PHOTO TOUCH-UP AND ENHANCING (ADDENDUM)

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Use Adobe Photoshop Elements 3.0 for photo editing.
($70 -$80 cost)

1. EXPLORE PHOTOSHOP ELEMENTS 3 INTERFACE.
   The following are the three main types and the commands you will find most useful. Do not
   be intimidated by the vast capabilities of the program…just a few are all you need.

   A. Toolbox:
       From the top: Move, Hand, Lasso-Polygonal-Magnetic Select, Crop, Red-Eye,
       Healing Brush, and Clone Stamp Tool.
       From the bottom: Foreground Replace-Background Colors, Sponge-Dodge-Burn, and
       Blur-Sharpen-Smudge.
       (The others are seldom used.)
   B. Menu
       File: New, Open, Browse Folders, Open Recent, Close, Save, Save As, Save For
       Web, Print and Print Multiple Photos.
       Edit: Undo, Fill Layer and Preferences.
       Image: Auto Smart Fix, Rotate, Crop, Resize and Mode.
       Enhance: Auto Levels, Auto Contrast and Adjust Lighting->Levels.
       Layer: Flatten Image.
       Select: Deselect, Inverse and Feather.
       Filter: Sharpen->Unsharp Mask.
       View: Fit on Screen.
       Window: (Show/Hide Palette's) Histogram, How To, Layers, Navigator, Undo
       History, Pallet Bin and Photo Bin.
        Help: Tutorials, Support and Updates etc.

2. USEFUL HINTS, TIPS AND SHORTCUTS.
   A. You must open a photo/image file before any commands are available.
        (Use File Browser or File then Open from menu.)
   B. You can cancel any previous command just completed by clicking UNDO
        from the EDIT menu. (Several previous steps can be cancelled by using the
        HISTORY palette.)
   C. It is a good idea to use the SAVE AS from the FILE menu to preserve the
        original and/or any major intermediate changes/steps.
   D. The SAVE AS is also used to convert an image to a different format (JPEG,
        TIFF, BMP, GIF, PCX, PIC, TGA, PDF, PSD and others)
        NOTE: After 8 or 10 changes and saves of a JPEG file, you begin to see
        degradation. Use TIFF for many changes and/or for sharpest printing of the
        image. Realize that TIFF's are much larger files than JPEG's (10:1).
   E. Change any brush or tool size on-the-fly, by using the BRACKET keys on the
        keyboard. (**[** for smaller and **]** for larger.)
   F. After installing and opening for the first time, change the "Start Up In" drop down list
        to "Editor" so the program will start up in editor mode the next time you open it.

G. The menu of the Standard Editor is almost the same as version 2. The tool box is layed out in a single line instead of two - with a couple of new tools.(Healing Brush)

H. The Pallet Well is missing from version 3 but you can still select pallets from the Window menu. The File Browser in version 2 has changed significantly to the new and improved "Browse Folders" under the File Menu of version 3.

I. If you are new to Photoshop Elements, Start using the Photo Organizer interface instead of the Editor interface so you can begin immediately collecting your photos into it's Organizer database. You can access the Editors from there when needed.

J. A small arrow on the lower right hand edge of a tool in the Toolbox indicates more than one variation of that tool. The ALT key is pressed before clicking on the tool to select it (or you right-click it), you get a menu of the sub-tools and may select the one you want from the list by clicking it.

K. The program remembers the previous settings for most commands so the next time you use it, it will have the last used settings.

3. BEST RESOURCE BOOKS.
     A. *Organize Your Photos with Photoshop Elements 3 ($25)*
     B. *Photoshop Elements 3 book for digital photographers ($35)*

4. COOKBOOK STEP-BY-STEP's FOR CERTAIN COMMON TASKS.

A. OPEN ONE OR MORE PHOTO/IMAGE FILES.
1. Click Browse Folders under the File Menu (or Shift-Ctrl-O).
2. Browse to your file on the hard drive (Similar to using Windows Explorer).
3. Load wanted file by identifying it's thumbnail image and then double click it.
4. For multiple files just drag each one down to the Photo Bin with the left mouse.

B. CROP A PHOTO, WHILE SAVING THE ORIGINAL.
1. Select an opened photo/image on the Elements work area.
2. Click the CROP tool in the TOOLBOX. (Tenth from the top.)
3. Set any values wanted in the OPTIONS BAR.
(Height, Width and Resolution values. Push CLEAR for no values.)
4. Draw a rectangle with the left mouse button around the part wanted from the photo/image.
5. Note: Adjustments may be made by pulling the sides or corners with the mouse. Pressing the ESCAPE key will cancel the box just drawn. (To start over)
6. DOUBLE CLICK inside the box to select the final image.
7. Click SAVE AS on the FILE menu and select the LOCATION, NAME and FORMAT before clicking the SAVE button.
8. Note that you can control the aspect ratio to fit a standard 3x5, 4x6, 5x7, 6x8 or 8x10 inch photo by using the Preset Options drop down list in the Options Bar.

C. RESIZE A PHOTO, WHILE SAVING THE ORIGINAL.
1. Select an opened photo/image on the Elements work area.
2. Click on IMAGE SIZE from the IMAGE & RESIZE menu.

3. Change either Pixel or Document Size value of either Width or Height. With Constrain Proportions checked, the other 3 values will be automatically updated. Document Size is print size.
4. Change the resolution value if needed.
5. Click OK button.
6. Select SAVE AS from the FILE menu.
7. Note that you can control the print size to fit a standard 3x5, 4x6, 5x7, 6x8 or 8x10 inch photo. If the resized photo/image is to be printed, you should set the resolution to between 200 and 300 pixels per inch.

D. IMPROVE THE OVER ALL CONTRAST AND LEVELS OF THE IMAGE.
1. Select an opened photo/image.
2. Click on the AUTO LEVELS and/or AUTO CONTRAST commands from the ENHANCE menu. (If a command has no effect or undesirable results, click UNDO from the EDIT menu.)
3. More control over contrast (dark to light range) and color (color intensity) can be achieved by using the LEVELS command from the ENHANCE menu, then ADJUST LIGHTING selection.
4. Be sure and do a SAVE or SAVE AS when the image looks good.
5. You can observe before and after by turning the Preview checkbox on and off.

E. REMOVE DUST, SCRATCHES AND DEFECTS FROM AN IMAGE.
1. Make the image as large as possible by using the FIT ON SCREEN command from the VIEW menu (or push the Fit-On-Screen button).
2. Use the NAVIGATOR palette tool to zoom into the image and expand an area of the image that has defects. For scratches, zoom so you can see the complete scratch.
3. Click the CLONE STAMP tool from the TOOLBOX. (14th down from the top)
4. Choose a SOFT EDGE ROUND BRUSH from the OPTIONS bar if needed.
5. Adjust it's size to be just larger than the target defect by using the bracket keys. ([or])
6. Press the ALT key while clicking on an area of the image close to the defect.
7. Click on the defect to remove it.
8. A long straight scratch can be removed by clicking on one end, then hold the the SHIFT key down while clicking on the other end.
9. You must de-select the ALIGNED check box before doing the ALT-Click, if you wish to choose just one location on the image to take the clone sample from. With the ALIGNED box selected, the relative position of the ALT-Click sample with regards to the target defect is maintained for each subsequent click that stamps out another defect.
10. You may change the size of the CLONE tool at any time by using the bracket keys. ([or])
11. You may ALT-Click at any time to get another sample that will be cloned (copied) to the spot you next click at.