

## The Basics of Editing Digital Photographs

An Introduction to Digital Editing Software

## Digital Photography Software

Software designed for enhancing, correcting, manipulating, organizing, printing, sharing, and using your digital photos in creative ways. These products are primarily for manipulating images and most have limited image creation tools and features.

## Free Digital Photography Software

- Microsoft Paint
- Google Picasa
- The GIMP
- Serif PhotoPlus
- Paint.Net
- Ultimate Paint
- Pixia
- VCW VicMan's Photo Editor
- PhotoFiltre

## Digital Photography Software For Purchase

- Corel Paint Shop Pro
- Microsoft Digital Image Suite
- Ulead Photo Impact
- ACDSee Photo Editor
- Adobe Photoshop
- Apple Aperture
- Adobe Photoshop Elements

## Why Adobe Elements

- Advanced Features
- Ease of Use
- Price
- More Resources Available
  - Books
  - Online Tutorials
  - Elements Manual < Help Menu

## What Elements Can Do For You

- Adjust Color Levels
- Crop Pictures
- Remove Blemishes
- Fix Red Eye
- Straighten Images

## More of What Elements Can Do For You

- Remove Unwanted Objects
- Organize Photos
- Add Special Effects
- Create Dynamic Creations
- Photo Restoration

## Cropping Pictures



Before

After

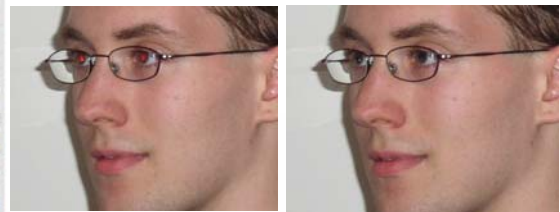
## Removing Blemishes



Before

After

## Fixing Red Eye Pictures



Before

After

## Removing Unwanted Objects



Before

After

## Photo Restoration



Before

After

## Workshop Goals

Today, we'll learn how to:

- Start Adobe Elements and become familiar with the basic divisions of the toolbar.
- Import, crop, and adjust images in Elements.
- Complete basic modifications of an image using Elements.
- Save images in the correct format onto removable media.

## Opening Elements & Importing Pictures

### 1. Open Photoshop Elements

(Start > Programs > Adobe Photoshop Elements)

Or

Double-click on the Photoshop Elements icon on the desktop to start the program.

### 2. On the Welcome Screen, click on Edit.

### 3. Select File > Open > Desktop > Elements Pictures > Elements\_1.jpg.

### 4. Double-click Elements\_1.jpg

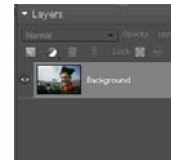
## Importance of Layering

Layering enables you to add additional elements to an image so that they can be edited and manipulated independently from other elements in the image. It's like creating an image with transparent sheets of film. Each sheet is independent from each other, but when combined, a composite image is created.



## To Prevent From Harming Your Original Photo

1. Right click on the thumbnail photo in the Layers Menu.
2. Left click on Duplicate Layer from the drop-down menu.
3. Rename the new layer in the pop-up menu and click on OK. A new layer is created.
4. Click on the eye to the left of the thumbnail photo entitled *Background* to make it invisible.



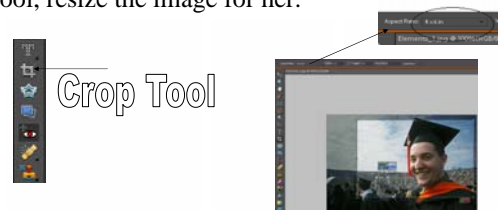
## The Crop Tool

A tool used to remove unwanted areas to highlight the main subject.



## The Crop Tool

Grandma wants a 4x6 print of John's graduation for her photo album. Using the crop tool, resize the image for her.



## Cropping With The Crop Tool

1. Select the Crop Icon from the Toolbox.
2. From the Aspect Ratio pop-up menu in the Options Bar, click on the words "No Restriction." Click on 4x6 in when the preset crop sizes appear.
3. Click-and-drag the Crop Tool over the portion of the the photo that you want to be 4x6.
4. If you are not happy with the highlighted selection, left click and hold down on the highlighted selection and move the highlighted rectangle to where you want the picture to be cropped.
5. Click on the check mark to accept the changes or the circle to reject them.
6. The image is cropped.



## Saving Your Work

1. To save your work, select File > Save As from the Menu Bar.
2. In the Save As pop-up menu, find and select the removable media from the Save In drop-down list.
3. In the File Name text box, type a name for the photo (Ex. Graduation, Graduation\_1).
4. In the Format drop-down list, choose JPEG.
5. Click Save.

## Saving Your Work

6. Under Image Options in the second pop-up menu, move the slider to the right for a higher quality image.
7. Under Format Options, choose Baseline ("Standard") if you want to print your image or Progressive if the image will remain on the computer.



## Selection Tools

The Selection Tools allow you to select a portion of an image to work on. Most of Photoshop's tools and filters can then be applied to a selected area, altering its color, shape, texture, position and/or other attributes while leaving the rest of the image untouched.

