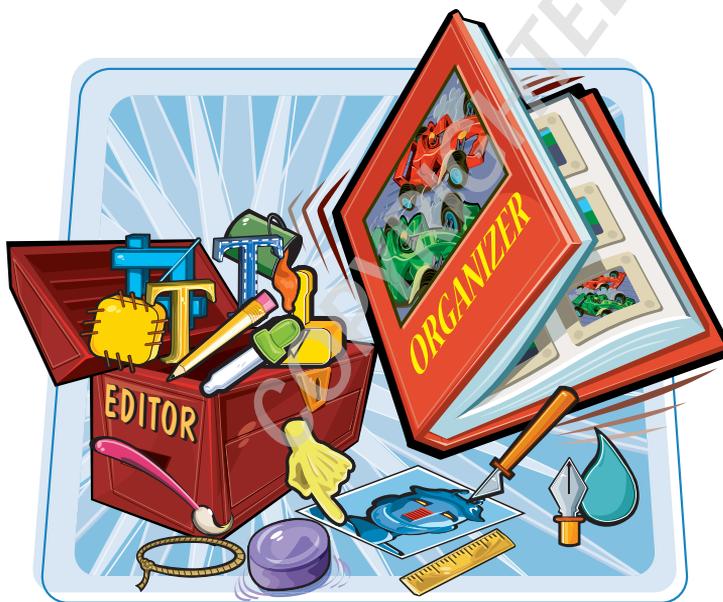


# CHAPTER

# 1

## Getting Started



Are you interested in working with digital images on your computer? This chapter introduces you to Adobe Photoshop Elements 8, a popular software application for editing and creating digital images.

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# Introducing Photoshop Elements 8

Photoshop Elements is a popular photo-editing program you can use to modify, optimize, and organize digital images. You can use the program's Editor to make imperfect snapshots clearer and more colorful as well as retouch and restore older photos. You can also use the program's Organizer to group your photos into albums, assign descriptive keyword tags, and create slide shows, online galleries, and more.



## 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 commands you can apply to manipulate the look of your photos. Whether you import photos from a digital camera or a scanner, 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 7 for more on manipulating selected parts of your photos. See Chapter 12 for more on painting and drawing, and see Chapter 13 for more on using filters.



## Retouch and Repair

You can use Photoshop Elements to edit new photos to make them look their best as well as retouch and repair older photos that suffer from aging problems. For example, you can restore a faded photo by using saturation controls 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 exposure commands to fix lighting problems as well as edit out unwanted objects with the Healing Brush. See Chapter 9 for more on retouching your photos.



## Add Decoration

The painting tools in Photoshop Elements make the program a formidable illustration tool as well as a photo editor. You can apply colors or patterns to your images with a variety of brush styles. See Chapter 12 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 14 for more on adding text elements.



## Create a Digital Collage

You can combine parts of different images in Photoshop Elements to create a collage. Your compositions can include photos, scanned art, text, and anything else you can save on your computer as a digital image. By placing elements on separate layers, you can move, transform, and customize them independently of one another. See Chapter 8 for more on layers. You can also merge several side-by-side scenes into a seamless panorama, which is covered in Chapter 16.



## Organize and Catalog

As you bring photos into Photoshop Elements, the program keeps track of them in the Organizer. In the Organizer, you can place groups of photos into theme-specific albums, tag your photos with keywords that describe where they were taken or who is in them, and search for specific photos based on a variety of criteria. See Chapters 3 and 4 for more on the Organizer.



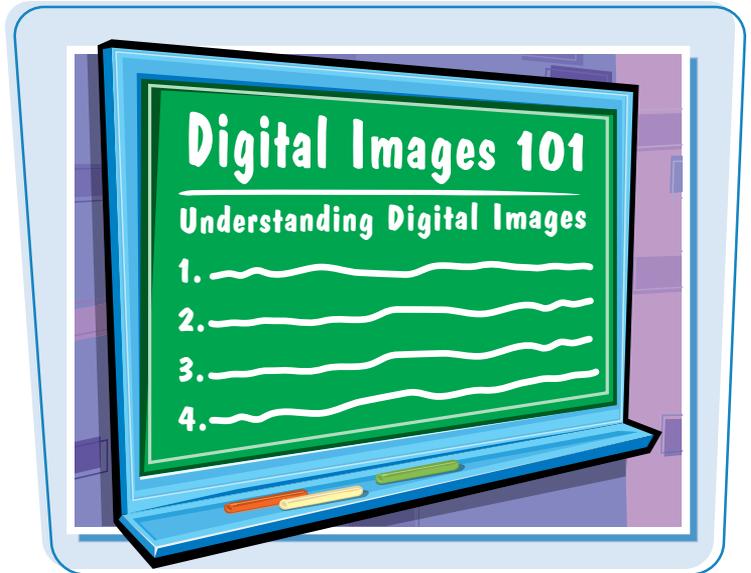
## Put Your Photos to Work

After you edit your photographs, you can use them in a variety of ways. Photoshop Elements lets you print your images, save them for the Web, or bring them together in a slide show. You can e-mail your photos with the Photo Mail feature. You can also create greeting cards, calendars, and other projects. For more on creating and printing your photo projects, see Chapters 16 and 17.



# Understanding Digital Images

To work with photos in Photoshop Elements, you must first turn them into a digital format. This section introduces you to some important basics about how computers store images in digital form.



## Acquire Photos

You can acquire photographic images to use in Photoshop Elements from a number of sources. You can download photos to Photoshop Elements from a digital camera, memory card, or photo CD. You can scan photographs, slides, or artwork and then import the images directly into the program. You can also bring in photos that you have downloaded from the Web. For more on importing photos, see Chapter 2.



## Understanding Pixels

Digital images that you download from a camera 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. Chapter 5 covers the Zoom tool.



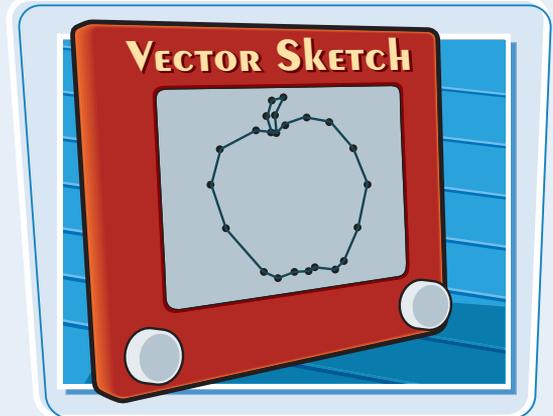
## Bitmap Images

Images that are composed of pixels are known as *bitmap images* or *raster images*. The pixels are arranged in a rectangular grid, and each pixel includes information about its color and position. Most of the time when you are working in Photoshop Elements, you are working with bitmap content.



## Vector Graphics

The other common way of displaying pictures on your computer is with vector graphics. Vector graphics encode image information by using mathematical equations rather than pixels. Unlike raster images, vector graphics can change size without a loss of quality. When you add shapes or text to your photos in Elements, you are working with vector graphics.



