

## 1

### Introducing Elements

7

About Elements	8
Welcome Screen	10
Editor Mode	11
Project Bin	12
Quick Edit Mode	13
Guided Edit Mode	14
Organizer Mode	15
Create Mode	16
Share Mode	17
Menu Bar	18
Toolbox	19
Options Bar	20
Panels	21
Preferences	23
Elements for the Mac	24
Getting Help	30

## 2

### Organizing Images

31

Obtaining Images	32
Media Browser	34
Full Screen Preview	36
Full Screen Compare	37
Auto-Analyzer	38
Stacks	40
Version Sets	41
Tagging Images	42
People Recognition	44
Searching for Images	46
Albums	47
Smart Albums	48
Date View	50
Map View	51
Opening and Saving Images	52
Working with Video	53

# 3

## First Digital Steps

55

Color Enhancements	56
Cropping	59
Resizing without Distortion	60
Cloning	62
Pattern Cloning	63
Healing Brush	64
Spot Healing Brush	65
Rotating	66
Transforming	67
Magnification	68
Eraser	70

# 4

## Quick Wins

71

Removing Red-eye	72
Adjusting Skin Tones	74
Straightening an Image	75
Dividing Scanned Images	76
Quick Edit Options	77
Touch Up Quick Edits	80
Cleaning Up Scenes	82
Merging Exposures	84
Changing to Black and White	86
Combining Group Shots	88
Combining Faces	90
Panoramas	92

# 5

## Beyond the Basics

95

Hue and Saturation	96
Histogram	98
Levels	100
Color Curves	102
Pegging Points	103
Filter Adjustments	104
Unsharp Mask	105
Fixing Camera Distortion	106
Importing RAW Images	108
Image Size	110
Resampling Images	112

## 6

## Selecting Areas

113

About Selections	114
Marquee Tools	115
Lasso Tools	116
Magic Wand Tool	118
Selection Brush Tool	119
Quick Selection Tool	120
Smart Brush Tool	121
Inverting a Selection	122
Feathering	123
Editing Selections	124

## 7

## Layers

125

Layering Images	126
Layers Panel	127
Adding Layers	128
Fill and Adjustment Layers	129
Working with Layers	131
Blending Layers	132
Opacity	133
Saving Layers	134

## 8

## Text and Drawing Tools

135

Adding and Formatting Text	136
Distorting Text	138
Text and Shape Masks	139
Adding Shapes	141
Layer Styles	143
Paint Bucket Tool	144
Gradient Tool	145
Brush and Pencil Tools	147
Impressionist Brush Tool	148
Working with Color	149

## 9

## Content and Effects

151

About Content and Effects	152
Artwork	154
Themes	156
Special Effects	158

Text Effects	160
Filtering Content	162

## 10

### Sharing and Creating

163

Saving Images for the Web	164
About Share Mode	166
Online Albums	167
Creatively Emailing Images	168
About Create Mode	170
Photo Books	172
Slide Shows	174
VCDs	177
Flipbooks	178

## 11

### Printing Images

179

Calibrating Your Monitor	180
Print Size	181
Print Options	182
Print Layouts	183
Online Prints	185
Creating PDF Files	186

### Index

187

# 1

# Introducing Elements

*Photoshop Elements is a digital image editing program that comprehensively spans the gap between very basic programs and professional-level ones. This chapter introduces the various sections and modes of Elements and shows how access them. It also shows how to quickly get up and running with this powerful, flexible and creative image editing program.*

- 8** About Elements
- 10** Welcome Screen
- 11** Editor Mode
- 12** Project Bin
- 13** Quick Edit Mode
- 14** Guided Edit Mode
- 15** Organizer Mode
- 16** Create Mode
- 17** Share Mode
- 18** Menu Bar
- 19** Toolbox
- 20** Options Bar
- 21** Panels
- 23** Preferences
- 24** Elements for the Mac
- 30** Getting Help

# About Elements

Photoshop Elements is the offspring of the professional-level image editing program, Photoshop. Photoshop is somewhat unusual in the world of computer software, in that it is widely accepted as being the best program of its type on the market. If professional designers or photographers are using an image editing program, it will almost certainly be Photoshop. However, two of the potential drawbacks to Photoshop are the cost (approximately \$600) and its complexity. This is where Elements comes into its own. Adobe (the makers of Photoshop and Elements) have recognized that the majority of digital imaging users (i.e. the consumer market) want something with the basic power of Photoshop, but with enough user-friendly features to make it easy to use. With the explosion in the digital camera market, a product was needed to meet the needs of a new generation of image editors – and that product is Elements.

