CELEBRATING 20 YEARS

CONTEMPORARY QUILT ART ASSOCIATION

Contemporary Quilt Art Association *Presents*
PHOTO EDITING FOR ARTISTS
An Introduction to Photoshop Elements on Mac and PC

HOW TO WORK WITH PHOTOS IN THE DIGITAL AGE

Using Photo Editing Software
- **Photo editor software compared**
- **Organizers & Editors**
- **Working with Photoshop Elements**

Importing & Organizing Your Photos
- **Import Photos from Camera**
- **Organize Photos into Albums**
- **How to Copy Photos to CDROM**

Working With FIles
- **Open Photo File**
- **Save Photo File**
- **Types of Photo Files**
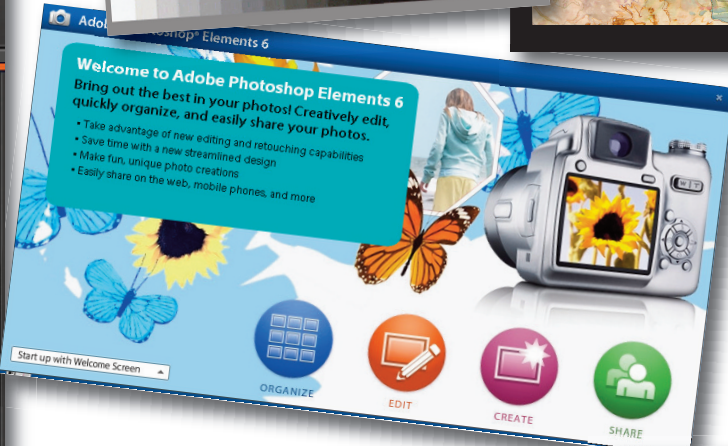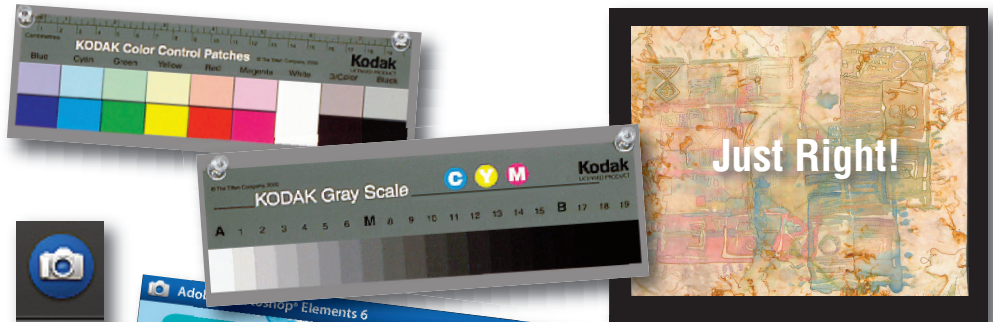
How To Enhance Photos
- **Correct for Color Tint**
- **Set Correct White Point**
- **Straighten a Photo**
- **Crop a Photo**
- **Select Area To Edit**
- **Remove Object from Photo**
- **Add Text to Photo**
- **Sharpen a Photo**

Share Photos of Your Art
- **Preparing Exhibit Submission**
- **Resizing Photo for web**
- **Copy Files to CDROM**
- **Making Portfolio Page**

Too Red?

Too Green?

Too Blue?

Too Yellow?

Does the Photo Match Your Art?   Learn How to Make the Colors Match.

KODAK Color Control Patches

Blue Cyan Green Yellow Red Magenta White 3/Color Black

KODAK Gray Scale

Just Right!

Adobe Photoshop® Elements 6

Welcome to Adobe Photoshop Elements 6
Bring out the best in your photos! Creatively edit, quickly organize, and easily share your photos.
- Take advantage of new editing and retouching capabilities
- Save time with a new streamlined design
- Make fun, unique photo creations
- Easily share on the web, mobile phones, and more

Start up with Welcome Screen

ORGANIZE   EDIT   CREATE   SHARE

Use Photoshop Elements to Organize, Edit and Share your Photos

Prepare CDROM for Exhibit Submission

D-PICS
DIGITAL IMAGING

By Craig Ingle

Kelpbed II
41" h x 39" w
Janet Kurjan   © 2005

Make Your Own Portfolio Page

Photo Editing Software Compared

Photo editing software lets you work with photos, much like word processing software lets you work with words. You can:

- **Import photos from a digital camera or scanner**
- **Organize your photos**
- **Edit and enhance photos**
- **Share photos with others**
- **Print photos**
- **Create special projects**

All photo editing software works in similar ways. The basic skills you learn in this course can be applied to whichever program you choose.

Many digital cameras and scanners include free software for capture and basic editing. These can be good programs, but are typically more limited than Photoshop CS or Photoshop Elements.

- **Adobe's Photoshop** is the choice of most professional graphics users. It's powerful, but costly and takes longer to learn. It includes ImageReady for web design and support for CMYK color for commercial printing.
- **Adobe's Photoshop Elements** is a good choice for artists, photographers, home users and small businesses. It has most of the same basic tools and features as Photoshop. Files created with Elements work fine on Photoshop. The main differences are: Elements doesn't support CMYK and it lacks some high-end tools like Guides, Quick Mask and ImageReady.

FYI: There are many photo editing programs available today. The features and ease of use may differ from one to another. Here's a list of some of the more popular.

Adobe **Photoshop** ($650)
Adobe **Elements** ($99)
Apple **iPhoto** (free with Mac)
Corel **Paint Shop Pro** ($99)
Arcsoft **PhotoStudio** ($80)
GIMP (free for Mac or PC)
Roxio **PhotoSuite** ($30)
ULead **Photo Impact** ($50)

Note: The Adobe programs are available for both PC and Mac. Most others are PC only, except iPhoto which is Mac only. All prices are approximate retail prices. Get more info about software at: www.graphic-design.com/ Photoshop/vs_elements.html

Starting Photoshop Elements

When you first start up **Photoshop Elements** on your computer you will see a Hello Screen. If you are using a Mac, this screen will look a bit different than on a PC. Once past this screen, things work about the same on both platforms, with one exception - there is no **Organizer** in the Mac version. Instead, Macs get a free copy of **Adobe Bridge**.

Organizer - This is where you load photos from your digital camera into the computer. You can also organize photos already on the computer. **Adobe Bridge** works in a similar way on the Mac.

Editor - This is where you will open up your photos for viewing and editing. Photoshop Elements has three editors: **Quick Editor** - Perfect for the weekend photographer; **Full Editor** - Best for working on photos of art projects. Here you have full control of the photo and can make all needed fixes; **Guided Editor** - Kind of a Full Editor with training wheels.

Create - Photoshop Elements lets you do more with your photos than just look at them on the screen. Here you can make greeting cards, calendars, photo slide shows and more.

Share - Here you can share photos with others via email, online photo galleries.

