

LEARNING MADE EASY



In Full Color

Photoshop® Elements 2018

**for
dummies®**
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Simple explanations
for handling image editing

Steps for giving your
photos a digital makeover

Ways to turn your photos
into works of art

**Barbara Obermeier
Ted Padova**



Photoshop[®] Elements 2018

by Barbara Obermeier and Ted Padova

**for
dummies[®]**
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Photoshop® Elements 2018 For Dummies®

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Introduction

We live in a photo world. And Photoshop Elements has become a tool for both professional and amateur photographers who want to edit, improve, manage, manipulate, and organize photos and other media. Considering the power and impressive features of the program, Elements remains one of the best values for your money among computer software applications.

About This Book

This book is an effort to provide as much of a comprehensive view of a wildly feature-rich program as we can. Additionally, this book is written for a cross-platform audience. If you're a Mac user, you'll find all you need to work in Elements 2018 for the Mac, exactly the same as when we refer to using Elements on Windows.

In Photoshop Elements 2018, you won't find huge changes to an already refined user interface. However, there are some dazzling new features added to the program.

In terms of the new features, this version of Elements provides the following:

- » **Smart Selection tool:** A new tool has been added in the selection tools. You should be familiar with the Quick Selection tool that performs like a smart selection. You click and drag around the image to create selections. With the Smart Selection tool, you marquee an area, release the mouse button, and Elements selects a shape within the selection marquee.
- » **Open closed eyes:** For a dazzling new feature, this edit helps you open eyes that were closed when a shot was taken. How many times have you had a group shot where one person closed his or her eyes during the shot? Click the Red Eye Removal tool and the new Open Red Eyes button appears below the image window. When you click the button, the Open Closed Eyes panel opens where you make a choice for locating a photo from the Organizer or on your computer that's a close match to the photo you're editing. It's not perfect, but in many cases you can achieve success in opening eyes on subjects in your photos.

» **Memories:** Memories is truly a great new feature in Elements 2018. In the Organizer, you can choose Smart Selections (this represents your best photos), or you can choose any album or selected images in the Media Browser. After selecting the images, click the Memories button at the bottom of the Organizer window. You can add text to slides, add music, and export the video to a movie file.

» **Auto Curation:** This feature analyzes your catalog and acts as a museum curator, picking the best images based on quality, faces in the photos, smart tags, trips, events, and so on. You can then use the smart picks to create albums, memories, or other creation tools.

» **New Guided Edits:** Four new Guided Edits are introduced in Elements 2018:

- *Water Color Effect:* This Guided Edit enables you to apply a watercolor effect to your photos and provides options for choosing different texture effects and text effects.
- *Background Changer:* You can now quickly and easily change backgrounds in your photos. The best images to use are those where you can easily select foreground subjects and then change the background to textures, landscape images, or gradients; perform transformations; or add any other type of background you want.
- *Double Exposure:* We use this Guided Edit on the cover of this book. You can take two images and easily superimpose one image on the other to create a double exposure.
- *Shape Overlay:* Use this new Guided Edit to apply some creative shapes on your images and apply effects to give your photos a different touch. You first select a shape to take advantage of an assortment of different shapes. You then use the main subject of the photo and place it in the shape.

» **Performance improvements:** Photoshop Elements 2018 has been engineered with a number of refinements and improvements. These include the following:

- *Launch experience:* Elements 2018 offers you a smoother launch experience, most notably when opening huge catalogs. The time it takes to get up and started using the program has been significantly improved.
- *Scrolling experience:* Much smoother scrolling has been refined. You can scroll through images without any jerking, even when Face Recognition is running.
- *Media grid interaction:* An added instant click in the Media Browser opens images in a single image view.
- *Fast switch to People View:* Switching to People View and Media View is much faster.

- *Scrolling through unnamed stacks in People View:* In previous versions of Elements, scrolling through unnamed stacks in People View was very slow. In Elements 2018, the scrolling is much faster.
- *Better performance while Face Recognition is running:* Face Recognition is very demanding and requires a lot of CPU performance. This version of Elements has much better coding for offering a better performance with no random hangs.

Throughout this book, especially in step lists, we point you to menus for keyboard commands. For accessing a menu command, you may see something like this:

Choose File ⇨ Get Photos ⇨ From Files and Folders.

You click the File menu to open its drop-down menu, click the menu command labeled Get Photos, and then choose the command From Files and Folders from the submenu that appears. It's that simple.

We also refer to *context menus*, which jump up at your cursor position and show you a menu of options related to whatever you're doing at the time. To open a context menu, just right-click the mouse, or Control-click on a Mac if you don't have a two-button mouse.

When we mention that keys need to be pressed on your keyboard, the text looks like this:

Press Alt+Shift+Ctrl+S (Option+Shift+⌘+S on the Mac).

In this case, you hold down the Alt key on Windows/the Option key on the Mac, then the Shift key, then the Control key on Windows/the ⌘ key on the Mac, and then press the S key. Then, release all the keys at the same time.

Icons Used in This Book

In the margins throughout this book, you see icons indicating that something is important.



NEW

This icon informs you that this item is a new feature in Photoshop Elements 2018.



WARNING

Pay particular attention when you see the Warning icon. This icon indicates possible side-effects or damage to your image that you might encounter when performing certain operations in Elements.



REMEMBER

This icon is a heads-up for something you may want to commit to memory. Usually, it tells you about a shortcut for a repetitive task, where remembering a procedure can save you time.



TIP

A Tip tells you about an alternative method for a procedure, giving you a shortcut, a workaround, or some other type of helpful information.



TECHNICAL
STUFF

Elements is a computer program, after all. No matter how hard we try to simplify our explanation of features, we can't entirely avoid some technical information. If a topic is a little on the technical side, we use this icon to alert you that we're moving into a complex subject. You won't see many of these icons in the book because we try our best to give you the details in nontechnical terms.

Beyond the Book

In addition to what you're reading right now, this product also comes with a free access-anywhere Cheat Sheet that includes a detailed look at the Elements photo-editing workspace, Tool Panel shortcuts, tricks for selecting objects, and more. To get this Cheat Sheet, simply go to www.dummies.com and type **Photoshop Elements 2018 For Dummies Cheat Sheet** in the Search box.

Where to Go from Here

Try to spend a little time reading through the three chapters in Part 1. After you know how to edit and save photos, feel free to jump around and pay special attention to the cross-referenced chapters, in case you get stuck on a concept. After exploring the Elements Photo Editor, look over Part 2, where we talk about organizing and searching photos. If you're ready to jump into more advanced tasks, check out Parts 3 and 4, where you learn how to make selections; layer images and effects together; add filters and type; and much, much more.

