

# Getting Familiar with Photoshop Elements

**P**hotoshop Elements is like having two programs in the same package: an image editor and an image organizer. Its many features can make moving around the program's workspaces a challenge until you get familiar with the user interface.

Throughout your work in Photoshop Elements, you will continually move among the workspaces. For editing your pictures, you can choose to open one of two editing workspaces. When you want to create projects and organize photos, you move to another workspace.

This chapter helps you become familiar with moving around the various workspaces that Elements provides and covers some basic methods for viewing your pictures in one of Elements' two editors. By getting a grasp on how to edit a picture and how to perform one of the organizing tasks, you will be able to work much faster and more efficiently. This chapter helps by giving you a solid understanding about how to begin your work in Photoshop Elements.

## Chapter 1

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## Start Up Photoshop Elements

1. After installing Photoshop Elements, a shortcut icon appears on your desktop. Double-click this icon (shown in Figure 1-1) to launch Photoshop Elements.
2. When you launch Photoshop Elements, you see the Welcome Screen, shown in Figure 1-2. From the Welcome Screen, you can navigate to one of several different workspaces. Here are the options available to you:
  - **Product Overview:** Click this button for information about Photoshop Elements.
  - **View and Organize Photos:** Click this button to open the Elements Organizer. The Organizer is the central navigation environment for Elements, and you can switch to any other workspace from the Organizer.
  - **Quickly Fix Photos:** Click this button to make some minor fixes on your photos and enhance the appearance. This workspace is known as the Quick Fix editing mode.
  - **Edit and Enhance Photos:** Click this button to take advantage of all Elements' editing features. This workspace is known as the Standard Edit mode.
  - **Make Photo Creation:** Click this button to open the Creation Setup wizard, where you can make photo albums, slideshows, greeting cards, and more.
  - **Start from Scratch:** Click this button if you want to create a new, blank document. When you create a new, blank document, it opens in the Standard Edit mode.
  - **Tutorials:** Click Tutorials to open a Web page that shows tutorials hosted by Adobe Systems.

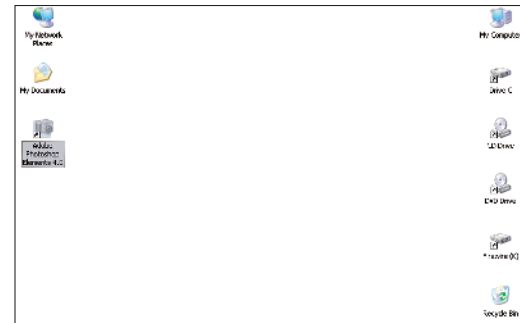


Figure 1-1: Double-click the Photoshop Elements icon



Alternatively, you can click the Start button in the Windows Taskbar and choose All Programs. From the All Programs submenu, choose Adobe Photoshop Elements 4.0.

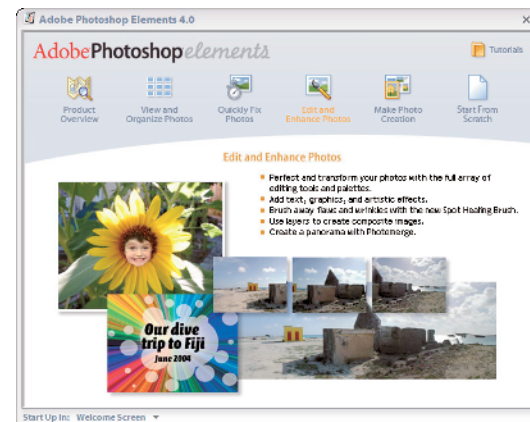


Figure 1-2: The Welcome Screen

## Navigate the Workspaces

1. Launch Elements and click the View and Organize Photos button in the Welcome Screen.
2. The Organizer workspace opens, as shown in Figure 1-3. By default, you see pictures in the window. To change the thumbnail sizes of the images, move the slider in the lower-right corner of the window. Moving it left makes the thumbnails smaller; right makes them larger.
3. Click an image thumbnail in the Organizer window.
4. Choose Edit→Go to Standard Edit. The selected image opens in the Standard Edit workspace, as shown in Figure 1-4. The image appears inside an Image window. All the editing tools are available in the Standard Edit mode. The Tools palette appears on the left side of the window, and the Palette Bin appears on the right side.
5. Return to the Organizer by clicking the Photo Browser button near the top of the program window. (The button resides on a row of buttons called the Shortcuts bar.)
6. Elements returns you to the Organizer workspace, where you can select other images for editing, sort images, and organize them.



