

CHAPTER

1

Getting Started



Are you interested in working with digital images on your computer? This chapter introduces you to Adobe Photoshop Elements 4, a popular software application for editing and creating digital images.

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Introducing Photoshop Elements 4

Photoshop Elements is a popular photo-editing program you can use to manipulate, modify, and optimize digital images. You can use the program's tools to clean up imperfect snapshots to make them clearer and more colorful, as well as retouch and restore older photos. You can then save the images to print out or use online.



Manipulate Photos

As its name suggests, Photoshop Elements excels at letting you edit elements in your digital photographs. The program includes numerous image-editing tools and palettes of commands you can apply to manipulate the look of your photos. Whether you import photos from a scanner or a digital camera, you can apply a wide variety of editing techniques to your images, from subtle adjustments in color to elaborate filters that make your snapshots look like paintings. See Chapter 5 for more on manipulating selected parts of your photos. See Chapter 10 for more on painting and drawing and Chapter 11 for more on adding effects.



Retouch and Repair

You can use Photoshop Elements to edit new photos as well as retouch and repair older photos that suffer from aging problems. For example, you can restore a faded photo to make it more vibrant, or you can use the Clone Stamp tool to repair a tear or stain. You can also use the program's tools to fix exposure and lighting problems as well as edit out unwanted objects. See Chapter 7 for more on retouching your photos.



Add Elements

Photoshop Elements' painting tools make it a formidable illustration tool as well as photo editor. You can apply colors or patterns to your images with a variety of brush styles. See Chapter 10 to discover how to paint and draw on your photos. In addition, you can use the application's typographic tools to integrate stylized letters and words into your images. See Chapter 12 for more about adding text elements.



Organize and Catalog

Photoshop Elements offers useful ways to keep your images organized after you edit them. For example, users can place images into catalogs using the new Organizer, a separate component that works with Elements to help you manage libraries of photos. See Chapter 15 to read more about this feature. You can also archive your images on contact sheets. See Chapter 14 for more information.



Create a Digital Collage

You can combine different image elements in Photoshop Elements to create new images, or *collages*. Your compositions can include photos, scanned art, text, and anything else you can save on your computer as a digital image. By placing elements onto separate layers, you can move, transform, and customize them independently of one another. See Chapter 6 for more about layers.



Put Your Images to Work

After you edit your photographs, you can use them in a variety of ways. Photoshop Elements lets you print your images, save them in a format suitable for placement on a Web page, or prepare them for use in a page-layout program. You can even send your images to someone else with the Attach to E-mail feature. For more on outputting your photos, see Chapter 16.



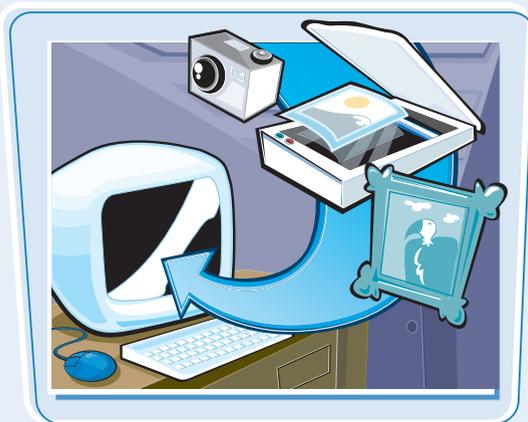
Understanding Digital Images

To work with photos in Photoshop Elements, you must first turn them into a digital format. If you are new to working with digital images, this section will introduce you to some important basics.



Acquire Photos

You can acquire photographic images to use in Photoshop Elements from a number of sources. You can scan in photographs, slides, or artwork and import the images directly into Photoshop Elements. You can also download images from a digital camera. In addition, you can acquire still images, or *frames*, from digital video. For more on importing photos, see Chapter 2.



Understanding Pixels

Digital images in Photoshop Elements consist of tiny, solid-color squares called *pixels*. Photoshop Elements works its magic by rearranging and recoloring these squares. You can edit specific pixels or groups of pixels by selecting the area of the photo you want to edit. If you zoom in close, you can see the pixels that make up your image.



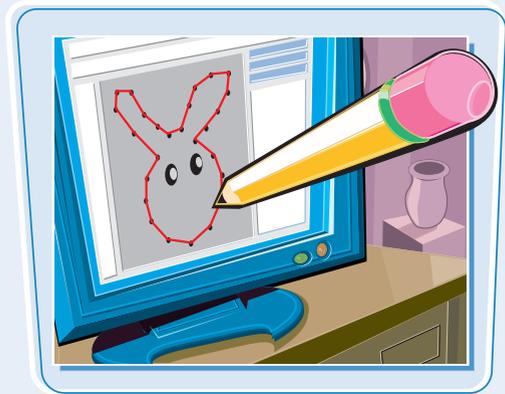
Types of Digital Images

You can use two types of image files in Photoshop Elements: *raster* and *vector*. Most photos you import into Photoshop Elements are raster images. However, when you draw shapes and lines using the Elements tools, you create vector objects. Any text you type into a snapshot is also treated as a vector object.



Vector Images

Vector images use mathematical equations, or vectors, to define an image's shape, color, position, and size. Using equations instead of pixels makes the image file size the same regardless of whether the image is large or small. Vector images are easily scaled, unlike bitmap images. Because of their smaller file size, vector images download much more quickly over the Internet.



