

Editing Digital Photos

(Elements 5 for Windows XP)

- Start Elements and choose “Edit & Enhance Photos” from the Welcome screen.

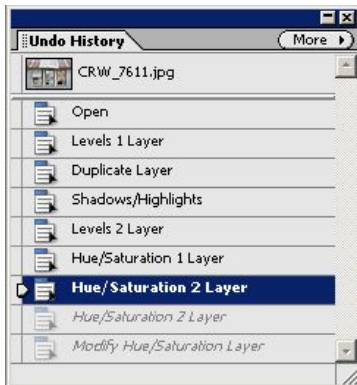
Introducing the Photoshop Elements screen

(Refer to Chapter 3 in the User Guide)

- Menus
- Shortcut bar
- Options bar
- Toolbox
- Palette Bin
- Photo Bin

Handling Mistakes

- Use the keyboard shortcuts Ctrl+Z to undo steps and Ctrl+Y to redo steps.
- Look in the Undo History palette for a list of your steps.
 - a. Click on each named step to back up in time and delete steps.
 - b. Click on each gray italic step to move forward in time and restore your choices.



Undo History palette

Saving Files & Copies

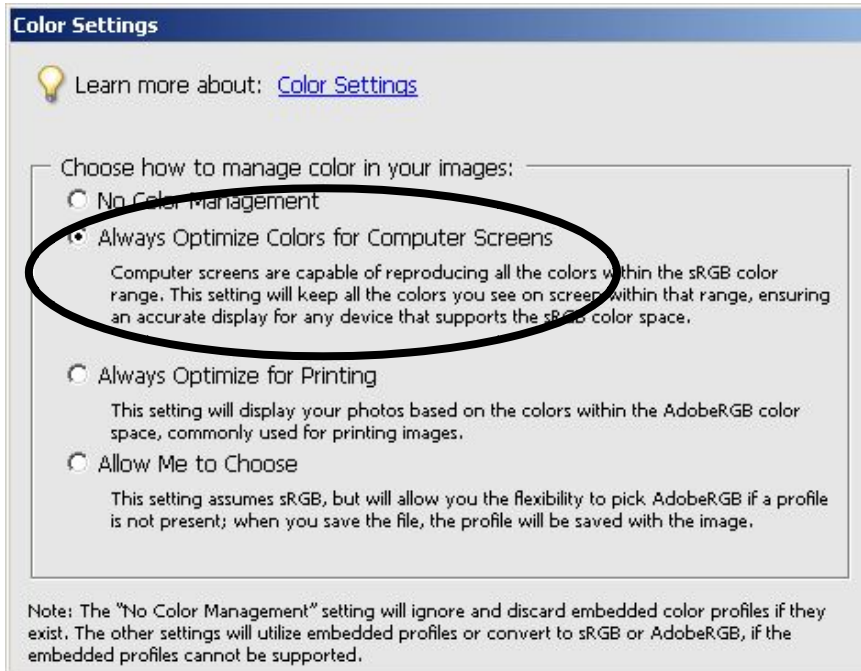
- Use Save when you want to replace the previous version with the changes you’ve made.
- Use Save As when you want to keep the previous version and make a second copy with different changes.

Organizing Digital Photos

- Keep your original camera images in their own folder in the “My Pictures” folder of My Documents. (Save scanned photos in the My Scans folder.) Organize these in a way that makes sense for you and your photography.
- Create a new folder inside My Pictures called “Edited Photos” for all your finished pictures. If you have lots of images, you may want to create separate subfolders for each category as you did for your original photos.
- Make a second folder called “Prints” for the sized and sharpened versions of your photo.

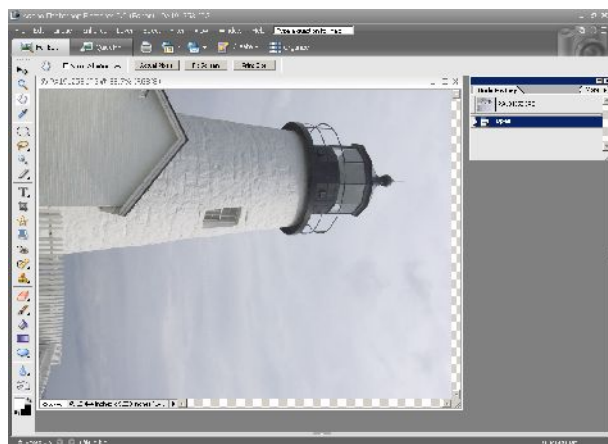
Setting up Your Equipment

- Calibrate your computer monitor.
- Customize Photoshop Elements
 - Establish color settings to ensure accurate colors
 - a. Choose Edit > Color Settings
 - b. Select “Always Optimize Colors for Computer Screens”.
 - c. Click OK.



