

Photoshop Elements for Genealogists

Part 7

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Topics Covered

- Editing selections
- Layers palette
- Adding layers
- Fill layers
- Working with layers
- Opacity
- Saving layers
- Adding and formatting text



Editing selections



Editing selections

- When you've made a selection, you can edit it in a number of ways



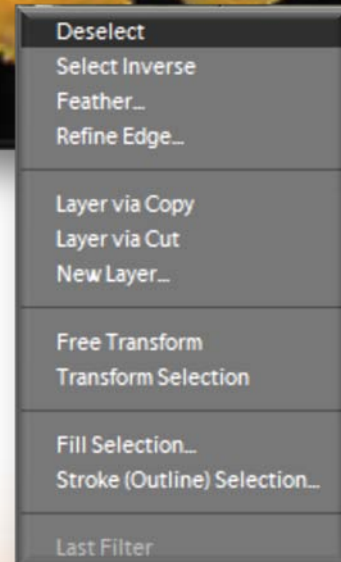
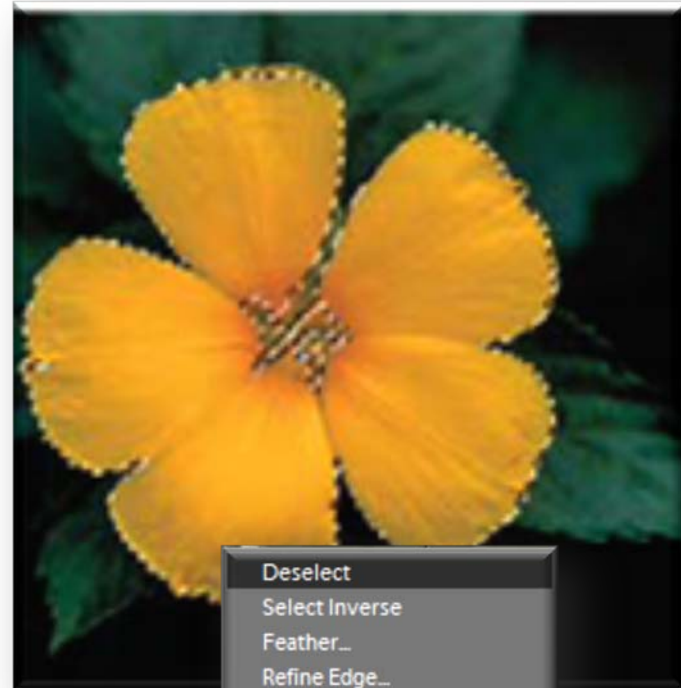
Editing selections

- **Once an area has been moved and deselected, it cannot then be selected independently again, unless it has been copied and pasted onto a separate layer**



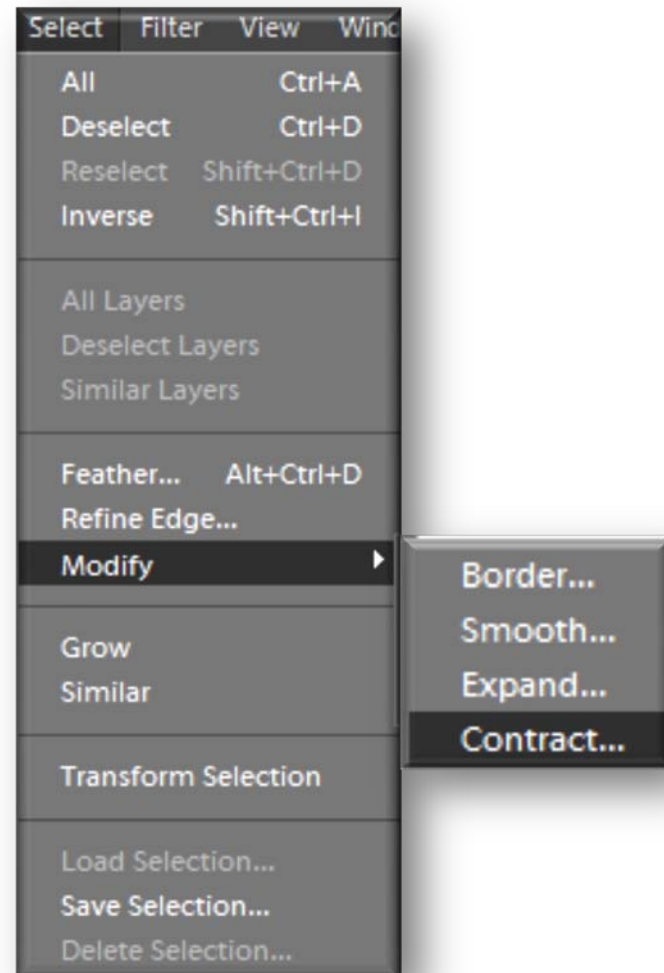
Editing selections

- To deselect a selection, click once inside the selection area with the tool that was used to make the selection

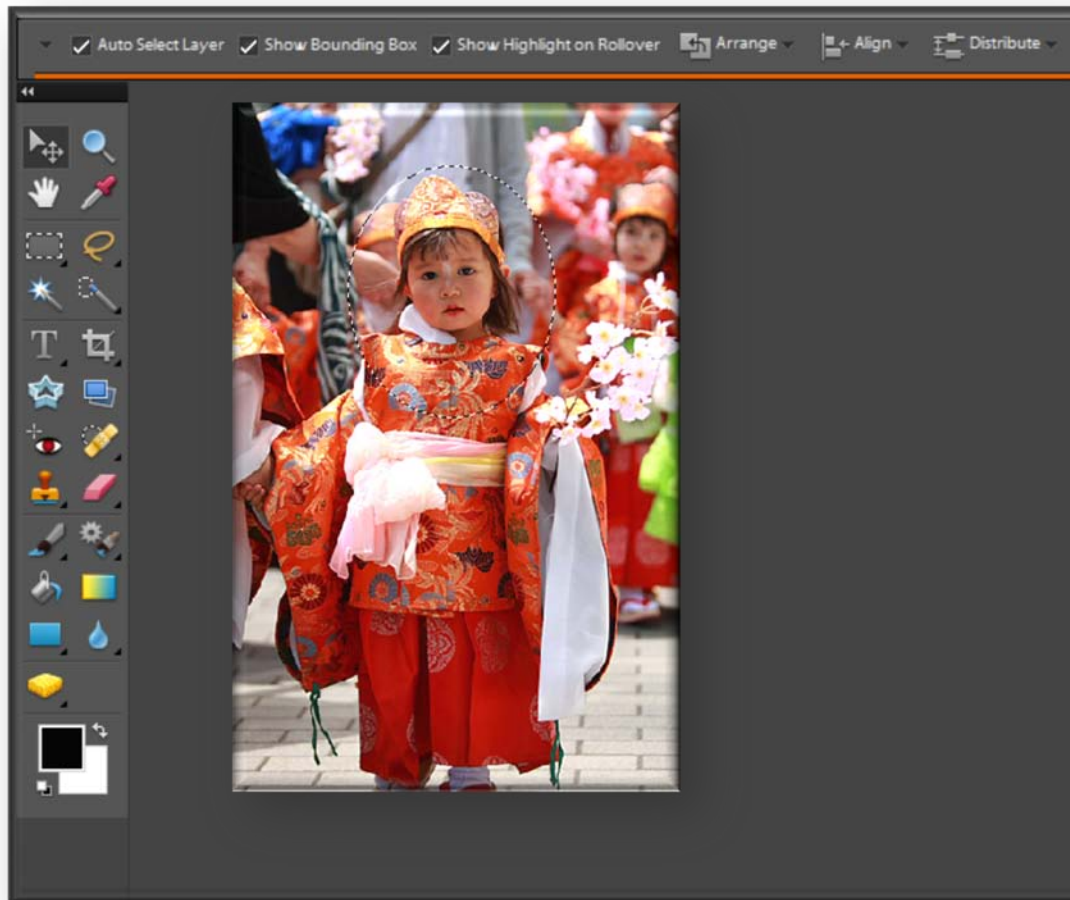


Editing selections

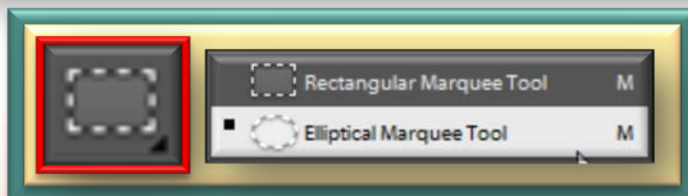
- Selections can be contracted in a similar way to expanding them, by selecting **Select > Modify > Contract** from the Menu bar
- The amount for the selection to be contracted is then entered in the Contract Selection dialog box



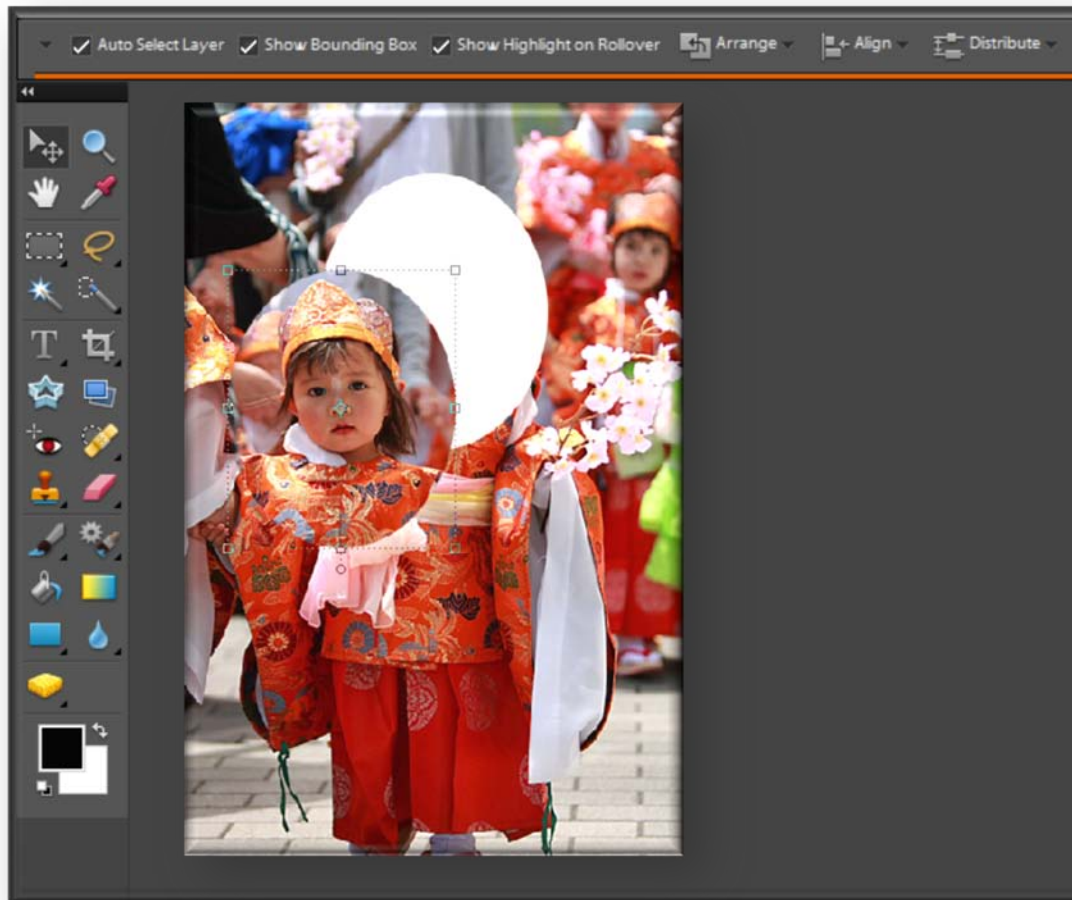
Editing selections: Moving



● To move a selected area, make a selection and select the Move tool from the Toolbox



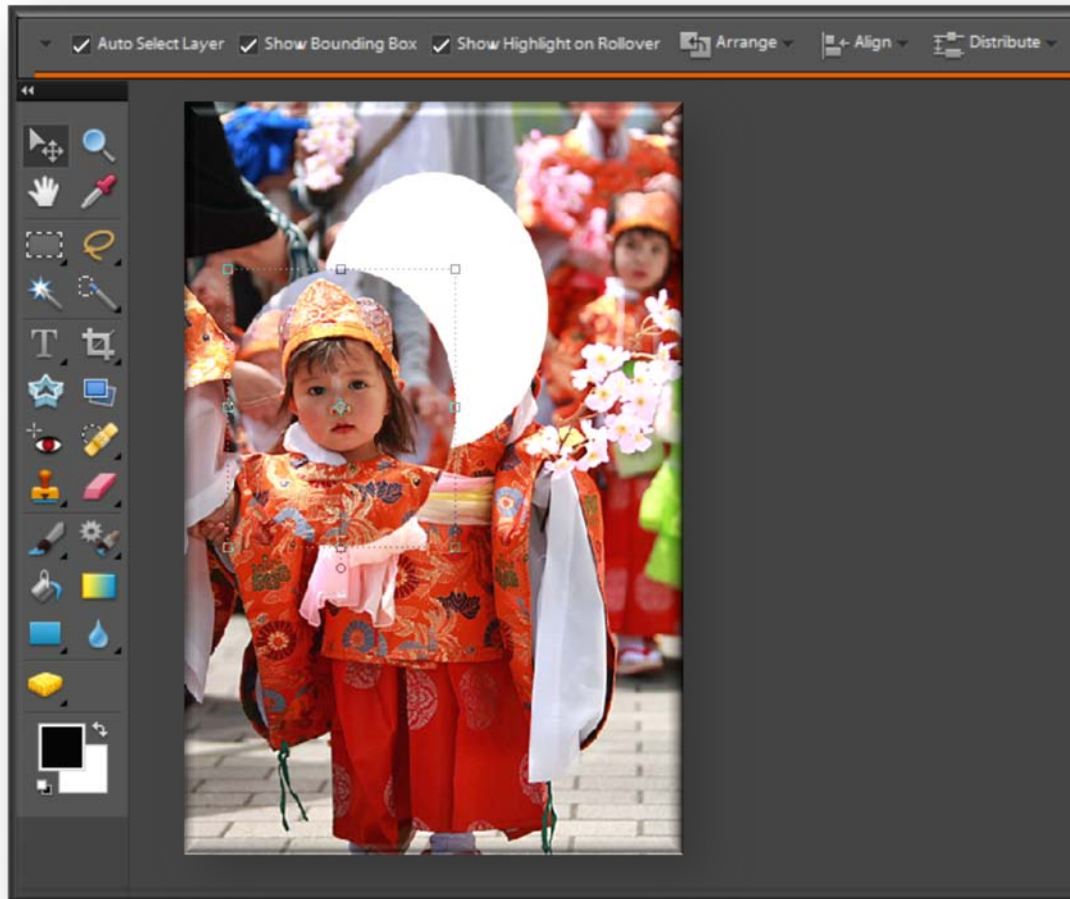
Editing selections: Moving



● To move a selected area, make a selection and select the Move tool from the Toolbox



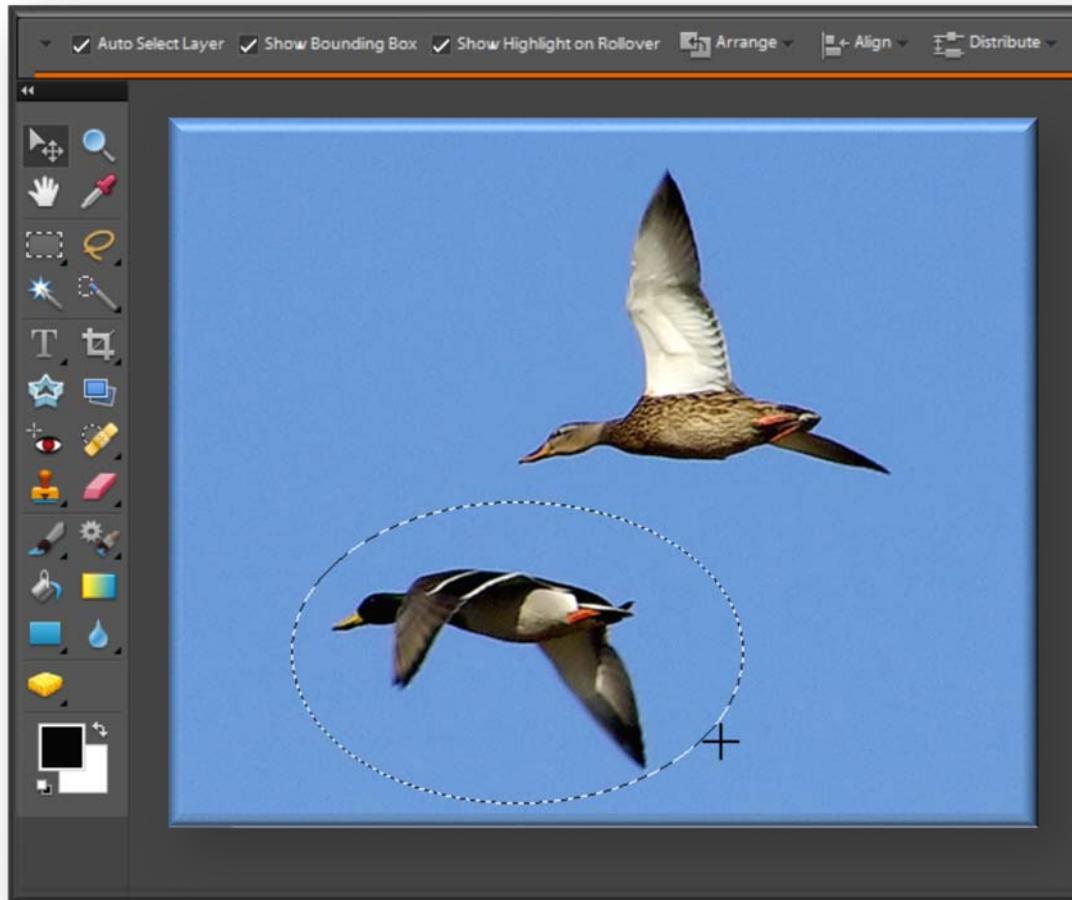
Editing selections: Moving



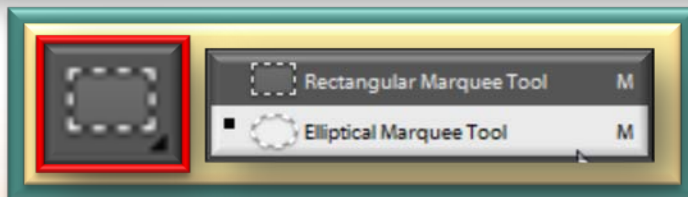
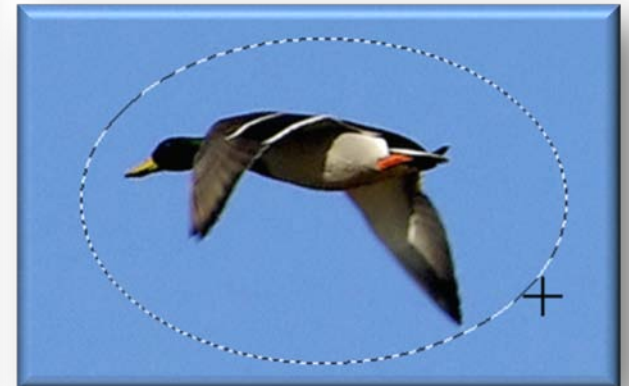
● **Drag the selection to move it to a new location**



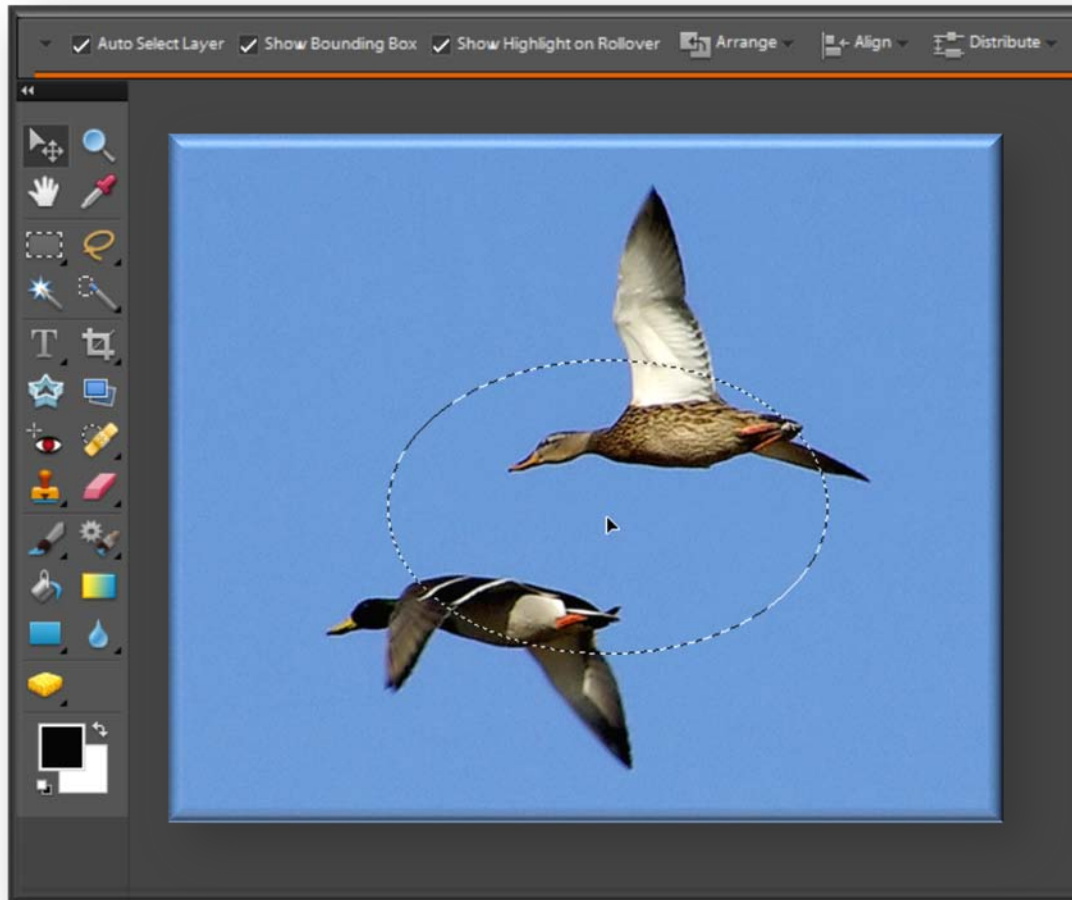
Editing selections: Changing the selection area



● To change the area under the selection, make a selection with a selection tool



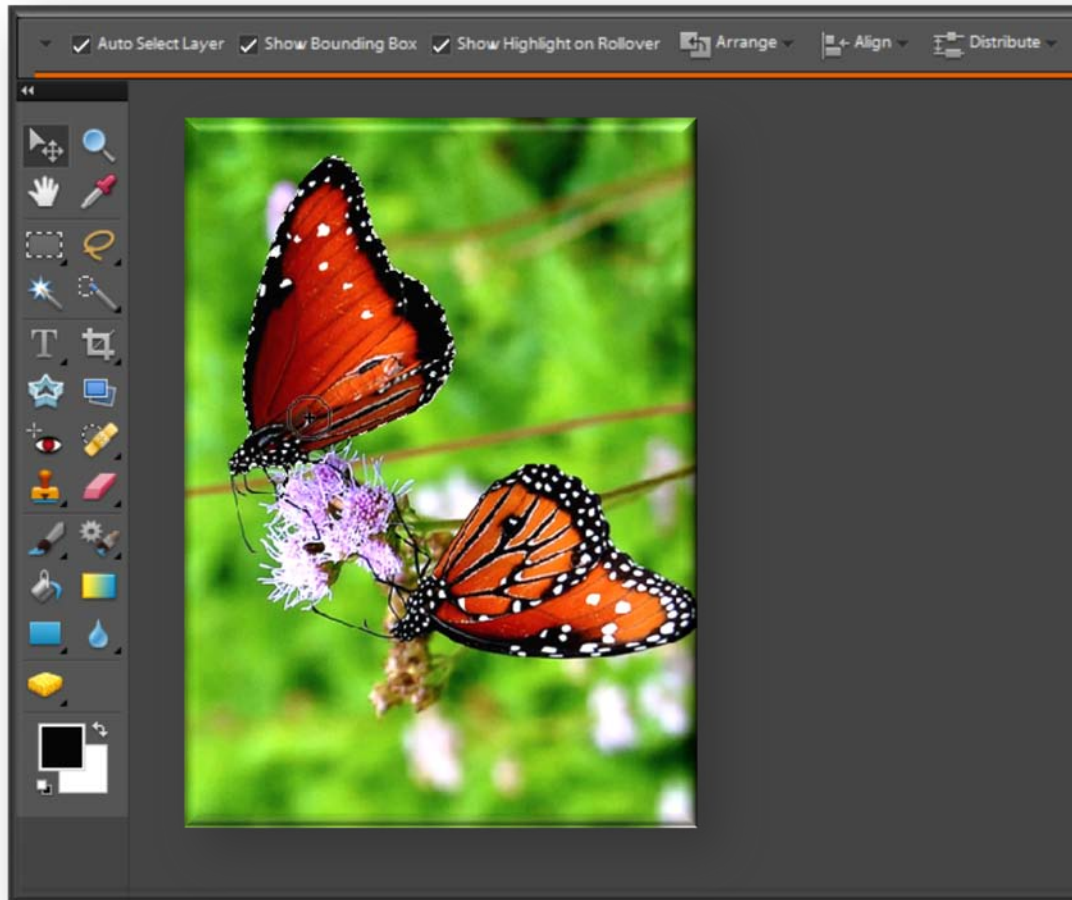
Editing selections: Changing the selection area



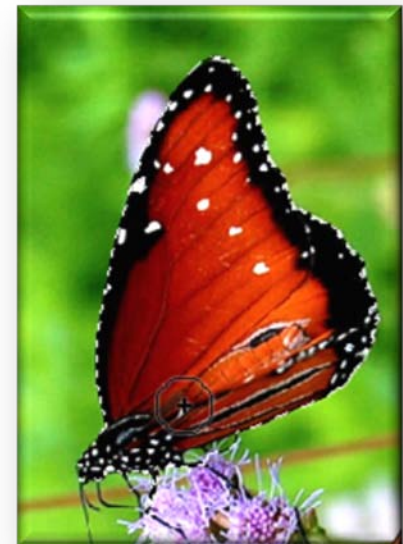
- With the same tool selected, click and drag within the selection area to move it over another part of the image



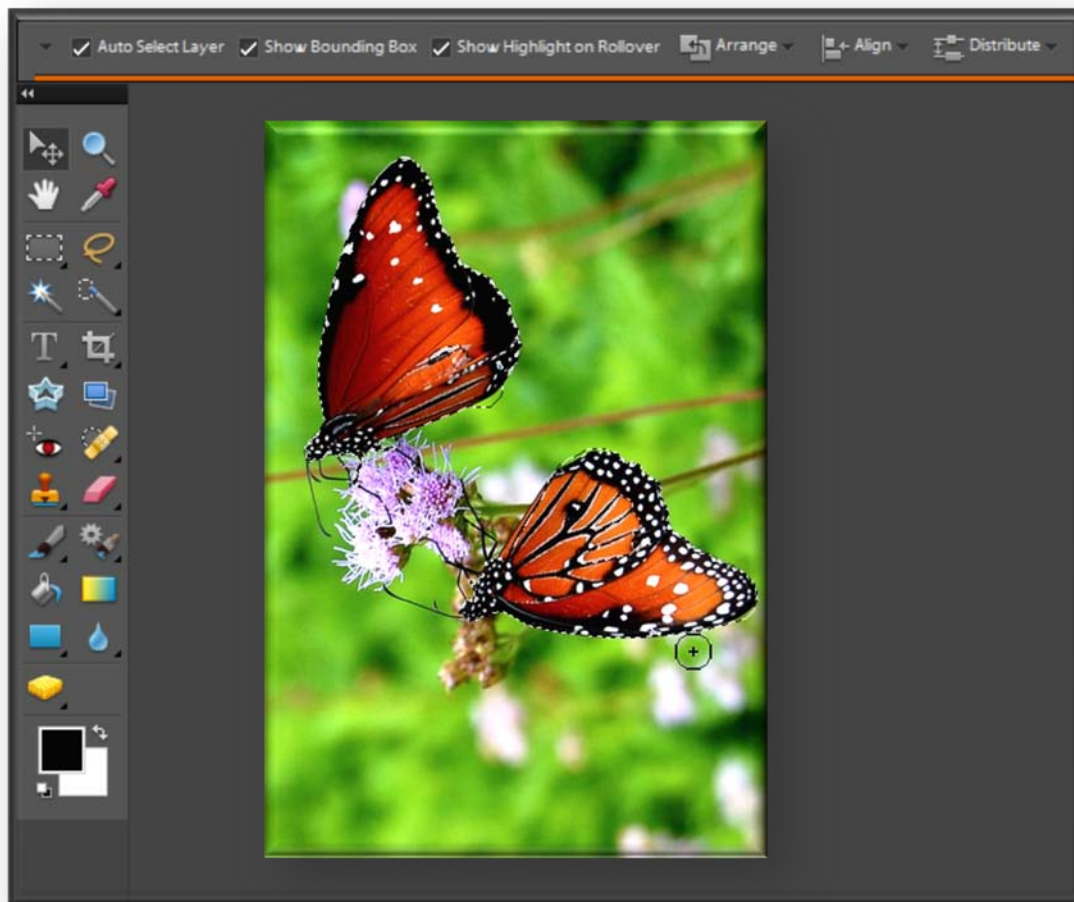
Editing selections: Adding a selection



● Select a portion of the image



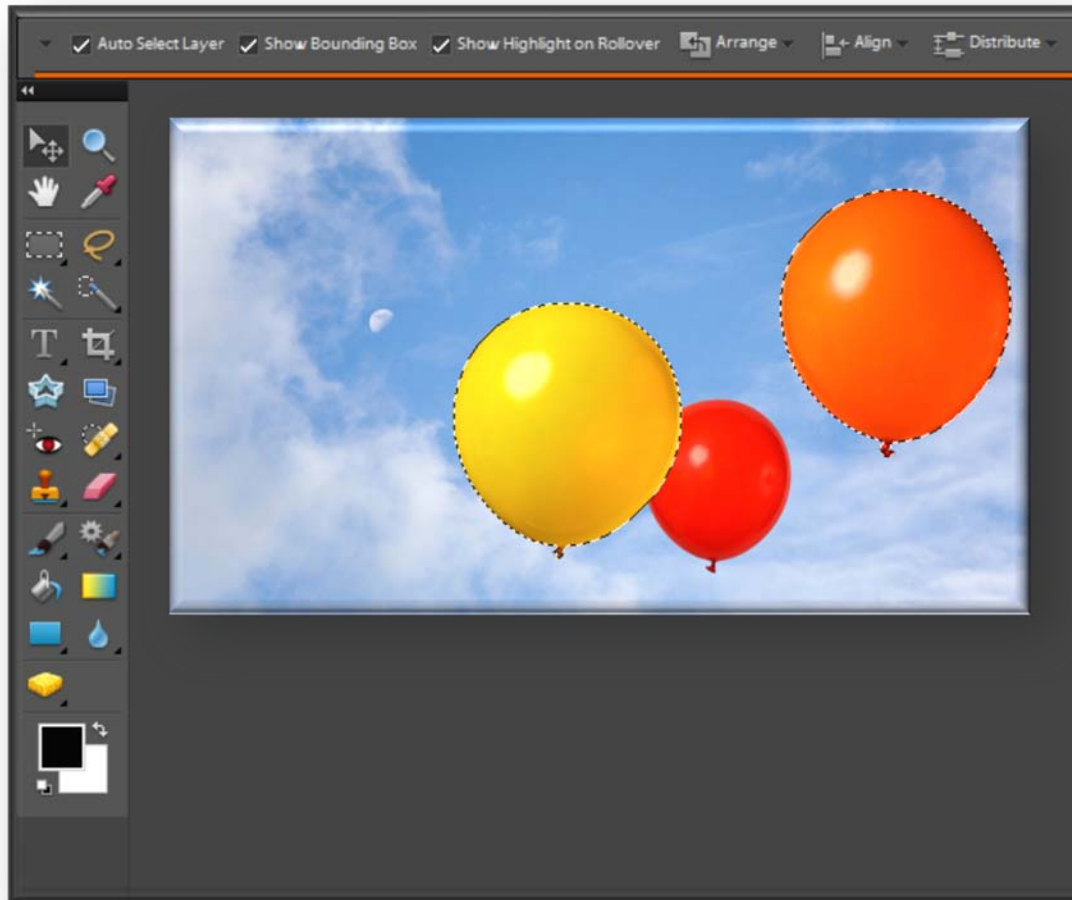
Editing selections: Adding a selection



- **Make another selection to create a single larger selection**
- **The two selections do not have to intersect**