FYI: Once you're into Photoshop Elements, you can easily switch to any other area with buttons that appear in the **Menu Bar** at the top of each screen.
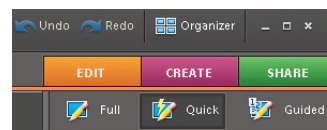
Editor Bridge (Similar to Organizer) Import From Camera Import From Scanner
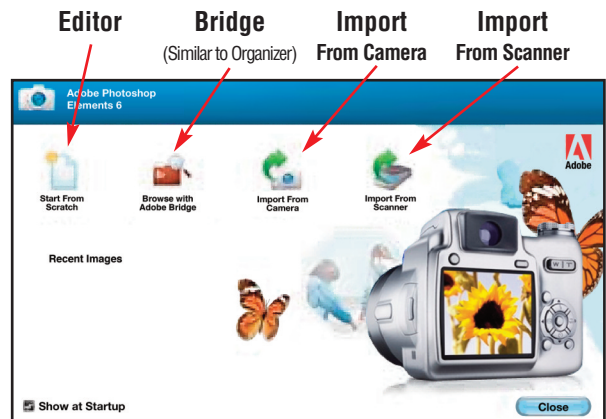
Hello Screen on Mac

Hello Screen on PC

Organizer Editor Create Share

Quick Fix vs. Full Editor
Photoshop Elements has three editors. The **Quick Editor** and **Guided Editor** are best used for fixing snapshots. The **Full Editor** is best for preparing photos of art (quilt art, etc.) for printing or submitting for exhibition.

Starting the Full Editor
1. If you are just starting up Photoshop Elements, click the **Edit** button on the opening screen.

2. If you are in **Organizer**, you can switch to **Full Editor** by choosing **Full Edit** from the **Edit** button drop-down menu. **NOTE:** You can also click the photo you want to edit. Then select **Full Editor**.

3. The Full Editor's workspace includes:
Menu Bar: Contains work tasks.
Options Bar: Options for each tool.
Toolbox: Holds tools for editing images.
Active Image Area: Current project.
Project Bin: All opened projects.
Palette Bin: Area to organize small helper windows called palettes.
Buttons: Go to **Editor** or **Organizer**.

How to Begin
Facing all this for the first time can be overwhelming. So it is best to begin with a basic plan. Here's what to do.

1. Select an image file and open it.
2. Adjust view of Active Image Area.
3. Choose a tool from the Toolbox.
4. Set the tool's options in Option Bar.
5. Perform required task.
6. Save image file with new name.
7. Print image file if needed.
8. Close Editor and relax.

The Toolbox
The Toolbox is the heart of the Editor. There are tools for selecting areas, changing colors, adding text and much more. Here are three tools you will learn about later:

1. Lasso Tool. Use like pen to draw around the outside of area you want to select. Good for selecting exact areas of photo.
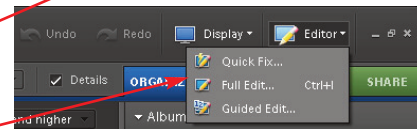
2. Magic Wand Tool. Use this tool to select areas of solid color (like background around quilt), so it can be changed or removed.

3. Clone Stamp Tool. Use to quickly remove small object in photo. Great for getting rid of dust spots, dog & cat hair and people's fingers that are showing in photo.
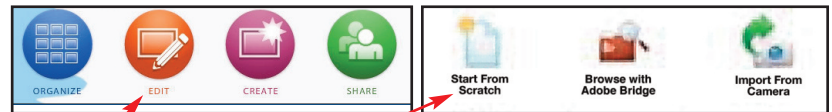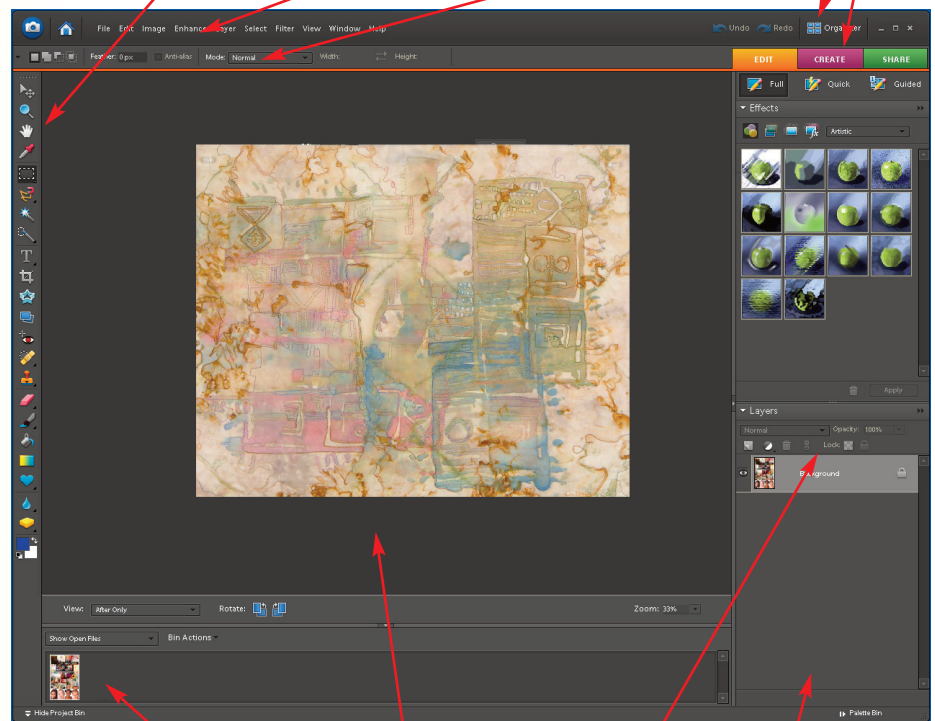
PC   **Mac**
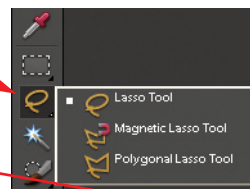
Photoshop Elements Workspace

Toolbox   **Menu Bar**   **Options Bar**   **Buttons**

Project Bin   **Active Image Area**   **Palette**   **Palette Bin**

Lasso Tool
Magnetic Lasso Tool
Polygonal Lasso Tool

Magic Wand Tool (W)

Clone Stamp Tool (S)

Open a File

Before you can work on a photo, you have to open it in **Photoshop Elements Editor**. There are two ways to do that:

Open a File From Editor
Same on Mac and PC: If you're already in **Editor**, then in the **Menu Bar**, click **File > Open**. Navigate to **My Documents > My Pictures.** Find the photo you want, click to select it and click **Open**.

Open a File From Organizer
PC Only: In **Organizer**, you can click on the photo you want to select, then switch to **Full Editor** by choosing **Full Edit** from the

Zoom in on Photo
In the **Toolbox**, click on **Zoom Tool**. In **Options Bar**, click + or -, then move cursor above photo and click left mouse button.

Save a File

After you edit a photo, you should save it with a new file name.

1. From either the **Quick Fix Editor** or the **Full Editor**, choose **File > Save As**.

2. In the **Save As** window, type in new file name. If it's an edited version of an existing file, just add a number to the end of the name.