Color settings window

- Maximize the work area
 - a. Hide the photo bin at the bottom of the screen.
 - b. Hide the palette bin.
 - c. Choose Window > Undo History to display this palette.
 - d. Position the two palettes along the right side of the screen.

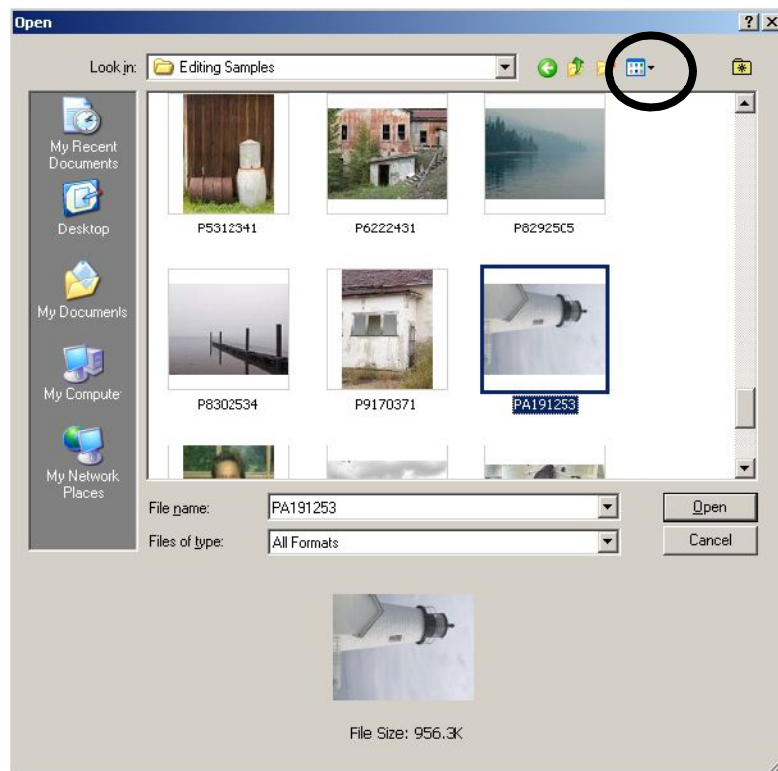


New screen layout

Editing the Picture

1. Select

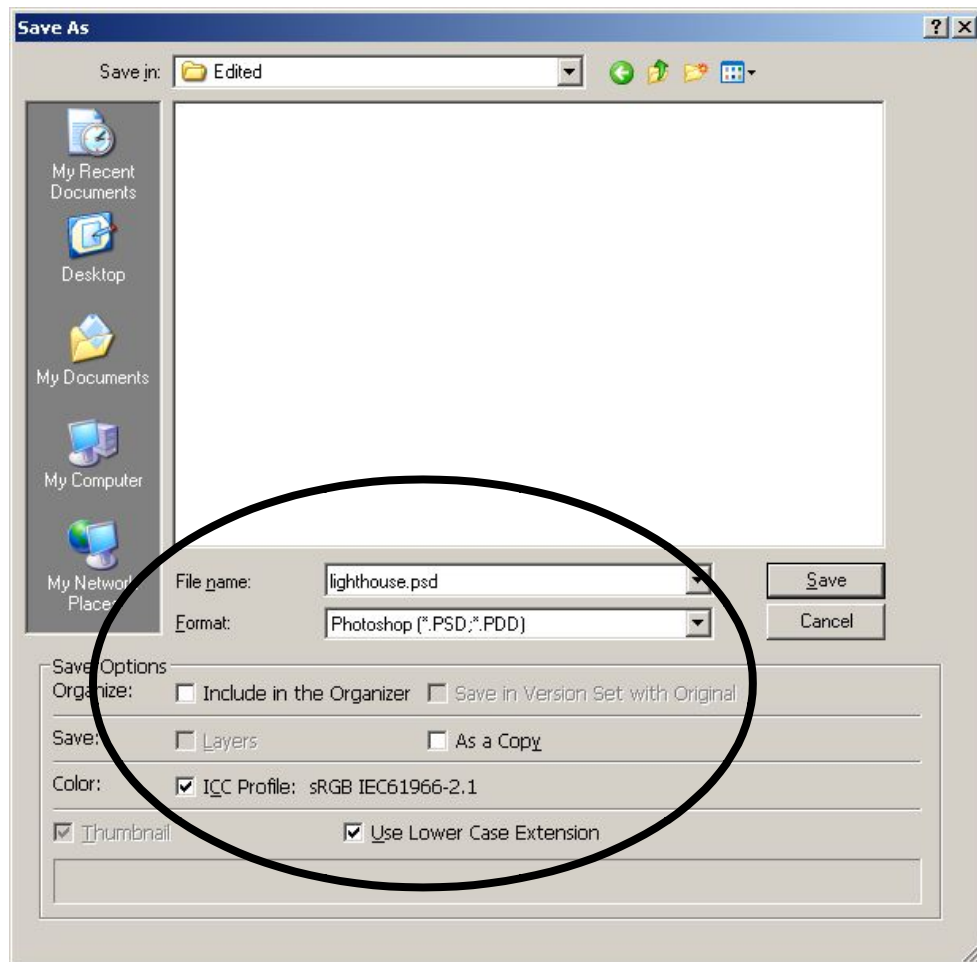
- a. From the File menu, choose Open.
 - b. Navigate to the folder where your photos are.
 - c. Choose Thumbnail view so you can easily identify your photos.
 - d. Double click to open the picture.
- The picture opens inside the editor.