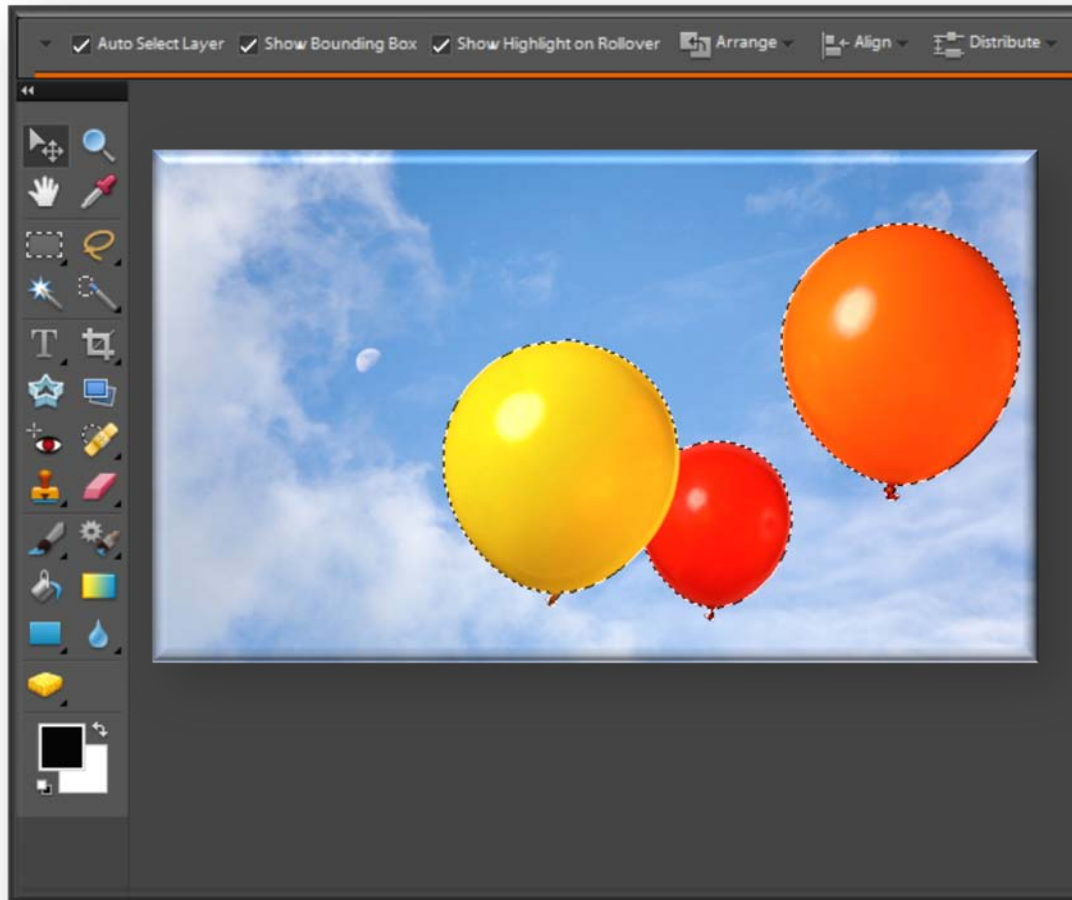
Editing selections: Inserting with a selection



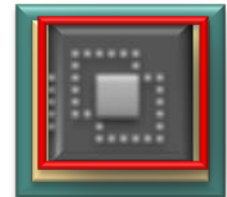
- To create a selection by intersecting two existing selections, make a selection and click here in the Options bar



Editing selections: Inserting with a selection



- **Make another selection that intersects the first**
- **The intersected area will become the selection**



Editing selections: Expanding a selection



- To expand a selection by a specific number of pixels, make a selection and choose **Select>Modify>Expand** and from the Menu bar



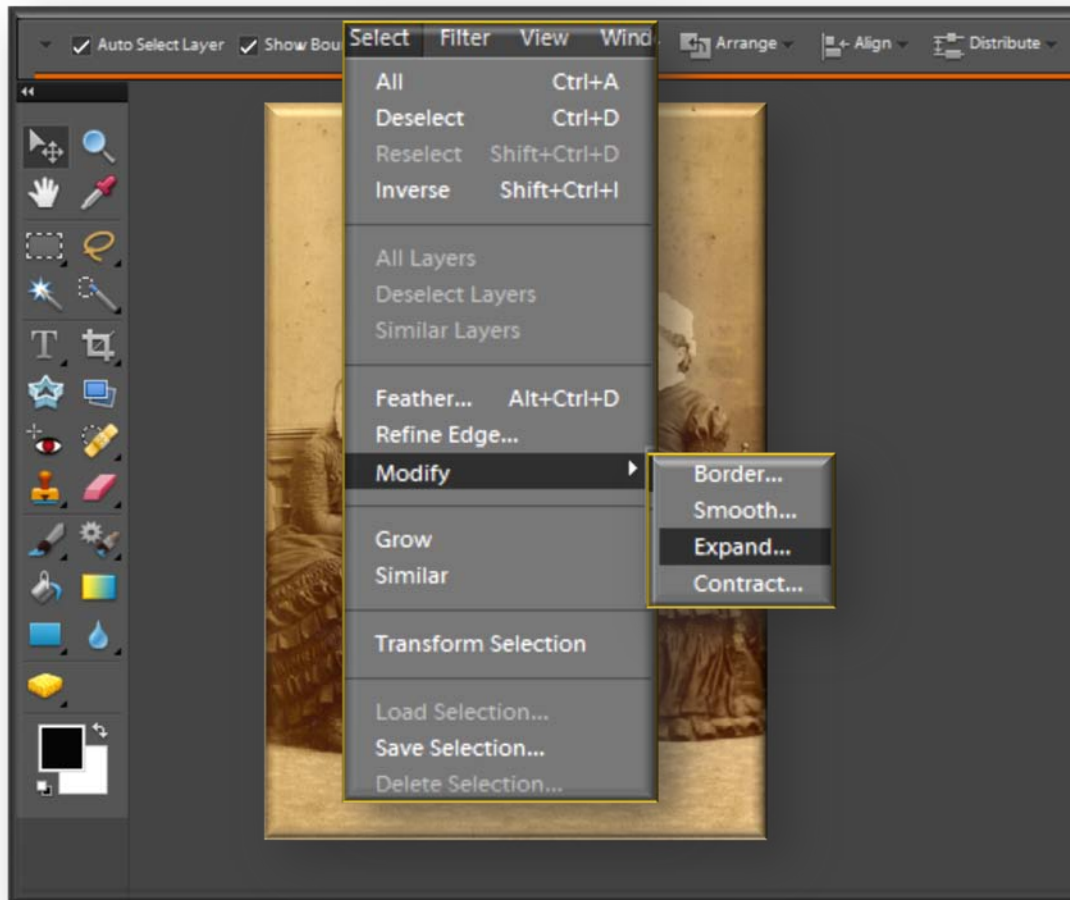
Editing selections: Expanding a selection



- To expand a selection by a specific number of pixels, make a selection and choose **Select>Modify>Expand** and from the Menu bar



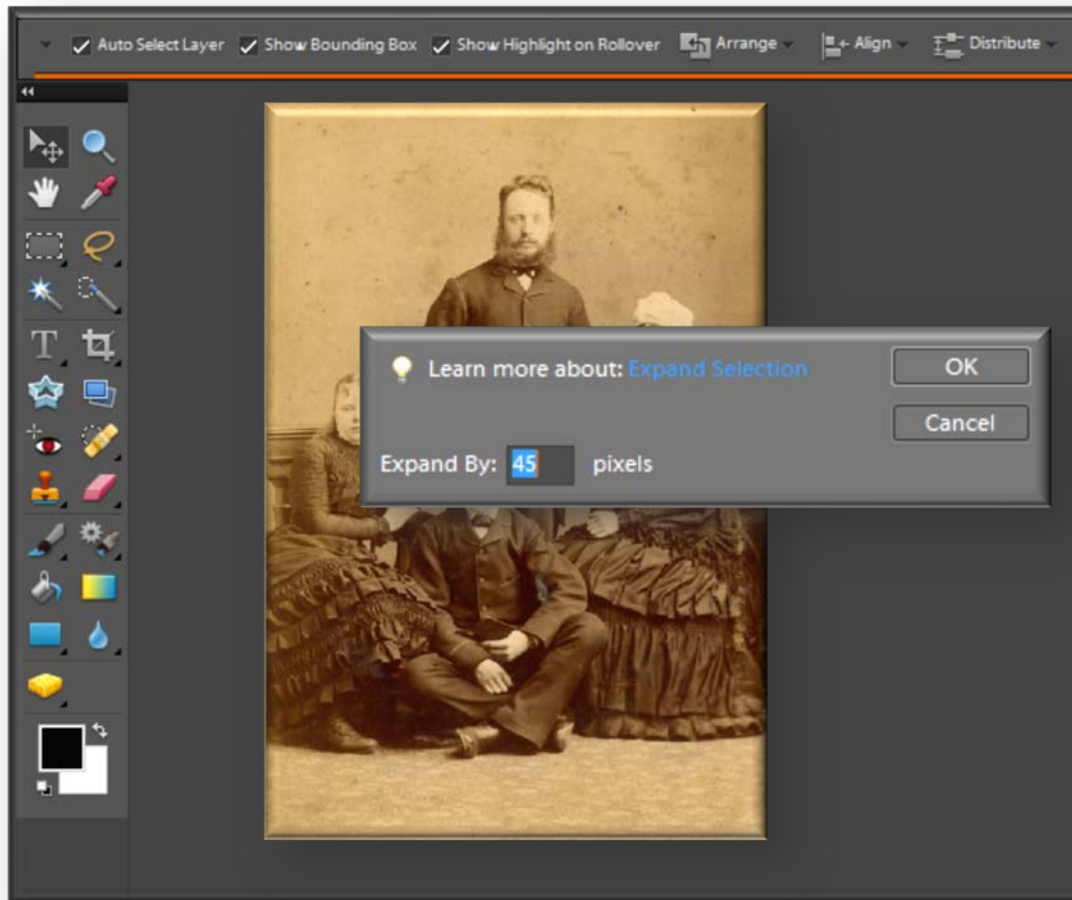
Editing selections: Expanding a selection



- To expand a selection by a specific number of pixels, make a selection and choose **Select>Modify>Expand...** and from the Menu bar



Editing selections: Expanding a selection



- In the Expand Selection dialog box, enter the amount by which you want the selection expanded



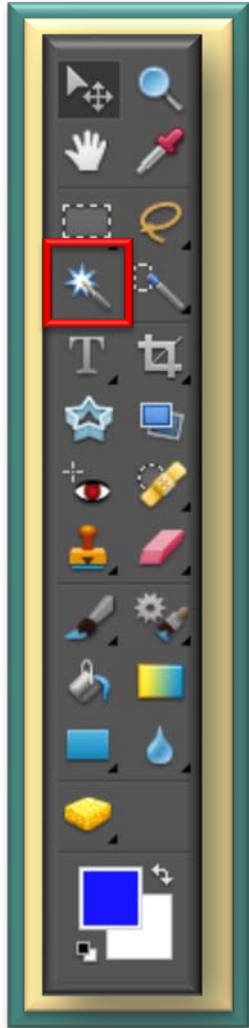
Editing selections: Expanding a selection



- In the Expand Selection dialog box, enter the amount by which you want the selection expanded



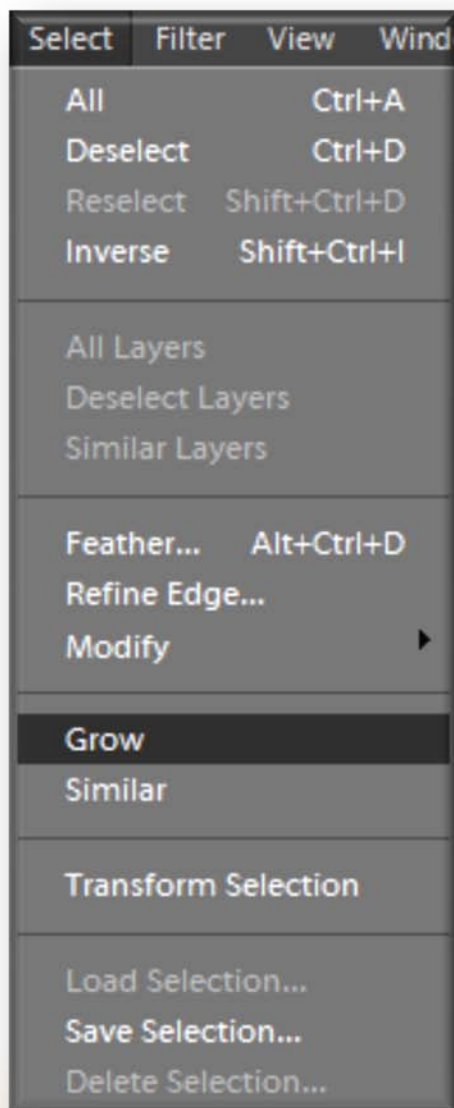
Editing selections: Growing a selection



- The Grow command can be used on a selection when it has been made with the Magic Wand tool and some of the pixels within the selection have been omitted, due to being outside the tolerance



Editing selections: Growing a selection



- Make a selection with the Magic Wand tool and make the required choices from the Options bar
- Choose **Select>Grow** from the Menu bar



Editing selections tip

- When changing the selection area, make sure that the New selection button is selected in the Options bar



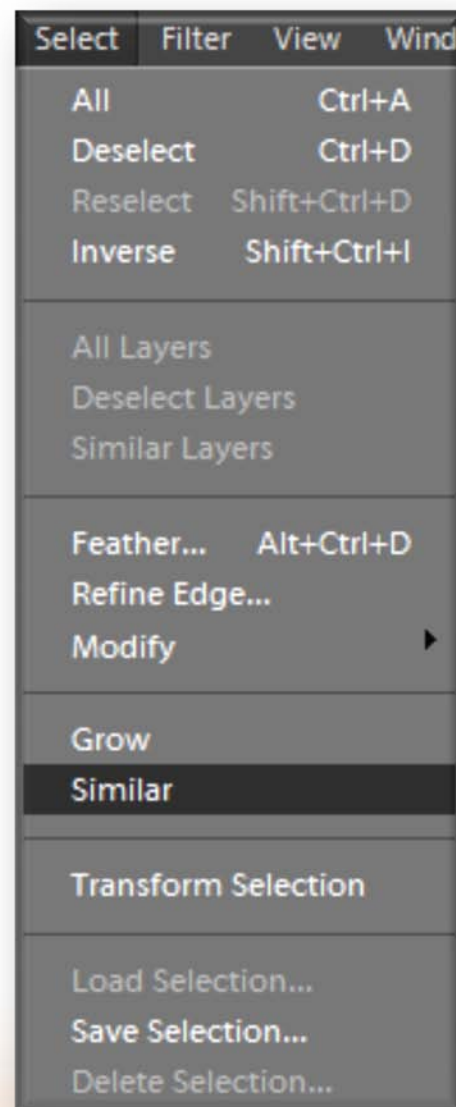
Editing selections tip

- **Additions to selections can also be made by holding down Shift and making another selection**

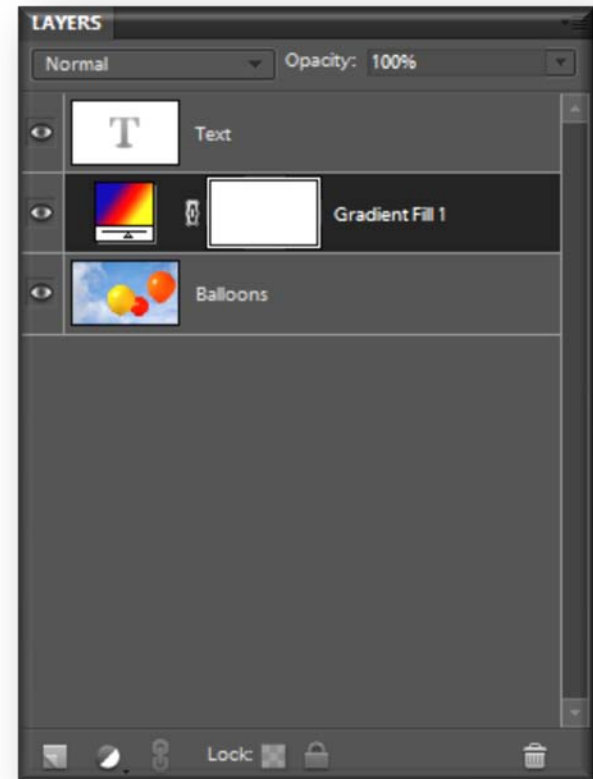


Editing selections tip

- The **Similar** command (**Select>Similar** from the Menu bar) increases the selection in the same way as the **Grow** command, except that it includes non-adjacent pixels throughout the image too



Layers palette



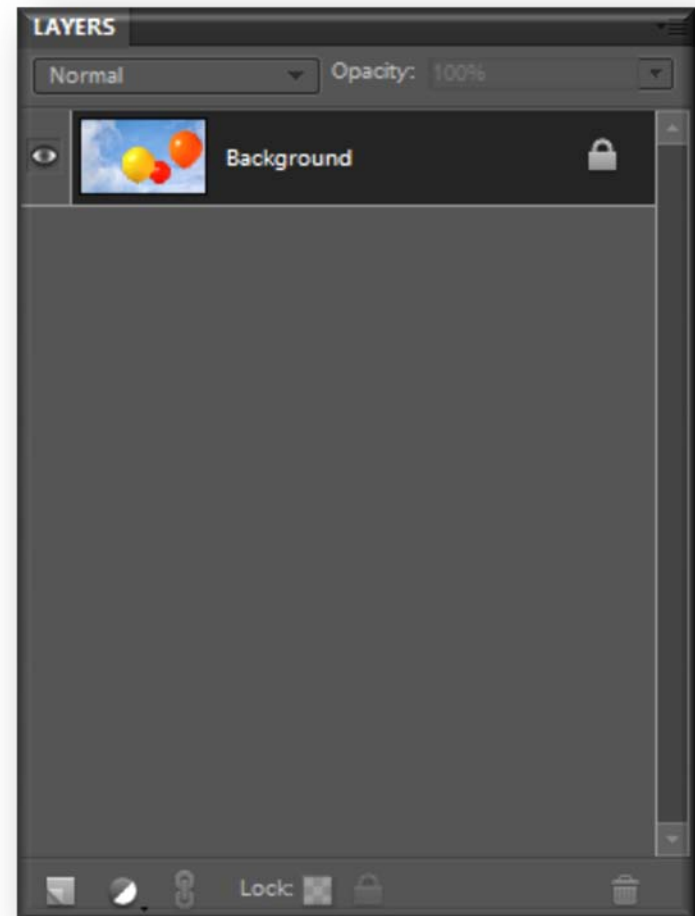
Layers palette

- The use of layers within Elements is governed by the Layers palette
- When an image is first opened it is shown in the Layers palette as the Background layer



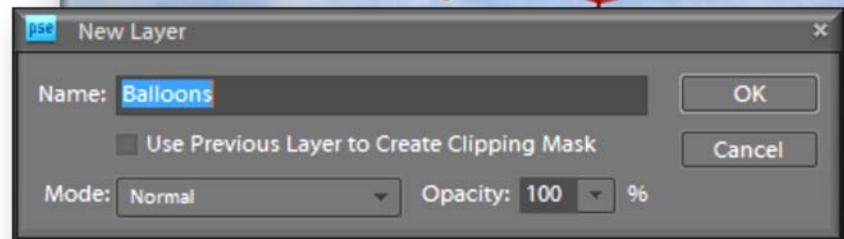
Layers palette

- While this remains as the Background layer it cannot be moved above any other layers



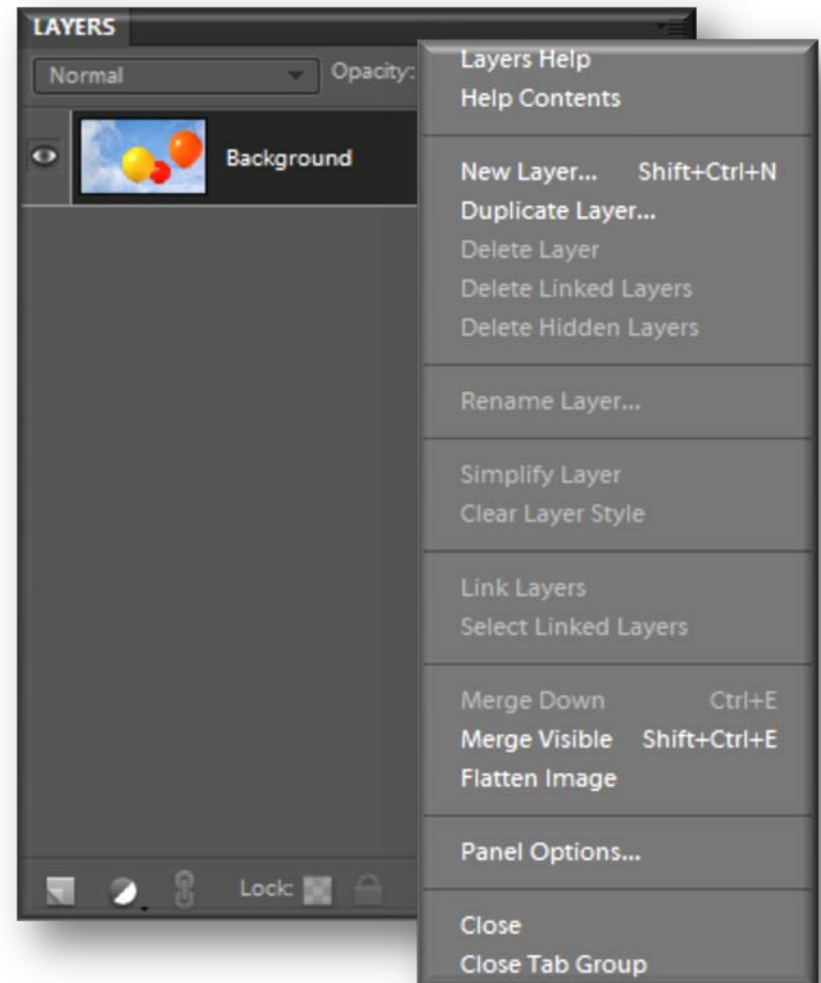
Layers palette

- However, it can be converted into a normal layer, in which case it operates in the same way as any other layer

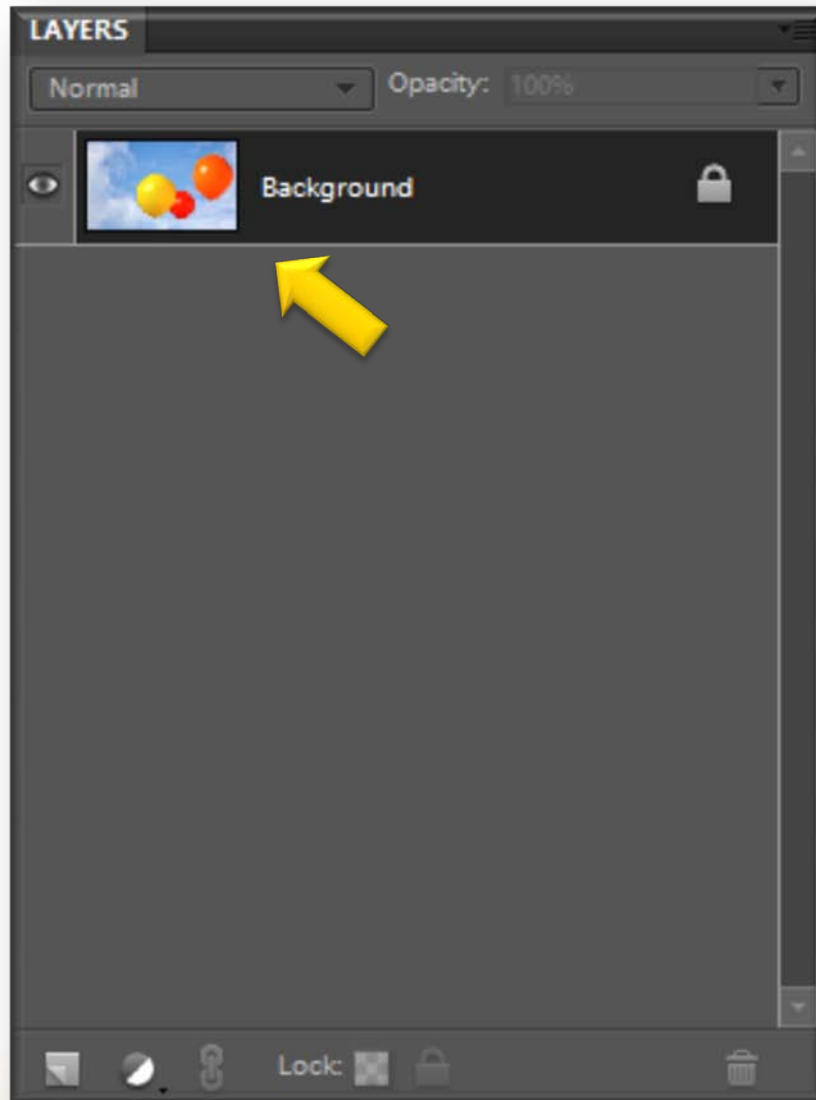


Layers palette

- The Layers palette menu can be accessed by clicking on the More button at the top right of the Layers palette



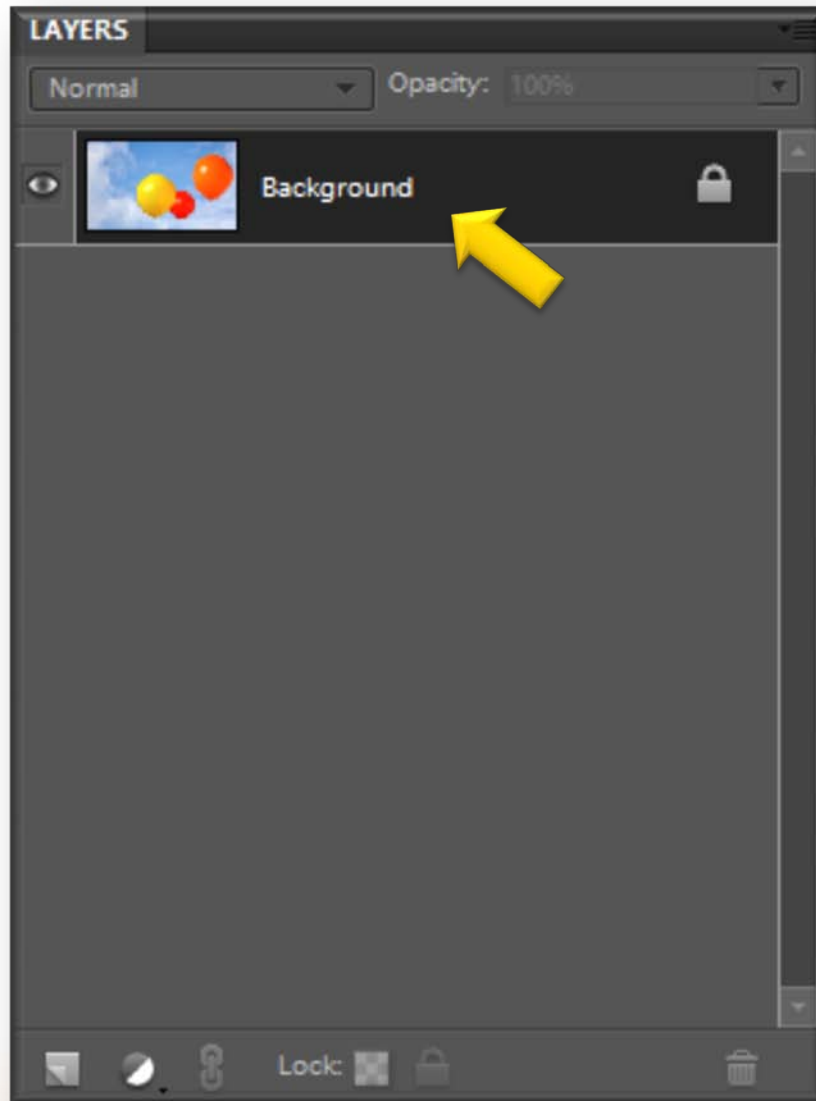
Layers palette



- To convert a Background layer into a normal one, the open image is shown in the Layers palette as the Background



