

# Graphic Arts & Design



## Digital Photo Manipulation

In this module you will learn:

- Manipulation of files on a network
- Manipulation Digital Photos
- Prepare Digital Photos for web pages
- Work in layers
- Download digital images
- Create animations

**Materials:** Photoshop Elements Software and the Lesson pictures.

**Copyright:** Tutorials and pictures are mostly from the Photoshop Elements CD, the official Adobe web site, and Grand Manan Community School, unless otherwise noted.

# *Photo Manipulation*

Using Adobe Photoshop Elements

With the age of computer graphic design we can no longer believe all that we see. Pictures can easily be manipulated in a variety of ways. If this tutorial is on the server then just toggle back and forth between the tutorial and the program by clicking whichever icon you need on the taskbar (at the bottom of your screen).



**Which of these pictures is real? How many differences between the two pictures can you find?**

**A few things to help us get started...**

1. Open Photoshop Elements by clicking the desktop icon. Complete each Lesson. Save your work as you go.



## **Please Read:**

**Never save over an original picture, always use SAVE AS and give it the name specified in the assignment. The tutorial photos need to be copied from the server to your network directory (ask your instructor).**

# Toolbox Icon Summary:

You will learn these Photoshop features. Refer to this page when you need a tool in the lessons.

**Main Menu**

**Shortcuts Bar**

**Options Bar**

**Toolbox**

**Image Area**

Rectangular Marquee Tool

Lasso Tool

Selection Brush Tool

Rectangle Tool

Paint Bucket Tool

Brush Tool

Erase Tool

Blur Tool

Sponge Tool

Dodge Tool

Clone Stamp Tool

Hand Tool

Foreground Color

Move Tool

Magic Wand Tool

Crop Tool

Type Tool

Gradient Tool

Pencil

Red Eye Brush Tool

Sharpen Tool

Smudge Tool

Burn Tool

Eye Dropper Tool

Zoom Tool

Background Color

Tools that have additional associated tools are indicated by a small triangle in the lower right corner of the box in which they are located. Right-clicking on the triangle and choose one of the available tools.

Right-Click

- Rectangle Tool
- Rounded Rectangle Tool
- Ellipse Tool
- Polygon Tool
- Line Tool
- Custom Shape Tool
- Shape Selection Tool

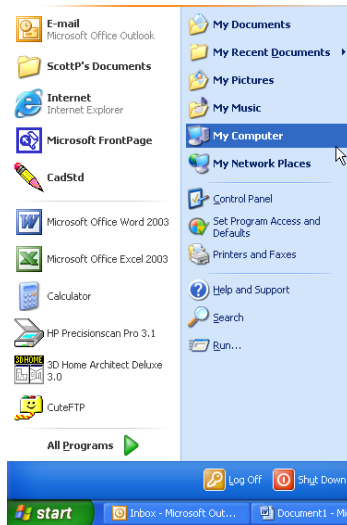
## Photoshop Elements Module

# *Transferring Digital Photos to your Folder*

1. Make sure the Digital Camera is OFF.
2. Connect the Digital Camera to the computer by connecting the USB Cable to the Digital Camera and the Front USB Port on the computer (See images below)

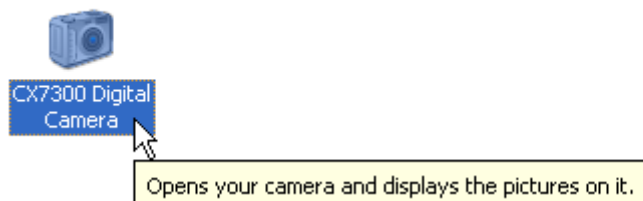


3. Turn the Digital Camera ON:
4. Click on the "Start Button" and go to My Computer:



5. Double click on the icon of the Digital Camera in Scanners and Cameras

### Scanners and Cameras

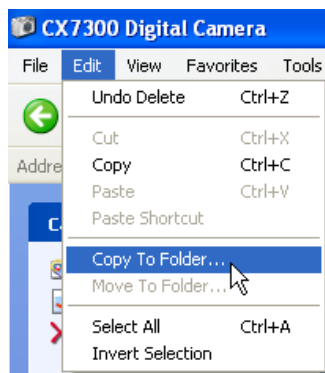


## Photoshop Elements Module

6. Choose the photos that you would like to copy to your folder by holding the CTRL Key and clicking (CTRL + Click) on the photos you would like.



7. Go to the Edit Menu > Copy or Right Click > Copy



8. Move to your Personal Drive and Paste your photos to transfer them from the Digital Camera.

### Assignment:

Copy the picture folder that you need for this module from the **Student Shared drive** to your own **Personal Drive**.

## ASSIGNMENTS

### Assignment 1:

- 1a.** (Lesson 1, Pg. )Crop and save Jenna.jpg as indicated in your lesson. Make a folder in your network drive (Personal Drive) called **(Your Initials) Elements Assignments**. Save the file as **Lesson 1A**.



- 1b.** Take 5 pictures of people in the class with the digital camera (you can take multiple pictures of the same person doing different things). Cut the pictures off the media card (see download instruction in module – page 4). Open each picture and resave them with a name that starts with your initials in the **Elements Assignments Folder**. Then, crop each picture to get rid of unwanted parts. Re-save each one as **Lesson 1B-1, Lesson 1B-2, etc.**
- 1c.** Minimize all the programs you have open. **Click anywhere on your desktop background**. Hold down the ALT key on the keyboard and push the Print Screen Key (on the top right row of the keyboard – right side).

This feature will capture any screen that you have open. (Remember this feature) Now, open Photoshop Elements and click File > New. A list of new page options will appear so just click OK. Go to the **Edit** pull-down menu and click **Paste**. Now the screen shot that you took should appear. Using the crop tool that you just learned crop the image so it only includes the **DESKTOP SHORTCUT Icons** (the rest of the image should be gone). Save it in the **Lesson 1C**.

## Assignment 2:

- 2a. (Lesson 2, Pg. )Complete Lesson 2 as indicated, removing red eye from the voting1.jpg pic. Save a copy of this picture and call it **Lesson 2A**
- 2b. Find a picture of a person with red eye on the internet. Use the Image Search in Google and type in red eye to do the search. Click through the pages until you find a good one. When you find one click on it to enlarge it. Now, right click on it and save it to your **Elements Assignments Folder** on your drive and name it **Red Eye Original**. Then get rid of the red eye and save it **Lesson 2B**.

## Assignment 3:

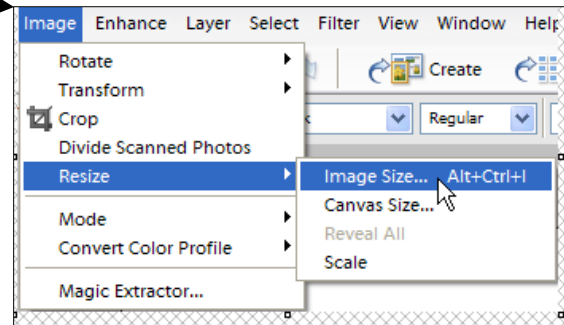
- 3a. (Lesson 3, Pg. )Remove the mole from mole1.jpg and save the results in your **Elements Assignments Folder**. Name the picture **Lesson 3A**.

## Assignment 4:

- 4a. (Lesson 4, Pg. )Save the Old Lighthouse picture after you have it featured. Save it in the **Elements Assignments Folder** as **Lesson 4A**.
- 4b. Take a candid picture (close-up of shoulders and head) of someone in the class. This should be a formal posted picture, making the person look as nice as possible. Feather the edges of the picture and save it in the **Elements Assignments Folder** as **Lesson 4B**

## Assignment 5:

- 5a. (Lesson 5, Pg. )Open the **canal.jpg** picture. Find the file size for this image (it is huge). Change the size of the image to that described in section 5.2 of lesson 5. Now, save the image as a jpg called as **Lesson 5B** in the **Elements Assignments Folder**. Adjust the file quality to low so that the file size is less than 40 kb (the size that we would use for the web) –



### Assignment 6:

- 6a. (Lesson 6, Pg. )Once you have made the ink spot picture look natural, save it in the **Elements Assignments Folder** as **Lesson 6A**.
- 6b. Open **marsh.jpg** and use the same tools to remove the boat then clone the sea gulls so there are 6 total. Save it in the **Elements Assignments Folder** as **Lesson 6B**.
- 6c. Open the file that you finished in 6b and use the same tool to create a twin of the girl walking beside her on the beach (You can create more than one twin if you want). Save it in the **Elements Assignments Folder** as **Lesson 6C**.
- 6d. Open **Sphere Exercise.jpg** and use the same tools to get rid of the black dot in the center of the sphere while keeping the color gradient. This is a difficult exercise so you might have to revert back to the original image and start again. The final result should maintain the color gradient of the sphere. Save it in the **Elements Assignments Folder** as **Lesson 6D**.

### Assignment 7:

- 7a. (Lesson 7, Pg. )Complete the exercise in the lesson. When the background is removed from **gals.jpg**, save it in the **Elements Assignments Folder** as **Lesson 7A**.
- 7b. Use the same tools to cut the ocean background away from **Ocean.psd**. save it in the **Elements Assignments Folder** as **Lesson 7B**.