We hope you have much success and enjoyment in using Adobe Photoshop Elements 2018, and it's our sincere wish that the pages ahead provide you with an informative and helpful view of the program.

1

Getting Started with Photoshop Elements 2018

IN THIS PART . . .

Open the Photo Editor and make quick and easy edits to one of your photos in Quick mode.

Choose the right resolution for your image.

Select the best file format when you save your image.

Tour the Photo Editor interface so that you know how to switch among images and navigate the many panels and options.

- » Getting tips on photography
- » Starting the Photo Editor
- » Opening, editing, sharing, and saving a photo
- » Using Undo History
- » Finding help
- » Saving your files

Chapter **1**

Getting Started with Image Editing

Image editing is incredibly fun, especially with a tool like Photoshop Elements, which enables you to modify, combine, and even draw your own images to your imagination's content. To get the most out of Elements, you need to understand some basic technical concepts, but like most people, you probably want to jump in, play around, and basically just get started right away.

You're in luck: In Quick mode, Elements helps you make basic edits to your photos, like revealing your child's face darkened by a baseball cap's shadow or cropping out the gigantic trash can on the left edge of your otherwise perfect landscape shot. In this chapter, we help you jump-start your image-editing skills by guiding you through Quick mode and how to share photos online, retrace your steps, save your edits, and more.

Before You Begin

We want to cover a few basics about photography before we jump into editing images. Many photographers and articles by professionals talk about stages and phases of photography as it relates to the developing photographer as an artist.

Rather than talk about becoming an artist, we're going to break down the process of creating photos into three phases important for amateurs to know as they prepare for a photoshoot. Our definition of the three phases of photography are pre-shooting, shooting, and post-production (commonly referred to simply as post). Each phase is important. Here's what's involved in each:

» **Pre-shooting:** In the pre-shooting phase, you set up shots and pay attention specifically to lighting and composition. Photos taken with the best cameras under poor lighting are never as good as photos taken with simple cameras in the best lighting. In photography, lighting is everything. In Figure 1-1, a studio shot with controlled lighting is on the left; a snapshot with no controlled lighting is on the right.

FIGURE 1-1:
A photo shot
in a studio
with controlled
lighting (left)
and a snapshot
taken with
no controlled
lighting (right).



Photo: Ted Padova, Model (left): Camille Sedar



TIP

Try to learn as much as you can about lighting. Be aware of a variety of lighting conditions and how you can control lighting. Use large reflectors such as a simple, white, heavy-duty cardboard to target light reflections in poorly lit areas or shadows. Use the reflector to shield heavy overhead sunlight. If you're serious about portrait photography, buy some inexpensive lights such as a softbox and a spotlight. Get a few different backdrops you can tack on a wall, or buy a backdrop stand. You can set up a photo studio easily and with very little cost.

Poke around the Internet and learn as much as you can about lighting. Learn different lighting techniques such as Rembrandt lighting, split lighting, butterfly, loop, broad, and so on. Learn to place lights in a home studio and set angles and use reflectors. You can easily set up a home studio in a room or a garage and have a lot of fun shooting portraits.

» **Shooting:** In the second phase, you need to understand your camera. If you use a DSLR, learn how to change menu options and control settings that you use frequently. The more advanced cameras have tons of settings, but you're likely to change only a few from the defaults.

Be certain to review and understand ISO, aperture, and shutter speeds. Shoot tons of photos and bracket many shots exposing for shadows while letting go of the highlights. Change angles. Shoot low, shoot high, get in close, and shoot full subjects. Crop as much as you can with your camera and leave the fine detail cropping to post-production. Pay attention to backgrounds and move around your subjects to find the least background distractions interfering with your subjects.



REMEMBER

Photography is like graphic design, and you use many of the same principles for good design in your photography. Look for hierarchy and simplicity, look for repetition, look at shapes and form, look for contrast. All these factors are involved with good graphic design and can also be applied to photography. Make a study of graphic design and become familiar with what makes a good design versus what appear as poor designs.

Good photographs are *created*. You may have to wait until the lighting in a scene is optimum and the subject is in the right position, or you may need to rotate the angle. Be patient and realize that good photos are works of art and require time and thought, such as the photo in Figure 1-2.

FIGURE 1-2:
Lines,
form, and
lighting are
all important
in your
photography.



Photo: Ted Padova

» **Post-production:** In the final phase, you edit your photographs. In this book, we talk about Photoshop Elements, so all post-production is handled in the Elements Photo Editor. We can help you improve your images to a degree, but if you begin with a good photo taken properly with your camera and under good lighting conditions, your post-production work will be so much easier.



REMEMBER

If you're a serious amateur, remember: Snapshots are taken randomly with no creative influence, while photographs are *created* with much attention to detail.

Launching the Photo Editor

Photoshop Elements has two separate components:

- » **The Organizer** is where you manage photos. It's full of tools for tagging, rating, sorting, and finding your images. Part 2 helps you start using the Organizer.
- » **The Photo Editor** is where you correct photos for brightness and color, add effects, repair images, and so on.

In this chapter, you work in the Photo Editor to make basic edits to a photo.

Here's how to start Elements and open the Photo Editor:

1. **Double-click the Photoshop Elements shortcut on your desktop or in your Applications folder (Mac) to launch the Elements Welcome screen.**
2. **Click the Photo Editor button shown in the Welcome screen in Figure 1-3.**

The Photo Editor workspace loads and appears, as shown in Figure 1-4. By default, you see the Quick tab selected at the top of the Photo Editor workspace, which means you're in Quick mode (or right where you want to be for the purposes of this chapter). Quick mode offers a limited number of tools for adjusting brightness, contrast, color, and sharpness.

When you first launch Photoshop Elements, you may see the eLive tab open. Click the Quick tab to see the editing options for Quick mode. See the section "Getting a Helping Hand," later in this chapter, for more about eLive.

On the right side of the workspace, you see the Adjustments panel docked in an area dubbed the Panel Bin. When in any one of the three editing modes (Quick, Guided, Expert), you find different panels. On the left side of the workspace, you

see a Tools panel. Interacting with the items in the Panel Bin and using tools in the Tools panel provides you an enormous number of options for editing, improving, and stylizing your pictures.



FIGURE 1-3:
The Photoshop
Elements
Welcome
screen.

