

# Photoshop Elements Quick Guide

Photoshop Elements is an image editing program you can use to prepare images for your story. Photoshop allows you to resize and crop photos, fix flaws in the image, and composite images together into a collage.

## Step 1 – Opening Program and Getting Photos

After opening up the software you will see the “welcome” window. Select “Browse for File.” This will open up the Browser window. Use the window in the upper left to navigate to your “rough images” folder. You should now see your rough images in the Browser.

## Step 2 – Selecting a Photo to Edit

To edit a photo, double click on it. A new window will open. This is the Photoshop Elements Editor workspace. Many of the tools you’ll be using are on the far left, in a vertical strip called the Tool Palette. You can find out each tool’s name/function by hovering over the tool with your mouse.

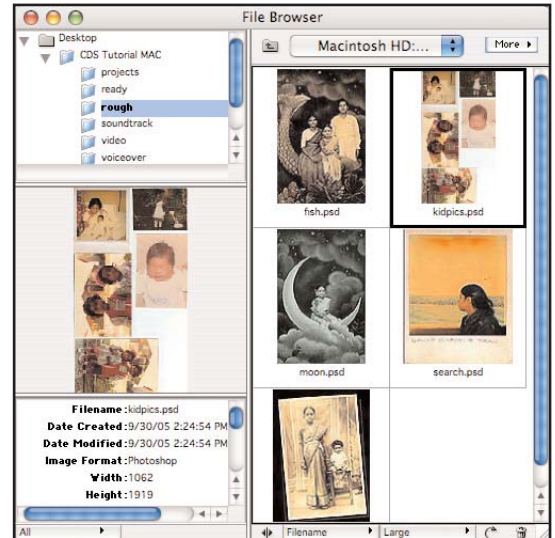
## Step 3 - Cropping

This is what a typical image might look like if you scanned a bunch of pictures at once.

Your first job is to separate these photos, edit them, and then save each one as an individual file. To do this, use the rectangular marquee tool, shown below.



Click on it to select it. Move into the image space and click and drag a box around one of the scanned images. In the image above, we drew a selection around the woman and baby in bed. After making a selection that looks good to you, go up to menu bar and click on Edit>Copy. Then click on File>New from Clipboard. Your selection will now open in a new window.



## Step 4 – Enhancing the Image

In some cases, your images may be too dark or discolored. You can fix the lighting and color in a photo by selecting Enhance > Adjust Lighting > Levels (for highlights and shadows) or Enhance > Adjust Color > Color Variations (to change the hue or tint on an image).

**Helpful Hint:** Considering that we’re editing these images for use in a piece of video, think about how you’d like your image to appear on the video screen. Most video screens (such as your computer or TV) are rectangular (or a 4:3 ratio). Many people like to crop their images to this shape so that it fills the viewing screen in the final product. If your image is a different shape, the video editing software will fill the screen around the photo with black. (See title screen at right.)



## Step 5 – Saving the New Image

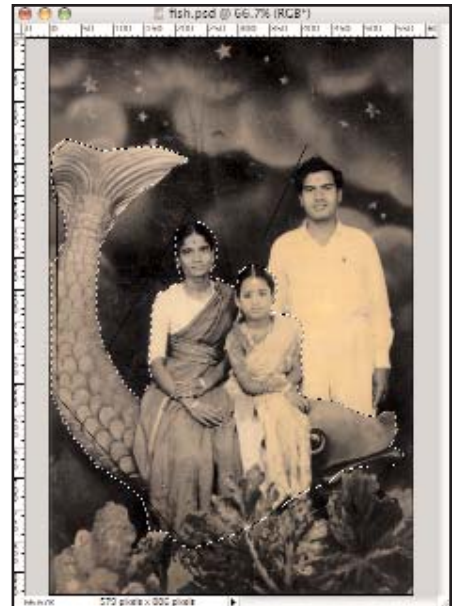
In most cases, it's a good idea to save a retouched image as a new file, so that you can always go back to your original if necessary. To do this, click File > Save As, and navigate to your "ready images" folder. Give the file a name that isn't too long and that makes sense to you.

## Step 6 – Extras: Compositing (Selecting)

If you'd like to collage an image in Photoshop, it's as simple as using a tool to select part of the image, copying the selection, and then pasting it onto another image.

To do this, open up the picture you want to select from. Choosing which selection tool to use depends on the area you want to select. You can use the rectangle/elliptical selection tool, if the area you want to select is a regular shape. If you need to make an irregular selection, like in the example at right, the Lasso tool has several options. The angular (polygonal) Lasso is the best for this job.

Using your mouse, click and drag a selection around the area you want to copy. Click back on your starting point to complete the selection. Click Edit > Copy from the menu at the top of the screen, and then close the file.

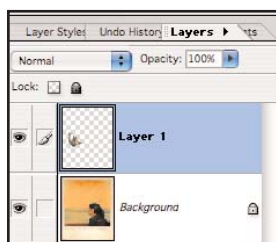


## Step 7 – Extras: Compositing (Pasting)

Open the file you'd like to paste your selection into. Now you can click Edit > Paste from the menu at the top of the screen, and you'll see your selection pasted on top of the new image.

You can resize the pasted selection and make it smaller or larger. Click on your Move Tool in your toolbar (it's the pointer tool at the top). Click on any of the corners of the pasted selection and drag inwards or outwards (shown at right)

You can also see another small window in your workspace called the Layers Palette (left). This shows the layers and hierarchy of layers in your document and functions much the same as making a collage out of paper. You can change the order of the layers by dragging and dropping the layers in this list on top or beneath each other within this window. If you have many layers in a document, you may find this useful in putting some images in front of, or behind, others.



When you are finished working, use the "Save As" command from you File menu to save and then close this document.

Note: If you'll be editing your story in Final Cut Express or Pro, your last step is always to make sure the image is flattened (unless you intend to work with layers as individual files to create special effects). Go to Layers>Flatten Image before saving the file into your "ready images" folder.