**logobox[1]Photoshop Elements 14: Part 2**

Kathleen Weiss

Instruction and Technology Librarian

kweiss@vapld.info

**Expert Editor**

You don’t have be an expert to work in the Expert Editor. Expert Editor is where you’ll find the full Toolbar, Layers Panel, and advanced tool options. This workspace resembles Adobe Photoshop and shares many of the same features.

**Expert Editor Orientation**

**Menu**: contains options for your workspace in a series of dropdown menus. If you are unable to locate a feature in your workspace it is also nested beneath a menu.

**Toolbar**: is located along the left sidebar. Tools are divided into six sections: **View**, **Select**, **Enhance**, **Draw**, **Modify**, and **Color**.

**Tool Options**: is located in the bottom left and displays settings and options for your selected tool.

**Photo Bin**: is located in the bottom left and displays the photos you have open in your workspace as thumbnails. Click the Photo Bin button to view Photo Bin at the bottom of the workspace.

**Undo/Redo buttons**: are located in the bottom left and let you undo or redo an action.

**Layout**: shows all open photos on your screen at one time.

**Right Panel or Column:** displays the Layers Panel by default but you can display other options here as well. All your options include:

* **Layers**: contains the layers in your photo
* **Effects**: contains Filters and Styles
* **Graphics**: contain things you might use to enhance a graphic or font
* **Favorites**: lists your favorite graphics so you don’t have to hunt through them each time
* **More**: includes different panels to choose from, such as Histogram

**Working in Expert Editor**

**To Open a file in Expert Editor:**

1. Click the **Organizer** button.
2. Select the **photo** you want to open.

OR

1. Click **File**.
2. Click **Open**.
3. Select your desired **photos**.

**Cropping**

Cropping removes content from the edges of a photo. The Cropping Tool in Photoshop Elements makes cropping suggestions, but you may elect to use your own crop style.

**To crop a photo:**

1. Click the **Crop** tool.
2. Photoshop Elements makes crop suggestions at the bottom of your workspace. Select one of these if you like.
3. To set your own crop area, **click and drag the bounding box** over the photo.
4. **Drag the corner** of the bounding box to resize your crop area.
5. To maintain the aspect ratio of your photo, hold down the shift key or use the drop down restriction to maintain a certain aspect ratio for a photo, such as 4 x 6 or 8 x 10. You can even set your own width or height in the dimensions boxes.
6. Click the **green check mark** to finalize your crop.
7. **Save** your photo.

**To resize an image (for use on-screen or on the web):**

1. Click **Image** from the menu at the top of the screen.
2. From the drop down, click **Image Size**. This opens the **Image Size dialog box**. Choose **formula** at the bottom of the drop down.
3. Change the **pixel dimensions**.
4. Click **OK**.

**Selecting**

One of the most important aspects of image editing is the ability to select an area within an image. This can be useful in a number of different ways.

* Selecting an object to apply an editing technique to it (such as changing brightness or contrast) without affecting the rest of the image
* Selecting a particular color in an image
* Selecting an area to remove

**Marquee Tool**

There are two options for the **Marquee** tool: the **Rectangular Marquee** tool and the **Elliptical Marquee** tool. Both of these can be used to make symmetrical selections.

**To use the Marquee tool:**

1. Select either the **Rectangular** or the **Elliptical Marquee** tool from the Toolbox. Select the required options from the Tool Options panel.
2. Make a **symmetrical selection** with one of the tools by **clicking and dragging** on an image.

Tip: To deselect any selection, press the Command + D keys (Mac) or Control + D keys (Windows).

**Lasso Tools**

The **Lasso** tool can be used to make a freehand selection. In the Toolbar options area you may elect to use the **Polygonal Lasso** to make selections by pointing and clicking. The **Magnetic Lasso** snaps to the sides of a selection area by identifying the beginning and end of colors.

**To use the Lasso tool:**

1. Select the **Lasso** tool from the Toolbox and select the required options from Tools Options area.
2. Make a freehand selection by **clicking and dragging** around an object. Your selection must be must contiguous by connecting the end point of your selection line to the start point.

**To use the Polygonal Lasso tool:**

1. Select the **Lasso** tool from the Toolbox and select the required options from Tools Options panel.
2. Select the **Polygonal** **Lasso** toll from the Tools Options area.
3. Make a selection by **clicking on specific points** along the outside of an object. Your selection must be must contiguous by connecting the end point of your selection line to the start point.