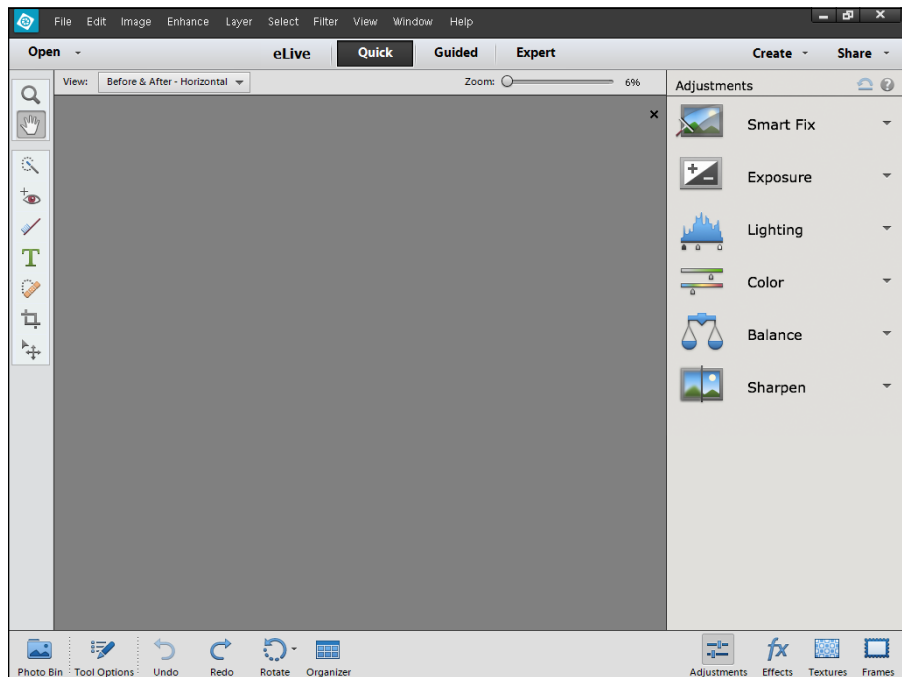


FIGURE 1-4:
The default
Photo Editor
workspace
with the Quick
tab selected.

Making Basic Edits in Quick Mode

For beginning users, the Quick mode in the Photo Editor is both powerful and easy to use. Follow these steps to make some simple changes to an image:

1. **Open the Photo Editor and make sure the Quick tab is selected at the top.**
2. **Choose File → Open.**
If Elements is your default editing application, you can also double-click your photo file in Windows Explorer or the Mac Finder, and the file opens in Elements.
3. **In the Open dialog box that appears, navigate your hard drive to locate the file you want to open, select the file, and click Open.**
4. **From the View drop-down list (in the upper left of the image window), choose Before & After – Horizontal, as shown in Figure 1-5.**

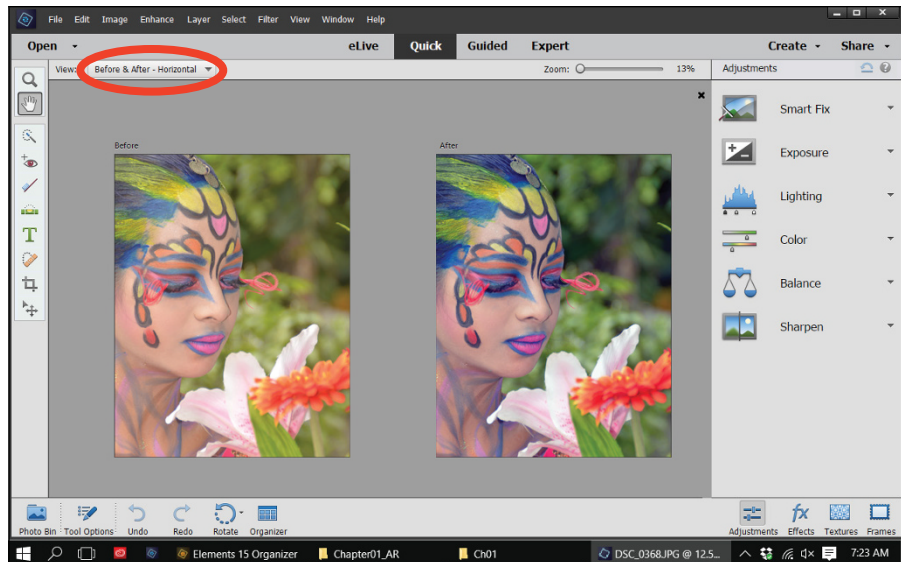


FIGURE 1-5:
The before and after views in Quick mode.

5. Make edits to your photo.

Here's an introduction to two simple edits you can make in Quick mode:

- **Apply a Smart Fix:** Click Smart Fix in the Panel Bin to see the options. To begin with, click Auto at the bottom of the Smart Fix panel and select the After view to see whether you like the changes.

As shown in Figure 1-5, several items are listed in the Panel Bin below the Smart Fix option. Click an item to expand it and move the sliders, or click the thumbnail images to tweak the overall brightness, contrast, and color. In many cases there isn't a right or wrong adjustment. Play with the options to bring it close to your overall vision for the picture. For a more in-depth look at correcting photos in Quick mode, flip to Chapter 10.

- *Crop the photo:* In the Tools panel on the left side of the window, click the Crop tool. You immediately see a rectangle on top of the photo. Move the sides to crop the image to your liking. When finished, click the green check mark, as shown in Figure 1-6, to accept your edit.



REMEMBER

When making any one of a huge number of edits to your pictures, you often see icons on top of the image similar to what's shown in Figure 1-6. The green check mark accepts the edit you're making at the time the icons appear. The circle with a diagonal line is the Cancel button. Click this button when you don't want to apply the recent edit.

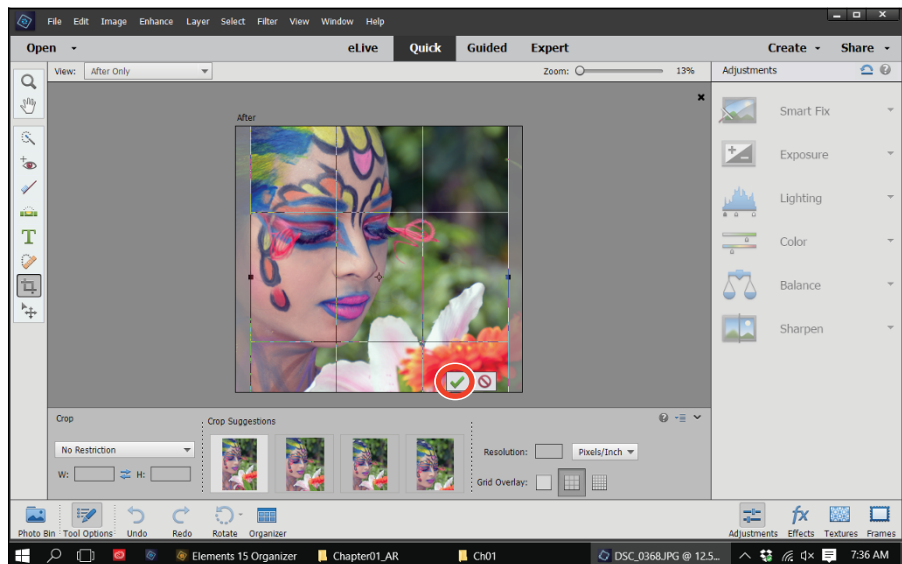


FIGURE 1-6:
The Crop
tool sized
on a photo.