### Assignment 8:

- 8a. (Lesson 8, Pg. )Complete the lesson and save it in the **Elements Assignments Folder** as **Lesson 8A**.
- 8b. Practice what you learned about the Magic Lasso tool by cutting the background away from **murder.jpg**. Save it in the **Elements Assignments Folder** as **Lesson 8B**.
- 8c. Open the image **Abnaki tribe.jpg**, Replace the head of one person with the head from one of the pictures that you have taken. Then insert one or two of your classmates in the front or behind the back row. Make the picture look natural, you will be marked on making your picture alterations undetectable. Save it in the **Elements Assignments Folder** as **Lesson 8C**.



## Assignment 9:

- 9a. (Lesson 9, Pg. )Complete the exercise in the lesson that includes **Adjusting the Color and Contrast** of the image **Beach-orig1.jpg**. Try the **Smudge Tool** and enter the name **"Survivor" with the Text Tool**. Save it in the **Elements Assignments Folder** as **Lesson 9A**.
- 9b. Create some stylish modern art by modifying the photo **old lighthouse.jpg** with the Liquify Filter. Save it in the **Elements Assignments Folder** as **Lesson 9B**.
- 9c. Use any of the photos available to you and experiment with the different filters. Save three different **cool** effects in 3 separate files (One effect per image file). Save each one in the **Elements Assignments Folder** as **Lesson 9C**.

## Assignment 10:

- 10a. (Lesson 10, Pg. )Create the scene as described in the lesson. Save it in the **Elements Assignments Folder** as **Lesson 10A**.
- 10b. Open **Fruit.psp** file and create this character. Put each part of the character in a separate layer as you learned in the lesson. Save it in the **Elements Assignments Folder** as **Lesson 10B**.
- 10c. Go to [www.ebay.ca](http://www.ebay.ca) and search for pictures of pants, shirts, vests that you can save to a new folder called clothes. (Don't save the



thumbnail, click the thumbnail if you think it is an appropriate clothing image and the image will get bigger) Open **Ocean.psd** and add a new layer for each piece of clothing. Create two more pictures of Stick with his two new wardrobes. Save them in the **Elements Assignments Folder** as **Lesson 10C**.



## Assignment 11:

- 11a. (Lesson 11, Pg. )Complete the lesson and save it in the **Elements Assignments Folder** as **Lesson 11A.**
- 11b. Take the one of the head shots that you have available and make it into a painted portrait from the information that you learned in the lesson. Save it in the **Elements Assignments Folder** as **Lesson 11B.**



## Assignment 12:

- 12a. (Lesson 12, Pg. )Save the button with no text as stated in Lesson 9. Save it in the **Elements Assignments Folder** as **Lesson 12A.**
- 12b. Save a button with Home on it. Save it in the **Elements Assignments Folder** as **Lesson 12B.**
- 12c. Create this banner in the same way except the size is 300 pixels by 40 pixels. Save it in the **Elements Assignments Folder** as **Lesson 12C.**



## Assignment 13:

- 13a. (Lesson 13, Pg. )Complete the lesson and save the large and small balls. Save it in the **Elements Assignments Folder** as **Lesson 13A.**

## Assignment 14:

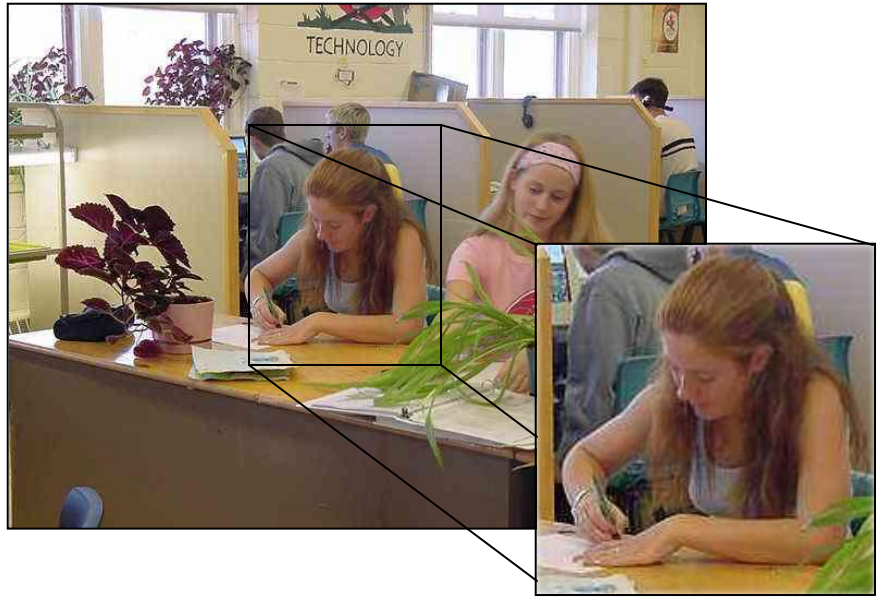
- 14a. (Lesson 14, Pg. )Complete the eyes as shown in the lesson. Try some of the features in Photoshop to create a character to put them on. There are a couple of samples in the lesson but your characters don't have to be that sophisticated. Save it in the **Elements Assignments Folder** as **Lesson 14A.**

## **Final Assignment:**


**Now that you have completed the assignments, collect the Photoshop Marking Sheet from the front of the room. Review the sheet and check off on the paper each of the assignments that have been completed. Once finished, mark your name at the top of the page, make sure your assignments are saved in your Personal Drive, and place the paper on Mr. Parks' desk.**

## *Lesson 1: Cropping*

Cropping is used to get rid of the some parts of a picture so that the subject stands out better. For example, you may have unwanted people or cluttery background that you want to get rid of.



### Steps:

1. Open Jenna.jpg in Photoshop.
2. Select the **Crop Icon**  from the toolbox.
3. Drag across the area of the picture that you want to keep.
4. Click the **Crop Icon** again the deselect it. A message will ask you if you want to crop the picture. **Click Crop**.

**Tip: The menu Edit > Undo will undo the last thing you did. It will take you back up to 10 steps**

**Go to the Assignment Section to see your assignment for lesson 1**

## *Lesson 2: Red Eye*



- ✓ In Photoshop, open **voting1.jpg**  
(File – Open – (select your network drive) – click **red\_eye**)

- ✓ Zoom in on the eye by clicking the **Zoom Tool** and then click and drag around one eye.



(Later, you can un-zoom by holding down the Alt key on the keyboard and clicking the photo, just make sure the Zoom tool is still selected).

**This will not work well unless the eye is enlarged so it fits most of the screen.**

- ✓ Choose **Red Eye Removal Tool** from the toolbox.



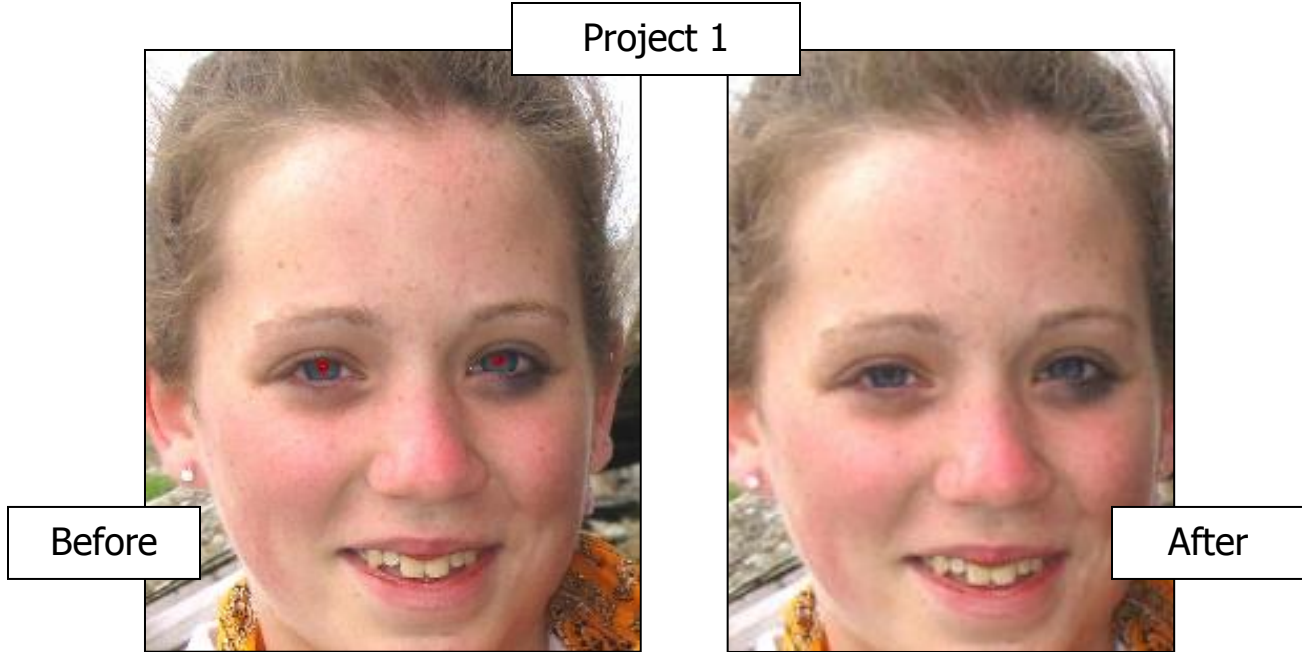
- ✓ Now, click the red pixels in the eye. They should turn to brown/black.
- ✓ **Zoom out** - Do you remember how?

