

# Photoshop Elements 4

## EDITING BASICS

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### OVERVIEW

This lesson shows digital photo files; however, you can use your own images. In any case, you can use a combination of both approaches as you proceed. Keep in mind that you don't have to use a digital camera to capture photos for your computer; you can use a flatbed scanner, have photos put on disk *via* Picture CD or other processing, or even have them posted to the Internet.

Use of Photoshop Elements can be divided into four main processes: bringing images into the program, fine tuning the images, adding special effects, and outputting the images to a printer, the Internet, or other device.

### CONVENTIONS USED IN THIS LESSON

Commands are abbreviated with the “>” symbol. For example, Filters > Artistic > Cutout (**Figure 1**) means to first click on the Filters menu, then drag down in the menu to Artistic, and then drag over & down to the Cutout command.

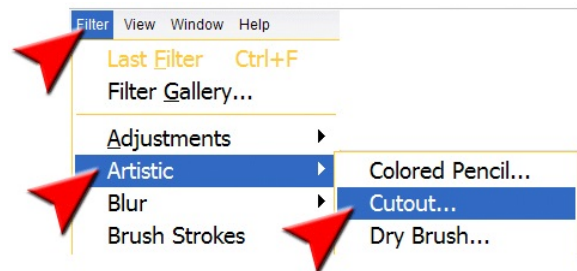


Figure 1

Commands and on-screen tools, buttons and icons are formatted in bold and italics. I don't refer to keyboard shortcuts in this tutorial (such as *Control+S* for Save or *Z* for Zoom), but you will see them next to some commands in the on-screen menus.

## VIEW & ORGANIZE PHOTOS

1. If there is an Elements shortcut on your Desktop, simply double-click on it.

If not, move to the Start menu and drag to Programs, then over to Adobe ► Photoshop Elements. The program should open.

2. Left-click on “View and Organize Photos” (**Figure 2**).



Figure 2

3. The albums appear (**Figure 3**).

- ① Click on the spot on the time line where the album is located.
- ② All the photos appear, in this case, with four showing.
- ③ The properties of the selected photo appear on the lower-right.
- ④ If you want more or less photos showing, Left-click, hold, and drag on the sliding tool at the bottom, right of the screen.

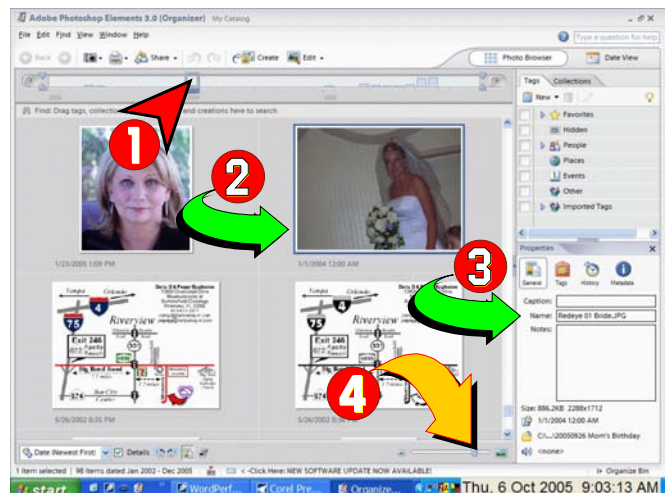


Figure 3

# EDIT & ENHANCE PHOTOS

IF you already know the photo you want to edit, you may select to go directly to “Edit and Enhance Photos” (Figure 4).



Figure 4

# EXPLORING MAIN WINDOW

The main screen (Figure 5) is the control center of the program. This interface is where you open files from and proceed to various activities.

You can access Photoshop Elements tools and features in any combination of 3 ways: choose commands from the pull-down menus on the MenuBar (File, Edit, Enhance, etc), click on icons in palettes, or use keyboard shortcuts (pressing one or two keys on the keyboard).

