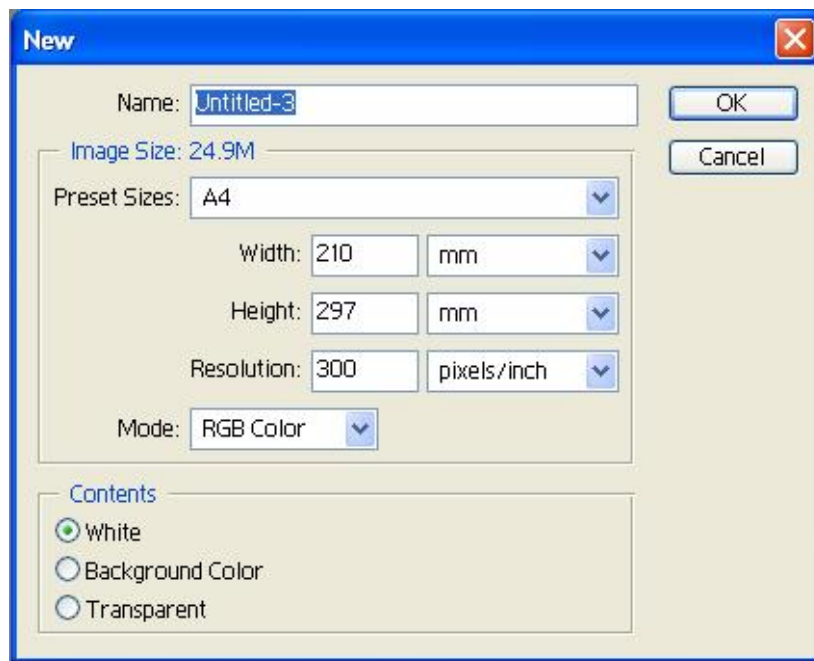# Adobe Photoshop Elements Worksheet

This worksheet will cover the following areas:
- Setting up a file in Photoshop
- How to Customise your workspace
- Inserting Photos and jpg's
- Using Layers
- Cutting out objects from photos or jpg's using the magnetic or magic wand tool.
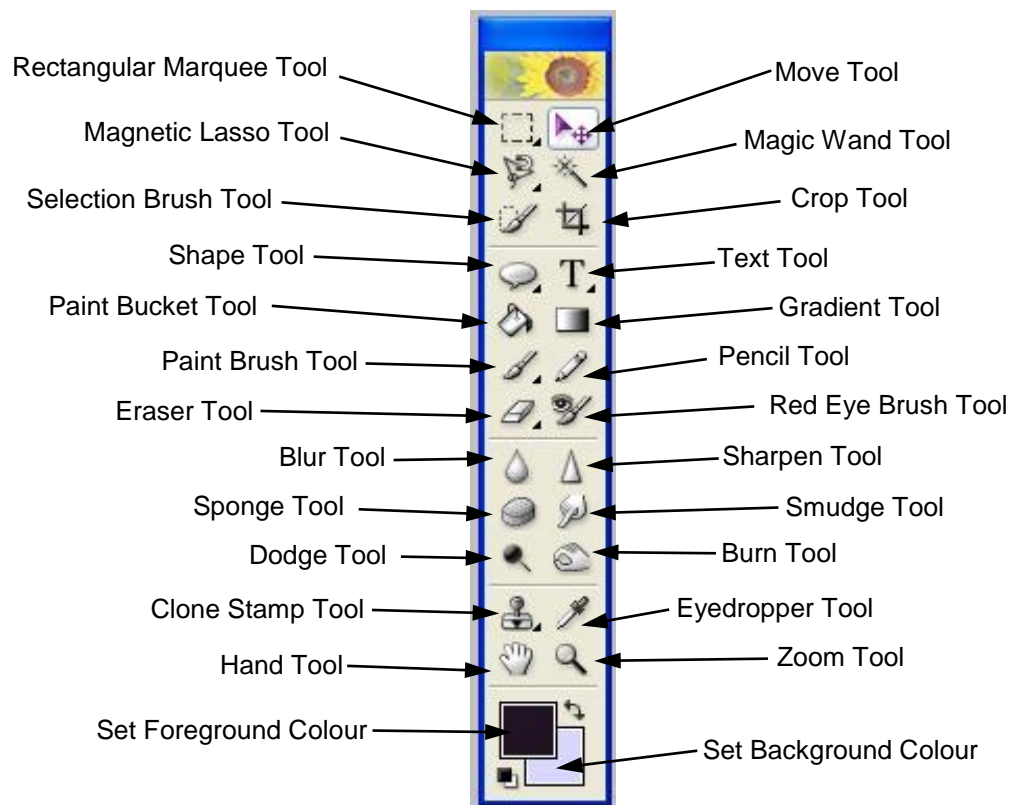
Setting Up

Open Adobe Photoshop Elements 2.0. Select New File from the pop up menu.

