

# Adobe Photoshop Elements 10: Adjusting Images for the Web

## Activity Guide

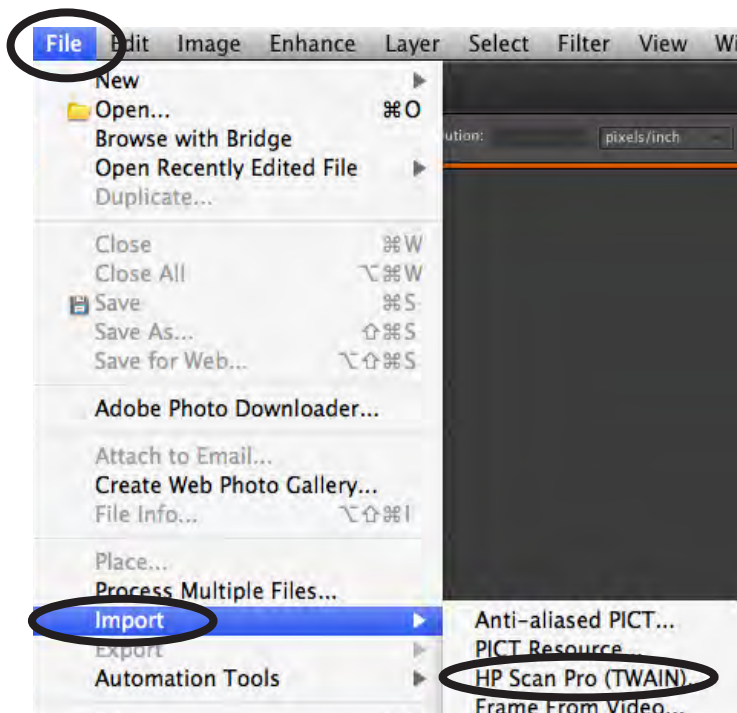
Adobe Photoshop Elements is a consumer level image editing program modeled after Adobe Photoshop. Like Photoshop, it contains powerful image editing capabilities and many of the features photo editing enthusiasts want. But rather unlike Photoshop, Elements makes it easy for beginning and novice photo editors to get started editing and manipulating images and develop their skills. This is due in large part to Elements's user-friendly features, many of which streamline complex image editing processes.

This guide accompanies a short course covering the following topics: (1) scanning images, (2) workspace and toolbar, (3) resolution and sizing, (4) selection and cropping, (5) adjusting images, (6) adding text, (7) batch processing, and (8) saving for the web.

### 1. Scanning Images

To scan an image in Elements, click **File**, then **Import**, and then choose the scanner software connected to your specific computer. This calls up an external module with options designated by your scanner. Consult your scanner documentation for more information about these options.

Usually, you can use this method to scan an image directly into Elements. Sometimes, however, (i.e. if your scanner is not listed under Import) you will need to open your scanner software, scan the image and save it, and then open the image in Elements to work with (File > Open > [image filename]).



#### Image Import Tips:

- Scan the largest, highest quality version of the image you can find. Images printed in magazines and books do not necessarily represent high quality originals, and often the quality of the paper is not conducive to high resolution scans.
- Consider your image's eventual output and scan it using at least twice the resolution required. For example, if you are scanning an image for use on the web with an eventual output of 72 ppi (pixels per inch), then you might scan at 180 ppi. This will allow you to manipulate the image without risk of pixilation.

## 2. Workspace and Toolbar

In Photoshop Elements, when you select a tool from the main toolbar (A) on the left-hand side, the options for that tool appear across the top of the screen (B). Elements has three editing modes (C), which are discussed in greater detail in Section 5: "Adjusting Images." Below the editing modes and their corresponding palettes is the layers palette (D). Layers are images or effects laid overtop each other that you can manipulate, allowing for flexible editing. At the bottom of the workspace is the project bin (E) that displays the images currently open. Double-click on an image to bring it into the editing window (F).