3. Select a file type to save as (see below.

4. Click **Save** button to complete.

Types of Files

Photoshop Elements lets you save image files in several different file formats. These include: TIF, JPG, PSD, PDF, RAW and more. Here is what you need to know.

TIF Files: Files are large to store, but retain sharpness and detail. After you edit a photo, always save as TIF. Choose **LZW** for smaller storage (no detail loss).

JPG Files: Files are small and best for email and entry submissions, but they loose detail every time they are resaved. Best used to make copies of TIFs you want to email. Set **Quality** to **10 Maximum** for best image.

PSD Files: Special Photoshop format that lets you save layers (like a stack of TIFs).

PDF Files: Special Adobe Acrobat file that lets you combine photos with text. Good for emailing photos because it's easily viewable in browser.

RAW Files: Files created in the camera that contain more details than JPG or TIF. Pro photographers like RAW files, but they are harder to work with.
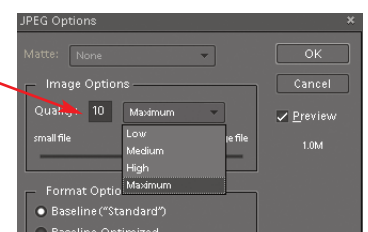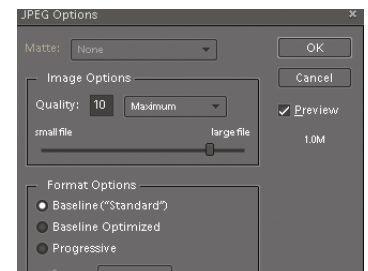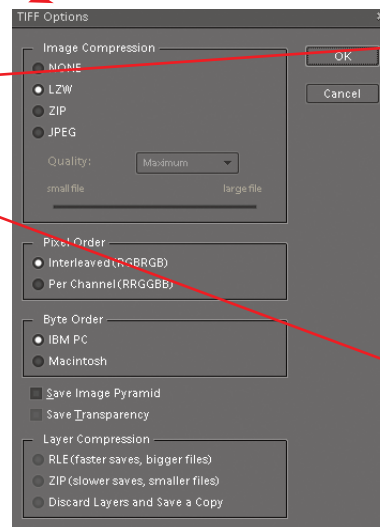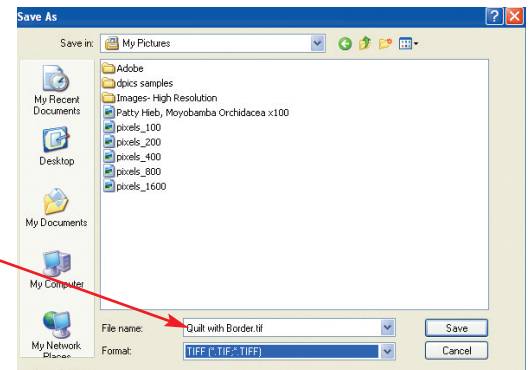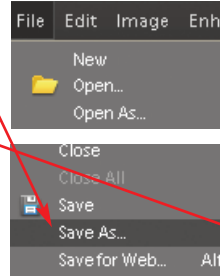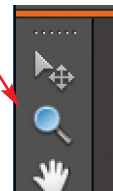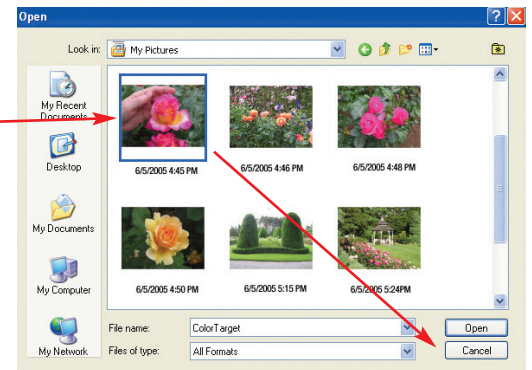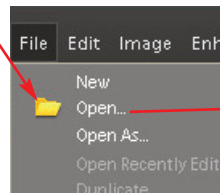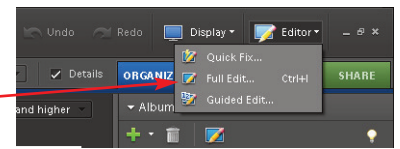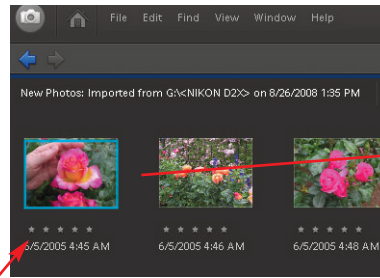
Open Sample Image

To accurately adjust the color and brightness of a photo, you must open it in Photoshop Elements' **Full Editor**. For this example, open **PhotoAsShot.jpg** on class CDROM.
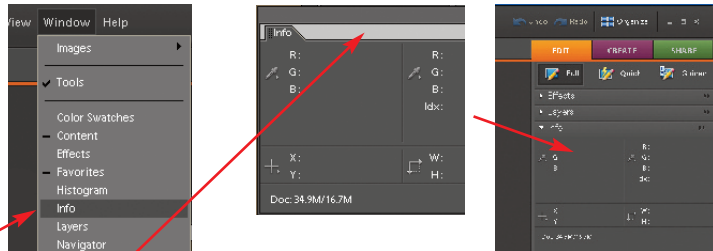
Add the Info Palette

The eye is easily fooled when viewing color on a computer monitor. Luckily, we can add the **Info** Palette, which will show us the actual values of colors and brightness.

1. In the **Menu Bar**, select **Window > Info**. You will see the **Info** Palette appear.

2. Place the cursor over the grey bar at top. Hold the left mouse button down and drag it to the **Palette Bin** at right of screen, then release. This adds the **Info Palette**.

Remove Color Cast

For this step to work, there needs to be something visible in the photo that you know is neutral gray or white.

1. In the **Menu Bar**, select **Enhance > Adjust Color > Remove Color Cast**. You will see the **Remove Color Cast** window appear.

2. Place the cursor over grey area in the photo, then click the left mouse button. If everything looks good, click **OK**. If not click on a different grey area.

