


PHOTOSHOP Elements COMMONLY USED OPTIONS

May 2001

Change the Size and Resolution of an Image

- Image | Image Size ...
- Change the Resolution. See guidelines in the table below.
Be sure that *Constrain Proportions* is selected, and *Resample Image* is NOT selected
- Change the Width or Height values in the Pixel Dimensions or Print Size area as required. Select unit of measurement from the pop-up menu as either pixels or inches. When you change either the width or the height, the other value should change automatically for you, preserving the aspect ratio of your picture.
- Click on OK

Crop an Image

- Select the Marquee tool in the toolbar and hold the mouse button down until you can select the Crop tool .
- Hold down the mouse on the top left hand corner of where you want to start cropping. Drag the mouse down to the lower right hand corner of the area to be cropped. Release the mouse button and you will see a crop area.
- Drag the handles at each corner to precisely position the crop area.
- Press the ENTER key to perform the Crop.

Crop an Image to a Fixed Size

- Select the Crop Tool (as above) and double click on the Crop tool to bring up the Crop Options palette. Select the Fixed Target Size checkbox. Then specify the Width and Height as desired. Leave the Resolution blank.
- Drag a crop box as large as it will let you; the size will be constrained by the numbers you have selected for width and height. Release the mouse button.
- You can now drag the crop area around the picture to adjust the actual crop area.
- Press the ENTER key to perform the Crop

Apply Filters

- When you are completely finished editing your picture, you should "sharpen" it. Choose Filter | Sharpen | Unsharp Mask. Be sure to check the Preview checkbox, so you can see what your sharpened image will look like.
- Adjust the values in the Unsharp Mask dialog box until you like what you see. Start with Amount 20%, Radius 50 pixels and Threshold 0 levels, and adjust by small amounts until you get the effect you desire.

Save as Photoshop

- File | Save will give you an option of saving your picture in Photoshop format or in another format. **TIP:** If you want to return to work on your picture again, save in Photoshop format. If you are done editing and wish to use your image elsewhere, then save as a JPEG.

Save as JPEG

- File | Save will let you choose the JPEG option (if your image has only one layer, or is "flattened"). Select JPEG and choose a medium file size or 7 or 8 when asked. This format is useful for web pages, for printing, or for inserting in other presentation or word processing files.
- TIP: Everytime you save a JPEG file, it loses a bit of its resolution; you will notice some picture deterioration each time you save it. (Work with a Photoshop format or a TIFF format file until your final version to avoid losing picture quality.)

RESOLUTION TABLE

Rule of thumb: Select a picture resolution from table below, depending on the final use of the picture.

Final Destination of Picture	Resolution in pixels per inch
Web pages	75
For printing - dot-matrix printer	225 - 300
For printing - laser printer	300
For printing - commercial printers	1200+