Thumbnail view icon

2. Save a copy.

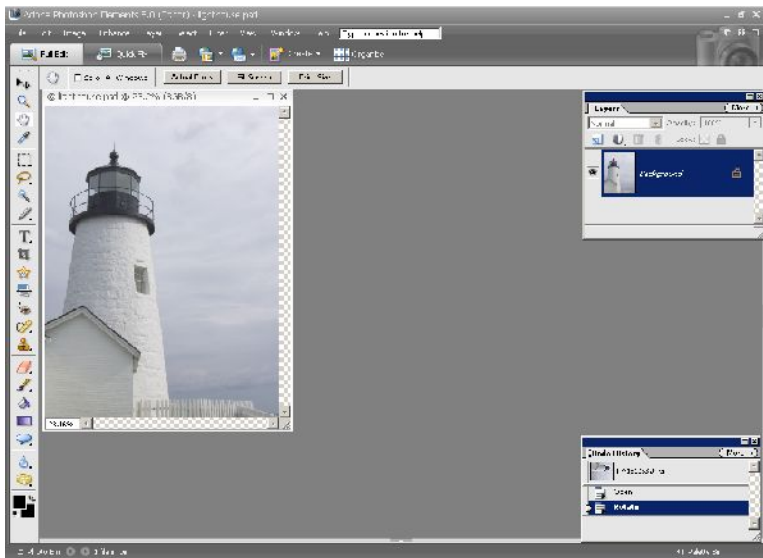
- a. From the File menu choose Save As.
- b. Select the “Edited Photos” folder.
- c. Give the picture a descriptive name (e.g. “Lighthouse”).
- d. Set the Format to Photoshop (PSD).
- e. Turn off the “Include in the Organizer” box.
- f. Check the ICC Profile box.
- g. Check the “Use Lower Case Extension” box.
- h. Click Save.



Save As window

3. Rotate (optional)

- a. Choose Image > Rotate
- b. Select the appropriate direction (e.g. 90° Left).
- c. Choose View > Fit on Screen, if necessary.

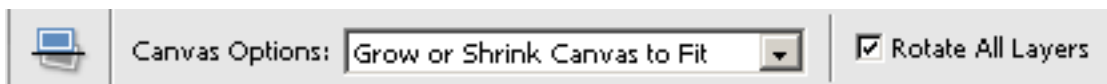


Picture in correct orientation

4. File > Save

5. Straighten (optional)

- a. Select the straighten tool or type P.
- b. In the Options bar, set the Canvas Options to “Grow or Shrink Canvas to Fit”.
- c. Check the “Rotate All Layers” box.
- d. Drag along a horizontal line that is supposed to be straight.
- e. To straighten along a vertical line, hold down the CTRL key and drag along the edge that is supposed to be straight. The photo turns.
- f. Choose View > Grid to check the results.