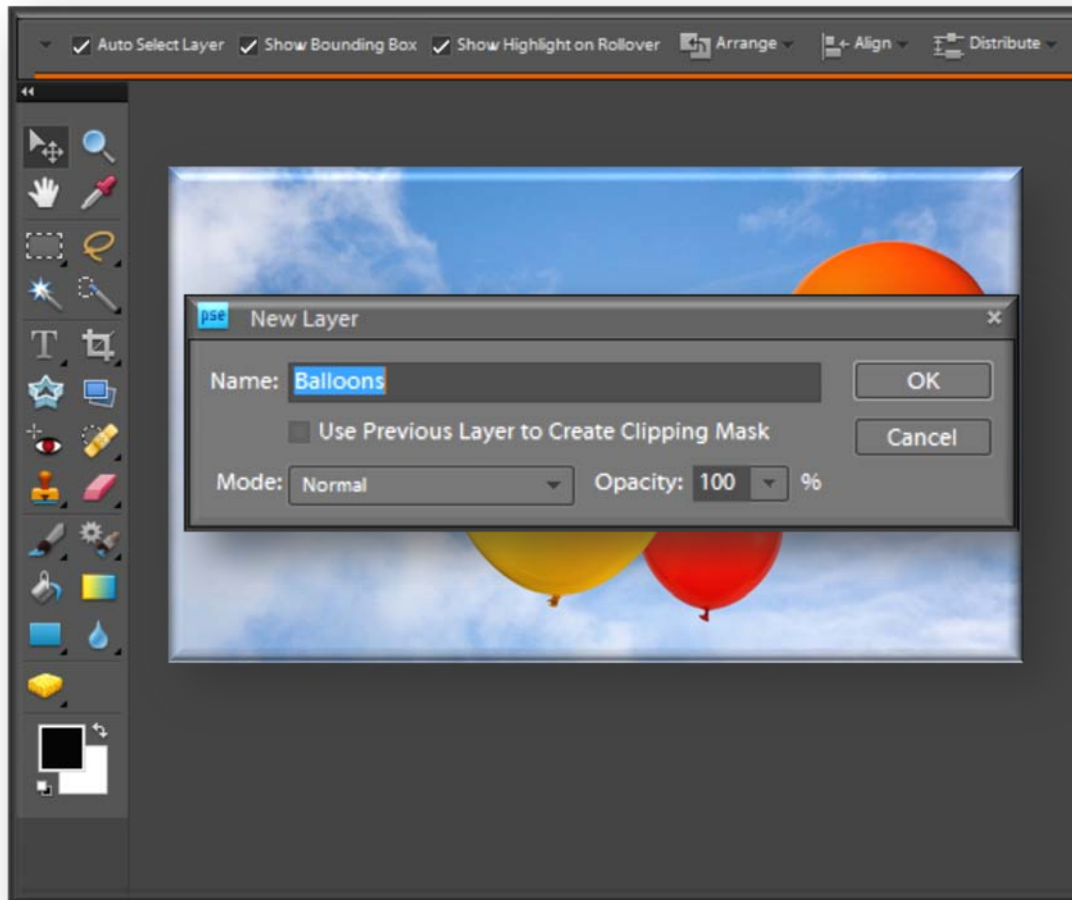
Layers palette



● Double-click here



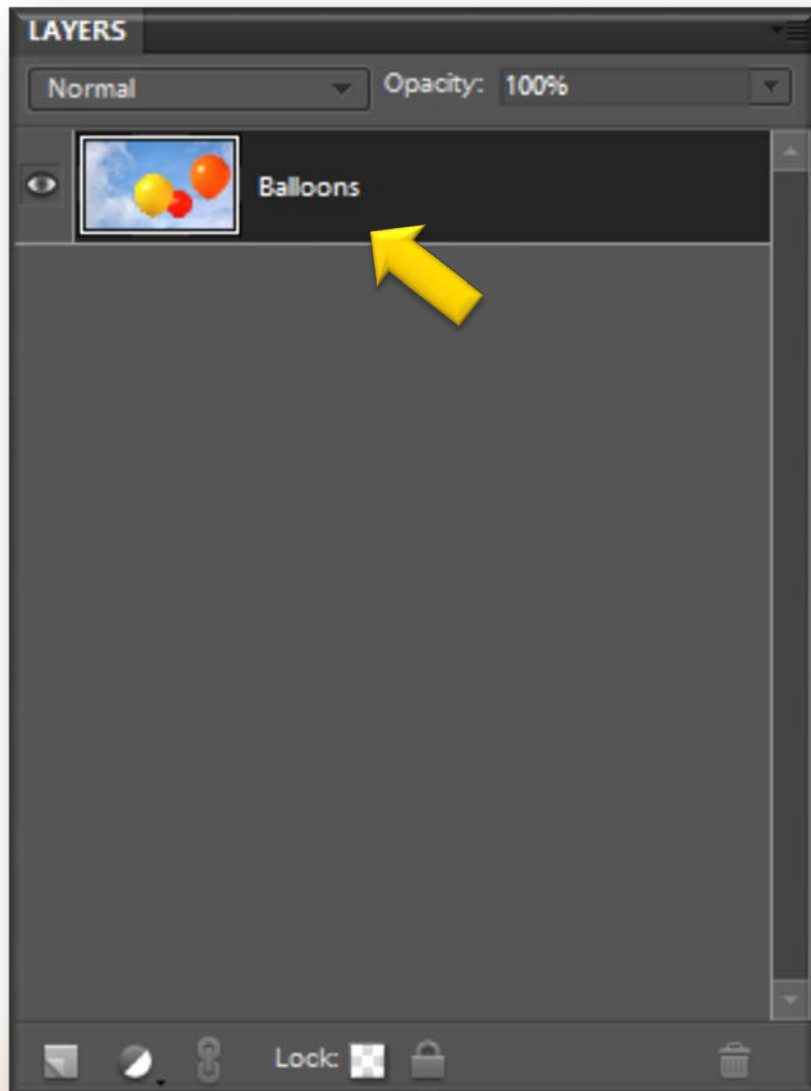
Layers palette



● Enter a name for the layer and click on the OK button



Layers palette



- The Background layer is converted into a normal layer in the Layers palette

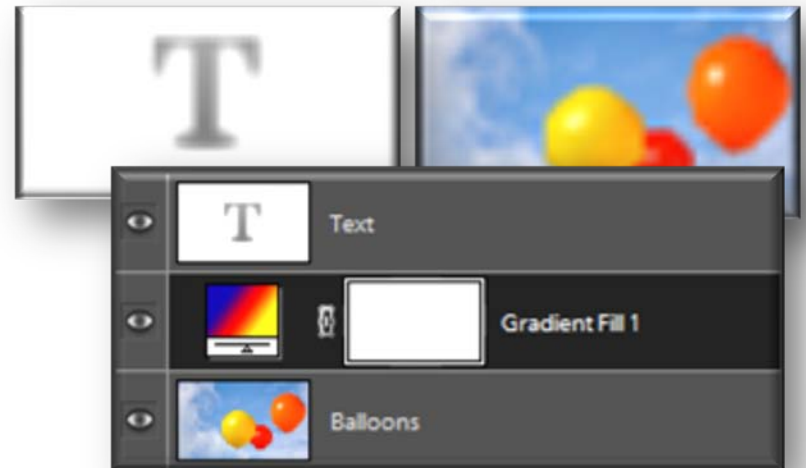


Layers palette

- The Background layer can also be converted into a normal one by applying certain editing functions to the image
- These are the Background Eraser tool, the Magic Eraser tool and the Red-Eye Removal tool

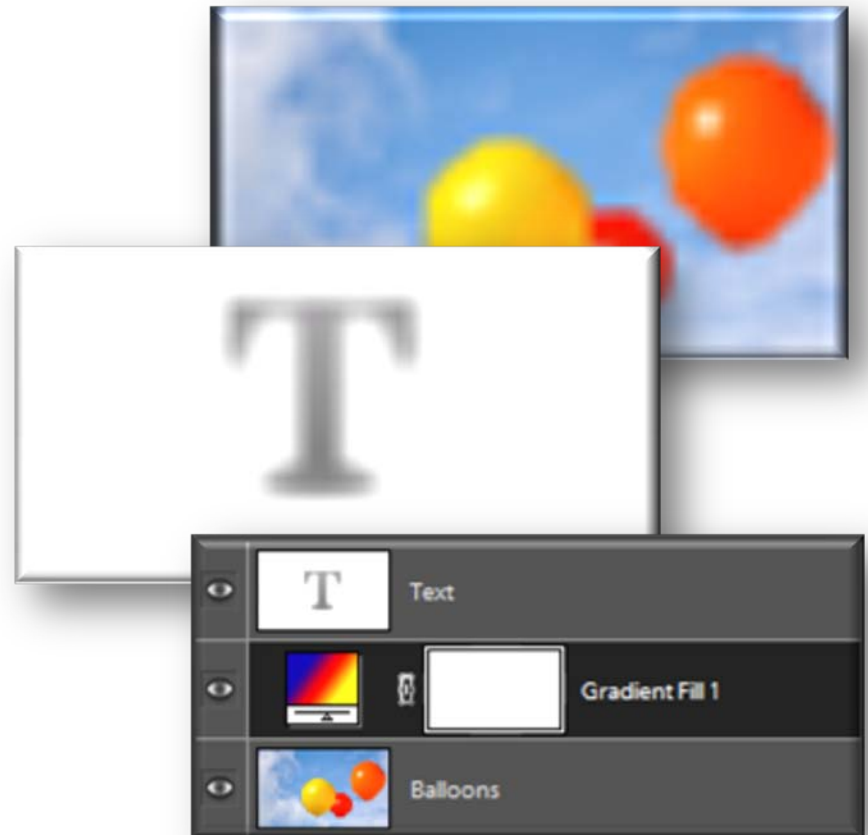


Adding layers



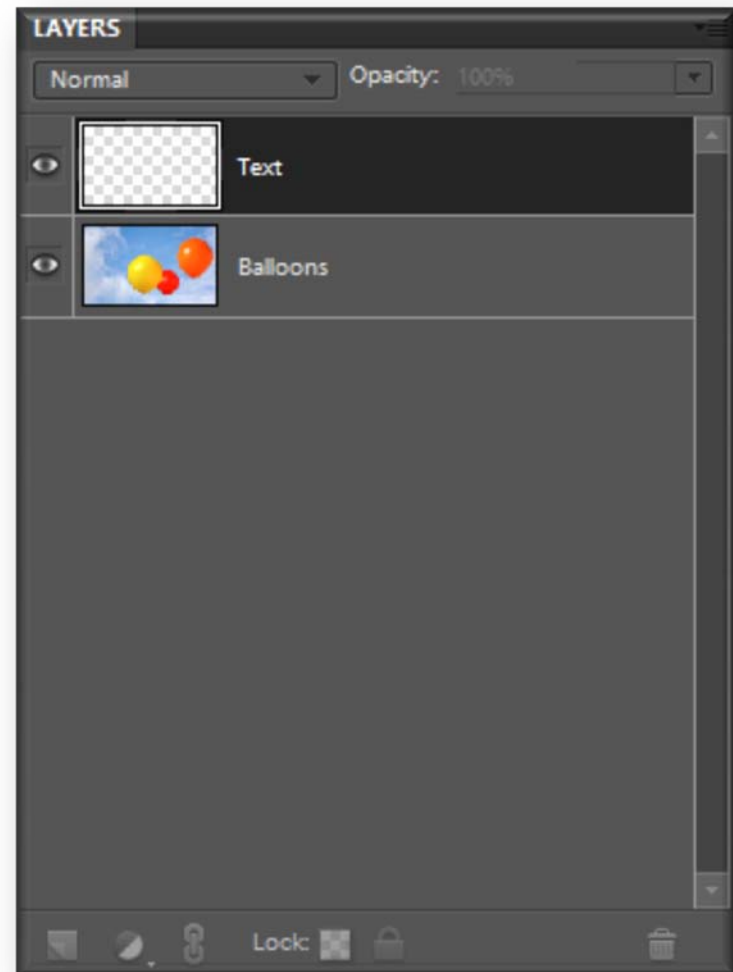
Adding layers

- New blank layers can be added whenever you want to include new content within an image
- This could be part of another image that has been copied and pasted, a whole new image, text or an object



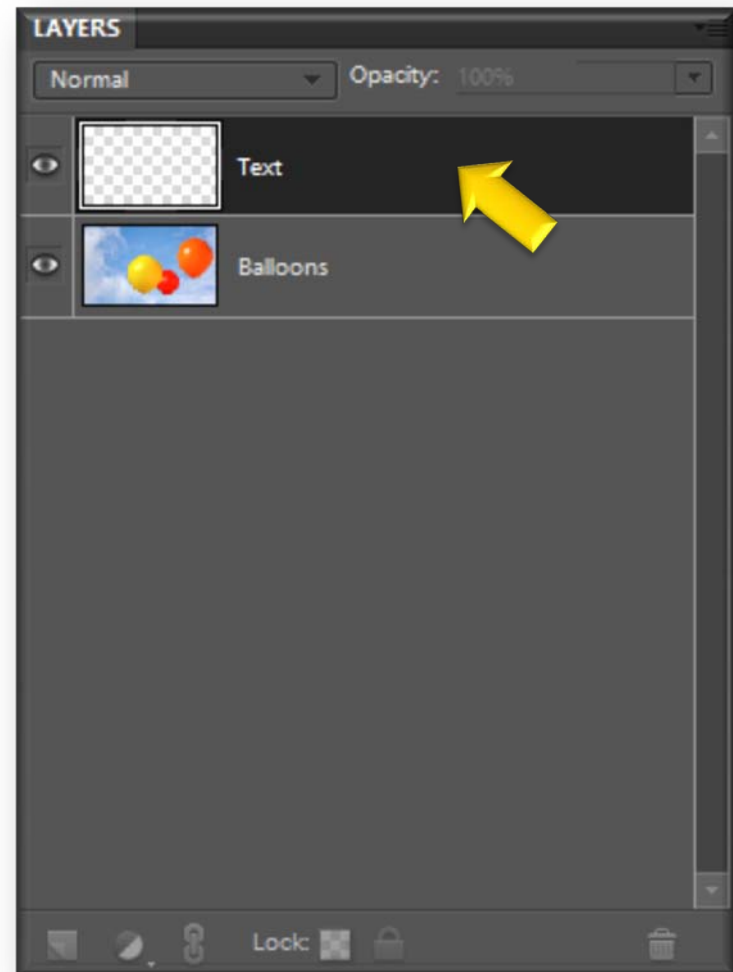
Adding layers

- **Text is automatically added on a new layer within an image**

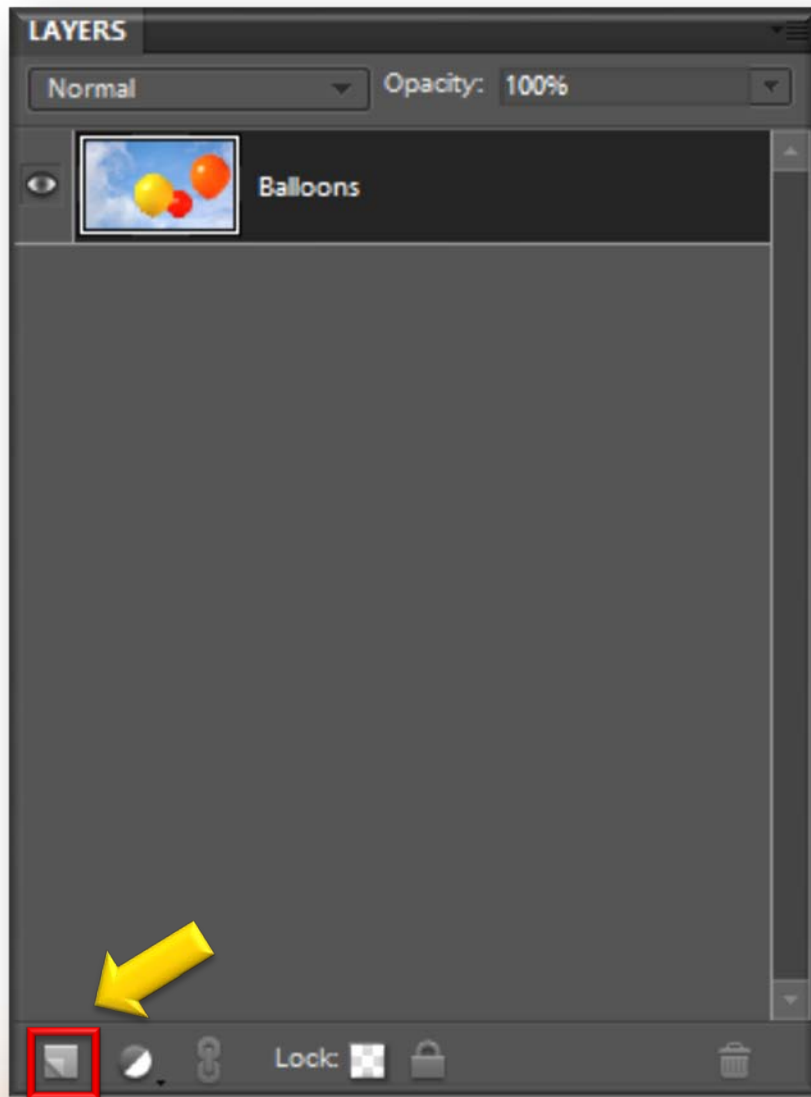


Adding layers

- To edit an item on a particular layer, first make sure that the correct layer is selected in the Layers palette
- A selected layer is known as the active layer and it is highlighted in the Layers palette with a solid color through it



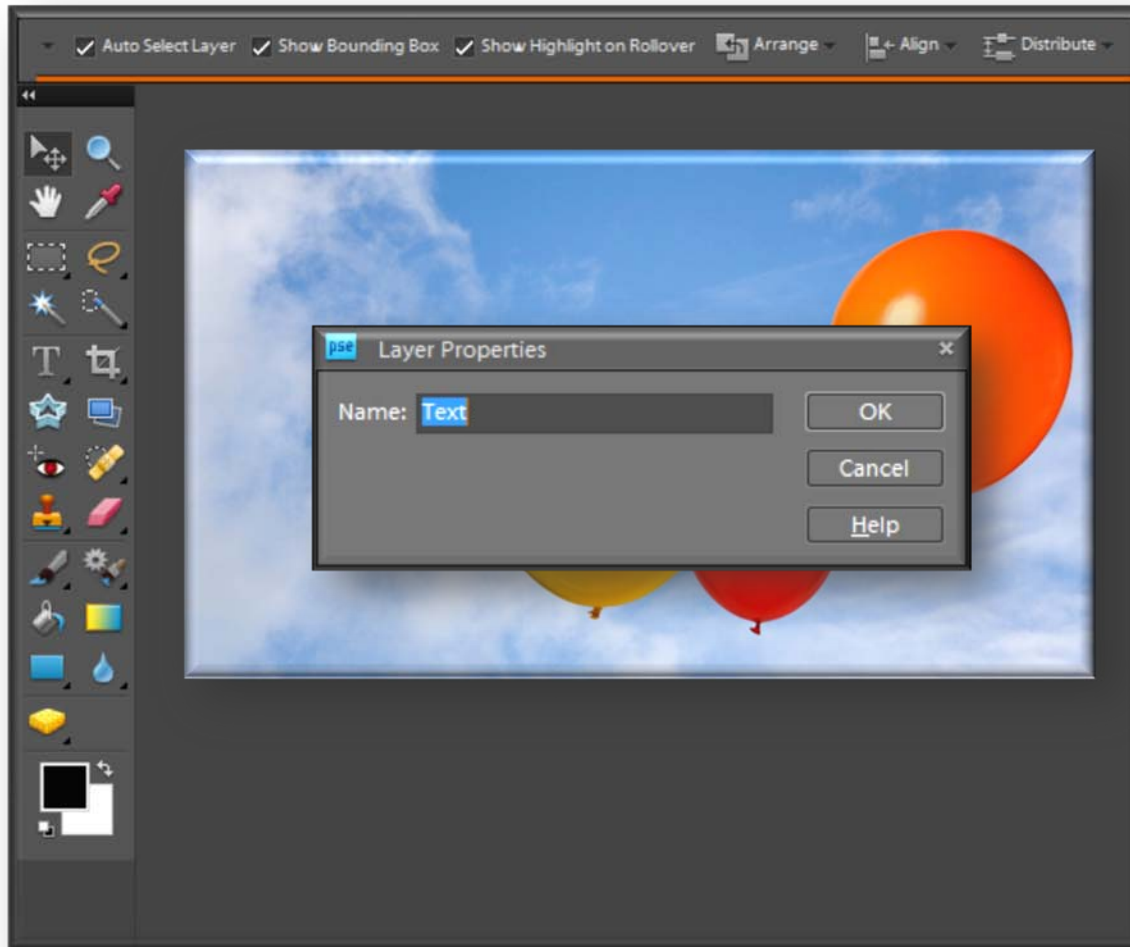
Adding layers



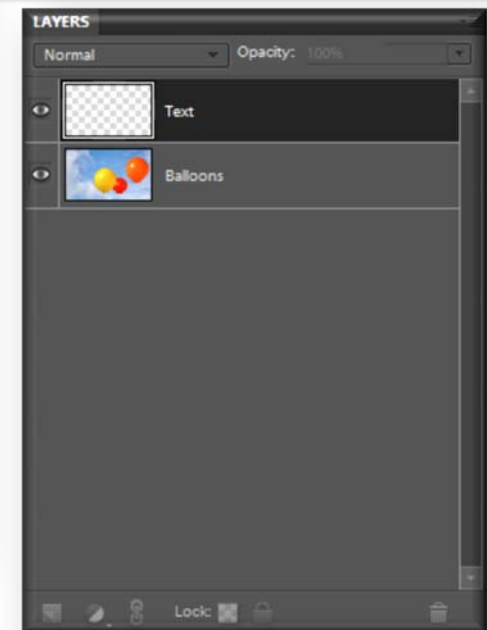
● Click here on the Layers palette



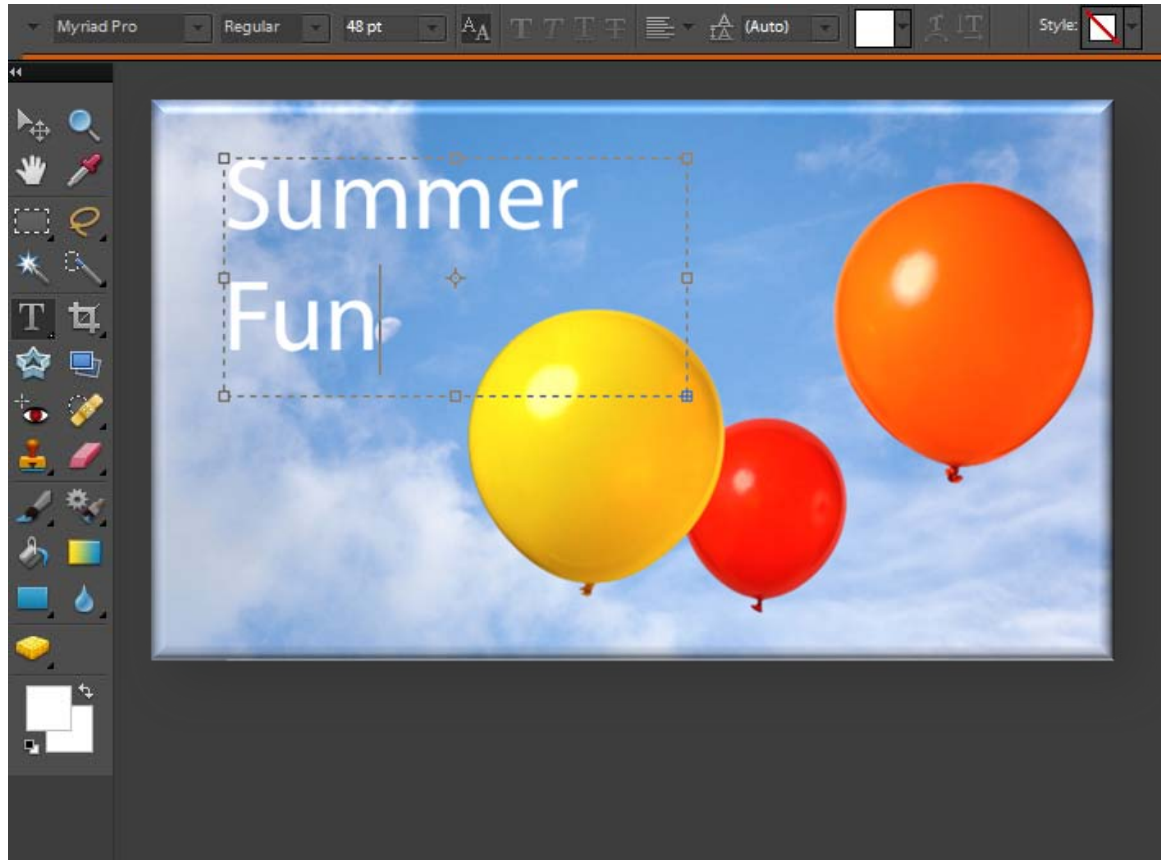
Adding layers



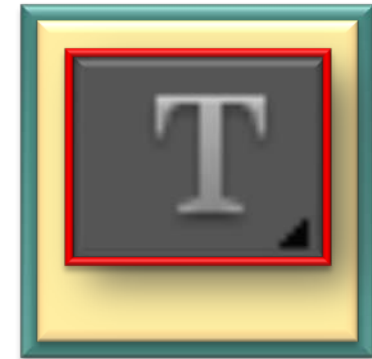
● Double-click on the layer name and overtype to give the layer a new name



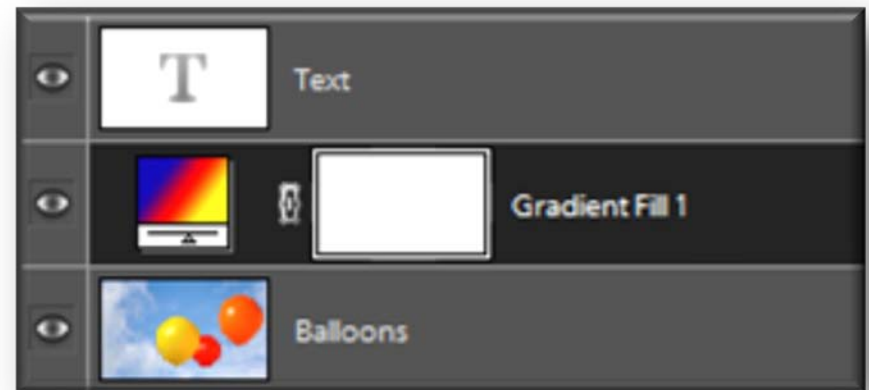
Adding layers



- Click on Text tool from toolbox
- Create text field and enter text

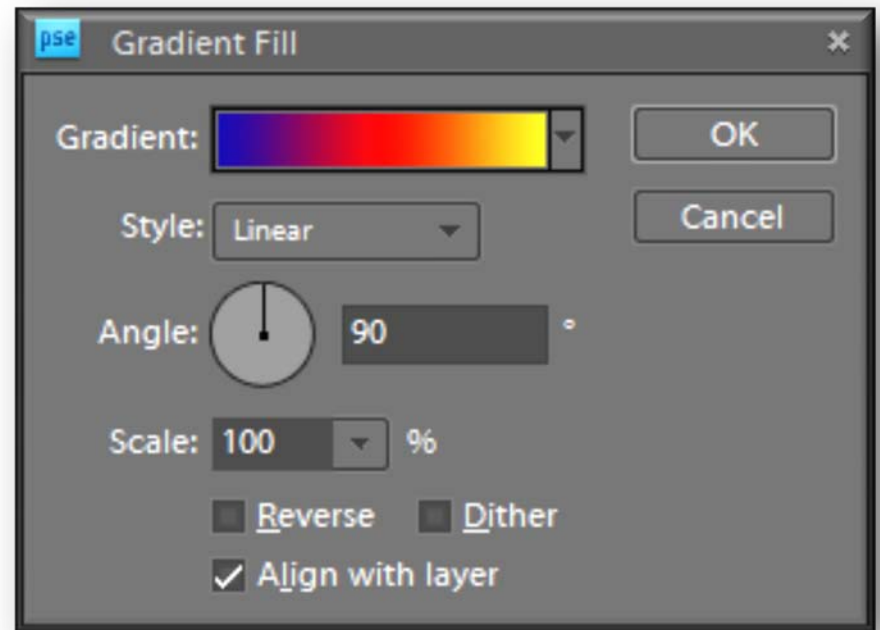


Fill layers



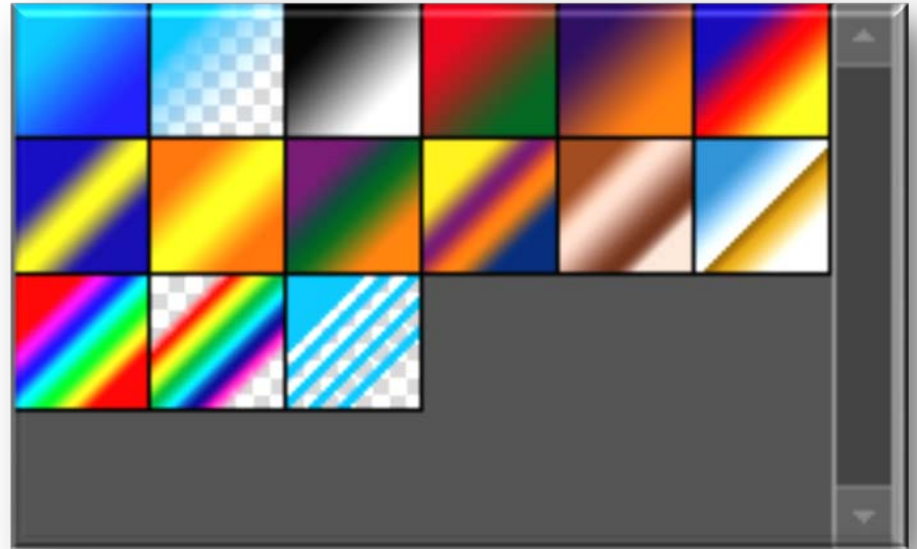
Fill layers

- Fill layers can be added to images to give a gradient or solid color effect behind or above the main subject



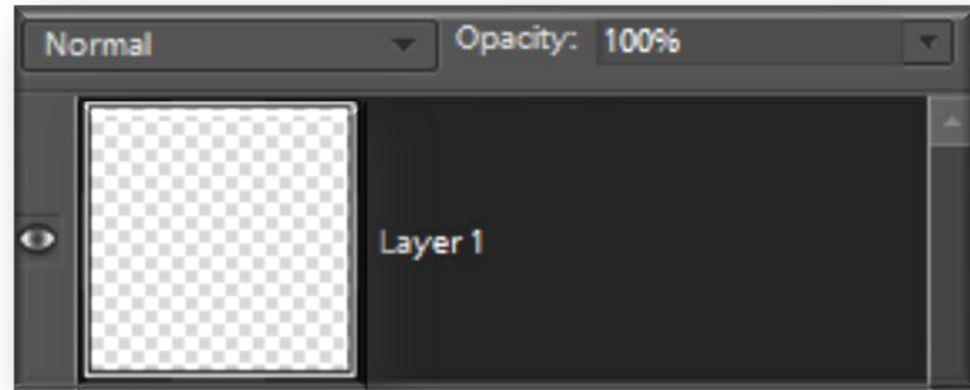
Fill layers

- Fill layers can be added to images to give a gradient or solid color effect behind or above the main subject