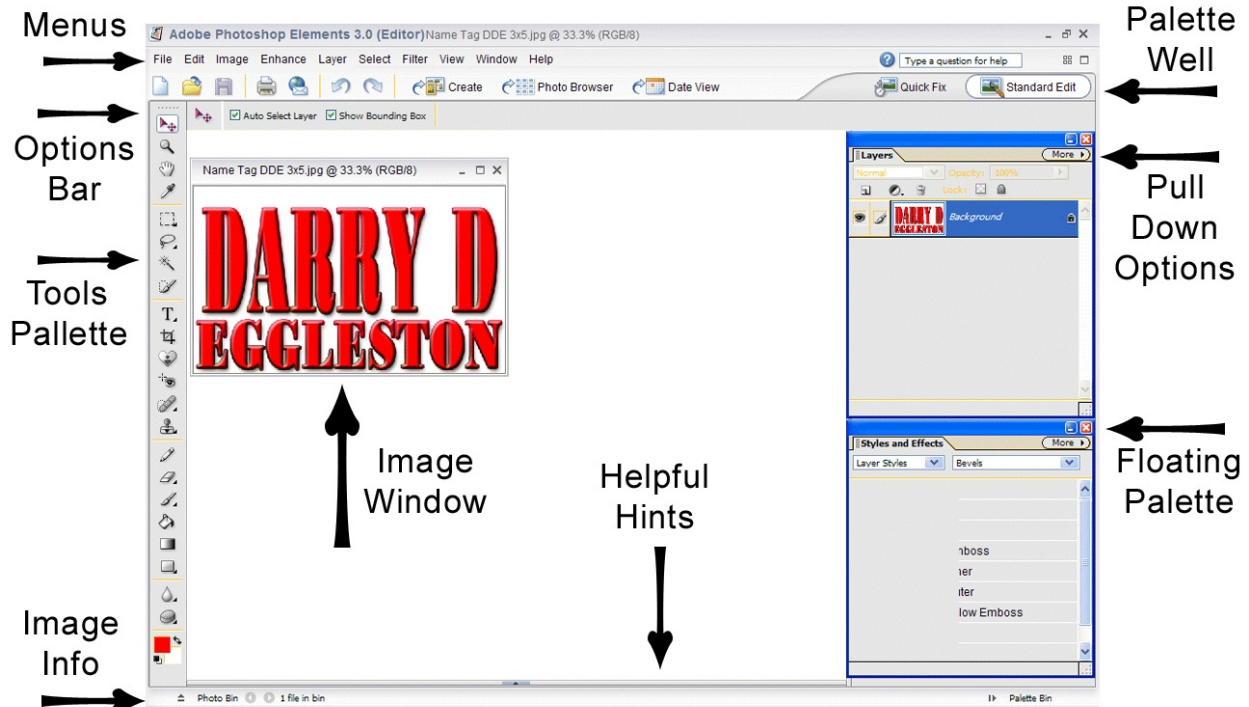


Figure 5

## RECIPES FOR SUCCESS

Unlike Photoshop, Photoshop Elements has some built in “training wheels”. One of the most user- friendly is “Recipes”. These are step-by-step instructions for doing specific tasks, such as removing red-eye. They even have “do it for me” buttons to automate some of the processes.

We’ll work with some recipes. Elements also has a Hints box, that pops up to offer contextual help when you use a tool. Pausing the mouse over a tool causes a description of the tool to pop-up on screen.

## EXPLORING MENUS

1. Pull down and examine most of the commands in the various menus (but don’t actually select any of the commands). Can you guess what most of them do? Commands will be grayed out (dimmed) when *not* currently available.

2. Click the Maximize button in the upper right-hand corner of the window to make Elements appear full screen. The tabs in the upper-right of the screen is the palette well.

3. The *Tools Palette* floats (**Figure 6**), usually on the left-side of the screen. This contains basic painting and editing tools. If you pause the mouse on a tool, its name will appear.

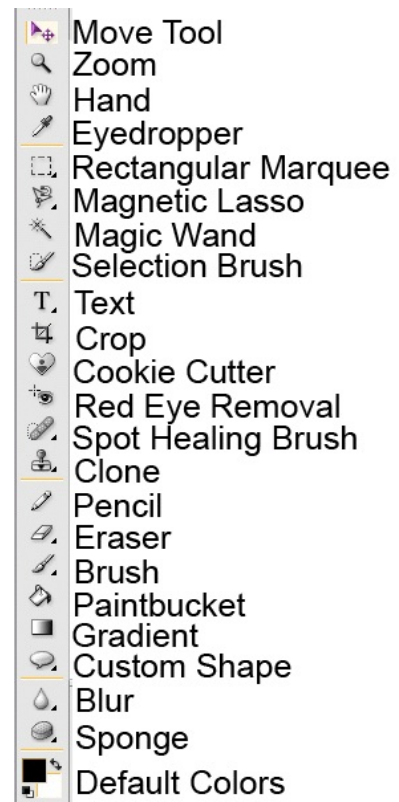


Figure 6

4. Note how the settings in the upper-left, change as you click on different tools. This is called the *Options Bar* (**Figure 7**).

