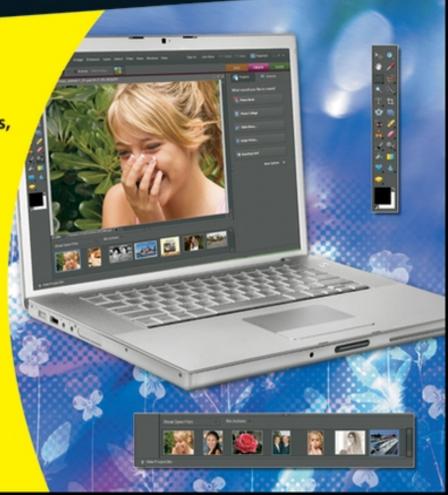
Photoshop[®] Elements 7 DUMMLES[®]

Learn to:

- Navigate around the tools, menus, panels, buttons, and options
- Create sharp and colorful images for printing
- Correct color, contrast, and clarity

IN FULL COLOR!

Barbara Obermeier Ted Padova



Making Everything Easier!™

Photoshop[®] Elements 7

DUMMIES

Learn to:

- Navigate around the tools, menus, panels, buttons, and options
- Create sharp and colorful images for printing
- Correct color, contrast, and clarity

IN FULL COLOR!

Barbara Obermeier Ted Padova



Photoshop Elements 7 For Dummies®

Table of Contents

Introduction

About This Book
Conventions Used in This Book
How This Book Is Organized

Part I: Getting Started

Part II: Getting Organized

Part III: Selecting and Correcting Photos

Part IV: Exploring Your Inner Artist

Part V: Printing, Creating, and Sharing

Part VI: The Part of Tens

<u>Icons Used in This Book</u> Where to Go from Here

Part I: Getting Started

Chapter 1: Getting to Know the Work Area

<u>Launching Photoshop Elements 7</u> <u>Getting Around in Full Edit Mode</u>

<u>Jumping to Full Edit mode</u>
<u>Examining the image window</u>

Moving through the menu bar
Uncovering the context menus
Using the Tools panel
Playing with panels
Selecting tool options from the Options
bar
Juggling all your interface options
Looking at shortcuts

Changing Workspaces

<u>Using Quick Edit mode</u> <u>Using creation tools</u>

<u>Using the Project Bin</u>

Creating different views of an image Hiding the Project Bin Using Bin Actions

Retracing Your Steps

<u>Using the Undo History panel</u> <u>Reverting to the last save</u>

Getting a Helping Hand

<u>Using Help</u> <u>Using PDFs from the installation CD</u> <u>Using ToolTips</u>

<u>Chapter 2: Getting Ready to Edit</u>

Controlling the Editing Environment

<u>Launching and navigating Preferences</u>
Checking out all the Preferences panes

Controlling the Organizing Environment

Understanding the Photoshop Elements
Organizer
Navigating Organizer preferences
Setting preferences in all the panes

<u>Customizing Presets</u> <u>Getting Familiar with Color</u>

<u>Introducing color channels</u> <u>Understanding bit depth</u>

Getting Color Right

<u>Calibrating your monitor</u> <u>Choosing a color workspace</u> Understanding how profiles work

<u>Chapter 3: Working with Resolutions, Color Modes, and File Formats</u>

The Ubiquitous Pixels

<u>Understanding resolution</u> <u>Understanding image dimensions</u>

The Art of Resampling

Changing image size and resolution Understanding the results of resampling

<u>Choosing a Resolution for Print or Onscreen</u> <u>Go Ahead — Make My Mode!</u>

Converting to Bitmap mode
Converting to Grayscale mode
Converting to Indexed Color mode

Saving Files with Purpose

Using the Save/Save As dialog box
Saving files for the Web
Understanding file formats
File formats at a glance
Audio and video formats supported in
Elements

Part II: Getting Organized

Chapter 4: Getting Your Images

<u>Digital Cameras versus Scanners and Film</u>
<u>Cameras</u>
<u>Grabbing Images from Your Camera</u>

Choosing a file format
Using the AutoPlay Wizard
Using Adobe Photoshop Elements 7.0 Photo Downloader
Resizing images from digital cameras