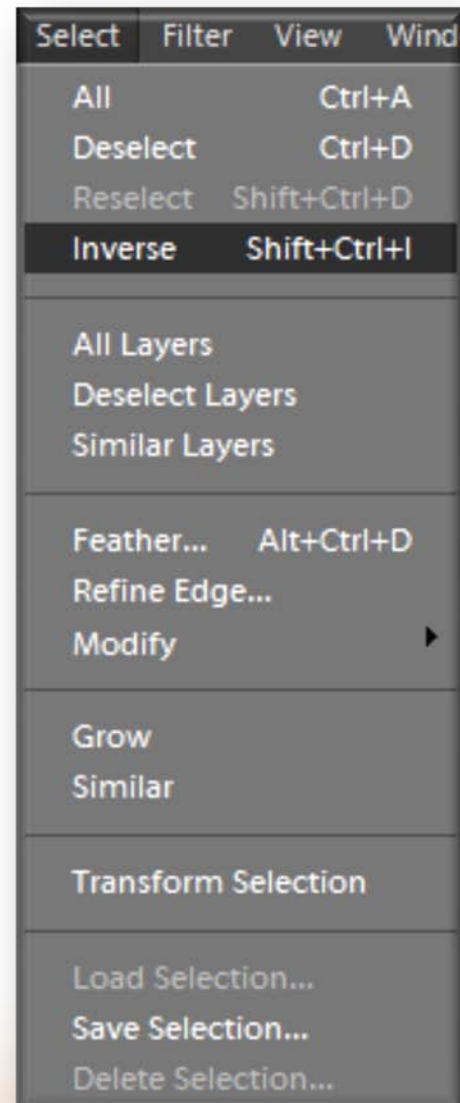
Fill layers

- For the Fill layer to be visible behind the main image, the image must have a transparent background



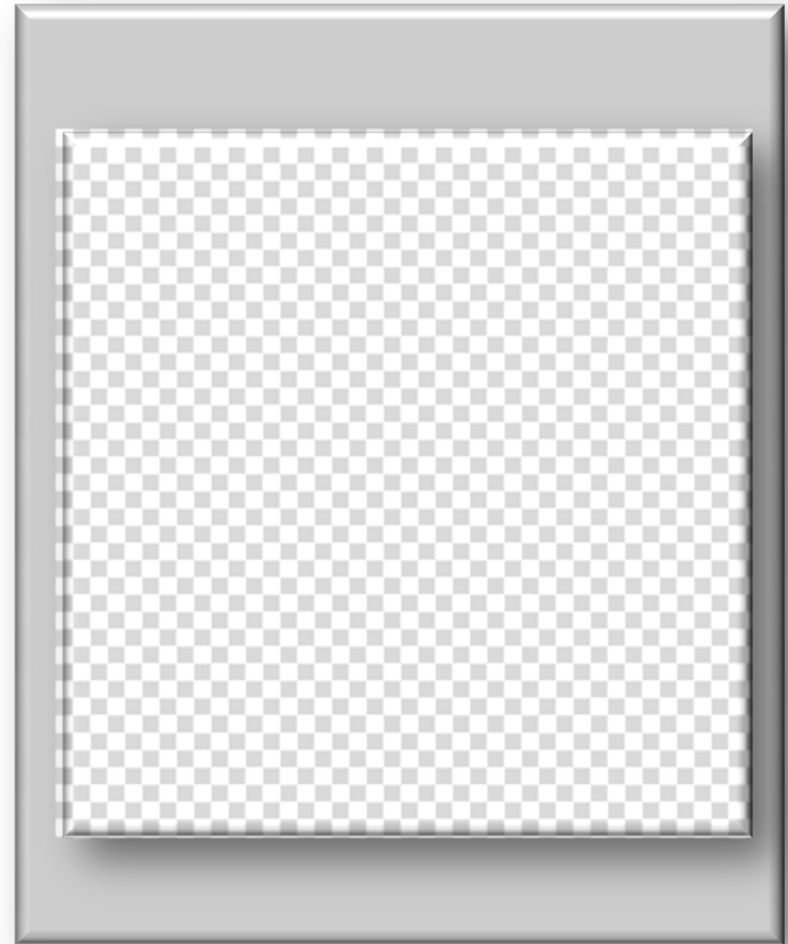
Fill layers

- To achieve this, select the main subject
- Choose **Select>Inverse** from the Menu bar and press the Delete key to delete the background



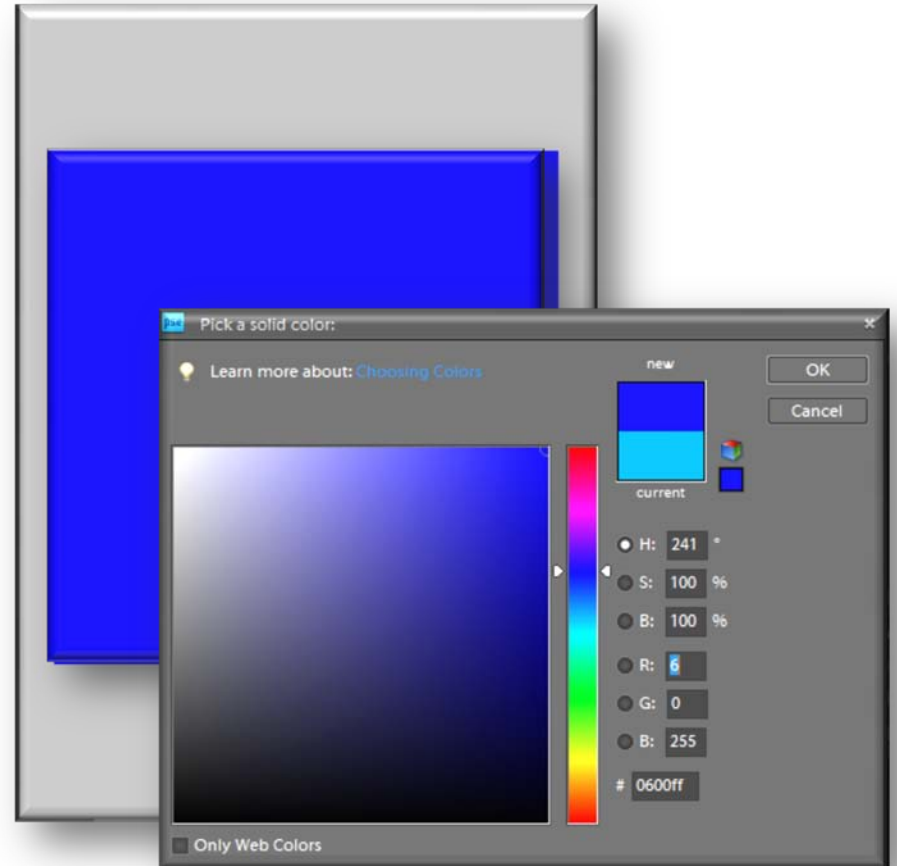
Fill layers

- A checkerboard effect should be visible, which denotes that this part of the image is transparent
- This only works on layers that have been converted into normal layers, rather than the Background one

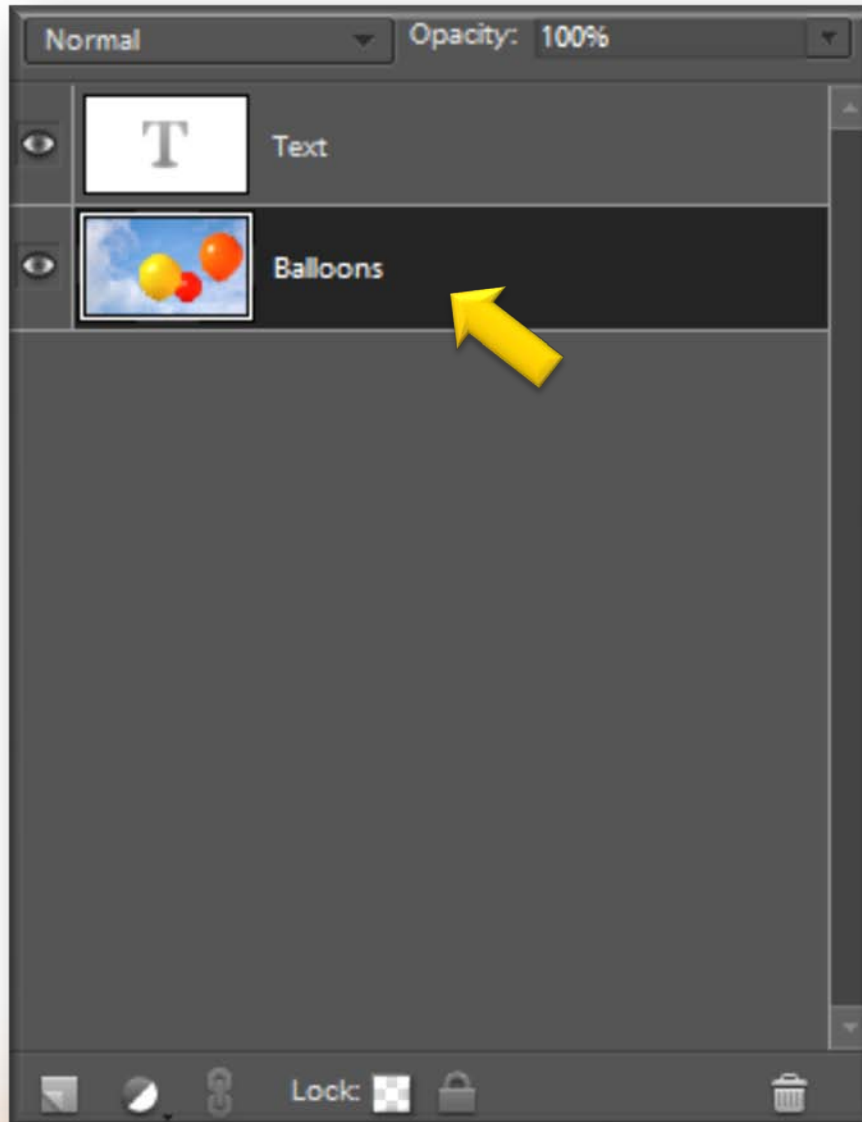


Fill layers

- The Solid Color and Pattern options for fill layers have their own dialog boxes and can be added in a similar way to the gradient option



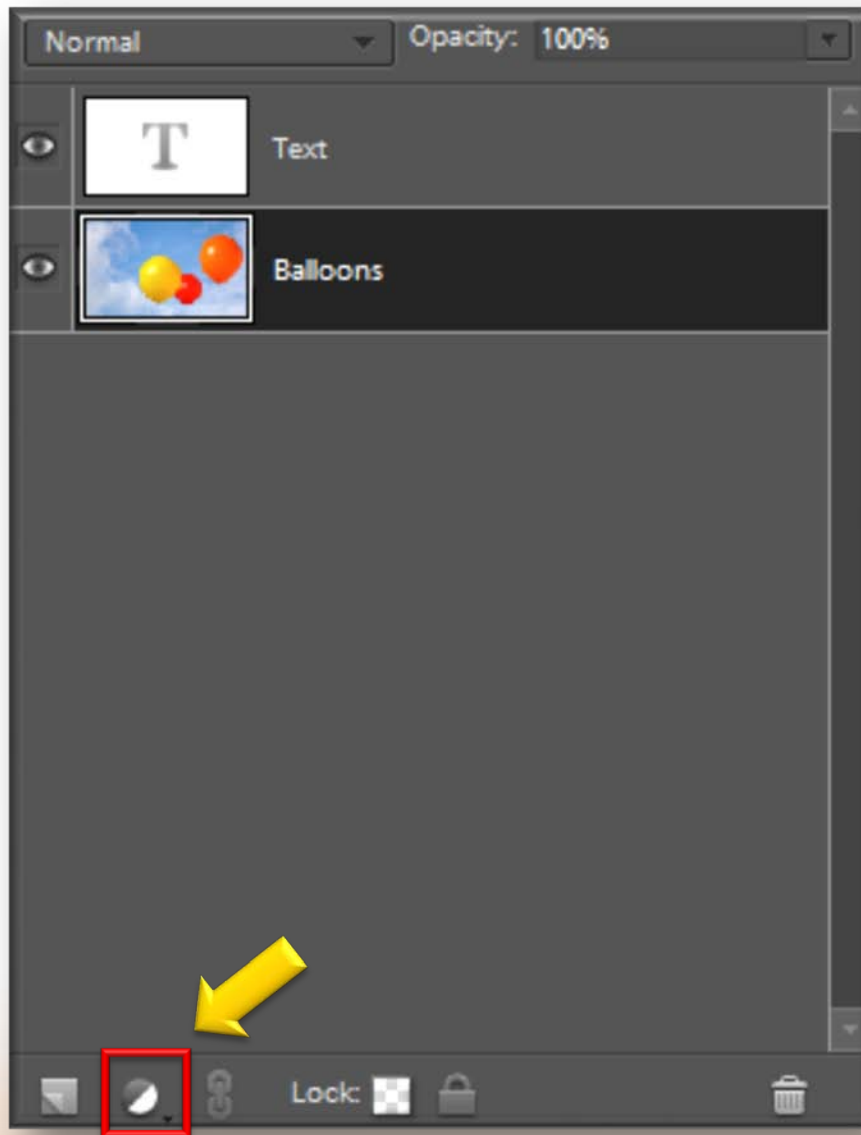
Fill layers



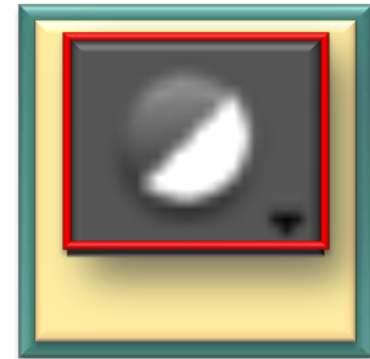
- Open the Layers palette and select a layer
- The fill layer will be placed directly above the selected layer



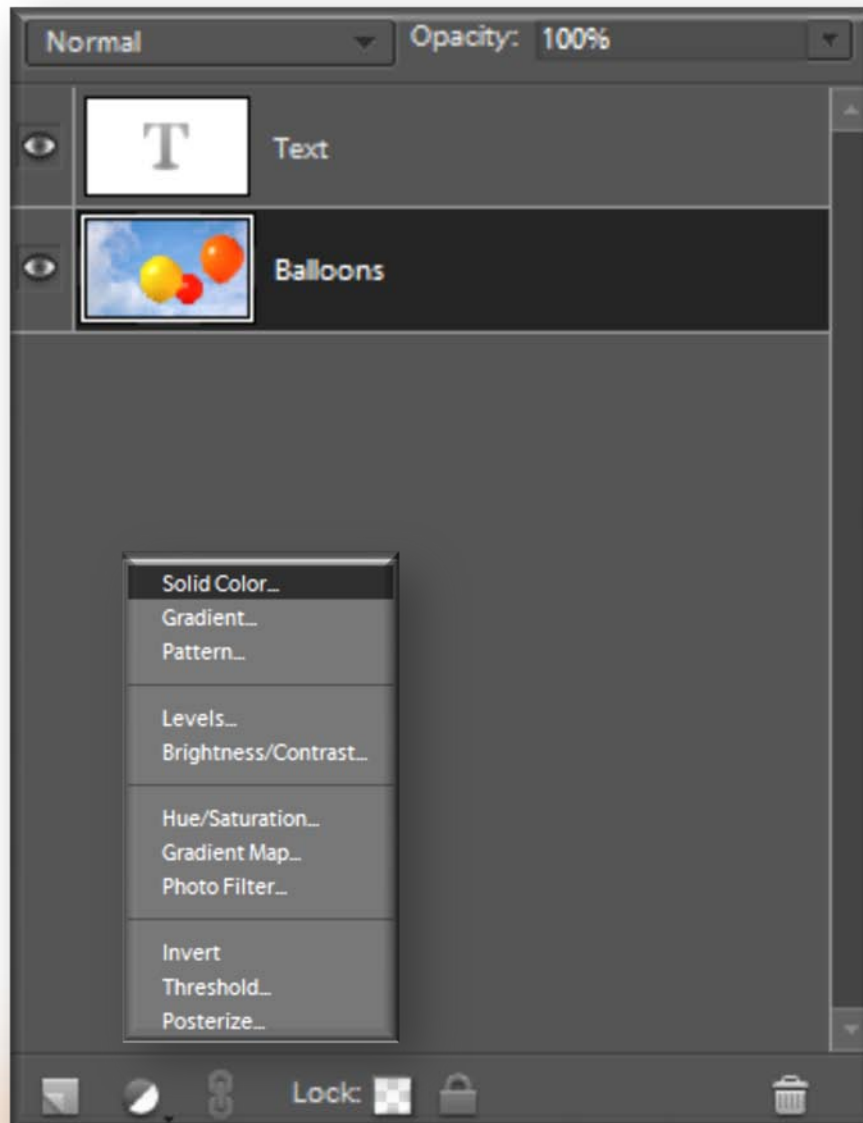
Fill layers



Click here at the top of the Layers palette



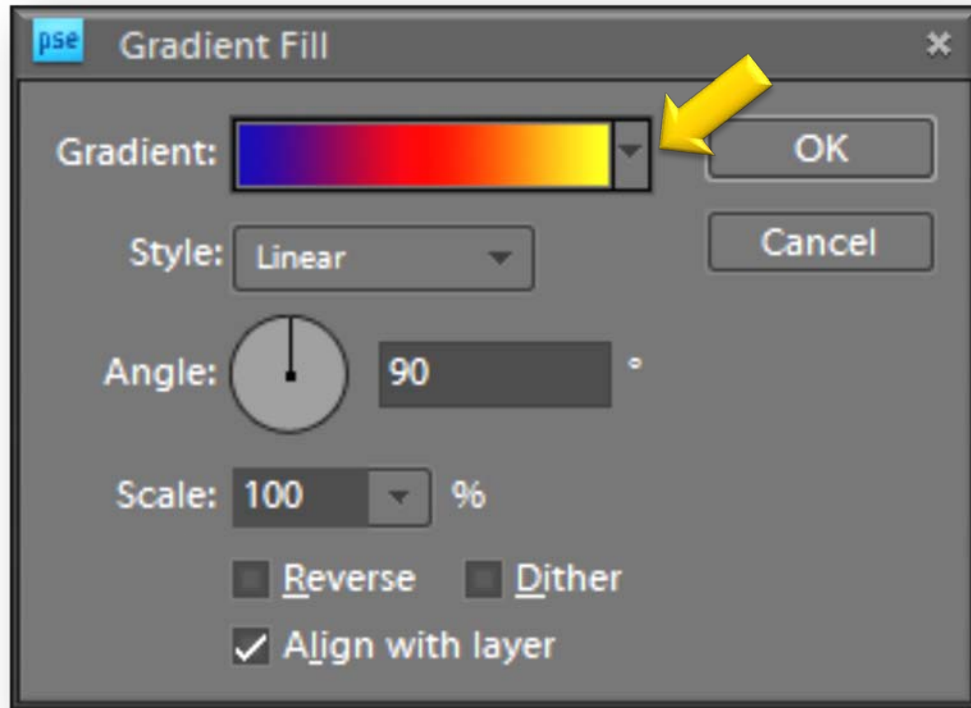
Fill layers



● Select one of the fill options



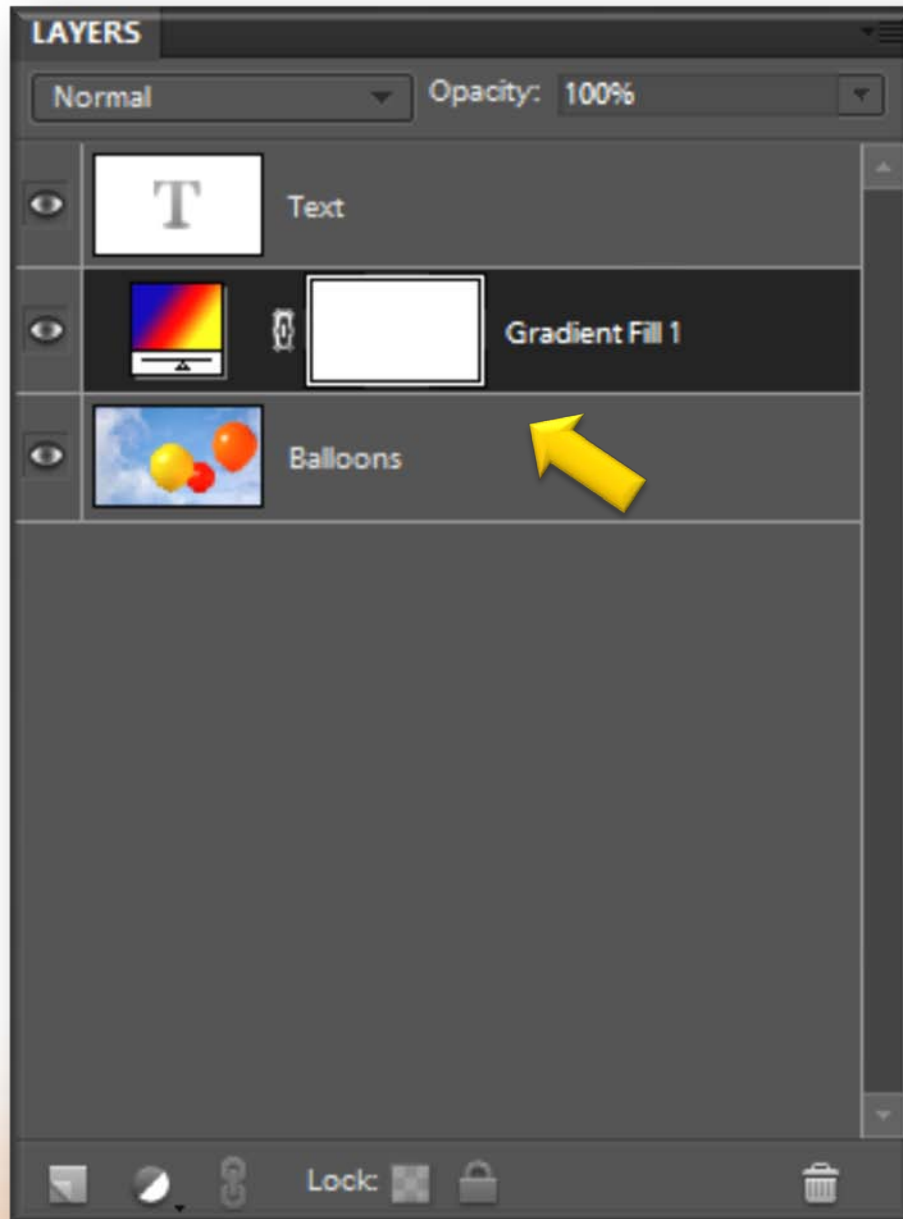
Fill layers



- For a Gradient Fill, click here to select a gradient pattern and click on the OK button



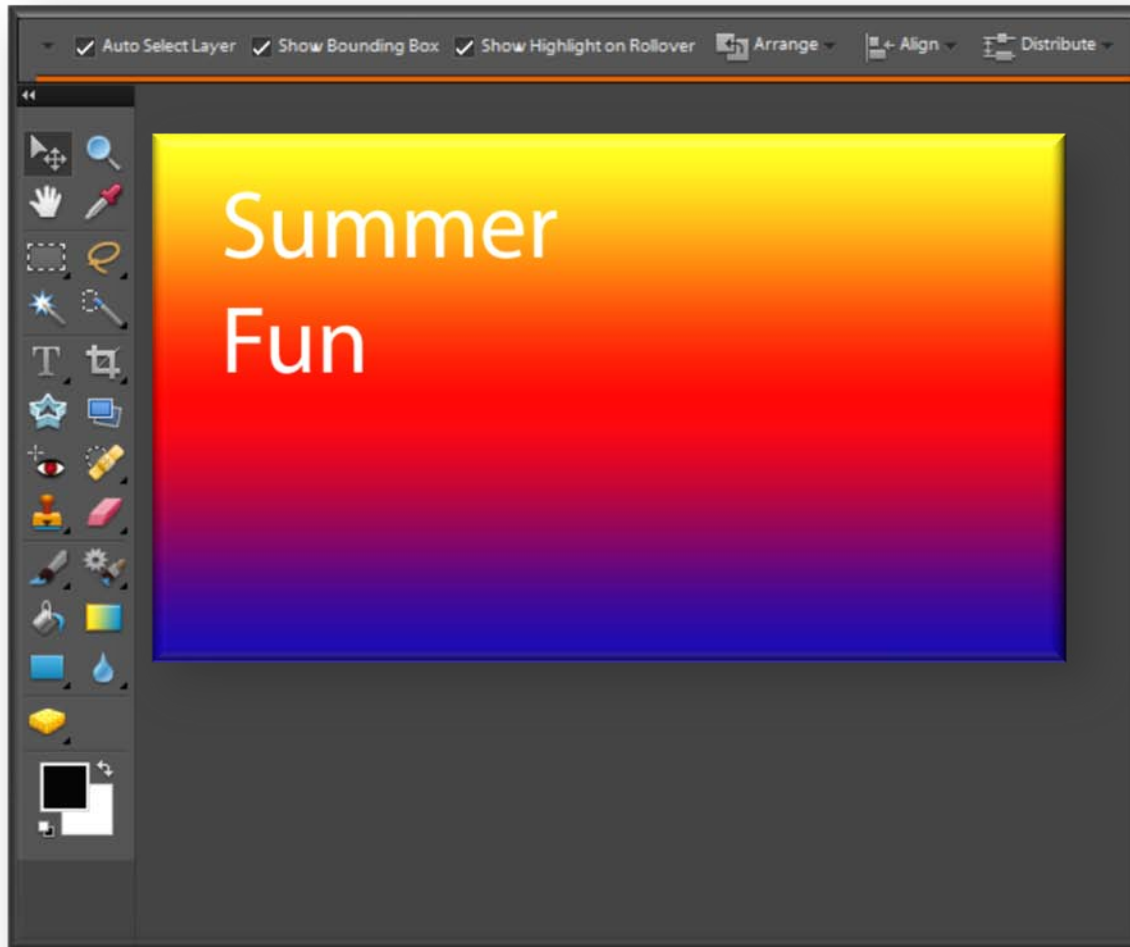
Fill layers



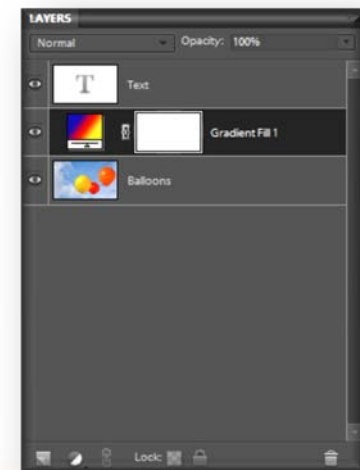
- The fill layer appears above the layer that was initially selected



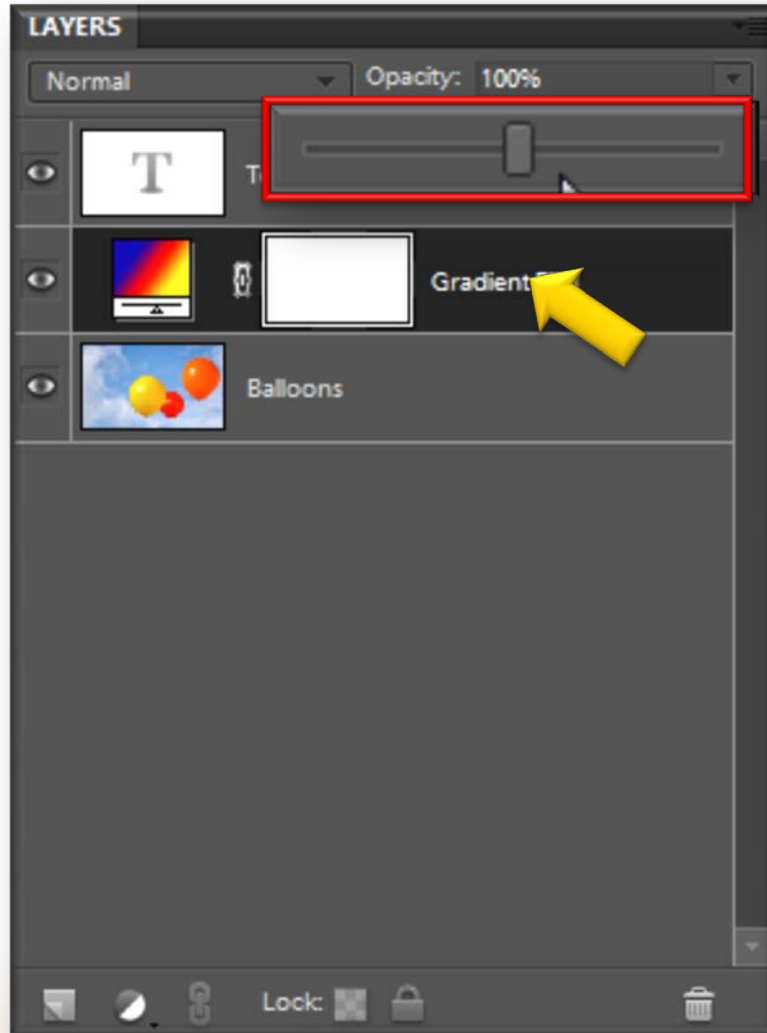
Fill layers



- The fill layer covers everything below it
- However, layers above it are still visible



