# A Basics Guide

Adobe Photoshop Elements can be used to design great-looking graphics. This workshop will assist you in manipulating various parts of an image by accomplishing the following tasks:

- Select images for manipulation
- Copy images
- Color images
- Convert images (e.g., from Bitmap to RGB)
- Change lines/shapes of images
- Add text to images
- Save images
- Create buttons for the web

This workshop does not intend to provide all aspects of the program, Adobe Photoshop Elements. The workshop will introduce concepts and suggestions you may use to accomplish your desired tasks. It will be your responsibility to extend beyond this workshop and explore the many options available to you. It is recommended that you attempt to practice many of the above tasks on a weekly basis to become familiar with the workings of Adobe Photoshop Elements.
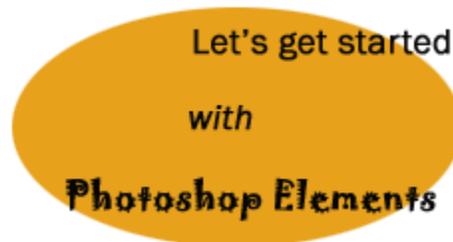
NOTE:
This workshop is designed for PC users. Contact the ITSU office for Photoshop Elements workshops using MAC.

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Opening an Image to Copy

1. Open the image you want to manipulate.
2. Using the **Rectangular Marquee** tool, select the image.
3. Click and drag to include the portion of the image you want to copy.
4. From the **Menu Toolbar**, select **Edit > Copy** or use the keyboard strokes, **CTRL+C**.
5. Close the original document.

Create a New Document

1. From the **File Menu**, select **New**. A new dialog box will appear.
2. Type a name for the new document.
3. Select a **Preset Image Size** by clicking the **Down Arrow** and click **640 x 480**.
4. We are preparing this image for the web, which means we must set the **Resolution to 72**. This is the standard resolution for on-screen images.

   NOTE: If you are planning to print black and white images, 150 pixels/inch is okay. For full-color images for brochures, magazines, posters, etc., you should use higher resolutions at least 250 pixels/inch and higher.

5. Select **WHITE** as the type of **Content** to appear in the new window.
6. Click **OK** to see the new window.

Paste the Copied Image

1. From the **Menu Toolbar**, select **Edit > Paste** or use the keyboard strokes, **CTRL+V**.
2. Your image will now appear inside the window.

Color The Image

1. Using the **Magnetic Lasso Tool**, we will select well-defined edges of our image to color.
2. Click and hold the **Lasso Tool** to reveal the options.
3. Click the **Magnetic Lasso Tool** from the box that appears.
4. Click the edge of the image you want to select to create a beginning anchor point for the selection.
5. Drag the cursor along the edge of the image. As you drag, the Magnetic Lasso places small boxes along the path.
6. Continue to drag along the path of your image until you reach the beginning point to finish the selection.
7. Once you have reached the beginning point, click once more to make your selection.
8. The selected portion of your image is now selected.
9. With the image selected, select the **Paint Bucket** from the **Toolbox**. Click inside the selected area of your image to paint. The current color showing in the **Set Foreground Color** box will be the color placed inside the area. You can always

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change this color at any time. To do this, simply click the **Set Foreground Color** box to open the palette of colors and make your selection.
10. Deselect the section you just colored by clicking **Deselect** from the **Select Menu**. Now, use the **Magnetic Lasso Tool** to select another section.

NOTE: You may also use the Magic Wand tool to select specific areas of your image.

Change Lines

1. Select the portion of the image you want to change. You can use the Magnetic Lasso tool to select the line. Be sure to drag the Lasso back to the beginning point of the selection.
2. Click the **Shape Tool** icon in the **Toolbox** to open the options.
3. From the options list, select the **Line tool**.
4. Type a line weight in the **Weight** box. Set the color of the line if applicable.
5. Click and drag the line cursor to draw the line within the image.

Add Text To Image

1. Select the horizontal type tool T or the vertical type tool $|T$.
2. Click in the image to set an insertion point for what you want to type.
3. Select additional type options in the options bar (e.g., font type, size, color, etc.).
4. Begin typing your text after making your selections.
5. Once you have completed the typing of your text do one of the following to end this task:
    1. Click in the image, select a tool in the toolbox, or click in a palette.
    2. Click the OK button ✔ in the options bar.
    3. Press the Enter key on the numeric keypad.

Saving An Image

1. It is a good practice to **Save** your image as a Photoshop image **(*.PSD)** in addition to the other options available to you. This format will enable you to retain multiple layers in your image and is best when you need to edit an image in the future.
2. You can **Save** your document in several formats for various uses.

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Creating Web Buttons

1. From the File menu, select New to create a new image. The New dialog box appears.
2. In the **Width** box type 100 and change to pixels (if it is not already selected).
3. In the **Height** box type 40 and change to pixels (if it is not already selected).
4. Set the **Resolution** to 72 pixels/inch.
5. The **Mode** should be set for RGB Color.
6. The **Contents** can be set to Background Color.

Fill the Image
7. To fill the image with a color do the following:
   a. Choose a color using the color picker.
   b. From the **Toolbox**, select the Paint bucket.
   c. Click inside the image to fill it with the color you selected.

Apply Layer Effect
8. To apply Layer Effects to the image do the following:
   a. Duplicate the layer by going to Layer > Duplicate Layer. You can leave the default name as Background. Click OK.
   b. Now go to the **Layer Styles** palette (located along the top right portion of your computer screen).
   c. Click the **Down** arrow to see the pull-down menu options, and select **Bevels**.
   d. Click the **Simple Sharp Inner** effect or an effect of your choice.

Adding Text
9. To add text to the button do the following:
   a. Select the **Text** tool from the Toolbox menu.
   b. Choose an appropriate color for the text (remember the background color is probably the last color selected, you will need to change the color again).
   c. You can make all of the normal settings as you would for any text. For example, change the Font, apply a Style, change Font size, etc.
   d. Click inside the image and type the appropriate text you want shown on the button (e.g., Home, Resume, Email, etc.).

Save the button for the web
10. To save the button for the web, do the following:
    a. From the **File** menu, select **Save For Web**. A dialog box will appear to provide options you may choose for your web graphic.
    b. In the **Settings** box, locate and select **GIF 64 No Dither**.
    c. Click OK.
    d. Now choose the location where you want the file to be saved (e.g., Desktop, floppy, zip, etc.).