**To use the Magnetic Lasso tool:**

1. Select the **Lasso** tool from the Toolbox and select the required options from Tools Options panel.
2. Select the **Magnetic Lasso** tool from the Tools Options area.
3. **Click once** on an image to create the first anchor point.
4. Make a selection by **dragging continuously around an object**. The selection line snaps to the closest strong edge. Fastening points are added as the selection is made. Your selection must be must contiguous by connecting the end point of your selection line to the start point.

Tip: In the Tools Options panel for the Magnetic Lasso tool, the Contrast Value determines the amount of contrast there has to be between colors for the selection line to snap to them. A high value detects lines with a high contrast.

**Magic Wand Tool**

The **Magic Wand** tool can be used to select areas of the same or similar color.

**To use the Magic Wand Tool:**

1. Select the **Magic Wand** tool from the Toolbox and select the required options from the Tool Options panel.
2. Click on a **color** to select all of the adjacent pixels that are from the same or similar color, depending on the options selected from the Tool Options panel.

Tip: In the Tool Options panel for the Magic Wand too, the Tolerance box determines the range of colors that will be selected in relation to the color you click on.

**Quick Selection Tool**

The **Quick Selection** tool can be used to select an area of similar color by drawing over the general area, without having to make a specific selection.

**To use the Quick Selection Tool:**

1. Select the **Quick Selection** tool from the Toolbox.
2. Select the required options from the Tool Options panel.
3. Draw over an area, or part of an area, to select all of the similarly colored pixel.

**Layers**

**What are layers?**

While we tend to think of photos as flat images, but Photoshop enables you to create layers. Step away from Photoshop Elements and the computer and you will discover that you already know quite a bit about layers – you can see them from the side, but you cannot see them from the top. If you have layers of paint on a wall, the last layer is all that shows. However, if you scrape off some of the top layer, you start to see the old layers of paint.

Layers in Photoshop Elements act the same way. They are simply a stack of digital things, from adjustment layers to actual photographs. The stack has a top and a bottom with the top covering up everything underneath it. You examine the stack from the top. Real word layers appear to us in exactly the same way.

**Working with the Layers Panel**

Along the right side of your screen you will find the **Layers Panel**. This panel can be used to control your layers in a variety of ways. From here you can add new layers and adjustment layers. You may also lock or delete a layer. You can adjust a layer’s opacity or hide it completely.

**Working with Layers**

Layers give you the ability to work within different pieces of content individually. All photographs start with a single layer called **Background**. This layer is **locked in place**. If you add something to the background layer it’s **embedded**. You can avoid this by creating multiple layers. The Type tool automatically creates a new layer.

**To create a new layer:**

1. Click the **New Layer** button.

**To name a Layer:**

1. **Double click on a layer** name to rename it.

**To select a layer:**

1. Click on the **layer name** from the Layers panel.

**To make a layer invisible:**

1. Click the **Hide layer symbol** to the left of the layer name. (It looks like an eye.)

Tip: Gray and white pixels indicate which part of a layer is transparent.

**To place one photo on top of another (i.e. layer one photo on top of another):**

1. Open **both images** in the **Expert Editor**.
2. **Drag one photo on top of the other** using the **Move** tool.
3. Photoshop Elements will automatically create two layers (one for each photo).

Tip: View the images side by side using the Layout option at the bottom of your screen. This will allow you to move one image on top of another easily.

Tip: You can also make a selection in one image and copy + paste this selection on top of another image. Your pasted selected automatically becomes a new layer.

**To Free Transform a Layer**:

1. Press the **Command + O** (Mac) or **Alt + O** (Windows) keys to see the layer’s **bounding box**.
2. Press the **Option button + scroll down** (Mac) or **Alt button + scroll down** (Windows) to zoom on the center while resizing.

OR

1. From the Menu at the top of the screen, click the **Image** option. From the drop down, click **Transform**, then **Free Transform**.
2. Adjust the **bounding box** by **clicking and dragging** the **grabbers** around the outside of the bounding box.

**To reorder layers:**

1. Click on the **layer** you want to move.
2. **While clicking** on the layer, **drag the layer** to the **desired location**. (You will see a black horizontal line indicating the new layer location.)
3. Unclick the mouse. The layer moves to the new location.

**Adding Effects and Text**

There are a number of creative effects that you can use to enhance a photo.

**To add text to a photo:**

1. Click the **Text** tool from the Toolbar.
2. **Click and drag** inside of your photo to create a **text box**.
3. **Begin typing** in the **text box**.
4. **Adjust** the **font type** and **size** from the **Tools Options** area. You must **highlight your text** to make adjustments.