(Click the **Zoom Tool** in the toolbox – hold down the **Alt** key on the keyboard while you click the photo several times)

Checkout your work. How does it look? Save your work if you haven't already. **(Project 1)**

**Now, do the other eye.**

## Photoshop Elements Module



**Go to the Assignment Section to see your assignment for lesson 2**

## Lesson 3: Blemish Removal



In Photoshop, open **mole1.jpg**  
(File – Open – (select your network drive) – click **mole**)


Zoom in on the moles on her cheeks by clicking the **Zoom Tool** and then click and drag around both moles.

✓ Choose the **Eye Dropper Tool** from the Tool Box. 

✓ Choose 5x5 in the Sample Size menu

✓ Now, click just **above** the mole

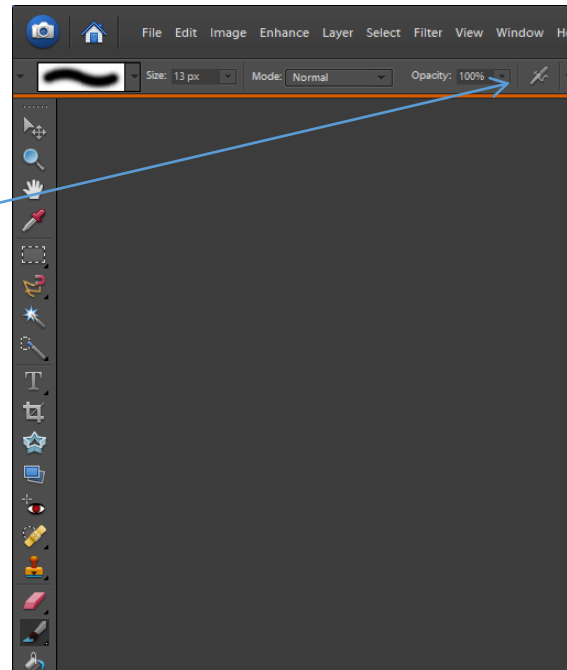
(This will get a sample of her natural flesh color)

2. Chose the **Air Brush** (choose paint brush, then airbrush from the paint brush options) tool from the Tool Box. 

✓ Change the brush size to 3

✓ Now, click on the mole

(Click as many times as needed to get rid of the mole.)



3. **Zoom out** and check your work.

(Click the **Zoom Tool** in the toolbox – hold down the **Alt** key on the keyboard while you click the photo several times)

**Go to the Assignment Section to see your assignment for lesson 3**


## Lesson 4: Feathering

Feathering puts a soft edge around the outside of the photo.

- ✓ In Photoshop, open **Old Lighthouse.jpg**

(File – Open – (select your network drive) – click Old Lighthouse.jpg)



1. Select the rectangular **Marquee Tool** in the toolbox. 
2. Click and drag to select just the building part of the picture.
3. Click the **Select** pull down menu and choose **Feather**. Put **25** in the **feature radius box** and click **OK**.
4. Click the **Edit** menu and select **Copy**.
5. Create a new file by clicking the **File** pull down menu and choosing **New**.



Select **Transparent** in the New File Box and click **OK**.

6. Click the **Edit** pull down menu and choose **Paste**.
7. Save as a GIF file (save as)

Project 4:  
Final Results

**Go to the Assignment Section to see your assignment for lesson 4**



## *Lesson 5: Images*

### *5.1 Which file type to Choose*

Used by permission of Dave Whisnant (2004). Information Technology Lessons,  
[http://webs.wofford.edu/whisnantdm/Training/Elements/P01\\_07\\_FileFormats.htm](http://webs.wofford.edu/whisnantdm/Training/Elements/P01_07_FileFormats.htm)

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Digital images can be saved in different formats that use different types of compression. The file format is specified by the file extension after the period in its name (e.g., Old\_Main.jpg is a “jpg” format file). **Compression** reduces the size of the file. If no detail in the image is lost during compression, then the scheme is said to be “**lossless**.” If detail is lost, then a compression scheme is said to be “**lossy**.” In the latter case, the smaller the size of the compressed file, the more the image has been degraded.

There are two common file formats used for images on Web pages – .gif files and .jpg files. Both of these formats involve lossy compressions.

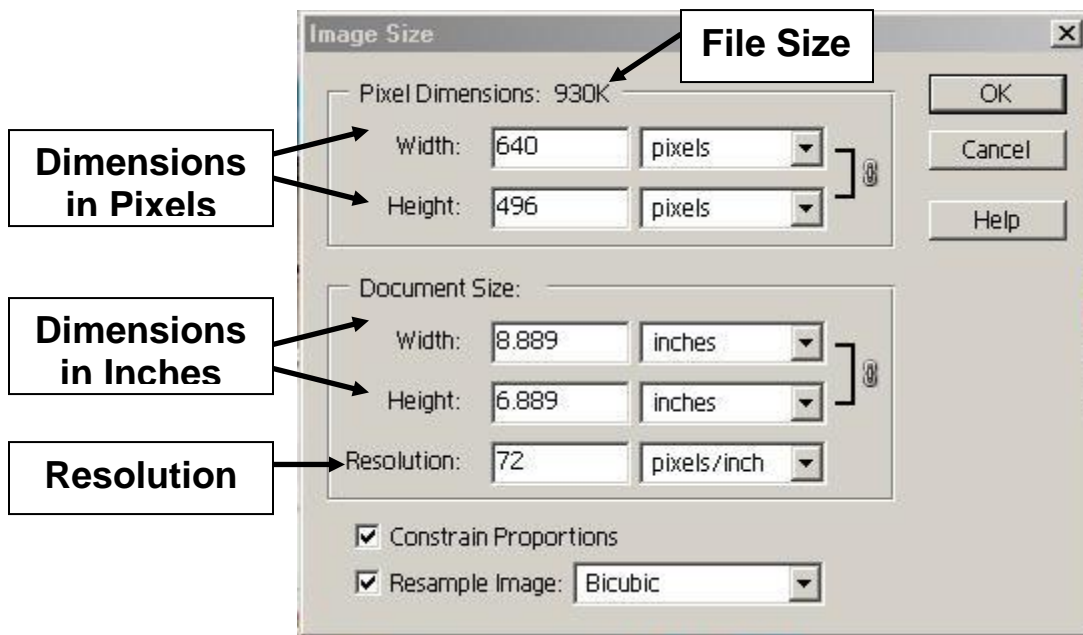
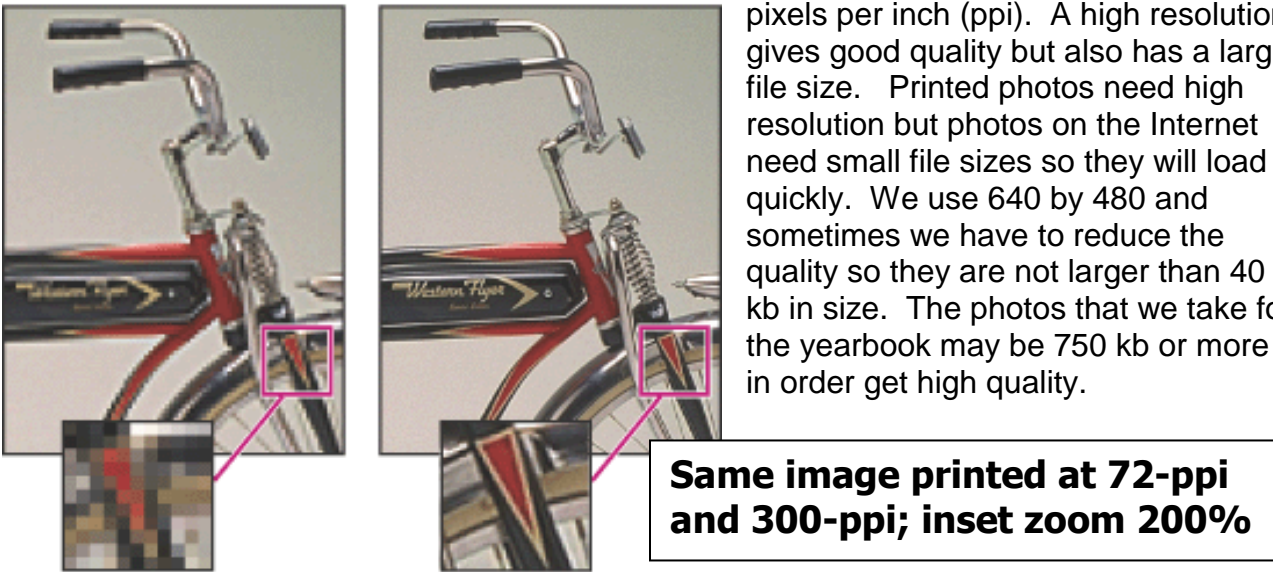
- **JPEG (.jpg):** Files with .jpg compression retain up to 16 million colors, but do less well with detail. If you are more interested in subtle variations in colors, a .jpg file is best. Pictures taken with digital cameras usually are .jpg images.
- **GIF (.gif):** A .gif file only uses 256 colors, but does retain most of the sharpness and detail of the original image. If you have a picture with text on it, a .gif file is the best to use, because the text often is blurry after a .jpg compression. Also, gif files can have transparent areas.