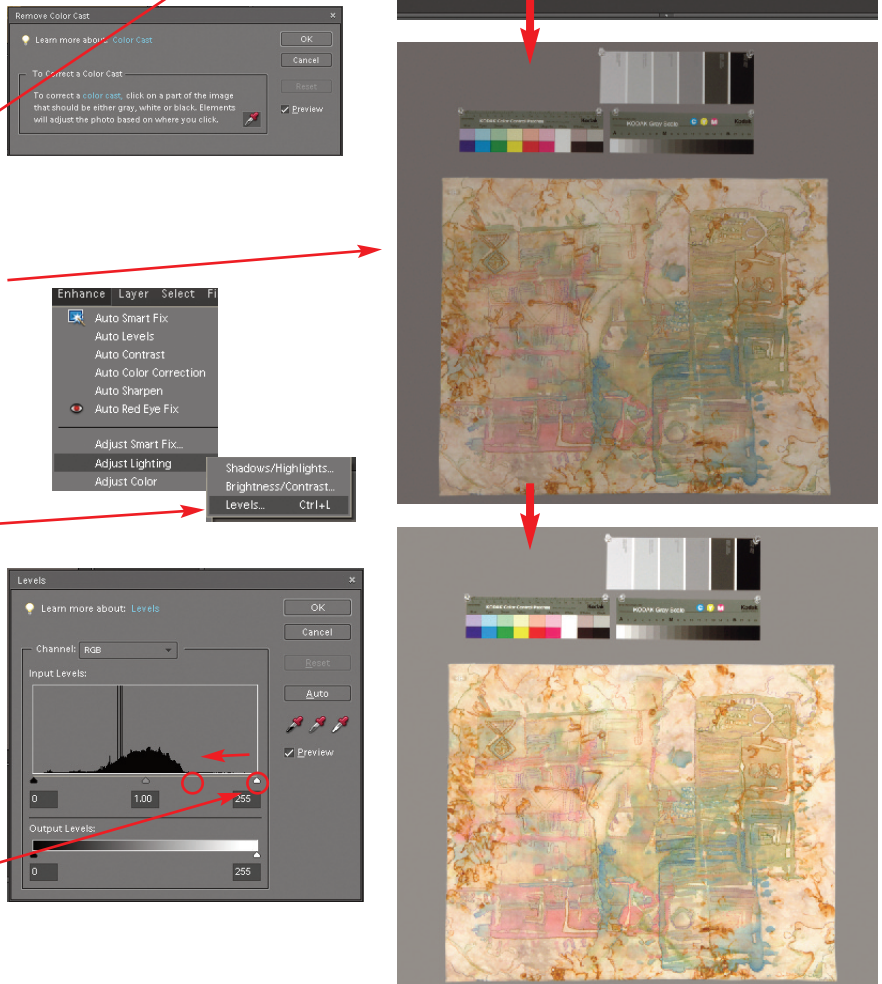**3**. The color corrected image will appear on screen.
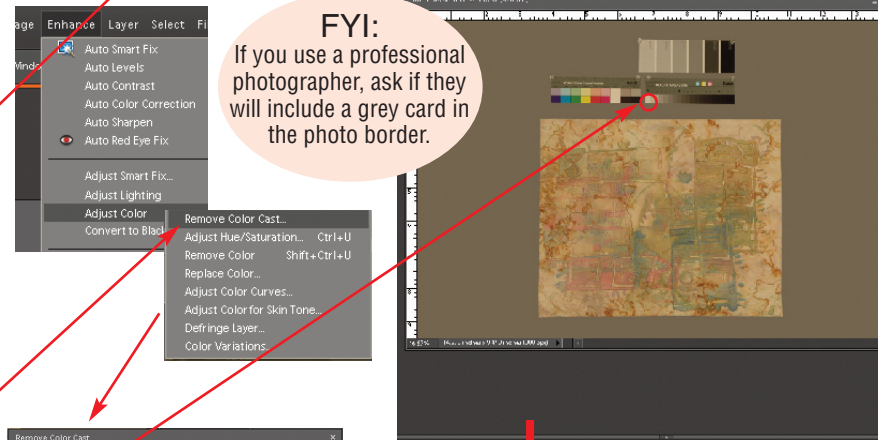
Adjust White Point

At this point, the image may still appear dull or washed out. That is because we don't yet have a **White Point** (true white) visible in the photo.

1. In the **Menu Bar**, select **Enhance > Adjust Lighting > Levels**.

2. You will see the **Levels** window appear. This shows a histogram (chart) with all the pixels in the photo (looks like a small hill).

3. Here's how it works. The little white triangle on the right represents the brightest point in the photo. The black triangle on the left represents black. Place the cursor over the white triangle. Hold the left mouse button down and slide the triangle left until it almost touches the the hill. This makes the whites whiter without washing out the blacks. The corrected image will appear on screen. If everything looks good, click **OK**

FYI:
If you use a professional photographer, ask if they will include a grey card in the photo border.

Straighten a Photo

There are several ways you can do this.

1. For this example, open **straight01**.jpg on the class CD.

2. In the **Menu Bar**, select **Image > Rotate > Straighten Image**. The program will look for straight lines (such as the grey card) in the photo , then automatically rotate the photo to straighten the content.

Rotate 90: In the **Menu Bar**, select **Image > Rotate > 90 Right** to go clockwise.

Custom: In the **Menu Bar**, select **Image > Rotate > Custom**. Type in how many degrees to rotate.
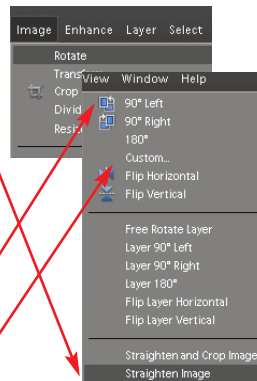
Undo Command

To undo a command, select **Menu>Edit> Undo**. You can step back through several commands.

Crop a Photo

In the process of straightening the photo, some ugly white corners were created. The easiest way to fix this is to **Crop** the photo.

1. In the **Toolbox** at the left side of the screen, click on the **Crop Tool** to select it.

2. Move the cursor to a point on the screen that you want to make the upper left corner. Hold down the left mouse button and drag the cursor to where you want the lower right corner and release mouse button. You can change the shape of the crop by clicking on the corner handles and dragging. Click on green ✔ to complete crop.
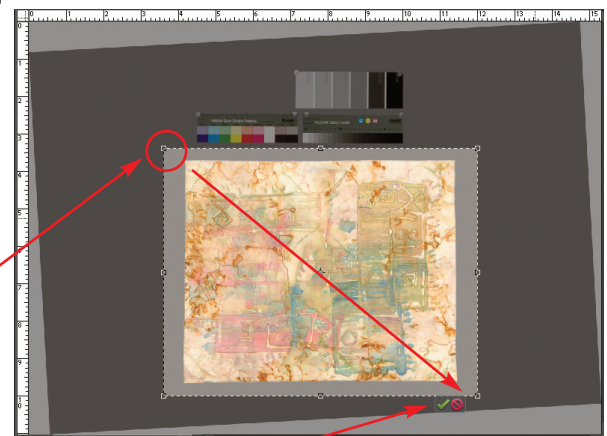
Bonus: Select Area to Edit

Sometimes you may need to edit just part of a photo, rather than the entire photo. The **Toolbox** offers four tools to select areas. For this example, open **fish01.jpg** on class CD.

1. Marquee Tool. Move the mouse to the upper left hand corner of the area you want to select. Hold down the left mouse button and drag across area to be selected.

2. Lasso Tool. Use like pen to draw around the outside of area you want to select. Click and hold down left mouse button. Drag around area. The selected area will appear with "dancing ants" around it.