<u>Using a Scanner</u>

Preparing before you scan
Understanding image requirements
Using scanner plug-ins
Scanning many photos at a time

Getting Files from Storage Media
Using Online Services
Phoning In Your Images
Creating Images from Scratch
A Basic Primer on Camera Raw

<u>Understanding Camera Raw</u> <u>Acquiring Camera Raw images</u>

<u>Chapter 5: Viewing and Finding Your Images</u>

The Many Faces of the Organizer

Adding files to the default Organizer view Changing the Organizer display
Viewing photos in a slide show (Full Screen view)

Moving around the Image Window

Zooming in and out of images
Viewing multiple documents
Using pan and zoom
Using the Navigator panel

Sorting Your Photos

<u>Using sort commands</u> <u>Sorting media types</u>

<u>Using Search Options</u>

Searching by date

Searching for untagged items

Searching collections

Searching captions and notes

Searching by history

Searching metadata

Searching faces

<u>Chapter 6: Organizing and Managing Your Photos</u>

Organizing Groups of Images with Keyword Tags

Creating a new keyword tag Working with keyword tags

Cataloging Files

Splitting a big catalog into smaller catalogs
Importing photos to a new catalog
Switching to a different catalog

Creating Albums

Rating images
Adding rated files to an album

Hiding Files That Get in the Way

Stacking 'em up Creating versions

Sticking Digital Notes on Your Photos Automating Your Organization

Automating common tasks when you export Renaming files

Protecting Your Photos

Backing up your catalog Backing up photos and files

Part III: Selecting and Correcting Photos

Chapter 7: Making and Modifying Selections

<u>Defining Selections</u>
<u>Creating Rectangular and Elliptical Selections</u>

Perfecting squares and circles with Shift and Alt/Option

Applying marquee options

Making Freeform Selections with the Lasso Tools

Selecting with the Lasso tool

Getting straight with the Polygonal Lasso tool
Snapping with the Magnetic Lasso tool

Working Wizardry with the Magic Wand

<u>Talking about tolerance</u> <u>Wielding the wand to select</u>

Modifying Your Selections

Adding to a selection
Subtracting from a selection
Intersecting two selections
Avoiding key collisions

Painting with the Selection Brush
Painting with the Quick Selection Brush
Working with the Cookie Cutter Tool
Eliminating with the Eraser Tools

The Eraser tool
The Background Eraser tool
The Magic Eraser tool

<u>Using the Magic Extractor Command</u> <u>Using the Select Menu</u>

Selecting all or nothing
Reselecting a selection
Inversing a selection
Feathering a selection
Refining the edges of a selection

<u>Using the Modify commands</u> <u>Applying the Grow and Similar commands</u> <u>Saving and loading selections</u>

Chapter 8: Working with Layers

Getting to Know Layers

Anatomy of a Layers panel
Using the Layer and Select menus

Working with Different Layer Types

Image layers
Adjustment layers
Fill layers
Shape layers
Type layers

Tackling Layer Basics

Creating a new layer from scratch
Using Layer via Copy and Layer via Cut
Duplicating layers
Dragging and dropping layers
Using the Paste into Selection command

Moving a Layer's Content
Transforming Layers
Flattening and Merging Layers

Flattening layers Merging layers

Chapter 9: Simple Image Makeovers

<u>Cropping and Straightening Images</u>

Cutting away with the Crop tool
Cropping with a selection border
Straightening images
Using the Divide Scanned Photos
command

Employing One-Step Auto Fixes

Auto Smart Fix
Auto Levels
Auto Contrast
Auto Color Correction
Auto Sharpen
Auto Red Eye Fix

Editing with Quick Fix
Cloning with the Clone Stamp Tool
Retouching with the Healing Brush
Zeroing In with the Spot Healing Brush
Lightening and Darkening with Dodge and
Burn Tools
Smudging Away Rough Spots
Softening with the Blur Tool
Focusing with the Sharpen Tool
Sponging Color On and Off
Replacing One Color with Another

<u>Chapter 10: Correcting Contrast, Color, and Clarity</u>

Adjusting Lighting

Fixing lighting with Shadows/Highlights
Using Brightness/Contrast
Pinpointing proper contrast with Levels

