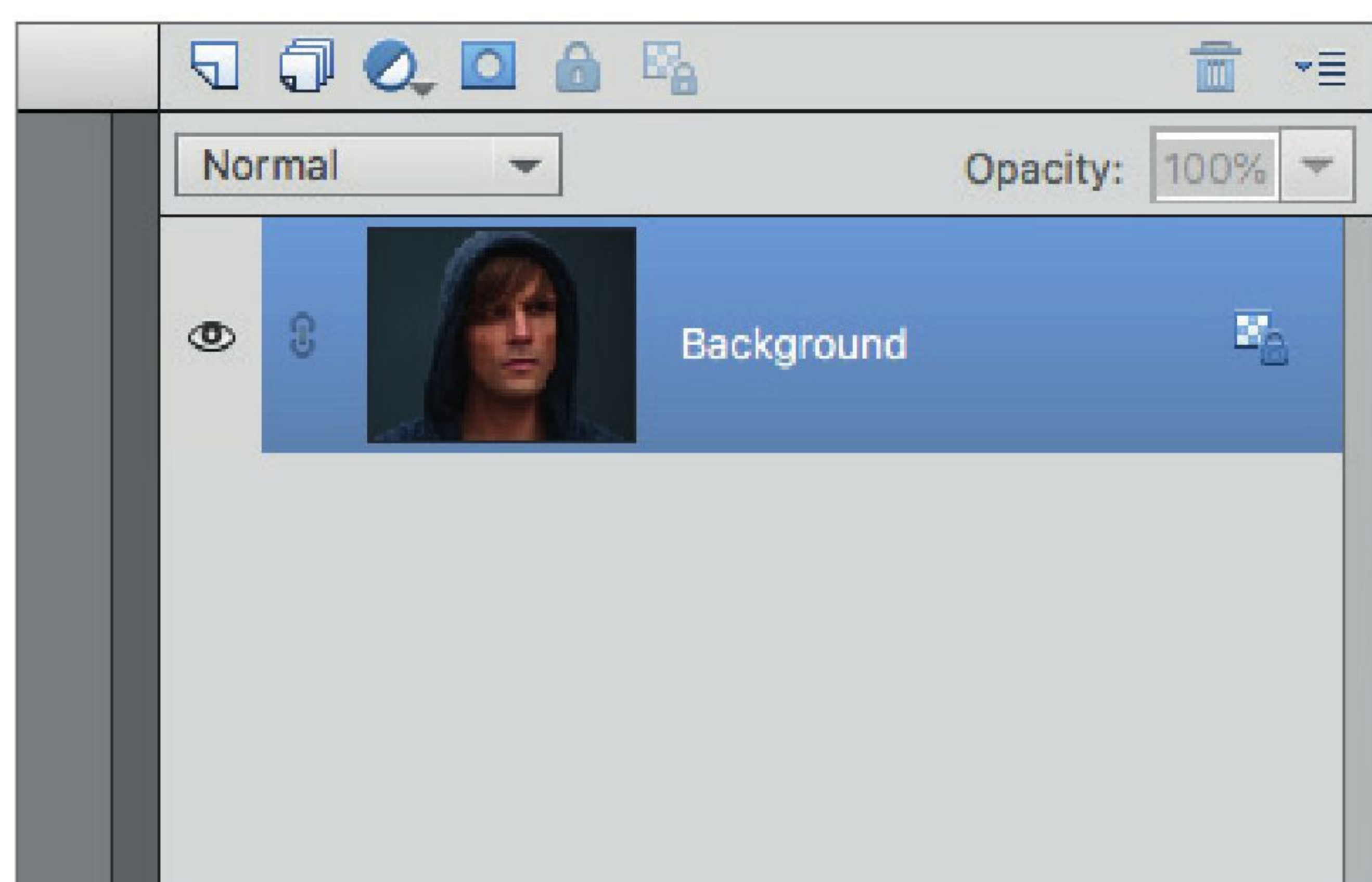
**D**odging and burning have their roots in the days of analogue photography, long before digital cameras and computers were in use. Dodging refers to the technique of lightening an image at the darkroom stage by reducing the exposure of a photographic print in specific areas. Burning is the opposite, where parts of the image are exposed for longer onto the print, making those areas darker. With the advent of digital technology the process is done on a computer but the basic principle and its terminology remain the same. In our example we had a basic image that was lacking in contrast; using the dodge and burn techniques, brightness and contrast were selectively added to produce a much stronger image.



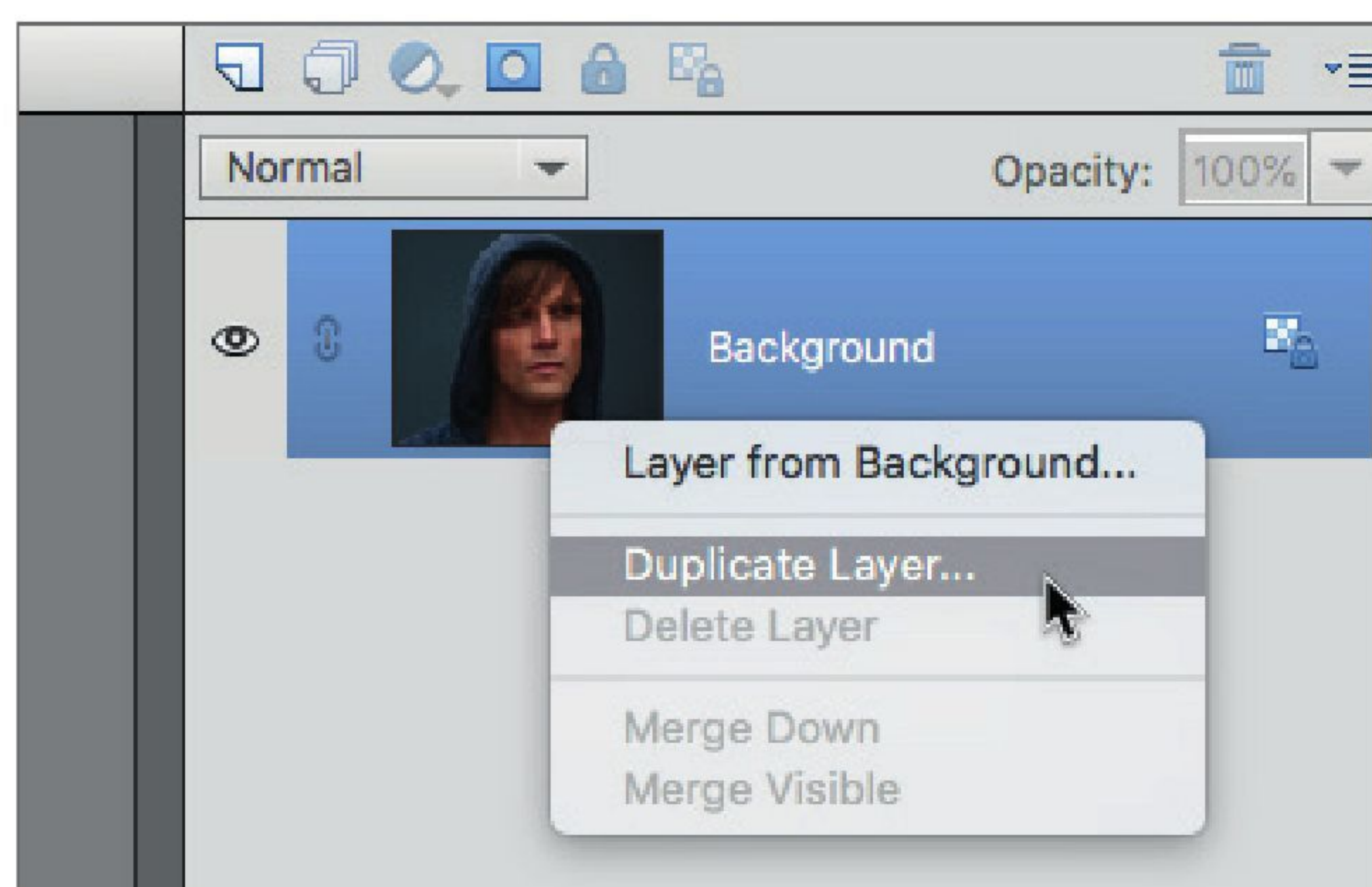
**1** Begin by opening a relevant image to work on. Go to File > Open (Cmd + O) and navigate to the location of the image you wish to work on. Our example is a portrait named 'dodge and burn.jpg'. Double-click it to open or select it and press Open at the bottom of the browser window.



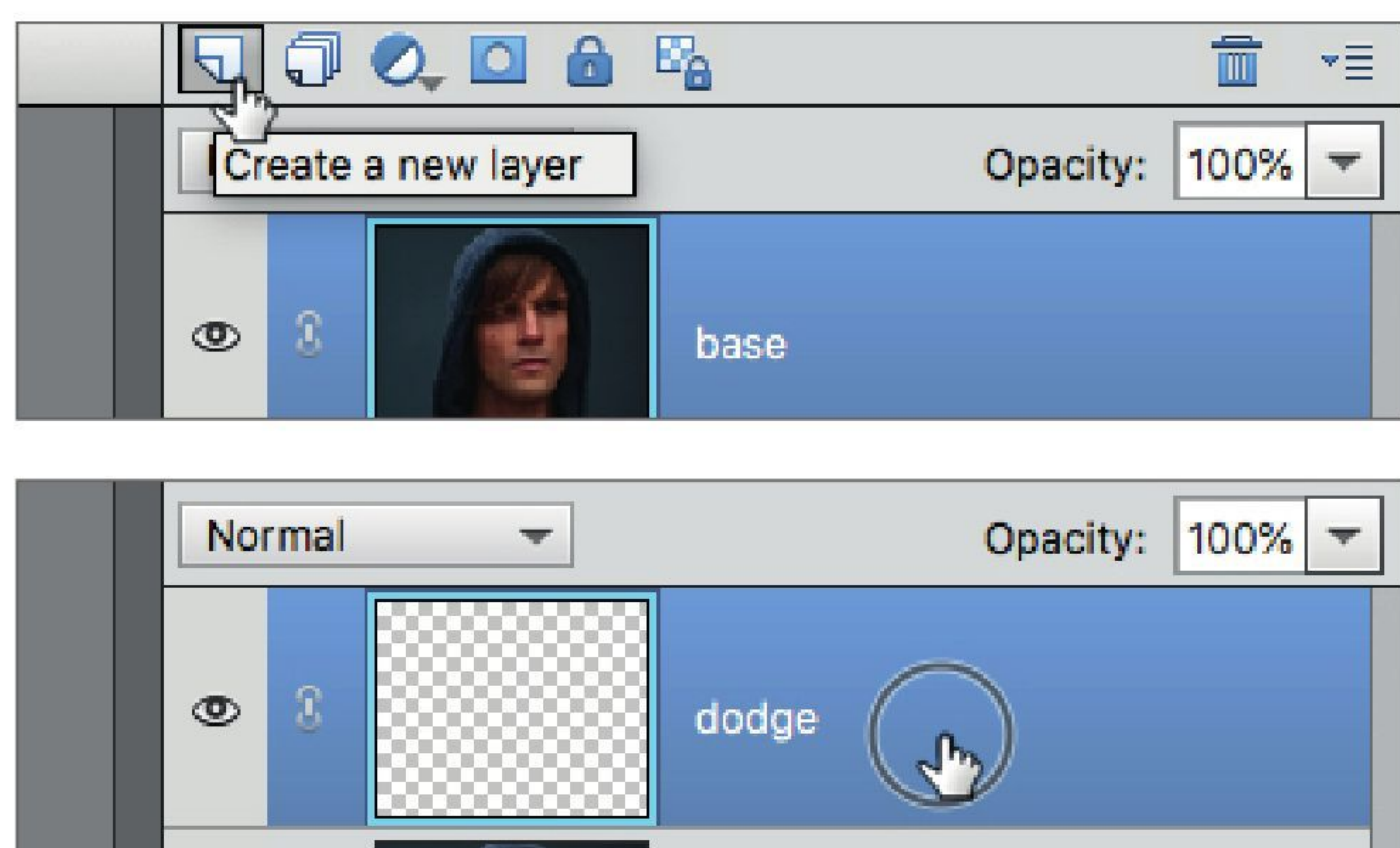
**2** The image we are using as our example is a moody portrait but it is quite low in contrast. You could use levels adjustments or brightness and contrast, but they are quite global amends. Using Dodge and Burn Tools you can be much more selective in your approach.



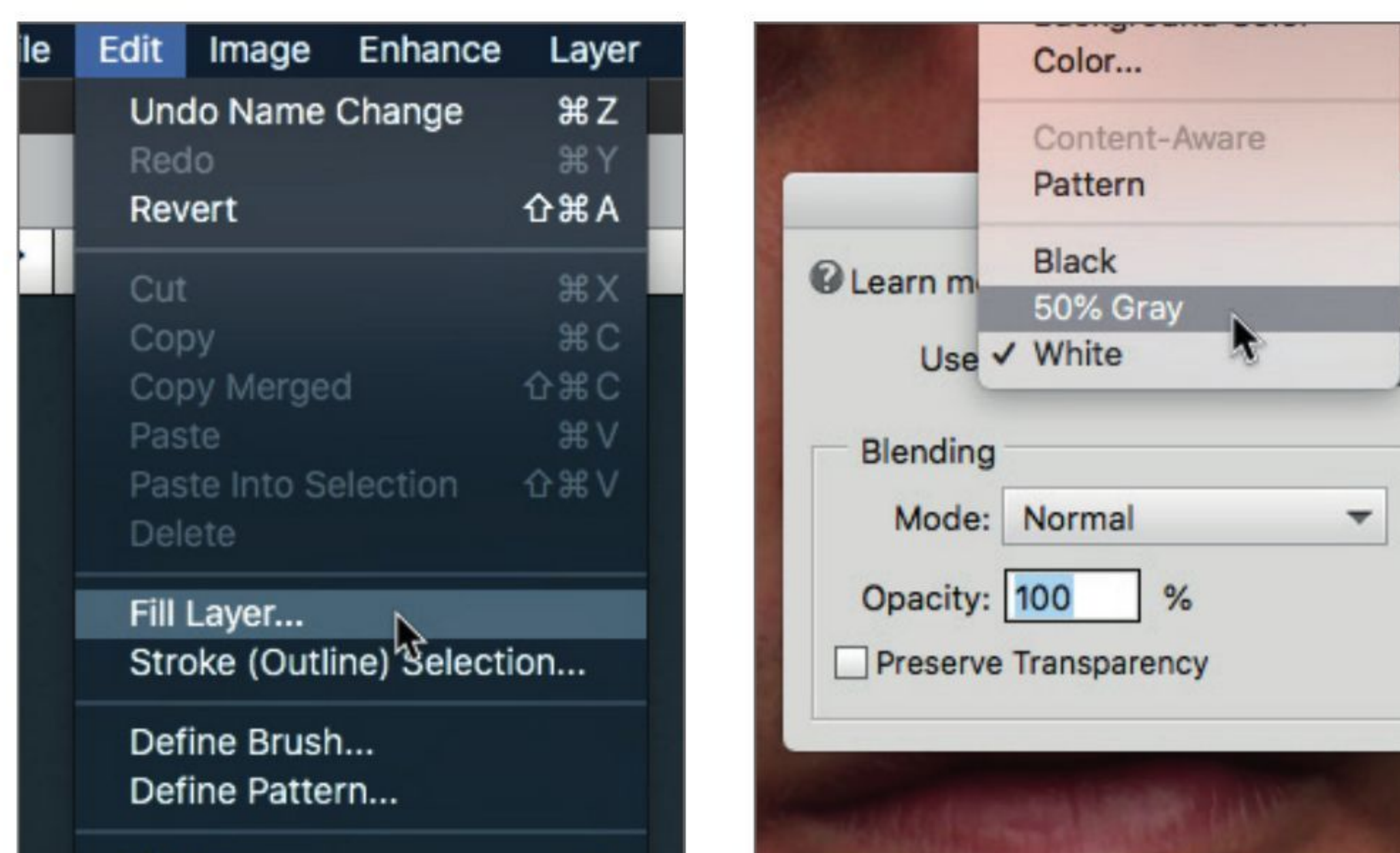
**3** It's good procedure to work on a duplicate of your image rather than your original. You never know when you might need to call upon it. It's better to have it and not need it, than need it and not have it.



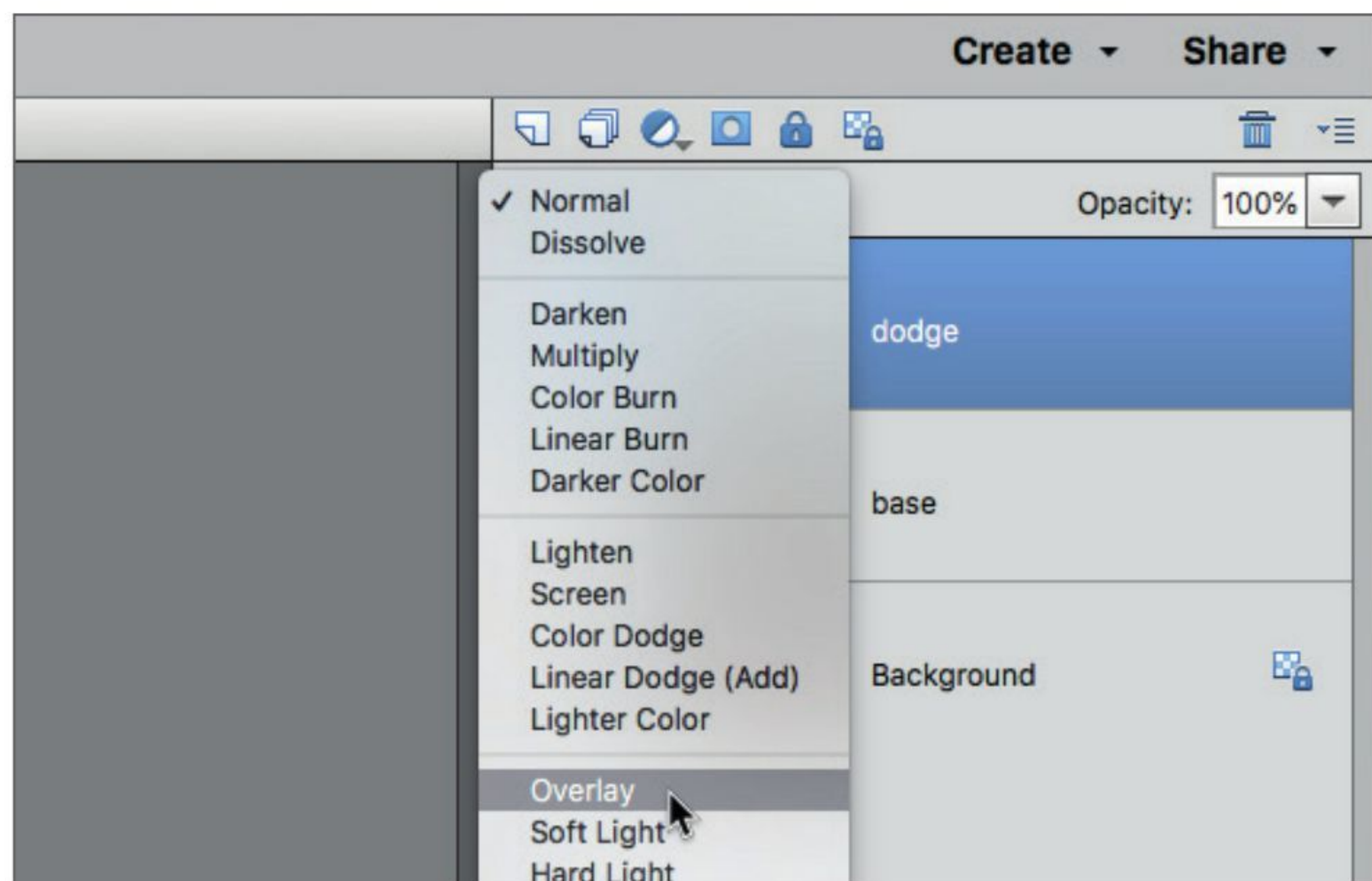
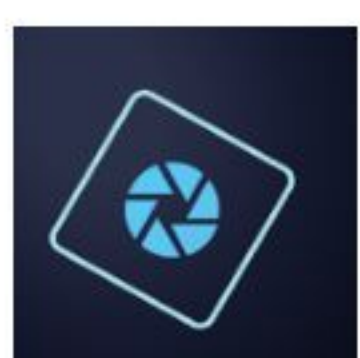
**4** Right-click your 'Background' base layer and choose Duplicate Layer from the menu that appears. The Duplicate Layer dialog panel opens and you can choose a name for your new layer and then click OK at the top right of the panel. A new duplicate layer called 'base' is created for you.



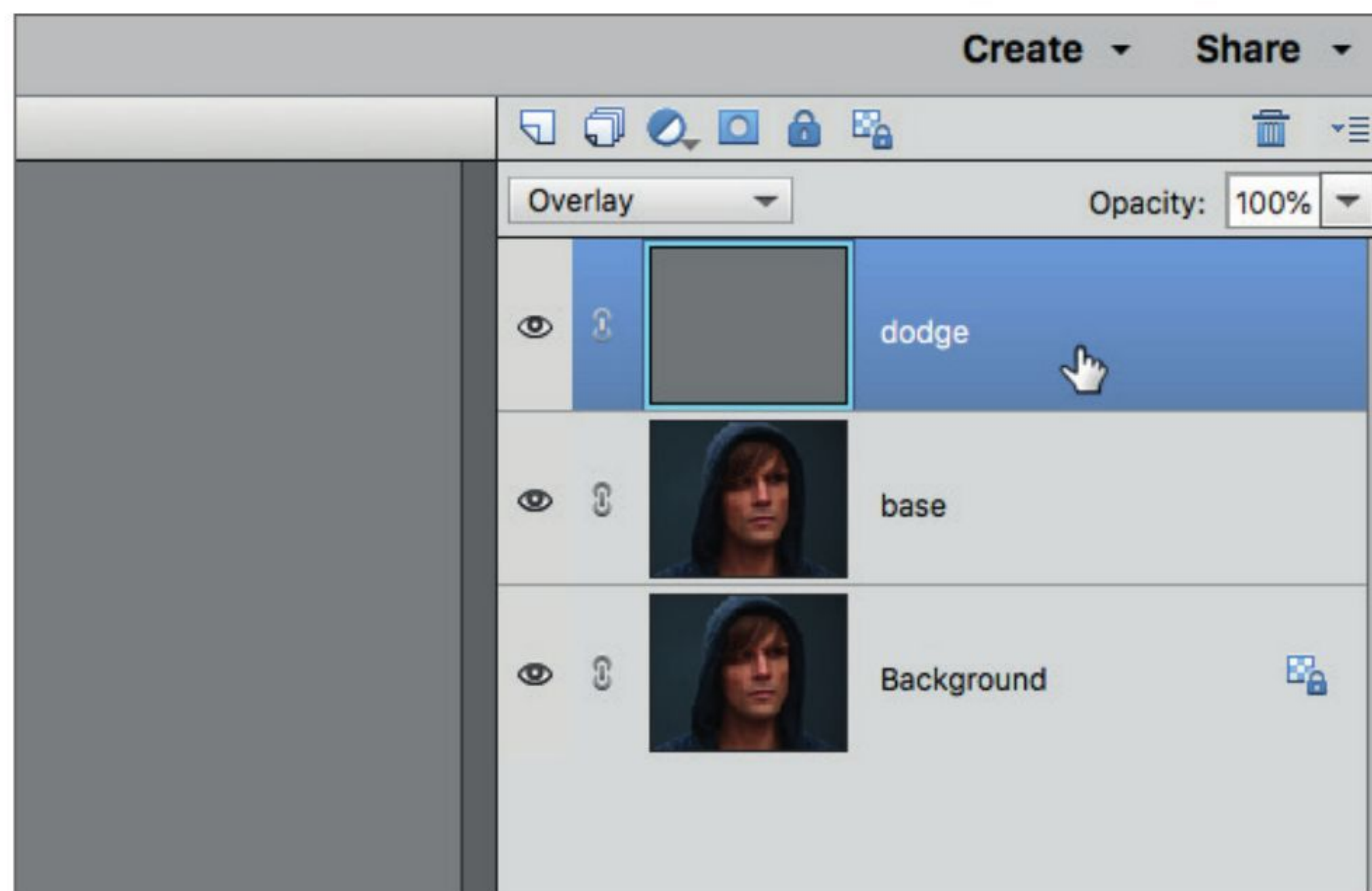
**5** You can use a great little non-destructive method, as we did, for applying Dodge and Burn effects to your image without altering its pixel data. Make sure the 'base' layer is active and then go to the layer options panel and click the Create A New Layer button. Name this new layer 'dodge'.



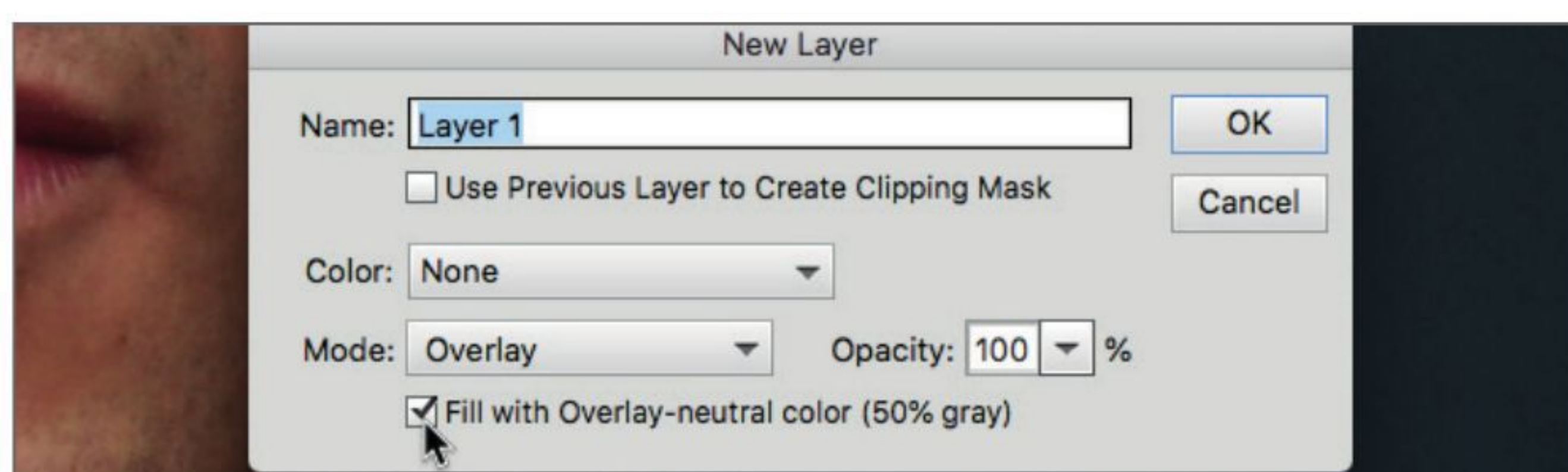
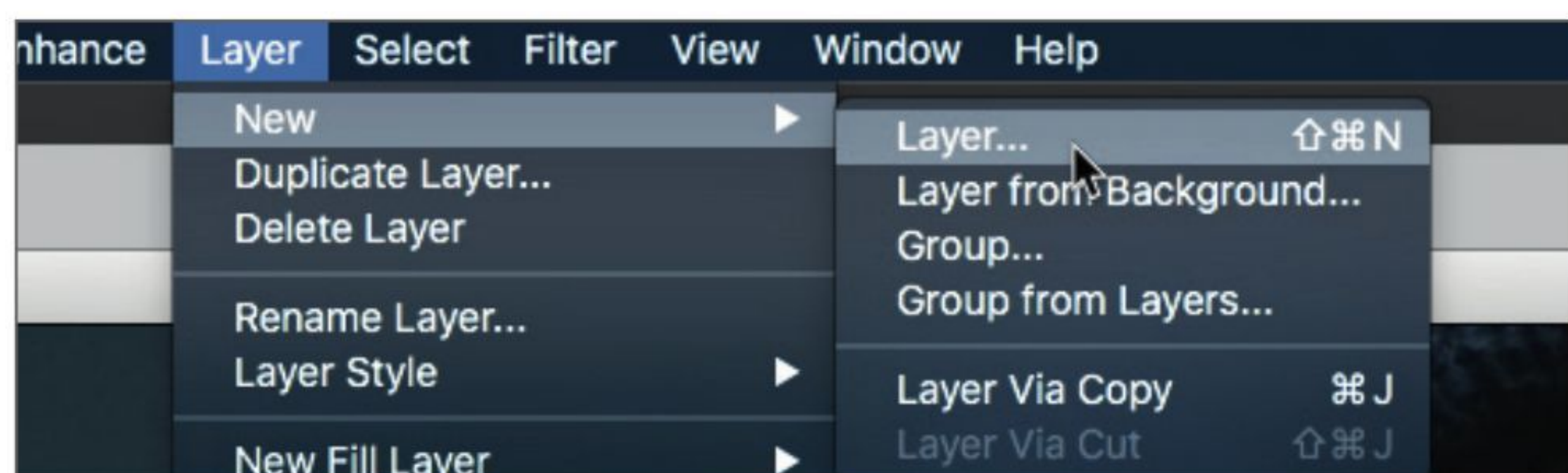
**6** Go to Edit > Fill Layer to open the Fill Layer panel. Rather than selecting the dual options of Foreground Colour or Background Colour, choose 50% Grey as the fill option. The reason for this will become apparent in the following steps. The 'dodge' layer is filled grey, obscuring the portrait for the moment.



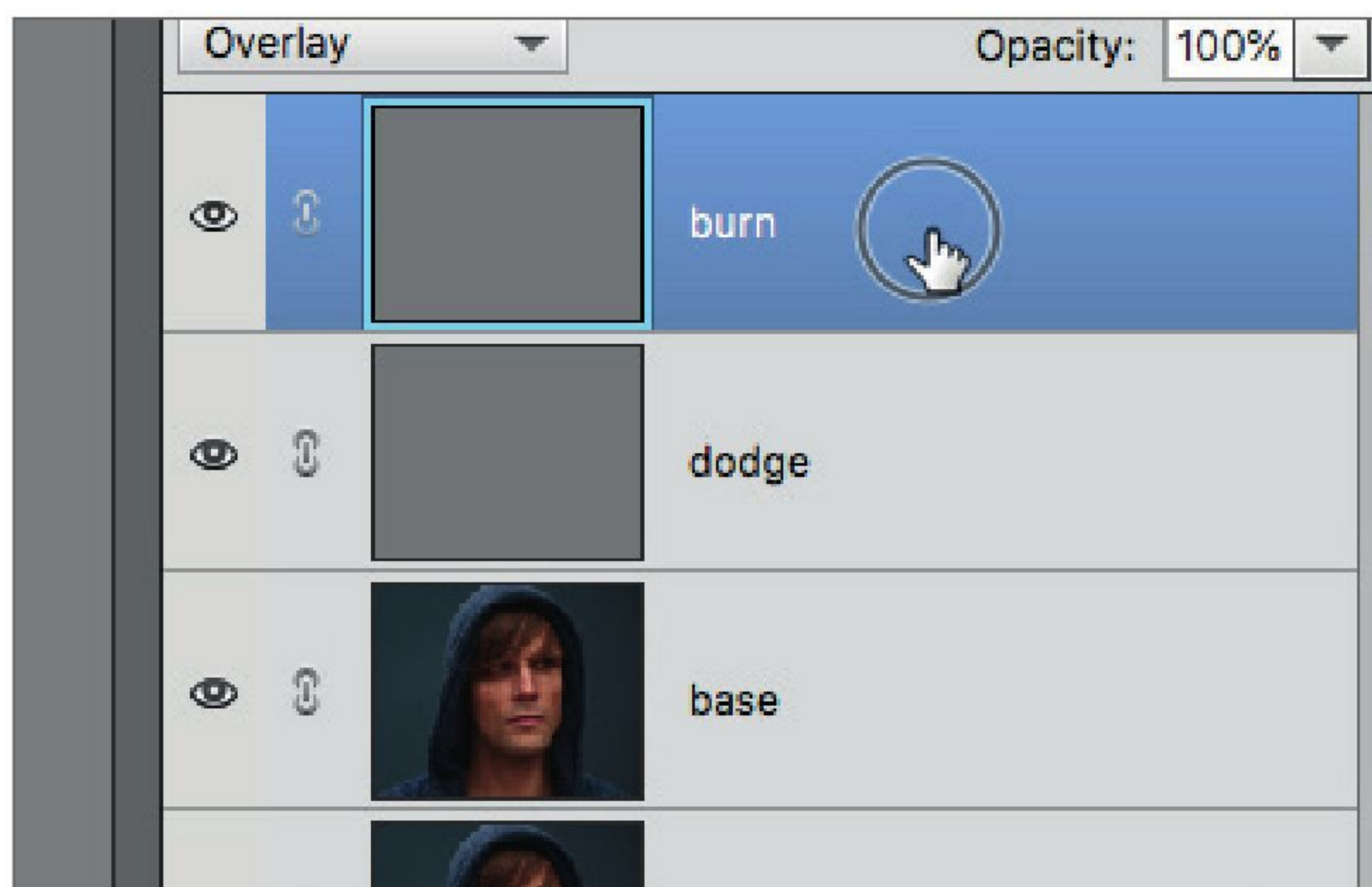
**7** Keep the 'dodge' layer active and go to the Blend Mode button and choose Overlay as the blend. Because the grey is 50% neutral it will not be visible using Overlay as the blending mode. Anything lighter or darker will have an effect on the layer below. This is key to the non-destructive method.



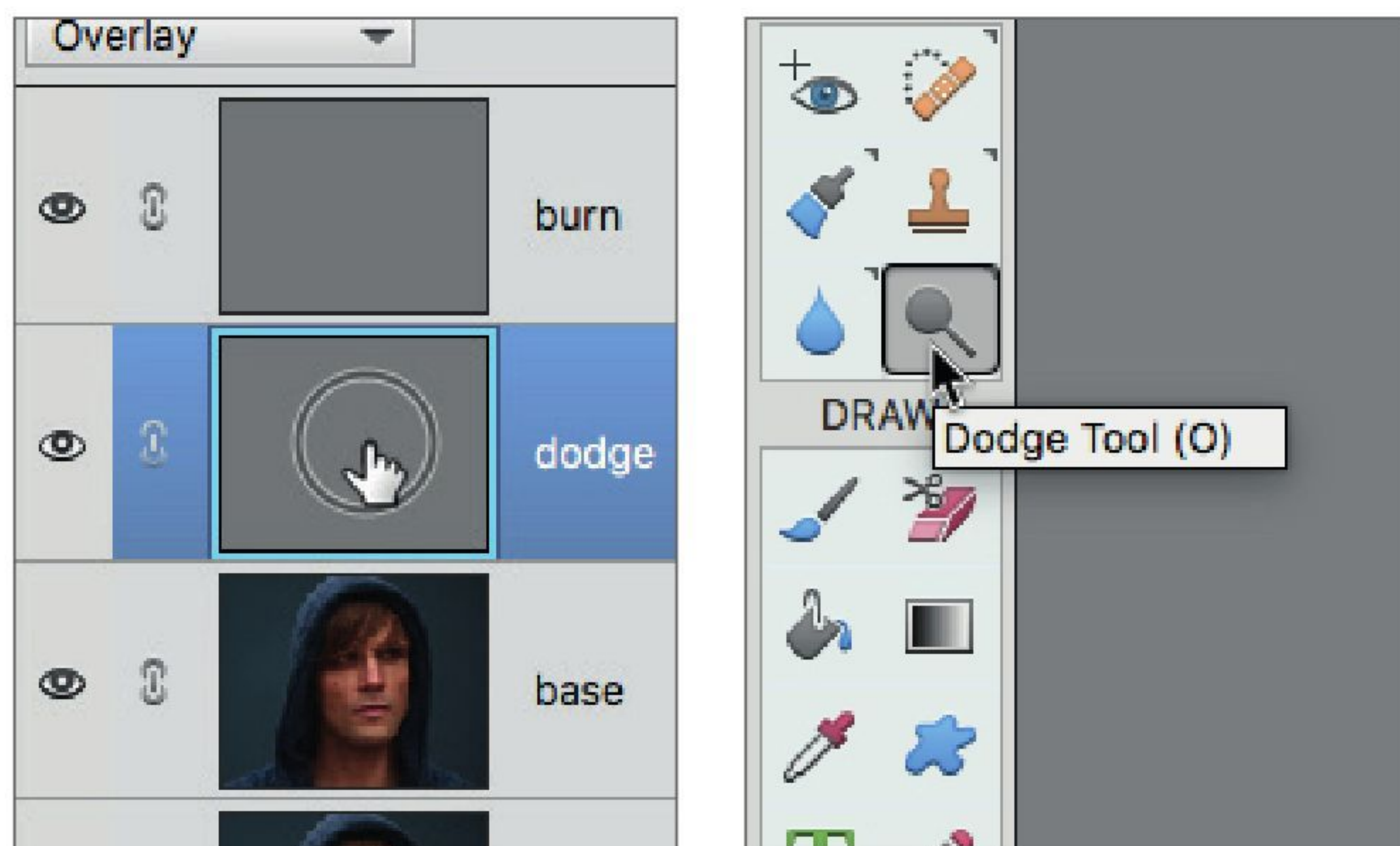
**8** We needed a second layer just like the 'dodge' layer and could have just pressed Cmd + J to duplicate it but we wanted to show you another method of creating the 50% grey layer with the blend mode applied and ready to go.



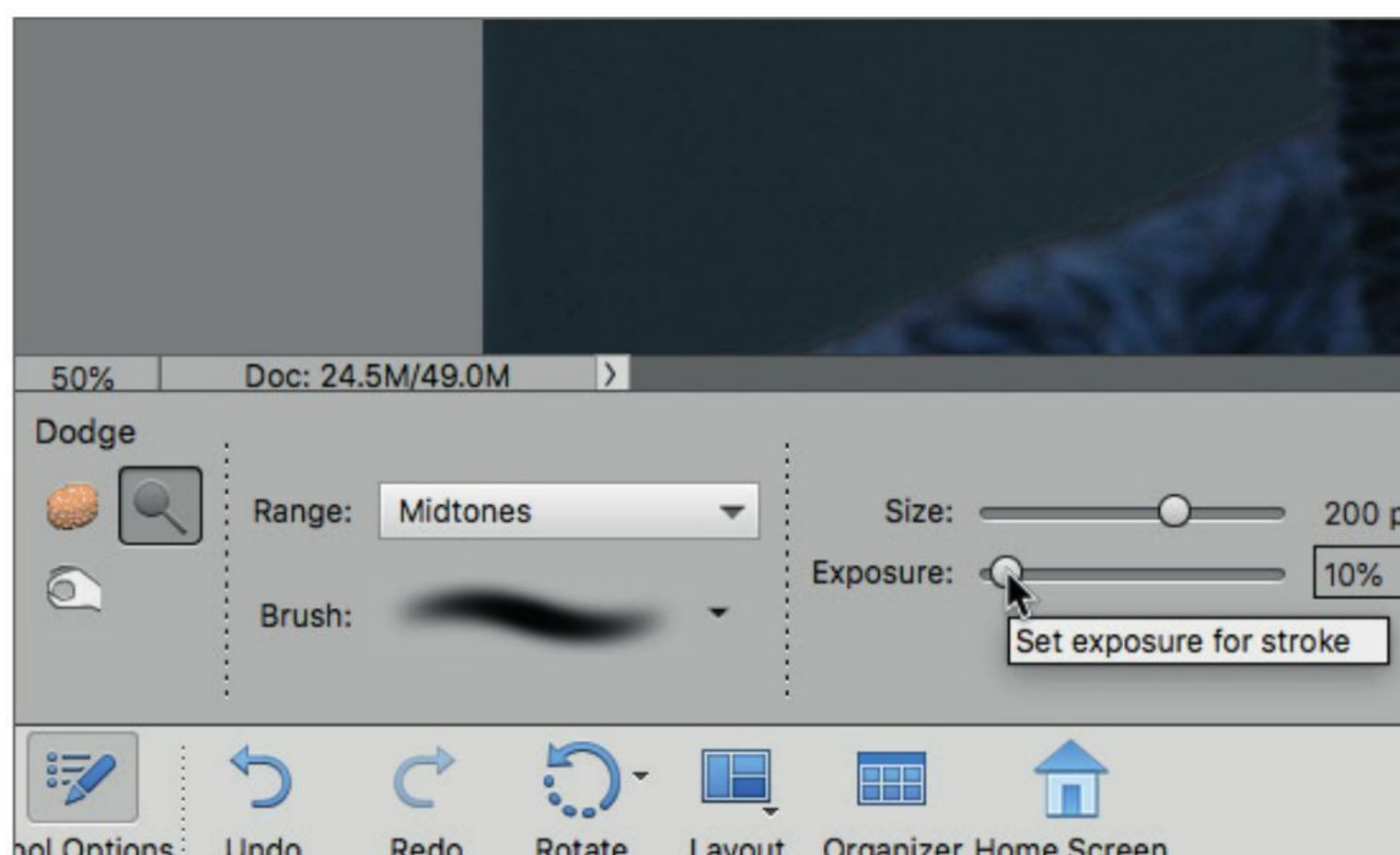
**9** Go to Layer > New > Layer (Shift + Cmd + N). The New Layer panel will open. Under Name, call the layer 'burn'. Keep Colour as None and under the Mode button, choose Overlay as the Blend Mode. Then make sure the Fill with Overlay-Neutral colour button is checked.



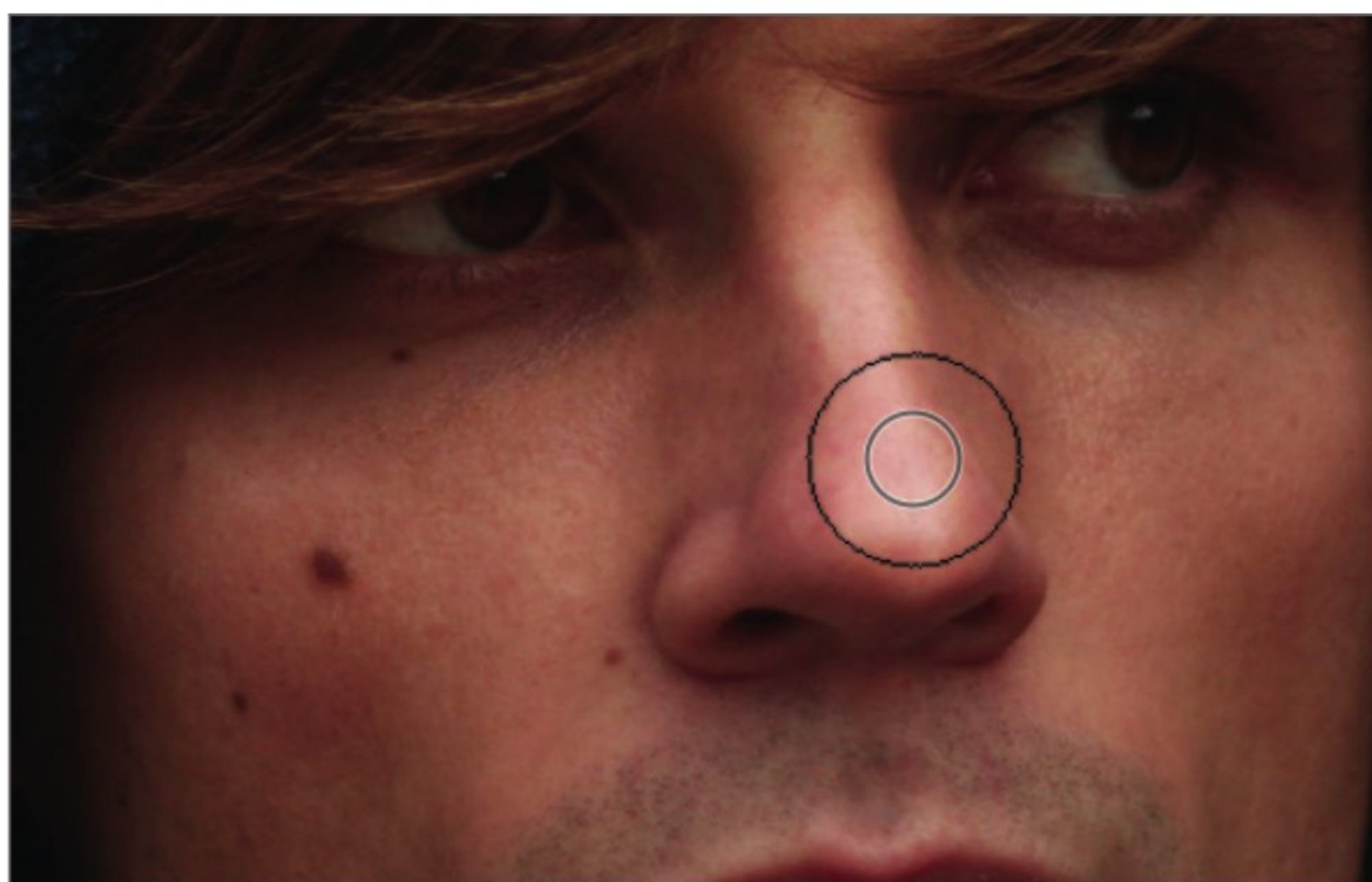
**10** A new layer called 'burn' will be created for you that is already filled with 50% grey and set to the Overlay Blend Mode. You now have the two layers needed to start Dodging, to make the picture lighter and Burning, to make areas of the picture darker.