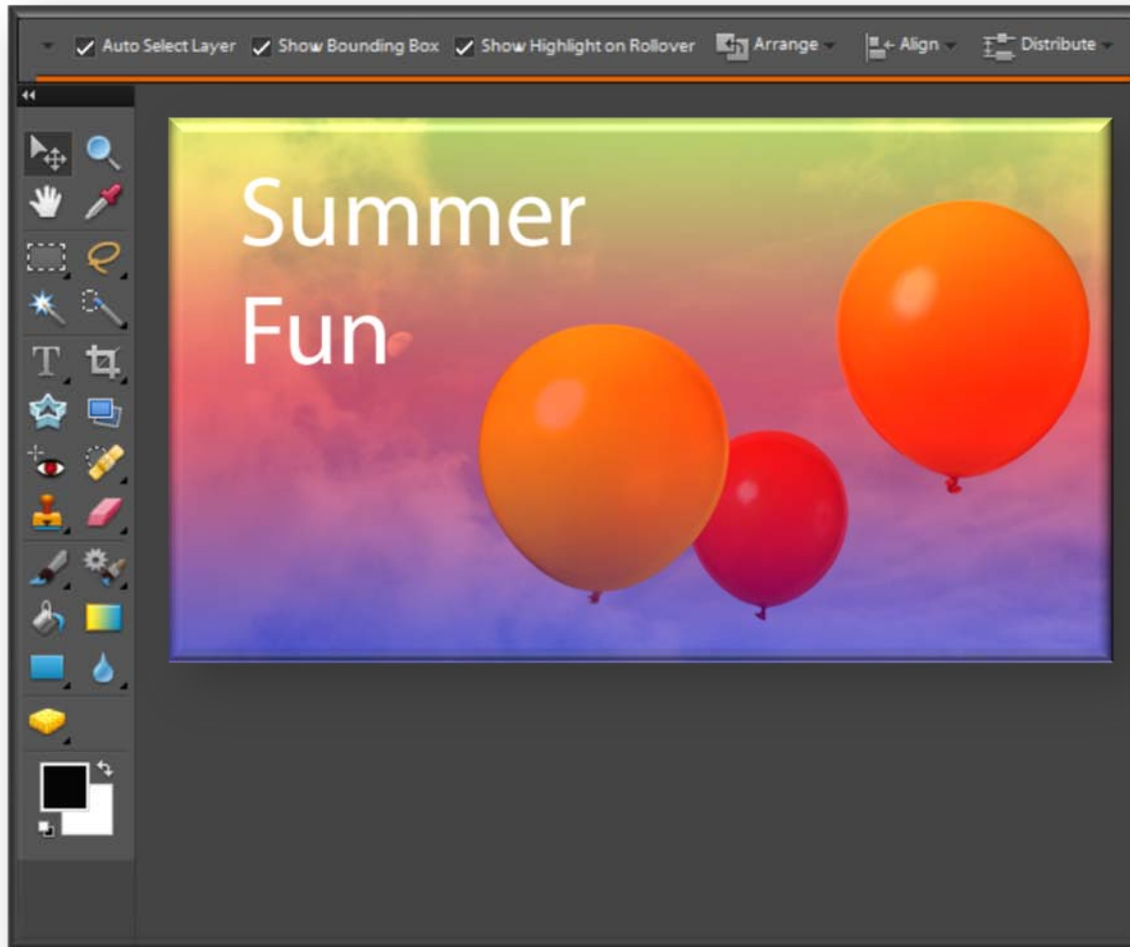
Fill layers



● Click here in the Layers palette and drag the slider to alter the opacity of the fill layer



Fill layers

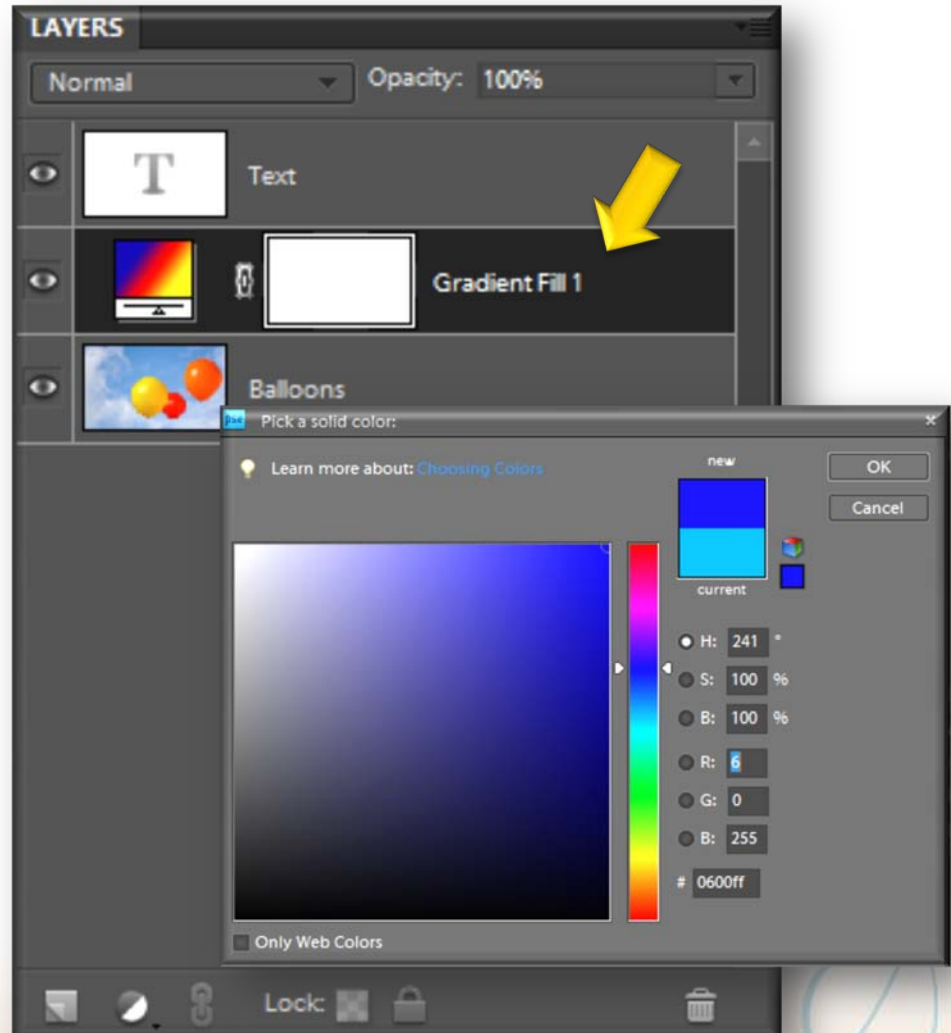


- Once the opacity is altered, the layers below the fill layer are now visible, creating an artistic effect

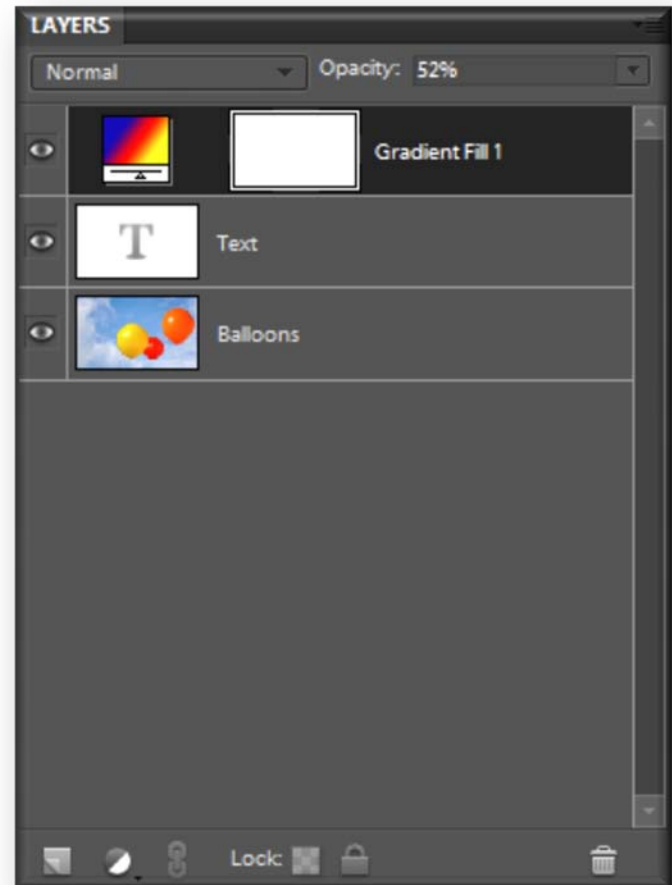


Fill layers tip

- If you want to edit a Fill or Adjustment layer, double-click on its icon in the Layers palette and then apply the required changes
- To change the type of layer, select **Layer > Change Layer Content** from the Menu bar and select the new attributes for the layer

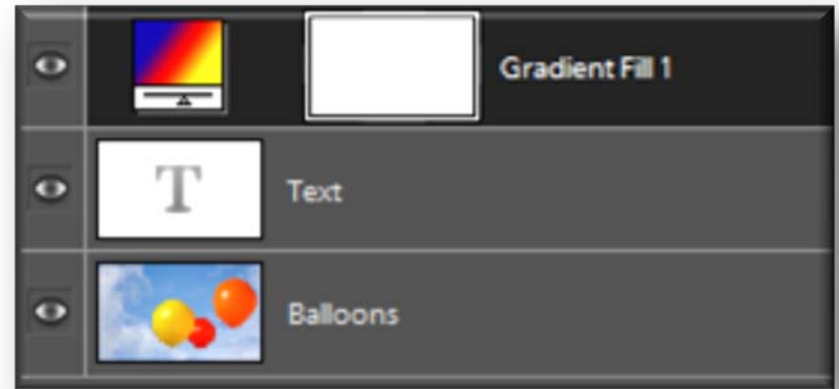


Working with layers

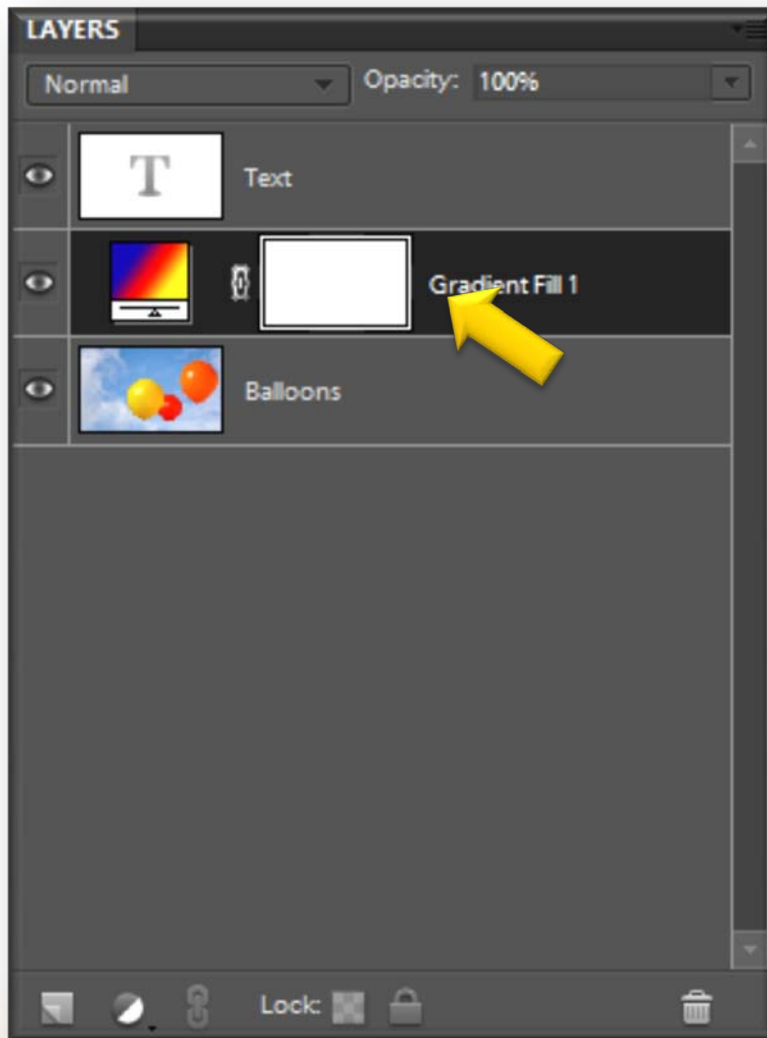


Working with layers: Moving layers

- The order in which layers are arranged in the Layers palette is known as the stacking order
- It is possible to change a layer's position in the stacking order, which affects how it is viewed in the composite image



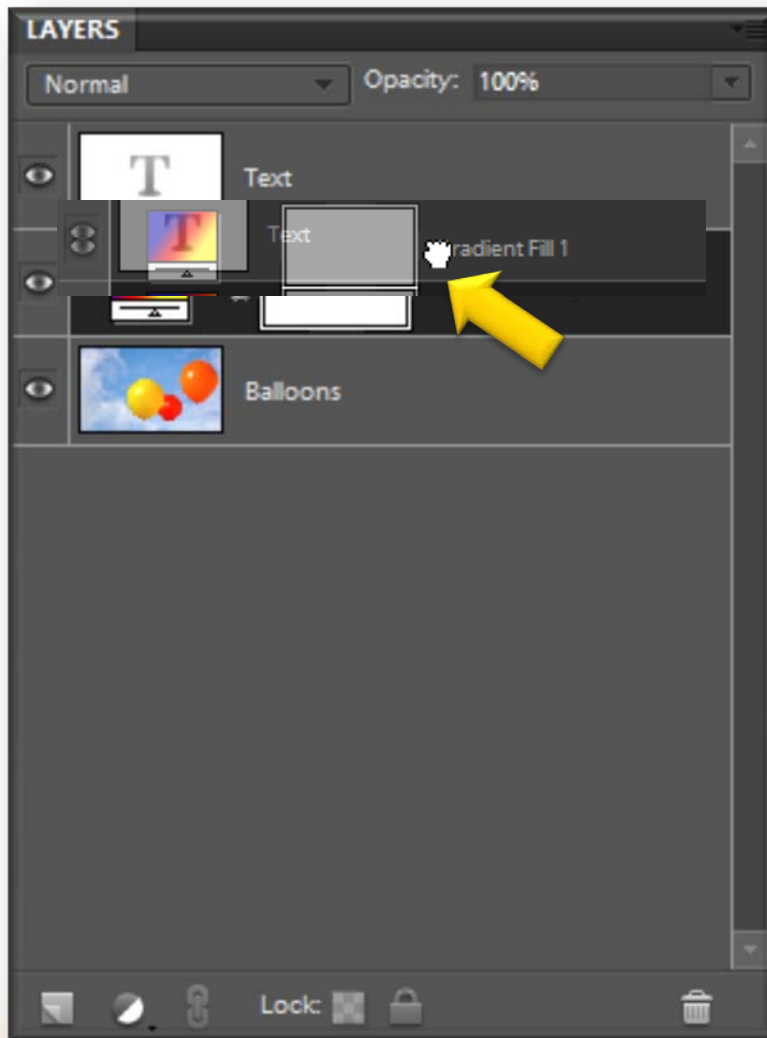
Working with layers: Moving layers



- Click and drag a layer within the Layers palette to change its stacking order



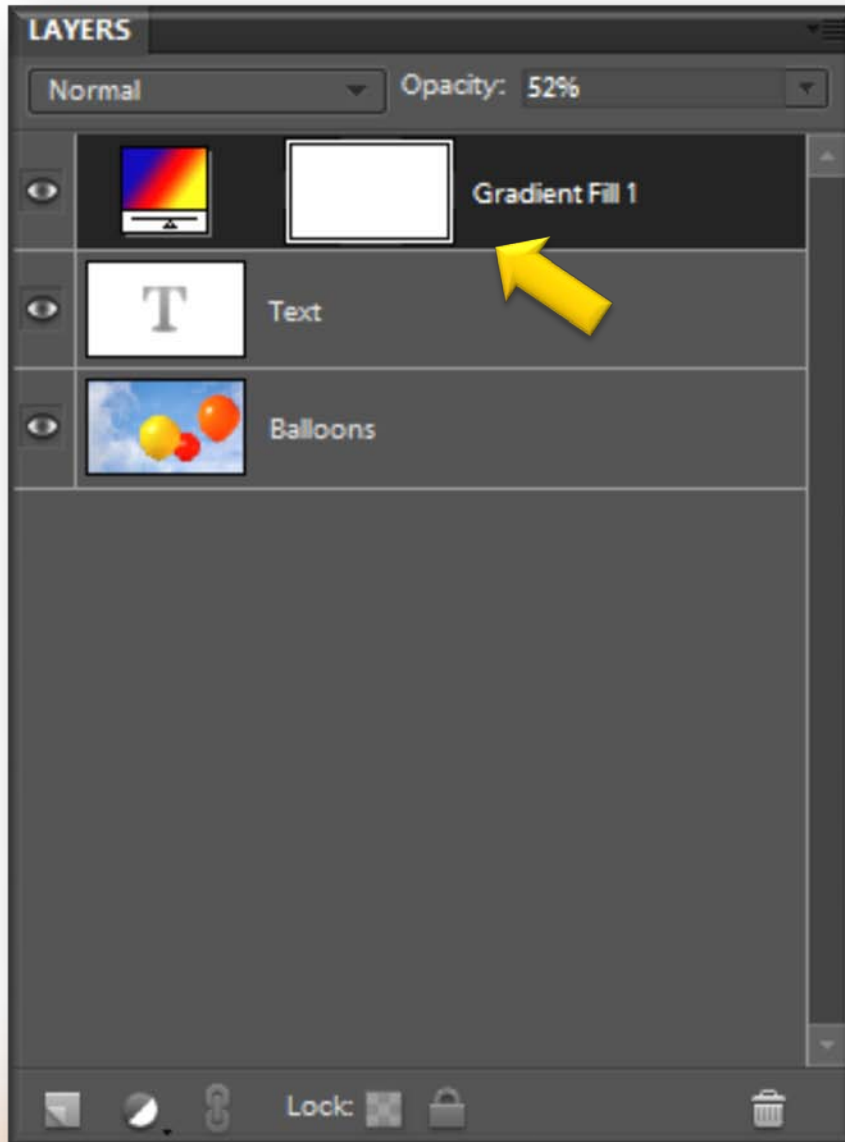
Working with layers: Moving layers



- Click and drag a layer within the Layers palette to change its stacking order



Working with layers: Moving layers

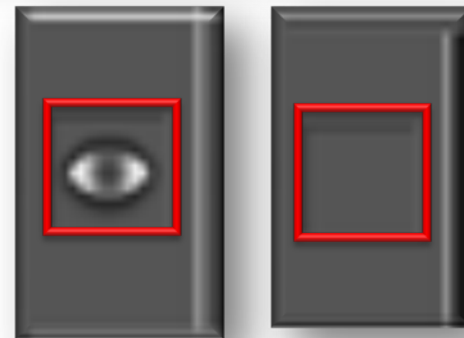
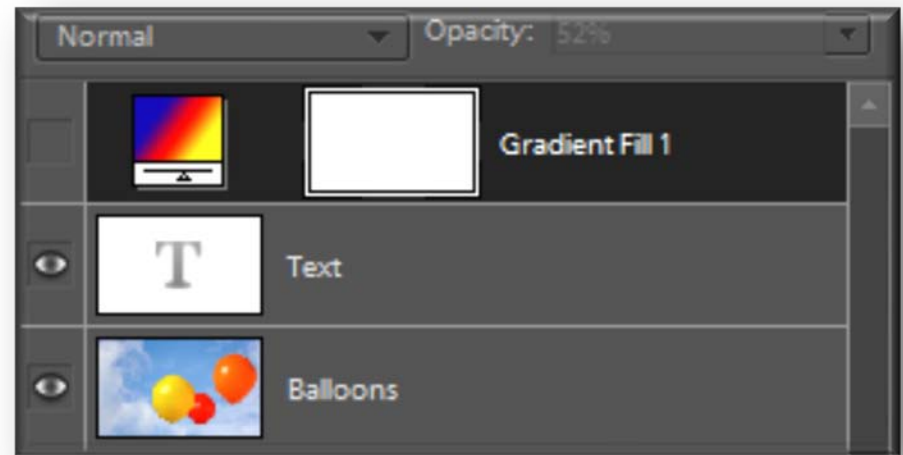


- Click and drag a layer within the Layers palette to change its stacking order



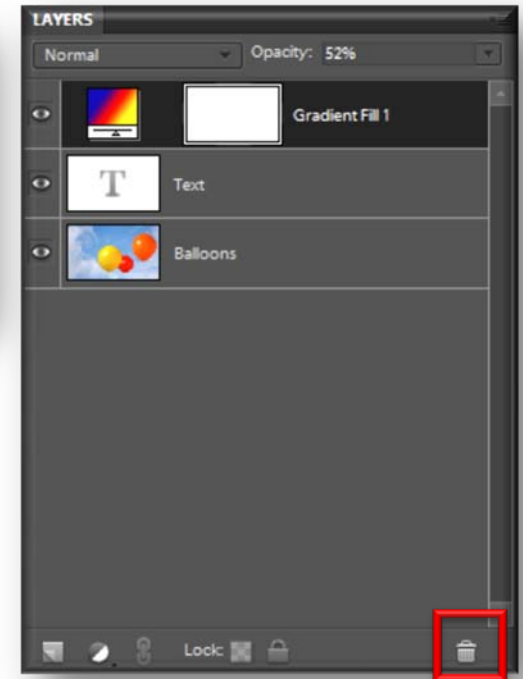
Working with layers: Hiding layers

- Layers can be hidden while you are working on other parts of an image
- However, the layer is still part of the composite image - it has not been removed

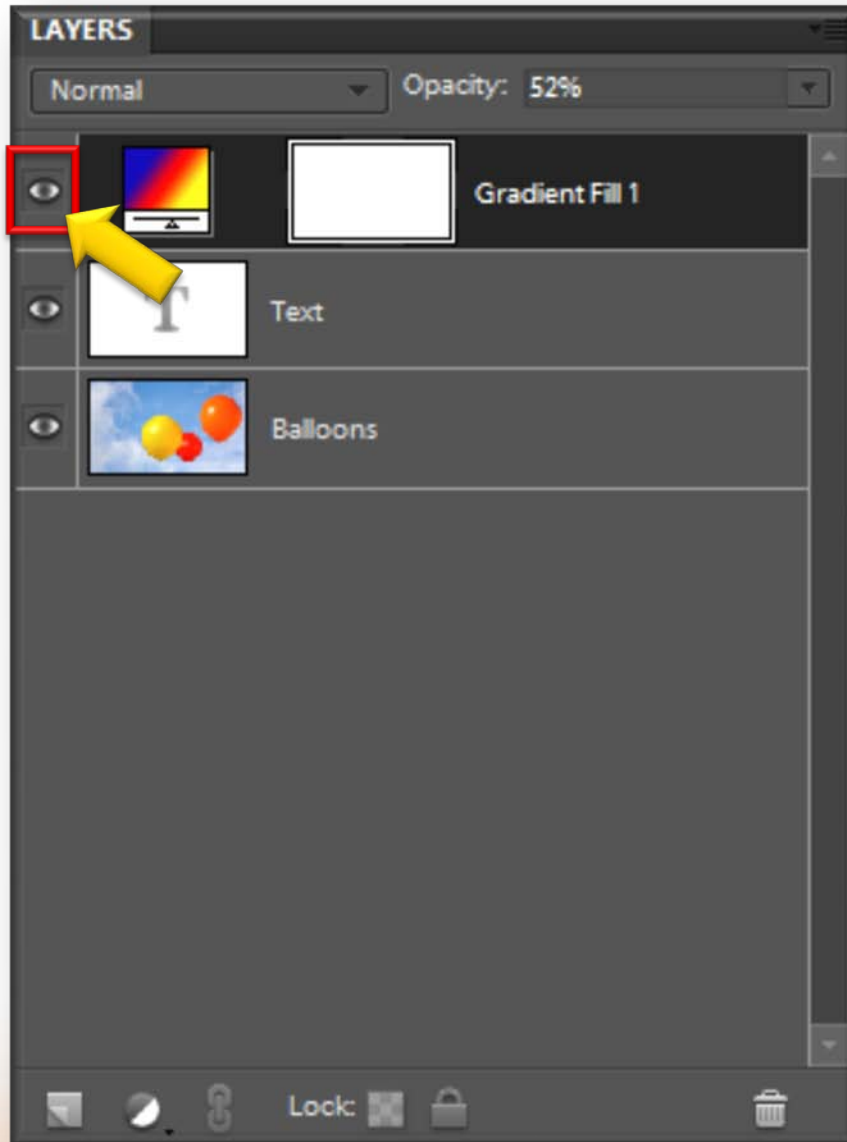


Working with layers: Hiding layers

- Layers can be deleted by selecting them and clicking on the Wastebasket icon in the Layers palette
- However, this also deletes all of the content on that layer



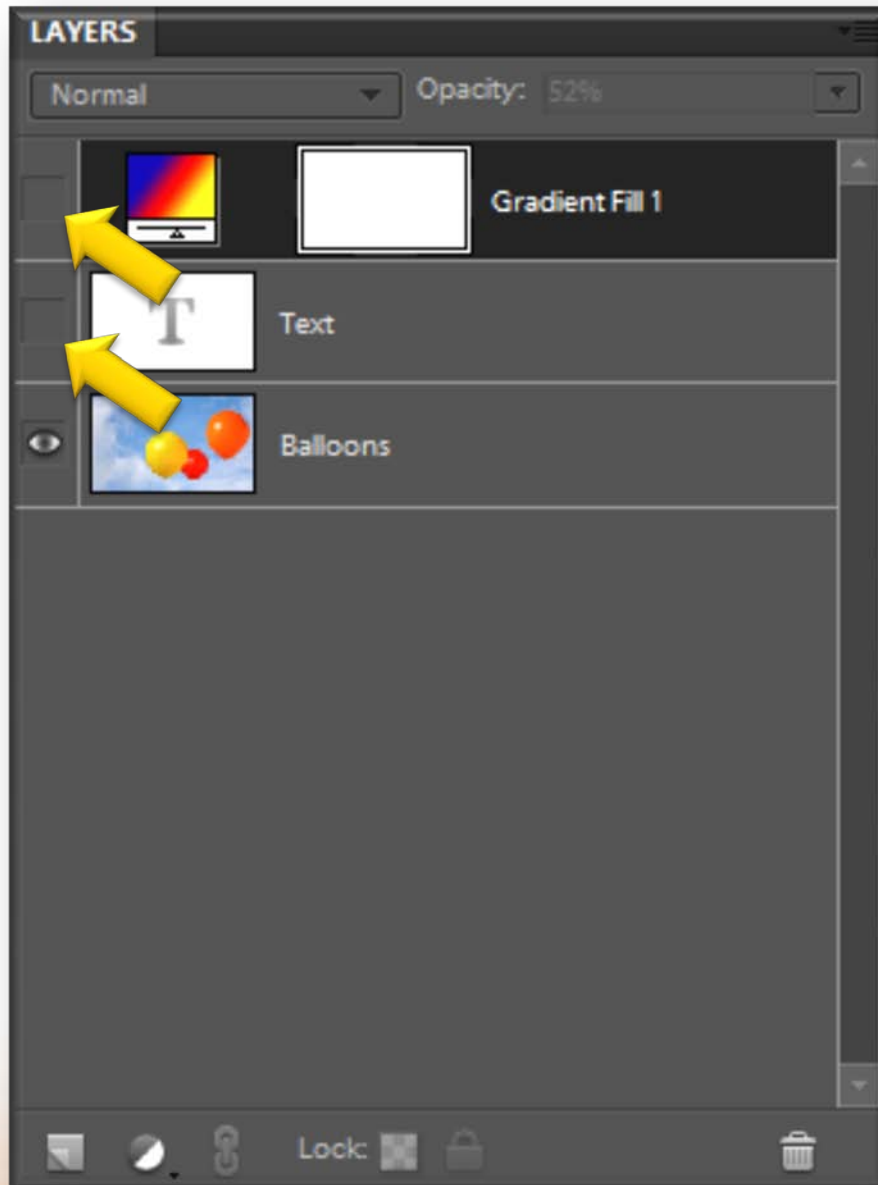
Working with layers: Hiding layers



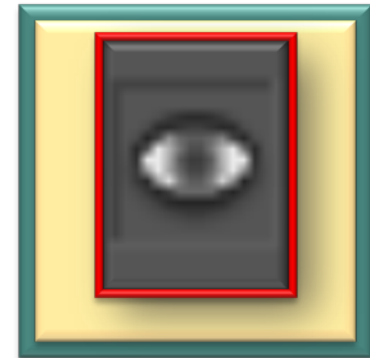
- Click here so that the eye icon disappears.
- Click again to reveal it



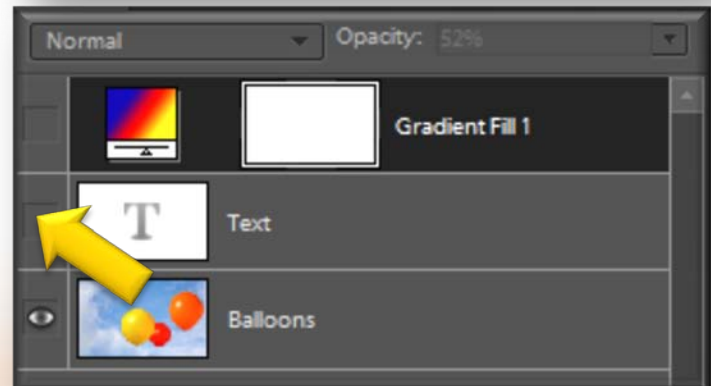
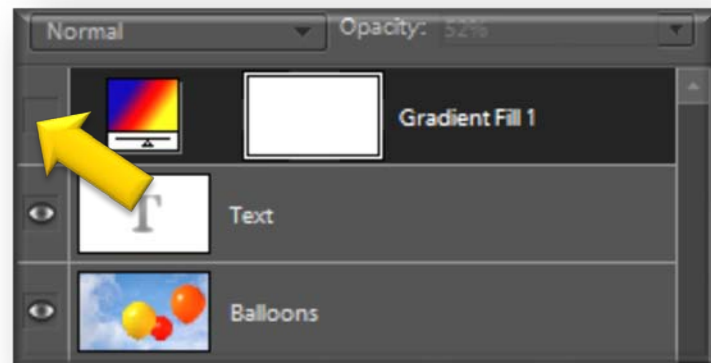
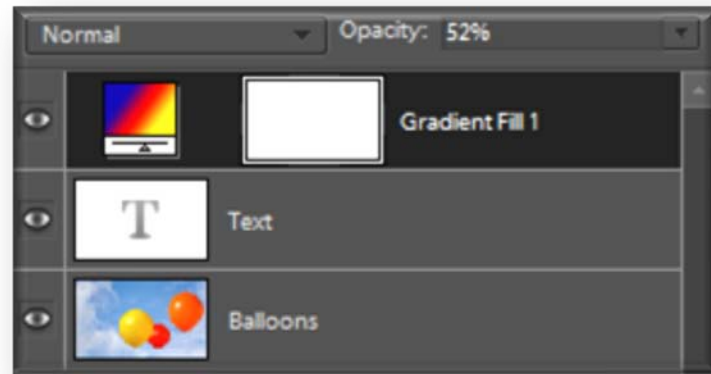
Working with layers: Hiding layers