Straighten tool options



Straighten line drawn



Picture turned



Finished cropped result

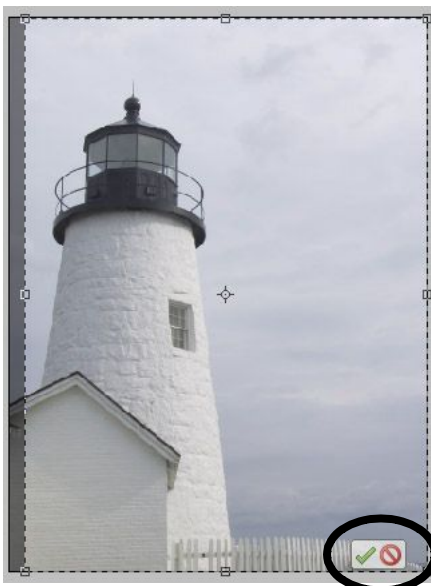
6. File > Save

7. Crop (optional)

- a. Maximize the image window.
- b. If you can't see all your picture, choose View > Fit on Screen
- c. Choose View > Snap > Grid to turn off this feature for easier adjustments.
- d. Pick the Crop tool or type C.
- e. In the Options bar, for Aspect Ratio choose "No Restriction".



- f. Drag a box around the part of the photo you want to keep.
- g. Adjust the sides.
- h. Click the Green Checkmark to accept.
- i. Click the Red Circle to cancel and try again.

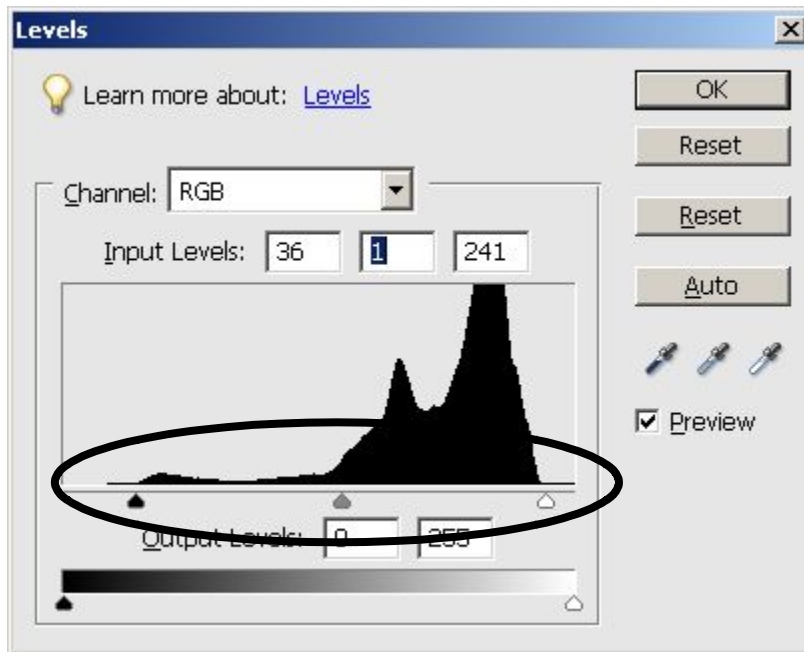


Cropping box adjusted

8. File > Save

9. Adjust exposure.

- a. From the Enhance menu, choose Adjust Lighting, then Levels.
- b. Drag the top black slider to the right to the beginning of the “mountain range”.
- c. Drag the top white slider to the left to the beginning of the “mountain range”.
- d. Move the middle gray slider left to lighten or right to darken the image.



Adjust the Levels sliders for exposure

- e. Click the Preview checkbox off and on to see a before and after version.
- f. When you are satisfied, click OK.



