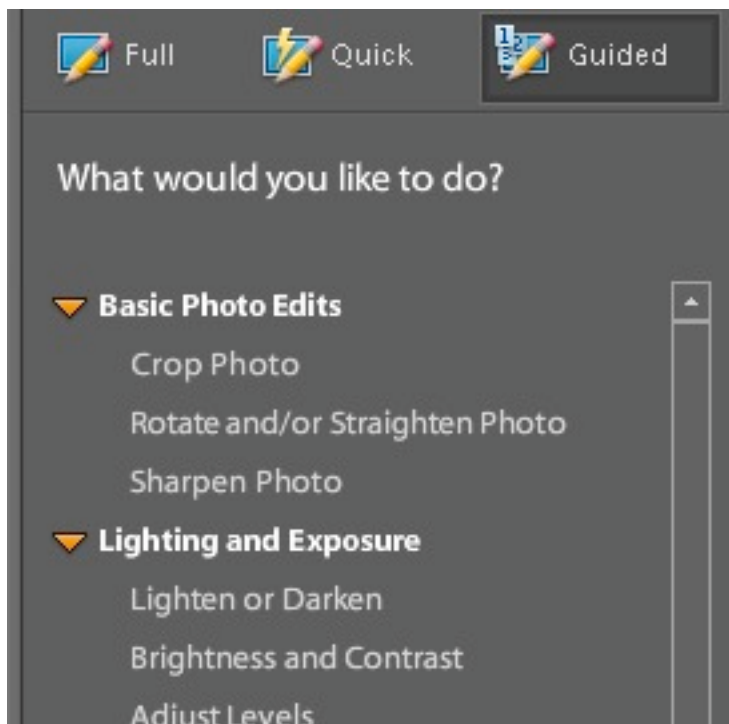


Introduction

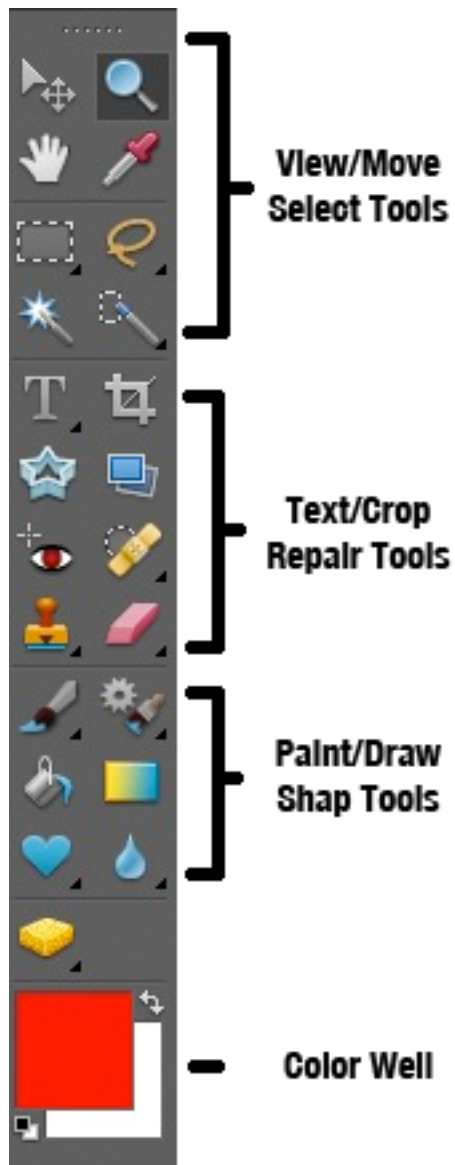
Adobe Photo Elements is a user friendly application with the power of Photoshop, but with many automated features. In this lesson you will learn to use the basic tools of Photo Elements including Opening, Saving, color correcting and red eye reduction. You will Adding text, layers, and filters to your images. You will also learn how to optimize your images for use on the World Wide Web.

Guided Pallet



The **Guided pallet** has a pop up window that provides step by step directions to the most common uses of Photoshop Elements. This palette should appear automatically. If it does not, you can always access it or any other pallet by going into your Window menu and Selecting **Pallet Bin**.

Toolbox



The **Toolbox** contains all of the tools you will use to manipulate your images. A tool with an arrow in the lower right corner indicates there are similar tools to select from for that tool. Clicking on the arrow will expand the toolbox.