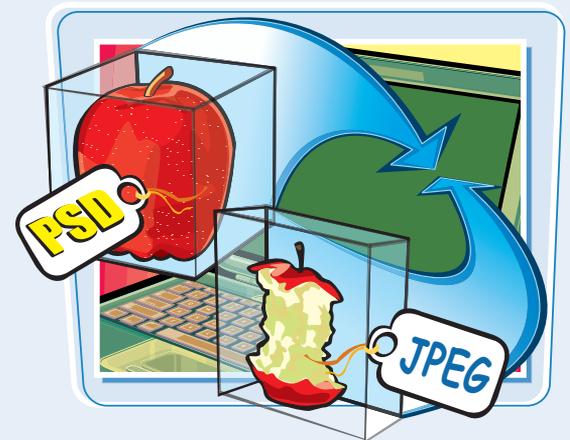
## Supported File Formats

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 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.



## File Size

File formats such as PSD and TIFF tend to take up more space on your computer because they faithfully save all the information that was originally captured by your camera or other device. Those formats can also include multiple layers. JPEG, GIF, and PNG files are built to be sent over the Internet and usually sacrifice some quality for the sake of compactness.



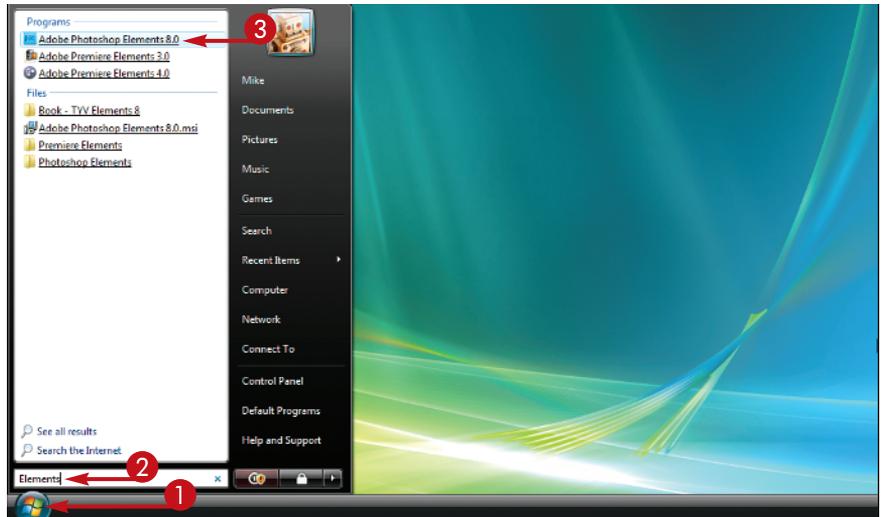
# Start Photoshop Elements

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



## Start Photoshop Elements

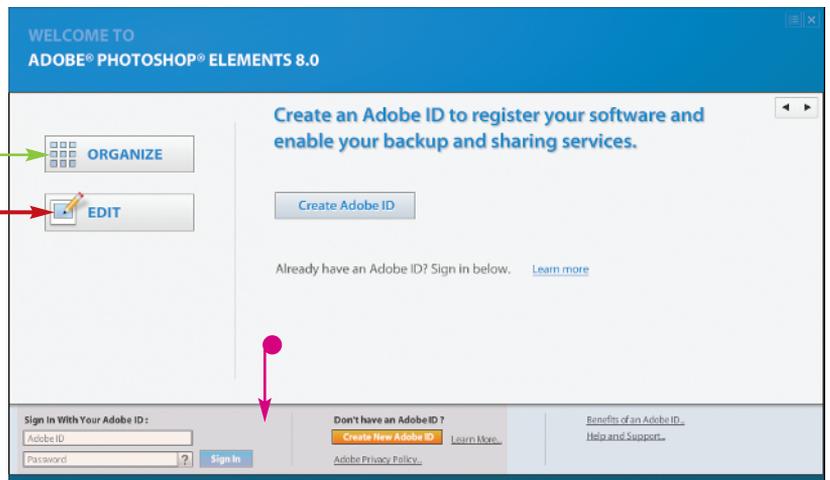
- 1 Click **Start**.
- 2 Type **Elements** in the search box.  
Windows displays a list of search results.
- 3 Click **Adobe Photoshop Elements 8.0**.



The Photoshop Elements welcome screen opens.

The welcome screen displays clickable buttons that take you to different workspaces in Photoshop Elements.

- 4 Click **Edit**.
- You can click **Organize** to open the Organizer.
  - You can also log in to or sign up for Adobe's photo-sharing and backup services. See Chapter 17 for more.



In the Photoshop Elements Editor, you can use a combination of tools, menu commands, and panel-based features to open and edit your digital photos. The main Editor pane displays the photos that you are currently modifying. This section gives you a preview of the interface elements in the Editor.

To open the Editor, click **Edit** on the welcome screen.

### ● Image Window

Displays each photo you open in Photoshop Elements.

### ● Layout Button

Opens a menu that lets you select from a variety of image window arrangements.

### ● Image Tabs

Clickable tabs for switching between open images in the Editor.

### ● Photoshop.com Links

Clickable links for signing in to Photoshop.com for managing your photos online.

### ● Organizer Button

Clickable button for switching to the Organizer interface, where you can catalog your photos.

### ● Task Tabs

Clickable tabs for switching between workflows in the Editor.

### ● Panel Bin

A storage area for panels, which are the resizable windows that hold related commands, settings, and other information.

### ● Project Bin

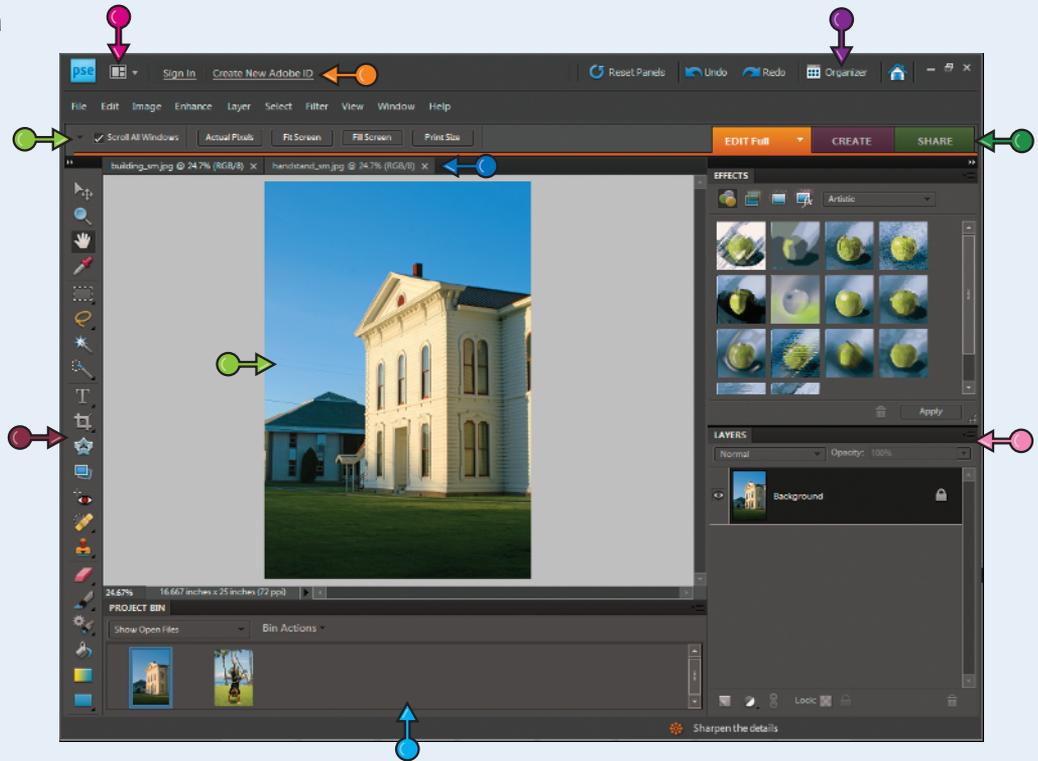
Enables you to open and work with multiple photos.