**Adjustment Layers**

An **adjustment layer** is a special kind of layer in the layers panel that **affects the appearance of content on layers below it**. For example, you can make corrections to tone and color without changing the original photograph itself. You can also clip an adjustment layer to an individual layer to avoid adjusting the entire photograph. Making corrections this way is called editing non-destructively.

**To create and edit adjustment layers:**

1. Click the **Adjustment layer** icon from the layer panel. (It’s a half black and white circle.)
2. Choose the **type** of adjustment layer you want.
3. Adjust your layer as necessary. When finished, **close the Adjustment panel**.
4. You will see a new adjustment layer appear on the layers panel.

**To clip an adjustment layer to an individual layer:**

1. **Hover** between your adjustment layer and the layer you want to affect.
2. Press the **Command key** (Mac) or **ALT key** (Windows). You’ll see a symbol that looks like a square with an arrow.
3. **Drag the adjustment layer** atop the layer you want to modify.

**Layer Masks**

**Compositing with Layer Masks**

A **layer mask** is a **great way to hide content you do not want to destroy**. This is called nondestructive editing because it preserves the photograph instead of destroying some of the content.

**To add a layer mask:**

1. Click the **Add Layer Mask** button. The white mask will add nothing by default.
2. Add **black paint** to the **layer mask using the selection tool to hide an area**.

Tip: Black Conceals, White Reveals

Tip: The X key switches your foreground and background colors.

**Correcting Photos**

**Content Aware Retouching**

**Content Aware** blending means you create a selection and let Photoshop Elements work out how best to fill in the gaps of the selection. Content-aware filling can usually do a good job of working out which are the best pixels to sample and construct a fairly convincing fill.

**To use the Content-Aware Fill Feature to retouch a photo with layers:**

1. Use a **selection tool** to select the area you want to fill.
2. Click the **Edit** button from the top menu.
3. From the drop down choose **Fill Selection**, then **Content**.
4. Click **Fill Selection**.

**To use the Spot Healing Brush to retouch a photo with layers:**

1. Select the **Spot Healing Brush**.
2. Create a new layer.
3. Check the **Sample all Layers checkbox**.
4. Adjust your brush size.
5. **Drag across the area** you want to hide.

**To composite with Photomerge Compose:**

1. **Open two photos** in the workspace.
2. Click **Enhance** from the menu at the top of the screen.
3. From the dropdown, select **Photomerge**.
4. From the options, click **Photomerge Compose**.
5. Follow the steps in the **Photomerge Compose wizard** to create a composite.

**Improving Shadows and Highlights**

1. **Create a copy** of the **background layer**.
2. Click the **Enhance** option in the top menu.
3. From the dropdown, select **Adjust Lighting**. From the options, click **Shadows/Highlights**.
4. This opens the **Shadows/Highlights** dialog box.
5. Make your adjustments as necessary.

**To correct a color cast:**

1. Select the **background layer**.
2. Click the **Enhance** option from the top menu.
3. From the dropdown, click **Adjust Color**. From the options, click **Remove Color Cast**.
4. This opens the **Color Cast dialog box**.
5. Click a pixel in the photo that is closest to neutral grey. (You may have to try a couple areas.)
6. You can preview the change in your workspace.
7. Click **OK** when you are satisfied with the color correction.

**Filters**

You can use filters to clean up or retouch photos. You can also use filters to apply special art effects or create unique transformations using distortion effects. Filters can radically change the mood of a photo or image.

**To find filters, you can look in three areas:**

* **Filter menu**: contains all of the available filters and lets you apply filters individually.
* **Filter Gallery**: displays thumbnail examples of what each filter does. The Filter Gallery lets you apply filters cumulatively by applying individual filters more than once. You can also rearrange filters and change the settings of each filter you’ve applied to achieve the effect you want.
* **Effects Panel**: displays thumbnail examples of what each filter listed in the Filter menu does. However, you can also use it to apply effects and styles.

**To add a filter:**

1. Select **Filter** from the **Menu bar** and select one of the **filter categories** and **subcategories**.
2. Some filter effects have a dialog box where additional settings can be applied.
3. Click on one of the preset options to apply this automatically to the photo.
4. Drag the slider to increase or decrease the amount of color for the selected filter effect.
5. Click the **OK** button.
6. The filter effect is applied to the photo.

**To rearrange applied filters:**

1. **Drag a filter name** to another position in the list of applied filters at the bottom of the Layers Panel. Rearranging the order of filters can dramatically change the way your image looks.

**To remove applied filters:**

1. **Select** the **filter** and **click** the **Delete Layer button**.