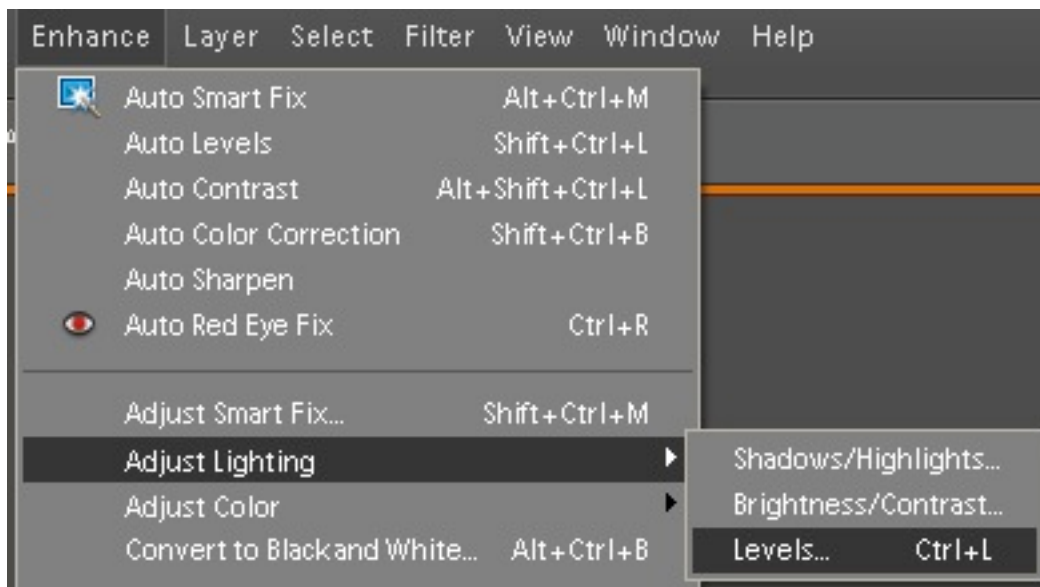
Enhance Menu

The **Enhance Menu** can improve the details, color, contrast or sharpness of your image.

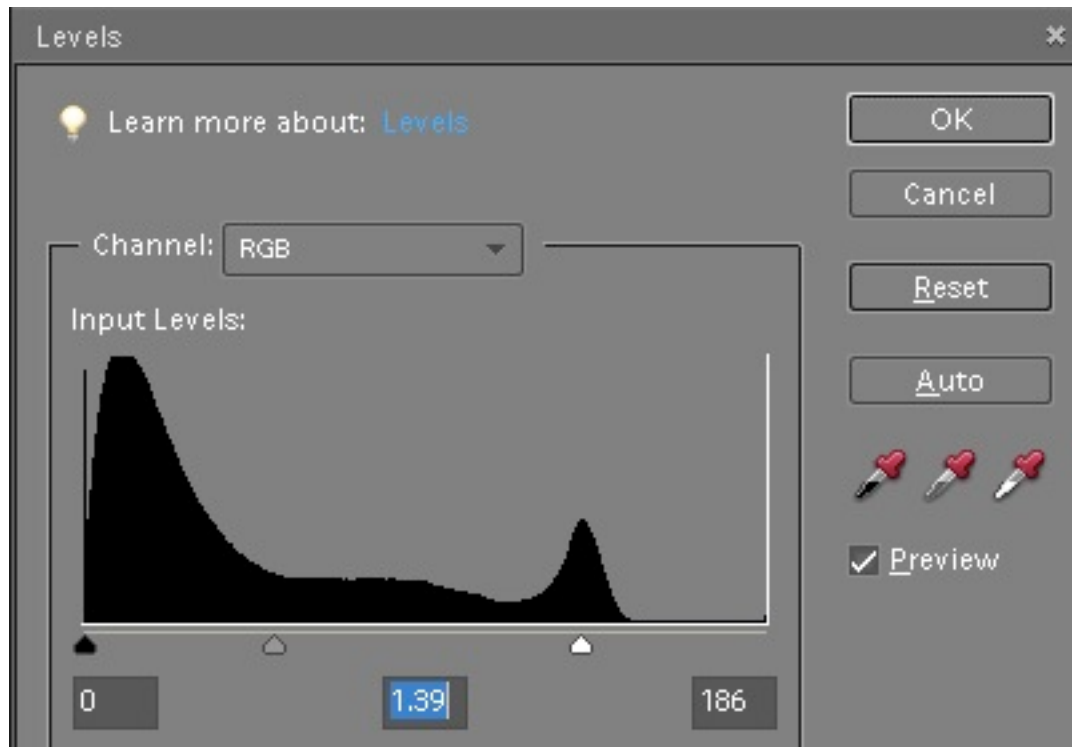


Levels

The Levels option allows you to correct an image that may have been underexposed. To lighten the image to bring out the details, click on **Enhance>Adjust Lighting>Levels**