### ● Toolbox

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

### ● Options Bar

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



# The Organizer Workspace

In the Photoshop Elements Organizer, you can catalog, view, and sort your growing library of digital photos. The main Organizer pane shows miniature versions of the photos in your catalog. This section gives you a preview of the interface elements in the Organizer.

To open the Organizer, click **Organize** on the welcome screen.

## ● Photo Browser

Displays miniature versions, or *thumbnails*, of the photos in your catalog.

## ● Toolbar

Displays buttons and other options for modifying and sorting photos in the Photo Browser.

## ● Photoshop.com Links

Clickable links for signing in to Photoshop.com for managing your photos online.

## ● Display Menu

Contains commands for switching to different views in the Organizer.

## ● Task Tabs

Clickable tabs for switching between workflows in the Organizer.

## ● Panel Bin

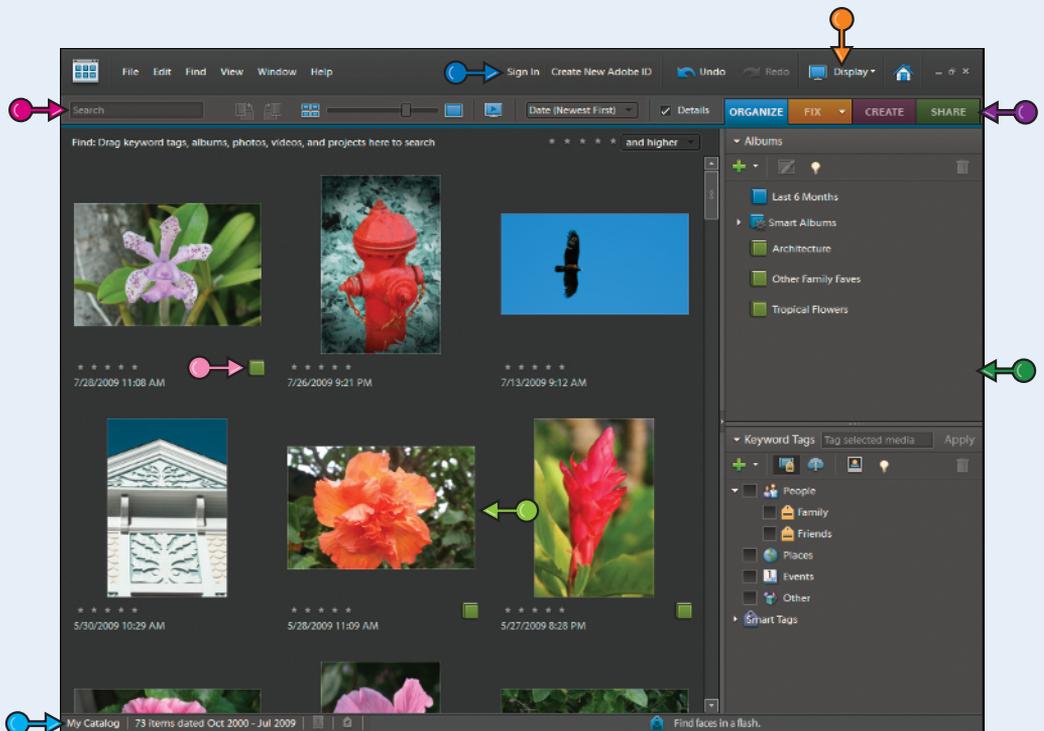
A storage area for panels, which are the resizable windows that hold related commands, settings, and other information.

## ● Tag Icon

Shows which tags have been applied to a photo.

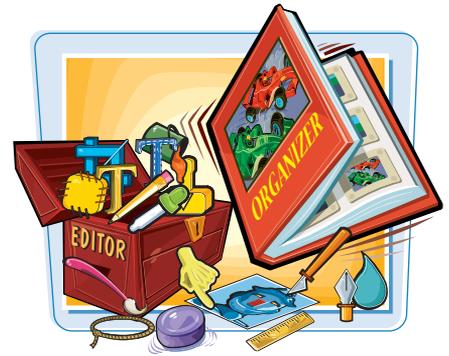
## ● Status Bar

Displays the name of the currently open catalog, how many photos are in the catalog, and other summary information.



# Switch between the Editor and the Organizer

Photoshop Elements has two main views: the Editor and the Organizer. The Editor enables you to modify, combine, and optimize your photos, while the Organizer lets you browse, sort, share, and categorize photos in your collection. You can easily switch between the two views.



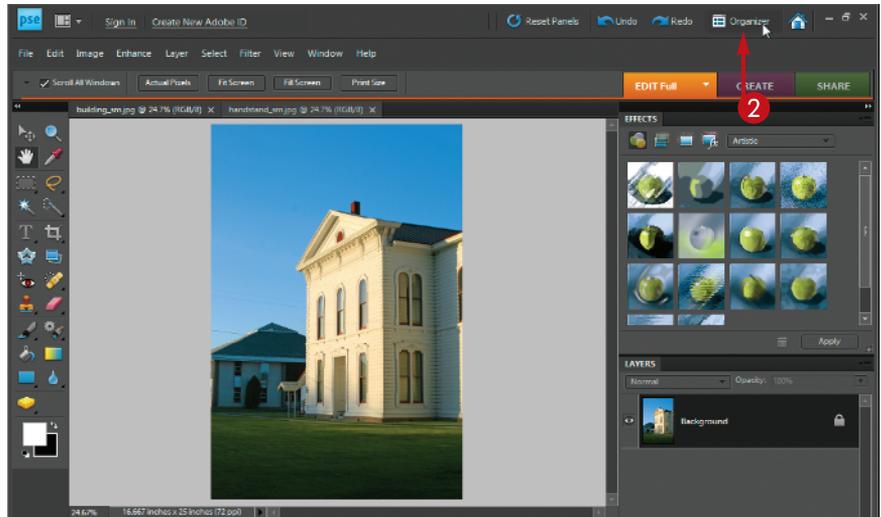
## Switch between the Editor and the Organizer

- 1 Start Photoshop Elements in the Editor view.