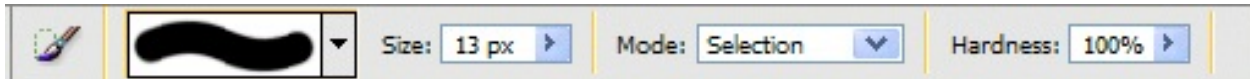


Figure 7

## GETTING HELP

Adobe Photoshop Elements has an excellent online help. You view it *via* your Web browser, allowing quick access to new information online.

Normally, Help is shown on a palette (**Figure 8**).

However, it can be accessed from the MenuBar:

1. Select Help ► Photoshop Elements Help.

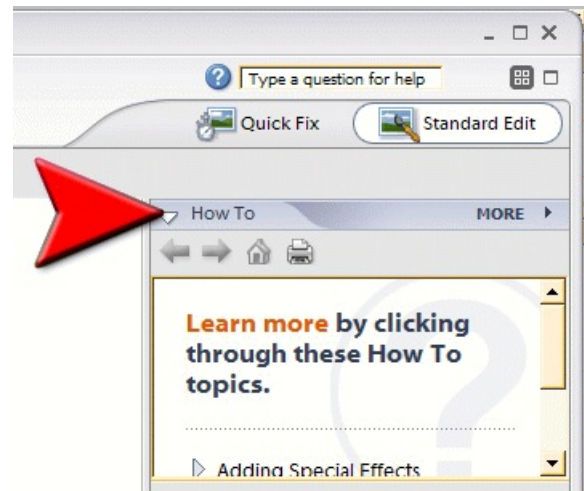


Figure 8



Figure 9

2. Click the Contents tab. A list of sub-topics pops up (**Figure 9**).

3. Explore a topic by clicking on it. Click once on Getting familiar with the work area.

4. Use the Previous and Next buttons to step through help screens.



5. Click the Index tab and get the alphabetical list of topics (**Figure 10**). Click a letter.

6. Click the Search tab.

7. Click in the top box. Type a word such a "Rotate." Click Search button.

8. A list of topics appears (**Figure 11**). Click on one of them. Specific help is on the right-side of the window.



Figure 10

9. You can drag the Help window around the screen by its title bar. You can also resize it. You can keep it open, but hidden, by clicking the Minimize button in the upper-right corner of the screen.

10. Click the Close box in the Help window to exit the help feature.

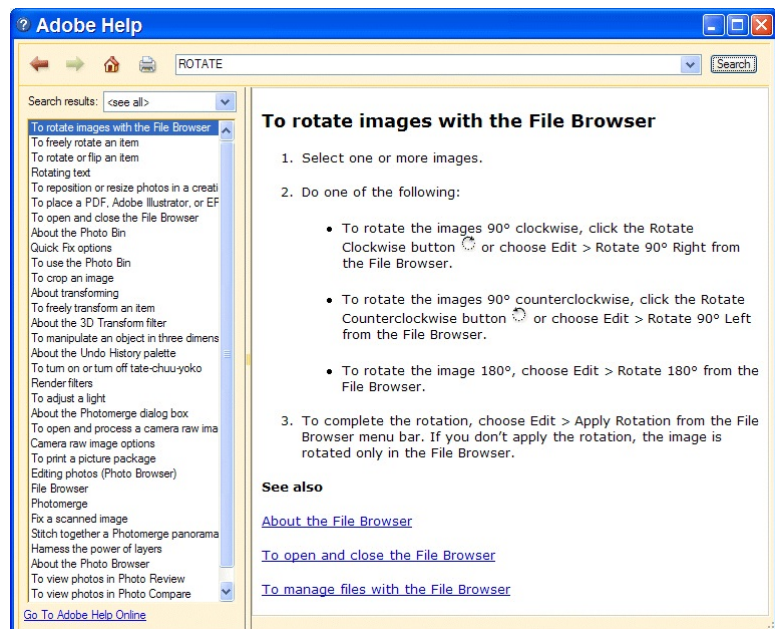


Figure 11

When you have a question or problem when using Elements, do not hesitate to click on the Help on the MenuBar.