In the Levels box, adjust the sliders to a setting that you are satisfied with. The left slider adjusts Black, the middle slider adjusts gray and the right slider adjusts white. Moving the gray slider to the left will bring the detail out in the image

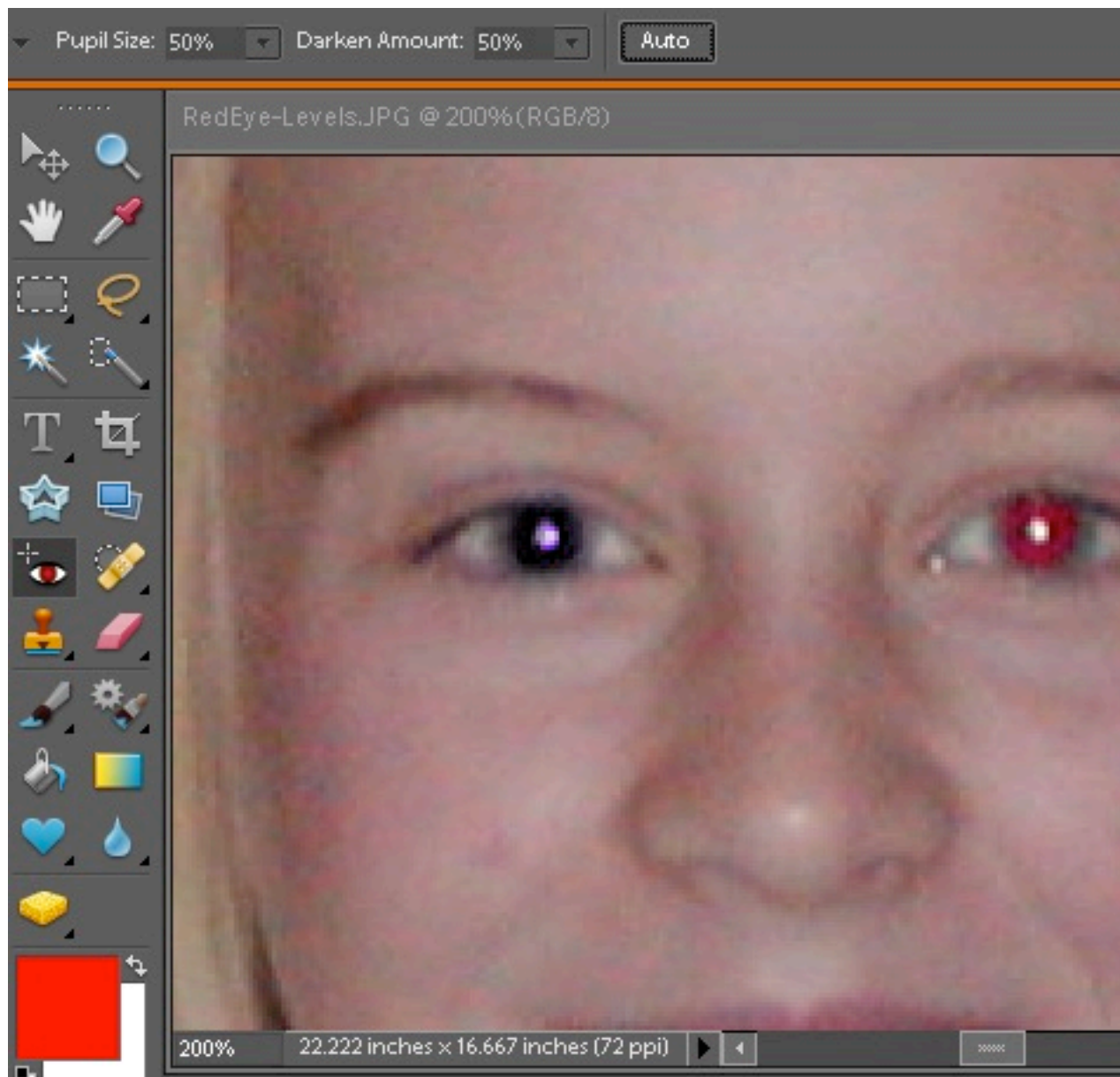


Red Eye Reduction

The **Red Eye** tool does a great job of removing red eye that is caused by over exposure from the flash of a camera.



