

# Getting Started with Intermediate Photo Editing

Before we begin the class, there are a few details that I thought we should address, just to make things a little easier once we get started.

This document contains four parts.

1. Downloading and installing the trial version of Photoshop Elements 7
2. Setting up your workspace with Photoshop Elements 7 (and maybe a hint or two for other versions)
3. Posting your “homework.”
4. Rounding up photos

## 1. Downloading and Installing the Trial Version of Photoshop Elements 7

Since this is an intermediate class, I’m assuming that all of you already own a version of Photoshop or Photoshop Elements. Here’s information if you are interested in downloading a trial version of the latest version of Photoshop Elements.

### To download an Adobe trial:

1. Go to [www.adobe.com/downloads](http://www.adobe.com/downloads). You will see “**Adobe Photoshop Elements 7**” under “Featured Product Downloads.” Hover over the blue box with the PSE inside and click on the word TRY. This will take you to a screen where you will need to log in with your Adobe ID (If you don’t already have an Adobe ID, you will have to register for one).
2. Download ... it’s quick, easy and free ... no strings attached! Click on the “select” box to choose the appropriate platform and language. Click the **Download** button. Your download will begin. Following the directions on your screen, download this .exe file to your desktop or to another location.

### Install PSE 7.0 trial on Windows

When you are ready to install your PSE 7.0 30 day trial, click on the .exe file and follow the directions on your screen for installation. That’s it ... Photoshop Elements 7 is now installed on your system! Pat yourself on the back and get ready to learn how to set up your workspace in Photoshop Elements.

## 2. Setting up your workspace with Photoshop Elements 7(and maybe a hint or two for other versions)

We're going to set up three things.

1. When you open Photoshop Elements 7.0, choose "Edit" from the choices near the top of the page and that will bring you to the main workspace. The Editor workspace provides three ways to create and edit images: Full Edit, Quick Fix, and Guided Edit. (These are located near the top right of your workspace.) The Full Edit workspace has tools to correct color problems, create special effects, and enhance photos. This is where we will start. You will see these three choices near the top right of your screen. Choose "Full." Later on we'll talk about the Quick Fix and Guided Edit but we'll start with Full Edit.

2. At the bottom of the page in PSE 6 and 7 is something called the Project Bin. It can cause a problem if you don't have experience working with it, so we're going to hide it. Look at the very bottom of the page on the very left side. If it says, "Hide Project Bin," click on it. If it says, "Show Project Bin," leave it alone.

3. The workspace in PSE 7 is very dark and this bothers me. Some of you might not find this to be a problem at all. However, if you would like to lighten the workspace background (interface), it is possible by following these directions:

\*In the toolbar at the top of the page go to Edit>Preferences>General.

\*Near the bottom, under Appearance Options, you will see the User Interface Brightness slider.

\*Slide it all the way to the right.

\*Click OK.

### **Just a word of warning:**

Photoshop Elements includes an organizer which is very handy for tagging and organizing your photos. We won't be talking about the Organizer during this class.

Sometimes during the editing process, a box will pop up that asks about the Organizer.

When this happens, you can either just Click OK and it will go away for a while or you can check the "Don't show again" box and it won't pop up again. So be forewarned!

### 3. Posting your “homework” in the gallery.

You are encouraged to post your before and after photos in the gallery during the class, like this:



To do so, you may want to use this set-up:

- \*Go to the toolbar at the top. Choose File>New>Blank File

- \*A new window will open. (See Screen Shot below.)

- \*In the Name box, type in Class 1 assignment.

- \*Set the preset to Custom.

- \*Set the width as 10 inches and the height as 8 inches if your photos are vertical **OR** width 8 inches and height 10 inches if your photos are horizontal.

- \*Resolution should be 72, color mode should be RGB Color and background contents white.

- \*Click OK. A white box to contain your finished document will magically appear on your screen!

4. On this document, you will place both your original photo and your cropped photo. You will do this by:

- \*Go to the top toolbar and choose Window>Images>Cascade. This will allow us to put the box and both photos on the screen at the same time and be able to see them all.

While we are putting this document together, you can move either of your photos or the white box by placing your cursor at the top (next to the file name), holding down the mouse button and sliding it around.

- \*Open your “Before” photo by going to File>Open and navigating to your “Before” photo. Either double-click on it or highlight it and choose Open.

- \*From the top toolbar choose Image>Resize>Image Size.

- \*Under Document Size, make the width either 6 or 4 depending on your photo’s orientation. The height aspect of your photo will be chosen automatically. (Don’t worry about what number appears in the height aspect).

\*Be sure that the Resample Image box is checked at the bottom of the page and set the Resolution at 72.

\*Make sure the Move tool from the side toolbar is selected. Then you can drag your “Before” photo onto your “Magic White Box” by positioning your cursor on the photo, holding down the mouse button and sliding the photo onto the white box. You can move it around on the white box by holding down your mouse button, clicking anywhere inside the photo and sliding the photo around until it is positioned where you want it.

\*Follow the same directions (b through f above) for your “After” photo. Now you should have both photos on the Magic Box as in the homework example above.

When both photos are on your document, you will want to prepare it for posting. Here’s how you will do this:

1. Go to the Layer menu at the top of the page. Go all the way to the bottom of the dropdown menu and click on Flatten Image.

2. Go to the top toolbar and choose Image>Resize>Image size. In the Pixel Dimensions boxes at the top, set whichever aspect (height or width) is bigger on your white box as 600 pixels. The other aspect should automatically become the right size. Click OK.

3. Go to the top toolbar, File>Save for Web. Two copies of your white box will appear side by side.

4. In the menu box on the right side of the screen, choose:

\*Preset: Custom

\*Under Preset, choose JPEG from the dropdown menu

\*Under JPEG, choose High

\*When you click on the Quality box, it will become a slider. As you move the Quality slider to the right, watch the size under the white box on the right. It should be as large as possible without going over 150K. Then Click OK.

5. A box will pop up to “Save Optimized As:” Click the dropdown menu and choose My Documents.

6. At the top of the box, choose the little folder with a red dot on it. Right click on the folder to rename it and call it Photo Editing Homework. Click anywhere in the white space to finish the renaming.

7. Click on the Photo Editing Homework folder.

8. Click inside the “File Name” box at the bottom, type in “Class One or whatever class it is” and click Save.

9. Your file is now ready to upload. Congratulations!

## **4. Download Photos to your computer**

The only other thing you need to do to be ready for the class is to be sure that you have photos downloaded to your computer and saved in a location where you can find them.

You may want to locate photos that you can use for the techniques we will be using in class:

Removing or de-emphasizing distracting backgrounds

Adding someone to a photo

Digital Plastic Surgery:

Reducing wrinkles

Whitening eyes and teeth

Reducing double chin

“Nose jobs”

Changing the color of an item in a photo