Notice the Quick Fix button on the Shortcuts bar on the far-right side of the Standard Edit mode window. Click this button and you change your workspace to the Quick Fix workspace. In the Quick Fix workspace, you also have buttons for Standard Edit and Photo Browser that toggle your workspace views to the Standard Edit mode and the Organizer mode.

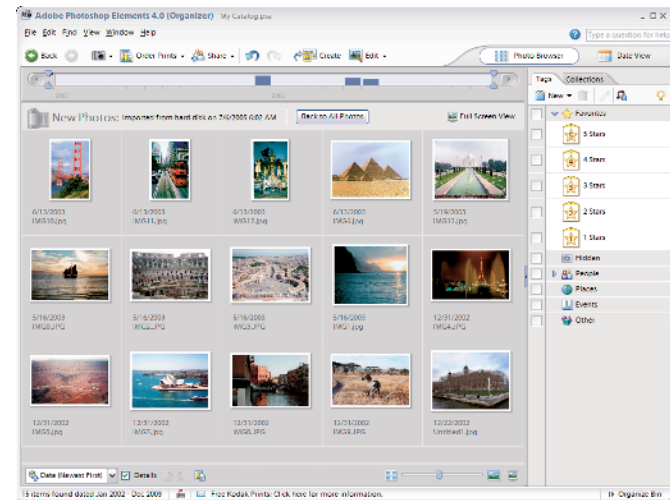


Figure 1-3: The Organizer workspace

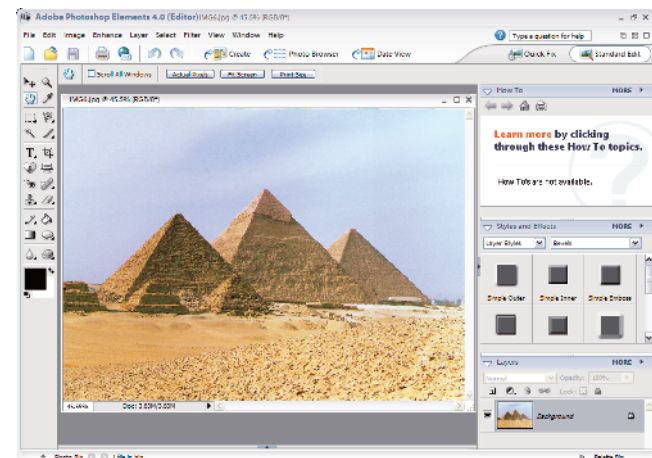


Figure 1-4: The Standard Edit workspace

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## Open the Creation Setup Wizard

1. To organize your files in collections for greeting cards, photo albums, slideshows, and more, click the Create button in the Quick Fix, Standard Edit, or Organizer mode. The Creation Setup wizard opens, as shown in Figure 1-5. The default selection on the left is Slide Show.
2. View the options you have in the Creation Setup wizard. To select an option, click the icons on the left side of the first pane in the wizard.
3. As you click other icons, notice that the description below the center image changes to explain the selected creation, and as many as four icons appear, as shown in Figure 1-6. These icons represent different output options you have for the selected creation project. They include:
  - **Adobe PDF:** The creation supports converting the project to a PDF document.
  - **Printer:** The creation supports output to a printer.
  - **Sharing Service:** You can share your creation online with other users and order the finished document from online service centers.
  - **E-Mail:** The creation supports e-mailing the final document to other users.



The icons in the first pane of the Creation Setup wizard are informational only. They inform you of the services that the wizard supports. As you progress through the panes in the wizard and produce the final document, you see buttons to click for your output choice.