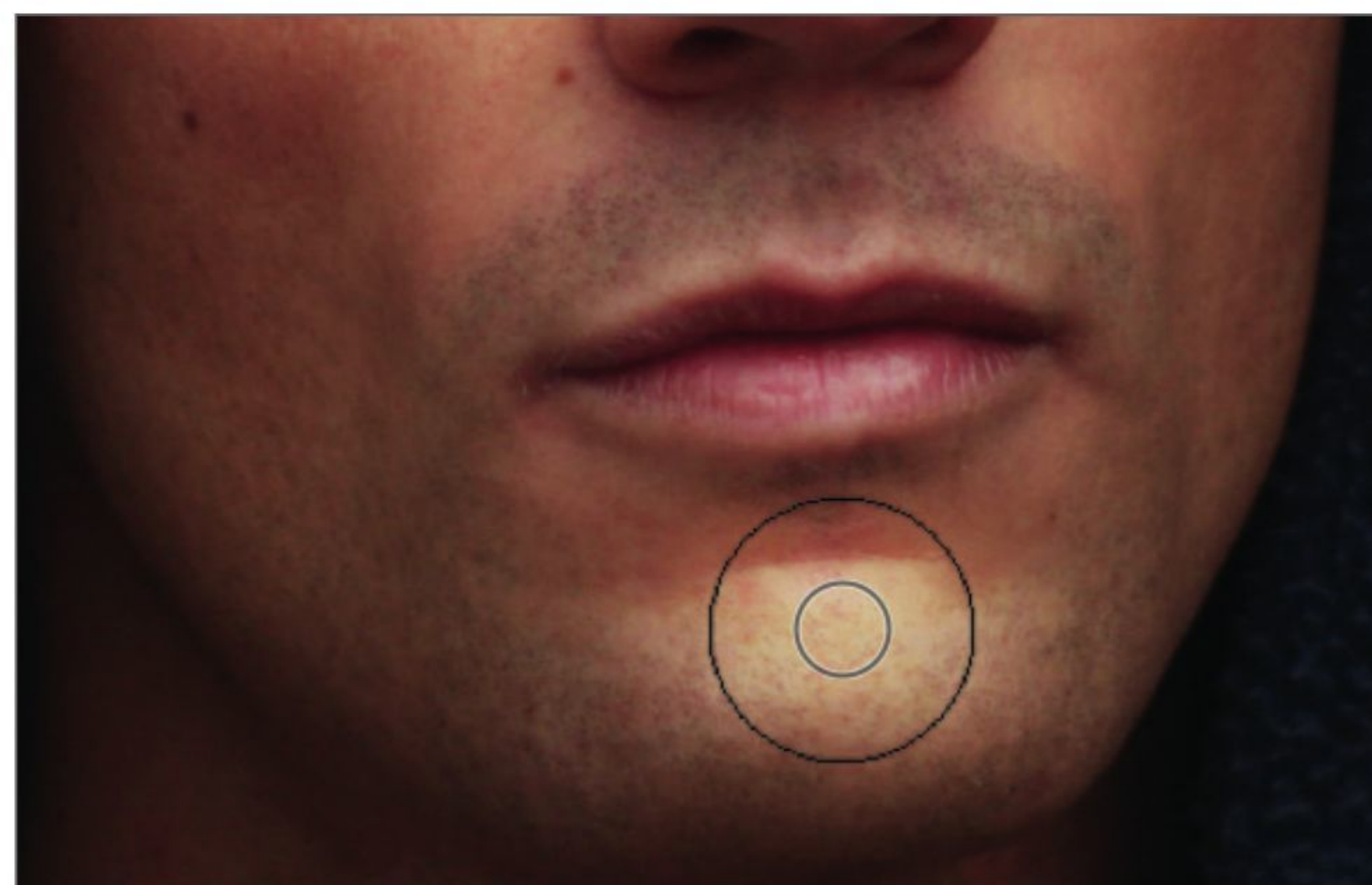
**11** Begin by making the 'dodge' layer active. It will highlight in blue to confirm it is active. Go to the toolbar and choose the Dodge Tool (O). The tool options panel will show you the available parameters you can apply to the Dodge Tool.



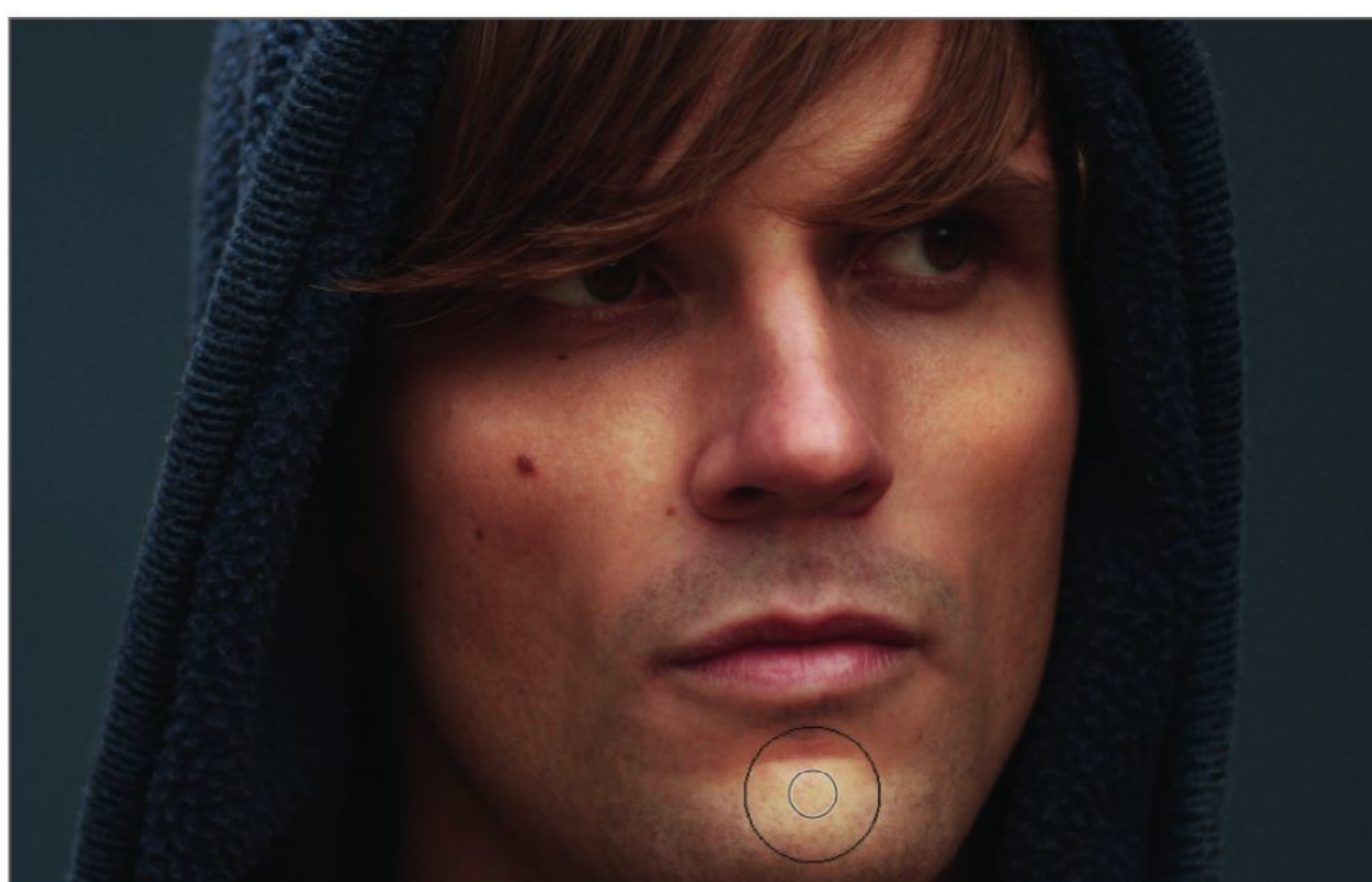
**12** Under Range, choose the Midtones Painting Mode and under the Brush picker, choose a soft brush of about 200 pixels. You can use the Size slider at any time to alter the brush size if required and also use the bracket keys [ and ] to scale the brush. Set the brush Exposure to 10% or less.



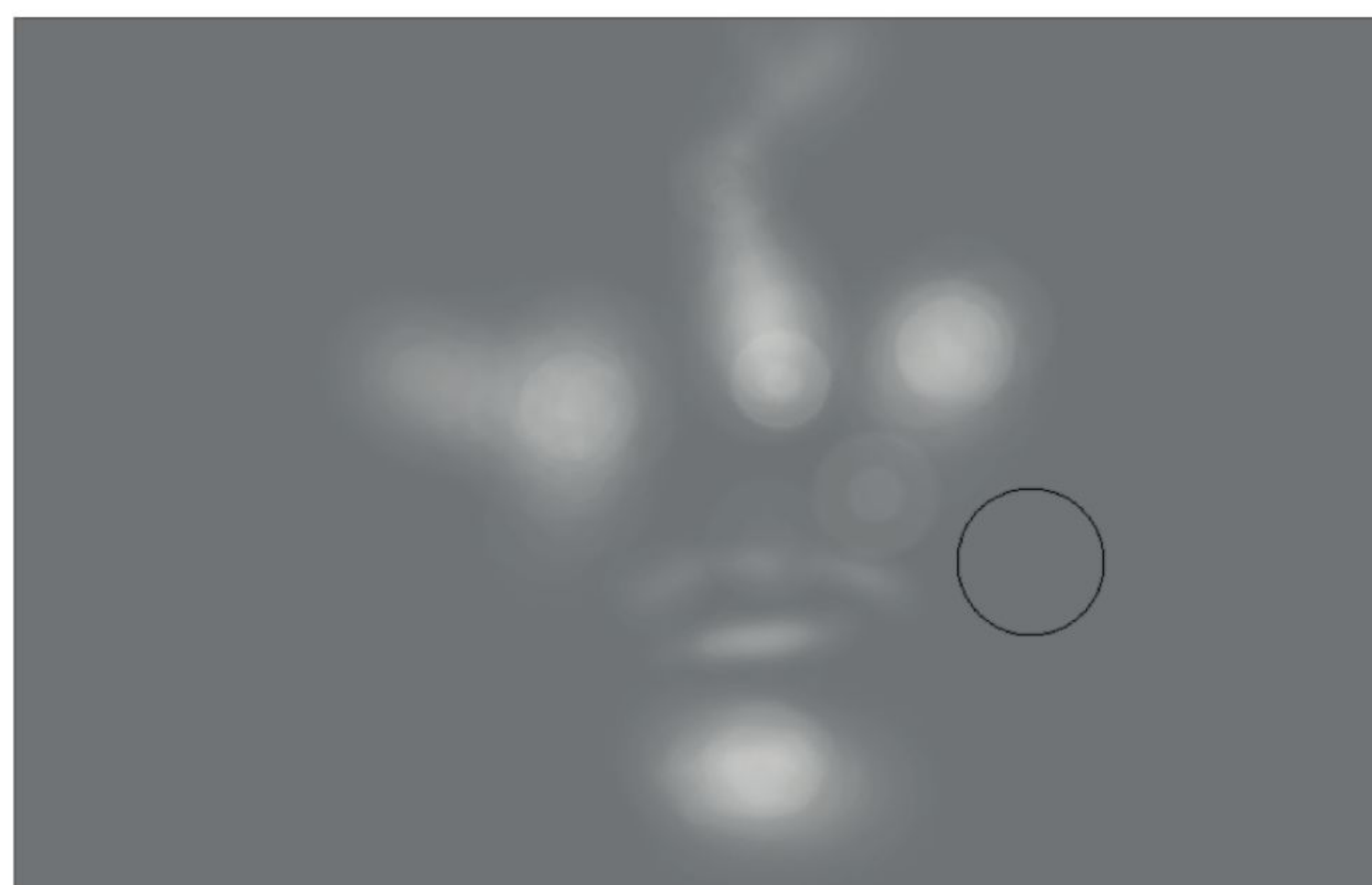
**13** You can now begin to lighten specific parts of the portrait. It will be a subjective thing depending on your preferences but areas that are currently the lightest can be made lighter to begin to increase contrast. Start brushing over areas like the forehead, cheeks and nose.



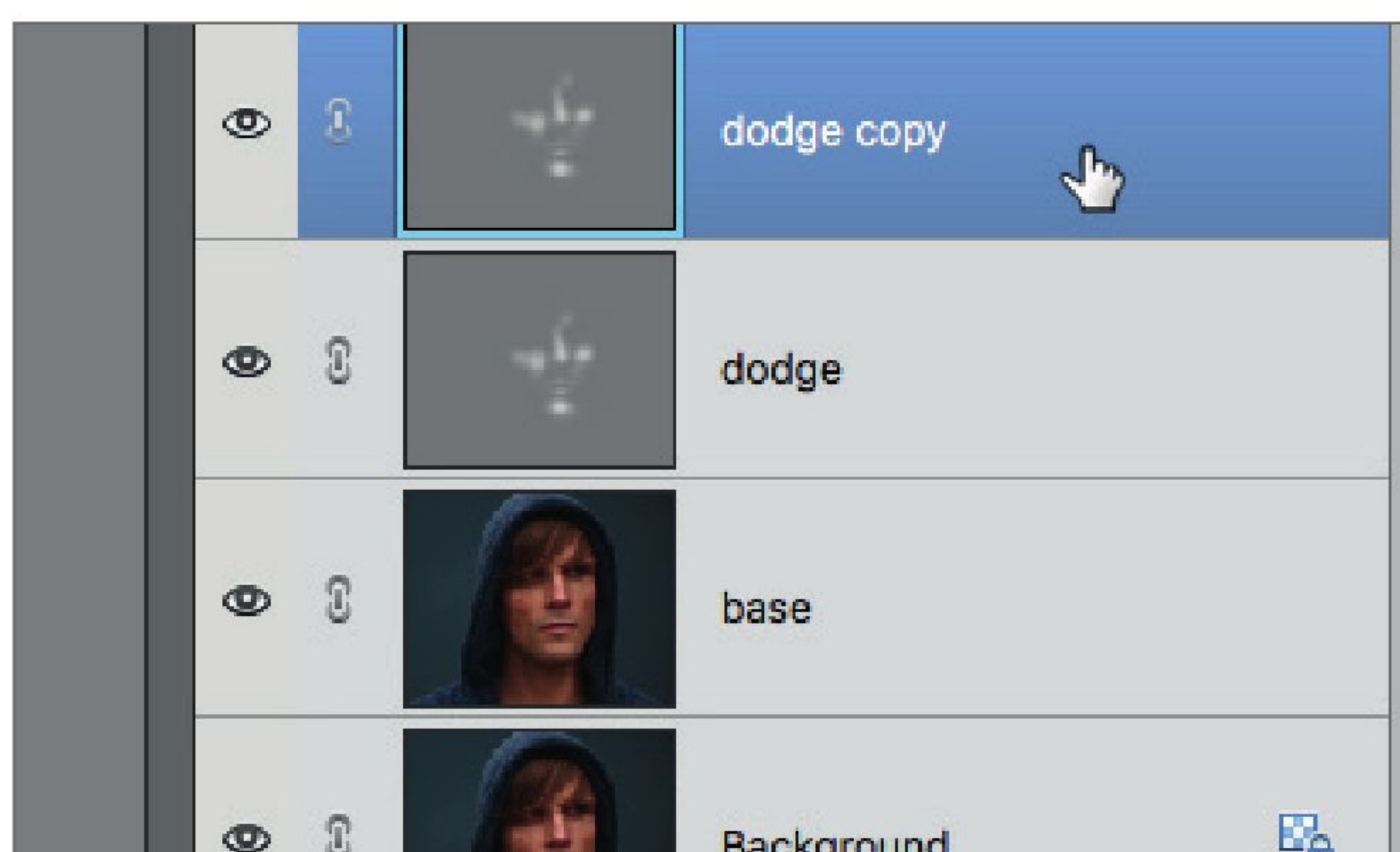
**14** With each individual stroke of the brush, those light areas will be made lighter and lighter. Using an Exposure of 10% or less means that you can be a bit more subtle and build up the lightening effect gradually rather than applying it all at once.



**15** Continue to build up the brightness with your brush strokes on the 'dodge' layer. Work around the stubble, hair and eyebrows to increase the brightness. If you feel you've applied too many brush strokes in one area, you can always press **Cmd + Z** to undo a number of steps and try again.



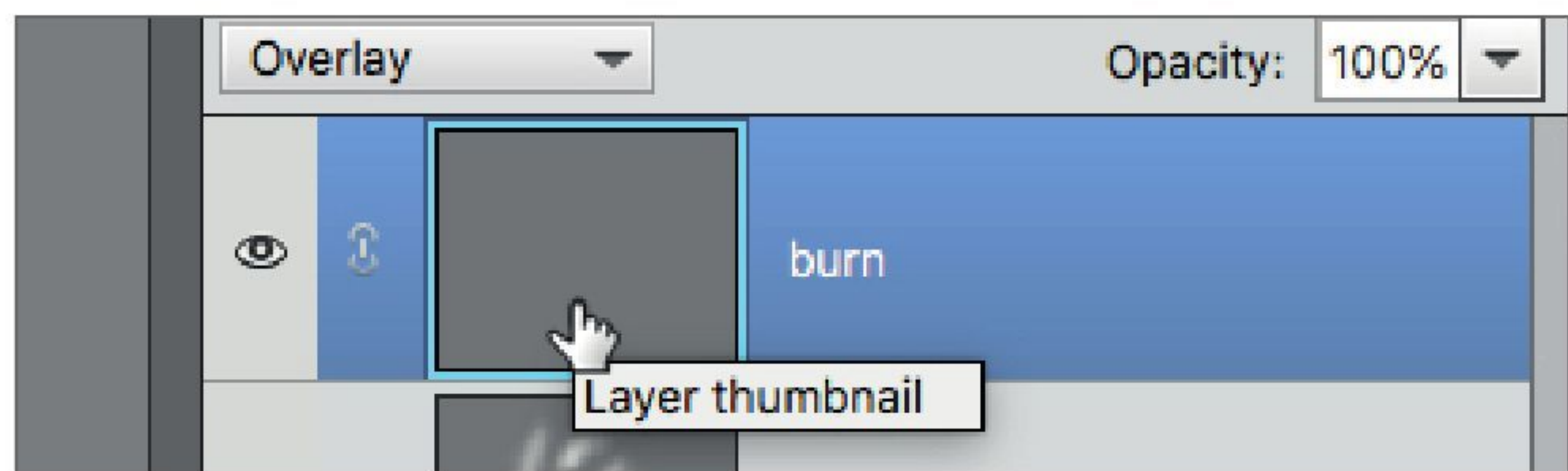
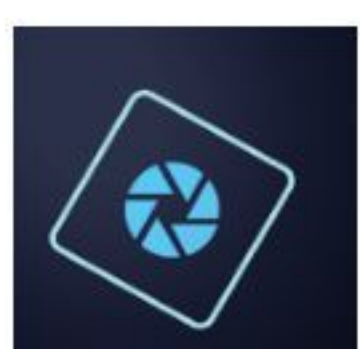
**16** If you press **Alt** and click the 'dodge' layer thumbnail, you can see exactly what is happening on that layer. Any part of the image that is lighter than 50% grey has its brightness added to the layer below because of the blending method used. **Alt + click** again to return to the normal view.



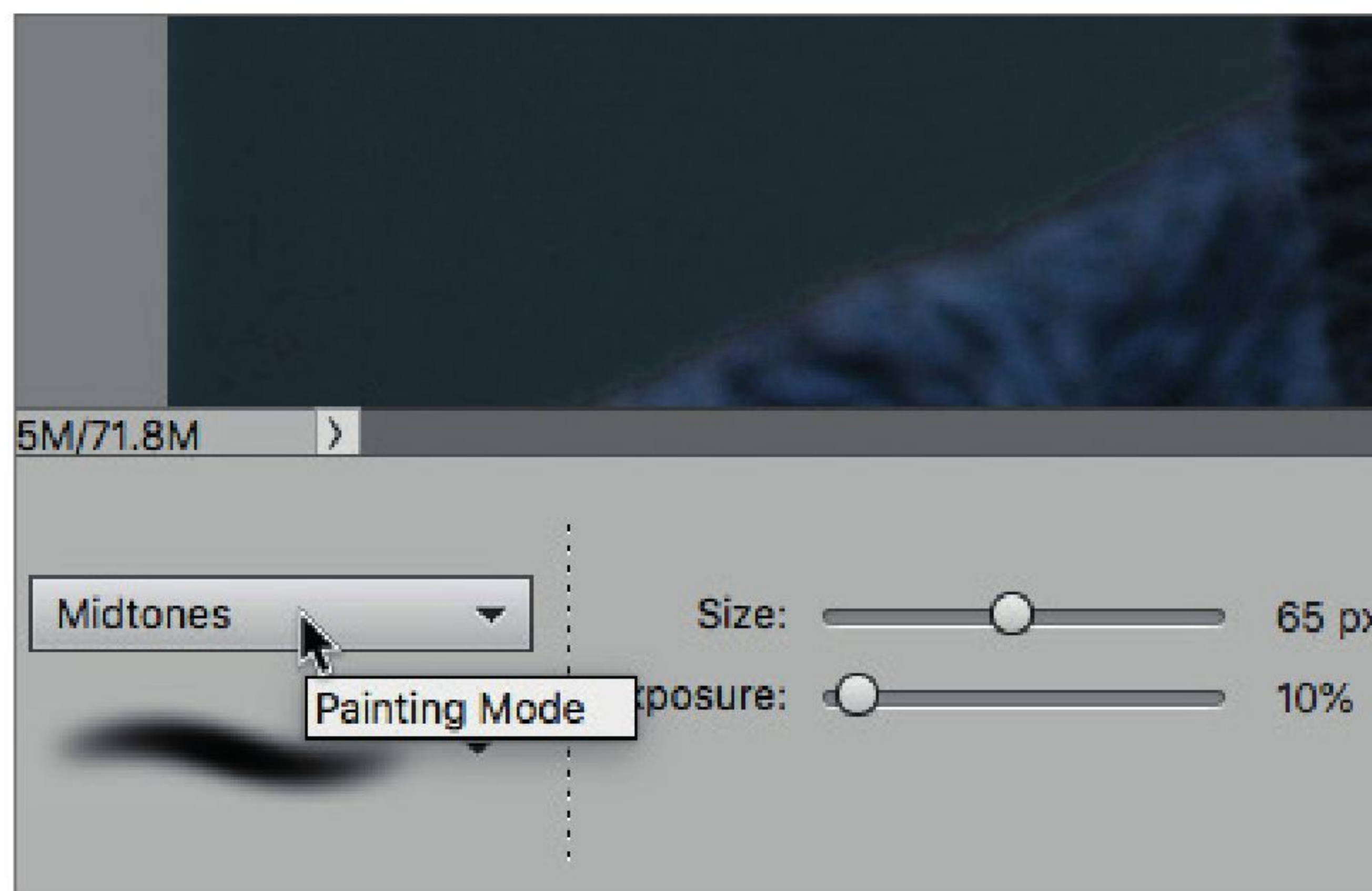
**17** Once an area of the layer is dodged to pure white, it cannot get any brighter. However, if you feel the effect still isn't strong enough, you can always duplicate the layer for a more intense effect and adjust the layer opacity if required.



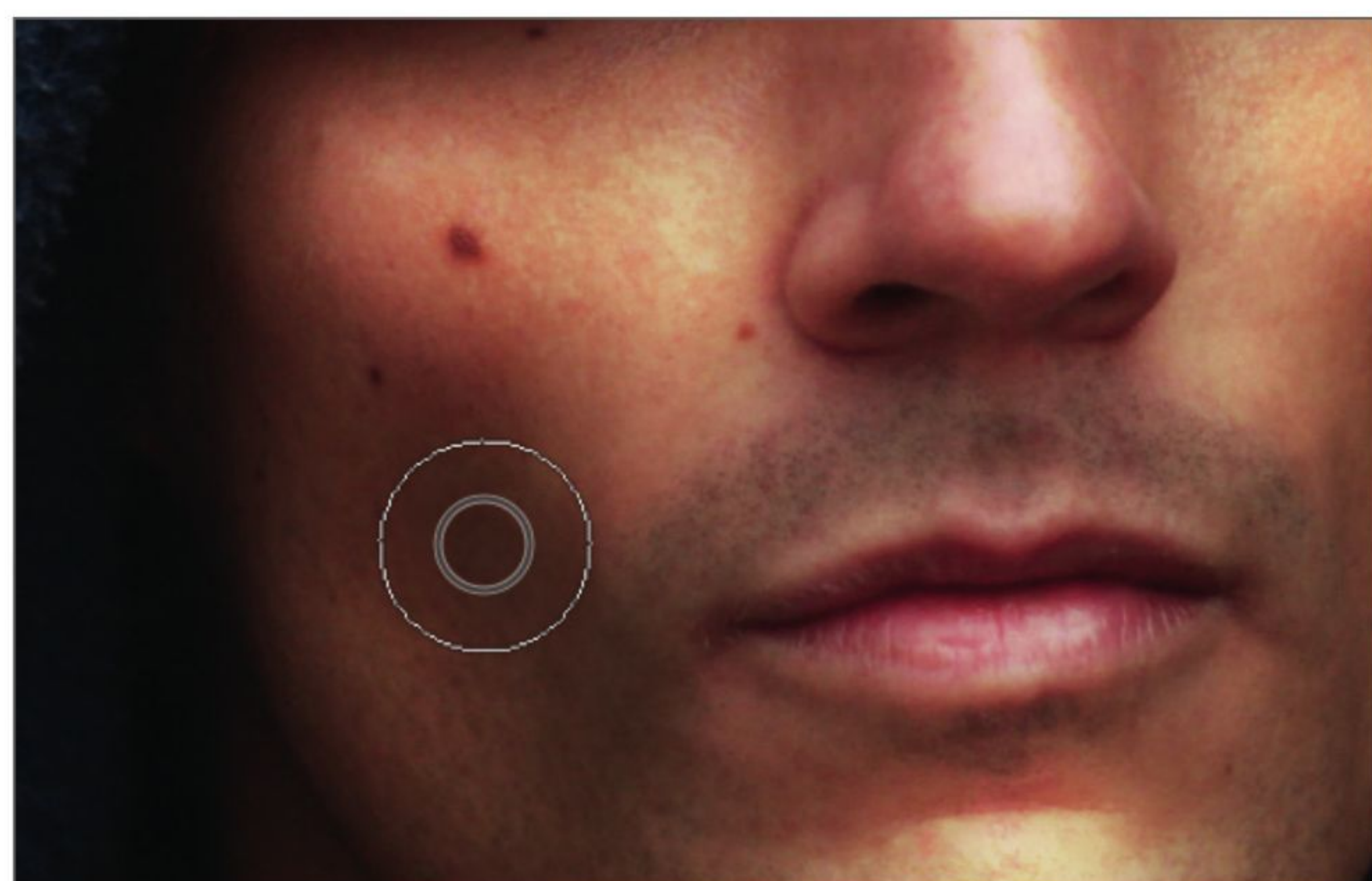
**18** If you compare the dodged version of the portrait to the original you can see how the brightness has been focussed on, making the face more three dimensional with the addition of those brightened skin areas. If you are happy with the dodge effects so far, you can turn your attention to the 'burn' layer.



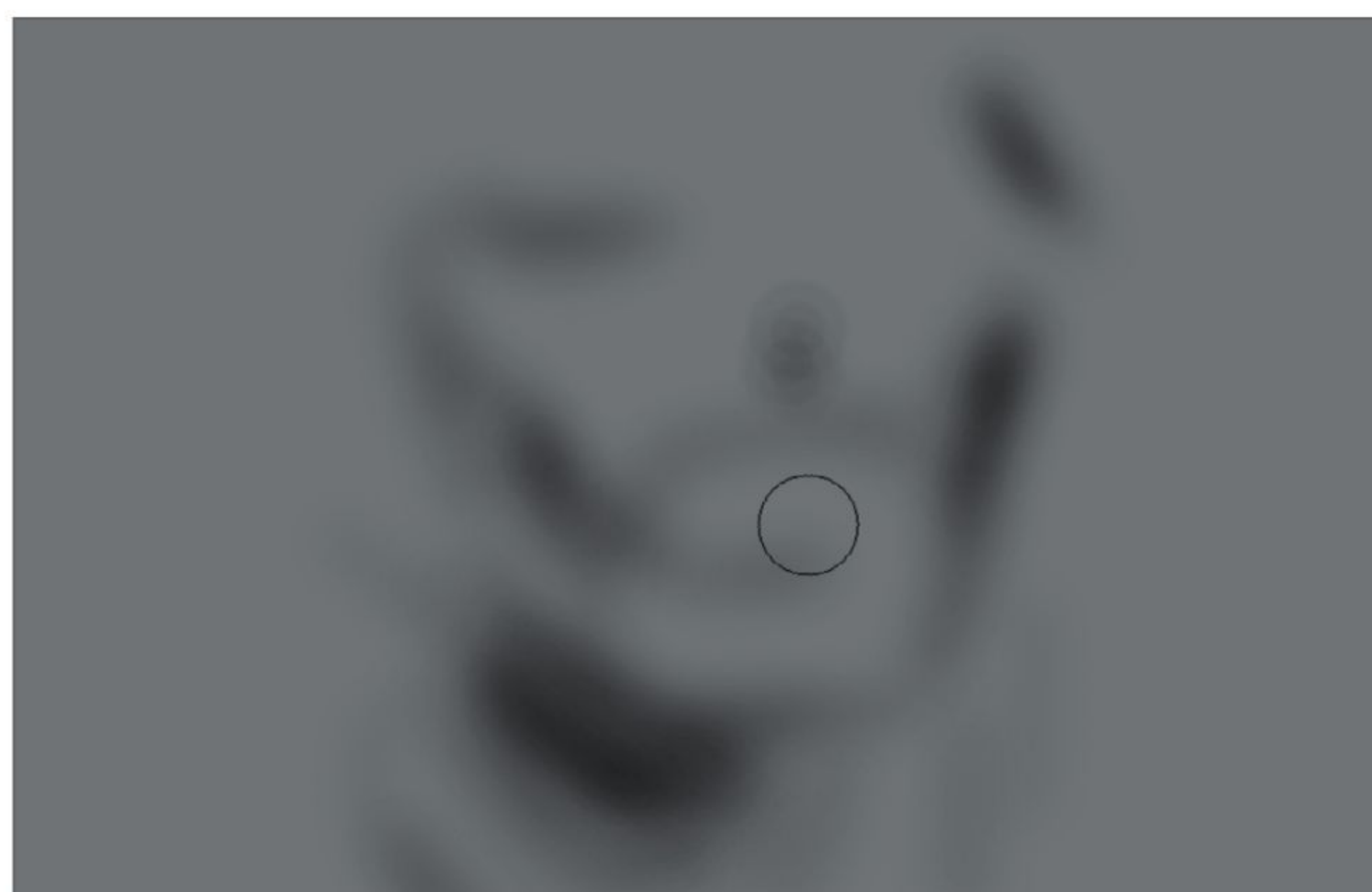
**19** Click the 'burn' layer to make it active and swap from the Dodge Tool to the Burn Tool by either pressing O until the Burn Tool is highlighted or click on its icon in the tool options panel.



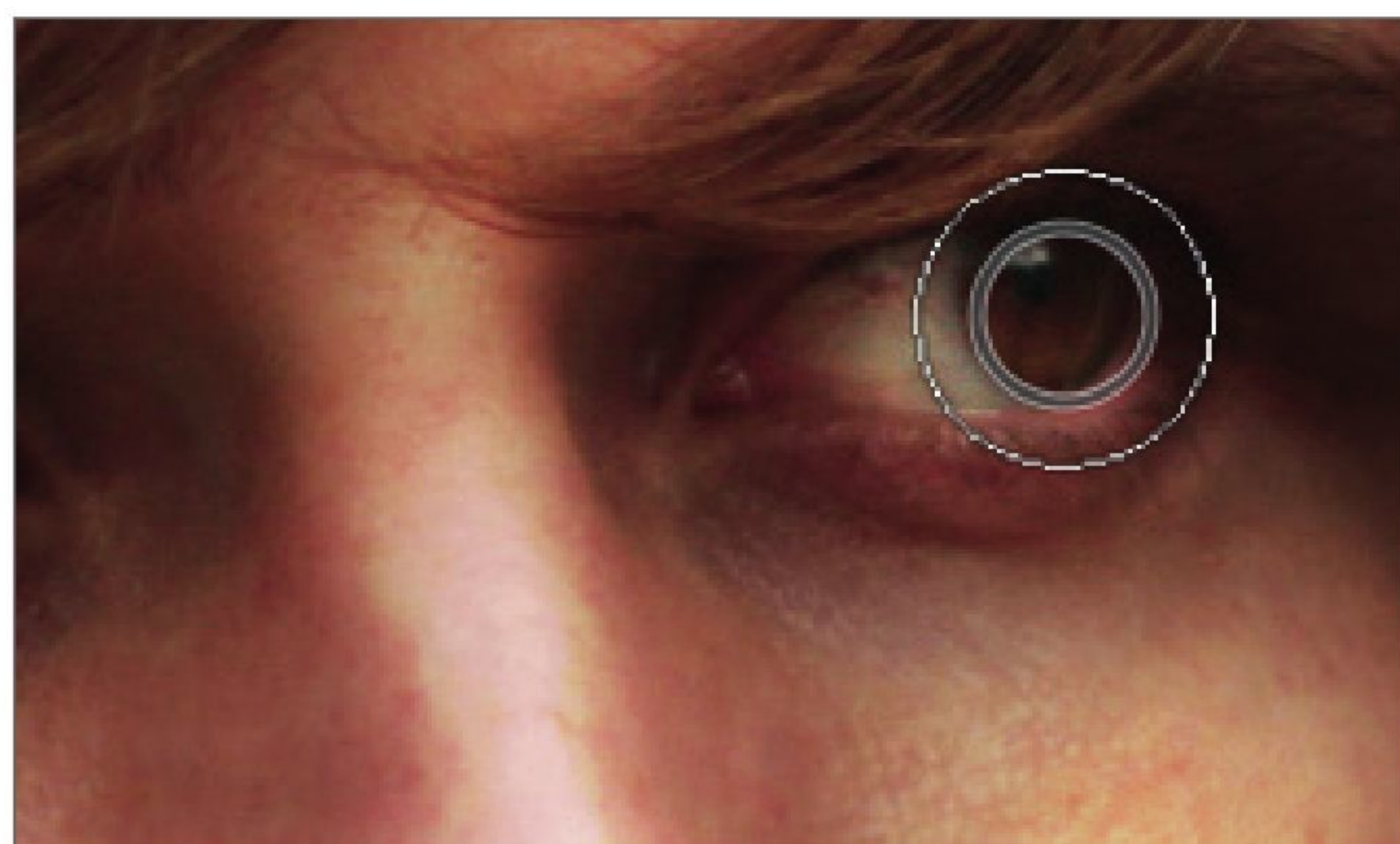
**20** Just as with the Dodge Tool, choose Midtones as the Painting Mode by clicking on the Range button. Keep the brush as a large soft one and Exposure at 10% or lower.



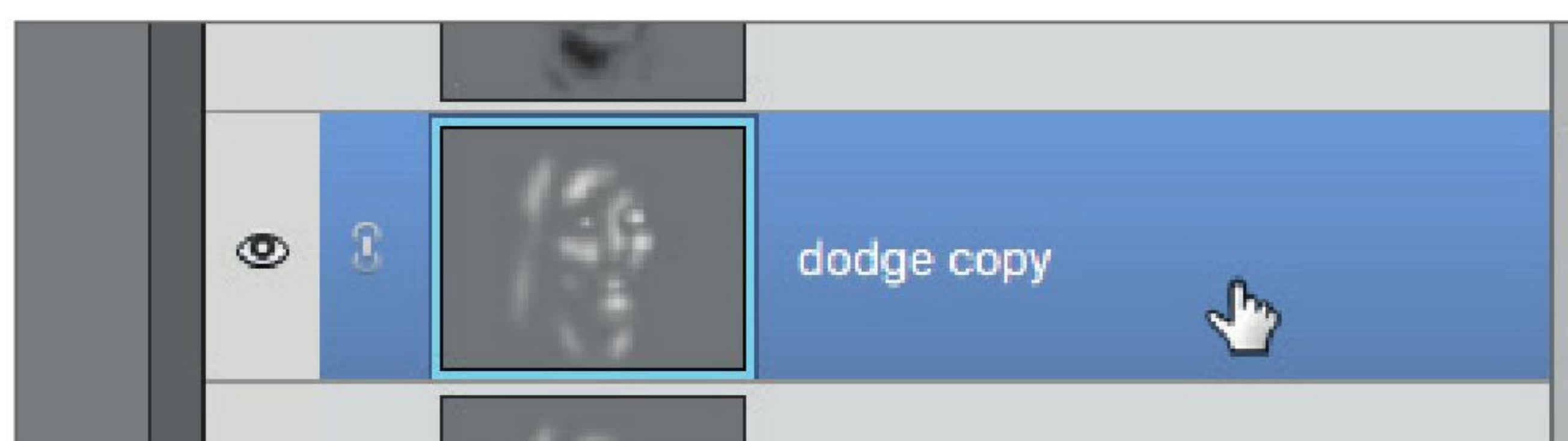
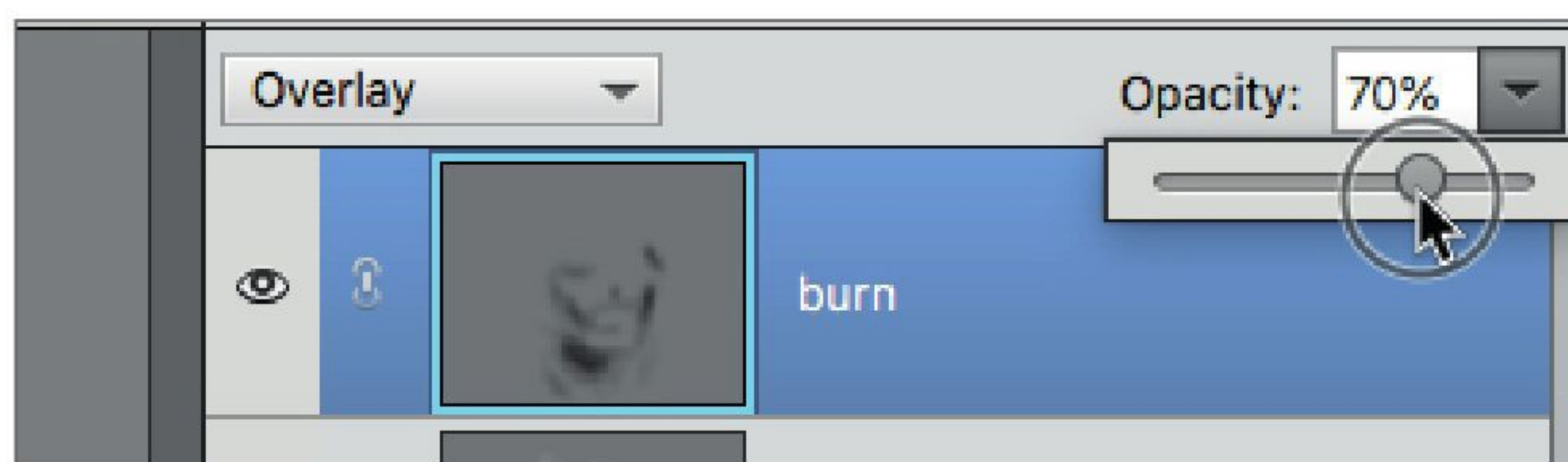
**21** Start to add brush strokes on the 'burn' layer to the darker areas of the photo. We started around the eyes and darkened the sides of his forehead, under the nose and the sides of the cheeks. Again, apply the brush strokes singly and build up the darker areas until you have it as you want it.



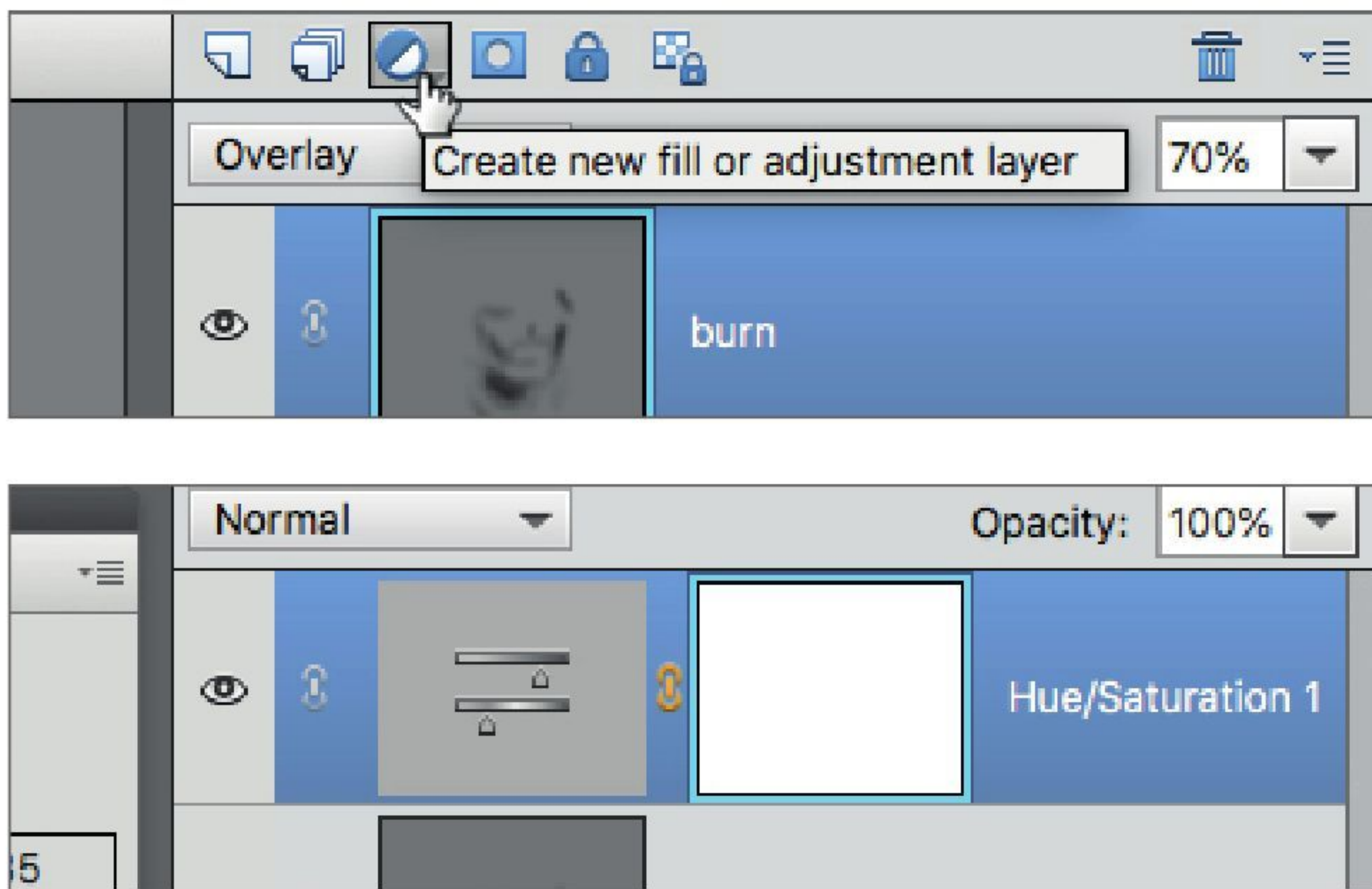
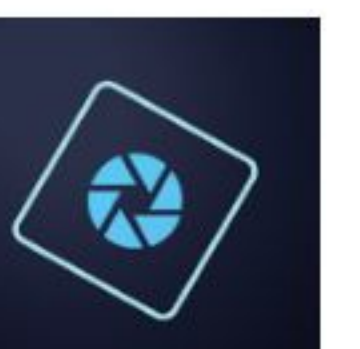
**22** If you Alt and click the 'burn' layer, you can view that layer in isolation. Now, any dodged area that is darker than 50% grey is added to the layers below, darkening the portrait. Alt + click again to return to the normal view.