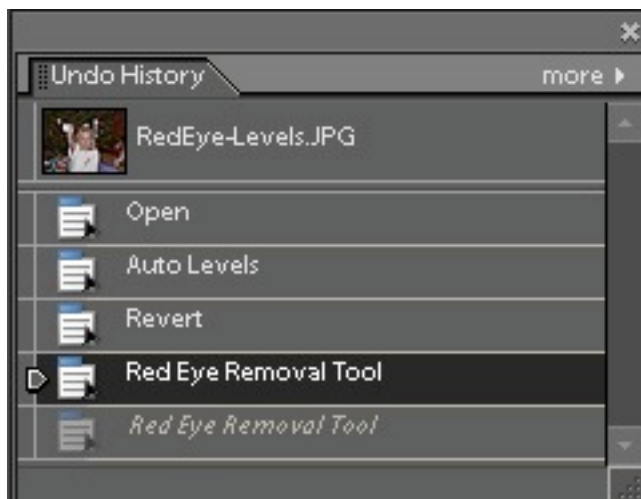
To remove red eye from an image, select the **Zoom Tool** from the **Toolbox**. Using the **Zoom Tool** drag a marquee around the eyes to magnify them. Select the **Red Eye** tool from the **Toolbox**. Drag the **Red Eye** tool over the red portion of the image. The red will be replaced with shades of gray.



History Pallet

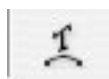
The **Undo History Pallet** allows you to go backwards or forwards in you document. If you make a change and don't like it. You can go to your **Undo History Pallet** and click back to a previous level. The **Undo History Pallet** can be selected from the Window

menu

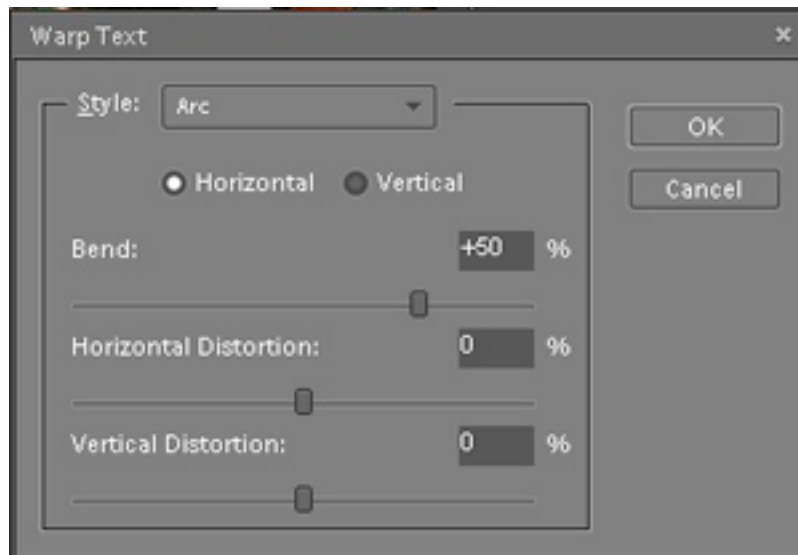


Text

To add **Text** to an image, select the **Text tool** from the **Toolbox**. Attributes for your text will be displayed in the **Options bar**. Change the settings to fit your needs. Click on the document you want to add the text to. Begin typing. Text will be added as a separate **Layer**. It is fully editable. To edit the **Text** you must select the **Text** again by clicking and dragging within the **Text** to highlight it. Make your changes in the **Option bar** and they will be reflected in the document.



You can also Warp your type using the Warped Text too

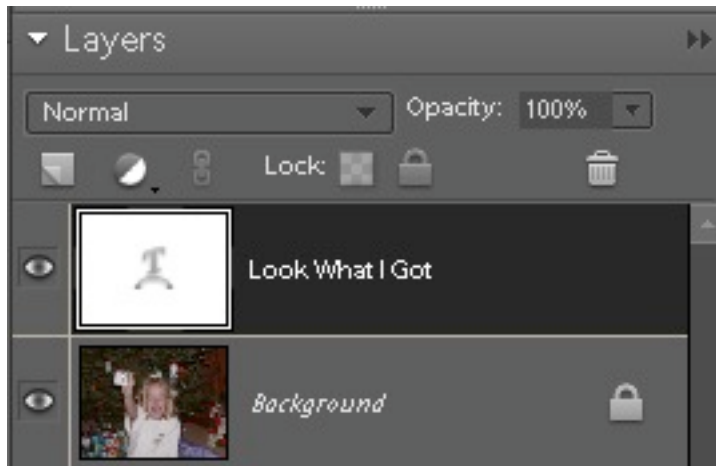


Layers Pallet

The **Layer Pallet** allows you to work with multiple levels of an image. You can create a

background and paste images on top of the background. Each layer is independent of the other. You can change the opacity of a layer. You can add effects, You can create text as it's own layer. Layers give you the flexibility to make changes one selection at a time.