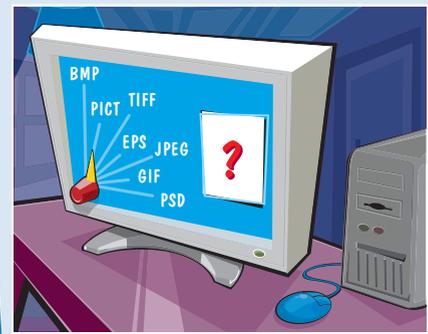
Bitmap Images

Raster images, also called *bitmap* images, are made up of pixels. The dots are arranged in a grid pattern, and each dot includes information about its color and position. Most bitmap images use thousands of pixels. As a result, bitmap graphics have larger file sizes and take longer to download over the Internet.



Supported File Formats

Photoshop Elements supports a variety of file types you can both import and export. Popular file formats include BMP, PICT, TIFF, EPS, JPEG, GIF, PNG, and PSD, which stands for Photoshop Document. Files that you save in the PSD format can also be shared with other Adobe programs, such as Photoshop and Illustrator. For images that are published on the Internet, JPEG, GIF, and PNG are the most common formats.



Start Photoshop Elements

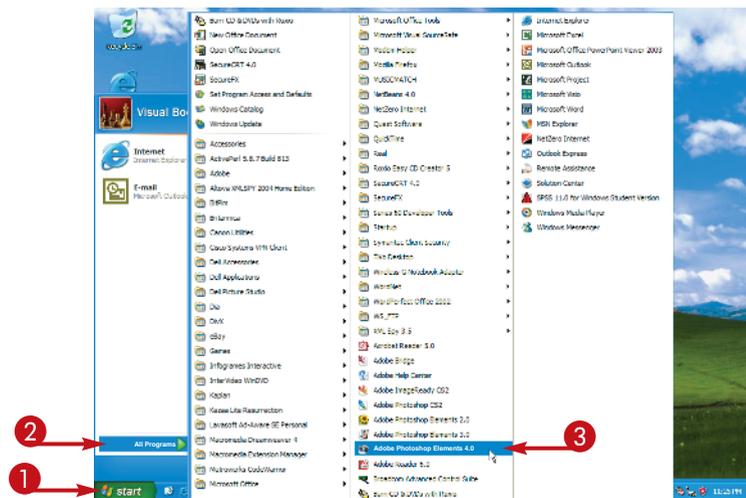
You can start Photoshop Elements and begin creating and editing digital images.



Start Photoshop Elements

- 1 Click **Start**.
- 2 Click **All Programs**.
- 3 Click **Adobe Photoshop Elements 4.0**.

Note: Your path to the Photoshop Elements application may differ depending on how you installed your software.



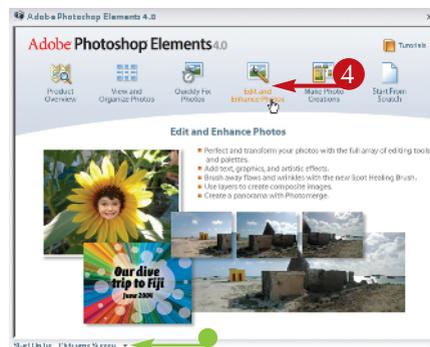
The Photoshop Elements Welcome window opens.

The Welcome window displays clickable shortcuts to common Elements tasks.

- 4 Click **Edit and Enhance Photos**.

The Photoshop Elements program window opens.

- To change how Elements starts, you can click the Start Up In to choose an option.



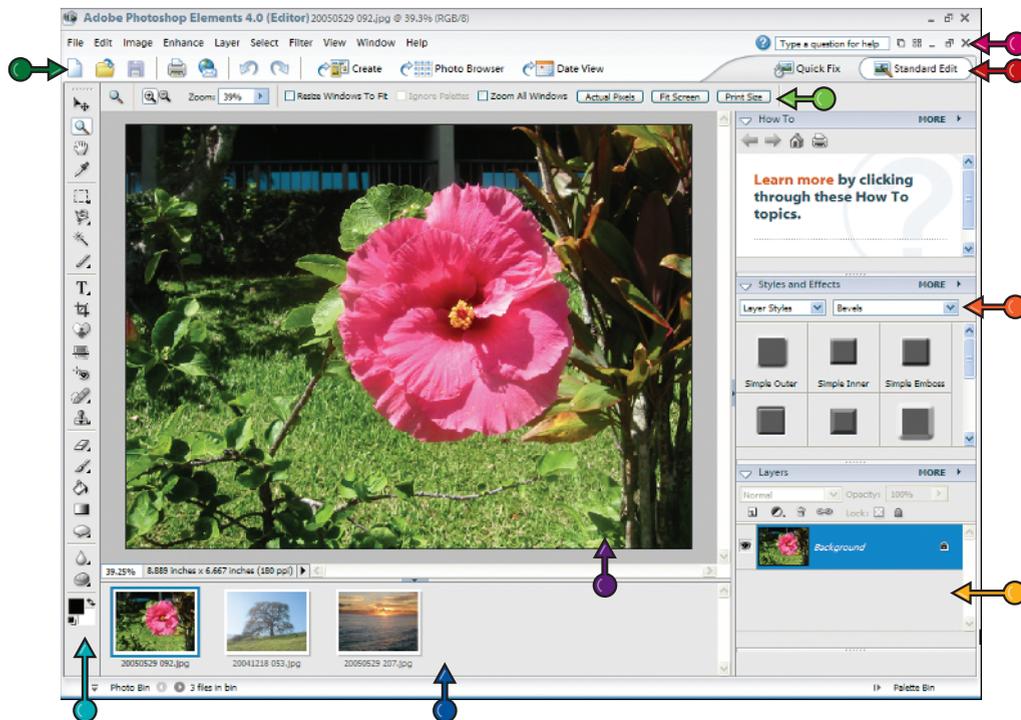
You can use a combination of tools, menu commands, and palette-based features to open and edit your digital images in Photoshop Elements. Learning how to recognize the on-screen elements now can help you use the features later as you edit your digital images.