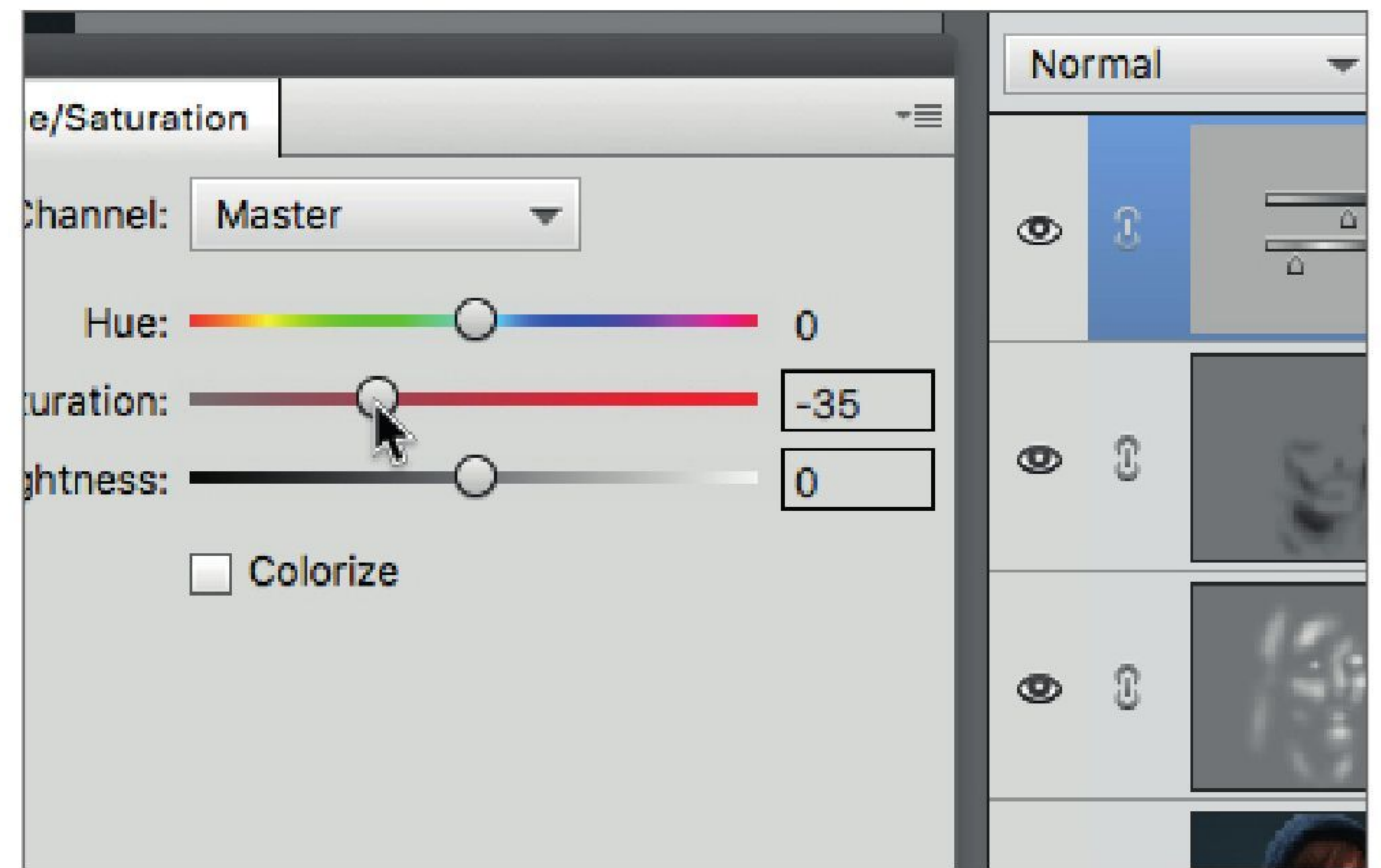
**23** Because you are working on separate layers, you can return to the 'dodge' layer if you want, swap the Burn Tool for the Dodge Tool again and continue to brighten areas of the image to your taste. In the case of this image, we went back and brightened the eyes themselves.



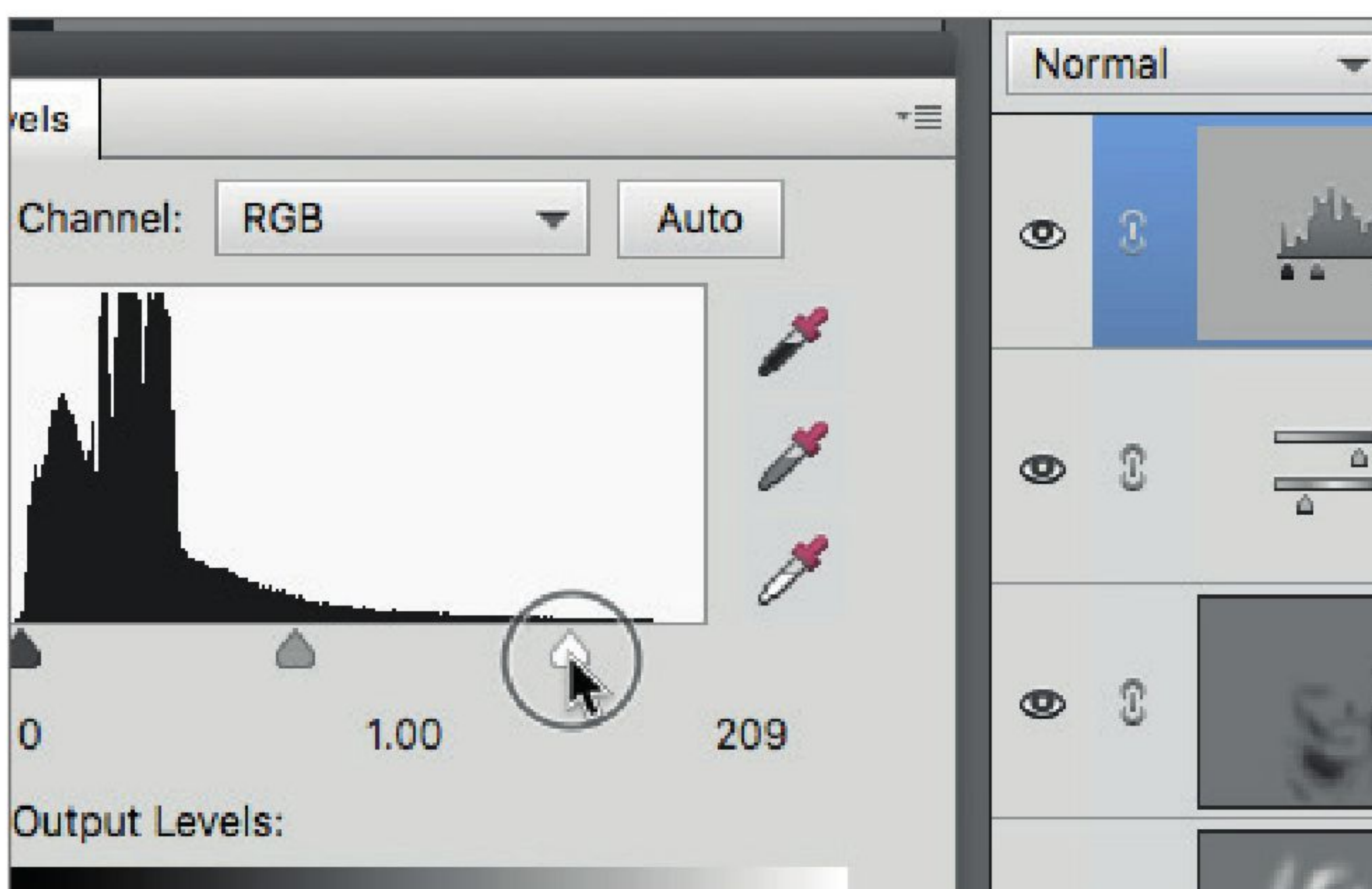
**24** If it looks like the 'burn' layer effect is too strong, you can always click on the layer Opacity slider and reduce that layer's opacity to about 70%. We also duplicated the 'dodge' layer and set the second layer to about 20% opacity bringing a little extra contrast to the brightest areas.



**25** The next few steps are optional and down to personal taste. Go to the layer options panel and click on the Create New Fill or Adjustment Layer button. Select Hue/Saturation from the menu that appears to set it as an adjustment layer above the layers already created.



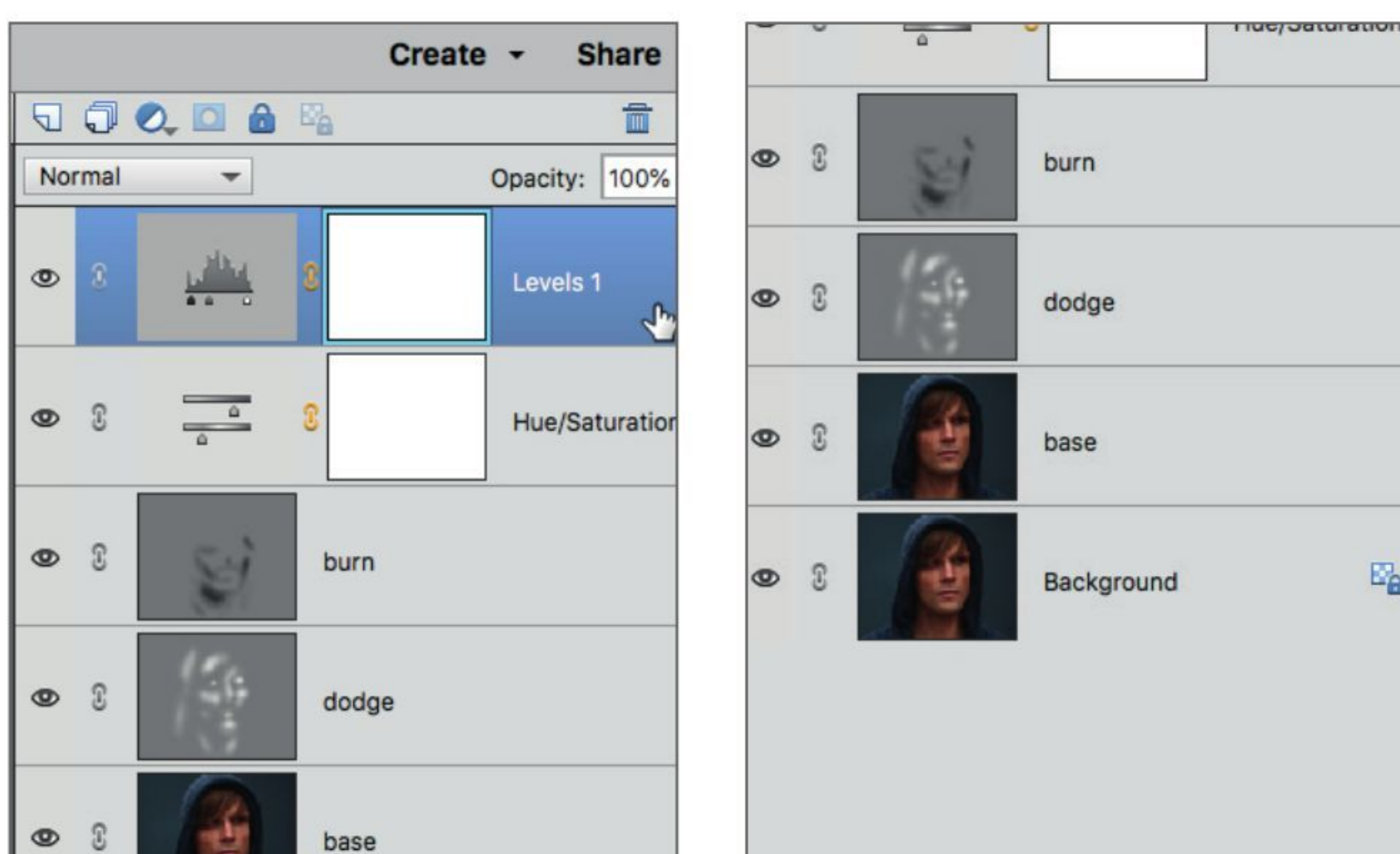
**26** We wanted to reduce the saturation of the image a little. When you add an adjustment layer to the layer stack the properties panel for that layer will be displayed automatically. We used the Saturation slider to reduce saturation to about -35.



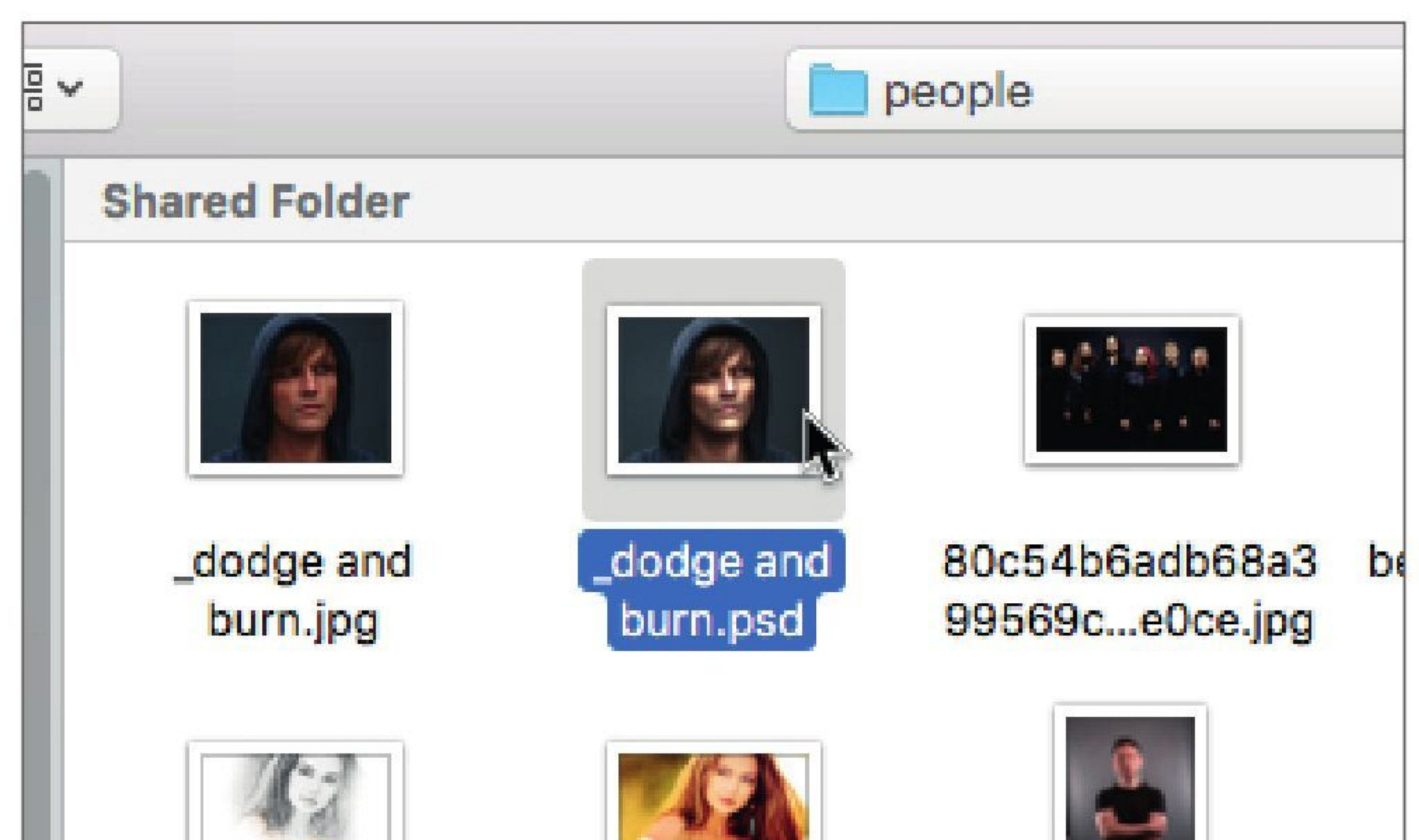
**27** One additional tweak was to add a Levels adjustment and push the Highlights and Midtones sliders to the left; this helped boost contrast a little more and highlighted all the work already done with the Dodge and Burn Tools.



**28** A side by side comparison now shows how much the image has been transformed with the use of targeted brightening of midtones and also selective darkening of certain areas to increase the overall contrast of the image that wasn't present in the original.



**29** With that your Dodge and Burn project is completed. You have applied some very focussed brightness and contrast adjustments to bring out more detail and create a more dramatic looking image.



**30** You can choose to flatten the image, by going to File > Save As (Shift + Cmd + S) to create a new file under a new name, or save the document in its layered form as a Photoshop compatible PSD file.



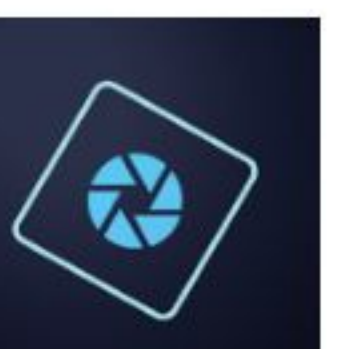
# Using Selective Colour



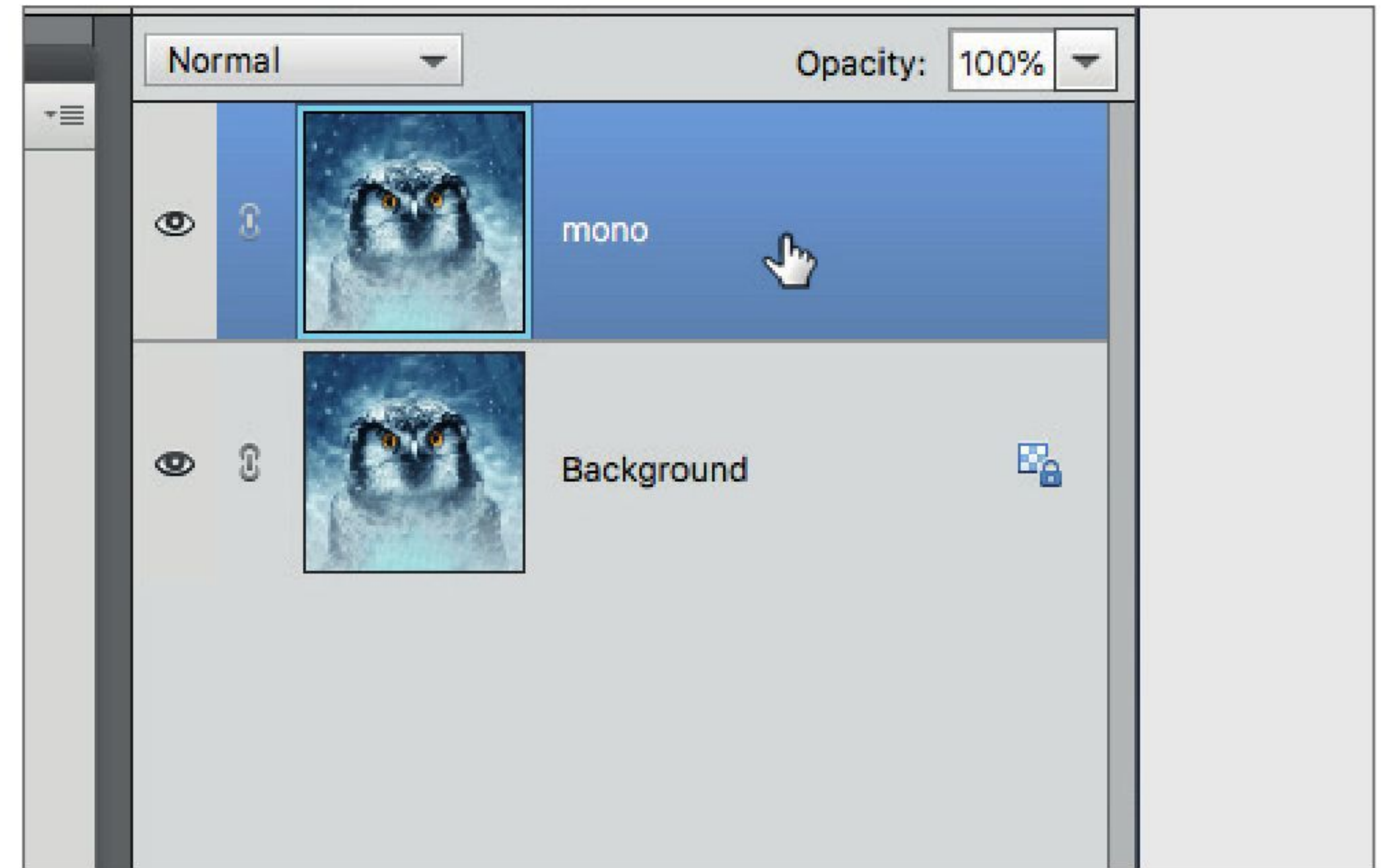
BEFORE

AFTER

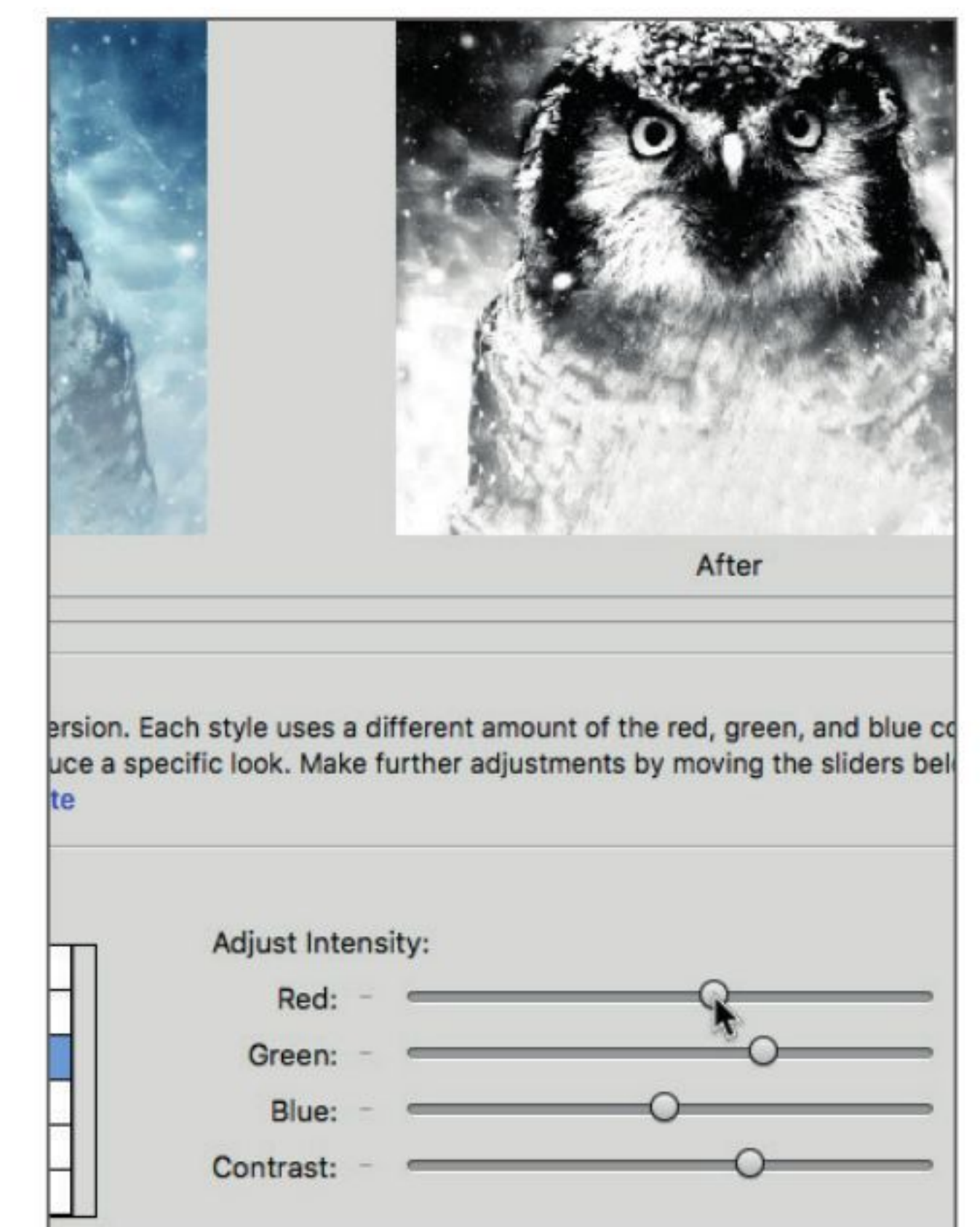
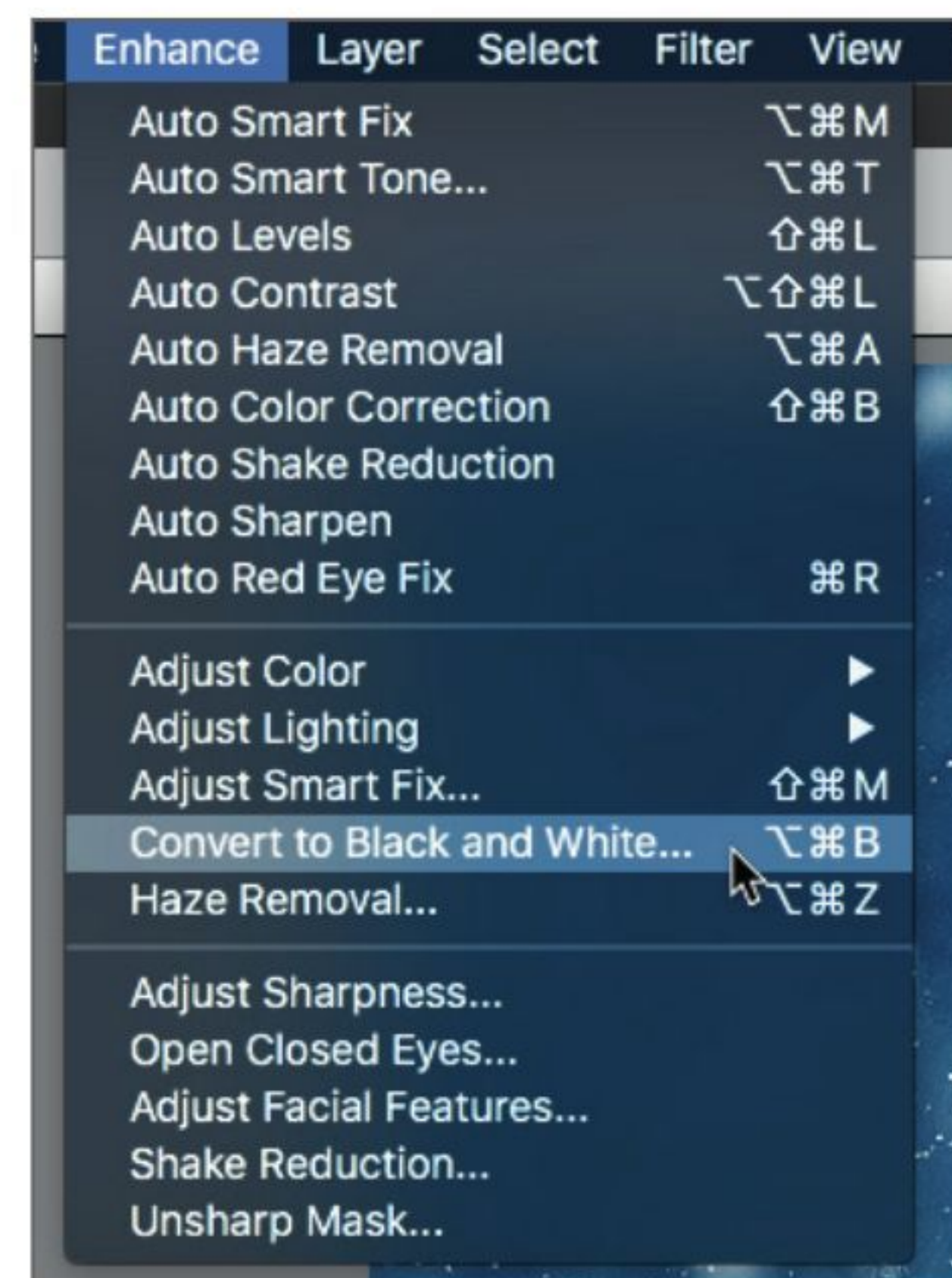
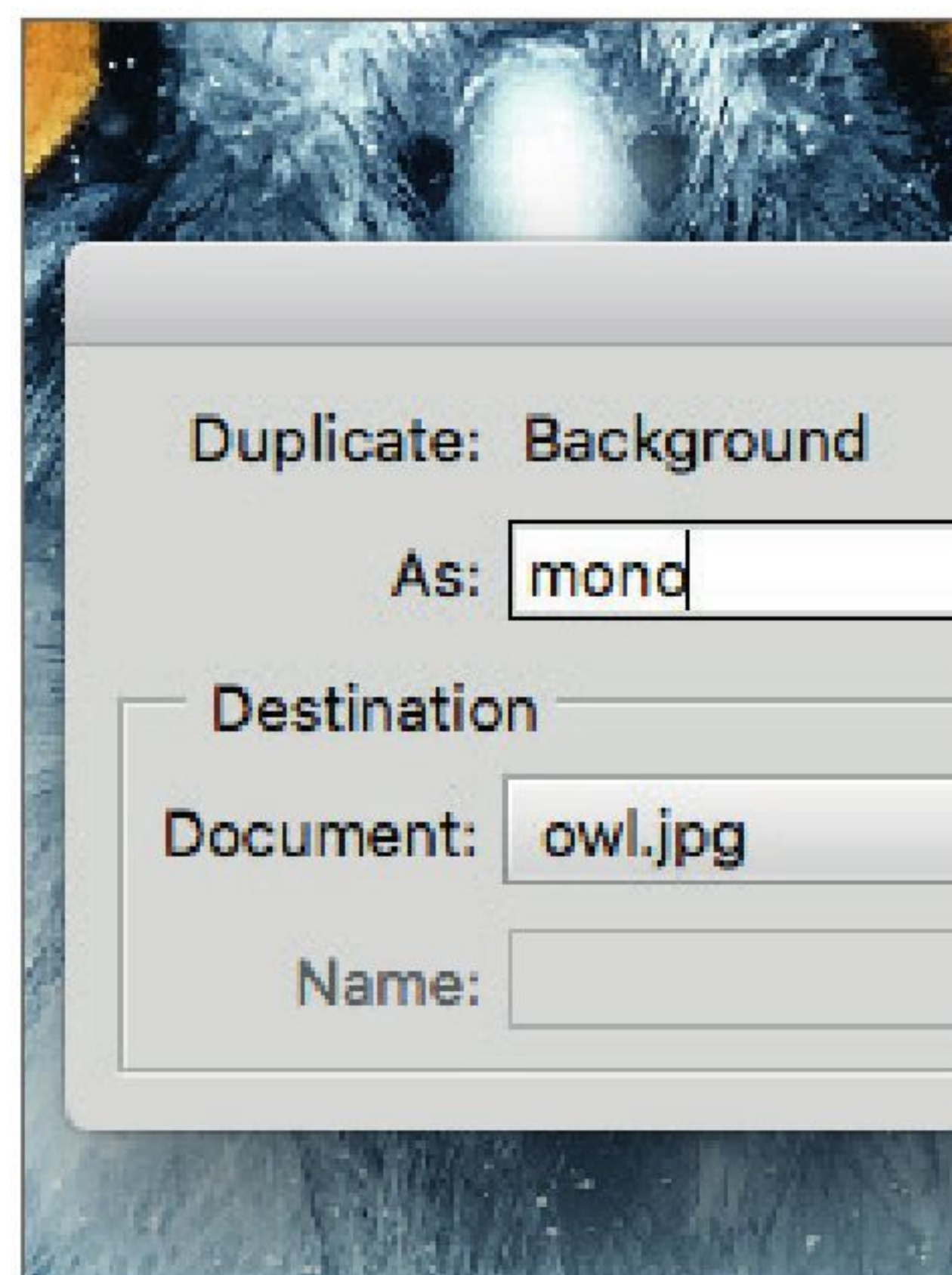
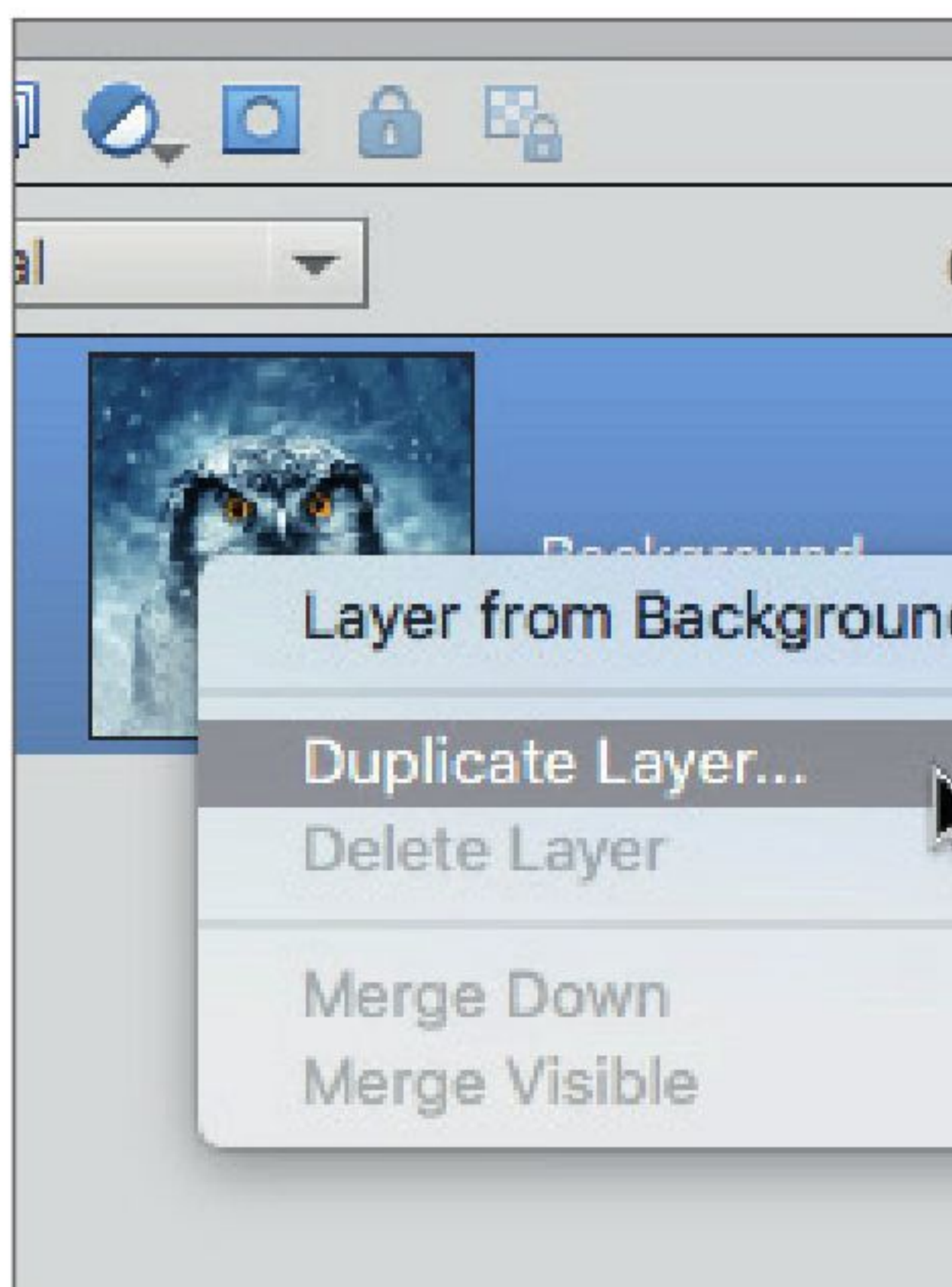
It is quite a popular photo editing technique to convert your images to black and white, but then to return part of the image to its original full colour mode. This is done to create a small splash of colour in your photograph that is instantly picked out of its surroundings to draw the eye to that point of focus. It is a simple and fun way to enhance your black and white images and uses some simple, but important, image editing techniques that are always handy to brush up on. With one duplicate image, a quick mono conversion, a little bit of masking and the use of a selection tool, your image will transform. We show you how it's done in this simple tutorial.



**1** First of all, you will need an original photo which has a nice range of colours, or at least one strong colour you can pick out. We have used a shot of a fantasy owl image with a snowy blue background. We have a great display of colours that should convert to black and white with no issue.

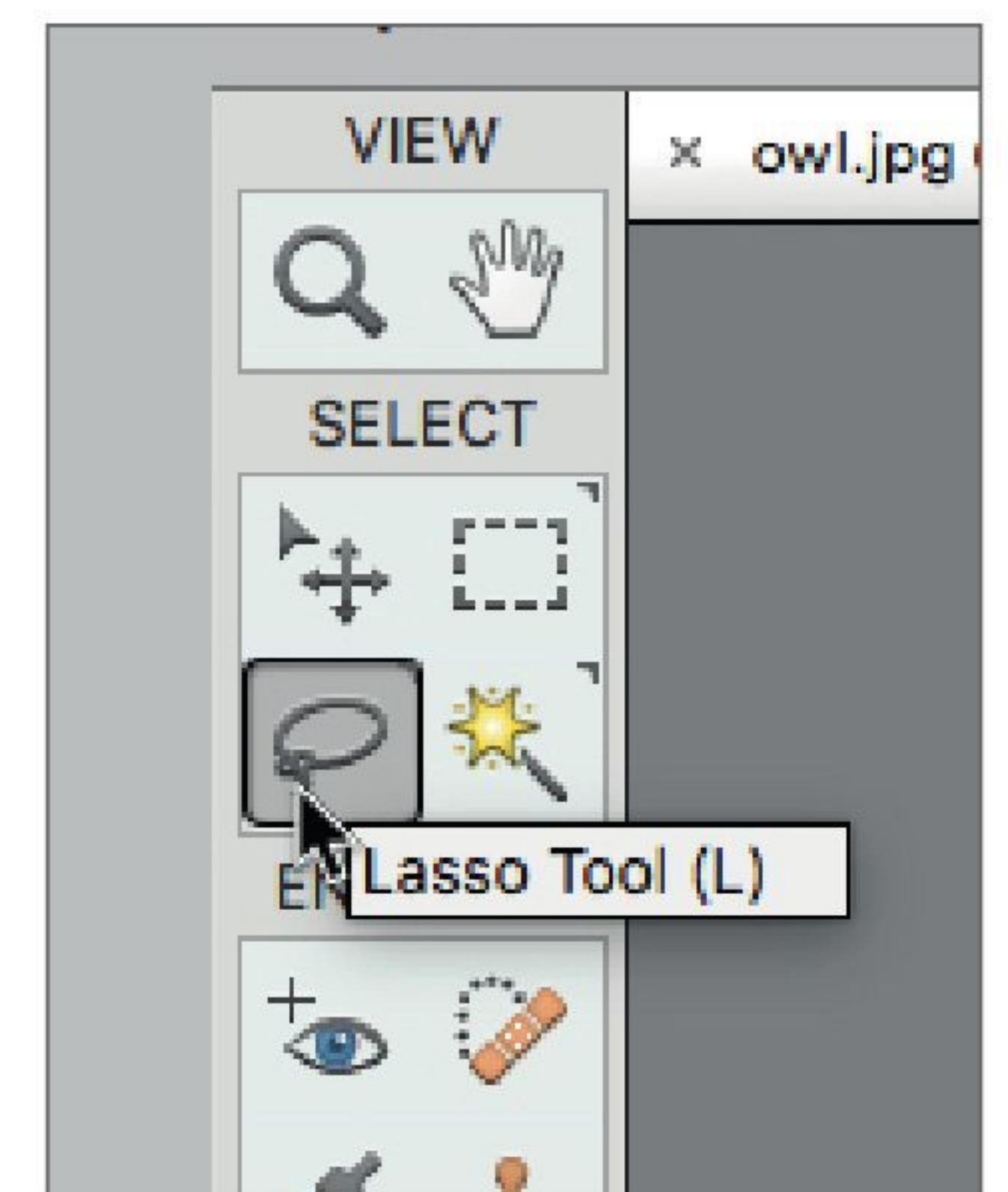
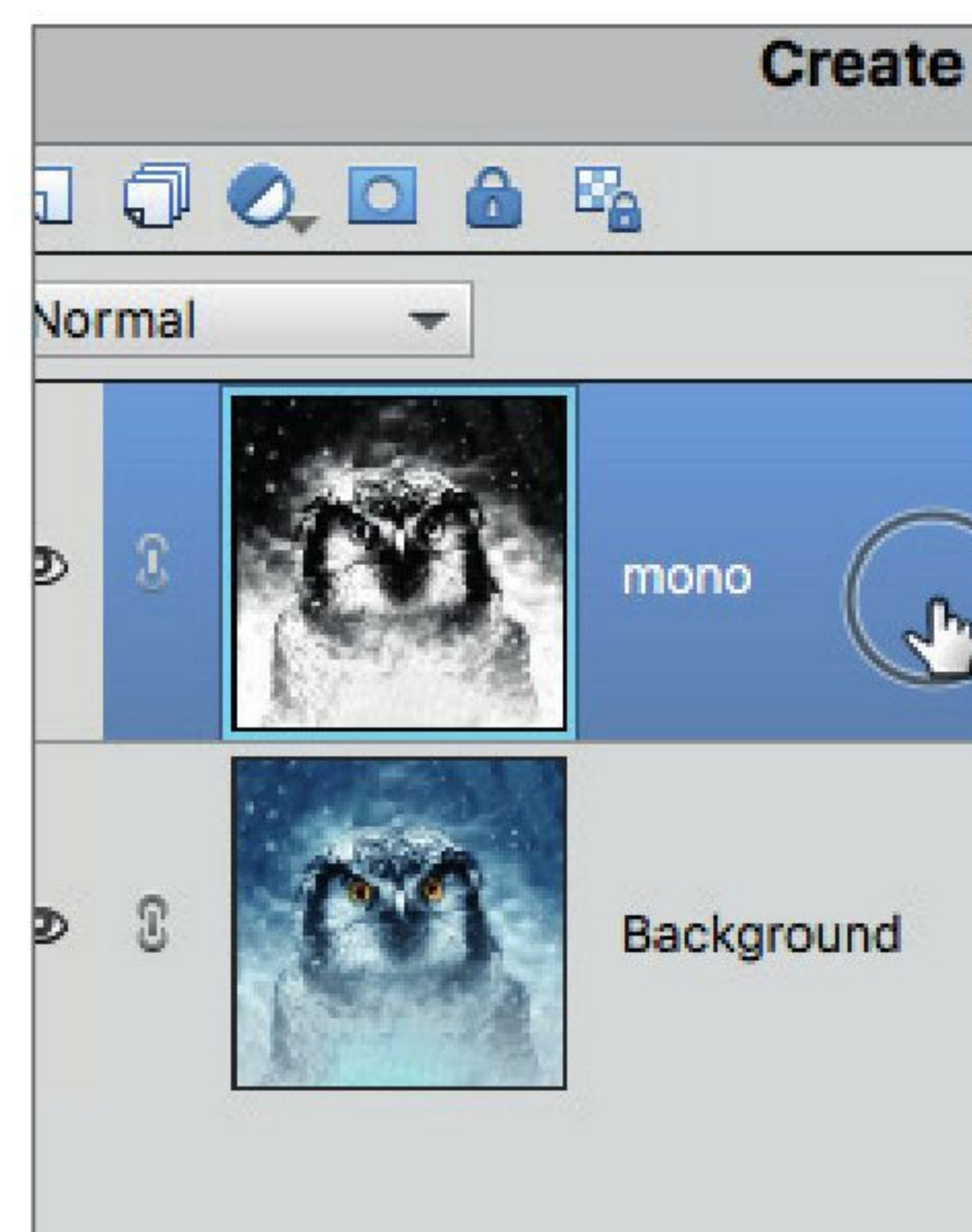


**2** Because we always strive to work in a non-destructive manner, you will need to create a duplicate image by pressing Cmd + J and name it 'mono'. This new duplicate layer will appear above your base photo, so that one is safe. Before we move on, here is the alternative method for creating a new layer.



**3** Make sure your base layer, called 'Background' by default, is active and then move our mouse cursor over the layer and right-click it. A small menu will pop up. Choose Duplicate layer from the list to create the new layer. A box will appear where you can name your new layer 'mono'. Press OK to continue.

**4** Make sure the 'mono' layer is active and then go to Enhance > Convert To Black And White. The Convert To Black And White panel will appear and you can choose from a number of preset conversion methods, or you can use the Adjust Intensity sliders until you have a conversion that you like.

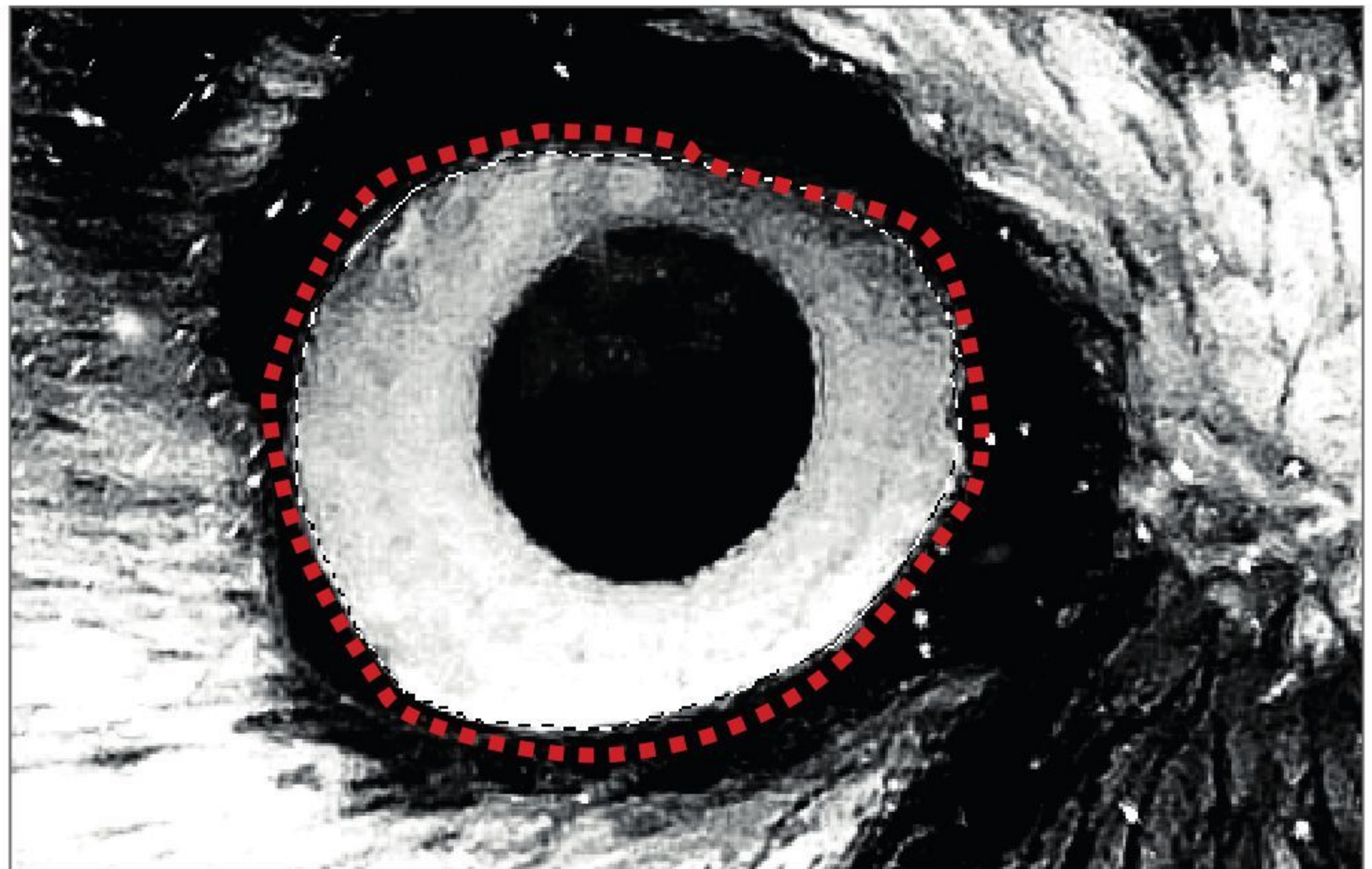


**5** We've completed our conversion to mono. We've brought out a lot of mid-tone detail and added some contrast to make the image quite punchy, but keeping a good range of tones. You now have the newly created black and white copy 'mono' as your top layer and your colour original on the layer below.