## Don't forget



Photoshop Elements can be bought online from computer and software sites, or at computer software stores. There are Windows and Mac versions of the program.

Elements contains the same powerful editing/color management tools as the full version of Photoshop and it also includes a number of versatile features for sharing images and for creating artistic projects, such as slide shows, cards, calendars and online photo albums for the Web. It also has valuable help features, such as the Guided Edit mode, which explains what different items can be used for and gives a step-by-step guide to various digital editing techniques:



...cont'd

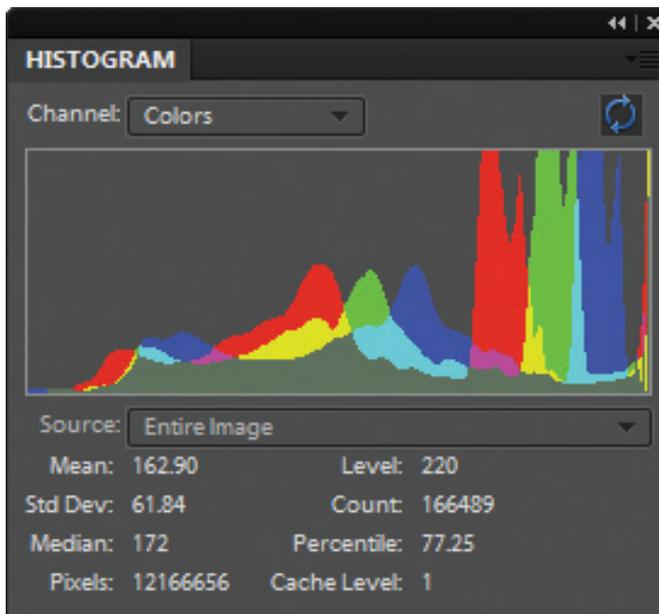
## Special effects

One of the great things about using Elements with digital images is that it provides numerous fun and creative options for turning mediocre images into eye-catching works of art. This is achieved through a wide variety of artwork and effects:



## Advanced features

In addition to user-friendly features, Elements also has more advanced functions, such as the histogram:



Don't forget



The histogram displays the tonal range of the colors in an image.

**Don't forget**

The Mac version of Elements has a similar, but not identical, Welcome Screen.

**Hot tip**

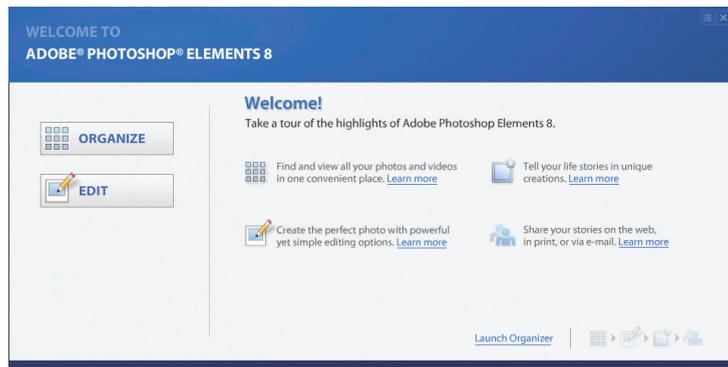
The Welcome Screen can be accessed at any time by selecting Window > Welcome from the Editor Menu bar.

# Welcome Screen

When you first open Elements, you will be presented with the Welcome Screen. This offers initial advice about working with Elements and also provides options for creating new files, or opening existing ones. The Welcome Screen appears by default but this can be altered once you become more familiar with Elements.