A message box should appear for setting for the document. Change the name to the file name of your choice. Go to preset sizes scroll down and choose A4, which should then change the size of the document to 210mm wide to 297mm high. Make sure the resolution is at least 300 pixels/inch, and Mode is set to RGB Colour. Click ok and your new document will appear.
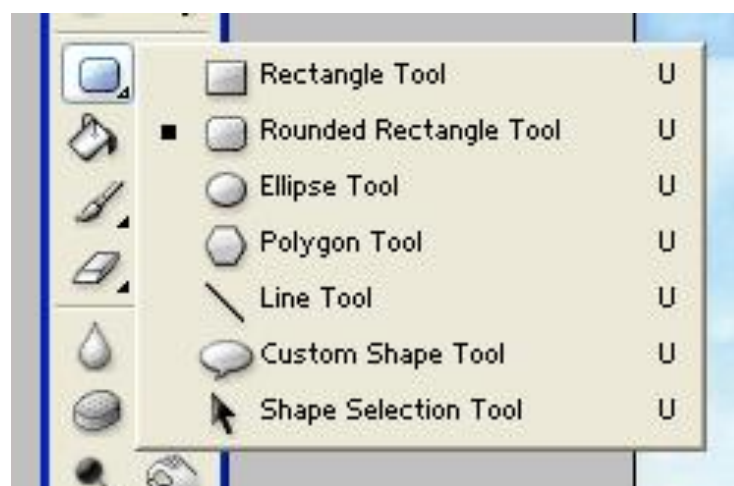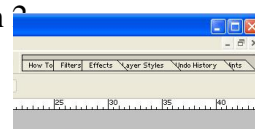

Customising your Workspace

Now your document is open you need to customise your workspace and learn what all the toolbars do.   This toolbar is the general toolbar with all the basic tools on it eg. Select, erase, pen….etc.

Rectangular Marquee Tool — | — Move Tool

Magnetic Lasso Tool — | — Magic Wand Tool

Selection Brush Tool — | — Crop Tool

Shape Tool — | — Text Tool

Paint Bucket Tool — | — Gradient Tool

Paint Brush Tool — | — Pencil Tool

Eraser Tool — | — Red Eye Brush Tool

Blur Tool — | — Sharpen Tool

Sponge Tool — | — Smudge Tool

Dodge Tool — | — Burn Tool

Clone Stamp Tool — | — Eyedropper Tool

Hand Tool — | — Zoom Tool

Set Foreground Colour — | — Set Background Colour

Some tools have little arrows on to the right hand side which means that there are varieations of that tool. You can reach these by left clicking on the tool and holding down the mouse button. A menu should then appear with all the tool options. You can then select the tool you want to use by left clicking on it.

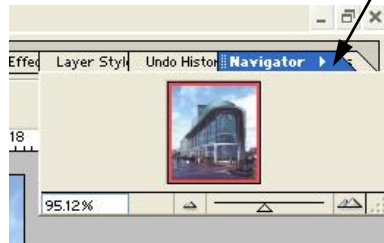|		
	Rectangle Tool	U
▪	Rounded Rectangle Tool	U
	Ellipse Tool	U
	Polygon Tool	U
	Line Tool	U
	Custom Shape Tool	U
	Shape Selection Tool	U

You now need to open some useful windows. Go to the Window menu on the top bar and select Navigator it will appear in the top right hand corner. Left Click on the word Navigator, which should be highlighted blue, and drag the

window onto your workspace. Repeat this for the colour swatches and layers windows. And arrange them underneath the navigator window down the right hand side.

Left Click and hold here
then drag onto workspace

Next go to View and click on the rulers option. This will make rulers appear down the sides of your workspace which will help with scale and positioning. You can also go back to the View menu and click on Grid, this will provide you with a grid which will stay over the top of your work again to help with positioning work.
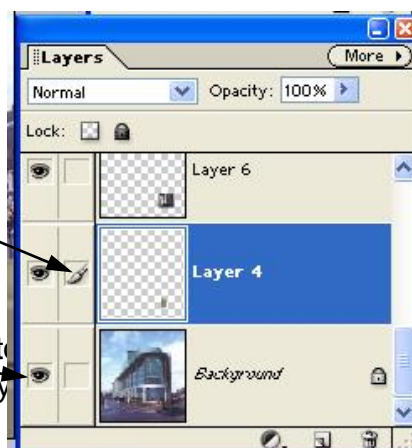
Inserting a Photo

Next you have to insert your photo of a town centre. Go to File then Open and open the photo that you want to use. You now have to cut and paste it into your new blank document.