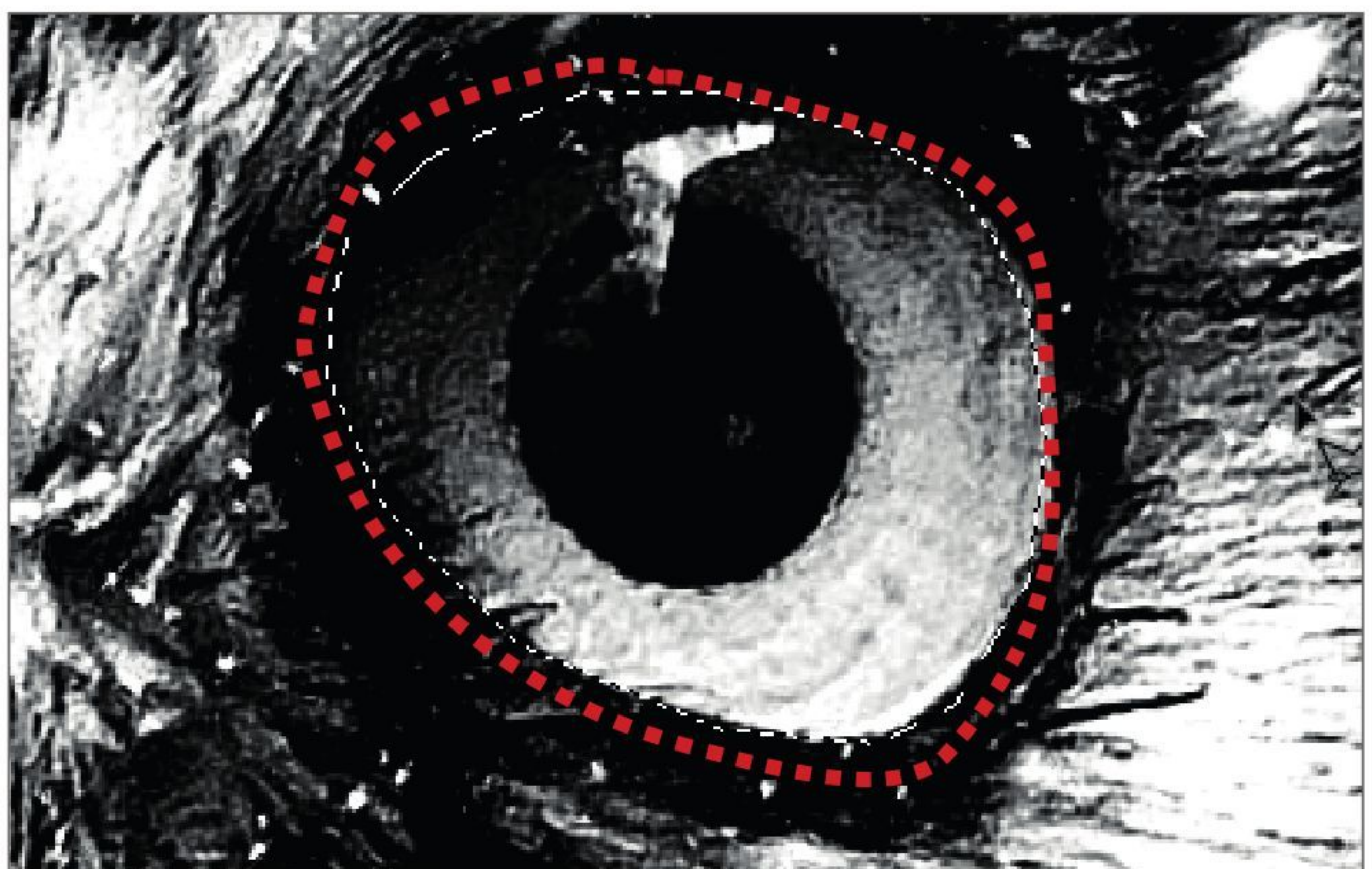
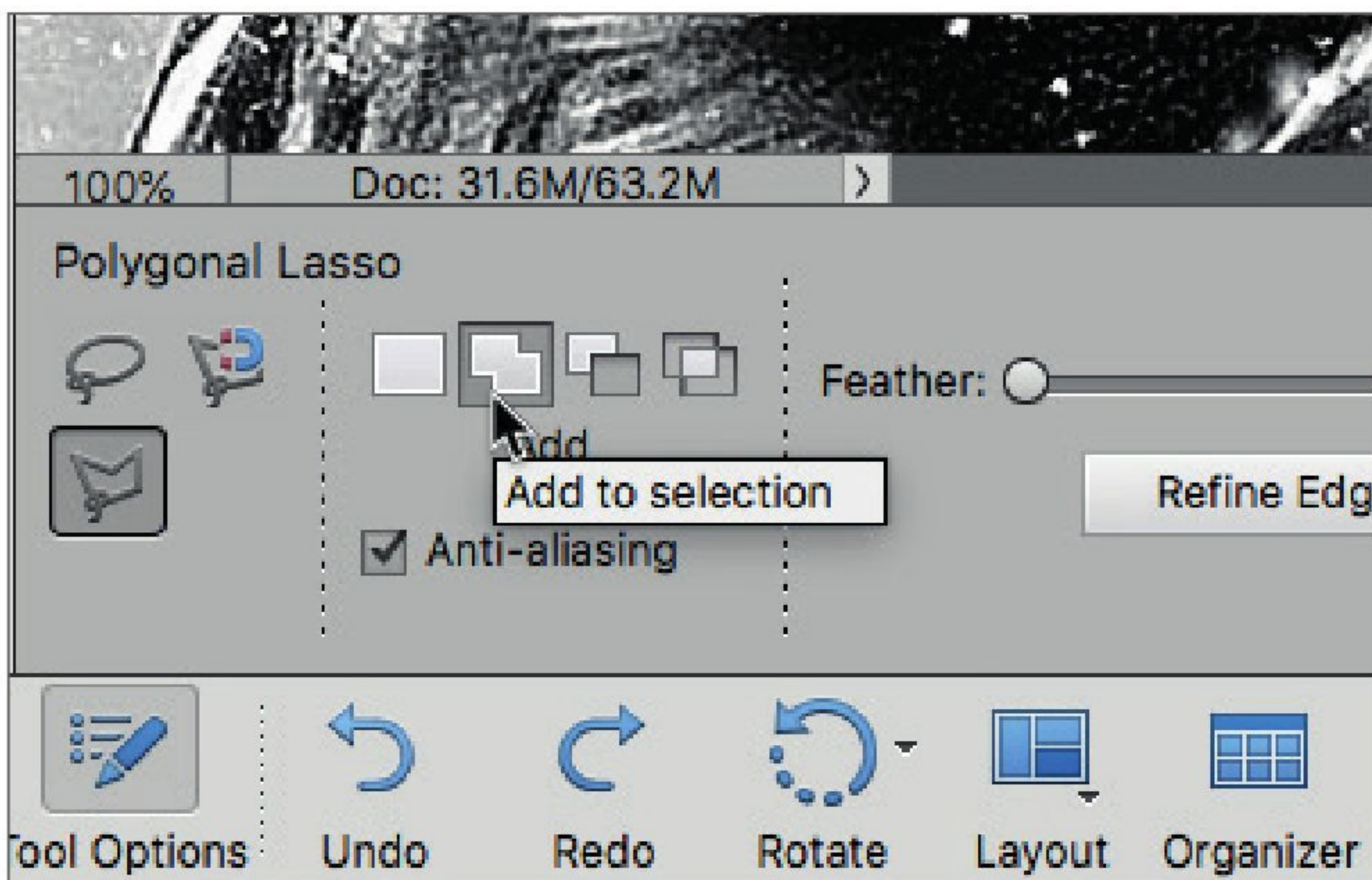
**6** Make sure the 'mono' layer is active. It will be highlighted in blue just to confirm it is the selected layer. Now go to the toolbar and choose the Lasso Tool (L). We will be using this selection tool to draw out a couple of areas on the image that will ultimately reappear in colour.



**7** You can draw in a free form fashion using the Lasso Tool as if you were drawing with a pencil. If you prefer, however, you can use the Polygonal Lasso Tool instead which draws in a series of connected straight lines by clicking on the image on a point-to-point basis.

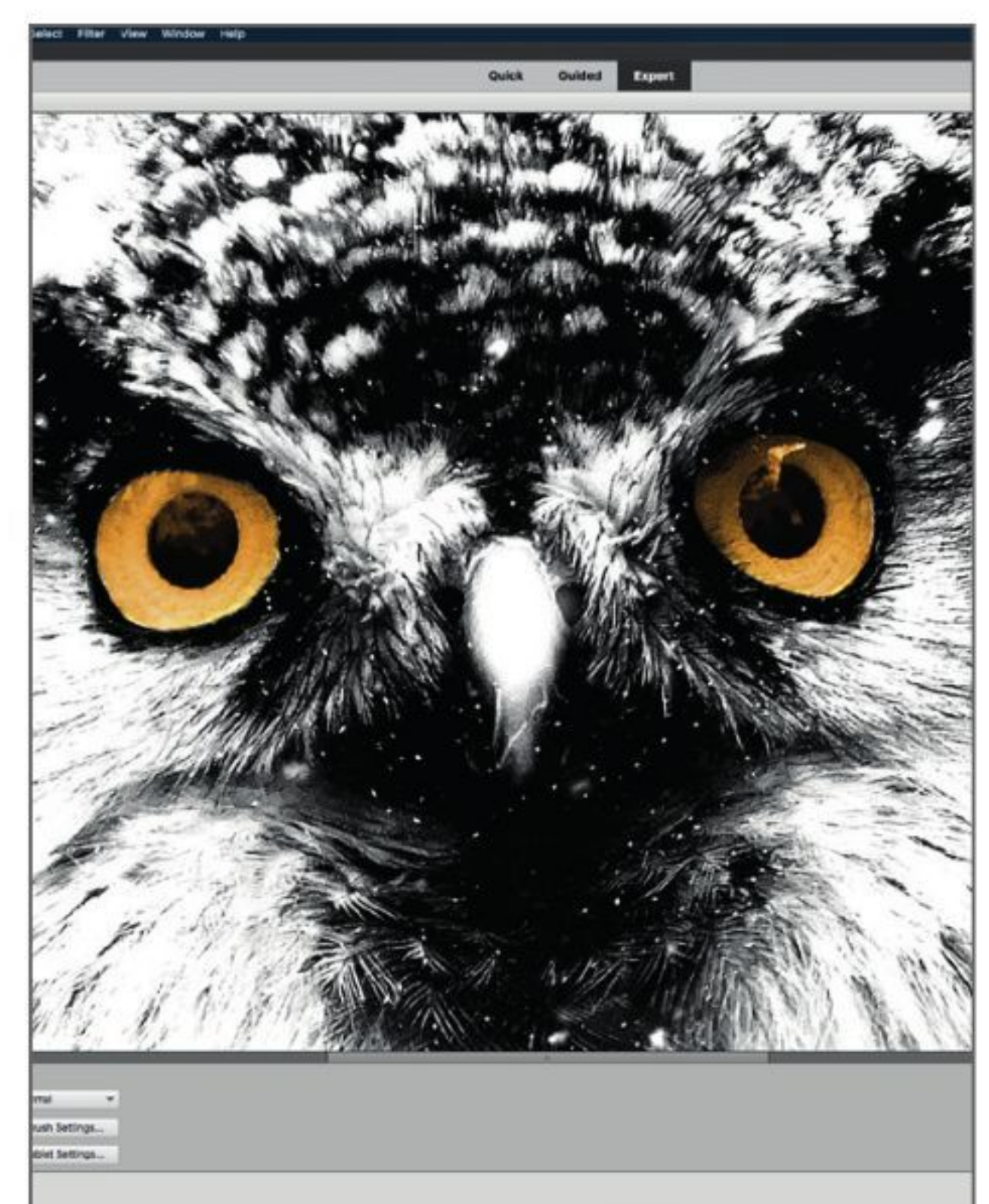
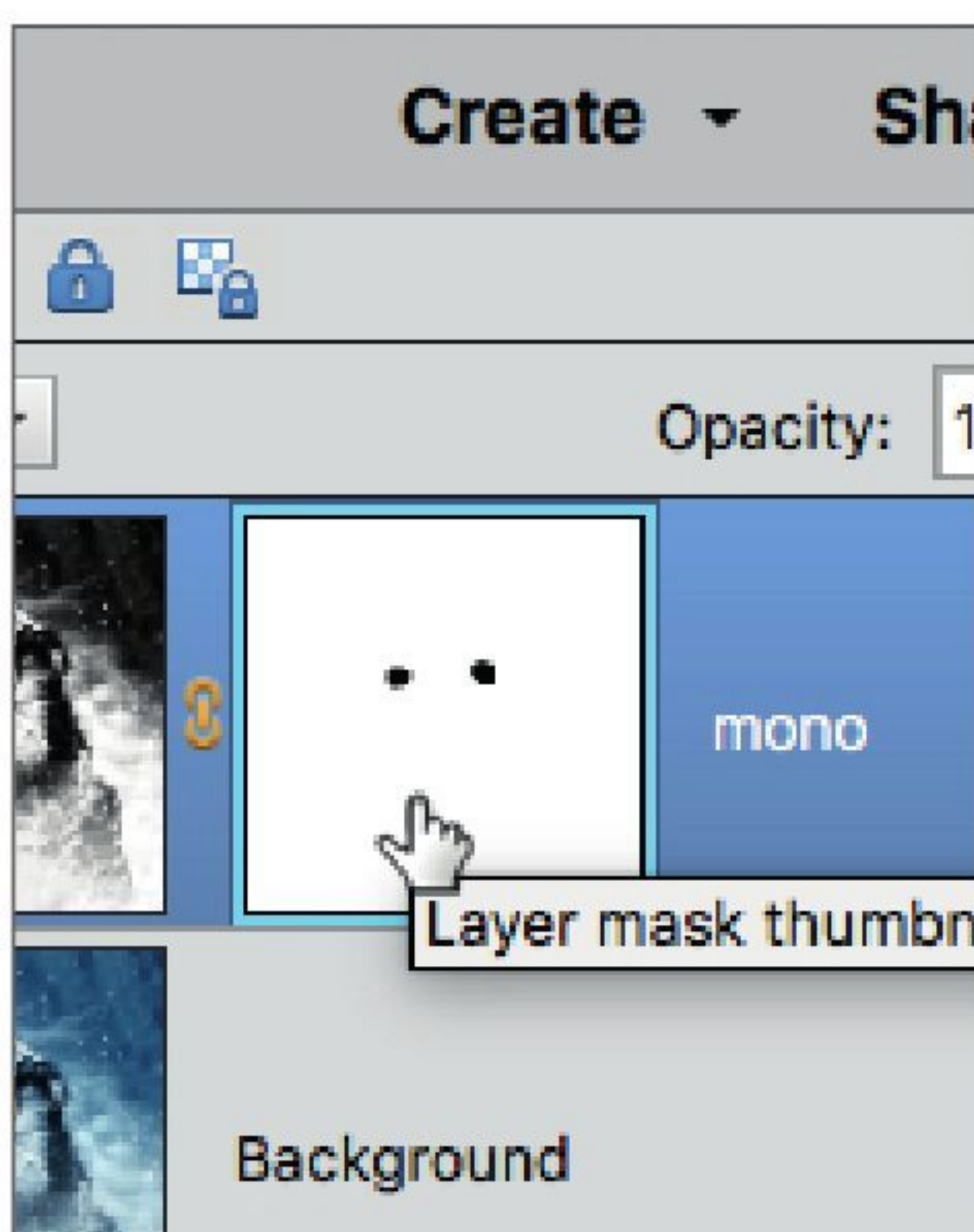
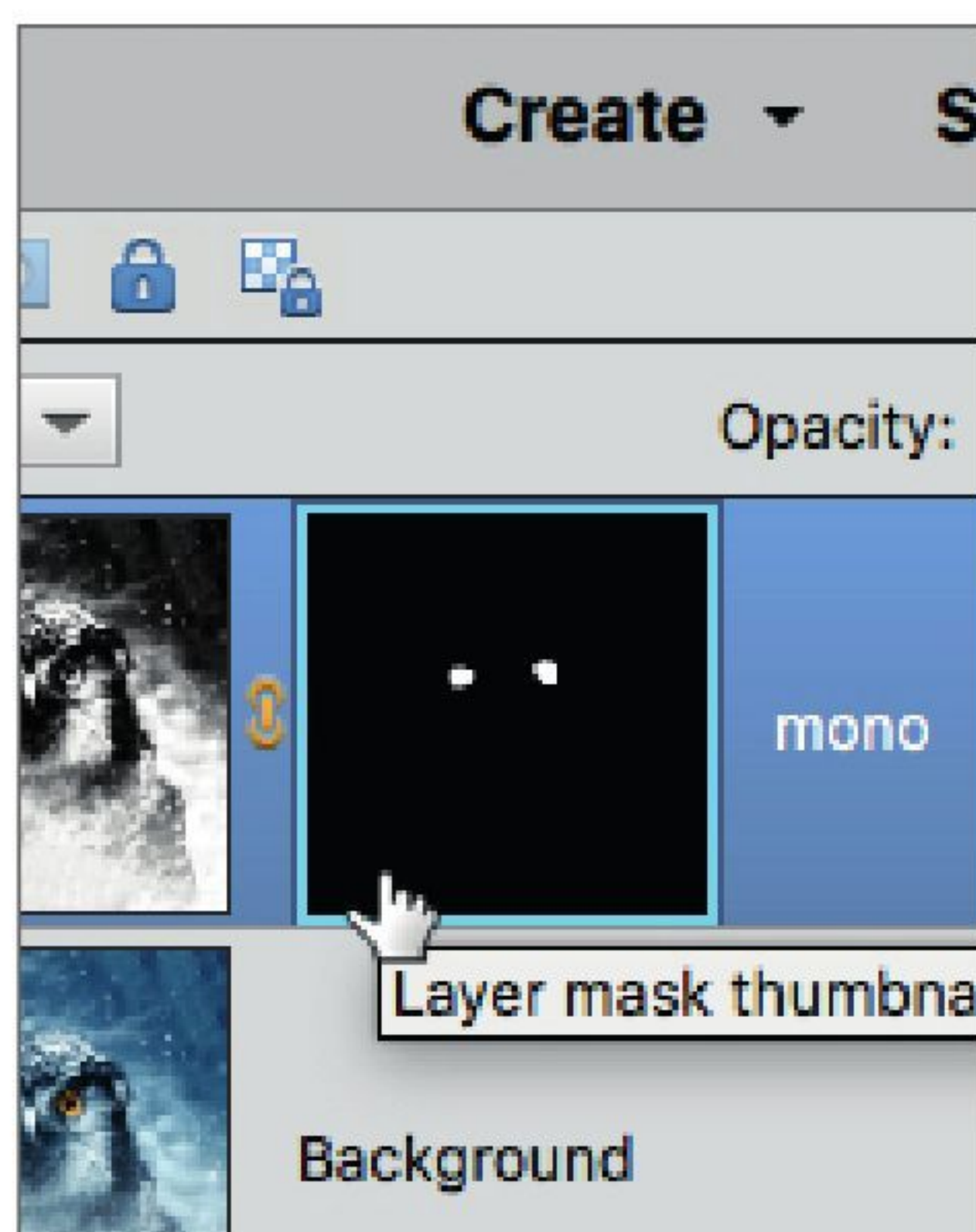
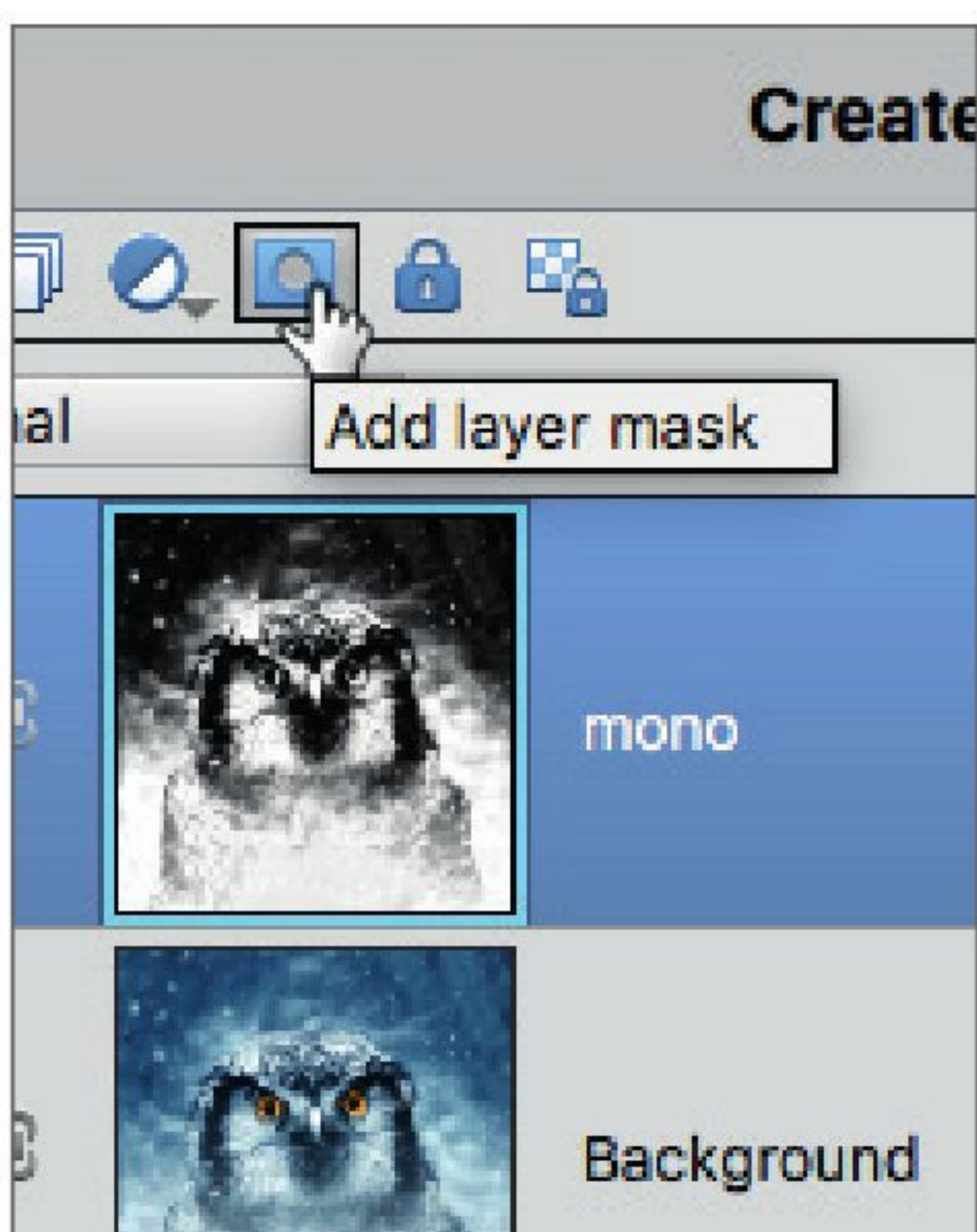


**8** Whatever your preferred selection method, select the main area of one of the owl's eyes. Don't worry if you cannot accurately select the eye, just get the main details selected. When you have drawn around that area and joined up with the start of the selection, you will see the marching ants appear.



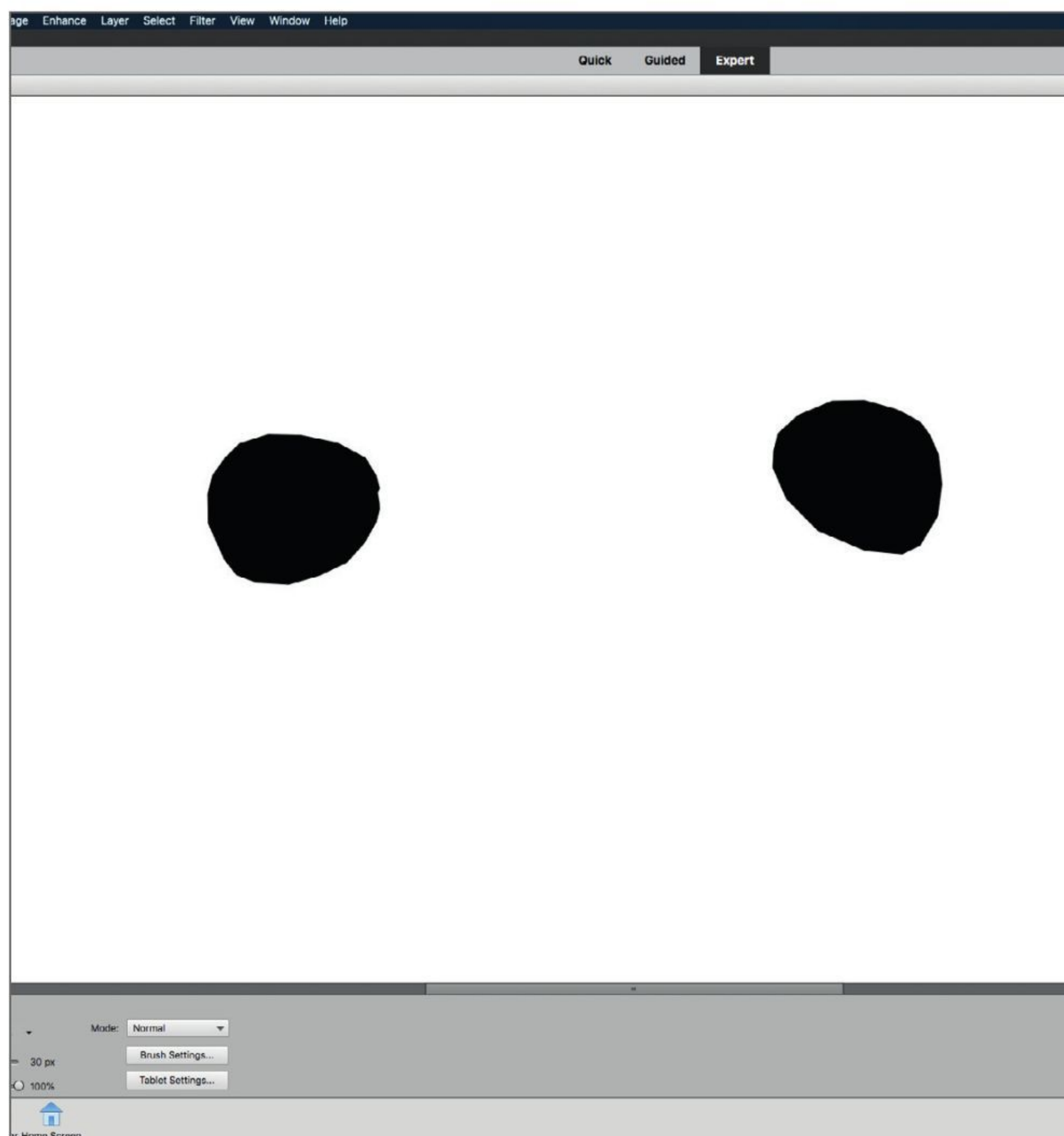
**9** Now we need to be able to add more selected areas. Go to the Tool Options menu at the bottom of the screen and choose Add To Selection. Your cursor will now have a small + symbol next to it, indicating it will now be able to add another selection to the one you have already.

**10** Using your preferred method that you used to add the first eye, add the second eye to the selection. Again, when you join up the to the start of the newly selected area, marching ants will show you now have the second eye selected as well as the first.



**11** Now we need to create a mask that hides the eyes of the owl and keeps the rest of the mono layer visible. With the 'mono' layer active, go to the top of your layers palette and click on the Add Layer Mask button. A layer mask will be added to the 'mono' layer in the shape of your selection.

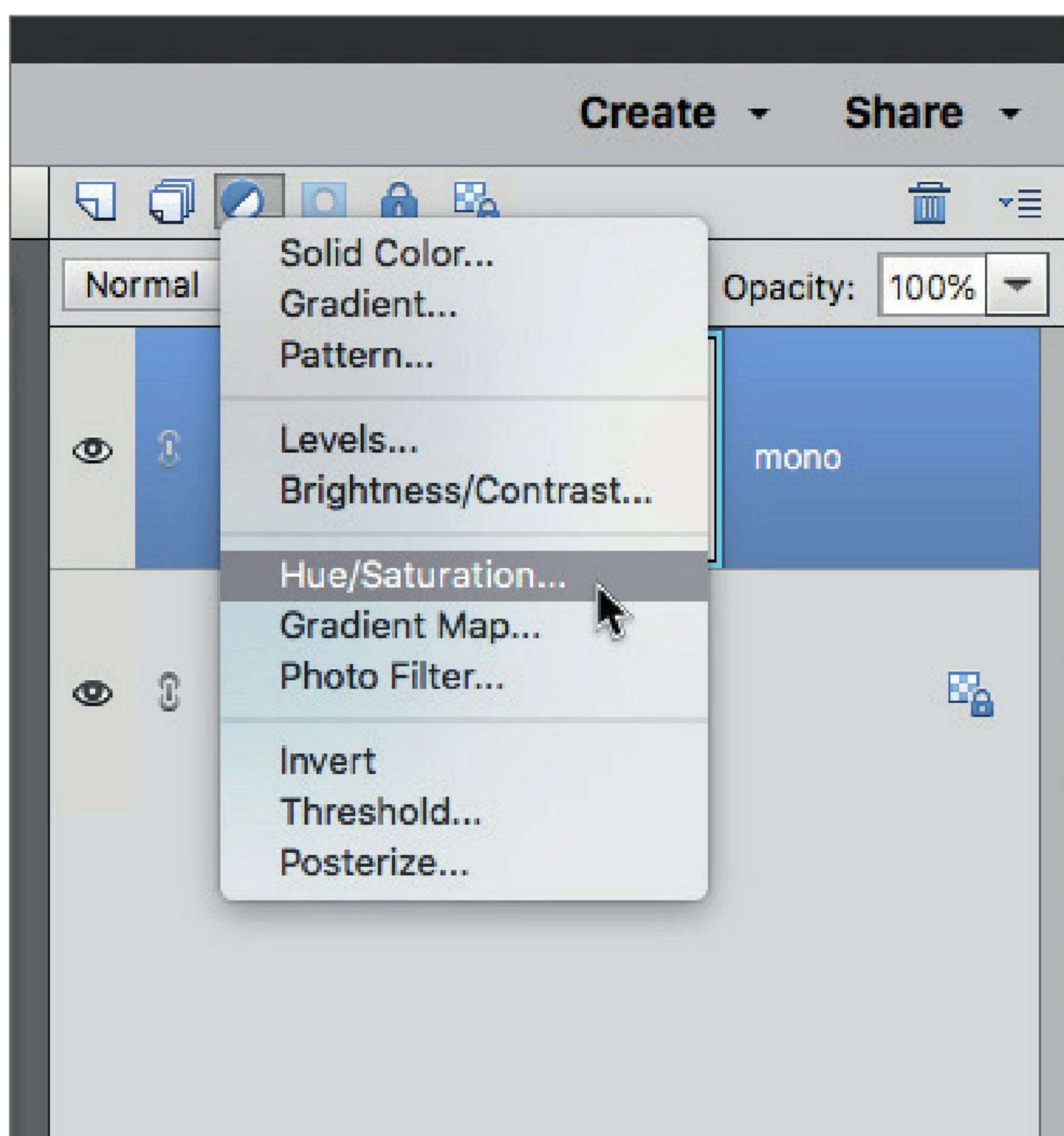
**12** The main body of the mask needs to be white, with the actual selection filled in black. You may notice it is the other way around. Just press Cmd + I to invert the colours of the mask. The mask on the 'mono' layer is allowing the orange eyes of the coloured original to show through.



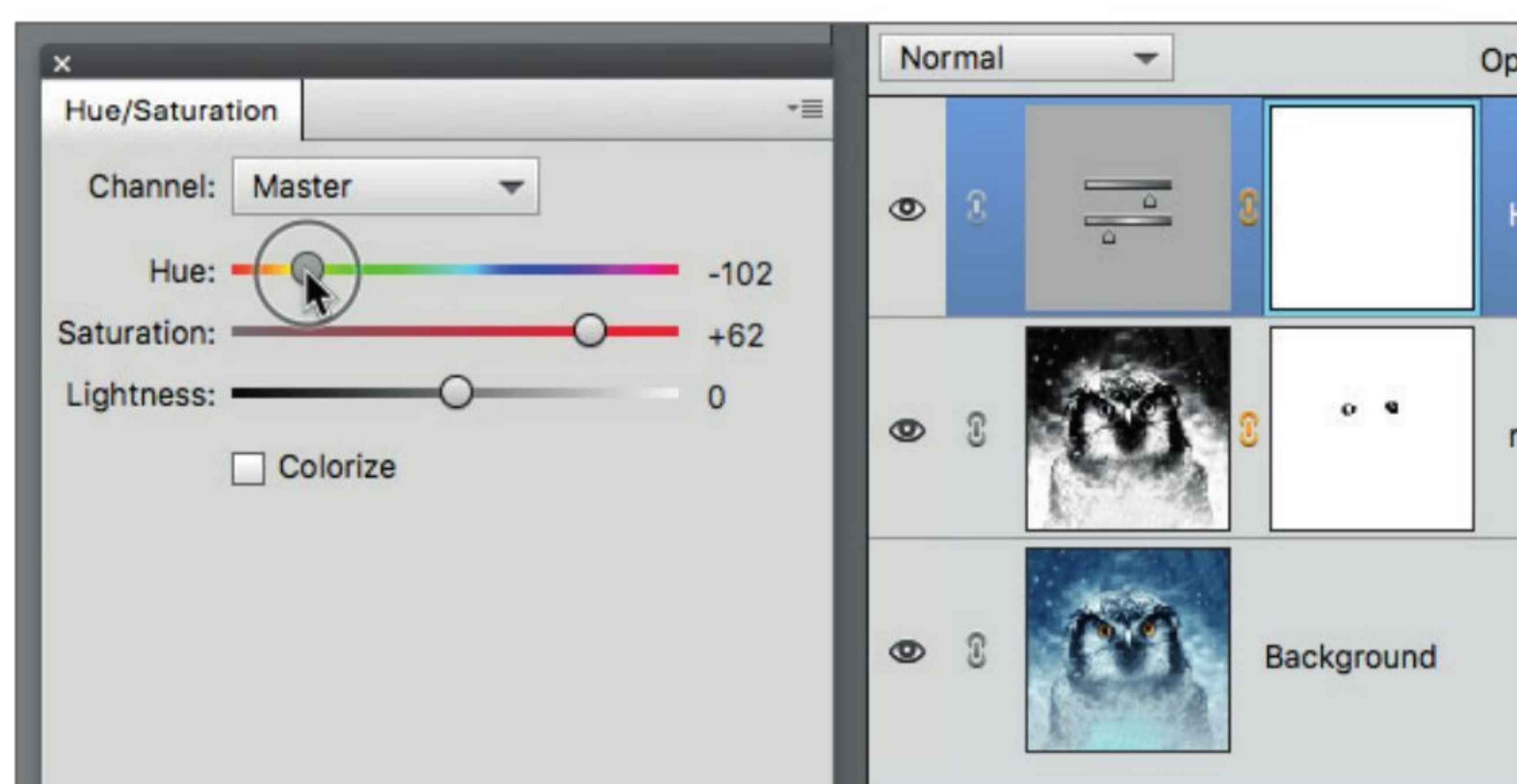
**13** Your mask should now be predominantly white. Just the two areas of the owl's eyes should be black. If you Alt + left-click on the layer mask, you can view the mask in isolation. Press Alt + left-click on the mask thumbnail again to go back to your main view.



**14** Don't worry if your mask is not very accurate. You can always use a small brush and alternate between black or white to hide or reveal masked areas until the owl's eyes are the only coloured area in the image. The rest of the image will be in black and white thanks to the mask you made.



**15** At this point you could call the process done. The 'mono' layer has been created with a mask allowing the orange eyes to show through. If you wanted though, you can change the colour of the eyes. Go to the top of the layers palette and click the Create New Fill Or Adjustment Layer button.



**16** Choose Hue/Saturation from the list to add a layer at the top of the stack. Now if you move the Hue slider around, you can alter the colours of the layers below. Since the 'mono' layer is black and white, it is unaffected, but the eyes on the base layer should change until you have something you like.