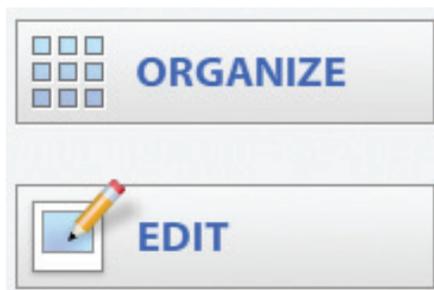
## Welcome Screen functions

- 1 Options for organizing photos, editing them and using them in a variety of creative ways



- 2 Click on the Learn More buttons to find out about certain functions in Elements

- 3 Click on the Organize button to go to that area

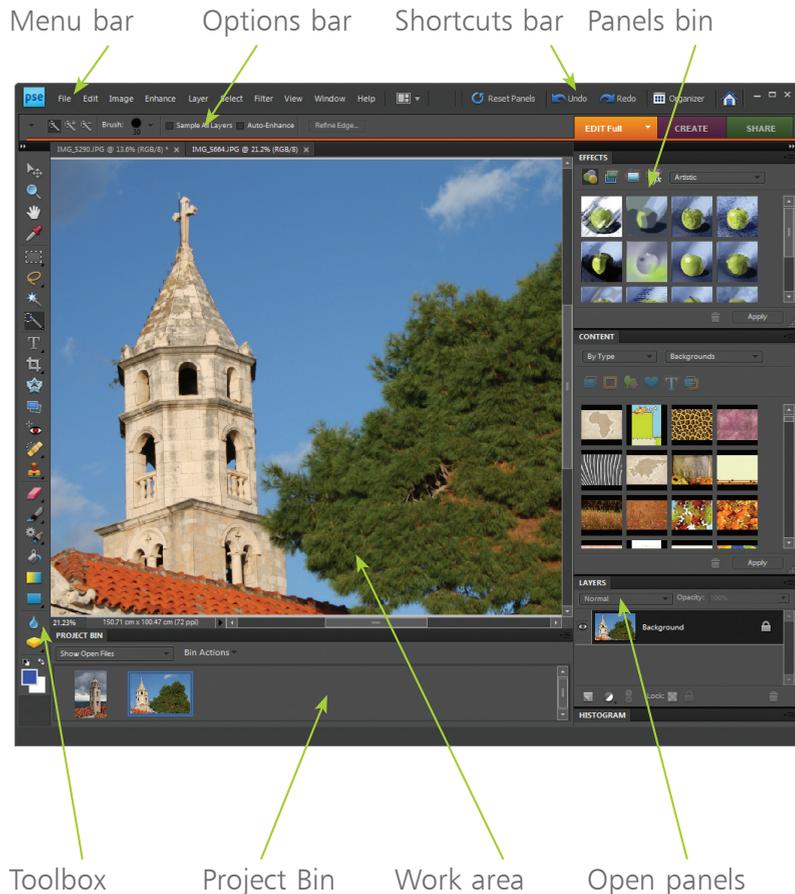


- 4 Click on the Edit button to go to that area

# Editor Mode

From the Welcome Screen the Elements Editor interface can be accessed. This is a combination of the work area (where images are opened and edited), menus, toolbars, a toolbox and panels. At first it can seem a little daunting, but Elements has been designed to offer as much help as possible as you proceed through the digital editing process.

The components of the Elements Editor are:



Editor mode has a Full Edit function, a Quick Edit option and a Guided Edit mode. Full Edit is used for general, and advanced, image editing. Quick Edit can be used for automated editing in one step, and Guided mode offers step-by-step guidance and advice.



**Hot tip**

Images can also be made active for editing by dragging them directly from the Project Bin and dropping them within the Editor window.