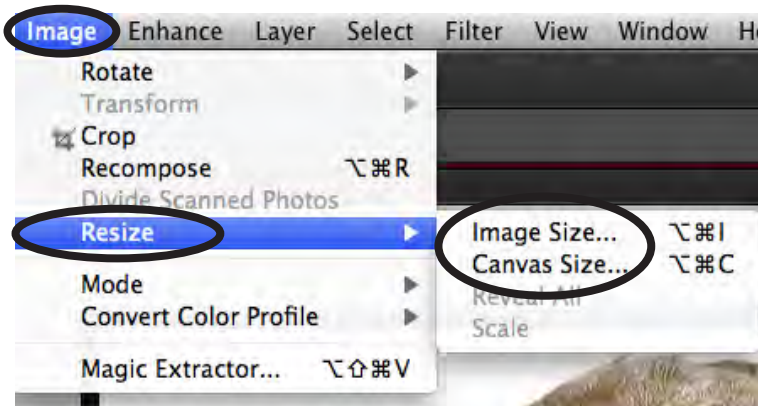
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Below is an overview of each of the tools in the Elements toolbar in Full edit mode. If a tool has a black arrowhead in its bottom right corner, double-click on it or click and hold to see its other options.

- 1: **Move** - Move a selection
- 2: **Zoom** - View image close up or far away
- 3: **Hand** - Move selection around the page
- 4: **Eyedropper** - Copy color from one area, drop it in another
- 5: **Rectangular/Elliptical Marquee** - Select rectangle or oval shapes
- 6: **Lasso** - Select irregular shapes
  - Regular** - Freehand
  - Magnetic** - System-sought anchor points (click and drag)
  - Polygonal** - Choose anchor points by clicking
- 7: **Magic Wand** - Select pixels within a similar color range
- 8: **Quick Selector** - Select pixels of similar color and texture
- 9: **Type** - Insert text (see Section 6)
- 10: **Crop** - Remove an unselected part of an image
- 11: **Cookie Cutter** - Crop specific shapes

- 12: **Straighten** - Straighten a crooked image
- 13: **Red Eye Remover**
- 14: **Spot Healing Brush** - Remove spots or larger areas of an image
- 15: **Clone Stamp** - Copy pixel area and apply it elsewhere
- 16: **Eraser** - Erase part of an image, background, or area within a color range
- 17: **Brush/Pencil** - Draw brush/pencil strokes  
**Color Replacer** - Paint with foreground color without covering image detail
- 18: **Smart Brush** - Select area of image and apply adjustment to it
- 19: **Paint Bucket** - Fill selection with foreground color
- 20: **Gradient** - Fill selection with gradient of foreground and background colors
- 21: **Shapes** - Draw shapes onto image
- 22: **Blur/Sharpen/Smudge**
- 23: **Sponge** - Saturate/desaturate pixels where you paint  
**Dodge** - Lighten pixels where you paint  
**Burn** - Darken pixels where you paint
- 24: **Color Picker** - Select a primary ("foreground") and secondary ("background") color to use

### 3. Resolution and Sizing



To access image resolution and sizing options, click **Image**, then **Resize**, and then choose either **Image Size** or **Canvas Size**.

- **Image Size** controls the size of the image itself.
- **Canvas Size** controls the size of the canvas under the image. (For example, you can make the canvas larger than the image, leaving room to add additional content to the original image. Changing the canvas size also allows you to create a border around your image.)

