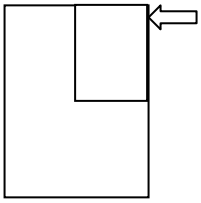
Photoshop Elements 3.0

Scanning:

Step 1

Place Item in the scanner face down & upright

Fig 1.0



**Place Item at the Top Right Corner of scanner while facing scanner and close the lid.*
(See Figure 1.0)

Step 2

Click on **File** at top left then hover mouse over **Import** & select Twain source scanner
(depending on your scanners manufacturer the twain source will have name of scanner i.e. Epson photo smart)

Step 3

Generally most scanners are set to auto-preview, if not press "Preview" button on the screen.

Step 4

- Select the area or photo you wish to scan in the preview window.
- Select desired output resolution (default should be 72 dpi)
- Choose the color output (recommended 24 bit)
- click on **Scan**.

Brightness / Contrast

Step 1

Once the photo opens in Photoshop Elements 3.0 , adjust Brightness & Contrast using **Levels**.
The Shortcut to get to the levels screen is **CTRL + L** or you can hover your mouse over
Layer → **New Adjustment Layer** → **Levels**
Click **OK** and don't worry about naming values in this window.

Step 2

Click **Auto**, this option generally does the brightening & contrast well enough.
If you are not satisfied with the adjustment you will need to manually adjust Levels
(See Fig 2.0)

How to manually adjust levels

- Click **Auto**
- Drag "**Black & White**" point to Bottom of the peaks (See Fig 2.1)

Fig 2.0

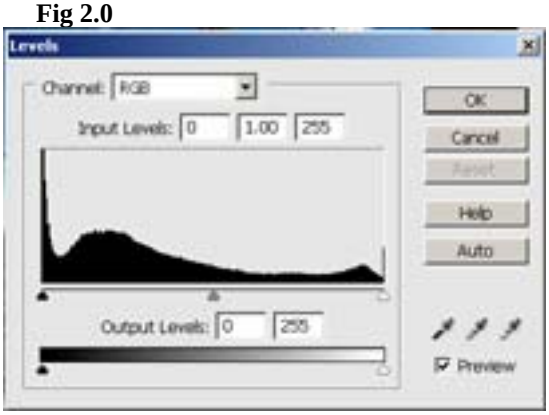
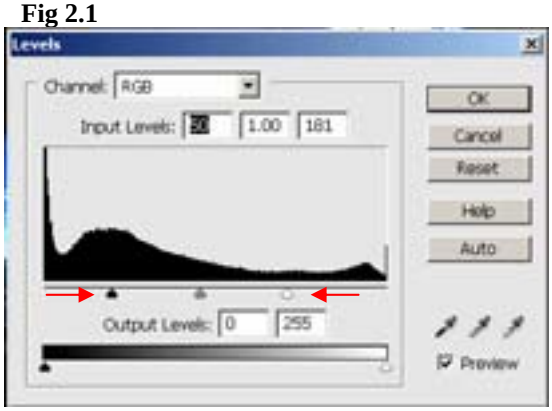


Fig 2.1



Resizing Images

Step 1

Turn "**Ruler**" on if not visible

- **CTRL + R** or **VIEW** → **RULERS**

Step 2

Switch Ruler to "**Pixels**"

- **Right-Click** on the **ruler**, and select "**Pixels**"

OR

- Click on **Edit** → **Preferences** → **Units & Rulers** , in the unit box
  Select "**Pixels**" in the ruler option.

SIDE BAR INFO

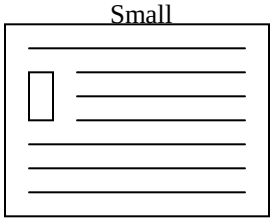
- Before we move on to Resizing or cropping, you need to know what youre planning the photo for. There's 3 general sizes, thumbnail(small), medium & large.

Landscape / Portrait

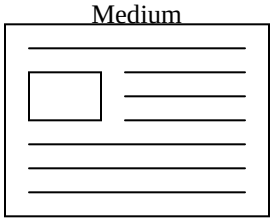
SMALL	100 X 100	
MEDIUM	400 X 300	300 X 400
LARGE	700 X 500	500 X 700

All these sizes are based on a 800 X 600 pixel sized site. This size is a standard when laying out a site.

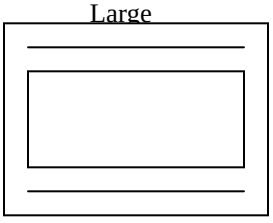
Small



Medium



Large



Examples: Bio Page Medium Sized Photo Large Photo

Cropping with Tool:

Step 1

With the image open click **C** or select  from the Tool Box

Fig 4.0

Step 2 (See figure 4.0)

Click & hold on your starting point, Which is always on the upper-left Corner, and drag to the ending point In the lower right corner, release Mouse button you will notice a marquee surrounding the highlighted area.

Step 3

Unwanted areas become shaded and you can readjust the crop area before its cropped to size. Once wanted areas are visible click  in the palette menu.