6. Choose **File** → **Save As** and, in the **Save As** dialog box that opens, provide a new name for the photo. Click **Save**.

Note: When you use **Save As** and give your image a new name, you don't destroy your original image. You save a copy of the original with the new edits applied. For more on saving files, see the section "Saving Files with Purpose" later in this chapter.

Sharing a Photo

After you edit your photo, you can print the photo to share with family and friends or post the photo on a social network.

Because sharing photos on social networks is extremely popular, we introduce you to the Elements sharing features with the following steps, which explain how you can use Elements to share your photo on Facebook:

1. Prepare the photo you want to upload to Facebook.

Typically, digital cameras take photos sized very large — too large for an image that your friends and family will want to download quickly and view via Facebook on a computer screen or a mobile device. To adjust your image so it's the right size and resolution for viewing online, follow these steps:

- a. Choose *Image* ⇄ *Resize* ⇄ *Image Size*.
- b. In the *Image Size* dialog box that appears, enter your desired width (or height).

Either Width or Height is fine because the image will maintain correct proportions by choosing either. A width between 720 pixels and 2,048 pixels works well.



REMEMBER

Facebook recommends that supported sizes for regular photos are widths of 720 pixels, 960 pixels, and 2,048 pixels with file sizes no more than 100KB. When you save as JPEG, the files are compressed and you'll find the larger size to be within Facebook recommendations.

- c. Select the *Resample Image* check box.
- d. Type either **72** or **144** in the *Resolution* box.

For screen viewing only, 72 ppi is fine. However, if you want your friends to print the image, 144 is a better choice. You can use either resolution. Be sure the file size is no larger than 100KB.

The image is sized to a workable size for Facebook. In Chapter 2, you take a closer look at what these image-sizing options mean and how to choose the right settings for your prints or online images.

2. Choose File → Save As → JPEG to save the file as a JPEG.

Note the location where you save the file on your hard drive. Chapter 2 also explains how to choose the right file format for your images. (JPEG is one of many file formats that Elements supports.)

3. Click Share in the top-right corner of the workspace to open the Share panel, and then choose Facebook from the drop-down list.

Elements enables you to upload to other services, like Twitter and Flickr, too. For details about the Share panel, flip to Chapter 15.

4. Authenticate your account.

A dialog box opens when you choose Facebook in the Share panel, prompting you to authenticate your account. To authenticate your account:

- a. Click *Authenticate* in the dialog box.
- b. Fill in the text boxes for your Facebook login and password.

Your authentication is complete.

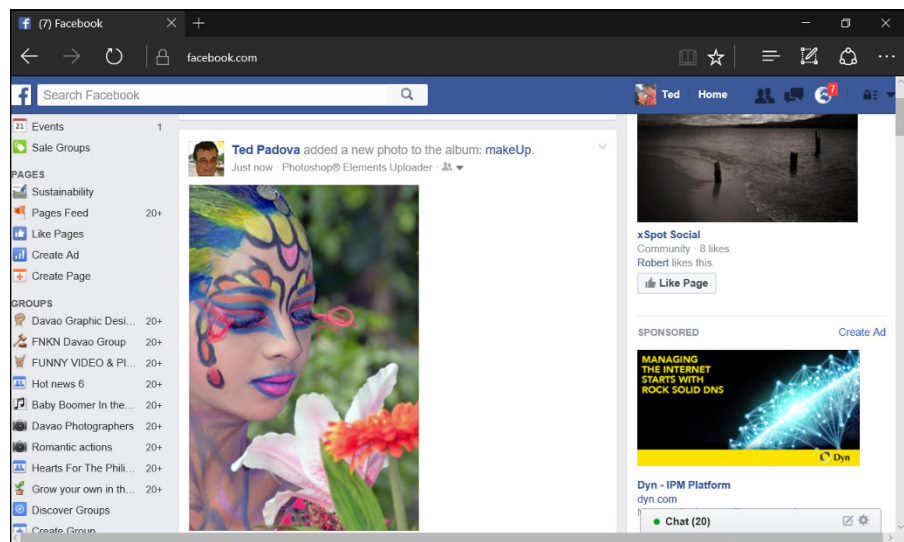
5. Click the Upload button to upload the file.

When the file upload is complete, a dialog box opens and prompts you to view the uploaded file.

6. Click Visit Facebook.

Your photo is added to your Facebook account, as shown in Figure 1-7.

FIGURE 1-7:
An edited
photo
uploaded to
Facebook.



Retracing Your Steps

In Elements, Undo is a favorite command for both beginners and experienced users alike. If you don't like a change to your image, you simply choose Edit⇨Undo or press the keyboard shortcut Ctrl+Z (⌘+Z on the Mac).

Because trial and error (and thus undoing your work) is so important to making your image look just right, Elements also offers ways to undo that are much more sophisticated than simply reverting to the last view. In the following sections, we introduce you to these more sophisticated tools.

Using the History panel

On the History panel, you see a record of your changes in an editing session. And from this record, you can undo your changes from any step in an editing sequence. To work with the History panel, you must be in Expert mode. After you click Expert at the top of the Photo Editor, here's how undoing with the History panel works:

- 1. To open the panel, choose Window⇨History.**

The History panel displays a record of each step you made in the current editing session, as shown in Figure 1-8.
- 2. To undo one or more edits, click any item on the History panel.**

Elements reverts your image to that last edit. All edits that follow the selected item are grayed out.
- 3. If you want to bring back the edits, click any grayed-out step on the panel.**

Elements reinstates your edits up to that level.

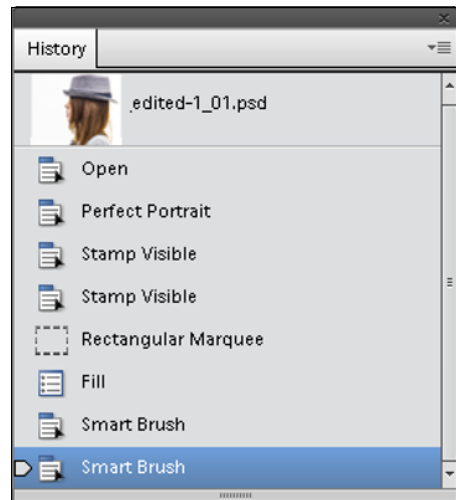


FIGURE 1-8:
The History panel.