Click on the Rectangular Marquee Tool, 	. Drag the marquee around the whole photo or just the area that you would like to use. Go to Edit then copy. Return to your blank document and paste in your photo. Notice that the photo has been pasted into a new layer called Layer 1. Everything new is pasted into separate layers so when you want to select or change an item you have to select the layer it is on to make it active before you can work with it.

The Paint Brush means this is the active Layer.

The eye means the layer is visible. Click on it to make the layer invisible. Now click on the photo   corners enlarge or reduce the photo to the size y
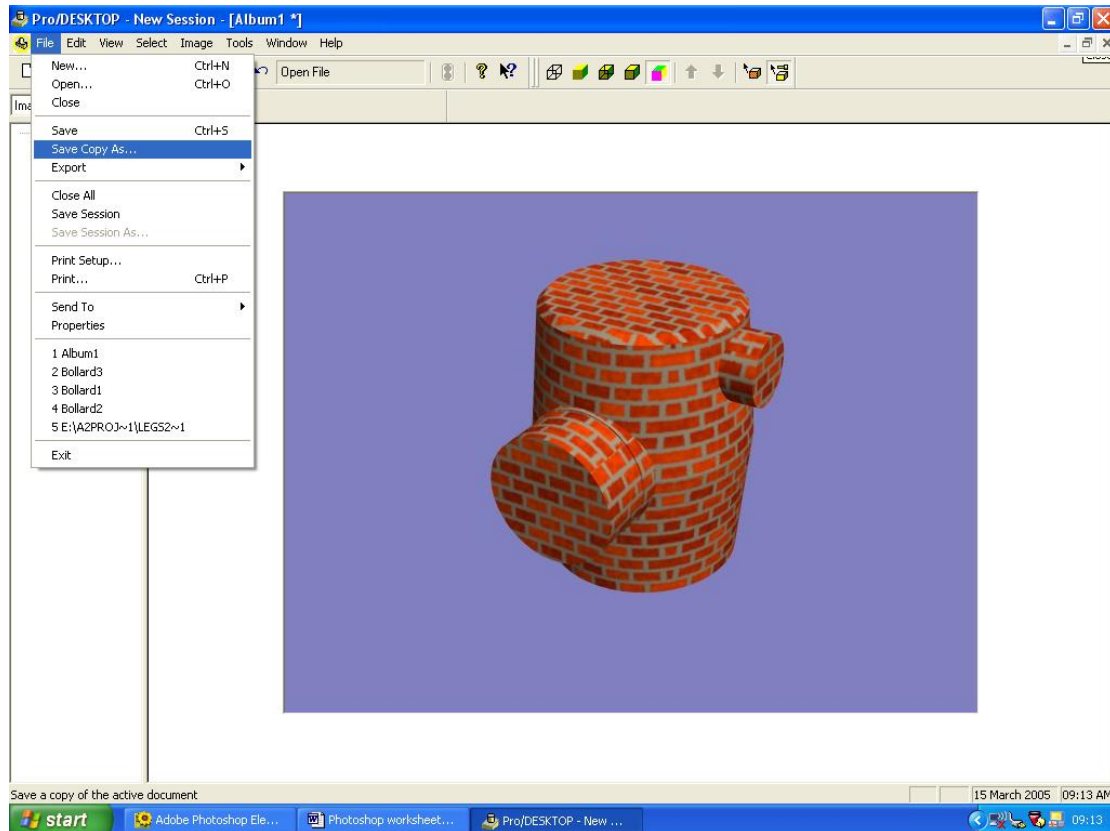
The order the layers are in, in this list are also the order in which they overlap in the document. In this example Background is at the bottom and Layer 4 above it. So Anything on Layer 4 will sit on top of the background, and anything on Layer 6 will be on top of Layer 4. To change the order just left click on a layer and drag it up or down the list to the required point.

Save your work.