3. Magic Wand Tool. Use it to select area of photo that has similar colors. To select area, click anywhere photo.

4. Selection Brush Tool. Use like paint brush to paint on top of area you want to select. This creates a "masked" area. In the **Menu Bar**, choose **Select > Feather** to create soft edge to selected area.
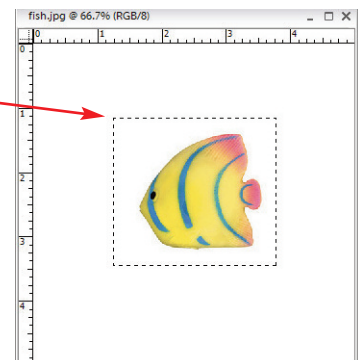
Marquee

Lasso

Magic Wand

Selection Brush

FYI:
Tools with small triangle in lower right corner of button have additional hidden choices. Put cursor on triangle & hold down left mouse button to view.

FYI:
Once area is selected, you can make changes to color, brightness, sharpness or any other enhancement or effect available through the Menu Bar.

Remove Object from Photo

Sometimes things get into a photo that shouldn't -- like dog and cat hair, dust bunnies and people's fingers. In this example, there is a push-pin visible that needs removed.

1. For this example, open **object01.jpg** file on class CD. In the **Toolbox**, click the **Clone Stamp Tool** to select it.

2. In the **Options Bar**, set **Size = 35** pixels. The size of the brush should be set comparable to the item being removed.

3. Move cursor to area where you want to copy image from**.**

4. Hold down the **Alt** key (**Option** key on Mac) and click the left mouse button (this copies area under cursor). Let go **Alt** key. On Mac, use **Opton** key.

5. Move cursor directly over the area you want to remove and click left mouse button again. (this pastes copied area onto damage)

6. Repeat until fixed.
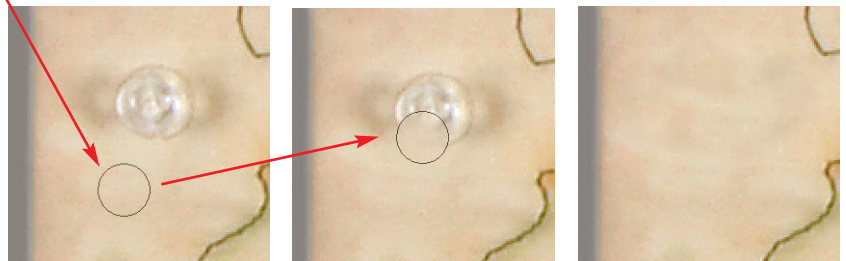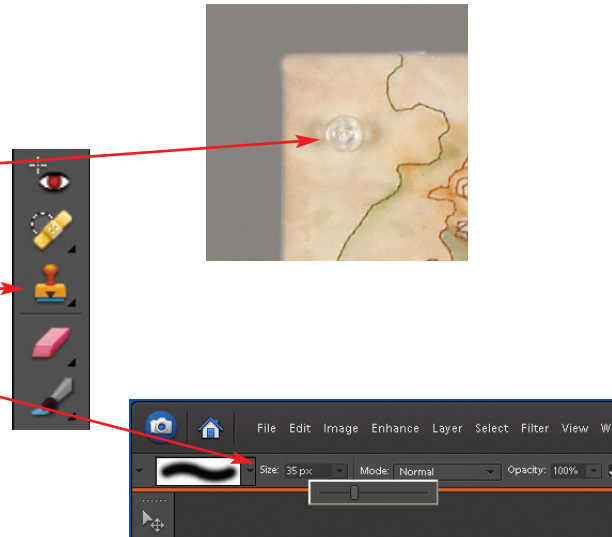
Sharpen a Photo

Sometimes digital photos can appear soft. This is normal and can be caused by the digital camera itself or by editing. The best way to correct this is with a type of sharpening called (oddly enough) Unsharpen Mask.

1. For this example, open **unsharp01.jpg** file on class CD. In the **Menu Ba**r, select **Enhance > Unsharpen**. You will see the **Unsharp** window appear.

2. The exact settings will change depending on the specific photo, its size and its content. So you may have to experiment a bit. A good place to start is:

> **Amount   = 200 %**
> **Radius   = 1 pixel**
> **Threshold = 5 levels**
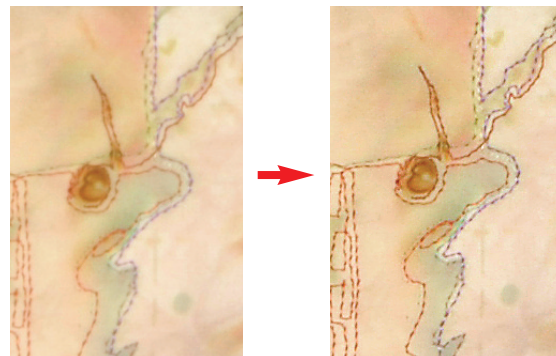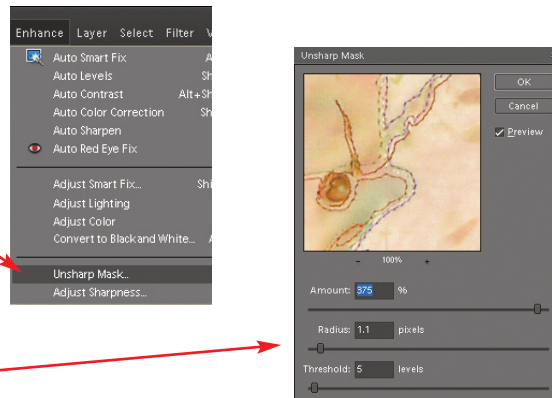
FYI: Always view the **Unsharp** effect with screen set to 100%. Also, only apply the **Unsharp Mask** after all other corrections and resizings are finished. Use sparingly, too much will make a photo look fake. Also, remember that this is only an **optical illusion**. It does not create any more detail than was present in the original image file.
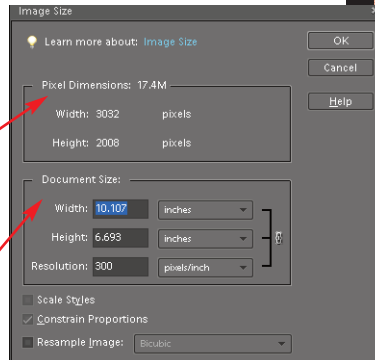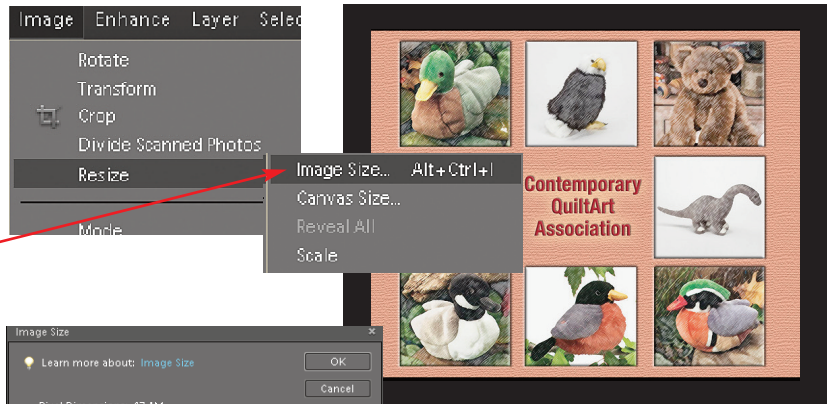
Find Size of Image File

Groups like CQA and QuiltArt Elements have specific guidelines about how they want digital images submitted. Here's how to find the size of an image file on your computer.