REMEMBER

All your steps are listed on the History panel as long as you remain in Elements and don't close the file. When the file is closed, all history information is lost.



TIP

Storing all this editing history can affect Elements' performance. If your computer slows to a snail's pace when you're using Elements, check out the following options:

- » **Choose Edit ⇨ Clear ⇨ Clear History.** Elements flushes all the recorded history and frees up some precious memory, which often enables you to work faster. Just be sure you're okay with losing all the history in the History panel thus far.
- » **Eliminate Clipboard data from memory.** To do so, choose Edit ⇨ Clear ⇨ Clipboard Contents or Edit ⇨ Clear ⇨ All.
- » **Restore the number of history states stored to the default of 50.** In Chapter 3, we show you how to increase the number of history states via Elements preferences. You can ratchet this number up to 1,000 if you like. But realize that the more history states you record, the more memory Elements requires.

Reverting to the last save

While you edit photos in Elements, plan on saving your work regularly. Each time you save in an editing session, the History panel preserves the list of edits you make until you hit the maximum number or close the file.

If you save, then perform more edits, and then want to return to the last saved version of your document, Elements provides you with a quick, efficient way to do so. If you choose Edit ⇨ Revert, Elements eliminates your new edits and takes you back to the last time you saved your file.

When you choose Revert, *Revert* appears in the History panel. You can eliminate the Revert command from the History panel by right-clicking (Windows) or Ctrl-clicking (on a Mac with a one-button mouse) the Revert item and choosing Delete from the contextual menu that appears.

Getting a Helping Hand

You probably bought this book because you're not a fan of sifting through help files and want an expert guide to image editing. We share everything a beginner needs to get started in Elements, but Elements is too sophisticated a program to cover completely in the pages we have here. You may also need some quick help if you don't have this book nearby.

Whenever you need a hand, know that you can find valuable help information quickly and easily within Elements itself. If you're stuck on understanding a feature, ample help documents are only a mouse click away and can help you overcome some frustrating moments.

Your first stop is the Help menu, where you can find several commands that offer information:

- » **Photoshop Elements Help:** Choose Help ⇨ Photoshop Elements Help or press the F1 key (Windows) or the Help key (on a Mac with an extended keyboard) to open the Elements Help file. You can type a search topic and press Enter to display a list of search results.
- » **Getting Started:** Choose this item for tips and information on getting started in Elements.
- » **Key Concepts:** While you read this book, if we use a term that you don't completely understand, choose Help ⇨ Key Concepts. A web page opens in your default web browser and provides many web pages with definitions of terms and concepts.
- » **Support:** This menu command launches your default web browser and takes you to the Adobe website (www.adobe.com), where you can find information about Elements, problems reported by users, and some workaround methods for getting a job done. You can find additional web-based help information by clicking Photoshop Elements Online and Online Learning Resources. The vast collection of web pages on Adobe's website offers you assistance, tips and techniques, and solutions to many problems that come with editing images. Be sure to spend some time browsing these web pages.
- » **Video Tutorials:** Choose Help ⇨ Video Tutorials to open a web page where videos for common tasks are hosted on Adobe's website.
- » **Forum:** Choose Help ⇨ Forum to explore user comments and questions with answers to many common problems.

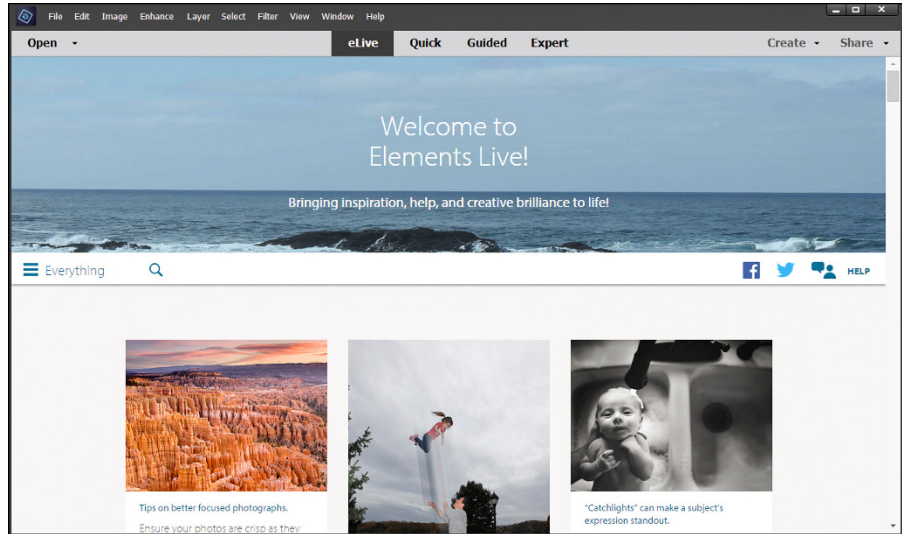


TIP

Tooltips can be another helpful resource. While you move your cursor around tools and panels, pause a moment before clicking the mouse. A slight delay in your actions produces a *tooltip*, which is a small box that describes the item your mouse is pointing to. Elements provides this sort of dynamic help when you pause the cursor before moving to another location.

When you launch the Organizer or Photo Editor for the first time, you may see the eLive tab selected by default. eLive, shown in Figure 1-9, is a feature in Elements that offers you help, tutorial assistance, and information related to updates. When you first begin to explore Elements, take a look at the various options you have for learning more about the program.

FIGURE 1-9:
Find great help
resources on
the eLive tab.



eLive has three separate categories and a View All category (called Everything) where all options are shown in the eLive window. You select a category by opening the drop-down menu from the left side of the window. Here you find:

- » **Learn:** Click this item to learn various techniques in editing photos.
- » **Inspire:** Click this item to view some inspirational creations.
- » **News:** Click this tab to view Elements news items such as updates and announcements.

The eLive tab shows updated information as Adobe posts it. The interface is web-based, and new updates to the individual items occur routinely. Be sure to explore eLive to keep updated with new ideas and announcements.

Saving Files with Purpose

When you save a file after editing it, you might save the file in the same file format, or change the format to suit your photo service center’s specifications or to ensure your image downloads quickly on a website.

When you save, Elements also enables you to take advantage of special features, such as saving different versions of a file or including your edited file in the Organizer as well as saving it to your hard drive.

This section is your guided tour of the Save/Save As dialog box (or Save As dialog box if you're saving a file for the first time) and the Save for Web dialog box. In Chapter 2, you find a detailed explanation of how to choose a file format when you save.