Inserting your Pro Desktop Image

Open Pro Desktop. Open your 3D model of your bollard. Put it into an album and render it if you haven't already. Once you are happy your rendering rotate it to the angle and perspective that matches the the photo. Go to file Save Copy as and save it as a jpg.
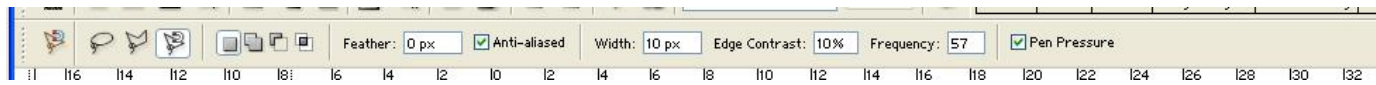

Go back to Photoshop. Open up your bollard jpg. Zoom in using the magnifying glass so that your bollard fills the whole screen. Next you will have to cut round the bollard and place it in the town centre photo.
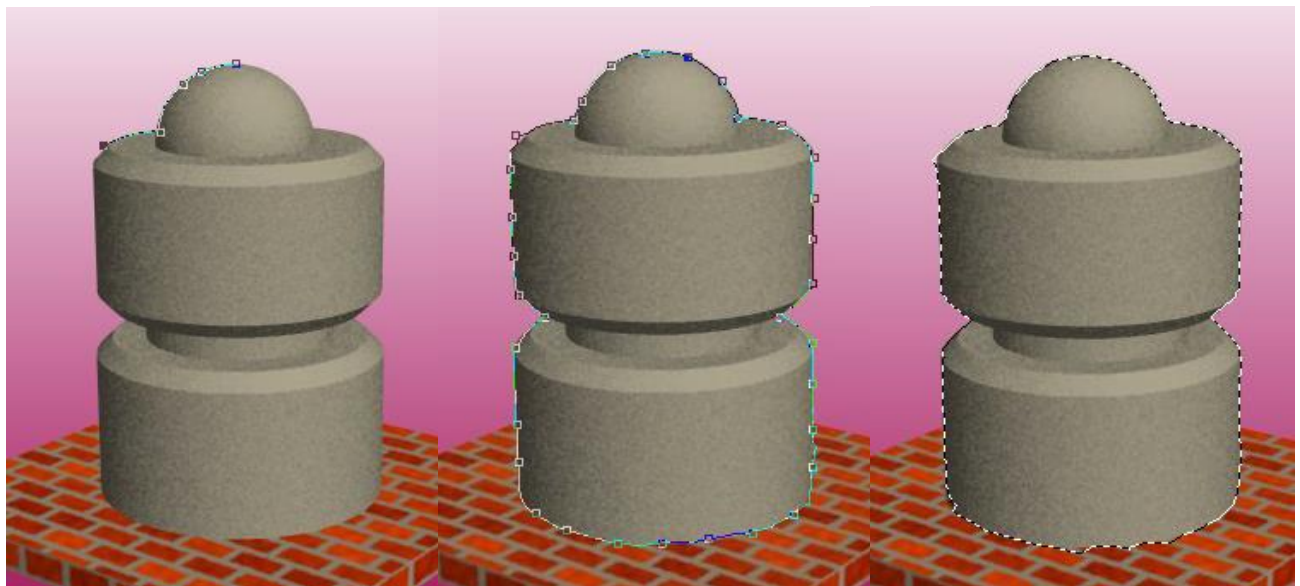
Cutting out Items in Pictures

There are many different ways to cut out areas of photos and pictures. The most common ones to use are the Magnetic Lasso Tool and the Magic Wand Tool. The Magnetic Lasso tool is especially useful for quickly selecting objects with complex edges set against high-contrast backgrounds. The Magic Wand Tool lets you select an area of similar colours (for example, a blue sky) without having to trace its outline. For the bollard the Magnetic Lasso Tool would be the best one to use.

To use the magnetic lasso tool:

- Select the magnetic lasso tool 🪢, and then you need to set the tool options in the options bar, which is the bar above the top ruler.

- First you need to specify the area of edge detection, enter a pixel value between 1 and 40 for Width. The magnetic lasso detects edges only within the specified distance from the pointer.
- To specify the lasso's sensitivity to edges enter a value between 1% and 100% for edge contrast. A higher value detects only edges that contrast sharply with there surroundings, a lower value detects low contrast edges.

- Click on the image to set the first fastening point. Fastening points anchor the selection border in place.
- Drag the pointer along the edge you want to trace. As you move the pointer it will snap to the strongest edge based on your Width and sensitivity options.

- If the line doesn't snap to the edge you are tracing you can add a manual fastening point by clicking on the edge.
- To erase fastening points that have fastened in the wrong place just press the Delete Key until u have erased all the points you want.
- You can close the border by either click back on the starting point, double click or press enter.

Once the bollards edges have been selected you need to copy it and paste it on top of your town centre photo. Once it is pasted in it should again be on a new layer called Layer 2. Each time you paste a new bollard into your picture it will be pasted onto a new layer.

Now you can paste in as many as you want and change the size and position them in your photo.

Save Your Work.