Image Window

Displays each image you open in Photoshop Elements.

Photo Bin

Enables you to open and work with multiple images.



Toolbox

Displays a variety of icons, each one representing an image-editing tool.

Options Bar

Displays controls that let you customize the selected tool in the toolbox.

Shortcuts Bar

Displays clickable icons for common commands.

Image Window Controls

Use to tile, minimize, or close the image windows.

Palette Bin

A storage area for frequently used palettes.

Palettes

Small, free-floating windows that give you access to common commands and resources.

Edit Mode Tabs

Use these tabs to switch between Quick Fix and Standard Edit modes.

Anatomy of the Elements Toolbox

To aid in manipulating photos, Photoshop Elements offers a variety of specialized tools that let you edit your image. Take time to familiarize yourself with the toolbox tools.

Move

Lets you move selected areas.

Zoom

Lets you zoom your view of an image in or out.

Hand

Lets you view unseen parts of larger images.

Eyedropper

Lets you sample color from an area of an image.

Marquee

Lets you select pixels by drawing a box or circle around the area you want to edit.

Lasso

Lets you select pixels by drawing a free-form shape around the area you want to edit.

Magic Wand

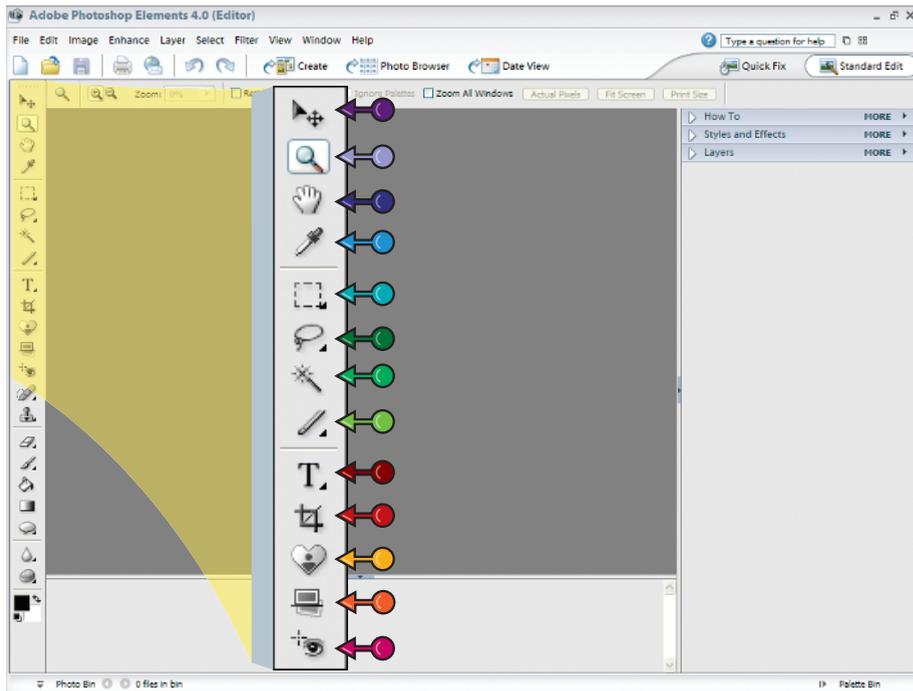
Lets you select pixels of odd-shaped areas based on similar pixel color.

Selection Brush

Lets you select pixels using brush shapes.

Type

Lets you add type to an image.



Red Eye Removal

Lets you correct red eye problems.

Cookie Cutter

Lets you crop your image to shapes.

Straighten

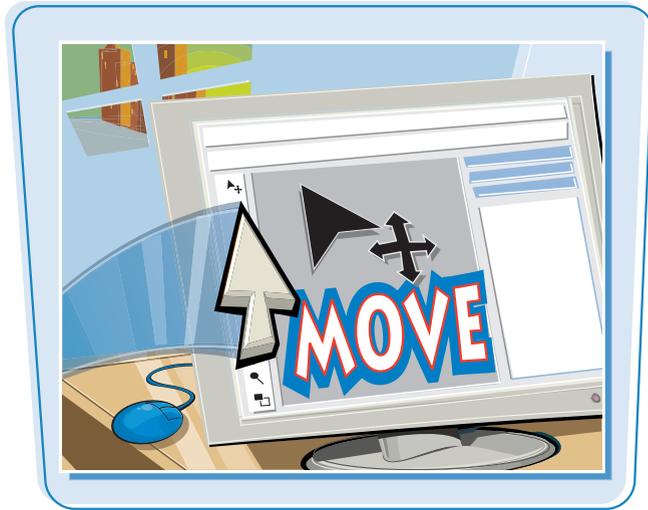
Lets you straighten tilted images.

Crop

Lets you trim an image to create a new size.