- Click here so that the eye icon disappears.
- Click again to reveal it

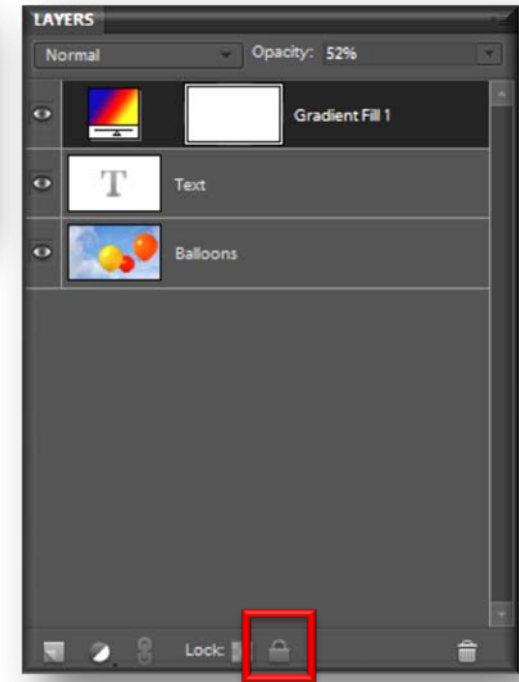


Working with layers: Hiding layers

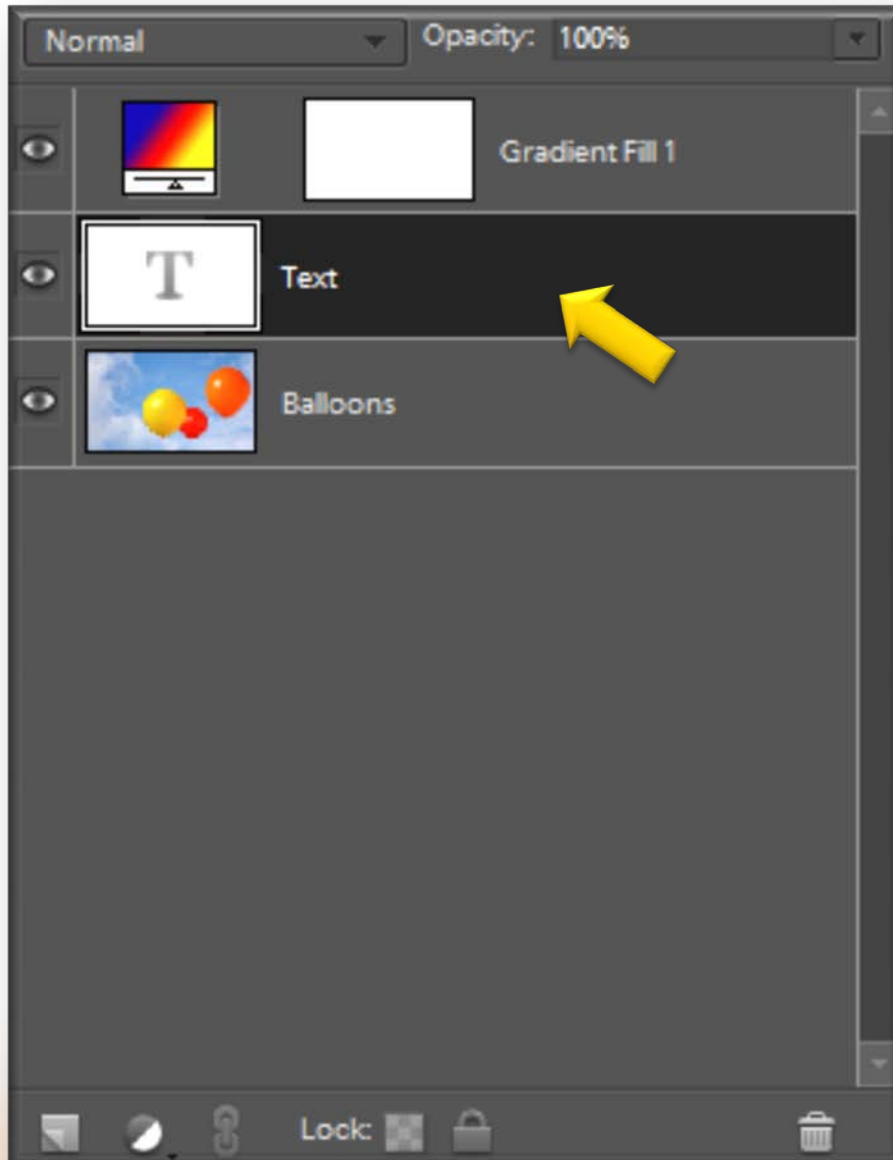


Working with layers: Locking layers

- Layers can be locked so that they cannot accidentally be edited while you are working on other parts of an image



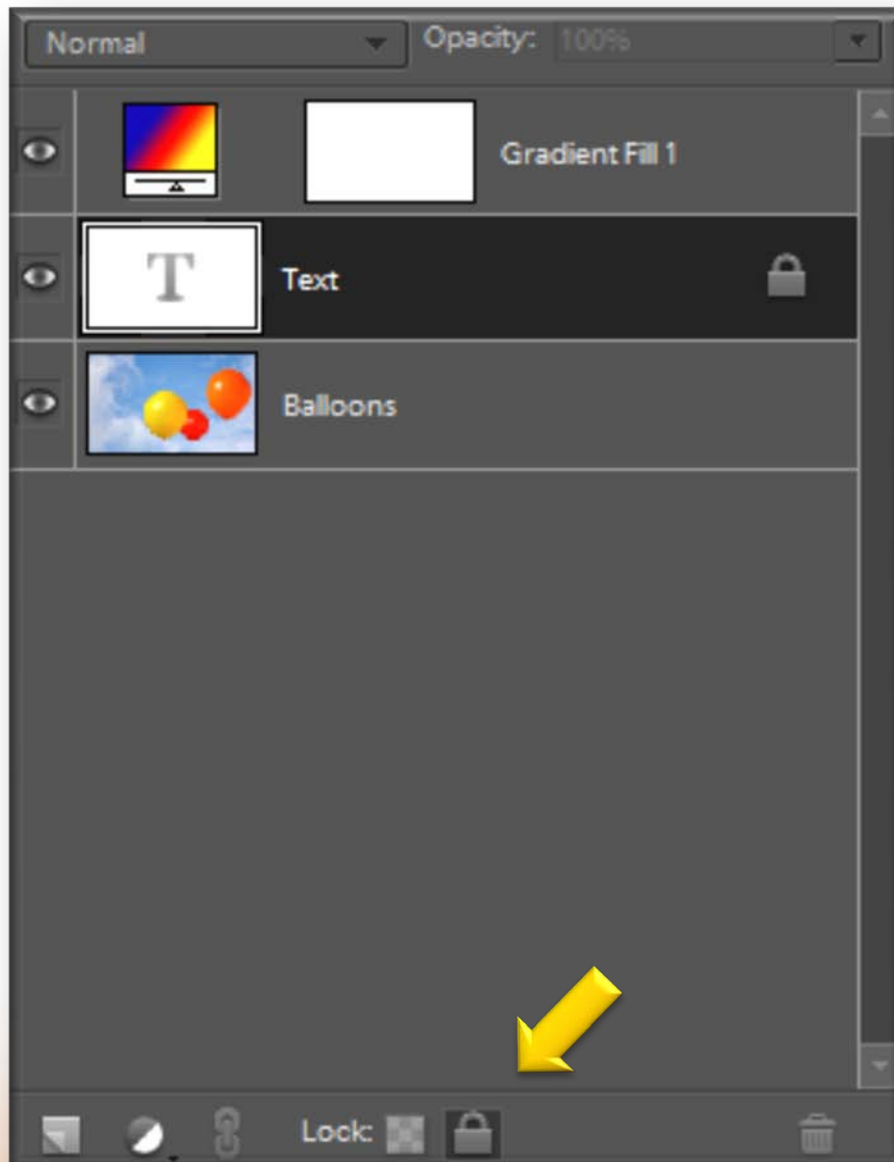
Working with layers: Locking layers



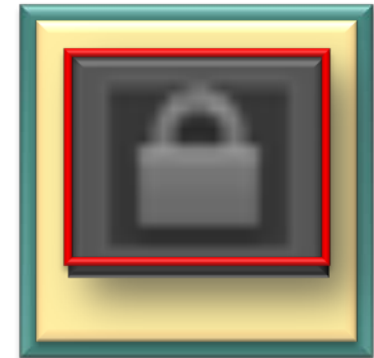
● Select a layer



Working with layers: Locking layers



Click here so that a padlock appears next to it

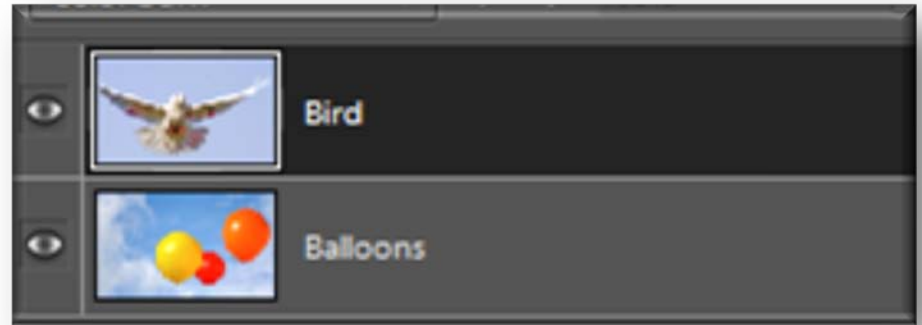


Blending layers



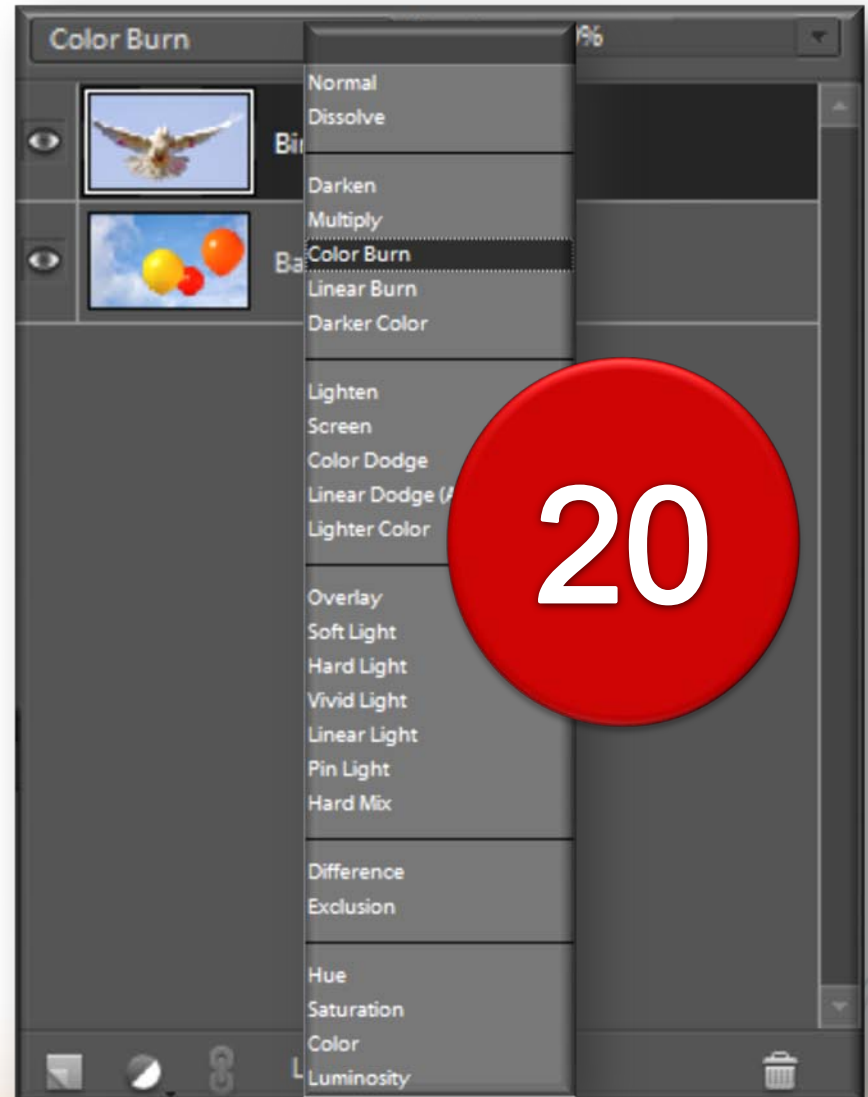
Blending layers

- **Blending is a technique that enables two layers to interact with each other in a variety of ways**

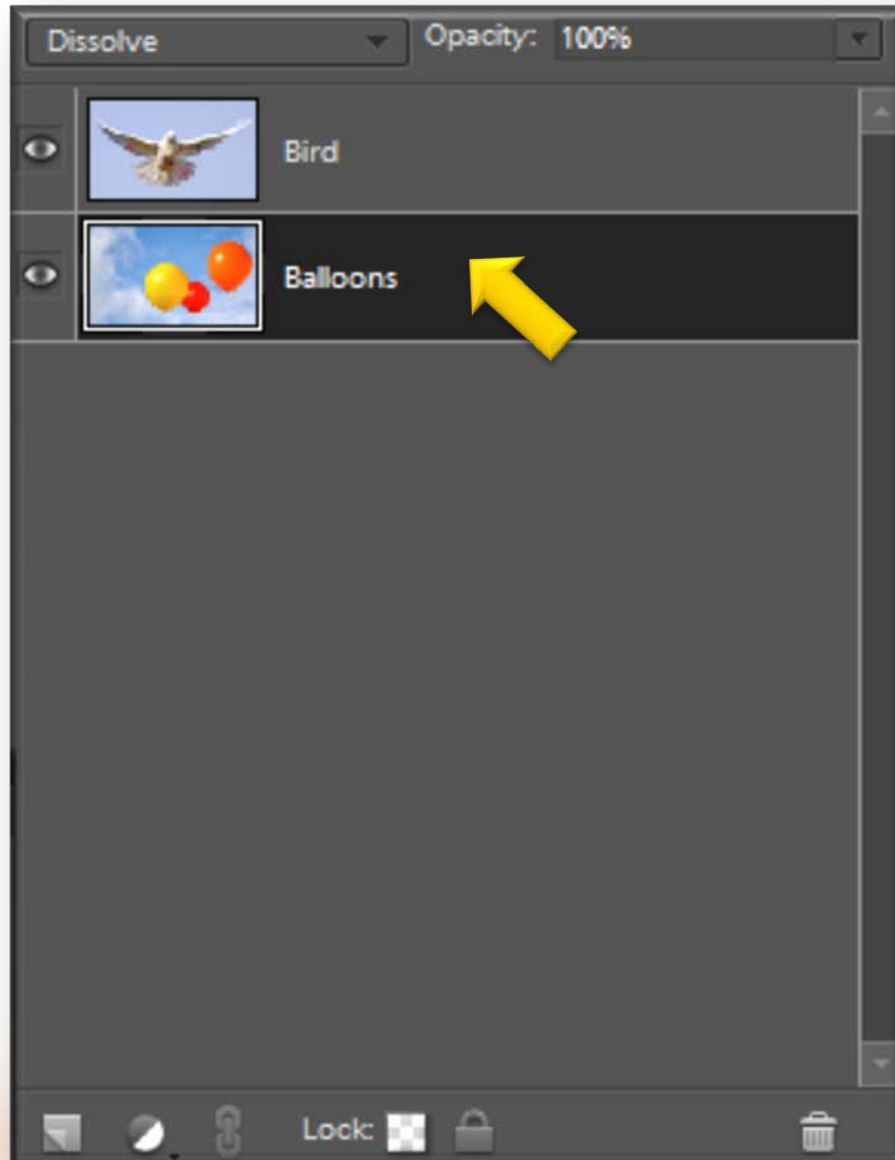


Blending layers

- There are over twenty blend options
- Experiment with them to see what effects they create



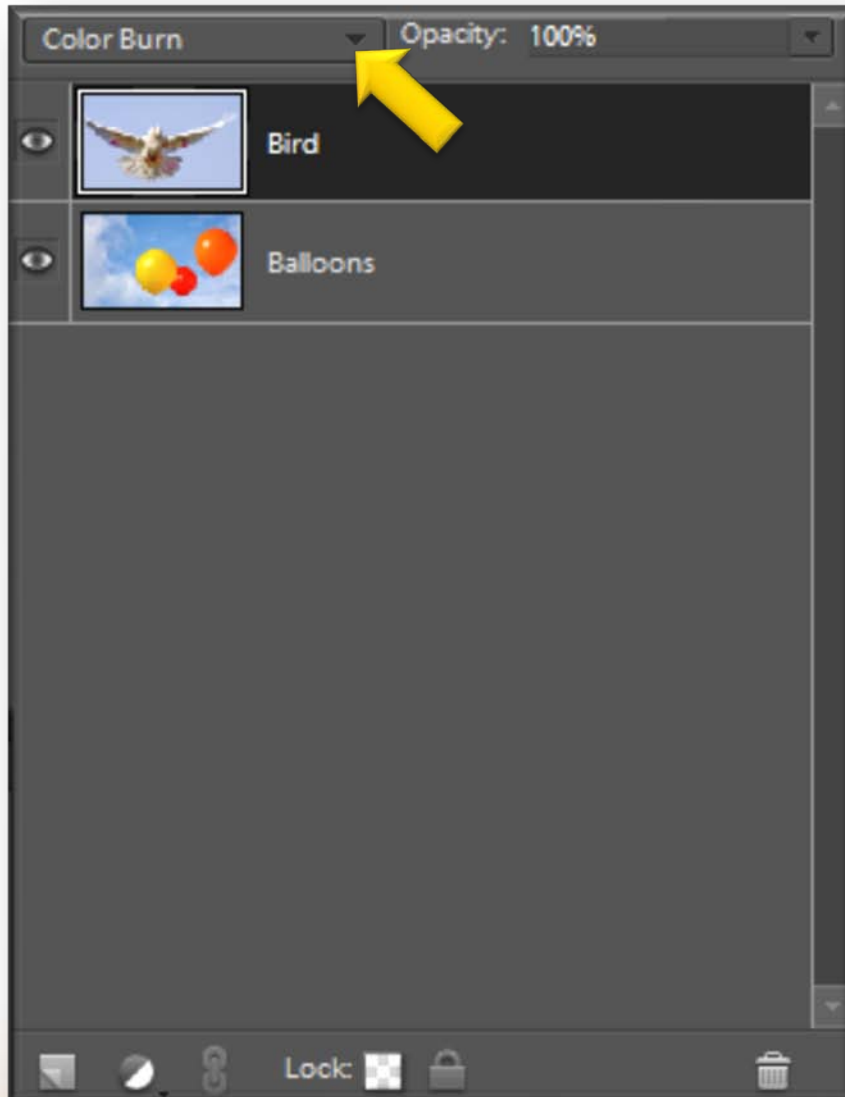
Blending layers



- **Select a layer either in the Layers palette or by clicking on the relevant item within an image**



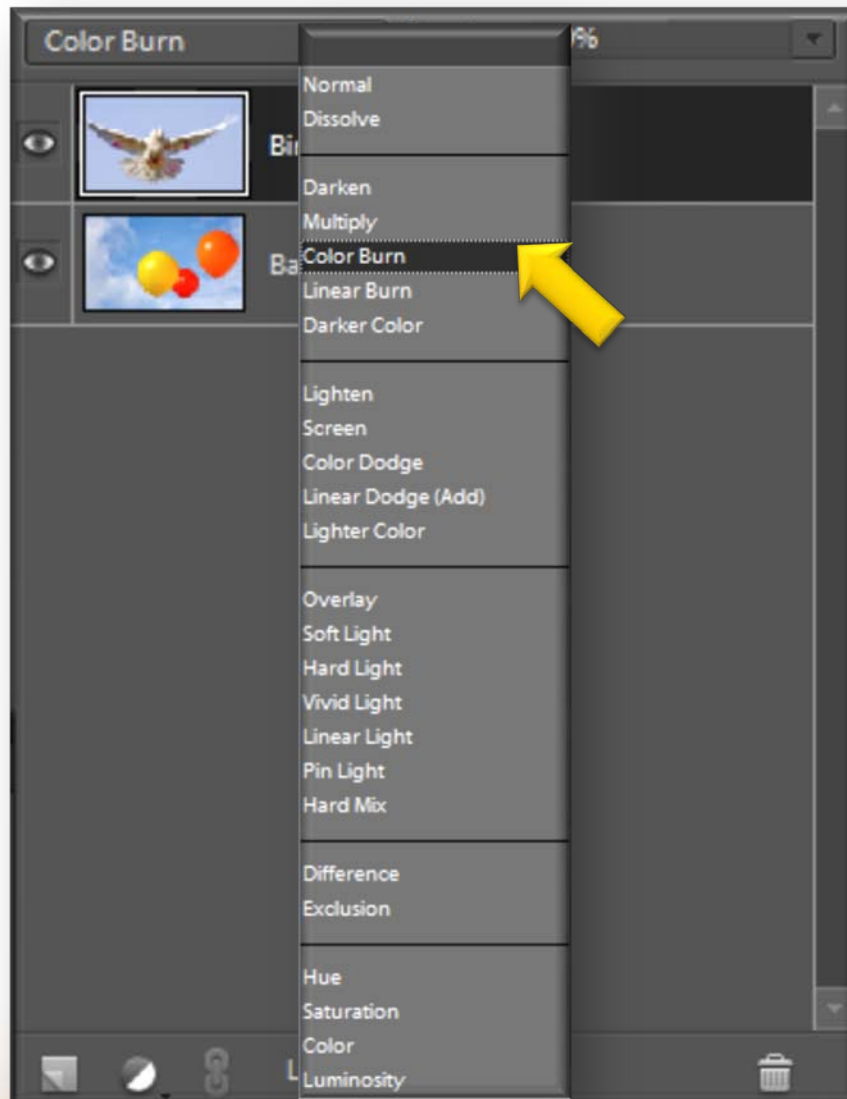
Selection Brush tool



● Click here on the Layers palette



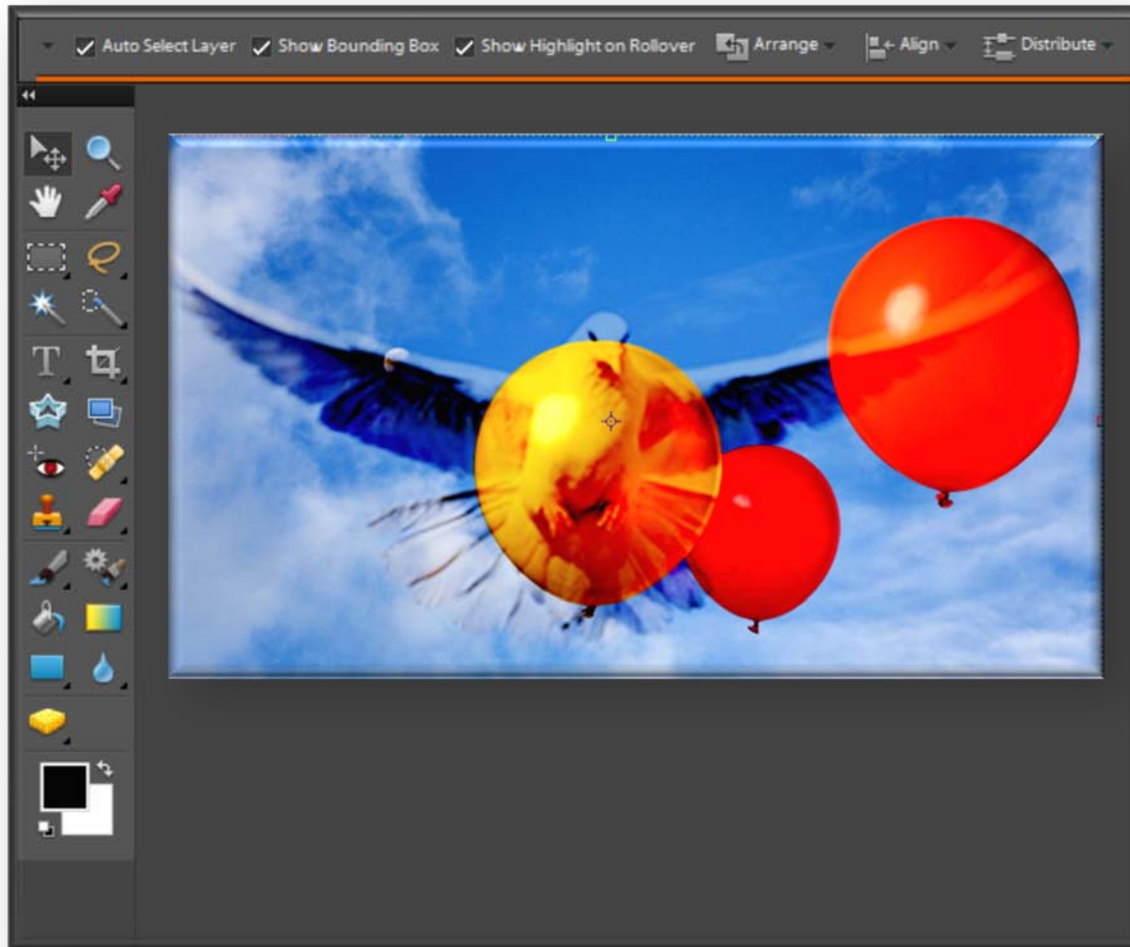
Selection Brush tool



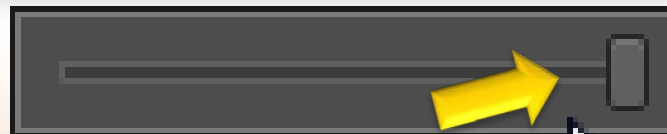
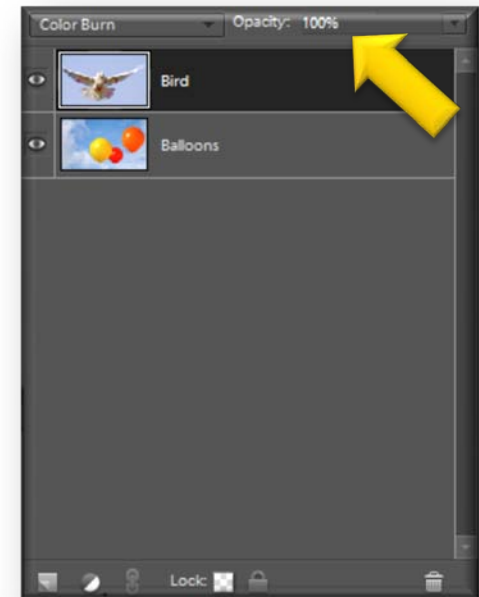
● **Select a blend option**



Selection Brush tool



The selected blend option determines how the selected layer interacts with the one below

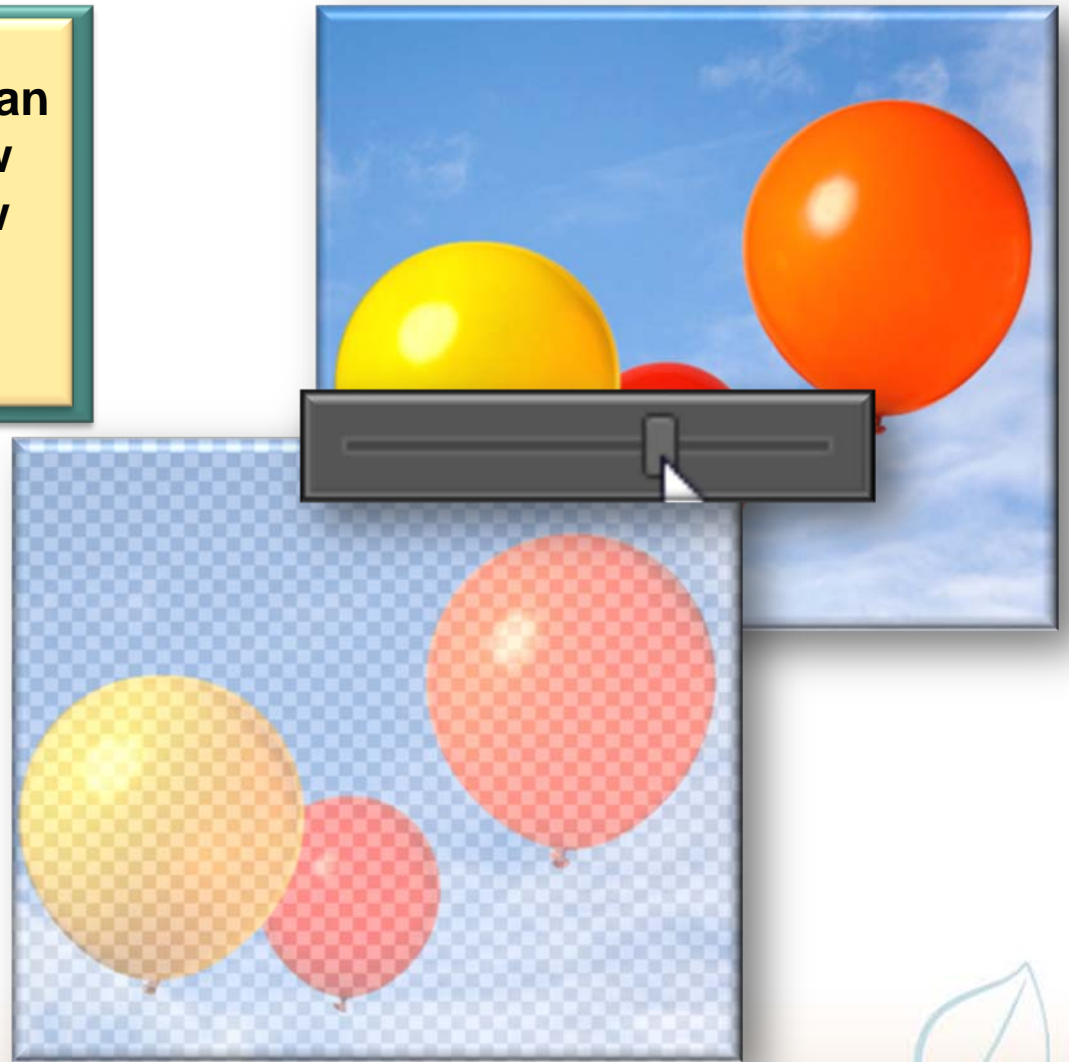


Opacity

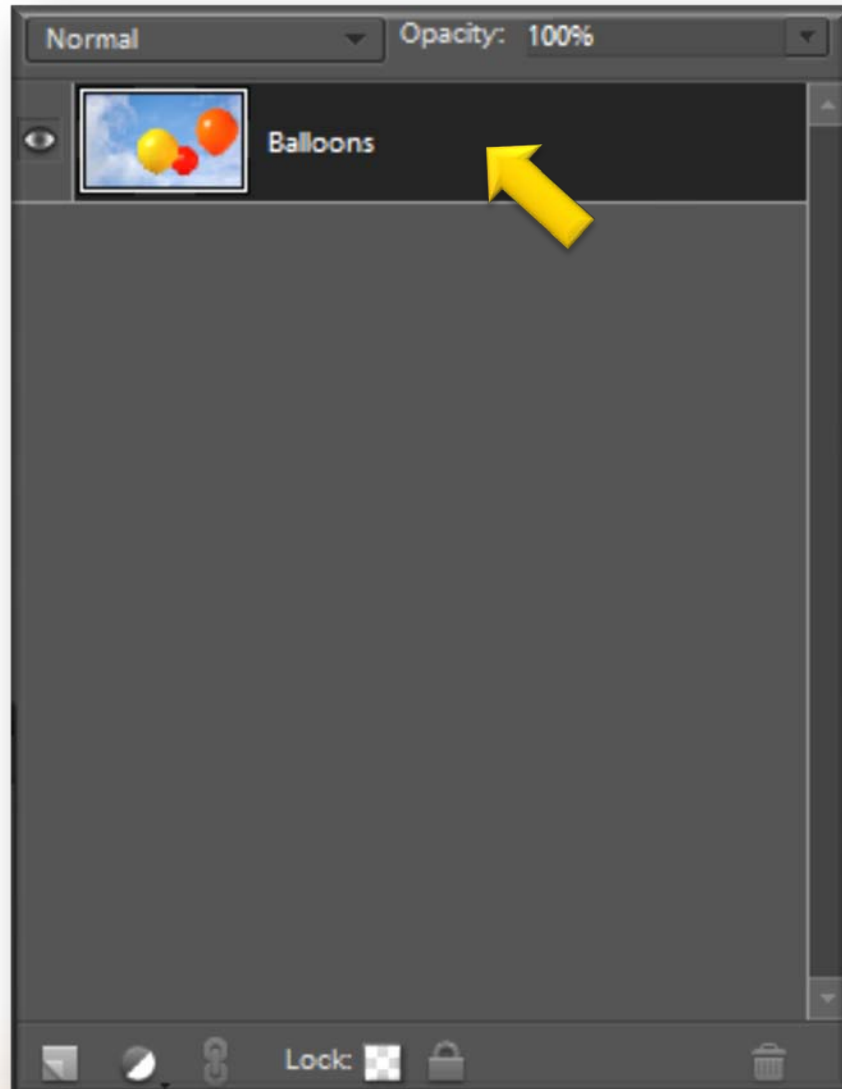


Opacity

- The opacity of a layer can be set to determine how much of the layer below is visible through the selected layer