Using the Save/Save As dialog box

In most any program, the Save (or Save As) dialog box is a familiar place where you make choices about the file to be saved. With Save As, you can save a duplicate copy of your image or save a modified copy and retain the original file. However, if you're planning to upload your final image to the web, skip the familiar Save (or Save As) dialog box and see the next section, "Saving files for the web."

To use the Save (or Save As) dialog box, choose File ⇨ Save for files to be saved the first time, or choose File ⇨ Save As when you want to make a copy of the open file, and a dialog box then opens.



TIP

As a matter of good practice, when you open an image, choose File ⇨ Save As for your first step in editing a photo. Save with a new filename to make a copy and then proceed to edit the photo. If you don't like your editing results, you can return to the original, unedited photo and make another copy for editing.

The standard navigational tools you find in any Save dialog box appear in the Elements Save/Save As dialog box. Here are two standard options you find in the Elements Save/Save As dialog box:

- » **Filename:** This item is common to all Save (Windows) or Save As (Mac) dialog boxes. Type a name for your file in the text box.
- » **Format:** From the drop-down list, you choose file formats. We explain the formats that Elements supports in Chapter 2.

A few options make the Photoshop Elements Save/Save As dialog box different from other Save dialog boxes that you might be accustomed to using. The Save Options area in the Save As dialog box provides these choices:

- » **Include in the Elements Organizer:** If you want the file added to the Organizer, select this check box. (For more information about using the Organizer, see Part 2.)
- » **Save in Version Set with Original:** You can edit images and save a version of your image, but only in Quick mode. When you save the file from Quick mode, this check box is enabled. Select the box to save a version of the original, which appears in the Organizer.

- » **Layers:** If your file has layers, selecting this check box preserves the layers.
- » **As a Copy:** Use this option to save a copy without overwriting the original file.
- » **Color:** Color profiles help you maintain accurate color, and this box controls your image's color profile. Select the box for ICC (International Color Consortium) Profile. Depending on which profile you're using, the option appears for sRGB or Adobe RGB (1998). When the check box is selected, the profile is embedded in the image. Chapter 2 introduces color profiles in more detail, and Chapter 14 explains how to use color profiles with your prints.
- » **Thumbnail (Windows only):** If you save a file with a thumbnail, you can see a miniature representation of your image when viewing it in folders or on the desktop. If you select Ask When Saving in the Saving Files preferences, the check box can be enabled or disabled. If you select an option for Never Save or Always Save in the Preferences dialog box, this box is enabled or disabled (grayed out) for you. You need to return to the Preferences dialog box if you want to change the option.

Saving files for the web

The Save for Web command helps you prepare photos to show on the web or just onscreen. To use this command, make sure you're in Expert mode. Then choose File ⇨ Save for Web. In the Save for Web dialog box that opens (see Figure 1-10), you see your original image on the left, and the result of making changes for file format and quality settings on the right.

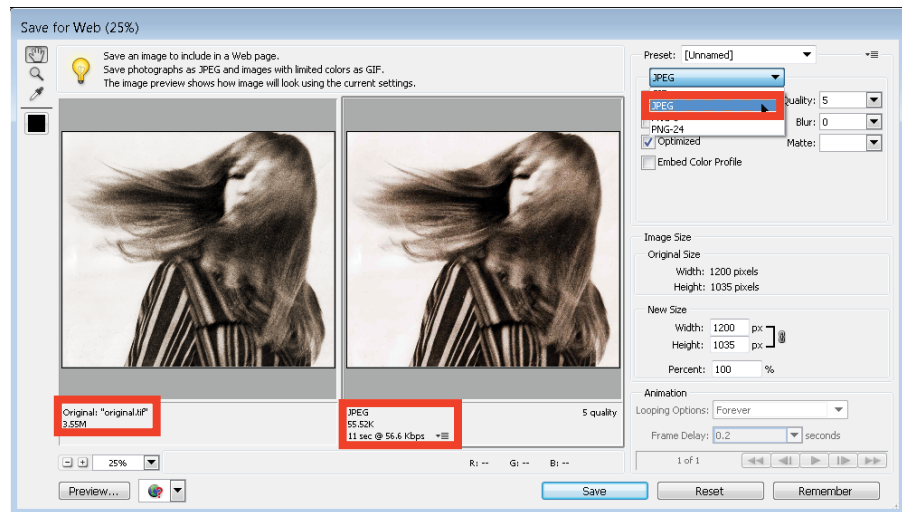


FIGURE 1-10:
The Save
for Web
dialog box.

The standard rule with web graphics is to find the smallest file size for an acceptable image appearance. In the Save for Web dialog box, you have many choices for reducing file size. Notice in Figure 1-10 that you see the original image with the file size reported below the image on the left. After choosing JPEG for the file type, you can see that the image size is reduced from the original 3.55MB to 55.52K. (See Chapter 2 for details about choosing a file type.)

You can also use the Quality item that appears to the right of the drop-down list to adjust the final quality of the saved file. Here, you need to find the right balance between quick download times and image appearance. Just keep an eye on the preview image as well as the download time information for your optimized file.

For the most accurate viewing, set the zoom size to 100 percent. In the lower-left corner of the dialog box, you can choose zoom levels from the drop-down list or just type a value in the field box. If your chosen settings noticeably degrade your image quality, you can easily discern the loss when viewing at a 100-percent view.



REMEMBER

Working in the Save for Web dialog box is a matter of making choices and viewing the results. Toggle the different file type choices and make adjustments for quality. If you see image degradation, change to a different quality setting or file format. Always look at the file-size item reported below the image on the right and try to find the lowest file size that produces a good-looking image.

- » Understanding and changing resolution
- » Resampling images
- » Understanding color modes
- » Working with file formats
- » Understanding color

Chapter 2

Basic Image-Editing Concepts

When you open a picture in Photoshop Elements, you're looking at a huge grid of pixels. These *pixels* are tiny, colored squares, and the number of pixels in a picture determines the picture's *resolution*.

This relationship between pixels and resolution is important for you to understand in all your Elements work. You'll find the concepts covered in this chapter especially helpful when creating selections (as we explain in Chapter 7), printing files (Chapter 14), and sharing files (Chapter 15).

Additionally, you need to understand *color modes*, which define how many colors an image contains. Color modes are important when you're using tools in the Tools panel and Panel Bin and printing and sharing files. Basically, you want to choose a color mode for your image that is best suited for print or onscreen and the type of image you have (a photo with lots of colors versus a line drawing with only a few colors, for example).

Like resolution and color modes, the file format in which you save an image often depends on your desired output — print or screen — so this chapter concludes with an introduction to choosing a file format. This chapter helps you understand the basics of working with resolution, color modes, and file formats that are essential to great results in your final images. We talk about changing resolution by resizing images, converting color modes, and saving the results in different file formats.