Adjusting Color

Removing colorcasts automatically
Adjusting with Hue/Saturation
Eliminating color with Remove Color
Switching colors with Replace Color
Correcting with Color Curves
Adjusting skin tones
Defringing layers
Correcting with Color Variations
Adjusting color temperature with photo
filters
Mapping your colors

Adjusting Clarity

Removing noise, artifacts, dust, and scratches
Blurring when you need to
Sharpening for better focus

Working Intelligently with the Smart Brush tools

Part IV: Exploring Your Inner Artist

<u>Chapter 11: Playing with Filters, Effects, Styles,</u> and More

Having Fun with Filters

Applying filters
Corrective or destructive filters
One-step or multistep filters
Fading a filter
Selectively applying a filter

Working in the Filter Gallery
Distorting with the Liquify Filter
Correcting Camera Distortion
Dressing Up with Photo and Text Effects
Adding Shadows, Glows, and More

<u>Applying layer styles</u> <u>Working with layer styles</u>

Mixing It Up with Blend Modes

General blend modes
Darken blend modes
Lighten blend modes
Lighting blend modes
Inverter blend modes
HSL blend modes

<u>Using Photomerge</u>

<u>Photomerge Panorama</u> <u>Photomerge Group Shot</u>

<u>Photomerge Faces</u> <u>Photomerge Scene Cleaner</u>

Chapter 12: Drawing and Painting

Choosing Color

Working with the Color Picker

<u>Dipping into the Color Swatches panel</u>

<u>Sampling with the Eyedropper tool</u>

Getting Artsy with the Pencil and Brush Tools

Drawing with the Pencil tool
Painting with the Brush tool
Creating your own brush
Using the Impressionist Brush

Filling and Outlining Selections

Fill 'er up Outlining with the Stroke command

<u>Splashing On Color with the Paint Bucket Tool</u> <u>Working with Multicolored Gradients</u>

<u>Applying a preset gradient</u> <u>Customizing gradients</u>

Working with Patterns

<u>Applying a preset pattern</u> <u>Creating a new pattern</u>

Creating Shapes of All Sorts

<u>Drawing a shape</u>
<u>Drawing multiple shapes</u>
<u>Specifying Geometry options</u>
<u>Editing shapes</u>

Chapter 13: Working with Type

Understanding Type Basics
Creating Point Type
Creating Paragraph Type
Specifying Type Options
Editing Text
Simplifying Type
Masking with Type
Stylizing and Warping Type

Adjusting type opacity
Applying filters to your type
Painting your type with color and
gradients
Warping your type

Part V: Printing, Creating, and Sharing

Chapter 14: Getting It on Paper

<u>Getting Pictures Ready for Printing</u> <u>Working with Color Printer Profiles</u>

<u>Understanding how Elements uses color</u> <u>profiles</u>

Converting color to a printer profile

<u>Printing to Epson Inkjet Printers</u>

Automatic profile selection for Epson printers
Selecting a printer profile
Printing with a custom profile

Printing to HP Inkjet Printers
Printing to Canon Printers
Submitting Files to Service Centers
Using Online Printing Services
Exploring Other Print Options

<u>Chapter 15: Showing It Onscreen</u>

Getting Familiar with the Elements Sharing and Printing Options
Creating a Slide Show

<u>Creating a project</u>
<u>Exporting to slides and video</u>
<u>Opening multipage PDF files in Elements</u>

Writing Creations to CDs and DVDs Showing Your Files on the Web

Creating an online photo album

Flip 'Em Over with Flipbooks

Chapter 16: Making Creations and Sharing

Getting a Grip on Assembling Creations
Creating a Photo Book
Greetings!
Creating CD and DVD Labels
Spreading the Love through Sharing

Going online with photoshop.com
Ordering prints online
E-mailing creations
Using Photo Mail

Part VI: The Part of Tens

<u>Chapter 17: Ten Tips for Composing Better Photos</u>

Find a Focal Point
Use the Rule of Thirds
Cut the Clutter
Frame Your Shot
Employ Contrast
Use Leading Lines
Experiment with Viewpoints
Use Light
Give Direction
Consider Direction of Movement