# The Orton Technique

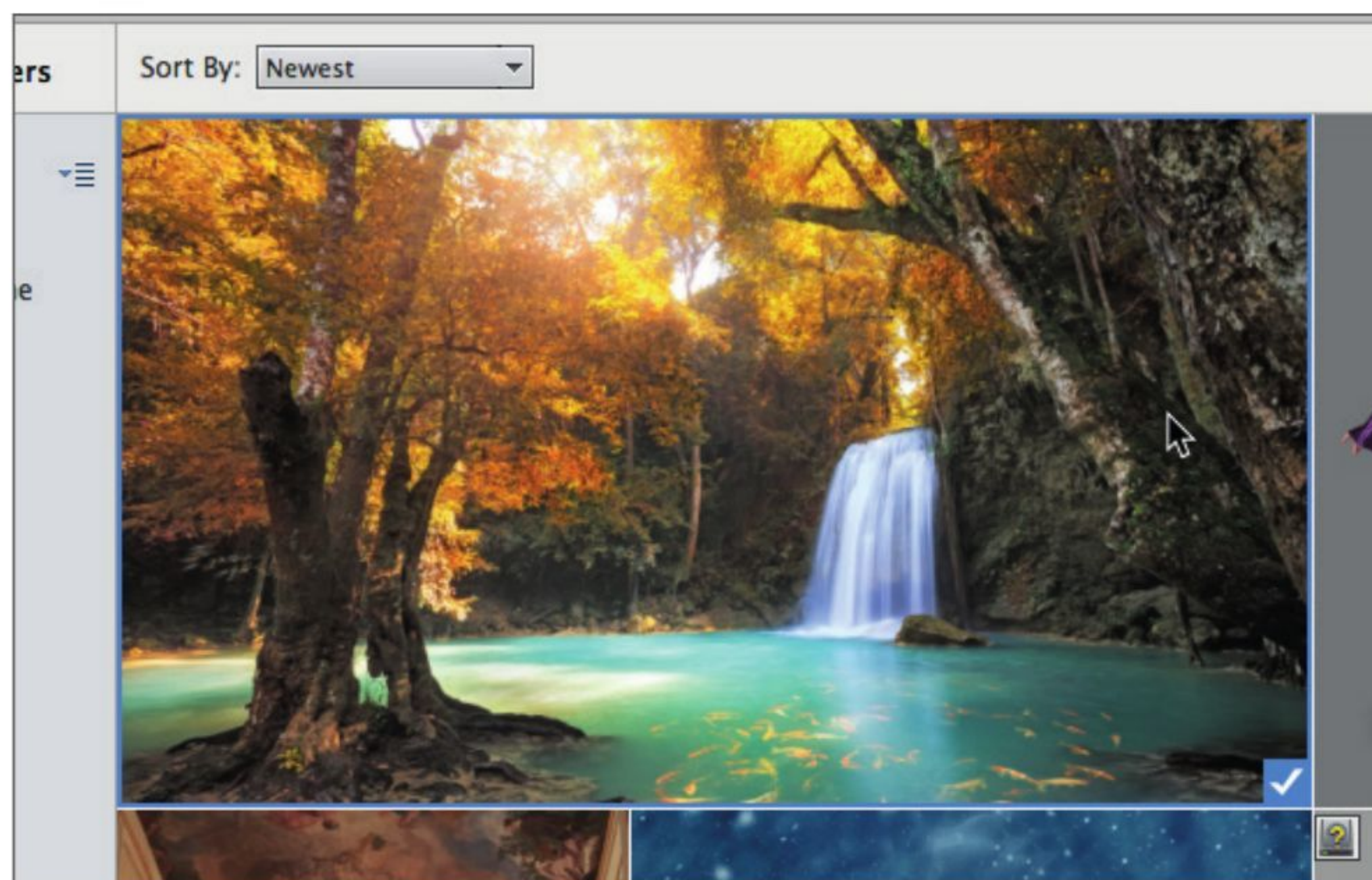


BEFORE

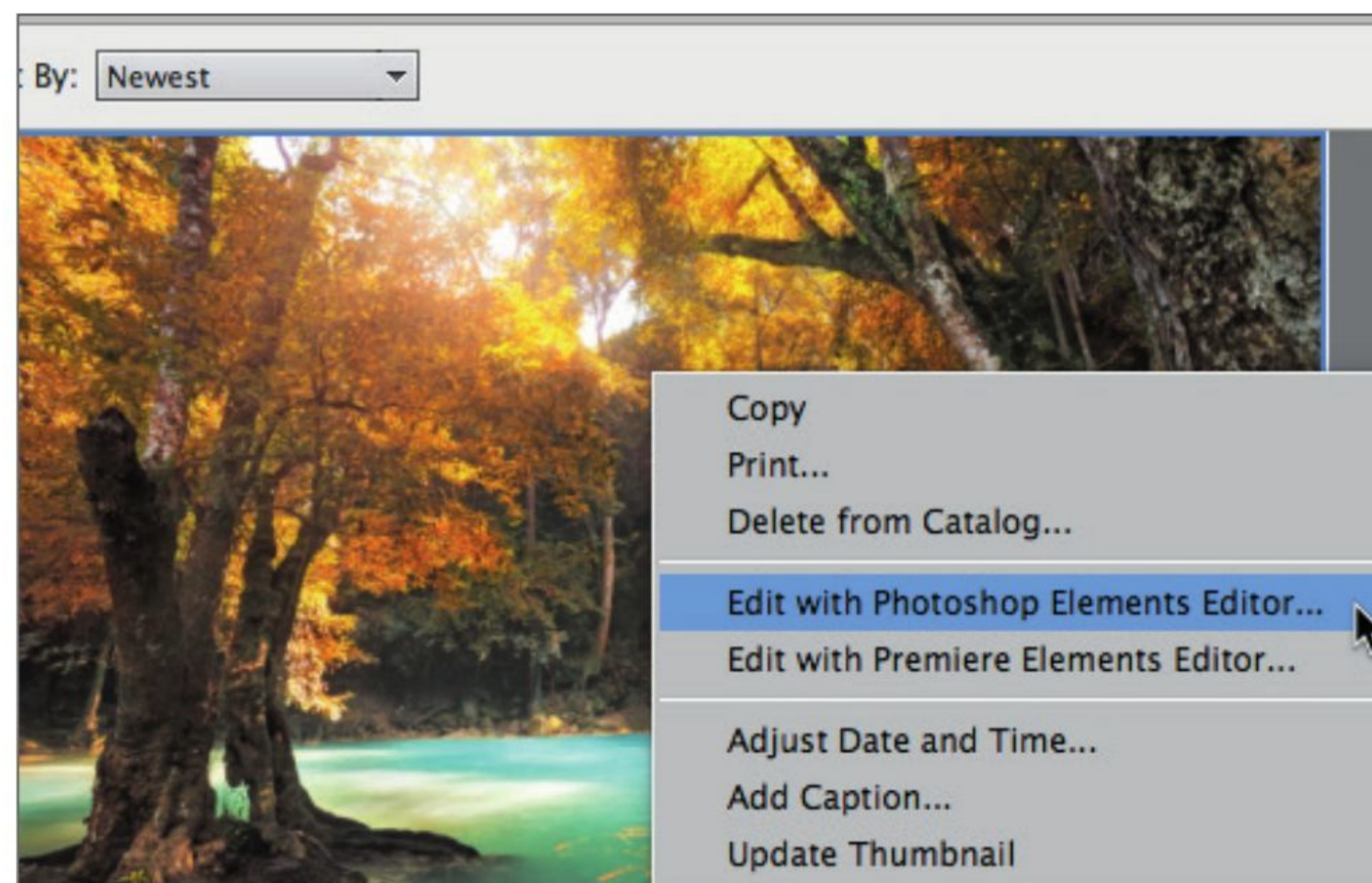
AFTER



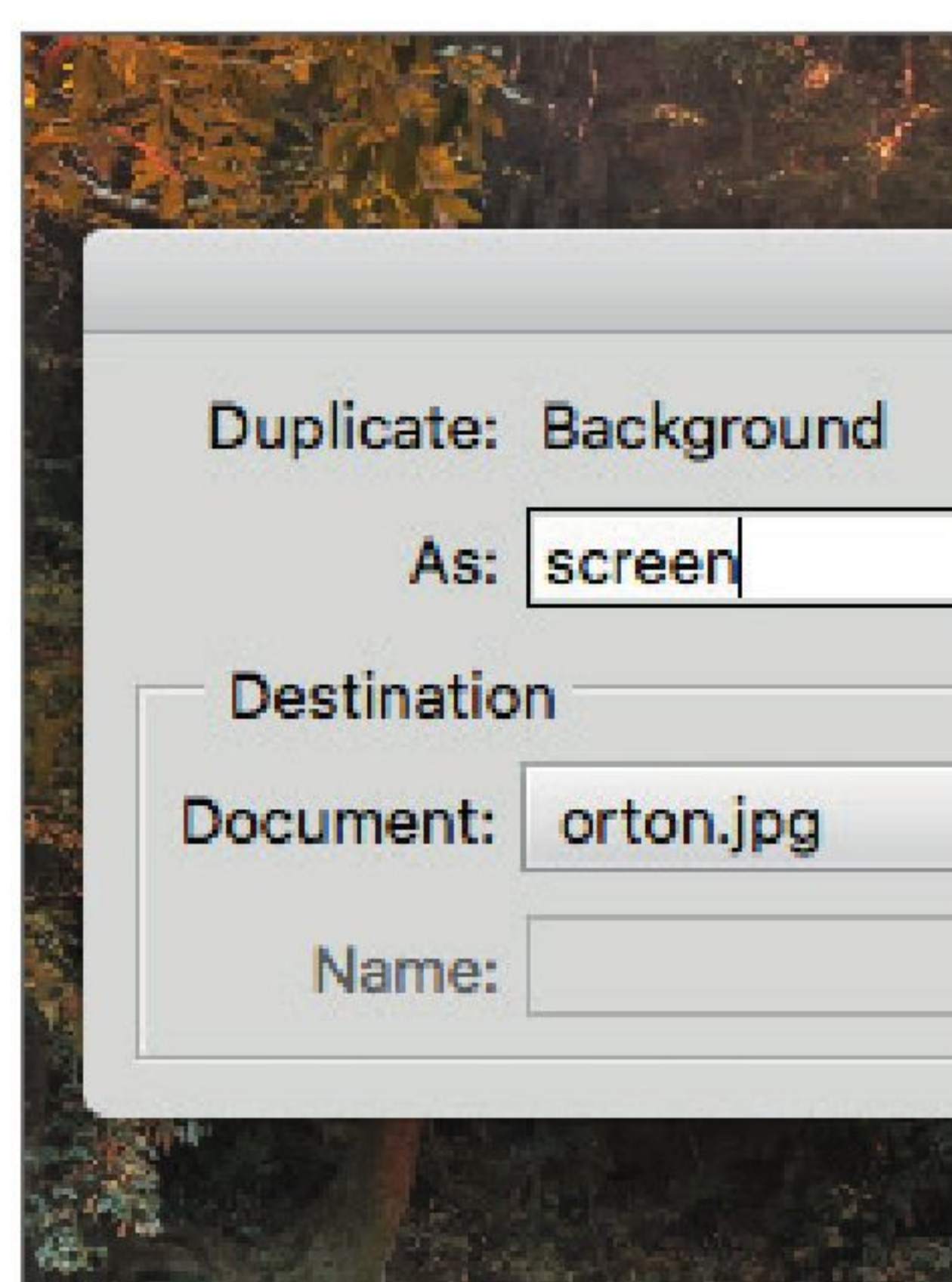
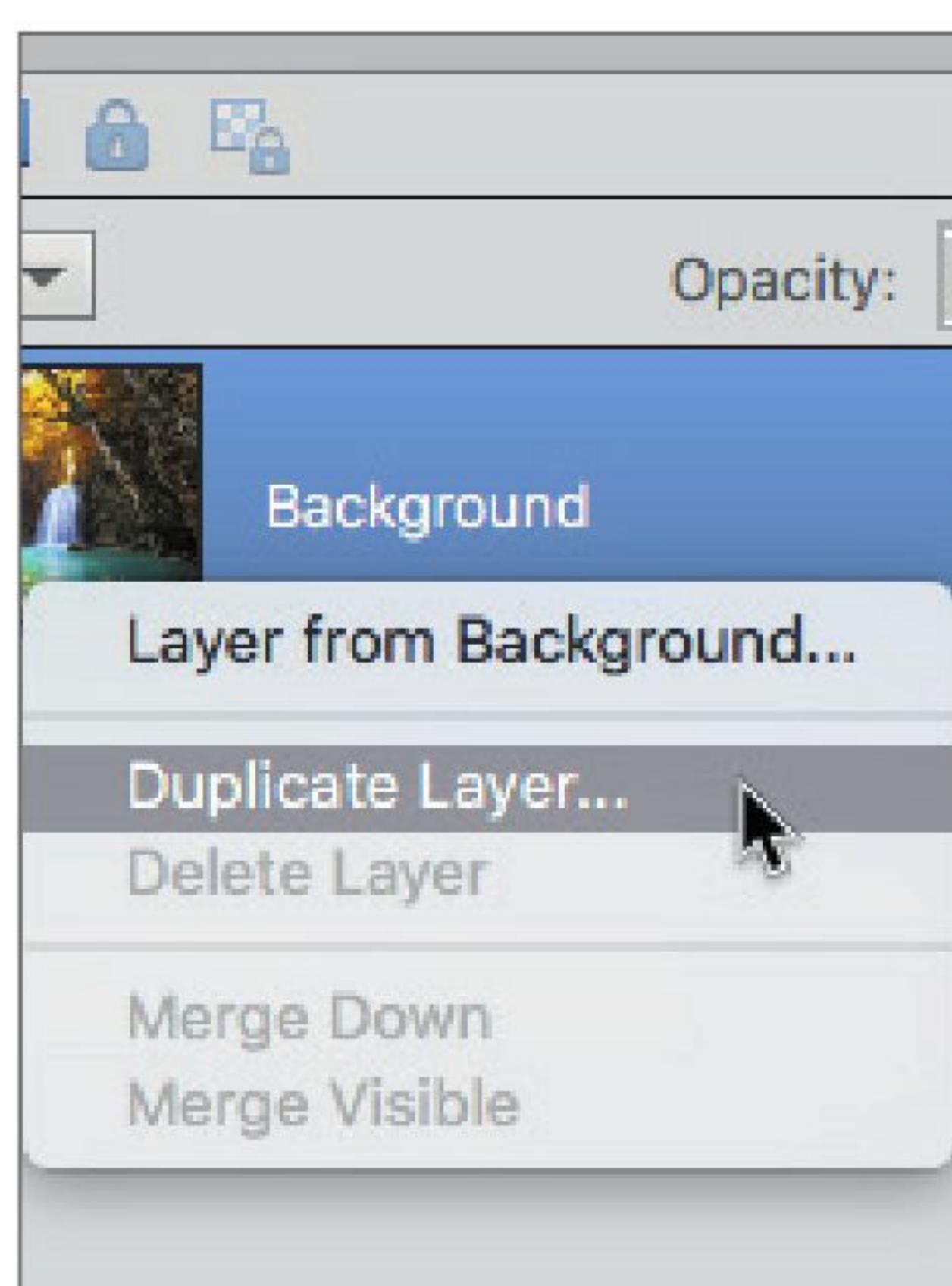
The Orton technique is named after its creator Michael Orton. He developed the technique back in the 80's with slide film, sometimes referred to as an Orton slide sandwich. One shot was taken in perfect sharp focus and the other was completely out of focus to register only light, dark and colour. Back in the darkroom, when the slides had been processed, the idea was to sandwich one sharp image and one out of focus image, align them, and print both of these at the same time. Of course, these days, this can be done much more quickly and efficiently with digital files. Some professional landscape photographers use this technique in their work today. We will apply this technique to enhance a lovely landscape image.



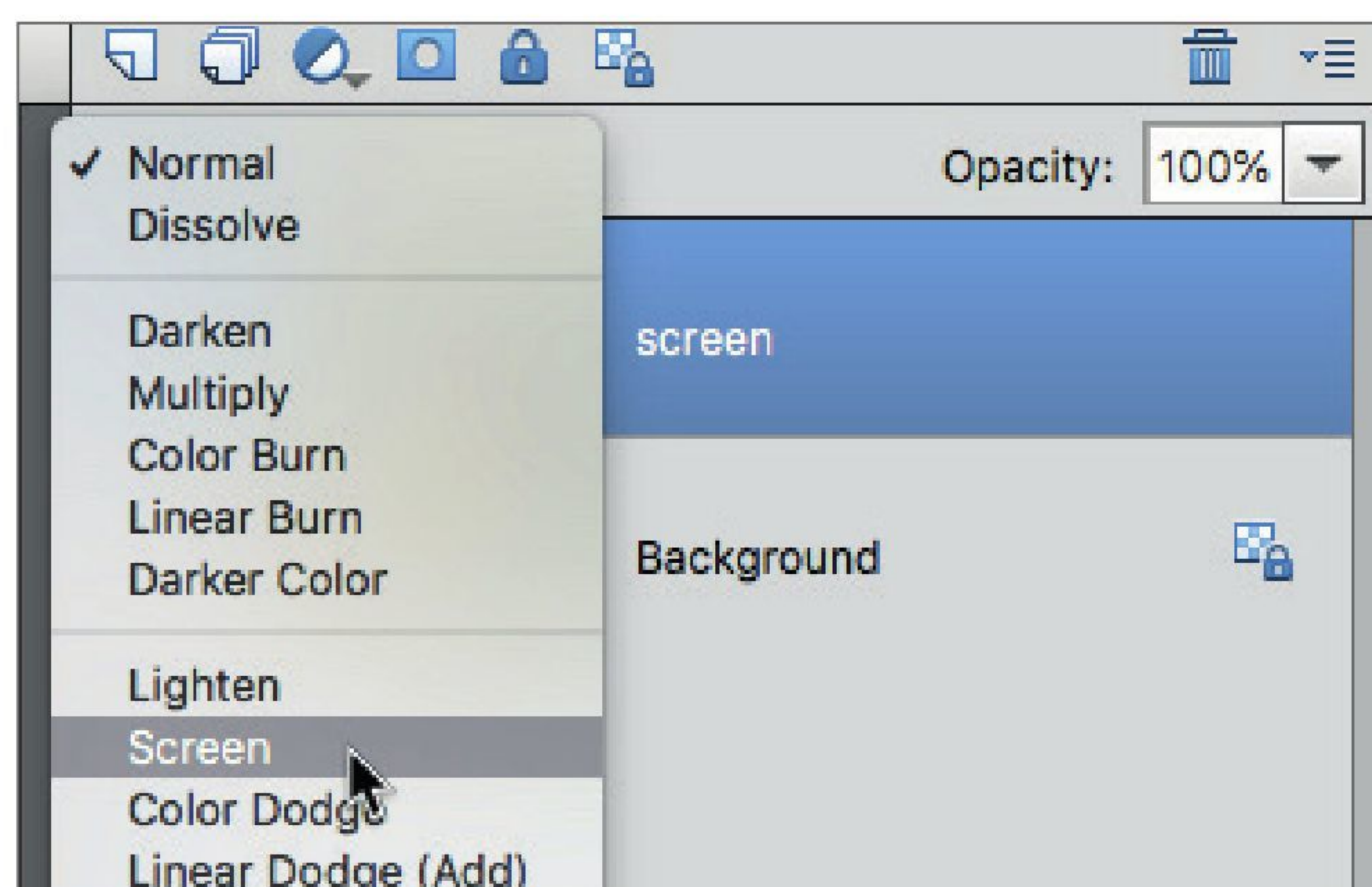
**1** The first step is to choose a relevant image that will work well once the Orton effect has been applied. Scenes with leaves, water, grass and strong skies work particularly well. For our example we have a waterfall image with golden leaves and fish swimming in the turquoise waters.



**2** If you are using Elements Organizer to locate your preferred image, once you have selected the one you want to use, you can right-click the thumbnail image and choose Edit With Photoshop Elements Editor from the list that appears. This will open the chosen image in the photo editor.



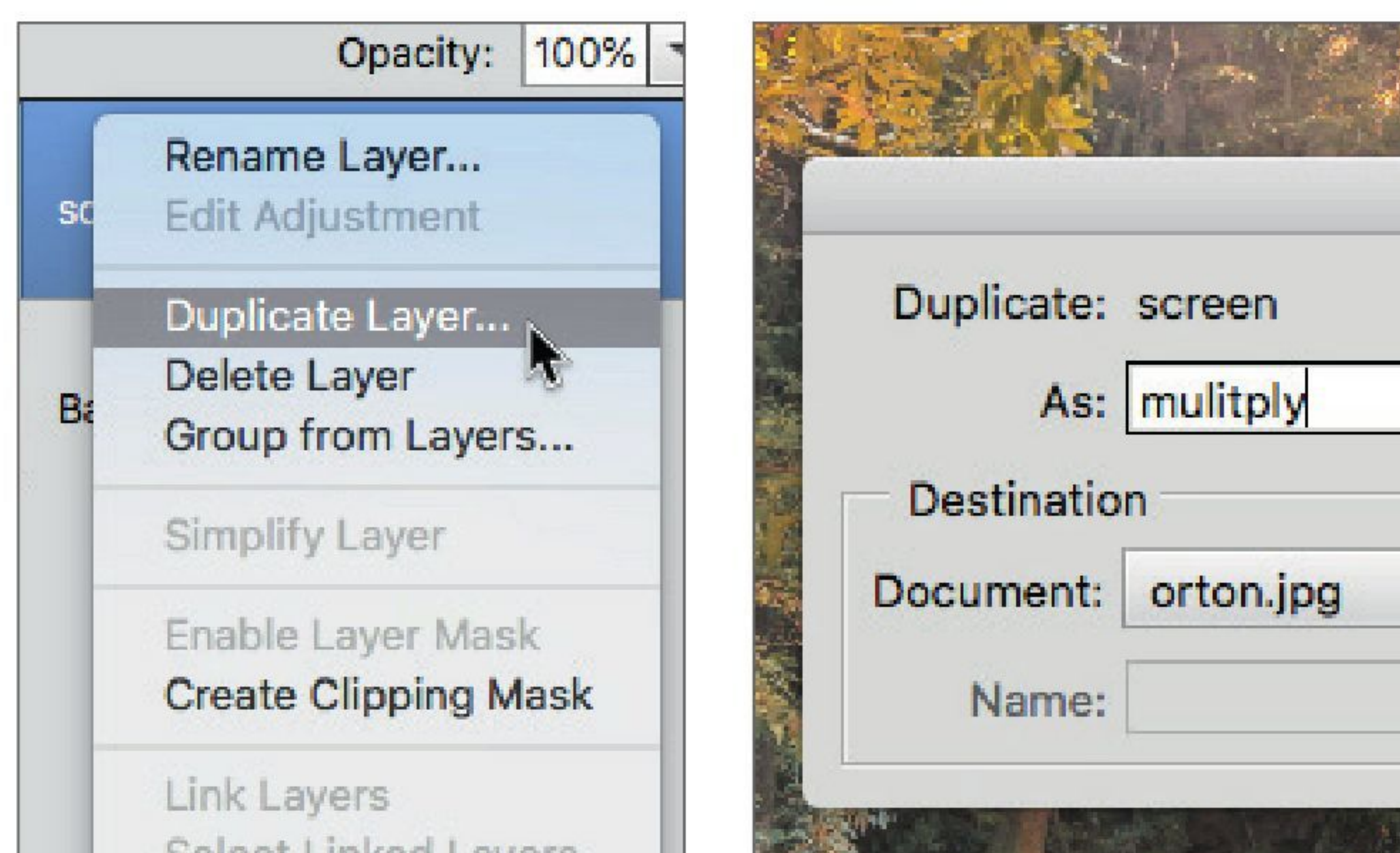
**3** Start by right-clicking on the main 'Background' layer and choosing Duplicate Layer from the menu that appears. The Duplicate Layer dialog panel will open and you can name the new layer. In this case, name the duplicate 'screen'. Click OK to create the new duplicate.



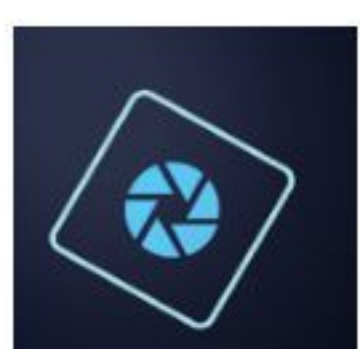
**4** Make sure the new 'screen' layer is active. It will be highlighted in blue to let you know it is active. Then you will need to click on the Layer Blend Mode button at the top of the Layer Palette menu. Select Screen as your blend mode from the list that appears.



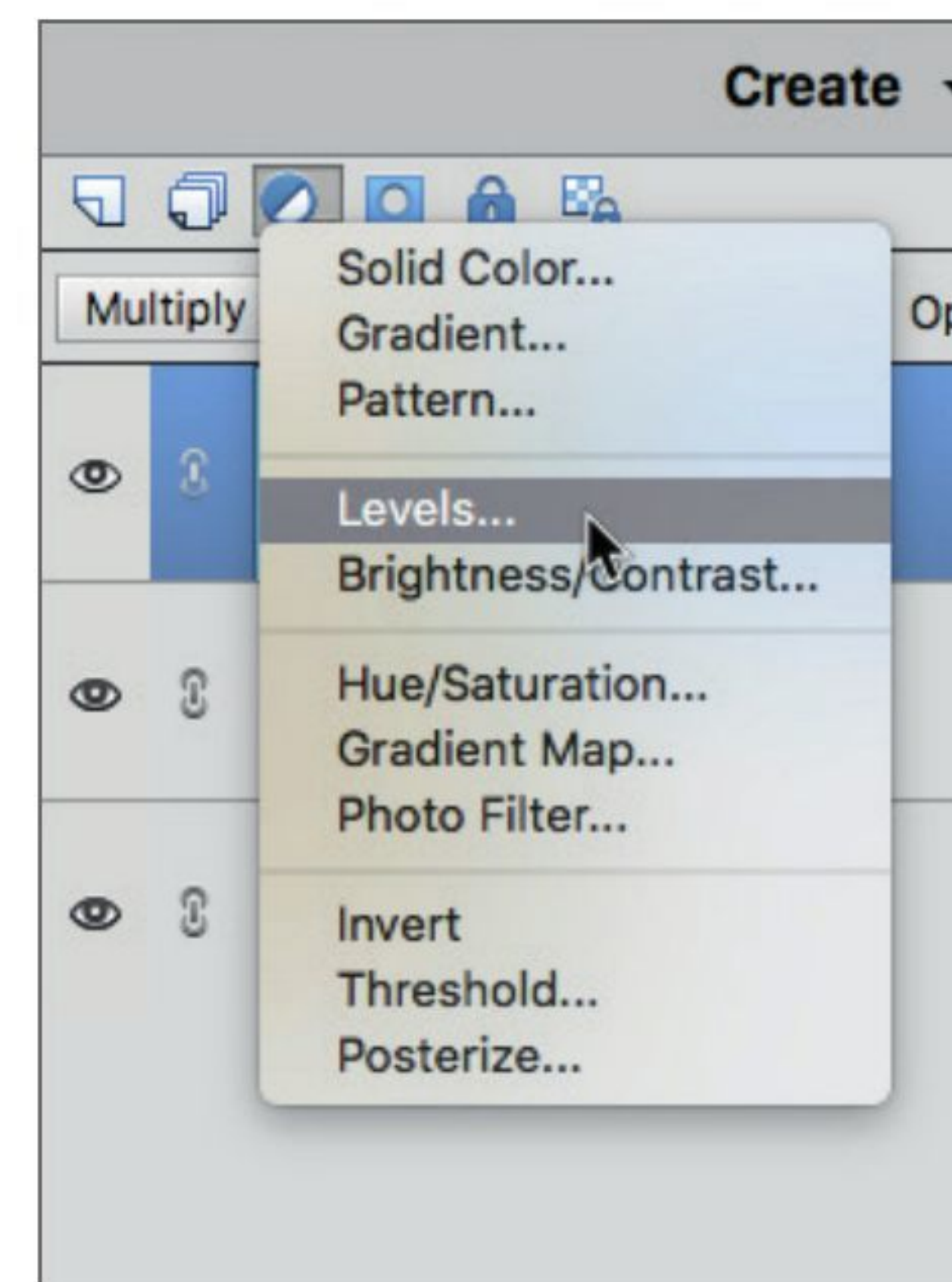
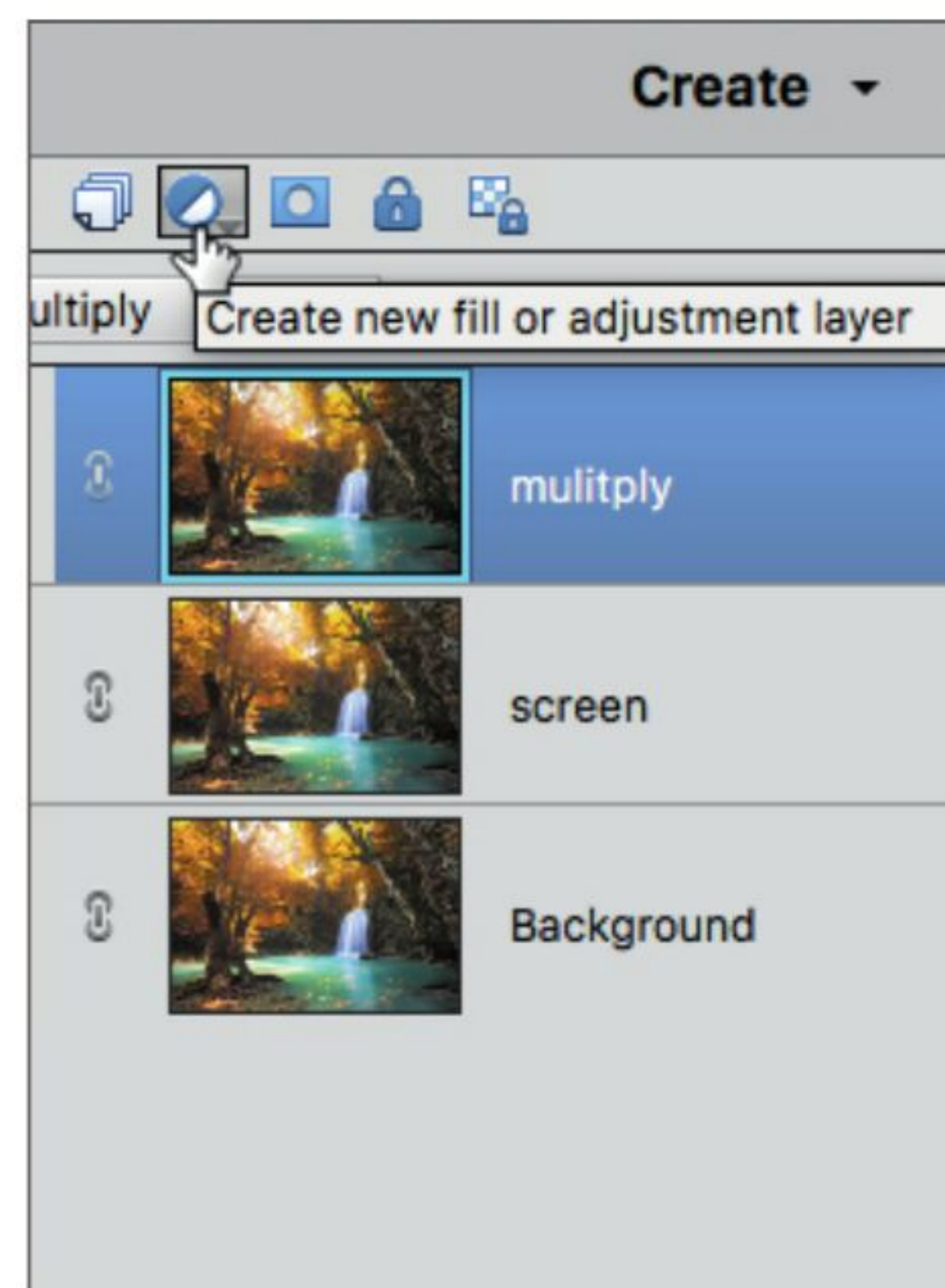
**5** The first thing you will notice is that the overall effect of the blend has made the image very bright. The brightness of the 'screen' layer is being added to the background layer. There is no need to worry about this as the next steps will take care of the issue.



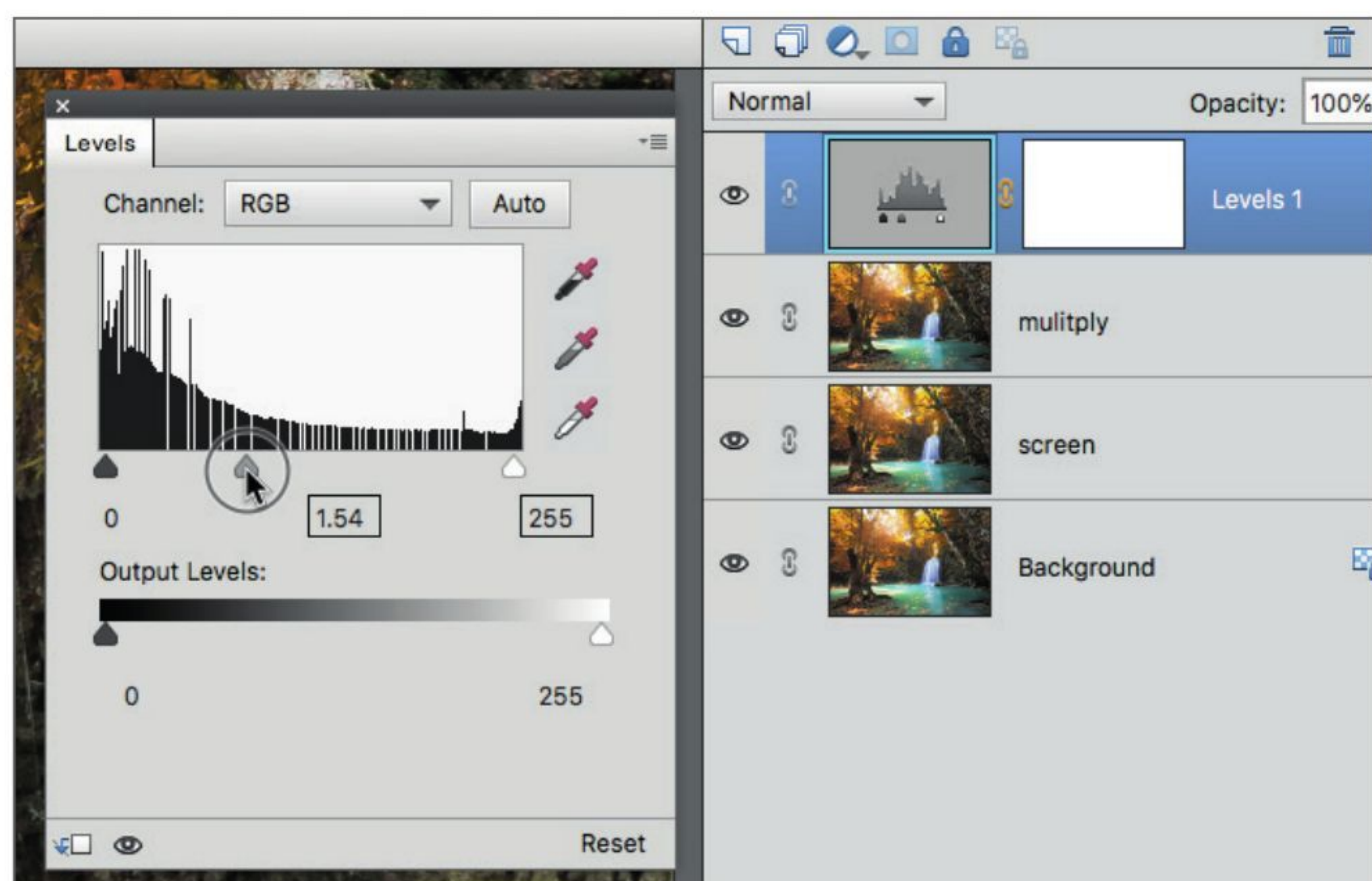
**6** Keep the 'screen' layer active and right-click that layer again. Choose Duplicate Layer from the list that appears once more and name this new duplicate 'multiply' in the dialog panel. Click OK to proceed and the new layer will be added to the top of the layer stack.



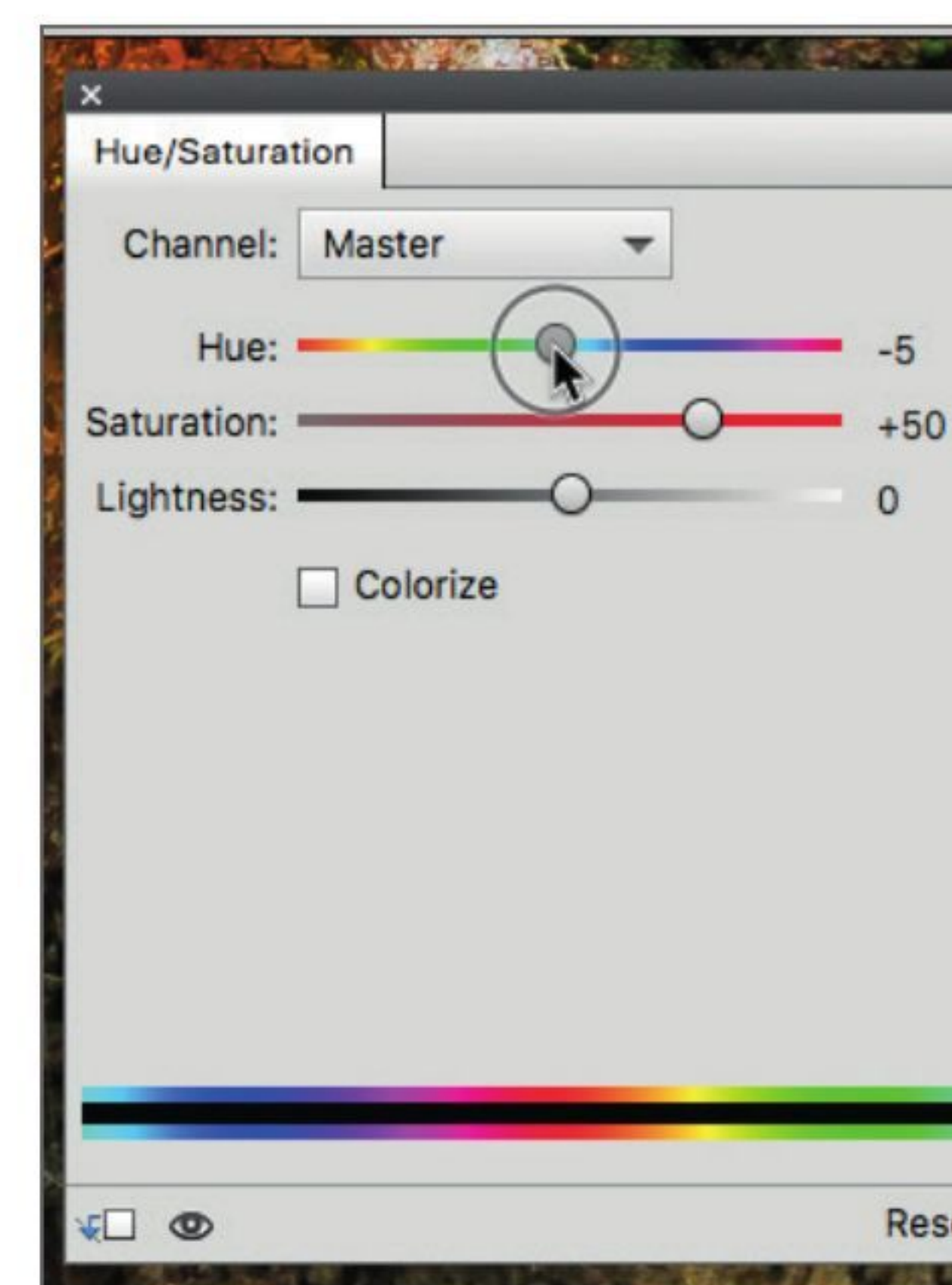
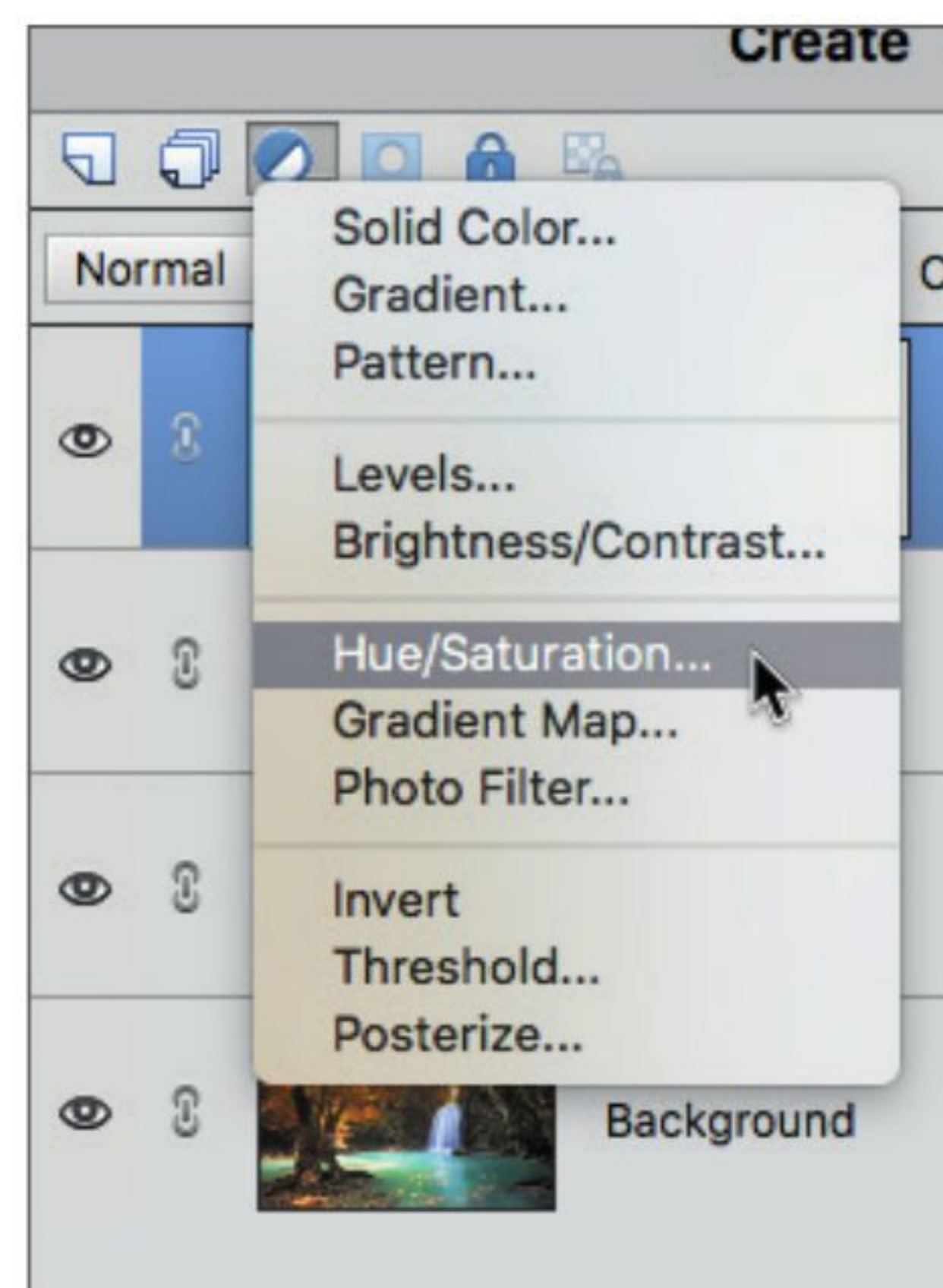
**7** Next, you will need to change the new 'multiply' layer's blend mode to Multiply. The image will become very dark as if it is underexposed. That's OK though as we can remedy the issue. We will need to add an adjustment layer to modify the overall image brightness.



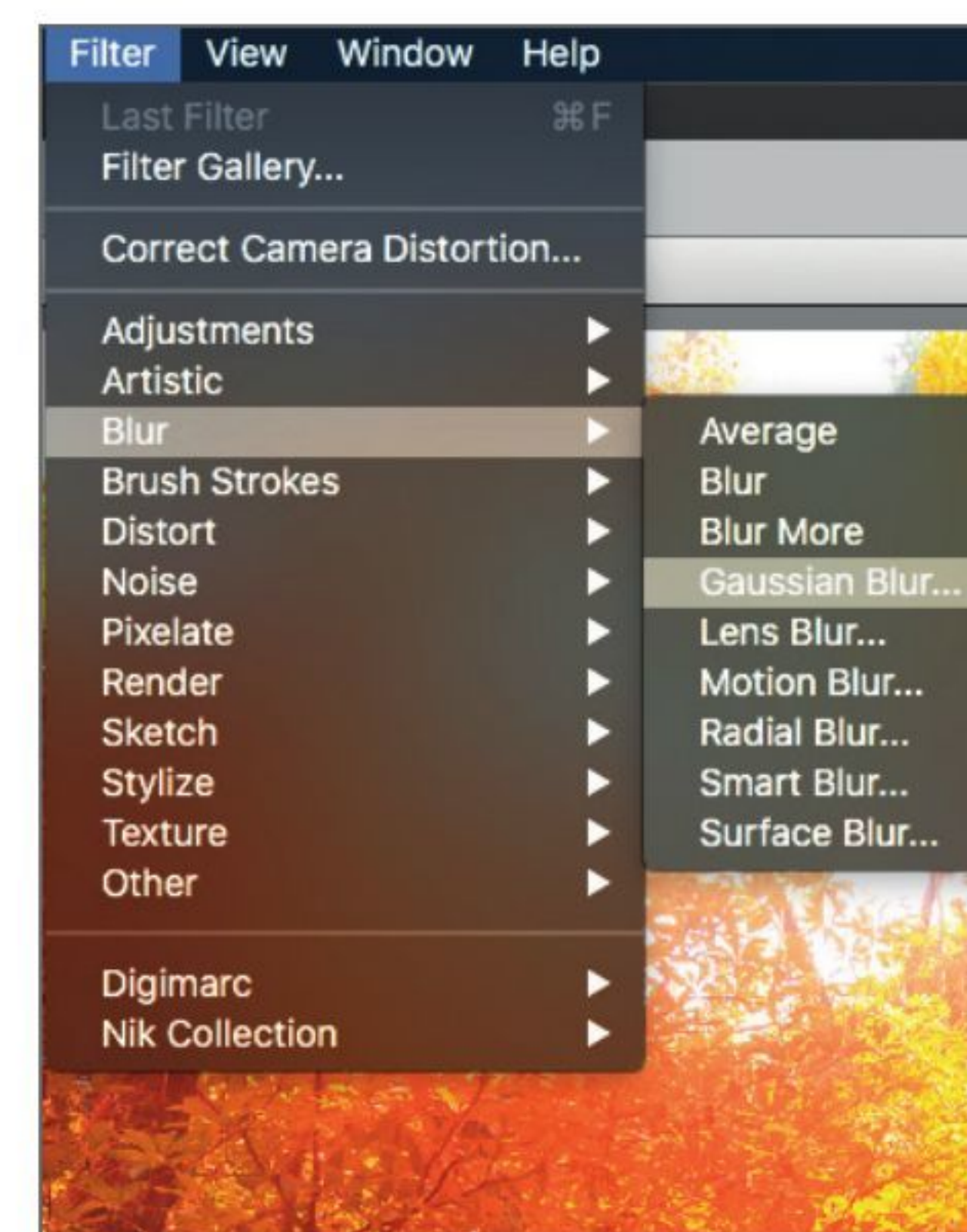
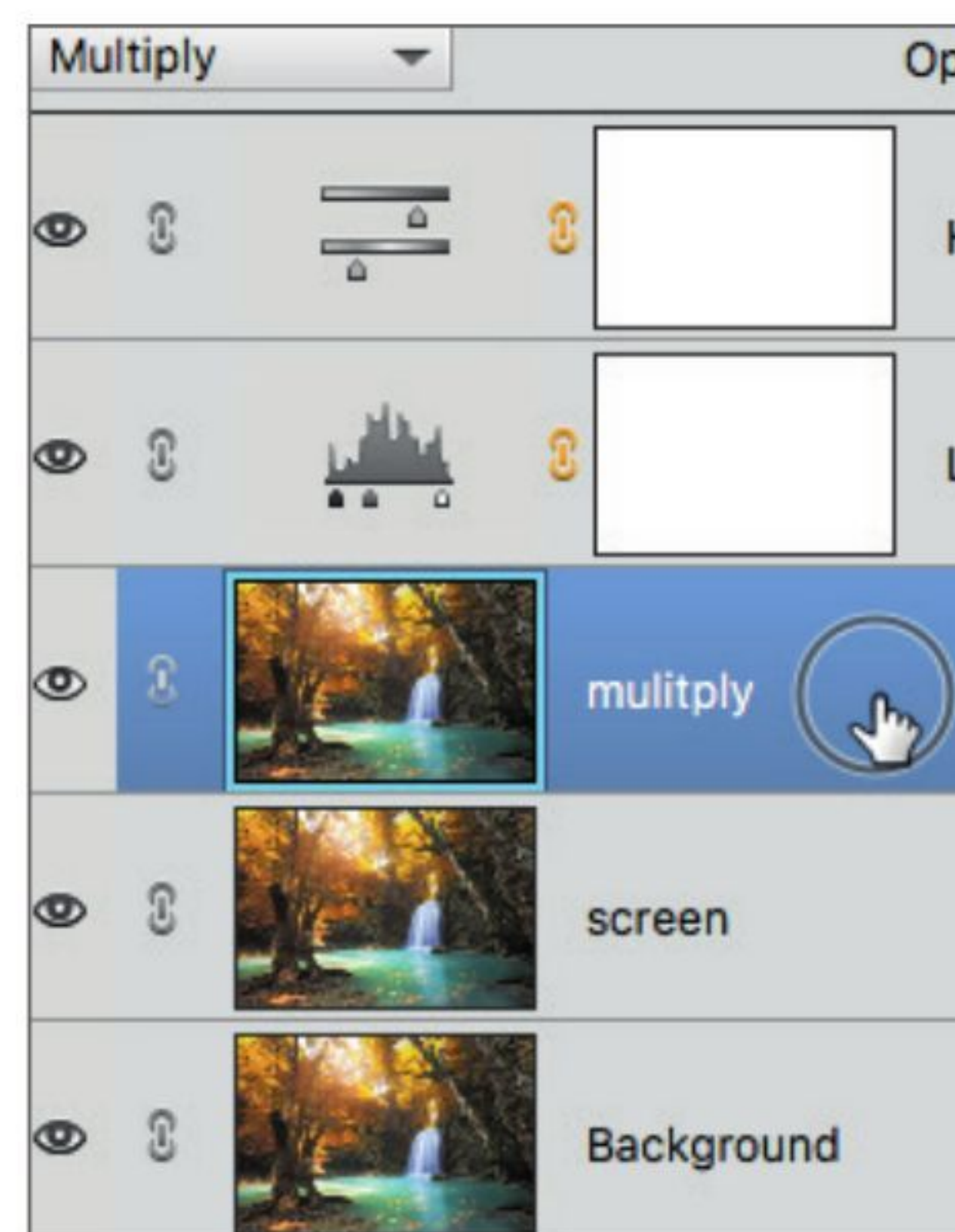
**8** Keep the 'multiply' layer active and then go to the Layer Options panel directly above the layers stack and click on the Create New Fill Or Adjustment Layer icon. From the list that appears, choose Levels as your adjustment type. This can be used to alter the image brightness problem.



**9** An adjustment layer appears above your three current layers. With the Levels Adjustment active, its Properties tab will open and you can lighten the image by pulling the middle slider to the left. Adjust until it roughly matches the original image's brightness.

