



Useful Techniques in Photoshop and Elements

Open (Launch) Software

(Photoshop)

- Click on the Photoshop icon after downloading and installing the software.

(Elements)

- Click on the Photoshop Elements icon after downloading and installing the software.
- Select the **Photo Editor** and **Expert Mode** options.

Change Your Workspace

(Photoshop)

1. Change Color

- Edit> Preferences> General> **Interface**

2. Enable Floating Documents

- Edit> Preferences> General> **Workspace**
- Check '**Enable Floating Document Window Docking**'

(Elements)

1. Enable Floating Documents

- Edit> Preferences> **General**
- Check '**Allow Floating Documents in Expert Mode.**'

Workspace Layout

1. **Tools Panel (Palette)** Specific tool selection activates options at the **TOP (Photoshop)** and **BOTTOM (Elements)** of screen

2. **Layers Panel (Palette)** Options are located at the **BOTTOM** (Photoshop) and **TOP (Elements)** of the **Layers Panel**.
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RESIZE

(Photoshop)

- Select **Move Tool** from the **Tools Panel** and notice the options change at the **TOP** of your screen.
- Check **Auto-Select** box option to enable you to click on your layout and auto-select an individual layer in the **Layers Panel** (regardless of whether the layer resides in a **Group**).
- **Constrain Proportions** is automatic in Photoshop.
- Check **Transform Controls** ('Bounding Box' in Elements) option to view box around an element on a layer.
- Hover over the corner point of the **Transform Controls** box so the cursor turns into a **DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, drag **INWARD** (to make element smaller) or **OUTWARD** (to make element larger), then release (mouse button) also known as **CLICK-DRAG-RELEASE**.
- Click on the **CHECK MARK** in the **Options Bar** to 'Accept the Transformation' (or cancel by clicking on the circle with strikethrough option).

(Elements)

- Select **Move Tool** from the **Tools Panel** and notice the options change at the **BOTTOM** of your screen.
 - Check **Auto-Select** box option to enable you to click on your layout and auto-select the corresponding layer in the **Layers Panel**.
 - Note that when layers are 'grouped', the Group of layers will be selected, in favor of the individual layer.
 - Check **Bounding Box** option to view box around an element on a layer.
 - Check **Constrain Proportions** box to resize proportionally.
 - Hover over the corner point of the **Bounding Box** so the cursor turns into a **DOUBLE-ENDED ARROW**.
 - Click, hold down the **LEFT** mouse button, drag **INWARD** (to make element smaller) or **OUTWARD** (to make element larger), then release (mouse button) also known as **CLICK-DRAG-RELEASE**.
 - Click on the **CHECK MARK** on the **Bounding Box** to 'Accept the Transformation' (or **CANCEL** by clicking on the circle with strikethrough option).
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ROTATE

There are 2 ways to rotate element layers, using the **MENU** options or the **Transform Controls/Bounding Box**.

(Photoshop)

- **Entire Image (MENU OPTION ONLY):**

Image> Image Rotation> 180° / 90° Clockwise/Counter Clockwise

- **Individual Layers (MENU or Transform Controls)**

Edit> Transform> 180° / 90° Clockwise/Counter Clockwise

OR

- Hover over the corner point of the **Transform Controls** box, and move the cursor outward to yield an **'ARCED' DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, **ROTATE** the cursor clockwise/anti-clockwise, and release.
- Click on the **CHECK MARK** in the **Options Bar** to 'Accept the Transformation' (or **CANCEL** by clicking on the circle with strikethrough option).

(Elements)

- **Entire Image (MENU OPTION ONLY) or Individual Layers**

Image> Rotate> First set of options rotates entire image/second set rotates individual layers.

OR

- Hover over the corner point of the **Bounding Box**, and move the cursor outward to yield an **'ARCED' DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, **ROTATE** the cursor clockwise/anti-clockwise, and release.
- Click on the **CHECK MARK** on the **Bounding Box** to 'Accept the Transformation' (or **CANCEL** by clicking on the circle with strikethrough option).

RECOLOR/ADJUST LIGHT

(Photoshop)

- **Change Color (Multi-Color/Dimensional Elements/Images)**
 - **Image> Adjustments> Hue and Saturation**
 - Change **Hue**, **Saturation** and **Lighting** sliders to preference.
- **Change Color (Single Color/Flat Elements)**

- **Edit> Fill**
 - Click on the **Contents** menu and select **Color** to activate the **Color Picker**.
 - Choose a color or sample from your layout.
 - Ensure the **Preserve Transparency** box is **CHECKED**.
 - Click **OK**
- **Change Lightness/Contrast**
 - **Image> Adjustments> Levels**
 - Adjust **Highlights** (WHITE), **Shadows** (BLACK) and **Midtones** (GRAY).

(Elements)

- **Change Color (Multi-Color/Dimensional Elements/Images)**
 - **Enhance> Adjust Color> Hue and Saturation**
 - Change **Hue**, **Saturation** and **Lighting** sliders to preference.
- **Change Color (Single Color/Flat Elements)**
 - **Edit> Fill Layer**
 - Click on the **Use** menu and select **Color** to activate the **Color Picker**.
 - Choose a color or sample from your layout.
 - Ensure the **Preserve Transparency** box is **CHECKED**.
 - Click **OK**
- **Change Lightness/Contrast**
 - **Enhance> Adjust Lighting> Levels**
 - Adjust **Highlights** (WHITE), **Shadows** (BLACK) and **Midtones** (GRAY).