Work with Toolbox Tools

You can use the tools in Photoshop Elements' toolbox to make changes to an image. Moving the cursor over a tool displays the tool name. After you click to select a tool, the Options bar displays controls for customizing how the tool works. Some tools include a tiny triangle in the corner indicating hidden tools you can select. For example, the Marquee tool includes two variations of marquees: Rectangular and Elliptical.

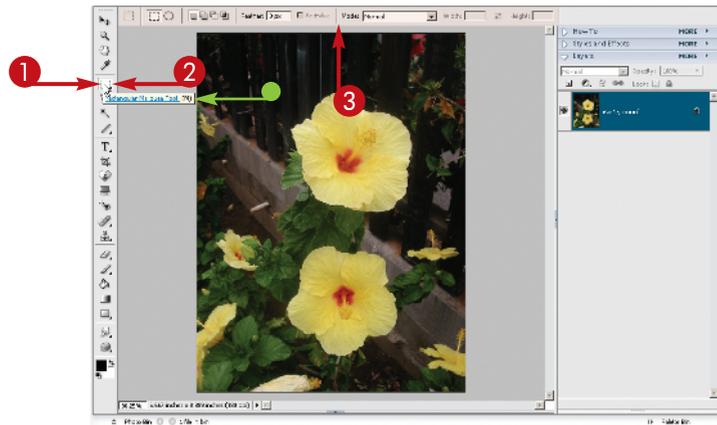


Work with Toolbox Tools

SELECT A TOOL

- 1 Move the cursor over a tool.
 - A label appears displaying the tool name. You can click the tool name to access Help information about the tool.
- 2 Click a tool to select it.

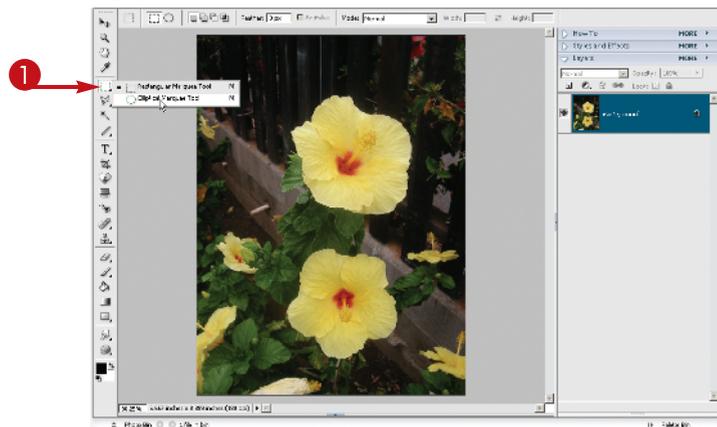
The Options bar displays customizing options for the selected tool.
- 3 Specify any options you want for the tool.



SELECT A HIDDEN TOOL

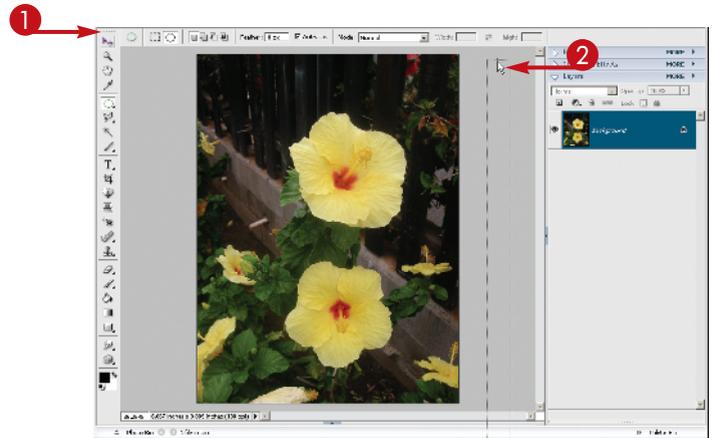
- 1 Click a tool that has a triangle in its corner.
- 2 Hold down the mouse button.

A menu of hidden tools appears.
- 3 Click the tool you want to use.

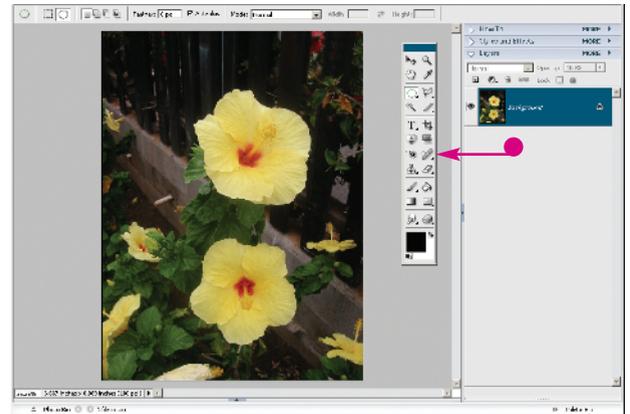


MOVE THE TOOLBOX

- 1 Position the mouse over the top of the docked toolbox.
- 2 Drag the toolbox to a new location on the screen.



- 3 Release the mouse button.
- Photoshop Elements displays the toolbox as a floating palette.
- You can drag the toolbox to another location by dragging the top of the palette.

**TIPS****Can I close the floating toolbox?**

Yes. Closing the toolbox palette closes the toolbox entirely so that the tools no longer appear onscreen. To close the floating toolbox palette, click **Window**, and then click **Tools**. To reopen the palette, click **Window** and then **Tools** again.

**How do I dock my floating toolbox again?**

Move the mouse over the top of the toolbox palette, and then drag the toolbox to the left side of the program window. Photoshop Elements automatically docks it for you when you drag it close enough to the left edge of the window.