You should be familiar with two other file formats even though they cannot be used to display images on Web pages -- .psd and .bmp.

- **PSD (.psd):** This is the native Photoshop file format, which can be opened in either Elements or Photoshop. Photoshop files are not compressed and retain all of the Photoshop features. You always should save files in the .psd format when you are working on them in Elements. When you have completed manipulating the image, you then can save it the format that fits your needs. This format cannot be opened in MS Word.
- **BMP (.bmp):** This is the standard Windows image format. Bitmap files often are very large because they are not compressed. Because of their size, it generally is not a good idea to use bitmap files except in the development stage of an image.

## 5.2 About image size and resolution

When you take a photo with a digital camera, or scan a photo, you create an image that has specific number of pixels on each side. For example, a fair quality digital photo can be 1024 pixels wide and 800 pixels high. The resolution is the number of pixels. Resolutions is the number of pixels per inch (ppi). A high resolution gives good quality but also has a large file size. Printed photos need high resolution but photos on the Internet need small file sizes so they will load quickly. We use 640 by 480 and sometimes we have to reduce the quality so they are not larger than 40 kb in size. The photos that we take for the yearbook may be 750 kb or more in order get high quality.



## 5.3 Saving an Image

The **Save As** function under the **File** menu does three things. It allows you to **change the file name**, **save to a different place**, and **change the image type**.

**Change to your network drive.** →

**Give the file an appropriate** →

**Change the format to Jpeg.** →

**Decide what quality you want by looking at the size below.** →

The image shows two overlapping dialog boxes. The 'Save As' dialog is in the foreground, showing the 'Save in' location as 'Desktop', the file name 'Untitled-1', and the format set to 'Photoshop (\*.PSD;\*.PDD)'. The 'JPEG Options' dialog is in the background, showing 'Quality' set to 12, 'Format Options' set to 'Baseline (Standard)', and 'Scans' set to 3. The 'Size' section shows a file size of ~196.42K and a bitrate of 56.6Kbps. Arrows point from text annotations to specific elements in both dialog boxes.

**Go to the Assignment Section to see your assignment for lesson 5**

## Lesson 6: Cloning

Cloning is a neat way of copying the closest pixels and transferring them to an area. You will learn to cut a whole person out of a picture or make an exact duplicate.

✓ In Photoshop, open **inkspot.jpg**

1. **Zoom in** on the Ink spot by selecting the **Zoom tool** from the toolbox and dragging down across the ink spot.



2. Click the **Clone Stamp Tool** from the toolbox.



✓ On the **Menu Bar** set the **Brush size to 17** and **Opacity to 20%** (This is really important so the result won't look blotchy)

3. Hold the **Alt Key** on the keyboard (with the **Clone Stamp Tool** still selected) and click once just above the ink spot on his face. (This will select the distance from your clone tool that will be cloned.)

4. Start clicking the edge of the ink spot. The **(+)** shows the clone source and the circle is the area being changed. You will have to click several times.

✓ Always work from the edge inward.

✓ You **will** want to change the clone source distance again so just go back to step #3. (For example, you might want the source to be to the right of the area being cloned instead from the top.)



Project 6: Final Results

**Go to the Assignment Section to see your assignment for lesson 6**



## *Lesson 7: Removing the Background*



Removing the background can be useful for a number of applications. These pictures look great on web pages, they can be used on advertisements and letterheads, and they are great for transfers on T-shirts.

- ✓ In Photoshop, open **gals.jpg**

### **Steps:**

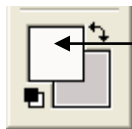
1. Select the **Magic Wand** tool from the Toolbox. 

- ✓ Set the **Tolerance Box** on the menu bar to **20**.

2. Click on one of the main areas in the background. All shades within 20% of that color will be selected.

3. Select the **Paint Bucket Tool** from the toolbox. 



- ✓ Now, set the paint color to white.



Double Click and choose white (its in the top left hand corner.)

- ✓ Click in the area of the background that you selected. It will start to turn white. You might have to click several times.

4. Repeat the steps using the **Magic Wand** to select the piece of background, and the **Paint Bucket Tool** to change the color to white, for the entire background.

- ✓ **Hint:** Use the **Rectangle Marquee Tool**  from the toolbox to select large areas of the background and use the Paint Bucket to change it to white.
  - ✓ **Hint:** Lower the tolerance amount to 10 for areas of the background that is similar to parts of the subject.
5. Zoom in as needed to do fine detail. The **Lasso Tool**  can be helpful to select odd shapes. Just click and drag just like you were drawing a line around the area. Make sure it ends back where you began. Then use the **Paint Bucket Tool** to change the color.

**Go to the Assignment Section to see your assignment for lesson 7**

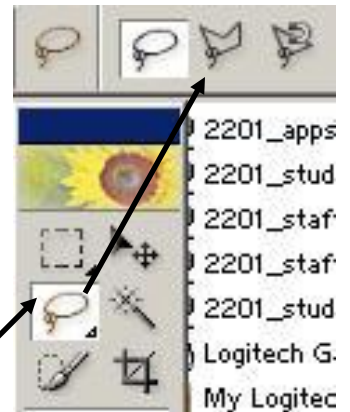
## Lesson 8: Transparent Backgrounds

A feature of many Web images is a logo with a transparent background. The Magnetic lasso tool makes removing the background easier when there is a solid color edge.

1. You need an image with a fairly strong outline to use the Magic Lasso Tool. So... **Open Funny.jpg**
2. Select the **Magnetic Lasso Tool** and start to click around the head in the picture. There are three lasso options so make sure you select the last one.

This tool snaps to areas of sharp boundaries. You only need to click in areas where you take a **sharp change in color** or **direction**. If you set the Feather attribute to a few pixels, the cut will be a bit fuzzy to help obscure errors.

3. Click around the girl so that you only have her selected. Finish by clicking back where you started.
4. Click **Edit > Copy**.
5. Click **File > New Image** (or the shortcut on the toolbar). Click **Transparent** in the New Dialogue Box and click OK.
6. Click the **Edit** menu and choose **paste**.
7. Save the image as a **gif** so it will appear on a transparent background.



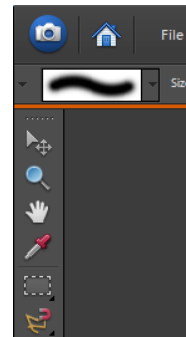
**Sometimes we really want to get rid of the background, so we just inverse the selected area by clicking the Select Menu and choose Inverse. Click Delete on the keyboard or Edit > Cut.**


**Go to the Assignment Section to see your assignment for lesson 8**

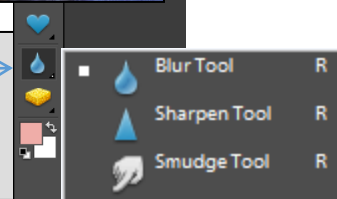
## Lesson 9-A: Improving Color and Contrast


Sometimes pictures look too light or washed out. Photoshop can often help with the simple click of a button. Open **Beach-orig1.jpg** and give this a try.


1. Click the **Enhance** pull down menu and choose either **Auto Contrast** or **Auto Levels**. Both will do a similar job.



The **Smudge tool**  can be handy to blend two colors together. Give it a try. Set the **Brush Size to 13**.



The Eye Dropper Tool  can select an exact shade of color from a picture for you to use as a background or foreground. Select the Eye Dropper Tool, click the color you want in your picture, and it will become the new foreground or background color to use for drawing, painting, etc.

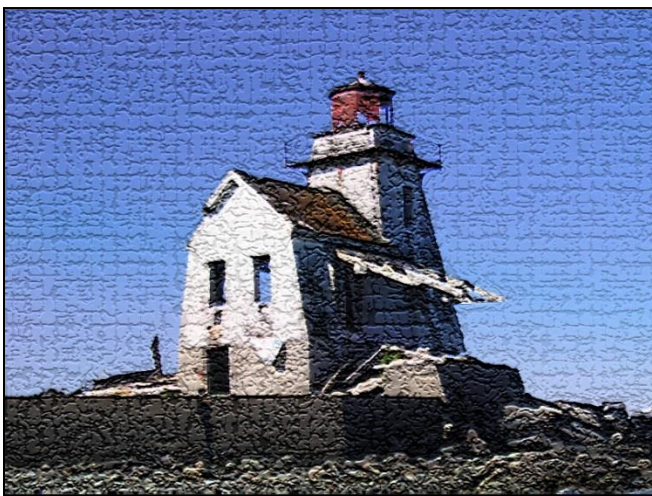
The Text Tool  allows you to insert text horizontally or vertically on a picture.