**Note:** See the section “Start Photoshop Elements” for more on starting the program.

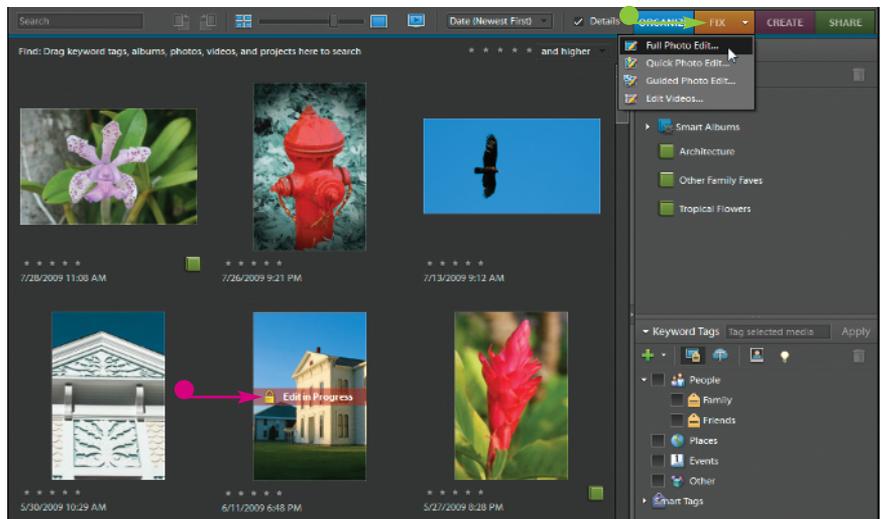
You can open and edit a photo in the Editor.

- 2 Click **Organizer**.



The Organizer appears.

- You can click **Fix** and then **Full Photo Edit** to return to the Editor.
- A lock icon (🔒) appears on any Organizer photos that are currently being edited in the Editor.



# Anatomy of the Photoshop Elements Toolbox

Photoshop Elements offers a variety of specialized tools that let you edit your image. Take some time to familiarize yourself with the Toolbox tools.

You can select tools by clicking buttons in the Toolbox or by typing a keyboard shortcut key. Keyboard shortcut keys are shown in parentheses.

## ● Move (V)

Moves selected areas of an image.

## ● Zoom (Z)

Zooms your view of an image in or out.

## ● Hand (H)

Shows unseen parts of larger images.

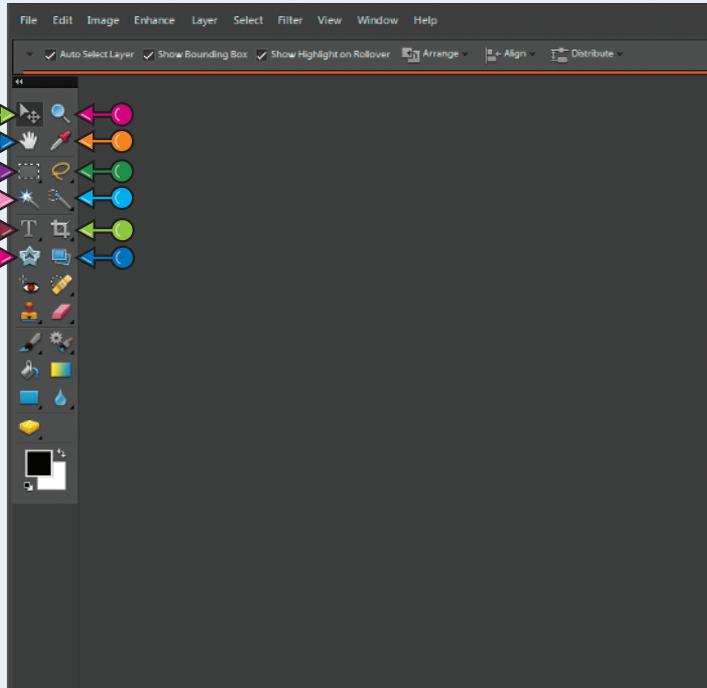
## ● Eyedropper (I)

Samples color from an area of an image.



## ● Marquee (M)

Selects pixels by drawing a box or ellipse around the area you want to edit.



## ● Lasso (L)

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

## ● Magic Wand (W)

Selects pixels of odd-shaped areas based on similar pixel color.

## ● Quick Selection Brush (A)

Selects pixels by using brush shapes.

## ● Type (T)

Adds type to an image.

## ● Crop (C)

Trims an image to create a new size.

## ● Cookie Cutter (Q)

Crops your image into shapes.

## ● Straighten (P)

Straightens tilted images.

● **Red-Eye Removal (Y)**

Corrects red-eye problems.

● **Spot-Healing Brush (J)**

Quickly fixes slight imperfections by cloning nearby pixels.

● **Clone Stamp (S)**

Duplicates an area of the image.

● **Eraser (E)**

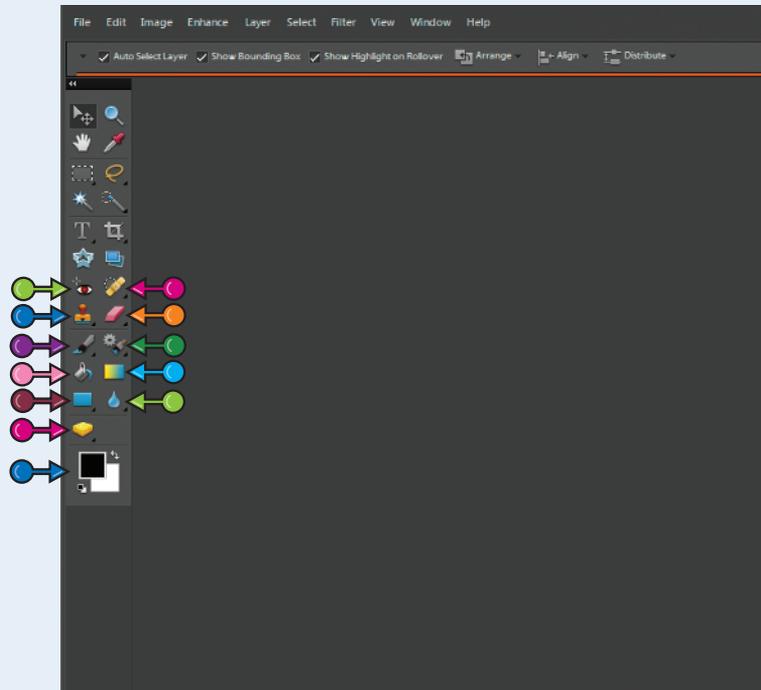
Erases pixels.