Work with Palettes

You can open free-floating windows called *palettes* to access different Photoshop Elements commands and features. You can store the palettes you use the most in the Palette Bin for easy access. You can collapse and expand palettes in the Palette Bin.

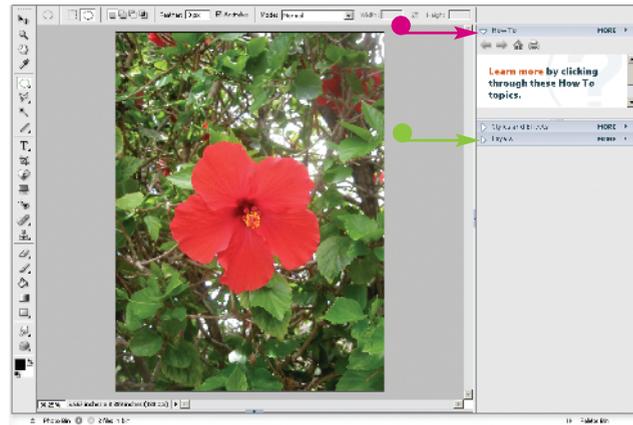
For more on the location of the Palette Bin, see the section “The Photoshop Elements Workspace.”



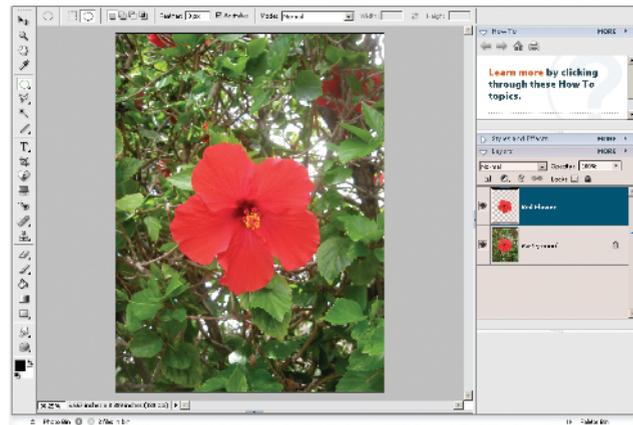
Work with Palettes

EXPAND OR COLLAPSE A PALETTE IN THE PALETTE BIN

- 1 Click the arrow next to the palette name in the Palette Bin.
- Click the Expand arrow (▶) to display a collapsed palette.
- Click the Collapse arrow (▼) to collapse a palette from view.



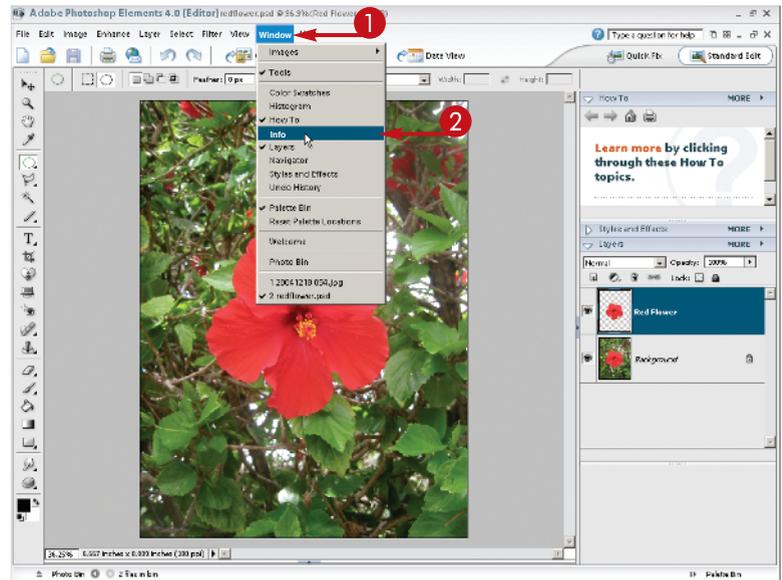
- In this example, the Layers palette now displays.



OPEN A NEW PALETTE

- 1 Click **Window**.
- 2 Click the palette name.

A check mark () next to the palette name indicates the palette is already open.



The palette opens.

You can move the palette by dragging its title bar.

**TIPS****How do I add a palette to the palette bin?**

Open the palette as a free-floating window and then click the palette menu's **More** button. This displays a menu of related palette commands. Next, click **Place Palette in Palette Bin**. After you close the palette, Photoshop Elements adds the palette to the Palette Bin.

**How do I minimize a free-floating palette?**

Double-click the palette's title to minimize the palette window. To view the full palette again, double-click the title. You can also click the tiny Minimize () and Maximize () buttons in the palette window to control the palette's display.



continued

Work with Palettes (continued)

You can move palettes around the program window to suit the way you work. You can close a palette you no longer want to view. You can also hide the Palette Bin to free up more on-screen workspace.