Resizing with Menu

Step 1

On the menu bar select:

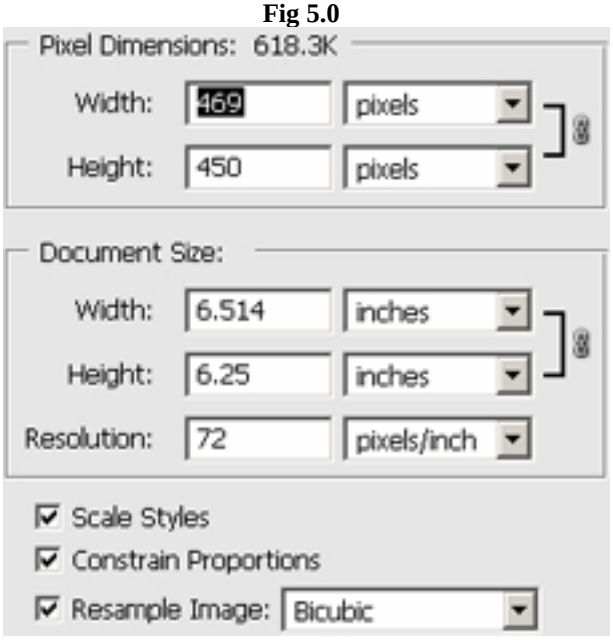
Image → **Resize** → **Image Size**

Make sure Pixel Dimensions are set to "**Pixels**", Enter a value into width box and the height will Adjust accordingly. Don't worry about the "**Document Size**", since were not printing these Make sure resolution is set to **72 Pixels/inch**. (See figure 5.0)

Step 2

Click **OK**

Fig 5.0



Saving for the web:

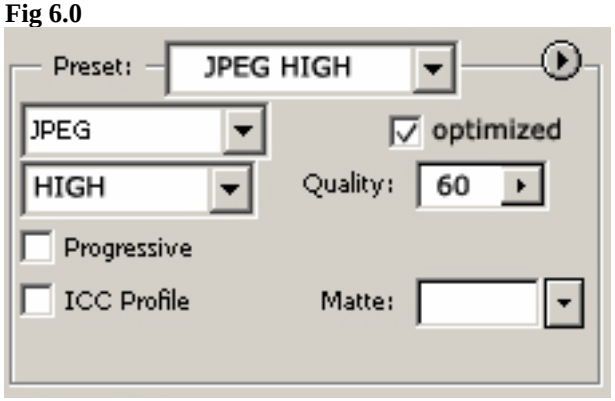
Fig 6.0

Step 1
On the menu click
File → Save for Web

Step 2
On the right hand side there is a settings palette Select "**JPEG HIGH**"

Example of values that should be used for a JPEG file. See figure Figure 6.0

Fig 6.0



*note:
"JPEG" are used for pictures
"GIF" are used for solid color graphics
(ie: logos, charts, & text)

Step 3
Click **"OK"** now save the optimized picture in **your "image folder"**

LAYERS:

The ability to create layered images in Photoshop Elements presents us with the ability to stack images on top of one another. To easily explain this look at Figure 7.0 & 7.1

Fig 7.0

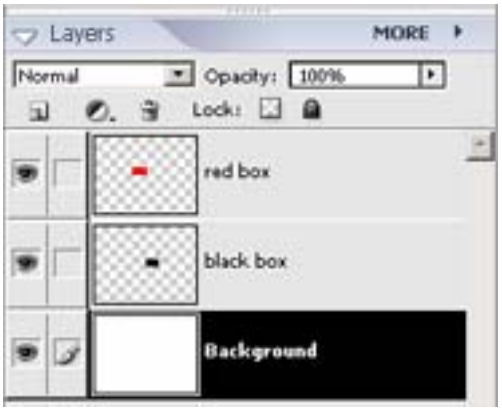
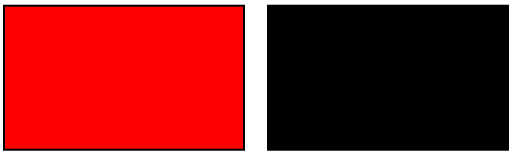


Fig 7.1 Each individual layered image exists in it's own plain.



If the red box layer is shifted to the right it will mask the layers below it. See image 7.2 & 7.3

Fig 7.2

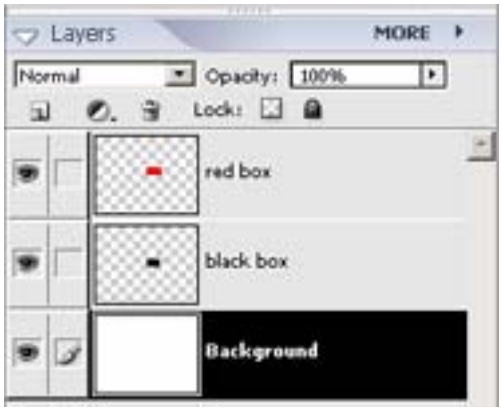
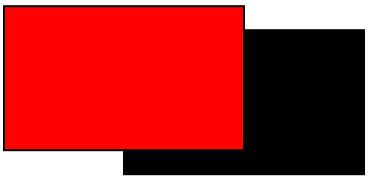


Fig 7.3



If we switch the order of the layers by dragging the **black box layer** over the **red box layer** you will have shifted the position of the layers the resulting image would look like Figure 7.5 (also see Figure 7.4 to see the shift in layers)

Fig 7.4

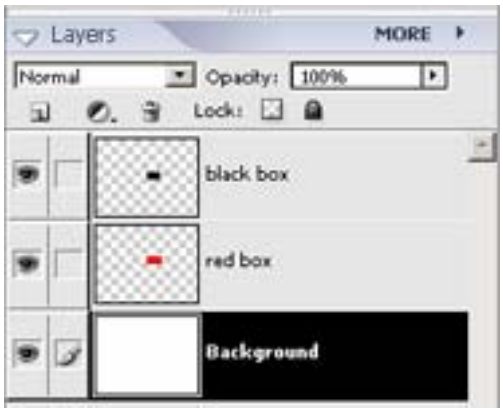


Fig 7.5