## Lesson 9-B: Filters

It is neat to create special effects at times. The Liquify Filter can change the look of anything. Give it a try!

1. Select the **Filter** pull down menu and choose **Distort > Liquify**.
2. Set the brush size to **10**. Then, click and drag it on the waves and sand. See what you can come up with. Now click OK.



**There are many neat filter effects under the Filter pull-down menu.**

**Go to the Assignment Section to see your assignment for lesson 9C.**

## Lesson 10: Layers

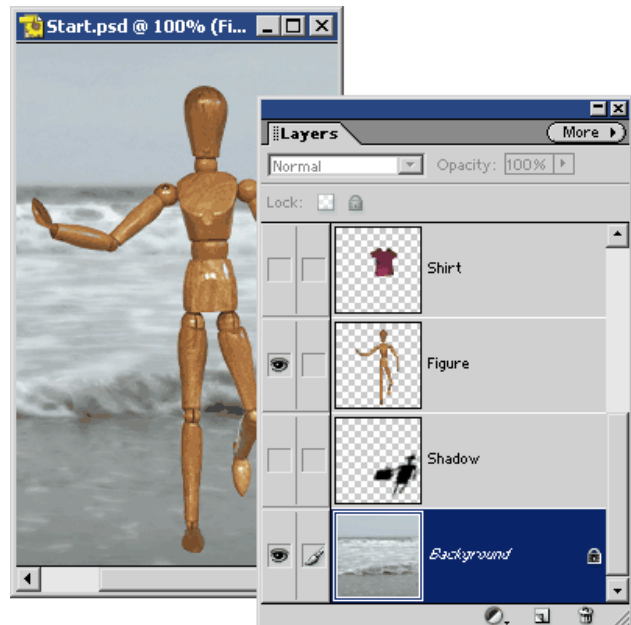
When you create, import, or scan an image in Adobe® Photoshop® Elements 2.0, the image consists of a single layer. You can add more layers to your image, and each layer can then be edited as a separate piece of artwork.

### 1. Open a layered document.

- Open the "**Start.psd**"
- By default, the Layers palette should show. If not, choose Window > Show Layers, or open the Layers palette from the Palette Well.



Notice that "Start.psd" has multiple layers, including a background layer containing a beach image that shows through the transparent areas of the other layers. The checkerboard pattern indicates the transparent areas of a layer.



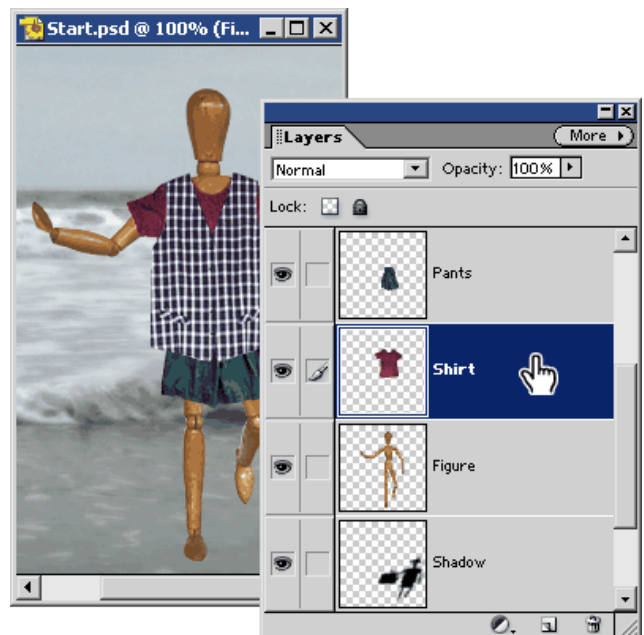
## 2. View and manipulate layers in the Layers palette.

The Layers palette displays all of the layers in your document with the layer name and a thumbnail of the layer's image. You can view or hide a layer using the eye icon. Click the eye icon on a layer. Notice that the icon disappears and the layer is hidden. Click the empty icon box again. Both the eye icon and the layer's content reappear.


Click all of the eye icons so that all of the "Start.psd" layers are visible in your document.

You can modify a layer without disturbing the artwork on the other layers. Click a layer name in the Layers palette. The layer you clicked is now highlighted, indicating that it is active and editable.

Changing the stacking order of your layers makes certain parts of the image appear in front of or behind other layers. Move the pointer over a layer name, and the pointer becomes a pointing finger. Click and hold down the mouse button, then drag the layer to a different stacking position. Release the mouse button.



## 3. Add and name a layer.

The power of layers is that you don't have to do all your image editing on one layer. Click the Create a New Layer icon  in the Layers palette. A new layer appears above the active layer in the Layers palette. You'll also discover that creating type with the type tool and using the shape tool will automatically add a new layer.

As you add more and more layers to your document, you'll want to give them more descriptive names so that you can easily identify their content. Here's how to name a layer. Double-click a layer to open the

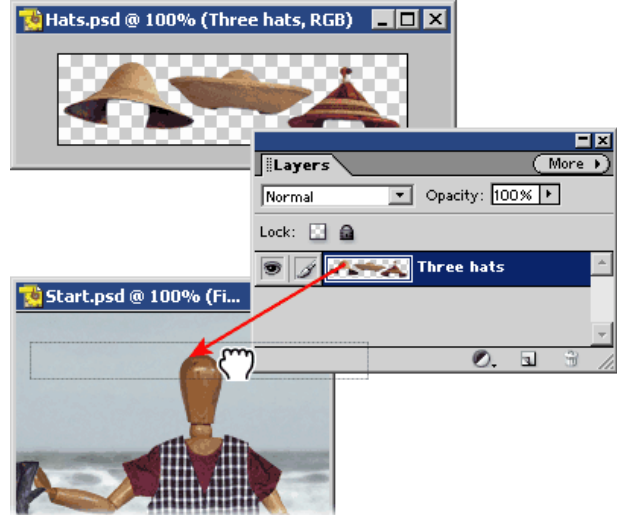
## Photoshop Elements Module

Layer Properties dialog box. Type the name of the layer in the text box, then click OK. Or, you can just double-click the layer name in the Layers palette and type a new name.

### 4. Move a layer between documents.

It's no problem to add artwork from another Photoshop Elements document to your current image. Photoshop Elements layers can be moved from one file to another.

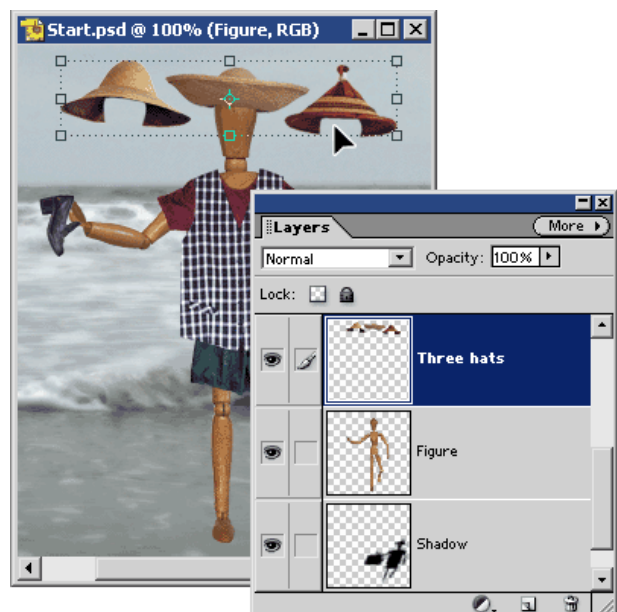
With the "Start.psd" file still open on your desktop, open "Hats.psd" in the Tutorials folder located inside the Adobe Photoshop Elements application folder. Select the three-hats layer in "Hats.psd," and hold down the mouse button as you drag the layer to the document window of "Start.psd." Release the mouse button. Close "Hats.psd."



### 5. Edit artwork on a layer.

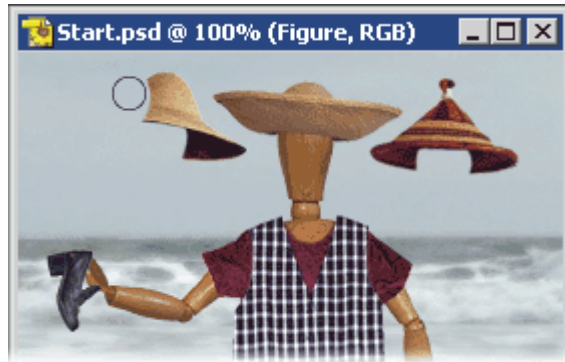
Now you'll learn how to edit artwork on a layer without changing the other layers. Click the three-hats layer in the Layers palette to make it active. Then select the move tool and drag the artwork on the active layer. Notice that only the artwork on the active layer is moved. You can position a hat over the dummy's head.