Work with Palettes (continued)

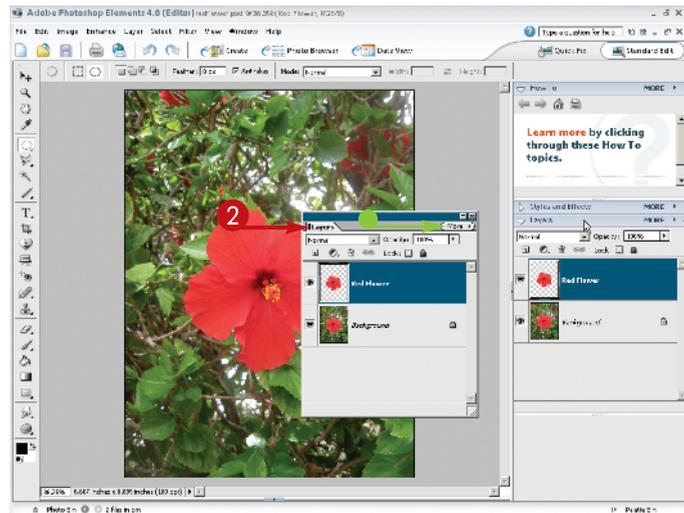
MOVE A PALETTE

- 1 Click and drag the palette title to the work area.
- 2 Release the mouse.

The palette opens as a free-floating window.

- You can click the **More** button to access commands relevant to the palette.

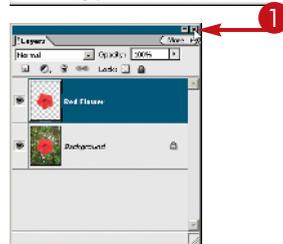
You can resize the Palette Bin by dragging the bin's border.



CLOSE A PALETTE

- 1 Click the Close button (✕).

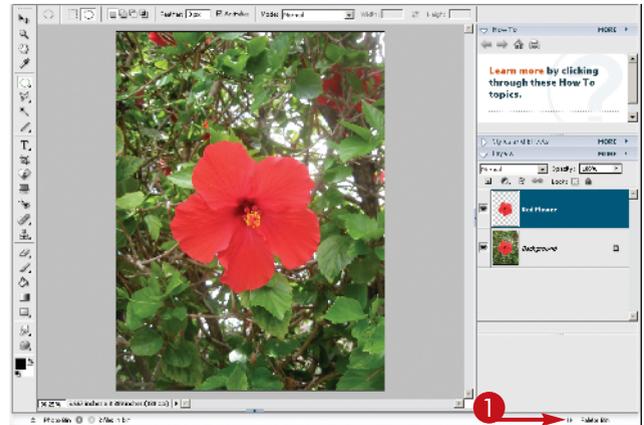
The palette closes.



CLOSE THE PALETTE BIN

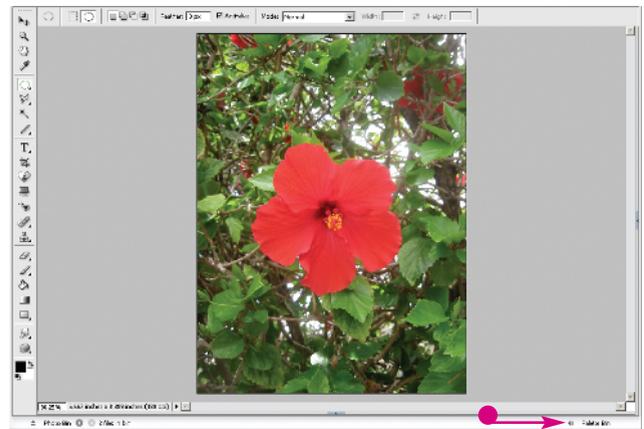
- 1 Click the Close Palette Bin button (☐▶).

You can also click **Window** and then click **Palette Bin**.



The Palette Bin closes.

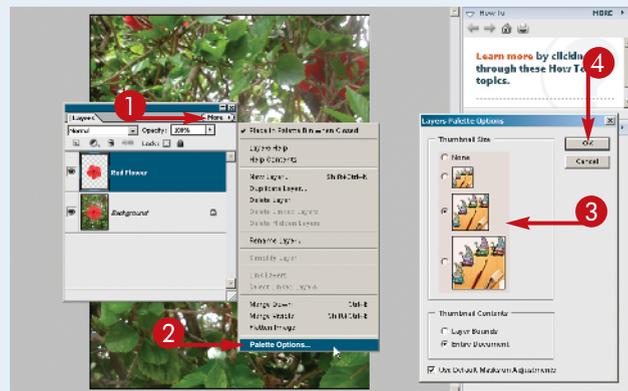
- To display the bin again, click the Open Palette Bin button (☐◀).

**TIP****Can I customize a palette?**

You can customize some of the palettes in Photoshop Elements. For example, you can change the size of the thumbnail image that appears in the Layers palette. To customize a palette, follow these steps.

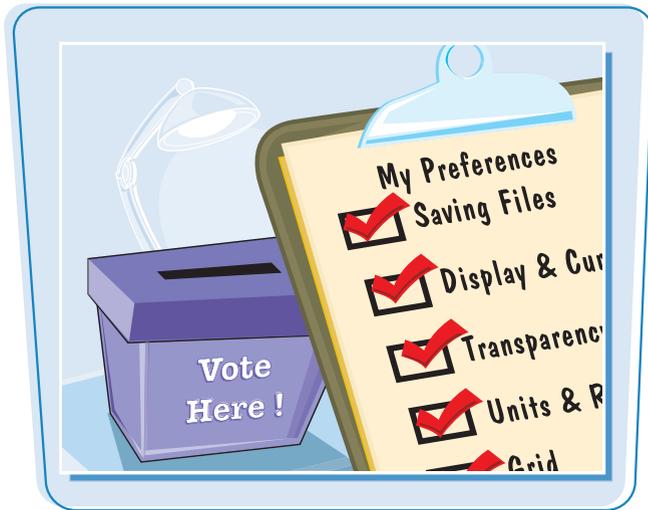
- 1 Click **More**.
 - 2 Click **Palette Options**.
- The palette's Options dialog box opens.
- 3 Make any changes to the palette options.
 - 4 Click **OK**.