## TIPS ON EACH TOOL

It might be hard to remember what all those tools in the palettes do, so Adobe has provided a device called Hints to explain them.

To view them, place your cursor over a tool — without clicking — and you'll see a popup menu (**Figure 11**).

If you click on the blue-lettered, underlined phrase, it will take you to the Help tip for that tool. **Figure 12** is the Help tip for the *Move Tool*.

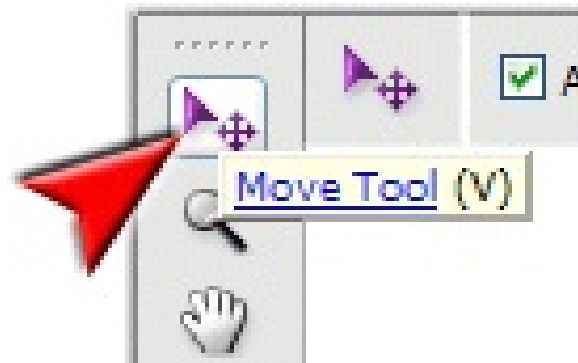


Figure 11

## BRINGING IN IMAGES

Before you can edit your photos, you need to get them into the computer. Elements is quite adept at doing this in a variety of ways. In actual work you can use Elements to import images directly from your scanner or digital camera without having to leave the program. In Elements, you can also view thumbnails of a folder of image files via the File ► Browse command. You can have as many images open at once as your computer's memory will allow.

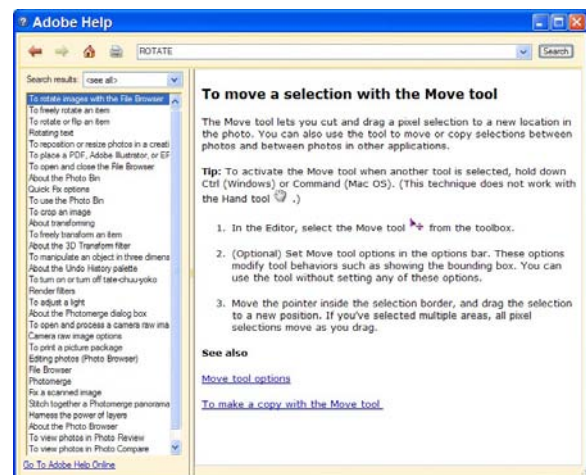


Figure 12

## OPEN FILES IN BROWSER

Let's open a file now in the Browser:

- ❶ From the MenuBar, select File ► Get Photos ► From Files and Folders.
- ❷ Navigate to the file you want.
- ❸ Click on the file and then click on the “Get Photos” button.

## SCANNING AND DOWNLOADING PICTURES

IF you want to import pictures from a scanner, digital camera or Picture CD, use the *File* ► *Import* command and select the driver for your scanner or digital camera (**Figure 13**). First, you may need to install software that came with your scanner or camera.

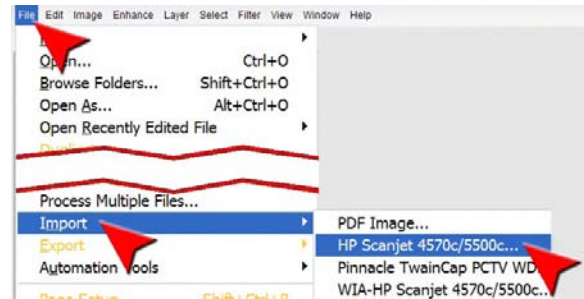


Figure 13

Your “Import” command will be different from mine.

Mine recognizes:

- ☆ Adobe Portable Document Format (PDF)
- ☆ My HP ScanJet 4570c
- ☆ My Pinnacle PCTV card (for bringing in video from television, VHS, or DVD player.
- ☆ Another copy of my HP ScanJet 4570c. (When you have two recognized copies of your scanner, it’s important to select the *first* one in most cases.)

So how do you get 2 copies of the same scanner?

Usually it’s because you are using a USB scanner and, after you have plugged it into one USB port, you remove it and — forgetting which one you’ve already used — you plug it into another one.