● **Brush (B)**

Paints strokes of color.

● **Smart Brush (F)**

Simultaneously selects objects and applies color adjustments.



● **Paint Bucket (K)**

Fills areas with color.

● **Gradient (G)**

Creates blended color effects to use as fills.

● **Custom Shape (U)**

Draws predefined shapes.

● **Blur (R)**

Blurs objects in your image.

● **Sponge (O)**

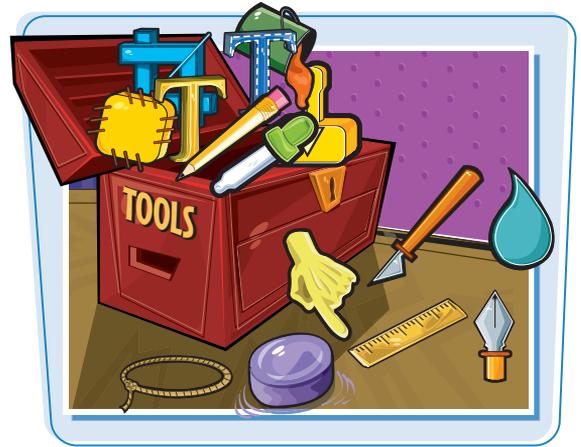
Adjusts color saturation or intensity.

● **Foreground and Background Color**

Sets foreground and background colors to use with tools.

# Work with Toolbox Tools

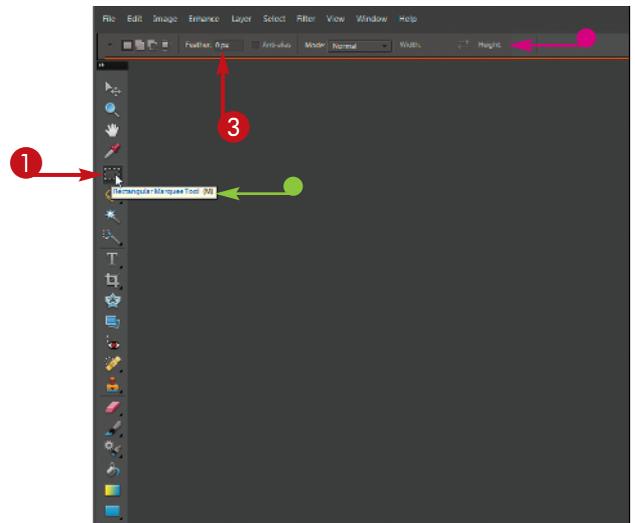
You can use the tools in the Photoshop Elements Toolbox to make changes to an image. After you click to select a tool, the Options bar displays controls for customizing how the tool works. Some tools include a tiny triangle in the bottom-right corner to indicate hidden tools you can select. For example, the Marquee tool has two variations: Rectangular and Elliptical.



## Work with Toolbox Tools

### Select a Tool

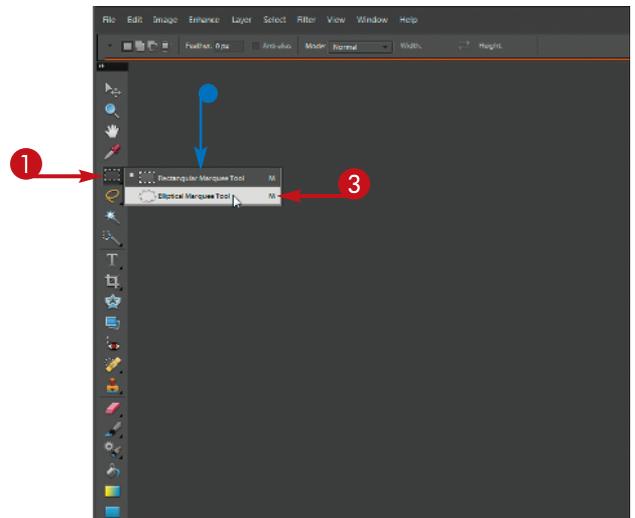
- 1 Position the mouse pointer over a tool.
- 2 Click a tool to select it.
  - The Options bar displays customizing options for the selected tool.
- 3 Specify any options you want for the tool.



### Select a Hidden Tool

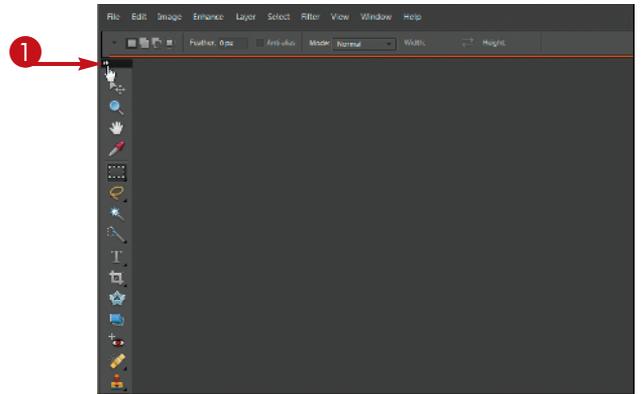
- 1 Click a tool that has a triangle in its corner.
- 2 Press and hold the mouse button.
  - A menu of hidden tools appears.

You can also right-click on a tool to show hidden tools.
- 3 Click the tool you want to use.



## Configure the Toolbox

- 1 At the top of the Toolbox, click .

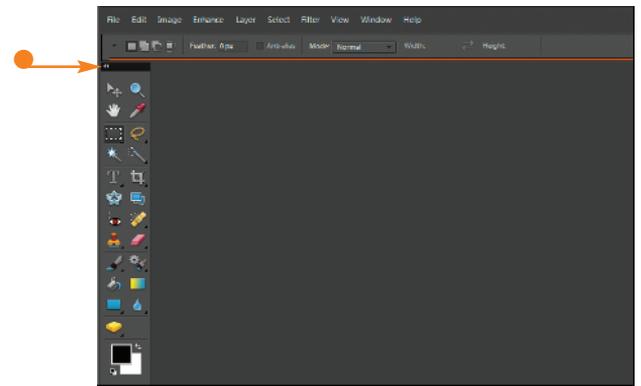


The Toolbox changes configurations.

In this example, the one-column Toolbox changes to a two-column Toolbox.

- You can click  to switch back to the previous configuration.

Both the one-column and two-column configurations are used in the examples in this book.



### TIP

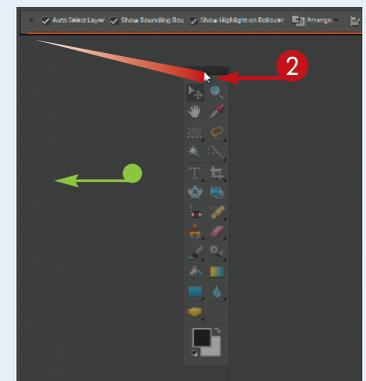
#### How can I float the Toolbox?