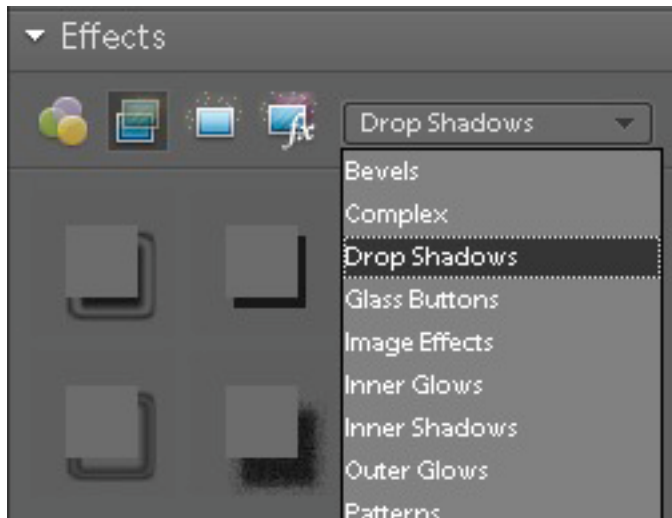
To select the **Layer Pallet**, click on the **Layer tab**.



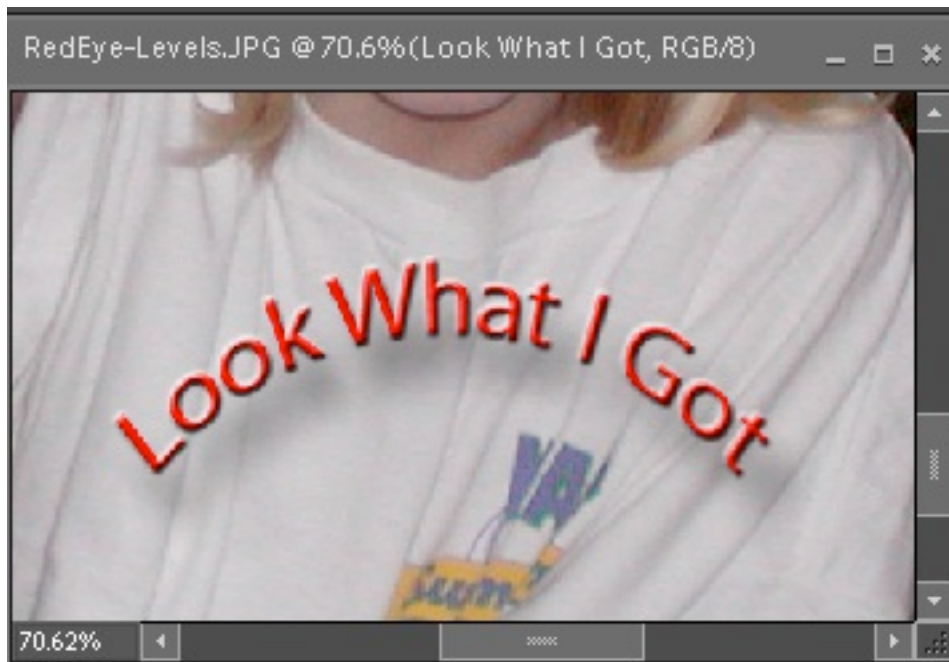
To select a **Layer**, click on the **Layer** you want. The **Layer** becomes highlighted. With the **Layer** selected you can make changes to that and only that **Layer**. The eye icon when clicked will turn the visibility of the **Layer** on and off. This is helpful when you have many layers to work with. The **Opacity slider** allows you to make a **Layer** more or less transparent. Clicking the **Trash Can** icon at the top of the pallet, deletes a **Layer**. Clicking the **New Layer** icon (page with dog ear), just to the top left, adds a **New Layer** above the selected **Layer**.

You can change the order of your **Layers** by dragging a layer above or below another **Layer**. When copying and pasting images from another document, a **New Layer** is created above the selected **Layer** when you paste into the front most document. You can apply effects, filters and layer styles to each layer.