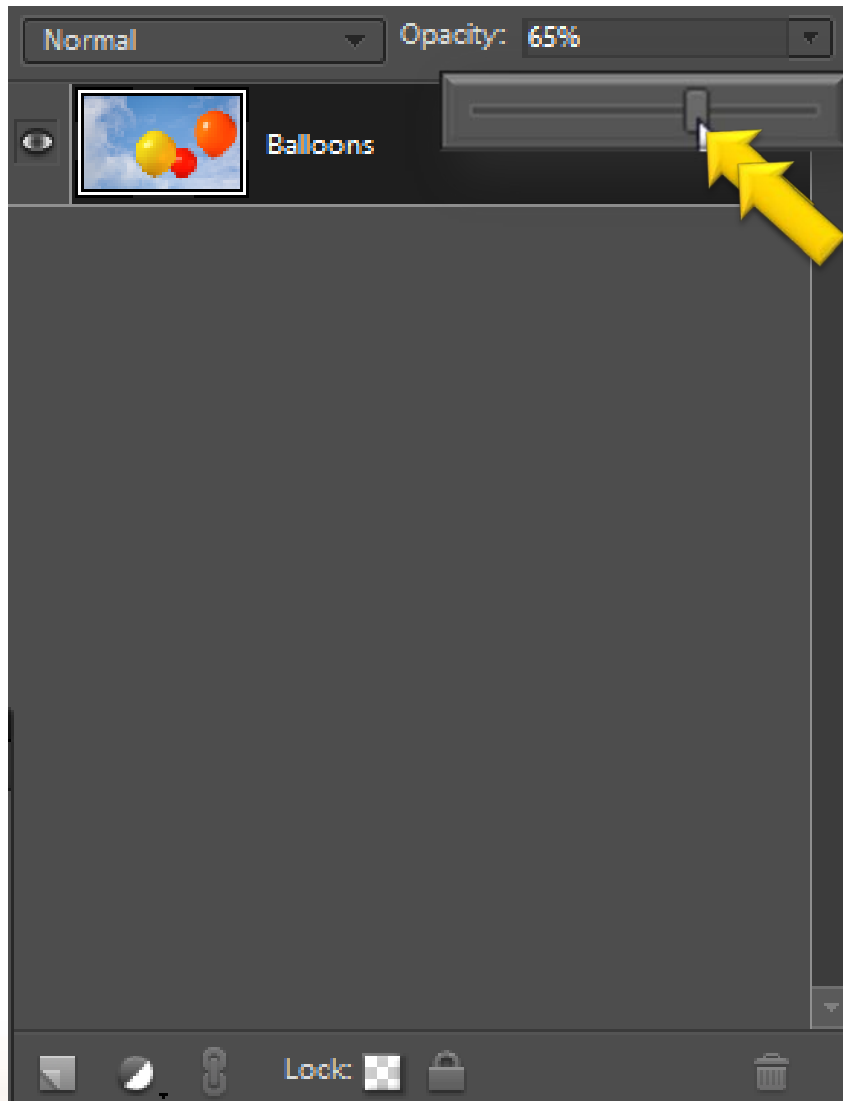
Opacity



- **Select a layer either in the Layers palette or by clicking on the relevant item within an image**



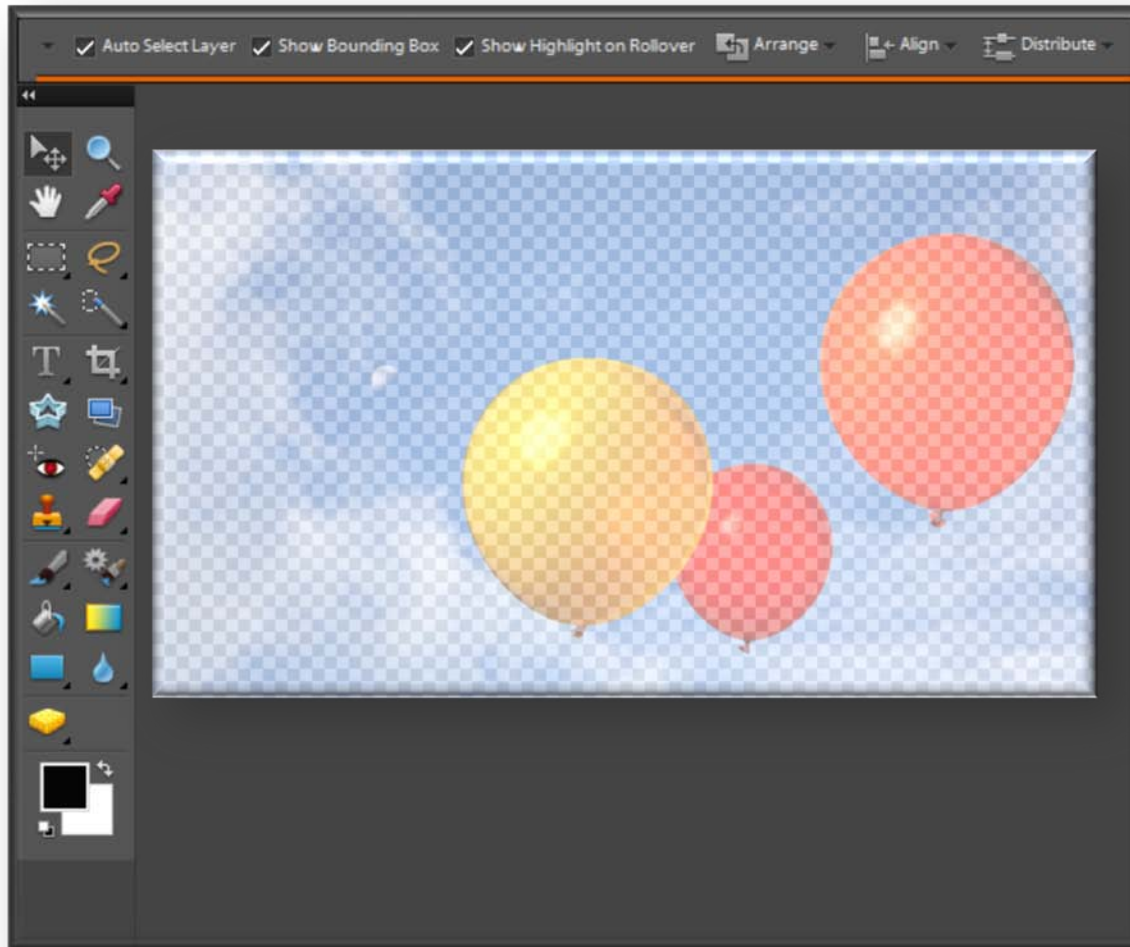
Opacity



- Click here and drag the slider to achieve the required level of opacity
- The greater the amount of opacity, the less transparent the selected layer becomes



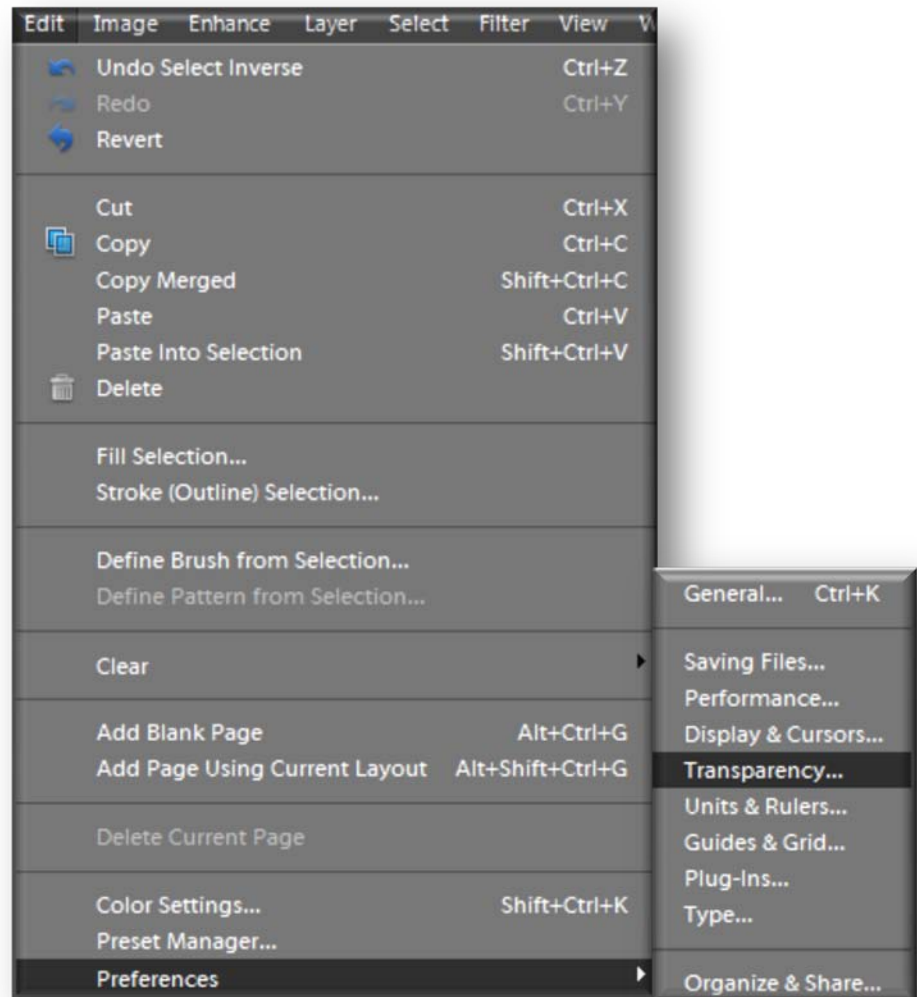
Opacity



- The opacity setting determines how much of the background, or the layer below, is visible through the selected one and this can be used to create some interesting artistic effects, including a watermark effect if the opacity is applied to a single layer with nothing behind it

Opacity tip

- The background behind an image, to which opacity has been applied, can be changed within the Preferences section by selecting **Edit > Preferences** from the Menu bar and then selecting Transparency and editing the Grid Colors box

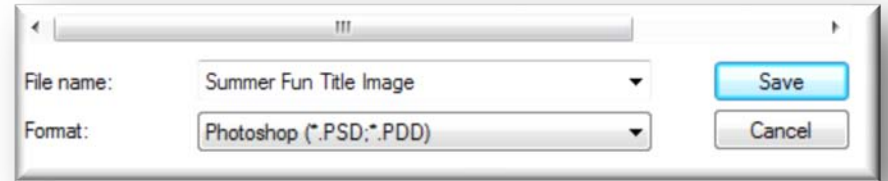


Saving layers



Saving layers

- Once an image has been created using two or more layers there are two ways in which the composite image can be saved: in a proprietary Photoshop format, in which case individual layers are maintained, or in a general file format, in which case all of the layers will be merged into a single one



Saving layers

- The advantage of the former is that individual elements can still be edited within the image, independently of other items
- In general, it is good practice to save layered images in both a Photoshop and a non-Photoshop format

TIFF

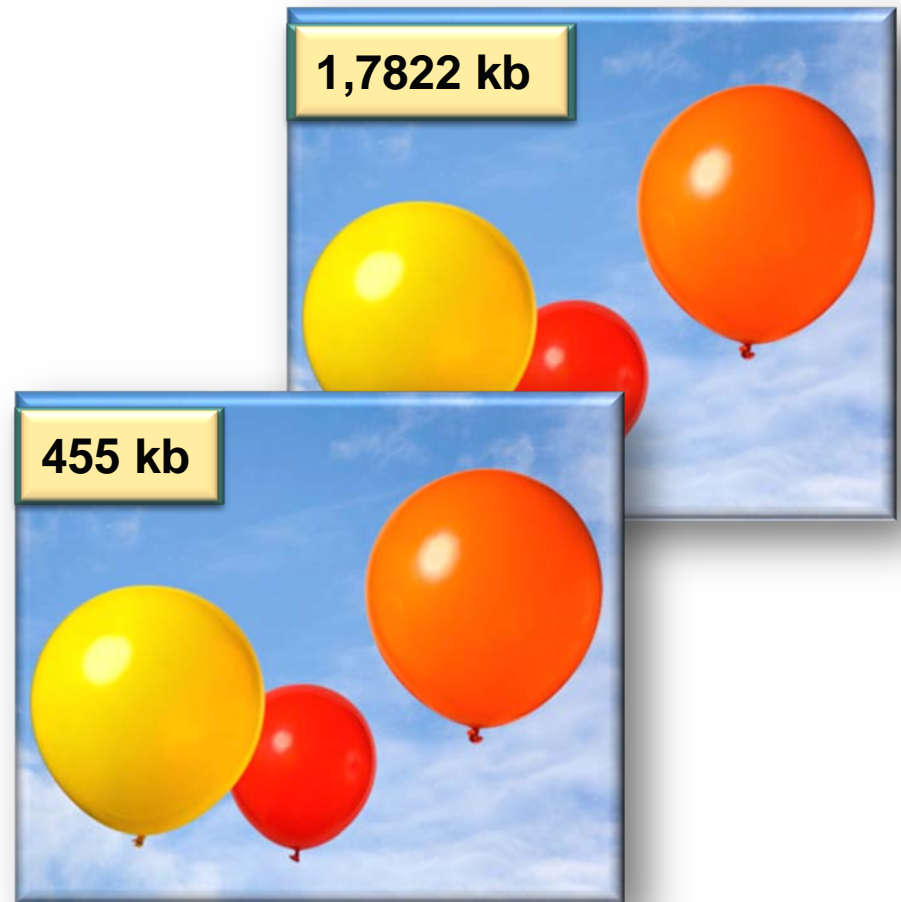
PSD

JPEG

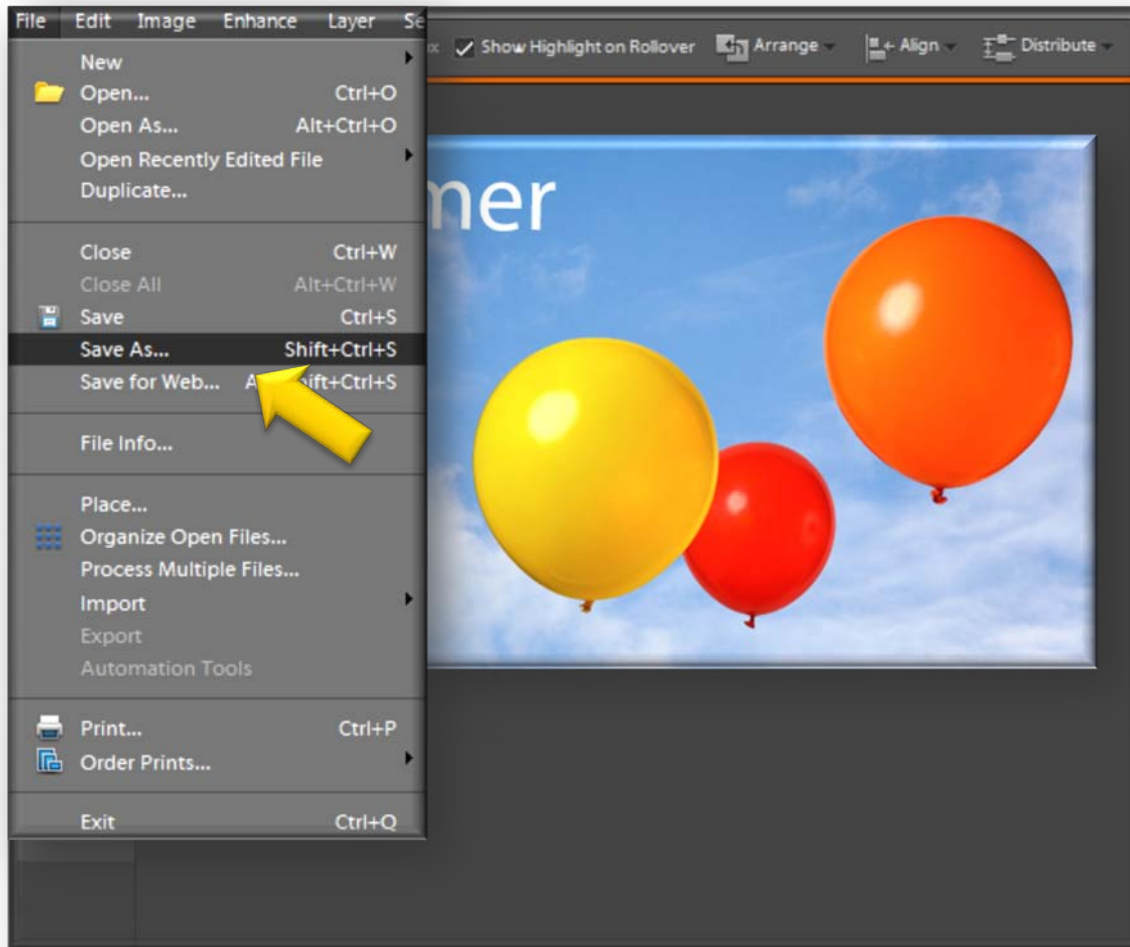


Saving layers

- Layered images that are saved in the Photoshop PSD/PDD format can increase dramatically in file size compared with the original image, or a layered image that has been flattened



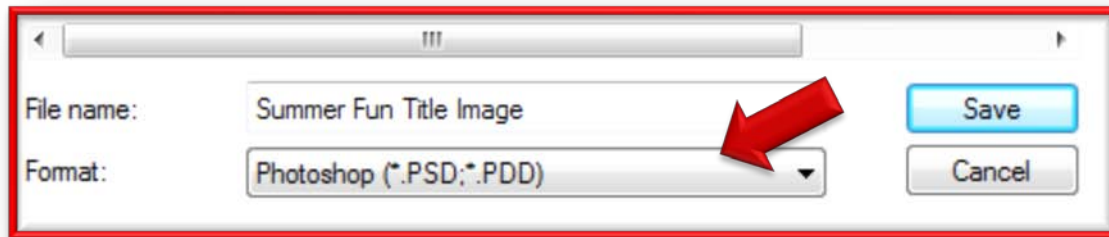
Saving layers



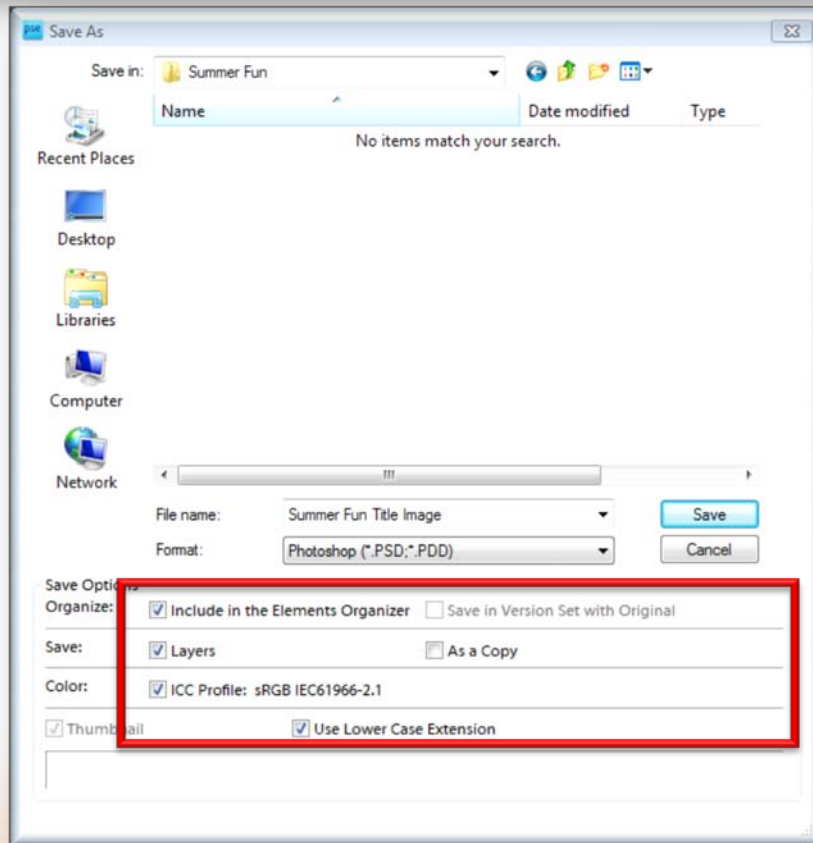
To save layered images in a Photoshop format, select **File>Save As** from the Menu bar



Saving layers



● Make sure Photoshop (*.PSD, *.PDD) is selected as the format



Saving layers

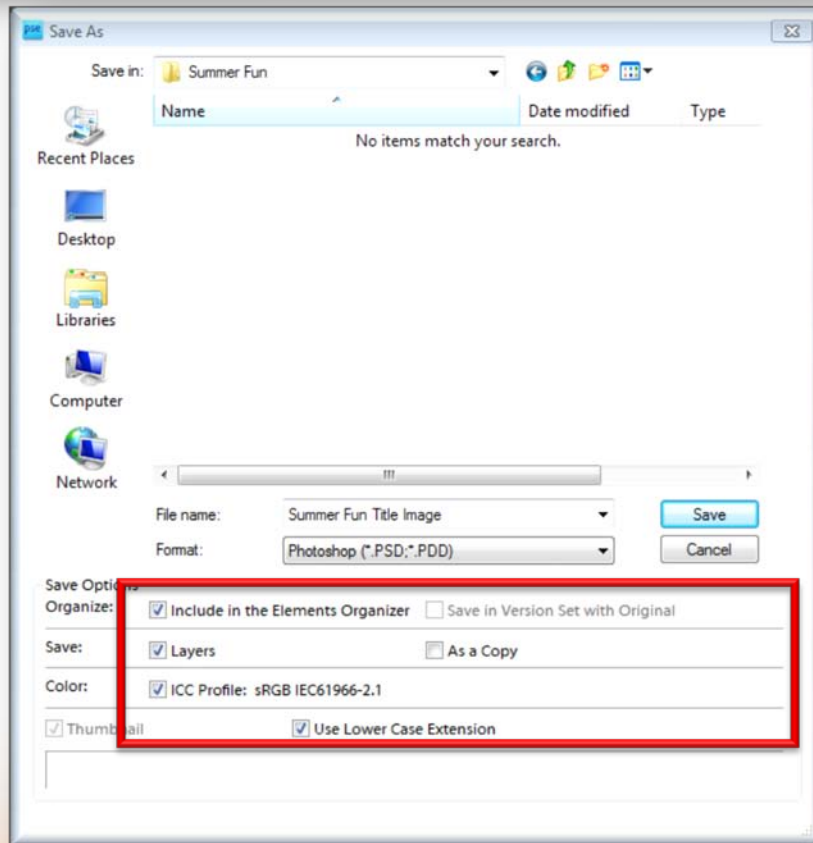
Save Options

Organize: ☒ Include in the Elements Organizer ☐ Save in Version Set with Original

Save: ☒ Layers ☐ As a Copy

Color: ☒ ICC Profile: sRGB IEC61966-2.1

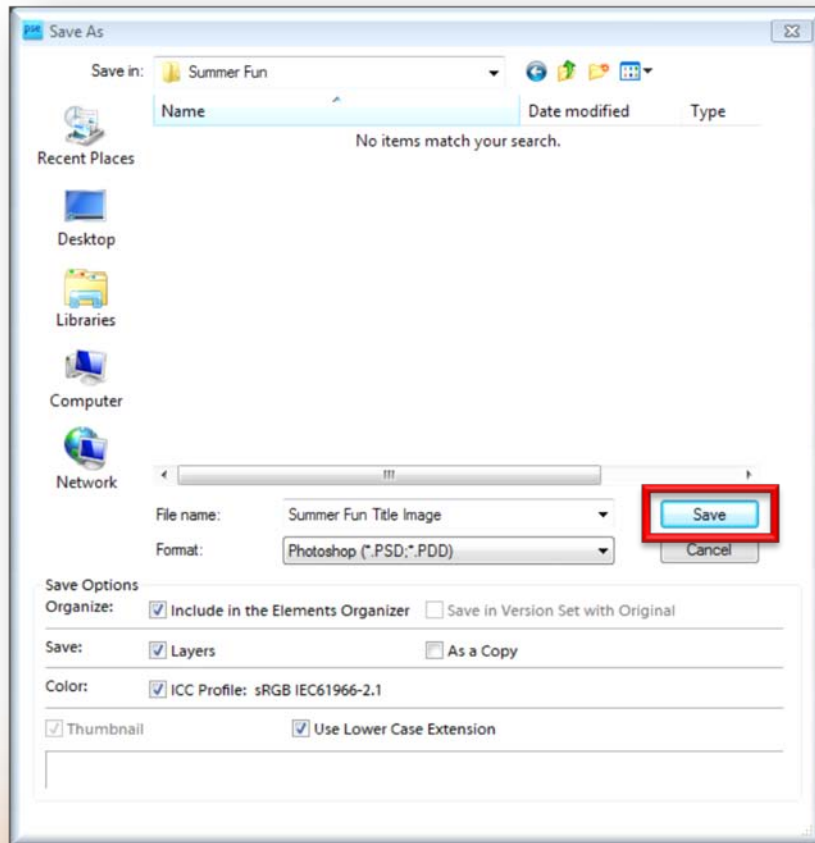
● Make sure the Layers box is checked on



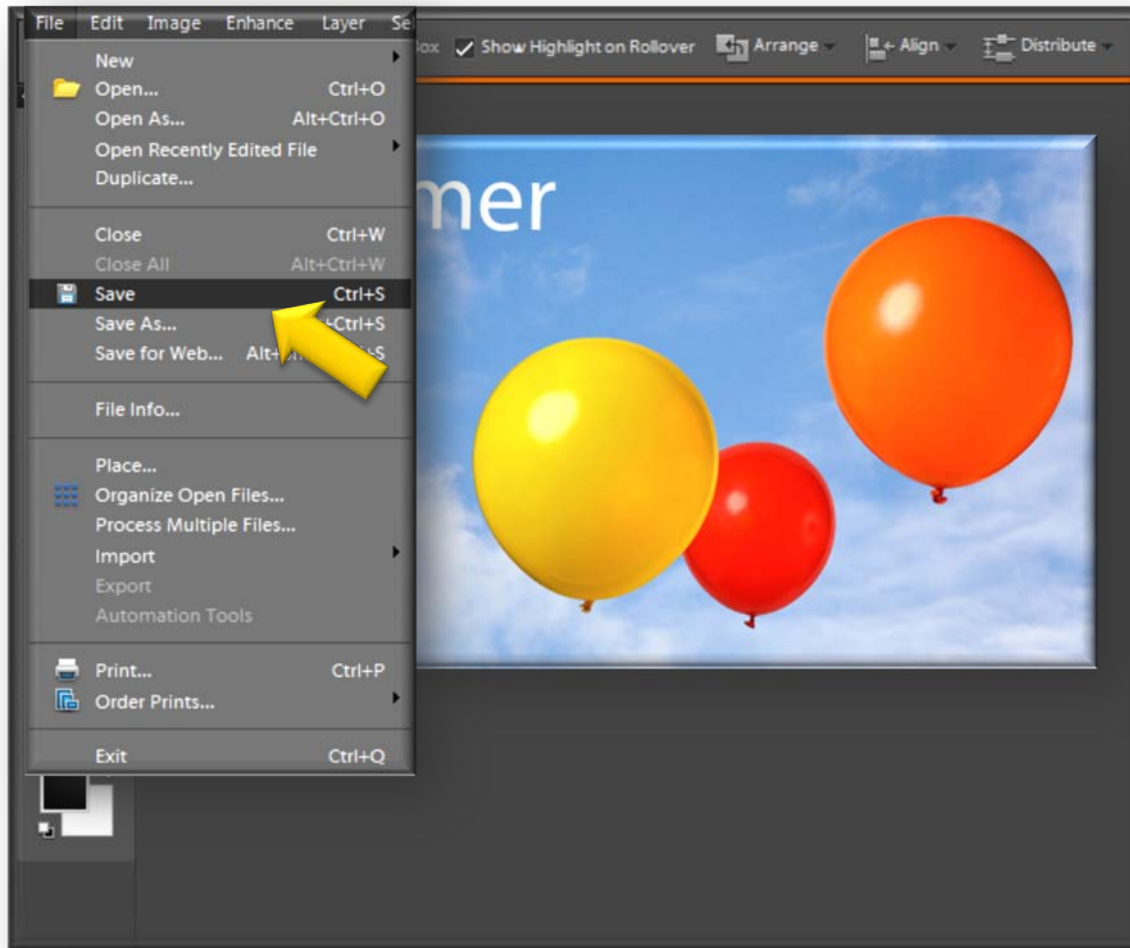
Saving layers



● Click on the Save button



Saving layers



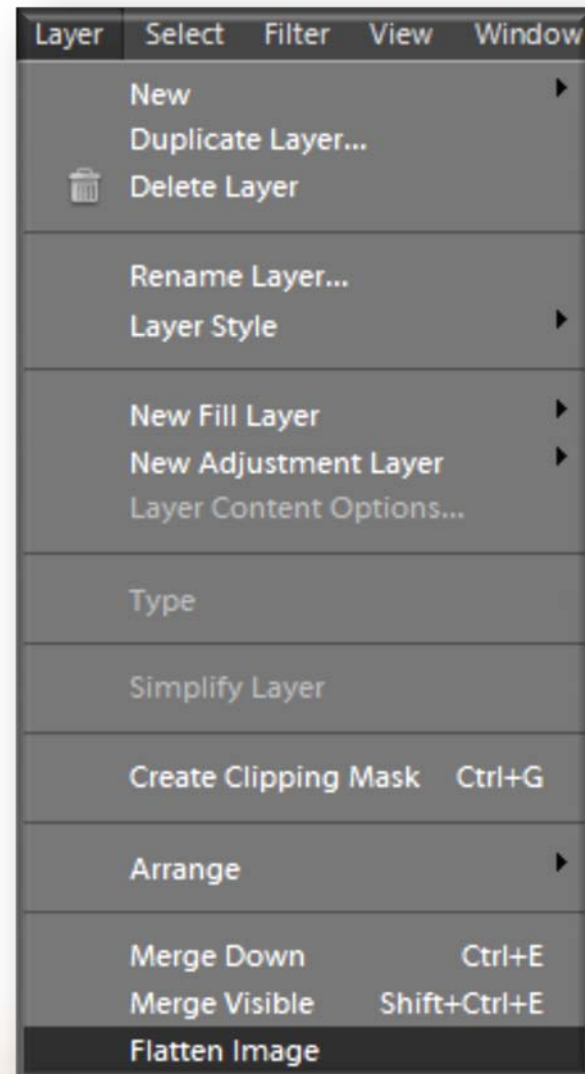
- To save in a non-Photoshop format, select **File>Save As** from the Menu bar. Select the file format from the Format box and click on the **Save** button