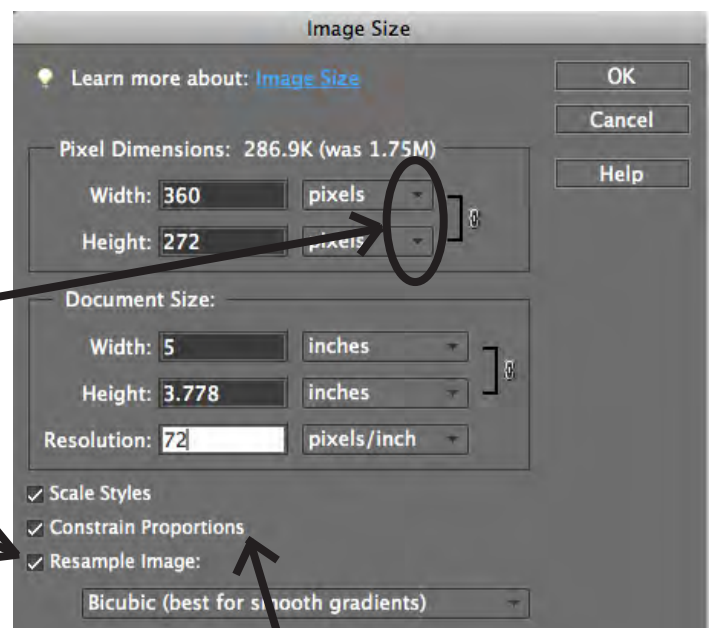
#### Image Size

Under “Pixel Dimensions,” the image size is listed in number of pixels horizontally and vertically. You can resize the image by changing the number of pixels listed by Width and Height. If you wish to resize the image to a percent of its current size, you can do so by changing the scale from pixels to percent using one of the dropdown menus and entering the desired percentage. (Note: You will not be able to change the image size unless “Resample Image” at the bottom of the menu is checked.)

Under “Document Size,” you can change the size of the document as well as the units in which the document size displays (e.g., percent, inches, cm, mm, points, picas, or columns) the same way as with the image size. You can also change the resolution--or the sharpness and clarity of the image--which is determined by the number of pixels per inch (or cm) of the image.

#### Resolution Values to Remember:

- 72 pixels/inch for the web
- 300 pixels/inch for print



When “Constrain Proportions” is checked, you can change only the width or height of the image and the other will resize automatically to maintain the locked proportions. The boxes that are joined with the chain icon will maintain relative values. Unchecking “Constrain Proportions” will allow you to resize width and height independently of each other.



## 4. Selection and Cropping

Selecting parts of images and cropping images are two related processes. “Cropping” images is the term for selecting a part of an image and then discarding the rest. There are several ways to crop an image. The most straightforward way to crop an image is with the crop tool:



**Crop Tool** - Select a portion of the image by dragging a rectangle over it. Hit the Enter key or click the Accept button to discard that which is not contained within the rectangle.



There are several more nuanced techniques for selecting portions of and cropping images. They are as follows:



**Marquee Tool** - Select a rectangular or oval portion of the image.



**Lasso Tool** - Select a non-regular shape either freehand, by selecting along natural divisions with the “magnetic” lasso, or using straight lines with the “polygonal” lasso.



**Quick Selector Tool** - Select a specific color and texture set within the image. (This tool is the most efficient way to select a specific object in an image, and it affords a good amount of control. In the options bar at the top, you can choose a brush size and use the “+” and “-” features to add or subtract areas of a selection.)



To invert the selected part and the unselected part (which can be useful if you want to crop out the background and the foreground is easier to select), click **Select**, and then choose **Inverse**.

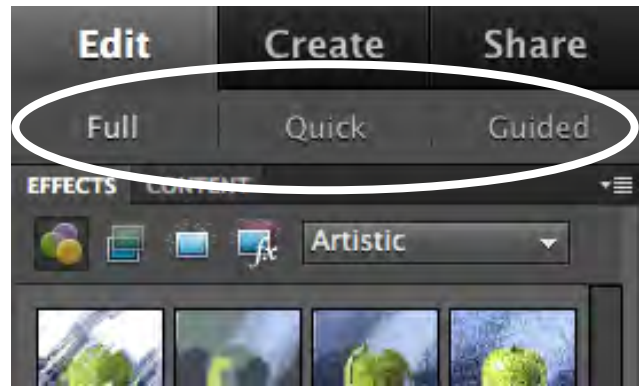
The selected part of the image is indicated by a blinking, dotted outline. To remove any part of the image that is not selected, click **Image**, and then choose **Crop**. (In other words, after cropping, all that you will have left will be the part of the image you have selected.)

You can also copy a selected area into another Elements document and save it as a new file. Copy the selected area (Edit>Copy) and select File>New>Image from Clipboard.