Elements applies the changes to the palette.



Set Program Preferences

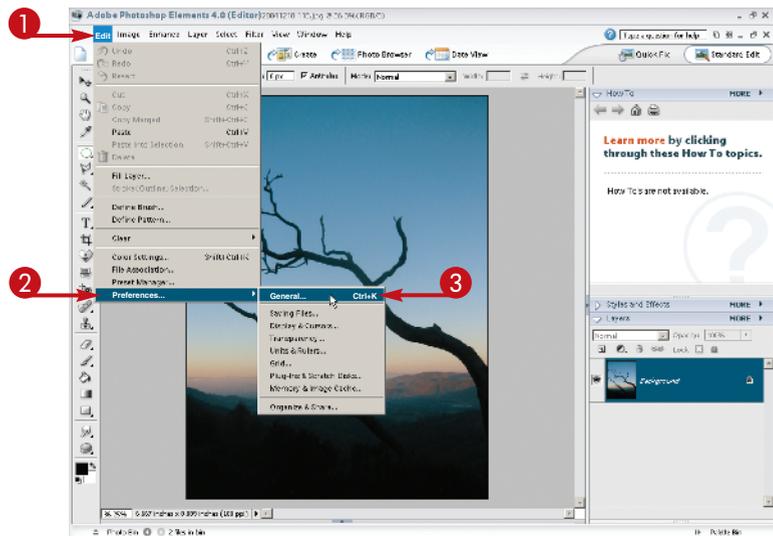
Photoshop Elements' Preferences dialog box lets you change default settings and customize how the program looks. The Preferences dialog box includes ten categories: General, Saving Files, Display & Cursors, Transparency, Units & Rulers, Grid, Plug-Ins & Scratch Disks, Memory & Image Cache, Type, and Organize & Share. You can view and select from different settings in each category.



Set Program Preferences

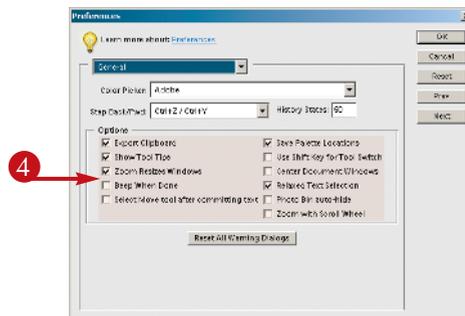
- 1 Click **Edit**.
- 2 Click **Preferences**.
- 3 Click **General**.

The Preferences dialog box appears and displays General options.

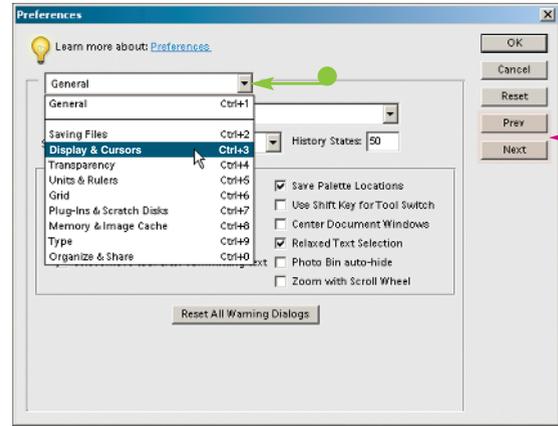


- 4 Select any settings you want to change.

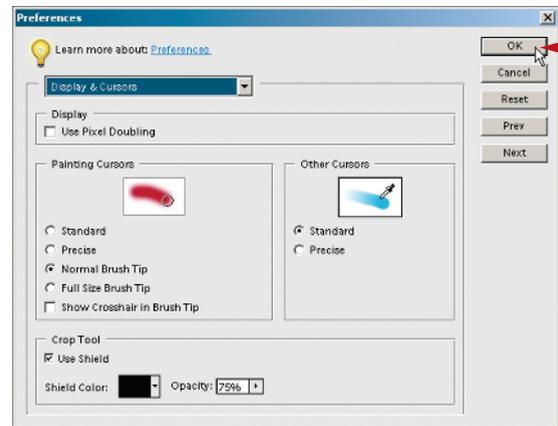
Note: Each category in the Preferences dialog box reveals a different set of customizing options.



- Click here for a list of other category settings you can select and view in the Preferences dialog box.
- You can also click **Prev** and **Next** to move back and forth between categories.



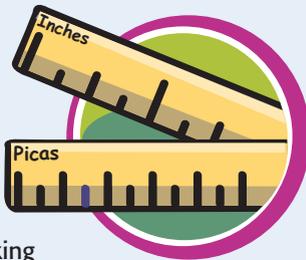
- 5 Click **OK**.
Photoshop Elements sets the preferences to your specifications.



TIPS

What type of measurement units should I use in Elements?

Typically, you should use the units most applicable to the type of output you intend to use. Pixel units are useful for Web imaging because monitor dimensions are measured in pixels. Inches or picas are useful for print because those are standards for working on paper. You can find measurement settings in the Units & Rulers preferences.



How do I allocate extra memory to Elements for opening more image files?

