

TFT Help Me Tips and Tricks Sheet




The Quick and Dirty on Photoshop Elements 2.0



You need to use Photoshop Elements to edit or create a piece of graphic art. This could include working on digital photography. You are in need of assistance with resizing, cropping, or creating an image.


CROPPING AND RESIZING AN IMAGE

1. Click on the desktop.
2. Open Photoshop Elements.
3. Open your picture by:
 - File > Open
 - Find your picture.
 - Click OPEN
4. CROP YOUR IMAGE BY:
 - Click on the RECTANGULAR MARQUEE TOOL 
 - Click and drag over the part of the picture that you would like to keep.
 - Image > Crop
5. RESIZE YOUR IMAGE BY:
 - Image > Resize > Image Size
 - MAKE SURE THAT THE CONSTRAIN PROPORTIONS BOX IS CHECKED!
 - Type in 250 pixels in the top window.

SAVING YOUR FILE AS A JPEG, GIF, OR PNG

1. File > Save As...
2. Choose one of the following options from the pop-up menu found at the bottom of the window.
 - JPEG – Edited images and original creations
 - PNG – Photos
 - GIF – Animations and images with transparent backgrounds
3. Click OK


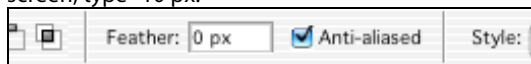
CREATING A TITLE IMAGE USING THE TEXT TOOL

1. File > New
2. Type in 6 inches for the WIDTH and 2 inches for the HEIGHT and Click OK.
3. Choose the TYPE TOOL 
4. Click in your image and start typing.
5. Select the text and change the font at the top of the screen if you would like.
NOTE: YOU MUST BE IN THE TYPE LAYER IN ORDER TO EDIT YOUR TYPE
6. Click on the RECTANGULAR MARQUEE TOOL
7. Add a drop shadow effect by:
 - Window > Layer Styles
 - Choose your style from the drop down menu shown.
 - Click back in your image.
8. FLATTEN YOUR IMAGE (so you can save it for web page use) by:
 - Layer > Flatten Image

9. CROP YOUR IMAGE BY:

- Click on the RECTANGULAR MARQUEE TOOL
 - Click and drag over the part of the picture that you would like to keep.
 - Image > Crop
10. Save your image as a JPEG or GIF by:
 - File > Save As...
 - Choose one of the following options from the pop-up menu found at the bottom of the window.
 - a. JPEG – Edited images and original creations
 - b. GIF – Animations and images with transparent backgrounds
 - Click OK

FEATHERING AN IMAGE

1. File > Open
2. Open the image that you would like to work with.
3. Click and hold down the RECTANGULAR MARQUEE TOOL
4. CHOOSE THE ELIPTICAL MARQUEE TOOL FROM THE POP UP CHOICES 
5. In the box next to the word "Feather" at the top of the screen, type "10 px."

6. Click and drag over the part of the image that you would like to keep.
7. Edit > Copy
8. File > New
9. Click OK when the pop-up menu appears.
10. Edit > Paste
11. Save your image as a JPEG or GIF.



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