## 5. Adjusting Images

Elements has three editing modes accessible on the left-hand column (see C in Section 2):



- **Full** - The most similar to the Professional Adobe Photoshop, minus several of the tools. It is usually the default setting in which you can access the full set of tools in the left bar as well as effects, addable content, and the layers palette in the right-hand column.
- **Quick** - Provides easy-to-use slider controls in the right-hand column for some of the most popular editing functions, including adjustments in lighting and color as well as sharpening. You can enhance parts of a photo by selecting them with the Quick Selection tool while in this mode. It also provides some automatic fixes in the (right-hand) toolbar.
- **Guided** - For novices, provides easy-to-use “wizards” with step-by-step instructions for many editing functions and certain project functions such as Photo Merge and Face Merge.

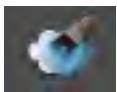
The following are some popular tools that can be found in the Quick edit left-hand toolbar:



**Red Eye Removal** - Removes red eye (or green/white eye in pets) in photos taken with a flash. Click on the center (pupil) of the eye you want to fix, or click the Auto button in the options bar.



**Whiten Teeth** - Brightens teeth to make them appear whiter. Drag within the image area that contains the teeth you want to whiten.



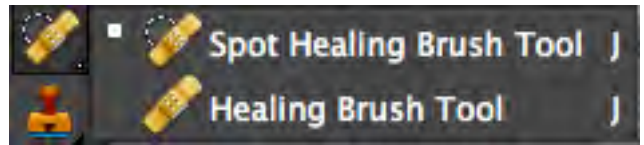
**Make Dull Skies Blue** - Modifies the color of the sky to a more vivid hue. Drag within the image where you want to make the sky appear bluer. This applies a blue gradient to the selected area. Adjust levels (especially saturation) for the entire photo to make the effect appear more natural.



**Black and White - High Contrast** - Simulates the image effects that photographers produce when placing a red filter over the camera lens and using black and white film. Drag within the image area that you want to convert to high-contrast black and white.

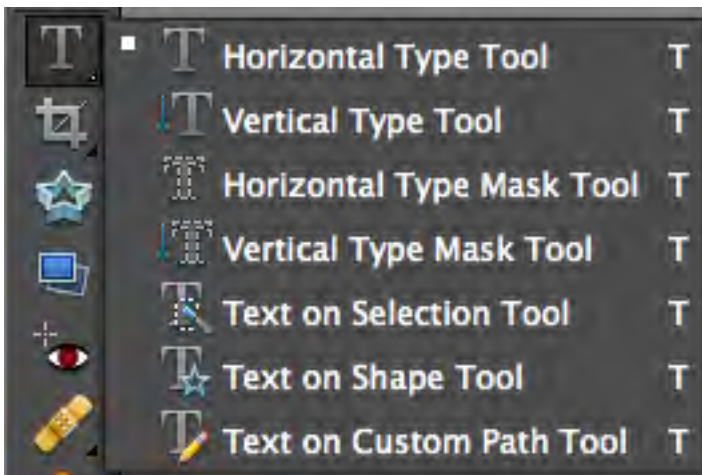
## Removing parts of an image (“Retouching”) in Full mode:

- **Spot Healing Brush Tool** - Choose a brush size and paint over the area you wish to remove. For best results, ensure that “Content-Aware” is selected and use on an area with a consistent background.
- **Clone Stamp Tool** - Manually select an area (ALT+click) and paint over the undesired element with the selected area’s information. This takes practice but is useful for complicated areas that the automatic Spot Healing Brush does not know how to interpret.



## 6. Adding Text

**Type Tool** - There are a variety of ways to add text to an image in Elements. In each typing mode, you can make modifications (e.g. font, style, size and justification of the text, etc.) in the options bar at the top. The options displayed depend on the typing method you choose. To choose a particular method of typing, right click on the Type tool. You will have the following options:



- **Text on Selection Tool** - Allows you to type along a selected area. When you click the tool, it gives you a Quick Selection tool with which to select the area you want to type along. Accept the selection and click on the solid-line selection to place your cursor and start typing.