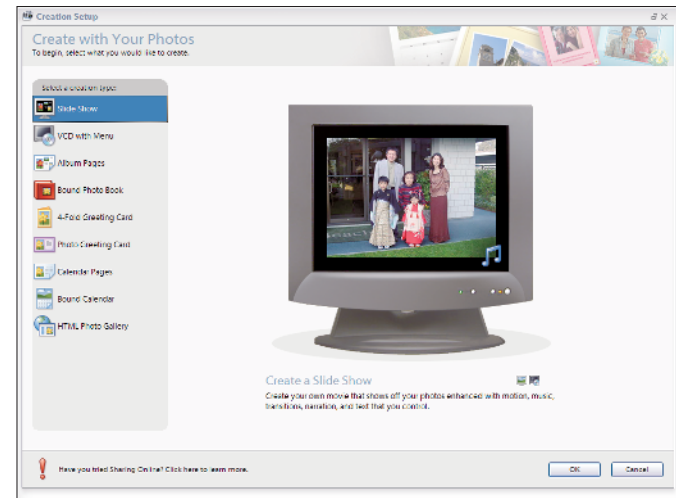


Figure 1-5: The Creation Setup wizard

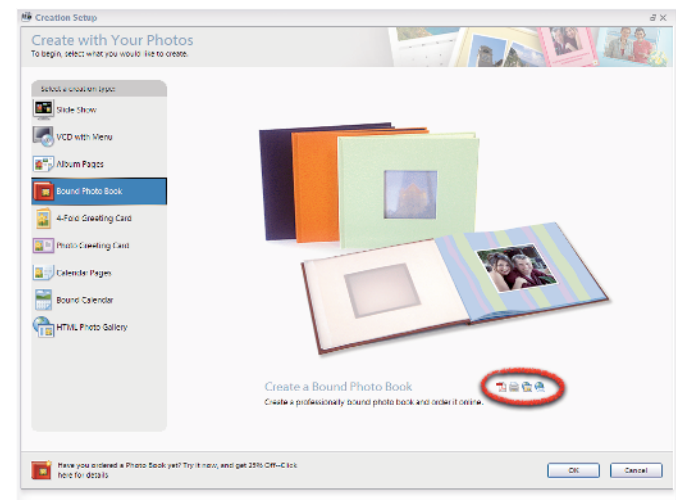


Figure 1-6: The output options appear as small icons in the wizard

## Open a Photo

1. You can open individual photos in either Quick Fix or Standard Edit mode. To open a file for editing in either mode, choose File⇨Open. Alternatively, you can click the Open button on the Shortcuts bar or press Ctrl+O.
2. In the Open dialog box that appears, navigate your hard drive and select a photo. If you place the cursor on a filename and pause a moment, a ToolTip appears to display the file attributes, as you see in Figure 1-7.
3. Click Open; the file opens in an Image window.



Notice that when you click a photo, an image thumbnail preview appears at the bottom of the Open dialog box, and the file size appears below the thumbnail.

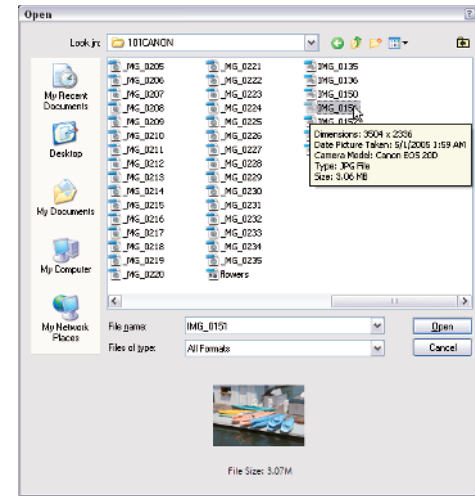


Figure 1-7: The file attributes appear in a ToolTip

## Open Multiple Photos

1. Open either Quick Fix or Standard Edit mode by clicking the respective button in the Shortcuts bar.
2. Choose File⇨Open. Alternatively, you can click the Open button on the Shortcuts bar or press Ctrl+O.
3. Select a file in the Open dialog box. To open multiple photos at once, hold down the Ctrl key and click to select the additional photos, as shown in Figure 1-8.



To select a group of photos in a contiguous list, click the first photo. Press Shift and select the last photo in the list. All photos between the first and last are selected.



When multiple photos are selected, no image preview appears in the Open dialog box. Additionally, the file sizes of the selected photos don't appear in the Open dialog box.