1. For this example, open the **Resize01.JPG** on the class CD. In the **Menu Bar**, select **Image > Resize > Image Size**.

2. The **Image Size** Window appears. This can look confusing at first, but its not really difficult. Digital images are measured in pixels (dots). The pixels are created in the digital camera. For example, a 6MB camera creates an image file that is 2008 wide x 3032 pixels high. **Pixel Dimensions** tells you how many pixels you have.

3. The next question is, how many pixels are needed to make a photo? Most exhibitors and publishers ask for 150 to 300 pixels per inch. The **Document Size** automatically calculates how big a print you can make.
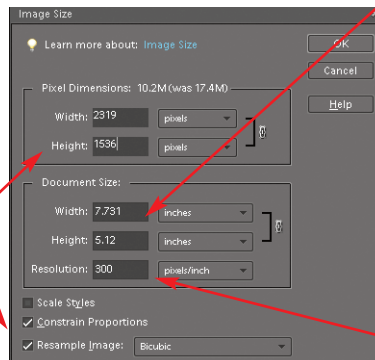
Resize Photo for Submission

The CQA Exhibition Entry Form asks for "At least 3M (megapixels) or 1536 x 2024 pixels." The example above meets the requirements, but is larger than needed. Here's how to resize it.

1. This first step is important - put check in both the **Resample Image** and **Contrain Prorportions** boxes to turn them on.

2. Type in **1536** for the **Pixel Height**. It will automatically calculate the new width and show the file size reduced from 17.4 to 10.2MB

3. Click the OK button. Save this version with a new name as a JPG.
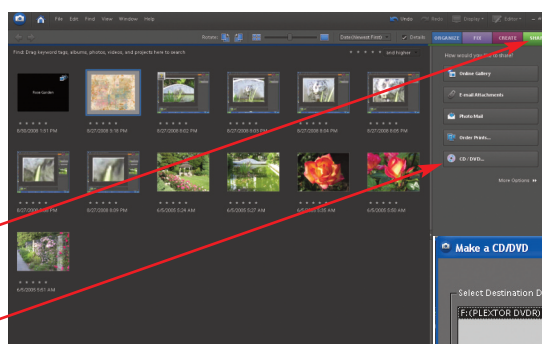
Copy File(s) to CDROM

Both CQA and ArtQuilt Elements request that you submit digital images on a CDROM. You can quickly copy one or more digital images from **Photoshop Elements Organizer** to your computer's built-in CDROM burner.

1. In **organizer**, select one or more photos you want to include. Hold **Alt** key down to select additional photos. On **Mac**, use **Option** key.

2. Next, click the **Share** button.

3. Put a blank CD in your CDROM burner. Then click the **CD/DVD** button.

4. The Make a CD/DVD window will appear. Click on the drive name, then click the **OK** button. The disc will be automatically created for you. When it is finished, it will ask to Verify (optional). Click **don't Verify** to complete.

FYI:
The ArtQuilt Elements Application Form says "Save your images at 300 dpi with a 6" width".

1. This first step is important - check the **Resample Image** box to turn it on.

2. Type **6** for the **Width**.

3. Click the OK button. Save this version with a new name as a JPG

FYI:
To resize a photo for email, reduce the image to 10" wide at 72 dpi.

1. This first step is important - check the **Resample Image** box to turn it on.

2. Set **Width = 10"** and **Resolution = 72** pixels per inch.

3. Click the OK button. Save this version with a new name as a JPG

FYI:
After you create a CDROM, it's a good idea to put it back into the computer and check to see if it's readable.

FYI:
For a CQA entry, the file name should be: **LastnameFirstname_QuiltTitle_fullview** or **LastnameFirstname_QuiltTitle_detail** and the file type should be **JPG**.
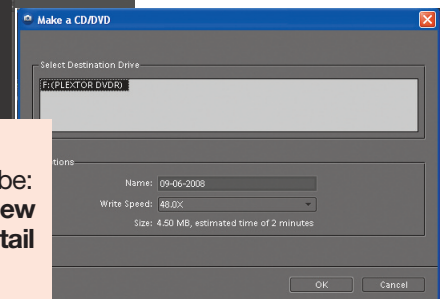
Remove or Change Background

Removing or changing the background of a photo is a two step process. First, you select a specific area of the photo, then replace it with something else.

1. For this example, open the **border01.jpg** on the class CD. In the **Toolbox**, click on the **Magic Wand** to select it.

2. In the **Options Bar**, set **Tolerance = 20**, check **Anti-alias** box and **Contiguous** box.

3. Move the cursor to area you want to select (in this case, the background) and click the left mouse button. You'll see "a row of dancing ants" surrounding the selected area.

4. To delete the background, press the **Delete** key on your keyboard. The selected area will turn white.

5. You can also put in a different color. At the bottom of the **Toolbox** are two small squares that represent foreground and background color. Click on the black square to open **Color Selector Window**.

6. Move the cursor over the photo and an eyedropper will appear. Click left mouse button to select color under eyedropper. This becomes new foreground color. Click **OK** button in Color Selector Window.

7. In the **Toolbox**, click the **Paint Bucket Tool** to select. Move the cursor to the selected area and click the left mouse button.

Add Text to Photo

Photoshop Elements lets you type text on top of a photo. You can even type full pages of text (similar to using a word processor).

1. In the **Toolbox**, click the **Type Tool** to select.

2. In the **Options Bar**, you can set font type, color, size and more.

3. Move the cursor to any point in the photo where you want the type to appear and begin typing. To select text already typed, hold down left mouse button and drag over text.

4. After you've typed something, you can use the move the text. In the Toolbox, click on **Move Tool**. Place cursor on text, hold down left mouse button and drag.

5. When you add text to a photo, the text is stored on separate layer. You can have as many layers as you want. Photos with layers are always saved as a **PSD** or **TIF** file. Photoshop Elements will automatically "flatten" the layers if you save as **JPG**.