You can float the Toolbox over the workspace to make it convenient to select tools as you work.

- 1 Position the mouse over the top of the Toolbox.
- 2 Click and drag the Toolbox to a different part of the workspace.
- 3 Release the mouse button.

Photoshop Elements displays the Toolbox as a floating panel.

- You can drag the Toolbox back to the left side of the workspace to unfloat it.



# Work with Panels

In the Photoshop Elements Editor, you can open resizable windows called *panels* to access different Photoshop Elements commands and features. By default, most panels open in the Panel Bin located on the right side of the Photoshop Elements workspace. You can float panels over the program workspace to give yourself easy access to commands.



## Work with Panels

### Open and Close a Panel

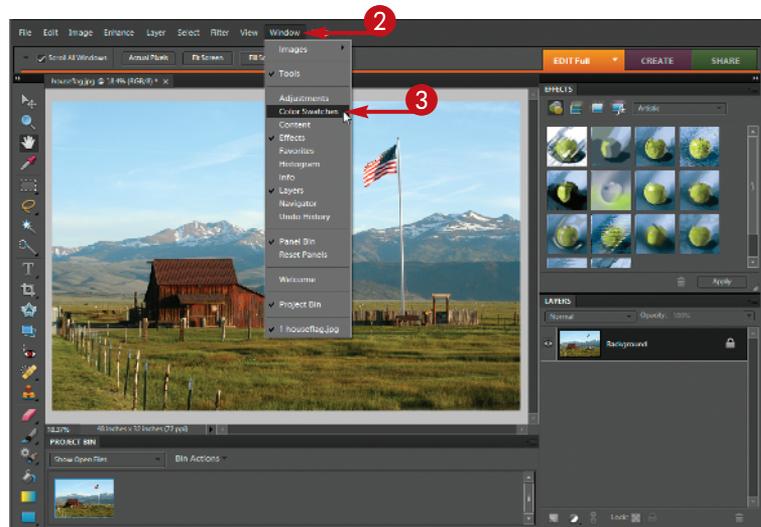
1 Open the Photoshop Elements Editor.

**Note:** For more on opening the Editor, see the section “Start Photoshop Elements.”

2 Click **Window**.

3 Click a panel name.

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



The chosen panel opens.

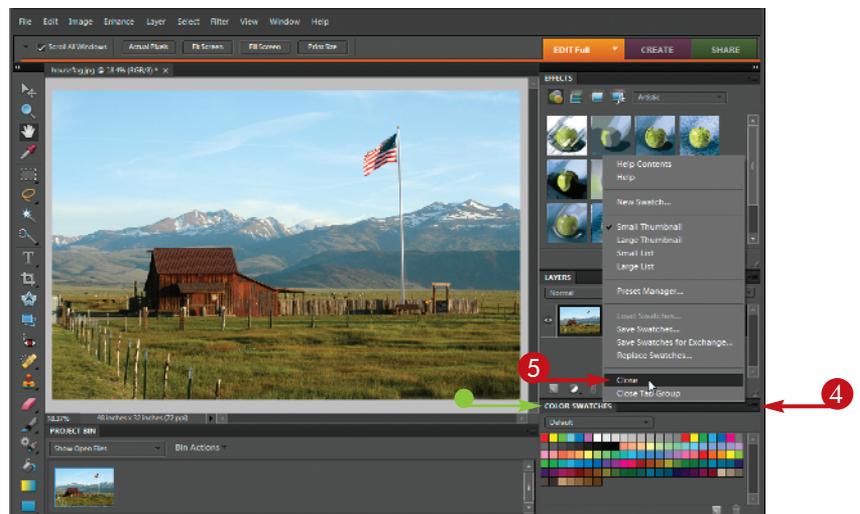
4 You can hide or show a panel by double-clicking its title tab.

4 Click the panel menu.

A menu with panel commands opens.

5 Click **Close**.

The panel closes.

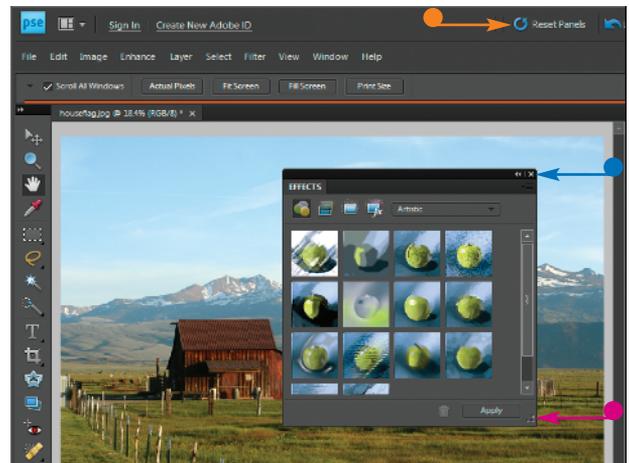
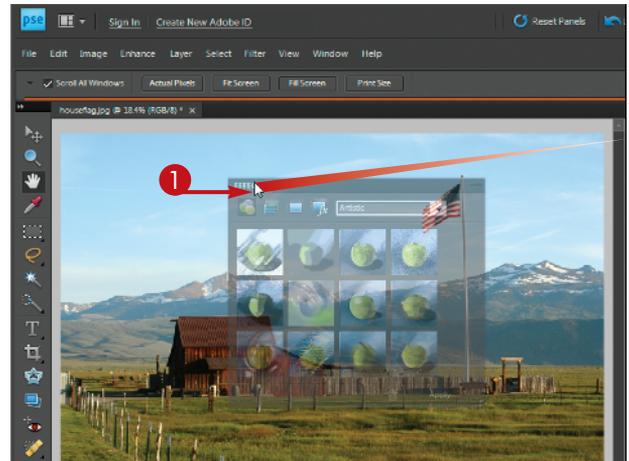


## Float a Panel

- 1 Click and drag the title tab of a panel to the work area.
- 2 Release the mouse.

The panel opens as a free-floating window.

- You can resize a floating panel by clicking and dragging its corner (■).
- To close a floating panel, click the **Close** button (✕).
- To reset the Photoshop Elements panels to their default arrangement, click **Reset Panels**.