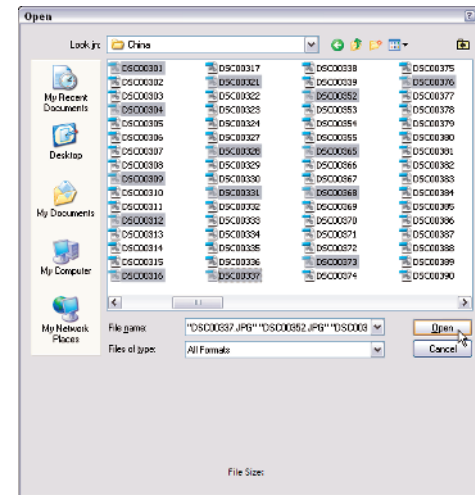


Figure 1-8: Ctrl+click to select multiple images

4. Click Open. All the selected photos open in separate Image windows.

## View Image Attributes

1. Open an image in Standard Edit mode.
2. View the top-left of the image title bar. You see information about the image, as shown in Figure 1-9. For the image in Figure 1-9, you see the following attributes:
  - **.JPG:** The filename extension tells you the file is saved in JPEG format.
  - **19.2%:** This figure informs you the current view is the percentage of actual size.
  - **RGB:** This item tells you the file is in RGB color mode.
  - **/8:** This item tells you the file is an 8-bit image.
3. In the lower-left corner of the Image window, the value in the Status Bar shows you the file size of the image opened in Elements (for example, 23.4MB) and the second number is the file size in an unflattened state such as when layers are present.



If you click the right-pointing arrow next to the file size, a pop-up menu appears. From this menu, you can choose additional information to display along with the file size.

## Maximize the Image Window

1. In the title bar of the image window, click the square icon on the right (next to the X). The Image window maximizes, hiding the title bar, as shown in Figure 1-10.
2. To bring back the title bar and status bar, click the Cascade icon in the top-right corner of the Standard Edit workspace, as shown in Figure 1-10.