- **Horizontal/Vertical Type Tool** - These type tools are the most basic and commonly used. They allow you to type text on a horizontal or vertical line. Click on the image to set an insertion point (for a single line of text) or drag a rectangle to create a text box (for more than one line of text).
- **Horizontal/Vertical Type Mask Tool** - Allows you to remove part of the image in the form of the text (type text, adjust font/size/position, and hit Delete on your keyboard) and/or contain part of the image within the text (type text, adjust/font/size/position, and copy/paste as new file). Below is an example of the latter:



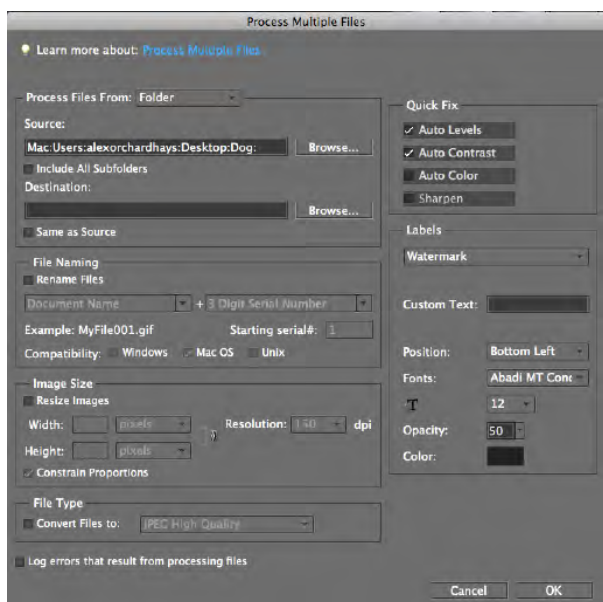
- **Text on Shape Tool** - Allows you to type along a shape that you choose from the dropdown menu in the options bar. Create a new layer and draw the shape, then hover over the lines until you see a cursor and click where you want to begin typing.
- **Text on Custom Path Tool** - Allows you to type along a path that you draw. Create a new layer and draw a path for the text to take. Click on the path to access the points you can use to refine the path. When you are satisfied with the path, commit it by clicking the green check box. Hover over the path until you see a cursor appear and click where you want to start typing your text.

For the Text on Selection, Text on Shape, and Text on Custom Path tools, please note the following:

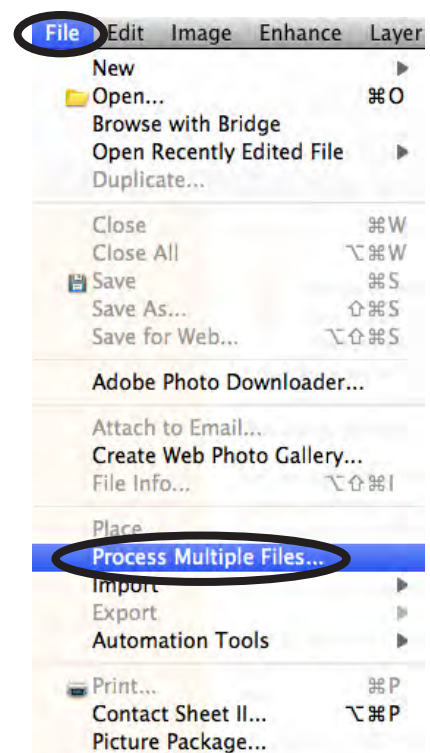
- You should avoid typing on areas with sharp angles, as the text will not be readable
- When your type is inserted, hold “Command” (Mac) or “Control” (PC) on your keyboard as you hover over a small dot on the line and click and drag to move the text along the path
- When you are dragging the text along the path, you can also move it to the other side of the path by dragging in the direction of the little black arrow

## 7. Batch Processing

Elements allows you to apply certain processes to a group of images simultaneously. You can access the batch processing menu by clicking **File** and then choosing **Process Multiple Files**.



Here, you have options for choosing the source and destination of your group of images, choosing a system for naming them, resizing them and adjusting their resolution, converting them to a different file type, making automatic adjustments, and labeling them.