- Photoshop contains four types of selection tools: the Marquee Tools, the Lasso Tools, the Magic Wand and the Quick Selection Tools.
  - The marquee tools are used to select common shaped areas.
  - The lasso tools are used to select irregular areas.
  - The Magic Wand is used to select areas based on color.
  - The Quick Selection tools are used to select specific areas.



## Cropping Without the Crop Tool

1. Open Elements\_1.jpg in the Edit Window, create a duplicate layer of the picture, and hide the original.
2. Click on the Marquee Icon from the Toolbox.
3. Frame what you want by dragging the Marquee tool around the area you want to keep.
4. Choose Crop from the Image menu. The image is instantly cropped.
5. Save your work.



Marquee Tool


## The Cloning Tools

A tool used to copy one area of an image over another.




**"Your Job Today Is To Clean Up the Park"**




## The Clone Stamp Tool



1. Open Elements\_2.jpg in Edit window, create a duplicate layer of the picture, and hide the original.
2. Select the Clone Stamp Icon from the Toolbox menu.
3. Hold down ALT and click on the image to select a source point from which the cloning will start. Release keys.
4. Left click and drag over items to be replaced. Cloning will begin from the source point.
5. After you have cleaned up the park, save your work.






## Cloning With The Marquee Tool

1. Open Elements\_2.jpg in Edit window, create a duplicate layer of the picture, and hide the original.
2. Select the Marquee Icon from the Toolbox menu.
3. Left click and drag over an area of grass to either side of a garbage pail, roughly the same size of the pail.
4. In the Menu Bar, choose Edit > Copy > Edit > Paste. A new layer was created with the selected grass.
5. Select the Move Icon from the Toolbox menu. The new layer is selected in the work area.


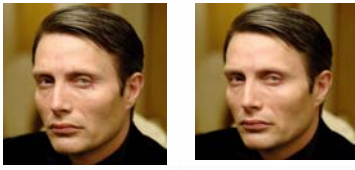
## Cloning With The Marquee Tool


6. Left-click on the *highlighted grass area* in the work area and drag over pail.
7. Repeat process around areas where cloning is desired.
8. When finished, save your work.
  - Remember that you are creating new layers each time you copy and paste.
  - Once you have copied an area, you can paste that same layer multiple times as long as it is selected in the Layers menu.
  - You can change the order of your layers by dragging a layer over another in the Layers Menu.

## Healing Brush:

A cloning tool that allows you to fix minor imperfections like scars, wrinkles, and unwanted tattoos by sampling a predefined area (source point) and blending it into the rest of the image. Photographic effects can also be achieved with this tool.

## The Healing Brush Tool

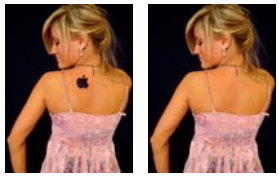


1. Open Elements\_3.jpg in the Edit window, create a duplicate layer of the picture, and hide the original.
2. Click and hold on the Healing Brush Icon from the Toolbox menu. Choose Healing Brush Tool.
3. Check the settings in the options bar and adjust if necessary.
4. Alt-click an area near an imperfection to define the starting point.
5. Click and drag over the imperfection. The healing brush will remember the starting point between mouse clicks.

## Spot Healing Brush

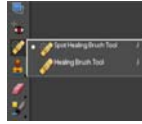
Tool used to clean up small unwanted marks from an image, more easily than the standard Healing Brush .

This brush will make its own sample from the pixels around the mark and match the texture, tone and lighting.



## The Spot Healing Brush

1. Open Elements\_4.jpg in the Edit window, create a duplicate layer of the picture, and hide the original.
2. Click and hold on the Healing Brush Icon from the Toolbox menu. Choose Spot Healing Brush Tool.
3. Check the settings in the options bar and adjust if necessary.
4. Left-click on an imperfection. The spot healing brush will replace the selected with the surrounding area.



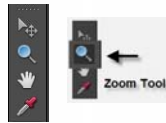
## The Zoom Tool

A magnification tool that allows users to zoom in or out on a specific area of a photograph when editing.



## The Zoom Tool

1. Select the Zoom Tool from the Toolbox.
2. Click once on an image to enlarge it (usually by 100%).
- Hold down Alt and click to decrease the magnification.



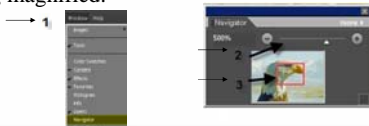
## Navigator Palette

A magnification tool that allows users to move around an image easily when zooming.



## The Navigator Palette

1. Access the Navigator palette by selecting Window > Navigator from the Menu Bar.
2. Drag the slider in the Navigator palette to magnify the area of the image within the red rectangle.
3. Drag the rectangle to change the area of the image that's being magnified.



## Red-Eye Removal Tool

A tool used to remove red eyes caused by the reflection of a camera's flash on a subject's pupils.



## The Red-Eye Removal Tool

1. Open Elements\_5.jpg & Elements\_6.jpg in the Edit window. Before working on the pictures, create a duplicate layer of each picture, and hide the originals.
2. Select the Zoom Tool from the Toolbox and magnify the area around the eyes in the photo.
3. Select the Red Eye Removal tool from the Toolbox.