Grappling with the Ubiquitous Pixels

Most digital images are composed of millions of tiny, square pixels. Each pixel has one, and only one, color value. The arrangement of the pixels of different shades and colors creates an optical illusion when you view an image onscreen. For example, black-and-white pixels might create the impression that you're looking at something gray — not at tiny black-and-white squares.

Just about everything you do in Elements has to do with changing pixels:

- » Surrounding pixels with selection tools to select what appear to be objects in your image
- » Making pixels darker or lighter to change contrast and brightness
- » Changing shades and tints of pixels for color correction
- » Performing a variety of other editing tasks

An image made of pixels is a *raster image*. If you open a file in Elements that isn't made of pixels, you can let Elements *rasterize* the data. In other words, Elements converts other data to pixels if the document wasn't originally composed of pixels.



TECHNICAL
STUFF

Images not made of pixels are typically *vector images*. You can also have vector content in an Elements file. Text added with the Type tool, for example, is a vector object. When you save an Elements file with the Text layer intact or save it as a Photoshop PDF file, the vector data is retained. We talk more about vector data in Chapter 13. For this chapter, you just need to focus on raster data.



REMEMBER

To use most of the tools and commands in Elements, you must be working on a raster image file. If your data isn't rasterized, many tools and commands are unavailable.

The pixels in an image determine an image's resolution and dimensions, as we explain in the following sections.

Understanding resolution

The number of pixels in an image file determines the image's resolution, which is measured in pixels per inch (ppi). For example:

- » If you have 300 pixels across a 1-inch horizontal line, your image resolution is 300 ppi.
- » If you have 72 pixels across 1 inch, your image resolution is 72 ppi.



REMEMBER

Image resolution is critical to properly outputting files in the following instances:

- » **Printing images:** The optimal resolution for print is 300 ppi. If the image resolution is too low, the image prints poorly. If the resolution is too high, you waste time processing all the data that needs to be sent to your printer.
- » **Showing images onscreen:** The best resolution for onscreen images is 72 ppi. Onscreen resolution is lower than print to match typical screen resolutions (also called display *resolution*). Just as images have resolution inherent in their files, your computer monitor displays everything you see in a fixed resolution. Computer monitors display images at 72 ppi (or 85 or 96 ppi or higher). That's all you get. What's important to know is that you can always best view photos on your computer monitor at a 72-ppi image size in a 100 percent view.

Newer devices, such as smartphones and tablets, have screens with higher resolutions. You can find device display resolutions from 150 ppi to more than 300 ppi on a variety of devices. When you design for a specific display, it's important to know the device display-resolution capabilities before you start working in Elements.

To see how image resolution and screen resolution combine and impact what you see onscreen, look at Figure 2-1. You see an image reduced to 50 percent and then at different zoom sizes. When the size changes, the monitor displays your image at different resolutions. For example, if you view a photo with a resolution of 72 ppi and reduce the size to 50-percent view on your monitor, the resolution on the monitor appears as though the photo is at 144 ppi. When the size is 100 percent, the image resolution is the same as the monitor resolution. Table 2-1 provides a closer look at these differences in resolution.

This relationship between the image resolution and viewing the image at different zoom levels is an important concept to grasp. If you grab an image off the web and zoom in on it, you may see a view like the 800-percent view shown in Figure 2-1. If you acquire a digital camera image, you may need to zoom out to a 16-percent view to fit the entire image in the image window.

The reason that these displays vary so much is because of image resolution. That image you grabbed off a web page might be a 2-inch-square image at 72 ppi, and that digital camera image might be a 10-x-12-inch image at 240 ppi. To fill the entire window with the web image, you need to zoom in on the file. When you zoom in, the image appears as though it's reduced in resolution.



REMEMBER

When you zoom into or out of an image, you change the resolution as it appears on your monitor. *No resolution changes are made to the file.* The image resolution remains the same until you use one of the Elements tools to reduce or increase the image resolution.

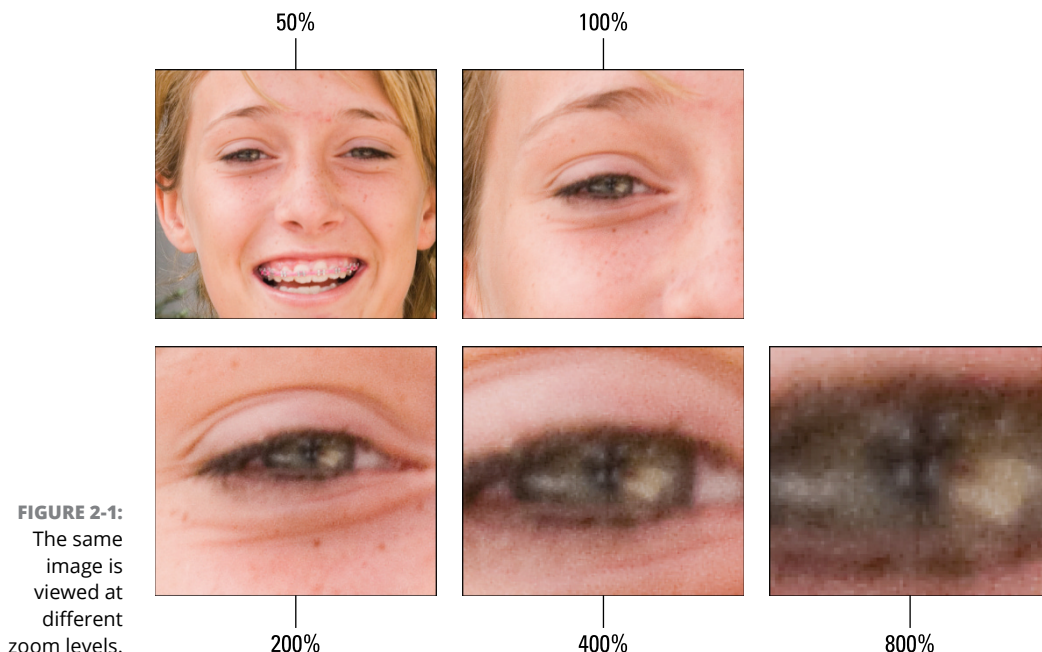


TABLE 2-1 **How Image and Display Resolutions Affect What You See Onscreen**

Image Resolution	Display Resolution	Zoom Level	How Image Appears Onscreen
72 ppi	72 ppi	100%	Image appears onscreen at its actual resolution, so the onscreen display is the same as what you'd see if you printed the image. The print won't be crisp, however, because the resolution is too low for print. A low resolution looks fine on a monitor but not on paper.
72 ppi	72 ppi	50%	Image appears smaller onscreen, as though it has a higher image resolution (144 ppi, or twice the resolution that it actually has).
72 ppi	72 ppi	200%	Image appears larger onscreen, as though it has a lower image resolution (36 ppi, or half of its actual resolution). The display needs to simulate "spreading out" the pixels to make the image appear bigger.
300 ppi	72 ppi	100%	Image appears larger onscreen than it will in print, because the monitor can display only 72 ppi. A print of this image will look clear and crisp, because 300 ppi is the ideal resolution for prints.
300 ppi	72 ppi	50%	Image appears smaller onscreen but will print larger than the monitor view.
300 ppi	72 ppi	200%	Image appears larger onscreen but will print smaller than the monitor view.