Before Levels adjustment

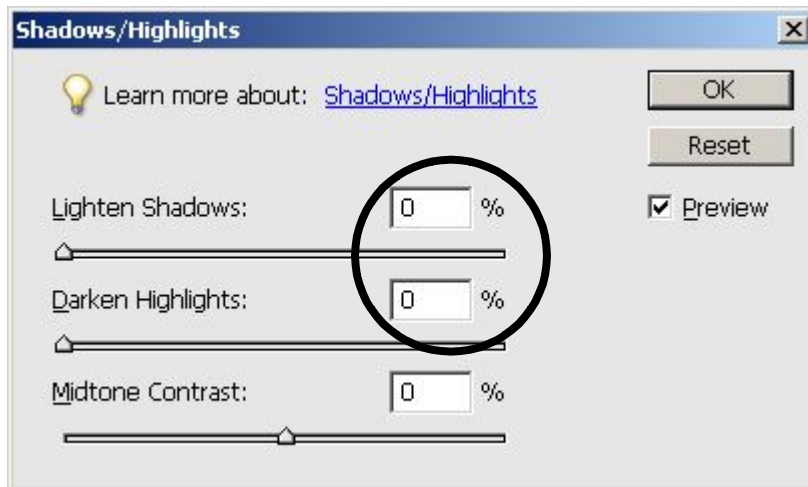


After Levels adjustment

10. File > Save

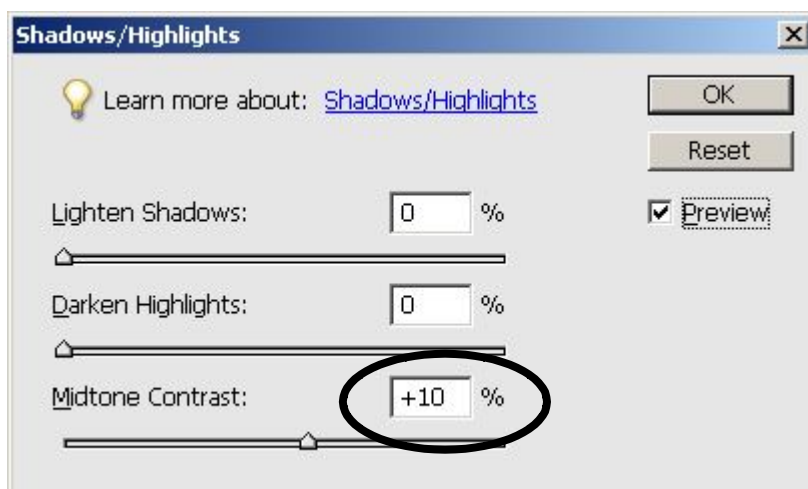
11. Adjust midtone contrast.

- a. Choose Enhance > Adjust Lighting > Shadows/Highlights.
- b. Change the Lighten Shadows slider and the Darken Highlights slider both to 0%.



Shadows/Highlights all set to zero

- c. Adjust the Midtone Contrast slider.
 - i. Move the slider to the right to increase contrast.
 - ii. Move the slider to the left to decrease contrast.
 - iii. Drag the Midtone Contrast slider to the right to create a better feeling of texture.
 - iv. Start with 10%-15%.



Midtone contrast increased

- d. Click the Preview checkbox off and on to see a before and after version.
- e. When you are satisfied, click the OK button.



Before contrast adjustment

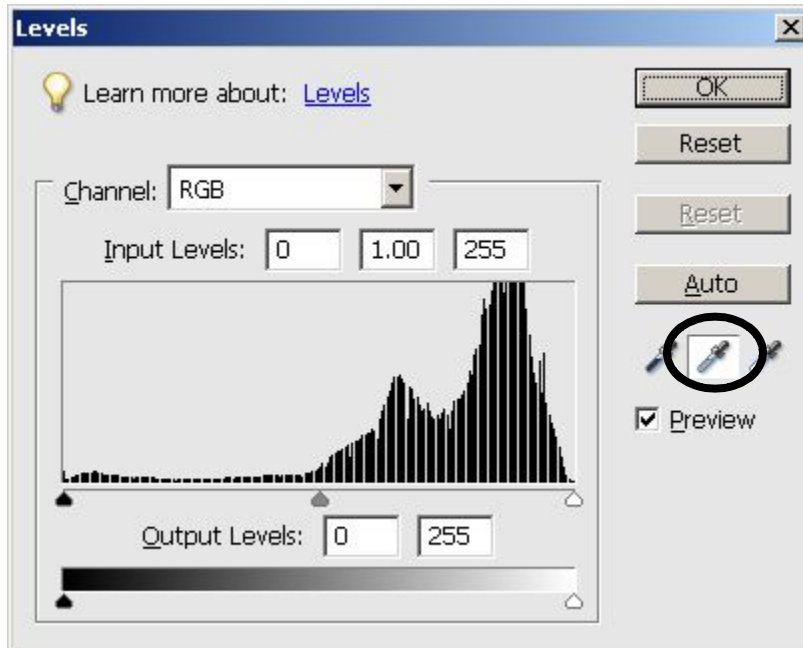


After contrast adjustment

12. File > Save

13. Correct color

- a. Choose Enhance > Adjust Lighting > Levels
- b. Choose the Gray eyedropper.
- c. Click on an area known to be gray, such as a white surface in the shade.



