



# Software Tips: Step By Step



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## PhotoShop Elements Step by Step

In PSE, you can start from scratch to create a drawing, edit an existing photo, or connect to a camera or scanner to download a picture into PSE. (The PC version has a photo library feature similar to iPhoto on the Mac.)

For now, open an existing photo of a person that you scanned in or downloaded from a camera or from the Web. There is quick fix mode for automatic touch-ups and Standard Edit mode. The toolbar choices below are available in Standard Edit.

### Steps for Fixing a photo:

#### Eliminating Red Eye

1. Select the Red Eye Removal tool from the toolbar.



2. Either click on each red eye or draw a selection rectangle around the eye. When you release the mouse, the red eye is removed.

## Removing a Blemish

Even the best of us gets a blemish now and then, so... You can use the Spot Healing Brush to remove a small spot or an object from a uniform background.

1. Select the Spot Healing Brush from the toolbar.



2. Select a brush size from the drop down menu. Pick a size slightly larger than the spot.
3. Click the area you want to fix.

## Sharpening a Photo (enhancing the details of the edges)

1. Select All
2. Go to Filter Menu, then Sharpen, then Unsharpen Mask.
3. Play with the three slider bars to adjust the photo. Be sure the Preview box is checked.
4. Click OK.

## Cropping a Photo

1. Select the cropping tool from the toolbar.



2. Drag a rectangular selection around the area you want to keep.
3. You can resize the selection if you need to.
4. Then click the OK button (the check mark) in the options bar above.



## Correctly Balancing the Colors.

1. Select the entire photo or a portion that needs correcting.
2. Go to the Enhance Menu, then Adjust Color, then Color Cast.
3. You will be asked to click on a part of the picture that should be either black, white or gray. View the preview. If the color cast is wrong, click on another black, white, or gray area.
4. Click OK.

## Selecting an Area

**Selecting an area allows you to edit one area while protecting the other sections.**


1. **The Rectangular Marquee tool** draws squares or rectangles. To select an area, click, hold and drag with the marquee tool (we frequently call it The Funky Rectangle.)



- a. The option bar allows you to add to the selection or subtract from the selection or change the marquee tool into a circle.
  - b. To move the selection, click, hold and drag one of the edges.
2. The **lasso tool** allows freehand selections. Click and drag to create the selection. Clicking on the tool gives more selection options available on the options toolbar.
  3. The **polygon lasso tool** creates straight edge selections. Click and then drag and click to create the desired straight edged selection shape. Double click on the final point to enclose the shape.

4. The **Magnetic lasso tool** automatically snaps to edges to create a precise selection.



5. The **Magic Wand tool** selects pixels of similar color.  Specify the color range (tolerance) to increase or decrease the selection area. Use the Magic Wand to select an area of similar color, like a sky or a face. To limit the selection to one major color, set Tolerance to 1. To add to original selection: Shift and click magic wand in next area. To select everything outside of selection area: Choose Inverse under the Select menu.

### Using The Magnifying Glass

1. To magnify, click successively on magnifying glass (ratio goes to 16:1)
2. To get back to 1:1 ratio (actual size) double click on magnifying glass
3. To zoom into specific area: click, hold and drag over desired area
4. To zoom up to 16:1 ratio: continue clicking with magnifying glass
5. When in magnified mode, spacebar gets the hand tool so that you can move around on screen
6. To zoom out, Option-click on the Mac or Alt-click on the PC. To constrain to a perfect circle, hold down shift and drag

### Using the Clone Stamp tool to change a background



1. Open another image with the desired background. It should be similar in size and resolution.
2. Select the background to be changed. Sometimes it is easier to select the person in the foreground and then choose Inverse under the Select menu to select the background area to be edited.
3. Place the two images side-by-side. Option-click on the Mac or Alt-click on the PC to set the starting point for your cloning of the desired background. The clone tool duplicates the pixels at this sample point as you paint. You can change the size of the paint brush as you are painting. Keep an eye on the crosshatch in the background image to see what pixels are being cloned. You can change the sample point by Option-clicking or Alt-clicking on new points, and then you can continue to paint.

### Changing the color of a selected item

Let's say you want to see how you would look as a blonde or you want to turn a gray sweater into a red sweater.

1. Select the desired area.
2. Select the Paint tool and the desired color.
3. In the Option toolbar, Choose Color in the drop down menu next to Mode.
4. You can change the size of the brush and the opacity. If you want to apply just a light tint of the color, then change the 50% (experiment with the number.)
5. Then paint. The texture beneath the painting will show through.