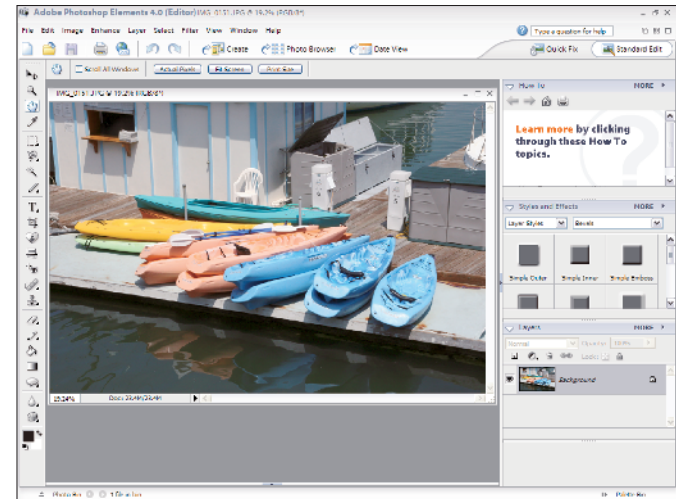


Figure 1-9: The Title Bar displays some of the document's properties

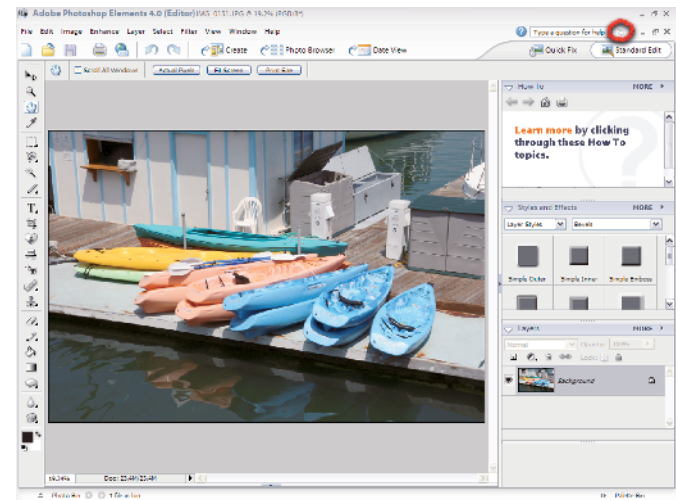


Figure 1-10: A maximized view

## Zoom a View

1. You'll zoom in and out of a photo in all your Elements sessions, particularly when editing details. You can zoom in on an image in a number of ways. For beginners, click the Zoom tool in the Tools palette to select it, as shown in Figure 1-11.
2. Move the cursor to the Image window and click several times. The image zooms, as you can see in Figure 1-12.
3. Try other zoom commands that help you zoom in and out of images, too. The commands include the following:
  - **Zoom out:** Press the Alt key and click with the Zoom tool. Alternatively, press Ctrl+- (minus).
  - **Zoom in:** Press Ctrl++ (plus).
  - **Actual Pixels:** Click the Actual Pixels button to zoom to an actual size. Or press Alt+Ctrl+0 (zero).
  - **Fit Screen:** Click the Fit Screen button to show the Image window as large as it can fit in the available work area. Alternately you can press Ctrl+0 (zero) to fit the entire image in the Image window.
  - **Print Size:** Click the Print Size button to zoom to the current printing resolution.
  - **Zoom percentage:** With the Zoom tool selected, the Options bar above the image shows the current zoom percentage. You can edit the number or select a new zoom value from a drop-down list.
  - **Rectangle marquee:** Click and drag the Zoom tool to create a rectangle marquee in the area you want to zoom into.



Remember the keyboard shortcuts Ctrl+- and Ctrl++ to zoom out and in, respectively. Press Ctrl+0 for a Fit Screen view and you'll soon move much faster when editing your pictures.

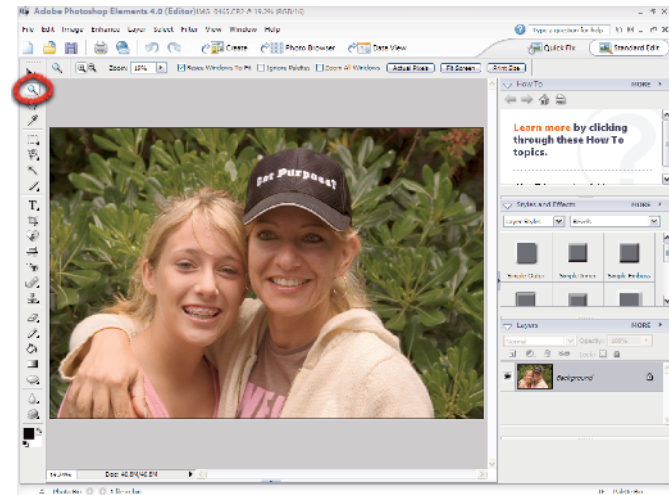


Figure 1-11: The Zoom tool in the Tools palette

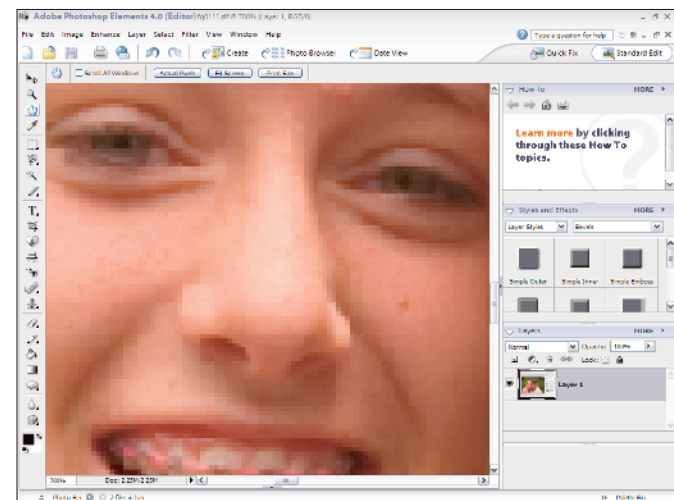


Figure 1-12: Click with the Zoom tool selected to zoom in

## Use the Navigator Palette

1. Choose Window⇨Navigator to open the Navigator palette.
2. In the Navigator palette, drag the slider to the right to zoom into the image, as shown in Figure 1-13. Alternatively, you can click the magnifying glasses to zoom out or in. Or type a zoom percentage in the box just below the Navigator tab.
3. Move the red rectangle around the Navigator palette's image area to change the zoom location.
4. Click the X in the palette's top-right corner to dismiss it.