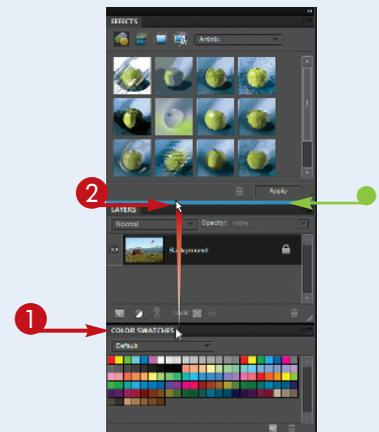


## TIP

### How do I rearrange panels in the Panel Bin?

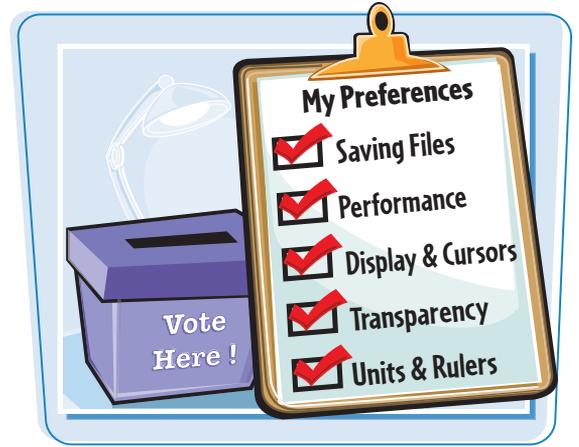
- 1 Position the mouse over the title tab of a panel.
- 2 Click and drag the panel to a different part of the Panel Bin.
  - Photoshop Elements highlights the area to which the panel will be moved.
- 3 Release the mouse button.
 

Photoshop Elements moves the panel.



# Set Program Preferences

The Preferences dialog box lets you change default settings and modify how the program looks. You can set preferences in both the Editor and Organizer workspaces to customize the program to match how you like to work.



## Set Program Preferences

### In the Editor

1 In the Editor, click **Edit**.

**Note:** For more on opening the Editor, see the section "The Editor Workspace."

2 Click **Preferences**.

3 Click **General**.

The Preferences dialog box opens and displays General options.

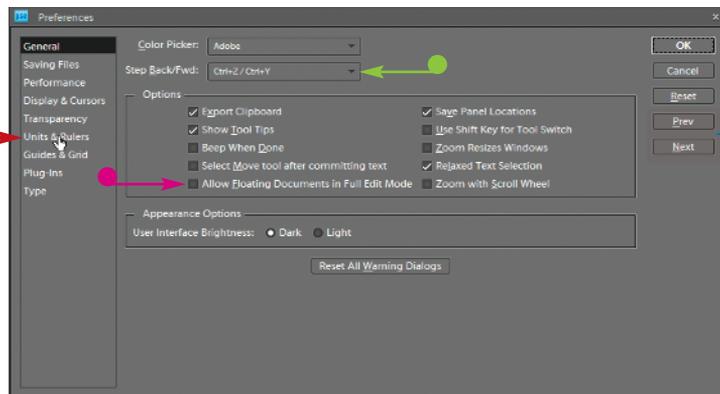
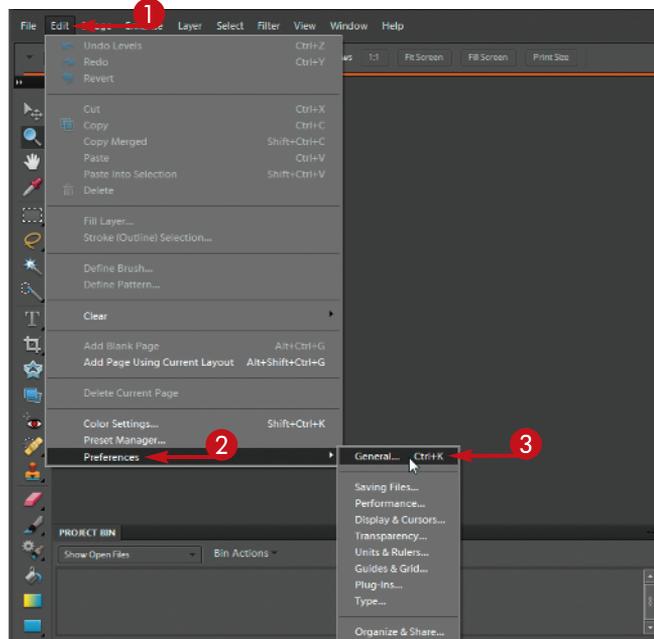
4 Select any settings you want to change.

- For example, you can specify the shortcut keys for stepping backward and forward through your commands.

- You can click here to open images in floating windows instead of tabbed windows.

5 Click a different preference category.

- You can also click **Prev** and **Next** to move back and forth between categories.

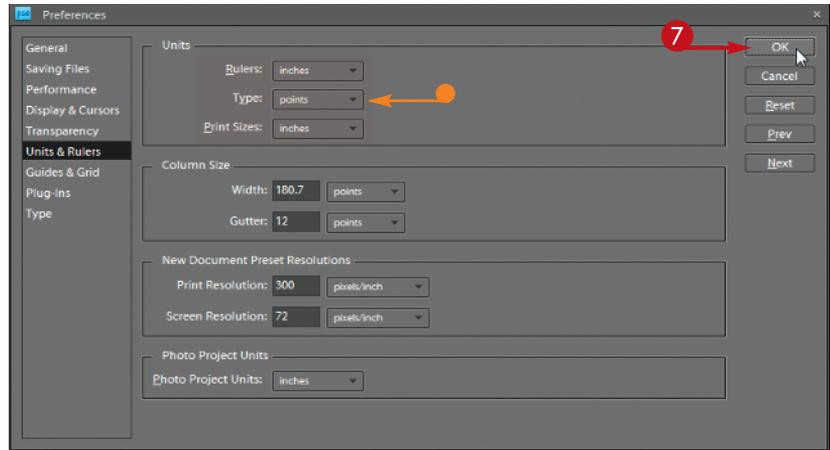


In this example, the Preferences dialog box displays Units & Rulers options.

- 6 Select any settings you want to change.
  - For example, you can specify the default units for various aspects of the program.

- 7 Click **OK**.

Photoshop Elements sets the preferences.



## In the Organizer

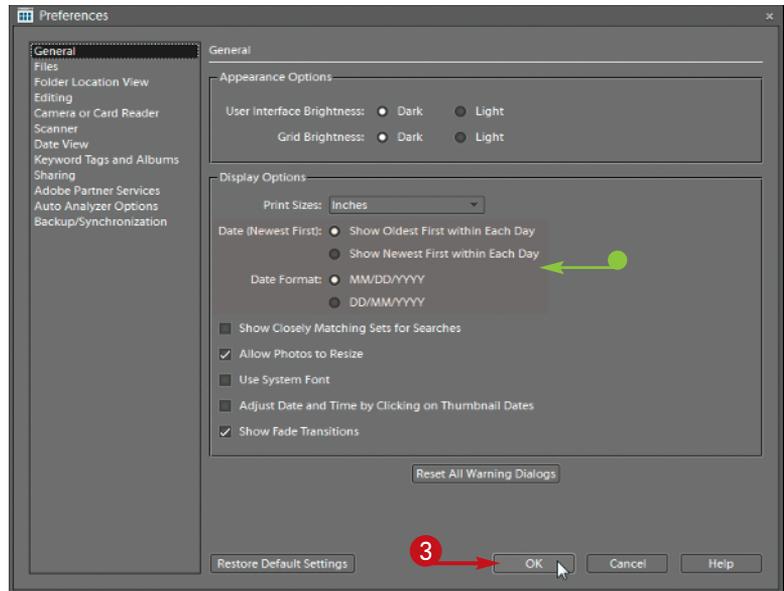
- 1 In the Organizer, click **Edit**, **Preferences**, and then **General**.