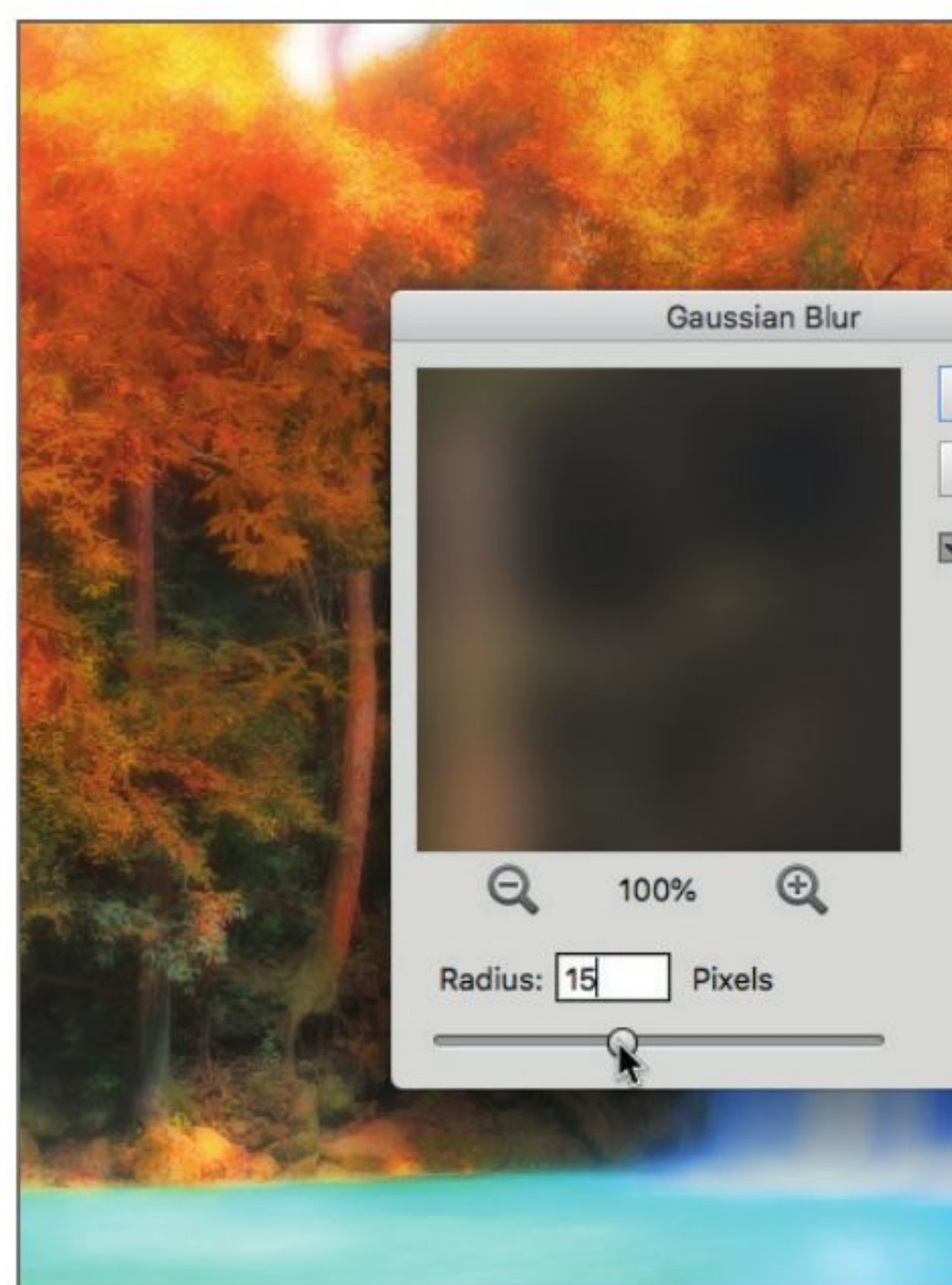
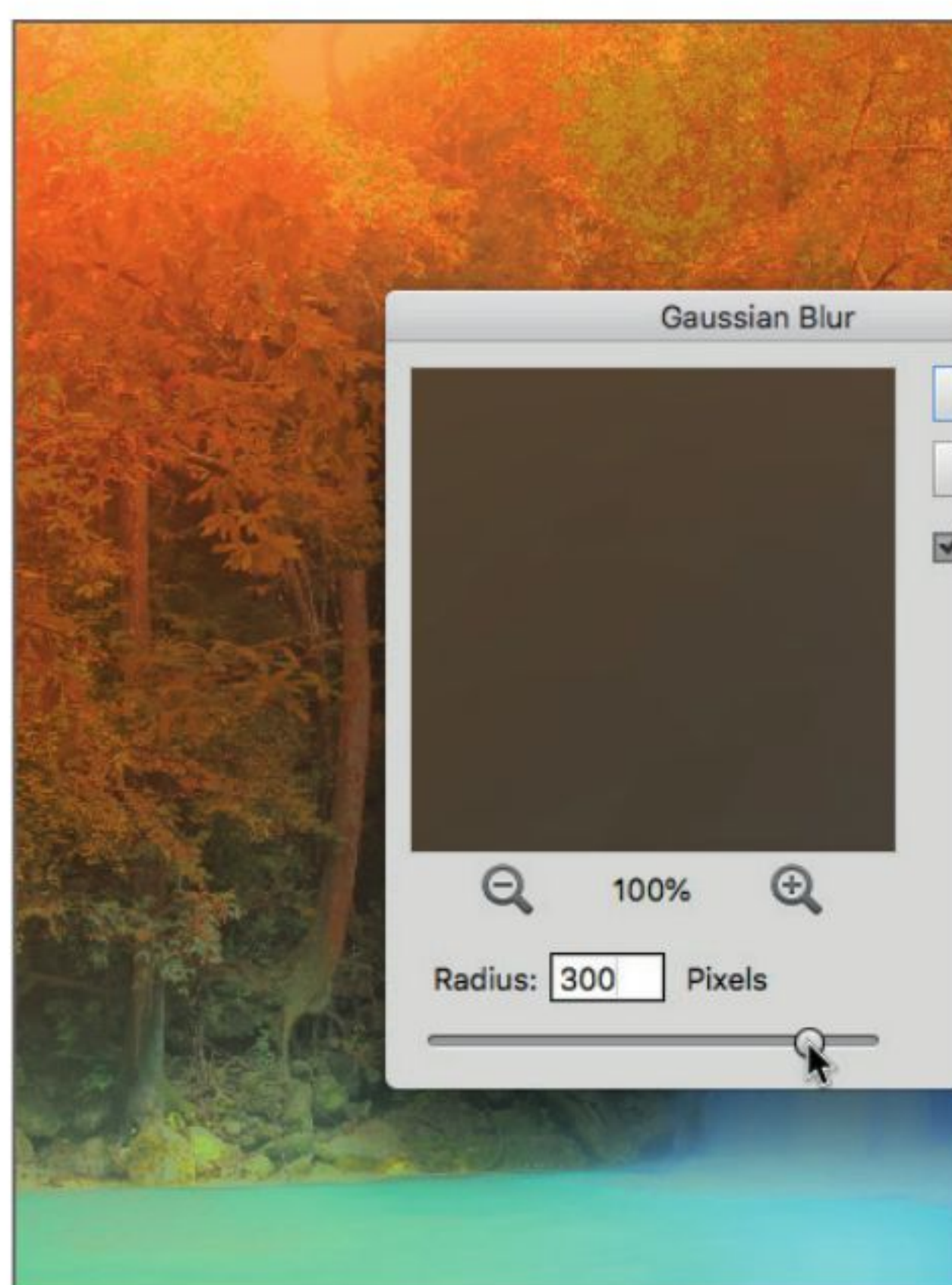
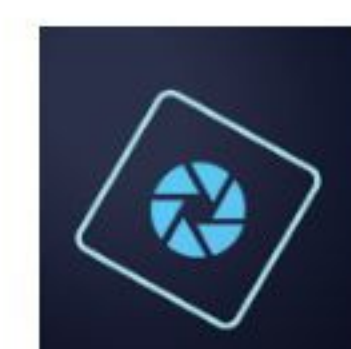


**10** Click on the Create New Fill Or Adjustment Layer icon again and this time select Hue/Saturation from the list. A Hue/Saturation adjustment layer will appear above your previous 'Levels 1' layer. We took this example to +50 Saturation and altered Hue to -5 to increase reds in the image.

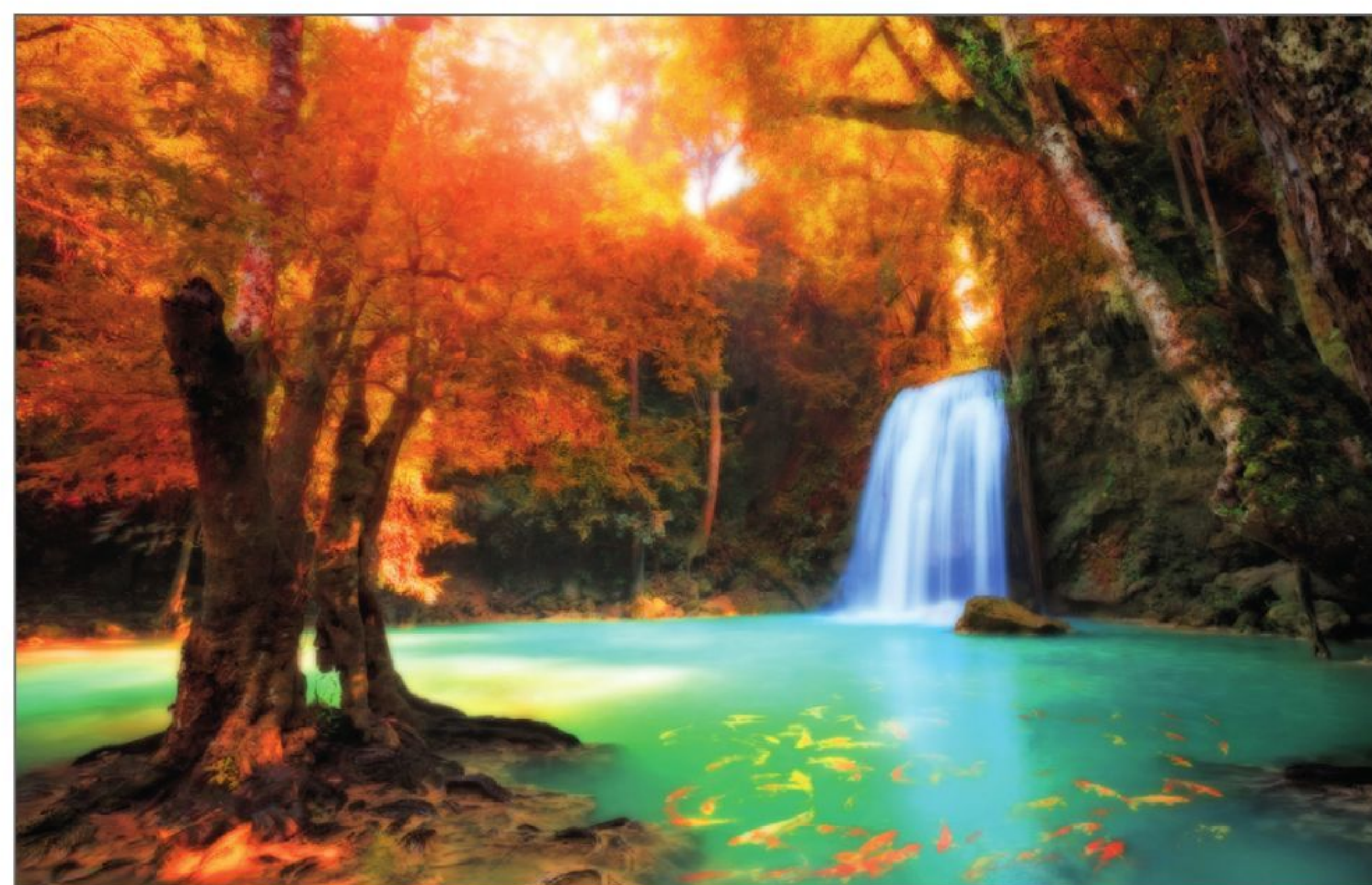


**11** As we mentioned in the introduction to this piece, the Orton effect is created by one sharp image and one out of focus image combined in such a way as to produce the dreamy look we are after. At this point all the layers contain sharp images, so we need to remedy that now.

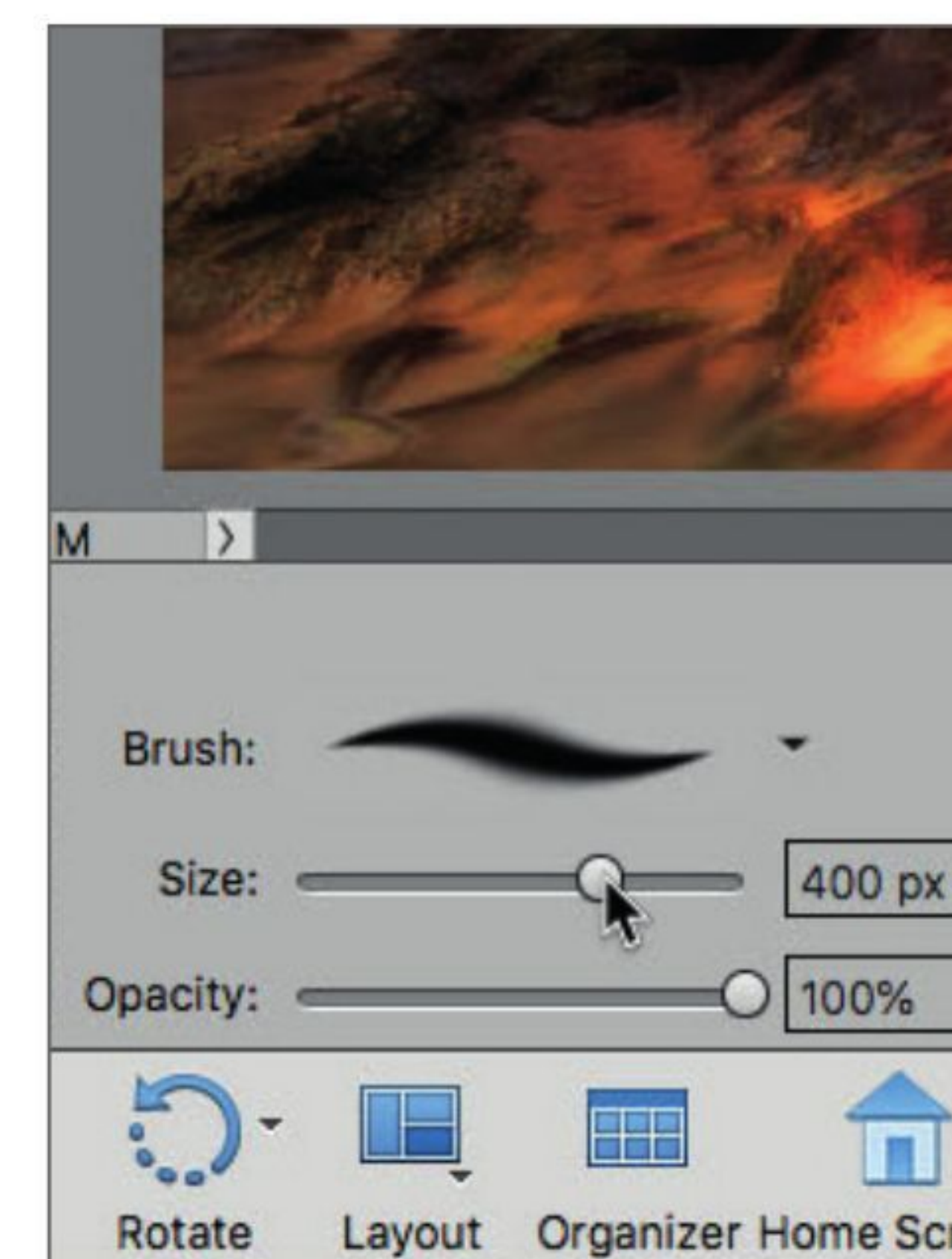
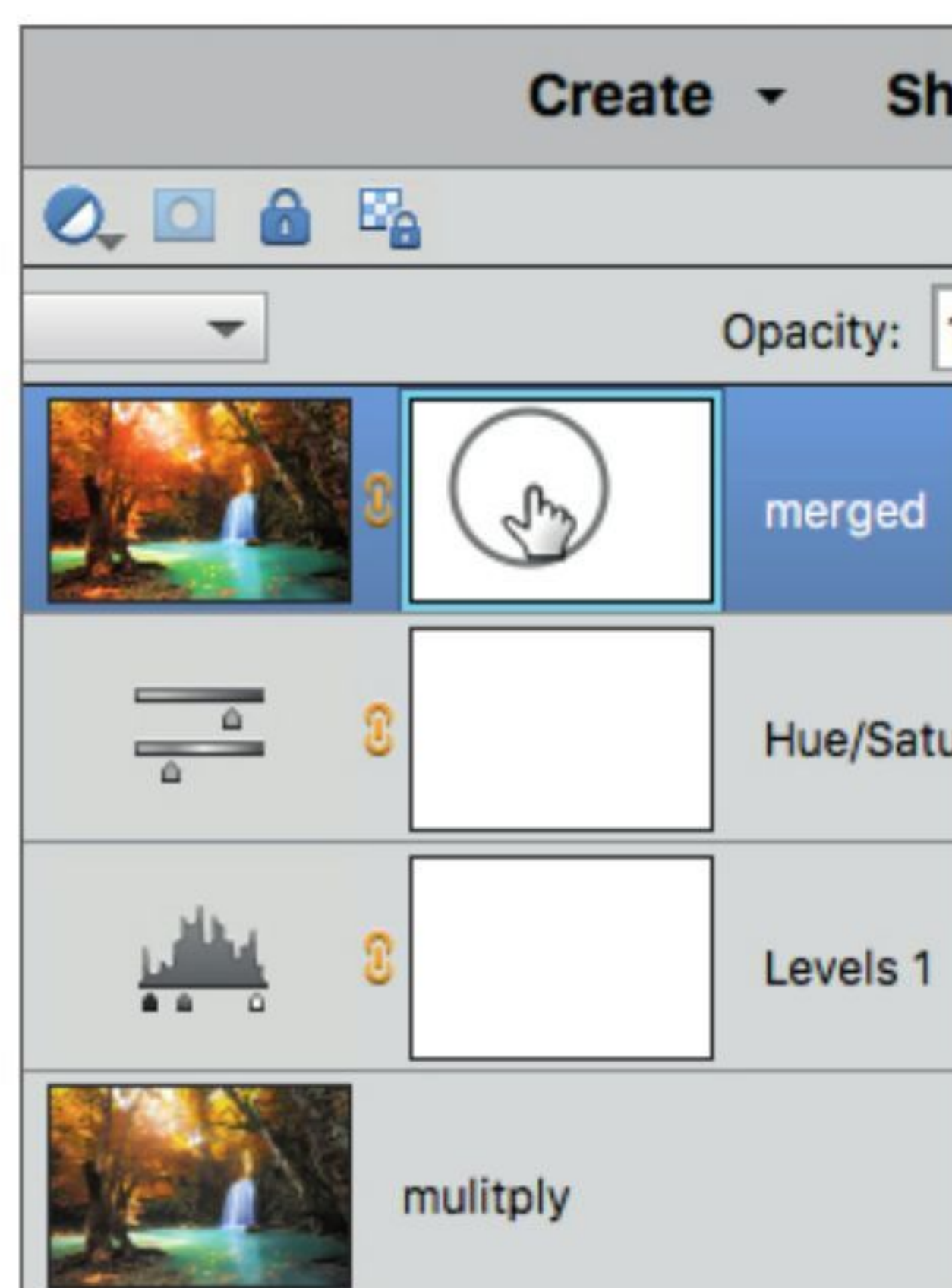
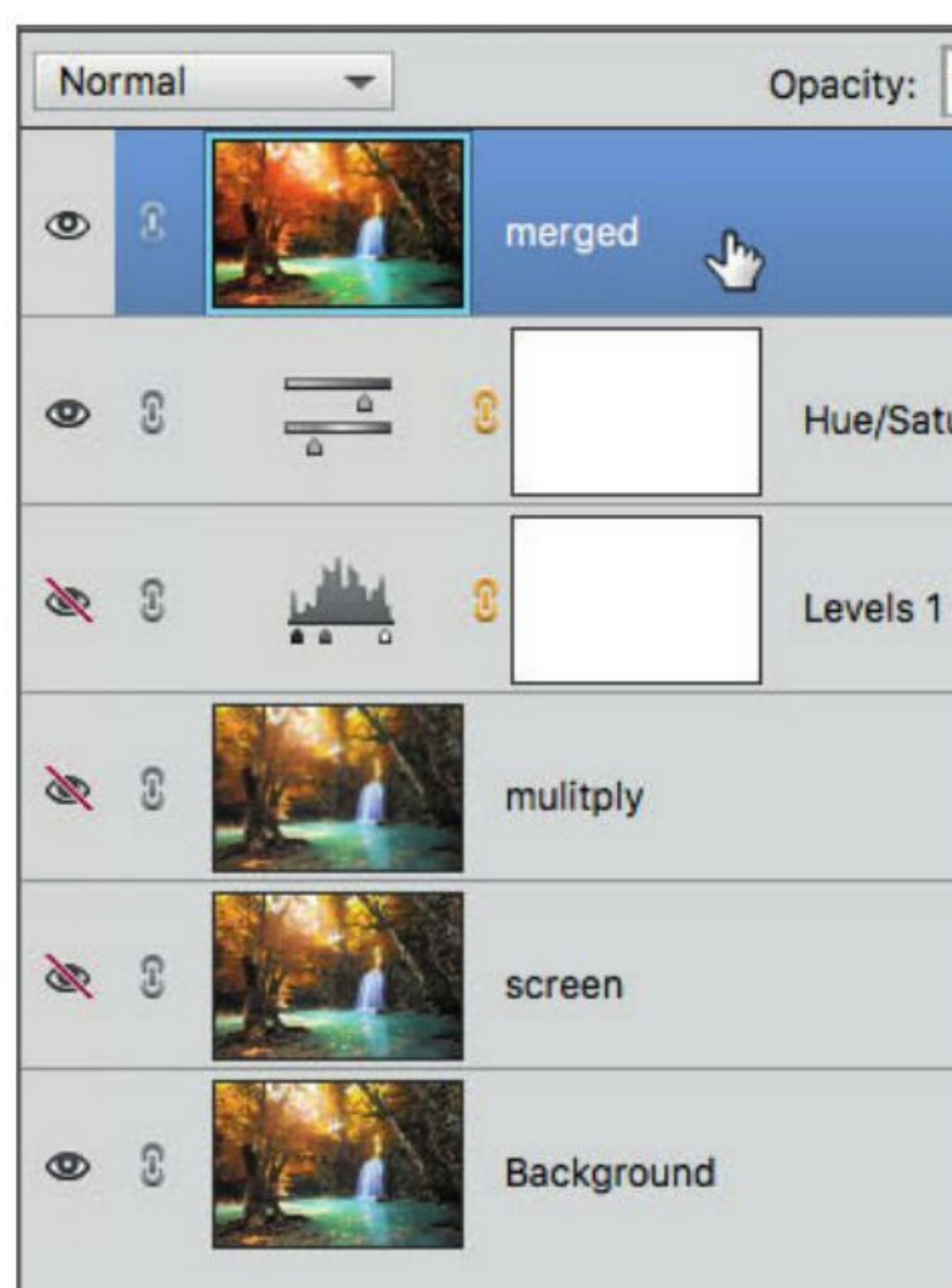
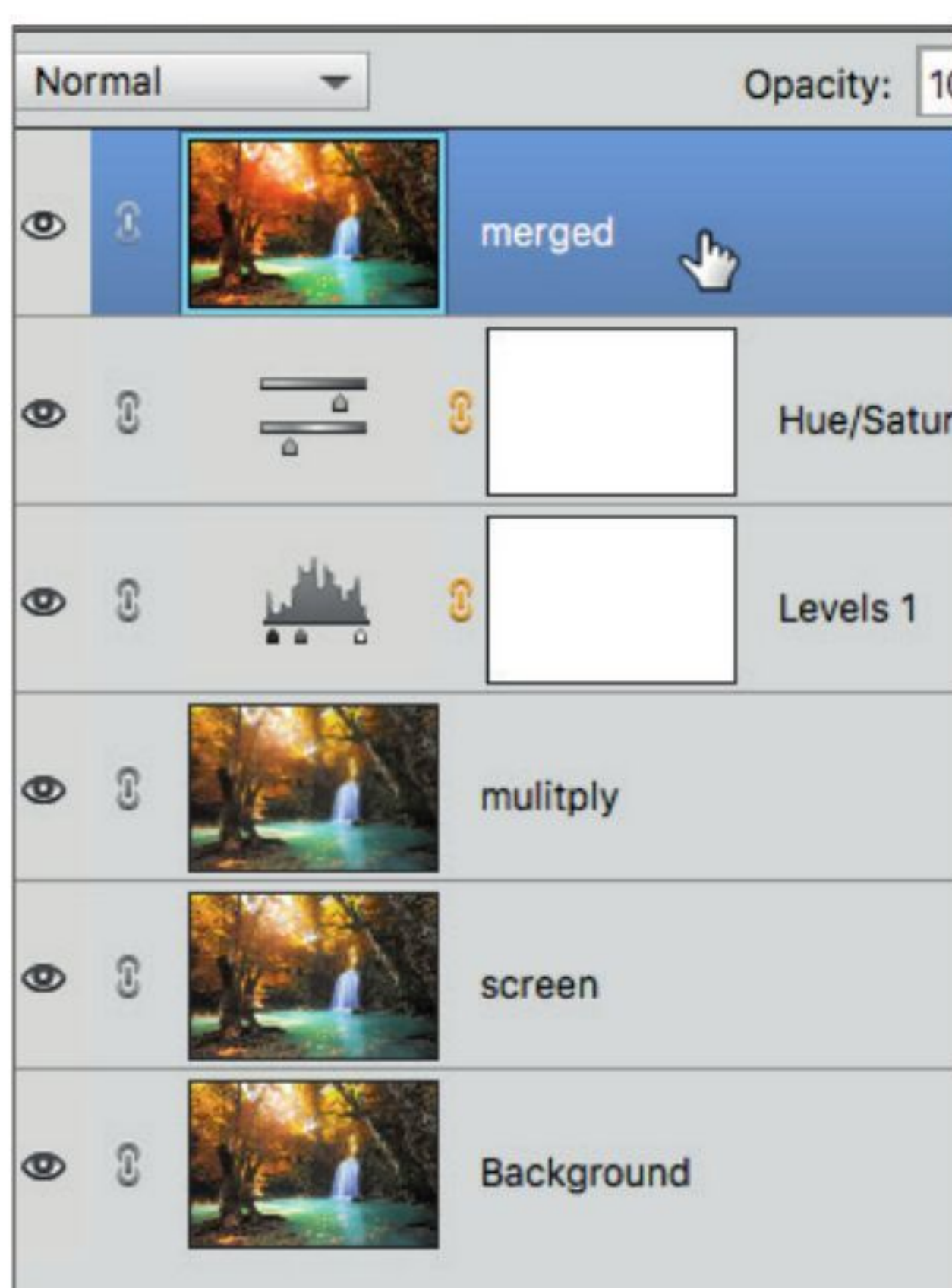
**12** Click on your 'multiply' layer to activate it. Go to the top menu bar and select Filter > Blur > Gaussian Blur. The Gaussian Blur dialog box will open and here you can set your blur value by altering the Radius value. This value is governed by the resolution of your image.



**13** The first thing to note is that very large values do not work well at all for this effect. At 300 pixels, the image looks quite muddy. In fact, even for an image the size of our example, only 15 pixels was enough to generate the soft, dreamy effect we were after.

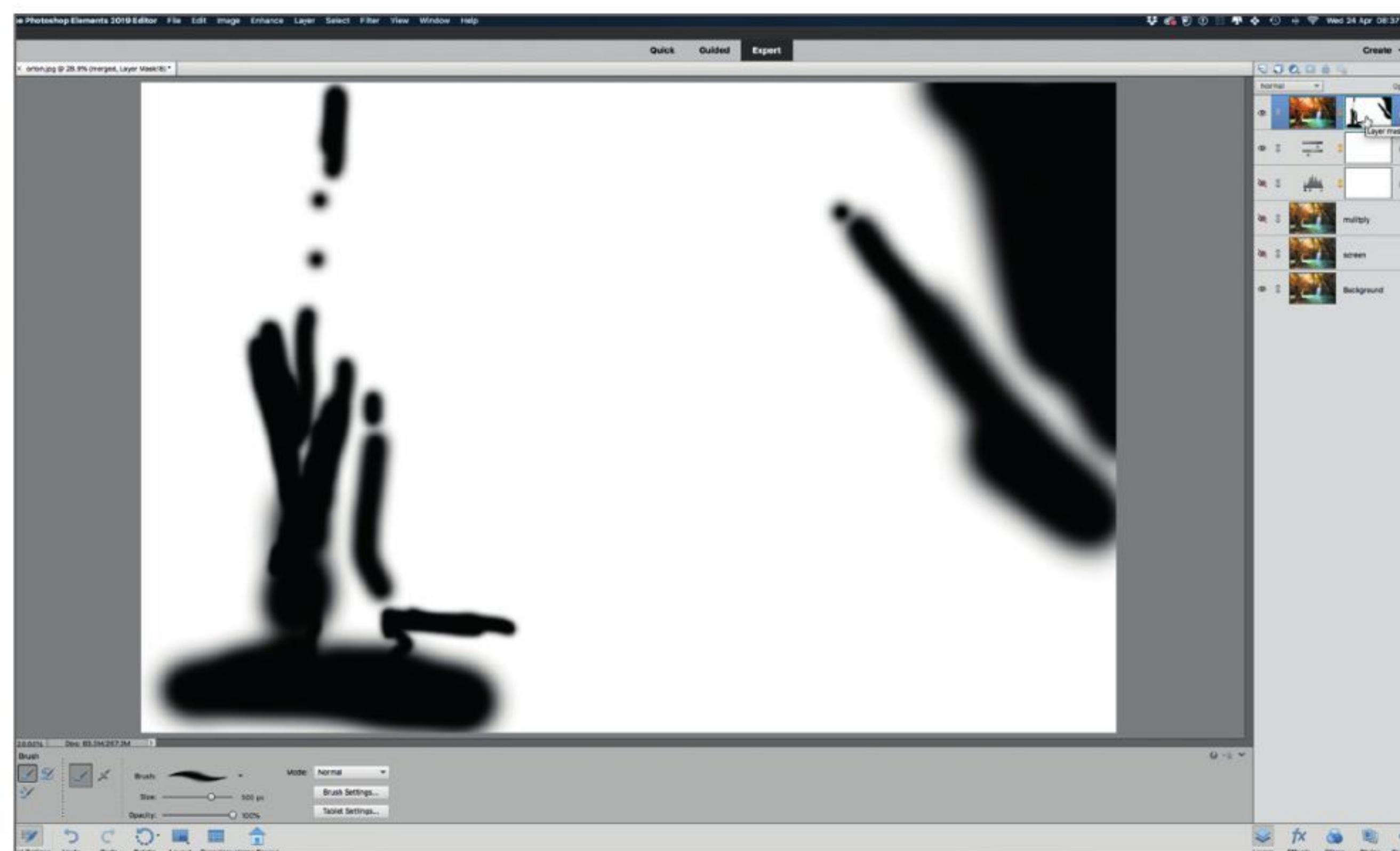


**14** Now we have our 'Ortonized' image and we could call it finished. However, we can take this a stage further and use masking to bring some areas back into sharper focus again. Areas like the foreground trees either side of the image can have the effect removed, to draw the eye.



**15** Click your topmost layer to activate it then press Shift + Alt + Cmd + E to create a new layer that is the merged version of all current layers. Name the new layer 'merged'. Turn off visibility of all layers except your original 'Background', Hue/Saturation layer and this new 'merged' layer.

**16** Click on the Add Layer Mask button at the top of the layers palette to add a mask to the 'merged' layer. Make sure the 'merged' layer mask thumbnail is active. Go to the toolbar and choose the Brush Tool. Select a brush of about 400 pixels and 100% opacity. Make sure the brush colour is black.



**17** Apply the black brush to the 'merged' layer mask (not the image itself) over the foreground trees and roots. As you brush, the dark areas of the mask lets more and more of the sharp 'Background' layer show through. Continue to brush foreground areas until you are happy.

**18** If you Alt + left-click on the layer mask thumbnail, you'll be able to see the results of your brushwork on the mask. Alt + left-click on the layer mask thumbnail again to return to normal view. You can now save your Orton image as a PSD to complete the process.



# Glossary

For your reference, we have listed many of the terms you'll encounter as you become more experienced with photo editing.

**Active layer**

The layer currently selected in the Layers panel.

**Adjustment layer**

A layer that lets you apply colour and tonal adjustments to your image without permanently changing pixel values. Use adjustment layers to experiment with colour and colour tones. You can think of an adjustment layer as a veil through which the underlying layers are seen.

**Adobe Bridge**

Bridge is a browser application produced by Adobe Systems as part of the Creative Suite and is usually installed alongside Photoshop. Its main function is as the file management hub of the Creative Suite. It can be used to open, manage, rate and rename files as well as edit their metadata.

**Adobe RGB**

The RGB colour space profile by Adobe Systems, Incorporated. It provides a large gamut of colours.

**Aliasing**

The jagged effect seen at the edges of diagonal lines, arcs and so on, caused by pixels lining up in a sawtooth pattern.

**Alpha channels**

These are masks which let you manipulate, isolate and protect specific parts of your images.

**Anti-aliasing**

The smoothing of jagged edges in digital images by averaging the colours of the pixels at a boundary.

**Artefact**

Any unexpected and undesired change to a digital image caused by incorrect settings or faulty processing. Examples include blooming, moire, sharpening and noise.

**Aspect ratio**

The ratio of an image's width to its height. It is used to determine how an image fits on a page or monitor.

**Background layer**

The bottommost layer in an image, usually containing the image data. The Background layer is always locked. If you want to change its stacking order, blending mode or opacity, you must first convert it to a regular layer.

**Backlight**

Light coming from a source behind the photographed subject.

**Batch processing**

Performing one or more automated tasks to a selected group of files at the same time.

**Bit depth**

The number of colours used to represent a pixel in an image. A 1-bit image is black and white, an 8-bit image can have 256 colours or shades of grey and a 16-bit image can have 65,536 colours.

**Bitmap image**

An image consisting of rows and columns of pixels in computer memory; also called a raster image. Bitmap file formats include BMP, GIF, JPEG, PSD, PICT and TIFF.

**Bits per channel**

Determines how many tones each colour channel can contain.

**Black Point**

In image editing, the black point is a tonal adjustment that sets the point at which the deepest shadow detail in the histogram is clipped to black.

**Blending mode**

A feature that controls how pixels in an image are affected by a painting or editing tool. The blend colour is applied to the base colour to produce a new colour, the result colour. When applied to layers, a blending mode determines how the pixels in a layer blend with pixels in layers beneath it.

**Brush preset**

A brush with preset settings for size, thickness and so on. Photoshop includes several brush presets for you to choose from and you can create a large number of your own presets as well.

**Burning**

The selective darkening of part of an image.

**Camera raw format**

A format describing data exactly as it is captured by a camera sensor, with no in-camera processing applied.

**Canvas**

The workspace around an existing image, within the image window. Layer data may lie outside the canvas but it will be clipped to the canvas when the image is flattened. You can change the size and colour of the canvas.

**Channel**

A term for describing the colour data in an image. A black and white greyscale image has one channel, an RGB image has three and a CMYK image has four. Ordinarily, a channel describes either red, green or blue, which are blended to create all colours.

**Clarity**

Found in Adobe Camera Raw. It behaves like an intelligent version

of Contrast and only alters contrast within the middle tones of your image.

**Clipboard**

The temporary holding area for data stored with the Cut or Copy commands.

**Clipping**

The loss of either highlight or shadow details when tone information is forced to pure white or black.

**Clone**

To paint with the Clone Stamp tool. You must set a sampling point on the active layer before you paint with the Clone Stamp tool.

**CMYK**

Cyan, magenta, yellow and black are the inks most printers use to produce colour images. Photoshop includes full support for CMYK mode.

**Colour cast**

An unwanted or unexpected colour shift in a photo. For example, a photo taken indoors without a camera flash may have too much yellow.

**Colour channels**

The component colours from which all colours in an image are created. Usually refers to red, green and blue (RGB).

**Colour depth**

Measures how much colour information is available to display or print each pixel in an image. Greater colour depth means more available colours and more accurate colour representation in the digital image.

**Colour management**

A system used to achieve consistent colour as an image travels from one device to another; for example, from camera to computer or computer to printer.

**Colour temperature**

The degree of heat, in degrees Kelvin, that an object would have to absorb before it glowed in a certain colour. Each colour is associated with a colour temperature, as are various kinds of light.

**Compression**

A technique that reduces the file size of bitmap images.

**Cropping**

Trimming a portion of an image to improve its composition or to create a frame around it.

**Dithering**

The approximation of an unavailable colour through the use of two or more available colours.

**DNG (Digital Negative)**

An open standard file format developed by Adobe Systems that provides an alternative to proprietary camera raw files.

**Dodging**

The selective lightening of any part of an image.

**Dots per inch (dpi)**

A measure of printer resolution. High dpi settings produce prints with fine detail. Used for monitors too.

**Duotone**

A two colour greyscale file that uses two custom inks.

**EPS**

Encapsulated PostScript. A file format used to save images that will be used in illustration and page layout programs.

**EXIF**

Exchangeable Image File Format. A standard for simplifying the exchange of data between cameras and software. The data may include camera model, date and time the photo was taken, camera settings, shutter speed and so on.

**Exposure**

A measure of the amount of light in which a photo was taken. Underexposed digital photos are too dark, overexposed ones, too light.

**Feathering**

The softening of an edge of a selection.

**File Format**

The structure of how information is encoded in a computer file. File formats are designed to store specific types of information, such as JPEG and TIFF for image or raster data, AI for vector data and PDF for document exchange.

**Fill layer**

A type of layer that contains a solid colour, a pattern or a gradient as an interchangeable attribute.

**Filters**

Use filters to clean up or retouch your photos and apply special art effects that give your image a different appearance

**Flattening**

Merging of all visible layers into the Background layer to reduce file size.

**Font**

A set of letters, numbers

**Gamut**

The range of colour that a device can reproduce.

**Gaussian blur**

A softening effect applied through



a bell-shaped distribution of tones and colours.

#### Gradient

Any of several methods for achieving a smooth transition between two adjacent colours, which also include black and white.

#### Greyscale

A single channel image that includes only black, white and shades of grey. Depending on the bit depth, greyscale images can reproduce a number of shades of grey.

#### Halftone

A monochrome image made up of variably sized dots simulating the shades of grey in a photograph. It is used for reproducing photographs on PostScript printers and printing presses.

#### HDR (High Dynamic Range)

A process that combines multiple exposure variations of an image to achieve a dynamic range exceeding that of a single exposure.

#### Highlight and shadow

The lightest and darkest colours in an image.

#### Histogram

A bar chart showing the distribution of the pixel values in a digital image. The horizontal axis represents levels from 0 (darkest) to lightest (255) and the vertical axis represents the numbers of pixels at each level.

#### Hue

The colour reflected from or transmitted through an object. In common use, hue is the property that allows a colour to be distinguished as red, blue, yellow and so on.

#### ICC

International Colour Consortium. ICC device profiles are the industry standard for reproducing colours accurately across devices such as scanners, monitors and printers.

#### Image cache

A section of hard disk space used as virtual memory. The image cache speeds the on-screen redraw of high-resolution images.

#### Image mode

The colour mode of an image, such as Greyscale or RGB.

#### Indexed colour

A colour that is rendered by using a pixel value as an index to a panel of 256 or fewer colours.

#### JPEG

Joint Photographic Experts Group. A committee of experts that develop algorithms for compressing computer image files. Can be any graphic file to which a JPEG algorithm is applied. JPEG is the format generally used to share photographs over the web.

#### JPEG compression

A lossy compression technique that reduces image data and file size.

#### Layer

A mechanism for overlaying and combining multiple images. Layers are like transparent sheets of glass that you can stack and rearrange. In addition to ordinary image layers, there are special kinds of layers.

#### Layer group

A collection of layers saved with a Photoshop image.

#### Layer mask

A protected area in an adjustment layer. Areas below the mask cannot be edited.

#### Levels

Functionality for adjusting colour and tone. With a Levels adjustment, you can set shadow and highlight values to use a full tonal range, adjust middle tones only, correct colour casts, and so on.

#### Locked layer

A layer in the Layers panel that has the lock icon applied. No changes can be made to a locked layer. A Background layer is always locked.

#### Megapixel

A term used to describe digital camera resolution, 1 megapixel equals one million pixels.

#### Midtone

An area that falls between the brightest highlight and the darkest shadow.

#### Moire

A wavy striped pattern in an image, resembling the pattern of watered silk. Moire can be an artefact caused by a camera's inability to capture the detail in an image.

#### Noise

An artefact caused by interference or camera error. Noise is often seen as stray pixels of unexpected colour or a generally "grainy" appearance. Certain compression techniques can amplify noise.

#### Opacity

The amount something blocks light. You can change the opacity of layers, filters and effects so that more (or less) of the underlying image shows through.

#### Overexposure

An overexposed image results from too much light being allowed to fall onto the camera sensor.

#### Panorama

A broad view of a subject, usually a landscape, made by overlapping individual shots as they are taken and then merging them to form one wide image.

#### Perspective

The angle or level from which a photograph is taken, the camera-eye view.

#### Pixel

The basic, rectangular unit of data that a digital image consists of. The edges of pixels can produce a sawtooth pattern unless anti-aliasing is used.

#### Pixel dimensions

The number of pixels along the width and height of an image. This is a measure of the amount of image data in the photo, not its physical size when printed or displayed on a monitor.

#### Pixels per inch (ppi)

A measure of image resolution stored in a camera or computer file. High ppi settings produce photographs with fine detail and large file size.

#### Plug-in

A software application or module that provides extended and specific functionality from within a larger host application.

#### PostScript

A language by Adobe that describes the appearance of text, graphic

shapes and sampled images on printed or displayed pages.

#### Preset

A preset is an action that can be applied to an image or group of images. You save a group of editing settings such as colour balance, brightness, contrast and saturation, which can then be applied to your selected photos.

#### PSD

The native uncompressed file format of Adobe Photoshop and Photoshop Elements, based on the TIFF standard.

#### Quick mask

A mask channel created in Quick Mask mode in Photoshop

#### Raw Files

A Raw file is the unprocessed data captured by a digital camera sensor. In most cases, cameras write Raw files using a proprietary file format. Raw files give the photographer the advantage of managing image processing during post-production rather than letting the camera make the processing decisions, as happens when shooting in JPEG format.

#### Red eye

The reflection of the camera flash from the retina of a photographed subject, resulting in a red dot in the subject's eye. You can eliminate it automatically when you import images or by using the Red Eye Removal tool.

#### Resample

To change the resolution of an image by changing its pixel dimensions. Downsampling decreases the number of pixels and upsampling increases the number of pixels.

#### Resolution

A measure of the clarity and sharpness of an image. In digital images, it is measured in pixels per inch.

#### RGB

A model for representing colours on a computer display. Red, green, and blue (RGB) are combined in different proportions to represent any colour.

#### Rule of Thirds

If you divide an image into three equal sections both vertically and horizontally, where the lines intersect is commonly regarded as good placement for the subjects in your photos.

#### Sample

To select a colour with the eyedropper in order to use it with a drawing or painting tool.

#### Saturation

The purity, or strength, of a colour. A fully saturated colour contains no grey at all.

#### Selection

A part of an image selected for manipulation of any kind, duplication in a layer, colour correction, deletion, rotation and so on.

#### Shadow Detail

Refers to the amount of detail that can be seen in the darkest areas of a photograph.

#### Sharpening

In photo-editing programs, any functionality that enhances the details at the edges of photographed objects and people.

#### Skewing

Deviation of the content of an image

from a vertical or horizontal axis. Skewing can be a camera effect or an intentionally applied effect.

#### Smoothing

A technique for averaging the values of neighbouring pixels to reduce contrast and create a soft, blurry effect.

#### Split Toning

This option lets you alter the colour of the shadow and highlight areas of your images. For example, you can add a blue colour cast to the darkest areas of your photo but make the brightest areas of the same image more orange.

#### Stroke

An outline round an image or part of an image, or the characteristics of the lines created with one of the painting or drawing tools, especially brushes.

#### Swatches

Preset colours that you can choose from in the Colour Swatches panel.

#### Thumbnail Image

A small, low resolution image preview used on the web to link to a high resolution version of the file.

#### TIFF

Tagged Image File Format. A digital image format widely used for images that are to be printed or published. TIFF images can be compressed losslessly.

#### Transform

To scale, shrink, enlarge, skew, distort, rotate or change the perspective of a layer, selection or shape.

#### Transparency

In digital photography, the functionality that supports transparent areas in an image or image layer. Certain image formats do not support transparency.

#### Underexposure

An underexposed image results from too little light being allowed to fall onto the camera sensor.

#### Unsharp mask

A technique that sharpens details in an image by increasing the contrast between light and dark areas. The name originates from traditional photography, where contrast is increased by adding a slightly blurred negative over the original.

#### Vibrance

Vibrance is a form of intelligent Saturation. As you increase the Vibrance in an image, only the middle tones of your image are altered first.

#### Vignetting

An effect where the edges of an image fade out.

#### Warping

A distortion of an image, often text, to conform to a variety of shapes. For instance, a line of text can be warped in the shape of an arc or wave.

#### White balance

A function that compensates for the different rendering of identical colours under different sources of light: incandescent, fluorescent, sunlight and so on.

#### White point

A reference point used to represent white. This reference point is used to calculate all other colours in the image.