## Show and Hide the Palette Bin

1. Choose Window⇨Palette Bin. If the Palette Bin is open, selecting the menu command hides the bin, as shown in Figure 1-14.
2. Press Ctrl+0 to fit the image in the available window space. As you can see, hiding the Palette Bin provides much more space to see your picture in higher zoom views.
3. Choose Window⇨Palette Bin when you want to open the palettes docked in the Palette Bin.



When your editing work doesn't require using a palette docked in the Palette Bin, be certain to keep the bin closed. You'll have much more room to edit your photos.

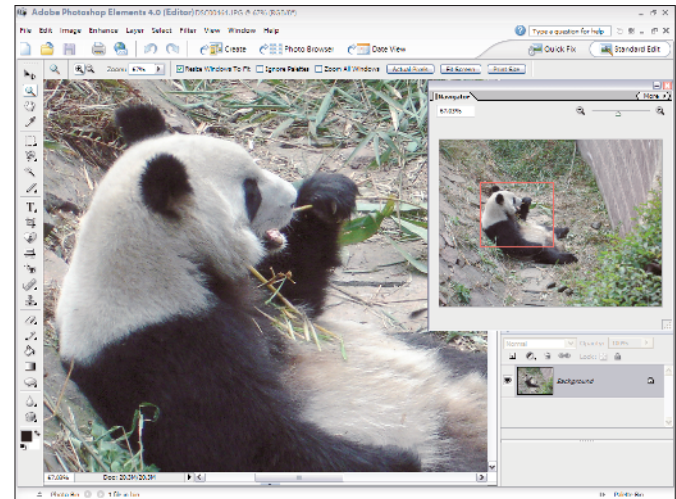


Figure 1-13: The Navigator palette

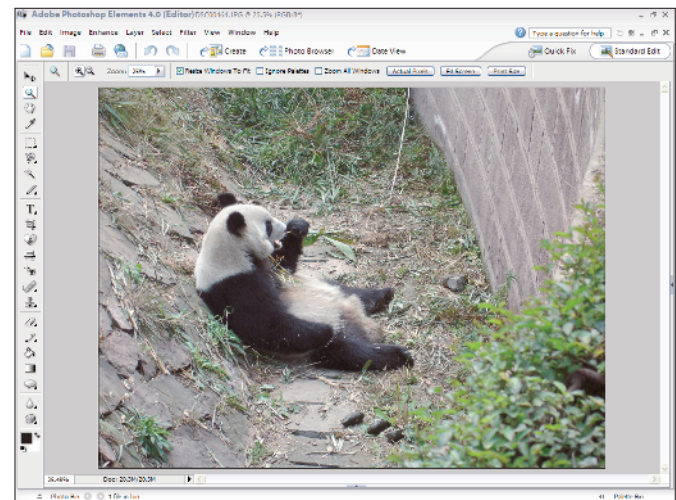


Figure 1-14: The Palette Bin is hidden

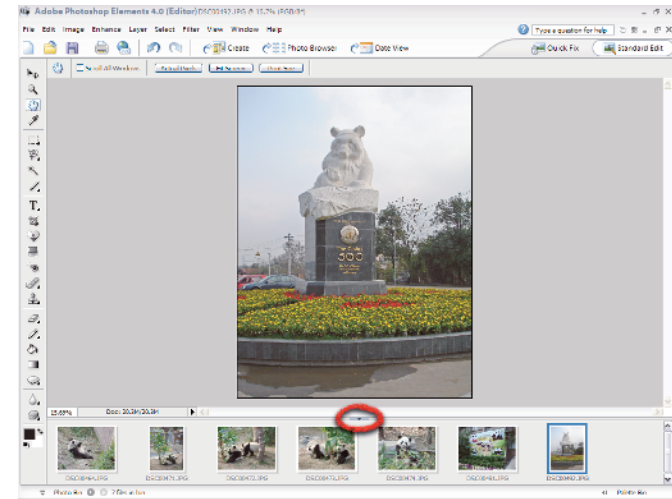
## Use the Photo Bin

1. Click the Open button on the Shortcuts bar or press Ctrl+O.
2. In the resulting Open dialog box, Ctrl+click to select several photos.
3. Click Open.