**Note:** For more on opening the Organizer, see the section “The Organizer Workspace.”

The Preferences dialog box opens.

- 2 Select any settings you want to change.
  - For example, you can specify date ordering and formatting preferences.
- 3 Click **OK** to close the dialog box.

Photoshop Elements sets the preferences.



## TIPS

### What type of measurement units should I use?

You should use the units most applicable to the type of output you intend to produce. Pixel units are useful for Web imaging because monitor dimensions are measured in pixels. Inches, picas, centimeters, and millimeters 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 for opening more files?

The Performance preferences show how much memory you have available and how much of it Photoshop Elements is using. You can make changes to these settings to enhance the program’s performance. The 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.



# View Rulers and Guides

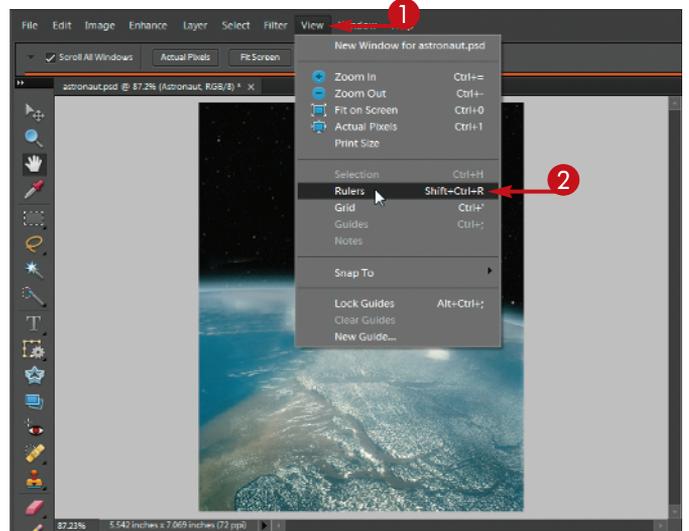
You can turn on rulers and create guides to help place elements accurately in your image. Rulers appear on the top and left sides of the image window and enable you to measure distances within your image. Guides are lines that help you position different elements in your image. These lines do not appear on the printed image.



## View Rulers and Guides

- 1 Click **View**.
- 2 Click **Rulers**.

**Note:** To change the units of the rulers, see the section “Set Program Preferences” in Chapter 1.

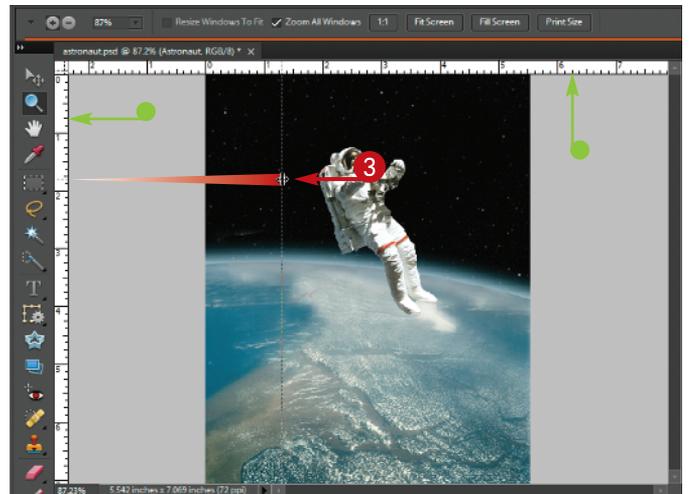


- Photoshop Elements adds rulers to the top and left edges of the image window.

- 3 Click one of the rulers and drag the cursor into the window (the cursor changes to  $\leftarrow| \rightarrow$ ).

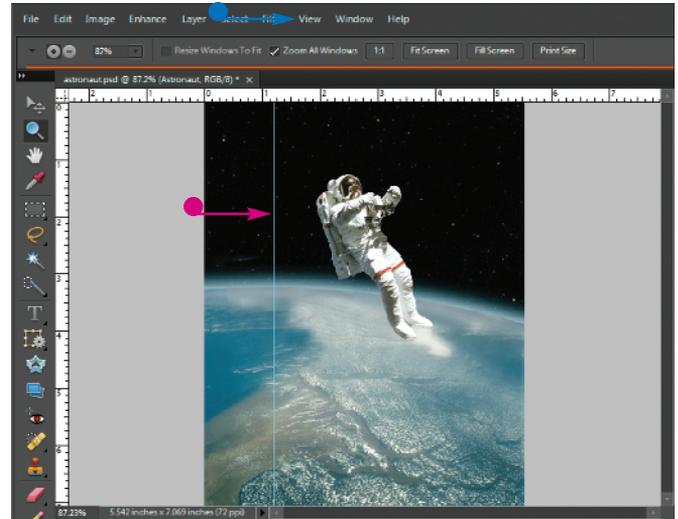
Drag the top ruler down to create a horizontal guide.

Drag the left ruler to the right to create a vertical guide.



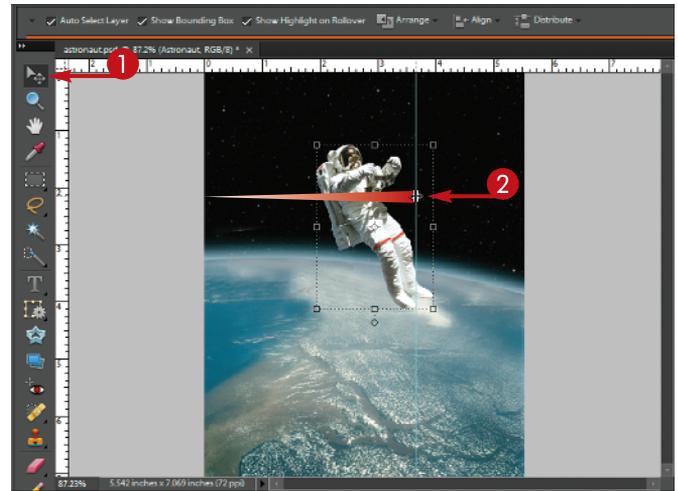
- A thin, colored line called a guide appears.
- You can also click **View** and then **New Guide** to add a guide.  
You can use guides to align objects in the different layers of an image.

**Note:** See Chapter 8 for more about layers.



### Move a Guide

- 1 Click the **Move** tool (.
- 2 Place the cursor over a guide (the cursor changes to ) and then click and drag.



### TIPS

#### How do I make objects in my images “snap to” my guides when I move those objects?

The “snap to” feature is useful for aligning elements in a row or a column.

- 1 Click **View**.
- 2 Click **Snap To**.
- 3 Click **Guides**.

When you move an object near a guide, Photoshop Elements automatically aligns it with the guide.

**Note:** For more about layers, see Chapter 8.