## Red-Eye Removal Tool

5. Click once on each red-eye, or drag around the affected areas.
  - The red-eye effect will be removed by Elements.



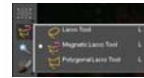
## Whitening Teeth

The process of digitally bleaching teeth.



## Whitening Teeth

1. Open Elements\_7.jpg & Elements\_8.jpg in the Edit window. Before working on each of the pictures, create a duplicate layer of each picture, and hide the originals.
2. Double-click on a photo in the Photo Bin beneath the Edit workspace to select it.
3. Select the Zoom Tool from the Toolbox and magnify the area around the teeth.
4. Select the Magnetic Lasso Tool from the Toolbox.



## Whitening Teeth

5. Carefully draw around the teeth with multiple left clicks, being careful not to select any of the gums or lips.
  - If you missed a spot while using the Lasso Tool:
    - Press the Delete key to go back a click.
    - Press-and-hold Alt and encircle (with left mouse clicks) a selection to be removed with the Lasso.
    - Press-and-hold Shift and encircle a selection to be added with the Lasso.
  - When you encircle the teeth, a circle will appear beneath the magnet icon of the pointer.
6. Left-click to complete the selection.

## Whitening Teeth

7. In the Menu bar, choose Select > Feather.
8. Enter "1" in the Feather Radius box and click OK.
  - This will soften the hard edge of the selected area.
9. In the Menu bar, choose Enhance > Adjust Color > Adjust Hue/Saturation.

## Whitening Teeth

10. Choose Yellows from the Edit pop-up menu at the top.
11. Drag the Saturation slider to the left to remove yellowing of the teeth.
12. Switch the Edit pop-up menu back to Master, and drag the Lightness slider to the right to brighten teeth.
  - Dragging the slider too far to the right will make the retouch obvious.

## Whitening Teeth

13. Click OK in the Hue/Saturation dialog to apply the enhancements.
14. In the Menu Bar, choose Select > Deselect to deselect the lasso around the teeth.



## Improving Skin Tone

Skin tone can look washed-out or contain a slightly unnatural color cast in digital photographs. Elements can improve skin tone and give someone an improved healthy appearance.



## Improving Skin Tone

1. Open Elements\_9.jpg in the Edit window. Create a duplicate layer of the picture, and hide the original.
2. Fix red-eye in the picture.
3. Choose the Quick Selection Tool from the Toolbox.



## Improving Skin Tone

4. Highlight the woman on the left's face and hand with the Quick Selection Tool.
5. From the Menu Bar, select Enhance > Adjust Color > Adjust Color for Skin Tones.
6. Click on an area of the selected face to automatically adjust her skin tone.



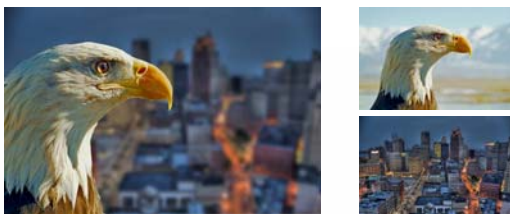
## Improving Skin Tone

7. From the Adjust Color For Skin Tone pop-up menu, drag the Skin sliders to alter the amount of tan and blush in the skin tone.
8. Drag the Ambient Light slider to edit the overall light of the selected area.
9. Click on the OK button.



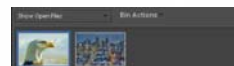
## The Composite Image

An image made using several photos layered on a single frame or display.




## The Composite Image

1. Open Elements\_10.jpg & Elements\_11.jpg in the Edit window. Before working on the pictures, create a duplicate layer of each picture, and hide the originals.
2. Double-click on Elements\_10.jpg (eagle) in the Photo Bin beneath the edit workspace to select it.



## The Composite Image

3. Using the Quick Selection Tool, outline the eagle.
4. From the Menu bar, select Edit > Copy.
5. Double-click on Elements\_11.jpg in the Photo Bin. The city will appear in the Edit Workspace.
6. From the Menu Bar, select Edit > Paste.
7. With the Move Tool , place the eagle in the lower left-hand corner.

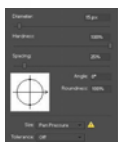
## The Composite Image

8. Left-click on Elements\_11.jpg background layer (the city).
9. From the Menu bar, select Filter > Blur > Gaussian Blur.
10. From the Gaussian Blur pop-up menu, type 3.0 in the Radius Text box.
11. Click OK.
12. Save the new photo.




## Changing an Object's Color

1. Open Elements\_12.jpg in the Edit window. Create a duplicate layer of the picture, and hide the original.
2. Choose the Color Replacement Tool from the Brush Tools.



- You can adjust the Color Replacement Tool's settings by Right-clicking the mouse or by going to the Options Bar, clicking the down-facing arrow next to the word "Brush," and choosing your settings in the Picker that appears.

## Changing an Object's Color

3. Alt-Click on a replacement color for your image or pick a color from *Set Foreground Color* at the bottom of the Toolbox. 
4. Left-click to start painting.
  - You also can define an area by using one of the Selection Tools.