Styles and Effects Pallet



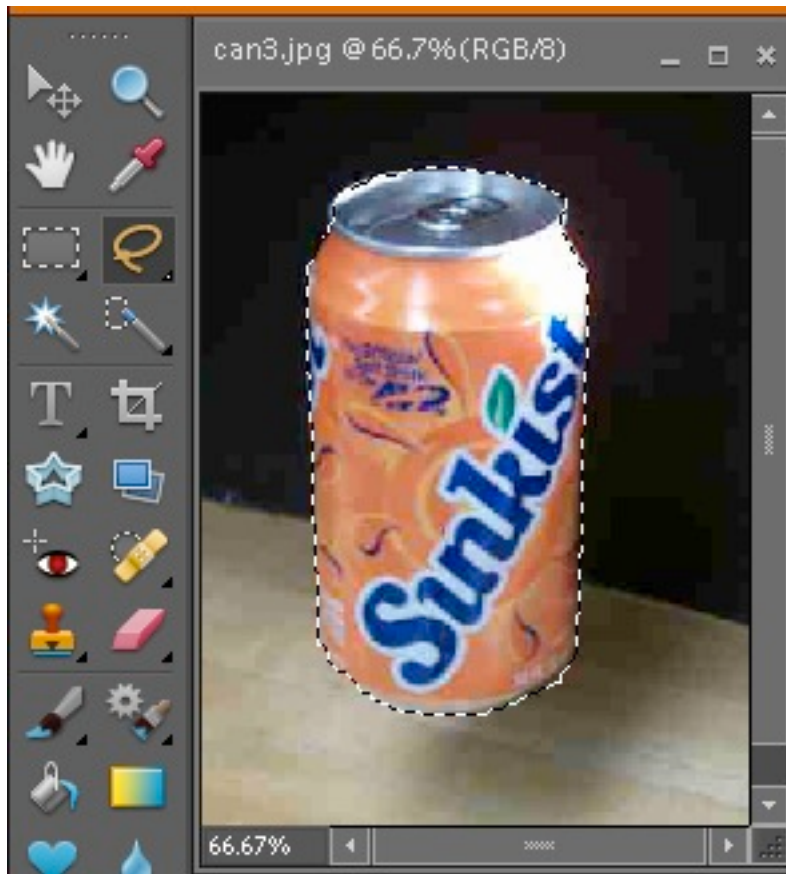
The **Styles and Effects Pallet** gives you the option to apply preset styles such as Drop Shadows, Bevels, Glows and Patterns to individual layers. To select the **Styles and Effects Pallet**, click on the Layer you want to effect. Select the **Styles and Effects Pallet** tab. Click on the drop down list to choose a style. Click on a style to apply the style to the selected active layer.



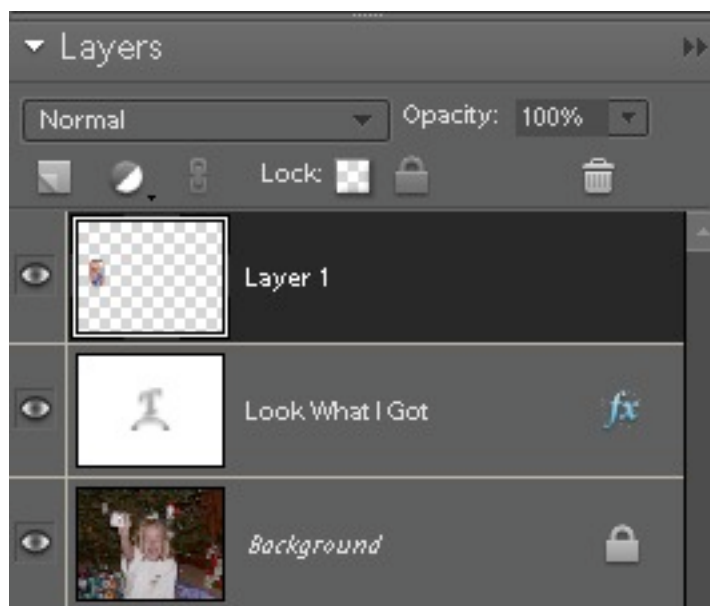
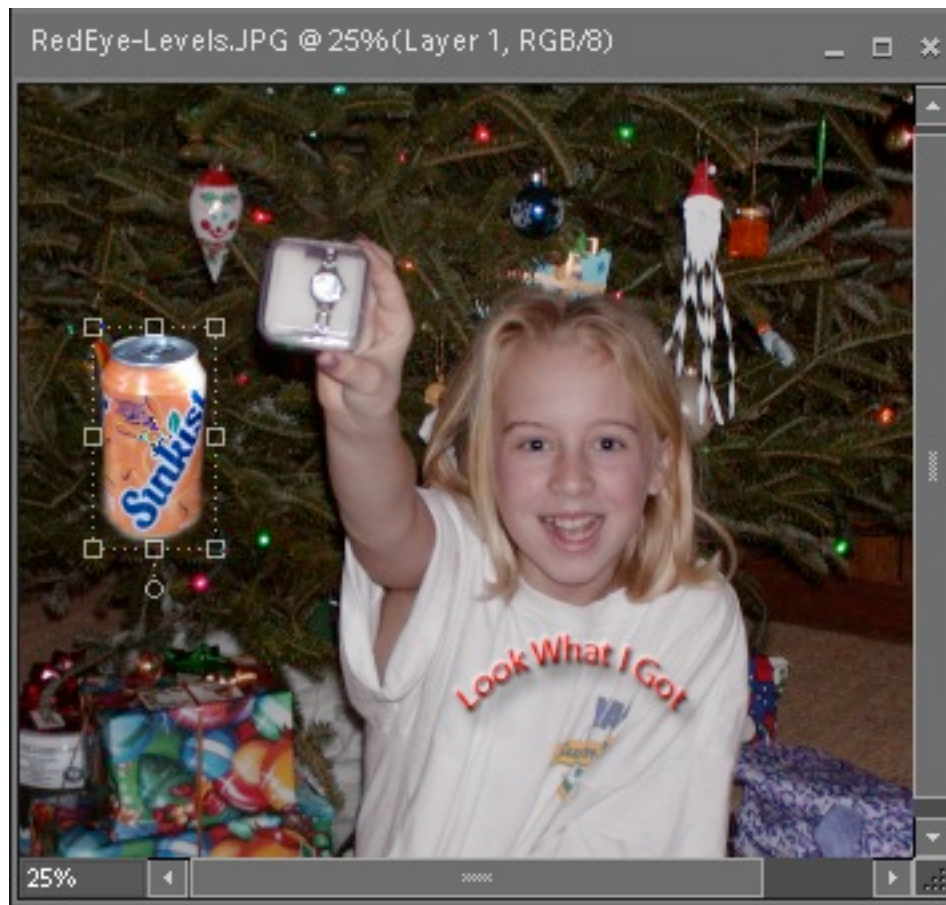
Selecting