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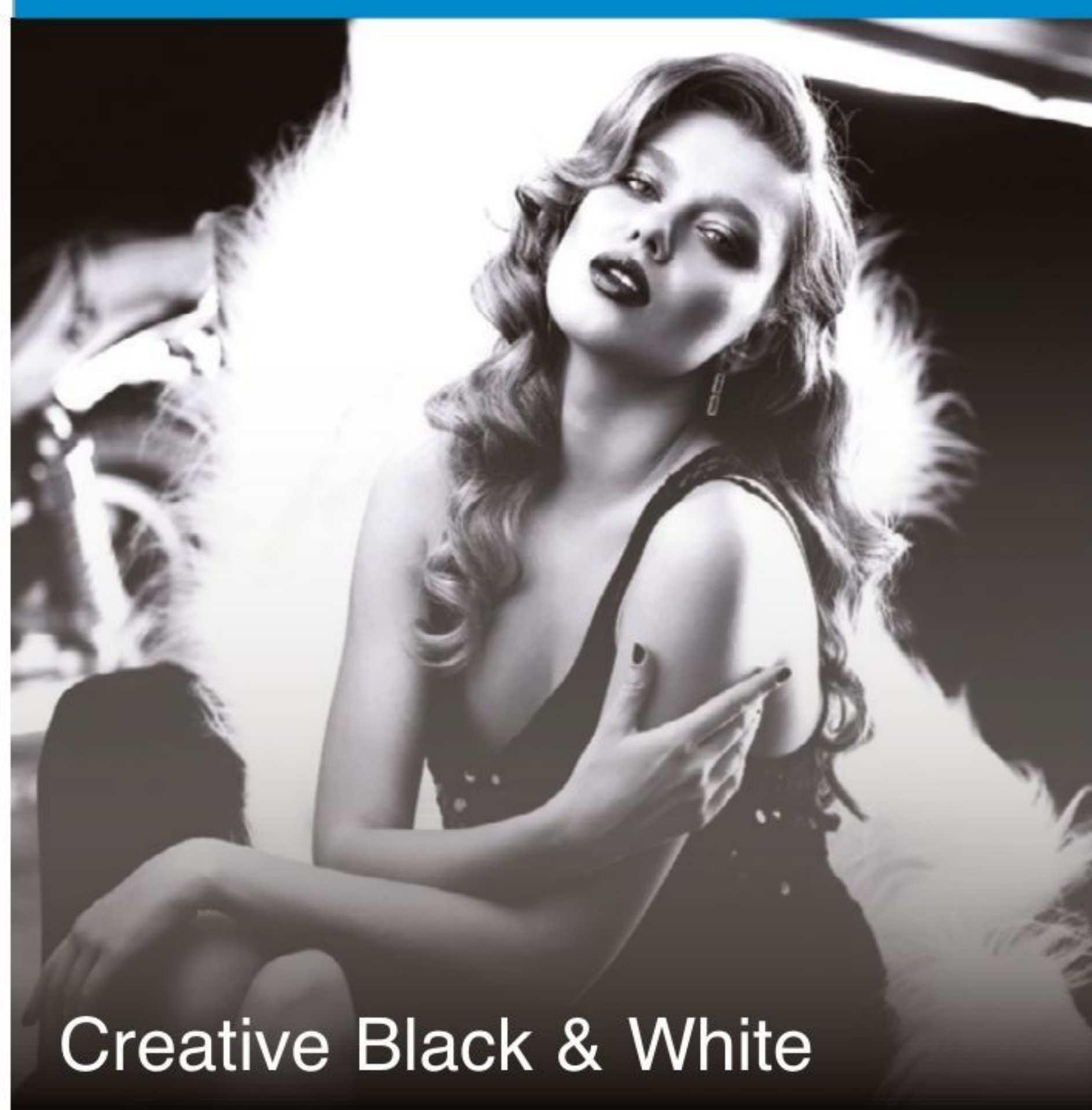
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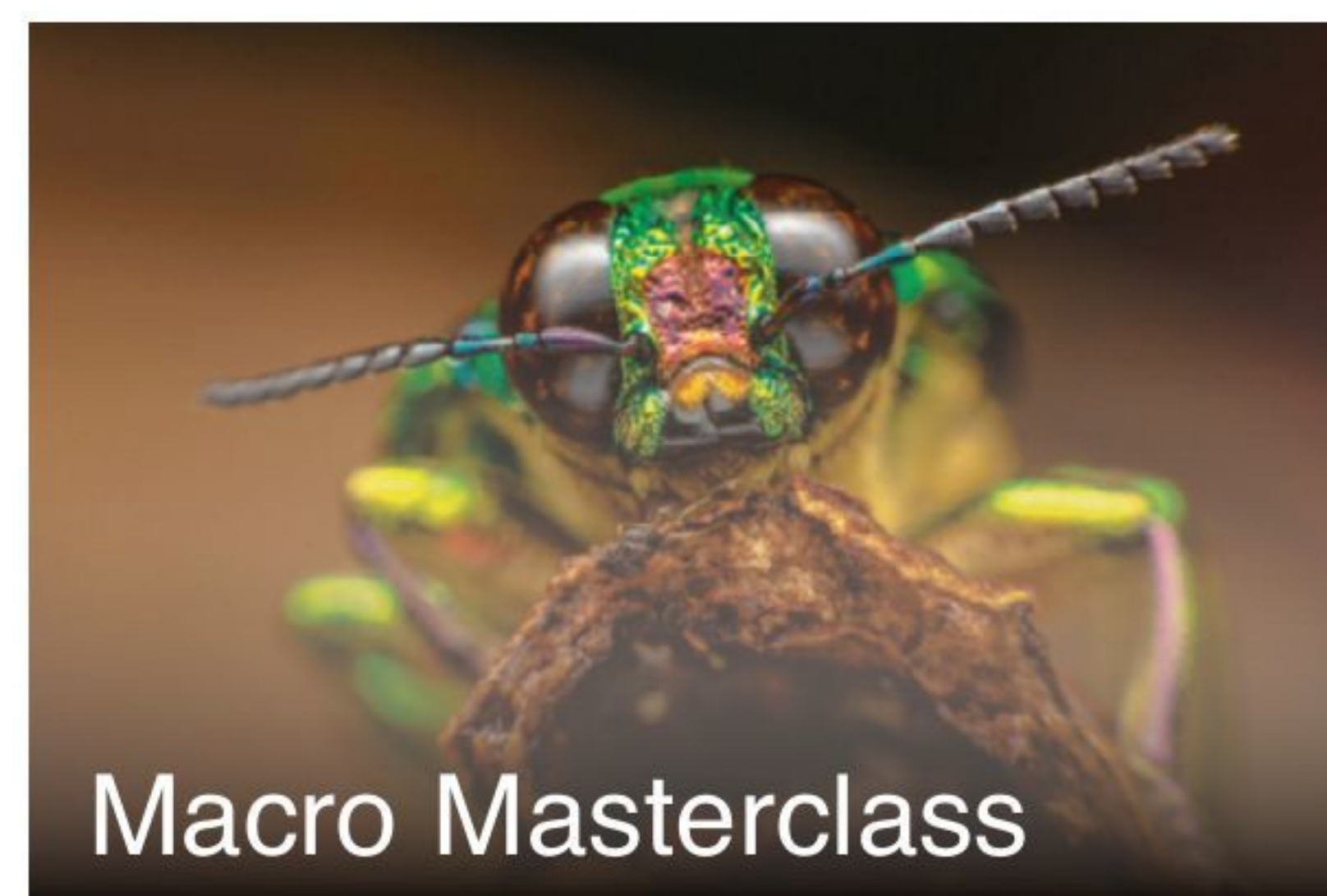
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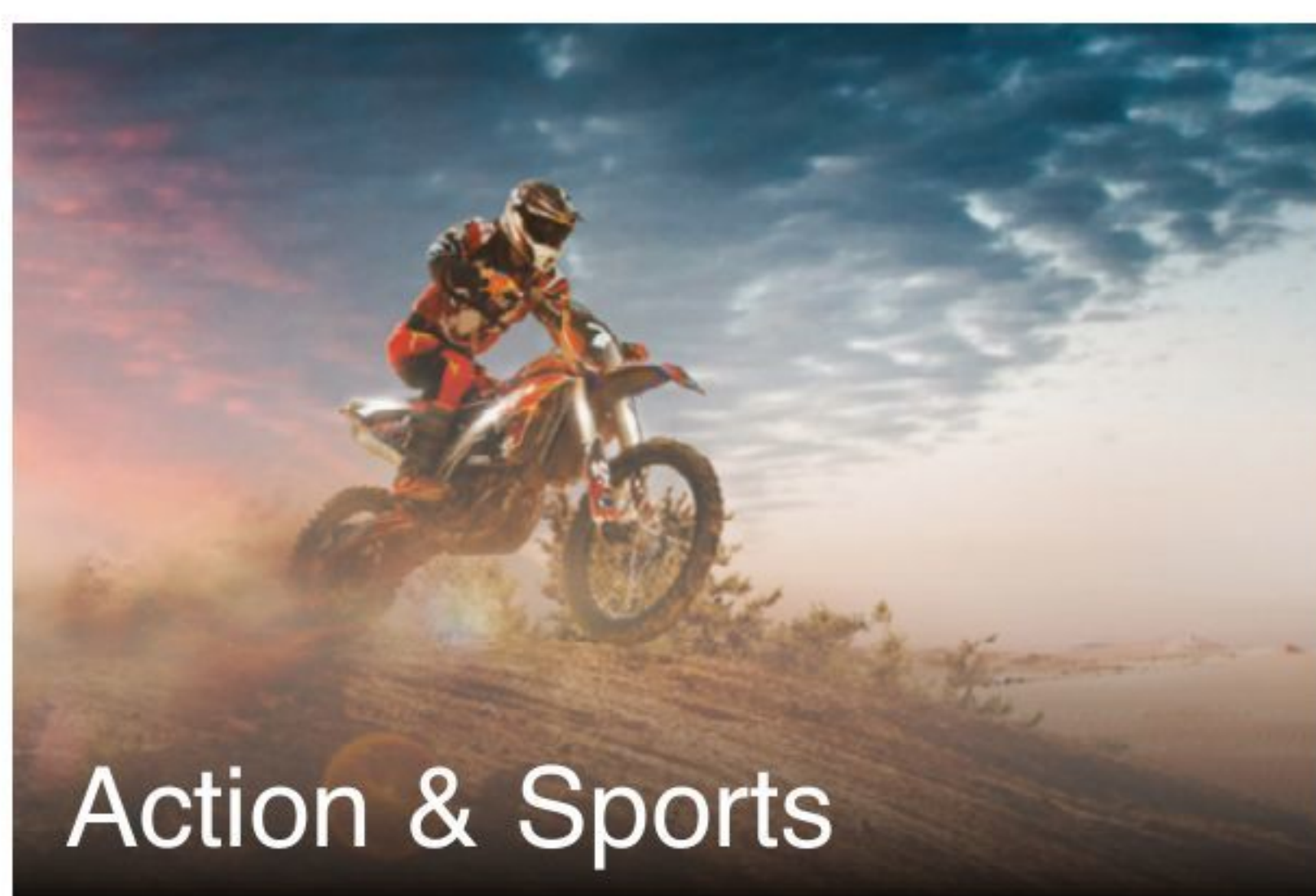
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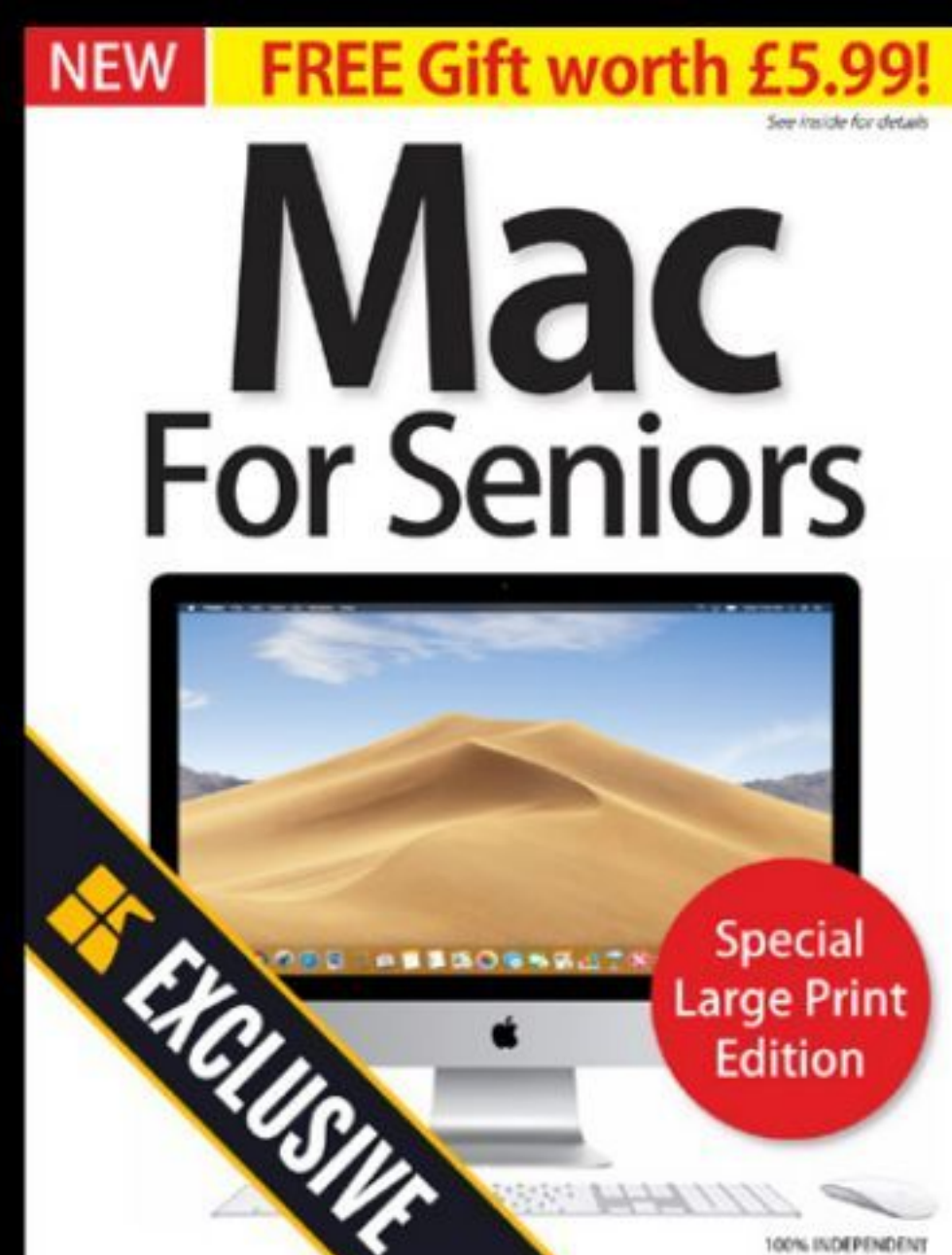
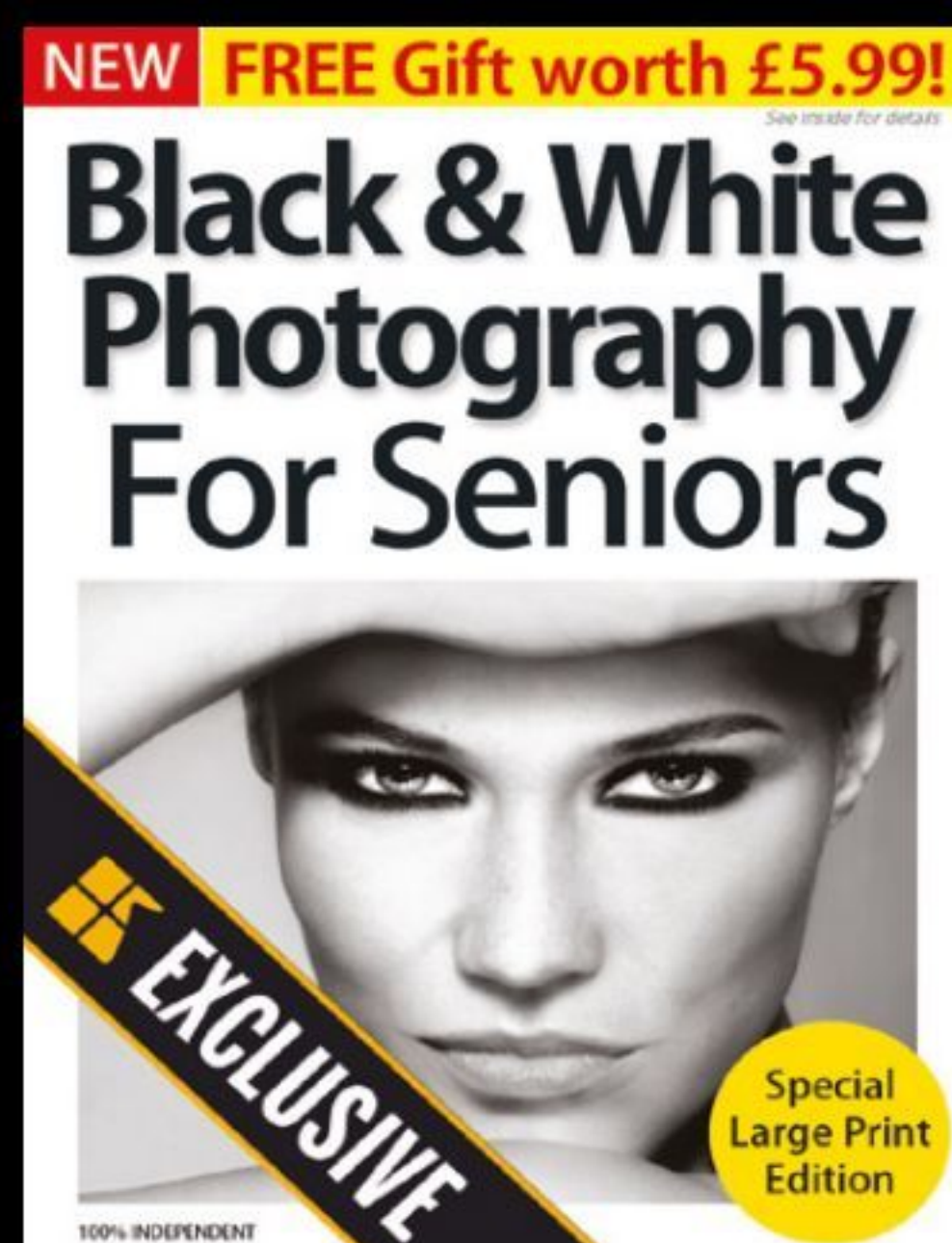
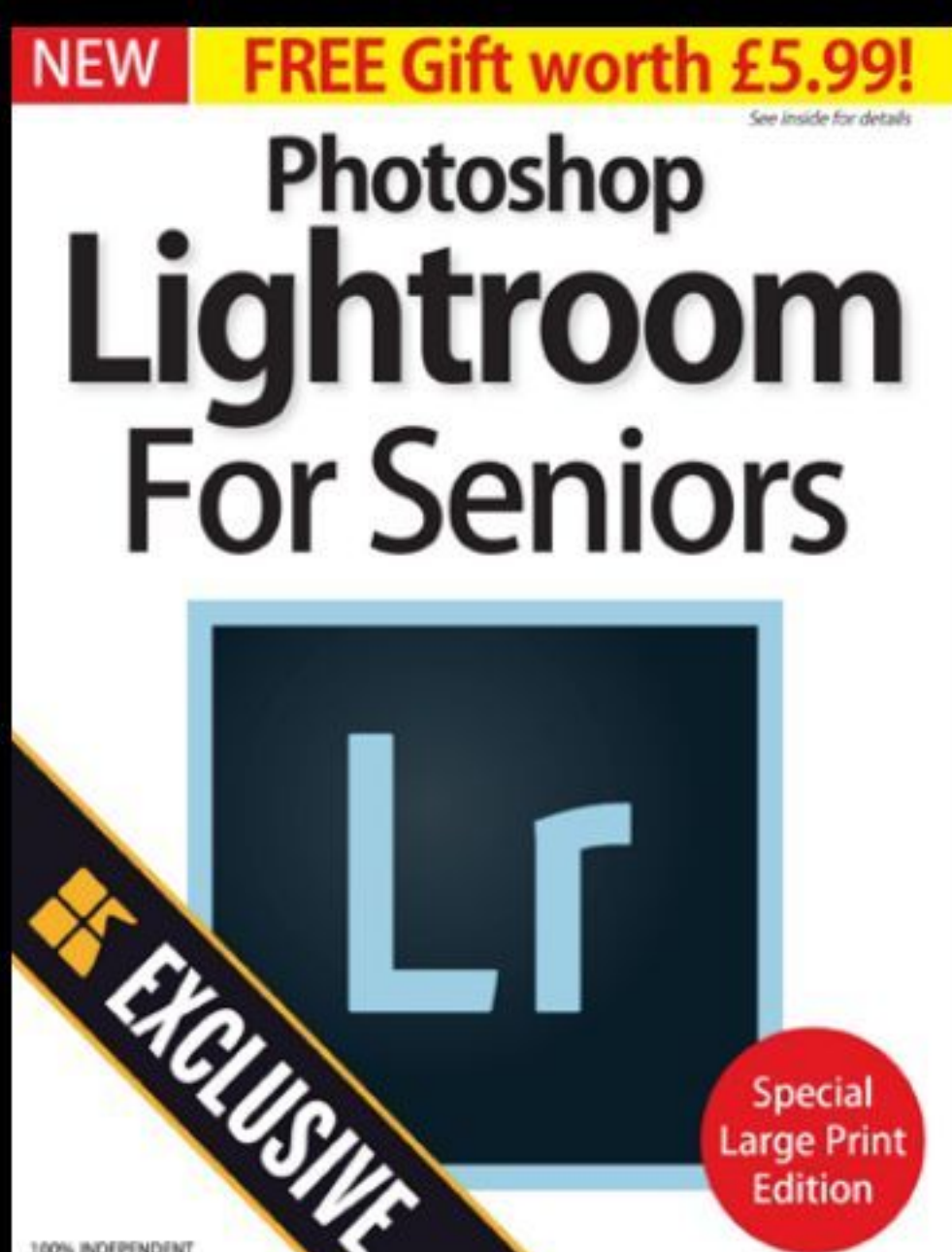
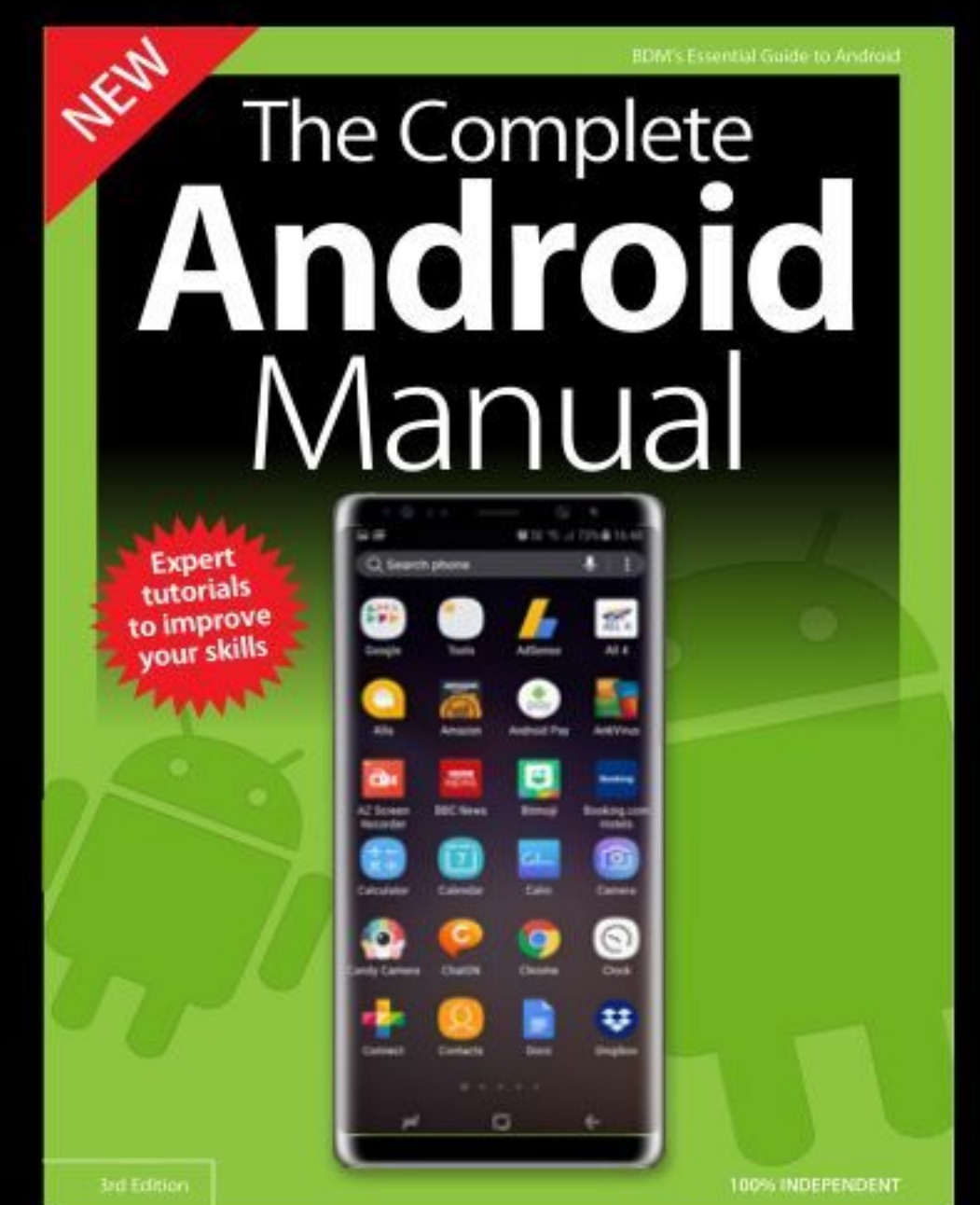
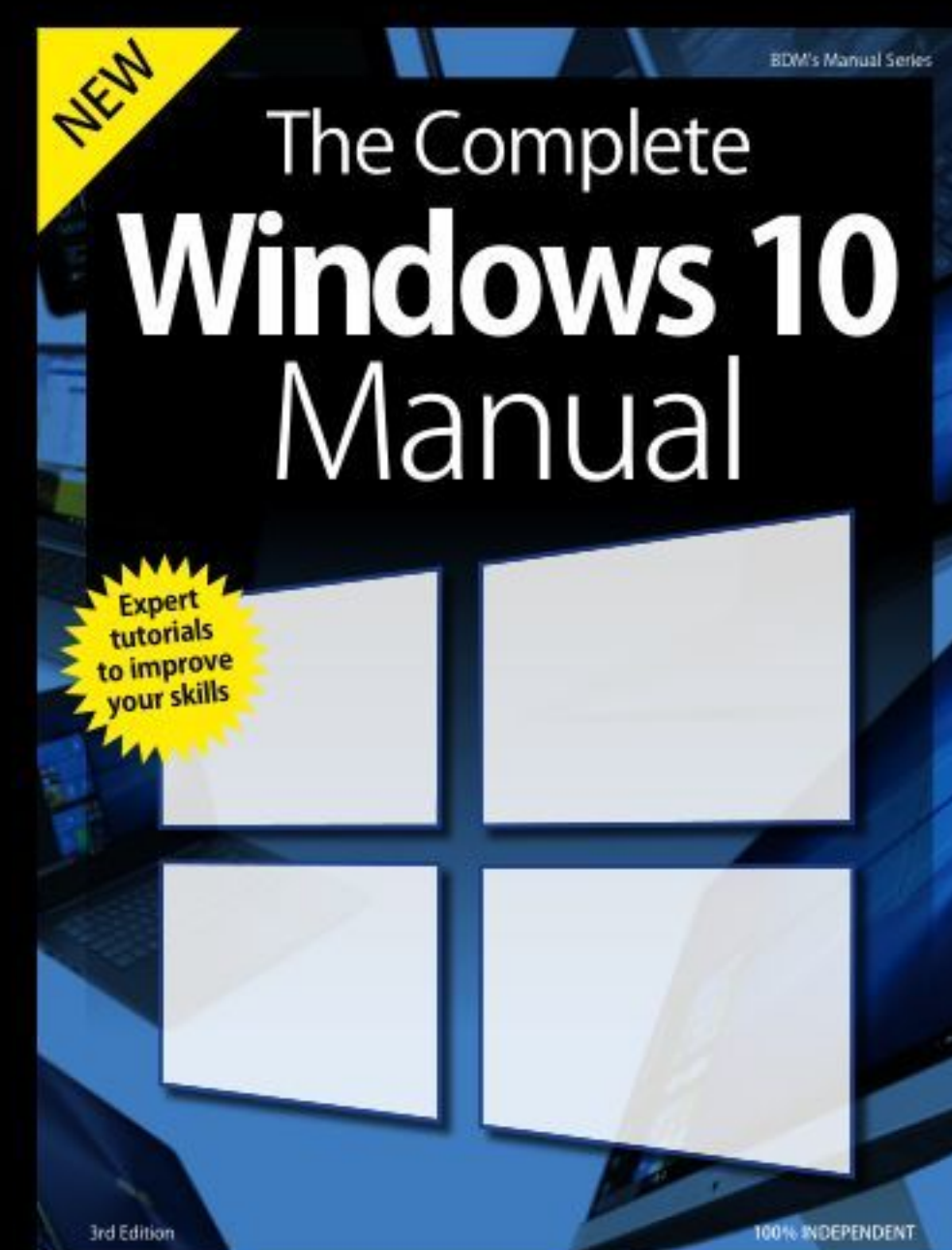
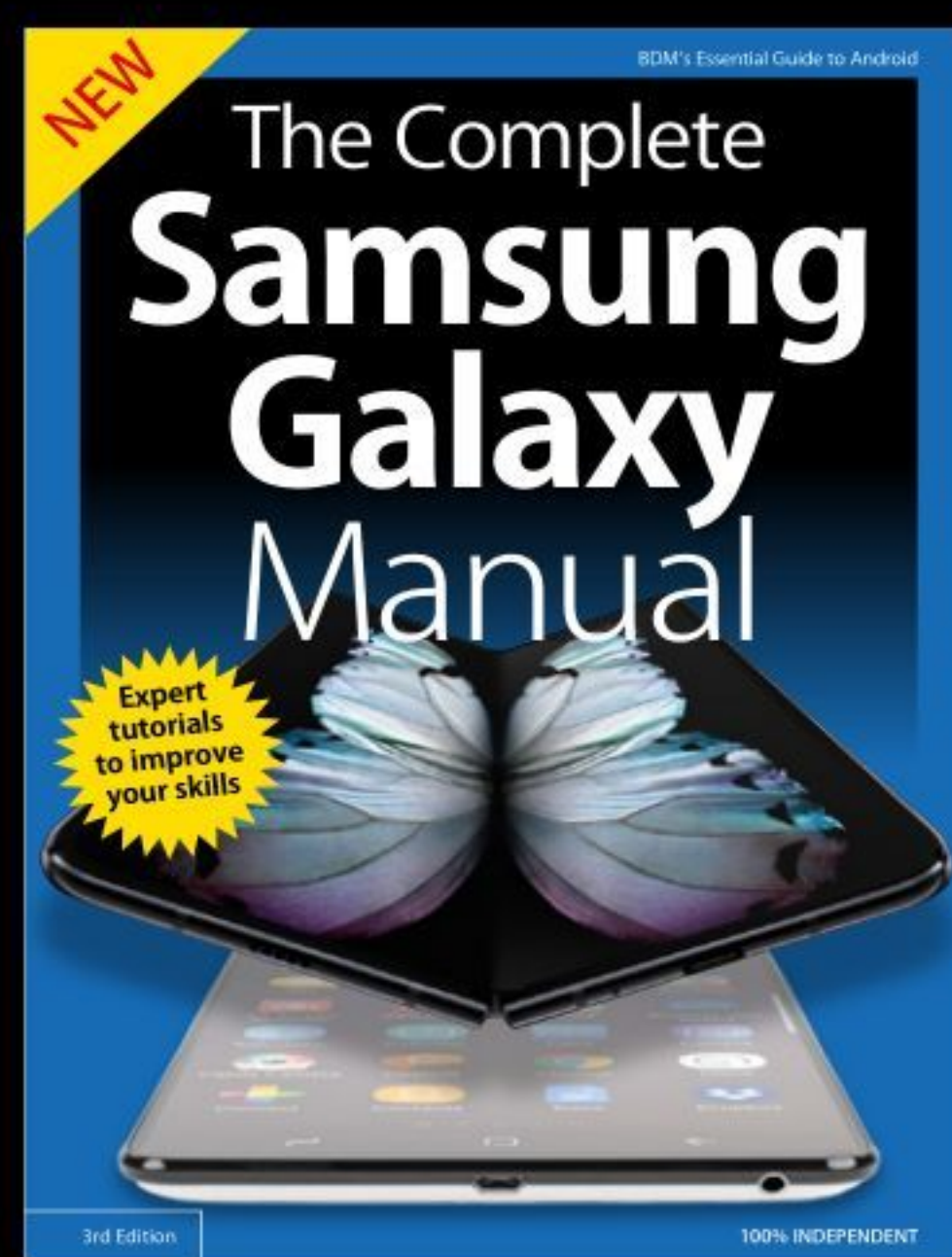
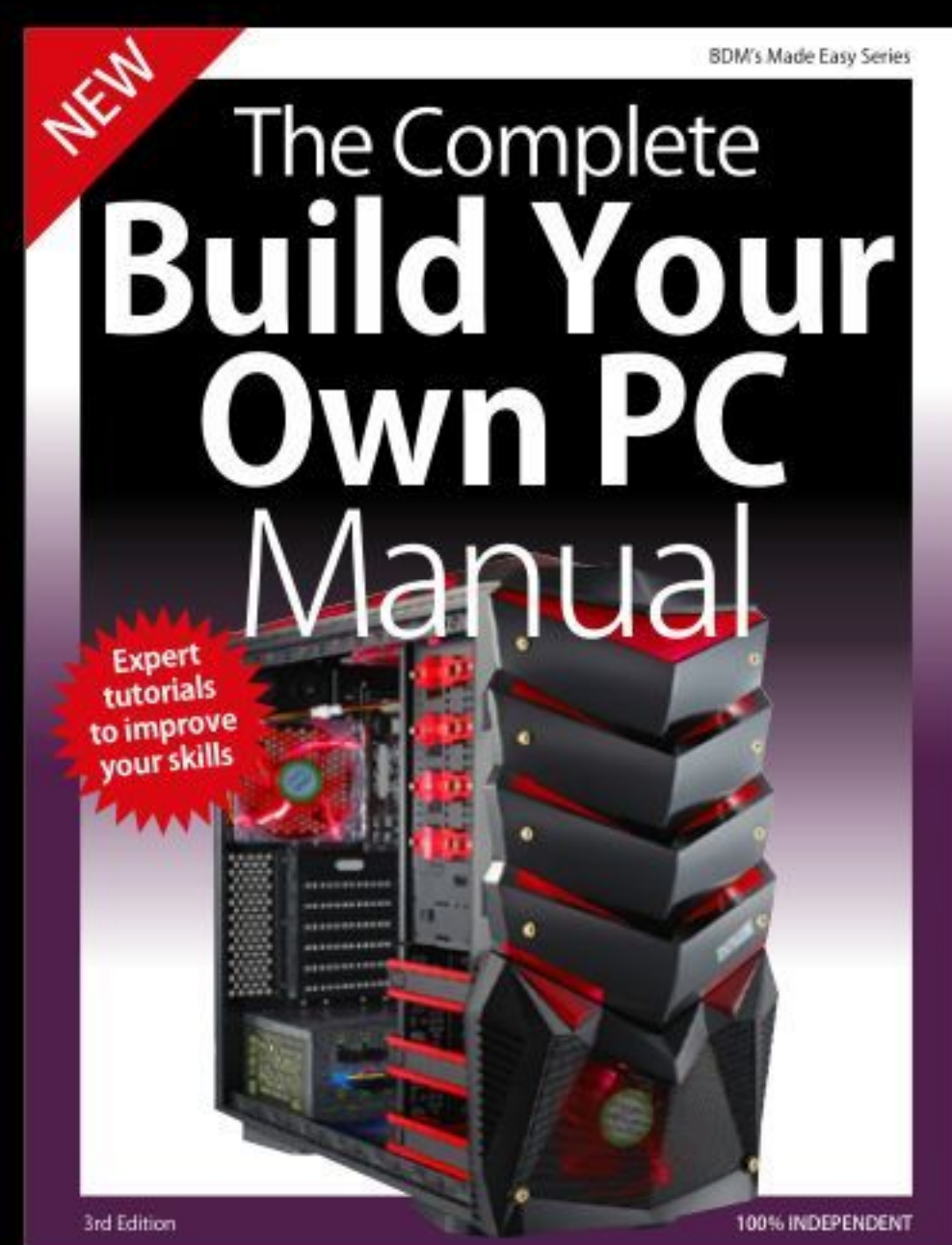
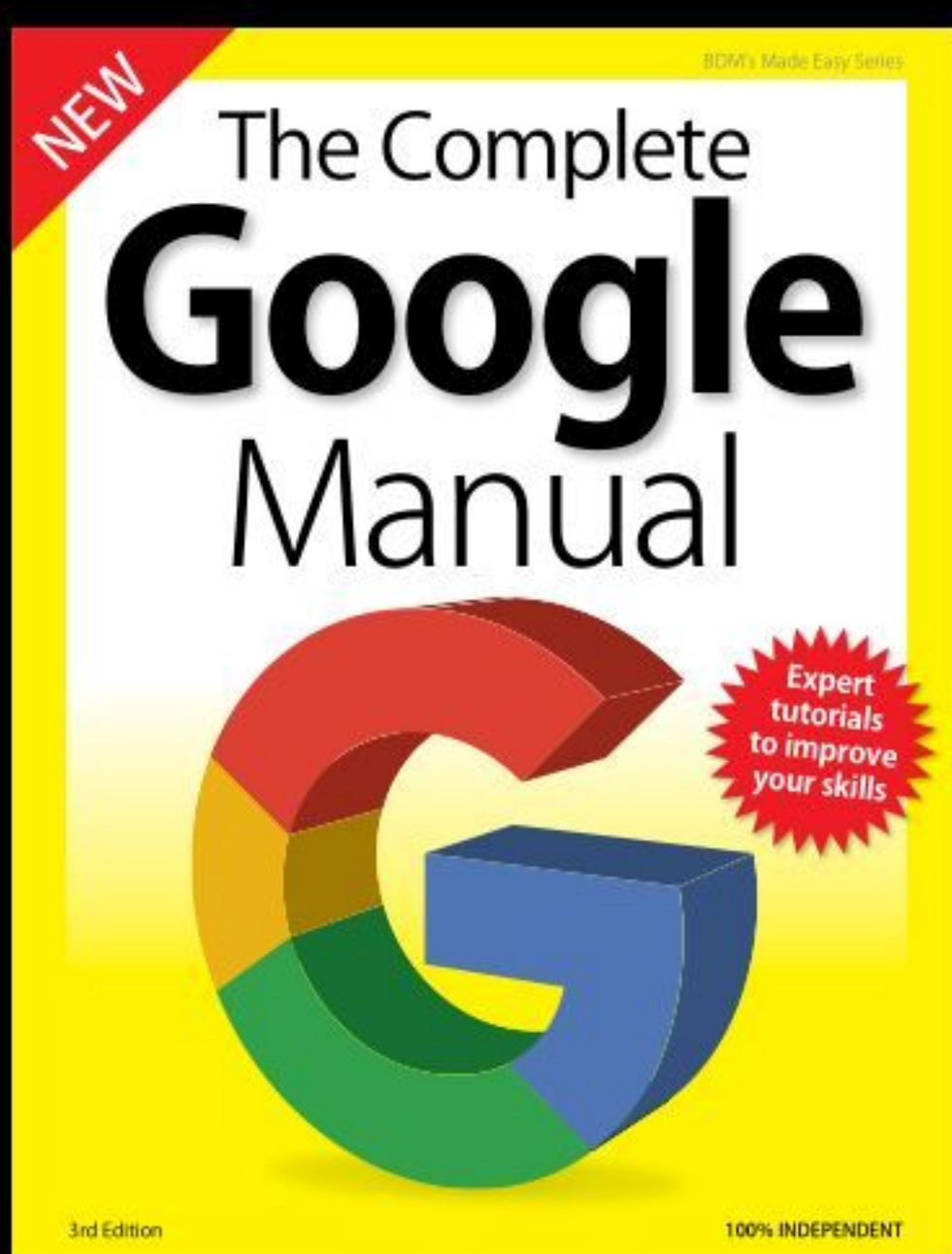
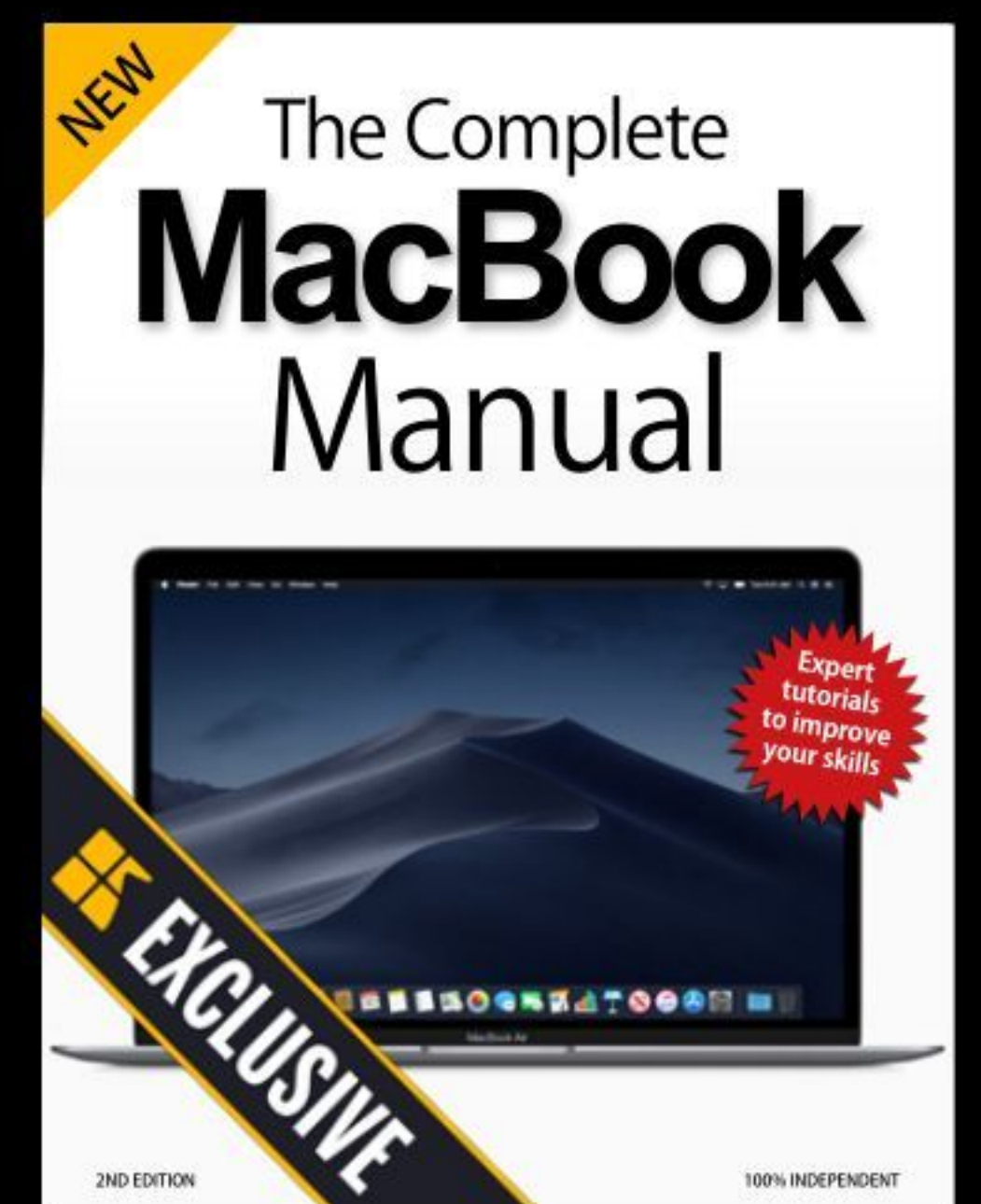
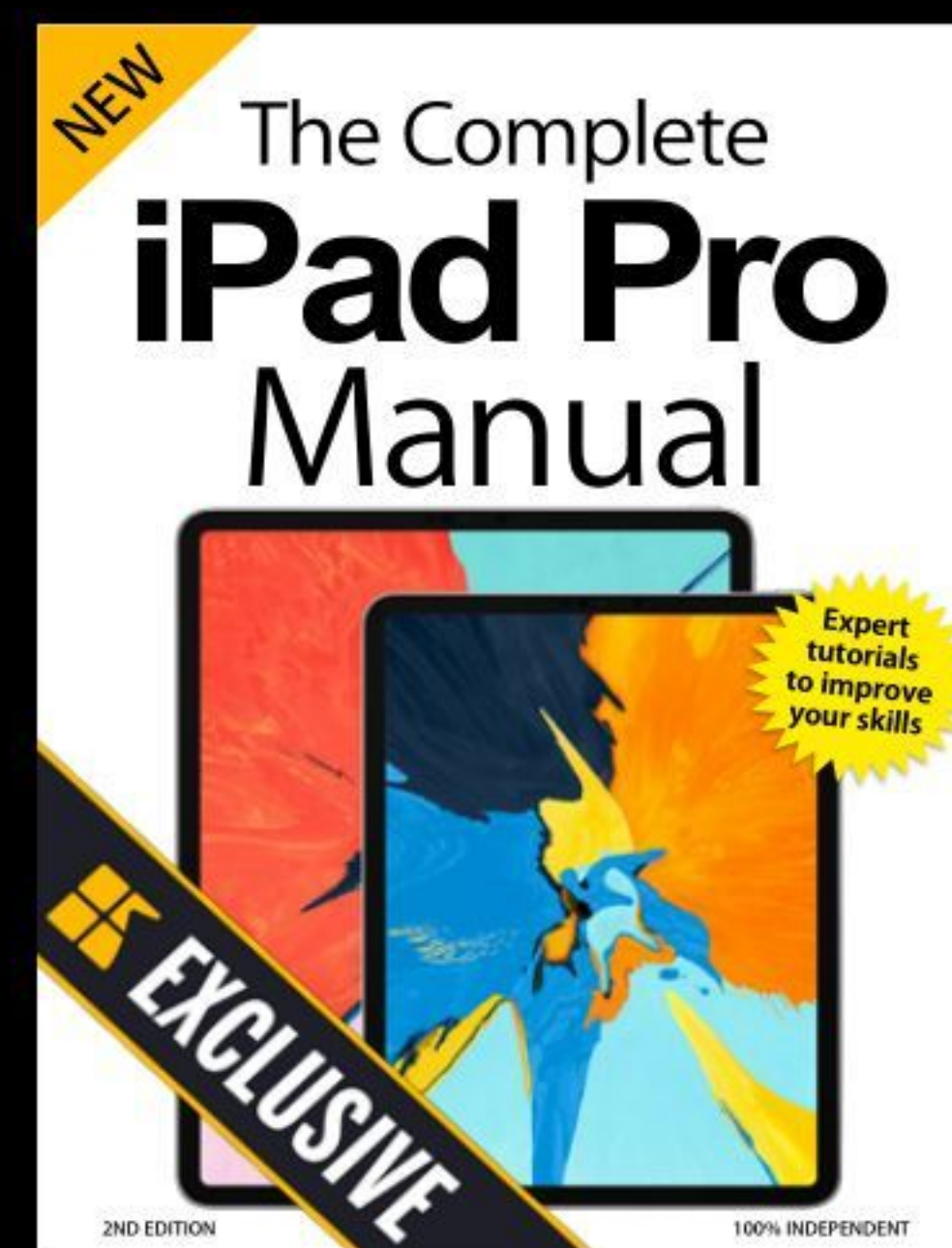
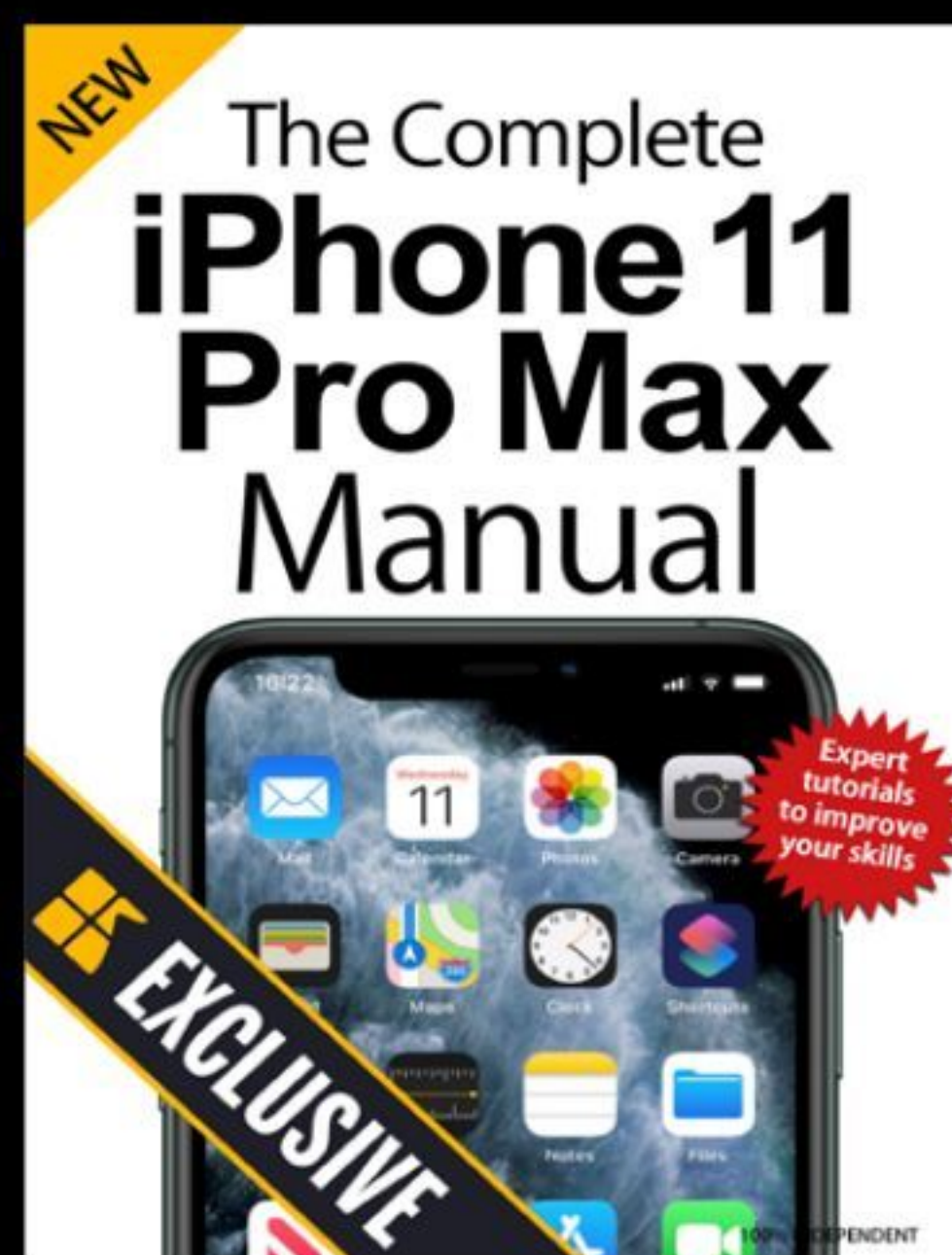
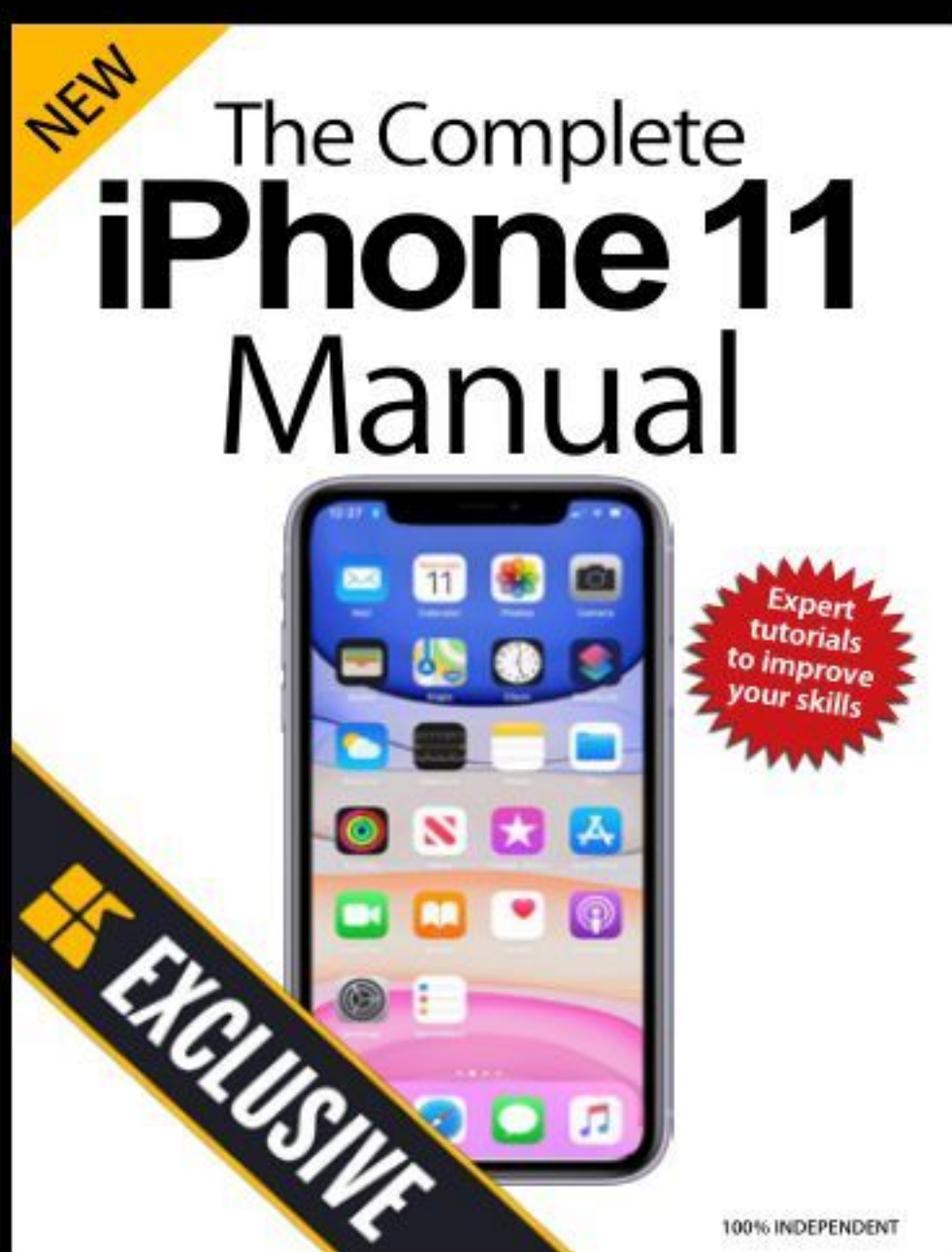
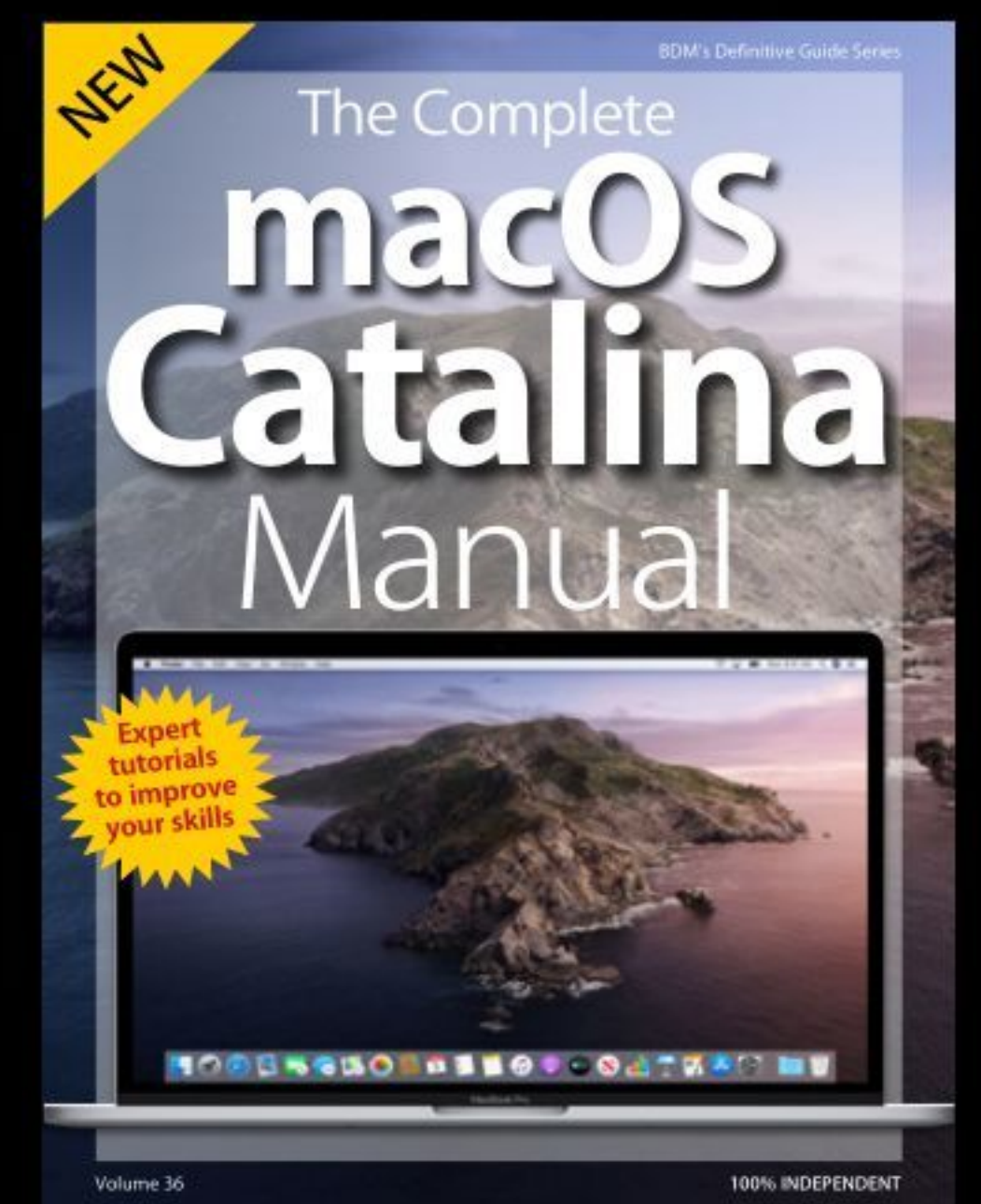
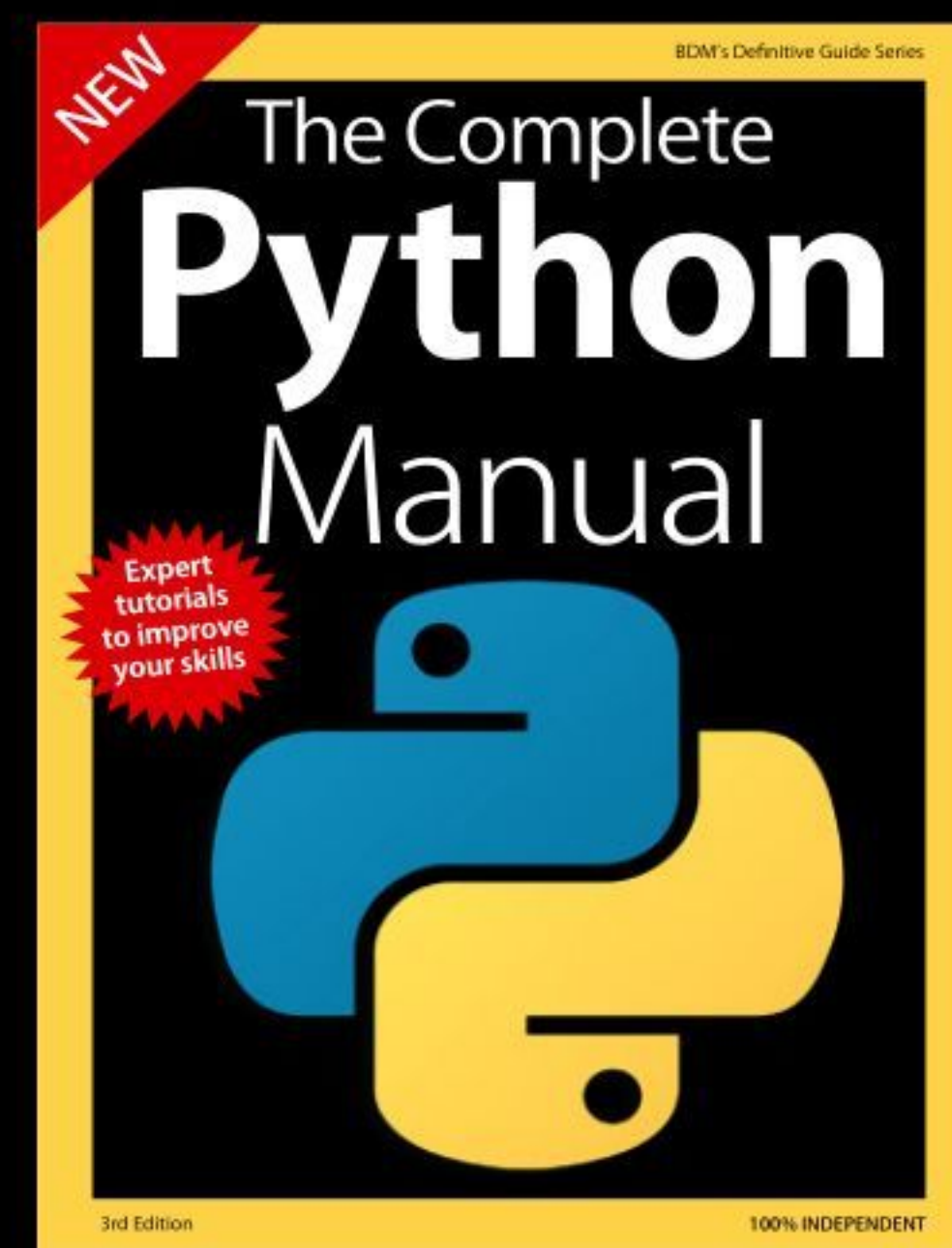
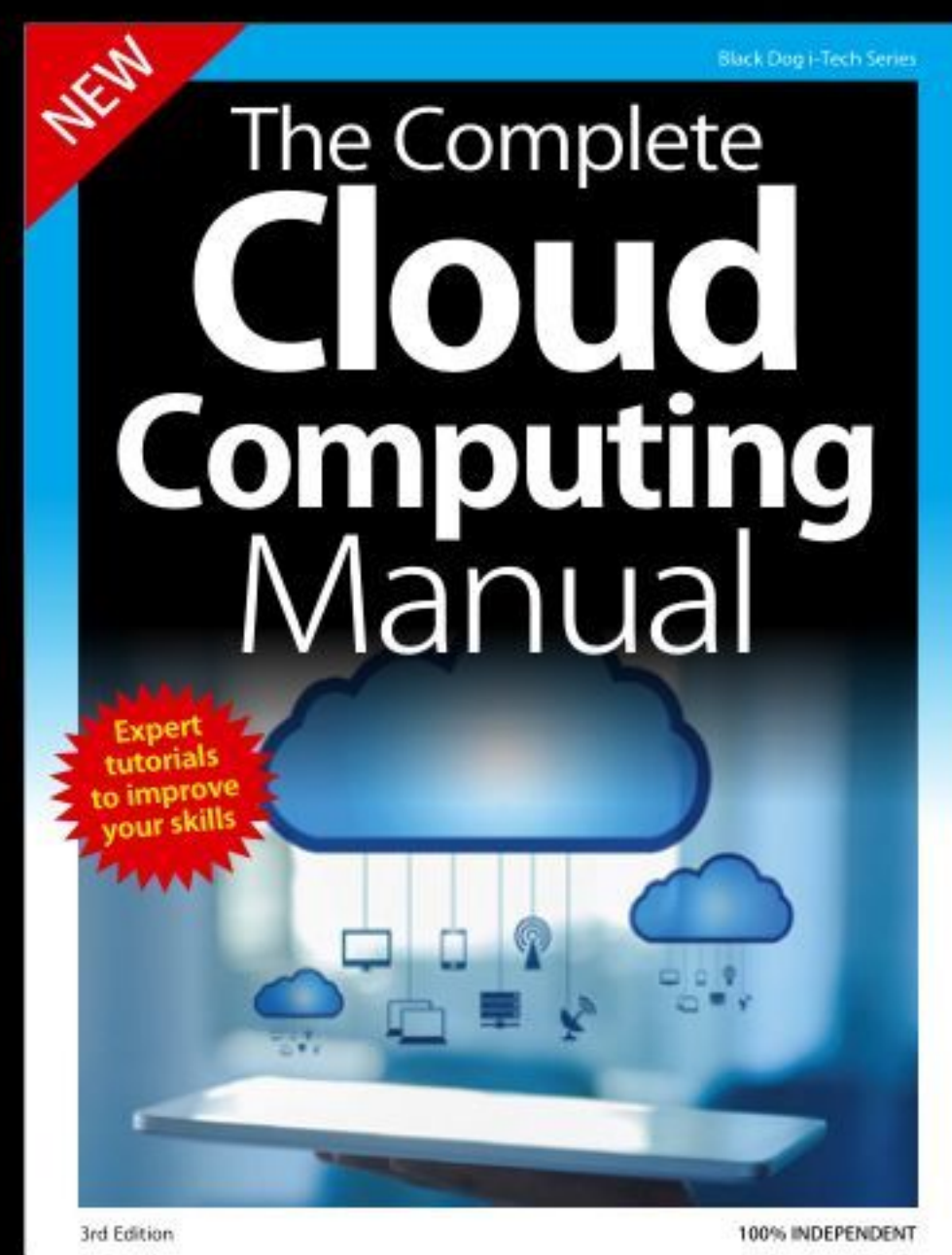
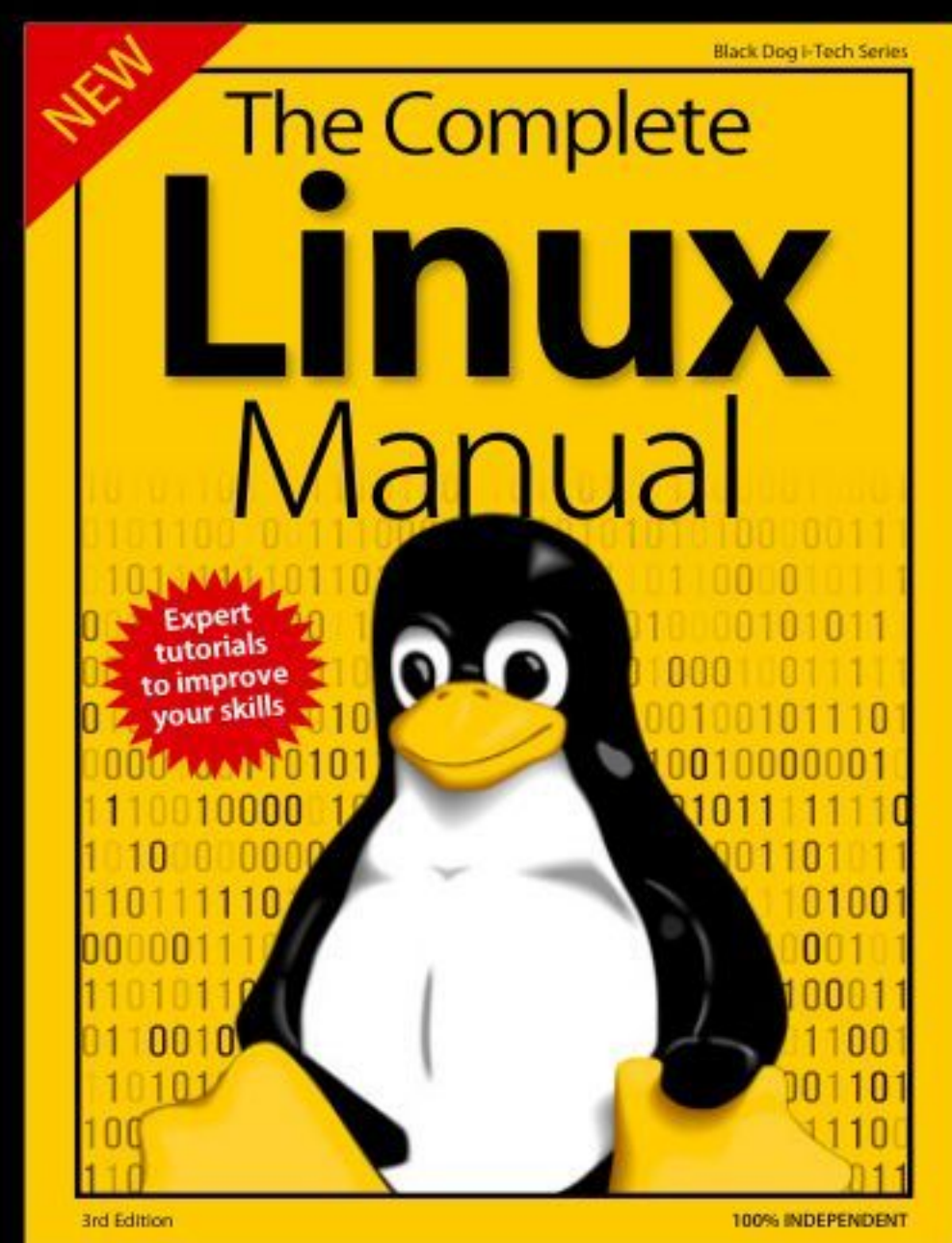
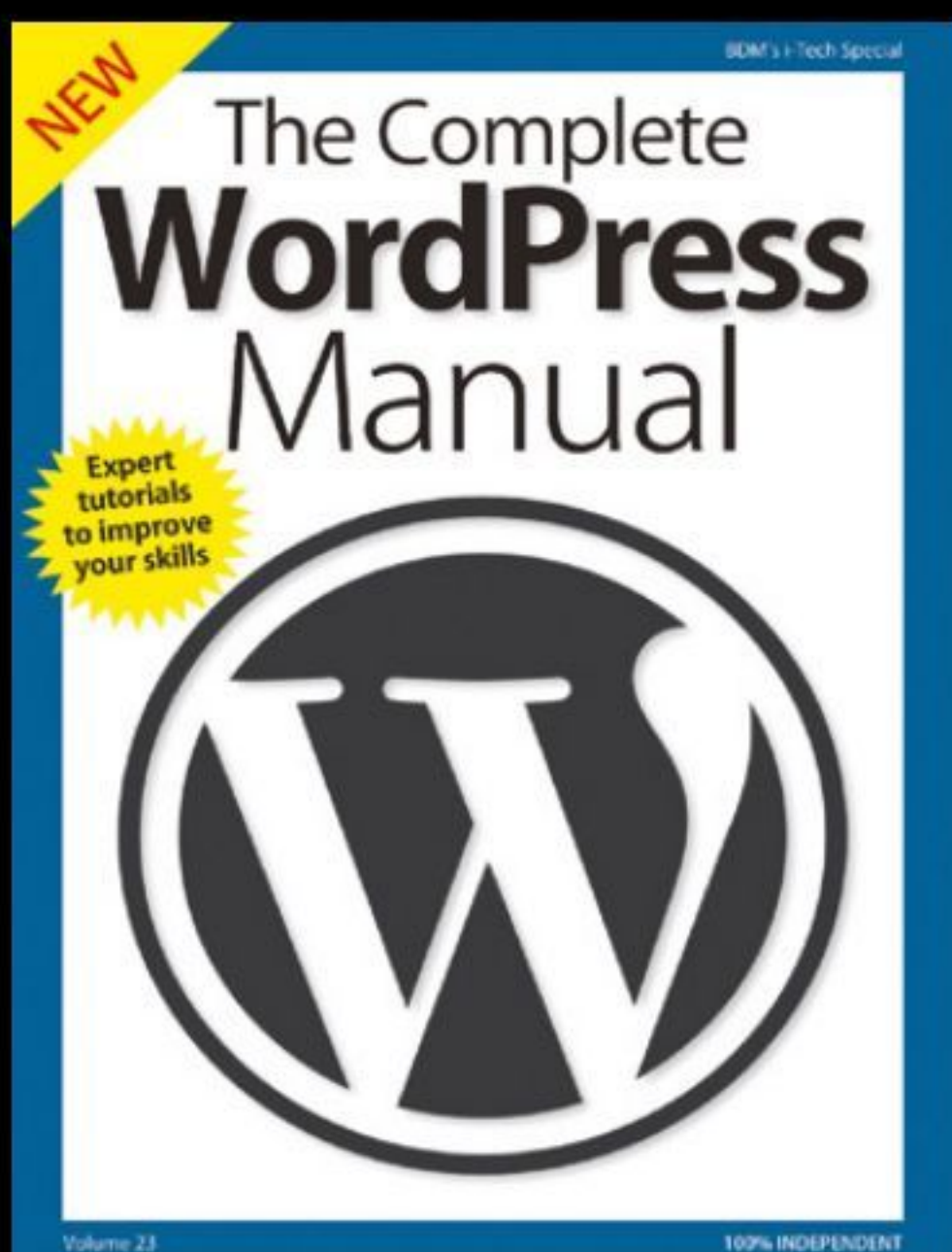
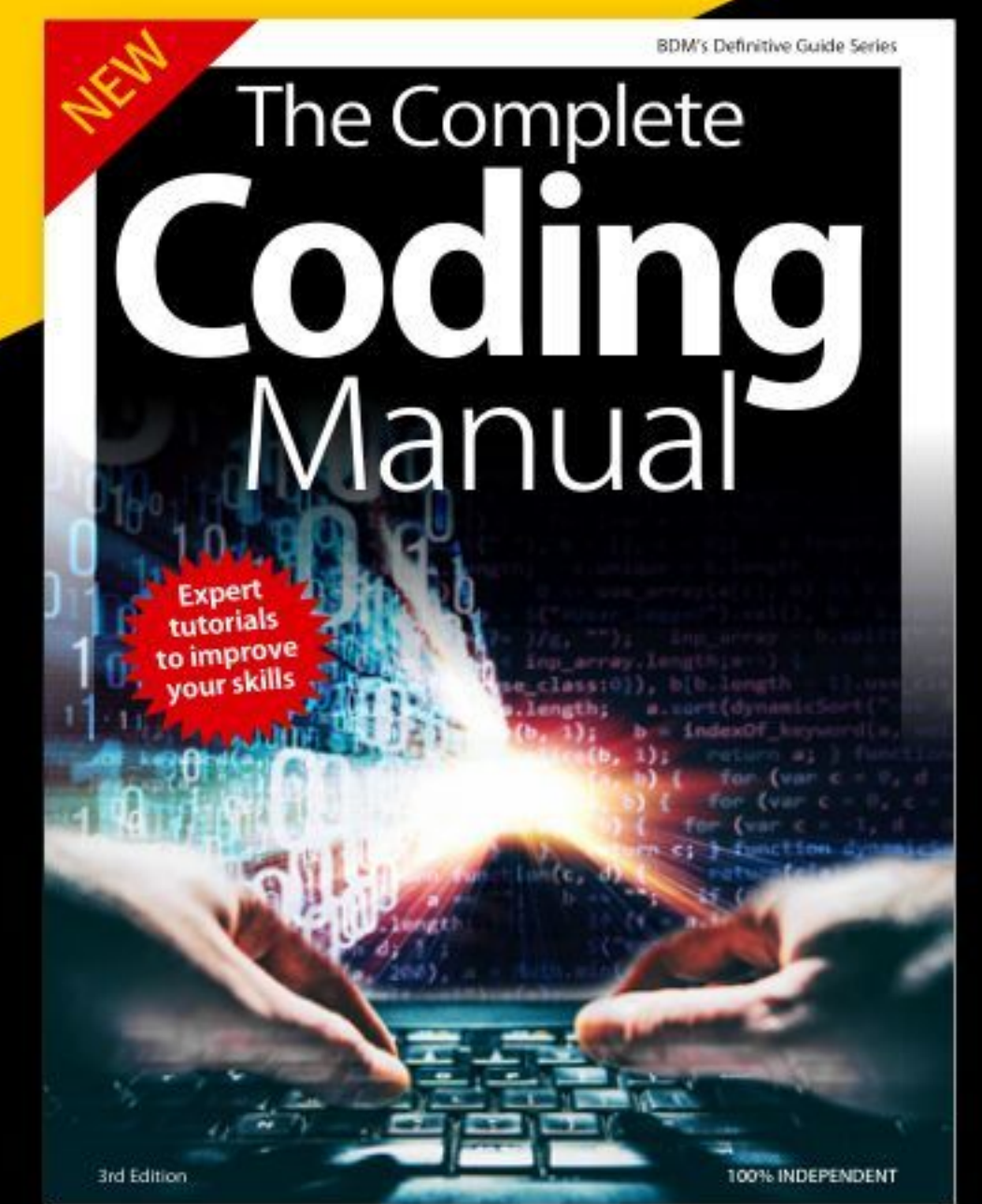
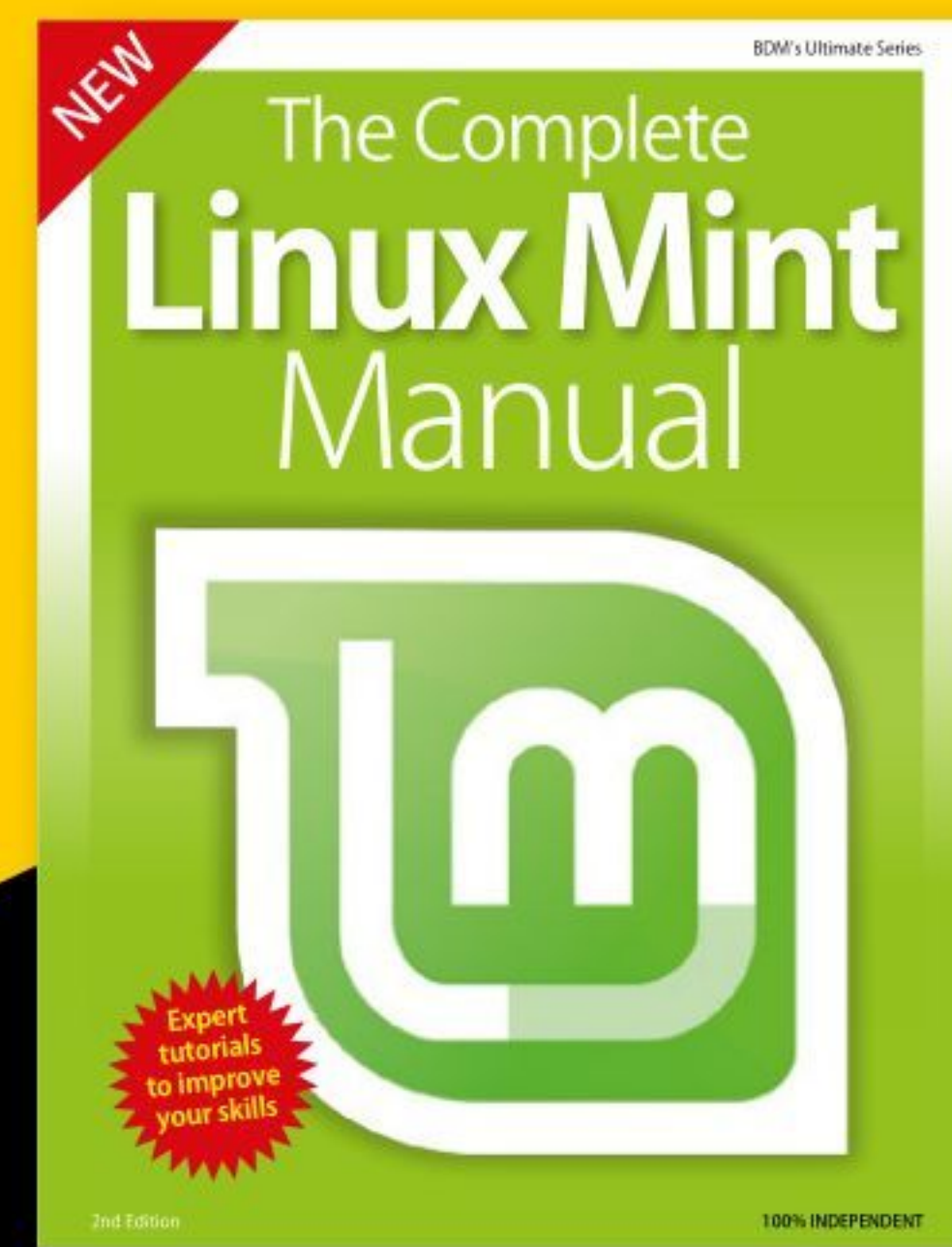
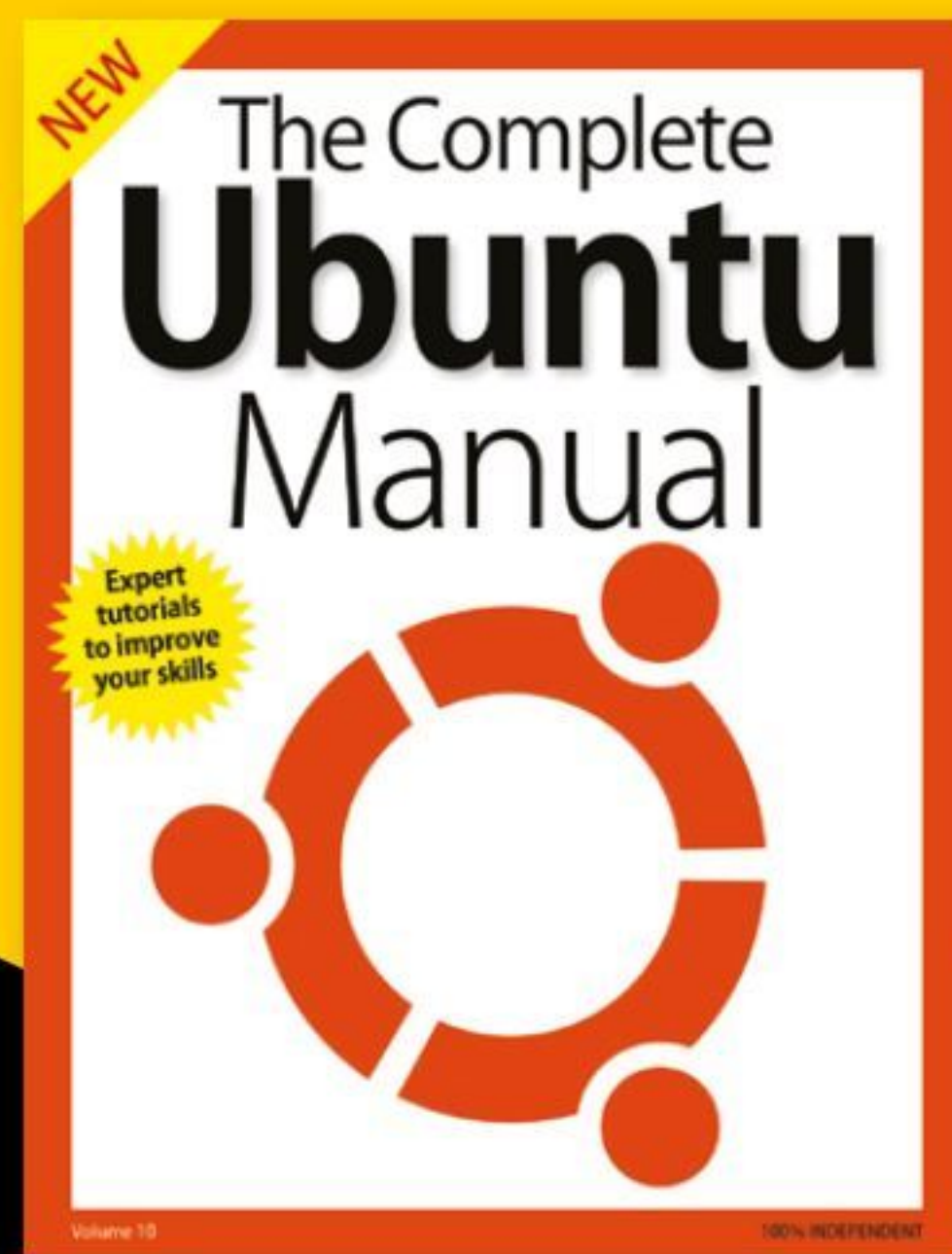
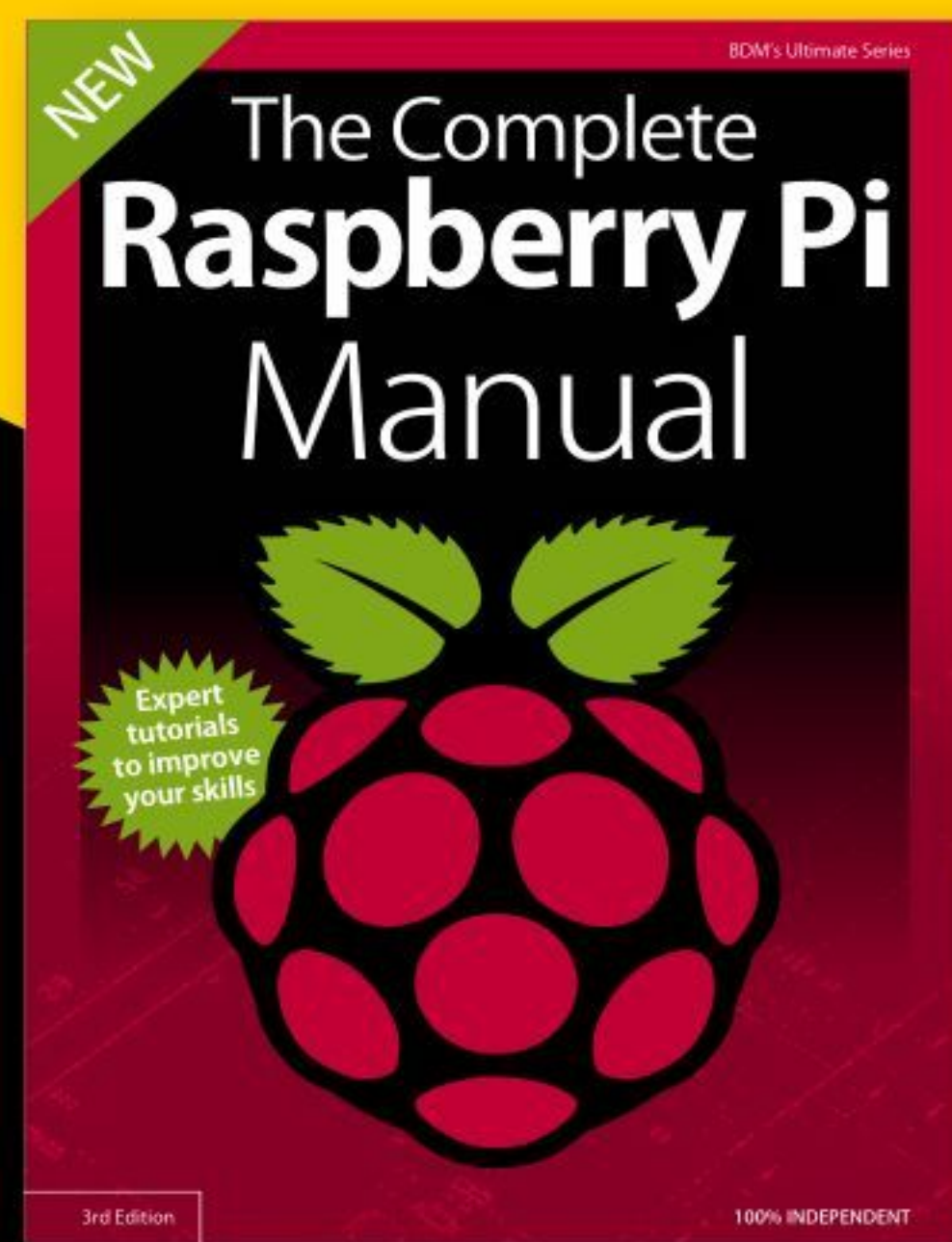
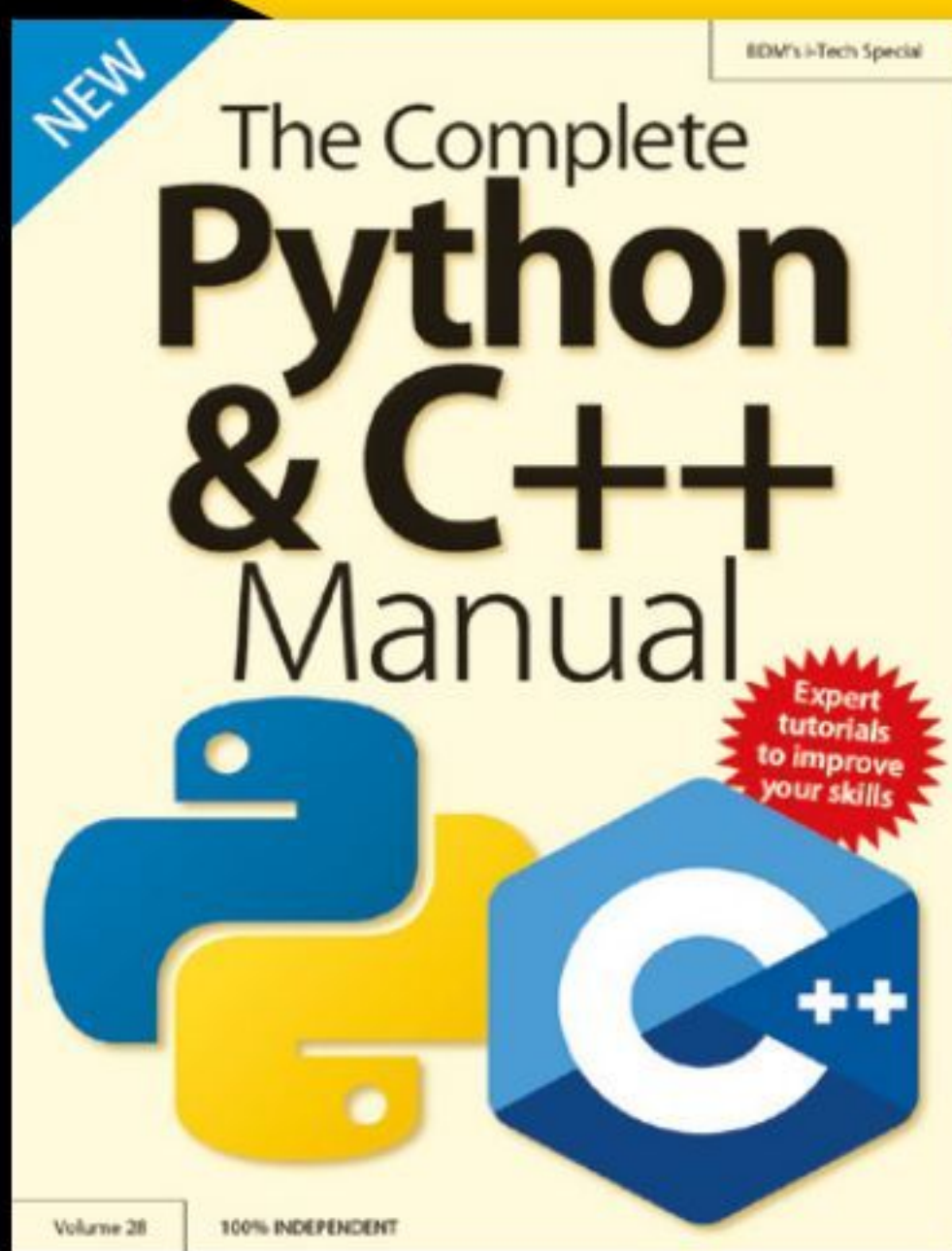
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# Photoshop Elements Manual