- The **Layers** box will not be available



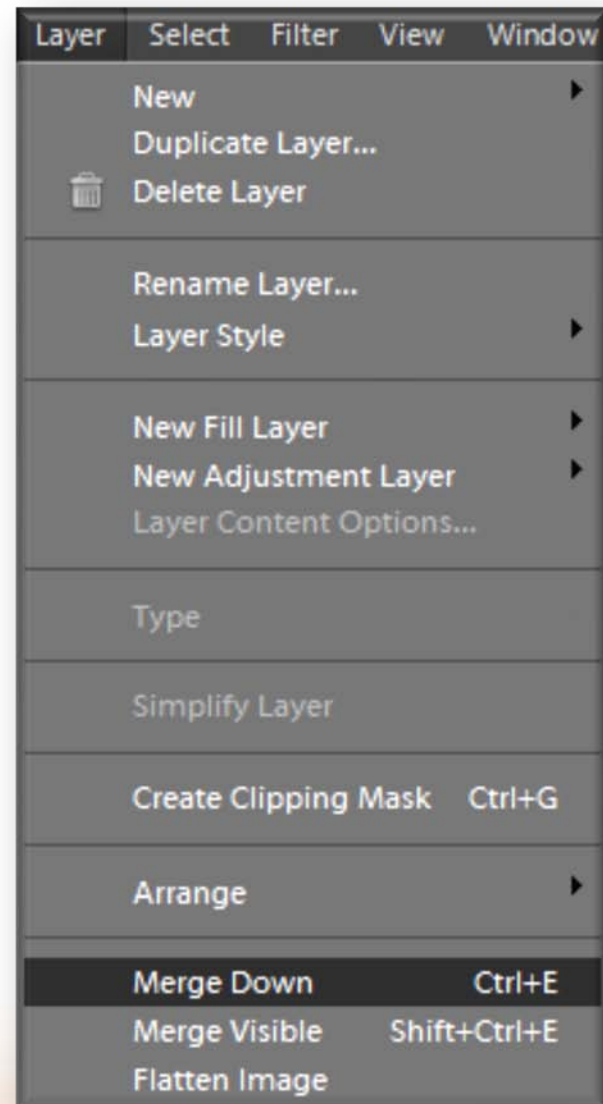
Saving layers tip

- Before a layer is saved it is possible to create a composite image consisting of a single layer
- To do this, select **Layer > Flatten Image** from the Menu bar



Saving layers tip

- To merge the existing layer and the one below it, select **Layer > Merge Down** from the Menu bar and to merge all visible content (excluding any layers that have been hidden) select **Layer > Merge Visible**



Adding and formatting text



Adding and formatting text

- Text can be added to images in Elements and this can be used to create a wide range of items, such as cards, brochures and posters



Adding and formatting text

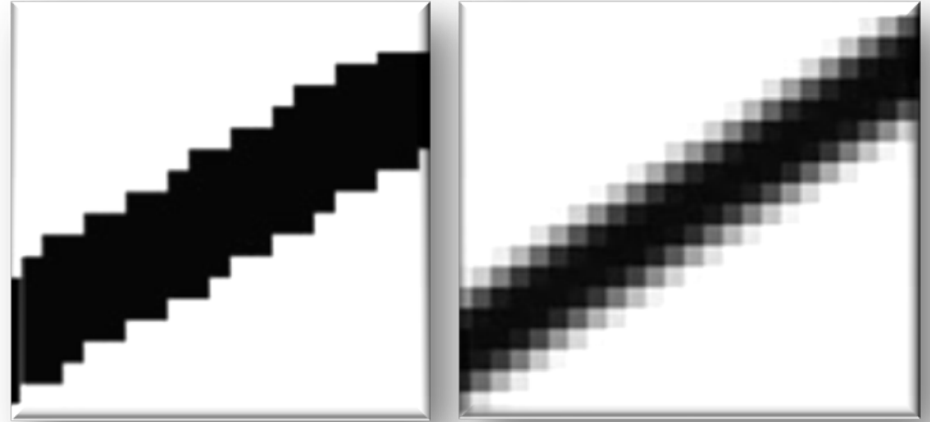
- Use the Vertical Type tool sparingly as this is not a natural way for the eye to read text
- Use it with small amounts of text, for effect

**Vertical
Text**



Adding and formatting text

- **Anti-aliasing is a technique that smooths out the jagged edges that can sometimes appear with text when viewed on a computer monitor**

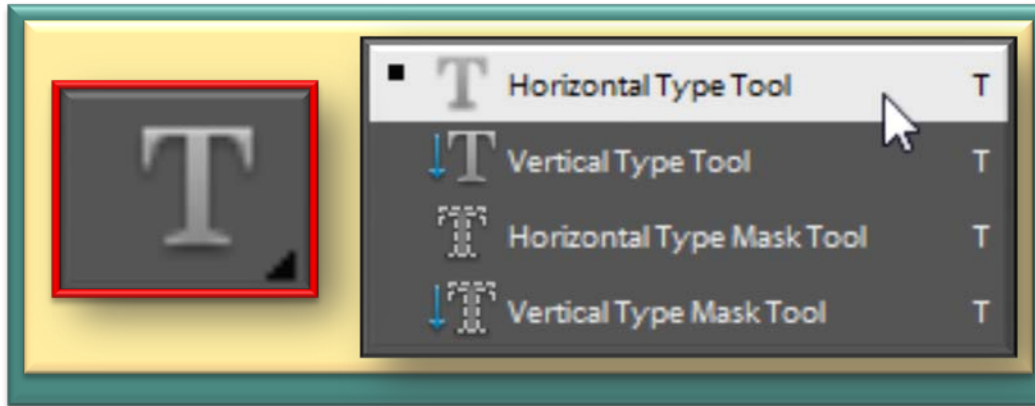


Adding and formatting text

- **Anti-aliasing is created by adding pixels to the edges of text so that it blends more smoothly with the background**



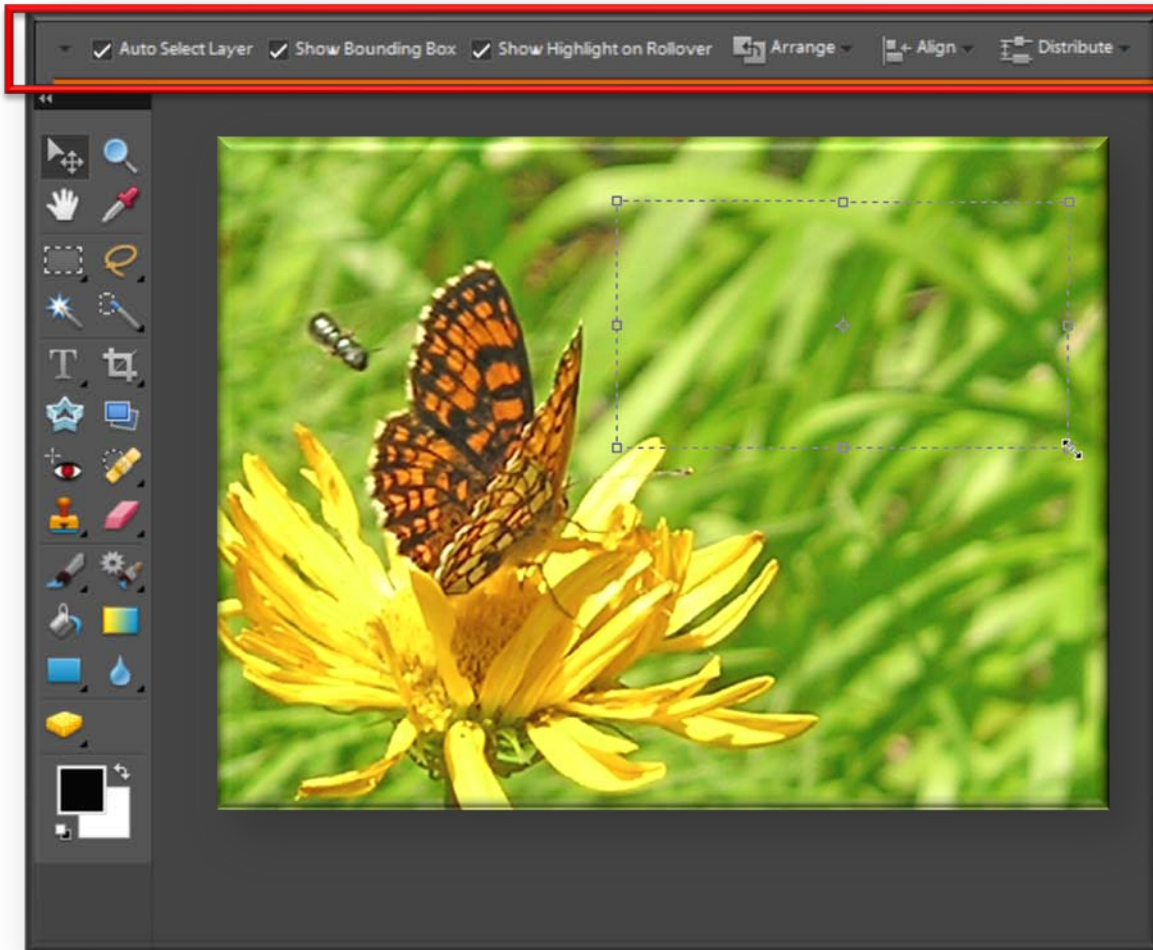
Adding and formatting text



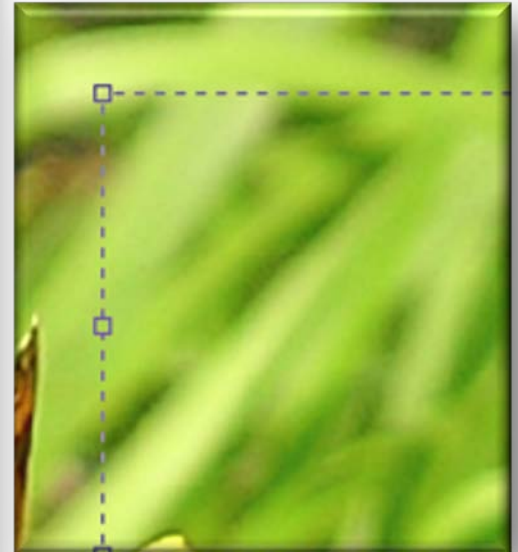
- Select the Horizontal or Vertical Type tool from the Toolbox



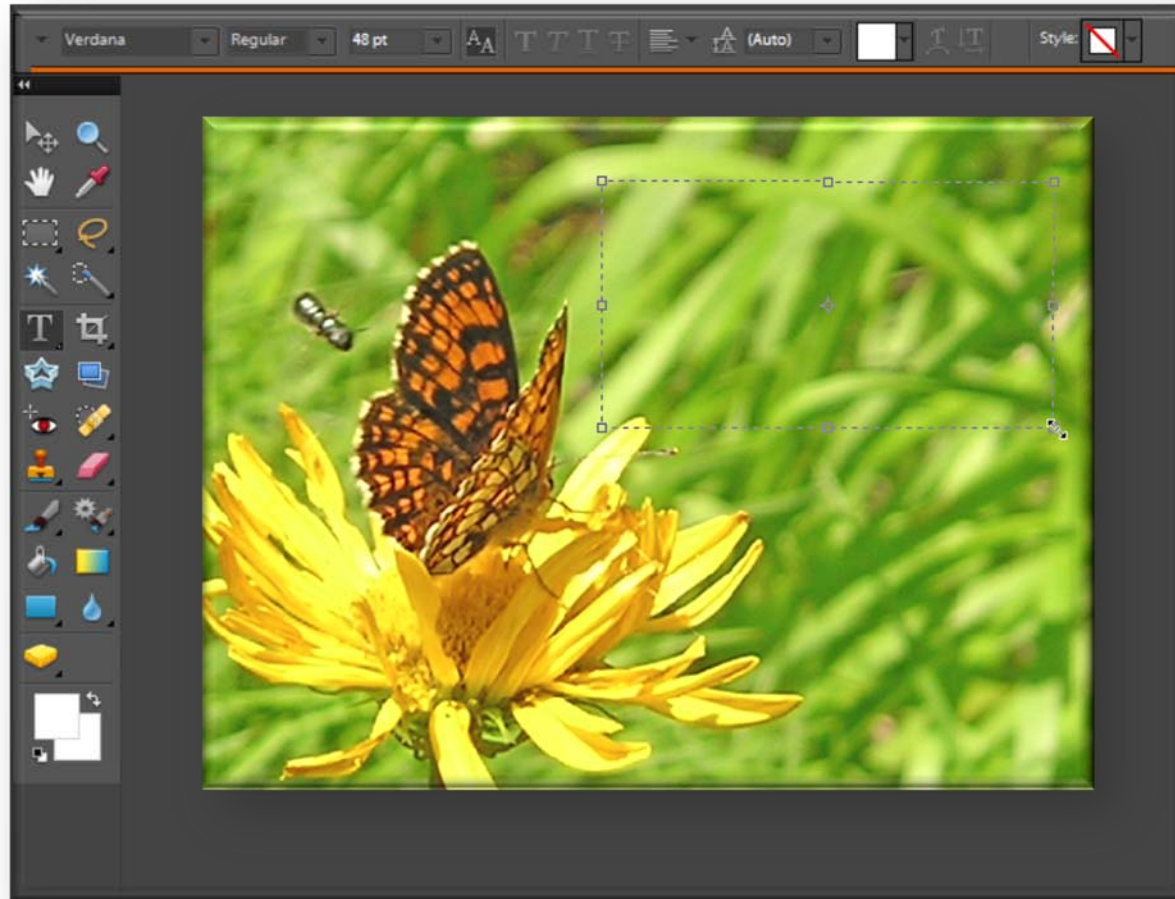
Adding and formatting text



● Drag on the image with the Type tool to create a text box



Adding and formatting text



- Make the required formatting selections from the Options bar



Adding and formatting text



● Font type



● Font size



● Anti-aliased



● Font style



● Formatting (bold, italic, underline and strikethrough)

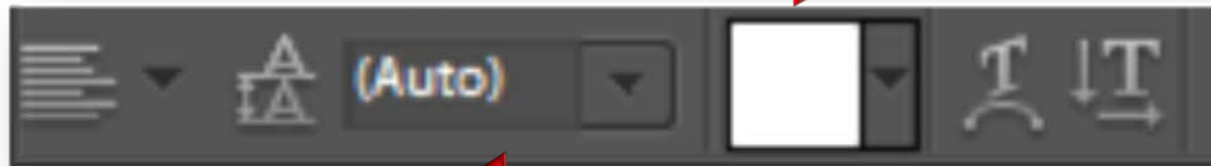


Adding and formatting text



Alignment

Color

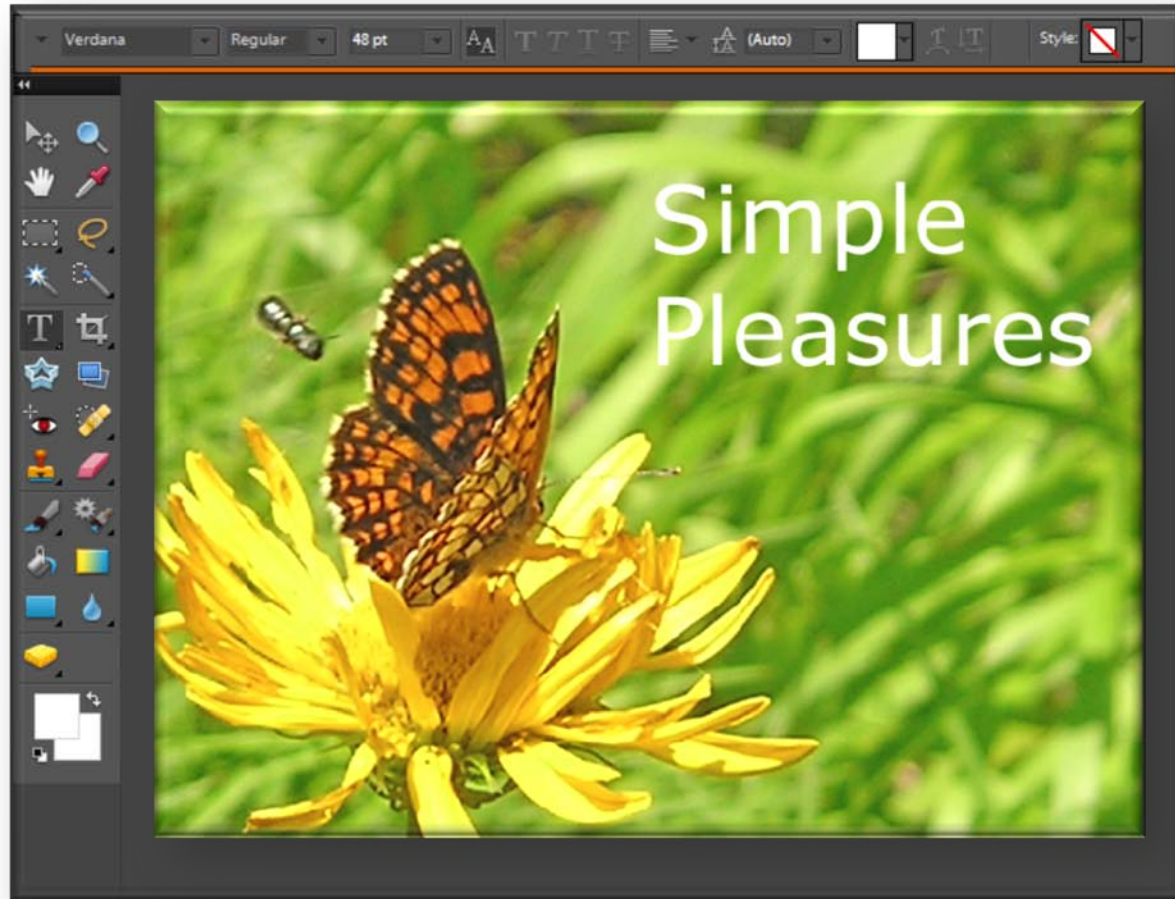


Spacing

Orientation



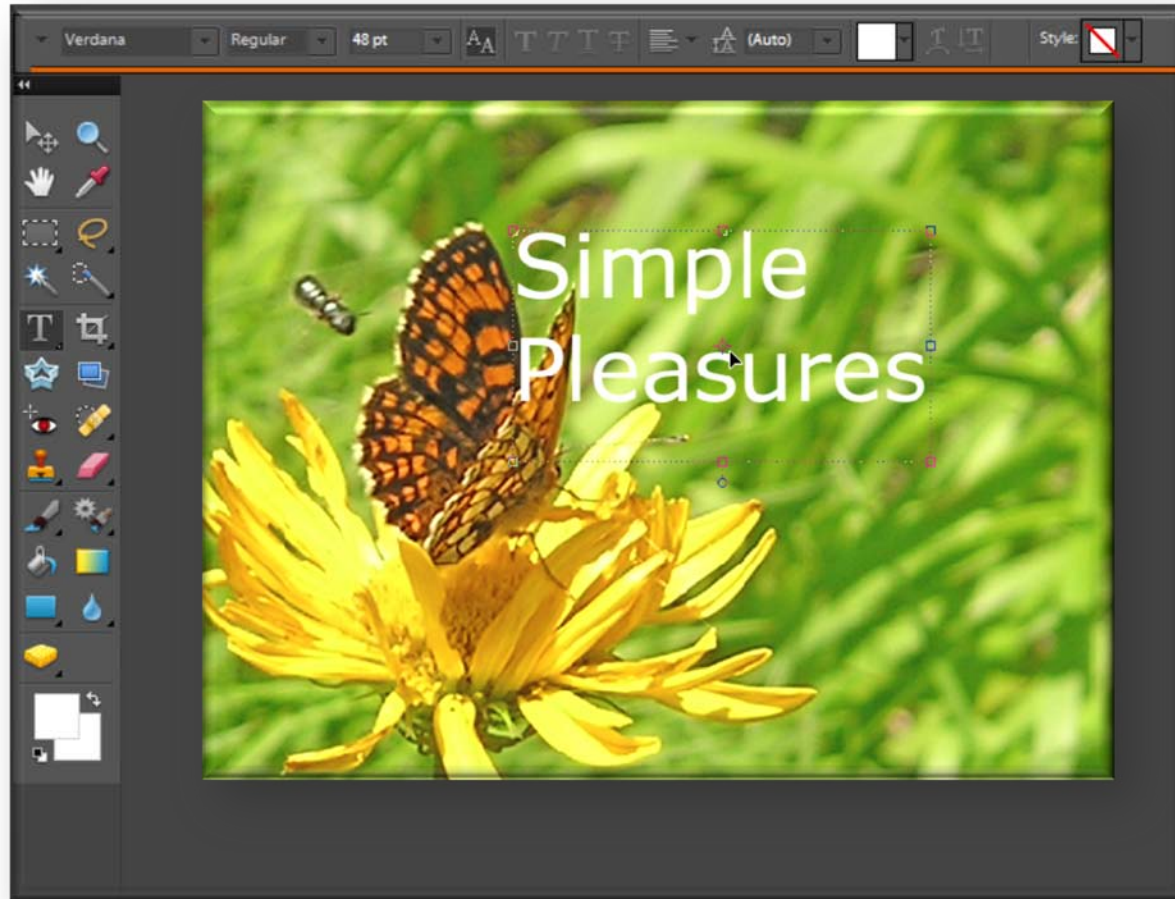
Adding and formatting text



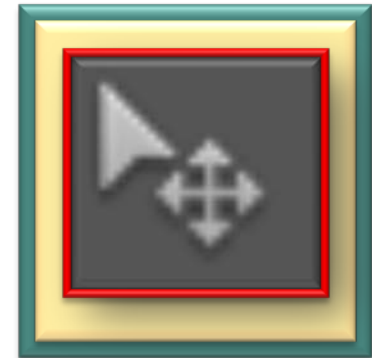
- **Type the text onto the image**
- **This is automatically placed on a new layer at the top of the stacking order in the Layers palette**



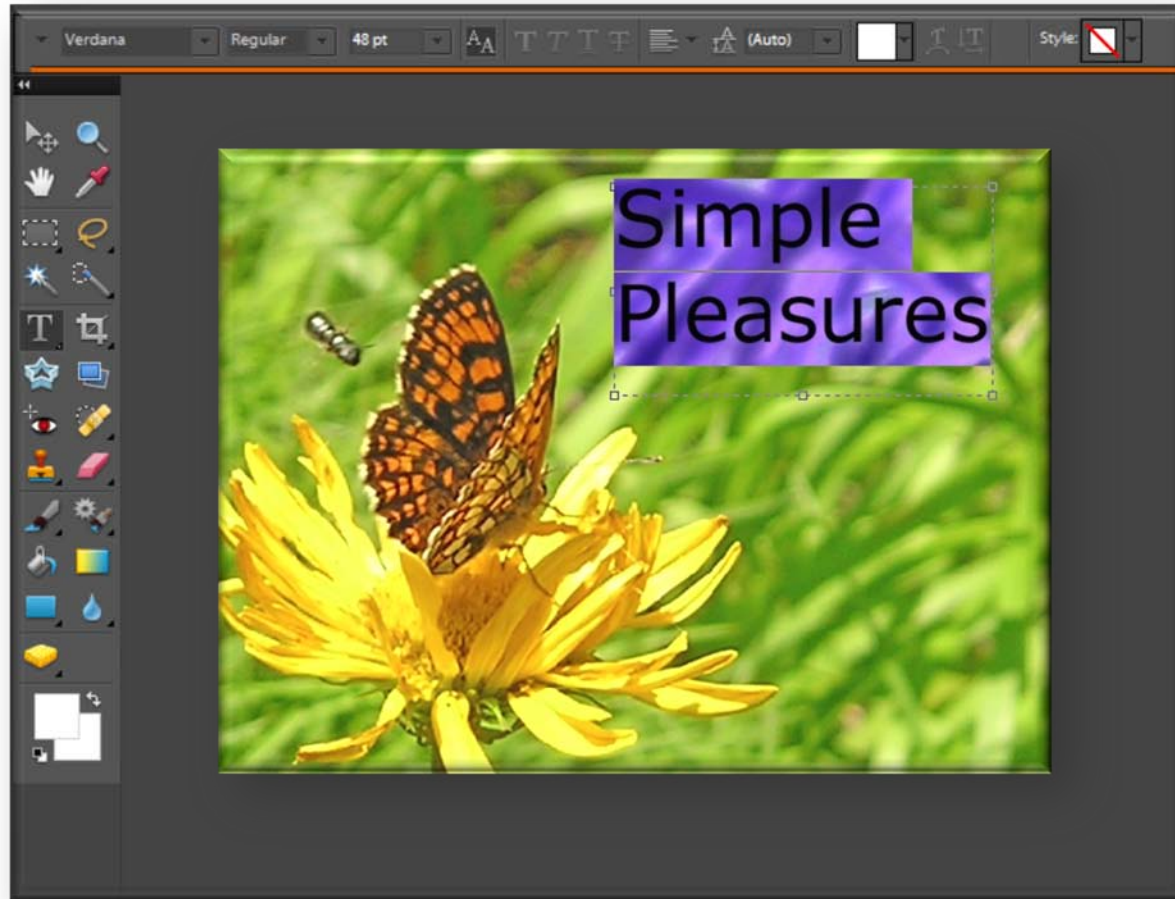
Adding and formatting text



- To move the text, select it with the Move tool and click and drag it to a new position



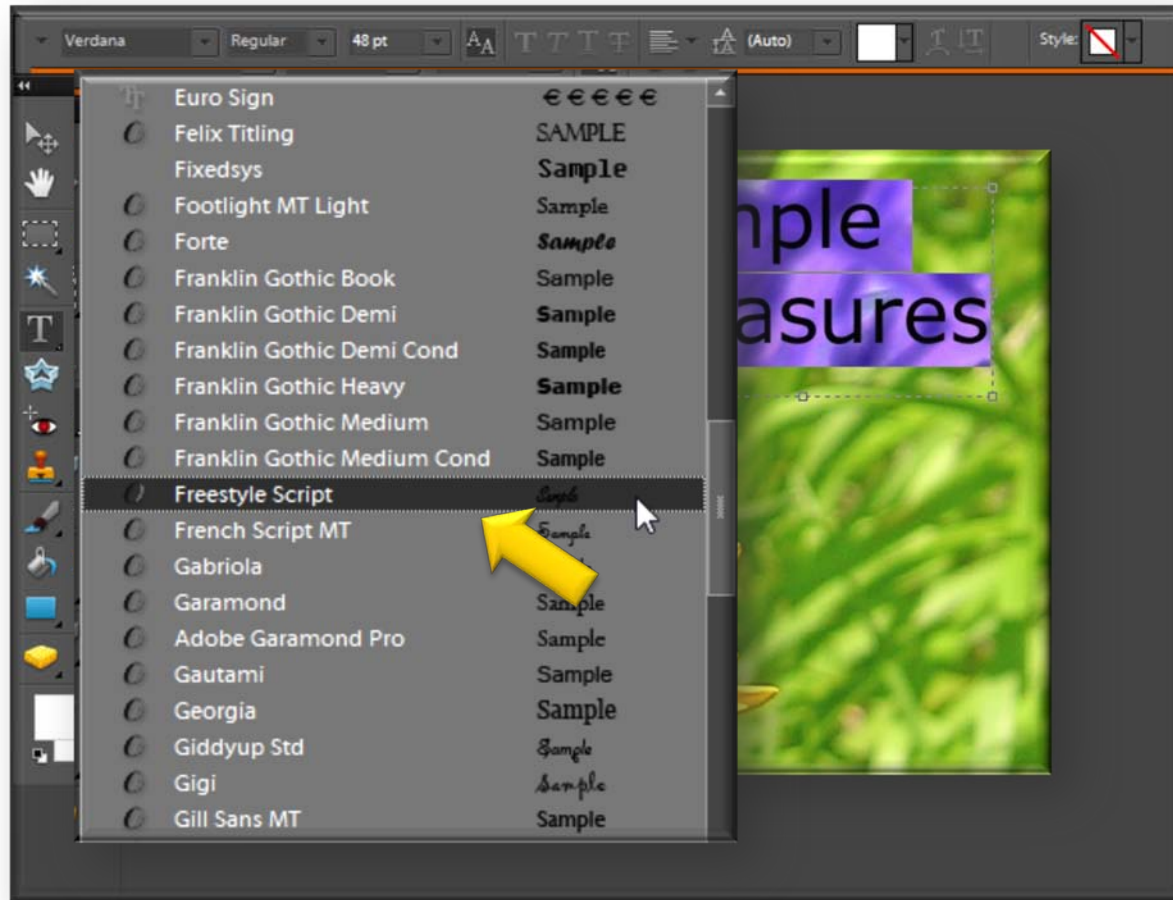
Adding and formatting text



- To format text that has already been entered, select a Type tool and drag it over a piece of text to select it



Adding and formatting text



● Make the changes in the Options bar




Adding and formatting text



- **Make the changes in the Options bar**





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