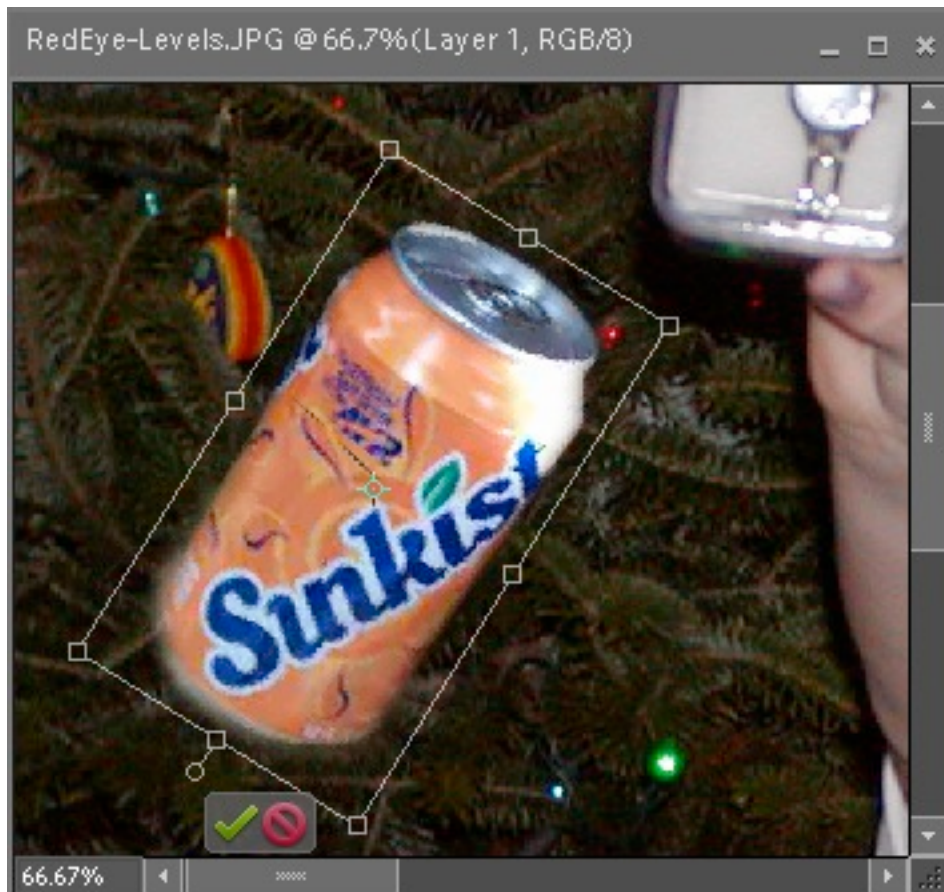
To select a portion of an image, click on the **Lasso tool** in the **Toolbox**. Click and hold the mouse and begin to drag the **Lasso tool** around the portion of the image you want to copy. Releasing the mouse will complete the selection. You can feather the selection by entering the appropriate amount in the **Select>Feather** option box.