Photoshop Elements is a great option for those who want an extensive toolset that can take on their image editing and cataloguing needs. From organising your content into coherent and easy-to-find folders, to making your photos look amazing with automated edits and getting hands-on in Expert mode, this manual will take you through the processes in easy-to-follow steps. Photoshop Elements is powerful and intelligent enough to give you more time to be truly creative.

## Get organised

Your hard drive content no longer has to be a mystery. The Elements Organiser module allows you to find, catalogue and organise your content. Add keywords to speed up the process of selecting the relevant images you want and get organised automatically by date, people, places and subject matter.

## Create quickly

The Photo Editor module is broken down into three main modules with its own particular set of tools and options. You have the Quick Edit module for intelligent and fast edits using basic tools and presets to swiftly get your photos looking superb. We can show you how to use colour correction, lighting fixes and more.

## Quick guidance

The next module is concerned with Guided edits. These are mostly automated step-by-step guides and you can choose from a selection of tutorials to help you make amazing-looking artwork with just a few clicks. There are numerous basic guided edits as well as more fun and advanced edits. We have a handy reference guide to them all.

## Be an expert

Finally the Expert module gives you access to all the main editing tools so you can apply more advanced edits to your photos. This guide takes you through the various tools available and finishes off with some more involved projects to really show how you can be a master image manipulator with creative techniques and effects.