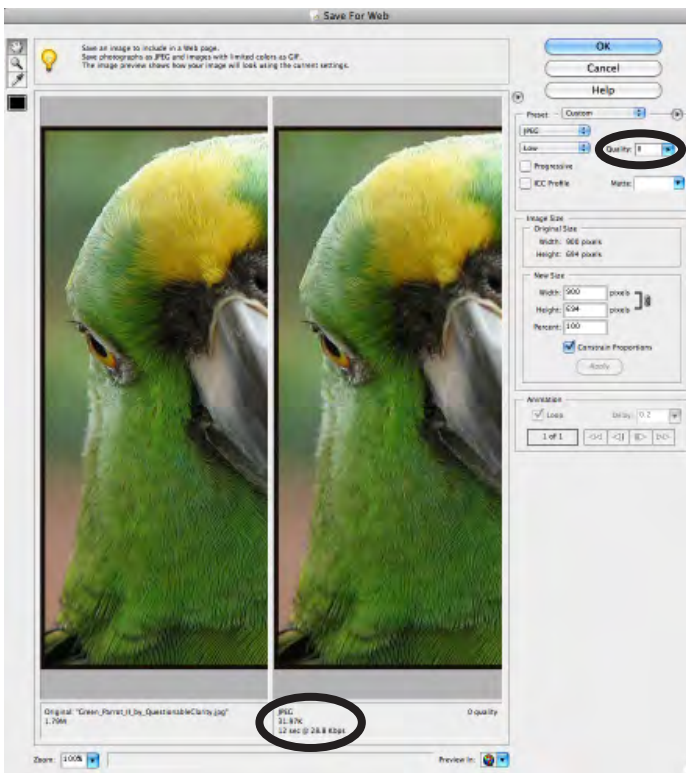
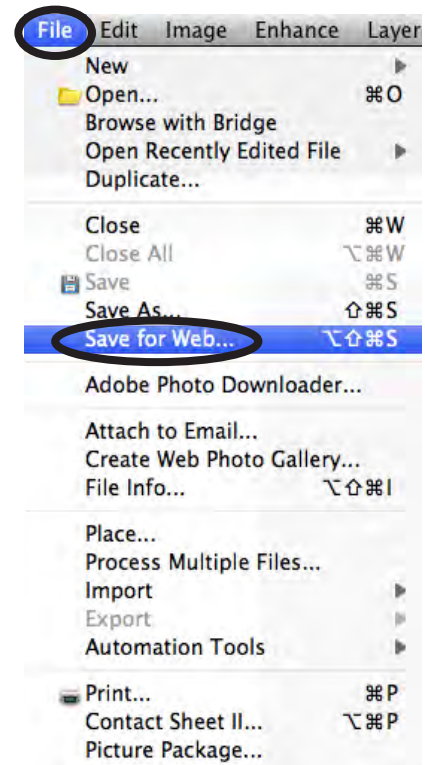




## 8. Saving Images for the Web

When saving images for use on the web, the main factor to keep in mind is file size. File size is determined by a combination of factors, including the number of colors in the image, the image dimensions, the value of the resolution, and the file format in which the image is saved. In order to reduce download times for your web images, you will want to reduce these factors.

Oftentimes, the number of colors in the image is not individually controllable. However, the file format that you choose for your image has an impact on the number of colors available in the image. For instance, .gif files only use a basic set of 64 colors, while .jpg supports over 2 million. Elements makes it easy to decide which file format and settings would be best for your web image. When you have your image ready, click **File**, and then choose **Save for Web**.



In this menu, the left-hand image displays your original file above its size. The right-hand side displays a preview of your image configured for the web. The download time is set to 28.8 Kbps (Kilobytes per second). In the palette on the far right of the menu, there is a drop-down menu that will allow you to choose various settings for saving your file. You can adjust the quality of the image to affect its download time.

### Notes on File Types

- **PSD** – (Photoshop file) won't display on a web page, can only open in photoshop, includes aspects unique to Photoshop (layers)
- **JPG/JPEG** – [web image file (photographs)] most common format for web use and digital sharing, compressed image (doesn't noticeably detract from image quality), can be degraded in quality when repeatedly edited and saved
- **PNG** – [web image file (illustrations)] successor to the GIF, supports way more colors (16 million instead of 256), good for editing photos (larger, whereas JPG good for distributing), supports transparency
- **TIF/TIFF** – (printing file format) flexible format but that isn't widely support web browsers, widely accepted as standard in printing business