Digital image-editing programs can use up a lot of memory on your computer, called random access memory (RAM). The Memory & Image Cache preferences show how much memory you have available and how much of it Photoshop Elements will use. You can make changes to these settings to enhance the program's performance. The Plug-Ins & Scratch Disks preferences enable you to allocate extra memory on your hard drive, called *scratch disk space*, to use if your computer runs out of RAM. You can specify up to four hard drives, including removable flash memory or partitions, if you have more than one.



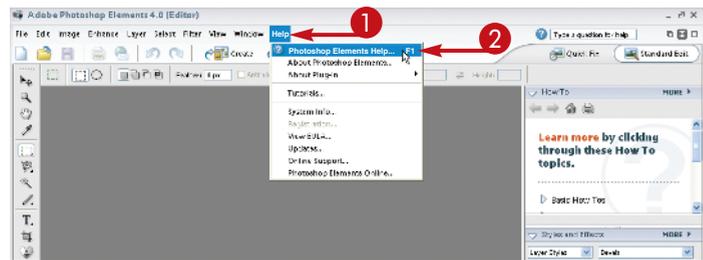
Find Help

Photoshop Elements comes with plenty of electronic documentation that you can access in case you ever need help.



Find Help

- 1 Click **Help**.
- 2 Click **Photoshop Elements Help**.

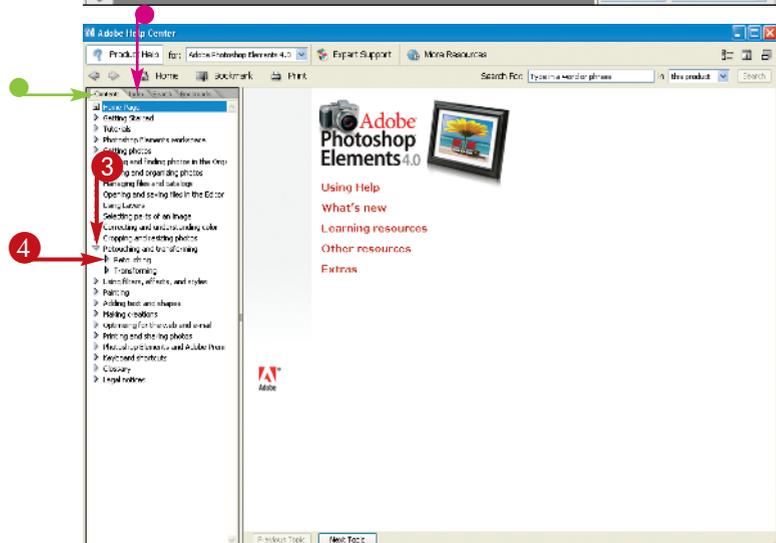


The Adobe Help window opens.

- The Contents tab displays a list of topics you can consult for additional help.
- The Index tab lists the help topics alphabetically.

The Glossary tab lists terms associated with Photoshop Elements.

- 3 Click the Help Topics to display a list of help topics.
- 4 Click to view a list of subtopics.



5 Click the topic you want to view.

The Help window displays information about the topic in the right frame.

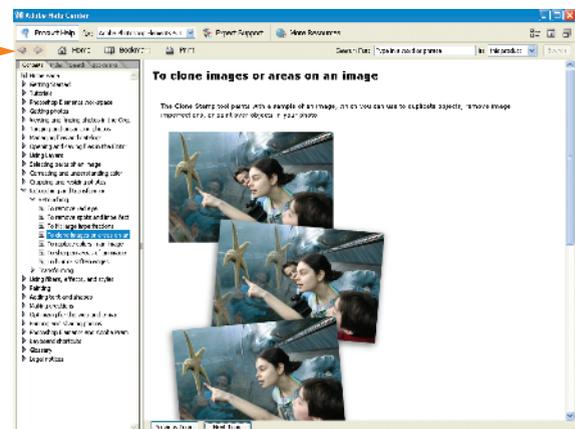
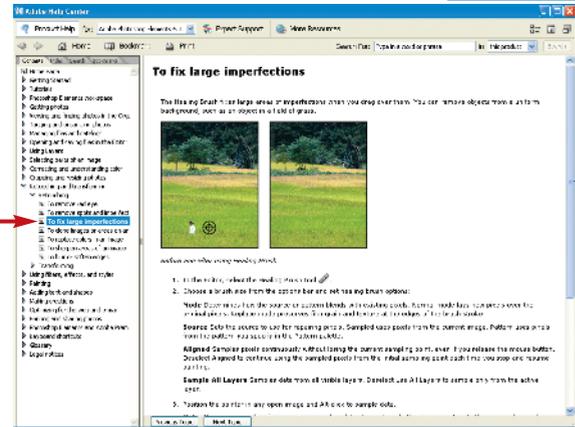
- You can scroll through the information and click links to learn more about a topic.

You can click this link to visit the Adobe Web site for more help.

- You can click the Go Back (⏪) and Go Forward (⏩) buttons to move between topics.

6 Click .

The Adobe Help window closes.



TIPS

How do I search for a particular topic?

You can use the Search text box at the top of the Help window to look up keywords in the Help files. Simply click in the text box, type in your keyword or words, and then click **Search**. Photoshop Elements displays any matching search results. You can also type keywords in the Search text box at the top of the program window to look up help information.



How can I get additional tips and news about Photoshop Elements?

Click **Help** and then click **Online Support** to open your Web browser and display the Photoshop Elements Web page. Here you can access information about product support, software upgrades, and third-party add-ons for Photoshop Elements. You need an Internet connection to get information via Adobe Online.