Chapter 18: Ten More Project Ideas

Wallpaper and Screen Savers
Flyers, Ads, and Online Auctions
Clothes, Hats, and More
Posters
Household and Business Inventories

Project Documentation
School Reports and Projects
Wait — There's More

Photoshop® Elements 7 For Dummies®

by Barbara Obermeier and Ted Padova



Photoshop® Elements 7 For Dummies®

Published by
Wiley Publishing, Inc.
111 River St.
Hoboken, NJ 07030-5774
www.wiley.com

Copyright © 2009 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the

Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Legal Department, Wiley Publishing, Inc., 10475 Crosspoint Blvd., Indianapolis, IN 46256, (317) 572-3447, fax (317) 572-4355, or online at

http://www.wiley.com/go/permissions.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the

understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2008937853

ISBN: 978-0-470-44788-8

Manufactured in the United States of America



About the Authors

Barbara Obermeier is the principal of Obermeier Design, a graphic design studio in Ventura, California. She is the author of Photoshop CS3 All-in-One Desk Reference For Dummies and has contributed as author or coauthor on numerous books on Photoshop, Photoshop Elements, Illustrator, and PowerPoint. She is currently a faculty member in the Graphic Design Department at Brooks Institute.

Ted Padova is the former chief executive officer and managing partner of The Image Source Digital Imaging and Photo Finishing Centers of Ventura and Thousand Oaks, California. He has been involved in digital imaging since founding a service bureau in 1990. He retired from his company in 2005 and now spends his time writing and speaking on Acrobat, PDF forms, and LiveCycle Designer forms.

Ted has written more than 30 computer books and is the world's leading author on Adobe Acrobat. He has written books on Adobe Acrobat, Adobe Photoshop, Adobe Photoshop Elements, Adobe Reader, Microsoft PowerPoint, and Adobe Illustrator. Recent books published by John Wiley and Sons include Adobe Acrobat PDF Bible, Acrobat and LiveCycle Designer Forms Bible, Adobe Creative Suite Bible, Color Correction for Digital Photographers Only, Color Correction for Digital

Photographers For Dummies, and Microsoft PowerPoint 2007 For Dummies — Just the Steps.

Authors' Acknowledgments

The authors would like to thank our excellent project editor, Kim Darosett, who kept us and this book on track; Bob Woerner, our great Executive Editor; Andy Cummings, Dummies Royalty; Dennis Cohen, technical editing wizard; Laura Miller, copy editor, who made what we wrote sound better; and all the dedicated production staff at Wiley. Additionally, we would like to thank Don Mason of Don Mason Photography, Bakersfield California for helping us out with some tone corrections and his expert advice on digital color correction.

Barbara Obermeier: A special thanks to Ted Padova, my coauthor, and friend, who always reminds me there is still a 1 in 53 million chance that we can win the lottery.

Ted Padova: My first choice always in coauthoring a book is to do the job with Barbara Obermeier. There's no one I'd rather work with, and I thank Barbara for initially putting together this project and asking me to join her.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at http://dummies.custhelp.com. For other comments, please contact our Customer Care Department within the

U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Project Editor: Kim Darosett

Executive Editor: Bob Woerner

Copy Editor: Laura Miller

Technical Editor: Dennis Cohen

Editorial Manager: Leah Cameron

Editorial Assistant: Amanda Foxworth

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant (<u>www.the5thwave.com</u>)

Composition Services

Project Coordinator: Kristie Rees

Layout and Graphics: Claudia Bell, Carl Byers, Melissa

K. Jester, Ronald Terry, Christine Williams

Proofreader: Melanie Hoffman

Indexer: Potomac Indexing, LLC

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher **Composition Services**

Gerry Fahey, Vice President of Production Services

Debbie Stailey, Director of Composition Services

Introduction

What was once a consumer-grade, low-level program for beginning image editors and a junior cousin to the powerful Adobe Photoshop program has evolved and matured to stand on its own merits now in version 7.0 for Windows and (as is often the case with the release of this program) later on the Macintosh. As of this writing, Elements is available on the Mac only in version 6. However, Adobe's history with Photoshop Elements is that the Mac version typically follows several months after the Windows release.