# Project Bin

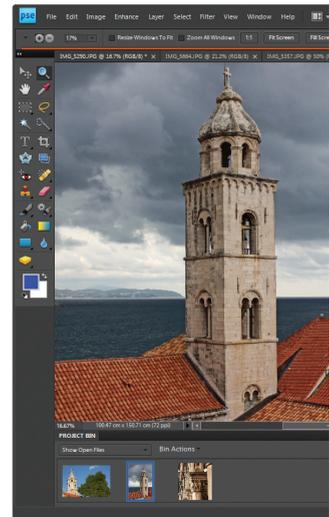
The Project Bin is a feature that can be accessed from the Editor in either Full Edit or Quick Edit mode. The Project Bin enables you to quickly access all of the images that you have open within the Editor. To use the Project Bin:

- 1 Open two or more images. The most recently opened one will be the one that is active in the Editor



- 2 All open images are shown here in the Project Bin

- 3 Double-click on an image in the Project Bin to make that the active one for editing



# Quick Edit Mode

Quick Edit mode contains a number of functions that can be selected from a panel and applied to an image, without the need to manually apply all of the commands. To do this:

- 1 In the Editor, click on the Edit Quick button

EDIT Quick ▾

- 2 The currently active image is displayed within the Quick Edit window

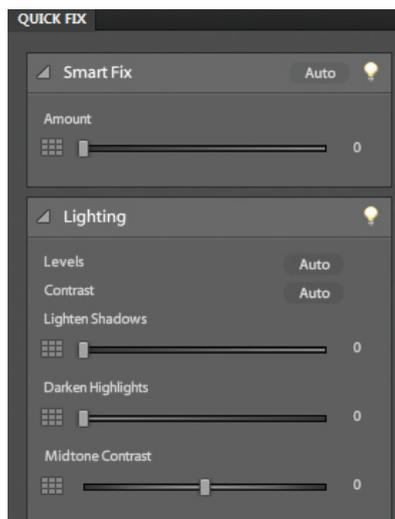


Don't forget



For an in-depth look at Quick Edit mode, have a look at Chapter Four.

- 3 Select one of the commands to have it applied to the active image. This can either be applied by clicking on the Auto button or by dragging the appropriate slider to apply the command



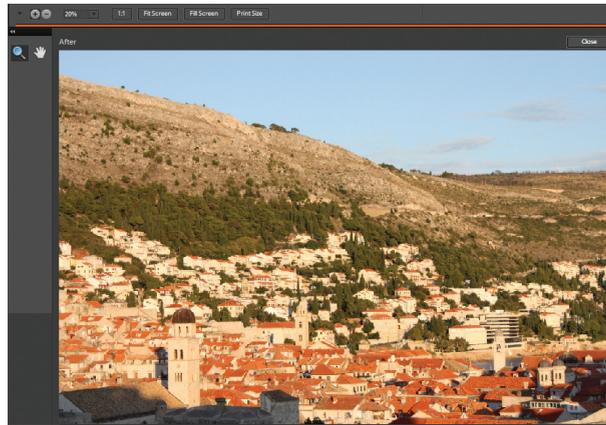
# Guided Edit Mode

Guided Edit mode is similar to Quick Fix mode, except that it focuses on common tasks for editing digital images and shows you how to perform them. To use Guided Edit mode:

- 1 In Edit mode, click on the Edit Guided button



- 2 The currently active image is displayed within the Guided Edit window

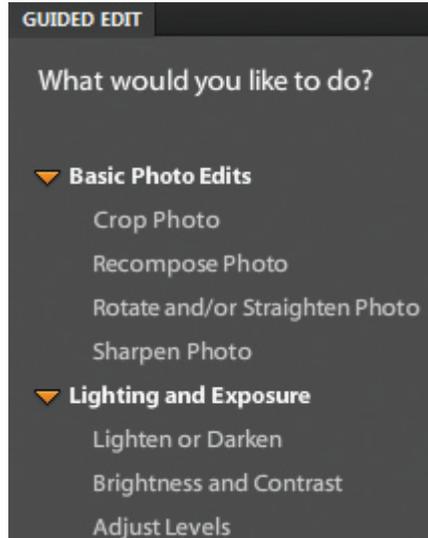


## Don't forget



Guided Edit mode is a great place to start if you are new to image editing, or feel unsure about anything to do with it.