Ancient Forms Lost and Found © 2006 Deborah Gregory
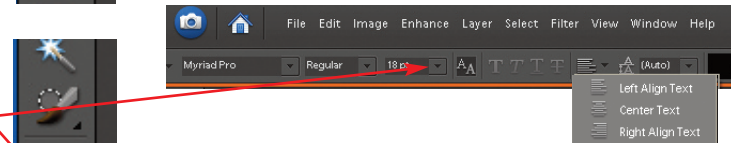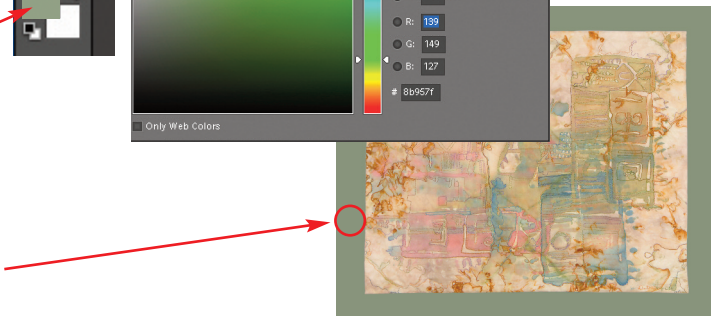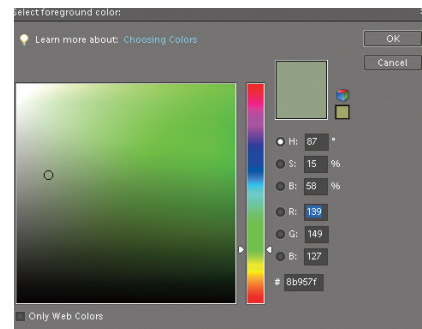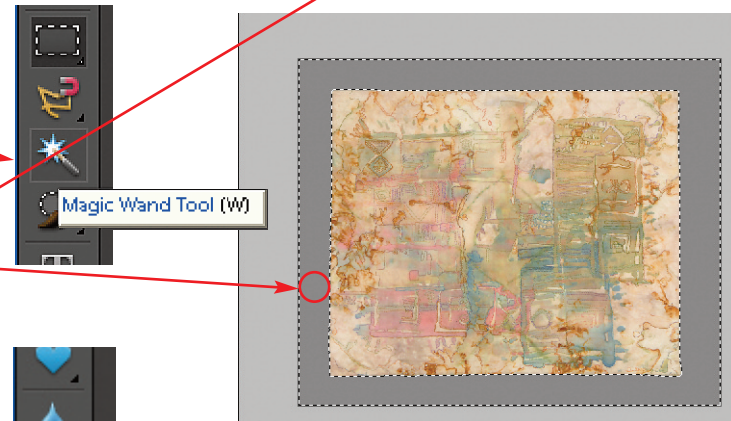
Import Photos from Camera

You can use Photoshop Elements to import photos from your camera to your computer.

1. Turn on the computer and start **Photoshop Elements**.

2. Turn off the digital camera, then connect it to the computer using the USB cable.

3. Set the camera's mode to playback, then turn the camera on. If you're using Windows XP, the computer will automatically find the camera.

4. If you are on a Mac, you have two choices. You can import photos from camera into iphoto or into Adobe Bridge. Either way, **Elements Full Editor** can access the image files once they are on your computer.

If you are on a PC, **Photoshop Elements Downloader** window will appear on screen.

FYI: Select whether you want Photoshop to delete photos from the camera or leave them on the camera after importing them to computer.

5. Click **Get Photos** button to start import. When the process is finished, turn off camera.

6. You will now be in the **Organizer** window. This is where you can store, organize and search for photos.

Organizing Your Photos

It's not essential that you use Organizer, Adobe Bridge and iPhoto will also work. **If you are on a PC**, **Organizer** lets you categorize and find photos by album, date and tags.

Create a New Album

1. Click on the **+** button. Then select **New Album** from the drop down box.

2. Type in name for new Album. In this example I called it Animals, then click **OK**. New album appears on right side of screen.

Group Photos into Albums

You can assign photos to one (or more) of the albums shown on the right side of the screen.

1. To add a photo to an album, click the photo (hold left mouse button down) and drag photo to the album. You can add a photo to as many albums as you want. To remove a photo, use the right mouse button to click on the icon below the photo.

2. To view only photos in album, click on the box just to the left of the album name.
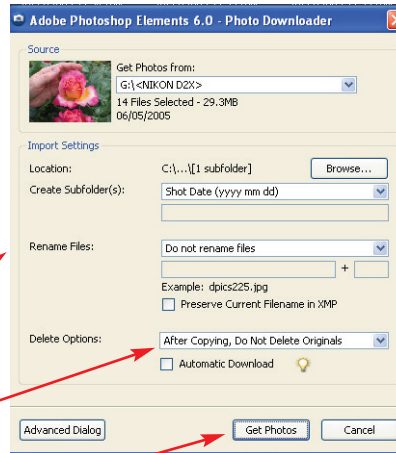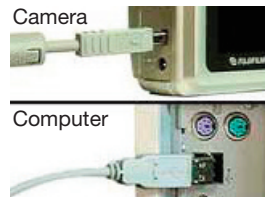
Camera

Computer

FYI:
The first time Photoshop Elements runs, it will ask if you want it to search the computer's hard disk and catalog all the photos it finds (probably a good idea).

FYI:
Most digital cameras are WIA (Windows Image Acquisition) compatible, so this photo loading process should work automatically. If not, you may see a pop-up screen. Click on the **Photoshop Elements** choice. Check the **Always Use** box, then click **OK**.
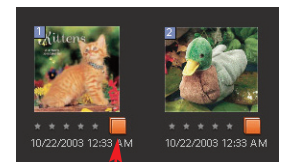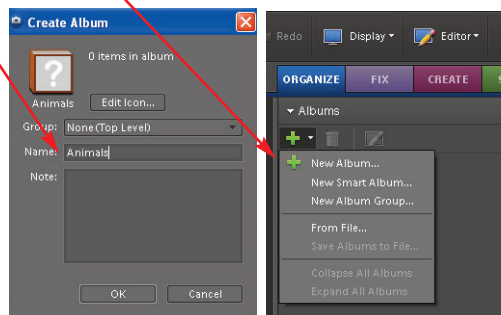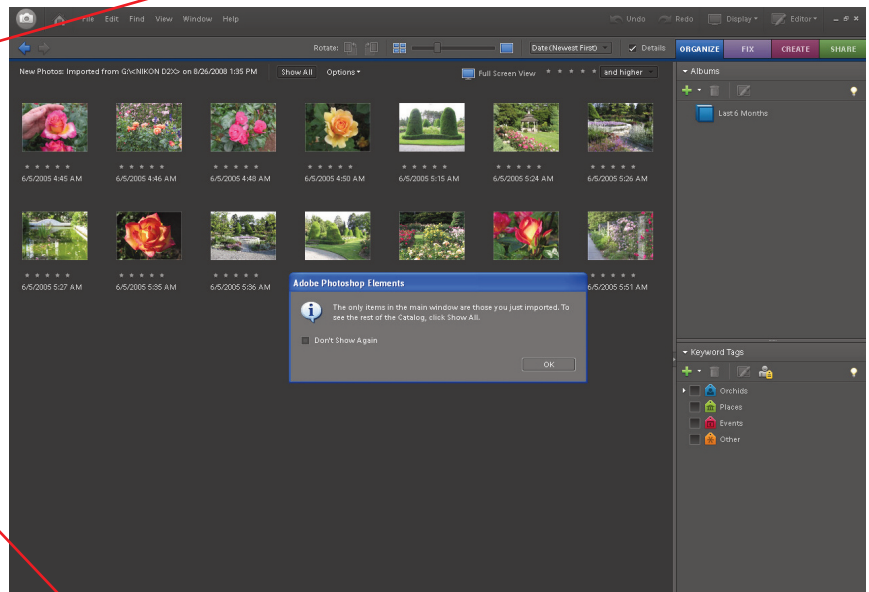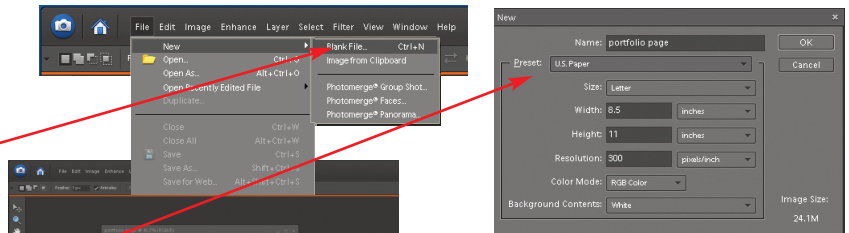
Note: Icon below photo shows which album it is in.