When you open multiple files, each photo appears in a separate Image window. The windows are stacked when they open, and the default view shows only the last file opened in the foreground. As files are opened, the Window menu lists them by filename. You can select any file listed in the menu and bring it to the foreground.

4. If the Photo Bin isn't open, drag the separator bar up to open it, as shown in Figure 1-15. Alternatively, you can choose Window>Photo Bin.
5. Click an image in the Photo Bin. The image is brought to the foreground.
6. Right-click in the Palette Bin to open a pop-up menu.
7. Choose Auto-Hide from the menu, as shown in Figure 1-16.
8. Move the cursor up to the image area. You'll notice the Photo Bin hides. Move the cursor down to the bottom of the Image window, and the Photo Bin reappears. You'll find the Auto-Hide feature very helpful when editing several images together in Elements.



**Figure 1-15:** Drag the separator bar up to open the palette



**Figure 1-16:** Right-click and choose Auto-Hide

## Tile Images

1. Open several images in Standard Edit mode. (See “Open Multiple Photos,” earlier in this chapter).
2. Choose Window⇨Images⇨Tile. Elements evenly places the individual files around the workspace, as shown in Figure 1-17.

## Move Images Inside Windows

1. Click the Hand tool in the Tools palette or press H.
2. Click and drag an image to show more image area. Note that you need to have images sized down and appearing with scroll bars, as shown in Figure 1-17, in order to move the image inside the window.

## Cascade Images

1. Choose Window⇨Images⇨Cascade.
2. The Image windows appear in a cascading order, as shown in Figure 1-18.

## Close All Windows

1. Press Alt+Ctrl+W and all open windows close.

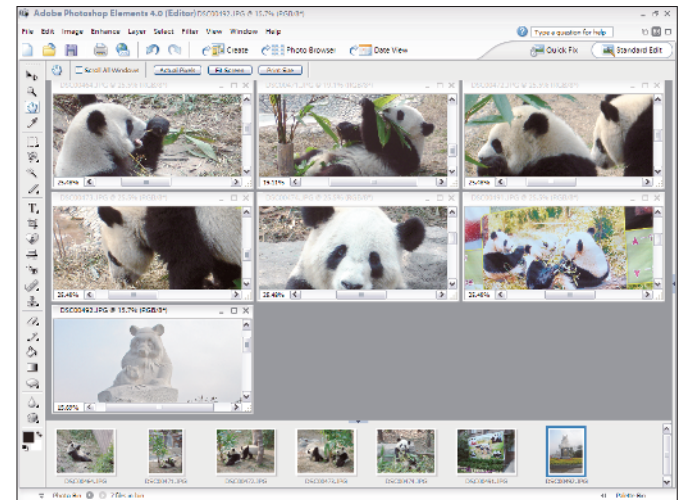


Figure 1-17: Tiled images

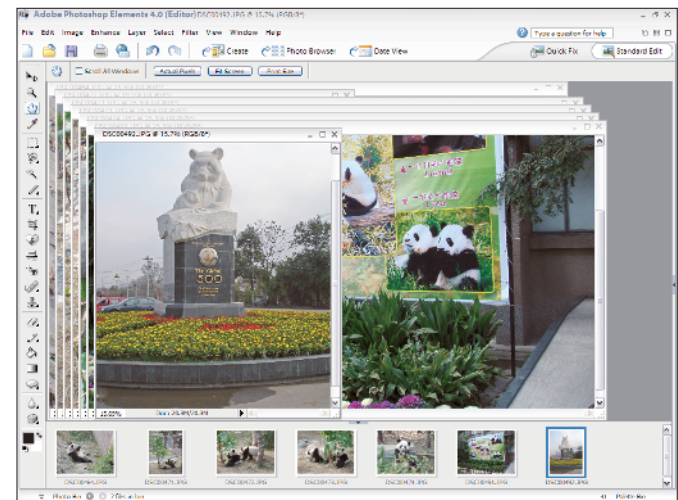


Figure 1-18: Cascading Image windows