- 3 Select one of the actions that you want to perform. This will take you to a step-by-step process for undertaking the required action



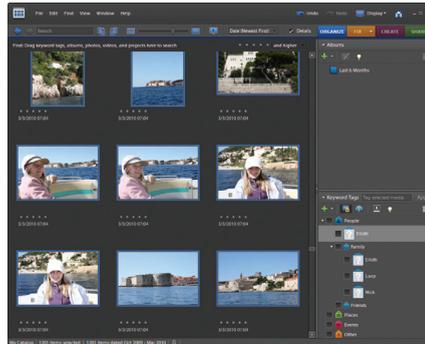
# Organizer Mode

The Organizer mode contains a number of functions for sorting, viewing and finding multiple images. To use the Organizer:

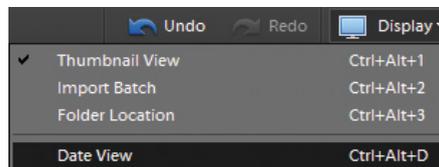
- 1 In Editor mode, click on the Organizer button



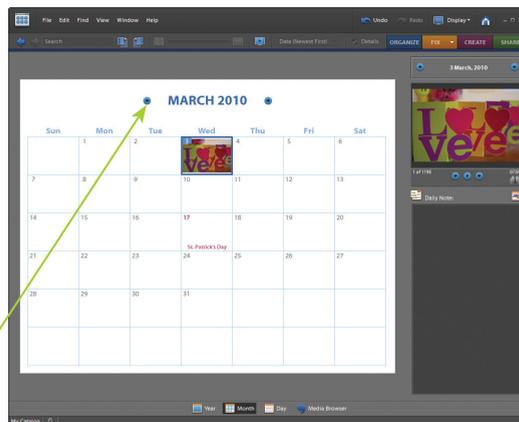
- 2 The Media Browser displays thumbnails of your photos, and also has functions for sorting and finding images



- 3 In the Media Browser, click on the Date View button



- 4 This displays a calendar interface that can be used to view images that were captured on a specific date. Click here to move through the calendar



Don't forget



Images displayed in the Media Browser can be located anywhere on your computer. The thumbnails in Media Browser are just references to the originals, wherever they are stored.

Don't forget



The Mac version of Elements does not have an Organizer mode. Instead, this function is undertaken by the Adobe Bridge program. For more information about this see pages 24–29.

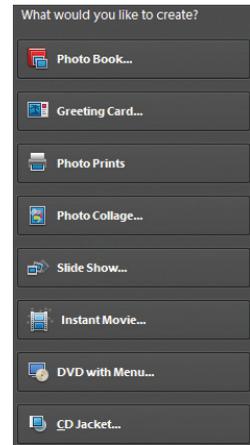
# Create Mode

Create mode is where you can release your artistic flair and start designing photo books and photo collages. It can also be used to create slide shows and to put your images onto disc, using the VCD format. To use Create mode:

- 1 In either the Editor or the Organizer, click on the Create button



- 2 Select one of the Create projects. Each project has a wizard that takes you through the create process



- 3 Create mode can be used to create a variety of artistic projects, containing your own images



**Don't forget**



For an in-depth look at Create mode have a look at Chapter Ten.

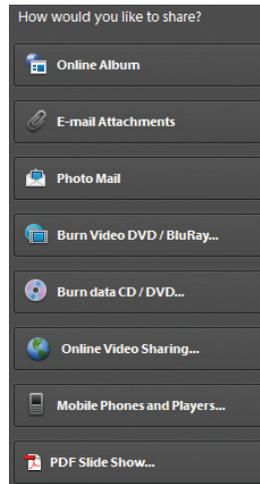
# Share Mode

Share mode can be used to distribute your images to family and friends in a variety of creative ways. To use Share mode:

- 1 In either the Editor or the Organizer, click on the Share button



- 2 Select one of the Share options

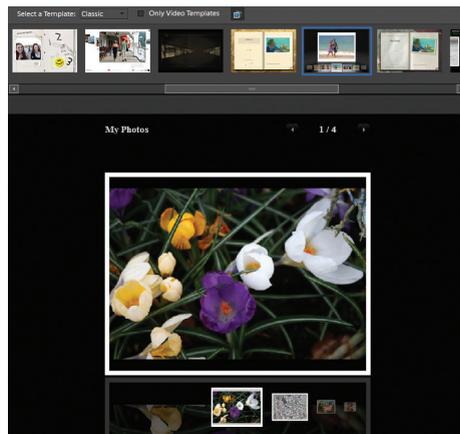


Don't forget



For an in-depth look at Share mode have a look at Chapter Ten.