Understanding image dimensions

Image dimensions involve the physical size of your file. If the size is 4 x 5 inches, for example, the file can be any number of different resolution values. After the file is open in Elements, you can change the dimensions of the image, the resolution, or both.

When you change only the dimensions of an image (not the number of pixels it contains), an inverse relationship exists between the physical size of your image and the resolution. When image size is increased, resolution decreases. Conversely, when you raise resolution, you reduce image size.

The Art of Resampling

In some cases, images are too large, and you need to reduce their resolution and physical size. In other cases, you might need a higher resolution to output your images at larger sizes. This method of sizing — changing the size, as well as the number of pixels — is dubbed *resampling* an image. Specifically, reducing resolution is *downsampling*, and raising resolution is *upsampling*.

Here's a quick example to clarify the benefit of resampling. Say you have a photo taken with a digital single-lens reflex (SLR) camera, which takes pretty high-resolution photos. The photo could easily have a resolution of 300 dpi and dimensions of 14 x 10 inches. If you just want to make a few color corrections in Elements and then make 7-x-5-inch prints for your family members, resampling the file keeps the file size manageable for both your computer's memory and for uploading to a printing service. Because you decreased the photo's dimensions, the photo still maintains the resolution you need for a high-quality photo print (that is, 300 dots per inch; dpi). If you just changed the photo's dimensions without resampling, the photo's resolution would almost double, making for an unnecessarily large file.



WARNING

Use caution when you resample images; when you resample, you either toss away pixels or manufacture new pixels. To protect your images during resampling, work on a copy of your image, instead of the original file.

Changing image size and resolution

You can change an image's size and resolution in a couple of different ways. One method is cropping images. You can use the Crop tool with or without resampling images. For more information on using the Crop tool, see Chapter 9. Another method is using the Image Size dialog box, which you use in many of your editing sessions in Elements.

To resample an image with the Image Size dialog box, follow these steps:

1. Choose Image → Resize → Image Size.

Alternatively, you can press Ctrl+Alt+I (⌘+Option+I on the Mac). The Image Size dialog box opens, as shown in Figure 2-2.

The Pixel Dimensions area in the Image Size dialog box shows the file size (in this example, 12.1M). This number is the amount of space the image takes up on your hard drive. The width and height values are fixed unless you select the Resample Image check box at the bottom of the dialog box.

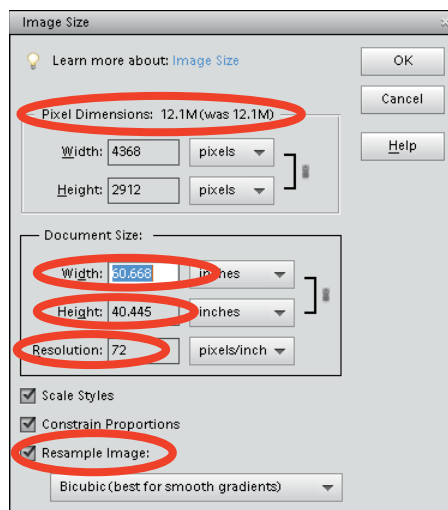


FIGURE 2-2:
The Image Size dialog box.

2. In the Document Size area, redefine dimensions and resolution.

The options are

- **Width:** Type a value in the text box to resize the image's width. Then press Tab to move out of the field and implement the change. From the drop-down list to the right of the text box, you can choose a unit of measure: percent, inches, centimeters, millimeters, points, picas, or columns.
- **Height:** The Height options are the same as the Width.

If you keep the sizing proportional, you typically edit either the Width or Height text box, but not both. When you alter either width or height, the resolution changes inversely.

- **Resolution:** Type a value in the text box to change resolution and then press Tab to commit the change. After you edit the resolution, the Width and Height values are changed inversely (if the Constrain Proportions check box is selected).

3. (Optional) If you're okay with resampling your image to get the desired size, select the Resample Image check box.

With this check box selected, you can change dimensions and pixels at the same time, which results in either reducing or increasing the number of pixels. When the check box is deselected, the values for dimensions are linked; changing one value automatically changes the other values.

Before you resample your image, however, be sure to check out the following section, "Understanding the results of resampling."



TIP

4. (Optional) If you select the Resample Image check box, choose a resampling method from the drop-down list below it and/or select the other resample options above it.

In the drop-down list, you find different choices for resampling. See Table 2-2 for details on each method.

When you select the Resample Image check box, the two check boxes above it become active. Here's what they do:

- *Scale Styles*: Elements has a Styles panel from which you can add a variety of different style effects to images. (See Chapter 11 for details.) When you apply a style, such as a frame border, the border appears at a defined width. When you select the Scale Styles check box and then resize the image, the Styles effect is also resized. Leaving the check box deselected keeps the style at the same size while the image is resized.
- *Constrain Proportions*: By default, this check box is selected, and you should leave it that way unless you want to intentionally distort an image.

5. When you're done selecting your options, click OK to resize your image.

TABLE 2-2 **Resampling Methods**

Method	What It Does	Best Uses
Nearest Neighbor	This method is fastest, and the results produce a smaller file size.	This method is best used when you have large areas of the same color.
Bilinear	This method produces a medium-quality image.	You might use this option with grayscale images and line art.
Bicubic	This method is the default and provides a good-quality image.	Unless you find better results by using any of the other methods, leave the default at Bicubic.
Bicubic Smoother	This method improves on the Bicubic method, but you notice a little softening of the edges.	If sharpness isn't critical and you find Bicubic isn't quite doing the job, try this method. It tends to work best if you have to upsample an image.
Bicubic Sharper	This method produces good-quality images and sharpens the results.	Downsample high-resolution images that need to be output to screen resolutions and web pages.

Understanding the results of resampling



REMEMBER

As a general rule, reducing resolution is okay, but increasing resolution isn't. If you need a higher-resolution image and you can go back to the original source (such as rescanning the image or reshooting a picture), try (if you can) to create a new file that has the resolution you want instead of resampling in Elements. In some cases, upsampled images can be severely degraded. Regardless of whether