While working on this tutorial, use the Step Backward button in the shortcuts bar to undo any action and restore the artwork.




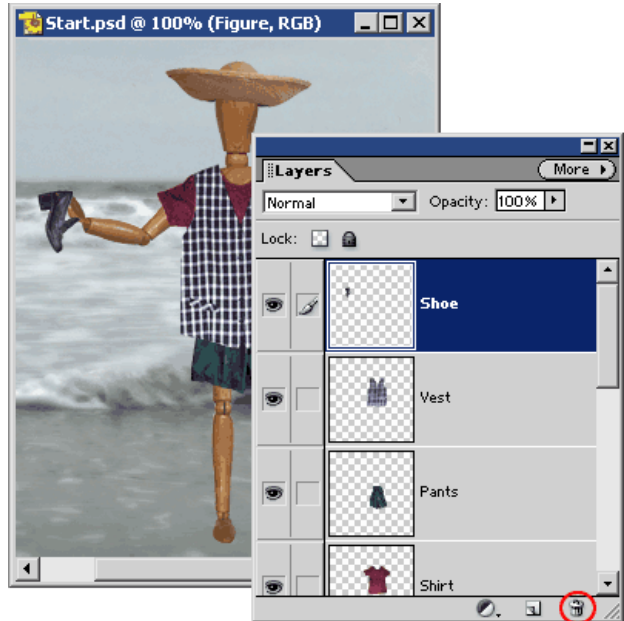
## 6. Erase artwork on a layer.

With the three-hats layer active, select the eraser tool. Use the eraser tool to remove two of the hats. Again, notice that only the artwork on the active layer is affected.



## 7. Delete a layer.

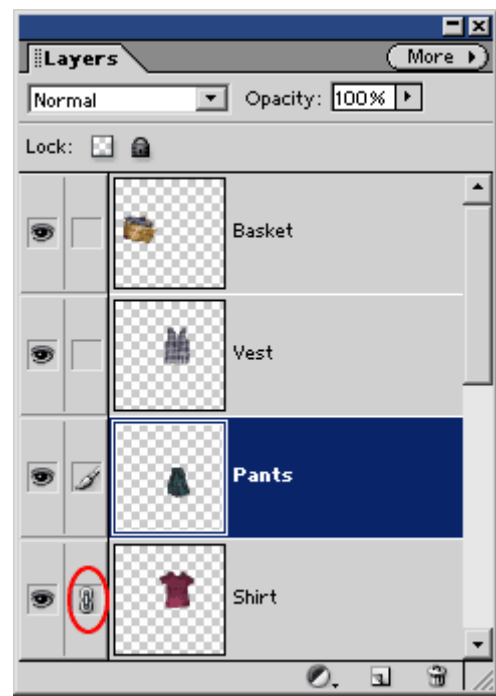
You can also remove artwork from your document by deleting a layer. Make the shoe layer active in the Layers palette, and then click the Delete Layer icon . Click Yes to confirm that you want to delete the selected layer. Only the active layer and its artwork are removed from the file.



## 8. Link layers.

An efficient way to work with layers is to link two or more of them together. By linking layers, you can move and transform them together, maintaining their alignment with each other.

With the Pants layer active in the Layers palette, click the small box to the right of the eye icon in the shirt layer. A link icon appears in the box, indicating that the shirt layer is now linked to the pants layer. Select the move tool, position it in the image



window, and drag. Notice that the artwork on the linked layers moves at the same time.

To unlink a layer, click the link icon in the linked layer. The link icon disappears, and the layer is no longer linked to the active layer.

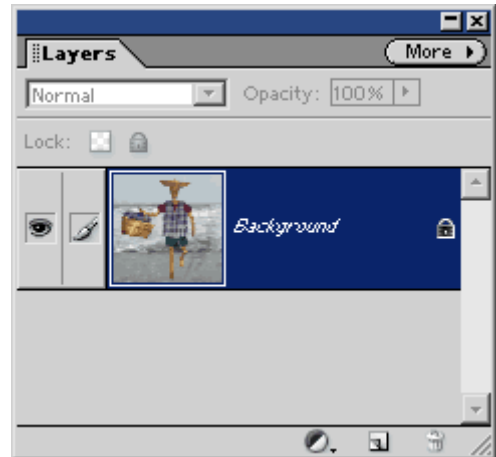
### 9. Flatten layers to reduce file size.

When you've finished editing all of the layers in your image, you can flatten the file's layers. This merges all the layers into a single background layer, greatly reducing the file size. Be aware that when you flatten an image and save it you lose the layers. To preserve the layers, save the file with another name.

To flatten a file, choose Layer > Flatten Image.

To save the flattened image, choose File > Save As.

In the dialog box, type a new name for your flattened file; select a file format if desired, and click Save.



**Remember, only Photoshop Files (.psd) can be given layers. You can make a jpg file into .psd by clicking File > Save As and choosing Photoshop (.psd) as the file type.**

**Go to the Assignment Section to see your assignment for lesson 10**

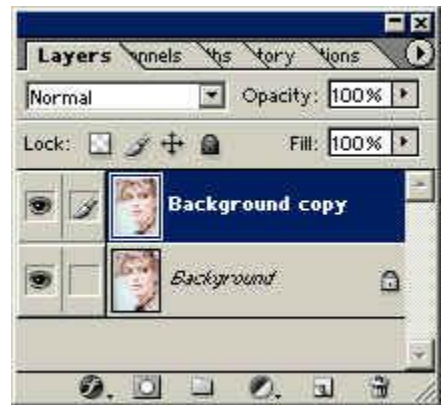
## Lesson 11: Special Effects

Used with permission from Al Ward,  
<http://www.planetphotoshop.com/alward77.html>

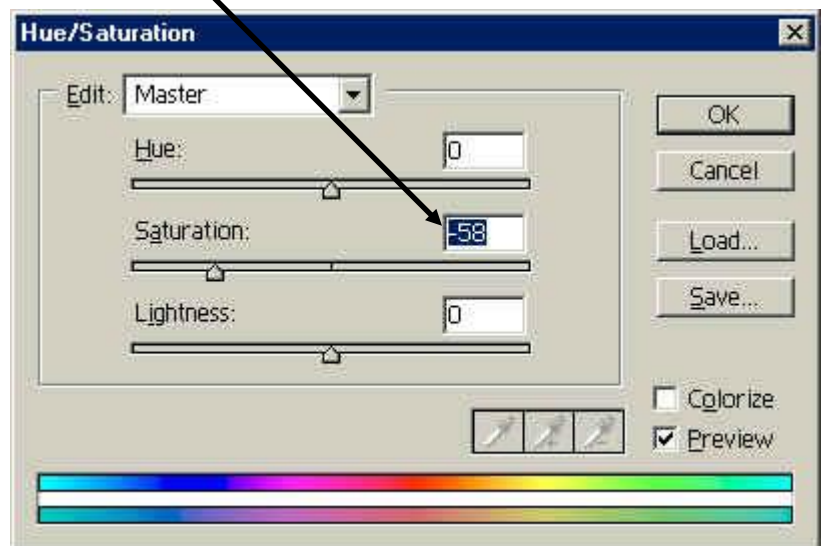
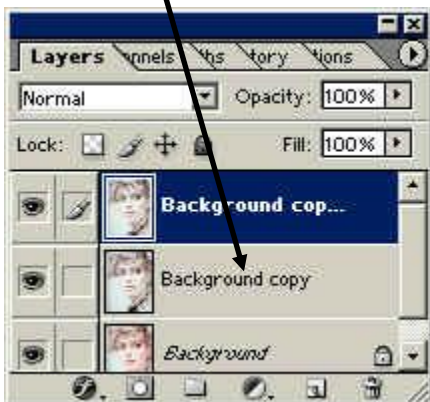


Creating a Portrait

1. Open **background.psd**
2. You need to see the layers box (click **Windows > Layers** if it is not already open)
3. **Right click** on the **Background layer** in the layers box, and choose **copy**. (Click **OK** to the name **Background Copy**)
4. Click **Enhance > Adjust Color > Hue/Saturation**. Reduce the saturation of the **Background Copy layer** to **-58**.



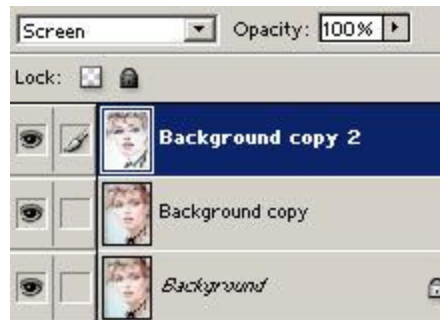
5. Duplicate the **background copy** layer (the same way as you just did it).