You won't find much comparison between Adobe Photoshop Elements and Adobe Photoshop in this book, nor will you see any suggestions that you should consider using Photoshop for one thing or another. We don't make suggestions simply because Photoshop Elements is a powerful tool that satisfies many needs of amateurs and professionals alike.

Why should you buy Elements (and, ultimately, this book)? The range of people who can benefit from using Elements is wide and includes a vast audience. From beginning image editors to intermediate users to more advanced amateurs and professionals, Elements has something for everyone. We'll even stick our necks out a little and suggest that many Photoshop users can benefit greatly by adding Elements to their software tool cabinets. Why? Because Elements offers some wonderful creation and sharing tools that Photoshop hasn't yet dreamed of supporting. For example, in Photoshop Elements 7, you can create postcards, greeting cards, and photo albums with just a few mouse clicks. You can place orders with online service centers that professionally print

your photo creations. All these opportunities are available in Elements, and we cover these and many more creation ideas in Chapters 15 and 16.

To set your frame of mind to thinking in Photoshop Elements terms, don't think of the program as a scaled-down version of Adobe Photoshop; those days are gone. If you're a digital photographer and you shoot your pictures in JPEG or Camera Raw format, Elements has the tools for you to open, edit, and massage your pictures into professional images. If you worry about color profile embedding, forget it. Elements can handle the task for you, as we explain in Chapter 4, where we talk about Camera Raw, and in Chapter 14, where we talk about color profiling and printing. For the professional, Photoshop Elements has just about everything you need to create final images for color printing and commercial printing.

If you're a beginner or an intermediate user, you'll find some of the Photoshop Elements quick-fix operations a breeze to use to help you enhance your images, as we explain in Chapters 9 and 10. And, when it comes time for you to print some homemade greeting cards and photo albums — whether you're a beginner, an intermediate user, or a professional user — Elements provides you with easy-to-follow steps to package your creations, as we cover in Chapters 15 and 16. In addition, the wonderful new sharing services available free to you on Photoshop.com are your gateway to keeping family, friends, and clients connected to your photos, as we explain in Chapter 16.

About This Book

This book is an effort to provide, in about 400 pages, as much of a comprehensive view of a wildly feature-rich program as we can. There's a lot to Elements, and we try to offer you as much as possible within our limited amount of space. We begged for more pages, but alas, our publisher wants to get this book in your hands in full color and with an attractive price tag. Therefore, even though we may skip over a few little things, all you need to know about using Photoshop Elements for designing images for print, sharing, Web hosting, versatile packaging, e-mailing, and more is covered in the pages ahead.

As we said, Photoshop Elements has something for just about everyone. Hence, we know that our audience is large and that not everyone will use every tool, command, or method described in this book. Therefore, we added a lot of cross-references in the text, in case you want to jump around. You can go to just about any chapter and start reading; and, if some concept needs more explanation, we point you in the right direction for getting some background when it's necessary.

Conventions Used in This Book

Throughout this book, we point you to menus where commands are accessed frequently. A couple of things to remember are the references for where to go when we detail steps in a procedure. For accessing a menu command, you may see a sentence like this one:

Choose File⇒Get Photos⇒From Files and Folders.

When you see commands like this one mentioned, we're asking you to click the File menu to open the drop-down menu, click the menu command labeled Get Photos, and then choose the command From Files and Folders from the submenu that appears.

Another convention we use refers to context menus. A context menu jumps up at your cursor position and shows you a menu similar to the menu you select at the top of the Elements workspace. To open a context menu, right-click the mouse (Shift-click on the Mac).

A third item relates to using keystrokes on your keyboard. When we mention that some keys need to be pressed on your keyboard, the text is described like this:

Press Alt+Shift+Ctrl+S

In this case, you hold down the Alt key, the Shift key, and the Control key and then press the S key. Then, release all the keys at the same time.

How This Book Is Organized

This book is divided into logical parts where related features are nested together in chapters within six different parts of the book.

Part I: Getting Started