To **Copy** and **Paste** the selected portion, choose **Edit>Copy**. To place the selected portion in another document. Open the desired document and choose **Edit>Paste**. The selected portion will become a new Layer in the document.

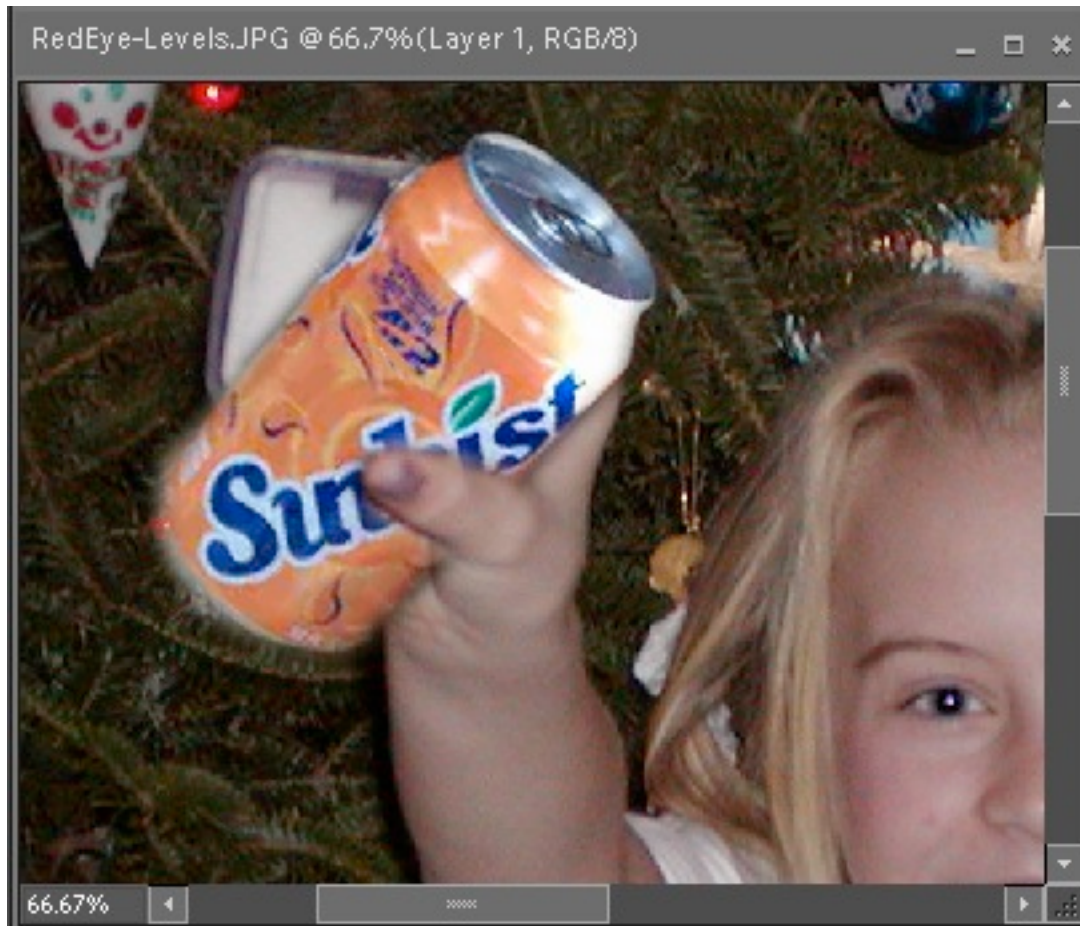


To Move the new Layer, click on the Move tool in the Toolbox. Adjustment handles are now placed around the object. Click and hold on the object to move it into position. If you move your mouse to one of the adjustment handles, you can resize the object. By moving your mouse to just outside of one of the corners, you can rotate the object.



Eraser Tool

Now that you have added a **New Layer**, you can use the **Eraser tool** to remove a portion of the object. Click on the **Eraser tool** in the **Toolbox**. In the **Option bar**, select an appropriate size brush. To Erase a section of the object and reveal the image below, Click and drag the **Eraser tool** over the object.



Clone tool

The **Cloning tool** is used to repeat a pattern selected from a layer or background. Select the **Clone tool** from the **Toolbox**. Move the **Clone tool** over the area of the pattern you want to repeat. (Make sure you have the Layer with the pattern selected.) Holding the **Option key**, click and select the pattern you want to repeat. Move the **Clone tool** over to the area you want to repeat the pattern on. (Make sure you have the Layer you want to add the pattern to selected.) Click and hold, dragging the **Clone tool**. The pattern will begin to repeat.