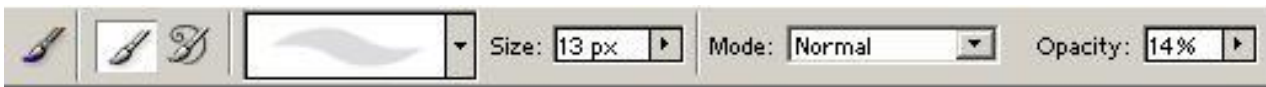
## Photoshop Elements Module

6. Go to **Filter > Stylize > Find Edges** and apply it to the newly created, topmost layer (**Background Copy 2**)

7. This is great but we need to make the image a little subtler. Try each of these setting in the top layer blending mode shown here but in the end choose Screen.



8. Lets add a little color to the cheeks. Click the **brush tool**. Make sure the **foreground Color** is set to **Black**. Set the attributes as shown below.



9. Start lightly painting areas of the image where you would like some color to spill through, such as the cheeks, the background, and so forth.

**Finished Image**



**Go to the Assignment Section to see your assignment for lesson 11**

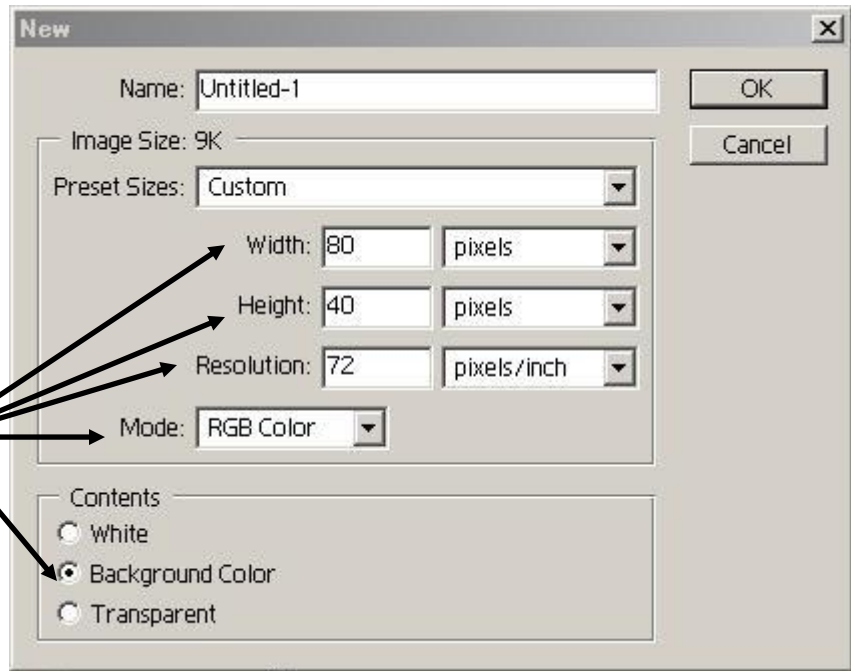


## Lesson 12: Create Buttons

### 1. Create a blank image.

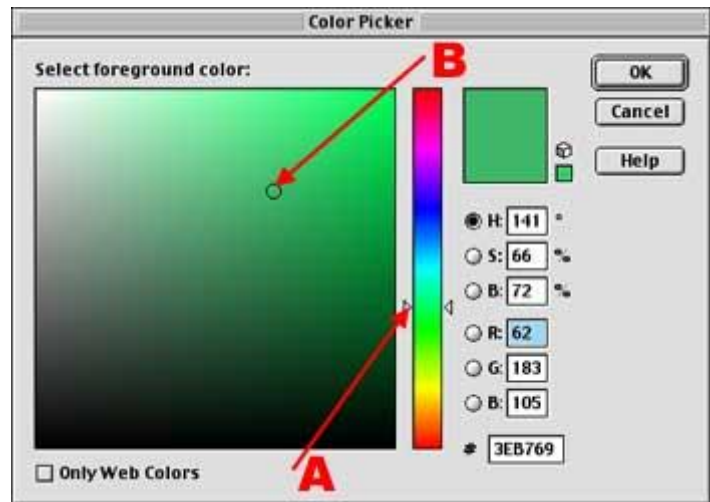
Go to File -> New to create a new image. You will receive dialog that looks like this:

Set the attributes to match the ones shown here.



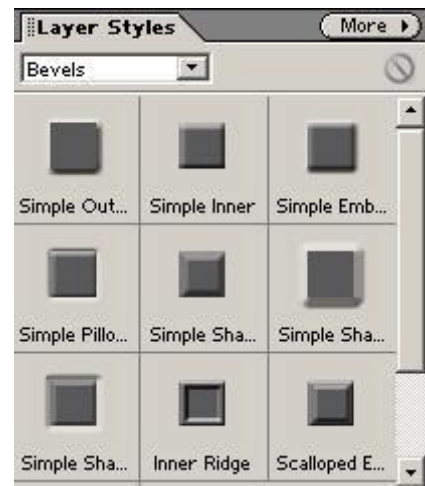
### 2. Pick a button color using the color picker.

- A. Pick a color
- B. Pick the shade



### 3. Use the paint bucket on the tool bar to color the image area. (Click in the image area)

### 4. Create a 3D border



## Photoshop Elements Module

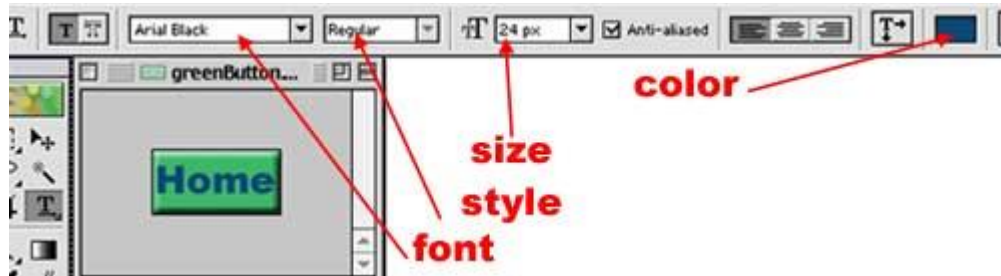
1. First Duplicate your layer. Go to **Layer > Duplicate Layer** and Click '**OK**'
2. In the Layer Styles Window that you just turned on, you will find a list of effects that looks like this. Make sure that you are in 'Bevels' in the pull down menu. Choose the **Simple Inner Bevel**.

### 5. Save button as template

3. Save your file as a PhotoShop Document as **(Your Initials) 12a Button.psd (or Lesson12a)**

### 6. Add Text

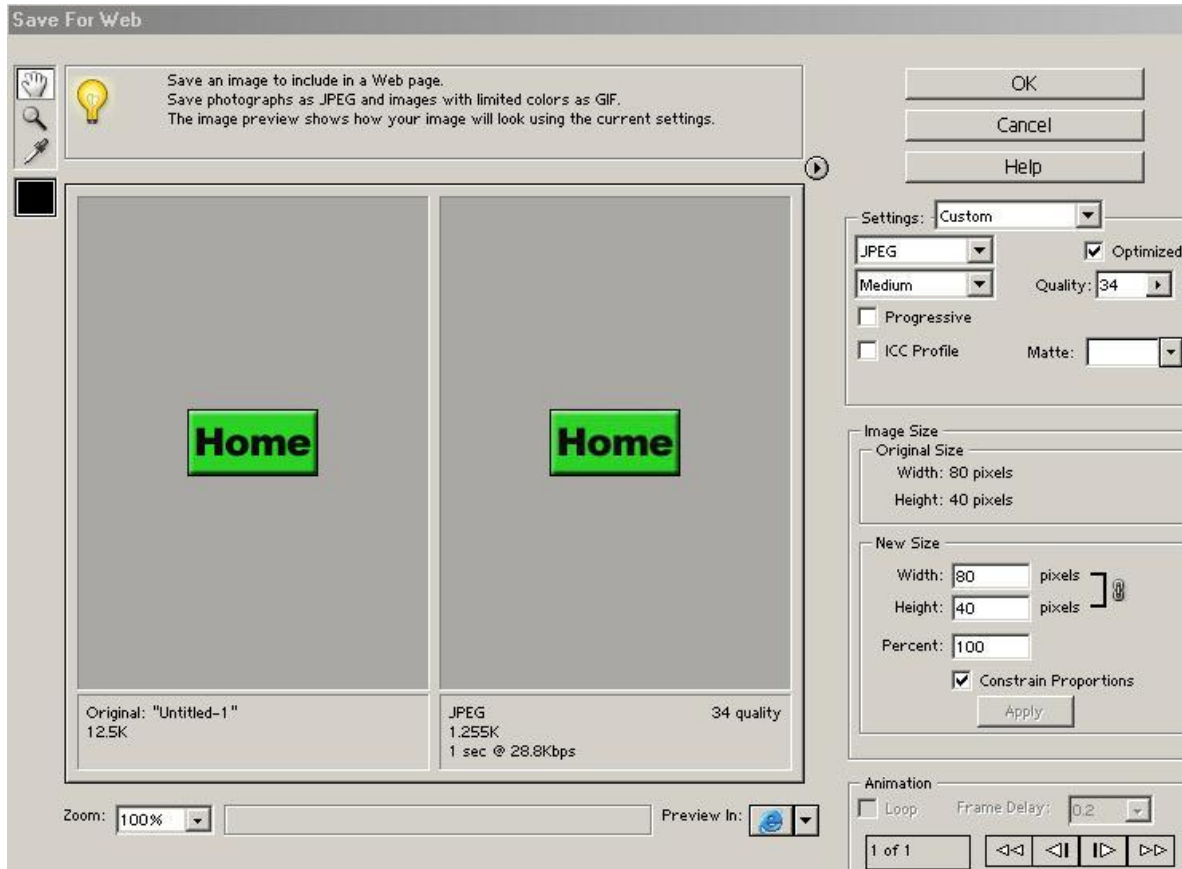
4. Click on the text tool and click on your image
5. Choose the attribute shown here in red:



6. When finished you can move the image by clicking on the **move tool**, to center the image on the button. (I had to Zoom in by maximizing the box and clicking **View > Zoom In**)

## 7. Save as GIF For the Web.

7. Go to **File > Save** and you will receive a dialog box that looks like this.



**Go to the Assignment Section to see your assignment for this lesson 12**

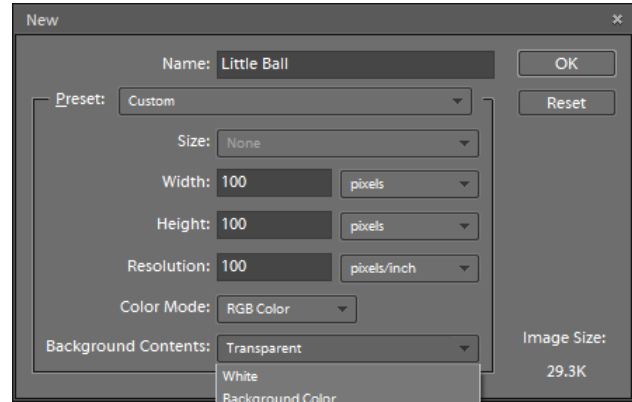
## Lesson 13: Ball Icons


Used with permission from Janee at MyJanee.com

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1. Open a small file in Photoshop Elements by selecting from the Photoshop Elements menu bar by clicking **File/New**. When the dialog box opens set the following settings:

- Name it **Little Ball**.
- Make it **100 pixels by 100 pixels**.
- Set the Resolution to **100 pixels/inch**.
- Set the **Mode to RGB Color**.
- Set the Contents (Background) to **transparent**.



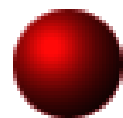
2. Use the **Marquee tool** to draw a circle (the tool in the top upper left of the toolbox.) It should be set to elliptical. If it is set to rectangular, you'll find the Elliptical Marquee tool on the fly out menu when you select and hold your mouse over the Marquee  tool. You can change the Elliptical tool there.

Hold the Shift key down to make the ellipse to a perfect circle. Make the circle a little smaller than the file (so that you'll have room for a drop shadow).

3. Select the **Paint Bucket**. Select a new color from the Foreground color square. Change the fill color of your circle by touching the Paint Bucket to its center.



4. Select **Filters/Render/Lighting**. Select the "Flashlight" preset and narrow the focus of the light by dragging the edges towards the center. Drag the focus of the light into a position on the upper right side of the image. Change the Intensity to 35, the Gloss to 46.

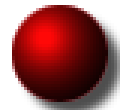


## Photoshop Elements Module

This will place a light at the top left of the circle (sphere) and a shadow on the rest. Go to the next step.

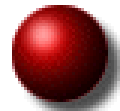
**5.** From the menu bar, go to **Select/Inverse**. This will mask out (block) the circle, allowing you to paint a drop shadow behind the circle. Use the **Airbrush tool (choose the paint brush, select airbrush tool from the paint brush options)** with dark gray as the color, to paint a drop shadow.

You may want to adjust the settings of your Airbrush to find a good size and texture for the brush mark.



Deselect the background by choosing **Select/Deselect**.

**6.** Add a white highlight as the last step. Use the airbrush to add a small white highlight.



**Voila!** There you have it ! A simple colored ball icon.

**7.** Now you need to save the ball so that the background remains transparent. **Select File/Save As**. Change the **Format** to **Compuserve GIF or GIF**. Make sure the name is **LittleBall.gif**. Choose Normal at the next screen

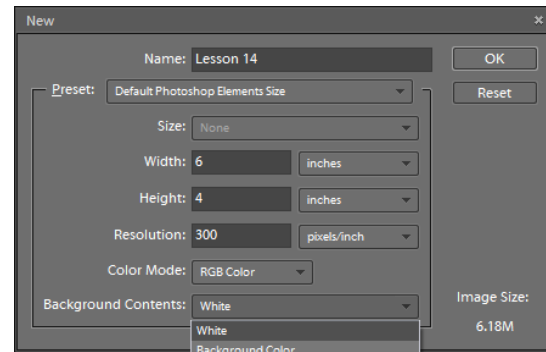
**8.** Now let's shrink it. Select **Image/Resize/Image Size** and change the Pixel Dimensions to 40 by 40. Notice that after changing the width the height automatically changed. This is because the Constrain Proportions box is checked off. Constraining the proportion means keeping the height and the width the correct length relative to each other.

**9. Re-save** the new ball as **TinyBall.gif**.

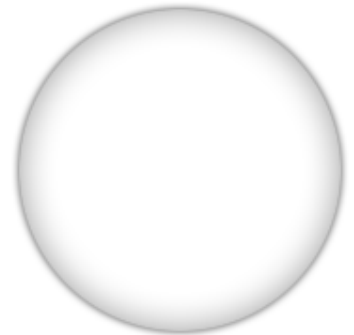
**Go to the Assignment Section to see your assignment for this lesson 13**

## Lesson 14: Cartoon Character

1. Open up a new document - I used white background - and **create a new layer** called *Eyeball*.



2. Select the **Elliptical Marquee Tool** and make a perfect circle selection by pressing Shift while dragging the selection. Fill your selection with white color and apply the **Drop Shadows > Low** layer styles (**click the Windows pull-down menu to apply the choices. Drag the Low Drop Shadow from the style box to your design.**)



3. Now create a **new layer** - call this layer **Eye**.

Now drag a new circle selection and fill this selection with your desired eye color.

Then apply some **Inner Glow** layer style by dragging the style you choose over on your design.



4. Create a **new layer** and call this layer **Pupil**.

Use the **Elliptical Marquee Tool** again to make a new circle and fill the selection with **black** color.

Then make the final layer - call this layer **Reflection**. Again use the Elliptical Marquee Tool to make a selection similar to mine in figure 3 - and fill the selection with white.



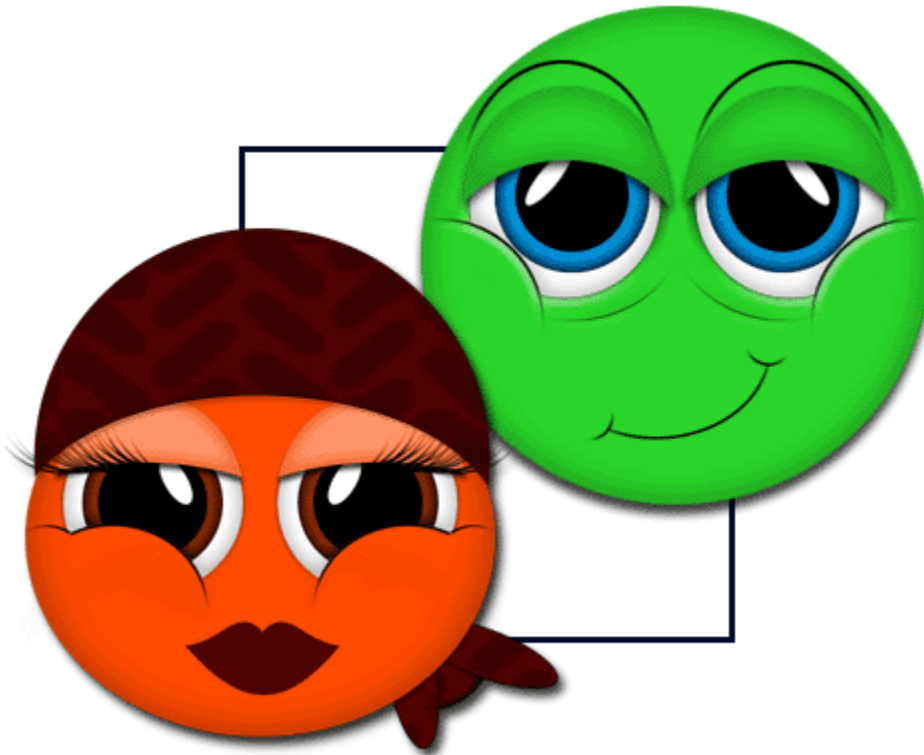
5. Use the transform option (**Image - Transform - Free Transform**) to rotate the



## Photoshop Elements Module

white Reflection layer like shown below, and nudge the layer up and to the right until you get it into the right position.

Use your imagination and create a character of your own. Below are a couple of characters to give you some inspiration. Don't forget to show me that you used a variety of layer styles in your creation.



**Go to the Assignment Section to see your assignment for this lesson 14**