- 3 The projects have templates and wizards that takes you through the process of creating the project for sharing



**Don't forget**

The Mac version of Elements also has a Photoshop Elements menu on the Menu bar. This contains the Preferences options.

**Beware**

Elements does not support the CMYK color model for editing digital images. This could be an issue if you use a commercial printer.

# Menu Bar

In the Editor, the Menu bar contains menus that provide all of the functionality for the workings of Elements. Some of these functions can also be achieved through the use of the other components of Elements, such as the Toolbox, the Shortcuts bar, the Options bar and the panels. However, the Menu bar is where all of the commands needed for the digital editing process can be accessed in one place.

## Menu bar menus

- **File.** This has standard commands for opening, saving and printing images, and also commands for creating panoramas (Photomerge) and accessing online services from Adobe
- **Edit.** This contains commands for undoing previous operations, and standard copy and paste techniques
- **Image.** This contains commands for altering the size, shape and position of an image. It also contains more advanced functions, such as changing the color mode of an image
- **Enhance.** This contains commands for editing the color elements of an image. It also contains quick-fix options
- **Layer.** This contains commands for working with different layers within an image
- **Select.** This contains commands for working with areas that have been selected within an image, with one of the selection tools in the Toolbox
- **Filter.** This contains numerous filters that can be used to apply special effects to an image
- **View.** This contains commands for changing the size at which an image is displayed, and also options for showing or hiding rulers and grid lines
- **Window.** This contains commands for changing the way multiple images are displayed, and also options for displaying all of the components of Elements
- **Help.** This contains the various Help options

# Toolbox

The Toolbox contains tools for adding items to an image (such as shapes and text), selecting areas of an image and also for applying editing techniques. Some of the tools have more than one option, in which case, they have a small black triangle at the bottom right of the default tool. To access additional tools in the Toolbox:

Click and hold here to access additional tools for a particular item



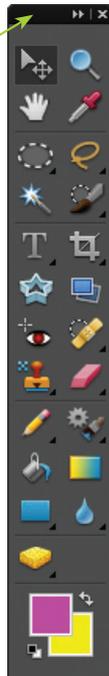
## Working with the Toolbox

By default, the Toolbox is docked at the left of the main Editor window. However, it can be removed and dragged anywhere within the main window. To do this:

1 Click on the two arrows to view the Toolbox in one column. Click on the cross to close it



2 Click and drag here to move the Toolbox around the Editor window. Drag it back to its original location to redock it at the left of the window



Don't forget



The tools that have additional options are: the Marquee tools, the Lasso tools, the Magic Selection Brush tool, the Healing Brush tools, the Type tools, the Crop tools, the Eraser tools, the Brush tools, the Stamp tools, the Object tools (e.g. the Rectangle tool), the Blur tool and the Sponge tool.

Don't forget



For full details of the Toolbox functions, see the inside front cover of the book.

Hot tip



If the Toolbox is not visible, select Window > Tools from the Menu bar.

**Don't forget**

If a tool has more than one option in the Toolbox, these are all displayed on the Options bar. Clicking on a different tool on the Options bar changes the currently selected tool in the Toolbox.

# Options Bar

The Options bar provides attributes that can be set for a selected tool from the Toolbox. For instance, if the Eraser tool is selected, the Options bar offers choices for the type of eraser that can be used, its size, its mode and its opacity level. For each tool, a different set of options is available.

## Using the Options bar

- 1 Click on a tool in the Toolbox (in this example it is the Magic Wand tool)



- 2 Select the options for the tool in the Options bar



- 3 Apply the tool to an image. The tool will maintain the settings in the Options bar until they are changed