Create a Blank Page

The first step is to create a blank 8.5 x 11" page that will serve as a base on which to build.

1. In the **Menu Bar**, select **File > New > Blank File**.

2. The **New File** window will appear. Type "portfolio page" in the **Name** box.

3. Under **Preset**, select **US Paper**. This should auto-fill in **Width = 8.5**, **Height = 11**, **Resolution = 300**.

4. Click **OK** button. A new blank page should appear on screen.

Open Photo of Art

Next, open the photo you want to show in the portfolio page. Two ways to do this:

1. In the **Full Editor**, select **File > Open**. Then in the **Open** Window, select **My Documents > My Pictures** and click **Open**. Find the photo you want and click to select. Then click **Open**.
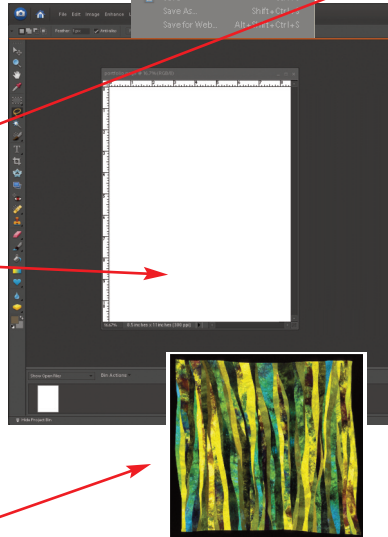
2. In the **Full Editor**, switch to **Organizer** by clicking the **Organizer** button (upper right hand corner of screen). In Organizer, click a photo to select. Then switch back by clicking the **Full Editor** button (upper right hand corner of screen).
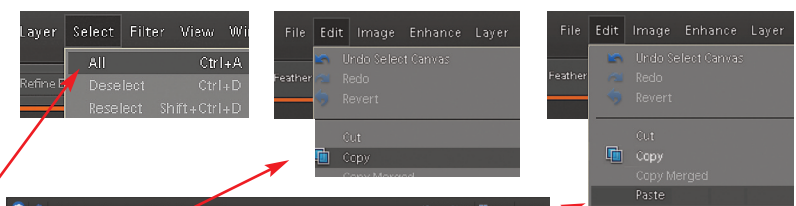
Copy Photo of Art to Blank Page

1. In the **Full Editor**, click on the window with photo of art to select.

2. In the **Menu Bar**, choose **Select > All**.

3. In the **Menu Bar**, select **Edit > Copy**.

4. Click on the window with Blank Page to select.

5. In the **Menu Bar**, select **Edit > Paste**.

6. The photo will now appear on the blank page. Drag it to the position you want. To change the relative size of the art photo, click it to select. Point the cursor at the corner of the art photo, hold down shift key and drag to resize.

Add Text to Page

1. In the **Toolbox**, click the **Type Tool** to select.

2. In the **Options Bar**, set type font, size, etc.

3. Move the cursor to any point in the photo where you want the type to appear and begin typing. The text will be placed on a separate layer, to allow future editing.

4. Photos with layers are always saved as a **PSD** or **TIF** file. If you want to create a PDF file, select **Menu Bar > File > Save As**, then deselect **Save Layers** to flatten file.

FYI:
You can use the **Full Editor** in **Photoshop Elements** to create portfolio pages showing one or more art pieces per page with text. You can print these pages on your home printer. You can also save the file as a PDF to send as email, or copy PDF to CDROM and take it to KINKOs to print on color laser printer.
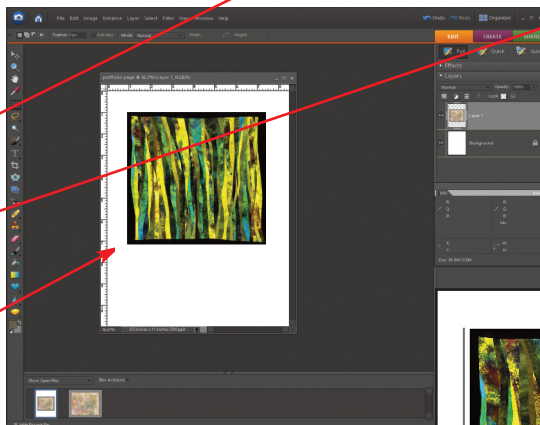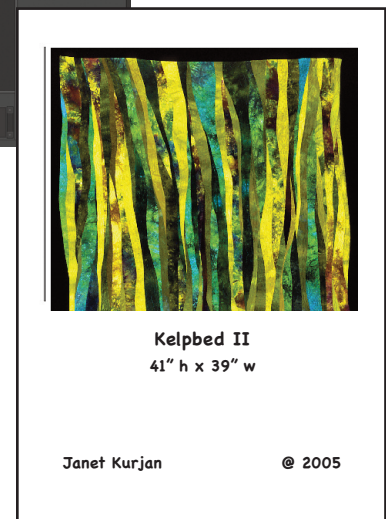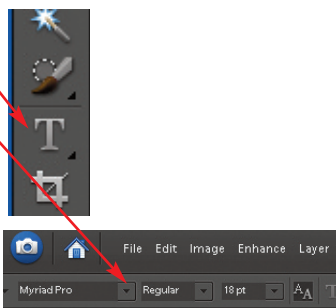
Kelpbed II
41" h x 39" w

Janet Kurjan   @ 2005

Contemporary Quilt Art Association

PHOTO EDITING FOR ARTISTS

I want to extend a special thank you
to Janet Kurjan of the Contemporary
Quilt Art Association for her expert
advise and continued efforts in
making this project possible.

September 8, 2008

Craig Ingle

D-PICS

CREDITS:

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21" w x 17" h

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Kelpbed II
41" w x 39" h

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