Gray eyedropper selected

- d. If you don't like the effect, click the Reset button.
- e. Then click on a different place in the photo.
- f. Turn the Preview check box off and on to see a before and after version.
- g. When you are satisfied, click OK.



Before color correction

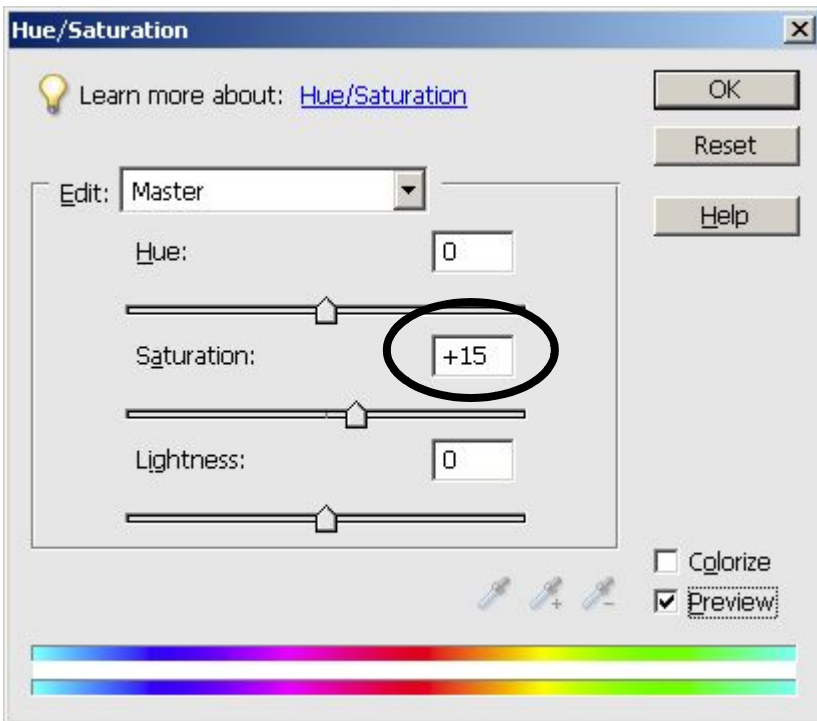


After color correction

14. File > Save

15. Adjust the color intensity.

- a. Choose Enhance > Adjust Color > Adjust Hue/Saturation
- b. Adjust the intensity of the colors.
 - i. Drag the middle (Saturation) slider to the right to increase the vividness of the colors.
 - ii. Drag the middle slider left to decrease the intensity of the colors.



Vividness (saturation) increased

- j. Turn the Preview check box off and on to see a before and after version.
- k. When you are satisfied, click OK.



Before saturation adjustment



After saturation adjustment

16. File > Save

17. Repair red-eye (optional)

- a. Choose the Zoom tool or type Z.
- b. Click on the eyes several times until they fill the screen.
- c. Choose the Red-Eye Removal tool or type Y.
- d. Click once on the red portion of each eye.
- e. Choose View > Fit on Screen



Before red-eye fix

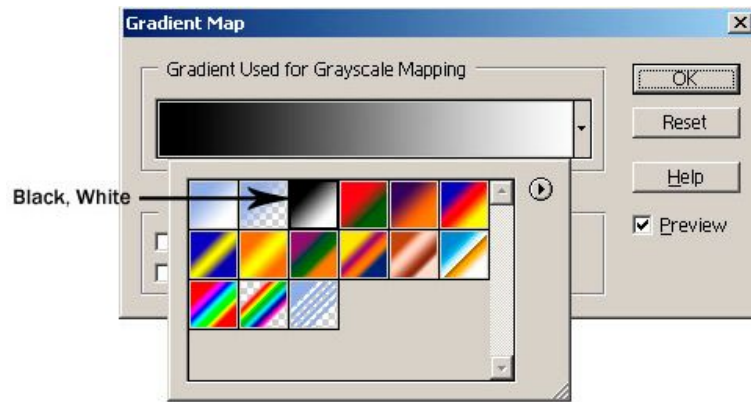


After red-eye fix

18. File > Save

19. Convert to black and white (optional)

- Choose Filter > Adjustments > Gradient Map.
- From the Gradient drop-down list, choose Black, White (third one in first row).
- Click OK.
- Turn the Preview check box off and on to see a before and after version.
- When you are satisfied, click OK.



Before black & white adjustment



After black & white adjustment

20. File > Save